

REPORT OF GENERAL MANAGER

NO. 03-67

DATE March 5, 2003

C.D. \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROPRIATION TO THE FURNITURE, OFFICE AND TECHNICAL EQUIPMENT ACCOUNT IN FUND 302

J. Combs \_\_\_\_\_  
A. Corrales \_\_\_\_\_  
J. Duggan \_\_\_\_\_  
J. Kolb \_\_\_\_\_

H. Fujita \_\_\_\_\_  
\* B. Lukehart BSL  
L. Barth \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board authorize the transfer of appropriation within Recreation and Parks Fund 302 to record and classify expenses under the appropriate accounts, as follows:

From:	Account 304, Activity 0913 - Contractual Service	\$5,000.00
To:	Account 601, Activity 0900 - Operating Supplies	\$5,000.00

SUMMARY:

Planning and Construction Division's annual 601 budget is \$10,000.00. It currently has a balance of \$46.00 with four (4) months left in the fiscal year. During those months the Division will be bidding approximately twenty new construction projects, the bulk of which will be funded by Proposition K. Because the Bureau of Engineering (BOE) manages the Department's Prop K projects, they make frequent requests for copies of supporting "as-built" and "plot plan" drawings. The Division, therefore, spends a great deal of 601 funds (\$3,822.00 to date) on rolls of paper and ink cartridges for the engineering copy machines.

Also, approximately three years ago the Department's Grants Unit was combined with Planning and Construction. As a result, the Division is now supporting that unit's office supply needs without an increase in the 601 budget.

This year the Division was also separated and relocated from the seventh floor to the twelfth and thirteenth floors of City Hall East and office space at Second and Broadway. This necessitated purchasing an inventory of supplies for sections that moved out of the building. Those sections also required additional furnishings for employees moving from cubicles with built-in, to unfurnished offices.

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There are currently funds available in Account 304-0913 for transfer. Transferring \$5,000.00 at this time will cover the Division's supply needs for the remainder of the year and not have a negative impact this year on the other account. The Board should note that increased funding for the subject account is requested each year and has been successful one time in the past ten (10) budget cycles.

Report prepared by Jess Miller, Senior Management Analyst.