

# **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.

### **2010 Accomplishments →**

- Remodeled the break/lunch room in the Water facility on Cedar Street.
- Restructured Property staff rounds making them more efficient.
- Painted the interior walls, doors and floors in Building 8 at City Yards.
- Recycled and scrapped various materials at the City-owned facility on Buchanan Street prior to demolition.
- Reduced graffiti supply costs by adjusting purchasing schedule and changing suppliers.
- Reduced inefficient maintenance and improved customer service on City-owned buildings.

### **2011 Goals and Objectives→**

- Remodel the Sign office floor.
- Revamp Property staff assignments to Fire Stations to increase efficiency and reduce cost.
- Upgrade Break/Lunch room in Building 8 at City Yards with a sink and drainage area.
- Create a rotation system for the Property staff that allows each staff member to work in each City-owned building and become more efficient with all maintenance tasks such as HVAC, plumbing, electrical and carpentry.
- Move towards using green environmental building and remodeling products, and in all cleaning products used in City-owned buildings.

# Public Works–Property Division

## Budget Summary

| PUBLIC WORKS PROPERTY DIVISION BUDGET SUMMARY |                  |                  |                  |                  |                        |
|---|------------------|------------------|------------------|------------------|------------------------|
| PROPERTY UNIT                                 | 2009<br>ACTUAL   | 2010<br>BUDGET   | 2010<br>ACTUAL   | 2011<br>BUDGET   | INCREASE<br>(DECREASE) |
| PERSONNEL                                     | \$811,755        | \$839,733        | \$728,545        | \$766,361        | (\$73,372)             |
| CONTRACTUAL                                   | 1,470,076        | 1,560,630        | 1,373,891        | 1,580,930        | 20,300                 |
| SUPPLIES                                      | 196,186          | 210,470          | 201,250          | 210,470          | 0                      |
| OTHER   | <u>206,082</u>   | <u>216,700</u>   | <u>224,835</u>   | <u>206,700</u>   | (10,000)               |
| TOTAL   | <u>2,684,099</u> | <u>2,827,533</u> | <u>2,528,521</u> | <u>2,764,461</u> | (63,072)               |

  

| STAFFING REVIEW |       |       |       |       |                        |
|-----------------|-------|-------|-------|-------|------------------------|
| TOTAL           | 2008  | 2009  | 2010  | 2011  | INCREASE<br>(DECREASE) |
| TOTAL           | 13.40 | 12.00 | 11.00 | 10.00 | (1.00)                 |

  

| FUNDING SOURCE          |                  |                    |                  |                    |  |
|-------------------------|------------------|--------------------|------------------|--------------------|--|
|                         | 2010<br>AMOUNT   | 2010<br>PERCENTAGE | 2011<br>AMOUNT   | 2011<br>PERCENTAGE |  |
| BUILDING RENTAL CHARGES |                  |                    |                  |                    |  |
| INTERNAL                | \$2,559,500      | 88.2               | \$2,849,890      | 98.1               |  |
| EXTERNAL                | <u>342,960</u>   | <u>11.8</u>        | <u>54,960</u>    | <u>1.9</u>         |  |
| BUILDING RENTAL TOTAL   | <u>2,902,460</u> | <u>100.0</u>       | <u>2,904,850</u> | <u>100.0</u>       |  |

## Budget Analysis

The Property Division's budget has decreased \$63,072 (2.2%) to \$2,764,461. Personnel costs have decreased \$73,372 (8.7%), due to the resignation and subsequent elimination of the maintenance repair technician position. All personnel accounts, except unemployment, decreased as a result. Unemployment increased \$1,100 due to rate increases.

Contractual expenses increase \$20,300 (1.3%) due to increases in internal service charges, vehicle repairs increased \$15,200 and fuel rose \$4,300. The supply budget remains the same. Other expenses decrease \$10,000, due to a decrease in purchase of services.

In 2010, the Property Division spent \$2,528,521 or 89.4% of the budgeted allocation. In past years, 104% to 113% of the budget has been spent.

## Five Year Financial Forecast

The 2012-2016 five-year forecast assumes operations will continue as they are programmed for 2011 and that costs will increase three percent annually. Budgets are developed so that funds are annually available for fixed assets such as building improvements and fueling systems.

# Public Works–Property Division

## PROPERTY FUND 2012-2016 FINANCIAL FORECAST (IN 000'S)

|                   | <u>2012</u>  | <u>2013</u>  | <u>2014</u>  | <u>2015</u>    | <u>2016</u>    |
|-------------------|--------------|--------------|--------------|----------------|----------------|
| Revenues          | \$2,992      | \$3,082      | \$3,174      | \$3,269        | \$3,367        |
| Expenses          | <u>2,847</u> | <u>2,932</u> | <u>3,020</u> | <u>3,111</u>   | <u>3,204</u>   |
| Excess (Deficit)  | <u>145</u>   | <u>150</u>   | <u>154</u>   | <u>158</u>     | <u>163</u>     |
| Beginning Balance | <u>526</u>   | <u>671</u>   | <u>821</u>   | <u>975</u>     | <u>1,133</u>   |
| Ending Balance    | <u>\$671</u> | <u>\$821</u> | <u>\$975</u> | <u>\$1,133</u> | <u>\$1,296</u> |

### Fixed Assets

No fixed assets are planned for 2011.

### Personnel Review

| <b>PUBLIC WORKS PROPERTY FUND</b> |                 |                         |                         |                          |
|-----------------------------------|-----------------|-------------------------|-------------------------|--------------------------|
| <b>BENEFITS AND SALARIES</b>      |                 | <b>2010</b>             | <b>2011</b>             | <b>INCREASE/</b>         |
| <b>SALARY</b>                     |                 | <b>BUDGET</b>           | <b>BUDGET</b>           | <b>(DECREASE)</b>        |
| PERMANENT                         |                 | \$490,082               | \$438,614               | (\$51,468)               |
| TEMPORARY                         |                 | 40,000                  | 40,000                  | 0                        |
| OVERTIME                          |                 | 11,300                  | 11,300                  | 0                        |
| MERIT PAY                         |                 | 0                       | 0                       | 0                        |
| SALARY ADJUSTMENT                 |                 | <u>0</u>                | <u>0</u>                | <u>0</u>                 |
| <b>TOTAL SALARIES</b>             |                 | <b><u>\$541,382</u></b> | <b><u>\$489,914</u></b> | <b><u>(\$51,468)</u></b> |
| <b>BENEFITS</b>                   |                 |                         |                         |                          |
| ILLINOIS MUNICIPAL RETIREMENT     |                 | 104,239                 | \$95,112                | (\$9,127)                |
| UNEMPLOYMENT TAX                  |                 | 693                     | 1,800                   | 1,107                    |
| WORKMEN'S COMPENSATION            |                 | 17,231                  | 16,307                  | (924)                    |
| HEALTH INSURANCE                  |                 | 174,850                 | 162,448                 | (12,402)                 |
| LIFE INSURANCE                    |                 | 858                     | 780                     | (78)                     |
| PARKING BENEFITS                  |                 | 480                     | 0                       | (480)                    |
| <b>TOTAL BENEFITS</b>             |                 | <b><u>\$298,351</u></b> | <b><u>\$276,447</u></b> | <b><u>(\$21,904)</u></b> |
| <b>TOTAL COMPENSATION</b>         |                 | <b><u>\$839,733</u></b> | <b><u>\$766,361</u></b> | <b><u>(\$73,372)</u></b> |
|                                   | <b>POSITION</b> | <b>2010</b>             | <b>2011</b>             | <b>INCREASE/</b>         |
| <b>POSITION TITLE</b>             | <b>RANGE</b>    | <b>EMPLOYEES</b>        | <b>EMPLOYEES</b>        | <b>(DECREASE)</b>        |
| PROPERTY SUPERVISOR               | E-8             | 1.00                    | 1.00                    | 0.00                     |
| MAINTENANCE REPAIR TECHNICIAN     | E-3             | 1.00                    | 0.00                    | (1.00)                   |
| MAINTENANCE REPAIR WORKER         | A-24            | 7.00                    | 7.00                    | 0.00                     |
| MAINTENANCE WORKER                | A-20            | <u>2.00</u>             | <u>2.00</u>             | <u>0.00</u>              |
| <b>TOTAL PERSONNEL</b>            |                 | <b><u>11.00</u></b>     | <b><u>10.00</u></b>     | <b><u>(1.00)</u></b>     |