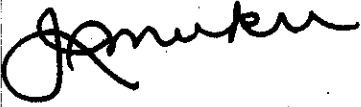


FOR INFORMATION ONLY

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS

March 16, 2005

TO: BOARD OF RECREATION AND PARK COMMISSIONERS

FROM: JON KIRK MUKRI, General Manager 

SUBJECT: TRANSFER OF SMALL EQUIPMENT REPAIR DIVISION TO GENERAL SERVICES DEPARTMENT

Over the past several months, the Department of Recreation and Parks (RAP) and the General Services Department (GSD) have been meeting and discussing the transfer of RAP's Small Equipment Repair Division to GSD. Both departments agree that this transfer will improve small equipment repair service levels and create operational efficiencies. Both departments recommend this transfer to proceed as outlined in the attached report.

After the transfer, the equipment repair services at each facility will continue to be provided by the current RAP employees at the existing facilities. GSD, Fleet Services, will implement its state-of-the-art processes and systems in the small equipment repair operations and upgrade the repair shops to facilitate a successful integration into Fleet Services. RAP will continue to make the necessary repairs to the facilities.

Staff will return to the Board at a future meeting to seek approval for an amendment to the department's Personnel Resolution. Additionally, RAP and GSD staff are currently working out the terms and conditions of a Memorandum of Agreement (MOA) in order to establish acceptable service levels and memorialize the expectations and commitments that represent the underlying principles for this transfer. The MOA will also be presented to the Board for their approval at a future meeting.

This transfer was included in RAP's FY 05-06 Budget Request.

CITY OF LOS ANGELES

CALIFORNIA

Attachment

ALVIN Y. BLAIN
GENERAL MANAGER



JAMES K. HAHN
MAYOR

DEPARTMENT OF
GENERAL SERVICES
ROOM 701
CITY HALL SOUTH
111 EAST FIRST STREET
LOS ANGELES, CA 90012
(213) 485-8801
FAX NO. (213) 620-9149

February 11, 2005

Honorable James K. Hahn
City Hall, Room 305
200 North Spring Street
Los Angeles, CA 90012

Attention: Eric Brown, Deputy Mayor

TRANSFER OF EQUIPMENT MAINTENANCE FUNCTIONS FROM RECREATION & PARKS TO GENERAL SERVICES

SUMMARY

The Department of General Services (GSD) and the Department of Recreation and Parks (RAP) jointly recommend the transfer of RAP's small equipment maintenance operations to GSD's Fleet Services Division, effective May 1, 2005. The transfer will improve service levels, improve operations, and increase efficiencies in the small equipment maintenance operations at no additional cost to the City.

BACKGROUND

Earlier in 2004-05 the General Manager of RAP requested GSD to explore the possibility of assuming the maintenance of RAP's small equipment. In addition the Mayor instructed GSD to report on the potential transfer during the 2005-06 budget deliberations.

Currently the equipment maintenance functions at RAP are bifurcated. GSD Fleet Services maintains 1,450 vehicles and large equipment items and RAP Equipment Division maintains between approximately 2,700 small equipment items. GSD has state of the art equipment maintenance and safety inspection programs, inventory systems, parts supply lines and acquisition processes.

GSD and RAP management staff has met on numerous occasions to discuss the issues and have met with labor unions, RAP maintenance employees and RAP field staff to ensure that a functional transfer would be beneficial.



EXISTING RAP OPERATIONS

The RAP Equipment Division services approximately 2,700 units that include chain saws, lawn mowers, lawn edgers, weed eaters, hedge trimmers, portable water pumps, portable generators, personnel carriers, electric golf carts, spraying apparatus, concrete wet saws, and blowers. The Division also maintains a small number of boats, trenchers, tractors, and tow behind tractor accessories. Repair priority is generally given to golf equipment and virtually all RAP shops maintain equipment unique to that operation.

The RAP Equipment Division has a staff of 24 regular and substitute positions. Several of the positions provide support to RAP operations other than equipment acquisition and repair. The budget includes \$1.8 million for salaries and expenses. The equipment replacement budget varies each year.

The RAP Equipment Division has one primary repair facility, the Central Service Yard (CSY), and six additional satellite shops (See Attachment A). All of the satellite shops are located at City golf courses and service the golf equipment as well as the equipment utilized at nearby parks and recreation centers. The existing facilities are in poor condition. RAP had planned to move the primary repair facility at CSY to a relatively new warehouse adjacent to GSD's existing Supplies Service warehouse.

EXISTING GSD OPERATIONS

GSD Fleet Services' core functions are the acquisition, maintenance and repair vehicles and equipment for all Council controlled departments (except Police and Fire). Fleet Services maintains over 9,000 trucks, heavy duty equipment, automobiles and aircraft at its 29 repair facilities located throughout the City. RAP is one of Fleet Services' larger customers with over 1,450 vehicles and large equipment. Fleet Services repairs most RAP vehicles at the CSY facility, but also services RAP vehicles at its other locations.

Fleet Services has staff of 540 regular positions and annual operating budget of \$75 million and equipment replacement budget of over \$30 million.

Fleet Services has a proven maintenance operation that has made the City's fleet one of the safest, most cost effective and best maintained in the nation. It has a computerized Vehicle Maintenance System (VMS) that tracks vehicle inventory data, preventative maintenance schedules, individual vehicle maintenance and repair data, and warranty information. It has a robust safety inspection and training program. Equipment parts supply management and inventory systems are state of the art. The Technical Services unit works closely with vendors and operating department staff to ensure the equipment purchased meets the needs of field crews throughout the life cycle of the equipment. Fleet managers meet monthly with client departments to set vehicle availability goals, handle problems and develop long term strategies. The functional transfer will

enable Fleet Services to implement these state-of-the-art process and systems in the small equipment repair operations. Fleet Services also has significant equipment repair staff and resources that can be deployed in the event of an emergency.

CONSOLIDATION STRATEGY

Both Departments concur that the small equipment maintenance and acquisition functions, staff and resources be transferred to GSD Fleet Services by May 1, 2005. Fleet Services will continue to provide service at the existing locations, close to the customer. RAP agrees to continue to maintain the actual repair of facilities. Fleet Services will implement its proven process and systems at the small equipment repair operations to improve services. GSD and RAP will enter into an MOU that identifies expectations and services levels to ensure the expected improvements are realized.

STAFFING

Of the 24 total RAP Equipment Division positions, 20 positions will be transferred to GSD and four positions will be retained by RAP. The four positions are needed at RAP to continue to order, deliver and move furniture, gymnasium and play ground equipment for new and existing RAP facilities. The 20 positions are needed at GSD to provide acquisition, maintenance, inventory control and supply management services for the 2,700 RAP small equipment items. The distribution of positions is as follows:

<u>Position No., Title & Code *</u>	<u>GSD Fleet</u>	<u>RAP</u>
1 Senior Clerk Typist (1368)		1
1 Truck Operator (3583)		1
13 Equipment Mechanics (3711)**	13	
2 Heavy Duty Equipment Mechanics (3743)**	2	
1 Mechanical Repair Supervisor (3795)	1	
2 Mechanical Repairer I (3773-1)	2	
1 Sr. Equipment Mechanic (3712)	1	
1 Equipment Specialist II (3734-2)		1
<u>2</u> Equipment Specialist I (3734-1)***	<u>1</u>	<u>1</u>
24	20	4

*2003-04 Adopted RAP Organization Chart

**Regular authorized positions consist of 13 Equipment Mechanics and 2 Heavy Duty Equipment Mechanics, with one Equipment Mechanic regular held vacant to partially fund one Heavy Duty Equipment Mechanic substitute authority. However, RAP is willing to absorb the salary differential initially to provide GSD funding for three Heavy Duty Equipment Mechanics.

*** Includes one substitute Equipment Specialist I

The new GSD employees will be provided all the benefits and will be under the same working rules and conditions of employment as other GSD employees. GSD will provide new employee orientation and fleet service orientation to all such transferees. Repair personnel transferred to GSD will immediately benefit from Fleet's centralized training facility that offers a variety of training courses to further employees' careers. GSD Fleet Services Division also offers more opportunities for advancement and relocation due to its numerous equipment repair positions and numerous shops located throughout the City. During discussions with organized labor several recurring classification issues related to the Mechanical Repair Supervisor, Equipment Mechanics and Heavy Duty Equipment Mechanics were identified. It was determined that these classifications should be reviewed by the Personnel Department and the issues be resolved within 180 days of actual transfer.

RAP currently has five vacant positions in the Equipment Division that are frozen. These vacant positions should be unfrozen with backfill authority and filled if the proposed transition is to successfully improve small equipment repair services at RAP.

RESOURCES

The operating 2004-05 budget for the RAP Equipment Division is \$ 1.0 million in salaries and \$0.8 million in expenses as follows: (Also see Attachment B)

<u>Account Title/No.</u>	<u>2005-06 Allocation</u>	<u>2004-05 2-Month Allocation</u>
Salaries General/1010	1,061,246	176,874
Salaries Overtime/1090	0	0
Field Equipment Expense/3090	741,756	100,000
Maintenance Expense/3160	2,668	0
Operating Supplies	<u>1,500</u>	<u>0</u>
Total	\$1,807,170	\$276,874

It is estimated that the transition can occur May 1, 2005 and the annual funding levels should be prorated accordingly.

FACILITIES

RAP currently has one primary repair facility at the CSY and six additional satellite shops located at golf courses (See Attachment A). Operation of the 7 equipment repair facilities will be transferred to GSD and the repairs being made currently in these location will continue to be made in these locations. The existing facilities are in poor condition and improvements will be needed. GSD will work with ITA to connect six of the shops to the City's LAN system to enable access to the VMS. The RAP had recognized that the existing CSY small equipment repair facility was inadequate and had plans to move that shop to a

relatively new warehouse adjacent to the existing GSD Supplies Services warehouse. The warehouse currently is being used for storage including the temporary storage of furnishings from the Observatory until it opens in 2006. Once the Observatory project has been completed space will be allocated to GSD in order for them to construct a new repair facility. The space currently being used for equipment repair will be return to RAP for storage. A comprehensive facility assessment and improvement plan for the remaining shops will be completed in 2005-06 and implemented as funding becomes available.

RECOMMENDATIONS

It is recommended that the Council, subject to the approval of the Mayor approve the following:

1. Authorize the transfer the small equipment repair function from the Department of Recreation and Parks (RAP) to the Department of General Services (GSD), effective May 1, 2005.
2. Authorize the Heads of the Department of both RAP and GSD to enter into a Memorandum of Understanding that delineates the expectations of both agencies and the service levels for the acquisition, maintenance and repair of small equipment for RAP.
3. Transfer the following positions from the RAP to GSD and authorize a one-time exemption of any vacant positions from the freeze as follows:

- 13 Equipment Mechanics (3711)
- 2 Heavy Duty Equipment Mechanics (3743)
- 1 Mechanical Repair Supervisor (3795)
- 2 Mechanical Repairer I (3773-1)
- 1 Sr. Equipment Mechanic (3712)
- 1 Equipment Specialist I (3734-1)

20 Total Positions

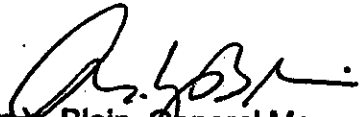
4. Transfer the following funds from Recreation and Parks to General Services, Fleet Services:

From: Recreation and Parks, Fund No. 302/88	\$176,874
Salaries General/1010	
To: General Services, Fund No. 100/40	
Salaries General/1010	

From: Recreation and Parks, Fund No. 302/88	\$100,000
Field Equipment Expense/3090	
To: General Services, Fund No. 100/40	
Field Equipment Expense/3090	

FISCAL IMPACT: The proposed transfer will have no impact on the General Fund


Jon Kirk Mukri, General Manager
Department of Recreation and Parks


Alvin Y. Blain, General Manager
Department of General Services

Attachments: Attachment A – Small Equipment
Repair Facilities

Attachment B – Transfer of Equipment
Repair Funding from Recreation and Parks
To General Services

Attachment A Small Equipment Repair Facilities

City Wide Equipment Repair (Headquarters)

3900 Chevy Chase Dr
Los Angeles CA 90039
Shop 213-458-6819
Fax 213-485-6531

Griffith Golf

4730 Crystal Springs Dr.
Los Angeles CA 90027
Shop 323-660-4516
Fax 323-644-6672

Hansen Dam Golf

10400 Glenoaks Blvd.
Pacoima CA 91331
Shop 818-756-7586
Fax 818-756-7585

Harbor Golf

1701 W. "L" Street
Wilmington CA 90744
Shop 310-548-7724
Fax 310-233-7230

Rancho Golf

2459 Motor Ave.
Los Angeles CA 90064
Shop 310-836-0033
Fax 310-202-2871

Sepulveda Golf

16821 Burbank Blvd.
Encino CA 91316
Shop 818-756-7781
Fax 818-784-6750

Woodley Golf

6335 Woodley Avenue
Van Nuys CA 91406
Shop 818-756-8191
Fax 818-756-9591

ATTACHMENT B
TRANSFER OF EQUIPMENT REPAIR FUNDING
FROM RECREATION AND PARKS TO GENERAL SERVICES

SMALL EQUIPMENT MAINTENANCE DIVISION

CD	NSA	Service	Org.	Acct.	Description	Qty.	Unit Cost	2008-06 Annual Cost	2004-05 Transfer Effective May 1, 2005
AI	AI	DC8803-01	615	1010	3743 Heavy Duty Equip Mech	1	\$57,304	\$57,304	\$9,551
AI	AI	DC8802-05	615	1010	3743 Heavy Duty Equip Mech	1	\$57,304	\$57,304	\$9,551
AI	AI	DC8803-02	615	1010	3743 Heavy Duty Equip Mech	1	\$57,304	\$57,304	\$9,551
AI	AI	DC8803-01	615	1010	3795-1 Mech Repair Supv I	1	\$80,383	\$80,383	\$10,084
AI	AI	DC8803-02	615	1010	3773-1 Mechanical Repairer I	2	\$48,798	\$97,596	\$16,266
AI	AI	DC8803-02	615	1010	3712 Sr. Equipment Mechanic	1	\$59,185	\$59,185	\$9,884
AI	AI	DC8802-05	615	1010	3711 Equipment Mechanic	1	\$50,903	\$50,903	\$8,484
AI	AI	DC8803-01	615	1010	3711 Equipment Mechanic	2	\$50,903	\$101,806	\$16,968
AI	AI	DC8802-05	615	1010	3711 Equipment Mechanic	1	\$50,903	\$50,903	\$8,484
AI	AI	DC8802-05	615	1010	3711 Equipment Mechanic	1	\$50,903	\$50,903	\$8,484
AI	AI	DC8802-05	615	1010	3711 Equipment Mechanic	2	\$50,903	\$101,806	\$16,968
AI	AI	DC8803-01	615	1010	3711 Equipment Mechanic	3	\$50,903	\$152,709	\$25,452
AI	AI	DC8802-05	615	1010	3711 Equipment Mechanic	2	\$50,903	\$101,806	\$16,968
AI	AI			1010	3734-1 Equipment Specialist	1	\$61,334	\$61,334	\$10,222
						20		\$1,081,246	\$176,874
AI	AI	DC8803-01	615	309	Field Equipment Expense	1	\$741,756	\$741,756	\$100,000
AI	AI	DC8803-01	615	316	Maintenance Material & Supplies	1	\$2,668	\$2,668	\$0
AI	AI	DC8803-01	610	602	Operating Expense	1	\$1,500	\$1,500	\$0
							\$1,807,170	\$276,874	

NOTE:

- 1) All salary costs are discounted to reflect RAP actual budgeted funding, given the Department's 6.5% salary savings rate.
- 2) Annual uniform expenses for this Division are estimated to be \$10,000. All uniform costs have been paid for out of the 3090/Field Equip. Expense Account.
- 3) There is no Overtime Salaries budgeted for this Division in RAP. Any Overtime work would be Golf-related and therefore reimbursed by Golf funds.
- 4) For the positions identified for transfer above, there are (12) twelve Equipment Mechanics and (3) three Heavy Duty Equipment Mechanics. However, there are in actuality (15) fifteen Equipment Mechanics and only (2) Heavy Duty Equipment Mechanics authorized in regular authority positions in RAP. RAP would be willing to absorb the cost differential and transfer salaries commensurate with what is proposed above.