

Public Facilities Fund

SEPTEMBER 21, 2020

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 Summary Projection

Beginning Fund Reserve	\$143,695
Operating Revenue	\$989,735
Operating Expenses*	
Personal services	\$260,110
Supplies	\$ 20,205
Contractual services	\$552,785
(McGough, Marsden, etc.)	
	<u>\$833,100</u>

**Reviewing for CARES eligibility*

2020 Summary Projection

Capital Expenses

PW Camera upgrades	\$ 30,500
Computer	<u>\$ 840</u>
	\$ 31,340

Projected ending reserve balance **\$263,326**

2021 Proposed Budget

Beginning Fund Reserve	<u>\$ 263,326</u>
Operating Revenue	\$1,019,550
Operating Expenses	
Personal services	\$ 272,690
Supplies	\$ 72,200
Contractual services	\$ 561,400
	<u>\$ 906,290</u>

2021 Proposed Budget

Capital Expenses

Public Works

Cold Storage improvements \$ 45,000

(Replace brick; install cameras)

Parking lot lighting \$ 35,000

\$ 80,000

2021 Proposed Budget

Capital Expenses

City Hall

Exterior caulking	\$ 13,500
VAV controllers	\$ 53,600
Garage floor repairs	\$ 6,000
Computer room A/C units	\$ 45,200
Add'l security cameras	\$ 20,000
Clock tower repair	<u>\$ 15,000</u>
	<u>\$153,300</u>

TOTAL CAPITAL	\$233,300
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2021 Proposed Budget

Fund Reserve

Beginning		\$ 263,326
Operating Revenue		\$1,019,550
Operating Expenses	\$906,290	
Capital Expenses	\$233,300	
Total Expenses		<u>-\$1,139,590</u>
Projected Balance Y/E 2021		\$ 143,286

Five-Year Plan



Biggest Challenge:

Funding Capital Improvements

***(Coordinating w/ other Capital
Equipment, Projects)***

2021-25 Proposed Capital

Public Works - \$450,000

2022

➤ Roof replacement \$450,000

City Hall - \$435,000

2022-25

➤ Building mechanicals \$ 86,000

➤ Painting – atrium; exterior \$ 31,300

Next Steps

- Continue development of 2021 Budget
- Determine path for funding facility improvements and incorporate plans into 5-year CIP
- Return for Council review and approval

