

OVERVIEW

REVENUE

TOWN ADMINISTRATION

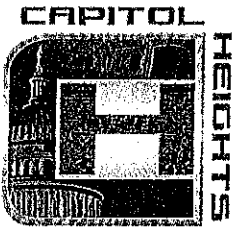
POLICE DEPARTMENT

MAYOR AND COUNCIL

NEIGHBORHOOD SERVICE
DEPARTMENT

GRANT EXPENSE

GLOSSARY OF TERMS



Introduced and First Reading: June 21, 2021
Second Reading: June 30, 2021
Adopted and Approved June 30, 2021

THE TOWN OF CAPITOL HEIGHTS
Budget Ordinance 2021- 28

(Drafted by Town Administrator)

Introduced by: CW Chew, CW Brown, CW Akers, CW Ford, CW Williams

An Ordinance to Adopt the Fiscal Year 2021 Budget for the Fiscal Year commencing July 1, 2021, and ending June 30, 2022

Whereas, The Town of Capitol Heights Charter authorizes the Mayor and Council to adopt a Fiscal Year Budget that sets the tax rate, revenue, and departmental expenditure budgets for the Fiscal Year July 1, 2021, to June 30, 2022; and

Whereas the Mayor Pro Tem and Council have adopted a tax rate that equals the current Constant Yield Tax Rate (CYTR) of \$0.4200 for every \$100 of assessed valuation.

NOW, THEREFORE BE IT ORDAINED by the Mayor and Council this day of June 30, 2021, that the Mayor and Council hereby adopt the following revenue and expenditures for the Fiscal Year 2022 Budget for the year ending June 30, 2022.

Revenue	FY 2021 Adopted
Real Estate Taxes	\$1,307,955
Property Taxes	\$275,000
State Taxes	\$688,700
License, Fees & Permits	\$184,200
Grants	\$500,000
Police Dept Revenue	\$189,000
Other Revenue	\$1,031,217
Miscellaneous Revenue	\$15,000
Total Revenue	\$4,191,072

Budget Ordinance 2020-13

Page 2 of 3

Expenditure	FY 2021
Mayor and Council	\$102,022.00
Bond Project	\$300,000.00
Administration	\$862,700.00
Police Department	\$1,172,600.00
Neighborhood Services	\$1,289,750.00
Grants	\$464,000.00
Total Expenditures	\$4,191,072.00

SECTION 2. AND BE IT FURTHER ENACTED by the Mayor and Council of The Town of Capitol Heights, Maryland that, having been adopted by at least five members of the Mayor and Council, this Ordinance shall take effect on June 30, 2021.

ATTEST:

APPROVED:

Darrell Miller
Acting Town Administrator

Renita Cason
Mayor Pro Tem/ Councilmember

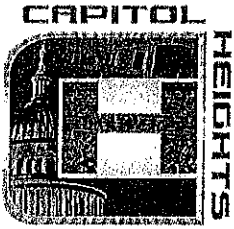
Faith Ford
Councilmember

Elaine Williams
Councilmember

Rhonda Akers
Councilmember

Caroline Brown
Councilmember

Latonya Chew
Councilmember



Introduced and First reading May 27, 2021

Second Reading ___ June 7, 2021

Third Reading ___ June 21, 2021

Adoption ___ June 30, 2021

THE TOWN OF CAPITOL HEIGHTS

Ordinance 2021-27

(Drafted by Acting Town Administrator)

Introduced by: CW Brown, CW Akers, CW Williams, CW Chew, CW Ford,

An Ordinance reestablishing The Town of Capitol Heights Tax Rates for the Fiscal Year 2021-2022

Whereas, The Town of Capitol Heights Charter authorizes the Mayor Pro Tem and Council to adopt a Fiscal Year Budget that sets the tax rate for revenue and expenditure departmental budgets for each Fiscal Year; and

Whereas, the Mayor Pro Tem and Council set the Tax Rate for the Fiscal Year July 1, 2021, through June 30, 2022, at \$0.42 per \$100 of assessed valuation, and

Whereas the Mayor Pro Tem and Council wants the resident to understand that increase is to cover item#

55024 Police Capital Outlay (\$109,000 Police Cars)

54202 Health Insurance (\$33,000)

54203 Liability Insurance (\$25,000)

51021 Comcast/Verizon (60,000)

51900 Loan Payment Public Safety Building (105,000)

NOW, THEREFORE BE IT ORDAINED by the Mayor and Council this ___ day of June 30, 2021 that the Mayor Pro Tem and Council hereby set the Tax Rate at \$0.4200 per \$100 of assessed valuation for FY 2022.

ATTEST:

Darrell Miller
Acting Town Administrator

APPROVED:

Renita A. Cason
Mayor Pro Tem

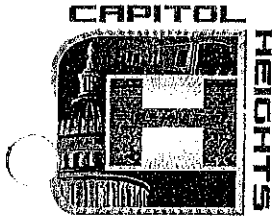
Latonya Chew
Councilmember

Elaine Williams
Councilmember

Caroline Brown
Councilmember

Rhonda Akers
Councilmember

Faith Ford
Councilmember



Town of Capitol Heights

"A Unique Experience. Discover Us!"

July 27, 2021

Mayor Pro Tem and Council

The Honorable Renita Cason, Mayor Pro Tem
The Honorable Rhonda Akers, Councilmember
The Honorable Elaine Williams, Councilmember
The Honorable Caroline Brown, Councilmember
The Honorable Faith Ford, Councilmember
The Honorable Latonya Chew, Councilmember

Administrator Team

Darrell Miller, Acting Town Administrator
Minerva Phillips, Finance Clerk
Chief Mark Cummings, Police Chief

Dear Mayor Pro Temp and Council,

As Acting Town Administrator, I am pleased to present you with the Fiscal Year 2022 Proposed Budget for the Town of Capitol Heights, Maryland. The administrative team and I have worked diligently to present this budget document which, in our best estimation, represents the most fiscally responsible position that the Town should adopt at this juncture.

While the priorities of the Mayor and Council have not been formally presented to the Town Administrator, there have been discussions pertaining to staffing and other concerns. Department managers provided guidance which, in their expressed judgement, reflects realistic needs. Ultimately, it is the responsibility of the Town Administrator to take a holistic approach by analyzing the entire financial and administrative picture with a view to maximizing the provision of services to the residents of Capitol Heights. A concerted attempt has been made to maintain these factors in perspective while creating this budget document.

The significant revisions are summarized in the enclosed section as stand-alone summarized narratives and annotations on the budget. The budget's format has been revised to present a clearer picture of the Town's overall fiscal posture and the direction that is possible for the Town to pursue.

On behalf of the administrative team, we look forward to working with you on behalf of the citizenry of the Town of Capitol Heights, Maryland.

Sincerely

Darrell Miller
Acting Town Administrator

Vivian M. Dodson Municipal Center
One Capitol Heights Boulevard, Capitol Heights, Maryland 20743
(301) 336-0626 Office ~ (301) 336-8706 Facsimile

The Town of Capitol Heights Fiscal Year 2022 Budget Executive Summary

The Town of Capitol Heights was incorporated in 1910 and borders the Nation's Capital Washington DC. According to the latest demographic report, the Town has a population of 4,546 persons with significant population growth between 2011 and 2014 when the population increased from 4,400 to just under the 4,600 today. The Town is ranked 202 out of 524 Maryland cities in terms of population.

The largest Capitol Heights racial/ethnic groups are Black (91.4%) followed by Hispanic (4.6%) and White (2.1%).

In 2014, the median household income of Capitol Heights' residents was \$71,114, although 14.6% of the Town's residents live in poverty. The median age for Capitol Heights' residents is 36.4 years.¹

The Town of Capitol Heights is ranked No. 8 in Maryland out of the top 10 Cities for safest driving in the Driving Under the Influence (DUI) category of alcohol or controlled substance statistics**.

There is the potential for a large customer base to influence investment in the Town due to the high vehicular traffic on Old Central Avenue east and west bound during the hours 6am- 8pm Monday-Friday.

The Town's Logo and Branding theme - "Gateway to the Nation's Capital, A Unique Experience- Discover Us" is descriptive of the Town of Capitol Heights definition of itself: a living and working environment that is an expression of the compassion for the community that is felt by the residents who live here and the employees who work for the Town. The "uniqueness" is defined by the volunteers who serve on the Community Health and Environment Heights Committee (CHEC), the number of years that the elected officials have served on the council and retained residence in the Town, and the citizens whose families have resided in the Town for generations. The government is unique because it provides 43 events, recreational activities, and sponsorships that are free of charge to the residents.

**Maryland-Demographics.com

TOWN INITIATIVES WORTHY OF NOTE

Mayor Pro Tem and Council have been aggressive in improving the structure of government. Over the past Fiscal Year, charter amendments have been ratified to change the quorum from the Mayor and 4 council members to four council members to facilitate the work of the council. Additionally, there has been the introduction of stated term limits. As we progress, there are expected to be endeavors to reform the remainder of the Charter in this Fiscal Year.

Initiatives worked on in Fiscal Year 21 were:

High Tunnel project (grow food and imparting knowledge about food production to residents)

Public Safety events to teach residents about safety and available resources

Town of Capitol Heights TV Channel 16 and 28 FIOS (Communication for Residents)

Upgraded marquee (to better communicate to the residents)

Toastmaster (encourage development of communication skills)

Virtual Tutoring (Help Youth during Covid)

Juneteenth Events (in celebration of the holiday)

CARES ACT (Covid-related stimulus support to aid residents)

Initiatives for Fiscal 22 are:

High Tunnel project (continuation including water, electricity, stage, exercise and refreshment areas)

Town of Capitol Heights TV channel (new content, youth training program)

Citibot (public service communication to residents)

GovQA PIA (Public Information tool to provide requested information to residents)

American Rescue Plan (Stimulus assistance from Congress directed to residents)

OVERALL STATUS OF MENTIONABLE TOWN CONCERNS

- During Fiscal Year 21, the Town incurred an unexpected increase in costs due to accounting support for the CARES ACT and Budget. The FY22 expectation is that financial costs will remain elevated due to necessary procedural and process updates. These updates are crucial in enabling the Town to achieve financial efficiency and to improve transparency.
- IT costs will remain significant due to the transition to modern software systems which will result in significant savings in the long term and increase responsiveness to the needs of residents.
- Legal services for FY22 will return to pre-pandemic levels. The Town had taken on an ambitious goal of updating the Charter in FY 21 and with a few sections remaining, this project will be completed in FY 22 with limited adjustments expected.
- Economic Development/Annexation is decreased this year with the expectation of additional grant support and with the ability to redirect salary allocations if necessary to support this line item in the future.
- Computer supplies will revert to pre-pandemic amounts due to decreased administration support required.
- Liability Insurance and Workman's compensation insurance increased due to Covid-19's effect on the insurance market and liability claims against the Town. The Town has taken an aggressive posture with more training for police and reviews of procedures and policy.



FY 22 REVENUE BUDGET

	Approved 20 Budget	FY 21 - .4200 CY BUDGET	FY 21 ACTUAL	FY 22 - .42 BUDGET	
Real Estate Taxes					
40100 - Real Property Taxes	1,140,226	1,279,116	1,163,336	1,307,955	Constant yield increase.
40200 - Previous Year Taxes	-	-	58	-	
40300 - PG Co Tax Liens	17,500	17,500	4,517	15,500	
40050 - Real Estate Taxes - Other	-	-	(0)	-	This is regarding trash fee.
Total Taxes	1,157,726	1,296,616	1,167,911	1,323,455	
Personal Property Taxes					
40400 - Personal Property Taxes	259,336	220,500	285,371	275,000	
40500 - Real Property (Utilities)	133,000	114,750	141,984	150,000	
40510 - Personal Property (Prior Years)	-	-	1,537	133,517	Property tax for FY21, which was not collected before the end of FY21.
Total Property Taxes	392,336	335,250	428,891	558,517	
State Taxes					
40600 - Local Income Tax	340,000	250,000	359,371	400,000	Higher tax assessments for residents.
40700 - Amusement Tax	1,200	1,200	2,655	1,200	Tax imposed by Maryland counties and municipalities on gross receipts on taxable activities (movie, events, concerts, sports events, etc). Municipalities receive a percentage.
40800 - Highway Users Tax	118,433	107,565	84,383	80,000	Tax received by the state government for the use of highway transportation system. Municipalities receive a percentage.
Total State Taxes	459,633	358,765	446,409	481,200	
Licenses, Fees & Permits					
41701- Vacant Lots	33,000	15,000	33,250	40,000	Code enforcement is getting more aggressive.
41702- Abatement Income	3,000	500	2,134	1,200	
40900 - Asset Forfeiture (drug busts)	65,000	65,000	56,914	90,000	Town is making up for set aside that has not been saved from prior years.
41000 - Verizon Franchise Fee/Application	33,000	25,000	33,225	20,000	One time increase in FY21; budget aligned with prior years performance.
41100 - Business License	20,000	10,000	7,610	12,500	More rental properties

	Approved 20 Budget	FY 21 - 4200 CY BUDGET	FY 21 ACTUAL	FY 22 - 42 BUDGET	
41300 - Building Permits	6,000	5,000	22,622	9,000	One time increase in FY21; budget aligned with prior years performance.
41400 - Parking Permits	750	750	375	500	
41500 - Comcast Grant			35,706		Comcast grant ended.
41600 - Tipping Fee Rebate	10,723	10,723	5,362	12,000	Reduction due to COVID in FY21. Budget is aligned with prior years performance
Total Licenses, Fees & Permits	171,473	131,973	197,198	185,200	
Grants					
42307 - MD Bike Ways Grant	50,000	-	-	-	This grant ended
TBD - Community Legacy - 2017	150,000	70,000	50,018	-	This grant ended
TBD - Community Legacy - 2018	100,000	100,000	-	-	This grant ended
TBD - USDA Vehicle		35,000	-	-	
42322 - Transportation Grant	68,652	-	-	-	
42333- Stormwater Stewardship	190,000	-	-	-	This grant ended
42332-NED 19	100,000	-	-	-	This grant ended
42331- Community Legacy -2019	43,619	-	-	-	
42330-CDBG 44	201,243	43,263	142,760	-	This grant ended
42399-CDBG 45	400,000	400,000	16,613	-	This grant ended
42508 - CDBG 45					
TBD - COVID-19 CFR	276,000	250,000	-	-	This grant ended
42512 - 2020 Census Project Grant			9,000	-	This grant ended
42130 - NED Grant				300,000	New grant targeted for green street
42110 - TAP Grant				200,000	New grant targeted for green street
USDA Community Facilities-PD				37,000	
Total Grants	1,579,514	898,263	218,390	537,000	
Public Safety					
41700 - State Aid for Police	56,785	61,000	42,589	61,000	Increase in traffic and in police staff
42600 - Traffic Tickets/Citations	20,000	10,000	10,412	23,000	post pandemic with increase in police force and traffic
42800 - Impounds	11,000	4,000	8,188	5,000	
43000 - Fingerprints	16,000	7,500	23,153	20,000	adjustment to post pre-pandemic
42702 - BIAG Income					
42602 - Report Requests			10		
42700 - Red Light Cameras			170		
42701 - Speed Camera Receipts	140,000	80,000	137,235	80,000	Conservative estimate in line with prior year budget.
42599 - Police Dep Revenues - Other			2,240		
Public Safety	243,785	162,500	223,996	189,000	

	Approved 20 Budget	FY 21 - .4200 CY BUDGET	FY 21 ACTUAL	FY 22 - .42 BUDGET	
Other Revenue					
43300 - Refuse Collection	563,310	563,310	514,460	564,000	
43500 - Interest & Dividends	20,000	17,500	25,568	5,000	Adjustment to be reviewed
43600 - Misc Receipts	10,000	10,000	5,851	10,000	
42096 - Bond Reimbursements	-	255,000	177,125	300,000	Remaining balance for project completion
42900- Code Enforcement	7,500	4,000	6,445	-	Adjustment to be reviewed
43800 - Call A Bus	3,250	1,250	3,682	-	Adjustment to be reviewed
43199 - Other Revenue - Other	-	-	(2,736)	-	
44100 - Safety programs	-	-	85	-	
44550 - Gardens	-	-	-	500	
Donations	-	-	-	2,500	
43999 - Miscellaneous Revenue - Other	-	-	67,326	-	Revenue that is not classified; further information forthcoming
Previous Year End Balance	-	296,718	-	20,000	Funds to be transferred to different departments for projects which were not completed during FY 21
TBD - Bond Payment Transfer	-	100,000	-	-	
Total Other Revenue	604,060	1,247,778	797,805	902,000	
Community Revenue					
44200 - CH Day Donations	4,000	4,000	-	10,000	Strong estimate for the Capitol Heights Day
44000 - Marketing	-	-	-	3,000	New Marketing line item
44001 - Capitol Heights Day	-	-	355	1,200	Represent CH Day Vendors
44002 - CH Day Vendors	1,200	1,200	-	-	
44400 - Sponsorship & Marketing	3,000	3,000	-	-	
44700 - Community Garden	-	500	-	-	
44800 - College Tour	-	500	-	500	
TBD - Mayor Referral	-	-	-	-	
TBD - Toastmasters	-	-	-	-	
Total Community Revenue	8,200	9,200	355	14,700	
TOTAL REVENUE	4,616,727	4,440,345	3,480,956	4,191,072	

TOWN ADMINISTRATION OBJECTIVES/GOALS

PRIORITY OBJECTIVE: With several in-place plans, continue to lead the Town through the post-Covid-19 Shutdown with enhanced online and technology updates, a fully staffed and operational Town office and a revised Town Website.

The Town's administration handles a variety of labor-intensive tasks including but not limited to scheduling and collection of Town fees for services. The goal at hand is to keep these tasks, as listed, operating in a competent, timely and efficient manner.

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

Department Goals:

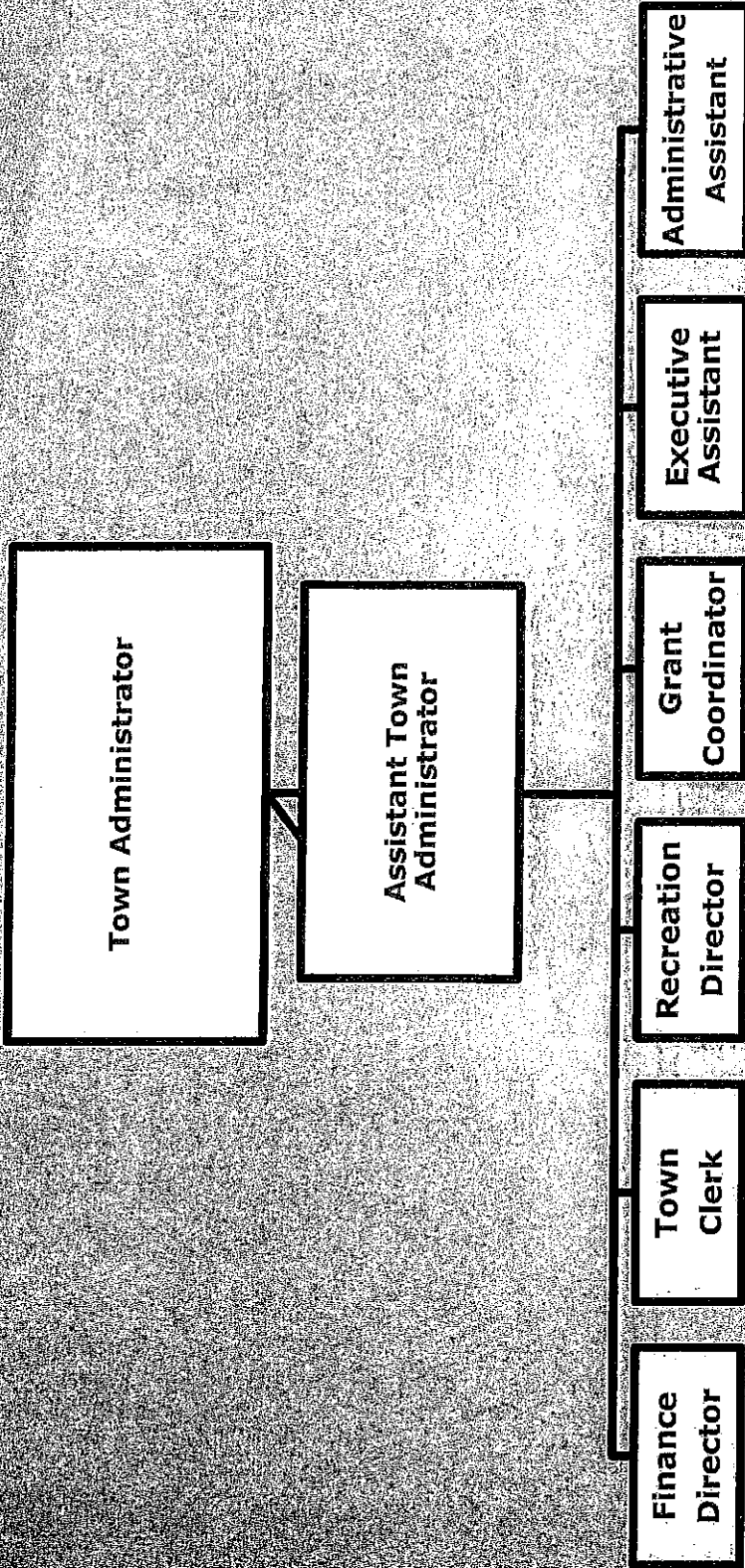
- Manage and Lead the Town through post COVID shutdown
- Revise the Town Website and Social Media Presence
- Create Grants and Financial Digitize Records for Council daily Review
- Move on Mayor and Council Economic Development Priorities for Transit-Oriented Development Corridor
- Develop an organization-wide strategic plan for the Town of Capitol Heights which includes mayor and council involvement, including an Ethics Board
- Update Personnel Manual
- Create Emergency Plan and Covid Opening Plan



FY 22 ADMINISTRATION EXPENSE BUDGET

	Approved 20 Budget	FY 21 - '2200 CY BUDGET	FY 21 ACTUAL	FY 22 - '22 BUDGET	
Salaries & Benefits					
54006 - Salary Employees	215,692	215,000	215,643	238,000	Pay rate adjustment
TBD- COVID Interns	-	7,200	-	-	
54003 - Salary Overtime	3,000	3,000	2,707	3,000	
TBD- COVID- Payroll Expenses	-	700	-	-	
TBD - COVID - Other Admin Expenses	-	1,097	-	-	
54005 - Payroll Taxes	17,255	16,850	15,594	20,500	increase in salary
54002 - Health Insurance	9,280	13,207	646	15,000	This adjustment needs to be reviewed.
54001 - Life Insurance	1,000	1,000	270	1,000	
54004. - ICMA Contributions	2,000	2,000	1,153	5,000	More staff into ICMA
Total Salaries & Benefits	248,227	260,054	236,014	282,500	
Administrative Expenses					
54116 - ICMA Admin Fees	1,000	1,000	1,000	1,000	
54117 - Payroll Services	5,000	5,000	7,577	6,000	Post pandemic cost
54112 - Accounting Services	10,500	3,000	12,001	33,000	Accounting/CPA services required
54111 - Advertising	3,000	3,000	353	6,000	Requirements for Ordinance and Resolutions
54110 - Audit Fees	21,500	21,500	21,000	21,500	
54114 - IT/Media Contractor	20,000	20,000	14,400	20,000	Going back to post-pandemic amounts
54113 - WebQ Software Support	9,500	9,500	18,865	-	
54118 - COVID WebQ Software Expense	-	-	-	-	
TBD- COVID - WebQ Software Expense	-	9,000	-	-	
54115-Website/IT Management	5,000	5,000	5,995	6,000	
54109 - Economic Developer/Annexation	27,500	27,500	29,812	18,500	Decrease of \$11,000 until a new staff member is identified.
54108 - Legal Services	30,000	35,000	53,750	30,000	Decrease of \$20,000; Town has passed the mid-point of the legal work needed in FY21.
51060 - Classification Analysis	2,000	-	-	-	
54107 - Bank Charges	4,325	4,300	1,991	2,500	Post pandemic cost adjustment
Total Admin Expenses	139,325	143,800	166,743	144,500	

	Approved 20 Budget	FY 21 - .4200 CY BUDGET	FY 21 ACTUAL	FY 22 - .42 BUDGET	
General Expenses					
50550 - Professional Development	2,000	2,000	-	-	
59100 - Loan Expenses	-	-	51,459	105,000	ended line item and change to 54305 Full year payment in FY22
54303 - Cell phones	7,000	7,000	7,031	12,500	This adjustment needs to be reviewed.
54304 - Postage	4,000	4,000	3,990	5,100	increase communication to residents
54305 - Professional Development - Admin	-	-	521	5,000	Additional training for staff.
54306 - TA Expenses	600	600	387	600	
54307 - Petty Cash Expenses	500	500	-	500	
54309 - Computer Supplies	20,000	5,000	29,831	20,000	Minor computer upgrades still underway
TBD- COVID - Computer Supplies Expenses	-	50,685	-	-	
54310 - Office Supplies	9,000	9,000	9,715	10,000	
54311 - Equipment Rental	11,000	11,000	12,891	11,000	
54301 - Dues & Subscriptions	2,750	2,750	4,051	4,000	increase staff certification
54302 - Telephone & Faxes	12,000	12,000	12,732	12,500	
TBD - Public Safety Loan Repayment	-	105,000	-	-	move line item 51900
Total General Expenses	68,850	209,535	132,608	186,200	
Insurance Expenses					
54201 - Unemployment Insurance	3,500	3,500	316	3,500	
54203 - Liability Insurance	50,000	50,000	49,880	75,000	increase in costs because of losses
54202 - Workers Comp Insurance	83,792	92,259	108,993	125,000	increase in number of employee claims
Total Insurance Expenses	137,292	145,759	159,189	203,500	
Building Maintenance & Repairs Expenses					
54406 - Electricity	6,000	6,000	4,159	4,000	adjustment need to be reviewed
54405 - Gas Heating	2,000	2,000	1,634	2,000	
54401 - Office Furniture	2,000	1,000	390	1,000	
54404 - Pest Control	1,500	1,500	1,112	1,500	
54403 - Alarm Security	3,000	3,000	2,073	3,000	
54402 - WSSC Water	500	500	399	500	
Total Building & Maintenance & Repairs Expenses	15,000	14,000	9,767	12,000	
Other Expenses					
TBD- Cenus Grant Expenses	1,500	7,500	-	-	
TBD- COVID - Food Program	-	10,000	-	-	
TBD- COVID - COMMUNITY GRANTS	-	39,018	-	-	
TBD- Total COVID Grant Expenses	-	117,700	-	-	
TBD- Verizon/Comcast PEG Expenses	25,000	10,000	-	-	
Total Grant Expenses	25,000	184,218	-	-	
Total Other Expenses	51,500	368,436	-	-	
TOTAL ADMINISTRATION EXPENSES	660,194	1,141,584	704,321	828,700	



Administration

Public Safety/Town of Capitol Heights Police Department

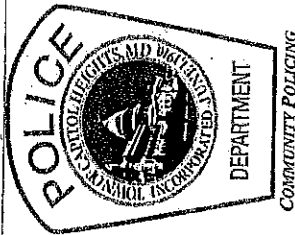
Council Priority: Continue with the "Right-size" approach by increasing the Police force to 12 Officers. The Town lost 6 officers during this past fiscal year due to the strong competition from neighboring Municipalities for well-trained officers. In order to stop this noted loss, a cost-of-living amount has been added to the salaries line item. This plan of action, along with an enhance retirement plan, will enable the Town more competitive in the future.

Police Salaries have been increased to fulfill the requirement to maintain a 12-man police force; therefore, the Town expected police force overtime has been decreased for this fiscal year.

Healthcare inflation with this department is due to the increase from Kaiser Permanente Insurance. The remaining cost in the police department is expected to be back to pre-pandemic levels.

Department Goals:

- Respond to the needs of the Capitol Heights residents
- Continue the Low Crime Rate in Town of Capitol Heights
- Salary was increased to be able to hire 4 Officers to bring the force up to 12 Officers
- 3 additional Cars
- Continue to establish a culture of dedicated men and women in the profession who are committed to providing the best protection to the citizenry while avoiding unnecessary litigation against the Town
- Prioritize and analyze the cost of 24/7 police coverage and establish a 2-year plan that addresses the need and number of patrol force required to accomplish this goal
- Retirement Plan

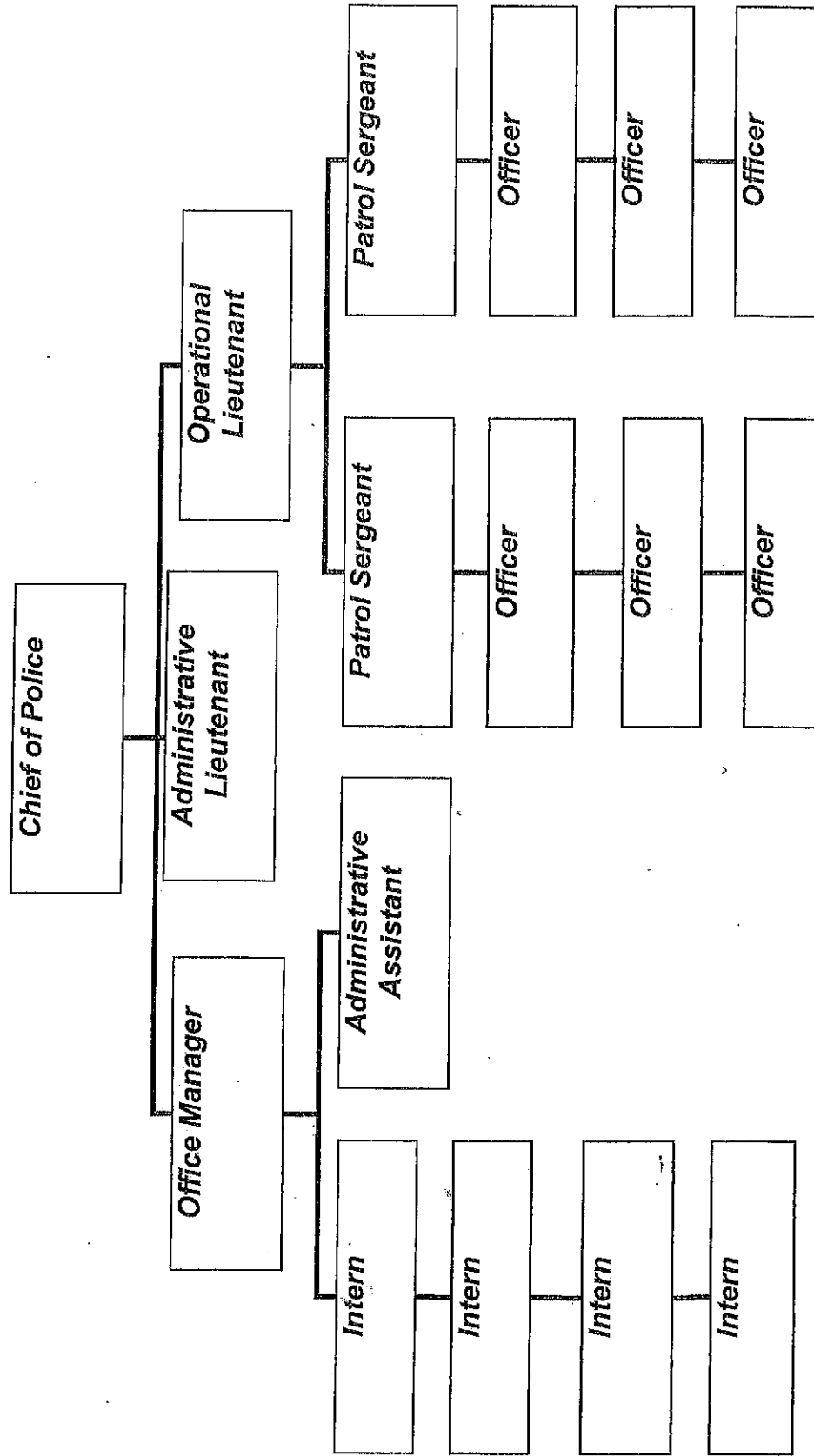


TOWN OF CAPITOL HEIGHTS POLICE DEPARTMENT Organizational Chart



COMMUNITY POLICING

CAPITOL HEIGHTS POLICE DEPARTMENT



"Professional, Accountable & Dedicated"



FY 22 POLICE DEPARTMENT EXPENSE BUDGET

	Approved 20 Budget	FY 21 - 4200 CY BUDGET	FY 21 ACTUAL	FY 22 - 42 BUDGET	
Police Department					
Salaries & Benefits					
55020 - Salary Police Dept	757,000	735,000	717,653	757,000	Increase in staffing levels and pay adjustments
55019 - Payroll Taxes	60,560	55,000	58,971	56,500	Adjustment needs to be reviewed.
TBD- COVID- Fringe Expenses	4,300	30,000	61,011	20,000	
55017 - Salaries Overtime	45,011	17,500	-	-	No COVID overtime expected in FY22
TBD- COVID- Overtime	-	22,000	-	-	
TBD- COVID - Hazard Pay	-	21,000	-	-	
TBD- COVID- Community Officer	-	-	-	-	
50350 - Salaries Special Pay	1,000	1,000	1,080	1,000	
55015- Life Insurance	66,126	58,500	54,226	79,200	This adjustment needs to be reviewed. Town needs to reach out to other insurance vendors to compare prices.
55018 - ICMA Contributions	7,000	10,000	10,036	10,000	
Total Salaries & Benefits	936,697	954,300	902,977	923,700	
General Expenses					
55003 - Training Police Officers	8,000	6,000	5,330	6,000	
55013 - Red Light Camera Exp	-	-	59	-	1,000 pre-pandemic adjustment
55002 - Computer Support	3,500	1,000	66,887	35,000	Adjustments back to pre-pandemic levels
55115 - Speed Camera Expense	55,000	35,000	2,914	2,000	pre-pandemic adjustment
55004 - Weapons	3,000	2,000	264	2,000	pre-pandemic adjustment
55006 - Ammunition	5,000	2,000	12,785	15,000	pre-pandemic adjustment
55005 - Uniform Purchases	15,000	15,000	-	-	
TBD- COVID - Sanitation Expenses	1,500	7,500	-	-	
53750 - Uniform Cleaning	-	-	-	-	
55001 - Professional Development	1,500	1,500	-	1,500	pre-pandemic adjustment
55007 - Fingerprinting Exp	10,000	7,500	9,444	7,500	pre-pandemic adjustment
TBD- COVID- PPE Expenses	-	21,000	-	-	
TBD- COVID- Toughbooks	-	12,000	-	-	
55008 - Office Supplies	6,000	6,000	6,550	6,000	
55009 - Equipment Rental	13,200	13,200	9,354	8,200	Conservative post-pandemic adjustment
55010 - Police Chief Exp	1,500	1,500	1,002	1,500	pre-pandemic adjustment
55011 - Dues & Subscriptions	550	550	-	550	

	Approved 20 Budget	FY 21 - 4200 CY BUDGET	FY 21 ACTUAL	FY 22 - 42 BUDGET	
55012 - Crime Watch	500	500	-	500	
55014 - Telephone & Faxes	2,500	2,500	2,455	2,500	
Total General Expenses	126,750	134,750	117,045	89,250	
Building Maintenance & Repairs Expenses					
55028 - Equipment and Tools	4,000	3,500	-	3,500	Adjustments back to pre-pandemic levels
55032 - Electricity -	4,000	4,000	3,086	4,000	Adjustments back to pre-pandemic levels
55029 - Gas Heating	1,400	1,400	1,337	1,400	Adjustments back to pre-pandemic levels
55040 - Building Repair - PS	-	-	-	1,000	
55030 - Alarm Security	1,500	1,500	634	1,500	Adjustments back to pre-pandemic levels
55031 - WSSC Water	750	750	400	750	
Total Building Maintenance & Repairs Expenses	11,650	11,150	5,456	12,150	
Vehicle Related Expenses					
55026 - Vehicle Maintenance	27,000	25,000	26,389	25,000	
55024 - Capitol Outlay	50,000	50,000	31,318	65,000	Plus to purchase 2 additional vehicles
TBD- COVID- Vehicle Modification	-	11,000	-	-	No COVID-related vehicle modifications
55023 - Radio Repairs Police Car	1,000	1,000	-	1,000	
55022 - Vehicle Accidents	2,000	2,000	-	2,000	
55025 - Gasoline Vehicles	51,000	40,000	16,083	40,000	Adjustments back to pre-pandemic levels
55021 - Air Cards	6,000	6,000	6,386	7,000	post-pandemic adjustment
55027-GPS	9,800	9,800	5,058	7,500	
Total PD Fleet Related Expenses	146,800	144,800	85,233	147,500	
Police Department Grant Expenses					
COVID Grant Expense Total	-	116,300	-	-	Grant ended.
USDA Grant Expenses (vehicles)	-	35,000	-	-	Grant ended. New grant on Grant Expense report.
Total Police Department Grant Expenses	-	151,300	-	-	
TOTAL POLICE DEPARTMENT	1,221,897	1,396,300	1,110,712	1,172,600	

TOWN INITIATIVES WORTHY OF NOTE

Mayor Pro Tem and Council have been aggressive in improving the structure of government. Over the past Fiscal Year, charter amendments have been ratified to change the quorum from the Mayor and 4 council members to four council members to facilitate the work of the council. Additionally, there has been the introduction of stated term limits. As we progress, there are expected to be endeavors to reform the remainder of the Charter in this Fiscal Year.

Initiatives worked on in Fiscal Year 21 were:

High Tunnel project (grow food and imparting knowledge about food production to residents)

Public Safety events to teach residents about safety and available resources

Town of Capitol Heights TV Channel 16 and 28 FIOS (Communication for Residents)

Upgraded marquee (to better communicate to the residents)

Toastmaster (encourage development of communication skills)

Virtual Tutoring (Help Youth during Covid)

Juneteenth Events (in celebration of the holiday)

CARES ACT (Covid-related stimulus support to aid residents)

Initiatives for Fiscal 22 are:

High Tunnel project (continuation including water, electricity, stage, exercise and refreshment areas)

Town of Capitol Heights TV channel (new content, youth training program)

Citibot (public service communication to residents)

GovQA PIA (Public Information tool to provide requested information to residents)

American Rescue Plan (Stimulus assistance from Congress directed to residents)



FY 22 MAYOR AND COUNCIL EXPENSE BUDGET

	Approved 20 Budget	FY 21 - .4200 CY BUDGET	FY 21 ACTUAL	FY 22 - .42 BUDGET
Salaries & Benefits				
63100 - Council Salaries	47,000	47,000	46,973	41,000
63101 - Mayor and Council Payroll Taxes	3,585	3,585	3,442	3,137
Total Salaries & Benefits	50,585	50,585	50,414	44,137
Council Admin Expenses				
63102 - Mayor's Expenses	2,500	1,500	2,617	-
63103 - Council Expenses			4,201	-
Council Member Cason	1,500	1,500	-	1,500
Council Member Brown	1,500	1,500	-	1,500
Council Member Ford	1,500	1,500	-	1,500
Council Member Williams	1,500	1,500	-	1,500
Council Member Chew	1,500	1,500	-	1,500
Council Member Akers	1,500	1,500	-	1,500
63104 - Ethics Council Exp	1,200	1,200	-	1,200
53030- Council Meeting Expenses			-	-
Total Council Admin Expenses	12,700	11,700	6,818	10,200
General Expenses				
63105 - MML Annual Registration	3,700	3,700	6,191	3,700
63106 - Mayor's Association	500	500	175	500
63112 - PGCMA	950	950	514	1,000
63111 - Women In Government Service	250	250	-	250
63110 - MD Black Mayor's Association	750	750	100	750
63109 - PG Elected Women's Association	60	60	-	60
63108 - National league of Cities	1,000	1,000	2,697	1,000
52516 - NAACP	-	-	-	pre-pandemic adjustment
52517 - People for Change Coalition	-	-	-	-
63114 - Flowers/Plants/Gifts	500	500	327	500
53123- Fire Department Donation	1,000	1,000	-	1,000
53145 - Back to School School Supply Giveaway	500	500	-	500
53171 - Veterans Day Expense	250	250	-	250
53178 - Trips (Shopping/Tours)	300	300	-	300
53183 - Holiday Season Dinner	1,000	1,000	-	1,000
54300 - Newsletter & Marketing	830	1,800	-	1,800
52100 - Building/Repair	-	1,000	-	-

	Approved 20 Budget	FY 21 - .4200 CY BUDGET	FY 21 ACTUAL	FY 22 - .42 BUDGET
63113 - Women in Municipal Government	75	75	-	-
Total General Expenses	11,665	13,635	10,004	12,685
Travel & Conferences				
63115 - Mayor's Event Travel	-	-	-	-
63116 - MML Conferences	15,000	15,000	(119)	15,000
53040 - Council Event Travel	-	-	-	-
Total Travel & Conferences	15,000	15,000	(119)	15,000
Total Mayor & Council	89,950	90,920	67,118	82,022
Standing Committees				
53170 - Capitol Heights Day	10,000	10,000	250	10,000
52100- Education Activities	2,000	2,000	669	2,000
53300- Neighborhood Services Activities & Police	2,000	2,000	-	2,000
53400- Communication and Outreach Activities	2,000	2,000	3,371	-
				Adjustment and add with Ordinance
				\$2000.00
53102- Toastmasters	-	-	-	-
53500- Community Health and Environment Activities	2,000	2,000	544	2,000
53600- Planning and Economic Development Activities	2,000	2,000	71	-
				Adjustment and add with Ordinance
				\$2000.00
TBD - Mayor's Referral Committee	-	-	-	-
53601 - Legislative Committee	2,000	2,000	-	2,000
53800 - Legis and Ethics Activities	-	-	356	-
53700- Recreation Activities	2,000	2,000	241	2,000
Total Standing Committees	24,000	24,000	5,501	20,000
				Adjustments back to pre-pandemic levels
				2,000
TOTAL MAYOR AND COUNCIL EXPENSES	113,950	114,920	72,619	102,022

Status of Town Neighborhood Services Department (NSD) and Public Works Departments

Council and Town Priority is to Raise the Standard of Town of Capitol Heights Property Standards Authority through aesthetics and to address distressed properties within the Town.

The Town will use in-house leaf collection, increase compliance with refuse, composting, and enhance recycling goals for a sustainable Prince George's County,

The Neighborhood Services Department serves primarily as the Town's Public Works Department, with the primary focus on removal of trash and debris in the public right of ways, street cleaning, as well as maintenance and cleaning Town-owned facilities. The Town outsources through a private contractor refuse collection and bulk waste.

Public Works Department services are now in-house. This relocation has increased our equipment expenditures, but it has also allowed us to respond quicker to issues and complaints in the Town. The NSD department is responsible for distributing the Town's Newsletter, information, and promotional flyers relative to alerts and Town sponsored events.

NSD also supports the Town Sustainability Maryland by advocating for cleaning environment thru electric cars and buses for the Town.

Department Successes:

- a) Completion of Street Denise Drive and Highview Place with the exception of stripping.
- b) Implementing Clean Street Program
- c) Upgrade vehicle for Code Enforcement

Department Needs:

- a) Enforcement of Town and County codes concerning property standards by staff capable of fair handed administration of regulations.
- b) Training of Public Works and Code Enforcement personnel to help continue to raise the standards and efficiency in the Town.
- c) Regarding staff vacancies, two personnel have been hired for NSD, Public Works and Code Enforcement
- d) Provide staff training/certification to be a Master Gardener and Arborist.

Department Goals:

- a) Continue to move forward on capital projects and sustainability infrastructure
- b) Update equipment for in-house cleaning and cutting of public right of ways
- c) Provide additional information to the Council on Grant projects
- d) Develop a three-year capital budget request
- e) Improved communication with residents with Citibot application

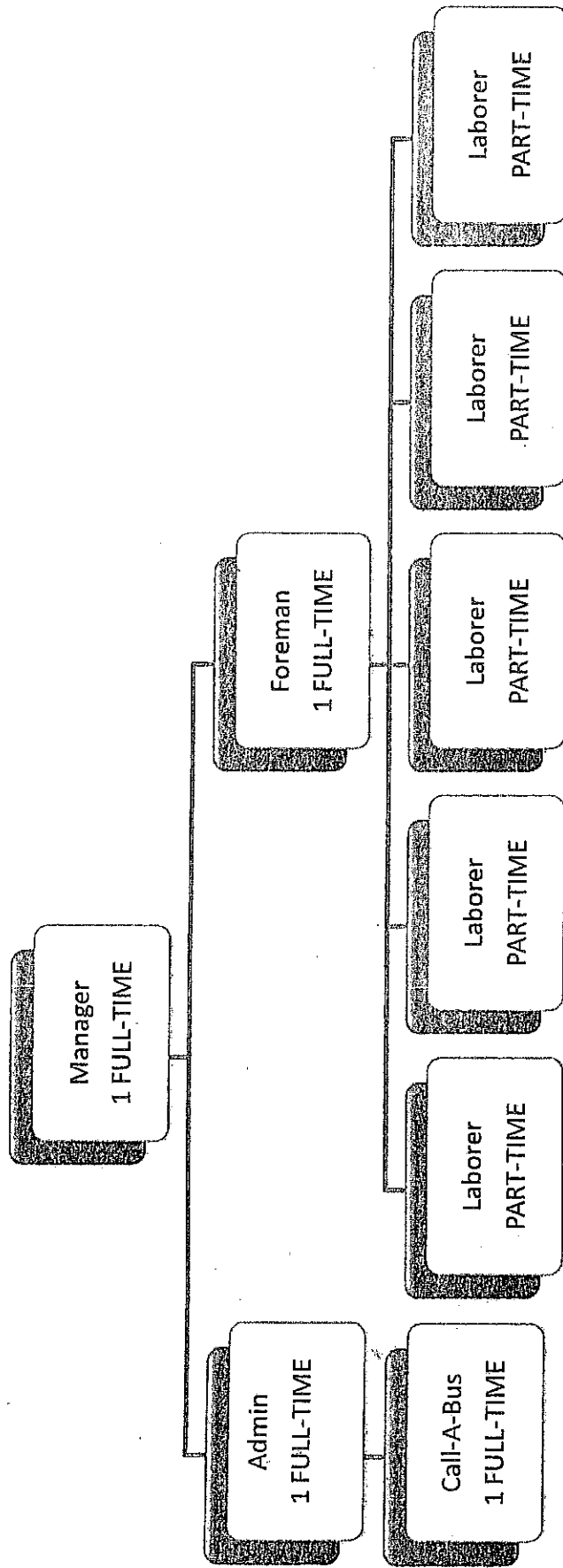


FY 22 NEIGHBORHOOD SERVICES DEPARTMENT EXPENSE BUDGET

	Approved 20 Budget	FY 21 - 4200 CY BUDGET	FY 21 ACTUAL	FY 22 - 42 BUDGET	
Salaries & Benefits					
56301 - Salaries	455,584	445,000	419,931	449,000	More staff and pay adjustments
COVID - Hazard Pay	-	3,000	-	-	
TBD - Legal Services	36,447	-	-	10,000	Legal Support for code enforcement
56302 - Payroll Taxes	12,500	31,000	31,937	32,000	
56304 - Salary Overtime	7,000	12,500	4,247	10,000	Overtime is back to pre-pandemic levels.
56303 - ICMA Contributions	51,950	7,000	1,530	5,000	post pandemic adjustment
56305 - Health Insurance	-	49,500	52,067	70,000	This adjustment needs to be reviewed.
					Town needs to reach out to other insurance vendors to compare prices.
Total Salaries & Benefits	563,481	548,000	509,712	576,000	
General Expenses					
56403 - Professional Development	10,000	5,000	7,853	13,500	Additional financial training budgeted for public works and code enforcing.
56402 - Dues & Subscriptions	750	750	620	1,500	more certify staff
56401 - Uniform purchases	5,000	5,000	3,938	3,500	post pandemic adjustment
COVID - PPE Expenses	-	3,000	-	-	
56404 - Special Projects	8,000	5,000	2,161	5,000	
Total General Expenses	23,750	18,750	14,573	23,500	
Building Maintenance & Repairs Expenses					
56101 - Capital Improvements	30,000	15,000	29,640	40,000	Plans to replace the carpet, paint interior and refurbish the front door, NSD trailer updated/ upgrade
56106 - Building Maintenance	10,000	10,000	15,143	10,000	pre-pandemic adjustment
52200 - Electricity	-	-	-	-	
56105 - Gas Heating	250	250	279	500	
52410 - Pest Control	-	-	-	-	
56104 - Alarm Security	1,300	1,300	1,214	1,000	This adjustment needs to be reviewed.
56330- Aircards	1,500	1,800	1,176	3,150	This adjustment needs to be reviewed.
56103 - WSSC Water	400	400	848	400	
56102 - Equipment & Tools	4,000	25,000	-	15,000	In-house upgrade is past midpoint
56107 - Equipment Repairs	3,000	7,500	258	7,500	
56108 - Landscaping Services	27,223	1,000	14,471	1,000	This adjustment needs to be reviewed.
56109 - Landfill Charges	5,500	5,500	3,885	5,500	This adjustment needs to be reviewed.
56110 - Materials & Supplies	18,000	30,000	17,338	20,000	pre-pandemic adjustment

	Approved 20 Budget	FY 21 - '4200 CY BUDGET	FY 21 ACTUAL	FY 22 - '42 BUDGET
COVID - PPE				
56111 - Mosquito Control	2,000	2,000	-	2,000
56112 - Speed Control Devices	3,000	1,000	-	1,000
COVID - Santitaion Expenses	-	12,500	-	-
56340 - Storage Facility	2,500	5,000	3,446	3,500
56113 - Signage Traffic	15,000	10,000	-	10,000
56114 - Snow & Ice Removal	35,000	35,000	3,585	20,000
56115 - Street Maintenance	30,000	25,000	-	25,000
56116 - Tree Cutting/Removal	30,000	25,000	-	15,000
				Post-pandemic adjustment
				One off from Covid-19
				Back to pre-pandemic levels
				Reduction, because most trees have been trimmed or cut down.
Total Building Maintenance & Repairs Expenses	218,673	213,250	91,282	180,550
Fleet Services				
56201 - Gas & Oil	15,000	17,500	6,204	17,500
56202 - Vehicle Maintenance	15,000	7,500	2,664	25,000
COVID - Vehicle Item Call A Bus	-	1,500	-	200
56203 - Capitol Outlay	50,716	40,000	2,724	50,000
				Additional cars that need to be purchased (2 vehicles for code enforcement)
Total Fleet Services	80,716	66,500	11,592	92,700
Other Dept/Town-Wide Services				
56004 - Sanitation - Trash Pick Up	295,000	295,000	288,475	295,000
56003 - Street Lighting	70,000	70,000	60,353	70,000
56002 - Code Abatements Exp	13,000	20,000	3,606	13,000
56001- Property Acquisitions	-	-	-	-
COVID Expenses Total	-	17,000	-	-
Total Other Dept/Town-Wide Services /COVID	378,000	402,000	352,434	378,000
TOTAL NEIGHBORHOOD SERVICES DEPARTMENT EXPENSES	1,264,620	1,248,500	979,593	1,250,750

NSD ORGANIZATIONAL CHART





FY 22 GRANT EXPENSE BUDGET

	Approved 20 Budget	FY 21 - .4200 CY BUDGET	FY 21 ACTUAL	FY 22 - .42 BUDGET
Grants				
57200 - Community Legacy 2017	113,350	70,000	15,168	-
57200 - Community Legacy 2018	100,000	100,000	15,168	-
60002 Highway User Expenditures	-	-	-	-
57110 - MD Bike Ways Grant	1,391	-	-	-
42322 - 2019 Transportation Grant	-	-	-	-
TBD - USDA Grant	-	35,000	-	37,000
				Continuation of USDA grant for police vehicles
NED Grant	-	-	-	300,000
TAP Grant	-	-	-	New grant
42329- CDBG PY 44	195,243	45,243	165,550	200,000
57202- Community Legacy 2019	100,000	-	-	New grant
57204- Stormwater Stewardship	200,000	-	-	-
TBD- COVID Grant	-	250,000	-	-
TBD - GL Code for CDGB 45	400,000	400,000	-	-
Total Grants	1,109,984	900,243	195,885	537,000
Bond Expenses				
5650 - Modular Movement Expenses	60,000	-	6,000	-
56511 - Project Management Fees	75,000	-	118,576	300,000
56512 - Site Preparation Fees	70,000	-	57,605	Remaining amount on the project.
TBD - Furniture and Fixtures	50,000	-	-	-
TBD - Other Site Related Fees	-	-	-	-
56515 - Streets Expenses	-	-	5,773	-
TBD - Bond Repayment Expenses	-	-	-	-
Total	255,000	-	187,904	300,000