

<u>Expenditures</u>	<u>FY15-16 Actuals</u>	<u>FY16-17 Adjusted Budget</u>	<u>FY17-18 Adopted Budget</u>
Personnel Services	\$ 421,985	\$ 460,281	\$ 476,072
Operating	72,742	101,913	84,824
Debt Service	-	-	-
Capital Outlay	-	-	-
Total:	\$ 494,727	\$ 562,194	\$ 560,896

Full-Time Positions	5	5	5
Part-Time Positions	0	0	0

Purpose and Mission:

The Human Resources Department strives to enhance operational effectiveness and efficiency while serving the City's employees, meeting departmental needs, and conducting business in a legal, fair and consistent manner. The department's overall objective is to maintain an environment that fosters workplace safety, encourages employee development, and promotes fair hiring and employment practices as well as a diverse work group.

The department is committed to ongoing efforts to reduce workplace accidents, lost time cases, restricted duty cases and claims cost associated with workplace accidents. We will continue to be responsive to departmental needs for training that promotes workplace safety and awareness for all employees. In addition, we will strive to continue to reduce claims costs without compromising necessary medical services for injured employees.

In our ongoing effort to maintain a comprehensive quality health care plan while managing costs, we continue to work closely with Maestro Health (formerly Integra), our Health Insurance Third Party Administrator, to design effective healthcare and wellness programs which will address our specific needs while adhering to compliance regulations as mandated by Healthcare Reform (Affordable Care Act). We have experienced good participation in the "Healthy Track" Wellness Program and expect that its ongoing expansion will continue to result in illness management and also in a workforce who embraces healthier lifestyles. A successful Wellness Program is a key component to claims reduction and managing health care costs.

FY2017-18 Budget Highlights:

Operating:

- \$14,324 -Service and Maintenance Contracts - Increase in this line is due to the purchase of an annual license for an Applicant Tracking Software (\$9,324) and one time set up/implementation fee (\$5,000). The functionality of this software will create operational efficiencies and enhance recruitment and selection through the use of a customized online job application process which will allow for applicant tracking, data collection, reporting and analysis.
- \$7,500 - Employee Awards - Increase in this line is due to the addition of funds for departmental retirement functions.

**City of New Bern Budget
Fiscal Year 2017-18**

Fund: General
Department: Human Resources
Organization: Human Resources

Account Number	Description	Actual Last Year FY 2015-16	Adjusted Budget FY 2016-17	Manager's Recommended FY 2017-18	Approved Budget FY 2017-18
Personnel Services:					
Salaries					
1111-3010-61101	Salaries - Regular	303,610	331,865	340,062	340,062
1111-3010-61103	Salaries - Accum Vac Payout	2,031	0	0	0
1111-3010-61121	Salaries - Overtime	0	100	100	100
1111-3010-61181	Salaries - Taxable Benefits	1,972	2,314	2,314	2,314
Subtotal Salaries		307,613	334,279	342,476	342,476
Fringe Benefits					
1111-3010-62110	Social Security Tax	17,703	20,726	21,234	21,234
1111-3010-62112	Medicare Tax	4,140	4,848	4,966	4,966
1111-3010-62210	State Retirement	20,714	24,068	25,513	25,513
1111-3010-62220	401K	15,282	16,599	17,009	17,009
1111-3010-62810	Health/Life Insurance	55,000	54,562	56,827	56,827
1111-3010-62820	Workers' Compensation	0	699	547	547
1111-3010-62840	Employee Awards	1,533	4,500	7,500	7,500
Subtotal Fringe Benefits		114,372	126,002	133,596	133,596
Total Personnel Services		421,985	460,281	476,072	476,072
Professional Services:					
1111-3010-71114	Medical Professional Services	22,675	21,000	21,000	21,000
1111-3010-71190	Other Professional Services	12,432	31,750	12,750	12,750
Total Professional Services		35,107	52,750	33,750	33,750
Current Obligations & Services:					
1111-3010-72130	Employee Travel & Training	1,737	2,800	2,900	2,900
1111-3010-72190	Other Travel & Training	0	3,000	3,000	3,000
1111-3010-72310	Utilities	0	6,000	6,000	6,000
1111-3010-72410	Printing	839	1,000	200	200
1111-3010-72532	Central Garage Charges	1,311	1,752	1,705	1,705
1111-3010-72790	Advertising	13,774	10,000	7,000	7,000
1111-3010-72820	Temporary Help Services	0	100	100	100
1111-3010-72890	Miscellaneous Other Services	0	0	2,000	2,000
Total Current Obligations & Services		17,661	24,652	22,905	22,905
Fixed Charges & Other Services:					
1111-3010-73130	Lease Program – Copier/Printer	5,890	8,001	6,035	6,035
1111-3010-73210	Service & Maintenance Contracts	978	980	14,324	14,324
1111-3010-73810	Dues & Subscriptions	2,250	1,980	2,010	2,010
Total Fixed Charges & Other Services		9,118	10,961	22,369	22,369

**City of New Bern Budget
Fiscal Year 2017-18**

Account Number	Description	Actual Last Year FY 2015-16	Adjusted Budget FY 2016-17	Manager's Recommended FY 2017-18	Approved Budget FY 2017-18
Supplies & Materials:					
1111-3010-74510	Fuel Charges	77	500	300	300
1111-3010-74610	Office Supplies & Materials	2,586	4,500	2,500	2,500
1111-3010-74930	IT Supplies	746	0	0	0
1111-3010-74931	IT Eq (Restricted - IT Use Only)	5,767	4,050	0	0
1111-3010-74960	Flowers & Memorials	467	500	500	500
1111-3010-74970	Safety Supplies	81	1,500	1,500	1,500
1111-3010-74990	Miscellaneous Supplies	1,132	2,500	1,000	1,000
Total Supplies & Materials		10,856	13,550	5,800	5,800
Human Resources Totals:		494,727	562,194	560,896	560,896

POSITION SUMMARY

Fund:	General	
Department:	Human Resources	
Org:	Human Resources	3010

PERSONNEL

		FY2016-17		Approved FY2017-18
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Director of Human Resources	30	1	1	1
Assistant Director of Human Resources	22	1	1	1
Safety Officer	19	1	1	1
Human Resources Technician	14	1	1	1
Human Resources Assistant	10	1	1	1
Full-Time Total		5	5	5

Human Resources

**Travel & Training Request 2017-18
GL Account # 72130**

Org. 3010

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
May-18	Public Employment Law Update	Chapel Hill, NC	Director of HR; Assistant Director of HR	\$600
TBD	EEOC Technical Assistance Seminar	Chapel Hill, NC	Director of HR	\$500
TBD	Unannounced courses on relevant employment topics	Chapel Hill, Wilmington, Greenville, NC	All HR Staff	\$700
Various Dates	Various Safety Continuing Education Workshop	To Be Determined	Safety Officer	\$500
Sep-18	American Society of Safety Engineers Conference	Myrtle Beach, SC	Safety Officer	\$600
				\$2,900

Human Resources

Org. 3010

**Dues & Subscriptions 2017-18
GL Acct # 73810**

Name of Organization	Projected Cost
NC Employment Law Letter	\$370
Family and Medical Leave Handbook	\$520
Fair Labor Standards Handbook	\$520
SHRM Membership	\$200
American Society of Safety Engineers (ASSE) Membership	\$175
NC Association of Local Governmental Employee Safety Officials (NCALGESO) Dues	\$75
Certified Safety Professional (CSP) Annual Certification	\$150
	\$2,010