

# **Snohomish County**

## **Facilities & Fleet Management**

### **2023 Space Allocation Supplement**

---

This supplement to the budget instructions is designed to assist you in identifying space allocation budget requirements in preparing your budgets and help assure that you have planned for space rent charges in 2023. Your space allocation costs have already uploaded to the Budget Development Tool (BDT) by the Finance Department.

It is each department's responsibility to allocate space charges amongst their programs for County Campus buildings, County maintained off-campus building space, and leased space occupied by the department.

Should there be any questions about your square footage and related charges, please contact Lynda Thomas, Facilities & Fleet Management, at 388-3221. For questions related to the cost allocations, please contact Vanessa deSalome in Finance at 388-3855. For general questions about Facilities & Fleet Management, please contact Al Garcia at 388-3330.

#### **Space Allocation Overview**

The Department of Facilities space allocations, surcharges and debt recovery charges support the cost of occupying space in county buildings and facilities in several key service areas as follows:

- ◇ Facilities Maintenance - Mechanical, Electrical, Carpentry, Heating/Ventilation/Air Conditioning, Utilities, Landscape Maintenance, Painting, Facilities Repair, Architectural and Planning services, Administration and Janitorial Services.
- ◇ Property Management – Administrative and support services
- ◇ Bond Debt Service Surcharge – To meet county debt repayment need for capital projects and major building repairs
- ◇ CRI Capital Recovery – Required costs to meet county debt repayment needs related to facilities construction and remodel of county buildings.

#### **Space Allocation Rate Calculations**

The County has established mechanisms to equitably recover costs for these facilities services through space allocations and surcharges. The "Interfund Space Rent Charge" supports the costs of occupying County buildings and facilities.

The "Interfund Space Rent Charge" is an annual charge that is calculated using the projected costs of facilities operations divided by the amount of square footage each department is projected to occupy throughout 2023. There are several components of this. These include facilities maintenance, administration/planning and property management services. Each of these costs has been allocated according to square footage in all county-owned buildings. Maintenance costs have been allocated to the administration buildings, courthouse, records/evidence building, the multi-service building, Mission, and DJJC. Facilities administration and property management have been allocated to all county-owned/occupied building space plus corrections facilities. Excluded from this total space amount is "exempt" space which includes areas such as shared conference rooms, stairways, lobbies, public restrooms, etc.

Off-campus Public Works buildings have their facilities related charges directly allocated to their budgets. Other facilities (Cascade/Evergreen/South District Courts, Emergency Management, Fleet Buildings, Medical Examiner, Sheriff's East Precinct, Cathcart Gun Range and Impound Lot) have their janitorial/utilities and/or maintenance charges directly allocated to their budgets.

The "Capital Recovery Charge" has been allocated only to the administrative buildings, courthouse, and records/evidence building. The "Bond Recovery Surcharge" and "Capital Reserve" rates have been allocated to county campus buildings, DJJC, & Records Building as well as the outlying District Courts and Detention Facilities.

The Capital Recovery and Bond Recovery Surcharge rates are calculated by multiplying the amount of square footage each department is projected to occupy by an established surcharge rate.

**Additionally, any department who occupies leased space must also include this cost in an applicable priority package for that department's budget. Leased space costs will not be pre-loaded into the BDT.**

#### **Space Allocation Costs**

The total proposed base Space Rent for 2023 is **\$14.70** per square foot for space in the administration buildings and the courthouse. The components of this are maintenance charge of \$14.25 per square foot and Property Mgmt charge of \$0.45 per square foot. The Jail buildings have a base of **\$16.25** per square foot. The components of this are maintenance charge of \$15.80 per square foot and Property Mgmt charge of \$0.45 per square foot.

**For other county space:** DJJC, Multi-service & Mission building have a per-square foot charge of \$14.32 (has all the same components as the other space except for the capital recovery service charge). The Records/Evidence building has a per-square foot charge of \$14.70 (all the same components as the other space– the Records Building is also subject to the capital recovery service charge). Airport, DEM, Medical Examiner, Parks Admin, Sheriff's Facilities, Cascade, Evergreen and South District Courts have a per-square foot charge of \$0.45 for Property Management services; other services are directly allocated.

**The Bond Debt Service rate:** The bond recovery surcharge for most county buildings is **\$0.32** per square foot. The exceptions are for out-lying District courts (**\$0.83** per square foot), DJJC/Multi-Service Center (**\$0.69** per square foot) and for Jail Buildings (**\$1.36** per square foot).

**The Capital Reserve rate for 2023 is \$2.31 per square foot for facility improvements.**

**The Capital Recovery Charge for 2023 is \$13.89 per square foot.** (Administration, Courthouse and Records Buildings)

*NOTE: The capital recovery charge component is not included in general fund program budgets, the allocation amount is for informational purposes only; debt recovery charges from general fund programs are budgeted aggregately in Non- departmental.*