

REPORT OF GENERAL MANAGER

**APPROVED**

NO. 07-303

DATE December 12, 2007

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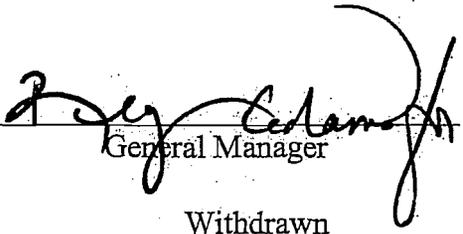
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BOARD OF RECREATION  
and PARK COMMISSIONERS

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

R. Adams _____	J. Kolb _____
H. Fujita _____	*F. Mok _____
S. Huntley _____	K. Regan _____
V. Israel _____	M. Shull _____

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Subject to approval by the Mayor, approve the appropriation of \$274,500 in Fund 302, Department 88, to various accounts as follows:

FROM: Unreserved & Undesignated Fund Balance	\$274,500
TO: Account 3040 – Contractual Services	214,000
Account 3160 – Maintenance Materials & Supplies	4,500
Account 7300 – Furniture, Office & Tech Equip.	<u>56,000</u>
	\$274,500

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 and 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 currently urgent and unfunded needs:

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Westwood Recreation Center – Account 3160 - \$4,500 – Activity Code 1600

Funds in the amount of \$4,500 were transferred from General City Purposes (GCP) funds to Fund 302, Department 88, Revenue Source 4610 in June of 2007. These funds were to be used for facility enhancements at the Westwood Recreation Center including the repainting of the building. At the time the fund transfer occurred, time was insufficient to process the accounting documents to appropriate the funds to Account 3160, Maintenance Materials and Supplies due to the Controller's year-end deadlines for processing documents in the Financial Management Information System (FMIS). At that time, the Supply Management System (SMS) was also closed due to year-end deadlines so the Department could no longer process the purchasing documents. As a result, these funds reverted to UUFB and now need to be reappropriated to Account 3160 for use this fiscal year.

Fingerprint Scanning Live Scan System – Account 7300 - \$56,000 – Activity Code 4775

The transfer of funds is needed for the Department to purchase four fingerprint scanning machines at a cost of \$14,000 per unit. The Department currently has two existing machines which are broken beyond repair. State law requires the Department to scan fingerprints for all volunteers who work with specified age groups. The Department utilizes approximately 15,000 volunteers annually. The fingerprints are to be sent to the Department of Justice (DOJ) for investigation into criminal activity. The Department's current technology is no longer compatible with DOJ's system and, as a result, new scanning machines are required to comply with the State mandate.

Quimby Geographic Information System (GIS) – Account 3040 - \$214,000 – Activity Code 0516

The transfer of funds is needed for consulting services for the Department's Quimby GIS project. This technically complex project is critical to the Department's ability to develop parks, facilities, and programs that address the needs of the public. Completion of this project will allow the Quimby Unit to monitor and analyze the funds spent in each Council District, the population and demographic groups that are being served by specified development projects, and the impact the expenditures have on service to various communities or neighborhoods.

### FISCAL IMPACT STATEMENT:

The \$274,500 transfer of funds from UUFB will have no impact on the Department's General Fund.

This report was prepared by Noel Williams, Chief Management Analyst, Finance Division -Budget Section.