

APPROVED
07-13-2016

BOARD OF RECREATION
DEPARTMENT OF RECREATION AND PARKS

BOARD REPORT

NO. 16-155

DATE July 13, 2016

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SUMMER NIGHT LIGHTS PROGRAM AND OTHER VARIOUS PROGRAMS -
ARTIST/INSTRUCTOR SERVICES; APPROPRIATIONS WITHIN FUND 302 IN
THE DEPARTMENT OF RECREATION AND PARKS

AP Diaz _____ V. Israel _____
*R. Barajas _____ K. Regan _____
H. Fujita _____ N. Williams NDW



General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS

1. Adopt a Resolution authorizing the use of the services of special artists/instructors for the Summer Night Lights Program and other various Programs.
2. Authorize the Department of Recreation and Parks' (RAP) Chief Accounting Employee to appropriate \$1,688,000 (from the General City Purpose Fund) to the following accounts:

<u>Fund</u>	<u>Department</u>	<u>Account</u>	<u>Account Description</u>	<u>Amount</u>
302	88	001070	Salaries-As-Needed	\$1,433,500.00
302	88	006020	Operating Expense	\$74,500.00
302	88	0094XX	SNL-Vendor Only	<u>\$180,000.00</u>
Total				\$1,688,000.00

3. Authorize RAP's Chief Accounting Employee to encumber funds for the payment of specialized artists/instructors for the Summer Night Lights Program and other various programs in the amount not to exceed \$180,000 for the service period from April 1, 2016 to June 30, 2017.
4. Authorize RAP's Chief Accounting Employee to make technical corrections as necessary to carry out the intent of this Report.

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SUMMARY

For the last several years, RAP has played a supportive role in the implementation of the Summer Night Lights Program (SNL) as developed and overseen by the Office of the Mayor (Mayor). SNL provides enhanced programming for economically disadvantaged neighborhoods during the summer months. RAP has largely provided maintenance services, opened up our facilities for use by SNL and performed other supportive tasks. In preparation for the SNL program during the Summer of 2015, the Mayor requested that RAP assume the duties of "the Fiscal Agent" for SNL. This involved assisting in the hiring and payment of all the part-time staff to be used in SNL, purchasing of materials and procuring the services of specialized artists/instructors to offer classes to patrons at SNL sites. RAP will continue in its role as Fiscal Agent for SNL for the Fiscal Year 2016-17.

For Fiscal Year 2016-17, funds in the amount of \$1,688,000 were placed in the General City Purposes (GCP) Account, to reimburse RAP for performing its Fiscal Agent duties. This Report requests that the Board approve the appropriation of the funds from the GCP into various accounts, and authorize RAP staff to encumber and pay specialized artists/instructors for services provided to the SNL and other various programs.

FISCAL IMPACT STATEMENT

Establishment of this special fund will have no negative impact on RAP's General Fund.

This Report was prepared by Noel Williams, Chief Financial Officer, Finance Division.