

ADMINISTRATION

DEPARTMENTAL GOAL

The Administration Department of the Town of Montreat provides a support role to the Board of Commissioners as well as managing the day-to-day activities of the town government by providing citizens quality customer service and cost effective, innovative problem solving.

KEY ACTION ITEMS

1. Update and prepare proposals for implementation of an online "cloud based" municipal accounting package for 2018.
2. Research the policy requirements and potential use of purchasing cards for selected employees.
3. Seek opportunities to further develop public relations and public information efforts.
4. Begin the training and educational requirements of fulfilling the two year Municipal Clerk Certification.
5. Manage and assist with the records retention and disposition scheduling of files for all departments.
6. Research records management software option for cost and feasibility.
7. Develop and distribute a Request for Qualifications for auditing services.

WORKLOAD INDICATORS

Number of Meetings Attended

FY 13-14	FY 14-15	FY 15-16	FY 16-17
30	30	35	37

Number of Budget Amendments

FY 13-14	FY 14-15	FY 15-16	FY 16-17
7	4	7	7

Number of Full Time/Part Time Employees Processed

FY 13-14	FY 14-15	FY 15-16	FY 16-17
2	0	1	0

Number of Sets of Minutes Completed

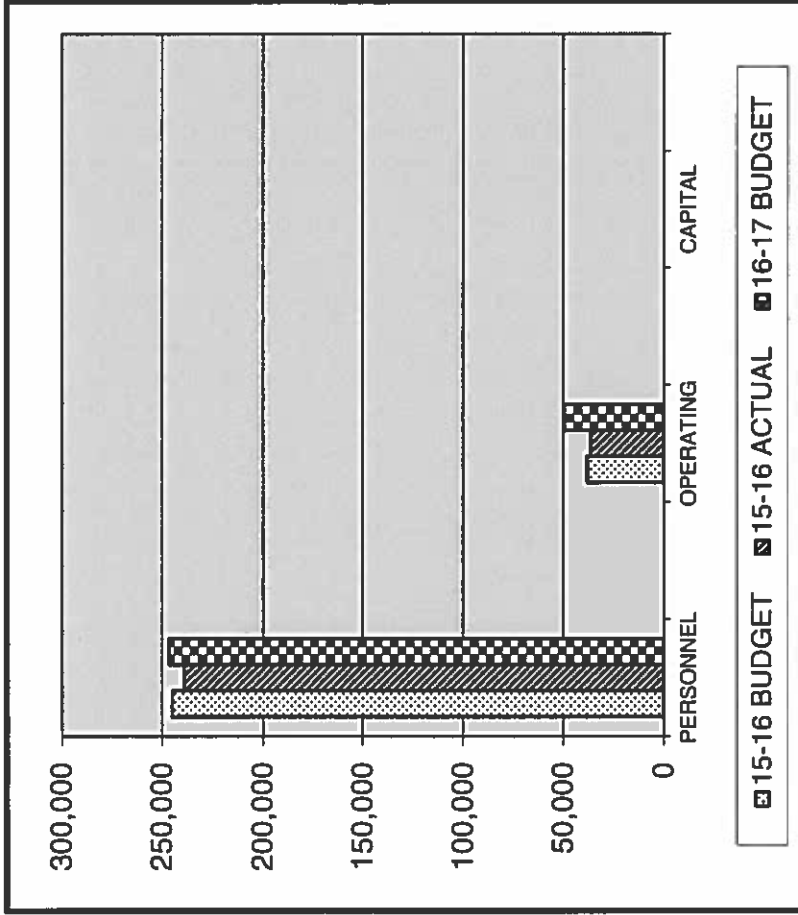
FY 13-14	FY 14-15	FY 15-16	FY 16-17
30	30	50	52

Number of Accounts Payable/Payroll Checks Processed

FY 13-14	FY 14-15	FY 15-16	FY 16-17
750	750	1,200	1,200

FY 13-14	FY 14-15	FY 15-16	FY 16-17

ADMINISTRATION			
	APPROPRIATION FY 2015-2016	ESTIMATED EXPENDITURES JUNE 30, 2016	REQUEST FY 2016-2017
PERSONNEL:			
Salaries	181,100	179,800	181,800
Benefits	63,800	59,200	64,700
Subtotal	\$244,900	\$239,000	\$246,500
OPERATING EXPENSES			
Maintenance and Repair	24,400	23,000	25,000
Departmental Expenses	13,500	13,200	24,500
Utilities	0	0	0
Professional Services	0	0	0
Subtotal	\$37,900	\$36,200	\$49,500
CAPITAL OUTLAY	0	0	0
DEBT PAYMENT	0	0	0
TOTALS	\$282,800	\$275,200	\$296,000



**ADMINISTRATION
DETAIL NOTES**

1. Allocates funding for the tax collection fee of \$21,000 charged by Buncombe County.

ACCOUNT NUMBER	DESCRIPTION	PRIOR YEAR FY 14-15	CURRENT YEAR BUDGET	ACTUAL @ 2-29-16	ESTIMATE @ 6-30-16	DEPT REQUEST FY 16-17	ADMINISTRATOR RECOMMENDED FY 16-17	BOARD APPROVED FY 16-17
PERSONNEL SERVICES:								
10-00-4200-020	SALARIES & WAGES	178,515	181,100	114,148	179,800	181,800	181,800	0
10-00-4200-021	SEPARATION ALLOWANCE	0	0	0	0	0	0	0
10-00-4200-050	FICA EXPENSE	14,275	13,900	8,799	13,800	13,900	13,900	13,900
10-00-4200-060	GROUP HEALTH INSURANCE	21,924	26,500	15,223	24,200	28,500	28,500	28,500
10-00-4200-070	RETIREMENT - LOCAL GOVT.	28,177	23,400	13,200	21,200	22,300	22,300	22,300
TOTALS:	PERSONNEL SERVICES	\$242,891	\$244,900	\$151,370	\$239,000	\$246,500	\$246,500	\$0
OPERATING EXPENSES:								
10-00-4200-040	PROFESSIONAL SERVICES	0	0	0	0	0	0	0
10-00-4200-100	POSTAGE	2,635	2,200	458	1,400	2,000	2,000	2,000
10-00-4200-110	TELEPHONE	4,219	4,000	4,165	5,000	5,200	5,200	5,200
10-00-4200-140	TRAVEL & TRAINING	2,430	3,400	2,375	3,200	4,000	4,000	4,000
10-00-4200-160	M & R EQUIPMENT	22,628	24,400	19,613	23,000	25,000	25,000	25,000
10-00-4200-260	ADVERTISING	1,968	1,800	1,695	1,700	1,800	1,800	1,800
10-00-4200-320	OFFICE EXPENSE	3,398	3,000	1,734	2,800	3,000	3,000	3,000
10-00-4200-330	OFFICE EQUIPMENT	2,857	1,000	215	300	1,000	1,000	1,000
10-00-4200-340	BANK SERVICE CHARGES	1,211	1,400	1,599	1,100	1,200	1,200	1,200
10-00-4200-450	CONTRACT SERVICES	19,093	19,500	20,434	21,000	21,000	21,000	21,000
10-00-4200-480	INDIRECT COST ALLOCATION	-27,838	-26,400	-19,815	-26,400	-18,500	-18,500	-18,500
10-00-4200-530	DUES & SUBSCRIPTIONS	2,936	3,100	3,082	3,100	3,300	3,300	3,300
10-00-4200-550	SUPERVISOR'S EXPENSE	50	500	0	0	500	500	500
TOTALS:	OPERATING EXPENSES	\$35,587	\$37,900	\$35,555	\$36,200	\$49,500	\$49,500	\$0
CAPITAL OUTLAY:								
10-00-4200-730	CAPITAL OUTLAY	6,712	0	0	0	0	0	0
TOTALS:	CAPITAL OUTLAY	\$6,712	\$0	\$0	\$0	\$0	\$0	\$0
DEBT PAYMENT:								
10-00-4200-900	DEBT PAYMENT	0	0	0	0	0	0	0
TOTALS:	DEBT PAYMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ADMINISTRATION DEPARTMENT TOTAL:		\$285,190	\$282,800	\$186,925	\$275,200	\$296,000	\$296,000	\$0

<u>.020 SALARIES AND WAGES</u>									
Town Administrator, Town Clerk and Finance Officer	181,100	\$	181,100						
<u>.021 SEPARATION ALLOWANCE</u>									
Separation Allowance	-	\$	-						
<u>.040 PROFESSIONAL SERVICES</u>									
<u>.100 POSTAGE</u>									
General Postage Expenses (i.e. Accounts Payable Checks, Payroll, Correspondence)	2,000	\$	2,000						
<u>.110 TELEPHONE</u>									
Telephone service	3,500	\$	5,200						
Town Administrator cell phone	1,700								
<u>.140 TRAVEL AND TRAINING</u>									
Workshop Meetings	500	\$	4,000						
Miscellaneous	300								
Town Administrator Certification	500								
Town Clerk Certification	1,000								
Finance Officer Certification	500								
Travel Allowance	1,200								
<u>.160 M & R EQUIPMENT</u>									
ICS Annual Maintenance Agreement	5,200	\$	25,000						
Gemini Off-Site Backup and Recovery	5,400								
Electronic Office Support Contract	7,000								
Analog Digital Services	800								
Technical Support	6,600								
<u>.260 ADVERTISING</u>									
Blue Host - Web	200	\$	1,800						
Legal Ads/Classifieds	1,500								
Gov Deals	100								
<u>.320 OFFICE EXPENSE</u>									
Office Supplies (i.e. paper, pens, folders)	2,000	\$	3,000						
Forms - Checks, etc.	500								
Miscellaneous	300								
Professional Publications	200								
<u>.330 OFFICE EQUIPMENT</u>									
Computer Replacement	-	\$	1,000						
Other Equipment	1,000								
<u>.340 BANK SERVICE CHARGES</u>									
Bank Service Charges	1,200	\$	1,200						
<u>.450 CONTRACT SERVICE</u>									
Tax Collection Fee - County	21,000	\$	21,000						
<u>.480 INDIRECT COST ALLOCATION - WF</u>									
Water Fund - Cost Allocation	-18,500								
<u>.530 DUES AND SUBSCRIPTIONS</u>									
NC League of Municipalities	1,400	\$	3,300						
NCAMC	75								
NCCCCMA	250								
ICMA	750								
IAMC	175								
NCGFOA	50								
GFOA	200								
CAFR/GFOA	400								
<u>.550 SUPERVISOR'S EXPENSE</u>									
Miscellaneous Expense	500	\$	500						
<u>.730 CAPITAL OUTLAY</u>									

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 16-17 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-00-4200-020	SALARIES & WAGES	181,100	181,800	700	0%	
10-00-4200-021	SEPARATION ALLOWANCE	0	0	-	#DIV/0!	
10-00-4200-050	FICA EXPENSE	13,900	13,900	-	0%	
10-00-4200-060	GROUP HEALTH INSURANCE	26,500	28,500	2,000	8%	Increased based on estimated health insurance premium increases.
10-00-4200-070	RETIREMENT - LOCAL GOVT.	23,400	22,300	(1,100)	-5%	
10-00-4200-040	PROFESSIONAL SERVICES	0	0	-	#DIV/0!	
10-00-4200-100	POSTAGE	2,200	2,000	(200)	-9%	Decreased based on actual expenditures.
10-00-4200-110	TELEPHONE	4,000	5,200	1,200	30%	Increased based on AT&T rate adjustments.
10-00-4200-140	TRAVEL & TRAINING	3,400	4,000	600	18%	Increased based on training certification requirements for the Town Clerk position.
10-00-4200-160	M & R EQUIPMENT	24,400	25,000	600	2%	Increased based on actual expenditures.
10-00-4200-260	ADVERTISING	1,800	1,800	-	0%	
10-00-4200-320	OFFICE EXPENSE	3,000	3,000	-	0%	

10-00-4200-330	OFFICE EQUIPMENT	1,000	1,000	-	0%
10-00-4200-340	BANK SERVICE CHARGES	1,400	1,200	(200)	-14%
10-00-4200-450	CONTRACT SERVICES	19,500	21,000	1,500	8%
10-00-4200-480	INDIRECT COST ALLOCATION	-26,400	-18,500	7,900	-30%
10-00-4200-530	DUES & SUBSCRIPTIONS	3,100	3,300	200	6%
10-00-4200-550	SUPERVISOR'S EXPENSE	500	500	-	0%
10-00-4200-730	CAPITAL OUTLAY	0	0	-	#DIV/0!
TOTALS		282,800	296,000	13,200	5%

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