

# PUBLIC BUILDINGS

**DEPARTMENTAL GOAL**

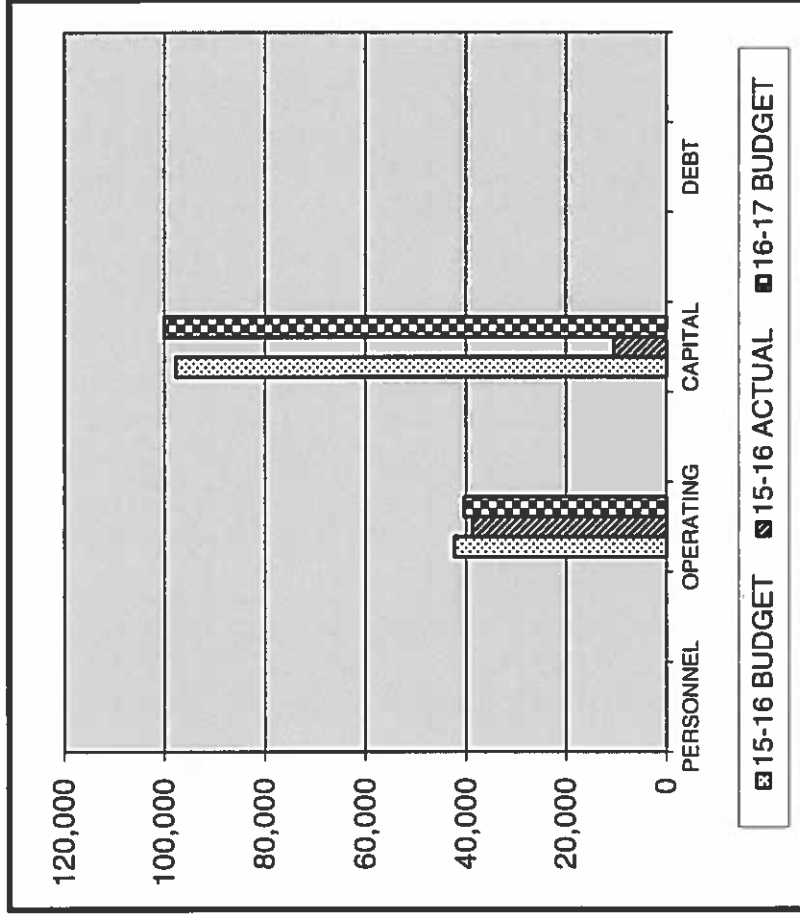
The Public Buildings Department of the Town of Montreat provides and maintains public use facilities at the Town Services Building and provides adequate insurance protection for the Town.

**KEY ACTION ITEMS**

1. Investigate opportunities for a Town Hall.

<b><u>WORKLOAD INDICATORS</u></b>					
<u>Number of Pieces Mailed</u>					
	FY 13-14	FY 14-15	FY 15-16	FY 16-17	
	12,900	12,500	13,000	13,000	
<u>Number of Copies</u>					
	FY 13-14	FY 14-15	FY 15-16	FY 16-17	
	33,410	33,240	53,000	55,000	
<u>Number of Workers Compensation Injuries</u>					
	FY 13-14	FY 14-15	FY 15-16	FY 16-17	
	0	1	0	0	
<u>Number of Workers Compensation Days Away from Work</u>					
	FY 13-14	FY 14-15	FY 15-16	FY 16-17	
	0	0	0	0	
	FY 13-14	FY 14-15	FY 15-16	FY 16-17	
	FY 13-14	FY 14-15	FY 15-16	FY 16-17	

PUBLIC BUILDINGS			
	APPROPRIATION FY 2015-2016	ESTIMATED EXPENDITURES JUNE 30, 2016	REQUEST FY 2016-2017
<b>PERSONNEL:</b>			
Salaries	0	0	0
Benefits	0	0	0
Subtotal	\$0	\$0	\$0
<b>OPERATING EXPENSES</b>			
Maintenance and Repair	7,700	5,400	8,900
Departmental Expenses	31,100	30,500	28,400
Utilities	3,500	2,800	3,000
Professional Services	0	0	0
Subtotal	\$42,300	\$38,700	\$40,300
<b>CAPITAL OUTLAY</b>	97,650	10,500	100,000
<b>DEBT PAYMENT</b>	0	0	0
<b>TOTALS</b>	<b>\$139,950</b>	<b>\$49,200</b>	<b>\$140,300</b>



**PUBLIC BUILDINGS  
DETAIL NOTES**

1. Utilities (\$3,000), insurance (\$37,000) and maintenance and repair to buildings and equipment (\$8,900) for the Town Services building are budgeted in this department.
2. Funding in the amount of \$100,000 for the new Town Hall project is budgeted under Capital Outlay.

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
<b>PERSONNEL SERVICES:</b>								
<b>TOTALS:</b>	<b>PERSONNEL SERVICES</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>OPERATING EXPENSES:</b>								
10-00-5000-130	UTILITIES	2,966	3,500	1,677	2,800	3,000	3,000	
10-00-5000-150	M&R BUILDINGS & GROUNDS	1,934	2,500	901	1,500	2,500	2,500	
10-00-5000-160	M&R EQUIPMENT	5,467	5,200	2,177	3,900	6,400	6,400	
10-00-5000-330	DEPARTMENTAL SUPPLIES	0	200	0	0	200	200	
10-00-5000-480	INDIRECT COST ALLOCATION	-6,852	-5,200	-3,917	-5,200	-8,800	-8,800	
10-00-5000-540	INSURANCE	42,033	36,100	35,640	35,700	37,000	37,000	
<b>TOTALS:</b>	<b>OPERATING EXPENSES</b>	<b>\$45,548</b>	<b>\$42,300</b>	<b>\$36,478</b>	<b>\$38,700</b>	<b>\$40,300</b>	<b>\$40,300</b>	<b>\$0</b>
<b>CAPITAL OUTLAY:</b>								
10-00-5000-730	CAPITAL OUTLAY	146,845	97,650	0	10,500	100,000	100,000	
<b>TOTALS:</b>	<b>CAPITAL OUTLAY</b>	<b>\$146,845</b>	<b>\$97,650</b>	<b>\$0</b>	<b>\$10,500</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$0</b>
<b>DEBT PAYMENT:</b>								
10-00-5000-900	DEBT PAYMENT	0	0	0	0	0	0	0
<b>TOTALS:</b>	<b>DEBT PAYMENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>PUBLIC BUILDINGS DEPARTMENT TOTAL:</b>		<b>\$192,393</b>	<b>\$139,950</b>	<b>\$36,478</b>	<b>\$49,200</b>	<b>\$140,300</b>	<b>\$140,300</b>	<b>\$0</b>

**.130 UTILITIES** \$ 3,000

Progress Energy 1,600  
Heating Expense 1,400

**.150 M&R BUILDINGS AND GROUNDS** \$ 2,500

Terminex 300  
Maintenance Supplies 500  
Equipment and Furnace Repairs 400  
Building Maintenance 1,300  
Parking Lot Maintenance -

**.160 M&R EQUIPMENT** \$ 6,400

Phone System Lease Payments 550  
Phone System Repairs 200  
Postage Meter Lease and Fees 950  
Copier System Lease 3,500  
Copier System Maintenance Agreement -  
Alarm System Monitoring 1,200

**.330 DEPARTMENTAL SUPPLIES** \$ 200

Postage Meter 100  
Miscellaneous 100

**.480 INDIRECT COST ALLOCATION** \$ (8,800)

Indirect Cost Allocation -8,800

**.540 INSURANCE** \$ 37,000

Liability, Property, Auto etc. 21,500  
Bonds 1,000  
Workers Compensation 14,500

**.730 CAPITAL OUTLAY** \$ 100,000

Town Hall 100,000  
Public Works Facility -  
Pavement of Compactor Area -

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 16-17 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-00-5000-130	UTILITIES	3,500	3,000	(500)	-14%	Decreased based on actual expenditures.
10-00-5000-150	M&R BUILDINGS & GROUNDS	2,500	2,500	-	0%	
10-00-5000-160	M&R EQUIPMENT	5,200	6,400	1,200	23%	Increased to reflect addition of alarm system (Unit Cost: \$700 and Monitoring Cost: \$500)
10-00-5000-330	DEPARTMENTAL SUPPLIES	200	200	-	0%	
10-00-5000-480	INDIRECT COST ALLOCATION	-5,200	-8,800	(3,600)	69%	Increased based on indirect cost allocation from water fund.
10-00-5000-540	INSURANCE	36,100	37,000	900	2%	Increased based on slight increase in premiums.
10-00-5000-730	CAPITAL OUTLAY	97,650	100,000	2,350	2%	Increased to reflect change in Capital Improvement Plan.
<b>TOTALS</b>		<b>139,950</b>	<b>140,300</b>	<b>350</b>	<b>0%</b>	