

## Municipal Budget Notes – FY17 and FY18

### 1-24 Sports Complex

**The Sports Complex budget consists of operating expenses related to the maintenance and repair of the Sports Complex and includes the positions of Park Foreman, Maintenance Worker II and seasonal staff.**

#### **Budget Line Item**

<b>101</b>	<b>Full Time Salaries</b> 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.  FY18 – 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.
<b>102</b>	<b>Part Time Salaries</b> This line item provides funding for three seasonal positions.  FY18 -A request for additional part time help to be added in the form of seasonal employees resulting in an increase of \$7,500.
<b>103</b>	<b>Overtime</b> Overtime is approved on an as-needed basis and is normally used for winter operations, Salute to Summer, sport tournaments and other special city functions.
<b>104</b>	<b>FICA</b> 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 increase.
<b>105</b>	<b>Insurance</b> 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 contribution.

**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.

**205 Motor Vehicle Supplies**  
This line item funds the purchase of fuel, oil, anti-freeze and tires.

**206 Lab and Maintenance Supplies**  
This line item provides funding for purchasing replacement tools and equipment such as power tools, field maintenance tools, shovels, rakes and other field related maintenance items.

**207 Janitorial Supplies**  
This line item provides funding for paper products and cleaning supplies used at the Sports Complex restrooms.

**208 Chemical Supplies**  
This line item funds chemicals used for turf, tree and shrub care.

FY17 – Requesting an ongoing increase of \$1,000.00 for price adjustments.

**302 Telephone**  
This line item provides funding for the two telephones located at each concession stand. The phone system also has a fax machine used for communicating game schedules with the Recreation Department. These phones are not for public use.

**303 Professional Services – Other**  
This line item provides funding for any professional services.

**304 Utilities**  
This line item is for natural gas, water, propane and electricity at the complex.

FY17- Increases were based on recommendations for the three utility services 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

311

**Travel Expenses**

This line item funds all authorized trips and expenses related to meals, lodging, transportation and miscellaneous incidental costs. Attendance at the PGMS Conference rotates every other year between Parks and the Sports Complex. Line item is reduced as Parks staff will be attending in FY17.

FY17 - Funding is included for all complex employees to attend their respective classes and conferences. Complex Foreman to participate in all maintenance workshops including tree care classes, Nebraska Turfgrass Conference, irrigation seminar, pool operators class , and rotating years with the Parks Foreman the PGMS National Conference. Maintenance workers attend tree classes, Nebraska Turfgrass Conference, an irrigation seminar, and pool class. Also depending on the year, recertification maybe required for pesticide applicator recertification for staff members.

FY18- Funding is included for all complex employees to attend their respective classes and conferences. Complex Foreman to participate in all maintenance workshops including tree care classes, Nebraska Turfgrass Conference, irrigation seminars, pool operators class and this year it is budgeted for the Sports Complex foreman to attend the PGMS Conference. Maintenance workers attend tree classes, Nebraska Turfgrass Conference, an irrigation seminar and pool class. Also depending on the year, recertification maybe required for pesticide applicator recertification for staff members.

312

**Towel/Cleaning Service**

This line item is for laundering the Public Works employees' uniforms.

FY17-Ongoing increase of \$ 900.00 for new contract with different vendor.

313

**Training**

This line item includes all training courses and seminar costs. Attendance at the PGMS Conference rotates every other year between Parks and the Sports Complex. Requesting additional \$320.00 for Nebraska Turfgrass conference and \$1,000.00 for sending employee to Arborist class to become a certified arborist.

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**314**

**Other Contractual**

This line item funds the contract for Barone Security, Papillion Sanitation and Best Care EAP.

**401**

**Buildings and Grounds**

This line item funds general maintenance and repair of the complex. One time purchases in the amount of \$3,500 for FY16 have been removed.

FY17 - Requesting one time increase of \$1,500 for Field Armor Batters box fortification panel and \$2,800 for Pro Pitching Mound for field #2.

**409**

**Machine – Equipment and Tools**

This line item funds the repair, maintenance and replacement of maintenance tools and equipment such as chain saws, weed eaters and chalkers. One time purchases in the amount of \$1,400 for FY16 have been removed.

FY17 - Requesting one time increase of \$1,600 for a Kombi walk behind paint striper.

**410**

**Motor Vehicle Maintenance**

This line item is for repair and maintenance of vehicles and equipment.

**505**

**Other Charges**

This line item funds the purchase of items that do not logically fall into any of the scheduled accounts such as 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	24	Sports Complex	165	Parks Foreman	FT	1	1	1	1	1	1	
01	24	Sports Complex	140	MWII	FT	3	3	3	3	3	3	
01	24	Sports Complex	Seasonal	Seasonal	Seasonal	0.85	0.85	0.85	0.85	0.85	0.85	Due to increase of field usage and more games being played additional staff is needed.
						4.85	4.85	4.85	4.85	4.85	4.85	

	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
1576	<b>24-SPORTS COMPLEX</b>									
1577										
1578										
1579	<b>PERSONNEL SERVICES</b>									
1580	101	Salary - Full Time	168,313	173,113	173,113	176,277	179,798	182,678	185,666	188,767
1581	102	Salary - Part Time	11,845	22,500	22,500	22,500	44,144	45,799	47,516	49,298
1582	103	Salary - Overtime	8,465	12,682	7,000	12,845	13,326	13,825	14,344	14,882
1583	104	FICA	13,050	15,935	15,500	16,189	18,150	18,537	18,936	19,351
1584	105	Insurance	41,373	46,735	44,000	47,100	49,925	52,921	56,096	59,462
1585	107	Civilian Pension	10,573	11,130	10,807	11,329	10,788	10,960	11,139	11,325
1586	<b>Total Personnel Services</b>		<b>253,619</b>	<b>282,095</b>	<b>272,920</b>	<b>286,240</b>	<b>316,131</b>	<b>324,720</b>	<b>333,697</b>	<b>343,085</b>
1587										
1588	<b>COMMODITIES</b>									
1589	200	Inter-Fund Transfers								
1590	203	Food Supplies	25	30	15	30	31	32	33	34
1591	204	Wearing Apparel	752	1,240	1,240	1,240	1,265	1,290	1,316	1,342
1592	205	Motor Veh Supplies	6,835	8,700	7,000	7,700	7,854	8,011	8,171	8,334
1593	206	Lab and Maint Supplies	1,506	1,000	1,000	1,000	1,020	1,040	1,061	1,082
1594	207	Janitorial Supplies	1,024	750	750	750	765	780	796	812
1595	208	Chemical Supplies	1,997	2,000	2,000	3,000	3,060	3,121	3,183	3,247
1596	<b>Total Commodities</b>		<b>12,139</b>	<b>13,720</b>	<b>12,005</b>	<b>13,720</b>	<b>13,995</b>	<b>14,274</b>	<b>14,560</b>	<b>14,851</b>
1597										
1598	<b>CONTRACTUAL SERVICES</b>									
1599	302	Tele/Cellular/Paging	442	450	450	450	459	468	477	487
1600	303	Prof Services-Other	1,969	300	300					
1601	304	Utilities	34,404	41,742	41,742	42,995	43,855	44,732	45,627	46,540
1604	311	Travel	66	1,562	1,562	168	528	539	550	561
1605	312	Towel/Cleaning	721	800	1,690	1,700	1,734	1,769	1,804	1,840
1606	313	Training	1,240	1,470	1,200	2,400	3,907	3,985	4,065	4,146
1607	314	Other Contractual Services	2,203	3,596	3,596	3,596	3,668	3,741	3,816	3,892
1610	<b>Total Contractual Services</b>		<b>41,045</b>	<b>49,920</b>	<b>50,540</b>	<b>51,309</b>	<b>54,151</b>	<b>55,234</b>	<b>56,339</b>	<b>57,466</b>
1611										
1612	<b>MAINTENANCE</b>									
1613	401	Building and Grounds	24,872	25,176	25,176	25,976	26,496	27,026	27,567	28,118
1614	409	Mach/Equip/Tools	3,386	4,257	4,257	4,457	4,546	4,637	4,730	4,825
1615	410	Motor Veh Maintenance	6,084	8,500	8,500	8,500	8,670	8,843	9,020	9,200
1616	<b>Total Maintenance</b>		<b>34,342</b>	<b>37,933</b>	<b>37,933</b>	<b>38,933</b>	<b>39,712</b>	<b>40,506</b>	<b>41,317</b>	<b>42,143</b>
1617										

	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	
1618	<b>OTHER CHARGES</b>										
1619	505	Other Charges	260	150	392	150	153	156	159	162	
1620		<b>Total Other Charges</b>	<b>260</b>	<b>150</b>	<b>392</b>	<b>150</b>	<b>153</b>	<b>156</b>	<b>159</b>	<b>162</b>	
1621	<b>CAPITAL OUTLAY</b>										
1623	618	Other Capital Outlay	58,458	78,500	79,000	43,500	93,000		70,000		
1624		<b>Total Capital Outlay</b>	<b>58,458</b>	<b>78,500</b>	<b>79,000</b>	<b>43,500</b>	<b>93,000</b>		<b>70,000</b>		
1630		<b>TOTAL</b>	<b>399,863</b>	<b>462,318</b>	<b>452,790</b>	<b>433,852</b>	<b>517,142</b>	<b>434,890</b>	<b>516,072</b>	<b>457,707</b>	
1631											
1632		<b>Expenditure % Change</b>	<b>29%</b>	<b>16%</b>	<b>-2%</b>	<b>-6%</b>	<b>19%</b>	<b>-16%</b>	<b>19%</b>	<b>-11%</b>	
1633		Personnel Services	21%	11%	-3%	1%	10%	3%	3%	3%	
1634		Commodities	4%	13%	-13%		2%	2%	2%	2%	
1635		Contractual Services	2%	22%	1%	3%	6%	2%	2%	2%	
1636		Maintenance	-18%	10%		3%	2%	2%	2%	2%	
1637		Other Charges	97%	-42%	161%		2%	2%	2%	2%	
1638		<b>Capital Exp % Change</b>	<b>947%</b>	<b>34%</b>	<b>1%</b>	<b>-45%</b>	<b>114%</b>	<b>-100%</b>		<b>-100%</b>	
1640											
1641			Budget to Actual	Estimate to Budget	Recom to Budget	Recomm to Recomm	Budget to Budget	Budget to Budget	Budget to Budget		
		<b>\$ Amount Change</b>	<b>33,284</b>	<b>62,455</b>	<b>-9,528</b>	<b>-28,466</b>	<b>83,290</b>	<b>-82,252</b>	<b>81,182</b>	<b>-58,365</b>	
1642		Personnel Services	-1,894	28,476	-9,175	4,145	29,891	8,589	8,977	9,388	
1643		Commodities	-1,479	1,581	-1,715		275	279	286	291	
1644		Contractual Services	-5,055	8,875	620	1,389	2,842	1,083	1,105	1,127	
1645		Maintenance	-7,881	3,591		1,000	779	794	811	826	
1646		Other Charges	135	-110	242		3	3	3	3	
1647		<b>Capital Exp</b>	<b>49,458</b>	<b>20,042</b>	<b>500</b>	<b>-35,000</b>	<b>49,500</b>	<b>-93,000</b>	<b>70,000</b>	<b>-70,000</b>	
1648											
1649											
1650											
1651											