

# **01-23 Recreation**

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## Municipal Budget Notes — FY 13/14

### 01-23 Recreation

#### Budget Line Item

**101 Full-Time Salaries**  
Salaries for fulltime Recreation administrative staff are included in the line item. (Note: Salary expenses in the amount of approximately \$8,000 are included in the Special Services Bus budget for hours spent by staff members on that program.) A 2% base factor is included for potential salary increases in accordance with the compensation ordinance.

**102 Part-Time Salaries**  
Salaries for part-time Recreation staff are included in this line item. A 2% base factor is included for potential salary increases in accordance with the compensation ordinance.

**103 Overtime**  
This line item funds occasional overtime for the Administrative Assistant position for required work at evening or weekend events. Typically she adjusts her work schedule; however, there are instances when this is not feasible.

**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**  
Funding requested at the same level as last year for office supplies.

**202 Books/Periodicals**  
No funding requested in this line item.

**203 Food Supplies**  
This line item funds food supplies associated with the Senior Program and additional special events. Additional ongoing funding of \$500.00 requested due to the growth of our Senior Valentine and St. Patrick's Day lunches.

**204 Wearing Apparel**  
This line item funds the purchase of employee staff shirts and sport league uniforms. A slight decrease is shown.

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### 01-23 Recreation

**205 Motor Vehicle Supplies**  
This line item funds the purchase of motor vehicle supplies, including fuel. Funding requested at same level as last year.

**211 Other Commodities**  
This line item includes funding for youth and adult sport league equipment, as well as other equipment. A slight decrease is shown.

**301 Postage**  
This line item includes funding for mailings and the City Wise newsletter. A slight decrease is shown.

**302 Telephone**  
This line item includes funding for office telephones, the pay telephone in the Community Center, and a cell phone allowance for the Recreation Director. Funding requested at same level as last year.

**303 Professional Services**  
This line item funds new employee physicals. Funding requested at same level as last year.

**304 Utilities**  
This line item funds all utility costs for the Community Center. An increase requested due to actual expenses and an anticipated 5% overall increase in utility costs.

**306 Rentals**  
This line item funds the rental of portable toilets at various parks and occasional special events. Funding requested at same level as last year.

**307 Auto Allowance**  
This line item funds an auto allowance for the Recreation Director. Funding requested at same level as last year.

**308 Legal Ads**  
This item includes program and employment advertising. Funding requested at same level as last year.

**309 Printing**  
This line item funds the printing of recreation receipts, facility usage forms and the City Wise newsletter. Funding requested at same level as last year.

**310 Dues/Subscriptions**  
This line item includes administration professional memberships and subscriptions. Funding requested at same level as last year.

## Municipal Budget Notes — FY 13/14

### 01-23 Recreation

**311 Travel Expense**  
This line item funds all authorized trips and the expenses related to meals, lodging, transportation and miscellaneous incidental costs. This also funds expenses for one staff member to attend the NRPA National Congress and other local travel/training expenses. Funding requested at same level as last year.

**313 Training**  
This line item funds employee training opportunities. This also funds expenses for one staff member to attend the NRPA National Congress and other local training expenses. Funding requested at same level as last year.

**314 Other Contractual**  
This line item includes referee fees and telephone and computer service maintenance. Funding was included in the FY 12/13 budget for the facilitation of a study to determine the City's recreational programming needs, philosophy and future direction. Staff is currently contacting other cities which have conducted similar studies and are putting together an RFP. A major component of this project will be to engage stakeholders in discussion regarding the recreational programming needs of the City. It is anticipated that no funds will be expended during the current fiscal year and consequently, it is requested the funding (\$25,000) be carried over into the next budget year in order to complete this project.

**321 Professional Services-Legal**  
Funding requested at the same level as last year.

**401 Building & Grounds**  
This line item funds repairs and maintenance of the Community Center facility. One time funding requested in the amount of \$1,994 to purchase a directional door counter. This equipment will enable staff to compile reliable facility usage data, which will be used in the Performance Measurement process.

**409 Machine Equipment and Tool Maintenance**  
This line item funds repair and maintenance of mechanical equipment in Community Center. Funding requested at the same level as last year.

**410 Motor Vehicle Maintenance**  
This line item includes all repair or replacement purchases of parts and supplies for the Department's vehicles. Funding requested at same level as last year.

**412 Other Maintenance**  
This line item includes miscellaneous repairs and maintenance of facility. Funding requested at same level as last year.

**505 Other Charges**  
This line item funds youth and adult sports league awards, registration fees and miscellaneous items. Funding requested at same level as last year.

## Municipal Budget Notes — FY 13/14

### 01-23 Recreation

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#### Other Capital

##### **Treadmill - \$6,076**

Funds are requested to purchase one (1) MATRIX T5X Treadmill as a replacement for an existing treadmill.

##### **Recumbent Step Machine - \$4,292**

Funds are requested to add a NUSTEP T4R Recumbent Step Machine to the inventory of exercise equipment.

	<b>FY11-12 Actual</b>	<b>FY12-13 Budget</b>	<b>FY12-13 Estimate</b>	<b>FY13-14 Adopted</b>
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## 23-RECREATION

<b>PERSONNEL SERVICES</b>				
101 Salaries - Full-Time	242,299.79	247,213.00	247,213.00	252,245.00
102 Salaries - Part-Time	54,045.56	65,540.00	65,540.00	65,611.00
103 Salaries - Overtime	244.02	361.00	361.00	363.00
104 FICA	21,612.50	23,953.00	23,953.00	24,344.00
105 Insurance Charges	42,192.63	42,821.00	42,821.00	53,225.00
106 Personnel Services	0.00	0.00	0.00	0.00
107 Pension	14,552.83	14,854.00	14,854.00	15,156.00
109 Self Insurance Expense	0.00	0.00	0.00	0.00
<b>Total Personnel Services</b>	<b>374,947.33</b>	<b>394,742.00</b>	<b>394,742.00</b>	<b>410,944.00</b>
<b>COMMODITIES</b>				
201 Office Supplies	2,138.15	2,100.00	1,800.00	2,100.00
202 Books and Periodicals	0.00	0.00	0.00	0.00
203 Food Supplies	3,093.77	3,721.00	3,721.00	4,221.00
204 Wearing Apparel	6,162.34	11,750.00	9,000.00	11,030.00
205 Motor Vehicle Supplies	77.02	250.00	250.00	250.00
207 Janitorial Supplies	0.00	0.00	0.00	0.00
208 Chemical Supplies	0.00	0.00	0.00	0.00
211 Other Commodities	11,226.44	12,000.00	12,000.00	11,280.00
<b>Total Commodities</b>	<b>22,697.72</b>	<b>29,821.00</b>	<b>26,771.00</b>	<b>28,881.00</b>
<b>CONTRACTUAL SERVICES</b>				
301 Postage	1,184.11	2,450.00	2,200.00	2,265.00
302 Telephone	1,823.88	2,660.00	2,000.00	2,276.00
303 Prof Services-Other	140.00	500.00	3,000.00	500.00
304 Utilities	44,103.31	40,900.00	42,945.00	42,945.00
305 Insurance and Bonds	0.00	0.00	0.00	0.00
306 Rentals	546.10	300.00	300.00	300.00
307 Auto Allowance	1,414.80	1,440.00	1,440.00	1,200.00
308 Legal Advertising	218.88	3,000.00	1,500.00	3,000.00
309 Printing	2,682.95	2,920.00	2,920.00	2,920.00
310 Dues and Subscriptions	307.42	750.00	3,000.00	750.00
311 Travel Exp/Mileage	3,099.66	1,822.00	1,000.00	1,822.00
313 Training Assistance	3,889.00	2,350.00	700.00	2,350.00
314 Other Contractual Services	21,042.90	48,050.00	48,050.00	54,675.00
320 Prof Services-Auditing	0.00	0.00	0.00	0.00
321 Professional Services-Legal	268.22	500.00	500.00	500.00
<b>Total Contractual Services</b>	<b>80,721.23</b>	<b>107,642.00</b>	<b>109,555.00</b>	<b>115,503.00</b>
<b>MAINTENANCE</b>				
401 Building and Grounds	13.35	3,055.00	3,055.00	5,049.00
409 Machine Equip & Tool Maint.	0.00	1,820.00	1,820.00	1,820.00
410 Motor Vehicle Expense	38.81	250.00	250.00	250.00
412 Other Maintenance	144.85	500.00	500.00	500.00
<b>Total Maintenance</b>	<b>197.01</b>	<b>5,625.00</b>	<b>5,625.00</b>	<b>7,619.00</b>
<b>OTHER CHARGES</b>				
500 Donations	0.00	0.00	0.00	0.00
505 Other Charges	10,974.25	8,782.00	8,782.00	8,782.00
509 Refunds	0.00	0.00	0.00	0.00
<b>Total Other Charges</b>	<b>10,974.25</b>	<b>8,782.00</b>	<b>8,782.00</b>	<b>8,782.00</b>
<b>CAPITAL OUTLAY</b>				
601 Land				
623 Grant Money Expenditures				
610 Office Equipment				
618 Other Capital Outlay	17,729.74	0.00	0.00	10,368.00
<b>Total Capital Outlay</b>	<b>17,729.74</b>	<b>0.00</b>	<b>0.00</b>	<b>10,368.00</b>
<b>TOTAL</b>	<b>507,267.28</b>	<b>546,612.00</b>	<b>545,475.00</b>	<b>582,097.00</b>