

REPORT OF GENERAL MANAGER

APPROVED
MAR 01 2006

NO. 06-54

DATE March 1, 2006

**BOARD OF RECREATION
and PARK COMMISSIONERS**

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TRANSFER OF APPROPRIATIONS WITHIN FUND 302 IN THE DEPARTMENT OF RECREATION AND PARKS FOR THE ASSET/BUILDING MAINTENANCE SYSTEM

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


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Authorize the Chief Accounting Employee to transfer appropriation of \$350,000.00 within Fund 302, Department 88, Account 1010 (Salaries General) to various accounts as follows, subject to approval by the Mayor:

FROM: Account 1010 – Salaries General Account	\$350,000.00
TO: Account 3040 – Contractual Services	\$200,000.00
Account 6010 – Office and Administrative Expenses	\$150,000.00

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

SUMMARY:

The Department of Recreation and Parks (RAP) is responsible for the maintenance of several hundred facilities to keep them in proper condition based on their usage. In the Fiscal Year 2006-07 Budget Proposal, the Department requested resources to obtain an Asset/Building Maintenance System to manage the construction, repair, and maintenance of our assets more effectively. One time salary savings are available of which we recommend using \$350,000.00 to acquire and implement

REPORT OF GENERAL MANAGER

PG. 2

NO. 06-54

our own Department Asset/Building Maintenance System. This system will allow us to enhance the conditions of the infrastructure of our facilities.

Funds would be needed for the following accounts:

Contractual Services – Account 3040, \$200,000 – Activity Code 0516

Office and Administrative Expense – Account 6010, \$150,000 – Activity Code 0516

Funding of \$350,000.00 is requested to acquire a web-based system that provides a centralized property database of our various facilities. This database can be used to track and record required maintenance and repairs of these sites. Our operations are similar to the Department of General Services (GSD) and thus we could use an Asset/Building Maintenance System such as their's to assist us to be more efficient in overseeing our assets. If RAP were allowed to "piggyback" onto the existing system utilized by GSD, the estimated cost of the software would be \$200,000.00. The estimated cost for training funds for our staff and support resources for the software is \$150,000.00.

This system would be used to assist RAP in maintaining an inventory of existing facilities and sites as well as adding new structures that are acquired. RAP would also be able to set up scheduled building maintenance and, thus, maintain records on the maintenance efforts applied to each facility. Work orders could be generated from requests that are received from the field staff as well.

This project will allow management to have a more proactive role in managing and maintaining our assets.

The breakdown of the activity codes that will be used for the Contractual Services and Office and Administrative Expenses are as follows:

<u>Activity Code</u>	<u>Amount</u>	<u>Account</u>
0515	\$100,000.00	3040
0201	\$150,000.00	6010
2690	\$ 50,000.00	3040
1221	\$ 50,000.00	3040
Total	<u>\$350,000.00</u>	

FISCAL IMPACT STATEMENT:

Departmental salary savings totaling \$350,000.00 would be applied to this new Asset/Building Maintenance System, thus eliminating the Fiscal Year 2006-07 Proposed Budget Request Package No. 7.

This report was prepared by Regina Adams, Chief Management Analyst, Finance Division, Budget