

## Administrative Services

### Overview

The Administrative Services Department includes the functions of Finance, Insurance/Risk Management, Human Resources, IT and the City Clerk's Office, and provides administrative support to the organization. This budget provides funding for Finance, Insurance/Risk Management and the City Clerk's Office.

### FY16 Highlights:

- Selection and planning for an enterprise resource planning (ERP) system to replace several systems with full implementation by mid to late FY17
- Accounts Payable was converted to accrual
- Payroll was converted from in-house to Payroll MAXX Evolution, which links to our Payroll MAXX time keeping module
- Documentation of month end close process
- Refinanced Series 2011 bonds, reducing interest expense

### FY17 & FY18 Objectives:

- Completion of conversion to ERP system
- Movement of accounts payable and cash receipting functions to city departments
- Support the conversion of HR management to Payroll MAXX Infinity for insurance open enrollment and other HR functions
- Review Finance policies and procedures
- Planning and selection of a Record's Management system for the City

### Summary

• <b>FTE's</b>	5.6		
• <b>Budget</b>	<b>FY17</b> \$798,861	<b>FY18</b> \$823,292	
• <b>Funding Sources</b>	General Fund \$599,146 Sewer Fund \$172,991	\$617,469 \$178,602	

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## 10 - Administrative Services

		FY15 Actual	FY16 Budget	FY17 Adopted	FY18 Adopted
	<b>PERSONNEL SERVICES</b>				
101	Salaries - Full-Time	302,346	320,664	283,243	291,364
102	Salaries - Part-Time	-	39,463	54,756	56,810
103	Overtime Salaries	733	790	817	847
104	FICA	22,664	27,610	26,057	26,839
105	Insurance Charges	21,194	27,592	32,516	34,467
107	Pension	13,617	14,503	12,092	12,384
108	Pension/ICMA	4,900	5,582	5,777	5,948
	<b>Total Personnel Services</b>	<b>365,454</b>	<b>436,204</b>	<b>415,258</b>	<b>428,659</b>
	<b>COMMODITIES</b>				
201	Office Supplies	7,233	6,075	6,200	6,324
202	Books and Periodicals	-	397	397	405
203	Food Supplies	-	23	23	23
	<b>Total Commodities</b>	<b>7,233</b>	<b>6,495</b>	<b>6,620</b>	<b>6,752</b>
	<b>CONTRACTUAL SERVICES</b>				
301	Postage	2,209	3,214	3,225	3,290
302	Telephone	1,924	2,723	2,775	2,831
303	Professional Services-Other	41,945	563	-	-
304	Utilities	10,542	10,424	10,650	10,863
307	Car Allowance	1,980	1,800	1,800	1,800
308	Legal Advertising	281	375	375	383
309	Printing	138	161	1,050	1,071
310	Dues and Subscriptions	1,265	1,575	2,055	2,096
311	Travel	2,482	5,795	6,494	6,620
313	Training	2,238	6,354	7,769	7,656
314	Other Contractual Services	551	2,505	2,569	2,620
320	Prof Services-Auditing	42,555	40,000	51,720	54,306
321	Professional Services-Legal	8,150	8,036	8,036	8,197
	<b>Total Contractual Services</b>	<b>116,260</b>	<b>83,525</b>	<b>98,518</b>	<b>101,733</b>
	<b>OTHER CHARGES</b>				
505	Other Charges	(3,072)	3,750	3,750	3,825
510	County Treasurer Fee	62,901	61,000	75,000	76,500
	<b>Total Other Charges</b>	<b>59,829</b>	<b>64,750</b>	<b>78,750</b>	<b>80,325</b>
	<b>Total Administrative Services</b>	<b>548,776</b>	<b>590,974</b>	<b>599,146</b>	<b>617,469</b>

Twenty-five percent of the Administrative Services Department is allocated to Sewer Fund 02-41.

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## 1-10 Administrative Services

**The Administrative Services budget consists of operating expenses related to the Finance and Insurance/Risk Management Divisions as well as the City Clerk's Office. Additionally, 25% of the cost of the Administrative Services budget is 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.  
  
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**  
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.  
  
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.

**103 Overtime**  
This line item funds occasional overtime costs.

**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, 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 6% 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.

**108 Civilian Pension**  
This line item funds the City's portion of employee pension contributions for the Director of Administrative Services.

**201 Office Supplies**  
This line item funds the administrative services share of the postage meter lease and supplies, the monthly 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.

**301 Postage**  
This line item includes funding for the administrative services portion of the newsletter postage and other postage costs.

**302 Telephone**  
This line item includes funding for telephone services for administrative services personnel.

**304 Utilities**  
This line item funds a portion of utility costs for the City Hall facility. Utility costs are being split 50/50 with Administration.  
  
FY17 - Increases were based on recommendations from the three utility service providers, Black Hills 0%, OPPD 4%, and MUD 3.5%.  
  
FY18 – Increases were based on the same percentages as FY17 with the exception of Black Hills; a 2% increase was calculated for that utility.

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

**308 Legal Ads**  
This line items funds any legal advertising for Administrative Services.

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

**310 Dues/Subscriptions**  
Administrative Services professional memberships and subscriptions for the Director of Administrative Services, City Clerk and Finance Director are included in this line item.

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

FY17 - Funding is included for most Administrative Services department heads to attend their respective national conferences, and two employees to attend the League of Nebraska Municipalities (LNM) Midwinter Conference, one employee to attend the LNM Accounting and Finance Conference. Several other in-state conferences and various MAPA, SCEDC, etc. events are also funded in this line item.

FY18 - Funding is included for most Administrative Services department heads to attend their respective national conferences, and two employees to attend the League of Nebraska Municipalities (LNM) Midwinter Conference, one employee to attend the LNM Accounting and Finance Conference. Several other in-state conferences and various MAPA, SCEDC, etc. events are also funded in this line item.

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

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**314 Other Contractual Services**  
This line item includes funding for special projects and/or grant writing work, copy machine leases, code book updates, and any other contractual services.

**320 Professional Services – Audit**  
This line item contains funding for the City's annual financial audit.

**321 Professional Services – Legal**  
Funding at same level as last year.

505

**Other Charges**

This line item funds other miscellaneous Administrative Services expenses.

510

**County Treasurer Fees**

These fees are charged as a percentage of the tax collections made by the Sarpy County Treasurer. This line item is not allocated to the Sewer Fund.