

FYE2018 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 09 Human Resources	ACTIVITY: 8250 Human Resources
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DEPARTMENT/ACTIVITY DESCRIPTION:
 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.

DEPARTMENT/ACTIVITY OBJECTIVES:
 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.

PERSONNEL SUMMARY:

FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2015	CERTIFIED FYE2016	CERTIFIED FYE2017	PROPOSED FYE2018 *	DEPT REQUEST FYE2018	CERTIFIED FYE2018
City Clerk	0.33	0.33	0.33	0		
HR Director	0	0	0	1		
Manager	1	1	1	1		
Administrative Secretary	1	1	1	1		
Human Resources Specialist	1	1	1	1		
TOTAL FULL-TIME EQUIVALENT POSITIONS	3.33	3.33	3.33	4	0	0

* AT CURRENT FYE17 STAFFING LEVEL



Department Budget Worksheet Draft #1

Budget Year 2018

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Actual Amt thru 12/31/16	2017 Amended Budget	2017 Adopted Budget	2018 Base Level	2018 Additional Dept Needs	% Change from 2017 Adopted
Fund 010 - General Fund									
REVENUE									
Department 09 - Human Resources									
Activity 8250 - Human Resources									
<i>Miscellaneous Revenue</i>									
010-09-8250 3800	Miscellaneous Revenue	167.40	.00	.00	.00	.00	.00	.00	.00
	<i>Miscellaneous Revenue Totals</i>	\$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									
<i>Personal Services - Salaries & Benefits</i>									
010-09-8250 1111	Salaries - Regular	183,294.67	194,653.27	106,441.01	199,635.00	199,635.00	274,456.00	274,456.00	37.47
010-09-8250 1112	Salaries - Part-time	.00	1,152.45	.00	.00	.00	.00	.00	.00
010-09-8250 1113	Longevity Pay	2,242.14	2,338.18	1,180.99	2,578.00	2,578.00	2,940.00	2,940.00	14.04
010-09-8250 1114	Time & Half Pay	.00	.00	97.69	.00	.00	.00	.00	.00
010-09-8250 1121	FICA - City Contribution	13,727.70	14,700.83	8,291.70	15,745.00	15,745.00	21,471.00	21,471.00	36.36
010-09-8250 1122	IPERS - City Contribution	16,568.34	17,591.31	8,440.65	18,058.00	18,058.00	24,771.00	24,771.00	37.17
010-09-8250 1123	Life & Disability Insurance	1,286.16	1,362.84	582.92	1,403.00	1,403.00	1,690.00	1,690.00	20.45
010-09-8250 1128	Retirement Pay	.00	.00	2,012.77	.00	.00	.00	.00	.00
010-09-8250 1130	Employee Benefit Reimbursement	2,818.47	3,605.80	3,274.64	3,600.00	3,600.00	3,275.00	3,275.00	(9.02)
010-09-8250 1131	Health Insurance	59,780.16	59,780.16	28,902.72	59,840.00	59,840.00	67,920.00	67,920.00	13.50
	<i>Personal Services - Salaries & Benefits Totals</i>	\$279,717.64	\$295,184.84	\$159,225.09	\$300,859.00	\$300,859.00	\$396,523.00	\$396,523.00	31.80%
Comments									
<i>Account</i>	<i>Level</i>	<i>Comment</i>							
<i>Contractual Services</i>									
010-09-8250 1313	Legal Services	.00	31,325.65	12,606.38	10,000.00	10,000.00	10,000.00	10,000.00	.00
010-09-8250 1315	Educational & Training Services	.00	.00	.00	1,500.00	1,500.00	1,500.00	1,500.00	.00
010-09-8250 1319	Other Professional Services	35,022.18	25,899.49	.00	9,629.00	10,000.00	10,000.00	10,000.00	.00
010-09-8250 1343	Postage & Mailing Expense	1,219.42	1,838.15	633.83	1,400.00	1,400.00	1,400.00	1,400.00	.00
010-09-8250 1346	Travel - Professional Training	2,000.00	2,556.37	475.00	3,500.00	3,500.00	3,500.00	3,500.00	.00
010-09-8250 1351	Advertising Expense	6,572.15	2,681.10	2,351.33	10,000.00	10,000.00	10,000.00	10,000.00	.00
010-09-8250 1371	Building & Grounds Maintenance	2,005.63	845.15	.00	.00	.00	.00	.00	.00
010-09-8250 1376	Office Equipment Repair & Maintenance	.00	.00	.00	150.00	150.00	150.00	150.00	.00
010-09-8250 1391	Dues & Memberships	749.00	769.00	364.00	950.00	950.00	950.00	950.00	.00
	<i>Contractual Services Totals</i>	\$47,568.38	\$65,914.91	\$16,430.54	\$37,129.00	\$37,500.00	\$37,500.00	\$37,500.00	0.00%



Department Budget Worksheet Draft #1

Budget Year 2018

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Actual Amt thru 12/31/16	2017 Amended Budget	2017 Adopted Budget	2018 Base Level	2018 Additional Dept Needs	% Change from 2017 Adopted
Fund 010 - General Fund									
EXPENSE									
Department 09 - Human Resources									
Activity 8250 - Human Resources									
Commodities									
010-09-8250 1520	Computer Software	.00	.00	371.43	371.00	.00	.00	.00	.00
010-09-8250 1561	Office Supplies & Minor Equipment	2,300.00	2,184.04	434.99	2,300.00	2,300.00	2,300.00	2,300.00	.00
	<i>Commodities Totals</i>	<u>\$2,300.00</u>	<u>\$2,184.04</u>	<u>\$806.42</u>	<u>\$2,671.00</u>	<u>\$2,300.00</u>	<u>\$2,300.00</u>	<u>\$2,300.00</u>	<u>0.00%</u>
	Activity 8250 - Human Resources Totals	<u>\$329,586.02</u>	<u>\$363,283.79</u>	<u>\$176,462.05</u>	<u>\$340,659.00</u>	<u>\$340,659.00</u>	<u>\$436,323.00</u>	<u>\$436,323.00</u>	<u>28.08%</u>
	Department 09 - Human Resources Totals	<u>\$329,586.02</u>	<u>\$363,283.79</u>	<u>\$176,462.05</u>	<u>\$340,659.00</u>	<u>\$340,659.00</u>	<u>\$436,323.00</u>	<u>\$436,323.00</u>	<u>28.08%</u>
	EXPENSE TOTALS	<u>\$329,586.02</u>	<u>\$363,283.79</u>	<u>\$176,462.05</u>	<u>\$340,659.00</u>	<u>\$340,659.00</u>	<u>\$436,323.00</u>	<u>\$436,323.00</u>	<u>28.08%</u>
	Fund 010 - General Fund Totals								
	REVENUE TOTALS	\$167.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	EXPENSE TOTALS	<u>\$329,586.02</u>	<u>\$363,283.79</u>	<u>\$176,462.05</u>	<u>\$340,659.00</u>	<u>\$340,659.00</u>	<u>\$436,323.00</u>	<u>\$436,323.00</u>	<u>28.08%</u>
	Fund 010 - General Fund Totals	<u>(\$329,418.62)</u>	<u>(\$363,283.79)</u>	<u>(\$176,462.05)</u>	<u>(\$340,659.00)</u>	<u>(\$340,659.00)</u>	<u>(\$436,323.00)</u>	<u>(\$436,323.00)</u>	<u>28.08%</u>
	Net Grand Totals								
	REVENUE GRAND TOTALS	\$167.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	<u>\$329,586.02</u>	<u>\$363,283.79</u>	<u>\$176,462.05</u>	<u>\$340,659.00</u>	<u>\$340,659.00</u>	<u>\$436,323.00</u>	<u>\$436,323.00</u>	<u>28.08%</u>
	Net Grand Totals	<u>(\$329,418.62)</u>	<u>(\$363,283.79)</u>	<u>(\$176,462.05)</u>	<u>(\$340,659.00)</u>	<u>(\$340,659.00)</u>	<u>(\$436,323.00)</u>	<u>(\$436,323.00)</u>	<u>28.08%</u>

FYE2018 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 09 Human Resources	ACTIVITY: 8252 Human Resources Chargebacks
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DEPARTMENT/ACTIVITY DESCRIPTION:
 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.

DEPARTMENT/ACTIVITY OBJECTIVES:
 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

PERSONNEL SUMMARY:

FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2015	CERTIFIED FYE2016	CERTIFIED FYE2017	PROPOSED FYE2018 *	DEPT REQUEST FYE2018	CERTIFIED FYE2018
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE17 STAFFING LEVEL



Department Budget Worksheet Draft #1

Budget Year 2018

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Actual Amt thru 12/31/16	2017 Amended Budget	2017 Adopted Budget	2018 Base Level	2018 Additional Dept Needs	% Change from 2017 Adopted
Fund 010 - General Fund									
REVENUE									
Department 09 - Human Resources									
Activity 8252 - Human Resources Chargebacks									
Miscellaneous Revenue									
010-09-8252 3950	Service to Engineering	1,000.00	1,000.00	.00	1,000.00	1,000.00	1,000.00	1,000.00	.00
010-09-8252 3953	Service to Sanitation	9,000.00	9,000.00	.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	12,000.00	.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	8,500.00	.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	2,000.00	.00	2,000.00	2,000.00	2,000.00	2,000.00	.00
	<i>Miscellaneous Revenue Totals</i>	\$32,500.00	\$32,500.00	\$0.00	\$32,500.00	\$32,500.00	\$32,500.00	\$32,500.00	0.00%
	Activity 8252 - Human Resources Chargebacks Totals	\$32,500.00	\$32,500.00	\$0.00	\$32,500.00	\$32,500.00	\$32,500.00	\$32,500.00	0.00%
	Department 09 - Human Resources Totals	\$32,500.00	\$32,500.00	\$0.00	\$32,500.00	\$32,500.00	\$32,500.00	\$32,500.00	0.00%
	REVENUE TOTALS	\$32,500.00	\$32,500.00	\$0.00	\$32,500.00	\$32,500.00	\$32,500.00	\$32,500.00	0.00%
	Fund 010 - General Fund Totals	\$32,500.00	\$32,500.00	\$0.00	\$32,500.00	\$32,500.00	\$32,500.00	\$32,500.00	0.00%
	REVENUE TOTALS	\$32,500.00	\$32,500.00	\$0.00	\$32,500.00	\$32,500.00	\$32,500.00	\$32,500.00	0.00%
	Fund 010 - General Fund Totals	\$32,500.00	\$32,500.00	\$0.00	\$32,500.00	\$32,500.00	\$32,500.00	\$32,500.00	0.00%
	Net Grand Totals								
	REVENUE GRAND TOTALS	\$32,500.00	\$32,500.00	\$0.00	\$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	\$32,500.00	\$0.00	\$32,500.00	\$32,500.00	\$32,500.00	\$32,500.00	0.00%

FYE2018 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 09 Human Resources	ACTIVITY: 8255 Safety Committee
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DEPARTMENT/ACTIVITY DESCRIPTION:
 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.

DEPARTMENT/ACTIVITY OBJECTIVES:
 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.

PERSONNEL SUMMARY:

FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2015	CERTIFIED FYE2016	CERTIFIED FYE2017	PROPOSED FYE2018 *	DEPT REQUEST FYE2018	CERTIFIED FYE2018
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE17 STAFFING LEVEL



Department Budget Worksheet Draft #1

Budget Year 2018

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Actual Amt thru 12/31/16	2017 Amended Budget	2017 Adopted Budget	2018 Base Level	2018 Additional Dept Needs	% Change from 2017 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	540.32	.00	.00	.00	.00	.00	.00
	<i>Personal Services - Salaries & Benefits Totals</i>	<u>\$1,057.24</u>	<u>\$540.32</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>
<i>Contractual Services</i>									
010-09-8255 1315	Educational & Training Services	4,238.42	5,507.24	5,450.00	15,000.00	15,000.00	11,500.00	11,500.00	(23.33)
	<i>Contractual Services Totals</i>	<u>\$4,238.42</u>	<u>\$5,507.24</u>	<u>\$5,450.00</u>	<u>\$15,000.00</u>	<u>\$15,000.00</u>	<u>\$11,500.00</u>	<u>\$11,500.00</u>	<u>(23.33%)</u>
Comments									
<i>Account Level Comment</i>									
<i>Commodities</i>									
010-09-8255 1573	Safety & Protective Equipment	4,568.00	2,170.06	.00	.00	.00	3,500.00	3,500.00	.00
	<i>Commodities Totals</i>	<u>\$4,568.00</u>	<u>\$2,170.06</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$3,500.00</u>	<u>\$3,500.00</u>	<u>+++</u>
Comments									
<i>Account Level Comment</i>									
Activity 8255 - Safety Committee Totals		<u>\$9,863.66</u>	<u>\$8,217.62</u>	<u>\$5,450.00</u>	<u>\$15,000.00</u>	<u>\$15,000.00</u>	<u>\$15,000.00</u>	<u>\$15,000.00</u>	<u>0.00%</u>
Department 09 - Human Resources Totals		<u>\$9,863.66</u>	<u>\$8,217.62</u>	<u>\$5,450.00</u>	<u>\$15,000.00</u>	<u>\$15,000.00</u>	<u>\$15,000.00</u>	<u>\$15,000.00</u>	<u>0.00%</u>
EXPENSE TOTALS		<u>\$9,863.66</u>	<u>\$8,217.62</u>	<u>\$5,450.00</u>	<u>\$15,000.00</u>	<u>\$15,000.00</u>	<u>\$15,000.00</u>	<u>\$15,000.00</u>	<u>0.00%</u>
Fund 010 - General Fund Totals		<u>\$9,863.66</u>	<u>\$8,217.62</u>	<u>\$5,450.00</u>	<u>\$15,000.00</u>	<u>\$15,000.00</u>	<u>\$15,000.00</u>	<u>\$15,000.00</u>	<u>0.00%</u>
EXPENSE TOTALS		<u>\$9,863.66</u>	<u>\$8,217.62</u>	<u>\$5,450.00</u>	<u>\$15,000.00</u>	<u>\$15,000.00</u>	<u>\$15,000.00</u>	<u>\$15,000.00</u>	<u>0.00%</u>
Fund 010 - General Fund Totals		<u>(\$9,863.66)</u>	<u>(\$8,217.62)</u>	<u>(\$5,450.00)</u>	<u>(\$15,000.00)</u>	<u>(\$15,000.00)</u>	<u>(\$15,000.00)</u>	<u>(\$15,000.00)</u>	<u>0.00%</u>
Net Grand Totals									
REVENUE GRAND TOTALS		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>
EXPENSE GRAND TOTALS		<u>\$9,863.66</u>	<u>\$8,217.62</u>	<u>\$5,450.00</u>	<u>\$15,000.00</u>	<u>\$15,000.00</u>	<u>\$15,000.00</u>	<u>\$15,000.00</u>	<u>0.00%</u>
Net Grand Totals		<u>(\$9,863.66)</u>	<u>(\$8,217.62)</u>	<u>(\$5,450.00)</u>	<u>(\$15,000.00)</u>	<u>(\$15,000.00)</u>	<u>(\$15,000.00)</u>	<u>(\$15,000.00)</u>	<u>0.00%</u>

FYE2018 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 09 Human Resources	ACTIVITY: 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 FYE2015	CERTIFIED FYE2016	CERTIFIED FYE2017	PROPOSED FYE2018 *	DEPT REQUEST FYE2018	CERTIFIED FYE2018
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE17 STAFFING LEVEL



Department Budget Worksheet Draft #1

Budget Year 2018

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Actual Amt thru 12/31/16	2017 Amended Budget	2017 Adopted Budget	2018 Base Level	2018 Additional Dept Needs	% Change from 2017 Adopted
Fund 010 - General Fund									
REVENUE									
Department 09 - Human Resources									
Activity 2600 - Employee Assistance Program									
Refunds									
010-09-2600 3722	Refunds	.00	75.00	.00	.00	.00	.00	.00	.00
	<i>Refunds Totals</i>	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	Activity 2600 - Employee Assistance Program Totals	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	Department 09 - Human Resources Totals	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	REVENUE TOTALS	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
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	1,110.00	7,112.50	14,500.00	14,500.00	14,500.00	14,500.00	.00
	<i>Contractual Services Totals</i>	\$2,090.00	\$1,110.00	\$7,112.50	\$14,500.00	\$14,500.00	\$14,500.00	\$14,500.00	0.00%
	Activity 2600 - Employee Assistance Program Totals	\$2,090.00	\$1,110.00	\$7,112.50	\$14,500.00	\$14,500.00	\$14,500.00	\$14,500.00	0.00%
	Department 09 - Human Resources Totals	\$2,090.00	\$1,110.00	\$7,112.50	\$14,500.00	\$14,500.00	\$14,500.00	\$14,500.00	0.00%
	EXPENSE TOTALS	\$2,090.00	\$1,110.00	\$7,112.50	\$14,500.00	\$14,500.00	\$14,500.00	\$14,500.00	0.00%
	Fund 010 - General Fund Totals	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	REVENUE TOTALS	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	EXPENSE TOTALS	\$2,090.00	\$1,110.00	\$7,112.50	\$14,500.00	\$14,500.00	\$14,500.00	\$14,500.00	0.00%
	Fund 010 - General Fund Totals	(\$2,090.00)	(\$1,035.00)	(\$7,112.50)	(\$14,500.00)	(\$14,500.00)	(\$14,500.00)	(\$14,500.00)	0.00%
	Net Grand Totals	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	REVENUE GRAND TOTALS	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	\$2,090.00	\$1,110.00	\$7,112.50	\$14,500.00	\$14,500.00	\$14,500.00	\$14,500.00	0.00%
	Net Grand Totals	(\$2,090.00)	(\$1,035.00)	(\$7,112.50)	(\$14,500.00)	(\$14,500.00)	(\$14,500.00)	(\$14,500.00)	0.00%

FYE2018 BUDGET ACTIVITY NARRATIVE

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

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

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2015	CERTIFIED FYE2016	CERTIFIED FYE2017	PROPOSED FYE2018 *	DEPT REQUEST FYE2018	CERTIFIED FYE2018
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE17 STAFFING LEVEL



Department Budget Worksheet Draft #1

Budget Year 2018

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Actual Amt thru 12/31/16	2017 Amended Budget	2017 Adopted Budget	2018 Base Level	2018 Additional Dept Needs	% Change from 2017 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	40,918.60	20,060.45	38,380.00	38,380.00	.00	.00	(100.00%)
	<i>Current Property Taxes Totals</i>	\$42,640.11	\$40,918.60	\$20,060.45	\$38,380.00	\$38,380.00	\$0.00	\$0.00	(100.00%)
Delinquent Property Taxes									
200-09-8980 3011	Property Taxes - Delinquent	(406.05)	(190.85)	4.75	.00	.00	.00	.00	.00
	<i>Delinquent Property Taxes Totals</i>	(\$406.05)	(\$190.85)	\$4.75	\$0.00	\$0.00	\$0.00	\$0.00	+++
Other City Taxes									
200-09-8980 3050	Mobile Home Taxes	81.29	73.01	40.02	.00	.00	.00	.00	.00
200-09-8980 3100	Utility Excise Tax	1,857.48	934.17	786.57	1,620.00	1,620.00	.00	.00	(100.00%)
	<i>Other City Taxes Totals</i>	\$1,938.77	\$1,007.18	\$826.59	\$1,620.00	\$1,620.00	\$0.00	\$0.00	(100.00%)
	Activity 8980 - Fiduciary Transactions Totals	\$44,172.83	\$41,734.93	\$20,891.79	\$40,000.00	\$40,000.00	\$0.00	\$0.00	(100.00%)
	Department 09 - Human Resources Totals	\$44,172.83	\$41,734.93	\$20,891.79	\$40,000.00	\$40,000.00	\$0.00	\$0.00	(100.00%)
	REVENUE TOTALS	\$44,172.83	\$41,734.93	\$20,891.79	\$40,000.00	\$40,000.00	\$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	21,577.04	5,007.21	40,000.00	40,000.00	40,000.00	40,000.00	.00
	<i>Contractual Services Totals</i>	\$12,596.64	\$21,577.04	\$5,007.21	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	0.00%
	Activity 8980 - Fiduciary Transactions Totals	\$12,596.64	\$21,577.04	\$5,007.21	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	0.00%
	Department 09 - Human Resources Totals	\$12,596.64	\$21,577.04	\$5,007.21	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	0.00%
	EXPENSE TOTALS	\$12,596.64	\$21,577.04	\$5,007.21	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	0.00%
	Fund 200 - Trust and Agency Fund Totals	\$31,576.19	\$20,157.89	\$15,884.58	\$0.00	\$0.00	(\$40,000.00)	(\$40,000.00)	+++
	Net Grand Totals								
	REVENUE GRAND TOTALS	\$44,172.83	\$41,734.93	\$20,891.79	\$40,000.00	\$40,000.00	\$0.00	\$0.00	(100.00%)
	EXPENSE GRAND TOTALS	\$12,596.64	\$21,577.04	\$5,007.21	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	0.00%
	Net Grand Totals	\$31,576.19	\$20,157.89	\$15,884.58	\$0.00	\$0.00	(\$40,000.00)	(\$40,000.00)	+++