

# FINANCE DEPARTMENT

INTERIM DIRECTOR  
OF FINANCE  
Steve Hubka

ACCOUNTING

BUDGET  
OFFICE

CITY  
CLERK

PURCHASING

CITY  
TREASURER

VIOLATIONS  
PAYMENTS

COPY  
SERVICES

INFORMATION  
SERVICES

# FINANCE DEPARTMENT

	<u>Actual</u> <u>2012-13</u>	<u>Budget</u> <u>2013-14</u>	<u>Council's</u> <u>Budget</u> <u>2014-15</u>	<u>Council's</u> <u>Budget</u> <u>2015-16</u>
<b>FUNDING SOURCE SUMMARY</b>				
General Fund		2,448,893	2,439,594	2,458,351
User Fees		7,467,832	7,827,341	7,753,785
<b>Total Finance Dept. - All Funding Sources</b>		<b>9,916,725</b>	<b>10,266,935</b>	<b>10,212,136</b>
<b>EXPENDITURE SUMMARY</b>				
<b>FINANCE DEPT. - All FUNDS</b>				
Personnel	6,315,147	6,462,678	6,571,804	6,760,728
Supplies	490,590	400,227	410,483	410,802
Serv. & Charges	2,453,536	2,200,581	2,202,640	2,202,149
Equipment	2,684,731	343,239	416,408	441,907
Transfers	0	0	0	0
Debt	315,747	510,000	665,600	396,550
<b>Total Finance Dept. - All Funds</b>	<b>12,259,751</b>	<b>9,916,725</b>	<b>10,266,935</b>	<b>10,212,136</b>

## SUMMARY OF CHANGES

### 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.

### 2014-15 General Fund

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

### 2015-16 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.

	<u>Actual</u> <u>2012-13</u>	<u>Budget</u> <u>2013-14</u>	<u>Council's</u> <u>Budget</u> <u>2014-15</u>	<u>Council's</u> <u>Budget</u> <u>2015-16</u>
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- Funding is added for email archiving software and a storage area network upgrade.
- GIS services are now being billed to a broader, more generalized portfolio of city and county customers.

**2013-14 Information Services Fund**

- No significant changes.

**2014-15 Information Services Fund**

- Added additional funding for networking equipment and data storage

**2015-16 Information Services Fund**

- Added additional funding for data storage

**2012-13 Copy Services Fund**

- No significant changes.

**2013-14 Copy Services Fund**

- No significant changes.

**2014-15 Copy Services Fund**

- Reallocated .9 portions of staff from Copy Services to General Fund to better reflect job duties.

**2015-16 Copy Services Fund**

- No significant changes.

**FUNDING SOURCE AND EXPENDITURE DETAIL**

**GENERAL FUND - FINANCE DEPT.**

<b>Total Funding Source: General Fund</b>		<b>2,448,893</b>	<b>2,439,594</b>	<b>2,458,351</b>
Personnel	2,153,059	2,109,438	2,112,954	2,135,918
Supplies	28,160	38,705	40,974	41,293
Serv. & Charges	296,081	300,750	283,166	281,140
Equipment	21,664	0	2,500	0
Transfers	0	0	0	0
Debt	0	0	0	0
<b>Total General Fund - Finance Dept.</b>	<b>2,498,964</b>	<b>2,448,893</b>	<b>2,439,594</b>	<b>2,458,351</b>

	<u>Actual</u> <u>2012-13</u>	<u>Budget</u> <u>2013-14</u>	<u>Council's</u> <u>Budget</u> <u>2014-15</u>	<u>Council's</u> <u>Budget</u> <u>2015-16</u>
<b>GENERAL FUND - ADMINISTRATION</b>				
Personnel	204,052	203,665	200,815	202,615
Supplies	2,641	3,250	3,250	3,250
Serv. & Charges	135,360	136,478	139,069	137,632
Equipment	20,589	0	2,500	0
Transfers	0	0	0	0
Debt	0	0	0	0
<b>Total General Fund - Admin.</b>	<b>362,642</b>	<b>343,393</b>	<b>345,634</b>	<b>343,497</b>
<b>GENERAL FUND - ACCOUNTING</b>				
Personnel	607,483	606,948	627,437	630,928
Supplies	11,764	16,723	15,484	15,803
Serv. & Charges	19,155	21,174	23,454	23,650
Equipment	592	0	0	0
Transfers	0	0	0	0
Debt	0	0	0	0
<b>Total General Fund - Accounting</b>	<b>638,994</b>	<b>644,845</b>	<b>666,375</b>	<b>670,381</b>
<b>GENERAL FUND - BUDGET</b>				
Personnel	259,966	262,435	267,935	268,344
Supplies	173	640	640	640
Serv. & Charges	9,647	12,148	9,391	8,752
Equipment	0	0	0	0
Transfers	0	0	0	0
Debt	0	0	0	0
<b>Total General Fund - Budget</b>	<b>269,786</b>	<b>275,223</b>	<b>277,966</b>	<b>277,736</b>
<b>GENERAL FUND - CITY CLERK</b>				
Personnel	322,104	250,422	217,274	224,121
Supplies	6,767	8,292	8,000	8,000
Serv. & Charges	28,377	41,571	34,842	35,985
Equipment	0	0	0	0
Transfers	0	0	0	0
Debt	0	0	0	0
<b>Total General Fund - City Clerk</b>	<b>357,248</b>	<b>300,285</b>	<b>260,116</b>	<b>268,106</b>
<b>GENERAL FUND - CITY TREASURER</b>				
Personnel	344,355	366,160	372,496	376,331
Supplies	3,954	5,200	9,000	9,000

	<b>Actual 2012-13</b>	<b>Budget 2013-14</b>	<b>Council's Budget 2014-15</b>	<b>Council's Budget 2015-16</b>
Serv. & Charges	43,994	33,075	20,123	18,833
Equipment	0	0	0	0
Transfers	0	0	0	0
Debt	0	0	0	0
<b>Total General Fund - City Treasurer</b>	<b>392,303</b>	<b>404,435</b>	<b>401,619</b>	<b>404,164</b>
<b>GENERAL FUND - PURCHASING</b>				
Personnel	415,099	419,808	426,997	433,579
Supplies	2,861	4,600	4,600	4,600
Serv. & Charges	59,548	56,304	56,287	56,288
Equipment	483	0	0	0
Transfers	0	0	0	0
Debt	0	0	0	0
<b>Total General Fund - Purchasing</b>	<b>477,991</b>	<b>480,712</b>	<b>487,884</b>	<b>494,467</b>
<b>INFORMATION SERVICES FUND</b>				
<b>Total Funding Source: User Fees</b>		<b>7,083,722</b>	<b>7,491,529</b>	<b>7,415,912</b>
Personnel	4,074,523	4,261,162	4,422,407	4,586,316
Supplies	189,878	86,522	89,509	89,509
Serv. & Charges	2,144,830	1,882,799	1,900,105	1,901,630
Equipment	2,663,067	343,239	413,908	441,907
Transfers	0	0	0	0
Debt	315,747	510,000	665,600	396,550
<b>Total Information Services Fund</b>	<b>9,388,045</b>	<b>7,083,722</b>	<b>7,491,529</b>	<b>7,415,912</b>
<b>COPY SERVICES FUND</b>				
<b>Total Funding Source: User Fees</b>		<b>384,110</b>	<b>335,812</b>	<b>337,873</b>
Personnel	87,565	92,078	36,443	38,494
Supplies	272,552	275,000	280,000	280,000
Serv. & Charges	12,625	17,032	19,369	19,379
Equipment	0	0	0	0
Transfers	0	0	0	0
Debt	0	0	0	0
<b>Total Copy Services Fund</b>	<b>372,742</b>	<b>384,110</b>	<b>335,812</b>	<b>337,873</b>

**EQUIPMENT SUMMARY**

	<u>Actual</u> <u>2012-13</u>	<u>Budget</u> <u>2013-14</u>	<u>Council's</u> <u>Budget</u> <u>2014-15</u>	<u>Council's</u> <u>Budget</u> <u>2015-16</u>
<b>General Fund</b>	21,664			
Replace Office Chairs			2,500	
<b>Total Equipment - General Fund</b>	<b>21,664</b>	-	<b>2,500</b>	<b>0</b>
<b>Information Services Fund</b>	2,663,067	343,239		
UPS Replacement			39,000	39,000
Network D.P. Equipment			202,214	252,214
Test Server			5,500	5,500
Virtual Host Servers			29,199	29,199
Mini Cargo Van Transit Connect				21,999
Data Storage			61,000	61,000
ArcGIS Physical Server			5,000	5,000
Color Laser Office Printer			300	300
Disk Backup System			24,000	24,000
New PC's			3,695	3,695
New Cargo Van			44,000	
<b>Total Equipment - Info Serv Fund</b>	<b>2,663,067</b>	<b>343,239</b>	<b>413,908</b>	<b>441,907</b>
<b>Copy Services Fund</b>	0	0		
None				
<b>Total Equipment - Copy Svs Fund</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Equipment - All Funds</b>	<b>2,684,731</b>	<b>343,239</b>	<b>416,408</b>	<b>441,907</b>

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**FINANCE PERSONNEL SUMMARY**

	<u>FTE'S</u>	<u>Budget*</u>	<u>Council's</u>	<u>Council's</u>	<u>Council's</u>	<u>Council's</u>
	<u>2013-14</u>	<u>2013-14</u>	<u>FTE'S</u>	<u>Budget*</u>	<u>FTE'S</u>	<u>Budget*</u>
			<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2015-16</u>
<b>GENERAL FUND</b>						
Administration	2.00	203,665	2.00	200,815	2.00	202,615
Accounting	9.20	606,948	9.20	627,437	9.20	630,928
Budget	3.00	262,435	3.00	267,935	3.00	268,344
City Clerk	4.00	250,422	4.00	217,274	4.00	224,121
City Treasurer	6.00	366,160	6.00	372,496	6.00	376,331
Purchasing	6.60	419,808	6.50	426,997	6.50	433,579
<b>TOTAL GENERAL FUND</b>	<b>30.80</b>	<b>2,109,438</b>	<b>30.70</b>	<b>2,112,954</b>	<b>30.70</b>	<b>2,135,918</b>
<b>SOCIAL SECURITY</b>	<b>1.80</b>	<b>126,557</b>	<b>1.80</b>	<b>162,818</b>	<b>1.80</b>	<b>169,101</b>
<b>INFORMATION SERVICES</b>	<b>37.00</b>	<b>4,261,162</b>	<b>38.00</b>	<b>4,422,407</b>	<b>38.00</b>	<b>4,586,316</b>
<b>COPY SERVICES</b>	<b>1.40</b>	<b>92,078</b>	<b>0.50</b>	<b>36,443</b>	<b>0.50</b>	<b>38,494</b>
<b>TOTAL ALL FUNDS</b>	<b>71.00</b>	<b>6,462,678</b>	<b>71.00</b>	<b>6,571,804</b>	<b>71.00</b>	<b>6,760,728</b>

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

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**POSITION DETAIL**

	<u>Class</u>	<u>FTE'S</u>	<u>Budget*</u>	<u>Council's</u>	<u>Council's</u>	<u>Council's</u>	<u>Council's</u>
	<u>Code</u>	<u>2013-14</u>	<u>2013-14</u>	<u>FTE'S</u>	<u>Budget*</u>	<u>FTE'S</u>	<u>Budget*</u>
				<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2015-16</u>
<b>GENERAL FUND</b>							
Executive Secretary	E0630	1.00	52,123	1.00	51,117	1.00	52,492
Senior Office Assistant	N1032	4.00	142,476	2.60	96,346	2.60	99,362
Office Specialist	N1034			2.00	79,602	2.00	82,167
Account Clerk II	N1121	2.00	78,876	2.00	71,505	2.00	74,248
Account Clerk III	N1122	3.00	144,475	3.00	144,478	3.00	144,946
Accounting Supervisor	C1124	0.20	8,888				
Accountant	A1125	2.00	111,848	2.00	118,612	2.00	120,399
City Controller	M1127	1.00	124,767	1.00	126,718	1.00	126,718
Assistant City Auditor	A1128	2.00	149,933	2.00	155,781	2.00	155,781
Financial Info System Coord	A1129	1.00	78,854	1.00	81,924	1.00	81,924
City Clerk	M1131	1.00	109,537	1.00	81,183	1.00	83,272
Assistant City Clerk	A1132	1.00	67,967	1.00	54,913	1.00	57,106
Payroll Specialist	E1133			0.20	10,947	0.20	11,354
Assistant City Treasurer	A1139	1.00	66,791	1.00	70,003	1.00	70,003

	<u>Class</u>	<u>FTE'S</u>	<u>Budget*</u>	<u>Council's</u>	<u>Council's</u>	<u>Council's</u>	<u>Council's</u>
	<u>Code</u>	<u>2013-14</u>	<u>2013-14</u>	<u>FTE'S</u>	<u>Budget*</u>	<u>FTE'S</u>	<u>Budget*</u>
				<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2015-16</u>
City Treasurer	M1140	1.00	117,675	1.00	126,094	1.00	126,718
Budget & Amin. Analyst	M1166	2.00	177,758	2.00	179,464	2.00	179,464
Grants Administrator	M1168	1.00	84,109	1.00	88,471	1.00	88,880
Interim Finance Director	M1169	1.00	131,620	1.00	133,755	1.00	133,755
Purchasing Agent	M1310	0.95	118,529	0.95	120,382	0.95	120,382
Assistant Purchasing Agent	A1311	3.00	173,248	2.00	128,212	2.00	130,566
Buyer	A1314	0.75	43,796	1.00	62,601	1.00	63,651
Systems Specialist I	C1512	0.90	48,117				
Systems Specialist II	C1514			0.95	55,673	0.95	57,132
Administrative Aide I	A1631	1.00		1.00	56,369	1.00	56,369
Financial Analyst	M9999		54,294				
Overtime			3,835		2,861		2,861
Personnel Adjustment							
Workers Compensation			19,922		15,943		16,368
<b>Total General Fund</b>		<b>30.80</b>	<b>2,109,438</b>	<b>30.70</b>	<b>2,112,954</b>	<b>30.70</b>	<b>2,135,918</b>
<b>SOCIAL SECURITY</b>							
Accounting Supervisor	C1124	0.80	35,553				
Payroll Administrator	E1130	1.00	62,587	1.00	71,834	1.00	73,731
Payroll Specialist	E1133			0.80	43,792	0.80	45,417
Personnel Adjustment					2,462		4,532
Fringe Benefits			28,417		44,730		45,421
<b>Total Social Security</b>		<b>1.80</b>	<b>126,557</b>	<b>1.80</b>	<b>162,818</b>	<b>1.80</b>	<b>169,101</b>
<b>INFORMATION SERVICES</b>							
Senior Office Assistant	N1032	1.00	40,153	1.00	40,152	1.00	40,152
Information Services Mgr	M1450	1.00	127,668	1.00	131,529	1.00	131,529
Systems Coordinator	M1451	1.00	124,879	1.00	126,807	1.00	126,807
Micro/Network Sup. Coord.	M1452	1.00	124,880				
Operations Supervisor	A1460	1.00	65,384	1.00	67,909	1.00	67,909
Computer Operator I	N1463	2.00	89,370	2.00	83,939	2.00	86,407
Computer Operator II	N1464	1.00	53,983	1.00	54,630	1.00	54,630
Tech Support/Oper. Coord.	M1471	1.00	124,179	1.00	126,719	1.00	126,719
Tech Support Specialist II	M1472	3.00	320,752	3.00	330,992	3.00	331,804
Systems Analyst/Prog I	A1478		-				
Systems Analyst/Prog II	A1479	6.00	468,499	6.00	486,919	6.00	487,340
Systems Project Supervisor	M1480	2.00	218,373	2.00	221,593	2.00	221,914
System Software Integrator	A1481	2.00	155,466	2.00	173,770	2.00	178,340
Network Specialist II	A1485	2.00	137,658	2.00	145,249	2.00	147,421
Network Supervisor	M1486	1.00	107,985	1.00	110,105	1.00	110,105
Microcomputer Sup Spec I	C1495	2.00	97,435	4.00	202,997	4.00	208,537
Microcomputer Sup Spec II	C1496	8.00	549,217	8.00	574,145	8.00	575,942



	<u>Class Code</u>	<u>FTE'S 2013-14</u>	<u>Budget* 2013-14</u>	<u>Council's FTE'S 2014-15</u>	<u>Council's Budget* 2014-15</u>	<u>Council's FTE'S 2015-16</u>	<u>Council's Budget* 2015-16</u>
GIS Program Manager	M1522	1.00	105,585	1.00	108,776	1.00	108,776
Administrative Aide I	A1631	1.00	54,294	1.00	56,369	1.00	56,369
Overtime			33,063		22,231		22,231
Other Pay			61,478		61,674		61,674
Personnel Adjustment			75,630		144,165		281,581
Fringe Benefits			1,125,231		1,151,737		1,160,129
<b>Total Information Services</b>		<b>37.00</b>	<b>4,261,162</b>	<b>38.00</b>	<b>4,422,407</b>	<b>38.00</b>	<b>4,586,316</b>
<b>COPY SERVICES</b>							
Senior Office Assistant	N1032	1.00	38,747	0.40	14,255	0.40	14,765
Purchasing Agent	M1310	0.05	6,238	0.05	6,336	0.05	6,336
Buyer	A1314	0.25	14,599				
Systems Specialist I	C1512	0.10	5,347				
Systems Specialist II	C1514			0.05	2,930	0.05	3,007
Personnel Adjustment			713		1,414		2,749
Fringe Benefits			26,434		11,508		11,637
<b>Total Copy Services</b>		<b>1.40</b>	<b>92,078</b>	<b>0.50</b>	<b>36,443</b>	<b>0.50</b>	<b>38,494</b>
<b>TOTAL ALL FUNDS*</b>		<b>71.00</b>	<b>6,462,678</b>	<b>71.00</b>	<b>6,571,804</b>	<b>71.00</b>	<b>6,760,728</b>