



## Maintenance/Custodial Dept. 14

### **BUDGET SUMMARY AND HIGHLIGHTS:**

A proposed budget of \$476,959 represents a 5.2% increase in expenditures from 2017. A levy request of \$474,459 is 4.7% (\$21,000) over the 2017 levy. Increases are due to wages, equipment maintenance, new service contracts, equipment replacement and the match portion of a summer energy intern,

Staffing is proposed to increase by .1fte to allow additional part time hours for forestry vehicle washing. Full time staffing level is at 3.5 FTE with one staff member cleaning from 5am – 9am and another working from 1:30pm until 10pm. Custodial staff works during the day from 6am until 2:30. In addition, there is a part time 8 hour a week car washing position (proposed to increase to 12 hours). There is also a young adult special needs person who volunteers every day from 1:30 – 2:30. He sweeps and mops stairwells, cleans entry door glass, and cleans and sanitizes hand rails and door knobs. Xcel Energy will providing matching funds for a student intern to assist with energy conservation efforts.

### **FUNCTION:**

The function of the Maintenance/Custodial department is to conduct grounds keeping, general maintenance, and cleaning for the Courthouse, Annex building, Sheriff's Department, Jail and miscellaneous county buildings and grounds.

### **MAIN RESPONSIBILITIES:**

The responsibilities of the maintenance/custodial department are very diverse. Primarily, the general cleanliness of the offices and grounds is the main function of the department. In addition, the department ensures that there is proper lighting both inside the county office areas and around the buildings, maintain the heating and cooling systems of the county buildings, provide monthly cleaning and washing of county fleet vehicles, and ensure that the courthouse security, fire alarm, and telephone systems are in proper working order.

Seasonal responsibilities include the mowing of the lawn around the Courthouse and Annex buildings and the planting and maintenance of the flower beds, shrubs, and trees surrounding the courthouse buildings in the summer season. During the winter, the daunting task of keeping walkways and parking areas clear of snow and ice is a continuous challenge.

### **FY 2017 ACCOMPLISHMENTS**

- Another section of woodwork in the original brownstone part of the Courthouse was stripped, sanded, stained, varnished, and repaired. This is part of a project that started several years ago, and one we hope to continue.
- LED lighting conversion is continuing to be done in both main buildings. Energy savings have been noticed.
- Old porcelain toilets and sinks, a total of four each, were removed from an older section of the Jail and replaced with new stainless steel fixtures. Four aging showers were also replaced.

- An air conditioning unit was added to the same section of the Jail. Previously that section did not have air conditioning.
- The largest project of the year was the dome. The entire dome was scraped, sanded, caulked, and painted. Some wood trim was fixed or replaced. Siding was replaced on the round and square bases. New flashing and a small section of roof on top of the square base was installed.
- Lighting around the Courthouse was replaced or added to enhance security.
- New carpet was installed in two offices in the Health Department. Those two offices were also painted as well as another larger office.
- The hand rails on the front steps of the Courthouse were sanded, primed, and painted.
- The Annex restrooms are at the time of this writing being upgraded. This includes a new ceiling, stall walls being painted, and installing a diaper changing station.
- Paul and Dag's offices in IT are soon going to be painted and new flooring is going to be installed soon.
- Shades for Land Conservation and AJ's office must be purchased and installed.
- A few pieces of side walk are getting replaced. A couple tripping hazards by the west end of the Annex were replaced. A couple sections on the east side of the Courthouse that were all cracked up were also replaced. Four sections two on the east side of the Courthouse and two on the west side of the Courthouse were replaced because they were damaged during the dome project at no cost to the County.
- Two vacated conduits that enter the building in the Treasurer's vault are going to be plugged and sealed to stop leakage into the basement.

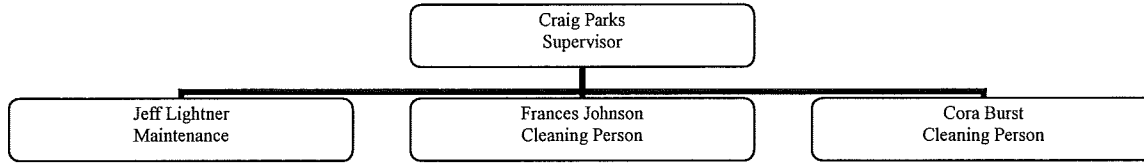
#### **FY 2018 GOALS:**

- Continue the restoration of the Courthouse woodwork.
- Continue to expand the LED lighting project.
- Continue focus on quality cleaning.
- Continue to focus on keeping grounds looking nice.
- Continue to maintain safe access to/from county facilities.
- Continue to focus on workplace safety and security.
- Continue to improve in all aspects of Maintenance's responsibilities.
- Finish second part of upgrading the plumbing in the old part of the Jail.
- Seal coat triangle, Courthouse, Jail, and Sheriff's Department Parking lots.
- Install new flooring, repair water damaged wall, and paint AJ's of in IT.
- Install a cement slab by Jail to house the dumpsters.
- Take advantage of a Focus on Energy funding source to supply an intern to help us initiate energy saving practices.
- Scan and electronically store all building blue prints.
- Fix any HVAC problems that were identified in retro-commission done by Johnson Controls.
- Replace a damaged and aging snow blower attachment.
- Replace an almost 20-year old floor scrubber.
- Purchase a carpet cleaner.

#### **PERFORMANCE INDICATORS:**

1. The County Maintenance Department is dedicated to the safety of citizens visiting the courthouse complex. The department will continue its tradition of zero injuries due to inadequately maintained walkways and citizen accessible areas.

2. Energy Conservation effort goal of not increasing utility bills through energy consumption reduction.





# Maintenance 14

Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Estimated Amount	2018 Department	2018 Administrator	2018 Admin/2017 Adopted
<b>Fund 100 - General</b>								
REVENUE								
Department 14 - Court House								
47413	Interdept Fax Chgs	2.25	7.75	.00	.00	.00	.00	
48900	All Other Revenue	91.50	131.68	1.00	.00	.00	2,500.00	250,000
Department 14 - Court House Totals		\$93.75	\$139.43	\$1.00	\$0.00	\$0.00	\$2,500.00	250000%
REVENUE TOTALS		\$93.75	\$139.43	\$1.00	\$0.00	\$0.00	\$2,500.00	250000%
EXPENSE								
Department 14 - Court House								
State Account 51601 - Court House								
50111	Department Head	40,424.64	47,682.40	57,221.00	57,221.00	59,114.00	59,114.00	103
50121	Full Time	65,246.20	68,567.12	76,981.00	76,981.00	79,435.00	79,435.00	103
50122	Part Time	13,217.58	14,632.96	16,422.00	16,422.00	16,505.00	16,505.00	101
50123	Temporary Employee	3,264.00	698.35	1,820.00	1,820.00	1,964.00	6,464.00	355
50130	Funeral Leave	137.88	.00	.00	.00	.00	.00	
50131	Sick Leave Pay	8,726.30	1,101.10	.00	.00	.00	.00	
50132	Vacation Pay	11,754.51	7,414.49	.00	.00	.00	.00	
50135	Overtime	437.19	866.59	1,500.00	1,500.00	1,500.00	1,500.00	100
50138	Holiday Pay	5,610.68	6,125.04	.00	.00	.00	.00	
50151	Fica/Medicare	10,984.18	10,792.74	11,810.00	11,810.00	12,127.00	12,127.00	103
50152	Co. Share Retirement	9,174.84	9,619.19	10,378.00	10,378.00	9,383.00	9,383.00	90
50154	Health Insurance	35,505.48	35,997.92	38,782.00	38,782.00	37,861.00	37,861.00	98
50155	Life Insurance	51.28	56.64	61.00	61.00	61.00	61.00	100
50156	HRA	10,500.00	10,500.00	10,500.00	9,600.00	9,600.00	9,600.00	91
50220	Utilities	138,260.79	143,802.68	140,000.00	.00	.00	.00	
50221	Water/Sewer Courthouse	.00	.00	.00	7,680.00	7,920.00	7,700.00	
50222	Electric/Gas Courthouse	.00	.00	.00	49,800.00	49,800.00	49,800.00	
50223	Water/Sewer Annex	.00	.00	.00	24,200.00	24,500.00	24,000.00	
50224	Electric/Gas Annex	.00	.00	.00	70,500.00	70,500.00	70,000.00	
50225	Telephone	1,348.33	1,315.17	1,800.00	1,400.00	1,400.00	1,400.00	78
50240	Repair & Maintenance	27,805.98	35,702.57	28,000.00	28,000.00	30,000.00	28,000.00	100
50290	Contractual Services	23,971.82	32,941.39	33,678.00	35,270.00	39,829.00	39,829.00	118
50310	Office Supplies	199.78	83.83	.00	100.00	100.00	100.00	
50311	Postage	2,236.28	1,525.31	.00	.00	80.00	80.00	
50313	Printing & Duplication	.06	.09	.00	.00	.00	.00	
50315	Advertising	.00	20.25	.00	.00	.00	.00	
50325	Registration Fees & Tuition	.00	10.00	.00	.00	.00	.00	
50332	Mileage	674.66	836.99	750.00	800.00	800.00	800.00	107
50350	Repair & Maintenance Supplies	22,325.51	19,736.19	22,000.00	17,320.00	14,000.00	14,000.00	64
50350-005	Janitorial Supplies	.00	.00	.00	3,000.00	8,000.00	8,000.00	
50351	Fuel	1,292.40	1,076.77	1,500.00	1,200.00	1,200.00	1,200.00	80

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Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Estimated Amount	2018 Department	2018 Administrator	2018 Admin/2017 Adopted
Fund 100 - General								
	EXPENSE							
	Department 14 - Court House							
	State Account 51601 - Court House							
50810	Capital Equipment	.00	300.00	.00	1,680.00	.00	.00	
	State Account 51601 - Court House Totals	\$433,150.37	\$451,405.78	\$453,203.00	\$465,525.00	\$475,679.00	\$476,959.00	105%
	Department 14 - Court House Totals	\$433,150.37	\$451,405.78	\$453,203.00	\$465,525.00	\$475,679.00	\$476,959.00	105%
	EXPENSE TOTALS	\$433,150.37	\$451,405.78	\$453,203.00	\$465,525.00	\$475,679.00	\$476,959.00	105%
Fund 100 - General Totals								
	REVENUE TOTALS	\$93.75	\$139.43	\$1.00	\$0.00	\$0.00	\$2,500.00	250000%
	EXPENSE TOTALS	\$433,150.37	\$451,405.78	\$453,203.00	\$465,525.00	\$475,679.00	\$476,959.00	105%
Fund 100 - General Totals		(\$433,056.62)	(\$451,266.35)	(\$453,202.00)	(\$465,525.00)	(\$475,679.00)	(\$474,459.00)	105%
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$93.75	\$139.43	\$1.00	\$0.00	\$0.00	\$2,500.00	250000%
	EXPENSE GRAND TOTALS	\$433,150.37	\$451,405.78	\$453,203.00	\$465,525.00	\$475,679.00	\$476,959.00	105%
	Net Grand Totals	(\$433,056.62)	(\$451,266.35)	(\$453,202.00)	(\$465,525.00)	(\$475,679.00)	(\$474,459.00)	105%

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