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APPROVED
BY THE CITY COUNCIL

JUN - 8 1988



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CITY CLERK

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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

May 31, 1988

CITY MANAGER'S OFFICE

916-449-5548

City Council
Sacramento, California

RECEIVED

DIVISIONS:

Honorable Members in Session:

MAY 31 1988

COMMUNICATIONS
FACILITY MANAGEMENT
FLEET MANAGEMENT
PROCUREMENT SERVICES

Subject: Amendment of the 1987-88 Facility Management Division Budget

SUMMARY

The attached report summarizes the results of efforts to develop a Facility Management Information Systems Master Plan and outlines the approach which will be used to implement an interim phase of this program.

BACKGROUND

In April 1987, the Data Management and General Services Departments began a process designed to identify the necessary components of a comprehensive management information system for the Facility Management Division. This effort was intended to:

- o Enhance the existing work control and preventative maintenance automated systems.
- o Determine if improved facility development hardware/software alternatives existed.
- o Identify if computer aided design (CAD) could benefit the division's drafting and space planning programs.

Data Management staff conducted an initial needs assessment of divisional requirements and determined that the scope of effort that this project would require was beyond their then-available resources. As a result, they recommended that an outside consultant be retained so that an overall Facility Management automation master plan could be developed as quickly as possible.

In December 1987, the Warner Group was selected to prepare a Facility Management information system master plan. A coordinating team, comprised of representatives from Data Management, General

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Services, Finance, and Public Works provided overall guidance on this project. The consultant's final document was submitted in April of this year.

ANALYSIS

A. Master Plan Highlights: Major Issues

The final Facility Management automation master plan identified some of the following system problems including:

- o The existing work control/preventative maintenance programs lack proper documentation and vendor support. The current systems do not allow multiple users, the processing of data files is slow, and some data (such as the ability to track employee/job hours, etc.) can not be easily captured.
- o An IBM-based project management system is not currently being used because it suffers from the same problems as the work control/preventative maintenance programs. A MacIntosh-based project status report system is being used but it has limited interface and is time consuming to maintain.
- o Facility Development staff needs to be able to communicate with the City's centralized financial and payroll systems in order to adequately manage capital projects.
- o Cost savings can be achieved through the use of CAD for divisional space planning and design efforts, although this is clearly a lower priority item.

The Warner Group prioritized the division's information needs as follows:

- Project Cost Accounting
- Project Management/Scheduling
- Work Order
- Preventative Maintenance
- Management Reporting/Inquiry/Analysis
- Computer Aided Design
- Space Planning/Design
- Miscellaneous other (office automation, etc.)

B. Master Plan Highlights: Alternative Long-Range Solutions

In the case of all of the required applications, the consultant looked at available software options including developing custom packages, using public domain programs, or taking advantage of off-the-

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shelf software. The Warner Group concluded that packaged, off-the-shelf programs could best meet the division's needs. Lower acquisition costs, shorter lead-to-production time, and lower implementation risks were all factors which were considered prior to recommending that packaged software be used.

Hardware options identified by the consultant included use of the City's mainframe computer, installation of a microcomputer network, or utilization of the capabilities of the Department of General Services's existing minicomputer. The Warner Group indicated that the work control/preventative maintenance programs would probably work best in a minicomputer environment; the facility development function could be adequately handled in either a minicomputer or microcomputer network environment.

The consultant recommended that the division's space planning and design functions be handled on a stand-alone basis, using a microcomputer and available packaged software. The final report provides an overview of the required staffing, training, and on-going maintenance resources which will be necessary in order to implement any of the listed approaches; actual ancillary costs would be identified once a system was selected. The master plan document also contains an action plan and timeline which can be used as a guide for the next steps of this project.

C. Master Plan Highlights: Short-Range Solutions

The costs associated with implementing a comprehensive, long-range automation program for Facility Management range from \$30,000 to \$200,000 depending upon the software and hardware alternative selected. Given the status quo nature of the City's budget at this time, it is impossible to begin the process of fully implementing this program.

However, as a part of the final document, the Warner Group indicated that a minimal expansion of the existing MacIntosh system could provide for a short-term, interim solution for many of the Facility Development section's capital reporting needs. Data Management staff was asked to provide a quick market survey of available hardware alternatives since the section had both IBM and MacIntosh equipment.

On an interim basis, the Data Management Department has recommended that the existing MacIntosh network be expanded to allow for the acquisition of four MacIntosh II machines, a printer, and ancillary equipment for the production of capital project reports. This plan should allow the section to manage its current capital effort for the next eighteen to twenty-four months, at which point, it may be possible to implement portions of the long-range solution. This proposal was presented to and approved by the Management Information Executive Committee (MIEC) at their May 25, 1988 meeting.

FINANCIAL

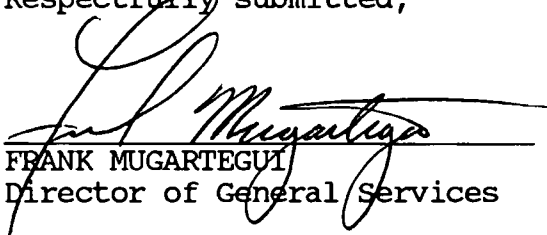
The hardware costs associated with implementing the proposed interim solution total approximately \$21,000 while anticipated software expenses would run another \$6,000 to \$7,000. The hardware will be acquired through an pre-existing Council approved arrangement with Apple Computers; the software will be acquired through the informal bid process. The required hardware/software purchases can be made through internal budget transfers and no additional funding will be required. The attached resolution details the changes which will be necessary in order to affect these purchases.

RECOMMENDATION

The Facility Management Information Systems Master Plan identifies anticipated divisional automation needs during the next three to five years. This document details the planned approach which should be taken in making any software and/or hardware purchases. The proposed "interim" solution is in line with the master plan's recommendations. It is therefore recommended that the City Council approve the attached resolution which:

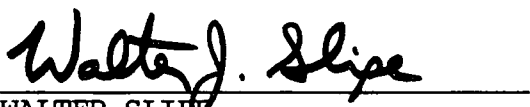
1. Transfers \$26,656 from various accounts to 101-190-1931-4462 and 101-190-1931-4630 in order to affect the required hardware/software purchases.
2. Authorizes staff to procure required interim computer hardware and software for the Facility Management Division.

Respectfully submitted,



FRANK MUGARTEGUI
Director of General Services

APPROVED:



WALTER SLIVE
City Manager

June 8, 1988
All Districts

RESOLUTION NO. ~~88-474~~ 88-474

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

RESOLUTION AMENDING THE 1987-88 BUDGET FOR THE FACILITY MANAGEMENT DIVISION

APPROVED BY THE CITY COUNCIL

JUN - 8 1988

WHEREAS, the City Council concurs with the recommendations of the Director of General Services contained in his June 8, 1988 report.

OFFICE OF THE CITY CLERK

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

- 1. The 1987-88 Approved Budget for the Facility Management Division is hereby amended by the following transfers:

Table with 4 columns: From, Amount, To, Amount. Lists budget transfers between various codes (e.g., 101-190-1910-4630 to 101-190-1931-4630) with amounts ranging from \$1,400 to \$8,000. Totals are \$26,656.

- 2. Staff is hereby authorized to procure required interim computer hardware and software for the Facility Management Division in an amount not to exceed \$29,674.

MAYOR

CITY CLERK



DEPARTMENT OF
GENERAL SERVICES

OFFICE OF THE DIRECTOR

CITY OF SACRAMENTO
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May 31, 1988

DIVISIONS:

COMMUNICATIONS
FACILITY MANAGEMENT
FLEET MANAGEMENT
PROCUREMENT SERVICES

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

Subject: Amendment of the 1987-88 Facility Management Division Budget

SUMMARY

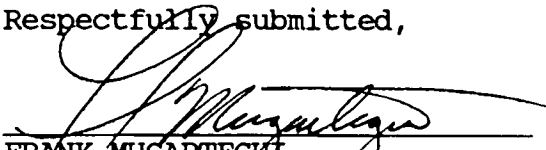
The attached report summarizes the results of efforts to develop a Facility Management Information Systems Master Plan and outlines the approach which will be used to implement an interim phase of this program.

RECOMMENDATION

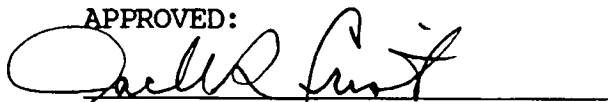
The Facility Management Information Systems Master Plan identifies anticipated divisional automation needs during the next three to five years. This document details the planned approach which should be taken in making any software and/or hardware purchases. The proposed "interim" solution is in line with the master plan's recommendations. It is therefore requested that the Budget and Finance Committee recommend City Council approval of the attached resolution which:

1. Transfers \$26,656 from various accounts to 101-190-1931-4462 and 101-190-1931-4630 in order to affect the required hardware/software purchases.
2. Authorizes staff to procure required interim computer hardware and software for the Facility Management Division.

Respectfully submitted,


FRANK MUGARTEGUI
Director of General Services

APPROVED:


JACK CRIST
Deputy City Manager