

FINANCE DEPARTMENT

INTERIM DIRECTOR
OF FINANCE
Steve Hubka

ACCOUNTING

BUDGET
OFFICE

CITY
CLERK

PURCHASING

COPY
SERVICES

CITY
TREASURER

VIOLATIONS
PAYMENTS

PUBLIC SAFETY DIRECTOR
Tom Casady

COMMUNICATIONS

RADIO
MAINTENANCE

INFORMATION
SERVICES

FINANCE DEPARTMENT

	2010-11 <u>Actual</u>	2011-12 Adopted <u>Budget</u>	2012-13 Mayor's <u>Budget</u>	2013-14 Mayor's <u>Budget</u>
FUNDING SOURCE SUMMARY				
General Fund		4,869,577	4,692,378	4,851,527
Lancaster County		168,700	221,709	225,282
9-1-1 Surcharge/Other		1,573,990	1,270,433	1,238,387
User Fees		7,526,590	8,224,655	8,470,031
Total Finance Dept. - All Funding Sources		14,138,857	14,409,175	14,785,227
EXPENDITURE SUMMARY				
FINANCE DEPT. - All FUNDS				
Personnel	9,404,293	10,026,423	10,112,104	10,355,560
Supplies	528,927	496,948	496,209	495,642
Serv. & Charges	2,928,779	3,055,743	2,850,473	2,984,286
Equipment	702,060	559,743	440,389	439,739
Transfers	2,478	0	0	0
Debt	0	0	510,000	510,000
Total Finance Dept. - All Funds	13,566,537	14,138,857	14,409,175	14,785,227

SUMMARY OF CHANGES FOR 2012-14

2012-13 General Fund

1. Eliminated .10 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 are proposed in this budget.

2012-13 9-1-1 Communications Fund

1. The Lancaster County share of the 9-1-1 communications system is increased from 4% to 8 % of the total budget less the share paid by the Public Service Commission.
2. The University of Nebraska will start to pay \$16,000 annually for computer aided dispatch service.
3. The Public Service Commission will pay \$99,033 towards 9-1-1 operating costs.

2013-14 9-1-1 Communications Fund

1. The Public Service Commission will pay \$100,787 towards 9-1-1 operating costs.

2012-13 Radio Maintenance Fund

	2010-11	2011-12	2012-13	2013-14
	Actual	Adopted	Mayor's	Mayor's
		Budget	Budget	Budget

1. No significant changes are proposed in this budget.

2013-14 Radio Maintenance Fund

1. No significant changes are proposed in this budget.

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 are proposed in this budget.

2012-13 Copy Services Fund

1. No significant changes are proposed in this budget.

2013-14 Copy Services Fund

1. No significant changes are proposed in this budget.

FUNDING SOURCE AND EXPENDITURE DETAIL

GENERAL FUND - FINANCE DEPT.

Total Funding Source: General Fund		2,394,774	2,413,123	2,448,893
Personnel	2,044,176	2,039,023	2,078,746	2,109,438
Supplies	39,553	38,807	39,272	38,705
Serv. & Charges	348,326	316,944	294,455	300,750
Equipment	2,186	0	650	0
Transfers	0	0	0	0
Debt	0	0	0	0
Total General Fund - Finance Dept.	2,434,241	2,394,774	2,413,123	2,448,893

GENERAL FUND - ADMINISTRATION

Personnel	179,202	190,849	202,503	203,665
Supplies	2,226	3,250	3,250	3,250
Serv. & Charges	129,217	134,492	136,182	136,478
Equipment	190	0	0	0
Transfers	0	0	0	0
Debt	0	0	0	0

	2010-11	2011-12	2012-13	2013-14
	<u>Actual</u>	<u>Adopted</u>	<u>Mayor's</u>	<u>Mayor's</u>
		<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Total General Fund - Admin.	310,835	328,591	341,935	343,393
GENERAL FUND - ACCOUNTING				
Personnel	571,620	591,463	601,440	606,948
Supplies	13,661	16,667	16,473	16,723
Serv. & Charges	14,924	21,609	20,794	21,174
Equipment	0	0	0	0
Transfers	0	0	0	0
Debt	0	0	0	0
Total General Fund - Accounting	600,205	629,739	638,707	644,845
GENERAL FUND - BUDGET				
Personnel	378,217	264,542	259,724	262,435
Supplies	714	420	340	640
Serv. & Charges	6,717	8,182	10,752	12,148
Equipment	0	0	0	0
Transfers	0	0	0	0
Debt	0	0	0	0
Total General Fund - Budget	385,648	273,144	270,816	275,223
GENERAL FUND - CITY CLERK				
Personnel	243,338	250,753	247,133	250,422
Supplies	5,681	7,870	8,109	8,292
Serv. & Charges	30,324	39,350	40,956	41,571
Equipment	542	0	0	0
Transfers	0	0	0	0
Debt	0	0	0	0
Total General Fund - City Clerk	279,885	297,973	296,198	300,285
GENERAL FUND - CITY TREASURER				
Personnel	342,202	344,264	357,768	366,160
Supplies	13,436	6,100	6,500	5,200
Serv. & Charges	86,258	59,400	29,968	33,075
Equipment	1,454	0	650	0
Transfers	0	0	0	0
Debt	0	0	0	0
Total General Fund - City Treasurer	443,350	409,764	394,886	404,435
GENERAL FUND - PURCHASING				
Personnel	329,597	397,152	410,178	419,808

	2010-11	2011-12	2012-13	2013-14
	Actual	Adopted	Mayor's	Mayor's
		Budget	Budget	Budget
Supplies	3,835	4,500	4,600	4,600
Serv. & Charges	80,886	53,911	55,803	56,304
Equipment	0	0	0	0
Transfers	0	0	0	0
Debt	0	0	0	0
Total General Fund - Purchasing	414,318	455,563	470,581	480,712

9-1-1 COMMUNICATIONS FUND

General Fund		2,474,803	2,279,255	2,402,634
Lancaster County		168,700	221,709	225,282
9-1-1 Surcharge/Other		1,573,990	1,270,433	1,238,387
Total Funding Sources		4,217,493	3,771,397	3,866,303

Personnel	3,038,417	3,213,330	3,298,880	3,392,717
Supplies	26,182	23,500	24,750	24,750
Serv. & Charges	568,631	615,663	422,767	423,836
Equipment	57,314	365,000	25,000	25,000
Transfers	2,478	0	0	0
Debt	0	0	0	0
Total 9-1-1 Communications Fund	3,693,022	4,217,493	3,771,397	3,866,303

RADIO MAINTENANCE FUND

Total Funding Source: User Fees		957,347	970,566	1,002,199
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Personnel	515,380	526,880	485,248	500,165
Supplies	47,518	72,050	70,665	70,665
Serv. & Charges	299,117	324,217	343,153	359,869
Equipment	8,197	34,200	71,500	71,500
Transfers	0	0	0	0
Debt	0	0	0	0
Total Radio Maintenance Fund	870,212	957,347	970,566	1,002,199

INFORMATION SERVICES FUND

Total Funding Source: User Fees		6,198,918	6,874,775	7,083,722
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Personnel	3,727,281	4,164,506	4,161,137	4,261,162
Supplies	155,607	87,591	86,522	86,522
Serv. & Charges	1,700,064	1,786,278	1,773,877	1,882,799
Equipment	634,363	160,543	343,239	343,239

	2010-11	2011-12	2012-13	2013-14
	Actual	Adopted	Mayor's	Mayor's
		Budget	Budget	Budget
Transfers	0	0	0	0
Debt	0	0	510,000	510,000
Total Information Services Fund	6,217,315	6,198,918	6,874,775	7,083,722

COPY SERVICES FUND

Total Funding Source: User Fees		370,325	379,314	384,110
Personnel	79,039	82,684	88,093	92,078
Supplies	260,067	275,000	275,000	275,000
Serv. & Charges	12,641	12,641	16,221	17,032
Equipment	0	0	0	0
Transfers	0	0	0	0
Debt	0	0	0	0
Total Copy Services Fund	351,747	370,325	379,314	384,110

EQUIPMENT SUMMARY

General Fund	2,186	0		
Replace Office Furniture	0	0	650	0
Total Equipment - General Fund	2,186	-	650	0
9-1-1 Communications Fund	57,314	365,000		
Replace Computers			20,000	20,000
Replace Chairs			3,000	3,000
Replace Misc Equipment	0	0	2,000	2,000
Total Equipment - 9-1-1 Fund	57,314	365,000	25,000	25,000
Radio Maintenance Fund	8,197	34,200		
Replace Computer			6,500	6,500
Replace Service Monitor			35,000	35,000
Replace Obsolete Radio Equip.			30,000	30,000
Total Equipment - Radio Maint Fnd	8,197	34,200	71,500	71,500
Information Services Fund	634,363	160,543		
Computer Room A/C	0	0	35,000	35,000
Hardware Upgrade CJIS	0	0	27,613	27,613
TrackIT Licenses/4 PC's	0	0	3,695	3,695
Switch/Hub Replacements	0	0	100,000	100,000
Tablet/IPhone	0	0	1,200	1,200
New Server	0	0	18,000	18,000

	2010-11	2011-12	2012-13	2013-14
	<u>Actual</u>	<u>Adopted</u>	<u>Mayor's</u>	<u>Mayor's</u>
		<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Server Replacement	0	0	15,600	15,600
Backup Tapes	0	0	1,500	1,500
Virtual Host Accela/Co Financial	0	0	19,466	19,466
SAN Upgrade	0	0	121,165	121,165
Total Equipment - Info Serv Fund	634,363	160,543	343,239	343,239
Copy Services Fund	0	0		
None	0	0	0	0
Total Equipment - Copy Svs Fund	0	0	0	0
Total Equipment - All Funds	702,060	559,743	440,389	439,739

FINANCE PERSONNEL SUMMARY

	Budgeted FTE'S <u>2011-12</u>	Amount* Budgeted <u>2011-12</u>	Mayor's Budgeted FTE'S <u>2012-13</u>	Mayor's Amount* Budgeted <u>2012-13</u>	Mayor's Budgeted FTE'S <u>2013-14</u>	Mayor's Amount* Budgeted <u>2013-14</u>
GENERAL FUND						
Administration	2.00	190,849	2.00	202,503	2.00	203,665
Accounting	9.20	591,463	9.20	601,440	9.20	606,948
Budget	3.10	264,542	3.00	259,724	3.00	262,435
City Clerk	4.00	250,753	4.00	247,133	4.00	250,422
City Treasurer	6.00	344,264	6.00	357,768	6.00	366,160
Purchasing	6.60	397,152	6.60	410,178	6.60	419,808
TOTAL GENERAL FUND	30.90	2,039,023	30.80	2,078,746	30.80	2,109,438
SOCIAL SECURITY	1.80	134,910	1.80	123,474	1.80	126,557
9-1-1 COMMUNICATIONS	41.50	3,213,330	41.50	3,298,880	41.50	3,392,717
RADIO MAINTENANCE	6.00	526,880	6.00	485,248	6.00	500,165
INFORMATION SERVICES	39.00	4,164,506	37.00	4,161,137	37.00	4,261,162
COPY SERVICES	1.40	82,684	1.40	88,093	1.40	92,078
TOTAL ALL FUNDS	120.60	10,026,423	118.50	10,112,104	118.50	10,355,560

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

POSITION DETAIL

	Position Class Code	FTE's Budgeted <u>2011-12</u>	Amount* Budgeted <u>2011-12</u>	Mayor's Budgeted FTE's <u>2012-13</u>	Mayor's Amount* Budgeted <u>2012-13</u>	Mayor's Budgeted FTE'S <u>2013-14</u>	Mayor's Amount* Budgeted <u>2013-14</u>
GENERAL FUND							
Executive Secretary	E0630			1.00	50,331	1.00	52,123
Senior Office Assistant	N1032	5.00	164,701	4.00	132,761	4.00	136,944
Account Clerk II	N1121	1.00	36,899	2.00	73,011	2.00	75,814
Account Clerk III	N1122	3.00	137,186	3.00	138,990	3.00	138,990
Accounting Supervisor	C1124	0.20	9,519	0.20	8,650	0.20	8,888
Accountant	A1125	2.00	108,675	2.00	110,299	2.00	111,848
City Controller	M1127	1.00	122,677	1.00	124,767	1.00	124,767
Assistant City Auditor	A1128	2.00	148,442	2.00	149,933	2.00	149,933

	Position	FTE's	Amount*	FTE's	Amount*	Budgeted	Amount*
	Class	Budgeted	Budgeted	Budgeted	Budgeted	FTE'S	Budgeted
	Code	2011-12	2011-12	2012-13	2012-13	2013-14	2013-14
Financial Info System Coord	A1129	1.00	78,854	1.00	78,854	1.00	78,854
City Clerk	M1131	1.00	107,161	1.00	109,537	1.00	109,537
Assistant City Clerk	A1132	1.00	67,967	1.00	67,967	1.00	67,967
Assistant City Treasurer	A1139	1.00	66,791	1.00	66,791	1.00	66,791
City Treasurer	M1140	1.00	108,932	1.00	114,612	1.00	117,675
Finance Director	D1150	1.00	127,583				
Budget & Amin. Analyst	M1166	2.00	173,466	2.00	177,169	2.00	177,758
Grants Administrator	M1168	1.00	78,027	1.00	81,987	1.00	84,109
Interim Finance Director	M1169	0.10	12,481	1.00	131,620	1.00	131,620
Purchasing Agent	M1310	0.95	116,259	0.95	117,969	0.95	118,529
Assistant Purchasing Agent	A1311	3.00	162,208	3.00	167,816	3.00	173,248
Buyer	A1314	0.75	40,740	0.75	42,088	0.75	43,796
Systems Specialist I	C1512	0.90	48,118	0.90	48,117	0.90	48,117
Administrative Secretary	C1630	1.00	46,185				
Administrative Aide I	A1631	1.00	54,294	1.00	54,294	1.00	54,294
Para-Professional/Tech	U4903		0				
Overtime			4,777		3,708		3,708
Salary Adjustment					6,923		14,206
Workers Compensation			17,081		20,552		19,922
Total General Fund		30.90	2,039,023	30.80	2,078,746	30.80	2,109,438
SOCIAL SECURITY							
Accounting Supervisor	C1124	0.80	38,078	0.80	34,599	0.80	35,553
Payroll Supervisor	E1130	1.00	60,031	1.00	61,604	1.00	62,587
Salary Adjustment					-		-
Fringe Benefits			36,801		27,271		28,417
Total Social Security		1.80	134,910	1.80	123,474	1.80	126,557
9-1-1 COMMUNICATIONS							
Systems Specialist I	C1512	1.00	44,491	1.00	46,503	1.00	47,763
Systems Specialist II	C1516	1.00	51,032	1.00	55,550	1.00	57,437
Emergency Serv Call Taker	C3100	1.00	36,955				
ESD II/Technology Support	C3102	2.00	103,153	1.00	50,785	1.00	52,152
Operations Training Coord.	A3103	1.00	55,644	1.00	57,498	1.00	59,773
Oper Quality Assurance Coord	A3104	1.00	53,874	1.00	55,672	1.00	57,388
Emergency Serv Dispatcher I	C3105	9.50	361,297	14.50	548,208	14.50	565,827
Emergency Serv Dispatcher II	C3106	19.00	947,167	16.00	814,441	16.00	830,735
Emergency Serv Dispatch III	C3107	4.00	222,372	4.00	225,881	4.00	228,938
Communications Coord.	M3161	1.00	107,635	1.00	109,537	1.00	109,537
Communications Supervisor	A3162	1.00	80,524	1.00	71,247	1.00	71,247
Holiday Pay			81,200		81,200		81,200
Standby Pay			42,629		42,629		42,629

	Position	FTE's	Amount*	FTE's	Amount*	Budgeted	Amount*
	Class	Budgeted	Budgeted	Budgeted	Budgeted	FTE'S	Budgeted
	Code	2011-12	2011-12	2012-13	2012-13	2013-14	2013-14
Trainer Pay			5,000		5,000		5,000
Overtime			175,596		175,596		175,596
Salary Adjustment					-		-
Fringe Benefits			844,761		959,133		1,007,495
Total 9-1-1 Communications		41.50	3,213,330	41.50	3,298,880	41.50	3,392,717
RADIO MAINTENANCE							
Stores Clerk II	N1307	1.00	45,948	1.00	46,384	1.00	46,384
Radio System Specialist	C3163	3.00	167,652	3.00	143,940	3.00	146,372
Lead Radio System Spec.	C3164	1.00	57,452	1.00	57,452	1.00	58,068
Radio System Supervisor	C3165	1.00	66,692	1.00	66,692	1.00	66,692
Standby Pay			22,796		19,747		19,986
Overtime			21,024		14,970		15,106
Salary Adjustment					5,148		10,354
Fringe Benefits			145,316		130,915		137,203
Total Radio Maintenance		6.00	526,880	6.00	485,248	6.00	500,165
INFORMATION SERVICES							
Senior Office Assistant	N1032	1.00	37,828	1.00	38,197	1.00	38,649
Information Services Mgr	M1450	1.00	120,039	1.00	126,589	1.00	127,668
Systems Coordinator	M1451	1.00	120,324	1.00	124,833	1.00	124,879
Micro/Network Sup. Coord.	M1452	1.00	122,594	1.00	124,880	1.00	124,880
Operations Supervisor	A1460	1.00	65,384	1.00	65,384	1.00	65,384
Computer Operator I	N1463	2.00	78,469	2.00	82,542	2.00	85,900
Computer Operator II	N1464	1.00	47,550	1.00	49,930	1.00	51,924
Tech Support/Oper. Coord.	M1471	1.00	117,495	1.00	123,206	1.00	124,179
Tech Support Specialist II	M1472	4.00	405,582	3.00	317,981	3.00	320,752
Tech Support Specialist I	A1473	1.00	67,735				
Systems Analyst/Prog II	A1479	6.00	466,902	6.00	467,462	6.00	468,499
Systems Project Supervisor	M1480	2.00	214,670	2.00	218,373	2.00	218,373
System Software Integrator	A1481	2.00	153,899	2.00	155,466	2.00	155,466
Network Specialist II	A1485	2.00	133,219	2.00	135,619	2.00	137,658
Network Supervisor	M1486	1.00	105,584	1.00	107,914	1.00	107,985
Microcomputer Sup Spec I	C1495	2.00	93,623	2.00	94,873	2.00	97,435
Microcomputer Sup Spec II	C1496	8.00	543,366	8.00	547,084	8.00	549,217
GIS Program Manager	M1522	1.00	105,585	1.00	105,585	1.00	105,585
Administrative Aide I	A1631	1.00	54,294	1.00	54,294	1.00	54,294
Overtime			26,276		33,010		33,010
Other Pay			34,125		61,036		61,036
Salary Adjustment					41,360		83,158
Fringe Benefits			1,049,963	0.00	1,085,519		1,125,231
Total Information Services		39.00	4,164,506	37.00	4,161,137	37.00	4,261,162

	Position	FTE's	Amount*	FTE's	Amount*	Budgeted	Amount*
	Class	Budgeted	Budgeted	Budgeted	Budgeted	FTE'S	Budgeted
	Code	2011-12	2011-12	2012-13	2012-13	2013-14	2013-14
COPY SERVICES							
Senior Office Assistant	N1032	1.00	34,750	1.00	36,353	1.00	37,243
Purchasing Agent	M1310	0.05	6,119	0.05	6,209	0.05	6,238
Buyer	A1314	0.25	13,580	0.25	14,030	0.25	14,599
Systems Specialist I	C1512	0.10	5,347	0.10	5,347	0.10	5,347
Salary Adjustment					1,080		2,217
Fringe Benefits			22,888	0.00	25,074		26,434
Total Copy Services		1.40	82,684	1.40	88,093	1.40	92,078
TOTAL ALL FUNDS*		120.60	10,026,423	118.50	10,112,104	118.50	10,355,560