

REPORT OF GENERAL MANAGER

APPROVED
JAN 30 2006

NO. 06-31

DATE January 30, 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 _____	H. Fujita _____
B. Jensen _____	S. Huntley _____
*F. Mok <u>Zim</u> _____	J. Kolb _____
K. Regan _____	M. Shull _____

Robert Jensen (for)
General Manager

Approved /

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Subject to approval by the Mayor, approve the appropriation of \$2,065,465 in Fund 302, Department 88, to various accounts as follows:

FROM: Unreserved & Undesignated Fund Balance	\$2,065,465
TO: Account 1070 – Salaries As Needed	\$47,570
Account 1090 – Salaries Overtime	\$436,835
Account 1100 – Hiring Hall	\$74,150
Account 3040 – Contractual Services	\$902,720
Account 3160 – Maint. Materials & Supplies	\$144,190
Account 7300 – Furniture, Office & Tech. Equip	\$35,000
Account 7340 – Transportation Equip	\$260,000
Account 7350 – Other Operating Equip	<u>\$165,000</u>
	\$2,065,465

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 which are uncommitted or unencumbered at the end of the fiscal year revert to the Department's Unreserved and Undesignated Fund Balance (UUFB). In addition, during the current Fiscal Year, revenues received by the Department which are not part of the annual projections are accounted for under Fiscal Year 2005-06 and also become part of the running balance in UUFB. The UUFB reserve is then used to meet urgent and unforeseen Department funding needs. The Board authorizes appropriations from the UUFB for a variety of purposes, subject to the approval of the Mayor in accordance with Charter Section 343(b). The following transfers are being recommended to meet currently identified urgent and unfunded needs:

Extended Pool Season – \$67,910 – Activity Code 4725

At the request of several members of City Council, the Department extended the summer swim season by two weeks beyond the last Labor Day holiday at 24 selected aquatics facilities throughout the City. Additional staffing costs of \$47,570 and pool chemical costs of \$20,340 were incurred and need to be reimbursed.

Account 1070	\$47,570
Account 3160	<u>20,340</u>
Total	\$67,910

Overtime – Account 1090 - \$416,835 – Activity Code 0500

Activity Code 0500	\$ 40,000
Activity Code 0500	111,370
Activity Code 0500	<u>265,465</u>
Total	\$416,835

Overtime funds of \$40,000 are needed for the staff of Human Resources Section to create personnel documents as needed. Accounting staff will also use funds for year-end closing and the Municipal Recreation Program (MRP) Fund accounting transition to the Financial Management Information System (FMIS). Also, overtime funds are needed to cover staff's overtime for various facilities during holidays.

Currently, there is insufficient funding in the Salaries-Overtime account to cover the overtime payout cost which will be incurred when the Park Rangers transfer to the new office of Public Safety in the Department of General Services (GSD) in February 2006. Negotiations between the Department of Recreation and Parks and GSD have been finalized and approved by the City Council. Therefore, the

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\$265,465 in overtime funds will be used for this purpose. This funding comes from a reimbursement from FEMA for our usage and funding of overtime funds for incidents last fiscal year.

Outside Area Lighting – Account 3040 - \$85,000 – Activity Code 0534

Adequate lighting is an important safety concern of park patrons. The Department of Recreation and Parks (RAP) has worked with the Department of Water and Power (DWP) to address this concern by installing lighting at more than 100 facilities throughout the City. DWP has agreed to fund the cost of the installation and the first year expenses. RAP is responsible for paying the annual utility and maintenance costs. The Department receives \$158,195 for utility costs, which is \$85,000 short of the total program costs to date. As more lighting is installed, this deficit will continue to increase. RAP will discuss this issue with the CAO and GSD to see if these costs can be included in the Citywide Water and Electricity Fund, which is overseen by GSD.

West Region Administrative Office – Account 7300 - \$35,000 – Activity Code 6100

In order for the Department to complete the reorganization of its field Administrative Operations into five geographical areas, furniture and related equipment is needed for the West Region Administrative Office. Funding is requested for office furniture, including modular furniture, computers, printers and facsimile machines.

West Region Bleacher Repairs – Account 3040 - \$319,566 – Activity Code 2915

Rancho Cienga has outdoor bleachers that are in need of repairs in order to remedy safety issues. This Department will have bleachers replaced periodically as funding allows.

Metro Region Bleacher Repairs – \$35,000 – Activity Code 1500

Account 3160	\$10,850
Account 1100	<u>24,150</u>
Total	\$35,000

Many of the recreation centers in the Metro Region have bleachers that are in need of repairs. The funds will be used to hire contractors to do the repairs and to purchase tools and materials needed for these repairs.

Exposition Park Intergenerational Community Center (EPICC) Gym Floor – Account 3040 - \$20,000 – Activity Code 2863

The EPICC facility gymnasium floors are in need of repairs due to water damage sustained last year. The floors were damaged during a volleyball game when one of the players hit the sprinkler system, which caused the entire gymnasium floor to be flooded.

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Replacement of Horses / Horse Shoeing – Account 3040 - \$20,000 – Activity Code 2360

Account 7340 (Replacement of Horses)	\$10,000
Account 3040 (Horse Shoeing)	<u>10,000</u>
Total	\$20,000

Two of the horses used for Mounted Patrol by Park Rangers are nearing the end of their City service and can be sent to retirement. The Department is considering donating these horses to a non-profit organization that works with disabled and inner-city children. Funds are needed to replace these horses once they are retired.

Also, funding for horse-shoeing was eliminated from the budget in Fiscal Year 2005-06. Funding is needed to pay the vendor for this horseshoeing service.

Central District Yard – Add Restroom – \$80,000 - Activity Code 1500

Account 1100	\$10,000
Account 3040	\$ 50,000
Account 3160	<u>20,000</u>
Total	\$80,000

The Department has been trying to add a restroom for the staff at the maintenance yard for the last four years. Currently, the staff uses porta-potties. RAP's in-house construction forces will perform the work, but need materials and overtime funding to avoid falling behind on other jobs.

Glassell Park, Nike Field – Account 3040 - \$50,000 – Activity Code 2337

The Department is building a small, synthetic soccer field. Although it is not part of the gift agreement, the Department would like to pour concrete adjacent to the field that will be used as a diverter to keep water out of the field in the event of heavy rains and prevent future liability.

Clean Storm Drains, Crestwood Hills – Account 3040 - \$96,154 – Activity Code 2975

There is a blocked storm drain that goes under the driveway in the middle of the park that currently backs up and floods the driveway. This flooding prevents access from the homeowner who lives above the park and has legal access to use for entry to her home. This homeowner has been very patient with the Department as we determined what the problem was, who owned the driveway, and who was responsible to clear the drain. The rainy season is approaching and the Department would like to resolve this issue to avoid any further problems.

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Lemon Grove Recreation Center – \$125,000 – Activity Code 6087

Account 1100	\$10,000
Account 3040	92,000
Account 3160	<u>23,000</u>
Total	\$125,000

Lemon Grove Recreation Center is in need of repairs that have been deferred for many years. The Department has made a commitment to the Council District 13 office and to the local community members that improvements would be made. Many of the needed improvements can be done with existing resources. However, some items are above the normal funding level that the region has for facility repair and maintenance issues.

Central Service Yard Kleimer Building - \$85,000 – Activity Code 1500

Account 3160	\$55,000
Account 1100	<u>30,000</u>
Total	\$85,000

The CSY Kleimer building houses the Department's Aquatic warehouse, Municipal Sports Office, and the Metro Region maintenance supplies. This metal building has experienced rodent problems for many years. Recently, the offices where employees work have been inundated with rodent droppings. The Department has temporarily removed the employees from the site as a safety measure and is attempting to make major repairs to both the interior and exterior walls. Due to the fact that the building will be vacant for a while, repairs to the restrooms are urgently needed.

Lummis Home - \$55,000 – Activity Code 2271

Account 3040	\$20,000
Account 3160	15,000
Account 1090	<u>20,000</u>
Total	\$55,000

This facility is over 100 years old and is in need of repairs. The contract in place with the non-profit organization requires the Department to maintain the site in working condition. Unsafe working conditions that have arisen over the last year have prompted the on-site staff to move out. Department staff has made emergency repairs and needs to do so again. The most pressing needs are mold removal, a new gas line, a new water heater, and some electrical upgrades. Some of these repairs are scheduled for weekend overtime work to prevent the Department from falling behind on existing job orders.

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Harvard Recreation Center – Account 3040 - \$100,000 – Activity Code 6679

The Department needs to replace Heating, Ventilation, and Air Conditioning (HVAC) units at this facility, which are beyond repair. The areas affected by the faulty units include the office, gymnasium, and teen rooms. These areas currently do not have heat or air conditioning.

Fremont Pool – Account 7350 - \$75,000 – Activity Code 4517

Currently, the jagged steel doors, door jambs, and new restroom partitions are in need of replacement. Installation of an air handler for mildew in the dressing room and non-slip coating on the floors is also needed.

Banning Pool – Account 7350 - \$90,000 – Activity Code 4519

Currently, the jagged steel doors, door jambs, new restroom partitions, air handler, and hand driers are in need of replacement.

Peck Park – Account 3040 - \$60,000 – Activity Code 6640

The HVAC system at Peck Park is not functional. This system is to serve the pre-school area and half of the auditorium. There is currently no heat or air conditioning. Replacement of this system is urgently needed.

Forestry Division – 75 foot Aerial Tower Truck – Account 7340 - \$250,000 – Activity Code 0610

Large portions of the trees in our parks are at least 75 foot tall. To allow staff to get to the tops of the trees safely, a 75 foot tower truck is needed. The recent audit of the Department recommended an increase in tree trimming production. The Department needs to supplement the existing 75' tower trucks in order to accommodate the increased production. The tower allows the climbers to get into the trees in a safe manner and facilitate pruning operations, as well as tree removals. The towers also make pruning palms easier for the crews, as they do not have to spur the palms and work from underneath the skirt of fronds that can be extremely hazardous, as they have the potential to collapse and cause serious injuries. The towers also allow crews to remove trees that have become decayed or too hazardous to climb using the rope and saddle method safely.

FISCAL IMPACT STATEMENT:

There is no impact on the Department General Fund, but making these transfers and doing this work now can generate savings in maintenance and liabilities in the future.

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