

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.

2004 Accomplishments →

- Continued to maintain all City facilities including the former Eclipse Building, the Coronado Theater, Ingersoll Complex, and Barber-Coleman facility:
- Anticipate completing approximately 18,000 vehicle work orders, including 5,500 at the Central Garage and 12,500 at the Public Safety Building garage.
- Contracted for the roof repair at the City Hall, as well as refinishing both entrances at the facility.

2005 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 the useful life is extended.
- Develop a maintenance plan and continue proper upkeep of the Coronado Theater.

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Budget Summary

PUBLIC WORKS PROPERTY & EQUIPMENT DIVISION BUDGET SUMMARY					
	2003	2004	2004	2005	INCREASE
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PROPERTY UNIT					
PERSONNEL	581,880	\$654,688	\$632,333	\$695,972	\$41,284
CONTRACTUAL	853,375	892,731	973,124	1,095,275	202,544
SUPPLIES	99,919	97,685	141,531	110,185	12,500
OTHER	<u>102,995</u>	<u>137,600</u>	<u>106,583</u>	<u>161,400</u>	<u>23,800</u>
TOTAL	<u>1,638,169</u>	<u>1,782,704</u>	<u>1,853,571</u>	<u>2,062,832</u>	<u>280,128</u>
EQUIPMENT UNIT					
PERSONNEL	808,673	910,334	851,633	966,231	55,897
CONTRACTUAL	723,116	686,976	689,885	677,880	(9,096)
SUPPLIES	1,214,589	1,185,110	1,307,123	1,297,365	112,255
OTHER	<u>161,713</u>	<u>165,400</u>	<u>145,433</u>	<u>165,600</u>	<u>200</u>
TOTAL	<u>2,908,091</u>	<u>2,947,820</u>	<u>2,994,074</u>	<u>3,107,076</u>	<u>159,256</u>
CENTRAL STORES UNIT					
PERSONNEL	189,786	207,436	188,517	212,071	4,635
CONTRACTUAL	39,700	26,170	37,824	26,880	710
SUPPLIES	1,898	2,400	6,380	2,400	0
OTHER	<u>20,137</u>	<u>18,900</u>	<u>20,141</u>	<u>18,900</u>	<u>0</u>
TOTAL	<u>\$251,521</u>	<u>\$254,906</u>	<u>\$252,862</u>	<u>\$260,251</u>	<u>\$5,345</u>
STAFFING REVIEW					
	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>INCREASE</u>
					<u>(DECREASE)</u>
PROPERTY UNIT	8.10	8.85	10.85	10.85	0.00
EQUIPMENT UNIT	12.50	13.90	13.90	13.90	0.00
CENT/STORES UNIT	<u>3.40</u>	<u>3.25</u>	<u>3.25</u>	<u>3.25</u>	<u>0.00</u>
TOTAL	<u>24.00</u>	<u>26.00</u>	<u>28.00</u>	<u>28.00</u>	<u>0.00</u>
FUNDING SOURCE					
		2004	2004	2005	2005
		<u>AMOUNT</u>	<u>PERCENTAGE</u>	<u>AMOUNT</u>	<u>PERCENTAGE</u>
PROPERTY UNIT					
BUILDING RENTAL CHARGES					
YARDS MAINTENANCE		\$730,983	40.7	\$784,300	36.1
CITY HALL MAINTENANCE		454,700	25.3	518,500	23.9
FIRE MAINTENANCE		130,000	7.2	160,000	7.4
FESTIVAL PARK/CORONADO MT		368,960	20.5	583,524	26.8
INTERFUND TRANSFERS		<u>112,600</u>	<u>6.3</u>	<u>126,950</u>	<u>5.8</u>
BUILDING RENTAL TOTAL		<u>1,797,243</u>	<u>100.0</u>	<u>2,173,274</u>	<u>100.0</u>
EQUIPMENT UNIT					
VEHICLE SERVICE CHARGES					
PUBLIC WORKS		1,716,110	56.5	1,685,120	54.0
POLICE		789,150	26.0	882,450	28.3
ALL OTHER AGENCIES		339,340	11.2	338,650	10.9
COUNTY SHERIFF, NON-CITY		<u>194,870</u>	<u>6.3</u>	<u>211,900</u>	<u>6.8</u>
VEHICLE SERVICE TOTAL		<u>3,039,470</u>	<u>100.0</u>	<u>3,118,120</u>	<u>100.0</u>
CENTRAL STORES UNIT					
INVENTORY CONTROL CHARGES					
TRAFFIC DIVISION		12,700	5.0	13,110	5.0
PROPERTY UNIT		20,320	8.0	20,980	8.0
EQUIPMENT UNIT		93,980	37.0	97,030	37.0
WATER DIVISION		<u>127,000</u>	<u>50.0</u>	<u>131,130</u>	<u>50.0</u>
CENTRAL STORES TOTAL		<u>\$254,000</u>	<u>100.0</u>	<u>\$262,250</u>	<u>100.0</u>

Budget Analysis

The Property Unit's budget has increased \$288,500 (16.7%) to \$2,062,832. Personnel costs have increased \$41,300 (6.2%) primarily due to annual adjustments in salaries of \$28,900. IMRF retirement costs increase \$7,000 and health insurance \$4,100, which occurs because of a 5% increase in premiums.

Contractual expenses increase \$202,500 (22.8%). Building utilities are an additional \$175,000 due to increases in utility costs at the Coronado and Ingersoll facilities. Building maintenance costs increase \$20,000 with budget adjustments made for several City facilities.

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Supplies increase \$12,500 (12.7%) with changes for building supplies (\$7,300) and small tools (\$3,100). Other expenses increase \$23,800 for purchase of services from other funds.

In 2004, actual expenses for the Property Unit totaled \$1,853,571, which was 4% over the budgeted amount. Building maintenance service and supply costs for the Coronado Theater, which the City began to operate in the middle of the fiscal year, resulted in the overage.

The Equipment Unit's budget has increased \$159,300 (5.4%). Personnel costs increase \$55,900 (6.1%) with annual salary adjustments totaling \$37,000. Increases also occur in IMRF retirement (\$9,800) and health insurance (\$5,200), due to the 5% increase in premiums.

Contractual costs decrease \$9,100 (1.3%) due to reductions in vehicle vendor service (\$18,000) and vehicle repairs (\$7,000). Vehicle repair costs are planned to be somewhat lower because of the purchase of dump trucks and cars in 2004. These decreases were offset by increases in building rental (\$8,300) and communications costs (\$3,200).

Supply expenses increase \$112,300 (9.4%) primarily due to a change in the fuel account of \$107,200, which occurs because higher gasoline and diesel costs. Other expenses increase \$200.

The City's cost per gallon for fuel purchased at vendor sites is estimated at \$1.50 for gasoline and \$1.40 for diesel. Fuel purchased at the Yards is budgeted at \$1.38 and 1.27 for gas and diesel, respectively. Fuel consumption is budgeted at 423,200 gallons for gasoline and 139,100 gallons for diesel, a total of 572,300 gallons (\$807,900).

In 2004, fuel prices at vendor sites have ranged from \$1.29 to 1.89 for gasoline and \$1.30 to \$1.83 for diesel. At the Yards prices have ranged from \$1.19 to \$1.59 for gasoline and \$1.17 to \$1.63 for diesel. Fuel consumption during the past year was 517,700 gallons.

Actual expenses for the Equipment Unit were \$2,994,074, or 1.6% over the budgeted amount, in 2004. The Unit exceeded its budget because of higher than anticipated costs for gasoline and diesel fuel.

The Central Stores budget increases \$5,300 (2.0%) for 2005. Personnel costs increase \$4,600 due to additions in salaries (\$1,100), overtime (\$1,000), IMRF retirement (\$2,600), and health insurance (\$1,200).

Contractual accounts decrease \$700 (2.7%) primarily due to a \$800 addition in building rental. In the supplies and other categories, the budgets are the same as the prior year.

In 2004, the Central Stores spent 97.7% of the unit's budgeted amount, or \$252,862.

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.

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Five Year Financial Forecast

The 2006-2010 five-year forecast assumes operations will continue as they are programmed for 2005 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 2006-2010 FINANCIAL FORECAST (IN 000'S)

	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Revenues	\$2,260	\$2,350	\$2,444	\$2,542	\$2,644
Expenses	<u>2,145</u>	<u>2,231</u>	<u>2,320</u>	<u>2,413</u>	<u>2,510</u>
Excess (Deficit)	<u>115</u>	<u>119</u>	<u>124</u>	<u>129</u>	<u>134</u>
Beginning Balance	<u>471</u>	<u>586</u>	<u>705</u>	<u>829</u>	<u>958</u>
Ending Balance	<u>\$586</u>	<u>\$705</u>	<u>\$829</u>	<u>\$958</u>	<u>\$1,092</u>

EQUIPMENT FUND 2006-2010 FINANCIAL FORECAST (IN 000'S)

	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Revenues	\$3,243	\$3,373	\$3,508	\$3,648	\$3,794
Expenses	<u>3,231</u>	<u>3,360</u>	<u>3,494</u>	<u>3,634</u>	<u>3,779</u>
Excess (Deficit)	<u>12</u>	<u>13</u>	<u>14</u>	<u>14</u>	<u>15</u>
Beginning Balance	<u>492</u>	<u>504</u>	<u>517</u>	<u>531</u>	<u>545</u>
Ending Balance	<u>\$504</u>	<u>\$517</u>	<u>\$531</u>	<u>\$545</u>	<u>\$560</u>

CENTRAL STORES FUND 2006-2010 FINANCIAL FORECAST (IN 000'S)

	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Revenues	\$271	\$282	\$296	\$311	\$327
Expenses	<u>271</u>	<u>282</u>	<u>293</u>	<u>305</u>	<u>317</u>
Excess (Deficit)	<u>0</u>	<u>0</u>	<u>3</u>	<u>6</u>	<u>10</u>
Beginning Balance	<u>29</u>	<u>29</u>	<u>29</u>	<u>32</u>	<u>38</u>
Ending Balance	<u>\$29</u>	<u>\$29</u>	<u>\$32</u>	<u>\$38</u>	<u>\$48</u>

Fixed Assets

Fixed assets are funded by the charges to user departments. For 2004, a garage door at the City Yards and the roof ledge at City Hall were replaced. The 2005 budget includes \$22,000 for the construction of a computer server room at City Hall.

PROPERTY AND EQUIPMENT FUND FIXED ASSETS 2005 BUDGET			
<u>DESCRIPTION</u>	<u>COST CENTER</u>	<u>AMOUNT</u>	
PROPERTY SERVER ROOM CONSTRUCTION	3478-CITY HALL MAINTENANCE	<u>22,000</u>	<u>22,000</u>
TOTAL FIXED ASSETS			<u>\$22,000</u>

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Personnel Review

PUBLIC WORKS PROPERTY & EQUIPMENT DIVISION						
	POSITION RANGE	2004 BUDGET		2005 BUDGET		EMPLOYEE CHANGE
		DOLLARS BUDGETED	NUMBER OF EMPLOYEES	DOLLARS BUDGETED	NUMBER OF EMPLOYEES	
SALARIES						
DEPUTY SUPERINTENDENT	E-10	\$60,001	1.00	\$62,171	1.00	0.00
EQUIPMENT SERVICES SUPERVISOR	E-8	49,481	1.00	50,772	1.00	0.00
PROPERTY MAINTENANCE SUPERVISOR	E-8	51,785	1.00	53,665	1.00	0.00
CENTRAL SUPPLY SUPERVISOR	E-6	53,538	1.00	55,617	1.00	0.00
MAINTENANCE REPAIR TECHNICIAN	E-3	38,443	1.00	39,740	1.00	0.00
AUTO SHOP SUPERVISOR	A-29	50,073	1.00	52,287	1.00	0.00
AUTO MECHANIC	A-28	484,052	11.00	513,490	11.00	0.00
SENIOR ACCOUNT CLERK	A-21	35,875	1.00	38,227	1.00	0.00
INVENTORY CONTROL CLERK	A-20	73,130	2.00	69,009	2.00	0.00
MAINTENANCE WORKER	A-20	281,057	8.00	301,739	8.00	0.00
TEMPORARY		23,000		23,000		
OVERTIME		42,700		45,700		
MERIT PAY		5,065		5,239		
SEVERANCE PAY		0		0		
SALARY ADJUSTMENTS		0		7,859		
SALARY SAVINGS		0		0		
	SUBTOTAL	1,248,200	28.00	1,318,515	28.00	0.00
BENEFITS						
ILLINOIS MUNICIPAL RETIREMENT		196,808		214,702		
UNEMPLOYMENT TAX		0		1,296		
WORKMEN'S COMPENSATION		29,584		31,411		
HEALTH INSURANCE		295,250		305,734		
RETIREE HEALTH INSURANCE		0		0		
LIFE INSURANCE		168		168		
PARKING BENEFITS		648		648		
TOOL ALLOWANCE		1,800		1,800		
	SUBTOTAL	524,258		555,759		
	TOTAL	1,772,458	28.00	\$1,874,274	28.00	0.00