

# **Property Division**

## ***MISSION STATEMENT***

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

## **PRIMARY FUNCTIONS**

Property Maintenance provides maintenance and repair services to City Hall, City Yards, and other municipal locations.

## **OBJECTIVES FOR FISCAL YEAR 2013**

- 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 3, 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.
- Repair or replace the sound system at City Hall, Council Chambers.
- Resurface southwest lot at City Yards.
- Repair drainage system at Fire Station 10.
- Repair basement ground leak at Fire Headquarters.
- Complete a remodel of the Central Garage office.

# Property Division

## PROPERTY FUND BUDGET SUMMARY

FUNDING SOURCE	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2012 <u>ESTIMATE</u>	2013 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$731,433	\$809,562	\$782,570	\$854,792	\$45,230
CONTRACTUAL	1,433,695	1,313,055	1,080,399	986,150	(326,905)
SUPPLIES	250,282	208,670	398,963	205,600	(3,070)
OTHER	<u>215,780</u>	<u>214,340</u>	<u>199,199</u>	<u>225,560</u>	<u>11,220</u>
TOTAL	<u>2,631,190</u>	<u>2,545,627</u>	<u>2,461,131</u>	<u>2,272,102</u>	<u>(273,525)</u>

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 FUND	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>

## PROPERTY FUND AUTHORIZED POSITIONS

POSITION TITLE	POSTION <u>RANGE</u>	2012 <u>EMPLOYEES</u>	2013 <u>EMPLOYEES</u>	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>
<b>TOTAL PERSONNEL</b>		<b><u>10.00</u></b>	<b><u>10.00</u></b>	<b><u>0.00</u></b>

## BUDGET HIGHLIGHTS

- 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.

## CAPITAL EQUIPMENT

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

VEHICLE	QUANTITY	BUDGET EACH	TOTAL BUDGET
Pickup Truck	2	20,000	<u>40,000</u>
TOTAL			40,000

## **Property Division**

### **PROPERTY FUND FIVE YEAR 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>2,340</u>	<u>2,410</u>	<u>2,482</u>	<u>2,556</u>	<u>2,633</u>
Excess (Deficit)	<u>170</u>	<u>175</u>	<u>181</u>	<u>187</u>	<u>192</u>
Beginning Balance	<u>551</u>	<u>721</u>	<u>896</u>	<u>1,077</u>	<u>1,264</u>
Ending Balance	<u>\$721</u>	<u>\$896</u>	<u>\$1,077</u>	<u>\$1,264</u>	<u>\$1,456</u>

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.