

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.

2007 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 24,000 vehicle work orders, including 9,000 at the Central Garage and 15,000 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.
- Began researching green products, and building and remodeling materials for use in city owned buildings.

2008 Goals and Objectives →

- Expand use of vehicle software to track costs in maintenance and repair of City vehicles.
- Maintain facilities and fleet so that they will operate efficiently and their useful life is extended.

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- Develop a maintenance plan and continue proper upkeep of all City-owned buildings and complexes.
- Renewal of City owned green spaces in the downtown areas that are maintained by the Division.
- 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.
- Perform a LEED energy audit on the 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 & EQUIPMENT DIVISION BUDGET SUMMARY					
	2006	2007	2007	2008	INCREASE
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PROPERTY UNIT					
PERSONNEL	\$753,918	\$915,786	\$840,007	\$1,002,658	\$86,872
CONTRACTUAL	1,423,022	1,448,059	1,719,281	1,474,055	25,996
SUPPLIES	182,423	127,735	237,669	216,640	88,905
OTHER	<u>187,997</u>	<u>171,400</u>	<u>206,182</u>	<u>201,800</u>	<u>30,400</u>
TOTAL	<u>2,547,360</u>	<u>2,662,980</u>	<u>3,003,139</u>	<u>2,895,153</u>	<u>232,173</u>
EQUIPMENT UNIT					
PERSONNEL	895,815	932,932	909,353	976,126	43,194
CONTRACTUAL	702,680	676,575	812,050	726,550	49,975
SUPPLIES	1,667,276	1,667,276	2,013,702	1,916,520	249,244
OTHER	<u>141,569</u>	<u>134,500</u>	<u>142,209</u>	<u>159,600</u>	<u>25,100</u>
TOTAL	<u>3,407,340</u>	<u>3,411,283</u>	<u>3,877,314</u>	<u>3,778,796</u>	<u>367,513</u>
CENTRAL STORES UNIT					
PERSONNEL	227,778	237,773	261,827	245,878	8,105
CONTRACTUAL	43,200	49,270	44,975	64,810	15,540
SUPPLIES	3,447	5,400	2,064	30,300	24,900
OTHER	<u>18,522</u>	<u>17,600</u>	<u>17,577</u>	<u>21,900</u>	<u>4,300</u>
TOTAL	<u>\$292,947</u>	<u>\$310,043</u>	<u>\$326,443</u>	<u>\$362,888</u>	<u>\$52,845</u>
STAFFING REVIEW					
	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>INCREASE</u>
					<u>(DECREASE)</u>
PROPERTY UNIT	10.85	11.85	12.85	13.40	0.55
EQUIPMENT UNIT	13.90	11.90	11.90	11.45	(0.45)
CENT/STORES UNIT	<u>3.25</u>	<u>3.25</u>	<u>3.25</u>	<u>3.15</u>	<u>(0.10)</u>
TOTAL	<u>28.00</u>	<u>27.00</u>	<u>28.00</u>	<u>28.00</u>	<u>(0.00)</u>
FUNDING SOURCE					
		2007	2007	2008	2008
		<u>AMOUNT</u>	<u>PERCENTAGE</u>	<u>AMOUNT</u>	<u>PERCENTAGE</u>
PROPERTY UNIT					
BUILDING RENTAL CHARGES					
YARDS MAINTENANCE		\$1,019,200	36.9	\$1,004,500	33.0
CITY HALL MAINTENANCE		524,000	19.0	\$518,000	17.0
FIRE MAINTENANCE		167,000	6.0	\$190,000	6.2
FESTIVAL PARK/CORONADO MT		883,500	32.0	\$1,052,810	34.5
INTERFUND TRANSFERS		<u>170,000</u>	<u>6.1</u>	<u>\$282,000</u>	<u>9.3</u>
BUILDING RENTAL TOTAL		<u>2,763,700</u>	<u>100.0</u>	<u>3,047,310</u>	<u>100.0</u>
EQUIPMENT UNIT					
VEHICLE SERVICE CHARGES					
PUBLIC WORKS		1,807,660	56.2	1,989,590	51.9
POLICE		1,053,300	32.7	1,349,050	35.2
ALL OTHER AGENCIES		<u>357,140</u>	<u>11.1</u>	<u>495,630</u>	<u>12.9</u>
VEHICLE SERVICE TOTAL		<u>3,218,100</u>	<u>100.0</u>	<u>3,834,270</u>	<u>100.0</u>
CENTRAL STORES UNIT					
INVENTORY CONTROL CHARGES					
STREET DIVISION		0	0.0	35,000	20.0
TRAFFIC DIVISION		16,000	5.5	16,000	4.3
PROPERTY UNIT		25,600	8.9	25,600	6.9
EQUIPMENT UNIT		118,400	41.0	118,400	32.0
WATER DIVISION		<u>160,000</u>	<u>44.6</u>	<u>175,000</u>	<u>56.8</u>
CENTRAL STORES TOTAL		<u>\$289,000</u>	<u>100.0</u>	<u>\$370,000</u>	<u>100.0</u>

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Budget Analysis

The Property Unit's budget has increased \$232,173 (8.7%) to \$2,895,153. Personnel costs have increased \$86,872 (9.5%). Salaries increase \$66,215 due to general wage adjustments and the settlement of the AFSCME contract. Health insurance increases \$10,600 due to an increase in premiums. The final increase occurred in IMRF (\$11,600), due to an increase in rates and in salaries. One notable reduction occurred, \$2,950 in overtime.

Contractual expenses decrease \$64,000 (4.2%), due to a supplemental appropriation addition of \$90,000 to the 2007 budget. Without the SAO addition, the contractual budget increased \$26,000 or 1.8%. Building utilities increase \$33,670 due to rate increases and additional facilities. Contracted janitorial expenses increase \$27,500 due to a new contract and expanded services. A number of smaller adjustments also occurred. Building maintenance expenses are expected to decrease \$35,860, partially due to the reclassification of expenses, but also due to increased efficiencies. Risk management charges reduce \$13,100 due to decreases in insurance premiums.

Supplies increase \$88,900 (69.6%) largely due to an increase in building maintenance supplies. Funds have also been budgeted for computer equipment replacement for building staff. Other expenses increase \$30,00, primarily due to increases in the general fund purchase of services and taxes.

For 2008, the Property Unit will be taking on additional responsibilities, including maintenance of the Water Division building on Cedar Street as well as all of the well houses. Expenses related to these buildings will be charged to the Water Fund. The unit will also handle maintenance at the Pioneer parking deck and maintenance of the building at Shumway. Finally, the new Police evidence building on 2nd Street will also fall under the Property Unit's responsibility. All of the new responsibilities are reflected as new cost centers under the Property Unit, related expenses can be found there.

In 2007, the Property Unit spent \$3,003,139 or 112.8% of the budgeted allocation. In past years, 104% to 113% of the budget has been spent.

The Equipment Unit's budget has increased \$367,513 (10.8%). Personnel costs increase \$43,200 due to annual salary adjustments and the settlement of the AFSCME contract. This includes \$20,500 in salaries, \$18,400 in IMRF, and \$2,100 in health insurance.

Contractual costs increase \$50,000 (7.4%) due to increased activity for vehicle vendor repairs (\$53,600) offset by small decreases in internal service charges.

Supply expenses increase \$249,200 or 14.9% over 2007, after a supplemental appropriation ordinance change of \$249,000 to cover additional fuel costs. Without the SAO addition, the budget increases \$498,200 (32.8%) almost entirely due to a change in the fuel account of \$380,500, which occurs because of under-budgeting in 2007 and increasing gasoline and diesel costs. Miscellaneous vehicle maintenance supplies and vehicle parts both increase, \$59,000 and

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\$46,500 respectively, to reflect actual usage. Other expenses increase \$25,100, primarily due to an increase in depreciation.

The City’s cost per gallon for fuel purchased at vendor sites is estimated at \$2.60 for gasoline and \$2.50, market price, for diesel. Fuel purchased is budgeted at 315,580 gallons for gasoline and 72,250 gallons for diesel, a total of 387,780 gallons.

In 2007, fuel prices at vendor sites have ranged from \$1.84 to \$2.71 for gasoline and \$2.12 to \$2.53 for diesel. At the Yards prices have ranged from \$1.44 to \$2.96 for gasoline and \$1.88 to \$2.46 for diesel.

In 2007, the Equipment Unit spent \$3,877,314 or 113.7% of the budgeted allocation. In the past several years, 97% to 114% of the budget has been spent.

The Central Stores budget increases \$52,800 (17.0%) for 2008. Personnel costs increase \$8,100 due to additions in salaries (\$8,700), IMRF (\$1,400), offset by a decrease in overtime (\$2,300).

Contractual accounts increase \$15,500 (31.5%) and supply accounts increase \$24,900 (461.1%) primarily due to the addition of costs associated with the tool room, previously charged directly to the Street Division. The expenses related to the tool room will be charged back to both the Street and Water Divisions.

In 2007, the Central Stores Unit spent \$326,443 or 105.3% 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 2009-2013 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 2009-2013 FINANCIAL FORECAST (IN 000'S)

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Revenues	\$3,139	\$3,233	\$3,330	\$3,430	\$3,533
Expenses	<u>2,982</u>	<u>3,071</u>	<u>3,163</u>	<u>3,258</u>	<u>3,356</u>
Excess (Deficit)	<u>157</u>	<u>162</u>	<u>167</u>	<u>172</u>	<u>177</u>
Beginning Balance	<u>513</u>	<u>670</u>	<u>832</u>	<u>999</u>	<u>1,171</u>
Ending Balance	<u>\$670</u>	<u>\$832</u>	<u>\$999</u>	<u>\$1,171</u>	<u>\$1,348</u>

EQUIPMENT FUND 2009-2013 FINANCIAL FORECAST (IN 000'S)

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Revenues	\$3,949	\$4,067	\$4,189	\$4,315	\$4,444
Expenses	<u>3,892</u>	<u>4,009</u>	<u>4,129</u>	<u>4,253</u>	<u>4,381</u>
Excess (Deficit)	<u>57</u>	<u>58</u>	<u>60</u>	<u>62</u>	<u>63</u>
Beginning Balance	<u>537</u>	<u>594</u>	<u>652</u>	<u>712</u>	<u>774</u>
Ending Balance	<u>\$594</u>	<u>\$652</u>	<u>\$712</u>	<u>\$774</u>	<u>\$837</u>

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CENTRAL STORES FUND 2009-2013 FINANCIAL FORECAST (IN 000'S)

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Revenues	\$374	\$385	\$404	\$424	\$445
Expenses	<u>374</u>	<u>385</u>	<u>397</u>	<u>409</u>	<u>421</u>
Excess (Deficit)	<u>0</u>	<u>0</u>	<u>7</u>	<u>15</u>	<u>24</u>
Beginning Balance	<u>34</u>	<u>34</u>	<u>34</u>	<u>41</u>	<u>56</u>
Ending Balance	<u>\$34</u>	<u>\$34</u>	<u>\$41</u>	<u>\$56</u>	<u>\$80</u>

Fixed Assets

PROPERTY AND EQUIPMENT FUND FIXED ASSETS 2008 BUDGET		
<u>DESCRIPTION</u>	<u>COST CENTER</u>	<u>AMOUNT</u>
PROPERTY		
WOMEN'S BATHROOM	3477-YARDS MAINTENANCE	\$40,000
ADDITIONAL HEATING		45,000
1/2 TON PICKUP TRUCK		25,000
UTILITY TRUCK		<u>30,000</u>
VAN	3499-GRAFFITI	25,000
		\$140,000
		25,000
		<u>\$165,000</u>
	TOTAL FIXED ASSETS	

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Personnel Review

PUBLIC WORKS PROPERTY & EQUIPMENT DIVISION				
BENEFITS AND SALARIES		2007	2008	INCREASE/
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERMANENT		\$1,241,059	\$1,395,821	\$154,762
TEMPORARY		43,000	43,000	0
OVERTIME		71,300	66,050	(5,250)
MERIT PAY		5,801	6,425	624
SALARY ADJUSTMENT		<u>8,701</u>	<u>12,355</u>	<u>3,654</u>
TOTAL SALARIES		<u>\$1,369,861</u>	<u>\$1,523,651</u>	<u>\$153,790</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$232,242	\$263,588	\$31,346
UNEMPLOYMENT TAX		1,512	1,512	0
WORKMEN'S COMPENSATION		40,059	42,601	2,542
HEALTH INSURANCE		374,400	387,166	12,766
LIFE INSURANCE		2,184	2,184	0
PARKING BENEFITS		864	360	(504)
TOOL ALLOWANCE		<u>1,800</u>	<u>3,600</u>	<u>1,800</u>
TOTAL BENEFITS		<u>\$653,061</u>	<u>\$701,011</u>	<u>\$47,950</u>
TOTAL COMPENSATION		<u>\$2,022,922</u>	<u>\$2,224,662</u>	<u>\$201,740</u>
	POSITION	2007	2008	INCREASE/
POSITION TITLE	<u>RANGE</u>	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	<u>(DECREASE)</u>
SUPERINTENDENT	E-12	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	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>28.00</u>	<u>28.00</u>	<u>0.00</u>