



## Budget Change Request

### Change request information

Title                      Field Operations Technology Funding for Asset Management & Payroll  
Number                  B-34-085                      Department              34 - Public Works  
Requester                Ayla Turnquist  
Published by              Jay Saiki                      Publish Date              2023-08-24  
Change Type              Policy Change

### Board outcome *(to be entered by budget after Board action)*

Board Decision

Board Changes

### Funds affected

Fund                              0010 - General Fund  
General Fund Affected?    No                              More Than One Fund Affected?    No

### Policy request priority and connection to the strategic plan

Priority #                              3                              Strategic Plan              Healthy Natural and

### Does this request include federal, state, or private grants?

Grant Funded?                      None

Grantor and timeframe

### Does this request affect current positions or propose new positions?

HR Payroll e-mailed?                      No                              Position Impact    None

Current position numbers affected

### What do you need and why? Include any unexpected and external requirements.

Statement of Need

The Parks & Trails program is requesting funding of \$5K in 2024 and 2025 for the purchase of mobile technology for field staff. As the program moves forward with asset management implementation, investments in mobile technology for field staff are essential so that staff can locate assets, record conditions and record their work against those assets as activities are occurring in the field. This leads to more accurate and thorough information, improved efficiency and eliminates duplication of work. Without the use of mobile technology, such as iPads or similar, information and activities would need to be recorded on paper and then manually input into our asset management system, VUEWorks, when staff return to the office each day. In addition, with implementation of the TC Connect financial system, the goal is to move to use of mobile devices to record payroll. Currently staff must return to the office at the end of the day to record their payroll time.

**How will this change the performance of your office or department?**

Statement of Need

Mobile technology will create efficiencies for staff, allowing them to maximize their time in the field, and lead to improved data and reporting.

**Expenditure, FTE and revenue assumptions plus current budget level**

Assumptions

Based on an estimate of potential costs associated with procuring appropriate technology. Technology to best meet the dual system needs will be assessed in collaboration with the IT department.

Current Budget Level

0134R804 535000 - \$1,800  
0134R805 535000 - \$8,500

**What happens if this isn't funded? Are there other options?**

Impacts and Alternatives

Data collection and recording of activities related to Parks and Trails assets will be completed manually and later recorded in the VUEWorks system. Payroll entries will continue to be input back in the office at the end of each day.

**How does this request affect other offices and departments?**

Impact to Other Departments IT Services

Which Other Departments are Affected? Technology purchase coordinated with the IT department.

Operating Transfer Needed? No

Operating Transfer Coding and Amount

**Personnel Information**

FTE	Number	Name	Start Date	End Date
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**Operating Revenue Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
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**Capital Revenue Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
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**Operating Expenditure Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
0134R802	535000	SMALL TOOLS & MINOR EQUIPMENT		5,000	5,000.00
			<b>Total:</b>	<b>5,000.00</b>	<b>5,000.00</b>

## Capital Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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