

## BUDGET ACTIVITY DETAIL

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### GENERAL GOVERNMENT

### VARIOUS ACTIVITIES / DIVISIONS

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**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, MDAR Administrative Cost Fee, software support, landscaping, external studies.).

Highlights from past Fiscal Year: The air quality study was initiated and equipment purchased. Arborist was hired to address the status of the tree canopy.

Plans for the BUDGET Fiscal Year: The air quality study will continue. Arborist Consultant will be further engaged to address the tree canopy.

Significant Budget Changes: Extended plans are on hold until the COVID19 pandemic has passed and the fiscal consequences are apparent.

**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. The hearing impaired signer expenses and I-Net expenses are contained in this account.

Highlights from past Fiscal Year:

Plans for the BUDGET Fiscal Year:

Significant Budget Changes:

## ITEM NARRATIVE

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### GENERAL GOVERNMENT

### VARIOUS ACTIVITIES / DIVISIONS

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#### **CONSULTING / CONTRACTUAL SERVICES**

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**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.

**Computer Support:** Software support on an hourly basis (\$100/hour) and for off site back-up (\$1,600 for 3 years).

**Landscaping Contract:** Seasonal beautification around Town Hall and curb bumpouts, holiday decorations.

**Contract Employee:**

#### **NON-DEPARTMENTAL - MISCELLANEOUS**

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**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**

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

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

#### **CABLE TELEVISION GOVERNMENT CHANNEL**

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**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 and streaming of town meeting minutes; contracted productions; technical consultants, Swagit internet posting services for Town Meetings, I-Net expenditures, etc.

**Capital Outlay:** Major equipment purchases.

**GENERAL GOVERNMENT ACTIVITIES /  
DIVISIONS**

ACCOUNT NUMBER	DESCRIPTION	AUDIT	AUDIT	BUDGET	EST ACTUAL	BUDGET
		FY2018	FY2019	FY2020	FY2020	FY2021

**CONTRACTUAL - CONSULTING  
SERVICES**

01-02-7500	Auditors	19,896	22,141	12,500	20,600	20,000
01-02-7510	Legal Counsel - Retainer Fees	28,277	169,995	150,000	159,300	100,000
01-02-7520	Legal Counsel - Other	6,465	41,781	0	450	20,000
01-02-7530	Computer Support	44,542	48,663	48,000	50,100	50,000
01-02-7540	Arborist Consultant	0	0	5,000	5,100	25,600
01-02-7550	Landscaping	47,841	2,150	3,000	850	500
01-02-7555	Contract Employee	0	56,334	0	19,900	0
01-02-7560	External Studies	17,608	38,010	55,000	30,000	15,000
01-02-7570	Communications Specialist			5,000	0	0
<b>Total Contractual Services</b>		<b>164,629</b>	<b>379,074</b>	<b>278,500</b>	<b>286,300</b>	<b>231,100</b>

**NON-DEPARTMENTAL -  
MISCELLANEOUS**

01-03-0010	Mun Bldg Supplies & Maint.	30,511	27,011	35,000	18,600	30,000
01-03-0020	Municipal Building Utilities	37,592	34,548	30,000	34,800	35,000
01-03-0030	Mun. Bldg. Liability Ins.	4,915	4,532	4,000	4,400	5,000
01-03-0040	Vending Machine	2,559	1,341	1,500	2,000	1,500
01-03-0060	Red Light Camera Contractor	352,410	287,259	310,000	246,800	300,000
01-03-0070	Speed Camera Contractor	11,683	10,708	11,000	5,000	52,800
01-03-0090	MD Retirement Admin Fees	8,162	7,668	8,500	7,500	8,500
01-09-9000	Mun. Building Capital Outlay	241,500		10,000	0	0
<b>Total Non-Departmental</b>		<b>689,332</b>	<b>373,067</b>	<b>410,000</b>	<b>319,100</b>	<b>432,800</b>

**ANIMAL & INSECT CONTROL  
PROGRAMS**

01-04-4000	Materials & Supplies	0	0	200	0	200
01-04-6050	Mosquito Control	1,557	1,462	800	1,000	1,000
<b>Total Animal &amp; Insect Control</b>		<b>1,557</b>	<b>1,462</b>	<b>1,000</b>	<b>1,000</b>	<b>1,200</b>

**CABLE TELEVISION GOVERNMENT CHANNEL**

01-05-4000	Supplies & Equipment	892	0	500	200	500
01-05-7410	Professional Services	13,773	7,688	15,000	10,000	15,000
01-09-9160	Equipment (Capital Outlay)	1,000		150,000	0	0
<b>Total Cable Television</b>		<b>15,665</b>	<b>7,688</b>	<b>165,500</b>	<b>10,200</b>	<b>15,500</b>