

# General Fund

| Administrative Services           |                |                |                |                 |
|-----------------------------------|----------------|----------------|----------------|-----------------|
|                                   | FY12<br>Actual | FY13<br>Actual | FY14<br>Budget | FY15<br>Adopted |
| <b>PERSONNEL SERVICES</b>         |                |                |                |                 |
| 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          |                 |
| <b>Total Personnel Services</b>   | -              | -              | <b>398,805</b> |                 |
| <b>COMMODITIES</b>                |                |                |                |                 |
| Office Supplies                   |                |                | 6,075          |                 |
| Books and Periodicals             |                |                | 397            |                 |
| Food Supplies                     |                |                | 23             |                 |
| Wearing Apparel                   |                |                | -              |                 |
| Motor Vehicle Supplies            |                |                | -              |                 |
| Other - auto supplies             |                |                | -              |                 |
| <b>Total Commodities</b>          | -              | -              | <b>6,495</b>   |                 |
| <b>CONTRACTUAL SERVICES</b>       |                |                |                |                 |
| 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          |                 |
| <b>Total Contractual Services</b> | -              | -              | <b>78,383</b>  |                 |

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

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## 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.