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DEPARTMENT OF
GENERAL SERVICES
OFFICE OF THE DIRECTOR

CITY OF SACRAMENTO
CALIFORNIA

5730 - 24TH STREET
BUILDING FOUR
SACRAMENTO, CA
95822-3699

April 17, 1991

APPROVED
BY THE CITY COUNCIL

916-449-5548

City Council
Sacramento, California

APR 30 1991

OFFICE OF THE
CITY CLERK

DIVISIONS:

COMMUNICATIONS
FACILITY MANAGEMENT
FLEET MANAGEMENT
PROCUREMENT SERVICES

Honorable Members In Session:

Subject: APPROVAL OF PLANS AND SPECIFICATIONS FOR THE
CROCKER ART MUSEUM HEROLD WING AND
CENTRAL PLANT HVAC REVISIONS - PHASE I (MA46)
216 O STREET, SACRAMENTO

SUMMARY

This report requests City Council approval of the plans and specifications for the Crocker Art Museum Herold Wing and Central Plant HVAC Revisions - Phase I project.

BACKGROUND INFORMATION

The existing heating and cooling system at the Herold Wing was installed in 1967 as part of the original building. The existing system has reached a deteriorated condition requiring complete replacement in lieu of continued repairs.

This project, constituting phase one of a complete system replacement, will replace the equipment serving the west side of the building and will add the basic components for future replacement of the east side equipment. It is expected that funding for the east side will be available within the next few years.

Roof insulation and new roofing will also be added as part of this project. Roof insulation allows us to use smaller heating and cooling equipment on the top floor. The cost of insulation and re-roofing will be made up by the reduced initial cost and continued energy savings of the smaller equipment.

FINANCIAL DATA

The current project budget for MA46 is \$195,000. This includes a \$65,000 grant from the National Endowment for the Arts which must be



The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

Furthermore, it is noted that the records should be kept for a minimum of five years. This is a standard requirement for most businesses to comply with tax regulations. The document also mentions that digital records are preferred over physical ones due to their ease of access and storage.

In addition, the document highlights the need for regular audits. These audits help in identifying any discrepancies or errors in the records. It is suggested that a professional auditor should be engaged for this purpose to ensure objectivity and accuracy.

The second part of the document focuses on the financial aspects of the business. It details the various expenses that are deductible for tax purposes. These include salaries, rent, utilities, and depreciation. The document provides a clear breakdown of these categories to help businesses understand their tax obligations.

It also discusses the importance of budgeting and financial planning. A well-defined budget helps in controlling costs and maximizing profits. The document suggests that businesses should review their financial statements regularly to assess their performance and make necessary adjustments.

Finally, the document concludes by reiterating the importance of staying up-to-date with the latest tax laws and regulations. Tax laws can change frequently, and businesses must be aware of these changes to avoid penalties and ensure compliance.

In conclusion, maintaining accurate records and understanding the financial aspects of the business are crucial for long-term success. By following the guidelines provided in this document, businesses can ensure they are in full compliance with the law and are able to manage their finances effectively.

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obligated for construction before June 30, 1991. The unobligated fund balance as of this date is \$163,637. The estimated cost is \$206,800. The proposed FY 91/92 CIP includes \$126,000 for a total projected funding of \$289,637, which is sufficient to cover the estimated construction cost. Award of the construction contract is schedule for June 25, 1991 after Council approves the FY 91/92 budget including the CIP budget.

POLICY CONSIDERATIONS

The approval of plans and specifications is consistent with Sacramento City Code Chapter 58, Article III, Section 58.303.

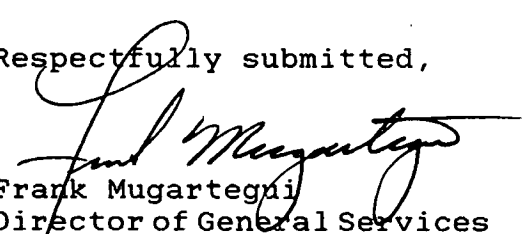
MBE/WBE EFFORTS

To encourage minority participation, plans and specifications will be sent to 18 plan rooms and construction service organizations for publication. There are three organizations that are directly involved with MBE/WBE construction firms.

RECOMMENDATIONS

It is recommended that the plans and specifications be approved, that a \$20.00 non-refundable plan and specification charge be approved, and that bids be received on May 28, 1991.

Respectfully submitted,


Frank Mugartegui
Director of General Services

RECOMMENDATION APPROVED:


WALTER J. SLIPE, CITY MANAGER

April 30, 1991
District #1

Contact Person:
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449-5977