APPROVED
FY 2016
BUDGET

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City Council's Transmittal Letter
May 11, 2015

We are pleased to present the approved budget for the City of Seat Pleasant for Fiscal Year 2016 .The budget plots the course of the City for the coming year. After the inception of the new fiscal year on July 1, 2015, Seat Pleasant will be celebrating its 84th Anniversary on May 16, 2015. Given, the challenging economic times we are in, this approved budget takes great pains to provide our City residents with the services they expect and deserve from a, "City of Excellence". For us, the budget is intended to serve as a guide for our City operations for the next fiscal year, in accordance to the priorities that we have identified for the organization. While our budget is lean, it is not all gloom and doom, as we have been able to make strategic increases in areas that will help the City move forward, while watching the overall growth in our budget.

Given the problems we are facing in our current national recession, it has had a severe impact on our City budget. Property Tax revenues, which compose the largest part of our current budget at 32%, generate approximately 16.4 % less than in Fiscal Year 2012. In order for us to spend within our means we had to make reductions in our operations in order to balance the current budget. Despite the reductions in Fiscal Year 2013, there is no increase in the City's tax rate for the 2016 budget. Additionally, the Approved Fiscal Year 2016 budget aims to address the following strategic priorities agreed upon by the Council:

Key Strategic Priorities

1. Manage City resources in an open, transparent and fiscally sound manner.
2. Enhance our public safety to reduce crime and improve the perception of the community.
3. Improve educational outcomes by partnering with local schools.
4. Increase focus on economic development to attract and retain quality businesses and community organizations.
5. Remain a sustainable *City of Excellence* and promote Seat Pleasant as a safe and green community.
6. Strengthen and improve community programs that will educate our residents.

The Fiscal Year 2016 expenditure budget is $3,519,834 a increase of $302,778 compared to Fiscal Year 2015 of $3,217,056. This represents a 9.4% increase in the City's General Fund Budget. Listed below is a budget breakdown by activities that shows it's percentage of the Fiscal Year 2016 Approved budget.

Activity	FY 2016 Amount	FY 2015 Amount	Percentage Increase/ (Decrease)
City Council	145,608	144,240	1.0%
City Clerk	77,028	77,007	0.0%
Mayor	28,148	28,077	0.0%
City Administration	845,127	590,057	43.2%
Economic Development	35,000	90,000	(157%)
Finance	224,888	241,183	(6.9%)
Public Safety	1,038,162	1,027,128	1.0%
Public Works	875,198	767,425	14.0%
Community Development	118,000	118,000	0.0%
Greendale Center			
Community Services	132,675	133,939	(.09%)
Total	3,519,834	3,217,056	9.4%

It should be noted that the total cost of the following departments: Police, Public Works, and Community Services includes the funds reflected here and in their respective sections highlighted in the Capital Improvement & Outlay and Camera Sections on pages 43 – 46.

Revenue Summary

Real Property Taxes have traditionally been the City's largest revenue source. As you know, two years ago the City of Seat Pleasant has had all of our property values reassessed by the Maryland State Department of Assessments and Taxation. Next year we have estimated our Property Tax Revenues at $1,303,379. Personal Property Taxes the city's next largest revenue source is expected to generate $1,084,898.

Personal Property Taxes are the taxes paid by businesses on the property and inventory they own in the City. The Personal Property Taxes almost generate the amount we receive from Real Property Taxes. This is a significant development for the City and our residents, because this was the Mayor and City Council's intent when we set our Personal Property Tax rate, at its current rate of $11.00 per $100 of assessed value of inventory, equipment, and the Real Property Tax Rate at its current rate of .58¢ per $100 of assessed value. We wanted our business community to contribute to the City's coffers, as well, which will help reduce the City's reliance on Real Property Tax revenues.

In the 2016 Approved Budget the city will be utilizing another source of revenue and that is funds from our Speed Camera Program. This program will allow us to experience a significant reduction in speeding in our City and at the same time generate revenue that can only be used for city wide public safety improvements. Hence a Speed Camera section appears to the Fiscal Year 2016 Approved Budget.

As always, we have asked our staff to continue to focus on researching and applying for grant funds that will further help the City work toward achieving our strategic goals. I am confident that with the diligence of our staff we will see in increase in grant funds in future years. The Fiscal Year 2016 budget has approximately $522,507 budgeted in grant funds.

Expenditure Summary

During Fiscal Year 2013 budget development process all City departments and operations, were asked to reduce their budgets by 10%. After reviewing the expenditure reductions, the City was able to achieve a total reduction of $326,615. With these identified savings, we made sure that our expenses were in line with our revenues and that we funded those items that were priorities for the City operations. In addition to these operational reductions, the Fiscal Year 2014 budget resulted in the establishment of a central stores process for the ordering of supplies. It was intended to provide supplies and materials required and used in the operation of the city on a daily and more effective basis. In the continuation of this effort all paper, office maintenance contract and telephones in the Fiscal Year 2015 Approved Budget was consolidated in the City Administrator's Budget. All gasoline vehicle and equipment maintenance was transferred to the Public Work Department to be handle by the Transportation Officer. The underlying rational for these initiatives was to isolate in one location in the budget the total cost of these items. In Fiscal Year 2016, the health insurance has been consolidated in the City Administration budget.

As was point out earlier, also reflected in the document is a Capital Improvement and Capital Outlay Section to be funded with Prior Year Speed Camera Funds and a Bank Loan and or lease agreement and general fund revenues. This initiative has enabled us to develop a better financial framework for funding long term capital projects with long term funding sources such as leasing or a loan. In the case of speed camera funds this initiative has enabled us to fund onetime non recurring expenditures with onetime non recurring revenues.

The City has been fortunate, that we have not had to furlough or layoff employees due to budget problems. The approved budget continues that tradition.

Expenditures for personnel related items include the following:

1) A 1% cost of living increase for all city employees.

2) One new position is approved in the Public Work Department.

3) Additional vehicles and equipment are proposed in the Public Works Department.

4) A position has been eliminated in the Finance Department.

5) The Police Officer positions excluding the Chief of Police have been increased by $2,000 per officer.

Additionally, employee training is important for our employees and this budget includes $10,000 for employee development. The City Administrator will continue to develop a schedule of training that will impact all City employees from Customer Service to Time Management and Business Writing. However, the department will be focusing on training to develop its employee skill set in his/her respective areas. Again let me reiterate there are again a Capital Improvement and Outlay Plan Section and A Speed Camera Section in the Proposed Fiscal 2016 Budget. This is being done to provide technological enhancements in departments and to allocate speed camera fund more efficiently. The approved budget continues to fund Special Projects in the Police Department to combat citywide issues that arise. One such city wide issue is border patrolling along Eastern Avenue corridor to combat crime along adjoining jurisdictions.

Conclusion

As you know, the budget process is an annual process which includes participation by our department heads and staff. The City Council would especially like to thank the City Administrator and staff for their commitment to the process, due to unusually tough conditions in this upcoming budget year. We have tried to balance cost of the delivering services by reducing expenditures in our operations and indentifying new revenue sources. These efforts that help us achieve a balanced budget, address our strategic priorities and protect the long-term health and wealth of the City of Seat Pleasant.

MAYOR AND CITY COUNCIL

Line Item Format

APPROVED
FY 2016 REVENUES

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2016 REVENUES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 7 MONTHS ACTUAL	FY 2015 APPROVED BUDGET	FY 2015 9 MONTHS ACTUAL	FY 2016 APPROVED BUDGET
	TAXES				
4000-00	Real Property Taxes	1,269,153	1,261,857	1,357,238	1,303,379
4001-00	Personal Property Taxes	1,019,259	1,084,898	1,090,354	1,084,898
4000-50	Penalties & Interest		10,4		10,4
4000-10	Tax Credit–Excess Credit (A)	-4,200	-4,		-4,
4003-00	Admission & Amusement				
4010-00	Highway – Shared User	47,8	23,9	53,6	23,461
4015-00	Police – State Aid	30,9	30,0	50,6	30,0
4005-00	Income Taxes	82,3	155,46	141,39	155,46
	Subtotals	**2,446,897**	**2,562,958**	**2,699,320**	**2,603,958**
	LICENSES & PERMITS				
4323-00	Liquor Licenses				
4321-00	Business Licenses		46,6	45,8	45,8
4322-00	Single Family Rentals Licenses				
4313-00	Building Permits				
	Subtotals		**48,3**	**48,0**	**48,3**
4310-00	Comm. Dev. Block Grant		118,00		118,00
4220-00	County Business Licenses				
4110-00	County Bank Stock Tax				
4105-00	County Disposal Fee		14,9	11,2	14,9
4381-00	MD Smart Energy Grant		35,0		95,0
4364-00	GOCC Grant		40,000		40,000
4367-00	Bus Shelter Grant				
4366-00	COPS Grant		37,0		
4373-00	Community Legacy [E]		100,00		100,00
4401-00	Open Space [E]		80,0		150,00
	Subtotals		**429,507**	**11,8**	**522,50**

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2016 REVENUES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 7 MONTHS ACTUAL	FY 2015 APPROVED BUDGET	FY 2015 9 MONTHS ACTUAL	FY 2016 APPROVED BUDGET
4601-00	Copier/Fax and Misc Income			10,9	
4603-00	Sale of Maps & Publications				
	Subtotals			**10,9**	
4501-00	**SPECIAL TRASH PICKUP**				
	Subtotal				
	CABLE TV				
4333-00	Comcast Fees	11,5	13,2	13,9	13,2
4334-00	Verizon Fees	13,581	15,5	16,9	15,5
	Subtotal	**25,1**	**28,8**	**30,8**	**28,8**
	FINES AND FOREITURES				
4701-00	Parking Citations				
4702-00	Housing Codes		15,0		15,0
4703-00	Seizure Funds	38,3			
4704-00	Speed Cameras	131,53		95,4	100,00
	Subtotals	**175,08**	**20,5**	**107,07**	**120,500**
	REVENUES FROM INTEREST INCOME				
4800-00	Interest (B)		10,000	218	10,0
	Subtotals		**,000**		**10,0**
	RENTAL CONCESSION				
4801-00	Rental from Parcel 51				
4802-00	Rental from Church				18,0
4805-00	Rental from Barbershop		14,4		14,400
	Subtotals		**28,3**	**16,1**	**32,4**

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2016 REVENUES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 7 MONTHS ACTUAL	FY 2015 APPROVED BUDGET	FY 2015 9 MONTHS ACTUAL	FY 2015 APPROVED BUDGET
	OTHER REVENUES				
4655-00	Vending Machines				700
	Subtotals				**700**
	SALE OF LAND AND EQUIPMENT				
4625-00	Sale of General Fund Equipment				
4426-00	Sale of Seizure Fund Equipment				
	Total Revenues	**2,659,831**	**3,130,197**	**2,924,513**	**3,369,205**
	Total Expenditures	**1,759,671**	**3,217,056**	**2,141,028**	**3,519,834**
	Other Financing Sources				
4900-00	Proceeds From Bond				
4902-00	Refuse Fund Payback (C)	38,8	46,1	38,8	51,7
4903-00	Allocation from Fund Bal.(D)				
4904-00	Other Financing Source	58,3	40,7	58,3	99,8
	Total Revenues & Other Financing Sources	**2,756,980**	**3,217,056**	**3,021,662**	**3,519,834**

FOOTNOTES

A) TAX REDUCTION GIVEN TO HOMEOWNERS ON THEIR ASSESSMENTS WHEN IT EXCEEDS 15% OF PRIOR YEAR.
B) INTEREST ON INVESTMENTS

C) MONIES OWNED TO THE GENERAL FUNDS FROM THE REFUSE FUNDS
D) FUNDS ALLOCATED FROM FUND BALANCE
E) GRANT THAT CITY IS APPLYING FOR FUNDING

APPROVED
FY 2016 EXPENDITURES

Elected Officials And City Clerk

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2016 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 7 MONTHS ACTUAL	FY 2015 APPROVED BUDGET	FY 2015 9 MONTHS ACTUAL	FY 2016 APPROVED BUDGET
	ELECTED OFFICIALS CITY COUNCIL				
1-5100	Salary	20,667	33,456	24,771	34,125
1-5000	Cost of Living		669		342
1-5105	FICA	1,894			2,637
1-5110	Workmen's Compensation				
1-5227	Professional Development		57,8	49,5	57,8
1-5250	Association Dues				
1-5254	Collaboration or Partnership				
1-5355	Insurance Public Officials	13,9	13,9	13,9	13,9
1-5450	Supplies				
1-5000	Service Expense		25,200	21,0	25,200
1-5600	Telephone				
1-5601	Constituent Services		2,1		
1-5602	Strategic Planning				
Total		**55,1**	**144,24**	**116,65**	**145,60**

ACCOMPLISHMENTS FOR FISCAL YEAR 2014

- Enacted legislation to demolish blight homes in the City of Seat Pleasant.
- Approved funding for the relocation of the Police Department.
- Approved funding for the demolition of the Feggan Center to eliminate a costly and unsightly structure.
- Approved funding for the acquisition of two properties located in the Martin Luther King Corridor.
- Conducting a series of meeting with the State Highway Department officials to obtain 2.4 millions in landscaping improvements on Martin Luther King Highway.
- Hosted a mock City Council meeting with students of Seat Pleasant Elementary School.
- Hosted a meeting with Prince Georges County Municipal Association to exchange ideas and solutions with other municipal officials in Prince Georges County.
- Worked with Maryland –National Parks Planning to host an event kicking off the release of the Kelvin Durant tennis shoe and to brand the city of Seat Pleasant as the boyhood home of National Basketball Association Most Valuable Player.

GOALS AND OBJECTIVES FOR FISCAL YEAR 2015

- To formulate policies and ordinances to guide the orderly administration of the city.
- To determine the optimal use of tax dollars and other funding sources to meet citizen need for the delivery of public services.
- To conduct public hearings to provide citizens with opportunities to voice their opinions.
- To participate in conferences, forums and meeting with municipal, county, state and federal official to obtain funding for city services.
- To conduct ward meetings and forums to keeps constituency inform of city issues and activities.
- To respond to citizens demand for services and information.
- To obtain funds for new government center building.

SALARY

This line item represents funds allocated for the salaries of the City Council members.

COST OF LIVING

This line item represents funds allocated for a 1% cost of living increase for the current staff.

SERVICE EXPENSE

This line item represents funds allocated for the reimbursement of expenses incurred in carrying out official duties.

PROFESSIONAL DEVELOPMENT

Training and professional development is a strategic focus for the City. This line item represents funds allocated for the Council members to attend conferences such as the Maryland Municipal League and National League of Cities conferences plus per diem, lodging, and travel related to these conferences and mileage reimbursement in excess of 50 miles when vehicles are used. Each councilmember is limited to $8,260, Funds in this line item would be used to provide training for Council members in the following areas: 1) Legislative Policy Development, 2) Constituent Services, 3) Workplace Safety, 4) Strategic Planning and 5) Public Accountability.

ASSOCIATION DUES

This line item represents funds allocated to pay municipal and other association dues.

INSURANCE - PUBLIC OFFICALS

This line item represents funds allocated for the protection of the City Council members in case of any litigation.

COLLABORATION OR PARTNERSHIP

These funds are budgeted for the annual Tri-City meeting with Seat Pleasant, Capitol Heights and Fairmount Heights.

TELEPHONES
This line item represents funds allocated for cellular communication equipment and monthly service. This line item has been transferred to City Administrator Budget.

CONSTITUENT SERVICES
This line item reflects funds allocated for activities in the city's wards and supplies for public meeting .

SUPPLIES
This line item represents funds allocated to provide for the procurement of supplies incidental to the operation of the department.

STRATEGIC PLANNING
In Fiscal Year 2014, the City Council began a Strategic Planning Process. Hence these funds anticipate that the Council will conduct additional follow-up to develop a full strategic plan that will become a part of our organization and serve as a guide for the long term development of the City.

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2016 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 7 MONTHS ACTUAL	FY 2015 APPROVED BUDGET	FY 2015 9 MONTHS ACTUAL	FY 2016 APPROVED BUDGET
	CITY CLERK				
2-5100	Salary	26,852	47,808	39,231	51,155
2-5000	Cost of Living				512
2-5001	Salary Upgrade				
2-5003	Employee Appreciation				
2-5105	FICA				
2-5110	Workmen's Compensation	25			
2-5112	Maryland Unemployment				
2-5114	Health Insurance				
2-5130	Election Expense				
2-5250	Association Dues				
2-5251	Legal Notices		12,0		14,4
2-5277	Public Meeting Supplies				
2-5450	Supplies				
2-5600	Training and Staff Development				05,5
Total		**36,458**	**77,0**	**56,4**	**77,0**

SIGNIFICANT ACCOMPLISHMENTS FOR FISCAL YEAR 2014

Recording of Council Meetings

1. City Council Strategic Work Shop held in May 2013 requested City Council meetings to be recorded. The recordings began December 2011.

2. Maintain recorded meetings in written, audio and electronic format.

Records Management

1. Location of City Records from 1970's

City Code Update

1. Consult with City Attorney on city code issues;
2. Met with General Code Publishers representatives regarding codifications services;
3. Compile City resolutions and ordinances from 2009 to present.

GOALS AND MANAGEMENT OBJECTIVES FOR FISCAL YEAR 2015

GOAL 1: To facilitate timely access to public records and information.

OBJECTIVE 1: Facilitate maintenance and retrieval of city records within a centralized imaging system.

OBJECTIVE 2: Provide public information as required by law.

GOAL 2: Update City Code and Charter if Council makes any amendments.

OBJECTIVE 1: To submit the proposal request of City Charter and City Code to General Code for pricing on updates for Adopted City Charter and City Coode Amendments.

GOAL 3: To achieve MMC Designation by continuing education requirements.

OBJECTIVE 1: To attend IIMC, Region II Conferences for mandatory Parliamentary training to obtain required credits for certification.

GOAL 4: To seek training on additional features that the City Websites offer.

OBJECTIVE 1: To schedule training on Agenda Center currently offered on the City Website to provide savings to the City on selecting a vendor to provide the Agenda Management services.

GOAL 5: To seek electronic Records Management Program and update of approved Records Retention Schedule.

OBJECTIVE 1: To seek a records management program that may provide assistant in an electronic format for each department list of retention and disposal schedule in accordance to the approved schedule.

OBJECTIVE 2: To seek an update on approved Records Retention Schedule to include e-mail and electronic documents in accordance to training class held on Wednesday, January 15, 2014.

SALARY
This line item represents funds allocated for the salary of the following:
City Clerk $51,155

COST OF LIVING
A 1% cost of living will be granted.

CAPITAL OUTLAY
All capital outlay and improvement items are reflected in the Capital Improvement and Outlay Section of the City's Budget.

ASSOCIATION DUES
This line item represents funds allocated to pay association dues.

NOTICES
This line item represents funds allocated to insure sufficient public notice and to meet legal requirements for City ordinances and resolutions, charter amendments, special meetings and hearings, and elections.

MEETINGS
This line item has been incorporated into to the office supplies line item in the City Administrator's Budget.

SUPPLIES
This represents funds allocated to provide for the procurement of supplies incidental to the operation of this department.

ELECTION EXPENSE
This line item represents funds allocated for the City's election. Funds are requested in the Fiscal 2016 Proposal Budget to purge the voter registration list.

TRAINING AND STAFF DEVELOPMENT
This line item also represents funds allocated for the City Clerk to attend the International Institute of Municipal Clerks, Municipal Clerks Association, Maryland Municipal League, and other professional conferences, training and local travel.

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2016 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 7 MONTHS ACTUAL	FY 2015 APPROVED BUDGET	FY 2015 9 MONTHS ACTUAL	FY 2016 APPROVED BUDGET
	ELECTED OFFICIALS MAYOR				
3-5100	Salary	3,976	7,514	4,570	7,664
3-5000	Cost of Living				
3-5105	FICA				
3-5110	Workmen's Compensation				
3-5500	Service Expense				
3-5227	Professional Development	1,720			
3-5250	Association Dues				
3-5253	Promotional Activities				
3-5355	Insurance Public Officials				
3-5450	Office Supplies				
3-6017	Contractual Services*				
Total		**10,321**	**28,0**	**19,8**	**28,1**

SALARY
This line item represents funds allocated for the following.

COST OF LIVING
This line item represents funds allocated for a 1% cost of living increase.

SERVICE EXPENSE
This line item represents funds allocated for the reimbursement of expense incurred in carrying out of official duties.

PROFESSIONAL DEVELOPMENT
Training and professional development is a strategic focus for the City. This line item represents funds allocated for the Mayor to attend the Maryland Municipal League, National League of Cities Conferences, Maryland Mayors and Black Mayor's Conference and per diem, lodging, travel related to these conferences and mileage reimbursement in excess of 50 miles when a vehicle is used, funds in this line item would be used to provide professional development in the following areas: 1) Executive Leadership, 2) Constituency Services, 3) Strategic Planning and 4) Economic Development.

PROMOTTIONAL ACTIVITIES EXPENSE

This line item represents funds allocated to promote the City of Excellence. All the events will advertise as city event promoted and planned by both the Mayor and the City Council. Highlighted on the previous page under significant budget changes are approved activities under this line item.

INSURANCE - PUBLIC OFFICALS

This line item represents funds allocated for the protection of the Mayor in case of any litigation.

OFFICE SUPPLIES

This line item represents funds allocated to provide for the procurement of supplies incidental to the Mayors Office.

City Administration

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2015 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2014 7 MONTHS ACTUAL	FY 2015 APPROVED BUDGET	FY 2015 9 MONTHS ACTUAL	FY 2016 APPROVED BUDGET
	CITY ADMINISTRATOR ADMINISTRATION				
4-5100	Salaries	112,595	197,164	171,837	157,090
4-5000	Cost of Living				1,571
4-5001	Salary Upgrade				
4-5003	Employee Appreciation				
4-5125	Retirement Funds		10,0		20,000
4-5105	FICA	9,064	15,9	10,8	12,1
4-5110	Workmen's Compensation		3,155	2,	3,155
4-5112	Maryland Unemployment	19			
4-5114	Health Insurance	1,680			113,55
4-5250	Association Dues				
4-5349	Ethics Board				
4-5350	Insurance	25,971	25,9	22,2	25,976
4-5400	Copier Contract *	14,2	53,6	24,5	43,6
4-5453	Paper				
4-5450	Supplies			10,2	10,0
4-5475	Postage	1,645			
4-5500	Telephones		34,7	30,8	50,000
4-5501	Local Travel				
4-5600	Training and Staff Development		10,0		10,0
4-561	Recruitment and In Serv. Drug Prg.				
4-5602	Strategic Planning				
4-5604	Legislative Breakfast				
4-5605	Special Occasions				
4-5675	Utilities	3,974	19,0	12,5	19,0
4-5975	Capital Improvements***				
4-5979	Contingency Fund*		63,2	11,3	176,20
4-6010	Legal Fees	91,1	40,000	15,4	40,000
4-6019	IT Support	12,5	40,000	31,1	40,000
4-6017	Contractual Services	28,6	30,000	20,8	65,000
4-6232	Special Events				
4-5603	Council of Government		5,000		5,000
4-5253	Promotional Activities				10,000
4-6018	Cleaning Contract				18,000
4-5251	MML Membership Dues				4,000
Total		**312,97**	**590,05**	**385,07**	**845,12**

*Budget amount was amended per Council ordinance.
***This line item has been transferred to the Capital Improvement and Outlay section on pages 46-48.

ACCOMPLISHMENTS OR CHANGES FOR FISCAL YEAR 2014

- Held the 4th Annual Legislative Breakfast
- Coordination of strategic plan for the city
- Updated the City's Personnel Rules and Regulations Manual
- Implemented an Employee Training schedule
- Completed the City's Community Legacy Grant Project- Acquisition of the property 5818-5820 Martin Luther King Highway
- Received Sustainable Communities Designation for Seat Pleasant from the State of Maryland

PERFORMANCE MEASURES						
#	Performance Measures	FY 12 Actual	FY 12 Estimated	FY 13 Actual	FY 13 Estimated	FY 14 Estimated
1	Number of Staff Meeting	52	52	52	52	52
2	Staff Personnel Turnover Ratio	.07 %	.13%	.07%	.13%	.05%
3	Number of general in-house training session provided for staff	0	1	1	4	4

SALARIES

This line item represents funds allocated for the salaries paid to 4 fulltime employee:

City Administrator	85,600
Executive Assistant	40,581
Receptionist	30,909

COST OF LIVING

This line item represents funds allocated for a 1% cost of living increase for the Administration department.

INSURANCE AND LEGAL SERVICES

This line item represents funds allocated for general liability insurance and legal services.

COPIER MACHINES

This line item represents funds allocated for maintenance contracts on office equipment such as computers, copiers and fax machines. Additionally, all departmental copier cost in included in this amount.

LEGAL SERVICE FEE

This line item represents funds allocated for legal advice on City matters.

IT SUPPORT

This line item represents funds allocated for contractual information technology services.

TELEPHONES

This line item represents funds allocated for telephone usage (cell phone & landlines) for the City staff and elected officials.

SUPPLIES
This line item represents funds allocated to provide for the procurement of office supplies such as files folders, pens, staples and similar incidentals to the to the City Administration department.

LOCAL TRAVEL
This line item represents funds allocated for mileage and for minor miscellaneous expenses incurred by Administrative staff on City business.

PAPER
This line item represents funds allocated to purchase paper. This item has been separated from office supplies.

UTILITIES
This line item represents funds allocated for utility usage for the City Hall building.

CAPITAL IMPROVEMENTS
All capital outlay and improvement items are reflected in the Capital Improvement and Outlay Section of the City's Budget.

CONTRACTUAL SERVICES
THIS LINE ITEM REPRESENTS FUNDS OF $65,000 (A) $15,000 FOR A HUMAN RESOURCE OFFICER .THE HUMAN RESOURCE OFFICER WILL BE ON A NEED BASIS UNDER A CONTRACTUAL ARRANGEMENT WITH THE TASKS AND RESPONSIBITIES DEVELOPED BY THE CITY ADMINISTRATOR. (B) $50,000 WILL BE USED FOR A GRANTS/PROJECT MANAGER WHO WILL OVERSEE ALL GRANT ACTIVITY IN ADDITON TO OBTAINING GRANT FUNDING INTENDED TO DEFRAY OR MININIZE DEVELOPMENT COST OF CITY PROPERTIES.

BOARD OF ETHICS
This line item represents funds allocated for the Board of Ethics.The President of the Board of Ethics will be required to appear annual before the City Council. This amount has been transferred to the City Administrator contingency line item.

RETIREMENT FUNDS
The City is striving toward providing employees with a benefits package that will enhance retention of employees. If the City is to join a retirement system, such as the State of Maryland's Pension System or make significant changes to our existing voluntary supplemental retirement plan, it will require an upfront payment based upon the years of service of our employees and whether or not we will purchase credits toward them being able to receive a pension through the State Retirement and Pension System. The city administrator will explore which offer is financially viable.

TRAINING AND STAFF DEVELOPMENT

Staff training and development is strategic focus for the City. Funds in this line item would be used to provide training for employees that will help improve the following areas: 1) Customer Service, 2) Supervisory Skills, 3) Workplace Safety, 3) Business Writing, 4) Time Management and 5) Software Training. These training modules will be provided by outside agencies, such as LGIT, local community colleges or the Training Source, Inc. This line item also represents funds allocated for the Administrative staff to attend one annual professional association conference and professional development and training.

ASSOCIATION DUES

This line item represents funds allocated for membership in the International City Manager Association and American Society for Public Administration.

RECRUITMENT AND IN SERVICE DRUG TESTING PROGRAM

This line item represents funds used for random employee and recruitment drug testing.

CONTINGENCY FUND

This line item represents funds for unanticipated and unforeseen events. No funds from this line item will be expended unless it was approved by the City Council. $5,920 was allocated to the contingency fund in the City Administration budget for unexpected emergencies for elected officials conducting official business for the City.

PROMOTIONAL ACTIVITIES

This line item is used to enhance the recognition of the City's name through printed materials, visual aids and events. The following items are promotional item expenditures:

- MML Display and Display Banners for Other Functions/Events
- MML favors (pens, pads, cups, lunch bags, etc)
- Resident Booklet
- Information Cards and city website(Cards that are mailed to residents letting them know of our events, meetings, etc) For example the budget flyer everyone received
- Lapel Pins/Banners
- City Logo Printed Tablecloths

CONTRACT

This line item represents funds allocated for the contracting out of janitorial services. In the Public Works Department, a position was eliminated to save funds in the area.

COUNCIL OF GOVERNMENTS

This line item represents funds allocated for a city wide membership to join the Washington Metropolitan Regional Council of Government. The Washington Metropolitan Regional Council of Governments addresses planning, economic and community development, purchasing, transportation and other critical services on a regional level. No funds will be spent from this line item unless approved by the City Council.

Economic & Community Development

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2016 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 7 MONTHS ACTUAL	FY 2015 APPROVED BUDGET	FY 2015 9 MONTHS ACTUAL	FY 2016 APPROVED BUDGET
	ECONOMIC AND COMMUNITY DEVELOPMENT				
6-5100	Salary				
6-5000	Cost of Living				
6-5105	FICA				
6-5110	Workmen's Compensation				
6-5112	Maryland Unemployment				
6-5253	Promotional Activities				
6-5450	Supplies				
6-5600	Training				
6-6017	Contractual Services *		90,0		35,0
Total			**90,0**		**35,0**

CONTRACTUAL SERVICES

The City will hire on a contractual arrangement an Economic Development Coordinator and a Financial Advisor.

PERFORMANCE MEASURES						
#	Performance Measures	FY 14 Actual	FY 14 Estimated	FY 15 Actual	FY 15 Estimated	FY 16 Estimated
1	Number of new business locating in the city.	3	5	2	5	5
2	Number of Building Permit issued	13	15	9	17	10

Finance

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2016 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 7 MONTHS ACTUAL	FY 2015 APPROVED BUDGET	FY 2015 9 MONTHS ACTUAL	FY 2016 APPROVED BUDGET
	FINANCE DEPARTMENT				
5-5100	Salary	104,252	195,272	147,877	174,072
5-5000	Cost of Living		4,283		1,741
5-5001	Salary Upgrades		3,713		
5-5003	Employee Appreciation Bonus				
5-5105	FICA		15,5	11,8	13,4
5-5110	Workmen's Compensation				
5-5112	Maryland Unemployment	75	94	-27	94
5-5114	Health Insurance				
5-5125	Retirement				
5-5250	Association Dues				
5-5600	Training Staff Development				
5-5975	Capital Improvements *				
5-6010	Auditing Services				
5-6011	Special Internal Audit				
5-6017	Consultant - Contractual Serv.				15,0
Total		**127,96**	**241,18**	**176,36**	**224,88**

Mission Statement:
The mission statement of the Finance Department is to provide technical and support services to improve the soundness and stability of the City's financial practices and resources and to foster a financial climate conductive to the obtainment of additional resources for future financing of programs and services.

<u>Goals and Objectives for fiscal year 2015 -2016</u>

A) Coordinate the annual budget process, fiscal year end audit and mid-year budget review presentation.
B) Conduct an eight month budget review in April 2016. This financial management information will be submitted to each department as compiled by the City Administrator and the City Treasurer and presented to the City Council in May 2015.
C) Assist in the annual budget process which will began in December 1, 2015. The budget process will conclude with the City Council adoption of the Budget in May 18, 2016.
D) Input of all the city's streets and roads into the city's fixed asset system for fiscal year ending June 30, 2015.

E) Convert all financial systems and records into the new expanded version of Peachtree. Testing of the system and running of parallel operations will be completed by December 31, 2015.
F) Increase the amount of city derived revenues from $3,200,000 to $3,400,000 by December 31, 2015.
G) Increase the amount of Federal revenues from $500,000 to $600,000 by May 31, 2016.
H) Set up blanket purchase order system for all the vehicle fuel and part by November 30, 2015
I) Install the remaining portions of the recently adopted payroll system by December.
J) Update the financial management procedures manual by June 30, 2016.
K) Prepare a five-year forecast of the city expenditures and revenues by January 31, 2016.
L) Develop a Financial Monitoring and Control for the City by June 30, 2016.

SIGNICANT ACCOMPLISHMENTS FOR FISCAL YEAR 2015

- Developed a Speed Camera Accountability Report
- Conducted Police Overtime Analysis
- Obtained a Unqualified Audit Opinion in 2013
- Automated Utility Bill Payments
- Provide Department with bi-weekly financial statements
- Generated Cash Disbursement Checks in house at a cost savings to the City

PERFORMANCE MEASURES						
#	Performance Measures	FY 14 Actual	FY 14 Estimated	FY 15 Actual	FY 15 Estimated	FY 16 Estimated
1	Percentages of Invoices Process Electronically	10%	15%	20%	25%	35%
2	Percentage of Approved Purchase Orders Issued by Due Date	92%	90%	96%	95%	97%
3	Percentage of City Revenues Collected Electronically	40%	41%	47%	55%	55%

SALARIES

This line item represents funds allocated for the salaries paid to 3 full time employees. The positions of Accounting Manager and Accounting Clerk have been consolidated into a new position called the Payroll Manger.

City Treasurer	67,309
Assistant Treasurer	56,763
Payroll Manager	50,000

COST OF LIVING

This line item represents funds allocated for a 1% cost of living increase for the current staff.

ASSOCIATION DUES

This line item represents funds allocated for the Governmental Financial Officers Association.

TRAINING AND STAFF DEVELOPMENT

This line item also represents funds allocated for the staff to enhance their skills in the following areas:
1) Budget preparation and management 2) Peach Tree Accounting 3)Payroll Management 4)Business Writing 5)Fixed Asset Management 6)Fiscal Forecasting 7)Treasury Management

CAPITAL IMPROVEMENTS
All capital outlay and improvement items are reflected in the Capital Improvement and Outlay Section of the City's Budget.

AUDITING SERVICES
This line item represents funds allocated to cover the City's annual audit.

CONSULTANT – CONTRACTUAL SERVICES
This line item represents funds allocated on an as needed basis to provide technological and in-house training enhancement to the financial accounting system.

Public Safety

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2016 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 7 MONTHS ACTUAL	FY 2015 APPROVED BUDGET	FY 2015 9 MONTHS ACTUAL	FY 2016 APPROVED BUDGET
	POLICE DEPARTMENT				
7-5100	Salaries	379,145	655,741	346,150	672,506
7-5000	Cost of Living		19,672		6,725
7-5001	Salary Upgrades				26,000
7-5101	Regular Overtime	13,0	20,0	14,6	20,0
7-5101s	Special Project Overtime		16,9	18,7	16,9
7-5002	Stipends For Reserve Officers		1,000		1,000
7-5003	Employee Appreciation				
7-5105	FICA	44,1	54,4	30,4	57,4
7-5110	Workmen's Compensation	35,6	29,8	47,9	29,8
7-5112	Maryland Unemployment	-4,5			
7-5114	Group Health Insurance	25,1	55,6	26,3	
7-5175	Vehicle Maintenance*	18,1			
7-5176	Vehicle Accidents	2,863	3,500	196	3,500
7-5225	Conventions and Conferences				
7-5232	Neighborhood Watch				
7-5250	Association Dues				
7-5300	Field Supplies				10,0
7-5325	Gasoline**	27,6			
7-5400	Maintenance Contracts *				
7-5450	Office Supplies				
7-5451	Insurance Auto	11,9	25,5	19,8	25,5
7-5452	Utilities for Surveillance Cameras				
7-5475	Postage				
7-5550	Telephones******	14,3			
7-5600	Training		10,4		10,4
7-5650	Uniforms		12,0		19,0
7-5950	Capital Outlay Equipment **	49,070			
7-5975	Capital Improvements ***				
7-5976	Police Resource Center				
7-6018	Contractual Serv. (demolition) *				
7-5677	Water & Sewer				12,0
7-5675	Electric Bill				6,000
7-5215	Building & Grounds Maintenance				
Total		**632,43**	**926,37**	**530,37**	**937,00**

**This line item was moved to the Public Works Vehicle Fleet Maintenance section on page 37.
******* This line time was transferred to the Capital Improvements and Outlay Plan sections on pages 45 – 46.
******This line item has been transferred to the City Administrator Budget on page 12.

Police Dept. 2015 Goals and Objectives

2014 Statistics			
Calls for service	**Reports Written**	**Arrests Made**	**Citations Issued**
3,075	1,012	237	1,932

For the second year in a row crime was down in the City in 2014. The police department's goal of reducing crime by 5% in 2014 was accomplished (please see below).
40% decrease in Robberies, 85% decrease Carjacking, 14% decrease Violent Crime.

Goals for 2015:

The 2015 goals will be initiated immediately but will be updated and modified throughout the year based on crime trends, weather, staffing levels, etc.

- End a third year in a row with crime down within the City. This goal will be completed by utilizing community oriented policing practices and proven pro-active policing techniques throughout the year. Officers will continue to conduct high visibility patrol (foot and vehicle), throughout the City, make arrests, conduct traffic stops, and write criminal and traffic citations.
- Increase and continue to maintain high visibility patrol throughout the community. Special emphasis will be placed on problem areas within the City. This goal will be accomplished by utilizing overlap days to conduct foot patrols and pro-active police enforcement within the different wards. Squads of officers will also be assigned to problem areas for thirty days at a time. Officers will be required to spend at least three hours of each shift within their assigned area. Crime trends will be monitored on a regular basis and modifications to this plan will be made to target locations based on this intelligence. During the summer and during holiday seasons overtime will be utilized to supplement police staffing levels.
- Be more active in the community by strengthen our current community partnerships and striving to create new ones. The police department, thinking outside of the box, has revealed a way to supplement resources to the police department and to community oriented policing without costing the city or tax payers a dime. This is by creating a non-profit organization that would provide the police department with non-profit funding that the department would not otherwise be able to receive. This strategy has already been highly successful for many other police agencies to include the Prince George's County Police Department and the Capitol Heights Police Department. The police department plans on conducting another safety seminar in 2015 as well as continuing to work with the Prince George's County Police Department on their embodiment program mentoring underprivileged black youth.

The police department also plans on implementing several new community oriented projects, to include but not limited to, breakfast/lunch with the Chief, Bingo with the Chief, Feed the Elderly Campaign, Youth Leadership Program, the Spring Prom Gown drive, the Winter Coat Drive, the Youth Explorers Program, Christmas in April, National Night Out, Adopting a Local Seniors Home, the "Stuff a Bird" campaign, and "Operation Pillowcase". Other projects will be discussed and implemented as they are discovered.

Police Department Significant Accomplishments for Fiscal Year 2014

1. Applied for and was awarded an equipment grant, from the Maryland Governor's Office, to purchase and install in-car police radios for all City of Seat Pleasant Police vehicles. These radios enhance the safety of our officers by having a readily available and fixed in place radio to transmit and receive police transmissions.
2. Applied for and was awarded an equipment grant, from the Maryland Governor's Office, to purchase and install mobile data computers for all City of Seat Pleasant Police vehicles. These mobile data computers enhance the safety of our officers by displaying real time police information to the officer.
3. Applied for and was awarded an equipment grant, from the Maryland Governor's Office, to purchase and install E-Tix computer generated traffic citations for all City of Seat Pleasant Police vehicles. These E-Tix machines expedite the traffic stops and limit the chance of errors or misinformation on the traffic citation.
4. Applied for and was awarded a Ballistic Vest Grant, from the Maryland Governor's Office, to supply all of our officers with modern day ballistic vests.
5. Applied for and was awarded a prestigious COPs Grant, from the Department of Justice, to hire a new Police Officer. The City of Seat Pleasant Police Department was one of only four police agencies across the State awarded this grant.
6. Hired two new sworn and one new reserve police officer
7. All of the aforementioned grants awarded to the Police Department saved the City of Seat Pleasant in excess of $74,000 in fiscal year 2014.
8. New In-Service training policy with Prince George's County saving the City approximately $2,400 of in-service training fees per year.
9. The creation of a COPs Officer and Gang Officer liaison to work in partnership with the community and outside agencies to deal with community, quality of life, and gang issues within the City.
10. Developed and implemented a fleet maintenance service program in an attempt to save the City fleet maintenance costs.
11. In addition to the 40 hours per year of annual in-service training, required by the Maryland Police and Correctional Training Institute for our officers to maintain their police certification, our officers utilized $4,000 YTD from training funds to enhance their skill levels. An example of this training includes but is not limited to, Firearms, Officer Survival Skills, Enhancing Assistant Administrative Aide Skills, Police Executive, Internal Affairs Investigations, Law Enforcement Officers' Bill of Rights, Voice Stress Analyzer, Terrorist, Gang, Taser and Field Officer Training.
12. Although the City of Seat Pleasant Police Department handled a 25% increase of calls for service in 2013, the City ended 2013 with a 3% decrease in violent crime and a 7% decrease in total crime.

13. As of February 28, 2014, the City of Seat Pleasant had an 87% decrease in violent crime and 24% decrease in total crime.

14. After only one year the Chief of Police was nominated and unanimously voted into the Prince George's County Police Chief's Association, Executive Committee.

15.Chief of Police was requested to and accepted a position as Executive Committee Advisor to the Prince George's Community College Municipal Police Academy.

PERFORMANCE MEASURES							
#	Performance Measures	Actual	FY 14 Actual	FY 14 Estimated	FY 15 Actual	FY 15 Estimated	FY 16 Estimated
1	Percentage	-18%	213	-5%	222 YTD	-5%	-5%
2	Person		179		166		
3	Property		34		56		

SALARIES

This line item represents the salaries for the current staff.

Chief	78,811
Sergeant	48,859
Corporal	47,798
Corporal	47,778
Police Officer 1st Class	41,226
Police Officer 1st Class	40,414
Police Officer 1st Class	39,229
Police Officer 1st Class	38,189
Police Officer 1st Class	38,189
Police Officer 1st Class	38,189
Police Officer 1st Class	38,189
Private	37,086
Private	37,086
Private (COPS Grant)	37,086
Administrative Assistant	32,614
Administrative Assistant	31,762

COST OF LIVING

This line item represents funds allocated for a 1% cost of living increase for the current staff.

REGULAR OVERTIME

This line item represents funds allocated for compensation of staff to complete work deemed mandatory to complete court, administrative, late arrest, and other functions after a regular forty -hour work week. This line item must be preapproved by the City Administrator.

SALARY UPGRADES
This line item represents funds allocated to increase the salary for all police officers except the Chief of Police and the Administrative Assistants by $2,000 per officer.

SPECIAL PROJECTS OVERTIME
This line item represents funds allocated for compensation of staff to conducted overtime for special operations. This line item must be preapproved by The City Administrator.

TRAINING AND STAFF DEVELOPMENT
This line item represents funds allocated for staff to attend training in the following areas: 1)Firearms/Assault Rifles 2)Crisis Management 3)Basic Undercover Operation 4)Crime Mapping 5)Use of Force

CONVENTIONS AND CONFERENCES
This line item includes funds for attendance at the Annual Chief of Police Convention and other Conferences to include travel expense

ASSOCIATION DUES
This line item represents funds allocated for association dues for Maryland Chief of Police, International Chief of Police, and other law enforcement organizations

NEIGHBORHOOD WATCH
This line item represents funds allocated for community related crime prevention activities.

POLICE LIABILITY INSURANCE
This line item represents funds allocated to cover insurance for police legal liability.

VEHICLE MAINTENANCE
This line item represents fund allocated for all auto maintenance, tune-up, tire repair, and windshield repairs, for repairs not covered under warranty. This line item has been transferred to the Public Works Department.

VEHICLE ACCIDENTS
This line item represents funds allocated for vehicle repairs covered by the City's insurance or under warranty.

POLICE RESOURCE CENTER
This line item represents funds allocated to cover maintenance at the Police Resource Center.

FIELD SUPPLIES
This line item represents funds allocated for photo equipment for police evidence, repair to equipment and film for equipment, ammunition for range, traffic cones, first aide supplies, and fire extinguishers.

STIPENDS FOR RESERVE OFFICERS
This line item represents fund allocated for stipends for 3 Reserve Officers currently in the City’s Reserve Officers Program. The payment of stipends to officers enrolled in the City’s Reserve Officers Program is a requirement according to State Statute.

UNIFORMS
This line item represents funds allocated for new uniforms, and repair and replacement of worn-out uniforms under a contractual arrangement.

GASOLINE
This line item represents funds allocated to cover gas for police department vehicles. This line item has been transferred to the Public Works Department.

TELEPHONES
This line item represents funds allocated for telephone usage for the staff. This line item has been transferred to the City Administrator's budget.

POSTAGE
This line item represents funds allocated for postage meter purchase and monthly postage charges for official correspondence, notification to individuals of vehicle impoundment, and general deliveries or certified mail.

Code Enforcement

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2016 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 7 MONTHS ACTUAL	FY 2015 APPROVED BUDGET	FY 2015 9 MONTHS ACTUAL	FY 2016 APPROVED BUDGET
	CODE ENFORCEMENT OFFICE				
8-5100	Salary	23,056	40,881	33,038	42,037
8-5000	Cost of Living				421
8-5003	Employee Appreciation Bonus				
8-5001	Salary Upgrade				
8-5105	FICA	1,914			
8-5110	Workmen's Compensation	571	1,028	5,492	1,028
8-5112	Maryland Unemployment	54			
8-5114	Group Health Insurance				
8-5300	Field Supplies				
8-5650	Uniforms				
8-5600	Training and Staff Development				
Total		**26,4**	**48,3**	**41,4**	**48,8**

Mission Statement;

To enforce the codes and ordinances set forth by the Mayor and City Council and to maintain a minimum level of safety and sanitation for all residents as well as resolve technical issues arising from notice of and respond to citizen complaints, testify in court and protect residents from household/environmental hazards.

Goals and Objectives:

1. Continue to represent the city in District Court of MD against alleged violators of municipal code.
2. Address the environmental impact of illegal dumping of chemicals.
3. Initiate condemnation procedures on uninhabitable properties.
4. To stress the importance of approved trash containers with air tight lids to residents.
5. To charge and seek abatement against all food vendors working from vans, car trunks, and pickup trucks without a valid health permit.
6. Enforce handicapped violator parking.
7. Impound all abandoned vehicles.
8. Continue conduct spot checks on all business for sanitation and current licenses.
9. Issue stop work orders for all illegal construction.

SIGNIFICANT ACCOMPLISHMENTS FOR FISCAL YEAR 2014

- Introduced new business and rental license fees to the city
- Worked closely with Prince George's County and Department of Environmental Resources and Maryland Department of the Environment on environmental violations within the city.
- Worked with Prince George's County Inspectors to raze several dilapidated structures within the City
- Obtained a certificate through CEZOA for Mosquito Biology & Control
- Reviewed the city code for to insure that the codes and fines were current and updated.
- Aggressively began inspecting commercial businesses for infestation and other code violations.
- Identified vacant structures within the city that needed repair or needed to be demolished
- Sent out delinquent property tax letters to businesses owners

MANAGEMENT GOALS AND OBJECTIVES FOR FISCAL YEAR 2015

A. Conduct a senior needs assessment survey throughout the city to gain an understanding of what seniors need help with when handling property maintenance.
B. Make payment options available via internet for rental properties and businesses to make the annual process more efficient and environmentally friendly.
C. Create a property maintenance assistant program for seniors.
D. Create downloadable forms such as, building, rental, business and special activity applications for the City website. Allowing the application process to become more transparent.
E. Will work to be seen as more of a resource than an obstruction to the residents and commercial community.
F. Enforce property maintenance code violations, especially those that are brought to my attention through complaints.
G. Further educate myself by obtaining a certification through AACE/ ICC for Property Maintenance, Housing Inspector and Zoning Inspector.

PERFORMANCE MEASURES						
#	Performance Measures	FY 14 Actual	FY 14 Estimated	FY 15 Actual	FY 15 Estimated	FY 16 Estimated
1	Citations	113	121	500	525	750
2	Work Orders Issued	45	48	50	53	75
3	Court Cases	5	6	20	21	40
4	Municipal Infractions Issued	10	11	15	16	150

SALARY

This line item represents fund allocated for the salary paid to 1 full time employee.

Code Enforcement Officer	$42,037

TRAINING AND STAFF DEVELOPMENT

Funds in this line item would be used to provide training to enhance skills in the following areas: 1)Property Maintenance 2)Housing Inspection 3)Zoning Inspection 4)Report Writing

Nuisance & Abatement

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2016 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 7 MONTHS ACTUAL	FY 2015 APPROVED BUDGET	FY 2015 9 MONTHS ACTUAL	FY 2016 APPROVED BUDGET
	NUISANCE ABATEMENT				
6-6100	Salary	24,917	44,125	34,974	45,469
6-6000	Cost of Living				
6-6003	Employee Appreciation Bonus				
6-5001	Salary Upgrade				
6-6105	FICA				
6-6110	Workmen's Compensation				
6-6112	Maryland Unemployment				
6-6250	Association Dues				
6-6600	Training and Staff Development				
6-6650	Uniforms				
6-6975	Field Supplies				
Total		**27,5**	**52,3**	**38,4**	**52,3**

Goals and Objectives For Fiscal Year 2015

- Remove fire damaged, dilapidated blighted buildings from the city.
- Increase the database of The City of Seat Pleasant property owners address and phone numbers.
- Renew the database for all the rental and vacant properties owners' addresses and phone numbers.
- A City monitoring system for crime and dumping.
- Additional or revised Ordinances' for more efficient procedures. (Vehicles, vacant buildings, accumulations of deposits, loiters and vagrants)
- Renew the city's Building Permit
- Continue to call PEPCO to install light outages and place brighter lights in dim lighted areas.
- Continue to clear the city of noise, blight, and nuisance on vacant properties.
- To improve on community relations.
- To continue to collect input directly from citizens of the community through direct communication and telephones complaints to decrease chronic nuisances.
- To evaluate nuisance remedies, to determine which method being used is most effective in abating particular nuisances and which should be eliminated.

- Met with Citizen's Police Advisory Board (CPAC) strategically discussed methods of reducing nuisance related problems in our communities.
- Continuously inspect the property at 6707 and 6801 Eads Street is clear of Municipal and Environmental violation every Tuesday's and Thursday's on week and Monday's and Wednesday's the next and sometimes on Saturdays.
- Acquire a home Inspection license which includes:

  Electrical
  Plumbing
  HVAC
  Structure
  Roofs
  Exteriors
  Interiors
  Insulation and Standards
  Industry Standards

<u>Significant Goals and Accomplishments For Fiscal Year 2014</u>

- 145 complaints abated 97% of citizen's complaint on the Complaint Tracking Database (i.e. vacant/abandoned properties, abandoned/junked vehicles, trash and debris).
- Helped reduce vacant/abandoned properties from 240 to 170 by sending the City's vacant property listing to various home renovators and home realtors.
- Wrote over 1,100 violations letters. Citizens cleared 95% properties of violations wrote.
  Examples:
  - Informed Valero's gasoline station of vehicle in violations and was cleared of unregistered and abandoned vehicles.
  - Informed Shell station on Central Avenue of expired and unregistered vehicles and the lot was cleared of the vehicles.
  - Abated over 60 unregistered and abandoned vehicles in the city.
  - Citizens on 71st Avenue complained of the broken asphalt and photographed it and gave a violation sheet to the DPW and they had it contracted for repaving.
- Completed over 60 street light outages
- Informed the manager of Safeway of the spills on the sidewalk and unsanitary cart and carry baskets and she had them cleaned.
- Delivered the City's grants to Annapolis and Baltimore in a timely manner.
- Wrote over $72,000 in work orders.
- Inspected Subway and China Sky and informed them of The City's violations.
- Acquire site and plot plans from Park and planning and Land Survey

PERFORMANCE MEASURES						
#	Performance Measures	FY 14 Actual	FY 14 Estimated	FY 15 Actual	FY 15 Estimated	FY 16 Estimated
1	Nuisance Properties	13	14	10	11	11
2	Violation Letters	1,143	1,200	1,064	1,138	1,100
3	Court Cases	7	8	49	52	45
4	Municipal Infractions	64	67	12	13	60
5	Work Orders	162	170	62	66	140

SALARY

This line item represents funds allocated for a Nuisance & Abatement Coordinator.

The Nuisance & Abatement Coordinator salary is: $45,469.

COST OF LIVING

This line item represents funds allocated for a 1% cost of living increase for the current staff.

TRAINING AND STAFF DEVELOPMENT

Funds in this line item would be used to provide training to enhance skills in the following areas: 1)Storm Water Management 2)Mosquitoes Control 3)Bed Bugs 4)Foreclosure Registry 5)Report Writing

Community Services

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2016 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 7 MONTHS ACTUAL	FY 2015 APPROVED BUDGET	FY 2015 9 MONTHS ACTUAL	FY 2016 APPROVED BUDGET
	COMMUNITY SERVICES ADMINISTRATION				
9-5100	Salaries	21,052	31,990	25,311	32,968
9-5000	Cost of Living		960	171	330
9-5001	Salaries Upgrade				
9-5003	Employee Appreciation Bonus				
9-5101	Event Overtime				
9-5105	FICA		2,5	1,7	2,8
9-5110	Workmen's Compensation		1,2	8,3	
9-5112	Maryland Unemployment				
9-5114	Health Insurance		2,7	1,8	
9-5235	Red Cross				
9-5600	Training and Staff Development		1,5		2,0
	Subtotal	**24,109**	**41,6**	**38,2**	**38,755**
	COMMUNITY SERVICES SOCIAL SERVICES				
9-5113	Summer Youth Training	11,8	16,0		11,0
9-5233	Emergency Contingencies				
9-5234	Fire Department Contribution ****				
	Subtotal	**11,8**	**17,2**		**12,2**
	COMMUNITY SERVICES EDUCATION & RECREATION				
9-5231	Community Service Partnership				3,
9-5232	Community Events		26,1	11,2	26,1
9-5233	Community Ward Events				
9-5350	Activity Center Insurance				
9-6117	Seat Pleasant Elementary		10,0		10,0
9-5425	Newsletter		23,5	14,5	25,000
9-6234	Activity Center Educational Prgs.				
9-6240	Advertising for Events				
	Subtotal	**12,986**	**75,1**	**26,0**	**88,700**
Total		**48,9**	**133,93**	**74,2**	**139,67**

**** This line item was moved to the Speed Camera Section on pages 47- 48.

Mission Statement: To provide the City's residents with cultural and recreational activities that promote a

sense of community and foster civic pride.

Goals and Objectives:

1. Encourage development and growth for residents in and around the city. To bring a new image to our city's programming and connect with residents.

2. Build partnerships with two churches within Seat Pleasant. Plan at least one meeting with each church by March 6, 2015. Strategies ways to reach and help the community by planning seminars or events that focus on subjects such as education, financial planning, health and community planning/ community beautification.

3. Speak with principals of **Seat Pleasant Elementary School , Carmody Hills, G. James Gholson Middle School, Fairmont Heights** and **Central High School**. Plan at least one annual event with each school while focusing on a different subject each year. (Ex. Recycling education via Bates Trucking for year 2015).
Tentative dates to establish a plan and have a meeting.
Fairmont Heights, Central High School and Seat Pleasant Elementary - March 6, 2015.
Carmody Hills and James Gholson Middle School - April 3, 2015.

4. Post more positive images of the city onto social networks and search sites (Facebook and Twitter) using photographs from the city's events by April 3, 2015.

SIGNIFICANT ACCOMPLISHMENTS FOR FISCAL YEAR 2014

1. Newsletter was submitted to the printer on time every month FY 2014
2. Helped to facilitate coordination and execution of the Legislative Breakfast in a month's time
3. Helped to facilitate student visit for Municipal Government Week
4. Held informational sessions for residents about Medicaid/Medicare, Register of Wills and Energy Efficiency
5. Was responsible for the oversight of the Summer Youth Training Program
6. Produced ID cards for employees
7. Once again partnered with AARP to provide free tax preparation for citizens
8. Secured Secretary for Maryland Veteran Affairs to speak for Veterans Day program
9. Came in under budget for the second year in a row for Seat Pleasant Day

PERFORMANCE MEASURES						
#	Performance Measures	FY 14 Actual	FY 14 Estimated	FY 15 Actual	FY 15 Estimated	FY 16 Estimated
1	On time production of Newsletter	9 months	9 months	10 months	11 months	12 months
2	Increase attend at community sponsored events	20%	20%	25%	25%	30%
3	Increase citizen rating of community sponsored events	25%	50%	75%	75%	100%

SALARIES

The Budget for Community Services Department consists of:

Community Services Coordinator $32,968

COST OF LIVING

This line item represents funds allocated for a 1% cost of living increase for the current staff.

SUMMER YOUTH PROGRAM

This line item represents fund allocated to leverage City funds with outside sources to train youth to develop job marketing skills.

EMERGENCY CONTINGENCIES

This line item represents funds allocated to provide cash and non-cash assistance to needy citizens. The non-cash assistance would focus on workshop on Empowerment and Financial Management.

COMMUNITY WARD EVENTS

This line item reflects funds allocated for the Mayor and Council sponsored events in each of the City's wards. Each council member is limited to one event. All events must be coordinated with the community services coordinator. No funds can be expended from this line item without the city council approval.

COMMUNITY EVENTS

This line item represents fund allocated for city sponsored events. These events include Seat Pleasant Day, Black History trips and events, Veterans' Program and National Night Out.

#	Event Category	Description of Activities	Amount
1	Seat Pleasant Day	Yearly celebration of the incorporation of the City held in Goodwin Park where music, food, vendors and other activities are available to the residents	$17,750
2	Community Ward Events	Yearly festival or celebration sponsored in each ward offering residents a safe and enjoyable "block part" like atmosphere	$7,000
3	Black History	Activities centering on promoting awareness of the achievements of blacks	$200
4	Veteran's Day Program	Yearly ceremony honoring Seat Pleasant residents and others those who severed in the Air Force, Navy, Army, Marines and National Guard.	$1,500
5	Nation Night Out	Yearly event focused on promoting public safety awareness in the community	$2,000
6	Other Events	Shredding Event, Thanksgiving Baskets, Financial Fitness Seminar, AARP, Pre-Employment Seminar, Career Fair and College Preparation Session	$4,650

FIRE DEPARTMENT CONTRIBUTION
This line item represents funds allocated for the Volunteer Fire Department. No funds are to be expended from this line item until there is a request in writing from the Volunteer Fire Department, and the Mayor and City Council has agreed upon a date and format for an awards ceremony. This line item has been moved to the Speed Camera Section of the City's Budget.

ACTIVITY CENTER INSURANCE
This line item represents fund allocated for the cost of insurance for the building and content.

SEAT PLEASANT ELEMENTARY SCHOOL
This line item represents funds allocated for the Seat Pleasant Elementary School. No funds are to be expended from this line item until there is a request in writing from the Principal stating how the funds will be utilized and the Mayor and City Council has agreed upon a date and format for an awards ceremony.

COMMUNITY SERVICES PARTNERSIP
This line item reflects funds allocated for City sponsored Health Summit.

TRAINING AND STAFF DEVELOPMENT
Funds in this line item would be used to provide training for the employee that will help improve his/her skills set in the following areas: 1) Event Planning, 2) Emergency Planning Seminars, 3) Volunteer Participation Seminars , 4) Report Writing, 5)Project Management, 6) Adobe Photoshop for the enhanced creation of flyers and literature.

Public Works

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2016 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 7 MONTHS ACTUAL	FY 2015 APPROVED BUDGET	FY 2015 9 MONTHS ACTUAL	FY 2016 APPROVED BUDGET
	PUBLIC WORKS DEPARTMENT ADMINISTRATION				
10-5100	Salaries	255,847	441,334	254,359	498,335
10-5002	Salary Upgrade				
10-5004	Incentive Allowance				
10-5000	Cost of Living		14,0		
10-5101	Overtime	4,852	10,0		10
10-5101EO	Event Overtime				
10-5105	FICA	24,888	35,5	43,8	43,3
10-5114	Group Insurance	14,7	15,1		
10-5110	Workmen's Compensation	43,5	22,3	63,0	22,3
10-5112	Maryland Unemployment			-1,5	
10-5350	Insurance - General Liability	11,0	27,9	23,3	27,9
10-5600	Training and Staff Development	70	5,000	349	5,000
10-5650	Uniforms				
10-5651	Work Shoes				
10-6016	Engineering Services****				
	Subtotal	**353,332**	**589,806**	**405,55**	**626,71**
	PUBLIC WORKS STREETS AND LIGHTING				
10-5275	Equipment Maintenance				
10-6035	Street Repairs and Resurfacing****				
10-6040	Street Materials and Supplies	270			
10-6049	Street Lighting****	29,8			
10-6058	Traffic Control Signs				
10-6055	Street Names Signs				
10-6056	Pavement Markings****				
10-6057	Snow Removal****				
10-5950	Capital Outlay ***	12,			45,0
	Subtotal	**53,4**			**50**
	PUBLIC WORKS BUILDING MAINTENANCE				
10-5201	Gaskins Property Maintenance		15,0		15,0
04-5200	City Hall Maintenance				
10-5200	Garage Maintenance	124			18,0
10-5375	Janitorial Supplies				
	Subtotal	**8,174**	**27,0**		**44,0**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 7 MONTHS ACTUAL	FY 2015 APPROVED BUDGET	FY 2015 9 MONTHS ACTUAL	FY 2016 APPROVED BUDGET
	PUBLIC WORKS WASTE COLLECTION & DISPOSAL				
10-6030	Brown Landfill****				
10-6046	Environmental Cleanup				
	Subtotal				
	PUBLIC WORKS HORTICULTURE & PARK MAINTENANCE				
10-5215	Park Maintenance **				
10-5300	Field Supplies	168			
10-5675	Goodwin Park Utilities				
10-5950	Capital Outlay ***				
10-6025	Plant Materials		18,0		25,0
10-6025	Goodwin Park Plantings				
10-6026	Street Trees & Shrubbery				
10-6045	Mosquito Control****				
10-6127	Beautification Committee				
10-6129	Tree Removal****				
	Subtotal		**26**		**33,0**
	PUBLIC WORKS FLEET MAINTENANCE				
07-5325	Gasoline – Police **		32,3	41,4	32,3
10-5325	Gasoline – Public Works	15,9	15,7	16,4	15,7
07-5175	Vehicle Maint. – Police**		35,0	30,7	35,0
10-5175	Vehicle Maint. – Public Works		20,0	19,0	25,0
10-5178	Decals & Painting				
10-5260	Eq Maintenance		20,0	17,7	12,8
5950.10	Capital Outlay***				
	Subtotal	**31,6**	**123,11**	**125,50**	**120,98**
	Total	**463,10**	**772,42**	**549,82**	**875,19**

****These line items were moved to the Speed Camera Section on pages 49 – 50.
*** This line item was moved to the Capital improvement and Outlay section on pages 46 – 48.
**Funds allocated to this line time shall be limited to gas and maintenance for the Police Department vehicles only.

Goals and Objectives:

- Prepare storage bins to receive salt — January 30, 2015
- Thorough evaluations of all City storm drains — February 27, 2015
- Repair roof for Dept of Environmental Resources compliance — March 31, 2015
- Empty oil drums & relocate per Dept of Environmental Resources compliance — March 31, 2015
- Clean both sides of building of trash and debris for compliance — April 30, 2015

Significant Accomplishments in Fiscal Year 2014

- We have worked with WSSC to place permanent patches in problem areas.
- We have worked diligently with Pepco in replacing poles throughout City.
- Worked with WSSC to inspect, repair and install new fire hydrants throughout the City.
- We have new communication radios for the Public Works Department
- Over 800 miles in street cleaning.
- We have designed new street sweeper signs
- We have designed new safety vests for summer use.
- We have designed new safety jackets for winter use.
- We have made street repairs and improvements to 71st Ct, Grieg St, Field St (alley), Adak St, totaling $215,000 in CDBG PY36 FY 2012 funding.
- We will start a new 2 day street sweeping schedule.
- We reappropriated funds for tree removal throughout the City.
- Purchased and implemented Fleet Management System
- Purchased and implementing Work Order system to track operations of Public Works Department
- The Community Service program has saved the City over $66,000.00 in labor costs.
- 800 tons of bulk trash collected.
- Over 84 tons of garbage collected to date.
- Over 80 tons of leaves, limbs and branches to date.

Finally, I would like to thank the Financial Department for its Financial Management Services

PERFORMANCE MEASURES						
#	Performance Measures	FY 14 Actual	FY 14 Estimated	FY 15 Actual	FY 15 Estimated	FY 16 Estimated
1	Work Orders	84	80	20 YTD	35	30
2	City Trash Collection (by tons)	167	200	205 YTD	300	430
3	Street Sweeper Cleaning(by miles)	1,286	1,300	623 YTD	1,250	1,300

SALARIES

This line item represents funds allocated for the salaries of the following member of the Public Works:

Director	63,630
Auto Mechanic/Fleet Manager	52,000
Foreman	43,705
Laborer/Maint. Lead Worker I	39,870
CDL Driver	37,321
Laborer/Street Sweeper CDL	37,085
Laborer/Maintenance Worker	35,199
Administrative Assistant	33,473
Laborer/Maint. Supervisor I	32,158
Laborer/Maintenance Worker	27,622
Laborer/Landscape Gardner	27,294
Laborer/Maintenance Mechanic	26,502
Laborer/Maintenance Worker III	25,002
Laborer/Office Worker	24,648

COST OF LIVING

This line item represents funds allocated for a 1% cost of living increase for the current staff.

OVERTIME

This line item compensates Public Works Staff for work essential to complete assignments, and pre-approved by the City Administrator

TRAINING AND STAFF DEVELOPMENT

Funds in this line item would be used to provide training for employees that will help improve his/her skill set in the following areas: 1) HVAC trade training, 2) Automotive Certification, 3) Storm Water Drain Off, 4) Report Writing, 5) Time Management and 6) Public Works Conference.

UNIFORMS

This line item represents funds allocated to cover cost of providing shirts, pants and jackets.

BOOTS

This line item represents funds allocated for work shoes for eleven public works workers.

ENGINEERING SERVICES
This line item reflects funds allocated for Engineering Services for pedestrian's safety actives throughout the city. This represents the match funds to be used to apply for a larger pool of Federal Fund available in this area. This line item has been transferred to the Speed Camera Section of the City's Budget.

STREET REPAIRS
This line item represents funds allocated to cover street and sidewalk work paid by the City funds, and generally performed under contract. A smaller amount within this item will be used for sealing cracks and other maintenance work by Public Works staff. This line item has been transferred to the Speed Camera Section of the City's Budget.

STREET MATERIALS & SUPPLIES
This line item represents funds allocated for street maintenance materials, such as road salt for road and sidewalk traction during inclement weather. Supplies will also include traffic safety devices such as warning signs, construction signs, and traffic cones.

TRAFFIC CONTROL SIGNS
This line item represents funds allocated for replacement and repair of traffic control signs, plus the continuing upgrade to more night visible diamond grade stop signs.

STREET LIGHTING
This covers payment to PEPCO for existing lighting. This line item has been transferred to the Speed Camera Section of the City's Budget.

STREET SIGNS
This allocation will fund continuation upgrade or replacement of street signs in the city and the installation of entrance signs and directional signs.

SNOW REMOVAL
This line item funds all snow related cost incurred by the City. This line item has been transferred to the Speed Camera Section of the City Budget.

TREE REMOVAL
This line item funds all cost resulting from the removal of potentially unsafe living or dead trees, tree limbs or tree stumps. This line item has been transferred to the Speed Camera Section of the City Budget.

PAVEMENT MARKINGS
This line item represents funds allocated for continuation of City pavement marking program to comply with MUTCD requirements. Marking will include stop lines, crosswalks, and school crossings. This line item has been transferred to the Speed Camera Section of the City's Budget.

CITY HALL MAINTENANCE
This line item represents funds allocated to sustain, repair and secure City Hall.

GARAGE MAINTENANCE
This line item represents funds allocated to sustain, repair and secure the Public Works garage.

JANITORAL SUPPLIES
This line item represents funds allocated for the purchase of cleaning products, paper products, waxing products, and cleaning supplies.

BROWN STATION LANDFILL
This line item represents an estimate of the annual cost of dumping materials at the County landfill. This line item has been transferred to the Speed Camera Section of the City Budget.

PLANT MATERIALS
This line item represents funds allocated for shrubbery, flowers, grass seed, mulch, and other materials for the beautification program.

FIELD SUPPLIES
This line item represents funds allocated to purchase weed killer and other supplies for the beautification program.

GASOLINE
This line item represents funds allocated for gas usage by the department's vehicles.

VEHICLE MAINTENANCE
This line item represents funds allocated to reflect maintenance and routine/minor repair of the department's vehicles as well as unanticipated repairs of a substantial nature.

EQUIPMENT MAINTENANCE
This line item represents funds allocated to reflect maintenance cost of specialized equipment other than automobiles and trucks, such as lawnmowers, weed eaters, and blowers

MOSQUITO CONTROL
This line item represents funds allocated for an abatement program.

CAPITAL IMPROVEMENTS
All capital outlay and improvement items are reflected in the Capital Improvement and Outlay Section of the City’s Budget.

DECAY & PAINTING
This line item reflects funds to rustic color vehicles and to refurbish The City Seal.

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2016 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET	FY 2015 9 MONTHS ACTUAL	FY 2016 APPROVED BUDGET
	COMMUNITY DEVELOPMENT EXPENDITURES				
14-8500	Street Improvements	250,00			118,000
	Totals	**250,00**			**118,00**

Enterprise Funds

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2016 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET	FY 2015 9 MONTHS ACTUAL	FY 2016 APPROVED BUDGET
	REFUSE COLLECTIONS EXPENDITURES				
13-7600	Trash Collection Recycling Contract	115,837	199,719	188,594	199,719
13-7601	Proceeds to the General Fund	30,008	51,739		51,739
	Totals	**145,84**	**251,45**	**188,59**	**251,45**
	REFUSE COLLECTIONS REVENUES				
4150-00	Sanitation and Recycling Fees	251,45	251,45	188,59	251,45
	Totals	**251,458**	**251,45**	**188,59**	**251,45**

Approved:

4150-00	Quote # 1 – Sanitation Services for 3yr Contract that Includes 90 & 60 Gallon Carts				284,40
	Totals				**284,40**

FISCAL YEAR 2016
CAPITAL IMPROVEMENT AND OUTLAY PLAN

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Funding Source	FY 2015 APPROVED BUDGET	FY 2016 APPROVED BUDGET
	Capital Improvements:			
4-5975-LA	Land Acquisitions and Demolition	Loan & or Lease	150,000	150,000
4-5975-CH	City Hall	Loan & or Lease	195,000	195,000
10-5975-DA	Demolition & Acquisition of Houses	Loan & or Lease	250,000	100,000
10-5950	Public Works Equipment	Loan & or Lease		45,000
10-5950	Public Works Equipment	Loan & or Lease	225,000	75,000
5-P7-597S	Police Station	Speed Camera	100,000	30,000
4-5950-CT	City Wide Technology Upgrades	Loan/Lease/GF	59,269	
4-5950CL	Capital Lease of Telephones	General Fund	30,000	25,000
10-5950-FC	Feggans Center	Loan & or Lease	500,000	500,000
4-5975-FD	Office Repairs/Furniture	General Fund	4,000	10,000
2-5975	Clerk – Capital Exp (Charter upgrade)	General Fund		8,000
	Totals		**1,513,269**	**1,138,000**

In preparation of the FY 2016 budget, the following capital improvement and capital outlay projects totaling $1,138,000 was reviewed and recommended. These projects will be fund with $ 1,020,000 from a Bank Loan and or lease agreement.

A current summary of the capital improvement and capital outlay projects are included in this section. The projects in the Capital Improvement and Capital Outlay Program were prioritized by City Administrator, City Treasurer and Assistant Treasurer based on staff input.

All project activity must be approved by the City Council.

The projects for the Capital Improvement Plan totaling $1,138,000 are listed below.

1. <u>Land Acquisitions & Demolition</u>

This line item is for the purchase of land and demolition of blighted house or other structures. It shall include cost for raising the structures, appraisals, surveys, sight plans, and related soft cost.

2. City Hall

These funds are intended for the capital improvement of the City Hall building.

3. Demolition & Acquisition of Houses

These funds will be used to demolish condemned houses in the City.

4. Public Works Equipment

Public Works – In order to provide better services, Public Works will be modernizing its equipment inventory. The purchase will include various types of industrial strength equipment thus reducing the need for frequent less sturdy or inferior equipment replacements resulting from normal ware and tare. Finally with adequate equipment, the return on investment for the City can be measured in both quantitative and qualitative terms thus enhancing productivity. The following items will be procured: 1)Hot Water Pressure Washer - $20,000 2)Plant Watering Container - $15,000 3) Concrete Platform for Auto Lift $30,000 4) Pole Saw 5)Leaf Blower 6)Chainsaw and 7)Weed Eater

5. Police Station

The Police Station funds will be used to cover the cost relating to the building and the surrounding property on the police lot.

6. Capital Lease of Telephones

This entails the cost associated with the leasing of the telephones system in City Hall.

7. Feggans Center

In February 2009 the Feggans Center was closed.
Funding for this project will involve the construction of a new facility.

8. Office Repairs/Furniture

This line item represents funds allocated for repairs to City Hall offices and the acquisition of furniture.

9. Clerk – Capital Expenditure

This line will fund the cost for the update of the Codification of the City Charter.

FISCAL YEAR 2016
SPEED CAMERA SECTION

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 7 MONTHS ACTUAL	FY 2015 APPROVED BUDGET	FY 2015 9 MONTHS ACTUAL	FY 2016 APPROVED BUDGET
	Speed Camera:				
9-5234	Fire Department Contribution		15,000		15,000
10-5950	PW - Capital Outlay	54,690	97,000	42,448	
10-6035	Street Repairs and Resurfacing	6,672	10,000	2,531	10,000
10-6049	Street Lighting (GF)	28,222	62,709	41,831	62,709
10-6056	Pavement Marking	1,370	5,420	340	5,420
10-6057	Snow Removal (GF)	864	10,000	9,044	10,000
10-6129	Tree Removal (GF)	2,600	10,000	12,200	20,000
10-6046	Brown Landfill	7,049	15,000	712	15,000
10-6045	Mosquito Control		1,500	1,478	1,500
10-6016	Engineering Services		50,000	22,415	25,000
10-6049	Citywide Decorative & Ornamental Street Lighting (GF)		35,000	19,300	17,500
10-6025	Signs		10,000	88	10,000
7-5950	Police – Vehicles & Radios				
		101,467	**321,629**	**152,387**	**209,629**

Speed Camera Balance $400,416.37.

In preparation of the FY 2016 budget, the following line items were reviewed and are approved for funded with Speed Camera Funds and General Funds.

FIRE DEPARTMENT CONTRIBUTION

This line item represents funds allocated for the Volunteer Fire Department. No funds are to be expended from this line item until there is a request in writing from the Volunteer Fire Department and the Mayor and City Council has agreed upon a date and format for an awards ceremony.

STREET REPAIRS

This line item represents funds allocated to cover street and sidewalk work paid by the City funds, and generally performed under contract. A smaller amount within this item will be used for sealing cracks and other maintenance work by Public Works staff.

CITYWIDE DECORATIVE AND ORMENTIAL STREET LIGHITNG

This line item represents funds to provide decorative lighting all over the City.

ENGINEERING SERVICES
This line item reflects funds allocated for Engineering Services for pedestrian's safety activities in the City and to conduct a survey of the City's street lights.

PAVEMENT MARKINGS
This line item represents funds allocated for continuation of City pavement marking program to comply with MUTCD requirements. Marking will include stop lines, crosswalks, and school crossings.

SNOW REMOVAL
This line item funds all snow related cost incurred by the City.

TREE MOVAL
This line item covers all cost resulting from the removal of potentially unsafe living or dead trees, tree limbs or tree stumps.

BROWN STATION LANDFILL
This line item represents an estimate of annual cost of dumping materials at the county landfill.

MOSQUITO CONTROL
This line item represents funds for an abatement program.

STREET LIGTING
This line item represents funds for the operational cost of the City Street lights.

STREET SIGNS
This line item reflects funds allocated to purchase signs denoting illegal/trash clearing signs.

CENTRAL STORES

A. Purpose

The purpose of Central Stores is to provide supplies and materials required and used in the operation of the City on a daily and more effective basis. Determination of items to be stocked in Central Stores will be based on amounts and timeliness of usage. Central Stores should ideally meet an average turnover ratio of two times per fiscal year. Central Stores is a revolving revenue account which operates on a percentage basis mark-up to cover actual costs involved.

B. Procedure

1. Anyone wishing to stock new items into Central Stores will need to fill out a Central Stores Stock Item Request Form. They will need to provide the rationale for having these as Stores items, the estimated shelf life for these items (i.e. how soon will they become obsolete), the difficulty or ease of obtaining these items, whether an item would constitute an emergency item, and the stock level and re-order point that should be attached to the item. If it is determined that an item will be stocked the form will be signed and dated by both the requesting department and the Central Stores Purchasing Agent with all of the pertinent information included.

When a department has knowledge that an item will become obsolete or discontinued they should immediately notify Central Stores. At the end of each year all Store items will be evaluated to determine if they continue to meet the criteria necessary to remain in the inventory. Those criteria will be primarily defined as turnover rate and/or critical nature of the items. If it is determined that the stock levels are too great or that an item either through obsolescence or lack of use should be discontinued or reduced then the requesting department will be billed for these items. These items will then be delivered to that department.

The Stores Purchasing agent will regularly monitor all re-orders and determine whether an item should remain in the inventory at a reduced amount or be deleted. Any changes in stocking will be communicated to the requesting department. The department head will have the opportunity to discuss this with the Stores personnel prior to the change.

2. Central Stores is closed the last two working days of each fiscal year for a complete inventory. During this time no requisitions will be filled.

3. Items that through damage, loss, or extended shelf life become unusable are deleted through an inventory adjustment.

4. All other adjustments to inventory must also have the approval of the Store Purchasing Agent.

CENTRAL STORES – PURCHASING AND ORDERING

A. Procedure

1. All purchasing for Central Stores will be done by the Treasury Department for the purpose of making said purchases.

2. All items to be stocked in Central Stores must have the signature of the City Administrator, prior to acquisition.

3. Requisition by the Departments of any item from central store will be tracked and monitored by the Administrative Assistant to the City Administrator

4. Any item request from the central stores must be identified on a requisition form signed by the Department Head and the City Administrator

5. Any deviation of purchases from established stock levels, reorder points and/or description items must have the approval of the City Administrator before any action is taken.

GLOSSARY

The Annual Budget contains specialized and technical terminology that is unique to public accounting and budgeting. This glossary has been prepared to assist the reader in understanding these terms when reviewing this budget.

ACCRUAL ACCOUNTING – The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flow.

REAL PROPERTY TAXES – Commonly referred to as property taxes, these are the charges levied on all homes, and land, according to the property's assessed valuation and tax rate.

PERSONAL PROPERTY TAXES – Commonly referred to as equipment taxes, these are the charges levied on all business equipment, and inventory, according to the property's assessed valuation and tax rate.

AGENCY FUND – A fund used to account for assets held by the City as an agent for individuals, private organizations, other governments and/or other funds; for example, Good Samaritan Contribution.

APPROPRIATION – A legal authorization granted by the City Council which passes a budget ordinance to make expenditures and to incur obligations for specific purposes. An appropriation is limited as to both time and amount and to when it may be expended.

APPROPRIATION ORDINANCE – The official enactment by the City Council to legally authorize the City staff to obligate and expend the resources of the City.

ASSESSMENT – Valuing property for purposes of taxation. This is performed by the State Department of Assessments and Taxation.

BUDGET – A plan of financial operation containing an estimate of proposed expenditures for a given period of time and the proposed means of financing them. The term usually indicates a financial plan for a single fiscal year. It is usually necessary to specify the budget under consideration whether it is preliminary and tentative or whether it has been approved by the governing body, the City Council.

BUDGETARY BASIS – The City prepares its budget in conformity with the State of Maryland Manual of Uniform Financial Reporting. As part of its budgeting process it includes a portion of the fund balance that has been accumulated in prior years. In this manner, tax levies are minimal and all available resources are used.

BUDGET CALENDAR – The schedule of key dates set forth for the preparation and ultimate adoption of the budget.

CAPITAL OUTLAY – Expenditures which result in the acquisition of an addition to fixed assets which have a value of $1,000 or more and have a useful economic lifetime of more than five years.

CAPITAL IMPROVEMENT – Expenditures which results in extending the useful life of a fixed asset.

DEPARTMENT – A major organizational unit of the City with overall responsibility for one or more activities or functions of the City.

ENTERPRISE FUND – A fund which totally supports its services from fees or charges.

ESTIMATED REVENUE – The amount of projected revenues to be collected during the fiscal year.

FEES – A general term used for any charge levied by the City associated with providing a service or permitting an activity. Major types of fees include building permit fees, and refuse collection fees.

CDC – An abbreviation for Community Development Corporation

UDAG – An abbreviation for Urban Development Action Grant

LLEB – An abbreviation for Local Law Enforcement Block Grant

NR GRANT -- An abbreviation for Natural Resource Grant