

FACILITIES MANAGEMENT

UTILITIES

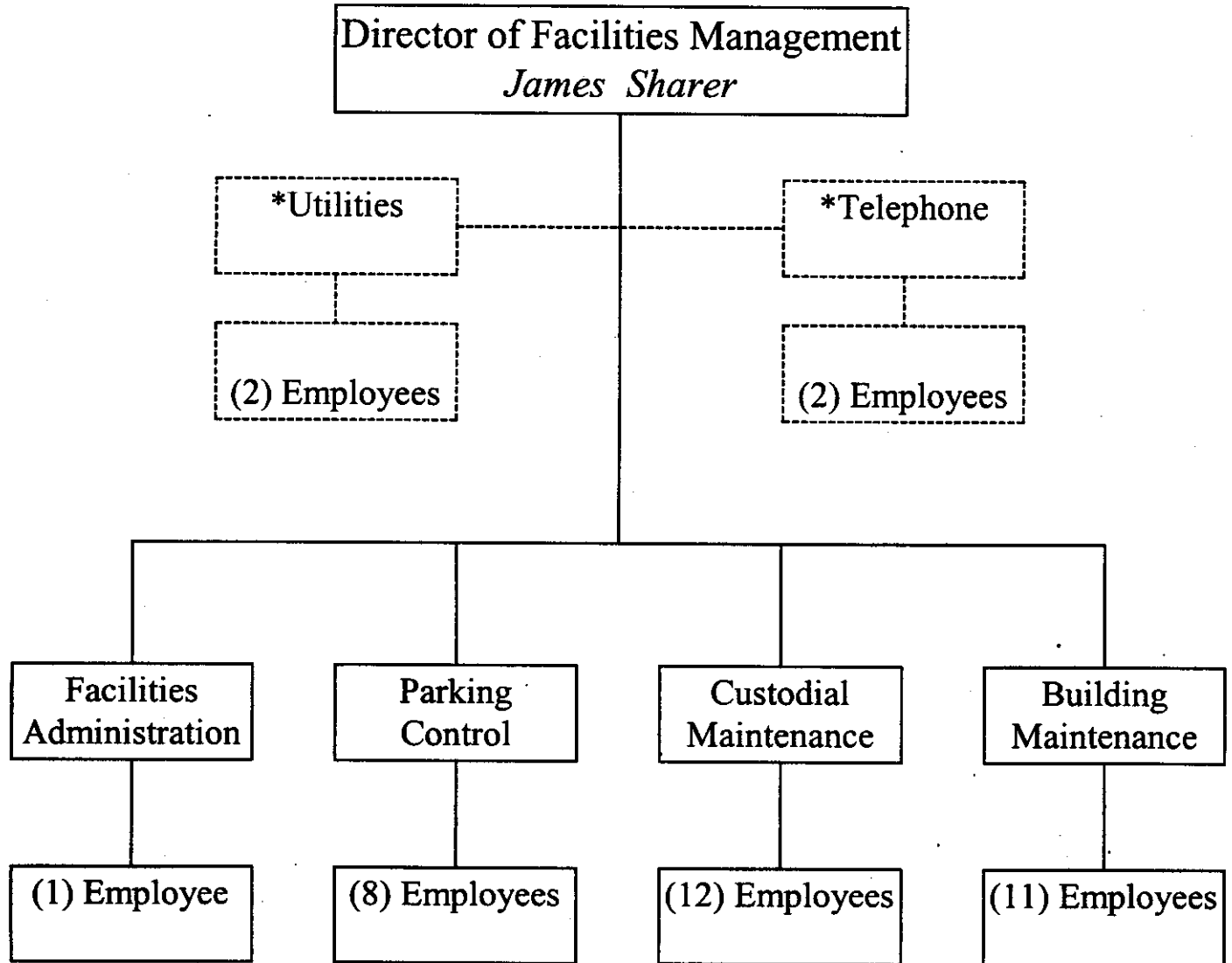
TELEPHONE

CUSTODIAL MAINTENANCE

BUILDING MAINTENANCE

PARKING CONTROL

FACILITIES MANAGEMENT



*See Internal Service Funds
Operating Budgets

FACILITIES MANAGEMENT

ACCOUNT NUMBER: 001-320

FUND: GENERAL FUND

ABOUT THE DEPARTMENT

Facilities Management provides building maintenance and custodial services for 142 City owned or leased buildings including: City Hall, Carousel Mall and the City Yards. The Department also enforces parking regulations, issuing over 24,000 citations annually.

EXPENDITURES BY DIVISION

DIVISION	2005-06 ACTUAL	2006-07 ACTUAL	2007-08 PROJECTED	2008-09 ADOPTED
ADMINISTRATION	1,242,723	1,234,007	1,027,395	974,100
CUSTODIAL MAINTENANCE	1,100,378	1,107,172	1,104,571	1,070,500
BUILDING MAINTENANCE	1,097,904	1,577,341	1,429,095	1,227,200
PARKING CONTROL	313,363	366,560	432,956	456,800
VEHICLE ABATEMENT	220	0	0	0
TOTAL	3,754,368	4,285,080	3,994,017	3,728,600

EXPENDITURES BY CATEGORY

CATEGORY	2005-06 ACTUAL	2006-07 ACTUAL	2007-08 PROJECTED	2008-09 ADOPTED
PERSONNEL	1,871,342	1,893,986	2,106,370	1,988,000
MAINTENANCE & OPERATION	225,549	333,613	374,693	391,400
CONTRACTUAL SERVICES	513,371	701,155	530,271	496,800
INTERNAL SERVICE CHARGES	999,230	972,891	681,792	755,500
CAPITAL OUTLAY	48,191	284,753	203,987	0
DEBT SERVICE	96,905	96,905	96,905	96,900
CREDITS/BILLABLES	0	1,777	0	0
TOTAL	3,754,588	4,285,081	3,994,017	3,728,600

FACILITIES MANAGEMENT DIVISION

2007-08 KEY ACCOMPLISHMENTS

- ✓ Completed construction of the East Valley Regional CNG/LNG Station.
- ✓ Replaced the HVAC units at Perris Hill Senior Center.
- ✓ Renovated the ceiling at Villasenor Library
- ✓ Continued to identify and implement energy savings projects.

2008-09 KEY GOALS

- Renovate HVAC Units at Central Police Station
- Install new generator at City Hall.
- Develop daylight harvesting program for City Hall & Library.
- Develop photovoltaic system project at the City Yards.

DID YOU KNOW?

- Facilities Management Division maintains 142 City owned facilities.
- Completes over 5,000 maintenance work orders per year.
- Issues over 24,000 parking citations annually.
- Has custodial crews working throughout the city seven days per week.

**EXPENDITURE BUDGET LINE ITEM DETAIL
FISCAL YEAR 2008-2009**

FUND 001 GENERAL FUND

DIVISION 321 FAC ADMIN/CITY HALL/MAL

ACCOUNT OBJECT & TITLE	ACTUAL 2005-06	ACTUAL 2006-07	PROJECTED 2007-08	ADOPTED 2008-09
5011 SALARIES PERM/FULLTIME	161,101	181,232	196,268	197,500
5013 AUTOMOBILE ALLOWANCE	3,600	4,500	5,700	6,000
5014 SALARIES TEMP/PARTTIME	29,256	33,408	53,505	40,000
5026 PERS RETIREMENT	23,473	29,211	38,744	42,400
5027 HEALTH & LIFE INSURANCE	16,453	20,039	21,356	22,400
5028 UNEMPLOYMENT INSURANCE	485	552	639	500
5029 MEDICARE	2,742	3,102	3,563	3,100
TOTAL PERSONNEL SERVICES	237,110	272,043	319,775	311,900
5111 MATERIALS & SUPPLIES	17,094	6,620	6,897	8,000
5122 DUES & SUBSCRIPTIONS	0	0	361	400
5131 MILEAGE	525	0	0	0
5132 MEETINGS & CONFERENCES	0	1,352	125	2,000
5133 EDUCATION & TRAINING	425	33	600	1,500
5171 RENTALS	51	0	0	0
5172 EQUIPMENT MAINTENANCE	0	0	1,120	0
5175 POSTAGE	229	305	334	300
5176 COPY MACHINE CHARGES	689	921	2,408	0
TOTAL MAINTENANCE & OPERATION	19,012	9,231	11,845	12,200
5502 PROFESSIONAL/CONTRACTUAL SVCS	20,000	0	27,000	0
5505 OTHER PROFESSIONAL SERVICES	5,278	3,898	2,017	4,000
5507 FACILITIES SERVICES	27,708	32,602	19,984	24,400
TOTAL CONTRACTUAL SERVICES	52,985	36,500	49,001	28,400
5604 M.I.S. CHARGES - IN-HOUSE	32,400	33,100	23,600	27,900
5605 TELEPHONE SUPPORT	44,354	12,023	11,214	8,400
5606 ELECTRIC	781,156	754,010	484,092	544,000
5607 GAS	8,416	129	124	3,800
5608 WATER, SEWER, GEOTHERMAL	41,708	57,892	31,084	37,500
TOTAL INTERNAL SERVICE CHARGES	908,034	857,154	550,114	621,600
5703 COMMUNICATIONS EQUIPMENT	3,534	0	0	0
5706 ALTERATIONS & RENOVATIONS	22,048	57,302	96,661	0
TOTAL CAPITAL OUTLAY	25,582	57,302	96,661	0
5952 BILLABLE TO ECONOMIC DEVELOP	0	1,777	0	0
TOTAL LESS: CREDITS/BILLABLES	0	1,777	0	0
TOTAL	1,242,723	1,234,007	1,027,395	974,100

BUDGET - JUSTIFICATION

321 FAC ADMIN/CITY HALL/MAL

001 GENERAL FUND

OBJ JUSTIFICATION

- 5014** PARKING SECURITY OFFICERS WHO USED TO BE PAID FROM THE PARKING DISTRICT HAVE BEEN MOVED TO THE GENERAL FUND SINCE THE PARKING DISTRICT HAS ENDED
- 5111** OFFICE SUPPLIES TO MEET NEEDS OF ALL AREAS IN COST CENTER 320
- 5122** SUBSCRIPTIONS AND DUES FOR AMERICAN PUBLIC WORKS ASSOCIATION, PUBLIC PARKING ASSOCIATION, ETC.
- 5132** CONFERENCE COSTS IN THE AREAS OF ENERGY MANAGEMENT, PARKING CONTROL AND BUILDING MAINTENANCE.
- 5133** DEPARTMENTAL TRAINING EXPENSES
- 5175** POSTAGE FOR CORRESPONDANCE
- 5505** LEASE FOR COPIER AND MISC. PROFESSIONAL SERVICES
- 5507** MONIES FOR VARIOUS SMALL PROJECTS LIKE WINDOW WASHING; STATUE MAINT; INTERIOR PLANT MAINT; AIR CONDITONING; ETC.
- 5604** THE PORTION OF THE CITY'S TOTAL INFORMATION TECHNOLOGY SERVICES COSTS (INCLUDING STAFF TIME) RELATED TO THIS DEPARTMENT. CHARGES ARE BASED ON TYPE OF EQUIPMNT, SOFTWARE AND SUPPORT UTILIZED BY DEPARTMENT.
- 5605** CHARGES FROM THE CITY'S TELECOMMUNICATIONS DIVISION (INCLUDING STAFF TIME AND OVERHEAD) RELATED TO THIS DIVISION'S TELECOMMUNICATIONS COSTS (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED).
- 5606** CHARGES FROM THE CITY'S UTILITIES DIVISION (INCLUDING STAFF TIME AND OVERHEAD) RELATED TO THIS DIVISION'S ELECTRIC COSTS (BASED ON ACTUAL COSTS INCURRED).
- 5607** CHARGES FROM THE CITY'S UTILITIES DIVISION (INCLUDING STAFF TIME AND OVERHEAD) RELATED TO THIS DIVISION'S NATURAL GAS COSTS (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED).
- 5608** CHARGES FROM THE CITY'S UTILITIES DIVISION (INCLUDING STAFF TIME AND OVERHEAD) FOR THIS DIVISION'S WATER, SEWER AND GEOTHERMAL COSTS COSTS (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED).

**EXPENDITURE BUDGET LINE ITEM DETAIL
FISCAL YEAR 2008-2009**

FUND 001 GENERAL FUND

DIVISION 324 CUSTODIAL MAINTENANCE

ACCOUNT OBJECT & TITLE	ACTUAL 2005-06	ACTUAL 2006-07	PROJECTED 2007-08	ADOPTED 2008-09
5011 SALARIES PERM/FULLTIME	381,918	359,993	373,276	366,200
5014 SALARIES TEMP/PARTTIME	428,128	438,826	437,107	430,000
5015 OVERTIME	3,949	4,047	2,823	3,000
5018 VACATION PAY	915	1,521	4,037	0
5026 PERS RETIREMENT	60,580	67,914	84,841	78,400
5027 HEALTH & LIFE INSURANCE	61,678	67,586	68,067	64,300
5028 UNEMPLOYMENT INSURANCE	2,039	2,012	2,044	1,000
5029 MEDICARE	8,343	8,102	8,216	5,400
TOTAL PERSONNEL SERVICES	947,550	950,000	980,410	948,300
5111 MATERIALS & SUPPLIES	56,312	49,957	67,735	62,000
5112 SMALL TOOLS & EQUIPMENT	111	863	1,499	1,500
5133 EDUCATION & TRAINING	2,370	0	0	0
5171 RENTALS	16,571	16,805	16,289	16,500
TOTAL MAINTENANCE & OPERATION	75,363	67,625	85,523	80,000
5507 FACILITIES SERVICES	59,969	61,070	3,966	4,000
TOTAL CONTRACTUAL SERVICES	59,969	61,070	3,966	4,000
5601 GARAGE CHARGES	9,627	7,732	22,470	29,400
5612 FLEET CHGS - FUEL	7,868	8,800	9,676	8,800
TOTAL INTERNAL SERVICE CHARGES	17,495	16,532	32,146	38,200
5704 MISCELLANEOUS EQUIPMENT	0	11,944	2,526	0
TOTAL CAPITAL OUTLAY	0	11,944	2,526	0
TOTAL	1,100,378	1,107,172	1,104,571	1,070,500

BUDGET - JUSTIFICATION

324 CUSTODIAL MAINTENANCE

001 GENERAL FUND

OBJ JUSTIFICATION

5111 CUSTODIAL MATERIALS & SUPPLIES, SUCH AS PAPER PRODUCTS, CLEANING MATERIALS, ETC.

5112 SMALL TOOLS AND EQUIPMENT

5171 UNIFORM RENTAL

5507 SWEEPING SERVICE CONTRACT FOR THE FIVE LEVEL PARKING STRUCTURE

5601 CHARGES FROM CITY'S FLEET DIVISION (INCLUDING STAFF TIME AND OVERHEAD) RELATED THE MAINTENANCE AND OPERATION OF MOTOR VEHICLES ASSIGNED TO THIS DEPARTMENT. (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED.)

5612 CHARGES FROM THE CITY'S FLEET DIVISION (INCLUDING STAFF TIME AND OVERHEAD) FOR FUEL COSTS RELATED TO MOTOR VEHICLES IN THIS DIVISION (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED).

**EXPENDITURE BUDGET LINE ITEM DETAIL
FISCAL YEAR 2008-2009**

FUND 001 GENERAL FUND

DIVISION 325 BUILDING MAINTENANCE

ACCOUNT OBJECT & TITLE	ACTUAL 2005-06	ACTUAL 2006-07	PROJECTED 2007-08	ADOPTED 2008-09
5011 SALARIES PERM/FULLTIME	354,829	318,704	374,575	279,000
5014 SALARIES TEMP/PARTTIME	0	0	-2,050	0
5015 OVERTIME	3,614	1,675	227	1,000
5018 VACATION PAY	816	1,632	1,726	0
5026 PERS RETIREMENT	49,684	49,666	72,054	59,700
5027 HEALTH & LIFE INSURANCE	45,121	42,792	46,888	34,400
5028 UNEMPLOYMENT INSURANCE	898	805	936	800
5029 MEDICARE	4,608	4,062	4,823	4,000
TOTAL PERSONNEL SERVICES	459,570	419,338	499,180	378,900
5111 MATERIALS & SUPPLIES	117,604	139,166	160,533	180,000
5112 SMALL TOOLS & EQUIPMENT	399	932	1,152	1,000
5171 RENTALS	2,522	1,791	1,568	1,400
5172 EQUIPMENT MAINTENANCE	2,444	1,854	4,806	5,000
5181 OTHER OPERATING EXPENSES	0	100,000	100,000	100,000
TOTAL MAINTENANCE & OPERATION	122,969	243,744	268,060	287,400
5502 PROFESSIONAL/CONTRACTUAL SVCS	0	10,432	0	0
5505 OTHER PROFESSIONAL SERVICES	77,218	145,597	175,298	147,400
5506 LANDSCAPE CONTRACTS	0	0	1,650	0
5507 FACILITIES SERVICES	264,614	377,527	234,324	257,000
TOTAL CONTRACTUAL SERVICES	341,832	533,557	411,273	404,400
5601 GARAGE CHARGES	6,956	9,192	7,591	8,000
5606 ELECTRIC	27,194	37,323	33,006	31,400
5607 GAS	5,515	5,971	5,825	4,200
5608 WATER, SEWER, GEOTHERMAL	1,408	1,422	1,564	1,700
5612 FLEET CHGS - FUEL	12,945	14,384	16,581	14,300
TOTAL INTERNAL SERVICE CHARGES	54,018	68,292	64,566	59,600
5704 MISCELLANEOUS EQUIPMENT	978	2,703	0	0
5706 ALTERATIONS & RENOVATIONS	21,632	212,803	89,111	0
TOTAL CAPITAL OUTLAY	22,609	215,506	89,111	0
5803 LEASE PAYMENTS	96,905	96,905	96,905	96,900
TOTAL DEBT SERVICE	96,905	96,905	96,905	96,900
TOTAL	1,097,904	1,577,341	1,429,095	1,227,200

BUDGET - JUSTIFICATION

325 BUILDING MAINTENANCE

001 GENERAL FUND

OBJ JUSTIFICATION

- 5111 MAINTENANCE MATERIALS & SUPPLIES, SUCH AS HARDWARE, LUMBER, WIRING, PLUMBING, ETC.
- 5112 SMALL TOOLS AND EQUIPMENT
- 5171 UNIFORM & EQUIPMENT RENTAL
- 5181 CITY'S SHARE OF SANTA FE DEPOT OPERATING COSTS
- 5505 METROLINK AND LIBRARY SECURITY COSTS
- 5507 CONTRACT SERVICES - MAINTENANCE OF ELEVATORS, ESCALATORS, COOLING TOWERS, AIR FILTERS, PEST CONTROL, PAINTING OF CITY FACILITIES AND OTHER SERVICES ON AN AS-NEEDED BASIS. ALSO INCLUDED ARE FUNDS FOR VARIOUS SMALL PROJECTS AS NEEDED ON CITY BUILDINGS
- 5601 CHARGES FROM CITY'S FLEET DIVISION (INCLUDING STAFF TIME AND OVERHEAD) RELATED THE MAINTENANCE AND OPERATION OF MOTOR VEHICLES ASSIGNED TO THIS DEPARTMENT. (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED.)
- 5606 CHARGES FROM THE CITY'S UTILITIES DIVISION (INCLUDING STAFF TIME AND OVERHEAD) RELATED TO THIS DIVISION'S ELECTRIC COSTS (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED).
- 5607 CHARGES FROM THE CITY'S UTILITIES DIVISION (INCLUDING STAFF TIME AND OVERHEAD) RELATED TO THIS DIVISION'S NATURAL GAS COSTS (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED).
- 5608 CHARGES FROM THE CITY'S UTILITIES DIVISION (INCLUDING STAFF TIME AND OVERHEAD) FOR THIS DIVISION'S WATER, SEWER AND GEOTHERMAL COSTS COSTS (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED).
- 5612 CHARGES FROM THE CITY'S FLEET DIVISION (INCLUDING STAFF TIME AND OVERHEAD) FOR FUEL COSTS RELATED TO MOTOR VEHICLES IN THIS DIVISION (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED).
- 5803 LEASE PAYMENT OF COSTS ASSOCIATED WITH RENOVATION OF CAT ROOM AT ANIMAL CONTROL; FIRE STATION ROOF REPAIRS; FIRE STATION AIR CONDITIONING; "B" BUILDING ROOF REPAIRS (POLICE DEPT.)

**EXPENDITURE BUDGET LINE ITEM DETAIL
FISCAL YEAR 2008-2009**

FUND 001 GENERAL FUND

DIVISION 326 PARKING CONTROL

ACCOUNT OBJECT & TITLE	ACTUAL 2005-06	ACTUAL 2006-07	PROJECTED 2007-08	ADOPTED 2008-09
5011 SALARIES PERM/FULLTIME	115,226	151,257	209,760	213,600
5012 SPECIAL SALARIES	925	50	0	0
5014 SALARIES TEMP/PARTTIME	72,690	47,870	29,220	50,000
5015 OVERTIME	0	1,934	1,017	0
5026 PERS RETIREMENT	17,605	22,938	35,959	45,800
5027 HEALTH & LIFE INSURANCE	17,769	25,652	27,512	35,900
5028 UNEMPLOYMENT INSURANCE	472	502	600	500
5029 MEDICARE	2,205	2,403	2,937	3,100
TOTAL PERSONNEL SERVICES	226,892	252,606	307,004	348,900
5111 MATERIALS & SUPPLIES	3,377	4,605	2,864	4,600
5112 SMALL TOOLS & EQUIPMENT	0	0	34	0
5132 MEETINGS & CONFERENCES	0	948	0	0
5171 RENTALS	1,017	1,522	1,893	1,400
5174 PRINTING CHARGES	1,857	4,609	3,795	3,800
5175 POSTAGE	1,954	1,328	680	2,000
TOTAL MAINTENANCE & OPERATION	8,205	13,012	9,265	11,800
5502 PROFESSIONAL/CONTRACTUAL SVCS	58,584	70,028	66,031	60,000
TOTAL CONTRACTUAL SERVICES	58,584	70,028	66,031	60,000
5601 GARAGE CHARGES	9,115	15,214	14,074	19,300
5612 FLEET CHGS - FUEL	10,567	15,700	20,892	16,800
TOTAL INTERNAL SERVICE CHARGES	19,682	30,914	34,966	36,100
5702 COMPUTER EQUIPMENT	0	0	15,690	0
TOTAL CAPITAL OUTLAY	0	0	15,690	0
TOTAL	313,363	366,560	432,956	456,800

BUDGET - JUSTIFICATION

326 PARKING CONTROL

001 GENERAL FUND

OBJ JUSTIFICATION

- 5111 MATERIALS AND SUPPLIES-OFFICE SUPPLIES FOR ADJUDICATION OF CITATIONS AND FIELD SUPPLIES FOR PARKING ENFORCEMENT
- 5171 UNIFORM RENTAL
- 5174 PRINTING CHARGES FOR PARKING TICKETS AND CITATION PROCESSING FORMS
- 5175 POSTAGE FOR ADMINISTRATIVE REVIEWS, CITATION PROCESSING REQUIRED BY AB 408
- 5502 COSTS PAID FOR ADMINISTRATION AND PROCESSING OF PARKING CITATIONS.
- 5601 CHARGES FROM CITY'S FLEET DIVISION (INCLUDING STAFF TIME AND OVERHEAD) RELATED THE MAINTENANCE AND OPERATION OF MOTOR VEHICLES ASSIGNED TO THIS DEPARTMENT. (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED.)
- 5612 CHARGES FROM THE CITY'S FLEET DIVISION (INCLUDING STAFF TIME AND OVERHEAD) FOR FUEL COSTS RELATED TO MOTOR VEHICLES IN THIS DIVISION (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED).