

Fund
RENTAL PROPERTIES

Department:
PUBLIC WORKS

Division:
MUNICIPAL RENTAL PROPERTIES

Division No.: **47300**

MISSION:

The mission of the Municipal Rental Properties Division is to maintain and operate City facilities which are rented for public or quasi-public use.

SERVICES:

The City operates the University City Municipal Complex, the Old Illinois Central Railroad Passenger Depot and the Freight Depot Pavilion as a Public Service Enterprise Fund. Municipal Rental Properties also maintains all other City buildings, including the new Public Safety Center. Rental income is the primary source of funds to cover the operating expenses of the Municipal Rental Properties.

SIGNIFICANT GOALS AND OBJECTIVES:

GOAL:

A. Improve and maintain the quality of all City buildings and facilities

Objective:

1. Maintain buildings in an attractive and functional manner

Strategies:

- a. Work with janitorial crews to provide efficient cleaning of office space and public areas
- b. Promptly repair damage that occurs to buildings
- c. Systematically replace maintenance items to more energy efficient products.
- d. Conduct an aggressive preventive maintenance program on mechanical systems

Objective:

2. Improve and maintain the land and improvements surrounding the buildings

Strategies:

- a. Plant landscaping around properties
- b. Provide training for employees assigned to maintain the grounds
- c. Maintain parking lots and sidewalks

GOAL:

B. Maintain maximum occupancy of the Municipal Rental Properties

Objective:

1. Increase rental space occupied in the facilities

Strategies:

- a. Inform existing tenants about the opportunities to expand their rental space in the facilities
- b. Market the facilities to governmental and not-for-profit organizations

PROGRAM HIGHLIGHTS:

In FY 2013, at both the City Hall/Civic Center and the Public Safety Center, the Municipal Rental Property Staff started monitoring and adjusting the Heating Ventilation and Air Conditioning (HVAC) systems, through the Building Automation Systems (BAS), to efficiently maintain a constant and comfortable working environment.

In FY 2014, the Municipal Rental Properties Division will continue to monitor and improve energy efficiency of the City Hall/Civic Center, the Public Safety Center and all other City owned properties.

In FY 2014, the Building Maintenance Supervisor will oversee and implement the newly created Building Maintenance Division (40330). This new Division will allow for a more comprehensive approach to monitoring utility usage and increasing energy efficiencies among the various City buildings and facilities. It will also provide for better more centralized maintenance of these buildings and facilities.

PERFORMANCE MEASUREMENTS:

Performance Measurements	Division Goal/ Objective	Actual FY 2012	Authorized Budget FY 2013	Estimated Actual FY 2013	Budget FY 2014
U-City Space Leased (Sq. Ft.)	A-1/A-2	59,240	59,240	59,240	28,540
U-City Space Vacant (Sq. Ft.)	B-1	39,460	39,460	39,460	70,160
I.C. Passenger Depot Space Leased (Sq. Ft.)	A-1/A-2	3,807	3,807	3,807	3,807
I.C. Passenger Depot Space Vacant (Sq. Ft.)	B-1	0	0	0	0

NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES:

POSITION TITLE	ACTUAL FY 2012	AUTHORIZED BUDGET FY 2013	ESTIMATED ACTUAL FY 2013	BUDGET FY 2014	\$ AMOUNT BUDGET FY 2014
Building Maintenance Supervisor	1.00	1.00	1.00	1.00	\$55,248
Building Maintenance Technician	1.00	1.00	1.00	1.00	\$42,762
Building Maintenance Worker	1.00	1.00	1.00	1.00	\$38,858
Building Maintenance Helper	1.05	1.00	1.00	1.00	\$31,487
Building Custodian	0.77	1.00	1.00	1.00	\$26,455
TOTAL	4.82	5.00	5.00	5.00	\$194,810

Fund: RENTAL PROPERTIES

Division: MUNICIPAL RENTAL PROPERTIES

Department: PUBLIC WORKS

Division No.: 47300

EXPENDITURE CLASSIFICATION	AUTHORIZED		ESTIMATED	
	ACTUAL FY2012	BUDGET FY2013	ACTUAL FY2013	BUDGET FY2014
PERSONAL SERVICES				
100 Employee Salary and Wages	196,379	189,131	189,542	194,810
101 Accrued Sick Leave	3,094	0	0	0
102 Accrued Vacation Leave	(1,666)	0	0	0
103 Accrued Birthday Leave	(136)	0	0	0
110 Employee Overtime	396	1,175	1,168	2,395
130 Employee Health Ins. Benefits	27,657	33,862	28,531	25,649
131 Employee Retirement Benefits	31,644	38,245	39,121	42,111
140 Employee Work. Comp. Benefits	22,452	23,399	18,520	10,529
141 Employee Unemp. Comp. Benefits	1,664	0	0	0
150 Special Contractual Benefits	3,200	3,300	3,300	3,400
TOTAL PERSONAL SERVICES	284,684	289,112	280,182	278,894
DIRECT OPERATING CHARGES & SERVICES				
200 Professional & Consultant Fees	8,350	960	850	960
220 Communications-Telephone	2,195	2,016	1,829	1,512
221 Communications-Data	0	0	0	504
222 Communications-Postage	1	50	0	50
230 Utilities-Electric	48,527	50,581	42,176	30,415
231 Utilities-Gas	7,165	13,762	8,348	11,871
232 Utilities-Water and Sewer	6,441	7,982	5,638	6,402
240 Travel, Conferences and Training	1,199	2,308	1,601	2,308
250 Repairs & Maint.-Equip.	45	350	50	350
251 Repairs & Maint.-Bldg & Struc.	464,300	72,852	71,000	87,338
252 Repairs & Maint.-Other Improv.	5,635	10,700	5,500	10,700
260 Rental Charges	0	150	0	150
271 Other Outside Services	22,017	19,264	17,732	23,264
272 Office Supplies	324	410	350	410
273 Operating Supplies & Materials	5,182	6,050	5,000	6,050
275 Motor Fuels and Lubricants	4,212	5,081	4,500	5,064
280 Subscriptions and Memberships	189	325	250	325
281 Insurance and Bonds	38,670	42,968	42,968	16,411
282 Licenses and Taxes	48,270	49,235	50,450	50,500
299 Operating Equipment	8,731	5,100	5,050	0
TOTAL DIR. OPER. CHRGS. & SRVCS.	671,453	290,144	263,292	254,584

Fund: RENTAL PROPERTIES

Division: MUNICIPAL RENTAL PROPERTIES

Department: PUBLIC WORKS

Division No.: 47300

EXPENDITURE CLASSIFICATION	ACTUAL	AUTHORIZED	ESTIMATED	BUDGET
	FY2012	FY2013	FY2013	FY2014
SERVICES AND CHARGES TRANSFERRED IN				
310 Veh. & Equip.-Labor & Overhead	3,652	3,654	2,383	3,545
311 Vehicle & Equipment-Parts	1,810	2,500	1,200	2,160
316 Street Maintenance Services	2,668	1,734	1,500	1,811
341 Support Services	351	0	0	0
342 City Hall/Civic Center Serv.	4,061	5,804	4,100	6,042
351 Human Resources Services	0	517	413	638
352 Engineering Services	9,856	8,874	7,971	12,955
361 Forestry Services	3,026	3,914	3,669	4,584
TOTAL SRVCS. & CHRGS TRANS IN	25,424	26,997	21,236	31,735
CAPITAL OUTLAY				
503 Machinery and Equipment	0	0	0	19,500
TOTAL CAPITAL OUTLAY	0	0	0	19,500
EXPENDITURES TRANSFERRED OUT				
700 Serv.& Chrg. to Operating Divs.	(105,298)	(133,439)	(92,833)	(185,858)
TOTAL EXPENDITURES TRANS OUT	(105,298)	(133,439)	(92,833)	(185,858)
DEPRECIATION EXPENSE				
890 Depreciation on Fixed Assets	53,027	53,032	53,032	53,032
TOTAL DEPRECIATION EXPENSE	53,027	53,032	53,032	53,032
TOTAL EXPENDITURES	<u>929,290</u>	<u>525,846</u>	<u>524,909</u>	<u>451,887</u>