

APPROVED
MAR 01 2006

REPORT OF GENERAL MANAGER

NO. 06-52

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 FOR MUNICIPAL RECREATION PROGRAM MANAGEMENT PORTAL

J. Combs _____	H. Fujita _____
B. Jensen _____	S. Huntley _____
*F. Mok <u>B.M.</u>	J. Kolb _____
K. Regan _____	M. Shull _____

Robert H. Jensen (Sr)

 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Authorize the Chief Accounting Employee to transfer appropriation of \$50,000.00 within Fund 302, Department 88, Account 1010 (Salaries General) to various accounts as follows, subject to approval by the Mayor:

FROM: Account 1010 – Salaries General	\$50,000.00
TO: Account 7300 – Technical Equipment	\$50,000.00

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

SUMMARY:

In the Fiscal Year 2006-07 Budget Proposal, the Department requested resources for a proposed Municipal Recreation Program (MRP) Management Portal to implement labor saving innovations through automation to improve management operations. Salary savings are available which we recommend using \$50,000.00 towards implementation of this project currently. This portal will greatly assist us with the various improvements we are making to our MRP Fund and programs as identified in the Office of Controller's recent financial audit.

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Funds would be needed in the following account:

Technical Equipment - Account 7300 - \$50,000.00 – Activity Code 0516

The transfer of funds from Account 1010, Salaries General, to Account 7300, Technical Equipment, is needed to fund hardware consisting of two servers and operating systems to host a Municipal Recreation Program (MRP) management web portal. This portal is designed to use applications to provide accurate and efficient accounting solutions which follow the life-cycle of receipts and expenditures and insure compliance with City policies and procedures through automation. This project will foster consistency and communication in the workplace and improve service to patrons with automated registration processes, resulting in reduction of manual work performed by the field offices. The current procedures in MRP are intensively manual and subject to error, inconsistency, and duplication of work. Overall, this project will promote efficiency of management resulting in significant productivity.

FISCAL IMPACT STATEMENT:

Departmental salary savings totaling \$50,000.00 would be applied to the MRP management web portal and thus eliminate this Technology Request that was included in our Fiscal Year 2006-07 Proposed Budget. We will still need staff for this project which will require further funding.

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