

# **Public Works–Property & Equipment**

## **Mission Statement**

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

**Primary Functions**→ There are three primary functions assigned to the Property and Equipment Division. These include Property Maintenance, Equipment Maintenance, and Central Stores Management.

- **Property Maintenance** Property Maintenance provides maintenance and repair services to City Hall, City Yards, and other municipal locations.
- **Equipment Maintenance** Equipment Maintenance provides preventative maintenance and repair services for all City vehicles, except the Fire Department’s emergency equipment.
- **Central Stores** Central Stores is responsible for providing centralized inventory to the Property and Equipment Maintenance units, as well as to the Traffic, Engineering, and Water Division.

## **2006 Accomplishments →**

- Continued to maintain all City facilities including the former Eclipse Building, Coronado Theater, Ingersoll Complex, Barber-Coleman Complex, City Hall, Pioneer Building, Rockford Armory, Downtown Mall, Shumway Building and Fire Stations.
- Completed approximately 20,000 vehicle work orders, including 8,000 at the Central Garage and 12,000 at the Public Safety Building garage.
- Upgraded security systems at both City Hall and City Yards facilities.
- Restructure the division to provide better service to all departments and divisions within the City of Rockford organization.
- Continued to expand and adjust the Graffiti Removal program to meet demands and increased volume of graffiti within the City.

## **2007 Goals and Objectives →**

- Continue to expand use of vehicle software to track costs in maintenance and repair of City vehicles.
- Continue to maintain facilities and fleet so that they will operate efficiently and their useful life is extended.
- Develop a maintenance plan and continue proper upkeep of all City-owned buildings and complexes.

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- Continue renewal of City owned green spaces in the downtown areas that are maintained by the Division.
- Continue to provide efficient, cost effective maintenance and improved customer service on vehicles and buildings the division is responsible for.
- Continue to adjust graffiti data gathering and the removal program to improve both efforts.

# Public Works–Property & Equipment

## Budget Summary

PUBLIC WORKS PROPERTY & EQUIPMENT DIVISION BUDGET SUMMARY					
	2005	2006	2006	2007	INCREASE
PROPERTY UNIT	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERSONNEL	\$665,196	\$806,486	\$753,918	\$915,786	\$109,300
CONTRACTUAL	1,358,178	1,260,275	1,423,022	1,448,059	187,784
SUPPLIES	137,665	113,735	182,423	127,735	14,000
OTHER	<u>389,343</u>	<u>194,300</u>	<u>187,997</u>	<u>171,400</u>	<u>(22,900)</u>
TOTAL	<u>2,550,382</u>	<u>2,374,796</u>	<u>2,547,360</u>	<u>2,662,980</u>	<u>288,184</u>
<b>EQUIPMENT UNIT</b>					
PERSONNEL	926,820	922,248	895,815	932,932	10,684
CONTRACTUAL	666,264	687,365	702,680	676,575	(10,790)
SUPPLIES	1,602,064	1,843,250	1,667,276	1,442,780	(400,470)
OTHER	<u>152,180</u>	<u>162,300</u>	<u>141,569</u>	<u>134,500</u>	<u>(27,800)</u>
TOTAL	<u>3,347,328</u>	<u>3,615,163</u>	<u>3,407,340</u>	<u>3,186,787</u>	<u>(428,376)</u>
<b>CENTRAL STORES UNIT</b>					
PERSONNEL	212,224	226,558	227,778	237,773	11,215
CONTRACTUAL	37,754	34,080	43,200	49,270	15,190
SUPPLIES	15,247	5,400	3,447	5,400	0
OTHER	<u>20,973</u>	<u>19,300</u>	<u>18,522</u>	<u>17,600</u>	<u>(1,700)</u>
TOTAL	<u>\$286,198</u>	<u>\$285,338</u>	<u>\$292,947</u>	<u>\$310,043</u>	<u>\$24,705</u>
<b>STAFFING REVIEW</b>					
	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>INCREASE</u>
PROPERTY UNIT	10.85	10.85	11.85	12.85	1.00
EQUIPMENT UNIT	13.90	13.90	11.90	11.90	0.00
CENT/STORES UNIT	<u>3.25</u>	<u>3.25</u>	<u>3.25</u>	<u>3.25</u>	<u>0.00</u>
TOTAL	<u>28.00</u>	<u>28.00</u>	<u>27.00</u>	<u>28.00</u>	<u>1.00</u>
<b>FUNDING SOURCE</b>					
		2006	2006	2007	2007
PROPERTY UNIT		<u>AMOUNT</u>	<u>PERCENTAGE</u>	<u>AMOUNT</u>	<u>PERCENTAGE</u>
BUILDING RENTAL CHARGES					
YARDS MAINTENANCE		\$901,600	39.7	\$1,019,200	36.9
CITY HALL MAINTENANCE		504,000	22.2	524,000	19.0
FIRE MAINTENANCE		147,000	6.5	167,000	6.0
FESTIVAL PARK/CORONADO MT		588,024	25.9	883,500	32.0
INTERFUND TRANSFERS		<u>130,350</u>	<u>5.7</u>	<u>170,000</u>	<u>6.1</u>
BUILDING RENTAL TOTAL		<u>2,270,974</u>	<u>100.0</u>	<u>2,763,700</u>	<u>100.0</u>
<b>EQUIPMENT UNIT</b>					
VEHICLE SERVICE CHARGES					
PUBLIC WORKS		1,927,340	53.3	1,807,660	56.2
POLICE		1,233,250	34.1	1,053,300	32.7
ALL OTHER AGENCIES		456,860	12.6	357,140	11.1
VEHICLE SERVICE TOTAL		<u>3,617,450</u>	<u>100.0</u>	<u>3,218,100</u>	<u>100.0</u>
<b>CENTRAL STORES UNIT</b>					
INVENTORY CONTROL CHARGES					
TRAFFIC DIVISION		14,450	5.0	16,000	5.0
PROPERTY UNIT		23,120	8.0	25,600	8.0
EQUIPMENT UNIT		106,930	37.0	118,400	37.0
WATER DIVISION		<u>144,500</u>	<u>50.0</u>	<u>160,000</u>	<u>50.0</u>
CENTRAL STORES TOTAL		<u>\$289,000</u>	<u>100.0</u>	<u>\$320,000</u>	<u>100.0</u>

# **Public Works–Property & Equipment**

## **Budget Analysis**

The Property Unit's budget has increased \$288,200 (12.1%) to \$2,662,980. Personnel costs have increased \$109,300 (13.6%). A property maintenance worker position was added primarily to meet demands of the new graffiti removal program and to assist with maintenance at the Armory, Barber Coleman, City Hall and Fire facilities. The new position and salary adjustments result in an increase of \$65,600. Temporary wages increase \$12,000 to allow for additional graffiti removal. Other increases include worker's compensation costs (\$8,600) and health insurance (\$26,000), which occurs because of the added position and an increase in health premiums.

Contractual expenses increase \$187,800 (14.9%). Building utilities increase \$110,000 due to rate increases and additional expenses related to Ingersoll and City Yards. Building maintenance costs increase \$83,000 with budget adjustments made for several City facilities.

Supplies increase \$14,000 (12.3%) largely due to an increase in building maintenance supplies. Other expenses decrease \$22,900 primarily due to a reduction in taxes, which increased in 2006 to pay Armory taxes. This is offset by a \$16,000 increase in general fund purchase of services.

In 2006, the Property Unit spent \$2,547,360 or 107.3% of the budgeted allocation. In the past several years, 100% to 124% of the budget has been spent.

The Equipment Unit's budget has decreased \$428,400 (11.8%). Personnel costs increase \$10,700 due to annual salary adjustments.

Contractual costs decrease \$10,800 (1.6%) due to reductions in vehicle repairs (\$37,200) offset by increases in several internal service charges. Vehicle maintenance costs are planned to be lower because the quality of the City's fleet improved with new vehicle and truck purchases in 2004 and 2005.

Supply expenses decrease \$400,500 (21.7%) almost entirely due to a change in the fuel account of \$380,500, which occurs because of lower gasoline and diesel costs. Vehicle parts also declines \$20,000. Other expenses decrease \$27,800, where an increase in purchase of services (\$10,700) is offset by a reduction in depreciation (\$38,500).

The City's cost per gallon for fuel purchased at vendor sites is estimated at \$2.05 for gasoline and \$2.25, market price, for diesel. Fuel purchased at 304,980 gallons for gasoline and 39,900 gallons for diesel, a total of 344,880 gallons.

In 2006, fuel prices at vendor sites have ranged from \$1.91 to \$2.97 for gasoline and \$2.15 to \$2.63 for diesel. At the Yards prices have ranged from \$1.80 to \$2.38 for gasoline and \$1.98 to \$2.62 for diesel.

In 2006, the Equipment Unit spent \$3,407,340 or 94.3% of the budgeted allocation. In the past several years, 99% to 108% of the budget has been spent.

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The Central Stores budget increases \$24,700 (8.7%) for 2007. Personnel costs increase \$11,200 due to additions in salaries (\$5,400), worker’s compensation (\$1,100), and health insurance (\$3,400).

Contractual accounts increase \$15,200 (44.6%) primarily due to additions in vehicle repair (\$9,700), fuel (\$900), building rental (\$1,600) and microcomputer charges (\$3,300). The supply budget remains the same, while the other budget reduces \$1,700 due to a reduction in depreciation expense.

In 2006, the Central Stores Unit spent \$292,947 or 102.7% of the budgeted allocation. In the past several years, 97% to 110% of the budget has been spent.

All three of the units in this Division, which provide service on a demand-only basis for other City agencies and certain outside entities, are reimbursed for the cost on a user fee basis.

## **Five Year Financial Forecast**

The 2008-2012 five-year forecast assumes operations will continue as they are programmed for 2006 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 2008-2012 FINANCIAL FORECAST (IN 000'S)

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Revenues	\$2,847	\$2,932	\$3,020	\$3,111	\$3,204
Expenses	<u>2,743</u>	<u>2,825</u>	<u>2,910</u>	<u>2,997</u>	<u>3,087</u>
Excess (Deficit)	<u>104</u>	<u>107</u>	<u>110</u>	<u>114</u>	<u>117</u>
Beginning Balance	<u>462</u>	<u>566</u>	<u>673</u>	<u>783</u>	<u>897</u>
Ending Balance	<u>\$566</u>	<u>\$673</u>	<u>\$783</u>	<u>\$897</u>	<u>\$1,014</u>

### EQUIPMENT FUND 2008-2012 FINANCIAL FORECAST (IN 000'S)

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Revenues	\$3,315	\$3,414	\$3,516	\$3,621	\$3,730
Expenses	<u>3,282</u>	<u>3,380</u>	<u>3,481</u>	<u>3,585</u>	<u>3,693</u>
Excess (Deficit)	<u>33</u>	<u>34</u>	<u>35</u>	<u>36</u>	<u>37</u>
Beginning Balance	<u>513</u>	<u>546</u>	<u>580</u>	<u>615</u>	<u>651</u>
Ending Balance	<u>\$546</u>	<u>\$580</u>	<u>\$615</u>	<u>\$651</u>	<u>\$688</u>

### CENTRAL STORES FUND 2008-2012 FINANCIAL FORECAST (IN 000'S)

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Revenues	\$319	\$329	\$345	\$362	\$380
Expenses	<u>319</u>	<u>329</u>	<u>339</u>	<u>349</u>	<u>359</u>
Excess (Deficit)	<u>0</u>	<u>0</u>	<u>6</u>	<u>13</u>	<u>21</u>
Beginning Balance	<u>37</u>	<u>37</u>	<u>37</u>	<u>43</u>	<u>56</u>
Ending Balance	<u>\$37</u>	<u>\$37</u>	<u>\$43</u>	<u>\$56</u>	<u>\$77</u>

# Public Works–Property & Equipment

## Fixed Assets

PROPERTY AND EQUIPMENT FUND FIXED ASSETS 2007 BUDGET			
DESCRIPTION	COST CENTER	AMOUNT	
PROPERTY			
FURNITURE	3478-CITY HALL MAINTENANCE	\$30,000	
LOWER ROOF		<u>110,000</u>	\$140,000
KIOSK (2)	3487-MALL MAINTENANCE	30,000	30,000
EQUIPMENT			
UPPER ROOF SECTION	3471-YARD GARAGE	<u>20,000</u>	<u>20,000</u>
	TOTAL FIXED ASSETS		<u>\$190,000</u>

## Personnel Review

PUBLIC WORKS PROPERTY & EQUIPMENT DIVISION				
BENEFITS AND SALARIES		2006	2007	INCREASE/ (DECREASE)
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	
PERMANENT		\$1,150,038	\$1,304,628	\$154,590
TEMPORARY		31,000	43,000	12,000
OVERTIME		71,300	71,300	0
MERIT PAY		5,541	5,801	260
SALARY ADJUSTMENT		<u>38,427</u>	<u>8,701</u>	<u>(29,726)</u>
<b>TOTAL SALARIES</b>		<u>\$1,296,306</u>	<u>\$1,433,430</u>	<u>\$137,124</u>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$231,410	\$232,242	\$832
UNEMPLOYMENT TAX		1,512	1,512	0
WORKMEN'S COMPENSATION		31,442	40,059	8,617
HEALTH INSURANCE		332,228	374,400	42,172
RETIREE HEALTH INSURANCE		0	0	0
LIFE INSURANCE		168	2,184	2,016
PARKING BENEFITS		864	864	0
TOOL ALLOWANCE		<u>1,800</u>	<u>1,800</u>	<u>0</u>
<b>TOTAL BENEFITS</b>		<u>\$599,424</u>	<u>\$653,061</u>	<u>\$53,637</u>
<b>TOTAL COMPENSATION</b>		<u>\$1,895,730</u>	<u>\$2,086,491</u>	<u>\$190,761</u>
POSITION TITLE	POSTION RANGE	2006 EMPLOYEES	2007 EMPLOYEES	INCREASE/ (DECREASE)
SUPERINTENDENT	E-10	1.00	1.00	0.00
EQUIPMENT SERVICES SUPERVISOR	E-8	1.00	1.00	0.00
PROPERTY MAINTENANCE SUPERVISOR	E-8	1.00	1.00	0.00
CENTRAL SUPPLY SUPERVISOR	E-6	1.00	1.00	0.00
MAINTENANCE REPAIR TECHNICIAN	E-3	1.00	1.00	0.00
AUTO SHOP SUPERVISOR	A-29	1.00	1.00	0.00
AUTO MECHANIC	A-28	9.00	9.00	0.00
SENIOR ACCOUNT CLERK	A-21	1.00	1.00	0.00
INVENTORY CONTROL CLERK	A-20	2.00	2.00	0.00
MAINTENANCE REPAIR WORKER	A-24	7.00	8.00	1.00
MAINTENANCE WORKER	A-20	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>
<b>TOTAL PERSONNEL</b>		<u>27.00</u>	<u>28.00</u>	<u>1.00</u>