

## 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 garbage, special trash and recyclables; fall leaf collection; snow & ice removal, construction contract administration. It is also responsible for employee safety and training.

#### **Highlights from past Fiscal Year:**

**Plans for the BUDGET Fiscal Year:** Repair curbs, gutters, and sidewalks as funded. Improve response to maintenance issues. Continue to work towards a proactive department in support of the Mayor and Council's directives.

#### **Significant Budget Changes:**

DETAIL - Personnel Services		Current or possible	BUDGET YR
	Position	classification	SALARY
ADMIN:	Director of Public Works	unclassified	107,000
	Supervisor	12L1	69486
	Secretary	6C	39882
	Custodian (part-time-25hrs/wk)	2F	22,550
	Custodian (part-time-20hrs/wk)	2L2	24,600
GARAGE:	Master Mechanic	9D	49621
	Assistant Mechanic / Laborer	7H	49239
MAINTENANCE:	Equipment Operator	11H/L1	64295
	Streets		
	Equipment Operator		
	Equipment Operator	11E/11F	58839
	&		
	Lead Worker / Foreman		
	Lead Laborer		
	Parks		
	Laborer	4L2	43245
	Laborer	4L1	41986
	Laborer	4B	35162
	Laborer	4B/C	34650
	Laborer	4B	34650
	Laborer	4B	34650
	Laborer	4A	33144
SANITATION:	Equipment Operator	11H/11L1	64295
	Laborer-Task	4C	34,305
	Laborer-Task	4L2	43245
	Laborer-Task	4L2	43245
	Laborer-Task	4C	34650
			<u>1,027,273</u>

## LINE ITEM NARRATIVE

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**PUBLIC WORKS DEPARTMENT**

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**ADMINISTRATION**

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**Overtime**

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

**Retirement Enhancement**

Approved matching funds for volunteer ICMA Retirement participation.

**Travel & Training**

Essential employee training; workshops; conferences; reimbursement for commercial training in order to comply with new Maryland State Laws and/or cost of obtaining a Class CDL license; MD Tech training; 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 of uniforms; purchase of safety glasses, steel toe shoes, leather palm gloves, safety vests, and rain gear.

**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**

Off premises monitoring of the Police Station fire system and security cameras.

**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 ADMINISTRATION**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>AUDIT FY 2017</b>	<b>AUDIT FY2018</b>	<b>BUDGET FY2019</b>	<b>EST ACTUAL FY2019</b>	<b>BUDGET FY2020</b>
	<b><u>Personnel Services</u></b>					
01-12-1000	Salaries and Wages	953,616	947,173	1,054,800	931,200	1,027,300
01-12-1000	Overtime		11,826	8,000	14,000	10,000
01-12-1100	Retirement	91,189	101,131	139,000	147,800	150,000
01-12-1155	Retirement Supplement			0	7,700	15,000
01-12-1200	Worker's Comp.	51,935	52,689	50,000	77,400	80,000
01-12-1300	Social Security	70,679	74,066	80,700	73,200	82,700
01-12-1400	Hospitalization	228,564	198,589	230,000	162,200	200,000
01-12-1500	Life Insurance/Long Term Dis.	3,357	5,867	8,000	5,700	7,000
01-12-1600	Unemployment	165	165	2,000	3,600	2,000
	<b><u>Staff Development</u></b>					
01-12-2000	Travel & Training	127	199	1,000	500	1,100
	<b><u>Insurance Costs</u></b>					
01-12-3010	Auto Insurance/Fuel Tanks	12,967	14,981	17,000	12,400	13,000
	<b><u>Commodities</u></b>					
01-12-4000	Materials, Supplies and Equipment	4,884	2,955	7,000	2,300	5,000
01-12-4010	Miscellaneous	671	3,945	1,000	1,000	1,000
	<b><u>Other Charges</u></b>					
01-12-5000	Subscription & Memberships	125	195	200	420	500
	<b><u>Professional Services</u></b>					
01-12-6040	Uniforms/Safety Gear	29,600	33,603	27,000	32,000	29,000
01-12-6070	Lot Maintenance (Private Property)	6,867	10,572	65,000	7,500	10,000
01-12-6080	Security System	1,379	421	1,100	210	1,000
01-12-6090	Radio Repair	922	2,403	1,000	0	1,000
	<b><u>CAPITAL OUTLAY</u></b>					
01-09-9060	Buildings/Facilities/Yard	6,500	128,835	211,000	12,000	30,000
01-09-9140	Vehicle Replacement-3 yr 2/pur	79,853	176,741	184,000	140,700	241,000
01-09-9180	Equipment Replacement	52,969	31,309	26,600	51,000	51,000
<b>Total Public Works Administration</b>		<b>1,596,369</b>	<b>1,797,665</b>	<b>2,114,400</b>	<b>1,682,830</b>	<b>1,957,600</b>

## BUDGET ACTIVITY DETAIL

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**PUBLIC WORKS DEPARTMENT**

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**DIVISION SERVICES**

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**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, paint stripping, sign maintenance, repair and installation, leaf collection, snow removal, etc.

**Stormwater Management:** provides inlet and storm sewer cleaning as well as cleaning and mowing of grass drainage areas.

**Parks Division:** responsible for mowing, fertilizing, weeding, tree planting and maintenance of all parks & public right-of-ways, 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.

## LINE ITEM NARRATIVE

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### PUBLIC WORKS DEPARTMENT

### DIVISION SERVICES

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**Street Repair:** Includes rental of specialized equipment for the removal or installation of concrete for repairing streets or stormdrains.

**Subcontract Work:** Street sweeping, and other work beyond the capabilities of the Public Works staff and/or equipment. Contracted services for curb and gutter.

**Snow/Ice Removal:** Purchase of salt and other materials for snow removal; also includes \$10 meal allowance for employees during evening snow removal.

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**Tree Service:** Contract tree trimming and removal; stump removal; purchase of trees; tree specialists.

**Park Supplies:** Supplies for routine repairs to existing equipment (wood for picnic tables, basketball nets, etc.); supplies and equipment for planting and groundwork. Includes retrofitting of playground equipment.

**Park Tools & Equipment:** Hand tools, such as rakes, shovels, etc.

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**Auto Repair (outside shop):** Repair of equipment that to the nature of the damage and expertise needed cannot be performed in house. Includes emission-testing fees for Maintenance Division vehicles.

**Garage - Tools & Equipment:** Specialized tools for the repairs to specific equipment vehicles; repairs to pneumatic tools, jacks, vehicle lift, etc.

**Garage - Consumables:** Bulk items such as antifreeze, window cleaners, shop chemicals, etc.

**Tires & Tubes:** Replacement of tires/tubes/batteries on all town owned vehicles.

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**Landfill Disposal Fees:** Charges for disposal of all regular refuse collected and bulky items collected on Special Trash days - mixed materials. A portion of this amount is rebated from Prince George's County. This also includes charges for appliance recycle/disposal (*charges for removal of toxic substances from all appliances before disposal are recouped from resident.*)

**Recycling Contract:** MES (Maryland Environmental Service mulching of leaves and brush, etc)

**Material & Supplies:** Water jugs, drinking cups, re-supplying first aid kits, burlap hauling sacks, etc.

**Equipment Repair & Maintenance:** cost of major repairs to transmissions, differentials, motors and tailgate assemblies performed by manufacturers and dealers for refuse collection vehicles. Includes emission-testing fees for Sanitation vehicles.

**PUBLIC WORKS -  
DIVISIONS**

ACCOUNT NUMBER	DESCRIPTION	AUDIT FY 2017	AUDIT FY2018	BUDGET FY2019	EST ACTUAL FY2019	BUDGET FY2020
<u>STREET MAINTENANCE DIVISION</u>						
01-12-8010	Street Repair	1,002	1,094	10,000	1,200	10,000
01-12-8020	Streets - Subcontract Work	895	0	5,000	0	0
01-12-8030	Snow/Ice Removal	5,085	11,858	25,000	19,800	25,000
01-12-8050	Traffic Control	7,249	13,650	6,000	12,200	10,000
01-09-9090	Road Projects	295,631	248,490	639,000	480,800	200,000
<u>STREET LIGHT MAINTENANCE DIVISION</u>						
01-12-8070	Street Light Utilities	71,156	65,443	74,000	68,200	72,000
01-09-9020	Street Light (Install/Repair/Convert)	6,177	22,571	3,000	525	20,000
<u>STORMWATER MANAGEMENT DIVISION</u>						
01-12-8100	Stormdrain - equipment	0	94,217	0		0
01-12-8110	Stormdrain - materials & supplies	0	0	0	31,000	0
<u>PARKS AND OPEN SPACE DIVISION</u>						
01-12-8200	Tree Service	37,642	39,750	50,000	43,900	58,000
01-12-8210	Park Supplies	13,300	11,305	20,000	13,400	15,000
01-12-8220	Park Tools/Equipment	1,894	6,909	2,200	7,400	3,800
01-09-9030	Park Development	153,893	33,087	178,250	38,500	117,000
01-09-9040	Land Acquisition	0	0	0	0	40,000
01-09-9050	Beautification Master Plan	18,575	4,950	5,200	2,900	
<u>GARAGE &amp; EQUIPMENT DIVISION</u>						
01-12-8300	Auto Repair (Outside Shop)	34,189	56,403	37,000	36,500	37,000
01-12-8310	Vehicle Repair Parts	33,574	54,445	45,000	63,300	63,000
01-12-8320	Garage - Tools & Equipment	5,186	10,036	10,000	7,000	9,000
01-12-8330	Garage - Consumables	18,647	9,947	25,000	5,200	22,000
01-12-8340	Tires & Tubes	32,997	19,500	23,000	20,000	23,000
01-12-8350	Gas/Oil/Grease	89,929	86,175	120,000	112,700	120,000
<u>SANITATION DIVISION</u>						
01-12-8400	Landfill disposal fees (appliances)	94,151	85,239	100,000	96,900	95,000
01-12-8410	Recycling Contract (MES mulching)	31,720	16,945	17,000	25,800	20,600
01-12-8420	Sanitation - Materials & Supplies	1,913	10,168	3,500	0	3,500
01-12-8430	Composting bins	0	0	0	2,100	2,500
01-12-8440	Sanitation - Equipment Repair	9,921	8,033	8,000	10,600	14,200
01-12-8450	Recycling disposal fees	3,857	15,706	17,000	0	0
Total Public Works - Divisions		968,583	925,921	1,423,150	1,099,925	980,600

## CAPITAL IMPROVEMENT PROGRAM - SUMMARY

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

The following pages are detailed explanations of Capital Outlays & projections for a 5 yr Capital Improvement Program.

ACCOUNT NUMBER	DESCRIPTION	AUDIT FY 2017	AUDIT FY2018	BUDGET FY2019	EST ACTUAL FY2019	BUDGET FY2020
	<u>GENERAL GOVERNMENT</u>					
01-09-9000	Municipal Building	0	250,000	175,000	76,400	10,000
	<u>STREET LIGHTS</u>					
01-09-9020	Conversion/Installation	6,177	30,000	3,000	525	20,000
	<u>PARKS &amp; DEVELOPMENT</u>					
01-09-9030	Park Development [POS]	153,893	100,000	178,250	34,500	126,000
01-09-9040	Land Acquisition [POS]	0	0	0	0	40,000
01-09-9050	Green Space Beautification	18,575	0	5,200	2,900	0
	<u>PUBLIC WORKS FACILITIES</u>					
01-09-9060	Buildings/Facilities/ Yard	6,500	0	211,000	12,000	30,000
	<u>STREET IMPROVEMENTS</u>					
01-09-9080	Sidewalk/Curb/Gutter	193,617	15,000	85,000	75,000	85,000
01-09-9090	Road Projects	295,631	258,000	639,000	480,800	200,000
	<u>DEBT SERVICE</u>					
01-09-9100	Bond for Police Station	110,855	111,985	107,900	110,000	116,000
	<u>POLICE STATION</u>					
01-09-9120	Buildings/Facilities	0	0	0	0	20,000
	<u>VEHICLES</u>					
01-09-9130	Police Department	168,695	150,000	162,000	180,000	165,000
01-09-9140	Public Works	79,853	177,000	184,000	140,700	241,000
	<u>EQUIPMENT / FURNISHINGS</u>					
01-09-9150	Administration	0	7,000	0	0	5,000
01-09-9160	Cable Equipment	0	900	1,000	0	150,000
01-09-9170	Police Department	214,571	51,000	72,500	0	26,100
01-09-9180	Public Works Department	52,969	39,000	26,600	0	0
<b>TOTAL CIP</b>	<i>(expensed by Dept. - do not add to Total Exp).</i>	<b>1,301,336</b>	<b>1,189,885</b>	<b>1,850,450</b>	<b>1,112,825</b>	<b>1,234,100</b>