

Municipal Budget Notes – FY17 and FY18

1-19 Street Administration

The Street Administration budget consists of operating expenses related to the front office administration of Public Works and includes the positons of Director of Public Works, City Engineer, Administrative Assistant, Secretary/Receptionists and Public Works Intern.

(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
	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 (October 1) in conjunction with the new performance evaluation system, everyone will receive a base factor increase in October 2016.
	A request has been made to add a Deputy Director position to the Public Works Department, starting on October 1, 2016. The City Engineer has been serving as the Assistant Public Works Director since 2010. During that time it has become apparent that the work load of the city engineer positon does not allow for the required time to perform the duties of Assistant Director. There are several areas where the Deputy Director position can immediately impact the department. The Superintendents for both the Streets and Parks Divisions currently report directly to the Public Works Director and the sewer division staff reports directly to the City Engineer. Shifting this supervisory responsibility to the Deputy Director would allow both the Director and the City Engineer additional time to work on current and future projects. All City departments have been collecting performance measurement data for several years. The Deputy Director would be responsible for coordinating the collection of the PW data, developing department performance goals based on the data and monitoring the status of those goals. The data collection is currently being coordinated by the City Engineer, however there has not been time to create department goals. The City's Capital Improvement Program (CIP) is consistently 90%+ Public Works projects. The Deputy Director would oversee this program citywide, but specifically be responsible for monitoring the PW projects and coordinating with the Finance Department. Again, this is something the City Engineer has been doing. A long term goal of the Public Works Department has been to become nationally accredited by the American Public Works Association. The key to success in this endeavor is to have a dedicated accreditation manager. The addition of a Deputy Director would make this goal achievable.

The management staff at Public Works is continually attending meetings both inside and outside the city—multiple project meetings, program meetings with other agencies, coordination meetings with other governmental entities, staff meetings, committee meetings, etc. Having an additional person to help cover the meeting work load would provide valuable time for the Director and Engineer to be in the office completing required work.

Finally, we have been discussing succession planning at the City for some time. The addition of a Deputy Director would put the PW Department in a much better position to ensure a smooth transition into the future. It is also worth noting that the Public Works Department is the largest department in the City and the only one that does not have a dedicated Assistant position.

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 the intern position.

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 Salute to Summer and Halloween Safe Night.

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 and the Deputy Director position.

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 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 increase in insurance premiums is included for planning purposes, however our insurance program is reviewed annually and any necessary adjustments will be made.

107

Civilian Pension

This line item funds the City's portion of employee pension contributions. Increase in association with Deputy Director position.

201 Office Supplies
This line item provides funding for office supplies used in the front office.

302 Telephone
This line item funds cell phone expenses of the Public Works Director and City Engineer/Assistant Public Works Director. Requesting an increase to cover moving the Engineer cell phone from Tier 4 to Tier 5 and adding the Deputy Director phone at a Tier 5.

309 Printing
This line item funds printing costs such as business cards, stationery and letterhead.

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). Increase associated with a membership to APWA for the Deputy Director position.

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

FY17 – Funding is included for staff to attend their respective national conferences which includes APWA National Conference, Nebraska Chapter APWA Spring and Fall Conference, League of Municipalities Annual Utility Conference, Nebraska Concrete Paving Association Conference, Nebraska Flood Managers Conference, Annual Transportation Conference, and Professional Development Courses. Funding increase requested this year for the APWA Mid-America Conference which occurs every three years and will be held in May 2017. Increase for Director and Deputy Director to attend Citywide Asset Management Course in Madison WI. Also increased with adding the Deputy Director positon to noted conferences.

FY18 – Funding is included for staff to attend their respective national conferences which includes APWA National Conference, Nebraska Chapter APWA Spring and Fall Conference, League of Municipalities Annual Utility Conference, Nebraska Concrete Paving Association Conference, and various Professional Development Courses.

313 Training Assistance
The line item includes funding for all registration fees associated with conferences, training, and seminars.

FY17 – Funding is included for staff to attend their respective national and local conferences which includes APWA National Conference, Nebraska Chpater APWA Spring and Fall Conference, League of Municipalities Annual Utility Conference, Nebraska Concrete Paving Association Conference, and various Professional Development Courses. Funding increase requested this year for the APWA Mid-America Conference which occurs every three years and will be held in May 2017. Increase for Director and Deputy Director to attend Citywide Asset

Management training in Madison WI. Also, increase with adding the Deputy Director to noted conferences.

314

Other Contractual Services

This line item includes funding for the lease of the office copier, copy overage charges and Best Care EAP.

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 increase requested for the Deputy Director position.

Fund	Department	Dept Name	Pay Range	Position/Job Title	FT/PT/Seasonal	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Narrative
01	19	PW	215	Director	FT	1	1	1	1	1	1	
01	19	PW	210	City Engineer	FT	1	1	1	1	1	1	
01	19	PW	195	Deputy Director	FT	0	1	1	1	1	1	1 Requesting a new Deputy Director position
01	19	PW	130	Admin. Assistant	FT	1	0	0	0	0	0	0 Transitioning to Executive Assistant position
01	19	PW	150	Executive Assistant	FT	0	1	1	1	1	1	
01	19	PW	110	Secretary/Reception	FT	1	1	1	1	1	1	
01	19	PW	115	Intern	FT	0.7	0.7	0.7	0.7	0.7	0.7	0.7 28 hours per week
01	19	PW	160	CAD Tech	FT	0	0	1	1	1	1	1 Requesting CAD Tech position in FY-18
						4.7	5.7	6.7	6.7	6.7	6.7	

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
19-STREET ADMINISTRATION									
1230									
1231	PERSONNEL SERVICES								
1232	101 Salaries - Full-Time	171,977	178,585	178,585	237,509	243,867	249,825	256,007	262,421
1233	102 Salaries - Part-Time	6,869	9,365	8,365	9,455	9,810	10,178	10,560	10,956
1234	103 Overtime Salaries	1,258	671	300	699	725	752	780	810
1235	104 FICA	13,353	14,486	14,325	18,946	19,462	19,947	20,452	20,975
1236	105 Insurance Charges	15,814	19,731	18,731	14,099	14,945	15,842	16,793	17,802
1238	107 Pension	10,385	10,755	10,733	14,293	14,632	14,990	15,361	15,746
1239	108 Pension/ICMA								
1240	109 Self Insurance Expense	3,612							
1241	Total Personnel Services	223,268	233,593	231,039	295,001	303,441	311,534	319,953	328,710
1242									
1243	COMMODITIES								
1245	201 Office Supplies	21	86	86	86	88	90	92	94
1246	Total Commodities	21	86	86	86	88	90	92	94
1247									
1248	CONTRACTUAL SERVICES								
1249	302 Tele/Cell/Pager	810	990	810	1,350	1,350	1,377	1,405	1,433
1250	303 Prof Services - Other	39							
1253	309 Printing		45	113	45	46	47	48	49
1254	310 Dues & Subscriptions	390	482	482	598	610	622	634	647
1255	311 Travel	1,908	2,000	2,000	5,269	5,376	5,484	5,594	5,706
1257	313 Training	1,989	2,235	2,000	5,491	5,603	5,715	5,829	5,946
1258	314 Other Contractual Services	1,738	1,527	1,527	1,527	1,558	1,589	1,621	1,653
1260	321 Professional Services-Legal	1,930							
1261	Total Contractual Services	8,804	7,279	6,932	14,280	14,543	14,834	15,131	15,434
1262									
1263	OTHER CHARGES								
1264	505 Other	87	171	90	216	220	224	228	233
1266	Total Other Charges	87	171	90	216	220	224	228	233
1272	TOTAL	232,180	241,129	238,147	309,583	318,292	326,682	335,404	344,471
1273									
1274	*Twenty-five percent of the operating expenditures Streets Administration Fund is allocated to Sewer Fund 02-41.								
1275	Fifty percent of three positions are allocated to the Sewer Fund 02-41.								
1276									

	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
1277		Expenditure % Change	7%	4%	-1%	28%	3%	3%	3%	3%
1278		Personnel Services	7%	5%	-1%	26%	3%	3%	3%	3%
1279		Commodities	-74%	310%			2%	2%	2%	2%
1280		Contractual Services	31%	-17%	-5%	96%	2%	2%	2%	2%
1282		Other Charges	29%	97%	-47%	26%	2%	2%	2%	2%
1284										
1285				Budget to Actual	Estimate to Budget	Recom to Budget	Recomm to Recomm	Budget to Budget	Budget to Budget	Budget to Budget
1286		\$ Amount Change	19,049	8,949	-2,982	68,454	8,709	8,390	8,722	9,067
1287		Personnel Services	16,937	10,325	-2,554	61,408	8,440	8,093	8,419	8,757
1288		Commodities	-59	65			2	2	2	2
1289		Contractual Services	2,152	-1,525	-347	7,001	263	291	297	303
1290		Maintenance								
1291		Other Charges	19	84	-81	45	4	4	4	5
1292		Capital Exp								
1293										
1294										
1295										