

REPORT OF GENERAL MANAGER

APPROVED

NO. 06-90

DATE April 5, 2006

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**BOARD OF RECREATION
AND PARK COMMISSIONERS**

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SUBJECT: TRANSFER OF APPROPRIATIONS WITHIN FUND 302 IN THE DEPARTMENT OF RECREATION AND PARKS FOR CONTRACTUAL SERVICES AT THE GRIFFITH OBSERVATORY

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



 General Manager

Approved /

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

- 1) Authorize the Chief Accounting Employee to transfer appropriation of \$40,000.00 within Fund 302, Department 88, Account 6020 (Operating Supplies) to Account 3040 (Contractual Services) as follows, subject to approval by the Mayor:

FROM:	Account 6020 – Operating Supplies	\$40,000.00
TO:	Account 3040 – Contractual Services	\$40,000.00

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

SUMMARY:

Griffith Observatory’s Contractual Services Account (Account 3040, Activity Code 7800) is designated for multiple purposes in both current operations at the Satellite and in preparing for the re-opening later in 2006. Notably, the account is used to fund specialized 3-D graphics animator contracts for production of a state-of-the-art planetarium show and weekly septic tank cleaning services for the Griffith Observatory Satellite buildings. In addition to these services, funds have already been encumbered to move staff from the Satellite Office back into the permanent offices at the Griffith Observatory upon the completion of the major construction portion of the Renovation and Expansion Project. However due to delays in completion of the construction generally, and in equipping the Samuel Oschin Planetarium theatre specifically, the

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production period for the planetarium show has been extended. In order to ensure sufficient funds for all upcoming show production expenditures, a transfer to cover the expenses for the moving contractor is prudent. A portion of the funds in the Operating Supplies account was identified in Fiscal Year 2005-2006 as one-time costs for the move-back, so this is the appropriate account to cover the costs of the movers.

FISCAL IMPACT STATEMENT:

The total funding among the various accounts at the Griffith Observatory is sufficient to cover necessary expenditures in this fiscal year, however funds must be in the appropriate account for the type of expenditure. The recommended action is a transfer between accounts so that expenses are placed into the proper account to pay moving contractors, with no impact on the General Fund. This transfer will fulfill the Griffith Observatory's contractual services obligations for the remainder of the fiscal year.

Report prepared by Heather Tarumoto, Griffith Observatory.