

Town of Capitol Heights

Fiscal Year 2019– 2020

Budget



Town of Capitol Heights personnel are dedicated to ensuring the responsiveness of the Town Government to its citizens. By implementing Town Council Policy, responding to citizen inquiries, exercising fiduciary prudence with the Town Funds, communicating with the public, and coordinating the many services and functions of the Town Departments, General Government personnel work to increase the efficiency and effectiveness of The Town of Capitol Heights.

Town of Capitol Heights, Maryland

PROPOSED BUDGET

FOR FISCAL YEAR JULY 1, 2019 – JUNE 30, 2020

Town Council

Shawn Maldon, Mayor

Renita Cason

Faith Ford

Rhonda Akers

LaTonya Chew

Elaine Williams

Caroline Brown

Management Team

Jason Small, Esq., Town Administrator

Robin Bailey, Town Clerk

Mark Cummings, Police Chief

Venus Drummond, Neighborhood Services Director

Fredrick Sussman, Town Attorney

After a smooth process the Mayor and Council of the Town of Capitol Heights, Maryland have developed a budget that speaks to the needs of the residents of the Town while maintaining fiscal responsibility and investing in the Town and its residents.

The Mayor and Council have completed a successful fiscal year 2018-19 with investments being made in our youth in the form of academic and community outreach programs including, but not limited to, scholarships, summer internships and leadership programs, and Committee engagement. In addition to our students and residents, generally, the Town continues invested in our most prized residents -- our seniors -- with programming and services focused squarely on their needs.

In addition to our community outreach activities the Town has made substantial investments in infrastructure. With the capital improvements from Street signs and landscaping, to public safety efforts with speed calming and neighborhood services equipment, the town is committed to providing our residents' with a 21st century living experience.

As the Town prepares for new Transit Oriented Development the Mayor and Council have also focused on updating our communication systems as well as the Town's web presence. We expect to complete a Land Disposition Agreement that will lead to a 47 Million dollar mixed use development across from the Capitol Heights Metro Station.

Moving forward with the 2019-20 budget the Town will continue to build on the progress made over the last fiscal year. This fiscal year's budget will continue to build on previous year's investments in residents with funds focused on seniors, youth and overall healthy living. These investments will come in the form of a robust budget for the call-a-bus service, scholarships for our students and classes for all ages to support and promote healthy lifestyles.

In addition to investing in our residents the Town is committed to investing in attracting the best and brightest to serve the Town. Therefore, the FY 2019-20 budget includes professional development funds as well as funds to focus on grants. The Town has retained its professional services contract with a

grant writer to enhance and expand our robust grant procurement portfolio. Economic Development remains a town priority, and funds are being dedicated to ensuring that development brings tangible results to the town.

Ultimately the Town of Capitol Heights sits on strong fiscal footing. The Town's budget is in surplus for an additional year and will continue to find efficiencies to insure the continued fiscal health and growth of the Town for its residents.

Fiscal Year 2020 Proposed Amended Budget and Fiscal Year 2019 Adopted Budget

BUDGET APPROVAL PROCESS

"Just a reminder - state law requires that municipal elected bodies approve budgets by ordinance – not by resolution and not by passage of a simple motion. To do otherwise could jeopardize the validity of your budget and any taxes or fees associated with budget approval."

The above paragraph was copied and pasted here directly from the Maryland Municipal League Budget Preparation Memorandum.

Tax Rate

The Tax Rate for town residents in Fiscal Year 2020 is the Town of Capitol Heights Constant Yield Tax Rate during Fiscal Year 2020 (\$0.3920). The Assessment of Real Property Values in the Town continues to increase. Whenever the assessments increase the CYTR is lowered to offset the increase in assessments.

The budget pages have been reformatted for easier reading and comparison to the original budget, showing year-to-date actual revenue received or actual expenditures to date.

Other components were added in a proactive effort to include the Mayor and Council priorities and the need to set aside funds for some of these priorities.

The Town of Capitol Heights, Maryland
 Budget Summary
 Preliminary 20 Budget
 6.13.19

	End of Year FY 18	Proposed Budget FY 19	Proposed Budget Mid Year FY 19	Proposed Budget FY 20
Revenues				
Governmental Revenues	2,850,508.00	2,863,102.37	2,930,728.00	3,037,213.00
Grant Revenues	623,668.00	686,953.00	914,508.88	1,535,739.30
Funds Carried Over from 2018/2019		88,330.00		
Use of Fund Balance		90,000.00	447,972.00	50,000.00
Total Revenues	3,474,176.00	3,728,385.37	4,293,208.88	4,622,952.30
Expenses by Department				
Mayor and Town Council	90,560.00	83,020.00	86,620.00	86,070.00
Standing Committees	36,230.00	32,500.00	33,500.00	25,000.00
Town Hall Activities	777,232.18	562,731.16	589,421.16	633,694.36
Public Safety	949,195.66	1,064,618.39	1,133,518.39	2,880.00 1,220,396.76
Neighborhood Services	1,116,037.52	1,177,495.45	1,407,972.45	1,264,619.62
Operating Expenditures	2,969,255.36	2,920,265.00	3,251,032.00	3,232,660.74
Grant Expenditures NSD	388,579.74	789,742.00	1,014,608.60	1,379,883.88
Grant Expenditures PS			19,740.88	
Cost of Building			249,642.00	
Total Expenses	3,355,835.10	3,710,007.00	4,285,379.38	4,612,644.62
FY 20 Budget Surplus/Deficit	118,340.90	18,378.37	7,829.50	10,407.68

FY20 Special Projects

Administration

Council Priority: Enhance Finance Functions for the Town

Hire a Finance Clerk

The Town's administration handles a variety of labor-intensive tasks including but not limited to scheduling and collection of Town fees for services:

- Business Licenses
- Rental Licenses
- Building Permits
- Uniform Civil Citations for fines for violating Town Codes
- Event Planning and Scheduling
- Informational flyers and other alert notifications
- Town Newsletter production
- Conference logistics for elected officials and town staff
- Postage, mailing, written communication distribution
- Transcribe minutes of council public meetings
- Logistics and planning for mayor and council attendance at conferences

Department Goals:

- Revamp the Town Website and Social Media Presence
- Digitize Town Records, Ordinances, and Resolutions
- Move on Mayor and Council Economic Development Priorities for Transit Oriented Development Corridor
- Develop an organization wide strategic plan for the Town of Capitol Heights which includes mayor and council involvement, including an Ethics Board

Public Safety/Town of Capitol Heights Police Department

Council Priority: "Right-size" the Town Police Force and hire a new Capitol Heights Police Chief

The Town is moving in a new direction in oversight of the police force. While complaints against the department with regard to coverage have been minimal and there is no pending litigation against the police force, a comprehensive review of police policies and practices has been completed with the help of the Maryland State Police. New proactive policies concerning livability and community policing have been instituted during the previous fiscal year, and the Mayor and Council seek to build upon these positives with new leadership.

If there is a perception that patrol officer staffing increases are needed, that perception should be tested with a workload-based analysis, rather than just a comparison to a national benchmark in isolation. The most important staffing driver for patrol operations is a City's proactive policing standard and the amount of police officer time absorbed in dispatched calls for service. These are not factors directly derived from population comparisons, but rather through the actual calls for service workload experienced by a police department and service level policy decisions unique to the Capitol Heights community.

Department Goals:

- Continue to ensure quality public safety measures which promote and enable the Town to be one of the safest cities in Prince George's County
- Continue to establish a culture of dedicated men and women in the profession who are committed to providing the best protection to the citizenry while avoiding unnecessary litigation against the Town
- Prioritize and analyze the cost of 24/7 police coverage and establish a 3-year plan that addresses the need and number of patrol force required to accomplish this goal

Neighborhood Services Department/Town of Capitol Heights Public Works

Council Priority: Continue Activities of Town of Capitol Heights Property Standards Authority to raise the standard of community aesthetics and address distressed properties within the town.

In-house leaf collection, increased compliance with refuse, composting, and recycling goals for a sustainable Prince George's County,

The Neighborhood Services Department serves primarily as the Town's Public Works Department, with the primary focus on removal of trash and debris in the public right of ways, street cleaning, as well as maintenance and cleaning Town owned facilities. The Town outsources through a private contractor refuse collection, and bulk waste. Recycling service is provided by Prince George's County. The Town refuse mix is heavily saturated with recyclable materials, and better adherence and enforcement of these policies will. The Council wants to determine the effectiveness of bring in-house refuse collection and yard waste and seeks the hiring of additional personnel to handle these labor intensive services.

The department staff also is responsible for distributing the Town's Newsletter, information and promotional flyers relative to alerts and town sponsored events.

Needs of the department are:

- a) Implementation of an Infrastructure Maintenance Plan based on analysis of street re-surfacing and re-pavement that is designed to prolong the life of the Town's infrastructure;
- b) development of a comprehensive pavement condition assessment should be conducted, and a consultant may need to be hired to assist with this process.
- c) enforcement of town and county codes concerning property standards by staff capable of fair handed administration of regulations.

Department Goals:

- Define capital projects and sustainability Infrastructure
- Complete an inventory of capital needs
- Estimate capital costs
- Develop a five-year capital budget request
- Improved communication with Residents

FISCAL YEAR 2020 BUDGET

LINE ITEM EXPLANATORY NARRATIVE

Revenue

Real Estate Taxes

Real Estate Taxes are assessed against real property to all owners of the property. The estimated amounts are provided by the State of Maryland Department of Assessment and Taxation usually during the spring of each Fiscal Year. This component of the budget is composed of three items:

- Real Property Taxes – assessed against real property and is paid by property owners
- Previous Year Taxes – this amount comprises taxes collected in the current fiscal year usually with penalties and/or other fees assessed for late payment of taxes owed in the previous year
- Prince George's County- these taxes are assessed by Prince George's County for services provided by the County, for example, Prince George's County provides recycling services to The Town of Capitol Heights, Maryland.

Personal Property Taxes

These taxes are assessed to legal and commercial entities that own property within the municipality although the entity or organization may not physically be located within the Town. The two components in this category include:

- Personal Property Taxes – assessed against legal and commercial entities that own property that is located within the Town. Examples of this include but is not limited to coin operated washing machines in a local Laundromat
- Real Property Taxes assessed to utility companies for property located within the Town. Examples of this include PEPCO, Washington Gas, and Washington Sanitation and Suburban Company (WSSC)

Revenue (Continued)

State Taxes

State taxes are imposed by the State and include the following components:

- Local Income Tax – imposed against residents for income earned
- Amusement Tax- is imposed by the State against organizations that charge for recreational services which can include amusement parks, but typically against an organization that hosts private events (e.g., cabarets, dinner dances, crab feasts, etc., for profit)
- Highway User Taxes – are taxes paid proportionally to municipalities from the State for wear and tear on roadway surfaces from vehicular traffic; it basically gives back to the cities and towns a formula based tax (usually by population and size of the town) funds with which to help repair and resurface roads

License, Fees, & Permits

The components of this category represents the Town's fees for services provided in terms of permits and licenses; it basically provides for the staff time to conduct research on property, inspect properties, process licenses, and track the accounts associated with each license and/or permit issued. This category also comprises revenue derived from subscriber fees collected in association with a franchise agreement with Verizon and Comcast.

- Tipping Fee Rebate - the amount that Prince George's County returns to the municipality as are result of the Town using the County's landfill for disposal of trash and debris

Reimbursements

Economic Development

The one item in this category represents the amount the Town

Federal, State, & County Revenue

This section oftentimes referred to as Intergovernmental Revenue, comprises revenue from various sources within the Federal, State and County. The four categories are:

- State Aid for Police – are grant funds from the State of Maryland basically reimbursing the Town for some of its costs incurred to provide public safety services.
- Office of Crime Control and Prevention – various grants provided through this State office (e.g., COPS grants)

Grants

This section of the budget represents all revenue derived from applications submitted to the Federal, State, and County governments to offset costs to the municipality to provide and engage in special projects for the Town and for which some projects could not be conducted without the support from the governments and private sources.

- CDBG grants are provided through the County’s Community Development Block Grants and are generally used for road resurfacing and repairs
- Chesapeake Trust Fund is provided through the State of Maryland for Green initiatives and stormwater improvements – projects that help to preserve the Chesapeake Bay and cleaning and filtering of toxicants into the rivers and tributaries that flow into the Chesapeake Bay.

Grants Revenue Continued

- Open Space Grant – provides funds for projects that create and/or preserve Green space within the Town
- Transportation Grant – was awarded for the Green Street Project Chamber Avenue
- Community Legacy Grants are awarded through the State Department of Housing and Community Development through a variety of program components - Smart Growth Demolition Investment Funds (SGIF), Neighborhood Revitalization, National Capitol Revitalization Program and Sustainable Communities, all of which support projects geared towards acquisition and/demolition of property.

Police Department Revenue

This category represents additional Town revenue derived from various services provided to increase public safety within the Town. Impound revenue is provided as a result of vehicles impounded after traffic stops for expired tags, expired driver's license, driver's arrested for DUI, etc.

Other revenue is derived from various sources for services provided including trash service, interest from the Town's investment account, Uniform Civil Citations that are paid as a result of fines issued for code violations.

- Traffic Tickets/Citations -This category represents revenue derived from routine traffic stops and moving violations and criminal citations issued

Police Department Revenue Continued

- Impounds – revenue that is derived from vehicles and other property that is confiscated by the Town of Capitol Heights Police Department; examples include drug busts
- Fingerprints – revenue derived from fingerprinting service requests conducted by the Town's police department
- Speed Camera Receipts is revenue received from speed camera enforcement
- E-citation Grant was received in the previous fiscal year for the purpose of purchasing the software/hardware to process electronic citations

Other Revenue

- Code enforcement – property liens – this category represents revenue from property code violations that are abated by the Town either through Prince George's County District Court or by the authority given in the Town Code of Ordinances when the Town Administrator or his or her designee determines that an abatement is justified whenever it is determined that the health and safety of the Town is at risk or compromised
- Refuse Collection – this revenue relates to the Refuse Collection Contract for trash, yard waste, and bulk trash items that are collected

from Town residents; the amount collected correlates to the cost of the Refuse Collection Contract

- Interests and Dividends – is the amount received from financial institutions on the Town's investment and operating accounts
- Miscellaneous receipts – is revenue received that is not categorized in any other line item in the fiscal year budget; this item has been significantly reduced as most revenue can be applied to existing chart of accounts
- Municipal Infractions – Code - this item is for all Uniform Civil Citations issued for code violations examples include parking on the sidewalk, improper storage on property, vehicles parked on private property on surfaces other than pavement, concrete, or gravel; operating a business without a permit, engaging in construction or

other building projects without a building permit, renting residential property without a rental permit

- Capitol Outlay – represents capitol purchases including property, vehicles and equipment, long-term and short term debt on loans for capitol projects, and leases; can also include projects identified for annexation, revitalization, economic development projects, etc.
- Call-a-bus – revenue derived from fees charged for physically and mentally challenged individuals and the elderly populations utilizing the Town's bus service for doctor's appointment, shopping, and special event trips

Asset Sales

- Sale of Surplus Property. This item is reserved for the sale of property determined to be of no further use to the town and/or is inoperable; examples include land, equipment or furniture that is no longer wanted or serviceable due to depreciation, age, or considered of no value or use
- Sale of Town Vehicle – vehicles that are no longer serviceable due to age, mileage, or value; vehicles that are in disrepair and it is determined that the repairs exceed the value of the vehicle and therefore cost prohibitive

Miscellaneous Revenue

Some of the items in this category (i.e., Capitol Heights Day Donations, Capitol Heights Day Donations, Capitol Heights Day Vendors, Sponsorship and Marketing, are related to the Capitol Heights Day Festival.

- Other Event Donations is revenue received for all other events not categorized in this section and for Town sponsored events not listed or unanticipated

Miscellaneous Revenue Continued

- Use from General Fund – is an appropriated amount approved by the Mayor and Council to transfer from the Town's Reserve account into the general operating account for specific purposes. This Year the Mayor and Council have designated \$50,000.00 for Capitol Outlay in the Police Department for new vehicles.

LINE ITEM-DESCRIPTION	Revised 18 Budget	Prelim 19 Budget	Prelim 20 Budget	Notes for FY20 Budget Prelim	DEPARTMENT HEAD NOTES
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Real Estate Taxes					
40100 - Real Property Taxes	1,173,462	1,173,409	1,140,226	From Constant Yield email,	
40200 - Previous Year Taxes	-	-	-		
40300 - PG Co Tax Liens	17,500	17,500	17,500	Taxes collected in the current year for prior year's tax bills and late fees	
40400 - Municipal Charges	-	-	-		
Total Taxes	1,190,962	1,190,909	1,157,726		

Personal Property Taxes					
40400 - Personal Property Taxes	242,559	254,836	259,356	Assessed against commercial assets in Town	
40500 - Real Property (Utilities)	122,720	126,402	133,000	Assessed against utility assets in Town	
Total Property Taxes	365,279	381,237	392,356		

State Taxes					
40600 - Local Income Tax	450,000	400,000	340,000	320K in FY18 * .03 increase for 19 and .03 for 2020	
40700 - Amusement Tax	1,200	1,200	1,200		
40800 - Highway Users Tax	22,158	22,634	118,433		
Total State Taxes	473,358	423,834	459,633	Added balance from FY 19+projected numbers for FY20	

Licenses, Fees, & Permits					
41701 - Vacant Lots	-	-	33,000		
41702 - Abatement Income	2,500	4,000	3,000		
40900 - Asset Forfeiture (drug busts)	-	-	65,000		
41000 - Verizon Franchise Fee	65,000	65,000	33,000		
41100 - Business License	35,000	37,500	20,000		
41200 - Retail License	12,000	12,000	6,000		
41300 - Building Permits	3,500	3,500	750		
41400 - Parking Permits	500	750	-		
41500 - Comcast Grant	-	-	10,723		
41600 - Tipping Fee Rebate	10,723	10,723	171,473		
Total License, Fees & Permits	129,223	133,473	171,473		

Grants					
42307 - MD Bike Ways Grant	50,000	50,000	50,000	Carryover from FY19	
Community Legacy - 2017	150,000	-	150,000	Carryover from FY19	
Community Legacy - 2018	-	100,000	100,000		
Open Space Grant	-	96,056	-		
42324 - CDBG PY 40	79,118	-	-		
42310 - Community Legacy 2014	-	-	-		
42327 - CDBG PY 42	99,550	-	-		
42369 - CDBG PY 43	-	-	-		
42321 - Bond Bill 2014	50,000	194,007	175,844	18K Collected YTD FY19	
42323 - Bond Bill 2015	100,000	50,000	-		
42328 - Open Space Grant	-	100,000	-		
42322 - Transportation Grant	60,000	61,890	68,652		
42325 - Verizon Pub Ed Grant	35,000	35,000	-		
42320 - Trust Bay Fund	-	-	-		
42303 - MEA Smart Communities	-	-	150,000		
42333 - Stormwater Stewardship	-	200,000	-		

42326 - CD8G PY 41
 42332-NED 19
 42331- Community Legacy 19
 42330-CD8G 44
 CD8G 45
 USDA Community Facilities-PD
 Total Grants

100,000
 100,000
 201,243
 400,000

623,668.00 886,953.00 1,535,739.30

Police Dept Revenue
 41700 - State Aid for Police
 42600 - Traffic Tickets/Citations
 43800 - Impounds
 43000 - Fingerprints
 42702 - BIAG Income
 42701 - Speed Camera Receipts
 Total Police Dept Revenue

57,486
 6,000
 7,000
 28,000
 -
 90,000
 188,486.00

51,389
 22,500
 9,000
 22,000
 -
 45,000
 149,889.00

56,785
 20,000
 11,000
 16,000
 -
 140,000
 243,785.00

12K YTD in 19
 112k YTD in 19

Other Revenue
 43300 - Refuse Collection
 43500 - Interest & Dividends
 43600 - Misc Receipts
 42900 - Code Enforcement
 43800 - Call A Bus
 Transfer from Reserves
 Total Other Revenue

478,500
 4,000
 4,000
 -
 2,800
 -
 489,300.00

563,310
 6,000
 4,000
 -
 3,250
 90,000
 666,560.00

563,310
 20,000
 10,000
 7,500
 3,250
 -
 604,060.00

16k YTD in 19

Misc Revenue
 44200 - CH Day Donations
 44002 - CH Day Vendors
 44400 - Sponsorship & Marketing
 44700 - Community Garden
 44800 - College Tour
 Total Misc Revenue

4,000
 1,200
 6,000
 200
 2,500
 13,900.00

4,000
 1,200
 2,000
 -
 -
 7,200.00

4,000
 1,200
 3,000
 -
 -
 8,200.00

Total Revenue Budget 3,474,176.00 3,840,055.37 3,027,213.00

FISCAL YEAR 2020 BUDGET LINE NARRATIVE
EXPENDITURE DESCRIPTION BY DEPARTMENT

Mayor and Council

Council Salaries

- This item represents the stipend paid to the Mayor and Council and includes payments to Social Security.

Travel and Conferences

This category represents all costs associated with the Mayor and Council attendance at various conferences and workshops

- Council Meeting Expense – is the cost associated with hosting various council meetings and work sessions
- Council Event Travel - is the amount appropriated for expenses related to per diem, meals, and lodging associated with attending conferences and meetings.

Membership and Registration

This category comprises the cost of dues and membership for the majority of the conferences and meetings attended by the Mayor and Council.

Council Expenses (\$1,500 per person)

This category represents an expense account established for the Council at \$1,500 per council member. \$3,000 is established for the Mayor.

- Election Expenses – is the amount appropriated for the cost for elections that are held every four years in even numbered years; FY 2020 no regular election is anticipated
- New Residents -- this item comprises the costs to mail and distribute Welcome Packages to new Town residents

Council Expenses Continued

- Flowers,/Plants/Gifts – this is a proposed budget for condolences, flowers, etc. sent on behalf of the Mayor, Council and Staff to illnesses and bereavement of staff, elected officials, and prominent

citizens, and/or their immediate family member of the Town or nearby jurisdictions

Committee Expenses

The Mayor and Council of the town of Capitol Heights operate seven standing committees: Ethics and Legislation; Communication and Outreach; Community Health and Environment; Recreation, Education and Television; Neighborhood Services and Public Safety; and Planning and Economic Development. Each Council Member's Committee has been appropriated \$2000.00 for community programming. These community events must be approved by a majority of the council.

Expenditures Community Affairs

Capitol Heights Day

This category represents the amount allocated for expenses associated with Capitol Heights Day, which celebrates the Town's anniversary of its incorporation.

Holiday Season Dinner

This is a line item for Staff recognition during the Holiday Season.

Back to School Giveaway

These are funds used for the annual back to school giveaway.

Veterans Day Expense

This category represents costs associated with Town sponsored Veterans Day activities.

Newsletter and Marketing – are the costs associated with distribution of the Town's Newsletter and distribution of promotional and informational flyers about events, and other pertinent alerts

Senior Events

These activities are also Town sponsored and include activities offered to the Town's elderly population that include movies, bowling, aerobics, and shopping trips.

Administration Department Expenditures

Salary and Benefits

This category represents funding allocated for staff salaries and benefits, including health insurance premiums, life insurance, payroll services, ICAM (retirement) contributions and administration fees, and unemployment insurance benefits.

Town Administrator		\$81,000.00
Treasury/Finance Clerk		\$37,398.40
Town Clerk		\$38,708.80
Office Manager		\$40,060.80
Receptionist	P/T	\$14,000.00
Grantwriting Services		\$20,000.00

General Expenses

This category represents costs associated with the day to day operations of the Town government including professional development training for staff, membership dues and subscriptions, expense account for the Town Administrator, office equipment rental leases, computer supplies, postage, cell phone costs, office supplies, and costs for an annual employee Holiday party.

- Comcast and Verizon Fees – this is determined by population size, annual budget, and a formula based fee for the Franchise Agreement with the cable providers.

Building Maintenance

This category covers the expenditures related to routine building repairs and maintenance (covered under the Neighborhood Services Department), utility bill payments, office furniture replacement and purchases, pest control services at Town Hall, expenditures for the alarm system at the Town Hall, costs associated with telephone and faxes, and charges from WSSC.

Insurance

This category represents the administration portion of charges for police and public liability insurance, as well as property, land, and vehicle coverage provided through Local Government Insurance Trust.

Chesapeake Employer's Insurance Company is the insurance provider for work related injuries. The costs are based on premiums paid monthly.

Administrative Services

This category includes the cost for accounting service for the finance division, advertising costs associated with solicitation for Requests for Proposals, audit fees, computer support (IT), WEBQ&A support, economic development, legal fees, and bank charges. The economic development is considered under the Capitol Outlay section of the administration department.

Economic Development and Miscellaneous Expenses

This category represents the proposed expenditures for developing, acquiring, and or improving property within the Town, and can also include projects relating to revitalization of the downtown.

Expenditures Police Department

Salaries and Benefits

- This item represents salaries paid to the Chief and officers including civilian personnel and includes payments to Social Security, costs for Field Training Officers (FTO) officer training, health insurance, membership du and subscriptions, an expense

The Police Department has been funded to hire two additional full-time officers at \$43,451 each. New Officers will share a vehicle until further notice.

Public Safety Supports

This category is for ammunition for officer issued weapons, purchase of weapons, uniform purchases and cleaning, and crime watch activities

Police Department Related Expenses

This category covers costs associated with vehicle maintenance fingerprinting gasoline, air cards for vehicle laptops, and radio repairs in police vehicles.

- Capitol Outlay includes costs for the lease on the two new police cruisers purchased during FY 2019 and Expected costs from New Vehicle Purchases in FY20. Current census of vehicles is below operating efficiency

Building Maintenance and Repairs

This category covers the routine building maintenance and repairs (covered under the Neighborhood Services Department) and also lists the anticipated costs for utility payments.

General Expenses

This category the expenses related to purchases for office equipment (including computers), office supplies, equipment rental telephone and faxes, the expenses related to the red light camera, computer support services (IT), and speed camera enforcement.

Expenditures Neighborhood Services Department

Salaries and Benefits

This category covers the expenditures associated with salaries and benefits for the director and staff. It includes overtime for the laborer staff for inclement weather events, and special events hosted by the Town. It also covers a training budget for the director and support staff including the laborers, health insurance premiums, and renovations and repairs to the Town Hall.

Director	\$70,000
Foreman	\$32,656
Administrative Assistant	\$31,000
Call-A-Bus Driver	\$12-15 per hour
5 Full-time Laborers	\$12-15 per hour
Property Standards Authority Manager	\$46,676
2 PSA Inspectors	\$15-20 per hour

Staff Support Expenses

This category covers costs associated with membership dues and subscriptions.

Building Maintenance Expenses

This category covers the cost of building maintenance for all three governmental facilities – i.e., Town hall, police station and NSD trailer. The section also lists the costs anticipated for utility payments, pest control security alarm, and telephone.

Neighborhood Services Expenditures Continued

Fleet Services

This category lists the anticipated costs for gas and oil, vehicle maintenance, and capitol outlay. Costs are anticipated for Capitol Outlay because of anticipated vehicle purchases for PSA.

Maintenance Items

This category covers the routine costs for equipment and tools replacement and repair, landscaping services on Town owned land, charges for use of the County Landfill, routine materials and supplies, traffic signs, snow and ice removal, street maintenance and tree cutting removal. This year, the proposal is to remove several dead and diseased trees and trimming of healthier trees. The cost is estimated at \$30,000, or over 50 trees.

Other Department/Town Wide Services

This category covers the costs of the sanitation pick up town wide, street lighting imposed by the Town's electrical supplier PEPCO, and the cost to the Town to abate property code violations which is generally reimbursed through tax liens imposed.

DPT	LINE ITEM DESCRIPTION	INITIAL BUDGET FY 18	FY18 - Revised Budget	FY19 Prelim Budget	FY19 Mid Year Budget	FY20 Prelim Budget	FY20 Budget Descriptions	DEPARTMENT HEAD NOTES
	Town Hall							
TH	Salaries & Benefits	286,788.00	257,758.00	174,183.14	202,130.14	215,692		1/2 line for Ms. Pat at 12/1/18 end on a 55% step for everyone.
TH	54005 - Salary Employees	500.00	500.00	-	3,000.00	3,000.00		
TH	54003 - Salary Overtime	21,857.58	20,000.00	33,014.96	13,014.96	17,285.36		
TH	54005 - Payroll Taxes	17,007.28	5,078.63	6,058.46	7,558.46	9,285.00		This premium has increased for next year again. LGT Health is still for more expensive.
TH	54002 - Health Insurance	2,000.00	2,000.00	4,000.00	2,000.00	2,000.00		
TH	54004 - ICMA Contributions	63,621.14	6,286.93	2,402.60	2,402.60	2,000.00		
TH	Total Salaries & Benefits	384,272.98	291,655.54	192,655.18	225,105.16	248,272.36		
TH	Admin Expenses	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00		
TH	54316 - ICMA Admin Fees	2,400.00	4,150.00	5,000.00	5,000.00	5,000.00		
TH	54317 - Payroll Services	60,000.00	56,825.00	25,000.00	25,000.00	10,500.00		Reimbur for ALTA, CPA services
TH	54112 - Accounting Services	2,500.00	2,500.00	3,500.00	2,500.00	3,000.00		Sendinal Ads, Promotional materials
TH	54110 - Advertising	18,500.00	20,500.00	24,000.00	21,000.00	21,500.00		
TH	54116 - Audit Fees	20,000.00	37,584.11	16,000.00	20,000.00	20,000.00		Anticipated Extra Spending for Modular Redoubt
TH	54314 - IT/Network Connector	8,400.00	8,400.00	9,000.00	9,000.00	9,500.00		Completion of General Cds Contract. Previous Unspecified Price Increase
TH	54315 - Web/Software Support	15,000.00	17,471.17	5,000.00	5,000.00	5,000.00		
TH	54308 - Economic Developer/Amesization	25,000.00	30,000.00	30,000.00	30,000.00	27,500.00		Grant Writer 20,000, surveyor Services
TH	54308 - Legal Services	40,000.00	40,000.00	50,000.00	25,000.00	80,000.00		Annexation work, Negotiating and Drafting LDA are up this FY
TH	54307 - Start Charges	3,000.00	4,325.00	4,325.00	4,325.00	2,000.00		MMUL Job Classification Website Fees
TH	Total Admin Expenses	196,500.00	222,555.18	152,825.18	154,325.16	183,285.10		
TH	General Expenses	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00		
TH	50550 - Professional Development	3,000.00	5,000.00	6,000.00	6,000.00	7,000.00		
TH	54304 - Postage	500.00	3,500.00	4,000.00	4,000.00	4,000.00		
TH	54306 - TA Expenses	500.00	500.00	500.00	500.00	500.00		
TH	54307 - Petty Cash Expenses	500.00	500.00	500.00	500.00	500.00		
TH	54309 - Computer Supplies	7,000.00	19,450.00	10,000.00	10,000.00	20,000.00		
TH	54310 - Office Supplies	9,000.00	3,000.00	6,000.00	8,000.00	9,000.00		
TH	54311 - Equipment Rental	20,000.00	7,500.00	6,000.00	10,440.00	11,000.00		Includes bleaker license costs to migrate to Windows 10, additional PCs for 64 bit changeover. Paper Costs and Lack of spread between departments covers increase
TH	54301 - Dues & Subscriptions	3,000.00	1,000.00	1,000.00	2,750.00	2,750.00		Includes Real Clear Gov Website Add-On
TH	New Election Publication Costs	5,000.00	4,000.00	4,000.00	4,000.00	4,000.00		
TH	54302 - Telephone & Faxes	52,000.00	12,000.00	10,800.00	10,800.00	12,000.00		
TH	Total General Expenses	52,000.00	64,481.06	48,800.00	54,550.00	88,850.00		
TH	Insurance Expenses	28,000.00	28,000.00	12,500.00	7,500.00	3,500.00		
TH	54201 - Unemployment Insurance	55,000.00	55,000.00	50,000.00	50,000.00	50,000.00		
TH	54203 - Liability Insurance	75,000.00	75,000.00	56,000.00	56,000.00	83,725.00		
TH	54202 - Workers Comp Insurance	158,000.00	158,000.00	318,500.00	318,500.00	137,252.00		
TH	Total Insurance Expenses	288,000.00	288,000.00	126,500.00	113,500.00	137,252.00		
TH	Building Maintenance & Repairs Expenses	6,000.00	6,000.00	6,000.00	4,000.00	6,000.00		
TH	54405 - Electricity	2,500.00	2,500.00	1,000.00	1,500.00	2,000.00		
TH	54405 - Gas Heating	1,000.00	1,000.00	1,000.00	1,000.00	2,000.00		
TH	54402 - Office Furniture	1,000.00	1,000.00	1,000.00	1,500.00	1,500.00		
TH	54404 - Pest Control	4,000.00	4,000.00	4,000.00	3,000.00	3,000.00		
TH	54403 - Alarm Security	500.00	500.00	500.00	500.00	500.00		Anticipated savings on this line plus potential false alarm costs
TH	54402 - WSSC Water	15,000.00	25,600.00	15,000.00	15,000.00	15,000.00		
TH	Total Building & Maintenance & Repairs Expenses	15,000.00	25,600.00	15,000.00	15,000.00	15,000.00		
TH	Grant Expenses	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00		
TH	Vendor/Contractor P&S Funds	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00		
TH	Total Grant Expenses	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00		
TH	Total Administration Department	789,652.18	777,922.18	562,731.16	588,421.16	653,934.96		
DPT	LINE ITEM DESCRIPTION	INITIAL BUDGET FY 18	FY18 - Revised Budget	FY19 Prelim Budget	FY19 Mid Year Budget	FY20 Prelim Budget	FY20 Budget Descriptions	DEPARTMENT HEAD NOTES

DPT	POLICE DEPARTMENT	SALARIES & BENEFITS	POLICE DEPARTMENT				TOTAL	DEPARTMENT HEAD NOTES
			FY18 - Revised Budget	FY19 Prelim Budget	FY18 Mid Year Budget	FY19 Prelim Budget		
PSD	55000 - Salary Police Dept	599,304.00	589,204.00	694,247.49	694,247.49	757,000.00	Increased by 55,762.57 to increase manpower. New recruiting strategy. Decreased by 2,000	
PSD	55029 - Payroll Taxes	45,010.08	45,010.08	55,409.93	55,409.93	60,560.00		
PSD	55030 - Salaries Overtime	8,500.00	18,500.00	25,000.00	47,000.00	45,010.08		
PSD	55031 - Salaries Special Pay							
PSD	55035 - Life Insurance		500.00	500.00	1,000.00	1,000.00		
PSD	55036 - Health Insurance	38,413.24	35,413.24	37,626.06	36,126.08	66,126.08		
PSD	55038 - TWA Contributions	5,312.74	5,312.74	6,884.55	6,884.55	7,000.00		
PSD	Total Salaries & Benefits	684,545.66	672,955.66	813,868.99	858,956.75	958,686.75		
PSD	General Expenses	4,500.00	9,500.00	9,500.00	9,500.00	8,000.00		Reduced by 1,500
PSD	55028 - Training Police Offices							Increased revenue contribution by 70,000
PSD	55029 - Bad Light Camera Exp	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	Decrease by 250	
PSD	55029 - Camera Support	22,200.00	22,200.00	36,200.00	36,200.00	35,000.00	Increased by 2,000	
PSD	55034 - Special Camera Expense	750.00	750.00	3,250.00	3,250.00	3,000.00		
PSD	55035 - Ammunition	2,000.00	4,000.00	5,000.00	5,000.00	5,000.00		
PSD	55035 - Uniform Purchases	7,000.00	19,000.00	13,000.00	33,000.00	15,000.00		
PSD	55035 - Uniform Cleaning	1,000.00				1,500.00		
PSD	55034 - Professional Development	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00		
PSD	55007 - Flagstaffing Exp	32,000.00	14,000.00	14,000.00	9,000.00	10,000.00		
PSD	55008 - Office Supplies	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00		
PSD	55009 - Equipment Rental	15,200.00	15,200.00	13,200.00	13,200.00	13,200.00		
PSD	55010 - Police Chief Exp	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00		
PSD	55011 - Dues & Subscriptions	550.00	550.00	550.00	550.00	550.00		
PSD	55012 - Coxs Match	900.00	500.00	500.00	500.00	800.00		
PSD	55034 - Relations & Travel	4,000.00	2,500.00	2,500.00	2,500.00	2,500.00		
PSD	Total General Expenses	51,800.00	128,200.00	96,200.00	195,200.00	125,250.00		
DPT	INITIAL BUDGET FY 18							
PSD	Building Maintenance & Repair Expenses	3,400.00	4,000.00	4,000.00	4,000.00	4,000.00		
PSD	55028 - Equipment & Tools							
PSD	55029 - Building Repair	3,400.00	4,000.00	4,000.00	4,000.00	4,000.00		
PSD	55032 - Electricity	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00		
PSD	55028 - Gas Heating							
PSD	55010 - Pest Control							
PSD	55030 - Alarm Security	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00		
PSD	55035 - WSSS Water	750.00	750.00	750.00	750.00	750.00		
PSD	Total Building Maintenance & Repair Expenses	9,650.00	11,650.00	11,650.00	11,650.00	11,650.00		
PSD	Vehicle Related Expenses	20,000.00	20,000.00	25,000.00	25,000.00	27,000.00		
PSD	55028 - Vehicle Maintenance	32,000.00	32,000.00	50,000.00	50,000.00	50,000.00		
PSD	55024 - Coprol Courier	1,000.00	1,000.00	1,000.00	1,000.00	2,000.00		
PSD	55023 - Police Regular Police Car	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00		
PSD	55025 - Vehicle Accessories	45,000.00	45,000.00	51,000.00	51,000.00	51,000.00		
PSD	55025 - Gasoline Vehicles	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00		
PSD	55022 - Air Conds							
PSD	55027 - GPS	8,800.00	9,800.00	9,800.00	9,800.00	9,800.00		
PSD	Total PD Fleet Related Expenses	114,300.00	113,300.00	144,300.00	144,300.00	146,800.00	Increased by 2,000 50,000 for USDA Grant Match for new vehicles and 30,000 for lighting and markings	
PSD	Grant Expense			15,740.88	15,740.88			
PSD	Total PD Grant Expenses			15,740.88	15,740.88			
PSD	Total Police Department	879,754.66	949,155.66	1,054,518.99	1,149,256.37	1,220,936.75		
DPT	INITIAL BUDGET FY 18							
NSD	Neighborhood Department							
NSD	Salaries & Benefits	403,802.00	350,370.00	404,300.00	394,385.00	455,582.51		
NSD	55028 - Salaries	31,247.40	35,588.35	35,588.35	35,588.35	36,446.72		
NSD	55034 - Salary Overtime	7,000.00	12,500.00	7,000.00	9,000.00	12,500.00		

NSD	41222 - Open Space Grant				116,056.00	173,877.00	158,263.00
NSD	41223 - CDBG FY 44						150,000.00
NSD	57202 - Community Legacy 15						230,000.00
NSD	57204 - Stormwater Stewardship						100,000.00
NSD	57205 - NEH 15						400,000.00
NSD	ADD SL Costs for CDBG 45						1,979,858.88
NSD	Total Grants	415,000.00	386,579.74	789,742.00	1,245,358.80	1,245,358.80	1,245,358.80
NSD	Total Neighborhood Department	PAVALUE	1,302,687.26	1,987,237.48	2,839,655.95	2,839,655.95	1,284,639.62
DPT	LINE ITEM DESCRIPTION	INITIAL BUDGET FY 18	FY18 - Revised Budget	FY19 Prelim Budget	FY19 Mid Year Budget	FY20 Prelim Budget	FY19 Budget Descriptions
MC	Mayor & Council						
MC	Salaries & Benefits	47,000.00	47,000.00	47,000.00	47,000.00	47,000.00	47,000.00
MC	63100 - Council Salaries	3,585.00	3,585.00	3,585.00	3,585.00	3,585.00	3,585.00
MC	63101 - Mayor and Council Payroll Taxes	50,585.00	50,585.00	50,585.00	50,585.00	50,585.00	50,585.00
MC	Total Salaries & Benefits	2,000.00	2,000.00	2,500.00	2,500.00	2,500.00	2,500.00
MC	Council Admin Expenses	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
MC	63102 - Mayor's Expenses						
MC	63103 - Council Expenses						
MC	New # - Council Member Brown						
MC	New # - Council Member Ford						
MC	New # - Council Member Williams						
MC	New # - Council Member Chaw						
MC	New # - Council Member Roberts						
MC	63104 - Mayor Council Exp	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
MC	59100 - Council Meeting Expenses	500.00	500.00				
MC	Total Council Admin Expenses	9,700.00	9,700.00	9,700.00	9,700.00	9,700.00	9,700.00
MC	General Expenses	3,700.00	3,700.00	3,700.00	3,700.00	3,700.00	3,700.00
MC	63105 - MML Annual Registration	500.00	500.00	500.00	500.00	500.00	500.00
MC	63106 - MMLA's Association	900.00	900.00	900.00	900.00	900.00	900.00
MC	63107 - P&CWA	125.00	125.00	125.00	125.00	125.00	125.00
MC	63108 - Members in Government Service	600.00	600.00	600.00	600.00	600.00	600.00
MC	63109 - MS Black Mayor's Association	100.00	100.00	100.00	100.00	100.00	100.00
MC	63110 - PG Black Women's Association	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
MC	63111 - National League of Cities	175.00	175.00	175.00	175.00	175.00	175.00
MC	52516 - NAACP						
MC	52517 - People for Change Coalition						
MC	63114 - Flowers/Plants/Gifts	375.00	375.00	375.00	375.00	375.00	375.00
MC	63115 - Women in Municipal Government						
MC	Total General Expenses	10,275.00	10,275.00	7,750.00	7,750.00	7,750.00	7,750.00
MC	Travel & Conferences	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
MC	63113 - Mayor's Event Travel	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
MC	63115 - MML Conferences	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
MC	63000 - Council Event Travel	20,000.00	20,000.00	15,000.00	15,000.00	15,000.00	15,000.00
MC	Total Travel & Conferences	39,000.00	39,000.00	33,000.00	33,000.00	33,000.00	33,000.00
MC	Total Mayor & Council	99,580.00	99,580.00	77,500.00	77,500.00	77,500.00	77,500.00
DPT	LINE ITEM DESCRIPTION	INITIAL BUDGET FY 18	FY18 - Revised Budget	FY19 Prelim Budget	FY19 Mid Year Budget	FY20 Prelim Budget	FY19 Budget Descriptions
SC	Standing Committees						
SC	53170 - Capital Heights Day	15,000.00	15,000.00	7,500.00	7,500.00	10,000.00	10,000.00
SC	53504 - Neighborhood Services Activities	1,000.00	1,000.00	1,000.00	1,000.00	2,000.00	2,000.00
SC	53523 - Fire Department						
SC	59400 - Communication and Outreach Activities	2,000.00	2,000.00	4,500.00	4,500.00	2,000.00	2,000.00
SC	53152 - Donations						
SC	53102 - Toastmasters						
SC	59500 - Community Health and Environment Activities	500.00	500.00	4,350.00	4,350.00	2,000.00	2,000.00
SC	53131 - Yoga Senior						

DEPARTMENT HEAD NOTES

DEPARTMENT HEAD NOTES

Activities include: Yoga, Health Heights, Zumba, Healthy Cooking, Astanogazi, MFP and Gym Time

Activities include: Donations, Newsletters, Holiday Season Dinner and Toastmasters

Activities include: Yoga, Health Heights, Zumba, Healthy Cooking, Astanogazi, MFP and Gym Time

Cross-released with 63102

Consolidated with 63103

Memorandum

To: Jason Small - Town Administrator

From: Kayla Bridgers

Date: July 2, 2019

Subject: Contractual Agreements with Vendors

Per your request, I looked into the contractual agreements that are on file in the Town of Capitol Heights. Most of the contractual agreements are found to be outdated, as well as not included in the vendor contact list that was updated as of today, July 2nd, 2019. There were, however, seven vendor contracts that can be found on said list. These vendors include the State Highway Administration, Pitney Bowes Inc., DCA Imaging Systems, General Code, Bates Trucking Trash Removal Inc., Neighborhood Lawn and Tree Service, and New Technologies Inc. Out of the seven vendor contracts, only Neighborhood Lawn and Tree Service and New Technologies Inc. have been extended under the authority of the Town Administrator. Furthermore, I presume that it may be more difficult to rebid the vendor contracts listed under the vendor contract list due to them not being on file in the Town of Capitol Heights. In conclusion, my findings show that many of the vendor contracts on file are not found on the updated vendor contact list and have been terminated, while others are outdated and in need of being updated.

Sincerely,

Kayla Bridgers