

REPORT OF THE GENERAL MANAGER

APPROVED

NO. 08-80

DATE March 19, 2008

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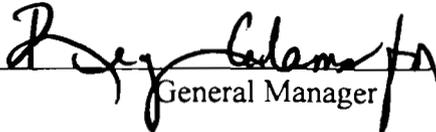
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BOARD OF RECREATION
and PARKS COMMISSIONERS

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

R. Adams _____	J. Kolb _____
V. Israel _____	F. Mok <u>2.m.</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Withdrawn _____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 the transfer of \$158,148 within Recreation and Parks Fund 302, Department 88, as follows:

FROM: Account 1010 - Salaries, General	\$ 65,500
Account 3160 - Maintenance Materials, Supplies	17,500
Account 6020 - Operating Expenses	58,556
Account 6030 - Leasing	<u>16,592</u>
	\$ 158,148

TO: Account 1090 - Salaries, Overtime	\$ 65,500
Account 6010 - Office and Administrative	<u>92,648</u>
	\$ 158,148

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:

Periodic budgetary adjustments are necessary to meet the Department's workload and mandates. Internal budgetary transfer between accounts is necessary because specific types of expenditures must be made from designated appropriation accounts. The following transfers are requested to meet these needs:

Planning and Development

Office and Administrative Expenses – Account 6010 - \$35,525 – Activity Code 900

A transfer of \$35,525, as shown below, from various accounts to Account 6010, Office and Administrative Expenses, is necessary to meet the Division's needs for the current fiscal year:

Account 3160	Activity Code 913	\$17,500
Account 6020	Activity Code 900	1,433
Account 6030	Activity Code 912	<u>16,592</u>
		\$35,525

The funds will be used to purchase ten new computers to replace the old units used by staff, one laptop, one projector, one camera, Geographic Information System (GIS) software licenses, and basic office supplies through the end of the fiscal year. The new computers are needed for the implementation of the new GIS, as the outdated computers will not be able to support the new GIS software which requires a faster processor and more Random Access Memory (RAM). The GIS is a technically complex project which will enable the users to input, collect, and retrieve detailed information on all Recreation and Parks (RAP) facilities. Completion of the GIS project will allow RAP to monitor and analyze the money spent in each Council District, the population and demographic groups that are being served by specific development projects, and the equitability of service in communities or neighborhoods. Such information is critical to RAP's ability to develop parks, facilities, and programs that address the needs of the public. This information will also be beneficial to the Bureau of Engineering (BOE) which assists in designing new buildings and renovating old facilities.

Expo Center

Office and Administrative Expenses – Account 6010 - \$57,123 – Activity Code 6673

A transfer of \$57,123 from Account 6020, Operating Supplies, Activity Code 6673, to Account 6010, Office and Administrative Expenses, is needed for operations at the Expo Center. The current budget allocation in Account 6010 is insufficient to cover the costs of office supplies, computers, and replacement furniture. The Expo Center currently has 61 computers. During Fiscal Year 2006-07, ten computers were replaced at a cost of \$20,000. With an estimated life span of six years for each computer, ten computers would need to be replaced annually. In addition to the computers, this

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facility has a need for replacement furniture on a regular basis. Last fiscal year, 100 folding chairs and 26 banquet tables had to be replaced. These items are used daily, and, as a result, the wear and tear on the furniture is significant. In addition to the computers and furniture, operating supplies are needed at all Expo Center facilities which include the Anderson Recreation Center, Ahmanson Senior Center, Parsons Preschool, and the L.A. Swim Stadium. This fund transfer will provide a more effective allocation of funds for the facility's day to day operations.

This request was included in the Fiscal Year 2008-09 budget submittal as part of the Technical Adjustments package to make the fund transfer permanent.

**Maintenance of 73 Department of Transportation (DOT) Public Parking Lots –
Account 1090 - \$65,500**

A transfer of \$65,500, as shown below, from Account 1010, Salaries General to Account 1090, Salaries Overtime, is necessary to provide overtime funds for the maintenance of 73 DOT public parking lots:

Account 1010	Activity Code 1900	\$25,500
Account 1010	Activity Code 2690	10,000
Account 1010	Activity Code 2503	10,000
Account 1010	Activity Code 2504	10,000
Account 1010	Activity Code 2909	<u>10,000</u>
		\$65,500

In Fiscal Year 2007-08, funds in the amount of \$390,000 are appropriated in the RAP Budget for maintenance of 73 DOT public parking lots including six full-time positions (four Gardener Caretakers and two Senior Gardeners), equipment, and other expenses. These costs are reimbursable from the DOT Special Parking Revenue Fund.

Due to the difficulty in hiring staff, only three of the six full-time positions are filled. As a result, RAP staff must work overtime on Saturdays to maintain the Department's standard of safety and cleanliness at the 73 locations. This will be an ongoing effort until all six budgeted positions are filled. It is estimated that \$65,500 is needed through the end of the fiscal year.

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-Budget Section.