



TOWN OF
Princess Anne

Town of Princess Anne Staff Year End Report for 2022

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ADMINISTRATION YEAR END REVIEW

The town manager's office provides leadership and administration of day-to-day operations of the Town of Princess Anne. Working closely with Town Council, employees, and residents, the office ensures that quality services and programs are available to meet the needs of Town residents and the business community.

The following is an overview of the efforts from Administration:

- Partnered with the UMES on a feasibility study for downtown revitalization;
- Worked with the University to allow access to swimming facility for Town youth;
- Worked with University to provide access to the bowling alley and theater;
- Hosted the first Arts and Media festival sponsored by UMES;
- Presented with UMES at the International Town and Gown conference to promote the town;
- Completed all overdue grants reports (overdue since 2020)
- Received a \$75,000 Streetscape grant;
- Received a \$25,000 Circuit Rider grant with Crisfield;
- Received a \$1000.00 Critical Area grant;
- Partnered with Somerset County on a Safe Routes to School grant for Greenwood; Elementary School and Princess Anne Elementary School (received \$39,000 for initial planning);
- Applied for a Land and Water Conservation grant to erect a park bathroom and new equipment;
- Applied for grants through the Maryland Connected Devices Program;
- Worked with Somerset County Health Dept. and provided clothes for the community;
- Worked with Maple Shade and provided 20 dinners for needy families;
- Worked with Somerset County School District and provided toys and coats to the elementary school students;
- Provided uniforms for elementary students
- Started a community engagement program with the elementary school to foster civic engagement;
- Testified in Annapolis to support the Natural Gas pipeline;

Permitting

Residential Permits (Removal, Remodel, Additions, etc.)	New Commercial Permits	Commercial Permits (Remodel, Additions, Removal, etc.)	Demolition Permits	Utility permits. (Electrical, Plumbing and HVAC)	Encroachment Permits
16 permits were issued	1 new Commercial building	6 permits were issued	3 permits were issued	38 permits were issued. Most were Solar Panel installations	8 permits were issued
Total: \$480.00	Total: \$250.00	Total: \$300.00	Total: \$600	Total: \$1,140	Total: \$600

Total revenue: \$4,090

Residential Building Permit Application: \$30.00

Commercial Building Permit Application: \$50.00

Utility Permit Application: \$30.00

Demo Permit Application: \$200.00

Grading Permit Application: \$200.00

Encroachment Permit Application: \$75.00

FINANCE DEPARTMENT YEAR END REVIEW

The Finance Division is a part of Town Administration responsible for the financial administration of the town, including accounting and payroll, debt and cash management, tax billing and revenue collection, economic and revenue forecasting, and risk management.

- After June of 2022, the Finance Division reduced cost by renegotiating office contracts;
- After June of 2022, the Finance Division implemented best accounting practices;
- After June of 2022, the Finance Division implemented new security procedures;
- After June of 2022, the Finance Division implemented new policies;
- From June 2020- June 2022 the town paid approximately 105 bills late and accumulated \$3000.00 in late fees. The town has not been delinquent on any payments after June 2022;
- After June of 2022 the town identified and corrected all improperly assessed late fees for property taxes;
- After June of 2022 the town is processing corporate taxes within 48-72 hours of receipt;
- The Finance Division utilizes a consultant to reconcile all accounts, resulting in a salary savings of approximately \$50,000 per year;
- The town has maintained a fund balance of approximately \$966,000 for the first half of the fiscal year compared to \$818,000 for the entire 2020-2021 fiscal year;
- The town was fully staffed for the 1st half of the 2022-23 fiscal year our expenditures were approximately \$265,000.00 and our credits were \$284,500.00 compared to fiscal year 2020-21 when the withdrawals averaged \$316,250.00 per month and the towns credits were \$347,416.00.

PUBLIC WORKS DEPARTMENT YEAR END REVIEW

The Public Works Department is responsible for the maintenance of Town-owned roads, buildings, stormwater management systems, gardens, parks, vehicles, and equipment. The department also provides solid waste collection to single-family residential properties in the Town and in the various business districts.

For the 2022 calendar year the department operated as follows:

- For the first time in more than a decade Public Works staff increased from 4 employee to 6 employees;
- The department cleaned and performed park maintenance at Manokin River Park;
- Public Works worked collaboratively with Delmarva power to install five (5) new streetlights in Somerset Landing;
- Replaced outdated and inoperable gas pumps at Public Works;
- Installed a walking trail to connect the east portion of Manokin River Park to the west portion of the park;
- Worked with contractors to complete the Beckford Ave. William Street intersection;
- Negotiated an agreement with DR. Horton to repair damaged roads in the Somerset Landing Community;
- Upgraded equipment to meet maintenance mandates;
- Public Works staff is working to rehabilitate the retention pond on the east side of Somerset Ave;
- Purchasing a salt spreader to salt town owned streets when there is inclement weather.

POLICE DEPARTMENT YEAR END REVIEW

The following is an account of the efforts of the Princess Anne Police Department for the year 2022.

During the year 2022 the Princess Anne Police Department was again very active in the community either hosting or participating in numerous community-oriented events. We actively sought and were awarded numerous grants from both state and federal sources to offset the monetary burdens of taxpayers. Training remained a priority for the department to provide the best service possible to the citizens of Princess Anne. The "Grey Eagle" police department building restoration was completed in 2008 and was rededicated with much fanfare. Since then, little to no maintenance has been done and we are nearing a point where substantial costs will be incurred if things are not done as preventative measures.

Looking to 2023, the Princess Anne Police Department is already beginning to plan for several community events throughout the town. We look forward to continuing to work with the town and residents to make Princess Anne a safe and united community.

- Received \$20,000.00 in warranty rebates to repair the Police Station roof;
- Permanent bathroom facilities were installed in the holding cell to negate escape and injury;
- Princess Anne Police attended 3200 hours of training;
- Two officers received their certification as Police Instructor enabling us to train in house and minimize cost;
- Added a Certified Child Safety Officer;
- Two Officers received their certification as De- Escalation Instructors;
- Princess Anne Police Dept. participated in or hosted 23 events working 300 man hours;
- Received 11 grants both federal and state totaling approximately \$422,000.00;
- One of only two agencies in Maryland to receive the COPS grant award which allows the town to hire an Officer and pay only 25% of the salary for three (3) years;
- Princess Anne Police Department responded to 6930 calls for service;
- The PAPD has a clearance rate of 98.4%;
- The PAPD has increased its sworn staff from 11 to 14 Officers;
- Reduced the average age of vehicles in the fleet from 9 years to 5 years.