

TOWN OF CHEVERLY, MARYLAND

OPERATING BUDGET
&
CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2022

July 1, 2021 to June 30, 2022

MAYOR

Laila Riazi

TOWN COUNCIL

Ward 1	Marverly Nettles
Ward 2	Micah Watson
Ward 3	Ted McCann
Ward 4	Kayce Simmons Munyeneh
Ward 5	Jennifer Garcia
Ward 6	Amy Fry

TOWN ADMINISTRATOR	- Dylan Galloway
TOWN TREASURER	- Melanie Friesen
TOWN CLERK	- TC Hegeman
DIRECTOR OF PUBLIC WORKS	- Stephen Brayman
CHIEF OF POLICE	- Jarod Towers

FOUR YEAR BUDGET OVERVIEW

	AUDIT FY 2019	AUDIT FY 2020	BUDGET FY2021	EST ACTUAL FY 2021	BUDGET FY 2022
REVENUES:					
Taxes	5,534,720	5,487,991	5,278,800	5,291,500	5,321,500
Licenses	277,351	209,089	223,550	204,500	212,550
Intergovernmental	221,332	192,299	191,700	133,700	191,900
Service Charges	8,196	3,817	6,300	3,500	3,500
Fines & Forfeitures	778,054	630,747	755,000	487,300	558,800
Interest & Dividends	59,031	61,746	52,000	2,700	5,000
Miscellaneous	94,006	59,083	23,500	751,600	29,000
TOTAL REVENUES:	6,972,690	6,644,772	6,530,850	6,874,800	6,322,250
EXPENDITURES:					
GENERAL GOVERNMENT:	1,485,404	1,385,596	1,735,650	1,634,688	2,236,950
PUBLIC SAFETY: Police	2,156,832	2,345,482	2,514,300	2,123,240	2,310,500
PUBLIC WORKS: Admin. & Divisio	2,785,752	2,084,949	2,938,200	2,619,830	3,320,300
ASSIGNED FUNDS			175,000	175,000	
RESTRICTED FUNDS (HUR ROLLOVER)			200,000	200,000	
TOTAL EXPENDITURES:	6,427,988	5,816,027	7,193,150	6,752,758	7,867,750
RESTRICTED FUNDS (HUR ROLLOVER)					
TOTAL CREDIT / (DEFICIT):	544,702	828,745	(662,300)	122,042	(1,545,500)

	AUDIT	AUDIT	Budget FY21	Est Balance	Budget FY22
FUND BALANCE - June 30:	3,638,799	4,467,544	2,976,499	4,670,386	3,124,886

REVENUE BY SOURCE

	AUDIT FY 2019	AUDIT FY 2020	Budget FY2021	Est Actual FY2021	BUDGET FY2022
<u>TAXES:</u>					
01-10-1100 REAL ESTATE [Single, Multi-Family, C	3,516,381	3,715,196	3,836,200	3,900,000	3,836,200
01-10-1400 Personal Property, Utilities	155,279	123,835	120,000	126,300	120,000
01-10-1500 Personal Property, Business	512,870	303,966	300,000	328,000	300,000
01-10-1600 Penalties & Interest	0		0		0
01-10-1700 Local Income	1,020,537	992,469	775,000	723,600	775,000
01-10-1800 Hotel/Motel Tax	150,891	132,958	50,000	90,000	75,000
01-10-1910 Highway Users Revenue (HUR)	171,735	212,585	94,800	120,000	214,000
01-10-1920 Taxes, Bank Stock Tax	1,340	1,340	1,300	1,300	1,300
01-10-1930 Liens	5,637	5,642	0	2300	0
	5,534,670	5,487,991	5,177,300	5,291,500	5,321,500
<u>LICENSES & PERMITS</u>					
01-20-2000 Traders Licenses	1,789	50	50	0	50
01-20-2100 Building Permits	2,811	2,590	1,000	2,500	1,500
01-20-2200 Residential Business Licenses	2,728	1,675	500	2,000	1,000
01-20-2300 Rental Housing Licenses	129,115	70,150	70,000	70,000	70,000
01-20-2400 Cable Television Franchise Fees	140,908	134,624	140,000	130,000	140,000
	277,351	209,089	211550	204500	212550
<u>INTERGOVERNMENTAL:</u>					
01-30-1200 Police Aid	113,727	115,000	115,000	115,000	115,000
01-30-1300 Program Open Space [POS]	0	0	110,000	0	58,200
01-30-1500 Disposal Fee Rebate	14,130	18,840	18,700	18,700	18,700
01-30-1925 Misc. Grants (stormwater:boyd park)	93,475	58,459	0	0	0
		192,299	243700	133700	191900
<u>SERVICES CHARGES:</u>					
01-35-1000 Residential Parking Stickers	692	519	600	600	600
01-35-1100 Special Trash/Appliance Pickups	379	600	600	1200	600
01-35-1200 Lot Maintenance (Private Property)	1,720	0	1,000	500	800
01-35-1300 Park Pavilion Reservation Fees	2,135	1,548	750	0	500
01-35-1400 Mulch Delivery Fee / Sign Fees	3,270	1,150	1,000	1,200	1,000
	8,196	3,817	3950	3500	3500
<u>FINES & FORFEITURES:</u>					
01-40-1000 Parking Tickets	13,260	4,990	10,000	200	5,000
01-40-1100 Municipal Infractions	5,895	670	2,000	0	1,000
01-40-1200 Red Light Camera Enforcement	743,993	616,639	500,000	477,000	500,000
01-40-1300 Speed Camera Enforcement	14,906	8,448	52,800	10,100	52,800
	778,054	630,747	564,800	487,300	558,800
01-45-1000 <u>INTEREST & DIVIDENDS:</u>	59,031	61,746	35000	2700	5000
<u>MISCELLANEOUS:</u>					
01-45-1100 Sale Fixed Assets	15,657	1,900	1,500	0	1,500
01-45-1200 Insurance Proceeds Revenue	42,230	29,229	0	338,000	0
01-45-1300 Misc.(copies,fax,reports,veh releases)	24,792	22,408	28,500	411,500	25,000
01-45-1310 Other Police Revenue	7,417	2,857	0	0	0
01-45-1325 Misc. Grants					
01-45-1400 Vending Machine	1,112	423	1,000	0	0
01-45-1500 Compost/Rain Barrels	42,230	2,266	1,000	2,100	2,500
	133,438	59,083	32,000	751,600	29,000
Total Revenues	6,790,740	6,644,772	6,268,300	6,874,800	6,322,250

EXPENDITURE LINE ITEM TOTALS

	AUDIT FY2019	AUDIT FY2020	BUDGET FY 2021	EST ACTUAL FY2021	BUDGET FY2022
GEN GOV - Misc. Activities / Divisions:					
Contractual-Consulting Services	379,074	257,481	239,600	240,700	507,100
Non-Departmental-Miscellaneous	373,067	347,972	432,800	507,500	742,050
Animal / Insect Control	1,462	183	1,200	1,200	1,200
Cable - Government Channel	7,688	21,320	15,500	36,000	101,500
GEN GOV - MAYOR & COUNCIL	101,713	151,262	127,400	126,300	146,900
GEN GOV - ADMINISTRATION	406,031	469,499	545,250	510,880	656,400
GEN GOV - Appointed Committees	36,828	29,154	58,000	101,900	79,800
- Debt Service	107,900	116,000	121,000	121,000	0
	1,413,763	1,392,871	1,540,750	1,645,480	2,236,950
PUB SAFETY - POLICE	2,147,518	2,361,248	2,439,800	2,123,240	2,317,800
PUBLIC WORKS. - Administration	1,628,436	1,553,474	2,034,000	1,986,730	2,301,300
PUBLIC WORKS. - Divisions	1,080,156	531,475	1,145,500	1,013,100	1,019,000
	2,708,592	2,084,949	3,179,500	2,999,830	3,320,300
TOTAL EXPENDITURES	6,269,873	6,812,892	7,160,050	6,768,550	7,875,050

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 as the Town implemented the a partially remote workforce.

Plans for the BUDGET Fiscal Year: The air quality study will continue. Arborist Consultant will be further engaged to address the tree canopy. Consultant will be hired to address “all things water”. Contract employee to serve as PW Projects Manager. Also consulting services for Complaints Board.

Significant Budget Changes: Increased changes in computer support as the Town continues with a partially remote workforce and explores purchasing a governmentally focused ERP.

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

Highlights from past Fiscal Year: There was Capital Outlay in addressing safety in response to COVID-19.

Plans for the BUDGET Fiscal Year: Municipal Building Capital Outlay includes a new HVAC system for the Town Hall Gymnasium as well as maintenance repairs to Town Hall.

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: Due to COVID 19 the program was suspended.

Plans for the BUDGET Fiscal Year: Program should continue as designed.

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: 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. There are also plans to upgrade the hardware related to broadcasting.

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: 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. Also includes EPR funding.

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

ACCOUNT NUMBER	DESCRIPTION	AUDIT FY2019	AUDIT FY2020	BUDGET FY2021	EST ACTUAL FY2021	BUDGET FY2022
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CONTRACTUAL - CONSULTING SERVICES

01-02-7500	Auditors	22,141	20,578	20,000	21,500	20,000
01-02-7510	Legal Counsel	169,995	135,658	100,000	98,000	90,000
01-02-7520	Legal Counsel - Other	41,781	457	20,000	15,000	20,000
01-02-7530	Computer Support	48,663	54,498	50,000	62,100	115,000
01-02-7540	Arborist Consultant	0	5,100	34,100	34,100	34,100
01-02-7550	Landscaping	2,150	850	500	0	500
01-02-7555	Contract Employee	56,334	19,851	0	0	70,000
01-02-7560	External Studies	38,010	20,489	15,000	10,000	7,500
01-02-7570	Specialty Consultants (was comm. Specialist)		0	0	0	150,000
Total Contractual Services		379,074	257,481	239,600	240,700	507,100

NON-DEPARTMENTAL - MISCELLANEOUS

01-03-0010	Mun Bldg Supplies & Maint.	27,011	8,894	30,000	55,000	30,000
01-03-0020	Municipal Building Utilities	34,548	33,749	35,000	30,000	35,000
01-03-0030	Mun. Bldg. Liability Ins.	4,532	4,353	5,000	4,500	5,000
01-03-0040	Vending Machine	1,341	2,023	1,500	0	750
01-03-0060	Red Light Camera Contractor	287,259	287,280	300,000	285,000	300,000
01-03-0070	Speed Camera Contractor	10,708	4,309	52,800	35,000	52,800
01-03-0090	MD Retirement Admin Fees	7,668	7,364	8,500	8,000	8,500
01-09-9000	Mun. Building Capital Outlay	0	0	0	90,000	310,000
Total Non-Departmental		373,067	347,972	432,800	507,500	742,050

ANIMAL & INSECT CONTROL PROGRAMS

01-04-4000	Materials & Supplies	0	183	200	200	200
01-04-6050	Mosquito Control	1,462	0	1,000	1,000	1,000
Total Animal & Insect Control		1,462	183	1,200	1,200	1,200

CABLE TELEVISION GOVERNMENT CHANNEL

01-05-4000	Supplies & Equipment	0	0	500	0	500
01-05-7410	Professional Services	7,688	21,230	15,000	36,000	36,000
01-09-9160	Equipment (Capital Outlay)		0	0		65,000
Total Cable Television		7,688	21,230	15,500	36,000	101,500

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 saw increased Public Information costs in response to COVID 19.

Plans for the BUDGET Fiscal Year The Town anticipates and is budgeting additional costs for Public Information in continued response to COVID 19, as well as additional work on the Town Website, and redesign of Town Seal.

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, as well as redesign of Town Seal.

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

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 redesign of the Town Seal.

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.

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 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.

**MAYOR & TOWN
COUNCIL**

ACCOUNT NUMBER	DESCRIPTION	AUDIT FY2019	AUDIT FY2020	BUDGET FY2021	EST ACTUAL FY2021	BUDGET FY2022
<u>Personnel Services</u>						
01-06-1000	Salaries and Wages	18,600	18,000	18,600	18,600	18,000
01-06-1100	Retirement	2,346	2,000	2,500	2,000	2,500
01-06-1300	Social Security	1,331	1,331	1,400	1,400	1,400
01-06-1700	Official Expenses	1,450	1,450	2,000	1,500	1,500
01-06-1800	Constituent Service/Strategic Plan	2,400	2,000	10,200	10,000	16,000
<u>Travel and Training</u>						
01-06-2000	Meeting Attendance	8,267	4,178	13,000	5,800	11,000
<u>Insurance</u>						
01-06-3000	Public Officials Liability	13,589	72,402	18,200	18,000	18,000
<u>Miscellaneous</u>						
01-06-4000	Materials, Supplies & Equip.	2,088	1,882	3,500	2,000	3,500
01-06-4010	Newsletter	18,762	21,919	20,000	28,000	30,000
01-06-4020	Public Information	15,144	15,857	20,000	24,000	30,000
<u>Subscriptions & Memberships</u>						
01-06-5000	Public Officials Associations	15,144	10,243	14,000	11,000	11,000
<u>Municipal Elections</u>						
01-06-6000	Election Expenses	2,592	0	4000	4,000	4000
Total Mayor & Town Council		101,713	151,262	127,400	126,300	146,900

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

The Administrative staff transitioned to a remote workforce during the COVID-19 pandemic.

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.

DETAIL - Personnel Services	Current or possible	BUDGET YR
Position	classification	SALARY
Town Administrator	unclassified	122,815
Assistant to Town Administrator/Treasurer	13G	70,801
Town Clerk	12C	60,838
Office Aide	6E	42,945
Code Compliance	9L2	60,138
Code Compliance (part time)	9A	23,045
		<u>380,582</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. 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.

Auto Insurance

Coverage for Administrator's vehicle and excess auto liability.

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 FY2019	AUDIT FY2020	BUDGET FY2021	EST ACTUAL FY2021	BUDGET FY2022
	<u>Personnel Services</u>					
01-07-1000	Salaries and Wages	286,873	312,788	343,500	330,400	380,600
01-07-1000	Overtime			10,000		10,000
01-07-1100	Retirement	31,286	22,434	30,100	27,980	29,000
01-07-1155	Retirement Supplement		10,525	17,000	13,300	17,000
01-07-1200	Worker's Comp.	1,687	2,564	5,000	3,000	3,500
01-07-1300	Social Security	29,071	22,817	29,000	24,000	27,000
01-07-1400	Hospitalization	24,056	42,465	35,000	53,000	67,000
01-07-1500	Life Insurance/Long Term Dis.	1,011	1,057	2,000	2,000	2,200
01-07-1600	Unemployment		847	150	400	200
	<u>Staff Development</u>					
01-07-2000	Travel and Training	4,766	7,055	12,000	1,500	15,000
	Tuition Assistance				moved from PD	15,000
	<u>Insurance Costs</u>					
01-07-3010	Auto Insurance/Excess Auto Liability	938	5,934	4,500	1,000	2,500
	<u>Commodities</u>					
01-07-4000	Materials, Supplies & Equipment	6,487	14,476	10,000	17,000	10,000
01-07-4010	Miscellaneous	2,697	8,445	2,500	2,400	2,500
01-07-4020	Banking Fees	1,005	2,682	1,500	2,300	1,500
	credit card fees				Moved from PD	1,500
	<u>Other Charges</u>					
01-07-5000	Subscriptions & Memberships	2,192	1,282	2,500	1,300	2,500
01-07-5010	Consultant/Accountant	0	1,016	22,000	10000	30,000
	<u>Contractual Services</u>					
01-07-6010	Recruitment and Advertising	1,761	310	1,000	1500	2,000
01-07-6020	EAP/Insurance Reimbursement	1,328	3,511	3,500	4,000	6,500
01-07-6030	Telephone	3,921	6,207	5,000	12,000	10,000
01-07-6040	Office Equipment Maintenance	1,373	241	2,000	800	2,000
01-07-6050	Postage	5,579	2,843	7,000	3,000	7,000
	<u>Code Compliance</u>					
	Private Property/Lots				Move from PW	7,500
	Residential Parking				Moved from PD	900
	Uniforms					1,000
	<u>Capital Outlay</u>					
01-09-9150	Equipment Replacement		0	0	0	2,500
Total Administrative Division		406,031	469,499	545,250	510,880	656,400

COMMITTEES / DEBT SERVICE

ACCOUNT NUMBER	DESCRIPTION	AUDIT FY2019	AUDIT FY2020	BUDGET FY 2021	EST ACTUAL FY2021	BUDGET FY2022
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COMMITTEES OF TOWN COUNCIL

01-08-7000	Cheverly Day Comm. (Fireworks)	17,191	6,156	22,000	0	32,000
01-08-7100	Cheverly Planning Board	0	150	500	150	300
01-08-7300	Youth Program	0	0	0	0	15,000
01-08-7400	Recreation Council	3,320	4,500	4,500	4,500	4,500
01-08-7500	PCAB	6,581	2,000	5,000	3,250	2,000
01-08-7600	Grants	6,736	8,348	15,000	86,000	15,000
01-08-7700	Technology & Comm. Comm.	3,000	3,000	3,000	3,000	3,000
01-08-7900	Cheverly Community Market		5,000	5,000	5000	5,000
01-08-8000	Interpretive Services			3,000	1000	3,000
Total Committees		36,828	29,154	58,000	101,900	79,800

DEBT SERVICE - BOND / LOAN EXPENSES

	Municipal Bond Interest Payment	95,000	16,000	16,000	16,000	
	Municipal Bond Principal Payment	12,900	100,000	105,000	105,000	
01-09-9100	Accrued Payment Due	107,900	116,000	121,000	121,000	0

BUDGET ACTIVITY DETAIL

PUBLIC SAFETY

POLICE DEPARTMENT

Description

The Cheverly Police Department is responsible for co-produced 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

The department navigated the complexities of COVID-19 with only one employee contracting the virus. The Lieutenant's position was reclassified to the position of Captain. The department acquired three new Hybrid police vehicles, a first for the town.

Plans for the Budget Fiscal Year

The department remains committed to updating departmental policies and procedures, filling supervisory positions, improving response time and accessibility to our community. The department is seeking way to improve services to town stakeholders while maximizing resources and remaining fiscally responsible. The department continues to promote and maintain a high level of institutional knowledge by encouraging the sharing of information, from tenured staff members to newer personnel.

Significant Budget Changes

The department has requested increased funding in salaries and wages to improve services to stakeholders while taking a holistic approach to improving communications across all town departments.

DETAIL - Personnel Services	Current or possible	BUDGET YR
Position	classification	SALARY
Chief of Police	unclassified	115,710
Captain	23	92596
Sergeant FROZEN 1&2 Q	18	40108
Master Corporal FROZEN 1&2Q	15	37794
Master Corporal	15	75588
Master Corporal	15	75588
Master Corporal	14	74106
Police Officer	6	61442
Police Officer	6	61442
Police Officer	6	61442
Police Officer	6	61442
Police Officer	5	60260
Police Officer	5	60260
Police Officer	5	60260
Police Officer	4	59078
Police Officer	4	50437
Police Clerk	8C	45914
Police Clerk	8B	44576
Executive Assistant to the Chief	13-H	72925
		1256300

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

Police Academy expenses for entry level officers. Continuing education and in-service re-certification as well as PCAPGC Officer Awards Banquet, as well as all related travel. This includes the MML Conference, the Maryland Police/Sheriff Conference, as well as the IACP conference.

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 ; PERF ; 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 and calibration of radar equipment. Radio maintenance and repair. Towing of donated vehicles. Computer databases and search engines.

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 needed for departmental operations.

POLICE DEPARTMENT

ACCOUNT NUMBER	DESCRIPTION	AUDIT FY2019	AUDIT FY2020	BUDGET FY2021	EST ACTUAL FY2021	BUDGET FY2022
	<u>Personnel Services</u>					
01-11-1000	Salaries and Wages	1,080,377	1,130,999	1,294,600	1,092,000	1,256,300
01-11-1000	Overtime			77,000		80,000
01-11-1100	Retirement	161,158	145,125	284,700	180,000	200,000
01-11-1155	Retirement Supplement (civilian)		13,096	15,000	10,000	15,000
01-11-1200	Worker's Comp.	146,999	93,464	150,000	130,000	142,700
01-11-1300	Social Security	88,055	92,544	80,000	93,000	85,000
01-11-1400	Hospitalization	117,187	123,077	135,000	125,000	145,000
01-11-1500	Life Insurance/Long Term Dis.	6,142	6,039	10,000	7,800	10,000
01-11-1600	Unemployment		22,659	200	0	200
	<u>Staff Development</u>					
01-11-2000	Travel & Training	20,985	33,282	28,000	14,000	34,000
01-11-2100	Tuition Assistance	1,854	882	15,000	0	0
01-11-2200	Community Engagement			10,000	6,000	10,000
	<u>Insurance Costs</u>					
01-11-3000	Police Liability Insurance	25,680	23,401	25,000	22,000	25,000
01-11-3010	Auto Insurance	24,387	23,500	25,300	18,000	18,000
	<u>Commodities</u>					
01-11-4000	Materials and Supplies	14,457	19,789	15,000	13,000	15,000
01-11-4010	Miscellaneous	25,726	29,086	5,000	3,500	5,000
01-11-4020	Equipment	27,862	29,086	35,000	55,000	35,000
01-11-4050	Credit Card Fees	2,683	434	1,500	300	
	<u>Subscriptions & Memberships</u>					
01-11-5000	Chiefs Association	659	540	800	540	800
	<u>Professional Services</u>					
01-11-6040	Uniforms	32,245	32,594	30,000	28,000	20,000
01-11-6050	Applicant Screening	9,023	12,521	10,000	7,000	10,000
01-11-6060	Specialized Services	12,774	33,523	28,300	38,000	35,000
01-11-6100	Equipment Maintenance	3,322	144	2,000	2,400	2,500
	<u>Operating Costs</u>					
01-11-6080	Residential Parking Zones	811	741	900	900	
01-11-6090	Auto Repair	58,800	26,739	25,000	33,000	25,000
01-11-6110	Building Utilities	10,866	16,094	12,000	11,300	12,000
01-11-4040	Telephone	13,697	12,558	12,000	13,000	12,000
01-11-6030	Telephone/Wireless Comm.	13,103	14,917	17,000	13,500	17,000
	<u>Capital Outlay</u>					
01-09-9120	Building / Facilities	0	12,261	5,500	21,000	0
01-09-9130	Vehicle Replacement	184,992	348,407	75,000	75,000	75,000
01-09-9170	Equipment / Furnishings	63,674	63,746	15,000	110,000	25,000
Total Police Department		2,147,518	2,361,248	2,439,800	2,123,240	2,310,500

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.

Significant Budget Changes:

DETAIL - Personnel Services		Current or possible	BUDGET YR
	Position	classification	SALARY
ADMIN:	Director of Public Works	unclassified	108199
	Supervisor	13L2	77,366
	Administrative Assistant	8E	45737
	Custodian (part-time)	3F	17776
	Custodian (part-time)	3L2	20608
GARAGE:	Master Mechanic	12F	64543
Temp Frozen	Assistant Mechanic / Laborer	7E	FROZEN
MAINTENANCE:	Equipment Operator	11L1	66224
	Streets	Equipment Operator	11A
	Equipment Operator	11H	64295
	Equipment Operator	11L1	66224
&	Lead Worker / Foreman	7H	49978
	Lead Laborer / Foreman	7D	44405
Parks	Laborer	4L2	43894
	Laborer	4L2	43894
	Laborer	4E	37863
	Laborer	4D	36760
&	Laborer	4D	36760
	Laborer	4D	36760
	Laborer	4B	34650
	Laborer	4B	34650
Sanitation	Laborer	4A	33641
	Laborer	4A	33641
	Laborer-	4A	33641
			1,083,787

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.

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 ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	AUDIT FY2019	AUDIT FY2020	BUDGET FY 2021	EST ACTUAL FY2021	BUDGET FY2022
<u>Personnel Services</u>						
01-12-1000	Salaries and Wages	937,775	897,667	1,030,500	920,000	1,084,000
01-12-1000	Overtime			10,000		10,000
01-12-1100	Retirement	135,535	149,563	168,000	159,000	165,000
01-12-1155	Retirement Supplement		27,724	30,000	17,000	30,000
01-12-1200	Worker's Comp.	77,402	54,003	80,000	54,000	70,000
01-12-1300	Social Security	72,639	75,114	85,000	70,000	75,000
01-12-1400	Hospitalization	151,821	143,395	175,000	140,000	175,000
01-12-1500	Life Insurance/Long Term Dis.	4,744	4,360	5,500	4,400	5,000
01-12-1600	Unemployment	3,640	11,723	2,000	200	200
<u>Staff Development</u>						
01-12-2000	Travel & Training	992	702	10,000	900	5,000
<u>Insurance Costs</u>						
01-12-3010	Auto Insurance/Fuel Tanks	13,542	13,000	14,500	35,000	35,100
<u>Commodities</u>						
01-12-4000	Materials, Supplies and Equipment	3,290	8,228	6,500	15,000	6,500
01-12-4010	Miscellaneous	621	2,244	1,000	500	1,000
<u>Other Charges</u>						
01-12-5000	Subscription & Memberships	332	75	500	75	500
<u>Professional Services</u>						
01-12-6040	Uniforms/Safety Gear	31,961	67,740	30,000	144,000	35,000
01-12-6070	Lot Maintenance (Private Property)	5,325	1,300	7,500	800	0
01-12-6080	Security System	421	855	1,000	855	0
01-12-6090	Radio Repair		40	1,000	1,000	1,000
<u>CAPITAL OUTLAY</u>						
01-09-9060	Buildings/Facilities/Yard	11,453	0	250,000	158,000	500,000
01-09-9140	Vehicle Replacement-3 yr 2/pur	140,693	75,275	75,000	251,000	52,000
01-09-9180	Equipment Replacement	36,250	20,466	51,000	15,000	51,000
Total Public Works Administration		1,628,436	1,553,474	2,034,000	1,986,730	2,301,300

BUDGET ACTIVITY DETAIL

PUBLIC WORKS DEPARTMENT

DIVISION SERVICES

Highlights from past Fiscal Year: A significant number of sidewalks were repaired and replaced. The design phase of Woodworth Neighborhood Park began as well as a 5-year design/implementation plan for Kilmer Street Park. A rain garden at Town Park was installed.

Plans for the BUDGET Fiscal Year: Phase one of Kilmer Street Park will be implemented as well as the build phase of the playground Woodworth Neighborhood Park. Tree Canopy work will continue with guidance from a consulting arborist. Utilizing expert consultants on stormwater and combining this with infrastructure such as storm drains, roads, and sidewalks will be a focus.

Significant Budget Changes:

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

PUBLIC WORKS DEPARTMENT

DIVISION SERVICES

Street Repair: Includes supplies and specialized equipment for the removal or installation of concrete/asphalt for repairing streets.

Subcontract Work: Includes work beyond the capabilities of the Public Works staff and/or equipment, including contracted services for curb, gutter, and asphalt work.

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

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.

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.

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 FY2019	AUDIT FY2020	BUDGET FY 2021	EST ACTUAL FY2021	BUDGET FY2022
<u>STREET MAINTENANCE DIVISION</u>						
01-12-8010	Street Repair	75	5,187	10,000	5,000	10,000
01-12-8020	Streets - Subcontract Work	0	245	0	0	0
01-12-8030	Snow/Ice Removal	20,038	5,019	25,000	21,000	25,000
01-12-8050	Traffic Control		9,388	10,000	10,000	20,000
01-09-9090	Road Projects	456,597	0	194,000	294,000	100,000
01-09-9080	Sidewalks, Curb and Gutter				212,500	150,000
<u>STREET LIGHT MAINTENANCE DIVISION</u>						
01-12-8070	Street Light Utilities	82,713	69,789	72,000	63,000	72,000
01-09-9020	Street Light (Install/Repair/Convert)		354	3,000	900	3,000
<u>STORMWATER MANAGEMENT DIVISION</u>						
01-12-8100	Stormdrain - equipment	0	0	0	0	0
01-12-8110	Stormdrain - materials & supplies	31,037	4,019	100,000	0	0
<u>PARKS AND OPEN SPACE DIVISION</u>						
01-12-8200	Tree Service	43,999	52,597	110,000	110,000	110,000
01-12-8210	Park Supplies	12,305	9,392	15,000	7,000	18,000
01-12-8220	Park Tools/Equipment	4,100	12,224	12,000	7,500	12,000
01-09-9030	Park Development	38,709	14,158	150,500	1,600	59,000
01-09-9040	Land Acquisition		0	0	0	0
01-09-9050	Beautification Master Plan	2,933	0	10,000	9,000	0
<u>GARAGE & EQUIPMENT DIVISION</u>						
01-12-8300	Auto Repair (Outside Shop)	48,157	52,820	50,000	32,000	50,000
01-12-8310	Vehicle Repair Parts	65,169	14,007	50,000	12,000	50,000
01-12-8320	Garage - Tools & Equipment	6,388	2,428	10,000	2,000	10,000
01-12-8330	Garage - Consumables	5,047	4,376	10,000	5,000	10,000
01-12-8340	Tires & Tubes	22,309	41,392	40,000	39,000	40,000
01-12-8350	Gas/Oil/Grease	86,453	93,862	120,000	50,000	120,000
<u>SANITATION DIVISION</u>						
01-12-8400	Landfill disposal fees	106,573	97,633	95,000	89,000	95,000
01-12-8410	Recycling Contract/MES mulching	34,822	19,265	22,000	16,000	22,000
01-12-8420	Sanitation - Materials & Supplies	0	5,602	5,000	5,000	5,000
01-12-8430	Composting and Recycling bins	2,110		5,000	6,000	10,000
01-12-8440	Sanitation - Equipment Repair	10,622	5,732	15,000	1,200	10,000
01-12-8450	Recycling disposal fees	0	11,986	12,000	14,400	18,000
Total Public Works - Divisions		1,080,156	531,475	1,145,500	1,013,100	1,019,000

CAPITAL IMPROVEMENT PROGRAM - SUMMARY

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

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

ACCOUNT NUMBER	DESCRIPTION	AUDIT FY2019	AUDIT FY2020	BUDGET FY2021	EST ACTUAL FY2021	BUDGET FY2022
<u>GENERAL GOVERNMENT</u>						
01-09-9000	Municipal Building	69,956	0	0	90,000	310,000
<u>STREET LIGHTS</u>						
01-09-9020	Conversion/Installation	907	354	20,000	900	3,000
<u>PARKS & DEVELOPMENT</u>						
01-09-9030	Park Development [POS]	38,709	14,158	126,000	1,600	33,000
01-09-9040	Land Acquisition [POS]	0	0	40,000	0	0
01-09-9050	Green Space Beautification	2,933	0	0	9,000	0
<u>PUBLIC WORKS FACILITIES</u>						
01-09-9060	Buildings/Facilities/ Yard	11,453	0	250,000	158,000	500,000
<u>STREET IMPROVEMENTS</u>						
01-09-9080	Sidewalk/Curb/Gutter	76,253	0	85,000	212,500	150,000
01-09-9090	Road Projects	456,597	0	200,000	294,000	100,000
<u>DEBT SERVICE</u>						
01-09-9100	Bond for Police Station	107,900	116,000	116,000	121,000	0
<u>POLICE STATION</u>						
01-09-9120	Buildings/Facilities	0	12,261	5,500	21,000	0
<u>VEHICLES</u>						
01-09-9130	Police Department	184,992	348,407	75,000	75,000	300,000
01-09-9140	Public Works	140,693	75,275	75,000	251,000	52,000
<u>EQUIPMENT / FURNISHINGS</u>						
01-09-9150	Administration	0		5,000	0	2,500
01-09-9160	Cable Equipment	0	0	150,000	0	65,000
01-09-9170	Police Department	63,674	63,746	15,000	110,000	25,000
01-09-9180	Public Works Department	36,250	20,466	51,000	15,000	51,000
TOTAL CIF (expensed by Dept. - do not add to Total Exp).				1,213,500	1,359,000	1,591,500

CAPITAL IMPROVEMENT PROJECT:

TOWN BUILDING

PROJECT NARRATIVE:

It has been determined that Town Hall should undergo certain renovations and repairs over time. Some items are cosmetic (i.e. paint, landscaping, etc...) in nature. Future years include work to be performed to improve overall energy efficiency, safety, function and use.

BUDGET YEAR: Gym Air Conditioning (\$260,000) and Town Hall Maintenance (\$50,000)BY + 1: Exterior Painting (\$20,000)BY + 2:BY + 3: Renovate Gym Rest Rooms ADA Accessible (\$125,000)BY + 4: Storage Building Behind Town Hall (\$145,000)BY +5:PROJECT DETAILDept: General Government Activity: Public Buildings Project #: GG-1Name of Project: Town HallLocation: 6401 Forest RoadDescription: Improvement and upgrading of the Town's administrative building.Year Authorized: 2002 Completion Date: 2025 Percent Completed: **Municipal Bldg. Capital Outlay 01-09-9000 (p.3)**

Project Costs:

	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation	50,000	20,000		125,000	
Equipment/Materials	260,000				
Other					
TOTALS	310,000	20,000	0	125,000	

CAPITAL IMPROVEMENT PROJECT:

STREET LIGHTS

PROJECT NARRATIVE:

The Town now has a mix of the remaining mercury vapor (white light) and sodium vapor (yellow light) street lighting. Conversion of the mercury vapor and sodium vapor to LED lighting is anticipated in future budget years. The Town is waiting for Pepco to be able to provide LED lighting and meter the cost savings for their use. This line item also provides for installation of streetlights at new locations.

BUDGET YEAR: No items slated.

BY + 1: Conversion to LED (\$20,000).

BY + 2: Conversion to LED (\$20,000).

BY + 3: Conversion to LED (\$20,000).

BY + 4: Conversion to LED (\$20,000).

PROJECT DETAIL

Dept: General Government Activity: Street Lights Project #: GG-2

Name of Project: Conversion of Street Lights/New Street Lights

Location: _____

Description: Conversion of all remaining mercury lighting and high-pressure sodium vapor lights to LED. Installation of new streetlights.

Year Authorized: 1990 Completion Date: 2025 Percent Completed: 30%

Street Light (Install/Repair/Convert) **01-09-9020**
(p.19)

Project Costs:	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation					
Equipment/Materials		20,000	20,000	20,000	0
Other					
TOTALS		20,000	20,000	20,000	0

Sources of Funds:	Gen. Revenues	Bonds/Loans	Federal Funds	State Funds	Spec. Asses.	Other
	3,000					

CAPITAL IMPROVEMENT PROJECT:

LAND ACQUISITION

PROJECT NARRATIVE:

Mayor and Town Council are actively pursuing a program of acquisition of open space areas around the Town to assure a legacy of parks and green space for future residents.

BUDGET YEAR: Dog Park Land Acquisition (\$40,000)

BY + 1: Magruder Spring Additions (\$40,000)

BY + 2: Ashe property Parkway at Arbor (\$40,000)

BY + 3: Ashe property Parkway at Arbor (\$40,000)

BY + 4:

BY + 5:

PROJECT DETAIL

Dept: General Government Activity: Public Use Lands Project #: GG-3

Name of Project: Land Acquisition

Location: Determined properties

Description: Program Open Space funds already reserved

Year Authorized: _____ Completion Date: _____ Percent Completed: _____

Land Acquisition 01-09-9040 (p.19)

Project Costs:	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition	40,000	40,000	40,000	40,000	
Plans/Design/Engineer					
Construct/Renovation					
Equipment/Materials					
Other					
TOTALS	40,000	40,000	40,000	40,000	

Sources of Funds: Gen. Revenues Bonds/Loans Federal Funds State POS Funds *OTHER POS Reserve

CAPITAL IMPROVEMENT PROJECT: AMERICANS WITH DISABILITIES ACT COMPLIANCE**PROJECT NARRATIVE:**

This capital improvement page addresses the requirements of physical barriers throughout the Town, under the ADA (see page 34 for sidewalk repair and construction).

BUDGET YEAR: No Items Slated.BY + 1: No items slated.BY + 2: No items slated.BY + 3: No items slated.BY + 4: No items slated.**PROJECT DETAIL**Dept: General Government Activity: Accessibility Retrofit Project #: GG-4Name of Project: Americans With Disabilities Act (ADA) ComplianceLocation: Public Use AreasDescription: Implementation of the ADA compliance requirementsYear Authorized: 1992 Completion Date: _____ Percent Completed: _____**ADA Compliance 01-09-9010 (p.3)**

Project Costs:

	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation					
Equipment/Materials					
Other					
TOTALS					

Sources of Funds:

Gen. Revenues	Bonds/Loans	Federal Funds	State Funds	Spec. Asses.	Other

CAPITAL IMPROVEMENT PROJECT:

TOWN PARK DEVELOPMENT

PROJECT NARRATIVE:

A Town Park Master Plan was adopted in 1991 for improvement of Town Park ballfields and other recreational facilities. The Master Plan Improvements were completed in 2015. The Master Plan was amended in 2013 adding different Capital Improvement projects.

BUDGET YEAR: No items slated.

BY + 1: Construct Dog Park (\$80,000)

BY + 2: Light Multi-purpose Court (\$110,000)

BY + 3: Stage Canopy (\$35,500) [75% POS].
Track Resurfacing (202,600)

BY + 4:

PROJECT DETAIL

Dept: Public Works Activity: Park Development Project #: PW-1a

Name of Project: Town Park Development

Location: Town Park - 6401 Forest Road

Description: Implementation of 1991 Master Plan as amended (2015) for Town Park recreational areas

Year Authorized: 1991 Completion Date: 2025 Percent Completed: 80%

Park Development **01-09-9030**
(p.19)

Project Costs:

	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation					
Equipment/Materials		80,000	110,000	238,100	
Other					
TOTALS		80,000	110,000	238,100	

Sources of Funds:

Gen. Revenues	Bonds/Loans	Federal Funds	State Funds	Spec. Asses.	Other

CAPITAL IMPROVEMENT PROJECT:

GAST PARK DEVELOPMENT

PROJECT NARRATIVE:

The playground equipment replacement program was considered by the Mayor and Council in 1994, resulting in the removal and replacement of certain equipment in the park. The Master Plan improvements were completed in 1997. In 2008 new equipment was installed and older equipment removed.

BUDGET YEAR: No items slated.

BY + 1: No items slated.

BY + 2: No items slated.

BY + 3: No items slated.

BY + 4: No items slated.

PROJECT DETAIL

Dept: Public Works Activity: Park Development Project #: PW-1b

Name of Project: Gast Park Development

Location: Inwood & Parkway Triangle

Description: _____

Year Authorized: FY95 Completion Date: 1997/2020 Percent Completed: 90%

Park Development **01-09-9030**
(p.19)

Project Costs:

	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation					
Equipment/Materials					
Other					
TOTALS		0	0	0	0

Sources of Funds:

Gen. Revenues	Bonds/Loans	Federal Funds	State Funds	Spec. Asses.	Other

CAPITAL IMPROVEMENT PROJECT:

BOYD PARK DEVELOPMENT

PROJECT NARRATIVE:

A Boyd Park Master Plan was adopted in 1993 for improvement of park playgrounds and ballfields. The Master Plan improvements were completed in 2002.

BUDGET YEAR: No items slated.

BY + 1: No items slated.

BY + 2: No items slated.

BY + 3: No items slated.

BY + 4: No items slated.

PROJECT DETAIL

1. Dept: Public Works Activity: Park Development Project #: PW-lc

Name of Project: Boyd Park Development

Location: 1800 block of 64th Avenue

Description: _____

Year Authorized: 1993 Completion Date: 2002 Percent Completed: 100%

Park Development **01-09-9030**
(p.19)

Project Costs:

	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation	0	0	0	0	0
Equipment/Materials					
Other					
TOTALS	0	0	0	0	0

Sources of Funds:

Gen. Revenues	Bonds/Loans	Federal Funds	State Funds	Spec. Asses.	Other

CAPITAL IMPROVEMENT PROJECT:

LAURENCE WOODWORTH PARK DEVELOPMENT

PROJECT NARRATIVE:

This incorporates the Woodworth Park Master Plan as prepared in 1976.

BUDGET YEAR: No Items Slated.BY + 1: No items slated.BY + 2: No items slated.BY + 3: No items slated.BY + 4: No items slated.PROJECT DETAILDept: Public Works Activity: Park Development Project #: PW-ldName of Project: Laurence Woodworth Park DevelopmentLocation: Cheverly Park Drive and Wayne PlaceDescription: Implementation of park Master PlanYear Authorized: 1976 Completion Date: _____ Percent Completed: 100%**Park Development** **01-09-9030**
(p.19)

Project Costs:

	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation					
Equipment/Materials					
Other					
TOTALS	0	0	0	0	0

Sources of Funds:

Gen. Revenues	Bonds/Loans	Federal Funds	State Funds	Spec. Asses.	Other

CAPITAL IMPROVEMENT PROJECT:

KILMER STREET PARK

PROJECT NARRATIVE:

Kilmer Street Park Plan as adopted by Council on April 8, 2021

BUDGET YEAR: Overall Planning and Planting (\$33,000)BY + 1: Entrance Renovations and Accessible Parking (\$53,000)BY + 2: Stormwater Meadow, signs and furnishings (\$42,000)BY + 3: Entrance Pillars, Ongoing Planting (\$29,000)BY + 4: Ongoing Consulting, Planting, and Maintenance (\$19,000)PROJECT DETAILDept: Parks & Recreation Activity: Parks & Rec Project #: PW-6Name of Project: Kilmer Street ParkLocation: 6301 Kilmer StreetDescription: Park Open SpaceYear Authorized: 2015 Completion Date: _____ Percent Completed: 0%**Park Development 01-09-9030
(p.19)**

Project Costs:

	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer	20,000	32,000	23,000	21,000	10,000
Construct/Renovation					
Equipment/Materials	13,000	21,000	19,000	8,000	9,000
Other					
TOTALS	33,000	53,000	42,000	29,000	19,000

Sources of Funds:

Gen. Revenues	Bonds/Loans	Federal Funds	State Funds	Spec. Asses.	Other
33,000					

CAPITAL IMPROVEMENT PROJECT: BEECHER ST/ PINKEY PARK DEVELOPMENT

PROJECT NARRATIVE: This property was acquired through the Department of Housing and Urban Development (HUD) "Good Neighbor" Program for \$1. The Town has removed the abandoned structure and developed the park under a State Community Parks Legacy Grant. In 2013 the Town purchased the property next door, removed the structure and expanded the park.

BUDGET YEAR: No items slated.

BY + 1: No items slated

BY + 2: No items slated.

BY + 3: No items slated.

BY + 4: Curb, gutter, rain garden, and sidewalks (\$40,000) 75% POS

PROJECT DETAIL

Dept: Public Works Activity: Park Development Project #: PW-If

Name of Project: Beecher St / Pinkey Park Development

Location: 5900 Beecher Street

Description: _____

Year Authorized: 2001 Completion Date: 2002 Percent Completed: 90%

Park Development **01-09-9030**
(p.19)

Project Costs:	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation					40,000
Equipment/Materials					
Other					
TOTALS	0	0	0	0	40,000

Sources of Funds:	Gen. Revenues	Bonds/Loans	Federal Funds	State Funds	Spec. Asses.	Other

CAPITAL IMPROVEMENT PROJECT:

PUBLIC WORKS FACILITY

PROJECT NARRATIVE:

The Public Works Facility includes the administrative office, the vehicle bays and the yard.

BUDGET YEAR: Construct New Office/Equipment Repair
Area (\$4,000,000)
Refuse Vehicle installment (\$52,000)
Equipment replacement and purchase (\$51,000)

BY + 1: No items slated.

BY + 2: No items slated.

BY + 3: No items slated.

BY + 4: Resurface Public Works Yard (\$176,000)

PROJECT DETAIL

Dept: Public Works Activity: Equipment Maintenance Project #: PW-2
Name of Project: Public Works Maintenance Facility
Location: Public Works Yard - 6401 Forest Road
Description: Construction of EPA required water quality issues.

Year Authorized: _____ Completion Date: _____ Percent Completed: _____

PW BUILDING/FACILITY/YARD **01-09-9060**
(p.16)

Project Costs:	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer	500,000				
Construct/Renovation					176,000
Equipment/Materials	103,000				
Other					
TOTALS	606,000				176,000

Sources of Funds:	Gen. Revenues	Bonds/Loans	Federal Funds	State Funds	Spec. Asses.	Other
	126,000	250,000				

CAPITAL IMPROVEMENT PROJECT:

ROAD CONSTRUCTION PROJECTS

PROJECT NARRATIVE:

This 5-year plan, prepared by Public Works, attempts to address the worst streets first. Grants and Speed Camera Revenue can be used for various pedestrian safety related construction.

BUDGET YEAR: **Various Locations (\$100,000)**

BY + 1: Various Locations (\$150,000)

BY +2: Various Locations (\$150,000)

BY + 3: Various Locations (\$150,000)

BY + 4: Various Locations (\$150,000)

PROJECT DETAIL

Dept: Public Works Activity: Streets Repair Project #: PW-3

Name of Project: Street Repair and Construction

Location: see list above

Description:	Basic elements of most street repairs: Milling and Overlay with Curb Access and Raised Crosswalks
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Year Authorized: _____ Completion Date: _____ Percent Completed: _____

Road Projects **01-09-9090**
(p.19)

Project Costs:

	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation	100,000	150,000	150,000	150,000	150,000
Equipment/Materials					
Other					
TOTALS	100,000	150,000	150,000	150,000	150,000

Sources of Funds:

Gen. Revenues	Bonds/Loans	Federal Funds	State Funds	Spec. Asses.	Other
194,000					

CAPITAL IMPROVEMENT PROJECT: SIDEWALK/CURB/GUTTER REPAIR AND CONSTRUCTION

PROJECT NARRATIVE:

This capital improvement addresses the replacement of sidewalk, curb and gutter areas, which have deteriorated over time. This proposal is based on annually allocating \$20,000 for repairs and \$10,000 for new sidewalks.

BUDGET YEAR: Various Locations (\$150,000)

BY + 1: Construction of curb access on town streets (\$30,000)

BY + 2: Construction of curb access on town streets (\$30,000)

BY + 3: Construction of curb access on town streets (\$30,000)

BY + 4: Construction of curb access on town streets (\$30,000)

PROJECT DETAIL

Dept: Public Works Activity: Street Work Project #: PW-6

Name of Project: Sidewalk-Curb-Gutter Repair & Construction

Location: _____

Description: Repair of deteriorated sidewalks, curbs and gutters. Construction of new sidewalks, curbs and gutters.

Year Authorized: _____ Completion Date: _____ Percent Completed: _____

Sidewalk/Curb/Gutter 01-09-9080
(p.19)

Project Costs:

	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation	\$100,000	30,000	30,000	30,000	30,000
Equipment/Materials					
Other					
TOTALS	0	30,000	30,000	30,000	30,000

Sources of Funds:

Gen. Revenues	Bonds/Loans	Federal Funds	State Funds	Spec. Asses.	Other
0					

CAPITAL IMPROVEMENT PROJECT:

GREEN SPACE BEAUTIFICATION

PROJECT NARRATIVE:

This capital improvement page incorporates the Town of Cheverly's Town Property Beautification Master Plan. The items listed involve funding and activities above the routine maintenance contained within the Parks Division operating budget.

BUDGET YEAR: No items slated.

BY +1: Construction of Stone Entrance Sign at 64th Ave & Columbia Park Rd. (\$65,000).

BY + 2: Construction of Entrance Sign at Boyd Park (\$65,000).

BY + 3: No items slated.

BY + 4: No items slated.

BY + 5: No items slated.

PROJECT DETAIL

Dept: Public Works Activity: Parks & Grounds Project #: PW-7

Name of Project: Beautification of Green Space

Location: _____

Description: _____

Year Authorized: _____ Completion Date: _____ Percent Completed: _____

Beautification Master Plan **01-09-9050**
(p.19)

Project Costs:

	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation	65,000	65,000			
Equipment/Materials					
Other					
TOTALS	65,000	65,000			0

Sources of Funds:

Gen. Revenues	Bonds/Loans	Federal Funds	State Funds	Spec. Asses.	Other
65,000					

CAPITAL IMPROVEMENT PROJECT:

POLICE STATION FACILITY

PROJECT NARRATIVE:

The Town completed the Cheverly Police Station in 2007. The facility houses the Cheverly Police Staff and its operations.

BUDGET YEAR:

BY + 1: No items slated.

BY + 2: No items slated.

BY + 3: No items slated.

BY + 4: No items slated.

PROJECT DETAIL

Dept: Police Activity: Law Enforcement Project #: PD-1

Name of Project: Cheverly Police Station (completed 2007)

Location: 6401 Forest Road

Description: Improvement and upgrading of the Police Station Facilities

Year Authorized: 2000 Completion Date: 2007 Percent Completed: 100%

POLICE STATION **01-09-9120**
(p.13)

Project Costs:	BUDGET YR	BY +1	BY+2	BY+3	BY+4
Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation					
Equipment/Materials					
Other					
TOTALS					

Sources of Funds:	Gen. Revenues	Bonds/Loans	Federal Funds	State Funds	Spec. Asses.	Other
	95,500					

TOWN OF CHEVERLY - SALARY SCHEDULE (1.5%)

FY 2022

STEPS:

	A	B	C	D	E	F	G	H	Longevity I (3 yrs)	Longevity II (3 yrs)
GRADE 3	31,588 15.19	32,535 15.64	33,512 16.11	34,517 16.59	35,552 17.09	36,619 17.61	37,718 18.13	38,849 18.68	40,015 19.24	41,215 19.81
GRADE 4	33,641 16.17	34,650 16.66	35,690 17.16	36,760 17.67	37,863 18.20	38,999 18.75	40,169 19.31	41,374 19.89	42,615 20.49	43,894 21.10
GRADE 5	35,828 17.22	36,903 17.74	38,010 18.27	39,150 18.82	40,324 19.39	41,534 19.97	42,780 20.57	44,064 21.18	45,385 21.82	46,747 22.47
GRADE 6	38,156 18.34	39,301 18.89	40,480 19.46	41,695 20.05	42,945 20.65	44,234 21.27	45,561 21.90	46,928 22.56	48,336 23.24	49,786 23.94
GRADE 7	40,637 19.54	41,856 20.12	43,111 20.73	44,405 21.35	45,737 21.99	47,109 22.65	48,522 23.33	49,978 24.03	51,477 24.75	53,022 25.49
GRADE 8	43,278 20.81	44,576 21.43	45,914 22.07	47,291 22.74	48,710 23.42	50,171 24.12	51,676 24.84	53,227 25.59	54,823 26.36	56,468 27.15
GRADE 9	46,091 22.16	47,474 22.82	48,898 23.51	50,365 24.21	51,876 24.94	53,432 25.69	55,035 26.46	56,686 27.25	58,387 28.07	60,138 28.91
GRADE 10	49,087 23.60	50,560 24.31	52,076 25.04	53,639 25.79	55,248 26.56	56,905 27.36	58,613 28.18	60,371 29.02	62,182 29.90	64,047 30.79
GRADE 11	52,278 25.13	53,846 25.89	55,461 26.66	57,125 27.46	58,839 28.29	60,604 29.14	62,422 30.01	64,295 30.91	66,224 31.84	68,211 32.79
GRADE 12	55,676 26.77	57,346 27.57	59,066 28.40	60,838 29.25	62,664 30.13	64,543 31.03	66,480 31.96	68,474 32.92	70,528 33.91	72,644 34.93
GRADE 13	59,295 28.51	61,074 29.36	62,906 30.24	64,793 31.15	66,737 32.08	68,739 33.05	70,801 34.04	72,925 35.06	75,113 36.11	77,366 37.20

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 2022**SALARY SCHEDULE**

	STEP	ANNUAL	HOURLY	
1.5 from FY21	1	42,876	20.61	
	MUST BE CERTIFIED BY MPTC			
17.636	2	50,437	24.25	
33.0	3	57,025	27.42	
3.6	4	59,078	28.40	
2.0	5	60,260	28.97	
1.961	6	61,442	29.54	
5.0	7	64,514	31.02	
2.0	8	65,804	31.64	
2.0	9	67,120	32.27	
2.0	10	68,462	32.91	
2.0	11	69,831	33.57	
2.0	12	71,228	34.24	
2.0	13	72,653	34.93	
	MUST HAVE 60 COLLEGE CREDITS			
2.0	14	74,106	35.63	
2.0	15	75,588	36.34	
2.0	16	77,100	37.07	
2.0	17	78,642	37.81	
2.0	18	80,215	38.56	
2.0	19	81,819	39.34	
1.999	20	83,455	40.12	
2.0	21	85,124	40.92	
2.0	22	86,826	41.74	
	MUST HAVE BACHELOR'S DEGREE			
2.001	23	92,596	44.52	
2.0	24	94,448	45.41	
2.0	25	96,337	46.32	
2.0	26	98,264	47.24	
2.0	27	100,229	48.19	

TOWN OF CHEVERLY

FY 2022

NOTE: Prior to 2002 assessed value was 40% of full value.

In FY2002 Assessable base is phased in Full Market Value, and tax rates were reduced by 40%, and applied to full value.

ESTIMATED REAL ESTATE ASSESSABLE TAX BASE FOR BUDGET YEAR

	tax rate	estimated revenue	
(Full Value)	783,431,260 0.49	=	\$3,995,499
(Multi Val)	7,949,923 x .66	=	\$52,469
			- approx. yield from \$.01 increase in tax rate
Total			\$4,047,969

TANGIBLE PERSONAL PROPERTY TAX RATE

Current Levy: **1.10** /per \$100 of assessed valuation.

COUNTY TAX RATE DIFFERENTIAL * (see below)

- Cheverly residents pay a lower County Tax Rate than unincorporated sections of the County based on the percentage of services the Municipality provides.
- Cheverly residents also DO NOT pay a \$60 County recycling fee.
- Cheverly residents also DO NOT pay a County trash pickup fee.
- Cheverly residents also DO pay a \$62 County Clean Water Act fee.

TOTAL PROPERTY TAX RATES - ALL OVERLAPPING GOVERNMENTS

FISCAL YEAR	CHEVERLY TAX RATE	COUNTY				MNCPPC			SUBURBAN		TOTAL	
		Tax Rate	County Rate for Cheverly	Differential *	MARYLAND	PARK & PLANNING	STORMWATER	TRANSIT COMM	EDUCATION			
2002	0.38	0.962	-	0.824	=	0.138	0.084	0.2440	0.0540	0.0260	0.0000	1.6120
2003	0.40	0.962	-	0.825	=	0.137	0.084	0.2440	0.0540	0.0260	0.0000	1.6330
2004	0.40	0.960	-	0.825	=	0.135	0.132	0.2790	0.0540	0.0260	0.0000	1.7160
2005	0.40	0.960	-	0.822	=	0.138	0.132	0.2790	0.0540	0.0260	0.0000	1.7130
2006	0.40	0.960	-	0.820	=	0.140	0.132	0.2790	0.0540	0.0260	0.0000	1.7110
2007	0.45	0.960	-	0.795	=	0.165	0.112	0.2790	0.0540	0.0260	0.0000	1.7160
2008	0.48	0.960	-	0.795	=	0.165	0.112	0.2790	0.0540	0.0260	0.0000	1.7460
2009	0.48	0.960	-	0.795	=	0.165	0.112	0.2790	0.0540	0.0260	0.0000	1.7460
2010	0.48	0.960	-	0.804	=	0.156	0.112	0.2790	0.0540	0.0260	0.0000	1.7550
2011	0.48	0.960	-	0.804	=	0.156	0.112	0.2790	0.0540	0.0260	0.0000	1.7550
2012	0.48	0.960	-	0.804	=	0.156	0.112	0.2790	0.0540	0.0260	0.0000	1.7550
2013	0.48	0.960	-	0.804	=	0.156	0.112	0.2790	0.0540	0.0260	0.0000	1.7550
2014	0.58/0.68	0.960	-	0.838	=	0.122	0.112	0.2790	0.0540	0.0260	0.0000	0.8247
2015	0.58/0.68	0.960	-	0.852	=	0.108	0.112	0.2790	0.0540	0.0260	0.0000	0.8335
2016	0.58/0.68	0.960	-	0.830	=	0.130	0.112	0.2790	0.0540	0.0260	0.0000	0.8196
2017	0.56/0.66	0.960	-	0.835	=	0.125	0.112	0.2790	0.0540	0.0260	0.0000	0.8228
2018	0.54/0.66	0.960	-	0.835	=	0.125	0.112	0.2940	0.0540	0.0260	0.0400	0.8322
2019	0.51/0.66	0.960	-	0.835	=	0.125	0.112	0.2940	0.0540	0.0260	0.0400	0.8322
2020	0.51/0.66	0.960	-	0.835	=	0.125	0.112	0.2940	0.0540	0.0260	0.0400	0.8322
2021	0.51/0.66	1.000	-	0.820	=	0.180	0.112	0.2940	0.0540	0.0260	0.0400	0.8322
202	0.4899/0.66	1.000	-	0.820	=	0.180	0.112	0.2940	0.0540	0.0260	0.0400	0.8322

(State & County tax rates only available after July 1 tax bills come out)