

**CITY OF COMMERCE CITY  
ANNUAL BUDGET**

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**FACILITY SERVICES FUND**

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	2008	2009	2010	2011
	ACTUAL	ESTIMATED	BUDGET	PLAN
<b>BEGINNING CASH BALANCE</b>	180,245	59,663	233,263	233,263
Unrestricted Pooled Cash and Investments				
<b>REVENUES:</b>				
User Charges	1,421,454	1,208,783	1,294,647	1,302,735
Investment Earnings	5,569	0	0	0
Miscellaneous	1,200	0	0	0
<b>TRANSFERS IN:</b>				
Street and Bridge Fund	1,805	0	0	0
Ordinances	0	173,600	0	0
<b>TOTAL REVENUES</b>	<b>1,430,028</b>	<b>1,382,383</b>	<b>1,294,647</b>	<b>1,302,735</b>
<b>EXPENDITURES:</b>				
Administration and Operations	1,523,969	1,125,583	1,219,647	1,227,735
Improvements	26,641	83,200	75,000	75,000
<b>TRANSFERS OUT:</b>				
<b>TOTAL EXPENDITURES</b>	<b>1,550,610</b>	<b>1,208,783</b>	<b>1,294,647</b>	<b>1,302,735</b>
<b>TOTAL ENDING CASH BALANCE</b>	<b>59,663</b>	<b>233,263</b>	<b>233,263</b>	<b>233,263</b>

The Facility Services Fund accounts for all of the activities of the administration, operation of, and improvements to City facilities on a charge back cost allocation to user departments.

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**2010 Internal Service Fund - Facility Services**

	<u>2010 Budget</u>	<u>2011 Plan</u>
Administration	\$ 1,294,647	\$ 1,302,735
Total	\$ 1,294,647	\$ 1,302,735

# CITY OF COMMERCE CITY ANNUAL BUDGET

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**DEPARTMENT:** Facility Services

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## **DESCRIPTION**

The Facility Services program provides maintenance, custodial services and construction services for City Hall, the Municipal Services Center and Recreation Center buildings, and all other City buildings.

## **DEMAND INDICATORS**

	ACTUAL <u>2008</u>	ESTIMATED <u>2009</u>	PROJECTED <u>2010</u>	PROJECTED <u>2011</u>
Municipal Facilities – Square Feet	243,619	244,519	243,619	243,619
Total Number of Buildings	25	25	23	23
Work Orders	1,567	1,300	1,290	1,200

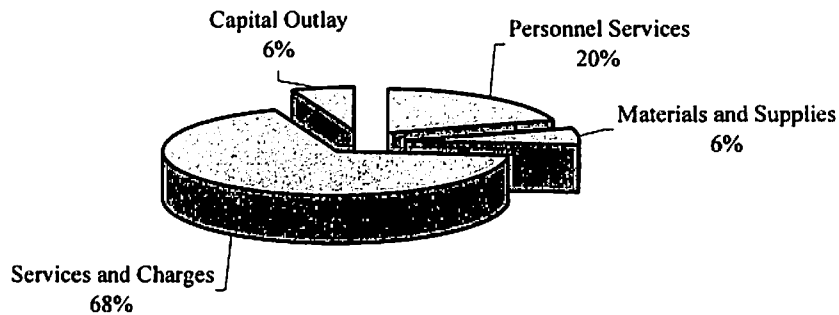
**CITY OF COMMERCE CITY  
ANNUAL BUDGET**

**Department:** Internal Service Fund - Facility Services

**Department Expenditure Summary**

	2008 <u>Actual</u>	2009 <u>Adopted</u>	2010 <u>Budget</u>	2011 <u>Plan</u>
Personnel Services	\$ 364,146	\$ 255,024	\$ 262,396	\$ 262,396
Materials and Supplies	\$ 128,017	\$ 53,250	\$ 79,250	\$ 79,250
Services and Charges	\$ 982,472	\$ 817,309	\$ 878,001	\$ 886,089
Capital Outlay	\$ 26,641	\$ 83,200	\$ 75,000	\$ 75,000
<b>TOTAL:</b>	\$ 1,501,276	\$ 1,208,783	\$ 1,294,647	\$ 1,302,735

**2010 Budget Department Expenditures**



**Department Fund Resources**

	2008 <u>Actual</u>	2009 <u>Adopted</u>	2010 <u>Budget</u>	2011 <u>Plan</u>
Allocations From Departments	\$ 1,428,226	\$ 1,208,783	\$ 1,294,647	\$ 1,302,735
Transfer From General Fund	\$ 1,805	\$ -	\$ -	\$ -
Fund Balance	\$ 71,245	\$ -	\$ -	\$ -
<b>TOTAL:</b>	\$ 1,501,276	\$ 1,208,783	\$ 1,294,647	\$ 1,302,735

**Total FTE**

	2008 <u>Actual</u>	2009 <u>Adopted</u>	2010 <u>Budget</u>	2011 <u>Plan</u>
	7.00	4.00	4.00	4.00

# CITY OF COMMERCE CITY ANNUAL BUDGET

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**PROGRAM:** Administration  
**DEPARTMENT:** Facility Services

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**DESCRIPTION**

The Facility Services Program provides regular and emergency repairs on all interior and exterior building components including electrical, plumbing, and heating and cooling equipment, as well as on furniture and other building associated equipment at all City buildings. Preventive maintenance is performed on all heating, cooling, and mechanical equipment for all City buildings. Fabrication and remodeling is managed for all City buildings. Custodial services, which are contract services, are provided at the Civic Center, the Municipal Service Center, and the Service Center.

**OBJECTIVES**

- Maintain safe City facilities:
  - Review existing facilities to ensure the safety of the users
  - Design any new facilities to ensure safety features are incorporated
- Provide building maintenance, repair, construction, and custodial services for City buildings:
  - Provide regular and emergency repairs on all interior and exterior building components including electrical, plumbing, and heating and cooling equipment, as well as on furniture and other building associated equipment at all City buildings; a total of approximately 243,619 square feet
  - Perform preventative maintenance on all heating, cooling, and mechanical equipment for all City buildings
  - Perform fabrication and remodeling, and coordinate remodeling and construction projects for all City buildings
  - Provide custodial services at the Civic Center, the Municipal Service Center, the Service Center; Center Community Center, and Derby Community Center; a total of approximately 144,458 square feet

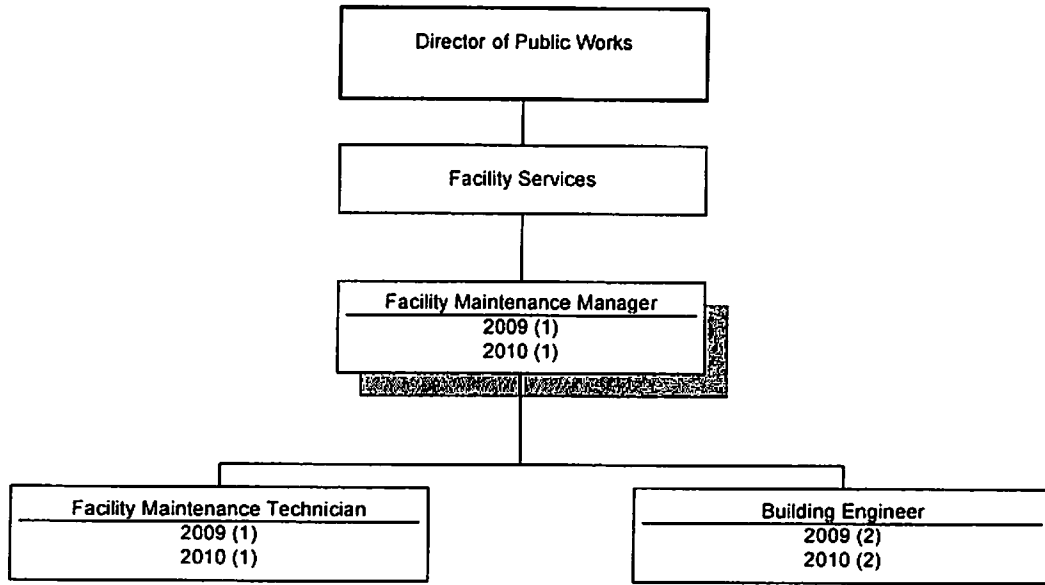
**CORE BUSINESS SERVICES**

- Provide physical asset stewardship for all City building and components
- Provide regular and emergency repairs on all interior and exterior building components including electrical, plumbing, heating and cooling equipment as well as on furniture and other building associated equipment at all City buildings; a total of approximately 243,619 square feet
- Perform preventative maintenance on all heating, cooling, and mechanical equipment for all City buildings
- Perform fabrication and remodeling, and coordinate remodeling and construction projects for all City buildings
- Provide custodial services at City Hall, the Recreation Center, the Municipal Services Center, and the Service Center; a total of approximately 144,458 square feet

**PROGRAM SERVICE LEVELS**

	<u>ACTUAL</u> <u>2008</u>	<u>ESTIMATED</u> <u>2009</u>	<u>PROJECTED</u> <u>2010</u>	<u>PROJECTED</u> <u>2011</u>
Square Footage of Buildings Serviced	243,619	244,519	243,619	243,619
Municipal Facilities	25	25	23	23
Work Orders	1,567	1,300	1,290	1,200

# CITY OF COMMERCE CITY ORGANIZATIONAL CHART



**CITY OF COMMERCE CITY  
ANNUAL BUDGET**

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**PROGRAM :** ADMINISTRATION  
**DEPARTMENT :** FACILITY SERVICES

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**2009 FISCAL YEAR**

ACTUAL 2008	ADOPTED 2009	TO 09/30	EST TOTAL	ACCOUNT DESCRIPTION	2010 BUDGET	2011 PLAN
<b>PERSONAL SERVICES</b>						
324,057	225,815	174,304	225,815	601-SALARIES	232,304	232,304
40,089	29,209	22,264	29,209	604-BENEFITS	30,092	30,092
<b>MATERIALS AND SUPPLIES</b>						
0	0	0	0	621-OFFICE SUPPLIES	200	200
128,017	53,250	54,239	53,250	622-OPERATING SUPPLIES	79,050	79,050
<b>SERVICES AND CHARGES</b>						
32,635	29,503	22,131	29,503	710-VEHICLE ALLOCATION	37,757	33,309
0	0	0	0	715-FACILITY ALLOCATION	0	0
20,729	11,080	8,307	11,080	720-COMPUTER ALLOCATION	18,954	19,518
929,108	776,726	649,078	776,726	730-OPERATING EXPENSES	821,290	833,262
<b>CAPITAL OUTLAY</b>						
0	83,200	86,400	83,200	801-EQUIPMENT	75,000	75,000
26,641	0	0	0	802-IMPROVEMENTS	0	0
<u>1,501,276</u>	<u>1,208,783</u>	<u>1,016,722</u>	<u>1,208,783</u>	<b>TOTALS</b>	<u>1,294,647</u>	<u>1,302,735</u>