



Legislation Text

File #: 07-0353, Version: 1

Resolution to Appropriate and to Establish an Internal Service Fund for the Operating Expenses of the W.R. Wheeler Service Center (\$450,000.00) **(8 Votes Required)**

Attached is a resolution seeking authorization to appropriate monies from various funds that share in the use of the W.R. Wheeler Service Center. Prior to the consolidation of the staff housed at 415 W. Washington, 2000 S. Industrial, and 721 N. Main Street each unit budgeted and paid for their operating costs. Site operation costs were easily identifiable as part of their budgets. In an effort to maintain a mechanism to track site operation costs, we are now requesting approval to move those previously budgeted dollars from each unit's operations budget to a combined fund used solely for the purpose of the site operation. This request will prevent us from manually pulling operating costs from two separate Service Units budgets and multiple funds across both units. In addition, without the creation of a internal service fund, staff must process an allocation for each expenditure across both units and multiple funds. This action results in significant administrative time savings.

All the units housed at the W.R. Wheeler Service Center will share in the cost of utilities, snow removal, cleaning services, and ground and building maintenance. The appropriate cost allocation has been calculated by square foot occupation of the facility.

Prepared by: Karla Henderson, Field Operations Unit Manager
Reviewed by: Sue F. McCormick, Public Services Administrator
Approved by: Roger W. Fraser, City Administrator

Whereas, In July of 2007 staff of Fleet & Facilities and Field Operations moved from 2000 S. Industrial, 721 N. Main and 415 W. Washington to the W.R. Wheeler Service Center; and

Whereas, Each unit has budgeted within their operating budgets funds to pay building operation expenses.

RESOLVED, A new Wheeler Center Operating Fund be established to track operating expenses of the W.R. Wheeler Service Center, and

RESOLVED, City Council approves the following appropriation from each designated fund to provide funding for the Wheeler Center Operating Fund for the purpose of tracking allocated building costs and reducing staff time in fiscal administration:

<u>Fund</u>	<u>Unit</u>	<u>Amount</u>
0021	Sign/Signal & Street Maintenance	\$117,269.00
0042	Utilities Field, Water System	\$ 38,033.00
0043	Utilities Field Sewer System	\$ 38,033.00
0069	Utilities Field Storm Water System	\$ 19,017.00
0010	Park Operations & Forestry	\$ 33,881.00
0071	Park Operations & Forestry	\$ 20,000.00
0072	Solid Waste	\$ 50,711.00
0012	Fleet & Facilities	\$133,056.00