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City of Decatur
NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 19025 FY19 PERSONNEL BOARD BUDGET FUND 025

ACCOUNTS FOR:
PERSONNEL BOARD FUND

	VENDOR	QUANTITY	UNIT COST	2019 COUNCIL AP
000 NO DEPARTMENT				
025 36110 - INVESTMENTS INTEREST				.00
02500006 36110 - INVESTMENTS INTEREST				.00
02500010 36412 - MISCELLANEOUS				.00
02500010 36416 - REIMB OF PRIOR YEAR EXP				.00
02500030 39114 - GENERAL FUND				-750,000.00
02500030 39999 - APPROPRIATED FUND BALANCE				-67,635.00 *
Consulting fees for FY2018 project balance carried over to FY2019. See Resolution 18-191 for Stanard and Associates CARRYOVER on agreement, \$32,000. \$8000 additional to cover Fire Department promotional exam administration 1st year only.		1.00	40,000.00	-40,000.00
Additional appropriation to balance budget		1.00	27,635.00	-27,635.00
TOTAL NO DEPARTMENT 019 PERSONNEL BOARD				-817,635.00
02500040 51001 - REGULAR SALARIES & WAGES				432,322.00
02500040 51020 - OVERTIME				.00
02500040 51022 - HOLIDAY PAY				.00
02500040 51030 - LIFE INSURANCE				778.00
02500040 51032 - LT DISABILITY INSURANCE				1,038.00
02500040 51034 - DENTAL INSURANCE				4,200.00

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ACCOUNTS FOR:

PERSONNEL BOARD FUND

	VENDOR	QUANTITY	UNIT COST	2019 COUNCIL AP
02500040 51036 - VISION INSURANCE				804.00
02500040 51040 - RETIREMENT				57,977.00
02500040 51041 - FICA				34,602.00
02500040 51042 - MEDICAL INSURANCE				61,179.00
02500040 51043 - WORKMEN'S COMPENSATION				.00
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 (5800). 2015 = 4600 2016 = 6000 2107 = 6800 Standard office supplies				
02500040 52022 - OPERATING SUPPLIES		1.00	500.00	500.00 *
Includes Shred-It, Survey Monkey, badging supplies 3 yr average				
Adobe subscription costs to be reassigned to IS budget per CFO/Mayor. Subscribers - Richelle Sandlin, Cindy Hall, Karen Hood, Katie Davis				
Xerox Copier expenses to be moved to IS budget per CFO/Mayor. 3 yr average: 2015 = 3774 2016=4880 2017 = 5456				

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	VENDOR	QUANTITY	UNIT COST	2019 COUNCIL AP
02500040 52023 - REPAIR & MAINTENANCE				400.00 *
typewriter repair/maintenance (slowly phasing typewriters out of the department, but still actively in use). 3 YR average: 2016=355. 2017=500.		1.00	400.00	400.00
Alabama Card Services ID badging system annual maintenance agreement to be move to IS budget per CFO/Mayor. 3 yr average: 2015 = 520 2016 = 520 2017 = 530		1.00	.00	.00
02500040 52026 - DUES AND PUBLICATION				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	250.00	250.00
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	200.00	200.00
Business and Legal Resources - HR Law and Documents - Annual Subscription		1.00	1,500.00	1,500.00
Business Management Daily Newsletter and All Access leadershipTraining Pass Access		1.00	1,700.00	1,700.00

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PROJECTION: 19025 FY19 PERSONNEL BOARD BUDGET FUND 025

ACCOUNTS FOR:

PERSONNEL BOARD FUND

02500040 52027 - PRINTING

VENDOR	QUANTITY	UNIT COST	2019 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
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All departments'
recruiting/printing costs to be
moved to HR budget per
CFO/Mayor

02500040 52039 - F/A <\$7,500

.00

02500040 52067 - HARDWARE <\$7,500

.00

02500040 53031 - LEGAL

1.00	50,000.00	50,000.00 *
		50,000.00

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 FY2019 due to
retirements.

3 yr avg = 15,506

2015 = 17,012

2016 = 17,216

2017 = 12,289

02500040 53037 - RECRUITMENT

1.00	15,000.00	15,000.00 *
		15,000.00

Recruitment advertising -
classified ads on various media
sources; utilized as needed. 3
yr average (\$26785)
2015 = \$14,623
2016 = \$31,262
2017 = \$34,463

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ACCOUNTS FOR:
PERSONNEL BOARD FUND

	VENDOR	QUANTITY	UNIT COST	2019	COUNCIL AP
02500040 53044 - CONTRACT SERVICES		1.00	40,000.00	40,000.00	40,000.00 *
Consulting fees for FY2018 project balance carried over to FY2019. See Resolution 18-191 for Stanard and Associates CARRYOVER on agreement, \$32,000. \$8000 add'l to cover Fire Department promotional exam administration 1st year only.					
02500040 54212 - POSTAGE		1.00	2,000.00	2,000.00	2,000.00 *
General postage and express deliveries. 3 yr average (\$1889) 2015 = \$704 2016 = \$2490 2017 = 2475					
02500040 54243 - RETIREE POST EMP BENEFITS		1.00	10,000.00	10,000.00	10,000.00 *
02500040 54245 - BANK/LOCKBOX/ONLINE FEES		1.00	150.00	150.00	150.00 *
Bank fees until account closes in FY2019					
02500040 54248 - MISCELLANEOUS		1.00	1,000.00	1,000.00	1,000.00 *
Mileage expenses for local training/conferences 3 yr average = 865.99					
02500040 56021 - PERSONNEL SELECTION TEST		1.00	15,000.00	15,000.00	15,000.00 *
Exams, testing; includes enhanced police promotional process SME interview expenses; includes anticipated increased hiring due to retirements and fire department promotional exam project. 3 year average (12059.32) 2015 = \$7758 2016 = \$12045.55 2017 = \$16384.40					

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ACCOUNTS FOR:
PERSONNEL BOARD FUND

	VENDOR	QUANTITY	UNIT COST	2019 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	2,000.00	2,000.00 *
Background screens, intv expenses; Anticipated increase in activity due to retirements. 3 yr average (\$1445.23) 2015=2285.70 2016=1153.50 2017 = 896.40				
02500040 56028 - EMPLOYEE TRAINING		1.00	1,000.00	1,000.00 *
Employee training and development; Online Excel courses for HR Analyst/M. Reed \$500 HR Generalist/C Hall \$500				
02500040 56061 - COMMUNICATION SERVICES		1.00	585.00	585.00 *
Verizon Cell Phone - HR Director 3 yr average 2015=\$634.51 2016=\$829.01 2017=\$1545.80 (cell phone upgraded)				

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	VENDOR	QUANTITY	UNIT COST	2019 COUNCIL AP
02500040 56066 - TRAINING				11,000.00 *
Tyler Connect Conference 2019 travel only x1 - R Sandlin = \$1800.00 (Under PACE) Tyler Connect Conference 2019 incl Travel 2019 x1 - M. Reed/Payroll Admin \$2600.		1.00	4,500.00	4,500.00
Annual HR Conferences for TVC-SHRM and AAPPA (incl. accommodations).		1.00	1,500.00	1,500.00
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		1.00	5,000.00	5,000.00
Tyler Munis PACE per CFO. 1/3 of 15,000.		1.00	5,000.00	5,000.00
02500040 56099 - TUITION REIMBURSEMENT				35,000.00 *
Employee Benefits - City Wide based on discussion with Finance D. South and prior year histories. Prior year 25,000, estimated expenses FY18 \$29k. FY2019 proposed at \$35k (prior year \$25k plus fund 025 \$7000 FY19 proposed).		1.00	35,000.00	35,000.00
02500040 59094 - MACHINERY AND EQUIPMENT				.00
TOTAL PERSONNEL BOARD				817,635.00
TOTAL PERSONNEL BOARD FUND				.00
TOTAL REVENUE				-817,635.00
TOTAL EXPENSE				817,635.00
GRAND TOTAL				.00

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VENDOR QUANTITY UNIT COST 2019 COUNCIL AP

** END OF REPORT - Generated by Colburn, Rebecca **