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City of Decatur
 NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 22025 FY22 HUMAN RESOURCES BUDGET FUND 025

ACCOUNTS FOR:
 PERSONNEL BOARD FUND

	VENDOR	QUANTITY	UNIT COST	2022 COUNCIL AP
000 NO DEPARTMENT				
02500030 025-000-98-000-39114- GENERAL FUND				
Transfer from General Fund to cover the FY22 budget. A portion of the FY22 budget will be funded by unassigned fund balance listed in account code 39999		1.00	527,717.00	-527,717.00 *
				-527,717.00
02500030 025-000-98-000-39999- APPROPRIATED FUND BALANCE				
\$400,000 of Unassigned Fund Balance will be used to cover part of the FY22 buget		1.00	400,000.00	-400,000.00 *
				-400,000.00
TOTAL NO DEPARTMENT				-927,717.00
019 PERSONNEL BOARD				
02500040 025-019-61-000-51001- REGULAR SALARIES & WAGES				
Annual Salary		1.00	472,369.00	472,369.00 *
				472,369.00
02500040 025-019-61-000-51005- PART-TIME WAGES				
		1.00	32,000.00	32,000.00 *
				32,000.00
02500040 025-019-61-000-51030- LIFE INSURANCE				
Life insurance		1.00	850.00	850.00 *
				850.00
02500040 025-019-61-000-51032- LT DISABILITY INSURANCE				
		1.00	1,361.00	1,361.00 *
				1,361.00
02500040 025-019-61-000-51034- DENTAL INSURANCE				
		1.00	4,200.00	4,200.00 *
				4,200.00

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	VENDOR	QUANTITY	UNIT COST	2022 COUNCIL AP
02500040 025-019-61-000-51036- VISION INSURANCE		1.00	805.00	805.00 *
02500040 025-019-61-000-51040- RETIREMENT		1.00	72,822.00	72,822.00 *
02500040 025-019-61-000-51041- FICA		1.00	38,966.00	38,966.00 *
FICA				
02500040 025-019-61-000-51042- MEDICAL INSURANCE		1.00	69,169.00	69,169.00 *
02500040 025-019-61-000-51043- WORKMEN'S COMPENSATION		1.00	1,000.00	1,000.00 *
Based upon historical actuals				
02500040 025-019-61-000-52021- OFFICE SUPPLIES		1.00	3,500.00	3,500.00 *
General office supplies, including employee file folders, copier paper, applicant testing supplies, W2 and 1095 tax documents 3 yr average				
02500040 025-019-61-000-52022- OPERATING SUPPLIES		1.00	1,200.00	1,200.00 *
Includes Shred-It, Survey Monkey, badging supplies 3 yr average				
02500040 025-019-61-000-52023- REPAIR & MAINTENANCE		1.00	100.00	100.00 *
typewriter repair/maintenance (slowly phasing typewriters out of the department, but still actively in use). 3 YR average				

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ACCOUNTS FOR:

PERSONNEL BOARD FUND

	VENDOR	QUANTITY	UNIT COST	2022 COUNCIL AP
02500040 025-019-61-000-52026- DUES AND PUBLICATION				4,700.00 *
Society of HR Management (SHRM)		1.00	250.00	250.00
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		1.00	600.00	600.00
Professional memberships for				
department head and staff				
members				
SHRM National and SHRM local				
chapter				
02500040 025-019-61-000-52027- PRINTING				2,500.00 *
External printing requirements;		1.00	2,500.00	2,500.00
recruitment collateral				
materials; employee handbooks;				
bulk printing misc;				
02500040 025-019-61-000-53031- LEGAL				50,000.00 *
Personnel Board legal retainer		1.00	50,000.00	50,000.00
+ miscellaneous HR legal fees				

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ACCOUNTS FOR:

PERSONNEL BOARD FUND

	VENDOR	QUANTITY	UNIT COST	2022	COUNCIL AP
02500040 025-019-61-000-53035- PHYSICALS AND DRUG SCREENS		1.00	22,000.00	22,000.00	*
Pre-employment physicals, drug screens based on 3 yr average					
02500040 025-019-61-000-53037- RECRUITMENT		1.00	15,500.00	15,500.00	*
Recruitment advertising - classified ads on various media sources; utilized as needed. 3 yr average					
02500040 025-019-61-000-53044- CONTRACT SERVICES		1.00	35,000.00	35,000.00	*
Consulting fees for Police and Fire Department promotional Process testing validation includes test prep and exam scoring/validation.					
02500040 025-019-61-000-54212- POSTAGE		1.00	1,500.00	1,500.00	*
General postage and express deliveries. 3 yr average					
02500040 025-019-61-000-54243- RETIREE POST EMP BENEFITS		1.00	25,000.00	25,000.00	*
Post employment benefits Retiree Health/dental plan premiums and claims expenses					
3 yr avg data not available, Based on FY2020 activity, expected \$21k-25k expense in FY2021					
02500040 025-019-61-000-56021- PERSONNEL SELECTION TEST		1.00	21,500.00	21,500.00	*
Exams, testing; includes enhanced police and fire promotional process SME interview expenses; includes anticipated increased hiring due to retirements in both fire/police department					

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 PERSONNEL BOARD FUND

	VENDOR	QUANTITY	UNIT COST	2022 COUNCIL AP
promotional exam 3 yr average				
02500040 025-019-61-000-56024- DEPARTMENT HEAD TRAINING		1.00	2,500.00	2,500.00 *
Department Head training including off-site team building/conferences for Sr. Leaders.				2,500.00
02500040 025-019-61-000-56025- PRE-EMPLOYMENT EXPENSE		1.00	1,000.00	1,000.00 *
Background screens, interview expenses 3 yr average				1,000.00
02500040 025-019-61-000-56028- EMPLOYEE TRAINING		1.00	1,000.00	1,000.00 *
Employee raining and development				1,000.00
02500040 025-019-61-000-56061- COMMUNICATION SERVICES		1.00	675.00	675.00 *
Verizon Cell Phone - HR Director; includes FY2020 Cell Phone upgrade 3 yr average 2016=\$829.01 2017=\$1545.80 (cell phone upgraded) 2018 = \$1088 2020 - Monthly service fees only				675.00
02500040 025-019-61-000-56066- TRAINING		1.00	5,300.00	6,500.00 *
TYLER CONNECT CONFERENCE for two employees. Includes registration, lodging, airfare, car rental and meals				5,300.00
Annual Conferences for one employee TVC-SHRM AAPPA League of Municipalities includes fees and travel		1.00	1,200.00	1,200.00

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ACCOUNTS FOR:
 PERSONNEL BOARD FUND
 expenses

VENDOR QUANTITY UNIT COST 2022 COUNCIL AP

02500040 025-019-61-000-56099- TUITION REIMBURSEMENT	1.00	40,000.00	40,000.00 *
Employee Benefits - City Wide benefit based of averages in prior years			40,000.00

TOTAL PERSONNEL BOARD	927,717.00
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TOTAL REVENUE	-927,717.00
TOTAL EXPENSE	927,717.00
GRAND TOTAL	.00

** END OF REPORT - Generated by Runager, Dawn T **