ASSEMBLY ROAD SERVICE AREA COMMITTEE **REVISED**
AGENDA
April 13, 2015
6:00 pm Note: New start time
Assembly Chambers

NOTE: This is a committee meeting open to the public. Comments will be taken from Service Area Commissioners. **Each speaker will have a 5 minute time limit.**

1. Roll Call

2. Comment/discussion period open to **Service Area Commissioners** and limited to 5 minutes per speaker. Each Service Area Commissioner may speak for 5 minutes followed by questions from the Assembly Road Service Area Commission. Time allotted will be 30 minutes. Signup sheets will be available outside the Assembly Chambers by 5:00 pm.

3. Discussion and recommendations for possible ordinance revising criteria for the revolving loan fund. (Assemblymember Kassel)

4. Discussion and action on, including possible recommendations pertaining to Public Works/Rural Services budgets. (Mr. Cartner)

5. Additional time for **Service Area Commissioner** comments/discussion. Each Service Area Commissioner may speak for 5 minutes followed by questions from the Assembly Road Service Area Commission. This additional time is at the discretion of the Assembly Road Service Area Committee Chair.

6. Committee Member Comments
   a. District Council 1 – Stu Davies
   b. District Council 2 – Ed Cartner
   c. District Council 3 – Gary Pedretty
   d. District Council 4 – Mike Leonard
   e. District Council 5 – Clint Meyer
   f. District Council 6 – Rodger Hopp
   g. Public Member, Jack Phipps
   h. Mayor or Chief of Staff
   i. Public Works
   j. Lance Roberts, FNSB Assembly, Chair
   k. Guy Sattley, FNSB Assembly, Vice Chair
   l. Karl Kassel, FNSB Assembly

7. The next scheduled meeting is June 8, 2015.

8. Adjournment

14.01.180 Loans to road service areas from the road service revolving loan fund.

A. An organized road service area within the Fairbanks North Star Borough, by and through its duly appointed commission, may apply for a loan which will be secured by a pledge of taxes to be levied in the road service area, to fund road improvement capital projects, major upgrades, and other similar projects within the road service area.

1. Applications shall be collected annually on or before June 30th. The borough clerk shall notice the date by publication by newspaper once a month for at least three months prior to the deadline as well as other appropriate methods. Applications submitted after the due date shall be deemed untimely and shall be considered with the next round of applications unless withdrawn by the road service area commission.

2. The application deadline and related requirements imposed in this section, including the review by the rural services division and selection by the board, shall not apply to applications for projects that have already been selected by the borough for grant funding. Subject to subsection (J) of this section, to the extent projects have already been selected for grant funding by the borough, those projects shall be automatically deemed eligible for loan funding for up to 10 percent of the project costs, following receipt of a loan application that complies with subsections (B) and (C) of this section.

B. The loan application must be accompanied by a $250.00 loan application filing fee. The mayor may defer the application filing fee in cases of emergencies. The filing fee would then be included in the loan amount or be paid back over time if the loan is not approved by the loan board or the voters. The service area commission must apply to the mayor for deferral prior to submittal of the loan application.

C. The service area commission must submit a loan application provided by the board along with a proposed budget and plan showing income from a mill rate sufficient to:

1. Make annual indebtedness and interest payments to the fund;

2. Maintain adequate funds for the services normally provided by the service area, including annual maintenance; and

3. Provide for a fee to the borough to cover administrative costs as determined by the finance department including administrative costs of the indebtedness.

D. The service area commission shall submit the application, the filing fee and the proposed budget to the rural services division of the public works department. Prior to forwarding the completed applications to the loan board, the rural services division shall work with the service area commission to develop and finalize the application. The manager of the rural services division, or designee, shall review applications timely submitted, and:

1. Attempt to validate the contents of the application;

2. Research the basis or history of the underlying project;

3. If the application meets the minimum requirements of this section, forward the application to the FNSB road service loan fund board (loan board) for processing. The director, or designee, shall enclose a recommendation for approval or denial of the loan and reasons supporting the recommendation; and

4. Provide staff support to the loan board.

E. The loan board shall determine whether or not a service area is eligible to receive a loan and when there is inadequate money in the loan fund to fund all eligible loan requests, the loan board shall prioritize the applications based on criteria set by the loan board which shall include, but not be limited to, the following:

1. Life safety issues, including:

a. School bus or other child safety issues;

b. High traffic fatality or injury accident history; and

c. Accessibility issues for fire, ambulance or other emergency vehicles;

2. Nonfatality traffic accident history or other property safety issues;

3. Mitigation of the costs of combining road service areas;

4. Long-term maintenance and operational cost reductions;

5. Mitigation of high traffic level problems;

6. Matching funds from road service area fund balance or other sources;

7. Public support;

8. Benefit-to-cost ratio;

9. Project feasibility; and

10. Length of time to repay the loan.

F. The board shall only loan, in the normal loan application course, no more than 90 percent of the loan fund balance. The remaining 10 percent shall only be loaned on an emergency basis.

G. The board may request from the road service area commission additional information or clarification. The board may not change a loan application or project structure without the approval of the relevant commission; however, it may make recommendations for such changes.

H. The board may approve a loan amount less than the amount requested in the loan application; however, the commission may then withdraw the loan application prior to submittal of the list of approved loan application to the assembly if they determine the project would not be feasible.

I. A loan made to a service area pursuant to this section:

1. Shall be subject to a vote in the service area as required by FNSBC 3.01.027(A);

2. Shall not exceed a term of 10 years without special assembly approval; and

3. Shall bear simple interest at a fixed rate of one percentage point above the prime rate as reported in the Wall Street Journal on January 1st of the year in which the loan is approved by the board.

J. Service areas may not apply for any additional loans if there is an outstanding balance due on a previous loan unless a prior project was not fully funded and the additional loan is for the second phase of the project or the assembly makes a special exception due to extraordinary emergency circumstances.

K. Once the board has completed the approval and prioritization process, the prioritized list of loans recommended for approval shall be forwarded to the assembly, through the mayor, for final approval.

L. The assembly shall set on a vote, subject to FNSBC 3.01.027, in each of the service areas which the assembly approves for a loan.

M. Once a loan is granted after a vote by the service area, the finance department shall withdraw from a service area's fund balance on November 15th of each successive year following the year of the loan funds sufficient to cover the annual payment, accrued interest and the administrative costs. The annual payment and the accrued interest shall be deposited in the service area revolving loan fund. (Ord. 2007-31 § 2, 2007; Ord. 2003-55 § 5, 2003)

14.01.181 Definition.

A "service area" is a specific geographic area of the borough designated by ordinance in accordance with FNSBC 1.02.150 and AS 29.35 within which the borough provides a governmental service not provided on either an areawide basis or nonareawide basis, or a higher or different level of service than that provided on an areawide or nonareawide basis. A service area is a separate taxing jurisdiction. (Ord. 97-025 § 3, 1997; Ord. 81-22 § 2, 1981)

Fairbanks North Star Borough

Personnel Summary
Dept: Public Works
Div: Design & Construction

Employee Classification	Range	2013 Actual No.	2014 Actual No.	2014/15 Approved No.	2014/15 Approved Salary	2014/15 Revised No.	2014/15 Revised Salary	2015/16 Recommended No.	2015/16 Recommended Salary
General Funded Positions:									
Architect/Engineer- Mechanical	IV	1.00	1.00	1.00	99,220	1.00	99,220	1.00	101,190
Architect/Engineer - Electrical	IV	1.00	1.00	1.00	106,980	1.00	106,980	1.00	111,180
Architect/Engineer - Civil (S)	IV	0.25	0.25	0.25	27,250	0.25	27,250	0.25	28,320
Engineer - Civil Stormwater	III	1.00	1.00	1.00	95,180	1.00	95,180	1.00	98,920
Project Manager (S)	II	0.25	0.25	0.25	19,240	0.25	19,240	0.25	19,680
Public Works Fiscal Coordinator	16	1.00	1.00	1.00	81,370	1.00	81,370	1.00	82,900
Administrative Assistant III	7	1.00	1.00	1.00	52,430	1.00	52,430	1.00	58,770
Shift Differential	SD								
Overtime	OT								
SUB-TOTAL GENERAL FUNDED:		5.50	5.50	5.50	481,670	5.50	481,670	5.50	500,960
Project Funded Positions:									
Architect/Engineer - Civil (P) (S)	IV	0.75	0.75	0.75	81,760	0.75	81,760	0.75	84,970
Senior Project Manager (P)	III	1.00	1.00	1.00	114,900	1.00	114,900	1.00	117,180
Senior Project Manager (P)	III	1.00	1.00	1.00	86,630	1.00	86,630	1.00	88,360
Senior Project Manager (P)	III			1.00	95,180	1.00	95,180		
Project Manager (P)	II	1.00	1.00	1.00	91,140	1.00	91,140	1.00	93,220
Project Manager (P)	II	1.00	1.00	1.00	82,950	1.00	82,950	1.00	84,850
Project Manager (P)	II	1.00	1.00	1.00	91,140	1.00	91,140	1.00	93,220
Project Manager (P) (S)	II	0.75	0.75	0.75	57,700	0.75	57,700	0.75	59,020
Project Manager (P)	II		1.00	1.00	71,360	1.00	71,360	1.00	72,990
Assistant Project Manager (P)	13	1.00	1.00	1.00	61,870	1.00	61,870	1.00	62,100
Design and Construction Adm Asst III (P)	7	1.00	1.00	1.00	58,150	1.00	58,150	1.00	59,270
Design and Construction Adm Asst III (P)	7	1.00	1.00	1.00	56,480	1.00	56,480	1.00	57,540
Design and Construction Adm Asst III (P)	7	1.00	1.00	1.00	57,320	1.00	57,320	1.00	51,040
Less Direct Charges to Projects	II				(1,006,580)		(1,006,580)		(923,760)
SUB-TOTAL PROJECT FUNDED:		10.50	11.50	12.50	0	12.50	0	11.50	0
TOTALS:		16.00	17.00	18.00	481,670	18.00	481,670	17.00	500,960

Footnotes:
(P) Project Funded.
(S) Position split between general fund and project funded.

FY 2016 BUDGET WORKSHEET:

b By	c Date	d Dept	e Div	f Object Code Number	g FY 11/12 Actual	h FY 12/13 Actual	i FY 13/14 Actual	j Program Indicator	k Object Code Description	l Line Item Discussion	
lw	1/15/15	PW	D&C		16.00	16.00	17.00	NormOpr	PS-FTE		

Operating Budget

11	lw	1/14/15	PW	D&C	50505	416,847	360,489	419,664	NormOpr	PS-Permanent Salaries		11
12			PW	D&C	50510	607	4,141	3,202	NormOpr	PS-Overtime Wages		12
13			PW	D&C	50515	10,482	13,722	18,546	NormOpr	PS-Temporary Salaries		13
14	lw	1/14/15	PW	D&C	50520	273,517	228,271	273,286	NormOpr	PS-Benefits		14
15			PW	D&C	51105	3,795	5,299	4,908	NormOpr	COMD-Office Supplies		15
16			PW	D&C	51106	951	280	594	NormOpr	COMD - Computer Supplies		16
17			PW	D&C	51110	553	2,450	662	NormOpr	COMD-Operating Supplies		17
18			PW	D&C	51115	4,785	3,913	3,613	NormOpr	COMD-Books and Periodicals		18
19			PW	D&C	51120	0	0	0	NormOpr	COMD-Repair and Maint. Supplies		19
20			PW	D&C	51130	42	0	863	NormOpr	COMD-Clothing Supplies		20
21			PW	D&C	51210	2,433	2,685	2,833	NormOpr	COMD-Motor Fuels and Lubricants	Gas, Oil, Consumables for use in field equipment/vehicles	21
22			PW	D&C	51250	0	0	0	NormOpr	COMD-Equipment Parts		22
23			PW	D&C	61510				NormOpr	CONTR-Professional Services	Misc. professional services not funded by projects	23
24			PW	D&C	61510				NormOpr	CONTR-Professional Services	Misc. survey work	24
25			PW	D&C	61510	19,072	7,731	26,916	NormOpr	CONTR-Professional Services	Aerial Photo Reconnaissance - South Davis Park, Chena Riverbend, Tanana Lakes & Birch Hill	25
26			PW	D&C	61525	0	0	0	NormOpr	CONTR-Communications		26
27			PW	D&C	61580	1,944	1,262	1,165	NormOpr	CONTR-Travel	Local mileage to inspect various projects, attend meetings, etc.	27
28			PW	D&C	61581				NormOpr	CONTR-Profnl Dues/Mtgs	International Association of Electrical Inspectors	28
29			PW	D&C	61581				NormOpr	CONTR-Profnl Dues/Mtgs	American Society of Civil Engineers	29
30			PW	D&C	61581	344	653	296	NormOpr	CONTR-Profnl Dues/Mtgs	Project meetings and seminar costs	30

Public Works - Design & Construction

	n FY 14/15 Approved	o 12/31 Revised Budget	p (q - o) Proposed Increase (Decrease)	q FY 15/16 Recommended Detail	r Formula Column	s FY 15/16 Recommended	t Change Request Justification (column "p" numbers)	u FY 15/16 Approved
	18.00	18.00	(1.00)	17.00	17.00	17.00	Reduce 1 FTE Senior Project Manager project funded	17.00

11	481,670	481,670	19,290	500,960	500,960	500,960	Net change in personnel costs due to longevity adjustments	500,960	11
12	0	0	0	0	0	0		0	12
13	0	0	0	0	0	0		0	13
14	305,860	305,860	8,240	314,100	314,100	314,100	Net change is due to salary adjustments and change in benefit rate.	314,100	14
15	5,000	5,000	0	5,000	5,000	5,000		5,000	15
16	500	500	0	500	500	500		500	16
17	500	500	0	500	500	500		500	17
18	6,000	6,000	0	6,000	6,000	6,000		6,000	18
19	0	0	0	0	0	0		0	19
20	500	500	0	500	500	500		500	20
21	4,330	4,330	0	4,330	4,330	4,330		4,330	21
22	0	0	0	0	0	0		0	22
23	4,000	4,000	0	4,000		0		0	23
24	6,000	6,000	0	6,000		0		0	24
25	7,500	7,500	0	7,500	17,500	17,500		17,500	25
26	0	0	0	0	0	0		0	26
27	2,000	2,000	0	2,000	2,000	2,000		2,000	27
28	110	110	0	110		0		0	28
29	240	240	0	240		0		0	29
30	530	530	0	530	880	880		880	30

FY 2016 BUDGET WORKSHEET:

	b	c	d	e	f	g	h	i	j	k	l	
	By	Date	Dept	Div	Object Code Number	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	Program Indicator	Object Code Description	Line Item Discussion	
31			PW	D&C	61582	6,046	3,959	5,124	NormOpr	CONTR-Training	Staff Training - Building codes and construction related training, including technical training	31
32			PW	D&C	61610	648	9,409	1,577	NormOpr	CONTR-Advertising, Printing & Binding	Misc. advertising and printing for projects not grant funded	32
33			PW	D&C	61640	0	0	0	NormOpr	CONTR-Insurance and Bonding		33
34			PW	D&C	61710	0	0	0	NormOpr	CONTR-Repairs & Maint. - Bldg. & Grounds		34
35			PW	D&C	61750	0	0	0	NormOpr	CONTR-Repairs & Maint. - Office Equipment		35
36			PW	D&C	61780	1,875	7,000	4,975	NormOpr	CONTR-Repairs & Maint. - Other Equipment	Vehicle/Equipment maintenance (Transit)	36
37			PW	D&C	61810	0	0	0	NormOpr	CONTR-Rent		37
38			PW	D&C	61830	0	0	0	NormOpr	CONTR-Utilities		38
39			PW	D&C	61920	4,076	5,410	5,410	NormOpr	CONTR-Equipment Leases	Vehicle /Equipment Replacement Charge(Transit)	39
40			PW	D&C	61950				NormOpr	CONTR-Other Contractual Services		40
41			PW	D&C	61950				NormOpr	CONTR-Other Contractual Services	Motor Pool Vehicle washing	41
42			PW	D&C	61950				NormOpr	CONTR-Other Contractual Services	Registration of 35 Borough Wide Underground Storage Tanks	42
43			PW	D&C	61950				NormOpr	CONTR-Other Contractual Services	Annual testing, maintenance & inspection of Borough & School District building sprinkler systems	43
44			PW	D&C	61950				NormOpr	CONTR-Other Contractual Services	Short term rental of survey equipment for miscellaneous project planning	44
45			PW	D&C	61950	65,648	72,926	65,786	NormOpr	CONTR-Other Contractual Services	Renewal of professional registration licenses for Architects & Engineers	45
46			PW	D&C		0	0	0	NormOpr	Grants-Local Match & Indirect Costs		46
47			PW	D&C	72001	2,320	0	1,380	NormOpr	CAPITAL-Controlled Assets		47
48			PW	D&C	72005	0	0	0	NormOpr	CAPITAL-Buildings & Structures		48
49			PW	D&C	72010	0	0	0	NormOpr	CAPITAL-Office Furniture		49
50			PW	D&C	72012	0	0	0	NormOpr	CAPITAL-Office Equipment		50
51			PW	D&C	72015	0	0	0	NormOpr	CAPITAL-Rolling Equipment		51
52			PW	D&C	72020	0	0	0	NormOpr	CAPITAL-Machinery & Equipment		52
53			PW	D&C	72025	0	0	0	NormOpr	CAPITAL-Land & Land Improvements		53

Public Works - Design & Construction

	n FY 14/15 Approved	o 12/31 Revised Budget	p (q - o) Proposed Increase (Decrease)	q FY 15/16 Recommended Detail	r Formula Column	s FY 15/16 Recommended	t Change Request Justification (column "p" numbers)	u FY 15/16 Approved	
31	12,510	12,510	0	12,510	12,510	12,510		12,510	31
32	1,000	1,000	0	1,000	1,000	1,000		1,000	32
33	0	0	0	0	0	0		0	33
34	0	0	0	0	0	0		0	34
35	0	0	0	0	0	0		0	35
36	5,600	5,600	1,300	6,900	6,900	6,900	Increase in charges for Vehicle Equipment Fleet Repairs and Maint.	6,900	36
37	0	0	0	0	0	0		0	37
38	0	0	0	0	0	0		0	38
39	5,410	5,410	4,110	9,520	9,520	9,520	Increase in vehicle/equipment replacement charges	9,520	39
40	0	(1,105)	1,105	0		0	Budget transfer to controlled assets	0	40
41	250	250	0	250		0		0	41
42	4,350	4,350	0	4,350		0		0	42
43	80,000	80,000	0	80,000		0		0	43
44	1,500	1,500	0	1,500		0		0	44
45	1,200	1,200	0	1,200	87,300	87,300		87,300	45
46	0	0	0	0	0	0		0	46
47	0	1,105	(1,105)	0	0	0	Budget transfer from other contractual services	0	47
48	0	0	0	0	0	0		0	48
49	0	0	0	0	0	0		0	49
50	0	0	0	0	0	0		0	50
51	0	0	0	0	0	0		0	51
52	0	0	0	0	0	0		0	52
53	0	0	0	0	0	0		0	53

FY 2016 BUDGET WORKSHEET:

	b	c	d	e	f	g	h	i	j	k	l	
	By	Date	Dept	Div	Object Code Number	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	Program Indicator	Object Code Description	Line Item Discussion	
54			PW	D&C	72030	0	0	0	NormOpr	CAPITAL-Library Materials		54
55			PW	D&C	72035	0	0	0	NormOpr	CAPITAL-Leasehold Improvements		55
56			PW	D&C	72040	0	0	0	NormOpr	CAPITAL-Other Capital Items		56
57						**815,985**	**729,600**	**840,800**			**Normal Operations Totals:**	57
58												58
59												59
60												60
61												61
62												62
63												63
64												64
65												65
66												66
67												67

Revenue - General Fund

68	b	c	d	e	f	g	h	i	j	k	l	
69												
70												
71	By	Date	Dept	Div	Object Code Number	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	Program Indicator	Object Code Description	Line Item Discussion	
72												
73			PW	D&C	44002	0	0	0	NormOpr	Engineering permits	Stormwater permits	73
74												74
75						**0**	**0**	**0**			**Normal Operations Totals:**	75
76												76
77												77

Public Works - Design & Construction

	n FY 14/15 Approved	o 12/31 Revised Budget	p (q - o) Proposed Increase (Decrease)	q FY 15/16 Recommended Detail	r Formula Column	s FY 15/16 Recommended	t Change Request Justification (column "p" numbers)	u FY 15/16 Approved	
54	0	0	0	0	0	0		0	54
55	0	0	0	0	0	0		0	55
56	0	0	0	0	0	0		0	56
57	**936,560**	**936,560**	**32,940**	**969,500**	**969,500**	**969,500**		**969,500**	57
58									58
59					**969,500 xcheck total**				59
60									60
61	Amount allocated through staff benefit rate			$ 500,960	27.2%	$ 136,261	Perm wages x 27.2% Health & life insurance cost		61
62	Amount allocated through staff benefit rate			$ 923,760	27.2%	$ 251,263	Project wages x 27.2% Health & life insurance cost		62
63						**$ 387,524**			63
64									64
65	Heath & life insurance cost by employee			$ 1,686	17	$ 343,944	$1,686 per employee per month x # employees (bodies) x 12 months		65
66									66
67									67
68	n FY 14/15 Approved	o 12/31 Revised Budget	p (q - o) Proposed Increase (Decrease)	q FY 15/16 Recommended Detail	r Formula Column	s FY 15/16 Recommended	t Change Request Justification (column "p" numbers)	u FY 15/16 Approved	68
69									69
70									70
71									71
72									72
73	3,600	3,600	0	3,600	3,600	3,600		3,600	73
74									74
75	**3,600**	**3,600**	**0**	**3,600**	**3,600**	**3,600**		**3,600**	75
76									76
77					**3,600 xcheck total**				77

Personnel Summary
Dept: Public Works
Div: Rural Services

Employee Classification	Range	2013 Actual No.	2014 Actual No.	2014/15 Approved No.	2014/15 Approved Salary	2014/15 Revised No.	2014/15 Revised Salary	2015/16 Recommended No.	2015/16 Recommended Salary
Rural Service Engineer / Manager	IV	1.00	1.00	1.00	99,220	1.00	99,220	1.00	103,110
Engineer - Civil	III	1.00	1.00	1.00	97,290	1.00	97,290	1.00	99,510
Administrative Assistant V	12	1.00	1.00	1.00	72,520	1.00	72,520	1.00	73,900
Service Area Technician	9	1.00	1.00	1.00	57,040	1.00	57,040	1.00	51,650
Administrative Assistant III	7	1.00	1.00	1.00	64,560	1.00	64,560	1.00	64,810
Overtime	OT				3,000		3,000		3,000
Temporaries	TH				13,000		13,000		13,000
TOTALS:		5.00	5.00	5.00	406,630	5.00	406,630	5.00	408,980

FY 2016 BUDGET WORKSHEET:

b	c	d	e	f	g	h	i	j	k	l	
By	Date	Dept	Div	Object Code Number	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	Program Indicator	Object Code Description	Line Item Discussion	
		PW	RS		5.00	5.00	5.00	NormOpr	PS-FTE		

Operating Budget

11	lw	1/14/15	PW	RS	50505	339,711	359,601	374,428	NormOpr	PS-Permanent Salaries		11
12			PW	RS	50510	3,533	1,279	1,838	NormOpr	PS-Overtime Wages		12
13			PW	RS	50515	795	360	1,245	NormOpr	PS-Temporary Salaries	Clerical and operational staff, student engineering intern	13
14	lw	1/14/15	PW	RS	50520	227,283	200,129	222,245	NormOpr	PS-Benefits		14
15			PW	RS	51105	2,196	4,438	4,984	NormOpr	COMD-Office Supplies	Supplies for administration of Service Area operations	15
16			PW	RS	51106	180	437	174	NormOpr	COMD - Computer Supplies	Software upgrades, purchases, etc.	16
17			PW	RS	51110	593	721	94	NormOpr	COMD-Operating Supplies	Film, surveying/field work supplies	17
18			PW	RS	51115	708	201	205	NormOpr	COMD-Books and Periodicals	Covers annual newspaper (requested for Service Area ad confirmation and reported events)	18
19			PW	RS	51120	84	0	57	NormOpr	COMD-Repair and Maint. Supplies	Covers surveying equipment, cameras, etc.	19
20			PW	RS	51130	42	30	0	NormOpr	COMD-Clothing Supplies		20
21			PW	RS	51210	1,728	1,400	1,237	NormOpr	COMD-Motor Fuels and Lubricants	Gas, Oil, Consumables for use in field equipment/vehicles	21
22			PW	RS	51250	0	0	57	NormOpr	COMD-Equipment Parts		22
23			PW	RS	61510	0	0	0	NormOpr	CONTR-Professional Services		23
24			PW	RS	61525	0	0	0	NormOpr	CONTR-Communications	Postage for Service Area Notifications	24
25			PW	RS	61580	1,408	877	940	NormOpr	CONTR-Travel	Mileage reimbursement	25
26			PW	RS	61581	0			NormOpr	CONTR-Profnl Dues/Mtgs	American Society of Civil Engineers	26
27			PW	RS	61581	325	476	610	NormOpr	CONTR-Profnl Dues/Mtgs	New Service Area commissioner training meetings	27
28			PW	RS	61582				NormOpr	CONTR-Training	Staff training	28
29			PW	RS	61582				NormOpr	CONTR-Training	Service Area Eng-T2 Road seminar	29
30			PW	RS	61582				NormOpr	CONTR-Training	Office Staff Mgt. seminar	30
31			PW	RS	61582	1,271	1,379	2,220	NormOpr	CONTR-Training	In-state professional seminar	31
32			PW	RS	61610	1,333	1,286	1,603	NormOpr	CONTR-Advertising, Printing & Binding	Advertising various Service Area meetings, etc.	32
33			PW	RS	61640	0	0	0	NormOpr	CONTR-Insurance and Bonding		33

Public Works - Rural Services

	n FY 14/15 Approved	o 12/31 Revised Budget	p (q - o) Proposed Increase (Decrease)	q FY 15/16 Recommended Detail	r Formula Column	s FY 15/16 Recommended	t Change Request Justification (column "p" numbers)	u FY 15/16 Approved	
	5.00	5.00	0.00	5.00	5.00	5.00		5.00	
11	390,630	390,630	2,350	392,980	392,980	392,980	Net change in personnel costs due to longevity adjustments	392,980	11
12	3,000	3,000	0	3,000	3,000	3,000		3,000	12
13	13,000	13,000	0	13,000	13,000	13,000		13,000	13
14	251,270	251,270	(1,730)	249,540	249,540	249,540	Net change is due to salary adjustments and change in benefit rate.	249,540	14
15	4,000	4,000	0	4,000	4,000	4,000		4,000	15
16	550	550	0	550	550	550		550	16
17	850	850	0	850	850	850		850	17
18	1,000	1,000	0	1,000	1,000	1,000		1,000	18
19	700	700	0	700	700	700		700	19
20	0	0	0	0	0	0		0	20
21	1,900	1,900	0	1,900	1,900	1,900		1,900	21
22	0	0	0	0	0	0		0	22
23	0	0	0	0	0	0		0	23
24	500	500	0	500	500	500		500	24
25	1,000	1,000	0	1,000	1,000	1,000		1,000	25
26	240	240	0	240		0		0	26
27	1,000	1,000	0	1,000	1,240	1,240		1,240	27
28	720	720	0	720		0		0	28
29	820	820	0	820		0		0	29
30	140	140	0	140		0		0	30
31	360	360	0	360	2,040	2,040		2,040	31
32	1,700	1,700	0	1,700	1,700	1,700		1,700	32
33	0	0	0	0	0	0		0	33

FY 2016 BUDGET WORKSHEET:

	b	c	d	e	f	g	h	i	j	k	l	
	By	Date	Dept	Div	Object Code Number	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	Program Indicator	Object Code Description	Line Item Discussion	
34			PW	RS	61710	10,988	9,338	10,196	NormOpr	CONTR-Repairs & Maint. - Bldg. & Grounds	Janitorial Services for a portion of 5th Ave Building where department employees are located	34
35			PW	RS	61750	0	0	0	NormOpr	CONTR-Repairs & Maint. - Office Equipment	Fax, typewriter and copier repairs	35
36			PW	RS	61780				NormOpr	CONTR-Repairs & Maint. - Other Equipment	Repairs to measuring/surveying equipment	36
37			PW	RS	61780	1,400	3,700	2,400	NormOpr	CONTR-Repairs & Maint. - Other Equipment	Vehicle maintenance (Transit)	37
38			PW	RS	61810	0	0	0	NormOpr	CONTR-Rent		38
39			PW	RS	61830	9,177	9,551	7,787	NormOpr	CONTR-Utilities	Trash Pickup	39
40			PW	RS	61920	3,190	3,190	3,190	NormOpr	CONTR-Equipment Leases	Vehicle /Equipment Replacement Charge (Transit)	40
41			PW	RS	61950				NormOpr	CONTR-Other Contractual Services	Renewal of Engineer professional registration license.	41
42			PW	RS	61950				NormOpr	CONTR-Other Contractual Services	VEFF Vehicle cleaning	42
43			PW	RS	61950	1,078	56	489	NormOpr	CONTR-Other Contractual Services	Laboratory Testing	43
44			PW	RS		0	0	0	NormOpr	Grants-Local Match & Indirect Costs		44
45			PW	RS	72001	0	0	2,586	NormOpr	CAPITAL-Controlled Assets		45
46			PW	RS	72005	0	0	0	NormOpr	CAPITAL-Buildings & Structures		46
47			PW	RS	72010	0	0	0	NormOpr	CAPITAL-Office Furniture		47
48			PW	RS	72012	0	0	0	NormOpr	CAPITAL-Office Equipment		48
49			PW	RS	72015	0	0	0	NormOpr	CAPITAL-Rolling Equipment		49
50			PW	RS	72020	0	0	0	NormOpr	CAPITAL-Machinery & Equipment		50
51			PW	RS	72025	0	0	0	NormOpr	CAPITAL-Land & Land Improvements		51
52			PW	RS	72030	0	0	0	NormOpr	CAPITAL-Library Materials		52
53			PW	RS	72035	0	0	0	NormOpr	CAPITAL-Leasehold Improvements		53
54			PW	RS	72040	0	0	0	NormOpr	CAPITAL-Other Capital Items		54
55						**607,023**	**598,449**	**638,585**			**Normal Operations Totals:**	55
56												56
57												57
58												58
59												59
60												60
61												61
62												62

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	n FY 14/15 Approved	o 12/31 Revised Budget	p (q - o) Proposed Increase (Decrease)	q FY 15/16 Recommended Detail	r Formula Column	s FY 15/16 Recommended	t Change Request Justification (column "p" numbers)	u FY 15/16 Approved	
34	11,300	11,300	0	11,300	11,300	11,300		11,300	34
35	100	100	0	100	100	100		100	35
36	100	100	0	100		0		0	36
37	3,700	3,700	(2,100)	1,600	1,700	1,700	Decrease in charges for Vehicle Equipment Maintenance	1,700	37
38	0	0	0	0	0	0		0	38
39	11,250	11,250	0	11,250	11,250	11,250		11,250	39
40	3,190	3,190	10	3,200	3,200	3,200	Increase in charges for Vehicle Equipment lease charges	3,200	40
41	150	150	0	150		0		0	41
42	150	150	0	150		0		0	42
43	1,000	1,000	0	1,000	1,300	1,300		1,300	43
44	0	0	0	0	0	0		0	44
45	0	0	0	0	0	0		0	45
46	0	0	0	0	0	0		0	46
47	0	0	0	0	0	0		0	47
48	0	0	0	0	0	0		0	48
49	0	0	0	0	0	0		0	49
50	0	0	0	0	0	0		0	50
51	0	0	0	0	0	0		0	51
52	0	0	0	0	0	0		0	52
53	0	0	0	0	0	0		0	53
54	0	0	0	0	0	0		0	54
55	**704,320**	**704,320**	(1,470)	**702,850**	**702,850**	**702,850**		**702,850**	55
56									56
57					**702,850 xcheck total**				57
58									58
59	Amount allocated through staff benefit rate			$ 392,980	27.2%	$ 106,891	Perm wages x 27.2% Health & life insurance cost		59
60									60
61	Heath & life insurance cost by employee			$ 1,686	5	$ 101,160	$1,686 per employee per month x # employees (bodies) x 12 months		61
62									62

FY 2016 BUDGET WORKSHEET:

	b	c	d	e	f	g	h	i	j	k	l	
	By	Date	Dept	Div	Object Code Number	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	Program Indicator	Object Code Description	Line Item Discussion	
63	**Revenue - General Fund**											63
64	b	c	d	e	f	g	h	i	j	k	l	
65												
66												
67	By	Date	Dept	Div	Object Code Number	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	Program Indicator	Object Code Description	Line Item Discussion	
68												
69			PW	RS	44002	15,600	16,920	15,408	NormOpr	Engineering Permit Fees	Driveway and Utility Permits	69
70												70
71												71
72						**15,600**	**16,920**	**15,408**			**Normal Operations Totals:**	72
73												73
74												74

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	n FY 14/15 Approved	o 12/31 Revised Budget	p (q - o) Proposed Increase (Decrease)	q FY 15/16 Recommended Detail	r Formula Column	s FY 15/16 Recommended	t Change Request Justification (column "p" numbers)	u FY 15/16 Approved	
63									63
	n FY 14/15 Approved	o 12/31 Revised Budget	p (q - o) Proposed Increase (Decrease)	q FY 15/16 Recommended Detail	r Formula Column	s FY 15/16 Recommended	t Change Request Justification (column "p" numbers)	u FY 15/16 Approved	64 65 66 67 68
69	15,280	15,280	300	15,580	15,580	15,580		15,580	69
70			0			0		0	70
71			0			0		0	71
72	**15,280**	**15,280**	**300**	**15,580**	**15,580**	**15,580**		**15,580**	72
73									73
74					**15,580 xcheck total**				74