

**ADMINISTRATION/FINANCE**

	2021/2022 Actual	2022/2023 Proposed Budget	2023/2024 Proposed Budget	2023/2024 Suggested Budget	2023/2024 Approved Budget
1 Personnel Services					
2 Salaries & Wages					
3 Salaries/Wages	219,703	200,000	232,241	203,800	203,800
4 Total salaries wages	219,703	200,000	232,241	203,800	203,800
5					
6 Personnel Benefits					
7 FICA Taxes	16,571	15,000	18,000	17,200	17,200
8 Workers Comp	319	300	400	270	270
9 Unemployment	311	200	100	300	300
10 PERS Expense	45,293	52,100	53,400	44,500	44,500
11 PERS Side Account	0	0	0	0	0
12 Group Medial & Life	38,323	29,220	44,100	37,000	37,000
13 HRA VEBA Exp	5,038	4,000	5,400	3,000	3,000
14 ASI Flex Exp	116	0	150	150	150
15 Total Personal Benefits	105,971	100,820	121,550	102,420	102,420
16					
17 Total Personal Services	325,674	300,820	353,791	306,220	306,220
18					
19 Materials & Services					
20 Supplies					
21 Office and Operating	2,099	3,000	3,000	3,000	3,000
22 Small Tool & Equip.	1,300	1,000	1,000	1,000	1,000
23 Total Supplies	3,399	4,000	4,000	4,000	4,000
24					
25 Professional Serv.					
26 Accounting/Audit	13,125	16,000	17,500	17,500	17,500
27 Temp. Work Serv.	4,504	0	0	0	0
28 Legal Services	62,362	55,000	30,000	30,000	30,000
29 IT Support	31,745	30,000	30,000	30,000	30,000
30 Codification	1,677	1,000	2,000	2,000	2,000
31 Consultant	2,538	0	5,000	5,000	5,000
32 Other Prof. Ser.	0	0	0	0	0
33 Total Prof. Ser.	115,951	102,000	84,500	84,500	84,500
34					
35 Contractual Serv.					
36 Recruitment Serv.	11,201	0	1,500	1,500	1,500
37 Leased Equip.	2,921	2,500	2,500	2,500	2,500
38 Total Cont. Serv.	14,122	2,500	4,000	4,000	4,000
39					
40 Travel & Services					
41 Council/Comm Dev.	3,762	5,000	1,000	1,000	1,000
42 Employee Dev.	0	3,000	1,000	1,000	1,000
43 Dues & Subscript.	5,717	6,000	6,300	6,300	6,300

44	Total Trav. & Dev.	9,479	14,000	8,300	8,300	8,300
45						
46	Insurance					
47	Insurance	21,566	25,000	20,000	20,000	20,000
48	Total Insurance	21,566	25,000	20,000	20,000	20,000
49						

50	Regulatory Require.					
51	Certification & Per	549	700	700	700	700
52	Equipment Testing	0	0	0	0	0
53	Total Reg Require.	549	700	700	700	700
54						
55	Utilities					
56	Electricity	2,620	3,000	3,500	3,500	3,500
57	Natural Gas	1,062	1,200	1,200	1,200	1,200
58	Telephone & Cable	1,560	4,000	3,000	3,000	3,000
59	Total Utilities	5,242	8,200	7,700	7,700	7,700
60						
61	Repairs & Mainten.					
62	Equip Maint. & Rep	2,753	3,200	3,200	3,200	3,200
63	Bldg. Maint. & Rep	7,737	6,200	10,000	10,000	10,000
64	Ground Maint	915	1,500	5,000	5,000	5,000
65	Total Rep. & Maint	11,405	10,900	18,200	18,200	18,200
66						
67	Other Mat. & Serv.					
68	Postage & Ship	1,199	1,500	1,500	1,500	1,500
69	Legal Notices	642	1,000	1,000	1,000	1,000
70	City Newsletter	789	10,000	10,000	10,000	10,000
71	Bank Charges	1,350	2,000	2,000	2,000	2,000
72	Lien Search	1,179	2,000	2,000	2,000	2,000
73	Other Misc Expen.	294	1,000	2,000	2,000	2,000
74	Total Other	5,452	17,500	18,500	18,500	18,500
75						
76	Total Mater. & Serv.	187,162	184,800	165,900	165,900	165,900
77						
78	Capital Outlay					
79	City Hall Improv.	0	1000	10,000	10,000	10,000
80	City Hall Sign	0	200	0	0	0
81	Office Machine/Furn	0	0			
82	Comp. HW/Sw	0	0	3,000	3,000	3,000
83	Total Cap Outlay	0	1200	13,000	13,000	13,000
84						
85	Total Admin/Finance Expenditures	512,736	486,820	528,691	481,120	481,120