



Request for City Council Committee Action From the Department of Public Works

Date: November 30, 2010
To: Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee
Referral: Honorable Betsy Hodges, Chair Ways & Means Committee
Subject: **Strategic Facilities Plan for Municipal Operations**

Recommendation:

Amend the 2010 Operating Budget for Public Works Property Services appropriation by \$80,000 in fund 6200 Department 6800000 to be funded through the in the property disposition fund balance.

Previous Directives:

July 25 2008: Council approves changes to the City's Financial Policies that the proceeds of the Property Disposition Fund are to be used for implementing the City's strategic real estate plan, as developed and approved by the Facilities, Space and Asset Management Committee.

Prepared by: Greg Goeke, Director of Property Services, 673-2706

Approved by:

Steven A. Kotke, P.E., City Engineer, Director of Public Works

Steven Bosacker, City Coordinator

Presenters: Greg Goeke, Director, Department of Public Works, Property Services

Reviews

Permanent Review Committee (PRC): Approval NA_ Date _____

Civil Rights Approval Approval NA_ Date _____

Policy Review Group (PRG): Approval NA_ Date _____

Financial Impact

Action requires an appropriation increase to the Operating Budget

Dept Name: Public Works Property Services

Fund Name: 6200 Lands and Buildings

Amount: \$80,000

Action requires use of fund balances

Action is within the Business Plan as directed by the Facilities, Space and Asset Management (FSAM) Committee

Request provided to the Finance Department

Community Impact

Neighborhood Notification: NA
City Goals: A City that Works
Comprehensive Plan: NA
Zoning Code NA

Background/Supporting Information

The Facilities, Space and Asset Management (FSAM) Committee has requested that the Property Services division prepare an update to the Strategic Facilities Plan for the downtown campus. An update to the current plan from 2005 will require a combination of internal staff and consulting services and is projected to cost up to \$120,000. The Plan is a one-time expense and not currently included in the department's operating or capital budgets. The FSAM committee has determined that the proceeds in the Property Disposition Fund are an appropriate source of funding for this initiative. The amount requested in this action will cover 2010 expenses and 2011 expenses will be accounted for in the 2011 budget.

The goal is to develop and implement a Strategic Facilities Plan for the downtown campus (5 - 10 - 20 years) that will guide near-term and mid-term decisions related to space – leases, remodeling, and capital programming. The plan will provide an analysis of the City projected space needs based on departmental business plans, an assessment of projected capital and operating costs associated with City-owned and leased facilities and options for future consideration.

Cc: Heather Johnston
Lynn Gustafson
Doreen Bragstad Otto