

## 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 positions of Street Superintendent, Street Foremen, Shop Foreman, Mechanics, Maintenance Workers II, Maintenance Worker I, Part-time and seasonal workers.

#### Budget Line Item

- |            |   |
|------------|---|
| <b>101</b> | <b>Full Time Salaries</b><br>Salaries for the positions noted above are included in this line item.<br><br>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.<br><br>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.                     |
| <b>102</b> | <b>Part Time Salaries</b><br>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.   |
| <b>103</b> | <b>Overtime</b><br>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.   |
| <b>104</b> | <b>FICA</b><br>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.   |
| <b>105</b> | <b>Insurance</b><br>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.<br>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	6 Promoting MWI to MWII
1	20	Streets Operating	130	Maint. Worker I	FT	2	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	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	<b>20-STREETS OPERATING</b>								
1297									
1298									
1299	<b>PERSONNEL SERVICES</b>								
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	<b>Total Personnel Services</b>	<b>968,602</b>	<b>1,056,996</b>	<b>1,021,050</b>	<b>1,044,546</b>	<b>1,067,520</b>	<b>1,100,338</b>	<b>1,134,586</b>	<b>1,170,344</b>
1310									
1311	<b>COMMODITIES</b>								
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	<b>Total Commodities</b>	<b>50,844</b>	<b>84,895</b>	<b>85,500</b>	<b>76,870</b>	<b>78,407</b>	<b>79,976</b>	<b>81,576</b>	<b>83,210</b>
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	<b>CONTRACTUAL SERVICES</b>										
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	<b>Total Contractual Services</b>		<b>562,677</b>	<b>574,215</b>	<b>541,254</b>	<b>540,745</b>	<b>552,296</b>	<b>564,076</b>	<b>576,093</b>	<b>588,350</b>	
1342	<b>MAINTENANCE</b>										
1343	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	<b>Total Maintenance</b>		<b>295,123</b>	<b>264,942</b>	<b>263,032</b>	<b>294,750</b>	<b>300,645</b>	<b>302,127</b>	<b>308,170</b>	<b>314,333</b>	
1355	<b>OTHER CHARGES</b>										
1356	505	Other Charges	487	400	450	450	459	468	477	487	
1358	<b>Total Other Charges</b>		<b>487</b>	<b>400</b>	<b>450</b>	<b>450</b>	<b>459</b>	<b>468</b>	<b>477</b>	<b>487</b>	
1359	<b>CAPITAL OUTLAY</b>										
1360	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	<b>Total Capital Outlay</b>		<b>109,237</b>	<b>171,499</b>	<b>172,300</b>	<b>163,202</b>	<b>232,952</b>	<b>243,702</b>	<b>303,702</b>	<b>193,702</b>	
1370	<b>TOTAL</b>										
1375	<b>TOTAL</b>		<b>1,986,970</b>	<b>2,152,947</b>	<b>2,083,586</b>	<b>2,120,563</b>	<b>2,232,279</b>	<b>2,290,687</b>	<b>2,404,604</b>	<b>2,350,426</b>	

	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	<b>Expenditure % Change</b>			<b>8%</b>	<b>-3%</b>	<b>-2%</b>	<b>5%</b>	<b>3%</b>	<b>5%</b>	<b>-2%</b>
1378	Personnel Services	1%	9%	-3%	-1%	2%	3%	3%	3%	3%
1379	Commodities	-26%	67%	1%	-9%	2%	2%	2%	2%	2%
1380	Contractual Services	-10%	2%	-6%	-6%	2%	2%	2%	2%	2%
1381	Maintenance	22%	-10%	-1%	11%	2%		2%	2%	2%
1382	Other Charges	-30%	-18%	13%	13%	2%	2%	2%	2%	2%
1383	<b>Capital Exp % Change</b>	<b>32%</b>	<b>57%</b>		<b>-5%</b>	<b>43%</b>	<b>5%</b>	<b>25%</b>		<b>-36%</b>
1384										
1385				Budget to Actual	Estimate to Budget	Recom to Budget	Recomm to Recomm	Budget to Budget	Budget to Budget	Budget to Budget
1386	<b>\$ Amount Change</b>	<b>-67,847</b>	<b>165,977</b>	<b>-69,361</b>	<b>-32,384</b>	<b>111,716</b>	<b>58,408</b>	<b>113,917</b>		<b>-54,178</b>
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	<b>Capital Exp</b>	<b>35,954</b>	<b>62,262</b>	<b>801</b>	<b>-8,297</b>	<b>69,750</b>	<b>10,750</b>	<b>60,000</b>		<b>-110,000</b>
1393										
1394										
1395										