

# Public Facilities Fund

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*OCTOBER 12, 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

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- 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

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- 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

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- 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	<b>\$143,695</b>
Operating Revenue	<b>\$989,735</b>
Operating Expenses	
Personal services	\$260,110
Supplies	\$ 24,430
Contractual services	\$558,902
(McGough, Marsden, etc.)	
	<b><u>\$843,442</u></b>

# 2020 Summary Projection

## Capital Expenses

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

Projected ending reserve balance **\$258,648**

# 2021 Proposed Budget

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Operating Revenue	<b>\$1,019,550</b>
Operating Expenses	
Personal services	\$ 272,690
Supplies	\$ 55,300
Contractual services	<u>\$ 557,400</u>
	<u><b>\$ 885,390</b></u>

*(2021 Operating Budget 3.3% LESS than 2020)*

# 2021 Proposed Budget

## Capital Expenses

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### 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

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Exterior caulking	\$ 42,250
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Mechanical	
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VAV controllers	\$ 35,010
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Exhaust fans (replace)	\$ 13,440
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Atrium Painting	\$ 18,040
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Garage floor repairs	\$ 6,000
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Add'l security cameras	\$ 20,000
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Clock tower repair	\$ 15,000
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	<u>\$149,740</u>
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TOTAL CAPITAL	<b>\$229,740</b>
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# 2021 Proposed Budget

## Fund Reserve

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Beginning		\$ 258,648
Operating Revenue		\$1,019,550
Operating Expenses	\$885,390	
Capital Expenses	\$229,740	
Total Expenses		<u>-\$1,115,130</u>
Projected Balance Y/E 2021		\$ 163,068

# Included in 2021

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- **Facilities management RFP**
- **Facilities Audit**

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# Five-Year Plan





# Biggest Challenge:

**Funding Capital Improvements**

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

# 2021-25 Proposed Capital

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## Public Works - \$450,000

### 2022

➤ Roof replacement	\$450,000
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## City Hall - \$212,055

### 2022-25

➤ Building mechanicals	\$144,225
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➤ Painting, caulking, flooring	\$ 67,830
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# 2021 Budget, 5-Year Outlook

<i>Facilities Maintenance - ISF</i>		<i>2019 Actual</i>	<i>2020 Projected Budget</i>	<i>2021 Proposed Budget</i>	<i>2022 Projected Budget</i>	<i>2023 Projected Budget</i>	<i>2024 Projected Budget</i>	<i>2025 Projected Budget</i>
<b>REVENUES</b>	Beginning Balance	\$ -	\$ 143,695	\$ 258,648	\$ 163,068	\$ 578	\$ 38,623	\$ 186,893
	Total Revenue	\$ 1,188,304	\$ 989,735	\$ 1,019,550	\$ 1,300,100	\$ 1,081,550	\$ 1,113,900	\$ 1,147,250
<b>EXPENDITURES</b>								
	Personal Services	219,367	260,110	272,690	281,300	289,800	298,300	307,000
	Supplies	23,213	24,430	55,300	38,000	74,500	34,600	35,500
	Contractual Services	648,515	558,902	557,400	577,870	599,110	621,130	644,040
<b>Total Operating Expenditures</b>		<b>891,095</b>	<b>843,442</b>	<b>885,390</b>	<b>897,170</b>	<b>963,410</b>	<b>954,030</b>	<b>986,540</b>
<b>CAPITAL</b>								
	Total Capital Expenditures	\$ 153,514	\$ 31,340	\$ 229,740	\$ 565,420	\$ 80,095	\$ 11,600	\$ 4,940
<b>Ending Balance</b>		<b>\$ 143,695</b>	<b>\$ 258,648</b>	<b>\$ 163,068</b>	<b>\$ 578</b>	<b>\$ 38,623</b>	<b>\$ 186,893</b>	<b>\$ 342,663</b>

# Next Steps

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- Review, Discuss
- Incorporate facility improvements into 5-year CIP
- Return for Council approval

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