

TOWN OF CHEVERLY, MARYLAND
MAYOR AND TOWN COUNCIL

WORKSESSION
March 25, 2021
7:30 PM

AGENDA

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Kilmer Park Final Concept** – Mayor and Council will discuss the adoption of the Final Concept Park Plan and budget for 6301 Kilmer St. in preparation for a vote in the April Town Meeting.
- 4. Council Rules and Procedures Review** – Mayor and Council will discuss draft proposal of Council Rules and procedures in detail.
- 5. Virtual Meeting** – Mayor and Council will discuss virtual meeting platforms and operations.
- 6. Independent Police Complaints Board** – Administrator Galloway will discuss with Mayor and Council the plans for formation of an Independent Police Complaints Board.
- 7. Draft Budget Review** – Administrator Galloway, Town Treasurer Friesen, and Department Leadership will present a draft FY2022 budget to Mayor and Council.
- 8. Constant Yield** – Administrator Galloway and Town Treasurer Friesen will present impact of Constant Yield on Town revenue. Mayor and Council will discuss whether or not to exceed constant yield.
- 9. Policy Update** – Administrator Galloway will update and make recommendations to Mayor and Council on policies.
- 10. COVID-19 Update** - Town Administrator Galloway - will provide a report to the Mayor and Council of actions taken under the COVID-19 state of emergency.
- 11. Adjourn**

You are invited to a Zoom webinar.

When: Mar 25, 2021 07:30 PM Eastern Time (US and Canada)

Topic: Cheverly Mayor and Council Worksession

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82551558763?pwd=SkU0MDI5TmNWYWVBMNXIFVk8vNEp0UT09>

Webinar ID: 825 5155 8763

Passcode: 916656

Or iPhone one-tap : US: +13017158592,,82551558763# or +16465588656,,82551558763#

Or Telephone: US: +1 301 715 8592 or +1 646 558 8656 or +1 312 626 6799 or +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799



6301 KILMER STREET PARK

FINAL CONCEPT



the
Neighborhood
DesignCenter

**Town of Cheverly Council Meeting
March 25, 2021**

Project Timeline

community engagement • concept for landscape design • park programming

September 2020

- Project kickoff with stakeholders
- Develop online survey materials for community input

October – November 2020

- Gather community input
- Stakeholder meeting to review priorities for design & programming and draft concept alternatives
- Community input on draft concepts through online survey

December 2020 – February 2021

- Final design and program summary

What the Survey Revealed

- Love the trees and nature
- Want to feel relaxed, safe, and welcome
- Want more of a destination



- Enjoy the unprogrammed open space
- Would like to partake in quiet, unstructured, and/or natural activities in the park

Design Goals

- Add seating, trash cans, and standard park amenities
- Create an identity and sense of place (signage)
- Add circulation and ADA accessibility
- Keep and enhance the calm and relaxed feeling of the park
- Keep and enhance the trees
- Formalize the natural elements of the park
- Keep space for unstructured activities



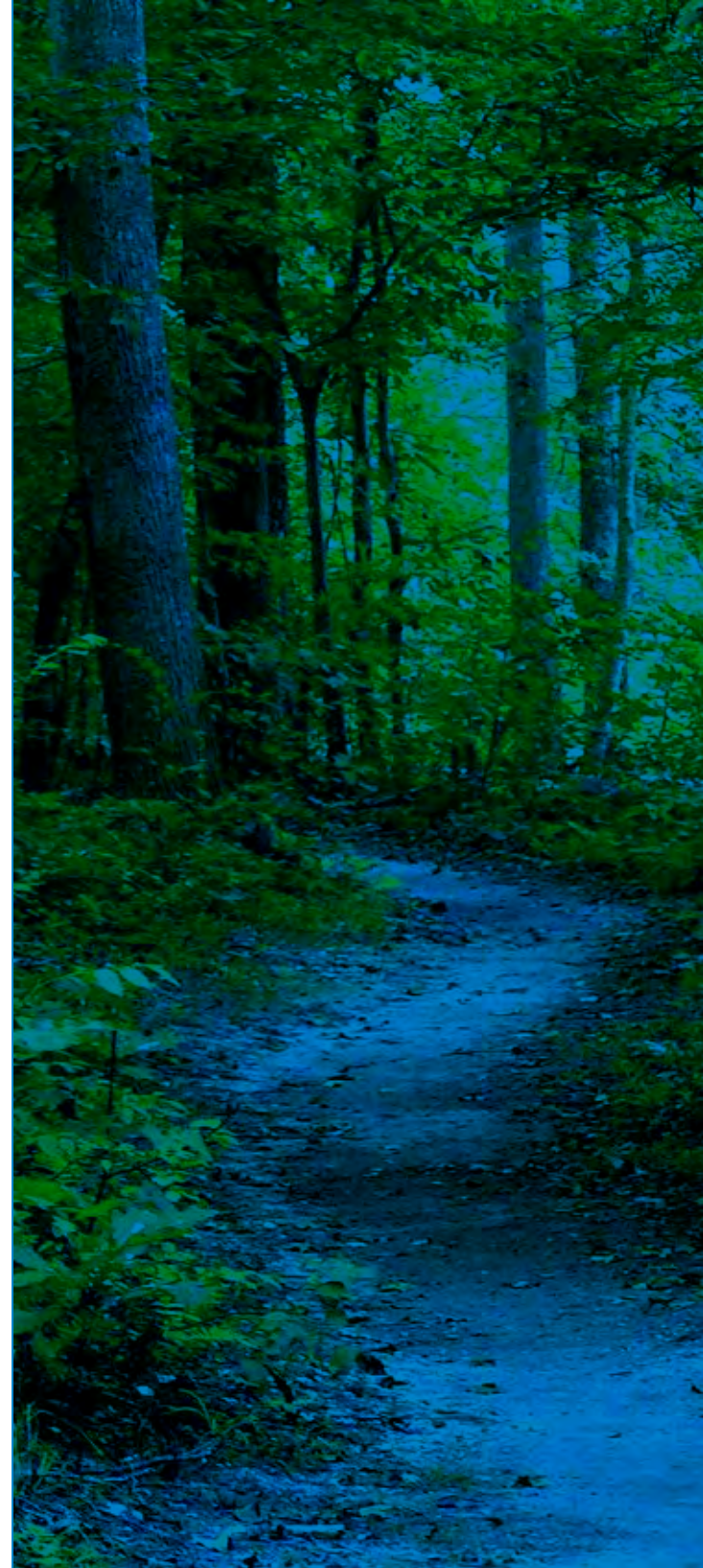
Final Concept

ACTIVE ECOSYSTEM

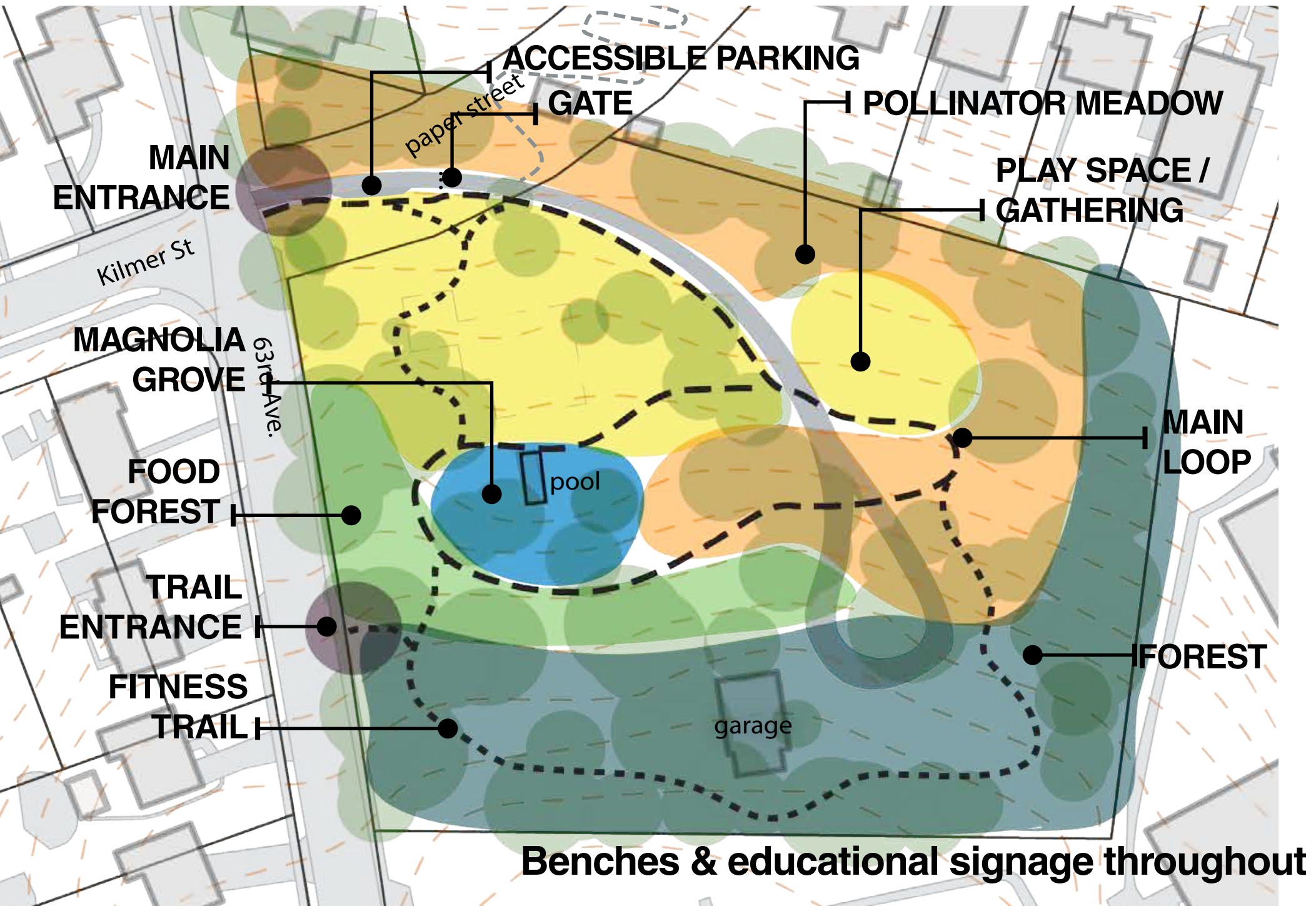
Managed native arboretum with trail loops, fitness and playspace, restoration exhibits with signage & seating throughout.

Restoration “exhibits:”

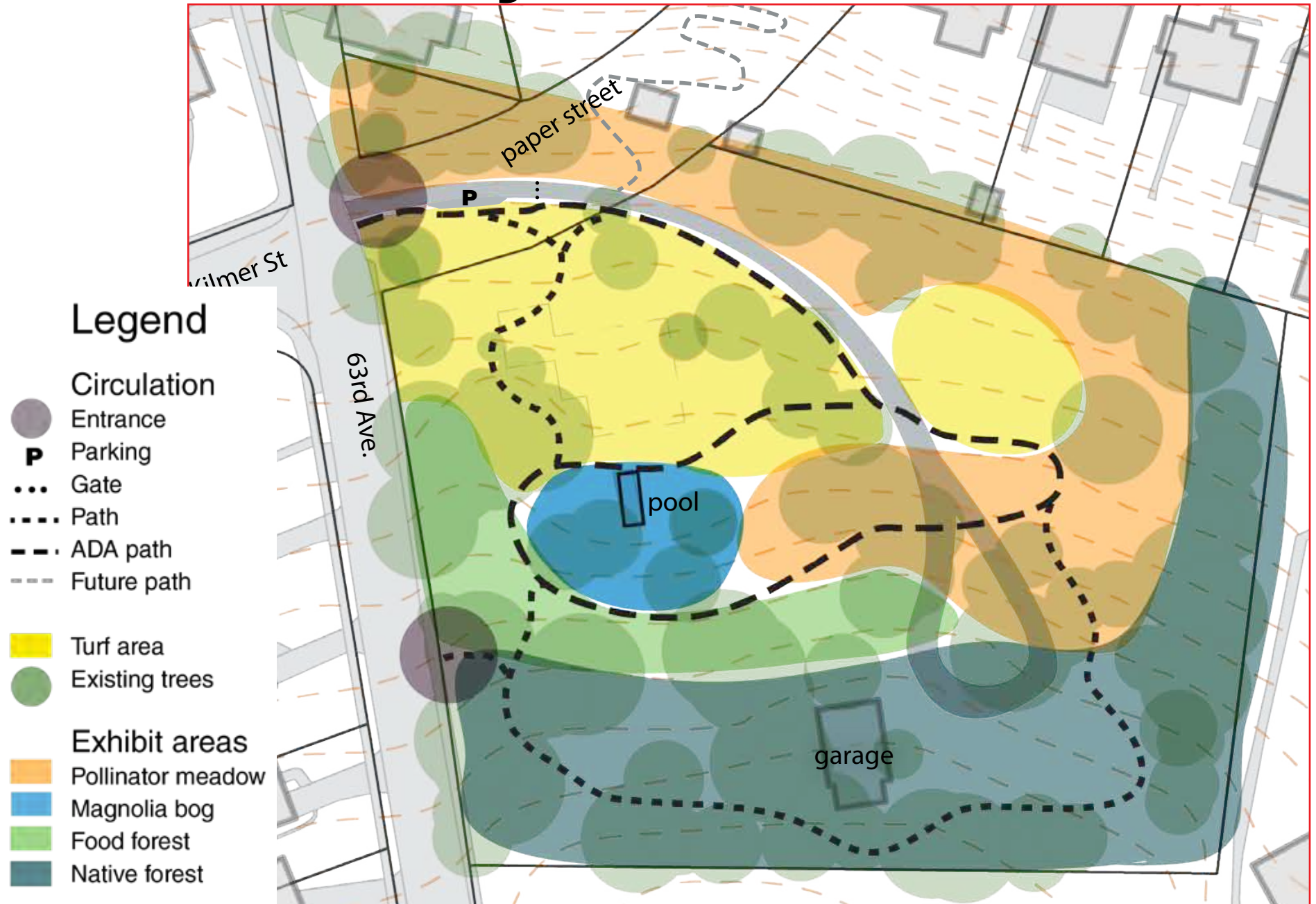
- Woodland Food Forest
- Magnolia Grove
- Maryland Forest
- Pollinator Meadow



Active Ecosystem



Active Ecosystem



Circulation

Circulation loops will clarify the park experience, allowing visitors to create their own journey to their favorite exhibits and play spaces. Trail gradients are planned to be 5% slope or less where possible.

Accessibility

- Main entrance with historic brick pillars, gravel drive
- 2 pull-in parallel parking spots adjacent to the main loop trail
- Widened road for turnaround space
- Bollards spaced across road permits bike access
- Bike parking at entrance

Trail loops

- Main loop trail connects to all exhibits at accessible grade
- Main loop is mown grass, 8 feet wide.
- Secondary park entrance to fitness trail
- Fitness upper loop trail through forest is wood chip, 4-5 feet wide

Future path

The paper street is a possible link to lower Kilmer Street and Cheverly Station apartments. This section will require stairs.



Exhibit areas

Landscape exhibit areas are planned as enhanced plant communities. The exhibits build upon existing natural assets such as the planted *amelanchier* grove and the wet soils near the pool. This strategy and the proposed pollinator meadow on steeper slopes will simplify maintenance while creating new visitor experiences and destinations.

Food forest

- Planted as a woodland edge with layers of canopy trees, understory, shrubs, herbs, ground cover and vines
- Amelanchier grove is the foundation planting for food forest
- Grape arbor proposed as a feature for the vine layer, in place of vines growing on trees
- Benches overlooking pond and meadow
- May require deer fencing, dogs should be leashed

Proposed site:

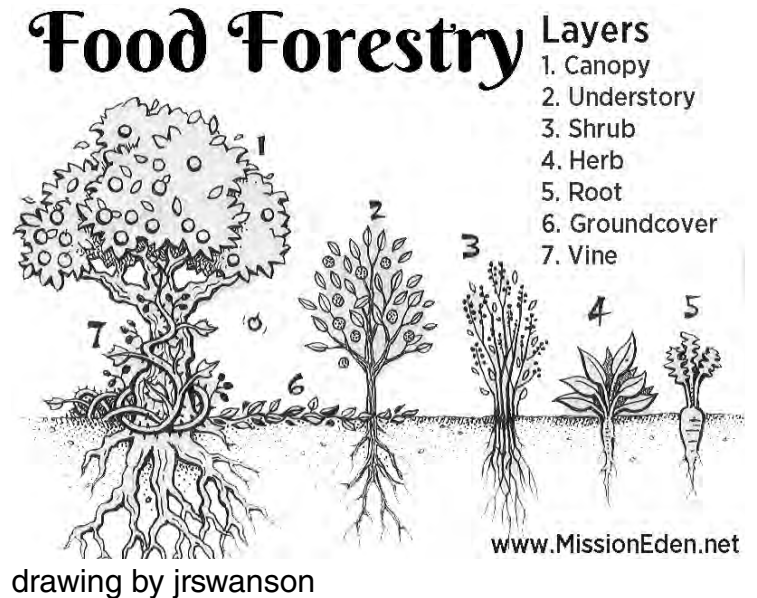


Exhibit areas

“Where a surface layer, usually of coarse white gravel, or of gravel and sand mixed, is underlaid by an impervious layer of clay, and flushed by a constant flow of spring water, there grows without exception, and only there, some combination of the plants which characterize what are here called Magnolia bogs.”

- Waldo McAtee, 1918, Natural History of the District of Columbia

Magnolia grove

- Area near pool has soggy soils that can support forested wetland plants such as sweetbay magnolia, ferns, herbaceous layer
- Magnolias are the featured planting in a well-maintained exhibit, intended to showcase this community of forested wetland plants as part of an educational arboretum.

Proposed site:



Exhibit areas

Pollinator meadow

- Consists of pollinator-friendly herbaceous species in a matrix of tall native grasses
- Plant meadow on steeper slopes and downslope of mowed areas to control on-site erosion and manage stormwater downstream
- Mow trails along contours, 8 feet wide minimum
- Educational signs will help visitors understand larger biodiversity objectives, such as pollinator habitat, supporting food webs, soil health
- Consider stormwater grant to fund meadow establishment.
- Mow once a year to remove undesirable woody species such as common privet (*L. vulgare*)
- Hand control needed for invasive vines such as English ivy (*H. helix*), sweet autumn clematis (*C. terniflora*)



Exhibit areas

Native Forest/Arboretum

- Active planting program with Maryland native trees is underway, phased tree plantings beginning in 2019
- Utilize plan to develop trail and organize planting of accessioned, labeled trees
- Town is interested in seeking arboretum designation for park
- Level 1 certification available through ArbNet international arboreta community
- Arboretum plan and establishing governance group are next steps (arbnet.org/resources/tree-collections)

Proposed location:



	LEVEL I	LEVEL II	LEVEL III	LEVEL IV
Arboretum plan	■	■	■	■
Organizational or governance group	■	■	■	■
Labeled tree and woody plant taxa				
25+	■			
100+		■		
500+			■	■
Staff or volunteer support				
Volunteer or paid	■			
Paid management		■	■	■
Curator			■	■
Scientific or conservation staff				■
Public dimension				
Public access and at least one event per year	■	■	■	■
Enhanced public and educational programs		■	■	■
Substantial educational programming			■	■
Collections policy		■	■	■
Collaboration with other arboreta			■	■
Collections data sharing with networked collections			■	■
Agenda for tree science, planting, and conservation			■	■
Collections conservation				■

ArbNet Arboretum accreditation program

Furnishings

Exhibit furnishings

- magnolia grove: existing pool with fish, water lilies, wildlife sculpture, signs
- food forest: grape arbor, benches, signs
- native forest: fitness elements, tree labels, benches, signs
- pollinator meadow: benches, signs, wildlife sculptures

Trail furnishings

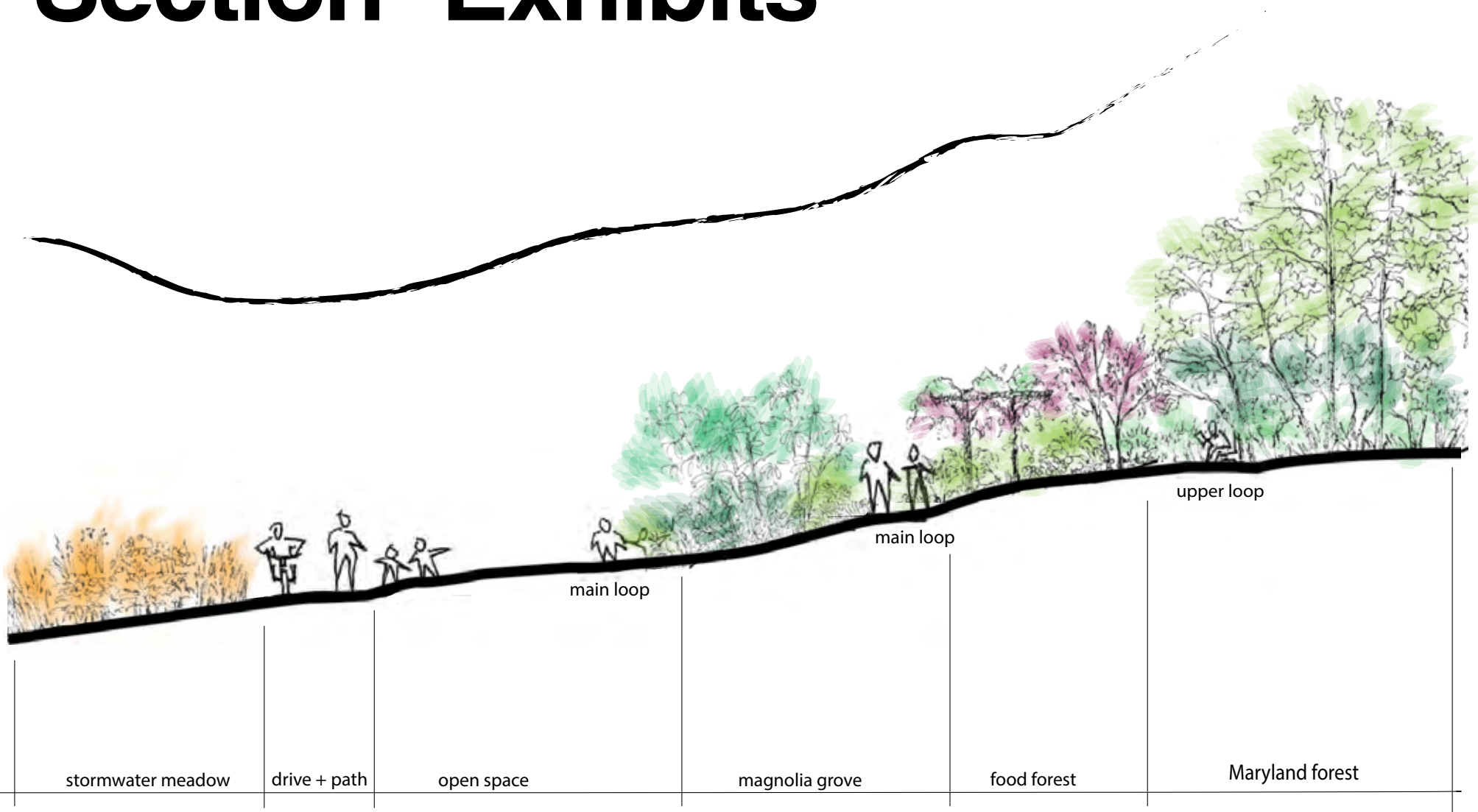
- bike rack
- trail markers

Materials

- natural or composite wood
- stumps
- steel for longevity and ease of maintenance



Section- Exhibits



Next Steps for 2021

When	What	Lead/Support	Approvals
February	Committee approval of concept plan	<i>NDC</i>	GI committee
	Identify individuals / team to pursue arboretum certification. Complete application.	Park champions	GI committee
	Present concept plan to Council along with phased budget	<i>NDC</i>	Mayor & Council
Spring	Identify grants for exhibit implementation	Park champions	GI committee
	Onsite staking of paths, exhibit outlines	<i>NDC /</i> Park champions	Public Works
	Consult with arborist, ecologist	Park champions	Town/GI committee
Summer	Order plants for fall planting	Park champions	Town/Public Works
Fall	Begin phased exhibit & arboretum planting	<i>Town / Volunteers</i> Park champions	Town/Public Works

Planting Palettes

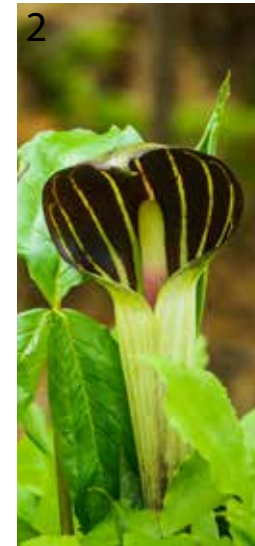
Food Forest

Serviceberry/Juneberry	<i>Amelanchier alnifolia</i>	Understory	Fruit, pollinators
Pawpaw	<i>Asimina triloba</i>	Understory	Fruit, pollinators
Persimmon	<i>Diospyros virginiana</i>	Understory	Fruit, pollinators
Hazelnut ⁶	<i>Corylus americana</i>	Understory	Fruit, pollinators
Elderberry ⁵	<i>Sambucus canadensis</i>	Shrub	Fruit, pollinators
Black raspberry	<i>Rubus spp</i>	Shrub	Fruit, pollinators
Black chokeberry	<i>Aronia melanocarpa</i>	Shrub	Fruit, pollinators
New Jersey tea ⁷	<i>Ceanothus americanus</i>	Shrub	Nitrogen fixer
Virginia sweetspire	<i>Itea virginica</i>	Shrub	Pollinators
Sweetshrub ³	<i>Clethra alnifolia</i>	Shrub	Pollinators
Ostrich fern	<i>Matteuccia struthiopteris</i>	Fern	Edible fiddleheads
Wild strawberry	<i>Fragaria vesca</i>	Herbaceous	Fruit
Pale purple coneflower	<i>Echinacea pallida</i>	Herbaceous	Medicinal herb
Wild mint	<i>Mentha arvensis</i>	Herbaceous	Medicinal herb
Ginseng	<i>Asarum canadense</i>	Herbaceous	Medicinal herb

Magnolia Grove*

Sweetbay magnolia	<i>Magnolia virginiana</i>	Understory tree
Possumhaw	<i>Viburnum nudum</i>	Shrub
Winterberry ⁴	<i>Ilex verticillata</i>	Shrub
Highbush blueberry	<i>Vaccinium corymbosum</i>	Shrub
Sensitive fern ¹	<i>Onoclea sensibilis</i>	Fern
Turtlehead	<i>Chelone glabra</i>	Herbaceous
Jack-in-the-pulpit ²	<i>Arisaema triphyllum</i>	Herbaceous

* refer to consulting **ecologist memo for plant list**



Planting Palettes

Native Forest / Arboretum

Swamp white oak	<i>Quercus bicolor</i>	Canopy tree
Pin oak	<i>Quercus palustris</i>	Canopy tree
Sweetgum	<i>Liquidambar styraciflua</i>	Canopy tree
Tulip poplar ⁷	<i>Liriodendron tulipifera</i>	Canopy tree
Blackgum	<i>Nyssa styraciflua</i>	Canopy tree
Eastern redbud	<i>Cercis canadensis</i>	Understory tree
American holly	<i>Ilex opaca</i>	Understory tree
Sweetbay magnolia	<i>Magnolia virginiana</i>	Understory tree
Witch hazel ⁶	<i>Hamamelis virginiana</i>	Understory shrub
Sweetfern	<i>Comptonia peregrina</i>	Shrub
Huckleberry	<i>Gaylusscia frondosa</i>	Shrub
Mountain laurel	<i>Kalmia latifolia</i>	Shrub
Arrowwood viburnum	<i>Viburnum dentatum</i>	Shrub
Maple leaved viburnum ⁴	<i>Viburnum acerifolium</i>	Shrub
Evergreen wood fern ⁵	<i>Dryopteris marginalis</i>	Fern
New York fern	<i>Thelypteris noveboracensis</i>	Fern
Jack-in-the-pulpit	<i>Arisaema triphyllum</i>	Herbaceous
Black snakeroot	<i>Cimicifuga racemose</i>	Herbaceous
White wood aster	<i>Aster divaricatus</i>	Herbaceous
Alumroot	<i>Heuchera americana</i>	Herbaceous
Golden ragwort ³	<i>Packera aurea</i>	Herbaceous
Woodland phlox ²	<i>Phlox divaricata</i>	Herbaceous
Solomon's seal ¹	<i>Polygonatum pubescens</i>	Herbaceous
Bluestem goldentod	<i>Solidago caesia</i>	Herbaceous



Planting Palettes


Woodland Edge

Cinnamon fern	<i>Osmunda cinnamomea</i>	Fern
Sensitive fern	<i>Onoclea sensibilis</i>	Fern
Pussytoes	<i>Antennaria plantaginifolia</i>	Herbaceous
Yellow wild indigo	<i>Baptisia tinctoria</i>	Herbaceous
Threadleaf coreopsis ²	<i>Coreopsis verticillata</i>	Herbaceous
Flat top white aster	<i>Aster umbellatus</i>	Herbaceous
Common boneset	<i>Eupatorium perfoliatum</i>	Herbaceous
Wild geranium	<i>Geranium maculatum</i>	Herbaceous
Woodland sunflower	<i>Helianthus divaricatus</i>	Herbaceous
Grass leaf blazingstar ⁴	<i>Liatris pilosa</i>	Herbaceous
Beardtongue	<i>Penstemon digitalis</i>	Herbaceous
Heart-leaved aster	<i>Aster cordifolius</i>	Herbaceous
Pennsylvania sedge ¹	<i>Carex pensylvanica</i>	Grass
Bottlebrush grass	<i>Elymus hystrix</i>	Grass
Little bluestem	<i>Schizachryium scoparium</i>	Grass
Gama grass	<i>Tripsicum dasyloides</i>	Grass

Pollinator Meadow

Broomsedge	<i>Andropogon virginicus</i>	Grass
Virginia wild rye ⁶	<i>Elymus virginicus</i>	Grass
Switchgrass	<i>Panicum virgatum</i>	Grass
Little bluestem	<i>Schizachryium scoparium</i>	Grass
Purpletop	<i>Tridens flava</i>	Grass
Butterflyweed	<i>Asclepias tuberosa</i>	Herbaceous
Coneflower	<i>Echinacea purpurea</i>	Herbaceous
Joe pye weed	<i>Eupatorium fistulosum</i>	Herbaceous
Round head bush clover ⁵	<i>Lespedeza capitata</i>	Herbaceous
Narrowleaved mountain mint	<i>Pycnanthemum tenuifolium</i>	Herbaceous
Blackeyed Susan ⁶	<i>Rudbeckia hirta</i>	Herbaceous
Three lobed coneflower	<i>Rudbeckia triloba</i>	Herbaceous
Gray goldenrod ³	<i>Solidago nemoralis</i>	Herbaceous



 intake

Clean Up Green Up 2017

the Neighborhood DesignCenter

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Laura Robinson, MLA
Landscape Designer
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 design

BRETHWOOD
BCCA

DUNN

WINDMOOR

Phyllis Williams ES

Cooper Lan ES

TOWN OF NORTH BRIGHTWOOD

RIVERDALE ES 10.4

SUTLAND ES 10.3

Longfields ES

John Bern

APBOR PARK-HQA

WOODMORE ES 11.17

Woodridge ES

Longfields ES

Town of Cap. H

Thurgood Marshall MS

Judge Silvania Woods E

Dora Kennedy

Di Henry

10.16

HOWELL WEST HQA

Duffell Village

BRAND ES

TNI

Carmody Hills ES

SAVING GRACE ES

Carole Highlands ES

FRIENDLY HS

Ridgecrest ES

TOWN OF BREATHWOOD

complete

PAAC

JAMES MADISON

6301 KILMER STREET PARK CONCEPT PLAN - BUDGET OPINION

prepared for the Town of Cheverly

prepared by the Neighborhood Design Center¹

YEAR	DESCRIPTION	ITEM COST	CONTRACTOR	TOTAL
FY22	OVERALL PLANNING FOR ARBORETUM, POOL MODIFICATION, PATH LAYOUT, EXHIBIT PLANTING ²			
	SUBTOTAL FY 22	\$ 13,000.00	\$ 20,000.00	\$ 33,000
FY23	ENTRANCE RENOVATIONS FOR ACCESSIBLE PARKING, EXHIBIT PLANTING, FITNESS TRAIL ²			
	SUBTOTAL FY23	\$ 21,000.00	\$ 32,000.00	\$ 53,000
FY24	STORMWATER MEADOW, EDUCATION SIGNS, FURNISHINGS, TRAIL & EXHIBIT UPKEEP ²			
	SUBTOTAL FY24	\$ 19,000.00	\$ 23,000.00	\$ 42,000
FY25	ENTRANCE PILLARS, PARK SIGN, ONGOING PLANTING & MAINTENANCE ²			
	SUBTOTAL FY25	\$ 8,000.00	\$ 21,000.00	\$ 29,000
FY26	ONGOING CONSULTING, PLANTING & MAINTENANCE ²			
	SUBTOTAL FY26	\$ 9,000.00	\$ 10,000.00	\$ 19,000
TOTAL FOR FY22-26		\$ 70,000	\$ 106,000	\$ 176,000
Add planning contingency 15%				\$ 27,000
				\$ 203,000
Add construction management 20% ³				\$ 35,000
				\$ 238,000
Add contractor contingency 20%				\$ 35,000
FIVE-YEARS PHASED BUDGET				\$ 273,000

NOTES:

- 1 Budget opinion is order-of-magnitude, based on the 2021 NDC concept plan, and is provided for the sole use of the Town of Cheverly and Town committees. NDC assumes no responsibility or liability for its technical accuracy nor for any unauthorized use.
- 2 This budget assumes that 50% of exhibit planting is performed by volunteer groups. More intensive use of contractors will increase costs.
- 3 A contingency item was added to establish a construction management consultant, in the event that construction is needed beyond NDC project management services for scoping, RFP development and grant sourcing.

CHEVERLY - KILMER STREET PARK CONCEPT PLAN - BUDGET OPINION

YEAR	DESCRIPTION	QTY	UNIT	UNIT COST	ITEM COST	CONTRACTOR	TOTAL COST	NOTES	SOURCES
FY22	ESTABLISH ARBORETUM, POOL MODIFICATION, INITIAL PATH LAYOUT, EXHIBIT PLANTING								
	PLANNING & DESIGN								
	ecologist and arboricultural	1	ea	\$ 1,500.00		\$ 1,500.00	\$ 1,500.00	Rod + Nathan	
	path & fitness trail layout by volunteers, NDC	24	hr	\$ 125.00		\$ 3,000.00	\$ 3,000.00	based one 2 NDC person-day	
	project implementation consulting	1	ea	\$ 6,000.00		\$ 6,000.00	\$ 6,000.00	NDC lead	
	CONSTRUCTION								
	pool repair for safety	1	ea	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	memo from Dave K	
	grade-level boardwalk at pool for accessibility	160	sf	\$ 7.00	\$ 1,120.00	\$ 1,000.00	\$ 2,120.00	8 foot width set flat on drainage stone base	
	PLANTING								
	Invasives removal	1	ls	\$ 500.00	\$ 500.00	\$ 500.00	\$ 1,000.00		
	Food forest	250	sf	\$ 4.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00		CBT Mini-Grant: https://cbtrust
	Magnolia grove	300	sf	\$ 6.00	\$ 1,800.00	\$ 1,800.00	\$ 3,600.00		
	Arboretum	1	acre	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 11,787.50 total planting budget	
	mulch	50	sy	\$ 3.75	\$ 187.50		\$ 190.00		
	FURNISHINGS								
	temporary exhibit signage	10	ea	\$ 50.00	\$ 500.00		\$ 500.00		
	trail markers	12	ea	\$ 150.00	\$ 1,800.00		\$ 1,800.00		
	tree name plates	50	ea	\$ 25.00	\$ 1,250.00		\$ 1,250.00	purchase online	https://help.plantsmap.com/ar
	grape arbor	1	ea	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 2,400.00	cedar - HD has kits	DIY https://www.apieceofrainb
	SUBTOTAL FY 22				\$ 12,857.50	\$ 19,500.00	\$ 32,360.00		
FY23	ENTRANCE RENOVATIONS FOR ACCESSIBLE PARKING, EXHIBIT PLANTING, FITNESS TRAIL								
	PLANNING & DESIGN								
	survey + engineering design for drainage	1	ls	\$ 5,660.00		\$ 5,660.00	\$ 5,660.00		
	project implementation consulting	1	ea	\$ 8,500.00		\$ 8,500.00	\$ 8,500.00	NDC lead	
	CONSTRUCTION								
	contractor mobilization - 1800 sf area	1	ls	\$ 1,800.00		\$ 1,800.00	\$ 1,800.00	mobilization, silt fence, protection fencing	
	catch basin	1	ea	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 2,500.00		
	concrete culvert arch	1	ea	\$ 1,500.00	\$ 1,500.00	\$ 3,750.00	\$ 5,250.00		
	fine grading parking + swm swale	37.0	cy	\$ 60.00	\$ 2,222.33		\$ 2,300.00	depth 2 ft	accessible parking
	resurface with packed gravel	4.9	cy	\$ 250.00	\$ 1,234.81		\$ 1,300.00	depth 6"	
	revegetation (grass) for stormwater swale	32.1	sy	\$ 30.00	\$ 962.99		\$ 1,000.00	sod	
	PLANTING								
	Food forest	250	sf	\$ 4.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 11,000.00 total planting budget	
	Magnolia grove	300	sf	\$ 6.00	\$ 1,800.00	\$ 1,800.00	\$ 3,600.00		
	Arboretum	1	acre	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00		
	mulch	100	sy	\$ 4.00	\$ 400.00		\$ 400.00		

CHEVERLY - KILMER STREET PARK CONCEPT PLAN - BUDGET OPINION

YEAR	DESCRIPTION	QTY	UNIT	UNIT COST	ITEM COST	CONTRACTOR	TOTAL COST	NOTES	SOURCES
	FURNISHINGS								
	lockable bollards	5	ea	\$ 250.00	\$ 1,250.00	\$ 1,875.00	\$ 3,125.00	bollards, shipping, footc signs, shipping, posts, fr	https://www.uline.com/ https://www.myparkingsign.co
	signage (regulatory)	2	ea	\$ 125.00	\$ 250.00	\$ 375.00	\$ 625.00		
	bicycle rack	1	ea	\$ 1,800.00	\$ 1,800.00	\$ 900.00	\$ 2,700.00		
	construction of fitness pieces	6	ea	\$ 850.00	\$ 5,100.00	\$ 2,550.00	\$ 7,650.00		
	SUBTOTAL FY23				\$ 21,020.14	\$ 32,210.00	\$ 53,410.00		
FY24	STORMWATER MEADOW, EDUCATION SIGNS, FURNISHINGS, TRAIL & EXHIBIT UPKEEP								
	PLANNING & DESIGN								
	project implementation consulting	1	ea	\$ 6,000.00		\$ 6,000.00	\$ 6,000.00	site visit, seed mix design design by graphic artist	
	consultant - ecologist for seeding plan	1	ea	\$ 1,500.00		\$ 1,500.00	\$ 1,500.00		
	educational signs - design	4	ea	\$ 400.00		\$ 1,600.00	\$ 1,600.00		
	CONSTRUCTION								
	site preparation	0.7	acre	\$ 1,000.00	\$ 688.71	\$ 3,000.00	\$ 3,700.00	method TBD	
	meadow installation	0.7	acre	\$ 2,000.00	\$ 1,377.41	\$ 4,000.00	\$ 5,400.00	specialized contractor, drill seeder	
	fence access / repair	1.0	ls	\$ 2,500.00	\$ 2,500.00	\$ 1,500.00	\$ 4,000.00		
	PLANTING								
	Food forest	300	sf	\$ 4.00	\$ 1,200.00	\$ 1,200.00	\$ 2,400.00	\$ 8,962.50 total planting budget	
	Magnolia grove	250	sf	\$ 6.00	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00		
	Arboretum	1	acre	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00		
	mulch	150	sy	\$ 3.75	\$ 562.50		\$ 570.00		
	FURNISHINGS								
	educational signs - fabrication & install	4	ea	\$ 1,500.00	\$ 6,000.00	\$ 600.00	\$ 6,600.00	metal signs - Rod Barnes has source cedar garden bench	
	benches	4	ea	\$ 800.00	\$ 3,200.00	\$ 800.00	\$ 4,000.00		
	SUBTOTAL FY24				\$ 18,528.62	\$ 23,200.00	\$ 41,770.00		
FY25	PILLAR RESTORATION & PARK SIGN, ONGOING PLANTING & UPKEEP								
	PLANNING & DESIGN								
	project implementation consulting	1	ea	\$ 4,000.00		\$ 4,000.00	\$ 4,000.00		
	masonry consultant	1	ea	\$ 2,500.00		\$ 2,500.00	\$ 2,500.00		
	CONSTRUCTION								
	fence repairs	1	ls	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00		
	park sign	1	ls	\$ 5,000.00		\$ 5,000.00	\$ 5,000.00		
	masonry for estate gate (design build)	1	ea	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00	\$ 6,000.00		
	PLANTING								
	Food forest	300	sf	\$ 4.00	\$ 1,200.00	\$ 1,200.00	\$ 2,400.00	\$ 8,550.00 total planting budget	
	Magnolia grove	200	sf	\$ 6.00	\$ 1,200.00	\$ 1,200.00	\$ 2,400.00		
	Arboretum	1	acre	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00		

CHEVERLY - KILMER STREET PARK CONCEPT PLAN - BUDGET OPINION

YEAR	DESCRIPTION	QTY	UNIT	UNIT COST	ITEM COST	CONTRACTOR	TOTAL COST	NOTES	SOURCES
	mulch	200	sy	\$ 3.75	\$ 750.00		\$ 750.00		
	FURNISHINGS								
	benches	1	ea	\$ 800.00	\$ 800.00	\$ 200.00	\$ 1,000.00	cedar garden bench	
	trash cans, poop stations	1	ea	\$ 800.00	\$ 800.00	\$ 400.00	\$ 1,200.00		
	SUBTOTAL FY25				\$ 8,250.00	\$ 21,000.00	\$ 29,250.00		
FY26	ONGOING PLANTING & UPKEEP								
	PLANNING & DESIGN								
	project implementation consulting	1	ea	\$ 4,000.00		\$ 4,000.00	\$ 4,000.00		
	CONSTRUCTION								
	fence repairs	1	ls	\$ 2,500.00	\$ 2,500.00	\$ 1,500.00	\$ 4,000.00		
	PLANTING								
	Food forest	300	sf	\$ 4.00	\$ 1,200.00	\$ 1,200.00	\$ 2,400.00		
	Magnolia grove	200	sf	\$ 6.00	\$ 1,200.00	\$ 1,200.00	\$ 2,400.00		
	Arboretum	1	acre	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00		
	mulch	250	sy	\$ 3.75	\$ 937.50		\$ 940.00		
	FURNISHINGS								
	benches	1	ea	\$ 800.00	\$ 800.00	\$ 200.00	\$ 1,000.00	cedar garden bench	
	trash cans, poop stations	1	ea	\$ 800.00	\$ 800.00	\$ 400.00	\$ 1,200.00		
	SUBTOTAL FY26				\$ 8,937.50	\$ 10,000.00	\$ 18,940.00		
	TOTAL FOR FY22-FY26				\$ 69,593.75	\$ 105,910.00	\$ 175,730.00		
	Planning Contingency 15%						\$ 26,359.50		
							\$ 202,089.50		
	Construction Management @20%						\$ 35,146.00		
							\$ 237,235.50		
	Contractor Contingency 20%						\$ 35,146.00		
							\$ 272,381.50		
FIVE-YEARS PHASED IMPLEMENTATION CAPITAL COSTS							\$ 272,381.50		

NOTE:

- 1 Cost opinion is based on the 2021 NDC concept plan and is provided for the sole use of the Town of Cheverly and Town committees.
- 2 NDC assumes no responsibility or liability for its technical accuracy nor for any unauthorized use.
- 3 Costs may increase in later project-year phases

MAYOR AND COUNCIL RULES AND PROCEDURES

SECTION 1 – AUTHORITY AND ADMINISTRATION

A. Authority

- a. The Town Council may determine its own rules and order of business as authorized by the Charter and Code of the Town of Cheverly. The Mayor and Council Rules of Procedure shall be in effect upon adoption of the resolution by the Mayor and Council and remain in compliance with the Charter and Code of the Town of Cheverly and the Constitution and laws of the State of Maryland.
- b. These Rules shall govern the order and conduct of deliberative and legislative meetings of the Mayor and Council and related Council work.
 - i. To the extent these Rules of Order do not address an issue of parliamentary procedure, Robert's Rules of Order Newly Revised may be used as a guide to resolve the issue.
 - ii. When present, the Town Attorney shall serve as parliamentarian. In the absence of the Town Attorney, the Town Administrator shall serve as parliamentarian.

B. Administration

- a. At a work session scheduled within two weeks of one or more elected officials taking office, orientation shall be provided in order to discuss the role of Council, review meeting procedures, and give an overview of the Town Budget. Newly sworn in elected officials shall be provided with a hard copy of the Town Charter, Code, and Budget.
- b. The Town Council shall review and readopt these rules, with or without amendments, within sixty (60) days following the regularly scheduled biennial election of Council Members.
- c. The presiding officer is responsible for ensuring that all elected and appointed officials and members of the public adhere to these Rules.
- d. Any Council Member may request that the presiding officer enforce these Rules.

C. Suspension

- a. Any rule contained herein may be suspended by five affirmative votes of Town Council Members present and voting.

D. Amendment

- a. These rules of procedure of the council will be placed on the agenda of the first meeting of the council following the seating of the newly elected councilmembers for review and adoption. A copy of the rules adopted shall be distributed to each councilmember. The council may alter or amend its rules at any time by five affirmative votes of Town Council Members present and voting, after notice has been given of the proposed alteration or amendment.

SECTION 2 – CONDUCT OF MEETINGS

A. Frequency and Type

- a. Meetings shall be scheduled in accordance with the Charter and Code of the Town of Cheverly and in compliance with the Open Meetings Act of the State of Maryland.
- b. All portions of all meetings are open to the public unless some portion is closed in compliance with the Open Meetings Act of the State of Maryland.
 - i. Elected officials bear primary responsibility for compliance with that Law.
 - ii. The Mayor, Town Administrator, and at least three Ward Council Members shall be trained in Open Meetings Act compliance at least once during each Council term.
- c. The Town Council will make every effort to schedule meetings on the second and fourth Thursday of every month.
 - i. “Regular meetings” as envisioned in C-13(A1) shall generally be held on the second Thursday of every month.
 - ii. “Work Sessions” as envisioned in C-13(A2) shall be held on the fourth Thursday of every month.
- d. Special meetings of The Town Council may be convened by the Mayor or by four Ward Council Members with 72 hours’ notice given by the Town Clerk to the public and to Town Council Members whenever possible.
 - i. Special meetings shall consider only the one item on its agenda.

- ii. The Town Clerk shall notice the purpose of the meeting and the resultant agenda.
 - iii. Unless the meeting is closed, public input shall be welcomed in accordance with 3C of these Rules.
 - e. While C-13(A2) allows the Town Council to conduct the full range of town business at a Work Session, the Town Council will make every effort to take votes on substantive matters only during the Action Items portion of the Regular Meeting agenda.
 - f. The Town Administrator shall ensure that every meeting of the Town Council is noticed to the public including on the Town's website and physically at the Community Center. The Town Administrator shall likewise publish the agenda including supporting documentation for every Town Council Meeting as early as is practicable.
- B. Presiding Officer
 - a. The Mayor shall preside at all meetings of the Town Council (C-11B).
 - b. In the Mayor's absence, the Vice Mayor shall preside for the duration of that meeting.
 - c. In the absence of both the Mayor and Vice Mayor from a meeting, the Town Administrator shall call the meeting to order and the remaining Ward Council Members constituting a quorum shall elect a Mayor Pro Temp from among the Ward Council Members present who shall preside for the duration of that meeting.
- C. Attendance and Quorum
 - a. Quorum to conduct public business shall be the presiding officer and three additional Ward Council Members, participating virtually or in person.
 - b. The Town Administrator shall ensure that the Town Council operates and offers means of electronic participation for Town Council Members and the public.
 - c. Proxy voting is not permitted.
 - d. Town Minutes, prepared by the Town Clerk, shall be approved by the Town Council and shall reflect the attendance of Council Members during all agenda items on which a vote was taken.
 - e. The Town Council shall favorably consider excusing the absence of the Mayor or any Ward Council Member absent from the entirety of a meeting.

- f. Elected and appointed officials shall make every effort to refrain from using electronic devices for other than note-taking purposes during meetings.

D. Translation and Interpretation

- a. Regular Meetings (C13A1) shall be simultaneously interpreted into American Sign Language for recording and broadcast or rebroadcast.
- b. Requests for translation of published materials, or interpretation during meetings, in a spoken language other than English shall be favorably considered by the Town Administrator when the request is made at least 72 hours in advance of the meeting.

SECTION 3 – MEETING AGENDAS

A. Standing Agenda Items:

- a. Regular Meetings shall include on the agenda:
 - i. Call to Order
 - ii. Pledge of Allegiance
 - iii. Approval of the Agenda
 - iv. Resident Input
 - v. Matters Involving Guest Speakers/Elected Official
 - vi. Town Administrator's Report
 - vii. Consent Calendar
 - viii. Action Items
 - ix. Discussion Items
 - x. Agenda Items for Future Meetings
 - xi. Adjournment
- b. Regular Meetings can additionally include on the agenda as appropriate:
 - i. Approval of Prior Meetings' Minutes
 - ii. Police Chief's Report
 - iii. Public Works Director's Report
 - iv. Public Recognitions or Presentations
 - v. Committee Reports
 - vi. Mayor and Council Announcements

- c. Worksessions shall include on the agenda:
 - i. Call to Order
 - ii. Pledge of Allegiance
 - iii. Approval of the Agenda
 - iv. Town Administrator's Report
 - v. Discussion Items
 - vi. Agenda Items for Future Meetings
 - vii. Adjournment
 - d. Worksessions can additionally include on the agenda as appropriate:
 - i. Consent Calendar
 - ii. Action Items
 - iii. Resident Input
- B. The Mayor shall, during the first quarter of the fiscal year, publish an annual agenda calendar that includes budget, mandated hears, seasonal, recognitions, and other anticipated significant demands on agenda bandwidth.
- C. For regular meetings, as part of Council discussion of any item indicated on the agenda, (3) seeking to speak will be recognized by the presiding officer, and may speak once for three minutes on that specific topic, which shall be strictly adhered to. Unused time may not be transferred to another speaker.
- D.** The Town Council shall vote, and that vote shall be recorded by the Town Clerk, to approve the agenda; to approve prior meetings' minutes (if not included on the Consent Calendar); to approve the Consent Calendar; to approve each individual Action Item; and to adjourn the meeting.
- E. Council Members shall vote in the affirmative or in the negative, or shall abstain, or shall vote present, on every vote for which they are present.
- F. The Mayor and the Town Administrator will jointly propose to The Town Council a written meeting agenda in advance of any public posting.

- G. Council Member(s) desiring to add an item to the agenda shall (1) make that proposal verbally or in writing to the Mayor and Town Administrator at least eight days in advance of any meeting whenever possible; or (2) propose adding the item to the agenda during the specific agenda section Approval of the Agenda. Proposed agenda items will be considered without partiality.
- H. The Mayor and Town Administrator will jointly write and publish the Consent Calendar, which shall consist of matters routine in nature and unlikely to prompt debate or inquiry. The presiding officer, or the Town Council by majority vote, may remove an item from the Consent Calendar and vote it separately.
- I. Action Items require formal approval by the Town Council at the current meeting or specified future meeting. Action Items shall have been discussed at a previous meeting, in accordance with the Town Charter. The Town Administrator, and where necessary the Town Attorney or relevant advisory committee, shall have provided to the Town Council their recommendation on each item.
- J. Motions:
- a. Motions – Procedure – Withdrawal prior to vote.
 - i. When a motion is made and seconded it shall be deemed to be in possession of the council and shall be stated by the presiding officer or, if in writing, read by the Town Clerk previous to debate. The motion may be withdrawn by the maker and the second prior to a vote.
 - b. Motions – Administration.
 - i. The presiding officer of the council may, at his/her discretion, call any member to take the chair to allow him/her to address the council, make a motion, or discuss any other matter at issue.
 - c. Motions – Order of priority.
 - i. A motion to lay any matter on the table shall be first in order and, on all questions, the last amendment, the most distant day, and the largest sum shall be put first.
 - d. Motions – Restricted when.
 - i. When a question or motion is before the council, no other motion shall be received, unless it is to amend, postpone, lay on the table, consider the main question, or to adjourn.

- e. Motions to reconsider.
 - i. Motions to reconsider must be by a member who voted with the majority and at the same or the next succeeding meeting of the council.

K. Voting

- a. Voting – Requirements.
 - i. All members present will be asked to vote on every order of business that is brought up for a vote except as to matters with respect to which such councilmember or the mayor discloses a reason for a disqualifying interest. A disqualifying interest will not affect the presence of a quorum to enact business.
- b. Voting – Abstention.
 - i. In the event a member abstains from voting, that member shall announce his/her intention to abstain and reason for abstaining. An abstention shall not affect the presence of a quorum. An abstention shall not be considered as either a vote for or against the matter.
- c. Voting – Tie votes.
 - i. The mayor shall vote only in case of a tie, unless prohibited through a disqualifying interest.
- d. Voting – Disqualification – Member responsibilities.
 - i. A councilmember shall disqualify himself/herself from participating on any issue if personal financial interest or other influences will prevent or appear to prevent him/her from exercising fair-minded independent judgment on the facts and established policy.
- e. Voting – Disqualification – Procedures.
 - i. Should a councilmember be aware of circumstances which might appear to disqualify himself/herself from council action, he/she can either disqualify himself/herself or explain the circumstances before the council. Should the council be aware of circumstances which might appear to disqualify the member, the council may request the disqualification of the member. Any member who is asked to stand down by the remaining members of the council shall evaluate the advice and act in the best interest of the Town.
- f. Voting – Majority vote – Motions.

- i. All actions of business or policy shall be made by majority vote of the council. Each vote shall be preceded by a motion, a second and an opportunity for discussion.
- L. Discussion Items are important Town issues not requiring formal action by The Town Council in the next sixty days. Discussion of items listed under Discussion Items shall be limited to fifteen minutes each.
- M. During the specific Regular Meeting agenda section, Resident Input, the presiding officer will call speakers to the podium in the order in which they requested recognition. The presiding officer will remind speakers of the rules for Resident Input.
 - a. The presiding officer will ask speakers to state their name and ward, to direct their comments to The Town Council as a body, and not to speak on a topic that appears on the agenda.
 - b. Speakers may speak for up to three minutes.
 - c. Unused time may not be transferred to another speaker.
 - d. The presiding officer will not respond to the input directly and will not allow any Council Member to do so.
- N. During the specific agenda section Mayor and Council Announcements, the presiding officer will afford each elected official five minutes to speak. Unused time may not be transferred to another elected official. Formal Town Council business will not be conducted.

SECTION 5 – REPRESENTATIONS

- A. The Mayor shall represent the decisions and policies of The Town Council in all forums.
- B. The Mayor may delegate to any Ward Council Member, the Town Administrator, any member of the Town staff, or any representative of a Town Organization, the authority to represent the decisions and policies of The Town Council.

- C. Paragraphs A and B shall not constrain an individual Council Member from expressing their opinion as their own in any forum. Individual Council Members will be careful to specify that their opinion is non-binding on the Town or The Town Council and not made on its behalf.

SECTION 6 – TOWN STAFF RESOURCES INCLUDING THE TOWN ATTORNEY

- A. The Town Administrator shall be the first point of contact for elected officials seeking information or action on any Town service, operation, or issue.

DRAFT

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	5,176,900	5,465,000
Licenses	277,351	209,089	223,550	204,500	212,550
Intergovernmental	221,332	192,299	191,700	133,700	133,700
Service Charges	8,196	3,817	6,300	3,500	3,000
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	563,600	29,000
TOTAL REVENUES:	6,972,690	6,644,772	6,530,850	6,572,200	6,407,050
EXPENDITURES:					
GENERAL GOVERNMENT:	1,485,404	1,385,596	1,735,650	1,553,888	1,644,650
PUBLIC SAFETY: Police	2,156,832	2,345,482	2,514,300	2,123,240	2,579,000
PUBLIC WORKS: Admin. & Divisic	2,785,752	2,084,949	2,938,200	2,619,830	3,199,300
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	6,671,958	7,422,950
RESTRICTED FUNDS (HUR ROLLOVER)					
TOTAL CREDIT / (DEFICIT):	544,702	828,745	(662,300)	(99,758)	(1,015,900)

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

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	18,000	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	???	
<u>Travel and Training</u>						
01-06-2000	Meeting Attendance	8,267	4,178	13,000	???	13,000
<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	25,000
<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	109,900	127,900

GENERAL GOVERNMENT ACTIVITIES / DIVISIONS

ACCOUNT NUMBER	DESCRIPTION	AUDIT	AUDIT	BUDGET	EST ACTUAL	BUDGET
		FY2019	FY2020	FY2021	FY2021	FY2022

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	80,000
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	55,000
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	0
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	367,100

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	0
Total Non-Departmental		373,067	347,972	432,800	507,500	432,050

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		
Total Cable Television		7,688	21,230	15,500	36,000	36,500

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	359,090
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	60,000
01-07-1500	Life Insurance/Long Term Dis.	1,011	1,057	2,000	2,000	2,000
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
	<u>Insurance Costs</u>					
01-07-3010	Auto Insurance/Excess Auto Liab	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 P	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	15,000
	<u>Contractual Services</u>					
01-07-6010	Recruitment and Advertising	1,761	310	1,000	1500	2,000
01-07-6020	Insurance Reimbursement	1,328	3,511	3,500	4,000	3,500
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 PV	7,500
	Residential Parking				Moved from P	900
	Uniforms					1,000
	<u>Capital Outlay</u>					
01-09-9150	Equipment Replacement		0	0	0	0
Total Administrative Division		406,031	469,499	545,250	510,880	592,190

COMMITTEES / DEBT SERVICE

ACCOUNT NUMBER	DESCRIPTION	AUDIT FY2019	AUDIT FY2020	BUDGET FY 2021	EST ACTU FY2021	BUDGET FY2022
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
01-08-7200	Cheverly Parks & Grounds	0	0	0	0	0
01-08-7300	Youth Program	0	0	0	0	0
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	11,000	15,000
01-08-7700	Technology & Comm. Comm.	3,000	3,000	3,000	3,000	3,000
01-08-7800	Composting & Waste Bins	0	0	0	0	0
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	26,900	64,800

DEBT SERVICE - BOND / LOAN EXPENSES

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

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	1,267,500
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	150,000
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	15,000
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	30,000
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	
01-09-9130	Vehicle Replacement	184,992	348,407	75,000	75,000	300,000
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	2,579,000

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	1,082,000
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	80,000
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	375,000
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	2,184,300

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	100,000
<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	
01-09-9040	Land Acquisition		0	0	0	40,000
01-09-9050	Beautification Master Plan	2,933	0	10,000	9,000	65,000
<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	0YTD	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	1,008,100	1,015,000

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: No items slated.

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 DETAIL

Dept: General Government Activity: Public Buildings Project #: GG-1

Name of Project: Town Hall

Location: 6401 Forest Road

Description: 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		20,000		125,000	
Equipment/Materials					
Other					
TOTALS		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-4

Name of Project: Americans With Disabilities Act (ADA) Compliance

Location: Public Use Areas

Description: Implementation of the ADA compliance requirements

Year 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: Woodworth Park Playground Upgrade (\$80,000) [POS 75%]

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-ld

Name of Project: Laurence Woodworth Park Development

Location: Cheverly Park Drive and Wayne Place

Description: Implementation of park Master Plan

Year 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	80,000				
Other					
TOTALS	80,000	0	0	0	0

Sources of Funds:

Gen. Revenues	Bonds/Loans	Federal Funds	State Funds	Spec. Asses.	Other
19,425			58,325		

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-1f

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/Underground Storage Tanks \$4,000,000
 Purchase refuse truck on 3 year financing \$75,000
 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					
Construct/Renovation	250,000				176,000
Equipment/Materials	126,000	75,000	75,000		
Other					
TOTALS	376,000				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 (\$194,000)

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**

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	194,000	150,000	150,000	150,000	150,000
Equipment/Materials					
Other					
TOTALS	194,000	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: No items slated.

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

BY +1: Construction of Entrance Sign at Boyd Park (\$65,000).

BY + 2: No items slated.

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** BY +1 BY+2 BY+3 BY+4
YR

Land Acquisition					
Plans/Design/Engineer					
Construct/Renovation	5,500				
Equipment/Materials	90,000	75,000	75,000		
Other					
TOTALS	95,500				

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

95,500

CAPITAL IMPROVEMENT PROJECT:

KILMER PARK

PROJECT NARRATIVE:

The Town purchased Kilmer Park in 2015. This 1.3 acre heavily wooded parcel includes a house and garage structure. The Mayor and Council anticipate a year-long planning process to determine the highest and best use of the site.

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: Parks & Recreation Activity: Parks & Rec Project #: PW-6

Name of Project: Kilmer Street Park

Location: 6301 Kilmer Street

Description: Park Open Space

Year Authorized: 2015 Completion Date: 2020 Percent Completed: 0%

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



Memo

To: Mayor and Town Council

From: Dylan Galloway, Town Administrator, Melanie Friesen, Town Treasurer

Subject: FY2022 Constant Yield Tax Rate

Date: 2/18/2021

Town Staff has received the Constant Yield Tax information for the Town of Cheverly. Please see the attachment that accompanies this document. Simply put, the Constant Yield Tax Rate is the rate at which we would have the same revenue from fiscal year to fiscal year, regardless of property assessments.

The Town of Cheverly Constant Yield Tax Rate for FY2022 as determined by SDAT is \$.4899 per \$100 assessable real property base.

Currently, the Tax Rate is set at \$.51 per \$100 of assessable real property base. If Council were to maintain the Tax Rate at \$.51, this would result in an increased revenue of 4.1% or \$157,505.

As presented in the draft budget calendar (also attached) Staff proposes a special meeting on March 2nd, 2021 to discuss setting the tax rate. If Council sets a rate at or below Constant Yield, no public hearing will be required. However, if Council sets a rate above Constant Yield a public hearing is required by law and we propose a date in early April be set.

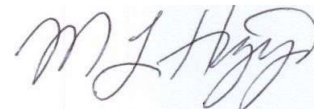
2021 Constant Yield Tax Rate Certification

Taxing authority: **Cheverly - EX Apartments
 in Prince George's County**

1	1-Jul-2020	Gross assessable real property base	\$	756,628,142
2	1-Jul-2020	Homestead Tax Credit	-	4,080,370
3	1-Jul-2020	Net assessable real property base		752,547,772
4	1-Jul-2020	Actual local tax rate (per \$100)	x	0.5100
5	1-Jul-2020	Potential revenue	\$	3,837,994
6	1-Jul-2021	Estimated assessable base	\$	787,042,426
7	1-Jan-2021	Half year new construction	-	1,394,000
8	1-Jul-2021	Estimated full year new construction*	-	0
9	1-Jul-2021	Estimated abatements and deletions**	-	2,217,166
10	1-Jul-2021	Net assessable real property base	\$	783,431,260

11	1-Jul-2020	Potential revenue	\$	3,837,994
12	1-Jul-2021	Net assessable real property base	÷	783,431,260
13	1-Jul-2021	Constant yield tax rate	\$	0.4899

Certified by



 Director

* Includes one-quarter year new construction where applicable.
 **Actual + estimated as of July 1, 2021, including Homestead Tax Credit.
 Form CYTR #1

FISCAL YEAR 2022

Budget Calendar

March 2 nd	Mayor and Council Budget and Constant Yield Tax meeting
March 25 (worksession)	First Draft Budget review
Early April	Constant Yield Tax Hearing (if necessary)
April 8 (Town meeting)	Second Draft Budget review
April 22 (worksession)	Final Draft Budget presentation
May 13 (Town Meeting)	First Reader of Budget Ordinance
May 27 (Worksession)	Second Reader of Budget Ordinance
June 10 (Town Meeting)	Final Reader of Budget Ordinance and Passage

TOWN OF CHEVERLY
ORDINANCE O-X-21
COMPENSATORY LEAVE ORDINANCE

**An Ordinance whereby the Town of Cheverly amends § 21-10 of the Town Code to permit
Compensatory Leave for Personnel.**

WHEREAS, Maryland Code § 5-202(1) of the Local Government Article grants the Town of Cheverly the power to adopt ordinances to assure the good government of municipalities; and

WHEREAS, § C-23(A) of the Town's Charter grants to the Mayor and Town Council the power to pass ordinances and take such measures not contrary to the Constitution and laws of the State of Maryland as they may deem necessary for the good government and improvement of the Town; and

WHEREAS, § 21-10 sets forth the Town's policy with respect to leave by employees and personnel of the Town; and

WHEREAS, the Mayor and Town Council recognizes that certain working conditions or circumstances may require employees to work beyond their normal workweek; and

WHEREAS, the Mayor and Town Council desire that the Town's personnel be permitted to accumulate compensatory time for the amount of time worked outside of normal business hours; and

WHEREAS, the Mayor and Town Council believe that it is in the interest of good government to amend § 21-10 to permit compensatory leave in lieu of overtime; and

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Town Council of Cheverly that § 21-10 of the Town Code be and hereby is amended as follows:

Section 21-10.- Leave.

(j) ~~Records~~ Compensatory leave:

- (1) Compensatory leave may be accumulated in lieu of overtime, up to 160 hours in a calendar year. Compensatory leave balances may not exceed 160 hours at the end of the calendar year. Forfeiture of accrued annual leave may occur if the balance exceeds the maximum allowed at calendar year end. In some extenuating circumstances, the Town Administrator may waive this limit at his/her discretion.

- (2) Employees in FLSA exempt positions who are not eligible for overtime pay shall be provided with compensatory time on an hour-for-hour basis for work performed in excess of the regular work week.

- (3) Leave requests should be submitted for approval to the employee's supervisor at least five (5) days and no more than sixty (60) days prior to the commencement of the leave. In unusual or emergency situations employees shall submit their request as soon as possible with an explanation of the unusual or emergency circumstances.

- (4) The Town Administrator will approve leave whenever possible without jeopardizing the operations of the Town.

- (5) Exempt compensatory leave is not an accrued benefit. Exempt employees will not be paid accrued compensatory time at separation from the Town.

(k) Records. The town administrator shall cause to be maintained adequate and current records for leave accounting such records to be a part of the personnel and fiscal records of the town

AND IT BE FURTHER ORDAINED that this ordinance should take effect thirty days from the date of its adoption;

AND IT BE FUTHER ORDAINED that a fait summary of this ordinance shall forthwith be published at least once in the newspaper having general circulation in the town in the period between its passage and the effective date and otherwise be made available to the public at the Office of the Town Clerk.

INTRODUCED by the Town Council of the Town of Cheverly, Maryland, at a Regular Public Meeting on _____, 2021.

ADOPTED by the Town Council of the Town of Cheverly, Maryland, at a Regular Public Meeting on _____, 2021.

Adopted: _____

Attest: _____

Mayor Laila Riazi

Councilmember Eric Radloff

Councilmember Nicole Bryner

Councilmember Jenny Garcia

Councilmember Micah Watson

Councilmember Kayce Munyeneh

Councilmember Amy Fry

{-} indicates deletions

 /**BOLD**/CAPS indicate additions

Asterisks *** Indicate matter retained in existing law but omitted herein.