

REPORT OF GENERAL MANAGER

NO. 03-223

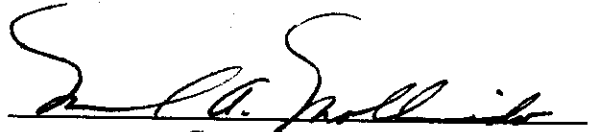
DATE June 18, 2003

CD \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF TRANSFER OF FUNDS FOR COMMUNICATIONS WORK TO THE INFORMATION TECHNOLOGY AGENCY

J. Combs _____	H. Fujita _____
A. Coroalles _____	J. Kolb _____
J. Duggan <u>JD</u>	B. Lukehart _____

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Approve the transfer of funds from the following accounts to pay for communications work by the Information Technology Agency (ITA),

FROM:	Fund 205	Department 88	Account H070	\$ 4,015	
	Fund 205	Department 88	Account H900	16,050	
TO:	Fund 205	Department 88	Account T132		\$ 20,065
FROM:	Fund 301	Department 88	Account 1000	\$ 37,548	
TO:	Fund 301	Department 88	Account T132		\$ 37,548
FROM:	Fund 302	Department 88	Account 3040	\$ 28,791	
FROM:	Fund 302	Department 88	Account 3160	21,116	
FROM:	Fund 302	Department 88	Account 6010	8,481	
FROM:	Fund 302	Department 88	Account 6020	119,005	
TO:	Fund 302	Department 88	Account T132		\$ 177,393
FROM:	Fund 302	Department 89	Account 9440	\$ 13,487	
FROM:	Fund 302	Department 89	Account 9321	18,005	
FROM:	Fund 302	Department 89	Account 9850	88,028	
TO:	Fund 302	Department 89	Account T132		\$ 119,520

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PAGE 2 NO. 03-223

2. Authorize the Director of Finance to obtain Mayor and Council approval of a transfer of the funds from Account T132 to appropriate accounts in ITA.

SUMMARY:

The City's ITA provides all telephone, data, and other communications services to all other City Departments, either directly or through contracts they administer. As a general rule, ITA is not budgeted for changes, enhancements, or new installations to communications services that may be needed by Departments, so requesting Departments are required to transfer funds to ITA to cover the costs of the service. Therefore, when Recreation and Parks needs to make changes to telephone or data service, or install new telephone, data, or security services, the Department must first identify appropriate sources of funds for the needed work, and then transfer the funds to a holding account for ITA. 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 ITA identifies.

For fiscal 2002-2003, a number of small work orders to add and move telephones have been accomplished or are in process, and ITA has also undertaken several large jobs, including major telephone, data, and security work at the Exposition Park Intergenerational Community Center, connection of the Griffith Observatory Satellite, and installation of DSL data lines to a number of our CLASS Teen Centers. The detail of ITA work requiring fund transfer is attached. As the fiscal year comes to a close, it is necessary to authorize this transfer and expedite processing of appropriate actions so that ITA receives the funds for year-end account closing. In the coming fiscal year, the Department plans to advance a sum of money to ITA at the beginning of the year, and draw upon the credit throughout the year as work is accomplished.

Report prepared by: John Duggan, Chief Financial Officer