

# General Fund

## Building Maintenance

	FY13 Actual	FY14 Actual	FY15 Budget	FY16 Adopted	
<b>PERSONNEL SERVICES</b>					
101	Salaries - Full-Time	153,393	161,237	129,519	111,170
102	Salaries - Part-Time	9,690	9,825	10,633	10,902
103	Overtime Salaries	777	1,177	1,410	2,004
104	FICA	12,263	12,885	10,830	9,492
105	Insurance Charges	18,337	15,513	11,249	12,071
107	Pension	9,250	9,745	7,856	6,790
109	Self Insurance Expense	0	0	0	0
<b>Total Personnel Services</b>		<b>203,711</b>	<b>210,382</b>	<b>171,497</b>	<b>152,429</b>
<b>COMMODITIES</b>					
201	Office Supplies	110	501	370	370
203	Food Supplies	0	0	0	50
204	Wearing Apparel	402	574	500	500
205	Motor Veh Supplies - Fuel	2,566	2,339	3,000	3,000
206	Maint. Tool Supply	1,054	581	700	800
207	Janitor Supplies	3,998	4,390	5,500	5,500
208	Chemical Supplies	1,827	1,390	1,000	1,000
210	Botanical Supplies	937	2,844	0	0
211	Other Commodities	2,497	1,994	8,500	8,500
<b>Total Commodities</b>		<b>13,390</b>	<b>14,612</b>	<b>19,570</b>	<b>19,720</b>
<b>CONTRACTUAL SERVICES</b>					
301	Postage	517	162	639	642
302	Telephone	1,172	1,795	1,440	1,585
303	Professional Services-Other	0	0	0	0
304	Utilities	0	4,441	22,917	23,317
306	Rentals	0	0	150	150
309	Printing	2,249	2,958	2,650	2,650
310	Dues and Subscriptions	285	875	1,250	1,200
311	Travel	0	24	2,550	3,725
313	Training	842	965	2,550	1,855
314	Other Contractual	226,114	222,796	244,155	254,155
<b>Total Contractual</b>		<b>231,179</b>	<b>234,017</b>	<b>278,301</b>	<b>289,279</b>

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		<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Adopted</b>
<b>MAINTENANCE</b>					
401	Bldg. and Grounds	46,358	41,373	32,000	35,000
409	Machine Equip & Tool Maint.	100	308	600	500
410	Vehicle Maintenance	1,153	333	1,500	1,500
411	Radio R & M/Contracts	15	390	400	400
412	Other Repair & Maint.	469	2,801	1,000	1,000
<b>Total Maintenance</b>		<b>48,095</b>	<b>45,205</b>	<b>35,500</b>	<b>38,400</b>
<b>OTHER CHARGES</b>					
505	Other	251	75	10,500	10,500
<b>Total Other Charges</b>		<b>251</b>	<b>75</b>	<b>10,500</b>	<b>10,500</b>
<b>CAPITAL OUTLAY</b>					
613	Motor Vehicles	20,999	12		
618	Other Capital	0	5,500	0	0
<b>Total Capital Outlay</b>		<b>20,999</b>	<b>5,512</b>	<b>0</b>	<b>0</b>
<b>Total Building Maintenance</b>		<b>517,625</b>	<b>509,804</b>	<b>515,368</b>	<b>510,328</b>

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## **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.

#### **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. An increase of \$594 is requested to compensate for the proposed salary increases.

#### **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, the City took on a portion of the liability for this benefit in January of 2014, resulting in premium savings. Additional savings, if any, will depend on plan usage during a given year. The budget does include a potential 6% increase in insurance premiums, based on the current market and input from our broker. Every effort will be made to stay under that amount.

#### **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. No increase requested.

#### **203 Food Supplies**

This line item funds the foreman's breakfast & lunch functions within public works.

#### **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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- 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. A slight increase is requested.
- 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. Funding requested at same level as last year
- 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 very slight increase requested due to postage costs.
- 302 Telephone**  
This line item funds a cellular telephone for one building technician, which is used for daily contact as well as emergency night and weekend calls. It also includes reimbursement for the other building technician's use of his personal phone for City business. A slight increase is requested to align the budget with actual expenses.
- 304 Utilities**  
This line item funds the utilities for the building that houses Fire Station #4. The City uses the upper floor of this building, which formerly housed the Buildings Division. Papillion Fire is billed back for 50% of this line item. Funding requested reflects an increase of \$400 due to utility cost increases.
- 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. Funding requested at same level as last year.
- 310 Dues and Subscriptions**  
This line item funds dues to professional organizations and subscriptions costs. A slight decrease is shown to align the budget with actual expenses.

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- 311 Travel Expense**  
This line item funds all authorized trips and the expenses related to meals, lodging, transportation and miscellaneous incidental costs. An increase of \$1,175 is being requested to allow for conference price adjustments and for two members of the Buildings Division to attend a national building conference.
- 313 Training Assistance**  
This line item funds all training courses and seminar costs. A decrease of \$695 is shown due to conference price adjustments.
- 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. A one-time increase of \$10,000 is being requested to fund the replacement of several library heat pumps.
- 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 one-time \$3,000 increase is requested to replace the concrete steps at southeast corner of the city hall building.
- 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 three 800 MHz radios (three radios are assigned to employees and one is kept as a spare). 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.