

**CITY OF COMMERCE CITY
ANNUAL BUDGET**

FACILITY SERVICES FUND

	2007	2008	2009	2010
	ACTUAL	ESTIMATED	BUDGET	PLAN
BEGINNING CASH BALANCE	271,581	180,245	180,245	180,245
Unrestricted Pooled Cash and Investments				
REVENUES:				
User Charges	1,303,274	1,421,454	1,208,783	1,253,551
Investment Earnings	10,731	0	0	0
Miscellaneous	1,937	0	0	0
TRANSFERS IN:				
Street and Bridge Fund	1,719	0	0	0
TOTAL REVENUES	1,317,661	1,421,454	1,208,783	1,253,551
EXPENDITURES:				
Administration and Operations	1,382,497	1,287,166	1,125,583	1,134,367
Improvements	26,500	134,288	83,200	119,184
TRANSFERS OUT:				
TOTAL EXPENDITURES	1,408,997	1,421,454	1,208,783	1,253,551
TOTAL ENDING CASH BALANCE	180,245	180,245	180,245	180,245

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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**CITY OF COMMERCE CITY
ANNUAL BUDGET**

2009 Internal Service Fund - Facility Services

	<u>2009 Budget</u>	<u>2010 Plan</u>
Administration	\$ 1,208,783	\$ 1,253,551
Total	\$ 1,208,783	\$ 1,253,551

**CITY OF COMMERCE CITY
ANNUAL BUDGET**

Department: Facility Services

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

	<u>ACTUAL</u> <u>2007</u>	<u>ESTIMATED</u> <u>2008</u>	<u>PROJECTED</u> <u>2009</u>	<u>PROJECTED</u> <u>2010</u>
Municipal Facilities – Square Feet	243,619	243,619	243,619	243,619
Total Number of Buildings	25	25	25	25
Work Orders	1,224	1,300	1,300	1,300

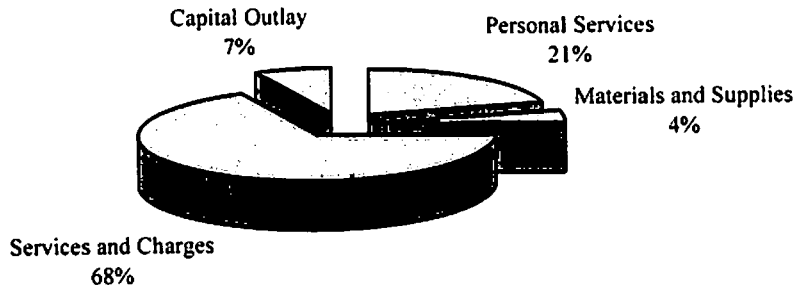
**CITY OF COMMERCE CITY
ANNUAL BUDGET**

Department: Internal Service Fund - Facility Services

Department Expenditure Summary

	2007 <u>Actual</u>	2008 <u>Budget</u>	2009 <u>Budget</u>	2010 <u>Plan</u>
Personal Services	\$ 378,705	\$ 344,413	\$ 255,024	\$ 262,423
Materials and Supplies	\$ 76,645	\$ 70,200	\$ 53,250	\$ 53,550
Services and Charges	\$ 832,694	\$ 854,053	\$ 817,309	\$ 818,394
Capital Outlay	\$ 64,303	\$ 152,788	\$ 83,200	\$ 119,184
TOTAL:	\$ 1,352,347	\$ 1,421,454	\$ 1,208,783	\$ 1,253,551

2009 Budget Department Expenditures



Department Fund Resources

	2007 <u>Actual</u>	2008 <u>Budget</u>	2009 <u>Budget</u>	2010 <u>Plan</u>
Allocations From Departments	\$ 1,350,628	\$ 1,421,454	\$ 1,208,783	\$ 1,253,551
Transfer From Street & Bridge Fund	\$ 1,719	\$ -	\$ -	\$ -
TOTAL:	\$ 1,352,347	\$ 1,421,454	\$ 1,208,783	\$ 1,253,551

Total FTE

	2007 <u>Actual</u>	2008 <u>Budget</u>	2009 <u>Budget</u>	2010 <u>Plan</u>
	8.00	7.00	4.00	4.00

CITY OF COMMERCE CITY ANNUAL BUDGET

PROGRAM: Administration
DEPARTMENT: Facility Services

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

- Enhance safety of the public through implementation of creative programs and services
- Create and maintain safe City facilities:
 - Review existing facilities to ensure the design enhances the safety of the users;
 - Design any new facilities to ensure safety features are incorporated.
- Provide a full range of internal programs and services in support of department operations and the implementation of Council goals
- Provide building maintenance, repair, construction, and custodial services for City buildings excluding the Recreation Center:
 - 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; Conter Community Center, and Derby Community Center; a total of approximately 144,458 square feet.

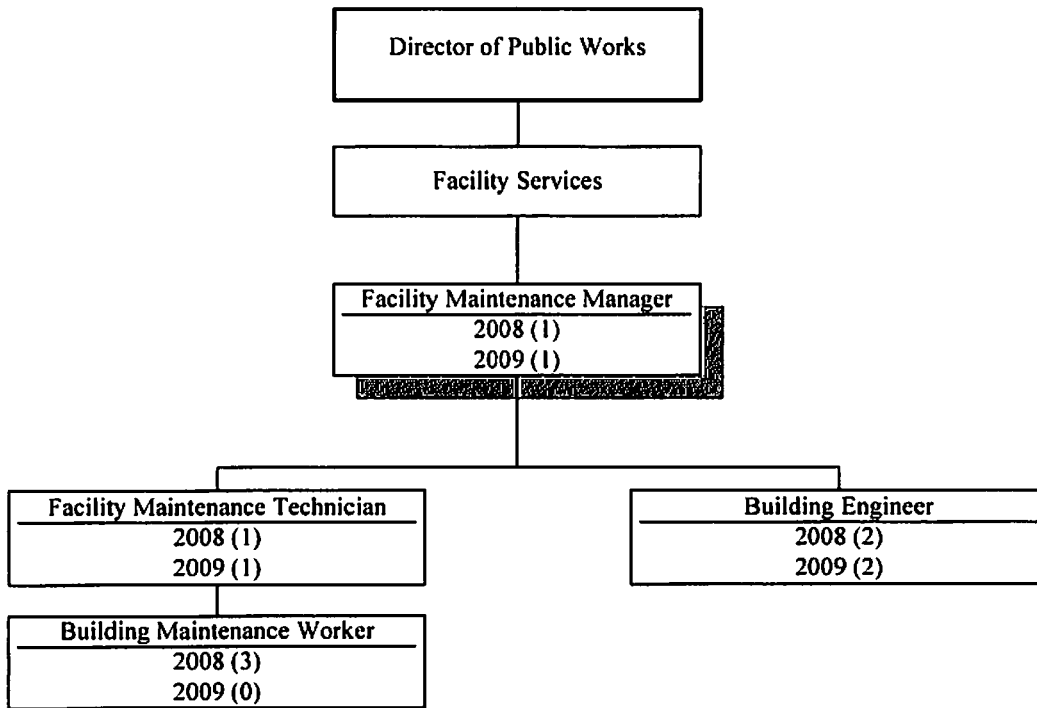
CORE BUSINESS SERVICES

- 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>2007</u>	<u>ESTIMATED</u> <u>2008</u>	<u>PROJECTED</u> <u>2009</u>	<u>PROJECTED</u> <u>2010</u>
Square Footage of Buildings Serviced	243,619	243,619	243,619	243,619
Municipal Facilities	25	25	25	25
Work Orders	1,224	1,300	1,300	1,300

CITY OF COMMERCE CITY ORGANIZATIONAL CHART



**CITY OF COMMERCE CITY
ANNUAL BUDGET**

PROGRAM : ADMINISTRATION
DEPARTMENT : FACILITY SERVICES

2008 FISCAL YEAR

ACTUAL 2007	BUDGET 2008	TO 09/30	EST TOTAL	ACCOUNT DESCRIPTION	2009 BUDGET	2010 PLAN
PERSONAL SERVICES						
336,374	304,420	233,202	304,420	601-SALARIES	225,815	232,375
42,331	39,993	28,517	39,993	609-BENEFITS	29,209	30,048
MATERIALS AND SUPPLIES						
0	0	0	0	621-OFFICE SUPPLIES	0	0
76,645	70,200	69,220	70,200	622-OPERATING SUPPLIES	53,250	53,550
SERVICES AND CHARGES						
24,246	32,635	24,480	32,635	710-VEHICLE ALLOCATION	29,503	29,949
0	0	0	0	715-FACILITY ALLOCATION	0	0
11,834	20,729	15,543	20,729	720-COMPUTER ALLOCATION	11,080	11,539
796,614	800,689	660,601	800,689	730-OPERATING EXPENSES	776,726	776,906
CAPITAL OUTLAY						
5,902	18,500	0	18,500	801-EQUIPMENT	62,000	37,000
58,400	134,288	67,896	134,288	802-IMPROVEMENTS	21,200	82,184
<u>1,352,347</u>	<u>1,421,454</u>	<u>1,099,458</u>	<u>1,421,454</u>	TOTALS	<u>1,208,783</u>	<u>1,253,551</u>