

## Municipal Budget Notes — FY17 and FY18

### 01-30      **Special Services Bus**

**The Special Services Bus budget consists of operating expenses related to the Special Services Bus and includes the positions of Recreation Director, Program Coordinator, Administrative Assistant and Bus Drivers.**

#### **Budget Line Item**

##### **101      Full-Time Salaries**

Salaries for a portion of the full time positions noted above are included in this line item based on the support they provide to this program.

FY17 – A 3% base factor is included for potential salary increases. In order to get all employees on a common salary increase date (October 1) in conjunction with the new performance evaluation system, everyone will receive a base factor increase in October 2016.

FY18 – While a 3.75% increase for salaries is shown, during budget preparation next year we will have data from performance reviews and will be able to budget actual increase percentages.

##### **102      Part-Time Salaries**

Salaries for the bus driver positions noted above are included in this line item.

FY17 – A 3% base factor is included for potential salary increases. In order to get all employees on a common salary increase date (October 1) in conjunction with the new performance evaluation system, everyone will receive a base factor increase in October 2016.

FY18 – While a 3.75% increase for salaries is shown, during budget preparation next year we will have data from performance reviews and will be able to budget actual increase percentages.

##### **103      Overtime Salaries**

Funding in this line item is for occasional overtime needs of the Bus Drivers.

##### **104      FICA**

This is a mandatory withholding match that is a fixed percentage of salaries. The line item has been increased in proportion to the proposed salary increases.

##### **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, the City takes on a portion of the liability by funding a portion of the deductible, which results in lower premiums. Actual savings, if any, will depend on plan usage during a given year.

FY17 – A potential 6% increase in insurance premiums is included, but the new funding mechanism has shown good results to date and will hopefully help us better keep insurance costs under control.

FY18 – A potential 6% increase in insurance premiums is included for planning purposes, however, our insurance program is reviewed annually and any necessary adjustments will be made.

**107**

**Civilian Pension**

This line item funds the City's portion of employee pension contributions.

**201**

**Office Supplies**

This line item funds the office supplies associated with this program.

**204**

**Wearing Apparel**

This line item funds uniforms for bus drivers.

**205**

**Motor Vehicle Supplies**

This line item provides funding for fuel, tires, and brakes for the vehicles used for the Special Services Bus program.

**211**

**Other Commodities**

This line item provides funding for miscellaneous items used for the Special Services Bus program. A \$600 grant will be requested from the La Vista Community Foundation.

**302**

**Telephone**

This line item includes funding for cell phones used by the bus drivers. Drivers take calls directly and schedule their own appointments.

**410**

**Motor Vehicle Maintenance**

This line item provides funding for repairs and maintenance to the Special Services Bus vehicles.

**613**

**Motor Vehicles**

No funding is requested in this line item.

Fund	Department	Dept Name	Pay Range	Position/Job Title	FT/PT/Seasonal	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Narrative
01	30	Special Services Bus	110	Bus Driver	PT	1.83	1.83	1.83	1.83	1.83	1.83	
01	30	Special Services Bus	160	Program Coordinator	FT	1	1	1	1	1	1	
01	30	Special Services Bus	215	Recreation Director	FT	1	1	1	1	1	1	
01	30	Special Services Bus	130	Administrative Assistant	FT	1	1	1	1	1	1	
						4.83	4.83	4.83	4.83	4.83	4.83	
				Hours per year		4225	4225	4225	4225	4225	4225	
				FTE		2.03	2.03	2.03	2.03	2.03	2.03	

	A	B	BM	BN	BO	BQ	BS	BT	BU	BV
2			FY15	FY16	FY16	FY17	FY18	FY19	FY20	FY21
3			Actual	Budget	YE Estimate	Recommended	Recommended	Projected	Projected	Projected
1917	<b>30-SPECIAL SERVICES BUS</b>									
1918										
1919	<b>PERSONNEL SERVICES</b>									
1920	101	Salaries - Full-Time	8,118	8,567	8,567	8,855	9,187	9,532	9,890	10,261
1921	102	Salaries - Part-Time	41,428	46,406	46,406	47,101	48,868	50,700	52,602	54,575
1922	103	Overtime	155	199	211	199	206	214	222	230
1923	104	FICA	3,756	4,221	4,221	4,296	4,458	4,625	4,798	4,977
1924	105	Insurance Charges	2,005	1,900	1,900	1,729	1,832	1,941	2,058	2,182
1925	107	Pension	495	514	514	531	551	572	593	615
1926	<b>Total Personnel Services</b>		<b>55,957</b>	<b>61,807</b>	<b>61,819</b>	<b>62,710</b>	<b>65,102</b>	<b>67,584</b>	<b>70,163</b>	<b>72,840</b>
1927										
1928	<b>COMMODITIES</b>									
1929	201	Office Supplies	58	300	300	300	306	312	318	324
1930	204	Wearing Apparel	677	1,300	1,300	1,300	1,326	1,353	1,380	1,407
1931	205	Motor Vehicle Supplies	10,124	17,784	17,784	17,784	18,140	18,503	18,873	19,250
1932	211	Other Commodities	3,080	1,400	1,400	1,400	1,428	1,457	1,486	1,516
1933	<b>Total Commodities</b>		<b>13,939</b>	<b>20,784</b>	<b>20,784</b>	<b>20,784</b>	<b>21,200</b>	<b>21,625</b>	<b>22,057</b>	<b>22,497</b>
1934										
1935	<b>CONTRACTUAL SERVICES</b>									
1937	302	Telephone	1,077	584	1,100	1,100	1,122	1,144	1,167	1,190
1938	303	Prof Services-Other	25	200	200					
1940	307	Auto Allowance	17							
1941	308	Legal Advertising	16							
1943	314	Other Contractual Services								
1946	<b>Total Contractual Services</b>		<b>1,135</b>	<b>784</b>	<b>1,300</b>	<b>1,100</b>	<b>1,122</b>	<b>1,144</b>	<b>1,167</b>	<b>1,190</b>
1947										
1948	<b>MAINTENANCE</b>									
1949	410	Motor Vehicle Maintenance	2,699	5,386	5,386	5,386	5,494	5,604	5,716	5,830
1951	<b>Total Maintenance</b>		<b>2,699</b>	<b>5,386</b>	<b>5,386</b>	<b>5,386</b>	<b>5,494</b>	<b>5,604</b>	<b>5,716</b>	<b>5,830</b>
1952										
1953	<b>CAPITAL OUTLAY</b>									
1954	613	Motor Vehicles		10,500	10,500				56,500	
1955	<b>Total Capital Outlay</b>			<b>10,500</b>	<b>10,500</b>				<b>56,500</b>	
1956										
1957	<b>TOTAL</b>		<b>73,730</b>	<b>99,261</b>	<b>99,789</b>	<b>89,980</b>	<b>92,918</b>	<b>95,957</b>	<b>155,603</b>	<b>102,357</b>
1958										
										state pays \$40,000

	A	B	BM	BN	BO	BQ	BS	BT	BU	BV
2			FY15	FY16	FY16	FY17	FY18	FY19	FY20	FY21
3			Actual	Budget	YE Estimate	Recommended	Recommended	Projected	Projected	Projected
1959	<b>Expenditure % Change</b>		7%	35%	1%	-9%	3%	3%	62%	-34%
1960	Personnel Services	18%	10%		1%	4%	4%	4%	4%	4%
1961	Commodities	8%	49%			2%	2%	2%	2%	2%
1962	Contractual Services	-1%	-31%	66%	40%	2%	2%	2%	2%	2%
1963	Maintenance	-64%	100%			2%	2%	2%	2%	2%
1966		Budget to Actual		Estimate to Budget	Recom to Budget	Recomm to Recomm	Budget to Budget	Budget to Budget	Budget to Budget	
1967	<b>\$ Amount Change</b>	<b>-4,030</b>	<b>25,531</b>	<b>528</b>	<b>-9,281</b>	<b>2,938</b>	<b>3,039</b>	<b>59,646</b>	<b>-53,246</b>	
1968	Personnel Services	5,067	5,850	12	903	2,392	2,482	2,579	2,677	
1969	Commodities	-6,245	6,845			416	425	432	440	
1970	Contractual Services	-165	-351	516	316	22	22	23	23	
1971	Maintenance	-2,687	2,687			108	110	112	114	
1972	Other Charges									
1973	<b>Capital Exp</b>		10,500		-10,500			56,500	-56,500	
1974										
1975				0						