

GOVERNMENT BUILDINGS ACTIVITY DESCRIPTION**(ES)****DESCRIPTION:**

The Government Buildings Division budget includes expenditures associated with the administration, operation, maintenance, capital improvement and program support of 15 buildings totaling over 100,000 square feet. The goal of the Building Division is to provide safe, useable and energy efficient facilities to the general public and its employees on a daily basis.

The Building Division will continue its aggressive business plan to prioritize deferred maintenance and maintain and manage a capital improvement program for all government buildings.

PROGRAM CHANGES:

None

ACCOMPLISHMENTS:

1. Facilitated over 15,400 hours of community and City sponsored events and programs for 2016.
2. Completed all identified safety requests at all our public building facilities.
3. Operation of our public toilet (Loo).
4. Completed City Hall Remodel Design and began remodel.
5. Renovated D St. Neighborhood Center bathrooms.
6. Community Center Improvements - painting of gymnasium
7. Completed Redwood Lodge kitchen remodel.
8. Initiated energy efficiency lighting upgrades at Library, D Street Neighborhood Center, and City Hall.

GOALS:

1. Implement Capital Improvement Plan for City facilities
2. Coordinate projects with other City Departments/Divisions to assist with accomplishing City Council Goals
3. Coordinate and complete energy and water efficiency upgrades at City Facilities - D Street Neighborhood Center, Library, City Hall.
4. Repair Larson Park tennis court surfacing.
5. Carlson Park/Mad River main trail improvements and invasive species control.
6. Upgrade Arcata Community Center AV system.
7. Replace D Street Neighborhood Center water heater.
8. Upgrade Judo Hut floor.
9. Begin design for storage area at Arcata Community Center and generator enclosure.

BUDGET OVERVIEW

APPROPRIATIONS	Actual 2014-15	Actual 2015-16	Estimated 2016-17	Budget 2017-18
Personnel	496,059	474,885	502,461	521,287
Materials and Services	244,782	224,943	241,366	266,365
Debt Service/Lease Payments	69,023	92,310	72,700	72,650
Capital Outlay	132,382	184,062	25,000	47,227
Grant Programs	-0-	-0-	-0-	-0-
	Gross Budget	942,246	976,200	841,527
	Charges to Other Departments	(224,650)	(218,670)	(229,195)
	Net Budget	717,596	757,530	612,332
				675,244

FUNDING SOURCES (see descriptions in Appendix D)

OPERATING:				
General Fund (101)	447,076	425,310	449,632	495,367
Building Rentals (101)	69,115	55,848	65,000	60,000
DEBT SERVICE:				
General Fund (101)	69,023	92,310	72,700	72,650
PROJECTS/CAPITAL OUTLAY:				
General Fund (101)	11,382	1,921	25,000	47,227
Capital Improvement Fund (350)	11,000	16,500	-0-	-0-
General Fund Reserves (101)	110,000	-0-	-0-	-0-
Other Financing Resources (101)	-0-	165,641	-0-	-0-
	717,596	757,530	612,332	675,244

GOVERNMENT BUILDINGS**Activity #****85****PERSONNEL**

2017/18

Account Number	DESCRIPTION	2017/18		
		Department Proposed	Manager Proposed	Council Approved
101-50-85-50100	REGULAR SALARIES	252,885	252,885	252,885
101-50-85-50200	OVERTIME WAGES	1,500	1,500	1,500
101-50-85-50300	PART-TIME AND TEMPORARY SALARIES	52,856	52,856	52,856
101-50-85-50990	EMPLOYEE BENEFITS	219,617	214,046	214,046
TOTALS		\$526,858	\$521,287	\$521,287

POSITION TITLES

City Engineer	0.02	0.02	0.02
Assistant City Engineer	0.02	0.02	0.02
Director of Environmtl Services	0.01	0.01	0.01
ES Deputy Director NR/Parks	0.05	0.05	0.05
Parks/NR/Facilities Supervisor	0.20	0.20	0.20
Maintenance Crew Leader	1.20	1.20	1.20
Senior Maintenance Worker	2.10	2.10	2.10
Maintenance Worker	0.70	0.70	0.70
Senior Construction Specialist	0.42	0.42	0.42
Administrative Assistant	0.06	0.06	0.06
Recreation Supervisor	0.05	0.05	0.05
Recreation Secretary	0.15	0.15	0.15
Resource Aide (Part-time)	0.50	0.50	0.50
Maintenance Trainees (Part-time)	1.00	1.00	1.00
Total Full-time Equivalents	6.48	6.48	6.48

GOVERNMENT BUILDINGS**Activity #****85****MATERIALS AND SERVICES**

Account Number	DESCRIPTION	2017/18		
		Department Proposed	Manager Proposed	Council Approved
101-50-85-51100	UTILITIES	70,000	70,000	70,000
101-50-85-51200	COMMUNICATIONS	8,800	8,800	8,800
101-50-85-51400	TRAINING, & CONFERENCES	2,800	2,800	2,800
101-50-85-51500	CLOTHING AND SAFETY SUPPLIES	2,100	2,100	2,100
101-50-85-51770	PROFESSIONAL SERVICES	63,200	63,200	63,200
101-50-85-51900	TAXES AND OTHER FEES	500	500	500
101-50-85-53600	JANITORIAL SUPPLIES	30,000	30,000	30,000
101-50-85-55300	EQUIPMENT MAINTENANCE	11,325	11,325	11,325
101-50-85-55400	BUILDING AND GROUNDS MAINTENANCE	24,350	24,350	24,350
101-50-85-55500	CENTRAL GARAGE CHARGES	48,912	48,912	48,912
101-50-85-55600	EQUIPMENT RENTAL	1,000	1,000	1,000
101-50-85-55800	IT SERVICES & MAINTENANCE	3,378	3,378	3,378
TOTALS		\$266,365	\$266,365	\$266,365

GOVERNMENT BUILDINGS**Activity #****85****DEBT SERVICE / LEASE PAYMENTS**

Account Number	DESCRIPTION	2017/18		
		Department Proposed	Manager Proposed	Council Approved
101-50-85-56105	RETIREMENT OF PRINCIPAL Refunded 1998 COP	35,350	35,350	35,350
101-50-85-56205	INTEREST EXPENSE Refunded 1998 COP	37,300	37,300	37,300
	TOTALS	\$72,650	\$72,650	\$72,650

Refunded
1998 COP
(35%)

Principal outstanding June 30, 2017	916,300
Principal to be paid 2017/18	35,350
Principal outstanding June 30, 2018	<u>880,950</u>
Remaining interest payments	through 2035 <u>364,490</u>

GOVERNMENT BUILDINGS**Activity #****85****CAPITAL OUTLAY**

Account Number	DESCRIPTION	2017/18		
		Department Proposed	Manager Proposed	Council Approved
101-50-85-57300	BUILDING AND STRUCTURES	14,700	14,700	14,700
101-50-85-57800	FURNITURE AND EQUIPMENT	34,000	32,527	32,527
	TOTALS	\$48,700	\$47,227	\$47,227

GOVERNMENT BUILDINGS**Activity #****85****CHARGES TO OTHER DEPARTMENTS**

Account Number	DESCRIPTION	2017/18		
		Department Proposed	Manager Proposed	Council Approved
101-00-00-46990	General Administration	(233,795)	(232,285)	(232,285)
	TOTALS	(\$233,795)	(\$232,285)	(\$232,285)