

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, MDAR Administrative Cost Fee, software support, landscaping, external studies.).

Highlights from past Fiscal Year: Interim Town Administrator David Deutsch was brought in as a contract employee.

Plans for the BUDGET Fiscal Year: There are two external studies planned, an air quality study and a storm water study.

Significant Budget Changes: A new account has been added for a communications expert. There are plans to make significant upgrades to the cable broadcasting equipment.

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

Highlights from past Fiscal Year:

Plans for the BUDGET Fiscal Year:

Significant Budget Changes:

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:

Plans for the BUDGET Fiscal Year:

Significant Budget Changes:

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:

Plans for the BUDGET Fiscal Year:

Significant Budget Changes:

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 - Retainer: 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 on an hourly basis (\$100/hour) and for off site back-up (\$1,600 for 3 years).

Landscaping Contract:

Contract Employee: This is a one year contract to address the issues defined by the Mayor and Council.

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**

ACCOUNT NUMBER	DESCRIPTION	AUDIT FY2017	AUDIT FY2018	BUDGET FY2019	EST ACTUAL FY2019	BUDGET FY2020

CONTRACTUAL - CONSULTING SERVICES

01-02-7500	Auditors	24,655	19,896	22,000	10,100	12,500
01-02-7510	Legal Counsel - Retainer Fees	11,402	28,277	40,000	142,280	150,000
01-02-7520	Legal Counsel - Other	17,336	6,465	10,000	41,780	0
01-02-7530	Computer Support	34,798	44,542	35,000	47,200	48,000
01-02-7540	Arborist Consultant	0	0	20,000	0	5,000
01-02-7550	Landscaping	6,730	47,841	8,000	4,000	3,000
01-02-7555	Contract Employee	0	0	200,000	59,200	0
01-02-7560	External Studies	0	17,608	0	22,000	55,000
01-02-7570	Communications Specialist					5,000
Total Contractual Services		94,921	164,629	335,000	326,560	278,500

NON-DEPARTMENTAL - MISCELLANEOUS

01-03-0010	Mun Bldg Supplies & Maint.	48,070	30,511	35,000	25,000	35,000
01-03-0020	Municipal Building Utilities	31,369	37,592	30,000	30,200	30,000
01-03-0030	Mun. Bldg. Liability Ins.	5,228	4,915	52,000	4,500	4,000
01-03-0040	Vending Machine	2,076	2,559	1,800	1,200	1,500
01-03-0060	Red Light Camera Contractor	319,439	352,410	300,000	302,900	310,000
01-03-0070	Speed Camera Contractor	21,304	11,683	9,000	10,700	11,000
01-03-0090	MD Retirement Admin Fees	8,200	8,162	10,000	7,800	8,500
01-09-9000	Mun. Building Capital Outlay	0	241,500	175,000	76,400	10,000
Total Non-Departmental		435,686	689,332	612,800	458,700	410,000

ANIMAL & INSECT CONTROL PROGRAMS

01-04-4000	Materials & Supplies	7	0	200	0	200
01-04-6050	Mosquito Control	813	1,557	800	0	800
Total Animal & Insect Control		820	1,557	1,000		1,000

CABLE TELEVISION GOVERNMENT CHANNEL

01-05-4000	Supplies & Equipment	438	892	500	0	500
01-05-7410	Professional Services	19,965	13,773	15,000	15,000	15,000
01-09-9160	Equipment (Capital Outlay)	0	1,000	1,000	0	150,000
Total Cable Television		20,403	15,665	16,500	15,000	165,500

BUDGET ACTIVITY DETAIL

GENERAL GOVERNMENT

MAYOR & COUNCIL

LINE ITEM NARRATIVE

GENERAL GOVERNMENT

MAYOR & COUNCIL

Official Expenses

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

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, MML meetings, 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.

Miscellaneous Materials & Supplies

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

Urban Renewal

Includes appraisals, legal descriptions, court costs, demolition costs and purchase costs for properties under the Town's urban renewal plan.

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. Includes new constituent software program costs (\$2,500). Also includes internet and web page maintenance. Includes funding for website design/upgrade.

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.

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

Adopted Charter Amendments, Ordinances and Resolutions. Continue strong emphasis on quality development and improvement of Town facilities.

Plans for the BUDGET Fiscal Year

Significant Budget Changes

Included in the line item for Constituent Service System is a Strategic Planning Retreat for the Mayor and Council. Included in Public Information are plans for a Town of Cheverly Website redesign.

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
	18,000

MAYOR & TOWN COUNCIL

ACCOUNT NUMBER	DESCRIPTION	AUDIT FY2017	AUDIT FY2018	BUDGET FY2019	EST ACTUAL FY2019	BUDGET FY2020
<u>Personnel Services</u>						
01-06-1000	Salaries and Wages	18,000	18,000	18,000	18,000	18,000
01-06-1100	Retirement	2,000	2,229	2,500	2,300	2,500
01-06-1300	Social Security	1,194	1,371	1,400	1,350	1,400
01-06-1700	Official Expenses	1,500	1,460	2,000	1,890	2,000
01-06-1800	Constituent Service System	0	0	3,000	2,400	12,200
<u>Travel and Training</u>						
01-06-2000	Meeting Attendance	16,089	12,046	13,000	11,000	13,000
<u>Insurance</u>						
01-06-3000	Public Officials Liability	11,958	15,024	15,000	16,500	18,200
<u>Miscellaneous</u>						
01-06-4000	Materials, Supplies & Equip.	1,863	385	2,000	500	2,000
01-06-4010	Newsletter	21,265	20,060	25,000	17,500	20,000
01-06-4020	Public Information	12,192	14,618	18,000	17,200	22,000
<u>Subscriptions & Memberships</u>						
01-06-5000	Public Officials Associations	9,507	7,616	9,000	11,000	11,000
<u>Municipal Elections</u>						
01-06-6000	Election Expenses	1,305	68	2,000	2,000	0
Total Mayor & Town Council		96,873	92,877	110,900	101,640	122,300

BUDGET ACTIVITY DETAIL

GENERAL GOVERNMENT

ADMINISTRATION OFFICE

Description

The Town Administrator oversees the day to day operations and administrative offices, which includes the positions of Town Clerk and Town Treasurer. 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 Council or the Mayor. 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

Code Compliance moved under direct supervision of the Town Administrator in April, 2019. There were significant changes in the Town administrative leadership.

Plans for BUDGET Fiscal Year

New leadership team will be in place in early FY2020.

Significant Budget Changes

Most significantly, there are changes in staffing levels to provide better service to the Town. Additionally, Code Compliance has been moved from the Police Department to Administration.

DETAIL - Personnel Services	Current or possible	BUDGET YR
Position	classification	SALARY
Town Administrator	unclassified	128,125
Assistant to Town Administrator	13E	65,750
Town Clerk	12L1	65,817
Town Treasurer	13B	60,171
Office Aide (part time)	6C	14,953
Code Compliance	9L2	59,250
Code Compliance (part time)	6A	16,914
		<u>414,649</u>

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.

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.

Office Equipment Maintenance

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

Auto Insurance

Coverage for Administrator's vehicle and excess auto liability. Also includes LGIT Environmental Insurance for Underground Fuel Tank Storage.

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 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.

ADMINISTRATIVE DIVISION

ACCOUNT NUMBER	DESCRIPTION	AUDIT FY2017	AUDIT FY2018	BUDGET FY2019	EST ACTUAL FY2019	BUDGET FY2020
	<u>Personnel Services</u>					
01-07-1000	Salaries and Wages	191,618	206,971	225,183	256,000	414,700
01-07-1000	Overtime					10,000
01-07-1100	Retirement	18,038	20,685	32,000	20,200	30,100
01-07-1155	Retirement Supplement			0	2,600	10,000
01-07-1200	Worker's Comp.	7,891	8,372	10,000	10,000	10,000
01-07-1300	Social Security	17,792	17,524	17,500	24,000	26,900
01-07-1400	Hospitalization	22,286	15,773	25,000	22,000	30,000
01-07-1500	Life Insurance/Long Term Dis.	3,172	1,162	2,000	1,200	2,000
01-07-1600	Unemployment	55	55	150	0	150
	<u>Staff Development</u>					
01-07-2000	Travel and Training	185	309	2,000	3,800	10,000
	<u>Insurance Costs</u>					
01-07-3010	Auto Insurance/Excess Auto Liability	3,000	3,000	3,000	1,000	3,000
	<u>Commodities</u>					
01-07-4000	Materials, Supplies & Equipment	4,661	9,625	6,000	7,500	8,000
01-07-4010	Miscellaneous	997	959	2,000	1,200	2,000
01-07-4020	Banking Fees	40	722	200	1,200	1,500
	<u>Other Charges</u>					
01-07-5000	Subscriptions & Memberships	1,267	1,211	1,500	1,500	1,500
01-07-5010	Consultant/Accountant	0	0	0	0	5,000
	<u>Contractual Services</u>					
01-07-6010	Recruitment and Advertising	1,317	1,532	2,000	950	1,500
01-07-6020	Insurance Reimbursement	2,713	546	3,000	1,500	3,000
01-07-6030	Telephone	3,322	3,918	5,000	3,900	5,000
01-07-6040	Office Equipment Maintenance	3,405	563	4,000	1,200	3,000
01-07-6050	Postage	5,797	5,530	7,000	5,500	7,000
	<u>Capital Outlay</u>					
01-09-9150	Equipment Replacement	0	6,555	0	1,500	0
Total Administrative Division		287,556	305,012	347,533	366,750	584,350

COMMITTEES / DEBT SERVICE

ACCOUNT		AUDIT	AUDIT	BUDGET	EST	BUDGET
NUMBER	DESCRIPTION	FY 2017	FY2018	FY2019	ACTUAL FY2019	FY2020

COMMITTEES OF TOWN COUNCIL

01-08-7000	Cheverly Day Comm. (Fireworks)	11,925	12,810	15,000	12,800	22,000
01-08-7100	Cheverly Planning Board	1,000	0	500	0	500
01-08-7200	Cheverly Parks & Grounds	0	0	500	0	0
01-08-7300	Youth Program	0	0	1,000	0	1,000
01-08-7400	Recreation Council	3,000	3,000	3,000	3,000	4,500
01-08-7500	PCAB	3,757	4,276	5,200	6,600	2,000
01-08-7600	Grants	5,375	9,085	10,000	12,050	20,000
						*incl bamboo
01-08-7700	Technology & Comm. Comm.	3,393	3,000	3,000	3,000	3,000
01-08-7800	Composting & Waste Bins	5,406	0	25,000	0	0
01-08-7900	Cheverly Community Market					5,000
01-08-8000	Interpretive Services					5,000
Total Committees		33,856	32,171	63,200	37,450	63,000

DEBT SERVICE - BOND / LOAN EXPENSES

	Municipal Bond Interest Payment	109,510	95,000	95,000	95,000	100,000
	Municipal Bond Principal Payment		16,985	16,985	15,000	16,000
01-09-9100	Accrued Payment Due	109,510	109,510	107,900	110,000	116,000