

Municipal Budget Notes – FY 17 and FY 18

1-28 Human Resources

The Human Resources Budget consists of operating expenses related to the Human Resources Department and includes the positions of Human Resources Manager and Human Resources Generalist. Additionally, 25% of the cost of the Human Resources budget is funded by the Sewer Fund.

Budget Line Item

101 Full Time Salaries

Salaries for the positions noted above are included in this line item.

FY17 - A 3% base factor is included for potential salary increases. In order to get all employees on a common salary increase date (October 1) in conjunction with the new performance evaluation system, everyone will receive a base factor increase in October 2016.

The increase in FY17 is due to moving the HR Manager's salary from Administrative Services to Human Resources.

FY18 – While a 3.75% increase for salaries is shown, during budget preparation next year we will have data from performance reviews and will be able to budget actual increase percentages.

103 Overtime

Funding in this line item is for occasional overtime needs of the Human Resources Generalist. This position is non-exempt.

104 FICA

This is a mandatory withholding match that is a fixed percentage of salaries. The line item has been increased in proportion to the proposed salary increases.

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, the City takes on a portion of the liability by funding a portion of the deductible, which results in lower premiums. Actual savings, if any, will depend on plan usage during a given year.

FY17 - A potential 6% increase in insurance premiums is included, but the new funding mechanism has shown good results to date and will hopefully help us better keep insurance costs under control.

FY18 – A potential 6% increase in insurance premiums is included for planning purposes, however our insurance program is reviewed annually and any necessary adjustments will be made.

- 107 Civilian Pension**
This line item funds the City's portion of employee pension contributions.
- 201 Office Supplies**
This line item funds the share of the cost of miscellaneous 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.
- 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.
- 311 Travel Expenses**
This line item funds all authorized trips and the expenses related to meals, lodging, transportation and miscellaneous incidental costs.
- FY 17 - 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.
- FY 18 - 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.
- 313 Training**
This line item includes funding for all registration fees associated with conferences, training, and seminars.
- FY 17 - 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.
- FY 18 - 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.

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 contract with TASC that ensures the City's compliance with requirements regarding health care notices for employees; and the annual fee for the ICMA Center for Performance Measurement program. and the annual fee for the City's Employee Assistance Program.

FY 17 – The increase in this line item is due to the addition of multiple items that were being distributed through departments but will now be maintained in the Human Resources Budget. These items include: Best Care EAP, the City's Employee Assistance Program, the City's Flexible Spending Account and funding for new hire and DOT drug testing, and Payroll Maxx expenses.

321

Professional Services – Legal

Funding requested is same as last year.

505

Other Charges

Funding in this line item is for Safety Committee activities, Wellness activities, ADA/Civil Rights Committee and miscellaneous HR items such as police testing materials and service awards. Also included are expenses for new employee recruiting and orientation expenses such as ID cards.

| Fund | Department | Dept Name | Pay Range | Position/Job Title | FT/PT/Seasonal | FY16 | FY17 | FY18 | FY19 | FY20 | FY21 | Narrative |
|------|------------|-----------------|-----------|--------------------|----------------|------|------|------|------|------|------|-----------|
| 01 | 28 | Human Resources | 180 | HR Manager | FT | 1 | 1 | 1 | 1 | 1 | 1 | |
| 01 | 28 | Human Resources | 165 | HR Generalist | FT | 1 | 1 | 1 | 1 | 1 | 1 | |
| | | | | | | | | | | | | |
| | | | | | | 2 | 2 | 2 | 2 | 2 | 2 | |

| | A | B | BM | BN | BO | BQ | BS | BT | BU | BV |
|------|--|---------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 2 | | | FY15 | FY16 | FY16 | FY17 | FY18 | FY19 | FY20 | FY21 |
| 3 | | | Actual | Budget | YE Estimate | Recommended | Recommended | Projected | Projected | Projected |
| 1829 | 28 HUMAN RESOURCES | | | | | | | | | |
| 1830 | | | | | | | | | | |
| 1831 | | | | | | | | | | |
| 1832 | | PERSONNEL SERVICES | | | | | | | | |
| 1833 | 101 | Salaries - Full Time | 31,277 | 33,963 | 33,743 | 82,156 | 85,237 | 88,433 | 91,749 | 95,190 |
| 1834 | 102 | Salaries - Part-Time | | | | | | | | |
| 1835 | 103 | Overtime | | | | 775 | 804 | 834 | 866 | 898 |
| 1836 | 104 | FICA | 2,261 | 2,598 | 2,581 | 6,344 | 6,583 | 6,830 | 7,085 | 7,350 |
| 1837 | 105 | Insurance Charges | 7,857 | 12,707 | 687 | 16,117 | 17,084 | 18,109 | 19,196 | 20,348 |
| 1838 | 107 | Pension | 1,822 | 2,038 | 2,179 | 4,976 | 5,114 | 5,306 | 5,505 | 5,711 |
| 1840 | 109 | Self Insurance Expense | 71,581 | 193,861 | 193,861 | 250,783 | 265,830 | 281,780 | 298,687 | 316,608 |
| 1841 | | Total Personnel Services | 114,798 | 245,167 | 233,052 | 361,151 | 380,652 | 401,292 | 423,088 | 446,105 |
| 1842 | | | | | | | | | | |
| 1843 | | COMMODITIES | | | | | | | | |
| 1844 | 201 | Office Supplies | 609 | 375 | 375 | 525 | 536 | 547 | 558 | 569 |
| 1848 | | Total Commodities | 609 | 375 | 375 | 525 | 536 | 547 | 558 | 569 |
| 1849 | | | | | | | | | | |
| 1850 | | CONTRACT SERVICES | | | | | | | | |
| 1851 | 301 | Postage | 4 | | | | | | | |
| 1852 | 303 | Prof. -Other | 149 | 3,750 | 3,750 | 3,750 | 3,825 | 3,902 | 3,980 | 4,060 |
| 1853 | 305 | Insurance and Bonds | 326,490 | 340,000 | 340,000 | 325,916 | 332,434 | 339,083 | 345,865 | 352,782 |
| 1854 | 310 | Dues/Subscrip | 1,363 | 1,710 | 1,710 | 2,610 | 2,662 | 2,715 | 2,769 | 2,824 |
| 1855 | 311 | Travel | 529 | 3,391 | 3,391 | 8,972 | 9,151 | 9,334 | 9,521 | 9,711 |
| 1856 | 313 | Training | 11,156 | 5,966 | 5,966 | 8,761 | 8,939 | 9,115 | 9,297 | 9,483 |
| 1857 | 314 | Other Contractual Services | 14,784 | 41,050 | 41,050 | 72,718 | 74,173 | 75,656 | 77,169 | 78,712 |
| 1858 | 321 | Prof Services- Legal | 27,147 | 28,500 | 28,500 | 28,500 | 29,070 | 29,651 | 30,244 | 30,849 |
| 1859 | | Total Contract Services | 381,622 | 424,367 | 424,367 | 451,227 | 460,254 | 469,456 | 478,845 | 488,421 |
| 1860 | | | | | | | | | | |
| 1861 | | OTHER CHARGES | | | | | | | | |
| 1862 | 505 | Other Charges | 11,875 | 23,588 | 23,588 | 22,688 | 23,142 | 23,605 | 24,077 | 24,559 |
| 1863 | | Total Other Charges | 11,875 | 23,588 | 23,588 | 22,688 | 23,142 | 23,605 | 24,077 | 24,559 |
| 1864 | | | | | | | | | | |
| 1865 | | TOTAL | 508,904 | 693,497 | 681,382 | 835,591 | 864,584 | 894,900 | 926,568 | 959,654 |
| 1866 | *Twenty-five percent of the operating expenditures Streets Administration Fund is allocated to Sewer Fund 02-41. | | | | | | | | | |
| 1867 | | | | | | | | | | |

| | A | B | BM | BN | BO | BQ | BS | BT | BU | BV |
|------|---|----------------------|--------|------------------|--------------------|-----------------|------------------|------------------|------------------|------------------|
| 2 | | | FY15 | FY16 | FY16 | FY17 | FY18 | FY19 | FY20 | FY21 |
| 3 | | | Actual | Budget | YE Estimate | Recommended | Recommended | Projected | Projected | Projected |
| 1868 | | Expenditure % Change | 10% | 36% | -2% | 20% | 3% | 4% | 4% | 4% |
| 1869 | | Personnel Services | 106% | 114% | -5% | 47% | 5% | 5% | 5% | 5% |
| 1870 | | Commodities | 561% | -38% | | 40% | 2% | 2% | 2% | 2% |
| 1871 | | Contractual Services | -4% | 11% | | 6% | 2% | 2% | 2% | 2% |
| 1873 | | Other Charges | 15% | 99% | | -4% | 2% | 2% | 2% | 2% |
| 1875 | | | | | | | | | | |
| 1876 | | | | Budget to Actual | Estimate to Budget | Recom to Budget | Recomm to Recomm | Budget to Budget | Budget to Budget | Budget to Budget |
| 1877 | | \$ Amount Change | 33,543 | 184,593 | -12,115 | 142,094 | 28,993 | 30,316 | 31,668 | 33,086 |
| 1878 | | Personnel Services | 42,765 | 130,369 | -12,115 | 115,984 | 19,501 | 20,640 | 21,796 | 23,017 |
| 1879 | | Commodities | 259 | -234 | | 150 | 11 | 11 | 11 | 11 |
| 1880 | | Contractual Services | -8,896 | 42,745 | | 26,860 | 9,027 | 9,202 | 9,389 | 9,576 |
| 1881 | | Maintenance | | | | | | | | |
| 1882 | | Other Charges | -585 | 11,713 | | -900 | 454 | 463 | 472 | 482 |
| 1883 | | Capital Exp | | | | | | | | |
| 1884 | | | | | | | | | | |
| 1885 | | | | | | | 0 | | | |
| 1886 | | | | | | | | | | |