
HUMAN RESOURCES

Budget Office Report

This report summarizes a due diligence review with departments of line item compliance with budget guidelines. Budget amounts submitted by departments have been revised based upon negotiations between the department and the Budget Office.

Prepared By: Denise L. McNeley

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Department Summary

Summary	FY 2002a	FY2003r	FY 2004b	FY 2005b
Gross Revenues	\$269,020	\$332,279	\$397,884	\$408,790
Gross Expenditures	\$1,218,293	\$1,267,867	\$1,139,610	\$1,143,813
Net Cost	\$949,273	\$935,588	\$741,726	\$735,023

Key Issues:

The rise in Health care costs will continue to be an issue. The City Council assigned HR to complete a self-funding study of medical insurance costs, which is proceeding. The committee will bring forth recommendations.

The cost of performing background checks and drug testing on potential new employees is going to continue to rise.

Revenues

Human Resources has 2 sources of revenues: 1) Other Licenses and Permits, and 2) Internal Fees.

The sale of Massage Coupons, which is a component of the Wellness program that HR administers, is the sole account in the Licenses and Permits category.

Revenues	FY 2002a	FY2003r	FY 2004b	FY 2005b
Other Licenses & Permits	\$14,107	\$23,811	\$19,140	\$19,140
Internal fees	\$254,913	\$307,516	\$378,744	\$389,650
Total Revenues	\$269,020	\$332,279	\$397,884	\$408,790

Personnel Costs

On May 2003, Human Resources had 11 approved FTE's.

The Human Resource Department is not requesting any additional staff in FY 2004 or FY 2005.

Human Resources currently has 2 vacant positions. John Walhof is the Acting HR Director, and his HR Analyst position remains vacant. There is a Sr. Department Specialist position also vacant at this time but will be refilled during FY 2003.

Personnel	FY 2002a	FY2003r	FY 2004b	FY 2005b
Shuttle Parking - 529012	\$25,901	\$0	\$30,000	\$30,000
Alternative Trans - 529017	\$3,969	\$40,000	\$10,000	\$10,000
Other Personnel costs	\$709,969	\$731,828	\$733,406	\$734,264
Total Personnel	\$739,839	\$771,828	\$773,406	\$774,264

Key Personnel Accounts:

New life and long-term disability plan effective May 2003 will result in annual savings for the General Fund of approximately \$130,000 (in General Fund departments).

An increase in the health insurance rate of approximately 9.1% has an impact of approximately \$6,392 on the Human Resources FY 2004 and FY 2005 budget.

The Shuttle Parking and Alternative Transportation programs are Citywide, City Council approved programs administered by Human Resources and are reflected in the HR budget. Human Resources administers the employee subsidy for the Downtown Shuttle program at \$30.00/month per participant. The shuttle program is managed by CCDC and is being transferred to ValleyRide, if funding can be worked out.

M&O

M&O	FY 2002a	FY2003r	FY 2004b	FY 2005b
Professional Services - 542014	\$111,742	\$107,229	\$91,203	\$91,203
Diversity Outreach - 542078	\$1,332	\$14,043	\$0	\$0
Travel/Mtgs - 547001	\$7,081	\$8,538	\$7,950	\$9,500
Pers Train - 547200	\$9,753	\$21,128	\$14,469	\$13,706
Training – City Other - 547202	\$127,305	\$62,730	\$25,000	\$25,000
Process Imp Training - 547205	\$5,625	\$26,138	\$0	\$0
Trans/Mtgs - 553001	\$1,058	\$2,174	\$500	\$500
Drug Testing - 564116	\$55,910	\$52,275	\$55,000	\$55,000
Career Jumpstart - 566362	\$21,707	\$26,138	\$21,000	\$21,000
BEAT Awards - 566351	\$0	\$0	\$2,000	\$2,000
Other M&O	\$128,623	\$169,646	\$144,582	\$147,140
Total M&O	\$470,136	\$490,039	\$361,704	\$365,049

Key M&O Items:

The Diversity Outreach program was a one-time Council approved project that will be rebudgeted at the end of FY 2003 if there are remaining funds.

The Training – City Other account is significantly reduced from the FY 2002 actual spending of \$127,305 due to the discontinued BSU sponsored department head training.

Drug Testing – This account could be a potential issue.

The BEAT awards were transferred in the FY 2004 and FY 2005 budget from the Mayor's office to Human Resources

Equipment

The primary equipment category for Human Resources is computers.

Human Resources is slightly under its FY 2004 and FY 2005 equipment target of \$5,041 with a proposed equipment budget of \$4,500 for each of the fiscal years.