

FACILITIES

DEPARTMENT MISSION

Provides cost effective & efficient general and preventative maintenance/custodial services to County departments and facilities. Provides a safe, secure, clean, healthy work environment for employees and general visiting public.

DEPARTMENT BUDGET HIGHLIGHTS

Completion of energy efficiency projects has allowed a substantial reduction in budgeted utility costs which offsets increased costs in other areas. The increase in personnel costs have made the biggest impact in this year's request. This budget aligns with the County's priority of maintaining our current Facilities.

STRATEGIC DIRECTION AND PRIORITY ISSUES

- Continue expanding facility maintenance services to offsite County departments
- Implement energy efficiency/reduction projects at all County facilities
- Expand renewable energy options
- Facilities capital investments

TRENDS AND ISSUES ON THE HORIZON

- Increased employee benefits costs
- Recruiting/retaining employees is becoming increasingly difficult, especially for 2nd shift
- Increased cost of contracted services, and supplies
- Adequate staffing to accommodate increasing demand for department services
- Funding for energy efficiency/renewable energy projects
- Collaborating with other departments to share staffing resources

OPERATIONAL CHANGES IN 2021

- Vacant Custodian position was removed from the bridge plan
- Implemented new asset management/work order system

OPERATIONAL CHANGES – WITH FISCAL IMPACT

- None foreseen.

POSITION CHANGES IN 2022

- Administrative Specialist position increased from 0.5 FTE to 1.0 FTE

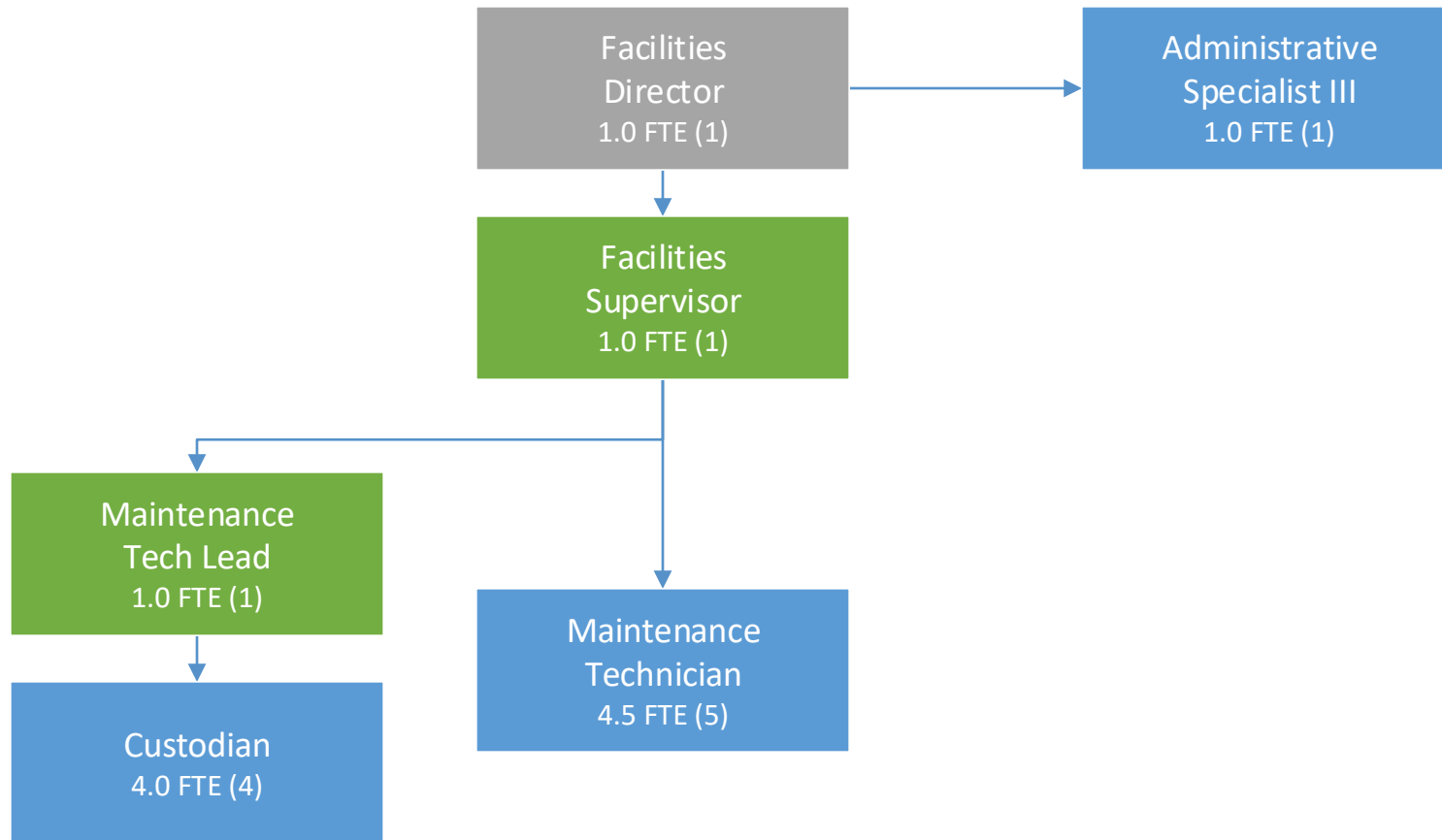
OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT

- None foreseen.

POTENTIAL RISKS

- Extreme temperature events could affect energy usage and costs.

Facilities



| Year | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 |
|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| FTE | 14.00 | 15.00 | 15.00 | 15.00 | 15.00 | 15.00 | 15.00 | 15.00 | 12.00 | 12.00 | 12.00 | 12.50 |

Courthouse/Jail/Towers

In house department that provides cost effective, efficient maintenance and custodial services for the Eau Claire County Courthouse. Provides a safe, secure, clean, and healthy work environment for courthouse employees and general visiting public.

| OUTPUTS | <u>2018</u> | <u>2019</u> | <u>2020</u> | <u>YTD 2021*</u> |
|--|-------------|-------------|-------------|------------------|
| General requests/repairs completed | 4,105 | 4,977 | 4,290 | 2,031 |
| <i>*YTD indicates Jan-Jun Results</i> | | | | |
| OUTCOMES | <u>2018</u> | <u>2019</u> | <u>2020</u> | <u>YTD 2021*</u> |
| 95% of maintenance and custodial work orders will be completed within 7 days of being requested. | 93% | 95% | 98% | 99% |
| Maintenance cost per square footage of building (not including labor & utilities) | | \$1.49 | \$1.39 | \$0.46 |
| Utilities (Electric & Natural Gas) cost per square footage of building. | | \$1.35 | \$1.12 | \$0.39 |
| <i>*YTD indicates Jan-Jun Results</i> | | | | |

Ag Center

In house department that provides cost effective, efficient maintenance and custodial services for the Eau Claire County AG Center. Provides a safe, secure, clean, and healthy work environment for AG Center employees and general visiting public.

| OUTPUTS | <u>2018</u> | <u>2019</u> | <u>2020</u> | <u>YTD 2021*</u> |
|--|-------------|-------------|-------------|------------------|
| General requests/repairs completed | 133 | 148 | 139 | 56 |
| <i>*YTD indicates Jan-Jun Results</i> | | | | |
| OUTCOMES | <u>2018</u> | <u>2019</u> | <u>2020</u> | <u>YTD 2021*</u> |
| 95% of maintenance and custodial work orders will be completed within 7 days of being requested. | 93% | 95% | 98% | 100% |
| Maintenance cost per square footage of building (not including labor & utilities) | | \$2.19 | \$1.53 | \$0.54 |
| Utilities (Electric & Natural Gas) cost per square footage of building. | | \$0.38 | \$0.35 | \$0.14 |
| <i>*YTD indicates Jan-Jun Results</i> | | | | |

Cemetery

In house department that provides cost effective maintenance, service procurement, and contract oversight for the Orchard Cemetery.

| OUTPUTS | <u>2018</u> | <u>2019</u> | <u>2020</u> | <u>YTD 2021*</u> | |
|---|------------------|-------------|-------------|------------------|------------------|
| Grave sites maintained | 318 | 318 | 318 | 318 | |
| Square footage of grounds mowed & maintained | 31,873 | 31,873 | 31,873 | 31,873 | |
| <i>*YTD indicates Jan-Jun Results</i> | | | | | |
| OUTCOMES | <u>Benchmark</u> | <u>2018</u> | <u>2019</u> | <u>2020</u> | <u>YTD 2021*</u> |
| 95% of maintenance and custodial work orders will be completed within seven days. | 95% | 100% | 100% | 100% | 100% |
| <i>*YTD indicates Jan-Jun Results</i> | | | | | |

Facilities

Overview of Revenues and Expenditures

| Revenues | 2020 | 2021 | 2021 | 2022 | 2022 | 2022 | % |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-----------|
| | Actual | Adjusted Budget | Estimate | Request | Recommended | Adopted | Change |
| 01-Tax Levy/General Revenue Allocation | \$1,859,969 | \$1,830,917 | \$1,830,917 | \$1,902,342 | \$1,913,366 | \$1,913,366 | 5% |
| 05-Intergovernmental Charges for Services | \$3,409 | - | - | - | - | - | |
| 09-Other Revenue | \$454,533 | \$465,680 | \$465,754 | \$469,448 | \$469,448 | \$469,448 | 1% |
| Total Revenues: | \$2,317,911 | \$2,296,597 | \$2,296,671 | \$2,371,790 | \$2,382,814 | \$2,382,814 | 4% |

| Expenditures | 2020 | 2021 | 2021 | 2022 | 2022 | 2022 | % |
|----------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-----------|
| | Actual | Adjusted Budget | Estimate | Request | Recommended | Adopted | Change |
| 01-Regular Wages | \$506,056 | \$582,427 | \$574,271 | \$613,832 | \$620,199 | \$620,199 | 6% |
| 02-OT Wages | \$6,462 | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 | 0% |
| 03-Payroll Benefits | \$247,119 | \$265,367 | \$261,892 | \$341,145 | \$308,893 | \$308,893 | 16% |
| 04-Contractual Services | \$1,121,368 | \$1,319,314 | \$1,275,004 | \$1,287,174 | \$1,324,083 | \$1,324,083 | 0% |
| 05-Supplies & Expenses | \$83,135 | \$85,350 | \$86,850 | \$87,350 | \$87,350 | \$87,350 | 2% |
| 07-Fixed Charges | \$22,221 | \$23,500 | \$18,516 | \$21,579 | \$21,579 | \$21,579 | -8% |
| 09-Equipment | \$3,250 | \$5,639 | \$5,639 | \$5,710 | \$5,710 | \$5,710 | 1% |
| Total Expenditures: | \$1,989,611 | \$2,296,597 | \$2,237,172 | \$2,371,790 | \$2,382,814 | \$2,382,814 | 4% |

| | | | | | | | |
|--|------------------|------------|-----------------|------------|------------|------------|--|
| Net Surplus/(Deficit)- Facilities | \$328,300 | \$0 | \$59,499 | \$0 | \$0 | \$0 | |
|--|------------------|------------|-----------------|------------|------------|------------|--|

Facilities

Budget Analysis

| | 2021 Adjusted Budget | 2022 Position Changes | Cost to Continue Operations in 2022 | 2022 Requested Budget |
|---|-------------------------|--------------------------|--|-----------------------------|
| 01-Tax Levy/General Revenue Allocation | \$1,830,917 | \$27,311 | \$44,114 | \$1,902,342 |
| 05-Intergovernmental Charges for Services | - | - | - | - |
| 09-Other Revenue | \$465,680 | - | \$3,768 | \$469,448 |
| Total Revenues | \$2,296,597 | \$27,311 | \$47,882 | \$2,371,790 |

| | | | | |
|---------------------------|--------------------|-----------------|-----------------|--------------------|
| 01-Regular Wages | \$582,427 | \$23,837 | \$7,568 | \$613,832 |
| 02-OT Wages | \$15,000 | - | - | \$15,000 |
| 03-Payroll Benefits | \$265,367 | \$3,474 | \$72,304 | \$341,145 |
| 04-Contractual Services | \$1,319,314 | - | (\$32,140) | \$1,287,174 |
| 05-Supplies & Expenses | \$85,350 | - | \$2,000 | \$87,350 |
| 07-Fixed Charges | \$23,500 | - | (\$1,921) | \$21,579 |
| 09-Equipment | \$5,639 | - | \$71 | \$5,710 |
| Total Expenditures | \$2,296,597 | \$27,311 | \$47,882 | \$2,371,790 |

Facilities

Revenue Assumptions

| | 2020 | 2021 | 2021 | 2022 | 2022 | 2022 | | |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------------|-----------------------|
| Revenue Source | Actual | Budget | Estimate | Request | Recom- mended | Adopted | Assumptions | Confidence Level % |
| County Tax Levy | 1,859,969 | 1,830,917 | 1,830,917 | 1,902,342 | 1,913,366 | 1,913,366 | Allocated tax levy | 100% |
| Maintenance/ Work For Others | 3,409 | - | - | - | - | - | Do not budget for this | 100% |
| Maintenance/ Rent Co Bldg & Offices | 453,625 | 465,680 | 465,680 | 469,448 | 469,448 | 469,448 | Lease agreement revenue | 100% |
| Misc Revenue | 908 | - | 74 | - | - | - | Do not budget for this | 100% |
| Fund Balance Applied | - | - | - | - | - | - | None requested | 100% |
| TOTAL | \$2,317,911 | \$2,296,597 | \$2,296,671 | \$2,371,790 | \$2,382,814 | \$2,382,814 | | |

Facilities

Contracted Services Summary

| | 2020 | 2021 | 2021 | 2022 | 2022 | 2022 |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Expenditure Type | Actual | Budget | Estimate | Request | Recom- mended | Adopted |
| Professional Services | - | - | - | - | - | - |
| Utilities | 645,211 | 826,148 | 781,723 | 772,518 | 799,427 | 799,427 |
| Repairs And Maintenance | 457,061 | 469,909 | 469,909 | 491,672 | 501,672 | 501,672 |
| Other Contracted Services | 19,096 | 23,257 | 23,372 | 22,984 | 22,984 | 22,984 |
| Total | \$1,121,368 | \$1,319,314 | \$1,275,004 | \$1,287,174 | \$1,324,083 | \$1,324,083 |

Facilities

Contracted Services Detail

| | 2020 | 2021 | 2021 | 2022 | 2022 | 2022 | | |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--|---------------------------|
| Expenditure | Actual | Budget | Estimate | Request | Recom- mended | Adopted | Description | Expenditure Type |
| Courthous/ Contracted Services | 330,025 | 350,061 | 350,061 | 373,765 | 373,765 | 373,765 | Contracted Services (HVAC, Elevators, Custodial, etc.) | Repairs And Maintenance |
| Courthous/ Water-Sewer-Stormwater | 96,896 | 109,518 | 109,518 | 112,804 | 112,804 | 112,804 | Courthouse/Jail Water & Sewer | Utilities |
| Courthous/ Electricity | 412,458 | 497,000 | 470,000 | 470,000 | 493,500 | 493,500 | Courthouse/Jail Electrical Service | Utilities |
| Courthous/ Gas & Fuel Oil | 119,177 | 200,435 | 185,000 | 170,435 | 173,844 | 173,844 | Courthouse/Jail Natural Gas Service | Utilities |
| Courthous/ Telephone | 3,717 | 3,900 | 3,600 | 3,900 | 3,900 | 3,900 | Dedicated Telephone Lines and VOIP Lines | Utilities |
| Courthous/ Cellular Phone | 3,225 | 5,010 | 3,820 | 5,010 | 5,010 | 5,010 | Cellphones | Utilities |
| Courthous/ Mach & Equip Mntce | 7,013 | 7,000 | 7,000 | 7,000 | 7,000 | 7,000 | Facilities Vehicles/Equipment Maintenance | Repairs And Maintenance |
| Courthous/ Grounds Maintenance | 31,993 | 32,000 | 32,000 | 30,000 | 30,000 | 30,000 | Courthouse/Jail Grounds Maint. Supplies/Service | Repairs And Maintenance |
| Courthous/ Bldg Maintenance | 73,333 | 66,000 | 66,000 | 66,000 | 66,000 | 66,000 | Courthouse/Jail Building & Equipment Repair | Repairs And Maintenance |
| Courthous/ Refuse Collection | 15,356 | 19,102 | 19,102 | 19,484 | 19,484 | 19,484 | Courthouse/Jail Refuse & Recycling Collection | Other Contracted Services |
| Orchard Cemetery/ Vets Graves | 945 | 1,820 | 1,820 | 1,000 | 1,000 | 1,000 | Cemetery Lawn Mowing | Other Contracted Services |
| Ag Center Bldg/ Contracted Services | 7,580 | 7,848 | 7,848 | 7,907 | 7,907 | 7,907 | Contracted Services (HVAC, Elevators, Custodial, etc.) | Repairs And Maintenance |
| Ag Center Bldg/ Water-Sewer-Stormwater | 1,756 | 2,785 | 2,785 | 2,869 | 2,869 | 2,869 | Ag Center Water & Sewer | Utilities |
| Ag Center Bldg/ Electricity | 3,174 | 4,000 | 3,750 | 4,000 | 4,000 | 4,000 | Ag Center Electrical Service | Utilities |
| Ag Center Bldg/ Gas & Fuel Oil | 1,915 | 3,500 | 3,250 | 3,500 | 3,500 | 3,500 | Ag Center Natural Gas Service | Utilities |
| Ag Center Bldg/ Grounds Maintenance | 3,139 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | Ag Center Grounds Maint. Supplies/Service | Repairs And Maintenance |
| Ag Center Bldg/ Bldg Maintenance | 3,979 | 4,000 | 4,000 | 4,000 | 14,000 | 14,000 | Ag Center Building & Equipment Repair | Repairs And Maintenance |
| Ag Center Bldg/ Refuse Collection | 2,428 | 2,335 | 2,450 | 2,500 | 2,500 | 2,500 | Ag Center Refuse & Recycling Collection | Other Contracted Services |
| 716 1St Ave/ Water-Sewer-Stormwater | 756 | - | - | - | - | - | 716 1st Ave. Water & Sewer | Utilities |
| 716 1St Ave/ Electricity | 1,627 | - | - | - | - | - | 716 1st Ave. Electrical Service | Utilities |
| 716 1St Ave/ Gas Heat | 510 | - | - | - | - | - | 716 1st Ave. Natural Gas Service | Utilities |
| 716 1St Ave/ Refuse Collection | 366 | - | - | - | - | - | 716 1st Ave. Refuse & Recycling Collection | Other Contracted Services |
| TOTAL | \$1,121,368 | \$1,319,314 | \$1,275,004 | \$1,287,174 | \$1,324,083 | \$1,324,083 | | |