



Administrative Report
May 2, 2024

Personnel

Three employees have taken leave without pay over the last month, due to not having enough accrued vacation or sick leave. Employees can take up to 15 days of leave without pay with the Department Director's approval. Leave without pay can only be used when the employee has not accrued vacation or sick leave.

Budget

Expenses are on track to not exceed revenues (including budgeted fund balance) for the year.

Categories expected to be different from the amount budgeted include:

Seasonal Employees: Current projections estimate expenses will exceed budgeted amount by **(\$75,000)**.

Employee Benefits: Current projections estimate a surplus of \$200,000.

County Landfill Fees: Estimate expenses exceeding budget by **(\$936)**.

Repair & Maint. Office Equip: Estimate expenses exceeding budget by **(\$3,180)**.

FY2025 Budget is on the agenda for consideration. I am still waiting for some numbers from the City, but the board should have enough information to consider and possibly adopt the budget at the meeting.

Policy

The Reconsideration or Relocation of Materials Policy is on this month's agenda for discussion and possible passage.

Construction Projects

Plans have been submitted to contractors for the ceiling replacement project and the garage remodel. We should have bids by the next meeting.