

DISCUSSION:

The Parks, Recreation and Community Services Department (PRCSD) allocates resources for professional services to uphold the cleanliness, maintenance, and readiness of our facilities, ensuring a welcoming environment for rental applicants. In line with prudent financial management, the collection of a cleaning deposit is a crucial practice to mitigate potential costs incurred due to damage to facilities or amenities.

The transfer request is the Department's retention of the deposit from renters who have caused damage during their events. To facilitate the offsetting of costs associated with damages, we propose a transfer of funds from the holding account to the Department's expenditure account.

Typical damages that necessitate additional costs to the Department include:

1. **Chipped Paint:** Resulting from the applicant's equipment or personal belongings striking against the walls.
2. **Damaged Walls:** Caused by the mishandling and improper movement of equipment by applicant and/or guests.
3. **Excessively Dirty Floors:** Occurring when spilled food and liquids are not promptly addressed by the applicant.
4. **Damaged Floors:** Resulting from the applicant dragging furniture without staff assistance.
5. **Broken Divider Wall/Sliding Doors:** Typically caused by the applicant moving them without staff permission or assistance.
6. **Broken Chairs and Tables:** Damages incurred due to misuse during events.

This proposed budget transfer is integral to maintaining the high standards of PRCSD facilities and ensuring a positive experience for all renters. It allows PRCSD to efficiently cover the costs associated with repairs and maintenance, contributing to the overall enhancement of our community spaces.

STRATEGIC PLAN ALIGNMENT:

This item of an internal funds transfer aligns with **Strategic Priority 1 – Arts, Culture and Recreation, 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 injury from damaged facilities 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 \$12,983.69. Upon Council approval, a supplemental appropriation will be recorded in the amount of \$12,983.69 in the General Fund, Parks Division, Professional Services Account No. 5215000-421000, offset by funds transferred from the Special Deposits Fund, Facility Rental Cleaning Deposit Account No. 0000720-225714.

Prepared by: Pamela M. Galera, Parks, Recreation and Community Services Director
Certified as to
availability of funds: Kristie Thomas, Assistant Chief Financial Officer/Finance Director
Approved by: Kris Martinez, Assistant City Manager
Approved as to form: Phaedra A. Norton, City Attorney