

# **01-28 Human Resources**

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## Municipal Budget Notes – FY 13/14

### 01-28 Human Resources

(Note: 30% of the cost of the Human Resources budget is funded by the Sewer Fund.)

#### Budget Line Item

- 101 Full Time Salaries**  
Salaries for the Human Resources Generalist and a portion the Assistant City Administrator are included in this line item. A 2% 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% 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. The Affordable Care Act is scheduled to take effect in 2014, which will likely impact the group health insurance rates to an unknown degree. A 6% increase has been factored into the budget and the Employee Focus Group continues to meet and will again make recommendations for changes in an attempt to stay within the budgeted amount.
- 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

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of annual salary surveys. Total funding requested is a slight decrease from last year.

- 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 HR Generalist and the Office Manager to attend the IPMA-HR Conference and for the HR Generalist to attend the PRIMA Conference (Midwest region).
- 313      Training**  
Funding is requested for the HR Generalist and the Office Manager to attend the IPMA-HR Conference and for the HR Generalist to attend the PRIMA Conference (Midwest region). Funding is also included in this line item for local training opportunities and Myers Briggs testing for all employees.
- 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 fee for computer services and the annual fee for the City's Employee Assistance Program. An increase is shown due to the addition of an annual contract with Total Administrative Services Corporation (TASC) to insure the City's compliance with requirements regarding health care notices for employees and the annual fee for the ICMA Center for Performance Measurement program the City has participated in for the past two years.
- 321      Professional Services – Legal**  
This line item was significantly over budget due to FOP negotiations and an EEOC case. An increase is requested based on actual expenses and in light of the fact that FOP negotiations will begin again during the upcoming fiscal year (Spring of 2014).
- 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. This year funding for the annual trust fees for the City's ICMA Retirement Plans has been added.

	<b>FY11-12 Actual</b>	<b>FY12-13 Budget</b>	<b>FY12-13 Estimate</b>	<b>FY13-14 Adopted</b>
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## 28 HUMAN RESOURCES

<b>PERSONNEL SERVICES</b>				
101 Salaries - Full Time	47,276.37	49,094.00	48,000.00	49,770.00
102 Salaries - Part-Time	6,770.25	10,000.00	6,300.00	11,357.00
104 FICA	3,927.94	4,521.00	4,000.00	4,676.00
105 Insurance Charges	9,350.77	9,815.00	8,062.00	10,569.00
107 Pension	2,832.90	2,946.00	2,851.00	2,986.00
108 Pension/Police	0.00	0.00	0.00	0.00
109 Self Insurance Expense	0.00	0.00	0.00	0.00
<b>Total Personnel Services</b>	<b>70,158.23</b>	<b>76,376.00</b>	<b>69,213.00</b>	<b>79,358.00</b>
<b>COMMODITIES</b>				
201 Office Supplies	0.00	0.00	0.00	350.00
204 Wearing Apparel	0.00	0.00	0.00	0.00
205 Motor Vehicle Supplies	0.00	0.00	0.00	0.00
211 Other Commodities	0.00	0.00	0.00	0.00
<b>Total Commodities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>350.00</b>
<b>PERSONNEL SERVICES</b>				
303 Prof. -Other	900.00	3,500.00	4,182.00	3,500.00
305 Insurance and Bonds	331,546.18	335,000.00	320,000.00	340,000.00
310 Dues/Subscrp	601.30	1,075.00	605.00	868.00
311 Travel Expense	4.90	1,315.00	0.00	2,734.00
313 Training Assistance	8,861.19	6,817.00	41.00	4,463.00
314 Other Contractual Services	9,778.60	10,833.00	8,219.00	15,453.00
321 Prof Services- Legal	27,593.61	10,000.00	26,000.00	20,000.00
<b>Total Personnel Services</b>	<b>379,285.78</b>	<b>368,540.00</b>	<b>359,047.00</b>	<b>387,018.00</b>
<b>OTHER CHARGES</b>				
505 Other Charges	8,144.90	9,695.00	7,600.00	12,460.00
<b>Total Other Charges</b>	<b>8,144.90</b>	<b>9,695.00</b>	<b>7,600.00</b>	<b>12,460.00</b>
<b>TOTAL</b>	<b>457,588.91</b>	<b>454,611.00</b>	<b>435,860.00</b>	<b>479,186.00</b>