

General Fund

Street Administration					
		FY13	FY14	FY15	FY16
		Actual	Actual	Budget	Adopted
PERSONNEL SERVICES					
101	Salaries - Full-Time	163,525	163,307	172,308	178,585
102	Salaries - Part-Time	22,065	6,856	9,133	9,365
103	Overtime Salaries	1,591	0	641	671
104	FICA	13,889	12,609	13,986	14,486
105	Insurance Charges	12,968	16,827	14,047	19,731
107	Pension	9,907	9,773	10,377	10,755
Total Personnel Services		223,946	209,373	220,492	233,593
COMMODITIES					
201	Office Supplies	79	82	86	86
Total Commodities		79	82	86	86
CONTRACTUAL SERVICES					
302	Tele/Cell/Pager	1,008	924	990	990
303	Prof Services - Other	74	160	0	0
309	Printing	0	0	45	45
310	Dues & Subscriptions	363	457	407	482
311	Travel	674	1,265	1,986	2,000
313	Training	1,152	1,571	2,023	2,235
314	Other Contractual Services	2,480	1,884	1,527	1,527
321	Professional Services-Legal	0	481	0	0
Total Contractual Services		5,750	6,742	6,978	7,279
OTHER CHARGES					
505	Other	247	67	171	171
Total Other Charges		247	67	171	171
Total Street Administration		230,021	216,264	227,727	241,129

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

General Fund

1-19 Street Administration

(Note: 25% of the cost of the Streets Administration budget is funded by the Sewer Fund. 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. A request is being made to transition the current Administrative Assistant position to an Executive Assistant/Office Manager at a range of 150. The work currently being performed by the Administrative Assistant is above and beyond the job description. Also, adding a full-time Secretary/Receptionist position requires supervision and evaluation, which best fits under an office manager position.
- 102 Part Time Salaries**
This line item funds part time positions and the intern position.
- 103 Overtime**
This line item funds costs associated with occasional overtime hours by the Administrative Assistant and Secretary/Receptionist. Overtime hours are normally required in conjunction with community events 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, the City took on a portion of the liability for this benefit in January of 2014, resulting in premium savings. Additional savings, if any, will depend on plan usage during a given year. The budget does include a potential 6% increase in insurance premiums, based on the current market and input from our broker. Every effort will be made to stay under that amount.
- 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.

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- 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.
- 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). Additional request for City Engineers PE License which is due every two-years.
- 311 Travel & Mileage**
This line item funds all authorized trips and the expenses related to meals, lodging, transportation and miscellaneous incidental costs. Additional request is for price adjustments.
- 313 Training Assistance**
The line item includes all training courses and seminar costs. Additional cost request is for price adjustments and adding the Transportation Conference for the Director.
- 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 at same level as last year.
- 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.

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