

REPORT OF GENERAL MANAGER


NO. 03-173

DATE May 21, 2003

C.D. _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF THE TRANSFER OF FUNDS FROM CLASS PARKS OPERATING SUPPLIES ACCOUNT 6020 TO FURNITURE, OFFICE AND TECHNICAL EQUIPMENT ACCOUNT 7300, SALARIES-AS-NEEDED ACCOUNT 1070, AND CONTRACTUAL SERVICES ACCOUNT 3040.

J. Combs _____	J. Kolb _____
*A. Coroailes 	B. Lukehart _____
J. Duggan _____	H. Fujita _____



 General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board, subject to approval by the Mayor, authorize the transfer of appropriations between accounts within the Recreation and Parks Fund 302, as follows:

From: Appropriation Account 6020, Activity 0195 Operating Supplies	\$705,000
To: Appropriation Account 7300, Activity 0195 Furniture, Office and Technical Equipment	\$138,000
Appropriation Account 1070, Activity 0195 Salaries-As-Needed	\$200,000
Appropriation Account 3040, Activity 0195 Contractual Services	\$367,000

SUMMARY:

On February 26, 2003, \$438,000 in unencumbered funds from prior years was transferred from the Department's Unreserved and Undesignated Fund Balance (Fund 3020) into the CLASS Parks 6020 account, which already had sufficient balance to cover anticipated expenditures. This request to reclassify \$705,000 of the \$1,142,466.14 account 6020 balance to other accounts will permit CLASS Parks to make expenditures for current needs.

REPORT OF GENERAL MANAGER

PAGE 2 NO. 03-173

The transfer of \$138,000 to account 7300 is essential to purchase needed computer equipment, upgrade miscellaneous equipment and peripherals, replace equipment which was damaged due to vandalism at the teen centers, and to equip and supply the technical needs of a CLASS Parks marketing campaign, such as photography equipment, film, video editing supplies, and upgraded software. In fiscal year 2002-2003, no allocations were made to account 7300, and \$50,000 was allocated to this account in 2001-2002. Due to the rapid growth of CLASS Parks and the consistent, high standard of service required by the program and its demands for up-to-date equipment and supplies, this level of funding for the two years was insufficient.

The transfer of \$200,000 to account 1070 for salaries-as needed will be used to balance the projected deficit spending for part-time employees for the remainder of fiscal year 2002-2003. Part-time labor is a crucial part of CLASS Parks' programming and is necessary for program success. Due to a long-standing, City-wide hiring freeze, part-time labor has become increasingly relied upon to perform everyday functions of teen center programming and facility maintenance. This transfer amount will accommodate expenditures for both Recreation and Maintenance part-time employees, Recreation Assistants and Special Program Assistant IIs.

The transfer of \$367,000 to account 3040 will ensure sufficient funding for contractual services. This amount will provide funding for three contract amendments considered by the Commission at the May 7, 2003 Board meeting and for the contract executed with Dr. James Kallusky (approved by the Board on February 5, 2003, Board Report 03-40).

As of April 25, 2003, the balance in Account 6020 was \$1,142,466. Subsequent to these transfers, the balance will be \$437,466.

This report prepared by Robert Lennox, CLASS Parks.