

**GOVERNMENT BUILDINGS ACTIVITY DESCRIPTION****(Public Works)****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 15,000 hours of community and City sponsored events and programs
2. Completed all identified safety requests at all our public building facilities
3. Community Center Improvements - Senior, Craft and Gym floors, Kitchen cabinets, Interior painting
4. D St. Center windows
5. PW Annex renovation.
6. Redwood Lodge and Lounge painting.
7. City Hall entry door and skylights.
8. Completed installation of emergency electronic transfer switch at the Comm. Ctr. parking Lot

**GOALS:**

1. Implement Capital Improvement Plan for City facilities
2. City Hall remodel and HVAC system
3. D St. Center painting and A/V system upgrades.
4. Install an UPS System/Backup Generator at the Transit Center.
5. Community Center interior doors.

**BUDGET OVERVIEW**

<b>APPROPRIATIONS</b>	<b>Actual 2011-12</b>	<b>Actual 2012-13</b>	<b>Estimated 2013-14</b>	<b>Budget 2014-15</b>
Personnel	418,802	432,799	474,708	<b>488,146</b>
Materials and Services	192,346	171,190	203,238	<b>23,973</b>
Debt Service/Lease Payments	78,059	79,297	73,800	<b>64,800</b>
Capital Outlay	73,802	101,083	170,100	<b>545,000</b>
Grant Programs	-0-	-0-	-0-	<b>-0-</b>
Gross Budget	763,009	784,368	921,846	<b>1,121,919</b>
Charges to Other Departments	(208,620)	(207,560)	(215,650)	<b>(224,650)</b>
Net Budget	<b>554,389</b>	<b>576,808</b>	<b>706,196</b>	<b>897,269</b>

**FUNDING SOURCES** (see descriptions in Appendix D)

<b>OPERATING:</b>				
General Fund (101)	351,765	337,976	392,296	<b>226,469</b>
Building Rentals (101)	50,763	58,452	70,000	<b>60,000</b>
<b>DEBT SERVICE:</b>				
General Fund (101)	78,059	79,297	73,800	<b>64,800</b>
<b>PROJECTS/CAPITAL OUTLAY:</b>				
General Fund (101)	-0-	54,583	12,600	<b>5,000</b>
Capital Improvement Fund (350)	69,302	41,500	47,500	<b>11,000</b>
ASC Reserve Replacement Trust	-0-	5,000	-0-	<b>-0-</b>
General Fund Reserves (101)	4,500	-0-	110,000	<b>-0-</b>
Other Financing Resources (101)	-0-	-0-	-0-	<b>530,000</b>
	<b>554,389</b>	<b>576,808</b>	<b>706,196</b>	<b>897,269</b>

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

Account Number	DESCRIPTION	2014/15		
		Department Proposed	Manager Proposed	Council Approved
101-50-85-50100	REGULAR SALARIES	281,171	269,968	269,968
101-50-85-50200	OVERTIME WAGES	1,500	1,500	1,500
101-50-85-50300	PART-TIME AND TEMPORARY SALARIES	32,000	32,000	32,000
101-50-85-50990	EMPLOYEE BENEFITS	214,694	184,678	184,678
<b>TOTALS</b>		<b>\$529,365</b>	<b>\$488,146</b>	<b>\$488,146</b>

**POSITION TITLES**

Director of Public Works	0.02	0.02	0.02
Parks Superintendent	0.45	0.45	0.45
Parks Supervisor	0.50	-0-	-0-
Bldgs. Crew Leader	0.80	0.80	0.80
Parks Crew Leader	0.20	0.20	0.20
Senior Maintenance Worker	2.80	2.80	2.80
Maintenance Worker	0.50	0.50	0.50
Senior Construction Specialist	0.51	0.51	0.51
Administrative Assistant	0.05	0.05	0.05
Secretary	0.08	0.08	0.08
Office Assistant (Part-time)	-0-	-0-	-0-
Maintenance Trainees (Part-time)	1.50	1.50	1.50
<b>Total Full-time Equivalent</b>	<b>7.390</b>	<b>6.89</b>	<b>6.89</b>

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

Account Number	DESCRIPTION	2014/15		
		Department Proposed	Manager Proposed	Council Approved
101-50-85-51100	UTILITIES	85,000	85,000	85,000
101-50-85-51200	COMMUNICATIONS	5,800	5,800	5,800
101-50-85-51400	TRAINING, & CONFERENCES	1,300	1,300	1,300
101-50-85-51500	CLOTHING AND SAFETY SUPPLIES	2,000	2,000	2,000
101-50-85-51770	PROFESSIONAL SERVICES	29,500	29,500	29,500
101-50-85-51900	TAXES AND OTHER FEES	500	500	500
101-50-85-53600	JANITORIAL SUPPLIES	29,500	29,500	29,500
101-50-85-55300	EQUIPMENT MAINTENANCE	9,000	9,000	9,000
101-50-85-55400	BUILDING AND GROUNDS MAINTENANCE	19,000	19,000	19,000
101-50-85-55500	CENTRAL GARAGE CHARGES	53,805	48,425	48,425
101-50-85-55600	EQUIPMENT RENTAL	1,000	1,000	1,000
101-50-85-55800	IT SERVICES & MAINTENANCE	2,948	2,948	2,948
	<b>TOTALS</b>	<b>\$239,353</b>	<b>\$233,973</b>	<b>\$233,973</b>

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

Account Number	DESCRIPTION	2014/15		
		Department Proposed	Manager Proposed	Council Approved
101-50-85-56105	RETIREMENT OF PRINCIPAL Refunded 1998 COP	49,000	49,000	49,000
101-50-85-56205	INTEREST EXPENSE Refunded 1998 COP	15,800	15,800	15,800
<b>TOTALS</b>		<b>\$64,800</b>	<b>\$64,800</b>	<b>\$64,800</b>

	Refunded 1998 COP (35%)
Principal outstanding June 30, 2012	395,150
Principal to be paid 2012/13	49,000
Principal outstanding June 30, 2013	<u>346,150</u>
Remaining interest payments	through 2021 <u>53,360</u>

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

Account Number	DESCRIPTION	2014/15		
		<u>Department Proposed</u>	<u>Manager Proposed</u>	<u>Council Approved</u>
101-50-85-57300	BUILDING AND STRUCTURES	645,000	530,000	530,000
101-50-85-57600	OTHER IMPROVEMENTS	11,000	11,000	11,000
101-50-85-57800	FURNITURE AND EQUIPMENT	4,000	4,000	4,000
<b>TOTALS</b>		<u><b>\$660,000</b></u>	<u><b>\$545,000</b></u>	<u><b>\$545,000</b></u>

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

Account Number	DESCRIPTION	2014/15		
		Department Proposed	Manager Proposed	Council Approved
101-00-00-46990	General Administration	(237,500)	(224,650)	(224,650)
<b>TOTALS</b>		<b>(\$237,500)</b>	<b>(\$224,650)</b>	<b>(\$224,650)</b>