

REPORT OF GENERAL MANAGER

NO. 03-222


DATE June 18, 2003

CD _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF TRANSFER OF FUNDS FOR CONSTRUCTION SERVICES TO THE GENERAL SERVICES DEPARTMENT

J. Combs _____ H. Fujita _____
A. Coroalles _____ J. Kolb _____
J. Duggan JD B. Lukehart _____


General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board approve the transfer of funds from the following accounts to pay for construction services by the General Services Department (GSD), per 2002-03 Year-End Budget Adjustments submitted by the City Administrative Officer to the Mayor and Council.

FROM:	Fund 205	Department 88	Account 8400	\$ 93,917	
TO:	Fund 205	Department 88	Account T140		\$ 93,917
FROM:	Fund 209	Department 88	Account T203	162,675	
	Fund 209	Department 88	Account T208	168,556	
	Fund 209	Department 88	Account T211	190,919	
	Fund 209	Department 88	Account T218	194,004	
	Fund 209	Department 88	Account T219	19,505	
TO:	Fund 209	Department 88	Account T140		\$735,659
FROM:	Fund 301	Department 88	Account 1000	\$ 20,500	
TO:	Fund 301	Department 88	Account T140		\$ 20,500
FROM:	Fund 302	Department 88	Account 3040	\$151,526	
TO:	Fund 302	Department 88	Account T140		\$151,526
FROM	Fund 302	Department 89	Account 9460	119,800	
	Fund 302	Department 89	Account 9321	185,850	
TO:	Fund 302	Department 89	Account T140		\$305,650

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SUMMARY:

From time to time Recreation and Parks requires construction services that are beyond the workload capabilities of the Department's own facility repair forces, but which are not practicable to bid to outside construction companies because of timing or intimate job knowledge, or which cannot be awarded because no outside bidders are interested or qualified. In those cases, Recreation and Parks turns to the Construction Division of GSD for an estimate, and if satisfactory, we develop a Memorandum of Understanding between the Departments that, after approval by the Board, serves as the agreement under which GSD performs the construction work. GSD is paid by means of transfers from Recreation and Parks construction project accounts to a holding account for GSD. Subsequent to that action, and approval by the Mayor, a second action is needed to move the funds from the holding account into the appropriate accounts GSD identifies.

For fiscal 2002-2003, GSD worked on several major construction projects and in some cases finished projects that were started by outside contractors but on which contract work was cancelled or abandoned for various reasons. GSD also undertook some specified moderate projects at some of our facilities. In each case, an initial budget was established for the project. As work progressed on the projects, which are detailed in the Attachment, unforeseen difficulties or added work to the project resulted in additional costs. This year-end report rectifies all outstanding balances on completed GSD work and allows for the subsequent transfer of funds into appropriate accounts.

Prepared by: John Duggan, Chief Financial Officer