

01-14 Administration

Municipal Budget Notes – FY 13/14

01-14 Administration

(Note: 30% of the cost of the Administration budget is funded by the Sewer Fund.)

Budget Line Item

- 101 Full Time Salaries**
Salaries for City Hall administrative staff are included in this line item. (A portion of the ACA position is also funded from the HR budget.) A 2% base factor is included for potential salary increases in accordance with the compensation ordinance.
- 102 Part Time Salaries**
A 2% base factor is included for potential salary increases in accordance with the compensation ordinance.
- 103 Overtime**
An increase in funding is requested. The Executive Assistant is required to attend evening and weekend events on occasion and she attempts to adjust her time accordingly. There are instances, however, when this is not feasible. There is also an increase 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. The Affordable Care Act is scheduled to take effect in 2014, which will likely impact the group health insurance rates to an unknown degree. A 6% increase has been factored into the budget and the Employee Focus Group continues to meet and will again make recommendations for changes in an attempt to stay within the budgeted amount.
- 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. An increase is being requested in the amount of \$284 based on actual expenses.

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- 202 Books/Periodicals**
This line item funds the purchase of new NE Rev. Statute books and periodic updates as well as the purchase of other 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**
No additional funding is being requested.
- 302 Telephone**
No additional funding is being requested.
- 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. An increase of \$4,125 is requested based on actual expenses and a projected 5% increase in utility costs.
- 307 Car Allowance**
This line item funds car allowances for the City Administrator, Assistant City Administrator, City Clerk and Community Relations Coordinator.
- 308 Legal Ads**
Funding requested at same level as last year.
- 309 Printing**
This line item funds 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 professional memberships and subscriptions are included in this line item. Funding requested at same level as last year.
- 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 department heads to attend their respective national conferences, the

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Community Relations Coordinator to attend 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 six employees to attend the League of Nebraska Municipalities Annual Conference (which will be held in La Vista this year). 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 department heads to attend their respective national conferences, the Community Relations Coordinator to attend 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 six employees to attend the League of Nebraska Municipalities Annual Conference (which will be held in La Vista this year). 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, telephone and computer maintenance, and the yearly fee for American Legal to provide statute updates for the code book.

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 expenses, this line item includes \$3,500 (70%) for the annual contribution to SCEDC. A 50% reduction in the amount of this contribution is being recommended based on actual services provided over the past several years. Total contribution in the past has been \$10,000; recommendation is to decrease this to \$5,000. 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.

	FY11-12 Actual	FY12-13 Budget	FY12-13 Estimate	FY13-14 Adopted
14-ADMINISTRATION				
PERSONNEL SERVICES				
101 Salaries - Full-Time	393,239.92	445,192.00	436,387.00	460,179.00
102 Salaries - Part-Time	11,085.49	13,195.00	13,000.00	16,590.00
103 Overtime Salaries	118.03	200.00	2,000.00	1,000.00
104 FICA	29,184.14	35,082.00	32,700.00	36,550.00
105 Insurance Charges	44,881.60	54,257.00	48,430.00	53,897.00
106 Other Personnel Services	0.00	0.00	0.00	0.00
107 Pension	18,165.60	20,615.00	20,522.00	21,368.00
108 Pension/ICMA	5,439.02	5,833.00	5,781.00	5,979.00
109 Self Hlth Insurance	0.00	0.00	0.00	0.00
110 Excess Ins Reimbursement	0.00	0.00	0.00	0.00
Total Personnel Services	502,113.80	574,374.00	558,820.00	595,563.00
COMMODITIES				
200 Inter-Fund Transfers	0.00	0.00	0.00	0.00
201 Office Supplies	8,703.83	8,120.00	9,000.00	8,404.00
202 Books and Periodicals	341.21	1,000.00	300.00	1,000.00
203 Food Supplies	0.00	250.00	150.00	250.00
204 Wearing Apparel	59.26	0.00	0.00	0.00
205 Motor Vehicle Supplies	0.00	0.00	0.00	0.00
211 Other - auto supplies	0.00	0.00	0.00	0.00
Total Commodities	9,104.30	9,370.00	9,450.00	9,654.00
CONTRACTUAL SERVICES				
301 Postage	1,175.19	3,000.00	3,000.00	3,000.00
302 Telephone	3,252.59	4,302.00	3,386.00	4,235.00
303 Professional Services-Other	87.50	1,050.00	0.00	1,050.00
304 Utilities	16,734.77	15,400.00	17,466.00	18,340.00
305 Insurance and Bonds	0.00	0.00	0.00	0.00
306 Rentals	0.00	0.00	0.00	0.00
307 Car Allowance	3,780.00	4,284.00	4,200.00	3,612.00
308 Legal Advertising	684.89	700.00	250.00	700.00
309 Printing	1,803.72	3,000.00	1,700.00	3,000.00
310 Dues and Subscriptions	3,405.84	4,020.00	4,020.00	4,020.00
311 Travel Expense	14,489.50	19,590.00	19,590.00	23,903.00
313 Training Assistance	5,809.30	12,501.00	12,501.00	16,998.00
314 Other Contractual Services	13,688.41	16,391.00	15,000.00	33,670.00
320 Prof Services-Auditing	34,090.00	38,500.00	35,000.00	37,100.00
321 Professional Services-Legal	47,140.88	70,000.00	75,000.00	75,000.00
Total Contractual Services	146,142.59	192,738.00	191,113.00	224,628.00
MAINTENANCE				
401 Building and Grounds	0.00	0.00	0.00	0.00
409 Machine Equip & Tool Maint.	0.00	0.00	0.00	0.00
410 Vehicle Maintenance	0.00	0.00	0.00	0.00
Total Maintenance	0.00	0.00	0.00	0.00
OTHER CHARGES				
505 Other Charges	17,202.34	15,295.00	93,000.00	7,805.00
509 Refunds	0.00	0.00	0.00	0.00
510 County Treasurer Fee	53,086.32	45,000.00	55,892.00	50,000.00
514 Financial Lending Bond Fees	0.00	0.00	0.00	0.00
515 Fee Expense	0.00	0.00	0.00	0.00
Total Other Charges	70,288.66	60,295.00	148,892.00	57,805.00
CAPITAL OUTLAY				
610 Office Equipment	0.00	0.00	0.00	0.00
618 Other Capital Outlay	0.00	0.00	0.00	0.00
Total Capital Outlay	0.00	0.00	0.00	0.00
TOTAL	727,649.35	836,777.00	908,275.00	887,650.00

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