

# Personnel Office

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**PERSONNEL OFFICE**

<b>Budget Highlights</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Requested</b>	<b>% Change From FY 2019 Budget</b>
<u>Expenses</u>				
Employee Expense	556,668	579,087	733,874	26.7%
Supplies and Services	108,170	134,230	161,306	20.2%
Machinery and Equipment	1,560	—	350	—%
Total	666,398	713,317	895,530	25.5%
<u>Resources</u>				
Administrative Overhead Recharges	221,459	237,525	265,324	11.7%
Misc. Reimbursements	178,106	211,324	212,504	0.6%
Total	399,565	448,849	477,828	6.5%
Property Tax Support	266,833	264,468	417,702	153,234
Percent Increase (Decrease)				57.9%
<b>Personnel - Authorized FTE</b>	<b>3.63</b>	<b>3.63</b>	<b>3.63</b>	

**Improvement Package Summary**

**1 of 6**

This improvement package request is for one person to attend the upper Midwest Employment Law Institute in St Paul, Minnesota. This two-day event will review regulatory changes in employment law, updates on employment-related Supreme Court cases, and workplace issues and changes including sexual and gender harassment, wage and hour issues, joint employment, employer policies, and more. By participating in this institute, the City of Dubuque Personnel Office will be better equipped to ensure compliance with all new regulations and implementation of best practices to ensure equality and equity in the workplace. This improvement package supports the City Council goal of "Financially Responsible, High Performance City Organization" by ensuring the City is responsibly and proactively addressing employment issues. This will encourage a culture of security among current employees and attract new, more diverse employees.

Related Cost:	\$ 1,700	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 857	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$ 843</u>			
Property Tax Impact:	\$ 0.0003	—%		
Activity:	Personnel			

**2 of 6**

This improvement package request is to provide funding to hire a consultant to conduct a full assessment of the Personnel Office to compare the operations, policies, practices, and procedures to other human resource departments in similar-sized communities with a similar-sized workforce. This assessment would include analysis of job responsibilities, staff size, skills and certifications necessary and typical for these positions, and an analysis of training, software or other tools needed for staff to operate efficiently and effectively. Analysis of the office would allow for improvements in identified areas which would ultimately result in more efficiency and responsiveness to citizens seeking involvement with the City through employment. This relates to the City Council goal of "Financially Responsible, High Performance City Organization."

Related Cost:	\$ 3,000	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 1,512	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$ 1,488</u>			
Property Tax Impact:	\$ 0.0006	0.01%		

Activity: Personnel

### 3 of 6

This improvement package request is to provide funding for executive coaching services for managers. If approved, the City would contract with several executive coaches who could be called on by managers on an as needed basis. The executive coaching service would assist in improving management performance and accelerating leadership development. A one on one coaching program would increase skill development which would bring increased productivity and performance. It would foster an environment of positive talent development while retaining and developing talent in a competitive market. This relates to the City Council goal of "Financially Responsible, High Performance City Organization."

Related Cost:	\$ 5,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 2,521	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$ 2,479</u>			
Property Tax Impact:	\$ 0.001	0.01%		

Activity: Personnel

### 4 of 6

This improvement package request is to provide funding for ten Department Managers to attend the Upper Midwest Employment Law Institute in St. Paul, Minnesota. This two-day event would review regulatory changes in employment law, provide updates on employment-related Supreme Court cases, and workplace issues and changes including sexual and gender harassment, wage and hour issues, joint employment, employer policies, and more. By participating in this institute, the Department Managers would be better equipped to ensure compliance with all new regulations and implementation of best practices to ensure equality and equity in the workplace. This improvement package supports the City Council goal of "Financially Responsible, High Performance City Organization."

Related Cost:	\$ 17,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 8,572	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$ 8,428</u>			
Property Tax Impact:	\$ 0.0033	0.03%		

Activity: Personnel

### 5 of 6

This improvement package request is to provide funding to implement a 50% sick leave conversion/pay out policy for full-time non-bargaining unit employees that are over the sick leave cap. This policy would allow 50% of an employee's sick leave accrued above the maximum accrual credited to their vacation accrual or paid to the employee at their regular rate, plus longevity, for 50% of the sick leave accrued above the maximum accrual (method to be determined by the Department Manager). This improvement package relates to the City Council goal of Financially Responsible, High-performance City Organization.

Related Cost:	<u>\$112,000</u>	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0441	0.43%		

Activity: Personnel

**6 of 6**

This improvement package request is to provide funding to implement a parental leave policy for full-time non-bargaining unit employees. This policy would allow employees to take paid time away from work for the birth or adoption of a child under 18 years old. Eligible employees would receive their regular pay and benefits for six weeks following the date of birth, adoption event or foster to adopt placement. If both parents are eligible employees, each would receive the leave benefit. This improvement package relates to the City Council goal of Financially Responsible, High Performance City Organization.

Related Cost:	<u>\$ 47,015</u>	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0185	0.18%		
Activity:	Personnel			

**Significant Line Items**

**Employee Expense**

1. FY 2020 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2019 The employee contribution of 6.29% is unchanged from FY 2019.
3. The City portion of health insurance expense decreased from \$1,193 in FY 2019 to \$921 in FY 2020 per month per contract which results in an annual cost savings of -\$9,583 or -22.77%.
4. Insurance Premium decreased from \$204,324 in FY 2019 to \$203,416 in FY 2020 based on FY 2019 actual cost. This line item represents the dental insurance premiums paid which is completely offset by employee payments in dental insurance premium revenue.
5. Administration Costs unchanged from \$27,100 in FY 2019 to \$27,100 in FY 2020. This line item represents flex medical spending plan administrative costs (\$24,000), State of Iowa fee for the 509 (A) certificate (\$100), and Patient Centered Outcomes Research Initiative fee (\$3,000), which are costs that cannot be paid from the self-insurance reserve.

**Supplies & Services**

6. Consultant Services increased from \$53,475 in FY 2019 to \$56,475 in FY 2020 based on actual cost of health and prescription drug plan actuarial and benefit services (\$36,500), 509(A) Certificate of Compliance (\$975), Affordable Care Act compliance reporting (\$8,000) and GASB 45 actuarial valuation (\$3,000).
7. Criminal Background Check decreased from \$20,486 in FY 2019 to \$17,370 in FY 2020 based on FY 2018 Actual of \$14,370 and actual number of checks done in FY 2019.
8. Education and Training is increased from \$19,245 in FY 2019 to \$28,500 in FY 2020. The employee tuition reimbursement program increased from \$14,000 to \$25,000 during FY 2019 based on actual reimbursement requests from the program. This line item also includes employee safety training (\$2,500); and training for Personnel (\$1,000).
9. Software License is increased from \$9,173 in FY 2019 to \$9,964 in FY 2020. This line item represents the annual maintenance fee for the online job application software.

## Machinery & Equipment

1. Equipment replacement items include (\$350):

<b>Administration</b>	
Smartphones (1)	\$ 350
<b>Total Equipment</b>	<b>\$ 350</b>

## Revenue

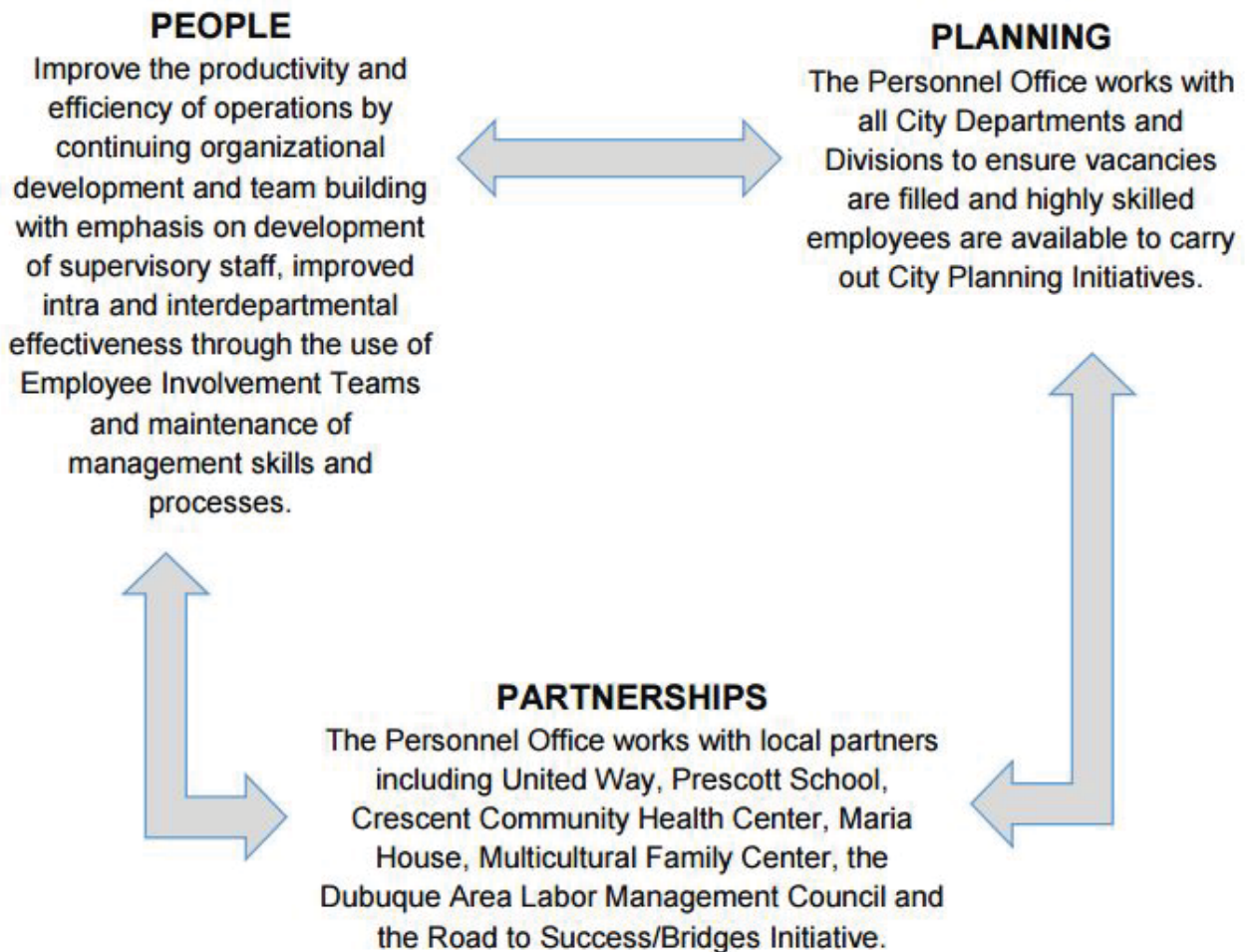
10. Miscellaneous Reimbursements increased from \$7,000 in FY 2019 to \$9,088 in FY 2020. This line item represents the mid-range of actual employee flex plan forfeitures which partially covers the administrative costs of the employee flex plan (\$24,000).
11. Dental Insurance Premium decreased from \$204,324 in FY 2019 to \$203,416 in FY 2020. This line item represents employee paid premiums for Dental Insurance and offsets the expense.
12. Revenue received from Enterprise Funds for administrative overhead charges has increased from \$237,525 in FY 2019 to \$265,324 in FY 2020.

# PERSONNEL OFFICE

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



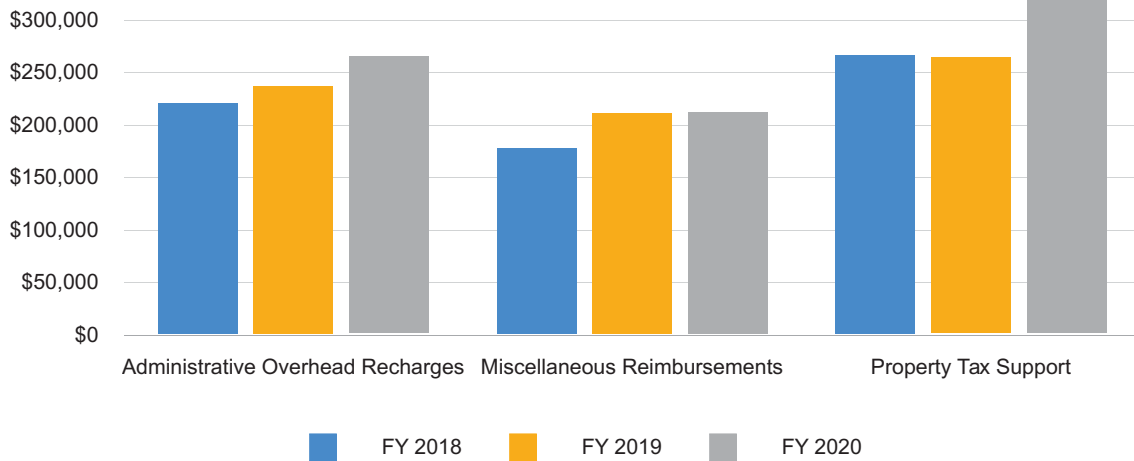
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



# PERSONNEL OFFICE

	FY 2018	FY 2019	FY 2020
Full-Time Equivalent	9.77	9.77	9.67

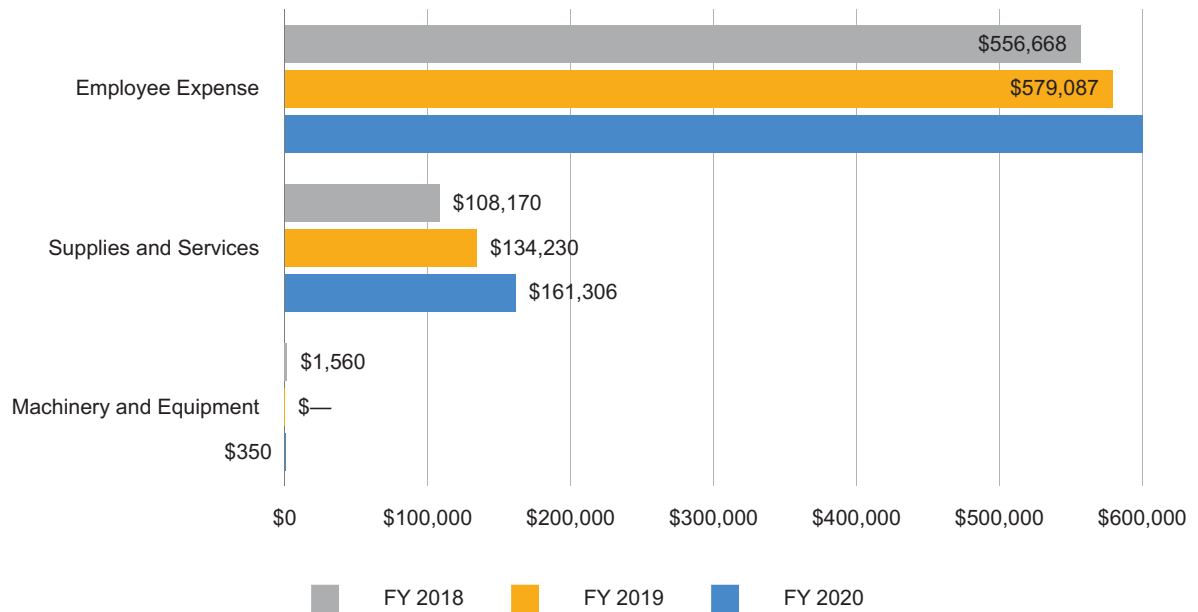
## Resources



The Personnel Office is supported by 3.63 full-time equivalent employees, which accounts for 81.95% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 25.54% in FY 2020 compared to FY 2019.



## 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

Position Summary	
	FY 2020
Personnel Manager	1.00
Personnel Assistant	1.00
Secretary	1.00
Secretary PT	0.63
<b>Total FT Equivalent Employees</b>	<b>3.63</b>

### Highlights of the Past Year

- On July 1, 2018, the City selected a new purchasing coalition for the prescription drug program. The estimated annual savings is \$161,696.
- On July 1, 2017, Wellmark Blue Cross Blue Shield of Iowa became the City's third-party administrator for the medical plan. The annual savings from Fiscal Year 2017 to Fiscal Year 2018 was \$2,151,455.

### 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 plan in order to contain the increasing cost of providing this benefit, including implementing wellness and disease management programs and clinical management programs.
- Conduct a request for proposal for health benefit consulting and actuarial services.

## 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: Financially Responsible, High Performance City Organization

#### **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

# PERSONNEL OFFICE

Employee Demographics Fiscal Year 2018										
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
640	22	14	1	0	371	24	7	0	0	1079

	Fiscal Year 2012	Fiscal Year 2013	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018
<b>Retirements</b>	14	31	19	16	21	22	20
<b>Vacancies</b>	90	86	88	82	81	55	114
<b>Applications Processed</b>	5,407	5,360	3,761	3,349	4,223	2,547	3,099
<b>Civil Service Applications</b>	862	1,138	1,085	863	714	702	633

Employment Applications	White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	Unknown	Other
July 2017 through June 2018	2416	252	103	81	10	185	51
<b>New Hires</b>							
July 2017 through June 2018	272	33	9	1	0	0	0

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

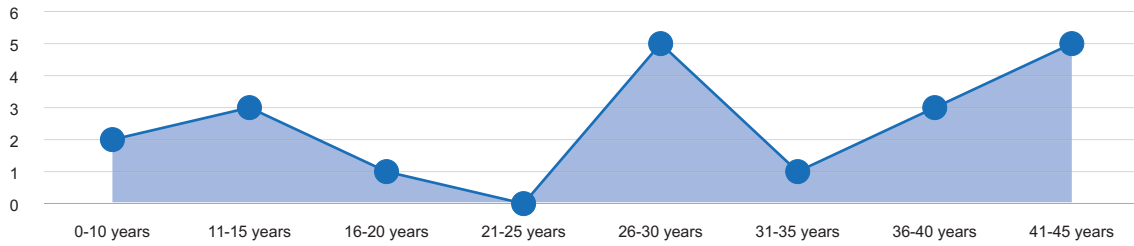
*The City is able to attract and retain highly skilled employees by providing a competitive compensation and benefit package resulting in high quality and innovative services for the Citizens of Dubuque.*

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

**Retiree's Years of Service FY'18**  
**Average - 29.1 Years**



## Recommended Operating Revenue Budget - Department Total

### 67 - PERSONNEL

Fund	Account	Account Title	FY17 Actual Revenue	FY18 Actual Revenue	FY19 Adopted Budget	FY20 Recomm'd Budget
100	53550	SELF INSURANCE PREMIUMS	155,657	168,999	204,324	203,416
100	53551	SELF INS. PREM. COBRA	789	0	0	0
100	53605	MISCELLANEOUS REVENUE	12,402	9,088	7,000	9,088
100	53620	REIMBURSEMENTS-GENERAL	42	18	0	0
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>168,889</b>	<b>178,106</b>	<b>211,324</b>	<b>212,504</b>
100	59610	FR WPC OPERATING	53,786	81,325	83,278	87,694
100	59620	FR STORMWATER OPERATING	17,203	18,738	19,503	24,246
100	59630	FR PARKING OPERATING	8,875	9,356	9,535	11,387
100	59640	FR WATER UTILITY	0	4,974	14,990	19,003
100	59670	FR REFUSE COLLECTION	66,849	66,402	68,580	79,145
100	59940	FR DMASWA	27,461	40,663	41,639	43,849
<b>59</b>	<b>TRANSFER IN AND INTERNAL</b>	<b>- Total</b>	<b>174,174</b>	<b>221,458</b>	<b>237,525</b>	<b>265,324</b>
<b>PERSONNEL</b>		<b>- Total</b>	<b>343,063</b>	<b>399,564</b>	<b>448,849</b>	<b>477,828</b>

## Recommended Operating Expenditure Budget - Department Total

### 67 - PERSONNEL

Fund	Account	Account Title	FY17 Actual Expense	FY18 Actual Expense	FY19 Adopted Budget	FY 20 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	231,953	231,819	235,295	240,672
100	61020	PART-TIME EMPLOYEES	29,223	23,823	23,920	24,728
100	61050	OVERTIME PAY	1,455	1,520	0	0
100	61091	SICK LEAVE PAYOFF	0	0	0	112,000
100	61095	PARENTAL LEAVE	0	0	0	47,015
100	61310	IPERS	23,453	22,953	24,469	25,054
100	61320	SOCIAL SECURITY	19,211	18,543	19,830	20,303
100	61410	HEALTH INSURANCE	47,700	47,700	42,930	32,508
100	61411	INSURANCE PREMIUM	158,777	184,924	204,324	203,416
100	61413	ADMINISTRATION COSTS	30,510	24,276	27,100	27,100
100	61415	WORKMENS' COMPENSATION	919	927	834	695
100	61416	LIFE INSURANCE	184	184	185	183
100	61660	EMPLOYEE PHYSICALS	128	0	200	200
<b>61 - WAGES AND BENEFITS</b>			<b>543,511</b>	<b>556,668</b>	<b>579,087</b>	<b>733,874</b>
100	62010	OFFICE SUPPLIES	2,903	2,491	2,903	3,066
100	62030	POSTAGE AND SHIPPING	2,687	2,520	2,687	2,487
100	62031	PROCESSING MATERIALS	352	288	352	318
100	62061	DP EQUIP. MAINT CONTRACTS	1,338	1,403	1,668	1,417
100	62090	PRINTING & BINDING	229	0	680	680
100	62110	COPYING/REPRODUCTION	1,290	1,385	1,290	1,482
100	62130	LEGAL NOTICES & ADS	1,341	0	700	500
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	3,814	1,448	3,814	1,314
100	62190	DUES & MEMBERSHIPS	414	1,024	949	949
100	62208	GENERAL LIABILITY INSURAN	2,320	1,918	2,174	2,165
100	62209	FIDUCIARY LIABILITY	2,820	2,904	4,000	3,902
100	62310	TRAVEL-CONFERENCES	180	0	1,000	19,700
100	62320	TRAVEL-CITY BUSINESS	653	652	1,000	2,500
100	62360	EDUCATION & TRAINING	19,429	13,581	19,245	28,500
100	62421	TELEPHONE	856	873	856	827
100	62436	RENTAL OF SPACE	504	504	504	528
100	62660	DATA PROCESSING	4,041	4,137	4,274	4,162
100	62663	SOFTWARE LICENSE EXP	9,173	9,550	9,173	9,964
100	62697	LABOR RELATIONS	0	1,161	3,000	3,000
100	62716	CONSULTANT SERVICES	58,204	47,940	53,475	56,475
100	62717	CRIMINAL BACKGROUND CHECK	14,431	14,370	20,486	17,370
100	62731	MISCELLANEOUS SERVICES	27	20	0	0
<b>62 - SUPPLIES AND SERVICES</b>			<b>127,005</b>	<b>108,170</b>	<b>134,230</b>	<b>161,306</b>
100	71211	DESKS/CHAIRS	0	1,269	0	0
100	72418	TELEPHONE RELATED	0	291	0	350
<b>71 - EQUIPMENT</b>			<b>0</b>	<b>1,560</b>	<b>0</b>	<b>350</b>
<b>67 - PERSONNEL TOTAL</b>			<b>670,516</b>	<b>666,399</b>	<b>713,317</b>	<b>895,530</b>

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## Recommended Expenditure Budget Report by Activity & Funding Source

67 - PERSONNEL

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**HUMAN RESOURCES            - 72700**

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**FUNDING SOURCE: GENERAL**

Account	FY18 Actual Expense	FY19 Adopted Budget	FY20 Recomm'd Budget
EQUIPMENT	1,560	—	350
SUPPLIES AND SERVICES	108,170	134,230	161,306
WAGES AND BENEFITS	556,668	579,087	733,874
<b>HUMAN RESOURCES</b>	<b>666,399</b>	<b>713,317</b>	<b>895,530</b>
<b>PERSONNEL TOTAL \$</b>	<b>666,399.02 \$</b>	<b>713,317.00 \$</b>	<b>895,530.00</b>

CITY OF DUBUQUE, IOWA  
 DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

67 PERSONNEL DEPT.

FD	JC	WP-GR	JOB CLASS	FY 2018		FY 2019		FY 2020	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
<b>61010 Full Time Employee Expense</b>									
100	9300	GE-41	PERSONNEL MANAGER	1.00	\$ 115,549	1.00	\$ 117,281	1.00	\$ 119,966
100	9100	GE-31	PERSONNEL ASSISTANT	1.00	\$ 68,613	1.00	\$ 69,642	1.00	\$ 71,235
100	225	GE-25	SECRETARY	1.00	\$ 47,652	1.00	\$ 48,372	1.00	\$ 49,471
<b>TOTAL FULL TIME EMPLOYEES</b>				<b>3.00</b>	<b>\$ 231,814</b>	<b>3.00</b>	<b>\$ 235,295</b>	<b>3.00</b>	<b>\$ 240,672</b>
<b>61020 Part Time Employee Expense</b>									
100	225	GE-25	SECRETARY	0.63	\$ 26,178	0.63	\$ 23,920	0.63	\$ 24,728
<b>TOTAL PART TIME EMPLOYEES</b>				<b>0.63</b>	<b>\$ 26,178</b>	<b>0.63</b>	<b>\$ 23,920</b>	<b>0.63</b>	<b>\$ 24,728</b>
<b>TOTAL PERSONNEL DEPT</b>				<b>3.63</b>	<b>\$ 257,992</b>	<b>3.63</b>	<b>\$ 259,215</b>	<b>3.63</b>	<b>\$ 265,400</b>



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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2018		FY 2019		FY 2020		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
<b>Personnel/Human Services - FT General Fund</b>											
10072700	61010	100	225	GE-25	SECRETARY	1.00	\$ 47,652	1.00	\$ 48,372	1.00	\$ 49,471
10072700	61010	100	9300	GE-41	PERSONNEL MANAGER	1.00	\$115,549	1.00	\$117,281	1.00	\$119,966
10072700	61010	100	9100	GE-31	PERSONNEL ASSISTANT	1.00	\$ 68,613	1.00	\$ 69,642	1.00	\$ 71,235
					<b>Total</b>	<b>3.00</b>	<b>\$231,814</b>	<b>3.00</b>	<b>\$ 235,295</b>	<b>3.00</b>	<b>\$ 240,672</b>
<b>Personnel/Human Services - PT General Fund</b>											
10072700	61020	100	225	GE-25	SECRETARY	0.63	\$ 26,178	0.63	\$ 23,920	0.63	\$ 24,728
					<b>Total</b>	<b>0.63</b>	<b>\$ 26,178</b>	<b>0.63</b>	<b>\$ 23,920</b>	<b>0.63</b>	<b>\$ 24,728</b>
<b>TOTAL PERSONNEL DEPT.</b>						<b>3.63</b>	<b>\$257,992</b>	<b>3.63</b>	<b>\$ 259,215</b>	<b>3.63</b>	<b>\$ 265,400</b>

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