

Municipal Budget Notes – FY17 and FY18

1-18 Community Development

The Community Development budget consists of operating expenses related to the Community Development Department and includes the positions of Community Development Director, City Planner, Chief Building Official, Building Inspector, Permit Technician, and Community Development Intern.

Budget Line Item

101 Full Time Salaries
Salaries for the positions noted above are included in this line item.

YEE – The year end estimate is higher than budgeted due to pay increases associated with bringing all evaluations up to date.

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
This line item has included funding in previous years for a PT Planning Intern. Because of the current workload and projects planned for FY16/17, there is a need to continue to budget for a paid PT Planning Intern. It is anticipated that the Intern would provide assistance with planning-related research, drafting reports and correspondence, initial review of sign permits, GIS Mapping, CUP annual reviews, file reorganization, assistance with the Comprehensive Plan Update implementation.

103 Overtime
This account includes overtime pay for the Permit Tech who attends the Planning Commission meetings and Appeals Board meetings.

104 FICA
This is a mandatory withholding match that is a fixed percentage of salaries.

YEE – The year end estimate is higher than budgeted amounts due to pay increases associated with bringing all evaluations up to date.

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.

YEE – The year end estimate is higher than budgeted due to pay increases associated with bringing all evaluations up to date.

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. Funding is requested to decrease for FY17 as the comprehensive plan update will be completed and food supplies for meetings related to that activity will no longer be necessary.

204

Wearing Apparel

This line item includes the purchase of protective or work clothing, including safety boots, hats, gloves and City logo shirts, sweatshirts and jackets.

301

Postage

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

FY17 – Funding is requested to decrease for FY17 as the comprehensive plan update will be completed and mailings related to that activity will no longer be necessary.

302

Telephone

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

303

Professional Services – Other

This line item provides for fees for the retention of professional or technical services from outside individuals or firms, and includes engineering review by Thompson, Dreessen & Dorner when needed and building design review by

Schemmmer Associates. Funding is requested at the same level as last year however actual expenditures will be dependent upon projects submitted during the year.

304

Utilities

This line item will fund all utilities at the yet to be renovated Community Development Annex. Amount proposed is based off of costs provided by the Building and Grounds Department's historical data.

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 a car allowance for the Community Development Director and the City Planner.

308

Legal Ads

This line item includes the costs of classified and legal advertising for planning related projects and commission/board meetings, and the occasional fee associated with recording a document.

309

Printing

This line item includes all costs of materials, printing or processing involved in the reproduction of items by an outside firm for use by the Department, and includes a share of the newsletter printing costs.

310

Dues/Subscriptions

This line item includes subscriptions to periodical magazines and professional publications, as well as charges for dues to the following professional organizations: the American Planning Association (APA), the International Code Council (ICC), the Nebraska Code Officials Association (NCOA), the Nebraska Floodplain and Stormwater Managers Association (NeFSMA), and the Nebraska Planning & Zoning Association (NPZA).

311

Travel Expenses

This line item funds all authorized trips and the expenses related to meals, lodging, transportation and miscellaneous incidental costs. Included are the travel costs for the Chief Building Official to attend ICC; for the Chief Building Official and the Building Inspector to attend NCOA and the CCI conferences and for Building Inspector to test for certifications at the Construction Exam Center, the NPZA conference for the Chief Building Official, the City Planner, the Permit Technician, the Intern and also the Community Development Director. NPZA Meetings for the City Planner. The City Planner and the Community Development Director will be attending APA National.

FY17 – Funding decreased as the CBO will not be attending the Construction Exam Center.

313

Training

This line item includes all training courses and seminar costs associated with the registration and testing costs for the Chief Building Official to attend ICC; for the Chief Building Official and the Building Inspector to attend NCOA and the CCI conferences and for Building Inspector to test for certifications at the Construction Exam Center; the NPZA conference for the Chief Building Official, the City Planner, the Permit Technician the intern and the Community Development Director; APA National for the City Planner and Community Development Director.

FY17 – Funding decreased as the CBO will not be attending the Construction Exam Center.

314

Other Contractual Services

This line item includes the contract with Sarpy County to provide GIS services for the City, ESRI annual license for Planning Department, Verizon Data Service for Building Department ToughBooks, and the fee for the BluePrince and PDSPECT software used by the Building Department.

YEE – The year end estimate is higher than budgeted amounts due to a calculation incorrectly carried over from the previous fiscal year.

FY17 – Funding is requested to decrease due to the moving of GIS-related line items to the IT Department. However, this line item is also adjusted to allow for the lease of a copier for the new Community Development office.

FY18 – The BluePrince and PDSPECT software used by the Building Department will be replaced in FY17 by software included in the financial software package. This will result in a \$1,800 net increase for FY18 and beyond.

321

Professional Services – Legal

This line item includes the fees for legal services performed by the City Attorney or other attorneys retained to handle such services for the City.

FY17 – Funding is requested to decrease due to the reduced average spending in this line item over the past three years.

410

Motor Vehicle Maintenance

This line item includes all repair or replacement purchases of parts and supplies for the Department's vehicles.

YEE – The year end estimate is higher than budgeted amounts due to the combined need to replace tires and an airbag sensor on truck #404.

411

Radio Maintenance

This line item includes all repair or replacement purchases of parts and supplies used for the Department's radios.

505

Other Charges

This line item includes other purchases which may be made which do not fall into other accounts, including building demolition costs and Great Plains locate tickets.

Fund	Department	Dept Name	Pay Range	Position/Job Title	FT/PT/Seasonal	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Narrative
1	18	Community Development	210	Community Development Director	FT	1	1	1	1	1	1	
1	18	Community Development	175	Chief Building Official	FT	1	1	1	1	1	1	
1	18	Community Development	175	City Planner	FT	1	1	1	1	1	1	
1	18	Community Development	160	Building Inspector II	FT	1	1	1	1	1	1	
1	18	Community Development	140	Permit Technician	FT	1	1	1	1	1	1	
1	18	Community Development	Hourly	Intern	PT	1	1	1	1	1	1	
						6	6	6	6	6	6	

	A	B	BM FY15 Actual	BN FY16 Budget	BO FY16 YE Estimate	BQ FY17 Recommended	BS FY18 Recommended	BT FY19 Projected	BU FY20 Projected	BV FY21 Projected
2										
3										
1143	18-COMMUNITY DEVELOPMENT									
1144										
1145										
1146	PERSONNEL SERVICES									
1147	101 Salaries - Full Time	289,068	298,693	310,103	307,585	314,129	319,673	325,425	331,392	
1148	102 Salaries - Part-Time	21,220	23,032	23,032	23,175	24,044	24,946	25,881	26,852	
1149	103 Overtime Salaries	856	537	537	537	558	579	601	623	
1150	104 FICA	22,463	24,653	25,526	25,496	25,914	26,408	26,922	27,454	
1151	105 Employee Benefit - Insurance	50,067	55,964	55,964	52,230	55,364	58,685	62,207	65,940	
1152	107 Civilian Pension City's Exp	17,410	17,954	18,638	18,487	18,848	19,181	19,526	19,885	
1155	Total Personnel Services	401,084	420,833	433,800	427,510	438,857	449,472	460,562	472,146	
1156										
1157	COMMODITIES									
1159	201 Office Supplies	8,182	9,000	9,000	9,200	9,384	9,572	9,763	9,958	
1160	202 Books and Periodicals	360	1,000	1,000	1,000	1,020	1,040	1,061	1,082	
1161	203 Food Supplies	529	600	250	400	408	416	424	432	
1162	204 Wearing Apparel		1,000	600	1,000	1,020	1,040	1,061	1,082	
1163	205 Motor Vehicle Supplies	1,446	2,300	2,020	2,000	2,040	2,081	2,123	2,165	
1165	Total Commodities	10,517	13,900	12,870	13,600	13,872	14,149	14,432	14,719	
1166										
1167	CONTRACTUAL SERVICES									
1168	301 Postage	4,573	3,500	3,273	3,500	3,570	3,641	3,714	3,788	
1169	302 Telephone	1,152	1,200	1,200	1,200	1,224	1,248	1,273	1,298	
1170	303 Prof Services-Other	39,855	40,000	29,300	40,000	40,800	41,616	42,448	43,297	
1172	304 Utilities				15,000	15,300	15,606	15,918	16,236	
1173	307 Car Allowance	840	720	720	720	720	720	720	720	
1174	308 Legal Advertising	716	2,000	1,000	2,000	2,040	2,081	2,123	2,165	
1175	309 Printing	4,226	4,000	3,540	4,000	4,080	4,162	4,245	4,330	
1176	310 Dues and Subscriptions	3,821	2,300	2,300	2,300	2,346	2,393	2,441	2,490	
1177	311 Travel	5,998	12,227	6,900	11,157	11,381	11,609	11,841	12,078	
1178	313 Training	3,215	5,080	3,275	4,385	4,476	4,566	4,657	4,750	
1179	314 Other Contractual	16,562	8,388	16,300	7,740	9,695	9,889	10,087	10,289	
1180	320 Prof Services-auditing									
1181	321 Professional Services-legal	57,953	75,000	43,620	70,000	71,400	72,828	74,285	75,771	
1183	Total Contractual Services	138,911	154,415	111,428	162,002	167,032	170,359	173,752	177,212	
1184										

	A	B	BM	BN	BO	BQ	BS	BT	BU	BV
2			FY15 Actual	FY16 Budget	FY16 YE Estimate	FY17 Recommended	FY18 Recommended	FY19 Projected	FY20 Projected	FY21 Projected
MAINTENANCE										
1185	410	Motor Vehicle Maintenance	86	500	1,256	500	510	520	530	541
1186	411	Radio Maintenance	100	300		300	306	312	318	324
1187	412	Other Maintenance								
1188	Total Maintenance		186	800	1,256	800	816	832	848	865
1189	OTHER CHARGES									
1190	505	Other	2,739	8,500	1,784	8,500	8,670	8,843	9,020	9,200
1191	Total Other Charges		2,739	8,500	1,784	8,500	8,670	8,843	9,020	9,200
1192	CAPITAL OUTLAY									
1193	618	Other Capital Outlay			25,000					
1194	Total Capital Outlay				25,000					
1195	TOTAL		553,437.00	598,448.00	561,138.41	637,412.09	629,246.51	643,655.00	658,614.00	674,142.00
1196	Expenditure % Change									
1197	Personnel Services	6%	5%	3%	2%	3%	2%	2%	2%	3%
1198	Commodities	21%	32%	-7%	-2%	2%	2%	2%	2%	2%
1199	Contractual Services	-15%	11%	-28%	5%	3%	2%	2%	2%	2%
1200	Maintenance		330%	57%		2%	2%	2%	2%	2%
1201	Other Charges	102%	210%	-79%		2%	2%	2%	2%	2%
1202	Capital Exp % Change									
1203						-100%				
1204	Budget to Actual									
1205	\$ Amount Change		52,957	45,011	-37,310	38,964	-8,166	14,408	14,959	15,528
1206	Personnel Services	32,450	19,749	12,967	6,677	11,346	10,615	11,090	11,584	
1207	Commodities	551	3,383	-1,030	-300	272	277	283	287	
1208	Contractual Services	18,381	15,504	-42,987	7,587	5,030	3,327	3,393	3,460	
1209	Maintenance	-164	614	456		16	16	16	17	
1210	Other Charges	1,739	5,761	-6,716		170	173	177	180	
1211	Capital Exp				25,000	-25,000				
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