

INTRADEPARTMENTAL CORRESPONDENCE

BPC # 16-0008

RECEIVED

JAN 07 2016

POLICE COMMISSION

January 7, 2016  
3.5

REVIEWED

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

*Richard M. Tefank*  
RICHARD M. TEFANK  
EXECUTIVE DIRECTOR  
1/7/16  
DATE

SUBJECT: APPROVAL TO REPROGRAM MISCELLANEOUS FUNDS ON DEPOSIT IN THE LOS ANGELES POLICE DEPARTMENT TRUST FUND FOR UPGRADES TO A STORAGE ROOM

RECOMMENDED ACTION

1. That the Board of Police Commissioners (Board) REVIEW and APPROVE the reprogramming of miscellaneous funds on deposit in the Los Angeles Police Department Donation Trust Fund in the amount of \$68,000, and
2. That the Board TRANSMIT this Report with the requisite Controller's Instructions to the Mayor and City Council for Approval.

DISCUSSION

The Los Angeles Police Department Donation Trust Fund (Fund) was established by the City Council in October 1994. The purpose of the Fund is to receive monies donated to the Department. The language in the Fund, Administrative Code Section 5.467, indicates that the "Fund shall be used to augment established programs and activities of the Police Department, and may be used for the purchase of equipment, services or furnishings in support of such programs and activities, subject to any special terms or conditions attached to individual gifts, contributions, or bequests to the City".

Fiscal Operations Division (FOD) is continuing the review of the monies on deposit in the Police Department Trust Fund (Fund). Since March 10, 2015, the Board of Police Commissioners (Commission) has approved three transactions that have resulted in the reprogramming of \$41,280.68 into a new line item titled "COP Discretionary". Additionally, of the approximately \$383,000 that had accrued to the Fund since 1999, \$65,534.15 that was intended for overtime in prior fiscal years has been reimbursed to the General Fund.

This transmittal requests the reprogramming of \$68,000 to fund an upgrade to a block house at the Davis Training Facility. The unit will be used to store sensitive equipment received from the Securing the Cities Grant program. The upgrades will include live feed cameras, a monitoring alarm system and keypad with card reader access. The grant program does not allow funds to be used for this purpose, and the Department was not able to secure funds from any other source.

As indicted in the initial transmittal to the Commission, the City Controller has advised that the funds and interest can be reprogrammed to the Fund for another purpose. Because this transmittal exceeds the Commission's approval threshold, it must be transmitted to the Mayor and City Council for approval. Additionally Controllers instructions are required to transfer the funds to other City Departments. Of the \$68,000 required for this project, it is necessary to transfer a total of \$53,827 to the Department of General Services and the Information Technology Agency to complete the necessary work. The remaining balance will be expended by the Department.

Controller Instructions:

That the Board Request that the Mayor and City Council

1. AUTHORIZE the Police Department to reprogram and appropriate \$ 68,000 from prior year donations within the Police Department Trust Fund , Fund 885, Dept 70, Appropriation Account No. 70L007 - COP Discretionary.
2. AUTHORIZE the Controller to transfer appropriations from Police Department Trust Fund , Fund 885, Dept 70, Appropriation Account no. 70L007 to Information Technology Agency, Dept 32, and General Service Department, Dept 40, to install a security system for a high value storage room:

<u>Fund / Dept No.</u>	<u>Account</u>	<u>Title</u>	<u>Amount</u>
FROM: 885/70	70L007	COP Discretionary	\$53,827

<u>Fund / Dept No.</u>	<u>Account</u>	<u>Title</u>	<u>Amount</u>
TO: 100/40	001014	Salaries, Construction	\$20,767
100/40	003180	Construction Materials and Supplies	\$7,249

<u>Fund / Dept No.</u>	<u>Account</u>	<u>Title</u>	<u>Amount</u>
TO: 100/32	009350	Communication Services	\$23,087
100/32	001100	Hiring Hall Salaries	\$2,724

3. AUTHORIZE the Police Department to prepare Controller Instructions for any technical adjustments, subject to the approval of the CAO, and AUTHORIZE the Controller to implement the instructions.

If you have any questions regarding this request, please contact Police Administrator II Laura Luna, Fiscal Operations Division, at (213) 486-8590

Respectfully,



CHARLIE BECK  
Chief of Police

**BOARD OF  
POLICE COMMISSIONERS**  
Approved *January 12, 2016*  
Secretary *Maria Silva*

INTRADEPARTMENTAL CORRESPONDENCE

40

December 21, 2015  
3.5

**TO:** Chief of Police

**FROM:** Director, Office of Administrative Services


**SUBJECT:** APPROVAL TO REPROGRAM MISCELLANEOUS FUNDS ON DEPOSIT IN THE LOS ANGELES POLICE DEPARTMENT TRUST FUND FOR UPGRADES TO A STORAGE ROOM

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As indicated in the initial transmittal to the Commission, the City Controller has advised that the funds and interest can be reprogrammed to the Fund for another purpose. Because this transmittal exceeds the Commission's approval threshold, it must be transmitted to the City Council for approval.

If you have any questions regarding this request, please contact Police Administrator II Laura Luna, Fiscal Operations Division, at (213) 486-8590.

  
MICHEL R. MOORE, Assistant Chief  
Director, Office of Administrative Services

Attachment