MEMORANDUM

Date: April 9, 2018

To: The Honorable Steve Christy, Member
Pima County Board of Supervisors

From: C.H. Huckelberry
County Administrator

Re: **Green Valley Community Performing Arts Center**

Please see the attached letter to the Community Performing Arts Center Foundation Board Chairman transmitting costs associated with operating the entire Green Valley Community Performing Arts Center (CPAC), including that portion of Pima Community College. We anticipate entering into discussions with the Community Performing Arts Center Foundation Board regarding overall maintenance and management of the facility. We are also prepared to enter into a five year operating agreement with the Community Performing Arts Center Foundation provided they pay all annual operating and maintenance costs.

I hope to have an agreement regarding CPAC within the next 30 to 45 days. If we are unable to reach an agreement, we will explore other options for facility maintenance and management.

CHH/anc

Attachment

c: Tom Burke, Deputy County Administrator for Administration
Lisa Josker, Director, Facilities Management

COUNTY ADMINISTRATOR'S OFFICE
PIMA COUNTY GOVERNMENTAL CENTER
130 W. CONGRESS, FLOOR 10, TUCSON, AZ 85701-1317
(520) 724-8661 FAX (520) 724-8171

C.H. HUCKELBERRY
County Administrator

April 6, 2018

Mr. Mike Finkelstein, Board Chair
Community Performing Arts Center Foundation
P.O. Box 1301
Green Valley, Arizona 85622

Re: **Maintenance costs for the Green Valley Performing Arts Center**

Dear Mr. Finkelstein:

All known annual maintenance costs which are currently Pima County's responsibility at the Green Valley Performing Arts Center have been budgeted at just under $140,000 for both Fiscal Year 2018 (FY18) and Fiscal Year 2019 (FY19). Pima County budgeted expenses do not include the cost to operate programs within the facility nor does it take into account the direct maintenance and operational costs which is the Community Performing Arts Center Foundation (CPAC) responsibility identified in the current lease agreement. For a total estimated cost to maintain the Center both of these costs should be added together.
Items to consider when budgeting the cost to fully operate and maintain the entire center are:

- If total number of operating hours change the operation and maintenance costs will rise accordingly

- Recommend hiring a full time building management/maintenance person or team which would add labor costs.

- Recommend getting service contracts in place for items below whose costs may vary from Pima County current agreement costs:
    - HVAC systems and equipment
    - Fire Alarm systems and equipment
    - Energy Management system and equipment

- Known capital improvement needs and their estimated costs, whose actual bid costs can vary substantially from the estimate have been identified as:
  - FY 18-19 - $15,000 for replacement flooring in the Rehearsal Hall
  - FY 20-21 - $17,000 to recoat, reseal and restripe the parking lots
  - FY 21-22 - $45,000 to recoat roofs

Attached are the supporting cost documents.

Attachment 1 – Expenditure Summary of costs at the Green Valley Performing Arts Center for FY18 through April 2, 2018

Attachment 2 - Detailed costs at the Green Valley Performing Arts Center for FY18 through April 2, 2018

Attachment 3 - Requested and Recommended Budgets for FY18 and FY19

Attachment 1 and Attachment 2 are the actual costs to date from FY18. Attachment 3 is the projected budgeted costs for both FY18 and FY19 which will begin July 1, 2019.

Sincerely,

C.H. Huckelberry
County Administrator

CHH/mp

Enclosure

c: Tom Burke, Deputy County Administrator for Administration
Lisa Josker, Director Facilities Management
Diane Frisch, Director Attractions and Tourism
Chris Ashcraft, Executive Director Community Performance & Art Center

ATTACHMENT 1

Pima County
Facilities Management - Unit 2697 - Green Valley Performing Arts Center
FY18 Expenditure Summary as of April 2, 2018

1

Close Class Code	(Multiple Items)	10, 11
Fund Code	1000	
Unit Code	2697	
Unit Name	FM - Green Valley Performing Arts Center	

Object Code	Object Name	Legal Name	Sum of Posting Amt
5007	Fuel & Oil	AMERICAN REFRIGERATION SUPPLIES	18.31
5007 Total			18.31
5010	Repair & Maintenance Supplies	AMERICAN REFRIGERATION SUPPLIES	158.50
		Anixter Inc	77.75
		CLARK Security Products a divison of Anixter Inc	7,724.16
		DS & J Enterprises Inc	2,081.71
		GOPHER BEARING SW LLC	268.60
		HOME DEPOT USA INC	31.37
		MATLICK ENTERPRISES INC	577.54
5010 Total			10,919.63
5012	Chemicals	AMERICAN REFRIGERATION SUPPLIES	44.91
5012 Total			44.91
5013	Janitorial Supplies	AMERICAN REFRIGERATION SUPPLIES	19.87
5013 Total			19.87
5020	Tools & Equipment Under $1,000	AMERICAN REFRIGERATION SUPPLIES	12.11
		WORLDWIDE TECHNOLOGY INC	4,436.43
5020 Total			4,448.54
5149	R&M-Machinery & Equipment Services	WORLDWIDE TECHNOLOGY INC	1,775.72
5149 Total			1,775.72
5150	R&M Building Services	Climatec LLC	50,869.58
		ESSENTIAL PEST MANAGEMENT	70.00
		JANMAX LLC	265.28
5150 Total			51,204.86
5151	R&M Grounds and Landscaping	ARCADIA LANDSCAPE INC	1,772.81
		SUNLAND ASPHALT INC	2,717.00
5151 Total			4,489.81
5167	Leases & Rental - Other (Mchnry, Equip, etc.)	Titan Machinery Inc	423.54
5167 Total			423.54
5204	Intradepartmental Supplies & Services - Charged In/Debit	(blank)	602.01
5204 Total			602.01
5301	Electricity	Pima Community College	12,087.59
		TRICO ELECTRIC COOPERATIVE INC	9,253.02
5301 Total			21,340.61
5302	Water & Sewer	CITY OF TUCSON	115.73
		COMMUNITY WATER COMPANY OF GV	706.99
5302 Total			822.72
5304	Waste Disposal and Recycling	DIGGINS & SONS POWER SWEEPING INC	18.71
5304 Total			18.71
5359	Telephone Provider Charges - External	CenturyLink Communications LLC	359.72
		WORLDWIDE TECHNOLOGY INC	6,153.57
5359 Total			6,513.29
5428	Labor Distribution Fringe Charged In/Debit	(blank)	5,746.95
5428 Total			5,746.95
5430	Labor Distribution Salaries Charged In/Debit	(blank)	13,257.45
5430 Total			13,257.45
Grand Total			121,646.93

4/3/2018, 9:53 AM

ATTACHMENT 2

2

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Close Class Code	(Multip 10, 11
Fund Code	1000
Unit Code	2697
Unit Name	FM - Green Valley Performing Arts Center

Vendor Name/Commodity Description	Doc Co	Doc ID	Period: 1	2	3	4	5	6	7	8	9	Grand Total
AMERICAN REFRIGERATION SUPPLIES												
AIR CONDITIONING, HEATING & VENTILATING EQUIPMENT, PARTS	AD	AD1800000000000053726									(57.43)	(57.43)
	PRC	1800000000000036284									57.43	57.43
		1800000000000037181									196.27	196.27
(blank)	AD	AD1800000000000053726									57.43	57.43
AMERICAN REFRIGERATION SUPPLIES Total											253.70	253.70
Anixter Inc												
ELECTRICAL EQUIPMENT & SUPPLIES EXCEPT CABLE & WIRE	AD	AD1800000000000039684							(79.20)			(79.20)
	PRC	1800000000000029033							79.20			79.20
(blank)	AD	AD1800000000000039684							77.75			77.75
Anixter Inc Total									77.75			77.75
ARCADIA LANDSCAPE INC												
ROADSIDE, GROUNDS, RECREATIONAL & PARK AREA SERVICES	AD	AD1800000000000044477								(476.00)		(476.00)
		AD1800000000000045420								(113.00)		(113.00)
		AD1800000000000047790									(231.81)	(231.81)
		AD1800000000000050767									(476.00)	(476.00)
	PRC	1800000000000029637							476.00			476.00
		1800000000000030179							113.00			113.00
		1800000000000033536								231.81		231.81
		1800000000000033836								476.00		476.00
		1800000000000038178									476.00	476.00
(blank)	AD	AD1800000000000044477								476.00		476.00
		AD1800000000000045420								113.00		113.00
		AD1800000000000047790									231.81	231.81
		AD1800000000000050767									476.00	476.00
ARCADIA LANDSCAPE INC Total									589.00	707.81	476.00	1,772.81
CenturyLink Communications LLC												
(blank)	AD	AD1800000000000040042							0.00			0.00
		AD1800000000000047601									0.00	0.00
		AD1800000000000053591									0.00	0.00
	GAX	5201118113-011318							224.65			224.65
		5201118113-021318								74.55		74.55
		5201118113-031318									60.52	60.52
CenturyLink Communications LLC Total									224.65	74.55	60.52	359.72
CITY OF TUCSON												
(blank)	AD	AD1800000000000042662								0.00		0.00
		AD1800000000000048739									0.00	0.00
	GAX	1421153517216-012418								77.33		77.33
		1421153517216-022318									38.40	38.40
CITY OF TUCSON Total										77.33	38.40	115.73
CLARK Security Products a divison of Anixter												
HARDWARE & RELATED ITEMS	AD	AD1800000000000035586						(6,509.56)				(6,509.56)
		AD1800000000000036200							(130.01)			(130.01)
		AD1800000000000037574							(299.74)			(299.74)
		AD1800000000000042709								(45.29)		(45.29)
		AD1800000000000043244								(228.06)		(228.06)
		AD1800000000000045840								(61.90)		(61.90)
	PRC	1800000000000025588						299.74				299.74
		1800000000000025767						1,136.50				1,136.50
		1800000000000025768						5,373.06				5,373.06
		1800000000000025879						130.01				130.01
		1800000000000028696							228.06			228.06
		1800000000000031467								45.29		45.29
		1800000000000031774								61.90		61.90
		1800000000000039644									449.60	449.60
(blank)	AD	AD1800000000000035586						6,509.56				6,509.56
		AD1800000000000036200							130.01			130.01
		AD1800000000000037574							299.74			299.74
		AD1800000000000042709								45.29		45.29
		AD1800000000000043244								228.06		228.06
		AD1800000000000045840								61.90		61.90
CLARK Security Products a divison of Anixter Inc Total								6,939.31	228.06	107.19	449.60	7,724.16
Climatec LLC												
AIR CONDITIONING, HEATING & VENTILATING EQUIPMENT, PARTS	AD	AD1800000000000031454						(35,400.00)				(35,400.00)
		AD1800000000000034733						(11,800.00)				(11,800.00)
		AD1800000000000039236							(4,088.58)			(4,088.58)
	PRC	1800000000000020776					35,400.00					35,400.00
		1800000000000025045						11,800.00				11,800.00
		1800000000000026050							4,088.58			4,088.58
Fire Alarm Systems, Power Sirens & Controls	AD	AD1800000000000042338								(180.00)		(180.00)
	PRC	1800000000000028767							180.00			180.00
(blank)	AD	AD1800000000000031454						35,400.00				35,400.00
		AD1800000000000034733						11,210.00				11,210.00
		AD1800000000000039236							4,088.58			4,088.58
		AD1800000000000042338								171.00		171.00
Climatec LLC Total							35,400.00	11,210.00	4,268.58	(9.00)		50,869.58
COMMUNITY WATER COMPANY OF GV												
(blank)	AD	AD1800000000000041830							0.00			0.00
		AD1800000000000046155								0.00		0.00
		AD1800000000000051740									0.00	0.00
	GAX	1800000000000002681							61.86			61.86
		1800000000000002682							37.17			37.17
		1800000000000002683							136.43			136.43
		1800000000000002999								132.08		132.08
		1800000000000003000								125.07		125.07
		1800000000000003001								10.62		10.62
		1800000000000003391									129.24	129.24
		1800000000000003392									10.62	10.62
		1800000000000003395									63.90	63.90
COMMUNITY WATER COMPANY OF GV Total									235.46	267.77	203.76	706.99
DIGGINS & SONS POWER SWEEPING INC												
ENVIRONMENTAL & ECOLOGICAL SERVICES	AD	AD1800000000000053773									(18.71)	(18.71)
	PRC	1800000000000037470									18.71	18.71
(blank)	AD	AD1800000000000053773									18.71	18.71
DIGGINS & SONS POWER SWEEPING INC Total											18.71	18.71
DS & J Enterprises Inc												
ELECTRICAL EQUIPMENT & SUPPLIES EXCEPT CABLE & WIRE	AD	AD1800000000000028743					(633.36)					(633.36)
		AD1800000000000042331								(326.19)		(326.19)

Close Class Code (Multip 10, 11
Fund Code 1000
Unit Code 2697
Unit Name FM - Green Valley Performing Arts Center

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Period:

ELECTRICAL EQUIPMENT & SUPPLIES EXCEPT	AD	AD180000000000043357								(328.79)		(328.79)
		AD180000000000047193								(341.00)		(341.00)
		AD180000000000050219									(452.37)	(452.37)
	PRC	180000000000000018018				633.36						633.36
		180000000000000027530							294.59			294.59
		180000000000000027943							31.60			31.60
		180000000000000028452							328.79			328.79
		180000000000000032349								341.00		341.00
		180000000000000033780								452.37		452.37
(blank)	AD	AD180000000000028743					633.36					633.36
		AD180000000000042331								326.19		326.19
		AD180000000000043357								328.79		328.79
		AD180000000000047193								341.00		341.00
		AD180000000000050219									452.37	452.37
DS & J Enterprises Inc Total						633.36	0.00		654.98	793.37	0.00	2,081.71
ESSENTIAL PEST MANAGEMENT												
BUILDING MAINTENANCE, INSTALLATION & REPAIR SERVICES	AD	AD180000000000045934								(70.00)		(70.00)
	PRC	180000000000000031968								70.00		70.00
(blank)	AD	AD180000000000045934								70.00		70.00
ESSENTIAL PEST MANAGEMENT Total										70.00		70.00
GOPHER BEARING SW LLC												
BEARINGS SEE CLASS 060 FOR WHEEL	PRC	180000000000000039372									191.75	191.75
BELTS & BELTING: AUTOMOTIVE &	PRC	180000000000000039372									76.85	76.85
GOPHER BEARING SW LLC Total											268.60	268.60
HOME DEPOT USA INC												
BUILDER'S SUPPLIES	AD	AD180000000000043277								(7.06)		(7.06)
	PRC	180000000000000028700							7.06			7.06
LUMBER, SIDING & RELATED PRODUCTS	AD	AD180000000000053707									(24.31)	(24.31)
	PRC	180000000000000036276									24.31	24.31
(blank)	AD	AD180000000000043277								7.06		7.06
		AD180000000000053707									24.31	24.31
HOME DEPOT USA INC Total									7.06	0.00	24.31	31.37
JANMAX LLC												
BUILDING MAINTENANCE, INSTALLATION & REPAIR SERVICES	AD	AD180000000000003293	(29.75)									(29.75)
		AD180000000000007116		(29.75)								(29.75)
		AD180000000000015267			(29.75)							(29.75)
		AD180000000000020026				(29.75)						(29.75)
		AD180000000000026795					(29.75)					(29.75)
		AD180000000000032411						(29.75)				(29.75)
		AD180000000000037582							(35.00)			(35.00)
		AD180000000000043252								(35.00)		(35.00)
		AD180000000000048821									(35.00)	(35.00)
	PRC	180000000000000001928	29.75									29.75
		180000000000000005495		29.75								29.75
		180000000000000011461			29.75							29.75
		180000000000000014747				29.75						29.75
		180000000000000020139					29.75					29.75
		180000000000000023960						29.75				29.75
		180000000000000027762							35.00			35.00
		180000000000000032352								35.00		35.00
		180000000000000036146									35.00	35.00
(blank)	AD	AD180000000000003293	29.75									29.75
		AD180000000000007116		26.77								26.77
		AD180000000000015267			29.75							29.75
		AD180000000000020026				26.77						26.77
		AD180000000000026795					26.77					26.77
		AD180000000000032411						26.77				26.77
		AD180000000000037582							32.90			32.90
		AD180000000000043252								32.90		32.90
		AD180000000000048821									32.90	32.90
JANMAX LLC Total			29.75	26.77	29.75	26.77	26.77	26.77	32.90	32.90	32.90	265.28
MATLICK ENTERPRISES INC												
Fire Extinguishers, Rechargers & Parts	AD	AD180000000000037080							(577.54)			(577.54)
	PRC	180000000000000025897						577.54				577.54
(blank)	AD	AD180000000000037080							577.54			577.54
MATLICK ENTERPRISES INC Total								577.54	0.00			577.54
Pima Community College												
Procurement Exempt	AD	AD180000000000018271				(12,087.59)						(12,087.59)
	PR	180000000000000007692			12,087.59							12,087.59
(blank)	AD	AD180000000000018271				12,087.59						12,087.59
Pima Community College Total					12,087.59	0.00						12,087.59
SUNLAND ASPHALT INC												
ROADSIDE, GROUNDS, RECREATIONAL & PARK AREA SERVICES	AD	AD180000000000048895									(2,717.00)	(2,717.00)
	PRC	180000000000000033263								2,717.00		2,717.00
(blank)	AD	AD180000000000048895									2,717.00	2,717.00
SUNLAND ASPHALT INC Total										2,717.00	0.00	2,717.00
Titan Machinery Inc												
Earth Moving EquipGrader, Dozer, Loader Rental or Lease	AD	AD180000000000028877					(423.54)					(423.54)
	PRC	180000000000000020409					423.54					423.54
(blank)	AD	AD180000000000028877					423.54					423.54
Titan Machinery Inc Total							423.54					423.54
TRICO ELECTRIC COOPERATIVE INC												
Utility Services, Electric	AD	AD180000000000037497							(2,376.44)			(2,376.44)
	PR	180000000000000016339							2,376.44			2,376.44
(blank)	AD	AD180000000000037497							2,376.44			2,376.44
		AD180000000000043169								0.00		0.00
		AD180000000000050087									0.00	0.00
	GAX	3715802-012518								3,356.69		3,356.69
		3715802-022418									3,519.89	3,519.89
TRICO ELECTRIC COOPERATIVE INC Total									2,376.44	3,356.69	3,519.89	9,253.02
WORLDWIDE TECHNOLOGY INC												
COMPUTER HARDWARE & PERIPHERALS FOR MICROCOMPUTERS	AD	AD180000000000037590							(631.05)			(631.05)
		AD180000000000044832								(3,549.14)		(3,549.14)
		AD180000000000047705									(5,522.52)	(5,522.52)
		AD180000000000050147									(190.27)	(190.27)
		AD180000000000050670									(697.02)	(697.02)
	PRC	180000000000000027235							631.05			631.05
		180000000000000032414								5,522.52		5,522.52
		180000000000000032550								3,549.14		3,549.14
		180000000000000036657									190.27	190.27

Close Class Code	(Multip 10, 11	
Fund Code	1000	
Unit Code	2697	
Unit Name	FM - Green Valley Performing Arts Center	

4/2/17 crt

			Period:									
COMPUTER HARDWARE & PERIPHERALS FOR	PRC	18000000000000036868									697.02	697.02
DATA PROCESSING, COMPUTER, PROGRAMMING & SOFTWARE SERVICE	AD	AD180000000000047705									(960.00)	(960.00)
		AD180000000000048829									(815.72)	(815.72)
	PRC	18000000000000032414								960.00		960.00
		18000000000000035753									815.72	815.72
(blank)	AD	AD180000000000037590							631.05			631.05
		AD180000000000044832								3,549.14		3,549.14
		AD180000000000047705									6,482.52	6,482.52
		AD180000000000048829									815.72	815.72
		AD180000000000050147									190.27	190.27
		AD180000000000050670									697.02	697.02
WORLDWIDE TECHNOLOGY INC Total									631.05	10,031.66	1,703.01	12,365.72
(blank)												
(blank)	JVD	18000000000000001960							324.27			324.27
		18000000000000002268								277.74		277.74
	JVI	ADP2017070800000643	162.36									162.36
		ADP2017072200000649	31.98									31.98
		ADP2017091600000632			111.50							111.50
		ADP2017101400000633				377.45						377.45
		ADP2017102800000627				1,182.64						1,182.64
		ADP2017111100000622					88.77					88.77
		ADP2017112500000624					213.67					213.67
		ADP2017120900000632						1,556.07				1,556.07
		ADP2017122300000625						4,898.87				4,898.87
		ADP2018010600000623							719.50			719.50
		ADP2018012000000628							2,112.39			2,112.39
		ADP2018020300000635								2,868.68		2,868.68
		ADP2018021700000637								2,823.01		2,823.01
		ADP2018030300000632									1,680.81	1,680.81
		ADP2018031700000632									176.70	176.70
(blank) Total			194.34		111.50	1,560.09	302.44	6,454.94	3,156.16	5,969.43	1,857.51	19,606.41
Grand Total			224.09	26.77	12,228.84	2,220.22	36,152.75	25,208.56	12,482.09	24,196.70	8,906.91	121,646.93

ATTACHMENT 3

3

Code: BD_BUDGET_REC_DA	Name: Requested and Recommended Budget						
Organization: 2697	Organization Name: FM - Green Valley Performing Arts Center						
Fund: 1000	Fund Name: General Fund						
	Selection 2697: FM - Green Valley Performing Arts Center						
	TOTAL YTD (FY18) as of 4/2/18	ADOPTED (FY18)	FORECAST (FY18)	RECOMMENDED (FY19)	FORECAST (FY19)	PCFM COST FORECAST FOR NEW OPERATOR	COMMENTS
EXPENSES							
5428 - LDFRDR	5,746	7,055	7,660	7,330	7,330		Operator would need a team to
5430 - LDSALDR	13,257	17,040	17,670	17,072	17,072		manage building M & O
TOT_PERSONNEL - APPR 01	**19,003**	**24,095**	**25,330**	**24,402**	**24,402**	?????	Costs UNK
5007 - FUEL & OIL	18	-	40	-	40		
5010 - R & M SUPPLIES	10,920	35,000	14,560	32,000	20,000	32,000	
5012 - CHEMICALS	45	300	60	300	300		
5013 - JANITORIAL SUP	20	1,200	600	1,200	1,200	1,200	
5020 - TOOLS & EQ<1000	4,448	2,000	11,956	-	-		FY18 Classroom Wifi Equip
5149 - R & M MACH & EQ	1,776	6,500	3,500	6,500	3,500	2,500	
5150 - R & M BUILDINGS	51,206	25,973	53,000	27,000	35,360	27,000	FY18 HVAC Controller/Sensors
5151 - R & M GROUNDS	4,490	5,000	20,000	5,000	5,800	5,000	FY18 Asphalt Project
5167 - LEASE RNTL-OTHR	424	2,500	1,000	1,500	1,460		
5178 - JANITORIAL SVCS	-	-	-	1,357	1,357	1,357	In 5150 Prior to FY19
5179 - PEST CONTROL	-	-	-	1,600	1,600	1,600	In 5150 Prior to FY19
5204 - INTRA SPL SV DR	602	-	800	-	860		
5301 - ELECTRICITY	21,341	38,112	36,200	38,439	38,439	38,439	FY18 Start 12/15/17 & Prior PCC
5302 - WATER & SEWER	822	-	2,155	-	2,300	2,300	
5304 - WASTE RECYCLING	19	-	40	-	40		
5359 - PHONEEXT	6,514	-	6,514	-	-	6,514	Network Equip/Cisco One 24 Port Catalyst in FY18
5362 - ISF IT PORTS	-	-	-	-	2,640		FY19 5 Ports for Wifi/Energy Mgmt
TOT_OPERATING - APPR 02	**102,645**	**116,585**	**150,425**	**114,896**	**114,896**	**117,910**	
TOTEXP - TOT EXP	**121,648**	**140,680**	**175,755**	**139,298**	**139,298**	**117,910**	