

## 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	<b>28 HUMAN RESOURCES</b>									
1830										
1831										
1832	<b>PERSONNEL SERVICES</b>									
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				775	804	834	866	898	
1835	103 Overtime									
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	<b>Total Personnel Services</b>	<b>114,798</b>	<b>245,167</b>	<b>233,052</b>	<b>361,151</b>	<b>380,652</b>	<b>401,292</b>	<b>423,088</b>	<b>446,105</b>	
1842										
1843	<b>COMMODITIES</b>									
1844	201 Office Supplies	609	375	375	525	536	547	558	569	
1848	<b>Total Commodities</b>	<b>609</b>	<b>375</b>	<b>375</b>	<b>525</b>	<b>536</b>	<b>547</b>	<b>558</b>	<b>569</b>	
1849										
1850	<b>CONTRACT SERVICES</b>									
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/Subscrp	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	<b>Total Contract Services</b>	<b>381,622</b>	<b>424,367</b>	<b>424,367</b>	<b>451,227</b>	<b>460,254</b>	<b>469,456</b>	<b>478,845</b>	<b>488,421</b>	
1860										
1861	<b>OTHER CHARGES</b>									
1862	505 Other Charges	11,875	23,588	23,588	22,688	23,142	23,605	24,077	24,559	
1863	<b>Total Other Charges</b>	<b>11,875</b>	<b>23,588</b>	<b>23,588</b>	<b>22,688</b>	<b>23,142</b>	<b>23,605</b>	<b>24,077</b>	<b>24,559</b>	
1864										
1865	<b>TOTAL</b>	<b>508,904</b>	<b>693,497</b>	<b>681,382</b>	<b>835,591</b>	<b>864,584</b>	<b>894,900</b>	<b>926,568</b>	<b>959,654</b>	
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	<b>Expenditure % Change</b>		10%	36%	-2%	20%	3%	4%	4%	4%
1869	Personnel Services	106%	114%	-5%	47%	5%	5%	5%	5%	5%
1870	Commodities	561%	-38%		40%	2%	2%	2%	2%	2%
1871	Contractual Services	-4%	11%		6%	2%	2%	2%	2%	2%
1873	Other Charges	15%	99%		-4%	2%	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	<b>\$ Amount Change</b>	<b>33,543</b>	<b>184,593</b>	<b>-12,115</b>	<b>142,094</b>	<b>28,993</b>	<b>30,316</b>	<b>31,668</b>	<b>33,086</b>	
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	<b>Capital Exp</b>						0			
1884										
1885										
1886										