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DEPARTMENT OF
GENERAL SERVICES

CITY OF SACRAMENTO
CALIFORNIA

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

OFFICE OF THE DIRECTOR

916-449-5548

March 27, 1990

DIVISIONS:

Budget and Finance Committee
Sacramento, California

COMMUNICATIONS
FACILITY MANAGEMENT
FLEET MANAGEMENT
PROCUREMENT SERVICES

Honorable Members In Session:

SUBJECT: REPORT BACK ON FACILITY MANAGEMENT MID-YEAR BUDGET REQUEST

SUMMARY

This report provides justification for the Facility Management Division request for additional maintenance fund augmentation of \$133,000 as part of the mid-year budget adjustment.

BACKGROUND

The Facility Management Division provides complete mechanical, electrical and structural maintenance services for 282 buildings totaling almost 1.3 million sq ft. In this fiscal year, 174,008 square feet has been added and by the end of FY 90-91, another 151,232 square feet will be added to the workload. The square footage has increased 15.8% in the last three years and by the end of next year it will have increased 29.5%. However, the number of employees (51) performing or supporting the shop maintenance function has not increased since FY 86-87.

ANALYSIS

The significant addition of buildings and square footage to be maintained without a commensurate increase in personnel has begun to take its toll on maintaining City facilities. For example, a recent survey of 214 roofs found that 75 of them need to be replaced or

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repaired. This backlog would take a crew of four, three years to complete; or, if the work was done by contract, the construction cost would be \$961,363. Similar backlogs are developing in fire station driveway repair, parking lot maintenance, painting, mechanical systems, window and door repairs, etc.

If the increase in workload is equated to personnel requirements, an additional 8 employees would be required in the current year ($15.8\% \times 51 = 8$) and an additional 7 for next year ($29.5\% \times 51 = 15$).

The need for additional permanent maintenance personnel is vital and if not addressed will result in higher repair and maintenance costs over the long run. However, with the augmentation of the requested \$133,000, some of the backlog can be addressed now with Limited Term employees and by contracting.

FINANCIAL DATA

The \$133,000 proposed for the Facility Management Division from the mid-year budget review would be used as follows:

a.	Hire two limited term Roofers	\$ 7,500
b.	Vehicles and equipment for Roofers	2,500
c.	Materials and supplies	10,000
d.	Contract services, various projects	<u>\$110,000</u>
	Total:	\$133,000

POLICY CONSIDERATIONS

Should \$133,000 of mid-year budget funds be allocated to facility maintenance? This report recommends that such funds be allocated in an effort to stop the sliding maintenance and repair resources provided to preserve the City's investment in its buildings.

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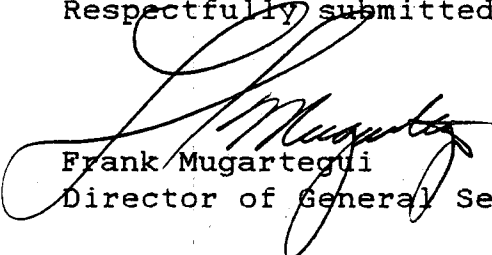
MBE/WBE EFFORTS

The Division will continue to search for and use minority/women-owned contractors and material suppliers.

RECOMMENDATION

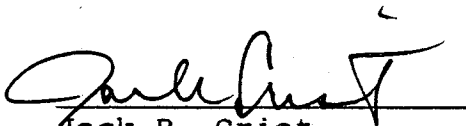
This report recommends that the Budget and Finance Committee approve this request and recommend that the City Council approve the attached resolution allocating \$133,000 to Facility Management Division for use in urgent maintenance projects and address the need for increasing maintenance staff during the FY 90-91 budget review.

Respectfully submitted,



Frank Mugarategui
Director of General Services

Recommendation Approved:



Jack R. Crist,
Deputy City Manager

April 3, 1990
All Districts

Contact: Duane Wray, Facility Manager, 449-5445.

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF April 3, 1990

RESOLUTION TO AUGMENT FACILITY MANAGEMENT DIVISION FY 89-90 BUDGET IN THE AMOUNT OF \$133,000

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. That the FY 89-90 budget of the Facility Management Division be augmented by the addition of \$133,000 for various maintenance projects;
2. That \$133,000 be transferred from the Contingency Reserve Fund (101-710-7012-4999) to the Facility Management Division (101-190-1936-4101 \$7,500 and 101-190-1936-4241 \$125,500).

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____