

Municipal Budget Notes - FY 14/15

1-13 Building Maintenance

Budget Line Item

101 Full Time Salaries

Salaries for two full time Buildings Division employees are included in this line item. A 2.5% base factor is included for potential salary increases in accordance with the compensation ordinance. A decrease is shown to reflect the transfer of one full time employee to the Parks Division.

102 Part Time Salaries

This line item funds the part-time custodian position that services the portions of the Community Center and the Golf Course Clubhouse not covered by the contractual janitorial service. The position also assists with minor maintenance and snow removal. A 2.5% base factor is included for potential salary increases in accordance with the compensation ordinance.

103 Overtime

This line item funds overtime hours. A slight increase to compensate for the proposed salary increase is requested.

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.

201 Office Supplies

This line item funds basic office supplies such as copy paper, pens, pads, toner, ink, etc. for the Buildings Division. An increase is shown to reflect copier leases and the combining of line item 202 into this line item.

202 Books and Periodicals

Funding for this line item has been combined with line item 201 to better reflect expenditures.

204 **Wearing Apparel**
This line item provides for uniforms for the Department. Funding requested at the same level as last year.

205 **Motor Vehicle Supplies**
This line item funds gasoline, oil, lubricants, and parts for the Buildings Division's equipment. Funding requested at same level as last year.

206 **Lab & Maintenance Supplies**
This line funds hand tools and small power tools. Funding requested at same level as last year.

207 **Janitorial Supplies**
This line item funds janitorial supplies such as paper towels, hand soap, toilet paper, etc. for the City Hall/Community Center, Police Facility, and Building Maintenance shop. Funding requested at same level as last year.

208 **Chemical Supplies**
This line item funds chemical supplies to remove ice from sidewalks and treat the water serving the heating and cooling systems. The decrease in this line item was transferred to the Parks Division as they will take over the grounds maintenance.

210 **Botanical**
The funds from this line item were transferred to the Park Division as they will take over the grounds maintenance.

211 **Other Commodities**
This line item includes items that do not fall into another category such as flags, entry mats, etc. Funding requested the same as last year.

301 **Postage**
This line item funds postage costs including a portion of the mailing for the City Wise newsletter. A small increase requested for price adjustment.

302 **Telephone**
This line item funds a cellular telephone for the Building Superintendent, which is needed for daily contact as well as emergency night and weekend calls. It also includes reimbursement for the Building Technician's use of his personal phone for City business. Funding requested at same level as last year.

304 **Utilities**
This line item funds the utilities for the building that houses the Building Maintenance Division and Fire Station #4. Funding requested in a 3% increase due to rising utility costs.

306 **Rentals**
This line item funds the rental of equipment that is not used often enough to warrant purchasing. Funding requested at same level as last year.

309 **Printing**
This line item funds printing costs including a portion of the printing of the City Wise newsletter. A slight increase requested due to rising costs.

310 **Dues and Subscriptions**
This line item funds dues to professional organizations and subscriptions costs. Funding requested at same level as last year.

311 **Travel Expense**
This line item funds all authorized trips and the expenses related to meals, lodging, transportation and miscellaneous incidental costs. An increase is being requested to allow for two members of the Buildings Division to attend the national BOMA Building Conference.

313 **Training Assistance**
This line item funds all training courses and seminar costs. An increase is requested to allow for two members of the Buildings Division to attend the national BOMA Building Conference.

314 **Other Contractual Services**
This line item funds on-going maintenance agreements including, but not limited to the following: required testing and inspections of various building systems, alarm services, janitorial services, trash removal and recycling, as well as the City's portion of maintenance services for the Library/Metro Sarpy Center. While the costs associated with the Library/Metro Sarpy Center have increased, this item shows a decrease overall. 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 & Grounds Maintenance**
This line item funds routine maintenance supplies and labor for repair and upkeep of all city-owned buildings as well as the city-owned interior finishes, furnishing and equipment in the Library. A decrease is shown due to a one-time project that was completed this year.

409 **Machine Tool & Equipment Maintenance**
This line item funds the repair and maintenance of tools and equipment including snow equipment. Funding requested at same level as last year.

410 **Motor Vehicle Maintenance**
This line item funds repair and maintenance of Building Division equipment. Funding requested at same level as last year.

411 **Radio Maintenance**
This line item funds radio repairs and purchase of batteries and accessories for four 800 MHz radios. Funding requested at same level as last year.

412 **Other Maintenance**
This line item is used for items that do not fit into another category including the repair of US, State and City flags. Funding requested at same level as last year.

505

Other Charges

This line item provides for unexpected costly repairs. Funding requested at same level as last year.

**CITY OF LA VISTA
FY 14/15
Staffing Plan**

Department: Public Works - 01.13 - Building Maintenance

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FY11-12
ProjectedFY12-13
ActualFY13-14
Budget

13-BUILDING MAINTENANCE

FY14-15
RequestedFY14-15
RecommendedFY15-16
ProjectedFY15-16
ProjectedFY17-18
ProjectedFY11-12
ActualFY12-13
ActualFY13-14
Budget

13-BUILDING MAINTENANCE

FY14-15
RequestedFY14-15
RecommendedFY15-16
ProjectedFY15-16
ProjectedFY17-18
Projected

13-BUILDING MAINTENANCE		FY11-12 Actual	FY12-13 Actual	FY13-14 Budget	FY13-14 Estimate	FY14-15 Requested	FY14-15 Recommended	FY15-16 Projected	FY15-16 Projected	FY17-18 Projected
101	Salaries - Full-Time	151,593.80	153,392.96	159,120.00	159,120.00	129,519.00	129,519.00	132,109.38	132,109.38	140,195.53
102	Salaries - Part-Time	9,372.88	9,690.24	10,378.00	10,378.00	10,633.00	10,633.00	10,345.86	10,345.86	11,062.57
103	Overtime Salaries	884.94	777.43	2,351.00	1,000.00	1,410.00	1,410.00	1,438.20	1,438.20	1,496.30
104	FICA	12,161.73	12,265.64	13,150.00	13,043.00	10,830.00	10,830.00	11,046.80	11,046.80	11,492.88
105	Insurance Charges	17,266.56	18,337.45	19,300.00	16,500.00	11,249.00	11,249.00	11,911.45	11,911.45	12,002.12
106	Other Personnel Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
107	Pension	9,148.64	9,256.11	9,691.00	9,607.00	7,856.00	7,856.00	8,173.38	8,336.85	8,503.59
109	Self Insurance Expense	0.00	0.00	209,030.00	209,648.00	171,497.00	171,497.00	0.00	0.00	0.00
Total Personnel Services		209,928.55	203,710.83	214,030.00	209,648.00	171,497.00	171,497.00	175,264.41	175,264.41	185,076.58

COMMODITIES

201	Office Supplies	221.74	106.82	240.00	325.00	370.00	370.00	388.50	407.93	426.32
202	Books and Periodicals	0.00	0.00	70.00	0.00	0.00	0.00	0.00	0.00	0.00
203	Food Supplies	18.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
204	Wearing Apparel	513.57	403.84	500.00	500.00	500.00	500.00	525.00	551.25	578.81
205	Motor Veh Supplies - Fuel	2,245.72	2,566.38	3,000.00	2,500.00	3,000.00	3,000.00	3,150.00	3,307.50	3,472.88
206	Maint. Tool Supply	673.77	1,053.86	700.00	700.00	700.00	700.00	735.00	771.75	810.34
207	Janitor Supplies	3,986.97	3,997.63	5,100.00	4,500.00	6,500.00	6,500.00	5,775.00	6,063.75	6,885.94
208	Chemical Supplies	2,026.04	1,827.31	3,000.00	2,500.00	1,000.00	1,000.00	1,050.00	1,102.50	1,157.63
210	Botanical Supplies	995.00	937.00	1,000.00	1,276.00	0.00	0.00	0.00	0.00	0.00
211	Other Commodities	3,138.91	2,496.65	8,500.00	8,500.00	8,500.00	8,500.00	8,925.00	9,371.25	9,839.81
Total Commodities		13,336.02	13,390.49	22,510.00	21,285.00	19,570.00	19,570.00	20,948.50	21,575.93	22,654.72
CONTRACTUAL SERVICES										
301	Postage	368.88	516.82	600.00	600.00	639.00	639.00	670.55	704.50	738.72
302	Telephone	1,638.02	1,172.28	1,440.00	1,440.00	1,440.00	1,440.00	1,512.00	1,587.80	1,750.33
303	Professional Services-Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
304	Utilities	0.00	0.00	22,250.00	14,000.00	22,917.00	22,917.00	24,062.55	25,265.98	26,529.29
306	Rentals	0.00	0.00	150.00	0.00	150.00	150.00	157.50	165.38	173.64
308	Legal Advertising	2,088.75	2,249.20	2,500.00	2,500.00	2,500.00	2,500.00	2,521.50	2,521.50	2,521.50
309	Printing	654.72	284.66	1,250.00	1,250.00	1,260.00	1,260.00	1,312.50	1,376.13	1,447.03
310	Dues and Subscriptions	0.00	100.00	100.00	100.00	2,550.00	2,550.00	2,677.50	2,811.38	2,951.94
311	Travel Expense	298.00	842.00	1,300.00	1,300.00	2,650.00	2,650.00	2,677.50	2,811.38	2,951.94
313	Training Assistance	231,520.78	226,113.60	258,584.00	258,584.00	244,185.00	244,185.00	256,982.75	269,180.89	282,839.93
314	Other Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
321	Prof Services-Auditing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Contractual		236,567.15	231,178.56	288,174.00	279,724.00	278,301.00	278,301.00	292,216.05	305,325.85	322,168.20

MAINTENANCE

401	Build. and Grounds	26,962.57	46,358.34	47,420.00	47,420.00	32,000.00	32,000.00	33,600.00	35,280.00	37,044.00
409	Machine Equip & Tool Maint.	683.68	600.00	600.00	600.00	600.00	600.00	630.00	661.50	694.58
410	Vehicle Maintenance	519.34	1,157.69	500.00	1,500.00	1,500.00	1,500.00	1,575.00	1,655.75	1,735.44
411	Radio R & M/Contracts	366.00	14.99	400.00	200.00	400.00	400.00	420.00	441.00	463.05
412	Other Repair & Maint.	323.10	468.89	1,000.00	1,000.00	1,000.00	1,000.00	1,050.00	1,102.50	1,157.63
Total Maintenance		31,744.69	48,094.81	50,930.00	50,730.00	35,500.00	35,500.00	37,275.00	39,138.75	41,095.69

OTHER CHARGES

505	Other	12,222.21	256.85	10,500.00	10,500.00	10,500.00	10,500.00	11,025.00	11,576.25	12,155.06
Total Other Charges		12,722.21	256.85	10,500.00	10,500.00	10,500.00	10,500.00	11,025.00	11,576.25	12,155.06

CAPITAL OUTLAY

602	Buildings	495,298.62	517,624.54	592,144.00	577,387.00	515,388.00	515,388.00	536,326.56	558,244.82	581,152.25
610	Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
611	Machinery & Tools	20,995.00	6,000.00	5,500.00	5,500.00	0.00	0.00	0.00	0.00	0.00
613	Motor Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
617	Radio Systems	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
618	Other Capital	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Outlay		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL										