

Section 10:

Shared Expenses

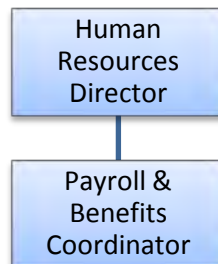
HUMAN RESOURCES

MISSION STATEMENT

The Human Resources Department provides a broad range of efficient and effective Human Resources services consistent with community expectations, to enhance the quality of life for the workforce of the City, and to ensure that the City continues to be a desirable place to live, work, and do business.

The Human Resources Department advances workplace solutions and services in the areas of; recruitment, hiring, benefits, compensation, classification, training and development, labor relations, employee relations, worker's compensation and unemployment. The Human Resources Department is committed to attracting and retaining a knowledgeable and diverse workforce, to fostering professional development, to promoting a harmonious work environment, and to assisting employees in their professional goals, thereby maximizing the contribution added by each employee toward the overall goals of the City.

ORGANIZATIONAL OVERVIEW



Position	FY2016 Actual	FY2017 Actual	FY2018 Budgeted
Human Resources Director	1.0	1.0	1.0
Payroll & Benefits Coordinator	1.0	1.0	1.0
Total Full Time-Equivalents	2.0	2.0	2.0

PERFORMANCE MEASUREMENTS

Performance Indicator	Unit of Measure	Actual FY2014	Actual FY2015	Actual FY2016	Estimated FY2017
Number of Positions Filled	#	11	17	28	25
Number of Active City Employees Enrolled in Health Insurance	#	181	184	218	186
Number of City Retirees Enrolled in Health Insurance	#	153	157	160	205
Number of Full Time Employees	#	217	218	219	221
Number of Part Time Employees	#	92	100	107	96

FY2017 ACCOMPLISHMENTS

- Secured new payroll vendor with capabilities to offer more sophisticated reporting and overall payroll needs with rollout of April 1st.
- Created management handbook for supervision, recruitment, talent management, benefits, and performance management.
- Facilitated Safety Committee meetings with Department of Public Services employee members, Mayor's office, Auditor's office, and Risk Management vendor.
- Hired new Third Party Administrator for Flexible Spending, COBRA, and Premium billing programs and ensured for seamless transition.
- Reviewed alternative deferred compensation vendors including State sponsored retirement savings plan.
- Researched new supplemental benefit offerings including short term disability (STD), long term disability (LTD), accident, critical illness, and vision and secured full group enrollment opportunity including guarantee issue for all active employees.
- Continued partnership with the Merrimack Valley Workforce Investment Board interviewing two entry level professional transportation / equipment operator for open Department of Public Services positions.
- Fully incorporated next phase of Affordable Care Act (ACA) Mandate.
- Held retiree benefit session with social security administration and other retiree vendors.
- Successfully negotiated two collective bargaining agreements for three year periods.

FY2018 TRENDS

In FY2018 the Human Resources Department will continue to recruit, retain, and develop an efficient, creative, and professional workforce capable of meeting the current and future needs and expectations of the City of Newburyport. In FY2018 this department will look to continue the partnership with the school and retirement offices, to ensure that comprehensive benefits offerings are clearly communicated to all employees and retirees. The Human Resources Department will continue to provide support services, policy direction, and leadership development with all Departments across the City.

FY2018 GOALS & OBJECTIVES

GOAL 1: INCREASE EFFICIENCY

Objectives:

- Fully integrate new payroll system
- Continue streamlining and automation of policies, forms, and processes including:
 - Payroll process
 - Documented time off reporting process
 - Improved onboarding workflow
 - Performance Management / Documentation
 - Seasonal hiring
 - Retirement process
- Improve overall recruiting process in hiring more complex City positions

GOAL 2: TRAINING AND DEVELOPMENT

Objectives:

- Increase learning opportunities – informal / formal
 - Supervisor
 - Teams
 - Individual
- Create mentoring program across City departments

GOAL 3: BENEFITS

Objectives:

- Educate employees on all health care options and changes
- Regularly highlight plan information for increased familiarity
- Encourage supplemental offerings of Short Term and Long Term Disability
- Streamline enrollment and change process with school employees and retirees
- Explore options under healthcare reform to decrease health insurance costs
- Review third party administration of health care reimbursement account

Personnel Management	Payroll & Benefits Management
<ul style="list-style-type: none"> • Development and maintenance of personnel files • Recruitment and Hiring • Legal Compliance <ul style="list-style-type: none"> • Civil Rights Act (Title VII) • ADEA • Pregnancy Discr. Act • ADA • ADAAA • HIPAAA • FSLA • FMLA • Employee Relations • New employee orientation/Exit Interviews • Work with Harassment Officer Allegations • Participate in Labor Relations • Oversee Resolution of Performance issues • Workers Compensation 	<ul style="list-style-type: none"> • Legal compliance <ul style="list-style-type: none"> • HIPAA • Section 18, etc. • Process changes in enrollments • Negotiate plans/rates with vendors • Manage vendor performance • Manage COBRA process • Manage Life Insurance Program • Coordinate Payroll Changes • Coordinate Retirement Calculations • Prepare biweekly census for OBRA • Prepare and distribute W2 Forms at year-end

HUMAN RESOURCES DEPARTMENT (01-152)

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 BUDGET	FY2018 PROPOSED	\$ CHANGE	% CHANGE
001 - PERSONNEL SERVICES						
51101 - HR SAL DIRECTOR	47,639	76,042	75,258	85,000	9,742	12.9%
51102 - HR PAYROLL & BENEFITS COORD	3,608	59,089	58,335	61,369	3,034	5.2%
001 - PERSONNEL SERVICES Total	51,247	135,131	133,593	146,369	12,776	9.6%
002 - PURCHASE OF SERVICES						
53002 - HR PERS RECORDS AUDIT/COMPLI	1,430	0	0	0	0	0.0%
53003 - HR COBRA ADMIN	1,125	2,100	6,000	1,200	(4,800)	-80.0%
53004 - HR GIC ANALYSIS	4,550	7,000	0	0	0	0.0%
53005 - HR HRA ADMINISTRATION	5,283	4,096	0	1,950	1,950	0.0%
53006 - HR FSA ADMINISTRATION	5,322	9,005	9,220	9,635	415	4.5%
53007 - HR UNEMPLOYMENT CLAIMS	7,234	28,141	30,000	25,000	(5,000)	-16.7%
53008 - HR WORKER'S COMPENSATION	58,767	64,644	72,400	88,328	15,928	22.0%
53009 - HR ADVERTISING	0	2,806	2,000	1,200	(800)	-40.0%
53010 - HR PAYROLL	0	13,234	15,000	16,350	1,350	9.0%
53011 - ASSESSMENT CENTER	0	8,564	0	0	0	0.0%
002 - PURCHASE OF SERVICES Total	83,711	139,589	134,620	143,663	9,043	6.7%
004 - SUPPLIES						
54200 - HR SUPPLIES	2,314	2,479	3,000	1,500	(1,500)	-50.0%
004 - SUPPLIES Total	2,314	2,479	3,000	1,500	(1,500)	-50.0%
007 - OTHER CHARGES & EXPENSES						
57100 - IN STATE TRAVEL	31	0	0	0	0	0.0%
57300 - HR MEMBERSHIP DUES	332	500	600	200	(400)	-66.7%
007 - OTHER CHARGES & EXPENSES Total	364	500	600	200	(400)	-66.7%
Grand Total	137,635	277,699	271,813	291,732	19,919	7.3%

INSURANCE GROUP (01-914)

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 BUDGET	FY2018 PROPOSED	\$ CHANGE	% CHANGE
001 - PERSONNEL SERVICES						
51700 - INS HEALTH INSURANCE PREMIUMS	7,067,932	7,643,882	8,625,658	8,952,570	326,912	3.8%
51701 - INS DENTAL CONTRIBUTION	41,850	42,120	50,000	51,000	1,000	2.0%
51702 - INS HRA PROGRAM	22,894	14,816	0	30,000	30,000	0.0%
51703 - INS MEDICARE REIMB	30,578	59,625	0	45,000	45,000	0.0%
51704 - INS LIFE INSURANCE	50,334	53,908	55,000	60,000	5,000	9.1%
51705 - INS MEDICARE PENALTIES	51,073	36,837	48,000	49,200	1,200	2.5%
51706 - INS WELLNESS PROGRAM	15,600	16,382	11,745	11,934	189	1.6%
51707 - INS FICA PAYROLL TAXES	0	0	160,000	205,000	45,000	28.1%
001 - PERSONNEL SERVICES Total	7,280,261	7,867,570	8,950,403	9,404,704	454,301	5.1%
Grand Total	7,280,261	7,867,570	8,950,403	9,404,704	454,301	5.1%

RETIREMENT SYSTEM

The Newburyport Retirement System is funded through members' deductions, investments and annual appropriations from the City of Newburyport. Pension Funds are invested with the Public Retirement Investment Trust or PRIT, a state run agency that pools pension contributions from around the state in order to maximize returns and reduce management fees.

The annual assessment is determined by the Public Employees Retirement Administration Commission (PERAC) and is based on salaries, age, and service time of unit participants that comprise the Newburyport Retirement System. These units include the Newburyport Housing Authority, Harbormaster Office, DPS Water Division, DPS Sewer Division, School workers (non-teaching personnel), and City employees. The unfunded liability is a significant factor in determining the annual assessment.

RETIREMENT BOARD (01-911)

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 BUDGET	FY2018 PROPOSED	\$ CHANGE	% CHANGE
001 - PERSONNEL SERVICES						
51740 - RET APPROP CITY/SCHOOL	3,428,009	3,560,812	3,752,884	3,924,742	171,858	4.6%
001 - PERSONNEL SERVICES Total	3,428,009	3,560,812	3,752,884	3,924,742	171,858	4.6%
Grand Total	3,428,009	3,560,812	3,752,884	3,924,742	171,858	4.6%

DEBT SERVICE

Debt Service appropriations provide for the payment of principal and interest costs for long and short term bonds issued by the City for capital projects for General Fund purposes. The debt service appropriations for the Water, Sewer, and Harbormaster Enterprise Funds appear in their respective budgets (Section 11 of this budget document). The City currently has \$101,690,308 in outstanding bond obligations.

EXCLUDED DEBT SERVICE (01-710)

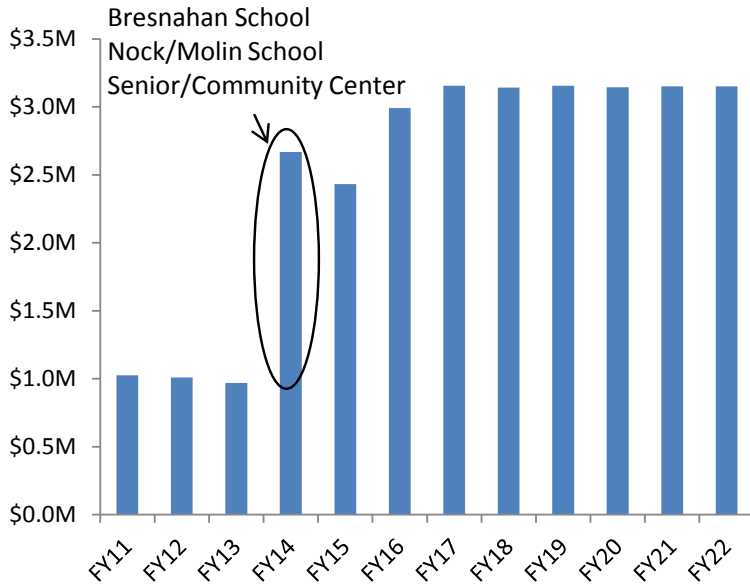
	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 BUDGET	FY2018 PROPOSED	\$ CHANGE	% CHANGE
009 - DEBT SERVICE						
59101 - LIBRARY PRINCIPAL	259,300	255,000	249,000	205,000	(44,000)	-17.7%
59102 - HIGH SCHOOL PRINCIPAL	420,700	406,100	394,400	391,700	(2,700)	-0.7%
59103 - BRESNAHAN SCHOOL PRINCIPAL	325,000	418,000	516,000	480,000	(36,000)	-7.0%
59104 - NOCK MOLIN PRINCIPAL	20,000	64,000	125,000	255,398	130,398	104.3%
59105 - SENIOR COMM CENTER PRINCIPAL	0	213,000	220,000	235,000	15,000	6.8%
59106 - NOCK-MOLIN FIELD PRINCIPAL	0	0	105,000	105,000	0	0.0%
59151 - LIBRARY INTEREST	31,297	25,463	19,725	13,500	(6,225)	-31.6%
59152 - HIGH SCHOOL INTEREST	175,348	160,706	150,553	134,777	(15,776)	-10.5%
59153 - BRESNAHAN SCHOOL INTEREST	637,858	663,264	676,129	656,269	(19,860)	-2.9%
59154 - NOCK MOLIN INTEREST	455,044	472,129	464,620	468,444	3,824	0.8%
59155 - SENIOR COMM CENTER INTEREST	107,117	210,106	199,281	187,906	(11,375)	-5.7%
59156 - NOCK-MOLIN FIELD INTEREST	0	0	35,715	33,615	(2,100)	-5.9%
59250 - INTEREST ON TEMPORARY LOANS	0	103,899	81,825	0	(81,825)	-100.0%
009 - DEBT SERVICE Total	2,431,664	2,991,666	3,237,248	3,166,609	(70,639)	-2.2%
Grand Total	2,431,664	2,991,666	3,237,248	3,166,609	(70,639)	-2.2%

ORDINARY (NON-EXCLUDED) DEBT SERVICE (01-720)

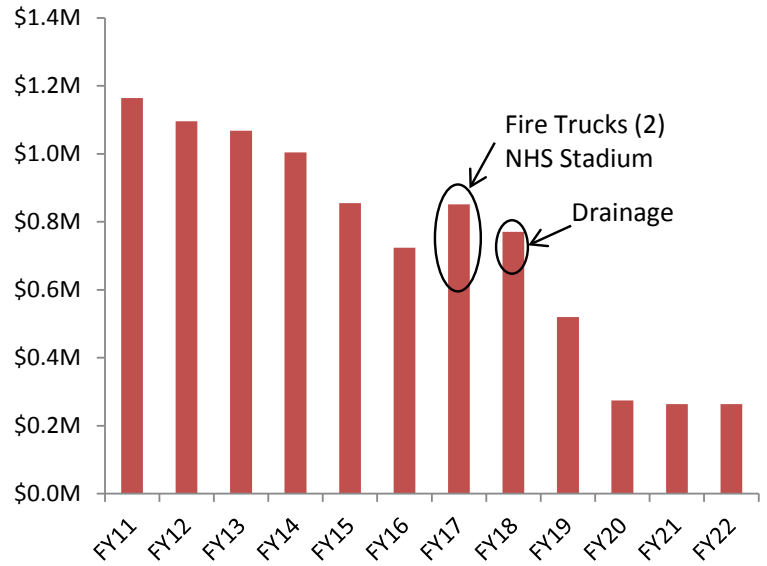
	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 BUDGET	FY2018 PROPOSED	\$ CHANGE	% CHANGE
009 - DEBT SERVICE						
59100 - LONG TERM DEBT PRINCIPAL	725,275	598,400	752,700	709,600	(43,100)	-5.7%
59150 - LONG TERM DEBT INTEREST	129,927	124,989	93,892	85,682	(8,211)	-8.7%
59250 - INTEREST ON TEMPORARY LOANS	0	0	25,000	25,000	0	0.0%
009 - DEBT SERVICE Total	855,202	723,389	871,592	820,282	(51,311)	-5.9%
Grand Total	855,202	723,389	871,592	820,282	(51,311)	-5.9%

GENERAL FUND DEBT SERVICE

Excluded



Non-Excluded



OUTSTANDING DEBT BY PURPOSE

