

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**

New Town Administrator joined the Town in July of 2019. A new Town Clerk was hired. Code Compliance was expanded by adding a part time employee to expand the hours of operation. A part time administrative assistant was added to the staff to help with daily operations of the Town. Additionally, the Town was tested by the pandemic COVID-19.

**Plans for BUDGET Fiscal Year**

The new leadership team works toward smoothing Town Operations during and after the pandemic. An Accountant is hired to provide deeper accountability. The Town moves to a payroll service. Assistant to the Town Administrator is frozen for FY21. This position would cost the Town \$65,750 if funded.

**Significant Budget Changes**

Most significantly, there are changes in staffing levels to provide better service to the Town. The Administration Office is taking into consideration all the potential economic consequences from the pandemic to create a way forward for the Town.

<b>DETAIL - Personnel Services</b>	<b>Current or possible</b>	<b>BUDGET YR</b>
<b>Position</b>	<b>classification</b>	<b>SALARY</b>
Town Administrator	unclassified	121000
Assistant to Town Administrator (\$65,750)	13E	FROZEN
Town Clerk	12B	57,911
Town Treasurer	13C	61976
Office Aide (part time)	6D	20240
Code Compliance	9L2	59250
Code Compliance (part time)	9B	23046
		<u>343423</u>

## LINE ITEM NARRATIVE

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### **GENERAL GOVERNMENT**

### **ADMINISTRATION OFFICE**

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#### **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 annual ICMA conference and Maryland Managers Association.

#### **Retirement Enhancement**

Approved matching funds for voluntary deferred compensation program.

#### **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. Also includes eye glass reimbursement on a bi-annual basis.

#### **Office Equipment Maintenance**

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

#### **Auto Insurance**

Coverage for Administrator's vehicle and excess auto liability.

#### **Materials, Supplies & Equipment**

Supplies and minor equipment incidental to the daily operation of the office.

#### **Miscellaneous**

Purchase of other supplies.

#### **Subscriptions and Memberships**

Dues to ICMA MMCA-MD Municipal Clerk's Assn, and MDGFOA; subscriptions to any journals or newspapers; Notary Commissions,

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

Purchase and replacement of major office furniture and equipment.

**ADMINISTRATIVE DIVISION**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>AUDIT FY2018</b>	<b>AUDIT FY2019</b>	<b>BUDGET FY2020</b>	<b>EST ACTUAL FY2020</b>	<b>BUDGET FY2021</b>
<b><u>Personnel Services</u></b>						
01-07-1000	Salaries and Wages	206,971	286873	414,700	358,800	343,500
01-07-1000	Overtime			10,000		10,000
01-07-1100	Retirement	20,685	31,286	30,100	22,500	30,100
01-07-1155	Retirement Supplement			10,000	12,000	17,000
01-07-1200	Worker's Comp.	8,372	1,687	10,000	2,100	5,000
01-07-1300	Social Security	17,524	29,071	26,900	26,900	29,000
01-07-1400	Hospitalization	15,773	24,056	30,000	33,500	35,000
01-07-1500	Life Insurance/Long Term Dis.	1,162	1,011	2,000	1,000	2,000
01-07-1600	Unemployment	55		150	0	150
<b><u>Staff Development</u></b>						
01-07-2000	Travel and Training	309	4,766	10,000	8,500	12,000
<b><u>Insurance Costs</u></b>						
01-07-3010	Auto Insurance/Excess Auto Liability	3,000	938	3,000	4,700	4,500
<b><u>Commodities</u></b>						
01-07-4000	Materials, Supplies & Equipment	9,625	6,487	8,000	15,000	10,000
01-07-4010	Miscellaneous	959	2,697	2,000	8,800	2,500
01-07-4020	Banking Fees	722	1,005	1,500	1,700	1,500
<b><u>Other Charges</u></b>						
01-07-5000	Subscriptions & Memberships	1,211	2,192	1,500	1,700	2,500
01-07-5010	Consultant/Accountant	0	0	5,000	0	22,000
<b><u>Contractual Services</u></b>						
01-07-6010	Recruitment and Advertising	1,532	1,761	1,500	1500	1,000
01-07-6020	Insurance Reimbursement	546	1,328	3,000	3,800	3,500
01-07-6030	Telephone	3,918	3,921	5,000	4,000	5,000
01-07-6040	Office Equipment Maintenance	563	1,373	3,000	400	2,000
01-07-6050	Postage	5,530	5,579	7,000	4,000	7,000
<b><u>Capital Outlay</u></b>						
01-09-9150	Equipment Replacement	6,555		0		0
<b>Total Administrative Division</b>						
		<b>305,012</b>	<b>406,031</b>	<b>584,350</b>	<b>510,900</b>	<b>545,250</b>

## COMMITTEES / DEBT SERVICE

ACCOUNT NUMBER	DESCRIPTION	AUDIT FY2018	AUDIT FY2019	BUDGET FY2020	EST ACTUAL FY2020	BUDGET FY 2021
<b>COMMITTEES OF TOWN COUNCIL</b>						
01-08-7000	Cheverly Day Comm. (Fireworks)	12,810	17,191	22,000	6,000	22,000
01-08-7100	Cheverly Planning Board	0	0	500	0	500
01-08-7200	Cheverly Parks & Grounds	0	0	0	0	0
01-08-7300	Youth Program	0	0	1,000	0	0
01-08-7400	Recreation Council	3,000	3,320	4,500	4,500	4,500
01-08-7500	PCAB	4,276	6,581	2,000	2,000	5,000
01-08-7600	Grants	9,085	6,736	20,000	8,400	15,000
01-08-7700	Technology & Comm. Comm.	3,000	3,000	3,000	3,000	3,000
01-08-7800	Composting & Waste Bins	0	0	0	0	5,000
01-08-7900	Cheverly Community Market			5,000	5000	5,000
01-08-8000	Interpretive Services			5,000	0	5,000
<b>Total Committees</b>		<b>32,171</b>	<b>36,828</b>	<b>63,000</b>	<b>28,900</b>	<b>60,000</b>

### DEBT SERVICE - BOND / LOAN EXPENSES

	Municipal Bond Principle Payment	95,000	95,000	100,000	100,000	105,000
	Municipal Bond Interest Payment	16,985	12,900	16,000	16,000	16,000
01-09-9100	<b>Accrued Payment Due</b>	<b>109,510</b>	<b>107,900</b>	<b>116,000</b>	<b>116,000</b>	<b>121,000</b>