

5.5a.0

*FACILITY ASSETS
PROPERTY CONSULTANCY*

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RESPONSIBLE COMMITTEE:	PROPERTY & MAJOR PROJECTS COMMITTEE
BUSINESS UNIT:	FACILITY ASSET – MANAGEMENT
ACTIVITY:	BUSINESS UNIT SUMMARY

Overall Objectives*Property Management*

- To provide professional property advice to elected representatives and Council Business Units.
- To ensure that Council Business Units have, at their disposal, appropriate property resources to meet their operational needs.
- To minimise the occurrence of surplus property assets and ensure their orderly disposal or alternative use.
- To maximise returns from properties retained for investment and community purposes in accordance with agreed financial and social criteria.
- To provide an asset planning service for the Council’s housing stock.

Property Services Consultancy

- To provide a cost-effective consultancy and advisory service to the Council and its Business Units, external clients and other local authorities in the administration, conveyancing and management related to the acquisition and disposal of property assets, including leases and licences.
- To provide property related specialist advice and information and develop solutions to the Council’s extraordinary property related issues and needs.

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RESPONSIBLE COMMITTEE:	PROPERTY & MAJOR PROJECTS COMMITTEE
BUSINESS UNIT:	FACILITY ASSET - MANAGEMENT
ACTIVITY:	BUSINESS UNIT SUMMARY

Key Changes*Committed Costs (Operating)*

• BE1096 – Lyttelton St – Revenue previously budgeted no longer expected, (Buildings demolished & site cleared leaving nothing to rent).	\$2,600
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Restructuring Budgets*FROM – Property Management**TO – Property – Asset Management*

	<i>2003/04</i>	<i>2004/05</i>		<i>2003/04</i>	<i>2004/05</i>
	<i>\$</i>	<i>\$</i>		<i>\$</i>	<i>\$</i>
BE1745 Ferrymead Land – Once the set up / project issues have been completed the ongoing budgeting for the commercial leases (Tamaki Bros and The Golf Driving Range) will be transferred to the Property Asset Management Budget.	-16,500		BE1745 Ferrymead Land – Transfer from project budget upon completion of the project and set up of the ongoing commercial lease arrangements - leases (Tamaki Bros and The Golf Driving Range)	0	28,750
TOTAL	-\$16,500	\$0	TOTAL	\$0	\$28,750

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RESPONSIBLE COMMITTEE:	PROPERTY & MAJOR PROJECTS COMMITTEE
BUSINESS UNIT:	FACILITY ASSETS - MANAGEMENT
OUTPUT CLASS:	OUTPUT SUMMARY

NET COST SUMMARY	2003/2004 BUDGET	2004/2005 BUDGET
	\$	\$
PROPERTY		
Property & Projects Consultancy Services	0	0
Special Projects	193,647	146,087
Information and Advice	270,648	268,277
Management of Non Operational Property	450,819	414,336
NET COST OF OUTPUTS	----- 915,115	----- 828,700
COST OF CAPITAL EMPLOYED	=====	=====
	1,553,340	263,848
CAPITAL OUTPUTS		
Surplus Property Development	(284,500)	(274,000)
Fixed Assets	114,000	24,000

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RESPONSIBLE COMMITTEE:	PROPERTY & MAJOR PROJECTS COMMITTEE
BUSINESS UNIT:	FACILITY ASSETS - MANAGEMENT
OUTPUT CLASS:	OUTPUT SUMMARY

OUTPUT CLASS EXPENDITURE	2003/2004 BUDGET	2004/2005 BUDGET
	\$	\$
PROPERTY		
Property & Projects Consultancy Services	1,226,237	1,247,277
Special Projects	193,647	146,087
Information and Advice	270,648	268,277
Management of Non Operational Property	762,900	482,230
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	2,453,434	2,143,871
OUTPUT CLASS REVENUE & RECOVERIES		
PROPERTY		
Property Consultancy Services	1,226,237	1,247,277
Special Projects		
Information & Advice		
Management of Non Operational Property	312,081	67,894
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	1,538,318	1,315,171
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NET COST OF FACILITY ASSETS - PROPERTY CONSULTANCY	915,115	828,700
	=====	=====

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RESPONSIBLE COMMITTEE:	PROPERTY & MAJOR PROJECTS COMMITTEE
BUSINESS UNIT:	FACILITY ASSETS - MANAGEMENT
OUTPUT CLASS:	CAPITAL OUTPUTS

	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009
RENEWALS & REPLACEMENTS					
Property Sales					
Sundry	(500,000)	(500,000)	(500,000)	(500,000)	
	<u>(500,000)</u>	<u>(500,000)</u>	<u>(500,000)</u>	<u>(500,000)</u>	<u>0</u>
Management -Office Equipment					
Computer Software					
Furniture & Equipment	4,000	4,000	4,000	4,000	4,000
	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
Services - Office Equipment					
Computer Software	2,000	2,000	8,000	4,000	
Furniture & Equipment	8,000	5,000	2,000	2,000	7,600
	<u>10,000</u>	<u>7,000</u>	<u>10,000</u>	<u>6,000</u>	<u>7,600</u>
TOTAL RENEWALS & REPLACEMENTS	<u>(486,000)</u>	<u>(489,000)</u>	<u>(486,000)</u>	<u>(490,000)</u>	<u>11,600</u>

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RESPONSIBLE COMMITTEE:	PROPERTY & MAJOR PROJECTS COMMITTEE
BUSINESS UNIT:	FACILITY ASSETS - MANAGEMENT
OUTPUT CLASS:	CAPITAL OUTPUTS

	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009		
ASSET IMPROVEMENTS							
Surplus Property Development							
Development Costs	226,000	56,000	56,000	56,000			
TOTAL ASSET IMPROVEMENTS	226,000	56,000	56,000	56,000	0		
NEW ASSETS							
Management							
Furniture & Fittings	1,000		1,000		1,000		
Services							
Carpark Development - Turners & Growers Site							
Capital Contribution (Tamaki Development)							
Unspecified	9,000	5,000	9,000	5,000	6,600		
Furniture & Fittings							
TOTAL NEW ASSETS	10,000	5,000	10,000	5,000	7,600		
TOTAL NET SURPLUS	(250,000)	(428,000)	(420,000)	(429,000)	19,200		
Annual Plan 2003/2004		(170,500)	(420,000)	(428,000)	(420,000)	(429,000)	19,200

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RESPONSIBLE COMMITTEE:	PROPERTY & MAJOR PROJECTS COMMITTEE
BUSINESS UNIT:	FACILITY ASSETS - MANAGEMENT
OUTPUT CLASS:	CAPITAL OUTPUTS

	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
RENEWALS & REPLACEMENTS					
PROPERTY DEVELOPMENT	0	0	0	0	0
MANAGEMENT SERVICES	4,000	4,000	4,000	4,000	4,000
	7,600	7,600	7,600	7,600	7,600
	11,600	11,600	11,600	11,600	11,600
TOTAL RENEWAL & REPLACEMENTS	11,600	11,600	11,600	11,600	11,600
ASSET IMPROVEMENTS					
PROPERTY DEVELOPMENT	0	0	0	0	0
	0	0	0	0	0
MANAGEMENT SERVICES	0	0	0	0	0
	0	0	0	0	0
TOTAL ASSET IMPROVEMENTS	0	0	0	0	0
NEW ASSETS					
MANAGEMENT SERVICES	1,000	1,000	1,000	1,000	1,000
	6,600	6,600	6,600	6,600	6,600
TOTAL NEW ASSETS	7,600	7,600	7,600	7,600	7,600

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RESPONSIBLE COMMITTEE:	PROPERTY & MAJOR PROJECTS COMMITTEE
BUSINESS UNIT:	FACILITY ASSETS - MANAGEMENT
OUTPUT CLASS:	CAPITAL OUTPUTS

	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
SUMMARY					
RENEWALS & REPLACEMENTS	11,600	11,600	11,600	11,600	11,600
ASSET IMPROVEMENTS	0	0	0	0	0
NEW ASSETS	7,600	7,600	7,600	7,600	7,600
	<u>19,200</u>	<u>19,200</u>	<u>19,200</u>	<u>19,200</u>	<u>19,200</u>
Annual Plan 2003/2004	19,200	19,200	19,200	19,200	

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RESPONSIBLE COMMITTEE:		PROPERTY & MAJOR PROJECTS COMMITTEE				
BUSINESS UNIT		FACILITY ASSETS - MANAGEMENT				
ACTIVITY		FEES SCHEDULE				
Fees Description	2003/2004 Present Charge	2003/2004 Revenue from Present Charge	2004/2005 Proposed Charge	2004/2005 Projected Revenue From Proposed Charge		Note
Deed of lease	\$337.50 plus time over 1.5 hrs @ scheduled hourly rate		\$337.50 plus time over 1.5 hrs @ scheduled hourly rate			
Deed of assignment of lease	\$225 plus time over 1.5 hrs @ scheduled hourly rate		\$225 plus time over 1.5 hrs @ scheduled hourly rate			
Landlord's consent to an assignment	\$168.75 plus time over 1.5 hrs @ scheduled hourly rate		\$168.75 plus time over 1.5 hrs @ scheduled hourly rate			
Deed recording a review of rent	\$168.75 plus time over 1.5 hrs @ scheduled hourly rate		\$168.75 plus time over 1.5 hrs @ scheduled hourly rate			
Deed of renewal of lease	\$168.75 plus time over 1.5 hrs @ scheduled hourly rate		\$168.75 plus time over 1.5 hrs @ scheduled hourly rate			
Deed of variation of lease	\$168.75 plus time over 1.5 hrs @ scheduled hourly rate		\$168.75 plus time over 1.5 hrs @ scheduled hourly rate			
Deed of sublease	\$393.75 plus time over 1.5 hrs @ scheduled hourly rate		\$393.75 plus time over 1.5 hrs @ scheduled hourly rate			
Easements in gross	\$393.75 for the first easement on each plan and \$168.75 for each subsequent easement on that plan		\$393.75 for the first easement on each plan and \$168.75 for each subsequent easement on that plan			
Surrenders and variations of easements	\$225 plus time over 1.5 hrs @ scheduled hourly rate		\$225 plus time over 1.5 hrs @ scheduled hourly rate			

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RESPONSIBLE COMMITTEE:		PROPERTY & MAJOR PROJECTS COMMITTEE				
BUSINESS UNIT		FACILITY ASSETS - MANAGEMENT				
ACTIVITY		FEES SCHEDULE				
Fees Description	2003/2004 Present Charge	2003/2004 Revenue from Present Charge	2004/2005 Proposed Charge	2004/2005 Projected Revenue From Proposed Charge		Note
Deeds of licence	\$168.75 plus time over 1.5 hrs @ scheduled hourly rate		\$168.75 plus time over 1.5 hrs @ scheduled hourly rate			
All other legal work	Based on time @ scheduled hourly rate.		Based on time @ scheduled hourly rate.			
Fees as Accredited Agent of Land Information NZ: Proclamations & Gazettes	\$225 plus disbursements, with provision to increase fees in accordance with Public Works (Fees for Documents) Regulations 1989		\$225 plus disbursements, with provision to increase fees in accordance with Public Works (Fees for Documents) Regulations 1989			
		} \$30,000.00		} \$25,000.00	4%	
Cell Phone Site Investigation Cell Phone Tower Investigation (On Council Land)	\$2,250 per application + Cost	\$10,000	\$2,250 per application + Cost	\$10,000		
Rents Miscellaneous property rentals and hire Cell Phone Site Revenue	Various	\$296,085	Various	\$51,898	5%	
Grand Total		\$336,085		\$86,898		

