

Facilities – Central Maintenance

Department Overview

The County Facilities Fund tracks expenses for each County building. Costs include cleaning, heating, cooling, upkeep and other costs associated with each building. As directed by the County Administrator, the Facilities Department's primary responsibility is the day-to-day operation of County buildings, inclusive of the Courthouse, Detention Center, Law & Justice Center, District Court #3, Guenther Memorial Building, 911 Center and Courthouse Annex. The Operations and Project Manager is responsible for the activities and expenses associated with maintaining County buildings.

The FY 2017 Final Budget shows no increase in the Department's operations budget, which is funded through building maintenance charges received from each County and City department that are located in County buildings. The Facilities budget is approved by the County Commission in April of each year prior to the beginning of the budget process to allow departments to budget for any increase in fixed costs.

Department Goals

- Maintain functional, efficient, compliant and safe County buildings.
- Zero staff accidents.
- Buildings ready for business at start of each day.
- Ensure all applicable building codes and ADA guidelines are identified and maintained.
- Continue to upgrade equipment/building components as needed within budgets and FCI accounts.
- Ensure prompt, professional and cost effective customer service.

Recent Accomplishments

- Completed annual building-by-building ADA review and made all necessary corrections as noted.
- Completed all annual building fire protection/alarm testing/generator testing.
- Procurement administration continues to maintain/update a contractor's insurance program.
- Completed (for the first time) a major spare parts inventory and created a database by building. This was from 2015, continue to monitor to ensure valid.
- Secured an outside architect to review LJ Master Plan. This immediately reduced building size and millions of dollars.
- Continuous work on L&J project.
- **Courthouse** – remodel Motor Vehicle customer service counter, test & balance air handing units along with larger Variable Air Volume (VAV) boxes.
- **Courthouse Annex** – add backup heating boiler for Health Department, install (2) additional sprinkler heads in WIC per code.
- **Judge Guenther Center** – add heat tape to take care of large ice dams on roof, replace fire protection system dry valve.
- **Law & Justice Center** –Remodel Sheriff's Office, replace carpet in Sheriff's Office.
- **911/Fire** –General maintenance, re-work landscape areas.
- **Detention Center** – Remove booking wall (sight problem), add concrete work surfaces around high camera poles for safe working platform, RFP for boiler replacement.

PUBLIC WORKS

Facilities – Central Maintenance

Department Budget

| Object of Expenditure | Actual FY 2015 | Budget FY 2016 | Actual FY 2016 | Request FY 2017 | Preliminary FY 2017 | Final FY 2017 |
|-----------------------|---------------------|---------------------|---------------------|---------------------|------------------------|---------------------|
| Personnel | \$ 448,408 | \$ 458,345 | \$ 457,568 | \$ 497,915 | \$ 497,915 | \$ 499,492 |
| Operations | 1,146,964 | 1,083,840 | 956,546 | 1,083,840 | 1,083,840 | 1,083,840 |
| Debt Service | - | - | - | - | - | - |
| Capital Outlay | 200,000 | 1,902,976 | 176,000 | 1,459,863 | 1,459,863 | 1,539,863 |
| Transfers Out | - | - | - | - | - | - |
| Total | \$ 1,795,372 | \$ 3,445,161 | \$ 1,590,114 | \$ 3,041,618 | \$ 3,041,618 | \$ 3,123,195 |

Budget by Fund Group

| | | | | | | |
|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| General Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Special Revenue Funds | - | - | - | - | - | - |
| Debt Service Funds | - | - | - | - | - | - |
| Capital Project Funds | 200,000 | 1,070,186 | 176,000 | 803,704 | 803,704 | 803,704 |
| Enterprise Funds | - | - | - | - | - | - |
| Internal Service Funds | 1,595,372 | 2,374,975 | 1,414,114 | 2,237,914 | 2,237,914 | 2,319,491 |
| Trust & Agency Funds | - | - | - | - | - | - |
| Total | \$ 1,795,372 | \$ 3,445,161 | \$ 1,590,114 | \$ 3,041,618 | \$ 3,041,618 | \$ 3,123,195 |

Funding Sources

| | | | | | | |
|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Tax Revenues | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Non-Tax Revenues | 1,454,553 | 1,522,342 | 1,491,895 | 1,522,342 | 1,522,342 | 1,522,342 |
| Cash Reappropriated | 340,819 | 1,922,819 | 98,219 | 1,519,276 | 1,519,276 | 1,600,853 |
| Total | \$ 1,795,372 | \$ 3,445,161 | \$ 1,590,114 | \$ 3,041,618 | \$ 3,041,618 | \$ 3,123,195 |

Department Personnel

| No. of Positions | FT/PT | Title | FTE 2015 | FTE 2016 | FTE 2017 |
|---------------------|-----------|--------------------------------|-------------|-------------|-------------|
| 1.00 | Full-Time | Facilities/Procurement Manager | 1.00 | 1.00 | 1.00 |
| 1.00 | Full-Time | Facilities Supervisor | 0.00 | 0.00 | 1.00 |
| 5.00 | Full-Time | Maintenance Worker II | 4.00 | 4.00 | 3.00 |
| 1.00 | Full-Time | Administrative Assistant | 1.00 | 1.00 | 1.00 |
| 1.00 | Part-Time | Maintenance Worker | 0.74 | 0.74 | 0.74 |
| 8.00 | | Total Program | 6.74 | 6.74 | 6.74 |