

2022  
 FACILITIES MANAGEMENT POOL - INTERNAL SERVICE  
 BUDGET REQUEST  
 JOE STEPAN  
 970 870 5309

DEPARTMENT	GOVERNMENT / BUSINESS	LINE ITEM	ACCOUNT TYPE	2020 BUDGET	2021 BUDGET	INCREASE / DECREASE AMOUNT	% OF CHANGE	ONGOING REVENUE OR EXPENSE	EXPLANATION OF CHANGE
FM POOL	G	Revenue							
FM POOL	G	Internal Svc Fees	REVENUE	1,240,000	1,240,000	-	0%	Y	Internal service fees will be updated for 2022 prior to October 2021 BCC presentation.
FM POOL	G	Interest	REVENUE	10,800	13,490	2,690	25%	Y	Change based on average funds in pool.
FM POOL	G	Transfers	REVENUE	1,894,500	13,325,000	11,430,500	603%	N	Change represents difference between 2021 and 2022 budgeted capital additions. The 2022 transfer revenue is primarily for the new HHS building.
<b>FM POOL</b>	<b>G</b>	<b>TOTAL REVENUE</b>	<b>REVENUE</b>	<b>3,145,300</b>	<b>14,578,490</b>	<b>11,433,190</b>	<b>364%</b>		
FM POOL	G	Expenses							
FM POOL	G	Capital	EXPENSE	3,233,000	13,519,500	10,286,500	318%	N	See Capital Asset Request form.
FM POOL	G	Debt Service	EXPENSE	1,230,160	1,233,420	3,260	0%	Y	Change based on scheduled debt service schedule. Final year for debt service for construction of Justice Center is 2025.
<b>FM POOL</b>	<b>G</b>	<b>TOTAL EXPENSE</b>	<b>EXPENSE</b>	<b>4,463,160</b>	<b>14,752,920</b>	<b>10,289,760</b>	<b>231%</b>		
<b>FM POOL</b>	<b>G</b>	<b>TOTAL REVENUE OVER/ (UNDER) EXPENSE</b>		<b>(1,317,860)</b>	<b>(174,430)</b>	<b>1,143,430</b>	<b>-87%</b>		

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**Mission Statement and Services**

*The mission of the Facilities Management department is to maintain Routt County's facilities in order to provide safe, comfortable, and attractive environments for the employees, citizens and visitors who use the buildings and grounds.*

**Services Provided**

The Facilities Management Pool provides for the timely and cost efficient replacement of buildings and equipment. Capital replacements are funded by internal service fees from Facilities Management operations and other fund transfers. The total cost of buildings is not used to determine the replacement cost. Items such as roofs, security systems, heating and air conditioning, carpet, etc. are used in the replacement calculations. Capital additions of new equipment and buildings are funded by fund transfers and other revenue sources including grants. Internal service fees also fund certificates of participation payments for the Justice Center.

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**SUMMARY INFORMATION**

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 PROJECTED	2022 BUDGET	INCR. (DECR.)	% CHANGE
Revenues								
Internal Svc Fees	1,165,000	1,165,000	1,240,000	1,240,000	1,240,000	1,240,000	-	0.00%
Interest	64,417	73,284	61,393	10,800	14,040	13,490	2,690	24.91%
Other	968,931	92,792	733,037	-	-	-	-	0.00%
Transfers	3,644,230	2,405,833	486,395	1,894,500	1,729,628	13,325,000	11,430,500	603.35%
<b>Total</b>	<b>5,842,578</b>	<b>3,736,909</b>	<b>2,520,825</b>	<b>3,145,300</b>	<b>2,983,668</b>	<b>14,578,490</b>	<b>11,433,190</b>	<b>363.50%</b>
Expenses								
Capital	4,737,934	3,971,975	1,493,908	3,233,000	3,032,628	13,519,500	10,286,500	318.17%
Debt Service	1,234,052	1,233,900	1,233,508	1,230,160	1,233,760	1,233,420	3,260	0.27%
<b>Total</b>	<b>5,971,986</b>	<b>5,205,875</b>	<b>2,727,416</b>	<b>4,463,160</b>	<b>4,266,388</b>	<b>14,752,920</b>	<b>10,289,760</b>	<b>230.55%</b>
Revenues Over (Under) Expenditures	(129,408)	(1,468,966)	(206,591)	(1,317,860)	(1,282,720)	(174,430)	<u>1,143,430</u>	<u>-86.76%</u>
Reserves - Beginning	4,635,957	4,506,549	3,037,583	2,830,992	2,830,992	1,548,272		
Reserves - Ending	<u>4,506,549</u>	<u>3,037,583</u>	<u>2,830,992</u>	<u>1,513,132</u>	<u>1,548,272</u>	<u>1,373,842</u>		

**FACILITIES MANAGEMENT POOL**

	2018	2019	2020	2021	2021	DIFF.	2022	2023	2024	DIFF.	2022
	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	21 PRO	BUDGET	BUDGET	BUDGET	21 BUD	ORIGINAL
						21 BUD				22 BUD	AMOUNT
											REQUESTED
<b>REVENUE</b>											
<b>INTEREST</b>											
INTEREST	64,417	73,284	61,393	10,800	14,040	3,240	13,490	13,100	13,190	2,690	13,490
TOTAL INTEREST	64,417	73,284	61,393	10,800	14,040	3,240	13,490	13,100	13,190	2,690	13,490
<b>INTERNAL SERVICE FEES</b>											
INTERNAL SERVICE	1,165,000	1,165,000	1,240,000	1,240,000	1,240,000	-	1,240,000	1,240,000	1,240,000	-	1,240,000
TOTAL INTERNAL SERVICE FEES	1,165,000	1,165,000	1,240,000	1,240,000	1,240,000	-	1,240,000	1,240,000	1,240,000	-	1,240,000
<b>OTHER</b>											
SALE OF ASSETS	934,481	92,792	733,037	-	-	-	-	-	-	-	-
DONATIONS	34,450	-	-	-	-	-	-	-	-	-	-
TOTAL OTHER	968,931	92,792	733,037	-	-	-	-	-	-	-	-
<b>TRANSFERS</b>											
COMM POOL	267,506	721,564	-	-	-	-	-	-	-	-	-
GENERAL	3,376,724	1,684,269	486,395	1,894,500	1,729,628	(164,872)	13,325,000	-	-	11,430,500	13,325,000
TOTAL TRANSFERS	3,644,230	2,405,833	486,395	1,894,500	1,729,628	(164,872)	13,325,000	-	-	11,430,500	13,325,000
TOTAL REVENUES	5,842,578	3,736,909	2,520,825	3,145,300	2,983,668	(161,632)	14,578,490	1,253,100	1,253,190	11,433,190	14,578,490
<b>EXPENSES</b>											
<b>CAPITAL EXPENSES</b>											
<b>DEPARTMENT</b>											
BUILDING & PLANT	4,212,008	3,156,145	601,611	-	-	-	-	-	-	-	-
CLERK/MOTOR VEH	-	-	11,730	-	-	-	-	-	-	-	-
COMMUNICATIONS	267,506	721,564	721,564	-	-	-	-	-	-	-	-
FAIR	258,420	94,266	94,266	-	-	-	-	-	-	-	-
HEALTH AND HUMAN SERVICES	-	-	55,754	-	-	-	-	-	-	-	-
HUMAN SERVICES	-	-	2,254	-	-	-	-	-	-	-	-
PUBLIC HEALTH	-	-	6,729	-	-	-	-	-	-	-	-
ADDITIONS	-	-	-	3,131,500	2,966,628	(164,872)	13,325,000	-	-	10,193,500	13,325,000
REPLACEMENTS	-	-	-	101,500	66,000	(35,500)	194,500	-	-	93,000	194,500
TOTAL CAPITAL	4,737,934	3,971,975	1,493,908	3,233,000	3,032,628	(200,372)	13,519,500	-	-	10,286,500	13,519,500
<b>DEBT SERVICE</b>											
PRINCIPAL	985,000	1,005,000	1,030,000	1,055,000	1,030,000	(25,000)	1,090,000	1,125,000	1,160,000	35,000	1,090,000
INTEREST - 2012 SERIES	247,552	227,400	202,008	173,660	202,260	28,600	141,920	109,020	73,650	(31,740)	141,920
TRUSTEE FEES	1,500	1,500	1,500	1,500	1,500	-	1,500	1,500	1,500	-	1,500
TOTAL DEBT SERVICE	1,234,052	1,233,900	1,233,508	1,230,160	1,233,760	3,600	1,233,420	1,235,520	1,235,150	3,260	1,233,420
TOTAL EXPENSES	5,971,986	5,205,875	2,727,416	4,463,160	4,266,388	(196,772)	14,752,920	1,235,520	1,235,150	10,289,760	14,752,920
REVENUES OVER/ (UNDER) EXPENSES	(129,408)	(1,468,966)	(206,591)	(1,317,860)	(1,282,720)	35,140	(174,430)	17,580	18,040	1,143,430	(174,430)
RESERVES - BEGINNING	4,635,957	4,506,549	3,037,583	2,830,992	2,830,992	-	1,548,272	1,373,842	1,391,422		
RESERVES - ENDING	4,506,549	3,037,583	2,830,992	1,513,132	1,548,272	-	1,373,842	1,391,422	1,409,462		
<b>% INCR (DECR) IN BUDGETED EXPENSES</b>											
							230.55%	-91.63%	-0.03%		
<b>CAPITAL SUMMARY</b>											
ADDITIONS				3,131,500	2,966,628		13,325,000	-	-	10,193,500	
REPLACEMENTS				101,500	66,000		194,500	-	-	93,000	
<b>TOTAL</b>				<b>3,233,000</b>	<b>3,032,628</b>		<b>13,519,500</b>	<b>-</b>	<b>-</b>	<b>10,286,500</b>	

**FACILITIES MANAGEMENT POOL**

								\$	
	2022	2023	2024	Five	2022	Percent	Change	2020	
	%	%	%	Year	Budget	of	From	Actual	
	Inc.(Dec)	Inc.(Dec)	Inc.(Dec)	Average	Above(Below)	Average	Original	vs.	
								2021 budget	
<b>REVENUE</b>									
<b>INTEREST</b>									
INTEREST	25%	(3%)	1%	40,294	(26,804)	-67%	-	(47,903)	
TOTAL INTEREST	25%	(3%)	1%	54,071	(40,581)	-75%	-	(47,903)	
<b>INTERNAL SERVICE FEES</b>									
INTERNAL SERVICE	0%	0%	0%	1,221,667	18,333	2%	-	-	
TOTAL INTERNAL SERVICE FEES	0%	0%	0%	1,202,500	37,500	3%	-	-	
<b>OTHER</b>									
SALE OF ASSETS	0%	0%	0%	294,024	(294,024)	-100%	-	(733,037)	
DONATIONS	0%	0%	0%	8,613	(8,613)	-100%	-	-	
TOTAL OTHER	0%	0%	0%	449,649	(449,649)	-100%	-	(733,037)	
<b>TRANSFERS</b>									
COMM POOL	0%	0%	0%	166,265	(166,265)	-100%	-	-	
GENERAL	603%	(100%)	0%	1,977,153	11,347,847	574%	-	12,838,605	
TOTAL TRANSFERS	603%	(100%)	0%	2,608,711	10,716,289	411%	-	12,838,605	
TOTAL REVENUES	364%	(91%)	0%	4,314,931	10,263,559	238%	-	12,057,665	
<b>EXPENSES</b>									
<b>CAPITAL EXPENSES</b>									
<b>DEPARTMENT</b>									
BUILDING & PLANT	0%	0%	0%	1,381,773	(1,381,773)	-100%	-	(601,611)	
CLERK/MOTOR VEH	0%	0%	0%	3,165	(3,165)	-100%	-	(11,730)	
COMMUNICATIONS	0%	0%	0%	290,811	(290,811)	-100%	-	(721,564)	
FAIR	0%	0%	0%	201,796	(201,796)	-100%	-	(94,266)	
HEALTH AND HUMAN SERVICES	0%	0%	0%	9,292	(9,292)	-100%	-	(55,754)	
HUMAN SERVICES	0%	0%	0%	3,134	(3,134)	-100%	-	(2,254)	
PUBLIC HEALTH	0%	0%	0%	1,122	(1,122)	-100%	-	(6,729)	
ADDITIONS	326%	(100%)	0%	-	13,325,000	0%	-	13,325,000	
REPLACEMENTS	92%	(100%)	0%	-	194,500	0%	-	194,500	
TOTAL CAPITAL	318%	(100%)	0%	2,058,366	11,461,134	557%	-	12,025,592	
<b>DEBT SERVICE</b>									
PRINCIPAL	0	0	0	997,500	92,500	0	-	60,000	
INTEREST - 2012 SERIES	(0)	(0)	(0)	233,887	(91,967)	(0)	-	(60,088)	
TRUSTEE FEES	-	-	-	1,504	(4)	(0)	-	-	
TOTAL DEBT SERVICE	0%	0%	(0%)	1,232,892	528	0%	-	(88)	
TOTAL EXPENSES	231%	(92%)	(0%)	-	-	#DIV/0!	-	12,025,504	
REVENUES OVER/ (UNDER) EXPENSES	<u>133%</u>							<u>-</u>	
RESERVES - BEGINNING									
RESERVES - ENDING									

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**CAPITAL ADDITIONS**

<u>Department</u>	<u>Asset</u>	<u>Funding</u>	<u>2021 Budget</u>	<u>2021 Projected</u>	<u>2022 Amount</u>
Facilities Mgmt	Sidewalk at Community Garden	GF	\$ 37,000	20,444	-
Facilities Mgmt	Downtown Campus Security Additions	GF	207,000	24,432	100,000
Facilities Mgmt	Detention Center - Remodel - Repurpose space vacated	GF	870,000	900,000	-
EMG	Emergency Management Storage Building - Improvements (fencing, stairway access, manual lift and safety railings, additional shelving)	GF	10,000		-
HHS	New building for Department of Health and Human Services	GF	2,000,000	2,000,000	12,100,000
Sheriff	Detention Center - Purchase material for a padded cell for suicidal and intoxicated inmates.	GF	7,500	21,752	-
Sheriff	Detention Center - Remodel restroom in recreation/workout room. Project	GF	-		-
Facilities Mgmt	Building Efficiency Study	GF			200,000
Facilities Mgmt	Solar PV System Downtown Campus	GF			300,000
Facilities Mgmt	Board of County Commissioners Hearing Room Upgrades	GF			150,000
Fair	Arena Fence Project	GF			450,000
Sheriff	Impound Lot	GF			25,000
<b>TOTAL</b>			<b>\$ 3,131,500</b>	<b>\$ 2,966,628</b>	<b>\$ 13,325,000</b>

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**CAPITAL REPLACEMENTS**

<u>Department</u>	<u>Asset</u>	<u>Location</u>	<u>2021 Budget</u>	<u>2021 Proj</u>	<u>2022 Amount</u>
Facilities Mgmt	HVAC Server Room - Rooftop Unit	Annex	\$ 35,500	-	35,500
Facilities Mgmt	Historic Courthouse chiller - garden level	Courthouse	26,000	26,000	
Facilities Mgmt	Toro Riding Mower	Courthouse	40,000	40,000	
	DDC (Direct Digital Controls)				
	HVAC Monitoring Software				
Facilities Mgmt	Upgrade	Courthouse	-	-	24,000
Facilities Mgmt	Xray Scanner	Justice Center	-	-	30,000
Facilities Mgmt	UPS Battery Replacement	Detn Center	-	-	9,000
	Rebuild Det Center Walk-In				
Facilities Mgmt	Cooler	Detn Center	-	-	6,000
	Analog Security Camera				
Facilities Mgmt	Replacement	Justice Center	-	-	75,000
	Detention Center Lawn				
Facilities Mgmt	Sprinklers	Detn Center	-	-	15,000
			<b>\$101,500</b>	<b>\$66,000</b>	<b>\$ 194,500</b>