

09/17/2019 15:45  
 kdemeester

City of Decatur  
 NEXT YEAR BUDGET DETAIL REPORT

P 1  
 bgnyrpts

PROJECTION: 20025 FY20 HUMAN RESOURCES BUDGET FUND 025

ACCOUNTS FOR:  
 PERSONNEL BOARD FUND

	VENDOR	QUANTITY	UNIT COST	2020 COUNCIL AP
000 NO DEPARTMENT				
025 36110 - INV INTEREST RENASANT BANK				.00
02500006 36110 - INV INTEREST RENASANT BANK				.00
02500010 36412 - MISCELLANEOUS				.00
02500010 36416 - REIMB OF PRIOR YEAR EXP				.00
02500030 39114 - GENERAL FUND				913,548.00 *
Transfer from General Fund to Personnel Fund		1.00	913,548.00	-913,548.00
02500030 39999 - APPROPRIATED FUND BALANCE				.00
		1.00	.00	.00
Rolling Fund Balance - Estimate				
TOTAL NO DEPARTMENT				913,548.00
019 PERSONNEL BOARD				
02500040 51001 - REGULAR SALARIES & WAGES				425,132.00 *
Annual Salary		1.00	425,132.00	425,132.00
02500040 51005 - PART-TIME WAGES				30,000.00 *
		1.00	30,000.00	30,000.00
02500040 51020 - OVERTIME				5,000.00 *
		1.00	5,000.00	5,000.00
02500040 51022 - HOLIDAY PAY				.00
02500040 51030 - LIFE INSURANCE				764.00 *
L		1.00	764.00	764.00

09/17/2019 15:45  
 kdemeester

City of Decatur  
 NEXT YEAR BUDGET DETAIL REPORT

P 2  
 bgnyrpts

PROJECTION: 20025 FY20 HUMAN RESOURCES BUDGET FUND 025

ACCOUNTS FOR:  
 PERSONNEL BOARD FUND

	VENDOR	QUANTITY	UNIT COST	2020 COUNCIL AP
02500040 51032 - LT DISABILITY INSURANCE		1.00	1,020.00	1,020.00 *
02500040 51034 - DENTAL INSURANCE		1.00	4,200.00	4,200.00 *
02500040 51036 - VISION INSURANCE		1.00	805.00	805.00 *
02500040 51040 - RETIREMENT		1.00	59,971.00	59,971.00 *
02500040 51041 - FICA		1.00	35,201.00	35,201.00 *
02500040 51042 - MEDICAL INSURANCE		1.00	68,705.00	68,705.00 *
02500040 51043 - WORKMEN'S COMPENSATION		1.00	1,000.00	1,000.00 *
Personnel Board Workers Comp insurance 3 yr average (\$1000) 2016=\$998 2017=\$992 2018=\$989				
02500040 52021 - OFFICE SUPPLIES		1.00	6,000.00	6,000.00 *
General office supplies, stationary, file folders including employee file folders, copier paper, pens, applicant testing supplies, etc. based on 3 yr average (5372) plus \$550 for W2 & 1095 forms. 2016 = 6274 2107 = 6994 2018 = 2849 Standard office supplies				

09/17/2019 15:45  
 kdemeester

City of Decatur  
 NEXT YEAR BUDGET DETAIL REPORT

P 3  
 bgnyrpts

PROJECTION: 20025 FY20 HUMAN RESOURCES BUDGET FUND 025

ACCOUNTS FOR:  
 PERSONNEL BOARD FUND

	VENDOR	QUANTITY	UNIT COST	2020 COUNCIL AP
02500040 52022 - OPERATING SUPPLIES		1.00	750.00	750.00 *
Includes Shred-It, Survey Monkey, badging supplies 3 yr average = 2800 2016=1948 2017=988 2018=5464				
02500040 52023 - REPAIR & MAINTENANCE		1.00	400.00	400.00 *
typewriter repair/maintenance (slowly phasing typewriters out of the department, but still actively in use). 3 YR average: 2016=355. 2017=500.				
02500040 52026 - DUES AND PUBLICATION		1.00	250.00	4,100.00 *
Society of HR Management (SHRM) Dues TVC-SHRM Annual Dues				
		1.00	250.00	250.00
International Public Management Association for Human Resources (IPMA-HR) Annual Dues				
		1.00	200.00	200.00
Alabama Association of Public Personnel Administrators (AAPPA) Annual Dues				
		1.00	200.00	200.00
Society and Local Government Benefits Association (SALGBA) Annual Dues				
		1.00	1,500.00	1,500.00
Business and Legal Resources - HR Law and Documents - Annual Subscription				
		1.00	1,700.00	1,700.00
Business Management Daily Newsletter and All Access leadershipTraining Pass Access				

09/17/2019 15:45  
 kdemeester

City of Decatur  
 NEXT YEAR BUDGET DETAIL REPORT

P 4  
 bgnyrpts

PROJECTION: 20025 FY20 HUMAN RESOURCES BUDGET FUND 025

ACCOUNTS FOR:

PERSONNEL BOARD FUND

02500040 52027 - PRINTING

VENDOR	QUANTITY	UNIT COST	2020 COUNCIL AP
	1.00	1,000.00	6,000.00 *
			1,000.00

External printing requirements;  
 recruitment collateral  
 materials; employee handbooks;  
 bulk printing misc

3 yr average = \$977.17

1.00	5,000.00	5,000.00
------	----------	----------

All departments'  
 recruiting/printing costs to be  
 moved to HR budget per  
 CFO/Mayor FY2019.

02500040 52039 - F/A <\$7500

.00

02500040 52067 - HARDWARE <\$7500

.00

02500040 53031 - LEGAL

1.00	35,000.00	35,000.00 *
		35,000.00

Personnel Board legal retainer  
 + miscellaneous HR legal fees

02500040 53035 - PHYSICALS AND DRUG SCREENS

1.00	17,500.00	17,500.00 *
		17,500.00

Pre-employment physicals, drug  
 screens; increased hiring  
 anticipated FY2020 due to  
 retirements.

3 yr avg = 14,800

2016 = 17,216

2017 = 12,289

2018 = 16,633

02500040 53037 - RECRUITMENT

1.00	15,500.00	15,500.00 *
		15,500.00

Recruitment advertising -  
 classified ads on various media  
 sources; utilized as needed. 3  
 yr average (\$15,573)  
 2017=\$34462  
 2018=\$8214  
 2019YTD=4612

09/17/2019 15:45  
 kdemeester

City of Decatur  
 NEXT YEAR BUDGET DETAIL REPORT

P 5  
 bgnyrpts

PROJECTION: 20025 FY20 HUMAN RESOURCES BUDGET FUND 025

ACCOUNTS FOR:  
 PERSONNEL BOARD FUND

	VENDOR	QUANTITY	UNIT COST	2020	COUNCIL AP
02500040 53044 - CONTRACT SERVICES					100,000.00 *
Consulting fees for Police Department promotional Process testing FY2020. Test prep and exam scoring/validation.		1.00	10,000.00		10,000.00
Anticipated exec recruitment for dept director in Street/Solid Waste/Garage - R. Terry retirement Sept. 2020		1.00	30,000.00		30,000.00
Cavanaugh actuarial study (moved from GF dept 054)		1.00	10,000.00		10,000.00
Community Development Recruitment Costs		1.00	50,000.00		50,000.00
02500040 54212 - POSTAGE					3,000.00 *
General postage and express deliveries. 3 yr average (\$2476) 2016 = \$2490 2017 = \$2483 2018=\$1238 FY2019 YTD 2460		1.00	3,000.00		3,000.00
02500040 54243 - RETIREE POST EMP BENEFITS					10,000.00 *
		1.00	10,000.00		10,000.00
02500040 54245 - BANK/LOCKBOX/ONLINE FEES					.00
02500040 54248 - MISCELLANEOUS					1,000.00 *
Mileage expenses for local training/conferences 3 yr average = 865.99		1.00	1,000.00		1,000.00
02500040 56021 - PERSONNEL SELECTION TEST					20,000.00 *
Exams, testing; includes enhanced police and fir promotional process SME interview expenses; includes anticipated increased hiring due to retirements and fire department promotional exam 2016 = \$12045.55		1.00	20,000.00		20,000.00

09/17/2019 15:45  
 kdemeester

City of Decatur  
 NEXT YEAR BUDGET DETAIL REPORT

P 6  
 bgnyrpts

PROJECTION: 20025 FY20 HUMAN RESOURCES BUDGET FUND 025

ACCOUNTS FOR:  
 PERSONNEL BOARD FUND

2017 = \$16384.40  
 2018 = \$26,368  
 FY2019 YTD = \$14031

VENDOR QUANTITY UNIT COST 2020 COUNCIL AP

02500040 56022 - SUPERVISOR TRAINING	1.00	1,500.00	1,500.00 *
Supervisor annual training provided by HR legal team - Effective Supervisor Training 2 yr average 2015 = 1852.50 2016 = 1800.00			
02500040 56024 - DEPARTMENT HEAD TRAINING	1.00	6,000.00	6,000.00 *
Department head training including off-site team building for Sr. leaders. To include conference location fees \$500 +/-, trainer/speaker fees \$3,500 +/-, team building supplies and meal expenses			
02500040 56025 - PRE-EMPLOYMENT EXPENSE	1.00	1,000.00	1,000.00 *
Background screens, intv expenses; Anticipated increase in activity due to retirements. 3 yr average (\$958) 2015=2285.70 2016=1153.50 2017 = 896.40 2018 = 827			
02500040 56028 - EMPLOYEE TRAINING	1.00	1,000.00	1,000.00 *
Employee training and development-Payroll/HR Conference attendance SALG; TVC-SHRM; Payroll/Benefits through AAPP HR Analyst/M. Reed \$1000			

09/17/2019 15:45  
 kdemeester

City of Decatur  
 NEXT YEAR BUDGET DETAIL REPORT

P 7  
 bgnyrpts

PROJECTION: 20025 FY20 HUMAN RESOURCES BUDGET FUND 025

ACCOUNTS FOR:  
 PERSONNEL BOARD FUND

	VENDOR	QUANTITY	UNIT COST	2020 COUNCIL AP
02500040 56061 - COMMUNICATION SERVICES		1.00	1,500.00	1,500.00 *
Verizon Cell Phone - HR Director; includes FY2020 Cell Phone upgrade 3 yr average 2016=\$829.01 2017=\$1545.80 (cell phone upgraded) 2018 = \$1088				
02500040 56066 - TRAINING		1.00	5,000.00	6,500.00 *
Tyler PACE				
		1.00	1,500.00	1,500.00
Annual HR Conferences for TVC-SHRM and AAPPA (incl. accommodations).  AAPPA Annual Conference + Travel (2 yr avg) x1 - R Sandlin = \$1000 Annual TVC-SHRM Conference x1 R Sandlin = \$250 Annual League of Municipalities incl travel x1 R Sandlin \$150				
02500040 56099 - TUITION REIMBURSEMENT		1.00	45,000.00	45,000.00 *
Employee Benefits - City Wide based on discussion with Finance D. Prior year 25,000, estimated expenses FY18 \$29k. FY2019 proposed at \$35k; estimated final expenses \$45,000 Current projections PRE FY2019 REVISED POLICY DEPLOYMENT based on current participation ongoing through 2020				

09/17/2019 15:45  
 kdemeester

City of Decatur  
 NEXT YEAR BUDGET DETAIL REPORT

P 8  
 bgnyrpts

PROJECTION: 20025 FY20 HUMAN RESOURCES BUDGET FUND 025

ACCOUNTS FOR:

PERSONNEL BOARD FUND

02500040 59094 - MACHINERY AND EQUIPMENT

VENDOR	QUANTITY	UNIT COST	2020 COUNCIL AP
			.00

TOTAL PERSONNEL BOARD  
 TOTAL PERSONNEL BOARD FUND

913,548.00  
 1,827,096.00

TOTAL REVENUE  
 TOTAL EXPENSE

913,548.00  
 913,548.00

GRAND TOTAL

1,827,096.00

\*\* END OF REPORT - Generated by Demeester, Kyle J \*\*