

Fund
RENTAL PROPERTIES

Department:
PUBLIC WORKS

Division:
MUNICIPAL RENTAL PROPERTIES

Division No.: **47300**

MISSION:

The mission of the Municipal Rental Properties (MRP) 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 (U-City), 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 2015, MRP Staff monitored electric and natural gas consumption in all City owned buildings. During FY 2015 overall utility usage was less than FY 2014 in City owned buildings.

In FY 2015, MRP Staff, through the Building Maintenance Division, installed Wi-Fi enabled thermostats in the Maintenance and Environmental Services (MES) Garage and the Old Depot Building to better control the energy usage and efficiency of the buildings Heating and Air Conditioning Systems.

In FY 2015, MRP Staff, along with the Equipment Maintenance Staff, installed a waste oil heater in the City's Equipment Maintenance Garage area which has nearly eliminated the need to use the natural gas fired heaters.

In FY 2016, the Building Maintenance Supervisor will continue to monitor and make adjustments to improve the energy efficiencies of all City buildings and facilities. Wherever possible, more energy efficient fixtures and controls will be installed so as to reduce the energy cost for those buildings.

In FY 2016, the MRP Division, via the Capital Improvement Program (CIP), will fund the construction of a new MRP Storage Building to be located on East College Street. The building will primarily be used by the fire and police departments as well as MPR.

PERFORMANCE MEASUREMENTS:

Performance Measurements	Division Goal/ Objective	Actual FY 2014	Authorized Budget FY 2015	Estimated Actual FY 2015	Budget FY 2016
U-City Space Leased (Sq. Ft.)	A-1, A-2	4,540	4,540	5,765	5,765
U-City Space Vacant (Sq. Ft.)	B-1	94,160	94,160	92,935	92,935
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 2014	AUTHORIZED BUDGET FY 2015	ESTIMATED ACTUAL FY 2015	BUDGET FY 2016	\$ AMOUNT BUDGET FY 2016
Building Maintenance Supervisor	1.00	1.00	1.00	1.00	\$56,355
Building Maintenance Technician	1.00	1.00	1.00	1.00	\$43,618
Building Maintenance Worker	1.00	1.00	1.00	1.00	\$39,630
Building Maintenance Helper	1.00	1.00	1.00	1.00	\$32,114
Building Custodian	1.00	1.00	1.00	1.00	\$29,691
TOTAL	5.00	5.00	5.00	5.00	\$201,408

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EXPENDITURE CLASSIFICATION	AUTHORIZED		ESTIMATED	
	ACTUAL FY2014	BUDGET FY2015	ACTUAL FY2015	BUDGET FY2016
PERSONAL SERVICES				
100 Employee Salary and Wages	195,654	201,408	202,255	201,408
101 Accrued Sick Leave	1,277	0	0	0
102 Accrued Vacation Leave	1,997	0	0	0
103 Accrued Birthday Leave	198	0	0	0
110 Employee Overtime	788	2,454	712	1,591
130 Employee Health Ins. Benefits	25,649	25,863	25,649	27,084
131 Employee Retirement Benefits	42,259	45,454	43,975	42,281
140 Employee Work. Comp. Benefits	10,528	10,548	10,182	9,959
141 Employee Unemp. Comp. Benefits	0	0	0	0
150 Special Contractual Benefits	4,125	3,400	3,300	3,400
TOTAL PERSONAL SERVICES	282,475	289,127	286,073	285,723
DIRECT OPERATING CHARGES & SERVICES				
200 Professional & Consultant Fees	900	960	900	960
220 Communications-Telephone	2,279	2,412	2,476	2,424
221 Communications-Data	0	540	546	552
222 Communications-Postage	5	50	5	10
230 Utilities-Electric	25,580	29,523	27,627	29,415
231 Utilities-Gas	8,560	13,713	10,819	10,991
232 Utilities-Water and Sewer	5,110	6,402	4,318	4,805
240 Travel, Conferences and Training	1,953	2,308	1,338	4,469
250 Repairs & Maint.-Equip.	34	350	330	350
251 Repairs & Maint.-Bldg & Struc.	37,961	45,194	35,140	33,300
252 Repairs & Maint.-Other Improv.	805	10,700	8,782	10,700
260 Rental Charges	125	1,625	0	0
271 Other Outside Services	24,003	52,995	36,391	30,085
272 Office Supplies	535	410	650	660
273 Operating Supplies & Materials	4,721	8,350	5,916	8,350
275 Motor Fuels and Lubricants	5,252	5,063	4,499	4,311
280 Subscriptions and Memberships	282	335	221	340
281 Insurance and Bonds	15,431	14,514	13,514	12,309
282 Licenses and Taxes	48,088	27,000	54,086	25,000
299 Operating Equipment	486	0	185	0
TOTAL DIR. OPER. CHRGS. & SRVCS.	182,110	222,444	207,743	179,031

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EXPENDITURE CLASSIFICATION	ACTUAL	AUTHORIZED	ESTIMATED	BUDGET
	FY2014	BUDGET FY2015	ACTUAL FY2015	BUDGET FY2016
SERVICES AND CHARGES TRANSFERRED IN				
310 Veh. & Equip.-Labor & Overhead	4,133	3,498	4,139	4,026
311 Vehicle & Equipment-Parts	5,311	3,000	3,000	3,000
316 Street Maintenance Services	358	1,894	700	2,452
332 Information Services	0	1,355	1,355	0
342 City Hall/Civic Center Serv.	3,792	5,917	4,461	5,742
351 Human Resources Services	394	732	500	770
352 Engineering Services	16,327	16,371	19,848	18,479
361 Forestry Services	4,034	4,588	4,338	4,788
TOTAL SRVCS. & CHRGS TRANS IN	34,349	37,355	38,341	39,257
CAPITAL OUTLAY				
501 Buildings and Structures	0	162,500	161,596	0
503 Machinery and Equipment	20,288	0	0	0
TOTAL CAPITAL OUTLAY	20,288	162,500	161,596	0
COMMUNITY INVESTMENT PROGRAM				
530 CIP Design Eng. - Eng. Div.Serv.	0	0	0	2,920
531 CIP Design Eng. - Contractual	0	0	0	10,000
540 CIP Resident Eng. - Eng.Div.Serv	0	0	0	2,920
541 CIP Resident Eng. - Contractual	0	0	0	3,000
565 CIP Construction - Contractual	0	0	0	200,000
580 CIP Contingency	0	0	0	20,000
TOTAL COMMUNITY INVESTMENT PROG.	0	0	0	238,840
EXPENDITURES TRANSFERRED OUT				
700 Serv.& Chrg. to Operating Divs.	(179,504)	(197,335)	(197,335)	(196,649)
TOTAL EXPENDITURES TRANS OUT	(179,504)	(197,335)	(197,335)	(196,649)
CONTINGENCIES				
801 Division Contingency	0	0	0	4,030
TOTAL CONTINGENCIES	0	0	0	4,030

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EXPENDITURE CLASSIFICATION	ACTUAL FY2014	AUTHORIZED BUDGET FY2015	ESTIMATED ACTUAL FY2015	BUDGET FY2016
DEPRECIATION EXPENSE				
890 Depreciation on Fixed Assets	<u>56,010</u>	<u>53,032</u>	<u>53,032</u>	<u>53,032</u>
TOTAL DEPRECIATION EXPENSE	56,010	53,032	53,032	53,032
TOTAL EXPENDITURES	<u>395,728</u>	<u>567,123</u>	<u>549,450</u>	<u>603,264</u>