

# General Fund

## Building Maintenance

	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Adopted
<b>PERSONNEL SERVICES</b>				
Salaries - Full-Time	151,594	153,393	159,120	129,519
Salaries - Part-Time	9,873	9,690	10,378	10,633
Overtime Salaries	885	777	2,391	1,410
FICA	12,162	12,263	13,150	10,830
Insurance Charges	17,267	18,337	19,300	11,249
Other Personnel Services	-	-	-	-
Pension	9,149	9,250	9,691	7,856
Self Insurance Expense	-	-	-	-
<b>Total Personnel Services</b>	<b>200,929</b>	<b>203,711</b>	<b>214,030</b>	<b>171,497</b>
<b>COMMODITIES</b>				
Office Supplies	222	110	240	370
Books and Periodicals	-	-	70	-
Food Supplies	18	-	-	-
Wearing Apparel	520	402	500	500
Motor Veh Supplies – Fuel	2,246	2,566	3,000	3,000
Maint. Tool Supply	674	1,054	700	700
Janitor Supplies	3,497	3,998	5,500	5,500
Chemical Supplies	2,026	1,827	3,000	1,000
Botanical Supplies	995	937	1,000	-
Other Commodities	3,139	2,497	8,500	8,500
<b>Total Commodities</b>	<b>13,336</b>	<b>13,390</b>	<b>22,510</b>	<b>19,570</b>
<b>CONTRACTUAL SERVICES</b>				
Postage	369	517	600	639
Telephone	1,638	1,172	1,440	1,440
Professional Services-Other	-	-	-	-
Utilities	-	-	22,250	22,917
Rentals	-	-	150	150
Legal Advertising	-	-	-	-
Printing	2,087	2,249	2,500	2,650
Dues and Subscriptions	655	285	1,250	1,250
Travel Expense	-	-	100	2,550
Training Assistance	298	842	1,300	2,550
Other Contractual	231,521	226,114	258,584	244,155
Prof Services-Auditing	-	-	-	-
Professional Services-Legal	-	-	-	-
<b>Total Contractual</b>	<b>236,567</b>	<b>231,179</b>	<b>288,174</b>	<b>278,301</b>

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<b>Building Maintenance</b>				
	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Budget</b>	<b>FY15 Adopted</b>
<b>MAINTENANCE</b>				
Bldg. and Grounds	26,963	46,358	47,430	<b>32,000</b>
Machine Equip & Tool Maint.	684	100	600	<b>600</b>
Vehicle Maintenance	519	1,153	1,500	<b>1,500</b>
Radio R & M/Contracts	366	15	400	<b>400</b>
Other Repair & Maint.	3,213	469	1,000	<b>1,000</b>
<b>Total Maintenance</b>	<b>31,745</b>	<b>48,095</b>	<b>50,930</b>	<b>35,500</b>
<b>OTHER CHARGES</b>				
Other	12,722	251	10,500	<b>10,500</b>
<b>Total Other Charges</b>	<b>12,722</b>	<b>251</b>	<b>10,500</b>	<b>10,500</b>
<b>CAPITAL OUTLAY</b>				
Buildings				
Office Equipment				
Machinery & Tools				
Motor Vehicles		20,999		
Radio Systems				
Other Capital	-	-	6,000	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>20,999</b>	<b>6,000</b>	<b>-</b>
<b>Total Building Maintenance</b>	<b>495,299</b>	<b>517,625</b>	<b>592,144</b>	<b>515,368</b>

## **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 Division. Funding requested at the same level as last year.

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## 1-13 Building Maintenance

### 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.

## **1-13 Building Maintenance**

### **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.

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## **1-13 Building Maintenance**

### **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.