

General Fund

Administrative Services

	FY13 Actual	FY14 Actual	FY15 Budget	FY16 Adopted
PERSONNEL SERVICES				
101		87,635	316,106	320,664
102		3,696	15,527	39,463
103		0	750	790
104		6,854	25,427	27,610
105		7,170	21,640	27,592
106		0	0	0
107		3,950	14,298	14,503
108		1,417	5,057	5,582
Total Personnel Services				
	0	110,722	398,805	436,204
COMMODITIES				
201		1,802	6,075	6,075
202		0	397	397
203		0	23	23
Total Commodities				
	0	1,802	6,495	6,495
CONTRACTUAL SERVICES				
301		455	3,214	3,214
302		1,025	2,723	2,723
303		1,897	563	563
304		2,410	10,120	10,424
307		0	1,800	1,800
308		42	375	375
309		68	161	161
310		315	1,384	1,575
311		809	5,134	5,795
313		1,000	4,755	6,354
314		0	2,505	2,505
320		0	37,613	40,000
321		184	8,036	8,036
Total Contractual Services				
	0	8,207	78,383	83,525
OTHER CHARGES				
505		282	4,650	3,750
510		0	50,000	61,000
Total Other Charges				
	0	282	54,650	64,750
Total Administrative Services				
	0	121,012	538,333	590,974

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

General Fund

1-10 Administrative Services

The Administrative Services budget consists of operating expenses related to the Finance, Insurance/Risk Management Divisions and City Clerk's Office. Additionally, 25% of the cost of the Administrative Services budget is funded by the Sewer Fund.

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. The addition of a second part time Accountant position was requested due to the workload and the process changes that have been and will be implemented in the Finance division and transfer of Clerical Assistant from HR to Administrative Services. This line item increases by approximately \$23,500.
- 103 Overtime**
An increase in funding is requested. This is due to employee involvement in Salute to Summer 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 and additional staff requests.
- 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 Director of Administrative Services.

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- 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. No additional funding is being requested.
- 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**
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 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 \$304 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. Funding requested at same level as last year.
- 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. A slight increase is being requested due to increases in subscription costs.

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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. An increase of \$662 in total funding was requested due to changes in travel requests including additional staff attending the annual ICMA Conference next year as it is being held in Kansas City. Funding is also included for most administrative services department heads to attend their respective national conferences, and two employees 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 of \$1,599 requested in this line item due to changes in travel requests including additional staff attending the annual ICMA Conference next year as it is being held in Kansas City. Funding is included for most administrative services department heads to attend their respective national conferences, and two employees to attend the League of Nebraska Municipalities Midwinter Conference. The International Clerks Conference is being held in Omaha next year and funding is included for the Deputy Clerk to attend as well as the Clerk. 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. Funding requested at same level as last year.

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

This item includes a slight decrease due to history of expenditures.

510 County Treasurer Fees

These fees are charged as a percentage of the tax collections made by the Sarpy County Treasurer. An increase of \$11,000 is being proposed due to the history of these fees.