

5.5a.0

FACILITY ASSETS
PROPERTY CONSULTANCY

RESPONSIBLE COMMITTEE:	PROPERTY & MAJOR PROJECTS COMMITTEE
BUSINESS UNIT:	FACILITY ASSET – PROPERTY CONSULTANCY
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
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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 - PROPERTY CONSULTANCY
OUTPUT CLASS:	OUTPUT SUMMARY

	2003/2004 BUDGET \$	2004/2005 BUDGET \$
NET COST SUMMARY		
PROPERTY		
Property & Projects Consultancy Services	0	0
Special Projects	193,647	145,379
Information and Advice	270,648	303,216
Management of Non Operational Property	450,819	411,604
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NET COST OF OUTPUTS	915,115	860,199
	=====	=====
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 - PROPERTY CONSULTANCY
OUTPUT CLASS:	OUTPUT SUMMARY

OUTPUT CLASS EXPENDITURE	2003/2004 BUDGET \$	2004/2005 BUDGET \$
PROPERTY		
Property & Projects Consultancy Services	1,226,237	1,272,505
Special Projects	193,647	145,379
Information and Advice	270,648	303,216
Management of Non Operational Property	762,900	479,498
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	2,453,434	2,200,598
OUTPUT CLASS REVENUE & RECOVERIES		
PROPERTY		
Property Consultancy Services	1,226,237	1,272,505
Special Projects		
Information & Advice		
Management of Non Operational Property	312,081	67,894
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	1,538,318	1,340,399
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NET COST OF FACILITY ASSETS - PROPERTY CONSULTANCY	915,115	860,199
	=====	=====

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RESPONSIBLE COMMITTEE:	PROPERTY & MAJOR PROJECTS COMMITTEE				
BUSINESS UNIT:	FACILITY ASSETS - PROPERTY CONSULTANCY				
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)	
	(500,000)	(500,000)	(500,000)	(500,000)	0
Management -Office Equipment					
Computer Software					
Furniture & Equipment	4,000	4,000	4,000	4,000	4,000
	4,000	4,000	4,000	4,000	4,000
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
	10,000	7,000	10,000	6,000	7,600
TOTAL RENEWALS & REPLACEMENTS	(486,000)	(489,000)	(486,000)	(490,000)	11,600
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					
Unspecified	9,000	5,000	9,000	5,000	6,600
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)	(429,000)	19,200

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

	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
RENEWALS & REPLACEMENTS					
MANAGEMENT	4,000	4,000	4,000	4,000	4,000
SERVICES	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
NEW ASSETS					
MANAGEMENT	1,000	1,000	1,000	1,000	1,000
SERVICES	6,600	6,600	6,600	6,600	6,600
TOTAL NEW ASSETS	7,600	7,600	7,600	7,600	7,600
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
	19,200	19,200	19,200	19,200	19,200
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 - PROPERTY CONSULTANCY				
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
Philosophy: To recover the cost of all professional fees, consents and disbursements costs, unless the relevant documentation provides otherwise. GENERAL CHARGES; Consents: Mortgages, caveats, lease conditions, partial release of compensation certificates, neighbour consents Document sealing fee Title production fee CONVEYANCING FEES Where work is carried out by Council's in-house solicitors and/or property consultants (All costs are inclusive of GST, and exclude disbursements and external consent costs, but include one sealing fee) Agreement to lease	\$60.00 \$60.00 \$25.00 Solicitors \$100/hour Property consultants \$55-\$80 \$337.50 plus time over 1.5 hrs @ scheduled hourly rate		\$60.00 \$60.00 \$25.00 Solicitors \$100/hour Property consultants \$55-\$80 \$337.50 plus time over 1.5 hrs @ scheduled hourly rate			

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RESPONSIBLE COMMITTEE:		PROPERTY & MAJOR PROJECTS COMMITTEE				
BUSINESS UNIT		FACILITY ASSETS - PROPERTY CONSULTANCY				
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 - PROPERTY CONSULTANCY				
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		