

Municipal Budget Notes – FY 17 and FY18

1-22 **Park Maintenance**

The Parks budget consists of operating expenses related to the maintenance and repair of parks, grounds, and sports fields, and includes the positions of Park Superintendent, Park Foreman, Maintenance Worker II, Maintenance Worker I, Part time, and seasonal staff.

Budget Line Item

101 Full Time Salaries

Salaries for the positions noted above are included in this line item.

FY17 – A 3% base factor is included for potential salary increases. In order to get all employees on a common salary increase date (October 1) in conjunction with the new performance evaluation system, everyone will receive a base factor increase in October 2016.

FY 18 – While a 3.75% increase for salaries is shown, during budget preparation next year we will have data from performance reviews and will be able to budget actual increase percentages.

102 Part Time Salaries

This line item provides funding for nine seasonal positions and one part time position.

103 Overtime

This line item provides overtime funding for 8 full time positions, and 9 seasonal positions. Overtime is approved on an as needed basis. The major contributing factor to overtime is snow removal operations. Overtime is also required during, The Salute to Summer, Cleanup Days, Fall Leaf Collection, sports tournaments and occasional emergency call-outs.

104 FICA

This is a mandatory withholding match that is a fixed percentage of salaries. The line item has been increased in proportion to the proposed salary increases.

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, the City takes on a portion of the liability by funding a portion of the deductible, which results in lower premiums. Actual savings, if any, will depend on plan usage during a given year.

FY17 – A potential 6% increase in insurance premiums is included, but the new funding mechanism has shown good results to date and will hopefully help us better keep insurance costs under control.

FY18 – A potential 6% increase in insurance premiums is included for planning purposes, however our insurance program is reviewed annually and any necessary adjustments will be made.

107 Civilian Pension

This line item funds the City's portion of employee pension contributions.

203 Food Supplies

This funds two breakfast meetings with supervisory staff.

204 Wearing Apparel

This line item funds the purchase of safety boots, safety shirts, rain gear and safety equipment for 9 full time employees, 9 seasonal employees and 1 part time employee.

205 Motor Vehicle Supplies

This line item funds the purchase of fuel, oil, anti-freeze and tires for 13 vehicles and 100 pieces of equipment.

206 Lab and Maintenance Supplies

This line item funds the purchase of replacement tools and equipment such as power tools, field maintenance tools, shovels, rakes, loppers and other park maintenance related tool requirements.

207 Janitorial Supplies

This line item is for paper products and cleaning supplies used in the park restroom facilities.

208 Chemical Supplies

This line item is for the purchase of chemicals necessary for turf and tree care in the city parks and city owned buildings and grounds including City Hall, PD, and Fire Station 1.

209 Welding Supplies

This line item provides for the purchase of welding supplies and grinding supplies. The Parks Department has been performing quite a bit of welding and grinding on our aging mower decks.

FY17 - Requesting an ongoing increase of \$100.00 due to an increase in welding projects.

210 Botanical Supplies

This line item is for the purchase of fertilizer and weed control products for the parks and city owned grounds. Trees and flowers are also purchased from this line item.

FY17 - We will be applying for a \$5,000 grant from the Papio NRD.

FY18 – We will be applying for a \$5,000 grant from the Papio NRD

- 301 Postage**
This line item funds park related postage costs.
- 302 Telephone**
This line item provides for the Park Superintendent's cell phone.
- 303 Professional Services - Other**
This line item provides funding for the State of Nebraska fuel license, employee drug testing and any additional professional services.
- 304 Utilities**
This line item provides for gas, electricity and water in all the parks. We have also added another HVAC system at the Parks Annex at Hupp Drive and will gain a year of experience this year as to the effect this will have on our utility bills. An additional \$5,200 was added to this line item from the Golf course budget to cover the utilities at the former golf course maintenance building.
- FY17 – Increases were based on recommendations from three utility service providers, Black Hills 0%, OPPD 4%, and MUD 3.5%.
- FY18 – Increases were based on the same percentages as FY17 with the exception of Black Hills; a 2% increase was calculated for that utility.
- 308 Legal Advertising**
This line item funds advertising for seasonal positions. We are utilizing the City's Career Link membership to advertise seasonal employment opportunities.
- 309 Printing**
This line item provides for printing business cards, city letterhead and stationery.
- 310 Dues and Subscriptions**
This line item provides for professional memberships and certifications for parks employees. Examples include: Professional Grounds Maintenance Society (PGMS), National Playground Safety Institute and Nebraska Pesticide Applicators Certification.
- 311 Travel Expenses**
This line item funds all authorized trips and the expenses related to meals, lodging, transportation and miscellaneous incidental costs.
- FY17 - An increase of \$1,450 is shown in the additional requests for the Park Foreman to attend the PGMS Conference. This training is rotated each year between the Park Foreman and the Sports Complex Foreman. The Sports Complex Foreman attended this training in FY 16.
- 312 Towel/Cleaning Service**
This line item is for laundering the Public Works employees' uniforms.
- FY17 - An increase of \$1500 is requested due to the contract with a new company.
- 313 Training**

Funding is included for our parks personnel to attend Professional Grounds Management Society Conference, Pesticide Recertification, Nebraska Turf Conference, Pool operators training, and tree management training.

FY17 – Requesting an additional increase of \$350 for the Park Foreman to attend the PGMS training this fiscal year. This training rotates between the Park Foreman and the Sports Complex Foreman each year.

314 Other Contractual Services

This line item funds contracts with Papillion Sanitation, weed spraying, EAP, CDL renewals and Barone Security.

FY17 - There is an ongoing request for an additional \$420.00 for security monitoring for the Parks Annex.

401 Buildings and Grounds

This line item funds repairs to park equipment and facilities. FY16 one time expenditures in the amount of \$9,417.00 have been removed from the FY17 request.

409 Machine – Equipment and Tool Maintenance

This line item provides for the repair, maintenance and replacement of maintenance tools and equipment such as chain saws, weed eaters, power pruners, etc.

FY17 - A onetime request of \$3,000 is included for a power bed edger to edge our landscape beds. Also included is a onetime request for \$6,000 for a V/plow and mounts for the former golf course 4X4 truck that was transferred to the Parks Department.

410 Motor Vehicle Maintenance

This line item funds replacement parts for 13 vehicles and 100 pieces of equipment.

411 Radio Maintenance

This line item provides for the maintenance and repair of the radio system.

FY17 -An additional ongoing increase of \$250.00 is requested due to increasing portable radio repairs.

412 Other Maintenance

This line item is for maintenance and replacement costs associated with playground equipment, and the purchase of new park equipment.

505 Other Charges

This line item funds the purchase of items that do not logically fall into any of the scheduled line items and for charges associated with the annual employee appreciation dinner.

Fund	Department	Dept Name	Pay Range	Position/Job Title	FT/PT/Seasonal	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Narrative
01	22	PW	180	Park Superintendent	FT	1	1	1	1	1	1	
01	22	PW	165	Park Foreman	FT	1	1	1	2	2	2	With the new Civic Park duties an add. Foreman is requested in '2019.
01	22	PW	140	MWII	FT	3	5	6	7	7	7	When our MWII criteria is met MWI's will be upgraded one per year. Donal Fischer incorporated into Park Division
01	22	PW	130	MWI	FT	3	2	1	0	1	1	When our MWII criteria is met MWI's will be promoted one per year. Adding additional position with full build out of Civic Park and City Centre.
01	22	PW	100	P/T	PT	0.5	0.5	0.5	0.5	0.5	0.5	
01	22	PW	100	seasonal	seasonal	2.7	3.7	4.2	6	6.5	6.5	FY16 authorized 4-seasonal positions at the golf course. In FY17 only filling two positions and ramping up to 12 seasonals as Civic Park and City Centre build out.
					FTE	11.2	13.2	13.7	16.5	18	18	

	A	B	BM	BN	BO	BQ	BS	BT	BU	BV
2			FY15	FY16	FY16	FY17	FY18	FY19	FY20	FY21
3			Actual	Budget	YE Estimate	Recommended	Recommended	Projected	Projected	Projected
1396	22-PARK MAINTENANCE									
1397										
1398										
1399		PERSONNEL SERVICES								
1400	101	Salaries - Full-Time	336,744	359,104	359,104	402,661	421,540	515,715	557,698	570,783
1401	102	Salaries - Part-Time	45,189	70,077	70,077	70,152	72,783	75,512	78,344	81,281
1402	103	Overtime Salaries	6,430	20,799	10,000	23,291	24,164	30,361	33,367	34,618
1403	104	FICA	28,651	34,461	33,597	37,952	39,665	47,550	51,210	52,533
1404	105	Insurance Charges	55,742	59,176	53,260	78,842	83,574	110,075	132,096	140,022
1406	107	Pension	20,525	22,963	22,146	25,344	25,292	30,943	33,460	34,244
1409		Total Personnel Services	493,281	566,580	548,185	638,242	667,018	810,156	886,175	913,481
1410										
1411		COMMODITIES								
1412	200	Inter-Fund Transfers								
1413	201	Office Supplies				86	88	90	92	94
1414	202	Books and Periodicals								
1415	203	Food Supplies	25	70	35	100	102	104	106	108
1416	204	Wearing Apparel	2,221	2,312	2,312	2,712	2,766	2,821	2,877	2,935
1417	205	Motor Vehicle Supplies	23,092	30,860	27,000	31,860	32,497	33,147	33,810	34,486
1418	206	Lab and Maint Supplies	2,582	2,700	2,700	3,200	3,264	3,329	3,396	3,464
1419	207	Janitor Supplies	951	1,000	1,000	1,100	1,122	1,144	1,167	1,190
1420	208	Chemical Supplies	2,136	4,650	4,650	6,650	6,783	6,919	7,057	7,198
1421	209	Welding Supplies	392	400	410	600	612	624	636	649
1422	210	Botanical Supplies	10,282	25,000	20,000	23,000	23,460	23,929	24,408	24,896
1424		Total Commodities	41,681	66,992	58,107	69,308	70,694	72,107	73,549	75,020
1425										
1426		CONTRACTUAL SERVICES								
1427	301	Postage	5	35	35	50	51	52	53	54
1428	302	Telephone-Cellular-Pager	720	720	720	1,070	1,091	1,113	1,135	1,158
1429	303	Prof Services-Other	3,740	2,120	2,120	1,200	1,224	1,248	1,273	1,298
1430	304	Utilities	22,733	24,105	24,105	31,346	31,973	32,612	33,264	33,929
1433	308	Legal Advertising	4		100	100	102	104	106	108
1434	309	Printing	110	200	200	200	204	208	212	216
1435	310	Dues and Subscriptions	585	600	600	600	612	624	636	649
1436	311	Travel	2,659	2,009	1,600	3,581	3,653	3,727	3,801	3,877
1437	312	Towel and Cleaning Service	1,561	1,650	3,151	3,420	3,488	3,558	3,629	3,702
1438	313	Training	2,564	2,915	2,000	4,465	4,555	4,645	4,736	4,829
1439	314	Other Contractual Services	13,927	16,634	16,850	15,800	16,116	16,438	16,767	17,102
1442		Total Contractual Services	48,608	50,988	51,481	61,832	63,069	64,329	65,612	66,922
1443										

	A	B	BM	BN	BO	BQ	BS	BT	BU	BV
2			FY15	FY16	FY16	FY17	FY18	FY19	FY20	FY21
3			Actual	Budget	YE Estimate	Recommended	Recommended	Projected	Projected	Projected
1444		MAINTENANCE								
1445	401	Building and Grounds	48,527	29,867	29,867	36,000	36,720	37,454	38,203	38,967
1448	409	Machine Equip and Tool Maint	3,068	3,000	3,000	13,500	13,770	14,045	14,326	14,613
1449	410	Motor Vehicle Maintenance	31,702	32,500	32,500	36,500	37,230	37,975	38,735	39,510
1450	411	Radio Maintenance	433	150	400	400	408	416	424	432
1451	412	Other Maintenance	5,975	16,000	16,000	18,000	18,360	18,727	19,102	19,484
1452		Total Maintenance	89,705	81,517	81,767	104,400	106,488	108,617	110,790	113,006
1453										
1454		OTHER CHARGES								
1455	505	Other Charges	263	400	375	500	510	520	530	541
1456		Total Other Charges	263	400	375	500	510	520	530	541
1457										
1458		CAPITAL OUTLAY								
1459	613	Motor Vehicle	35,462	64,000	55,366	54,000				
1461	618	Other Capital Outlay		36,000	35,987	89,000	264,000	130,000	7,500	151,000
1462		Total Capital Outlay	35,462	100,000	91,353	143,000	264,000	130,000	7,500	151,000
1463						ind \$25,000 grants				
1468		TOTAL	709,000	866,477	831,268	1,017,282	1,171,779	1,185,729	1,144,156	1,319,970
1469										
1470		Expenditure % Change	-17%	22%	-4%	17%	15%	1%	-4%	15%
1471		Personnel Services	-5%	15%	-3%	13%	5%	21%	9%	3%
1472		Commodities	-26%	61%	-13%	3%	2%	2%	2%	2%
1473		Contractual Services	11%	5%	1%	21%	2%	2%	2%	2%
1474		Maintenance	88%	-9%		28%	2%	2%	2%	2%
1475		Other Charges	118%	52%	-6%	25%	2%	2%	2%	2%
1476		Capital Exp % Change	-81%	182%	-9%	43%	85%	-51%	-94%	1913%
1477										
1478				Budget to Actual	Estimate to Budget	Recom to Budget	Recomm to Recomm	Budget to Budget	Budget to Budget	Budget to Budget
1479		\$ Amount Change	-133,254	157,477	-35,209	150,805	154,497	13,950	-41,573	175,814
1480		Personnel Services	-7,969	73,299	-18,395	71,662	28,776	143,138	76,019	27,306
1481		Commodities	-21,002	25,311	-8,885	2,316	1,386	1,413	1,442	1,471
1482		Contractual Services	10,468	2,380	493	10,844	1,237	1,260	1,283	1,310
1483		Maintenance	34,605	-8,188	250	22,883	2,088	2,129	2,173	2,216
1484		Other Charges	142	137	-25	100	10	10	10	11
1485		Capital Exp	-149,498	64,538	-8,647	43,000	121,000	-134,000	-122,500	143,500
1486										
1487										
1488										
1489										