

Municipal Budget Notes - FY 14/15

1-13 Building Maintenance

Budget Line Item

- 101 Full Time Salaries**
Salaries for two full time Buildings Division employees are included in this line item. A 2.5% base factor is included for potential salary increases in accordance with the compensation ordinance. A decrease is shown to reflect the transfer of one full time employee to the Parks Division.
- 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 2.5% 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. In an effort to keep health insurance rates at a manageable level, changes were made this past year to the way this benefit is funded. The City took on a portion of the liability, which resulted in lower premiums. Actual savings, if any, will depend on plan usage during a given year. The budget does include a potential 5% increase in insurance premiums, but we are hopeful this new funding mechanism will help us better keep insurance costs under control.
- 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 Division. An increase is shown to reflect copier leases and the combining of line item 202 into this line item.
- 202 Books and Periodicals**
Funding for this line item has been combined with line item 201 to better reflect expenditures.

- 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 the Buildings Division's equipment. Funding requested at same level as last year.
- 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, and Building Maintenance shop. Funding requested at same level as last year.
- 208 Chemical Supplies**
This line item funds chemical supplies to remove ice from sidewalks and treat the water serving the heating and cooling systems. The decrease in this line item was transferred to the Parks Division as they will take over the grounds maintenance.
- 210 Botanical**
The funds from this line item were transferred to the Park Division as they will take over the grounds maintenance.
- 211 Other Commodities**
This line item includes items that do not fall into another category such as flags, entry mats, etc. Funding requested the same as last year.
- 301 Postage**
This line item funds postage costs including a portion of the mailing for the City Wise newsletter. A small increase requested for price adjustment.
- 302 Telephone**
This line item funds a cellular telephone for the Building Superintendent, which is needed for daily contact as well as emergency night and weekend calls. It also includes reimbursement for the Building Technician's use of his personal phone for City business. Funding requested at same level as last year.
- 304 Utilities**
This line item funds the utilities for the building that houses the Building Maintenance Division and Fire Station #4. Funding requested in a 3% increase 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.

- 309 **Printing**
This line item funds printing costs including a portion of the printing of the City Wise newsletter. A slight increase requested due to rising costs.
- 310 **Dues and Subscriptions**
This line item funds dues to professional organizations and subscriptions costs. Funding requested at same level as last year.
- 311 **Travel Expense**
This line item funds all authorized trips and the expenses related to meals, lodging, transportation and miscellaneous incidental costs. An increase is being requested to allow for two members of the Buildings Division to attend the national BOMA Building Conference.
- 313 **Training Assistance**
This line item funds all training courses and seminar costs. An increase is requested to allow for two members of the Buildings Division to attend the national BOMA Building Conference.
- 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, janitorial services, trash removal and recycling, as well as the City's portion of maintenance services for the Library/Metro Sarpy Center. While the costs associated with the Library/Metro Sarpy Center have increased, this item shows a decrease overall. Additionally, computer services have been included in this line item in the past and have been moved to a separate budget (26) specifically designated for Information Technology (IT) expenses.
- 401 **Buildings & Grounds Maintenance**
This line item funds routine maintenance supplies and labor for repair and upkeep of all city-owned buildings as well as the city-owned interior finishes, furnishing and equipment in the Library. A decrease is shown due to a one-time project that was completed this year.
- 409 **Machine Tool & Equipment Maintenance**
This line item funds the repair and maintenance of tools and equipment including snow equipment. Funding requested at same level as last year.
- 410 **Motor Vehicle Maintenance**
This line item funds repair and maintenance of Building Division equipment. 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.

Department: Public Works - 01.13 - Building Maintenance

[illegible]

13-BUILDING MAINTENANCE

	FY11-12 Actual	FY12-13 Actual	FY13-14 Budget	FY13- YE Estimate	FY14-15 Requested	FY14-15 Recommended	FY15-16 Projected	FY16-17 Projected	FY17-18 Projected	FY1 Projected
PERSONNEL SERVICES										
101 Salaries - Full-Time	151,593.80	153,392.96	159,120.00	159,120.00	129,519.00	129,519.00	132,109.38	134,751.57	137,446.60	140,165.53
102 Salaries - Part-Time	9,872.88	9,690.24	10,378.00	10,378.00	10,633.00	10,633.00	10,845.66	11,062.57	11,283.82	11,508.50
103 Overtime Salaries	884.94	777.43	2,391.00	1,000.00	1,410.00	1,410.00	1,438.20	1,466.96	1,496.30	1,526.23
104 FICA	12,161.73	12,262.64	13,150.00	13,043.00	11,046.00	11,046.00	11,046.00	11,207.53	11,492.88	11,722.74
105 Insurance Charges	17,266.56	18,337.45	19,300.00	16,500.00	11,249.00	11,249.00	11,811.45	12,402.02	13,022.12	13,673.23
106 Other Personnel Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
107 Pension	9,148.64	9,250.11	9,691.00	9,607.00	7,856.00	7,856.00	8,013.12	8,173.38	8,336.85	8,503.59
109 Self Insurance Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Personnel Services	200,928.55	203,710.83	214,030.00	209,648.00	171,497.00	171,497.00	175,264.41	179,124.04	183,076.58	187,130.82
COMMODITIES										
201 Office Supplies	221.74	109.82	240.00	325.00	370.00	370.00	388.50	407.83	428.32	448.74
202 Books and Periodicals	0.00	0.00	70.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
203 Food Supplies	18.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
204 Wearing Apparel	519.57	401.84	500.00	500.00	500.00	500.00	525.00	551.25	578.81	607.75
205 Motor Veh Supplies - Fuel	2,245.72	2,566.38	3,000.00	2,500.00	3,000.00	3,000.00	3,150.00	3,307.50	3,472.88	3,646.52
206 Maint. Tool Supply	673.77	1,053.86	700.00	700.00	700.00	700.00	735.00	771.75	810.34	850.85
207 Janitor Supplies	3,496.97	3,997.63	5,500.00	4,500.00	5,500.00	5,500.00	5,775.00	6,063.75	6,395.94	6,685.28
208 Chemical Supplies	2,026.04	1,827.31	3,000.00	2,500.00	1,000.00	1,000.00	1,050.00	1,102.50	1,157.63	1,215.51
210 Botanical Supplies	995.00	997.00	1,000.00	1,760.00	0.00	0.00	0.00	0.00	0.00	0.00
211 Other Commodities	3,138.91	2,496.65	8,500.00	8,500.00	8,500.00	8,500.00	8,925.00	9,371.25	9,839.81	10,331.80
Total Commodities	13,336.02	13,390.49	22,510.00	21,285.00	19,570.00	19,570.00	20,548.50	21,575.93	22,654.72	23,787.46
CONTRACTUAL SERVICES										
301 Postage	368.88	516.82	600.00	600.00	639.00	639.00	670.95	704.50	739.72	776.71
302 Telephone	1,638.02	1,172.28	1,440.00	1,440.00	1,440.00	1,440.00	1,512.00	1,587.60	1,666.98	1,750.33
303 Professional Services-Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
304 Utilities	0.00	0.00	22,250.00	14,000.00	22,917.00	22,917.00	24,082.85	25,265.98	26,529.29	27,855.76
306 Rentals	0.00	0.00	150.00	0.00	160.00	160.00	157.50	165.38	173.64	182.33
308 Legal Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
309 Printing	2,086.75	2,249.20	2,500.00	2,500.00	2,660.00	2,660.00	2,782.50	2,921.63	3,067.71	3,221.09
310 Dues and Subscriptions	654.72	284.66	1,250.00	1,250.00	1,280.00	1,280.00	1,312.50	1,378.13	1,447.03	1,519.38
311 Travel Expense	0.00	0.00	100.00	50.00	2,550.00	2,550.00	2,677.50	2,811.38	2,951.94	3,099.54
313 Training Assistance	298.00	842.00	1,300.00	1,300.00	2,550.00	2,550.00	2,677.50	2,811.38	2,951.94	3,099.54
314 Other Contractual	231,520.78	226,113.60	258,584.00	258,584.00	244,165.00	244,165.00	256,362.75	269,180.89	282,639.93	296,771.93
320 Prof Services-Auditing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
321 Professional Services-Legal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Contractual	236,567.15	231,178.56	288,174.00	279,724.00	278,301.00	278,301.00	292,216.05	306,828.85	322,168.20	338,776.60
MAINTENANCE										
401 Bldg. and Grounds	26,962.57	46,358.34	47,430.00	47,430.00	32,000.00	32,000.00	33,600.00	35,280.00	37,044.00	38,896.20
409 Machine Equip & Tool Maint	683.68	99.90	600.00	600.00	600.00	600.00	630.00	661.50	694.58	729.30
410 Vehicle Maintenance	519.34	1,152.69	1,500.00	1,500.00	1,500.00	1,500.00	1,575.00	1,653.75	1,736.44	1,823.26
411 Radio R & M/Contracts	366.00	14.99	400.00	200.00	400.00	400.00	420.00	441.00	463.05	486.20
412 Other Repair & Maint.	3,213.10	468.89	1,000.00	1,000.00	1,000.00	1,000.00	1,050.00	1,102.50	1,157.63	1,215.51
Total Maintenance	31,744.69	48,094.81	50,930.00	50,730.00	35,500.00	35,500.00	37,275.00	39,138.75	41,095.69	43,150.47
OTHER CHARGES										
505 Other	12,722.21	250.85	10,500.00	10,500.00	10,500.00	10,500.00	11,025.00	11,576.25	12,155.06	12,762.82
Total Other Charges	12,722.21	250.85	10,500.00	10,500.00	10,500.00	10,500.00	11,025.00	11,576.25	12,155.06	12,762.82
CAPITAL OUTLAY										
602 Buildings										
610 Office Equipment										
611 Machinery & Tools		20,999.00								
613 Motor Vehicles										
617 Radio Systems	0.00	0.00	6,000.00	5,500.00	0.00	0.00	0.00	0.00	0.00	0.00
618 Other Capital	0.00	20,999.00	6,000.00	5,500.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Outlay	495,298.62	517,624.54	592,144.00	577,387.00	515,368.00	515,368.00	536,328.96	568,241.82	581,152.25	605,108.17
TOTAL	495,298.62	517,624.54	592,144.00	577,387.00	515,368.00	515,368.00	536,328.96	568,241.82	581,152.25	605,108.17