

Public Works–Property Division

Mission Statement

It is the mission of the Property Services Division to maintain and operate select City buildings.

Primary Function→ Property Maintenance provides maintenance and repair services to City Hall, City Yards, and other municipal locations.

2008 Accomplishments →

- Maintained facilities and fleet to operate efficiently and extend useful life.
- Developed a maintenance plan and continued proper upkeep of all city-owned buildings and complexes.
- Purchased additional plants and replaced mulch to upgrade green space areas.
- Implemented new tracking system for graffiti that provides more detailed information working conjointly with the Police Department.
- Participated in Com Ed Energy Incentive program.

2009 Goals and Objectives →

- Create new service contracts that will assist building maintenance staff in quicker response times for repairs.
- Provide efficient maintenance and improved customer service on buildings.
- Reduce graffiti supply costs by changing suppliers and adjusting purchasing schedule.
- Perform a LEED energy audit on City Hall complex.
- Move towards using green environmental building and remodeling products and cleaning products in all City owned buildings.
- Adjust specifications towards promoting the use of green materials and products.

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Budget Summary

PUBLIC WORKS PROPERTY DIVISION BUDGET SUMMARY					
PROPERTY UNIT	2007 ACTUAL	2008 BUDGET	2008 ACTUAL	2009 BUDGET	INCREASE (DECREASE)
PERSONNEL	\$840,007	\$1,002,658	\$989,500	\$824,649	(\$178,009)
CONTRACTUAL	1,719,281	1,634,895	1,737,262	1,617,230	(17,665)
SUPPLIES	237,669	216,640	234,985	220,270	3,630
OTHER	<u>206,182</u>	<u>201,800</u>	<u>225,798</u>	<u>195,300</u>	<u>(6,500)</u>
TOTAL	<u>3,003,139</u>	<u>3,055,993</u>	<u>3,187,545</u>	<u>2,857,449</u>	<u>(198,544)</u>

STAFFING REVIEW	2006	2007	2008	2009	INCREASE (DECREASE)
TOTAL	11.85	12.85	13.40	12.00	(1.40)

FUNDING SOURCE	2008 AMOUNT	2008 PERCENTAGE	2009 AMOUNT	2009 PERCENTAGE
BUILDING RENTAL CHARGES				
YARDS MAINTENANCE	\$1,004,500	33.0	\$1,129,750	38.5
CITY HALL MAINTENANCE	518,000	17.0	\$424,800	14.5
FIRE MAINTENANCE	190,000	6.2	\$202,700	6.9
FESTIVAL PARK/CORONADO MT	1,052,810	34.5	\$908,870	31.0
INTERFUND TRANSFERS	<u>282,000</u>	<u>9.3</u>	<u>\$265,620</u>	<u>9.1</u>
BUILDING RENTAL TOTAL	<u>3,047,310</u>	<u>100.0</u>	<u>2,931,740</u>	<u>100.0</u>

Budget Analysis

The Property Division's budget has decreased \$198,540 (6.9%) to \$2,857,450. Personnel costs have decreased \$178,010 (21.6%). Salaries decrease \$69,300 due to the reclassification of the Superintendent and the Account Clerk transferred after division restructuring. Temporary pay (\$3,000) and overtime (\$14,000) decreased to accommodate deficit cut projections. Health insurance decreases \$19,500 due to changes in coverage. Merit pay and salary adjustments were eliminated for a reduction of \$67,700.

Contractual expenses increase \$17,670 (1.1%), due to a supplemental appropriation addition of \$160,000 to the 2008 budget. Without the SAO addition, the contractual budget increased \$142,340. Service contracts increased \$226,300 and contracted janitorial expenses increase \$41,200 due to new contracts and expanded services. A number of other adjustments also occurred. Building maintenance expenses are expected to decrease \$212,800, partially due to the reclassification of expenses, but also due to increased efficiencies. Risk management charges increase \$47,300 due to increases in insurance premiums.

Supplies increase \$3,630 (1.6%) largely due to an increase in office equipment replacement. Other expenses decrease \$6,500, primarily due to decreases in the general fund purchase of services and taxes.

For 2009, the Property Division will be taking on additional responsibilities including maintenance at the Pioneer parking deck, State and Main deck, and maintenance of the building

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at Shumway. The new Police evidence building on 2nd Street will fall under the Property Unit’s responsibility and add an additional expense of \$29,900.

In 2008, the Property Division spent \$3,187,550 or 103.9% of the budgeted allocation. In past years, 104% to 113% of the budget has been spent.

Five Year Financial Forecast

The 2010-2014 five-year forecast assumes operations will continue as they are programmed for 2009 and that costs will increase four percent annually. Budgets are developed so that funds are annually available for fixed assets such as building improvements and fueling systems.

PROPERTY FUND 2010-2014 FINANCIAL FORECAST (IN 000'S)

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Revenues	\$3,020	\$3,111	\$3,204	\$3,300	\$3,399
Expenses	<u>2,943</u>	<u>3,031</u>	<u>3,122</u>	<u>3,216</u>	<u>3,312</u>
Excess (Deficit)	<u>77</u>	<u>80</u>	<u>82</u>	<u>84</u>	<u>87</u>
Beginning Balance	<u>460</u>	<u>537</u>	<u>617</u>	<u>699</u>	<u>783</u>
Ending Balance	<u>\$537</u>	<u>\$617</u>	<u>\$699</u>	<u>\$783</u>	<u>\$870</u>

Fixed Assets

The 2009 fixed asset budget of \$120,000 includes relocation of property shop, office remodeling for central garage, and additional heating for city property.

PROPERTY FUND FIXED ASSETS 2009 BUDGET			
<u>DESCRIPTION</u>	<u>COST CENTER</u>	<u>AMOUNT</u>	
PROPERTY			
PROPERTY SHOP RELOCATION	3471-YARD GARAGE	40,000	40,000
OFFICE REMODEL -CENTRAL GARAG	3471-YARD GARAGE	60,000	60,000
ADDITIONAL HEATING		<u>20,000</u>	<u>20,000</u>
	TOTAL FIXED ASSETS		<u>\$120,000</u>

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Personnel Review

PUBLIC WORKS PROPERTY FUND				
BENEFITS AND SALARIES		2008	2009	INCREASE/
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERMANENT		\$605,048	\$535,763	(\$69,285)
TEMPORARY		43,000	40,000	(3,000)
OVERTIME		25,350	11,300	(14,050)
MERIT PAY		3,314	0	(3,314)
SALARY ADJUSTMENT		<u>6,630</u>	<u>(57,766)</u>	<u>(64,396)</u>
TOTAL SALARIES		<u>\$683,342</u>	<u>\$529,297</u>	<u>(\$154,045)</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		112,572	\$106,658	(\$5,914)
UNEMPLOYMENT TAX		843	756	(87)
WORKMEN'S COMPENSATION		19,210	20,892	1,682
HEALTH INSURANCE		185,285	165,750	(19,535)
LIFE INSURANCE		1,046	936	(110)
PARKING BENEFITS		<u>360</u>	360	0
TOTAL BENEFITS		<u>\$319,316</u>	<u>\$295,352</u>	<u>(\$23,964)</u>
TOTAL COMPENSATION		<u>\$1,002,658</u>	<u>\$824,649</u>	<u>(\$178,009)</u>
	POSTION	2008	2009	INCREASE/
POSITION TITLE	<u>RANGE</u>	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	<u>(DECREASE)</u>
SUPERINTENDENT	E-12	0.75	0.00	(0.75)
PROPERTY MAINTENANCE SUPERVISOR	E-8	1.00	1.00	0.00
MAINTENANCE REPAIR TECHNICIAN	E-3	1.00	1.00	0.00
SENIOR ACCOUNT CLERK	A-21	0.65	0.00	(0.65)
MAINTENANCE REPAIR WORKER	A-24	8.00	8.00	0.00
MAINTENANCE WORKER	A-20	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>13.40</u>	<u>12.00</u>	<u>(1.40)</u>