

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.

2011 Accomplishments →

- Completed the remodel of the old Credit Union space at City Hall into a wellness center for employee use.
- Renovated the meter storage room at the Water Division’s Cedar Street facility.
- Completed renovations of the 911 Division’s office space.
- Oversaw roofing repairs at City Yards, improving a long-standing leaking problem over the Property Division’s Shop space.
- Oversaw the installation of new fuel pumps at City Yards, replacing approximately forty year old pumps with numerous performance issues.
- Installed new LED, energy efficient lighting on the marquee at the Coronado Theater, reducing both energy consumption and ongoing maintenance expenses related to bulb changes.

2012 Goals and Objectives→

- Complete roof repairs at City Yards over the Central Garage.
- Renovate the Sign Shop space at City Yards for the Traffic Division.
- 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.
- Complete drainage repair in cold storage space.
- Continue carpet replacement program at City Hall.
- Install a backup generator for the Public Works Administration building at City Yards, for use (when necessary) during snow and ice operations.
- Install additional security measures at City Hall.

Public Works–Property Division

Budget Summary

PUBLIC WORKS PROPERTY DIVISION BUDGET SUMMARY					
PROPERTY UNIT	2010 ACTUAL	2011 BUDGET	2011 ACTUAL	2012 BUDGET	INCREASE (DECREASE)
PERSONNEL	\$728,545	\$766,361	\$731,433	\$809,562	\$43,201
CONTRACTUAL	1,373,891	1,580,930	1,433,695	1,313,055	(267,875)
SUPPLIES	201,250	210,470	250,282	208,670	(1,800)
OTHER	<u>224,835</u>	<u>206,700</u>	<u>215,780</u>	<u>214,340</u>	<u>7,640</u>
TOTAL	<u>2,528,521</u>	<u>2,764,461</u>	<u>2,631,190</u>	<u>2,545,627</u>	<u>(218,834)</u>

STAFFING REVIEW					
TOTAL	2009	2010	2011	2012	INCREASE (DECREASE)
TOTAL	12.00	11.00	10.00	10.00	0.00

FUNDING SOURCE					
	2011 AMOUNT	2011 PERCENTAGE	2012 AMOUNT	2012 PERCENTAGE	
BUILDING RENTAL CHARGES					
INTERNAL	\$2,849,890	98.1	\$2,600,130	97.9	
EXTERNAL	<u>54,960</u>	<u>1.9</u>	<u>54,960</u>	<u>2.1</u>	
BUILDING RENTAL TOTAL	<u>2,904,850</u>	<u>100.0</u>	<u>2,655,090</u>	<u>100.0</u>	

Budget Analysis

The Property Division's budget has decreased 7.9% to \$2,545,627. Personnel costs have increased \$43,201 (5.6%), due to step and longevity wage increases and increases in fringe benefit rates. All personnel accounts increased slightly.

Contractual expenses decrease \$267,875 (16.9%) primarily due to a decrease in utility costs as electric rates decline. Decreases also occurred in janitorial service (\$21,600) with service reductions and lower prices, and purchase of services amounts with reallocations in central supply charges (\$10,250), building rent (\$6,970), vehicle repairs (\$3,700) and IT charges (\$1,420). Risk management charges decrease \$27,590 with reductions in insurance premium costs for a number of properties. The supply budget decreases \$1,800 in janitorial supplies. Other expenses increase \$7,640, due to an increase in depreciation costs.

In 2011, the Property Division spent \$2,631,190 or 95.2% of the budgeted allocation. In past years, 104% to 113% of the budget has been spent.

Five Year Financial Forecast

The 2013-2017 five-year forecast assumes operations will continue as they are programmed for 2012 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 2013-2017 FINANCIAL FORECAST (IN 000'S)

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Revenues	\$2,794	\$2,878	\$2,964	\$3,053	\$3,145
Expenses	<u>2,670</u>	<u>2,750</u>	<u>2,833</u>	<u>2,918</u>	<u>3,006</u>
Excess (Deficit)	<u>124</u>	<u>128</u>	<u>131</u>	<u>135</u>	<u>139</u>
Beginning Balance	<u>507</u>	<u>631</u>	<u>759</u>	<u>890</u>	<u>1,025</u>
Ending Balance	<u>\$631</u>	<u>\$759</u>	<u>\$890</u>	<u>\$1,025</u>	<u>\$1,164</u>

Fixed Assets

No fixed assets are planned for 2012.

Personnel Review

PUBLIC WORKS PROPERTY FUND				
BENEFITS AND SALARIES		2011	2012	INCREASE/
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERMANENT		\$438,614	\$457,188	\$18,574
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>
TOTAL SALARIES		<u>\$489,914</u>	<u>\$508,488</u>	<u>\$18,574</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		95,112	\$100,646	\$5,534
UNEMPLOYMENT TAX		1,800	1,800	0
WORKMEN'S COMPENSATION		16,307	19,554	3,247
HEALTH INSURANCE		162,448	177,658	15,210
LIFE INSURANCE		780	780	0
PARKING BENEFITS		<u>0</u>	<u>636</u>	<u>636</u>
TOTAL BENEFITS		<u>\$276,447</u>	<u>\$301,074</u>	<u>\$24,627</u>
TOTAL COMPENSATION		<u>\$766,361</u>	<u>\$809,562</u>	<u>\$43,201</u>
	POSTION	2011	2012	INCREASE/
POSITION TITLE	<u>RANGE</u>	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	<u>(DECREASE)</u>
PROPERTY SUPERVISOR	E-8	1.00	1.00	0.00
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>
TOTAL PERSONNEL		<u>10.00</u>	<u>10.00</u>	<u>0.00</u>