

# **01-19 Street Administration**

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## Municipal Budget Notes – FY 13/14

### 01-19 Street Administration

(Note: 30% of the cost of the overall Streets Administration budget is funded by the Sewer Fund. Additionally, 50% of the salary costs for the City Engineer/Assistant Public Works Director, the Secretary/Receptionist and the intern are funded by the Sewer Fund.)

#### Budget Line Item

**101 Full Time Salaries**  
This line item provides funding for the salaries of the Public Works Director, City Engineer/Assistant Public Works Director and Administrative Secretary. A 2% base factor is included for potential salary increases in accordance with the compensation ordinance. An increase is included to change the part-time Secretary/Receptionist position to a full-time position. This is needed due to the increased work load that has resulted from annexations since 1998. In past years the workload was addressed with a part-time position and overtime as needed. The recent annexations of SID 59 along with the upcoming annexation of SID 195, in addition to the overall increase in reporting and documentation requirements, create the need to make this a full time position.

**102 Part Time Salaries**  
This line item funds one part time intern position.

**103 Overtime**  
This line item funds costs associated with occasional overtime hours by the Administrative Secretary. Overtime hours are normally required in conjunction with community events such as La Vista Daze and large annual reports such as the 1 & 6 Year Road Plan and State of Nebraska Annual Report. A decrease is shown.

**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 and for converting the part-time Secretary/Receptionist position to a full-time position.

**105 Insurance**  
This line item funds the City's portion of health, dental, life and disability insurance for employees. The Affordable Care Act is scheduled to take effect in 2014, which will likely impact the group health insurance rates to an unknown degree. A 6% increase has been factored into the budget and the Employee Focus Group continues to meet and will again make recommendations for changes in an attempt to stay within the budgeted amount.

**107 Civilian Pension**  
This line item funds the City's portion of employee pension contributions. The line item has been increased in proportion to the proposed salary increases and

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for converting the part-time Secretary/Receptionist position to a full-time position.

**201      Office Supplies**  
This line item provides funding for office supplies used in the front office. Funding requested at same level as last year.

**302      Telephone**  
This line item funds cell phone expenses of the Public Works Director and City Engineer/Assistant Public Works Director. Funding requested at same level as last year.

**309      Printing**  
This line item funds printing costs such as business cards, stationery and letterhead. Funding requested at same level as last year.

**310      Dues & Subscriptions**  
This line item provides funding for membership dues for professional organizations such as the American Public Works Association (APWA), American Concrete Institute (ACI), local chapter of the Institute of Transportation Engineers (LOCATE), Certified Professional in Erosion and Sediment Control (CPESC), and International Erosion Control Association (IECA). A slight increase is shown due to the City Engineer's PE license being up for renewal this year (renewal is good for a two-year period).

**311      Travel & Mileage**  
This line item funds all authorized trips and the expenses related to meals, lodging, transportation and miscellaneous incidental costs. Rate increases and the addition of the APWA Mid-America Conference that occurs every three years are the reasons for an increase in this line item.

**313      Training Assistance**  
The line item includes all training courses and seminar costs. Rate increases and the addition of the APWA Mid-America Conference that occurs every three years are the reasons for an increase in this line item.

**314      Other Contractual Services**  
This line item includes funding for the lease of the office copier and annual renewal of the AutoCad software license. The funding request has been reduced to reflect savings in the new copier contracts.

**505      Other Charges**  
This line item funds the purchase of items that do not logically fall into any of the scheduled accounts such as expenses related to the Employee Appreciation Dinner. A small increase is shown to allow for rising costs.

FY11-12 Actual	FY12-13 Budget	FY12-13 Estimate	FY13-14 Adopted
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## 19-STREET ADMINISTRATION

PERSONNEL SERVICES				
101 Salaries - Full-Time	159,892.32	162,814.00	162,138.00	161,984.00
102 Salaries - Part-Time	8,437.39	22,660.00	21,930.00	9,547.00
103 Overtime Salaries	1,144.80	936.00	1,591.00	615.00
104 FICA	12,494.51	14,220.00	14,205.00	13,169.00
105 Insurance Charges	14,305.82	13,251.00	13,251.00	15,090.00
106 Other Personnel Services	0.00	0.00	0.00	0.00
107 Pension	9,662.35	9,794.00	9,795.00	9,756.00
108 Pension/ICMA	0.00	0.00	0.00	0.00
109 Self Insurance Expense	0.00	0.00	0.00	0.00
<b>Total Personnel Services</b>	<b>205,937.19</b>	<b>223,675.00</b>	<b>222,910.00</b>	<b>210,161.00</b>
COMMODITIES				
200 Inter-Fund Transfers				
201 Office Supplies	79.85	80.00	80.00	80.00
<b>Total Commodities</b>	<b>79.85</b>	<b>80.00</b>	<b>80.00</b>	<b>80.00</b>
CONTRACTUAL SERVICES				
302 Tele/Cell/Pager	1,023.74	1,008.00	1,008.00	924.00
303 Prof Services - Other	0.00	0.00	0.00	0.00
307 Car Allowance	0.00	0.00	0.00	0.00
308 Legal Advertising	0.00	0.00	0.00	0.00
309 Printing	59.50	42.00	0.00	42.00
310 Dues & Subscriptions	403.15	329.00	329.00	371.00
311 Travel & Mileage	783.97	1,524.00	1,348.00	2,289.00
312 Uniform Cleaning	0.00	0.00	0.00	0.00
313 Training Assistance	1,012.20	1,624.00	1,344.00	1,939.00
314 Other Contractual Services	4,121.22	3,485.00	2,485.00	2,160.00
320 Prof Services-Auditing	0.00	0.00	0.00	0.00
321 Professional Services-Legal	0.00	0.00	0.00	0.00
<b>Total Contractual Services</b>	<b>7,403.78</b>	<b>8,012.00</b>	<b>6,514.00</b>	<b>7,725.00</b>
OTHER CHARGES				
505 Other	89.93	140.00	247.00	160.00
509 Refunds				
<b>Total Other Charges</b>	<b>89.93</b>	<b>140.00</b>	<b>247.00</b>	<b>160.00</b>
CAPITAL OUTLAY				
618 Other Capital Outlay				
<b>Total Capital Outlay</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL</b>	<b>213,510.75</b>	<b>231,907.00</b>	<b>229,751.00</b>	<b>218,126.00</b>

\*Thirty percent of the operating expenditures Streets Administration Fund is allocated to Sewer Fund 02-41.

Fifty percent of three positions are allocated to the Sewer Fund 02-41.