

APPROVED  
05-04-2016

BOARD OF RECREATION  
AND PARK COMMISSIONERS

**BOARD REPORT**

NO. 16-113

DATE May 04, 2016

C.D. \_\_\_\_\_

**BOARD OF RECREATION AND PARK COMMISSIONERS**

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

AP Diaz \_\_\_\_\_  
R. Barajas \_\_\_\_\_  
H. Fujita \_\_\_\_\_

V. Israel \_\_\_\_\_  
K. Regan \_\_\_\_\_  
\*N. Williams NDW

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

Approved

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS

- 1. Subject to approval by the Mayor, authorize the transfers of appropriations within Recreation and Parks Fund 302, as follows:

FROM:

Fund 302/88, Account 1010 – Salaries, General	\$4,868,124.00
Fund 302/88, Account 2120 – Printing and Binding	150,000.00
Fund 302/88, Account 3090 – Field Equipment Repair	26,000.00
Fund 302/88, Account 3160 – Maintenance, Materials and Supplies	985,876.00
Fund 302/88, Account 4430 – Uniforms	<u>50,000.00</u>
	\$6,080,000.00

TO:

Fund 302/88, Account 1070 – Salaries, As Needed	\$3,410,000.00
Fund 302/88, Account 1090 – Salaries, Overtime	50,000.00
Fund 302/88, Account 1100 – Salaries, Hiring Hall	50,000.00
Fund 302/88, Account 1120 – Fringe Benefits, Hiring Hall	700,000.00
Fund 302/88, Account 3040 – Contractual Services	567,000.00
Fund 302/89, Account 704H – Deferred Maintenance	<u>1,303,000.00</u>
	\$6,080,000.00

- 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 transfers as stated in the Summary of this Report.

## BOARD REPORT

PG. 2

NO. 16-113

### SUMMARY

The Department of Recreation and Parks (RAP) anticipates additional appropriations needed in Salaries, As-Needed (Account 1070), Salaries, Overtime (Account 1090), Salaries, Hiring Hall (Account 1100), and Fringe Benefits, Hiring Hall (Account 1120) due to a shortage of full-time employees, fire watches, extreme weather, as well as other unexpected program and event needs. Although RAP has been working hard and aggressively to hire critically needed full-time employees, the shortage in full-time personnel persists as a result of retirements, transfers, promotions, etc. Over the past year, RAP has hired approximately one hundred (100) full-time employees but gained only a net increase of approximately 20.

RAP has also experienced difficulties in filling full-time Park Ranger positions due to the lengthy hiring process as a result of specific requirements, background checking, training, etc. Because of this long hiring period for full-time Park Rangers, RAP has needed additional part-time security services, staff overtime, and contractual services.

RAP expects to process retroactive payment in the amount of approximately Seven Hundred Thousand Dollars (\$700,000.00) to As-Needed Recreation Instructors and Recreation Assistants in accordance with the Memoranda of Understanding (MOU) No. 7 between the City of Los Angeles and Employee Labor Organizations. There may be additional retroactive payments under other MOUs.

RAP expects a shortage in the amount of approximately Five Hundred Thirty-Three Thousand Dollars (\$533,000.00) through the end of the current Fiscal Year (FY) related to the Summer Night Light Program (SNL) fiscal agent functions that are developed by the Mayor's Office as part of the City's Gang Reduction and Youth Development (GRYD) Comprehensive Strategy. The 2016 SNL program will operate for nine (9) weeks, across two (2) FYs from June 29, 2016 through August 26, 2016. The additional funding needed is mostly for paying as-needed GRYD workers. To cover part of this shortage, the City Council approved on April 19, 2016 under File No. 11-0984-S4 the transfer of Four Hundred Thirty-Three Thousand Dollars (\$433,000.00) to RAP's Contractual Services account. This funding needs to be moved to the Salaries, As-Needed account where needed.

The Fringe Benefits, Hiring Hall account has been underfunded. RAP's baseline budget in this account is not sufficient to cover annual costs.

As a result of aforementioned needs, RAP requests additional appropriations to cover the shortages in the following labor accounts throughout the end of the current FY. The funding is made available from the projected savings in Salaries, General (Account 1010) mostly due to the underfill of full-time positions.

- Salaries, As-Needed (Account 1070) - \$3,410,000.00
- Salaries, Overtime (Account 1090) - \$50,000.00
- Salaries, Hiring Hall (Account 1100) - \$50,000.00
- Fringe Benefits, Hiring Hall (Account 1120) - \$700,000.00

## BOARD REPORT

PG. 3

NO. 16-113

Pershing Square - \$1,000,000.00: One Million Dollars (\$1,000,000.00) was transferred earlier this FY from the Pershing Square Security Fund to RAP's General Operating Fund per FY 2015-16 adopted budget in anticipation that the additional Park Rangers in the Metro District would replace the private contractor(s) to provide security services at the Pershing Square. Due to aforementioned lengthy hiring process of the full-time Park Rangers, RAP had to continue the use of contracted private contractor(s) at the facility. Therefore, additional funding in the amount of One Million Dollars (\$1,000,000.00) is needed for the contracted security services at Pershing Square.

RAP expects that additional One Million Three Hundred Three Thousand Dollars (\$1,303,000.00) in Deferred Maintenance (Account 704H) is needed and requests additional appropriations to cover the following charges through the end of the current FY.

Brush Clearance - \$400,000.00): Additional funding in the amount of Four Hundred Thousand Dollars (\$400,000.00) is needed for mandated brush clearance activities throughout the City. These activities have become more expensive due to the increasing number of sites that need clearance, which in turn causes the prices of the brush clearing packages to increase.

Charter Bus Program - \$217,000.00: Additional funding in the amount of Two Hundred Seventeen Thousand Dollars (\$217,000.00) is needed for anticipated Charter Bus expenses from June 1, 2016 through June 30, 2016. These buses are used for transporting children under RAP's various recreational programs such as field trips from Urban Impact and economically disadvantaged recreation centers throughout the City. Buses are also used for camping and aquatic programs.

Citywide Construction - \$200,000.00: Funding in the amount of Two Hundred Thousand Dollars (\$200,000.00) is needed for elevator repairs throughout the City.

Fire, Life & Safety - \$200,000.00: Funding in the amount of Two Hundred Thousand Dollars (\$200,000.00) is needed to fund Fire, Life & Safety related expenses at RAP facilities throughout the City. It is part of RAP's effort in keeping all of its facilities in compliance with the Fire Department regulations that require repairs to the Fire, Life & Safety systems. The systems are required to be tested every two (2) years.

Park Improvements - \$100,000.00: Funding in the amount of One Hundred Thousand Dollars (\$100,000.00) is needed for park improvements at Bishop Canyon, Peck Park and Reseda Park. Improvements to Bishop Canyon include fencing and concrete and debris removal. Concrete repairs at Peck Park and concrete and asphalt repairs at Reseda Park are also needed. These improvements will benefit park visitors. Funding is also needed for environmental testing Department wide.

Point Fermin Lighthouse Paint Project - \$120,000.00: Funding in the amount of One Hundred Twenty Thousand Dollars (\$120,000.00) is needed for the paint project at Point Fermin Lighthouse Museum.

BOARD REPORT

PG. 4

NO. 16-113

San Julian and Gladys Parks - \$66,000.00: Additional funding in the amount of Sixty-Six Thousand Dollars (\$66,000.00) is needed to provide security services at San Julian and Gladys Parks. There is no operating budget for Gladys Park in current FY. RAP has requested One Hundred Fifty-Eight Thousand Dollars (\$158,000.00) in the FY 2016-17 budget proposal as ongoing annual needs for the ground maintenance and security of the park.

Summer Night Lights – (\$433,000.00): As above mentioned shortage related to the SNL fiscal agent function, RAP is receiving Four Hundred Thirty-Three Thousand Dollars (\$433,000.00) in the Contractual Services account that will need to be transferred to the Salaries, As-Needed account.

FISCAL IMPACT STATEMENT

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

This report was prepared by Noel Williams, Chief Financial Officer, Finance Division.