

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 (MRP) 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 2016, MRP Staff monitored electric and natural gas consumption in all City-owned buildings. During FY 2016, overall utility usage was less than FY 2015 in City-owned buildings.

In FY2016, MRP Staff, through the Building Maintenance Division, monitored and adjusted the Wi-Fi enabled thermostats installed in various City Buildings and Facilities. Since installation of the thermostats, there has been a significant decrease in the utilities used to heat and cool several of these facilities.

In FY 2017, the Building Maintenance Supervisor will continue to monitor and make adjusts 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 2017, the MRP Division will move into their new office located on West Willow Street. This renovated building is smaller and more energy efficient than the current facility used by MRP staff.

PERFORMANCE MEASUREMENTS:

Performance Measurements	Division Goal/ Objective	Actual FY 2015	Authorized Budget FY 2016	Estimated Actual FY 2016	Budget FY 2017
U-City Space Leased (Sq. Ft.)	A-1, A-2	5,765	5,765	5,765	5,765
U-City Space Vacant (Sq. Ft.)	B-1	92,935	92,935	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 2015	AUTHORIZED BUDGET FY 2016	ESTIMATED ACTUAL FY 2016	BUDGET FY 2017	\$ AMOUNT BUDGET FY 2017
Building Maintenance Supervisor	1.00	1.00	1.00	1.00	\$58,406
Building Maintenance Technician	1.00	1.00	1.00	1.00	\$43,597
Building Maintenance Worker	1.00	1.00	1.00	1.00	\$41,059
Building Maintenance Helper	1.00	1.00	1.00	1.00	\$33,280
Building Custodian	1.00	1.00	1.00	1.00	\$30,784
TOTAL	5.00	5.00	5.00	5.00	\$207,126

Fund: RENTAL PROPERTIES

Division: MUNICIPAL RENTAL PROPERTIES

Department: PUBLIC WORKS

Division No.: 47300

EXPENDITURE CLASSIFICATION	AUTHORIZED		ESTIMATED	
	ACTUAL FY2015	BUDGET FY2016	ACTUAL FY2016	BUDGET FY2017
PERSONAL SERVICES				
100 Employee Salary and Wages	198,049	201,408	203,350	207,126
101 Accrued Sick Leave	4,049	0	0	0
102 Accrued Vacation Leave	(2,992)	0	0	0
103 Accrued Birthday Leave	(509)	0	0	0
110 Employee Overtime	793	1,591	1,295	1,287
130 Employee Health Ins. Benefits	25,755	27,084	27,099	29,132
131 Employee Retirement Benefits	42,655	42,281	41,865	42,223
140 Employee Work. Comp. Benefits	10,785	9,959	8,943	9,896
141 Employee Unemp. Comp. Benefits	0	0	0	0
150 Special Contractual Benefits	4,250	3,400	4,250	3,400
TOTAL PERSONAL SERVICES	282,835	285,723	286,802	293,064
DIRECT OPERATING CHARGES & SERVICES				
200 Professional & Consultant Fees	900	960	900	900
220 Communications-Telephone	2,395	2,424	2,426	2,004
221 Communications-Data	550	552	564	564
222 Communications-Postage	3	10	4	5
230 Utilities-Electric	26,899	29,415	28,311	28,431
231 Utilities-Gas	8,630	10,991	6,533	8,928
232 Utilities-Water and Sewer	4,543	4,805	5,040	4,272
240 Travel, Conferences and Training	1,338	4,469	2,351	3,257
250 Repairs & Maint.-Equip.	245	350	70	350
251 Repairs & Maint.-Bldg & Struc.	30,738	30,500	32,895	60,420
252 Repairs & Maint.-Other Improv.	9,167	10,700	3,828	9,500
260 Rental Charges	0	0	18	0
271 Other Outside Services	37,471	30,085	23,825	27,100
272 Office Supplies	772	660	448	560
273 Operating Supplies & Materials	5,846	8,350	5,410	7,520
275 Motor Fuels and Lubricants	4,272	4,311	2,970	3,852
280 Subscriptions and Memberships	221	340	260	275
281 Insurance and Bonds	13,514	12,309	12,194	12,811
282 Licenses and Taxes	54,086	25,000	24,214	28,500
299 Operating Equipment	185	2,800	2,800	0
TOTAL DIR. OPER. CHRGS. & SRVCS.	201,775	179,031	155,061	199,249

Fund: RENTAL PROPERTIES

Division: MUNICIPAL RENTAL PROPERTIES

Department: PUBLIC WORKS

Division No.: 47300

EXPENDITURE CLASSIFICATION	ACTUAL	AUTHORIZED	ESTIMATED	BUDGET
	FY2015	FY2016	FY2016	FY2017
SERVICES AND CHARGES TRANSFERRED IN				
310 Veh. & Equip.-Labor & Overhead	2,917	4,026	4,403	4,134
311 Vehicle & Equipment-Parts	1,742	3,000	3,327	3,000
316 Street Maintenance Services	0	2,452	472	2,363
332 Information Services	1,355	0	0	2,400
341 Support Services	61	0	0	0
342 City Hall/Civic Center Serv.	4,355	5,742	4,326	5,680
351 Human Resources Services	524	770	524	777
352 Engineering Services	19,835	18,479	19,026	21,002
361 Forestry Services	3,636	4,788	3,896	6,658
TOTAL SRVCS. & CHRGS TRANS IN	34,425	39,257	35,974	46,014
CAPITAL OUTLAY				
501 Buildings and Structures	161,597	0	0	0
TOTAL CAPITAL OUTLAY	161,597	0	0	0
COMMUNITY INVESTMENT PROGRAM				
530 CIP Design Eng. - Eng. Div.Serv.	0	2,920	0	0
531 CIP Design Eng. - Contractual	0	10,000	0	0
540 CIP Resident Eng. - Eng.Div.Serv	0	2,920	0	3,320
541 CIP Resident Eng. - Contractual	0	3,000	0	3,000
565 CIP Construction - Contractual	0	200,000	0	225,000
580 CIP Contingency	0	20,000	0	25,000
TOTAL COMMUNITY INVESTMENT PROG.	0	238,840	0	256,320
EXPENDITURES TRANSFERRED OUT				
700 Serv.& Chrg. to Operating Divs.	(215,517)	(196,649)	(196,649)	(265,745)
TOTAL EXPENDITURES TRANS OUT	(215,517)	(196,649)	(196,649)	(265,745)
CONTINGENCIES				
801 Division Contingency	0	4,030	0	0
TOTAL CONTINGENCIES	0	4,030	0	0

Fund: RENTAL PROPERTIES

Division: MUNICIPAL RENTAL PROPERTIES

Department: PUBLIC WORKS

Division No.: 47300

EXPENDITURE CLASSIFICATION	ACTUAL FY2015	AUTHORIZED BUDGET FY2016	ESTIMATED ACTUAL FY2016	BUDGET FY2017
DEPRECIATION EXPENSE				
890 Depreciation on Fixed Assets	<u>55,486</u>	<u>53,032</u>	<u>53,032</u>	<u>53,032</u>
TOTAL DEPRECIATION EXPENSE	55,486	53,032	53,032	53,032
TOTAL EXPENDITURES	<u>520,601</u>	<u>603,264</u>	<u>334,220</u>	<u>581,934</u>