

Municipal Budget Notes — FY 14/15

01-23 Recreation

Budget Line Item

- 101 Full-Time Salaries**
Salaries for fulltime Recreation administrative staff are included in the line item. A 2.5% base factor is included for potential salary increases in accordance with the compensation ordinance.
- 102 Part-Time Salaries**
Salaries for part-time Recreation staff are included in this line item. A 2.5% base factor is included for potential salary increases in accordance with the compensation ordinance.
- 103 Overtime**
This line item funds occasional overtime for the Administrative Assistant position for required work at evening or weekend events. Typically she adjusts her work schedule; however, there are instances when this is not feasible.
- 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**
Funding requested at the same level as last year for office supplies.
- 202 Books/Periodicals**
No funding requested in this line item.
- 203 Food Supplies**
This line item funds food supplies associated with the Senior Program and additional special events. A \$1,200 grant is being sought from the La Vista Community Foundation for food supplies for the annual Easter Egg Hunt.

- 204 **Wearing Apparel**
This line item funds the purchase of employee staff shirts and sport league uniforms. Funding requested at same level as last year. Additionally, an application will be submitted for a \$1,000 grant from the La Vista Community Foundation to support the annual coat drive.
- 205 **Motor Vehicle Supplies**
This line item funds the purchase of motor vehicle supplies, including fuel. Funding requested at same level as last year.
- 211 **Other Commodities**
This line item includes funding for youth and adult sport league equipment, as well as other equipment. Funding requested at same level as last year. Also, a \$300 grant is being sought from the La Vista Community Foundation for supplies associated with the annual Easter Egg Hunt.
- 301 **Postage**
This line item includes funding for mailings and the City Wise newsletter. Funding requested at same level as last year.
- 302 **Telephone**
This line item includes funding for office telephones, the pay telephone in the Community Center, and a cell phone allowance for the Recreation Director. Funding requested at same level as last year.
- 303 **Professional Services**
This line item funds new employee physicals. Funding requested at same level as last year.
- 304 **Utilities**
This line item funds all utility costs for the Community Center. An increase requested due to an anticipated 3% overall increase in utility costs.
- 306 **Rentals**
This line item funds the rental of portable toilets at various parks and occasional special events. Funding requested at same level as last year.
- 307 **Auto Allowance**
This line item funds an auto allowance for the Recreation Director. Funding requested at same level as last year.
- 308 **Legal Ads**
This item includes program advertising. Funding requested at same level as last year.
- 309 **Printing**
This line item funds the printing of recreation receipts, facility usage forms and the City Wise newsletter. Funding requested at same level as last year.
- 310 **Dues/Subscriptions**
This line item includes administration professional memberships and subscriptions. 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. This also funds expenses for one staff member to attend the NRPA National Congress and other local travel/training expenses. Funding requested at same level as last year.
- 313 Training**
This line item funds employee training opportunities. This also funds expenses for one staff member to attend the NRPA National Congress and other local training expenses. Funding requested at same level as last year.
- 314 Other Contractual**
This line item includes referee fees and telephone and maintenance. This line item was decreased by \$25,000 due to a one-time expense for a Recreational philosophy and direction study that was included in the FY14 budget. 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.
- 321 Professional Services-Legal**
Funding requested at the same level as last year.
- 401 Building & Grounds**
This line item funds repairs and maintenance of the Community Center facility. This line item was decreased \$1,994 due to a one-time expense for the purchase of a directional door counter in the FY 13/14 budget.
- 409 Machine Equipment and Tool Maintenance**
This line item funds repair and maintenance of mechanical equipment in Community Center. Funding requested at the same level as last year.
- 410 Motor Vehicle Maintenance**
This line item includes all repair or replacement purchases of parts and supplies for the Department's vehicles. Funding requested at same level as last year.
- 412 Other Maintenance**
This line item includes miscellaneous repairs and maintenance of facility. Funding requested at same level as last year.
- 505 Other Charges**
This line item funds youth and adult sports league awards, registration fees and miscellaneous items. Funding requested at same level as last year.
- 618 Other Capital**
Year-end expenses will be over budget due to unexpected repairs to a refrigerator unit in the Community Center in addition to the purchase of budgeted exercise equipment.

CITY OF LA VISTA

FY 14/15

Staffing Plan

Department: Recreation

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
205	Recreation Director	1	1	1	1	1	1	1
175	Assistant Director Program	1	1	1	1	1	1	1
160	Coordinator Program	1	1	1	1	1	1	1
160	Coordinator Administrative	1	1	1	1	1	1	1
130	Assistant Recreation	1	1	1	1	1	1	1
100	Supervisors	3.3	3.3	3.3	3.3	3.3	3.3	3.3

23-RECREATION

	FY11-12 Actual	FY12-13 Actual	FY13-14 Budget	FY14-15 YE Estimate	FY14-15 Requested	FY14-15 Recommended	FY15-16 Projected	FY16-17 Projected	FY17-18 Projected	FY Projected
PERSONNEL SERVICES										
101 Salaries - Full-Time	242,299.79	250,340.99	252,245.00	252,245.00	262,585.00	262,585.00	267,816.30	273,172.63	278,536.08	284,208.80
102 Salaries - Part-Time	54,045.56	54,728.14	65,611.00	65,611.00	65,933.00	65,933.00	67,251.66	68,996.69	69,988.83	71,368.00
103 Salaries - Overtime	244.02	221.93	363.00	363.00	372.00	372.00	379.44	387.03	394.77	402.66
104 FICA	21,612.50	22,320.25	24,344.00	24,344.00	25,169.00	25,169.00	25,662.18	26,175.42	26,698.93	27,232.91
105 Insurance Charges	42,192.63	45,001.41	53,225.00	53,225.00	47,523.00	47,523.00	49,899.15	52,394.11	55,013.81	57,764.50
106 Personnel Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
107 Pension	14,552.83	15,033.88	15,156.00	15,156.00	15,776.00	15,776.00	16,081.52	16,413.35	16,741.62	17,076.45
109 Self Insurance Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Personnel Services	374,947.33	387,646.60	410,944.00	410,944.00	417,328.00	417,328.00	427,100.25	437,139.23	447,453.84	458,053.33
COMMODITIES										
201 Office Supplies	2,138.15	1,804.82	2,100.00	2,100.00	2,100.00	2,100.00	2,205.00	2,315.25	2,431.01	2,552.56
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	3,093.77	3,840.51	4,221.00	4,221.00	5,783.00	5,783.00	6,072.15	6,375.76	6,694.55	7,029.27
204 Wearing Apparel	6,162.34	7,099.00	11,030.00	10,630.00	12,030.00	12,030.00	12,631.50	13,263.08	13,926.23	14,622.54
205 Motor Vehicle Supplies	77.02	0.00	250.00	250.00	250.00	250.00	262.50	275.63	289.41	303.88
207 Janitorial Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208 Chemical Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211 Other Commodities	11,226.44	10,374.73	11,280.00	10,880.00	11,280.00	11,280.00	11,844.00	12,436.20	13,058.01	13,710.91
Total Commodities	22,697.72	23,119.06	28,881.00	28,081.00	31,443.00	31,443.00	33,015.15	34,665.91	36,399.20	38,219.16
CONTRACTUAL SERVICES										
301 Postage	1,184.11	1,612.08	2,265.00	2,265.00	2,265.00	2,265.00	2,378.25	2,497.16	2,622.02	2,753.12
302 Telephone	1,823.88	1,823.88	2,276.00	2,276.00	2,276.00	2,276.00	2,389.80	2,509.29	2,634.75	2,766.49
303 Prof Services-Other	140.00	177.00	500.00	500.00	500.00	500.00	525.00	551.25	578.81	607.75
304 Utilities	44,103.31	44,180.85	42,945.00	42,945.00	44,233.00	44,233.00	46,444.85	48,766.88	51,205.23	53,765.49
305 Insurance and Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
306 Rentals	546.10	912.04	300.00	300.00	300.00	300.00	315.00	330.75	347.29	364.65
307 Auto Allowance	1,414.80	1,357.80	1,200.00	1,200.00	1,200.00	1,200.00	1,260.00	1,323.00	1,389.15	1,458.61
308 Legal Advertising	218.88	43.75	3,000.00	3,000.00	3,000.00	3,000.00	3,150.00	3,307.50	3,472.88	3,646.52
309 Printing	2,682.95	2,549.70	2,920.00	2,920.00	2,920.00	2,920.00	3,068.00	3,216.30	3,380.27	3,549.26
310 Dues and Subscriptions	307.42	186.25	750.00	750.00	750.00	750.00	787.50	826.88	868.22	911.63
311 Travel Exp/Mileage	3,099.66	781.16	1,822.00	1,822.00	1,822.00	1,822.00	1,913.10	2,008.76	2,109.19	2,214.65
313 Training Assistance	3,889.00	569.00	2,350.00	2,350.00	2,350.00	2,350.00	2,467.50	2,590.88	2,720.42	2,856.44
314 Other Contractual Services	21,042.90	17,508.41	54,675.00	29,675.00	17,676.00	17,676.00	18,558.75	19,486.69	20,461.02	21,484.07
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	268.22	1,765.05	500.00	500.00	500.00	500.00	525.00	551.25	578.81	607.75
Total Contractual Services	80,721.23	73,466.97	115,503.00	88,503.00	79,791.00	79,791.00	83,780.55	87,869.58	92,368.06	96,986.46
MAINTENANCE										
401 Building and Grounds	13.35	1,773.65	5,049.00	4,649.00	3,065.00	3,065.00	3,207.75	3,365.14	3,536.54	3,713.37
409 Machine Equip & Tool Maint.	0.00	1,025.11	1,820.00	1,820.00	1,820.00	1,820.00	1,911.00	2,008.55	2,106.88	2,212.22
410 Motor Vehicle Expense	38.81	16.38	250.00	250.00	250.00	250.00	262.50	275.63	289.41	303.88
412 Other Maintenance	144.85	1,054.36	500.00	500.00	500.00	500.00	525.00	551.25	578.81	607.75
Total Maintenance	197.01	3,869.50	7,619.00	7,219.00	5,825.00	5,825.00	6,201.25	6,511.64	6,837.22	7,199.22
OTHER CHARGES										
500 Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
505 Other Charges	10,974.25	10,887.68	8,782.00	8,782.00	8,720.00	8,720.00	9,156.00	9,613.80	10,094.49	10,599.21
509 Refunds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Charges	10,974.25	10,887.68	8,782.00	8,782.00	8,720.00	8,720.00	9,156.00	9,613.80	10,094.49	10,599.21
CAPITAL OUTLAY										
601 Land										
623 Grant Money Expenditures										
610 Office Equipment	17,729.74	0.00	10,368.00	13,225.00	9,991.00	9,991.00	0.00	0.00	0.00	0.00
618 Other Capital Outlay	17,729.74	0.00	10,368.00	13,225.00	9,991.00	9,991.00	0.00	0.00	0.00	0.00
Total Capital Outlay										
TOTAL	507,267.28	498,989.81	582,097.00	556,754.00	552,896.00	543,907.00	558,958.20	575,590.08	592,827.23	610,695.39