

## Municipal Budget Notes – FY 14/15

### 1-20 Street Operating

#### Budget Line Item

- 101 Full Time Salaries**  
This line item provides funding for 15 full time positions. A 2.5% base factor is included for potential salary increases in accordance with the compensation ordinance. \$31,234 is for a new maintenance position being requested due to the annexations last year and an additional ongoing request of \$936 is being made for one MW I to MW II transition. *(City Administrator is not recommending funding of a new position.)*
- 102 Part Time Salaries**  
This line item funds one part time position with a full time equivalent of .62 and three seasonal positions with a full time equivalent of 1.26.
- 103 Overtime**  
This line item funds overtime for 15 full-time and 3 seasonal positions. Overtime is approved on an as needed basis. The major contributing factor to overtime is snow removal operations. Overtime is also needed during La Vista Days, Cleanup Days, Fall Leaf Collection and other special city events along with concrete pours and occasional emergency call-outs. An additional \$1578 is being requested for a new maintenance position due to annexations last year. *(City Administrator is not recommending funding of a new position.)*
- 104 FICA**  
This is a mandatory withholding match that is a fixed percentage of salaries. An additional \$2,390 is being requested for a new maintenance position due to annexations last year and an additional ongoing request of \$72 is being made for the MW I to MW II transition. *(City Administrator is not recommending funding of a new position.)*
- 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. *(City Administrator is not recommending funding of a new position.)*
- 107 Pension**  
This line item funds the City's portion of employee pension contributions. An additional \$1,874 is being requested for a new maintenance position due to



annexations last year and an additional ongoing request of \$56 is being made for the MW I to MW II transition. *(City Administrator is not recommending funding of a new position.)*

- 201 Office Supplies**  
This line item provides funding for office supplies used in the front office, Street Superintendent's office, Shop Foreman's office, and for general use by hourly employees. Funding requested slightly higher than last year but fits into base budget.
- 203 Food Supplies**  
This line item funds two breakfast meetings with supervisory staff and the City Engineer. Funding requested at same level as last year.
- 204 Wearing Apparel**  
This line item funds the purchase of safety boots, safety shirts, rain gear, and safety equipment for 15 full-time, one part time, and 3 seasonal employees. An additional \$255 is being requested for a new maintenance position due to annexations last year and an ongoing request of \$450 for an increase in the employee's boot allowance. *(City Administrator is not recommending funding of a new position.)*
- 205 Motor Vehicle Supplies**  
This line item funds the purchase of fuel, oil, anti-freeze and tires for 33 vehicles and 24 pieces of gas powered equipment. A one-time request of \$3,025 for the purchase of new tires for dump trucks #1125 and #1132.
- 206 Lab and Maintenance Supplies**  
This line item funds the purchase of replacement tools and equipment such as power tools, concrete finishing tools, asphalt tools, mechanic tools, shovels, rakes and all other construction related tools. Funding requested at same level as last year.
- 207 Janitorial Supplies**  
This line item is for paper products and cleaning supplies for the Public Works Facility. An on-going request of \$200 due to overall price increases.
- 209 Welding Supplies**  
This line item provides for welding supplies used to maintain 33 vehicles and 68 pieces of equipment, in addition to any building and grounds repairs. Funding requested at same level as last year.
- 301 Postage**  
This line item is to cover costs associated with the mailing of the CityWise newsletter and general department mailings. Funding requested at same level as last year.
- 302 Telephone**  
Funding is included for the phone system at the Public Works Facilities and the Street Superintendent's cell phone and data package. Funding requested less than last year due to decrease in Street Superintendent's phone allowance.



- 303      **Professional Services - Other**  
This line item provides funding for the State of Nebraska fuel license, employee drug testing and any additional professional services. Ongoing request of \$150 for new quarterly service charge for DOT testing.
- 304      **Utilities**  
This line item funds all utilities at the Public Works Facility, street lighting, and traffic signals throughout the city. An additional \$13,666 is being requested due to a projected 3% increase in utility costs.
- 308      **Legal Ads**  
This line item is for advertising open positions and publishing announcements in the paper. Funding requested at same level as last year.
- 309      **Printing**  
This line item covers printing costs for letterhead, stationary, etc. and also includes the Street Department's portion of the CityWise newsletter printing. Funding requested at same level as last year.
- 310      **Dues and Subscriptions**  
This line item funds the professional memberships and certifications for 15 full-time employees. Examples include the American Public Works Association Membership, American Concrete Institute Membership, and Pesticide Applicators Certification. Funding requested at same level as last year.
- 311      **Travel Expenses**  
This line item funds all authorized trips and the expenses related to meals, lodging, transportation and miscellaneous incidental costs. Funds allow participation in the APWA National Conference, Nebraska Chapter APWA Spring and Fall Conferences, Concrete Seminars, Bridge Inspection School, ASE Certification, the Asphalt Paving Conference, Traffic Signal School, Vector Control Seminar, and VISION Hi-Tech Training. An additional \$1,148 is being requested to allow one Maintenance II worker to attend the North American Snow Conference.
- 312      **Towel/Cleaning Service**  
This line item is for laundering the Public Works employees' uniforms. An additional \$400 is being requested due to the additional maintenance position due to annexations last year. *(City Administrator is not recommending funding of a new position.)*
- 313      **Training**  
This line item includes all training courses and seminar costs. \$500 has been requested for tuition reimbursement for the Shop Foreman; he is taking machining courses. An additional \$380 is being requested to allow one Maintenance II worker to attend the North American Snow Conference.
- 314      **Other Contractual Services**  
This line item funds contracts in place for the following services: bank loan payments for the front end loader, One-Call locates, Heritage Crystal Clean,



O'Keefe Elevator Service, Beacon Building Service, EAP, Skid Steer Rental, Micro Paver Updates, Papillion Sanitation trash service, and Simplex Grinnell Fire System service. Funding request is lower than previous year, due to the front end loader loan payments ending in February of 2015. 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.

**321 Professional Services - Legal**

Funding requested at same level as last year.

**401 Buildings and Grounds**

This line item funds repairs to the Public Works Facility and pedestrian overpass. A one-time request of \$3,000 is to replace a broken video system at the overpass, an ongoing \$1,000 for repairs and upgrades to the aging Public Works Facility, and a one-time request of \$26,000 to repair the truck hoist in the Public Works Shop. This hoist is our only hoist capable of lifting dump trucks for service and repair. The front lifting mechanism, which slides in a rail system to adjust for the length of the truck, is rusting to the point that soon it will be unable to slide and this would render the hoist unusable.

**406 Storm Sewer**

This line item provides funding for the repair of storm sewers throughout the city. Funding requested at same level as last year.

**407 Sidewalk Maintenance**

This line item is used for the maintenance, repair and construction of sidewalks. Funding requested at same level as last year.

**408 Street Maintenance**

Street maintenance includes removal and replacement of concrete and asphalt street panel, curb and gutter repair, street sweeping, crack sealing and other street maintenance related items. Funding requested at same level as last year.

**409 Machine – Equipment and Tool Maintenance**

This line item provides for the repair, maintenance and replacement of maintenance tools and equipment such as chain saws, weed eaters, concrete saws, table saws, etc. Funding requested at same level as last year.

**410 Motor Vehicle Maintenance**

This line item is for the purchase of replacement parts for 33 vehicles and 68 pieces of equipment. A one-time request of \$5,000 to replace the dump body hoist on dump truck #1127

**411 Radio Maintenance**

This line item is for the repair and maintenance of the radio system. Funding requested at same level as last year.

**412 Winter Maintenance**

This line item is associated with winter operations and is for the purchase of sand, salt, plow blades, liquid deicer and equipment parts. Funding requested at same level as last year.



413

**Traffic Signs**

This line item funds the maintenance, repair and purchase of traffic control signs and pavement markings. Funding requested at same level as last year.

505

**Other Charges**

This line item funds the purchase of items that do not logically fall into any of the scheduled accounts such as the charges associated with the annual employee appreciation dinner. Funding requested at same level as last year.



CITY OF LA VISTA

FY 14/15

Staffing Plan

Department: Public Works - 01.20 - Street Operating

Pay Range	Position/Job Title	FT/PT/ Seasonal	Current Authorized	Requested FY 14/15	Projected FY 15/16	Projected FY 16/17	Projected FY 17/18	Projected FY 18/19
180	Street Superintendent	FT	1	1	1	1	1	1
165	Shop Foreman	FT	1	1	1	1	1	1
165	Street Foreman	FT	3	3	3	3	3	4
140	Mechanic	FT	3	3	4	4	4	4
140	Maintenance Worker II	FT	6	6	8	8	9	9
130	Maintenance Worker I	FT	1	2	0	1	1	1
Part Time	Part Time	PT	1	1	1	2	2	2
Seasonal	Seasonal	Seasonal	3	3	3	4	4	5
	FTE		1.88	1.88	1.88	2.92	2.92	3.34



## 20-STREETS OPERATING

	FY11-12 Actual	FY12-13 Actual	FY13-14 Budget	FY13- YE Estimate	FY14-15 Requested	FY14-15 Recommended	FY15-16 Projected	FY16-17 Projected	FY17-18 Projected	FY1 Projected
<b>PERSONNEL SERVICES</b>										
101 Salaries - Full-Time	665,806.26	644,360.92	689,414.00	689,414.00	727,005.00	695,771.00	709,886.42	723,880.15	738,357.75	753,124.91
102 Salaries - Part-Time	36,252.76	32,563.38	67,000.00	67,000.00	67,000.00	67,000.00	68,340.00	69,706.80	71,100.94	72,522.95
103 Overtime Salaries	23,977.11	21,907.74	32,630.00	24,630.00	36,066.00	34,488.00	35,177.76	35,881.32	36,588.94	37,330.92
104 FICA	52,459.16	50,476.93	60,590.00	59,749.00	61,266.00	61,266.00	62,471.12	63,730.74	65,005.36	66,305.46
105 Insurance Charges	174,317.55	168,311.66	203,800.00	152,850.00	153,311.00	138,124.00	145,030.20	152,281.71	159,895.80	167,890.59
106 Other Personnel Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
107 Pension	41,352.09	40,020.53	43,232.00	42,843.00	45,483.00	43,609.00	44,481.18	45,370.80	46,278.22	47,203.78
109 Self Insurance Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110 Excess Ins Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Personnel Services</b>	<b>994,164.93</b>	<b>957,641.16</b>	<b>1,096,876.00</b>	<b>1,036,486.00</b>	<b>1,092,511.00</b>	<b>1,040,248.00</b>	<b>1,065,196.68</b>	<b>1,090,851.52</b>	<b>1,117,237.00</b>	<b>1,144,378.52</b>

<b>COMMODITIES</b>										
201 Office Supplies	1,009.98	991.31	1,000.00	1,000.00	1,250.00	1,250.00	1,312.50	1,378.13	1,447.03	1,519.38
202 Books and Periodicals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
203 Food Supplies	69.30	115.75	170.00	170.00	170.00	170.00	178.50	187.43	196.80	206.64
204 Wearing Apparel	2,689.64	3,126.69	3,350.00	3,350.00	4,055.00	3,800.00	3,990.00	4,189.50	4,398.98	4,618.92
205 Motor Vehicle Supplies	57,824.49	64,637.17	71,200.00	71,200.00	73,025.00	73,025.00	76,678.25	80,510.08	84,535.57	88,762.34
206 Lab and Maint Supplies	3,516.20	1,811.14	3,000.00	3,000.00	3,000.00	3,000.00	3,150.00	3,307.50	3,472.88	3,648.52
207 Janitor Supplies	1,400.85	1,386.43	1,300.00	1,300.00	1,550.00	1,550.00	1,627.50	1,708.88	1,794.32	1,884.03
208 Chemical Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209 Welding Supplies	1,995.25	1,413.90	2,100.00	2,100.00	2,100.00	2,100.00	2,205.00	2,315.25	2,431.01	2,552.56
211 Other Commodities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Commodities</b>	<b>68,509.71</b>	<b>73,482.39</b>	<b>82,120.00</b>	<b>82,120.00</b>	<b>85,150.00</b>	<b>84,895.00</b>	<b>89,135.75</b>	<b>93,596.74</b>	<b>98,276.57</b>	<b>103,190.40</b>

<b>CONTRACTUAL SERVICES</b>										
301 Postage	444.30	674.12	805.00	805.00	805.00	805.00	845.25	887.51	931.89	978.48
302 Telephone	2,872.28	2,897.89	3,200.00	2,600.00	2,600.00	2,600.00	2,730.00	2,866.50	3,009.63	3,160.32
303 Prof Services-Other	6,385.50	1,742.50	5,120.00	5,120.00	5,120.00	5,120.00	5,533.50	5,810.18	6,100.88	6,405.72
304 Utilities	408,336.55	429,509.63	455,541.00	455,541.00	469,207.00	469,207.00	492,667.35	517,300.72	543,165.75	570,324.04
306 Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
308 Legal Advertising	0.00	6.97	50.00	50.00	50.00	50.00	52.50	55.13	57.88	60.78
309 Printing	2,087.02	2,249.50	2,835.00	2,835.00	2,835.00	2,835.00	2,976.75	3,125.59	3,281.87	3,445.96
310 Dues and Subscriptions	665.48	723.29	744.00	744.00	744.00	744.00	781.20	820.26	861.27	904.34
311 Travel Expense	4,846.82	3,755.23	5,962.00	6,230.00	7,110.00	7,110.00	7,465.50	7,838.78	8,230.71	8,642.25
312 Towel and Cleaning Service	4,812.73	4,271.57	4,000.00	4,000.00	4,400.00	4,400.00	4,851.00	5,093.55	5,346.23	5,605.23
313 Training Assistance	3,900.25	6,496.39	4,645.00	4,575.00	5,025.00	5,025.00	5,276.25	5,540.06	5,817.07	6,107.92
314 Other Contractual Services	141,226.36	139,538.42	128,904.00	128,904.00	83,390.00	83,390.00	91,860.35	93,953.37	96,151.04	98,458.59
320 Prof Services-Auditing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
321 Professional Services-Legal	111.60	689.40	1,000.00	400.00	1,000.00	1,000.00	1,050.00	1,102.50	1,157.83	1,215.51
<b>Total Contractual Services</b>	<b>575,688.89</b>	<b>592,554.91</b>	<b>612,805.00</b>	<b>611,804.00</b>	<b>582,436.00</b>	<b>582,436.00</b>	<b>615,858.65</b>	<b>644,151.58</b>	<b>673,859.16</b>	<b>705,052.12</b>

<b>MAINTENANCE</b>										
401 Buildings and Grounds	17,022.43	22,828.25	6,500.00	6,500.00	36,500.00	36,500.00	7,875.00	8,288.75	8,682.19	9,116.30
406 Storm Sewers	354.30	161.74	1,500.00	1,500.00	1,500.00	1,500.00	1,575.00	1,653.75	1,736.44	1,823.26
407 Sidewalk & Curb Maint	1,546.75	4,330.88	6,000.00	6,000.00	6,000.00	6,000.00	6,300.00	6,615.00	6,945.75	7,293.04
408 Street Maintenance	67,194.41	77,045.71	76,109.00	76,109.00	76,109.00	76,109.00	79,914.45	83,910.17	88,105.88	92,510.97
409 Machine Equip and Tool Maint.	4,322.76	2,707.00	3,500.00	3,500.00	3,500.00	3,500.00	3,675.00	3,858.75	4,051.09	4,254.27
410 Motor Vehicle Maintenance	47,089.28	46,526.00	48,910.00	48,910.00	63,910.00	63,910.00	51,955.50	53,923.28	56,819.44	59,450.41
411 Radio Maintenance	822.45	182.98	250.00	250.00	250.00	250.00	262.50	275.63	289.41	303.88
412 Winter Maintenance	73,700.42	59,561.19	78,598.00	74,100.00	78,598.00	78,598.00	82,527.90	86,654.30	90,987.01	95,536.36
413 Traffic Signs	35,408.37	25,525.93	33,675.00	33,675.00	29,175.00	29,175.00	30,633.75	32,165.44	33,773.71	35,462.39
<b>Total Maintenance</b>	<b>247,461.17</b>	<b>238,869.68</b>	<b>255,042.00</b>	<b>250,544.00</b>	<b>285,542.00</b>	<b>285,542.00</b>	<b>284,119.10</b>	<b>277,325.06</b>	<b>291,191.31</b>	<b>305,750.87</b>

<b>OTHER CHARGES</b>										
505 Other Charges	244.31	496.57	400.00	580.00	400.00	400.00	420.00	441.00	463.05	486.20
<b>Total Other Charges</b>	<b>244.31</b>	<b>496.57</b>	<b>400.00</b>	<b>580.00</b>	<b>400.00</b>	<b>400.00</b>	<b>420.00</b>	<b>441.00</b>	<b>463.05</b>	<b>486.20</b>

<b>CAPITAL OUTLAY</b>										
613 Motor Vehicles			80,000.00	90,783.00	109,000.00	109,000.00				
614 Road Machinery					200,000.00	200,000.00				
618 Other Capital Outlay	28,960.00	38,286.00	17,500.00	0.00	309,000.00	309,000.00				
<b>Total Capital Outlay</b>	<b>28,960.00</b>	<b>38,286.00</b>	<b>97,500.00</b>	<b>90,783.00</b>	<b>618,000.00</b>	<b>618,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL</b>	<b>1,915,029.01</b>	<b>1,901,330.71</b>	<b>2,144,744.00</b>	<b>2,072,317.00</b>	<b>2,564,039.00</b>	<b>2,102,521.00</b>	<b>2,034,734.18</b>	<b>2,106,365.89</b>	<b>2,181,027.10</b>	<b>2,258,858.21</b>

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