

APPROVED

APR 05 2006

REPORT OF GENERAL MANAGER

NO. 06-91

DATE April 5, 2006

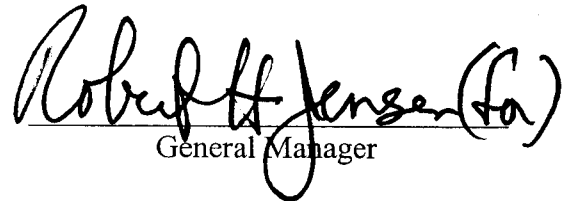
BOARD OF RECREATION
and PARK COMMISSIONERS

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 _____	H. Fujita _____
B. Jensen _____	S. Huntley _____
*F. Mok <u>2m.</u> _____	J. Kolb _____
K. Regan _____	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Withdrawn _____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 Account	\$1,069,527.00
TO: Account 1070 – Salaries As-needed	\$28,458.00
Account 3040 – Contractual Services	\$500,000.00
Account 3160 – Maintenance Materials	\$455,000.00
Account 6010 – Office & Administrative	\$1,200.00
Account 6020 – Operating Supplies	\$50,869.00
Account 7300 – Furniture, Office & Tech	\$34,000.00
FROM: Account 6020 – Operating Supplies	\$33,200.00
TO: Account 6010 – Office & Administrative	\$33,200.00
FROM: Account 6010 – Office & Administrative	\$1,500.00
TO: Account 2120 – Printing & Binding	\$1,500.00

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

SUMMARY:

Periodic budgetary adjustments are required to assist the Department in meeting unanticipated priorities. Following are various internal budgetary transfers between accounts to assist in this effort because specific types of expenditures must be made from designated appropriation accounts. A transfer of \$1,069,527.00 from salary savings generated in the Salaries General Account is requested to address unmet needs within the Department. A transfer of \$33,200.00 from Account 6020, Operating Supplies to Account 6010, Office & Administrative Expense is a technical adjustment to transfer funds to the appropriate account that is needed for furniture, supplies, shelving and post bracket purchases. A transfer of \$1,500.00 from Account 6010, Office & Administrative Expense to Account 2120, Printing & Binding is needed to pay for printing services provided by the General Services Department (GSD) to assist us with our Bridge Gallery exhibit. The purpose of each transfer is detailed below:

Youth Recreation and Nutrition Program – \$29,658.00 – Activity Code 4707

Account 1070	28,458.00
Account 6010	<u>1,200.00</u>
Total	\$29,658.00

The transfer of funds from Account 1010, Salaries General to Account 1070, Salaries As-needed, and Account 6010, Office & Administrative Expense, are needed to cover the Youth Recreation and Nutrition program costs from April through June 2006. This program provides youth with a variety of recreational opportunities at pocket parks throughout the City where there are no facilities or recreational staff. The program provides youth arts and crafts, table games, sports activities, special events and the opportunity to make new friends. The program consists of six trucks servicing approximately 34 pocket parks Monday through Friday from 2:00 p.m. to 6:00 p.m. on a year-round basis. Since April 2005, this program has provided drop-in recreation to approximately 12,000 youth.

Consultant Services – Account 3040, \$500,000.00 – Activity Code 900

The consultant services are needed to assist the Department in addressing components of two key findings in the Controller's Maintenance and Recreation Audits. Two of the key findings are: (1) the Department needs to improve the method and frequency with which they identify community needs and expectations; and (2) the Department lacks a Citywide Park Master Plan to guide the rehabilitation and renewal of the park system. The scope of the consultant services would mainly be

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to address extensive community and stakeholder outreach through a Community Needs Assessment Survey as well as assistance with demographic analysis and a comprehensive evaluation of existing park conditions. It is anticipated that the scope of these services will take approximately 18 months to complete.

The funds for these services will not address all of the work needed to be done, but will provide key building blocks to ultimately deliver a comprehensive long-range plan. Future board reports with detailed scopes of work will address the Department and Consultant staff resources for the long term delivery of a Citywide Park Master Plan.

Currently, the Department does not have the staff required to perform these services.

Exposition Park Intergenerational Community Center (EPICC) Pool Repairs – Account 3160, \$105,000.00 – Activity Code 1200

The transfer of funds from Account 1010, Salaries General to Account 3160, Maintenance Materials & Supplies is needed to pay for pool repairs at EPICC. The EPICC pool heaters and chemical storage area are housed in the same building. One of the existing four pool heaters is in need of replacement. The vendor providing the heater will not provide a warranty with the new heater unit until the pool chemicals are moved away from the pool heaters. A designated outdoor chemical building is needed.

Glassell Pool – Account 3160, \$350,000.00 – Activity Code 1200

The transfer of funds from Account 1010, Salaries General to Account 3160, Maintenance Materials & Supplies, is needed to pay for the replacement of the pool deck. The deck needs to be replaced due to trip and fall hazards that currently exist. The existing deck has deteriorated to the point where it is not repairable or safe. This pool is now used on a year-round basis due to the closure of the neighboring Echo Deep Pool.

Novell Maintenance Licensing – Account 6020, \$50,869.00 – Activity Code 0516

The transfers of funds from Account 1010, Salaries General to Account 6020, Operating Supplies, is needed to cover the cost of the yearly maintenance licensing fee for the Department's entire Novell network. This will ensure licensing compliance in accordance with Federal law. Due to the large number of users, the purchase of a Master Licensing Agreement (MLA) for Novell Netware, GroupWise e-mail and Anti Virus software is needed, thus availing the Department of access to upgrades and maintenance assistance.

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Computer Replacement – Account 7300, \$34,000.00 – Activity Code 0516

The transfers of funds from Account 1010, Salaries General to Account 7300, Furniture, Office & Technical Equipment, is needed to pay for the replacement of 20 computers for the Human Resources Division and various other administrative sections. The Mayor has directed departments to find funds to replace their outdated computers. This funding will assist the Department in replacing outdated computers to comply with this directive.

Office & Administrative Expense – Account 6010, \$33,200.00

Activity Code 6539	30,000.00
Activity Code 0580	<u>3,200.00</u>
Total	\$33,200.00

The transfer of funds from Account 6020, Operating Supplies, to Account 6010, Office & Administrative, is a technical adjustment to transfer funds to the appropriate account. The \$30,000.00 transfer is for the purchase of furniture and supplies for the Mason Child Care Center. The transfer of \$3,200.00 is to purchase industrial shelving and post brackets to secure office furniture and fixtures to the walls in the Garland building as a safety precaution during an earthquake.

Bridge Gallery – Account 2120, \$1,500.00 – Activity Code 0534

The transfer of funds from Account 6010, Office & Administrative Expense, to Account 2120, Printing and Binding, is necessary to pay for printing services performed by GSD. GSD provided the printing services for posters and invitations for the Department's recent exhibit on the Bridge Gallery.

FISCAL IMPACT STATEMENT:

Departmental salary savings totaling \$1,069,527.00 would be applied to these much needed expenditures. An additional \$33,200.00 transfer within accounts is a technical adjustment to transfer funds to the appropriate account. Lastly, a transfer of \$1,500.00 within accounts is needed to pay for printing services provided by GSD. There is no impact on the Department General Fund and transfers from these accounts will have zero net effect.

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