

Department Mission:

The maintenance department strives to fulfill our responsibilities as efficiently and effectively as possible in a timely and courteous manner.

Mandated Services:

The maintenance department is required by the State, Federal, and local governments to maintain all life and safety inspections and permits such as:

Boilers, hot water heaters, pressure vessels, fire alarms, fire sprinklers, geothermal wells, backflow devices, elevator maintenance and testing, hazardous material storage, bulb and ballast hazardous waste disposal, refrigerant disposal, and snow removal from sidewalks.

Self-Imposed Services:

The maintenance department performs self-imposed services include but are not limited to:

Janitorial services, heating/air conditioning, landscaping, moving, building various items, plowing snow in the driveways, parking lots and the bike path, helping to maintain various buildings that are not under the space rent program

Department Overview:

The maintenance department is responsible for keeping all buildings and County owned property that are part of the space rent program (in excess of 300,000 square feet) well maintained for the general public and county employees. The department also pays for all of the utilities for those buildings in the space rent program.

Successes and Challenges:

In the last year we have retrofitted the lighting in the library, heating and air conditioning controls at the jail, as well as the jail fresh water pumps. This was all in cooperation with the Energy Trust program, which contributed a portion of the necessary funds to accomplish these projects. We installed a new water line at the Stepping Stones compound. We have replaced the floors in the shower rooms at the jail.

The challenges that this department faces is continually taking on more square footage without any additional FTE's. Since 1997 this department has taken on approximately 140,000 additional square footage and have reduced our FTE's by 1.5, any additional buildings that would be added to the space rent program would require the department to add an additional FTE (electrician). If the maintenance department were to add the duties required for maintaining the road shops, outlying libraries, and access center our expenditures would increase and would require more man hours.

Budget Overview:

The maintenance department's major source of revenue is from the space rent program, which is based on the square footage of each building and departments within the buildings.

The department expenditures vary from year to year depending on utility costs and unknown circumstances. We cannot predict the weather or rising costs of fuel, utilities or products. Nor can we predict when we may have a failure in equipment. All of the previous stated items influence the expenditures in this budget.

Significant Changes:

The only significant changes from our current budget and our requested budget are the following:

Increases of utilities

17.5% electricity

1.2% water and sewer

15% geothermal

All of the other utilities should stay at the same rate. However, the costs are always based on usage.

Capital improvements (whichever projects the budget committee so chooses to proceed with)

Our FTE's remain the same.

Key issues:

11/12 PRIORITIZED PROJECTS		EXPLANATION
GOVERNMENT CENTER ALARM	\$5,700	Outdated, can not get parts to maintain
JAIL LIGHTING RETROFIT	\$64,000	No longer manufacturing bulbs or parts as of 2012
JAIL PAVEMENT CRACK SEAL	\$6,000	Large cracks in pavement need to be filled
TOTAL	\$75,700	

THIS FIGURE DOES NOT INCLUDE PREVIOUS PROJECTS PUT ON HOLD, WHICH ARE LISTED BELOW

10/11 BUDGETED PROJECTS ON HOLD		
KVP 1ST FLOOR ADMINISTRATION CARPET	\$20,000	Tripping hazard
KVP WHEEL CHAIR LIFT	\$25,000	20 years old and unreliable
KVP STAIR TREADS	\$15,000	Tripping hazard-cracked and broken
KVP FIRE ALARM SYSTEM	\$35,000	Safety hazard-need alarm notification
WASHBURN WAY DEMOLITION	\$170,000	30,000 sq ft abandoned building, needs asbestos removal-liability hazard
WASHBURN WAY DEMOLITION RESERVE	\$33,000	
TOTAL	\$298,000	

PROJECTS PREVIOUSLY PUT OFF		
KVP ROOF	\$100,000	25 years old, leaking and needs replaced
KVP WINDOWS	\$30,000	Leaking and falling apart
KVP SIDEWALK REPLACEMENT	\$45,000	Tripping hazard-City requirement
KVP 3RD FLOOR CARPET	\$20,000	Tripping hazard
WATERMASTER FLOOR INSULATION	\$5,000	Energy Conservation
WATERMASTER WINDOWS AND DOORS	\$15,000	Leaking - energy conservation
LIBRARY WINDOWS	\$30,000	Replacing single pane glass, asbestos removal - energy conservation
SUMMERS LANE DEMOLITION	\$50,000	10,000 sq ft abandoned building, asbestos removal - liability hazard
TOTAL	\$295,000	

Klamath County, Oregon
2011-2012 Budget Financial Presentation
585 Maintenance

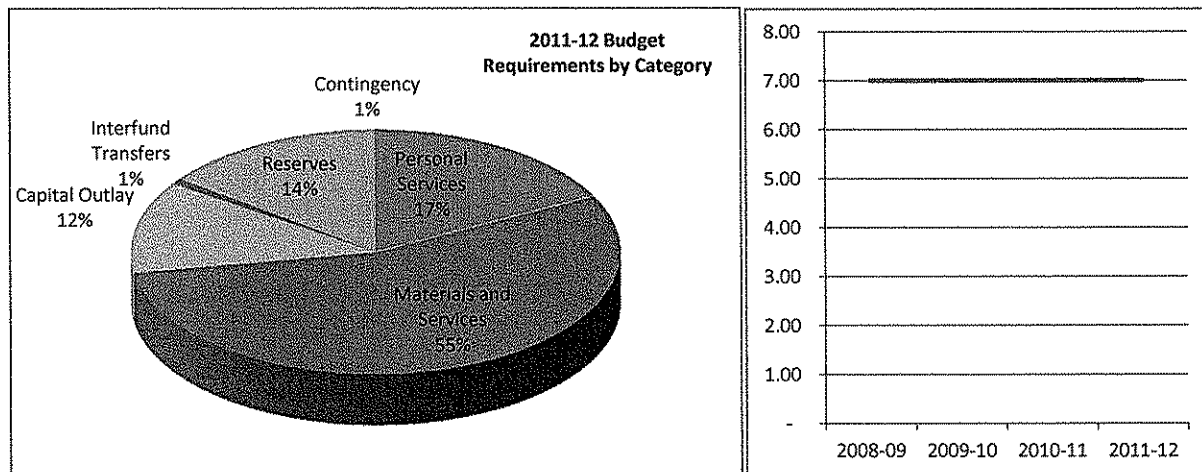
	2008-09 Actual	2009-10 Actual	2010-11 Budget	2011-12 Budget
Requirements by Budgetary Category				
Personal Services	-	406,920	415,378	431,318
Materials and Services	-	980,374	1,265,252	1,355,710
Capital Outlay	-	107,481	351,000	300,071
Interfund Transfers	-	17,519	17,519	19,716
Subtotal Current Expenditures	-	1,512,294	2,049,149	2,106,815
Reserves	-	-	343,188	343,188
Contingency	-	-	20,000	20,000
Unappropriated Fund Balance	-	1,164,012	-	-
Subtotal Noncurrent Expenditures	-	1,164,012	363,188	363,188
Total Requirements by Budgetary Category	-	2,676,306	2,412,337	2,470,003

Requirements by Fund				
Space Rent (439)	-	2,676,306	2,412,337	2,450,853
Mental Health Building Reserve (9332)	-	-	-	19,150
Total Requirements by Fund	-	2,676,306	2,412,337	2,470,003

Resources by Budgetary Category				
Charges for Services	-	1,862,963	1,749,771	1,809,665
Investment Earnings	-	15,589	6,500	150
Property Sales	-	1,377	1,377	-
Miscellaneous	-	4,677	-	-
Beginning Fund Balance	-	791,700	652,589	660,188
Total Resources by Budgetary Category	-	2,676,306	2,410,237	2,470,003

Full-Time Employee Equivalents	7.00	7.00	7.00	7.00
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Mandate	Total Cost	Personal Services	FTE
Maintenance	2,470,003	431,318	7.00
Total Mandates	2,470,003	431,318	7.00



Budget Worksheet Report

Account Number	Description	2009 Actual Amount	2010 Actual Amount	2011 Amended Budget	2012 Proposed
Fund: 439 - Space Rent					
Revenue					
Department: 585 - Maintenance					
Account Classification: CS - Charges for Service					
36070	Rent	\$0.00	\$4,679.38	\$2,100.00	\$2,100.00
36710	Space Rent Charges	\$0.00	\$0.00	\$0.00	\$1,807,565.00
Account Classification Total: Charges for Service		\$0.00	\$4,679.38	\$2,100.00	\$1,809,665.00
Account Classification: IN - Interest					
39150	Investments - Interest On	\$0.00	\$15,589.00	\$6,500.00	\$0.00
Account Classification Total: Interest		\$0.00	\$15,589.00	\$6,500.00	\$0.00
Account Classification: OT - Other					
36100	Miscellaneous	\$0.00	\$4,676.74	\$0.00	\$0.00
36370	Donations - Museum Sales	\$0.00	\$15,857.00	\$15,857.00	\$0.00
Account Classification Total: Other		\$0.00	\$20,533.74	\$15,857.00	\$0.00
Account Classification: TI - Interfund Transfers					
36220	Trans - Corner Restoratio	\$0.00	\$0.00	\$0.00	\$0.00
36225	Trans - Library	\$0.00	\$189,571.00	\$182,281.00	\$0.00
36230	Trans - CCF	\$0.00	\$6,216.83	\$6,782.00	\$0.00
36240	Trans - Health Dept	\$0.00	\$84,907.00	\$80,000.00	\$0.00
36250	Trans - MH Dept	\$0.00	\$41,995.00	\$41,995.00	\$0.00
36261	Trans - Veterans	\$0.00	\$13,731.17	\$13,166.00	\$0.00
36270	Trans - Dog Control	\$0.00	\$6,525.36	\$0.00	\$0.00
36280	Trans - Law Library	\$0.00	\$7,290.00	\$7,290.00	\$0.00
36290	Trans - Marine Law Enf	\$0.00	\$0.00	\$0.00	\$0.00

Budget Worksheet Report

Account Number	Description	2009 Actual Amount	2010 Actual Amount	2011 Amended Budget	2012 Proposed
36291	Trans - Search and Rescue	\$0.00	\$0.00	\$0.00	\$0.00
36330	Trans - General Non Dept	\$0.00	\$1,202,021.00	\$1,112,230.00	\$0.00
36450	Trans - Road Department	\$0.00	\$52,322.00	\$52,322.00	\$0.00
36455	Trans - Comm Corrections	\$0.00	\$0.00	\$0.00	\$0.00
36570	Trans - Solid Waste	\$0.00	\$3,480.00	\$3,480.00	\$0.00
36650	Trans - Weed Control	\$0.00	\$1,178.00	\$1,178.00	\$0.00
36660	Trans - Central Services	\$0.00	\$64,348.00	\$64,348.00	\$0.00
36670	Trans - Comm Corr	\$0.00	\$114,117.00	\$114,117.00	\$0.00
37460	Trans - Risk Management	\$0.00	\$4,093.00	\$4,093.00	\$0.00
39026	Trans - Surveyor	\$0.00	\$891.00	\$891.00	\$0.00
39029	Trans - Electrical	\$0.00	\$49,741.00	\$49,741.00	\$0.00
	Account Classification Total: Interfund Transfers	\$0.00	\$1,842,427.36	\$1,733,914.00	\$0.00
	Account Classification: CA - Sale of Capital Assets				
36420	Sales - Property	\$0.00	\$1,377.00	\$1,377.00	\$0.00
	Account Classification Total: Sale of Capital Assets	\$0.00	\$1,377.00	\$1,377.00	\$0.00
	Account Classification: FB - Fund Balances				
31001	Beginning Fund Balance	\$0.00	\$791,700.31	\$652,589.00	\$641,188.00
	Account Classification Total: Fund Balances	\$0.00	\$791,700.31	\$652,589.00	\$641,188.00
	Department Total: Maintenance	\$0.00	\$2,676,306.79	\$2,412,337.00	\$2,450,853.00
	Revenue Totals	\$0.00	\$2,676,306.79	\$2,412,337.00	\$2,450,853.00

Budget Worksheet Report

Account Number	Description	2009 Actual Amount	2010 Actual Amount	2011 Amended Budget	2012 Proposed Budget
Expenses					
Department: 585 - Maintenance					
Account Classification: PS - Personal Services					
61555	Accounting Specialist	\$0.00	\$38,043.36	\$38,044.00	\$39,098.00
63015	Director of Maintenance	\$0.00	\$68,784.03	\$68,784.00	\$70,584.00
63030	Facility Maint Leadworker	\$0.00	\$42,097.96	\$41,948.00	\$43,946.00
63350	Maintenance Technician II	\$0.00	\$80,891.84	\$92,593.00	\$97,124.00
63360	Maint/HVAC Tech	\$0.00	\$53,287.44	\$53,558.00	\$54,980.00
63900	Overtime	\$0.00	\$1,042.87	\$5,000.00	\$5,000.00
63930	FICA	\$0.00	\$21,764.45	\$22,562.00	\$23,886.00
63940	Workmans Compensation Tax	\$0.00	\$0.00	\$0.00	\$205.00
63941	Workmans Compensation	\$0.00	\$0.00	\$0.00	\$0.00
63949	Oregon Premium Tax	\$0.00	\$354.22	\$0.00	\$0.00
63950	Medical Insurance	\$0.00	\$53,340.00	\$53,340.00	\$56,700.00
63951	Life Insurance	\$0.00	\$248.04	\$249.00	\$248.00
63952	Short Term Disability	\$0.00	\$142.80	\$164.00	\$143.00
63960	Retirement - General	\$0.00	\$29,438.38	\$29,493.00	\$30,723.00
63980	Unemployment Compensation	\$0.00	\$6,785.00	\$8,143.00	\$7,181.00
63990	Cell Phone Allowance	\$0.00	\$700.00	\$1,500.00	\$1,500.00
Account Classification Total: Personal Services		\$0.00	\$406,920.39	\$415,378.00	\$431,318.00
Account Classification: MS - Material and Services					
44040	Staff Travel & Training	\$0.00	\$0.00	\$1,000.00	\$1,000.00
44060	Janitorial Supplies	\$0.00	\$28,581.15	\$46,725.00	\$40,500.00

Budget Worksheet Report

Account Number	Description	2009 Actual Amount	2010 Actual Amount	2011 Amended Budget	2012 Proposed
44100	Supplies - Office	\$0.00	\$1,243.31	\$950.00	\$950.00
44110	Supplies - Other	\$0.00	\$329.30	\$5,000.00	\$5,000.00
44200	Dues / Fees	\$0.00	\$985.86	\$3,390.00	\$3,390.00
44250	Vehicle Fuel	\$0.00	\$10,583.95	\$11,000.00	\$11,000.00
44260	Vehicle Maintenance & Repair	\$0.00	\$4,443.50	\$5,200.00	\$5,200.00
44262	Snow Removal & Equipment	\$0.00	\$3,140.43	\$10,000.00	\$10,000.00
44263	Supplies Equipment Rent	\$0.00	\$2,957.94	\$6,500.00	\$6,500.00
44264	Security/Alarms	\$0.00	\$9,468.00	\$14,660.00	\$14,660.00
44265	Painting Supplies	\$0.00	\$2,845.84	\$6,500.00	\$6,500.00
44266	Lock Repair / Replace	\$0.00	\$3,476.11	\$4,500.00	\$4,500.00
44267	Elect Supplies / Repairs	\$0.00	\$25,893.46	\$23,000.00	\$23,000.00
44268	Plumbing Repair	\$0.00	\$15,557.77	\$15,000.00	\$15,000.00
44269	Heating / Air Repair	\$0.00	\$44,821.97	\$45,000.00	\$45,000.00
44270	Bldg Maintenance & Repair	\$0.00	\$17,742.45	\$24,600.00	\$24,600.00
44300	Equip Maintenance & Repair	\$0.00	\$3,086.38	\$4,000.00	\$4,000.00
44310	Elevator Maintenance & Repair	\$0.00	\$22,473.91	\$26,520.00	\$26,970.00
44320	Grounds Maintenance & Repair	\$0.00	\$9,220.05	\$10,000.00	\$10,000.00
44530	Janitorial Services	\$0.00	\$192,642.56	\$219,555.00	\$219,555.00
44600	Utilities - Gas	\$0.00	\$27,572.22	\$51,975.00	\$51,975.00
44610	Utilities - Water / Sewer	\$0.00	\$115,985.08	\$175,200.00	\$177,300.00
44620	Utilities - Electricity	\$0.00	\$296,354.92	\$375,100.00	\$440,743.00
44630	Garbage Pickup	\$0.00	\$25,959.51	\$37,620.00	\$35,620.00
44631	Solid Waste Dump	\$0.00	\$1,045.36	\$1,050.00	\$1,050.00

Budget Worksheet Report

Account Number	Description	2009 Actual Amount	2010 Actual Amount	2011 Amended Budget	2012 Proposed Budget
44640	Telephone	\$0.00	\$2,430.11	\$4,700.00	\$4,700.00
44700	Postage	\$0.00	\$8.39	\$250.00	\$250.00
45480	Utilities - Geothermal	\$0.00	\$50,867.79	\$75,600.00	\$86,940.00
99760	Insurance/Liability	\$0.00	\$3,468.00	\$3,468.00	\$3,468.00
99765	Insurance/Workmans Compensation	\$0.00	\$8,394.00	\$8,394.00	\$8,394.00
99770	Administrative Services	\$0.00	\$48,795.00	\$48,795.00	\$48,795.00
Account Classification Total: Material and Services		\$0.00	\$980,374.32	\$1,265,252.00	\$1,336,560.00
Account Classification: CO . Capital Outlay					
88170	Facilities Improvement	\$0.00	\$101,631.38	\$344,500.00	\$296,071.00
88360	Equipment	\$0.00	\$5,850.00	\$6,500.00	\$4,000.00
Account Classification Total: Capital Outlay		\$0.00	\$107,481.38	\$351,000.00	\$300,071.00
Account Classification: IF . Interfund Transfers					
99460	Trans - Equip Rent & Revolving	\$0.00	\$2,321.00	\$2,321.00	\$2,321.00
99781	Trans - Steering Committee	\$0.00	\$0.00	\$0.00	\$1,800.00
99782	Trans - EMail Accounts	\$0.00	\$198.00	\$198.00	\$210.00
99783	Trans - Phones	\$0.00	\$0.00	\$0.00	\$385.00
99830	Trans - Vehicle Reserve	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00
Account Classification Total: Interfund Transfers		\$0.00	\$17,519.00	\$17,519.00	\$19,716.00
Account Classification: CR . Contingencies and Reserves					
99750	Operating Contingency	\$0.00	\$0.00	\$20,000.00	\$20,000.00
99811	Reserve Capital Outlay	\$0.00	\$0.00	\$343,188.00	\$343,188.00
Account Classification Total: Contingencies and Reserves		\$0.00	\$0.00	\$363,188.00	\$363,188.00
Department Total: Maintenance		\$0.00	\$1,512,295.09	\$2,412,337.00	\$2,450,853.00

Budget Worksheet Report

Account Number	Description	2009 Actual Amount	2010 Actual Amount	2011 Amended Budget	2012 Proposed
Revenue Totals:					
		\$0.00	\$2,676,306.79	\$2,412,337.00	\$2,450,853.00
Expense Totals					
		\$0.00	\$1,512,295.09	\$2,412,337.00	\$2,450,853.00
Fund Total: Space Rent					
		\$0.00	\$1,164,011.70	\$0.00	\$0.00
Fund: 9332 . MH Building Reserve - KADA					
Revenue					
Department: 585 . Maintenance					
Account Classification: CS . Charges for Service					
32200	Rental Income	\$0.00	\$0.00	\$0.00	\$0.00
33000	Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00
Account Classification Total: Charges for Service					
		\$0.00	\$0.00	\$0.00	\$0.00
Account Classification: IN . Interest					
39150	Investments - Interest On	\$0.00	\$0.00	\$0.00	\$150.00
Account Classification Total: Interest					
		\$0.00	\$0.00	\$0.00	\$150.00
Account Classification: FB . Fund Balances					
31001	Beginning Fund Balance	\$0.00	\$0.00	\$0.00	\$19,000.00
Account Classification Total: Fund Balances					
		\$0.00	\$0.00	\$0.00	\$19,000.00
Department Total: Maintenance					
		\$0.00	\$0.00	\$0.00	\$19,150.00
Revenue Totals					
		\$0.00	\$0.00	\$0.00	\$19,150.00
Expenses					
Department: 585 . Maintenance					
Account Classification: MS . Material and Services					
44060	Janitorial Supplies	\$0.00	\$0.00	\$0.00	\$0.00
44126	Maintenance Materials	\$0.00	\$0.00	\$0.00	\$0.00
44263	Supplies Equipment Rent	\$0.00	\$0.00	\$0.00	\$0.00

Budget Worksheet Report

Account Number	Description	2009 Actual Amount	2010 Actual Amount	2011 Amended Budget	2012 Proposed Budget
44264	Security/Alarms	\$0.00	\$0.00	\$0.00	\$0.00
44265	Painting Supplies	\$0.00	\$0.00	\$0.00	\$0.00
44266	Lock Repair / Replace	\$0.00	\$0.00	\$0.00	\$0.00
44267	Elect Supplies / Repairs	\$0.00	\$0.00	\$0.00	\$0.00
44268	Plumbing Repair	\$0.00	\$0.00	\$0.00	\$0.00
44269	Heating / Air Repair	\$0.00	\$0.00	\$0.00	\$0.00
44270	Bldg Maintenance & Repair	\$0.00	\$0.00	\$0.00	\$19,150.00
44276	Building Repair	\$0.00	\$0.00	\$0.00	\$0.00
44315	Disposal Expense	\$0.00	\$0.00	\$0.00	\$0.00
44320	Grounds Maintenance & Repair	\$0.00	\$0.00	\$0.00	\$0.00
44340	Contract Maintenance	\$0.00	\$0.00	\$0.00	\$0.00
44600	Utilities - Gas	\$0.00	\$0.00	\$0.00	\$0.00
44610	Utilities - Water / Sewer	\$0.00	\$0.00	\$0.00	\$0.00
44620	Utilities - Electricity	\$0.00	\$0.00	\$0.00	\$0.00
44631	Solid Waste Dump	\$0.00	\$0.00	\$0.00	\$0.00
44830	Maintenance Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Account Classification Total: Material and Services		\$0.00	\$0.00	\$0.00	\$19,150.00
Account Classification: CO - Capital Outlay					
88141	Abatement	\$0.00	\$0.00	\$0.00	\$0.00
88170	Facilities Improvement	\$0.00	\$0.00	\$0.00	\$0.00
88340	Bldg Improvement	\$0.00	\$0.00	\$0.00	\$0.00
Account Classification Total: Capital Outlay		\$0.00	\$0.00	\$0.00	\$0.00

Budget Worksheet Report

Account Number	Description	2009 Actual Amount	2010 Actual Amount	2011 Amended Budget	2012 Proposed
Account Classification: CR - Contingencies and Reserves					
99750	Operating Contingency	\$0.00	\$0.00	\$0.00	\$0.00
99980	Reserve Future Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
99981	Unappropriated Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00
Account Classification Total: Contingencies and Reserves					
Department Total: Maintenance		\$0.00	\$0.00	\$0.00	\$19,150.00
Revenue Totals:					
		\$0.00	\$0.00	\$0.00	\$19,150.00
Expense Totals					
		\$0.00	\$0.00	\$0.00	\$19,150.00
Fund Total: MH Building Reserve - KADA					
		\$0.00	\$2,676,306.79	\$2,412,337.00	\$2,470,003.00
Revenue Grand Totals:					
		\$0.00	\$1,512,295.09	\$2,412,337.00	\$2,470,003.00
Expense Grand Totals:					
		\$0.00	\$1,164,011.70	\$0.00	\$0.00