General Fund - Administration

Budget By Line Item / 10-4200-XXXX

0200	**Salaries - Regular**		**$**	**598,479**
	1 City Manager			
	1 Assistant to the City Manager			
	1 City Clerk			
	1 Human Resource Director			
	1 Human Resource Specialist - reclass			
	1 Communications Coordinator			
0210	**Salaries - Regular - Overtime**		**$**	**5,000**
0300	**Salaries-PT**		**$**	**4,622**
0500	**FICA**		**$**	**46,600**
0600	**Group Insurance**		**$**	**102,000**
0700	**LGERS Retirement**		**$**	**92,100**
0710	**401K Supplement**		**$**	**7,804**
0730	**401K Employer Match**		**$**	**22,696**
0925	**Professional Services**		**$**	**81,000**
	Legal	48,000		
	Safety Consultant - Compliance Training	12,000		
	Bond Counsel 50%	10,000		
	Compensation Study - GF share 2/3	6,000		
	Misc	5,000		
1100	**Telephone and Internet**		**$**	**16,400**
	Managed IT and email	9,500		
	Verizon	2,800		
	Cell stipends	2,100		
	ERC	2,000		
1200	**Printing**		**$**	**1,000**
1300	**Utilities**		**$**	**8,500**
	Duke	6,000		
	Natural Gas	2,500		
1400	**Travel and Training**		**$**	**14,500**
	Human Resources	5,500		
	Admin	5,500		
	Misc	3,500		
1410	**Auto Allowance**		**$**	**6,000**
	City Manager	6,000		

General Fund - Administration

Budget By Line Item / 10-4200-XXXX

1600	**M & R Equipment**		**$ 1,500**
	Misc	1,500	
1700	**M & R Vehicles**		**$ 500**
	Misc	500	
2600	**Advertising**		**$ 51,000**
	Transylvania Times	45,000	
	Indeed	6,000	
3100	**Unleaded & Diesel**		**$ 800**
3300	**Office Supplies & Materials**		**$ 11,500**
4500	**Contracted Services**		**$ 72,600**
	Civic Plus - Website	15,000	
	Applicant tracking - Govt Jobs	12,500	
	NeoGov Appraisal module	-	
	Civic Plus - Agenda	10,500	
	Time and Attendance System	6,500	
	Civic Plus- Mass Notification	6,500	
	Civic Plus - Archiving of Social Media	5,000	
	Misc	5,000	
	Laserfiche	4,000	
	Copier lease and maint	3,600	
	Civic Plus - Website Accessibility	2,500	
	Shredding	1,500	
5300	**Dues & Subscriptions**		**$ 6,200**
	UNC School of Government	1,200	
	ICMA	1,200	
	Newspaper	600	
	Misc	3,200	
5400	**Insurance - Workers Comp and Liability**		**$ 8,000**
	Liability	5,000	
	Workers Comp	3,000	
5410	**Unemployment Insurance**		**$ 5,000**
5411	**Pre-Employment Physical & Drug Screen**		**$ 3,500**
5425	**Employee Training Programs**		**$ 5,000**
5500	**Safety OSHA ADA**		**$ 2,500**
5700	**Employee Recognition**		**$ 8,000**
	Christmas, Employee picnic		
7400	**Capital Outlay**		**$ 10,000**
	Audio visual upgrade Council	10,000	
TOTAL			**$ 1,192,800**