



## **PUBLIC WORKS – ADMINISTRATION CENTER**

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### **2008 Administration Center Facilities Management Annual Report**

**To the Honorable Board of Supervisors,  
Ozaukee County, Wisconsin**

The Facilities Management Departments, a division of Public Works, mission is to maintain the buildings and grounds in such a manor as to allow the county to conduct their business in a clean and safe environment. We strive to accomplish this as efficiently and economically as possible. My staff and I are responsible for the Administration Center and also the Waubeka, Cedarburg, and Port Washington Highway Department offices.

Daily duties include: Maintaining the heating ventilation, air conditioning systems, plumbing, electrical system, preventative maintenance, and complete janitorial services of the building. In addition, we take care of the grounds, which involves snow removal/ salting sidewalks in the winter, and lawn/flower care spring through fall.

As well as maintaining the building, other responsibilities include preparing the annual budget, generating purchase requests, approving all invoices for payment, and hiring outside contractors then overseeing that the work was done properly. Also we assist other departments with their remodeling needs.

#### **Major Accomplishments for 2008**

All of the preparation was completed, in order to get the former jail ready for demolition. The jail has been successfully razed and \$1M was saved as we managed this project from start to finish.

The bell tower was restored to its original 1901 specification. This involved scaffolding the entire bell tower, tuck pointing, repairing the damaged stone, and installing a new slate roof.

The Ozaukee County Board Room was restored to its original splendor. New voting and audio systems were installed. Approximately seven years were spent planning this project. Numerous fundraisers were held to assist with the cost of the restoration.

Due to the state mandated requirements, we had to remodel the Human Services Department (HS) to accommodate the merge of it with Aging Disability Resource Center (ADRC). We built six new offices, remodeled the waiting room, built a larger lunch room, a new group room, and constructed a new record storage room in the garage. This also involved moving 49 HS staff members and their equipment to new locations. All of the remodeling work was done with in-house staff. Because of this, we were reimbursed \$22,000 from a state grant for the hours we spent on this project.

As you can see the year of '08 was a very busy year. With the magnitude of the projects going on, there were very few set backs and the projects were completed relatively on time.

Respectfully Submitted,

Joseph Hicks