

Personnel Office

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PERSONNEL OFFICE

Budget Highlights	FY 2014/15 Actual	FY 2015/16 Adopted	FY 2015/16 Amended	FY 2016/17 Recomm'd	% Change from Adopted FY 2015/16
Employee Expense	350,893	323,884	323,884	334,468	3.3%
Supplies and Services	81,066	70,752	70,752	128,371	81.4%
Machinery and Equipment	<u>2,572</u>	<u>2,100</u>	<u>2,100</u>	<u>-</u>	<u>0.0%</u>
Total	434,531	396,736	396,736	462,839	16.7%
<u>Resources</u>					
Administrative OH Recharges	174,365	123,662	123,662	174,174	40.8%
Misc. Reimbursements	<u>7,840</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
Total	182,205	123,662	123,662	174,174	40.8%
Property Tax Support	252,326	273,074	273,074	288,665	15,591
Percent Increase (Decrease)					5.71%
Personnel - Authorized FTE	3.63	3.63	3.63	3.63	

Improvement Package Summary

1 of 2

This decision package provides funding to have a consulting firm prepare a request for proposal for the City's medical plan third party administration services and stop loss coverage and to analyze the responses.

Related Cost: \$16,000 – Tax Funds – Non-Recurring
 Related Revenue: \$ 1,683 – Sanitary Sewer User Fees – Non-Recurring
 Related Revenue: \$ 595 – Stormwater User Fees – Non-Recurring
 Related Revenue: \$ 307 – Parking User Fees – Non-Recurring
 Related Revenue: \$ 2,311 – Refuse User Fees – Non-Recurring
 Related Revenue: \$ 949 – Landfill User Fees – Non-Recurring
 Total Net Cost: \$10,155
 Property Tax Impact: +\$.0043/+0.04%
 Activity: Personnel Office

Recommend - Yes

2 of 2

This improvement package provides for the purchase of a fiduciary liability policy that not only covers administrative errors and omissions but also provides personal liability for a breach of a fiduciary duty in connection with the health plan. Since the City sponsors a health plan for its employees and is involved with the management of the plan we are considered a fiduciary and could be held personally liable for what happens to the plan.

Related Cost:	\$2,500 – Tax Funds –Recurring	Recommend - yes
Related Revenue:	\$ 263– Sanitary Sewer User Fees –Recurring	
Related Revenue:	\$ 93 – Stormwater User Fees –Recurring	
Related Revenue:	\$ 48 – Parking User Fees –Recurring	
Related Revenue:	\$ 361 – Refuse User Fees –Recurring	
Related Revenue:	\$ 148 – Landfill User Fees –Recurring	
Total Net Property Tax Cost:	\$1,587	
Property Tax Impact:	+\$0.0007/+0.01%	
Activity:	Personnel Office	

Significant Line Items at Maintenance Level
(Without Recommended Improvement Packages)

Employee Expense

1. FY 2017 employee expense reflects a 2.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution remains at 8.93% and the employee contribution remains at 6.18% in FY 2017.
3. The City portion of health insurance expense increased from \$1,040 in FY 2016 to \$1,325 in FY 2017 per month per contract, resulting is an increase of \$10,260 (27.40%).

Supplies & Services

4. Legal Notices & Ads increased from \$0 in FY 2016 to \$700 in FY 2017 based on actual cost of publishing employees' salaries annually.
5. City Business Travel decreased from \$1,500 in FY 2016 to \$1,000 in FY 2017 based on historical actual.
6. Consultant Services increased from \$0 in FY 2016 to \$37,055 in FY 2017 due to the expenses for health and prescription drug plan actuarial and benefit services (\$28,080), 509(A) Certificate of Compliance (\$975) and Affordable Care Act compliance reporting (\$8,000) not eligible to be paid out of the self-insurance fund.
7. Criminal Background Check increased from \$22,355 in FY 2016 to \$23,805 in FY 2017 based on prior year experience.

Revenue

8. Revenue received from Enterprise Funds for administrative overhead charges has increased from \$123,662 in FY 2016 to \$162,306 in FY 2017.

PERSONNEL OFFICE

The Personnel Office is committed to providing expertise in attracting, developing and sustaining a high quality workforce committed to excellent services.



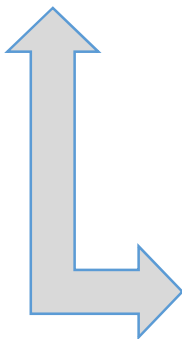
SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES

PEOPLE

Improve the productivity and efficiency of operations by continuing organizational development and team building with emphasis on development of supervisory staff, improved intra and interdepartmental effectiveness through the use of Employee Involvement Teams and maintenance of management skills and processes.

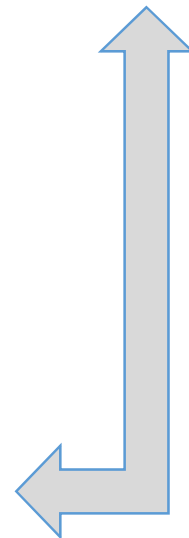
PLANNING

The Personnel Office works with all City Departments and Divisions to ensure vacancies are filled and highly skilled employees are available to carry out City Planning Initiatives.

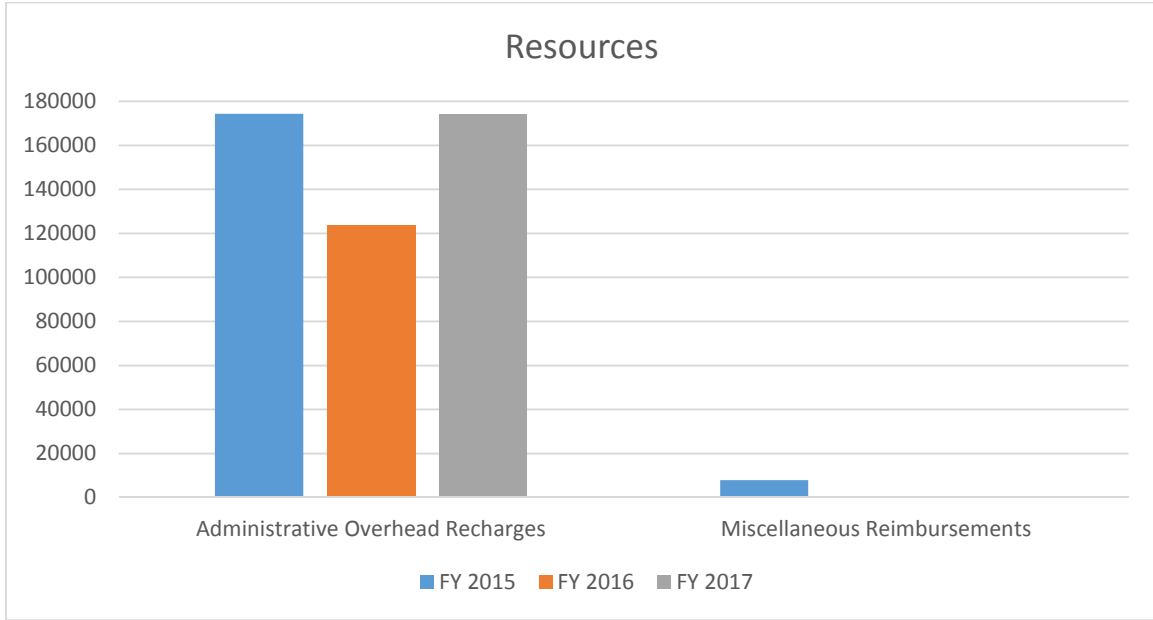


PARTNERSHIPS

The Personnel Office works with local partners including United Way, Prescott School, Crescent Community Health Center, Maria House, Multicultural Family Center, the Dubuque Area Labor Management Council and the Road to Success/Bridges Initiative.

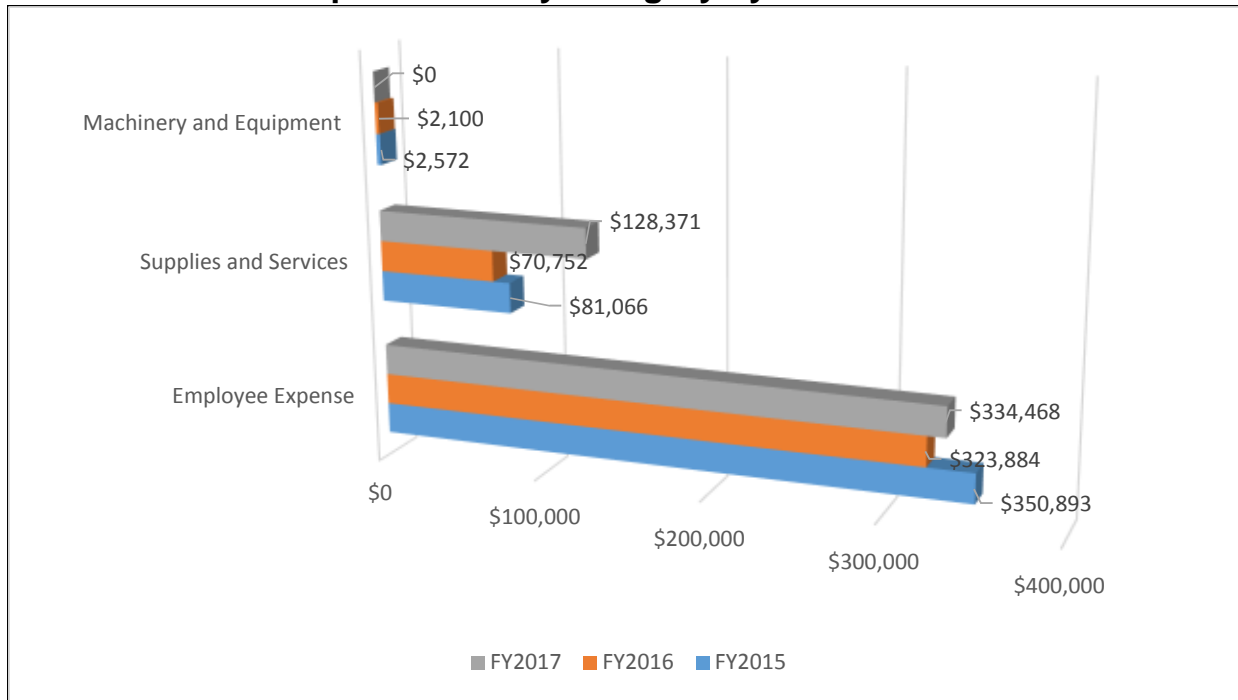


PERSONNEL OFFICE



The Personnel Office is supported by 3.63 full-time equivalent employees, which accounts for 72% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 16% in FY 2017 compared to FY 2016.

Expenditures by Category by Fiscal Year



PERSONNEL OFFICE

Overview

The City of Dubuque Personnel Office is responsible for carrying out all the activities essential to the effective administration of the personnel function such as:

1. Assisting operating departments in the areas of recruitment, selection, placement, and training of employees
2. Representing the City in collective bargaining with five employee unions and administering union contracts
3. Maintaining centralized personnel records
4. Administering the Non-bargaining Unit Personnel Manual
5. Administering all benefits
6. Ensuring compliance with state and federal employment related laws and regulations and overseeing the safety function
7. Administering, through the Health Care Committee, health, prescription drug, dental, life, and disability insurance plans
8. Maintaining all workers compensation records and coordinating claims management with the third party administrator and department managers

Highlights of the Past Year

- The Healthcare Committee implemented three additional clinical drug prescription programs since 2012. The programs are step therapy, prior authorization and drug quantity management. Savings related to these programs from June 1, 2012 through March 31, 2015 was \$160,334.
- On October 2, 2014, the City entered into an agreement with our pharmacy benefit manager that will provide additional savings through higher formulary rebates and drug discounts. The average annual savings is \$59,000.

Future Initiatives

- Continue staff participation on the ICC Steering Committee to increase understanding across cultures when delivering City services and creating a welcoming community and organization.
- Continue to implement changes to the health and prescription drug plans in order to contain the increase in cost of providing these coverages.

PERSONNEL OFFICE

Performance Measures

Personnel Office – Activity Statement

The Personnel Office is committed to providing expertise in attracting, developing and sustaining a high quality workforce committed to excellent services.

Goal: Planned and Managed Growth

Outcome #1: Ensure equal employment opportunities for all employees and applicants for employment.

The Personnel Office provides leadership and services to maximize the potential and ability of employees and promote employee success.

- Top talent is recruited by coordinating, advertising, screening, interviewing, testing and selection

Employee Demographics Fiscal Year 2015										
Male					Female					
White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	Total All Columns
653	19	10	2	1	361	15	8	3	0	1072

	Fiscal Year 2012	Fiscal Year 2013	Fiscal Year 2014	Fiscal Year 2015
Retirements	14	31	19	16
Vacancies	90	86	88	82
Applications Processed	5,407	5,360	3,761	3,349
Civil Service Applications	862	1,138	1,085	863

PERSONNEL OFFICE

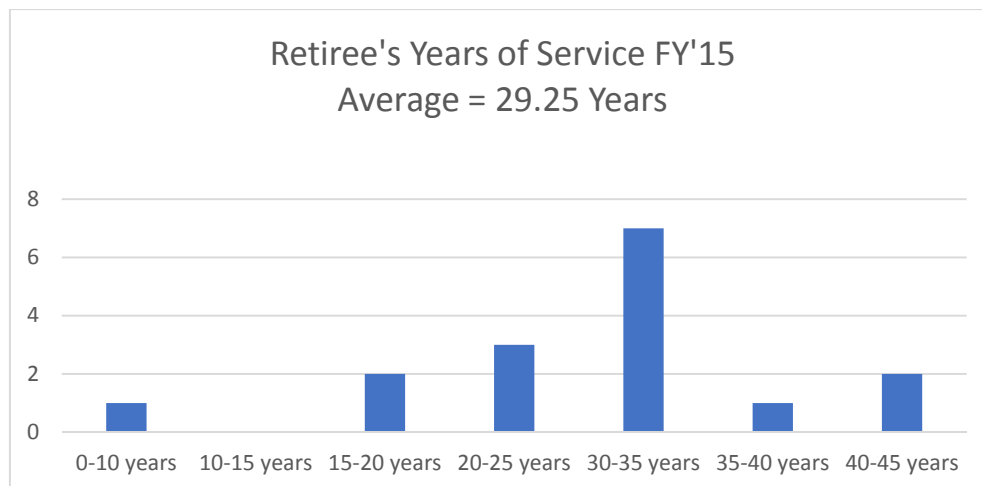
Employment Applications	White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	Unknown	Other
January 2014 through December 2014	2818	241	82	50	11	206	58
New Hires							
January 2014 through December 2014	84	2	4	0	0	0	0

Outcome #2: Provide compensation and benefits plan that promotes a satisfied and engaged workforce.

The City is able to attract and retain highly skilled employees by providing a competitive compensation and benefit package resulting in high quality and innovative services for the Citizens of Dubuque.

Maintain a comprehensive and sustainable benefits package:

- Analyze benefits and recommend changes as needed to ensure a competitive benefit package
- Oversee the medical, prescription drug, disability and life insurance programs, the flexible spending program and all other employee benefit programs
- Minimize healthcare premium increases for the City and employees
- Support the development and maintenance of the City's classification system to ensure competitive salaries to enable the City to hire and retain the best qualified employees



**Recommended Operating Revenue Budget - Department Total
67 - PERSONNEL**

Fund	Account	Account Title	FY14 Actual Revenue	FY15 Actual Revenue	FY16 Adopted Budget	FY17 Recomm'd Budget
100	53605	MISCELLANEOUS REVENUE	9,148	7,840	0	0
100	53620	REIMBURSEMENTS-GENERAL	21	1	0	0
53 - MISCELLANEOUS			9,169	7,841	0	0
100	59610	FR WPC OPERATING	36,031	41,491	21,014	53,786
100	59620	FR STORMWATER OPERATING	1,388	8,226	14,667	17,203
100	59630	FR PARKING OPERATING	6,380	7,366	7,567	8,875
100	59640	FR WATER UTILITY	34,779	40,286	0	0
100	59670	FR REFUSE COLLECTION	48,752	53,708	56,999	66,849
100	59940	FR DMASWA	20,663	23,288	23,415	27,461
59 - TRANSFER IN AND INTERNAL			147,993	174,365	123,662	174,174
67 - PERSONNEL TOTAL			157,162	182,206	123,662	174,174

Recommended Operating Expenditure Budget - Department Total 67 - PERSONNEL

Fund	Account	Account Title	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY 17 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	214,886	218,329	219,033	217,654
100	61020	PART-TIME EMPLOYEES	24,601	24,809	22,702	23,190
100	61050	OVERTIME PAY	3,244	1,295	0	0
100	61310	IPERS	21,671	21,823	21,587	22,052
100	61320	SOCIAL SECURITY	17,808	17,902	18,493	18,892
100	61410	HEALTH INSURANCE	43,322	42,840	37,440	47,700
100	61411	INSURANCE PREMIUM	1,037	217	0	0
100	61413	ADMINISTRATION COSTS	20,364	22,595	3,300	3,613
100	61415	WORKMENS' COMPENSATION	925	901	890	919
100	61416	LIFE INSURANCE	184	184	439	448
61 - WAGES AND BENEFITS			348,041	350,893	323,884	334,468
100	62010	OFFICE SUPPLIES	2,192	2,785	2,236	2,841
100	62030	POSTAGE AND SHIPPING	3,620	3,610	3,801	3,791
100	62031	PROCESSING MATERIALS	322	333	345	345
100	62061	DP EQUIP. MAINT CONTRACTS	1,189	1,072	1,338	1,338
100	62090	PRINTING & BINDING	773	286	788	972
100	62110	COPYING/REPRODUCTION	2,385	1,443	1,670	1,443
100	62130	LEGAL NOTICES & ADS	723	1,111	0	700
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	5,851	4,453	5,881	5,497
100	62190	DUES & MEMBERSHIPS	215	704	770	839
100	62208	GENERAL LIABILITY INSURAN	2,101	2,098	2,234	2,344
100	62209	FIDUCIARY LIABILITY	0	0	0	2,500
100	62310	TRAVEL-CONFERENCES	125	0	1,000	1,000
100	62320	TRAVEL-CITY BUSINESS	152	388	1,500	1,000
100	62360	EDUCATION & TRAINING	19,298	11,137	9,310	9,470
100	62421	TELEPHONE	1,051	872	1,051	872
100	62436	RENTAL OF SPACE	480	480	480	480
100	62660	DATA PROCESSING	3,206	3,795	3,955	4,041
100	62663	SOFTWARE LICENSE EXP	9,024	9,069	9,038	9,038
100	62685	SIGN SUPPLIES	0	135	0	0
100	62697	LABOR RELATIONS	2,235	3,856	3,000	3,000
100	62716	CONSULTANT SERVICES	0	17,096	0	53,055
100	62717	CRIMINAL BACKGROUND CHECK	16,733	15,923	22,355	23,805
100	62731	MISCELLANEOUS SERVICES	52	419	0	0
62 - SUPPLIES AND SERVICES			71,726	81,066	70,752	128,371
100	71111	DICTATION EQUIPMENT	1,056	0	0	0
100	71124	MICRO-COMPUTER	0	2,072	2,100	0
100	71211	DESKS/CHAIRS	0	400	0	0
100	72418	TELEPHONE RELATED	0	100	0	0
71 - EQUIPMENT			1,056	2,572	2,100	0
67 - PERSONNEL TOTAL			420,822	434,531	396,736	462,839

Recommended Expenditure Budget Report by Activity & Funding Source 67 - PERSONNEL

HUMAN RESOURCES - 72700

FUNDING SOURCE: GENERAL

Account	FY14 Actual Expense	FY15 Actual Expense	FY16 Adopted Budget	FY17 Recomm'd Budget
EQUIPMENT	1,056	2,572	2,100	0
SUPPLIES AND SERVICES	71,726	81,066	70,752	128,371
WAGES AND BENEFITS	348,041	350,893	323,884	334,468
HUMAN RESOURCES	420,822	434,531	396,736	462,839
PERSONNEL TOTAL	\$420,822.49	\$434,531.22	\$396,736.00	\$462,839.00

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

67 PERSONNEL DEPT.

FD	JC	WP-GR	JOB CLASS	FY 2015		FY 2016		FY 2017	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	9300	GE-41	PERSONNEL MANAGER	1.00	110,930	1.00	111,317	1.00	113,720
100	9100	GE-31	PERSONNEL ASSISTANT	1.00	61,821	1.00	62,042	1.00	63,371
100	0225	GE-25	SECRETARY	1.00	45,516	1.00	45,674	1.00	46,666
			TOTAL FULL TIME EMPLOYEES	3.00	218,267	3.00	219,033	3.00	223,757
61020 Part Time Employee Expense									
100	0225	GE-25	SECRETARY	0.63	22,623	0.63	22,702	0.63	23,190
			TOTAL PART TIME EMPLOYEES	0.63	22,623	0.63	22,702	0.63	23,190
			TOTAL PERSONNEL DEPT	3.63	240,890	3.63	241,735	3.63	246,947

**CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY**

Run Date: 01/22/16

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2015		FY 2016		FY 2017	
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
Personnel/Human Services - FT General Fund										
10072700	61010	100	0225	GE-25 SECRETARY	1.00	45,516	1.00	45,674	1.00	46,666
10072700	61010	100	9300	GE-41 PERSONNEL MANAGER	1.00	110,930	1.00	111,317	1.00	113,720
10072700	61010	100	9100	GE-31 PERSONNEL ASSISTANT	1.00	61,821	1.00	62,042	1.00	63,371
				Total	3.00	218,267	3.00	219,033	3.00	223,757
Personnel/Human Services - PT General Fund										
10072700	61020	100	0225	GE-25 SECRETARY	0.63	22,623	0.63	22,702	0.63	23,190
				Total	0.63	22,623	0.63	22,702	0.63	23,190
TOTAL PERSONNEL DEPT.					3.63	240,890	3.63	241,735	3.63	246,947