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CITY OF SACRAMENTO

DEPARTMENT OF GENERAL SERVICES

OFFICE OF THE DIRECTOR

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

March 21, 1986
FM:86207:DW:JB

Budget and Finance Committee
Sacramento, California

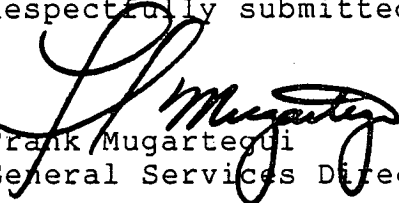
Honorable Members in Session:

SUBJECT: ALTERATIONS, FURNISHINGS, AND EQUIPMENT FOR MAYOR AND
CITY COUNCIL ADMINISTRATIVE OFFICE

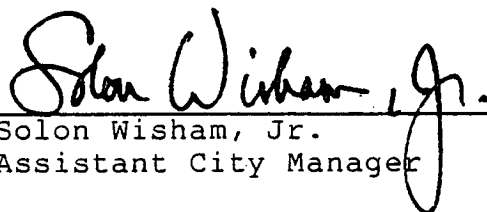
The attached report is being submitted to the Budget and Finance
Committee for review and consideration by the City Council at
their meeting of April 8, 1986.

It is requested that the Budget and Finance Committee refer the
report to the full City Council for approval.

Respectfully submitted,


Frank Mugartegui
General Services Director

RECOMMENDATION APPROVED


Solon Wisham, Jr.
Assistant City Manager

April 1, 1986



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City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: ALTERATIONS, FURNISHINGS, AND EQUIPMENT FOR MAYOR AND
CITY COUNCIL ADMINISTRATIVE OFFICE

SUMMARY:

The administrative area of the Mayor and City Council offices requires modifications to accommodate new staff and word processing equipment within the limited space available. This report recommends funding of \$69,800 for facility work, portable partitions and work stations, and an updated telephone system.

BACKGROUND:

The administrative area for the Mayor and City Council offices has seven personnel, word processing equipment, and a waiting room in a space of 1000 square feet. To improve productivity and provide additional work space, some minor office changes need to be made, partitions and work stations added, and an updated telephone system installed. The moving of counters, closets, and electrical and telephone outlets will also necessitate painting and carpet replacement. The estimated cost for the work follows:

Facility maintenance and construction	\$23,850
Portable partitions and work stations	35,950
Telephone changes	<u>10,000</u>
	\$69,800

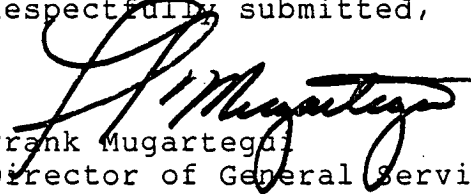
FINANCIAL:

A capital project with a fund transfer of \$69,800 from contingency reserve will be required for the project.

RECOMMENDATION:

It is recommended that the City Council approve the attached Resolution transferring \$69,800 from contingency reserve for subject project.

Respectfully submitted,


Frank Mugartegui
Director of General Services

RECOMMENDATION APPROVED:

Walter J. Slipe
City Manager

April 8, 1986
All Districts

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

RESOLUTION TRANSFERRING \$68,900 TO THE
CAPITAL IMPROVEMENT PROGRAM FOR ALTERATIONS
AND FURNISHING OF MAYOR AND CITY COUNCIL
ADMINISTRATIVE OFFICE

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

That the sum of \$68,900 is transferred as follows to the 1985-86
Capital Improvement Program for alterations and furnishing of
the Mayor and City Council administrative office:

From 1-01-7012-0000-4599
To 1-01-1936-8636-4820

Mayor

ATTEST:

City Clerk