

**#10 GENERAL ADMINISTRATIVE**

<b>ACCOUNT NUMBER</b>	<b>ACTUAL 2008-2009</b>	<b>BUDGETED 2009-2010</b>	<b>PROJECTED 2009-2010</b>	<b>PROPOSED 2010-2011</b>
<b>PERSONAL SERVICES</b>				
4101 SALARIES & WAGES	\$ 140,124	\$ 142,355	\$ 130,000	\$ 103,199
4102 EXTRA HELP, OVERTIME, ELEC. JUDG	\$ -	\$ 200	\$ 700	\$ 2,000
4103 TML RETIREMENT	\$ 19,842	\$ 21,353	\$ 18,500	\$ 14,448
4104 CAR ALLOWANCE	\$ 5,723	\$ 2,400	\$ 6,988	\$ 6,000
4105 PAYROLL TAXES	\$ 14,681	\$ 11,388	\$ 13,289	\$ 8,256
4106 HEALTH/LIFE INSURANCE	\$ 16,748	\$ 10,534	\$ 10,700	\$ 11,399
4107 WORKERS COMP	\$ 326	\$ 672	\$ 339	\$ 450
4108 COMMUNICATION ALLOWANCE	\$ -	\$ -	\$ -	\$ 600
4110 LONGEVITY PAY	\$ -	\$ 1,350	\$ 840	\$ 840
4112 REIMBURSE DEDUCTIBLES	\$ 263	\$ 7,000	\$ 5,300	\$ 6,500
TOTAL	\$ 197,707	\$ 197,252	\$ 186,656	\$ 153,692
<b>SERVICES</b>				
4130 SPECIAL/PROFESSIONAL SERVICES	\$ 35,433	\$ 44,800	\$ 34,150	\$ 50,100
4150 ASSOCIATION/DUES/MEETINGS	\$ 4,920	\$ 5,500	\$ 4,340	\$ 5,300
4220 OTHER CONTRACTUAL SERVICES	\$ 15,936	\$ 29,680	\$ 15,702	\$ 13,635
4249 PUBLICATIONS/PRINTING	\$ 780	\$ 900	\$ 750	\$ 1,500
4250 TRAVEL	\$ 1,224	\$ 1,000	\$ 900	\$ 1,000
4260 ELECTRIC SERVICE	\$ 4,048	\$ 4,000	\$ 4,000	\$ 4,000
4261 TELEPHONE SERVICE	\$ 2,341	\$ 2,300	\$ 2,350	\$ 2,400
4262 GAS SERVICE	\$ 716	\$ 1,200	\$ 950	\$ 1,200
4270 INSURANCE	\$ 11,920	\$ 12,150	\$ 13,388	\$ 16,335
4286 TWDB BOND PRINCIPAL 2010	\$ -	\$ -	\$ -	\$ -
4287 TWDB BOND INTEREST 2010	\$ -	\$ -	\$ -	\$ 166,980
4295 LEGAL SERVICE	\$ 2,076	\$ 5,500	\$ 5,000	\$ 5,500
TOTAL	\$ 79,394	\$ 107,030	\$ 81,530	\$ 267,950
<b>MAINTENANCE &amp; SUPPLIES</b>				
4400 OFFICE SUPPLIES	\$ 1,339	\$ 5,300	\$ 5,335	\$ 5,725
4420 GENERAL AND OTHER	\$ 1,787	\$ 2,050	\$ 1,675	\$ 1,875
4470 MAINT OF BLDGS/GRNDS	\$ 4,022	\$ 5,200	\$ 2,912	\$ 3,800
TOTAL	\$ 7,148	\$ 12,550	\$ 9,922	\$ 11,400
<b>CAPITAL OUTLAY</b>				
5500 NEW EQUIPMENT	\$ 1,255	\$ 5,300	\$ 5,707	\$ -
TOTAL	\$ 1,255	\$ 5,300	\$ 5,707	\$ -
GRAND TOTAL	\$ 285,504	\$ 322,132	\$ 283,815	\$ 433,042

**#10 GENERAL ADMINISTRATIVE  
DETAIL**

**Proposed  
2010-2011**

**PERSONAL SERVICES**

4101 SALARIES & WAGES		\$	103,199
<i>City Secretary</i>	\$	40,310	
<i>HGC Director</i>	\$	47,580	
<i>Billing Clerk*50%</i>	\$	15,309	
4102 EXTRA HELP/OVERTIME, ELEC		\$	2,000
4103 TML RETIREMENT		\$	14,448
4104 CAR ALLOWANCE		\$	6,000
<i>City Manager \$2,400 &amp; HGC Allow. \$3,600</i>	\$	6,000	
4105 PAYROLL TAXES		\$	8,256
4106 HEALTH/LIFE INSURANCE		\$	11,399
<i>City Secretary</i>			
<i>City Administrator (1/2)</i>			
<i>Accounts Pay Clerk (1/2)</i>			
<i>HGC Director</i>			
4107 WORKERS COMP		\$	450
4108 COMMUNICATION ALLOWANCE		\$	600
<i>HGC Director \$50 month</i>	\$	600	
4110 LONGEVITY PAY		\$	840
4112 REIMBURSEMENT DEDUCTIBLE		\$	6,500
<b>TOTAL PERSONAL SERVICES</b>		<b>\$</b>	<b>153,692</b>

**CONTRACTUAL SERVICES**

4130 SPECIAL/PROFESSIONAL SERVICES		\$	50,100
4130 <i>Audit</i>	\$	7,000	
4131 <i>Codifications</i>	\$	1,500	
4132 <i>Grant Match</i>	\$	10,000	
4133 <i>Consultants</i>	\$	7,500	
4134 <i>Social Services</i>	\$	-	
4135 <i>Economic Development</i>	\$	-	
4136 <i>Senior Citizens</i>	\$	2,000	
4137 <i>Hotel-Motel Tax- Chamber, Museum.</i>	\$	22,000	
4140 <i>Medical Exams</i>	\$	100	
4150 ASSOCIATION/DUES/MEETINGS		\$	5,300
4150 <i>Memberships - City</i>	\$	1,300	
4151 <i>Seminar Registration</i>	\$	1,300	
4152 <i>Hotel</i>	\$	1,500	
4154 <i>Food &amp; Miscellaneous</i>	\$	1,000	
4155 <i>Memberships - Employees</i>	\$	200	

4220 OTHER CONTRACTUAL SERVICES		\$	13,635
4201 Postage Meter Maint/Rent	\$	1,000	
4202 Copier Maintenance	\$	1,200	
4203 Computer Software Maint. (1/2)	\$	4,200	
4220 Health Officer	\$	600	
4223 Demolition of Buildings	\$	-	
4224 Contract Lot Mowing	\$	-	
4230 Janitorial Contract	\$	1,500	
4231 Rent on Mops/Rugs	\$	325	
4239 Filing Fees	\$	550	
4240 Election Expense	\$	1,500	
4242 Inspections Electrical/Plumbing	\$	2,000	
4247 Court Costs/Jury Fees	\$	500	
4248 Website host cost 1/2	\$	260	
4249 PUBLICATIONS/PRINTING		\$	1,500
4250 TRAVEL		\$	1,000
4260 ELECTRIC SERVICE		\$	4,000
4261 TELEPHONE SERVICE		\$	2,400
4262 GAS SERVICE		\$	1,200
4270 INSURANCE		\$	16,335
4271 General Liability Insurance	\$	3,000	
4272 Building Insurance	\$	13,000	
4274 Employee Bonds	\$	335	
4286 TWDB BOND PRINCIPAL		\$	-
4287 TWDB BOND INTEREST 2010		\$	166,980
4295 LEGAL SERVICE		\$	5,500
<b>TOTAL CONTRACTUAL SERV</b>		<b>\$</b>	<b>267,950</b>

**MAINTENANCE & SUPPLIES**

4400 OFFICE SUPPLIES		\$	5,725
4401 Postage	\$	2,000	
4403 Recording Supplies	\$	-	
4406 Computer Ribbons/Disks	\$	700	
4407 Copy Paper	\$	500	
4408 Copier Suppies	\$	75	
4409 Misc. Office Supplies	\$	900	
4410 Typewriter Supplies	\$	50	
4411 Printing of Office Supplies	\$	1,500	
4420 GENERAL & OTHER SUPPLIES		\$	1,875
4421 Janitorial Supplies	\$	275	
4427 Other General Supplies	\$	900	
4450 Volunteer Incentives	\$	700	

4470 MAINT OF BLDGS/GRNDS		\$	3,800
4465 <i>Maint. Of Radios</i>	\$	-	
4468 <i>Maint. Office Equipment</i>	\$	1,200	
4469 <i>Maint of Heat &amp; Air</i>	\$	1,000	
4470 <i>Maint of Grounds</i>	\$	100	
4471 <i>Maint of Buildings (City Hall)</i>	\$	1,500	

**TOTAL MAINT & SUPPLIES**

**\$ 11,400**

**CAPITAL OUTLAY**

5500 NEW EQUIPMENT		\$	-
5502 <i>Remodel City Hall, Carpet, etc.</i>	\$	-	
5503 <i>Restore Old Record Books</i>	\$	-	
5505 <i>Upgrade Computer System</i>	\$	-	
5506 <i>Vacuum Cleaner</i>	\$	-	
5507 <i>Replace Office Computers</i>	\$	-	
5508 <i>Website Upgrade</i>	\$	-	

**TOTAL CAPITAL OUTLAY**

**\$ -**

**GRAND TOTAL**

**\$ 433,042**