



STATE OF ILLINOIS

OFFICE OF THE AUDITOR GENERAL

MANAGEMENT AUDIT

STATE HOUSING BENEFITS

JANUARY 1994

WILLIAM G. HOLLAND

AUDITOR GENERAL



STATE OF ILLINOIS
WILLIAM G. HOLLAND
AUDITOR GENERAL

*To the Legislative Audit Commission, the
Speaker and Minority Leader of the
House of Representatives, the President
and Minority Leader of the Senate, the
members of the General Assembly, and
the Governor:*

This is our report of the Management Audit of State Housing Benefits. This audit was conducted at the direction of Senate Joint Resolution Number 21, which was adopted by the General Assembly on May 26, 1993.

The audit was conducted in accordance with generally accepted government auditing standards and the audit standards promulgated by the Office of the Auditor General at 74 Ill. Adm. Code 420.310.

The audit report is transmitted in conformance with Section 3-14 of the Illinois State Auditing Act.

A handwritten signature in cursive script, appearing to read "W. G. Holland".

WILLIAM G. HOLLAND
Auditor General

Springfield, Illinois
January 1994



OFFICE OF THE AUDITOR GENERAL
WILLIAM G. HOLLAND

REPORT DIGEST

Management Audit **STATE HOUSING BENEFITS**

SYNOPSIS

The State provided 434 residential housing benefits to both employees and non-employees during Fiscal Year 1993. Of the 388 houses owned by the State, 252 were assigned to employees; the remainder were rented to non-employees. In addition, agencies provided 27 housing allowances and had 19 leases for employee housing.

- The rent on State-owned employee housing was nominal, commonly no more than \$40 per month, including utilities.
- Many employees lived in State-owned houses as a condition of employment (e.g., security purposes); therefore, the value of their housing was not included in compensation.
- The process of selecting tenants for State-owned housing was informal and undocumented. The four agencies with most of the employee housing did not have application forms, written criteria for selecting tenants, or written decisions on who should get housing.
- While some agencies had developed brief housing policies, there was a lack of statewide housing laws or policies to guide agencies. The General Assembly may wish to consider establishing a State policy to clarify the purpose of housing, guide its administration, and make housing benefits consistent among agencies.

REPORT CONCLUSIONS

Senate Joint Resolution Number 21, adopted on May 26, 1993, directed the Auditor General to conduct a management audit of State housing benefits. As shown in Digest Exhibit 1, the State provided residential housing to both employees and non-employees during Fiscal Year 1993.

Digest Exhibit 1
TOTAL STATE HOUSING
Fiscal Year 1993

38 agencies provided 434 housing benefits:

- 252 State-owned employee housing
- 136 State-owned housing rented to non-employees
- 27 housing allowances, or reimbursements pursuant to travel regulations
- 19 leased residential housing

SOURCE: OAG survey of State agencies.

The rent on State-owned employee housing was nominal. It was commonly no more than \$40 per month, including utilities. No security deposit was required.

The process of selecting tenants for State-owned housing was informal and undocumented. The four agencies with most of the employee housing did not have application forms, written criteria for selecting tenants, or written decisions on who should get housing.

Many employees who lived in State-owned houses were required to do so as a condition of their employment; therefore, the value of their housing was not included in compensation.

Some agencies had developed brief housing policies, but there was a lack of statewide laws or policies on housing to guide agencies. Large states have established a statewide housing law or policy. The General Assembly may wish to consider establishing a State housing policy to clarify the purpose of State housing, guide administrative matters, and make housing benefits consistent from agency to agency. (pp. 1-2, 24-25)

JUSTIFICATION FOR PROVIDING HOUSING

The State's housing benefits included allowances, rent-free houses, and low rent houses (Digest Exhibit 2). The State frequently became the owner of residential houses (e.g., houses, apartments, mobile homes, dormitory rooms) when it obtained real estate that already had a house on it. In a few instances housing was constructed (e.g., correctional guard dormitory). Some agencies acquired houses through life estates and gifts.

Some agencies had statutory authority to provide housing. Site security was a common reason for providing employee housing. In addition, the elected Constitutional Officers were required by the Constitution to maintain a residence in Springfield and were authorized by the State Finance Act to receive paid housing. State travel regulations also allowed

Digest Exhibit 2
AGENCIES PROVIDING HOUSING
Fiscal Year 1993

<i>Agency</i>	<i>Allowance</i>	<i>State-owned Employee Housing</i>	<i>State-owned Non-Employee Housing</i>	<i>Leased Housing</i>	<i>TOTAL BENEFITS</i>
Governor	1	1	0	0	2
Lieutenant Governor	1	0	0	0	1
Attorney General	1	0	0	0	1
Secretary of State	1	0	0	0	1
Treasurer	1	0	0	0	1
Comptroller	1	0	0	0	1
Illinois Judicial Branch	0	4	0	0	4
Agriculture	0	6	0	0	6
Commerce & Community Aff.	5	0	0	0	5
Conservation	0	* 121	27	2	150
Corrections	1	61	0	0	62
Employment Security	1	0	0	0	1
Energy & Natural Resources	0	0	0	3	3
Human Rights	0	0	0	1	1
Mental Health & Dev. Dis.	0	0	2	1	3
Military Affairs	0	3	0	0	3
Mines & Minerals	0	1	0	0	1
State Police	3	0	0	0	3
Transportation	0	0	56	0	56
Veterans' Affairs	0	2	1	0	3
Chicago State University	0	1	0	0	1
Eastern Illinois University	0	1	1	0	2
Illinois State University	0	1	0	0	1
Northeastern Illinois University	0	1	0	0	1
Northern Illinois University	0	1	0	0	1
Sangamon State University	0	1	0	0	1
Southern Illinois University	3	4	0	0	7
University of Illinois	2	26	26	2	56
University of Illinois - Found.	0	0	17	0	17
Western Illinois University	0	5	0	0	5
Savings & Residential Finance	3	0	0	0	3
Historic Preservation Agency	0	11	5	0	16
House of Representatives	0	0	0	6	6
Illinois Commerce Commission	1	0	0	0	1
IL Medical Center Commission	0	1	1	0	2
Prisoner Review Board	1	0	0	0	1
State Fire Marshal	1	0	0	0	1
Illinois State Senate	0	0	0	4	4
TOTAL	27	252	136	19	434

* 101 were security housing and 20 were non-security housing.

SOURCE: OAG survey of State agencies.

reimbursement to authorized personnel who lived in employee-controlled housing.

Although the reasons for providing housing may be compelling, the adequacy of agencies' justification can best be evaluated if the State establishes objectives for providing State-owned housing and criteria for determining when housing is necessary. Digest Exhibit 3 highlights State housing. (pp. 5-7)

Digest Exhibit 3
HIGHLIGHTS OF STATE HOUSING
Fiscal Year 1993

- Highest reported market value house — University of Illinois (President): \$4,182,700. It was also the highest cost house.
- Highest annual rent house — Department of Transportation (non-employee): \$21,600.
- Largest house: Governor's Mansion at 45,120 square feet.
- Newest houses were 2 years old and belonged to the Department of Conservation and the Historic Preservation Agency.

SOURCE: OAG survey of State agencies.

HOUSING POLICIES

Although 38 State agencies provided 434 residential housing benefits in Fiscal Year 1993, there was no statewide law or policy to guide agencies or to establish the parameters on State housing. The only

statewide guidance were regulations for travel-related reimbursements.

Many other states have addressed residential housing. Large states, such as California, Florida, Michigan, New Jersey, and Pennsylvania, have a statewide housing law or policy.

One method of addressing this is to enact a law that sets forth the State's housing policy. A statutory policy could clarify the purpose of State housing, guide administrative matters, and make housing benefits consistent from agency to agency. Presently, broader issues are not addressed, such as when is State housing necessary, how it should be managed, and what should be the relationship between employee housing and compensation. (pp. 2, 21-26)

MATTER FOR CONSIDERATION BY THE GENERAL ASSEMBLY

The General Assembly may wish to establish a State housing policy that provides guidance to all agencies. The policy may address the following:

- *purpose of State-owned housing*
 - *procedure for selecting tenants*
 - *amount to charge for rent, utilities, and security deposit*
 - *factors that would make housing a condition of employment*
 - *language to include in lease contracts, especially to protect the State from liability*
 - *criteria for determining which housing was essential and which could be sold or leased.*
-

CHARGES FOR STATE HOUSING

State agencies had not changed employees' housing rent for many years. The Department of Conservation increased its monthly rent for employees who provide security to \$100 in Fiscal Year 1994; it was last revised in 1980. The Historic Preservation Agency changed rent on most properties prior to 1979. The Department of Transportation had not changed rent on six houses for five years and did not provide the date when rent last changed for four additional houses. The University of Illinois did not provide the date when rent last changed for 35 of its 52 State-owned houses; rent on the remaining 17 houses changed since 1991.

RENT charged by the four agencies with the most employee housing was nominal:

- Department of Conservation's rent for employees living in security housing was \$40 per month regardless of the house's age, size, condition, or location. Non-employee rent was between \$40 and \$200 per month.
- Department of Corrections' rent was \$27 per month for guard dormitory rooms and up to \$120 per month for some employee houses. No housing was provided to non-employees.
- Historic Preservation Agency's employee housing rent was \$40 per month regardless of the house's age, size, condition, or location. Non-employee rent was between \$25 and \$300 per month.

- University of Illinois' employee housing rent was between \$0 and \$300 per month. Non-employees' monthly rent varied between \$0 and \$425. Officials said \$0 rent was for houses and farm land leased as a package and the University received a share of crop revenue from these leases.

SECURITY DEPOSITS are commonly required of tenants in the private sector. However, the Department of Conservation, Department of Corrections, and Historic Preservation Agency did not require employees to pay security deposits. The University of Illinois required a damage deposit of one month's rent for some housing.

UTILITIES of State-owned employee houses were paid by the Department of Conservation, Department of Corrections, and Historic Preservation Agency. The University of Illinois paid utilities for 10 of its 26 employee housing; some employees who paid utilities paid no rent. (pp. 31-40)

HOUSING AS COMPENSATION

When the value of State residential housing is not properly added to employees' salary, the State loses tax revenue. Only two universities reported adding housing benefits to employees' salary (e.g., for chancellors' and presidents' housing allowance of \$15,000 and \$18,000 per year).

The results of our survey questionnaire indicated that some agencies provided

housing for employees without implementing adequate procedures to determine if such housing was subject to taxation. Federal statutes have established criteria to determine when housing is exempt from taxation and court decisions provide further guidance. (pp. 26-28)

MANAGING STATE HOUSING

Agencies' selection of tenants for State-owned residential housing was informal and undocumented. The four agencies that provided the most houses to employees lacked application forms for requesting housing, written criteria for selecting tenants, and written records of their decision on who should get housing.

Twenty-two agencies had 388 State-owned residential housing. About two-thirds of the housing (252) was for employees and one-third (136) was for non-employees. Agencies were unable to provide complete information on the value of houses (e.g., market value of some State-owned houses was estimated, unavailable, or not recent). Furthermore, cost data was not always complete (Digest Exhibit 4).

The reason why employees were required to live in State housing was not set forth in writing. In addition, agencies did not detail the particular responsibilities that these employees would be carrying out by living in the house. State agencies could have established written criteria, which if met, would document that it was essential for an employee to reside in that State house.

A formalized application and selection process can improve determining whether

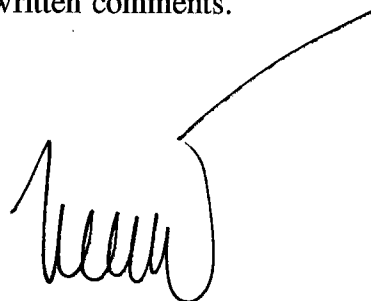
Digest Exhibit 4 **VALUE OF STATE HOUSING** *Fiscal Year 1993*

- Total value for 222 houses with available data was \$20,302,581
- Median value of State-owned houses was \$42,000
- Monthly rent was less than \$100 for 247 of 388 State-owned houses (64%)
- Total rent was \$552,920
- Total cost for utilities, maintenance, and capital expenditures for 341 houses with available data was \$1,057,513

SOURCE: OAG survey of State agencies.

there is a significant need for the State to provide low rent housing, strengthen controls, make the process more objective, and ensure that decisions are adequately documented. (pp. 9, 41-46)

This report makes ten recommendations to agencies on matters related to State housing. The agencies that responded generally agreed with the recommendations. Appendix F has their written comments.



WILLIAM G. HOLLAND
Auditor General

WGH/AD
Springfield

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Chapter 1 **INTRODUCTION**

The General Assembly adopted Senate Joint Resolution Number 21 on May 26, 1993 directing the Auditor General to conduct a management audit of State housing benefits. The Resolution contains five determinations that essentially ask the following (see Appendix A):

1. Whether State agencies, including universities and university-related organizations, that provide housing benefits (house, reimbursement, allowance, or other subsidies) to State officers and employees have policies and guidance for determining who is eligible to receive housing benefits, how such benefits are allocated, and what compensation values should be assigned to such benefits.
2. Whether State agencies that provide housing benefits account for such in officers' and employees' compensation and whether such treatment is uniform and consistent throughout the agency.
3. Whether State agencies have adequate justification for providing housing benefits.
4. Whether changes in policies or statutes are necessary to better guide State practices in providing housing benefits.
5. Whether State-owned housing is provided to non-employees, whether policies govern the allocation and use of such housing, and whether such allocation is adequately justified.

REPORT CONCLUSIONS

The State of Illinois provided residential housing to both employees and non-employees during Fiscal Year 1993. A total of 38 agencies offered 434 housing benefits. These housing benefits included allowances, rent-free houses, and low-rent houses. The estimated market value of the 222 State-owned houses for which data was available exceeded \$20 million. The revenue for all rented houses was \$552,920. The cost of utilities, maintenance, and capital expenditures for 341 of 388 State-owned houses with available data was \$1,057,513.

The rent on State-owned employee housing was nominal. Employees commonly paid no more than \$40 per month in rent, received free utilities, and paid no security deposit. Some elected Constitutional Officers' allowance included furniture and general maintenance (e.g., lawn care, snow removal). This audit disclosed that the process of selecting tenants for State-owned housing was informal and undocumented:

- The four agencies with most of the employee housing did not have application forms for requesting housing, written criteria for selecting tenants, or written records of the decision on who should get housing.
- Agencies did not document why employees had to live in certain State housing and what their specific responsibilities were at the houses.
- Monitoring over State-owned housing, including determining if employees required to live at the work site were present, was generally not documented.

Many employees who lived in State-owned houses were required to do so as a condition of their employment. Therefore, the value of their housing benefit was not included in compensation. The only employees whose housing benefits were reportedly included in compensation were five employees who received a cash housing allowance.

Some agencies had developed brief housing policies, but there was a lack of statewide laws or policies on housing to guide agencies. Therefore, this audit presents a matter for the General Assembly's consideration to establish a State housing policy.

The State policy could specify the purpose of State-owned housing, when housing is essential, and procedures for selecting tenants. The policy could also provide guidance on what rent to charge, when to provide free utilities, whether to require security deposits, and what language to include in housing contracts. Large states, such as California, Florida, Michigan, New Jersey, and Pennsylvania, have established a statewide housing law or policy.

BACKGROUND

The State's housing benefits included allowances, rent-free houses, and low rent houses. Residential housing was commonly offered to gain site security or to earn revenue on houses that would have been vacant. During Fiscal Year 1993, a

total of 38 State agencies offered 434 housing benefits (e.g., houses, apartments, mobile homes, dormitory rooms). They consisted of the following:

- 252 State-owned housing provided to employees
- 136 State-owned housing rented to non-employees
- 27 housing allowances to employees for renting housing or for reimbursing employees pursuant to travel regulations concerning employee-controlled housing
- 19 leased residential housing for State employees

Exhibit 1-1 shows agencies' allowances, State-owned employee housing, State-owned non-employee housing, and non-State owned (leased) housing. The agencies with the most housing were the Department of Conservation (150 housing benefits), Department of Corrections (62), Department of Transportation (56), University of Illinois (56), University of Illinois Foundation (17), and Historic Preservation Agency (16). Since they accounted for about 80 percent of the State's housing, this report focuses on these agencies.

**Exhibit 1-1
AGENCIES PROVIDING HOUSING
Fiscal Year 1993**

Agency	Allowance	State-owned Employee Housing	State-owned Non-Employee Housing	Leased Housing	TOTAL BENEFITS
Governor	1	1	0	0	2
Lieutenant Governor	1	0	0	0	1
Attorney General	1	0	0	0	1
Secretary of State	1	0	0	0	1
Treasurer	1	0	0	0	1
Comptroller	1	0	0	0	1
Illinois Judicial Branch	0	4	0	0	4
Agriculture	0	6	0	0	6
Commerce & Community Aff.	5	0	0	0	5
Conservation	0	* 121	27	2	150
Corrections	1	61	0	0	62
Employment Security	1	0	0	0	1
Energy & Natural Resources	0	0	0	3	3
Human Rights	0	0	0	1	1
Mental Health & Dev. Dis.	0	0	2	1	3
Military Affairs	0	3	0	0	3
Mines & Minerals	0	1	0	0	1
State Police	3	0	0	0	3
Transportation	0	0	56	0	56
Veterans' Affairs	0	2	1	0	3
Chicago State University	0	1	0	0	1
Eastern Illinois University	0	1	1	0	2
Illinois State University	0	1	0	0	1
Northeastern Illinois University	0	1	0	0	1
Northern Illinois University	0	1	0	0	1
Sangamon State University	0	1	0	0	1
Southern Illinois University	3	4	0	0	7
University of Illinois	2	26	26	2	56
University of Illinois - Found.	0	0	17	0	17
Western Illinois University	0	5	0	0	5
Savings & Residential Finance	3	0	0	0	3
Historic Preservation Agency	0	11	5	0	16
House of Representatives	0	0	0	6	6
Illinois Commerce Commission	1	0	0	0	1
IL Medical Center Commission	0	1	1	0	2
Prisoner Review Board	1	0	0	0	1
State Fire Marshal	1	0	0	0	1
Illinois State Senate	0	0	0	4	4
TOTAL	27	252	136	19	434

* 101 were security housing and 20 were non-security housing.

SOURCE: OAG survey of State agencies.

JUSTIFICATION FOR PROVIDING HOUSING

Some State agencies had a statutory basis for providing housing. The Department of Conservation, Historic Preservation Agency, Department of Military Affairs, Southern Illinois University, Department of Transportation, and University of Illinois had authority in their statutes. The elected Constitutional Officers had authority in the State Finance Act.

Additionally, administrative rules (State travel regulations) allowed reimbursement to authorized personnel who lived in employee-controlled housing.

The State has frequently become the owner of residential houses when it obtained real estate that already had a house on it. That is one reason why some State agencies provided housing. In a few instances housing was constructed, such as guard dormitories at correctional institutions, employee houses in State parks, and presidents' and chancellors' houses at State universities. Only three residential houses were constructed in the last three years (Exhibit 2-5 shows the newest houses).

Agencies offered various reasons for providing housing to employees and non-employees. One reason was that employees were needed to be available at all hours to provide site security. The following illustrates why different agencies provided housing:

DEPARTMENT OF CONSERVATION:

"Security residences at remote Department sites supplement the Department's efforts in providing a twenty-four hour security presence. This security presence is beneficial in providing site security as well as emergency assistance to the public visiting our recreational areas.

The Department's practice of leasing existing houses which do not have a current programmatic function provides the following benefits:

- *The Department receives rents which we deposit in Agency funds;*
- *Tenants who often are employees or law-enforcement persons provide secondary "security" benefits in remote areas of park land;*
- *Leased houses are maintained by the tenants, thereby preventing structures from deteriorating in our recreation areas; and*
- *Tenants are responsible for the payment of taxes assessed on these leased areas, thereby providing a source of revenue to local taxing authorities.*

The Department periodically reviews non-security residences in terms of their use in future Departmental programs. Those structures which are determined to be programmatically of little value or which are not decent, safe and sanitary are submitted for disposition in the Department's salvage and demolition program."

SOURCE: Comment in OAG survey - August 1993.

- The elected Constitutional Officers were required by the State Constitution to maintain a residence in Springfield and were authorized by the State Finance Act to receive paid housing.

- The Department of Conservation often acquired housing when it obtained property. The housing was provided to employees for site security or was rented to employee or non-employee tenants.

HISTORIC PRESERVATION AGENCY:
"Site housing provided at Illinois' State Historic Sites is a definite plus for the state and for tax payers. Emergency situations are common at many sites. Staff members who live on-site have been able to respond quickly, and their actions have resulted in prevention of burglaries, protection of buildings and artifacts, assistance in visitor rescue, and overall site safety and security. Site housing gives the agency site security without additional headcount for night security officers."

SOURCE: Comment in OAG survey - July 1993.

- The Historic Preservation Agency acquired houses from the Department of Conservation. Houses were provided to employees for site security, offices, or were left vacant.
- The Illinois Department of Transportation acquired property for future road construction. Officials said houses on the property were rented to non-employees to generate money for the Road Fund, and to discourage vandalism, until the house was demolished.
- The Department of Corrections' older institutions had dormitories for correctional officers. The dormitories were constructed to assist in recruiting employees and to have employees on site if needed. Mobile phones have made it possible to reach personnel off-site and have made this necessity obsolete so new correctional institutions do not offer housing.

Some State agencies acquired houses through life estates and gifts, such as the Department of Conservation, the Department of Mental Health and Developmental Disabilities, the University of Illinois, and the University of Illinois Foundation.

Although the agencies' reasons mentioned above may be compelling, the adequacy of their justification can best be evaluated if the State establishes objectives for providing housing, including the purpose of State-owned housing and criteria for determining when housing is necessary (discussed more fully in Chapter 4). As indicated

ILLINOIS MEDICAL CENTER: *"We believe this Housing Survey will manage the basis for providing State guidelines on housing which would be helpful to all departments and agencies."*

SOURCE: Comment in OAG survey - July 1993.

in the next chapter, the cost of State-owned houses was approximately double the rent

generated during Fiscal Year 1993; therefore, the State needs to carefully evaluate housing.

SCOPE AND METHODOLOGY

This management audit was conducted in accordance with generally accepted government auditing standards and the audit standards promulgated by the Office of the Auditor General at 74 Ill. Adm. Code 420.310.

We reviewed statutes, administrative rules, and the Comptroller's Uniform Statewide Accounting System manual. At the agency level we examined policies, reviewed records, conducted interviews, and visited 41 houses. The audit period was Fiscal Year 1993. More about the audit methodology is in Appendix B.

Since the State did not maintain central information on residential housing, a survey questionnaire was used to gather data on housing benefits provided to employees and non-employees. A total of 147 State agencies, boards, commissions, universities, and university-related entities were included in the survey.

The questionnaire requested agencies' authority, policies, and reports related to housing. It asked for specific information on housing benefits, such as dates of benefits, amount of rent charged, cost to the State, date rent was last revised, and reason for providing benefits. The information provided by agencies in the survey questionnaire is summarized in Appendices C and D.

A risk analysis was performed to determine the extent of detailed testing that would be necessary. Detailed testing was performed at the six agencies that had at least ten housing facilities or allowances during Fiscal Year 1993, namely the Department of Conservation, Department of Corrections, Historic Preservation Agency, University of Illinois, University of Illinois Foundation, and Department of Transportation.

Two types of tests were performed at these agencies: testing of internal controls and testing of housing benefits. Approximately ten percent of these agencies' housing was randomly selected for detailed review; in addition, we reviewed all their leased housing and housing allowances/reimbursements. The total number of housing units that we tested in detail was 43.

We reviewed other states' housing reports and also conducted a telephone survey of other states to determine if they provided housing and if they had any

statewide laws or policies (see Appendix E). Other states' documents were reviewed and referenced in this report where applicable.

The recommendations in this audit are made to the specific agencies we tested, although a matter for the General Assembly's consideration is presented in Chapter 4. The matter for consideration addresses the need for all State agencies to develop comprehensive housing policies.

Appendix F contains agencies' written comments on the report. Specific responses to recommendations appear after the recommendation. The chapters also contain agencies' comments provided in our survey questionnaire.

REPORT ORGANIZATION

The remainder of this report is organized into five chapters. They discuss the reasons for providing State housing, the types of housing provided, other states' employee housing, and the issues that arise when the State provides residential housing.

- CHAPTER 2** Summarizes information on State-owned housing provided to employees and non-employees, such as houses that were the newest, oldest, largest, had the highest market value, charged the most rent, and had the highest Fiscal Year 1993 cost.
- CHAPTER 3** Discusses non-State owned residential housing that included allowances, reimbursements, and leased housing.
- CHAPTER 4** Examines changes needed in policies or laws to better guide State agencies' housing and offers a matter for the General Assembly's consideration.
- CHAPTER 5** Reviews the rent, utility, and security deposit charges for State-owned housing, in addition to houses with past due rent.
- CHAPTER 6** Discloses the results of agencies' internal controls over selecting tenants, managing housing, and monitoring State-owned employee housing.
- APPENDICES** Contains data on each agency's housing, such as rent charged, agency cost, age and size of house, and reason for housing allowance. There is also a summary of other states' housing.

Chapter 2 **STATE-OWNED HOUSING**

During Fiscal Year 1993, a total of 22 agencies had 388 State-owned residential housing facilities. About two-thirds of the housing (252) was for employees and one-third (136) was for non-employees. The house with the highest reported market value and cost belonged to the University of Illinois; it was also the second largest house. The largest house was the Governor's Executive Mansion; its market value was not available since it is a historical site.

TOTAL STATE-OWNED HOUSING

Twenty-two State agencies had 388 State-owned residential housing facilities (e.g., houses, apartments, mobile homes, and dormitories). State agencies were unable to provide complete information on the market value of houses. They estimated the market value of some State-owned houses, lacked data on some, and lacked recent appraisals on others. Furthermore, cost data was not always complete. The following is an estimate of Fiscal Year 1993 data for State-owned employee and non-employee housing:

- Total market value for 222 houses with available data was \$20,302,581
- Median value for houses was \$42,000
- Total rent was \$552,920
- Total cost of utilities, maintenance, and capital expenditures for 341 of 388 houses with available data was \$1,057,513

The next six exhibits identify State-owned residential houses that had the highest market value, charged the most rent, had the highest cost, and were the oldest, newest, and largest. The exhibits excluded houses for which the agency did not provide data. The amount in the cost column includes utilities, maintenance, and capital expenses.

Exhibit 2-1 shows the five State-owned residential houses that had the highest market value. The house with the highest market value belonged to the University of Illinois (President's house). The University estimated its market value at \$4,182,700 for insurance purposes. University officials said the house is a semi-public facility which contains only approximately 2,200 square feet of space reserved for residential use.

Exhibit 2-1 HIGHEST MARKET VALUE HOUSES Fiscal Year 1993							
AGENCY	OCCUPANT	CITY COUNTY	AGE (years)	SIZE (sq.ft.)	MARKET VALUE	ANNUAL RENT	AGENCY COST
University of Illinois	President	Urbana Champaign	61	9,800	\$4,182,700	\$0	\$150,696
Corrections	Dormitory	Joliet, Will	24	Varies	1,251,628	+	12,598
Transportation	Non-employee	Long Grove Lake	15	4,806	600,000	21,600	0
Western Ill. University	President	Macomb McDonough	20	7,400	* 500,000	0	18,109
Northeastern Ill. University	President	Northfield Cook	*30	5,760	475,000	0	53,589

* Agency estimate. + Rent for these dormitory rooms was \$27 per employee per month.
 SOURCE: State agencies' data summarized by the Auditor General's Office.

Exhibit 2-2 shows the five State-owned residential houses that charged the most annual rent. This exhibit excludes guard dormitories in correctional institutions, multi-unit residences, and houses on farms where primary rent came from the farm.

Exhibit 2-2 HIGHEST RENT HOUSES Fiscal Year 1993							
AGENCY	OCCUPANT	CITY COUNTY	AGE (years)	SIZE (sq.ft.)	MARKET VALUE	ANNUAL RENT	AGENCY COST
Transportation	Non-employee	Long Grove Lake	15	4,806	\$600,000	\$21,600	\$0
Transportation	Non-employee	Mundelein Lake	5	2,684	285,000	19,200	0
Transportation	Non-employee	Mundelein Lake	5	3,394	350,000	19,200	0
Transportation	Non-employee	Mundelein Lake	5	3,085	275,000	16,800	0
Transportation	Non-employee	Lockport Will	5	1,927	188,000	13,500	0

SOURCE: State agency data summarized by the Auditor General's Office.

Exhibit 2-5 shows the newest State-owned houses that were up to five years old; they belonged to Conservation, Historic Preservation, and Transportation.

Exhibit 2-5 NEWEST HOUSES Fiscal Year 1993							
AGENCY	OCCUPANT	CITY COUNTY	AGE (years)	SIZE (sq. ft.)	MARKET VALUE	ANNUAL RENT	AGENCY COST
Conservation	Resource Administrator	Jonesboro, Union	2	1,568	N/A	\$480	* \$972
Historic Preservation	Site Manager	Lerna, Coles	2	1,600	\$110,000	480	1,168
Conservation	Resource Mgr.	Lincoln, Logan	3	1,568	N/A	480	1,738
Transportation	Non-employee	Mundelein, Lake	5	3,394	350,000	19,200	0
Transportation	Non-employee	Mundelein, Lake	5	2,684	285,000	19,200	0
Transportation	Non-employee	Mundelein, Lake	5	3,085	275,000	16,800	0
Transportation	Non-employee	Lockport, Will	5	1,927	188,000	13,500	0

* Agency estimate. N/A = Not applicable/available.
 SOURCE: State agencies' data summarized by the Auditor General's Office.

Exhibit 2-6 shows the five largest State-owned residential houses. The largest State-owned house was the Governor's Mansion at 45,120 square feet. The second largest house was the University of Illinois' at 9,800 square feet.

Exhibit 2-6 LARGEST HOUSES Fiscal Year 1993							
AGENCY	OCCUPANT	CITY COUNTY	AGE (years)	SIZE (sq. ft.)	MARKET VALUE	ANNUAL RENT	AGENCY COST
Office of the Governor	Governor	Springfield Sangamon	137	45,120	Historical Site	\$0	\$90,037
U. of Illinois	President	Urbana Champaign	61	9,800	\$4,182,700	0	150,696
IL State Uni.	President	Normal, McLean	21	7,615	325,000	0	24,593
Veterans' Af.	Visiting family	Quincy, Adams	107	7,600	* 24,077	\$4/day	0
Corrections	Superintendent	Dixon, Lee	65	7,476	179,000	1,440	Unknown

* Agency estimate.
 SOURCE: State agencies' data summarized by the Auditor General's Office.

EMPLOYEE HOUSING

Nineteen agencies provided employees with 252 State-owned residential housing facilities during Fiscal Year 1993. Exhibit 2-7 shows the number of State-owned houses provided to employees, along with their annual rent and cost based on available data. The Department of Conservation had the most employee housing with 121. Rent for its 101 security houses was \$40 per month during the audit period (increased to \$100 in September 1, 1993) and included utilities. Rent for its 20 non-security houses was between \$75 and \$125 and did not include utilities. The Department said the Fiscal Year 1993 cost for all non-security housing was \$833.

<i>Exhibit 2-7</i> STATE-OWNED EMPLOYEE HOUSING <i>Fiscal Year 1993</i>			
<i>Agency</i>	<i>Employee Houses</i>	<i>Annual Rent</i>	<i>Annual Cost</i>
Office of the Governor	1	\$ 0	\$ 90,037
Illinois Judicial Branch	4	0	N/A
Department of Agriculture	6	\$ 0	\$ 9,207
Department of Conservation	121	71,340	* 329,215
Department of Corrections	61	+ 66,240	* 98,647
Department of Military Affairs	3	0	* 4,878
Department of Mines and Minerals	1	0	* 5,000
Department of Veterans' Affairs	2	5,400	** 20,000
Chicago State University	1	\$ 0	\$ * 25,000
Eastern Illinois University	1	0	28,963
Illinois State University	1	0	24,593
Northeastern Illinois University	1	0	53,589
Northern Illinois University	1	0	30,700
Sangamon State University	1	0	16,935
Southern Illinois University	4	0	* 0
University of Illinois	26	8,640	* 169,334
Western Illinois University	5	0	* 36,972
Historic Preservation Agency	11	\$ 5,280	* \$ 16,553
IL Medical Center Commission	1	0	5,500
TOTAL	252	\$ 156,900	\$ 965,123

*Some cost was estimated or was not available. **Donated funds. N/A = Not applicable/available.
 +Does not include rent for dormitory rooms which was \$27 per employee per month.
 SOURCE: OAG survey of State agencies.

The Department of Corrections had the second most State-owned employee housing with 61. Its houses were in correctional facilities and included five guard

dormitories and houses for superintendents, security chiefs, and other correctional officials. The rent for a dorm room was \$27 per month while the rent for houses was up to \$120 per month.

NON-EMPLOYEE HOUSING

Nine State agencies had 136 State-owned residential housing facilities for non-employees during Fiscal Year 1993. The agency with the most non-employee housing was the Department of Transportation which rented its 56 houses to non-employees. The Department owned houses on land acquired for road construction. The monthly rent charged on these houses was between \$75 and \$1,800, with about half being \$300 or less. Transportation had 11 houses whose market value exceeded \$100,000; the highest value house was \$600,000 appraised in April 1991. The rent on this 4,806 square feet (15 year old) house was \$1,800 per month.

The agency that had the second most State-owned houses for non-employees was the Department of Conservation with 27 non-employee houses. Exhibit 2-8 shows agencies with State-owned houses provided to non-employees, along with their annual rent and cost (based on available data).

<i>Exhibit 2-8</i> STATE-OWNED NON-EMPLOYEE HOUSING <i>Fiscal Year 1993</i>			
<i>Agency</i>	<i>Non-Employee Houses</i>	<i>Annual Rent</i>	<i>Annual Cost</i>
Department of Conservation	27	\$ 15,840	\$ * 902
Department of Mental Health & Dev. Dis.	2	0	1,800
Department of Transportation	56	296,460	16,316
Department of Veterans' Affairs	1	** 1,460	0
Eastern Illinois University	1	\$ 0	\$ 95
University of Illinois	26	22,992	7,359
University of Illinois - Foundation	17	47,424	65,918
Historic Preservation Agency	5	\$ 8,340	\$ 0
Illinois Medical Center Commission	1	3,504	0
TOTAL	136	\$396,020	\$92,390

* Some cost was estimated or was not available.
 ** Estimate based upon agency charge of \$4 per day (\$4/day x 365 days = \$1,460).
 SOURCE: OAG survey of State agencies.

Chapter 3 **NON-STATE OWNED HOUSING**

State agencies leased 19 residential housing facilities and provided 27 housing allowances during Fiscal Year 1993. Many of the housing facilities were used in place of hotels. Three agencies did not submit quarterly reports to the Governor's Travel Control Board on employee-controlled housing as regulations required.

LEASED HOUSING

Seven State agencies leased a total of 19 residential housing facilities during Fiscal Year 1993. Many of these housing facilities were used in place of hotels. The following State agencies' leases covered the full year: Department of Energy and Natural Resources (3), University of Illinois (2), and Department of Conservation (1). The Department of Mental Health and Developmental Disabilities had a contract to provide housing for psychiatrists. The following State agencies leased housing for part of the year, such as during the legislative session: Illinois House of Representatives (6) Illinois State Senate (4), Department of Conservation (1), and Department of Human Rights (1).

The Department of Energy and Natural Resources leased its three housing facilities from the Department of Conservation. Department of Conservation did not report them as housing on our survey questionnaire because the Department of Energy and Natural Resources had leased them as office space. The Department of Energy and Natural Resources used the facilities as research station housing.

HOUSING ALLOWANCES

During Fiscal Year 1993, there were 16 State agencies that provided 27 housing allowances to employees. Five elected Constitutional Officers were provided an allowance to maintain a Springfield residence. Twelve employees were reimbursed at least \$1,000 for employee-owned or controlled housing. The University of Illinois and Southern Illinois University provided housing allowances to five presidents and chancellors. The Department of Commerce and Community Affairs provided

allowances to five employees (e.g., Foreign Service Economic Development Executives) to help compensate for the difference in housing costs between Illinois and the foreign post.

Constitutional Officers' Allowance

The elected Constitutional Officers were provided paid housing in Springfield pursuant to State law. The Illinois Constitution requires that Executive Officers maintain a residence at the seat of government (Springfield), while the Finance Act allows for reimbursement of such residential expenditures:

CONSTITUTION: "The Executive Branch shall include a Governor, Lieutenant Governor, Attorney General, Secretary of State, Comptroller and Treasurer elected by the electors of the State. They shall keep the public records and maintain a residence at the seat of government during their terms of office." (Illinois Constitution Article V Section 1)

FINANCE ACT: "The item 'contractual services', when used in an appropriation act, means and includes . . . expenditures for the rental of lodgings in Springfield, Illinois and for the payment of utilities used in connection with such lodgings for all elected State officials, who are required by Section 1, Article V of the Constitution of the State of Illinois to reside at the seat of government during their term of office." (30 ILCS 105/15a)

These laws do not provide guidance on the amount they may receive for housing. The elected Constitutional Officers received different amounts as shown in Exhibit 3-1. The Governor is not included in the exhibit because he resides in the State-owned Executive Mansion.

ILLINOIS JUDICIAL BRANCH: "Providing sleeping quarters within the courthouses is the most cost-effective and efficient option available. The courthouses must be heated, electricity must be utilized, and water systems must be operational to address the every day operations of the courts. By providing sleeping quarters within these buildings, savings are achieved.

. . . the Court is in session approximately three weeks five times a year. If the Justices were to stay in hotel rooms in Springfield rather than the Supreme Court Building, a yearly cost could approximate \$94,500. This scenario would be compounded in the Appellate Court where court calls are monthly.

Providing sleeping quarters in the courthouses also serves programmatic needs. In the case of the Supreme Court, for instance, the Justices continue their deliberations beyond normal working hours. The Justices also have access to law books and legal materials at the Supreme Court Building. If they were to stay at a hotel, they would not have access to the law library and additional costs could be incurred to rent a conference room for their group deliberations."

SOURCE: Comment in OAG survey - December 1993.

Exhibit 3-1
HOUSING PROVIDED TO CONSTITUTIONAL OFFICERS
Fiscal Year 1993

<i>OFFICER</i>	<i>MONTHLY AMOUNT PAID BY STATE</i>			<i>TOTAL COST FOR FY 1993</i>
	<i>Rent</i>	<i>Furniture</i>	<i>Other</i>	
Lieutenant Governor	\$750	\$255*	\$100 Average utilities \$9.50 Trash removal	\$13,374
Attorney General	\$845	\$0	\$62.75 Average utilities	\$10,893
Secretary of State	\$1,175 to 1,225	\$270	\$200 General maintenance** \$157 Average utilities \$14 Trash removal \$14 Security system	\$22,260
Treasurer	\$655 to \$675	\$0	\$16.27 for average utilities and maintenance	\$8,179
Comptroller	\$480	\$0	\$0	\$5,760

* Agency official said furniture was being leased to own and was State property; the last monthly payment was scheduled in Fiscal Year 1995.

** Agency official said general maintenance includes lawn care, snow removal, gutter cleaning, screen removal, storm windows, touch-ups, and all other general maintenance.

SOURCE: State agencies' data summarized by the Auditor General's Office.

Housing Reimbursement

Our survey questionnaire requested State agencies to report their reimbursement that was at least \$1,000 during Fiscal Year 1993. Eight agencies reimbursed 12 employees at least \$1,000 for living in housing they owned or controlled while travelling. Agency officials considered it cheaper than hotel rooms since State travel regulations set reimbursement at 75 percent of the applicable hotel rate. These regulations limited the fiscal year reimbursement to the total mortgage, installment, or rent. Agencies were required to submit quarterly reports to the Governor's Travel Control Board pursuant to the Board's regulations (Section 2800.410).

Exhibit 3-2 shows the five agencies who filed a report by September 30, 1993 with the Governor's Travel Control Board for employees whose reimbursement met the \$1,000 threshold.

Exhibit 3-2 EMPLOYEE-CONTROLLED HOUSING REPORTED TO TRAVEL CONTROL BOARD Fiscal Year 1993		
AGENCY	EMPLOYEES	REIMBURSEMENT
Department of Employment Security	1	\$ 1,350
Illinois Commerce Commission	1	2,205
Office of the Governor	1	3,075
Department of Corrections	1	3,188
Department of State Police	3	9,558
TOTAL	7	\$ 19,376

SOURCE: Governor's Travel Control Board.

In addition to the five agencies listed in Exhibit 3-2, three more agencies did not file Fiscal Year 1993 quarterly reports with the Governor's Travel Control Board until several months after the fiscal year ended, and we made inquiries. These agencies reimbursed the following amounts for employee-controlled housing in Fiscal Year 1993:

1. Commissioner of Savings and Residential Finance reimbursed three employees:
 - Commissioner \$3,060.00
 - Deputy Commissioner 1,312.50
 - Director of Government Relations 2,662.50
 - \$7,035.00
2. State Fire Marshal reimbursed \$6,600 to the Director of Fire Prevention.
3. Prisoner Review Board reimbursed \$1,200 to a Board member.

These agencies should comply with the travel regulations and submit the required data in a timely manner.

RECOMMENDATION NUMBER 1

The Commissioner of Savings and Residential Finance, the Prisoner Review Board, and the State Fire Marshal should submit the required quarterly reports to the Governor's Travel Control Board for employees reimbursed for housing pursuant to the travel regulations.

AGENCY RESPONSES

- Governor's Travel Control Board: "The draft report indicates that three Agencies failed to submit quarterly housing reports as required. To insure that Agencies comply with the rule, the Board has implemented a procedure to notify Agencies which fail to submit a quarterly report as required."
- State Fire Marshal: "The Office of the State Fire Marshal has implemented this recommendation. The agency reimburses one employee for housing expenses; quarterly reports concerning this reimbursement will be submitted on a timely basis."

Chapter 4
STATE HOUSING POLICY

The State did not have a housing policy to guide agencies nor was there a mechanism to oversee State housing. In the absence of a State policy, agencies established their own rationale for providing housing, selecting tenants, setting rents, and otherwise managing the various types of housing. Some State agencies need to develop procedures to determine whether the value of housing provided to employees constitutes compensation pursuant to federal tax laws. The State may also have some liability when it provides housing if employees are accidentally injured.

HOUSING POLICIES

The audit resolution asked if State agencies had housing policies. Two of the six agencies with the most housing did not have a written housing policy: Historic Preservation Agency and University of Illinois Foundation. Three of the agencies (Department of Conservation, Department of Corrections, and the University of Illinois) had a housing policy although it lacked certain information. The Department of Transportation had the most comprehensive written guidance pertaining to housing.

- The Department of Conservation updated its policy in July 1993 following an Auditor General's compliance audit finding. However, this policy did not specify application procedures, criteria for selecting tenants, or factors that would make housing a condition of employment.
- The Department of Corrections' policy did not specify the purpose of its housing, application procedure, persons eligible, criteria for selecting tenants, and if housing was a condition of employment, and exempt from tax, or if housing benefits would be added to employee's compensation.
- The University of Illinois' policy only provided guidance on the President's house, Allerton Park, and on leasing housing for employees on travel status.

Determination number five of the audit resolution asked whether agencies had housing policies regarding non-employees. Only two agencies' housing policy provided any direction regarding non-employees. The Department of Transportation rented houses only to non-employees and had a written policy addressing it. The

Department of Conservation, which had 27 non-employee housing (20 houses were leased, seven were vacant), had a policy which referred to non-employee housing.

RECOMMENDATION NUMBER 2

The Department of Conservation, Department of Corrections, Historic Preservation Agency, University of Illinois, and University of Illinois Foundation should develop a policy on State housing that addresses the following: purpose of providing housing, application procedure, persons who are eligible, criteria for selecting tenants, accounting for housing in employee compensation, responsibilities that make housing a condition of employment, and procedures for setting and adjusting rent, utilities, and security deposit.

AGENCY RESPONSES

- Department of Conservation: "The Department agrees to review our existing housing policy and procedures and to revise them where appropriate. However, the Department believes that most of the specific items identified in the audit recommendation are already addressed in our current policy, procedures and lease agreements."
- Department of Corrections: "We are in general agreement with the recommendations and have initiated a review of our current policy, procedures and practices. We will update our administrative directive as required to address the applicable details of the recommendations. Our review is aimed at clarifying and documenting the Department of Corrections' policy regarding the following issues discussed in the report: purpose of providing housing, application procedure, persons who are eligible, criteria for selecting tenants, accounting for housing in employee compensation, responsibilities that make housing a condition of employment, and procedures for setting and adjusting rent, utility fees, and security deposits."
- University of Illinois: "The University agrees that its property rental policies should be reviewed and augmented to better address the issues identified in Recommendation Number 2. An internal review process has been initiated, and a final policy will be adopted by the University on or before June 30, 1994."
- University of Illinois Foundation: "The Foundation agrees that its property rental policies should be reviewed and augmented to better address the issues identified in Recommendation Number 2. A final policy will be adopted by the Foundation on or before June 30, 1994."

OTHER STATES' HOUSING

The state of New Jersey has established a comprehensive approach to state-owned housing. New Jersey has a Residential Housing Management Board that is responsible for managing all State-owned residential housing. The Board is directed to annually conduct a survey and maintain an inventory of all housing units. In addition, the Board is to establish and annually review a schedule of housing rents, utility charges, and maintenance fees. A fund was created to receive rents, charges, and fees for residential housing. Up to five percent of the fund may be appropriated to the Board for administration of its act. The Board may also create a housing advisory committee consisting of State agency representatives, tenants, and representatives of municipalities in which state housing is located.

Indiana's officials stated that they were in the process of developing statewide policies and regulations regarding housing provided to employees of different State agencies.

Michigan had statewide procedures issued by its Department of Management and Budget to provide uniformity. They required that non-mandatory housing be appraised at least every five years and that rental rates be adjusted annually.

California's administrative code established rent and utility rates for state-owned houses based on location, size, and age of house. Housing was provided to some employees so they could be available to respond to emergencies and could protect state resources. State-owned houses provided employees a place to live if other nearby housing was not available or was too costly. Housing was also used to recruit employees because living in the house reduced employees' housing cost, commuting cost, and commuting time.

Many other states have addressed residential housing. Some states had established laws or statewide policies to guide their agencies, as noted below. Appendix E contains more information on the results of our survey of other states.

- Maine's housing policy, dated 1981, stated housing would be provided only when the employee's "residence elsewhere will . . . substantially impair the effective management and operation of the State department or institution." The policy suggested setting rent at five percent of the structure's insured value (to be updated each fiscal year), and required employees to pay utilities themselves. The policy also contained provisions to dispose of excess housing.

- Idaho's housing policy became effective in 1979. The policy established guidelines for setting rent, evaluating housing conditions, and setting utility rates if an employee did not pay utilities (employees generally paid utilities themselves).
- Oregon's law required every agency that provided housing to collect rent based on the fair market value as determined by a qualified appraiser. The fair market value was to be reexamined at least every five years.
- South Carolina's law allowed housing for presidents of higher educational institutions. Free housing could also be provided to employees in certain positions associated with corrections, mental health, forestry, state parks, and universities.

Colorado had a statutorily established policy pertaining to State-owned employee housing. The policy called for periodic rent surveys and provided guidance on setting rent for employees living under various conditions. A directive of its Department of Natural Resources established the following priority order for using housing maintenance funds: (1) health and sanitary requirements, (2) structural repairs, (3) exterior cosmetic repairs, (4) energy conservation requirements, and (5) interior cosmetic repairs.

GUIDANCE NEEDED FOR STATE HOUSING

Although 38 Illinois State agencies provided 434 residential housing benefits during Fiscal Year 1993, there was no statewide law or policy to guide agencies or to establish the parameters on State housing. The only statewide guidance were regulations for travel-related reimbursements. A policy could help formulate the purpose of State housing, ascertain when housing was essential, and specify procedures to follow in selecting tenants. It could also provide guidance on what rent to charge, when to provide free utilities, whether to require security deposits, and what language to include in housing contracts.

In the absence of a statewide policy, agencies established their own rationale and justification for providing housing, selecting tenants, setting rents, and otherwise managing the various types of housing.

Without such guidance each agency is left to assess the benefits and necessity of its own housing. Decentralization also means that broader issues are not addressed, such as when is State housing necessary, how it should be managed, and

what should be the relationship between employee housing and employee compensation.

One method of addressing this is to enact a law that sets forth the State's housing policy. A statutorily established policy could clarify the purpose of State housing, guide administrative matters, and make housing benefits consistent from agency to agency. It could also recognize potential differences between employee and non-employee housing.

*DEPARTMENT OF MILITARY AFFAIRS:
"Specific published guidance regarding State
housing should be provided to the agencies."*

SOURCE: Comment in OAG survey - July 1993.

A more elaborate method is to establish a residential housing board that manages State-owned housing and sets housing allowances. This board might be affiliated with the various travel control boards and could draw its members from them, or it could be a unit of a central State agency. The housing board's responsibilities could include:

- Formulating procedures for tenant application and selection, ascertaining which housing was essential, and determining which housing could be provided as a condition of employment.
- Establishing a rent schedule which could consider the house's age, size, condition, location, and market value.
- Determining if utilities could be paid directly to companies, and establishing a schedule for those that can not.

The State might also wish to explore selling or renting non-essential housing. If the State establishes clear objectives for providing housing, it will be easier to determine which housing serves an essential purpose. More surplus housing may be identified if agencies are provided an incentive, such as being authorized to keep some proceeds from the sale of houses.

**MATTER FOR CONSIDERATION
BY THE GENERAL ASSEMBLY**

The General Assembly may wish to establish a State housing policy that provides guidance to all agencies. The policy may address the following:

- *purpose of State-owned housing*
- *procedure for selecting tenants*
- *amount to charge for rent, utilities, and security deposit*
- *factors that would make housing a condition of employment*
- *language to include in lease contracts, especially to protect the State from liability*
- *criteria for determining which housing was essential and which could be sold or leased.*

HOUSING AS A FORM OF COMPENSATION

Federal statutes have established criteria to determine when housing benefits can be exempt from taxes. The statutes exempted housing benefits from taxation if all of the following criteria were met: housing was furnished on the employer's business premises, housing was for the employer's convenience, and housing had to be accepted by the employee as a condition of employment. There are also court decisions that provide further guidance and interpretations. If housing benefits are exempt from federal income tax under the above-stated guidelines, they are automatically exempt from Illinois income tax -- no further eligibility determination is required at the State level.

When the value of State residential housing benefits is not properly added to employees' salaries, the State loses tax revenue. Only two State agencies reported adding housing benefits to employees' salaries during Fiscal Year 1993. Southern Illinois University added the housing allowances (\$18,000 per year) of its system chancellor and both campus presidents to their salaries. University of Illinois added the housing allowance (\$15,000 per year) of both campus chancellors to their salaries.

The results of our survey indicated that the following agencies provided housing for employees in Fiscal Year 1993 without implementing adequate procedures to determine if such housing was subject to taxation:

- Department of Agriculture assigned State-owned housing to five employees: agency director, State Fair manager, DuQuoin Fair manager, State Fair

grounds supervisor, and State Fair track maintainer. They paid no rent. The Department indicated the Director did not live in the house.

- Department of Conservation had 20 employees living in State-owned houses which was not a condition of employment. Their monthly rent appears to be below fair market value: each was between \$75 and \$125 and three had not changed since the 1970's.
- Department of Corrections had guards living in dormitories. The guards could live in dorm rooms for \$27 per month when housing was available. Their rent appears below market because it included all utilities and had not increased for many years (the Department could not identify when it was last changed).
- Department of Veterans' Affairs had two employees living in State-owned houses which was not a condition of employment. Department officials stated that since the Quincy Veterans' Home was established for Civil War veterans, by tradition, living quarters had been provided to the administrator. The second State-owned house was provided to an engineer. The Department's Chief Fiscal officer stated that they will establish a formal policy on housing.

University of Illinois representatives said that housing was a condition of employment for their employees, but with one exception they did not have adequate documentation, such as job descriptions or employment contracts, which would help to determine whether the university employees may be susceptible to taxation.

There are also some reporting requirements pertaining to *non*-employees who render services for housing provided at below fair market rent. As identified in Chapter 5 and in Appendix D, agencies had not changed their rent on non-employee housing for many years and, therefore, the rent was likely below the market rate.

The Internal Revenue Service has required employers to report on Form 1099-MISC any miscellaneous income that exceeded \$600 in one year. The directions for this form state that an employer has to report certain non-employee compensation: "**Box 7. - Enter non-employee compensation. Include fees, commissions, prizes and awards for services rendered, or other forms of compensation for services rendered for your trade or business by an individual who is not your employee [emphasis added].**"

Resolution determination number two asked whether the accounting for housing benefits in employees' compensation was consistent throughout the agency. As indicated above, only five employees' housing benefits were accounted for in their compensation so there was no disparity identified.

RECOMMENDATION NUMBER 3

The Department of Agriculture, Department of Conservation, Department of Corrections, Department of Veterans' Affairs, and the University of Illinois should develop procedures to determine if housing provided to employees and non-employees is subject to taxation. Agencies may consult with the Illinois Department of Revenue and the Internal Revenue Service to determine the appropriate means of reporting the value of housing provided at below fair market rent to individuals who do not meet all established criteria.

AGENCY RESPONSES

- Department of Conservation: "In June 1993, the Department reviewed the requirements of the Internal Revenue Service (IRS) and determined that security housing provided to our employees is not subject to taxation. We confirmed this determination with the IRS in December 1993. The IRS also has confirmed that housing provided to non-employees is not subject to taxation. As noted by the auditors elsewhere in this report, the Department plans to evaluate the rents charged to employees for non-security housing during the current year. Following this evaluation, rents will be revised where appropriate, and such rents will be reviewed periodically. Based on information obtained from IRS, this action will ensure that there is no potential tax liability on these residences."
- Department of Corrections: "Department of Corrections' housing is occupied predominately by security personnel from guards through wardens. The dormitories and houses have been provided over the years to assist in recruiting and to have employees available to respond to on-site emergencies if needed. Occupancy of existing housing by department personnel continues to contribute substantially to the smooth operation of the associated centers."
- University of Illinois: "The University is reviewing its accounting practices to determine if they are in compliance with current State and Federal tax code. Reporting and withholding practices will be modified as necessary to ensure compliance."

STATE'S LIABILITY

When the State provides residential housing, there may be some liability associated with it. For example, if an employee who lives in State housing as a condition of employment is accidentally injured on the premises, the employee is

likely to be covered by workers' compensation. While all employees may be covered by workers' compensation when on the job, these employees may be on call 24 hours a day rather than only during business hours, so the potential liability may be greater.

The State could also be liable for injuries caused by a latent defect which it should have known about or if the State concealed a dangerous condition. A contractual provision can not protect the landlord from liability for damages and injuries to persons and property caused by, or resulting from, the negligence of the lessor (the State being the lessor) according to the law (765 ILCS 705/1).

Seven State agencies responding to our questionnaire stated that one or more of their houses were in poor condition: Department of Conservation, Historic Preservation Agency, Department of Transportation, Southern Illinois University, Western Illinois University, University of Illinois, and University of Illinois Foundation.

A Department of Conservation official stated that the Department had demolished several houses since 1990 at the Mississippi Palisades State Park, Argyle Lake State Park, and the Pere Marquette State Park. He added that they had sold houses at the Mermet Lake State Fish and Wildlife Area and at the Union County State Tree Nursery.

Lease contracts that we reviewed generally contained an indemnification clause to protect the State in the event of injury or harm to the tenant. An indemnification clause may reduce liability but not eliminate it. Injured tenants may be able to file a claim against the State and win damages.

RECOMMENDATION NUMBER 4

The Department of Conservation, Historic Preservation Agency, Department of Transportation, Southern Illinois University, Western Illinois University, University of Illinois, and University of Illinois Foundation should ensure that all their State-owned housing is in satisfactory condition so as not to expose the State to undue liability.

AGENCY RESPONSES

- Department of Conservation: "The Department concurs with this recommendation and believes that we do maintain the condition of State-owned housing so as not to expose the State to undue liability."

(continued next page)

AGENCY RESPONSES *(continued)*

- Department of Transportation: "The Department categorizes rentable houses in poor condition on the basis of resale market condition (needs to be painted, carpet needs to be replaced, etc.) not on the basis of structural soundness. A house that is purchased by the Department that is structurally unsound is not offered for rent.

"We do not believe that improving the marketability of a house scheduled for future demolition is a wise use of state funds unless the cost will be recouped from rental income."
- University of Illinois: "Although University residences are believed to be in satisfactory condition, a monitoring/inspection procedure will be designed and implemented to ensure that the condition of rental facilities is periodically inspected and maintained at a safe and acceptable level."
- University of Illinois Foundation: "Although Foundation residences are believed to be in satisfactory condition, a monitoring/inspection procedure will be designed and implemented to ensure that the condition of rental facilities is maintained at a safe and acceptable level. The Foundation also has liability insurance in a substantial amount covering the properties."

Chapter 5 ***CHARGES FOR STATE HOUSING***

Employees paid nominal rent on State-owned housing. Rent was commonly \$40 per month or less, included utilities, and had not changed for many years. Employees also paid no security deposit. The Department of Transportation leased 12 houses to non-employees whose rent was past due on June 30, 1993. The rent on five houses was past due more than \$1,000; the Department had initiated collection procedures on them.

RENT CHARGED FOR STATE HOUSING

The Department of Conservation, Department of Corrections, Historic Preservation Agency, and University of Illinois charged employees nominal rent on State-owned housing. Rent was typically paid by employees through payroll deduction; non-employees paid by check. The specific rent information for these agencies is below.

- Department of Conservation's rent for security employees was \$40 per month regardless of the house's age, size, condition, or location (rent increased to \$100 in Fiscal Year 1994). Employees living in non-security housing paid \$75 to \$125 in rent and also paid utilities. Non-employee rent was between \$40 and \$200 per month. Four non-employees did not pay rent because they lived on a life estate.
- Department of Corrections' employee housing rent was \$27 per month for dormitory rooms. It was up to \$120 per month for some employee houses. No housing was provided to non-employees.
- Historic Preservation Agency's employee housing rent was \$40 per month regardless of the house's age, size, condition, or location. Non-employee rent was between \$25 and \$300 per month.
- University of Illinois' employee housing rent was between \$0 and \$300 per month. Non-employee monthly rent varied between \$0 and \$425. University officials said \$0 rent was charged when houses and farm land were leased as a package. The University received a share of crop revenue (e.g., half the net revenue from crops) from these leases.

Two of the agencies in our sample did not provide any housing to their employees. The Department of Transportation rented houses to non-employees for \$75 to \$1,800 per month. The University of Illinois Foundation rented houses to non-employees for \$0 (associated with farm leases) to \$2,127 (for an apartment building in Orange County, California).

Exhibit 5-1 shows that for the 18 State-owned houses provided to employees that we tested, the total rent was \$11,147 while the total annual cost was estimated at \$46,010.

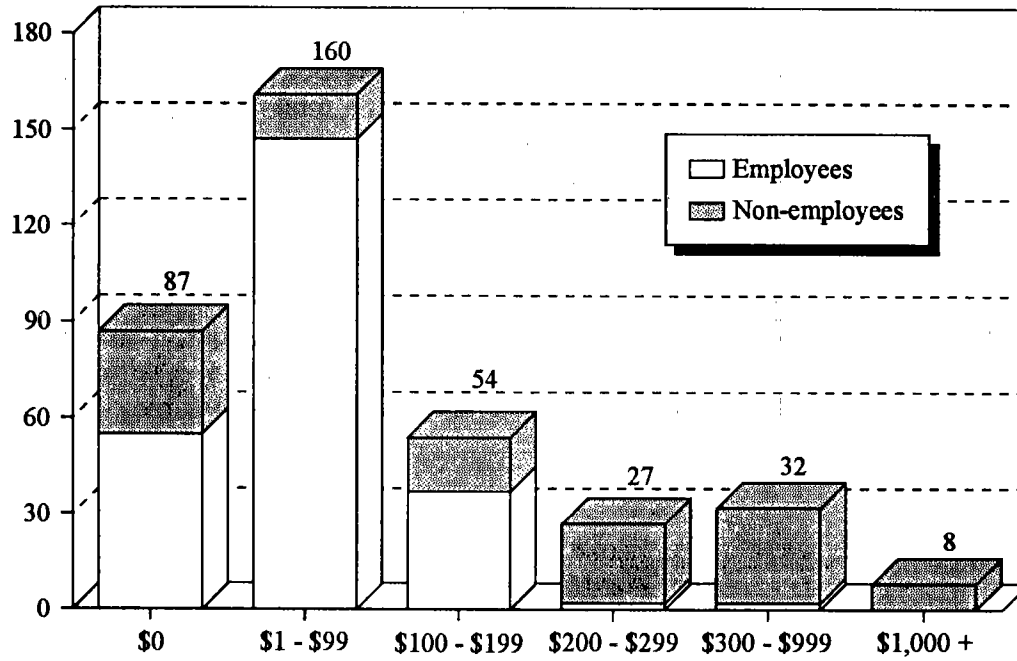
<i>Exhibit 5-1</i> RENT CHARGED ON STATE-OWNED EMPLOYEE HOUSING TESTED <i>Fiscal Year 1993</i>			
AGENCY	HOUSES TESTED	ANNUAL RENT	TOTAL ANNUAL COST *
Conservation	8	\$3,620	\$31,520
Corrections	6	** 6,567	8,279
Historic Preservation	2	960	3,253
University of Illinois	2	0	2,958
TOTAL	18	\$11,147	\$46,010
<p>* Included utilities, maintenance, and capital expenditures. Some cost was estimated or was not available. ** Estimate.</p> <p style="text-align: center;">SOURCE: Auditors review of agency data.</p>			

The rent for 247 of 388 (64 percent) State-owned housing facilities was less than \$100 per month (see Exhibit 5-2). No rent was charged for 87 houses; their Fiscal Year 1993 cost was \$550,517. Rent-free houses included five life estates in which the occupant could reside until death (or abandonment). Between \$1 and \$99 was charged for 160 houses; their Fiscal Year 1993 cost was \$395,530 while their total rent was \$94,656.

Sixty-one of the rent-free houses belonged to universities and foundations. These houses were provided to employees with farm-related duties (e.g., farm foremen) and to employees required to live on site (e.g., building mechanic, facilities manager, airport manager). Some houses were on farms that required non-employees to share crop profits. Eight were presidents' houses; their Fiscal Year 1993 utilities, maintenance, and capital expenditures were estimated by universities at \$348,585.

**Exhibit 5-2
DISTRIBUTION OF MONTHLY RENT
Employees and Non-employees
Fiscal Year 1993**

Number of Housing Facilities



Monthly Rent

	\$0	\$1 - \$99	\$100 - \$199	\$200 - \$299	\$300 - \$999	\$1,000 +
Employees	54	146	37	2	2	0
Non-employees	33	14	17	25	30	8
Total	87	160	54	27	32	8

Note: Houses for which no rent was charged included employees with site-related work duties (38), non-employees who were tenant farmers (23), university Presidents (8), life estates (5), and Illinois Judicial Branch (4). The exhibit excluded vacant facilities, facilities for which rent data was not available, and one facility for which rent was charged on a daily basis.

Source: OAG review of agency data.

Three agencies accounted for most of the housing whose rent was between \$1 and \$99: Department of Conservation (116 houses), Department of Corrections (26) and Historic Preservation Agency (13). Conservation's and Historic Preservation's houses were often rented to employees with security responsibilities. Their typical rent was \$40 per month. Corrections' housing was located within institutional facilities and was rented to employees generally for \$75 to \$90 per month.

Rent Past Due

The Department of Transportation leased 12 houses to non-employees whose rent was past due. The Department reported that a total of \$48,349 was past due on June 30, 1993 and that collection procedures had been initiated. Past due rent exceeded \$1,000 for five houses and was between \$350 and \$999 for seven more houses. One tenant was past due \$24,750 on June 30, 1993.

The Department had written procedures for collecting past due rent and evicting tenants. For example, their procedure was that if rent became 60 days past due, relevant information would be submitted to the Bureau of Claims. The Bureau would try to schedule payments with the tenant or seek the Attorney General's assistance.

Rent Unchanged For Many Years

State agencies had not changed employees' housing rent for many years. For example, the Department of Conservation increased its employee housing rent (which they refer to as a maintenance and utility fee) from \$40 per month to \$100 per month in Fiscal Year 1994 (effective September 1, 1993). The rent was last revised in 1980. Their new housing policy states that rent will be reviewed again in five years. Department officials said rent was being revised for non-employee housing. Information for the other agencies follows:

- Department of Corrections did not provide the date when its housing rent was last changed.
- Historic Preservation Agency changed rent on most properties prior to 1979.
- Department of Transportation had a tenant whose \$100 per month rent last changed in 1970. Rent on six houses had not changed for five years and the Department did not provide the date when rent last changed for four additional houses.

- University of Illinois Foundation said it changed rent annually on some properties. For the remainder of their houses, the information was not available.
- University of Illinois did not provide the date when rent was last changed for 35 of its 52 State-owned houses. The rent on the remaining 17 houses had changed since 1991.

OTHER STATES. Some states considered multiple factors in establishing rent. New Jersey based rent on the grade of housing, number of rooms, bathroom facilities, kitchen, garage, and porch. North Carolina considered type of housing, condition of unit, number of bedrooms, location of housing, and job requirements of persons living there. Alaska had a bargaining agreement formula that considered typical rent in the city, condition of housing (good, fair, poor), requirement to live in the housing (25 percent rent reduction), and amenities.

Our review of other states' housing identified some of their objectives. Maryland's Department of Natural Resources had a policy which required that free housing be justified using the following criteria: the residence is in an area with a high volume of public users and there are frequent requests for information or emergency services; and/or the residence is near land, improvements, or equipment of substantial value which needs constant protection from vandalism, theft, or other damage.

A 1984 report to the North Carolina General Assembly by their Legislative Research Commission suggested several criteria for determining which housing was essential: security necessary for property, proximity to alternative private housing, time required for employee to arrive at property in an emergency, and other benefits to the state for employees to occupy the housing.

With the exception of a two-page report completed by the Department of Conservation that identified changes in utility and maintenance cost, the four agencies with most of the State housing did not prepare any reports, studies, or analyses to evaluate their housing. Such reviews could help agencies update policies, identify the feasibility of alternative housing, adjust rent, and identify ways to better use State resources.

RECOMMENDATION NUMBER 5

The Department of Conservation, Department of Corrections, Historic Preservation Agency, Department of Transportation, University of Illinois, and University of Illinois Foundation should analyze the need for providing low rent housing to employees and consider alternatives to State housing. In addition, rent on all State housing should be evaluated for annual adjustment, such as based on changing economic conditions.

AGENCY RESPONSES

- Department of Conservation: "The Department has analyzed the need for security housing at our sites and strongly believes that such housing provides a cost effective means of protecting the State's assets from vandalism and theft; serving the public on a 24 hour basis; responding to emergencies and meeting vital operational needs at our remote parks and other facilities. As demonstrated by the financial data presented in the auditors' report, in FY93 the Department's net cost for security housing was on average less than \$3,000 per residence. If security housing was not utilized, we would be required to hire additional full-time personnel at a cost of more than \$20,000 per position per year." *

"As discussed elsewhere in this report, the Department is re-evaluating the rental amounts charged for non-security housing, and we agree to periodically review the adequacy of these charges in the future. The fee for all security residences was increased in September 1993. Department policy requires this fee to be adjusted every five years to reflect changes in U.S. economic indicators."

**Auditor's Comment: While the audit presents information on the cost of the Department's security houses, the report does not state that the net cost for security housing was less than \$3,000 per residence, nor does the report assess the need for or cost of full-time security personnel.*

- Department of Corrections: "Updated procedures for setting and adjusting rent and utility fees will increase employees' payments for most units."
- Historic Preservation Agency: "Taken as a whole, IHPA's site housing program is not an undue benefit to the employees who occupy the houses. Rather, it is a prudent and cost effective solution to serious management concerns of site security and emergency response. The program serves to protect the cultural resources in our charge -- our historic buildings and artifact collections. At a time when vandalism and theft is on the rise at museums and historic sites across the country, site housing is more justifiable than ever before. And given the alternative of hiring full time night security staff, the program saves money for the Agency and the State."

(continued on next page)

AGENCY RESPONSES *(continued)*

- Department of Transportation: "The Department accepts the recommendation. Currently the Department reviews rental rates every three years or upon initiating a new lease."
- University of Illinois: "The University provides a limited number of rental discounts to employees who perform security, maintenance, or other property management services on the property where the residence is located. The need for these services and method of compensating employees who perform them will receive continuing, periodic review. Also, procedures for periodic review of rental rates will be established."
- University of Illinois Foundation: "The Foundation provides no rentals to employees."

SECURITY DEPOSITS

Security deposits are commonly required of tenants in the private sector because they help pay for tenant damage to the rented property. However, three of the four agencies that had the most employee housing, Department of Conservation, Department of Corrections, and Historic Preservation Agency, did not require security deposits. The fourth agency, University of Illinois, required a damage deposit equal to one month's rent for housing at Allerton Park.

Security deposits for State-owned non-employee housing varied considerably. Department of Conservation did not require a security deposit from non-employee tenants. Historic Preservation Agency required one month's rent for non-employees. University of Illinois held crops as security deposit for tenants on trust farms. Department of Transportation collected advance rent on houses; however, advance rent was not the same as a security deposit because the tenant would not have to pay rent during the last month(s) of the contract. For example, one tenant paid \$4,800 at the beginning of the lease which was equal to three months rent. However, the tenant was not scheduled to pay rent for the last three months of the lease. Furthermore, the Department required different amounts of advance rent from various tenants -- between one and three months.

Department of Conservation officials stated the need for security deposits from employees is diminished because employees pay rent through payroll deduction and if they caused damage the Department can withhold money for accrued vacation and

sick days. Our review of other states' housing indicated that Alaska, Maryland, and Vermont required a security deposit for their housing. Alaska's security deposit was \$250.

RECOMMENDATION NUMBER 6

The Department of Conservation, Department of Corrections, Department of Transportation, Historic Preservation Agency, University of Illinois, and University of Illinois Foundation should require all employee and non-employee tenants of State-owned housing to pay a reasonable security deposit.

AGENCY RESPONSES

- Department of Conservation: "The Department agrees to require non-employee tenants of State-owned housing to pay security deposits. However, we do not believe such deposits are required from tenants who are employees because alternative control procedures exist. All Department employees are on delayed payrolls and most have accrued leave time. As a result the Department has an opportunity to withhold the cost of tenant damages from these sources.

"In December 1993, we contacted the natural resource agencies in 10 midwestern states. None of these agencies required employees in security housing to pay security deposits."
- Department of Corrections: ". . . since all of our housing is occupied by employees, we believe there are simpler alternatives to administering security deposits. The deduction provisions of 15 ILCS 405/10.05 should provide the easiest way to recover unpaid damages to a housing unit."
- Department of Transportation: "The Department's Policy and Procedures Manual was revised in 1992 to require tenants to pay a security deposit when initiating a new lease. Our standard lease form will be revised to include a security deposit provision in all new lease contracts."
- University of Illinois: "The University will reassess its present procedures for safeguarding rental properties from tenant damage. Management practices will be modified as necessary to ensure that the security of the properties is properly maintained, including the use of security deposits."
- University of Illinois Foundation: "The Foundation will reassess its present procedures for safeguarding rental properties from tenant damage. Management practices will be modified as necessary to ensure that the security of the properties is properly maintained."

UTILITIES

Three of the four agencies that provided the most housing to employees paid the utilities of the State-owned employee houses; they were the Department of Conservation, Department of Corrections, and Historic Preservation Agency. The fourth agency, University of Illinois, paid the utilities for 10 of its 26 employee housing, including two employees who were in our sample. Both were farm foremen who paid no rent because the University considered living in the house a condition of employment.

As shown in Exhibit 5-3, the utility costs of the 18 employee houses in our sample was estimated at \$32,908 during Fiscal Year 1993.

<i>Exhibit 5-3</i> UTILITIES PAID ON STATE-OWNED EMPLOYEE HOUSING TESTED <i>Fiscal Year 1993</i>		
AGENCY	HOUSES REVIEWED	UTILITIES COST *
Conservation	8	\$21,376
Corrections	6	8,279
Historic Preservation	2	3,253
University of Illinois	2	0
TOTAL	18	\$32,908

* Utility cost for some houses was estimated or was not available.
SOURCE: Auditors review of agency data.

The Department of Conservation paid the utilities for all State-owned houses provided to security employees. The utility meters for employee housing were not separated from other park utilities. Department representatives said several different utility companies served a park site and it would be too expensive to separate utilities. However, all non-employee tenants and employees living in non-security housing had separate meters and paid their own utilities.

Similarly, the Historic Preservation Agency paid utilities for all houses provided to employees but not for houses leased to non-employees. The monthly housing rent for employees was \$40.

Department of Corrections paid the utilities for all housing provided to employees. The Department also had some houses which were individually metered

and some which were not. The rent on houses was no more than \$120 per month. Furthermore, Department officials stated that no employee was required to reside in their housing as a condition of employment. While it is possible that the Department may find it costly to install separate utility meters for each dormitory room, it could have established a utility rate schedule for such situations.

Our survey of other states' housing identified the following about who paid the utilities:

- Hawaii, Kentucky, Montana, Nebraska, and Utah paid utilities for employee houses.
- Alabama, Iowa, Missouri, Oklahoma, and Tennessee paid utilities for some employees' houses.
- Arizona, Delaware, Pennsylvania, and Texas shared utilities for employee houses.
- Alaska, California, Colorado, Florida, Idaho, Maine, Maryland, Michigan, Nevada, New Jersey, North Carolina, and Wisconsin required employees to pay the utilities. Alaska and California had fixed rates that they charged for utilities. For example, Alaska charged \$150 per month for utilities. Nevada required tenants living in state parks to pay utilities, while North Carolina required all tenants to pay utilities.

RECOMMENDATION NUMBER 7

The Department of Conservation, Department of Corrections, Historic Preservation Agency, and University of Illinois should require employees to pay their own utilities and establish a utility schedule for employees who can not directly pay utilities due to extenuating circumstances, such as dormitories not individually metered.

AGENCY RESPONSES

- Department of Conservation: "The Department already requires all employees in non-security housing to pay all of their utility costs. Employees in security housing share the cost of their utilities through the payment of a monthly utility and maintenance fee."
- University of Illinois: "To the extent practicable, the University will require employees living in University-owned properties to pay utility expenses directly to the service provider."

Chapter 6
MANAGING STATE HOUSING

State agencies' selection of tenants for residential housing was informal and undocumented. The four agencies that provided the most housing to employees did not have application forms to request housing, written criteria for selecting tenants, or records of their decision on who should get housing. Although living in State housing was required for some employees, the specific duties they were to undertake by living in the housing were not documented. Monitoring of housing was generally not documented so we could not determine if it was performed.

AGENCIES' INTERNAL CONTROLS

We tested internal controls pertaining to housing at the six State agencies that provided the most housing during Fiscal Year 1993: Department of Conservation (150 housing benefits), Department of Corrections (62), Department of Transportation (56), University of Illinois (56), University of Illinois Foundation (17), and Historic Preservation Agency (16). The Department of Transportation and the University of Illinois Foundation provided housing to non-employees only. The specific number of housing benefits we tested is shown below in Exhibit 6-1.

<i>Exhibit 6-1</i> HOUSING TESTED IN DETAIL			
AGENCY	ALLOWANCES	STATE-OWNED HOUSES	LEASED HOUSING
Conservation	0	15	2
Corrections	0	6	0
Historic Preservation Agency	0	2	0
Transportation	0	6	0
University of Illinois	2	6	2
University of Illinois - Foundation	0	2	0
TOTAL	2	37	4

SOURCE: Auditors' review of State agencies' data.

Internal controls include methods and procedures adopted by management to ensure that goals and objectives are met. The controls we reviewed included statutory

authority, housing policies, application forms, lease contracts, accounting records, housing reports, and monitoring documents.

Selecting Tenants

Agencies' selection of tenants for State-owned residential housing was informal and undocumented. The four agencies that provided the most housing to employees lacked application forms for requesting housing, written criteria for selecting tenants, or written record of their decision with reasons behind the decision on who should get housing. The four agencies were Department of Conservation, Department of Corrections, Historic Preservation Agency, and University of Illinois. We found only one Department of Corrections' tenant who wrote a two sentence memo requesting housing. The following illustrates methods used by all six agencies to select tenants:

- **Department of Conservation** - agency representatives said they had two types of houses: houses assigned to employees to provide security and houses rented to others which they called non-security housing. For the second category, representatives said their preference was to select employees first and then select non-employees, preferably security conscious individuals such as police officers. They added that frequently such housing was advertised through word of mouth and that they also received inquiries from interested parties.
- **Department of Corrections** - an agency representative said the housing, which was located within prison compounds, was provided to employees only and generally was assigned on a first-come, first-serve basis.
- **Historic Preservation Agency** - an agency representative said the houses were assigned to employees who provided site security. The Agency also had five non-employee houses. When such a house became vacant, individuals within the area learned about it through word of mouth and contacted the Agency. The Agency did not advertise vacant houses to get tenants.
- **Department of Transportation** - a district representative said when a house became available, the first person on the waiting list completed an application form and, if the credit references checked, was rented the house. The Department did not have a waiting list for any of the six houses in our sample and did not have application forms for two of six housing sampled.
- **University of Illinois** - an agency representative said the university typically provided free houses to employees as a condition of employment. Examples of employee tenants were livestock farm managers, farm foremen, and researchers. Three employees at Allerton Park (in Monticello) were provided

a house for reduced rent in exchange for security and maintenance services. The majority of the University's non-employee housing was on leased farms. The turnover of tenants was low. Individuals within the community generally learned of available farms and housing through word of mouth.

- **University of Illinois Foundation** - an agency representative said individuals within the community generally learned of available farms and housing through word of mouth. Most of the Foundation's housing was farm related and the turnover of tenants was low. All Foundation housing was provided to non-Foundation employees, including three houses to University of Illinois employees. One was the University of Illinois President's condominium in Chicago (he was also provided a house in Urbana by the University of Illinois), the other two were used by various individuals in lieu of hotels.

A formalized application and selection process can improve determining whether there is a significant need for the State to provide low rent housing, strengthen controls, make the process more objective, and ensure that decisions are adequately documented so that written State records are created.

RECOMMENDATION NUMBER 8

The Department of Conservation, Department of Corrections, Historic Preservation Agency, Department of Transportation, University of Illinois, and University of Illinois Foundation should develop and maintain application forms for State-owned housing, written criteria for selecting employee tenants, and records of decisions on who was selected to receive State housing and why they were selected.

AGENCY RESPONSES

- Department of Conservation: "The Department agrees to review our current practices for selecting tenants and will take appropriate action to enhance our selection process. However, the Department believes that our existing housing policy and procedures already address most of the recommended changes for the selection of tenants."
- Department of Transportation: "The Department uses an application form and obtains a credit evaluation for prospective tenants. Property is then rented on a first come basis to credit worthy applicants. The Department does not rent to employees."

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AGENCY RESPONSES (continued)

- University of Illinois: "The preponderance of University-owned, employee-occupied housing is provided as a condition of employment. The criteria for selecting an employee governs who may reside in the houses. Most University-owned houses occupied by non-employees are trust farms which operate as quasi-commercial enterprises. The criteria for selecting the farm operators determines who will reside in these facilities. Written criteria and selection records will be developed and maintained for the few rentals which do not involve the selection of an employee or farm operator."
- University of Illinois Foundation: "Most Foundation owned houses are located on farms. The criteria for selecting the Farm operators usually determines who will reside in these facilities. Written criteria and selection records will be developed and maintained for the few rentals which do not involve the selection of a farm operator."

Employees' Responsibilities

The Department of Conservation, Historic Preservation Agency, and University of Illinois required some employees to live in State housing as a condition of their employment. However, the reason why it was a requirement was not set forth in writing. Department of Conservation and Historic Preservation Agency officials said their employees provided site security.

In addition, the agencies did not detail the particular responsibilities that these employees would be carrying out by living in the house. They only appeared in job descriptions for some employees. A job description for a Historic Preservation Agency Site Manager III stated: ". . . supervises and participates in the maintenance of site grounds, facilities, and equipment; monitors and implements site security and safety program"

A University of Illinois lease contract stated that the employee was required to live on the ". . . property as a portion of his responsibility as Park and Building Manager. In particular, this house secures the north entrance road gate. . . ."

The agencies could have specified in writing such employees' responsibilities which would also help explain the need for providing State housing. A listing of responsibilities could detail things such as opening and closing buildings, answering public inquiries (e.g., about facilities or recreation available, regulations), assisting

lost persons, and reporting emergency situations like fire, floods, power failures, or icy roads.

Among the other states, New Jersey was developing responsibilities for employees required to live in State housing. These responsibilities, for example, included knowing procedures to assist visitors who needed directions, to provide medical assistance, to assist persons who had an accident, and to contact police or fire stations.

There were also no written criteria why security personnel were required to live in certain housing as a condition of employment and entitled to housing benefits. The Department of Conservation determined who would live in non-security housing on a case-by-case basis.

State agencies could have established written criteria, which if met, would document that it was essential for an employee to reside in that house.

RECOMMENDATION NUMBER 9

The Department of Conservation, Historic Preservation Agency, and University of Illinois should develop written criteria for determining who must live in State housing and why, and state the specific responsibilities that such employees can only perform effectively by living in the State house.

AGENCY RESPONSES

- Department of Conservation: "The Department agrees to prepare a written summary of the types of responsibilities that employees in security housing are expected to perform. Additionally, we will formally document the criteria which is currently used to determine the need for security housing. However, the main criteria used in this determination are already stated in the Department's existing housing policy."
- University of Illinois: "The University is in the process of developing a written policy concerning management of rental housing. That policy will identify positions which require employees to live in University facilities as a condition of employment, and it will enumerate the responsibilities of those employees."

MONITORING STATE HOUSING

The Department of Conservation, Department of Corrections, Historic Preservation Agency, and University of Illinois did not keep written records of their monitoring of housing or employees assigned to live in State housing. Without documents, it is difficult to determine the extent of monitoring and frequency of site visits.

The only documentation that evidenced any monitoring for these agencies was (1) the Department of Conservation "Dwelling Survey Form" which contained information on the tenant, house description, and house condition and (2) the Department of Transportation's "Property Inspection and Narrative Report Log."

Monitoring may accomplish several purposes: (1) provide supervision and ensure the employee is present at the work site, especially an employee who is required to be available at all hours; (2) ensure the house is being used for authorized purposes; and (3) ensure the house is in proper living condition since the State may have some liability if the house is unsafe (discussed in Chapter 4).

RECOMMENDATION NUMBER 10

The Department of Conservation, Department of Corrections, Historic Preservation Agency, and University of Illinois should conduct regular site visits to State-owned employee housing and keep written records of these visits.

AGENCY RESPONSES

- Department of Conservation: "The Department will enhance our procedures to ensure that written reports are prepared to document inspections of State-owned housing. It should be noted, however, that such housing is located at the Department's sites and currently is inspected on an on-going basis."
- University of Illinois: "The University will initiate a program of regular residence monitoring, which will include maintaining records of site visits and the findings of those visits."

Appendix A

**SENATE JOINT RESOLUTION
NUMBER 21**

STATE OF ILLINOIS
EIGHTY-EIGHTH GENERAL ASSEMBLY
SENATE

Senate Joint Resolution No. 21

Offered by Senators Topinka, Watson, DeAngelis, Hall,
Demuzio, O'Daniel, Stern, Geo-Karis and T. Dunn

WHEREAS, An important function of the Auditor General is to research areas in which the use of State resources could be made more efficient; and

WHEREAS, A recent survey identified approximately 150 houses owned by various State entities, ranging in value from from \$5,000 to \$3,500,000, that are provided to State officers and employees for little or no rental cost; and

WHEREAS, News reports have questioned the State's practice of providing housing to State officers and employees for little or no rental cost; and

WHEREAS, The State also provides other housing benefits to State officers and employees in the form of housing reimbursements, allowances or other subsidies; and

WHEREAS, Research is necessary to determine whether the State's practice of providing housing and housing reimbursements, allowances or other subsidies to State officers and employees is an efficient use of State resources; and

WHEREAS, Research is also necessary to determine whether State-owned housing through lease or other arrangements is provided to persons who are not State employees; therefore, be it

RESOLVED, BY THE SENATE OF THE EIGHTY-EIGHTH GENERAL ASSEMBLY OF THE STATE OF ILLINOIS, THE HOUSE OF REPRESENTATIVES CONCURRING HEREIN, that the Auditor General

is directed to conduct a management audit of the State's practice of providing housing and housing reimbursements, allowances or other subsidies to State officers and employees, and, if applicable, State-owned housing to other persons; and be it further

RESOLVED, That this audit shall include, but need not be limited to, the following determinations:

1. Whether State entities, including universities and university-related organizations, that provide housing or housing reimbursements, allowances and other subsidies to State officers and employees, have policies and guidance for determining which officers and employees are eligible to receive such housing benefits, how such housing benefits are allocated, and what compensation values should be assigned to such benefits;

2. Whether State entities, including universities and university-related organizations, that provide housing or housing reimbursements, allowances and other subsidies to State officers and employees, account for such housing benefits in officer and employee compensation and whether such treatment or benefits is uniform and consistent throughout the entity;

3. Whether State entities, including universities and university-related organizations, have adequate justification for providing housing or housing reimbursements, allowances and other subsidies to State officers and employees;

4. Whether changes in policies or statutes are necessary to better guide State practices in providing housing or housing reimbursements, allowances and other subsidies to State officers and employees; and

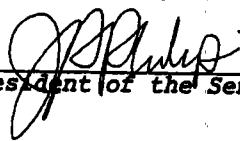
5. Whether State-owned housing is provided through lease or other arrangements to persons who are not State

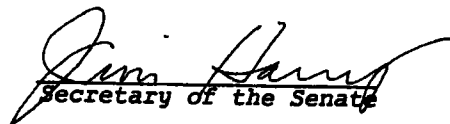
employees and, if so, whether the providing State entity has in place policies for the allocation and use of such housing, and whether the allocation and use of such housing is adequately justified; and be it further

RESOLVED, That all State entities which may have information relevant to this audit shall cooperate fully and promptly with the office of the Auditor General in the conduct of this audit; and be it further

RESOLVED, That the Auditor General shall commence the audit as soon as possible and shall report his findings which are to include legislative initiatives and recommendations, by January 31, 1994, to the Legislative Audit Commission and the members of the General Assembly in accordance with the provisions of the Illinois State Auditing Act.

Adopted by the Senate, April 28, 1993.


President of the Senate


Secretary of the Senate

Concurred in by the House of Representatives, May 26, 1993.


Speaker of House of Representatives


Clerk of House of Representatives

Appendix B

AUDIT METHODOLOGY

Appendix B

AUDIT METHODOLOGY

In this audit, "house" includes house, townhouse, mobile home, apartment, condominium, dormitory, cottage, cabin, or other residence. Housing "allowance" means allowance, reimbursement, or other monetary subsidy for housing.

The audit period was Fiscal Year 1993. Information for the audit was gathered between July and October 1993. We reviewed statutes, administrative rules, the Comptroller's Uniform Statewide Accounting System manual, agency policies and records. We also conducted site visits and interviewed agency representatives. We also conducted a telephone survey of other states to determine if they provided housing and had any statewide policies (see Appendix E).

Since the State of Illinois did not maintain central information on residential housing, a survey questionnaire was used to gather data on housing benefits provided to employees and non-employees. A total of 147 State agencies, boards, commissions, universities, and university-related entities were included in the survey. Agencies' responses to the survey questionnaire are summarized in Appendices C and D. The questionnaire requested data on: (1) housing allowances, (2) State-owned houses provided to employees, (3) State-owned houses provided to non-State employees, and (4) houses not owned by the State (i.e., leased or rented).

The questionnaire requested agencies' authority to provide housing, housing policies, and reports on housing. It asked for specific information on housing benefits to both employees and non-employees, such as dates of benefits, rent, cost, date rent was last revised, fund used to pay benefits, and reason for providing benefits. The questionnaire **excluded** the following:

- a. housing provided for short durations, such as to the public in State lodges or to employees on out-of-town assignments;
- b. employee-owned/controlled housing used on travel status if FY93 payment to employee was below \$1,000;
- c. housing provided to residential directors and assistants who live in university dormitories; and
- d. housing provided to wards of the State or patients.

Detail testing was conducted at agencies that had at least ten houses or allowances in Fiscal Year 1993. The six agencies that fit this criteria were the Department of Conservation, Department of Corrections, Historic Preservation

Agency, University of Illinois, University of Illinois Foundation, and Department of Transportation.

We performed a risk analysis to determine the extent of testing that was necessary. Only the Department of Conservation had a management report on housing that was computerized. Since we did not find significant discrepancies between computerized data and hard copies of agency records in the housing benefits tested, and since it was not an integral part of our audit, we did not perform general controls testing of their computerized information system. Instead, we relied upon our auditors to review the reliability of Conservation's data processed by electronic data processing systems during the regular financial and compliance audit of the agency.

Two types of tests were performed at these agencies: testing of internal controls and testing of housing benefits. The management control documents that we reviewed included agency policies, application forms (or other records demonstrating the process of selecting tenants), lease contracts, accounting records, management reports, monitoring documents, and procedures for managing the houses that were available at the agencies.

Housing benefits tested consisted of allowances, houses, and leased residences. Approximately ten percent of each agency's housing benefits were randomly selected for detail testing -- housing benefits were consecutively numbered beginning with the number one and the computer generated the random numbers. In addition, we reviewed all their leased housing and housing allowances.

During fieldwork, a few more houses were identified. For example, the Department of Conservation identified a leased trailer after testing had begun. The Department of Corrections identified three houses after testing was completed. The table below shows the housing known at the time we drew the sample.

<i>AGENCY</i>	<i>TOTAL BENEFITS</i>	<i>RANDOM SAMPLE SIZE</i>	<i>ALLOWANCES AND LEASES</i>	<i>TOTAL SAMPLE</i>
Department of Conservation	146	15	1	16
Department of Corrections	58	6	0	6
University of Illinois	57	6	4	10
Department of Transportation	57*	6	0	6
University of Illinois Foundation	17	2	0	2
Historic Preservation Agency	16	2	0	2
TOTAL	351	37	5	42

* One house was later identified to be outside the time period being audited, leaving the Department with 56 houses.

Appendix C

**SUMMARY OF STATE AGENCIES
THAT PROVIDED HOUSING**

Appendix C
**SUMMARY OF STATE AGENCIES
THAT PROVIDED HOUSING**

This appendix summarizes administrative information on all agencies that provided housing allowances, employee housing, non-employee housing, or non-State owned housing. Specifically, it contains information on the following:

1. Name of agency
2. Type of housing benefit provided
3. Authority to provide housing
4. Agency housing policies
5. Reports on housing

A survey questionnaire was used to obtain this information on housing benefits provided during Fiscal Year 1993. Some changes were made to the agencies' questionnaire data based on auditors' reviews and supporting documentation that the agencies could provide. The following definitions were used in the survey questionnaire:

- Employee means State officer or employee of this agency.
- Housing means house, townhouse, mobile home, apartment, condominium, dormitory, cottage, cabin, or other residence.
- Housing allowance means allowance, reimbursement, or other monetary subsidy for housing.
- Rent means any charge paid to the State for housing, including lease payment, maintenance fees, or utilities.

FOOTNOTES TO THE APPENDIX TABLES THAT FOLLOW

"Non-employee" means non-employee of the agency.

* Travel regulations provided authority since housing was in lieu of lodging.

** DCCA said its statute authorizes it "...to establish overseas offices..." and added that granting allowances to expatriate employees is a usual and customary business practice necessary to foreign operations.

- N/A Not applicable.
- (1) Although several agencies cited their enabling legislation, the legislation did not provide specific relevant authority to provide housing benefits. Other agencies cited an internal policy which is reflected in the next column if it was relevant and documented.
- (2) The University has established policy and guidelines for the operation of the President's home and campus units leasing space outside the Champaign-Urbana area.
- (3) The University has established guidelines for the Chancellor and Presidents of the Southern Illinois University System.
- Note: The Board of Higher Education conducted a study in 1986 for the Senate Appropriations Committee which detailed information on university housing.
- + Policy established by Governing Board.
- ++ Illinois Medical Center Commission Housing Policy Guidelines became effective on July 21, 1993. This audit covers Fiscal Year 1993 which ended June 30, 1993.
- T The Department owned some additional houses that were vacant for all of FY93. Officials said they were never intended to be rented; therefore, they were not included.
- C Officials stated the Department has two types of employee housing: houses assigned to employees to provide security (101 houses) and houses rented to others which they called non-security housing (20 houses).

Appendix C AGENCIES PROVIDING HOUSING Fiscal Year 1993									
AGENCY	HOUSING BENEFITS PROVIDED					AUTHORITY (1)	AGENCY POLICIES (1)		AGENCY REPORT ON HOUSING
	Employee Allowance	Employee Housing	Non-Employee Housing	Non-State Owned Housing	Total Benefits		Employee Allowance/Housing	Non-employee Housing	
<u>ELECTED CONSTITUTIONAL OFFICERS</u>									
Office of the Governor	1	1	0	0	2	Statute & Travel (*)	No	N/A	No
Office of the Lieutenant Governor	1	0	0	0	1	Statute	No	N/A	No
Office of the Attorney General	1	0	0	0	1	Statute	No	N/A	No
Office of the Secretary of State	1	0	0	0	1	Statute	No	N/A	No
Office of the Treasurer	1	0	0	0	1	Statute	No	N/A	No
Office of the Comptroller	1	0	0	0	1	Statute	No	N/A	No
Illinois Judicial Branch	0	4	0	0	4	No External Authority	No	N/A	No
TOTAL	6	5	0	0	11				

* Travel Regulations provided authority since housing was in lieu of lodging. N/A = Not Applicable

NOTE: One employee of the Office of the Governor was reimbursed pursuant to the Travel Regulations for employee-controlled housing. The Governor resided in the State Executive Mansion.

(1) Although several agencies cited their enabling legislation, the legislation did not provide specific relevant authority to provide housing benefits. Other agencies cited an internal policy which is reflected in the next column if it was relevant and documented.

Appendix C AGENCIES PROVIDING HOUSING Fiscal Year 1993									
AGENCY	HOUSING BENEFITS PROVIDED					AUTHORITY (1)	AGENCY POLICIES (1)		AGENCY REPORT ON HOUSING
	Allowance	Employee Housing	Non-Employee Housing	Non-State Owned Housing	Total Benefits		Employee Allowance/Housing	Non-employee Housing	
CODE DEPARTMENTS									
Agriculture	0	6	0	0	6	No External Authority	No	N/A	No
Commerce & Community Affairs	5	0	0	0	5	**	No	N/A	No
Conservation C	0	121	27	2	150	Statute	YES	YES	YES
Corrections	1	61	0	0	62	No External Authority	YES	N/A	No
Employment Security	1	0	0	0	1	*	unavailable	unavailable	unavailable
Energy & Natural Resources	0	0	0	3	3	No External Authority	No	N/A	No
Human Rights	0	0	0	1	1	*	No	N/A	No
Mental Health & Dev. Dis.	0	0	2	1	3	No External Authority	YES	No	No
Military Affairs	0	3	0	0	3	Statute	No	N/A	No
Mines & Minerals	0	1	0	0	1	No External Authority	No	N/A	No
State Police	3	0	0	0	3	*	No	N/A	No
Transportation T	0	0	56	0	56	Statute & Admin. Rule	N/A	YES	No
Veterans' Affairs	0	2	1	0	3	No External Authority	No	No	No
TOTAL	10	194	86	7	297				

** = Commerce & Community Affairs said its statute authorizes it "...to establish overseas offices..." and added that granting allowances to expatriate employees is a usual and customary business practice necessary to foreign operations.

C = Officials stated the Department has two types of employee housing: houses assigned to employees to provide security (101 houses) and houses rented to others which they called non-security housing (20 houses).

T = The Department owned some additional houses that were vacant for all of FY93. Officials said they were never intended to be rented; therefore, they were not included.

Appendix C AGENCIES PROVIDING HOUSING Fiscal Year 1993											
AGENCY	HOUSING BENEFITS PROVIDED						AUTHORITY (1)	AGENCY POLICIES (1)		AGENCY REPORT ON HOUSING	
	Allowance	Employee Housing	Non-Employee Housing	Owned Housing	Total Housing	Benefits		Employee Allowance/Housing	Non-employee Housing		
UNIVERSITIES AND FOUNDATIONS											
Chicago State University	0	1	0	0	0	1	+	No	N/A	No	
Eastern Illinois University	0	1	1	0	0	2	+	No	No	No	
Illinois State University	0	1	0	0	0	1	+	No	N/A	No	
Northeastern Illinois University	0	1	0	0	0	1	+	No	N/A	No	
Northern Illinois University	0	1	0	0	0	1	+	No	N/A	No	
Sangamon State University	0	1	0	0	0	1	+	No	N/A	No	
Southern Illinois University	3	4	0	0	0	7	+	YES (3)	N/A	YES	
University of Illinois	2	26	26	2	2	56	Statute & Policy (+)	YES (2)	No	No	
University of Illinois - Found.	0	0	17	0	0	17	Statute & Policy (+)	No	No	No	
Western Illinois University	0	5	0	0	0	5	Other	No	N/A	No	
TOTAL	5	41	44	2	2	92					

+ Policy established by Governing Board.

(2) The University has established policy and guidelines for the operation of the President's home, Allerton Park, and campus units leasing space outside the Champaign-Urbana area.

(3) The University has established guidelines for the Chancellor and Presidents of the Southern Illinois University system.

NOTE: The Board of Higher Education conducted a study in 1986 for the Senate Appropriations Committee which detailed information on university housing.

Appendix C AGENCIES PROVIDING HOUSING Fiscal Year 1993										
AGENCY	HOUSING BENEFITS PROVIDED						AUTHORITY (1)	AGENCY POLICIES (1)		AGENCY REPORT ON HOUSING
	Allowance	Employee Housing	Non-Employee Housing	Non-State Owned Housing	Total Benefits	Employees Allowance/Housing		Non-employees Housing		
OTHER STATE AGENCIES										
Savings & Residential Finance	3	0	0	0	3	*	No	N/A	No	
General Assembly-House of Reps.	0	0	0	6	6	*	No	N/A	No	
General Assembly-Senate	0	0	0	4	4	*	No	N/A	No	
Historic Preservation Agency	0	11	5	0	16	Statute	No	No	No	
Illinois Commerce Commission	1	0	0	0	1	*	No	N/A	No	
IL Medical Center Commission	0	1	1	0	2	++	No	N/A	No	
Prisoner Review Board	1	0	0	0	1	*	No	N/A	No	
State Fire Marshal	1	0	0	0	1	*	No	N/A	No	
TOTAL	6	12	6	10	34					
GRAND TOTAL	27	252	136	19	434					

++ Illinois Medical Center Commission Housing Policy Guidelines became effective on July 21, 1993. This audit covers Fiscal Year 1993, which ended June 30, 1993.

Appendix D

**HOUSING BENEFITS PROVIDED
BY STATE AGENCIES**

Appendix D
**HOUSING BENEFITS
PROVIDED BY STATE AGENCIES**

This appendix shows housing benefits provided to State officers, employees, and non-employees during Fiscal Year 1993. The agencies in this appendix are organized into four categories: elected Constitutional Officers, code departments, universities and foundations, and all other State agencies.

A survey questionnaire was used to obtain this information on housing benefits provided during Fiscal Year 1993. Some changes were made to the agencies' questionnaire data based on auditors' reviews and supporting documentation that the agency could provide.

Data about agency housing benefits could be under the following headings: allowances, employee and non-employee housing, and leased housing.

- The following information is provided on **housing allowances**: title of employee receiving allowance, city and county of housing, amount of allowance provided (e.g., rent and utilities), date allowance was last revised, and agency's reason for providing allowance. For employees who were reimbursed pursuant to travel regulations, a threshold of \$1,000 was used.
- The following information is provided on **employee and non-employee houses**: employee title, city and county where housing was located, age of house, square footage of house, appraisal value of house, rent, and cost to agency (e.g., utilities, maintenance, capital improvements).
- The following information is provided on **leased housing** (some of which was leased for part of the year, such as during the legislative session): employee title, agency expense, rent charged, and agency's reason for leasing the housing.

FOOTNOTES TO THE APPENDIX THAT FOLLOWS

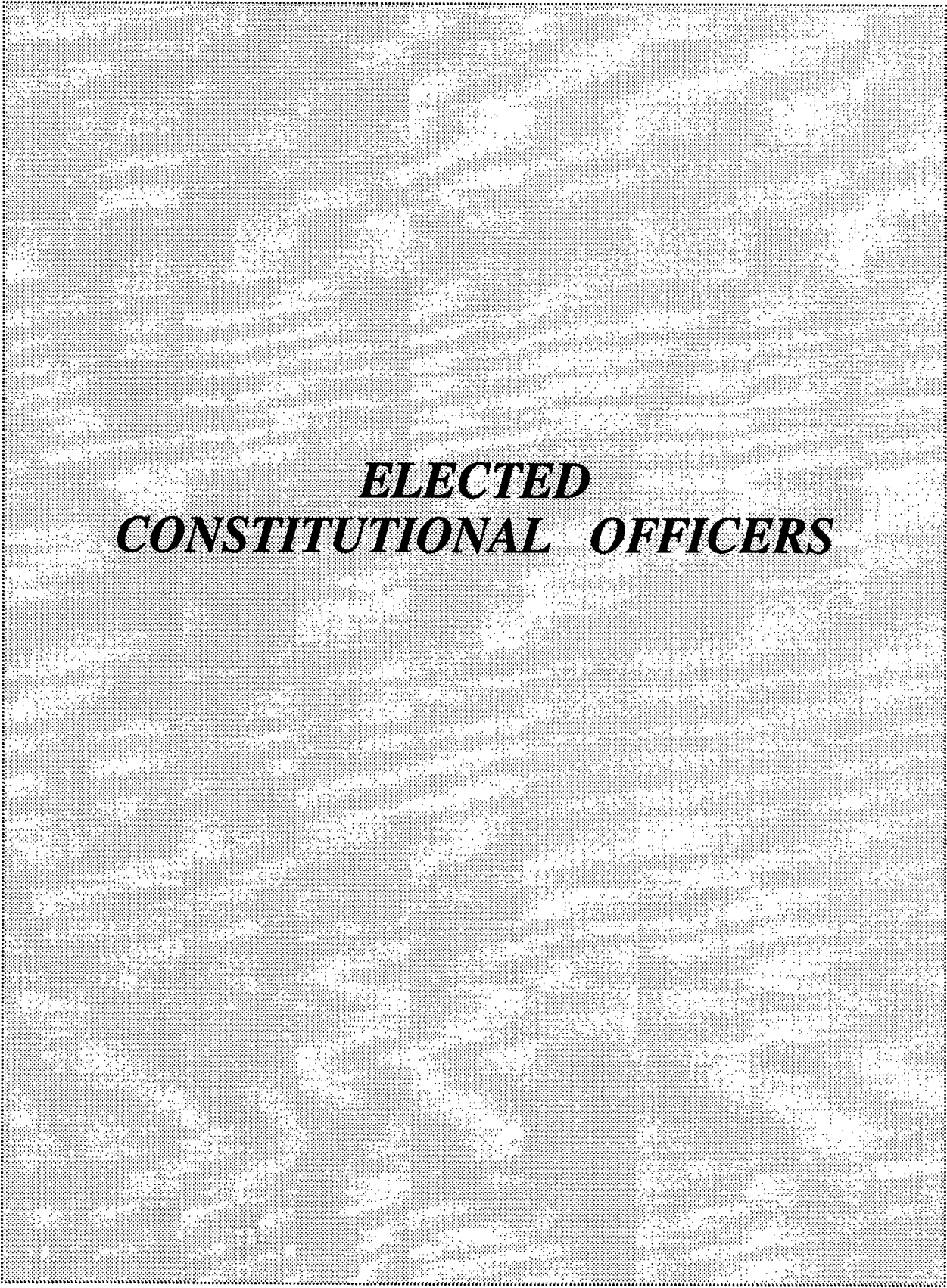
"Non-employee" means non-employee of the agency.

"Allowance" means rental payments, while the column titled "Other" includes furniture, utilities, garbage, etc.

* Agency estimate.

** Agency indicated monthly rent was not applicable.

- N/A Not applicable.
- A Appraisal amount includes dwelling and property acquired for highway purposes.
- B Utility expenses for other buildings are also included in the Agency's Fiscal Year 1993 cost.
- C Officials stated the Department has two types of employee housing: houses assigned to employees to provide security (101 houses) and houses rented to others which they called non-security housing (20 houses). See corresponding footnote N.
- D Dormitory monthly rent charged on a 'per employee' basis.
- E Two employees resided within same home during different time periods in Fiscal Year 1993. Therefore, the housing benefit was counted as one.
- F Endowment farms leased to tenant operators. Charge for rental of farm assets does not separately identify an amount for farm residence.
- G Gift farms leased to tenant operators. Charge for rental of farm assets does not separately identify an amount for farm residence.
- H Donated Funds.
- L Life Estate.
- N Non-security employees are responsible for all utilities and the maintenance of the residence. The Department paid utilities for three residences which were vacant during part of FY93.
- P Foundation receives 20% of rental proceeds.
- R Renovation of house.
- S Monthly rent and FY93 cost included with leased property in Auburn, Sangamon County.
- T The Department owned some additional houses that were vacant for all of FY93. Officials said they were never intended to be rented; they were, therefore, not included.
- V Vacant property.
- W These houses are on a farm at Site M and are leased with the farm.
- (1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.
- (2) Agency's cost may include capital improvements, utilities, and maintenance.
- (3) Agency's FY93 total cost of \$41,512 included utilities: electric \$1,400; propane \$645; maintenance \$270; Capital Development Board project (asbestos removal) \$34,200; and the trailer rental \$4,997. For information regarding lease of trailer see footnote (3A).
- (3A) A trailer was rented on a temporary basis to provide housing while residence was being remodeled as part of a Capital Development Board project. The project was scheduled to be completed in late 1993. See corresponding footnote (3).



***ELECTED
CONSTITUTIONAL OFFICERS***

Appendix D Elected Constitutional Officers GOVERNOR Fiscal Year 1993						
EMPLOYEE TITLE	LOCATION		MONTHLY PAYMENT		LAST REVISED	AGENCY'S REASON FOR ALLOWANCE
	City	County	Allowance	Other		
ALLOWANCES Chief of Staff	Springfield	Sangamon	\$256	\$0	Sept. 1992	This amount is authorized by the Governor's Travel Control Board.

Note: "Allowance" means rental payments, while the column titled "Other" includes furniture, utilities, garbage, etc.

Appendix D Elected Constitutional Officers GOVERNOR Fiscal Year 1993							
EMPLOYEE TITLE	LOCATION City	LOCATION County	AGE (Years)	SIZE (sq. ft.)	MARKET VALUE Amount Appraisal Date	MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
EMPLOYEE HOUSING Governor	Springfield	Sangamon	137	45,120	Historical Site No estimate available	\$0	\$90,037

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.

(2) Agency's cost may include capital improvements, utilities, and maintenance.

Appendix D Elected Constitutional Officers LIEUTENANT GOVERNOR Fiscal Year, 1993						
EMPLOYEE TITLE	LOCATION		MONTHLY PAYMENT		LAST REVISED	AGENCY'S REASON FOR ALLOWANCE
	City	County	Allowance	Other		
ALLOWANCES Lieutenant Governor	Springfield	Sangamon	\$750	\$365	N/A	<p>This allowance is in lieu of lodging, meals, or per diem allowances, which are customary for State employees, including the Legislature, but which the Lieutenant Governor and other constitutional officers do not receive.</p> <p>Auditor's Comment: Unlike State employees and members of the General Assembly, Constitutional Officers are not subject to any maximum dollar limits for their travel expenses. Rather, they may be reimbursed actual costs for lodging, meals, and other incidental expenses.</p>

N/A = Not Applicable

Note: "Allowance" means rental payments, while the column titled "Other" includes furniture, utilities, garbage, etc.

Appendix D Elected Constitutional Officers ATTORNEY GENERAL Fiscal Year 1993						
EMPLOYEE TITLE	LOCATION City	LOCATION County	MONTHLY PAYMENT Allowance	MONTHLY PAYMENT Other	LAST REVISED	AGENCY'S REASON FOR ALLOWANCE
ALLOWANCES Attorney General	Springfield	Sangamon	\$845	\$63	Not Provided	Allowance provided pursuant to the Finance Act which permits "Expenditures for the rental of lodgings in Springfield, Illinois and for the payment of utilities used in connection with such lodgings for all elected State officials..." 30 ILCS 105/15a (c) Allowances provided pursuant to the State of Illinois Constitution : "The Executive Branch shall... keep the public records and maintain a residence at the seat of government during their terms of office." 1970 State of Illinois Constitution Section 1, Article V.

Note: "Allowance" means rental payments, while the column titled "Other" includes furniture, utilities, garbage, etc.

Appendix D Elected Constitutional Officers SECRETARY OF STATE Fiscal Year 1993					
EMPLOYEE TITLE	LOCATION		MONTHLY PAYMENT	LAST REVISED	AGENCY'S REASON FOR ALLOWANCE
	City	County			
ALLOWANCES Secretary of State	Springfield	Sangamon	\$1,225 \$655 Other	Jan. 1993	Allowance provided pursuant to the Finance Act which permits "Expenditures for the rental of lodgings in Springfield, Illinois and for the payment of utilities used in connection with such lodgings for all elected State officials..." 30 ILCS 105/15a (c)

Note: "Allowance" means rental payments, while the column titled "Other" includes furniture, utilities, garbage, etc.

Appendix D Elected Constitutional Officers TREASURER Fiscal Year 1993						
EMPLOYEE TITLE	LOCATION		MONTHLY PAYMENT		LAST REVISED	AGENCY'S REASON FOR ALLOWANCE
	City	County	Allowance	Other		
ALLOWANCES Treasurer	Springfield	Sangamon	\$655	\$16	Feb. 1993	Allowance provided pursuant to the Finance Act which permits "Expenditures for the rental of lodgings in Springfield, Illinois and for the payment of utilities used in connections with such lodgings for all elected State officials..." 30 ILCS 105/15a (c) Allowances provided pursuant to the State of Illinois Constitution: "The Executive Branch shall... keep the public records and maintain a residence at the seat of government during their terms of office." 1970 State of Illinois Constitution Section 1, Article V.

Note: "Allowance" means rental payments, while the column titled "Other" includes furniture, utilities, garbage, etc.

Appendix D Elected Constitutional Officers COMPTROLLER Fiscal Year 1993						
EMPLOYEE TITLE	LOCATION		MONTHLY PAYMENT		LAST REVISED	AGENCY'S REASON FOR ALLOWANCE
	City	County	Allowance	Other		
ALLOWANCES Comptroller	Springfield	Sangamon	\$480	\$0	Sept. 1992	To meet the Constitutional requirement that Executive Officers "... maintain a residence at the seat of government..."

Note: "Allowance" means rental payments, while the column titled "Other" includes furniture, utilities, garbage, etc.

Appendix D Elected Constitutional Officers ILLINOIS JUDICIAL BRANCH Fiscal Year 1993								
EMPLOYEE TITLE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE		MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County			Amount	Appraisal Date		
EMPLOYEE HOUSING								
Judges of 5th Dist. Appellate Court	Mt. Vernon	Jefferson	141	N/A	N/A	N/A	\$0	N/A
Judges of 2nd Dist. Appellate Court	Elgin	Kane	26	N/A	N/A	N/A	\$0	N/A
Judges of 3rd Dist. Appellate Court	Ottawa	LaSalle	136	N/A	N/A	N/A	\$0	N/A
Justices of Supreme Court	Springfield	Sangamon	85	N/A	N/A	N/A	\$0	N/A

(1) Rent includes any charge paid by employees/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.

(2) Agency's cost may include capital improvements, utilities, and maintenance.

CODE DEPARTMENTS

Appendix D Code Departments DEPARTMENT OF AGRICULTURE Fiscal Year 1993								
EMPLOYEE TITLE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE		MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County			Amount	Appraised Date		
EMPLOYEE HOUSING								
UNASSIGNED	DuQuoin	Perry	51	6,320*	\$267,750	1986	\$0 **	\$2,360
DuQuoin Fair Manager	DuQuoin	Perry	48*	1,307*	\$22,935	1986	\$0 **	\$2,525
Track Maintainer	Springfield	Sangamon	43	1,500*	\$4,235	1950	\$0 **	\$931
Director	Springfield	Sangamon	40	1,600*	\$34,132	1953	\$0 **	\$1,804
Grounds Supervisor	Springfield	Sangamon	43	1,400*	\$6,614	1950	\$0 **	\$667
State Fair Manager	Springfield	Sangamon	43	1,200*	\$11,539	1950	\$0 **	\$920

* = Agency Estimate ** = Agency indicated monthly rent was not applicable

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.

(2) Agency's cost may include capital improvements, utilities, and maintenance.

Appendix D
Code Departments
Fiscal Year 1993

DEPARTMENT OF COMMERCE AND COMMUNITY AFFAIRS

EMPLOYEE TITLE	LOCATION		MONTHLY PAYMENT		LAST REVISED	AGENCY'S REASON FOR ALLOWANCE
	City	County	Allowance	Other		
ALLOWANCES						
Managing Director	Tokyo JAPAN		\$2,031	\$0	Jan. 1992	To help compensate for the difference in housing costs between Illinois and the foreign post.
Foreign Service Economic Development Executive I	Toronto CANADA		\$250	\$0	July 1990	See above.
Foreign Service Economic Development Executive II	Hong Kong		\$3,889	\$0	July 1992	See above.
Foreign Service Economic Development Executive II	Toronto CANADA		\$1,000	\$0	Feb. 1990	See above.
Foreign Service Economic Development Executive II	Mexico City MEXICO		\$1,517	\$0	July 1991	See above.

Note: "Allowance" means rental payments, while the column titled "Other" includes furniture, utilities, garbage, etc.

Appendix D
Code Departments
DEPARTMENT OF CONSERVATION
Fiscal Year 1993

EMPLOYEE TITLE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE		MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County			Amount	Appraised Date		
EMPLOYEE HOUSING	C							
Site Supt. 3	Clayton	Adams	23	1,500	N/A	N/A	\$40	\$3,209 *B
Site Supt. 4	Miller City	Alexander	42	1,800	N/A	N/A	\$40	\$3,850 *
Site Asst. Supt. 1	Miller City	Alexander	42	1,520	N/A	N/A	\$40	\$5,100 *
Site Supt. 2	Depue	Bureau	93	1,505	N/A	N/A	\$40	\$863 *
Police Officer 2	Sheffield	Bureau	93	2,350	N/A	N/A	\$75	\$0 N
Site Supt. 4	Savanna	Carroll	85	1,500	N/A	N/A	\$40	\$9,809 *
Site Supt. 3	Marshall	Clark	25	1,104	N/A	N/A	\$40	\$1,804
Site Supt. 4	Carlyle	Clinton	24	720	N/A	N/A	\$40	\$1,983 *
Site Supt. 3	Charleston	Coles	50	2,100	N/A	N/A	\$40	\$6,065 *
Site Supt. 3	Chicago	Cook	25	1,116	N/A	N/A	\$40	\$787 *
Site Tech. 2	Shabbona	DeKalb	46	1,350	N/A	N/A	\$125	\$0 N
Site Supt. 3	Shabbona	DeKalb	80	1,500	N/A	N/A	\$40	\$3,355
Site Asst. Supt. 1	Clinton	DeWitt	65	1,000	N/A	N/A	\$40	\$3,883
Site Supt. 3	Clinton	DeWitt	90	1,417	N/A	N/A	\$40	\$4,071
Site Supt. 2	Oakland	Douglas	24	1,104	N/A	N/A	\$40	\$3,240 B
Site Supt. 3	Ramsey	Fayette	28	960	N/A	N/A	\$40	\$3,533
Site Supt. 2	Vandalia	Fayette	100	1,500	N/A	N/A	\$40	\$4,008 B
Site Supt. 4	Whittington	Franklin	13	1,300	N/A	N/A	\$40	\$4,621
Site Supt. 3	Astoria	Fulton	18	1,120	N/A	N/A	\$40	\$1,287

* = Agency Estimate N/A = Not Applicable R = Renovation of house
B = Utility expenses for other buildings are also included in the Agency's FY93 cost. C = Officials stated the Department has two types of employee housing: houses assigned to employees to provide security (101 houses) and houses rented to others which they called non-security housing (20 houses), see corresponding footnote N.

N = Non-Security Employees are responsible for all utilities and the maintenance of the residence. The Department paid utilities for 3 residences which were vacant during part of FY93.

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.

(2) Agency's cost may include capital improvements, utilities, and maintenance.

(3) Agency's FY93 total cost of \$41,512 included utilities (electric) \$1,400; propane \$645; maintenance \$270; Capital Development Board project (asbestos removal) \$34,200; and the trailer rental \$4,997. For information regarding lease of trailer see corresponding footnote (3A).

Appendix D Code Departments DEPARTMENT OF CONSERVATION Fiscal Year 1993							
EMPLOYEE TITLE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE Amount	MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County					
Site Supt. 4	Canton	Fulton/Peoria	55	1,100	N/A	\$40	\$2,512
Site Supt. 3	Morris	Grundy	128	1,839	N/A	\$40	unavailable
Site Supt. 2	Morris	Grundy	150	2,000	N/A	\$40	\$833
Site Supt. 3	McLeansboro	Hamilton	31	1,000	N/A	\$40	\$4,078 *
Site Supt. 2	Nauvoo	Hancock	151	1,800	N/A	\$40	\$1,019 *
Site Supt. 2	Cave-In-Rock	Hardin	43	600	N/A	\$40	\$4,528 B
Site Supt. 3	Keithsburg	Henderson	18	960	N/A	\$40	\$2,797 *
Ranger	Oquawka	Henderson	32	720	N/A	\$40	\$1,241 *
Site Supt. 3	Kewanee	Henry	29	1,800	N/A	\$40	\$4,474 B
Site Supt. 4	Makanda	Jackson	31	900	N/A	\$40	\$2,610 B
Site Supt. 3	Murphysboro	Jackson	56	900	N/A	\$40	\$3,134
Site Supt. 3	Newton	Jasper	24	1,152	N/A	\$40	\$2,181
Resource Manager III	Mt. Vernon	Jefferson	65	2,000	N/A	\$40	\$3,054
Resource Manager II	Mt. Vernon	Jefferson	65	1,440	N/A	\$40	\$1,506
Site Supt. 3	Bonnie	Jefferson	18	1,152	N/A	\$40	\$3,354
Office Coordinator	Grafton	Jersey	100	800	N/A	\$100	\$0 N
Site Asst. Supt. 2	Grafton	Jersey	75	1,200	N/A	\$40	\$1,763 *
Site Supt. 5	Grafton	Jersey	26	1,200	N/A	\$40	\$4,649
Site Tech. 2	Grafton	Jersey	53	900	N/A	\$100	\$0 N
Site Supt. 4	Grafton	Jersey	25	1,100	N/A	\$40	\$1,567 *
Site Tech. 2	Apple River	JoDaviss	45	900	N/A	\$75	\$0 N
Site Supt. 2	Belknap	Johnson	50	1,250	N/A	\$40	\$3,563
Site Supt. 3	Goreville	Johnson	110	1,600	N/A	\$40	\$2,215
Site Supt. 1	Bourbonnais	Kankakee	70	2,000	N/A	\$40	\$1,824
Police Sergeant	Bourbonnais	Kankakee	40	950	N/A	\$85	\$0 N
Site Asst. Supt. 1	Yorkville	Kankakee	35	1,200	N/A	\$100	\$0 N
Site Supt. 3	Yorkville	Kendall	75	2,000	N/A	\$40	\$1,373
Site Supt. 2	Ingleside	Lake	30	3,000	N/A	\$40	\$2,995
Site Supt. 4	Spring Grove	Lake	32	990	N/A	\$40	\$1,208
Site Supt. 5	Spring Grove	Lake	40	1,460	N/A	\$40	\$2,915

Appendix D
Code Departments
Fiscal Year 1993

DEPARTMENT OF CONSERVATION

EMPLOYEE TITLE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE		MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County			Amount	Appraisal Date		
Site Asst. Supt. 1	Spring Grove	Lake	50	1,050	N/A	N/A	\$75	\$0 N
Site Supt. 5	Zion	Lake	101	1,100	N/A	N/A	\$40	\$2,412
Site Tech. 2	Zion	Lake	35	N/A	N/A	N/A	\$0 R	unavailable
Site Supt. 4	Zion	Lake	40	2,000	N/A	N/A	\$40	\$463
Site Supt. 2	Ottawa	LaSalle	70	975	N/A	N/A	\$40	\$1,865
Construction Super. 2	Utica	LaSalle	50	1,850	N/A	N/A	\$40	\$3,097 B
Site Supt. 5	Utica	LaSalle	56	1,900	N/A	N/A	\$40	\$1,540
Site Interpretive Program Coord.	Utica	LaSalle	45	1,056	N/A	N/A	\$85	\$0 N
Site Supt. 2	Utica	LaSalle	45	1,636	N/A	N/A	\$40	\$1,668
Site Supt. 4	Utica	LaSalle	50	1,400	N/A	N/A	\$40	\$1,616
Site Supt. 3	Utica	LaSalle	18	1,456	N/A	N/A	\$40	\$3,403 B
Site Supt. 2	Sumner	Lawrence	17	1,200	N/A	N/A	\$40	\$2,229
Resource Manager 3	Harmon	Lee	3	1,568	N/A	N/A	\$40	\$1,738
Site Supt. 2	Lincoln	Logan	80	1,100	N/A	N/A	\$40	\$5,975 *B
Site Supt. 2	Plainview	Macoupin	35	1,440	N/A	N/A	\$40	\$5,733 *
Site Supt. 3	Granite City	Madison	75	1,400	N/A	N/A	\$40	\$2,642 B
Site Supt. 2	Kinmundy	Marion	30	1,000	N/A	N/A	\$40	\$677 *
Site Tech. 2	Lacon	Marshall	50	1,800	N/A	N/A	\$40	\$8,599
Site Supt. 3	Chandlerville	Mason	26	1,500	N/A	N/A	\$40	\$3,558 *
Resource Manager 2	Forest City	Mason	30	2,000	N/A	N/A	\$100	\$0 N
Resource Administrator 1	Forest City	Mason	7	1,500	N/A	N/A	\$40	\$1,643
Building/Grounds Supervisor	Topeka	Mason	10	1,600	N/A	N/A	\$40	\$4,285
Resource Manager 2	Topeka	Mason	10	1,400	N/A	N/A	\$40	\$3,584
Resource Administrator 1	Topeka	Mason	7	1,500	N/A	N/A	\$40	\$4,024
Resource Manager 3	Topeka	Mason	6	1,500	N/A	N/A	\$40	\$3,560
Site Supt. 2	Belknap	Massac	29	1,100	N/A	N/A	\$40	\$3,223
Site Supt. 3	Metropolis	Massac	44	1,148	N/A	N/A	\$40	\$3,819
Site Supt. 3	Colchester	McDonough	70	1,100	N/A	N/A	\$40	\$1,977 B
Site Tech. 2	Ingleside	McHenry	80	2,100	N/A	N/A	\$75	\$0 N
Site Supt. 4	McHenry	McHenry	25	2,800	N/A	N/A	\$40	\$1,324 *

Appendix D
Code Departments
DEPARTMENT OF CONSERVATION
Fiscal Year 1993

EMPLOYEE TITLE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE		MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County			Amount	Appraised Date		
Site Asst. Supt. 1	McHenry	McHenry	25	1,200	N/A	N/A	\$100	\$0 N
Site Tech. 2	McHenry	McHenry	100	1,250	N/A	N/A	\$85	\$0 N
Site Asst. Supt. 1	McHenry	McHenry	35	1,300	N/A	N/A	\$100	\$0 N
Site Supt. 4	Leroy	McLean	29	1,104	N/A	N/A	\$40	\$4,191
Site Supt. 3	Mt. Morris	Ogle	57	2,500	N/A	N/A	\$40	\$6,774 *B
Site Supt. 2	Oregon	Ogle	76	1,860	N/A	N/A	\$40	\$1,964 *
Site Supt. 2	Oregon	Ogle	30	960	N/A	N/A	\$40	\$1,515
Site Supt. 3	Brimfield	Peoria	80	1,356	N/A	N/A	\$40	\$2,307
Site Asst. Supt. 1	Wyoming	Peoria	100	1,800	N/A	N/A	\$40	\$2,036
Site Sec. Off.	Griggsville	Pike	60	798	N/A	N/A	\$40	\$727
Site Supt. 2	Golconda	Pope	35	1,540	N/A	N/A	\$40	\$2,212
Resource Manager 2	Baldwin	Randolph	46	1,900	N/A	N/A	\$80	\$0 N
Site Supt. 3	Chester	Randolph	29	1,100	N/A	N/A	\$40	\$1,644 *
Site Supt. 2	Equality	Saline	30	1,500	N/A	N/A	\$40	\$5,768
Site Supt. 3	Rochester	Sangamon	50	900	N/A	N/A	\$40	\$5,654 *
Site Supt. 2	Strasburg	Shelby	19	1,400	N/A	N/A	\$40	unavailable
Site Supt. 3	Lena	Stephenson	90	1,344	N/A	N/A	\$40	\$2,155 *B
Site Asst. Supt. 1	Lena	Stephenson	35	1,800	N/A	N/A	\$85	\$0 N
Site Supt. 3	Baldwin	St. Clair	50	1,500	N/A	N/A	\$40	\$2,845 *
Site Supt. 3	Manito	Tazewell	17	1,120	N/A	N/A	\$40	\$1,166
Site Tech 2	Jonesboro	Union	22	775	N/A	N/A	\$40	\$2,647
Auto Mechanic	Jonesboro	Union	42	1,300	N/A	N/A	\$40	\$4,972 B
Resource Administrator 1	Jonesboro	Union	2	1,568	N/A	N/A	\$40	\$972 *
Site Supt. 4	Oakwood	Vermilion	23	960	N/A	N/A	\$40	\$3,591
Ranger	Oakwood	Vermilion	40	1,500	N/A	N/A	\$40	\$2,584 B
Site Supt. 1	Mt. Carmel	Wabash	26	1,152	N/A	N/A	\$40	\$2,327
Site Supt. 3	Nashville	Washington	30	1,144	N/A	N/A	\$40	\$4,278 *
Site Supt. 3	Johnsonville	Wayne	30	1,200	N/A	N/A	\$40	\$7,052
Site Supt. 4	Morrison	Whiteside	75	1,200	N/A	N/A	\$40	\$5,084 B
Site Supt. 2	Prophetstown	Whiteside	30	1,600	N/A	N/A	\$40	\$2,920

Appendix D Code Departments DEPARTMENT OF CONSERVATION Fiscal Year 1993								
EMPLOYEE TITLE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE		MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County			Amount	Appraised Date		
Ranger	Sheffield	Whiteside	93	2,554	N/A	N/A	\$125	\$34 N
Site Supt. 1	Channahon	Will	150	1,400	N/A	N/A	\$40	\$2,331
Site Supt. 3	Wilmington	Will	17	1,000	N/A	N/A	\$40	\$2,223
Resource Manager 3	Wilmington	Will	50	2,200	N/A	N/A	\$40	\$1,915
Intermt Lab Mnt.	Wilmington	Will	35	850	N/A	N/A	\$125	\$546 N
Resource Administrator 1	Carbondale	Williamson	7	1,500	N/A	N/A	\$40	\$1,500
Resource Manager 3	Carbondale	Williamson	33	1,050	N/A	N/A	\$40	\$41,512 (3)
Site Tech. 2	Loves Park	Winnabago	25	1,000	N/A	N/A	\$125	\$253 N
Site Supt. 4	Loves Park	Winnabago	30	2,300	N/A	N/A	\$40	\$1,427
Site Asst. Supt. 1	Loves Park	Winnabago	75	900	N/A	N/A	\$125	\$0 N
Site Supt. 3	Loves Park	Winnabago	30	2,000	N/A	N/A	\$40	\$1,365
Site Asst. Supt. 1	Low Point	Woodford	19	900	N/A	N/A	\$40	\$1,209 *B

Appendix D
Code Departments
DEPARTMENT OF CONSERVATION
Fiscal Year 1993

LESSEE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE Amount	MARKET VALUE Appraised Date	MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County						
NON-EMPLOYEE HOUSING								
Non-Employee	DePue	Bureau	40	2,400	N/A	N/A	\$125	\$0
Non-Employee	Sheffield	Bureau	93	2,200	N/A	N/A	\$125	\$0
VACANT	Savanna	Carroll	unavail.	unavailable	N/A	N/A	\$0	\$0
VACANT	Savanna	Carroll	unavail.	unavailable	N/A	N/A	\$0	\$0
VACANT	Savanna	Carroll	unavail.	unavailable	N/A	N/A	\$0	\$0
Non-Employee	Ashland	Cass	unavail.	unavailable	\$61,400 *	N/A	\$0	\$0
Non-Employee	Chandlerville	Cass	unavail.	unavailable	\$8,320 *	N/A	\$0	\$0
Non-Employee	Chandlerville	Cass	unavail.	unavailable	\$10,000 *	N/A	\$0	\$0
Non-Employee	Canton	Fulton/Peoria	40	960	N/A	N/A	\$150	\$0
Non-Employee	Cave-In-Rock	Hardin	35	1,125	N/A	N/A	\$200	\$0
Non-Employee	Murphysboro	Jackson	52	750	N/A	N/A	\$50	\$0
VACANT	Newton	Jasper	unavail.	720	N/A	N/A	\$0	\$0
Non-Employee	Grafton	Jersey	50	400	N/A	N/A	\$75	\$0
Non-Employee	Grafton	Jersey	40	400	N/A	N/A	\$75	\$0
VACANT	Vienna	Johnson	30	1,650	N/A	N/A	\$0	\$0
Non-Employee	Bourbonnais	Kankakee	30	1,500	N/A	N/A	\$165	\$0
Non-Employee	Marseilles	LaSalle	unavail.	1,330	N/A	N/A	\$80	\$0
Non-Employee	Utica	LaSalle	38	1,500	N/A	N/A	\$0	\$0
VACANT	Granite City	Madison	35	1,440	N/A	N/A	\$0	\$0
VACANT	Chandlerville	Mason	25	2,200	N/A	N/A	\$0	\$602
Non-Employee	Leroy	McLean	30	1,170	N/A	N/A	\$0	\$0
Non-Employee	Brimfield	Peoria	100	1,610	N/A	N/A	\$75	\$0
Non-Employee	Manito	Tazewell	30	1,000	N/A	N/A	\$60	\$300 *
Non-Employee	Manito	Tazewell	23	720	N/A	N/A	\$40	\$0
Non-Employee	Oakwood	Vermilion	40	800	N/A	N/A	\$100	\$0
Non-Employee	Loves Park	Winnebago	100	1,800	N/A	N/A	\$0	\$0
Non-Employee	Rockford	Winnebago	unavail.	unavailable	N/A	N/A	\$0	\$0

* = Agency Estimate N/A = Not Applicable L = Life Estate V = Vacant property W = These homes are on a farm at Site M and are leased with the farm.

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.

(2) Agency's cost may include capital improvements, utilities, and maintenance.

Appendix D Code Departments DEPARTMENT OF CONSERVATION Fiscal Year 1993				
LESSEE (and title if State employee)	LOCATION City County	MONTHLY AGENCY EXPENSE	RENT CHARGED BY AGENCY	AGENCY'S REASON FOR LEASING
LEASED HOUSING				
Conservation Resource Manager 3	Carbondale Williamson	(3A)	(3A)	Housing is provided at the fish hatchery for site security and to ensure the effective operation of the hatchery.
Site Superintendent 1	Springfield Sangamon	\$119	\$0	To safeguard the physical plant and equipment at remote site.

(3A) A trailer was rented on a temporary basis to provide housing while residence was being remodeled as part of a Capital Development Board project. The project was scheduled to be completed in late 1993. See corresponding footnote (3).

Appendix D Code Departments DEPARTMENT OF CORRECTIONS Fiscal Year 1993						
EMPLOYEE TITLE	LOCATION		MONTHLY PAYMENT		LAST REVISED	AGENCY'S REASON FOR ALLOWANCE
	City	County	Allowance	Other		
ALLOWANCES Corrections Program Exec.	Springfield	Sangamon	\$266	\$0	June 1993	Employee required to spend 50% of work time in Springfield office.

Note: "Allowance" means rental payments, while the column titled "Other" includes furniture, utilities, garbage, etc.

Appendix D Code Departments DEPARTMENT OF CORRECTIONS Fiscal Year 1993							
EMPLOYEE TITLE	City	LOCATION County	AGE (Years)	SIZE (sq. ft.)	MARKET VALUE *Amount *Appraisal Date	MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
EMPLOYEE HOUSING							
VARIOUS -Dormitory	Vandalia	Fayette	37	unavailable	\$90,000	\$27 D	\$60
VACANT	Vandalia	Fayette	55	unavailable	\$18,000	\$105 V	\$97
Asst. Superintendent II	Vandalia	Fayette	35	1,330	\$30,000	\$75	unavailable
Asst. Superintendent II	Vandalia	Fayette	34	2,140	\$25,000	\$75	\$1,675
Correctional Captain	Vandalia	Fayette	unavail.	1,450	N/A	\$75	unavailable
VACANT	Vandalia	Fayette	63	unavailable	\$60,000	\$105 V	\$8
Chief of Security II	Vandalia	Fayette	27	1,272	\$30,000	\$75	\$353
Asst. Superintendent	Vienna	Johnson	unavail.	2,425	N/A	\$75	unavailable
Superintendent III	Vienna	Johnson	unavail.	3,066	N/A	\$120	unavailable
VACANT	St. Charles	Kane	90	unavailable	\$50,000	\$120 V	unavailable
Asst. Superintendent II	St. Charles	Kane	48	2,200	\$45,000	\$120	unavailable
Correctional Captain	Sheridan	LaSalle	unavail.	1,554	N/A	\$90	\$1,584
VARIOUS -Dormitory	Sheridan	LaSalle	unavail.	varies	N/A	\$27 D	unavailable
Chief of Security II	Sheridan	LaSalle	40	3,890	\$125,000	\$120	\$2,334
Correctional Lieutenant	Sheridan	LaSalle	48	unavailable	\$125,000	\$75	\$12,093
VACANT	Sheridan	LaSalle	unavail.	unavailable	N/A	\$90 V	unavailable
Correctional Captain	Sheridan	LaSalle	48	unavailable	\$125,000	\$90	unavailable
Maintenance Craftsman	Sheridan	LaSalle	unavail.	unavailable	N/A	\$90	unavailable
VACANT	Sheridan	LaSalle	unavail.	unavailable	N/A	\$90 V	unavailable
Superintendent III	Dixon	Lee	65	7,476	\$179,000	\$120	unknown
VACANT	Dwight	Livingston	unavail.	unavailable	N/A	\$45 V	unavailable
Superintendent III	Dwight	Livingston	62	1,702	\$12,103	\$90	\$8,350
Asst. Superintendent II	Pontiac	Livingston	70	2,000	\$75,000	\$105	\$4,800

* = Agency Estimate N/A = Not Applicable V = Vacant property

D = Dormitory monthly rent charged on a 'per employee' basis

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.
 (2) Agency's cost may include capital improvements, utilities, and maintenance.

Appendix D Code Departments DEPARTMENT OF CORRECTIONS Fiscal Year 1993									
EMPLOYEE TITLE	City	LOCATION County	AGE (Years)	SIZE (sq. ft.)	MARKET VALUE *Amount *Appraisal Date	MONTHLY RENT (1)	AGENCY'S FY93 COST (2)		
Chief of Security II	Pontiac	Livingston	70	2,000	\$35,000 Sept. 1993	\$90	\$963		
Corr. Superintendent III	Pontiac	Livingston	60	4,500	\$100,000 Sept. 1993	\$120	\$4,900		
VARIOUS - Dormitory	Pontiac	Livingston	unavail.	varies	N/A	\$27 D	unavailable		
Asst. Superintendent II	Pontiac	Livingston	70	2,000	\$35,000 Sept. 1993	\$120	\$1,078		
Correctional Unit Manager	Pontiac	Livingston	70	2,000	\$35,000 Sept. 1993	\$90	\$1,054		
Chief of Security II	Pontiac	Livingston	70	2,820	\$35,000 Sept. 1993	\$120	\$1,125		
Chief of Security	Hanna City	Peoria	43	1,058	\$18,000 Sept. 1993	\$75	unavailable		
VACANT	Menard	Randolph	64	unavailable	\$20,000 Sept. 1993	\$120 V	unavailable		
Asst. Superintendent II	Menard	Randolph	64	1,962	\$20,000 Sept. 1993	\$75	unavailable		
VARIOUS - Dormitory	Menard	Randolph	193	varies	N/A	\$27 D	unavailable		
Asst. Superintendent II	Menard	Randolph	35	2,260	\$25,000 Sept. 1993	\$75	\$4,307		
Correctional Captain	Menard	Randolph	64	2,064	N/A	\$90	unavailable		
Correctional Captain	Menard	Randolph	64	2,366	\$20,000 Sept. 1993	\$90	unavailable		
Asst. Superintendent II	Menard	Randolph	35	3,573	\$35,000 Sept. 1993	\$120	unavailable		
Correctional Unit Manager	Menard	Randolph	64	2,366	\$20,000 Sept. 1993	\$105	unavailable		
Superintendent III	Menard	Randolph	70	2,130	\$35,000 Sept. 1993	\$105	\$3,186		
Correctional Lieutenant	Menard	Randolph	64	920	\$20,000 Sept. 1993	\$60	unavailable		
Correctional Captain	Menard	Randolph	64	1,920	N/A	\$105	\$390		
Correctional Captain	Menard	Randolph	64	2,366	\$20,000 Sept. 1993	\$90	unavailable		
Asst. Superintendent II	Joliet	Will	80+	1,817	\$4,985 Sept. 1993	\$120	unavailable		
Correctional Captain	Joliet	Will	58	957	\$35,685 Sept. 1993	\$90	unavailable		
Correctional Unit Manager	Joliet	Will	80+	1,489	\$8,536 Sept. 1993	\$120	\$5,092		
Clin. Svcs. Suprv.	Joliet	Will	80+	1,323	\$5,751 Sept. 1993	\$120	unavailable		
Correctional Unit Manager	Joliet	Will	80+	1,065	\$10,167 Sept. 1993	\$120	\$6,577		
Correctional Captain	Joliet	Will	80+	1,065	\$5,751 Sept. 1993	\$120	\$5,669		
Plant Maint. Engineer II	Joliet	Will	80+	1,273	\$23,187 Sept. 1993	\$120	\$5,147		
Asst. Superintendent I	Joliet	Will	34	2,414	\$80,000 Sept. 1993	\$105	\$900		
Asst. Superintendent II	Joliet	Will	80+	1,802	\$3,800 Sept. 1993	\$120	\$3,024		
VACANT	Joliet	Will	34	unavailable	\$30,000 Sept. 1993	\$90 V	unavailable		
Correctional Captain	Joliet	Will	80+	1,289	\$5,961 Sept. 1993	\$120	\$4,846		

Appendix D
Code Departments
DEPARTMENT OF CORRECTIONS
Fiscal Year 1993

EMPLOYEE TITLE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE		MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County			*Amount	*Appraised Date		
VACANT	Joliet	Will	34	unavailable	\$20,000	Sept. 1993	\$90	unavailable
Correctional Unit Manager	Joliet	Will	80+	1,412	\$23,187	Sept. 1993	\$120	unavailable
VACANT	Joliet	Will	34	unavailable	\$20,000	Sept. 1993	\$15	unavailable
Plant Maint. Engineer II	Joliet	Will	80+	1,019	\$4,985	Sept. 1993	\$90	\$5,375
Superintendent III	Joliet	Will	80+	2,014	\$11,221	Sept. 1993	\$120	\$1,062
VARIOUS - Dormitory	Joliet	Will	24	varies	\$1,251,628	Sept. 1993	\$27	\$12,598
Correctional Unit Manager	Joliet	Will	80+	1,819	\$8,536	Sept. 1993	\$120	unavailable
Asst. Superintendent II	Joliet	Will	58	2,556	\$35,685	Sept. 1993	\$120	unavailable

Appendix D
Code Departments
DEPARTMENT OF EMPLOYMENT SECURITY
Fiscal Year 1993

EMPLOYEE TITLE	LOCATION City County	MONTHLY PAYMENT Allowance Other	LAST REVISED	AGENCY'S REASON FOR ALLOWANCE
<p>ALLOWANCES</p> <p>Director</p>	<p>Springfield Sangamon</p>	<p>\$113 \$0</p>	<p>unavailable</p>	<p>Director, based in Chicago, had rented housing in Springfield; therefore, in accordance with section 2800.410 of the Governor's Travel Control Board rules, reimbursement was made at 75% of the lodging rate for those days in travel status in Springfield.</p>

Note: "Allowance" means rental payments, while the column titled "Other" includes furniture, utilities, garbage, etc.

Appendix D Code Departments DEPARTMENT OF ENERGY AND NATURAL RESOURCES Fiscal Year 1993					
LESSEE (and title if State employee)	LOCATION City County	MONTHLY AGENCY EXPENSE	RENT CHARGED BY AGENCY	AGENCY'S REASON FOR LEASING	
LEASED HOUSING					
Asst. Research Scientist	Charleston Coles	\$200	\$0	Research station housing owned by Department of Conservation.	
Asst. Prof. Scientist & Research Assistant	Sullivan Moultrie	\$315	\$0	Research station housing owned by Department of Conservation.	
Assoc. Research Scientist	Kinmundy Marion	\$275	\$0	Research station housing owned by Department of Conservation.	

Appendix D Code Departments DEPARTMENT OF HUMAN RIGHTS Fiscal Year 1993				
LESSEE (and title if State employee)	LOCATION City County	MONTHLY AGENCY EXPENSE	RENT CHARGED BY AGENCY	AGENCY'S REASON FOR LEASING
LEASED HOUSING Fiscal Officer	Springfield Sangamon	\$650	\$0	Less expensive than hotel stay.

Note: Leased for part of the year; in Fiscal Year 1993 from April 15 to May 28.

Appendix D Code Departments DEPARTMENT OF MENTAL HEALTH AND DEVELOPMENTAL DISABILITIES Fiscal Year 1993								
LESSEE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE		MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County			Amount	Appraisal Date		
NON-EMPLOYEE HOUSING								
Various/Non-Employee	Anna	Union	62	2,023	\$85,000 *	N/A	\$0	\$1,800
Non-Employee	Jonesboro	Union	58	600	\$20,000 *	N/A	\$0 L	\$0

* = Agency Estimate N/A = Not Applicable L = Life Estate

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.

(2) Agency's cost may include capital improvements, utilities, and maintenance.

Appendix D
Code: Departments
DEPARTMENT OF MENTAL HEALTH AND DEVELOPMENTAL DISABILITIES
Fiscal Year 1993

LESSEE <small>(and title if State employee)</small>	LOCATION <small>City County</small>	MONTHLY AGENCY EXPENSE	RENT CHARGED BY AGENCY	AGENCY'S REASON FOR LEASING
LEASED HOUSING Comp. Health, Inc.	Springfield Sangamon County	\$22/day	\$0	Used when necessary to house Locum Tenens ["representative"] psychiatrists.

Appendix D Code Departments DEPARTMENT OF MILITARY AFFAIRS Fiscal Year 1993								
EMPLOYEE TITLE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE Amount	MARKET VALUE Appraisal Date	MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County						
EMPLOYEE HOUSING								
Janitorial/Maint. Supervisor	Marseilles	LaSalle	23	1,632	\$30,000 *	N/A	\$0	\$2,801
Facility Manager	Marseilles	LaSalle	6	1,250	\$75,000 *	N/A	\$0	\$125
Military Facility Officer I	Springfield	Sangamon	31	1,299	\$60,000 *	N/A	\$0	\$1,952

* = Agency Estimate N/A = Not Applicable

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.

(2) Agency's cost may include capital improvements, utilities, and maintenance.

Appendix D Code Departments DEPARTMENT OF MINES AND MINERALS Fiscal Year 1993							
EMPLOYEE TITLE	LOCATION City	LOCATION County	AGE (Years)	SIZE (sq. ft.)	MARKET VALUE Amount Appraisal Date	MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
EMPLOYEE HOUSING Director	Springfield	Sangamon	83	1,979	N/A N/A	\$0	\$5,000 *

* = Agency Estimate N/A = Not Applicable

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.

(2) Agency's cost may include capital improvements, utilities, and maintenance.

Appendix D Code Departments DEPARTMENT OF STATE POLICE Fiscal Year 1993					
EMPLOYEE TITLE	LOCATION		MONTHLY PAYMENT		AGENCY'S REASON FOR ALLOWANCE
	City	County	Allowance	Other	
ALLOWANCES					
Deputy Director	Wheaton	DuPage	\$188	\$0	Frequent travel between Chicago and Springfield and regular overnight stays.
Lieutenant	Alexandria VIRGINIA		\$434	\$0	Temporary duty assignment [July 1, 1992 to November 30, 1992] in Washington, D.C.
Colonel	Elgin	Kane	\$175	\$0	Frequent travel between Chicago and Springfield and regular overnight stays.

N/A = Not Applicable

Note: "Allowance" means rental payments, while the column titled "Other" includes furniture, utilities, garbage, etc.

Note: The monthly allowance is an average based on the quarterly reports that the Department of State Police submitted to the Governor's Travel Control Board.

Appendix D
Code Departments
DEPARTMENT OF TRANSPORTATION
Fiscal Year 1993

LESSEE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE		MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County			Amount	Appraisal Date		
NON-EMPLOYEE HOUSING	T							
Non-Employee	Caledonia	Boone	63	1,584	\$68,386	A Oct. 1990	\$450	\$3,864
Non-Employee	Caledonia	Boone	63	1,150	\$48,680	A Oct. 1990	\$295	\$100
Non-Employee	Mattoon	Coles	50+	1,095	\$12,000	A Nov. 1991	\$75	\$0
Non-Employee	Hanover Park	Cook	50*	975	\$130,000	A Sept. 1990	\$600	\$0
Non-Employee	Lemont	Cook	30*	1,100	\$55,000	A Jan. 1976	\$300	\$0
Non-Employee	Sauk Village	Cook	30*	975	\$20,000	A March 1972	\$375	\$0
Non-Employee	Sauk Village	Cook	30*	975	\$23,100	A Aug. 1971	\$400	\$0
Non-Employee	Sauk Village	Cook	30*	1,416	\$21,263	A Aug. 1972	\$250	\$2,907
Non-Employee	Malta	DeKalb	60	1,584	\$82,000	A March 1991	\$650	\$0
Non-Employee	Bartlett	DuPage	35*	1,897	\$160,000	A Sept. 1990	\$1,000	\$177
Non-Employee	Itasca	DuPage	30*	2,091	\$145,000	A Feb. 1990	\$1,000	\$0
Non-Employee	Roselle	DuPage	30*	1,350	\$21,750	A Feb. 1971	\$425	\$0
Non-Employee	Ingleside	Lake	75*	1,834	\$44,300	A Nov. 1972	\$390	\$550
Non-Employee	Long Grove	Lake	15	4,806	\$600,000	A April 1991	\$1,800	\$0
Non-Employee	Mundelein	Lake	5	2,684	\$285,000	A June 1988	\$1,600	\$0
Non-Employee	Mundelein	Lake	5	3,085	\$275,000	A June 1988	\$1,400	\$0
Non-Employee	Mundelein	Lake	5	3,394	\$350,000	A June 1988	\$1,600	\$0
Non-Employee	Marseilles	LaSalle	40	1,474	\$48,000	A Nov. 1992	\$275	\$0
Non-Employee	Marseilles	LaSalle	40	1,226	\$34,000	A Nov. 1992	\$200	\$0
Non-Employee	Dixon	Lee	100	1,657	\$44,500	A Dec. 1992	\$225	\$0
Non-Employee	East Alton	Madison	28	1,150	\$57,000	A Feb. 1993	\$200	\$0
Non-Employee	East Alton	Madison	20	1,006	\$65,000	A Feb. 1993	\$200	\$0
Non-Employee	East Alton	Madison	44	936	\$44,000	A June 1992	\$175	\$0

* = Agency Estimate N/A = Not Applicable

A = Appraisal amount includes dwelling and property acquired for highway purposes.

T = The Department owned some additional houses that were vacant for all of FY93. Officials stated they were never intended to be rented; therefore they were not included.

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.

(2) Agency's cost may include capital improvements, utilities, and maintenance.

Appendix D Code Departments DEPARTMENT OF TRANSPORTATION Fiscal Year 1993							
LESSEE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE Amount Appraisal Date	MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County					
Non-Employee	East Alton	Madison	43	1,007	\$42,000 A March 1993	\$200	\$0
Non-Employee	East Alton	Madison	26	1,071	\$71,000 A May 1992	\$200	\$0
Non-Employee	East Alton	Madison	N/A	849	\$42,000 A May 1992	\$200	\$420
Non-Employee	East Alton	Madison	unavail.	1,340	\$58,100 A May 1992	\$200	\$0
Non-Employee	East Alton	Madison	42	1,500	\$41,500 A June 1992	\$200	\$0
Non-Employee	East Alton	Madison	N/A	1,120	\$50,000 A May 1992	\$200	\$108
Non-Employee	East Alton	Madison	N/A	1,120	\$50,000 A May 1992	\$200	\$0
Non-Employee	East Alton	Madison	35	1,176	\$45,000 A May 1992	\$175	\$0
Non-Employee	Wood River	Madison	14	1,300	\$35,000 A Sept. 1985	\$200	\$0
Non-Employee	Wood River	Madison	43	917	\$35,000 A July 1985	\$200	\$0
Non-Employee	McHenry	McHenry	40*	600	\$24,000 A Aug. 1972	\$375	\$0
Non-Employee	McHenry	McHenry	40*	910	\$27,500 A June 1975	\$350	\$0
Non-Employee	McHenry	McHenry	25*	2,030	\$90,000 A Dec. 1979	\$600	\$0
Non-Employee	McHenry	McHenry	40*	1,045	\$125,000 A Aug. 1990	\$500	\$0
Non-Employee	Bloomington	McLean	75	2,180	\$55,000 A Feb. 1992	\$350	\$119
Non-Employee	East Peoria	Peoria	50+	868	\$20,000 * N/A	\$115	\$478
Non-Employee	Peoria	Peoria	80+	1,432	\$15,000 * N/A	\$100	\$0
Non-Employee	East Moline	Rock Island	36	1,287	\$338,450 A Aug. 1989	\$350	\$230
Non-Employee	Rock Island	Rock Island	44	863	\$24,200 A Dec. 1989	\$275	\$0
Non-Employee	Freeport	Stephenson	41	896	\$40,000 A Oct. 1987	\$300	\$0
Non-Employee	Freeport	Stephenson	69	1,363	\$28,400 A June 1974	\$280	\$46
Non-Employee	Freeport	Stephenson	42	1,363	\$21,600 A June 1976	\$250	\$0
Non-Employee	Freeport	Stephenson	71	1,440	\$47,500 A Oct. 1983	\$360	\$295
Non-Employee	Freeport	Stephenson	62	1,354	\$42,000 A April 1993	\$400	\$246
Non-Employee	Freeport	Stephenson	71	1,840	\$59,500 A Oct. 1987	\$425	\$0
Non-Employee	Freeport	Stephenson	71	1,440	\$46,000 A Nov. 1987	\$360	\$0
Non-Employee	Freeport	Stephenson	53	1,511	\$34,400 A Oct. 1977	\$230	\$0
Non-Employee	O'Fallon	St. Clair	31	1,946	\$68,500 A Nov. 1984	\$350	\$6,250
Non-Employee	Pekin	Tazewell	53+	1,100	\$28,000 * N/A	\$200	\$0
Non-Employee	Beecher	Will	75*	1,600	\$33,500 A April 1974	\$400	\$0

Appendix D Code Departments DEPARTMENT OF TRANSPORTATION Fiscal Year: 1993							
LESSEE	CITY	LOCATION County	AGE (Years)	SIZE (sq. ft.)	MARKET VALUE Amount	MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
Non-Employee	Lockport	Will	10	1,640	\$150,000 A	\$850	\$526
Non-Employee	Lockport	Will	40+	1,200	\$32,500 A	\$300	\$0
Non-Employee	Lockport	Will	5	1,927	\$188,000 A	\$1,125	\$0

Appendix D Code Departments DEPARTMENT OF VETERANS' AFFAIRS Fiscal Year 1993								
EMPLOYEE TITLE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE		MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County			Amount	Appraised Date		
EMPLOYEE HOUSING								
Administrator	Quincy	Adams	107	7,099	\$225,000 *	N/A	\$350	\$20,000 H
Plant Maintenance Engineer	Quincy	Adams	81	2,145	\$100,000 *	N/A	\$100	\$0

* = Agency Estimate N/A = Not Applicable H = Donated Funds

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.

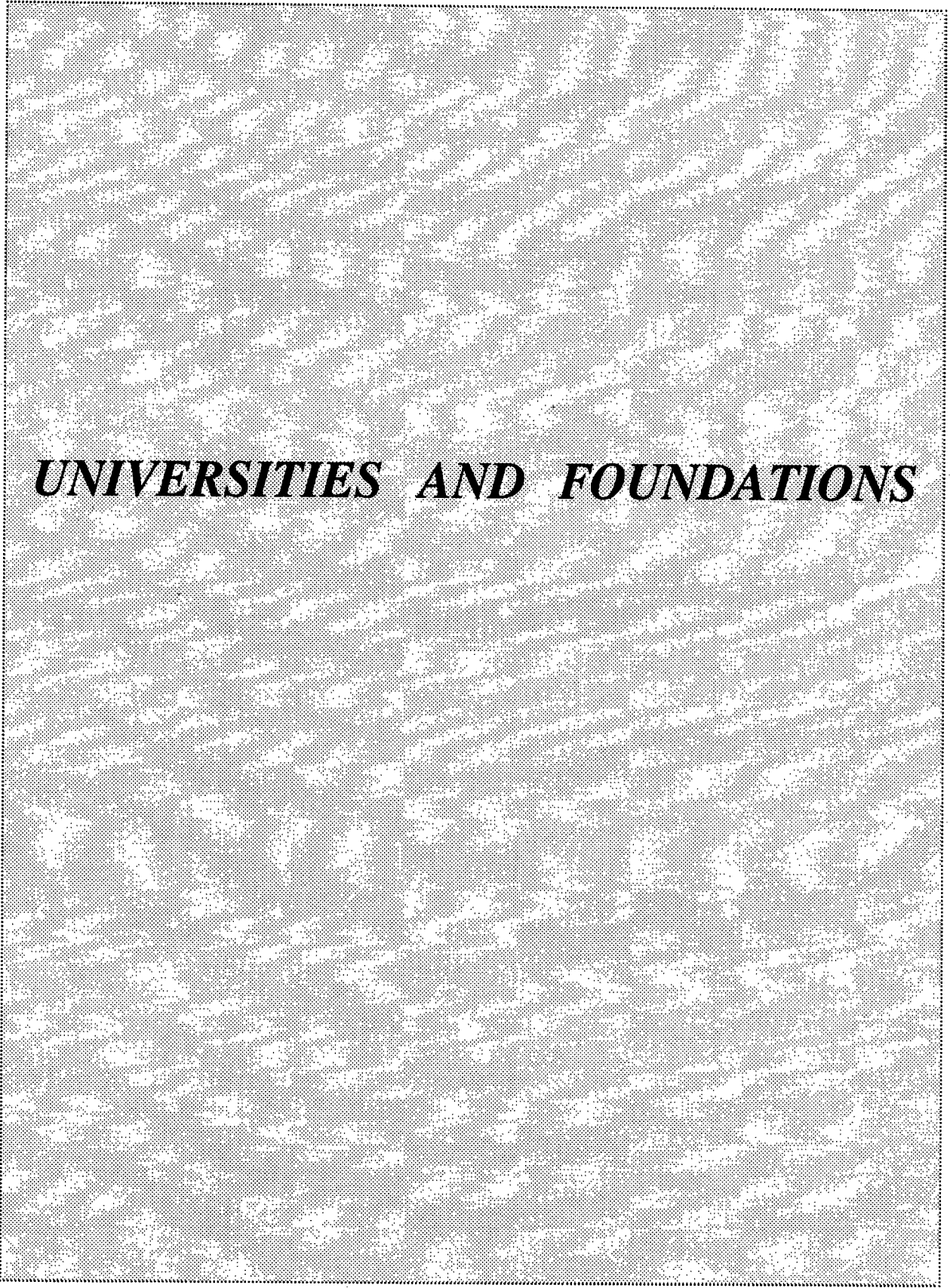
(2) Agency's cost may include capital improvements, utilities, and maintenance.

Appendix D Code Departments DEPARTMENT OF VETERANS' AFFAIRS Fiscal Year 1993								
LESSEE	CITY	LOCATION County	AGE (Years)	SIZE (sq. ft.)	MARKET VALUE Amount	MARKET VALUE Appraisal Date	MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
NON-EMPLOYEE HOUSING Non-Employees	Quincy	Adams	107	7,600	\$24,077 *	N/A	\$4 per day	\$0

* = Agency Estimate N/A = Not Applicable

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.

(2) Agency's cost may include capital improvements, utilities, and maintenance.



UNIVERSITIES AND FOUNDATIONS

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Appendix D Universities and Foundations CHICAGO STATE UNIVERSITY Fiscal Year 1993								
EMPLOYEE TITLE	City	LOCATION County	AGE (Years)	SIZE (sq. ft.)	MARKET VALUE Amount	Appraisal Date	MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
EMPLOYEE HOUSING President	Chicago	Cook	69	6,767	\$280,000	June 1986	\$0	\$25,000 *

* = Agency Estimate

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.

(2) Agency's cost may include capital improvements, utilities, and maintenance.

Appendix D

Universities and Foundations

EASTERN ILLINOIS UNIVERSITY

Fiscal Year 1993

EMPLOYEE TITLE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE		MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County			Amount	Appraisal Date		
EMPLOYEE HOUSING President	Charleston	Coles	22	2,496	\$247,000	June 1986	\$0	\$28,963

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.

(2) Agency's cost may include capital improvements, utilities, and maintenance.

Appendix D Universities and Foundations EASTERN ILLINOIS UNIVERSITY Fiscal Year 1993							
LESSEE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE Amount	MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County					
NON-EMPLOYEE HOUSING Non-Employee	Charleston	Coles	54	1,768	\$31,787	\$0	\$95

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.

(2) Agency's cost may include capital improvements, utilities, and maintenance.

Appendix D Universities and Foundations ILLINOIS STATE UNIVERSITY Fiscal Year 1993							
EMPLOYEE TITLE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE Amount	MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County					
EMPLOYEE HOUSING President	Normal	McLean	21	7,615	\$325,000 Aug. 1986	\$0	\$24,593

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.
 (2) Agency's cost may include capital improvements, utilities, and maintenance.

Appendix D Universities and Foundations NORTHEASTERN ILLINOIS UNIVERSITY Fiscal Year 1993								
EMPLOYEE TITLE	City	LOCATION County	AGE (Years)	SIZE (sq. ft.)	MARKET VALUE Amount	MARKET VALUE Appraisal Date	MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
EMPLOYEE HOUSING President	Northfield	Cook	30*	5,760	\$475,000	1991	\$0	\$53,589

* = Agency Estimate

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.

(2) Agency's cost may include capital improvements, utilities, and maintenance.

Appendix D Universities and Foundations NORTHERN ILLINOIS UNIVERSITY Fiscal Year 1993							
EMPLOYEE TITLE	City	LOCATION County	AGE (Years)	SIZE (sq. ft.)	MARKET VALUE Amount Appraisal Date	MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
EMPLOYEE HOUSING President	DeKalb	DeKalb	42	4,367	\$196,000 Aug. 1986	\$0	\$30,700

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.

(2) Agency's cost may include capital improvements, utilities, and maintenance.

Appendix D Universities and Foundations SANGAMON STATE UNIVERSITY Fiscal Year 1993								
EMPLOYEE TITLE	LOCATION City	LOCATION County	AGE (Years)	SIZE (sq. ft.)	MARKET VALUE Amount	MARKET VALUE Appraisal Date	MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
EMPLOYEE HOUSING President	Springfield	Sangamon	23	5,785	\$260,000 *	N/A	\$0	\$16,935

* = Agency Estimate N/A = Not Applicable

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.

(2) Agency's cost may include capital improvements, utilities, and maintenance.

Appendix D Universities and Foundations SOUTHERN ILLINOIS UNIVERSITY Fiscal Year 1993						
EMPLOYEE TITLE	LOCATION		MONTHLY PAYMENT		LAST REVISED	AGENCY'S REASON FOR ALLOWANCE
	City	County	Allowance	Other		
ALLOWANCES						
Chancellor	Makanda	Jackson	\$1,500	\$0	Dec. 1992	The University Chancellor is customarily provided state-owned housing. The Board of Trustees authorized the allowance in lieu of providing such housing.
President	Carbondale	Jackson	\$1,500	\$0	Dec. 1989	The University President is customarily provided state-owned housing. The Board of Trustees authorized the allowance in lieu of providing such housing.
President	Edwardsville	Madison	\$1,500	\$0	Dec. 1989	The University President is customarily provided state-owned housing. The Board of Trustees authorized the allowance in lieu of providing such housing.

Note: "Allowance" means rental payments, while the column titled "Other" includes furniture, utilities, garbage, etc.

Appendix D Universities and Foundations SOUTHERN ILLINOIS UNIVERSITY Fiscal Year 1993							
EMPLOYEE TITLE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE Amount	MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County					
EMPLOYEE HOUSING							
Swine Specialist	Carbondale	Jackson	35	1,200	\$15,000 *	\$0	electricity
Herder Foreman	Carbondale	Jackson	45	1,200	\$12,500 *	\$0	electricity
Farm Manager	Carbondale	Jackson	30+	1,300	\$20,000 *	\$0	electricity
Herder	Carbondale	Jackson	30+	1,000	\$12,000 *	\$0	electricity

* = Agency Estimate N/A = Not Applicable

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.

(2) Agency's cost may include capital improvements, utilities, and maintenance.

Appendix D
Universities and Foundations
UNIVERSITY OF ILLINOIS
Fiscal Year 1993

EMPLOYEE TITLE	LOCATION		MONTHLY PAYMENT		LAST REVISED	AGENCY'S REASON FOR ALLOWANCE
	City	County	Allowance	Other		
ALLOWANCES						
Chancellor - UIC	Chicago	Cook	\$1,250	\$0	Sept. 1992	In lieu of housing facility.
Chancellor - UIUC	Champaign	Champaign	\$1,250	\$0	Feb. 1993	In lieu of housing facility.

Note: "Allowance" means rental payments, while the column titled "Other" includes furniture, utilities, garbage, etc.

Appendix D Universities and Foundations UNIVERSITY OF ILLINOIS Fiscal Year 1993							
EMPLOYEE TITLE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE Amount Appraisal Date	MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County					
EMPLOYEE HOUSING							
Golf Course Superintendent	Champaign	Champaign	40-50*	unavailable	\$74,640 *	\$0 **	\$2,150 *
Swine Research Farm Mgr.	Champaign	Champaign	6	1,280	\$75,000 *	\$0 **	\$1,300 *
Imported Swine Res. Lab Mgr.	Champaign	Champaign	unavail.	2,140	\$25,000 *	\$0 **	\$0
Sheep Research Farm Mgr.	Champaign	Champaign	26	1,400	\$80,000 *	\$0 **	\$1,300 *
Interim Airport Manager	Savoy	Champaign	79	3,288	\$91,500 *	\$0 **	util. & maint.
Graduate Student	Urbana	Champaign	unavail.	1,840	\$40,000 *	\$0 **	\$0
Graduate Student	Urbana	Champaign	15+	840	Nominal *	\$0 **	utilities
President	Urbana	Champaign	61	9,800	\$4,182,700 *	\$0 **	\$150,696
Beef Research Farm Mgr.	Urbana	Champaign	6	1,280	\$75,000 *	\$0 **	\$1,300 *
Poultry Farm Manager	Urbana	Champaign	unavail.	1,590	\$30,000 *	\$0 **	\$1,300 *
Farm Foreman	Shabbona	DeKalb	44	1,350	\$60,000 *	\$0 **	\$1,353
Building Mechanic	Simpson	Johnson	42	1,326	\$35,000 *	LABOR	\$0
Extension Veterinary Spec.	Simpson	Johnson	55	1,550	\$30,000 *	\$0 **	\$0
Research Specialist	Simpson	Johnson	32	1,600	\$32,000 *	\$0 **	\$135
Building Mechanic	Simpson	Johnson	55	1,938	\$30,000 *	\$0 **	\$0
Research Specialist	Simpson	Johnson	33	1,200	\$30,000 *	\$0 **	\$0
DSAC Beef Farm Manager	Simpson	Johnson	55	1,800	\$50,000 *	\$0 **	\$1,300 *
Senior Research Specialist	Simpson	Johnson	45	1,350	\$32,000 *	\$0 **	\$0
Extension Educator	Monticello	Piatt	35*	1,490*	\$107,300 *	\$0 **	maint.
Grounds Keeper	Monticello	Piatt	35*	1,490*	\$107,300 *	\$0 **	maint.
Superintendent	Monticello	Piatt	120	2,652	\$72,090 *	\$0 **	\$861
Security Guard	Monticello	Piatt	45	1,700	\$43,890 *	\$300	\$261
Park Attendant	Monticello	Piatt	75	1,703	\$51,570 *	\$210	\$1,800

* = Agency Estimate ** = Agency indicated monthly rent was not applicable N/A = Not Applicable

E = Two employees resided within same home during different time periods of FY93. Therefore, housing benefit was counted as one.

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.

(2) Agency's cost may include capital improvements, utilities, and maintenance.

Appendix D Universities and Foundations UNIVERSITY OF ILLINOIS Fiscal Year 1993							
EMPLOYEE TITLE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE Amount	MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County					
Park Attendant	Monticello	Piatt	75	2,025	\$52,775 *	\$210	\$1,320
ORR Beef Center Manager	Baylis	Pike	18	1,500	\$60,000 *	\$0 **	\$1,300 *
Farm Foreman	Perry	Pike	14	1,456	\$85,850 *	\$0 **	\$2,958
Farm Foreman	Monmouth	Warren	24	1,740	\$69,750 *	\$0 **	\$0

Appendix D Universities and Foundations UNIVERSITY OF ILLINOIS Fiscal Year 1993									
LESSEE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE Amount	MONTHLY RENT (1)	AGENCY'S FY93 COST (2)		
	City	County							
NON-EMPLOYEE HOUSING									
VACANT	Champaign	Champaign	60	1,600	\$14,000 *	\$0 V	\$0		
Non-Employee	Champaign	Champaign	60	2,200	\$14,000 *	\$0 F	\$0		
Non-Employee	Sidney	Champaign	80	1,920	\$76,000 *	\$0 F	\$0		
Non-Employee	Lee	DeKalb	75	2,100	\$50,000 *	\$100	\$1,850		
Non-Employee	Malta	DeKalb	75	2,100	\$15,000 *	\$0 F	\$0		
Non-Employee	Rochelle	DeKalb	75	2,000	\$76,500 *	\$0 F	\$0		
Non-Employee	Heyworth	DeWitt	55	1,750	\$31,000 *	\$0 F	\$0		
Non-Employee	Atwood	Douglas/Moultrie	70	1,925	\$75,000 *	\$0 F	\$510		
Non-Employee	Buckley	Iroquois	60	2,870	\$75,000 *	\$0 F	\$0		
Non-Employee	Tonica	LaSalle	80	2,300	\$80,000 *	\$100	\$0		
Non-Employee	Tonica	LaSalle	70	1,800	\$15,000 *	\$50	\$0		
Non-Employee	Utica	LaSalle	75	1,900	\$60,500 *	\$0 F	\$0		
Non-Employee	Viriden	Macoupin	40	1,600	\$15,000 *	\$0 S	\$0		
Non-Employee	Bellflower	McLean	65	2,480	\$76,000 *	\$0 F	\$0		
Non-Employee	Heyworth	McLean	75	1,170	\$14,000 *	\$125	\$87		
Non-Employee	Cisco	Piatt	80	2,750	\$80,000 *	\$79	\$0		
Non-Employee	Cisco	Piatt	65	2,000	\$75,000 *	\$0 F	\$0		
Non-Employee	Cisco	Piatt	120	1,954	\$60,880 *	\$425	\$930		
Non-Employee	Monticello	Piatt	65	1,000	\$31,150 *	\$290	\$310		
Non-Employee	Monticello	Piatt	65	1,900	\$14,000 *	\$57	\$0		
Non-Employee	Monticello	Piatt	35	1,700	\$13,500 *	\$108	\$0		
Non-Employee	Monticello	Piatt	75	2,300	\$75,000 *	\$0 F	\$0		

* = Agency Estimate N/A = Not Applicable V = Vacant property

F = Endowment farms leased to tenant operators. Charge for rental of farm assets does not separately identify an amount for farm residence.

S = Monthly rent and FY93 cost included with leased property in Auburn, Sangamon County.

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.

(2) Agency's cost may include capital improvements, utilities, and maintenance.

Appendix D
Universities and Foundations
UNIVERSITY OF ILLINOIS
Fiscal Year 1993

LESSEE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE		MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County			Amount	Appraisal Date		
Non-Employee	Monticello	Platt	120	1,505	\$65,900 *	N/A	\$425	\$205
Non-Employee	Auburn	Sangamon	35	2,000	\$75,000 *	N/A	\$57	\$3,467
Non-Employee	Pleasant Plains	Sangamon	65	1,850	\$25,000 *	N/A	\$100	\$0
Non-Employee	Rankin	Vermilion	75	2,300	\$75,000 *	N/A	\$0 F	\$0

Appendix D Universities and Foundation UNIVERSITY OF ILLINOIS Fiscal Year 1993				
LESSEE (and title if State employee)	LOCATION City County	MONTHLY AGENCY EXPENSE	RENT CHARGED BY AGENCY	AGENCY'S REASON FOR LEASING
LEASED HOUSING				
Several	Chicago Cook	\$923	\$0	In lieu of renting hotel rooms for those on travel status.
Several	Springfield Sangamon	\$830	\$0	In lieu of renting hotel rooms and office space for those on travel status.

Appendix D
Universities and Foundations
UNIVERSITY OF ILLINOIS FOUNDATION
Fiscal Year 1993

LESSEE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE Amount	Appraisal Date	MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County						
NON-EMPLOYEE HOUSING								
Non-Employee	Chandlerville	Cass	100	3,000	\$10,000 *	N/A	\$0	\$0
Non-Employee	Urbana	Champaign	30	1,800	\$75,000 *	N/A	\$0	\$0
Non-Employee	Urbana	Champaign	18	2,197	\$170,000	Oct. 1987	\$0 **	\$4,920
Non-Employee	Chicago	Cook	17	1,357	\$200,000 *	N/A	\$0 **	\$23,500
Non-Employee	Warrenville	DuPage	13	1,380	\$75,500	Dec. 1987	\$0 **	\$7,365
Non-Employee	Piper City	Ford	75	3,500	\$45,000 *	N/A	\$0	\$15,000
Non-Employee	Ottawa	LaSalle	75	725	\$40,000 *	N/A	\$275	\$0
Non-Employee	Ottawa	LaSalle	60	1,000	\$80,000 *	N/A	\$300	\$0
Non-Employee	Ottawa	LaSalle	75	925	\$50,000 *	N/A	\$350	\$0
Non-Employee	Ottawa	LaSalle	40	1,150	\$100,000 *	N/A	\$500	\$0
Non-Employee	Cullom	Livingston	50	1,200	\$15,000	May 1993	\$0	\$0
Non-Employee	Cullom	Livingston	75	2,000	\$10,000	May 1993	\$0	\$0
Non-Employee	San Jose	Logan	100	2,000	\$5,000 *	N/A	\$0	\$0
Non-Employee	Mason City	Mason	60	2,400	\$25,000 *	N/A	\$300	\$1,500
Non-Employee	Leaf River	Ogle	100	2,500	\$10,000 *	N/A	\$100	\$2,500
Non-Employees	Dana Point		18	4,200	\$440,000	March 1990	\$2,127	\$11,133
	Orange County CALIFORNIA							
Non-Employee	Monticello	Piatt	40	1,600	\$60,000 *	N/A	\$0	\$0

* = Agency Estimate ** = Agency indicated monthly rent was not applicable N/A = Not Applicable P = Foundation receives 20% of rental proceeds
G = Gift farms leased to tenant operators. Charge for rental of farm assets does not separately identify an amount for farm residence.

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.

(2) Agency's cost may include capital improvements, utilities, and maintenance.

Appendix D Universities and Foundations WESTERN ILLINOIS UNIVERSITY Fiscal Year 1993							
EMPLOYEE TITLE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE Amount	MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County					
EMPLOYEE HOUSING							
Asst. Facilities Manager	Warsaw	Hancock	113	2,750	\$137,500 *	\$0	\$1,489
Golf Course Grounds Super.	Macomb	McDonough	69	1,600	\$40,000 *	\$0	\$4,826
President	Macomb	McDonough	20	7,400	\$500,000 *	\$0	\$18,109
Asst. Facilities Manager	Macomb	McDonough	14	720	\$10,000 *	\$0	\$9,313
Swine Production Manager	Macomb	McDonough	83	1,700	\$35,000 *	\$0	\$3,235

* = Agency Estimate N/A = Not Applicable

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.

(2) Agency's cost may include capital improvements, utilities, and maintenance.

OTHER STATE AGENCIES

Appendix D Other State Agencies COMMISSIONER OF SAVINGS AND RESIDENTIAL FINANCE Fiscal Year 1993						
EMPLOYEE TITLE	LOCATION		MONTHLY PAYMENT		LAST REVISED	AGENCY'S REASON FOR ALLOWANCE
	City	County	Allowance	Other		
ALLOWANCES						
Commissioner	Chicago	Cook	\$255	\$0	Re-applied for each Fiscal Year.	This allowance saved \$1,020 plus tax for Chicago area hotel rooms that would have been spent while in Chicago for business.
Chief Deputy Commissioner	Springfield	Sangamon	\$109	\$0	Re-applied for each Fiscal Year.	This allowance saved \$437.50 plus tax for Springfield area hotel rooms while in Springfield on Office business.
Dir. of Government Relations	Springfield	Sangamon	\$222	\$0	Re-applied for each Fiscal Year.	This allowance saved \$887.50 plus tax for Springfield area hotel rooms while in Springfield on Office business.

Note: "Allowance" means rental payments, while the column titled "Other" includes furniture, utilities, garbage, etc.

Appendix D
Other State Agencies
GENERAL ASSEMBLY - HOUSE OF REPRESENTATIVES
Fiscal Year 1993

LESSEE (and title if State employee)	LOCATION City County		MONTHLY AGENCY EXPENSE	RENT CHARGED BY AGENCY	AGENCY'S REASON FOR LEASING
LEASED HOUSING					
Two Program Specialists residing in one unit	Springfield	Sangamon	\$670	\$0	To cut expenses for Chicago staff who are required to work in Springfield during session.
Four Program Specialists residing in two units	Springfield	Sangamon	\$1,600	\$0	To cut expenses of Chicago staff who are required to work in Springfield during session.
Six Program Specialists residing in three units	Springfield	Sangamon	\$1,980	\$0	To cut expenses of Chicago staff who are required to work in Springfield during session.
Technical Review Attorney	Springfield	Sangamon	\$435	\$0	To cut expenses of Technical Review Staff who are required to work in Springfield during session.
Technical Review Attorney	Springfield	Sangamon	\$666	\$0	To cut expenses for Technical Review Staff who are required to work in Springfield during session.
Four Technical Review Attorneys residing in two units	Springfield	Sangamon	\$1,600	\$0	To cut expenses for Technical Review Staff who are required to work in Springfield during session.

Note: Leased for part of the year during legislative session.

Appendix D Other State Agencies GENERAL ASSEMBLY - SENATE Fiscal Year 1993					
LESSEE (and title if State employee)	LOCATION City County		MONTHLY AGENCY EXPENSE	RENT CHARGED BY AGENCY	AGENCY'S REASON FOR LEASING
LEASED HOUSING					
Staff Consultant	Springfield	Sangamon	\$775	\$0	Lodging for Chicago staff.
Staff Assistants	Springfield	Sangamon	\$800	\$0	Lodging for Chicago staff.
Deputy Chief of Staff	Springfield	Sangamon	\$750	\$0	Lodging for Chicago staff.
Staff Assistants	Springfield	Sangamon	\$850	\$0	Lodging for Chicago staff.

Note: Leased for part of the year during legislative session.

Appendix D Other State Agencies HISTORIC PRESERVATION AGENCY Fiscal Year 1993							
EMPLOYEE TITLE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE Amount	MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County					
EMPLOYEE HOUSING							
Historic Site Manager	Lerna	Coles	2	1,600	\$110,000 *	\$40	\$1,168
Historic Site Manager	Chicago	Cook	74	1,000	\$50,000 *	\$40	\$1,200
Asst. Site Manager 2	Petersburg	Menard	6	1,200	\$50,000 *	\$40	\$2,085
Historic Site Manager	Petersburg	Menard	73	1,672	\$50,000 *	\$40	\$1,500
Historic Site Manager	Brimfield	Peoria	58	1,350	\$35,000 *	\$40	\$1,500
Historic Site Manager	Ellis Grove	Randolph	33	1,200	\$40,000 *	\$40	\$1,500
Historic Lead I	Ellis Grove	Randolph	40	1,200	\$35,000 *	\$40	\$1,300
Historic Site Manager	Prairie du Rocher	Randolph	63	1,700	\$40,000 *	\$40	\$1,600
Historic Site Manager	Rock Island	Rock Island	113	1,800	\$60,000 *	\$40	\$1,800
Historic Site Manager	Collinsville	St. Clair	38	1,200	\$60,000 *	\$40	\$1,600
Asst. Historic Site Manager	Collinsville	St. Clair	30	1,000	\$50,000 *	\$40	\$1,300

* = Agency Estimate N/A = Not Applicable

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.

(2) Agency's cost may include capital improvements, utilities, and maintenance.

Appendix D Other State Agencies HISTORIC PRESERVATION AGENCY Fiscal Year 1993							
LESSEE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE Amount	MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County					
NON-EMPLOYEE HOUSING							
Non-Employee	Galena	Jo Daviess	100	1,200	\$25,000 *	\$150	\$0
Non-Employee	Utica	LaSalle	145	800	\$35,000 *	\$25	\$0
Non-Employee	Petersburg	Menard	45	1,500	\$50,000 *	\$150	\$0
Non-Employee	Petersburg	Menard	35	1,500	\$37,500 *	\$300	\$0
Non-Employee	Rock Island	Rock Island	65	1,500	\$15,000 *	\$70	\$0

* = Agency Estimate N/A = Not Applicable

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.

(2) Agency's cost may include capital improvements, utilities, and maintenance.

Appendix D Other State Agencies ILLINOIS COMMERCE COMMISSION Fiscal Year 1993						
EMPLOYEE TITLE	LOCATION		MONTHLY PAYMENT		LAST REVISED	AGENCY'S REASON FOR ALLOWANCE
	City	County	Allowance	Other		
ALLOWANCES Consumer Services Manager	Chicago	Cook	\$184	N/A	Aug. 1992	In lieu of lodging, less expensive for agency.

N/A = Not Applicable

Note: "Allowance" means rental payments, while the column titled "Other" includes furniture, utilities, garbage, etc.

Appendix D Other State Agencies ILLINOIS MEDICAL CENTER COMMISSION Fiscal Year 1993								
EMPLOYEE TITLE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE		MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County			Amount	Appraised Date		
Security	Chicago	Cook	30	550	\$19,500 *	N/A	\$0	\$5,500

* = Agency Estimate N/A = Not Applicable

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.

(2) Agency's cost may include capital improvements, utilities, and maintenance.

Appendix D
Other State Agencies

ILLINOIS MEDICAL CENTER COMMISSION

Fiscal Year 1993

LESSEE	LOCATION		AGE (Years)	SIZE (sq. ft.)	MARKET VALUE		MONTHLY RENT (1)	AGENCY'S FY93 COST (2)
	City	County			Amount	Appraisal Date		
NON-EMPLOYEE HOUSING Non-Employees	Chicago	Cook	unavail.	225	unavailable	unavailable	\$292	\$0

(1) Rent includes any charge paid by employee/non-employee to the State for housing, including lease payment, maintenance fee, and utilities.

(2) Agency's cost may include capital improvements, utilities, and maintenance.

Appendix D Other State Agencies PRISONER REVIEW BOARD Fiscal Year 1993					
EMPLOYEE TITLE	LOCATION		MONTHLY PAYMENT Allowance	LAST REVISED	AGENCY'S REASON FOR ALLOWANCE
	City	County			
ALLOWANCES Board Member	Springfield	Sangamon	\$100	July 1993	The maximum amount authorized of \$37.50 per night is less expensive than paying for a local hotel room.

Note: "Allowance" means rental payments, while the column titled "Other" includes furniture, utilities, garbage, etc.

Appendix D Other State Agencies STATE FIRE MARSHAL Fiscal Year 1993						
EMPLOYEE TITLE	LOCATION		MONTHLY PAYMENT		LAST REVISED	AGENCY'S REASON FOR ALLOWANCE
	City	County	Allowance	Other		
ALLOWANCES Deputy State Fire Marshal	Springfield	Sangamon	N/A	\$555	July 1992	Job requires employee to have offices both in Springfield and Chicago.

N/A = Not Applicable

Note: "Allowance" means rental payments, while the column titled "Other" includes furniture, utilities, garbage, etc.

ADDENDUM

Page 138 of the Management Audit of State Housing Benefits lists the location of a housing allowance for the Deputy State Fire Marshall as Springfield in Sangamon County. The correct location of the allowance is for Chicago in Cook County.

Appendix E

**SURVEY
OF OTHER STATES' HOUSING**

Appendix E
SURVEY OF OTHER STATES' HOUSING

During the summer of 1993, we conducted a survey of the 49 other states to determine their housing benefits. A summary of data supplied by representatives of the states is presented on the following pages. Illinois' data was added for comparison. The exhibit has six headings explained below:

1. **Housing Benefits** Does the state provide housing benefits or housing allowances?
2. **Laws or Policies** What laws or policies does the state have on residential housing or housing allowances: statewide, agency specific, or none?
3. **Tenants** What type of tenants does the state have?
4. **Rent Charged** Is rent ever charged by the state for housing benefits provided?
5. **Utilities** Who pays the utilities for housing benefits that are provided: the state, the tenant, or are they shared?
6. **Security Deposits** Are security deposits required by the state?

Appendix E

SURVEY OF OTHER STATES' HOUSING

<u>STATE</u>	<u>HOUSING BENEFITS</u>	<u>LAWS OR POLICIES</u>	<u>RENT CHARGED</u>	<u>UTILITIES</u>	<u>SECURITY DEPOSITS</u>	<u>TENANTS</u>
Alabama	Yes	None	N/A	State paid/ Tenant paid	N/A	University officials State employees
Alaska	Yes	Statewide	Yes	Tenant paid	Yes	Constitutional officers University officials State employees
Arizona	Yes	Agency specific	Yes	Shared	N/A	University officials State employees
Arkansas	Yes	Agency specific	N/A	N/A	N/A	University officials State employees
California	Yes	Statewide	Yes	Tenant paid	N/A	University officials State employees
Colorado	Yes	Statewide	Yes	Tenant paid	Yes	Constitutional officers University officials State employees
Connecticut	Yes	None	N/A	N/A	N/A	Governor State employees
Delaware	Yes	Agency specific	Yes	Shared	N/A	Governor State employees
Florida	Yes	Statewide	Yes	Tenant paid	N/A	Governor University officials State employees
Georgia	Yes	Agency specific	No	No	N/A	Governor University officials State employees
Hawaii	Yes	Agency specific	No	State paid	N/A	Governor University officials State employees
Idaho	Yes	Statewide	Yes	Tenant paid	N/A	Constitutional officers University officials State employees

Appendix E

SURVEY OF OTHER STATES' HOUSING

<u>STATE</u>	<u>HOUSING BENEFITS</u>	<u>LAWS OR POLICIES</u>	<u>RENT CHARGED</u>	<u>UTILITIES</u>	<u>SECURITY DEPOSITS</u>	<u>TENANTS</u>
Illinois	Yes	Agency specific	Yes	State paid/ Tenant paid	Yes	Constitutional officers University officials State employees Non-employees
Indiana	Yes	None	N/A	N/A	N/A	Constitutional officers University officials State employees
Iowa	Yes	Agency specific	Yes	State paid/ Tenant paid	N/A	Governor University officials State employees
Kansas	Yes	Statewide	N/A	N/A	N/A	Constitutional officers University officials State employees
Kentucky	Yes	Agency specific	Yes	State paid	N/A	Constitutional officers University officials State employees
Louisiana	Yes	None	N/A	N/A	N/A	Governor University officials State employees
Maine	Yes	Statewide	Yes	Tenant paid	N/A	Governor University officials State employees
Maryland	Yes	Agency specific	Yes	Tenant paid	Yes	Governor State employees
Massachusetts	Yes	N/A	N/A	N/A	N/A	University officials
Michigan	Yes	Statewide	Yes	Tenant paid	N/A	Constitutional officers University officials State employees
Minnesota	Yes	None	Yes	State paid	N/A	Governor State employees
Mississippi	Yes	None	N/A	N/A	N/A	State employees

Appendix E

SURVEY OF OTHER STATES' HOUSING

<u>STATE</u>	<u>HOUSING BENEFITS</u>	<u>LAWS OR POLICIES</u>	<u>RENT CHARGED</u>	<u>UTILITIES</u>	<u>SECURITY DEPOSITS</u>	<u>TENANTS</u>
Missouri	Yes	Agency specific	Yes	State paid/ Tenant paid	N/A	University officials State employees
Montana	Yes	Agency specific	No	State paid	N/A	University officials State employees
Nebraska	Yes	Agency specific	No	State paid	N/A	Constitutional officers University officials State employees
Nevada	Yes	Agency specific	No	Tenant paid	N/A	Governor University officials State employees
New Hampshire	*	*	*	*	*	*
New Jersey	Yes	Statewide	Yes	Tenant paid	Yes	State employees
New Mexico	Yes	N/A	N/A	N/A	N/A	University officials
New York	Yes	Agency specific	N/A	N/A	N/A	Governor University officials
North Carolina	Yes	Agency specific	Yes	Tenant paid	N/A	State employees
North Dakota	Yes	N/A	N/A	N/A	N/A	University officials
Ohio	*	*	*	*	*	*
Oklahoma	Yes	Agency specific	Yes	State paid/ Tenant paid	N/A	Constitutional officers University officials State employees
Oregon	Yes	Statewide	Yes	N/A	N/A	Governor University officials State employees
Pennsylvania	Yes	Statewide	Yes	Shared	N/A	Constitutional officers University officials State employees
Rhode Island	*	*	*	*	*	*

Appendix E

SURVEY OF OTHER STATES' HOUSING

<u>STATE</u>	<u>HOUSING BENEFITS</u>	<u>LAWS OR POLICIES</u>	<u>RENT CHARGED</u>	<u>UTILITIES</u>	<u>SECURITY DEPOSITS</u>	<u>TENANTS</u>
South Carolina	Yes	Statewide	Yes	N/A	N/A	Governor University officials State employees
South Dakota	Yes	None	Yes	N/A	N/A	State employees
Tennessee	Yes	Agency specific	Yes	State paid/ Tenant paid	N/A	University officials State employees
Texas	Yes	Agency specific	Yes	Shared/ State paid	N/A	State employees
Utah	Yes	Agency specific	No	State paid	N/A	University officials State employees
Vermont	Yes	Agency specific	Yes	N/A	Yes	State employees
Virginia	Yes	None	N/A	N/A	N/A	Constitutional officers University officials State employees
Washington	Yes	Statewide	No	Tenant paid	N/A	Constitutional officers University officials State employees
West Virginia	Yes	Agency specific	Yes	N/A	N/A	State employees
Wisconsin	Yes	Agency specific	Yes	Tenant paid	N/A	Governor State employees
Wyoming						

* State officials did not respond.

N/A Information was not available.

SOURCE: Other states' data summarized by the Office of the Illinois Auditor General.

Appendix F

**AGENCIES' COMMENTS
ON THE AUDIT REPORT**



**DEPARTMENT OF
CENTRAL MANAGEMENT SERVICES**

Stephen B. Schnorf, Director

AUDIT
SF 100
93 DEC 20 PM 12 44

December 17, 1993

Ameen Dada
Audit Manager
Office of the Auditor General
Marriott Commerce Building
509 S. 6th Street, Room 151
Springfield, IL 62701

Dear Mr. Dada:

I have received the draft report in regard to state housing benefits. On behalf of the Governor's Travel Control Board, I would like to respond to the report, specifically relating to the Section pertaining to housing reimbursement.

The Governor's Travel Control Board regulations allow for employees to be reimbursed for using their own housing in lieu of hotels while on travel status. This rule, Section 2800.410 of the Governor's Travel Control Board rules, allows employees to be reimbursed 75% of the applicable lodging rate. Current rates allow employees to be reimbursed \$37.50 per night downstate and \$45.00 per night in the Chicago Metro area. Reimbursement cannot exceed the annual mortgage/rent paid by the employee.

Historically, there were no limits set on monthly mortgage/rent. The Governor's Travel Control Board revised Section 2800.410 to place caps on housing reimbursements: Since September 1, 1992, the caps for housing reimbursement have been; \$550.00 downstate, \$700.00 suburban Cook and collar counties, and \$960.00 city of Chicago. These figures were implemented based on average rental rates as determined by the real estate industry.

Agencies wishing to provide travel reimbursement to individuals for employee owned or controlled housing must submit a written request to the Governor's Travel Control Board. The request must be from the Agency Head, state the location of the housing, the mortgage/rental payment, the distance from the individuals' worksite, and why the housing is required. The Board reviews each request and returns a written response to the Agency.

505 Stratton Office Building, Springfield, Illinois 62706

Printed on Recycled Paper

The draft report indicates that three Agencies failed to submit quarterly housing reports as required. To insure that Agencies comply with the rule, the Board has implemented a procedure to notify agencies which fail to submit a quarterly report as required.

I have enclosed a copy of Section 2800.410 for your review.

Thank you for the opportunity to respond to the draft report. If you have any questions, please feel free to contact my office at (217) 785-0707.

Sincerely,



Michael D. Smith
State Travel Coordinator
Governor's Travel Control Board

Attachment



Illinois Department of Conservation

LINCOLN TOWER PLAZA • 524 SOUTH SECOND STREET • SPRINGFIELD 62701-1787 CHICAGO OFFICE • ROOM 4-300 • 100 WEST RANDOLPH • CHICAGO 60601

Brent Manning, Director

John W. Comerio, Deputy Director

AUSTIN
Bruce F. Clay, Assistant Director

SPRINGFIELD

94 JAN 7 PM 12 11
January 5, 1993

Mr. Ameen Dada, Audit Manager
Office of the Auditor General
509 South Sixth Street, Room 151
Springfield, IL 62701-1878

Dear Mr. Dada:

Thank you for giving the Department of Conservation an opportunity to review and comment on the report for your management audit of State housing benefits. Agency responses for each audit recommendation affecting the Department are attached to this letter. As indicated by our responses, we agree to review our existing housing policy and procedures and to revise them where appropriate to address concerns identified in your report. However, because the scope of your audit was State government-wide rather than limited to the Department of Conservation, we believe your report does not clearly present some aspects of our existing housing practices and actions we have taken during the past year to strengthen these practices. Information to clarify the Department's current housing practices is therefore included in several of our responses.

In addition to our responses to your specific recommendations, I would like to emphasize that the Department has explicit statutory authority to provide employee housing at our sites and we strongly believe the use of security housing is an essential aspect of our management of State parks, fish hatcheries, game farms and other Agency facilities. Such facilities typically are located in remote areas and the use of security housing affords us a cost-effective means for:

- * protecting the State's assets from vandalism or theft;
- * meeting immediate operational needs at our sites;
- * serving the public on a 24-hour basis; and
- * responding to emergencies.

As demonstrated by the financial information presented in your report, the Department's net cost for security housing in FY93 was on average less than \$3,000 per residence. If security housing was not utilized, we would be required to hire additional full-time personnel to adequately safeguard the State's assets at our facilities. Such personnel would cost more than \$20,000 per position per year.

State statutes also authorize the Department to lease existing houses which are not designated for security to employees and non-employees. It is the Department's long term goal to eliminate these non-security residences. As a result, we make few expenditures to maintain these houses, and they are sold for salvage or demolished when they are not suitable for rental. However, until these residences are eliminated, we believe it is in the State's best interest to rent them to employees and the general public. In FY93, the rental of non-security housing generated approximately \$37,000 in income for the State. Additionally, the tenants of non-security housing paid all utility costs for the residences, maintained the leased property and provided secondary site security at no cost to the State.

During the past year the Department conducted an internal review of our housing practices. As a result of this review, we revised our housing policy in July 1993 to strengthen our housing procedures and we increased the fee charged employees living in security housing. We will use the results of your audit in our on-going efforts to continually improve our housing practices.

If you have any questions, regarding the Agency's responses to your recommendations or if you need additional information to complete your audit, please let me know.

Sincerely,


Brent Manning
Director

BM/BH/sks

Department of Conservation
Responses to OAG Management Audit
of State Housing Benefits

Recommendation #2

Department Response

The Department agrees to review our existing housing policy and procedures and to revise them where appropriate. However, the Department believes that most of the specific items identified in the audit recommendation are already addressed in our current policy, procedures and lease agreements.

Recommendation #3

Department Response

In June 1993, the Department reviewed the requirements of the Internal Revenue Service (IRS) and determined that security housing provided to our employees is not subject to taxation. We confirmed this determination with the IRS in December 1993. The IRS also has confirmed that housing provided to non-employees is not subject to taxation. As noted by the auditors elsewhere in this report, the Department plans to evaluate the rents charged to employees for non-security housing during the current year. Following this evaluation, rents will be revised where appropriate, and such rents will be reviewed periodically. Based on information obtained from IRS, this action will ensure that there is no potential tax liability on these residences.

Recommendation #4

Department Response

The Department concurs with this recommendation and believes that we do maintain the condition of State-owned housing so as not to expose the State to undue liability.

Recommendation #5

Department Response

The Department has analyzed the need for security housing at our sites and strongly believes that such housing provides a cost effective means of protecting the State's assets from vandalism and theft; serving the public on a 24 hour basis; responding to emergencies and meeting vital operational needs at our remote parks and other facilities. As demonstrated by the financial data presented in the auditors' report, in FY93 the Department's net cost for security housing was on average less than \$3,000 per residence. If security housing was not utilized, we would be (1)

required to hire additional full-time personnel at a cost of more than \$20,000 per position per year.

As discussed elsewhere in this report, the Department is re-evaluating the rental amounts charged for non-security housing, and we agree to periodically review the adequacy of these charges in the future. The fee for all security residences was increased in September 1993. Department policy requires this fee to be adjusted every five years to reflect changes in U.S. economic indicators.

Recommendation #6

Department Response

The Department agrees to require non-employee tenants of State-owned housing to pay security deposits. However, we do not believe such deposits are required from tenants who are employees because alternative control procedures exist. All Department employees are on delayed payrolls and most have accrued leave time. As a result the Department has an opportunity to withhold the cost of tenant damages from these sources.

In December 1993, we contacted the natural resource agencies in 10 midwestern states. None of these agencies required employees in security housing to pay security deposits.

Recommendation #7

Department Response

The Department already requires all employees in non-security housing to pay all of their utility costs. Employees in security housing share the cost of their utilities through the payment of a monthly utility and maintenance fee.

Recommendation #8

Department Response

The Department agrees to review our current practices for selecting tenants and will take appropriate action to enhance our selection process. However, the Department believes that our existing housing policy and procedures already address most of the recommended changes for the selection of tenants.

Recommendation #9

Department Response

The Department agrees to prepare a written summary of the types of responsibilities that employees in security housing are expected to perform. Additionally, we will formally document the criteria which is currently used to determine the need for security housing. However, the main criteria used in this determination are already stated in the Department's existing housing policy.

Recommendation #10

Department Response

The Department will enhance our procedures to ensure that written reports are prepared to document inspections of State-owned housing. It should be noted, however, that such housing is located at the Department's sites and currently is inspected on an on-going basis.

1301 Concordia Court / P.O. Box 19277 / Springfield, IL 62794-9277 / Telephone: (217) 522-2666
TDD: (800) 526-0844

January 3, 1994

William G. Holland
Auditor General
509 South Sixth Street
Springfield, IL 62701

Dear Mr. Holland:

The Department of Corrections is providing this letter in response to the recommendations in the report of the State Housing Benefits management audit. We are in general agreement with the recommendations and have initiated a review of our current policy, procedures and practices. We will update our administrative directive as required to address the applicable details of the recommendations.

Our review is aimed at clarifying and documenting the Department of Corrections' policy regarding the following issues discussed in the report: purpose of providing housing, application procedure, persons who are eligible, criteria for selecting tenants, accounting for housing in employee compensation, responsibilities that make housing a condition of employment, and procedures for setting and adjusting rent, utility fees, and security deposits.

Department of Corrections' housing is occupied predominately by security personnel from guards through wardens. The dormitories and houses have been provided over the years to assist in recruiting and to have employees available to respond to on-site emergencies if needed. Occupancy of existing housing by department personnel continues to contribute substantially to the smooth operation of the associated centers.

Updated procedures for setting and adjusting rent and utility fees will increase employees' payments for most units. However, since all of our housing is occupied by employees, we believe there are simpler alternatives to administering security deposits. The deduction provisions of 15 ILCS 405/10.05 should provide the easiest way to recover unpaid damages to a housing unit.

I have set a target date of March 1, 1994, to have a draft of an updated directive addressing all aspects of State housing as it applies to the Department of Corrections. A copy of this directive will be sent to you when it is approved.

Sincerely yours,


Howard A. Peters III
Director

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SPR



Illinois Department of Transportation

Office of Finance and Administration
2300 South Dirksen Parkway/Springfield, Illinois/62764

AUDIT
SPR

94 JAN 10 PM 3 02

January 7, 1994

Mr. Ameen Dada
Audit Manager
Office of the Auditor General
509 South Sixth Street - Room 151
Springfield, Illinois 62701-1878

Dear Mr. Dada:

Thank you for giving us the opportunity to review and discuss the IDOT segments of the preliminary draft report on the State Housing Benefits Audit during our exit conference, December 20, 1993.

As a result of suggestions offered at the exit conference, subsequent revisions have been made and incorporated into the current draft report sent to us for review on December 27, 1993.

We concur with the latest revision which adequately reflects the status of IDOT rental housing.

Although we are in general agreement with recommendations 4, 5, 6 and 8, we submit the following responses for inclusion in the final report to clarify IDOT's current policies concerning these proposals.

Response - Recommendation #4

The Department categorizes rentable houses in poor condition on the basis of resale market condition (needs to be painted, carpet needs to be replaced, etc.) not on the basis of structural soundness. A house that is purchased by the Department that is structurally unsound is not offered for rent.

We do not believe that improving the marketability of a house scheduled for future demolition is a wise use of state funds unless the cost will be recouped from rental income.

Response - Recommendation #5

The Department accepts the recommendation. Currently the Department reviews rental rates every three years or upon initiating a new lease.

Mr. Ameen Dada
January 7, 1994
Page 2

Response - Recommendation #6

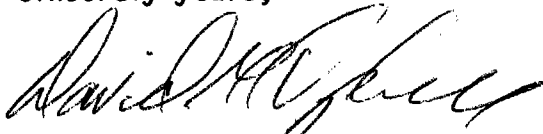
The Department's Policy and Procedures Manual was revised in 1992 to require tenants to pay a security deposit when initiating a new lease. Our standard lease form will be revised to include a security deposit provision in all new lease contracts.

Response - Recommendation #8

The Department uses an application form and obtains a credit evaluation for prospective tenants. Property is then rented on a first come basis to credit worthy applicants. The Department does not rent to employees.

If you have any questions regarding the above responses, please call me at extension 782-7427.

Sincerely yours,



David G. Campbell
Bureau Chief
Bureau of Accounting and Auditing

LB/mq
1592a, pg. 19 & 20



**Illinois Historic
Preservation Agency**

Old State Capitol • Springfield, Illinois 62701 • (217) 782-4836

January 6, 1994

Ameen Dada, Audit Manager
Office of the Auditor General
509 South Sixth Street, Room 151
Springfield, Illinois
62701-1878

AUDITOR
OFFICE
509 S 6TH ST
SPRINGFIELD
IL 62701
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Dear Mr. Dada:

Thank you for the opportunity to respond to the management audit of state housing administered by the Illinois Historic Preservation Agency, as the Agency would like to reiterate for you how positively IHPA views the use of site housing.

The Senate Joint Resolution (No. 21), which called for this audit, posed the question of whether or not "the State's practice of providing housing . . . to State officers and employees is an efficient use of State resources . . ." Our position has always been that site housing provides the State a number of advantages that are not only efficient but that give IHPA a level of site security that otherwise it would not be able to achieve.

At just one site, Black Hawk State Historic Site, located in Rock Island, the site manager has responded to all manner of security calls--children lost in the park; ambulance calls for visitors injured on trails; auto accidents on site roads; a series of brush fires that burned to within 100 feet of the historic CCC Lodge and Hauberg Indian Museum; any number of police calls that require the attendance of site staff; and the list could go on. And, the list would read much the same for other sites where site housing is used.

Staff members who live on site also perform duties such as snow plowing that are not security related but provide a public service that is necessary for the site to operate. Often such duties are done on off hours. The site managers do not keep track of the hours they spend doing these things. They do them because they have to be done, and because they are on site, they can do them sooner than anyone else. Off hour duties such as snow removal or answering false fire and burglar alarms mean a great deal to

Housing Audit

page 2

the efficient and safe operation of the sites when the need is immediate.

Taken as whole, IHPA's site housing program is not an undue benefit to the employees who occupy the houses. Rather, it is a prudent and cost effective solution to serious management concerns of site security and emergency response. The program serves to protect the cultural resources in our charge--our historic buildings and artifact collections. At a time when vandalism and theft is on the rise at museums and historic sites across the country, site housing is more justifiable than ever before. And given the alternative of hiring full time night security staff, the program saves money for the Agency and the State.

Again, thank you for the opportunity to respond to your report. I would like to compliment your staff for their work on this audit. Joe Ohm and those who worked with him were professional, helpful, and friendly.

Susan Mogerman



Director

Illinois Historic Preservation Agency

cc: Bob Coomer



Office of the Illinois
State Fire Marshal

General Office
217-785-0969

Divisions

ARSON INVESTIGATION
217-782-6855
BOILER and PRESSURE
VESSEL SAFETY
217-782-2696
FIRE PREVENTION
217-785-4714
MANAGEMENT SERVICES
217-782-9889
INFIRS
217-785-1016
PERSONNEL
217-785-1009
PERSONNEL STANDARDS
and EDUCATION
217-782-4542
PETROLEUM and
CHEMICAL SAFETY
217-785-5878
PUBLIC INFORMATION
217-785-1021

December 17, 1993

Mr. Joe Ohm
Audit Supervisor
509 South Sixth Street, Room 151
Springfield, Illinois 62701-1878

Dear Mr. Ohm:

Our response to the proposed recommendation is as follows:

The Office of the State Fire Marshal has implemented this recommendation. The agency reimburses one employee for housing expenses; quarterly reports concerning this reimbursement will be submitted on a timely basis.

Thank you for this opportunity to respond. Please contact me at 785-1040 if you have questions or wish clarification.

Sincerely,

Kent R. Hill
Director, Division of Management Services

KRH:mt

AUDITOR
SF
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UNIVERSITY OF ILLINOIS

OFFICE OF

Vice President for Business and Finance, Comptroller

CHICAGO

URBANA · CHAMPAIGN

349 Administration Building · 506 South Wright Street · Urbana, Illinois 61801

January 7, 1994

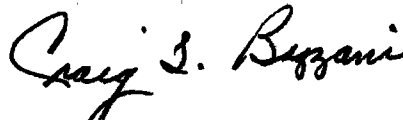
Mr. Ameen Dada
Audit Manager
Office of the Auditor General
509 South Sixth Street, Room 151
Springfield, IL 62701-1878

Dear Mr. Dada:

Enclosed is the University of Illinois' written response to the State Housing Benefits Audit Report. The response contains a brief summary of the nature and function of University residential facilities (excluding student residence halls). This information provides the context for understanding how and why these facilities are operated and for interpreting the specific audit report recommendations. It also identifies actions which have been undertaken by the University to address the audit recommendations.

Thank you for the opportunity to review the auditor's recommendations and provide our responses. The report has been helpful in identifying areas where University procedures need to be improved. Action is already underway to implement these recommendations.

Sincerely,



Craig S. Bazzani
Vice President for
Business and Finance

cch
Enclosure

c: H. K. Hard
L. R. Jones
R. L. King
R. L. Margison
D. F. Wendel

34 JAN 10 PM 1 42

AUDITOR
SPRING.

UNIVERSITY OF ILLINOIS RESPONSE TO THE AUDIT OF STATE HOUSING BENEFITS REPORT

The residence audit was a constructive exercise that complements an internal review of several property management issues. As a result of these combined efforts, the University has developed a set of management objectives which will address the audit recommendations as well as several related internal management needs. To operationalize these management objectives, an executive-level committee comprised of departmental officers and administrative staff has been charged with the task of producing an integrated farm/residence management policy by June 30, 1994.

Following is a brief description of the University's real estate holdings and an overview of how these properties function. This background information is important in interpreting the audit findings and understanding the future direction of the University's real estate policy development efforts.

Residences Occupied by Employees

The "Residences" identified in the audit report are principally farmsteads sited on large agricultural tracts of land. Two-thirds (17 of 26) of the employee-occupied residences house staff who operate research and demonstration farms for the departments of Agronomy, Horticulture, Animal Sciences, Forestry, and the College of Veterinary Medicine. Several of these farms, such as the Orr and Dixon Springs Agricultural Centers, are located long distances from the departments' headquarters on the Urbana-Champaign campus. The responsibilities (animal emergencies, security, etc.) associated with operating these farms require that operators live on site; therefore, the University requires these living arrangements as conditions of employment rather than typical residential leases.

Five of the remaining nine properties are occupied by employees at the Robert Allerton Park and Conference Center and the adjoining 4-H Memorial Camp located near Monticello, Illinois. These houses were donated to the University as part of the Robert Allerton estate. Employees who reside in these houses provide after hours security and other property management services as a requirement of the job, in addition to work performed during regular work hours.

The President's House is used as both a public facility and private residence by the University president under policies adopted by University Board of Trustees. The facility is used extensively for official University functions including pre-graduation ceremonies; alumni functions; and is used to house distinguished corporate, government, and academic guests. Of the 9,800 square feet of assignable space in the facility, approximately 2,100 square feet is dedicated to the residential quarters.

The residential dwellings located at the airport, golf course, and an Electrical Engineering field station comprise the remaining facilities. As in the cases of farm operators and Allerton employees, these employees are required to live on site as a condition of employment.

With few exceptions, all of these houses were acquired as part of a land gift or acquisition transaction. The University does not acquire or build dwellings to provide housing for employees.

Residences Occupied by Non-employees

The "Residences" identified in this segment of the audit report are principally farmsteads located on trust farms which have been donated to the University. Twenty-three of the twenty-six houses occupied by non-employees are trust farm houses. The remaining three houses occupied by nonresidents entail typical residential lease agreements.

All of these facilities were acquired as gifts included with large parcels of agricultural land.

Responses to Recommendations

Following are individual responses to each of the report's nine recommendations concerning University residences.

Response to Recommendation No. 2

The University agrees that its property rental policies should be reviewed and augmented to better address the issues identified in Recommendation Number 2. An internal review process has been initiated, and a final policy will be adopted by the University on or before June 30, 1994.

Response to Recommendation No. 3

The University is reviewing its accounting practices to determine if they are in compliance with current State and Federal tax code. Reporting and withholding practices will be modified as necessary to ensure compliance.

Response to Recommendation No. 4

Although University residences are believed to be in satisfactory condition, a monitoring/inspection procedure will be designed and implemented to ensure that the condition of rental facilities is periodically inspected and maintained at a safe and acceptable level.

Response to Recommendation No. 5

The University provides a limited number of rental discounts to employees who perform security, maintenance, or other property management services on the property where the residence is located. The need for these services and method of compensating employees who perform them will receive continuing, periodic review. Also, procedures for periodic review of rental rates will be established.

Response to Recommendation No. 6

The University will reassess its present procedures for safeguarding rental properties from tenant damage. Management practices will be modified as necessary to ensure that the security of the properties is properly maintained, including the use of security deposits.

Response to Recommendation No. 7

To the extent practicable, the University will require employees living in University-owned properties to pay utility expenses directly to the service provider.

Response to Recommendation No. 8

The preponderance of University-owned, employee-occupied housing is provided as a condition of employment. The criteria for selecting an employee governs who may reside in the houses. Most University-owned houses occupied by non-employees are trust farms which operate as quasi-commercial enterprises. The criteria for selecting the farm operators determines who will reside in these facilities. Written criteria and selection records will be

developed and maintained for the few rentals which do not involve the selection of an employee or farm operator.

Response to Recommendation No. 9

The University is in the process of developing a written policy concerning management of rental housing. That policy will identify positions which require employees to live in University facilities as a condition of employment, and it will enumerate the responsibilities of those employees.

Response to Recommendation No. 10

The University will initiate a program of regular residence monitoring, which will include maintaining records of site visits and the findings of those visits.

Harker Hall, MC-386
1305 West Green Street
Urbana, Illinois 61801

Telephone 217 333 0810
Facsimile 217 333 5577

University
of Illinois
Foundation

Karnes Center in Historic Harker Hall at Swanlund Plaza

January 7, 1994

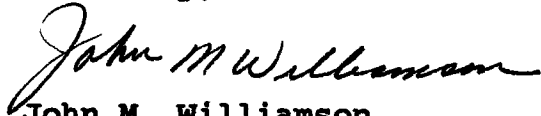
Mr. Ameen Dada
Audit Manager
Office of the Auditor General
509 South Sixth Street, Room 151
Springfield, IL 62701

Dear Mr. Dada:

Executive Director Nugent is out of the office and has asked me to send you the University of Illinois Foundation's responses to the Management Audit State Housing Benefits December 1993. Our responses are enclosed. I understand the University has sent a similar response.

Should you have questions regarding this material, please don't hesitate to call.

Sincerely,



John M. Williamson
Director of Gift Administration

JMW/rlm

Enclosure

c: Richard L. Margison
B. A. Nugent

AUDITOR
SPRINGFIELD
34 JAN 12 PM 12 52

**University of Illinois Foundation
Responses to the Auditor General's
Residence Audit**

The residence audit was a constructive exercise that brought to light several property management issues. The Foundation will develop a set of management objectives which will address the audit recommendations as well as other property management issues.

The following information is important in interpreting the audit findings and understanding the future direction of the Foundation's real estate policy development efforts.

Residences Owned by Foundation

Of the seventeen "residences" identified in the audit report, twelve are farmsteads sited on large agricultural tracts of land. Six of these were disposed of prior to the end of fiscal year 1993.

The Foundation has recently established a policy of selling the residences on any farms where the gift instrument allows it. When residences can not be sold, unless there are compelling reasons to keep them intact, they will be razed and the site returned to tillable condition. Non-farm residences received as gifts are almost always placed on the market for sale upon receipt. It is also policy to hire professional managers for residential property. Property is seldom managed by the Foundation. The farm management firm retained by the Foundation is responsible for managing the residences on farms.

All but two of the residences were acquired as gifts. Those were purchased because their availability gives significant benefits to the University.

University of Illinois Foundation
Responses to the Resident Audit Report
Foundation-Owned Residences

Response to Recommendation No. 2

The Foundation agrees that its property rental policies should be reviewed and augmented to better address the issues identified in Recommendation Number 2. A final policy will be adopted by the Foundation on or before June 30, 1994.

Response to Recommendation No. 4

Although Foundation residences are believed to be in satisfactory condition, a monitoring/inspection procedure will be designed and implemented to ensure that the condition of rental facilities is maintained at a safe and acceptable level. The Foundation also has liability insurance in a substantial amount covering the properties.

Response to Recommendation No. 5

The Foundation provides no rentals to employees.

Response to Recommendation No. 6

The Foundation will reassess its present procedures for safeguarding rental properties from tenant damage. Management practices will be modified as necessary to ensure that the security of the properties is properly maintained.

Response to Recommendation No. 8

Most Foundation owned houses are located on farms. The criteria for selecting the Farm operators usually determines who will reside in these facilities. Written criteria and selection records will be developed and maintained for the few rentals which do not involve the selection of a farm operator.

AUDITOR'S COMMENT

1. While the audit presents information on the cost of the Department's security houses, the report does not state that the net cost for security housing was less than \$3,000 per residence, nor does the report assess the need for or cost of full-time security personnel.