



# City Council Memorandum

*City of Arts & Innovation*

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**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: OCTOBER 25, 2022**

**FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT** **WARDS: ALL**

**SUBJECT: INTERNAL TRANSFER OF FUNDS AND SUPPLEMENTAL APPROPRIATION FROM THE DEPARTMENT'S FACILITY RENTAL CLEANING DEPOSIT ACCOUNT INTO THE PARKS DIVISION PROFESSIONAL SERVICES ACCOUNT IN THE AMOUNT OF \$47,081.52**

## **ISSUE:**

Accept \$47,081.52 from the Parks, Recreation and Community Services Department's Facility Rental Cleaning Deposit Account and approve a funds transfer and supplemental appropriation in the same amount to the Parks Division Professional Services account.

## **RECOMMENDATIONS:**

That the City Council authorize a supplemental appropriation with at least five affirmative votes, in the amount of \$47,081.52 in the General Fund, Parks Professional Services Account with funds from the Special Deposits Fund, Facility Rental Cleaning Deposit Account.

## **BACKGROUND:**

Facility rental cleaning deposits are collected for every facility reservation. The deposit amount varies per the facility/venue type, as approved per the Fees and Charges Resolution. Deposits are typically refunded the week following a facility reservation, after the facility coordinators have confirmed that no damages or rental issues occurred during the reservation. All applicants perform a facility walk-through and checklist before and after the event to ensure both the applicant and City Staff concur with the state of the facility.

## **DISCUSSION:**

The Department budgets for professional services to ensure that facilities are well-maintained and ready for applicants to host their special rentals. It is vital to charge a cleaning deposit in the event of damage to the facility or amenities, to help offset costs.

Typical damages to facilities that require additional costs to the Department are:

1. Chipped paint from the applicant's equipment/personnel belongings hitting against the walls;

2. Damaged walls due to DJ, photographers, or caterer's equipment being wrongly moved and managed;
3. Excessively dirty floors from spilled food and liquid and the applicant not tending to the issue and simply walking or dancing over it;
4. Damaged floors from dragging furniture without Staff's assistance;
5. Broken divider wall/sliding doors due to the applicant moving them without Staff's permission or assistance; and,
6. Broken chairs and tables

### **STRATEGIC PLAN ALIGNMENT:**

This item supports **Strategic Priority 1 – Arts, Culture and Recreation**, and **Goal 1.3 – Improve parks, recreational amenities, open space, and trail development, and fulfill critical lifecycle and facility maintenance needs.**

This action aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** - Well maintained facilities serve the public interest, benefit the City's diverse populations, and result in greater public good. Maintaining venues contributes to public safety by preventing personal damage from damaged floors and amenities.
2. **Equity** – Ensuring facilities are well maintained make them accessible and safe to the public, facilities are open for all to use.
3. **Fiscal Responsibility** – Keeping all facilities in a presentable manner will allow the Department to continue reserving them and generating revenue for the general fund.
4. **Innovation** – Cleaning deposits allow the Department to move confidently with approving most rental requests.
5. **Sustainability & Resiliency** – Well-maintained facilities ensure that they are maintained and preserved for future use.

### **FISCAL IMPACT:**

The total fiscal impact of this action is \$47,081.52. Upon Council approval, a supplemental appropriation will be recorded in the amount of \$47,081.52 in the General Fund, Parks & Recreation Division, Professional Services Account No. 5215000-421000, with funds from the Special Deposits Fund, Facility Rental Cleaning Deposit Account No. 0000720-225714.

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| Prepared by:                              | Pamela M. Galera, Parks, Recreation and Community Services Director                    |
| Certified as to<br>availability of funds: | Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/City Treasurer |
| Approved by:                              | Kris Martinez, Assistant City Manager  |
| Approved as to form:                      | Phaedra A. Norton, City Attorney   |