

Human Resources Department

Current Year Department Budgeted Expense Total:

Human Resources: \$825,565

City Health Benefits: \$14,533,439

Property Insurance: \$2,880,827

Change from Prior Year:

Human Resources: (\$640)

City Health Benefits: \$573,985

Property Insurance: \$455,803

Overall Budget Justification:

The FY21 budget for the Human Resources Department is \$18,239,831, this is a increase in costs of \$1,029,148, over the prior year. The increases are in the City Health Benefits fund and the Property Insurance fund. Increases come from small increases in health and dental claims in the Health Benefits fund and an approximate 20% increase in premiums for property and liability insurance in the Property Insurance fund. Services that have been provided in the past will continue for the coming fiscal year. This includes Benefits and FMLA Administration, Timekeeping and Payroll, Workers' Compensation, Property and Liability Insurance Administration, Employee Recruitment, Workplace Investigations, Drug and Alcohol Program Administration, Collective Bargaining Agreements Administration, and Grievance and Arbitration Procedures.

In addition to the new timekeeping program discussed below, increases in the FY21 budget are related to the 2.9% COLA that was approved in prior negotiations and step increases, a \$4,000 increase in our advertising charges; however, consultant services were reduced \$4,000 to accommodate this increase. Retirement benefits also increased \$1,613.

Budgeted Revenues:

HUMAN RESOURCES REVENUE BY FUND

	ACTUAL FY 18	ACTUAL FY 19	BUDGET FY 20	ESTIMATE FY 20	PROPOSED FY 21
HUMAN RESOURCES	\$ -	\$ -	\$ -	\$ -	\$ -
HEALTH BENEFITS	13,027,289	13,257,655	13,867,000	13,227,450	14,193,500
PROPERTY INSURANCE	<u>2,110,365</u>	<u>1,555,855</u>	<u>1,803,064</u>	<u>1,798,864</u>	<u>2,079,350</u>
TOTAL EXPENDITURES	<u>\$ 15,137,654</u>	<u>\$ 14,813,510</u>	<u>\$ 15,670,064</u>	<u>\$ 15,026,314</u>	<u>\$ 16,272,850</u>

HUMAN RESOURCES REVENUE BY CLASSIFICATION

	ACTUAL FY 18	ACTUAL FY 19	BUDGET FY 20	ESTIMATE FY 20	PROPOSED FY 21
CHARGE FOR SERVICES	\$ 15,066,012	\$ 14,556,972	\$ 15,573,764	\$ 14,914,214	\$ 16,156,000
INVESTMENT EARNINGS	70,321	251,724	96,300	112,000	116,850
MISCELLANEOUS	<u>1,321</u>	<u>4,814</u>	<u>-</u>	<u>100</u>	<u>-</u>
TOTAL EXPENDITURES	<u>\$ 15,137,654</u>	<u>\$ 14,813,510</u>	<u>\$ 15,670,064</u>	<u>\$ 15,026,314</u>	<u>\$ 16,272,850</u>

Budgeted Expenditures:

HUMAN RESOURCES OPERATING BUDGET BY FUND

	ACTUAL FY 18	ACTUAL FY 19	BUDGET FY 20	ESTIMATE FY 20	PROPOSED FY 21
HUMAN RESOURCES	\$ 678,464	\$ 709,118	\$ 826,205	\$ 710,500	\$ 825,565
HEALTH BENEFITS	11,754,605	10,868,215	13,959,454	12,617,722	14,533,439
PROPERTY INSURANCE	<u>2,040,297</u>	<u>2,129,789</u>	<u>2,425,024</u>	<u>2,202,000</u>	<u>2,880,827</u>
TOTAL EXPENDITURES	<u>\$ 14,473,366</u>	<u>\$ 13,707,122</u>	<u>\$ 17,210,683</u>	<u>\$ 15,530,222</u>	<u>\$ 18,239,831</u>

**HUMAN RESOURCES
OPERATING BUDGET BY CLASSIFICATION**

	ACTUAL FY 18	ACTUAL FY 19	BUDGET FY 20	ESTIMATE FY 20	PROPOSED FY 21
PERSONAL SERVICES	\$ 648,733	\$ 666,407	\$ 703,127	\$ 668,500	\$ 728,545
OPERATIONS AND MAINTENANCE	<u>13,824,633</u>	<u>13,040,715</u>	<u>16,507,556</u>	<u>14,861,722</u>	<u>17,511,286</u>
TOTAL EXPENDITURES	<u>\$14,473,366</u>	<u>\$13,707,122</u>	<u>\$17,210,683</u>	<u>\$15,530,222</u>	<u>\$18,239,831</u>

New Ongoing Program:

- In FY20, the City purchased timekeeping software to make hours entry more efficient for departments. A Supplemental Budget request of \$50,000 was added in FY20, and the ongoing cost of this software is approximately \$44,000 to be shared with the users.

Additional Changes and Comments:

Due to the low unemployment rate, it has become more difficult to attract and retain employees. Therefore, the City is recruiting employees through the City's website, Social Media, television, job fairs, and professional websites. As a result, an additional \$4,000 is requested for additional advertising.

**HUMAN RESOURCES
STAFFING AUTHORIZATION**

POSITION	ACTUAL FY 18	ACTUAL FY 19	BUDGET FY 20	PROPOSED FY 21
HUMAN RESOURCES				
HUMAN RESOURCES DIRECTOR	1.0	1.0	1.0	1.0
HUMAN RESOURCES ASSOCIATE	1.0	1.0	1.0	1.0
PAYROLL/HR GENERALIST	1.0	1.0	1.0	1.0
PAYROLL/HR ANALYST	1.0	1.0	1.0	1.0
ADMINISTRATIVE SUPPORT II	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
TOTAL	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>
PROPERTY INSURANCE				
RISK/SAFETY OFFICER	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
TOTAL	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
TOTAL HUMAN RESOURCES	<u><u>6.0</u></u>	<u><u>6.0</u></u>	<u><u>6.0</u></u>	<u><u>6.0</u></u>