# **GENERAL GOVERNMENT**

# **ADMINISTRATION OFFICE**

# **Description**

The Town Administrator oversees the day to day operations and administrative offices, which includes the positions of Town Clerk and Town Treasurer. This office is responsible for personnel management; the effective management of all financial and administrative actions of the Town; implementing all policy matters established by the Mayor and Council and enforcement of all Town Ordinances. The Town Administrator is the Chief Administrative Officer and takes direction by action of the Council or the Mayor. The Town Administrator is responsible for preparing annual evaluations of the Chief of Police and Director of Public Works to be submitted to the Mayor and Council for review.

# Highlights from past Fiscal Year

Continued work on the POS improvements of the Town Park Master Plan.

## Plans for BUDGET Fiscal Year

Address the priorities established by the Mayor and Council.

## Significant Budget Changes

Updated CPU for Town Treasurer \$2,000

DETAIL - Personnel Services Position	Current or possible classification	BUDGET YR SALARY	
Town Administrator	unclassified	129,366	
Town Treasurer (part-time)	12B	30,000	
Town Clerk	12L1	65,817	

225,183

# **GENERAL GOVERNMENT**

# Travel and Training

Provides for attendance at seminars, area meetings concerning administrative and legislative matters as well as inter-agency relations including MNCPPC, WSSC, MML, County and State meetings. Includes monthly municipal administrator's meetings and annual ICMA conference.

## **Retirement Enhancement**

Approved matching funds for volunteer ICMA Retirement participation.

# Recruitment and Advertising

Advertising for all vacant positions.

## Employee Assistance Program

To provide assistance and counseling to employees -- examples include the offering of Hepatitis B Series Vaccine, annual flu shots and measures to help employees stop smoking. Also includes physical examinations and drug screenings for employees and applicants for employment.

## **Office Equipment Maintenance**

Routine maintenance and emergency repair of office equipment such as: computers, typewriters, adding machines, copier, service & maintenance contracts for equipment, etc.

#### Auto Insurance

Coverage for Administrator's vehicle and excess auto liability. Also includes LGIT Environmental Insurance for Underground Fuel Tank Storage.

## Materials, Supplies & Equipment

Supplies and minor equipment incidental to the daily operation of the office. Unforeseen expenses to be incurred.

## Miscellaneous

Purchase of coffee, filters and other supplies.

#### **Subscriptions and Memberships**

Dues to ICMA; subscriptions to any journals or newspapers; MMCA-MD Municipal Clerk's Assn., Notary Commissions, BJ's Club card administration fee, Amex, Visa, etc.

#### **Capital Outlay - Office**

Purchase and replacement of major office furniture and equipment.

	ADMINISTRATIVE DIVIS	SION					
ACCOUNT		AUDIT / ACTUAL	AUDIT/ACTUAL	BUDGET	Estimated Actua	BUDGET	
NUMBER	DESCRIPTION	FY 2016	FY 2017	FY2018	FY2018	FY2019	
	Personnel Services						
01-07-1000	Salaries and Wages	206,703	191,618	283,850	200,000	225,183	
01-07-1000	Overtime						
01-07-1100	Retirement	19,390	18,038	40,000	25,000	32,000	
	Workmen's Comp.	14,633	7,891	15,000	10,000	10,000	
01-07-1300	Social Security (7.65%)	16,090	17,792	22,000	18,000	17,500	
01-07-1400	Hospitalization	25,052	22,286	35,000	20,000	25,000	
	Life Insurance/Long Term Dis.	1,045	3,172	2,000	1,400	2,000	
01-07-1600	Unemployment	0	55	150	0	150	
	Staff Development						
01-07-2000	Travel and Training	88	185	2,000	310	2,000	
	Insurance Costs						
J1-07-3010	Auto Insurance/Excess Auto Liabilit	3,212	3,000	3,000	3,000	3,000	
01-07-4000	<u>Commodities</u> Materials, Supplies & Equipment	4,426	4,661	7,000	9,000	6,000	
	Miscellaneous	999	997	2,000	ff	2,000	4
	Banking Fees	2,734	40	3,300	100	2,000	4
	Other Charges						
	Subscriptions & Memberships	1,051	1,267	1,500	1,220	1,500	
01-07-5010	Consultant	0	0	0	0	0	
	Contractual Services						
01-07-6010	Recruitment and Advertising	487	1,317	1,500	1,700	2,000	
	Employee Assistance Program	5,333	2,713	3,000	f	3,000	4
01-07-6030		6,291	3,322	5,000	ff	5,000	4
01-07-6040	Office Equipment Maintenance	1,466	3,405	4,000	800	4,000	
01-07-6050		5,560	5,797	7,000	7,000	7,000	
01_00_0150	Capital Outlay Equipment Replacement			0	7,000	0	CIP
01-09-9150	Vehicle Replacement			0	<u> </u>		CIP
01-03-31				0	0	0	
Total Adm	inistrative Division	314,560	287,556	437,300	311,330	347,533	

	COMMITTEES / DI	EBT SERVIC	E			
ACCOUNT		AUDIT/ACTUAL	AUDIT/ACTUAL	BUDGET	Estimated Actua	BUDGET
NUMBER	DESCRIPTION	FY 2016	FY 2017	FY2018	FY2018	FY2019
COMMITTE	ES OF TOWN COUNCIL					
01-08-7000	Cheverly Day Comm. (Fireworks,I	11,925	12,747	15,000	15,000	15,000
01-08-7100	Cheverly Planning Board	1,000	0	500	0	500
01-08-7200	Cheverly Parks & Grounds Comm	0	0	500	0	500
01-08-7300	Youth Program	0	0	1,000	0	1,000
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01-08-7400	Recreation Council	3,000	3,000	3,000	3,000	3,000
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01-08-7500	CPACT(Cheverly-Citizens & Police	3,757	4,255	4,000	4,500	5,200
01-08-7600	GRANTS(Cheverly-Day,Peace,So	5,375	7,090	10,000	8,000	10,000
01-08-7700	Technology & Comm. Comm.	3,393	3,000	25,000	3,000	3,000
01-08-7800	Composting & Recylcing Bins	5,406	0	500	6,900	25,000
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Total Com	nmittees	33,856	30,092	59,500	40,400	63,200
DEBT SER	VICE - BOND / LOAN EXPENSES					
	Municipal Bond Interest Payment	109,510	110,855	85,000		95,000
	Municipal Bond Principal Payment			24,510	16,985	12,900
	Bond Issue Expenses					
01-09-9100	Accrued Payment Due	109,510	110,855	109,510	111,985	107,900