

## **Mission Statement**

To maintain a small town community of responsive elected officials, professional staff, and involved citizens who are committed to continuing to make Sykesville a desirable location in which to live and work. With excellence as our standard, and a deep sense of pride, we are dedicated to preserving the traditions of our past while continually investing in our future by:

- Delivering friendly, courteous and efficient services to our citizens, businesses, and visitors.
- Providing opportunities for citizens to participate in an open and accessible government.
- Insuring a safe environment through an appropriately staffed and equipped police force.
- Maintaining and periodically improving high quality sustainable facilities and infrastructure.
- Preserving and sharing our local heritage through cultural and educational opportunities.
- Protecting our natural resources and open spaces while encouraging and providing recreational opportunities and facilities.
- Promoting downtown vitality and development of our local economy.

# **GOVERNING BODY**

## **MAYOR AND TOWN COUNCIL**

Jonathan S. Herman, Mayor  
Jeannie M. Nichols, Council President  
Eugene E. Johnson  
Debby S. Ellis  
Leo J. Keenan  
Frank Robert  
Scott D. Sanzone

## **GOALS/OBJECTIVES**

Goal #1 - Effectively and efficiently utilize financial resources.

Objectives:

- a. Identify the necessary financial resources to efficiently provide high quality services
- b. Contribute at least 1% of annual operating budget into fund balance account each year.
- b. Contribute a minimum of \$10,000 each fiscal year into the Capital Reserve Fund.
- c. Closely adhere to Town adopted Investment Policy and to financial policies.

Goal #2 - Provide Town employees with fair wages that reflect their job performance and commitment.

Objectives:

- a. Direct Town Manager to review all salary and pay rates for each employee and provide recommendations to the Town Council.
- b. Provide a reasonable cost of living adjustment for all employees.

Goal #3 - Each councilmember should be actively involved in Town affairs and committed to fulfilling his/her role as a councilmember.

Objectives:

- a. Obtain the goal of 75% or greater attendance of council members at Mayor & Town Council meetings.

- c. Mayor & Town Council members attend at least two MML Carroll County Chapter meetings per year.
- d. Be accessible and available to Town residents to hear their concerns and suggestions and to answer their questions.
- e. Increase contact with local and regional business associations by being involved or informed of Sykesville Business Association activities and other community organizational needs.
- f. Increase greater contact and networking with federal, state, county, and other local community organization officials.

## **ADMINISTRATION**

### **STAFF**

Matthew H. Candland - Town Manager  
Dinah B. Riley - Administrative Assistant  
Irma Bast - Town Treasurer  
Lorie A. Sanders – Town Clerk

### **GOALS/OBJECTIVES**

Goal #1 - Ensure and promote the effective and efficient utilization of financial and personnel resources.

Objectives:

- a. Expand the scope of financial review by the outside auditor to improve financial practices and internal controls.
- b. Bi-annually review all salary and pay rates for each employee and provide recommendations to the Mayor and Town Council.
- c. Partner with the Warfield Development Corporation to encourage the redevelopment of th Warfield Complex in a timely and efficient manner and in accordance with the project master plan

Goal # 2 - Plan for the future

Objectives:

- a. Create a five-year budget projection incorporating all capital needs as identified by the Capital Improvement Program and Town Department Heads. Recommend

to the Mayor and Town Council ways the Town can responsibly fund its services and capital needs.

b. Prepare long-range property acquisition plan to accomplish downtown revitalization and economic development objectives.

Goal #3 - Provide efficient, courteous, and professional public service.

Objectives:

a. Process completed permit applications within 5 working days (excluding items that require Planning Commission or Historic District Commission approval).

b. Prepare annual budget document that will serve as a policy document, a financial plan, an operations guide, and a communications device.

d. Update and maintain the Town's web site to provide residents, businesses, and visitors with accurate, current, and useful information.

## **PUBLIC WORKS & SANITATION**

### **STAFF**

Ron Esworthy – Public Works Director  
C. Frankie Gaither - Public Works Supervisor  
Randy Hughes - Assistant Public Works Supervisor  
Eric Stockdale - Maintenance Worker II  
Charles Eckard - Maintenance Worker II  
Mike Schirmer - Maintenance Worker I  
Joshua Pickett – Maintenance Worker I

### **GOALS/OBJECTIVES**

Goal #1 - Provide efficient, courteous, and professional public service.

Objectives:

a. Treat all residents with courtesy and respect; actively listen to their concerns; report concerns to supervisor; and work in harmony with residents and fellow employees.

b. Provide reliable and efficient curbside residential and commercial solid waste collection.

- c. Continue to educate the public on effective recycling.

Goal #2 - Ensure and promote the efficient and effective utilization of financial, personnel, and infrastructure resources.

Objectives:

- a. Maintain Town road/street inventory and prioritize repairs.
- b. Repair, improve, and overlay Town roads/streets in accordance with Town standards and the five-year Capital Improvement Program.
- c. Maintain public parks and open spaces to ensure safe and aesthetically pleasing recreational facilities.
- d. Maintain our standard of serviceable, safe equipment to reduce overall maintenance costs while providing safer conditions for our personnel and the community.
- e. Maintain very high standard of service for snow removal on streets and town parking lots
- f. Continue to study new technology to preserve/extend roadway life.

Goal #3 – Provide educational and training opportunities for personnel to insure that they are properly trained in all aspects of their job responsibilities.

- a. Periodically update training material to keep current on standards
- b. Provide CPR training and other First Aid training
- c. Explore new training tools and methods to keep training fresh and interesting.

## **PUBLIC SAFETY/LAW ENFORCEMENT**

### **STAFF**

John R. Williams, Jr. – Chief of Police  
Debbie Spittel - Administrative Assistant  
Shawn Kilgore - Sergeant  
David Lewis - PFC  
Steve Curry – PFC  
Charles Robinson – PFC  
Gary Jenkins - PFC  
Matthew Kurtz - Officer

## **GOALS/OBJECTIVES**

### **Service Goals**

1. Obtain one additional officer in order to reduce response times, increase patrol coverage times and effectively decrease crime and the fear of crime in our community. Also allow department to provide 24 hour coverage.
2. Return the Department to a proactive status in crime prevention and decrease the overall calls for service.
3. Provide an adequate response time to ensure the safety of our citizens' lives and property.
4. Maintain competent well-trained and well-equipped staff.
5. Maintain mandated certifications for all officers.

### **Equipment Goals**

1. Continue with our current policy of purchasing replacement police vehicles every other year.
2. Maintain our standard of serviceable, safe equipment to reduce overall maintenance costs while providing safer conditions for our officers and the community.
3. Continue to provide officers with the safety equipment (bullet proof vests, weapons, etc.) that allow them to perform their duty while keeping the community safe.
4. Begin purchasing equipment necessary to suppress an active shooter situation and begin funding associated training. These would be situations such as Columbine High School, Cleveland Ohio school shooting, and the PA Amish school shooting. Having the tools, equipment, and training available will enable our officers to react and protect our community and children.

### **Traffic Safety Goals**

1. Increase traffic enforcement through education and aggressive enforcement
2. Continue to maintain and replace radar equipment in hopes of reducing speeding complaints, motor vehicle collisions, and concerns over negligent driving within our community.

### **Emergency Preparedness Goals**

1. Obtain a secondary source of energy/electricity for our police station. Using a generator

as a backup will allow the police and Town government to function during times of emergency or disaster.

2. Continue to research Emergency Preparedness grants through both State and Federal venues to help fund these needs. In addition, search for alternative solutions to this potential life-threatening problem.

#### Technology and Interoperability Goals

1. Continue to utilize new wireless technology and mobile data terminals to link our Department to a county wide reporting system and a National wanted or missing database, resulting in fewer members of the criminal element coming into our community. The interception of wanted persons, vehicles, etc. while reducing reported crime.

2. Continue to research Technology Grants through both State and Federal agencies in order to help fund current technology needs. These tools will allow our officers to be more effective and efficient in the prevention of crime.

## **GATE HOUSE MUSEUM**

### **STAFF**

Kari Greenwalt  
Erol Smith

### **GOALS/OBJECTIVES**

Goal #1 – Effectively and efficiently utilize financial resources.

- a) Continue to explore outside resources including grants and fundraisers to assist with building fund and special projects.
- b) Strive to uphold the most effective use of staff time and budget assets.

Goal #2 – Plan for the future

- a) Work with town government, staff and Sean Davis on progress of South Branch Park.
- b) Investigate additional areas for storage and display of Museum artifacts.
- c) Create a “Friends of the Sykesville Gate House Museum” group.

Goal #3 – Provide efficient, courteous and professional public service.

- a) Assist visitors with questions regarding the Town and its environs and direct them to the appropriate materials and services.
- b) Complete research requests within two weeks.

## **POST OFFICE/VISITOR CENTER**

### **STAFF**

Jean Maher  
Kathleen Gambrill  
Connie McKay  
Judy Lettie

### **GOALS/OBJECTIVES**

Goal #1 - Maintain cooperative relationship with U.S. Postal Service.

- a) Maintain open lines of communication with U.S. Postal Service.
- b) Obtain timely training on postal policies.
- c) Be proficient on office equipment and review continuing office updates.

Goal #2 - Effectively communicate operations, needs, and challenges to appropriate Town staff.

- a) Provide accurate and dependable reports for the Town House;

Goals #3 – Provide a high level of customer service and efficient operations.

- a) Encourage communication among customers.
- b) Share local news with visitors.
- c) Develop creative marketing techniques to increase usage and revenue
- d) Provide outstanding quality service
- e) Seek contractual reviews with US Postal Service to increase commission
- f) Operate with sound business practices.