

REPORT OF GENERAL MANAGER

NO. 04-147


DATE May 5, 2004

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

BOARD OF RECREATION AND PARK COMMISSIONERS

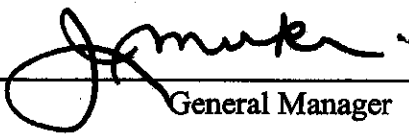
SUBJECT: APPROPRIATION TO THE OPERATING EXPENSES ACCOUNT IN FUND 302

\* K. Chan  
H. Fujita  
M. Mariscal  
K. Regan

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

J. Combs  
J. Kolb  
F. Mok  
G. Stigile

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
\_\_\_\_\_  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board authorizes the transfer of appropriation within Recreation and Parks Fund 302 as follows:

From: Fund 302, Account 3160, Activity 0913 - Maintenance Materials & Supplies \$10,000.00

To: Fund 302, Account 6020, Activity 0900 - Operating Expenses \$10,000.00

SUMMARY:

Planning and Construction Division's annual budget for our 6020 account is insufficient. The account is currently running a negative balance of approximately \$2,000.00. In addition to in-house projects, the Division currently provides support to the Bureau of Engineering (BOE) for Proposition K related projects. This support involves frequent requests for copies of "as-built" and "plot plan" drawings. The Division, therefore, spends a great deal of funds on rolls of paper and ink cartridges. The Operating Expenses account is used for the purchase of computer software, paper, ink cartridges, toner cartridges and repair/service calls for the Division's engineering copy machines.

There are currently surplus funds available in Account 3160-0913 for transfer. Transferring \$10,000.00 at this time will eliminate the current negative balance in Account 6020-900 and will cover the Division's supply needs for the remainder of the fiscal year and not have a negative impact this year on Account 3160-0913. 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.

This report was prepared by Cid Macaraeg, Senior Management Analyst I.