

HUMAN RESOURCES DEPARTMENT

Departmental Summary

| FUND/ACTIVITY | 2017-18 | 2018-19 | | 2019-20 |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|
| | ACTUAL | ADOPTED | AMENDED | ADOPTED |
| General Fund: | | | | |
| <i>Revenue</i> | | | | |
| Employee Relations | 253,735 | 245,915 | 273,921 | 277,529 |
| Total Revenues | <u>253,735</u> | <u>245,915</u> | <u>273,921</u> | <u>277,529</u> |
| <i>Expenditure</i> | | | | |
| Employee Relations | 1,299,251 | 1,439,609 | 1,276,745 | 1,322,245 |
| Employee Health Clinic | 229,375 | 399,613 | 328,113 | 328,113 |
| Employee Development | 14,103 | 125,400 | 125,400 | 125,400 |
| Total Expenditures | <u>1,542,730</u> | <u>1,964,622</u> | <u>1,730,258</u> | <u>1,775,758</u> |
| Subsidy | 1,288,994 | 1,718,707 | 1,456,337 | 1,498,229 |
| <i>Personnel</i> | | | | |
| Employee Relations | 11.00 | 11.00 | 11.00 | 11.00 |
| Total Personnel | <u>11.00</u> | <u>11.00</u> | <u>11.00</u> | <u>11.00</u> |
| Internal Service Funds: | | | | |
| <i>Expenditure</i> | | | | |
| Health/Dental Insurance | 30,208,592 | 32,641,852 | 31,831,014 | 33,587,782 |
| Total Expenditures | <u>30,208,592</u> | <u>32,641,852</u> | <u>31,831,014</u> | <u>33,587,782</u> |
| Special Revenue Funds: | | | | |
| <i>Expenditure</i> | | | | |
| Special Revenue Funds | 11,841,505 | 18,170,403 | 18,170,403 | 20,141,329 |
| Total Expenditures | <u>11,841,505</u> | <u>18,170,403</u> | <u>18,170,403</u> | <u>20,141,329</u> |
| Reserved General Funds: | | | | |
| <i>Expenditure</i> | | | | |
| Reserved General Funds | 156,993 | 60,000 | 60,000 | 60,000 |
| Total Expenditures | <u>156,993</u> | <u>60,000</u> | <u>60,000</u> | <u>60,000</u> |
| Expenditure Total | <u>43,749,819</u> | <u>52,836,877</u> | <u>51,791,675</u> | <u>55,564,869</u> |
| Personnel Total | <u>11.00</u> | <u>11.00</u> | <u>11.00</u> | <u>11.00</u> |

HUMAN RESOURCES DEPARTMENT

Employee Relations

G001 HR001000

General Fund

Description:

The function of Human Resources is to support City operating departments by recruiting, hiring, and retaining a quality work force and providing administrative support to the Civil Service Commission.

Revenue Detail:

| MAJOR OBJECT | 2017-18 | 2018-19 | | 2019-20 |
|--------------------------------|---------|---------|---------|---------|
| | ACTUAL | ADOPTED | AMENDED | ADOPTED |
| Charges for Services/User Fees | 80 | 204 | --- | --- |
| Other | 253,656 | 245,711 | 273,921 | 277,529 |
| Total Revenues | 253,735 | 245,915 | 273,921 | 277,529 |

Expenditure Detail:

| MAJOR OBJECT | 2017-18 | 2018-19 | | 2019-20 |
|----------------------------|-----------|-----------|-----------|-----------|
| | ACTUAL | ADOPTED | AMENDED | ADOPTED |
| Personal Services | 1,218,633 | 1,338,495 | 1,168,068 | 1,216,568 |
| Contractual Services | 74,937 | 93,814 | 99,377 | 99,377 |
| Other Services and Charges | 1,442 | --- | --- | --- |
| Commodities | 4,239 | 7,300 | 9,300 | 6,300 |
| Total Expenditures | 1,299,251 | 1,439,609 | 1,276,745 | 1,322,245 |
| Subsidy | 1,045,516 | 1,193,694 | 1,002,824 | 1,044,716 |

Personnel Detail:

| PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE | 2017-18 ACTUAL | 2018-19 | | 2019-20 ADOPTED |
|---|-------------------|---------|---------|--------------------|
| | | ADOPTED | AMENDED | |
| Human Resources Director | 1.00 | 1.00 | 1.00 | 1.00 |
| Human Resources Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Human Resources Analyst | 2.00 | 2.00 | 2.00 | 2.00 |
| Human Resources Generalist | 4.00 | 4.00 | 3.00 | 3.00 |
| Compensation Specialist | 1.00 | 1.00 | 1.00 | 1.00 |
| Workplace Environment & Employee Development Administ | 1.00 | 1.00 | 1.00 | 1.00 |
| Human Resources Assistant | 1.00 | 1.00 | 2.00 | 2.00 |
| Total Full-time Permanent Employees | 11.00 | 11.00 | 11.00 | 11.00 |

One HR Generalist position was replaced with an HR Assistant position.

HUMAN RESOURCES DEPARTMENT

Employee Health Clinic G001 HR131000 General Fund

Description:

The function of the fund is to provide full-service occupational health needs ranging from pre-employment drug testing and physicals to post injury care.

Expenditure Detail:

| MAJOR OBJECT | 2017-18 | 2018-19 | | 2019-20 |
|----------------------------|---------|---------|---------|---------|
| | ACTUAL | ADOPTED | AMENDED | ADOPTED |
| Contractual Services | 145,684 | 267,000 | 232,000 | 232,000 |
| Other Services and Charges | 83,695 | 132,613 | 96,113 | 96,113 |
| Commodities | (3) | --- | --- | --- |
| Total Expenditures | 229,375 | 399,613 | 328,113 | 328,113 |
| Subsidy | 229,375 | 399,613 | 328,113 | 328,113 |

HUMAN RESOURCES DEPARTMENT

Employee Development G001 HR132000 General Fund

Description:

The function of the fund is to provide funds for employee development and enterprise-wide training. Historically, this budget was comingled with the City Manager benchmarking funds (City Wide Training and Benchmarking - ND409732).

Expenditure Detail:

| MAJOR OBJECT | 2017-18 | 2018-19 | | 2019-20 |
|----------------------|---------|---------|---------|---------|
| | ACTUAL | ADOPTED | AMENDED | ADOPTED |
| Contractual Services | 12,338 | 125,400 | 125,400 | 125,400 |
| Commodities | 1,766 | --- | --- | --- |
| Total Expenditures | 14,103 | 125,400 | 125,400 | 125,400 |
| Subsidy | 14,103 | 125,400 | 125,400 | 125,400 |

HUMAN RESOURCES DEPARTMENT

Health/Dental Insurance I301 ND412647 Health and Dental Fund

Description:

The Health/Dental Insurance fund is established to pay health care and dental costs for active employees and non-Medicare retirees.

Expenditure Detail:

| MAJOR OBJECT | 2017-18 | 2018-19 | | 2019-20 |
|----------------------------|------------|------------|------------|------------|
| | ACTUAL | ADOPTED | AMENDED | ADOPTED |
| Contractual Services | 30,150,701 | 32,626,852 | 31,771,014 | 33,527,782 |
| Other Services and Charges | 57,890 | 15,000 | 60,000 | 60,000 |
| Total Expenditures | 30,208,592 | 32,641,852 | 31,831,014 | 33,587,782 |

The change in Other Services and Charges reflects that a previously anticipated decrease in Federal and State Taxes caused by the changes to the Affordable Care Act will not be realized.

HUMAN RESOURCES DEPARTMENT

Special Revenue and Other Funds

| ORGANIZATION CODE | | 2017-18 | 2018-19 | | 2019-20 |
|------------------------------|---------------------------------------|------------|------------|------------|------------|
| | | ACTUAL | ADOPTED | AMENDED | ADOPTED |
| Reserved General Fund | | | | | |
| H720 ND409732 | City Wide Training and Benchmarking | 118,468 | --- | --- | --- |
| H722 ND409730 | Employee Wellness | 38,525 | 60,000 | 60,000 | 60,000 |
| | Total Reserved General Funds | 156,993 | 60,000 | 60,000 | 60,000 |
| Special Revenue Funds | | | | | |
| S451 ND405649 | Other Employee Benefits | 11,841,505 | 18,170,403 | 18,170,403 | 20,141,329 |
| | Total Special Revenue Funds | 11,841,505 | 18,170,403 | 18,170,403 | 20,141,329 |
| | Total Special Revenue and Other Funds | 11,998,498 | 18,230,403 | 18,230,403 | 20,201,329 |