

CITY OF JONESBORO
Facilities Maintenance

TOP 5 ACCOMPLISHMENTS FOR 2009

1. Secured bids and supervised installation of Welcome Signs for Jefferson Street entrances to City Hall.
2. Made required structural repairs to the Justice Complex, Strawfloor Complex and Huntington Building.
3. Provided specifications, received bids and supervised installation of security and camera systems in City Hall and the Huntington Building.
4. Remodel and refurbish two abandoned fire stations to meet the needs of JPD.
5. Maintained mechanical systems in City facilities allowing for daily operations with zero down-time for any City department.

TOP 5 GOALS AND OBJECTIVES FOR 2010

1. Maintain all mechanical systems in City buildings to insure a comfortable and safe work environment.
2. Implement centralized purchasing of janitorial supplies by combining purchases and standardization of supplies and equipment.
3. Insure accountability of all supplies through the use of computerized recordkeeping.
4. As funds are available continue converting mechanical systems in City owned facilities from natural gas to electric.
5. Installation of a secondary climate control system for E-911 and information-systems computer server rooms.



City of Jonesboro Operating Budget FY 2010

Fund: General Fund		Department: Building Maintenance		
Account Name	2008 Actual	2009 Budget	2010 Budget	Difference
Salaries- Building Maint.	130,310	160,873	133,484	(27,389)
Holiday Pay	1,974	2,475	2,054	(421)
Group Insurance		19,000	18,000	(1,000)
Pension Contribution-City		15,031	15,500	469
Payroll Taxes	11,038	13,005	10,666	(2,339)
Uniforms	1,547	1,500	450	(1,050)
Expenses (Travel & Training)	524	300	300	0
Part-Time Salaries	53,766	45,215	21,500	(23,715)
Overtime Salaries	1,400	1,200	1,500	300
Telephone Expense		0	306	306
Utilities		3,700	3,435	(265)
Insurance		3,939	2,000	(1,939)
Professional Services	104	200	19,700	19,500
Maintenance Bldg & Grns.	314,911	270,110	250,000	(20,110)
Equipment Maintenance	70	250	500	250
Auto Expense	2,840	2,500	2,800	300
Supplies	15,560	35,000	30,000	(5,000)
Office Supplies		100	450	350
Fuel	8,337	7,500	7,050	(450)
Dues & Subscriptions	185	200	50	(150)
Miscellaneous	494	250	5,000	4,750
Fixed Assets	15,300	23,000	0	(23,000)
Minor Furniture & Equipment		400	0	(400)
Rentals/ Contracts		150	3,300	3,150
Unemployment/Wkms.Comp.		8,000	3,490	(4,510)
Medicare Contributions	2,582	3,042	2,495	(547)
Budget Control		37,640	0	(37,640)
TOTAL	560,942	654,580	534,029	(120,551)

City of Jonesboro Authorized Position FY 2010

Fund: General Fund

Building Maintenance Department Total Staff of 6 Employees

- 1 Bldg Maint Director
- 1 HVAC Tech
- 1 Bldg Service Worker
- 3 Bldg Maint Tech

Job Title	Salary
Bldg Maint Director	45,705.00
Bldg Maint Tech	25,765.00
Bldg Service Worker	28,714.32
HVAC Tech	33,299.76
*Bldg Maint Tech	-
*Bldg Maint Tech	-
TOTAL	133,484.08
PART-TIME	35,000.00
OVERTIME	1,500.00
TOTAL	36,500.00

* Currently off on Military Leave