

Municipal Budget Notes – FY 14/15

1-19 Street Administration

(Note: 25% of the cost of the Streets Administration budget is funded by the Sewer Fund, which is a reduction of 5% over last year. Also, 50% of salary costs for the City Engineer, Secretary/Receptionist and 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, Administrative Secretary, and Secretary/Receptionist. A 2.5% base factor is included for potential salary increases in accordance with the compensation ordinance.
- 102 Part Time Salaries**
This line item funds part time positions and the intern position. Starting in FY 15, 50% of the salary costs for the Intern will be funded from the Sewer Fund.
- 103 Overtime**
This line item funds costs associated with occasional overtime hours by the Administrative Secretary and Secretary/Receptionist. 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.
- 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 provides funding for office supplies used in the front office. Funding requested as 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). Slight increase in funding from last year for price increases for dues.
- 311 Travel & Mileage**
This line item funds all authorized trips and the expenses related to meals, lodging, transportation and miscellaneous incidental costs. Funding request lower than last year. The APWA Mid-America conference occurs every three years and was removed this year.
- 313 Training Assistance**
The line item includes all training courses and seminar costs. Funding request lower than last year. The APWA Mid-America conference occurs every three years and was removed this year.
- 314 Other Contractual Services**
This line item includes funding for the lease of the office copier, copy overage charges and Best Care EAP. Funding request is lower than last year due to removal of the Auto Cad license fee. 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.
- 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. Funding requested at same level as last year.

CITY OF LA VISTA

FY 14/15

Staffing Plan

Department: Public Works - 01.19 - Street Administration

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
215	Director	FT	1	1	1	1	1	1
210	City Engineer / Assistant Director	FT	1	1	1	1	1	1
130	Administrative Assistant	FT	1	1	1	1	1	1
120	Secretary / Receptionist	FT	1	1	1	1	1	1
140	Executive Assistant	FT	0	0	0	1	1	1
160	CAD Tech	FT	0	0	0	1	1	1
115	Intern	PT	1	1	1	0	0	0
100	Secretary / Receptionist	PT	0	0	0	1	1	1
	FTE		0.70	0.70	0.70	0.70	0.70	0.70

19-STREET ADMINISTRATION

	FY11-12 Actual	FY12-13 Actual	FY13-14 Budget	FY13- YE Estimate	FY14-15 Requested	FY14-15 Recommended	FY15-16 Projected	FY16-17 Projected	FY17-18 Projected	FY1 Projected
PERSONNEL SERVICES										
101 Salaries - Full-Time	159,892.32	163,525.31	161,984.00	161,984.00	164,877.00	172,306.00	175,754.16	176,289.24	182,854.63	186,511.72
102 Salaries - Part-Time	8,437.39	22,065.21	9,542.00	6,217.00	9,133.00	8,133.00	9,315.66	9,501.97	9,992.01	9,885.85
103 Overtime Salaries	1,144.80	1,591.20	615.00	400.00	605.00	641.00	653.82	666.90	680.23	693.84
104 FICA	12,494.51	13,888.80	13,169.00	12,897.00	13,412.00	13,986.00	14,285.72	14,551.03	14,842.08	15,138.90
105 Insurance Charges	14,305.82	12,968.02	15,090.00	15,090.00	13,685.00	14,047.00	14,749.35	15,486.82	16,261.18	17,074.22
106 Other Personnel Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
107 Pension	9,662.35	9,907.18	9,755.00	9,743.00	9,930.00	10,377.00	10,584.54	10,796.23	11,012.16	11,232.40
108 Pension/ICMA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	205,937.19	223,945.72	210,161.00	206,331.00	211,642.00	220,492.00	225,323.25	230,272.20	235,342.24	240,536.92

COMMODITIES										
200 Inter-Fund Transfers	79.85	78.64	80.00	80.00	80.00	86.00	90.30	94.82	99.56	104.53
201 Office Supplies	79.85	78.64	80.00	80.00	80.00	86.00	90.30	94.82	99.56	104.53
Total Commodities	79.85	78.64	80.00	80.00	80.00	86.00	90.30	94.82	99.56	104.53

CONTRACTUAL SERVICES										
302 Tele/Cell/Pager	1,023.74	1,008.00	924.00	924.00	924.00	990.00	1,039.50	1,091.48	1,146.05	1,203.35
303 Prof Services - Other	0.00	74.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
307 Car Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
308 Legal Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
309 Printing	59.50	0.00	42.00	0.00	42.00	46.00	47.25	49.81	52.09	54.70
310 Dues & Subscriptions	403.15	363.16	371.00	418.00	380.00	407.00	427.35	448.72	471.15	494.71
311 Travel & Mileage	783.97	673.59	2,289.00	1,600.00	1,853.00	1,986.00	2,085.30	2,189.57	2,298.04	2,414.00
312 Uniform Cleaning	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
313 Training Assistance	1,012.20	1,151.50	1,339.00	1,400.00	1,887.00	2,023.00	2,124.15	2,230.36	2,341.88	2,458.97
314 Other Contractual Services	4,121.22	2,479.51	2,160.00	2,160.00	1,425.00	1,527.00	1,603.35	1,683.52	1,767.69	1,856.08
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	0.00	0.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Contractual Services	7,403.78	5,749.76	7,725.00	6,652.00	6,511.00	6,878.00	7,326.90	7,693.25	8,077.91	8,481.80

OTHER CHARGES										
505 Other	89.93	246.51	160.00	68.00	160.00	171.00	179.55	188.53	197.95	207.85
509 Refunds	89.93	246.51	160.00	68.00	160.00	171.00	179.55	188.53	197.95	207.85
Total Other Charges	89.93	246.51	160.00	68.00	160.00	171.00	179.55	188.53	197.95	207.85

CAPITAL OUTLAY										
618 Other Capital Outlay	0.00	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	0.00
TOTAL	213,510.75	230,020.63	218,126.00	213,131.00	218,393.00	227,727.00	232,920.00	238,248.78	243,717.66	249,331.11

*Twenty-five percent of the operating expendituresStreets Administration Fund is allocated to Sewer Fund 02-41.
Fifty percent of three positions are allocated to the Sewer Fund 02-41.