

APPROVED

REPORT OF GENERAL MANAGER

NO. 06-313

DATE October 18, 2006

OCT 18 2006
BOARD OF RECREATION
and PARK COMMISSIONERS

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

J. Combs _____ J. Kolb _____
H. Fujita _____ K. Regan _____
S. Huntley _____ *F. Mok S.M.
B. Jensen _____ M. Shull _____

(Handwritten signature: K. Regan for JKM)

General Manager

Approved *as amended* *see attached* Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Subject to approval by the Mayor, approve the appropriation of \$1,892,019.00 in Fund 302, Department 88, to various accounts as follows:

FROM: Unreserved & Undesignated Fund Balance	\$1,892,019.00
TO: Account 1100 – Hiring Hall	70,000.00
Account 2130 – Travel Expense	690.00
Account 3040 – Contractual Services	368,500.00
Account 3160 – Maint. Materials & Supplies	712,864.00
Account 4430 – Uniforms	4,000.00
Account 6010 – Office and Administrative	437,700.00
Account 6020 – Operating Supplies	13,000.00
Account 7300 – Furniture, Office & Tech. Equip.	87,000.00
Account 7340 – Transportation Equipment	8,500.00
Account 7350 – Other Operating Equipment	<u>189,765.00</u>
	\$1,892,019.00

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:

Budgeted funds appropriated to the Department of Recreation and Parks (RAP) which are uncommitted or unencumbered at the end of the fiscal year revert to the Department's Unreserved and Undesignated Fund Balance (UUFB) and are used to meet urgent, unforeseen Department funding needs. The Board authorizes appropriations from the UUFB for a variety of purposes, subject to approval of the Mayor in accordance with Charter Section 343(b). The following transfers are being recommended to meet currently urgent and unfunded needs:

EXPOSITION PARK INTERGENERATIONAL COMMUNITY CENTER (EPICC) DIVISION

EPICC Indoor/Outdoor Security Camera – Account 3040 – \$40,000.00 – Activity Code 6673

The funds are needed to complete the indoor/outdoor security camera installation at EPICC. When EPICC originally opened two years ago, security cameras were not installed in the second floor recreation center (65,000 sq. ft.), the first floor lobby area, the pool deck, or in the parking areas due to insufficient funding. The Park Rangers, General Services Department (GSD) Police, and LAPD recommend security cameras installed throughout the facility to mitigate criminal activity within the center and around the perimeter of the complex. With a membership of 35,000 and growing, a comprehensive security/surveillance system is greatly needed. The cost of the security camera is approximately \$99,000 but only \$40,000 is being requested from the UUFB and the balance of \$59,000 will be funded from other funding source.

VALLEY REGION

Doors for Wilkinson Senior Citizen Center – Account 3160 – \$36,780.00 – Activity Code 4602

This funding request is to replace ten commercial doors at Wilkinson Senior Citizen Center. The existing doors cannot be repaired and are difficult for senior patrons to operate. This condition has existed for years with attempts by our Construction Division to repair them. Unfortunately, in their current state, the doors can no longer be repaired. This is a security issue as well as an egress and ingress issue for senior citizens. Council District 12 has requested this needed replacement be accomplished to meet the needs of our seniors.

Ceiling Repair for Winnetka Recreation Center – Account 3160 – \$10,985.00 – Activity Code 6563

The request for funds is to replace damaged acoustical ceiling in various areas of the center. The tiles are unsightly and in danger of falling. The 12"x12" tiles were damaged from roof leaks over the years. The roof no longer leaks, but some of the tiles have fallen creating a safety issue.

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There are two dormer areas both totaling 2,000 square feet of tiles to be replaced. The drywall has to be removed and will be fire taped. The acoustical properties of the existing damaged tiles have been lessened and the acoustics in the room will improve with the new tiles.

Air Conditioning for Valley Plaza Recreation Center – Account 7350 – \$129,765.00 – Activity Code 6489

The request for funds is for the replacement of the air-conditioning systems in both the old and new buildings at the Valley Plaza Recreation Center. The system has not been functioning properly and patrons have complained. Department facilities are often used as “Cooling Centers” when Valley temperatures reach over 100 degrees during the summer. Funding this request will provide new air-conditioning units to this facility which would provide the necessary equipment to enable the Department to respond as the Public Welfare and Shelter Division during emergencies.

The current air conditioning system does not meet the demands of the center. This complex has an old gym building with an attached newer gym building. The old system is over 50 years old and exceeds its life expectancy by 25 years. The new proposed HVAC includes the new energy efficient equipment. The new system will accommodate all the needs of this center.

Doors for Mason Recreation Center – Account 3160 – \$10,999.00 – Activity Code 6559

The request for funds is to replace all wood doors and hardware with metal fire doors. The existing seven doors are damaged and not secure. The original building’s steel doors were rusted out by the irrigation system, which has now been redirected away from the doors. The replacement steel doors require hardware and would transform the building to its original design.

PLANNING AND DEVELOPMENT DIVISION

Electrical Panel for Venice Pier – Account 3160 – \$5,000.00 – Activity Code 1600

Due to the harsh environment in the Venice Pier, the electrical panel that supports the safety lights at the end of the pier needs to be replaced. Funding is requested to install a stainless steel enclosure to protect the electrical panel. The estimated cost for this replacement is \$30,000. On July 26, 2006, under Council File 06-1630, \$25,000 was provided for the electrical panel replacement, subject to Mayoral approval, which was subsequently given. Additional funding of \$5,000 is needed and would be provided here.

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New Railing for Venice Pier – Account 3040 – \$25,000.00 – Activity Code 1600

Due to last year's heavy winter storms, heavy surf damaged the pier. Funding is needed to construct permanent guard railing needed to replace temporary guard rails and enclose the exposed area damaged by the storms. The estimated cost for this replacement is \$50,000. On July 26, 2006, Council File 06-1630 provided funding of \$25,000, subject to Mayoral approval, which was subsequently given. Additional funding is needed to fund the installation of the railing.

Facility Assessment and Inventory Computer Equipment and Software – \$165,000.00 – Activity Code 0516

Account No.	Amount
6010	\$105,000.00
6020	10,000.00
7300	<u>50,000.00</u>
Total	\$165,000.00

Computer equipment and software are needed for Planning and Development staff to prepare a master database of all the Department's facilities. This database will be based on a Geographic Information System (GIS) which is geographically coded data associated with every type of facility found in a park. GIS will be used to capture, store, analyze and display geographically referenced information. A detailed facility condition assessment report, similar to the recently completed 2006 Pool Assessment Report, will be completed for each type of facility and will be contained in the database. The results of the facility assessment along with demographic information will easily be displayed and mapped by facility type using the GIS software. The equipment necessary to achieve this will consist of a GIS server hardware and software, handheld personal computers equipped with Global Positioning Satellite (GPS) receiver, mapping software and Autocad drafting software. This system will be part of the City-wide collaboration with the Information Technology Agency (ITA) being the central repository for GIS coded facility information. We need our own GIS system to define information owned and maintained by this Department but will share this information with all City Departments and will upload into ITA's GIS repository.

These tools will allow Planning and Development staff to accurately respond to the Maintenance and Recreation Audit pertaining to preparation of a Facility Inventory, Community Needs Assessment, Facility Condition Assessment, Long Range Capital Improvement Plan and Citywide Park Master Plan. All of which are consistent with the Department's goals and objectives. Without these tools, the Department will lack the ability to quickly and accurately respond to the growing needs of the City's park system.

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MARKETING AND DEVELOPMENT DIVISION

Video Capability – Account 7300 - \$12,000.00 – Activity Code 0516

A professional video camera and a computer and editing software will give the Marketing Division the capability to video stream activities and events to the media in real time and the ability to develop electronic press kits and video inserts for the web site.

The use of video will increase Department opportunities to promote and market our activities and programs and will allow us to feature video inserts of events on our website as well as any Powerpoint presentation we might use to promote the Department. A perfect example is the dragon ceremony at the Lotus Festival, which cannot truly be captured in words or even still photographs. A short video clip on our website would enhance the public relations possibilities for the Department. It can also be used to insert specific training components on the web site, i.e. a City Attorney explaining the Brown Act and how it affects Park Advisory Board meetings. Video clips can also be an effective tool for fund raising; a clip of the Mayor and the General Manager at the Million Tree ceremony would be a positive way to emphasize the importance of the Million Tree Initiative.

PACIFIC REGION

Forklift at Pacific Region Headquarters Yard – Account 7350 – \$50,000.00 – Activity Code 0610

The centralization of all building maintenance operations for the Pacific Region during the Departmental reorganization has resulted in the delivery and storage of all construction materials at the service yard. Vendor deliveries and material handling are currently managed by hand, creating lost productivity and the potential for employee injury.

The acquisition of this piece of equipment will increase staff productivity through efficient materials handling, help eliminate potential injuries due to improper lifting, and eliminate delivery return charges when vendor shipments cannot be unloaded due to size or weight.

Chain Link Fence at Daniels Field – Account 3160 – \$43,000.00 – Activity Code 1303

The Daniels Field Tennis Courts are heavily used by the public and the local high school for classes. Its proximity to the coast provides a temperate climate for recreational opportunities, but the existing chain link fence fabric and railings have succumbed to the elements and create a safety hazard. The requested funding will be used to replace this fencing, eliminating the potential for patron injury and loss of security at this site. Repairs will be accomplished utilizing Department staff and annual vendors.

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Basketball Court at Pueblo Del Rio Park – Account 3160 – \$75,000.00 – Activity Code 1303

The Pueblo Del Rio Recreation Center has minimal outdoor recreational space. One of the most heavily used areas is the basketball court which has become a hazard due to the court surface cracking and heaving. The requested funding will be used to replace the court surface, eliminating the potential liability of trip and fall injuries and ensuring that the outdoor space is safe and usable. Replacement will be accomplished using Department staff and annual vendors.

Electrical Service to Fort MacArthur Museum – Account 3160 – \$200,000.00 – Activity Code 1302

The existing electrical transformer cannot provide three-phase electricity because one of its connectors is rotting off. This leaves the Museum's restoration without the electrical supply necessary to function in their machine shop, and welding and storage buildings. The requested funding would furnish a stand alone three-phase service to the Museum buildings exclusively that would be installed using DWP and RAP staff and enable the facility to power communications and surveillance equipment, alarm systems, and the restoration equipment.

Phone System Enhancement – Fort MacArthur Museum – Account 6010 – \$20,000.00 – Activity Code 0516

There is currently only one phone line into the museum. Due to the corrosion of the terminals and the existing phone line, the system has fallen into disrepair which causes poor connection and occasional system failure. New phone wires are needed for two voice lines, one fax line and one personal computer line.

HUMAN RESOURCES

Scanner for Human Resources Division – Account 6010 – \$1,000.00 – Activity Code 0516

A scanner is necessary to scan documents to distribute via e-mail. This is the most efficient method of updating policies, procedures and other documents.

Travel Funds for Human Resources Division Staff – Account 2130 – \$690.00 – Activity Code 0590

These funds are needed to allow the Department's Human Resources Division staff to attend meetings in Sacramento regarding background checks. Attending these meetings will have a direct benefit to the Department.

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GRIFFITH REGION

Griffith Park Improvement of Signs – Account 3160 – \$15,000.00 – Activity Code 1200

Re-stripping directional signs, crosswalks, limit lines, pedestrian crossings, stop signs, stop ahead signs, right and left turn arrows, horse crossings throughout Griffith Park, and replacing special plasticized material would help patrons move more efficiently throughout the park.

Observatory Bike Path Striping – Account 3040 – \$12,500.00 – Activity Code 1200

The Department offers free reservations to hikers and cyclists as part of the Visitor Access Program for the Griffith Observatory. In order to provide a safe, convenient path for hikers and cyclists to access the Observatory from the Greek Theatre parking lot on Vermont Avenue, a walking and cyclists path needs to be created. Also, striping the center line of Observatory East Road and West Road and establishing a walking and cycling lane will enhance safety to all patrons as they share the road with shuttle buses.

Griffith Region Walk-Behind and Tow-Behind Aerifier Maintenance – Account 7350 – \$10,000.00 – Activity Code 0610

Aerification is an integral cultural practice of good turf management. Aerification reduces compaction, removes thatch, and improves drainage contributing to a more vigorous healthy turf. The Griffith Region maintains 270 acres of turf in recreation/picnic areas or sports fields. Currently the Griffith Region does not own a hydraulic walk-behind aerifier. They are also in need of an additional tow-behind aerifier. The walk-behind aerifier and the tow-behind aerifier are needed to maintain healthy turf throughout the Region on a scheduled basis.

Griffith Region Replacement of Existing Roadway (Asphalt–Decker Canyon) – Account 3160 – \$25,000.00 – Activity Code 1218

The Los Angeles County Fire Department requires RAP to replace the existing roadway with a new asphalt entrance roadway after County Fire Department's approval of the design. Work will be performed under a Public Works – Bureau of Street Services charge number and will be reimbursed with an Interdepartmental Order (IDO).

Griffith Region Forestry Control of Water Primrose and Cattail Tullies at Harbor Regional Lake – Account 3160 – \$100,000.00 – Activity Code 2385

Funding is needed to purchase pesticides to control the spread of water primrose and other aggressive aquatic vegetation in order to facilitate County Vector Control's efforts to treat the lake for mosquitoes. Creating more open water free of vegetation improves water circulation to

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reduce areas favorable to mosquito breeding and creates access for application of materials to control mosquito populations. The control of mosquito populations is critical to minimizing the risk to the public from possible exposure to West Nile Virus and other insect borne diseases.

METRO REGION

Metro Region, Seoul International – Ardmore Park, New Synthetic Field – \$16,500.00

The Seoul International synthetic field was recently completed months ahead of its originally scheduled date, and a dedication ceremony was held opening the site to the general public. Unfortunately, and largely due to the earlier-than-anticipated completed date, the field lacks sufficient resources to enable the public to start using the facility. This funding is to maintain the synthetic field through Fiscal Year 2006-07.

<u>Activity Code</u>	<u>Account No.</u>	<u>Amount</u>
1900	3160	\$ 5,000.00
6000	6020	\$ 3,000.00
0610	7340	<u>\$ 8,500.00</u>
		\$16,500.00

Metro Region Bleachers Replacement – \$50,000.00 – Activity Code 1500

Account 1100	\$35,000.00
Account 3160	<u>\$15,000.00</u>
	\$50,000.00

Starting in Fiscal Year 2005-06, the Metro Region initiated a program to repair many of its existing bleachers. The Region's bleachers are old and dilapidated and badly need repairs to keep patrons safe while attending and enjoying the games. This funding will allow for another 10 bleachers to be rebuilt by RAP staff.

Hazard Park Armory Building – \$150,000.00

The Region reclaimed control of the Armory from the Department of Defense in February, 2006. The building needed refurbishment, and the Department received and spent \$100,000 to upgrade the restrooms to comply with the Americans with Disabilities Act (ADA) standards and paint the exterior of the building. In order to continue refurbishing the building the Department plans to spend an additional \$150,000 to paint the interior of the building, complete carpentry work, improve the kitchen and work space, and create a computer laboratory for the after-school programs.

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Activity Code	Account No.	Amount
1500	1100	\$25,000.00
1500	3040	\$35,000.00
1500	3160	\$35,000.00
6000	6010	\$30,000.00
0610	7300	<u>\$25,000.00</u>
		\$150,000.00

Elysian Park Administrative Headquarters Roof Repair – \$180,000.00

The Elysian Park administrative headquarters building is in need of a new roof. The existing roof is deteriorated and can no longer safeguard the Department's assets. In the last three years, the carpeting has been damaged beyond repair twice and needed to be replaced due to water damage caused by the leaking roof. In addition, several of the computers housed within the building have been damaged in the last five years. The money will be spent to replace the existing old roof to prevent further damage.

<u>Activity Code</u>	<u>Account No.</u>	<u>Amount</u>
1500	1100	\$ 10,000.00
1200	3040	<u>\$170,000.00</u>
		\$180,000.00

Lincoln Park Recreation Center Asphalt Walkway Improvements – Account 3040 –\$80,000.00 – Activity Code 1500

The Region has started an asphalt walkway improvement program at the park. Some of the walkways are uneven and broken. The current walkway condition represents a potential safety hazard, and funding is needed to reduce the risk of injury. The Region has already repaired over 700 linear feet of walkway with existing funding, and this funding will allow for improvements on an additional 200-300 linear feet.

PARK RANGER DIVISION

Park Ranger New Deployment Resources Needs – \$31,700 – Activity Code 2360

<u>Account No.</u>	<u>Amount</u>
3040	\$ 6,000
4430	\$ 4,000
6010	<u>\$21,700</u>
	\$31,700

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In the last couple of years, the Park Ranger Division has evolved from just a policing agency of the City to also include interpretive and park resource manager functions. This transformation has required more staffing of Park Rangers to ensure that the public can gain a rich experience when visiting one of our regional parks. The Park Rangers now also serve as guides and educate the public on the natural flora in the surrounding area when conducting tours. Also, their presence gives our patrons a sense of security to enjoy themselves fully during their visits. The addition of an Emergency Preparedness Coordinator will allow the Division to once again devote the necessary time and effort set to develop emergency programs for our residents' benefit.

This funding request for the Park Ranger Division will provide the necessary funds to purchase additional new equipment and supplies to support the recent expansion of their staff. The new Park Rangers will require uniforms and handheld radios for their field deployment operations. Our new Emergency Preparedness Coordinator will require a new personal computer to develop emergency policies as well as handouts and manuals. Currently, funding is also needed to board their horses as well as provide the necessary veterinary care required.

FINANCE DIVISION

Finance Budget New Printer – Account 6010 – \$2,000.00 – Activity Code 0516

The funds will be used to purchase a new printer for the Finance Budget Section. Currently, the section has an old, slow printer which has insufficient memory for large files and spreadsheets that need to be printed routinely. The printer often drops information or fails to print due insufficient memory.

Finance Accounting Personal Computers – Account 6010 – \$8,000.00 – Activity Code 0516

The Finance Accounting Section needs to purchase five personal computers for newly hired additional personnel. These new personnel are needed to support the new functions as a result of the various changes implemented within the Department affecting the accounting and procurement process.

Finance/Systems LAN/WAN – Account 6010 – \$250,000.00 – Activity Code 0516

The Department currently has 25 facilities still without an internet connection. Originally, the Department requested funding allocations to supply broadband access to 158 parks during Fiscal Years 2000-01, 2001-02, and 2002-03. The first phase of the Local Area Network/Wide Area Network (LAN/WAN) project was approved in the Fiscal Year 2000-01 budget, which allowed 59 parks to be connected. The second phase of the LAN/WAN funded an additional 80 parks received in the Fiscal Year 2001-02 budget. The budget request for the last phase submitted in Fiscal Year 2002-03 was not approved; consequently, the LAN/WAN system could not be completed utilizing the City's annual budget submittal process. Most of the money has already

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been invested into this system; therefore, the Department must seek other avenues of funding to finish the project.

The last phase of the networking project will complete the networking connections to all RAP locations. The locations to be connected in this final phase are those that are not DSL-qualified and, therefore, require T1 connections. The completion of the networking project will enable synchronization of Departmental communications and give all RAP locations the ability to use the Citywide and Departmental information systems for better fiscal accountability and financial control.

WEST REGION

Venice Beach Restroom Doors – Account 3160 – \$100,000.00 – Activity Code 1601

Funds are needed to replace the existing restroom doors at Venice Beach. The existing doors have been corroded and cannot be closed due to damage caused by the sea air. Eventually, all the doors should be replaced, however, approximately 20 doors need to be replaced immediately. The replacements as well as the jambs would be fiberglass. The lock hardware and closers need to be replaced on approximately 40 doors. The metal in the current doors has corroded and weakened the mounting, causing the jambs and hinges to loosen. This prevents the doors from closing completely and could be a safety hazard if they come off completely.

Vineyard Gym Floor – Account 3160 – \$36,100.00 – Activity Code 1600

Funds are needed to replace the existing gym floor at the Vineyard Recreation Center. The existing gym floor is in poor condition as it has weak areas and sinks in certain places which create safety hazards. The weak areas are caused by problems in the sub-floor under the hardwood flooring. This could have been caused by previous water leaks which deteriorated the wood over time or it could just be worn out from age.

FISCAL IMPACT STATEMENT:

The \$1,892,019.00 from the UUFBS will have no impact on the Department General Fund.

This report was prepared by Regina Adams, Chief Management Analyst, Finance Division, Budget and Accounting Section.

EXCERPT FROM THE MINUTES OF THE SPECIAL MEETING
BOARD OF RECREATION AND PARK COMMISSIONERS
OCTOBER 18, 2006

GENERAL MANAGER'S REPORT:

06-313

APPROPRIATION FROM UNRESERVED AND UNDESIGNATED
FUND BALANCE IN FUND 302 TO VARIOUS ACCOUNTS IN THE
DEPARTMENT OF RECREATION AND PARKS

In order to accommodate possible resources needed for the Griffith Observatory, Ms. Regina Adams, Chief Management Analyst, amended several pages of the report (attached) as follows:

- Recommended appropriation reduced by \$471,000 from \$1,892,019 to \$1,421,019
- Deleted \$12,000 request for Marketing and Development Division (Page 5)
- Deleted four (4) funding request items for Pacific Region totaling \$313,000 (Pages 5-6)
- Deleted one (1) funding request item for Human Resources totaling \$1,000 (Page 6)
- Deleted one (1) funding request item for Griffith Region totaling \$10,000 (Page 7)
- Reduced one (1) Griffith Region funding request item from \$100,000 to \$25,000 (Page 7)
- Deleted one (1) funding request item for Metro Region totaling \$50,000 (Page 8)
- Deleted two (2) funding request items for Finance Division totaling \$10,000 (Page 10)

Motion

It was moved by Commissioner Spelling, seconded by Commissioner Casillas that Report No. 06-313 be approved as amended. There being no objections, the Motion was unanimously approved.

EXCERPT ATTACHMENT

REPORT OF GENERAL MANAGER

NO. _____

DATE _____

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

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S. Huntley _____	*F. Mok _____
B. Jensen _____	M. Shull _____

General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1,421,019.00

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PLANNING AND DEVELOPMENT DIVISION

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