

Municipal Budget Notes – FY 14/15

1-28 Human Resources

(Note: 25% of the cost of the Human Resources budget is funded by the Sewer Fund.)

Budget Line Item

- 101 Full Time Salaries**
Salary for the Human Resources Generalist is 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**
Salary for the part time Human Resources Clerical Assistant is included in this line item. A 2.5% base factor is included for potential salary increases in accordance with the compensation ordinance.
- 104 FICA**
This is a mandatory withholding match that is a fixed percentage of salaries.
- 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.
- 201 Office Supplies**
Total funding requested at same level as last year.
- 303 Professional Services – Other**
Funding is included for on-going organizational strategic planning activities in the amount of \$3,500.
- 305 Insurance & Bonds**
This line item funds the City's property, casualty, liability, auto, and worker's compensation insurance coverage. It also includes funding for bonds for elected and appointed officials as well as unemployment insurance reimbursement. An increase is included based on actual expenses and projections for next year.

- 310 Dues/Subscriptions**
This line item funds professional memberships in several Human Resource organizations including the Society of Human Resources Management (SHRM), the International Public Management Association for HR (IPMA-HR), and the Human Resource Association of the Midlands (HRAM) as well as the purchase of annual salary surveys. Total funding requested is increased due to the addition of Human Resources Manager and 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. Funding is requested for the Director of Administrative Services, HR Manager and the HR Generalist to attend the IPMA-HR Conference and the PRIMA Conference (Midwest region).
- 313 Training**
Funding is requested for the Director of Administrative Services, Human Resources Manager and HR Generalist to attend the IPMA-HR Conference and the PRIMA Conference (Midwest region). Funding is also included in this line item for local training opportunities and Myers Briggs testing for all employees. A one-time request for \$15,000 (75%) for all-staff Performance Evaluation Training.
- 314 Other Contractual Services**
This line item includes funding for the City's annual contract with Career Link, the on-line job posting service utilized by the City; the annual fee for Success Factors, the on-line personnel appraisal system; the annual fee for NeoGov, the on-line applicant tracking system; the annual contract with TASC that ensures the City's compliance with requirements regarding health care notices for employees; the annual fee for the ICMA Center for Performance Measurement program and the annual fee for the City's Employee Assistance Program. Additionally, 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.
- 321 Professional Services – Legal**
An increase is requested based on actual expenses.
- 505 Other Charges**
Funding in this line item is for Safety Committee activities, Wellness activities and miscellaneous HR items such as police testing materials and service pins. Also included are fees associated with the City's Flexible Spending Account (FSA) program and the annual trust fees for the City's ICMA Retirement Plans. Funding requested is same as last year.

Staffing Plan

Human Resources

[illegible]

28 HUMAN RESOURCES

	FY11-12 Actual	FY12-13 Actual	FY13-14 Budget	FY14-15 YE Estimate	FY14-15 Requested	FY14-15 Recommended	FY15-16 Projected	FY16-17 Projected	FY17-18 Projected	FY Projected
PERSONNEL SERVICES										
101 Salaries - Full Time	47,276.37	47,582.08	49,770.00	44,112.00	31,534.00	33,787.00	34,482.74	35,151.99	35,855.03	36,572.14
102 Salaries - Part Time	6,770.25	6,237.51	11,357.00	11,357.00	11,357.00	12,168.00	12,411.36	12,659.59	12,912.78	13,171.03
104 FICA	3,927.94	3,888.25	4,676.00	4,243.00	3,281.00	3,516.00	3,585.30	3,657.01	3,730.15	3,804.75
105 Insurance Charges	9,350.77	10,026.09	10,569.00	9,674.00	4,292.00	4,598.00	4,827.90	5,069.30	5,322.76	5,588.90
107 Pension	2,832.90	2,851.10	2,986.00	2,647.00	1,892.00	2,027.00	2,067.54	2,108.89	2,151.07	2,194.09
108 Pension/Police	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
109 Self Insurance Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Personnel Services	70,158.23	70,585.03	79,358.00	72,033.00	52,356.00	56,095.00	57,354.84	58,646.77	59,971.79	61,330.91
COMMODITIES										
201 Office Supplies	0.00	0.00	350.00	350.00	350.00	375.00	393.75	413.44	434.11	455.81
204 Wearing Apparel	0.00	0.00	0.00	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	0.00	0.00	0.00
211 Other Commodities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Commodities	0.00	0.00	350.00	350.00	350.00	375.00	393.75	413.44	434.11	455.81
PERSONNEL SERVICES										
303 Prof - Other	900.00	6,100.50	3,500.00	3,500.00	3,500.00	3,750.00	3,937.50	4,134.38	4,341.09	4,558.15
305 Insurance and Bonds	331,546.18	328,962.22	340,000.00	340,000.00	397,000.00	397,000.00	416,850.00	437,692.50	459,377.13	482,555.98
310 Dues/Subscrip	601.30	604.80	868.00	868.00	1,696.00	1,710.00	1,795.50	1,885.28	1,979.54	2,078.52
311 Travel Expense	4.90	0.00	2,734.00	2,734.00	5,061.00	5,420.00	5,691.00	5,975.55	6,274.33	6,588.04
313 Training Assistance	8,861.19	1,520.44	4,463.00	4,463.00	20,480.00	21,341.00	8,338.05	8,754.95	9,192.70	9,652.34
314 Other Contractual Services	9,778.60	10,883.02	15,453.00	15,453.00	41,718.00	40,534.00	42,560.70	44,698.74	46,923.17	49,269.33
321 Prof Services- Legal	27,593.61	15,195.01	20,000.00	20,000.00	21,000.00	22,500.00	23,625.00	24,806.25	26,046.56	27,348.89
Total Personnel Services	379,285.78	363,265.99	387,018.00	387,018.00	490,355.00	492,855.00	502,797.75	527,937.64	554,334.52	582,051.25
OTHER CHARGES										
505 Other Charges	8,144.90	7,533.12	12,460.00	12,460.00	12,460.00	13,350.00	14,017.50	14,718.38	15,454.29	16,227.01
Total Other Charges	8,144.90	7,533.12	12,460.00	12,460.00	12,460.00	13,350.00	14,017.50	14,718.38	15,454.29	16,227.01
TOTAL	457,588.91	441,384.14	479,186.00	471,861.00	555,521.00	562,675.00	574,563.84	601,716.22	630,194.71	660,064.98

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

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