

Marquette County Buildings and Grounds

2017 Annual Report

Introduction-

This report will go through an overview of the buildings and their respective maintenance repairs for 2017. It will also provide a report of last year's budget so you can see how the money has been handled. This report will also give you a summary of the 2017 Buildings Cost Review Analysis and the Buildings and Grounds 2017 budget and Special Projects year-end report that the Property Committee receives.

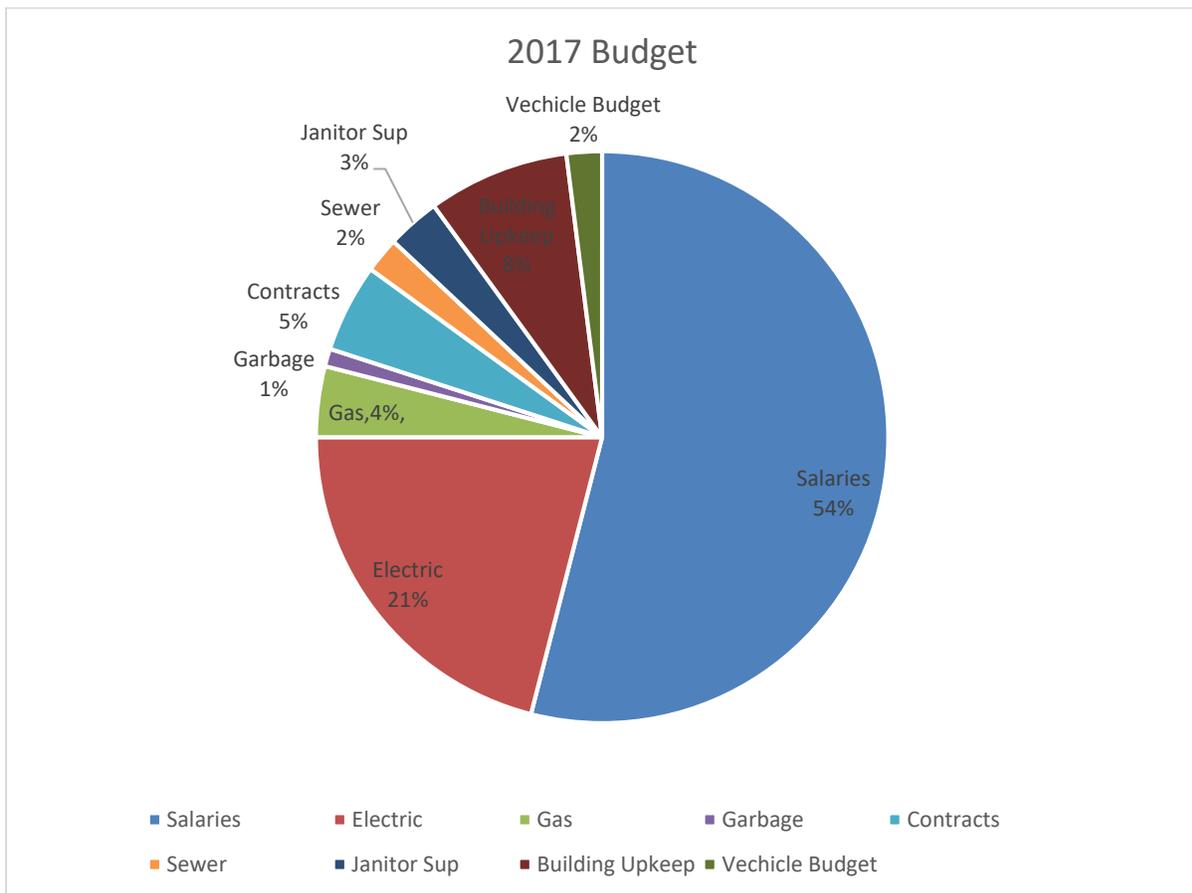
2017 Budget Expenditure Overview

2017 B&G Budget- \$585,476.00

2017 B&G Expended Budget- \$557,642.50

2017 B&G budget savings- \$27,833.50

2017 budget percent used- 95%



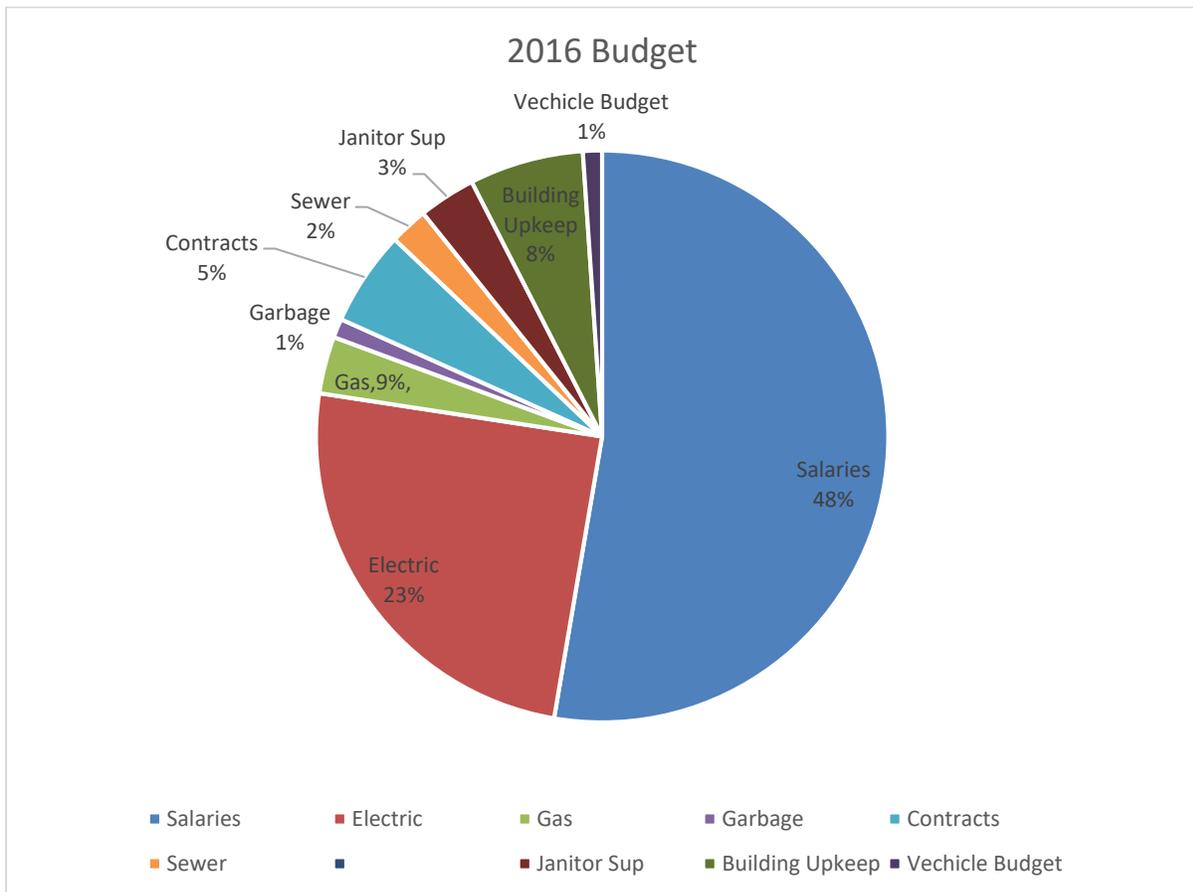
2016 Budget Expenditure Overview

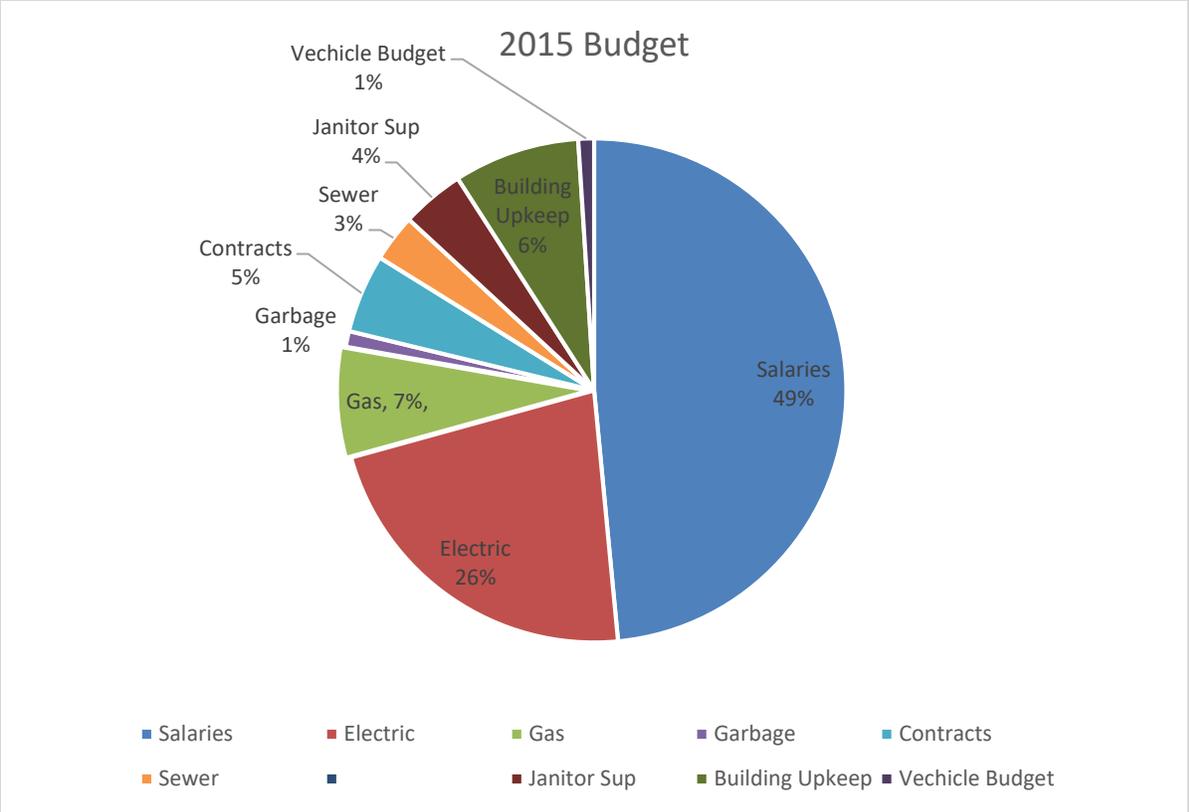
2016 B&G Budget- \$600,948.00

2016 B&G Expended Budget- \$558,989.09

2016 B&G budget savings- \$41,958.91

2016 budget percent used- 93%





| Budget Category | 2015 Expenditure | 2016 Expenditure | 2017 Budget | 2017 Expenditure | 2017 Percentage of budget totals | 2017 Percentage Used |
|-------------------|------------------|------------------|--------------|------------------|----------------------------------|----------------------|
| Salaries/Benefits | \$284,033.82 | \$296,234.00 | \$306,576.00 | \$302,226 | 54% | 99% |
| Electric | \$124,237.40 | \$127,145.00 | \$123,000.00 | \$114,585.32 | 21% | 93% |
| Natural Gas | \$31,676.24 | \$19,294.00 | \$42,000.00 | \$22,443.64 | 4% | 53% |
| Garbage Pickup | \$6,981.61 | \$7,942.00 | \$7,600.00 | \$7,929.96 | 1% | 104% |
| Service Contracts | \$28,213.79 | \$27,386.00 | \$27,750.00 | \$30,128.47 | 5% | 109% |
| Sewer/Water | \$9,720.60 | \$9,632.00 | \$9,050.00 | \$9,859.84 | 2% | 109% |
| Janitor Supplies | \$14,304.74 | \$16,431.00 | \$16,750.00 | \$12,605.98 | 3% | 75% |
| Building Upkeep | \$43,354.01 | \$36,188.00 | \$33,650.00 | \$43,715.47 | 8% | 130% |
| Vehicle Budget | \$5,237.76 | 6,244.00 | \$6,000.00 | \$8,412.63 | 1% | 140% |

Table/Graph Summary-

The table and graph above give you the breakdown of where the Buildings and Grounds Department budget is spent and what percentage of the budget that the line item consumed in the last budget year. It also has an added column for percentage that was expended for each respective budget category. We continue to strive to spend the Buildings and Grounds budgeted amount in the best and most cost-effective manner.

2017 Personnel Activity Report

Total Hours worked in 2013- 10,047 hours

Total Hours Worked in 2014- 9,775 hours

Total Hours Worked in 2015- 10,081 hours

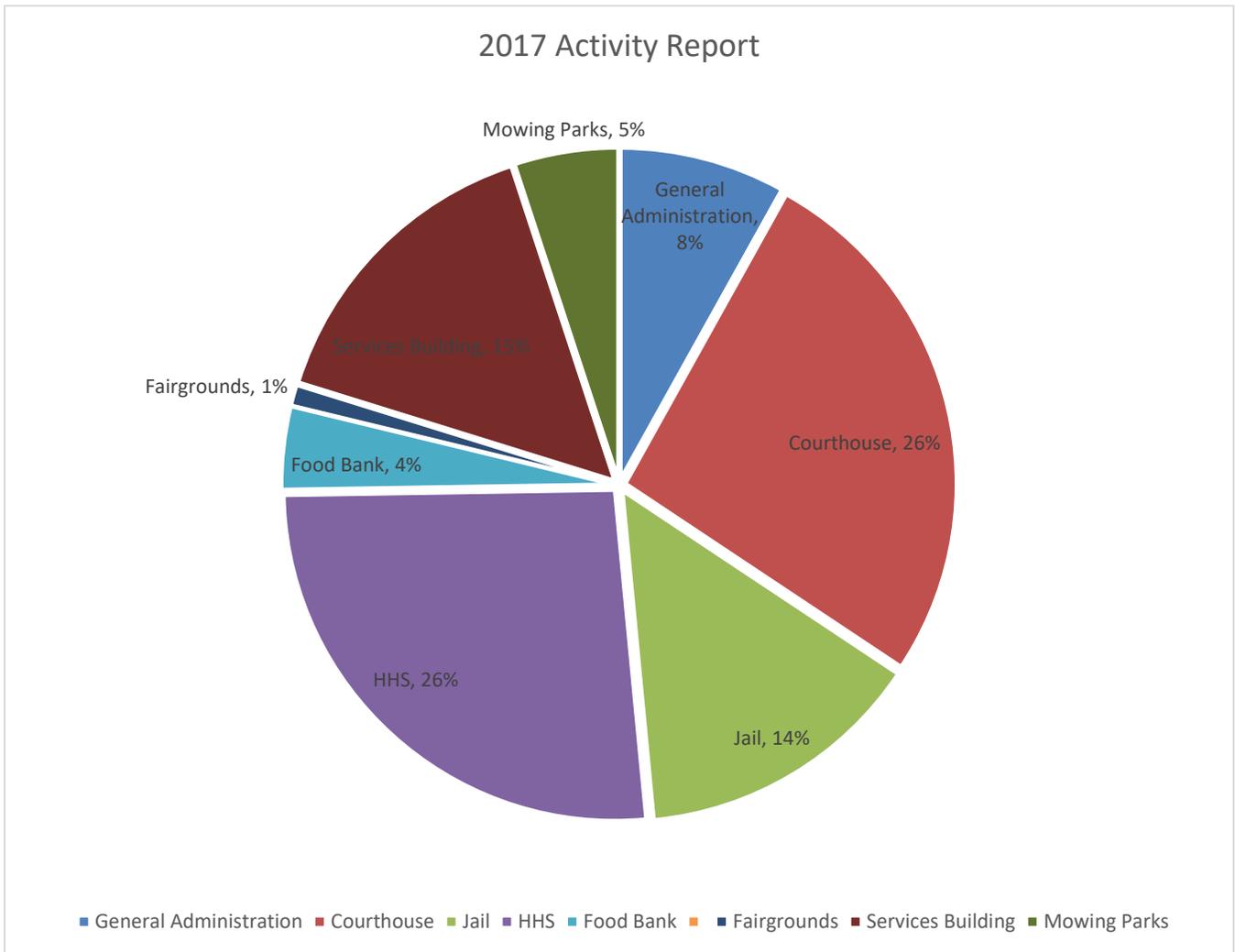
Total Hours Worked in 2016- 10,714 hours

Total Hours Worked in 2017- 10,213 hours

The department went down in hours worked in 2017 by 501 hours. Reason for the decrease was that our summer maintenance position was only here until the first week in August so that that was a reduction of almost 160 and then most of my staff was given another week of vacation due to their length of time here so that would make up most of the decreased hours. We should run right around 10,400 hours per year as a department. You will see in the tables and graphs in the following pages our comparison from 2017 back until 2013.

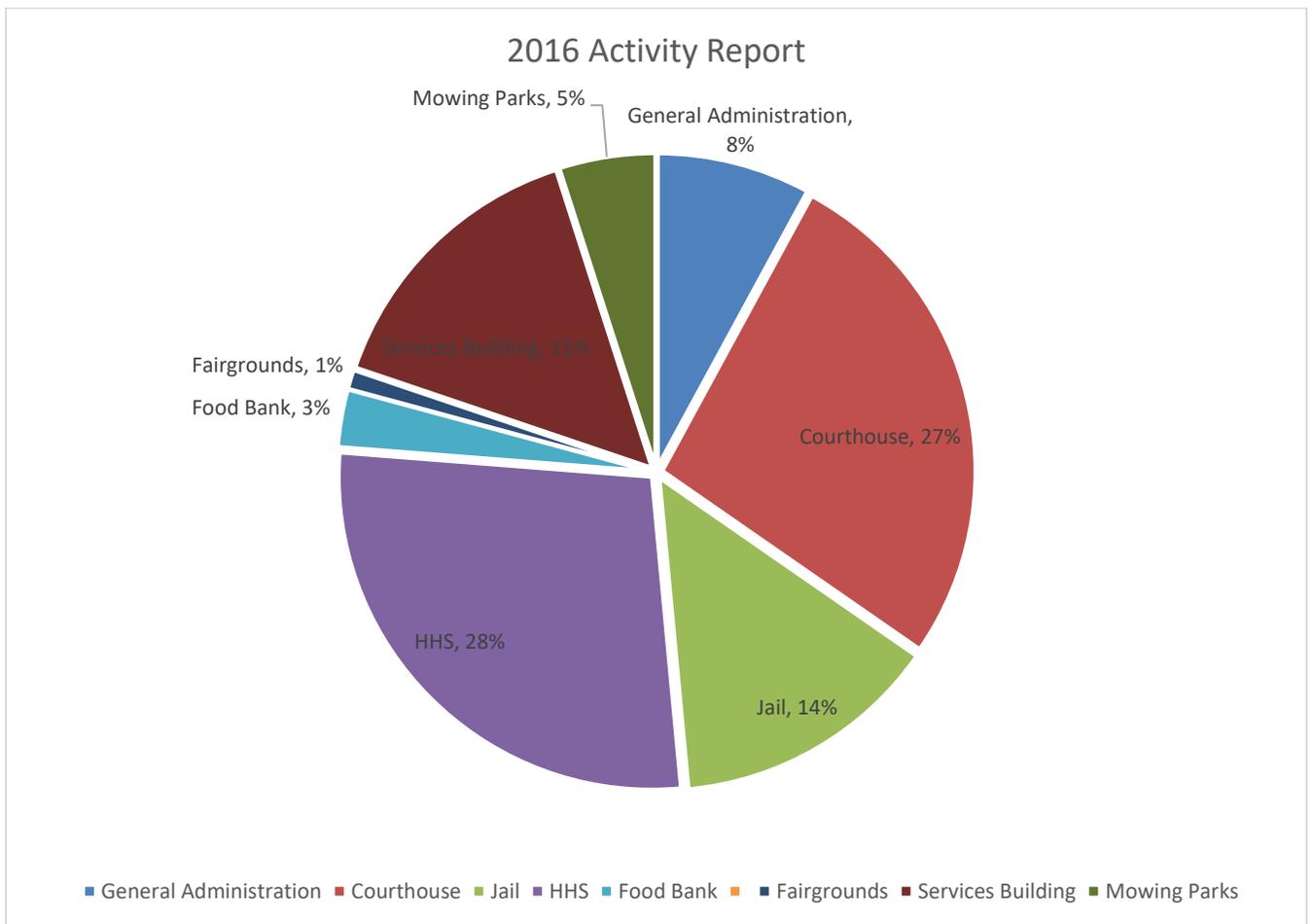
Total Hours 2017- 10,213

| Building/Category | Hours | Percentage of Total Hours |
|------------------------|----------|---------------------------|
| General Administration | 843 | 8% |
| Courthouse | 2,540.25 | 26% |
| Jail | 1,283 | 14% |
| Services Building | 1,404 | 15% |
| HHS | 2,540.5 | 26% |
| Food Bank | 412.5 | 4% |
| Fairgrounds | 218 | 2% |
| Parks | 542.5 | 5% |



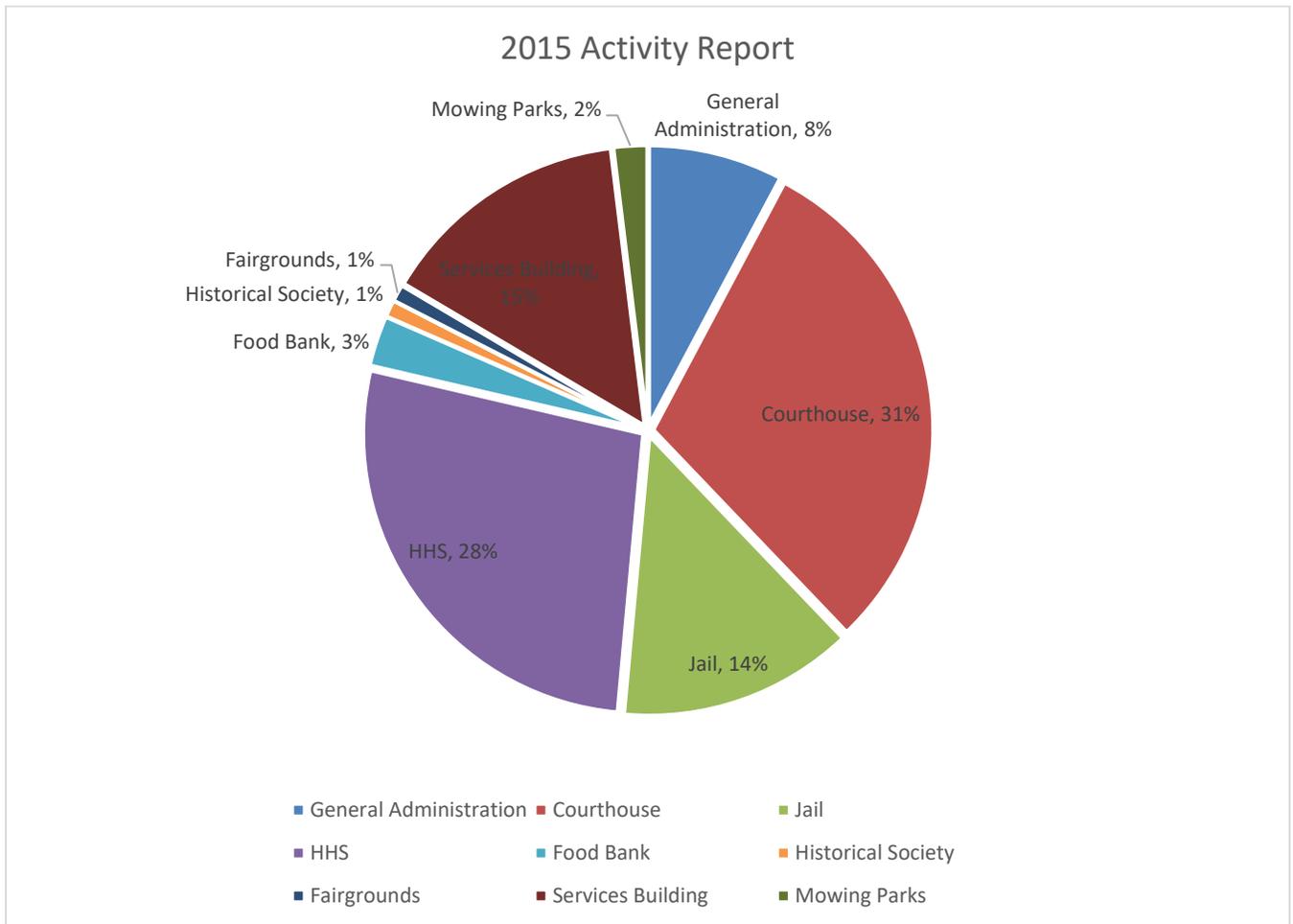
Total Hours 2016- 10,714

| Building/Category | Hours | Percentage of Total Hours |
|------------------------|-------|---------------------------|
| General Administration | 829 | 8% |
| Courthouse | 2,912 | 27% |
| Jail | 1,453 | 14% |
| Services Building | 1,568 | 15% |
| HHS | 2,997 | 27% |
| Food Bank | 295 | 3% |
| Fairgrounds | 114 | 1% |
| Parks | 546 | 5% |



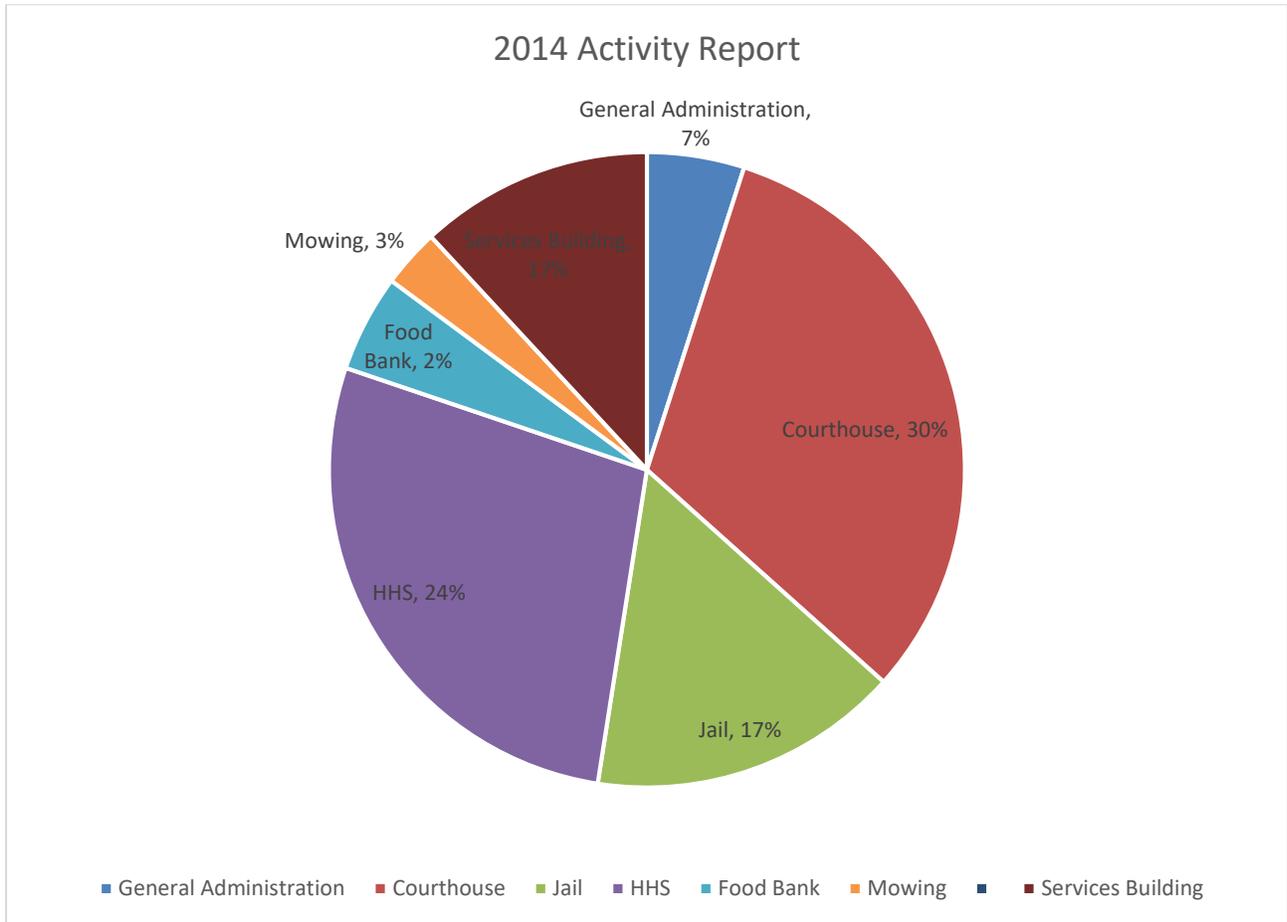
Total Hours 2015- 10,081

| Building/Category | Hours | Percentage of Total Hours |
|------------------------|-------|---------------------------|
| General Administration | 780 | 8% |
| Courthouse | 3,101 | 31% |
| Jail | 1,386 | 14% |
| Services Building | 1,466 | 15% |
| HHS | 2,845 | 28% |
| Food Bank | 332 | 3% |
| Historical Society | 20 | Less than 1% |
| Fairgrounds | 73 | 1% |
| Mowing Parks | 506 | 5% |



Total Hours 2014- 9,387

| Building/Category | Hours | Percentage of Total Hours |
|------------------------|-------|---------------------------|
| General Administration | 726 | 7% |
| Courthouse | 2,920 | 30% |
| Jail | 1,582 | 17% |
| Services Building | 1,675 | 17% |
| HHS | 2,322 | 24% |
| Historical Society | 18 | Less than1% |
| Food Bank | 218 | 2% |
| Fair Grounds | 36 | Less than 1% |
| Mowing Parks | 352 | 3% |



Summary- The tables and graphs above shows that most of the work the Buildings and Grounds Department do is in the four county buildings in Montello and shows a larger increased role in parks maintenance management and mowing as we have taken on the mowing and some

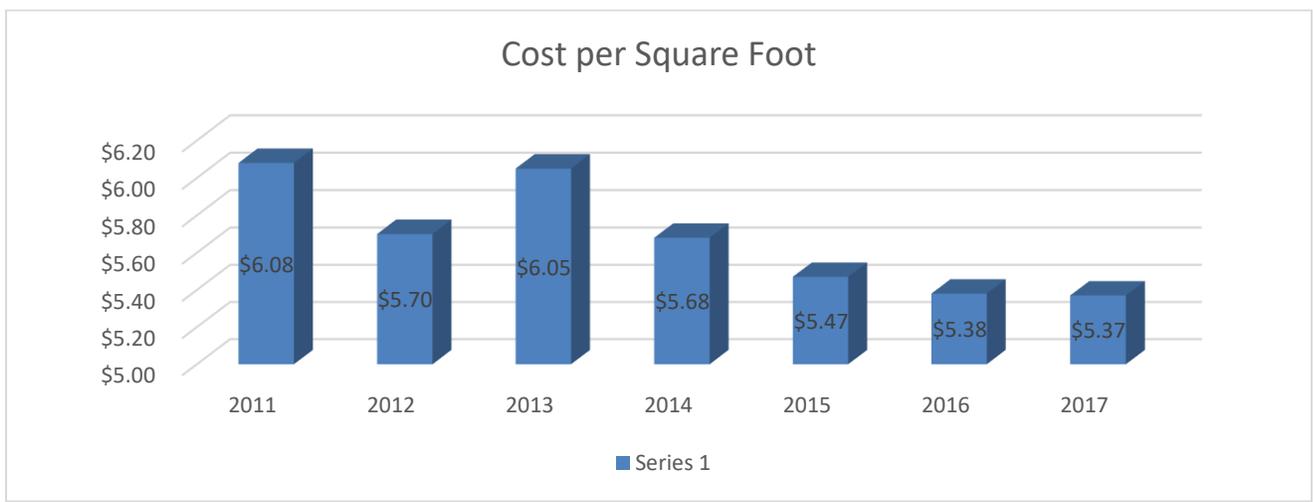
maintenance. There is also a sharp increase in hours for the fairgrounds and that is mostly due to the mowing of the fairgrounds as it takes quite a while to mow and with the increased frequency of use of the fairgrounds for things other than the fair we are no longer able to leave it go for longer periods of time or only spot mow but must maintain it longer and farther in to the fall.

2017 Buildings Cost Review Analysis

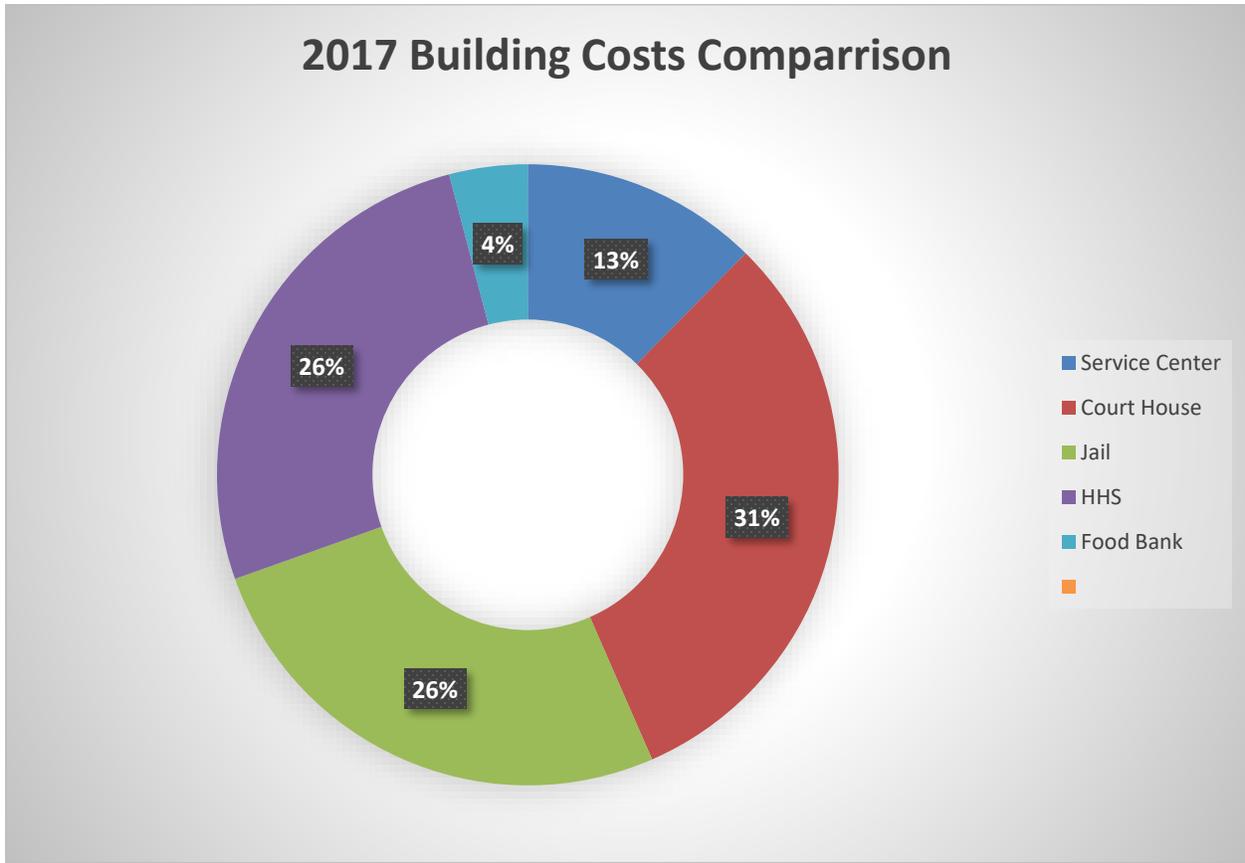
Summary- This is the 2017 Building Cost Review Analysis. This gives you a cost breakdown of all four buildings (Service Center, Court House, Jail, and Health and Human Services) combined. It breaks down the utilities cost along with all the other costs associated with the county’s buildings and breaks them down to cost per sq. ft. The numbers are compared to the 2012, 2013, 2014, 2015 and 2016 budget years to give us a comparison.

Below you will find tables/graphs, which compare each year’s complete building maintenance costs to the other represented years.

| | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 |
|---------------------|--------------|--------------|--------------|-----------|--------------|--------------|
| Total Building Cost | \$495,674.65 | \$525,694.05 | \$493,255.00 | \$475,400 | \$467,214.00 | \$467,053.21 |
| Cost per Sq. Ft | \$5.70 | \$6.05 | \$5.68 | \$5.47 | \$5.38 | \$5.37 |



2017 Building to Building Cost Comparison



Building to Building Cost Comparison Summary-

This graph shows where each individual building ranks among the other buildings regarding how much budgeted money and salaries are spent on each building. As the graph shows the Courthouse takes up the most time and money while the other buildings fall in from there but if you compare this graph to last year it has stayed similar year to year.

Past Budgets and Expenditures

| Budget Year | Budgeted | Actual Spent | +/- |
|-------------|--------------|--------------|--------------|
| 2006 | \$527,366.00 | \$507,537.00 | -19,829.00 |
| 2007 | \$558,544.00 | \$564,483.00 | +\$5,939.00 |
| 2008 | \$621,583.00 | \$639,017.00 | +17,434.00 |
| 2009 | \$614,009.00 | \$584,015.00 | -\$29,994.00 |
| 2010 | \$613,218.00 | \$574,176.00 | -\$39,042.00 |
| 2011 | \$632,932.67 | \$569,461.98 | -\$63,470.69 |
| 2012 | \$580,303.00 | \$530,568.48 | -\$49,734.52 |
| 2013 | \$604,243.00 | \$588,567.45 | -\$15,675.55 |
| 2014 | \$605,536.15 | \$573,086.68 | -\$32,449.47 |
| 2015 | \$603,632.00 | \$556,556.28 | -\$47,075.72 |
| 2016 | \$600,948.00 | \$558,989.09 | -\$41,958.91 |
| 2017 | \$585,476.00 | \$557,642.50 | -\$27,833.50 |

This table shows what was budgeted for each year, spent, if it came in over/at/under budget. It is shown here that this is the 9th year in a row the Buildings and Grounds Department budget has come in under budget.

Summary

2017 brought about many repairs and new projects from the LED light project, Courtroom remodel, to continued work on the EMS buildings. The department continues to be involved with various departments and their respective day to day operations from Land Conservation to Highway.

It should be noted here in this report that without the cooperation of the Buildings and Grounds Departments staff that these numbers would not have been attained so easily and the Property Committee should also be commended for how well they work together with each other and with the Buildings and Grounds Department. This all helps in maximizing the effect/efficiency of the tax payer dollars that are spent through the Buildings and Grounds Department to assure a quality product.

**PRESENTED TO THE MARQUETTE COUNTY BOARD OF SUPERVISORS
BY
Paul Van Treeck
MARQUETTE COUNTY.
BUILDINGS & GROUNDS SUPERINTENDANT**