Budget Unit Summary

AGENCY/DEPARTMENT NAME: Buildings & Grounds

BUDGET TITLE & NUMBER: 10-330

DEPARTMENT DESCRIPTION: Maintain all buildings and grounds belonging to the City including City Hall, the Recreation Center, the Community Center, the Museum, the Public Works Shop, and all City parks.

Resources	Actual Last Year	Budgeted Current Year	Projected Current Year	Requested Next Year	Final Next Year
Personnel Services	43,552	44,981	44,513	57,240	245,805
Supplies	5,151	7,500	7,500	7,500	25,650
Purchased Services	45,949	42,100	38,300	41,500	113,450
Fixed Cost	0	0	0	0	2,319
Capital Outlay	9,074	0	0	0	97,396
Gross City Cost	103,726	94,581	90,313	106,240	484,620
Net City Cost	103,726	94,581	90,313	106,240	484,620
Budgeted Positions	0.9	0.9	0.9	1.05	5.8

SUMMARY OF CHANGES: For personnel, we have transferred .7 FTE from the existing Building Maintenance Worker over to the Recreation Center and the Community Center departments. In addition, we have added .25 FTE for the City Administrator Intern, .2 FTE for a new full-time Building Maintenance Worker, .1 FTE for a temporary Building Maintenance Worker, and .3 FTE for a full-time Custodian. All personnel from the Parks Department is budgeted in this department for 2013. All hourly rates/salaries have been budgeted with a 8.5% increase for the second half of 2013 to allow room for possible raises based on performance reviews. Health Insurance Expense was originally budgeted with a 12% increase in total premiums and has been revised using a 5.9% increase in the final budget. All expenditure accounts with the exception of Overtime have increased over 2012 due to the transfer of the Parks Department. Capital Projects budgeted include $30,000 for a new pickup(provided we receive CMAQ grant funds), $20,000 for a fitness trail that will be partly funded by local donations, $15,000 for a Gator, $5,000 for new picnic tables and benches, $5,000 for new park signs, and $8,000 for Pearson Park dougout renovations.

OBJECTIVES: To create a new department within the city by merging several existing ones. We are hoping to upgrade the level of care by centralizing the building and grounds maintenance under one department instead of having the function under each of the separate buildings and the parks department

PERFORMANCE MEASURES

	2011 Actual	2012 Estimated	2013 Projected
Efficiency Measures			
Park Acres	85.74	85.74	85.74
Shelter Reservations		67	75
Pearson Park Reservations		31	35
Soccer Field Reservations		10	10
Cost Per Acre To Maintain	$ 1,210	$ 1,053	$ 5,652
Per Capita Cost (City Support)	$ 14.00	$ 12.19	$ 65.42
FTE'S per 1,000 Capita	$ 0.12	$ 0.12	$ 0.78
Facilities:			
Shelters	6	7	8
Tables	27	34	40
Gazebos	1	1	1
Playgrounds	7	8	9
Irrigation Systems	12	12	12
Skate Parks	1	1	1
Trees Planted	8	4	7
Park Signs	7	7	9
Fencing Replaced (Yards)	0	0	0

Finance Recommendation: Approve as requested.

Council Action: Approve as requested with the reduction of the hourly rate of the City Administrator Intern, the addition of the entire Parks Department budget, to change Health Insurance Expense to allow a 5.9% increase in total premiums instead of the 12% originally budgeted and to increase the percentage allowable for raises by 5% for a total possible raise to be 8.5% with all salary-dependent expenditures to increase proportionately.

BUILDINGS & GROUNDS — GENERAL FUND

BUDGET DETAIL

Account	Description	2011 Actual	2012 Amended Budget	2012 Projected Year End	2013 Requested Budget	2013 Budget Final
51100	Salaries & Wages	30,628	31,218	31,000	39,524	184,794
51105	Overtime	365	750	500	250	250
51110	FICA	1,805	1,983	1,983	2,466	11,472
51115	Medicare	422	464	464	578	2,682
51255	VALIC Retirement 4.0	1,252	1,279	1,279	1,475	4,905
51210	Unemployment Insurance	94	97	97	121	561
51220	Health Insurance Expense	7,293	8,365	8,365	11,760	37,736
51230	Dental Insurance Expense	1,396	503	503	719	2,253
51240	Vision Insurance Expense	132	134	134	131	428
51250	Life & AD&D Insurance Exp	68	79	79	84	283
51285	LTD Insurance Exp	97	109	109	132	441
	Total Personnel	**43,552**	**44,981**	**44,513**	**57,240**	**245,805**
52010	General Supplies	4,882	5,000	5,000	5,000	19,150
53310	Uniforms	-	-	-	-	2,000
53105	Equipment <$5000	269	2,500	2,500	2,500	4,500
	Total Supplies	**5,151**	**7,500**	**7,500**	**7,500**	**25,650**
53060	Services	9,431	5,500	5,000	5,000	15,000
53110	Fees, Permits & Licenses	-	-	-	-	150
53320	Utilities - Electrical	15,704	13,000	13,000	13,200	21,200
53330	Utilities - Gas	3,125	4,300	4,000	4,000	6,000
53340	Utilities - Water	3,485	2,800	2,800	2,800	19,800
53290	Telephone Expense	8,236	10,500	7,500	10,500	11,500
52050	Seed, Sod & Trees	-	-	-	-	1,000
52080	Fuel & Oil	73	-	-	-	10,000
53240	Repairs & Maintenance - Equip	-	-	-	-	12,000
53250	Repairs & Maintenance - Building	5,897	6,000	6,000	6,000	14,500
53270	Repairs & Maintenance - Vehicles	-	-	-	-	1,500
53280	Staff Development	-	-	-	-	600
53300	Travel & Meetings	-	-	-	-	200
	Total Purchased Services	**45,949**	**42,100**	**38,300**	**41,500**	**113,450**
55410	R. R. Park Lease	-	-	-	-	2,319
	Total Fixed Costs	**-**	**-**	**-**	**-**	**2,319**
55050	Capital Leases (Mower)	-	-	-	-	9,396
57500	Capital Outlay	(0)	-	-	-	-
57500	City Hall Sky Lights	9,074				
57500	Pickup					35,000
57500	Fitness Trail					20,000
57500	Gator					15,000
57500	Picnic Tables & Benches					5,000
57500	Park Signs					5,000
57500	Dougouts - Pearson Park					8,000
	Total Capital Outlay	**9,074**	**-**	**-**	**-**	**97,396**
	Total	**103,726**	**94,581**	**90,313**	**106,240**	**484,620**

BUDGET SUMMARY

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Fixed Costs	-	-	-	-	2,319
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