

REPORT OF THE GENERAL MANAGER

APPROVED
AUG 20 2008

NO. 08-234

DATE August 20, 2008

**BOARD OF RECREATION
and PARK COMMISSIONERS**

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BOARD OF RECREATION AND PARKS COMMISSIONERS

SUBJECT: TRANSFER OF APPROPRIATIONS WITHIN FUND 302 IN THE DEPARTMENT OF RECREATION AND PARKS FOR BUDGETARY ADJUSTMENTS

R. Adams _____	J. Kolb _____
V. Israel _____	*F. Mok <u>S.M.</u>
H. Fujita _____	K. Regan _____
S. Huntley _____	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Approved _____ Disapproved _____ Withdrawn _____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, as follows:

FROM: Account 3160 - Maintenance Materials and Supplies	\$ 500,000
TO: Account 1090 - Salaries, Overtime	\$ 500,000

2. Authorize the General Manager or his designee to make technical corrections as necessary to those transactions included in this report to carry out the intent of the transfer as stated in the summary of this report.

SUMMARY:

Periodic budgetary adjustments are necessary to meet the Department's workload and mandates. Internal budgetary transfers between accounts are necessary because specific types of expenditures must be made from designated appropriation accounts. The following transfer is requested to meet these needs:

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From: Maintenance, Materials and Supplies, Account 3160, Activity Code 0500

To: Salaries Overtime, Account 1090 - \$500,000

Due to the nature of Department operations, staff is often required to work overtime. Employees at recreation centers and parks are frequently required to work extended hours during summer months, holidays and weekends for special events, and when disasters and other emergencies occur. The summer season is the busiest time of the year for the Department as City residents more frequently visit our camps, swimming pools and recreation centers. Subsequently, the Department must make additional resources available for maintenance and recreation and safety-related staffing at these facilities to meet this increase in demand. Furthermore, extending recreational opportunities for the youth while school is out of session is consistent with the Mayor's Gang Reduction and Youth Development Plan.

The Department's overtime salary account is currently facing a structural deficit. The structural deficit is not only caused by cost of living adjustments but also due under funding for several years in the department budget. This account has not kept up with salary cost of living adjustments and thus provides fewer hours for overtime usage. The transfer of \$500,000 from the Maintenance, Materials and Supplies account to Salaries Overtime is being requested to supplement the Department's current overtime budget.

This transfer of funds will be made possible by Council Change Number 39, Blue Book Item Number 13 in the adopted budget for Fiscal Year 2008-09, which restored funding to Account 3160 in the amount of \$700,000.

FISCAL IMPACT STATEMENT:

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

This report was prepared by Noel Williams, Chief Management Analyst, Finance-Budget Section.