

General Fund

Human Resources					
		FY13 Actual	FY14 Actual	FY15 Budget	FY16 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/Subscrip	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

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|------------|---|
| 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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