

#10 GENERAL ADMINISTRATIVE

ACCOUNT NUMBER	ACTUAL 2007-2008	BUDGETED 2008-2009	PROJECTED 2008-2009	PROPOSED 2009-2010
PERSONAL SERVICES				
4101 SALARIES & WAGES	\$121,820	\$180,658	\$145,000	\$145,962
4102 EXTRA HELP/OVERTIME	\$-	\$200	\$150	\$200
4103 TML RETIREMENT	\$16,586	\$20,296	\$18,989	\$21,894
4104 CAR ALLOWANCE	\$1,847	\$2,400	\$2,400	\$2,400
4105 PAYROLL TAXES	\$9,284	\$11,598	\$12,279	\$11,677
4106 HEALTH/LIFE INSURANCE	\$7,407	\$15,951	\$6,200	\$10,534
4107 WORKERS COMP	\$(167)	\$672	\$500	\$672
4110 LONGEVITY PAY	\$-	\$1,350	\$1,350	\$1,350
4112 REIMBURSE DEDUCTIBLES	\$-	\$5,000	\$6,000	\$7,000
TOTAL	\$156,777	\$238,125	\$192,868	\$201,689
SERVICES				
4130 SPECIAL/PROFESSIONAL SERVICES	\$27,564	\$45,850	\$33,095	\$44,800
4150 ASSOCIATION/DUES/MEETINGS	\$2,348	\$4,250	\$4,254	\$5,500
4220 OTHER CONTRACTUAL SERVICES	\$11,038	\$32,300	\$25,955	\$29,680
4249 PUBLICATIONS/PRINTING	\$780	\$1,000	\$750	\$900
4250 TRAVEL	\$483	\$1,400	\$1,000	\$1,000
4260 ELECTRIC SERVICE	\$4,074	\$4,000	\$3,664	\$4,000
4261 TELEPHONE SERVICE	\$2,258	\$2,300	\$2,165	\$2,300
4262 GAS SERVICE	\$1,133	\$1,200	\$725	\$1,200
4270 INSURANCE	\$11,823	\$13,450	\$11,723	\$12,150
4295 LEGAL SERVICE	\$4,605	\$6,500	\$1,560	\$5,500
TOTAL	\$66,106	\$112,250	\$84,891	\$107,030
MAINTENANCE & SUPPLIES				
4400 OFFICE SUPPLIES	\$4,460	\$5,500	\$2,096	\$5,300
4420 GENERAL AND OTHER	\$1,570	\$2,100	\$1,870	\$2,050
4470 MAINT OF BLDGS/GRNDS	\$4,022	\$5,900	\$2,912	\$5,200
TOTAL	\$10,052	\$13,500	\$6,878	\$12,550
CAPITAL OUTLAY				
5500 NEW EQUIPMENT	\$1,255	\$15,500	\$5,707	\$5,300
TOTAL	\$1,255	\$15,500	\$5,707	\$5,300
GRAND TOTAL	\$234,190	\$379,375	\$290,344	\$326,569

**#10 GENERAL ADMINISTRATIVE
DETAIL**

**Proposed
2009-2010**

PERSONAL SERVICES

4101 SALARIES & WAGES		\$145,962
<i>City Manager * 50%</i>	\$39,156	
<i>City Secretary</i>	\$40,318	
<i>HGC Director</i>	\$51,188	
<i>Billing Clerk*50%</i>	\$15,299	
4102 EXTRA HELP/OVERTIME		\$200
4103 TML RETIREMENT		\$21,894
<i>Salaries X 15%</i>		
4104 CAR ALLOWANCE		\$2,400
<i>City Manager 500 Mo. *12/2</i>	\$2,400	
4105 PAYROLL TAXES		\$11,677
4106 HEALTH/LIFE INSURANCE		\$10,534
<i>City Secretary</i>		
<i>City Administrator (1/2)</i>		
<i>Accounts Pay Clerk (1/2)</i>		
<i>HGC Director</i>		
4107 WORKERS COMP		\$672
4110 LONGEVITY PAY		\$1,350
4112 REIMBURSEMENT DEDUCTIBLE		<u>\$7,000</u>
TOTAL PERSONAL SERVICES		\$201,689

CONTRACTUAL SERVICES

4130 SPECIAL/PROFESSIONAL SERVICES		\$44,800
<i>4130 Audit</i>	\$8,000	
<i>4131 Codifications</i>	\$3,500	
<i>4133 Consultants</i>	\$4,000	
<i>4134 Social Services</i>	\$100	
<i>4135 Economic Development</i>	\$100	
<i>4136 Senior Citizens</i>	\$2,000	
<i>4137 Hotel-Motel Tax- Chamber, Museum.</i>	\$27,000	
<i>4140 Medical Exams</i>	\$100	
4150 ASSOCIATION/DUES/MEETINGS		\$5,500
<i>4150 Memberships - City</i>	\$1,300	
<i>4151 Seminar Registration</i>	\$1,300	
<i>4152 Hotel</i>	\$1,300	
<i>4154 Food & Miscellaneous</i>	\$1,200	
<i>4155 Memberships - Employees</i>	\$400	

4220 OTHER CONTRACTUAL SERVICES		\$29,680
4201 Postage Meter Maint/Rent	\$1,500	
4202 Copier Maintenance	\$2,000	
4203 Computer Software Maint. (1/2)	\$4,200	
4220 Health Officer	\$600	
4223 Demolition of Buildings	\$10,000	
4224 Contract Lot Mowing	\$250	
4230 Janitorial Contract	\$1,500	
4231 Rent on Mops/Rugs	\$250	
4239 Filing Fees	\$400	
4240 Election Expense	\$6,000	
4242 Inspections Electrical/Plumbing	\$2,000	
4247 Court Costs/Jury Fees	\$500	
4248 Website host cost	\$480	
4249 PUBLICATIONS/PRINTING		\$900
4250 TRAVEL		\$1,000
4260 ELECTRIC SERVICE		\$4,000
4261 TELEPHONE SERVICE		\$2,300
4262 GAS SERVICE		\$1,200
4270 INSURANCE		\$12,150
4271 General Liability Insurance	\$3,000	
4272 Building Insurance	\$9,000	
4274 Employee Bonds	\$150	
4295 LEGAL SERVICE		\$5,500
TOTAL CONTRACTUAL SERV		\$107,030

MAINTENANCE & SUPPLIES

4400 OFFICE SUPPLIES		\$5,300
4401 Postage	\$1,800	
4403 Recording Supplies	\$100	
4406 Computer Ribbons/Disks	\$750	
4407 Copy Paper	\$500	
4408 Copier Supplies	\$100	
4409 Misc. Office Supplies	\$700	
4410 Typewriter Supplies	\$50	
4411 Printing of Office Supplies	\$1,300	
4420 GENERAL & OTHER SUPPLIES		\$2,050
4421 Janitorial Supplies	\$400	
4427 Other General Supplies	\$850	
4450 Volunteer Incentives	\$800	

4470 MAINT OF BLDGS/GRNDS		\$5,200
4465 Maint. Of Radios	\$200	
4468 Maint. Office Equipment	\$1,300	
4469 Maint of Heat & Air	\$2,000	
4470 Maint of Grounds	\$200	
4471 Maint of Buildings (City Hall)	\$1,500	
TOTAL MAINT & SUPPLIES		\$12,550

CAPITAL OUTLAY

5500 NEW EQUIPMENT		\$5,300
5502 Remodel City Hall, Carpet, etc.	\$-	
5503 Restore Old Record Books	\$300	
5505 Upgrade Computer System	\$2,500	
5506 Vacuum Cleaner	\$-	
5507 Replace Office Computers	\$2,500	
5508 Website Upgrade	\$-	
TOTAL CAPITAL OUTLAY		\$5,300

GRAND TOTAL		\$326,569
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