

# MINUTE RECORD

No. 729—REFFIELD & COMPANY, INC., OMAHA

## LA VISTA CITY COUNCIL MEETING BUDGET WORKSHOP JULY 13, 2009

A meeting of the City Council of the City of La Vista, Nebraska was convened in open and public session at 6:00 p.m. on July 13, 2009. Present were Mayor Kindig and Councilmembers Sell, Ronan, Sheehan, Carlisle, Ellerbeck, Quick, Crawford and Gowan. Absent: None. Also in attendance were City Attorney McKeon, City Administrator Gunn, Assistant City Administrator Ramirez, Police Chief Lausten, Fire Chief Uhl, Public Works Director Soucie, Public Building & Grounds Director Archibald, Finance Director Lindberg, Library Director Iwan, Community Development Director Birch, Recreation Director Stopak, and City Clerk Buethe.

A notice of the meeting was given in advance thereof by publication in the Times on July 2, 2009. Notice was simultaneously given to the Mayor and all members of the City Council and a copy of the acknowledgment of the receipt of notice attached to the minutes. Availability of the agenda was communicated to the Mayor and City Council in the advance notice of the meeting. All proceedings shown were taken while the convened meeting was open to the attendance of the public. Further, all subjects included in said proceedings were contained in the agenda for said meeting which is kept continuously current and available for public inspection at City Hall during normal business hours.

### I. CALL TO ORDER II. PLEDGE OF ALLEGIANCE

Mayor Kindig called the meeting to order and led the audience in the pledge of allegiance.

### III. ANNOUNCEMENT OF LOCATION OF POSTED OPEN MEETINGS ACT

Mayor Kindig made an announcement of the location of the posted copy of the Open Meetings Act for public reference.

### IV. BUDGET WORKSHOP

Mayor Kindig stated that City Administrator Gunn and Department Heads would present their recommended budgets to Council and answer questions.

### V. GENERAL FUND OVERVIEW – GUNN/LINDBERG

City Administrator Gunn stated that the new census estimate for La Vista are being checked as it does not appear that the new number includes the annexation of SID 198 and SID 200 in 2007. Our estimate with those two annexations is 18,900.

Gunn stated that multi-year forecasting is important to help Mayor, Council, and staff plan for the future. While Council will only be asked to approve the FY 09/10 budget, projections extending beyond FY 09/10 have been made. Gunn stated that the assumptions were quite conservative.

Finance Director Lindberg addressed Council regarding the assumptions included in the budget forecast. She indicated that the percentage of growth in valuation will be 6.63% over FY 08/09. Over the past 10 years, the growth in valuation has averaged about 12% annually. There is no increase proposed in the property tax rate. The projected revenues are based on preliminary valuation figures provided by Sarpy County. Lindberg also reported that sales tax projections are estimated at approximately \$1.9 million, which is a 0% increase from the current fiscal year. The projected hotel occupancy tax, based on 50% of the pro forma information provided by the developer of the Embassy Suites and Marriott Courtyard and the Hampton Inn management staff, is approximately \$474,407.00 for the 09/10 fiscal year. Lindberg stated that the City will lose approximately \$1000.00 in State Aid and \$150,000.00 in Highway Allocation money. Councilmember Sheehan asked if the valuation increase was due to annexation proposed for this next year and if annexation had to be done by a certain point in time to receive the money. Lindberg stated that to get our rate for annexation of a property the annexation must take place before August 1.

Lindberg stated that the expense forecast is based upon 3% annual growth in personnel costs and 0% in operations. (Personnel costs, including insurance have averaged about 10.5% over the past few years).

Lindberg stated that the budgets of Administration, Street Administration, and Human Resources proposed are a 70/30 split with Sewer as opposed to the previous 60/40 split in order to reduce

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the General Fund's reliance on the Sewer Fund. The reserve is at 38% due to annexations and no longer making the sales tax transfer to the Economic Development Fund.

Gunn directed the Council to pay attention to years 2012-2013. The cash reserve can be depleted during those years. Gunn gave an overview of requests and recommendations.

## VI. GENERAL FUND BUDGET PRESENTATIONS

City Clerk Buethe reviewed the budget for Mayor and Council, indicating that increases are requested in areas to allow for ongoing annual costs of dues, continued governance training, lobbyist services and the increase in primary election costs in 2010. Money was requested for a special election with regard to a pool bond issue but the City Administrator has not recommended that increase after looking at the fact that the Vision 84 project will not be completed until early spring of 2010 and any possible issue could go on the General Ballot in November 2010.

Buethe reviewed the budget for Boards and Commissions, indicating that increases are requested in travel due to the history of previous travel. An increase was also requested to complete the process of replacing Board and Commission nameplates.

Public Building and Grounds Director Archibald reviewed his budget with Council. An increase is proposed in personnel to promote the current PBG Maintenance Worker I to a PBG Maintenance Worker II, which would more accurately reflect that tasks currently being performed. An increase is proposed in botanical to replace failed trees and shrubs at all the City Facilities. An increase is proposed in buildings and grounds maintenance for remodeling at the Community Center to place a desk closer to the front entrance and to put in a second window at the current office area. Archibald is requesting a scissors lift, which is needed to repair parking lot lights, bay lighting, garage door openers, and equipment in the gym. The current lift has to be set up at each light and will not hold over 225 pounds.

Councilmember Gowan asked what we pay for mowing services at the cities facilities. Archibald stated that the cost per mowing is \$90 for City Hall, \$180 for the police station, and \$60 for the district 2 fire station.

Ramirez reviewed the Administration budget with Council. She stated that a full time Communications/Events Coordinator is being requested. Ramirez stated that there was a slight increase in travel and training due to the types of training requested this year. Councilmember Crawford asked if we pay comp time to all employees. Ramirez stated that we offer it to all employees and it is accrued at 1.5 times the normal wage. Councilmember Sheehan asked why the Salaries portion of the Admin budget was significantly higher than in 07/08. Ramirez stated that the split with the Sewer fund was 50/50 at that time. It was changed to 60/40 for the current year and is recommended at 70/30 for FY09/10. This will make the numbers higher in the Admin budget and lower in the sewer fund budget. Discussion was held regarding the split and staff was asked to put together a report to show the actual increase in salaries during these years.

Police Chief Lausten reviewed his department's budget with Council. Lausten stated the operating budget is flat except for fuel price changes, which has allowed for a reduction in motor vehicle supplies. With future annexation, Lausten is requesting two more officers that may be funded for three years with stimulus grant funding for entry-level salaries. If the stimulus grant is not successful, the COPS program funding should be available which pays \$75,000.00 per officer. The goal would be to have someone hired by April. Lausten stated that there is no funding requested for an unmarked car and the lease will not be renewed in November for the current unmarked vehicle. Funding is requested to purchase two cruisers. Other items proposed for purchase if grant money is secured are in-car digital video cameras, and radar units. Councilmember Carlisle asked if there is money budgeted to cover an increase in officers. Lausten stated that there is funding built in. Mayor Kindig asked which vehicles would be replaced. Lausten stated that the 2001 and 2002 cruisers are being replaced, and two vehicles will go to the unmarked fleet. Councilmember Sheehan asked about doing capital replacements for one department each year rather than spreading out the replacements between all departments. Councilmember Gowan stated that departments should share the pain—share the wealth. Councilmember Sell stated his agreement with Gowan. Councilmember Quick asked if we lose many cars in crashes. Lausten stated that on an average we have two vehicles per year with more than \$1000.00 worth of damage. Quick asked if insurance pays. Lausten stated that for damage over the deductible insurance pays, however the older vehicles are usually paid out at book value if wrecked which does not give funds for replacement.

Chief Lausten reviewed the budget for animal control services stating that the new population number will not be given until July for fees and costs are based on 2.55 per capita with a population estimate around 16,500. Councilmember Quick asked if the cost would change if we

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went to the new training and licensing requirements like those that Omaha has. Lausten stated we would have to pay a higher per capita rate. Quick asked if we have any problem with one species of dog. Lausten stated we do not.

Fire Chief Uhl reviewed the Fire Department's budget with Council. Uhl proposed an increase in salaries to add a paid training officer position if a SAFER grant through FEMA can be procured. Uhl stated the training needs to be updated and a volunteer training officer and members cannot get this done whereas a paid training officer should be able to take care of it. An increase in office supplies is proposed to account for the increased membership. A slight increase is proposed in food supplies for continuation of a pilot program to encourage people to stay at the fire station. This program has been very successful. The proposed increase in chemical supplies is due to the need to provide Class A foam for the two rigs that were set up for this. This foam goes quickly but it is necessary to train with it as well as have available for fires. Uhl stated that \$8,000.00 was moved from other commodities to fire hose and \$2760.00 is requested in other commodities for twelve MSA face pieces along with funding to help add some décor to the district two station to look like home. The increase in printing is to continue aggressive recruiting. Most people that join say it is because of what they have seen of the department. An increase in training is because he wants chief officers to have some knowledge of tactics and they cannot get it here. There is a difference in the quality of instructors. You get what you pay for. An increase in other contractual services is due to flow testing for self-contained breathing apparatus (SCBA's). An increase in motor vehicle maintenance is requested due to the repair costs of aging apparatus. An increase in radio maintenance is for the purchase of pagers for increasing staff. The money requested in fire hose is reflected from other commodities. \$12,000.00 worth of fire hose tested last year was thrown away due to substantial failures. Capital funding had been requested for a rescue squad, bunker gear, high rise firefighting equipment and, if a FEMA grant can be obtained, a fire extinguisher trainer and firefighter training trailer. This trailer would be stored outside at District Two. Councilmember Sell asked how we are going to move the semi trailer. Uhl stated that we would use it as a permanent structure. Councilmember Sheehan asked if the training officer would be under civil service. Uhl stated that you could go both ways on this. When he was a training officer, he was certified and could respond to fires but it was not in his job description to go on fires since he was a training officer.

Community Development Director Birch reviewed her Department's budget for Council. Birch stated small increases are in office supplies and postage. The increases in travel and training will allow inspectors to maintain and obtain certifications, the leadership training conference for the director, and training for the code enforcement officer. An increase in professional services – legal is based on current expenditures. A decrease is proposed in other charges based on estimated demolition costs associated with unsafe structures. No new vehicles are being requested this year. Councilmember Carlisle asked if all staff in community development have updated vehicles. Birch stated that the vehicles which the inspectors and code enforcement use are newer. Councilmember Sheehan asked if the department head can pick their training if the City Administrator has not allowed it all. Gunn stated that they can as long as they stay within the dollar limit. Councilmember Sheehan inquired as to whether we have filled the positions of PT Building Inspector and PT Planning Intern. Birch stated that the PT Building Inspector is filled if needed and is currently not filled. The planning intern position is always filled. Gunn stated that no one is better at utilizing interns than Community Development Director Birch.

Public Works Director Soucie presented the Street Administration budget to Council. He proposed the addition of a full-time City Engineer/Assistant Public Works Director beginning in March 2010, which will be a cost savings by eliminating engineering administrative fees on projects. Soucie stated that this person would oversee federal projects as the responsible charge person, which is required now. In travel, training Soucie stated that the leadership training will replace his national training this year. Soucie requested a vehicle for the new position. Councilmember Gowan asked how this new person would fall on the organizational chart. Soucie said that this person would have the majority of their activity with the mid level managers as he does. Gowan would like to see this person be able to step in for Joe and be second in charge. Gowan asked how hard this position would be to fill. Soucie stated that these positions do not stay in the market for any length of time. Soucie stated that the job description will show this person as second in charge. Councilmember Crawford asked how much money we will be saving. Staff will provide some information as to the savings. Councilmember Sell asked if this person will be responsible to oversee projects to be sure requirements are met. Soucie stated that this person would be. Councilmember Quick asked if this responsible charge is unfunded by the federal government. Soucie stated that it is an unfunded mandate.

At 7:57 p.m., Councilmember Sheehan made a motion to take a ten-minute recess. Seconded by Councilmember Gowan. Councilmembers voting aye: Sell, Ronan, Quick, Sheehan, Carlisle, Crawford, Ellerbeck, and Gowan. Nays: None. Absent: None. Motion carried.

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At 8:10 p.m. Councilmember Gowan made a motion to reconvene the meeting. Seconded by Councilmember Ellerbeck. Councilmembers voting aye: Sell, Ronan, Quick, Sheehan, Carlisle, Crawford, Ellerbeck, and Gowan. Nays: None. Absent: None. Motion carried.

Soucie reviewed the Street Operating budget with Council. He proposed changing one Maintenance Worker II to a Foreman position as there are three crews and only two foremen. This will not add personnel. The overtime increase is based on winter overtime plus 50 hours on other projects. Flex schedules are used to help with overtime. An increase in welding is requested based on increases over the last couple of years. This is due to the aging fleet. A proposed increase in utilities is due to price increases in electricity and gas. Councilmember Carlisle asked if there is funding in this line to cover the streetlights on 96<sup>th</sup> Street. Soucie stated that there is. A slight increase is proposed in travel and training due to increased costs in conferences hotel fares, fuel, and incidentals. The snow conference is here in Omaha, which will give some of the employees, who may never have the opportunity to attend a conference, an opportunity to attend this conference. An increase has been requested to provide contract janitorial service to the Public Works facility. Budget cuts a few years ago required Public Works to do the cleaning in-house. It is very difficult to clean during working hours and difficult to take two employees from a work crew to perform cleaning tasks. Councilmember Ellerbeck stated he would like to see this service funded. Councilmember Gowan stated that he agrees and recommends we allow it. The Mayor polled the Council for a consensus. The consensus was to put the funding for contracted janitorial services in the budget. An increase is requested in winter maintenance. This item has been over budget the past three years as we have moved back into a more normal winter weather pattern of an average of 22 snow events compared to the average 10 in the prior 8 years. The cost of salt has increased substantially also. Soucie is requesting a front-end loader, pickup, and a mud pump & mortar mixer. Soucie stated that one loader has not been sufficient. During the summer months, projects are delayed, many times in the parks department, due to use of the loader in the streets department. Soucie stated that the mud pump and mixer will allow timely and more cost effective emergency repairs. Councilmember Crawford asked how long these delays were. Soucie stated that delays can be up to two weeks. In the winter, the loader is used, along with two pickups in the city parking lot and it is used to clean circles and cul-de-sacs. Councilmember Crawford stated he does not support the funding for the loader. Councilmember Gowan asked if we put a blade on the big John Deere for snow removal and Soucie stated that we do. Councilmember Ellerbeck inquired about the 1986 dump truck. Soucie stated that the next time it goes down it will not be repaired.

Mayor Kindig stated that Council can look at all of the Capital equipment at the end of the presentations as it will be easier to determine which items they want to approve.

Soucie reviewed the Parks Division budget with the Council. Soucie stated that the decrease in salaries is because three of the fulltime positions have been transferred to the Sports Complex budget. An increase in overtime was requested primarily for snow removal. Soucie was pleased to see the backstop pads were included in the other capital. Discussion was held regarding gators for parks and public buildings and grounds.

Recreation Director Stopak reviewed his Department's budget with Council. Stopak stated that the increase in part-time salaries is due to the mandatory increases in minimum wage and the addition of a part time person to staff the front desk from noon to five, which will open up full time staff to do other work. An increase in food supplies is requested for the Senior Program. Postage and printing increases are due to mailing of the city wise newsletter. Stopak stated that he requested two treadmills but would be fine with the one recommended by the City Administrator. Councilmember Quick asked if the new front desk will be left unattended with a computer there. Stopak stated that this has been taken care of and the desk will be staffed during all hours of operation. Councilmember Gowan asked if there was any consideration of placing the desk in the vending area. Stopak stated that he believes this is still necessary and the plan is to put tables back there since the person at the new front desk will be able to monitor the area. This is also a nice seating area for seniors when waiting for rides. Mayor Kindig asked what the cost is for the pay phone. Stopak stated it is approximately \$50.00 per month. Mayor Kindig asked if we could restrict a phone for local calls without tying up lines. Archibald will check on it.

Soucie reviewed the Sports Complex budget with Council. Full time salaries is a new line item in this budget with the transfer of three full time positions from the parks budget. In buildings and grounds and increase of \$10,000.00 was requested. Soucie stated that the \$8000.00 recommended by the City Administrator is appreciated as it will allow for the repair of the dugout roofs and some increase in the building maintenance budget.

Library Director Iwan reviewed her budget with Council. A proposed increase to CD Rom/Electronic is due to increases in database subscription rates and this will allow the addition

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of Consumer Reports and Hobbies & Crafts, both popular databases. An increase in Books and Periodicals and Media is requested due to this increase in shipping costs. The proposed increase for the summer reading program would allow additional speakers. A one-time increase in training will allow for the return of a library educator, which was recommended by staff. An increase in machine equipment and maintenance supports licenses for the 3M security and the workstations at the front desk. An increase is being requested in Computer/Internet/Equipment for the purchase of eight replacement computers. Iwan stated that, although not all of the request to buy chairs is recommended, they will be able to replace some of the extremely poor chairs and will bring this back next year. Councilmember Crawford stated he would like to see Books and Periodicals fully funded. He is amazed at the use of the library and this is a great service to the community. Mayor Kindig asked for a consensus of the Council. Consensus was to put all of the requested money in the budget for Books and Periodicals.

Stopak reviewed the Pool budget with Council. He stated that there is an increase requested in office supplies based on actual expenses and in chemical supplies due to an increase in the cost of chemicals. The increase in Professional Services – Other is due to the increase in new employee physicals/drug screens. Stopak requested an increase in legal advertising for pool employment as there was no funding requested for this item in the past.

Ramirez reviewed the Human Resources budget with Council. The proposed increase in training will allow for leadership training for department heads and mid level managers along with the Myers Briggs Assessment. An increase is proposed in other contractual services for the annual fee for the performance review tool and additional funding is requested for the set up and annual fee for a new on-line applicant tracking system. This new system will allow the Human Resource Generalist more time to do other things and it will give the city a tool to track throughout the hiring process which is not being done now. Councilmember Carlisle asked how this works with Career link. Ramirez stated that some things will be taken off Career link but it will still be used for posting jobs and can tie into the new tracking system. Councilmember Gowan asked if NeoGov takes away interaction with applicants. Ramirez stated that it does not, and only helps with those who apply on-line. Councilmember Sheehan asked if an interview is still required and if they can still come in to the front desk and apply. Ramirez stated that the interview process will not change and people can still come in to City Hall to apply for a job. Gowan stated that interaction is what makes our city great and he does not want to lose any of that. Quick stated that the new generation wants everything computerized and does not have an interest in face-to-face or voice-to-voice interaction.

Lindberg reviewed the Public Transportation budget with Council. The increase in other charges is in anticipation of increased fuel prices.

Stopak reviewed the Senior Bus Service budget with Council. Stopak requested an increase in office supplies associated with this program. Previously, these items were funded by the Recreation Department budget. There is no request to fund a vehicle although one will be purchased by Ralston since it is their turn in the rotation. Councilmember Carlisle asked if we have any cost share in this. Stopak stated that we do not as we are on alternate timelines for bus replacement. Councilmember Ronan asked if another van in service has been discussed. Stopak stated that it is probably not necessary at this time as some days there are 25 calls and some days there are 8. Ramirez stated that in their last meeting with Ralston it was decided to have the drivers monitor how many requests for rides they turn down in the next six months.

## VII. GENERAL FUND CAPITAL EXPENDITURES – GUNN

City Administrator Gunn stated that all capital outlay requests are listed on Page 15. This page also shows the capital items she has recommended for approval. She asked that Council go through each department to get a consensus on what equipment should be funded. In Public Buildings and Grounds, Councilmember Sheehan stated, they should take the gator from Public Works and leave the \$15,000.00 for the parks gator. In Administration consensus was to leave as recommended. In Police consensus was to fund all items recommended provided grant money is available. In Fire consensus was to fund items recommended. In Street Administration consensus as to fund the item recommended. In Street Operating discussion was held regarding the front-end loader. The Mayor polled the Council for consensus. Consensus was to leave the front-end loader in and approve the items recommended. In Parks discussion was held regarding the gator requested in Buildings and Grounds and Parks. Councilmember Gowan recommended an alternative. He will get the information to Joe and a decision will be made Tuesday. The Sports Complex will be looked at on Tuesday. In Library consensus was to fund items recommended. In Recreation consensus was to fund items recommended. Discussion was held regarding the purchase of two police cars rather than just the one recommended. Consensus was to fund all requested items in the Police capital outlay request. Lausten stated that the second radar can be obtained fully with grant money.

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## VIII. MASTER FEE SCHEDULE – LINDBERG

Finance Director Lindberg gave an overview of proposed changes to the master fee schedule

Councilmember Sheehan asked about the elimination of the kennel fee. Birch stated that kennels are not allowed by zoning so it is recommended to remove a fee.

Councilmember Gowan asked why the increase in football fees. Stopak stated that the cost of equipment, officials, and league sanctioning fees continue to increase. Gowan asked when the last increase was. Stopak stated it was four or five years ago. Councilmember Ronan asked about children who cannot afford this cost. Stopak stated that there is still scholarship money available to these children provided they are a resident of La Vista. Councilmember Sheehan asked if we can advertise that this option is available. Stopak stated that we could put something in the city newsletter.

## IX. COMMENTS FROM THE FLOOR

None.

## X. COMMENTS FROM MAYOR AND COUNCIL

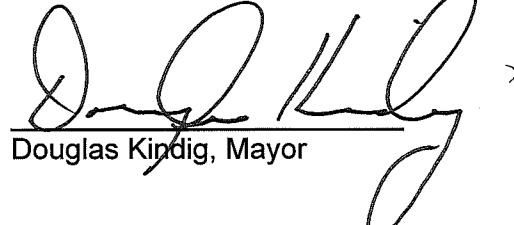
Mayor Kindig stated that all who attended the employee picnic had a good time and wished to thank Angie Hultberg, Mary Alex, Sue Tangeman, and Jean Hurst for their efforts in organizing the event.

## XI. ADJOURNMENT

At 9:36 p.m. Councilmember Gowan made a motion to adjourn the meeting. Seconded by Councilmember Carlisle. Councilmembers voting aye: Sell, Ronan, Quick, Sheehan, Carlisle, Crawford, Ellerbeck, and Gowan. Nays: None. Absent: None. Motion carried.

PASSED AND APPROVED THIS 4TH DAY OF AUGUST 2009.

CITY OF LA VISTA



Douglas Kindig, Mayor

ATTEST:



Pamela A. Buethe

Pamela A. Buethe, CMC  
City Clerk