

APPROVED

REPORT OF GENERAL MANAGER

MAR 01 2006

NO. 06-55

DATE March 1, 2006

BOARD OF RECREATION and PARK COMMISSIONERS

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TRANSFER OF APPROPRIATIONS WITHIN FUND 302 IN THE DEPARTMENT OF RECREATION AND PARKS TO FUND COMMUNICATION SERVICE REQUESTS

J. Combs _____ H. Fujita _____
B. Jensen _____ S. Huntley _____
*F. Mok a.m. _____ J. Kolb _____
K. Regan _____ M. Shull _____

Robert Jensen (a)
General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

- 1. Authorize the Chief Accounting Employee to transfer appropriation of \$41,000.00 within Fund 302, Department 88, Account 1010 (Salaries General) to Appropriation Account Y132, (Information Technology Agency).
2. Authorize the transfer of cash from Fund 302, Department 88, Account Y132 to Fund 100, Department 32 (Information Technology Agency), after receipt of approved Communication Service Requests.
3. Authorize the General Manager or his designee to make technical corrections as necessary to those transactions included in this report.

SUMMARY:

The City's Information Technology Agency (ITA) provides telephone, data, and other communications services to all City Departments, either directly or through contracts they administer. Departments are required to pay in advance for changes, enhancements, or new installations of communications equipment prior to the acceptance of a work order. There is insufficient funding in the Communication Service Requests (CSR) account for this fiscal year to continue progress on the 42 outstanding CSRs. Currently 19 CSRs are ready for installation upon completion of this transfer and 23 CSRs await estimates or acceptance of estimates so installation can be scheduled. A detailed log of pending CSR work order requests will be

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provided to the City Administrative Officer with the Department's February Monthly Financial Status Report. The Department will transfer \$41,000.00 in funds from 302, Department 88, Account 1010, Activity Code 0532 to the appropriation account for CSRs.

FISCAL IMPACT STATEMENT:

Department salary savings totaling \$41,000.00 would be applied to the 42 outstanding Communication Service Requests intended to be processed by the Information Technology Agency.

Report prepared by Regina Adams, Chief Management Analyst, Finance Division, Budget and Accounting Section.