

**APPROVED**  
MAY 02 2018

BOARD REPORT

BOARD OF RECREATION  
AND PARK COMMISSIONERS

NO. 18-076

DATE May 02, 2018

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

AP Diaz	_____	V. Israel	_____
R. Barajas	_____	S. Piña-Cortez	_____
H. Fujita	_____	*N. Williams	<u>NDW</u>



General Manager

Approved X

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS

1. Authorize the appropriation of Two Million, Nine Hundred Thousand Dollars (\$2,900,000.00) from Fund 302, Department 88, subject to approval by the Mayor, to various accounts as follows:

FROM:

Unreserved and Undesignated Fund Balance (UUFB)	\$2,900,000.00
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TO:

Account 1070 – Salaries, As-Needed	\$2,750,000.00
Account 1100 – Salaries, Hiring Hall	100,000.00
Account 1120 – Fringe Benefits, Hiring Hall	<u>50,000.00</u>
TOTAL	\$2,900,000.00

2. Authorize the General Manager or the Chief Accounting Employee to make technical or clerical corrections as necessary, consistent with the intent of this Report.

SUMMARY

Budgeted funds appropriated to the Department of Recreation and Parks (RAP) that are uncommitted or unencumbered at the end of the Fiscal Year (FY) revert to RAP's UUFB. UUFB funds are also made available due to disencumbered items from prior years, residuals due to discounts later received, items not delivered, closing of inactive accounts, etc.

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UUFb funds are generally used to meet RAP's urgent and/or unforeseen funding needs, or are re-appropriated in the current Fiscal Year for uses that were authorized in a prior year. The Board authorizes appropriations from the UUFb for a variety of purposes, subject to approval of the Mayor, and in accordance with Charter Section 343(b).

RAP anticipates additional appropriations needed in Salaries, As-Needed (Account 1070), Salaries, Hiring Hall (Account 1100), and Fringe Benefits, Hiring Hall (Account 1120) due to shortage of full-time employees, fire watches, shelter activations, extreme weather, safety compliance, as well as other unexpected or unbudgeted 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. Since FY 2015-16, RAP has hired approximately three hundred ninety-five (395) full-time employees but gained only a net increase of seventy-seven (77) as of March 2018. During current fiscal year, thirty-three (33) full-time RAP employees have already retired and another nine (9) have applied for retirement as of early April 2018.

The appropriation from UUFb to RAP's salary accounts totaling Two Million, Nine Hundred Thousand Dollars (2,900,000.00) is recommended to meet the RAP's operating needs through the end of FY 2017-18.

### FISCAL IMPACT STATEMENT

The appropriation of Two Million, Nine Hundred Thousand Dollars (2,900,000.00) is needed in FY 2017-18 for RAP operations.

This Report was prepared by Sondra Fu, Senior Management Analyst II, Finance Division.