

<u>Expenditures</u>	<u>FY14-15 Actuals</u>	<u>FY15-16 Adjusted Budget</u>	<u>FY16-17 Recommended Budget</u>
Personnel Services	\$ 452,237	\$ 444,005	\$ 460,281
Operating	57,644	78,016	101,913
Debt Service	-	-	-
Capital Outlay	-	-	-
Total:	\$ 509,881	\$ 522,021	\$ 562,194
Full-Time Positions	6	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 Integra BMS, 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 anticipate that the ongoing expansion of the "Healthy Track" Wellness Program 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.

FY2016-17 Budget Highlights:

Operating:

- \$21,000 - Medical Professional Services. Increase in this line is primarily due to a rise in vendor cost associated with some pre-employment screenings.
- \$19,000 - Salary/Grade Reevaluation

**City of New Bern Budget
Fiscal Year 2016-17**

Fund: General
Department: Human Resources
Organization: Human Resources

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Estimated Entire Year FY 2015-16	Manager's Recommended FY 2016-17
Personnel Services:					
Salaries					
1111-3010-61101	Salaries - Regular	317,575	318,600	312,835	331,865
1111-3010-61103	Salaries - Accum Vac Payout	2,480	0	2,039	0
1111-3010-61121	Salaries - Overtime	0	100	0	100
1111-3010-61181	Salaries - Taxable Benefits	2,323	2,314	2,083	2,314
	Subtotal Salaries	322,378	321,014	316,957	334,279
Fringe Benefits					
1111-3010-62110	Social Security Tax	18,344	20,461	19,652	20,726
1111-3010-62112	Medicare Tax	4,290	4,786	4,596	4,848
1111-3010-62210	State Retirement	22,144	21,858	22,980	24,068
1111-3010-62220	401K	15,679	16,386	15,848	16,599
1111-3010-62810	Health/Life Insurance	65,964	55,000	55,000	54,562
1111-3010-62820	Workers' Compensation	0	0	0	699
1111-3010-62840	Employee Awards	3,438	4,500	3,500	4,500
	Subtotal Fringe Benefits	129,859	122,991	121,576	126,002
Total Personnel Services		452,237	444,005	438,533	460,281
Professional Services:					
1111-3010-71114	Medical Professional Services	11,810	22,100	21,000	21,000
1111-3010-71190	Other Professional Services	11,686	12,750	12,750	31,750
Total Professional Services		23,496	34,850	33,750	52,750
Current Obligations & Services:					
1111-3010-72130	Employee Travel & Training	1,853	2,805	2,500	2,800
1111-3010-72190	Other Travel & Training	0	3,000	3,000	3,000
1111-3010-72310	Utilities	0	0	0	6,000
1111-3010-72410	Printing	152	1,000	1,000	1,000
1111-3010-72532	Central Garage Charges	2,032	1,681	1,681	1,752
1111-3010-72790	Advertising	13,223	10,000	10,000	10,000
1111-3010-72820	Temporary Help Services	0	100	0	100
Total Current Obligations & Services		17,260	18,586	18,181	24,652
Fixed Charges & Other Services:					
1111-3010-73130	Lease Program – Copier/Printer	2,361	2,330	5,549	8,001
1111-3010-73210	Service & Maintenance Contracts	978	980	980	980
1111-3010-73810	Dues & Subscriptions	1,919	1,970	1,970	1,980
Total Fixed Charges & Other Services		5,258	5,280	8,499	10,961

**City of New Bern Budget
Fiscal Year 2016-17**

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Estimated Entire Year FY 2015-16	Manager's Recommended FY 2016-17
Supplies & Materials:					
1111-3010-74510	Fuel Charges	134	500	200	500
1111-3010-74610	Office Supplies & Materials	3,307	4,500	4,500	4,500
1111-3010-74930	IT Supplies	2,768	3,000	721	0
1111-3010-74931	IT Eq (Restricted - IT Use Only)	2,997	6,800	6,800	4,050
1111-3010-74960	Flowers & Memorials	341	500	500	500
1111-3010-74970	Safety Supplies	1,276	1,500	1,500	1,500
1111-3010-74990	Miscellaneous Supplies	795	2,500	2,500	2,500
1111-3010-74999	Non-Declared Storm Charges	12	0	0	0
Total Supplies & Materials		11,630	19,300	16,721	13,550
Human Resources Totals:		509,881	522,021	515,684	562,194

POSITION SUMMARY

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

PERSONNEL

		<u>FY2015-16</u>		Recommended <u>FY2016-17</u>
	<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 2016-17
GL Account # 72130**

Org. 3010

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
TBD	Public Employment Law Update	Chapel Hill, NC	Director of HR; Assistant Director of HR	\$700
TBD	EEOC Technical Assistance Seminar	Chapel Hill, NC	Director of HR	\$400
TBD	Unannounced courses on relevant employment topics	Chapel Hill, Wilmington, Greenville, NC	All HR Staff	\$700
TBD	OSHA Updates	To Be Determined	Safety Officer	\$600
TBD	Public Sector MESH Certification Course	To Be Determined	Safety Officer	\$400
				\$2,800

Human Resources

Org. 3010

**Dues & Subscriptions 2016-17
GL Acct # 73810**

Name of Organization	Projected Cost
NC Employment Law Letter	\$395
Family and Medical Leave Handbook	\$500
Fair Labor Standards Handbook	\$500
SHRM Membership	\$190
Safety Council Membership	\$395
	\$1,980