

# Town of Bladensburg

FY18 Budget Presentation  
Final Draft

# Town of Bladensburg

4229 Edmonston Rd. Bladensburg, MD 20710  
301-927-7048

## Mayor and Council

<b>Walter James</b>	<b>Mayor</b>	wjames@bladensburg.net
Cris Mendoza	Councilmember Ward 1	cmendoza@bladensburg.net
S. Donnie Bridgeman	Councilmember Ward 1	sdbridgeman@bladensburg.net
Walter Ficklin	Councilmember Ward 2	wficklin@bladensburg.net
Beverly Hall	Councilmember Ward 2	bhall@bladensburg.net

## Administration

Debi Sandlin	Town Administrator	dsandlin@bladensburg.net
Vito Tinelli	Treasurer	vtinelli@bladensburg.net
Tracy Stone	Chief of Police	tstone@bladensburg.net
Pat McAuley	Town Clerk	pmcauley@bladensburg.net
Shaun Rhinehart	Code Enforcement	rrinehart@bladensburg.net
Purnell Hall	Public Works	phall@bladensburg.net

TOWN OF BLADENSBURG ACTION PLAN - FY18 BUDGETARY INITIATIVES				
GOAL	NO.	STRATEGY	IMPLEMENTATION STEPS	BUDGET COSTS
<b>Economic Development</b>				
	1.1	Develop an Economic/Redevelopment plan for key commercial areas in the Town	#4 - Reach out to University of Maryland for potential partnership in the development of the Economic/Redevelopment Plan.	
	1.5	Develop a Marketing Plan to promote & position Bladensburg as a commercial business destination, attract investment opportunities, and address workforce development	#3 - Increase Marketing Coordinator's hours to assist with the creation of Marketing Plan and the #7 - Development of marketing material to promote Bladensburg	
<b>Police &amp; Public Safety</b>				
	2.1	Expand the Police Department's facilities to better meet the needs of the department & the community	#2 - Develop expansion plan to expand the Police Department into the Code Enforcement building #3 - Develop facilities improvement capital costs and phasing #4 - Identify and budget resources	\$20,000
	2.2	Improve community-based policing & outreach to establish and build relationships	#4 - Enhance training of officers to get them more focused on community policing #5 - Increase outreach to all segments of the Town's residential population	\$30,000 \$10,000
<b>Infrastructure &amp; Roads</b>				
	3.1	Conduct a baseline conditions assessment of all buildings and facilities owned by the Town.	#1 - Develop project scope for proposal #2 - Evaluate proposals #3 - Retain a consultant #4 - include high priority improvement in the Capital Improvement Plan	\$75,000 to hire a Public Works Manager
	3.3	Develop a Capital Improvement Plan to fund facilities maintenance, purchase equipment and construct new construction	#2 - Assess unplanned capital needs and requests #3 - Prepare CIP #4 - Present the Plan to the Mayor and Town Council for consideration	Hiring of a Public Works Manager
	3.4	Assess the need for traffic improvements, including traffic calming & safety alternatives for streets maintained by the Town	#3 - Make recommendations for improvement and develop cost estimates to implement	Hiring of a Public Works Manager
	3.5	Create a sense of place for key development areas using gateways and by identifying the highest and best uses for accompanying improvements, including signage, landscaping, street furniture, etc.	#3 - Prepare costs estimates for gateway treatments & improvements #4 - Identify grant funding to purchase an electronic Town Hall Marque to announce upcoming meetings, events, etc.	\$15,000 If not able to secure grant funding for the marque sign
<b>Collaboration &amp; Partnerships</b>				
	4.6	Improve and strengthen relationships with county, state and federal legislatures and agencies	#3 - Develop a Bladensburg information/marketing brochure	See 1.5 & 1.7
	4.8	Expand social media networks & platforms to inform and promote outreach to residents and stakeholders	#1 - Survey residents, partners and stakeholders on social media needs	See 1.5 & 1.7

## Town of Bladensburg Budget Summary

<b>Revenues</b>	<b><u>FY17</u></b>	<b><u>FY18</u></b>	<b><u>% Change</u></b>
Taxes – Real and Personal Property	3,743,472	3,972,479	6%
Income and Other Taxes	472,000	490,000	4%
Licenses and Permits	221,400	213,000	-4%
State Funding	254,927	396,718	56%
County Funding	26,856	26,356	-2%
Service Charges	83,200	25,000	-70%
Other Revenues	99,040	119,542	21%
Grant Revenues – Restricted	1,175,527	922,106	-22%
Transfer from Fund Balance	<u>201,565</u>	<u>306,166</u>	52%
<b>Total Revenues</b>	<b>6,277,987</b>	<b>6,471,367</b>	<b>3%</b>
<b>Expenses – General and Administrative</b>	<b><u>FY17</u></b>	<b><u>FY18</u></b>	<b><u>% Change</u></b>
Mayor and Council	203,672	205,745	1%
Town Administrator	272,130	316,053	16%
Town Clerk	234,045	234,693	0%
Finance	251,982	267,370	6%
Public Safety	3,108,873	3,236,900	4%
Public Works	798,668	878,828	10%
Grants – Restricted	1,175,527	922,106	-22%
Debt Service	<u>68,000</u>	<u>68,000</u>	<u>0%</u>
<b>Subtotal General and Administrative</b>	<b>6,112,987</b>	<b>6,129,695</b>	<b>0%</b>
Capital Purchases	<u>165,000</u>	<u>341,672</u>	107%
<b>Total Expenses</b>	<b>6,277,987</b>	<b>6,471,367</b>	<b>3%</b>

**Town of Bladensburg  
Revenues**

	<u>FY17</u>	<u>FY18</u>	<u>Change</u>	<u>%</u>
<b>Income</b>				
<b>4000 - Property Taxes</b>				
4020 - Real Estate Taxes	3,043,472	3,272,479	229,007	8%
4040 - Business Personal Property Tax	700,000	700,000	0	0%
<b>Total 4000 - Property Taxes</b>	<b>3,743,472</b>	<b>3,972,479</b>	<b>229,007</b>	<b>6%</b>
<b>4100 - Income Tax</b>	<b>460,000</b>	<b>475,000</b>	<b>15,000</b>	<b>3%</b>
<b>4200 - Other Local Taxes</b>				
4220 - Admissions and Amusement Tax	12,000	15,000	3,000	25%
<b>Total 4200 - Other Local Taxes</b>	<b>12,000</b>	<b>15,000</b>	<b>3,000</b>	<b>25%</b>
<b>4300 - Licenses and Permits</b>				
4310 - Local Business Licenses	74,000	74,000	0	0%
4320 - County Traders License	10,000	9,000	-1,000	-10%
4330 - Alcohol and Beverage Licenses	2,300	-	-2,300	-100%
4340 - Building and Occupancy Permits	2,000	-	-2,000	-100%
4350 - Sign Permit	2,800	-	-2,800	-100%
4360 - Vending License	300	-	-300	-100%
4370 - Cable Franchise Fees	130,000	130,000	0	0%
<b>Total 4300 - Licenses and Permits</b>	<b>221,400</b>	<b>213,000</b>	<b>-8,400</b>	<b>-4%</b>
<b>4500 - State Funding</b>				
4510 - Highway User Revenues	<i>(under Grants)</i>	156,718	156,718	100%
4520 - Police Aid	145,927	150,000	4,073	3%
4540 - Police Grants	20,000	15,000	-5,000	-25%
4560 - MD Energy Assistance - Admin	89,000	75,000	-14,000	-16%
<b>Total 4500 - State Funding</b>	<b>254,927</b>	<b>396,718</b>	<b>141,791</b>	<b>56%</b>
<b>4600 - County Funding</b>				
4620 - County Disposal Fee Rebate	22,484	22,484	0	0%
4640 - Bank Stock	2,372	2,372	0	0%
4660 - Public Works Abatements	2,000	1,500	-500	-25%
<b>Total 4600 - County Funding</b>	<b>26,856</b>	<b>26,356</b>	<b>-500</b>	<b>-2%</b>
<b>4700 - Service Charges</b>				
4710 - Dispatch Sharing - Mt. Rainier	66,000	-	-66,000	-100%
4720 - Local Fines/Fees	10,000	10,000	0	0%
4730 - Copier Fees	2,000	2,000	0	0%
4740 - Fingerprinting	1,200	8,000	6,800	567%
4760 - Reimbursements	4,000	5,000	1,000	25%
<b>Total 4700 - Service Charges</b>	<b>83,200</b>	<b>25,000</b>	<b>-58,200</b>	<b>-70%</b>
<b>4800 - Other Revenues</b>				
4810 - Insurance Reimbursement	5,000	35,000	30,000	600%
4820 - Bus Shelter Advertising	2,800	7,500	4,700	168%
4830 - Property Rental	52,000	21,102	-30,898	-59%
4840 - Vehicle Deployment	7,000	8,000	1,000	14%
4850 - Solar Energy Credits	3,500	3,500	0	0%
4860 - Loan Repayment	20,240	21,440	1,200	6%
4870 - Misc. Revenues	5,000	5,000	0	0%
4880 - Interest Earned	3,500	18,000	14,500	414%
<b>Total 4800 - Other Revenues</b>	<b>99,040</b>	<b>119,542</b>	<b>20,502</b>	<b>21%</b>
<b>4900 - Restricted Revenues</b>				
4920 - MD Energy Assistance - Restrict	675,000	675,000	0	0%
4940 - Highway User Revenues - Rest.	150,527	<i>under revenues</i>	-150,527	-100%
4950 - Community Legacy - Restricted	250,000	100,000	-150,000	-60%
4960 - CDBG Construction Grant	100,000	100,000	0	0%
4970 - Other Grants	-	47,106	47,106	100%
<b>Total 4900 - Restricted Revenues</b>	<b>1,175,527</b>	<b>922,106</b>	<b>-253,421</b>	<b>-22%</b>
<b>4999 - Transfer from Fund Balance</b>	<b>201,565</b>	<b>306,166</b>	<b>104,601</b>	<b>52%</b>
<b>Total Revenues</b>	<b>6,277,987</b>	<b>6,471,367</b>	<b>193,380</b>	<b>3%</b>

# Revenue Items by Major Category (Tax Revenues)

## ▶ Real Estate Taxes

- Real Property is assessed by the State Department of Assessments and Taxation (SDAT) every three years.
- The assessed value of real property in the Town of Bladensburg for FY18 is estimated to be \$442,226,870 which is a 5.4% increase over the current year.
- The Town has kept the Property Tax rate constant for over a decade at \$.0074 which would result in \$3,272,479 in revenues.
- The tax assessments are billed and collected by the County and then remitted to the Town.

## ▶ Business Personal Property Tax

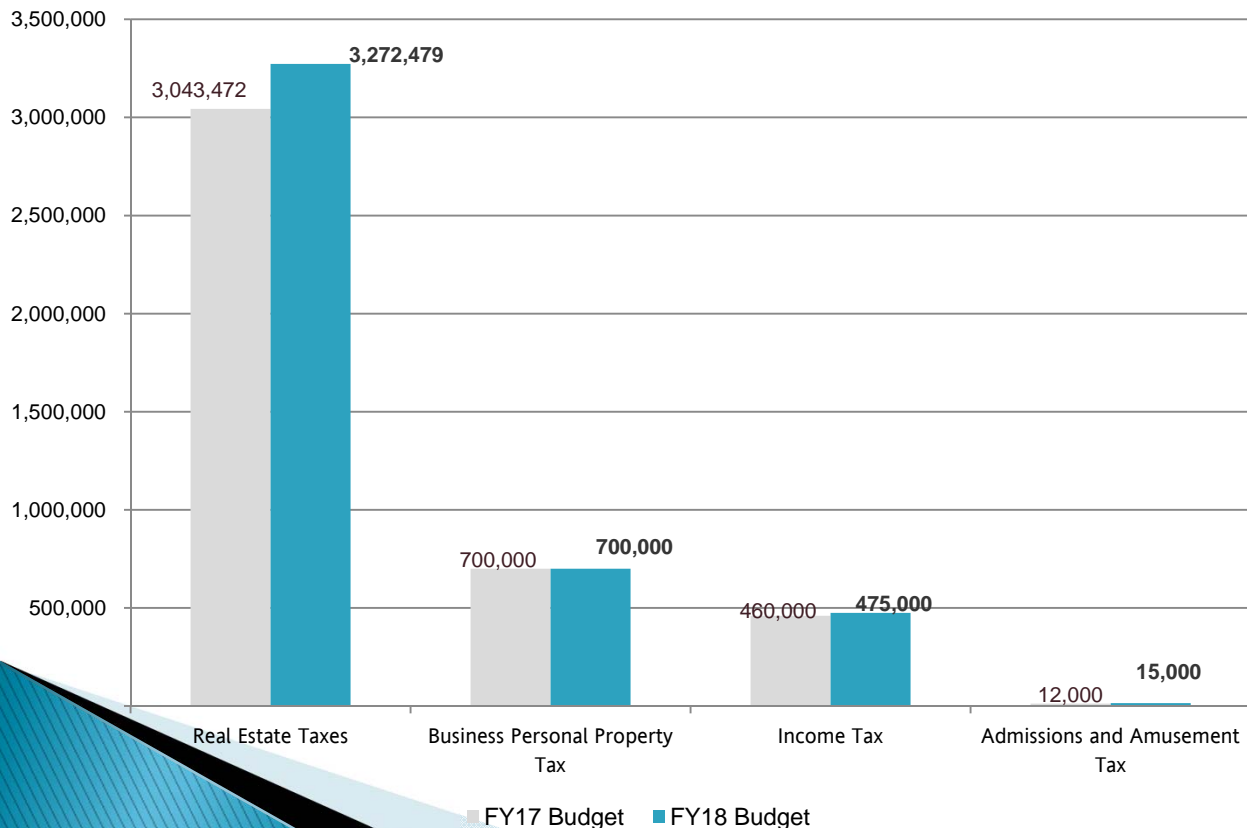
- In Maryland, businesses must pay an annual tax based on the value of their business personal property (furniture, fixtures, tools, machinery, inventory, equipment, etc.) to the County and Municipality they are located if they levy this tax.
- This is another assessment we receive from SDAT but this is a tax we bill and collect ourselves. The Town's rate for business personal property is \$.0209
- We have kept this constant but hope to gain more in revenues than budgeted due to additional criteria required for business licenses which ensure businesses are properly reporting their personal property.

## ▶ Income Tax

- Prince George's County imposes a local income tax on residents and corporations and is collected by the Comptroller of the Treasury.
- The portion received by the Town is the greater of either (1) 0.37% of taxable income, (2) 8% of State income tax liability, or (3) 17% of the County's income tax liability.
- The Town budgeted for a slight increase in Income Tax Revenues based on increased confidence in the economy as seen with increases in the stock markets and job growth.

## ▶ Admissions and Amusement Tax

- This is based on the revenues reported by businesses in the Town for vending machines, coin operated machines, and cover and admission charges.
- The revenues are reported to the Comptroller of the Treasury where they assess and collect the tax and a portion is then remitted to the Town.



Town of Bladensburg  
FY18 Budget



# Revenue Items by Major Category (Licenses and Permits)

▶ Local Business License

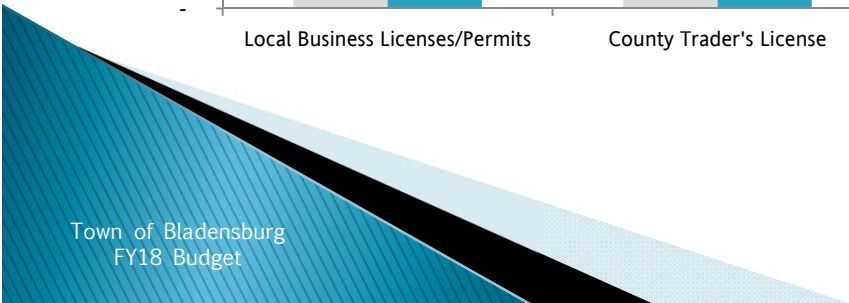
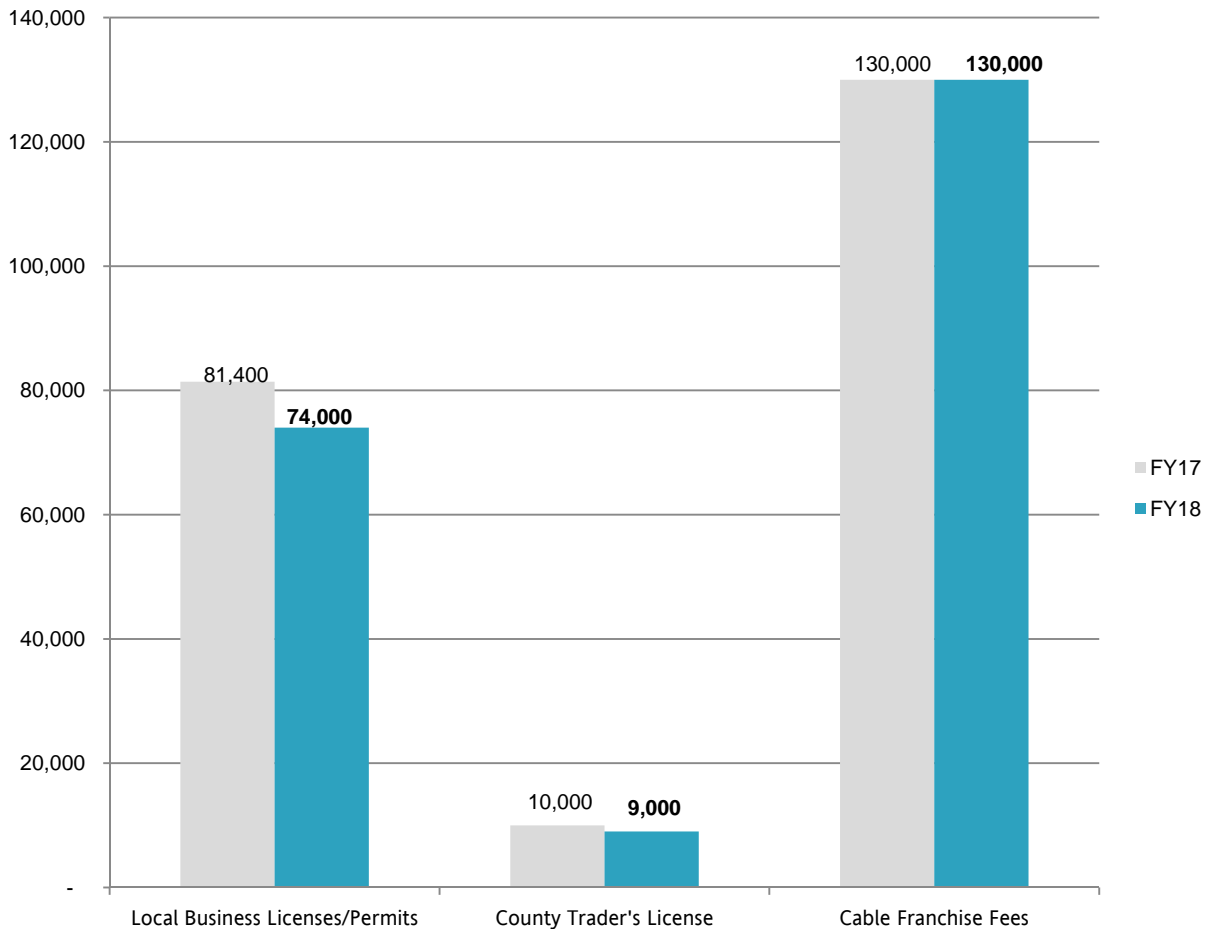
- Fees established for operating a business in Town. This year will include other local license fees and permits which are minor amounts.
- This decreased (\$7,400) as compared to last year since the business license revenue was inclusive of the smaller individual line items previously budgeted separately.

▶ County Trader's License

- Portion of fees received from the County for business licenses.

▶ Cable Franchise Fees

- Fees remitted from Verizon and Comcast for subscription services within the Town and to support the operations of our public broadcast channel.
- The Town receives a portion of the gross subscriber revenues generated within the Town



# Revenue Items by Major Category (State Funding)

▶ Highway User Revenues (reclassified this year)

- Funding from the State of Maryland based on the road miles maintained within the Town and also based on the number of vehicles registered in Town.
- Previously reported under grants, these have been reclassified this year under revenues since we receive this as an allocation from the State similar to Police Aid and not on a reimbursement basis.
- FY17 allocation was \$150,527 compared to \$156,718 budgeted for FY18
- FY18 allocation has two components, (1) annual funding based on State funding for \$41,221, and (2) Capital Funding of \$103,172.
- \$103,172 Capital Outlay is recorded as an expense under Public Works Capital Outlay.

▶ MD Energy Assistance Administrative Funding

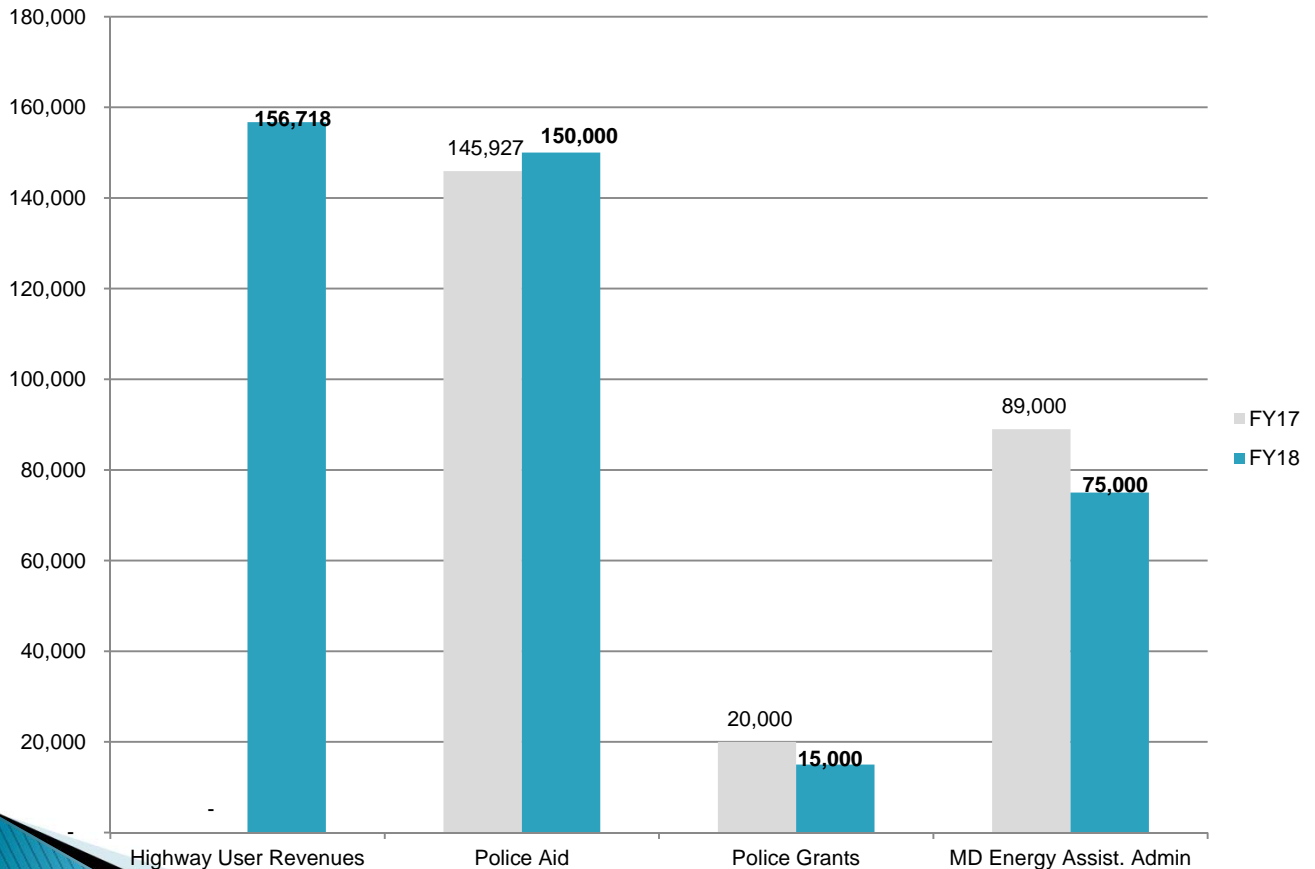
- This is for the administrative share of managing the Prince George’s County Municipal Collaboration grants for Energy Assistance and Weatherization. The Collaboration is comprised of 19 municipalities and of which 11 actively participate
- The revenues budgeted are for 10% of the rebates and weatherization projects performed in the collaboration to compensate the Town for administering the grants.

▶ Police Aid

- Municipal and County Police Agencies receive funding from the Governor’s Office of Crime Control and Prevention which is the State Aid for Police Protection Grant.
- Funding is based on the Town’s budgeted expenditures for Public Safety and other factors.

▶ Police Grants

- Specialized grants to additional services such as funding for increased patrols for school bus safety, gang violence, and our COPS programs for doing youth outreach activities.





## Revenue Items by Major Category (County Funding)

### ▶ County Disposal Fee Rebate

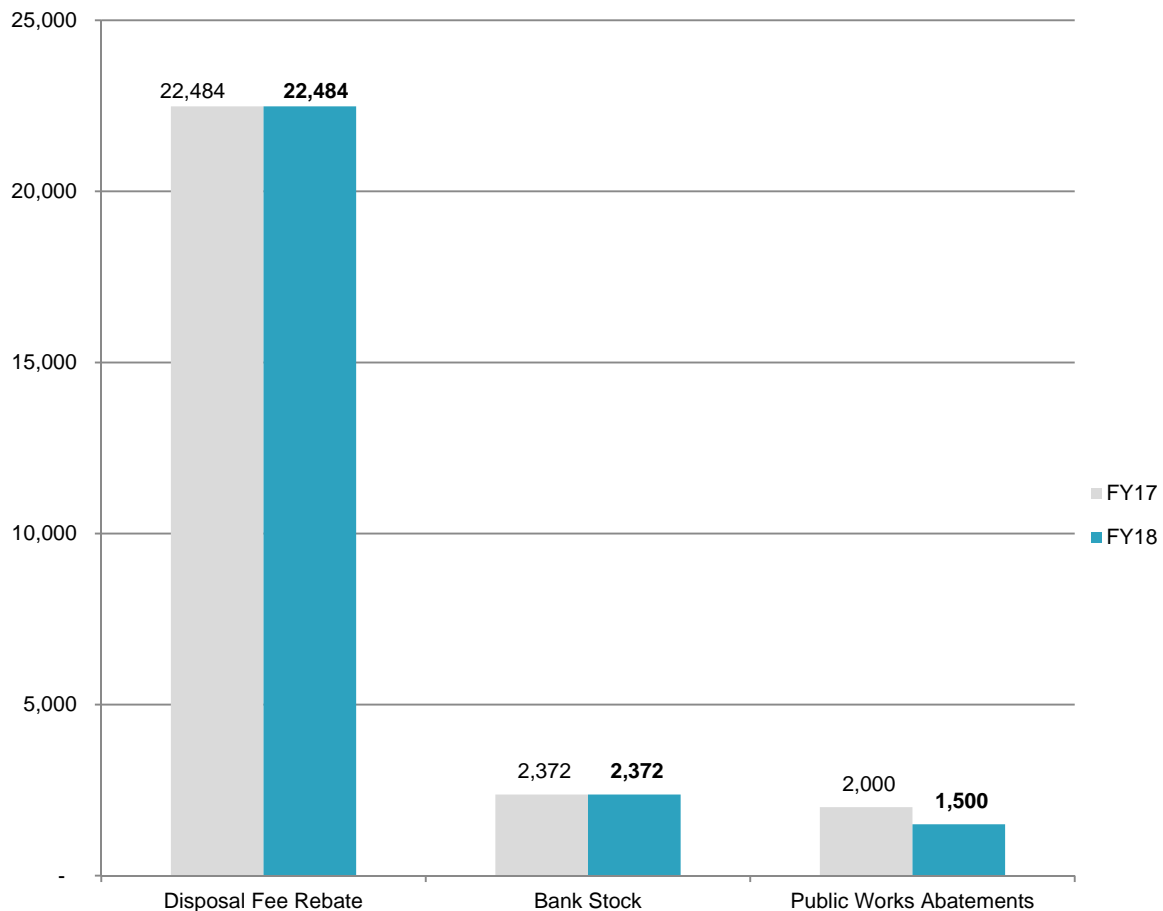
- Funding provided by the County for having trash collection services on a 10 year agreement through 2022.

### ▶ Bank Stock

- Fixed amount received annually as part of an old harm harmless agreement to discontinue taxing bank shares. Minimal amount which does not change from year to year.

### ▶ Public Works Abatements

- Cleanup charges of blighted properties by the Town due to non committal by the owners.
- This is collected and remitted to us by the County as part of the real estate taxes.



## Revenue Items by Major Category (Service Charges)

### ▶ Dispatch Sharing

- Fees we charge to the City of Mt. Ranier to handle all of their Public Safety Dispatching, Fine Collections, and Impounds.
- Mt. Ranier has chosen to have this handled in house or through another agency so there will be no revenue budgeted for FY18.

### ▶ Local Fines and Fees

- Code and Public Safety violations paid to the Town

### ▶ Copier Fees

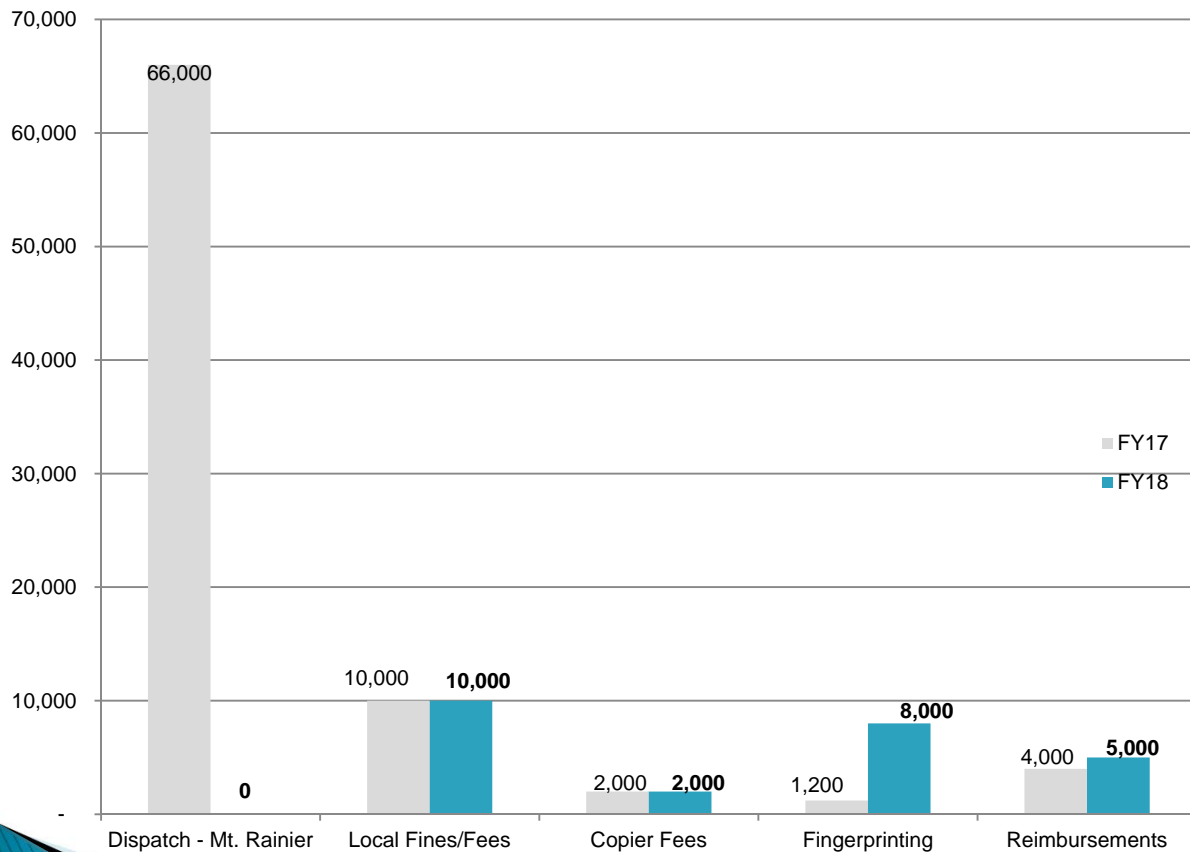
- Police Report copies either subpoenaed or requested and for other Public Information Act requests.

### ▶ Finger Printing

- Service offered for background checks through Maryland's Criminal Justice Information Service
- Increased this year for new position in Code Enforcement who will be primarily handling this and we will be actively advertising this service

### ▶ Reimbursements

- Remitted to us for costs time and materials to cover events.
- This has also been used in the past for reimbursements from FEMA for costs associated with responding to weather related emergencies.



# Revenue Items by Major Category (Other Revenues)

## Insurance Reimbursement

- ▶ This includes an annual rebate from our health insurance company in line with the Affordable Care Act which amounted to \$10K this last fiscal year
- ▶ Also included in here is the rebate we are expecting to receive from our Workers Compensation carrier for actual wages this fiscal year vs. what the policy was based on at the start of the fiscal year. This amount is budgeted for \$15K.
- ▶ We also receive payment for auto and property damages in excess of our deductibles and budgeting \$10K.

## Bus Shelter Advertising

- Rebates the Town receives from advertising company who sells ad space on the bus shelters located in Town.

## Property Rental

- ▶ Income received from rental of two Town owned properties
- ▶ This is reduced this year due to discontinuing the rentals for one property in July and the other in December

## Solar Energy Credits

- ▶ Annual rebate the Town receives for the solar panels on Town Hall

## Vehicle Deployment

- ▶ Payroll deduction for the use of take home police vehicles.
- ▶ This is a monthly payroll deduction and varies per officer by the distance traveled

## Loan Repayment

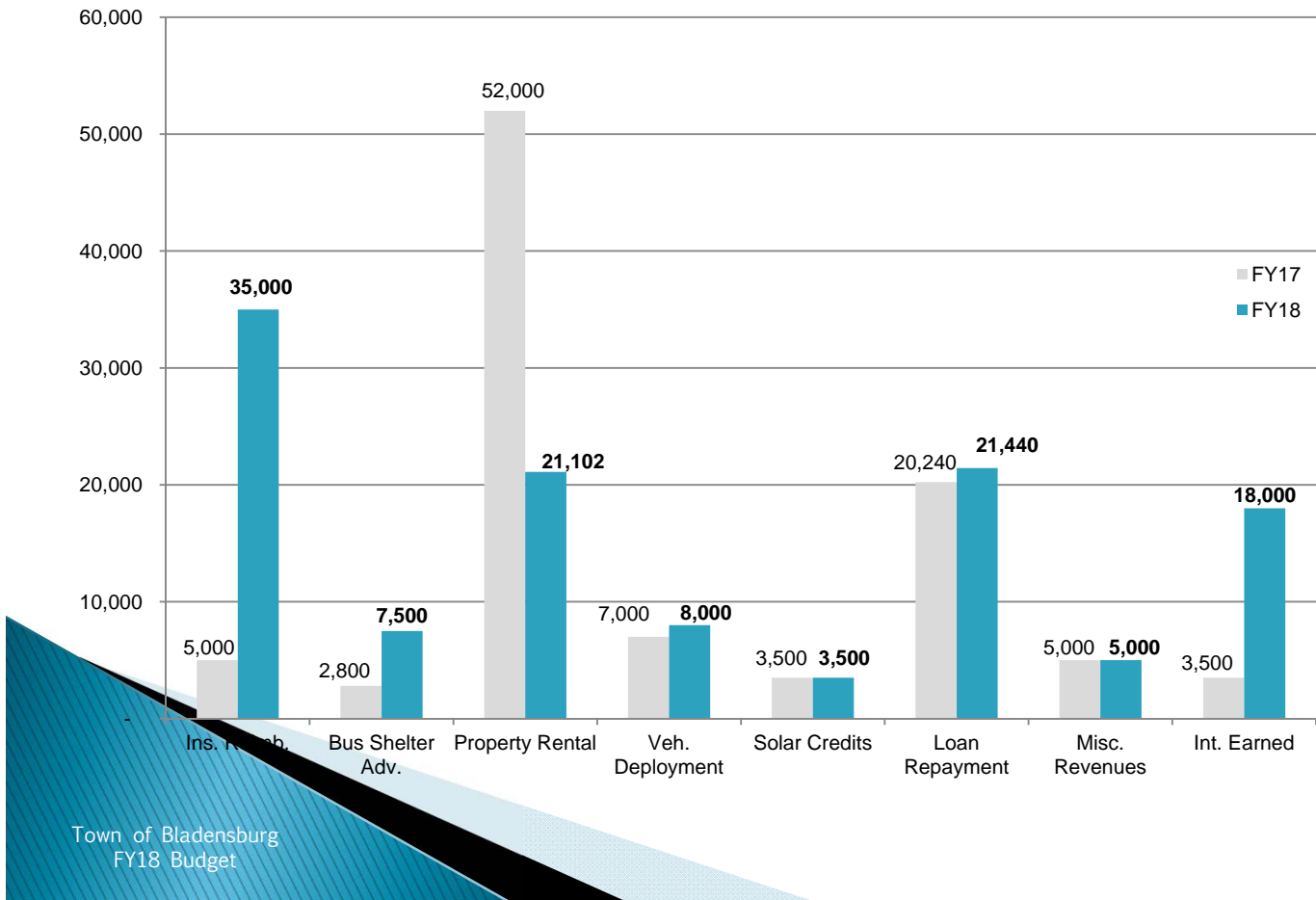
- ▶ Total of monthly payments received by the Town from the Community Forklift which includes principle and interest.
- ▶ Loan was for \$185,750 for a 20 year term and entered on May 2010. Balance of loan as of July 1, 2017 is \$71,710.

## Misc. Revenues

- ▶ Small receipts or payments which do not fall in any of above revenue accounts

## Interest Earned

- ▶ Increased this over FY17 based on actuals in this current year for more cash held in rate bearing accounts.



# Revenue Items by Major Category (Restricted Revenues and Fund Balance Transfer)

## Maryland Energy Assistance

- ▶ Weatherization project funding for homeowners that are part of the Prince George's County Municipal Collaboration grants for Energy Assistance and Weatherization.

## Highway User Revenues (Reclassified to Revenues)

- ▶ Reclassified out of Restricted Grants in FY18 to Revenues since receive this as an allocation and not on a reimbursement basis as with other funding in this category.
- ▶ FY17 allocation \$150,527 increased to \$156,718 budgeted for FY18, but shown above in revenues.

## Community Legacy

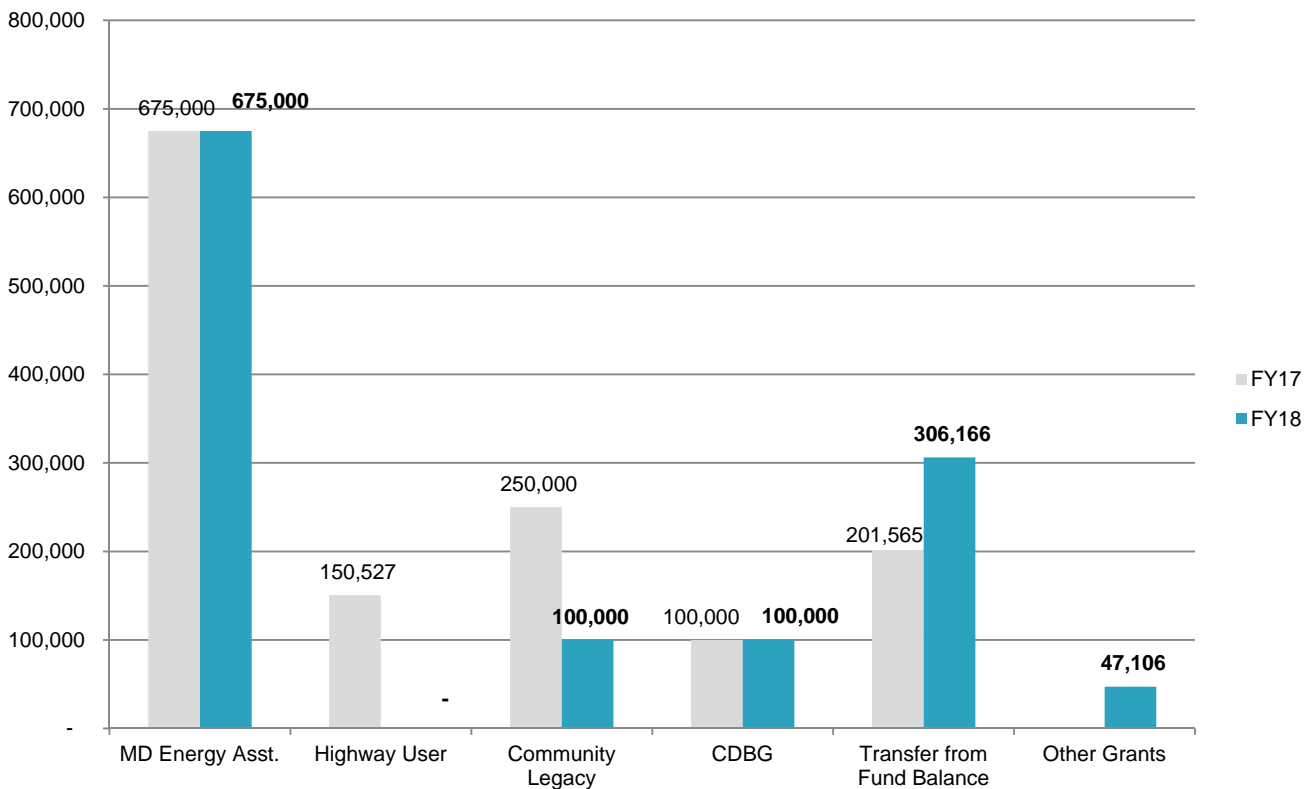
- ▶ Purchase and placement of (11) Big Belly Trash Cans within the Port Towns, of which (4) will be placed in Bladensburg. Funding will come through the Town to administer this project.

## Community Development Block Grant (CDBG)

- ▶ Grant specific projects to include road construction or other Public Works Capital Improvement Projects

## Other Grants

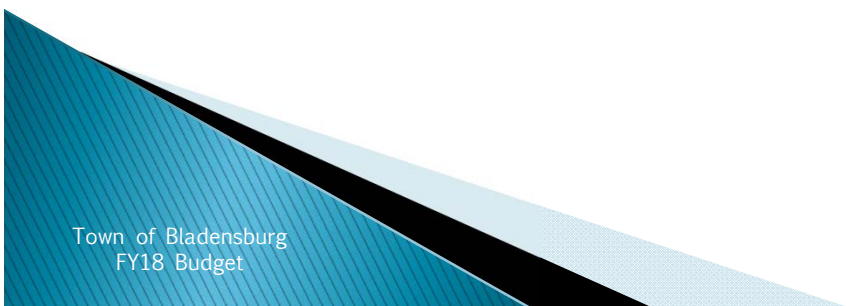
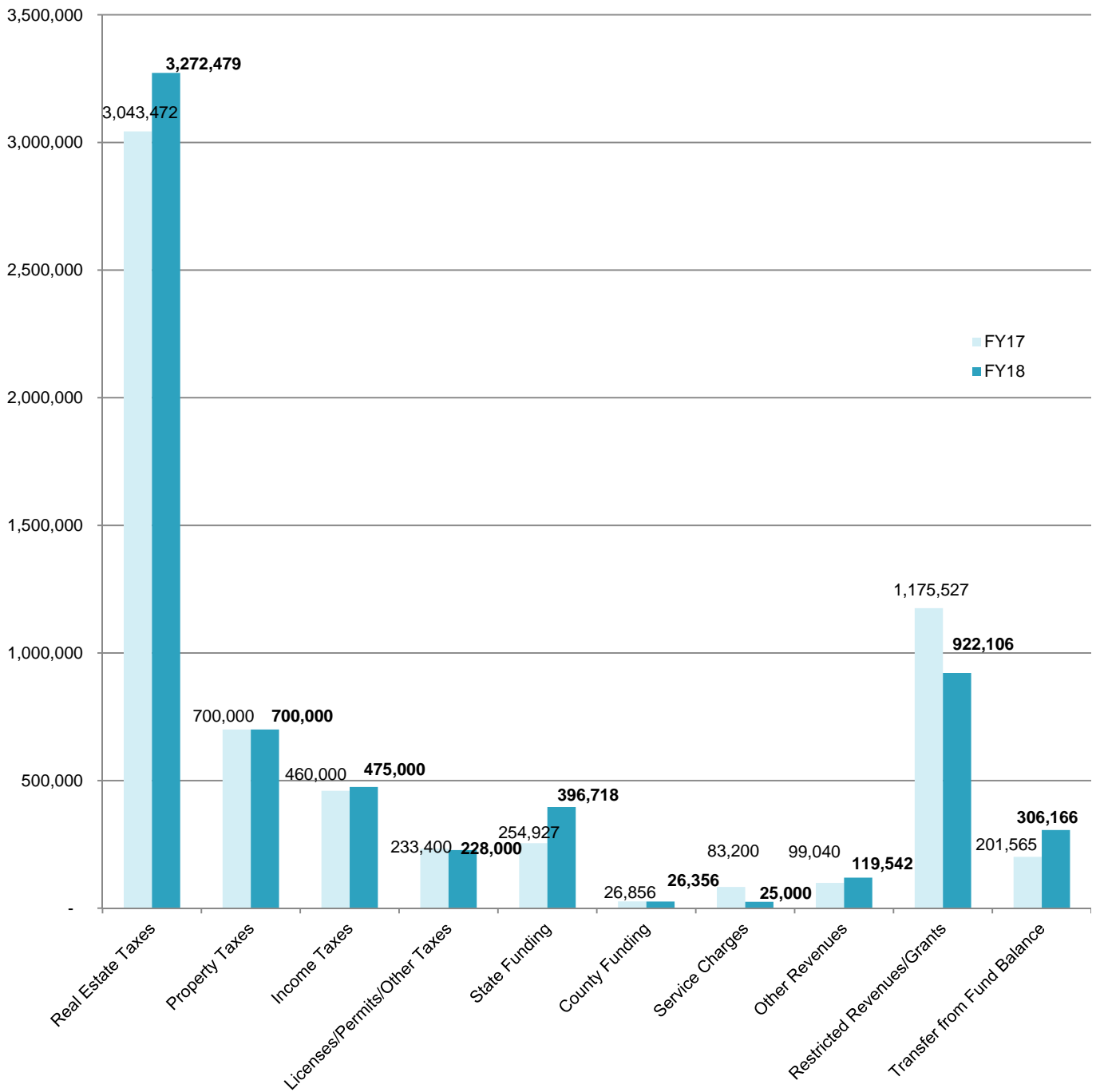
- ▶ Grant from Maryland National Capital Park and Planning for Bostwick House renovations



## Transfer from Fund Balance

- ▶ This is a budget reconciliation item to have a balanced budget
- ▶ Amount here for FY18 will be used for one time capital purchases

# Summary of Major Revenue Items FY17 vs FY18



## 2 Year Expense Comparison by Department

FY18	Compensation	Other Expenses	Capital Purchases	Debt Service	Total	% of Total
Mayor and Council	98,945	106,800			205,745	3%
Town Administrator	191,093	124,960	3,500		319,553	5%
Town Clerk	203,383	31,310			234,693	4%
Finance	216,485	50,885		68,000	335,370	5%
Public Safety	2,763,900	473,000	210,000		3,446,900	53%
Public Works	469,828	409,000	128,172		1,007,000	16%
Grants - Rest.		922,106			922,106	14%
<b>Total FY18</b>	<b>3,943,634</b>	<b>2,118,061</b>	<b>341,672</b>	<b>68,000</b>	<b>6,471,367</b>	<b>100%</b>
% of Total Expenses	61%	33%	5%	1%	100%	

FY17	Compensation	Other Expenses	Capital Purchases	Debt Service	Total	% of Total
Mayor and Council	98,462	105,300			203,762	3%
Town Administrator	159,630	112,500			272,130	4%
Town Clerk	195,485	38,560			234,045	4%
Finance	206,172	113,810		68,000	319,982	5%
Public Safety	2,704,623	404,250	110,000		3,218,873	51%
Public Works	369,668	429,000	55,000		853,668	14%
Grants - Rest.		1,175,527			1,175,527	19%
<b>Total FY17</b>	<b>3,734,040</b>	<b>2,310,947</b>	<b>165,000</b>	<b>68,000</b>	<b>6,277,987</b>	<b>100%</b>
% of Total Expenses	59%	37%	3%	1%	100%	

<b>Change FY18 vs. FY17</b>	<b>6%</b>	<b>-8%</b>	<b>107%</b>	<b>0%</b>	<b>3%</b>
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**Town of Bladensburg**  
**Budgeted Expenses**  
**FY17 - FY18**

Expense	FY17	FY18	TOTAL Change	%
<b>6000 · Compensation</b>				
6010 · Regular Pay	2,341,880	2,647,344	305,464	13%
6020 · Overtime	269,655	185,801	-83,854	-31%
6030 · FICA	199,783	216,735	16,952	8%
6040 · Health Insurance	442,111	490,683	48,572	11%
6050 · Pension	196,507	214,818	18,311	9%
6060 · Workers Comp	<u>284,104</u>	<u>188,253</u>	<u>-95,851</u>	<u>-34%</u>
<b>Total 6000 · Compensation</b>	3,734,040	3,943,634	209,594	6%
6110 · Tuition Remibursement	7,500	8,000	500	7%
6120 · Uniforms	29,000	36,000	7,000	24%
6130 · Recruitment	7,000	7,000	0	0%
<b>6140 · Professional Development</b>				
6145 · Council Business Development	20,000	10,000	-10,000	-50%
6140 · Professional Development - Other	<u>20,750</u>	<u>46,750</u>	<u>26,000</u>	<u>125%</u>
<b>Total 6140 · Professional Development</b>	40,750	56,750	16,000	39%
6150 · Payroll Service	3,500	4,500	1,000	29%
6160 · Employee Recognition	2,000	3,000	1,000	50%
6210 · Council Projects	2,500	2,500	0	0%
6215 · Council Committees	2,000	3,000	1,000	50%
6220 · Community Initiatives	12,500	14,000	1,500	12%
<b>6225 · Community Grants</b>				
6226 · Fire Department Donation	12,000	20,000	8,000	67%
6225 · Community Grants - Other	<u>8,500</u>	<u>3,000</u>	<u>-5,500</u>	<u>-65%</u>
<b>Total 6225 · Community Grants</b>	20,500	23,000	2,500	12%
6230 · Community Events	19,000	30,500	11,500	61%
6235 · Senior Citizen Projects	5,000	4,500	-500	-10%
6240 · Memorials	1,000	1,000	0	0%
6255 · Town Meetings	3,500	4,000	500	14%
6260 · Transportation	30,000	30,000	0	0%
6270 · Historic Promotion	2,500	2,500	0	0%
6310 · Telephone	20,000	22,960	2,960	15%
6320 · Wireless Communications	20,720	22,720	2,000	10%
6330 · Communications Contracts	29,250	30,000	750	3%
6340 · Interoperability	6,000	6,000	0	0%
6350 · Internet Access	4,500	4,500	0	0%
6360 · Data Fees	2,500	2,500	0	0%
6420 · Computer Expense	6,000	9,500	3,500	58%
6440 · IT Support	25,000	25,000	0	0%
6460 · Software Contract	4,500	6,300	1,800	40%
6510 · Audit	17,100	17,500	400	2%
6520 · Bank Charges	3,200	3,500	300	9%
6530 · Bad Debts	6,000	6,000	0	0%
6545 · Insurance - Auto	32,000	34,000	2,000	6%
6550 · Insurance - Liability	42,500	57,000	14,500	34%
6560 · Legal	22,500	35,000	12,500	56%
6570 · Equipment Lease	15,000	11,500	-3,500	-23%
6580 · Contractual Services	27,000	20,000	-7,000	-26%

**Town of Bladensburg**  
**Budgeted Expenses**  
**FY17 - FY18**

	<u>FY17</u>	<u>FY18</u>	<u>TOTAL</u> <u>Change</u>	<u>%</u>	
6620 · Fuel	86,000	75,000	-11,000	-13%	
6640 · Vehicle Repairs and Maintenance	78,000	68,000	-10,000	-13%	
6650 · Vehicle Body Repairs	16,000	16,000	0	0%	
6670 · Equipment Maintenance	12,500	4,000	-8,500	-68%	
6680 · Weapon Repairs and Supplies	3,500	10,000	6,500	186%	
6710 · Building Maintenance	75,000	70,000	-5,000	-7%	
6720 · Grounds Maintenance	30,000	30,000	0	0%	
6740 · Street Lights	50,000	50,000	0	0%	
6750 · Sanitation Contract	150,000	162,000	12,000	8%	
6760 · Landfill Fees	20,000	16,000	-4,000	-20%	
6770 · Building Supplies	0	7,000	7,000		
6780 · Engineering	2,500		-2,500	-100%	
6790 · Janitorial Services	19,000	20,000	1,000	5%	
6810 · Advertising	15,000	25,000	10,000	67%	
6820 · Website	15,000	2,000	-13,000	-87%	
6825 · Membership	12,650	13,225	575	5%	
6830 · Media Supplies	3,500	3,000	-500	-14%	
6835 · Travel	4,750	11,500	6,750	142%	
6850 · Office Supplies	20,500	21,000	500	2%	
6855 · Postage	4,000	4,000	0	0%	
6860 · Shop Supplies	3,000	5,000	2,000	67%	
6865 · Supplies	4,000	4,000	0	0%	
6870 · Tools	2,000	0	-2,000	-100%	
6885 · Finger Printing	2,500	5,000	2,500	100%	
6890 · Utilities	34,000	30,000	-4,000	-12%	
6900 · Grants - Restricted					
6910 · MD Energy Assistance	675,000	675,000	0	0%	
6920 · Community Legacy	250,000	100,000	-150,000	-60%	
6930 · CDBG	100,000	100,000	-	0%	
6935 · Other Grants		47,106	47,106	100%	
6940 · Highway User Projects*	<u>150,527</u>	<u>-</u>	<u>-150,527</u>	<u>-100%</u>	
<b>Total 6900 · Grants - Restricted</b>	<b>1,175,527</b>	<b>922,106</b>	<b>-253,421</b>	<b>-22%</b>	
<b>Subtotal Operating Expenses</b>	<b><u>6,044,987</u></b>	<b><u>6,061,695</u></b>	<b><u>16,708</u></b>	<b><u>0%</u></b>	<i>Operating Expenses remained constant</i>
<b>Financing and Capital Costs</b>					
6950 · Debt Service					
6960 · Debt Service - Interest	14,000	18,000	4,000	29%	
6965 · Debt Service - Principle	<u>54,000</u>	<u>50,000</u>	<u>-4,000</u>	<u>-7%</u>	
<b>Total 6950 · Debt Service</b>	<b>68,000</b>	<b>68,000</b>	<b>0</b>	<b>0%</b>	
6970 · Capital Outlay	165,000	341,672	176,672	107%	
<b>Total Expenses</b>	<b><u>6,277,987</u></b>	<b><u>6,471,367</u></b>	<b><u>193,380</u></b>	<b><u>3%</u></b>	

\*Reclassified out of grants in FY18 to offset Public Works expenses for maintenance of roads and walkways

## Staffing by Departments

Mayor and Council	Town Administrator	Public Safety	Public Works
<ul style="list-style-type: none"> <li>• <b>Mayor</b></li> <li>• Walter James</li> <li>• <b>Council Members</b></li> <li>• Walter Ficklin</li> <li>• Cristian Mendoza</li> <li>• Beverly Hall</li> <li>• Selwyn Bridgeman</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Town Administrator</b></li> <li>• Town Administrator</li> <li>• Marketing Coordinator</li> <li>• <b>Clerk's Office</b></li> <li>• Town Clerk</li> <li>• Administrative Assistant</li> <li>• <b>Finance Office</b></li> <li>• Treasurer</li> <li>• Accounting Assistant</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Police</b></li> <li>• (22) Officers</li> <li>• Admin Assistant</li> <li>• <b>Communications</b></li> <li>• (6) Dispatch</li> <li>• <b>Code Enforcement</b></li> <li>• Code Supervisor</li> <li>• Code Officer</li> <li>• Property and Storage</li> </ul>	<ul style="list-style-type: none"> <li>• Public Works Director</li> <li>• Public Works Supervisor</li> <li>• (5) Public Works Workers</li> </ul>

## Changes in Compensation FY17 vs FY18

### Increases – Staffing

- (2) Full Time Dispatchers
- (2) Police Officers
- (1) Code Specialist
- (1) Public Works Director
- Marketing Coordinator to Full time
- COLA of 1%
- Merit Increases of up to 3%
- Increased Public Works PW1 and PW2 scales

### Decreases

- Part Time Code Enforcement Position vacated last June
- PFC Officer in place of Lt. to Chief
- No Summer help for Public Works due to safety and supervision concerns
- Overtime Reduced at a savings of over \$100K
- Workers Compensation reduced at savings of over \$100K
- Minimal decrease in Health Insurance

# Expenses – FY18 Compensation and Benefits

## Compensation

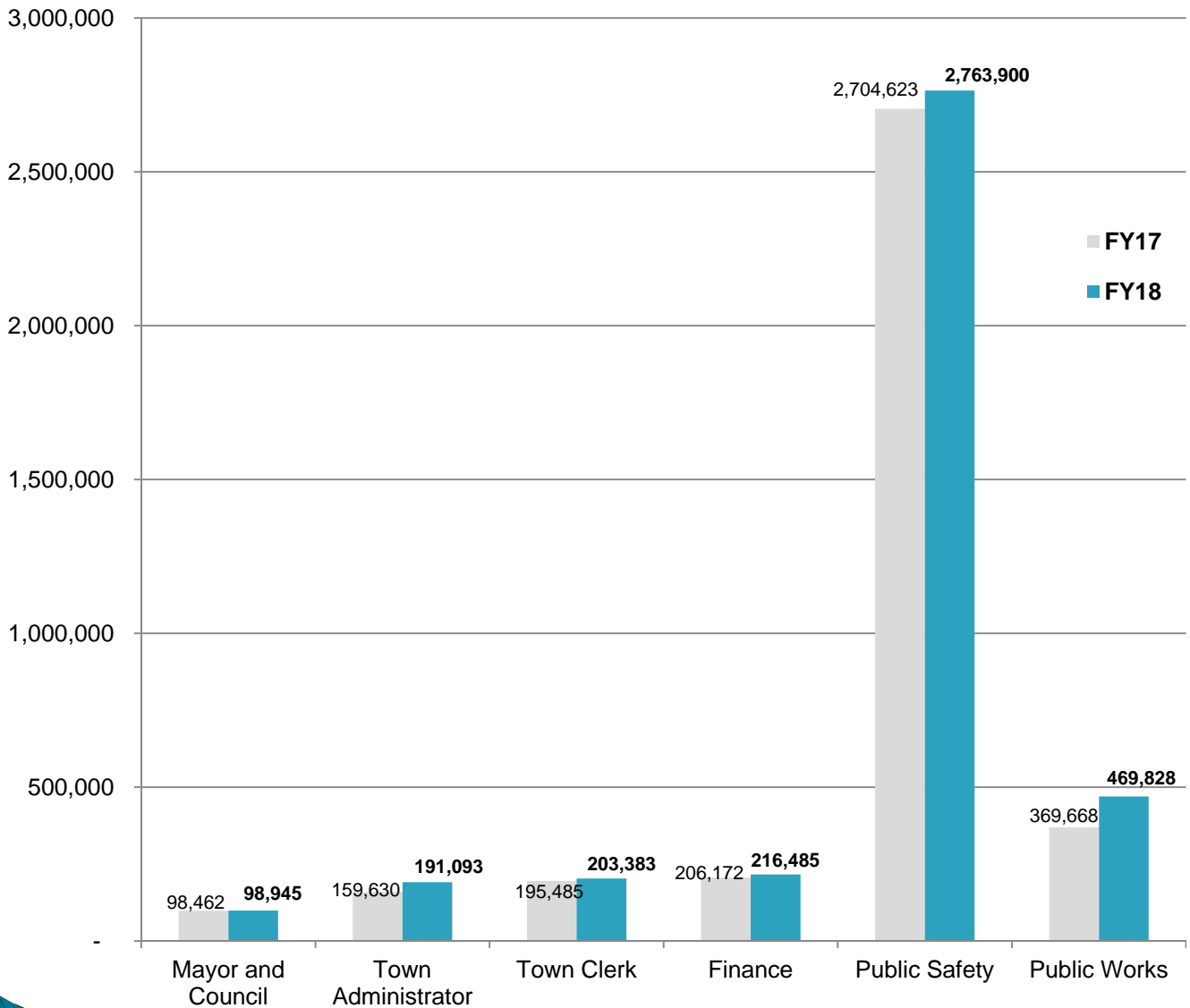
The Town of Bladensburg is a “Service Agency” and as such, the largest portion of our budget is for people to provide the service.

Compensation includes

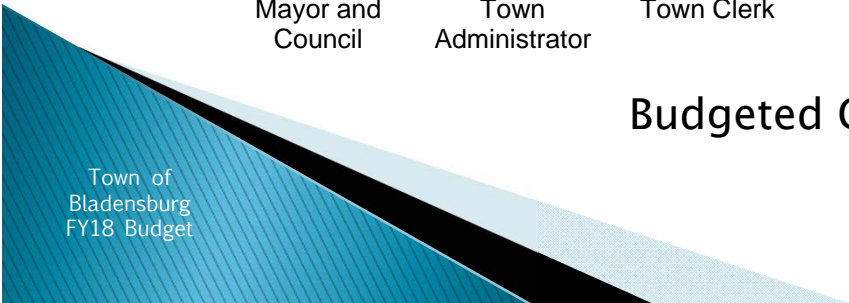
- ▶ Regular Pay
- ▶ Overtime Pay
- ▶ Differential Shift Pay
- ▶ Differential Overtime Shift Pay

Benefits include:

- ▶ Health Insurance
- ▶ Dental Insurance
- ▶ Vision Insurance
- ▶ FICA @ 7.65% of total compensation
- ▶ Workers Compensation
- ▶ Unemployment Costs



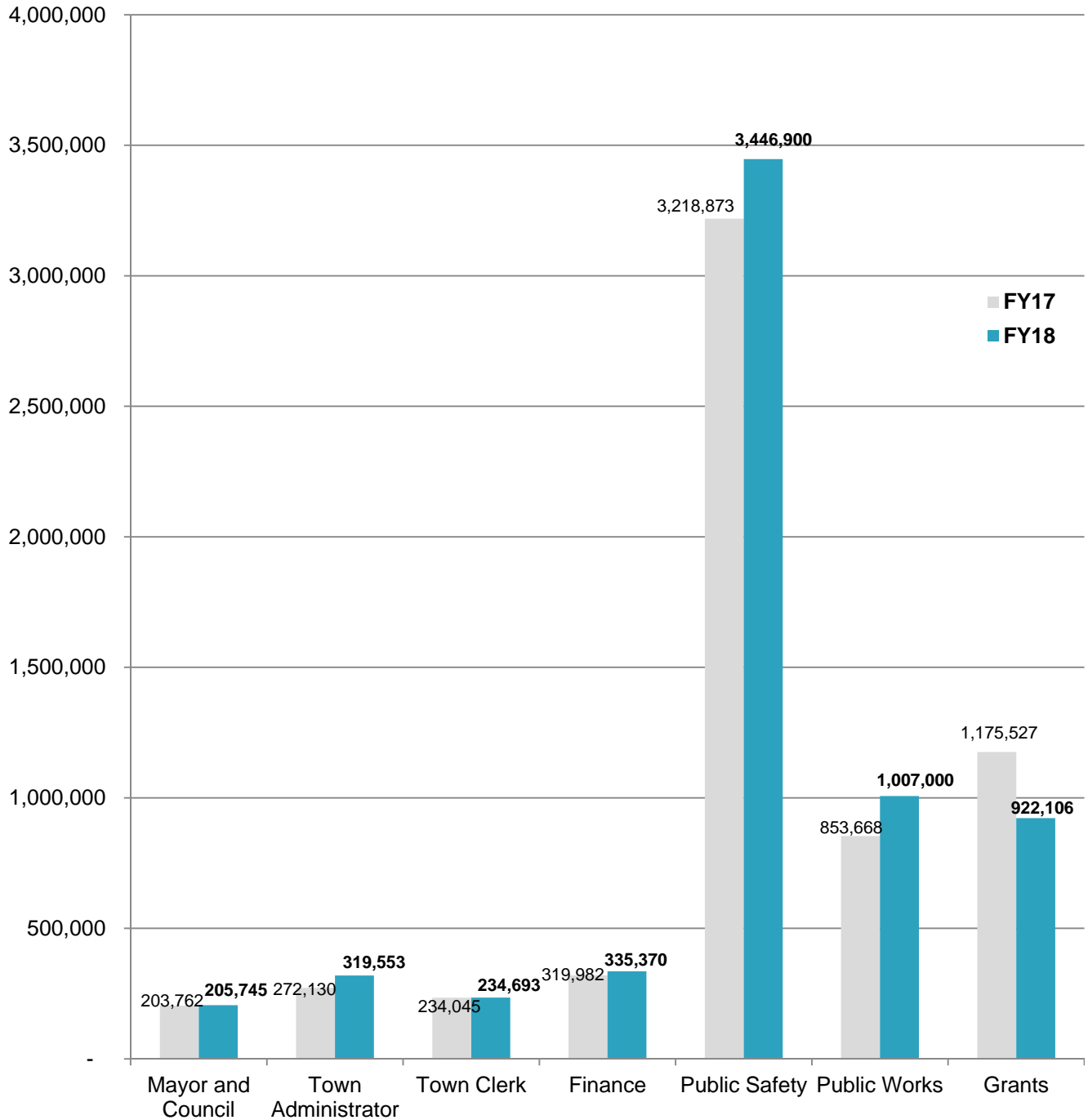
Budgeted Compensation by Dept.



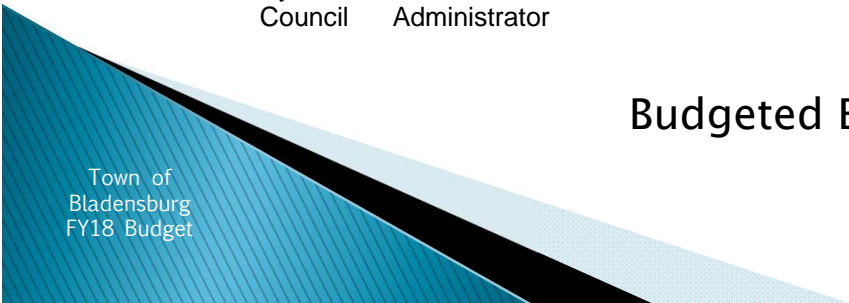
Town of Bladensburg  
FY18 Budget

# FY18 Total Expenses by Department

Total Expenses to include Compensation, other general and administrative expenses, and Capital Outlay per department



## Budgeted Expenses by Department



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**Town of Bladensburg**  
**Mayor and Council 2 Year Budget**  
**FY17 - FY18**

	<b>FY17</b>	<b>FY18</b>	<i>Notes</i>	<b>Change</b>	<b>%</b>
<b>Expense</b>					
<b>6000 · Compensation</b>					
6010 · Regular Pay	48,000	48,000	1	-	0%
6030 · FICA	3,672	3,672	2	-	0%
6040 · Health Insurance	42,446	43,197	3	751	2%
6050 · Pension	4,094	3,922	4	(172)	-4%
6060 · Workers Comp	250	154	5	-96	-38%
<b>Total 6000 · Compensation</b>	<b>98,462</b>	<b>98,945</b>	<b>6</b>	<b>483</b>	<b>0%</b>
6145 · Council Business Development	20,000	10,000	7	(10,000)	-50%
6160 · Employee Recognition	2,000	3,000	8	1,000	50%
6210 · Council Projects	2,500	2,500	9	-	0%
6215 · Council Committees	2,000	3,000	10	1,000	50%
6220 · Community Initiatives	12,500	14,000	11	1,500	12%
6225 · Community Grants				-	
6226 · Fire Department Donation	12,000	20,000	12	8,000	67%
6225 · Community Grants - Other	8,500	3,000	13	(5,500)	-65%
6230 · Community Events	12,000	20,500	14	8,500	71%
6235 · Senior Citizen Projects	5,000	4,500	15	(500)	-10%
6255 · Town Meetings	2,000	2,500	16	500	25%
6320 · Wireless Communications	4,800	4,800	17	-	0%
6420 · Computer Expense	3,500	1,000	18	(2,500)	-71%
6550 · Insurance - Liability	2,500	2,000	19	(500)	-20%
6620 · Fuel	2,000	2,000	20	-	0%
6640 · Vehicle Repairs and Maintenance	3,000	3,000	21	-	0%
6825 · Membership	11,000	11,000	22	0	0%
<b>Subtotal Expense</b>	<b>203,762</b>	<b>205,745</b>	<b>23</b>	<b>1,983</b>	<b>1%</b>
6970 · Capital Outlay		0	24	0	
<b>Total Expense - Mayor and Council</b>	<b>203,762</b>	<b>205,745</b>	<b>25</b>	<b>1,983</b>	<b>1%</b>

*See Accompanying Notes for each line item*

**Town of Bladensburg  
Mayor and Council 2 Year Budget  
FY17 - FY18**

---

1. 6010 - Compensation for Mayor and Council, remains unchanged

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2. 6030 - FICA is Town share at 7.65%, employees match this through payroll deductions

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3. 6040 - Town sponsored Health, Dental, and Vision Insurance

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4. 6050 - Pension costs at 8.17% of regular wages to participate in State Retirement Systems

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5. 6060 - Workers Compensation at minimal rate due to less risk associated with administrative/elected positions

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6. 6000 - Total wages and benefits remain relatively same for FY18 vs FY17

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7. 6145 - Professional Development - Attendance for MML Conferences, National League of Cities, and other leadership and education opportunities. Decreased \$10,000 since previous year.

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8. 6160 - Employee Recognition - staff recognitions, lunches, awards, Christmas gifts

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9. 6210 - Council Projects - \$500 allotment for each member of Mayor and Council to give to local organizations

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10. 6215 - Council Committees - Black History Month planning, Veteran's Day, Memorial Day, Parks, and other committees to plan Town activities

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11. 6220 - Community Initiatives - Port Towns Day, Community Health Partnership previously in FY17, Police Explorers, and other Town sponsored events not already under Council Committees

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12. 6226 - Fire Dept Donation - was started again last year for \$12,000 increased this to \$20,000 this year. This can be used as a decrease in our tax differential to the residents on their real property tax rate

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13. 6225 - Community Grants - allotment for grant process for funding to local organizations, reduced due to amount of applications actually received

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14. 6230 - Community Events - Yule Log, Holiday parties, Black History Month Celebration, increased to fund a Town Signature Event

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15. 6235 - Senior Citizen Projects - \$1,500 donation given to (3) Senior Housing Communities

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16. 6255 - Town Meetings - supplies and refreshments for working meetings, hosted Port Towns quarterly meetings, and public meetings with officials

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17. 6320 - Wireless Communications - \$80 monthly cell phone allotment to Mayor and Councilmembers

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18. 6420 - Computer Expense - cost of repairs and supplies for Mayor and Council laptops and presentation hardware

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19. 6550 - Liability Insurance - cost of insurance for elected officials

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20. 6620 - Fuel - fuel for Mayor car and also for Town vans

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21. 6640 - Vehicle Repairs and Maintenance - repairs to Mayor's car and also for Town vans

---

22. 6825 - Membership - Membership for MML, Council of Governments, and National League of Cities

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23. Total Operating Expenses increased 1% between FY18 vs FY17

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24. Total Expenses increased 1% for FY18 vs FY17

---

**Town of Bladensburg**  
**Town Administrator 2 Year Budget**  
**FY17 - FY18**

	FY17	FY18	Notes	Change	%
<b>Expense</b>					
<b>6000 · Compensation</b>					
6010 · Regular Pay	136,787	160,644	1	23,857	17%
6020 · Overtime	0	0	2	0	
6030 · FICA	10,464	12,289	3	1,825	17%
6040 · Health Insurance	0	4,521	4	4,521	
6050 · Pension	11,668	13,125	5	1,457	12%
6060 · Workers Comp	711	514	6	-197	-28%
<b>Total 6000 · Compensation</b>	159,630	191,093	7	31,463	20%
<b>Other General and Administrative</b>					
6140 · Professional Development	5,000	10,000	8	5,000	100%
6255 · Town Meetings	1,500	1,500	9	0	0%
6260 · Transportation	30,000	30,000	10	0	0%
6310 · Telephone	0	960		960	100%
6560 · Legal	22,500	35,000	11	12,500	56%
6580 · Contractual Services	15,000	10,000	12	-5,000	-33%
6620 · Fuel	2,000	2,000	13	0	0%
6810 · Advertising	15,000	25,000	14	10,000	67%
6820 · Website	15,000	2,000	15	-13,000	-87%
6825 · Membership	1,000	1,500	16	500	50%
6830 · Media Supplies	3,500	3,000	17	-500	-14%
6835 · Travel	2,000	4,000	18	2,000	100%
<b>Subtotal Expense</b>	272,130	316,053	19	43,923	16%
6970 · Capital Outlay		3,500	20	3,500	
<b>Total Expense - Town Administrator</b>	272,130	319,553	21	47,423	17%

*See Accompanying Notes for each line item*

**Town of Bladensburg**  
**Town Administrator 2 Year Budget**  
**FY17 - FY18**

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1. 6010 - Compensation - Regular wages for Town Administrator and Marketing Coordinator
2. 6020 - Overtime - no overtime for either position
3. 6030 - FICA - Town share of 7.65% tax on wages, employees match this through payroll deductions
4. 6040 - Town sponsored health, dental, and vision insurance
5. 6050 - Pension costs @ 8.17% of regular wages to participate in State Retirement Systems
6. 6060 - Workers Compensation at minimal rate due to less risk associated with administrative positions
7. 6000 - Total wages and benefits increased 20% for FY18 resulting from Marketing Coordinator position moving to full time
8. 6140 - Professional Development - MML meetings and other leadership related seminars and courses
9. 6255 - Town Meetings - food and beverage costs for Town sponsored meetings
10. 6260 - Transportation - Port Towns Call-a-Bus service costs based upon ridership for Town residents
11. 6310 - Telephone - mobile phone charges of \$80/month reimbursement
12. 6560 - Legal - legal representation for the Town
13. 6580 - Contractual Services - services provided by the University of MD School of Urban Planning
14. 6620 - Fuel - fuel for Town Administrator's vehicle
15. 6810 - Advertising - marketing costs for quarterly newsletter printing and mailings, surveys, and Town promotional materials
16. 6820 - Website - updates and hosting of website
17. 6825 - Membership - membership for Town Administrator in ICMA, MML, and other organizations
18. 6820 - Media Supplies - monthly subscription to Adobe for Marketing, cable studio equipment
19. 6835 - Travel - per diem for Professional Development for seminars, conferences, and trade shows
20. Subtotal Expense - increased 16% for FY18 vs FY17, mostly due to moving Marketing Coordinator to full time
21. 6970 - Capital Outlay - furnishings needed for Town Administrator office
22. Total Expenses 17% higher in FY18 as compared to FY17

**Town of Bladensburg**  
**Town Clerk 2 Year Budget**  
**FY17 - FY18**

	<b>FY17</b>	<b>FY18</b>	<i>Notes</i>	<b>Change</b>	<b>%</b>
<b>6000 - Compensation</b>					
6010 - Regular Pay	142,252	148,676	1	6,424	5%
6020 - Overtime	2,046	2,056	2	10	0%
6030 - FICA	11,039	11,531	3	492	4%
6040 - Health Insurance	27,269	28,462	4	1,193	4%
6050 - Pension	12,134	12,147	5	13	0%
6060 - Workers Comp	745	511	6	-234	-31%
<b>Total 6000 - Compensation</b>	<b>195,485</b>	<b>203,383</b>	<b>7</b>	<b>7,898</b>	<b>4%</b>
<b>Other General and Administrative</b>					
6140 - Professional Development	750	750	8	0	0%
6240 - Memorials	1,000	1,000	9	0	0%
6270 - Historic Promotion	2,500	2,500	10	0	0%
6320 - Wireless Communications	960	960	11	0	0%
6570 - Equipment Lease	7,000	6,000	12	-1,000	-14%
6825 - Membership	100	100	13	0	0%
6835 - Travel	750	1,000	14	250	33%
6850 - Office Supplies	10,500	11,000	15	500	5%
6855 - Postage	3,000	3,000	16	0	0%
6890 - Utilities	12,000	5,000	17	-7,000	-58%
<b>Total Expense</b>	<b>234,045</b>	<b>234,693</b>	<b>18</b>	<b>648</b>	<b>0%</b>

*See Accompanying Notes for each line item*

**Town of Bladensburg**  
**Town Clerk 2 Year Budget**  
**FY17 - FY18**

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1. 6010 - Compensation is regular wages for Town Clerk and Town Secretary
2. 6020 - Overtime for Town Secretary to cover events and meetings
3. 6030 - FICA is Town share at 7.65%, employees match this through payroll deductions
4. 6040 - Town sponsored Health Insurance
5. 6050 - Pension costs at 8.17% of regular wages to participate in State Retirement Systems
6. 6060 - Workers Compensation at minimal rate due to less risk associated with administrative positions
7. 6000 - Total wages and benefits is 4% higher for FY18 vs FY17
8. 6140 - Professional Development - costs for MML annual convention
9. 6240 - Memorials - flowers and gift baskets to honor loss of a community member
10. 6270 - Historic Promotion used as part of in kind grant funding to promote Bostwick House
11. 6320 - Wireless Communication represents \$80 monthly stipend to Town Clerk for use of personal phone to communicate with other staff
12. 6570 - Equipment Lease - monthly copier lease/usage for Town Hall and quarterly postage meter lease
13. 6825 - Membership in MML for Clerks Association
14. 6835 - Travel for MML conference to include room, mileage, and per diem
15. 6850 - Office Supplies for all of Town Hall
16. 6855 - Postage - all mailings from Town Hall except for Newsletters
17. 6890 - Utilities - 30% of electric, water, and sewer for Town Hall and Police Department, decreased this year since majority billed to Public Safety
18. Total Expenses did not significantly change between FY18 vs FY17



**Town of Bladensburg**  
**Finance Dept 2 Year Budget**  
**FY17 - FY18**

	<b>FY17</b>	<b>FY18</b>	<i>Notes</i>	<b>Change</b>	<b>%</b>
<b>6000 · Compensation</b>					
6010 · Regular Pay	150,948	159,647	1	8,699	6%
6030 · FICA	11,548	12,213	2	665	6%
6040 · Health Insurance	30,015	31,071	3	1,056	4%
6050 · Pension	12,876	13,043	4	167	1%
6060 · Workers Comp	785	511	5	-274	-35%
<b>Total 6000 · Compensation</b>	<b>206,172</b>	<b>216,485</b>	<b>6</b>	<b>10,313</b>	<b>5%</b>
<b>Other General and Administrative</b>					
6110 · Tuition Remibursement	1,500	2,000	7	500	33%
6140 · Professional Development	2,000	4,000	8	2,000	100%
6150 · Payroll Service	3,500	4,500	9	1,000	29%
6320 · Wireless Communications	960	960	10	0	0%
6460 · Software Contract	1,000	1,300	11	300	30%
6510 · Audit	17,100	17,500	12	400	2%
6520 · Bank Charges	3,200	3,500	13	300	9%
6530 · Bad Debts	6,000	6,000	14	0	0%
6550 · Insurance - Liability	10,000	10,000	15	0	0%
6825 · Membership	50	125	16	75	150%
6835 · Travel	500	1,000	17	500	100%
<b>Subtotal Expense</b>	<b>251,982</b>	<b>267,370</b>	<b>18</b>	<b>15,388</b>	<b>6%</b>
<b>6950 · Debt Service</b>					
6965 · Debt Service - Principle	54,000	50,000		-4,000	
6960 · Debt Service - Interest	14,000	18,000		4,000	
<b>Total 6950 · Debt Service</b>	<b>68,000</b>	<b>68,000</b>	<b>19</b>	<b>0</b>	<b>0%</b>
<b>Total Expense - Finance</b>	<b>319,982</b>	<b>335,370</b>	<b>20</b>	<b>15,388</b>	<b>5%</b>

*See Accompanying Notes for each line item*

**Town of Bladensburg**  
**Finance Dept 2 Year Budget**  
**FY17 - FY18**

---

1. 6010 - Regular Pay - wages for Town Treasurer and Accounting Assistant

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2. 6030 - FICA is Town share at 7.65%, employees match this through payroll deductions

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3. 6040 - Town sponsored Health, Dental, and Vision Insurance

---

4. 6050 - Pension costs at 8.17% of regular wages to participate in State Retirement Systems

---

5. 6060 - Workers Compensation at minimal rate due to less risk associated with administrative positions

---

6. 6000 - Total wages and benefits is 5% higher for FY18 vs FY17 due to stepped increases given last fiscal year to Accounting Assistant

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7. 6110 - Tuition Reimbursement - accounting and governmental coursework reimbursement

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8. 6140 - Professional Development - attendance to Maryland Government Finance Officers Association meetings and conferences, MML meetings and conferences, and other Government Associations

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9. 6150 - Payroll Service - cost of bi-weekly payroll service and also for processing of quarterly and year end payroll tax returns

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10. 6320 - Wireless Communication - \$80 monthly cell phone allotment to Treasurer

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11. 6460 - Software Contract - annual licensing costs of Quickbooks Enterprise Accounting Software package

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12. 6510 - Audit - annual cost of audit

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13. 6520 - Bank Charges - fees charged by bank for accounts, audit reports, stop payment fees, and monthly charges

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14. 6530 - Bad Debts - writeoffs for uncollectable Personal Property Taxes

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15. 6550 - Liability Insurance - bonding and liability policies for Town

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16. 6825 - Membership - membership in Maryland Government Finance Officers Association and other organizations

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17. 6835 - Travel - costs to attend annual Maryland Government Finance Officers Association and MML's annual conferences

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18. Subtotal Expense - increased 6% from FY18 vs FY17

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19. 6950 - Debt Service - bi-annual payments to Suntrust for our Pension Bond

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20. Total Expense for Finance increased 5% from FY18 vs FY17

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**Town of Bladensburg  
Public Safety 2 Year Budget**

FY17 - FY18

	<u>FY17</u>	<u>FY18</u>	<i>Notes</i>	<u>Change</u>	<u>%</u>
<b>6000 · Compensation</b>					
6010 · Regular Pay	1,629,949	1,820,056	1	190,107	12%
6020 · Overtime	251,573	171,924	2	-79,649	-32%
6030 · FICA	143,936	152,386	3	8,450	6%
6040 · Health Insurance	275,980	303,751	4	27,771	10%
6060 · Workers Comp	265,643	168,555	5	-97,088	-37%
6050 · Pension	137,542	147,228	6	9,686	7%
<b>Total 6000 · Compensation</b>	<b>2,704,623</b>	<b>2,763,900</b>	<b>7</b>	<b>59,277</b>	<b>2%</b>
<b>Other General and Administrative</b>					
6110 · Tuition Rembursement	6,000	6,000	8	0	0%
6120 · Uniforms	23,000	32,000	9	9,000	39%
6130 · Recruitment	7,000	7,000	10	0	0%
6140 · Professional Development	8,000	30,000	11	22,000	275%
6230 · Community Events	7,000	10,000	12	3,000	43%
6310 · Telephone	20,000	22,000	13	2,000	10%
6320 · Wireless Communications	14,000	16,000	14	2,000	14%
6330 · Communications Contracts	29,250	30,000	15	750	3%
6340 · Interoperability	6,000	6,000	16	0	0%
6350 · Internet Access	3,000	3,000	17	0	0%
6360 · Data Fees	2,500	2,500	18	0	0%
6420 · Computer Expense	2,500	8,500	19	6,000	240%
6440 · IT Support	25,000	25,000	20	0	0%
6460 · Software Contract	3,500	5,000	21	1,500	43%
6545 · Insurance - Auto	32,000	34,000	22	2,000	6%
6550 · Insurance - Liability	30,000	45,000	23	15,000	50%
6570 · Equipment Lease	8,000	5,500	24	-2,500	-31%
6580 · Contractual Services	12,000	10,000	25	-2,000	-17%
6620 · Fuel	65,000	60,000	26	-5,000	-8%
6640 · Vehicle Repairs and Maintenance	50,000	50,000	27	0	0%
6650 · Vehicle Body Repairs	16,000	16,000	28	0	0%
6670 · Equipment Maintenance	2,000	2,000	29	0	0%
6680 · Weapon Repairs and Supplies	3,500	10,000	30	6,500	186%
6825 · Membership	500	500	31	0	0%
6835 · Travel	1,000	5,000	32	4,000	400%
6850 · Office Supplies	10,000	10,000	33	0	0%
6855 · Postage	1,000	1,000	34	0	0%
6865 · Supplies	4,000	4,000	35	0	0%
6885 · Finger Printing	2,500	5,000	36	2,500	100%
6890 · Utilities	10,000	12,000	37	2,000	20%
<b>Subtotal Expense</b>	<b>3,108,873</b>	<b>3,236,900</b>	<b>38</b>	<b>128,027</b>	<b>4%</b>
6970 · Capital Outlay	110,000	210,000	39	100,000	91%
<b>Total Expense - Public Safety</b>	<b>3,218,873</b>	<b>3,446,900</b>	<b>40</b>	<b>228,027</b>	<b>7%</b>

*See Accompanying Notes for each line item*

**Town of Bladensburg**  
**Public Safety 2 Year Budget**  
**FY17 - FY18**

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1. 6010 - Regular Pay for (22) uniformed officers, (6) Communications, (3) for Code Enforcement, and (1) Administrative Asst.
2. 6020 - Overtime based on an average of 150 hours per year for uniformed officers and Code Enforcement and 100 hours per year average for Communications. Reduced this since hiring more staff and overtime not utilized as much in FY17.
3. 6030 - FICA is Town share at 7.65%, employees match this through payroll deductions
4. 6040 - Town sponsored Health, Dental, and Vision Insurance
5. 6050 - Pension costs at 8.17% of regular wages to participate in State Retirement Systems
6. 6060 - Workers Compensation Insurance decreased this year due to obtaining better rates
7. Total Wages and Benefits 2% higher after adding (2) new officers, (2) in Communications along with decreases in Overtime and Workers Compensation
8. 6110 - Tuition Reimbursement - for new officers, reimbursed expense for attending training academy
9. 6120 - Uniforms - Annual allowance of \$1,000 per officer, \$500 for Code Enforcement, and \$300 for Dispatch for upkeep of uniforms. Also for replacement of damaged uniforms, new uniforms, and replacement of bullet proof vests
10. 6130 - Recruitment - Background checks, psychological evaluations, and investigations for new recruits
11. 6140 - Professional Development - mandatory trainings for officers and expanded this year to offer more trainings per the assessment done last year
12. 6230 - Community Events - Outreach activities such as National Night Out, Shop with a Cop at Christmas time, and events for the Community Oriented Policing Service (COPS) program
13. 6310 - Telephone - all landline communications for Public Safety in coordination with Town Hall, Code Enforcement, and Public Works
14. 6320 - Wireless Communications - mobile connectivity of Public Safety vehicles through Verizon, and annual cell phone allowance to Chief and Code Enforcement Supervisor
15. 6330 - Communications Contracts - maintenance and upkeep of mobile communications equipment
16. 6340 - Interoperability - annual subscription to iNet for mobile data terminals, and email hosting
17. 6350 - Internet Access - broadband through Communications for Town Hall, Public Safety, Public Works, and Code Enforcement. Also for COPS office at Autumn Woods Apartments.
18. 6360 - Data Fees - subscription for Log On ID's to access public information systems
19. 6420 - Computer Expense - increased to add (4) workstations for expansion of Public Safety into Code Enforcement building, and (1) for Chief of Police
20. 6440 - IT Support - contractual service to maintain servers, hardware, software, and mobile data terminals for Town
21. 6460 - Software Contract - annual subscriptions for evidence tracking and for anti-virus
22. 6545 - Auto Insurance - costs to insure all vehicles
23. 6550 - Liability Insurance - coverage through Local Government Insurance Trust (LGIT) and for claims paid in excess of deductibles
24. 6570 - Equipment Lease - monthly copier lease/usage and quarterly postage meter lease

**Town of Bladensburg**  
**Public Safety 2 Year Budget**  
**FY17 - FY18**

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- 25. 6580 - Contractual Services - services for investigations such as Lexis Nexus, Equifax, and employment screenings

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- 26. 6620 - Fuel - reduced based on past two years of fuel price trends

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- 27. 6640 - Vehicle Repairs - costs of maintenance and repairs of Public Safety vehicles

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- 28. 6650 - Vehicle Body Repairs - repairs due to body damage on vehicles. If involved in an accident, total repairs are expensed here, but insurance reimbursement less deductible will be realized in revenues

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- 29. 6670 - Equipment Maintenance - upkeep of recording systems used for interrogations

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- 30. 6680 - Weapons - purchase of handguns and equipment for new officers, also ammo for two range days for all officers. Added an additional range day this year as part of increased training

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- 31. 6825 - Membership - cost of annual membership for Chief of Police

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- 32. 6835 - Travel - costs of attending MML convention and other Trainings for Chief of Police

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- 33. 6850 - Office Supplies - all office supplies, ticket books, and paper for Public Safety

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- 34. 6855 - Postage - all postage for mailings for investigations, complaints, and tickets

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- 35. 6865 - Supplies - vehicle and safety supplies and supplies for investigation kits

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- 36. 6885 - Fingerprinting - service cost for each applicant through DJIS, this will be offset by revenues for collecting fees for this service

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- 37. 6890 - Utilities - 70% of electric, gas, and water for Town Hall and Police Station. Also 100% of utilities for Code Enforcement.

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- 38. Compensation and General Expenses increased 4% over FY17 due to the addition of more employees and training

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- 39. 6970 - Capital Outlay - for purchases such as (5) new SUV cruisers @ \$35,000 each to outfit new officers and Code Enforcement and to keep to our vehicle replacement program, \$15,000 for Tasers, \$12,000 for body cameras, and \$8,000 for new office furniture to expand Public Safety into Code Enforcement Building

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- 40. Total Expense - Total increase with Capital items is 7% over FY17

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**Town of Bladensburg  
Restricted Grants**

FY17 - FY18

	<u>FY17</u>	<u>FY18</u>	<u>Change</u>	
<b>4900 - Restricted Revenues</b>				
4920 - MD Energy Assistance - Restrict	675,000	675,000	-	
4940 - Highway User Revenues - Rest.	150,527	0	(150,527)	Reclassified to Revenues
4950 - Community Legacy - Restricted	250,000	100,000	(150,000)	
4960 - CDBG Construction Grant	100,000	100,000	-	
4970 - Other Grants		47,106	47,106	
<b>Total 4900 - Restricted Revenues</b>	<u>1,175,527</u>	<u>922,106</u>	<u>(253,421)</u>	
<b>6900 - Grants - Restricted</b>				
6910 - MD Energy Assistance	675,000	675,000	-	
6920 - Community Legacy	250,000	100,000	(150,000)	
6930 - CDBG	100,000	100,000	-	
6940 - Highway User Projects	150,527	0	(150,527)	Reclassified to Public Works Capital Exp
6935 - Other Grants		47,106	47,106	Bostwick renovations from MNCPP
<b>Total 6900 - Grants - Restricted</b>	<u>1,175,527</u>	<u>922,106</u>	<u>(253,421)</u>	

**Town of Bladensburg**  
**Public Works 2 Year Budget**  
**FY17 - FY18**

	<b>FY17</b>	<b>FY18</b>	<i>Notes</i>	<b>Change</b>	<b>%</b>
<b>Expense</b>					
<b>6000 · Compensation</b>					
6010 · Regular Pay	233,944	310,321	1	76,377	33%
6020 · Overtime	16,036	11,821	2	-4,215	-26%
6030 · FICA	19,124	24,644	3	5,520	29%
6040 · Health Insurance	66,401	79,681	4	13,280	20%
6050 · Pension	18,193	25,353	5	7,160	39%
6060 · Workers Comp	15,970	18,008	6	2,038	13%
<b>Total 6000 · Compensation</b>	<b>369,668</b>	<b>469,828</b>	<b>7</b>	<b>100,160</b>	<b>27%</b>
<b>Other General and Administrative</b>					
6120 · Uniforms	6,000	4,000	8	(2,000)	-33%
6140 · Professional Development	5,000	2,000	9	(3,000)	-60%
6350 · Internet Access	1,500	1,500	10	-	0%
6620 · Fuel	17,000	11,000	11	(6,000)	-35%
6640 · Vehicle Repairs and Maintenance	25,000	15,000	12	(10,000)	-40%
6670 · Equipment Maintenance	10,500	2,000	13	(8,500)	-81%
6710 · Building Maintenance	75,000	70,000	14	(5,000)	-7%
6720 · Grounds Maintenance	30,000	30,000	15	-	0%
6740 · Street Lights	50,000	50,000	16	-	0%
6750 · Sanitation Contract	150,000	162,000	17	12,000	8%
6760 · Landfill Fees	20,000	16,000	18	(4,000)	-20%
6770 · Building Supplies	-	7,000	19	7,000	
6780 · Engineering	2,500		20	(2,500)	-100%
6790 · Janitorial Services	19,000	20,000	21	1,000	5%
6835 · Travel	500	500	22	-	0%
6860 · Shop Supplies	3,000	5,000	23	2,000	67%
6870 · Tools	2,000	-	24	(2,000)	-100%
6890 · Utilities	12,000	13,000	25	1,000	8%
<b>Subtotal Expense</b>	<b>798,668</b>	<b>878,828</b>	<b>26</b>	<b>80,160</b>	<b>10%</b>
6970 · Capital Outlay	55,000	128,172	27	73,172	133%
<b>Total Expense - Public Works</b>	<b>853,668</b>	<b>1,007,000</b>	<b>28</b>	<b>153,332</b>	<b>18%</b>

*See Accompanying Notes for each line item*

# Town of Bladensburg Public Works 2 Year Budget FY17 - FY18

1. 6010 - Compensation is regular wages for Public Works Director, Public Works Supervisor, and Public Works Workers

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2. 6020 - Overtime for Public Works workers for events and weather related emergencies

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3. 6030 - FICA is Town share at 7.65%, employees match this through payroll deductions

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4. 6040 - Town sponsored Health Insurance

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5. 6050 - Pension costs at 8.17% of regular wages to participate in State Retirement Systems

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6. 6060 - Workers Compensation at a higher rate due to job conditions

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7. 6000 - Total wages and benefits increased 27% due to adding of a position

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8. 6120 - Uniforms - work wear, gloves, safety glasses, rain gear, and boots

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9. 6140 - Professional Development - attendance to MML and other professional organization conferences and trainings

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10. 6350 - Internet Access - broadband supplied to Public Works Building

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11. 6620 - Fuel - decreased this based on 2 years trends of fuel prices and usage

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12. 6640 - Vehicle Repairs and Maintenance - upkeep and maintenance of Public Works vehicles. Decreased this due to newer trucks purchased

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13. 6670 - Equipment Maintenance - upkeep of Public Works mowers and heavy equipment. Decreased this due to newer equipment purchased

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14. 6710 - Building Maintenance - repairs and rehab of Town buildings

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15. 6720 - Grounds Maintenance - upkeep of Town Parks and grounds to include tree removal when necessary

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16. 6740 - Street Lights - lighting on Town roads

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17. 6750 - Sanitation Contract - trash pickup twice per week, bulk trash, and recycling to include COLA increases per contract

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18. 6760 - Landfill Fees - costs to dump bulk trash taken to County Landfill

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19. 6770 - Building Supplies - janitorial supplies, first aid supplies, and other supplies previously were all part of Building Maintenance

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20. 6780 - Engineering - removed this line item since will be funded for any construction under the Restricted Grants

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21. 6790 - Janitorial Services - increased for daily cleaning of Town Hall, Police Dept., Code Enforcement, and Town Administrator's Office

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22. 6835 - Travel - travel costs associated with attending conferences

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23. 6860 - Shop Supplies - increased due to removing Tools line item to combine these two with no net increase

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24. 6870 - Tools - removed this line item this year to make part of Shop Supplies

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25. 6890 - Utilities - Public Works shop utilities

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26. Subtotal General and Administrative Expenses increased 10% for FY18 vs FY17, mostly due to staffing additions

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27. 6970 - Capital Outlay - \$103,172 capital portion of Highway User Revenues, \$10,000 for Bostwick matching grant funds, and \$15,000 for Gateway Signs



**Town of Bladensburg**  
**Public Works 2 Year Budget**  
FY17 - FY18

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**28.** Total Expenses with staffing increases and capital purchases increased 18% FY18 over FY17

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