



CITY OF SACRAMENTO

2

DEPARTMENT OF PLANNING AND DEVELOPMENT

1231 "I" Street

Sacramento, Ca. 95814

Administration

Room 300 449-5571

Building Inspections

Room 200 449-5716

Planning

Room 200 449-5604

July 22, 1985

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: REAPPROPRIATION - PLANNING AND DEVELOPMENT DEPARTMENT

SUMMARY

On November 27, 1984, the Budget and Finance Committee and the City Council approved the recommendations of the Planning and Development Department contained in Progress Report #2. At that time we advised that we would return for specific funding for each of those recommendations which had a cost attached.

On April 8, 1985, the department submitted a request for funding which included positions, services, equipment, and furniture. Because the 1985-86 budget requests had already been submitted, the positions were deferred for consideration during budget hearings.

FINANCIAL DATA

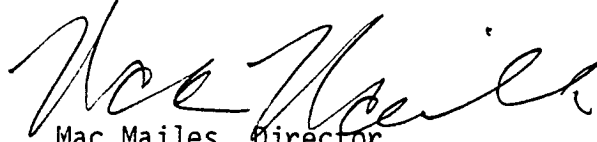
On April 22, 1985, a transfer of \$27,522 was approved from salaries to services and fixed assets appropriation within the Planning and Development Department budget. This transfer fully financed the \$39,940 of equipment and services approved in November, excluding positions.

In May 1985, the year end purchasing cut off date was implemented. Requisitions for \$39,940 were not submitted by the cut off date. The total amount of money reverted to the General Fund Available Fund Balance. A copy of those items and their related costs as approved in November 1984, is attached.

RECOMMENDATION

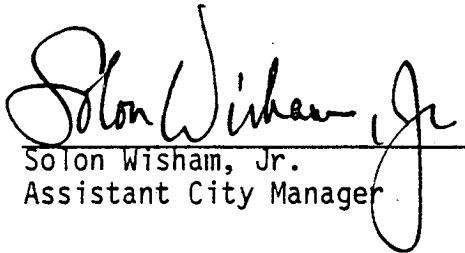
Request that the amount of \$39,940 inadvertently returned to the General Fund be reappropriated to the Planning and Development Department for acquisition and implementation of the attached items.

Respectfully submitted,



Mac Mailes, Director
Planning and Development Department

RECOMMENDATION APPROVED:



Solon Wisham, Jr.
Assistant City Manager

Attachments/

MM:RBW:hi

All Districts
July 30, 1985



CITY OF SACRAMENTO

DEPARTMENT OF PLANNING AND DEVELOPMENT

1231 "I" Street

Sacramento, Ca. 95814

Administration
Room 300 449-5571
Building Inspections
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Room 200 449-5604

July 23, 1985

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: REAPPROPRIATION - PLANNING AND DEVELOPMENT DEPARTMENT.

SUMMARY

Attached is a report which was submitted to the Budget and Finance Committee requesting that the 1985-86 FY budget be amended. In FY 1984-85 City Council approved implementation of the recommendations contained in Progress Report #2 for the Planning and Development Department. Funds to implement these recommendations reverted to the General Fund Available Fund Balance as requisitions totaling \$39,940 were not submitted prior to the cut off date in May, 1985.

RECOMMENDATION

It is recommended that the City Council approve reappropriating \$39,940 from the General Fund to the Planning and Development Department as outlined in the attached report submitted to the Budget and Finance Committee.

Respectfully submitted,

Mac Mailes, Director
Planning and Development Department

RECOMMENDATION APPROVED:

Walter J. Slipe, City Manager

Attachment/
MM:hi

All Districts
August 6, 1985

AUGMENTATION IMPLEMENTATION STATUS

| <u>Task & Items</u> | <u>1984-85 Amount</u> | <u>Needs to be Done</u> | <u>Status</u> |
|--------------------------------|---------------------------|--|---------------|
| 1) Microcomputer Acquisition | | | |
| Equipment | | | |
| Microcomputer | \$ 5,169 | Budget Transfer, Meet W/EDP & | |
| Printer | 1,224 | Prepare Requisition | |
| Sheet Feeder | 695 | " " | |
| dBase III | 500 | " " | |
| Computer Supplies | | | |
| Lotus 123 | 300 | Meet W/EDP, Prepare Requisition | |
| Project Management Software | 300 | " " " " | |
| Think Tank Software | 117 | " " " " | |
| Small Equipment | | | |
| Computer Work Station | 490 | Prepare Requisition | |
| Printer Stand | 225 | " " | |
| TOTAL | 9,020 | | |
| 2) Formalized Training Program | | | |
| Consultant & Registration | 1,300 | Determine Need, Identify Uses Prepare Requisition, Contracts? | |
| 3) Parcel File System | | | |
| Equipment Lease | \$ 1,594 | Meet W/county, Define the System, Prepare Requisition | |

AUGMENTATION IMPLEMENTATION STATUS

| <u>Task & Items</u> | <u>1984-85 Amount</u> | <u>Needs to be Done</u> | <u>Status</u> |
|--------------------------------|---------------------------|--|---------------|
| 4) Planning Counter | | | |
| Salaries | | Deferred to 1985-86 | |
| 2 Planning Technicians | - 0 - | Hire Limited Term, Initiate New Class Study, Recruit & Hire | |
| Small Equipment | - 0 - | Defer Until 1985-86 | |
| Supplies | - 0 - | Defer Until 1985-86 | |
| 5) File Maintenance Data Entry | | | |
| Salaries | | | |
| 1 Typist Clerk II | - 0 - | Deferred Until 1985-86, Process S-18 & Hire | |
| Equipment | | | |
| Computer | \$ 4,738 | Budget Transfer, Meet W/EDP Prepare Requisition | |
| Printer | 1,224 | " " | |
| Sheet Feeder | 695 | " " | |
| Univac Emulator | 1,000 | " " | |
| dBase III | 550 | " " | |
| Typewriter | 605 | Budget Transfer, Prepare Requisition | |
| Small Equipment | | | |
| Desk, Typist | 424 | Prepare Requisition | |
| Typist Chair | 122 | " " | |
| Chair, Side | 65 | " " | |
| Bookcase | 75 | " " | |
| TOTAL | \$ 9,498 | | |

AUGMENTATION IMPLEMENTATION STATUS

| <u>Task & Items</u> | <u>1984-85 Amount</u> | <u>Needs to be Done</u> | <u>Status</u> |
|---------------------------------|---------------------------|--|--|
| 6) Microfilm Files | | | |
| Equipment | | | |
| Microfilm Recorder | \$ 5,152 | Budget Transfer, Prepare Requisition | |
| Microfilm Printer | 5,365 | " " " " | |
| Supplies | | | |
| Microfilm & Processing Services | <u>- 0 -</u> | Prepare 1985-86 Requisitions | |
| TOTAL | \$ 10,517 | | |
| 7) Clerical Reorganization | | | |
| Salaries | | | |
| Office Supervisor | - 0 - | Defer to 1985-86, Prepare S-28, Hire | |
| Equipment | | | |
| Typewriter | 605 | Budget Transfer, Prepare Requisition | |
| Small Equipment | | | |
| Desk, Typist | 424 | Prepare Requisition | |
| Typist Chair | 122 | " " | |
| Chair, Side | 65 | " " | |
| Bookcase | <u>75</u> | " " | |
| TOTAL | 1,291 | | |
| 8) Procedures Development | | | |
| Procedure Writer Contract | \$ 6,720 | Prepare Contract, Execute Prepare Requisition | Telos is preparing a tentative scope of service. |



CITY OF SACRAMENTO

DEPARTMENT OF PLANNING AND DEVELOPMENT
927 10th Street Sacramento, Ca. 95814

Administration
Room 200 449-5571
Building Inspections
Room 100 449-5716
Planning
Room 300 449-5604

April 22, 1985

TO: Keith Kramer, Management Analyst II
FROM: Mac Mailes, Director of Planning and Development
SUBJECT: TRANSFER OF FUNDS - PROGRESS REPORT #2 IMPLEMENTATION

Based on our conversation with Betty and yourself, we have prepared the Transfer of Appropriations form necessary to begin the implementation of Progress Report #2's recommendations. The total transfer will be for \$27,522 to be funded from salary savings in Planning and Community Development (Org. 3522). We are projecting over \$100,000 in salary savings in this organization. Listed below is the equipment list (by organization) that should be adopted with this transfer:

| <u>ORG.</u> | <u>ITEM</u> | <u>BUDGET</u> |
|-------------|-------------------------------|---------------|
| 3510 | Microcomputer w/color monitor | \$5,169 |
| | Printer (letter quality) | 1,224 |
| | Sheet feeder for printer | 695 |
| | Data management software | 500 |
| | TOTAL: | \$7,588 |
| 3521 | Typewriter, electronic | 605 |
| | TOTAL: | \$605 |
| 3523 | Microcomputer w/B & W monitor | \$4,738 |
| | Printer, letter quality | 1,224 |
| | Sheet feeder for printer | 695 |
| | Univac emulator for IBM | 1,000 |
| | Data Base Management Software | 550 |
| | Typewriter, electronic | 605 |
| | Microfilm recorder | 5,152 |
| | Microfilm printer | 5,365 |
| | TOTAL | \$19,329 |
| | TOTAL TO TRANSFER | \$27,522 |

Attachment/

Request for Transfer of Appropriations

Department PLANNING AND DEVELOPMENT DEPARTMENT Project No. 3510

Prepared by JOHN W. KREFT

It is requested that the following transfers be made as shown:

From

| ACCOUNT NUMBER | | | | | | | | | | | | | | | Account Name | AMOUNT | | | | | | |
|----------------|------------|---------|------|--------|---|---|---|---|---|---|---|---|---|----|--------------|--------|----|----|----|----------|------------------|--|
| FUND | DEPARTMENT | REVENUE | POST | OBJECT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | 11 | 12 | 13 | 14 | 15 | |
| 1 | 0 | 1 | 3 | 5 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 1 | 0 | 1 | | SALARIES | \$ 2 7 5 2 2 .00 | |
| . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | | | |
| . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | | | |
| . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | | | |
| . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | | | |
| Total | | | | | | | | | | | | | | | | | | | | | \$ 2 7 5 2 2 .00 | |

To

| ACCOUNT NUMBER | | | | | | | | | | | | | | | Account Name | AMOUNT | | | | | | |
|----------------|------------|---------|------|--------|---|---|---|---|---|---|---|---|---|----|--------------|--------|----|----|-----------|---------------|------------------|--|
| FUND | DEPARTMENT | REVENUE | POST | OBJECT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | 11 | 12 | 13 | 14 | 15 | |
| 1 | 0 | 1 | 3 | 5 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 6 | 3 | 0 | | EQUIPMENT | \$ 7 5 8 8 .00 | |
| 1 | 0 | 1 | 3 | 5 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 6 | 3 | 0 | | EQUIPMENT | 6 0 5 .00 | | |
| 1 | 0 | 1 | 3 | 5 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 6 | 3 | 0 | | EQUIPMENT | 1 9 3 2 9 .00 | | |
| . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | | | |
| . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | | | |
| Total | | | | | | | | | | | | | | | | | | | | | \$ 2 7 5 2 2 .00 | |

Accounting Use Only

Explanation: TO PARTIALLY IMPLEMENT RECOMMENDATIONS IN PLANNING AND DEVELOPMENT'S PROGRESS REPORT 2.

Submitted by: MAC MAILES
Department Head

Date APRIL 22, 1985

Availability of Funds verified by Finance Department: _____

Date _____

Approved _____

Date _____