

**Public Works – Administration & Engineering
Facilities Management**

Purpose

Oversee and provide coordination in the maintenance, remodeling and new construction of all City properties.

Goals

Work with architects, engineers, contractors, City administration and facilities staff to bring about timely construction and maintenance of all City buildings and equipment.

Outcome/Measurement

- Maintenance work orders will be completed within 5 working days.
- Emergency maintenance work orders will be completed within 1 work day.
- Working with department heads, all remodels will be scheduled and completed on time and within budget.
- New construction projects will be scheduled and completed on time and within budget with change orders not exceeding 10% of construction costs.

**FACILITIES MANAGEMENT
10416403**

	ACTUAL FY 07-08	ADJUSTED BUDGET FY 08-09	12-MONTH ESTIMATE FY 08-09	CM RECOM. BUDGET FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	32,084
4110030 SICK LEAVE BUYOUT	0	0	0	200
4130110 RETIREMENT	0	0	0	6,230
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	1,397
4130130 WORKERS COMPENSATION	0	0	0	689
4130140 LONG-TERM DISABILITY	0	0	0	356
4130150 UNEMPLOYMENT	0	0	0	160
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	0	0	0
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL FACILITIES MGT.	0	0	0	41,116
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	41,116
OPERATING EXPENSES	0	0	0	0
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	41,116

PAYRC BUDGETING SCHEDULE 4/17/2009

TITLE	CHG PCT	FULL TIME	PART TIME	SPECIAL APPT.	ON-CALL	OVER TIME	SICK LEAVE	VEHIC ALLOW	UNIF ALLOW	UNEMP.	LNG.TRM.	RETIRE	INSUR	WORK COMP	TOTAL PERSONNEL COST
		4110000	4110001	4110XXX	4110100	4110003	4110030	4130160	4130170	4130150	4130140	4130110	4130120	4130130	
FACILITIES MANAGEMENT															
=====															
							200		0	160	356	6,227	1,397	689	40,913
PUBLIC SERVICES MANAGER	39%	32,084													
@SICK LEAVE BUYOUT	100%											3			203
=====															
TOTAL		32,084	0	0	0	0	200	0	0	160	356	6,230	1,397	689	41,116
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Public Works – Administration & Engineering

Facilities Maintenance

Purpose

Keep all facilities and facility related equipment in sound and safe working order.

Goals

Respond to work orders and make repairs as required and requested in a timely manner.

Outcome/Measurement

- City buildings and related equipment will remain in good working order.

**FACILITIES MAINTENANCE
10416101**

	ACTUAL	ADJUSTED	12-MONTH	CM RECOM.
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	144,947
4110003 OVERTIME	0	0	0	2,400
4110030 SICK LEAVE BUYOUT	0	0	0	600
4110100 ON CALL SALARIES	0	0	0	2,580
4130110 RETIREMENT	0	0	0	29,972
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	26,308
4130130 WORKERS COMPENSATION	0	0	0	3,112
4130140 LONG-TERM DISABILITY	0	0	0	1,609
4130150 UNEMPLOYMENT	0	0	0	725
<u>OPERATING EXPENSES</u>				
4215000 MEMBERSHIPS	0	0	0	286
4240000 OFFICE SUPPLIES	0	0	0	180
4250000 EQUIPMENT SUPPLIES & MAINT.	0	0	0	3,210
4250010 UNIFORMS	0	0	0	1,123
4255000 FLEET LEASE	0	0	0	18,389
4260000 BUILDING & GROUNDS	0	0	0	39,590
4270000 UTILITIES	0	0	0	284,260
4280000 TELEPHONE	0	0	0	1,562
4310800 CONTRACT - HEATING/AC	0	0	0	13,952
4310820 CONTRACT - CUSTODIAL	0	0	0	93,918
4310850 CONTRACT - CARPET CLEANING	0	0	0	37,169
4480000 DEPARTMENT SUPPLIES	0	0	0	11,819
4621000 MISCELLANEOUS SERVICES	0	0	0	55,385
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
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TOTAL FACILITIES MAINT.	0	0	0	773,096
 FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	212,253
OPERATING EXPENSES	0	0	0	560,843
CAPITAL OUTLAYS	0	0	0	0
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TOTAL FUNCTIONAL AREAS	0	0	0	773,096

PAYRO' BUDGETING SCHEDULE 4/17/2009

TITLE	CHG PCT	FULL TIME	PART TIME	SPECIAL APPT.	ON-CALL	OVER TIME	SICK LEAVE	VEHIC ALLOW	UNIF ALLOW	UNEMP.	LNG.TRM. DISABIL.	RETIRE	INSUR	WORK COMP	TOTAL PERSONNEL COST
		4110000	4110001	4110XXX	4110100	4110003	4110030	4130160	4130170	4130150	4130140	4130110	4130120	4130130	
FACILITIES MAINTENANCE															
10416101															
FACIL MAINT SUPERVISOR	68%	40,590								203	451	9,681	8,047	871	59,842
FACIL MAINT TECH I	70%	23,148								116	257	4,502	2,507	497	31,027
FACIL MAINT TECH III	71%	30,020								150	333	5,794	8,402	645	45,343
FACILITIES CUSTODIAN	12%	3,257								16	36	663	430	70	4,473
FACILITIES CUSTODIAN	69%	21,683								108	241	4,185	2,834	466	29,517
SR FACIL MAINT TECH	51%	26,249								131	291	5,066	4,089	564	36,391
@ON-CALL	100%				2,580							37			2,617
@OVERTIME	100%					2,400						35			2,435
@SICK LEAVE BUYOUT	100%						600					9			609
TOTAL		144,947	0	0	2,580	2,400	600	0	0	725	1,609	29,972	26,308	3,112	212,253

EXPENDITURE DETAIL FY 2009-2010

PUBLIC WORKS DEPARTMENT

Program

Program Number

Facilities Maintenance

10416101

Account Title/ Account Number	Amount	Description / Justification
Memberships 4215000	286	International Facilities Management Assoc. for Tony Cottle
Office Supplies 4240000	180	Paper, folders, pens, etc.
Equipment Supplies & Maint. 4250000	3,210	Miscellaneous small tool replacement and repair
Uniforms 4250010	1,123	\$333.33 per employee (6) split between maintenance, sr. center & special projects
Fleet Lease 4255000	18,389	Charge for operation, maintenance, and replacement of vehicles
Building & Grounds 4260000	39,590	Electrical, HVAC, Plumbing, Appliances, Doors & Locks, & Miscellaneous repairs
Utilities 4270000	284,260	Total for Utilities for 2007-8 was \$327,837.85. Total is split between Facilities Maintenance (83.75%) and the Senior Center (16.25%)
Telephone 4280000	1,562	Telephone & radio service for 6 employees split between Facilities Maintenance, Senior Center and Special Projects
Contract - Heating/AC 4310800	13,952	Was \$13,989 last year.
Contract - Custodial 4310820	93,918	Was \$93,695.76 last year. Proposal is to only clean the city offices 3 nights a week instead of 5, Tuesday, Thursday & Friday.

EXPENDITURE DETAIL FY 2009-2010

PUBLIC WORKS DEPARTMENT

Program	Program Number
Facilities Maintenance	10416101

Account Title/ Account Number	Amount	Description / Justification
Contract - Carpet Cleaning 4310850	37,169	Carpet cleaning for the year
Department Supplies 4480000	11,819	40% of the total for janitorial and general supplies
Miscellaneous Services 46210000	55,385	Fire Sprinklers, Alarm system, Fire extinguishers, Pest control, window washing, elevator testing, Generator testing, UPS testing & panic button monitoring

**Public Works – Administration & Engineering
Facilities – Senior Center**

Purpose

Provide complete janitorial services and pickup and delivery of seniors not able to attend the center by other means.

Goal

Work harmoniously with the seniors and the county staff to keep the facility clean and the seniors safe.

Outcome/Measurement

- Contact the Senior Center director monthly to verify facility is being maintained as expected.

**SENIOR CENTER
10416102**

	ACTUAL	ADJUSTED	12-MONTH	CM RECOM.
	FY 07-08	BUDGET	ESTIMATE	BUDGET
		FY 08-09	FY 08-09	FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	46,796
4110003 OVERTIME	0	0	0	800
4110030 SICK LEAVE BUYOUT	0	0	0	200
4110100 ON CALL SALARIES	0	0	0	900
4130110 RETIREMENT	0	0	0	9,265
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	6,944
4130130 WORKERS COMPENSATION	0	0	0	1,005
4130140 LONG-TERM DISABILITY	0	0	0	519
4130150 UNEMPLOYMENT	0	0	0	234
<u>OPERATING EXPENSES</u>				
4240000 OFFICE SUPPLIES	0	0	0	20
4250000 EQUIPMENT SUPPLIES & MAINT.	0	0	0	875
4250010 UNIFORMS	0	0	0	510
4255000 FLEET LEASE	0	0	0	8,209
4260000 BUILDING & GROUNDS	0	0	0	10,012
4270000 UTILITIES	0	0	0	42,740
4280000 TELEPHONE	0	0	0	422
4310800 CONTRACT - HEATING/AC	0	0	0	1,000
4310850 CONTRACT - CARPET CLEANING	0	0	0	4,130
4480000 DEPARTMENT SUPPLIES	0	0	0	10,136
4621000 MISCELLANEOUS SERVICES	0	0	0	2,505
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL SENIOR CENTER	0	0	0	147,222
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	66,663
OPERATING EXPENSES	0	0	0	80,559
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	147,222

PAYROLL BUDGETING SCHEDULE 4/17/2009

CHG PCT	FULL TIME	PART TIME	SPECIAL APPT.	ON-CALL	OVER TIME	SICK LEAVE	VEHIC ALLOW	UNIF ALLOW	UNEMP.	LNG.TRM.	RETIRE	INSUR	WORK COMP	TOTAL PERSONNEL COST
	4110000	4110001	4110XXX	4110100	4110003	4110030	4130160	4130170	4130150	4130140	4130110	4130120	4130130	
=====														
SENIOR CENTER														
=====														
	10416102													

	5%	2,985							15	33	712	592	64	4,400
	5%	1,653							8	18	354	179	35	2,249
	8%	3,383							17	38	653	947	73	5,109
	88%	23,887							119	265	4,645	3,151	513	32,580
	31%	9,742							49	108	1,880	1,273	209	13,261
	10%	5,147							26	57	993	802	111	7,135
	100%			900							13			913
	100%			800							12			812
	100%				200						3			203

		46,796	0	0	900	200	0	0	234	519	9,265	6,944	1,005	66,662
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TOTAL														

EXPENDITURE DETAIL FY 2009-2010

PUBLIC WORKS DEPARTMENT

Program

Program Number

Senior Center

10416102

Account Title/ Account Number	Amount	Description / Justification
Office Supplies 4240000	20	Paper, folders, pens, etc.
Equipment Supplies & Maint. 4250000	875	Miscellaneous small tool replacement and repair
Uniforms 4250010	510	\$333.33 per employee (6) split between maintenance, sr. center & special projects
Fleet Lease 4255000	8,209	Charge for operation, maintenance, and replacement of vehicles
Building & Grounds 4260000	10,012	Electrical, HVAC, Plumbing, Appliances, Doors & Locks, & Miscellaneous repairs
Utilities 4270000	42,740	Total for Utilities for 2007-8 was \$327,837.85. Total is split between Facilities Maintenance (83.75%) and the Senior Center (16.25%)
Telephone 4280000	422	Telephone & radio service for 6 employees split between Facilities Maintenance, Senior Center and Special Projects
Contract - Heating/AC 4310800	1,000	\$963.00 last year. Increased by 3.8%
Contract - Carpet Cleaning 4310850	4,130	Carpet cleaning for the year
Department Supplies 4480000	10,136	60% of the total for janitorial and general supplies

EXPENDITURE DETAIL FY 2009-2010

PUBLIC WORKS DEPARTMENT

Program

Program Number

Senior Center

10416102

Account Title/
Account Number

Amount

Description / Justification

Miscellaneous Services
46210000

2,505

Fire Sprinklers, Alarm system, Fire extinguishers, Pest control, window washing

**Public Works – Administration & Engineering
Facilities – Special Projects**

Purpose

Achieve a more economical approach to remodeling specific areas within existing City buildings as directed by City Administration.

Goal

Follow the direction given and complete remodeling projects in an economical and timely manner. Provide estimate for each project within 10 working days of the assignment being given.

Outcome/Measurement

- Save 20% to 50% over subcontracted work.

**FACILITIES SPECIAL PROJ.
10416103**

	ACTUAL	ADJUSTED	12-MONTH	CM RECOM.
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	52,913
4110003 OVERTIME	0	0	0	800
4110030 SICK LEAVE BUYOUT	0	0	0	200
4110100 ON CALL SALARIES	0	0	0	900
4130110 RETIREMENT	0	0	0	11,008
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	9,584
4130130 WORKERS COMPENSATION	0	0	0	1,136
4130140 LONG-TERM DISABILITY	0	0	0	587
4130150 UNEMPLOYMENT	0	0	0	265
<u>OPERATING EXPENSES</u>				
4250010 UNIFORMS	0	0	0	367
4255000 FLEET LEASE	0	0	0	6,239
4280000 TELEPHONE	0	0	0	516
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL FAC. SPECIAL PROJECTS	0	0	0	84,515
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	77,393
OPERATING EXPENSES	0	0	0	7,122
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	84,515

PAYRC BUDGETING SCHEDULE 4/17/2009

TITLE	CHG PCT	FULL TIME	PART TIME	SPECIAL APPT.	ON-CALL	OVER TIME	SICK LEAVE	VEHIC ALLOW	UNIF ALLOW	UNEMP.	LNG. TRM. DISABIL.	RETIRE	INSUR	WORK COMP	TOTAL PERSONNEL COST
		4110000	4110001	4110XXX	4110100	4110003	4110030	4130160	4130170	4130150	4130140	4130110	4130120	4130130	
FACILITIES SPECIAL PROJ.															
10416103															
FACIL MAINT SUPERVISOR	27%	16,116								81	179	3,844	3,195	346	23,761
FACIL MAINT TECH I	25%	8,267								41	92	1,630	895	177	11,103
FACIL MAINT TECH III	20%	8,456								42	94	1,632	2,367	182	12,773
SR FACIL MAINT TECH	39%	20,073								100	223	3,874	3,127	431	27,828
@ON-CALL	100%				900							13			913
@OVERTIME	100%					800						12			812
@SICK LEAVE BUYOUT	100%						200					3			203
TOTAL		52,913	0	0	900	800	200	0	0	265	587	11,008	9,584	1,136	77,393

EXPENDITURE DETAIL FY 2009-2010

PUBLIC WORKS DEPARTMENT

Program

Program Number

Facilities Special Projects

10416103

Account Title/ Account Number	Amount	Description / Justification
Uniforms 4250010	367	\$333.33 per employee (6) split between maintenance, sr. center & special p
Fleet Lease 4255000	6,239	Charge for operation, maintenace, and replacement of vehicles
Telephone 4280000	516	Telephone & radio service for 6 employees split between Facilities Maintenance, Senior Center and Special Projects