



CITY OF SACRAMENTO

4

DEPARTMENT OF GENERAL SERVICES

5730 - 24th ST. BLDG #4

SACRAMENTO, CA. 95822
TELEPHONE (916) 449-5548

EQUIPMENT MAINTENANCE DIVISION
FACILITY MAINTENANCE DIVISION
RISK MANAGEMENT & INS. DIVISION
SUPPORT SERVICES DIVISION

FRANK MUGARTEGUI
DIRECTOR

July 13, 1981

APPROVED
BY THE CITY COUNCIL

JUL 21 1981

OFFICE OF THE
CITY CLERK

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: FY 1981-82 Support Services Division Budget Amendment

SUMMARY

Request authorization for the substitution of one (1) position of Typist Clerk II to that of Stores Clerk.

BACKGROUND

The Central Stores Section is responsible for centralized receiving, storage and issuance of all equipment, materials and supplies for the City and the delivery of said commodities to all activities of the City. Since 1978 staffing of this section consisted of one (1) permanent Stores Clerk and four (4) CETA positions. Due to recent Federal, State and local funding cutbacks, this activity's staffing has been reduced to one (1) permanent Stores Clerk and one (1) interim CETA position; the latter scheduled for termination August 7, 1981 which will seriously impact the effectiveness of this section.

The recent relocation of the Procurement Section from downtown to the Central Stores Building at the Corporation Yard has allowed the Division to consolidate some of its clerical functions, thereby enabling us to substitute one (1) Typist Clerk II position, which is currently vacant, for that of one (1) Stores Clerk.

FINANCIAL DATA

The restructuring will result in salary savings of approximately \$1,600 for FY 1981-82 besides enabling the department to keep this cost effective function operational with minimal staffing at this point of time.

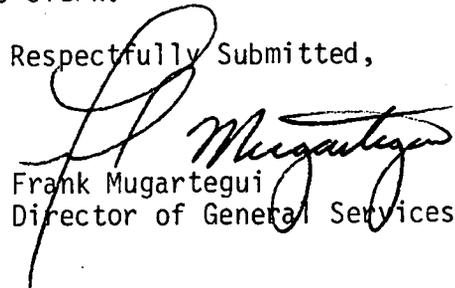
RECOMMENDATION

It is recommended that the City Council approve the attached resolution amending the Support Services Division's budget for fiscal

July 13, 1981

year 1981-82 by providing for the substitution of one (1) position of Typist Clerk II to that of Stores Clerk.

Respectfully Submitted,



Frank Mugartegui
Director of General Services

Recommendation Approved:



Walter J. Slize, City Manager

FM:jc
1 Attachment
GS:81056:FM/jc

July 28, 1981
All Districts

APPROVED
BY THE CITY COUNCIL

JUL 21 1981

OFFICE OF THE
CITY CLERK

81-536

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

July 28, 1981

RESOLUTION AMENDING THE BUDGET FOR THE CITY OF
SACRAMENTO FOR FISCAL YEAR 1981-82

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

1. That the Support Services Division budget (1-01-1440) for fiscal year 1981-82 is hereby amended by authorizing the substitution of one (1) career Typist Clerk II position to that of one (1) career Stores Clerk;
2. That the total authorized sixteen (16) positions remain unchanged;
and
3. That no additional funding will be required or provided for this budget amendment.

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL

JUL 21 1981

OFFICE OF THE
CITY CLERK

