

General Fund

		Human Resources			
		FY13	FY14	FY15	FY16
		Actual	Actual	Budget	Adopted
PERSONNEL SERVICES					
101	Salaries - Full Time	47,582	42,224	33,787	33,963
102	Salaries - Part-Time	6,238	3,011	12,168	0
104	FICA	3,888	3,337	3,515	2,598
105	Insurance Charges	10,026	4,679	4,598	12,707
107	Pension	2,851	2,532	2,027	2,038
109	Self Insurance Expense	0	0	0	193,861
Total Personnel Services		70,585	55,783	56,095	245,167
COMMODITIES					
201	Office Supplies	0	92	375	375
Total Commodities		0	92	375	375
CONTRACT SERVICES					
303	Prof. -Other	6,101	0	3,750	3,750
305	Insurance and Bonds	328,962	351,605	397,000	340,000
310	Dues/Subscrp	605	836	1,710	1,710
311	Travel	0	1,966	5,420	3,391
313	Training	1,520	2,015	21,941	5,966
314	Other Contractual Services	10,883	11,885	40,534	41,050
321	Prof Services- Legal	15,195	27,185	22,500	28,500
Total Contract Services		363,266	395,492	492,855	424,367
OTHER CHARGES					
505	Other Charges	7,533	10,346	13,350	23,588
Total Other Charges		7,533	10,346	13,350	23,588
TOTAL		441,384	461,713	562,675	693,497

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

General Fund

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

Salaries for the Human Resources Generalist are 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

No funding is requested in this line item.

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, the City took on a portion of the liability for this benefit in January of 2014, resulting in premium savings. Additional savings, if any, will depend on plan usage during a given year. The budget does include a potential 6% increase in insurance premiums, based on the current market and input from our broker. Every effort will be made to stay under that amount.

107 Civilian Pension

This line item funds the City's portion of employee pension contributions.

109 Self Insurance Expense

Funding has been included in this line item to reflect funding for the City's potential liability for health insurance claims. The City took on a portion of the liability for this benefit in January of 2014, which resulted in overall premium savings. Actual expenses from this line item will depend upon plan usage during a given year. The goal would be to ultimately set aside enough funding from premium savings to offset the City's entire potential liability and provide additional flexibility regarding health insurance options.

201 Office Supplies

Total funding requested at same level as last year.

303 Professional Services – Other

Funding is included in this line item for on-going organizational strategic planning activities at the same level as last year.

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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. A decrease of \$57,000 is shown based on actual expenses. The City switched this coverage from the LARM pool to the private market last October and realized significant savings.

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. Funding requested at same level as 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 Director of Administrative Services, HR Manager and the HR Generalist to attend the IPMA-HR Conference and the PRIMA Conference (Midwest region). Since the ICMA Conference is being held in Kansas City next year, funding is also included for one HR staff member to attend.

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). Since the ICMA Conference is being held in Kansas City next year, funding is also included for one HR staff member to attend.

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.

321 Professional Services – Legal
An increase of \$6,000 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. An increase of \$10,238 is requested for a required ADA facilities assessment.

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