

APPROVED
JUN 17 2009

REPORT OF GENERAL MANAGER

NO. 09-179

DATE June 17, 2009


**BOARD OF RECREATION
and PARK COMMISSIONERS**

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: REVISION TO THE CONCESSION IMPROVEMENT ACCOUNT AND GOLF CONCESSION IMPROVEMENTS ACCOUNT - FISCAL YEAR 2009-2010 EXPENDITURE PLAN

R. Adams _____	J. Koib _____
H. Fujita _____	*F. Mok <u>Fm</u>
S. Huntley _____	K. Regan _____
V. Israel _____	M. Shull _____



General Manager

Approved Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Authorize the Chief Accounting Employee to adjust Sub-Account CM within the Concession Improvement Account (Fund 302, Department 89, Account 070K) in accordance with the Board Report and Attachment A;
2. Authorize the Chief Accounting Employee to adjust Sub-Account CM within the Golf Concession Improvements Account (Fund 302, Department 89, Account 400K) in accordance with the Board Report and Attachment B; and,
3. Authorize the Chief Accounting Employee to transfer funds within the respective accounts to fund supplies and expenses for Fiscal Year 2009-10.

SUMMARY:

The Concessions Unit currently oversees fifty-four (54) agreements which bring in an estimated \$8,000,000 in annual revenue to the Department. Ninety percent (90%) of all concession rent is deposited into the Department's General Fund, while the remaining ten percent (10%) is deposited into the Concession Improvement Account and Golf Concession Improvements Account.

REPORT OF GENERAL MANAGER

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On April 15, 2009, the Board approved the Fiscal Year 2009-2010 Expenditure Plan for the Concession Improvement Account and the Golf Concession Improvement Account (Board Report No. 09-099). This report revises the amount of funding needed to purchase various supplies and related expenses necessary to operate the concession program.

Concession Improvement Account (Fund 302, Department 89, Account 070K)

Original Amount	\$	2,113.26
Revised Amount	\$	25,000.00

Golf Concession Improvements Account (Fund 302, Department 89, Account 400K)

Original Amount	\$	0.00
Revised Amount	\$	15,000.00

The funds are necessary to provide for items such as general office supplies, printing and binding of RFPs, printing documents for public information, and brochures.

FISCAL IMPACT STATEMENT:

There is no fiscal impact to the Department's General Fund as expenditures will be paid from the Concession Improvement Account, Fund 302, Department 89, Account 070K and the Golf Concession Improvements Account, Fund 302, Department 89, Account 400K .

Report prepared by Robert N. Morales, Senior Management Analyst II, Administrative Resources Section, Finance Division

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
CONCESSION IMPROVEMENT ACCOUNT
FUND 302, DEPARTMENT 89, ACCOUNT 070K
FISCAL YEAR 2008-2009 EXPENDITURE PLAN

Attachment A

Sub-Account	Previous Sub-Account Name	New Sub-Account Name	Type of Expense	Balance as of 6/4/2009	Amount to Transfer To "Unallocated"	Amount to Transfer From "Unallocated"	New Sub-Account Balance
AC	Audits and Consulting	Audits	Audits for Concession Operations	\$ (26,240.00)	\$ -	\$ 145,992.00	\$ 119,752.00
CM	Griffith/Metro Concession Management	Concession Management	Supplies and Expenses for Concession Program	\$ (47,672.58)	\$ -	\$ 72,672.58	\$ 25,000.00
CO	n/a	Consultants	Consultants for RFPs	\$ -	\$ -	\$ 300,000.00	\$ 300,000.00
CW	Citywide	Citywide Repair and Maintenance	Repair and Maintenance for Concession Facilities	\$ -	\$ -	\$ 150,000.00	\$ 150,000.00
FE	n/a	Food Establishment Maintenance	Routine Maintenance for Pest Control and Fire Safety Items	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00
GP	Griffith Park General Refurbishment	Griffith Park General Refurbishment	Repair and refurbish City-owned facilities operated by concessionaires in Griffith Park (BR No. 08-101)	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00
ER	Restaurant Equipment Replacement Program	Restaurant Equipment Replacement Program	Replace and repair City-owned equipment in food service concessions (BR No. 08-101)	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00
LM	Lincoln Park Merry-Go-Round	n/a	n/a	\$ 55,011.50	\$ 55,011.50	\$ -	\$ -
LR	Lincoln Park Carousel Roof Repair	Lincoln Park Carousel Roof Repair	Repair of roof and drainage for carousel housing structure (BR No. 08-101)	\$ 35,000.00	\$ -	\$ -	\$ 35,000.00
M	Griffith - Misc Expense	n/a	n/a	\$ 11,549.61	\$ 11,549.61	\$ -	\$ -
RD	Revenue Development	n/a	n/a	\$ -	\$ -	\$ -	\$ -
SA	Management Analyst Salary	Concession Salaries	Salaries for concession staff	\$ (135,455.84)	\$ -	\$ 374,272.64	\$ 238,816.80
SS	Sherman Oaks Castle Park Sign	Sherman Oaks Castle Park Sign	Replace sign at concession facility (BR No. 08-101)	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00
VR	Valley Region	n/a	n/a	\$ -	\$ -	\$ -	\$ -
WR	Westwood Park Tennis Restroom	Westwood Park Tennis Restroom	Provide a unisex restroom in the tennis facility (BR No. 08-101)	\$ 35,000.00	\$ -	\$ -	\$ 35,000.00
00	Unallocated			\$ 1,708,349.79	\$ 66,661.11	\$ 1,067,937.22	\$ 706,973.68
TOTAL				\$ 1,910,542.48			\$ 1,910,542.48

CITY OF LOS ANGELES
 DEPARTMENT OF RECREATION AND PARKS
 GOLF CONCESSION IMPROVEMENTS ACCOUNT
 FUND 302, DEPARTMENT 89, ACCOUNT 400K
 FISCAL YEAR 2008-2009 EXPENDITURE PLAN

Sub-Account	Previous Sub-Account Name	New Sub-Account Name	Type of Expense	Balance as of 6/1/2009	Amount to Transfer To "Unallocated"	Amount to Transfer From "Unallocated"	New Sub-Account Balance
CO	n/a	Consultants	Consultants for RFPs	\$ -	\$ -	\$ 300,000.00	\$ 300,000.00
CM	n/a	Concession Management	Supplies and Expenses for Concession Program	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00
CW	n/a	Citywide Repair and Maintenance	Repair and Maintenance for Concession Facilities	\$ -	\$ -	\$ 250,000.00	\$ 250,000.00
FE	n/a	Golf Food Establishment Maintenance	Routine Maintenance for Pest Control and Fire Safety Items	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00
EB	Encino-Balboa Food Service Concession	n/a	n/a	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -
ER	Restaurant Equipment Replacement Program	Restaurant Equipment Replacement Program	Replace and repair Cityowned equipment in food service concessions (BR No. 08-101)	\$ 170,248.11	\$ -	\$ -	\$ 170,248.11
00	Unallocated			\$ 953,778.33	\$ 20,000.00	\$ 615,000.00	\$ 358,778.33
TOTAL				\$ 1,144,026.44			\$ 1,144,026.44