

BUDGET ACTIVITY DETAIL

GENERAL GOVERNMENT**VARIOUS ACTIVITIES / DIVISIONS**

CONSULTING / CONTRACTUAL SERVICES: The Town contracts for various consulting services. Some services supplement the expertise of the staff and require technical expertise (includes: auditor; attorney, software support, accounting support, landscaping, etc.).

Highlights from past Fiscal Year:

Plans for the BUDGET Fiscal Year:

Significant Budget Changes:

NON-DEPARTMENTAL / MISCELLANEOUS: Several areas of General Government Expenditures are not associated with a specific department.

Highlights from past Fiscal Year:

Plans for the BUDGET Fiscal Year:

Significant Budget Changes:

ANIMAL & INSECT CONTROL PROGRAMS: Animal Control is coordinated with the County Animal Control Commission and Facility with assistance from the Code Enforcement Officer and the Police. Insect Control measures include contractual spraying for mosquitoes and other pests (i.e.: gypsy moth, cankerworm, etc.) when necessary, with assistance from county and state programs.

Highlights from past Fiscal Year:

Plans for the BUDGET Fiscal Year:

Significant Budget Changes:

CABLE TELEVISION GOVERNMENT CHANNEL (35) & (71): These allocations provide for the town's cable television government channel. The Town runs 24 hours a day information pages, and provides live cable coverage of all regular council meetings. The character generator information pages are kept up-to-date by town staff. The set-up and broadcast of town meetings is handled by the Town Administrator and some Public Works staff.

Highlights from past Fiscal Year:

Plans for the BUDGET Fiscal Year:

Significant Budget Changes:

ITEM NARRATIVE

GENERAL GOVERNMENT

VARIOUS ACTIVITIES / DIVISIONS

CONSULTING / CONTRACTUAL SERVICES

Auditor: Includes contract costs for an annual audit, which includes a review of the financial transactions as well as recommendations for improved financial practices.

Legal Counsel - Retainer: Includes the drafting and review of all Town Ordinances and Resolutions for legal sufficiency. Consultations regarding the legality of actions, proposed contracts and procedures.

Legal Counsel - Other: Allows for retaining additional counsel when necessary to either assist the town attorney or provide specialized counsel. To have legal descriptions prepared for annexations.

Computer Support: Software support on an hourly basis (\$100/hour) and for off site back-up.

Computer Accounting Support: Software and technical support on an hourly basis (\$100/hour)

Landscaping Contract: Allows for 3 rotations of plants at designated locations, and town hall lobby holiday decorating.

NON-DEPARTMENTAL - MISCELLANEOUS

Municipal Building Supplies & Maintenance: Purchase of cleaning supplies and other items for the operation of all municipal buildings.

Municipal Building Utilities: All municipal building utilities (water, gas, electric).

Municipal Building Liability Insurance: (Boiler/Mach/Prop/Excess/Environ).

ANIMAL & INSECT CONTROL PROGRAMS

Material & Supplies: Forms, animal control devices, etc.

Spraying Services: Contractual spraying (i.e. mosquitoes, Gypsy Moths, cankerworms, etc...)

CABLE TELEVISION GOVERNMENT CHANNEL

Materials, Supplies & Minor Equipment: Supplies and consumable items (such as tapes, repairs, etc.)

Professional Services: Provides for hearing impaired interpretation (signers) at Council meetings, and other events; transcription of town meeting minutes; contracted productions; technical consultants, etc.

Capital Outlay: Major equipment purchases.

GENERAL GOVERNMENT ACTIVITIES / DIVISIONS							
ACCOUNT NUMBER	DESCRIPTION	AUDIT / ACTUAL FY 2016	AUDIT / ACTUAL FY 2017	BUDGET FY2018	Estimated Actual FY2018	BUDGET FY2019	
CONTRACTURAL - CONSULTING SERVICES							
01-02-7500	Auditors	24,618	24,655	22,000	20,000	22,000	
01-02-7510	Legal Counsel - Retainer Fees	28,775	11,402	40,000	30,000	40,000	
01-02-7520	Legal Counsel - Other	22,805	17,336	10,000	7,000	10,000	
01-02-7530	Computer Support / Accounting Co	25,755	34,798	34,000	35,000	35,000	
01-02-7540	Arborist Consultant	0	0	20,000	0	20,000	
01-02-7550	Landscaping / Holiday Decorating	10,460	6,730	33,000	48,000	8,000	
01-02-7555	Contract Employees			65,000	0	200,000	
01-02-7560	Consultant		0	0	40,000	0	
01-02-7565		0	0	0	0	0	
Total Contractural Services		112,413	94,921	224,000	180,000	335,000	
NON-DEPARTMENTAL - MISCELLANEOUS							
01-03-0010	Municipal Bldg Supplies & Maintenance	13,210	48,070	35,000	35,000	35,000	
01-03-0020	Municipal Building Utilities	31,272	31,369	30,000	30,000	30,000	
01-03-0030	Mun. Bldg. General Liability Insurance	4,014	5,228	5,500	5,000	52,000	
01-03-0040	Vending Machine	1,860	2,076	1,700	1,700	1,800	
01-03-0050	Metro Fare Cards	0	0	0	0	0	
01-03-0060	Red Light Camera Contractor	299,804	319,439	270,000	300,000	300,000	
01-03-0070	Speed Camera Contractor	5,737	21,304	3,400	11,000	9,000	
01-03-0080	State Camera Revenue	0	0	0	0	0	
01-03-0090	MD Retirement Admin Fees		0	8,200	10,000	10,000	
01-09-9000	Municipal Building Capital Outlay	0	0	205,000	250,000	175,000	CIP
01-09-9010	ADA Compliance			0	0	0	CIP
Total Non-Departmental		355,897	427,486	558,800	642,700	612,800	
ANIMAL & INSECT CONTROL PROGRAMS							
01-04-4000	Materials & Supplies	0	7	200	0	200	
01-04-6050	Mosquito Control	1,002	813	800	800	800	
01-04-6060	Catepillar Control	0	0	0	0	0	
Total Animal & Insect Control		1,002	820	1,000	800	1,000	
CABLE TELEVISION GOVERNMENT CHANNEL (71B)							
01-05-4000	Supplies & Equipment	0	438	500	546	500	
01-05-7410	Professional Services	15,067	19,965	15,000	15,000	15,000	
01-09-9160	Equipment (Capital Outlay)	0	0	1,000	900	1,000	CIP
Total Cable Television		15,067	20,403	16,500	16,446	16,500	

BUDGET ACTIVITY DETAIL

GENERAL GOVERNMENT

MAYOR & COUNCIL

Description

The Mayor and Council is the governing body of the Town, elected by, and responsible to the residents for the operation of the Town. The Mayor and Council are responsible for municipal policies. The Council appoints the Town Administrator, Department Heads, Town Attorney, the Board of Election Supervisors, all standing advisory committees, special task force groups and study committees.

Highlights from past Fiscal Year

Adopted Charter Amendments, ordinances and resolutions. Continue strong emphasis on quality development and improvement of Town facilities.

Plans for the BUDGET Fiscal Year

Mayoral Election in May 2010

Significant Budget Changes

DETAIL - Personnel Services	BUDGET YR
Position	SALARY
Mayor	3,600
Ward 1 councilmember	2,400
Ward 2 councilmember	2,400
Ward 3 councilmember	2,400
Ward 4 councilmember	2,400
Ward 5 councilmember	2,400
Ward 6 councilmember	2,400
	<u>18,000</u>

LINE ITEM NARRATIVE

GENERAL GOVERNMENT

MAYOR & COUNCIL

Official Expenses

Expense Account for Mayor (\$75/per quarter) and Council (\$50/per quarter).

Travel and Training

Mayor and Council attendance at the annual Maryland Municipal League Convention, and the fall Legislative Conference policy committees, Fraternal Order of Police functions, State Agency Hearings, PGCMA legislative functions, Human Resources banquet, MML meetings, and County sponsored functions. Also includes funds for meeting sponsored by the Mayor and Council with State and County officials and other municipalities, and other Mayor & Council designated items.

Insurance

Provides for liability coverage in the event of litigation. Also provides for bonding of Town Administrator, Town Treasurer.

Miscellaneous Materials & Supplies

Includes such incidental expenses such as floral arrangements, picture frames, gifts, awards, Xmas cards and gift pocket calendars, holiday tree lighting festivities, CCC, etc.

Urban Renewal

Includes appraisals, legal descriptions, court costs, demolition costs and purchase costs for properties under the Town's urban renewal plan.

Newsletter

Staff produces a camera ready product. Costs include printing and bulk mail postage for 12 mailings per year.

Public Information

Printing costs for Town Code supplements, Maryland State Code supplements, bid ads, RFP'S, legal notices, fair summaries, and informational brochures for the public. Also includes internet and web page maintenance. Includes funding for website design/upgrade.

Subscriptions and Memberships

Maryland Municipal League, Prince George's County Municipal Association, Maryland Mayor's Assn., Arbor Day Foundation, Public Service Commission of Maryland, etc..

Elections

To provide for public notification, election supervisors, rental of machines and other costs associated with the operation of the election.

