

Public Facilities Fund

DECEMBER 09, 2019

Establishment of Fund

- Established in 2019
- Accounts for the maintenance of city-owned buildings
- Initial funding = transfer of \$250,000 from unrestricted GF reserves

Facilities Included

- City Hall and attached garages
- Public Works Building
- PW Cold Storage Building
- Police Training Building
- Mary Ann Young Center

Facilities NOT Included

- Buildings Operated by Utilities
 - WTP's, Well Houses
 - Lift Stations
- Park Facilities (For Now)
 - BBC
 - LAC
 - Warming Houses

Internal Service Funds

- Account for goods/services provided by one department to other departments
- Designed to recover costs
- Operates as a cost center/outside agency

Purpose

- To more accurately allocate operational charges
- Ensure that funding appropriated to facilities management is used for FM
- Provide a funding source for facilities improvements and replacement of major mechanical components

Establishing Internal Fees

- Designed for cost recovery
- Fair, uncomplicated allocation formula
 - Based on cost per SF
 - SF allocated to each operation
 - Common space proportionately allocated
- Continual refining/perfecting

Fee Components

- Operational – to recover costs of staffing, supplies, contractual maintenance, utilities, non-major capital (office furniture, carpet)
- Capital – to recover costs for replacement or improvement of major components such as heating, cooling, plumbing systems; roofs and exterior maintenance.

2020 Proposed Summary Budget

	2019 Budget	2019 Projected	2020 Proposed Budget
Beginning Working Capital Balance	\$ -	\$ -	\$ 187,028
<u>REVENUES</u>			
Internal Charges			
Operating	852,100	852,100	906,500
Capital	75,000	75,000	80,000
Investment earnings	2,500	2,500	1,900
Transfers	250,000	250,000	-
TOTAL REVENUES	\$ 1,179,600	\$ 1,179,600	\$ 988,400
<u>EXPENDITURES</u>			
Operating			
Personal Services	\$ 215,100	\$ 218,370	\$ 256,670
Supplies	66,900	62,550	70,450
Contractual Services	570,100	576,420	588,500
Depreciation	791,000	791,000	791,000
TOTAL EXPENDITURES	\$ 1,643,100	\$ 1,648,340	\$ 1,706,620
Operating Gain (Loss)	\$ (463,500)	\$ (468,740)	\$ (718,220)
Capital & Infrastructure			
City Hall	55,875	-	90,750
Public Works	177,850	135,232	65,000
Other Structures	-	-	-
TOTAL CAPITAL	\$ 233,725	\$ 135,232	\$ 155,750
Net Gain (Loss)	\$ (697,225)	\$ (603,972)	\$ (873,970)
<u>FUND BALANCE RESERVE</u>			
Beginning	-	-	187,028
Net Addition	(697,225)	(603,972)	(873,970)
Add Depreciation	791,000	791,000	791,000
Y/E Fund Reserve	\$ 93,775	\$ 187,028	\$ 104,058

2020 Proposed Operating Budget

<i>Internal Service Fund Facilities Maintenance</i>	<i>2019 Adopted Budget</i>	<i>2019 Projected Budget</i>	<i>2020 Proposed Budget</i>
Beginning Working Capital Balance	\$ -	\$ -	\$ 187,028
REVENUES			
Tax levy	\$ -	\$ -	\$ -
User Fees	-	-	-
Maintenance chargebacks	852,100	852,100	906,500
Replacement chargebacks	75,000	75,000	80,000
External	-	-	-
Investment Earnings	2,500	2,500	1,900
Transfer In (From Unrestricted Reserve)	250,000	250,000	-
TOTAL REVENUE	\$ 1,179,600	\$ 1,179,600	\$ 988,400
EXPENDITURES			
Operating			
Wages	\$ 120,550	\$ 120,850	\$ 176,830
OT	3,000	4,400	3,000
PT	29,240	29,500	-
Clothing Allowance	500	500	500
PERA	11,240	11,810	13,490
FICA	9,300	10,100	11,150
MEDI	2,170	2,400	2,610
Cafeteria	30,770	30,710	39,680
Workers Comp	8,330	8,100	9,410
	215,100	218,370	256,670
Office supplies	100	250	100
Cleaning supplies	10,300	6,800	10,300
Clothing/uniforms	500	-	500
General supplies	15,000	15,000	19,000
Small tools, minor equipment	1,000	500	550
Office Equipment & Furnishings	40,000	40,000	40,000
	66,900	62,550	70,450
Professional services	26,600	54,800	57,500
Telephone/internet	1,300	1,900	1,800
Electric	190,000	191,000	210,000
Gas	100,000	86,000	100,000
Municipal utilities	17,000	21,500	22,000
Buildings maintenance***	212,000	202,720	174,000
Machinery/Equipment Maintenance	8,700	10,500	8,700
Other contractual	14,500	8,000	14,500
	570,100	576,420	588,500
Depreciation	791,000	791,000	791,000
	791,000	791,000	791,000
	1,643,100	1,648,340	1,706,620
Operating Gain (Loss)	(463,500)	(468,740)	(718,220)

2020 Proposed Capital

➤ **Public Works - \$65,000**

- Video security \$50,000
- Masonry work – Larson site 15,000

2020 Proposed Capital

➤ **City Hall - \$90,550**

➤ Computer	\$ 650
➤ Exterior caulking	13,500
➤ HVAC-Variable air volume (VAV) Controllers (scheduled maint.)	26,400
➤ Parking lot seal-coating	50,000

Five-Year Plan

Biggest Challenge:

Funding Capital Improvements

2020 SUMMARY BUDGET
Public Facilities Fund - 711

	2019 Budget	2019 Projected	2020 Proposed Budget	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate
Beginning Working Capital Balance	\$ -	\$ -	\$ 187,028	\$ 104,058	\$ (399,522)	\$ (843,637)	\$ (841,444)
<u>REVENUES</u>							
Internal Charges							
Operating	852,100	852,100	906,500	933,700	961,700	990,600	1,020,300
Capital	75,000	75,000	80,000	82,400	84,900	87,400	90,000
Investment earnings	2,500	2,500	1,900	1,000	-	-	-
Transfers	250,000	250,000	-	-	-	-	-
TOTAL REVENUES	\$ 1,179,600	\$ 1,179,600	\$ 988,400	\$ 1,017,100	\$ 1,046,600	\$ 1,078,000	\$ 1,110,300
<u>EXPENDITURES</u>							
Operating							
Personal Services	\$ 215,100	\$ 218,370	\$ 256,670	\$ 264,380	\$ 272,280	\$ 280,280	\$ 288,580
Supplies	66,900	62,550	70,450	76,400	78,700	81,000	83,300
Contractual Services	570,100	576,420	588,500	609,700	631,735	654,627	678,398
Depreciation	791,000	791,000	791,000	791,000	791,000	791,000	791,000
TOTAL EXPENDITURES	\$ 1,643,100	\$ 1,648,340	\$ 1,706,620	\$ 1,741,480	\$ 1,773,715	\$ 1,806,907	\$ 1,841,278
Operating Gain (Loss)	\$ (463,500)	\$ (468,740)	\$ (718,220)	\$ (724,380)	\$ (727,115)	\$ (728,907)	\$ (730,978)
Capital & Infrastructure							
City Hall	55,875	-	90,750	233,200	58,000	59,900	59,900
Public Works	177,850	135,232	65,000	337,000	450,000	-	-
Other Structures	-	-	-	-	-	-	-
TOTAL CAPITAL	\$ 233,725	\$ 135,232	\$ 155,750	\$ 570,200	\$ 508,000	\$ 59,900	\$ 59,900
Net Gain (Loss)	\$ (697,225)	\$ (603,972)	\$ (873,970)	\$ (1,294,580)	\$ (1,235,115)	\$ (788,807)	\$ (790,878)
<u>FUND BALANCE RESERVE</u>							
Beginning	-	-	187,028	104,058	(399,522)	(843,637)	(841,444)
Net Addition	(697,225)	(603,972)	(873,970)	(1,294,580)	(1,235,115)	(788,807)	(790,878)
Add Depreciation	791,000	791,000	791,000	791,000	791,000	791,000	791,000
Y/E Fund Reserve	\$ 93,775	\$ 187,028	\$ 104,058	\$ (399,522)	\$ (843,637)	\$ (841,444)	\$ (841,322)

2021-24 Proposed Capital

Public Works - \$787,000

2021

- | | |
|----------------------------------|-----------|
| ➤ Gas pump canopy | \$140,000 |
| ➤ Material bin canopy | 120,000 |
| ➤ Parking lot lighting | 30,000 |
| ➤ AC unit – computer server room | 47,000 |

2022

- | | |
|--------------------|-----------|
| ➤ Roof replacement | \$450,000 |
|--------------------|-----------|

2021-24 Proposed Capital

City Hall - \$435,000

2021

- | | |
|----------------------------|-----------|
| ➤ Carpet replacement | \$ 41,000 |
| ➤ VAV controllers | 27,200 |
| ➤ Parking lot improvements | 165,000 |

2022-24

- | | |
|-------------------------------|-----------|
| ➤ Replace water pumps | \$ 54,000 |
| ➤ Painting – atrium; exterior | \$ 62,600 |
| ➤ Replace exhaust fans | \$ 57,200 |

Next Steps

- Approve 2020 Budget
- Determine path for funding facility improvements and incorporate plans into 5-year CIP
