



Maintenance/Custodial Dept. 14

BUDGET SUMMARY AND HIGHLIGHTS:

A proposed budget of \$453,203 represents a 4.2% increase in expenditures from 2016. A levy request of \$453,103 is 4.3% above the 2016 levy. Increases are primarily due to wages and benefit levels.

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.

STAFFING:

Staffing continues at 3.5 FTE with one staff member cleaning from 4am – 8am 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. There is also volunteer who assists one day a week, we propose including him on the payroll for three hours a week. He sweeps and mops stairwells, cleans entry door glass, and cleans and sanitizes hand rails and door knobs with an aide.

FY 2016 ACCOMPLISHMENTS

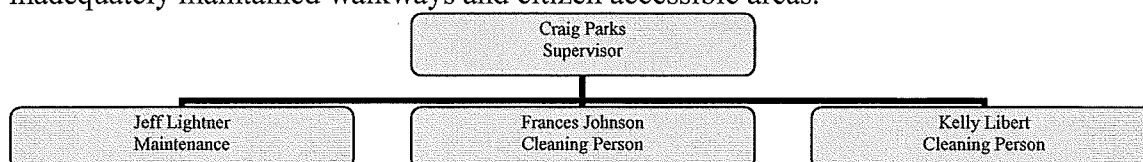
- Another section of woodwork in the original brownstone part of the Courthouse was stripped, sanded, stained, varnished, and repaired. This is part of a project that started a few years ago, and one we hope to continue.
- An air handler in the old part of the Jail was retrofitted with new controls that solved some past HVAC issues.
- The last air handler in the Courthouse also received new controls. Almost all of our HVAC equipment is now connected to one of the two systems in place that are controlled by computer programs.
- LED lighting conversion is continuing to be done in both main buildings. Savings have been noticed.

- Fire alarm horns/strobes were installed in the two main restrooms in the Annex and in Conference Rooms A & B to meet ADA compliancy.
- All of the air conditioning lines to the many different units have been supplied with new insulation.
- All of the external plumbing for the Annex toilets had to be replaced after the failure of one, the rest were in very poor condition due to their age.
- A new natural gas meter and partial line was installed on the Courthouse allowing the proper volume of gas in to supply everything that needs it.
- A new additional compressor was added to the natural gas fueling station.
- Aging and dead hedges in front of the Annex were cut down late last year. This year the stumps were removed, it was redone with grass planted.
- The spill containment system for the underground gasoline tank was replaced. It was identified as a weak link in protecting against water entering the tank.
- The parking lot next to the garage was removed, a new base put in, and repaved.
- The last major project yet to be started as of this writing is to replace some siding, replace caulking, and paint the lower portion of the dome. We were unable to secure a contractor that was willing to or could complete this project before winter weather.
- There are a few things that recently came to light that we need to try to do this year including: replace one of the Jail's water heaters, rebuild a mixing valve for the hot water in the Jail, replace air conditioner that supplies Administrator's, County Clerk's, and Treasurer's offices, and install a new bathroom fan for the DHS restrooms.

FY 2017 GOALS:

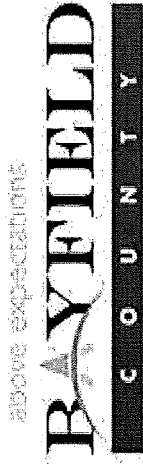
- Continue the restoration of the Courthouse woodwork.
- Continue to expand the LED lighting project.
- Continue focus on quality cleaning.
- Continue to focus on keeping grounds looking nice.
- Continue to maintain safe access to/from county facilities.
- Continue to focus on workplace safety and security.
- Continue to improve in all aspects of Maintenance's responsibilities.
- Upgrade plumbing in the old part of the Jail.
- Carpet and paint IT offices.
- Add Jail/Sheriff's Department air conditioners to generator circuits.
- Chip seal triangle, Jail, and Sheriff's Department Parking lots
- Install window shades in Land Conservation and IT offices.
- Move volunteer employee at 5 hours a week to a paid employee for 3 hours a week and volunteering for 2 hours.
- Expand the proposed dome project from last year to include entire dome.
- Purchase 4x4 lawn tractor for use in snow blowing.
- Powder coat front step railings.

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



2017 Maintenance

Budget Year 2017



Account Fund 100 - General Account Description 2014 Actual Amount 2015 Actual Amount 2016 Adopted Budget 2016 Estimated Amount 2017 Department 2017 Administrator 2017 County Board 2017 Co Bd/2016 Adopted

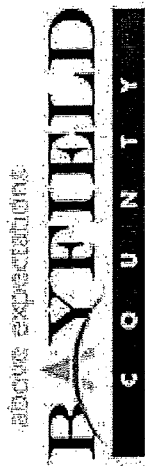
Account	Fund	100 - General	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Department	2017 Administrator	2017 County Board	2017 Co Bd/2016 Adopted
REVENUE											
Department 14 - Court House											
47413			Interdept Fax Chgs	.00	2.25	.00	.00	.00	.00	.00	.00
48900			All Other Revenue	258.92	91.50	500.00	100.00	5,200.00	1.00	1.00	1.00
Department 14 - Court House Totals				\$258.92	\$93.75	\$500.00	\$100.00	\$5,200.00	\$1.00	\$1.00	0%
REVENUE TOTALS				\$258.92	\$93.75	\$500.00	\$100.00	\$5,200.00	\$1.00	\$1.00	0%

Account	Fund	100 - General	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Department	2017 Administrator	2017 County Board	2017 Co Bd/2016 Adopted
EXPENSE											
Department 14 - Court House											
State Account 51601 - Court House											
50111			Department Head	47,771.05	40,424.64	47,898.00	55,370.00	57,221.00	57,221.00	57,221.00	119
50121			Full Time	62,141.94	65,246.20	73,831.00	74,568.00	76,981.00	76,981.00	76,981.00	104
50122			Part Time	16,028.98	13,217.58	16,019.00	15,891.00	16,422.00	16,422.00	16,422.00	103
50123			Temporary Employee	.00	3,264.00	.00	480.00	.00	1,820.00	1,820.00	
50130			Funeral Leave	.00	137.88	.00	.00	.00	.00	.00	
50131			Sick Leave Pay	2,234.49	8,726.30	.00	.00	.00	.00	.00	
50132			Vacation Pay	5,631.28	11,754.51	.00	.00	.00	.00	.00	
50135			Overtime	2,738.77	437.19	1,800.00	1,500.00	2,000.00	1,500.00	1,500.00	83
50138			Holiday Pay	6,031.48	5,610.68	.00	.00	.00	.00	.00	
50151			Fica/Medicare	10,077.15	10,984.18	10,576.00	10,800.00	11,810.00	11,810.00	11,810.00	112
50152			Co. Share Retirement	9,925.81	9,174.84	9,124.00	.00	10,378.00	10,378.00	10,378.00	114
50154			Health Insurance	31,812.30	35,505.48	36,082.00	36,082.00	38,782.00	38,782.00	38,782.00	107
50155			Life Insurance	65.57	51.28	41.00	56.00	61.00	61.00	61.00	149
50156			HRA	12,600.00	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00	100
50158			Unemployment Compensation	3,147.41	.00	.00	.00	.00	.00	.00	
50220			Utilities	147,867.13	138,260.79	142,000.00	140,000.00	142,000.00	140,000.00	140,000.00	99
50225			Telephone	1,851.45	1,348.33	1,800.00	1,600.00	1,800.00	1,800.00	1,800.00	100
50240			Repair & Maintenance	26,866.30	27,805.98	30,000.00	30,000.00	30,000.00	28,000.00	28,000.00	93
50290			Contractual Services	25,886.78	23,971.82	30,749.00	30,749.00	33,678.00	33,678.00	33,678.00	110
50310			Office Supplies	334.04	199.78	200.00	200.00	.00	.00	.00	
50311			Postage	1,958.98	2,236.28	1,900.00	1,900.00	.00	.00	.00	
50313			Printing & Duplication	2.83	.06	.00	.00	.00	.00	.00	
50315			Advertising	17.00	.00	.00	20.00	.00	.00	.00	
50325			Registration Fees & Tuition	10.00	.00	200.00	200.00	.00	.00	.00	
50332			Mileage	940.85	674.66	600.00	900.00	.00	.00	750.00	125
50335			Meals	17.87	.00	.00	.00	.00	.00	.00	
50350			Repair & Maintenance Supplies	19,558.19	22,325.51	20,000.00	21,000.00	23,000.00	22,000.00	22,000.00	110
50351			Fuel	754.15	1,292.40	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	100
50810			Capital Equipment	.00	.00	.00	300.00	.00	.00	.00	
State Account 51601 - Court House Totals				\$436,271.80	\$433,150.37	\$434,820.00	\$433,616.00	\$456,133.00	\$453,203.00	\$453,203.00	104%

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2017 Maintenance

Budget Year 2017



Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Department	2017 Administrator	2017 County Board	2017 Co Bd/2016 Adopted
Fund 100 - General	EXPENSE								
	Department 14 - Court House Totals	\$436,271.80	\$433,150.37	\$434,820.00	\$433,616.00	\$456,133.00	\$453,203.00	\$453,203.00	104%
	EXPENSE TOTALS	\$436,271.80	\$433,150.37	\$434,820.00	\$433,616.00	\$456,133.00	\$453,203.00	\$453,203.00	104%
	Fund 100 - General Totals	\$258.92	\$93.75	\$500.00	\$100.00	\$5,200.00	\$1.00	\$1.00	0%
	REVENUE TOTALS	\$436,271.80	\$433,150.37	\$434,820.00	\$433,616.00	\$456,133.00	\$453,203.00	\$453,203.00	104%
	EXPENSE TOTALS	(\$436,012.88)	(\$433,056.62)	(\$434,320.00)	(\$433,516.00)	(\$450,933.00)	(\$453,202.00)	(\$453,202.00)	104%
	Net Grand Totals	\$258.92	\$93.75	\$500.00	\$100.00	\$5,200.00	\$1.00	\$1.00	0%
	REVENUE GRAND TOTALS	\$436,271.80	\$433,150.37	\$434,820.00	\$433,616.00	\$456,133.00	\$453,203.00	\$453,203.00	104%
	EXPENSE GRAND TOTALS	(\$436,012.88)	(\$433,056.62)	(\$434,320.00)	(\$433,516.00)	(\$450,933.00)	(\$453,202.00)	(\$453,202.00)	104%
	Net Grand Totals	\$258.92	\$93.75	\$500.00	\$100.00	\$5,200.00	\$1.00	\$1.00	0%
	REVENUE GRAND TOTALS	\$436,271.80	\$433,150.37	\$434,820.00	\$433,616.00	\$456,133.00	\$453,203.00	\$453,203.00	104%
	EXPENSE GRAND TOTALS	(\$436,012.88)	(\$433,056.62)	(\$434,320.00)	(\$433,516.00)	(\$450,933.00)	(\$453,202.00)	(\$453,202.00)	104%

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