

TOWN OF CHEVERLY, MARYLAND

OPERATING BUDGET

&

CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2023

July 1, 2022 to June 30, 2023

MAYOR

Kayce Simmons Munyeneh

TOWN COUNCIL

Ward 1	Marverly Nettles
Ward 2	Micah Watson
Ward 3	Ted McCann
Ward 4	Joseph Dalaker
Ward 5	Charly Garces
Ward 6	Amy Fry

TOWN ADMINISTRATOR	- Dylan Galloway
TOWN ACCOUNTANT	- Mike Lightfield
TOWN TREASURER	- Priscilla Matthews
TOWN CLERK	- Giselle Richards
DIRECTOR OF PUBLIC WORKS	- Stephen Brayman
CHIEF OF POLICE	- Carl Miller

Town of Cheverly

FY23 Budget Summary

Description	Actuals FY2020	Actuals FY2021	Budget FY2022	Estimated Actuals FY2022	Budget FY2023
<u>REVENUE</u>					
Taxes	5,487,991	5,915,882	5,321,500	5,321,500	5,601,649
Licenses	209,089	136,132	212,550	199,184	199,734
Intergovernmental	192,299	136,945	191,900	128,136	187,040
Service Charges	3,817	5,563	3,500	1,950	2,150
Fines & Forfeitures	630,747	628,062	558,800	615,572	616,000
Interest & Dividends	61,746	2,798	5,000	250	250
Miscellaneous	59,083	810,931	29,000	700	700
TOTAL REVENUES	6,644,772	7,636,313	6,322,250	6,267,292	6,607,523
<u>EXPENDITURES</u>					
General Government	1,385,596	1,563,688	2,234,950	1,578,200	1,786,875
Public Safety - Police	2,345,482	2,095,633	2,310,500	2,014,766	2,436,887
Public Works - Admin & Divisions	2,084,949	3,167,779	3,320,300	2,679,069	3,581,274
Assigned Funds					
Restricted Funds (HUR Rollover)					
TOTAL EXPENDITURES	5,816,027	6,827,100	7,865,750	6,272,035	7,805,036
ADDED TO / (APPROPRIATED) FROM FUND BALANCE)	828,745	809,213	-1,543,500	-4,743	-1,197,513
FUND BALANCE	4,234,098	5,043,311	3,499,811	5,038,568	3,841,055

Revenue

FY23 Budget

Account #	Description	Audit FY2020	Actuals FY2021	Budget FY2022	Estimated Actuals FY2022	Budget FY2023
<u>TAXES</u>						
400.100	Real Estate Taxes	3,715,196	3,978,719	3,836,200	3,836,200	4,116,349
400.105	TPP Utilities	123,835	126,339	120,000	120,000	120,000
400.110	TPP Business	303,966	467,751	300,000	300,000	300,000
400.115	Local Income Taxes	992,469	1,028,071	775,000	775,000	775,000
400.120	Hotel/Motel Tax	132,958	88,928	75,000	75,000	75,000
400.125	Highway User	212,585	225,056	214,000	214,000	214,000
400.130	Bank Stock Tax	1,340	0	1,300	1,300	1,300
600.135	Liens	5,642	1,018	0	0	0
Subtotal		5,487,991	5,915,882	5,321,500	5,321,500	5,601,649
<u>LICENSES & PERMITS</u>						
410.100	Traders Licenses	50	0	50	0	50
410.105	Building Permits	2,590	3,047	1,500	0	1,500
410.110	Town Business Licenses	1,675	2,062	1,000	2,500	1,500
410.115	Rental Housing Licenses	70,150	4,339	70,000	70,000	70,000
410.120	Cable Television	134,624	126,684	140,000	126,684	126,684
Subtotal		209,089	136,132	212,550	199,184	199,734
<u>INTERGOVERNMENTAL</u>						
420.105	Program Open Space (POS)	0	0	58,200	0	58,200
420.110	Disposal Fee Rebate	18,840	23,526	18,700	18,840	18,840
120.115	Police Protection	115,000	107,924	115,000	109,296	110,000
420.115	Misc. Grants	58,459	5,495	0	0	0
Subtotal		192,299	136,945	191,900	128,136	187,040
<u>SERVICE CHARGES</u>						
430.100	Residential Parking	519	323	600	150	150
430.105	Special Trash/Appliances	600	1,940	600	500	500
430.110	Lot Maintenance Private Prop	0	515	800	0	0
430.115	Park Pavilion Fees	1,548	210	500	300	500
430.120	Mulch Delivery Fees	1,150	2,575	1,000	1,000	1,000
Subtotal		3,817	5,563	3,500	1,950	2,150

Revenue

FY23 Budget

Account #	Description	Audit FY2020	Actuals FY2021	Budget FY2022	Estimated Actuals FY2022	Budget FY2023
<u>FINES & FORFEITURES</u>						
440.100	Parking Tickets	4,990	1,012	5,000	500	1,000
440.105	Municipal Infractions	670	0	1,000	0	0
440.110	Red Light Cameras	616,639	612,095	500,000	600,072	600,000
440.115	Speed Camera	8,448	14,955	52,800	15,000	15,000
Subtotal		630,747	628,062	558,800	615,572	616,000
450.100	INTEREST & DIVIDENDS	61,746	2,798	5,000	250	250
<u>MISCELLANEOUS</u>						
460.100	Sale of Fixed Assets	1,900	100	1,500	0	0
460.105	Insurance Reimbursement	29,229	375,045		0	0
460.110	Compost/Rain Barrels	2,266	4,129	2,500	500	500
460.115	Misc. (copies, fax reports, etc.)	22,408	46,827	25,000	200	200
460.120	Other Police Revenue	2,857	0		0	0
460.125	Vending Machine	423	0		0	0
460.130	CARES Act Grant	0	384,830		0	0
Subtotal		59,083	810,931	29,000	700	700
TOTAL REVENUE		6,644,772	7,636,313	6,322,250	6,267,292	6,607,523

Expenditure Summary by Department

FY23 Budget

Account #	Description	Audit FY2020	Actuals FY2021	Budget FY2022	Estimated Actuals FY2022	Budget FY2023
<u>General Government</u>						
505	Contractual - Consulting Services	257,481	230,354	507,100	254,433	241,600
510	Non-departmental - Miscellaneous	347,972	525,164	742,050	410,781	457,800
515	Animal & Insect Control Programs	183	1,547	1,200	1,700	200
520	Cable Television - Govt. Channel	21,230	34,569	101,500	95,500	114,500
525	Mayor & Council	151,262	132,163	146,900	128,004	139,000
530	Administration	469,499	546,851	656,400	640,325	766,675
535	Appointed Committees	29,154	89,993	79,800	47,457	67,100
540	Debt Service	108,815	3,047	0	0	0
Subtotal		1,385,596	1,563,688	2,234,950	1,578,200	1,786,875
<u>PUBLIC SAFETY</u>						
410	Police Department	2,345,482	2,095,633	2,310,500	2,014,766	2,436,887
<u>Public Works</u>						
420.105	Administration	1,553,474	2,049,626	2,301,300	2,116,168	2,430,274
420.115	Divisions	531,475	1,118,153	1,019,000	562,901	1,151,000
Subtotal		2,084,949	3,167,779	3,320,300	2,679,069	3,581,274
TOTAL EXPENDITURES		5,816,027	6,827,100	7,865,750	6,272,035	7,805,036

Expenditure Totals

BUDGET ACTIVITY DETAIL

GENERAL GOVERNMENT

VARIOUS ACTIVITIES / DIVISIONS

CONSULTING / CONTRACTUAL SERVICES: The Town contracts for various consulting services. Some services supplement the expertise of the staff and require technical expertise (includes: auditor; attorney, MSRA Administrative Cost Fee, software support, landscaping, external studies.).

Highlights from past Fiscal Year: COVID-19 resulted in expenses in the area of computer support, water mitigation engineers, and bond council.

Plans for the BUDGET Fiscal Year: The air quality study will continue. Arborist Consultant will be further engaged to address the tree canopy. Consultants and Public Works Contractors will be funded through ARPA funds. Consulting services for Complaints Board will continue in FY23.

Significant Budget Changes: Contract employees and the Public Works Contractors will be funded through ARPA funds.

NON-DEPARTMENTAL / MISCELLANEOUS: Several areas of General Government Expenditures are not associated with a specific department.

Highlights from past Fiscal Year: Municipal buildings have completely reopened, and the utility charges have significantly increased. Municipal Buildings Capital Outlay includes a new HVAC system for the Town Hall Gymnasium as well as maintenance repairs audio/visual upgrades, and roof.

Plans for the BUDGET Fiscal Year: Municipal Building Capital Outlay includes Phase 2 of the audio/visual project.

ANIMAL & INSECT CONTROL PROGRAMS: Animal Control is coordinated with the County Animal Control Commission and Facility with assistance from the Code Enforcement Officer and the Police. Insect Control measures include contractual spraying for mosquitoes and other pests (i.e.: gypsy moth, cankerworm, etc.) when necessary, with assistance from county and state programs.

Highlights from past Fiscal Year: Due to community feedback the program was suspended.

Plans for the BUDGET Fiscal Year: The Town decided to forgo this program this fiscal year.

CABLE TELEVISION GOVERNMENT CHANNEL (35) & (71): These allocations provide for the town's cable television government channel. The Town runs 24 hours a day information pages and provides live cable coverage of all regular council meetings. The character generator information pages are kept up to date by town staff. The set-up and broadcast of town meetings is handled by the Town Administrator and some Public Works staff. The hearing-impaired signer expenses and I-Net expenses are contained in this account.

Highlights from past Fiscal Year: As the Town responded to COVID-19, all Town Meetings became virtual and the need for ASL interpreters expanded as well.

Plans for the BUDGET Fiscal Year: The Town will continue to fund Professional Services at an average rate of \$3000/mo for ASL interpretation.

ITEM NARRATIVE

GENERAL GOVERNMENT

VARIOUS ACTIVITIES / DIVISIONS

CONSULTING / CONTRACTUAL SERVICES

Auditor: Includes contract costs for an annual audit, which includes a review of the financial transactions as well as recommendations for improved financial practices.

Legal Counsel: Includes the drafting and review of all Town Ordinances and Resolutions for legal sufficiency. Consultations regarding the legality of actions, proposed contracts and procedures.

Computer Support: Software support and offsite backup.

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

Contract Employee: This is a short term contractual position to serve as PW Project manager.

NON-DEPARTMENTAL - MISCELLANEOUS

Municipal Building Supplies & Maintenance: Purchase of cleaning supplies and other items for the operation of all municipal buildings.

Municipal Building Utilities: All municipal building utilities (water, gas, electric).

Municipal Building Liability Insurance: (Boiler/Mach/Prop/Excess/Environ).

ANIMAL & INSECT CONTROL PROGRAMS

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

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

CABLE TELEVISION GOVERNMENT CHANNEL

Materials, Supplies & Minor Equipment: Supplies and consumable items (such as tapes, repairs, etc.)

Professional Services: Provides for hearing impaired interpretation (signers) at Council meetings, and other events; transcription and streaming of town meeting minutes; contracted productions; technical consultants, Swagit internet posting services for Town Meetings, I-Net expenditures, etc.

Capital Outlay: Major equipment purchases.

General Government Activities / Divisions

FY23 Budget

Account #	Description	Audit FY2020	Actuals FY2021	Budget FY2022	Estimated Actuals FY2022	Budget FY2023	
<u>CONTRACTUAL - CONSULTING SERVICES</u>							
505.100	Auditors	20,578	21,558	20,000	21,000	22,000	
505.105	Legal Counsel Retainer	135,658	80,471	90,000	90,000	90,000	
505.110	Legal Other	457	14,031	20,000	20,000	20,000	
505.115	Computer Support	54,498	78,554	115,000	62,500	70,000	
505.120	Arborist Consultant	5,100	21,590	34,100	34,100	34,100	
505.125	Landscaping Contract	850		500	500	500	
505.130	Contract Employees	19,851	0	70,000		0	**ARPA
505.135	External Studies	20,489	6,650	7,500	5,000	5,000	
505.140	Specialty Consultants	0	7,500	150,000	21,333	0	**ARPA
	Subtotal	257,481	230,354	507,100	254,433	241,600	
<u>NON-DEPARTMENTAL - MISCELLANEOUS</u>							
510.100	Municipal Building Supplies and Maint.	8,894	83,813	30,000	13,500	30,000	**ARPA
510.105	Municipal Building Utilities	33,749	30,889	35,000	35,000	35,000	
510.110	Municipal Gen. Liability Insurance	4,353	4,340	5,000	2,501	5,000	
510.115	Vending Machine	2,023		750	0	1,500	
510.120	Red Light Camera Contractor	287,280	284,263	300,000	300,000	300,000	
510.125	Speed Camera Contractor	4,309	15,760	52,800	40,000	52,800	
510.130	MD State Retirement Admin Fees	7,364	6,268	8,500	8,500	8,500	
510.135	Municipal Bldg. - Capital Out	0	99,831	310,000	11,280	25,000	
	Subtotal	347,972	525,164	742,050	410,781	457,800	
<u>ANIMAL & INSECT CONTROL PROGRAMS</u>							
515.100	Materials and Supplies	183		200	200	200	
515.105	Mosquito Control Spraying	0	1,547	1,000	1,500	0	
	Subtotal	183	1,547	1,200	1,700	200	
<u>CABLE TELEVISION GOVT. CHANNEL</u>							
520.100	Supplies and Equipment	0	0	500	500	500	
520.105	Professional Services	21,230	34,569	36,000	30,000	49,000	
520.110	Cable Equipment - Capital	0	0	65,000	65,000	65,000	
	Subtotal	21,230	34,569	101,500	95,500	114,500	
TOTAL GENERAL GOVT. DIVISIONS		626,866	791,634	1,351,850	762,414	814,100	

BUDGET ACTIVITY DETAIL

GENERAL GOVERNMENT

MAYOR & COUNCIL

Description

The Mayor and Council is the governing body of the Town, elected by, and responsible to the residents for the operation of the Town. The Mayor and Council are responsible for municipal policies. The Council appoints the Town Administrator, Department Heads, Town Attorney, the Board of Election Supervisors, all standing advisory committees, special task force groups and study committees.

Highlights from past Fiscal Year The Town successfully completed the Strategic Planning Process. Mayor and Council attended a team building event and retreat. The Town's website redesign, as well as redesign of Town Seal was completed. The Town newsletter is now available in Spanish.

Plans for the BUDGET Fiscal Year The Town anticipates on modernizing the election process.

DETAIL - Personnel Services	BUDGET YR
Position	SALARY
Mayor	3,600
Ward 1 councilmember	2,400
Ward 2 councilmember	2,400
Ward 3 councilmember	2,400
Ward 4 councilmember	2,400
Ward 5 councilmember	2,400
Ward 6 councilmember	2,400
	<u>18,000</u>

LINE ITEM NARRATIVE

GENERAL GOVERNMENT

MAYOR & COUNCIL

Official Expenses

Expense Account for Mayor (\$75/per quarter) and Council (\$50/per quarter).

Constituent Service/Strategic Plan

Expenses related to long term planning for the Town of Cheverly, as well as Strategic Planning Consultant and Mayor and Council retreat.

Travel and Training

Mayor and Council attendance at the annual Maryland Municipal League Convention, and the fall Legislative Conference policy committees, State Agency Hearings, PGCMA legislative functions, Human Resources banquet, and County sponsored functions. Also includes funds for meeting sponsored by the Mayor and Council with State and County officials and other municipalities, and other Mayor & Council designated items.

Insurance

Provides for liability coverage in the event of litigation. Also provides for bonding of Town Administrator, Town Treasurer and Town Clerk.

Miscellaneous Materials & Supplies

Includes such incidental expenses such as floral arrangements, picture frames, gifts, awards, Xmas cards and holiday tree lighting festivities, etc.

Newsletter

Staff produces a camera-ready product. Costs include printing and bulk mail postage for 12 mailings per year.

Public Information

Printing costs for Town Code supplements, Maryland State Code supplements, bid ads, RFP'S, legal notices, fair summaries, and informational brochures for the public. Also includes internet and web page maintenance. Includes funding for See Click Fix.

Subscriptions and Memberships

Maryland Municipal League, Prince George's County Municipal Association, Maryland Mayor's Assn., Arbor Day Foundation, Public Service Commission of Maryland, etc.

Elections

To provide for public notification, election supervisors, rental of machines and other costs associated with the operation of the election.

Mayor & Town Council

FY23 Budget

Account #	Description	Audit FY2020	Actuals FY2021	Budget FY2022	Estimated Actuals FY2022	Budget FY2023
<u>PERSONNEL SERVICES</u>						
525.100	Mayor and Council Salaries	18,000	18,600	18,000	18,600	18,600
525.105	Retirement	2,000	2,000	2,500	2,000	2,500
525.110	M&C Social Security	1,331	1,377	1,400	1,425	1,400
525.115	Official Expenses	1,450	575	1,500	2,362	1,500
525.120	Consultant Service / Strategic Plan	2,000	9,900	16,000	7,500	16,000
<u>TRAVEL & TRAINING</u>						
525.125	Meeting Attendance	4,178	7,865	11,000	11,000	11,000
<u>INSURANCE</u>						
525.130	Public Officials Liability	72,402	17,560	18,000	13,704	18,000
<u>MISCELLANEOUS</u>						
525.135	Materials Supplies and Equip	1,882	2,115	3,500	1,100	2,500
525.140	Newsletter	21,919	30,258	30,000	26,750	30,000
525.145	Public Information	15,857	28,127	30,000	30,000	20,000
<u>SUBSCRIPTION & MEMBERSHIP</u>						
525.150	Public Officials Assoc.	10,243	10,109	11,000	9,563	11,000
<u>MUNICIPAL ELECTION</u>						
525.155	Elections	0	3,677	4,000	4,000	6,500
TOTAL		151,262	132,163	146,900	128,004	139,000

BUDGET ACTIVITY DETAIL

GENERAL GOVERNMENT

ADMINISTRATION OFFICE

Description

The Town Administrator oversees the day-to-day operations and administrative offices, which includes the Administrative, Police and Public Works Departments. This office is responsible for personnel management; the effective management of all financial and administrative actions of the Town; implementing all policy matters established by the Mayor and Council and enforcement of all Town Ordinances. The Town Administrator is the Chief Administrative Officer and takes direction by action of the Mayor and the Council. The Town Administrator is responsible for preparing annual evaluations of the Chief of Police and Director of Public Works to be submitted to the Mayor and Council for review.

Highlights from past Fiscal Year

The Administrative staff transitioned to a hybrid option and have implemented the Communications Specialist position.

Plans for BUDGET Fiscal Year

The Town is adjusting several line items from departments to more accurately account for their usage. The Town is outsourcing accounting to an accountant consultant.

Significant Budget Changes

Most significantly, there are changes in staffing levels to provide better service to the Town. The Administration Office is taking into consideration all the potential economic consequences from the pandemic to create a way forward for the Town.

LINE ITEM NARRATIVE

GENERAL GOVERNMENT

ADMINISTRATION OFFICE

Travel and Training

Provides for attendance at seminars, area meetings concerning administrative and legislative matters as well as inter-agency relations including MNCPPC, WSSC, MML, County and State meetings. Includes annual ICMA conference and Maryland Managers Association. This also includes the International Code Compliance and Municipal Clerk Association dues and fees.

Retirement Enhancement

Approved matching funds for voluntary deferred compensation program.

Recruitment and Advertising

Advertising for all vacant positions.

Employee Assistance Program

To provide assistance and counseling to employees -- examples include the offering of Hepatitis B Series Vaccine, annual flu shots and measures to help employees stop smoking. Also includes physical examinations and drug screenings for employees and applicants for employment. Also includes eye glass reimbursement on a bi-annual basis.

Office Equipment Maintenance

Routine maintenance and emergency repair of office equipment such as: computers, copier, service & maintenance contracts for equipment, etc.

Materials, Supplies & Equipment

Supplies and minor equipment incidental to the daily operation of the office.

Miscellaneous

Purchase of other supplies.

Subscriptions and Memberships

Dues to the International Code Compliance, ICMA MMCA-MD Municipal Clerk's Assn, and MDGFOA; subscriptions to any journals or newspapers; Notary Commissions.

Capital Outlay - Office

Purchase and replacement of major office furniture and equipment.

General Government - Administrative Salaries

FY23 Budget

Position	Classification	Budget Yr Salary
Town Administrator	unclassified	\$ 133,900
Assistant to Town Administrator	13G	\$ 74,341
Town Clerk	12C	\$ 63,880
Office Aide	6E	\$ 45,092
Communication Specialist	11B	\$ 46,820
Code Compliance	9L2	\$ 63,145
Code Compliance (part-time)	9A	\$ 24,197
		<u>\$ 451,375</u>

General Government - Administration

FY23 Budget

Account #	Description	Audit FY2020	Actuals FY2021	Budget FY2022	Estimated Actuals FY2022	Budget FY2023
<u>PERSONNEL SERVICES</u>						
530.100	Admin Salaries and Wages	312,788	341,405	380,600	387,356	451,375
530.105	Overtime	0	2,215	10,000	10,000	10,000
530.110	Retirement	22,434	27,980	29,000	26,170	29,000
530.115	Retirement Supplement	10,525	13,741	17,000	8,954	17,000
530.120	Workers Compensation	2,564	3,093	3,500	600	3,500
530.125	Social Security	22,817	26,812	27,000	30,130	35,300
530.130	Hospitalization	42,465	49,075	67,000	67,000	70,000
530.135	Life Insurance	1,057	1,730	2,200	2,200	2,200
530.140	Unemployment	847	485	200	200	200
<u>STAFF DEVELOPMENT</u>						
530.145	Travel and Training	7,055	5,012	15,000	7,500	15,000
530.150	Tuition Assistance	0	0	15,000	3,000	15,000
<u>INSURANCE COST</u>						
530.155	Auto Ins/Excess Auto Liability	5,934	484	2,500	2,500	2,500
<u>COMMODITIES</u>						
530.160	Materials, Supplies & Equipment	14,476	18,415	10,000	11,000	14,000
530.165	Miscellaneous	8,445	8,114	2,500	2,500	2,500
530.170	Bank service & Bill.com Fees	2,682	2,522	1,500	3,115	5,100
530.175	Credit Card Fees	0	0	1,500	500	1,500
<u>OTHE CHARGES</u>						
530.180	Subscriptions & Memberships	1,282	7,520	2,500	1,500	2,500
530.185	Consultant/Accountant	1,016	12,663	30,000	50,000	53,600
<u>CONTRACTUAL SERVICES</u>						
530.190	Recruitment and Advertising	310	1,119	2,000	500	1,000
530.195	Employee Assistance Program	3,511	4,576	6,500	3,200	6,500
530.200	Telephone	6,207	15,312	10,000	10,000	10,000
530.205	Office Equipment Maintenance	241	1,334	2,000	500	2,000
530.210	Postage	2,843	3,244	7,000	2,500	5,000
<u>CODE COMPLIANCE</u>						
530.215	Code - Private Prop./Lots/Clean Up Days	0	0	7,500	7,500	10,000
530.220	Code - Residential Parking	0	0	900	900	900
530.225	Code - Uniforms	0	0	1,000	1,000	1,000
<u>CAPITAL OUTLAY</u>						
530.230	Equipment Replacement	0	0	2,500	0	0
TOTAL		469,499	546,851	656,400	640,325	766,675

Committees and Debt Service

FY23 Budget

Account #	Description	Audit FY2020	Actuals FY2021	Budget FY2022	Estimated Actuals FY2022	Budget FY2023
<u>COMMITTEES</u>						
535.100	Cheverly Day Committee	6,156	4,500	32,000	6,457	22,000
535.105	Cheverly Planning Board	150	0	300	300	300
535.110	Youth Program	0	0	15,000	15,000	15,000
535.115	Recreation Council	4,500	0	4,500	4,500	4,500
535.120	PCAB	2,000	2,944	2,000	200	2,000
535.125	Grants	8,348	73,929	15,000	10,000	15,000
535.130	Technology & Comm. Comm.	3,000	3,000	3,000	3,000	0
535.135	Cheverly Community Market	5,000	5,000	5,000	5,000	5,000
535.140	Interpretive Services	0	620	3,000	3,000	3,000
535.141	Green Infrastructure	0	0	0	0	300
Subtotal		29,154	89,993	79,800	47,457	67,100
<u>DEBT SERVICES</u>						
540.100	Municipal Bond Interest payments	8,815	0	0	0	0
540.105	Municipal Bond Principal payments	100,000	3,047	0	0	0
Subtotal		108,815	3,047	0	0	0

to 520.105

BUDGET ACTIVITY DETAIL

PUBLIC SAFETY

POLICE DEPARTMENT

Description

The Cheverly Police Department is responsible for public safety, in addition to, the protection of life and property, deterring crime, reducing the fear of crime, and for improving the quality of life for all Cheverly residents. The enforcement of traffic regulations, investigation of criminal offenses, collection of evidence, and providing testimony in court proceedings are directly related to these primary functions. In addition, the Department is also responsible for the operation of the Photo Enforcement Unit.

Highlights From the Past Year

Throughout this year, Cheverly Police Department (CPD) has been resilient despite the pandemic and other economic challenges. The Town has purchased new/improved body worn cameras. The CPD is near full staffing capacity to include hiring a Captain and four sworn officers.

Plans for the Budget Fiscal Year

The Cheverly Police Department will continue to recruit qualified candidates, training for first and second-line supervision; place a continued emphasis on accountability, both internal and external components of Effective Policing. CPD recognizes the need for automated speed control and its role in traffic safety and speed compliance. Priority will be placed on locating/securing a vendor.

Significant Budget Changes

The department is near full capacity and will look to operate a 24/7 operations during this fiscal year.

LINE ITEM NARRATIVE

PUBLIC SAFETY

POLICE DEPARTMENT

Retirement

Of note, upon joining LEOPS on July 1, 2017 the Town received an annual credit of \$97,000 that will expire after 30 years.

Training & Travel

Mandated Maryland Police Training Commission (MPTC) annual training, police academy entrance level officers, continuing education, various re-certifications and awards. Award banquets, leadership training, first/second line supervision training, organizational memberships, subscriptions, tuition reimbursements, employee training/consulting services.

Materials, Supplies and Equipment

Cost of literature, report forms, and consumable items necessary for program operation.

Equipment

Flashlights, taser plan, duty belts, computers, ammunition, training materials, firearms, etc.

Miscellaneous

Neighborhood Watch, Community Policing Supplies, etc.

Community Engagement

Public Safety Day, Coffee w/ the Chief, Ice Cream Socials, Community Movie Night, Community Policing Supplies, etc.

Subscriptions & Memberships

Subscriptions to professional journals/organizations include: IACP ; MML PEA ; MCPA ; PCAPGC

Applicant Screening

Medical examinations, psychological screening, drug screening, finger printing, and polygraph examinations.

Wireless Communications

Mobile data computer wireless communications, global positioning devices, and departmental cellular telephones.

Specialized Services

Repair, maintenance, and calibration of automated equipment; to include police and town specific radio equipment (used during town specific events). Additionally, computer databases, search engines. Yearly motor vehicle registration renewals, etc.

Auto Repair & Maintenance

Auto repair and maintenance includes emission testing, etc.

Capital Outlay - Equipment Replacement

Details can be found on noted Capital Improvement Program pages. The CIP Equipment Replacement account is for items over \$500 that are necessary for day-to-day operations.

Police Department - Salaries

FY23 Budget

Position	Classification	Budget Yr Salary
Chief of Police	unclassified	\$ 125,652
Captain	23	\$ 97,226
Sergeant	18	\$ 84,227
Sergeant	18	\$ 84,227
Corporal	15	\$ 79,367
Corporal	15	\$ 79,367
Corporal	15	\$ 79,367
Corporal	14	\$ 77,811
Police Officer	6	\$ 64,514
Police Officer	6	\$ 64,514
Police Officer	6	\$ 64,514
Police Officer	6	\$ 64,514
Police Officer	5	\$ 63,273
Police Officer	5	\$ 63,273
Police Officer	5	\$ 63,273
Police Officer	4	\$ 62,032
Police Officer	4	\$ 52,959
Police Clerk	8A	\$ 45,449
Exec. Assistant to the Chief	13-B	\$ 64,128
		<u>\$ 1,379,687</u>

Police Department

FY23 Budget

Account #	Description	Audit FY2020	Actuals FY2021	Budget FY2022	Estimated Actuals FY2022	Budget FY2023
<u>Personnel Services</u>						
600.100	Salaries	1,130,999	1,098,545	1,256,300	1,073,070	1,379,687
600.105	Overtime	0	15,520	80,000	80,000	80,000
600.110	Retirement - Pension	145,125	179,705	200,000	93,606	200,000
600.115	Retirement Supplement - Civilians	13,096	10,316	15,000	9,640	15,000
600.120	Workers Compensation	93,464	128,409	142,700	142,700	142,700
600.125	Payroll Taxes	92,544	84,837	85,000	88,210	106,000
600.130	Hospitalization	123,077	107,017	145,000	145,000	145,000
600.135	Life Insurance/Long Term Dis.	6,039	5,144	10,000	5,000	10,000
600.140	Unemployment	22,659	37	200	200	200
<u>Staff Development</u>						
600.145	Travel and Training	33,282	11,690	34,000	9,570	30,000
Inactive	Tuition Assistance	882	0	0	0	0
600.150	Community Engagement	0	3,792	10,000	10,000	10,000
<u>Insurance Cost</u>						
600.155	Liability Insurance	23,401	21,503	25,000	23,520	25,000
600.160	Auto Insurance	25,300	18,066	18,000	20,644	18,000
<u>Commodities</u>						
600.165	Materials and Supplies	11,520	9,847	15,000	15,000	15,000
600.170	Miscellaneous	19,789	3,167	5,000	6,570	6,500
600.175	Equipment	29,086	53,214	35,000	35,000	35,000
600.176	Credit Card Fees	434	0	0	0	500
<u>Subscriptions & Memberships</u>						
600.180	Chief's Association Dues	540	895	800	800	800
<u>Professional Services</u>						
600.185	Uniforms	32,594	25,354	20,000	20,000	20,000
600.190	Applicant Screening	12,521	2,901	10,000	13,813	5,000
600.195	Specialized Services	33,523	27,913	35,000	45,957	35,000
600.200	Equipment Maintenance	144	3,717	2,500	2,500	2,500
<u>Operating Cost</u>						
Inactive	Residential Parking Zones	741	0	0	0	0
600.205	Auto Repair	26,739	49,204	25,000	31,266	30,000
600.210	Building Utilities	16,094	14,064	12,000	13,598	16,000
600.215	Telephone	12,558	13,635	12,000	12,456	12,000
600.220	Wireless Phones	14,917	12,144	17,000	15,926	17,000
<u>Capital Outlay</u>						
Inactive	Building / Facilities	12,261	0	0	720	0
600.225	Vehicle Replacement	348,407	86,132	75,000	75,000	80,000
600.230	Equipment / Furnishings Capital	63,746	108,865	25,000	25,000	0
TOTAL		2,345,482	2,095,633	2,310,500	2,014,766	2,436,887

BUDGET ACTIVITY DETAIL

PUBLIC WORKS DEPARTMENT

DIVISION SERVICES

Highlights from past Fiscal Year: The first round of ARPA funding was received and largely assigned to storm water and infrastructure needs across the Town. Significant improvements to storm drain catch basins were made in conjunction with Prince George's County at Forest/Parkway, Cheverly Ave/Montrose, Valley Way/Euclid. Significant asphalt and concrete work was completed in combination with these projects, other water issues, and streets needing repair. Sidewalk repair work continued throughout Town to address tripping hazards and other sidewalk issues.

The department spearheaded the partnership with Keller Construction to develop a design/build project for the William Eley, Jr. Building that will house public works and add new public meeting space. The Mayor and Town Council approved the project during the fiscal year, and it is anticipated that the new building will open up in 2024.

A new Woodworth Park Playground that focuses on inclusion for children with and without disabilities was designed with public input and approved by the Mayor and Town Council.

Plans for the BUDGET Fiscal Year: Continue to address various water issues with remaining ARPA funding, manage the continuation of the William Eley, Jr. Building project, and acquire some additional replacement vehicles for the aged fleet as part of the ARPA infrastructure funds.

Significant Budget Changes: ARPA funding has injected significant funding that the department is managing projects funding by this federal program.

Description:

These divisions of the Public Works Department provide the following services.

Street Division: provides maintenance and reconstruction as needed to the entire Town's roads, sidewalks, curbs, etc. Additional services include sign maintenance, repair and installation, leaf collection, snow removal, etc. The Street Tree Program is funded from various accounts and continues to improve street tree maintenance, inspection, and planting.

Stormwater Management: this program is funded by ARPA funds and focused on numerous catch basin and water problems across Town.

Parks Division: responsible for mowing, fertilizing, weeding, tree planting and maintenance of all parks & public rights-of-way, ballfield maintenance and installation of equipment.

Garage Division: responsible for the maintenance of all gasoline and diesel equipment and machinery, including but not limited to engine repairs, hydraulic system repairs, tune ups, electrical system repairs, brake system overhauls, maintenance record upkeep, etc.

Sanitation Division: responsible for collection and disposal of the Town's solid waste from more than 1500 units twice weekly; bulky trash pickup and mixed paper recycling, and other recycling commodities. Collecting food scraps with yard waste will be explored for potential incorporation.

BUDGET ACTIVITY DETAIL

PUBLIC WORKS DEPARTMENT

ADMINISTRATION

Description: PW-Administration is responsible for the maintenance of all town infrastructures and its contents, as well as grounds, streets, parks and fleet equipment; collection of refuse, recyclables, yard waste, and bulk trash; fall leaf collection and mulching of those leaves; snow & ice removal; and construction contract administration. PW-Administration also focuses on employee safety, training and morale. PW-Administration also is liaison to the Green Infrastructure Committee and works on various green initiatives.

Highlights from past Fiscal Year: COVID-19 presented many challenges, as focus shifted to providing essential services while maintaining social distancing guidelines and providing ample PPE for all employees of the Town. Two new refuse vehicles for the Town were delivered.

Plans for the BUDGET Fiscal Year: Plans to replace the aging Publics Work building will be a focus, while continuing to update and upgrade equipment.

LINE ITEM NARRATIVE

PUBLIC WORKS DEPARTMENT

ADMINISTRATION

Overtime

Includes costs related to Cheverly Day and unforeseen hours due to storms, equipment failure or winter snowfall.

Retirement Enhancement

Approved matching funds for volunteer ICMA Retirement participation in the deferred compensation program.

Travel & Training

Implement required employee safety training; workshops; conferences; and commercial training in order to comply with new Maryland State Laws and/or cost of obtaining a Class CDL license; Maryland Roadside Tree Care training; and LGIT seminars.

Material, Supplies and Equipment

Supplies and minor equipment incidental to the daily operation of the office. Custodial supplies (cleaning equipment, paper products, soap, light bulbs, etc.)

Miscellaneous

Reimbursable items, etc.

Subscriptions & Memberships

American Public Works Association.

Uniforms/Safety Gear

Rental and cleaning of uniforms; purchase of safety glasses, steel toe shoes, leather palm gloves, safety vests, rain gear and other safety equipment (PPE) for normal operations.

Lot Maintenance

Funding for private contractors to mow grass, clean and clear lots that are neglected by residents. These costs are recouped from the property owner.

Security System

Maintenance of fire extinguishers throughout Town buildings and vehicles.

Capital Outlay - Equipment Replacement

Details can be found on noted Capital Improvement Program pages. The CIP Equipment Replacement account is for items over \$500 that is needed for departmental operations.

Public Works Department - Salaries

FY23 Budget

Position	Classification	Budget Yr Salary
ADMIN		
Director of Public Works	unclassified	\$ 123,600
Supervisor	13L2	\$ 81,234
Administrative Assistant	8E	\$ 48,024
Custodian (part-time)	3F	\$ 18,665
Custodian (part-time)	3L2	\$ 21,638
GARAGE		
Master Mechanic	12F	\$ 67,770
Assistant Mechanic / Laborer	7E frozen	\$ -
MAINTENANCE		
Equipment Operator	11L1	\$ 69,535
Equipment Operator	11A	\$ 54,892
Equipment Operator	11H	\$ 67,510
Equipment Operator	11L1	\$ 69,535
Lead Worker / Foreman	7H	\$ 52,477
Lead Worker / Foreman	7D	\$ 46,625
Laborer	4L2	\$ 46,089
Laborer	4L2	\$ 46,089
Laborer	4E	\$ 39,756
Laborer	4D	\$ 38,598
Laborer	4D	\$ 38,598
Laborer	4D	\$ 38,598
Laborer	4B	\$ 36,383
Laborer	4B	\$ 36,383
Laborer	4A	\$ 35,323
Laborer	4A	\$ 35,323
Laborer	4A	\$ 35,323
		<u>\$ 1,147,968</u>

Public Works

FY23 Budget

Account #	Description	Audit FY2020	Actuals FY2021	Budget FY2022	Estimated Actuals FY2022	Budget FY2023
<u>Personnel Services</u>						
700.100	Salaries	897,667	943,309	1,084,000	1,058,180	1,147,968
700.105	Overtime	0	4,659	10,000	40,000	40,000
700.110	Retirement - Pension	149,563	158,556	165,000	122,124	165,000
700.115	Retirement Supplement	27,724	17,202	30,000	20,000	30,000
700.120	Workers Compensation	54,003	53,726	70,000	70,000	70,000
700.125	Payroll Taxes	75,114	75,234	75,000	84,011	88,000
700.130	Hospitalization	143,395	127,422	175,000	173,307	175,000
700.135	Life Insurance/Long Term Dis.	4,360	5,381	5,000	5,000	5,000
700.140	Unemployment	11,723	202	200	200	200
<u>Staff Development</u>						
700.145	Travel and Training	702	994	5,000	5,000	10,000
<u>Insurance Cost</u>						
700.150	Auto Insurance / Fuel tanks	13,000	36,988	35,100	45,140	45,000
<u>Commodities</u>						
700.155	Materials and Supplies	8,228	15,789	6,500	6,500	13,000
700.160	Miscellaneous	2,244	726	1,000	450	1,000
<u>Other Charges</u>						
700.165	Subscriptions & Memberships	75	320	500	500	500
<u>Professional Services</u>						
700.170	Uniforms / Safety Gear	67,740	149,155	35,000	32,000	35,000
Inactive	Lot Maintenance (Private Property)	1,300	1,300	0	150	0
Inactive	Security System	855	842	0	0	0
700.175	Radio Repair	40	2,378	1,000	1,000	1,000
<u>Capital Outlay</u>						
700.180	Building / Facilities / Yard	0	177,167	500,000	350,000	500,000
700.185	Vehicle Replacement	75,275	251,848	52,000	51,606	51,606
700.190	Equipment Replacement	20,466	26,428	51,000	51,000	52,000
TOTAL		1,553,474	2,049,626	2,301,300	2,116,168	2,430,274

Public Works - Divisions

FY23 Budget

Account #	Description	Audit FY2020	Actuals FY2021	Budget FY2022	Estimated Actuals FY2022	Budget FY2023
<u>STREET MAINTENANCE</u>						
710.100	Street Repair	5,187	2,180	10,000	5,000	15,000
Inactive	Streets - Subcontract Work	245	0	0	0	0
710.105	Snow/Ice Removal	5,019	21,419	25,000	15,580	25,000
710.110	Traffic Control	9,388	30,307	20,000	13,500	30,000
710.115	Road Projects	0	294,000	100,000	0	214,000
710.120	Sidewalks, Curb & Gutter	0	215,529	150,000	0	0
	Subtotal	19,839	563,435	305,000	34,080	284,000
<u>STREET LIGHT MAINTENANCE</u>						
715.100	Street Light Utilities	69,789	78,749	72,000	74,926	72,000
715.105	Street Light (Install/Repair/Convert)	354	4,079	3,000	1,059	15,000
	Subtotal	70,143	82,828	75,000	75,985	87,000
<u>STORMWATER MANAGEMENT</u>						
720.105	Stormwater Materials & Supplies	4,019	8,703	0	0	2,000
	Subtotal	4,019	8,703	0	0	2,000
<u>PARKS & OPEN SPACE</u>						
725.100	Tree Service	52,597	123,013	110,000	115,528	175,000
725.105	Park Supplies	9,392	23,377	18,000	18,000	50,000
725.110	Park Tools/Equipment	12,224	7,117	12,000	8,433	20,000
725.115	Park Development (POS)	14,158	2,583	59,000	0	48,000
Inactive	Beautification Master Plan	0	8,873	0	0	0
	Subtotal	88,371	164,963	199,000	141,961	293,000
<u>GARAGE & EQUIPMENT</u>						
730.100	Auto Repair (Outside Shop)	52,820	35,184	50,000	31,319	50,000
730.105	Vehicle Repair Parts	14,007	11,873	50,000	10,643	50,000
730.110	Garage Tools and Equipment	2,428	2,101	10,000	13,034	10,000
730.115	Garage Consumables	4,376	10,507	10,000	15,428	15,000
730.120	Tires and Tubes	41,392	41,585	40,000	53,233	40,000
730.125	Gas/Oil/Grease	93,862	39,489	120,000	42,230	120,000
	Subtotal	208,885	140,739	280,000	165,887	285,000

*ARPA & HUR

*ARPA

Public Works - Divisions

FY23 Budget

Account #	Description	Audit FY2020	Actuals FY2021	Budget FY2022	Estimated Actuals FY2022	Budget FY2023
<u>SANITATION</u>						
735.100	Landfill Disposal Fees	97,633	103,273	95,000	98,886	120,000
735.105	Recycling Contract	19,265	16,880	22,000	16,860	30,000
735.110	Sanitation/Material & Supplies	5,602	5,423	5,000	3,000	5,000
735.115	Compost Bins/Rain Barrels	0	7,290	10,000	11,242	15,000
735.120	Sanitation/Equipment Repair	5,732	8,772	10,000	0	5,000
735.125	Recycling Disposal Fees	11,986	15,847	18,000	15,000	25,000
Subtotal		140,218	157,485	160,000	144,988	200,000
TOTAL		531,475	1,118,153	1,019,000	562,901	1,151,000

CAPITAL IMPROVEMENT PROGRAM - SUMMARY

This is a summary of all Capital Outlays expensed by Department:

ACCOUNT NUMBER	DESCRIPTION	AUDIT FY2020	ACTUAL FY2021	BUDGET FY2022	EST ACTUALS FY2022	BUDGET FY2023
	<u>GENERAL GOVERNMENT</u>					
510.135	Municipal Building	0	99,831	310,000	11,280	25,000
	<u>STREET LIGHTS</u>					
715.105	Conversion/Installation	354	4,079	3,000	1,059	15,000
	<u>PARKS & DEVELOPMENT</u>					
725.115	Park Development [POS]	14,158	2,583	59,000	0	48,000
	<u>PUBLIC WORKS FACILITIES</u>					
700.180	Buildings/Facilities/ Yard	0	177,167	500,000	350,000	500,000
	<u>STREET IMPROVEMENTS</u>					
710.115	Road Projects	0	294,000	100,000	0	214,000 *ARPA & HUR
710.120	Sidewalk/Curb/Gutter	0	215,529	150,000	0	0 *ARPA
	<u>DEBT SERVICE</u>					
540.105	Bond for Police Station	100,000	3,047	0	0	0
	<u>POLICE STATION</u>					
600.224	Buildings/Facilities	12,261	0	0	720	0
	<u>VEHICLES</u>					
600.225	Police Department	348,407	86,132	75,000	75,000	80,000
700.185	Public Works	75,275	251,848	52,000	51,606	51,606 *ARPA
	<u>EQUIPMENT / FURNISHINGS</u>					
520.110	Cable Equipment	0	0	65,000	65,000	65,000
530.230	Administration	0	0	2,500	0	0
600.230	Police Department	63,746	108,865	25,000	25,000	0
700.190	Public Works Department	20,466	26,428	51,000	51,000	52,000
(expensed by Dept. - do not add to TOTAL CIP Total Exp).		634,667	1,269,509	1,392,500	630,665	1,050,606

SALARY SCHEDULE

Fiscal Year 7/1/2022 to 6/30/2023

COLA 3%
MERIT 2%

STEPS:

	A	B	C	D	E	F	G	H	Longevity I (3 yrs)	Longevity II (3 yrs)
GRADE 3	33,167 15.95	34,162 16.42	35,187 16.92	36,242 17.42	37,330 17.95	38,450 18.49	39,603 19.04	40,791 19.61	42,015 20.20	43,275 20.81
GRADE 4	35,323 16.98	36,383 17.49	37,474 18.02	38,598 18.56	39,756 19.11	40,949 19.69	42,177 20.28	43,443 20.89	44,746 21.51	46,088 22.16
GRADE 5	37,619 18.09	38,747 18.63	39,910 19.19	41,107 19.76	42,340 20.36	43,611 20.97	44,919 21.60	46,266 22.24	47,654 22.91	49,084 23.60
GRADE 6	40,064 19.26	41,266 19.84	42,504 20.43	43,779 21.05	45,092 21.68	46,445 22.33	47,839 23.00	49,274 23.69	50,752 24.40	52,275 25.13
GRADE 7	42,668 20.51	43,948 21.13	45,267 21.76	46,625 22.42	48,023 23.09	49,464 23.78	50,948 24.49	52,477 25.23	54,051 25.99	55,672 26.77
GRADE 8	45,442 21.85	46,805 22.50	48,209 23.18	49,655 23.87	51,145 24.59	52,679 25.33	54,260 26.09	55,888 26.87	57,564 27.68	59,291 28.51
GRADE 9	48,395 23.27	49,847 23.97	51,343 24.68	52,883 25.42	54,469 26.19	56,104 26.97	57,787 27.78	59,520 28.62	61,306 29.47	63,145 30.36
GRADE 10	51,541 24.78	53,087 25.52	54,680 26.29	56,320 27.08	58,010 27.89	59,750 28.73	61,543 29.59	63,389 30.48	65,291 31.39	67,249 32.33
GRADE 11	54,891 26.39	56,538 27.18	58,234 28.00	59,981 28.84	61,781 29.70	63,634 30.59	65,543 31.51	67,509 32.46	69,535 33.43	71,621 34.43
GRADE 12	58,459 28.11	60,213 28.95	62,019 29.82	63,880 30.71	65,796 31.63	67,770 32.58	69,803 33.56	71,897 34.57	74,054 35.60	76,276 36.67
GRADE 13	62,259 29.93	64,127 30.83	66,051 31.76	68,032 32.71	70,073 33.69	72,175 34.70	74,341 35.74	76,571 36.81	78,868 37.92	81,234 39.05

3% between steps
6.5% between grades

Employees will be evaluated every year before their assigned anniversary date (Jan. or July)

Employees are eligible for a merit/step increase for steps A to H.

After reaching grade H employees are eligible for step increases to Longevity I and Longevity II after 3 years.

FY 2023 SALARY SCHEDULE – POLICE DEPARTMENT

	STEP	ANNUAL	HOURLY	RANK
5% from FY22	1	45,020	21.64	Police Recruit
	MUST BE CERTIFIED BY MPTC			
17.636	2	52,959	25.46	Police Officer-Field Training Period
33.0	3	59,877	28.79	Police Officer
3.6	4	62,033	29.82	Police Officer
2.0	5	63,274	30.42	Police Officer First Class
1.961	6	64,515	31.02	Police Officer First Class
5.0	7	67,741	32.57	Corporal
2.0	8	69,096	33.22	Corporal
2.0	9	70,478	33.88	Senior Corporal
2.0	10	71,888	34.56	Senior Corporal
2.0	11	73,326	35.25	Senior Corporal
2.0	12	74,793	35.96	Senior Corporal
2.0	13	76,289	36.68	Senior Corporal
	MUST HAVE 60 COLLEGE CREDITS			
2.0	14	77,815	37.41	Master Corporal
2.0	15	79,371	38.16	Master Corporal
2.0	16	80,958	38.92	Master Corporal
2.0	17	82,577	39.70	Master Corporal
2.0	18	84,229	40.49	Sergeant
2.0	19	85,914	41.30	Sergeant
1.999	20	87,631	42.13	Sergeant
2.0	21	89,384	42.97	Sergeant
2.0	22	91,172	43.83	Sergeant
	MUST HAVE BACHELOR'S DEGREEE			
2.001	23	92,996	44.71	Lieutenant
2.0	24	94,856	45.60	Lieutenant
2.0	25	96,753	46.52	Lieutenant
2.0	26	98,688	47.45	Lieutenant
2.0	27	100,662	48.40	Lieutenant

* Actual Step percentages from approved Budget Salary Schedule