

REPORT OF THE GENERAL MANAGER

**APPROVED**

NO. 09-294

NOV 18 2009

DATE November 18, 2009

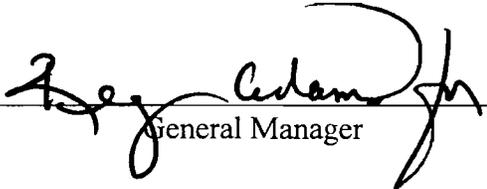
BOARD OF RECREATION  
and PARK COMMISSIONERS

CD \_\_\_\_\_

BOARD OF RECREATION AND PARKS COMMISSIONERS

SUBJECT: TRANSFER OF APPROPRIATIONS WITHIN FUND 302 IN THE DEPARTMENT OF RECREATION AND PARKS (RAP) FOR BUDGETARY ADJUSTMENTS

R. Adams _____	J. Kolb _____
V. Israel _____	*F. Mok <u>no</u>
H. Fujita _____	K. Regan _____
S. Huntley _____	M. Shull _____

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Subject to approval by the Mayor, authorize transfer of appropriations within Recreation and Parks Fund 302, Department 88, as follows:

FROM:	Account 3090 – Field Equipment Repair	\$ 500
	Account 3160 – Maintenance Materials & Supplies	\$ 52,092
	Account 4430 - Uniforms	\$ 75,000
	Account 6010 – Office and Administrative	\$ 4,088
	Account 6020 - Operating Supplies	<u>\$434,320</u>
		\$566,000
TO:	Account 3040 - Contractual Services	\$458,000
	Account 3310 - Transportation	<u>\$108,000</u>
		\$566,000

2. Authorize payment to the Los Angeles Unified School District (LAUSD) Joint Use schools for maintenance services provided in fiscal years 2008-09 and 2009-10;

REPORT OF THE GENERAL MANAGER

PG 2

NO. 09-294

3. Authorize the General Manager or his designee to make technical corrections as necessary to those transactions included in this report to carry out the intent of the transfer as stated in the summary of this report.

SUMMARY:

Periodic budgetary adjustments are necessary to meet the Department's workload and mandates. Internal budgetary transfers between accounts are necessary because specific types of expenditures must be made from designated appropriation accounts.

**Mileage Reimbursement – Account 3310 - \$108,000 – Activity Code 0500**

The Department reimburses employees for mileage expense incurred for utilizing their private vehicles in the course and scope of performing their duties. Additional employees have been placed on mileage due to the reduction of RAP's vehicle and equipment fleet. These funds are needed to ensure funds are available for the remainder of the current fiscal year.

<u>From</u>	<u>To</u>	<u>Amount</u>
Account 4430	Account 3310	\$75,000
Activity Code 0500	Activity Code 0500	
Account 6020	Account 3310	\$33,000
Activity Code 0610	Activity Code 0500	

**Grant Writers – Account 3040 - \$75,000 – Activity Code 9742**

In September 2009, the State released a Request for Proposals (RFP) for the first round of competitive grants for the Proposition 84 Grant Program. The submission deadline for the first round of grant proposals is March 1, 2010.

The Department would like to seek and have grant writers in place as soon as possible to allow sufficient time to assist with the research and preparation of the grant proposals for the proposed capital projects. The grant writers are typically utilized to assist with preparation of proposals since there is insufficient staff available to adequately research each project and develop well thought out, in-depth responses to complex grant proposal questions for each project. The Department's Grants Administration will coordinate the preparation and submission of the final grant proposal packages. It is anticipated that approximately 25 grant proposals will be submitted.

REPORT OF THE GENERAL MANAGER

PG 3

NO. 09-294

Each grant writer would be paid up to \$3,000 per grant proposal.

<u>From</u>	<u>To</u>	<u>Amount</u>
Account 6020	Account 3040	\$75,000
Activity Code 0610	Activity Code 9742	

**Safety Training – Account 3040 – \$25,000 – Activity Code 0590**

The Department is legally required by the California Occupational Safety and Health Act of 1973 to provide and maintain a safe and healthful workplace for its employees. In addition, a written, effective Injury and Illness Prevention Program (IIPP) has been required of every California employer since 1991. The requirements for establishing, implementing, and maintaining an IIPP are contained in Title 8 of the State of California Code of Regulations (Occupational Safety). Training is considered one of the most important elements of any IIPP or safety program. A fund transfer in the amount of \$25,000 is necessary to provide the delivery of much needed safety training such as training in the operation of forklifts. Such safety training both fulfills the Department's regulatory requirements and helps manage its risk.

<u>From</u>	<u>To</u>	<u>Amount</u>
Account 6020	Account 3040	\$25,000
Activity Code 0610	Activity Code 0590	

**EXPO Center Multi-Use Sports Field (Soboroff Sports Field) – \$95,000**

**EXPO Center State Operating Agreement – \$50,000**

Multi-Use Sports Field

A transfer of funds in the amount of \$95,000 is being requested to pay Terraplas USA to supervise the installation and removal of the Terracover II material on Soboroff Sports Field at EXPO Center; and utilize funds on an as needed basis for maintenance of the cover material.

The Friends of Expo Center (the Friends), a nonprofit Board of Directors that provides strategic and financial support to EXPO Center, raised nearly \$7 million to renovate the dirt lot (located across the street from the EXPO Center recreation center) into a state-of-the-art multiuse sports field (Soboroff Sports Field). The Friends hired ValleyCrest, the nation's largest integrated landscape company, to design and build the field.

In order for synthetic turf to accommodate vehicular traffic, the underlying base of the field needs to be strengthened with a temporary field covering system. Exposition Park requirements necessitated a field covering that could be installed with 24 hours notice and stored onsite in self-contained storage when not in use.

REPORT OF THE GENERAL MANAGER

PG 4

NO. 09-294

The installation and removal of the Terracover II requires a total of 30 individuals; two of those being supervisors and three forklift operators. The total time required to install and remove the Terracover II is 27 hours. Improper installation of the Terracover II material will result in buckling and gaps that will undermine the integrity of the Terracover II, and pose a potential safety risk. To insure that the Terracover II is properly installed, it is necessary to have a well trained and experienced crew.

RAP staff will be responsible for the installation and removal of the Terracover II; however, it is imperative that Terraplas supervise the process as they have highly trained experts who have years of experience with the Terracover II installation.

State Operating Agreement

Funding in the amount of \$50,000 is needed for annual payments to the State of California as part of the Operating Agreement between the State and the City. Annual payments are to be made by the City to the California Science Center to be used for the defrayal of park expenses such as security, power, water, and park maintenance. The park expenses are in addition to those costs the City is responsible for in maintaining the sports field.

<u>From</u>	<u>To</u>	<u>Amount</u>
Account 6020	Account 3040	\$145,000
Activity Code 0610	Activity Code 2990	

**109<sup>th</sup> Street Pool Security – Account 3040 - \$13,000 – Activity Code 4524**

Funding is needed in Account 3040, Contractual Services to provide security services at the 109<sup>th</sup> Street Pool. Due to ongoing security issues, it is necessary for RAP to provide additional security at this site. In 2009, the General Services Department's Office of Public Safety (OPS), the Los Angeles Police Department (LAPD), the Watts Gang Task Force, Councilmember Janice Hahn, as well as private security have become involved and provided support to the staff and the community. The visibility of the security officers has assisted in alleviating violence at this pool. Funding is needed to continue providing the necessary security at this site.

<u>From</u>	<u>To</u>	<u>Amount</u>
Account 6020	Account 3040	\$13,000
Activity Code 0610	Activity Code 4524	

REPORT OF THE GENERAL MANAGER

PG 5

NO. 09-294

**LAUSD Joint Use Agreements – Maintenance Services - \$200,000**

Funding is needed in Account 3040, Contractual Services so that RAP will be able to make payments to LAUSD Joint Use schools for maintenance services provided in fiscal years 2008-09 and 2009-10. Since most of the Joint Use agreements (JUA) are pending subject to further negotiations with LAUSD, a facility use permit was approved for the short term.

In the past, RAP has billed LAUSD for services rendered. However, LAUSD is seeking to establish a different type of JUA than what was done in the past. LAUSD will also bill RAP for maintenance of the pool and the shared athletic facilities. Currently, RAP has no budget for this type of expense. Staff has identified funds within the current budget to be transferred to Contractual Services account to pay LAUSD.

FROM		TO		AMOUNT
ACCOUNT	ACTIVITY CODE	ACCOUNT	ACTIVITY CODE	
3090	4533	3040	0500	\$500
3160	4533			\$21,596
	2933			\$25,000
	4584			\$5,496
6010	6871			\$2,837
	4533			\$1,251
6020	6871			\$4,466
	4533			\$893
	0610			\$137,961

FISCAL IMPACT STATEMENT:

This transfer between accounts is for budgetary adjustments and has a net zero impact on the Department's General Fund.

This report was prepared by Noel Williams, Chief Management Analyst, Finance Division.