

Municipal Budget Notes – FY17 and FY18

1-14 Administration

The Administration budget consists of operating expenses related to the office of the City Administrator and includes the positions of City Administrator, Assistant City Administrator/Director of Community Services, the Assistant to the City Administrator, the Community Relations Coordinator, and the Executive Assistant. Additionally, 25% of the cost of the Administration 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

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, 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 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 administration 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**
No funding is requested in this line item.
- 304 Utilities**
This line item funds all utility costs for the City Hall facility. Utility costs are being split 50/50 with Administrative Services.

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 City Administrator, Assistant City Administrator/Director of Community Services, Assistant to the City Administrator and Community Relations Coordinator.
- 308 Legal Ads**
This line items funds any legal advertising for administration.

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.

YEE - The year-end estimate is over budget due to the payment of Alliance for Innovation dues. In previous years these dues were paid by the State City Manager's Association, however they unexpectedly discontinued this sponsorship. We have found this organization to be a valuable and utilized resource and felt it necessary to continue our membership.

FY17 – Increased due to the addition of the Alliance for Innovation dues.

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 department heads to attend their respective national conferences, the Community Relations Coordinator to participate in a Government Social Media Conference, four organizational employees to attend the Alliance for Innovation Transforming Local Government Conference, and two employees to attend the League of Nebraska Municipalities Annual Conferences. Several other in-state conferences and various MAPA, SCEDC, etc. events are also funded in this line item. It should be noted that no funding is included for the annual ICMA Conference that is typically attended by three employees. This conference is scheduled for October of 2017, which puts it into the following fiscal year.

FY18 - Funding is included for most department heads to attend their respective national conferences, the Community Relations Coordinator to participate in a Government Social Media Conference, four organizational employees to attend the Alliance for Innovation Transforming Local Government Conference, and two employees to attend the League of Nebraska Municipalities Annual Conferences. Several other in-state conferences and various MAPA, SCEDC, etc. events are also funded in this line item. It should be noted that funding is included for two ICMA Conferences in this budget as one falls in October of 2017 and the other in September of 2018. (Note that no funding was included in the FY17 budget for this conference.)

313

Training

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

FY17 - Funding is included for most department heads to attend their respective national conferences, the Community Relations Coordinator to participate in a Government Social Media Conference, four organizational employees to attend

the Alliance for Innovation Transforming Local Government Conference, and two employees to attend the League of Nebraska Municipalities Annual Conferences. It should be noted that no funding is included for the annual ICMA Conference that is typically attended by three employees. This conference is scheduled for October of 2017, which puts it into the following fiscal year. Additional funding was requested for several in-state conferences and to provide executive development services for the City Administrator, as required by contract.

FY18 - Funding is included for most department heads to attend their respective national conferences, the Community Relations Coordinator to participate in a Government Social Media Conference, four organizational employees to attend the Alliance for Innovation Transforming Local Government Conference, and two employees to attend the League of Nebraska Municipalities Annual Conferences. It should be noted that funding is included for two ICMA Conferences in this budget as one falls in October of 2017 and the other in September of 2018. (Note that no funding was included in the FY17 budget for this 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.

YEE – The year end estimate is low due to the fact that no funds were spent on special projects or grant writing work during FY16.

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.

FY17 – The SCEDC contribution was increased to \$5,625 (75%). This is an increase of \$3,750 (75%) from previous years.

Fund	Depart	Dept Name	Pay Range	Position/Job Title	FT/PT/Seasonal	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Narrative
01	14	Admin	N/A	City Administrator	FT	1	1	1	1	1	1	
01	14	Admin	215	Asst. City Admin	FT	1	1	1	1	1	1	
01	14	Admin	175	Comm Rel Coord	FT	1	1	1	1	1	1	
01	14	Admin	165	Asst. to City Admin	FT	1	1	1	1	1	1	
01	14	Admin	160	Executive Asst.	FT	1	1	1	1	1	1	
						5	5	5	5	5	5	

	A	B	BM	BN	BO	BQ	BS	BT	BU	BV
2			FY15	FY16	FY16	FY17	FY18	FY19	FY20	FY21
3			Actual	Budget	YE Estimate	Recommended	Recommended	Projected	Projected	Projected
846	14-ADMINISTRATION									
847										
848										
849	PERSONNEL SERVICES									
850	101	Salaries - Full-Time	260,264	296,561	280,000	302,769	311,168	315,515	320,027	324,708
851	102	Salaries - Part-Time								
852	103	Overtime Salaries		518		566	587	609	632	656
853	104	FICA	18,454	21,485	21,420	21,930	23,849	24,183	24,530	24,890
854	105	Insurance Charges	27,676	33,314	28,500	48,889	51,822	54,931	58,227	61,721
855	106	Other Personnel Services								
856	107	Pension	9,323	10,977	10,425	11,634	12,057	12,318	12,588	12,869
857	108	Pension/ICMA	6,189	6,535	6,375	6,566	6,614	6,614	6,614	6,614
860	Total Personnel Services		321,906	369,390	346,720	392,355	406,097	414,170	422,618	431,458
861										
862	COMMODITIES									
864	201	Office Supplies	5,213	4,800	4,000	4,800	4,896	4,994	5,094	5,196
865	202	Books and Periodicals	402	536	400	500	510	520	530	541
866	203	Food Supplies	239	450	200	450	459	468	477	487
867	204	Wearing Apparel	86	20						
868	205	Motor Vehicle Supplies	11							
869	211	Other - auto supplies								
870	Total Commodities		5,951	5,806	4,600	5,750	5,865	5,982	6,101	6,224
871										
872	CONTRACTUAL SERVICES									
873	301	Postage	577	600	400	600	612	624	636	649
874	302	Telephone	1,924	2,000	1,800	2,000	2,040	2,081	2,123	2,165
875	303	Professional Services-Other	38	450	100					
876	304	Utilities	10,542	10,265	11,000	11,317	11,705	11,939	12,178	12,422
879	307	Car Allowance	3,780	3,690	3,780	3,780	3,780	3,856	3,933	4,012
880	308	Legal Advertising	305	750	750	750	765	780	796	812
881	309	Printing	2,194	2,500	1,800	1,800	1,836	1,873	1,910	1,948
882	310	Dues and Subscriptions	3,163	3,556	4,900	5,100	5,202	5,306	5,412	5,520
883	311	Travel	11,267	12,930	12,500	9,118	15,151	10,600	10,812	11,029
884	313	Training	5,617	6,076	6,000	6,751	9,301	7,116	7,257	7,402
885	314	Other Contractual Services	112	2,625	400	15,000	15,300	15,606	15,918	16,236
886	320	Prof Services-Auditing								
887	321	Professional Services-Legal	133,705	75,000	65,000	75,000	86,500	78,030	79,591	81,183
888	Total Contractual Services		173,224	120,442	108,430	131,216	152,192	137,811	140,566	143,378
889										

	A	B	BM	BN	BO	BQ	BS	BT	BU	BV
2			FY15	FY16	FY16	FY17	FY18	FY19	FY20	FY21
3			Actual	Budget	YE Estimate	Recommended	Recommended	Projected	Projected	Projected
890		MAINTENANCE								
891	401	Building and Grounds								
894		Total Maintenance								
895										
896		OTHER CHARGES								
899	505	Other Charges	2,792	4,425	4,100	10,313	10,519	10,729	10,944	11,163
901	510	County Treasurer Fee								
904		Total Other Charges	2,792	4,425	4,100	10,313	10,519	10,729	10,944	11,163
911										
912		TOTAL	503,873	500,063	463,850	539,634	574,673	568,692	580,229	592,223
913	*Twenty-five percent of the Administration Fund is allocated to Sewer Fund 02-41.									
914										
915		Expenditure % Change	-34%	-1%	-7%	8%	6%	-1%	2%	2%
916		Personnel Services	-35%	15%	-6%	6%	4%	2%	2%	2%
917		Commodities	-31%	-2%	-21%	-1%	2%	2%	2%	2%
918		Contractual Services	-3%	-30%	-10%	9%	16%	-9%	2%	2%
919		Maintenance								
920		Other Charges	-96%	58%	-7%	133%	2%	2%	2%	2%
922										
923				Budget to Actual	Estimate to Budget	Recom to Budget	Recomm to Recomm	Budget to Budget	Budget to Budget	Budget to Budget
924		\$ Amount Change	-232,657	-3,810	-36,213	39,571	35,039	-5,981	11,537	11,994
925		Personnel Services	-185,367	47,484	-22,670	22,965	13,742	8,073	8,448	8,840
926		Commodities	-1,025	-145	-1,206	-56	115	117	119	123
927		Contractual Services	-12,293	-52,782	-12,012	10,774	20,976	-14,381	2,755	2,812
928		Maintenance								
929		Other Charges	-33,972	1,633	-325	5,888	206	210	215	219
930		Capital Exp								
931										
932						0	0			
933										