City of Seat Pleasant, Maryland

Proposed FY 2015 BUDGET

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City Council's Transmittal Letter
May 19, 2014

We are pleased to present the proposed budget for the City of Seat Pleasant for Fiscal Year 2015 .The budget plots the course of the City for the coming year. After the inception of the new fiscal year on July 1, 2014, Seat Pleasant will be celebrating its 84th Anniversary on May 16, 2015. Given, the challenging economic times we are in, this proposed 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 2015 budget. Additionally, the Proposed Fiscal Year 2015 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 2015 expenditure budget is $3,217,056 a decrease of $474,792 compared to Fiscal Year 2014 of $3,691,848. This represents a 14.8% decrease in the City's General Fund Budget. Listed below is a budget breakdown by activities that shows it's percentage of the Fiscal Year 2015 Proposed Budget.

Activity	FY 2015 Amount	FY 2014 Amount	Percentage Increase/ (Decrease)
City Council	144,240	131,520	9.8%
City Clerk	77,007	85,121	(9.5%)
Mayor	28,077	25,152	11.6%
City Administration	590,057	566,704	(1.08%)
Economic Development	90,000	78,800	14.2%
Finance	241,183	245,603	(1.7%)
Public Safety	1,027,128	1,197,177	(14.2%)
Public Works	767,425	864,576	(11.2%)
Community Development	118,000	198,571	(40.5%)
Greendale Center		145,953	(100%)
Community Services	133,939	152,671	(12.2%)
Total	3,217,056	3,691,848	(14.8%)

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 46 – 50.

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 $1,261,857. Personal Property Taxes the city's next largest revenue source is expected to generate $40,827 more revenue as we projected in our current budget.

The amount is $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 2015 Proposed 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 has been added to the Fiscal Year 2015 Proposed 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 2015 budget has approximately $429,507 budgeted in grant funds. I am proposed that the Grant Writer Position be converted from an contractual arrangement to a full time position. This change will aid in strengthen the planning and administration of our current and future grants.

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 Proposed Budget has been consolidated in the City Administrator's Budget. All gasoline vehicle and equipment maintenance have been transferred to the Public Work Department to be handle by the Transportation Officer. The underlying rational for these initiatives is to isolate in one location in the budget the total cost of these items.

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 develops 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 enables 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 proposed budget continues that tradition.

Expenditures for personnel related items include the following:

1) A 3% cost of living increase for all city employees except the five employees granted proposed special salary adjustments

2)Special salary adjustments are proposed for five employees.

3) Conversion of the Human Resource position to a contractual services arrangement. This proposed change will result in a saving of $22,828 and at the same time the day to day Human Resource function will be absorbed by the expansion of the duties of the Administrative Assistant in the City Administrator's budget.

4) Conversion of the Grant Writer to a full time position.

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 is a Capital Improvement and Outlay Plan Section and A Speed Camera Section in the Proposed Fiscal 2015 Budget. This is being done to provide technological enhancements in departments and to allocate speed camera fund more efficiently. The proposed 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 and Mayor 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

A City of Excellence

PROPOSED
FY 2015 REVENUES

CITY OF SEAT PLEASANT, MARYLAND
PROPOSED
FY2015 REVENUES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET	FY 2014 7 MONTHS ACTUAL	FY 2015 PROPOSED BUDGET
	TAXES				
4000-00	Real Property Taxes	1,021,034	1,161,857	1,269,153	1,261,857
4001-00	Personal Property Taxes	910,120	1,044,071	1,019,259	1,084,898
4000-50	Penalties & Interest	1,961	10,456	1,505	10,456
4000-10	Tax Credit–Excess Credit (A)	-4,200	-4,200	-4,200	-4.200
4003-00	Admission & Amusement	36	500		500
4010-00	Highway – Shared User	6,257	23,983	47,875	23,983
4015-00	Police – State Aid	30,356	96,524	30,970	30,001
4005-00	Income Taxes	90,169	155,463	82,335	155,463
	Subtotals	**2,055,733**	**2,488,654**	**2,446,897**	**2,562,958**
	LICENSES & PERMITS				
4323-00	Liquor License		700		700
4321-00	Business & Traders License	19,030	60,000	400	46,685
4313-00	Building Permits	306	1,000	448	1,000
	Subtotals	**19,336**	**61,700**	**848**	**48,385**
4310-00	Comm. Dev. Block Grant		250,000		118,000
4220-00	County Business Licenses		1,000		1,000
4110-00	County Bank Stock Tax		2,563		2,563
4105-00	County Disposal Fee	7,472	14,944	3,736	14,944
4381-00	MD Smart Energy Grant		150,000		35,000
4364-00	GOCC Grant				40,000
4367-00	Bus Shelter Grant	1,380	5,000	852	1,000
4366-00	COP Grant		0	1,551	37,000
4373-00	Community Legacy [E]		100,000		100,000
4401-00	Open Space [E]		80,000		80,000
	Subtotals	**8,852**	**603,507**	**6,139**	**429,507**

CITY OF SEAT PLEASANT, MARYLAND
PROPOSED
FY2015 REVENUES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET	FY 2014 7 MONTHS ACTUAL	FY 2015 PROPOSED BUDGET
4601-00	Copier Fees and Notary Fees	85	100	230	100
4603-00	Sale of Maps & Publications		300		300
	Subtotals	**85**	**400**	**230**	**400**
4501-00	**SPECIAL TRASH PICKUP**	275	500		500
	Subtotal	**275**	**500**	**0**	**500**
	CABLE TV				
4333-00	Comcast Fees	9,897	13,283	11,589	13,283
4334-00	Verizon Fees	11,603	15,572	13,581	15,572
	Subtotal	**21,500**	**28,855**	**25,176**	**28,855**
	FINES AND FOREITURES				
4701-00	Parking Citations	566	10,000	1,430	2,000
4702-00	Housing Codes	1,325	55,000	3,786	15,000
4703-00	Seizure Funds		7,000	38,334	3,500
4704-00	Speed Cameras	111,133	224,000	131,537	
	Subtotals	**113,024**	**296,000**	**175,087**	**20,500**
	REVENUES FROM INTEREST INCOME				
4800-00	Interest (B)	1,711	22,000	381	10,000
	Subtotals	**1,711**	**22,000**	**381**	**10,000**
	RENTAL CONCESSION				
4801-00	Rental from Parcel 51			5,073	4,992
4802-00	Rental from Church	0	0	0	9,000
4805-00	Rental from Barbershop	0	0		14,400
	Subtotals	**0**	**0**	**5,073**	**28,392**

CITY OF SEAT PLEASANT, MARYLAND
PROPOSED
FY2015 REVENUES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET	FY 2014 7 MONTHS ACTUAL	FY 2015 PROPOSED BUDGET
	OTHER REVENUES				
4655-00	Vending Machines	1,778	700	0	700
	Subtotals	**1,778**	**700**	**0**	**700**
	SALE OF LAND AND EQUIPMENT				
4625-00	Sale of General Fund Equipment				
4426-00	Sale of Seizure Fund Equipment				
	Total Revenues	**2,226,459**	**3,502,316**	**2,659,831**	**3,130,197**
	Total Expenditures	**1,952,383**	**3,631,848**	**1,759,671**	**3,217,056**
	Other Financing Sources				
4900-00	Proceeds From Bond				
4902-00	Refuse Fund Payback (C)	30,181	51,739	38,804	46,139
4903-00	Allocation from Fund Bal.(D)		111,429		
4904-00	Other Financing Source	45,380	77,793	58,345	40,720
	Total Revenues & Other Financing Sources	**2,302,020**	**3,743,277**	**2,756,980**	**3,217,056**

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

A City of Excellence

PROPOSED
FY 2015 EXPENDITURES

Elected Officials And City Clerk

CITY OF SEAT PLEASANT, MARYLAND
PROPOSED
FY2015 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET	FY 2014 7 MONTHS ACTUAL	FY 2015 PROPOSED BUDGET
	ELECTED OFFICIALS CITY COUNCIL				
1-5100	Salary	21,444	32,799	20,667	33,456
1-5000	Cost of Living		657		669
1-5105	FICA	1,779	9,739	1,894	2,611
1-5110	Workmen's Compensation	17	109	16	68
1-5227	Professional Development	18,693	42,000	6,576	57,820
1-5250	Association Dues	809	1,400	1,344	1,400
1-5254	Collaboration or Partnership		500	0	500
1-5355	Insurance Public Officials	14,916	13,916	13,916	13,916
1-5450	Supplies	85	1,500	881	1,500
1-5000	Service Expense	14,700	25,200	9,000	25,200
1-5600	Telephone	1,740	3,000	700	
1-5601	Constituent Services	700	700	149	2,100
1-5602	Strategic Planning				5,000
Total		**74,883**	**131,520**	**55,143**	**144,240**

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.

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 2% 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.

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
PROPOSED
FY2015 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET	FY 2014 7 MONTHS ACTUAL	FY 2015 PROPOSED BUDGET
	CITY CLERK				
2-5100	Salary	27,128	46,871	26,852	47,808
2-5000	Cost of Living		937		
2-5001	Salary Upgrade				3,347
2-5003	Employee Appreciation	500			
2-5105	FICA	2,163	3,658	2,070	3,914
2-5110	Workmen's Compensation	26	34	25	38
2-5112	Maryland Unemployment		221	62	165
2-5114	Health Insurance	2,030	3,500	2,158	3,500
2-5130	Election Expense	8,420			
2-5250	Association Dues	170	200	195	235
2-5251	Legal Notices	3,454	12,000	3,276	12,000
2-5277	Meeting	212	1,000	38	
2-5450	Supplies	128	1,000	356	1,000
2-5600	Training and Staff Development	20	3,200	1,426	5,000
2-5975	Capital Outlay***		12,500	5,365	
Total		**44,251**	**85,121**	**41,822**	**77,007**

*** This line item has been transferred to the Capital Improvements and Outlay section on pages 46 - 48.

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, MML Annual Conference and 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 $47,808

SALARY UPGRADE
This line item represents a $3,347 or 7% increase for the City Clerk position to reflect the increase in scope and responsibility of this position over the last six years. The increase will be pending upon a satisfactory evaluation.

COST OF LIVING
No cost of living will be granted in light of the salary upgrade.

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. No funds are requested in the Fiscal 2015 Proposal Budget.

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
PROPOSED
FY2015 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET	FY 2014 7 MONTHS ACTUAL	FY 2015 PROPOSED BUDGET
	ELECTED OFFICIALS MAYOR				
3-5100	Salary	4,032	7,367	3,976	7,514
3-5000	Cost of Living		147		150
3-5105	FICA	173	575	364	586
3-5110	Workmen's Compensation		213		217
3-5500	Service Expense	2,100	3,600	2,100	3,600
3-5227	Professional Development	1,231	6,000	1,720	8,260
3-5250	Association Dues		800		800
3-5253	Promotional Activities Expense	3,034	4,500	2,161	5,000
3-5355	Insurance Public Officials	700	700		700
3-5450	Office Supplies	520	1,250		1,250
3-6017	Contractual Services*	14,538			
Total		**26,328**	**25,152**	**10,320**	**28,077**

* Budget amount was amended per Council ordinance.

ACCOMPLISHMENTS FOR FISCAL YEAR 2014

- Coordination of Faith Based Luncheon
- Expanded positive media coverage
- Successfully negotiated participation in Health Enterprise Zone designation
- Anticipated feature inclusion in Green Building & Design Magazine
- Anticipated feature in national television program Communities of Distinction
- Successful negotiated acquisition of property on MD 704
- Successful Autism Awareness Conference
- Secured one of the regional Prince George County Fire Department Forums
- Successful negotiation with Nike and Kevin Durant for shoe launch

SIGNIFICANT BUDGET CHANGES

• City of Seat Pleasant Metal of Service Award	(3-5253)	$1,000
• Faith Based Luncheon	(3-5253)	$950
• Community Leader Dinner	(3-5253)	$800
• Education Summit	(3-5253)	$700
• Software	(3-5450)	$1,000
• Desk Top Supplies	(3-5450)	$550

SALARY

This line item represents funds allocated for the following.
Mayor $7,514.

COST OF LIVING

This line item represents funds allocated for a 2% 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 proposed 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
PROPOSED
FY2015 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET	FY 2014 7 MONTHS ACTUAL	FY 2015 PROPOSED BUDGET
	CITY ADMINISTRATOR ADMINISTRATION				
4-5100	Salaries	112,237	189,540	112,595	197,164
4-5000	Cost of Living		3,791	2,211	3,300
4-5001	Salary Upgrade				6,702
4-5003	Employee Appreciation	2,000			5,000
4-5105	FICA	9,364	14,796	9,064	15,910
4-5110	Workmen's Compensation	1,297	2.939	1,261	3,155
4-5112	Maryland Unemployment	632	1,600	197	1,600
4-5114	Health Insurance		3,228	1,680	3,228
4-5125	Retirement Funds		10,000		10,000
4-5250	Association Dues				1,000
4-5349	Ethics Board	2,000	2,000		2,000
4-5350	Insurance	25,971	25,971	25,971	25,971
4-5400	Copier Contract *	25,962	122,639	14,229	53,639
4-5453	Paper				5,000
4-5450	Supplies	5,859	7,500	1,994	7,250
4-5475	Postage	1,211	1,500	1,645	1,500
4-5500	Telephones	5,800	10,000		34,720
4-5501	Local Travel		200		200
4-5600	Training and Staff Development	3,358	7,000	1,300	10,000
4-5601	Recruitment and In Service Drug Testing Program				2,000
4-5602	Strategic Planning		5,000	951	
4-5604	Legislative Breakfast				2,500
4-5605	Special Occasions				1,000
4-5675	Utilities	8,333	20,000	3,974	19,000
4-5975	Capital Improvements***	2,255	10,500	1,670	
4-5979	Contingency Fund*		75,500		63,218
4-6010	Legal Fees			91,159	40,000
4-6019	IT Support			12,560	40,000
4-6017	Contractual Services	8,825	46,000	28,607	30,000
4-6232	Special Events		2,000	1,905	
4-5603	Council of Government		5,000		5,000
Total		**243,959**	**393,165**	**312,973**	**590,057**

*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	80,000
Administrative Assistant	37,170
Receptionist	29,994
Grant Writer	50,000

The duties of the Human Resource Officer will be restructured to encompass the responsibilities on a contractual service arrangement. This restructured is due to the fact that they have been a reduction in the workloads needs in the areas of human resource management. The Grant Writer position has been converted to a full time position.

SALARY UPGRADES

This line item represents funds allocated for an upgrade in the following positions. The salary upgrades will be pending upon a satisfactory evaluation. This reflects a 4% increase for the City Administrator and 7% increase for the Administrator Assistant.

City Administrator	3,200
Administrative Assistant	2,602

COST OF LIVING

This line item represents funds allocated for a 3% cost of living increase for the City Administrator and Receptionist.

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 information technology services.

TELEPHONES
This line item represents funds allocated for telephone usage for the City staff.

SUPPLIES
This line item represents funds allocated to provide for the procurement of office supplies incidental 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 for the purchase of 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 $30,000 (A) $20,000 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) THE BALANCE OF FUNDS TOTALING $10,000 REPRESENTS FUNDS FOR A PUBLIC RELATION / COMPUTER GRAPHIC SPECIALIST TO HANDLE PUBLIC RELATION TASKS ASSOCIATED WITH BRANDING OF THE CITY AS A CITY OF EXCELLENT AND COMPUTER GRAPH SPECIALIST PROVIDING VISUAL AND GRAPHIC ENCHANCEMENTS TO OUR NEWSLETTER AND OTHER PUBLICATIONS. THIS POSITION WILL BE UNDER A CONTRACTUAL ARRANGEMENT WITH THE TASKS AND RESONSIBITIES DEVELOPED BY CITY ADMINISTRATOR.

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.

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.

LEGISLATIVE BREAKFAST
This line item represents funds allocated for the 5th annual city legislative breakfast.

STRATEGIC PLANNING
In Fiscal Year 2012, the Council began a Strategic Planning process. Funds in this line item 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 long-term City operations. This line items has been transferred to the City Council's Budget.

SPECIAL OCCASSIONS
This line item will provide for flower arrangement for employees, elected official and dignitaries.

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.

Economic & Community Development

CITY OF SEAT PLEASANT, MARYLAND
PROPOSED
FY2015 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET	FY 2014 7 MONTHS ACTUAL	FY 2015 PROPOSED 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		9,000	5,467	
6-5600	Training				
6-6017	Contractual Services *	9,334	69,800		90,000
Total		**9,334**	**78,800**	**5,467**	**90,000**

* Budget amount was amended per Council ordinance in Fiscal Year 2014

CONTRACTUAL SERVICES

The City will hire on a contractual arrangement an Economic Development Coordinator and a Financial Advisor. The duties and responsibilities will be developed by the City Administrator with the approval of the City Council.

PERFORMANCE MEASURES						
#	Performance Measures	FY 12 Actual	FY 12 Estimated	FY 13 Actual	FY 13 Estimated	FY 14 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
PROPOSED
FY2015 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET	FY 2014 7 MONTHS ACTUAL	FY 2015 PROPOSED BUDGET
	FINANCE DEPARTMENT				
5-5100	Salary	79,807	191,443	104,252	195,272
5-5000	Cost of Living	2,223	3,829		4,283
5-5001	Salary Upgrades				3,713
5-5003	Employee Appreciation Bonus				
5-5105	FICA	9,620	14,785	8,370	15,550
5-5110	Workmen's Compensation	1,480	1,518	1,481	1,518
5-5112	Maryland Unemployment		94	75	94
5-5114	Health Insurance	859	1,739	859	1,739
5-5125	Retirement	3,322	14,805	3,322	6,624
5-5250	Association Dues		240		240
5-5600	Training Staff Development	65	3,150	2,787	5,150
5-5975	Capital Improvements *	2,939	7,000	2,939	
5-6010	Auditing Services	3,875	7,000	3,875	7,000
5-6011	Special Internal Audit				
5-6017	Consultant				
Total		**104,200**	**245,603**	**127,960**	**241,183**

* Budget amount was amended per Council ordinance in Fiscal Year 2014

SIGNICANT ACCOMPLISHMENTS FOR FISCAL YEAR 2014

- Implemented new electronic payroll processing system (paychex)
- Establishment of Central Stores for storing and keeping supplies
- Developed a Speed Camera Accountability Report
- Conducted Police Overtime Analysis
- Obtained a Unqualified Audit Opinion in 2013
- Automated Utility Bill Payments
- Bided Out Telephone Service
- 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 12 Actual	FY 12 Estimated	FY 13 Actual	FY 13 Estimated	FY 14 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%

GOALS FOR FISCAL YEAR -2015

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 2015. 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 began in February 9, 2015. The budget process will conclude with the City Council adoption of the Budget in May 18, 2015.
D) Incorporation of all the city's streets and roads into the city's fixed asset system for fiscal year ending June 30, 2015.
E) Conversion of all financial systems and records to a new fixed asset system. Testing of the system and running of parallel operations will be completed by December 31, 2014.
F) Increase the amount of city derived revenues from $2,400,000 to $2,500,000 by December 31, 2014.
G) Increase the amount of Federal revenues from $429,000 to $529,000 by December 31, 2014.

OBJECTIVES FOR FISCAL YEAR 2015

1. Install remaining portions of new financial system software by December 31, 2014.
2. Update the financial management procedures manual by June 30, 2015.
3. Prepare a five-year forecast of the city expenditures and revenues by January 2015.
4. Assist in the implemented of an inventory control system and fuel management system.
5. Develop a Financial Monitoring and Control for the City by June 30, 2015.

SALARIES

This line item represents funds allocated for the salaries paid to 4 full time employees.

City Treasurer	65,333
Accounting Manager	45,906
Accounting Clerk I	31,008
Assistant Treasurer	53,040

SALARY UPGRADE

This line item represents funds allocated for an upgrade in the following positions. The salary upgrade will be pending a satisfactory review. This reflects a 7% increase.

Assistant Treasurer	3,713

COST OF LIVING

This line item represents funds allocated for a 3% cost of living increase for the current staff except the Assistant Treasurer.

RETIREMENT

This line item represents funds allocated for the cost to City of its retirement program.

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.

Public Safety

CITY OF SEAT PLEASANT, MARYLAND
PROPOSED
FY2015 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET	FY 2014 7 MONTHS ACTUAL	FY 2015 PROPOSED BUDGET
	POLICE DEPARTMENT				
7-5100	Salaries	357,662	641,378	379,145	655,741
7-5000	Cost of Living		13,021		19,672
7-5001	Salary Upgrades				
7-5101	Regular Overtime	13,545	20,000	13,084	20,000
7-5101s	Special Project Overtime	4,136	16,979	6,562	16,979
7-5002	Stipends For Reserve Officers		1,000		1,000
7-5003	Employee Appreciation	7,500			
7-5105	FICA	35,536	52,936	44,184	54,498
7-5110	Workmen's Compensation	23,759	28,426	35,673	29,827
7-5112	Maryland Unemployment	5,247	9,047	-4,533	9,047
7-5114	Group Health Insurance	32,263	55,626	25,187	55,626
7-5175	Vehicle Maintenance*	6,588	15,000	18,169	
7-5176	Vehicle Accidents		2,000	2,863	3,500
7-5225	Conventions and Conferences		500	614	500
7-5232	Neighborhood Watch		1,000		1,000
7-5250	Association Dues	300	300	260	500
7-5300	Field Supplies	6,550	7,000		7,000
7-5325	Gasoline**	8,770	15,120	27,617	
7-5400	Maintenance Contracts *	3,480	3,000	2,288	
7-5450	Office Supplies	1,554	3,000	310	3,000
7-5451	Insurance Auto	25,500	25,500	11,908	25,500
7-5452	Utilities for Surveillance Cameras				
7-5475	Postage	1,608	2,500	271	
7-5550	Telephones******	4,075	10,000	14,320	
7-5600	Training	1,280	10,485	1,574	10,485
7-5650	Uniforms	3,472	12,000	4,038	12,000
7-5950	Capital Outlay Equipment **		93,500	49,070	
7-5975	Capital Improvements ***	18,223			
7-5976	Police Resource Center		500	-196	500
7-6018	Contractual Serv. (demolition) *		60,000		
Total		**561,048**	**1,099,818**	**699,667**	**926,375**

**This line item was moved to the Public Works Vehicle Fleet Maintenance section on page 37.

* Budget amount was amended per council ordinance in Fiscal Year 2014

******* This line time was transferred to the Capital Improvements and Outlay Plan sections on pages 46 - 48.
******This line item has been transferred to the City Administrator Budget on page 12.

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 a 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.

Objectives and Goals for Fiscal Year 2015

1.The City of Seat Pleasant Police Department will continue to work in partnership with the citizens of Seat Pleasant to ensure the safety and to enhance the quality of life of those who live, visit, and/or work in the City. This will be done with strategies such as:

a. Safety Seminars (Annually/Bi-Annually)
b. Safety briefs in the Newsletter
c. Continue our monthly Citizen Advisory Council information exchange meetings and encourage more participation.
d. High visibility patrol
e. Foot patrols (weather/workload permitting)
f. Special enforcement assignments.
g. Increased participation by our officers to attend training as an investment in the future of the department, as well as to increase staff capabilities and promote professionalism.
h. Find innovative ways to incorporate the police department into the community (charities, church groups, youth athletics, etc.)
i. Continue to promote professionalism and a service oriented police department to our personnel.
j. Continually review and update policy and procedures to reflect legal issues and changes as needed.
k. Commit resources to long-range planning to address the future needs of the department - services, staffing, facilities, equipment and technology.
l. Recognize good work and provide recognition for outstanding employee performance.
m. Decrease violent crime and total crime by an additional 5%.

PERFORMANCE MEASURES							
#	Performance Measures	Actual	FY 12 Actual	FY 12 Estimated	FY 13 Actual	FY 13 Estimated	FY 14 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	76,502
Sergeant	47,424
Corporal	46,405
Corporal	46,384
Police Officer 1st Class	41,226
Police Officer 1st Class	38,875
Police Officer 1st Class	38,085
Police Officer 1st Class	38,085
Police Officer 1st Class	37,066
Police Officer 1st Class	37,066
Police Officer 1st Class	37,066
Private	37,066
Private	36,005
Private (COP Grant)	36,005
Administrative Assistant	31,658
Administrative Assistant	30,826

COST OF LIVING

This line item represents funds allocated for a 3% 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.

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.

OFFICE SUPPLIES
This line item represents funds allocated for all supplies for the day to day operation of the office. Supplies such as pens, pencils, fax paper, copy paper, business cards, ID cards, toner, developer, vacuum bags, cups, plates, forks, spoons, knives, diskettes, etc. This line item has been transferred to the City Administrator office supplies.

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.

MAINTENANCE CONTRACTS

This line item represents funds allocated for all contracts for service, which includes copy machine repair and service, water cooler, and computer repairs. This line item has been transferred to the City Administrator service contract line item.

CAPITAL OUTLAY

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

CAPITAL IMPROVEMENTS

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

Code Enforcement

CITY OF SEAT PLEASANT, MARYLAND
PROPOSED
FY2015 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET	FY 2014 7 MONTHS ACTUAL	FY 2015 PROPOSED BUDGET
	CODE ENFORCEMENT OFFICE				
8-5100	Salary	27,128	40,079	23,056	40,881
8-5000	Cost of Living		802	468	
8-5003	Employee Appreciation Bonus	500			
8-5001	Salary Upgrade				
8-5105	FICA	1,973	3,127	1,914	3,221
8-5110	Workmen's Compensation	567	979	571	1,028
8-5112	Maryland Unemployment	299	516	54	516
8-5114	Group Health Insurance				1,226
8-5300	Field Supplies	178	1,000	324	
8-5650	Uniforms				500
8-5600	Training and Staff Development	45	1,000	20	1,000
Total		**30,690**	**47,503**	**26,407**	**48,372**

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 12 Actual	FY 12 Estimated	FY 13 Actual	FY 13 Estimated	FY 14 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 40,881

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

FIELD SUPPLIES

This line item has been transferred to the City Administrator office supplies.

Nuisance & Abatement

CITY OF SEAT PLEASANT, MARYLAND
PROPOSED
FY2015 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET	FY 2014 7 MONTHS ACTUAL	FY 2015 PROPOSED BUDGET
	NUISANCE ABATEMENT				
6-6100	Salary	25,393	43,260	24,917	44,125
6-6000	Cost of Living		865	505	1,324
6-6003	Employee Appreciation Bonus	500			
6-5001	Salary Upgrade				
6-6105	FICA	163	1,831	1,070	3,427
6-6110	Workmen's Compensation	58	100	285	105
6-6112	Maryland Unemployment	464	800	47	800
6-6250	Association Dues		500		100
6-6600	Training and Staff Development	45	1,500	20	2,000
6-6650	Uniforms				500
6-6975	Field Supplies	338	1,000	692	
Total		**26,961**	**49,856**	**28,536**	**52,381**

Significant Goals and Accomplishments For Fiscal Year 2014

- 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 1100 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

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

PERFORMANCE MEASURES						
#	Performance Measures	FY 12 Actual	FY 12 Estimated	FY 13 Actual	FY 13 Estimated	FY 14 Estimated
1	Nuisance Properties	13	14	10	11	11
2	Violation Letters	1143	1200	1064	1138	1100
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: $ 44,125.

COST OF LIVING

This line item represents funds allocated for a 3% 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

FIELD SUPPLIES

This line item has been transferred to the City Administrator office supplies.

Community Services

CITY OF SEAT PLEASANT, MARYLAND
PROPOSED
FY2015 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET	FY 2014 7 MONTHS ACTUAL	FY 2015 PROPOSED BUDGET
	COMMUNITY SERVICES ADMINISTRATION				
9-5100	Salaries	19,448	36,259	21,052	31,990
9-5000	Cost of Living		725		960
9-5001	Salaries Upgrade				
9-5003	Employee Appreciation Bonus	500			
9-5105	FICA	1,665	2,829	1,735	2,521
9-5110	Workmen's Compensation	603	1,202	1,261	1,262
	Maryland Unemployment		630	61	630
9-5112		243			
9-5114	Health Insurance		1,076		2,740
9-5235	Red Cross		1,500		
9-5600	Training and Staff Development		1,500		1,500
	Subtotal	**22,459**	**44,221**	**24,108**	**41,603**
	COMMUNITY SERVICES SOCIAL SERVICES				
9-5113	Summer Youth Training	13,166	16,000	11,824	16,000
9-5233	Emergency Contingencies	482	1,250		1,250
9-5234	Fire Department Contribution ****		15,000	0	
	Subtotal	**13,648**	**32,250**	**11,824**	**17,250**
	COMMUNITY SERVICES EDUCATION & RECREATION				
9-5231	Community Service Partnership		6,600		3,500
9-5232	Community Events	1,507	26,100	6,084	26,100
9-5350	Activity Center Insurance	7,000	7,000		7,000
9-6117	Seat Pleasant Elementary		10,000		10,000
9-5425	Newsletter	6,216	20,000	6,902	23,516
9-6234	Activity Center Educational Prgs.		5,000		5,000
	Subtotal	**14,722**	**76,200**	**12,985**	**75,116**
Total		**50,830**	**152,671**	**48,178**	**133,969**

**** This line item was moved to the Speed Camera Section on pages 49 – 50.

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

GOALS AND OBJECTIVES FOR FISCAL YEAR 2015

I. IMPROVE COMMUNITY EVENTS
   a. Increase satisfaction at City sponsored events by 30%
   b. Increase outreach efforts to community to improve attendance at events by 35%

II. IMPROVE PUBLICATION OF INFORMATION TO RESIDENTS IN THE COMMUNITY
   a. Increase on time publication of newsletter by 90%
   b. Increase areas of distribution for information by 30%

III. ORGANIZE CITY VOLUNTEERS
   a. Increase number of adult volunteers by 25%
   b. Increase number of youth volunteers by 25%

PERFORMANCE MEASURES						
#	Performance Measures	FY 12 Actual	FY 12 Estimated	FY 13 Actual	FY 13 Estimated	FY 14 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:

Administrative Assistant $31,990

COST OF LIVING
This line item represents funds allocated for a 3% 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 EVENTS
This line item represents fund allocated for city sponsored events. These events include Seat Pleasant Day, Activities in the Park , Black History Celebration, Veterans' Program and National Night Out .

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 $3,500 for City sponsored Health Summit, $100 for Maryland Municipal League Geocaching Program.

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
PROPOSED
FY2015 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET	FY 2014 7 MONTHS ACTUAL	FY 2015 PROPOSED BUDGET
	PUBLIC WORKS DEPARTMENT ADMINISTRATION				
10-5100	Salaries	249,310	418,397	255,847	441,334
10-5002	Salary Upgrades	5,800			2,190
10-5004	Incentive Allowance		5,000		
10-5000	Cost of Living		8,568		14,012
10-5101	Overtime	7,850	10,000	4,852	10,000
10-5105	FICA	21,665	29,921	24,888	35,599
10-5114	Group Insurance	16,171	15,100	14,794	15,100
10-5110	Workmen's Compensation	22,762	20,310	43,518	22,336
10-5112	Maryland Unemployment	3,285	5,256	-1,671	5,256
10-5350	Insurance - General Liability	27,979	27,979	11,034	27,979
10-5600	Training and Staff Development		5,000	70	5,000
10-5650	Uniforms	474	550		5,000
10-5651	Work Shoes				1,000
10-6016	Engineering Services****		25,000		
	Subtotal	**360,296**	**571,081**	**353,333**	**584,806**
	PUBLIC WORKS STREETS AND LIGHTING				
10-5275	Equipment Maintenance	130	1,000	1,220	1,000
10-6035	Street Repairs and Resurfacing****	4,672	10,000	6,672	
10-6040	Street Materials and Supplies	514	4,000	270	4,000
10-6049	Street Lighting****	37,295	62,709	29,822	
10-6058	Traffic Control Signs	1,094	1,500	701	1,500
10-6055	Street Names Signs				
10-6056	Pavement Markings****	869	5,420	1,370	
10-6057	Snow Removal****	7,143	10,000	864	
10-5950	Capital Outlay ***	15,000	34,629	12,533	
	Subtotal	**66,717**	**129,258**	**53,452**	**6,500**
	PUBLIC WORKS BUILDING MAINTENANCE				
10-5201	Gaskins Property Maintenance				15,000
04-5200	City Hall Maintenance	1,549	5,000	4,817	5,000
10-5200	Garage Maintenance	297	1,000	124	1,000
10-5375	Janitorial Supplies	3,082	6,000	3,233	6,000
	Subtotal	**4,928**	**12,000**	**8,175**	**27,000**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET	FY 2014 7 MONTHS ACTUAL	FY 2015 PROPOSED BUDGET
	PUBLIC WORKS WASTE COLLECTION & DISPOSAL				
10-6030	Brown Landfill****	7,763	15,638	7,049	
10-6046	Environmental Cleanup				
	Subtotal	**7,763**	**15,638**	**7,049**	**0**
	PUBLIC WORKS HORTICULTURE & PARK MAINTENANCE				
10-5215	Park Maintenance **		5,000		5,000
10-5300	Field Supplies	1,976	3,000	168	3,000
10-5675	Goodwin Park Utilities				
10-5950	Capital Outlay ***		1,976		
10-6025	Plant Materials		2,000	342	17,000
10-6025	Goodwin Park Plantings				
10-6026	Street Trees & Shrubbery				
10-6045	Mosquito Control****		1,500		
10-6127	Beautification Committee				
10-6129	Tree Removal****		10,000	2,600	1,000
	Subtotal	**1,976**	**23,476**	**3,110**	**26,000**
	PUBLIC WORKS FLEET MAINTENANCE				
07-5325	Gasoline – Police **				32,361
10-5325	Gasoline – Public Works	18,769	32,361	15,951	15,758
07-5175	Vehicle Maint. – Police**				35,000
10-5175	Vehicle Maint. – Public Works	10,867	20,468	7,898	20,000
10-5178	Decals & Painting				
10-5260	Eq Maintenance	9,199	16,794	7,800	20,000
5950.10	Capital Outlay***	12,500	43,500		
	Subtotal	**51,335**	**113,123**	**31,649**	**123,119**
	Total	**493,015**	**864,576**	**456,767**	**767,425**

****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.

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.

. **GOALS AND OBJECTIVES IN FISCAL YEAR 2015**

1. Enhance Customer Relations
    - Continue to look into the city website and the media in publicizing various Public Works Programs.
    - Provide timely communication to customers during specific construction projects.
2. Aggressively promote safety in the workplace.
    - Conduct general and specific safety trainings for all Public Works personnel-ongoing. Monitor and review both vehicle and personal accidents to identify cause and loss preventive methods, conduct and document on-site safety inspections.
3. Provide continuous training opportunities consistent with the needs of the workplace.
    - By Commercial and College Customer Service Academy programs to enhance our customer service skills.
4. Explore Technology-driven, job-cost accounting systems and customizable electronic work order applications.
    - Search for enterprise solutions software applications to arrange for on-site vendor demonstrations.
5. Fleet maintenance to fleet management.
    - Improve down time and turn around processors to ensure all City equipment will be available for core services for all Departments.

6. Sanitation Services
    - Collects and disposes of solid waste, enforces compliance with laws and regulations, cleans the City streets and removes snow and ice during inclement weather.

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

PERFORMANCE MEASURES						
#	Performance Measures	FY 12 Actual	FY 12 Estimated	FY 13 Actual	FY 13 Estimated	FY 14 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	1300	623 YTD	1250	1300

SALARIES

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

Director	61,776
CDL Driver	36,234
Laborer/Street Sweeper CDL	36,005
Laborer/Maint. Lead Worker I	38,709
Laborer/Maint. Supervisor I	31,221
Laborer/Maintenance Worker III	25,002
Transportation Officer	31,283
Laborer/Maintenance Worker	27,622
Laborer/Maintenance Worker	34,174
Laborer/Maintenance Mechanic	25,730
Laborer/Landscape Gardner	26,499
Laborer/Janitor I	24,648
Foreman	42,432

COST OF LIVING

This line item represents funds allocated for a 3% cost of living increase for the current staff excluding one employee granted a special salary upgrade.

OVERTIME

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

SALARY UPGRADES
This line item represents funds allocated for the upgrade the position of the Transportation Officer. The Salary Upgrade of 7% will be pending a satisfactory evaluation.

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
PROPOSED
FY2015 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET	FY 2014 7 MONTHS ACTUAL	FY 2015 PROPOSED BUDGET
	COMMUNITY DEVELOPMENT EXPENDITURES				
14-8500	Street Improvements	250,000			118,000
	Totals	**250,000**			**118,000**

Enterprise Funds

CITY OF SEAT PLEASANT, MARYLAND
PROPOSED
FY2014 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET	FY 2014 7 MONTHS ACTUAL	FY 2015 PROPOSED BUDGET
	GREENDALE CENTER EXPENDITURES				
12-5101	Overtime				
12-5200	Greendale Maintenance				
12-5260	Equipment Maintenance	6,000	6,000		
12-5350	Insurance				
12-5451	Event Supplies				
12-5550	Telephones				
12-5675	Electricity				
12-5676	Natural Gas				
12-5677	Water		42,069		
12-5975	Capital Improvements	109,938	84,388		
12-5978	Debt Service		13,496		
12-5979	Contingency				
	Totals	**115,938**	**145,953**		
	GREENDALE CENTER REVENUES				
12-4605	Greendale Funding Events				
	Totals				

***** The Greendale Center has been permanently closed.

CITY OF SEAT PLEASANT, MARYLAND
PROPOSED
FY2015 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET	FY 2014 7 MONTHS ACTUAL	FY 2015 PROPOSED BUDGET
	REFUSE COLLECTIONS EXPENDITURES				
13-7600	Trash Collection Recycling Contract	115,837	199,719	154,350	199,719
13-7601	Proceeds to the General Fund	30,008	51,739		51,739
	Totals	**145,845**	**251,458**	**154,350**	**251,458**
	REFUSE COLLECTIONS REVENUES				
4150-00	Sanitation and Recycling Fees	251,458	251,458	251,775	251,458
	Totals	**251,458**	**251,458**	**251,775**	**251,458**

FISCAL YEAR 2015
CAPITAL IMPROVEMENT AND OUTLAY PLAN

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Funding Source	FY 2015 PROPOSED BUDGET
	Capital Improvements:		
4-5975-LA	Land Acquisitions and Demolition	Loan & or Lease	150,000
4-5975-CH	City Hall	Loan & or Lease	195,000
10-5975-DA	Demolition & Acquisition of Houses	Speed Camera	250,000
10-5950-WG	Public Works Garage	Loan & or Lease	225,000
7-5975-PS	Police Station Relocation	Loan & or Lease	100,000
4-5950-CT	City Wide Technology Upgrades	Loan/Lease/GF	59,269
4-5950-CL	Capital Lease of Telephones	Loan & or Lease	30,000
10-5950-FC	Feggans Center Design/Drawings	Loan & or Lease	500,000
4-5975-FD	Finance Office Repairs/Furniture	General Fund	4,000
	Totals		**1,513,269**

In preparation of the FY 2015 budget, the following capital improvement and capital outlay projects totaling $1,513,269 was reviewed and recommended. These projects will be fund with $ 250,000 from the Speed Camera Fund Balance and $1,233,000 from a Bank Loan and or lease agreement and $30,269 from General Fund Revenues.

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 $1,513,269 are listed below.

1. **<u>Land Acquisitions</u>**
   This project entails the procurement of hard and soft cost related to land acquisitions. Such cost may entail appraisals, surveys, renderings and site plans.

2. City Hall

This project represents funds to conduct a study for a new City Hall or City Hall Improvements.

3. Demolition of Houses

The City has a lot of vacant properties. These funds will be used to demolish condemned houses in Seat Pleasant.

4.Public Works Garage

Public Works – The Public Works facility is outdated and currently does not meet the needs of City operations. Public Works staff often work in adverse conditions, and are the City's first responders for weather related events. These funds will support the design and building of a second floor addition and vehicle bay to the existing Public Works facility. The City benefits when employees have the appropriate working environment to conduct operations.

5. Police Station Relocation

Police – The Police Substation lease is on a month by month basis. It is imperative that the Police Department obtain a location with a multi lease agreement. This fee will allow this arrangement.

6.Citywide Technology Upgrades

Citywide – Because of limited resources, the City continually looks for ways to increase efficiencies and effectiveness. For our operations technology improvements are the best way to achieve these goals. This plan indentifies priority technology projects that we would like to implement.

1) Code Enforcement information system	$ 5,000
2) Codification of City Charter	$ 8,000
3) Financial Fixed Asset Module	$ 2,000
4) Web Site Annual Maintenance	$10,000
5) 10 new tasters for the Police Department	$26,500
6) The following items for the Community Service Department	
a. Movie Screen	$2,595
b. Projector	$1,299
c. Sound System	$3,375
d. Laminator	$ 500

7. Capital Lease For Telephones

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

8. Feggans Center

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

Systematic replacement of outdated existing technology and upgrades Citywide. The City benefits with the ability to produce performance data that is useful for management of operations and providing public information.

9. Finance Department

his line item represents funds allocated to implement recommendations highlighted in an assessment conducted by Boggs Environmental Consultants.

FISCAL YEAR 2015
SPEED CAMERA SECTION

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET	FY 2014 7 MONTHS ACTUAL	FY 2015 PROPOSED BUDGET
	Speed Camera:				
9-5234	Fire Department Contribution		15,000		15,000
10-5950	Capital Outlay	27,500	78,129	54,690	97,000
10-6035	Street Repairs and Resurfacing	4,672	10,000	6,672	10,000
10-6049	Street Lighting	37,295	62,709	28,222	62,709
10-6056	Pavement Marking	869	5,420	1,370	5,420
10-6057	Snow Removal	7,143	10,000	864	10,000
10-6129	Tree Removal	9,970	10,000	2,600	10,000
10-6046	Brown Landfill	7,763	15,638	7,049	15,000
10-6045	Mosquito Control		1,500		1,500
10-6016	Engineering Services		25,000		50,000
10-6049	Citywide Decorative & Ornamental Street Lighting				35,000
10-6025	Signs				10,000
		95,212	**233,396**	**101,467**	**321,629**

Speed Camera Balance $584,610.08

In preparation of the FY 2015 budget, the following line items were reviewed and are proposed for funded with Speed Camera 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.

CAPITAL OUTLAY
This line item represent funds for the following items.

1) Truck $40,000
2) Wood Chipper $40,000
3) Stump Grinder $17,000

STREET LIGTING UPGRADE
This line item represents funds for the conversion of the City Street light to high intensity sodium vapor 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