

2022
 BUDGET REQUEST
 FACILITIES MANAGEMENT - ADMINISTRATION
 JOE STEPAN
 970-870-5309

DEPARTMENT	GOVERNMENT / BUSINESS	LINE ITEM	ACCOUNT TYPE	2021 BUDGET	2022 BUDGET	INCREASE / DECREASE AMOUNT	% OF CHANGE	ONGOING REVENUE OR EXPENSE	EXPLANATION OF CHANGE
FACMGT	G	REVENUE							Total \$9,090 budgeted in 2021 split between CLEF and Evidence based on 2020 actual amounts billed to the City. The County pays for the contract lawn maintenance at the CLEF and Detention Center and invoices the City.
FACMGT	G	CLEF - CITY OF SS	REVENUE	-	8,890	8,890	0%	Y	
FACMGT	G	EVIDENCE - CITY OF SS	REVENUE	9,090	200	(8,890)	-98%	Y	See line above.
FACMGT	G	COPIERS - FEES	REVENUE	500	500	-	0%	Y	
FACMGT	G	COURTHOUSE - YVEA CREDIT	REVENUE	2,120	2,120	-	0%	Y	
FACMGT	G	DETENTION - YVEA CREDIT	REVENUE	1,690	1,690	-	0%	Y	
FACMGT	G	HUM SVCS - YVEA CREDIT	REVENUE	95	-	(95)	-100%	Y	
FACMGT	G	HUM SVCS - RENT	REVENUE	44,800	30,500	(14,300)	-32%	Y	Decrease due to DHS paying for actual cost for temporary rent space in 2022 versus the entire DHS Building budgeted in 2021.
FACMGT	G	OAK ST - RENT	REVENUE	11,400	-	(11,400)	-100%	Y	Selbe house removed 2021.
FACMGT	G	JC - SOLAR RENEWABLE ENERGY	REVENUE	8,000	8,000	-	0%	Y	
FACMGT	G	TOTAL REVENUE		77,695	51,900	(25,795)	-33%		
FACMGT	G	PERSONNEL							
FACMGT	G	ADMIN SALARIES	PERSONNEL	102,490	101,709	(781)	-1%	Y	New Division Manager hired after 2021 budget adopted. Increase of .67 FTE and \$26,290 requested in 2022 to move the .33 FTE groundskeeper position from part-time to full time offset by budgeting existing .30 FTE and \$5,925 maintenance/janitorial position as part-time instead of staff.
FACMGT	G	STAFF SALARIES	PERSONNEL	350,440	370,800	20,360	6%	Y	Increase is the pay variance between the 2021 .33 FTE groundskeeper and the 2022 .30 FTE maintenance/janitorial position now budgeted at part-time.
FACMGT	G	PART TIME SALARIES	PERSONNEL	15,700	18,863	3,163	20%	Y	
FACMGT	G	OVERTIME	PERSONNEL	11,260	11,262	2	0%	Y	
FACMGT	G	ON CALL	PERSONNEL	20,020	20,016	(4)	0%	Y	
FACMGT	G	LENGTH OF SERVICE AWARDS	PERSONNEL	-	150	150	0%	Y	
FACMGT	G	MEDICAL INSURANCE	PERSONNEL	114,910	140,931	26,021	23%	Y	Medical insurance increased for groundskeeper going from part-time to full time in 2022 with the added .67FTE request and one employee elected family coverage in 2021 vs. the single coverage budgeted.
FACMGT	G	FICA	PERSONNEL	38,240	38,784	544	1%	Y	
FACMGT	G	LIFE/DISABILITY	PERSONNEL	2,030	1,913	(117)	-6%	Y	
FACMGT	G	RETIREMENT	PERSONNEL	14,890	16,954	2,064	14%	Y	Increase is for employee eligible in 2022 for full year vs. partial year retirement.
FACMGT	G	WORKERS' COMP	PERSONNEL	131,140	128,850	(2,290)	-2%	Y	Worker's compensation will be updated for the BCC presentation in October 2021.
FACMGT	G	TOTAL PERSONNEL	PERSONNEL	801,120	850,232	49,112	6%		

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FACMGT	G	ADMINISTRATIVE							
FACMGT	G	ADVERTISING	OPERATIONS	500	1,500	1,000	200%	Y	Anticipate new hire advertisements due to staffing needs and/or continuation of current staff openings
FACMGT	G	ADVERTISING - LEGAL	OPERATIONS	100	750	650	650%	Y	Increasing newspaper fees and more postings related to projects based on proposed capital projects and HHS building Training for new and/or existing staff new equipment/software
FACMGT	G	CONTINUING EDUCATION	OPERATIONS	-	1,000	1,000	0%	Y	
FACMGT	G	DUES AND MEMBERSHIPS	OPERATIONS	-	200	200	0%	Y	
FACMGT	G	FINANCE CHARGES	OPERATIONS	80	80	-	0%	Y	
FACMGT	G	WEB BASED MAINTENANCE PROGRAM	OPERATIONS	2,500	4,650	2,150	86%	Y	Increased annual fee for Facility Dude web based program, no expected increase after this year
FACMGT	G	SUPPLIES	OPERATIONS	500	1,000	500	100%	Y	Increased to align with previous years' average / pre COVID budget
FACMGT	G	SUPPLIES - SAFETY	OPERATIONS	-	1,000	1,000	0%	Y	Increased to align with previous years' average / pre COVID budget
FACMGT	G	TELEPHONE- BASIC	OPERATIONS	1,200	3,000	1,800	150%	Y	Increase to allow for current year charges
FACMGT	G	TELEPHONE- CELL	OPERATIONS	3,000	3,200	200	7%	Y	Increase to align with previous years' average
FACMGT	G	TRAVEL- LODGING	OPERATIONS	-	750	750	0%	Y	See continuing education above.
FACMGT	G	TRAVEL- MEALS	OPERATIONS	-	500	500	0%	Y	See continuing education above.
FACMGT	G	TRAVEL- MOTOR POOL	OPERATIONS	15,120	15,120	-	0%	Y	
FACMGT	G	TRAVEL- TRANSPORT	OPERATIONS	-	500	500	0%	Y	See continuing education above.
FACMGT	G	TOTAL ADMINISTRATION	OPERATIONS	23,000	33,250	10,250	45%		
FACMGT	G	COPIERS R&M							
FACMGT	G	COPIER PAPER	OPERATIONS	2,500	3,000	500	20%	Y	Increase based on previous years' charges
FACMGT	G	TOTAL COPIERS	OPERATIONS	2,500	3,000	500	20%		
FACMGT	G	EQUIPMENT R&M	OPERATIONS						
FACMGT	G	R&M POSTAGE	OPERATIONS	5,400	6,000	600	11%	Y	Increase to allow for postage meter lease, paper folder annual charges, and monthly software
FACMGT	G	TOTAL EQUP R&M	OPERATIONS	5,400	6,000	600	11%		
FACMGT	G	COURTHOUSE	OPERATIONS						
FACMGT	G	INSURANCE - CAPP	OPERATIONS	146,580	146,580	-	0%	Y	
FACMGT	G	PROFESSIONAL SVCS	OPERATIONS	250	250	-	0%	Y	
FACMGT	G	PROF SVCS - JANITORIAL SERVICE	OPERATIONS	55,000	60,600	5,600	10%	Y	Increase for bi-annual deep clean for Courthouse and Annex planning for spring and fall to include light fixtures, window coverings and other detail.
FACMGT	G	R&M BUILDING	OPERATIONS	10,000	12,000	2,000	20%	Y	Increased to allow for anticipated labor and material cost increases to general R&M
FACMGT	G	R&M CARPET	OPERATIONS	100	1,500	1,400	1400%	Y	Increase to contract carpet cleaning to allow for regular carpet cleaning that was suspended during COVID

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FACMGT	G	R&M ELECTRICAL	OPERATIONS	800	500	(300)	-38%	Y	Reduction based on previous years' averages
FACMGT	G	R&M ELEVATOR	OPERATIONS	2,000	5,000	3,000	150%	Y	Increase to align with past years' average
FACMGT	G	R&M GENERATOR PM	OPERATIONS	1,125	1,125	-	0%	Y	Increase to align with previous years' average
FACMGT	G	R&M GROUNDS & EQUIP	OPERATIONS	1,800	4,000	2,200	122%	Y	Increase allowing for potential repairs due to aging equipment
FACMGT	G	R&M HVAC	OPERATIONS	6,000	10,000	4,000	67%	Y	
FACMGT	G	R&M - HVAC CONTROLS	OPERATIONS	8,000	8,000	-	0%	Y	
FACMGT	G	R&M - HVAC PREVENTIVE MAINT	OPERATIONS	6,500	6,500	-	0%	Y	
FACMGT	G	R&M LIGHTS	OPERATIONS	250	1,000	750	300%	Y	Increase to allow for LED bulb switching
FACMGT	G	R&M MATS	OPERATIONS	2,640	3,500	860	33%	Y	Increase will match pre-COVID budget
FACMGT	G	R&M PAINTING	OPERATIONS	-	4,000	4,000	0%	Y	Continue with normal painting due to wear and tear
FACMGT	G	R&M PROJECT - HISTORIC DOORS	OPERATIONS	10,000	-	(10,000)	-100%	N	Still trying to complete in 2021
FACMGT	G	R&M PROJECT -TERRA COTTA	OPERATIONS	15,000	15,000	-	0%	N	Project delayed until 2022. Need more time to locate vendor.
FACMGT	G	R&M SECURITY SYS	OPERATIONS	2,500	3,000	500	20%	Y	Increase for FY22 with plan to change by FY23 with new systems
FACMGT	G	R&M SMALL TOOLS	OPERATIONS	800	800	-	0%	Y	
FACMGT	G	R&M UPS - CENTRALIZED	OPERATIONS	3,300	3,500	200	6%	Y	Increase based on monthly PM charges
FACMGT	G	SUPPLIES- JANITORIAL	OPERATIONS	7,000	5,000	(2,000)	-29%	Y	Increase to align with previous years' trend
FACMGT	G	ELECTRIC	OPERATIONS	44,000	44,500	500	1%	Y	Estimate based on previous years' budget
FACMGT	G	NATURAL GAS	OPERATIONS	16,000	17,000	1,000	6%	Y	Increase to align with 2021 expected usage
FACMGT	G	TRASH	OPERATIONS	5,000	5,750	750	15%	Y	
FACMGT	G	WATER/SEWER	OPERATIONS	9,000	9,000	-	0%	Y	
FACMGT	G	TOTAL COURTHOUSE	OPERATIONS	353,645	368,105	14,460	4%		
FACMGT	G	EVIDENCE - DETENTION CTR	OPERATIONS						
FACMGT	G	R&M BUILDING	OPERATIONS	12,000	5,000	(7,000)	-58%	Y	Previous year amount was estimated based on area square footage. Decrease to align with previous year and expected actual costs
FACMGT	G	TOTAL EVIDENCE	OPERATIONS	12,000	5,000	(7,000)	-58%		
FACMGT	G	DETENTION	OPERATIONS						
FACMGT	G	INSURANCE- CAPP	OPERATIONS	36,780	36,780	-	0%	Y	
FACMGT	G	R&M BUILDING	OPERATIONS	18,000	20,000	2,000	11%	Y	Increase to allow for increasing material and labor costs to general R&M
FACMGT	G	R&M CARPET	OPERATIONS	-	1,500	1,500	0%	Y	Increase to contract carpet cleaning to allow for regular carpet cleaning that was suspended during COVID
FACMGT	G	R&M ELECTRICAL	OPERATIONS	300	300	-	0%	Y	
FACMGT	G	R&M GENERATOR PM	OPERATIONS	1,750	1,750	-	0%	Y	
FACMGT	G	R&M GROUNDS & EQUIP	OPERATIONS	1,500	5,000	3,500	233%	Y	Increase to more closely align with past years' average and 2021 anticipated costs due to general building aging
FACMGT	G	R&M HVAC	OPERATIONS	10,000	10,000	-	0%	Y	
FACMGT	G	R&M HVAC PREVENTATIVE MAINT	OPERATIONS	6,000	6,000	-	0%	Y	

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FACMGT	G	R&M LIGHTS	OPERATIONS	300	500	200	67%	Y	Increase to allow for LED light bulb replacement
FACMGT	G	R&M - LIGHTNING PROTECTION	OPERATIONS	2,500	2,500	-	0%	Y	
FACMGT	G	R&M MATS	OPERATIONS	800	800	-	0%	Y	
FACMGT	G	R&M PROJECT - WALK-IN COOLER	OPERATIONS	6,000	-	(6,000)	-100%	Y	Replacement is capital in BP Pool in 2022
FACMGT	G	R&M PROJECT - INMATE PROP RM	OPERATIONS	-	3,300	3,300	0%	Y	Project moved from 2020 to 2022 for back splash Jail kitchen and control tower kitchenette remodel
FACMGT	G	R&M PROJECT - REMODEL	OPERATIONS	-	10,000	10,000	0%	Y	
FACMGT	G	R&M SECURITY SYS	OPERATIONS	5,000	5,000	-	0%	Y	
FACMGT	G	R&M SMALL TOOLS	OPERATIONS	300	300	-	0%	Y	
FACMGT	G	R&M UPS MAINTENANCE	OPERATIONS	3,090	3,090	-	0%	Y	
FACMGT	G	SUPPLIES- JANITORIAL	OPERATIONS	200	700	500	250%	Y	Expected need to return to pre COVID budgeted amount based on projected 2021 costs
FACMGT	G	ELECTRIC	OPERATIONS	31,000	40,000	9,000	29%	Y	Expect trend of increase usage to continue post-COVID. Increase begins to return to previous years' average
FACMGT	G	NATURAL GAS	OPERATIONS	12,000	13,500	1,500	13%	Y	Increase in usage returning to pre-COVID levels
FACMGT	G	TRASH	OPERATIONS	5,000	5,000	-	0%	Y	
FACMGT	G	WATER/SEWER	OPERATIONS	12,000	12,500	500	4%	Y	Increase to align with previous years' average and current year usage
FACMGT	G	TOTAL DETENTION	OPERATIONS	152,520	178,520	26,000	17%		
FACMGT	G	COMBINED LAW ENFORCEMENT FACILITY							
FACMGT	G	R&M BUILDING	OPERATIONS	70,000	72,000	2,000	3%	Y	Increase to allow for increasing material and labor costs to general R&M
FACMGT	G	R&M UPS MAINTENANCE	OPERATIONS	2,690	2,690	-	0%	Y	
FACMGT	G	TOTAL CLEF	OPERATIONS	72,690	74,690	2,000	3%		
FACMGT	G	EMERGENCY STORAGE							
FACMGT	G	R&M BUILDING	OPERATIONS	1,700	1,700	-	0%	Y	
FACMGT	G	ELECTRIC	OPERATIONS	850	850	-	0%	Y	
FACMGT	G	NATURAL GAS	OPERATIONS	1,400	1,500	100	7%	Y	In line with 2021 projected costs
FACMGT	G	WATER/SEWER	OPERATIONS	600	600	-	0%	Y	
FACMGT	G	TOTAL EMG STORAGE	OPERATIONS	4,550	4,650	100	2%		
FACMGT	G	COMMUNICATIONS - CLEF							
FACMGT	G	R&M BUILDING	OPERATIONS	10,000	2,500	(7,500)	-75%	Y	2021 budget was an estimate and decrease to align with prior year cost
FACMGT	G	R&M UPS MAINTENANCE	OPERATIONS	4,200	4,500	300	7%	Y	Increase for PM contract with Eaton
FACMGT	G	SUPPLIES- JANITORIAL	OPERATIONS	900	1,250	350	39%	Y	Increase to align with past years average
FACMGT	G	TOTAL COMM - CLEF	OPERATIONS	15,100	8,250	(6,850)	-45%		
FACMGT	G	HUMAN SERVICES BLDG							
FACMGT	G	R&M BUILDING	OPERATIONS	750	-	(750)	-100%	Y	Human Services Building to be demolished
FACMGT	G	R&M CARPETS	OPERATIONS	250	-	(250)	-100%	Y	Fall 21 to allow for construction of new HHS building
FACMGT	G	R&M GROUNDS	OPERATIONS	250	-	(250)	-100%	Y	
FACMGT	G	R&M HVAC	OPERATIONS	1,000	-	(1,000)	-100%	Y	

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FACMGT	G	R&M HVAC PREVENTATIVE MAINT	OPERATIONS	2,000	-	(2,000)	-100%	Y	
FACMGT	G	SUPPLIES- JANITORIAL	OPERATIONS	400	-	(400)	-100%	Y	
FACMGT	G	ELECTRIC	OPERATIONS	5,000	-	(5,000)	-100%	Y	
FACMGT	G	NATURAL GAS	OPERATIONS	4,000	-	(4,000)	-100%	Y	
FACMGT	G	WATER/SEWER	OPERATIONS	1,000	-	(1,000)	-100%	Y	
FACMGT	G	TOTAL HUMAN SERVICES	OPERATIONS	14,650	-	(14,650)	-100%		
FACMGT	G	HS - OAK ST PROPERTIES							
FACMGT	G	R&M BUILDING	OPERATIONS	500	-	(500)	-100%	Y	Selbe house donated and moved off-property July 21
FACMGT	G	R&M - GROUNDS & EQUIP	OPERATIONS	150	-	(150)	-100%	Y	
FACMGT	G	ELECTRIC	OPERATIONS	550	-	(550)	-100%	Y	
FACMGT	G	NATURAL GAS	OPERATIONS	800	-	(800)	-100%	Y	
FACMGT	G	WATER/SEWER	OPERATIONS	1,350	500	(850)	-63%	Y	2022 construction water source only
FACMGT	G	TOTAL OAK STREET	OPERATIONS	3,350	500	(2,850)	-85%		
FACMGT	G	JUSTICE CENTER							
FACMGT	G	INSURANCE CAPP	OPERATIONS	50,000	50,000	-	0%	Y	
FACMGT	G	R&M BUILDING	OPERATIONS	10,000	12,000	2,000	20%	Y	Increase to allow for increasing material and labor costs to general R&M
FACMGT	G	R&M CARPET	OPERATIONS	500	500	-	0%	Y	
FACMGT	G	R&M ELECTRICAL	OPERATIONS	800	800	-	0%	Y	
FACMGT	G	R&M ELEVATOR	OPERATIONS	9,000	9,500	500	6%	Y	Increase to allow for preventative maintenance contract increases
FACMGT	G	R&M GROUNDS & EQUIP.	OPERATIONS	1,000	1,000	-	0%	Y	
FACMGT	G	R&M HVAC	OPERATIONS	4,600	5,000	400	9%	Y	
FACMGT	G	R&M HVAC PREVENTATIVE MAINT	OPERATIONS	6,000	6,000	-	0%	Y	
FACMGT	G	R&M LIGHTS	OPERATIONS	500	500	-	0%	Y	
FACMGT	G	R&M MATS	OPERATIONS	550	750	200	36%	Y	Increase aligns with previous year's average
FACMGT	G	R&M SECURITY SYS	OPERATIONS	5,000	5,000	-	0%	Y	
FACMGT	G	R&M SMALL TOOLS	OPERATIONS	250	250	-	0%	Y	
FACMGT	G	SUPPLIES - JANITORIAL	OPERATIONS	3,500	3,500	-	0%	Y	
FACMGT	G	ELECTRIC	OPERATIONS	40,000	40,000	-	-2%	Y	
FACMGT	G	NATURAL GAS	OPERATIONS	15,500	18,000	2,500	16%	Y	Increase to align with past year's average
FACMGT	G	TRASH	OPERATIONS	2,750	3,200	450	16%	Y	Increase to allow for vendor increases and to align with current year costs
FACMGT	G	WATER/SEWER	OPERATIONS	3,800	3,800	-	0%	Y	
FACMGT	G	TOTAL JUSTICE CENTER	OPERATIONS	154,750	159,800	6,050	3%		
FACMGT	G	MINOR EQUIPMENT							
FACMGT	G	CHAIRS/STOOLS	OPERATIONS	-	3,000	3,000	0%	Y	Annual budget to allow for individual replacements as needed
FACMGT	G	CONFERENCE ROOM/OTHER	OPERATIONS	-	8,000	8,000	0%	Y	New Hearing Room furniture
FACMGT	G	TABLES	OPERATIONS	-	1,000	1,000	0%	Y	Annual budget
FACMGT	G	DESKS/CREDENZAS	OPERATIONS	-	2,000	2,000	0%	Y	Annual budget
FACMGT	G	KEYBOARD TRAYS	OPERATIONS	-	100	100	0%	Y	Annual budget
FACMGT	G	EQUIPMENT	OPERATIONS	-	500	500	0%	Y	Annual budget
FACMGT	G	SHELVING	OPERATIONS	-	1,000	1,000	0%	Y	Annual budget
FACMGT	G	WORK STATION PANELS	OPERATIONS	-	500	500	0%	Y	Annual budget
FACMGT	G	WORK STATION SURFACES	OPERATIONS	-	500	500	0%	Y	Annual budget
FACMGT	G	TOTAL MINOR EQUIPMENT	OPERATIONS	-	16,600	16,600	0%		

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FACMGT	G	PHONE SYSTEMS							
FACMGT	G	ELEVATOR	OPERATIONS	1,700	1,700	-	0%	Y	
FACMGT	G	PAY	OPERATIONS	1,000	1,000	-	0%	Y	
FACMGT	G	TIME & MATERIALS	OPERATIONS	-	500	-	0%	Y	
FACMGT	G	TOTAL PHONE SYSTEMS	OPERATIONS	2,700	3,200	-	19%		
FACMGT	G	TOTAL OPERATIONS BEFORE USER CHARGES		846,855	888,565	41,710	5%		
FACMGT	G	USER CHARGES - EQ. REPLC							
FACMGT	G	USER CHGS- B&P POOL	OPERATIONS	1,240,000	1,240,000	-	0%	Y	Amount will be recalculated for 2022 prior to the final BCC presentation.
FACMGT	G	TOTAL USER CHGS		1,240,000	1,240,000	-	0%		
FACMGT	G	TOTAL OPERATIONS BEFORE CONTROLLABLE ASSETS		2,086,855	2,128,565	41,710	2%		
FACMGT	G	CONTROLLABLE ASSETS - ADDS							
FACMGT	G	FACILITIES MANAGEMENT	OPERATIONS	-	3,000	3,000	0%	N	Replace current counter top in men's restroom in Courthouse.
FACMGT	G	CLERK	OPERATIONS	-	4,500	4,500	0%	N	Replace existing wood countertop with new stone / composite material countertop.
FACMGT	G	FAIR	OPERATIONS	-	2,500	2,500	0%	N	Design and purchase new signage promoting better navigation of grounds.
FACMGT	G	TREASURER	OPERATIONS	3,500	-	(3,500)	-100%	N	
FACMGT	G	TOTAL CONTRL ASSETS - ADDS	OPERATIONS	3,500	10,000	6,500	186%		
FACMGT	G	TOTAL CONTRL ASSETS - REPLACEMENTS							
FACMGT	G	TOTAL CONTRL ASSETS	OPERATIONS	3,500	10,000	-	186%		
FACMGT	G	TOTAL OPERATIONS	OPERATIONS	2,090,355	2,138,565	48,210	2%		
FACMGT	G	TOTAL EXPENSES	EXPENSES	2,891,475	2,988,797	97,322	3%		
FACMGT	G	REVENUE (UNDER)							
FACMGT	G	EXPENSES		(2,813,780)	(2,936,897)	(123,117)	4%		

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GENERAL FUND
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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

Facilities Management provides maintenance services to approximately 130,000 square feet of buildings including the Justice Center, Historic Courthouse, Annex, Detention Center, and Emergency Management Services Building.

The Combined Law Enforcement (CLEF) facility shared with the City of Steamboat Springs (City) is maintained by the City and Routt County is invoiced for maintenance and operations expenses according to the Maintenance Intergovernmental Agreement (IGA) between the City and the County. The County will reimburse the City for 40% of repair and maintenance cost for approximately 29,000 square feet of space. The County will reimburse the City for 10% of repair and maintenance cost for 4,000 square feet of the garage area at the CLEF facility. The remodeled evidence area located in the County owned space previously occupied by the Sheriff's Office will be maintained by the County and the City will be billed for 60% of the services as outlined in the IGA. The County owned Communications Center is 5,200 square feet and is located within the CLEF Facility. The County will provide repair and maintenance for 100% of the Communication Center.

Maintenance of buildings and grounds at the Routt County Fairgrounds are also included in Facilities Management responsibilities. Maintenance for all facilities includes, but is not limited to, the upkeep of paint, carpets, office equipment, paper supplies, heating and air conditioning systems, plumbing and electrical systems, building security systems, general building repairs, lighting, grounds upkeep and custodial services. Grounds maintenance includes snow removal, lawn care, and landscaping. Custodial services include cleaning of common areas by facilities staff whereas offices are cleaned by the employees within their respective departments.

Facilities Management will oversee the design and construction of the County's new Health and Human Services building beginning Fall 2021. The new office building will provide new offices, clinical rooms, and a conference room for the Routt County Department of Human Services and the Routt County Department of Public Health.

2022
GENERAL FUND
FACILITIES MANAGEMENT - ADMINISTRATION
JOE STEPAN
970-870-5309

SUMMARY INFORMATION

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 PROJECTED	2022 BUDGET	INCR. (DECR.)	% CHANGE
Revenues								
State	-	400,000	-	-	50,000	-	-	0.00%
Local	-	-	7,216	9,090	7,400	9,090	-	0.00%
Fees	121,858	97,873	69,163	68,605	49,685	42,810	(25,795)	-37.60%
Total	121,858	497,873	76,379	77,695	107,085	51,900	(25,795)	-33.20%
Expenses								
Personnel	572,640	627,080	571,641	801,120	744,290	850,232	49,112	6.13%
Operations	1,832,718	1,895,859	2,004,250	2,090,355	2,457,885	2,138,565	48,210	2.31%
Total	2,405,358	2,522,939	2,575,891	2,891,475	3,202,175	2,988,797	97,322	3.37%
Revenues (Under) Expenses	(2,283,500)	(2,025,066)	(2,499,512)	(2,813,780)	(3,095,090)	(2,936,897)	(123,117)	4.38%

STAFFING

Full Time Equivalents	7.10	7.49	7.36	6.74	6.74	7.41	0.67	9.94%
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**GENERAL FUND
FACILITIES MANAGEMENT**

	2018	2019	2020	2021	2021	DIFF.	2022	2023	2024	DIFF.	2022
	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJ	21 PRO 21 BUD	BUDGET	BUDGET	BUDGET	21 BUD 22 BUD	ORIGINAL AMOUNT REQUESTED
REVENUE											
FEDERAL											
STATE											
CLEF - ENERGY IMPACT GRANT	-	400,000	-	-	-	-	-	-	-	-	-
HHS - CHILDCARE FEASIBILITY EIAF	-	-	-	-	50,000	50,000	-	-	-	-	-
TOTAL STATE	-	400,000	-	-	50,000	50,000	-	-	-	-	-
LOCAL											
CLEF - CITY OF SS	-	-	7,112	-	7,200	-	8,890	8,890	8,890	8,890	8,890
EVIDENCE - CITY OF SS	-	-	104	9,090	200	(8,890)	200	200	200	(8,890)	200
TOTAL LOCAL	-	-	7,216	9,090	7,400	(8,890)	9,090	9,090	9,090	-	9,090
FEES											
COMM CLEF - CONTRL ASSETS	-	32,235	-	-	-	-	-	-	-	-	-
COPIERS - FEES	121	167	83	500	-	(500)	500	500	500	-	500
COURTHOUSE - MISC. INCOME	3,108	439	-	-	-	-	-	-	-	-	-
COURTHOUSE - YVEA CREDIT	4,706	2,253	4,393	2,120	1,280	(840)	2,120	2,120	2,120	-	2,120
DETENTION - YVEA CREDIT	1,338	1,795	3,518	1,690	1,030	(660)	1,690	1,690	1,690	-	1,690
HUM SVCS - YVEA CREDIT	-	97	215	95	70	(25)	-	-	-	(95)	-
HUM SVCS - RENT	44,800	44,800	44,800	44,800	34,730	(10,070)	30,500	7,625	-	(14,300)	30,500
OAK ST - RENT	11,400	11,400	11,400	11,400	3,800	(7,600)	-	-	-	(11,400)	-
JC - SOLAR RENEWABLE ENERGY	6,475	4,187	4,754	8,000	8,775	775	8,000	8,000	8,000	-	8,000
JC - INSURANCE PROCEEDS	49,910	500	-	-	-	-	-	-	-	-	-
TOTAL FEES	121,858	97,873	69,163	68,605	49,685	(18,920)	42,810	19,935	12,310	(25,795)	42,810
TOTAL REVENUE	121,858	497,873	76,379	77,695	107,085	22,190	51,900	29,025	21,400	(25,795)	51,900
EXPENSES											
PERSONNEL											
ADMIN SALARIES	-	164	-	102,490	58,678	(43,812)	101,709	101,709	101,709	(781)	101,709
STAFF SALARIES	356,714	395,639	360,306	350,440	331,524	(18,916)	370,800	370,800	370,800	20,360	370,800
PART TIME SALARIES	7,791	13,693	-	15,700	24,966	9,266	18,863	18,863	18,863	3,163	18,863
TERMINATION PAYOUT	-	-	202	-	-	-	-	-	-	-	-
HOLIDAY PAYOUT	-	-	720	-	-	-	-	-	-	-	-
OVERTIME	6,754	14,689	3,766	11,260	11,262	2	11,262	11,262	11,262	2	11,262
ON CALL	17,885	17,934	17,658	20,020	20,016	(4)	20,016	20,016	20,016	(4)	20,016
LENGTH OF SERVICE AWARDS	-	-	300	-	50	50	150	150	150	150	150
MEDICAL INSURANCE	116,741	110,963	122,025	114,910	118,983	4,073	140,931	140,931	140,931	26,021	140,931
FICA	28,052	32,401	27,694	38,240	32,398	(5,842)	38,784	38,784	38,784	544	38,784
LIFE/DISABILITY	1,545	1,471	1,318	2,030	1,921	(109)	1,913	1,913	1,913	(117)	1,913
RETIREMENT	12,078	15,076	13,662	14,890	13,352	(1,538)	16,954	16,954	16,954	2,064	16,954
WORKERS' COMP	25,080	25,050	23,990	131,140	131,140	-	128,850	128,850	128,850	(2,290)	128,850
TOTAL PERSONNEL	572,640	627,080	571,641	801,120	744,290	(56,830)	850,232	850,232	850,232	49,112	850,232

**GENERAL FUND
FACILITIES MANAGEMENT**

	2018	2019	2020	2021	2021	DIFF.	2022	2023	2024	DIFF.	2022
	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJ	21 PRO 21 BUD	BUDGET	BUDGET	BUDGET	21 BUD 22 BUD	ORIGINAL AMOUNT REQUESTED
ADMINISTRATIVE											
ADVERTISING	1,582	-	1,033	500	2,000	1,500	1,500	1,500	1,500	1,000	1,500
ADVERTISING - LEGAL	101	113	104	100	500	400	750	750	750	650	750
CONTINUING EDUCATION	52	-	-	-	-	-	1,000	1,000	1,000	1,000	1,000
DUES AND MEMBERSHIPS	-	-	-	-	200	200	200	200	200	200	200
FINANCE CHARGES	455	135	355	80	20	(60)	80	80	80	-	80
WEB BASED MAINTENANCE PROGRAM	1,977	2,076	2,450	2,500	4,650	2,150	4,650	4,650	4,650	2,150	4,650
SUPPLIES	1,103	1,210	1,361	500	500	-	1,000	1,000	1,000	500	1,000
SUPPLIES - SAFETY	-	-	604	-	850	850	1,000	1,000	1,000	1,000	1,000
TELEPHONE- BASIC	1,078	1,897	2,810	1,200	3,200	2,000	3,000	3,000	3,000	1,800	3,000
TELEPHONE- CELL	3,665	2,870	3,113	3,000	3,200	200	3,200	3,200	3,200	200	3,200
TRAVEL- LODGING	154	-	-	-	-	-	750	750	750	750	750
TRAVEL- MEALS	25	44	-	-	-	-	500	500	500	500	500
TRAVEL- MOTOR POOL	8,964	11,303	10,289	15,120	15,120	-	15,120	15,120	15,120	-	15,120
TRAVEL- TRANSPORT	50	154	-	-	-	-	500	500	500	500	500
PROFESSIONAL SERVICES	-	2,473	514	-	-	-	-	-	-	-	-
TOTAL ADMINISTRATION	19,206	22,275	22,633	23,000	30,240	7,240	33,250	33,250	33,250	10,250	33,250
COPIERS R&M											
COPIER PAPER	6,602	500	2,880	2,500	3,200	700	3,000	3,000	3,000	500	3,000
COPIER SUPPLIES	-	-	-	-	-	-	-	-	-	-	-
COPIER R & M	10,898	475	-	-	-	-	-	-	-	-	-
TOTAL COPIERS	17,500	975	2,880	2,500	3,200	700	3,000	3,000	3,000	500	3,000
EQUIPMENT R&M											
R&M POSTAGE	3,762	3,853	3,083	5,400	5,900	500	6,000	6,000	6,000	600	6,000
TOTAL EQUIP R&M	3,762	3,853	3,083	5,400	5,900	500	6,000	6,000	6,000	600	6,000
COURTHOUSE											
INSURANCE - CAPP	91,289	99,247	134,694	146,580	134,690	(11,890)	146,580	146,580	146,580	-	146,580
MAIL SERVICE	7,141	6,441	30	-	-	-	-	-	-	-	-
PROFESSIONAL SVCS	110	536	1,428	250	250	-	250	250	250	-	250
PROF SVCS - JANITORIAL SERVICE	-	-	23,793	55,000	55,000	-	60,600	60,600	60,600	5,600	60,600
R&M BUILDING	10,571	9,358	12,452	10,000	10,000	-	12,000	12,000	12,000	2,000	12,000
R&M CARPET	1,164	84	1,170	100	-	(100)	1,500	1,500	1,500	1,400	1,500
R&M ELECTRICAL	(53)	8	312	800	800	-	500	500	500	(300)	500
R&M ELEVATOR	5,647	3,882	5,480	2,000	5,000	3,000	5,000	5,000	5,000	3,000	5,000
R&M GENERATOR PM	-	-	325	1,125	1,125	-	1,125	1,125	1,125	-	1,125
R&M GROUNDS & EQUIP	2,994	4,462	4,853	1,800	4,500	2,700	4,000	4,000	4,000	2,200	4,000
R&M HVAC	2,985	11,312	15,546	6,000	6,000	-	10,000	10,000	10,000	4,000	10,000
R&M - HVAC CONTROLS	2,955	4,834	15,637	8,000	8,000	-	8,000	8,000	8,000	-	8,000
R&M - HVAC PREVENTIVE MAINT	-	-	13,483	6,500	6,500	-	6,500	6,500	6,500	-	6,500
R&M LIGHTS	1,305	421	-	250	250	-	1,000	1,000	1,000	750	1,000
R&M MATS	3,013	4,455	3,505	2,640	3,500	860	3,500	3,500	3,500	860	3,500
R&M OTHER EQUIPMENT	189	27	-	-	-	-	-	-	-	-	-
R&M PAINTING	-	3,500	-	-	-	-	4,000	4,000	4,000	4,000	4,000
R&M PROJECT - HISTORIC DOORS	-	-	-	10,000	10,000	-	-	-	-	(10,000)	-
R&M PROJECT -TERRA COTTA	-	-	-	15,000	-	(15,000)	15,000	-	-	-	15,000
R&M ROOF	-	-	-	-	-	-	-	-	-	-	-
R&M SECURITY SYS	3,159	3,039	3,631	2,500	4,000	1,500	3,000	3,000	3,000	500	3,000
R&M SMALL TOOLS	533	1,356	513	800	1,000	200	800	800	800	-	800
R&M UPS - CENTRALIZED	3,850	3,850	3,115	3,300	3,300	-	3,500	3,500	3,500	200	3,500
R&M WATER & SEWER	2,005	176	-	-	-	-	-	-	-	-	-
SUPPLIES- JANITORIAL	7,124	8,060	8,739	7,000	4,000	(3,000)	5,000	5,000	5,000	(2,000)	5,000
ELECTRIC	44,305	46,409	42,821	44,000	46,000	2,000	44,500	44,500	44,500	500	44,500
NATURAL GAS	15,075	17,667	14,730	16,000	17,750	1,750	17,000	17,000	17,000	1,000	17,000
TRASH	5,015	4,319	6,573	5,000	5,500	500	5,750	5,750	5,750	750	5,750
WATER/SEWER	8,754	10,258	9,527	9,000	9,000	-	9,000	9,000	9,000	-	9,000
POSTAGE (PO BOX RENTAL)	-	204	-	-	-	-	-	-	-	-	-
TOTAL COURTHOUSE	219,130	243,905	322,357	353,645	336,165	(17,480)	368,105	353,105	353,105	14,460	368,105

**GENERAL FUND
FACILITIES MANAGEMENT**

	2018	2019	2020	2021	2021	DIFF.	2022	2023	2024	DIFF.	2022
	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJ	21 PRO 21 BUD	BUDGET	BUDGET	BUDGET	21 BUD 22 BUD	ORIGINAL AMOUNT REQUESTED
EVIDENCE - DETENTION CTR											
R&M BUILDING	-	70	89	12,000	100	(11,900)	5,000	5,000	5,000	(7,000)	5,000
R&M SMALL TOOLS	-	-	11	-	-	-	-	-	-	-	-
SUPPLIES- JANITORIAL	-	31	133	-	-	-	-	-	-	-	-
TOTAL EVIDENCE	-	101	233	12,000	100	(11,900)	5,000	5,000	5,000	(7,000)	5,000
DETENTION											
INSURANCE- CAPP	37,373	40,672	49,993	36,780	49,990	13,210	36,780	36,780	36,780	-	36,780
R&M BUILDING	27,819	27,580	9,465	18,000	12,000	(6,000)	20,000	20,000	20,000	2,000	20,000
R&M CARPET	-	1,638	-	-	-	-	1,500	1,500	1,500	1,500	1,500
R&M ELECTRICAL	307	226	-	300	-	(300)	300	300	300	-	300
R&M GENERATOR PM	-	-	1,679	1,750	1,750	-	1,750	1,750	1,750	-	1,750
R&M GROUNDS & EQUIP	1,783	10,397	7,051	1,500	2,000	500	5,000	5,000	5,000	3,500	5,000
R&M HVAC	2,335	22,226	15,360	10,000	5,500	(4,500)	10,000	10,000	10,000	-	10,000
R&M HVAC PREVENTATIVE MAINT	-	-	8,013	6,000	6,000	-	6,000	6,000	6,000	-	6,000
R&M LIGHTS	394	390	88	300	400	100	500	500	500	200	500
PROTECTION	-	-	-	2,500	2,000	(500)	2,500	2,500	2,500	-	2,500
R&M MATS	1,612	1,048	547	800	700	(100)	800	800	800	-	800
R&M OTHER EQUIPMENT	-	-	1,065	-	-	-	-	-	-	-	-
R&M PAINTING	-	-	-	-	-	-	-	-	-	-	-
R&M PROJECT - SOLAR WATER HEATER REPAIR	6,528	-	-	-	-	-	-	-	-	-	-
R&M PROJECT - WALK-IN COOLER	-	-	-	6,000	-	(6,000)	-	-	-	(6,000)	-
R&M PROJECT - INMATE CELLS - SHOWER FLOORS	-	13,466	-	-	-	-	-	-	-	-	-
R&M PROJECT - INMATE PROP RM	-	-	-	-	-	-	3,300	-	-	3,300	3,300
R&M PROJECT - PAINT FACILITY	258	-	-	-	-	-	-	-	-	-	-
R&M PROJECT - REMODEL	-	1,495	-	-	-	-	10,000	-	-	10,000	10,000
R&M SECURITY SYS	1,275	2,332	1,300	5,000	2,000	(3,000)	5,000	5,000	5,000	-	5,000
R&M SMALL TOOLS	103	606	167	300	200	(100)	300	300	300	-	300
R&M UPS MAINTENANCE	8,486	9,054	2,811	3,090	3,090	-	3,090	3,090	3,090	-	3,090
SUPPLIES- JANITORIAL	1,694	1,201	154	200	700	500	700	700	700	500	700
ELECTRIC	44,998	41,267	29,208	31,000	35,000	4,000	40,000	40,000	40,000	9,000	40,000
NATURAL GAS	11,238	15,074	9,944	12,000	11,500	(500)	13,500	13,500	13,500	1,500	13,500
TRASH	3,182	3,785	5,633	5,000	5,100	100	5,000	5,000	5,000	-	5,000
WATER/SEWER	12,460	13,828	12,491	12,000	12,650	650	12,500	12,500	12,500	500	12,500
TOTAL DETENTION	161,845	206,285	154,969	152,520	150,580	(1,940)	178,520	165,220	165,220	26,000	178,520
COMBINED LAW ENFORCEMENT FACILITY											
PROFESSIONAL SERVICES	4,698	-	274	-	-	-	-	-	-	-	-
PROF SERVICES - JANITORIAL	-	-	12,980	-	-	-	-	-	-	-	-
R&M BUILDING	-	312	2,822	70,000	70,000	-	72,000	72,000	72,000	2,000	72,000
R&M ELECTRICAL	-	-	44	-	-	-	-	-	-	-	-
R&M GROUNDS & EQUIP	-	-	3,199	-	-	-	-	-	-	-	-
R&M HVAC	-	150	10,938	-	-	-	-	-	-	-	-
R&M OTHER EQUIPMENT	-	1,191	-	-	-	-	-	-	-	-	-
R&M SMALL TOOLS	-	49	8	-	-	-	-	-	-	-	-
R&M UPS MAINTENANCE	-	-	3,305	2,690	2,690	-	2,690	2,690	2,690	-	2,690
SUPPLIES - SAFETY	-	-	1,310	-	-	-	-	-	-	-	-
SUPPLIES- JANITORIAL	-	9,552	1,919	-	-	-	-	-	-	-	-
SUPPLIES - SAFETY	-	-	319	-	-	-	-	-	-	-	-
ELECTRIC	-	7,509	22,132	-	-	-	-	-	-	-	-
NATURAL GAS	-	1,049	5,940	-	-	-	-	-	-	-	-
TRASH	-	26	54	-	-	-	-	-	-	-	-
WATER/SEWER	-	1,934	2,531	-	-	-	-	-	-	-	-
TOTAL CLEF	4,698	21,772	67,775	72,690	72,690	-	74,690	74,690	74,690	2,000	74,690
EMERGENCY STORAGE											
R&M BUILDING	-	1,836	2,604	1,700	1,680	(20)	1,700	1,700	1,700	-	1,700
ELECTRIC	726	782	717	850	675	(175)	850	850	850	-	850
NATURAL GAS	933	1,670	1,416	1,400	1,520	120	1,500	1,500	1,500	100	1,500
WATER/SEWER	604	550	596	600	550	(50)	600	600	600	-	600
TOTAL EMG STORAGE	2,263	4,838	5,333	4,550	4,425	(125)	4,650	4,650	4,650	100	4,650

**GENERAL FUND
FACILITIES MANAGEMENT**

	2018	2019	2020	2021	2021	DIFF.	2022	2023	2024	DIFF.	2022
	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJ	21 PRO 21 BUD	BUDGET	BUDGET	BUDGET	21 BUD 22 BUD	ORIGINAL AMOUNT REQUESTED
COMMUNICATIONS - CLEF											
R&M BUILDING	-	162	1,011	10,000	-	(10,000)	2,500	2,500	2,500	(7,500)	2,500
R&M ELECTRICAL	-	-	1,071	-	-	-	-	-	-	-	-
R&M OTHER EQUIPMENT	-	-	110	-	-	-	-	-	-	-	-
R&M SMALL TOOLS	-	4	-	-	-	-	-	-	-	-	-
R&M UPS MAINTENANCE	-	-	1,812	4,200	4,200	-	4,500	4,500	4,500	300	4,500
SUPPLIES- JANITORIAL	-	1,521	1,018	900	1,250	350	1,250	1,250	1,250	350	1,250
TOTAL COMM - CLEF	-	1,687	5,022	15,100	5,450	(9,650)	8,250	8,250	8,250	(6,850)	8,250
HUMAN SERVICES BLDG											
PROFESSIONAL SERVICES	-	-	-	-	250	250	-	-	-	-	-
R&M BUILDING	2,685	503	434	750	410	(340)	-	-	-	(750)	-
R&M BUILDING - DEMO	-	-	-	-	185,080	-	-	-	-	-	-
R&M CARPETS	-	-	-	250	-	(250)	-	-	-	(250)	-
R&M GROUNDS	16	30	18	250	-	(250)	-	-	-	(250)	-
R&M HVAC	1,788	-	-	1,000	-	(1,000)	-	-	-	(1,000)	-
R&M HVAC PREVENTATIVE MAINT	-	-	1,986	2,000	1,325	(675)	-	-	-	(2,000)	-
R&M LIGHTS	-	-	-	-	-	-	-	-	-	-	-
R&M - MITIGATION	-	-	-	-	26,500	26,500	-	-	-	-	-
R&M SMALL TOOLS	-	-	9	-	-	-	-	-	-	-	-
SUPPLIES- JANITORIAL	-	591	198	400	10	(390)	-	-	-	(400)	-
ELECTRIC	5,102	5,116	3,976	5,000	2,000	(3,000)	-	-	-	(5,000)	-
NATURAL GAS	3,076	3,719	3,584	4,000	3,160	(840)	-	-	-	(4,000)	-
TRASH	-	-	-	-	250	250	-	-	-	-	-
WATER/SEWER	1,403	1,004	1,539	1,000	250	(750)	-	-	-	(1,000)	-
TOTAL HUMAN SERVICES	14,070	10,963	11,744	14,650	219,235	19,505	-	-	-	(14,650)	-
HEALTH AND HUMAN SERVICES											
R&M PROFESSIONAL SVCS	-	-	-	-	50,000	50,000	-	-	-	-	-
TOTAL HHS	-	-	-	-	50,000	50,000	-	-	-	-	-
HS - OAK ST PROPERTIES											
R&M BUILDING	5	-	34	500	30	(470)	-	-	-	(500)	-
R&M - GROUNDS & EQUIP	5	78	981	150	2,725	2,575	-	-	-	(150)	-
R&M - MITIGATION	-	-	-	-	103,000	103,000	-	-	-	-	-
R&M - RELOCATION	-	-	-	-	51,500	51,500	-	-	-	-	-
ELECTRIC	468	484	531	550	455	(95)	-	-	-	(550)	-
NATURAL GAS	804	856	717	800	355	(445)	-	-	-	(800)	-
WATER/SEWER	1,180	1,267	1,299	1,350	500	(850)	500	500	500	(850)	500
TOTAL OAK STREET	2,462	2,685	3,562	3,350	158,565	155,215	500	500	500	(2,850)	500
DHS - 301 LINCOLN											
RENT- OFFICE SPACE	-	-	-	30,000	19,200	(10,800)	29,600	7,400	-	(400)	29,600
PROFESSIONAL SERVICES	-	-	-	-	3,665	3,665	1,000	250	-	1,000	1,000
PROF SERVICES - JANITORIAL	-	-	-	-	600	600	900	225	-	900	900
R&M BUILDING	-	-	-	-	1,000	1,000	1,000	250	-	1,000	1,000
TELEPHONE - BASIC	-	-	-	-	100	100	100	25	-	100	100
ELECTRICITY	-	-	-	-	1,465	1,465	2,400	600	-	2,400	2,400
TOTAL DHS - 301 LINCOLN	-	-	-	30,000	26,030	(3,970)	35,000	8,750	-	5,000	35,000

**GENERAL FUND
FACILITIES MANAGEMENT**

	2018	2019	2020	2021	2021	DIFF.	2022	2023	2024	DIFF.	2022
	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJ	21 PRO 21 BUD	BUDGET	BUDGET	BUDGET	21 BUD 22 BUD	ORIGINAL AMOUNT REQUESTED
<u>JUSTICE CENTER</u>											
INSURANCE CAPP	35,919	39,699	44,312	50,000	44,310	(5,690)	50,000	50,000	50,000	-	50,000
PROF SVCS -ENERGY	-	-	-	-	-	-	-	-	-	-	-
EFFICIENCY	-	-	-	-	-	-	-	-	-	-	-
MEASURE/VERIFY	-	-	-	-	-	-	-	-	-	-	-
R&M BUILDING	15,169	10,861	17,226	10,000	7,600	(2,400)	12,000	12,000	12,000	2,000	12,000
R&M CARPET	-	-	-	500	-	(500)	500	500	500	-	500
R&M ELECTRICAL	1,698	-	1,031	800	-	(800)	800	800	800	-	800
R&M ELEVATOR	8,010	11,663	8,969	9,000	9,400	400	9,500	9,500	9,500	500	9,500
R&M GROUNDS & EQUIP.	10,090	2,640	2,426	1,000	1,000	-	1,000	1,000	1,000	-	1,000
R&M HVAC	3,425	3,694	2,007	4,600	7,500	2,900	5,000	5,000	5,000	400	5,000
R&M HVAC PREVENTATIVE	-	-	8,013	6,000	6,000	-	6,000	6,000	6,000	-	6,000
MAINT	-	-	-	-	-	-	-	-	-	-	-
R&M LIGHTS	353	176	671	500	-	(500)	500	500	500	-	500
R&M MATS	655	804	815	550	775	225	750	750	750	200	750
R&M OTHER EQUIPMENT	272	-	-	-	-	-	-	-	-	-	-
R&M PAINTING	-	-	-	-	-	-	-	-	-	-	-
R&M PROJECT - LED	-	-	2,811	-	-	-	-	-	-	-	-
LIGHTING	-	-	-	-	-	-	-	-	-	-	-
R&M PROJECT - WATER	-	-	-	-	-	-	-	-	-	-	-
MITIGATION	49,394	-	-	-	-	-	-	-	-	-	-
R&M SECURITY SYS	1,146	2,719	2,115	5,000	5,650	650	5,000	5,000	5,000	-	5,000
R&M SMALL TOOLS	477	484	150	250	175	(75)	250	250	250	-	250
SUPPLIES - JANITORIAL	4,587	5,417	2,897	3,500	1,200	(2,300)	3,500	3,500	3,500	-	3,500
ELECTRIC	41,184	46,004	40,450	41,000	40,000	(1,000)	40,000	40,000	40,000	(1,000)	40,000
NATURAL GAS	13,477	20,004	14,558	15,500	18,250	2,750	18,000	18,000	18,000	2,500	18,000
TRASH	2,561	2,403	2,742	2,750	3,200	450	3,200	3,200	3,200	450	3,200
WATER/SEWER	3,947	3,912	3,735	3,800	3,100	(700)	3,800	3,800	3,800	-	3,800
TOTAL JUSTICE CENTER	192,364	150,480	154,928	154,750	148,160	(6,590)	159,800	159,800	159,800	5,050	159,800
<u>MINOR EQUIPMENT</u>											
CHAIRS/STOOLS	12,540	10,545	2,060	-	2,500	2,500	3,000	-	-	3,000	3,000
CONFERENCE ROOM/OTHER	-	-	-	-	-	-	-	-	-	-	-
TABLES	309	-	-	-	145	145	1,000	-	-	1,000	1,000
DESKS/CREDENZAS	-	2,060	-	-	1,500	1,500	2,000	-	-	2,000	2,000
KEYBOARD TRAYS	-	-	-	-	-	-	100	-	-	100	100
EQUIPMENT	-	1,450	844	-	-	-	500	-	-	500	500
SHELVING	370	2,425	-	-	-	-	1,000	-	-	1,000	1,000
WORK STATION PANELS	-	634	-	-	-	-	500	-	-	500	500
WORK STATION SURFACES	-	-	-	-	-	-	500	-	-	500	500
TOTAL MINOR EQUIPMENT	13,219	17,114	2,904	-	4,145	4,145	8,600	-	-	8,600	8,600
<u>PHONE SYSTEMS</u>											
ELEVATOR	1,626	1,626	1,626	1,700	1,700	-	1,700	1,700	1,700	-	1,700
PAY	840	1,050	924	1,000	1,000	-	1,000	1,000	1,000	-	1,000
TIME & MATERIALS	2,233	765	700	-	300	300	500	500	500	500	500
PROF SVCS - MAINT.	-	-	-	-	-	-	-	-	-	-	-
CONTRACT	3,431	-	-	-	-	-	-	-	-	-	-
TOTAL PHONE SYSTEMS	8,130	3,441	3,250	2,700	3,000	300	3,200	3,200	3,200	500	3,200
<u>VETERANS OFFICE</u>											
TOTAL OPERATIONS	658,649	690,374	760,673	846,855	1,217,885	185,950	888,565	825,415	816,665	41,710	888,565
BEFORE USER CHARGES											
<u>USER CHARGES - EQ. REPLC</u>											
USER CHGS- B&P POOL	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 USER CHGS	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
BEFORE CONTROLLABLE											
ASSETS	1,823,649	1,855,374	2,000,673	2,086,855	2,457,885	185,950	2,128,565	2,065,415	2,056,665	41,710	2,128,565

**GENERAL FUND
FACILITIES MANAGEMENT**

	2018	2019	2020	2021	2021	DIFF.	2022	2023	2024	DIFF.	2022
	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJ	21 PRO 21 BUD	BUDGET	BUDGET	BUDGET	21 BUD 22 BUD	ORIGINAL AMOUNT REQUESTED
CONTROLLABLE ASSETS - ADDS											
FACILITIES MANAGEMENT	7,584	1,550	3,577	-	-	-	3,000	-	-	3,000	3,000
CLERK	-	-	-	-	-	-	4,500	-	-	4,500	4,500
COMMUNICATIONS	-	32,235	-	-	-	-	-	-	-	-	-
DETENTION	-	-	-	-	-	-	-	-	-	-	-
FAIR	1,485	-	-	-	-	-	2,500	-	-	2,500	2,500
MOTOR VEHICLE	-	-	-	-	-	-	-	-	-	-	-
TREASURER	-	-	-	3,500	-	(3,500)	-	-	-	(3,500)	-
TOTAL CONTRL ASSETS - ADDS	9,069	33,785	3,577	3,500	-	(3,500)	10,000	-	-	6,500	10,000
CONTROLLABLE ASSETS - REPLACEMENTS											
FACILITIES MANAGEMENT	-	6,700	-	-	-	-	-	-	-	-	-
FAIR	-	-	-	-	-	-	-	-	-	-	-
TOTAL CONTRL ASSETS - REPLACEMENTS	-	6,700	-	-	-	-	-	6,625	-	-	-
TOTAL CONTRL ASSETS	9,069	40,485	3,577	3,500	-	(3,500)	10,000	6,625	-	6,500	10,000
TOTAL OPERATIONS	1,832,718	1,895,859	2,004,250	2,090,355	2,457,885	182,450	2,138,565	2,072,040	2,056,665	48,210	2,138,565
TOTAL EXPENSES	2,405,358	2,522,939	2,575,891	2,891,475	3,202,175	125,620	2,988,797	2,922,272	2,906,897	97,322	2,988,797
REVENUE (UNDER) EXPENSES	(2,283,500)	(2,025,066)	(2,499,512)	(2,813,780)	(3,095,090)	(103,430)	(2,936,897)	(2,893,247)	(2,885,497)	(123,117)	(2,936,897)

% INCR (DECR) IN
BUDGETED EXPENSES - ALL EXPENSES 3.37% -2.23% -0.53%

GENERAL FUND
 FACILITIES MANAGEMENT - ADMINISTRATION
 VACANT
 970-970-5308

					2021 PROJECTED PAYROLL															
EMPLOYEE NO.	FTE QTY	EMPLOYEE	JOB CLASS	POSITION NO. POSITION	ANNUAL HRS SCHEDULED	SALARY	OIT	ON CALL	OTHER PAY	LENGTH SERVICE	TERM PAYOUT	MEDICAL	FIGA	MEDICARE	RETIRE	OTHER BENEFITS	WORKERS COOP	TOTAL		
ADMINISTRATIVE																				
10691	1.00	STEPAN, JOSEPH	3001	2020031 FACILITIES MANAGEMENT DIVISION MANAGER	2,080	88,678	-	-	-	-	-	15,179	3,340	781	-	429	-	78,467		
STAFF																				
10074	1.00	FALLONER, STEVEN R	6003	2018029 FACILITIES MAINTENANCE SUPERINTENDENT	2,080	94,533	-	-	-	80	-	27,766	5,433	1,271	5,672	397	-	136,142		
10075	1.00	WINGRADY, ALBERT P	6005	2017056 FACILITIES MAINTENANCE SPECIALIST	2,080	67,701	-	-	-	-	-	11,105	4,101	564	4,090	304	-	88,287		
10080	1.00	WALZAK, MICHAEL C	6010	2017071 MAINTENANCE TECH	2,080	60,291	-	-	-	-	-	26,022	3,519	823	3,618	279	-	94,552		
10464	1.00	WATKINS, DAVID W	6017	2018026 - FACILITIES MANAGEMENT JANITORIAL SERVICES WORKER-HRLY	2,080	50,790	-	-	-	-	-	11,105	3,042	711	-	243	-	65,881		
10503	1.00	STANDISH, JAMES D	1028	2018016 FACILITIES MANAGEMENT OFFICE TECHNICIAN	2,080	59,219	-	-	-	-	-	27,766	3,314	775	-	269	-	90,383		
5.00 TOTAL STAFF					10,400	331,524	-	-	-	80	-	103,854	19,429	4,544	13,352	1,492	-	474,195		
PART TIME																				
10077	0.33	HOLAND, DAYLE L	6015	2017058 MAINT TECH CUSTODIAN	624	18,863	-	-	-	-	-	1,170	274	-	-	-	-	20,337		
59	0.33	UNKNOWN	6023	2017059 MAINT WORKER TEMP	696	6,103	-	-	-	-	-	376	89	-	-	-	-	6,570		
0.63 TOTAL PART TIME					1,310	24,966	-	-	-	-	-	1,546	363	-	-	-	-	26,877		
DEPARTMENTAL PAYROLL COSTS																				
4	0.11	STAFF OVERTIME			229	-	11,262	20,016	-	-	-	-	1,939	464	-	-	-	131,140	164,811	
0.11 TOTAL OVERTIME					229	-	11,262	20,016	-	-	-	-	1,939	464	-	-	-	-	131,140	164,811
6.74 TOTAL PERSONNEL					14,019	415,168	11,282	20,016	0	80	0	115,983	26,266	6,142	13,352	1,921	131,140	744,290		
FULL TIME EQUIVALENTS (FTE'S)																			6.74	
TOTAL EMPLOYEES FOR WORKERS COOP																			9.00	

2022
GENERAL FUND
FACILITIES MANAGEMENT - ADMINISTRATION
JOE STEPAN
970-870-5309

2022 PAYROLL BUDGET

	<u>HOURS</u> <u>WORKED</u>	<u>SALARY</u>	<u>MEDICAL</u>	<u>FICA</u>	<u>%</u>	<u>RETIRE</u>	<u>WORKERS'</u> <u>COMP.</u> <u>PREMIUM</u>	<u>LIFE &</u> <u>DISABILITY</u> <u>BENEFITS</u>	<u>TOTAL</u>
<u>ADMINISTRATIVE</u>									
STEPAN	2,080	101,709	26,022	7,413	6%	3,560	-	429	139,134
<u>STAFF</u>									
FAULKNER	2,080	94,533	27,786	7,066	6%	5,672	-	384	135,441
WINOGRASKY	2,080	67,701	11,105	5,085	6%	4,062	-	304	88,257
WALZAK	2,080	60,991	26,022	4,396	6%	3,660	-	279	95,348
WATKINS	2,080	51,383	11,105	3,836	6%	-	-	243	66,567
STANDISH	2,080	59,750	27,786	4,353	6%	-	-	274	92,163
VACANT	686	12,019	-	919	0%	-	-	-	12,938
VACANT - REQUEST	1,394	24,423	11,105	1,868	0%	-	-	-	37,396
TOTAL	12,480	370,800	114,909	27,523		13,394	-	1,484	528,111
<u>PART TIME</u>									
NOLAND	624	18,863	-	1,455	0%	-	-	-	20,318
TOTAL	624	18,863	-	1,455		-	-	-	20,318
<u>OVERTIME</u>									
STAFF	229	11,262	-	862		-	-	-	12,124
TOTAL	229	11,262	-	862		-	-	-	12,124
<u>ON CALL</u>									
WORKDAYS	-	11,232	-	859		-	-	-	12,091
HOLIDAYS	-	1,296	-	99		-	-	-	1,395
WEEKENDS	-	7,488	-	573		-	-	-	8,061
TOTAL	-	20,016	-	1,531		-	-	-	21,547
TOTAL OT AND ON CALL	229	31,278	-	2,393		-	-	-	33,671
TOTAL PERSONNEL	15,413	522,650	140,931	38,784		16,954	128,840	1,913	850,072
LENGTH OF SERVICE									150
TOTAL									850,222
(FTE'S)			7.41						
TOTAL EMPLOYEES FOR WORKERS' COMP.			9.00						

2022
GENERAL FUND
FACILITIES MANAGEMENT - ADMINISTRATION
JOE STEPAN
970-870-5309

SUMMARY OF REPAIR & MAINTENANCE PROJECTS

<u>Department</u>	<u>Project</u>	<u>Location</u>	<u>2021 Budget</u>	<u>2021 Proj</u>	<u>2022 Budget</u>
Facilities Mgmt	Restoration of historic doors	Courthouse	10,000	10,000	-
Facilities Mgmt	Restoration of Terra Cotta facade	Courthouse	15,000	-	15,000
Sheriff	Paint and replace back splash in jail kitchen	Detention Ctr	-	-	5,000
Sheriff	Control tower kitchenette remodel and add small dishwasher	Detention Ctr	-	-	5,000
Facilities Mgmt	Rebuild walk-in cooler	Detention Ctr	6,000	-	-
Sheriff	Inmate property room remodel	Detention Ctr	-	-	3,300
TOTAL			\$ 31,000	\$ 10,000	\$ 28,300

2022
GENERAL FUND
FACILITIES MANAGEMENT - ADMINISTRATION
JOE STEPAN
970-870-5309

CONTROLLABLE ASSET ADDITIONS

<u>Department</u>	<u>Asset</u>	<u>2021</u> <u>Budget</u>	<u>2021</u> <u>Proj</u>	<u>2022</u> <u>Amount</u>
Facilities Management	County Clerk transaction countertop	-	-	4,500
Facilities Management	Courthouse restroom countertop	-	-	3,000
Fairgrounds	Signs	-	-	2,500
Treasurer	Exterior drop box	3,500	-	-
TOTAL		\$ 3,500	\$ -	\$ 10,000