

01-20 Street Operating

Municipal Budget Notes – FY 13/14

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**Budget
Line Item**

- 101 Full Time Salaries**
This line item provides funding for 15 full time positions. A 2% base factor is included for potential salary increases in accordance with the compensation ordinance.
- 102 Part Time Salaries**
This line item funds a part time position with a full time equivalent of .62 and seasonal positions with a full time equivalent of 1.26.
- 103 Overtime**
This line item includes funding for overtime for 15 full-time and 3 seasonal positions. Overtime is approved on an as needed basis. The major contributing factor to overtime is snow removal operations. Overtime is also needed during La Vista Days, Cleanup Days, Fall Leaf Collection and other special city events along with concrete pours and occasional emergency call-outs.
- 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. 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 Pension**
This line item funds the City's portion of employee pension contributions.
- 201 Office Supplies**
This line item provides funding for office supplies used in the front office, Street Superintendent's office, Shop Foreman's office, and for general use by hourly employees. Funding requested at same level as last year.
- 203 Food Supplies**
This line item funds two breakfast meetings with supervisory staff and the City Engineer. Funding requested at 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 15 full-time and 3 seasonal employees.

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- 205 Motor Vehicle Supplies**
This line item funds the purchase of fuel, oil, anti-freeze and tires for 33 vehicles and 24 pieces of gas powered equipment. An additional \$2,550 is included due to the recent annexations and an additional \$1,200 for a one-time purchase of tires for unit #1130.
- 206 Lab and Maintenance Supplies**
This line item funds the purchase of replacement tools and equipment such as power tools, concrete finishing tools, asphalt tools, mechanic tools, shovels, rakes and all other construction related tools. Funding requested at same level as last year.
- 207 Janitorial Supplies**
This line item is for paper products and cleaning supplies for the Public Works Facility. Funding requested at same level as last year.
- 209 Welding Supplies**
This line item provides for welding supplies used to maintain 33 vehicles and 68 pieces of equipment, in addition to any building and grounds repairs. An additional \$400 is being requested for price increase adjustments.
- 301 Postage**
This line item is to cover costs associated with the mailing of the CityWise newsletter and general department mailings. An increase of \$205 is being requested based on actual expenses and increased postal fees.
- 302 Telephone**
Funding is included for the phone system at the Public Works Facilities and the Street Superintendent's cell phone and data package. Funding requested at same level as last year.
- 303 Professional Services - Other**
This line item provides funding for the State of Nebraska fuel license, employee drug testing and any additional professional services. Funding requested at same level as last year.
- 304 Utilities**
This line item funds all utilities at the Public Works Facility, street lighting, and traffic signals throughout the city. An additional \$19,287 is being requested due to a projected 5% increase in utility costs, and an additional \$50,524 is being requested due to recent annexations.
- 308 Legal Ads**
This line item is for advertising open positions and publishing announcements in the paper. Funding requested at same level as last year.

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- 309 Printing**
This line item covers printing costs for letterhead, stationary, etc. and also includes the Street Department's portion of the CityWise newsletter printing. An additional \$310 is being requested due to printing price increases.
- 310 Dues and Subscriptions**
This line item funds the professional memberships and certifications for 15 full-time employees. Examples include the American Public Works Association Membership, American Concrete Institute Membership, and Pesticide Applicators Certification. An additional \$150 is requested to provide and APWA membership for another foreman.
- 311 Travel Expenses**
This line item funds all authorized trips and the expenses related to meals, lodging, transportation and miscellaneous incidental costs. Funds allow participation in the APWA National Conference, Nebraska Chapter APWA Spring and Fall Conferences, Concrete Seminars, Bridge Inspection School, ASE Certification, the Asphalt Paving Conference, Traffic Signal School, Vector Control Seminar, and VISION Hi-Tech Training. An additional \$275 is being requested due to travel price increases.
- 312 Towel/Cleaning Service**
This line item is for laundering the Public Works employees' uniforms.
- 313 Training**
This line item includes all training courses, seminar costs and any tuition reimbursement. A one-time request of \$1,446 is included to allow the Street Superintendent and one Street Foreman to attend the Mid-American Conference in Overland Park, Kansas. A tuition reimbursement request of \$800 is also included for the Shop Foreman who is currently enrolled in machining courses. This line item shows a decrease as funding was included last year for the Street Superintendent to attend LEAD.
- 314 Other Contractual Services**
This line item funds contracts in place for the following services: bank loan payments for a dump truck, street sweeper, and loader; computer services; One-Call locates; Heritage Crystal Clean; O'Keefe Elevator Service; Beacon Building Service; EAP; Skid Steer Rental; Micro Paver Updates; Papillion Sanitation trash service; Sarpy County radio and dispatch services; and Simplex Grinnell Fire System service. Total funding request is lower than last year as two vehicle loan payments will end in April and July of 2014.
- 321 Professional Services - Legal**
Funding requested at same level as last year.

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- 401 Buildings and Grounds**
This line item funds repairs to the Public Works Facility and pedestrian overpass. A decrease is shown due to a one-time expenditure that was included in last year's budget.
- 406 Storm Sewer**
This line item provides funding for the repair of storm sewers throughout the city. Funding requested at same level as last year.
- 407 Sidewalk Maintenance**
This line item is used for the maintenance, repair and construction of sidewalks. Funding requested at same level as last year.
- 408 Street Maintenance**
Street maintenance includes removal and replacement of concrete and asphalt street panel, curb and gutter repair, street sweeping, crack sealing and other street maintenance related items. An additional \$4,000 is being included due to recent annexations.
- 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, concrete saws, table saws, etc.
- 410 Motor Vehicle Maintenance**
This line item is for the purchase of replacement parts for 33 vehicles and 68 pieces of equipment. An increase of \$3,000 is included due to recent annexations.
- 411 Radio Maintenance**
This line item is for the repair and maintenance of the radio system.
- 412 Winter Maintenance**
This line item is associated with winter operations and is for the purchase of sand, salt, plow blades, liquid deicer and equipment parts. An additional \$2,500 is included due to the recent annexations.
- 413 Traffic Signs**
This line item funds the maintenance, repair and purchase of traffic control signs and pavement markings. An additional \$2,375 is being requested due to the recent annexations. Funding is included in the amount of \$4,500 to install an electrical disconnect on the traffic signal at 96th & Giles Road. The electrical disconnect allows all power running to the traffic signal control cabinet to be shut off prior to performing any maintenance work in the cabinet. New electrical codes and specifications require an electrical disconnect to be installed on all traffic signal cabinets.

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Other Charges

This line item funds the purchase of items that do not logically fall into any of the scheduled accounts such as the charges associated with the annual employee appreciation dinner. Funding requested at same level as last year.

618

Other Capital

A-Frame and Dump Body for Dump Truck- \$17,500

This request is to purchase an A- Frame and dump body for dump truck number #1122. This vehicle has a “Swap Loader” system on it and is capable of instantly dropping the sander or dumpster that we currently have and quickly loading another attachment. We currently do not possess the dump body. With the dump body we would have the capability to haul snow, dirt, storm debris, etc., or to drop either the dump body or the dumpster and leave them on site for various yard cleanups and still be able to use the truck for other purposes.

Service Truck- \$80,000

Our current service truck is 17 years old and has over 150,000 miles on it. The electric motor on the lift crane is corroded beyond repair, requiring employees to lift heavy objects in and out of the bed manually. The jumpstarting unit was removed several years ago because the electrical components were beyond repair. There is no air compressor to run power tools or lift jacks for the repair of vehicles and equipment on a jobsite. Four years ago the snow plow from a pickup that was sold at auction was installed on the service truck and it is currently being used in every snow event. This creates a conflict when equipment breaks down during a snowstorm because time is lost getting the truck back to the shop to load the necessary parts and tools needed for the repairs. In these instances the employee who is driving the service truck has to then find another piece of equipment to use or wait until the repairs are made and the service truck is again free for plowing.

	FY11-12 Actual	FY12-13 Budget	FY12-13 Estimate	FY13-14 Adopted
20-STREETS OPERATING				
PERSONNEL SERVICES				
101 Salaries - Full-Time	665,806.26	678,761.00	648,000.00	689,414.00
102 Salaries - Part-Time	36,252.76	67,000.00	42,000.00	67,000.00
103 Overtime Salaries	23,977.11	32,523.00	23,000.00	32,840.00
104 FICA	52,459.16	59,570.00	54,545.00	60,590.00
105 Insurance Charges	174,317.55	185,605.26	167,044.00	203,800.00
106 Other Personnel Services	0.00	0.00	0.00	0.00
107 Pension	41,352.09	42,677.00	40,260.00	43,232.00
109 Self Insurance Expense	0.00	0.00	0.00	0.00
110 Excess Ins Reimbursement	0.00	0.00	0.00	0.00
Total Personnel Services	994,164.93	1,066,136.26	974,849.00	1,096,876.00
COMMODITIES				
201 Office Supplies	1,009.98	1,000.00	1,000.00	1,000.00
202 Books and Periodicals	0.00	0.00	0.00	0.00
203 Food Supplies	69.30	170.00	170.00	170.00
204 Wearing Apparel	2,689.64	2,350.00	2,950.00	3,350.00
205 Motor Vehicle Supplies	57,824.49	69,950.00	69,950.00	71,200.00
206 Lab and Maint Supplies	3,516.20	3,000.00	2,500.00	3,000.00
207 Janitor Supplies	1,400.85	1,300.00	1,387.00	1,300.00
208 Chemical Supplies	0.00	0.00	0.00	0.00
209 Welding Supplies	1,999.25	1,700.00	1,700.00	2,100.00
211 Other Commodities	0.00	0.00	0.00	0.00
Total Commodities	68,509.71	79,470.00	79,657.00	82,120.00
CONTRACTUAL SERVICES				
301 Postage	444.30	595.00	800.00	805.00
302 Telephone	2,872.28	3,632.00	3,032.00	3,200.00
303 Prof Services-Other	6,385.50	5,120.00	5,120.00	5,120.00
304 Utilities	408,336.55	385,730.00	385,730.00	455,541.00
306 Rentals	0.00	0.00	0.00	0.00
308 Legal Advertising	0.00	50.00	50.00	50.00
309 Printing	2,087.02	2,525.00	2,525.00	2,835.00
310 Dues and Subscriptions	665.48	594.00	724.00	744.00
311 Travel Expense	4,846.82	5,050.00	4,000.00	5,962.00
312 Towel and Cleaning Service	4,812.73	5,650.00	4,500.00	4,000.00
313 Training Assistance	3,900.25	7,655.00	5,500.00	4,645.00
314 Other Contractual Services	141,226.36	140,826.00	140,826.00	128,904.00
320 Prof Services-Auditing	0.00	0.00	0.00	0.00
321 Professional Services-Legal	111.60	1,000.00	1,000.00	1,000.00
Total Contractual Services	575,688.89	558,427.00	553,807.00	612,806.00
MAINTENANCE				
401 Buildings and Grounds	17,022.43	22,400.00	22,400.00	6,500.00
406 Storm Sewers	354.30	1,500.00	500.00	1,500.00
407 Sidewalk & Curb Maint	1,546.75	6,000.00	5,000.00	6,000.00
408 Street Maintenance	67,194.41	72,109.00	67,000.00	76,109.00
409 Machine Equip and Tool Maint.	4,322.76	3,500.00	3,000.00	3,500.00
410 Motor Vehicle Maintenance	47,089.28	53,910.00	53,910.00	48,910.00
411 Radio Maintenance	822.45	250.00	250.00	250.00
412 Winter Maintenance	73,700.42	76,098.00	69,000.00	78,598.00
413 Traffic Signs	35,408.37	26,800.00	25,000.00	33,675.00
Total Maintenance	247,461.17	262,567.00	246,060.00	255,042.00
OTHER CHARGES				
505 Other Charges	244.31	400.00	497.00	400.00
Total Other Charges	244.31	400.00	497.00	400.00
CAPITAL OUTLAY				
613 Motor Vehicles				80,000.00
614 Road Machinery				
618 Other Capital Outlay	28,960.00	40,000.00	38,286.00	17,500.00
Total Capital Outlay	28,960.00	40,000.00	38,286.00	97,500.00
TOTAL	1,915,029.01	2,007,000.26	1,893,156.00	2,144,744.00