

FACILITIES MANAGEMENT

UTILITIES

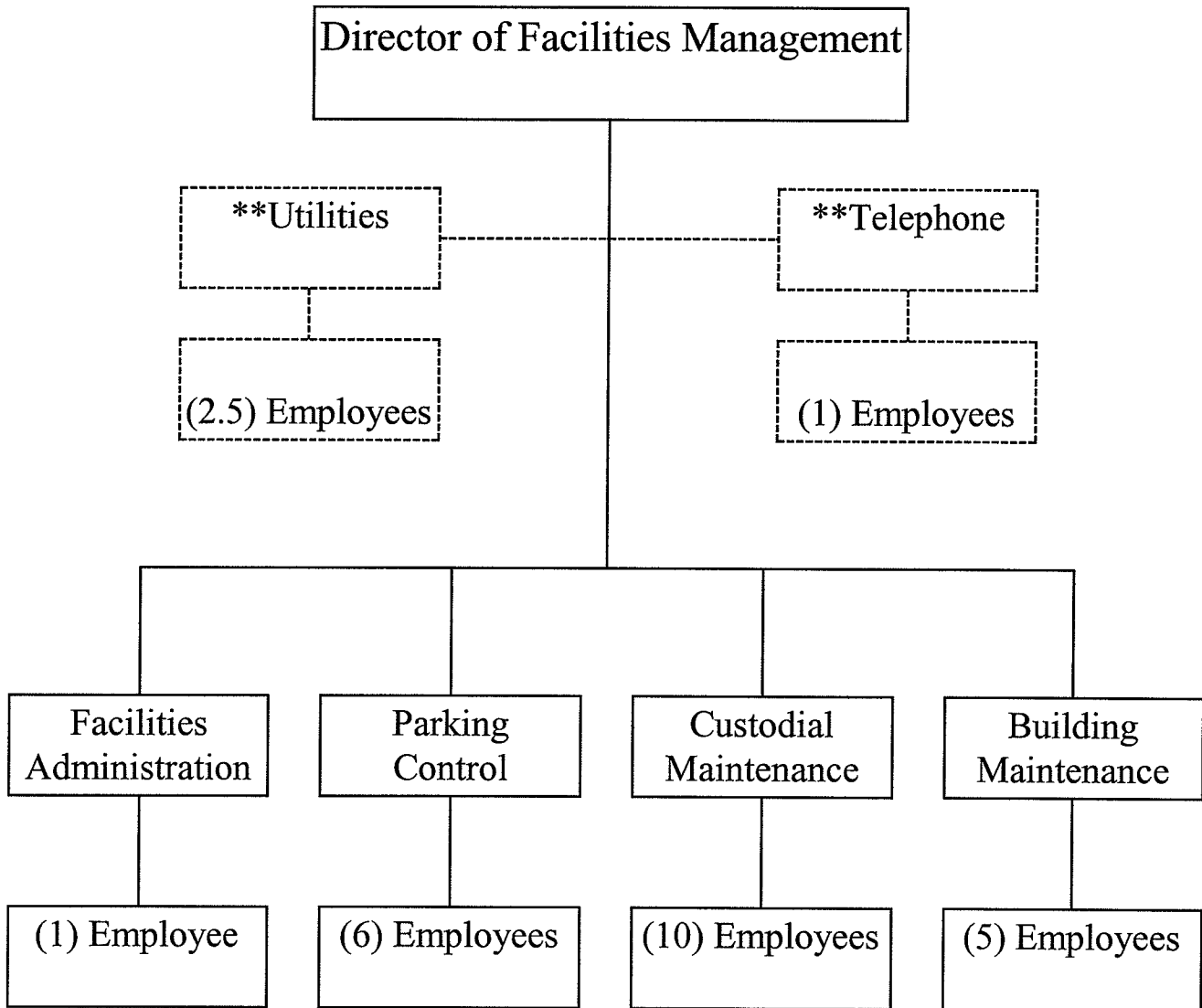
TELEPHONE

CUSTODIAL MAINTENANCE

BUILDING MAINTENANCE

PARKING CONTROL

FACILITIES MANAGEMENT



* Director of Fac. Mgmt
funded 50% by IT Fund
and 50% by Utility Fund

**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 30,000 citations annually.

EXPENDITURES BY DIVISION

DIVISION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 PROJECTED	2009-10 ADOPTED
ADMINISTRATION	1,234,007	1,027,395	1,000,013	786,900
CUSTODIAL MAINTENANCE	1,107,172	1,104,571	1,058,223	1,015,900
BUILDING MAINTENANCE	1,577,341	1,429,095	1,039,488	1,143,200
PARKING CONTROL	366,560	432,956	368,645	427,700
VEHICLE ABATEMENT	0	0	0	0
TOTAL	4,285,080	3,994,017	3,466,369	3,373,700

EXPENDITURES BY CATEGORY

CATEGORY	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 PROJECTED	2009-10 ADOPTED
PERSONNEL	1,893,986	2,106,370	1,917,864	1,718,900
MAINTENANCE & OPERATION	333,613	374,693	214,066	391,400
CONTRACTUAL SERVICES	701,155	530,271	439,380	496,800
INTERNAL SERVICE CHARGES	972,891	681,792	755,416	718,100
CAPITAL OUTLAY	284,753	203,987	42,739	0
DEBT SERVICE	96,905	96,905	96,905	48,500
CREDITS/BILLABLES	1,777	0	0	0
TOTAL	4,285,081	3,994,018	3,466,370	3,373,700

FACILITIES MANAGEMENT DIVISION

2008-09 KEY ACCOMPLISHMENTS

- ✓ Provided Project Management for the Fire Station 224 renovation.
- ✓ Replaced the HVAC units at the Central Police Station.
- ✓ Renovated the ceiling at Villasenor Library
- ✓ Continued to identify and implement energy savings projects.

2009-10 KEY GOALS

- Develop “Green” cleaning program for Custodial Maintenance.
- Develop Air Conditioning cycling program for more than 5000 sq. ft. sites.
- Established the City as a partner for FY 09 Community Partnership program.

DID YOU KNOW?

- Facilities Management Division maintains 142 City owned facilities.
- Completes over 5,000 maintenance work orders per year.
- Issues over 30,000 parking citations annually.
- Has custodial crews working throughout the city seven days per week.

**EXPENDITURE BUDGET LINE ITEM DETAIL
FISCAL YEAR 2009-2010**

FUND 001 GENERAL FUND

DIVISION 321 FAC ADMIN/CITY HALL/MAL

ACCOUNT OBJECT & TITLE	ACTUAL 2006-07	ACTUAL 2007-08	PROJECTED 2008-09	ADOPTED 2009-10
5011 SALARIES PERM/FULLTIME	181,232	196,268	193,720	63,900
5013 AUTOMOBILE ALLOWANCE	4,500	5,700	6,000	0
5014 SALARIES TEMP/PARTTIME	33,408	53,505	43,261	40,000
5026 PERS RETIREMENT	29,211	38,744	41,598	13,100
5027 HEALTH & LIFE INSURANCE	20,039	21,356	22,671	10,800
5028 UNEMPLOYMENT INSURANCE	552	639	608	200
5029 MEDICARE	3,102	3,563	3,463	900
TOTAL PERSONNEL SERVICES	272,043	319,775	311,322	128,900
5111 MATERIALS & SUPPLIES	6,620	6,897	7,600	8,000
5122 DUES & SUBSCRIPTIONS	0	361	0	400
5132 MEETINGS & CONFERENCES	1,352	125	0	2,000
5133 EDUCATION & TRAINING	33	600	1,960	1,500
5172 EQUIPMENT MAINTENANCE	0	1,120	0	0
5175 POSTAGE	305	334	207	300
5176 COPY MACHINE CHARGES	921	2,408	2,298	0
TOTAL MAINTENANCE & OPERATION	9,231	11,845	12,065	12,200
5502 PROFESSIONAL/CONTRACTUAL SVCS	0	27,000	0	0
5505 OTHER PROFESSIONAL SERVICES	3,898	2,017	5,139	4,000
5507 FACILITIES SERVICES	32,602	19,984	7,935	24,400
TOTAL CONTRACTUAL SERVICES	36,500	49,001	13,074	28,400
5604 IT CHARGES IN-HOUSE	33,100	23,600	27,900	24,300
5605 TELEPHONE SUPPORT	12,023	11,214	8,316	7,800
5606 ELECTRIC	754,010	484,092	544,000	544,000
5607 GAS	129	124	3,800	3,800
5608 WATER, SEWER, GEOTHERMAL	57,892	31,084	37,500	37,500
TOTAL INTERNAL SERVICE CHARGES	857,154	550,114	621,516	617,400
5706 ALTERATIONS & RENOVATIONS	57,302	96,661	42,037	0
TOTAL CAPITAL OUTLAY	57,302	96,661	42,037	0
5952 BILLABLE TO ECONOMIC DEVELOP	1,777	0	0	0
TOTAL LESS: CREDITS/BILLABLES	1,777	0	0	0
TOTAL	1,234,007	1,027,395	1,000,013	786,900

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 2009-2010

FUND 001 GENERAL FUND

DIVISION 324 CUSTODIAL MAINTENANCE

ACCOUNT OBJECT & TITLE	ACTUAL 2006-07	ACTUAL 2007-08	PROJECTED 2008-09	ADOPTED 2009-10
5011 SALARIES PERM/FULLTIME	359,993	373,276	353,839	344,300
5014 SALARIES TEMP/PARTTIME	438,826	437,107	414,538	430,000
5015 OVERTIME	4,047	2,823	2,172	3,000
5018 VACATION PAY	1,521	4,037	5,019	0
5026 PERS RETIREMENT	67,914	84,841	90,160	70,700
5027 HEALTH & LIFE INSURANCE	67,586	68,067	69,137	63,400
5028 UNEMPLOYMENT INSURANCE	2,012	2,044	1,940	900
5029 MEDICARE	8,102	8,216	7,929	5,000
TOTAL PERSONNEL SERVICES	950,000	980,410	944,732	917,300
5111 MATERIALS & SUPPLIES	49,957	67,735	53,722	62,000
5112 SMALL TOOLS & EQUIPMENT	863	1,499	1,209	1,500
5171 RENTALS	16,805	16,289	15,680	16,500
TOTAL MAINTENANCE & OPERATION	67,625	85,523	70,611	80,000
5507 FACILITIES SERVICES	61,070	3,966	4,680	4,000
TOTAL CONTRACTUAL SERVICES	61,070	3,966	4,680	4,000
5601 GARAGE CHARGES	7,732	22,470	29,400	8,600
5612 FLEET CHGS - FUEL	8,800	9,676	8,800	6,000
TOTAL INTERNAL SERVICE CHARGES	16,532	32,146	38,200	14,600
5704 MISCELLANEOUS EQUIPMENT	11,944	2,526	0	0
TOTAL CAPITAL OUTLAY	11,944	2,526	0	0
TOTAL	1,107,172	1,104,571	1,058,223	1,015,900

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 2009-2010**

FUND 001 GENERAL FUND

DIVISION 325 BUILDING MAINTENANCE

ACCOUNT OBJECT & TITLE	ACTUAL 2006-07	ACTUAL 2007-08	PROJECTED 2008-09	ADOPTED 2009-10
5011 SALARIES PERM/FULLTIME	318,704	374,575	280,368	257,600
5014 SALARIES TEMP/PARTTIME	0	-2,050	0	0
5015 OVERTIME	1,675	227	110	1,000
5018 VACATION PAY	1,632	1,726	5,700	0
5026 PERS RETIREMENT	49,666	72,054	60,344	52,900
5027 HEALTH & LIFE INSURANCE	42,792	46,888	41,950	33,900
5028 UNEMPLOYMENT INSURANCE	805	936	716	600
5029 MEDICARE	4,062	4,823	3,504	3,700
TOTAL PERSONNEL SERVICES	419,338	499,180	392,692	349,700
5111 MATERIALS & SUPPLIES	139,166	160,533	118,060	180,000
5112 SMALL TOOLS & EQUIPMENT	932	1,152	6	1,000
5171 RENTALS	1,791	1,568	908	1,400
5172 EQUIPMENT MAINTENANCE	1,854	4,806	2,233	5,000
5181 OTHER OPERATING EXPENSES	100,000	100,000	0	100,000
TOTAL MAINTENANCE & OPERATION	243,744	268,060	121,207	287,400
5502 PROFESSIONAL/CONTRACTUAL SVCS	10,432	0	0	0
5505 OTHER PROFESSIONAL SERVICES	145,597	175,298	152,168	147,400
5506 LANDSCAPE CONTRACTS	0	1,650	0	0
5507 FACILITIES SERVICES	377,527	234,324	216,214	257,000
TOTAL CONTRACTUAL SERVICES	533,557	411,273	368,382	404,400
5601 GARAGE CHARGES	9,192	7,591	8,000	6,400
5606 ELECTRIC	37,323	33,006	31,400	31,400
5607 GAS	5,971	5,825	4,200	4,200
5608 WATER, SEWER, GEOTHERMAL	1,422	1,564	1,700	1,700
5612 FLEET CHGS - FUEL	14,384	16,581	14,300	9,500
TOTAL INTERNAL SERVICE CHARGES	68,292	64,566	59,600	53,200
5704 MISCELLANEOUS EQUIPMENT	2,703	0	702	0
5706 ALTERATIONS & RENOVATIONS	212,803	89,111	0	0
TOTAL CAPITAL OUTLAY	215,506	89,111	702	0
5803 LEASE PAYMENTS	96,905	96,905	96,905	48,500
TOTAL DEBT SERVICE	96,905	96,905	96,905	48,500
TOTAL	1,577,341	1,429,095	1,039,488	1,143,200

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
- 5172 MAINTENANCE ON VARIOUS EQUIPMENT ITEMS FOR DIVISION.
- 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 FINAL 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 2009-2010**

FUND 001 GENERAL FUND

DIVISION 326 PARKING CONTROL

ACCOUNT OBJECT & TITLE	ACTUAL 2006-07	ACTUAL 2007-08	PROJECTED 2008-09	ADOPTED 2009-10
5011 SALARIES PERM/FULLTIME	151,257	209,760	171,914	194,400
5012 SPECIAL SALARIES	50	0	0	0
5014 SALARIES TEMP/PARTTIME	47,870	29,220	32,947	50,000
5015 OVERTIME	1,934	1,017	0	0
5026 PERS RETIREMENT	22,938	35,959	39,471	39,900
5027 HEALTH & LIFE INSURANCE	25,652	27,512	21,298	35,400
5028 UNEMPLOYMENT INSURANCE	502	600	512	500
5029 MEDICARE	2,403	2,937	2,975	2,800
TOTAL PERSONNEL SERVICES	252,606	307,004	269,118	323,000
5111 MATERIALS & SUPPLIES	4,605	2,864	3,970	4,600
5112 SMALL TOOLS & EQUIPMENT	0	34	0	0
5132 MEETINGS & CONFERENCES	948	0	0	0
5171 RENTALS	1,522	1,893	1,185	1,400
5174 PRINTING CHARGES	4,609	3,795	4,644	3,800
5175 POSTAGE	1,328	680	385	2,000
TOTAL MAINTENANCE & OPERATION	13,012	9,265	10,183	11,800
5502 PROFESSIONAL/CONTRACTUAL SVCS	70,028	66,031	53,244	60,000
TOTAL CONTRACTUAL SERVICES	70,028	66,031	53,244	60,000
5601 GARAGE CHARGES	15,214	14,074	19,300	14,200
5612 FLEET CHGS - FUEL	15,700	20,892	16,800	18,700
TOTAL INTERNAL SERVICE CHARGES	30,914	34,966	36,100	32,900
5702 COMPUTER EQUIPMENT	0	15,690	0	0
TOTAL CAPITAL OUTLAY	0	15,690	0	0
TOTAL	366,560	432,956	368,645	427,700

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).