

APPROVED
OCT 03 2007

REPORT OF GENERAL MANAGER

NO. 07-231

DATE October 3, 2007

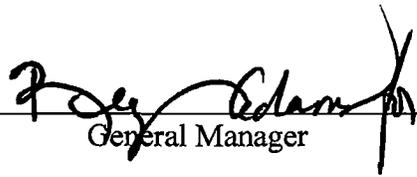
**BOARD OF RECREATION
and PARK COMMISSIONERS**

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TRANSFER OF APPROPRIATIONS WITHIN FUND 302 IN THE DEPARTMENT OF RECREATION AND PARKS FOR BUDGETARY ADJUSTMENTS

R. Adams	_____	J. Kolb	_____
V. Israel	_____	*F. Mok	<u>Dim.</u>
H. Fujita	_____	K. Regan	_____
S. Huntley	_____	M. Shull	_____


General Manager

Approved 

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Authorize the transfer of appropriations within Recreation and Parks Fund 302, Department 88, to the following accounts:

FROM:	Account 6010 – Office & Administrative Expenses	\$3,852
TO:	Account 2130 – Travel Expenses	\$3,852

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

SUMMARY:

Periodic budgetary adjustments are required to assist the Department in meeting its workload and mandates. Various internal budgetary transfers between accounts to assist in this effort are needed because specific types of expenditures must be made from the designated appropriation accounts. The following transfers are requested to meet this need:

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Planning and Development

Travel Expenses - Account 2130 – \$2,090 - Activity Code 0910

A transfer of funds from Account 6010, Office and Administrative Expenses to Account 2130, Travel is needed to pay for registration, hotel, mileage, and meals for one (1) Landscape Architect Associate II from the Department's Planning and Development Division to attend the American Society of Landscape Architects (A.S.L.A.) Conference in San Francisco, California in October 2007. This conference will cover topics on rooftop gardens, green building tours, and various other updates in the field of green roof designs and implementation.

Human Resources

Travel Expenses - Account 2130 – \$1,762 - Activity Code 0590

A transfer of funds from Account 6010, Office and Administrative Expenses to Account 2130, Travel is needed to pay for registration, airfare, hotel accommodation, mileage, and meals for one (1) Senior Personnel Analyst from the Department's Human Resources Division to attend the California Public Employers Labor Relations Association (CalPELRA) Conference in Monterey, California in November 2007. This annual training conference is designed to provide a unique opportunity to learn from the state's leading labor relations experts and the leading employment law attorneys. It will allow attendees to participate in an interactive forum geared at sharing experiences of professionals with diverse knowledge, skills, techniques, and abilities. This training is also geared at providing a vision of labor management relations in the future by identifying the significant issues of the new millennium.

FISCAL IMPACT STATEMENT:

The fund transfer between accounts is for budgetary adjustments and there is no impact on the Department's General Fund as these transfers will have a zero net effect.

This report was prepared by Evelyn Castillo, Senior Management Analyst I, Finance Division-Budget Section.