

## FYE2017 BUDGET ACTIVITY NARRATIVE

<b>FUND:</b> 010 General	<b>DEPARTMENT:</b> 09 Human Resources	<b>ACTIVITY:</b> 2600 Employee Assistance Progr
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### DEPARTMENT/ACTIVITY DESCRIPTION:

Provide a source of professional assistance for employees & their family members for personal problems in an effort to promote healthy & productive employees. Problems addressed include depression, marital problems, family/children/elder-care, alcoholism/drug abuse, anxiety, stress, financial stress, work, anger management and grief. Provide ongoing drug and alcohol supervisor training and CDL.

### DEPARTMENT/ACTIVITY OBJECTIVES:

Coordinate with Covenant Clinic to educate City employees on the availability of this service & its usefulness in promoting mental fitness. Continue to send employees for evaluation & counseling for drug/alcohol use/abuse.

### PERSONNEL SUMMARY:

FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE16 STAFFING LEVEL



# Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 010 - General Fund									
EXPENSE									
Department 09 - Human Resources									
Activity 2600 - Employee Assistance Program									
Contractual Services									
010-09-2600 1346	Travel - Professional Training	600.00	.00	.00	.00	.00	.00	.00	.00
010-09-2600 1393	Contributions & Subsidies	1,490.00	225.00	2,500.00	2,500.00	2,500.00	14,500.00	14,500.00	480.00
Contractual Services Totals		\$2,090.00	\$225.00	\$2,500.00	\$2,500.00	\$2,500.00	\$14,500.00	\$14,500.00	480.00%
Comments									
Account	Level	Comment							
1393	Additional Dept Requests	Asking to switch from Covenants program to Allen's program. This program offers many more services and twice the amount of visits. It is believed that this switch over time could reduce our healthcare costs of mental health by more than double the expense of EAP.							
Activity	2600 - Employee Assistance Program Totals	\$2,090.00	\$225.00	\$2,500.00	\$2,500.00	\$2,500.00	\$14,500.00	\$14,500.00	480.00%
Department	09 - Human Resources Totals	\$2,090.00	\$225.00	\$2,500.00	\$2,500.00	\$2,500.00	\$14,500.00	\$14,500.00	480.00%
EXPENSE TOTALS		\$2,090.00	\$225.00	\$2,500.00	\$2,500.00	\$2,500.00	\$14,500.00	\$14,500.00	480.00%
Fund	010 - General Fund Totals	\$2,090.00	\$225.00	\$2,500.00	\$2,500.00	\$2,500.00	\$14,500.00	\$14,500.00	480.00%
EXPENSE TOTALS		\$2,090.00	\$225.00	\$2,500.00	\$2,500.00	\$2,500.00	\$14,500.00	\$14,500.00	480.00%
Fund	010 - General Fund Totals	(\$2,090.00)	(\$225.00)	(\$2,500.00)	(\$2,500.00)	(\$2,500.00)	(\$14,500.00)	(\$14,500.00)	480.00%
Net Grand Totals									
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$2,090.00	\$225.00	\$2,500.00	\$2,500.00	\$2,500.00	\$14,500.00	\$14,500.00	480.00%
Net Grand Totals		(\$2,090.00)	(\$225.00)	(\$2,500.00)	(\$2,500.00)	(\$2,500.00)	(\$14,500.00)	(\$14,500.00)	480.00%

## FYE2017 BUDGET ACTIVITY NARRATIVE

<b>FUND:</b> 010 General	<b>DEPARTMENT:</b> 09 Human Resources	<b>ACTIVITY:</b> 8250 Human Resources
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<b>DEPARTMENT/ACTIVITY DESCRIPTION:</b> Provides the Mayor, City Council & all City departments coordinated & centralized human resource services including the following: payroll processing; labor relations, including contract negotiations; administration of collective bargaining agreements; & grievance resolution; employment, including recruitment, selection & hiring; compliance with State/City Civil Service & MFPRSI regulations; salary & benefits administration; workers' compensation & safety administration; employee training & development; affirmative action/EEO & government compliance with FMLA, ADA, FLSA, OSHA, unemployment insurance, DOT drug/alcohol testing, public employment collective bargaining & other human resource related Federal & State regulations.
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<b>DEPARTMENT/ACTIVITY OBJECTIVES:</b> Adopt a proactive approach to interactions with other city departments. Update City Civil Service Rules & Regulations to reflect changes in the Iowa Code & make it more "user friendly" for the managers & employees. Complete the Citywide policy manual. Complete a non-bargaining salary survey, address inequities in pay between department heads & other management staff & update the compensation system with the goal of providing salaries that are comparable with other large cities in Iowa. Update the Safety Program & provide ongoing safety training to all employees.
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<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2014</b>	<b>CERTIFIED FYE2015</b>	<b>CERTIFIED FYE2016</b>	<b>PROPOSED FYE2017 *</b>	<b>DEPT REQUEST FYE2017</b>	<b>CERTIFIED FYE2017</b>
City Clerk	0.33	0.33	0.33	0.33	0.33	
Manager	1	1	1	1	1	
Administrative Secretary	1	1	1	1	1	
Human Resources Specialist	1	1	1	1	1	
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	<b>3.33</b>	<b>3.33</b>	<b>3.33</b>	<b>3.33</b>	<b>3.33</b>	<b>0</b>

\* AT CURRENT FYE16 STAFFING LEVEL



# Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 010 - General Fund									
REVENUE									
Department 09 - Human Resources									
Activity 8250 - Human Resources									
Miscellaneous Revenue									
010-09-8250 3800	Miscellaneous Revenue	167.40	.00	.00	.00	.00	.00	.00	.00
	Miscellaneous Revenue Totals	\$167.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	Activity 8250 - Human Resources Totals	\$167.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	Department 09 - Human Resources Totals	\$167.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	REVENUE TOTALS	\$167.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
EXPENSE									
Department 09 - Human Resources									
Activity 8250 - Human Resources									
Personal Services - Salaries & Benefits									
010-09-8250 1111	Salaries - Regular	183,294.67	97,172.20	194,785.00	194,785.00	199,635.00	199,635.00	199,635.00	2.48
010-09-8250 1112	Salaries - Part-time	.00	1,152.45	3,000.00	.00	.00	.00	.00	.00
010-09-8250 1113	Longevity Pay	2,242.14	1,169.09	2,340.00	2,340.00	2,578.00	2,578.00	2,578.00	10.17
010-09-8250 1121	FICA - City Contribution	13,727.70	7,523.72	15,349.00	15,349.00	15,745.00	15,745.00	15,745.00	2.57
010-09-8250 1122	IPERS - City Contribution	16,568.34	8,781.86	17,603.00	17,603.00	18,058.00	18,058.00	18,058.00	2.58
010-09-8250 1123	Life & Disability Insurance	1,286.16	681.42	1,364.00	1,364.00	1,403.00	1,403.00	1,403.00	2.85
010-09-8250 1130	Employee Benefit Reimbursement	2,818.47	3,556.30	3,500.00	3,500.00	3,600.00	3,600.00	3,600.00	2.85
010-09-8250 1131	Health Insurance	59,780.16	29,890.08	59,840.00	59,840.00	59,840.00	59,840.00	59,840.00	.00
	Personal Services - Salaries & Benefits Totals	\$279,717.64	\$149,927.12	\$297,781.00	\$294,781.00	\$300,859.00	\$300,859.00	\$300,859.00	2.06%
Comments									
Account	Level	Comment							
Contractual Services									
010-09-8250 1313	Legal Services	.00	15,518.80	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	.00
010-09-8250 1315	Educational & Training Services	.00	.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	.00
010-09-8250 1319	Other Professional Services	35,022.18	28,201.54	32,000.00	35,000.00	35,000.00	10,000.00	10,000.00	(71.42)
010-09-8250 1343	Postage & Mailing Expense	1,219.42	1,109.93	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	.00
010-09-8250 1344	Telephone & Fax Expense	.00	.00	50.00	50.00	50.00	50.00	.00	(100.00)
010-09-8250 1346	Travel - Professional Training	2,000.00	545.72	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	.00
010-09-8250 1351	Advertising Expense	6,572.15	1,954.40	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	.00
010-09-8250 1371	Building & Grounds Maintenance	2,005.63	.00	.00	.00	.00	.00	.00	.00
010-09-8250 1376	Office Equipment Repair & Maintenance	.00	.00	150.00	150.00	150.00	150.00	150.00	.00





# Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
<b>Fund 010 - General Fund</b>									
<b>EXPENSE</b>									
Department <b>09 - Human Resources</b>									
Activity <b>8250 - Human Resources</b>									
Contractual Services									
010-09-8250 1391	Dues & Memberships	749.00	769.00	950.00	950.00	950.00	950.00	950.00	.00
	<i>Contractual Services Totals</i>	\$47,568.38	\$48,099.39	\$59,550.00	\$62,550.00	\$62,550.00	\$37,550.00	\$37,500.00	(40.05%)
<div> Comments  Account                      Level                      Comment  1319                      Additional Dept Requests                      This can be reduced due to it being a non-bargaining year. The focus will be on updating policies and procedures. </div>									
<i>Commodities</i>									
010-09-8250 1533	Fuel Expense	.00	.00	100.00	100.00	100.00	100.00	.00	(100.00)
010-09-8250 1561	Office Supplies & Minor Equipment	2,300.00	1,149.54	2,300.00	2,300.00	2,300.00	2,300.00	2,300.00	.00
	<i>Commodities Totals</i>	\$2,300.00	\$1,149.54	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,300.00	(4.17%)
Activity <b>8250 - Human Resources Totals</b>		\$329,586.02	\$199,176.05	\$359,731.00	\$359,731.00	\$365,809.00	\$340,809.00	\$340,659.00	(5.30%)
Department <b>09 - Human Resources Totals</b>		\$329,586.02	\$199,176.05	\$359,731.00	\$359,731.00	\$365,809.00	\$340,809.00	\$340,659.00	(5.30%)
<b>EXPENSE TOTALS</b>		\$329,586.02	\$199,176.05	\$359,731.00	\$359,731.00	\$365,809.00	\$340,809.00	\$340,659.00	(5.30%)
<b>Fund 010 - General Fund Totals</b>									
<b>REVENUE TOTALS</b>		\$167.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
<b>EXPENSE TOTALS</b>		\$329,586.02	\$199,176.05	\$359,731.00	\$359,731.00	\$365,809.00	\$340,809.00	\$340,659.00	(5.30%)
<b>Fund 010 - General Fund Totals</b>		(\$329,418.62)	(\$199,176.05)	(\$359,731.00)	(\$359,731.00)	(\$365,809.00)	(\$340,809.00)	(\$340,659.00)	(5.30%)
Net Grand Totals									
<b>REVENUE GRAND TOTALS</b>		\$167.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
<b>EXPENSE GRAND TOTALS</b>		\$329,586.02	\$199,176.05	\$359,731.00	\$359,731.00	\$365,809.00	\$340,809.00	\$340,659.00	(5.30%)
<b>Net Grand Totals</b>		(\$329,418.62)	(\$199,176.05)	(\$359,731.00)	(\$359,731.00)	(\$365,809.00)	(\$340,809.00)	(\$340,659.00)	(5.30%)

## FYE2017 BUDGET ACTIVITY NARRATIVE

<b>FUND:</b> 010 General	<b>DEPARTMENT:</b> 09 Human Resources	<b>ACTIVITY:</b> 8252 Human Resources Chargebacks
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<b>DEPARTMENT/ACTIVITY DESCRIPTION:</b> Human Resource chargebacks are based on an exhaustive study conducted in 1991-92 regarding the amount of time spent by the Human Resources Department assisting other departments on personnel related issues. The original study concluded that a total of \$21,500 was an appropriate chargeback amount. This amount was increased to \$32,500 in 2005, reflecting changes in personnel costs.
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<b>DEPARTMENT/ACTIVITY OBJECTIVES:</b> Provide professional services to the following departments with an appropriate chargeback for services rendered in the following amounts:
Engineering                \$1,000
Sanitation                 \$9,000
Sewer                        \$12,000
Street                        \$8,500
Traffic                        \$2,000

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2014</b>	<b>CERTIFIED FYE2015</b>	<b>CERTIFIED FYE2016</b>	<b>PROPOSED FYE2017 *</b>	<b>DEPT REQUEST FYE2017</b>	<b>CERTIFIED FYE2017</b>
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE16 STAFFING LEVEL



# Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
<b>Fund 010 - General Fund</b>									
<b>REVENUE</b>									
Department 09 - Human Resources									
Activity 8252 - Human Resources Chargebacks									
Miscellaneous Revenue									
010-09-8252 3950	Service to Engineering	1,000.00	.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	.00
010-09-8252 3953	Service to Sanitation	9,000.00	.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	.00
010-09-8252 3954	Service to Sewer Fund	12,000.00	.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	.00
010-09-8252 3955	Service to Street Dept	8,500.00	.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	.00
010-09-8252 3956	Service to Traffic Dept	2,000.00	.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	.00
Miscellaneous Revenue Totals		\$32,500.00	\$0.00	\$32,500.00	\$32,500.00	\$32,500.00	\$32,500.00	\$32,500.00	0.00%
Activity 8252 - Human Resources Chargebacks Totals		\$32,500.00	\$0.00	\$32,500.00	\$32,500.00	\$32,500.00	\$32,500.00	\$32,500.00	0.00%
Department 09 - Human Resources Totals		\$32,500.00	\$0.00	\$32,500.00	\$32,500.00	\$32,500.00	\$32,500.00	\$32,500.00	0.00%
REVENUE TOTALS		\$32,500.00	\$0.00	\$32,500.00	\$32,500.00	\$32,500.00	\$32,500.00	\$32,500.00	0.00%
Fund 010 - General Fund Totals									
REVENUE TOTALS		\$32,500.00	\$0.00	\$32,500.00	\$32,500.00	\$32,500.00	\$32,500.00	\$32,500.00	0.00%
Fund 010 - General Fund Totals		\$32,500.00	\$0.00	\$32,500.00	\$32,500.00	\$32,500.00	\$32,500.00	\$32,500.00	0.00%
Net Grand Totals									
REVENUE GRAND TOTALS		\$32,500.00	\$0.00	\$32,500.00	\$32,500.00	\$32,500.00	\$32,500.00	\$32,500.00	0.00%
EXPENSE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Net Grand Totals		\$32,500.00	\$0.00	\$32,500.00	\$32,500.00	\$32,500.00	\$32,500.00	\$32,500.00	0.00%

## FYE2017 BUDGET ACTIVITY NARRATIVE

<b>FUND:</b> 010 General	<b>DEPARTMENT:</b> 09 Human Resources	<b>ACTIVITY:</b> 8255 Safety Committee
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<b>DEPARTMENT/ACTIVITY DESCRIPTION:</b>
With the assistance of the Human Resources Department & City Clerk, coordinates the ongoing review & update of safety-related policies.
With the assistance of Fire Rescue Regional Training Center staff, establishes & reviews safety audit inspections of City facilities.
Reviews & recommends safety training for City employees.

<b>DEPARTMENT/ACTIVITY OBJECTIVES:</b>
Update Safety Program to reflect changes in OSHA/City current regulations. Continue to monitor & refine department safety audits.
Develop a recognition program for departments/employees who show a significant improvement in reducing accidents & injuries.
Organize a city-wide safety/wellness fair.

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2014</b>	<b>CERTIFIED FYE2015</b>	<b>CERTIFIED FYE2016</b>	<b>PROPOSED FYE2017 *</b>	<b>DEPT REQUEST FYE2017</b>	<b>CERTIFIED FYE2017</b>
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* AT CURRENT FYE16 STAFFING LEVEL





# Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 010 - General Fund									
EXPENSE									
Department 09 - Human Resources									
Activity 8255 - Safety Committee									
Personal Services - Salaries & Benefits									
010-09-8255 1114	Time & Half Pay	1,057.24	.00	.00	.00	.00	.00	.00	.00
	Personal Services - Salaries & Benefits Totals	\$1,057.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Contractual Services									
010-09-8255 1315	Educational & Training Services	4,238.42	3,964.99	8,760.00	10,000.00	10,000.00	15,000.00	15,000.00	50.00
	Contractual Services Totals	\$4,238.42	\$3,964.99	\$8,760.00	\$10,000.00	\$10,000.00	\$15,000.00	\$15,000.00	50.00%
Comments									
Account	Level	Comment							
1315	Additional Dept Requests	With increased lawsuits and employee accidents it is necessary to increase training for the employees.							
Commodities									
010-09-8255 1573	Safety & Protective Equipment	4,568.00	1,267.84	1,240.00	.00	.00	.00	.00	.00
	Commodities Totals	\$4,568.00	\$1,267.84	\$1,240.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	Activity 8255 - Safety Committee Totals	\$9,863.66	\$5,232.83	\$10,000.00	\$10,000.00	\$10,000.00	\$15,000.00	\$15,000.00	50.00%
	Department 09 - Human Resources Totals	\$9,863.66	\$5,232.83	\$10,000.00	\$10,000.00	\$10,000.00	\$15,000.00	\$15,000.00	50.00%
	EXPENSE TOTALS	\$9,863.66	\$5,232.83	\$10,000.00	\$10,000.00	\$10,000.00	\$15,000.00	\$15,000.00	50.00%
	Fund 010 - General Fund Totals								
	EXPENSE TOTALS	\$9,863.66	\$5,232.83	\$10,000.00	\$10,000.00	\$10,000.00	\$15,000.00	\$15,000.00	50.00%
	Fund 010 - General Fund Totals	(\$9,863.66)	(\$5,232.83)	(\$10,000.00)	(\$10,000.00)	(\$10,000.00)	(\$15,000.00)	(\$15,000.00)	50.00%
	Net Grand Totals								
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	\$9,863.66	\$5,232.83	\$10,000.00	\$10,000.00	\$10,000.00	\$15,000.00	\$15,000.00	50.00%
	Net Grand Totals	(\$9,863.66)	(\$5,232.83)	(\$10,000.00)	(\$10,000.00)	(\$10,000.00)	(\$15,000.00)	(\$15,000.00)	50.00%

## FYE2017 BUDGET ACTIVITY NARRATIVE

<b>FUND:</b>	200 Trust & Agency Fund	<b>DEPARTMENT:</b>	09 Human Resources	<b>ACTIVITY:</b>	8980 Fiduciary Transactions (Unemployment)
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<b>DEPARTMENT/ACTIVITY DESCRIPTION:</b>
Provide a funding source for unemployment claims.

<b>DEPARTMENT/ACTIVITY OBJECTIVES:</b>
Closely monitor claims to prevent incorrect or ineligible drawdowns from this fund.

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE16 STAFFING LEVEL



# Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 200 - Trust and Agency Fund									
REVENUE									
Department 09 - Human Resources									
Activity 8980 - Fiduciary Transactions									
Current Property Taxes									
200-09-8980 3010	Property Taxes - Current	42,640.11	22,599.56	43,092.00	43,092.00	.00	.00	.00	(100.00)
	Current Property Taxes Totals	\$42,640.11	\$22,599.56	\$43,092.00	\$43,092.00	\$0.00	\$0.00	\$0.00	(100.00%)
Comments									
Account	Level	Comment							
Delinquent Property Taxes									
200-09-8980 3011	Property Taxes - Delinquent	(406.05)	(105.29)	.00	.00	.00	.00	.00	.00
	Delinquent Property Taxes Totals	(\$406.05)	(\$105.29)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Other City Taxes									
200-09-8980 3050	Mobile Home Taxes	81.29	46.06	.00	.00	.00	.00	.00	.00
200-09-8980 3100	Utility Excise Tax	1,857.48	934.17	1,908.00	1,908.00	.00	.00	.00	(100.00)
	Other City Taxes Totals	\$1,938.77	\$980.23	\$1,908.00	\$1,908.00	\$0.00	\$0.00	\$0.00	(100.00%)
Comments									
Account	Level	Comment							
Activity	8980 - Fiduciary Transactions Totals	\$44,172.83	\$23,474.50	\$45,000.00	\$45,000.00	\$0.00	\$0.00	\$0.00	(100.00%)
Department	09 - Human Resources Totals	\$44,172.83	\$23,474.50	\$45,000.00	\$45,000.00	\$0.00	\$0.00	\$0.00	(100.00%)
	REVENUE TOTALS	\$44,172.83	\$23,474.50	\$45,000.00	\$45,000.00	\$0.00	\$0.00	\$0.00	(100.00%)
EXPENSE									
Department 09 - Human Resources									
Activity 8980 - Fiduciary Transactions									
Contractual Services									
200-09-8980 1369	Job Insurance Benefits	12,596.64	5,057.49	45,000.00	45,000.00	45,000.00	45,000.00	40,000.00	(11.11)
	Contractual Services Totals	\$12,596.64	\$5,057.49	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$40,000.00	(11.11%)
Activity	8980 - Fiduciary Transactions Totals	\$12,596.64	\$5,057.49	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$40,000.00	(11.11%)
Department	09 - Human Resources Totals	\$12,596.64	\$5,057.49	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$40,000.00	(11.11%)
	EXPENSE TOTALS	\$12,596.64	\$5,057.49	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$40,000.00	(11.11%)
Fund	200 - Trust and Agency Fund Totals								
	REVENUE TOTALS	\$44,172.83	\$23,474.50	\$45,000.00	\$45,000.00	\$0.00	\$0.00	\$0.00	(100.00%)
	EXPENSE TOTALS	\$12,596.64	\$5,057.49	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$40,000.00	(11.11%)
Fund	200 - Trust and Agency Fund Totals	\$31,576.19	\$18,417.01	\$0.00	\$0.00	(\$45,000.00)	(\$45,000.00)	(\$40,000.00)	+++
	Net Grand Totals								



# Department Proposed Budget Worksheet

Budget Year 2017

REVENUE GRAND TOTALS	\$44,172.83	\$23,474.50	\$45,000.00	\$45,000.00	\$0.00	\$0.00	\$0.00	(100.00%)
EXPENSE GRAND TOTALS	\$12,596.64	\$5,057.49	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$40,000.00	(11.11%)
Net Grand Totals	\$31,576.19	\$18,417.01	\$0.00	\$0.00	(\$45,000.00)	(\$45,000.00)	(\$40,000.00)	+++

City of Waterloo  
FYE2017  
Budget Impact Statement - Human Resources

1/16/2016

	Base Level Expense	Reduction	
		2%	5%
Activity 2600	2,500	50	125
Activity 8250	365,809	7,316	18,290
Activity 8255	10,000	200	500
Activity 8980	45,000	900	2,250
	<u>423,309</u>	<u>8,466</u>	<u>21,165</u>

If the expense reductions will result in reduced revenue,  
please provide that information as well.

- Activity 2600 Can be reduced if EAP program is not changed.
- Activity 8250 2% reduction - discontinue posting vacant positions in the newspaper.  
This will reduce our exposure and potential candidate pool.  
5% reduction - would require a reduction in HR personnel.
- Activity 8255 2% reduction - reduce prizes for safety wellness fair.  
5% reduction - reduce number of AED's that have pediatric pads