

General Fund

Human Resources				
	FY12	FY13	FY14	FY15
	Actual	Actual	Budget	Adopted
PERSONNEL SERVICES				
Salaries - Full Time	47,276	47,582	49,770	33,787
Salaries - Part-Time	6,770	6,238	11,357	12,168
FICA	3,928	3,888	4,676	3,515
Insurance Charges	9,351	10,026	10,569	4,598
Pension	2,833	2,851	2,986	2,027
Pension/Police	-	-	-	-
Self Insurance Expense	-	-	-	-
Total Personnel Services	70,158	70,585	79,358	56,095
COMMODITIES				
Office Supplies	-	-	350	375
Wearing Apparel	-	-	-	-
Motor Vehicle Supplies	-	-	-	-
Other Commodities	-	-	-	-
Total Commodities	-	-	350	375
PROFESSIONAL SERVICES				
Prof. -Other	900	6,101	3,500	3,750
Insurance and Bonds	331,546	328,962	340,000	397,000
Dues/Subscrip	601	605	868	1,710
Travel Expense	5	-	2,734	5,420
Training Assistance	8,861	1,520	4,463	21,941
Other Contractual Services	9,779	10,883	15,453	40,534
Prof Services- Legal	27,594	15,195	20,000	22,500
Total Professional Services	379,286	363,266	387,018	492,855
OTHER CHARGES				
Other Charges	8,145	7,533	12,460	13,350
Total Other Charges	8,145	7,533	12,460	13,350
Total Human Resources	457,589	441,384	479,186	562,675

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.

General Fund

1-28 Human Resources

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 process review and employee training is included.

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.