MEETING DATE 12/19/05

AGENDA ITEM Consideration to Approve a Budget Amendment Appropriating $50 000 to Fund the Payment of Contract Instructors for the Enrichment Class Budget (Account #10132500 619800) of the Parks, Recreation and Community Services Department

ATTACHMENTS

Pages

ATTACHMENT 1

Meeting Date 04/04/05	Item Number A-9
AGENDA ITEM Consideration to Approve a Budget Amendment Appropriating $50,000 to Fund the Payment of Contract Instructors for the Enrichment Class Program of the Parks, Recreation and Community Services Department	
Contact Person/Dept Marty Nicholson	Phone Number (310) 253-6662
Fiscal Impact Yes [X] No []	General Fund Yes [X] No []
Public Hearing [] Action Item [X]	Attachments [X]
Public Notification Parks and Recreation Commission 3/31/05, Contract Instructors 3/31/05 and Master Notification 3/31/05	
Department Approval Don Rogers 3/24/05	CAO Approval Jerry Fulwood 3/30/05
City Controller Approval Jim Lavery 3/29/05	

RECOMMENDATION

Staff recommends that the City Council approve the allocation of funds in the amount of $50,000 to fund the services of contract instructors to provide enrichment class programs to participants

BACKGROUND

The Recreation Division offers a wide variety of recreational programs and one of the eleven sections is the enrichment class section This section plans and implements a comprehensive offering of recreational and educational classes to residents on a quarterly basis The classes are offered for a fee that is collected prior to participation in the class The fee is determined by the instructor and the Recreation Coordinator in charge of the Enrichment Class Section

Each contract instructor enters into a contract with the City on a percentage basis The current percentage the City has used is a 70/30 split The instructor provides all the supplies and materials for the class along with instruction and receives 70% of all fees collected The City provides the facility to hold the class, registration services and advertises the class in its quarterly brochure and receives 30% of all fees collected

DISCUSSION

Due to the high demand for enrichment classes such as ceramics, gymnastics, yoga, pre-school, etc , the Recreation Division has offered additional classes In addition, requests for enrichment classes offered at Culver West Park resulted in more classes than were originally budgeted for fiscal year 2004-05 Those classes began in Fall 2004

FISCAL ANALYSIS

The Enrichment Class Program has been extremely successful in realizing the projected revenues, with the section already achieving 83 26% of its revenue budget or $254,761 by March 1, 2005 Attachment 1 provides additional information regarding enrichment class revenues Increased revenues in the Enrichment Class Section also have a corresponding increase in payment to contract instructors Therefore, an additional increase in expenditures of $50,000 is anticipated to provide the necessary payments to instructors It is projected that the City will receive $71,504 in additional revenues by June 2005 Out of the $71,504 revenues collected, 70%, or $50,053, will need to be paid to the contract instructors

Staff is requesting that the City appropriate an additional $50,000 to Account #10132500 619800 The expenditures will be completely offset by revenues April, May and June are the busiest months for enrichment classes and staff is confident the revenues will be realized Attachment 2 provides a summary of quarterly revenue receipts for last year In the fourth quarter of 2003/04, Contract Class revenues received were as follows

April 04	$23,392 50
May 04	$11,097 75
June 04	$42,516 50
	$77,006 75

ATTACHMENTS

1 Memo to Don Rogers, dated March 22, 2005
2 Revenue Report for Fiscal Year 2003-04

MOTION

That the City Council
Approve the recommendation to increase the appropriation in the Enrichment Class Section - Other Contractual Services, Account #10132500 619800 in the amount of $50,000, increase revenue estimate by $71,504, Account #10132500 365410

This item requires a 4/5th vote for adoption

April 4, 2005

Item A 9

Consideration to Approve a Budget Amendment Appropriating $50,000 00 to Fund the Payment of Contract Instructors for the Enrichment Class Program of the Parks, Recreation and Community Services Department

Marty Nicholson, Recreation Manager, gave the staff report

Following discussion, the following motion was made

MOVED BY COUNCILMEMBER VERA, SECONDED BY COUNCILMEMBER GROSS AND UNANIMOUSLY CARRIED, THAT THE CITY COUNCIL APPROVE THE RECOMMENDATION TO INCREASE THE APPROPRIATION IN THE ENRICHMENT CLASS SECTION - OTHER CONTRACTUAL SERVICES, ACCOUNT #10132500 619800 IN THE AMOUNT OF $50,000 00, AND INCREASE REVENUE ESTIMATE BY $71,504 00, ACCOUNT #10132500 365410 THIS ITEM REQUIRES A 4/5^{THS} VOTE FOR ADOPTION

O0o

Public Comment for Items Not On the Agenda (Continued)

Mayor Rose invited public participation

There was no response

O0o

Receipt of Correspondence

MOVED BY COUNCILMEMBER VERA, SECONDED BY COUNCILMEMBER SILBIGER AND UNANIMOUSLY CARRIED, THAT THE CITY COUNCIL RECEIVE AND FILE THE FOLLOWING CORRESPONDENCE

Letter addressed to the City Council from Daniel M Mayeda requesting that additional language be included in the proposed view preservation ordinance

O0o

Items from Staff

No action was taken on this item

ATTACHMENT 3

Expenditures and Appropriations
By Object of Expense
Fiscal 2004 05

PARKS REC & COMMUNITY SRVCS	101 GENERAL FUND	32500 Enrichment Classes

Expend Actual 2002 03	Adjusted Budget 2003 04	Estimated Expended 2003 04	Expense Object	Expense Object Description	Adopted Budget 2004 05	Change from Prior Year Adjusted	% Change
173 555	43 330	43 330	411100	Regular Salaries	47 400	4 070	9 4%
0	114 104	114 104	411200	Part Time Salaries	122 285	8 181	7 2%
4 949	4 970	4 970	432000	Social Security	12 814	7 844	157 8%
4 451	3 994	3 994	433000	Retirement	7 449	3 455	86 5%
3 112	2 922	2 922	433500	Deferred Retirement	3 207	285	9 8%
6 075	5 538	5 538	434000	Workers Compensation	5 939	401	7 2%
8 862	5 490	5 490	435000	Group Insurance	11 290	5 800	105 6%
184	195	195	436000	State Disability Insurance	280	85	43 6%
201 188	**180 543**	**180 543**	**Total**	**Personnel Services**	**210 664**	**30 121**	**16 7%**
14	0	0	512100	Office Expense	0	0	----
38 581	45 020	45 020	512200	Printing and Binding	10 000	35 020	77 8%
12 059	12 000	12 000	512300	Postage	12 000	0	0 0%
3 184	4 480	4 480	514100	Departmental Special Supplies	11 000	6 520	145 5%
0	0	0	514600	Small Tools & Equipment	2 800	2 800	----
10	400	400	516100	Training & Education	400	0	0 0%
1 108	0	0	516600	Special Events & Meetings	0	0	----
0	500	500	550110	Uniforms	500	0	0 0%
170 111	177 673	177 673	619800	Other Contractual Services	190 000	12 327	6 9%
3 108	4 235	4 235	650300	Liability Reserve Charge	4 344	109	2 6%
228 175	**244 308**	**244 308**	**Total**	**Maint & Operations**	**231 044**	**13 264**	**5 4%**
429 363	**424 851**	**424 851**		**Division Total**	**441 708**	**16 857**	**4 0%**

Budget Appropriation Request

Fund 101 GENERAL FUND

FY 2005 06

Division 32500 Enrichment Classes

Object	Account Description	2003 04 Expended Actual	2004 05 Adjusted Budget	Actual Expended as of 12/31/04	2004 05 Estimated Expended	2005 06 Maint Of Effort	2005 06 Expanded/New Services Requested	2005 06 Total Requested	Description
411100	Regular Salaries	48 674	47 400	22 725	47 400	45 990		45 990	
411200	Part Time Salaries	137 913	122 285	62 050	122 285	122 285	4 900	127 185	Part Time Salary 4% COLA Increase
411300	Overtime Pay	119	0	0	0	0		0	
432000	Social Security	5 354	12 814	2 611	12 814	5 291	70	5 361	Part Time Salary 4% COLA Increase
433000	Retirement	4 921	7 449	2 183	7 449	9 137	170	9 307	Part Time Salary 4% COLA Increase
433500	Deferred Retirement	2 882	3 207	3 138	3 207	3 108		3 108	
434000	Workers Compensation	6 450	5 939	2 968	5 939	5 920	170	6 090	Part Time Salary 4% COLA Increase
435000	Group Insurance	9 790	11 290	4 684	11 290	11 000		11 000	
436000	State Disability Insurance	233	280	133	280	248		248	
436500	Unemployment Ins Premium	0	0	0	0	0		0	
Total	**Personnel Services**	**216 336**	**210 664**	**100 492**	**210 664**	**202 979**	**5 310**	**208 289**	
512200	Printing and Binding	5 809	10 000	1 831	10 000	10 000		10 000	
512300	Postage	14 151	12 000	7 253	12 000	16 400		16 400	
514100	Departmental Special Suppli	9 273	11 000	5 204	11 000	9 020		9 020	
514600	Small Tools & Equipment	0	2 800	0	2 800	198		198	
516100	Training & Education	400	400	0	400	400		400	
516600	Special Events & Meetings	20	0	0	0	0		0	
550110	Uniforms	100	500	0	500	500		500	
619800	Other Contractual Services	198 182	199 000	103 917	199 000	199 000	50 000	249 000	Offer additional contract classes
650300	Liability Reserve Charge	4 236	4 344	2 172	4 344	4 526	130	4 656	Part Time Salary 4% COLA Increase
Total	**Maint & Operations**	**232 171**	**240 044**	**120 377**	**240 044**	**240 044**	**50 130**	**290 174**	
Total	**Fund 101**	**448 507**	**450 708**	**220 869**	**450 708**	**443 023**	**55 440**	**498 463**	

ATTACHMENT 4

ATTACHMENT 5

Expenditures and Appropriations
By Object of Expense
Fiscal 2005 06

PARKS REC & COMMUNITY SRVCS	101 GENERAL FUND	32500 Enrichment Classes

Expend Actual 2003 04	Adjusted Budget 2004-05	Estimated Expended 2004 05	Expense Object	Expense Object Description	Adopted Budget 2005 06	Change from Prior Year Adjusted	/ Change
48 674	47 400	47 400	411100	Regular Salaries	45 990	1 410	3 0%
137 913	122 285	122 285	411200	Part Time Salaries	122 285	0	0 0%
119	0	0	411300	Overtime Pay	0	0	----
5 354	12 814	12 814	432000	Social Security	5 291	7 523	58 7%
4 921	7 449	7 449	433000	Retirement	9 137	1 688	22 7%
2 882	3 207	3 207	433500	Deferred Retirement	3 108	99	3 1%
6 450	5 939	5 939	434000	Workers Compensation	9 431	3 492	58 8%
9 790	11 290	11 290	435000	Group Insurance	11 000	290	2 6%
233	280	280	436000	State Disability Insurance	248	32	11 4%
0	0	0	436500	Unemployment Ins Premium	0	0	----
216 336	**210 664**	**210 664**	**Total**	**Personnel Services**	**206 490**	**-4 174**	**2 0%**
5 809	10 000	10 000	512200	Printing and Binding	10 000	0	0 0%
14 151	12 000	12 000	512300	Postage	16 400	4 400	36 7%
9 273	11 000	11 000	514100	Departmental Special Supplies	8 020	2 980	27 1%
0	2 800	2 800	514600	Small Tools & Equipment	198	2 602	92 9%
400	400	400	516100	Training & Education	400	0	0 0%
20	0	0	516600	Special Events & Meetings	0	0	----
100	500	500	550110	Uniforms	500	0	0 0%
198 182	199 000	199 000	619800	Other Contractual Services	199 000	0	0 0%
4 236	4 344	4 344	650300	Liability Reserve Charge	7 210	2 866	66 0%
232 171	**240 044**	**240 044**	**Total**	**Maint & Operations**	**241 728**	**1 684**	**0 7%**
448 507	**450 708**	**450 708**		**Division Total**	**448 218**	**2 490**	**-0 6%**