



# City of Blaine Anoka County, Minnesota

Blaine City Hall  
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Blaine MN 55449

## Legislation Details (With Text)

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**Sponsors:** Bob Therres  
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12/2/2019	2	City Council Workshop	Discussed	

**WORKSHOP ITEM - Robert Therres, Public Services Manager/Asst. City Manager**

### **FACILITY MANAGEMENT FUND BUDGET DISCUSSIONS**

At a recent workshop the 2020 Facilities Management Fund Budget was presented to the City Council. As part of the discussion, the Council requested some further information and clarification on some items, which included:

- Facility Management Fees
- Clarification of City Custodian Job Duties
- Explanation of proposed 2020 Facility Fund staffing changes

#### **Facility Management Fees**

The City has an agreement with McGough Facility Management to serve as the Facility Manager for City Hall, Public Works, and Senior Center. This agreement includes:

- Perform regular and routine inspections noting items for repair
- Meeting and coordinating with vendors for service work to maintain the buildings
- Review monthly invoices for correctness
- Provide use of work order system and work order updates
- Perform preventative maintenance and maintain database in a timely fashion
- Provide 24/7 on-call support

They will also provide project management services on a per project basis.

In 2020 this Facility Management Fee is proposed to be \$57,500.

### City Custodian Job Description

Currently the City has two full-time positions classified as Custodians, split between City Hall and the Senior Center, which has caused confusion as these positions do more than just custodial work. This confusion is addressed in the proposed new compensation plan as the job titles are changed to Facility Maintenance Worker, which more accurately describes their job duties. Besides normal custodial and housekeeping duties, these positions perform basic maintenance tasks, painting, general repairs, monitor HVAC systems, and perform outdoor grounds maintenance including snow removal.

### Proposed 2020 Facility Maintenance Staffing

The proposed 2020 budget includes an increase in Facility Maintenance Staffing as the City is planning to expand into the third floor and open up the new Mary Ann Young Center, which is a 15,000 sq. ft. facility compared to the 5,000 sq. ft. Senior Center we will be demolishing. Currently the City has two full-time Custodian/Facility Maintenance split between City Hall and the Senior Center and a .5 custodian for the Police Department. This equals 2.5 full-time equivalents (FTE's).

The proposal is to take the .5 custodian position and make it a full-time Facility Maintenance position. Then move a full-time position to the new Mary Ann Young Center. They City would then have three full-time facility maintenance staff between City Hall and the Mary Ann Young Center. This is an increase of .5 of an FTE.

Existing Staffing	Full-Time Equivalents
City Hall	1.5
Police Department	.5
Senior Center	.5
<b>Total</b>	<b>2.5</b>

### 2020 Proposed Staffing

City Hall/Police Department	2
Mary Ann Young Center	1
<b>Total</b>	<b>3</b>

## Provide Council Feedback on Facility Management Budget