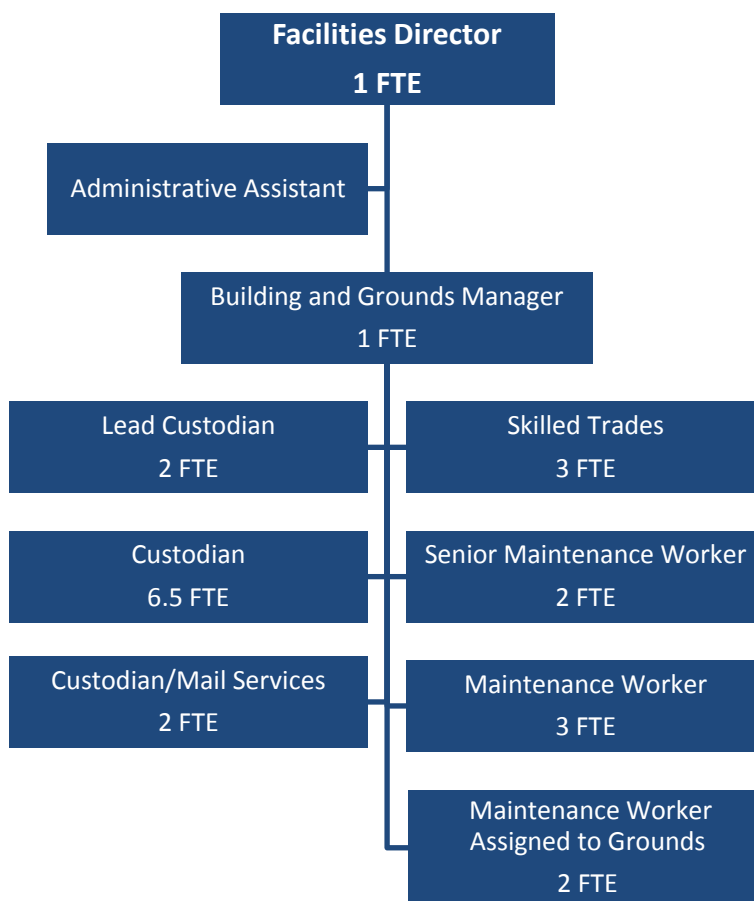


# PHYSICAL PLANT

## 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 FY2020 Physical Plant operations budget represents a flat or 0% increase in non-personnel expenses from FY2019. Reminder, the Physical Plant was able to reduce their FY2018 budget from FY2017 by \$86,000. This budget reduction was accomplished via previously approved and completed energy efficiency projects conducted in fiscal years 2014 through 2019, which has reduced the overall energy consumption of the County. The FY2020, transfer to the Capital Asset Replacement Fund increases to \$2.2 million to provide funding for projects scheduled in the County Facilities 10-Year Capital Plan.

Rental income for FY2020 is relatively flat from FY2019.

The Physical Plant anticipates utility rates to staying 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upgrade systems to greener technologies (e.g., energy efficiency lighting and control systems), increased recycling of outdated bulbs, and increasing filter changes on air handling equipment will help to keep our utility expenses flat over the FY2020 budget cycle.

The County has an opportunity to refund the 2010A Issue ninety days prior to the call date of 1/1/2020 and it is probable there is sufficient Net Present Value Savings to warrant the refunding in the last quarter of FY2019.

## **FINANCIAL**

<b>Fund 080 Dept 071</b>			<b>2018 Actual</b>	<b>2019 Original</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
341	39	MAINTENANCE/CUSTODIAL FEE FEES AND FINES	\$33,308 \$33,308	\$139,109 \$139,109	\$29,565 \$29,565	\$34,000 \$34,000
362	15	RENT	\$666,306	\$799,431	\$749,394	\$785,657
369	15	PARKING FEES	\$23,422	\$26,000	\$29,000	\$35,000
369	90	OTHER MISC. REVENUE MISCELLANEOUS	\$670 \$690,398	\$1,500 \$826,931	\$4,000 \$782,394	\$4,000 \$824,657
371	6	FROM PUB SAF SALES TAX FD INTERFUND REVENUE	\$801,956 \$801,956	\$800,000 \$800,000	\$800,000 \$800,000	\$830,000 \$830,000
<b>REVENUE TOTALS</b>			<b>\$1,525,662</b>	<b>\$1,766,040</b>	<b>\$1,611,959</b>	<b>\$1,688,657</b>
511	3	REG. FULL-TIME EMPLOYEES	\$824,831	\$822,650	\$822,650	\$891,378
511	4	REG. PART-TIME EMPLOYEES	\$13,460	\$13,458	\$13,458	\$14,421
511	5	TEMP. SALARIES & WAGES	\$12,205	\$42,413	\$42,413	\$42,413
511	9	OVERTIME	\$195	\$1,485	\$1,485	\$1,485
511	44	NO-BENEFIT PART-TIME EMPL PERSONNEL	\$25,218 \$875,909	\$29,274 \$909,280	\$29,274 \$909,280	\$31,357 \$981,054
522	2	OFFICE SUPPLIES	\$37	\$380	\$380	\$380
522	3	BOOKS,PERIODICALS & MAN.	\$0	\$539	\$539	\$539
522	14	CUSTODIAL SUPPLIES	\$48,903	\$41,833	\$41,833	\$41,833
522	15	GASOLINE & OIL	\$6,620	\$12,500	\$12,500	\$12,500
522	16	TOOLS	\$8,226	\$7,600	\$7,600	\$7,600
522	17	GROUNDS SUPPLIES	\$9,596	\$8,000	\$8,000	\$8,000
522	19	UNIFORMS	\$1,086	\$8,400	\$8,400	\$8,400
522	22	MAINTENANCE SUPPLIES	\$21,376	\$11,421	\$11,421	\$11,421
522	44	EQUIPMENT LESS THAN \$5000	\$8,361	\$10,500	\$10,500	\$10,500
522	93	OPERATIONAL SUPPLIES COMMODITIES	\$19,112 \$123,317	\$18,000 \$119,173	\$18,000 \$119,173	\$18,000 \$119,173
533	4	ENGINEERING SERVICES	\$0	\$5,500	\$0	\$5,500
533	7	PROFESSIONAL SERVICES	\$1,035	\$2,000	\$2,000	\$2,000
533	12	JOB-REQUIRED TRAVEL EXP	\$3,191	\$2,500	\$2,500	\$2,500
533	30	GAS SERVICE	\$305,432	\$350,000	\$350,000	\$350,000

Fund 080 Dept 071			2018	2019	2019	2020
			Actual	Original	Projected	Budget
533	31	ELECTRIC SERVICE	\$763,355	\$780,000	\$780,000	\$780,000
533	32	WATER SERVICE	\$70,779	\$83,500	\$83,500	\$83,500
533	33	TELEPHONE SERVICE	\$12,490	\$12,000	\$12,000	\$12,000
533	34	PEST CONTROL SERVICE	\$10,647	\$11,315	\$11,315	\$11,315
533	35	TOWEL & UNIFORM SERVICE	\$3,925	\$0	\$0	\$0
533	36	WASTE DISPOSAL & RECYCLNG	\$49,268	\$41,160	\$41,160	\$41,160
533	38	STORMWATER UTILITY FEE	\$35,438	\$40,000	\$40,000	\$40,000
533	40	AUTOMOBILE MAINTENANCE	\$2,709	\$2,138	\$2,138	\$2,138
533	42	EQUIPMENT MAINTENANCE	\$8,292	\$9,860	\$9,860	\$9,860
533	44	MAIN ST JAIL REPAIR-MAINT	\$47,173	\$47,550	\$47,550	\$47,550
533	46	1905 E MAIN REPAIR-MAINT	\$18,836	\$15,357	\$15,357	\$15,357
533	47	JUV DET CTR REPAIR-MAINT	\$17,434	\$20,000	\$20,000	\$20,000
533	51	EQUIPMENT RENTALS	\$8,933	\$5,000	\$5,000	\$5,000
533	52	OTHER SERVICE BY CONTRACT	\$385	\$0	\$0	\$0
533	58	EMPLOYEE PARKING	\$17,280	\$18,091	\$18,091	\$18,091
533	61	1701 E MAIN REPAIR-MAINT	\$29,812	\$38,788	\$38,788	\$38,788
533	67	202 BARTELL BDG RPR-MAINT	\$3,517	\$2,673	\$2,673	\$2,673
533	70	LEGAL NOTICES,ADVERTISING	\$0	\$600	\$600	\$600
533	74	JURORS' PARKING	\$32,865	\$45,000	\$45,000	\$45,000
533	85	PHOTOCOPY SERVICES	\$92	\$100	\$100	\$100
533	93	DUES AND LICENSES	\$332	\$468	\$468	\$468
533	95	CONFERENCES & TRAINING	\$4,719	\$0	\$0	\$0
534	25	COURT FACILITY REPR-MAINT	\$76,286	\$53,775	\$53,775	\$53,775
534	27	ANIM SERV FACIL RPR-MAINT	\$82	\$5,091	\$5,091	\$5,091
534	37	FINANCE CHARGES,BANK FEES	\$167	\$0	\$415	\$415
534	46	SEWER SERVICE & TAX	\$35,281	\$49,045	\$49,045	\$49,045
534	58	LANDSCAPING SERVICE/MAINT	\$2,067	\$3,428	\$3,428	\$3,428
534	67	1701 OUTBLDGS REPAIR-MNT	\$1,501	\$2,881	\$2,881	\$2,881
534	70	BROOKNS BLDG REPAIR-MAINT	\$37,620	\$40,909	\$40,909	\$40,909
534	72	SATELLITE JAIL REPAIR-MNT	\$52,717	\$42,404	\$42,404	\$42,404
534	76	PARKING LOT/SIDEWLK MAINT	\$94	\$24,383	\$24,383	\$24,383
		SERVICES	\$1,653,754	\$1,755,516	\$1,750,431	\$1,755,931
571	14	TO CAPITAL IMPRV FUND 105	\$462,261	\$1,120,000	\$1,120,000	\$2,050,000
		INTERFUND EXPENDITURE	\$462,261	\$1,120,000	\$1,120,000	\$2,050,000
581	6	DEBT CERTFCATE PRINC PMTS	\$140,000	\$145,000	\$145,000	\$155,000
582	6	INTEREST ON DEBT CERTIFCT	\$50,990	\$45,390	\$45,390	\$39,155
		DEBT	\$190,990	\$190,390	\$190,390	\$194,155
<b>EXPENDITURE TOTALS</b>			<b>\$3,306,231</b>	<b>\$4,094,359</b>	<b>\$4,089,274</b>	<b>\$5,100,313</b>

### ***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, eight full-time Custodians, two of which perform the daily out-going mail services, and three 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***

<b>Indicator</b>	<b>FY2018 Actual</b>	<b>FY2019 Projected</b>	<b>FY2020 Budgeted</b>
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 forty-four 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***

<b>Indicator</b>	<b>FY2018 Actual</b>	<b>FY2019 Projected</b>	<b>FY2020 Budgeted</b>
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	15	15
Number of major snow events	10	8	10
Square footage of painting completed	50,000	25,000	25,000
Square footage of carpet replacement completed	1,600	1,500	1,500

### ***DESCRIPTION - BUILDING MAINTENANCE***

The Building Maintenance Division consists of the Facility Director, one Building and Grounds Manager, three Skilled Trades, two Senior Maintenance, and five Maintenance positions. The Building and Grounds Manager and the ten Maintenance Workers are required to perform all building maintenance and repairs on the 657,853 square feet of County Buildings and 44 acres of property. The Maintenance Division performs major and minor remodeling projects of County buildings and HVAC systems. During severe winter weather, the Maintenance Division removes snow and ice from Art Bartell Road, all County parking lots and sidewalks. Special snow and ice removal attention is provided to the County's 8 24-hour buildings, during winter conditions to ensure the safety of County workers and the public.

### ***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***

<b>Indicator</b>	<b>FY2018 Actual</b>	<b>FY2019 Projected</b>	<b>FY2020 Budgeted</b>
Total square footage of buildings maintained	791,075	657,853	657,853
Number of helpdesk tickets submitted	425	470	500
Number of helpdesk/work tickets completed	1650	1550	1,800
Number of preventive maintenance work orders	1,004	1,100	1,200
Number of leases maintained	11	10	10
Number of special projects initiated	24	34	30
Number of special projects completed	23	29	30
Total budget for repair and maintenance line items	\$281,133	\$295,239	\$295,239
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.

The County has an opportunity to refund the 2010A Issue ninety days prior to the call date of 1/1/2020 and it is probable there is sufficient Net Present Value Savings to warrant the refunding.

**Bond Issue 2010A – 202 Art Bartell Construction Bonds**

<b>Maturity Date</b>	<b>Principal</b>	<b>Interest Rate</b>	<b>Original Yield to Maturity</b>
1/1/2021	\$155,000	4.30%	4.34%
1/1/2023	\$330,000	4.50%	4.60%
1/1/2025	\$360,000	4.90%	4.98%
<b>Total</b>	<b>\$845,000</b>		

**Debt Service Payments**

<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
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
<b>TOTAL</b>	<b>\$845,000</b>	<b>\$123,640</b>	<b>\$968,640</b>