

# **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 2014**

- Work with IT on 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 three and five.
- 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.
- Replace chiller for City Hall.
- Repair or replace the sound system in Council Chambers at City Hall.
- Replace salt dome door at City Yards.
- Remodel and repaint administration building at City Yards.
- Repairs to roof and exterior modernization of Building 8 at City Yards.
- Repair roof on Central Garage.
- Remodel break room cabinets on the 2<sup>nd</sup> floor of City Hall.
- Replace the obsolete mercury lights in Central Garage.
- Update the mods for the north and south elevators at City Hall.
- Expand programming controls at RMAP for remote access.
- Create city-wide asset list.
- Expansion of indoor heated storage for Water, Street, Traffic and Property Divisions.
- Replace south wall at City Yards.

# Property Division

## PROPERTY FUND BUDGET SUMMARY

FUNDING SOURCE	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2013 <u>ESTIMATED</u>	2014 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$782,142	\$854,792	\$781,497	\$802,464	(\$52,328)
CONTRACTUAL	1,080,423	986,150	1,080,550	918,915	(67,235)
SUPPLIES	399,173	205,600	236,567	238,800	33,200
OTHER	<u>248,469</u>	<u>225,560</u>	<u>218,159</u>	<u>244,720</u>	<u>19,160</u>
TOTAL	<u>2,510,207</u>	<u>2,272,102</u>	<u>2,316,773</u>	<u>2,204,899</u>	<u>(67,203)</u>

FUNDING SOURCE	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 <u>BUDGET</u>	INCREASE (DECREASE)
BUILDING RENTAL CHARGES					
GENERAL FUND	\$1,325,560	\$1,335,265	\$1,409,690	\$1,406,640	(\$3,050)
OTHER FUNDS	892,493	987,434	982,510	961,610	(20,900)
EXTERNAL	53,073	36,672	0	0	0
FEDERAL GRANT	0	118,040	0	0	0
MISCELLANEOUS	0	2,829	0	0	0
TRANSFER FROM STREET DIV	19,159	19,159	19,159	19,159	0
TRANSFER FROM WATER FUND	5,404	5,404	5,404	5,404	0
GRAFFITI RECOVERY	7,829	7,366	0	0	0
INTEREST INCOME	<u>29,096</u>	<u>14,925</u>	<u>20,000</u>	<u>20,000</u>	<u>0</u>
PROPERTY FUND TOTAL	<u>2,332,614</u>	<u>2,527,094</u>	<u>2,436,763</u>	<u>2,412,813</u>	<u>(23,950)</u>

## PROPERTY FUND AUTHORIZED POSITIONS

POSITION TITLE	POSTION <u>RANGE</u>	2013 <u>EMPLOYEES</u>	2014 <u>EMPLOYEES</u>	INCREASE/ (DECREASE)
PROPERTY SUPERVISOR	E-8	1.00	1.00	0.00
MAINTENANCE REPAIR WORKER	A-24	<u>9.00</u>	<u>9.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>10.00</u>	<u>10.00</u>	<u>0.00</u>

## BUDGET HIGHLIGHTS

- Personnel expenses decrease due to a reduction in health insurance rates which are offset slightly by increases in wages due to general longevity and step increases, a budgeted 2% salary adjustment, and salary study recommendations to adjust pay bands.

## Property Division

### CAPITAL EQUIPMENT

Planned capital replacements under the City-wide leasing program for 2014 include:

VEHICLE	QUANTITY	BUDGET EACH	TOTAL BUDGET
Pickup Truck	2	25,000	<u>50,000</u>
TOTAL			50,000

### PROPERTY FUND FIVE YEAR FINANCIAL FORECAST (IN 000'S)

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Revenues	\$2,485	\$2,560	\$2,637	\$2,716	\$2,797
Expenses	<u>2,271</u>	<u>2,339</u>	<u>2,409</u>	<u>2,481</u>	<u>2,555</u>
Excess (Deficit)	<u>214</u>	<u>221</u>	<u>228</u>	<u>235</u>	<u>242</u>
Beginning Balance	<u>594</u>	<u>808</u>	<u>1,029</u>	<u>1,257</u>	<u>1,492</u>
Ending Balance	<u>\$808</u>	<u>\$1,029</u>	<u>\$1,257</u>	<u>\$1,492</u>	<u>\$1,734</u>

The 2015-2019 five-year forecast assumes operations will continue as they are programmed for 2014 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.