General Services

Jina Propst, Director
May 27, 2020
Overview

- COVID Response
- FY21 COVID Operations
- Budget Highlights
COVID Response

Custodial Services
• Adjusted essential cleaning services to facilities-increased frequency.
• Addition of deep cleaning process for several City facilities.
• Sanitation of surfaces with approved CDC and EPA supplies. Deployed with new equipment/sprayers and electrostatic devices.
• Prepared to address summer camp locations when necessary.

Facilities Maintenance
• Facilities technicians providing preventive maintenance (PMs) on all mechanical systems.
• Adjusted staff schedules for responding to urgent/emergency work orders.
• Continued facility checks on closed City buildings.
• Addressing projects previously on hold.
COVID Response

Cemeteries Operations

• Burial appointments addressed M-F, weekends if needed.
• Maplewood office hours M-F, 10a-2p. Appointments only. Safe social interaction procedures observed.
• Maintenance staff normal hours (May 4).

Landscape/Urban Forestry Services

• Operations initially suspended until April 13. Mowing at cemeteries, interchanges and facilities resumed.
• Urban Forestry operations suspended until April 20. During suspension, emergency calls were handled by on-call staff, routine work now underway.
COVID Response

PM/RE/Public Art/Security/Admin Staff

- Most staff teleworking, very limited public interaction.
- Leveraging virtual meeting tools.
- Construction projects initially put on hold, resumed May 4.
- COVID-19 contractor guidelines observed.
- Real estate closings resume deferred, resume June 1.
- Security projects continuing – Access control implementation and HVAC master integration.
- Inventory staff resumed normal hours (May 4).
FY21 COVID Operations

- Schedule and service delivery adjustments.
- Flexible styles of resource management. Creative shifting of staff based on needs.
- Adhering to new employee wellness screenings; vehicle adjustments, social distancing compliance.
- Increased frequency of facility cleanings:
  - 5 days a week (M-F) 7 days a week for Police facilities.
  - Developed custodial emergency response after hours protocol if suspected covid-19 exposure.
FY21 COVID Operations

- Developed new safety plans and screening process for construction projects and work in occupied buildings.
- Custodial, supply and PPE costs increases.
- Management of mechanical systems/occupancy.
- Leveraging maintenance opportunities in unoccupied buildings.
- Resource for City Departments, restoration of services, facility modifications, signage, de-densifying, other mitigation efforts.
Budget Highlights

• Evaluation of custodial staffing resources with increased frequency schedule.
• Budget impacts for Covid-19 space adjustments in facilities / mitigation efforts.
• Monitoring of supplies (cleaning, hand sanitizer stations).
• Continued support for tree planting goals, grants and creative funding for planting larger trees.
• Continued support for cemeteries ground maintenance and beautification.
We are practicing social distancing

Please stay at least 6 feet away from others around you.

Estamos practicando el distanciamiento

Manténgase al menos a seis pies de distancia de otras personas a su alrededor.

- 6 feet is: two middle dogs
- 6 pies son dos perros medianos

- 6 feet is: a standard motorcycle
- 6 pies es una motocicleta estándar

- 6 feet is: one happy alligator
- 6 pies es un cocodrilo feliz

Please do not enter without a face covering.

Non-medical masks, bandanas, scarves, and cloth can be used.

Por favor no ingrese si su cara no está cubierta.

Se pueden usar mascarilla no médica, pañuelos, bufandas y paños no médicos.
### Resource Allocation Table

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<td>Capital and Other</td>
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<td>$14,308,555</td>
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### Revenues

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Questions?