

# City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: NOVEMBER 14, 2023

FROM: PARKS, RECREATION AND COMMUNITY WARDS: ALL

SERVICES DEPARTMENT

SUBJECT: SUPPLEMENTAL APPROPRIATION FROM THE DEPARTMENT'S FACILITY

RENTAL CLEANING DEPOSIT ACCOUNT INTO THE PARKS DIVISION

PROFESSIONAL SERVICES ACCOUNT IN THE AMOUNT OF \$12,983.69

## **ISSUE**:

Accept \$12,983.69 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.

#### **RECOMMENDATION:**

With at least five affirmative votes, authorize the Chief Financial Officer, or designee, to record a transfer of deposit funds in the amount of \$12,983.69 from the Special Deposits Fund, Facility Rental Cleaning Deposit Account to the General Fund and a supplemental appropriation in the same amount in the General Fund, Parks Division, Professional Services Account.

# **BACKGROUND:**

The Parks, Recreation and Community Services Department provides its residents with the opportunity to reserve their parks and community centers. Facilities are used for meetings, banquets, weddings, birthdays, tournaments, and many other types of special events. The Department is able to host these types of events due to the gyms, banquet rooms, meeting rooms; and outdoor facilities such as picnic shelters, rose garden, courtyard, and open spaces that are available.

The rates for facility reservations are market based and the City Council approved per the Fees and Charges resolution. Community centers are a much more feasible option for residents to host their special events, opposed to private venues. Along with rental costs, a cleaning deposit is collected for every facility reservation. The deposit amount varies per 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 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:

- 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