

REPORT OF GENERAL MANAGER

NO.04-28

DATE January 21, 2004


CD _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TRANSFER OF FUNDS FROM THE UNRESERVED AND UNDESIGNATED FUND BALANCE FOR COMMUNICATIONS WORK TO BE PROVIDED BY THE INFORMATION TECHNOLOGY AGENCY (ITA)

H. Fujita _____
J. Kolb _____
B. Lukehart _____
M. Mariscal _____

*F. Mok 2m.
K. Regan _____
G. Stigile _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve the transfer of \$40,000 from the Unreserved and Undesignated Fund Balance (UUFB), in Fund 302 to Appropriation Account V132, ITA, within Fund 302, subject to approval of the Mayor, in accordance with the Mayor's Executive Directive No. FM-2.
2. Request Mayoral and Council approval for the appropriation of \$40,000 into ITA's account, by authorizing staff to request the City Administrative Officer to include the appropriation in the Monthly Financial Status Report to the City Council.
3. Upon approval by the Mayor and the Council, authorize the transfer of cash from Fund 302, Department 88, Account V132 to Fund 100, Department 32, ITA, after receipt of an approved communication service request.

SUMMARY:

The City's ITA provides telephone, data, and other communications services to all City Departments, either directly or through contracts they administer. Departments having control of their own funds are required to pay for changes, enhancements, or new installations needed.

REPORT OF GENERAL MANAGER

PAGE 2

NO. 04-28

Recreation and Parks has numerous pending Communication Service Requests. A status report of these work orders will be forwarded to the City Administrative Officer.

The Department will utilize funds in its UUFB to cover this transfer.

Prepared by Dale Wong Nguyen, Administrative Resource Division.