

2020-2021 Budget Issue Paper

Department:	Community Services
BIP Title	Unfunded/Unanticipated/Misc. Corporate Yard Move Expenses
Division or Program(s) affected:	Administration, Recreation Admin, Reservation
Estimated \$ Expenditure change:	General Fund \$
	\$80,000.
Estimated \$ Revenue change: (donations, grants, etc.)	Revenue to General Fund \$
	N/A
Other departments affected:	

Please do not modify the question headings.

(1) Summary of BIP.

Over the next few months, the Community Services Department – specifically, the Administration and Recreation Divisions – will be moving from its current location on Dominguez Street to a new facility on Main Street. Though most of the expenses related to this change have been accounted for, there are a number of expenditures that are the responsibility of the City, unknown at this time, or miscellaneous, such as supplies and small equipment. In an effort to ensure that both operations and service continue with little to no disruption, funds are needed to support this endeavor.

(2) Detailed explanation.

With the move to the new Corporate Yard occurring in the near future, preparations have been taking place to prepare the facility for staff to relocate, and operations to shift to the new location. While the vast majority of the costs associated with this endeavor have already been funded, there are a number of expenditures that still require an allocation of moneys. Among the items that still need to be purchased are appliances for the break room, racks and storage containers for the Reservation section, and amenities to enhance the aesthetics and functionality of the new building. The total funds requested are divided among three areas of Community Services: Administration (for Department-wide expenses); Recreation (for Division-wide expenditures); and the Reservation section for its needed supplies and equipment.

(3) Measurable Outcomes.

The goal of this BIP is to ensure that the Community Services has all it needs to be fully operational shortly after the Department moves in to its new building.

(4) Funding Details.

Funding for this project is a one-time expense, with all purchases anticipated to be made well before the end of the fiscal year.

(5) Interdepartmental impacts.

N/A

(6) N/A

Budget Issue Papers are due to the Finance Department by March 5, 2020.

Please contact Senior Budget Analyst or Finance Director with any questions.