

APPROVED
MAR 21 2007

REPORT OF GENERAL MANAGER

NO. 07-73

DATE March 21, 2007

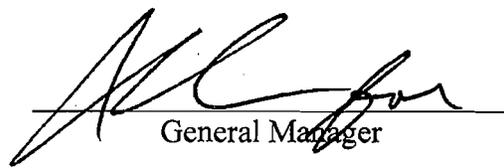
**BOARD OF RECREATION
and PARK COMMISSIONERS**

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TRANSFER OF APPROPRIATIONS WITHIN FUND 302 IN THE DEPARTMENT OF RECREATION AND PARKS FOR VARIOUS DEPARTMENT-WIDE PRIORITIZED EXPENDITURES

J. Combs _____	J. Kolb _____
H. Fujita _____	*F. Mok <u>fm</u>
S. Huntley _____	K. Regan _____
R. Adams _____	M. Shull _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Subject to approval by the Mayor, authorize the transfer of appropriations within Recreation and Parks Fund 302, Department 88, to various accounts as follows:

FROM: Account 1010 – Salaries, General	\$1,092,500
TO: Account 1090 – Salaries, Overtime	\$95,000
Account 2120 – Printing and Binding	\$83,000
Account 3040 – Contractual Services	\$355,000
Account 3160 – Maintenance Materials and Supplies	\$270,000
Account 3310 – Transportation	\$50,000
Account 6010 – Office & Administrative	\$229,500
Account 6020 – Operating Supplies	\$10,000

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:

Periodic budgetary adjustments are required to assist the Department in meeting its workload and mandates. A transfer of \$1,092,500 from salary savings generated in the Salaries General Account is requested to address various unmet needs within the Department as follows:

Department-Wide – Overtime Salaries - Account 1090- \$90,000 – Activity Code 0500

Due to the nature of the Department operations, staff is often required to work overtime. Employees at recreation centers and parks are frequently required to work holidays and weekends for special events and when disasters and other emergencies occur. Park Rangers must provide around the clock services despite being understaffed. Administrative staff often work extended hours for special projects, such as year end closing deadlines and other tasks. This account has not kept up with salary cost of living adjustments and thus provides fewer hours for overtime usage. To fulfill the Department's operational needs and be in compliance with Federal Labor Standards Act (FLSA) rules, an additional \$90,000 is needed.

Department-Wide – Mileage - Account 3310- \$50,000 – Activity Code 0500

Additional funding is needed to supplement the mileage budget. The remaining balance in the mileage account is insufficient to pay employees on mileage until the fiscal year-end, however, the Department expects continued field work will be necessary to implement and monitor project compliance.

Department-Wide – Computers and Printers - Account 6010- \$225,000 – Activity Code 0516

The existing Windows 98 Operating System on the Department's personal computers must be replaced due to technical problems experienced when D-Time is implemented. D-Time (Distributed Time) is the PaySR application for individual employees to report their time subject to electronic approval by their supervisors. It is a new integral part of the PaySR Time Reporting module that is being used by timekeepers city-wide. Funding in the amount of \$180,000 is requested to replace 100 personal computers (\$1,800 each, including software and tax), beginning with the computers at centers with limited budgets. Also, funding in the amount of \$45,000 is needed for 22 new computers and 12 new black and white printers for various new facilities and to replace obsolete computers in the Valley Region.

Finance Division – Office and Admin Expense – Account 6010- \$4,500 – Activity Code 0500

The Office and Administrative Expense Account has insufficient funds for paper, toner, and various other office supplies for Finance and other administrative divisions in the Garland Building. Additional funding is needed to supplement this account.

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Griffith Park Map and Brochure – Account 2120- \$8,000 – Activity Code 7800

Funding is needed to create and print informational brochures for Griffith Park to provide historical data, trail locations and routes, and other specific details.

Marketing Division - Publication Upgrade – Account 2120- \$75,000 – Activity Code 0105

The Marketing Division needs additional funding in the Printing and Binding Account to supplement its budget to update regional maps and Department brochures. Regional maps have not been updated in over three years, and the Department has added new properties and changed region boundaries. Brochures outlining Department programs and activities and updated regional maps are critical to showcase our Department and necessary for expanding Department marketing efforts and should be available for all our events as well as in every facility. These publications would also be helpful in fund-raising activities.

Metro Region – Feria Del Libro (Special Event) - Account 1090- \$5,000 and Account 6020- \$10,000 – Activity Code 0200

Funds are needed to support this Department sponsored event which is coordinated by the Mayor's Office and Project Restore. This one day festival which celebrates recreational reading will hold its fourth annual event on June 2, 2007. Over 15,000 people attended this event last year. The Department plays an important role in organizing the event and chairing the children's activity center.

Metro Region – Replace Gym Floor at Toberman Recreation Center - Account 3040- \$48,000 – Activity Code 1500

The Contractual Services Account for Activity Code 1500 has insufficient funds to replace the water-damaged wood gym floor at Toberman Recreation Center. A City contract vendor will be used to replace the floor.

West Region – Mar Vista Fence - Account 3040- \$25,000 – Activity Code 1600

Due to community complaints, the Department removed a chain link fence at Mar Vista Recreation Center. Because the fence was funded through Proposition K, we must reimburse the Prop K funds for this expenditure.

West Region – Wrought Iron Fence at Leimert Park - Account 3040- \$32,000 – Activity Code 1600

A wrought iron fence and a bench at Leimert Park were damaged by an uninsured motorist, and funds are needed to replace the fence. The Department is pursuing the driver to recover the cost

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of replacing the fence. The Office of Council District Eight has offered funds for the bench replacement.

West Region – Brush Clearance - Account 3040- \$250,000 – Activity Code 2002

The Fire Department is removing two of the existing brush clearance contractors from the bid list reducing the number of available contractors to five. This reduction may increase the cost of each contract due to lower bid responses. The cost of contract work has increased each year, as well as the number of sites to be maintained. The fire regulation code increased the clearance zone to 200 feet two years ago, and the Department's allocated budget has not kept paced with the legal requirements and the increasing service costs. An additional \$250,000 is needed to cover the anticipated increase in cost.

West Region – Pool Paint - Account 3160- \$60,000 – Activity Code 1204

Additional funds are needed to pay for pool paint. All pools are repainted once a year before the pools' summer opening. Paint prices continue to increase while the allocated budget remains the same.

West Region – Pool Chemicals - Account 3160- \$210,000 – Activity Code 1216

Additional funds are needed to pay for pool chemicals. Chemical prices continue to increase while the allocated budget remains the same. Pool chemicals are needed to prepare all swimming pools before they are opened to the public this summer.

FISCAL IMPACT STATEMENT:

The transfer between accounts is for budgetary adjustments and has a zero net impact on the Department General Fund.

This report was prepared by Evelyn Castillo, Senior Management Analyst I, Finance Division.