



# Public Facilities Fund

2022 Budget Presentation

December 6, 2021



# Intended Outcomes

- ▶ Council discussion
- ▶ Recommendation for final adoption

# Agenda

- ▶ Internal Service Fund
- ▶ Budget
- ▶ Revenues and Expenditures



# 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

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# Purpose

- ▶ Accurate allocation of operating charges
- ▶ Funding appropriated to facilities management is used as intended
- ▶ Funding dedicated for facilities improvements/replacement of major mechanical components

## Establishing Internal Fees

- Fair and simple allocation formula
  - Based on cost per square foot
  - Square footage allocated to each operation
  - Common space proportionately allocated



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# Facilities



## Included

City Hall and  
attached  
garages

Public Works  
Building

PW Cold  
Storage  
Building

Police  
Training  
Building

Mary Ann  
Young Center

## Not Included

### Utility buildings

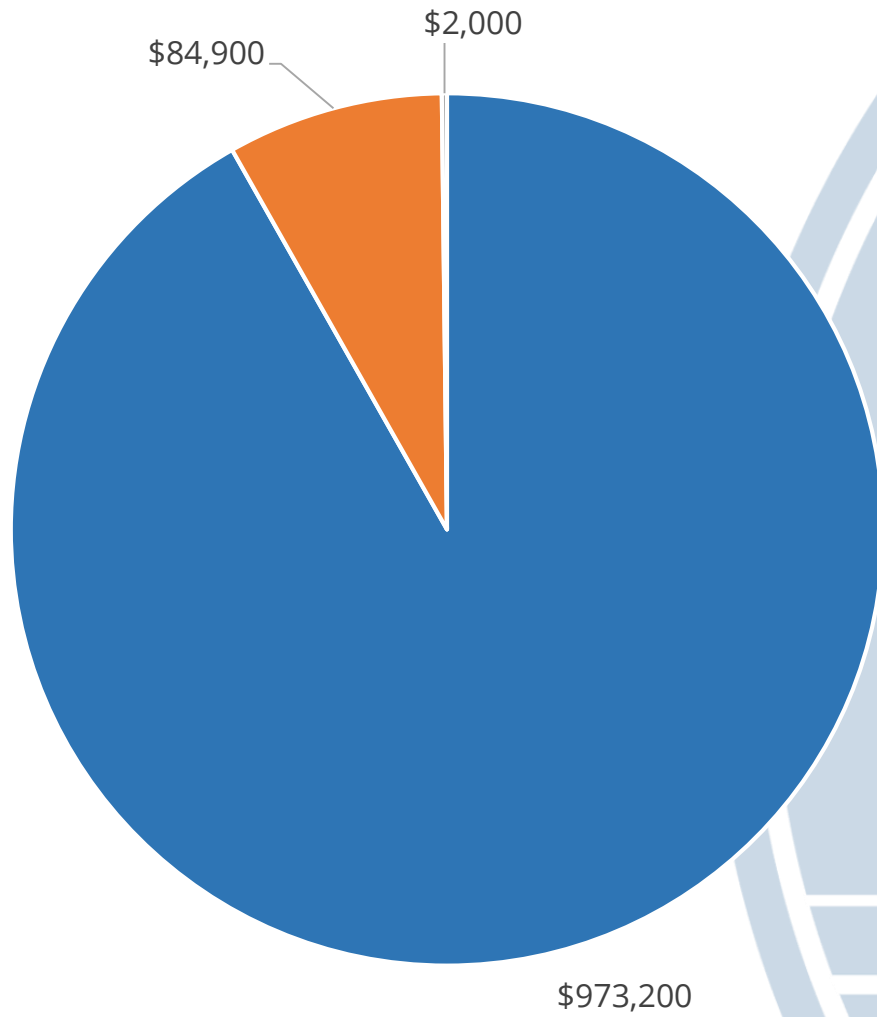
- Treatment plants; well houses
- Lift stations

### Parks buildings

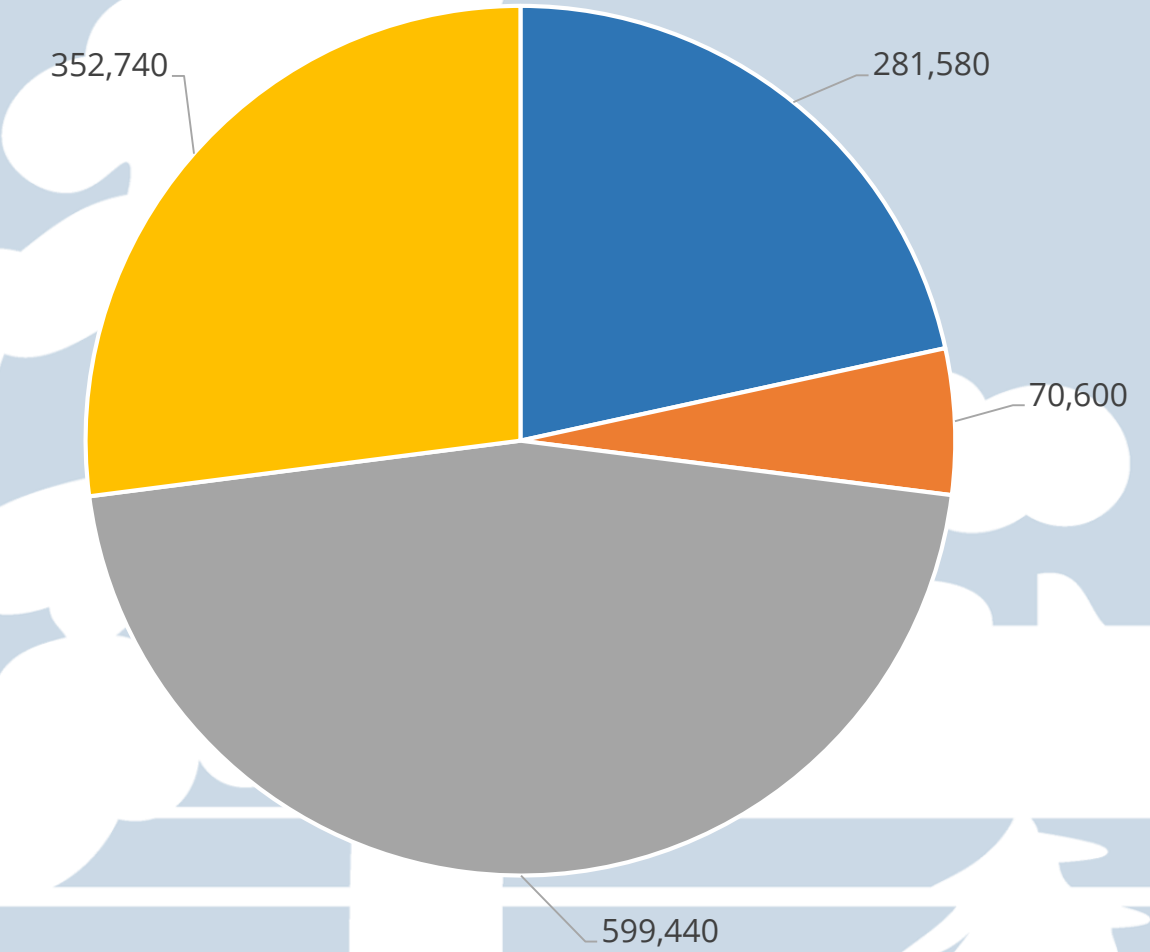
- Blaine Baseball Complex
- Lexington Athletic Complex
- Warming Houses



## Revenues



## Expenditures



■ Operating Charge   ■ Capital Charge   ■ Investment Earnings   ■ Personal Services   ■ Supplies   ■ Contractual/Other   ■ Capital

**2022 SUMMARY BUDGET**  
**Public Facilities Fund - 711**

	2021 Adopted Budget	2021 Projected	2022 Proposed Budget	2023 Projected	2024 Projected	2025 Projected	2026 Projected
<b>Beginning Working Capital Balance</b>	\$ 225,887	\$ 225,887	\$ 274,259	\$ 30,006	\$ 48,766	\$ 13,756	\$ 154,376
<b><u>REVENUES</u></b>							
Internal Charges							
Operating	933,700	933,700	973,200	1,002,400	1,032,500	1,063,500	1,095,400
Capital	82,400	82,400	84,900	87,400	90,000	92,700	95,500
Miscellaneous		18,245					
Investment earnings	1,950	1,950	2,000	2,050	2,100	2,150	2,150
Transfers/Alt. Funding	-	75,000	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 1,018,050</b>	<b>\$ 1,111,295</b>	<b>\$ 1,060,100</b>	<b>\$ 1,091,850</b>	<b>\$ 1,124,600</b>	<b>\$ 1,158,350</b>	<b>\$ 1,193,050</b>
<b><u>EXPENDITURES</u></b>							
Operating							
Personal Services	\$ 272,190	\$ 272,000	\$ 281,578	\$ 290,400	\$ 299,000	\$ 307,900	\$ 317,100
Supplies	55,300	19,885	70,600	61,600	52,700	43,800	49,900
Contractual Services	557,400	585,480	599,440	661,090	647,910	656,030	676,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 884,890</b>	<b>\$ 877,365</b>	<b>\$ 951,618</b>	<b>\$ 1,013,090</b>	<b>\$ 999,610</b>	<b>\$ 1,007,730</b>	<b>\$ 1,043,000</b>
<b>Operating Gain (Loss)</b>	<b>\$ 133,160</b>	<b>\$ 233,930</b>	<b>\$ 108,482</b>	<b>\$ 78,760</b>	<b>\$ 124,990</b>	<b>\$ 150,620</b>	<b>\$ 150,050</b>
Capital & Infrastructure							
City Hall	83,450	90,239	227,735	-	-	-	-
Public Works	35,000	75,319	77,000	10,000	160,000	10,000	10,000
Other Structures	45,000	20,000	48,000	50,000	-	-	-
<b>TOTAL CAPITAL</b>	<b>\$ 163,450</b>	<b>\$ 185,558</b>	<b>\$ 352,735</b>	<b>\$ 60,000</b>	<b>\$ 160,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
<b>Net Gain (Loss)</b>	<b>\$ (30,290)</b>	<b>\$ 48,372</b>	<b>\$ (244,253)</b>	<b>\$ 18,760</b>	<b>\$ (35,010)</b>	<b>\$ 140,620</b>	<b>\$ 140,050</b>
<b><u>FUND BALANCE RESERVE</u></b>							
Beginning	225,887	225,887	274,259	30,006	48,766	13,756	154,376
Net Addition	(30,290)	48,372	(244,253)	18,760	(35,010)	140,620	140,050
<b>Y/E Fund Reserve</b>	<b>\$ 195,597</b>	<b>\$ 274,259</b>	<b>\$ 30,006</b>	<b>\$ 48,766</b>	<b>\$ 13,756</b>	<b>\$ 154,376</b>	<b>\$ 294,426</b>

Beginning Fund Reserve

**\$225,887**

Operating Revenue

**\$1,111,295**

Operating Expenses

Personal Services

\$272,000

Supplies

\$19,885

Contractual/Other

\$585,480

**\$877,365**





## 2022 Proposed Budget

Beginning Fund Reserve	\$274,259
Operating Revenue	\$1,060,100
Operating Expenses	
Personal Services	\$281,580
Supplies	\$70,600
Contractual/Other	\$599,440
	<u>\$951,620</u>



## 2021 Budget Projected

### Capital & Infrastructure

City Hall	\$227,735
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Public Works	\$77,000
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Other Structures	<u>\$48,000</u>
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	\$352,735
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Ending Balance	\$30,004
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# 2022 Proposed Budget



## RFP for facilities management in 2021

- Gaughan Companies awarded contract
- Management fee: \$16,800 annual savings
- Full facilities audit
- Public Works roof: \$12,000 annual maintenance vs \$450,000 replacement

## RFP's for custodial services in 2022



# City Hall

## Server room A/C units replacement

- Temperature control
- Maintain server longevity
- Avoid disruption of service to staff and residents

## Water distribution/recirculation pumps

- Proper water circulation in heating/cooling systems
- 20+ years old
- Comfortable temperatures maintained

## Brick replacement in Police parking area

- Repair damaged brick work
- Avoid wall failure

## Tuck pointing brick façade

- Restrict water infiltration
- Avoid façade failure

## Door access card readers

- Replace existing card readers
- Existing technology susceptible to hacking/cloning



# Public Works



## Parking lot lights

- Upgrade to LED fixtures
- Enhance and expand coverage
- Improve premises security/employee safety

## Electrical power stations

- Dedicated charging of electric equipment
- Increasing use of electric equipment
- Electric vehicle additions

## Roof maintenance program

- Correct for water leaks & other damage
- Avoids expensive replacement project







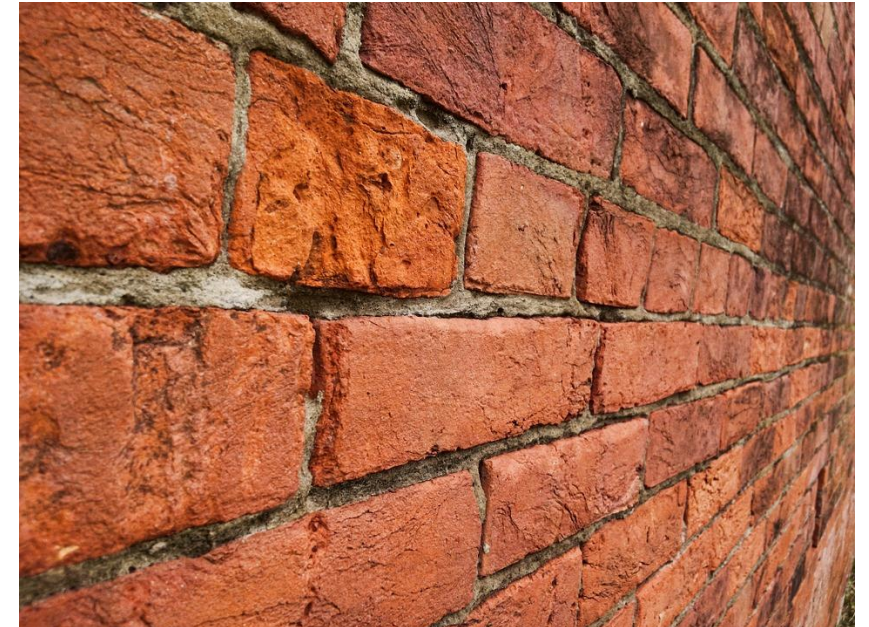
# Cold Storage Facility

## Brick replacement

- Water/snow diversion work completed in 2021
- Repair and/or replace damaged brick
- Avoid failure; remediate safety hazard

## Security cameras

- Worksite security
- Avoid loss of or damage to expensive city equipment



# Next Steps

- ▶ Review and discuss
- ▶ Fund purpose
- ▶ Incorporate revisions & finalize
- ▶ Return 12/20 for Council approval

