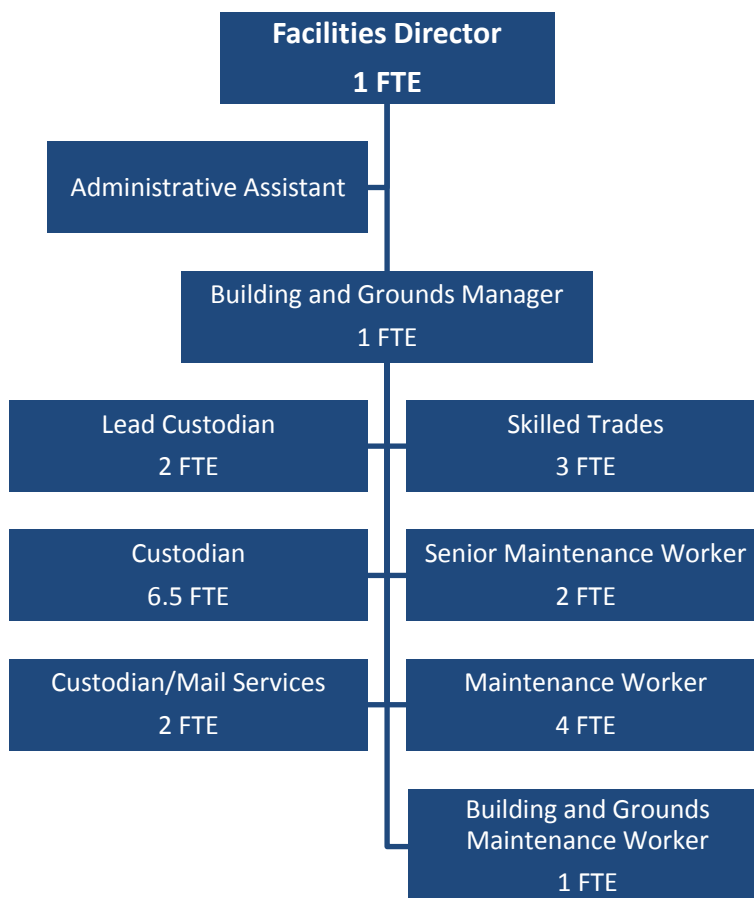


PHYSICAL PLANT

Fund 080-071



Physical Plant positions: 22.5

MISSION STATEMENT

The Physical Plant will strive to provide a safe, clean, and comfortable environment for County employees and visitors in all County buildings, and to maintain and upgrade the integrity of all primary and secondary building systems.

BUDGET HIGHLIGHTS

The FY2017 Physical Plant budget request represents a relatively flat budget from FY2016 with one exception; Juror's Parking - has been increased to accommodate an increase in trial weeks by the Court. The reason the remainder of the budget is flat has been made possible by a number of previously approved energy efficiency projects conducted in FY2014, FY2015, and FY2016 that have helped reduce our energy consumption; even when our utility companies have increased their costs.

Rental income forecast for FY2017 has increased due to new leases for RPC at Brookens and the Attorney General's Office at Brookens. The ILEAS lease, at the old Nursing Home, will increase slightly in FY2017 by using the Consumer Price Index increase for 2016.

Increases in the cost of fuel, oil, and petroleum related products will continue to drive some commodity pricing. However, recent forecasts for fuel costs in FY2017 are predicted to remain flat with a potential increase occurring next summer.

The Physical Plant does anticipate seeing slight increases by our utility suppliers and we will continue to look for new energy efficient projects and other ways to help the County use less electric, gas and water utilities. Continuing to upgrade systems to greener technologies (e.g., energy efficiency lighting and control systems), increased recycling of outdated bulbs, and increasing filter changes on air handling equipment will help to keep our utility expenses flat over the FY2017 budget cycle.

FINANCIAL

Fund 080 Dept 071			2015 Actual	2016 Original	2016 Projected	2017 Budget
341	39	MAINTENANCE/CUSTODIAL FEE FEES AND FINES	\$77,177 \$77,177	\$64,000 \$64,000	\$64,600 \$64,600	\$64,000 \$64,000
362	15	RENT	\$877,213	\$768,790	\$768,790	\$810,000
369	15	PARKING FEES	\$25,924	\$28,500	\$24,000	\$24,000
369	90	OTHER MISC. REVENUE MISCELLANEOUS	\$1,974 \$905,111	\$0 \$797,290	\$4,763 \$797,553	\$2,000 \$836,000
371	6	FROM PUB SAF SALES TAX FD INTERFUND REVENUE	\$441,586 \$441,586	\$353,110 \$353,110	\$353,110 \$353,110	\$388,356 \$388,356
REVENUE TOTALS			\$1,423,874	\$1,214,400	\$1,215,263	\$1,288,356
511	3	REG. FULL-TIME EMPLOYEES	\$721,839	\$752,065	\$762,326	\$780,807
511	4	REG. PART-TIME EMPLOYEES	\$34,713	\$36,133	\$37,072	\$38,958
511	5	TEMP. SALARIES & WAGES	\$10,576	\$42,413	\$42,413	\$42,413
511	9	OVERTIME	\$1,631	\$1,485	\$1,485	\$1,485
511	44	NO-BENEFIT PART-TIME EMPL PERSONNEL	\$23,606 \$792,365	\$26,810 \$858,906	\$27,415 \$870,711	\$28,454 \$892,117
522	1	STATIONERY & PRINTING	\$893	\$0	\$0	\$0
522	2	OFFICE SUPPLIES	\$193	\$380	\$100	\$380
522	14	CUSTODIAL SUPPLIES	\$37,596	\$41,833	\$40,000	\$41,833
522	15	GASOLINE & OIL	\$7,774	\$14,500	\$14,500	\$14,500
522	16	TOOLS	\$7,646	\$7,600	\$7,600	\$7,600
522	17	GROUNDS SUPPLIES	\$4,285	\$8,346	\$8,200	\$8,346
522	19	UNIFORMS	\$3,044	\$4,616	\$4,616	\$8,400
522	22	MAINTENANCE SUPPLIES	\$6,067	\$11,960	\$11,960	\$11,960
522	44	EQUIPMENT LESS THAN \$5000	\$10,608	\$5,981	\$10,500	\$10,500
522	93	OPERATIONAL SUPPLIES COMMODITIES	\$12,299 \$90,405	\$18,800 \$114,016	\$17,000 \$114,476	\$18,800 \$122,319
533	7	PROFESSIONAL SERVICES	\$0	\$5,000	\$5,000	\$2,000
533	12	JOB-REQUIRED TRAVEL EXP	\$3,492	\$5,500	\$3,500	\$3,500
533	30	GAS SERVICE	\$283,196	\$386,011	\$370,000	\$386,011

Fund 080 Dept 071			2015	2016	2016	2017
			Actual	Original	Projected	Budget
533	31	ELECTRIC SERVICE	\$832,886	\$830,000	\$820,000	\$830,000
533	32	WATER SERVICE	\$80,460	\$90,315	\$85,000	\$90,315
533	33	TELEPHONE SERVICE	\$11,856	\$12,000	\$12,000	\$12,000
533	34	PEST CONTROL SERVICE	\$11,041	\$11,315	\$11,300	\$11,315
533	36	WASTE DISPOSAL & RECYCLNG	\$38,023	\$41,160	\$40,000	\$41,160
533	38	STORMWATER UTILITY FEE	\$32,723	\$43,668	\$40,000	\$40,000
533	40	AUTOMOBILE MAINTENANCE	\$9,556	\$2,138	\$2,500	\$2,138
533	42	EQUIPMENT MAINTENANCE	\$9,739	\$9,860	\$9,860	\$9,860
533	44	MAIN ST JAIL REPAIR-MAINT	\$31,765	\$47,650	\$47,650	\$47,650
533	46	1905 E MAIN REPAIR-MAINT	\$12,858	\$15,407	\$15,407	\$15,407
533	47	JUV DET CTR REPAIR-MAINT	\$8,560	\$11,479	\$11,479	\$11,479
533	51	EQUIPMENT RENTALS	\$5,065	\$5,546	\$4,500	\$5,546
533	58	EMPLOYEE PARKING	\$15,410	\$16,560	\$16,560	\$16,560
533	61	1701 E MAIN REPAIR-MAINT	\$36,801	\$38,888	\$38,888	\$38,888
533	67	202 BARTELL BDG RPR-MAINT	\$2,312	\$4,000	\$4,000	\$4,000
533	70	LEGAL NOTICES,ADVERTISING	\$162	\$600	\$300	\$600
533	74	JURORS' PARKING	\$45,150	\$36,472	\$45,000	\$45,000
533	85	PHOTOCOPY SERVICES	\$99	\$130	\$60	\$130
533	93	DUES AND LICENSES	\$150	\$468	\$150	\$468
534	25	COURT FACILITY REPR-MAINT	\$90,645	\$54,075	\$54,075	\$54,075
534	27	ANIM SERV FACIL RPR-MAINT	\$549	\$5,091	\$5,091	\$5,091
534	37	FINANCE CHARGES,BANK FEES	\$8	\$0	\$0	\$0
534	46	SEWER SERVICE & TAX	\$44,153	\$49,045	\$47,000	\$49,045
534	58	LANDSCAPING SERVICE/MAINT	\$1,675	\$3,428	\$3,500	\$3,428
534	67	1701 OUTBLDGS REPAIR-MNT	\$2,166	\$2,881	\$2,881	\$2,881
534	70	BROOKNS BLDG REPAIR-MAINT	\$35,074	\$40,909	\$40,909	\$40,909
534	72	SATELLITE JAIL REPAIR-MNT	\$80,672	\$45,000	\$45,000	\$45,000
534	76	PARKING LOT/SIDEWLK MAINT SERVICES	\$30,614	\$24,383	\$24,383	\$24,383
			\$1,756,860	\$1,838,979	\$1,805,993	\$1,838,839
571	14	TO CAPITAL IMPRV FUND 105	\$532,261	\$532,261	\$532,261	\$532,261
		INTERFUND EXPENDITURE	\$532,261	\$532,261	\$532,261	\$532,261
581	5	INTGOVTL LOAN PRINC PMTS	\$52,500	\$24,062	\$19,688	\$0
581	6	DEBT CERTFCATE PRINC PMTS	\$125,000	\$130,000	\$130,000	\$135,000
582	6	INTEREST ON DEBT CERTIFCT	\$65,815	\$62,590	\$62,590	\$57,390
		DEBT	\$243,315	\$216,652	\$212,278	\$192,390
		EXPENDITURE TOTALS	\$3,415,206	\$3,560,814	\$3,535,719	\$3,577,926

EXPENSE PER CAPITA (IN ACTUAL DOLLARS)

FY2012	FY2013	FY2014	FY2015	FY2016
\$15.17	\$14.95	\$18.83	\$18.39	\$17.80

FULL TIME EMPLOYEE HISTORY

FY2012	FY2013	FY2014	FY2015	FY2016
23.5	22.5	22.5	22.5	22.5

ALIGNMENT to STRATEGIC PLAN

County Board Goal 2 – Champaign County maintains high quality public facilities and highways and provides a safe rural transportation system and infrastructure

- Reduce overall operating cost of each County owned building by retrofitting existing equipment and systems with the most cost-efficient, sustainable, and/or organic solutions
- Improve maintenance and repair documentation to assist in predicting system failures and the need for capital improvements expenses
- Document and plan for impact of service expansion demands on county offices, based on county demographics, in terms of providing appropriate and adequate space
- Utilize the Facility Asset Analysis to document and budget for Capital Improvements to repair/replace various components of County-owned facilities.
- Provide a safe and comfortable physical environment in all County-owned facilities for the benefit of county employees, as well as the public

DESCRIPTION - CUSTODIAL SERVICES

The Custodian Division's primary responsibility is to provide a safe, clean, and comfortable environment for County employees and visitors in the County's buildings. The custodians also provide once daily courier mail services between the County's two main buildings, the Courthouse and Brookens Administrative Center. The Custodian Division consists of two Lead Custodians, five full-time Custodians, two of which perform the daily out-going mail services, and seven part-time Custodians.

OBJECTIVES

1. To provide custodial services to County buildings
2. To provide a clean and healthy environment for all County employees and the public.
3. To provide mail services for County daily mail operations.

PERFORMANCE INDICATORS

Indicator	FY2015 Actual	FY2016 Projected	FY2017 Budgeted
Total Square Feet cleaned on daily basis	486,227	486,227	486,227
Pieces of mail processed	315,000	325,000	340,000

DESCRIPTION – GROUNDS MAINTENANCE

The Grounds Maintenance Division consists of two Maintenance Workers and the temporary use of seasonal helpers. The Grounds Division maintains over fifty acres and their duties include: mowing; edging; trimming trees; landscape maintenance; and clearing snow fall from all County parking lots and sidewalks. When seasonal work slows, and as time and budget allows, the Grounds Division assists with special projects and building maintenance, such as interior painting, carpet replacement and other general maintenance repairs.

OBJECTIVES

1. To maintain both routine and extensive grounds-keeping activities for existing and new facilities
2. To provide snow removal from parking lots and sidewalks.

PERFORMANCE INDICATORS

Indicator	FY2015 Actual	FY201 Projected	FY2017 Budgeted
Number of parking lots cleared within 6 hours of major snow events	8	8	8
Number of parking lots cleared within 24 hours of major snow events	22	22	22
Number of hours to clear all sidewalks after major snow events	12	12	12
Number of major snow events	12	8	3
Square footage of painting completed	25,000	25,000	25,000
Square footage of carpet replacement completed	2,000	1,600	1,600

DESCRIPTION - BUILDING MAINTENANCE

The Building Maintenance Division consists of the Facility Director, one Building and Grounds Manager, three Skilled Trades, two Senior Maintenance, and four Maintenance positions. The Building and Grounds Manager and the nine Maintenance Workers are required to perform all building maintenance on 791,075 square feet of County Buildings. The Maintenance Division performs major and minor remodeling projects of County buildings and utility systems. The Maintenance Division also assists the Grounds Division during severe weather conditions with snow removal and as other needs arise.

OBJECTIVES

1. To maintain and/or properly repair mechanical equipment in all County buildings
2. Determine costs associated with, and oversee, remodeling and renovation of building structures
3. To perform major and minor remodeling projects
4. To maintain files for all leases for County property and maintenance service contracts

PERFORMANCE INDICATORS

Indicator	FY2015 Actual	FY2016 Projected	FY2017 Budgeted
Total square footage of buildings maintained	791,075	791,075	791,075
Number of helpdesk tickets submitted	350	400	425
Number of helpdesk tickets completed	350	400	425
Number of leases maintained	12	11	10
Number of special projects initiated	8	8	8
Number of special projects completed	4	8	8
Total budget for repair and maintenance line items	\$265,680	\$305,189	\$305,189
Total budget for facilities upgrade/replacement	0	0	0

DEBT SERVICE

The debt service for the 2010A General Corporate Fund Installment Purchase Debt Certificates, which were issued for the construction of the Coroner's Office/County Clerk Elections Storage/Physical Plant

Operations building at 202 Art Bartell Drive, is paid out of the Physical Plant budget. The debt service schedule for these bonds is shown below.

Bond Issue 2010A – 202 Art Bartell Construction Bonds

Maturity Date	Principal	Interest Rate	Original Yield to Maturity
1/1/2018	\$135,000	4.00%	3.52%
1/1/2019	\$140,000	4.00%	3.81%
1/1/2021	\$300,000	4.30%	4.34%
1/1/2023	\$330,000	4.50%	4.60%
1/1/2025	\$360,000	4.90%	4.98%
Total	\$1,265,000		

Debt Service Payments

Fiscal Year	Principal	Interest	Total
FY 2017	\$135,000	\$56,390	\$191,390
FY 2018	\$140,000	\$50,990	\$190,990
FY 2019	\$145,000	\$45,390	\$190,390
FY 2020	\$155,000	\$39,155	\$194,155
FY 2021	\$160,000	\$32,490	\$192,490
FY 2022	\$170,000	\$25,290	\$195,290
FY 2023	\$175,000	\$17,640	\$192,640
FY 2024	\$185,000	\$9,065	\$194,065
TOTAL	\$1,265,000	\$276,410	\$1,541,410