

BUDGET ACTIVITY DETAIL

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 | Current or possible | BUDGET YR |
|-----------------------------|---------------------|----------------|
| Position | classification | SALARY |
| Town Administrator | unclassified | 129,366 |
| Town Treasurer (part-time) | 12B | 30,000 |
| Town Clerk | 12L1 | 65,817 |
| | | |
| | | <u>225,183</u> |

LINE ITEM NARRATIVE

GENERAL GOVERNMENT

ADMINISTRATION OFFICE

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.

| COMMITTEES / DEBT SERVICE | | | | | | |
|--|----------------------------------|-----------------------------------|-----------------------------------|--------------------------|------------------------------------|--------------------------|
| ACCOUNT NUMBER | DESCRIPTION | AUDIT / ACTUAL FY 2016 | AUDIT / ACTUAL FY 2017 | BUDGET FY2018 | Estimated Actual FY2018 | BUDGET FY2019 |
| COMMITTEES OF TOWN COUNCIL | | | | | | |
| 01-08-7000 | Cheverly Day Comm. (Fireworks, E | 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 Commi | 0 | 0 | 500 | 0 | 500 |
| 01-08-7300 | Youth Program | 0 | 0 | 1,000 | 0 | 1,000 |
| 01-08-7400 | Recreation Council | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 01-08-7500 | CPACT(Cheverly-Citizens & Police | 3,757 | 4,255 | 4,000 | 4,500 | 5,200 |
| 01-08-7600 | GRANTS(Cheverly-Day,Peace,Sc | 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 |
| Total Committees | | 33,856 | 30,092 | 59,500 | 40,400 | 63,200 |
| DEBT SERVICE - BOND / LOAN EXPENSES | | | | | | |
| | Municipal Bond Interest Payment | 109,510 | 110,855 | 85,000 | 95,000 | 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 |

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