

# General Fund

## Street Administration

	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Adopted
<b>PERSONNEL SERVICES</b>				
Salaries - Full-Time	159,892	163,525	161,984	172,308
Salaries - Part-Time	8,437	22,065	9,547	9,133
Overtime Salaries	1,145	1,591	615	641
FICA	12,495	13,889	13,169	13,986
Insurance Charges	14,306	12,968	15,090	14,047
Other Personnel Services	-	-	-	-
Pension	9,662	9,907	9,756	10,377
<b>Total Personnel Services</b>	<b>205,937</b>	<b>223,946</b>	<b>210,161</b>	<b>220,492</b>
<b>COMMODITIES</b>				
Office Supplies	80	79	80	86
<b>Total Commodities</b>	<b>80</b>	<b>79</b>	<b>80</b>	<b>86</b>
<b>CONTRACTUAL SERVICES</b>				
Tele/Cell/Pager	1,024	1,008	924	990
Prof Services - Other	-	74	-	-
Car Allowance	-	-	-	-
Legal Advertising	-	-	-	-
Printing	60	-	42	45
Dues & Subscriptions	403	363	371	407
Travel & Mileage	784	674	2,289	1,986
Uniform Cleaning	-	-	-	-
Training Assistance	1,012	1,152	1,939	2,023
Other Contractual Services	4,121	2,480	2,160	1,527
Professional Services-Legal	-	-	-	-
<b>Total Contractual Services</b>	<b>7,404</b>	<b>5,750</b>	<b>7,725</b>	<b>6,978</b>
<b>OTHER CHARGES</b>				
Other	90	247	160	171
Refunds	-	-	-	-
<b>Total Other Charges</b>	<b>90</b>	<b>247</b>	<b>160</b>	<b>171</b>
<b>CAPITAL OUTLAY</b>				
Other Capital Outlay	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Street Administration</b>	<b>213,511</b>	<b>230,021</b>	<b>218,126</b>	<b>227,727</b>

# General Fund

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## 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 as same level as last year.

## **1-19 Street Administration**

### **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.