

REPORT OF GENERAL MANAGER

NO. 01-263

DATE July 11, 2001

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: Revised Municipal Recreation Program Manual

J. Combs _____
A. Corrales _____
*J. Duggan JD _____
H. Fujita _____

J. Kolb _____
M. Tamuri _____
M. Matthews _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

- 1) Approve the revised Municipal Recreation Program (MRP) Manual; and,
- 2) Authorize the General Manager to make future updates and corrections as required to comply with City Charter, Administrative and Municipal Code requirements, Department policies, and acceptable accounting principles and practices.

SUMMARY:

The MRP Manual establishes Department procedures for processing and refunding money paid to the Department for programs and activities and for the purchase and acceptance of goods and services by Department staff. Over the past 15 years, various memos and temporary instructions have been issued on an as-needed basis to reflect changes, additions or corrections. The last full revision of this manual occurred more than 10 years ago.

The MRP Manual, resulting from the work of an appointed committee chaired by Mr. John Duggan, Chief Financial Officer, incorporates all of the past revisions including updates to the various City and Department forms. Instructions in the MRP Manual, including purchasing procedures, are patterned after policy and procedures

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established by the Los Angeles City Charter, Los Angeles Municipal and Administrative Codes, the policies of the Board of Recreation and Park Commissioners, the General Manager's Instructions, and sound business and accounting principles.

The MRP Manual attached to this report does not include forms, exhibits, or other references. These materials are on file with the Board Secretary.

This report was prepared by Thomas Puchalski and Mark Mariscal.