

REPORT OF GENERAL MANAGER

APPROVED
MAR 21 2007

NO. 07-72

DATE March 21, 2007

C.D. Various

**BOARD OF RECREATION
and PARK COMMISSIONERS**

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROPRIATION FROM UNRESERVED AND UNDESIGNATED FUND
BALANCE IN FUND 302 TO VARIOUS ACCOUNTS IN THE
DEPARTMENT OF RECREATION AND PARKS

J. Combs _____	J. Kolb _____
H. Fujita _____	K. Regan _____
S. Huntley _____	*F. Mok <u>sm</u>
R. Adams _____	M. Shull _____

Approved

Disapproved


General Manager

Withdrawn

RECOMMENDATION:

That the Board:

1. Subject to approval by the Mayor, approve the appropriation of \$578,325 in Fund 302, Department 88, to various accounts as follows:

FROM: Unreserved & Undesignated Fund Balance	\$578,325
TO:	
Account 1090 – Salaries, Overtime	30,325
Account 1100 – Hiring Hall	140,000
Account 3040 – Contractual Services	177,000
Account 3160 – Maintenance, Materials & Supplies	90,000
Account 4590 – Camp Food	15,000
Account 6010 – Office and Administrative	66,000
Account 7300 – Furniture, Office & Tech. Equip.	<u>60,000</u>
	<u>\$578,325</u>

2. Authorize the General Manager or his designee to make technical corrections as necessary to those transactions included in this report.

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SUMMARY:

Budgeted funds appropriated to the Department of Recreation and Parks (RAP) which are uncommitted or unencumbered at the end of the fiscal year revert to the Department's Unreserved and Undesignated Fund Balance (UUFB) and are used to meet urgent, unforeseen Department funding needs. The Board authorizes appropriations from the UUFB for a variety of purposes, subject to approval of the Mayor, in accordance with Charter Section 343(b). The following transfers are being recommended to meet currently urgent and unfunded needs:

DEPARTMENT-WIDE

Salaries, Hiring Hall – Account 1100 – \$120,000 – Activity Code 0510

This funding request is needed to cover hiring hall salaries through the end of the fiscal year. Currently, Account 1100 has insufficient funds to cover the hiring hall expenses. Miscellaneous hiring hall work is needed for, but not limited to, electrical work to provide sound at Commission meetings and General Manager meetings and to replace worn out baseball diamond, tennis court and security lighting. Currently, over 65 job orders exist for lighting replacement, and the list continues to grow as baseball season approaches. The use of weekend overtime is prohibited by the heavy weekend use of the baseball diamonds and tennis courts. Electrical work is also needed for the relocation of the former Observatory satellite office trailers to a new site in Griffith Park for the operation of a senior center.

Geographic Information System Project – \$135,000 – Activity Code 0516

Account 3040	\$ 75,000
Account 7300	<u>\$ 60,000</u>
Total	\$135,000

This funding request is needed for the Geographic Information System (GIS) project. The GIS will be used to capture, store, analyze and display geographically referenced information with every type of facility in the parks. Once the GIS system is implemented, the information that will be generated from the system will allow the Planning and Development Division staff to accurately respond to the Maintenance and Recreation Audit pertaining to the preparation of facility inventory, community needs assessment, facility condition assessment, long range capital improvement plan and citywide park master plan. Funds are needed for hardware (\$60,000) and for consulting services (\$75,000) from NorthSouthGIS, LLC. A previous fund transfer of \$50,000 for Account 7300 was approved in Board Report No. 06-313 on October 18, 2006 for the purchase of technical equipment, however, additional funds are needed to purchase a storage area network, a rack, and additional servers. Staff has invested many hours of GIS assessment to ensure that GIS requirements for management, user's needs, and systems are acquired properly

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and completed. Although the GIS system is properly structured, a structured and systematic implementation plan is required for a successful installation and operation. The consultant will assist staff to ensure that all critical system requirements for GIS implementation are in place and operational. The consultant will also assist with the GIS database creation and applications development. This project is being done in collaboration with the Information Technology Agency (ITA).

Printers – Account 6010 – \$41,000 – Activity Code 0516

This funding request is needed to purchase replacement printers for various locations throughout the Department. Many Department facilities have printers that are over seven years old and have become problematic due to excessive usage. This request is to purchase 100 printers at a cost of \$410 per unit.

GRIFFITH REGION

Griffith Observatory – Account 3040 – \$80,000 – Activity Code 7800

The request for funds is needed to pay for contractual services expenses at the Griffith Observatory. Planned expenditures include existing security services bills from Wackenhut of which the new Observatory staff was unaware; an additional contract with the planetarium consultant regarding performers; and a new contract with an elevator maintenance firm. The existing elevator maintenance contract with Mitsubishi, under agreement with Amoroso, has provided insufficient service.

Griffith Observatory – Account 3160 – \$75,000 – Activity Code 7800

This funding request is needed for regular monthly expenses (\$60,000), as well as extraordinary expenses (\$15,000) needed through the end of the fiscal year. Regular monthly expenses needed to operate the building include dozens of different kinds of light bulbs, fixtures, and related lighting materials for the building itself, some of the specialty equipment and instrumentation, and quite a few of the exhibits. While some of these items are relatively standard, others are customized and are very expensive. In addition to lighting, there are ongoing needs for tools, screws, fixtures, wood, metal, parts, locks, keys, and a variety of similar supplies. Regular monthly expenses needed to maintain the building include cleaning supplies, towels and landscaping materials. Special cleaning materials and supplies used to maintain the Observatory specialty equipment, such as glass and lens cleaners, are also needed.

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Camping – Wonderful Outdoor World (WOW) – \$36,000 – Activity Code 4800

Account 3040	\$20,000
Account 4590	\$15,000
Account 6010	<u>\$ 1,000</u>
Total	\$36,000

Funds are needed for program security, portable toilets, and other contractual services costs for the WOW Camping program. Funds are also required for meals and miscellaneous operating supplies.

METRO REGION

Bleacher Board Replacement –\$35,000 – Activity Code 1500

Account 1100	\$20,000
Account 3160	<u>\$15,000</u>
Total	\$35,000

This funding request is needed for the replacement of old and unsafe bleacher boards and the hiring hall expenses incurred with such activities. Funding this request will help reduce the risk of injuries.

PACIFIC REGION

50 + Health and Fitness Jamboree – Account 6010 – \$15,000 – Activity Code 6400

Funds are needed for recreation support for this annual event that has been held for the past 13 years. The main sponsorship for this event was recently lost, and funds are needed for Maintenance, Materials & Supplies, Account 3160.

PLANNING AND DEVELOPMENT

Office & Administrative Expenses – Account 6010 - \$9,000 – Activity Code 0900

This funding request is needed for office supplies and administrative expenses required for the ten additional staff members recently hired to provide advanced planning support and assist with the increased workload.

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Maintenance Expenses for Plotter – Account 3040 - \$2,000 – Activity Code 0900

These funds are needed to keep the plotter in good working condition so the Department can continue the reproduction of large prints which are often requested by the Department of Public Works, Bureau of Engineering and other Recreation and Parks divisions for various Department projects.

SYSTEMS DIVISION

Salaries, Overtime – Account 1090 - \$30,325 – Activity Code 0516

This funding request is needed for the projected D-Time installation and for ongoing GroupWise Version 7 and Windows updates. The Department currently has 1,998 computers and projects that an additional 200 computers will be added before the end of the fiscal year. In order to accommodate the installations and upgrades, overtime hours will be needed for the Systems Division.

FISCAL IMPACT STATEMENT:

The \$578,325 from the UUFb will have no impact on the Department General Fund.

This report was prepared by Evelyn Castillo, Senior Management Analyst I, Finance Division.