

FOR INFORMATION ONLY

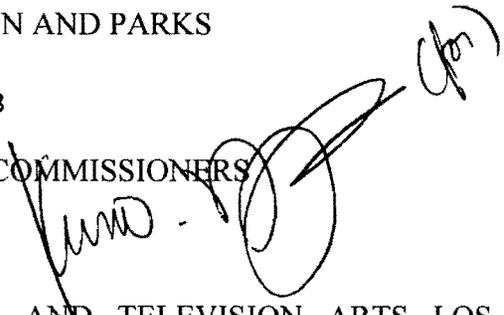
CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS

August 14, 2013

TO: BOARD OF RECREATION AND PARK COMMISSIONERS

FROM: JON KIRK MUKRI, General Manager

SUBJECT: THE BRITISH ACADEMY OF FILM AND TELEVISION ARTS LOS ANGELES (BAFTA) – FREE SUMMER MOVIE SCREENING SERIES AT THIRTY-TWO (32) RECREATION CENTERS



The Department launched the 4<sup>th</sup> Annual Free Summer Movie Screening Series to provide summer camps at thirty-two (32) Department recreation centers the opportunity to present quality entertainment through film.

Over seven (7) weeks in the summer, The British Academy of Film and Television Arts Los Angeles (BAFTA), in conjunction with Warner Brothers Films and Home Videos, has provided each of the thirty-two (32) Department recreation centers selected for this series, with seven (7) Warner Brothers DVD Film and Home video titles at a total combined valued cost of \$2,100.00.

BAFTA has a long tradition of the finest in filmmaking and television production and has long been involved in community outreach through its various programs. BAFTA Los Angeles is dedicated to bringing youth and families together by providing free entertainment and fun.

Building upon the success of last year's screening series, the complete list of titles to be screened in Summer 2013 are: Hoot, Young Einstein, Richie Rich, Jack the Giant Slayer, Gremlins 2, Free Willy and Ace Ventura.

Summer camps participating in 2013 are:

- Baldwin Hills Recreation Center
- Banning Recreation Center
- Branford Recreation Center
- Central Recreation Center
- Chevy Chase Recreation Center
- David M. Gonzales/Pacoima Recreation Center
- Denker Recreation Center
- Eagle Rock Recreation Center
- Echo Park Recreation Center
- Elysian Valley Recreation Center
- Fernangeles Recreation Center
- Gilbert Lindsay Recreation Center
- Harbor City Recreation Center
- Hollywood Recreation Center
- Hoover Recreation Center
- Jackie Tatum/Harvard Recreation Center
- Lincoln Heights Recreation Center
- Mar Vista Recreation Center
- Mount Carmel Recreation Center
- Oakwood Recreation Center
- Panorama Recreation Center
- Pecan Recreation Center
- Penmar Recreation Center
- Queen Anne Recreation Center
- Rancho Cienega Sports Complex

- Roy A. Anderson Recreation Center/EXPO Center
- Saint Andrews Recreation Center
- Seoul International Park/Ardmore Recreation Center
- Sylmar Park Recreation Center
- Wabash Recreation Center
- Wilmington Recreation Center
- 109th Street Recreation Center

This report was prepared by Joel Alvarez, Senior Management Analyst I, Partnership Division.

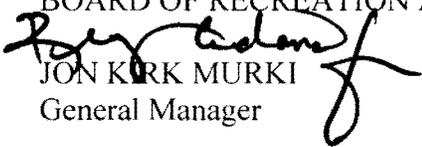
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CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS

August 14, 2013

TO: BOARD OF RECREATION AND PARKS COMMISSIONERS

FROM:

  
JON KIRK MURKI  
General Manager

SUBJECT: UPDATE ON STATUS OF RECREATION AND PARKS CAMPS

The Department of Recreation and Parks' (RAP) history with camps spans nearly an entire century, one that began with the opening of Camp Seeley in the San Bernardino National Forest circa 1917. From the downtown Civic Center, the nearest camp is only a few miles away in Griffith Park, while the furthest is over 300 miles away in the high Sierra Nevada Mountains. The camps offer a wide variety of accommodations, site features, and recreational opportunities set in the mountains, in urban park areas, and in close proximity to the coast.

Currently, RAP has a total of nine (9) camps of which five (5) camps are open and four (4) are closed. Two (2) of the open camps will undergo significant renovations in the future. Descriptions of each follow. Attachment A contains detailed information about camp rates. Attachment B reports the revenues and expenses of the camps for the (3) three most recent fiscal years.

1. **Camp High Sierra** – status: **OPEN**. 869 Lake Mary Rd., Mammoth Lakes, 93546 - seasonally open from July 1 – September 8. Occupancy – 296, Cabins – 10, Campsites – 43. Major facilities include a dining hall, kitchen, and historic lodge.

Although Camp High Sierra is currently operated by RAP, the Board recently approved a lease agreement for the facility with Mammoth Mountain Ski Area (MMSA) LLC for its development, operation, and maintenance. The lease agreement was approved by the Board on September 5, 2012 (Board Report No. 12-265), adopted by the City Council on June 25, 2013 (Council File No. 13-0691), and is currently being circulated for execution. RAP will continue to operate the camp until the lease agreement is executed and will coordinate closely with MMSA on the transition of the facility. Once the lease agreement is executed, MMSA will be fully responsible for the development, operation, and maintenance of Camp High Sierra for a period of 40 years, with an option to renew for 10 years. MMSA will pay RAP \$80,000.00 per year, subject to increases every fifth (5<sup>th</sup>) year, and not to exceed \$150,000.00 per year.

2. **Camp Radford** – status: **CLOSED**. 3250 Radford River Drive, Angeles Oaks, 92305. Occupancy – 300, Cabins – 21. Major features include a historic lodge and amphitheater, general store, office, auditorium with stage, and housing quarters.

The camp is eligible for listing on the National Register of Historic Resources, but has been closed due to seismic damage resulting from the 1992 Landers Earthquake. The camp lodge suffered the most damage and will need seismic retrofitting, electrical/mechanical/plumbing upgrades, hazardous material abatement, and Americans with Disabilities Act (ADA)/fire/safety upgrades. The swimming pool will require significant renovation to upgrade equipment, the bathhouse, and the water filtration/circulation equipment.

Seismic retrofit of the dining hall/kitchen was completed utilizing \$900,000 from the Seismic Bond Program as part of the Camp Radford - Phase I Renovation Project, the goal of which is to enable occupancy of one-hundred persons. The Phase I Project also includes the renovation and upgrades to eight cabins; conversion of existing laundry building and staff quarters to ADA-accessible restrooms; temporary weatherproofing and securing of the lodge; repair of the existing pedestrian bridge and the repair of the existing water supply and septic tank systems to bring the camp up to current building ADA, life/safety and health code standards. The estimate for completion of this work is \$2,100,000.00. The previous five (5)-year use permit for the camp has expired and will need to be renegotiated, but the United States Forestry Service (USFS) has agreed to renew the permit and extend it to a twenty (20)-year term upon completion of the Phase I renovation project. The Board approved the allocation of \$3,000,000.00 in Quimby Fee interest funds to Camp Radford, for the rehabilitation of the facility on December 10, 2012 (Board Report No. 12-322). However, due to concerns by the City Attorney regarding the allocation of Quimby interest, staff has not moved the project forward and continues to explore any and all potential funding sources.

3. **Camp Seeley** – status: **OPEN** – 250 North Highway 138, Crestline. Open year round by permit only. Summer available for week-long stays, fall/winter/spring available weekends only. Occupancy – 275, Cabins – 65. Major facilities include a dining hall, kitchen, lodge, and historic general store.
4. **Camp Decker** – status: **CLOSED** - 3313 South Decker Canyon Road., Malibu, 90265. Occupancy – 150, Campsites – 4 (for large groups). The site is primitive and includes tent areas rather than a lodge or cabins. The camp is closed due to water quality issues, which will require upgrading the water well storage and distribution system. As part of the water quality upgrades, the restroom would also need to be replaced in order to eliminate a septic leach field that is impacting the well.

An initial site visit was done to assess possible solutions for bringing the water well system and restroom back online. A concrete prefabricated restroom/shower unit is being considered for the site. A second site visit to develop costs is planned in the near future. The tasks to complete in order to re-open the camp include developing cost estimate, redesigning water wells, obtaining County approval, and identifying funding.

5. **Camp Valcrest** – status: **CLOSED** - Angeles National Forest H C 01 Box 18, La Canada, 91011. Occupancy - 60, Cabins – 3. Major features include a kitchen and dining hall. Camp Valcrest is closed due to water quality issues. The existing water tank was recently re-lined to comply with health and safety standards and receives water that is trucked in for camp caretaker and fire truck use. Domestic water previously provided by USFS wells near the camp was shut down due to unhealthful radioactivity resulting from geologic conditions (underlying granite bedrock). Two options that would enable re-opening of the camp are: 1) Truck in water for the tank. This would be an interim solution and would limit the programming capacity of the site. 2) Do exploratory drilling on site to determine if alternate well locations could be developed outside the granite bedrock layer. Re-opening the camp will also require renewal of a five (5)-year permit with the USFS.
6. **Griffith Park Boys Camp** – status: **OPEN** – 4730 Crystal Springs Drive, Los Angeles, 90027, Council District 4. Year round operations. RAP runs programs in the summer and on weekends, and permits on weekends September – May. Occupancy – 160, Cabins - 16. Major facilities include a dining hall, kitchen, and pool.
7. **Hollywoodland Girls Camp** – status: **OPEN** - 3200 Canyon Drive, Hollywood, 90068, Council District 4 - year round operations. RAP runs programs in the summer and on weekends, and permits on weekends September – May. Occupancy – 200, Cabins – 10. Major facilities include a dining hall, kitchen, and pool.
8. **Hansen Dam Campground (Phase I)** – Status: **OPEN** – 11770 W. Foothill Blvd., Lakeview Terrace, 91342, Council District 7. Major facilities include a large concrete picnic/BBQ area with an overhead shade structure and amphitheater. **Phase II**, which will include a concrete prefabricated restroom unit, pathways, twelve (12) tent pads, fencing, landscaping and irrigation, will be implemented by the United States Army Corps of Engineers. The project is anticipated to start construction at the end of September 2013 and to be completed early in 2014.
9. **Camp Machado** – Status: **CLOSED** – 25820 South Vermont Avenue, Harbor City, 90710, Council District 15 – The camp will undergo a major redesign / renovation that will include a new restroom, amphitheater, bird lookout tower, seventeen (17) campsites, group picnic area with BBQs, and ADA accessible trails and campsites. The project will

Board of Recreation and Park Commissioners

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be funded by Quimby, and will be bid with the Proposition O lake rehabilitation project. Project completion is estimated to be 2016/2017, following completion of the Proposition O project.

This report was prepared Robert Oyakawa, Landscape Architect I, Planning, Construction, and Maintenance Branch.

**ATTACHMENT A**  
**CAMP RATES** (Revised **07/09**)

**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 50% of rental fee is due one month prior to arrival at camp.
- C. Balance of rental fees 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 the initial deposit, will be refunded, if cancelled at least one month prior to arrival date. If cancelled less than one month prior to arrival date, there will be no refund.

CAMP RATES – (continued)  
Page 2 of 10

Day Renters:

A. Kitchen / Dining Hall: Use of kitchen/dining hall will cost \$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 (1<sup>st</sup> 4 hours)</u>	<u>Each additional hour</u>
25 person maximum	\$ 75.00	\$20.00
50 person maximum	\$100.00	\$30.00
100 person maximum	\$150.00	\$50.00

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. A charge of \$5.00 per person will be levied for each hour a group remains in camp beyond 2:00 p.m. (\$200.00 minimum charge 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 Fund Account for program supplies)

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

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

\$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.

## CAMP RATES – (continued)

Page 3 of 10

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 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 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 Fund Account 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 Fund Account for additional staffing for upkeep and cleaning of all out-of-town camps.*

### SPECIAL NOTE:

Fees at any camp may be amended for unusual circumstances; but only with the approval of the General Manager or designee. Lifeguard fees are included in the summer, week-long out of town camp fees. Fees for a second lifeguard are \$100.00 for a minimum of 5 hours, \$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.

CAMP RATES – (continued)  
Page 4 of 10

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 \$50.00 Administrative Fee. Cancellations less than one month prior to arrival date will not be refunded. 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).....	\$35.00 per night
Campsites with electrical hook-up.....	\$40.00 per night
Cabin Rentals (8).....	\$50.00 per night
Cabin with toilet and water (2).....	\$75.00 per night

Day Use

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

(Program run by staff)

**DECKER CANYON CAMP – Group Outdoor Camping: Youth / Adult**

Overnight Reservations

Basic Campsite Charge, 1 - 15 persons.....	\$150.00 per night
Each additional person (50 – 70 person maximum) .....	\$ 10.00 per night
Deposit (per site/per night) reserved .....	\$ 75.00
Department sponsored programs (per person) .....	\$ 6.00

CAMP RATES – (continued)

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Entire camp rental (minimum 125).....	\$850.00
Each additional person (up to 150 maximum) .....	\$ 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 ....	\$10,000.00 per week
Each additional person (275 person maximum).....	\$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 .....	<del>\$5,000.00</del> <b>\$2,000.00</b> per night
Each additional person (275 person maximum).....	\$15.00 per night
Deposit (25% of reservation fee).....	<del>\$1,250.00</del> <b>\$500.00</b> minimum

**CAMP VALCREST – Organized Group Camping**

Week-long Reservations (Sunday – Saturday)

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

Overnight Reservations

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

**CAMP RADFORD – Organized Group Camping**

Week-long Reservations (Sunday – Saturday)

Summer Basic Charge (June 1 to Sept. 1) 1 – 150 persons	\$10,000.00 per week
Each additional person (275 person maximum)	\$100.00 per week/ \$ 25.00 per night

CAMP RATES – (continued)

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Deposit (20% of reservation fee) \$2,000.00 minimum

Overnight Reservations

Winter Basic Charge (Sept. 2 – May 31) 1 – 50 persons \$5,000.00 per night Each  
additional person (60 person maximum) \$20.00 per night Deposit  
(50% of reservation fee) \$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 the MRP Fund Account for additional staffing for camp upkeep and cleaning.*

Day Rental:

(Until 7:00 p.m.) 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>1<sup>st</sup> 2 hours</u> \$300.00	<u>Each additional hour</u> \$100.00
Friday, Saturday and Sunday	<u>1<sup>st</sup> 8 hours</u> \$800.00	<u>Each additional hour</u> \$100.00

CAMP RATES – (continued)

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Overnight Camp Rental:

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

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

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

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

- 1 cabin will house 20 campers (Camp Hollywoodland)

- 1 cabin will house 10 campers (Griffith Park Camp)

Charge Per Meal: (50 meal minimum)

*\$2.00 of each meal charge to be deposited into MRP Fund Account, balance to be deposited in the Department of Recreation and Parks General Fund Account*

Breakfast	\$6.50 per person	Lunch
\$7.50 per person	Dinner	\$8.50 per person

Special Meals

Lunch	\$ 8.00 - \$12.00 per person
Dinner	\$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.

Deposits

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

Overnight Rentals – Deposit of \$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 \$5.00 per person charge will be levied for each hour a group remains in camp beyond 2:00 p.m.; minimum charge of \$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 -----	\$50.00 per day <sup>1</sup>
P.A. System -----	\$50.00 per day <sup>1</sup>
Coffee -----	\$50.00 per 100 cup pot <sup>1</sup>
Fax -----	\$2.00 per page <sup>2</sup>
Copies -----	\$0.25 per copy <sup>2</sup>
Park Ranger -----	\$50.00 per hour (minimum of 4 hours) <sup>1</sup>
Seasonal Lifeguard -----	\$100.00 for 5 hours (1 guard per 50 people) <sup>1</sup>
	\$30.00 for each additional hour
Craftroom (Hollywoodland only) -----	\$50.00 per day
(supplies/equipment not included) <sup>1</sup>	
Firewood (when available) -----	\$7.50 per campfire <sup>2</sup>
Snacks -----	\$3.50 - \$5.00 per person <sup>2</sup>
Staff -----	See GENERAL INFORMATION for rate <sup>1</sup>
Use of Rope Course -----	\$500.00

<sup>1</sup> To be deposited into MRP Fund Account

<sup>2</sup> To be deposited into Department of Recreation and Parks General Fund Account

Board of Education Fees

Board of Education fees are 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.

SPECIAL NOTE:

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

**DEPARTMENT SPONSORED YOUTH CAMPING SECTIONS**

Basic Camp Session

5 nights lodging, 15 meals, snacks, insurance,  
supervision, and program \$200.00 - \$300.00

Fees determined by the type of activities involved.  
*(Fees collected in excess of \$150.00 to be deposited into MRP Fund Account)*

Weekend Camp Operated Programs

2 nights with 6 meals, snacks, insurance,  
supervision, and program, i.e. Mother / Daughter  
*MRP Fund Account* \$95.00 per person  
*(\$30.00 deposited into*

1 night with 4 meals, snacks, insurance,  
supervision, and program, i.e. Mommy & Me  
*MRP Fund Account* \$50.00 per person  
*(\$15.00 deposited into*

Late Charge

There will be a \$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 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.

**ATTACHMENT B**

**DEPARTMENT OF RECREATION AND PARKS  
CAMPS REVENUE AND EXPENSES  
Fiscal Year Ending June 30, 2013**

Activity Code	Fund Description	FY 2010-11		FY 2011-12		FY 2012-13	
		Revenue	Expenses	Revenue	Expenses	Revenue	Expenses
4800	Camps Administration	\$ 43,081.76	\$ 279,772.04	\$ 24,859.00	\$ 266,849.98	\$ 30,209.44	\$ 270,045.72
4820	Griffith Boys Camp	\$ 127,511.85	\$ 466,858.93	\$ 141,212.80	\$ 464,686.16	\$ 112,149.46	\$ 471,512.48
4830	Hollywoodland Girls Camp	\$ 445,163.86	\$ 496,923.87	\$ 327,649.07	\$ 572,030.36	\$ 356,401.13	\$ 486,416.67
4840	Camp Radford	\$ -	\$ 58,177.49	\$ -	\$ 67,224.30	\$ -	\$ 66,731.30
4850	Camp Seely	\$ 110,695.48	\$ 84,456.75	\$ 126,451.20	\$ 91,438.47	\$ 117,318.76	\$ 77,819.12
4860	Camp Valcrest	\$ -	\$ 72,948.50	\$ -	\$ 83,671.56	\$ -	\$ 78,554.01
4870	Decker Canyon Camp	\$ (2,448.56)	\$ 48,344.55	\$ -	\$ 7,177.72	\$ -	\$ -
4880	Camp High Sierra	\$ 62,342.59	\$ 33,253.69	\$ 52,424.72	\$ 42,389.23	\$ 56,531.62	\$ 31,367.50
	Hansen Dam Kids	\$ -	\$ -	\$ -	\$ 17,019.65	\$ -	\$ 11,686.19
2012	Campground Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL</b>	<u>\$ 786,346.98</u>	<u>\$ 1,540,735.82</u>	<u>\$ 672,596.79</u>	<u>\$ 1,612,487.43</u>	<u>\$ 672,610.41</u>	<u>\$ 1,494,132.99</u>

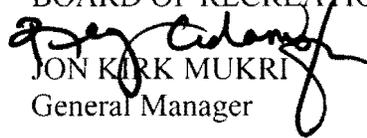
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CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS

August 14, 2013

TO: BOARD OF RECREATION AND PARKS COMMISSIONERS

FROM:

  
JON KIRK MUKRI  
General Manager

SUBJECT: DEPARTMENT OF RECREATION AND PARKS – AMERICANS WITH  
DISABILITIES ACT (ADA) ASSESSMENT PROGRAM (SA000043)

BACKGROUND:

The Americans with Disabilities Act (ADA) compliance is a major area of concern for all local and state municipalities, including the Department of Recreation and Parks (RAP). The ADA, a law that requires equal facility access to all Americans, regardless of disability, was passed in July 1990. The ADA required that after January 26, 1992, all public/government-owned or operated buildings be accessible to the physically impaired in some form.

On June 1999, Carde Ten, an architectural consultant firm was retained by RAP to survey from an accessibility standpoint the department's entire inventory of parks and facilities as part of the department's transition plan. Once this was completed, fifty parks were chosen to be targeted for ADA compliance. Work began in 2000 and was completed in 2010.

The ADA Amendments Act of 2008, a series of Supreme Court decisions that interpreted the Americans with Disabilities Act of 1990, is the legal trigger for the current project that will access all of RAP's facilities. The original, anticipated cost to conduct such a comprehensive and labor intensive assessment was over \$1,000,000.00. However, by hiring twelve graduate level Summer Administrative Interns (Interns) to work exclusively on this project, the cost to complete is now estimated to be \$140,000.00.

THE ASSESSMENT PROCESS:

The Interns were extensively trained in the process of conducting the assessments. Paper forms provided by the Department on Disability (DOD) were converted to electronic forms to capture field data as it relates to readily achievable barrier removal. Each of the twelve forms deals with

a specific feature that might be found at a site (e.g., golf, pool, play areas, restrooms, etc.) or the accessibility to these areas. The forms were stored on Dell Latitude 10 tablets (tablets) that were donated by the Los Angeles Parks Foundation (LAPF). The Interns were divided into teams and assigned to various RAP facilities, with priority given to sites that were determined to have the potential to serve as emergency shelters. Weekly reports were created for tracking the progress of the assessment. The assessment process also rates the overall ADA compliance of the site through the assignment of letter grades, assigned according to the following criteria:

- A+ = fully ADA compliant;
- A = accessible with very minor corrections;
- B = accessible with a few corrections;
- C = not accessible but does not require structural corrections;
- D/F = not accessible and requires extensive structural corrections.

Onsite assessments begin with analyzing an aerial map of the facility to become familiar with the site and to determine which park amenities need to be assessed. Electronic forms that correspond to the park amenities are then brought up on the tablet and filled out during the assessment process. Each intern then followed the progression of questions on the electronic checklist, taking measurements, checking yes/no boxes, photographing park features and entering detailed notations. At the end of the day, the tablets were submitted or delivered to a centralized location at the Central Services Yard (CSY) – the Systems Field Support section located at 3900 Chevy Chase Drive, Los Angeles and the data was transferred to a centralized server.

#### ANTICIPATED BENEFITS:

Data provided by the assessment will be used to provide a variety of ADA related information, such as which sites qualify as emergency shelters, which sites are non-compliant, what is needed to bring each site up to compliance, and the level of difficulty to do so. Since the data resides in a database, a great deal of flexibility in reporting will be available as any additional reporting needs are determined.

RAP looks forward to sharing the results of the assessment with the Emergency Management Department, thereby providing them with vital information needed to select emergency shelter sites. The assessment will also provide an updated facility inventory, which will guide the department in developing capital improvement plans.

#### PARTNERS:

Several partners have played an instrumental role in implementing the assessment process. The LAPF provided the field assessment tools needed to assess a variety of field conditions for ADA

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compliance as well as the tablets and associated accessories that enabled assessment data to be captured directly in the field. DOD provided a wealth of information, guidance, and training on all aspects related to the assessment. RAP Systems set up the computerized system that will house the data and provide future reporting, as well as providing hardware specifications.

This Report was prepared by Robert Oyakawa, Landscape Architect I, Planning, Construction, and Maintenance Branch and Dana Valdez, Community Program Director.

CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS

August 14, 2013

TO: BOARD OF RECREATION AND PARK COMMISSIONERS

FROM:  JON KARK MUKRI, General Manager

SUBJECT: SUMMARY REVIEW OF RECREATION AND PARKS' INTERNAL CONTROL PERTAINING TO CASH

BACKGROUND

The City of Los Angeles defines "cash" as coin, currency, checks, money orders, electronic fund transfers, and credit card receipts. The accountability for Department of Recreation and Parks (RAP) cash transactions including: cash receipts, petty cash, and change funds is under the responsibility of RAP facility managers, section managers, or their designee(s).

All cash receipts are immediately recorded and stored in a safe until they are deposited. Each facility or section is responsible for depositing its own collections and reporting them to the Department of Recreation and Parks, Finance Division - Revenue Accounting Section (Revenue Section). The Revenue Section reconciles the deposits against the City of Los Angeles, Office of Finance's daily deposit records and allocates the deposits into the appropriate RAP funds and accounts.

RAP has policies and procedures in place to accurately collect and safeguard cash, properly deposit all collections, and monitor cash balances. They generally follow the policies and procedures listed in the City of Los Angeles, Office of the Controller's (Controller) Manual.

POLICIES AND PROCEDURES

A. Manuals and Trainings

Employees with cash handling responsibilities are provided with written procedures for receiving, recording, reconciling, safeguarding and depositing of cash. The following are various operational manuals pertaining to cash controls:

<b>Facility/Section</b>	<b>Manuals</b>
Recreation Centers	Municipal Recreation Program (MRP) Manual, General Instructions Manual, and Rates and Fees Manual
Golf Courses	Golf Operation's Manual
Aquatic Centers	Pool Clerk's Manual
Park Services Programs	Citywide Parking Manual, Citywide Pay Tennis Operation's Manual, and Rental Halls Manual
Municipal Sports	Municipal Sports Permit and Receipt Procedures, and MRP Manual
Accounting Sections	City Controller's Department Guide, and Controller's Accountant Guide

Facility managers and their designee(s) are provided training in the pertinent policies and procedures prior to their assignment. They are also provided subsequent training or updates via weekly meetings, emails, and written correspondences from their supervisors or by the Department of Recreation and Parks Finance Division (Finance Division).

**B. Receipting**

Most recreation facilities utilize RAP's Online Activity Catalog (OAC) system to record payment collections, issue receipts, and register patrons to programs. This system is also used to generate the deposit reports submitted by the facility to the Revenue Section. Only the facility managers and designee(s) have access to the system.

The Point of Sale (POS) system is a computerized cash register system utilized by the golf courses, Park Services facilities, and the Griffith Observatory. Each POS system of the aforementioned divisions is designed for its respective operations. It has control features such as built-in fees and non-resettable running balance. Each cashier or user has their own password for accountability purposes.

For other facilities or sections without the use of the OAC or POS system, manual receipts, admission tickets, or cash registers are utilized. The manual receipts and admission tickets may only be ordered through the Revenue Section.

**C. Bank Deposits**

Bank deposits are made at least once a week. However, when total collections reach \$500.00 or more, the money must be deposited by the end of the banking day or the next business day. RAP provides some facilities and sections with check scanners to electronically deposit checks directly to the bank. For facilities or sections generating a high volume of payment collections, the deposits are picked up by an armored courier service and delivered to the bank.

**D. Reporting and Reconciliation**

Facilities and sections report all deposited collections to the Revenue Section. This section in turn, reconciles the reported collections with the City of Los Angeles, Office of Finance deposit reports and allocates the monies to the appropriate fund and accounts. For any discrepancies found during their reconciliations, the Revenue Section will immediately work with the responsible manager and/or the bank to resolve the discrepancies.

Facility or section managers should reconcile their fund accounts with the RAP's financial reports (Cost Accounting Tracking System) to ensure that all revenues and expenditures have been properly reported.

E. Petty Cash Fund and Change Fund

Each Petty Cash Fund is maintained on a set-amount basis (*e.g.*, cash plus reimbursed receipts equals petty cash fund). Also, it is not to be co-mingled with the collections of any other funds. The purpose of a petty cash fund is to cover small emergency purchases. All petty cash disbursements must have proper supporting documents.

Change Funds are to be kept in the cash register during business hours and stored back in the facility's safe at the end of the day. The staff assigned this fund is responsible for the safekeeping of the change fund money.

F. Security

Collections, petty cash and/or change funds must be stored in a secured safe. Only the Managers and their respective designee(s) have access to the safe's combination or keys. Whenever the Manager or the designee(s) leaves, the new manager shall immediately request for a facility safe combination change.

Some facilities and sections utilize counterfeit detector pens to verify if large currency bank notes are authentic.

G. Refunds and Voids

All refund and voided transactions are supported by documentation stating the reason for the refund or void. Only RAP accounting sections can process refund requests. Voided receipts must be clearly marked "VOID" and requires the signature of the employee responsible for voiding the receipt. In addition, voided receipts must be submitted to the Revenue Section.

H. Shortages, Overages, and Losses

Any shortages or overages of cash is reported to supervisors by the responsible managers and noted on the Cash Receipt Transmittal submitted to the Revenue Section. Daily shortages or overages exceeding \$25.00 must also be reported to the Controller's Office.

Loss or theft of cash is immediately reported by the facility or section manager to his/her supervisor and to the Los Angeles Police Department (LAPD). RAP's Special Occurrence and Loss Report (SOLR) form is completed by the manager and submitted along with the LAPD report to the RAP's Audit Section. The Audit Section will forward the report to the City Controller's Office as required.

I. Delinquent/Uncollectible Accounts

Occasionally, RAP receives check payments that are returned unpaid by the bank due to insufficient funds, non-existing accounts, or closed accounts. The Accounting Section

will notify (*via e-mail*) the responsible facility or section manager regarding this occurrence and instruct him/her to actively pursue repayment from the patron or organization responsible for the returned payment. If RAP does not receive repayment within forty-five (45) days, the account is sent to an outside collection agency contracted by RAP. The collection agency has one (1) year to collect from the debtor. If unsuccessful, the account is returned back to RAP where it will then be sent to a secondary collection agency.

Also, the Revenue Section monitors all invoices prepared by their staff. If an invoice payment is delinquent (*past thirty (30) days of the invoice date*), they will send a delinquent notice to the debtor requesting for immediate payment. The Revenue Section will also attempt to contact (*via a phone call or e-mail*) the debtor regarding the status of his/her payment. If after ten (10) days (*past the date of the delinquent notice*) the account is still not settled, a final delinquency notice on the City of Los Angeles City Attorney's letterhead is prepared and sent to the debtor demanding payment.

#### J. Other - Concession Operations

RAP also receives cash receipts (*via rent*) from various concession operations managed by the Finance Division's Concessions Unit (CU). CU awards contracts to private sectors to provide services to the general public. In return, each concessionaire pays rent to RAP. These concessions include everything from food and beverage operations to tennis and golf lessons.

The CU ensures the concessionaires remit their rental payments along with a Remittance Advice (a monthly payment summary report) to RAP in a timely manner. CU reviews the payments along with the corresponding Remittance Advices, and deposits the payments in the bank or submits them to the Revenue Section.

### MONITORING CONTROLS

RAP Facility Supervisors and the Audit Section, and the Controller monitor the facility or section's operation by performing the following:

#### A. Facility Supervisors

Supervisors perform quarterly field reviews of their assigned facilities to ensure that the policies and procedures are being implemented by their staff. The review form (Quarterly Field Audit Review Form) used specifically by the recreation supervisors was designed by the Audit Section. However, other operations such as Golf Operations and Citywide Aquatics created similar review forms.

## B. Audit Section

Audit Section conducts scheduled reviews of facilities and sections. The objectives are to determine whether the cash-handling operations complied with the RAP's policies and procedures, if funds were kept intact and safeguarded against loss or misuse, and whether proper controls are in place to protect RAP assets. In addition, they also perform the following:

- Perform surprise cash counts of randomly-selected facilities to verify if collections, petty cash and/or change funds are accounted for. In addition, the section reviews the deposits to determine if collections are deposited in a timely manner;
- Review the supervisors' Quarterly Field Audit Reviews;
- Monitor bank deposits to ensure that facilities are making at least one (1) deposit a week. The Audit Section reports those facilities to their respective supervisors if they fail to do so;
- Keep inventory of each facility's manual receipt books as issued by the facility's head office. This is to ensure that receipts are maintained and used accordingly;
- Conduct concession operation reviews to determine if concessionaires accurately reported revenues from their respective operations and correctly paid the City in accordance with their contract;
- Perform monthly observations of randomly-selected concession operations to verify if sale transactions are recorded by the concessionaire and if customers are being issued receipts; and
- Assist management in resolving internal control issues pertaining to RAP's cash handling and other pertinent policies and procedures.

## C. Office of the Controller

The Controller conducts audits of RAP's facilities and sections to ensure compliance with all City requirements. They report to the General Manager any findings and recommendations discovered during their audit.

In addition, the Controller's Office requires RAP managers to complete the City's Internal Control Certification Program (ICCP) Questionnaires to attest the adequacy of RAP's financial and operational controls.

RECOMMENDATIONS

Management can further strengthen RAP's internal controls by considering the following:

- Continue to review the training manuals to keep up with current changes in the City's policies and procedures;
- Continue to provide periodic cash-handling training to all supervisors, managers, and their respective designee(s) to ensure knowledge and understanding of the policies and procedures; and
- Provide periodic training to supervisors to ensure awareness in the proper methods of monitoring their respective facilities.

The CU should explore other methods of improving the verification of concession sales to provide assurances that concessionaires are accurately reporting their sales transactions and rents due to the City.

This report was prepared by Roy Buluran, Auditor II, Finance Division - Audit Section.