

**FY 2011/2012  
HUMAN RESOURCES**

**TOWN OF PARADISE  
Fiscal Year 2011/12 Budget**

Account Number	Description	2010 Actual Amount	2011 Amended Budget	2011 Estimated Amount	2012 Department Requested	2012 Manager Recommend	2012 Council Adopted
<b>Fund: 1010 - General Fund</b>							
<b>Department: 20 - Administrative Services</b>							
<b>Program: 4203 - HR and Risk Management</b>							
<b>Expenditures</b>							
5100	Personnel Services	117,154	93,793	87,726	77,381	66,449	66,449
5200	Supplies and Services	50,105	5,820	5,168	12,185	7,185	7,185
5300	Capital Outlay	-	-	-	800	-	-
5500	Debt Service	-	-	-	-	-	-
<b>Total Expenditures</b>		<b>167,260</b>	<b>99,613</b>	<b>92,894</b>	<b>90,366</b>	<b>73,634</b>	<b>73,634</b>
<b>Revenues</b>							
	Service Fees						
	Fines and Forfeitures						
	Other						
<b>Total Revenues</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net General Fund Support</b>		<b>167,260</b>	<b>99,613</b>	<b>92,894</b>	<b>90,366</b>	<b>73,634</b>	<b>73,634</b>

**Fiscal Year 2011-2012 Personnel Allocation**

Position/Title	Weekly Hours	Percent Allocated	Full Time Equiv	Allocated Wages & Benefits
HR/Risk Management Analyst *	36	100%	0.90	49,394
Executive Asst. to Town Manager	32	25%	0.20	15,259
		<b>Total</b>	<b>1.10</b>	<b>64,653</b>

\* HR Manager position eliminated; HR Asst. reclassified - no change to salary range

**Allocation to Other Programs**

Executive Asst. to Town Manager      TM 75%

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<b>Fund: 1010 - General Fund</b>							
<u>Expenditures</u>							
<b>Department: 20 - Administrative Services</b>							
<b>Program: 4203 - HR and Risk Management</b>							
5101	Salaries - Permanent	78,463	81,430	75,000	46,744	44,617	44,617
5105	Salaries - Overtime/FLSA	-	605	605	-	-	-
5106.100	Incentives & Admin Leave Administrative Leave	-	-	-	2,996	-	-
5107	Car Allowance/Mileage	3,998	-	-	4,800	-	-
5111	Medicare	1,174	1,190	1,109	791	647	647
5112.101	Retirement Contribution PERS	11,157	3,098	3,330	8,619	4,566	4,566
5113	Worker's Compensation	705	638	652	365	365	365
5114.101	Health Insurance M. D. & V.	14,472	3,394	3,591	10,448	13,603	13,603
5116.101	Life and Disability Insurance Life & Disab.	1,239	302	303	554	587	587
5119.120	Retiree Costs PERS 1959 Survivor Benefits	2,948	3,136	3,136	2,064	2,064	2,064
5122	Accrual Bank Payoff	2,998	-	-	-	-	-
5201.100	Office Supplies General	763	400	400	740	740	740
5202.100	Operating Supplies General	463	550	550	550	550	550
5204	Subscriptions and Code Books	-	-	-	-	120	120
5209.105	Auto Fuel Expense Employee Personal Vehicle Use	87	50	138	-	-	-
5210.100	Postage General	264	250	200	250	250	250
5213.100	Professional/Contract Services General	38,272	3,420	3,750	8,825	3,825	3,825
5218.100	Advertising General	7,545	-	-	-	-	-
5219.100	Printing General	-	150	100	200	200	200
5220.100	Employee Development General	3,073	1,000	30	1,620	1,500	1,500
5220.110	Employee Development Education Reimb MOU	(399)	-	-	-	-	-
5223.105	Meals and Refreshments Emergencies and Meetings	37	-	-	-	-	-
5304	Furniture & Equipment	-	-	-	800	-	-
<b>Expenditures Total</b>		<b>167,260</b>	<b>99,613</b>	<b>92,894</b>	<b>90,366</b>	<b>73,634</b>	<b>73,634</b>

**TOWN OF PARADISE**  
**Expense Budget Transaction Report**  
**Report by Budget Transactions - 2011/12 Budget**

G/L Account Number	Transaction	Number of Units	Cost per Unit	Total Amount
<u>Expense</u>				
Fund: 1010 - General Fund				
Department: 20 - Administrative Services				
Program: 4203 - HR and Risk Management				
Account:5119 - Retiree Costs				
	PERS Survivor Benefits @ \$4.00 per person per month	1.00	2,064.00	2,064.00
Account Total: Retiree Costs	1 Transaction			\$2,064.00
Account:5201 - Office Supplies				
	Misc. Office Supplies	1.00	500.00	500.00
	UPS Replacement, Keyboard, Mouse & USB Drive	1.00	240.00	240.00
Account Total: Office Supplies	2 Transactions			\$740.00
Account:5202 - Operating Supplies				
	CalBiz Government Posters	1.00	100.00	100.00
	Misc. Safety Supplies	1.00	150.00	150.00
	New Hire Packets	1.00	150.00	150.00
	Printer Cartridges	1.00	150.00	150.00
Account Total: Operating Supplies	4 Transactions			\$550.00
Account:5204 - Subscriptions and Code Books				
	Legal Manuals (Liebert, Cassidy)	1.00	120.00	120.00
Account Total: Subscriptions and Code Books	1 Transaction			\$120.00
Account:5210 - Postage				
	Postage for Employee and Applicant Letters	1.00	250.00	250.00
Account Total: Postage	1 Transaction			\$250.00
Account:5213 - Professional/Contract Services				
	Employee Assistance Program (all employees)	1.00	3,825.00	3,825.00
Account Total: Professional/Contract Services	1 Transaction			\$3,825.00
Account:5219 - Printing				
	Printing Forms	1.00	200.00	200.00
Account Total: Printing	1 Transaction			\$200.00
Account:5220 - Employee Development				
	CalPERS Training	1.00	800.00	800.00
	Legal Updates Conference (Liebert Cassidy)	1.00	700.00	700.00
Account Total: Employee Development	2 Transactions			\$1,500.00