

# **Conference Center**

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## GRAND RIVER CONFERENCE CENTER

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Supplies and Services	415,057	485,143	423,574	-12.7%
Machinery and Equipment	59,938	26,000	90,846	249.4%
Total Expenses	474,995	511,143	514,420	0.6%
Debt on Projects paid with Sales Tax Fund (20%)	9,640	22,175	30,506	37.6%
Property Tax Support	474,995	511,143	514,420	3,277
Percent Increase (Decrease)				0.6%

### Improvement Package Summary

#### **1 of 1**

This improvement level decision package is for eighteen (18) security cameras to be placed inside the Grand River Center (GRC). Currently the GRC has cameras on the loading dock and an internal system for the employee service back of house. The internal system was installed in 2003 with only minor updates since that time. The safety and security of the many citizens and visitors to the Grand River Center is of utmost importance. No security monitoring system is in place for all the public areas, as well as entrances and exits of the building. This is phase 1 of a 3 phase project focusing on cabling and servers which is necessary for all 3 phases. It focuses on the back of the house. There will be a recurring cost of approximately \$1,925 a year that would start in FY 2022. The first-year license cost is included in the purchase price. This improvement supports the City Council goal Vibrant Community: Healthy and Safe as well as the management agenda high-priority goal of surveillance camera funding.

Related Cost: \$ 31,730 Tax Funds Non-Recurring **Recommend - No**  
 Property Tax Impact: \$ 0.0125 0.12%  
 Activity: Conference Center

### Significant Line Items

#### **Supplies & Services**

1. Platinum Hospitality privately manages the Grand River Center. The following expenses are the responsibility of the City based on the Facility Management Agreement:
  - 50% of energy costs (gas and electric) are estimated to be \$180,002 in FY 2020 and are projected to be \$168,644 in FY 2021. Electric decreased from \$138,651 in FY 2020 to \$136,594 in FY 2021 based on FY 2019 actual. Natural Gas decreased from \$41,351 in FY 2020 to \$32,050 in FY 2021 based on FY 2019 actual.
  - Insurance costs (property and general liability) are estimated to be \$45,791 in FY 2020 and are projected to be \$45,791 in FY 2021. An appraisal of all city buildings was completed during FY 2018. Property insurance cost is now allocated to departments based on the appraised value of the building and square footage used by each department.

- During FY 2013 an agreement was renegotiated to require a payment of 25% instead of 50% of the actual Hotel/Motel Tax generated by the Grand Harbor Hotel. Payments and budget are as follows:

FY 2018 - \$88,310  
 FY 2019 - \$79,343  
 FY 2020 - \$88,310 (Budgeted)  
 FY 2021 - \$79,343 (Projected)

2. As per the Management Agreement, the repairs and maintenance limit and aggregate will increase by the CPI as of July 1 each year. The City is responsible for repairs and maintenance in excess of \$1,128 individually and \$16,924 in aggregate for the fiscal year. Historical actual maintenance costs have been as follows:

FY 2018 - \$94,972  
 FY 2019 - \$109,742  
 FY 2020 - \$170,000\* (Budgeted)  
 FY 2021 - \$129,000\*\* (Projected)

\*FY 2020 included an additional \$55,000 to overhaul chiller number 2.

\*\*FY 2021 includes an additional \$27,000 to rebuild air handling unit number 3.

## Equipment

3. The following equipment will be replaced in FY 2021 (\$90,846):

Exhibit Hall Projector	\$ 71,000
Ice Cubers (2)	\$ 14,447
Garbage Disposals	\$ 5,399
Total Equipment	<u>\$ 90,846</u>

## Debt Service

4. FY 2021 Annual Debt Service is as follows (\$30,506):

Amount	Debt Series	Payment Source	Purpose	Final Payment	Call Date
\$ 2,729	2019C G.O.	Sales Tax 20%	Conference Center Improvements	2027	2026
<u>\$ 27,777</u>	2019B G.O.	Sales Tax 20%	Energy Improvements	2039	2039
<u>\$ 30,506</u>	Total Conference Center Annual Debt Service				

*For Conference Center Performance Measures see Five Flags Civic Center Outline*

## Recommended Operating Revenue Budget - Department Total

### 33 - CONF CENTER OPERATION

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	43235	PLATINUM HOLDINGS LEASE	82,903	0	0	0
43	USE OF MONEY AND PROPERTY - Total		82,903	0	0	0
100	53620	REIMBURSEMENTS-GENERAL	600	0	0	0
53	MISCELLANEOUS - Total		600	0	0	0
400	54210	GO BOND PROCEEDS	0	252	0	0
400	54220	BOND DISCOUNT	0	11	0	0
54	OTHER FINANCING SOURCES - Total		0	263	0	0
400	59350	FR SALES TAX CONSTRUCTION	9,900	0	22,175	30,506
59	TRANSFER IN AND INTERNAL - Total		9,900	0	22,175	30,506
CONF CENTER OPERATION - Total			93,403	263	22,175	30,506

## Recommended Operating Expenditure Budget - Department Total

### 33 - CONF CENTER OPERATION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62061	DP EQUIP. MAINT CONTRACTS	367	10,343	0	0
100	62206	PROPERTY INSURANCE	23,200	39,536	44,825	44,825
100	62208	GENERAL LIABILITY INSURAN	904	920	966	966
100	62411	UTILITY EXP-ELECTRICITY	138,651	136,594	138,651	136,594
100	62412	UTILITY EXP-GAS	41,351	32,050	41,351	32,050
100	62431	PROPERTY MAINTENANCE	94,972	109,742	170,000	129,000
100	62614	EQUIP MAINT CONTRACT	155	155	0	156
100	62627	CAMERA MAINTENANCE	84	96	240	240
100	62663	SOFTWARE LICENSE EXP	0	5,756	0	0
100	62664	LICENSE/PERMIT FEES	400	400	800	400
400	62731	MISCELLANEOUS SERVICES	0	121	0	0
100	62761	PAY TO OTHER AGENCY	88,310	79,343	88,310	79,343
<b>62 - SUPPLIES AND SERVICES</b>			<b>388,393</b>	<b>415,057</b>	<b>485,143</b>	<b>423,574</b>
100	71116	COPIER MACHINE	0	10,041	0	0
100	71314	TRUCK-REPLACEMENT	0	30,169	0	0
100	72416	VIDEO EQUIPMENT	0	2,971	0	0
100	72417	CAMERA RELATED EQUIPMENT	2,807	0	0	0
<b>71 - EQUIPMENT</b>			<b>2,807</b>	<b>43,181</b>	<b>0</b>	<b>0</b>
100	73411	EQUIP ACQUISITION	0	16,757	26,000	90,846
<b>73 - CIP EXPENDITURES</b>			<b>0</b>	<b>16,757</b>	<b>26,000</b>	<b>90,846</b>
400	74111	PRINCIPAL PAYMENT	8,600	8,600	15,530	24,885
400	74112	INTEREST PAYMENT	1,300	1,040	6,645	5,621
<b>74 - DEBT SERVICE</b>			<b>9,900</b>	<b>9,640</b>	<b>22,175</b>	<b>30,506</b>
<b>33 - CONF CENTER OPERATION TOTAL</b>			<b>401,100</b>	<b>484,636</b>	<b>533,318</b>	<b>544,926</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 33 - CONF CENTER OPERATION

#### CONF CENTER OPERATIONS - 33300

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	16,757	26,000	90,846
EQUIPMENT	43,181	—	—
SUPPLIES AND SERVICES	414,936	485,143	423,574
<b>CONF CENTER OPERATIONS</b>	<b>474,874</b>	<b>511,143</b>	<b>514,420</b>
<b>DEBT SERVICE</b>	<b>- 33400</b>		

##### FUNDING SOURCE: DEBT SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	9,640	22,175	30,506
SUPPLIES AND SERVICES	121	—	—
<b>DEBT SERVICE</b>	<b>\$9,761</b>	<b>\$22,175</b>	<b>\$30,506</b>
<b>CONF CENTER OPERATION TOTAL</b>	<b>\$484,636</b>	<b>\$533,318</b>	<b>\$544,926</b>

Capital Improvement Projects by Department/Division					
CONF CENTER OPERATION					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1002519	GRC TECH REPLC SUPPORT	20,897	—	—	—
1022113	GRC - REPLACE CARPET	43,490	—	—	—
1022588	GRC KITCHEN EQUIPMENT	4,809	3,486	—	—
1022591	GRC LANDSCAPE IMPROVEMENT	—	—	15,000	—
1022649	GRC REPLACE PATIO CAULK	—	—	25,000	—
1022651	GRC REPLC ELECTR FLR BOX	33,100	—	—	—
1022785	SINK LIGHT FIXTURES	—	—	11,500	—
3002710	EXTERIOR DECORATIVE CONCR	—	—	—	—
3501516	GRC PARKING LOT REPAIRS	57,044	2,241	—	—
3501598	GRAND RIVER CTR MAINTENAN	—	53,788	—	—
3501990	GRAND RIVER CTR CHAIRS	15,684	21,821	15,000	—
3501993	GRAND RIVER CTR PAINT ENT	—	—	—	—
3502302	AUDIO-VIS & SOUND EQUIP	—	—	13,000	—
3502306	GRC - OUTDOOR FURN REPL	2,406	—	—	—
3502391	GRC - PAINT OFFICE	27,270	—	40,000	—
3502519	GRC TECH REPLC SUPPORT	19,275	5,167	—	—
3502590	GRC ENERGY EFFICIENCY IMP	26,300	2,320	—	52,000
3502591	GRC LANDSCAPE IMPROVEMENT	—	—	—	—
3502650	GRC PORTABLE BAR REPLACEM	11,104	0	0	0
3502784	PAINT EXTERIOR METAL	0	0	99,000	0
3602113	GRC - REPLACE CARPET	0	0	88,000	0
<b>CONF CENTER OPERATION TOTAL</b>		<b>261,378</b>	<b>88,823</b>	<b>306,500</b>	<b>52,000</b>



PROGRAM /DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>CONFERENCE CENTER</b>								
<b>General Government</b>								
	Paint Exterior Metal	\$ —	\$ —	\$ —	\$ —	\$ 50,000	\$ 50,000	78
	Replace Carpet	\$ —	\$ —	\$ 100,000	\$ 120,000	\$ 30,000	\$ 250,000	79
	Paint Interior Rooms and Areas	\$ —	\$ —	\$ —	\$ 38,000	\$ 18,000	\$ 56,000	80
	Replace Table, Chairs, and Podiums	\$ —	\$ —	\$ 300,000	\$ —	\$ 25,000	\$ 325,000	81
	Landscape Renovations	\$ —	\$ —	\$ —	\$ —	\$ 33,500	\$ 33,500	82
	Energy Efficiency Improvements	\$ 52,000	\$ 21,000	\$ —	\$ —	\$ —	\$ 73,000	83
	Market Study and Facility Assessment	\$ —	\$ 65,000	\$ —	\$ —	\$ —	\$ 65,000	84
	Concrete Restoration	\$ —	\$ —	\$ 50,000	\$ —	\$ 175,000	\$ 225,000	85
	Repaint Exhibit Hall Airwalls	\$ —	\$ —	\$ —	\$ 40,000	\$ —	\$ 40,000	86
	Replace Fabric Wall Covering	\$ —	\$ —	\$ 35,000	\$ 120,000	\$ 35,000	\$ 190,000	87
	Roof Restoration	\$ —	\$ —	\$ —	\$ —	\$ 350,000	\$ 350,000	88
	Wood Bench Replacement	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 25,000	89
	Management and Operations Assessment	\$ —	\$ —	\$ —	\$ —	\$ 32,000	\$ 32,000	90
	Furniture Upholstery	\$ —	\$ —	\$ —	\$ —	\$ 30,000	\$ 30,000	91
	Trash Compactor Rehabilitation	\$ —	\$ —	\$ —	\$ —	\$ 30,700	\$ 30,700	92
	Replace Clouds	\$ —	\$ —	\$ —	\$ —	\$ 83,800	\$ 83,800	93
	Paint Bridge	\$ —	\$ —	\$ —	\$ —	\$ 35,000	\$ 35,000	94
	Staging and Riser Replacement	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 25,000	95
	<b>TOTAL</b>	<b>\$ 52,000</b>	<b>\$ 86,000</b>	<b>\$ 485,000</b>	<b>\$ 318,000</b>	<b>\$ 978,000</b>	<b>\$ 1,919,000</b>	

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