

APPROVED
AUG 09 2006

REPORT OF GENERAL MANAGER

NO. 06-237

DATE August 9, 2006

**BOARD OF RECREATION
and PARK COMMISSIONERS**

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TRANSFER OF APPROPRIATIONS WITHIN FUND 302 IN THE
DEPARTMENT OF RECREATION AND PARKS FOR VARIOUS BUDGETARY
ADJUSTMENTS

J. Combs _____ J. Kolb _____
H. Fujita _____ *F. Mok Zm.
S. Huntley _____ K. Regan _____
B. Jensen _____ M. Shull _____

Robert H. Jensen (fa)
General Manager

Approved

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Subject to approval by the Mayor, authorize the transfer of appropriations within Recreation and Parks Fund 302, Department 88, to various accounts as follows:

FROM: Account 1070 – Salaries As-Needed \$50,000.00

TO: Account 6010 - Office & Administrative \$50,000.00

FROM: Account 3040 – Contractual Services \$16,667.00

TO: Account 3160 - Maintenance Materials & Supplies \$16,667.00

FROM: Account 6020 – Operating Supplies \$21,104.64

TO: Account 6010 – Office & Administrative \$21,104.64

2. Authorize the General Manager or his designee to make technical corrections as necessary to those transactions included in this report.

REPORT OF GENERAL MANAGER

PG. 2

NO. 06-237

SUMMARY:

Periodic budgetary adjustments are required to assist the Department in meeting its workload and mandates. Various internal budgetary transfers between accounts to assist this effort are needed because specific types of expenditures must be made from designated appropriation accounts. The following transfers are being recommended to meet needs:

Swim Free Program - Account 6010 - \$50,000.00 - Activity Code 4470

The transfer of funds from Account 1070, Salaries As-Needed to Account 6010, Office & Administrative Expense, is needed to support the Mayor's Swim Free program. Funds for this program were provided in Account 1070. However, office supplies will need to be purchased in support of this program.

Pacific Construction Electrical - Account 3160 - \$16,667.00 - Activity Code 1302

<u>From</u>	<u>To</u>
Account 3040	Account 3160
Activity Code 6624	Activity Code 1302

The transfer of funds from Account 3040, Contractual Services to Account 3160, Maintenance Materials & Supplies, is needed to allow the Department's in-house facility repair crew to perform some of the tasks that were initially planned to be contracted out such as repairs and upgrades to security, task, and emergency lighting systems, and maintenance, repair and alterations to the site's buildings, hardscape and fencing which would include the carpentry, plumbing, masonry and paint trades. Transferring these funds will allow this section to maximize their utilization of these funds.

Computers for Recreation Centers - Account 6010 - \$21,104.64 - Activity Code 0516

<u>From</u>	<u>To</u>
Account 6020	Account 6010
Activity Code 6600	Activity Code 0516

The transfer of funds from Account 6020, Operating Supplies to Account 6010, Office & Administrative Expense, is needed for the purchase of computers at Green Meadows and Trinity Recreation Centers. Five computers and related accessories will be installed at each of these recreation centers. Each facility will have a computer installed in the Director's office and four computers installed in the computer lab. The City Administrative Officer has determined that computers are purchased from Account 6010.

FISCAL IMPACT STATEMENT:

The \$87,771.64 transfer between accounts is for budgetary adjustments to transfer funds to the appropriate accounts. There is no impact on the Department General Fund as transfers from these

REPORT OF GENERAL MANAGER

PG. 3

NO. 06-237

accounts will have a zero net effect but will also reflect the proper expenditures from the appropriate accounts.

This report was prepared by Regina Adams, Chief Management Analyst, Finance Division.