

APPROVED

APR 15 2009

REPORT OF GENERAL MANAGER

NO. 09-099

DATE April 15, 2009

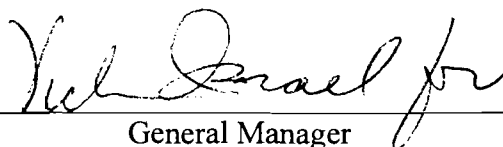
**BOARD OF RECREATION
and PARK COMMISSIONERS**

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

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

R. Adams	_____	J. Kolb	_____
H. Fujita	_____	*F. Mok	_____
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Withdrawn _____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, establish, or remove various Sub-Accounts 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, establish, or remove various Sub-Accounts 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 salaries, expense, and equipment 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.

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The accounts provide funds to administer concession agreements and monitor concession operations; provide independent consultants and auditors, as needed; maintain and improve concession facilities; and, provide other operational expenses not appropriated in the FY 2009-10 City budget. Expense and equipment items require Board approval for individual expenditures in excess of \$25,000 (Board Report No. 08-101).

The transfer of unallocated funds from within the Concession Improvement Account (Attachment A) and the Golf Concession Improvements Account (Attachment B) into the respective sub-accounts will ensure funds are expended for specific purposes in order to allow the Concessions Unit to accomplish the goals of 1) providing the public with the best and most satisfactory recreational experience from the concessions, and 2) ensuring that the Department receives adequate and appropriate compensation from private concessionaires who operate on park property.

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 2009-2010 EXPENDITURE PLAN

Sub-Account	Previous Sub-Account Name	New Sub-Account Name	Type of Expense	Balance as of 4/8/2009	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	Routine Office Supplies and Expenses for Concession Program	\$ (43,761.24)	\$ -	\$ 45,874.50	\$ 2,113.26
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			\$ 1,671,595.20	\$ 66,561.11	\$ 1,041,139.14	\$ 697,017.17
		TOTAL		\$ 1,877,699.23		\$	\$ 1,877,699.23

CITY OF LOS ANGELES
 DEPARTMENT OF RECREATION AND PARKS
 GOLF CONCESSION IMPROVEMENTS ACCOUNT
 FUND 302, DEPARTMENT 89, ACCOUNT 400K
 FISCAL YEAR 2009-2010 EXPENDITURE PLAN

Sub-Account	Previous Sub-Account Name	New Sub-Account Name	Type of Expense	Balance as of 4/8/2009	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
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)	\$ 170,108.94	\$ -	\$ -	\$ 170,108.94
00	Unallocated			\$ 916,845.91	\$ 20,000.00	\$ 600,000.00	\$ 336,845.91
TOTAL				\$ 1,106,954.85			\$ 1,106,954.85