

01-13

Public Buildings & Grounds

Municipal Budget Notes - FY 13/14

01-13 Public Building & Grounds

**Budget
Line Item**

- 101 Full Time Salaries**
Salaries for the three full time Public Buildings & Grounds employees are included in this line item. A 2% base factor is included for potential salary increases in accordance with the compensation ordinance.
- 102 Part Time Salaries**
This line item funds the part-time custodian position that services the portions of the Community Center and the Golf Course Clubhouse not covered by the contractual janitorial service. The position also assists with minor maintenance and snow removal. A 2% base factor is included for potential salary increases in accordance with the compensation ordinance.
- 103 Overtime**
This line item funds overtime hours. A slight increase to compensate for the proposed salary increase is requested.
- 104 FICA**
This is a mandatory withholding match that is a fixed percentage of salaries.
- 105 Insurance**
This line item funds the City's portion of health, dental, life and disability insurance for employees. The Affordable Care Act is scheduled to take effect in 2014, which will likely impact the group health insurance rates to an unknown degree. A 6% increase has been factored into the budget and the Employee Focus Group continues to meet and will again make recommendations for changes in an attempt to stay within the budgeted amount.
- 107 Civilian Pension**
This line item funds the City's portion of employee pension contributions.
- 201 Office Supplies**
This line item funds basic office supplies such as copy paper, pens, pads, toner, ink, etc. for the Buildings and Grounds Department. Funding requested at the same level as last year.
- 202 Books and Periodicals**
Funding requested at the same level as last year
- 204 Wearing Apparel**
This line item provides for uniforms for the Department. Funding requested at the same level as last year.
- 205 Motor Vehicle Supplies**
This line item funds gasoline, oil, lubricants, and parts for 3 pickups and 3 pieces of equipment. Funding requested at same level as last year.

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- 206 Lab & Maintenance Supplies**
This line funds hand tools and small power tools. Funding requested at same level as last year.
- 207 Janitorial Supplies**
This line item funds janitorial supplies such as paper towels, hand soap, toilet paper, etc. for the City Hall/Community Center, Police Facility, Fire District 1, and Fire District 2. Funding requested at same level as last year.
- 208 Chemical Supplies**
This line item funds chemical supplies to fertilize and control weeds, remove ice from sidewalks and treat the water serving the heating and cooling systems. Funding requested at same level as last year.
- 210 Botanical**
This line item funds replacement and additional trees and shrubs at City facilities. A \$2,500 decrease in funding is shown due to grant funding that was included last year but not this year.
- 211 Other Commodities**
This line item includes items that do not fall into another category such as flags. Last year a decision was made to discontinue the rental of entry mats for City facilities due to the ongoing cost increases. Funding request shows an increase of \$5,000 for the purchase of entry mats. The rental funding was previously included in Line Item 314.
- 301 Postage**
This line item funds postage costs including a portion of the mailing for the City Wise newsletter. Funding requested at same level as last year.
- 302 Telephone**
This line item funds a cellular telephone for the Buildings and Grounds Director, which is needed for daily contact as well as emergency night and weekend calls. It also includes reimbursement for the Maintenance Foreman's use of his personal phone for City business.
- 304 Utilities**
This is an additional line item for Buildings & Grounds for FY14 and will fund the utilities being taken over for the existing Fire Stations that fell under the Fire Department Budget in the past. Funding requested is a 5% increase over what was requested in the fire budget last year due to rising utility costs.
- 306 Rentals**
This line item funds the rental of equipment that is not used often enough to warrant purchasing. Funding requested at same level as last year.

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- 309 Printing**
This line item funds printing costs including a portion of the printing of the City Wise newsletter.
- 310 Dues and Subscriptions**
This line item funds dues to professional organizations and subscriptions costs. An increase of \$350 is shown for ICMA dues.
- 311 Travel Expense**
This line item funds all authorized trips and the expenses related to meals, lodging, transportation and miscellaneous incidental costs. The requested funding is for seminars in the Metro area and is at the same level as last year
- 313 Training Assistance**
This line item funds all training courses and seminar costs. A slight increase is requested due to an increase in the cost of monthly BOMA meetings & learning sessions.
- 314 Other Contractual Services**
This line item funds on-going maintenance agreements including, but not limited to the following: required testing and inspections of various building systems, alarm services, computer services, janitorial services, trash removal and recycling, as well as the City's portion of maintenance services for the Library/Metro Sarpy Center. Several adjustments have been made to this line item resulting in an overall decrease: \$20,000 was deleted for funding of concrete repairs at the Library/Metro Sarpy Center (this project was completed during the current budget year); entry mat rental costs were deleted and mat purchase costs were moved to Line Item 211; funding for contracted lawn mowing was removed and will be done in-house; the ongoing Metro facility maintenance budget, which we pay a percentage of, was increased; there was an increase in computer services costs; and there is additional funding included for alarm monitoring services at District 1 due to the installation of an alarm system.
- 401 Buildings & Grounds Maintenance**
This line item funds routine maintenance supplies and labor for repair and upkeep of City Hall/Community Center, the Police Facility and Fire Districts 1 & 2, as well as the City owned interior finishes, furnishings and equipment in the Library. A one-time increase of \$15,430 is shown for refinishing all the wood floors in the recreation center to include the stage, gymnasium, weight room and racquetball courts. These floors have not been refinished in over ten years and they are starting to show considerable wear and become slippery.
- 409 Machine Tool & Equipment Maintenance**
This line item funds the repair of tools and equipment including snow equipment. Funding requested at same level as last year.

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- 410 Motor Vehicle Maintenance**
This line item funds needed and routine maintenance of 3 pickups, trailer, Cub Cadet, 2 lifts and one John Deere 1145 snow machine. Funding requested at same level as last year.
- 411 Radio Maintenance**
This line item funds radio repairs and purchase of batteries and accessories for four 800 MHz radios. Funding requested at same level as last year.
- 412 Other Maintenance**
This line item is used for items that do not fit into another category including the repair of US, State and City flags. Funding requested at same level as last year.
- 505 Other Charges**
This line item provides for unexpected costly repairs. Funding requested at same level as last year.
- 613 Motor Vehicle - \$6,000**
A new trailer to transport the building & grounds scissors lift between facilities is being requested at a cost of \$6,000. The lift, which weighs approximately 4,500 pounds and requires a low-angle for proper loading and unloading, is currently being transported on a general duty utility trailer that is not rated for the weight of the lift and does not have the proper loading angle. This creates a safety hazard and maintenance issues for the lift.

	FY11-12 Actual	FY12-13 Budget	FY12-13 Estimate	FY13-14 Adopted
13-PUBLIC BUILDINGS & GROUNDS				
PERSONNEL SERVICES				
101 Salaries - Full-Time	151,593.80	155,237.00	155,237.00	159,120.00
102 Salaries - Part-Time	9,872.88	10,324.00	10,324.00	10,378.00
103 Overtime Salaries	884.94	2,322.00	1,750.00	2,391.00
104 FICA	12,161.73	12,843.00	12,843.00	13,150.00
105 Insurance Charges	17,266.56	17,925.00	17,925.00	19,300.00
106 Other Personnel Services	0.00	0.00	0.00	0.00
107 Pension	9,148.64	9,454.00	9,454.00	9,691.00
109 Self Insurance Expense	0.00	0.00	0.00	0.00
Total Personnel Services	200,928.55	208,105.00	207,533.00	214,030.00
COMMODITIES				
201 Office Supplies	221.74	240.00	240.00	240.00
202 Books and Periodicals	0.00	70.00	0.00	70.00
203 Food Supplies	18.30	0.00	0.00	0.00
204 Wearing Apparel	519.57	500.00	500.00	500.00
205 Motor Veh Supplies - Fuel	2,245.72	3,000.00	3,000.00	3,000.00
206 Maint. Tool Supply	673.77	700.00	700.00	700.00
207 Janitor Supplies	3,496.97	5,500.00	5,500.00	5,500.00
208 Chemical Supplies	2,026.04	3,000.00	3,000.00	3,000.00
210 Botanical Supplies	995.00	3,500.00	1,000.00	1,000.00
211 Other Commodities	3,138.91	3,500.00	3,500.00	8,500.00
Total Commodities	13,336.02	20,010.00	17,440.00	22,510.00
CONTRACTUAL SERVICES				
301 Postage	368.88	600.00	600.00	600.00
302 Telephone	1,638.02	1,488.00	1,488.00	1,440.00
303 Professional Services-Other	0.00	0.00	0.00	0.00
304 Utilities	0.00	0.00	0.00	22,250.00
306 Rentals	0.00	150.00	0.00	150.00
308 Legal Advertising	0.00	0.00	0.00	0.00
309 Printing	2,086.75	2,550.00	2,500.00	2,500.00
310 Dues and Subscriptions	654.72	900.00	900.00	1,250.00
311 Travel Expense	0.00	100.00	0.00	100.00
313 Training Assistance	298.00	1,200.00	1,200.00	1,300.00
314 Other Contractual	231,520.78	281,384.00	271,384.00	258,584.00
320 Prof Services-Auditing	0.00	0.00	0.00	0.00
321 Professional Services-Legal				
Total Contractual	236,567.15	288,372.00	278,072.00	288,174.00
MAINTENANCE				
401 Bldg. and Grounds	26,962.57	32,000.00	62,000.00	47,430.00
409 Machine Equip & Tool Maint.	683.68	600.00	600.00	600.00
410 Vehicle Maintenance	519.34	1,500.00	1,500.00	1,500.00
411 Radio R & M/Contracts	366.00	400.00	300.00	400.00
412 Other Repair & Maint.	3,213.10	1,000.00	1,000.00	1,000.00
Total Maintenance	31,744.69	35,500.00	65,400.00	50,930.00
OTHER CHARGES				
505 Other	12,722.21	10,500.00	10,500.00	10,500.00
Total Other Charges	12,722.21	10,500.00	10,500.00	10,500.00
CAPITAL OUTLAY				
602 Buildings				
610 Office Equipment				
611 Machinery & Tools				
613 Motor Vehicles		20,000.00	20,999.00	
617 Radio Systems				
618 Other Capital	0.00	0.00	0.00	6,000.00
Total Capital Outlay	0.00	20,000.00	20,999.00	6,000.00
TOTAL	495,298.62	582,487.00	599,944.00	592,144.00