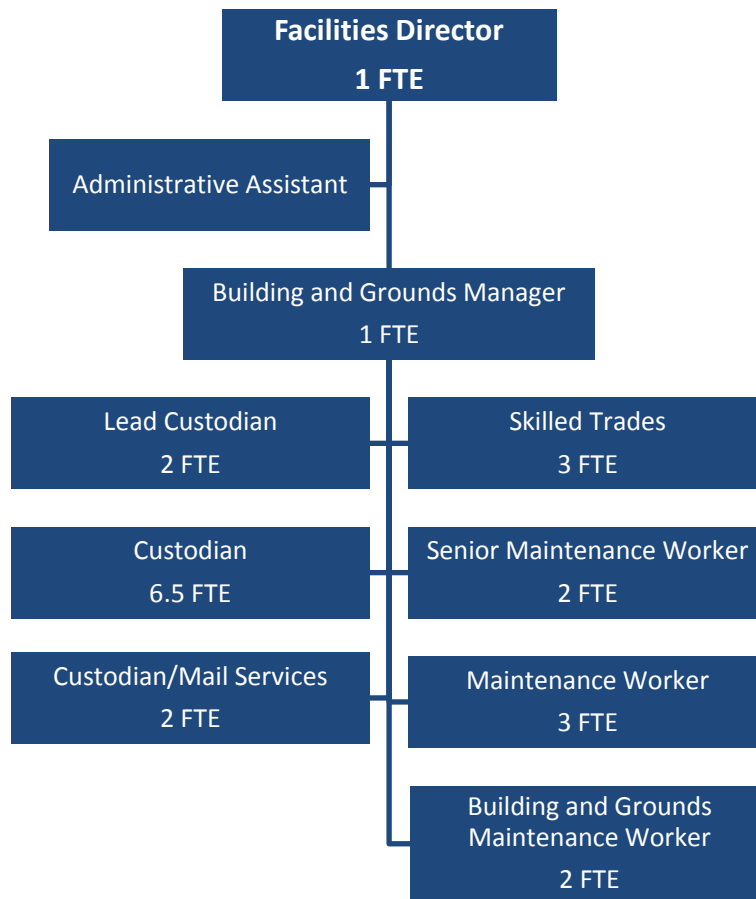


PHYSICAL PLANT
Fund 080-071



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 FY2019 Physical Plant operations budget represents a flat or 0% increase in non-personnel expenses from FY2018. Reminder, we are able to reduce our FY2018 budget from FY2017 by \$86,000. We accomplished this budget reduction via previously approved and completed energy efficiency projects conducted in fiscal years 2014 through 2018, which have reduced our energy consumption; even when our utility companies have increased their costs. The FY2019, transfer to the Capital Asset Replacement Fund increases to \$1.12 million to provide funding for projects scheduled in the County Facilities 10-Year Capital Plan.

Rental income for FY2019 is up approximately \$104,000 from FY2018. This is primarily due to contractual rate increases for County rental property and/or CPI increases for FY2019. Reminder, in FY2016 our actual rental income took a \$100,000 loss due to the closure of the old Nursing Home/Poor Farm building. This closure was a result of significantly increased levels of mold within the old structure. ILEAS used this

approximately 60,000 sq. ft. of this old building as their training site location. ILEAS has moved their training site to the remainder of their rental space.

Maintenance/Custodial revenue for FY2019 indicates a \$100,000.00 plus increase for FY2019. This amount represents a one-time future payment of outstanding Nursing Home billings for service provided in prior fiscal years - \$100,109.00.

The Physical Plant anticipates utility rates to stay relatively the same over the next two years. In August and September of FY2017 we signed new utility agreements with Constellation Energy, providing the County with a significant electric and gas cost reduction. We shall 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upgrade systems to greener technologies (e.g., energy efficiency lighting and control systems), increased recycling of outdated bulbs, and increasing filter changes on air handling equipment will help to keep our utility expenses flat over the FY2019 budget cycle.

FINANCIAL

Fund 080 Dept 071			2017	2018	2018	2019
			Actual	Original	Projected	Budget
335	60	STATE REIMBURSEMENT	\$3,141	\$0	\$0	\$0
		FEDERAL, STATE & LOCAL SHARED REVENUE	\$3,141	\$0	\$0	\$0
341	39	MAINTENANCE/CUSTODIAL FEE	\$51,556	\$70,000	\$38,000	\$139,109
		FEES AND FINES	\$51,556	\$70,000	\$38,000	\$139,109
362	15	RENT	\$696,836	\$712,086	\$695,118	\$799,431
362	16	TENANT REIMB BLDG IMPRVMT	\$9,309	\$0	\$0	\$0
369	15	PARKING FEES	\$25,890	\$26,000	\$24,000	\$26,000
369	90	OTHER MISC. REVENUE	\$1,918	\$2,000	\$1,500	\$1,500
		MISCELLANEOUS	\$733,953	\$740,086	\$720,618	\$826,931
371	6	FROM PUB SAF SALES TAX FD	\$388,356	\$800,000	\$800,000	\$800,000
		INTERFUND REVENUE	\$388,356	\$800,000	\$800,000	\$800,000
REVENUE TOTALS			\$1,177,006	\$1,610,086	\$1,558,618	\$1,766,040
511	3	REG. FULL-TIME EMPLOYEES	\$761,841	\$787,997	\$787,997	\$822,650
511	4	REG. PART-TIME EMPLOYEES	\$35,951	\$40,371	\$40,371	\$13,458
511	5	TEMP. SALARIES & WAGES	\$4,972	\$42,413	\$42,413	\$42,413
511	9	OVERTIME	\$4	\$1,485	\$1,485	\$1,485
511	44	NO-BENEFIT PART-TIME EMPL	\$25,920	\$29,274	\$29,274	\$29,274
		PERSONNEL	\$828,688	\$901,540	\$901,540	\$909,280
522	1	STATIONERY & PRINTING	\$25	\$0	\$0	\$0
522	2	OFFICE SUPPLIES	\$147	\$380	\$380	\$380
522	3	BOOKS,PERIODICALS & MAN.	\$539	\$539	\$539	\$539
522	6	POSTAGE, UPS, FED EXPRESS	\$13	\$0	\$0	\$0
522	14	CUSTODIAL SUPPLIES	\$38,352	\$41,833	\$41,833	\$41,833
522	15	GASOLINE & OIL	\$5,280	\$12,500	\$12,500	\$12,500

Fund 080 Dept 071			2017	2018	2018	2019
			Actual	Original	Projected	Budget
522	16	TOOLS	\$5,275	\$7,600	\$7,600	\$7,600
522	17	GROUNDS SUPPLIES	\$3,923	\$8,000	\$8,000	\$8,000
522	19	UNIFORMS	\$5,495	\$8,400	\$8,400	\$8,400
522	22	MAINTENANCE SUPPLIES	\$16,335	\$11,421	\$11,421	\$11,421
522	44	EQUIPMENT LESS THAN \$5000	\$7,000	\$10,500	\$10,500	\$10,500
522	45	VEH EQUIP LESS THAN \$5000	\$475	\$0	\$0	\$0
522	93	OPERATIONAL SUPPLIES	\$16,587	\$18,000	\$18,000	\$18,000
		COMMODITIES	\$99,446	\$119,173	\$119,173	\$119,173
533	4	ENGINEERING SERVICES	\$8,166	\$5,500	\$5,500	\$5,500
533	7	PROFESSIONAL SERVICES	\$2,496	\$2,000	\$2,000	\$2,000
533	12	JOB-REQUIRED TRAVEL EXP	\$3,513	\$2,500	\$2,500	\$2,500
533	30	GAS SERVICE	\$272,566	\$350,000	\$350,000	\$350,000
533	31	ELECTRIC SERVICE	\$825,701	\$780,000	\$780,000	\$780,000
533	32	WATER SERVICE	\$76,774	\$83,500	\$83,500	\$83,500
533	33	TELEPHONE SERVICE	\$12,123	\$12,000	\$12,000	\$12,000
533	34	PEST CONTROL SERVICE	\$11,131	\$11,315	\$11,315	\$11,315
533	36	WASTE DISPOSAL & RECYCLNG	\$43,315	\$41,160	\$41,160	\$41,160
533	38	STORMWATER UTILITY FEE	\$34,710	\$40,000	\$40,000	\$40,000
533	40	AUTOMOBILE MAINTENANCE	\$3,185	\$2,138	\$2,138	\$2,138
533	42	EQUIPMENT MAINTENANCE	\$14,059	\$9,860	\$9,860	\$9,860
533	44	MAIN ST JAIL REPAIR-MAINT	\$49,803	\$47,550	\$47,550	\$47,550
533	46	1905 E MAIN REPAIR-MAINT	\$12,949	\$15,357	\$15,357	\$15,357
533	47	JUV DET CTR REPAIR-MAINT	\$19,000	\$20,000	\$20,000	\$20,000
533	51	EQUIPMENT RENTALS	\$6,511	\$5,000	\$5,000	\$5,000
533	58	EMPLOYEE PARKING	\$17,280	\$18,091	\$18,091	\$18,091
533	61	1701 E MAIN REPAIR-MAINT	\$41,734	\$38,788	\$38,788	\$38,788
533	67	202 BARTELL BDG RPR-MAINT	\$2,826	\$2,673	\$2,673	\$2,673
533	70	LEGAL NOTICES,ADVERTISING	\$0	\$600	\$600	\$600
533	74	JURORS' PARKING	\$41,305	\$45,000	\$45,000	\$45,000
533	85	PHOTOCOPY SERVICES	\$36	\$100	\$100	\$100
533	86	NURS HOME BLDG REPAIR/MNT	\$5,382	\$0	\$0	\$0
533	93	DUES AND LICENSES	\$0	\$468	\$468	\$468
534	25	COURT FACILITY REPR-MAINT	\$46,890	\$53,775	\$53,775	\$53,775
534	27	ANIM SERV FACIL RPR-MAINT	\$4,031	\$5,091	\$5,091	\$5,091
534	37	FINANCE CHARGES,BANK FEES	\$689	\$0	\$0	\$0
534	46	SEWER SERVICE & TAX	\$38,375	\$49,045	\$49,045	\$49,045
534	58	LANDSCAPING SERVICE/MAINT	\$5,905	\$3,428	\$3,428	\$3,428
534	67	1701 OUTBLDGS REPAIR-MNT	\$602	\$2,881	\$2,881	\$2,881
534	70	BROOKNS BLDG REPAIR-MAINT	\$47,287	\$40,909	\$40,909	\$40,909
534	72	SATELLITE JAIL REPAIR-MNT	\$57,601	\$42,404	\$42,404	\$42,404
534	76	PARKING LOT/SIDEWLK MAINT	\$0	\$24,383	\$24,383	\$24,383
		SERVICES	\$1,705,945	\$1,755,516	\$1,755,516	\$1,755,516
544	33	OFFICE EQUIPMENT & FURNIS	\$6,430	\$0	\$0	\$0
		CAPITAL	\$6,430	\$0	\$0	\$0
571	14	TO CAPITAL IMPRV FUND 105	\$532,261	\$462,261	\$462,261	\$1,120,000
		INTERFUND EXPENDITURE	\$532,261	\$462,261	\$462,261	\$1,120,000

Fund 080 Dept 071			2017	2018	2018	2019
			Actual	Original	Projected	Budget
581	6	DEBT CERTFCATE PRINC PMTS	\$135,000	\$140,000	\$140,000	\$145,000
582	6	INTEREST ON DEBT CERTIFCT	\$56,390	\$50,990	\$50,990	\$45,390
		DEBT	\$191,390	\$190,990	\$190,990	\$190,390
EXPENDITURE TOTALS			\$3,364,160	\$3,429,480	\$3,429,480	\$4,094,359

EXPENSE PER CAPITA and FULL TIME EMPLOYEE HISTORY information is included in the General Corporate Fund Budget Summary.

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	FY2017 Actual	FY2018 Projected	FY2019 Budgeted
Total Square Feet cleaned on daily basis	486,227	486,227	486,227
Pieces of mail processed	325,000	355,000	360,000

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	FY2017 Actual	FY2018 Projected	FY2019 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	5	9	8
Square footage of painting completed	25,000	50,000	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	FY2017 Actual	FY2018 Projected	FY2019 Budgeted
Total square footage of buildings maintained	791,075	791,075	791,075
Number of helpdesk tickets submitted	400	425	460
Number of helpdesk/work tickets completed	1550	1,650	1,800
Number of preventive maintenance work orders	961	1,004	1,100

Number of leases maintained	14	14	14
Number of special projects initiated	12	12	12
Number of special projects completed	11	12	0
Total budget for repair and maintenance line items	\$292,431	\$297,239	\$297,239
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
1/1/2021	\$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	\$990,000		

Debt Service Payments

Fiscal Year	Principal	Interest	Total
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	\$990,000	\$169,030	\$1,159,030