

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 15,300 hours of community and City sponsored events and programs.
2. Completed all identified safety requests at all our public building facilities.
3. Operation and maintenance of our public toilet (Loo).
4. Completed north side of City Hall Remodel.
5. Upgraded internet access for vendors at ACC.
6. Community Center Improvements - painting of foyer, refinishing office floor, design for additional storage
7. Completed Evidence Room improvements at the Corporation yard.
8. Completed exterior lighting upgrades to LED at D St, City Hall and the Library
9. Initiated parking lot lighting upgrades at the Arcata Community Center Parking lot/trail
10. Initiated Judo Hut floor and storage improvements
11. Completed exterior painting of City Hall
12. Installed water bottle water filling station at the Library

GOALS:

1. Continue to implement Capital Improvement Plan for City facilities
2. Complete conversion of Library to all electric heat and hot water.
3. Coordinate projects with other City Departments/Divisions to assist with accomplishing City Council Goals
4. Complete Judo hut floor and storage improvements
5. Continue to implement energy and water efficiency upgrades at City Facilities
6. Install water bottle filling stations at City Hall and D St Neighborhood Center
7. Complete ACC storage
8. Reroof Redwood lodge
9. Reroof and side Machado Storage Shed
10. Paint Redwood Lounge

BUDGET OVERVIEW

APPROPRIATIONS	Actual 2015-16	Actual 2016-17	Estimated 2017-18	Budget 2018-19
Personnel	474,885	468,375	521,287	526,611
Materials and Services	224,943	264,420	266,365	258,917
Debt Service/Lease Payments	92,310	72,681	72,650	73,300
Capital Outlay	184,062	74,442	47,227	65,000
Grant Programs	-0-	-0-	-0-	-0-
	Gross Budget	976,200	879,918	907,529
	Charges to Other Departments	(218,670)	(229,195)	(232,285)
	Net Budget	757,530	650,723	675,244
				691,943

FUNDING SOURCES (see descriptions in Appendix D)

OPERATING:				
General Fund (101)	425,310	439,668	495,367	491,643
Building Rentals (101)	55,848	63,932	60,000	62,000
DEBT SERVICE:				
General Fund (101)	92,310	72,681	72,650	73,300
PROJECTS/CAPITAL OUTLAY:				
General Fund (101)	1,921	74,442	47,227	65,000
Capital Improvement Fund (350)	16,500	-0-	-0-	-0-
Other Financing Resources (101)	165,641	-0-	-0-	-0-
	757,530	650,723	675,244	691,943

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

Account Number	DESCRIPTION	2018/19		
		Department Proposed	Manager Proposed	Council Approved
101-50-85-50100	REGULAR SALARIES	265,080	265,080	265,080
101-50-85-50200	OVERTIME WAGES	1,540	1,540	1,540
101-50-85-50300	PART-TIME AND TEMPORARY SALARIES	55,180	55,180	55,180
101-50-85-50990	EMPLOYEE BENEFITS	211,581	204,811	204,811
TOTALS		\$533,381	\$526,611	\$526,611

POSITION TITLES

City Engineer	0.02	0.02	0.02
Assitant 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	1.46	1.46	1.46
Maintenance Worker	1.30	1.30	1.30
Senior Construction Specialist	0.42	0.42	0.42
Administrative Assistant	0.05	0.05	0.05
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	6.43	6.43	6.43

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

Account Number	DESCRIPTION	2018/19		
		Department Proposed	Manager Proposed	Council Approved
101-50-85-51100	UTILITIES	70,000	70,000	70,000
101-50-85-51200	COMMUNICATIONS	9,000	9,000	9,000
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	46,700	46,700	46,700
101-50-85-51900	TAXES AND OTHER FEES	500	500	500
101-50-85-53600	JANITORIAL SUPPLIES	30,000	30,000	30,000
101-50-85-54200	OTHER DEPARTMENT SUPPLIES	300	300	300
101-50-85-55300	EQUIPMENT MAINTENANCE	15,575	15,575	15,575
101-50-85-55400	BUILDING AND GROUNDS MAINTENANCE	22,600	22,600	22,600
101-50-85-55500	CENTRAL GARAGE CHARGES	54,347	54,347	54,347
101-50-85-55600	EQUIPMENT RENTAL	500	500	500
101-50-85-55800	IT SERVICES & MAINTENANCE	4,495	4,495	4,495
TOTALS		\$258,917	\$258,917	\$258,917

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

Account Number	DESCRIPTION	2018/19		
		Department Proposed	Manager Proposed	Council Approved
101-50-85-56105	RETIREMENT OF PRINCIPAL Refunded 1998 COP	36,750	36,750	36,750
101-50-85-56205	INTEREST EXPENSE Refunded 1998 COP	36,550	36,550	36,550
	TOTALS	\$73,300	\$73,300	\$73,300

Refunded
1998 COP
(35%)

Principal outstanding June 30, 2018	880,950
Principal to be paid 2018/19	36,750
Principal outstanding June 30, 2019	<u>844,200</u>
Remaining interest payments	through 2035 <u>327,931</u>

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

Account Number	DESCRIPTION	2018/19		
		Department Proposed	Manager Proposed	Council Approved
101-50-85-57300	BUILDING AND STRUCTURES	84,000	54,000	54,000
101-50-85-57800	FURNITURE AND EQUIPMENT	11,000	11,000	11,000
	TOTALS	\$95,000	\$65,000	\$65,000

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

Account Number	DESCRIPTION	2018/19		
		Department Proposed	Manager Proposed	Council Approved
101-00-00-46990	General Administration	(233,675)	(231,885)	(231,885)
	TOTALS	(\$233,675)	(\$231,885)	(\$231,885)