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DEPARTMENT OF PARKS
AND COMMUNITY SERVICES

CITY OF SACRAMENTO
CALIFORNIA

1231 I STREET
SUITE 400
SACRAMENTO, CA
95814-2977

ROBERT P. THOMAS
DIRECTOR

August 18, 1988

916-449-5200

G. ERLING LINGGI
ASSISTANT DIRECTOR

WALTER S. UEDA
DEPUTY DIRECTOR

DIVISIONS:
CROCKER ART MUSEUM
GOLF
METROPOLITAN ARTS
MUSEUM AND HISTORY
PARKS
RECREATION
ZOO

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: Relief Cashier FTE's

SUMMARY

This report provides information regarding the need for Relief Cashier FTE's at the Sacramento Zoo, Fairytale Town, Sacramento History Center, Science Center, and Crocker Art Museum. Further, this report recommends that the FY 1988-89 City operating budgets of these facilities be amended by adding a total of 1.16 FTE's. No additional City funds are requested.

BACKGROUND INFORMATION

The Department of Parks and Community Services is responsible for the operational budgets of the Sacramento Zoo, Fairytale Town, Sacramento History Center, Science Center, and Crocker Art Museum. Each of these special facilities employs at least one cashier who is responsible for charging and accounting for entry fees. All of these facilities are open to the public year-round. In addition, attendance at these cultural and educational resources continues to increase significantly each year.

In FY 1987-88, the Zoo Division (Zoo and Fairytale Town) spent nearly \$8,700 in overtime, out-of-class time, outside employment agency costs, and senior staff time in order to adequately cover cashier duties. This amount does not include benefits paid nor time and effectiveness lost on other duties when senior staff must act as cashiers. The Zoo Division currently employs one full-time and four part-time cashiers. Four out of five of these personnel must work every weekend. Serious scheduling problems occur if just one cashier is sick or on vacation.

Also, over the past fiscal year, both the History Center and Science Center have been functioning with just two cashiers. When one of these cashiers is sick or on vacation, other full-time staff must fill in, from the Typist Clerk II at the Science Center, to the Chief Museum Attendant and History Center Administrator at the History Center. The History Center only employs six full-time employees to keep the museum open 362 days per year. As with the Zoo Division, both facilities lose time, effectiveness, and money when other staff must cover cashier duties.

For the past two years, the Crocker Art Museum has utilized cashiers from an outside employment agency to cover the times when the City-employed cashier is unavailable. This has amounted to an average of 576 hours and over \$5,000 annually.

Recently, the City Personnel Department established a list of Relief Cashiers which will be utilized by the Department of Parks and Community Services. The Relief Cashier position will be non-career, limited term, part-time (1,040 hours per year), and remain at Step A of the Cashier salary (\$8.267 per hour in FY 1988-89).

It is estimated that the Relief Cashier position will be utilized by Parks and Community Services as follows:

	<u>Hours</u>	<u>FTE</u>	<u>Cost</u>
Sacramento Zoo	780	.38	\$ 6,449
Fairytale Town	260	.12	2,149
Sacramento History Center	400	.19	3,307
Sacramento Science Center	400	.19	3,307
Crocker Art Museum	<u>576</u>	<u>.28</u>	<u>4,762</u>
TOTAL	2,416	1.16	\$19,974

FINANCIAL DATA

In order to provide better public service as well as cost effectiveness in use of personnel at the Sacramento Zoo, Fairytale Town, Sacramento History Center, Science Center, and Crocker Art Museum, it is necessary to add a total of 1.16 FTE Relief Cashiers to the FY 1988-89 City operating budget for these facilities. No additional city funds are requested.

RECOMMENDATION


It is recommended that the Budget and Finance Committee approve this report and refer it to the full City Council for action. Further, it is recommended that City Council, by resolution, add a total of 1.16 FTE Relief Cashiers to the FY 1988-89 City operating budget for the Department of Parks and Community Services (Zoo, Museum and History, and Crocker Art Museums).

Respectfully submitted



Robert P. Thomas, Director
Parks and Community Services

Recommendation Approved:



Jack R. Crist
Deputy City Manager

RPT:ja

Districts 1, 2, and 4
August 30, 1988

RESOLUTION No.

Adopted by The Sacramento City Council on date of

RESOLUTION AMENDING THE FY 1988-89 CITY OPERATING BUDGET
FOR THE DEPARTMENT OF PARKS AND COMMUNITY SERVICES
(ZOO, MUSEUM AND HISTORY, AND CROCKER ART MUSEUM)

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

That, in order to provide quality public service as well as utilize personnel in a cost effective manner at the Sacramento Zoo, Fairytale Town, Sacramento History Center, Science Center, and Crocker Art Museum, it is necessary to amend the FY 1988-89 City operating budget by adding a total of 1.16 FTE's, as follows:

<u>Facility</u>	<u>Line</u>	<u>FTE</u>
Sacramento Zoo	101-450-4621-4101	.38
Fairytale Town	101-450-4622-4101	.12
Sacramento History Center	101-450-4653-4101	.19
Science Center	101-450-4654-4101	.19
Crocker Art Museum	101-450-4630-4101	.28
		<u>1.16</u>

MAYOR

ATTEST:

CITY CLERK