

REPORT OF GENERAL MANAGER

NO. 05-226

DATE August 9, 2005

C.D. _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TRANSFER OF APPROPRIATION FROM OPERATING EXPENSES
ACCOUNT TO EQUIPMENT ACCOUNT WITHIN THE COMPUTER
SYSTEMS DIVISION BUDGET FOR PURCHASE OF EQUIPMENT TO USE
IN AUTOMATED REGISTRATION

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General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board approve the transfer of appropriation within Department 88, Fund 302, Activity 0516, Computer Systems Division, for the purchase of equipment to facilitate the automated registration and payment processing at recreation centers, as follows:

FROM:	Account 6020 - Operating Expenses	\$ 25,000
TO:	Account 7300 - Furniture, Office, and Technical Equipment	\$ 25,000

SUMMARY:

The Department has established a consolidated account for the Computer Systems Division (field support for information technology) to fund the purchase of peripherals for field staff, pay for repairs when not covered by warranty, provide training for both field staff and technical staff, and to purchase the Department's annual licenses for network applications.

Several years ago, the Information Technology Agency (ITA), funded a pilot project with Recreation and Parks to create an application that would allow park activity patrons to register on-line for recreation center programs. The pilot project was launched at seven recreation centers, and while generally successful, it was not funded for expansion to the rest of the Department. One of the most positive aspects of the pilot, however, was the automated registration, payment, and transmittal

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functions. Based on the application used in this pilot endeavor, the Department's internal systems staff has developed a customized version that includes an on-line catalog for public view, and an internal system for registering patrons, generating receipts, maintaining a patron database, processing refunds, and completing transmittal documents for the receipts. In order to begin implementing the various modules of this new system, however, we need additional network servers to handle all the databases, input, and transactions, to supplement the single server still in use now for the pilot system. ITA has recently given permission for Recreation and Parks to purchase our own servers and install them with all the others in the City's "server farm" downtown. This permission allows us to add the necessary capacity to begin transitioning from repetitive paperwork to an automated system.

In order to make the purchase of the three servers, sufficient funds must be in the correct appropriation account. Since the purpose of the consolidated systems account is to provide goods and services that support field computer and network use, the transfer of appropriation from Account 6020 to Account 7300 is appropriate. This transfer will allow the purchase to be initiated as soon as possible.

FISCAL IMPACT STATEMENT:

Funds in Account 6020 are set aside for purposes that support field use of computers and automation. This transfer, by allowing purchase of additional servers that will be used to automate existing processes, will ultimately lead to increased customer satisfaction and savings as labor time to process registrations and receipts is reduced. Sufficient funds remain available after the purchase to pay for licenses and other requirements.

Report prepared by Linda Barth, Senior Management Analyst II, Administrative Resources Division