

Municipal Budget Notes – FY 14/15

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

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|-----|---|
| 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. |

- 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.

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.

Department: Administration

[illegible]

14-ADMINISTRATION

	FY11-12 Actual	FY12-13 Actual	FY13-14 Budget	FY13- YE Estimate	FY14-15 Requested	FY14-15 Recommended	FY15-16 Projected	FY16-17 Projected	FY17-18 Projected	FY18- Projected
PERSONNEL SERVICES										
101 Salaries - Full-Time	393,239.92	438,995.45	460,179.00	394,549.00	283,100.00	287,356.00	293,082.72	298,944.37	304,923.26	311,021.73
102 Salaries - Part-Time	11,085.49	12,381.81	16,590.00	9,505.00	0.00	0.00	0.00	0.00	0.00	0.00
103 Overtime Salaries	118.03	1,278.13	1,000.00	1,000.00	1,000.00	1,072.00	1,093.44	1,115.31	1,137.61	1,160.37
104 FICA	29,184.14	32,664.70	36,550.00	30,987.00	20,693.00	22,039.00	22,479.78	22,929.38	23,387.96	23,855.72
105 Insurance Charges	44,881.60	52,693.52	53,897.00	47,338.00	30,838.00	33,041.00	34,693.05	36,427.70	38,246.09	40,181.54
106 Other Personnel Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
107 Pension	18,165.60	20,834.87	21,368.00	17,915.00	9,865.00	10,615.00	10,827.30	11,043.85	11,264.72	11,490.02
108 Pension/CMA	5,439.02	5,590.41	5,979.00	5,979.00	5,950.00	6,375.00	6,502.50	6,632.55	6,765.20	6,900.51
109 Self-Ins Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110 Excess/Ins Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Personnel Services	502,113.80	564,438.89	595,563.00	507,273.00	336,426.00	360,473.00	368,678.79	377,093.16	385,727.85	394,688.88
COMMODITIES										
200 Inter-Fund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
201 Office Supplies	8,703.83	9,995.53	8,404.00	6,443.00	2,520.00	2,700.00	2,835.00	2,976.75	3,125.59	3,281.87
202 Books and Periodicals	341.21	299.17	1,000.00	433.00	500.00	536.00	562.80	590.94	620.49	651.51
203 Food Supplies	0.00	37.35	250.00	100.00	200.00	215.00	225.75	237.04	248.89	261.33
204 Wearing Apparel	59.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
205 Motor Vehicle Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211 Other - auto supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Commodities	9,104.30	10,332.05	9,654.00	6,976.00	3,220.00	3,451.00	3,623.55	3,804.73	3,994.96	4,194.71
CONTRACTUAL SERVICES										
301 Postage	1,175.19	2,627.69	3,000.00	2,500.00	1,500.00	1,809.00	1,889.45	1,773.92	1,862.82	1,955.75
302 Telephone	3,252.59	3,264.85	4,235.00	2,253.00	1,115.00	1,195.00	1,254.75	1,317.49	1,383.36	1,452.53
303 Professional Services-Other	87.50	4,478.14	1,050.00	875.00	925.00	963.00	991.15	920.71	951.74	984.33
304 Utilities	16,734.77	17,186.24	18,340.00	15,283.00	9,445.00	10,120.00	10,626.00	11,157.30	11,715.17	12,300.92
305 Insurance and Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
306 Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
307 Car Allowance	3,780.00	4,228.00	3,612.00	4,042.00	3,444.00	3,890.00	3,874.50	4,068.23	4,271.64	4,485.22
308 Legal Advertising	684.89	751.97	700.00	1,166.00	700.00	750.00	787.50	828.88	865.22	911.53
309 Printing	1,803.72	1,831.27	3,000.00	2,950.00	2,850.00	3,054.00	3,206.70	3,367.04	3,535.39	3,712.16
310 Dues and Subscriptions	3,405.84	3,769.00	4,020.00	3,819.00	3,080.00	3,302.00	3,487.10	3,640.46	3,822.48	4,013.60
311 Travel Expense	14,489.50	19,732.83	23,903.00	21,903.00	21,412.00	15,195.00	15,958.95	16,756.90	17,594.74	18,474.48
313 Training Assistance	5,809.30	7,299.80	16,998.00	15,998.00	12,773.00	6,883.00	7,227.15	7,588.51	7,967.93	8,366.33
314 Other Contractual Services	13,688.41	8,839.93	33,670.00	28,058.00	2,878.00	3,084.00	3,238.20	3,400.11	3,570.12	3,748.82
320 Prof Services-Auditing	34,090.00	29,481.00	37,100.00	26,670.00	0.00	0.00	0.00	0.00	0.00	0.00
321 Professional Services-Legal	47,140.88	105,526.61	75,000.00	60,000.00	60,000.00	64,285.00	67,500.30	70,875.32	74,419.08	78,140.03
Total Contractual Services	146,142.59	209,017.33	224,628.00	185,517.00	119,722.00	113,735.00	119,421.75	125,392.84	131,662.48	138,245.60
MAINTENANCE										
401 Building and Grounds	0.00	26.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
409 Machine Equip & Tool Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
410 Vehicle Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Maintenance	0.00	26.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER CHARGES										
505 Other Charges	17,202.34	26,824.44	7,805.00	6,764.00	6,405.00	6,863.00	7,206.15	7,566.46	7,944.78	8,342.02
509 Refunds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
510 County Treasurer Fee	53,086.32	52,800.15	50,000.00	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00
514 Financial Lending Bond Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
515 Fee Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Charges	70,288.66	79,624.59	57,805.00	36,764.00	6,405.00	6,863.00	7,206.15	7,566.46	7,944.78	8,342.02
CAPITAL OUTLAY										
610 Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
618 Other Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	727,649.35	863,439.68	887,650.00	736,530.00	485,773.00	484,527.00	498,930.24	513,857.18	529,330.08	545,372.22

*Twenty-five percent of the Administration Fund is allocated to Sewer Fund 02-41.

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