

Municipal Budget Notes – FY 14/15

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.
- 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.
- 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.

CITY OF LA VISTA

FY 14/15

Staffing Plan

Department: Administrative Services

Pay Range	Position/Job Title	FT/PT/ Seasonal	Current Authorized	Requested FY 14/15	Projected FY 15/16	Projected FY 16/17	Projected FY 17/18	Projected FY 18/19
215	Director of Administrative Services	FT	1	1	1	1	1	1
205	City Clerk	FT	1	1	1	1	1	1
205	Finance Director	FT	1	1	1	1	1	1
140	Executive Assistant	FT	1	1	2	2	2	2
180	Human Resources Manager	FT	1	1	1	1	1	1
130	Accounting Clerk	FT	1	1	1	1	1	1
145	Accountant	PT	0.5	0.5	0.5	0.5	0.5	0.5
120	Secretary- Receptionist	FT	1	1	1	1	1	1
115	Clerical Assistant	PT	0.5	0.5	0.5	0.5	0.5	0.5

10-ADMINISTRATIVE SERVICES

	FY11-12 Actual	FY12-13 Actual	FY13-14 Budget	FY13- YE Estima	FY14-15 Requested	FY14-15 Recommended	FY15-16 Projected	FY16-17 Projected	FY17-18 Projected	FY18- Projected
PERSONNEL SERVICES										
101 Salaries - Full-Time				39,514.00	295,033.00	316,106.00	322,428.12	328,876.68	335,454.22	342,163.30
102 Salaries - Part-Time				4,225.00	14,491.00	15,527.00	15,837.54	16,154.28	16,477.38	16,806.92
103 Overtime Salaries				0.00	700.00	750.00	765.00	780.00	795.91	811.82
104 FICA				7,171.00	23,706.00	25,427.00	25,935.54	26,454.25	26,983.34	27,523.00
105 Insurance Charges				6,751.00	20,197.00	21,640.00	22,722.00	23,858.10	25,051.01	26,303.56
106 Other Personnel Services				0.00	0.00	0.00	0.00	0.00	0.00	0.00
107 Pension				5,698.00	13,346.00	14,298.00	14,583.96	14,875.64	15,173.15	15,476.62
108 Pension/ICMA				2,024.00	4,719.00	5,057.00	5,158.14	5,261.30	5,366.53	5,473.86
109 Self Hth Insurance				0.00	0.00	0.00	0.00	0.00	0.00	0.00
110 Excess Ins Reimbursement				0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Personnel Services	0.00	0.00	0.00	115,383.00	372,192.00	398,805.00	407,430.30	416,260.57	425,301.52	434,559.08
COMMODITIES										
200 Inter-Fund Transfers				0.00	0.00	0.00	0.00	0.00	0.00	0.00
201 Office Supplies				1,961.00	5,670.00	6,075.00	6,378.75	6,687.89	7,032.57	7,384.20
202 Books and Periodicals				67.00	370.00	397.00	416.85	437.69	459.58	482.56
203 Food Supplies				0.00	21.00	23.00	24.15	25.36	26.63	27.96
204 Wearing Apparel				0.00	0.00	0.00	0.00	0.00	0.00	0.00
205 Motor Vehicle Supplies				0.00	0.00	0.00	0.00	0.00	0.00	0.00
211 Other - auto supplies				0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Commodities	0.00	0.00	0.00	2,028.00	6,061.00	6,495.00	6,819.75	7,160.74	7,518.77	7,894.71
CONTRACTUAL SERVICES										
301 Postage				500.00	3,000.00	3,214.00	3,374.70	3,543.44	3,720.61	3,906.84
302 Telephone				347.00	2,541.00	2,723.00	2,859.15	3,002.11	3,152.21	3,309.82
303 Professional Services-Other				175.00	525.00	563.00	591.15	620.71	651.74	684.33
304 Utilities				3,057.00	9,445.00	10,120.00	10,828.00	11,557.30	12,300.92	13,060.82
305 Insurance and Bonds				0.00	0.00	0.00	0.00	0.00	0.00	0.00
306 Rentals				0.00	0.00	0.00	0.00	0.00	0.00	0.00
307 Car Allowance				1,100.00	1,880.00	1,800.00	1,890.00	1,984.50	2,083.73	2,187.91
308 Legal Advertising				234.00	350.00	375.00	393.75	413.44	434.11	455.81
309 Printing				50.00	160.00	181.00	189.05	197.50	206.38	215.70
310 Dues and Subscriptions				201.00	1,292.00	1,384.00	1,453.20	1,525.86	1,602.15	1,682.26
311 Travel Expense				2,000.00	3,592.00	5,134.00	5,390.70	5,660.24	5,943.25	6,240.41
313 Training Assistance				1,000.00	4,018.00	4,755.00	4,982.75	5,242.39	5,504.51	5,779.73
314 Other Contractual Services				5,612.00	2,338.00	2,505.00	2,630.25	2,761.76	2,899.85	3,044.84
320 Prof Services-Auditing				8,000.00	35,105.00	37,613.00	39,493.65	41,468.33	43,541.75	45,718.84
321 Professional Services-Legal				1,000.00	7,500.00	8,036.00	8,437.80	8,859.69	9,302.67	9,787.81
Total Contractual Services	0.00	0.00	0.00	23,276.00	71,537.00	78,383.00	82,302.15	86,417.26	90,738.12	95,275.03
MAINTENANCE										
401 Building and Grounds				0.00	0.00	0.00	0.00	0.00	0.00	0.00
409 Machine Equip & Tool Maint.				0.00	0.00	0.00	0.00	0.00	0.00	0.00
410 Vehicle Maintenance				0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER CHARGES										
505 Other Charges				1,041.00	4,340.00	4,650.00	4,882.50	5,126.83	5,382.96	5,652.10
509 Refunds				0.00	0.00	0.00	0.00	0.00	0.00	0.00
510 County Treasurer Fee				20,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
514 Financial Lending Bond Fees				0.00	0.00	0.00	0.00	0.00	0.00	0.00
515 Fee Expense				0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Charges	0.00	0.00	0.00	21,041.00	54,340.00	54,650.00	54,882.50	55,126.83	55,382.96	55,652.10
CAPITAL OUTLAY										
610 Office Equipment				0.00	0.00	0.00	0.00	0.00	0.00	0.00
618 Other Capital Outlay				0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	161,728.00	504,130.00	538,333.00	551,434.70	564,965.19	578,941.37	593,380.92

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

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