

FINANCE DEPARTMENT

DIRECTOR
OF FINANCE

ACCOUNTING

CITY TREASURER

BUDGET

INFORMATION SERVICES

CITY CLERK

PURCHASING

FINANCE DEPARTMENT

	<u>Actual</u> <u>2014-15</u>	<u>Budget</u> <u>2015-16</u>	<u>Adopted</u> <u>Budget</u> <u>2016-17</u>	<u>Adopted</u> <u>Budget</u> <u>2017-18</u>
FUNDING SOURCE SUMMARY				
General Fund		2,458,351	2,659,983	2,684,602
User Fees		7,753,785	8,177,437	8,217,972
Total Finance Dept. - All Funding Sources		10,212,136	10,837,420	10,902,574
EXPENDITURE SUMMARY				
FINANCE DEPT. - All FUNDS				
Personnel	6,401,026	6,760,728	6,952,757	6,999,047
Supplies	158,078	130,802	117,163	118,461
Serv. & Charges	2,702,309	2,482,149	3,054,241	3,069,307
Equipment	937,310	441,907	713,259	715,759
Transfers	90,000	0	0	0
Debt	665,892	396,550	0	0
Total Finance Dept. - All Funds	10,954,615	10,212,136	10,837,420	10,902,574

SUMMARY OF CHANGES

2011-12 General Fund

1. The Finance Director position is funded for a partial year until their retirement.
2. 0.9 of the Budget Officer position is not funded in 2011-12. The duties have been merged with the Interim Finance Director following the retirement of the Finance Director.

2012-13 General Fund

1. Eliminated the Budget Officer position that was the result of the former Finance Director retiring and the reorganization of duties within the Budget and Administration divisions as well as assigning some additional duties to the Accounting and Treasurer's divisions.

2013-14 General Fund

1. No significant changes.

2014-15 General Fund

1. Transferred an Assistant Purchasing Agent to StarTran to perform contract administration and other procurement duties.
2. Reallocated .9 FTE portions of staff from Copy Services to General Fund to better reflect job duties.

2015-16 General Fund

	<u>Actual</u> <u>2014-15</u>	<u>Budget</u> <u>2015-16</u>	<u>Adopted</u> <u>Budget</u> <u>2016-17</u>	<u>Adopted</u> <u>Budget</u> <u>2017-18</u>
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1. No significant changes.

2016-17 General Fund

1. Restored the Budget Officer position.

2017-18 General Fund

1. No significant changes.

2012-13 Information Services Fund

1. The mainframe processing will be moved from in-house to the State of Nebraska and will eliminate 1 Tech Support Specialist I and 1 Tech Support Specialist II.
2. Funding is added for email archiving software and a storage area network upgrade.
3. GIS services are now being billed to a broader, more generalized portfolio of city and county customers.

2013-14 Information Services Fund

1. No significant changes.

2014-15 Information Services Fund

1. Added additional funding for networking equipment and data storage

2015-16 Information Services Fund

1. Added additional funding for data storage

2016-17 Information Services Fund

1. Added additional funding for expanded GIS licensing. Accela is now budgeted in Information Services for the first time.
2. The debt service for the Voice Over IP system is completed before the fiscal year begins.

2017-18 Information Services Fund

1. No significant changes.

2012-13 Copy Services Fund

1. No significant changes.

2013-14 Copy Services Fund

1. No significant changes.

2014-15 Copy Services Fund

	<u>Actual</u> <u>2014-15</u>	<u>Budget</u> <u>2015-16</u>	<u>Adopted</u> <u>Budget</u> <u>2016-17</u>	<u>Adopted</u> <u>Budget</u> <u>2017-18</u>
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1. Reallocated .9 portions of staff from Copy Services to General Fund to better reflect job duties.

2015-16 Copy Services Fund

1. No significant changes.

2016-17 Copy Services Fund

1. No significant changes.

2017-18 Copy Services Fund

1. No significant changes.

FUNDING SOURCE AND EXPENDITURE DETAIL

GENERAL FUND - FINANCE DEPT.

Total Funding Source: General Fund		2,458,351	2,659,983	2,684,602
Personnel	2,110,292	2,135,918	2,333,023	2,355,526
Supplies	31,426	41,293	38,148	39,446
Serv. & Charges	271,695	281,140	288,812	289,630
Equipment	2,106	0	0	0
Transfers	0	0	0	0
Debt	0	0	0	0
Total General Fund - Finance Dept.	2,415,519	2,458,351	2,659,983	2,684,602

GENERAL FUND - ADMINISTRATION

Personnel	203,969	202,615	200,910	201,926
Supplies	2,476	3,250	3,250	3,250
Serv. & Charges	138,404	137,632	137,211	138,412
Equipment	0	0	0	0
Transfers	0	0	0	0
Debt	0	0	0	0
Total General Fund - Admin.	344,849	343,497	341,371	343,588

GENERAL FUND - ACCOUNTING

Personnel	639,198	630,928	699,002	692,894
Supplies	12,499	15,803	14,108	14,856
Serv. & Charges	18,825	23,650	25,149	26,745
Equipment	0	0	0	0

	<u>Actual</u> <u>2014-15</u>	<u>Budget</u> <u>2015-16</u>	<u>Adopted</u> <u>Budget</u> <u>2016-17</u>	<u>Adopted</u> <u>Budget</u> <u>2017-18</u>
Transfers	0	0	0	0
Debt	0	0	0	0
Total General Fund - Accounting	670,522	670,381	738,259	734,495
GENERAL FUND - BUDGET				
Personnel	272,022	268,344	360,850	382,020
Supplies	139	640	640	840
Serv. & Charges	7,689	8,752	4,425	4,487
Equipment	0	0	0	0
Transfers	0	0	0	0
Debt	0	0	0	0
Total General Fund - Budget	279,850	277,736	365,915	387,347
GENERAL FUND - CITY CLERK				
Personnel	223,990	224,121	234,686	238,540
Supplies	6,182	8,000	8,000	8,000
Serv. & Charges	28,761	35,985	36,392	33,651
Equipment	428	0	0	0
Transfers	0	0	0	0
Debt	0	0	0	0
Total General Fund - City Clerk	259,361	268,106	279,078	280,191
GENERAL FUND - CITY TREASURER				
Personnel	372,785	376,331	409,977	407,455
Supplies	8,611	9,000	9,150	9,500
Serv. & Charges	6,902	18,833	7,498	8,022
Equipment	0	0	0	0
Transfers	0	0	0	0
Debt	0	0	0	0
Total General Fund - City Treasurer	388,298	404,164	426,625	424,977
GENERAL FUND - PURCHASING				
Personnel	398,328	433,579	427,598	432,691
Supplies	1,519	4,600	3,000	3,000
Serv. & Charges	71,114	56,288	78,137	78,313
Equipment	1,678	0	0	0
Transfers	0	0	0	0
Debt	0	0	0	0
Total General Fund - Purchasing	472,639	494,467	508,735	514,004

	<u>Actual</u> <u>2014-15</u>	<u>Budget</u> <u>2015-16</u>	<u>Adopted</u> <u>Budget</u> <u>2016-17</u>	<u>Adopted</u> <u>Budget</u> <u>2017-18</u>
INFORMATION SERVICES FUND				
Total Funding Source: User Fees		7,415,912	7,840,232	7,879,519
Personnel	4,200,136	4,586,316	4,579,857	4,602,426
Supplies	126,652	89,509	79,015	79,015
Serv. & Charges	2,161,036	1,901,630	2,468,101	2,482,319
Equipment	935,204	441,907	713,259	715,759
Transfers	90,000	0	0	0
Debt	665,892	396,550	0	0
Total Information Services Fund	8,178,920	7,415,912	7,840,232	7,879,519

COPY SERVICES FUND				
Total Funding Source: User Fees		337,873	337,205	338,453
Personnel	90,598	38,494	39,877	41,095
Supplies	0	0	0	0
Serv. & Charges	269,578	299,379	297,328	297,358
Equipment	0	0	0	0
Transfers	0	0	0	0
Debt	0	0	0	0
Total Copy Services Fund	360,176	337,873	337,205	338,453

EQUIPMENT SUMMARY

General Fund	2,106			
None			0	
Total Equipment - General Fund	2,106	-	0	0
Information Services Fund	935,204	441,907		
UPS Replacement			75,000	75,000
Computers & Monitors			7,760	7,760
Air Conditioning Unit			70,000	70,000
Disk Expansion			9,650	9,650
Mini Cargo Van			22,000	22,000
DP Equipment			259,105	261,605
Network Switch Expand/Replace			65,000	65,000
Wireless Expansion			30,000	30,000
Fiber Maintenance			103,744	103,744

	<u>Actual</u> <u>2014-15</u>	<u>Budget</u> <u>2015-16</u>	<u>Adopted</u> <u>Budget</u> <u>2016-17</u>	<u>Adopted</u> <u>Budget</u> <u>2017-18</u>
Storage Equipment			71,000	71,000
Total Equipment - Info Serv Fund	935,204	441,907	713,259	715,759
Copy Services Fund	0	0		
None				
Total Equipment - Copy Svs Fund	0	0	0	0
Total Equipment - All Funds	937,310	441,907	713,259	715,759

FINANCE PERSONNEL SUMMARY

	<u>FTE'S</u>	<u>Budget*</u>	<u>Adopted</u>	<u>Adopted</u>	<u>Adopted</u>	<u>Adopted</u>
	<u>2015-16</u>	<u>2015-16</u>	<u>FTE'S</u>	<u>Budget*</u>	<u>FTE'S</u>	<u>Budget*</u>
			<u>2016-17</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2017-18</u>
GENERAL FUND						
Administration	2.00	202,615	2.00	200,910	2.00	201,926
Accounting	9.20	630,928	9.20	699,002	9.20	692,894
Budget	3.00	268,344	3.75	360,850	4.00	382,020
City Clerk	4.00	224,121	4.00	234,686	4.00	238,540
City Treasurer	6.00	376,331	6.00	409,977	6.00	407,455
Purchasing	6.50	433,579	6.50	427,598	6.50	432,691
TOTAL GENERAL FUND	30.70	2,135,918	31.45	2,333,023	31.70	2,355,526
SOCIAL SECURITY	1.80	169,101	1.80	188,940	1.80	193,410
INFORMATION SERVICES	38.00	4,586,316	38.00	4,579,857	38.00	4,602,426
COPY SERVICES	0.50	38,494	0.50	39,877	0.50	41,095
TOTAL ALL FUNDS	71.00	6,760,728	71.75	6,952,757	72.00	6,999,047

*Social Security Fund dollar amount is not included in TOTAL ALL FUNDS .

POSITION DETAIL

	<u>Class</u>	<u>FTE'S</u>	<u>Budget*</u>	<u>Adopted</u>	<u>Adopted</u>	<u>Adopted</u>	<u>Adopted</u>
	<u>Code</u>	<u>2015-16</u>	<u>2015-16</u>	<u>FTE'S</u>	<u>Budget*</u>	<u>FTE'S</u>	<u>Budget*</u>
				<u>2016-17</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2017-18</u>
GENERAL FUND							
Executive Secretary	E0630	1.00	52,492	1.00	58,428	1.00	57,818
Senior Office Assistant	N1032	2.60	99,362	2.00	76,101	2.00	74,450
Office Specialist	N1034	2.00	82,167	2.60	104,481	2.60	103,993
Account Clerk II	N1121	2.00	74,248	2.00	78,875	2.00	78,835
Account Clerk III	N1122	3.00	144,946	3.00	157,374	3.00	151,755
Accountant	A1125	2.00	120,399	2.00	132,630	2.00	129,721
City Controller	M1127	1.00	126,718	1.00	132,037	1.00	127,246
Assistant City Auditor	A1128	2.00	155,781	2.00	168,687	2.00	163,054
Financial Info System Coord	A1129	1.00	81,924	1.00	88,699	1.00	85,521
City Clerk	M1131	1.00	83,272	1.00	89,617	1.00	88,731
Assistant City Clerk	A1132	1.00	57,106	1.00	59,656	1.00	59,366
Payroll Specialist	E1133	0.20	11,354	0.20	12,632	0.20	12,510
Assistant City Treasurer	A1139	1.00	70,003	1.00	75,856	1.00	73,111
City Treasurer	M1140	1.00	126,718	1.00	131,937	1.00	127,146

	<u>Class Code</u>	<u>FTE'S 2015-16</u>	<u>Budget* 2015-16</u>	<u>Adopted FTE'S 2016-17</u>	<u>Adopted Budget* 2016-17</u>	<u>Adopted FTE'S 2017-18</u>	<u>Adopted Budget* 2017-18</u>
Finance Director	M1150	1.00	133,755	1.00	119,424	1.00	115,001
Budget & Amin. Analyst	M1166	2.00	179,464	2.00	187,066	2.00	180,330
Grants Administrator	M1168	1.00	88,880	1.00	92,541	1.00	89,173
Budget Officer	M1169		-	0.75	74,303	1.00	97,949
Purchasing Agent	M1310	0.95	120,382	0.95	90,925	0.95	90,015
Assistant Purchasing Agent	A1311	2.00	130,566	2.00	134,014	2.00	133,140
Buyer	A1314	1.00	63,651	1.00	68,959	1.00	66,469
Systems Specialist II	C1514	0.95	57,132	0.95	63,432	0.95	62,844
Administrative Aide I	A1631	1.00	56,369	1.00	60,956	1.00	58,805
Overtime			2,861		2,944		2,944
Personnel Adjustment					53,463		106,479
Workers Compensation			16,368		17,986		19,120
Total General Fund		30.70	2,135,918	31.45	2,333,023	31.70	2,355,526
SOCIAL SECURITY							
Payroll Administrator	E1130	1.00	73,731	1.00	81,933	1.00	81,168
Payroll Specialist	E1133	0.80	45,417	0.80	50,529	0.80	50,041
Personnel Adjustment			4,532		4,924		10,939
Fringe Benefits			45,421		51,554		51,262
Total Social Security		1.80	169,101	1.80	188,940	1.80	193,410
INFORMATION SERVICES							
Senior Office Assistant	N1032	1.00	40,152	1.00	43,474	1.00	41,916
Information Services Mgr	M1450	1.00	131,529	1.00	136,588	1.00	131,529
Systems Coordinator	M1451	1.00	126,807	1.00	124,260	1.00	123,617
Operations Supervisor	A1460	1.00	67,909	1.00	73,482	1.00	70,867
Computer Operator I	N1463	2.00	86,407	2.00	94,719	2.00	92,985
Computer Operator II	N1464	1.00	54,630	1.00	59,685	1.00	57,526
Tech Support/Oper. Coord.	M1471	1.00	126,719	1.00	131,938	1.00	127,143
Tech Support Specialist II	M1472	3.00	331,804	3.00	299,504	3.00	288,668
Systems Analyst/Prog II	A1479	6.00	487,340	6.00	506,411	6.00	490,721
Systems Project Supervisor	M1480	2.00	221,914	2.00	208,631	2.00	203,499
System Software Integrator	A1481	2.00	178,340	2.00	193,703	2.00	186,695
Network Specialist I	A1484			1.00	51,861	1.00	51,556
Network Specialist II	A1485	2.00	147,421	2.00	158,001	2.00	152,796
Network Supervisor	M1486	1.00	110,105	1.00	115,134	1.00	110,951
Microcomputer Sup Spec I	C1495	4.00	208,537	3.00	171,682	3.00	169,891
Microcomputer Sup Spec II	C1496	8.00	575,942	8.00	613,615	8.00	593,318
GIS Program Manager	M1522	1.00	108,776	1.00	112,959	1.00	109,978
Administrative Aide I	A1631	1.00	56,369	1.00	60,956	1.00	58,805
Overtime			22,231		23,237	0.00	23,235
Other Pay			61,674		63,967		63,884

	<u>Class Code</u>	<u>FTE'S 2015-16</u>	<u>Budget* 2015-16</u>	<u>Adopted FTE'S 2016-17</u>	<u>Adopted Budget* 2016-17</u>	<u>Adopted FTE'S 2017-18</u>	<u>Adopted Budget* 2017-18</u>
Personnel Adjustment			281,581		112,387		247,564
Workers Compensation					9,183		8,909
Fringe Benefits			1,160,129		1,214,480		1,196,373
Total Information Services		38.00	4,586,316	38.00	4,579,857	38.00	4,602,426
COPY SERVICES							
Senior Office Assistant	N1032	0.40	14,765	0.00	-	0.00	-
Office Specialist	N1034		-	0.40	17,378	0.40	17,300
Purchasing Agent	M1310	0.05	6,336	0.05	4,785	0.05	4,738
Systems Specialist II	C1514	0.05	3,007	0.05	3,339	0.05	3,308
Personnel Adjustment			2,749		1,070		2,490
Fringe Benefits			11,637		13,305		13,259
Total Copy Services		0.50	38,494	0.50	39,877	0.50	41,095
TOTAL ALL FUNDS*		71.00	6,760,728	71.75	6,952,757	72.00	6,999,047