



Facilities Maintenance

Submitted by Keith Sanders, Building Facilities Director

Accomplishments for 2011

- Maintained all mechanical systems in City Buildings to insure a comfortable, safe work environment for all City employees.
- Maintained all mechanical, electrical and plumbing systems in Police, Fire, 911 and Info systems to insure their sustained twenty four hour operations.
- Relocated Maintenance Facility to provide a new home for Winter Wonderland Project.
- Remodeled vacated Maintenance Facility located at 215 West Monroe to meet specifications needed for Winter Wonderland.
- Remodeled vacated Parks and Receptions building located at 215 East Allen to serve as the Facilities Maintenance warehouse and office.
- Made necessary alterations to FFA building to provide 7,500 SF of rental space utilized by Arkansas Fish and Game Department.
- Assumed total maintenance responsibility for the Southside Softball Complex prior to the Mountain Dew Classic. Made numerous cosmetic and mechanical improvements.
- Provided project management for CDBG funding for City Youth Ministries.
- Provided electrical services for: incinerator scales and scale house, Pavilion 1 and 5, lighted sign at Craighead Forrest and CW&L Park.
- Provided project management for installation of ADA restroom and seating at The Forum.
- Project management of installation of new gutters and fascia at Justice Complex.
- Provided planning and coordination with CW&L to provide electrical services for BBQ Festival and related concert and activities.

Goals and Objectives for Facilities Maintenance for 2012

- To maintain all mechanical systems in City Buildings to insure a comfortable, safe work environment for all City Employees.
- To be proactive in the maintenance of all mechanical, electrical and plumbing systems in the Police, Fire, and 911 to insure their sustained twenty four hour operations.
- Complete renovations at Winter Wonderland.
- Complete energy audit recommendations utilizing existing energy grant funds.
- Solicit bids for projects as needed.
- Provide needed maintenance to Southside Softball Park, The Forum, United Way, and other City owned properties.



City of Jonesboro Operating Budget FY 2012

Fund: General Fund	Department: Building Maintenance			
Account Name	2010 Actual	2011 Budget	2012 Budget	Difference
Salaries- Building Maint.	\$ 134,014	\$ 133,484	\$ 164,033	\$ 30,549
Holiday Pay	2,054	2,054	2,524	470
Group Insurance	17,920	18,000	24,500	6,500
Payroll Taxes	8,660	9,237	10,327	1,089
Uniforms	1,326	1,400	1,400	0
Expenses (Travel & Training)	0	400	0	(400)
Part-Time Salaries	12,950	15,000	15,000	0
Overtime Salaries	848	1,000	1,500	500
Utilities	2,460	4,000	3,000	(1,000)
Insurance and Licenses	3,934	4,000	3,000	(1,000)
Professional Services	1,037	1,000	1,000	0
Maintenance Bldg & Grns.	152,500	476,000	300,000	(176,000)
Equipment Maintenance	281	500	500	0
Auto Expense	2,110	2,000	2,500	500
Supplies	13,570	21,500	17,500	(4,000)
Office Supplies	305	500	500	0
Fuel	6,977	9,500	11,500	2,000
Dues & Subscriptions	150	200	200	0
Miscellaneous	545	0	0	0
Fixed Assets	1,868	22,000	0	(22,000)
Minor Equipment & Furniture	621	1,800	2,500	700
Rentals/ Contracts	16,632	18,000	25,000	7,000
Unemployment/Wkms.Comp.	3,490	3,348	3,794	446
Medicare Contributions	2,025	2,160	2,415	255
Computer Software	0	1,500	0	(1,500)
TOTAL	\$ 386,280	\$ 748,583	\$ 592,692	\$ (155,891)

City of Jonesboro Authorized Position FY 2012

Fund: General Fund

Building Maintenance Department Total Staff of 5 Employees

- 1 Facilities Mnt Director
- 1 HVAC Technician
- 1 Maint/Custodian
- 2 Maint Technician

Job Title		Salary
Facilities Mnt Director	\$	47,077.97
HVAC Technician		34,300.08
Maint/Custodian		29,576.88
Maint Technician		53,077.94
TOTAL	\$	164,032.87
PART-TIME		15,000.00
OVERTIME		1,500.00
TOTAL	\$	180,532.87