

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.

2009 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.
- Replaced the lights on the marquee at the Coronado Theater building with assistance from the Traffic Signals & Lighting section.
- Implemented additional tracking system for graffiti that provides more detailed information working jointly with the Police Department.

2010 Goals and Objectives→

- Reduce inefficient maintenance and improve customer service on city owned buildings.
- Move towards using green environmental building and remodeling products, and in all cleaning products used in city owned buildings.
- Reduce graffiti supply costs by adjusting purchasing schedule and changing suppliers.
- Adjust building and remodeling specifications toward promoting green materials and products.
- Adjust specifications toward promoting the use of green materials and products.
- Restructure Property Maintenance shop for greater efficiency while adding cost-cutting initiatives through use of vendors.
- Create a rotation system for the property staff that allows each staff member to work in each city owned building and become more knowledgeable.

Public Works–Property Division

Budget Summary

PUBLIC WORKS PROPERTY DIVISION BUDGET SUMMARY					
PROPERTY UNIT	<u>2008</u> <u>ACTUAL</u>	<u>2009</u> <u>BUDGET</u>	<u>2009</u> <u>ACTUAL</u>	<u>2010</u> <u>BUDGET</u>	<u>INCREASE</u> <u>(DECREASE)</u>
PERSONNEL	\$989,500	\$824,649	\$811,755	\$839,733	\$15,084
CONTRACTUAL	1,737,262	1,617,230	1,470,076	1,560,630	(56,600)
SUPPLIES	234,985	220,270	196,186	210,470	(9,800)
OTHER	225,798	195,300	206,082	216,700	21,400
TOTAL	<u>3,187,545</u>	<u>2,857,449</u>	<u>2,684,099</u>	<u>2,827,533</u>	<u>(29,916)</u>

STAFFING REVIEW					
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>INCREASE</u> <u>(DECREASE)</u>
TOTAL	12.85	13.40	12.00	11.00	(1.00)

FUNDING SOURCE	<u>2009</u> <u>AMOUNT</u>	<u>2009</u> <u>PERCENTAGE</u>	<u>2010</u> <u>AMOUNT</u>	<u>2010</u> <u>PERCENTAGE</u>
BUILDING RENTAL CHARGES				
INTERNAL	\$2,591,926	88.4	\$2,559,500	88.2
EXTERNAL	<u>339,814</u>	<u>11.6</u>	<u>342,960</u>	<u>11.8</u>
BUILDING RENTAL TOTAL	<u>2,931,740</u>	<u>100.0</u>	<u>2,902,460</u>	<u>100.0</u>

Budget Analysis

The Property Division's budget has decreased \$29,916 (1.0%) to \$2,827,533. Personnel costs have increased \$15,084 (1.8%) as a result of the reversal of the salary adjustment from 2009.

Contractual expenses decrease \$56,600 (3.5%). Service contracts decreased \$18,500 and building maintenance expenses are expected to decrease \$41,800, partially due to the reclassification of expenses, but also due to increased efficiencies.

Supplies decrease \$9,800 (4.4%) due to a decrease in building repairs. Other expenses increase \$21,400, primarily due to increases in depreciation.

In 2009, the Property Division spent \$2,684,099 or 93.9% of the budgeted allocation. In past years, 104% to 113% of the budget has been spent.

Public Works–Property Division

Five Year Financial Forecast

The 2011-2015 five-year forecast assumes operations will continue as they are programmed for 2010 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 2011-2015 FINANCIAL FORECAST (IN 000'S)					
	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Revenues	\$2,990	\$3,080	\$3,172	\$3,267	\$3,365
Expenses	<u>2,912</u>	<u>2,999</u>	<u>3,089</u>	<u>3,182</u>	<u>3,277</u>
Excess (Deficit)	78	81	83	85	88
Beginning Balance	<u>461</u>	<u>539</u>	<u>620</u>	<u>703</u>	<u>788</u>
Ending Balance	<u>\$539</u>	<u>\$620</u>	<u>\$703</u>	<u>\$788</u>	<u>\$876</u>

Fixed Assets

The 2010 fixed asset budget of \$205,000 includes relocation of property shop, office remodeling for central garage, additional heating for city property, along with garden roof and paver replacement.

PROPERTY AND EQUIPMENT FUND FIXED ASSETS 2010 BUDGET			
<u>DESCRIPTION</u>	<u>COST CENTER</u>	<u>AMOUNT</u>	
PROPERTY			
GARDEN ROOF	3478-CITY HALL MAINTEN	\$45,000	45,000
PAVER REPLACEMENT	3487-MALL MAINTENANC	40,000	<u>40,000</u>
EQUIPMENT			
PROPERTY SHOP RELOCATION	3471-YARD GARAGE	40,000	40,000
OFFICE REMODEL -CENTRAL GARAGI	3471-YARD GARAGE	60,000	60,000
ADDITIONAL HEATING		<u>20,000</u>	<u>20,000</u>
	TOTAL FIXED ASSETS		<u>\$205,000</u>

Public Works–Property Division

Personnel Review

PUBLIC WORKS PROPERTY FUND				
BENEFITS AND SALARIES		2009	2010	INCREASE/
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERMANENT		\$535,763	\$490,082	(\$45,681)
TEMPORARY		40,000	40,000	0
OVERTIME		11,300	11,300	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		<u>(57,766)</u>	<u>0</u>	<u>57,766</u>
TOTAL SALARIES		<u>\$529,297</u>	<u>\$541,382</u>	<u>\$12,085</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		106,658	\$104,239	(\$2,419)
UNEMPLOYMENT TAX		756	693	(63)
WORKMEN'S COMPENSATION		20,892	17,231	(3,661)
HEALTH INSURANCE		165,750	174,850	9,100
LIFE INSURANCE		936	858	(78)
PARKING BENEFITS		<u>360</u>	<u>480</u>	<u>120</u>
TOTAL BENEFITS		<u>\$295,352</u>	<u>\$298,351</u>	<u>\$2,999</u>
TOTAL COMPENSATION		<u>\$824,649</u>	<u>\$839,733</u>	<u>\$15,084</u>
	POSTION	2009	2010	INCREASE/
POSITION TITLE	<u>RANGE</u>	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	<u>(DECREASE)</u>
SUPERINTENDENT	E-12	0.00	0.00	0.00
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	0.00	0.00	0.00
MAINTENANCE REPAIR WORKER	A-24	8.00	7.00	(1.00)
MAINTENANCE WORKER	A-20	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>12.00</u>	<u>11.00</u>	<u>(1.00)</u>