

REPORT OF GENERAL MANAGER

NO. 04-325

DATE October 20, 2004

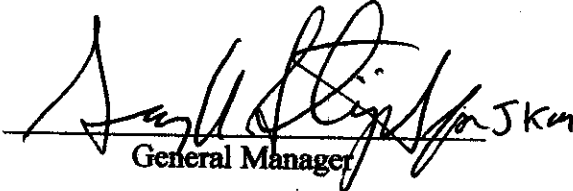
C.D. Various

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

K. Chan _____
H. Fujita _____
F. Mok 2m.

J. Combs _____
J. Kolb _____
G. Stigile _____


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board, subject to approval by the Mayor, approve the appropriation of \$2,936,715 in Fund 302, Department 88, to various accounts as follows:

FROM:	Unreserved & Undesignated Fund Balance	\$2,936,715
TO:	Account 1070 – Salaries As Needed	\$752,970
	Account 1090 – Salaries Overtime	\$600,000
	Account 3040 – Contractual Services	\$125,475
	Account 3160 – Maint. Materials & Supplies	\$646,843
	Account 3310 – Transportation Expense	\$30,000
	Account 6030 – Property Management	\$10,000
	Account 7300 – Furniture, Office & Tech. Equip.	\$303,000
	Account 8620 – Children’s Play Equipment	\$291,427
	Account 8740 – Tennis Reservation Pay Program	<u>\$177,000</u>
		\$2,936,715

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 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

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Mayor in accordance with Charter Section 343(b). The following transfers are being recommended to meet currently identified urgent and unforeseen funding needs.

Public Buildings Refurbishment -- \$458,867

Activity Code 2398 -- 3040 -- \$5,000; 3160 -- \$131,933; 1070 -- \$85,000
Activity Code 1900 -- 3040 -- \$5,000; 3160 -- \$131,934; 1070 -- \$85,000
Activity Code 610 -- 7300 -- \$15,000

Insufficient funding for public building maintenance was provided in the 04-05 budget. This funding will provide a stopgap to continue a minimum level of maintenance services for libraries, animal shelters, and other public buildings.

Restore Cut - PREP Program -- \$431,946

Activity Code 1901 -- 3160 - \$8,835; 1070 -- \$148,000
Activity Code 2680 -- 3160 - \$6,778; 1070 -- \$109,000
Activity Code 2691 -- 3160 - \$8,363; 1070 - \$150,970

The approved 04-05 budget eliminated funding for the PREP program. This program provides a third cleaning of restrooms 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. This allocation allows the program to continue for the remainder of the fiscal year.

Lunch Program -- Account 1070 \$175,000 Activity Code 4707

These monies will be used for part-time salaries for seven of the thirty-four Off-Track Youth Enrichment Program sites. The Off Track Youth Enrichment Program provides free nutrition, education and recreation programs to school-age youth who are off track (on vacation) from their year-round school.

Overtime Pay Out -- Account 1090 \$600,000 -- Activity Code 500

In accordance with FLSA standards, the Department must pay down cash balances of accumulated overtime for all employees in excess of eighty hours. The 04-05 general fund appropriation of \$541,937 is less than half of that required for all payouts.

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Camp Seeley - Emergency Tree Removal – \$60,000 Account 3040 – Activity Code 4800

During the past two years, thousands of trees in the forest located in the Lake Arrowhead and Big Bear area died because of the bark beetle infestation exacerbated by drought conditions. Camp Seely is located in Crestline south of Lake Arrowhead. The camp has been ordered by the US Forest Service to remove all dead pine trees before the end of the year.

Grant Writers - Contractual Services – Account 3040 \$12,475 – Activity Code 9742

Funds are required to pay two grant writing consultants for services rendered during the last Proposition 40 grant application process. At the time of the last application process, the consultant contracts were being processed through the CAO & Mayor's office.

Griffith Park Master Plan – \$23,000 Account 3040 – Activity Code 2004

A draft of the Griffith Park Master Plan is expected to be available in November for public comment. However, the original funding amount provided only for a presentation of the plan. In support of the Councilmember's desires, the additional funds will be used to conduct full public review sessions.

Matching Grant for Machado Lake (OCC) – \$20,000 Account 3040 – Activity Code 1300

The Department has applied for a grant to make improvements at Lake Machado as it relates to water quality and pest management improvements. The allocation allows the Department to meet the matching requirements.

Chlorine for Swimming Pools – \$75,000 Account 3160 - Activity Code 1210

Public swimming pools require specified minimum levels of chlorine that must be maintained to meet health and safety requirements. The pool chemical account is annually underfunded and this allocation will allow us to purchase the required amount of chlorine.

EPICC - Final Acceptance Requirements – \$150,000 Account 3160 – Activity Code 6674

The Roy A. Anderson Recreation Center building at the EPICC complex has not received the final Occupancy Permit from the Department of Building and Safety (DBS). There is a safety concern raised by DBS as it relates to the exhaust fans and some miscellaneous welding on the building. The

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EPICC Non-Profit board has raised additional funds over the last year to meet most but not all of the DBS requirements to be in full compliance. This provides funding to bring the final DBS issue into compliance.

Peck Park Pool -- \$19,000 Account 3160 -- Activity Code 1210

The pool building floor at Peck Park bathhouse needs to be sand blasted in order to remove the slippery surface. This is a health and safety issue.

Pool Pumps -- \$115,000 Account 3160 -- Activity Code 1211

Repairs to swimming pool pumps that failed this past season have already exhausted available funds. This allocation will allow Department staff to make emergency repairs throughout the year at the year-round pools and splash pads as necessary to keep them operable. This funding also includes repair of the pump in Elysian Park at the Bishop Canyon Picnic area.

Transportation -- Mileage -- \$30,000 Account 3310 -- Activity Code 500

Account 3310, Mileage has historically been underfunded. The 04-05 general fund allocation is \$96,419 but payouts have typically been \$120,000 to \$130,000 annually. The Department has more than 180 individuals designated for mileage enabling them to use their personal vehicles for City business. This transfer provides sufficient funding for 04-05 to pay mileage reimbursements.

Leasing -- \$10,000 Account 6030 -- Activity Code 912

Additional funding is required to augment the existing lease payment budget for Pan Pacific Park and Mid-Valley Senior Citizens Center.

Cash Advance for MICLA Fund -- \$288,000 Account 7300 -- Activity Code 610

MICLA Funds typically do not become available until the following fiscal year for which they were approved. Advancing funds for the purchase of MICLA items will allow staff to purchase equipment for new facilities that will be coming on line this fiscal year.

Playground Equipment -- \$271,427 -- Account 8620 -- Activity Code 1905

These funds will allow the Department to purchase replacement parts and sand in order to keep the existing play pits in compliance with State law.

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Playground Safety Inspectors -- \$20,000 Account 8620 -- Activity Code 1905

The Department began a process last fiscal year to have State Approved Certified Inspectors visit and provide documentation on all of the 375+ playgrounds at Department facilities. This will allow the remaining 30% to be inspected before the December 2004 deadline.

Tennis Court Maintenance -- \$177,000 Account 8740 --Activity Code 1247

The approved 04-05 budget eliminated funds in the Tennis Refurbishment Account. This program improves and repairs tennis courts throughout the city on a 3-5 year cycle. These funds are necessary in order to keep the program cycle viable and the courts in a safe condition.

This report prepared by Faith Mok, Chief Financial Officer