

REPORT OF GENERAL MANAGER

NO. 05-291

DATE October 19, 2005

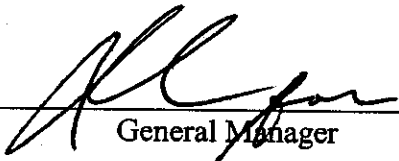
C.D. Various

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 \_\_\_\_\_  
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K. Regan \_\_\_\_\_  
M. Shull \_\_\_\_\_

  
\_\_\_\_\_  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Subject to approval by the Mayor, approve the appropriation of \$2,784,569 in Fund 302, Department 88, to various accounts as follows:

FROM: Unreserved & Undesignated Fund Balance	\$2,784,569
TO: Account 1070 - Salaries As Needed	\$1,226,000
Account 1090 - Salaries Overtime	500,000
Account 3040 - Contractual Services	574,535
Account 3160 - Maint. Materials & Supplies	101,351
Account 6010 - Office and Administrative Equip	1,266
Account 6020 - Operating Supplies	53,631
Account 7300 - Furniture, Office & Tech. Equip.	150,786
Account 8740 - Tennis Reservation Pay Program	<u>177,000</u>
	\$2,784,569

2. Authorize the General Manager or his designee to make technical corrections as necessary to those transactions included in this report.

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 & Undesignated

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Fund Balance (UUFB) and are used to meet urgent, unforeseen Department funding needs. The Board authorizes appropriations from the UUFB for a variety of purposes, subject to approval of the Mayor in accordance with Charter Section 343(b). The following transfers are being recommended to meet currently urgent and unfunded needs:

### **As Needed Salaries – Account 1070 - \$700,000 -- Activity Code 0500**

Subsequent to the initial Fiscal Year 2005-06 request for \$1.79 million for as-needed salaries, union negotiations began for additional half-time employees. \$700,000 represents the unfunded portion of the Department's FY 2005-06 part-time salary budget.

### **Overtime Salaries – Account 1090 - \$500,000 -- Activity Code 0500**

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 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 previously requested that \$250,000 in surplus funds from Account 1010 – Salaries General be transferred to the overtime account to partially address the deficit. Staff is now requesting that \$500,000 be transferred from the Unappropriated and Undesignated Fund Balance (UUFB) Account to further address the overtime deficit.

### **Elevator Repair & Maintenance – Account 3040 - \$35,000 -- Activity Code 0534**

No funds were provided in the FY 2005-06 adopted budget for annual maintenance of the Department's 97 elevators and Americans with Disabilities Act (ADA) access lifts throughout the City. Because of ADA and accessibility issues, the Department has identified \$35,000 from its UUFB account to be transferred to the General Services Department to perform this service.

### **Hansen Dam -- Account 3040 - \$37,274 -- Activity Code 2410**

In response to a marked increase in the mosquito population at Hansen Dam resulting from the heavy rains and runoff from last winter, and in an effort to prevent spread of the West Nile Virus through mosquitoes, the Greater Los Angeles County Vector Control District began aerial spraying of the Hansen Dam Recreation Area. Because aerial spraying is an extraordinary use of Vector Control resources (many areas of Hansen Dam are physically inaccessible to ground crews and equipment), the Department and City, as lessee of the property from the Army Corps of Engineers, will be required to reimburse costs totaling \$37,274.

### **Citywide Lakes Monitoring, Spraying & Testing - Account 7300 - \$60,000 - Activity Code 2385**

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In order to comply with new requirements under the State Water Control Board issued Aquatic Pesticide Permit, the Department is required to conduct extensive monitoring and testing of all lakes treated with pesticides according to the Aquatic Pesticide Application Plan. This funding will cover two pick-up trucks to assist staff in complying with permit requirements. Staff will be temporarily reassigned to cover this legal mandate. Permanent staff will be requested in 2006-07 budget proposal.

### **Tennis Court Refurbishment -- Account 8740 - \$177,000 -- Activity Code 0221**

In the FY 2004-05 budget, \$177,000 earmarked for tennis court refurbishment was eliminated from the Department. While the eight pay-for-play tennis facilities typically generate funds to purchase replacement nets and fund other upgrades at those facilities, the \$177,000 was used to refurbish and improve the other 60 facilities with open public courts. Elimination of the \$177,000 has already resulted in many courts suffering from disrepair and unplayable conditions.

### **Replacement of Cost Accounting/Revenue Accounting Systems - \$108,776 - Activity Code 0516**

Account 3040	2,690
Account 6020	50,300
Account 7300	<u>55,786</u>
Total	\$108,776

The Department requested funding in the FY 2005-06 budget to replace the two antiquated existing mainframe financial systems, Action Information Management System (AIMS) and Municipal Recreation Program (MRP), with a new web-based Cost Accounting Tracking System (CATS). Consolidation of AIMS and MRP (eighteen-year-old systems which must account for over \$130 million in budget and over \$50 million in revenue each year), into one CATS, will eliminate work redundancies. Expense and equipment funding is currently requested. We are consulting with the Personnel Department about a new Systems position to oversee this effort. This will be brought to the Board in the near future. This effort will reduce consultant and maintenance contractual services.

### **Brush Clearance -- Account 3040 - \$300,000 -- Activity Code 2002**

The increased cost of brush clearance services has made it impossible for the Department to maintain its brush clearance responsibilities within budgeted allocations. Contractual services funding of \$300,000 will be required for the Department to clear brush on park property next to private residences and reduce the risk of private property loss from fire originating on Recreation and Parks property.

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**PREP Funding – Account 3160 - \$450,000 – Department-wide**

<u>Activity Code</u>	<u>Account 1070</u>	<u>Account 3160</u>	<u>Total</u>
Activity Code 1901	\$158,500	\$8,000	\$166,500
Activity Code 2680	\$104,500	\$8,000	\$112,500
Activity Code 2691	\$163,000	\$8,000	\$171,000
Total	\$426,000	\$24,000	\$450,000

Funding for the Park Restroom Enhancement Program (PREP) was eliminated in the FY 2004-05 Budget but the program was continued utilizing UUFB money. Funding was requested in the FY 2005-06 Budget but not provided and thus once again requires an appropriation from the UUFB to continue the program. The PREP program provides a third restroom cleaning at 70 highly used facilities at least 5 days a week during half of the year and 7 days a week during the other half of the year.

**El Pueblo Tree Trimming - Account 3040 - \$20,000 -- Activity Code 2213**

The Department has agreed to provide tree trimming services at El Pueblo historic park. Ninety-four trees will be pruned on a two-year cycle at a cost of \$20,000 per year.

**Construction Safety Training - Account 3040 - \$50,000 -- Activity Code 0590**

Various types of safety training are needed for our Construction staff. Some of this training aids us in meeting CAL/OSHA standards. \$50,000 is requested for scaffolding, aerial lift, trenching/ shoring and confined space.

**Mar Vista Fence – Account 3040 \$24,975 – Activity Code 0534**

A chain link fence was placed at the Mar Vista project. Due to community complaints, this fence was removed from the site. In our effort to respond to those complaints we inadvertently placed ourselves in a position to have to reimburse the Prop K funds for this expenditure.

**EPICC Assistance - \$150,000 – Activity Code 2863**

Account 1070	\$100,000
Account 3160	<u>50,000</u>
Total	\$150,000

The EPICC is a seven day a week operation and is a complex facility to maintain. Due to the increased service demands from the patrons who use this facility, EPICC is underfunded for the

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demand placed upon it. Additional funding is needed for additional part-time staff hours (\$100,000) and maintenance expenses (\$50,000). The part-time staff is needed for daily operations staffing and safety monitoring. An infusion of maintenance funding is requested to help address deferred maintenance items at this facility.

**Proposition O Grant Writers – Account 3040 - \$100,000 – Activity Code 9742**

It is estimated that up to \$100,000 is needed for contractual grant writer services for an estimated 10 Proposition O project proposals. Proposition O projects must protect public health, the environment and improve water quality.

**Fiscal Year 2004-05 Purchase Orders - \$36,544 – Activity Code 0500**

Account 3040	\$ 4,596
Account 3160	27,351
Account 6010	1,266
Account 6020	<u>3,331</u>
Total	\$36,544

Several Fiscal Year 2004-05 Supply Maintenance System (SMS) Purchase Orders (POs) did not interface with the Financial Management Information System (FMIS) by fiscal year end closing. Funding totaling \$ 36,544 reverted to our UUFB and thus left these POs pending in SMS. An appropriation back to several accounts is required to allow these POs to be posted in FMIS.

**Computer and Printer Replacement – Account 7300 - \$35,000 – Activity Code 0516**

The Mayor has directed departments to find funds to replace their outdated computers and printers. \$35,000 is requested to again aid us in handling this matter.

**FISCAL IMPACT STATEMENT**

There is no impact on the Department General Fund.

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