

REPORT OF GENERAL MANAGER

NO. 05-271

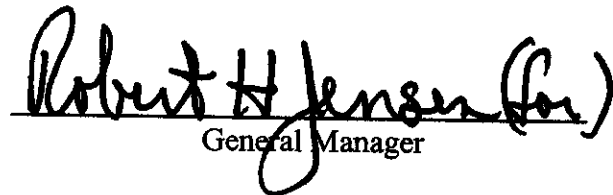
DATE October 6, 2005

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROPRIATION FROM SALARIES GENERAL ACCOUNT IN FUND 302 TO VARIOUS ACCOUNTS IN THE DEPARTMENT OF RECREATION AND PARKS

J. Combs _____	J. Kolb _____
H. Fujita _____	* F. Mok <u>Sm.</u>
S. Huntley _____	K. Regan _____
B. Jensen _____	M. Shull _____

  
 General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board, subject to approval by the Mayor, authorize the transfer of appropriation within Recreation and Parks Fund 302, Department 88, to various accounts as follows:

FROM:	Account 1010 -- Salaries General	\$747,000
TO:	Account 1090 – Salaries Overtime	\$305,000
	Account 3040 – Contractual Services	400,000
	Account 6020 – Operating Supplies	12,000
	Account 7300– Furniture, Office & Tech Equip	<u>30,000</u>
		\$747,000

SUMMARY:

Department staff have projected a \$751,000 year end surplus in Account 1010 - Salaries General (full time salaries). The surplus is primarily the result of the Department's 29% vacancy factor among general funded positions. The Department is currently in the process of filling approximately 300 vacant positions. However, the partial year salary obligations for new hires have already been factored into the Salary Account projections.

Staff is recommending that surplus funds be transferred from Account 1010 - Salaries General to address other unmet needs within the Department. Recommended transfers are as follows:

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### **Account 1090 - Salaries Overtime -- \$305,000**

The Department is facing a structural deficit in Account 1090 - Salaries Overtime of approximately \$1,000,000 because of cost-of-living-adjustments and overtime payouts due to employee retirement or transfer. Additionally, and in part because of the high vacancy factor, the Department was recently forced to increase its overtime usage due to storm damage clean up and other activities such as the safe capture of the Machado Lake alligator. Staff is requesting that \$250,000 from Account 1010 -Salaries General be transferred to the overtime account to partially address the deficit. The Department will be monitoring its Overtime account and making necessary adjustments.

Also, under Board Report No. 05-233 for the award of emergency tree trimming contractors, the Board was informed about emergency tree maintenance work that is needed. Overtime for Forestry Division staff is projected to cost \$55,000.

### **Account 3040 - Contractual Services — \$400,000**

As mentioned above under Board Report No. 05-233, last winter's storm caused significant damage to our trees Citywide. More than 2,400 trees damaged by those storms require immediate attention to protect the City from further liability. Due to time constraints, contract services will be utilized to perform the emergency tree maintenance. Therefore, it is recommended that \$400,000 be transferred to Account 3040 -Contractual Services for emergency tree maintenance along with the \$55,000 for overtime salaries.

### **Account 6020 - Operating Supplies — \$12,000**

As part of the Department's hiring efforts during the remainder of Fiscal Year 2005-06, it is anticipated that sixty (60) full time newly hired staff will require start-up computer software packages. These packages include GroupWise and Novell licenses as well as system maintenance. Additional funding is required in Account 6020 - Operating Supplies, to cover related computer and licensing fees for those sixty (60) new employees @ \$200 each for a total of \$12,000.

### **Account 7300 - Furniture, Office & Tech Equipment — \$30,000**

Additional funding is also required to replace existing personal computers and peripherals. The Department has identified 14 personal computers that are in critical need of replacement at a cost of \$30,000. If this equipment is not replaced, the Department runs the risk that these computers may fail and lose or corrupt vital information. Therefore, it is recommended that \$30,000 be transferred to Account 7300 - Furniture, Office and Technical Equipment for computer equipment replacement.

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**FISCAL IMPACT STATEMENT**

This has a zero net impact on the Department General Fund.

This report prepared by Regina Adams, Chief Management Analyst  
Finance Division, Budget & Accounting Section