

2025 Proposed Budget

Property, Parks, and Libraries Department



Property, Parks, and Libraries Fund



General Fund

- Fund 110
- \$16,142,100 - total expense 2025



Special Revenue Funds

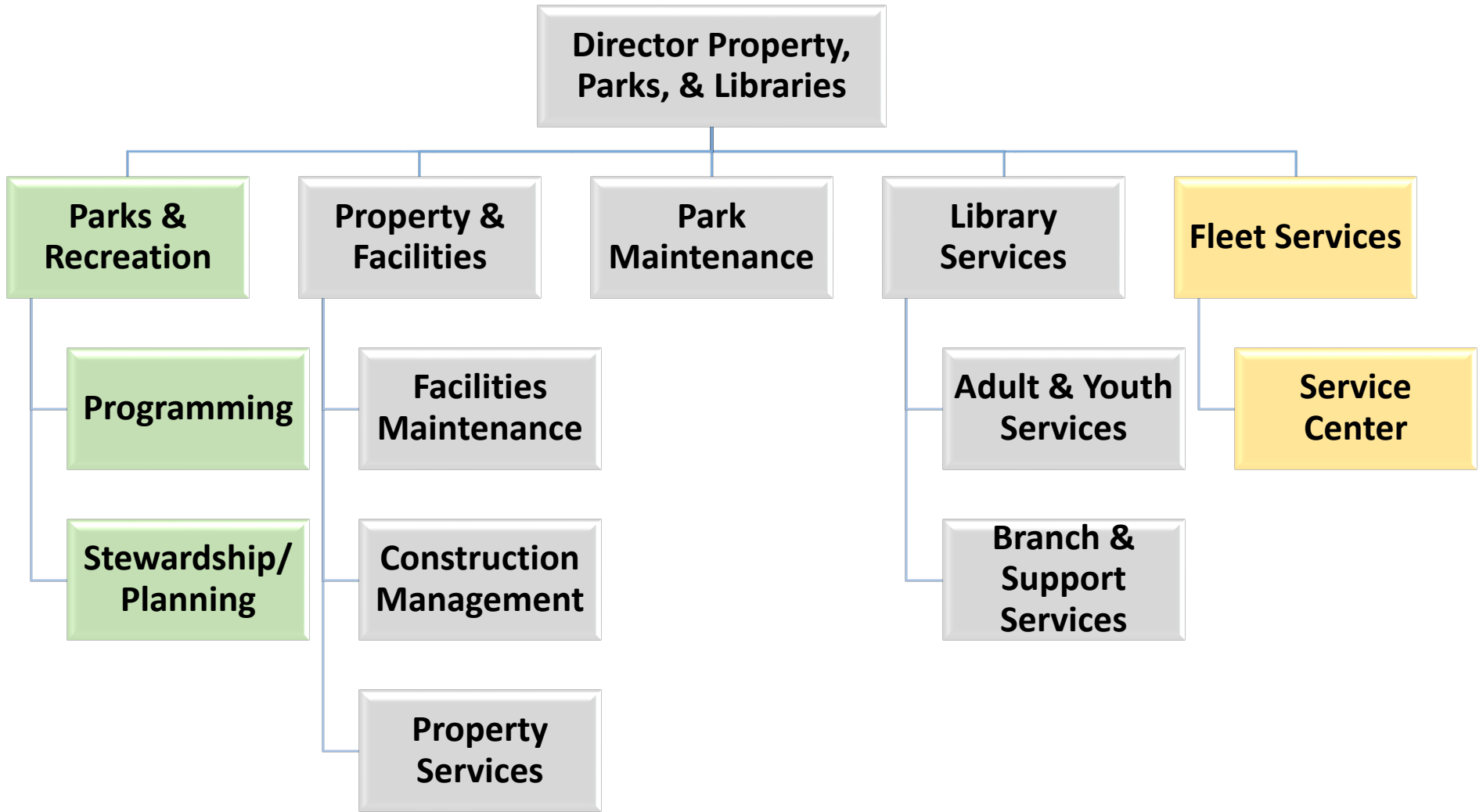
- Fund 205
- \$3,140,400 - total expense 2025



Internal Service Funds

- Fund 660
- \$ 5,611,800 - total expense 2025

Org Chart



2024 Budget vs 2025 Budget Revenues



General Fund

- Fund 110
- \$16,142,100 - total expense 2025

Property, Parks, and Libraries by Category			
	2024 Budget	2025 Proposed	Difference
Ski Trail Reimbursement	\$ 11,000	\$ 11,000	\$ -
Rent of Buildings	\$ 86,200	\$ 97,700	\$ 11,500
Rent of Land	\$ 10,800	\$ 15,400	\$ 4,600
Concessions & Commissions	\$ 25,000	\$ 25,800	\$ 800
Other Reimbursements	\$ 59,000	\$ 36,400	\$ (22,600)
Other Reimbursements Refunds	\$ 42,700	\$ 47,700	\$ 5,000
Interfund Transfers In From Special Revenue Funds	\$ 303,500	\$ 303,500	\$ -
Interfund Transfers In From Public Utility Funds	\$ -	\$ 163,300	\$ 163,300
All Other Income under \$10,000 each	\$ 13,800	\$ 13,800	\$ -
Total	\$ 552,000	\$ 714,600	\$ 162,600

2024 Budget vs 2025 Budget Expenditures

General Fund

- Fund 110
- \$16,142,100 - total expense 2025

	2024 Budget	2025 Proposed	Difference
Salaries	\$ 7,283,000	\$ 7,683,800	\$ 400,800
Benefits	\$ 3,072,000	\$ 3,259,100	\$ 187,100
Office Supplies	\$ 16,000	\$ 16,000	\$ -
Computer Supplies/Software	\$ 10,300	\$ 10,300	\$ -
Safety & Training Materials	\$ 15,000	\$ 17,000	\$ 2,000
Cleaning/Janitorial Supplies	\$ 87,000	\$ 109,400	\$ 22,400
Motor Fuels	\$ 119,400	\$ 128,000	\$ 8,600
Uniforms	\$ 17,000	\$ 17,000	\$ -
Other Miscellaneous Supplies	\$ 35,000	\$ 40,000	\$ 5,000
Repair & Maintenance Supplies	\$ 329,300	\$ 398,400	\$ 69,100
Park/Landscape Materials	\$ 15,000	\$ 35,000	\$ 20,000
Contract Services	\$ 518,100	\$ 499,900	\$ (18,200)
Other Professional Services	\$ 34,000	\$ 93,000	\$ 59,000
Phone Service	\$ 29,000	\$ 29,000	\$ -
Phone Service Telephone	\$ 32,000	\$ 32,000	\$ -
Phone Service Cellular Phone	\$ 24,100	\$ 24,100	\$ -
Travel/Training	\$ 34,700	\$ 34,700	\$ -
Local Mileage Reimbursement	\$ 15,000	\$ 13,500	\$ (1,500)
Electricity	\$ 707,300	\$ 778,000	\$ 70,700
Water, Gas & Sewer	\$ 866,200	\$ 866,200	\$ -
Refuse Disposal	\$ 104,000	\$ 102,800	\$ (1,200)
Oil	\$ 25,900	\$ 25,900	\$ -
Steam	\$ 399,000	\$ 360,000	\$ (39,000)
Skywalk Expenses	\$ 30,000	\$ 30,000	\$ -
Equipment/Machinery Repair & Mtc	\$ 25,600	\$ 28,900	\$ 3,300
Fleet Services Charges	\$ 503,500	\$ 542,800	\$ 39,300
Building Rental	\$ 226,000	\$ 226,000	\$ -
Library Materials/Svcs Rental	\$ 58,000	\$ 55,000	\$ (3,000)
Software Licenses and Maintenance			
Agreements	\$ 116,500	\$ 122,000	\$ 5,500
Vehicle/Equip Rent (Short-term)	\$ 25,000	\$ 20,000	\$ (5,000)
Other Rentals	\$ 55,000	\$ 75,000	\$ 20,000
Other Services & Charges	\$ 10,300	\$ 10,300	\$ -
Contract Tree Services	\$ 25,000	\$ 30,000	\$ 5,000
Library Materials	\$ 621,000	\$ 346,000	\$ (275,000)
All Other Costs under \$10,000 each	\$ 41,000	\$ 41,000	\$ -
Total	\$ 15,525,200	\$ 16,100,100	\$ 574,900

FTE's 2024 vs 2025



General Fund

- Fund 110
- \$16,142,100 - total expense 2025

	2024	2025	Difference
Parks & Grounds Maintenance Supervisor	1.00	1.00	-
Park Mtc Operations Coord	-	1.00	1.00
Admin Clerical Specialist	1.00	-	(1.00)
Park Maintenance Worker	16.00	16.00	-
Park Maintenance Leadworker	3.00	3.00	-
Forester	1.00	1.00	-
Natural Resource Coordinator	0.50	0.50	-
Grant Coordinator	0.25	-	(0.25)
Budget & Operations Analyst	0.30	0.30	-
Manager Library Services	1.00	1.00	-
Library Supervisor	4.00	4.00	-
Library Safety Spec	1.00	2.00	1.00
Library Technician	22.00	21.50	(0.50)
Senior Library Tech	4.00	4.00	-
Library Business Office Coordinator	1.00	1.00	-
Library Circulation Coordinator	1.00	1.00	-
Librarian I	10.00	10.00	-
Librarian II	4.00	4.00	-
Director Property Parks & Library	1.00	1.00	-
Property Services Supervisor	1.00	1.00	-
Facility Ops & Mtc Supervisor	1.00	1.00	-
Construction Project Supervisor	1.00	1.00	-
Property & Facilities Manager	1.00	1.00	-
Janitor I	8.00	10.00	2.00
Janitorial Services Coordinator	-	1.00	1.00
Sr Property Services Specialist	1.00	1.00	-
Executive Assistant	1.00	1.00	-
Project Technician	1.00	1.00	-
Sr Facilities Maintenance Worker	1.00	-	(1.00)
Facilities Mtc Specialist	3.00	3.00	-
Trades Positions	3.00	3.00	-
Facility Maintenance Leadworker	1.00	1.00	-
Construction Project Coordinator	1.00	1.00	-
Master Plumber/Electrician	2.00	2.00	-
Parks Senior Planner	1.00	1.00	-
Admin Clerical Specialist	1.00	1.00	-
Budget & Operations Analyst	0.30	0.30	-
Total	100.35	102.60	2.25

2025 Property, Parks, and Libraries General Fund Programs



General Fund

- Fund 110
- \$16,142,100 - total expense 2025

Program	Alignment	Sum of Program Cost
Utility Account Management	Less Aligned	13.59%
Janitorial Services	Less Aligned	6.09%
Maintenance - General	More Aligned	5.18%
Collection Development - Adult	Less Aligned	3.78%
Reference & Readers Advisory - Adult	Less Aligned	3.77%
Mt. Royal Branch Services	Less Aligned	2.99%
Trail Maintenance	More Aligned	2.68%
Athletic Fields	Less Aligned	2.49%
Maintenance - Electrical	More Aligned	2.43%
Staff Development	Least Aligned	2.40%
Maintenance - Plumbing	More Aligned	2.35%
Park Maintenance - Landscaping	More Aligned	2.32%
Circulation Direct Services - Checkins, Checkouts, Holds	Less Aligned	2.15%
All Other Programs		47.77%

Proposed 2025 Changes Include:

- .5 FTE increase for Library Safety
- \$268,600 increase for maintenance supplies and services
- Continuation and growth of a special budget for energy savings investments
- \$33,500 utilities increase

Parks and Rec Fund



Special Revenue Funds

- Fund 205
- \$3,140,400 - total expense 2025

2024 Budget vs 2025 Budget Revenues



Special Revenue Funds

- Fund 205
- \$3,140,400 - total expense 2025

Parks and Rec by Category			
	2024 Budget	2025 Proposed	Difference
Current Property Taxes	\$ 2,880,000	\$ 2,880,000	\$ -
Miscellaneous Licenses and Permits	\$ 84,300	\$ 74,300	\$ (10,000)
Rent of Buildings Community Centers	\$ 22,000	\$ 22,000	\$ -
Rent of Buildings Washington Gym	\$ 9,000	\$ 10,000	\$ 1,000
Rent of Athletic Fields	\$ -	\$ 29,400	\$ 29,400
Misc Fees, Sales & Services Programming Revenue	\$ 35,900	\$ 30,000	\$ (5,900)
Interfund Transfers In From General Fund	\$ 94,700	\$ 136,700	\$ 42,000
Interfund Transfers In From Enterprise Funds	\$ 750,000	\$ -	\$ (750,000)
Total	\$ 3,875,900	\$ 3,182,400	\$ (693,500)

2024 Budget vs 2025 Budget Expenditures



Special Revenue Funds

- Fund 205
- \$3,140,400 - total expense 2025

Parks and Rec by Category			
	2024 Budget	2025 Proposed	Difference
Salaries	\$ 1,538,000	\$ 1,561,700	\$ 23,700
Benefits	\$ 508,200	\$ 520,200	\$ 12,000
Cleaning/Janitorial Supplies	\$ 15,000	\$ 20,000	\$ 5,000
Repair & Maintenance Supplies	\$ 163,300	\$ 192,700	\$ 29,400
Sign & Signal Materials	\$ 18,000	\$ 5,000	\$ (13,000)
Contract Services	\$ 205,600	\$ 237,000	\$ 31,400
Other Professional Services	\$ 32,000	\$ 46,600	\$ 14,600
Data Services	\$ 4,500	\$ 17,500	\$ 13,000
Travel/Training	\$ 18,000	\$ 18,000	\$ -
Advertising & Promotion	\$ 37,800	\$ 33,800	\$ (4,000)
Refuse Disposal	\$ 18,000	\$ 18,000	\$ -
Credit Card Commissions	\$ 15,000	\$ 17,000	\$ 2,000
Programming	\$ 64,000	\$ 64,100	\$ 100
Interfund Transfers Out To Debt	\$ 56,400	\$ -	\$ (56,400)
Improvements Other than Buildings	\$ 1,065,800	\$ 315,800	\$ (750,000)
Capital Equipment	\$ 40,000	\$ 40,000	\$ -
All Other Costs under \$10,000 each	\$ 76,300	\$ 75,000	\$ (1,300)
Total	\$ 3,875,900	\$ 3,182,400	\$ (693,500)

FTE's 2024 vs 2025



Special Revenue Funds

- Fund 205
- \$3,140,400 - total expense 2025

	2024	2025	Difference
Admin Clerical Specialist	1.00	1.00	-
Assistant Manager, Parks & Rec	1.00	2.00	1.00
Budget & Operations Analyst	0.20	0.20	-
Grant Coordinator	0.75	0.75	-
Manager Parks & Recreation	1.00	1.00	-
Natural Resource Coordinator	0.50	0.50	-
Parks Permit Coordinator	1.00	1.00	-
Project Coordinator	1.00	-	(1.00)
Project Technician	1.00	1.00	-
Recreation Specialist	5.00	5.00	-
Senior Parks Planner	1.00	1.00	-
Trails Coordinator	1.00	1.00	-
Total	14.45	14.45	-

2025 Parks and Rec Programs



Special Revenue Funds

- Fund 205
- \$3,140,400 - total expense 2025

Program	Alignment	Sum of Program Cost
Planning-Parks	More Aligned	24.61%
Programs-General	Less Aligned	16.46%
Planning-Trails	More Aligned	14.57%
Maintenance-Parks	More Aligned	12.93%
Public Outreach/Communications	Less Aligned	6.43%
Special Events	More Aligned	6.08%
Maintenance-Trail	Most Aligned	6.02%
Sports & Leagues	More Aligned	2.62%
Programs-Contracted	More Aligned	2.62%
Natural Resources Management	More Aligned	2.27%
Programs-Senior Center	Least Aligned	2.27%
Permit-Building Reservations	Least Aligned	1.37%
Permit-Wedding & Private Event	Least Aligned	0.76%
Volunteer Program	Less Aligned	0.60%
Zoo	Least Aligned	0.19%
Golf	Least Aligned	0.19%

Proposed 2025 Changes Include:

- \$56,400 redirected from groomer lease to Park Maintenance

Fleet Fund



Internal Service Funds

- Fund 660
- \$5,611,800 - total expense 2025

2024 Budget vs 2025 Budget Revenues

Internal Service Funds



- Fund 660
- \$5,611,800 - total expense 2025

Fleet by Category			
	2024 Budget	2025 Proposed	Difference
Fleet Fuel Sales	\$ 1,502,600	\$ 1,530,700	\$ 28,100
Fleet Repair Part Sales Standard Part Sales	\$ 873,400	\$ 917,200	\$ 43,800
Fleet Repair Part Sales Sublet Part Sales	\$ 374,300	\$ 447,300	\$ 73,000
Fleet Repair Part Sales Fleet Repair Services Other Cost	\$ 8,000	\$ 3,000	\$ (5,000)
Fleet Repair Services Standard Labor	\$ 1,965,400	\$ 2,133,600	\$ 168,200
Fleet Repair Services Sublet Labor	\$ 350,000	\$ 367,500	\$ 17,500
Fleet Fixed Costs	\$ 252,100	\$ 254,300	\$ 2,200
Total	\$ 5,325,800	\$ 5,653,600	\$ 327,800

2024 Budget vs 2025 Budget Expenditures



Internal Service Funds

- Fund 660
- \$5,611,800 - total expense 2025

Fleet by Category			
	2024 Budget	2025 Proposed	Difference
Salaries	\$ 1,295,900	\$ 1,351,600	\$ 55,700
Benefits	\$ 661,600	\$ 660,400	\$ (1,200)
Plant/Operating Supplies	\$ 28,000	\$ 17,000	\$ (11,000)
Motor Fuels	\$ 1,471,000	\$ 1,491,300	\$ 20,300
Shop Materials	\$ 17,500	\$ 15,000	\$ (2,500)
Equipment Repair Supplies Standard	\$ 805,000	\$ 845,300	\$ 40,300
Equipment Repair Supplies Sublet	\$ 345,000	\$ 412,300	\$ 67,300
Small Tools	\$ 8,000	\$ 10,500	\$ 2,500
Electricity	\$ 20,000	\$ 30,000	\$ 10,000
Water, Gas & Sewer	\$ 27,000	\$ 35,000	\$ 8,000
Equipment/Machinery Repair & Mtc	\$ 350,000	\$ 367,500	\$ 17,500
Software Licenses and Maintenance Ag	\$ 26,000	\$ 22,700	\$ (3,300)
Depreciation	\$ 28,700	\$ 8,300	\$ (20,400)
Other Services & Charges	\$ 22,000	\$ 25,000	\$ 3,000
Laundry	\$ 10,000	\$ 11,000	\$ 1,000
Cost Allocation Expenses	\$ 176,300	\$ 273,000	\$ 96,700
All Other Costs under \$10,000 each	\$ 33,800	\$ 35,900	\$ 2,100
Total	\$ 5,325,800	\$ 5,611,800	\$ 286,000

FTE's 2024 vs 2025

Internal Service Funds



- Fund 660
- \$5,611,800 - total expense 2025

	2024	2025	Difference
Asset & Supply Specialist	1.00	-	(1.00)
Budget & Operations Analyst	0.20	0.20	-
Fleet Services Inventory Tech I	1.00	1.00	-
Fleet Services Inventory Tech II	1.00	1.00	-
Fleet Services Leadworker	1.00	1.00	-
Heavy Equipment Mechanic	6.00	6.00	-
Industrial Equipment Technician	1.00	1.00	-
Manager, Fleet Services	1.00	1.00	-
Service Center Supervisor	1.00	1.00	-
Vehicle Maintenance Technician	1.00	-	(1.00)
Vehicle Repair Specialist	1.00	2.00	1.00
Welder	2.00	2.00	-
Fleet Services Coordinator	-	1.00	1.00
Total	17.20	17.20	-

Fleet Programs

Internal Service Funds



- Fund 660
- \$5,611,800 - total expense 2025

Program	Alignment	Sum of Program Cost
Fuel Management	Least Aligned	35.93%
Heavy Duty Vehicle Service	Least Aligned	32.43%
Light Duty Vehicle Service	Least Aligned	8.11%
Fabrication and Welding	Least Aligned	7.23%
Small Engine/Off-road Equipment Service	Least Aligned	5.09%
Capital Asset Management	More Aligned	2.69%
In House Vehicle and Equipment Repair Coordination	Least Aligned	2.51%
Fleet Financial and Policy Management	More Aligned	2.27%
Parts Inventory Management	Least Aligned	1.45%
Outsource Vehicle and Equipment Repair Coordination	Least Aligned	1.02%
Telematics Program Management	Less Aligned	0.85%
Vehicle Registration and Licensing	Least Aligned	0.43%

2025 Proposed Major Division Program Changes:

- \$107,600 – increased cost of internal and external repair parts
- \$17,500 – increased cost of external labor
- \$96,400 increased cost allocation from General Fund shared across all programs

Questions?