

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

**2016 Mission:** To assure that the facilities and grounds are properly maintained operationally, and that they project a professional and respected appearance both inside and out.

**Departmental Program Summary:**

Building Services performs all indoor and outdoor maintenance of 424,280 square feet at the follow facilities: West Square, 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. 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 all the Phone systems, 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, Fuel Storage compliance.

**2016 Goals Review**

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2016?
	Yes or No (If no, please provide comment)
Continued maintenance of landfill site to maximize use of methane for electricity.	Yes
Correct any maintenance or compliance issues.	Yes
Work on Energy efficiencies within the facilities (Lighting and Digital Controls.)	Work continues on Lighting changes as part of our Energy efficiency measures continues, Digital controls upgrade to West Square, finish in early 2017.
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 and phone systems as needed to keep current. Complete Narrowbanding changes. Implement more VOIP technology, replace radio console	Facilities changed to VOIP phones, radio console replacement, finished spring 2016
Evaluate the needs of the buildings to determine changes	Yes

**Changes /Accomplishments:**

- Completed Communications Center console upgrade
- Updated fiber & tower leases and exchange of services as needed
- Added two WIN Fiber leases
- Created exchange of Fiber agreement with Merrimac Communications
- Network Fiber connection from Sauk City Hwy Garage to fiber network via Merrimac Communications fiber
- Completed facility lease update for Sauk County Job Center.
- Added leased space with Options Lab
- Purchased and staged Calix Fiber equipment to replace the Turin equipment (Fiber ring equipment)
- Continued implementation of VOIP Phones, Law Enforcement Center completed
- In addition to normal day to day facility maintenance, special projects and emergency call in Building Services staff (all facilities) handled over 1850 work order requests
- Annual cleaning of boilers & chillers utilizing staff versus outside contractors was completed
- Continued oversight of Landfill – DNR report completed
- Digital Controls project 95% complete for West Square – to be completed in first half of 2017

- Completed recording equipment to the Human Services Observation room
- Continued work on third Party solar project
- Continued work on LED lighting replacements in West Square, Courthouse & LEC
- Sidewalk repairs at Courthouse
- Completed rebuilding of Historic Courthouse front steps
- Completed Emergency repairs to the North East corner and tuck pointing to the Historic Courthouse
- Replaced Transfer switches for emergency power at the Law Enforcement Center
- Rebuilt Chiller #1 at Law Enforcement Center due to bad Motor
- Rebuild and installation of control panels to both Courthouse/West Square chillers
- 522 work orders on phone/radio related items: Includes changes, additions, reprogramming, moves, repairs, upgrades, questions, etc.
- Completed annual installs for Sheriff's Department and Highway Department

**Statistical Summary:**

**OUTPUT MEASURES**

DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL
Work orders	Facilities in good working order, no compliance issues 1800 work orders completed	Facilities in good working order, no compliance issues 1876 work orders completed	Facilities in good working order, no compliance issues 1850 work orders completed
Communications	552 work orders, Narrowbanding corrections equipment upgrades ordered, Completed tower maintenance, added/updated tower and fiber leases as needed	571 work orders, 5 fiber leases, 11 tower leases, started on radio console replacement but will continue into 2016	522 work orders, 4 fiber leases, 11 tower leases, radio console replacement completed

**OUTCOME AND EFFICIENCY MEASURES**

DESCRIPTION	2014 ACTUAL	2015 ESTIMATE	2016 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)	\$3.18 / sq. ft	\$2.76 / sq. ft	Based on 2016 budget anticipated to be at \$4.87 / 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 Narrowbanding corrections done, completed, Tower maintenance completed