

REPORT OF GENERAL MANAGER

APPROVED
SEP 06 2006

NO. 06-266

DATE September 6, 2006

C.D. 4

**BOARD OF RECREATION
and PARK COMMISSIONERS**

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROPRIATION FROM UNRESERVED AND UNDESIGNATED FUND
BALANCE IN FUND 302 TO VARIOUS ACCOUNTS IN THE DEPARTMENT
OF RECREATION AND PARKS

J. Combs _____
H. Fujita _____
S. Huntley _____
B. Jensen _____

J. Kolb _____
*F. Mok fm. _____
K. Regan _____
M. Shull _____

Robert W. Jensen (for)
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Subject to approval by the Mayor, approve the appropriation of \$105,400.00 in Fund 302, Department 88, to various accounts as follows:

FROM: Unreserved & Undesignated Fund Balance	\$105,400.00
TO: Account 6010 – Office and Administrative	15,000.00
Account 7300 – Furniture, Office & Tech. Equip.	40,400.00
Account 7350 – Other Operating Equipment	<u>50,000.00</u>
	\$105,400.00

2. Authorize the General Manager or his designee to make technical corrections as necessary to those transactions included in this report.

SUMMARY:

Budgeted funds appropriated to the Department of Recreation and Parks which are uncommitted or unencumbered at the end of the fiscal year, revert to the Department's Unreserved & Undesignated Fund Balance (UUFB) and are used to meet urgent, unforeseen Department funding needs. The Board authorizes appropriations from the UUFB for a variety of purposes, subject to approval of the Mayor in accordance with Charter Section 343(b). The following transfers are being recommended to meet current needs at Griffith Observatory (Activity 7800) prior to opening:

REPORT OF GENERAL MANAGER

PG. 2

NO. 06-266

Account 6010 – Office Supplies: \$15,000.00 for a scanner and two special color large format printers. We were not able to complete the equipment specifications prior to the deadline for the last fiscal year, because the Observatory did not acquire graphics design staff to pinpoint the needs until late in the fiscal year.

Account 7300 – Furniture, Office and Technical Equipment: \$40,400.00 for outdoor crowd control barriers that were cancelled at the end of the fiscal year in the middle of the purchasing process because of technical problems; for trash cans that were not selected because the Observatory's Park Maintenance Supervisor was not assigned until too late in the year; and, for a public address system that was omitted from year end purchases.

Account 7350 – Other Operating Equipment: \$50,000.00 for portable scaffolds, which were not purchased in time because storage was not available to take delivery, and for maintenance equipment including a trash compactor, on which we received specifications from Bureau of Sanitation after July 1.

FISCAL IMPACT STATEMENT:

The \$105,400.00 transfer of funds from UUFB will have no impact on the Department General Fund and reflects a restoration of funds from the last fiscal year which were originally allocated for these Observatory needs.

This report was prepared by Regina Adams, Chief Management Analyst, Finance Division, Budget & Accounting Section.