

Municipal Budget Notes – FY 14/15

1-22 **Park Maintenance**

Budget Line Item

- 101 Full Time Salaries**
This line item provided funding for 8 full time positions. A 2.5% base factor is included for potential salary increases in accordance with the compensation ordinance. A full time employee is being moved from Building and Grounds to the Parks Division.
- 102 Part Time Salaries**
This line item provides funding for eight seasonal positions and one part time position with a full time equivalent of 3.98. Funding requested at the same level as last year.
- 103 Overtime**
This line item provides overtime funding for 8 full time positions, and 8 seasonal positions. Overtime is approved on an as needed basis. The major contributing factor to overtime is snow removal operations. Overtime is also required during La Vista Days, Cleanup Days, Fall Leaf Collection, sports tournaments and occasional emergency call-outs. A full time employee is being moved from Building and grounds to the Parks Department.
- 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, 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.
- 107 Civilian Pension**
This line item funds the City's portion of employee pension contributions.
- 203 Food Supplies**
This funds two breakfast meetings with supervisory staff and the City Engineer. Funding requested at the 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 8 full time employees, 8 seasonal employees and 1 part time employee. Requesting additional \$240 for a \$30 increase to the boot allowance for eight employees.
- 205 **Motor Vehicle Supplies**
This line item funds the purchase of fuel, oil, anti-freeze and tires for 7 vehicles and 100 pieces of equipment. Vehicles transferred from B & G fit into base budget.
- 206 **Lab and Maintenance Supplies**
This line item funds the purchase of replacement tools and equipment such as power tools, field maintenance tools, shovels, rakes, loppers and other park maintenance related tool requirements. Funding requested at the same level as last year.
- 207 **Janitorial Supplies**
This line item is for paper products and cleaning supplies used in the park restroom facilities. Funding requested at the same level as last year.
- 208 **Chemical Supplies**
This line item is for the purchase of chemicals necessary for turf and tree care in the city parks. \$2,000 transferred from Building and Grounds, was worked into base operating budget.
- 209 **Welding Supplies**
This line item provides for the purchase of welding supplies and grinding supplies. The Parks Dept. has been performing quite a bit of welding and grinding on our aging mower decks. Funding is requested at the same level as last year.
- 210 **Botanical Supplies**
This line item is for the purchase of fertilizer and weed control products for the parks. Trees and flowers are also purchased from this line item. We will be applying for \$5,000 grants from each the Papio NRD and Trees for Nebraska Towns. \$1,000 transfer from Buildings and Grounds was worked into base operating budget.
- 301 **Postage**
This line item funds park related postage costs. Funding is requested at the same level as last year.
- 302 **Telephone**
This line item provides for the Park Superintendent's cell phone. New tier system lowered this line item.
- 303 **Professional Services - Other**
This line item provides funding for the State of Nebraska fuel license, employee drug testing and any additional professional services. A one-time request of

\$3,500 for Hepatitis A & B shots for full time Parks staff is requested due to restroom hazards that are encountered daily.

304

Utilities

This line item provides for gas, electricity and water in all the parks. An ongoing increase of \$473 requested for an anticipated 3% increase in utility costs. An ongoing \$7,200 increase is also requested for the Hupp Drive building addition.

308

Legal Advertising

This line item funds advertising for seasonal positions. We are utilizing the City's Career Link membership to advertise seasonal employment opportunities. Funding requested at the same level as last year.

309

Printing

This line item provides for printing business cards, city letterhead and stationery. Funding requested at the same level as last year.

310

Dues and Subscriptions

This line item provides for professional memberships and certifications for parks employees. Examples include: Professional Grounds Maintenance Society (PGMS), National Playground Safety Institute and Nebraska Pesticide Applicators Certification. Funding requested at the 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. An increase of \$1454 is shown in the additional requests for the Park Foreman to attend the PGMS Conference. This training is rotated each year between the Park Foreman and the Sports Complex Foreman. The Sports Complex Foreman attended this training in FY 13/14.

312

Towel/Cleaning Service

This line item is for laundering the Public Works employees' uniforms. An increase of \$181 is requested due to the addition of a B&G employee to the Parks Division.

313

Training

This line item includes all training courses and seminar costs. Requesting \$350 for the Park Foreman will attend the PGMS training this fiscal year. This training rotates between the Park Foreman and the Sports Complex Foreman each year. Requesting \$180 for two training classes for the Building and Grounds employee transferring to the Parks Division.

314

Other Contractual Services

This line item funds contracts with Papillion Sanitation, weed spraying, EAP, CDL renewals and Barone Security. There is a \$4,758 decrease for 911 services. The base budget amount decreased \$4,194, which was worked into other line items transferred from Building and Grounds. Additionally, 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.

401

Buildings and Grounds

This line item funds repairs to park equipment and facilities. An ongoing increase of \$2,000 is requested for Hupp Drive Building maintenance. A one-time increase of \$2,500 is requested for door replacement for a City Park shed. A one-time increase of \$15,000 is requested to repaint the Tennis Courts at Central Park. A one-time request of \$3,500 for ball field aggregate for Kelly Field ball diamonds to make them playable during wet weather conditions.

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, power pruners, etc. Funding requested at the same level as last year.

410

Motor Vehicle Maintenance

This line item funds replacement parts for 7 vehicles and 100 pieces of equipment. An ongoing increase of \$ 5,000 for repairs to an aging mower fleet is requested.

411

Radio Maintenance

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

412

Other Maintenance

This line item is for maintenance and replacement costs associated with playground equipment. Funding requested at the 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 line items and for charges associated with the annual employee appreciation dinner. Funding requested at the same level as last year.

CITY OF LA VISTA

FY 14/15

Staffing Plan

Department: Public Works - 01.22 - Park Maintenance

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	Park Supt.	FT	1	1	1	1	1	1
165	Park Foreman	FT	1	1	2	2	2	2
140	MWII	FT	5	5	6	7	7	7
130	MWI	FT	0	1	1	1	1	1
100	P/T	PT	1	1	1	1	1	1
100	Seasonal	Seasonal	8	8	8	8	8	8
	FTE	0	3.98	3.98	3.98	3.98	3.98	3.98
	Tim Keller moving to parks in FY15.							
	This is the additional MWI in FY15.							

22-PARK MAINTENANCE

	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
PERSONNEL SERVICES										
101 Salaries - Full-Time	321,244.28	326,327.75	311,154.00	311,154.00	353,699.00	353,699.00	360,772.26	367,988.44	375,348.21	382,855.17
102 Salaries - Part-Time	59,385.67	68,296.98	70,002.00	70,002.00	76,077.00	76,077.00	71,478.54	72,908.11	74,368.27	75,953.00
103 Overtime Salaries	9,060.20	9,913.00	16,522.00	16,522.00	18,909.00	18,909.00	19,287.18	19,672.92	20,066.38	20,467.71
104 FICA	28,853.67	29,649.82	30,555.00	29,917.00	34,031.00	34,031.00	34,711.62	35,405.85	36,113.97	36,836.25
105 Insurance Charges	59,623.36	68,049.69	71,354.00	61,000.00	69,648.00	69,648.00	73,130.40	76,786.92	80,626.27	84,657.58
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	19,881.45	20,059.64	19,660.00	19,264.00	22,356.00	22,356.00	22,803.12	23,259.18	23,724.37	24,198.85
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 Reimb	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Personnel Services	499,950.36	521,444.08	519,247.00	501,250.00	568,720.00	568,720.00	582,183.84	596,021.43	610,245.46	624,869.16
COMMODITIES										
200 Inter-Fund Transfers										
202 Books and Periodicals										
203 Food Supplies	45.65	25.42	70.00	35.00	70.00	70.00	73.50	77.18	81.03	85.09
204 Wearing Apparel	1,407.05	1,614.66	2,072.00	2,072.00	2,312.00	2,312.00	2,427.60	2,548.98	2,676.43	2,810.25
205 Motor Vehicle Supplies	28,108.13	30,148.41	29,760.00	29,760.00	30,860.00	30,860.00	32,403.00	34,023.15	35,724.31	37,510.52
206 Lab and Maint Supplies	3,014.67	2,019.06	2,700.00	2,700.00	2,700.00	2,700.00	2,835.00	2,976.75	3,125.59	3,281.87
207 Janitor Supplies	840.87	683.03	1,000.00	1,000.00	1,000.00	1,000.00	1,050.00	1,102.50	1,157.63	1,215.51
208 Chemical Supplies	3,160.08	2,586.35	2,650.00	2,716.00	4,650.00	4,650.00	4,882.50	5,126.63	5,382.96	5,652.10
209 Welding Supplies	0.00	0.00	400.00	400.00	400.00	400.00	420.00	441.00	463.05	486.20
210 Botanical Supplies	8,612.85	17,541.35	24,000.00	24,000.00	25,000.00	25,000.00	26,250.00	27,562.50	28,940.63	30,387.66
211 Other Commodities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Commodities	45,189.30	54,618.28	62,652.00	62,683.00	66,992.00	66,992.00	70,341.60	73,868.68	77,551.61	81,429.19
CONTRACTUAL SERVICES										
301 Postage	8.06	27.03	35.00	35.00	35.00	35.00	36.75	38.59	40.52	42.54
302 Telephone-Cellular-Pager	1,152.00	1,152.00	1,008.00	720.00	720.00	720.00	796.00	793.80	833.49	875.16
303 Prof Services-Other	1,707.49	316.50	2,120.00	2,120.00	5,620.00	5,620.00	2,228.00	2,337.30	2,454.17	2,576.87
304 Utilities	20,415.73	20,060.08	15,776.00	15,776.00	23,449.00	23,449.00	24,821.45	25,852.52	27,145.15	28,502.41
305 Insurance and Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
307 Auto Allowance	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	0.00	100.00	0.00	100.00	100.00	105.00	110.25	115.76	121.55
309 Printing	207.49	231.50	200.00	200.00	200.00	200.00	210.00	220.50	231.53	243.10
310 Dues and Subscriptions	592.75	604.18	600.00	600.00	600.00	600.00	630.00	661.50	694.58	729.30
311 Travel Expense	1,760.42	1,686.42	1,985.00	1,420.00	3,439.00	3,439.00	3,810.95	3,791.50	3,981.07	4,180.13
312 Towel and Cleaning Service	2,080.61	1,310.36	1,268.00	1,268.00	1,660.00	1,660.00	1,732.50	1,819.13	1,910.08	2,005.59
313 Training Assistance	4,528.75	2,123.00	2,735.00	2,735.00	3,265.00	3,265.00	3,428.25	3,599.66	3,779.65	3,968.63
314 Other Contractual Services	35,634.86	19,353.46	23,266.00	13,266.00	14,314.00	14,314.00	15,029.70	15,781.19	16,570.24	17,398.76
320 Prof Services-Auditing										
321 Professional Services-Legal										
Total Contractual Services	68,088.16	46,864.53	49,093.00	38,140.00	53,392.00	53,392.00	52,386.60	55,005.93	57,766.23	60,644.04
MAINTENANCE										
401 Building and Grounds	38,214.52	14,307.10	18,450.00	18,450.00	41,450.00	41,450.00	21,472.50	22,546.13	23,673.43	24,857.10
407 Sidewalk & Curb Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
408 Street Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
409 Machine Equip and Tool Maint.	2,983.15	3,282.25	3,000.00	3,000.00	3,000.00	3,000.00	3,150.00	3,307.50	3,472.88	3,646.52
410 Motor Vehicle Maintenance	26,837.05	21,323.76	27,500.00	27,500.00	32,500.00	32,500.00	34,125.00	35,831.25	37,622.81	39,503.95
411 Radio Maintenance	204.48	393.00	150.00	150.00	150.00	150.00	157.50	165.38	173.64	182.33
412 Other Maintenance	5,852.14	5,069.64	6,000.00	6,000.00	6,000.00	6,000.00	6,300.00	6,615.00	6,945.75	7,293.04
Total Maintenance	74,091.34	44,375.75	55,100.00	55,100.00	83,100.00	83,100.00	65,205.00	68,485.25	71,888.51	75,482.94
OTHER CHARGES										
505 Other Charges	2,756.45	398.93	400.00	121.00	400.00	400.00	420.00	441.00	463.05	486.20
Total Other Charges	2,756.45	398.93	400.00	121.00	400.00	400.00	420.00	441.00	463.05	486.20
CAPITAL OUTLAY										
613 Motor Vehicle	0.00	47,984.00	185,000.00	184,960.00	148,000.00	84,000.00				
617 Radio Systems										
618 Other Capital Outlay	17,336.45	0.00	0.00	0.00	249,000.00	84,000.00	0.00	0.00	0.00	0.00
Total Capital Outlay	17,336.45	47,984.00	185,000.00	184,960.00	397,000.00	84,000.00	0.00	0.00	0.00	0.00
TOTAL	707,412.06	715,685.57	871,492.00	842,254.00	1,169,604.00	856,604.00	770,537.04	793,792.29	817,904.87	842,911.54

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