

General Fund

Administrative Services

	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Adopted
PERSONNEL SERVICES				
Salaries - Full-Time				316,106
Salaries - Part-Time				15,527
Overtime Salaries				750
FICA				25,427
Insurance Charges				21,640
Other Personnel Services				-
Pension				14,298
Pension/ICMA				5,057
Total Personnel Services	-	-	-	398,805
COMMODITIES				
Office Supplies				6,075
Books and Periodicals				397
Food Supplies				23
Wearing Apparel				-
Motor Vehicle Supplies				-
Other - auto supplies				-
Total Commodities	-	-	-	6,495
CONTRACTUAL SERVICES				
Postage				3,214
Telephone				2,723
Professional Services-Other				563
Utilities				10,120
Insurance and Bonds				-
Rentals				-
Car Allowance				1,800
Legal Advertising				375
Printing				161
Dues and Subscriptions				1,384
Travel Expense				5,134
Training Assistance				4,755
Other Contractual Services				2,505
Prof Services-Auditing				37,613
Professional Services-Legal				8,036
Total Contractual Services	-	-	-	78,383

General Fund

Administrative Services				
	FY12	FY13	FY14	FY15
	Actual	Actual	Budget	Adopted
MAINTENANCE				
Building and Grounds				-
Machine Equip & Tool Maint.				-
Vehicle Maintenance				-
Total Maintenance	-	-	-	-
OTHER CHARGES				
Other Charges				4,650
Refunds				-
County Treasurer Fee				50,000
Financial Lending Bond Fees				-
Fee Expense				-
Total Other Charges	-	-	-	54,650
CAPITAL OUTLAY				
Office Equipment				-
Other Capital Outlay				-
Total Capital Outlay	-	-	-	-
Total Administrative Services	-	-	-	538,333

1-10 Administrative Services

(Note: As part of the reorganization effort implemented June 1, 2014, an administrative services division was created. This division includes Finance, Human Resources, Information Technology (IT), Insurance/Risk Management and the City Clerk's Office. This is the first year for the Administrative Services budget and operating expenses were split between this new division and the existing Administration budget based on our best estimate. 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 Administrative Services 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 City Hall administrative services staff 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

A 2.5% base factor is included for potential salary increases in accordance with the compensation ordinance.

103 Overtime

An increase in funding is requested. This is due to employee involvement in La Vista Daze events and this time is difficult to flex since the additional time falls all within one pay period.

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 Director of Administrative Services.

General Fund

1-10 Administrative Services

201 Office Supplies

This line item funds the administrative services 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. There is a decrease in this item due to the split with the Administration budget.

202 Books/Periodicals

This line item funds the purchase of books and periodicals. No additional funding is being requested.

203 Food Supplies

No additional funding is being requested.

204 Wearing Apparel

No funding requested in this line item.

301 Postage

An increase in funding is requested due to increased costs associated with mailings.

302 Telephone

No additional funding is being requested.

303 Professional Services – Other

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

304 Utilities

This line item funds a portion of utility costs for the City Hall facility. An increase of \$275 is requested based on actual expenses and a projected 3% increase in utility costs.

307 Car Allowance

This line item funds car allowances for the Director of Administrative Services and City Clerk.

308 Legal Ads

Funding requested at same level as last year.

309 Printing

This line item funds part of City Hall's portion of printing the CityWise newsletter as well as other miscellaneous printing costs. Funding requested at same level as last year.

310 Dues/Subscriptions

Administrative services professional memberships and subscriptions are included in this line item. An increase in funding of \$689 is being requested to include memberships for the Director of Administrative Services.

1-10 Administrative Services

311 Travel Expenses

This line item funds all authorized trips and the expenses related to meals, lodging, transportation and miscellaneous incidental costs. An increase in total funding requested due to changes in travel requests. Funding is included for most administrative services department heads to attend their respective national conferences, and one employee to attend the League of Nebraska Municipalities Midwinter Conference. Several other in-state conferences and various MAPA, SCEDC, etc. events are funding in this line item.

313 Training

An increase in total funding requested in this line item due to changes in travel requests. Funding is included for most administrative services department heads to attend their respective national conferences, and one employee to attend the League of Nebraska Municipalities Midwinter Conference. Several other in-state conferences and various MAPA, SCEDC, etc. events are funding in this line item.

314 Other Contractual Services

This line item includes funding for special projects and/or grant writing work, telephone maintenance, and the yearly fee for American Legal to provide statute updates for the code book. 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.

320 Professional Services – Audit

Funding for the City's annual financial audit is included in this line item. Amount requested is based on the City's auditing contract.

321 Professional Services – Legal

Funding requested at same level as last year.

505 Other Charges

In addition to other miscellaneous administrative services expenses a one-time expense of \$1,000 is requested to purchase replacement office chairs.

510 County Treasurer Fees

These fees are charged as a percentage of the tax collections made by the Sarpy County Treasurer.