

# General Fund

<b>Administration</b>					
		<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Adopted</b>
<b>PERSONNEL SERVICES</b>					
101	Salaries - Full-Time	438,995	386,067	287,366	296,561
102	Salaries - Part-Time	12,382	8,932	0	0
103	Overtime Salaries	1,278	0	1,072	518
104	FICA	32,665	28,547	22,039	21,485
105	Insurance Charges	52,694	44,973	33,041	33,314
107	Pension	20,835	17,568	10,615	10,977
108	Pension/ICMA	5,590	5,602	6,375	6,535
<b>Total Personnel Services</b>		<b>564,439</b>	<b>491,689</b>	<b>360,508</b>	<b>369,390</b>
<b>COMMODITIES</b>					
201	Office Supplies	9,996	8,020	2,700	4,800
202	Books and Periodicals	299	636	536	536
203	Food Supplies	37	0	215	450
<b>Total Commodities</b>		<b>10,332</b>	<b>8,656</b>	<b>3,451</b>	<b>5,786</b>
<b>CONTRACTUAL SERVICES</b>					
301	Postage	2,628	2,484	1,609	600
302	Telephone	3,265	2,629	1,195	2,000
303	Professional Services-Other	4,478	0	563	450
304	Utilities	17,186	15,437	10,120	10,265
307	Car Allowance	4,228	3,570	3,690	3,690
308	Legal Advertising	752	995	750	750
309	Printing	1,831	2,379	3,054	2,500
310	Dues and Subscriptions	3,769	3,819	3,302	3,556
311	Travel	19,733	13,689	15,199	12,930
313	Training	7,300	8,108	6,883	6,076
314	Other Contractual Services	8,840	22,365	3,084	2,625
320	Prof Services-Auditing	29,481	26,669	0	0
321	Professional Services-Legal	105,527	76,790	64,286	75,000
<b>Total Contractual Services</b>		<b>209,017</b>	<b>178,933</b>	<b>113,735</b>	<b>120,442</b>
<b>MAINTENANCE</b>					
401	Building and Grounds	27	0	0	0
<b>Total Maintenance</b>		<b>27</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OTHER CHARGES</b>					
505	Other Charges	26,824	17,905	6,863	4,425
510	County Treasurer Fee	52,800	61,386	0	0
<b>Total Other Charges</b>		<b>79,625</b>	<b>79,292</b>	<b>6,863</b>	<b>4,425</b>
<b>Total Administration</b>		<b>863,440</b>	<b>758,569</b>	<b>484,557</b>	<b>500,043</b>

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

# General Fund

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## 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 and 75% of the Community Relation Coordinator's salary is reimbursed by the Lottery Fund.

### Budget Line Item

- 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, the City took on a portion of the liability for this benefit in January of 2014, resulting in premium savings. Additional savings, if any, will depend on plan usage during a given year. The budget does include a potential 6% increase in insurance premiums, based on the current market and input from our broker. Every effort will be made to stay under that 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 requested based on actual expenses. Last year the split between the newly created Administrative Services budget and the Administration budget was estimated.

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- 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. A slight increase was requested.
- 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. A decrease of \$1,009 is shown based on actual expenses. Last year the split between the newly created Administrative Services budget and the Administration budget was estimated.
- 302 Telephone**  
This line item includes funding for telephone services for administration personnel. An increase of \$805 was requested based on actual expenses. Last year the split between the newly created Administrative Services budget and the Administration budget was estimated.
- 303 Professional Services – Other**  
This line item funds new employee physicals for administration personnel. Funding requested shows a slight decrease.
- 304 Utilities**  
This line item funds 50% of all utility costs for the City Hall facility. A slight increase was requested based on anticipated rate increases.
- 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. No increase requested.
- 309 Printing**  
This line item funds City Hall's portion of printing the CityWise newsletter as well as other miscellaneous printing costs. A decrease of \$554 is shown based on actual expenses.
- 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. A slight increase is shown due to the increased costs of membership dues.

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- 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 the second year of a two-year Certified Public Communicator Program in lieu of attending the ICMA Conference, three 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. A decrease of \$3,645 is shown due to changes in training requests and the ICMA Conference being held in Kansas City next year.
- 313 Training**  
Funding is included for most department heads to attend their respective national conferences, the Community Relations Coordinator to participate in the second year of a two-year Certified Public Communicator Program in lieu of attending the 3CMA Conference, three employees to attend the Alliance for Innovation Transforming Local Government Conference, and two employees to attend the League of Nebraska Municipalities Annual Conferences. Additional funding was requested for several in-state conferences. A decrease of \$1,220 is shown due to changes in training requests and the ICMA Conference being held in Kansas City next year.
- 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. A decrease of \$459 is shown based on actual expenses.
- 321 Professional Services – Legal**  
An increase of \$10,700 is requested based on actual expenses and anticipated upcoming legal work.
- 505 Other Charges**  
This line item funds other miscellaneous administrative expenses as well as the annual contribution to SCEDC in the amount of \$1,875 (75%). A decrease is shown based on actual expenses.

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