

Sauk County, Wisconsin  
**Building Services Annual Report**

**2018 Mission:** Assure facilities and grounds are properly maintained operationally, and they project a professional and respected appearance both inside and out. Maintain the County Communication Systems current/updated and in good working condition. Establish a "Safety First" mindset for all employees and maintain a safe environment for all employees and visitors.

**Departmental Program Summary:**

Building Services performs all indoor and outdoor maintenance of 425,030 square feet at the following facilities: West Square Administration, Courthouse, Law Enforcement Center, Law Enforcement Annex, West Baraboo Garage, Landfill (Includes Training Center) and Reedsburg Human Services. On an as needed basis will assist at the Health Care Center and other facilities (Highway and Parks). Oversight of two county-leased facilities: the Animal Shelter and the Sheltered Workshop, day-to-day maintenance at these facilities is the responsibility of the lessor. Other major duties/specialized work performed include: Construction administration/oversight, communications infrastructure maintenance, this includes the 9-1-1 Dispatch System/Equipment, 184.41 miles of Fiber Optic Cable and the equipment associated with the fiber, nine (9) tower sites, all radio equipment at the towers and in the county vehicles, management of contracted services, maintain, manage & develop building space, tower space and Dark Fiber Lease Agreements, and Fuel Storage compliance.

**2018 Goals Review**

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2018?	
	Yes or No (If no, please provide comment)	
Continued maintenance of landfill site to maximize use of methane burn off	Yes	
Correct any maintenance or compliance issues.	Yes	
Work on Energy efficiencies within the facilities (Lighting, Building Energy Efficiency, and Solar.)	Work continues on Lighting changes as part of our Energy efficiency measures continues, Energy Efficient measures were implemented on Building Controls at the HCC, LEC, and WS facilities, Solar panels were installed on the LEC and at the Health Care Center in 2018	
Continue to implement any changes that will keep our postal usage at minimal levels.	Continue to evaluate and implement efficiency/cost saving measures related to mailings	
Update radio, fiber systems as needed to keep current. Implement more VOIP technology, replace radio console	Facilities changed to VOIP phones, Page Simulcast implemented and fully deployed early 2018	
Evaluate the needs of the buildings to determine changes	Yes	

**Changes /Accomplishments:**

- Updated fiber & tower leases and exchange of services as needed
- Added three tower leases
- In addition to normal day-to-day facility maintenance, special projects and emergency call in Building Services staff (all facilities) handled over 2025work order requests
- Annual cleaning of boilers & chillers utilizing staff versus outside contractors were completed
- Continued oversight of Landfill – Annual DNR report completed
- Energy Efficiency upgrades to the Building Management and HVAC Systems at the Law Enforcement Center, Health Care Center, and West Square facilities
- Replaced a boiler at the Law Enforcement Center

- Replaced kitchen freezer condenser unit at the Law Enforcement Center
- Completed a re-roof of three sections of the Law Enforcement Center
- Refurbished three day areas at the Law Enforcement Center with new paint and carpet
- Sealed the asphalt parking areas at the Law Enforcement Center and West Square
- Implemented security changes at the Historic Courthouse, update to Signage, upgraded current cameras added 37 new cameras at the Courthouse and West Square buildings, added a building wide paging system that is tied in with the phone system
- Implemented Staff ID badge changes, updated card access for departments
- Added Solar Panels through a third Party financing and installation at the Health Care Center and Law Enforcement Center
- Continued work on LED lighting replacements in West Square, Courthouse, Reedsburg Human Services, LEC, and Sheltered Workshop
- Installed new furnace units at the Sauk County Humane Society (Animal Shelter)
- Sidewalk repairs at Courthouse and West Square
- Completed tuck-pointing of Historic Courthouse Eastside
- Assisted with the construction oversight of the new Parks office building at Whitemound County Park
- 552 work orders on phone/radio related items: Includes changes, additions, re-programming, equipment moves, repairs, upgrades, questions, etc.
- Added two new communications shelters at LaValle and Reedsburg Tower sites to accommodate future radio channel expansion
- Completed annual vehicle installs for the Sheriff's and Highway Departments
- Completed upgrade current Paging system to a Simulcast Paging system
- Deployed Calix Fiber equipment to replace the Turin equipment (Fiber ring equipment)

**Statistical Summary:**

**OUTPUT MEASURES**

DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL
Work orders	Facilities in good working order, no compliance issues 1850 work orders completed	Facilities in good working order, no compliance issues 1887 work orders completed	Facilities in good working order, no compliance issues 2025 work orders completed
Communications	522 work orders, 5 fiber leases, 11 tower leases, radio console replacement completed	530 work orders, 1 fiber lease, 2 tower leases, Paging Simulcast completed	552 work orders, 3 tower leases, Paging Simulcast completed, 2 new communications shelters placed

**OUTCOME AND EFFICIENCY MEASURES**

DESCRIPTION	2016 ACTUAL	2017 ESTIMATE	2018 BUDGET
Maintenance Costs per square foot includes all tower sites ( <b>NOTE:</b> Based on final Revised budget divided by square footage {425,030} this will vary year to year based on outlay projects)	\$8.54 / sq. ft	\$1.98 / sq. ft	Based on 2018 budget anticipated to be at \$6.00 / sq. ft.
Communications	Only a couple minor down time, runtime 99%+; No requested changes due to ineffectiveness of system, narrowbanding completed	All Communication systems running at peak efficiency, one major outage due to lightning strike, Narrowbanding corrections 90% complete working well, annual tower maintenance completed	A few minor outages, Tower maintenance completed