

## **BCC Hearing Room Upgrade Project Supplemental Budget**

### **Project Title**

BCC Hearing Room Upgrade Project

### **Brief Description of the Request**

This project will update the BCC Hearing room to offer increased functionality and use of the space for various events. Specifically, the Audio Visual (AV) system will be modernized to offer live streaming, recording of meetings, advanced virtual meeting room functions (Zoom, Teams, etc.), and improved sound and visual components. Furniture is being replaced to provide added functionality of the space through different arrangements for BCC Hearings, County functions, and public events. There are remodeling needs in the Hearing Room to accommodate the AV components, which will be an expense of the Facilities Management Pool budget. Replacement of the AV equipment will be an expense of the Information Technology Pool budget.

### **Source of Unanticipated Revenue and Funding**

Additional revenue is not expected to offset this request; however, Facilities Management is directly managing the construction (as opposed to hiring a General Contractor) with the intent of saving some overall project cost.

### **Core, Necessary or Discretionary Request**

This is a Core request as this work will be essential to completing the project.

### **Grant Funding**

N/A

### **Justification**

The BCC Hearing Room upgrade project was initiated per a County Manager request in 2021. The scope of the project has increased since the initial conversations. During conceptual and design meetings it was recognized that the best course was to commit to improving the functionality of the hearing room with current and future uses in mind. The upgrade to the AV system was designed with this in mind. Additional costs, per this request, are for Facilities Management's construction costs that will be necessary to prepare the space for the AV system installation and to increase the budget for Information Technology's AV equipment.

### **Cost-Benefit Analysis**

The principal benefit of this project will be a modernized, fully functional hearing room with systems in place to enable the hosting of various events for public users. The upgrades will also prove beneficial for County staff users including BCC hearings. The cost has increased as the scope has developed, but not beyond expectations given the current construction climate.

### **Who Will Benefit?**

County staff and citizens of Routt County will benefit from this project.

### **Alternatives**

The Audio Visual system vendor is under contract and has procured most associated equipment. Delaying the construction portion of this project will delay the installation of the AV system, ultimately creating a more costly implementation.

### **Emergency Need**

The timeline of the AV installation, per the AV contractor Linx Multimedia, is faster than expected. Linx cautioned about long lead times for equipment, even up to 1 year for various components at the time of the order, but in all actuality, we can move forward immediately. As such, the overall benefit of moving forward at this time will be to leverage available contractors and to work within Linx's schedule.

### **Consequences of Postponement or Denial**

The project will not move forward. Equipment already procured will be held and likely storage fees would be assessed from the vendor. The delay to the project would certainly result in cost increases if or when the project is reinitiated.

<b>Accounting Information</b>	<b>Original Budget</b>	<b>Supplemental Budget</b>	<b>Amended Budget</b>
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**General Fund**

Funding Sources

Unanticipated sales tax	\$ (6,856,136)	\$ (128,000)	\$ (6,984,136)
<b>Total</b>	<b><u>\$ (6,856,136)</u></b>	<b><u>\$ (128,000)</u></b>	<b><u>\$ (6,984,136)</u></b>

Expenditures

Transfer Expense - Facilities Management Pool	\$ 6,566,209	\$ 60,000	\$ 6,626,209
Transfer Expense - Information Technology Pool	397,000	68,000	465,000
<b>Total</b>	<b><u>\$ 6,963,209</u></b>	<b><u>\$ 128,000</u></b>	<b><u>\$ 7,091,209</u></b>

**Facilities Management Pool**

Funding Sources

Transfer Revenue - General Fund	\$ 6,566,209	\$ 60,000	\$ 6,626,209
<b>Total</b>	<b><u>\$ 6,566,209</u></b>	<b><u>\$ 60,000</u></b>	<b><u>\$ 6,626,209</u></b>

Expenditures

BCC Hearing Room Remodel	\$ 98,000	\$ 60,000	\$ 158,000
<b>Total</b>	<b><u>\$ 98,000</u></b>	<b><u>\$ 60,000</u></b>	<b><u>\$ 158,000</u></b>

**Information Technology Pool**

Funding Sources

Transfer Revenue - General Fund	\$ 397,000	\$ 68,000	\$ 465,000
<b>Total</b>	<b><u>\$ 397,000</u></b>	<b><u>\$ 68,000</u></b>	<b><u>\$ 465,000</u></b>

Expenditures

BCC Hearing Room - Audio Visual Equipment	\$ 60,000	\$ 68,000	\$ 128,000
<b>Total</b>	<b><u>\$ 60,000</u></b>	<b><u>\$ 68,000</u></b>	<b><u>\$ 128,000</u></b>

**Internal Service Department Managers Review Comments**

None

**Reviews and Authorizations**

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**Department Manager Signature/Date**

\_\_\_\_\_  
**Capital/Controllable Asset  
Managers Signature/Date**

N/A  
\_\_\_\_\_  
**Human Resources Signature/Date**

\_\_\_\_\_  
**Budget Manager Signature/Date**

\_\_\_\_\_  
**Purchasing Manager Signature/Date**

N/A  
\_\_\_\_\_  
**County Attorney Signature/Date**

\_\_\_\_\_  
**County Manager Signature/Date**

\_\_\_\_\_  
**County Commissioner/Date**

\_\_\_\_\_  
**County Commissioner/Date**