

APPROVED

REPORT OF GENERAL MANAGER

OCT 02 2013
BOARD OF RECREATION
and PARK COMMISSIONERS

NO. 13-252

DATE October 2, 2013

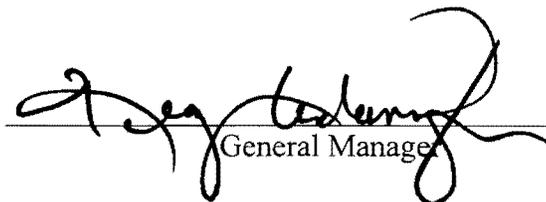
C.D. Various

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

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

K. Regan _____
M. Shull _____
*N. Williams *Cyber 12/13*



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Subject to approval by the Mayor, authorize the appropriation of \$2,505,199.00 in Fund 302, Department 88, to various accounts as follows:

FROM:	Unreserved and Undesignated Fund Balance	\$2,505,199.00
TO:	Account 1010 – Salaries, General	309,765.00
	Account 1070 – Salaries, As-Needed	223,486.00
	Account 1090 – Salaries, Overtime	50,000.00
	Account 1100 – Salaries, Hiring Hall	5,000.00
	Account 3040 – Contractual Services	210,000.00
	Account 3160 – Maint. Materials, Supplies & Services	6,760.00
	Account 3330 – Water and Electricity	1,634,000.00
	Account 9120 – General Fund Cost Reimbursement	<u>66,188.00</u>
	Total	\$2,505,199.00

2. Authorize the General Manager to reserve and allocate \$7,044,000.00 in the Unreserved and Undesignated Fund Balance as part of our Fiscal Year 2013-14 budget as directed by the Mayor and Council and to work with the Controller's Office to meet our budget mandate; and
3. Authorize the General Manager or his designee to make technical corrections as necessary to those transactions included in this report.

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-252

SUMMARY:

Budgeted funds appropriated to the Department of Recreation and Parks (RAP) which are uncommitted or unencumbered at the end of the fiscal year (FY) revert to RAP's Unreserved and Undesignated Fund Balance (UUFB) and are generally used to meet urgent, unforeseen RAP funding needs, or are re-appropriated in the current fiscal year for uses that were authorized in a prior year(s). The Board authorizes appropriations from the UUFB for a variety of purposes, subject to approval of the Mayor, and in accordance with Charter Section 343(b). Certain funding included in this report was authorized for uses in FY 2013-14 but was received by RAP in FY 2012-13 and has since reverted to the UUFB in June 2013. The following transfers are being recommended to meet currently urgent and unfunded needs or to re-appropriate funding intended for FY 2013-14.

Griffith Park and Griffith Observatory - \$424,439.00

As one-time funding under Council File No. 13-0626, \$424,439.00 of Council District 4 Assembly Bill (AB) 1290 funds was appropriated for RAP's operation needs at Griffith Park and the Griffith Observatory in FY 2013-14. Funds were received by RAP and reverted to the UUFB in FY 2012-13.

- Griffith Park Superintendent and Griffith Park Park Maintenance Supervisor - \$234,765.00

The one-time funding is to be appropriated for two (2) full-time positions for the operation needs of the Griffith Park in FY 2013-14:

<u>Classification</u>	<u>Class Code</u>	<u>Annual Salary*</u>
Superintendent of R/P Operation	2472	\$166,991.00
Park Maintenance Supervisor	3145	<u>67,774.00</u>
Total		\$234,765.00

* Direct salary only.

RAP is requesting that the funds be re-appropriated from the UUFB to Fund 302/88, Account 1010 – Salaries, General to cover the costs of these positions in FY 2013-14.

- Griffith Observatory - \$189,674.00

<u>Account No.</u>	<u>Amount</u>
1070 – Salaries, As-Needed	\$ 123,486.00
9120 – General Fund Reimbursement	<u>66,188.00</u>
Total	\$ 189,674.00

REPORT OF GENERAL MANAGER

PG. 3

NO. 13-252

The one-time funding is to restore the sixth day of operation for the Griffith Observatory each week in FY 2013-14, opening additional thirty-four (34) Tuesdays on which the facility would have to be closed without these funds. The Griffith Observatory is located in the Griffith Park and was open five (5) days per week (Wednesday through Sunday) year round and six (6) days per week (Tuesday through Sunday) only during periods of heavy attendance such as the summer, winter, and spring school breaks. The additional funding will allow the facility to operate six (6) days each week, including Tuesdays, year round except on certain holidays. RAP is requesting that the funds be re-appropriated from the UUFB to Fund 302/88 into proper accounts as recommended above to cover the costs of the sixth day of operation each week (34 Tuesdays) for the Griffith Observatory in FY 2013-14.

Fern Dell Trail Repairs - \$55,000.00

Under Council File No. 13-0461, \$55,000.00 of Council District 4 AB1290 funds was appropriated for the repairs to the bridge structure and concrete railing along the trail and the work needed for the picnic bench area in Fern Dell in Griffith Park. RAP is to consult with the Tongva-Gabrielino Tribe leadership to identify and create a site in Fern Dell to recognize the history and culture of the area. Funds were received by RAP and reverted to the UUFB in FY 2012-13. RAP is requesting that the funds be re-appropriated from the UUFB to Fund 302/88, Account 3040 – Contractual Services to cover the costs of the above mentioned work in FY 2013-14.

Summer Night Lights Program - \$241,760.00

<u>Account No.</u>	<u>Amount</u>
1010 – Salaries, General	\$ 75,000.00
1070 – Salaries, As-Needed	100,000.00
1090 – Salaries, Overtime	50,000.00
1100 – Salaries Hiring Hall	5,000.00
3040 – Contractual Services	5,000.00
3160 – Maint. Materials, Supplies & Services	<u>6,760.00</u>
Total	\$ 241,760.00

Under Council File No. 11-0984-S3, \$241,760.00 was appropriated for the Summer Night Lights program which began on June 26, 2013 and ended on August 10, 2013. Funding was needed for the maintenance and recreation programming at the thirty-two (32) Summer Night Lights locations. Funds were received by RAP and reverted to the UUFB in FY 2012-13. RAP is requesting that the funds be re-appropriated from the UUFB to Fund 302/88 into proper accounts as recommended above to cover the costs of the Summer Night Lights program in FY 2013-14.

REPORT OF GENERAL MANAGER

PG. 4

NO. 13-252

Harbor Regional Park Automated Parking System - \$150,000.00

Under Board Report No. 13-075, \$150,000.00 was appropriated within Fund 302/88, Account 3040 – Contractual Services in FY 2012-13 for the procurement and installation of an automated parking system for the Harbor Regional Park. However, the funds were not spent in FY 2012-13 and reverted to the UUFB. RAP is requesting that funds be re-appropriated from the UUFB to Fund 302/88, Account 3040 – Contractual Services to cover the costs of the above mentioned work in FY 2013-14.

Water and Electricity - \$1,634,000.00

RAP has taken aggressive steps to implement conservation measures and promote sustainability, such as updating and installing new weather smart irrigation systems, increasing the utilization of recycled water and storm water for irrigation, increasing use of drought tolerant plants, as well as adopting new electrical equipment and energy conservation standards for all new or renovated park facilities. However despite the efforts, RAP's costs for water and electricity had increased and resulted in a deficit of approximately \$1,634,000.00 in FY 2012-13 including \$1,233,000.00 for water and \$401,000 for electricity. The total cost for water and electricity in FY 2012-13 was approximately \$16,634,000.000 including \$8,033,000.00 for water and \$8,601,000.00 for electricity. Causes of the cost increase include:

- Increased water, sewer, and electricity rates by Los Angeles Department of Water and Power.
- Increased usage of water due to unusually dry conditions.
- Increased number of meters for both water and electricity, eighty-three (83) new meters added to RAP over the last couple of years, primarily as a result of opening of new parks and facilities including those under the 50 Parks Initiative.

In addition, RAP's annual budget was reduced from \$16 million in prior years to \$15 million in FY 2012-13. RAP is requesting that \$1,634,000.00 be appropriated from the UUFB to Fund 302/88, Account 3330 – Water and Electricity to cover the deficit in FY 2012-13. Such deficit is expected again in FY 2013-14 as the needs and rates likely continue to grow while the annual budget remains level at \$15 million. RAP will report back at a later time with the recommendations regarding the potential deficit in FY 2013-14.

FY 2013-14 Budget Requirement - \$7,044,000.00

As part of the adopted FY 2013-14 budget, the Mayor and Council approved RAP to allocate \$7,044,000.00 from the UUFB as a self-funding source to our adopted budget. This is an increase of \$3,210,000 to the \$3,834,000 allocated in FY 2012-13.

REPORT OF GENERAL MANAGER

PG. 5

NO. 13-252

FISCAL IMPACT STATEMENT:

The appropriation of \$871,199.00 is to re-appropriate funds that were authorized and received in FY 2012-13 and are needed in FY 2013-14 for the operations of Griffith Park, the Griffith Observatory, Fern Dell repairs, the Summer Night Light Program, and the Harbor Regional Park automated parking system. The appropriation of \$1,634,000.00 is to transfer funds from the UUFB to cover RAP's shortage in FY 2012-13 for water and electricity usage and will have a positive impact on the RAP General Fund. The \$7,044,000.00 reserved in the RAP General Fund will be allocated to revenue to support the RAP General Funded operations as needed.

This report was prepared by Sondra Fu, Senior Management Analyst I, Finance Division.