

Municipal Budget Notes – FY17 and FY18

1-20 Street Operating

The Street Operating budget consists of operating expenses related the maintenance and repair of streets, right-of-way, traffic signals, traffic signs, pavement markings, fleet maintenance and includes the positons of Street Superintendent, Street Foremen, Shop Foreman, Mechanics, Maintenance Workers II, Maintenance Worker I, Part-time and seasonal workers.

Budget Line Item

101 Full Time Salaries

Salaries for the 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 (October1) 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

This line item funds two part time positions with a full time equivalent of 1.24 and three seasonal positions with a full time equivalent of 1.26.

103 Overtime

This line item funds 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 Salute to Summer, 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. 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 costs 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 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.
- 203 Food Supplies**
This line item funds two breakfast meetings with supervisory staff and the City Engineer.
- 204 Wearing Apparel**
This line item funds the purchase of safety boots, safety shirts, rain gear, and safety equipment for 15 full-time, one part time, and 3 seasonal employees.
- 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.
- 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.
- 207 Janitorial Supplies**
This line item is for paper products and cleaning supplies for the Public Works Facility.
- 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.
- 301 Postage**
This line item is to cover costs associated with the mailing of the CityWise newsletter and general department mailings.
- 302 Telephone**
Funding is included for the phone system at the Public Works Facilities and the Street Superintendent's cell phone and data package.
- 303 Professional Services - Other**
This line item provides funding for the State of Nebraska fuel license, and any additional professional services.

304

Utilities

This line item funds all utilities at the Public Works Facility, street lighting, and traffic signals throughout the city.

FY17 – Increases were based on recommendations from the three utility service providers, Black Hills 0%, OPPD 4%, and MUD 3.5%.

FY18 – Increases were based on the same percentages as FY17 with the exception of Black Hills; a 2% increase was calculated for that utility.

308

Legal Ads

This line item is for advertising open positions and publishing announcements in the paper.

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

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.

311

Travel Expenses

This line item funds all authorized trips and the expenses related to meals, lodging, transportation and miscellaneous incidental costs.

FY17 - 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.

FY18 – Funds allow participation in the APWA National Conference, Nebraska Chapter APWA Spring and Fall Conference, Concrete Seminars, Bridge Inspection School, ASE Certification, the Asphalt Paving Conference, Traffic Signal School, Vector Control Seminar, and VISION Hi-Tech Training.

312

Towel/Cleaning Service

This line item is for laundering the Public Works employees' uniforms.

313

Training

This line item includes funding for all registration fees associated with conferences, training, and seminars.

FY17 – Funds allow participation in the APWA National Conference, Nebraska Chapter APWA Spring and Fall Conference, Concrete Seminars, Bridge Inspection School, ASE Certification, the Asphalt Paving Conference, Traffic Signal School, Vector Control Seminar, and VISION Hi-Tech Training.

FY18 – Funds allow participation in the APWA National Conference, Nebraska Chapter APWA Spring and Fall Conference, Concrete Seminars, Bridge Inspection School, ASE Certifications, the Asphalt Paving Conference, Traffic Signal School, Vector Control Seminar, and VISION Hi-Tech Training

314 Other Contractual Services

This line item funds contracts in place for the following services: bank loan payments, One-Call locates, Heritage Crystal Clean, O'Keefe Elevator Service, Beacon Building Service, EAP, Skid Steer Rental, Micro Paver Updates, Papillion Sanitation trash service, and Simplex Grinnell Fire System service.

321 Professional Services - Legal

Funding requested at same level as last year.

401 Buildings and Grounds

This line item funds repairs to the Public Works Facility and pedestrian overpass. This line item decreased by \$4,000 for one-time purchases made in FY16.

FY17 - A one-time request of \$14,000 is being made for the repair of inground auto hoist in the shop. Normal wear and tear has necessitated the rehab of the hoist.

406 Storm Sewer

This line item provides funding for the repair of storm sewers throughout the city.

407 Sidewalk Maintenance

This line item is used for the maintenance, repair and construction of sidewalks.

408 Street Maintenance

Street maintenance includes removal and replacement of concrete and asphalt street panels, curb and gutter repair, street sweeping, crack sealing and other street maintenance related items.

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. This line item decreased by \$4,000 for one-time purchases made in FY16.

FY17 - A one-time request of \$10,000 is being made to repair the ride control system and bucket pins on #1137 a 1996 Cat Loader.

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.

413

Traffic Signs

This line item funds the maintenance, repair and purchase of traffic control signs and pavement markings. This line item decreased by \$5,400 for one-time purchases made in FY16.

FY 17 - One time request of \$6,000 is being made for the purchase of additional traffic counters. A request will be made to MAPA for funding assistance for this purchase.

505

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 banquet.

Ind	Department	Dept Name	Pay Range	Position/Job Title	FT/PT/Seasonal	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Narrative
1	20	Streets Operating	180	Superintendent	FT	1	1	1	1	1	1	
1	20	Streets Operating	165	Foreman	FT	3	3	3	3	3	3	
1	20	Streets Operating	165	Shop Foreman	FT	1	1	1	1	1	1	
1	20	Streets Operating	140	Mechanics	FT	3	3	3	3	3	3	
1	20	Streets Operating	140	Maint. Worker II	FT	5	5	6	6	6	6	Promoting MWI to MWII
1	20	Streets Operating	130	Maint. Worker I	FT	2	2	2	2	2	2	MWI promoted to MWII in FY-18. Add (1) City Centre
1	20	Streets Operating	100	Part Time	PT	2	2	3	3	3	3	Add (1) in FY-18. Large developments completed
1	20	Streets Operating	100	Seasonal	Seasonal	3	3	3	3	3	3	
						20	20	22	22	22	22	

	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
1296	20-STREETS OPERATING									
1297										
1298										
1299		PERSONNEL SERVICES								
1300	101	Salaries - Full-Time	683,885	704,770	697,000	688,346	699,046	715,853	733,291	751,384
1301	102	Salaries - Part-Time	38,373	67,000	57,000	73,000	75,738	78,579	81,526	84,584
1302	103	Overtime Salaries	17,319	36,985	26,000	33,360	34,611	35,909	37,255	38,650
1303	104	FICA	53,942	62,135	59,670	61,114	61,917	63,524	65,183	66,908
1304	105	Insurance Charges	129,154	141,716	138,000	145,539	154,268	163,524	173,336	183,736
1305	106	Other Personnel Services								
1306	107	Pension	41,929	44,390	43,380	43,187	41,940	42,949	43,995	45,082
1307	109	Self Insurance Expense	4,000							
1308	110	Excess Ins Reimbursement								
1309		Total Personnel Services	968,602	1,056,996	1,021,050	1,044,546	1,067,520	1,100,338	1,134,586	1,170,344
1310										
1311		COMMODITIES								
1312	200	Inter-Fund Transfers								
1313	201	Office Supplies	1,128	1,250	1,250	1,250	1,275	1,301	1,327	1,354
1314	202	Books and Periodicals								
1315	203	Food Supplies	25	170	100	170	173	176	180	184
1316	204	Wearing Apparel	3,761	3,800	3,500	3,800	3,876	3,954	4,033	4,114
1317	205	Motor Vehicle Supplies	39,468	73,025	74,000	65,000	66,300	67,626	68,979	70,359
1318	206	Lab and Maint Supplies	3,560	3,000	3,500	3,000	3,060	3,121	3,183	3,247
1319	207	Janitor Supplies	1,547	1,550	1,550	1,550	1,581	1,613	1,645	1,678
1320	208	Chemical Supplies								
1321	209	Welding Supplies	1,355	2,100	1,600	2,100	2,142	2,185	2,229	2,274
1322	211	Other Commodities								
1323		Total Commodities	50,844	84,895	85,500	76,870	78,407	79,976	81,576	83,210
1324										

	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
1325		CONTRACTUAL SERVICES								
1326	301	Postage	896	805	805	805	821	837	854	871
1327	302	Telephone	3,109	2,600	2,200	2,600	2,652	2,705	2,759	2,814
1328	303	Prof Services-Other	1,034	5,270	5,270	8,000	8,160	8,323	8,489	8,659
1329	304	Utilities	446,253	470,868	455,000	490,168	499,971	509,970	520,169	530,572
1332	308	Legal Advertising	4	50						
1333	309	Printing	3,056	2,835	2,835	3,500	3,570	3,641	3,714	3,788
1334	310	Dues and Subscriptions	740	744	744	744	759	774	789	805
1335	311	Travel	7,351	6,850	6,000	6,850	6,987	7,127	7,270	7,415
1336	312	Towel and Cleaning Service	4,596	4,700	4,800	4,800	4,896	4,994	5,094	5,196
1337	313	Training	4,609	5,425	4,600	5,425	5,534	5,645	5,758	5,873
1338	314	Other Contractual Services	88,125	73,068	59,000	16,853	17,926	19,020	20,136	21,275
1339	320	Prof Services-Auditing								
1340	321	Professional Services-Legal	2,904	1,000		1,000	1,020	1,040	1,061	1,082
1341		Total Contractual Services	562,677	574,215	541,254	540,745	552,296	564,076	576,093	588,350
1342										
1343		MAINTENANCE								
1344	401	Buildings and Grounds	35,563	11,500	11,500	25,500	26,010	22,000	22,440	22,889
1345	402	Bridges and Culverts								
1346	406	Storm Sewers	13,328	1,500	1,500	1,500	1,530	1,561	1,592	1,624
1347	407	Sidewalk & Curb Maint		6,000	4,000	6,000	6,120	6,242	6,367	6,494
1348	408	Street Maintenance	85,788	76,109	76,109	80,000	81,600	83,232	84,897	86,595
1349	409	Machine Equip and Tool Maint	1,779	3,500	3,500	3,500	3,570	3,641	3,714	3,788
1350	410	Motor Vehicle Maintenance	54,095	52,910	53,000	63,000	64,260	65,545	66,856	68,193
1351	411	Radio Maintenance	510	250	250	250	255	260	265	270
1352	412	Winter Maintenance	67,448	78,598	78,598	80,000	81,600	83,232	84,897	86,595
1353	413	Traffic Signs	36,612	34,575	34,575	35,000	35,700	36,414	37,142	37,885
1354		Total Maintenance	295,123	264,942	263,032	294,750	300,645	302,127	308,170	314,333
1355										
1356		OTHER CHARGES								
1357	505	Other Charges	487	400	450	450	459	468	477	487
1358		Total Other Charges	487	400	450	450	459	468	477	487
1359										
1360		CAPITAL OUTLAY								
1364	613	Motor Vehicles	109,237	143,999	143,000	143,202	138,452	138,452	248,452	138,452
1365	614	Road Machinery								
1368	618	Other Capital Outlay		27,500	29,300	20,000	94,500	105,250	55,250	55,250
1369		Total Capital Outlay	109,237	171,499	172,300	163,202	232,952	243,702	303,702	193,702
1370										
1375		TOTAL	1,986,970	2,152,947	2,083,586	2,120,563	2,232,279	2,290,687	2,404,604	2,350,426

	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
1376										
1377		Expenditure % Change		8%	-3%	-2%	5%	3%	5%	-2%
1378		Personnel Services	1%	9%	-3%	-1%	2%	3%	3%	3%
1379		Commodities	-26%	67%	1%	-9%	2%	2%	2%	2%
1380		Contractual Services	-10%	2%	-6%	-6%	2%	2%	2%	2%
1381		Maintenance	22%	-10%	-1%	11%	2%		2%	2%
1382		Other Charges	-30%	-18%	13%	13%	2%	2%	2%	2%
1383		Capital Exp % Change	32%	57%		-5%	43%	5%	25%	-36%
1384										
1385				Budget to Actual	Estimate to Budget	Recom to Budget	Recomm to Recomm	Budget to Budget	Budget to Budget	Budget to Budget
1386		\$ Amount Change	-67,847	165,977	-69,361	-32,384	111,716	58,408	113,917	-54,178
1387		Personnel Services	-67,884	88,394	-35,946	-12,450	22,974	32,818	34,248	35,758
1388		Commodities	-31,276	34,051	605	-8,025	1,537	1,569	1,600	1,634
1389		Contractual Services	-49,127	11,538	-32,961	-33,470	11,551	11,780	12,017	12,257
1390		Maintenance	44,579	-30,181	-1,910	29,808	5,895	1,482	6,043	6,163
1391		Other Charges	-93	-87	50	50	9	9	9	10
1392		Capital Exp	35,954	62,262	801	-8,297	69,750	10,750	60,000	-110,000
1393										
1394										
1395										