

PREPORT OF THE GENERAL MANAGER

NO. 03-132

DATE April 16, 2003

C.D. _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TRANSFER OF FUNDS FROM MUNICIPAL RECREATION PROGRAM (MRP) TO GENERAL SERVICES FOR POSTAGE

J. Combs _____
*J. Duggan JD
J. Kolb _____

T. Coroalles _____
H. Fujita _____
B. Lukehart _____


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board, subject to the approval of the Mayor and City Council, approve and authorize the transfer of \$150,000 to the General Services Department for mail services. The transfer of funds shall be as shown below:

From:	Recreation and Parks Department	
	Fund No. 301 (MRP), Department 88	
	Account 1000	\$150,000
To:	General Services Department	
	Fund No. 100, Department 40	
	Account 9130	\$150,000

SUMMARY:

The postage budget for the Department of General Services was reduced in fiscal year 2002-03; and therefore, the amount approved for the Department of Recreation and Parks was similarly reduced. General Services has informed the Department that, based upon historic expenditure amounts, Recreation and Parks will exhaust the approved allocation of funds before the end of the fiscal year. General Services has also instructed that our mailing privileges be terminated if funding is not provided for the remainder of the fiscal year.

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To continue with the bulk rate mailing available through General Services metered mailing, it is recommended that \$150,000 in MRP funds be used for the administrative and all other mailings anticipated between now and the end of the fiscal year. Recreation Centers throughout the City use the General Service mail service to send out facility programs, registration forms, newsletters and other items necessary to conduct department operations. The MRP account is being used because much of the mailing is related to the recreation program. Staff will monitor the mail expenditures in an effort to reduce mailing where possible and to determine the necessity of transferring additional funds from MRP.

This report prepared by John Duggan, Chief Financial Officer