

City of Los Angeles • Department of Recreation and Parks  
**Metro Region - Northwest District**

**Wednesday, November 20, 2024 @ Ramona Hall**

- **Discrimination Free / Harassment Free Work Place**
- **Employee Assistance Program** - 24hrs/day - 7days/wk (800) 213-5813 <https://livewell.la/efap>
- **Welcome Cesar Ramirez**
- **Coordinator Transfers Update** - expected once other exams are final
- **Senior Recreation Director Exam Disqualifications**
- **Trainings / Reports / Orders / Events / Job Orders**
  - December Region Meeting - Wednesday, December 4<sup>th</sup> @ Griffith Park Boys Camp; meal options
  - Facility Director Interviews - ongoing
  - Clippers Tickets - Jr Clippers sites
  - PlayLA corrected timesheets to Wendy Lu, Cc: Maribel, Brenda, Whitney, supervisor - **due 11/22**
  - Holiday events - **due 11/22**
  - Disaster Service Worker Refresher Course - **due 12/13**
  - Sports Trainings - 2025
  - Recreation Meeting - Wednesday, January 22<sup>nd</sup> location TBD
  - Retention, Shift Differential, Officiating Bonus - expect update email from AGM
  - Staff Badges - Approved to purchase using MRP / GSD SMUF is also an option
  - **Permits** - Applications **submitted complete** (2) weeks before date
    - (3) months for special events, special events application, plot plan, insurance, LAFD\*
  - Park Advisory Boards - Every other month meetings / approved minutes on websites
    - Citywide 2024 sheet info / PAB Rosters into folder
  - Workday - Submit Fridays
  - Late Credit Card / Smart & Final Packets
  - Post Election sites survey
  - Email / submit information / reply in **same email thread**
    - To: supervisor Cc: clerical [eric.duong@lacity.org](mailto:eric.duong@lacity.org)
    - Appropriate subject / name the attachment / **no Konica forwards**
  - Donations - form is required over \$100 value
  - Neighborhood Council, C-PAB - attendance required - rotate responsibility
  - Encampment cleanup requests - submit for tracking and follow up
  - **Floating Holiday / Unspecified Holiday / PL reminders**
- **Child Care Staff Updates**
- **Senior Center Updates**
- **Safety Trainings** - November 1<sup>st</sup> PP Whitney / 2<sup>nd</sup> PP Jason
- **Sports Board Report** - All Star Meeting 11/20 @ Ramona Hall; Tournament begins 12/2
- **GPLA - Must offer Min, Major, Jr Divisions**
- **Volunteer Clearance Verification / Mobile Live Scan Interest**

- **OPVs** - Remarks YSPRSPRT / DR000001 / task / subtask / **communicate submission**
- **Winter Camp registration** - Self-sustaining fees / contact rectrac office / [kimberly.sielen@lacity.org](mailto:kimberly.sielen@lacity.org)
  - **Drop-in program – submit activity calendar - due 12/11**
- **Winter Sports - Submit schedules** / Minor, Major, Jr use and save game sign in sheets / scorebooks
  - **2025 Year Born: MM '19-'18; PW: '17-'16; Minor: '15-'14; Major: '13-'12; Jr: '11, '10, '09**
    - **Lil “Dribbler”:'21-'20 / Sr: '08-'07 cannot turn 18yrs old during the season**
    - **Joint league issues - email all full time employees**
- **Center websites** - [rap.webmaster@lacity.org](mailto:rap.webmaster@lacity.org) approved flyers / game schedules / no old information
- **Permits** - Rectrac receipts not needed with app
  - [rap.metroreservations@lacity.org](mailto:rap.metroreservations@lacity.org) / Cc: [eric.duong@lacity.org](mailto:eric.duong@lacity.org) Cc: supervisor
  - <https://kwikcomply.org/Home/Lookup> CA# / **Expiration date** on application
  - LAPD / CSP / Council Office / Other City Dept. - all require permits / advanced notice
  - Request for Billing to [rap.revenueaccounting@lacity.org](mailto:rap.revenueaccounting@lacity.org) - do not send directly to other dept.
- **Closed Signs** - Include date, holiday observance, emergencies, please call: 877-ASK-LAPD / (877) 275-5273
- **Personal Leave (PL) Expire 12/31/2024 / 1hr increments** - communication is necessary
- **District Meetings** - December 11<sup>th</sup> - Hecho en Mexico (optional)
- **Round Table / Questions / Updates**

### **Reminders**

- **Staff Attire** - appropriate (meeting) attire / badges / shirts / sweaters / acceptable shoes
- **Marketing** - Email from rec ctr. email, Bcc patrons, include supervisor in Bcc
  - Events photographer - [deirdra.boykin@lacity.org](mailto:deirdra.boykin@lacity.org) / Cc: [rose.watson@lacity.org](mailto:rose.watson@lacity.org)
- **SMUF** - flyers, banners, posters - correct size / format
- Credit cards payments weekly close out / deposit slip and bank receipt to raptrac - label by TW#
- **Credit Card / Smart & Final** - **receipts in order listed on statement** / \*memos
  - MRP Portal, Director sign statements, (2) signatures on all receipts
  - Amazon receipts - highlight total, **participant rosters for trips must match tickets**
  - **Identify credits/refunds if not clear on receipt**
- Updated TB Protocol - **Medical Appointment Request Form link**
  - ALL CAPS, email [rap-hrmedicalrecords@lacity.org](mailto:rap-hrmedicalrecords@lacity.org) for assistance, 2-5 days for processing
- **Phone Calls** - Answer the Phone - **Name of Park (Rec Ctr / Sr. Ctr) + Your Name**
  - Get / Give **Accurate** Info / PT/HT Staff should know whereabouts of Full Time Staff
  - Answer both lines / place patron on hold
- **Scheduled Hours - Facility Roster (Seniority) / 1040 hr / weekly average**
  - Be on time / Responsible with time / stick to assignment schedule / OT must be pre-approved
  - Notify Immediate Supervisor, Recreation Supervisor, Region Office, Center staff
  - **Vacation requests** - submit to supervisor via email / set vacation auto response
- **Recreation Center Gmail / Email List** - Ask patrons for email address - add directly to email