

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.

2012 Accomplishments →

- Completed roof drainage repairs in cold storage area at City Yards.
- Renovated Cedar Street training facility and wellness room for the Water Division.
- Completed renovations of the 911 Division's office space.
- Renovated the Sign Shop space at City Yards for the Traffic Division.
- Painted all walls and carpeted City Hall floors 1, 2, and 8 and offices on 3 and 4.
- Renovated the Supervisor office in Central Garage area at City Yards.
- Created office space on 4th floor of City Hall by adding a wall.
- Repaired a major gas leak at the City Yards.
- Completed City-wide Fire Station maintenance.
- Completed replacement of the audio system in Council Chambers at City Hall.

2013 Goals and Objectives→

- Complete roof repairs at City Yards over the Central Garage.
- Proceed with security upgrades to City Hall.
- Select and implement a new property work order system, for better tracking of time, expense and materials, management of preventative maintenance programs, and deployment of staff.
- Replace failing modines at the City Yards.
- Continue carpet replacement program at City Hall floors 5 and 6.
- Replace Administration carpet at the City Yards.
- Install a backup generator for the Public Works Administration building at City Yards, for use (when necessary) during snow and ice operation.
- Begin 10 year heat pump replacement for the entire City Hall system.

Property Division

Budget Summary

PROPERTY FUND BUDGET SUMMARY					
	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$728,545	\$731,433	\$809,562	\$854,792	\$45,230
CONTRACTUAL	1,373,891	1,433,695	1,313,055	986,150	(326,905)
SUPPLIES	201,250	250,282	208,670	205,600	(3,070)
OTHER	<u>224,835</u>	<u>215,780</u>	<u>214,340</u>	<u>225,560</u>	<u>11,220</u>
TOTAL	<u>2,528,521</u>	<u>2,631,190</u>	<u>2,545,627</u>	<u>2,272,102</u>	<u>(273,525)</u>

STAFFING REVIEW					
	2010	2011	2012	2013	INCREASE (DECREASE)
TOTAL	11.00	10.00	10.00	10.00	0.00

FUNDING SOURCE					
	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>	INCREASE (DECREASE)
BUILDING RENTAL CHARGES					
GENERAL FUND	\$1,177,948	\$1,325,560	\$1,335,240	\$1,409,690	\$74,450
OTHER FUNDS	910,163	892,493	891,665	982,510	90,845
EXTERNAL	96,635	53,073	54,960	0	(54,960)
STATE OF IL GRANT	11,263	0	0	0	0
MISCELLANEOUS	858	0	0	0	0
TRANSFER FROM STREET DIV	19,159	19,159	0	19,159	19,159
TRANSFER FROM WATER FUN	5,404	5,404	0	5,404	5,404
GRAFFITI RECOVERY	8,077	7,829	0	0	0
INTEREST INCOME	<u>3,820</u>	<u>29,096</u>	<u>0</u>	<u>20,000</u>	<u>20,000</u>
PROPERTY FUND TOTAL	<u>2,233,327</u>	<u>2,332,614</u>	<u>2,281,865</u>	<u>2,436,763</u>	<u>154,898</u>

Budget Analysis

- Changes are largely a result of the elimination of maintenance expenses at the Coronado and Davis Park, including \$255,000 in utilities, \$50,000 in service contracts, and other various reductions.
- An addition of \$25,000 to equipment non-capital reflects purchases for necessary office equipment and reflects actual, historical expenditures.

Five Year Financial Forecast

The 2014-2018 five-year forecast assumes operations will continue as they are programmed for 2013 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.

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PROPERTY FUND 2014-2018 FINANCIAL FORECAST (IN 000'S)

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Revenues	\$2,510	\$2,585	\$2,663	\$2,743	\$2,825
Expenses	<u>2,330</u>	<u>2,400</u>	<u>2,472</u>	<u>2,546</u>	<u>2,622</u>
Excess (Deficit)	<u>180</u>	<u>185</u>	<u>191</u>	<u>197</u>	<u>203</u>
Beginning Balance	<u>560</u>	<u>740</u>	<u>925</u>	<u>1,116</u>	<u>1,313</u>
Ending Balance	<u>\$740</u>	<u>\$925</u>	<u>\$1,116</u>	<u>\$1,313</u>	<u>\$1,516</u>

Fixed Assets

Planned capital replacements under the City-wide leasing program for 2013 include:

Vehicle	Quantity	Budget Each	Total Budget
Pickup Truck	<u>2</u>	20,000	<u>40,000</u>
Total	2		\$40,000

Personnel Review

PROPERTY FUND				
BENEFITS AND SALARIES				
SALARY		2012	2013	INCREASE/ (DECREASE)
		BUDGET	BUDGET	
PERMANENT		\$457,188	\$470,532	\$13,344
TEMPORARY		40,000	40,000	0
OVERTIME		11,300	11,300	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		0	9,411	9,411
TOTAL SALARIES		\$508,488	\$531,243	\$22,755
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		100,646	\$107,793	\$7,147
UNEMPLOYMENT TAX		1,800	1,800	0
WORKMEN'S COMPENSATION		19,554	22,258	2,704
HEALTH INSURANCE		177,658	190,918	13,260
LIFE INSURANCE		780	780	0
PARKING BENEFITS		<u>636</u>	<u>0</u>	<u>(636)</u>
TOTAL BENEFITS		\$301,074	\$323,549	\$22,475
TOTAL COMPENSATION		\$809,562	\$854,792	\$45,230
PERSONNEL				
POSITION TITLE	POSTION RANGE	2012 EMPLOYEES	2013 EMPLOYEES	INCREASE/ (DECREASE)
PROPERTY SUPERVISOR	E-8	1.00	1.00	0.00
MAINTENANCE REPAIR WORKER	A-24	7.00	9.00	2.00
MAINTENANCE WORKER	A-20	<u>2.00</u>	<u>0.00</u>	<u>(2.00)</u>
TOTAL PERSONNEL		<u>10.00</u>	<u>10.00</u>	<u>0.00</u>

**PUBLIC WORKS - PROPERTY MAINTENANCE FUND
NEXT YEAR/CURRENT YEAR BUDGET ANALYSIS**

Account	Description	2011 ACTUAL	2012 BUDGET	7 MONTH ACTUAL	2013 BUDGET	13-12 CHANGE
71112	Salaries Permanent	430,796	457,188	252,830	470,532	13,344
71113	Salaries Temporary	11,366	40,000	12,066	40,000	-
71119	Out of Class Pay	-	-	26	-	-
71122	Salaries Overtime Perm	9,821	11,300	9,224	11,300	-
71129	Salary Adjustment	-	-	-	9,411	9,411
71251	IMRF	89,675	100,646	54,604	107,793	7,147
71253	Unemployment	1,673	1,800	1,748	1,800	-
71262	Workmen's Compensation	23,761	19,554	17,347	22,259	2,705
71263	Health Insurance	163,121	177,658	106,077	190,917	13,259
71264	Life Insurance	710	780	414	780	-
71271	Parking Benefits	510	636	371	-	(636)
TOTAL PERSONNEL		731,433	809,562	454,707	854,792	45,230
72203	Wireless	-	3,800	3,811	3,800	-
72211	Printing & Publication	264	1,575	57	1,500	(75)
72213	Telephone	15,607	11,020	3,711	11,020	-
72214	Travel	-	3,000	426	3,000	-
72216	Subscriptions	247	-	257	-	-
72218	Service Contracts	265,712	249,550	131,444	199,550	(50,000)
72231	Utilities-Bldg & Off	495,170	513,600	162,057	258,500	(255,100)
72232	Utilities-Street Lights	183	-	80	-	-
72251	Maint-Building	126,229	100,830	61,805	81,280	(19,550)
72252	Maint-Equipment	45,953	28,500	1,627	28,500	-
72259	Contracted Janitorial Ser	128,255	147,100	68,510	147,100	-
72263	Microcomputer	17,200	15,780	9,205	15,780	-
72264	Vehicle Repairs	35,873	39,500	21,918	36,000	(3,500)
72265	Fuel	13,639	14,520	6,913	14,240	(280)
72267	Risk Management	167,790	94,410	55,073	92,810	(1,600)
72268	Central Store Services	52,250	42,000	24,500	42,000	-
72271	Rental Equipment	11,508	5,000	5,363	9,000	4,000
72272	Rental Building	25,270	17,820	10,395	17,820	-
72282	Prof Fee Auditing	689	600	-	700	100
72283	Prof Fee Engineering	6,848	-	351	-	-
72290	Education And Training	424	-	945	-	-
72297	Garbage Collection	24,584	21,950	13,021	21,050	(900)
72299	Miscellaneous Contractual	-	2,500	-	2,500	-
TOTAL CONTRACTUAL		1,433,695	1,313,055	581,469	986,150	(326,905)
75520	Small Equipment And Tools	7,716	20,600	6,299	18,600	(2,000)
75524	Clothing	-	3,000	-	3,000	-
75525	Food	-	-	88	-	-
75526	Fuel	2,411	-	-	-	-
75527	Linens And Laundry	14,911	22,850	8,353	16,850	(6,000)
75540	Maint-Building	166,502	119,320	81,735	112,250	(7,070)
75543	Maint-Equipment	130	2,350	130	2,350	-
75546	Maint-Janitorial & Cng	32,042	31,500	18,854	16,500	(15,000)
75560	Office General Supplies	5,418	7,050	4,425	7,050	-
75570	Computer Noncapital	815	2,000	-	4,000	2,000
75591	Improvements Noncapital	3,930	-	-	-	-
75592	Equip & Furniture Noncapital	16,407	-	18,023	25,000	25,000
TOTAL SUPPLIES		250,282	208,670	137,907	205,600	(3,070)
76760	Property Taxes	25,886	24,700	5,940	24,700	-
76780	Depreciation	102,294	100,440	58,590	110,910	10,470
77725	Purch Service-General Fd	87,600	89,200	52,033	89,000	(200)
78839	Lease Interest	-	-	-	950	950
TOTAL OTHER		215,780	214,340	116,563	225,560	10,270
TOTAL PROPERTY DIVISION		2,631,190	2,545,627	1,290,646	2,272,102	(274,475)