

01-22 Park Maintenance

Municipal Budget Notes – FY 13/14

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Budget Line Item

- 101 Full Time Salaries**
This line item includes funding for 7 full time positions, a reduction of one position from last year and shows an overall decrease as the funding for one full time Parks maintenance worker was moved to the Sports Complex budget. The position has been performing duties at the Sports Complex on a regular basis and the funding was changed to reflect actual duties/costs associated with the maintenance of the Complex. A 2% base factor is included for potential salary increases in accordance with the compensation ordinance. An additional increase of \$ 1,061 is requested for the transition of (1) MWI position to a MWII position. At a certain point the MWI employees have acquired the knowledge, work experience, training and licensing that are required of the MWII position and at that point they are performing the same duties on a daily basis as the MWII's.
- 102 Part Time Salaries**
This line item provides funding for eight seasonal positions with a full time equivalent of 3.36. A slight increase is requested.
- 103 Overtime**
This line item provides overtime funding for 7 full time positions and 8 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 La Vista Days, Cleanup Days, Fall Leaf Collection, sports tournaments and occasional emergency call-outs. This line item shows an overall decrease due to funding for one full time position being moved to the Sports Complex budget.
- 104 FICA**
This is a mandatory withholding match that is a fixed percentage of salaries. An increase of \$81 requested for the MWI transition; however an overall decrease is shown due to funding for one full time position being moved to the Sports Complex budget.
- 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. An increase of \$64 requested for the MWI transition; however an overall decrease is shown due to funding for one full time position being moved to the Sports Complex budget.

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- 203 Food Supplies**
This funds two breakfast meetings with supervisory staff and the City Engineer. A request has been made to fund an ongoing price adjustment.
- 204 Wearing Apparel**
This line item funds the purchase of safety boots, safety shirts, rain gear and safety equipment for 7 full time employees and 8 seasonal employees. This line item shows an increase over last year due to the addition of funding for the annual purchase and replacement of safety harness equipment used for trimming trees and working from the boom trucks.
- 205 Motor Vehicle Supplies**
This line item funds the purchase of fuel, oil, anti-freeze and tires for 6 vehicles and 100 pieces of equipment. An increase of \$5,000 is shown due to actual expenses, which have been over budget the last 3 years.
- 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. Funding requested at the same level as last year.
- 207 Janitorial Supplies**
This line item is for paper products and cleaning supplies used in the park restroom facilities. Funding requested at the same level as last year.
- 208 Chemical Supplies**
This line item is for the purchase of chemicals necessary for turf and tree care in the city parks. Funding requested at the same level as last year.
- 209 Welding Supplies**
This line item provides for the purchase of welding and grinding supplies. The Parks Department has been performing more welding and grinding on aging mower decks. This is a first time request of \$400.
- 210 Botanical Supplies**
This line item funds the purchase of fertilizer and weed control products for the parks as well as trees and flowers. While the FY 12/13 year end estimate reflects a \$9,100 overrun, grants were received from the Papio NRD and Trees for Nebraska Towns for that amount. Grants for tree planting will be submitted to these two organizations again next year. An additional \$5,000 has been added to this line item for the development and implementation of a One and Four Year Tree Plan. The City Code calls for such a plan, which will be developed in conjunction with the Park and Recreation Advisory Board.

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- 301 Postage**
Parks related postage costs are included in this line item. Funding requested at the same level as last year.
- 302 Telephone**
The Park Superintendent's cell phone costs are included in this line item. Funding requested at the same level as last year.
- 303 Professional Services - Other**
This line item provides funding for the State of Nebraska fuel license, employee drug testing and any additional professional services. An additional \$500 is requested for stormwater monitoring for the Applewood Creek Channel Project. The grant funding associated with this project requires the project be monitored and reported for 4-years. TD2 is under contract to perform this service at \$500 per year for the next four years.
- 304 Utilities**
This line item provides for gas, electricity and water in all the parks. An increase of \$751 requested for an anticipated overall 5% increase in utility costs.
- 308 Legal Advertising**
This line item funds advertising for seasonal positions. We do utilize the City's CareerLink membership to advertise employment opportunities; however this is contingency funding for a local newspaper ad, if necessary. Funding requested at the same level as last year.
- 309 Printing**
This line item provides for printing business cards, city letterhead and stationery. An increase of \$100 is requested as our actual expenses have continued to exceed our \$100 budget.
- 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. Funding requested at the same level as last year.
- 311 Travel Expenses**
This line item funds all authorized trips and the expenses related to meals, lodging, transportation and miscellaneous incidental costs. A decrease is shown as the Park Foreman attended the PGMS training in the last fiscal year. This training will rotate to the Foreman at the Sports Complex this year.
- 312 Towel/Cleaning Service**
This line item is for laundering the Public Works employees' uniforms. The decrease in this line item is due to funding for one full time position being moved to the Sports Complex budget.

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- 313 Training**
This line item includes all training courses and seminar costs. A decrease is shown as the Park Foreman attended the PGMS training last fiscal year. This training will rotate to the Foreman at the Sports Complex this year. Additionally, the Snow Plow Rodeo training was removed and Irrigation and Pool Operator classes were added.
- 314 Other Contractual Services**
This line item funds contracts with Papillion Sanitation, EAP, for weed spraying, equipment loan payments and special event activities. Funding is requested at the same level as last year.
- 401 Buildings and Grounds**
This line item funds repairs to park equipment and facilities. Funding requested at the same level as last year.
- 409 Machine – Equipment and Tool Maintenance**
This line item provides for the repair, maintenance and replacement of tools and equipment such as chain saws, weed eaters, power pruners, etc. Funding requested at the same level as last year.
- 410 Motor Vehicle Maintenance**
This line item funds replacement parts for 6 vehicles and 100 pieces of equipment. Funding requested at the same level as last year.
- 411 Radio Maintenance**
This line item provides for the maintenance and repair of the radio system. Funding requested at the same level as last year.
- 412 Other Maintenance**
This line item is for maintenance and replacement costs associated with playground equipment. Funding requested at the same level as last year.
- 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. Funding requested at the same level as last year.
- 618 Other Capital**

Bucket Truck (65 foot reach) - \$185,000
The City's current bucket truck is in need of \$6,000 in repairs. This vehicle is a 1986 model and many repair parts are unavailable as the lift manufacturer is no longer in business. This truck is used to repair street lights, traffic cameras, traffic signals, ball field lights, hang street banners, trim trees, and to decorate the City Christmas tree.

22-PARK MAINTENANCE		FY11-12 Actual	FY12-13 Budget	FY12-13 Estimate	FY13-14 Adopted
PERSONNEL SERVICES					
101	Salaries - Full-Time	321,244.28	339,417.00	332,000.00	311,154.00
102	Salaries - Part-Time	59,385.67	69,700.00	69,700.00	70,002.00
103	Overtime Salaries	10,961.93	18,600.00	12,000.00	16,522.00
104	FICA	28,853.67	32,720.00	31,648.00	30,555.00
105	Insurance Charges	59,623.36	65,834.00	65,834.00	71,354.00
106	Other Personnel Services	0.00	0.00	0.00	0.00
107	Pension	19,881.45	21,482.00	20,640.00	19,660.00
109	Self Insurance Expense	0.00	0.00	0.00	0.00
110	Excess Ins Reimb	0.00	0.00	0.00	0.00
Total Personnel Services		499,950.36	547,753.00	531,822.00	519,247.00
COMMODITIES					
200	Inter-Fund Transfers				
202	Books and Periodicals				
203	Food Supplies	45.65	70.00	70.00	70.00
204	Wearing Apparel	1,407.05	1,610.00	1,610.00	2,072.00
205	Motor Vehicle Supplies	28,108.13	24,760.00	29,760.00	29,760.00
206	Lab and Maint Supplies	3,014.67	2,700.00	2,200.00	2,700.00
207	Janitor Supplies	840.87	1,000.00	1,000.00	1,000.00
208	Chemical Supplies	3,160.08	2,650.00	2,650.00	2,650.00
209	Welding Supplies	0.00	0.00	0.00	400.00
210	Botanical Supplies	8,612.85	9,000.00	18,100.00	24,000.00
211	Other Commodities	0.00	0.00	0.00	0.00
Total Commodities		45,189.30	41,790.00	55,390.00	62,652.00
CONTRACTUAL SERVICES					
301	Postage	8.06	35.00	35.00	35.00
302	Telephone-Cellular-Pager	1,152.00	1,440.00	1,152.00	1,008.00
303	Prof Services-Other	1,707.49	1,620.00	700.00	2,120.00
304	Utilities	20,415.73	15,025.00	15,025.00	15,776.00
305	Insurance and Bonds	0.00	0.00	0.00	0.00
307	Auto Allowance	0.00	0.00	0.00	0.00
308	Legal Advertising	0.00	100.00	0.00	100.00
309	Printing	207.49	100.00	200.00	200.00
310	Dues and Subscriptions	592.75	600.00	590.00	600.00
311	Travel Expense	1,760.42	3,538.00	2,300.00	1,985.00
312	Towel and Cleaning Service	2,080.61	1,968.00	1,200.00	1,268.00
313	Training Assistance	4,528.75	2,975.00	2,123.00	2,735.00
314	Other Contractual Services	35,634.86	23,266.00	23,266.00	23,266.00
320	Prof Services-Auditing				
321	Professional Services-Legal				
Total Contractual Services		68,088.16	50,667.00	46,591.00	49,093.00
MAINTENANCE					
401	Building and Grounds	38,214.52	18,450.00	16,000.00	18,450.00
407	Sidewalk & Curb Maint	0.00	0.00	0.00	0.00
408	Street Maintenance	0.00	0.00	0.00	0.00
409	Machine Equip and Tool Maint.	2,983.15	3,000.00	3,307.00	3,000.00
410	Motor Vehicle Maintenance	26,837.05	27,500.00	25,500.00	27,500.00
411	Radio Maintenance	204.48	150.00	393.00	150.00
412	Other Maintenance	5,852.14	6,000.00	6,000.00	6,000.00
Total Maintenance		74,091.34	55,100.00	51,200.00	55,100.00
OTHER CHARGES					
505	Other Charges	2,756.45	400.00	603.00	400.00
Total Other Charges		2,756.45	400.00	603.00	400.00
CAPITAL OUTLAY					
613	Motor Vehicle	0.00	49,000.00	47,984.00	185,000.00
617	Radio Systems				
618	Other Capital Outlay	17,336.45	0.00	0.00	0.00
Total Capital Outlay		17,336.45	49,000.00	47,984.00	185,000.00
TOTAL		707,412.06	744,710.00	733,590.00	871,492.00