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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

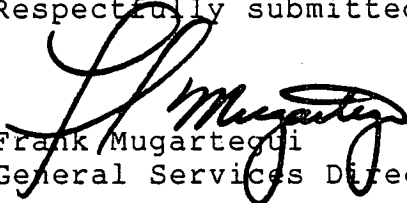
Honorable Members in Session:

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

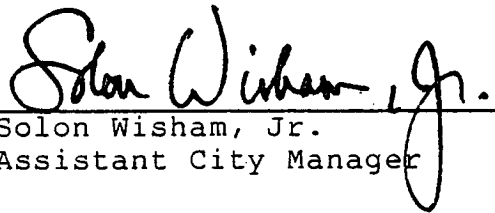
The attached report is being submitted to the Budget and Finance Committee for review and consideration by the City Council at their meeting of April 8, 1986.

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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March 21, 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      |

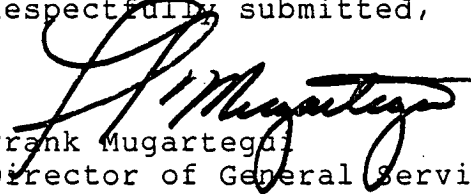
FINANCIAL:

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:

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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