

# General Fund

## Administration

	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Adopted
<b>PERSONNEL SERVICES</b>				
Salaries - Full-Time	393,240	438,995	460,179	<b>287,336</b>
Salaries - Part-Time	11,085	12,382	16,590	-
Overtime Salaries	118	1,278	1,000	<b>1,072</b>
FICA	29,184	32,665	36,550	<b>22,039</b>
Insurance Charges	44,882	52,694	53,897	<b>33,041</b>
Other Personnel Services	-	-	-	-
Pension	18,166	20,835	21,368	<b>10,615</b>
Pension/ICMA	5,439	5,590	5,979	<b>6,375</b>
<b>Total Personnel Services</b>	<b>502,114</b>	<b>564,439</b>	<b>595,563</b>	<b>360,478</b>
<b>COMMODITIES</b>				
Office Supplies	8,704	9,996	8,404	<b>2,700</b>
Books and Periodicals	341	299	1,000	<b>536</b>
Food Supplies	-	37	250	<b>215</b>
Wearing Apparel	59	-	-	-
Motor Vehicle Supplies	-	-	-	-
Other - auto supplies	-	-	-	-
<b>Total Commodities</b>	<b>9,104</b>	<b>10,332</b>	<b>9,654</b>	<b>3,451</b>
<b>CONTRACTUAL SERVICES</b>				
Postage	1,175	2,628	3,000	<b>1,609</b>
Telephone	3,253	3,265	4,235	<b>1,195</b>
Professional Services-Other	88	4,478	1,050	<b>563</b>
Utilities	16,735	17,186	18,340	<b>10,120</b>
Insurance and Bonds	-	-	-	-
Rentals	-	-	-	-
Car Allowance	3,780	4,228	3,612	<b>3,690</b>
Legal Advertising	685	752	700	<b>750</b>
Printing	1,804	1,831	3,000	<b>3,054</b>
Dues and Subscriptions	3,406	3,769	4,020	<b>3,302</b>
Travel Expense	14,490	19,733	23,903	<b>15,199</b>
Training Assistance	5,809	7,300	16,998	<b>6,883</b>
Other Contractual Services	13,688	8,840	33,670	<b>3,084</b>
Prof Services-Auditing	34,090	29,481	37,100	-
Professional Services-Legal	47,141	105,527	75,000	<b>64,286</b>
<b>Total Contractual Services</b>	<b>146,143</b>	<b>209,017</b>	<b>224,628</b>	<b>113,735</b>
<b>MAINTENANCE</b>				
Building and Grounds	-	27	-	-
Machine Equip & Tool Maint.	-	-	-	-
Vehicle Maintenance	-	-	-	-
<b>Total Maintenance</b>	<b>-</b>	<b>27</b>	<b>-</b>	<b>-</b>

# General Fund

<b>Administration</b>				
	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Budget</b>	<b>FY15 Adopted</b>
<b>OTHER CHARGES</b>				
Other Charges	17,202	26,824	7,805	<b>6,863</b>
Refunds	-	-	-	-
County Treasurer Fee	53,086	52,800	50,000	-
Financial Lending Bond Fees	-	-	-	-
Fee Expense	-	-	-	-
<b>Total Other Charges</b>	<b>70,289</b>	<b>79,625</b>	<b>57,805</b>	<b>6,863</b>
<b>CAPITAL OUTLAY</b>				
Office Equipment	-	-	-	-
Motor Vehicles	-	-	-	-
Radio Systems	-	-	-	-
Other Capital Outlay	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Administration</b>	<b>727,649</b>	<b>863,440</b>	<b>887,650</b>	<b>484,527</b>

## 1-14 Administration

(Note: As part of the reorganization effort implemented June 1, 2014, an administrative services division was created. Consequently, operating expenses related to the functions of Finance, Human Resources, Information Technology (IT), Insurance/Risk Management and the City Clerk's Office were moved to the Administrative Services budget based on our best estimate. Administration now consists of the City Administrator, the Assistant City Administrator/Director of Community Services, the Assistant to the City Administrator, the Community Relations Coordinator, and the Executive Assistant. Once we have completed a full year of operations there will likely be adjustments to various line items to more accurately reflect actual expenses. Additionally, 25% of the cost of the Administration budget is funded by the Sewer Fund, which is a 5% reduction from the previous year.)

### Budget

#### Line Item

#### 101 Full Time Salaries

Salaries for the positions noted above are included in this line item. A 2.5% base factor is included for potential salary increases in accordance with the compensation ordinance.

#### 102 Part Time Salaries

No funding is requested in this line item.

#### 103 Overtime

Funding in this line item is for occasional overtime needs of the Executive Assistant.

#### 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.

#### 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.

#### 108 Civilian Pension

This line item funds the City's portion of employee pension contributions for the City Administrator.

# General Fund

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## **1-14 Administration**

### **201 Office Supplies**

This line item funds the administrative share of the postage meter lease and supplies, the monthly base and overage charges for the copy machines, cartridges and toners for the printers, and other miscellaneous office supplies.

### **202 Books/Periodicals**

This line item funds the purchase of books and periodicals.

### **203 Food Supplies**

This line item funds the purchase of food supplies.

### **204 Wearing Apparel**

No funding requested in this line item.

### **301 Postage**

This line item includes funding for the administrator portion of the newsletter postage and other postage costs.

### **302 Telephone**

This line item includes funding for telephone services for administration personnel.

### **303 Professional Services – Other**

This line item funds new employee physicals for administration personnel. Funding requested at same level as last year.

### **304 Utilities**

This line item funds all utility costs for the City Hall facility. Utility costs are being split 50/50 with Administrative Services. A 3% increase is requested.

### **307 Car Allowance**

This line item funds car allowances for the City Administrator, Assistant City Administrator/Director of Community Services, Assistant to the City Administrator and Community Relations Coordinator. No increase.

### **308 Legal Ads**

This line items funds any legal advertising for administration. A total of \$700 is being requested.

### **309 Printing**

This line item funds City Hall's portion of printing the CityWise newsletter as well as other miscellaneous printing costs.

### **310 Dues/Subscriptions**

Administrative professional memberships and subscriptions for the City Administrator, Assistant City Administrator/Director of Community Services, Assistant to the City Administrator and Community Relations Coordinator are included in this line item.

## **1-14 Administration**

### **311 Travel Expenses**

This line item funds all authorized trips and the expenses related to meals, lodging, transportation and miscellaneous incidental costs. Funding is included for most department heads to attend their respective national conferences, the Community Relations Coordinator to participate in a two-year Certified Public Communicator Program in lieu of attending the 3CMA Conference, five employees to attend the International Council of Shopping Centers Annual Spring Convention in Las Vegas, three employees to attend the Alliance for Innovation Transforming Local Government Conference, four employees to attend the National Civic League All America City Awards Presentation Program, and two employees to attend the League of Nebraska Municipalities Annual Conference. Several other in-state conferences and various MAPA, SCEDC, etc. events are also funded in this line item.

### **313 Training**

Funding is included for most department heads to attend their respective national conferences, the Community Relations Coordinator to participate in a two-year Certified Public Communicator Program in lieu of attending the 3CMA Conference, five employees to attend the International Council of Shopping Centers Annual Spring Convention in Las Vegas, three employees to attend the Alliance for Innovation Transforming Local Government Conference, four employees to attend the National Civic League All America City Awards Presentation Program, and two employees to attend the League of Nebraska Municipalities Annual Conference. Additional funding was requested for several in-state conferences and to provide executive development services for the City Administrator, as required by contract.

### **314 Other Contractual Services**

This line item includes funding for special projects and/or grant writing work, copy machine fees, and any other contractual services. 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.

### **321 Professional Services – Legal**

Funding requested at same level as last year.

### **505 Other Charges**

This line item funds other miscellaneous administrative expenses as well as the annual contribution to SCEDC in the amount of \$3,750 (75%). One-time funding for an additional lateral file for the ACA/DCS is also included in the amount of \$1,200 (75%).

### **510 County Treasurer Fees**

These fees are now included in the Administrative Services budget.