

Spartanburg Parks Commission Office Relocation

Requesting Department/Division: Spartanburg Parks Commission
Project Manager/Contact: Jeff Caton/Stan Tillotson

Estimated Start Date: July 2010
Est. Completion Date: December 2011

Project Category: Property Acquisition

Project Status: New Project Request
Project Number: TBD

Project Description, Justification and Location

The Spartanburg Parks Commission Administration , Special Events, Athletics, Facility Management, 50+ Program, and Outdoor Recreation offices are currently located in office space at the Dent Building. The space is inadequate for the current needs of Commission staff. Some problems include: closets being converted to office space, meeting rooms partitioned off to hold multiple staff members, inadequate storage space, lack of control over telephone and other technology functions, hindering the ability to provide more efficient services to the public, and the lack of additional space to expand for employees that will be added to provide finance, personnel, and procurement support. The project will provide funding from the Spartanburg Parks Commission general operating budget to acquire a new facility (either new construction or up fit of an existing facility), which will meet the space and technology needs of the Commission for years to come. Funding is also included for necessary smaller capital items (tables, desks, chairs) as identified, as well as funding for upgrading technology.

Benefits to Residents, Visitors, Businesses, or County Employees

The new office facility will provide Commission employees a more efficient office building to perform the day to day functions of operating the Spartanburg Parks Commission, and provide ample storage and easier access to Athletic, Outdoor Recreation, and Special Events equipment. Citizens will benefit from new technology at the new facility, which will allow new services such as on-line credit card payments and on-line facility reservations. The new facility will be constructed or renovated in a way that reflects the Parks Commission mission, goals and values. It will also serve as a facility to coordinate and plan tourist related functions such as special events, athletic tournaments, as well as provide administrative support to tourist related functions.

Impact on Annual Operating Budget

No additional operating costs noted - costs will be offset by reducing transfer to General Fund for indirect costs associated with occupying space in the Dent Building. No additional staff will be needed.

Project Status (as of February 1, 2010)

New project request, funding scheduled to begin in July 2010.

Project Expenditures and Funding Sources

PROJECT	TOTAL PROJECT COST	COMMITTED FUNDING	FY FY	FY FY	FY FY	FY FY	FY FY	FY FY	0 Totals
Spartanburg Parks Commission Office Relocation									
<u>Expenditures</u>									
Planning/Design/Engineering	0	0	0	0	0	0	0	0	0
Land Acquisition/Right-of-Way	0	0	0	0	0	0	0	0	0
Construction/Improvements	1,200,000	0	1,200,000	0	0	0	0	0	1,200,000
Capital Materials/Equipment	100,000	0	100,000	0	0	0	0	0	100,000
Technology Expenditures	50,000	0	50,000	0	0	0	0	0	50,000
Other	0	0	0	0	0	0	0	0	0
Total Expenditures	1,350,000	0	1,350,000	0	0	0	0	0	1,350,000
<u>Revenues</u>									
Parks Commission General Operating Revenues	1,350,000	0	1,350,000	0	0	0	0	0	1,350,000
Total Revenues	1,350,000	0	1,350,000	0	0	0	0	0	1,350,000