

WORKSESSION
May 27, 2021
7:30 PM

AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Washington Gas Update** – Representatives from Washington Gas will provide an update on the STRIDE Project and other work to be completed in the area.
4. **Update on DC Bus Depot Development at 1201 Claybrick Road** – Mayor and Town Administrator will provide a status update.
5. **Town Administrator Report** – Town Administrator will provide a report to the Mayor and Council regarding Town operations and a summary of actions taken under the COVID-19 state of emergency.
6. **Town Grant Submission Presentations**
 - The Cheverly African American Community Organization – Juneteenth Grant Request
 - VineCorps – Summer Leadership Development Program for Cheverly Youth
 - NIE Institute – Fund the Wildlife Meadow
 - Friends of Kilmer Street Park – Fund the park and arboretum not covered in final concept.
7. **Second Reader/Hearing of FY 2022 Budget Ordinance** – This will serve as the second reader and hearing to allow for public notice and comment for the FY 2022 budget. Regular (non-emergency) legislation proceeds through a three (3) reader process.
8. **Mayor and Council Tasks**
 - **Rules and Procedures**
 - **Liaisons**
 - **Vice Mayor**
9. **Juneteenth Proclamation** – Mayor and Council will review Juneteenth proclamation.
10. **MML Priorities** – Opportunity for Mayor and Council to communicate priorities for the Maryland Municipal League’s Conference.
11. **Discussion – Mosquito Spraying of Town** – (15 min) Mayor and Council will discuss concerns brought forward by some residents about truck spraying of the Town for mosquitoes.

- 13. Review of June Town Meeting agenda and future requests – Mayor and Town**
Administrator will offer a forecast of the June 10 Town Meeting agenda. Mayor will seek Council input on agenda items for consideration for future meetings.
- 14. Adjourn**

(*) denotes an agenda item requiring action (typically expressed by a vote) of Mayor and Council.

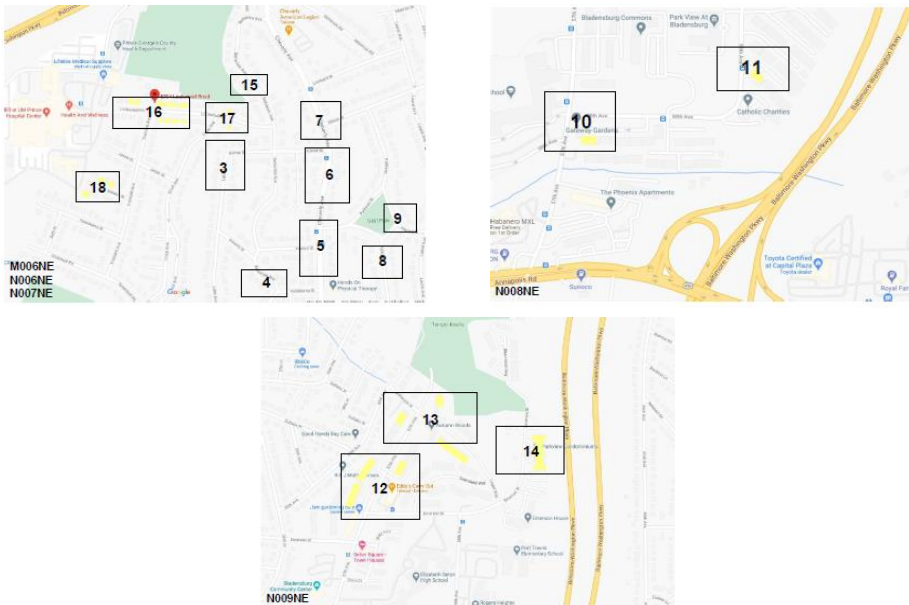
In Mayor and Council Worksessions, the Mayor first turns to Council and Staff for discussion and questions as well as to Town advisory bodies, and will then turn to attendees for questions and discussion. Residents may speak once, for no more than three minutes on each eligible agenda item.

Please Note: Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Council retire to executive or closed session; the Mayor will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such session.

FACT SHEET

WASHINGTON GAS MARYLAND STRIDE ACCELERATED REPLACEMENT PROGRAM

Project Reference Numbers: BCA 297350



At Washington Gas, safety is our highest priority as we continue reliably meeting the energy needs of our customers. Today, clean-burning natural gas is the fuel of choice for more than nine out of ten new homebuyers in the Washington, D.C., metropolitan area, and Washington Gas serves more than 1.2 million customers throughout the region. The Maryland STRIDE Accelerated Replacement Program allows for more timely upgrades to eligible utility infrastructure, based on system analysis of leak and maintenance history, as well as other factors.

Pipe Replacement Projects Interactive Map

This map will allow you to see the project at a high level. By clicking on the purple area/project it will provide you with the estimated start and completion dates, along with the project number, in the event that you need assistance. Please mention the BCA# to reach the right contact.

<https://www.washingtongas.com/safety-education/safety/pipe-replacement-projects>.

Planned Construction Timeline



Construction schedules may be affected by weather and other unforeseen circumstances.

Safety

Washington Gas' first priority is to provide safe and reliable natural gas service. The company monitors and inspects its distribution system regularly and responds 24/7 year-round to natural gas emergencies. Washington Gas provides natural gas safety training to first responders, other emergency officials, and excavators and contractors. The company regularly provides safety information for its customers and the public. Safety information is available at www.washingtongas.com/safety.

Key Facts

LOCATION

Bladensburg and Cheverly Maryland

- 41 affected service lines split between the two municipalities
- Full service replacements from the street to the house

WORK HOURS

Monday - Friday from 9:00 a.m. – 4:00 p.m., or as approved in applicable permits.

TRAFFIC MAINTENANCE

We work to minimize traffic disruptions as much as possible during work hours and adhere to approved traffic control plans.

CONSTRUCTION OVERVIEW

Construction Method

- Project involves direct burying new main and replacing associated services

Construction Process

- Temporarily shut off of gas during replacement or changeover of service
- Inside meters will be moved outside
- Relighting of gas appliances will be done after the service replacement is completed

Restoration

- Private property and yards will be restored as close to their original state as possible
- Road restoration will occur in sections as construction is completed
 - Temporary restoration (cold patch or hot mix)
 - Permanent restoration

We strive to make every reasonable effort to minimize disturbance in your community.

CONTACTS:

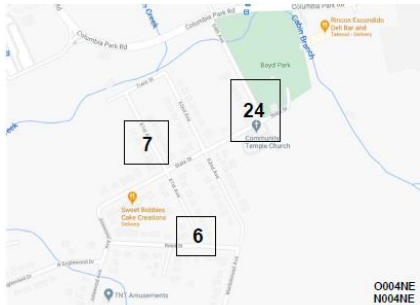
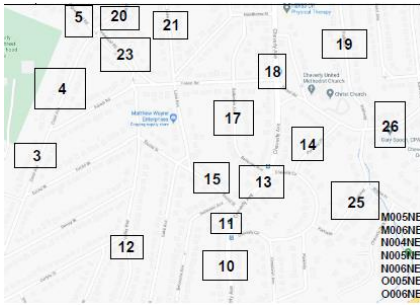
REGGIE WILSON, CONSTRUCTION MANAGER, (571) 405-1135, RWILSON@WASHGAS.COM

DAMINIQUE S. BRANCH, COMMUNITY OUTREACH MANAGER, (202) 624-6365, DBRANCH@WASHGAS.COM

FACT SHEET

WASHINGTON GAS MARYLAND STRIDE ACCELERATED REPLACEMENT PROGRAM

Project Reference Numbers: BCA 297352



At Washington Gas, safety is our highest priority as we continue reliably meeting the energy needs of our customers. Today, clean-burning natural gas is the fuel of choice for more than nine out of ten new homebuyers in the Washington, D.C., metropolitan area, and Washington Gas serves more than 1.2 million customers throughout the region. The Maryland STRIDE Accelerated Replacement Program allows for more timely upgrades to eligible utility infrastructure, based on system analysis of leak and maintenance history, as well as other factors.

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CONTACTS:

REGGIE WILSON, CONSTRUCTION MANAGER, (571) 405-1135, RWILSON@WASHGAS.COM

DAMINIQUE S. BRANCH, COMMUNITY OUTREACH MANAGER, (202) 624-6365, DBRANCH@WASHGAS.COM

Questions/Concerns Raised by Mayor Laila Riazi of Cheverly Washington Gas STRIDE Project – BCA's 297350 and 297352

Do we have a list of all the locations mapped for Washington Gas work?

- The maps attached to the Fact Sheets highlights the areas of work - see attached.
- Streets affected by the project:
 - 61st & 64th Avenue
 - Belleview Avenue
 - Benton Road
 - Cheverly Avenue
 - Crest Avenue
 - Euclid Street
 - Forest Road
 - Greenleaf Road
 - Inwood Street
 - Kilmer Street
 - Lake Avenue
 - Lockwood Road
 - Park Way
 - Valley Way

Have we cross-checked that list to make sure that the high concern areas are all being addressed? Cheverly Circle, Lake Ave. and several other significant areas of concern you probably already have noted.

- Washington Gas hand-delivered notification letters to all affected customers on May 15.

People have been reaching out wondering if they would have already received a door hanger or if Washington Gas might still be distributing notices and others are worried about their trees, gardens, etc.

- Washington Gas hand-delivered notification letters to all affected customers on May 15.
- Our work crews will make temporary repairs to the street and sidewalk and will restore property to an as-found condition. Permanent repairs will be performed as quickly as possible after all work is completed, in compliance with state and local regulations.

About the streets, Mr. Galloway and Mr. Brayman, are we receiving sufficient notice of this street work so that we can let community know in advance of any street impacts?

- Washington Gas provided Mr. Galloway and Mr. Brayman with FACT sheets and details on each BCA for reference to share with their constituency.

GRANT ACQUISITION AGREEMENT

All grants issued by the Mayor and Cheverly Town Council are from appropriated funds of the Town of Cheverly and must be accounted for to specified auditing standards.

Name: Barbara Brown Phone: 240-464-4407

Address: 6452 FOREST ROAD
Cheverly, MD 20785

Organization: CHEVERLY AFRICAN AMERICAN COMMUNITY ORG.
CAACO

- I hereby agree NOT to expend funds allocated to the designated organization for salaries, stipends and/or personal income.
- As duly authorized by the above named organization to accept this grant, I assume full responsibility for the proper expenditure of funds for the requested expenses and will report to the town staff the manner in which expended.
- Receipts and a full accounting of all grant funds are required by the end of the given Fiscal Year ending June 30th

I also understand that the funds provided are not for my own personal use, and that violation of this agreement will result in the reimbursement to the Town of Cheverly of any/all funds spent outside the parameters as denoted in the grant application.

Date: 5-19-21 Barbara Brown
Signature of Grant Recipient

PLEASE ATTACH THE FOLLOWING:

THE PURPOSE OF THE GRANT REQUEST.

A DETAILED DESCRIPTION OF THE PROJECT/PROGRAM YOU WISH TO EXECUTE WITH THE CHEVERLY GRANT PROGRAM FUNDING.

A DETAILED ACCOUNTING OF AMOUNTS AND ACTIVITIES/ITEMS FOR WHICH THE GRANT FUNDS SHALL BE UTILIZED.

A DETAILED TIMELINE FOR THE EXPENDITURE OF FUNDS. THE OVERALL BENEFIT TO THE COMMUNITY.

The Cheverly African American Community Organization (CAACO), is requesting a grant to host the Juneteenth program on June 19, 2021 at Cheverly Town Hall. The grant request is presented below.

GRANT PURPOSE: To facilitate the Juneteenth Celebration and observance of the African American pursuit of freedom throughout America. This will bring the Cheverly Community together to celebrate our common bond of freedom. This has been an African American annual celebration tradition since June 19, 1865. To date, Juneteenth legislation has been passed in 49 states and the District of Columbia recognizing Juneteenth as either a state holiday or day of observance.

PROGRAM: June 19, 2021

Flag raising ceremony starting a 1:00 PM

- **Opening Prayer**
- **Raising of the U.S. Flag and Juneteenth Flag**
- **Playing of the Star Spangled Banner and Juneteenth National Anthem**
- **Reading of the Juneteenth History**
- **Buffalo Soldier Presentations and Display Setting**
- **Reading of the Cheverly Juneteenth Proclamation**
- **Guest Speakers**
- **Closing remarks**
- **Closing Prayer**

REQUESTED FUNDS: \$400.00

ASL Support	\$150.00
NJOF Donation	\$50.00
Buffalo Soldiers	\$50.00
Pastor	\$50.00
<u>Misc. Expense</u>	<u>\$100.00</u>
TOTAL:	\$400.00

COMMUNITY BENEFIT: The Cheverly African American Community Organization (CAACO), is honored to present to the residents of Cheverly and the surrounding communities, relevant African American History and the importance of the observance and recognition of Juneteenth. The historical legacy of Juneteenth illustrates the value of never giving up hope in uncertain times.

Barbara Brown
CAACO Convening Coordinator

GRANT ACQUISITION AGREEMENT

All grants issued by the Mayor and Cheverly Town Council are from appropriated funds of the Town of Cheverly and must be accounted for to specified auditing standards.

Name: DAVID KNEIPP Phone: 301-772-3946

Address: 6215 INWOOD STREET
Cheverly, MD 20785

Organization: FRIENDS OF KILMER STREET PARK

- I hereby agree NOT to expend funds allocated to the designated organization for salaries, stipends and/or personal income.
- As duly authorized by the above named organization to accept this grant, I assume full responsibility for the proper expenditure of funds for the requested expenses and will report to the town staff the manner in which expended.
- Receipts and a full accounting of all grant funds are required by the end of the given Fiscal Year ending June 30th.
- I also understand that the funds provided are not for my own personal use, and that violation of this agreement will result in the reimbursement to the Town of Cheverly of any/all funds spent outside the parameters as denoted in the grant application.

Date: MAY 3, 2021

David W. Knipp

Signature of Grant Recipient

PLEASE ATTACH THE FOLLOWING:

- ❖ *THE PURPOSE OF THE GRANT REQUEST.*
- ❖ *A DETAILED DESCRIPTION OF THE PROJECT/PROGRAM YOU WISH TO EXECUTE WITH THE CHEVERLY GRANT PROGRAM FUNDING.*
- ❖ *A DETAILED ACCOUNTING OF AMOUNTS AND ACTIVITIES/ITEMS FOR WHICH THE GRANT FUNDS SHALL BE UTILIZED.*
- ❖ *A DETAILED TIMELINE FOR THE EXPENDITURE OF FUNDS.*
- ❖ *THE OVERALL BENEFIT TO THE COMMUNITY.*

1. *The purpose of the grant request.* This grant is to fund the cost of projects for the Kilmer Street Park and Arboretum not covered in the Kilmer Street Park Final Concept Plan and associated budget for the 2021 fiscal year.
2. *A detailed description of the project/program you wish to execute with the Cheverly Grant program funding.* The Friends of Kilmer Street Park wishes to accomplish the following projects with the funding:
 - a. tag trees with aluminum tags and update tree inventory to finish the last requirement for the Level 1 Arboretum certification,
 - b. paint the Kilmer Street address sign and post with two coats of exterior white paint,
 - c. help remove invasive species with volunteer labor using paper yard waste bags,
 - d. help prevent mosquitoes with 'Mosquito Dunks' in the goldfish pool,
 - e. mark the no-mow zone and trails with orange fiberglass wands,
 - f. help aerate the goldfish pool with two solar fountains,
 - g. beautify the garage and two cinder block pillars with a new coat of exterior paint.
3. *A detailed accounting of amounts and activities/items for which the grant funds shall be utilized.* Our funding request needs to cover the cost of supplies to accomplish the above listed Kilmer Street Park projects. **The Friends of Kilmer Street Park requests \$750 to accomplish the listed projects.**
4. *A detailed timeline for the expenditure of funds.* Funds will be used to purchase supplies in May and June. A final accounting of funds, receipts, and any excess monies will be turned in to the town treasurer by June 25, 2021.
5. *The overall benefit to the community.* The town of Cheverly benefits by park improvements above and beyond what are budgeted by the Kilmer Street Park Final Concept Plan and associated 2021 fiscal year budget. Work will be done by 'Friends of Kilmer Street Park' and other volunteers. All work will be coordinated and approved by Mr. Steve Brayman, Director of Public Works. The above list of projects should help improve the appearance of the Kilmer Street Park and enhance the park experience for Cheverly citizens.

/ Tree tags - \$44.56 (Forestry Supplies)

✓ Stainless steel screws (for tree tags) – \$33.88

✓ 1 Quart white paint (for street sign post) - \$22.24 (Lowe's)

✓ 100 paper yard waste bags - \$54.70 (Lowe's)

✓ Reflective tape (to be adhered to white street sign post or fence post) - \$16.88 (Lowe's)

✓ Orange fiberglass wands for no-mow zone (need to verify with Steve Brayman we still need these) – 50 for \$47.99 or 100 for \$68.99 (Amazon) TO BE PURCHASED

✓ Mosquito Dunks for the pool – 6-pack \$9.51 (Lowe's) TO BE PURCHASED

Solar fountains -\$12.71 each (suggest we buy two if one gets 'fished out' from the pool) Amazon TO BE PURCHASED

Concrete paint for cinder block entrance pillars and garage – 833 square feet garage & cinder block pillars X 2 coats of paint will require about 9.5 gallons @ \$30 / gallon = \$285 plus rollers plus concrete patching compound for prep work (\$9) - \$325 (Lowe's) TO BE PURCHASED

TOTAL - \$580.18 + 15% buffer

Please let me know if I forgot anything

GRANT ACQUISITION AGREEMENT

All grants issued by the Mayor and Cheverly Town Council are from appropriated funds of the Town of Cheverly and must be accounted for to specified auditing standards.

Name: Douglas Alexander Phone: 301-275-3473

Address: 3127 63rd Place
Cheverly, MD 20785

Organization: NIE Institute, a 501(c)(3) nonprofit — \$300 is the grant amount requested

- I hereby agree NOT to expend funds allocated to the designated organization for salaries, stipends and/or personal income.
- As duly authorized by the above named organization to accept this grant, I assume full responsibility for the proper expenditure of funds for the requested expenses and will report to the town staff the manner in which expended.
- Receipts and a full accounting of all grant funds are required by the end of the given Fiscal Year ending June 30th.
- I also understand that the funds provided are not for my own personal use, and that violation of this agreement will result in the reimbursement to the Town of Cheverly of any/all funds spent outside the parameters as denoted in the grant application.

Date: May 4, 2021

Douglas Alexander, President, NIEI

Signature of Grant Recipient

PLEASE ATTACH THE FOLLOWING:

- ❖ THE PURPOSE OF THE GRANT REQUEST.
- ❖ A DETAILED DESCRIPTION OF THE PROJECT/PROGRAM YOU WISH TO EXECUTE WITH THE CHEVERLY GRANT PROGRAM FUNDING.
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I'm requesting a grant/reimbursement of \$300, which is around half the \$598.12 spent by my nonprofit NIE Institute on the Cheverly Wildflower Garden at 3127 63rd Place (see PDF file of all expenses).

Per the reasoning in my last grant request two-years ago, the Town's Forest plans for the property were not successful. I requested permission to develop the Garden. For the last 3 years I've seeded, planted and maintained the property as an attractive and functional wildflower garden for the Town.

This effort has likely saved over \$300 in Town funding for manhours and equipment for mowing and maintenance that used to be spent on the property over an approximately 2-year time period of the expenses.

Of course, there are the less tangible benefits such as a beautiful landscape for residents to enjoy. Environmentally, native pollinators, rabbits, birds and other wildlife are expanding in the garden. Carbon is being sequestered in the soil and stormwater runoff if filtered through the main meadow and rain gardens.

Thank you for considering my \$300 grant/reimbursement request. Please make payment to my nonprofit NIE Institute and send to my address below.

Doug

Doug Alexander, President
NIE Institute, a 501(c)(3) non-profit
3127 63rd Place
Cheverly, MD 20785
301-773-2082, doug@niein.org

GRANT ACQUISITION AGREEMENT

All grants issued by the Mayor and Cheverly Town Council are from appropriated funds of the Town of Cheverly and must be accounted for to specified auditing standards.

Name: Christopher Dwyer Phone: 301-602-4315

Address: 3111 Belleview Ave.
Cheverly, MD 20785

Organization: VineCorps

- I hereby agree NOT to expend funds allocated to the designated organization for salaries, stipends and/or personal income.
- As duly authorized by the above named organization to accept this grant, I assume full responsibility for the proper expenditure of funds for the requested expenses and will report to the town staff the manner in which expended.
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Date: 17 May 2021



Signature of Grant Recipient

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Grant Request Attachment for Town of Cheverly to Support Summer Leadership Development Program for Cheverly Youth

Purpose of the Grant Request: VineCorps requests a \$2,000 grant to support Cheverly youth participation in Leadership Adventures, a summer leadership development program for 13 – 20-year-olds.

Detailed Description of the Project/Program: Leadership Adventures this summer plans to include four community service activities and four outdoor adventure activities between late June and early August. The activities are designed to be fun yet challenging experiences for the group. Working with a budget, the core team of youth chooses, plans, coordinates, evaluates, and reflects upon the activities and team performance, focusing on key life and employment skills such as openness, collaboration, communication, creative problem-solving, empathy, servant leadership, and resilience. Service-learning activities are done in partnership with local community-based nonprofits such as Anacostia Watershed Society, SEED, Little Friends for Peace, Cheverly United Methodist Church, Christ House, Sitar Arts Center, and University of Maryland, and serve as an introduction to jobs and careers in the nonprofit sector. Adventure-learning activities typically include intensive hikes such as climbing Old Rag mountain in Shenandoah National Park, camping at the beach (Assateague) or mountains, kayaking, whitewater rafting, rock climbing, spelunking, orienteering, paintball, horseback riding, mountain biking, and more, and are meant to practice teamwork and expand comfort zones. Meals are included for all activities.

Detailed Accounting of Amounts for Activities/Items: Costs for specific activities can vary significantly, but overall, adventure-learning activities average about \$120 per participant and service-learning activities average about \$10 per participant (over and above structural costs such as staffing and insurance). VineCorps typically offers these activities at a 50% - 90% discount on a sliding scale based on family income, meaning we comp participants an average of \$90 per participant per activity pair (service and adventure). Primary expenses include activity fees, transportation, equipment rental, materials and supplies, and food and drink. For the purposes of this request, VineCorps proposes that the grant cover 22 service-learning activity slots and 22 adventure-learning slots for Cheverly youth:

- 6 slots per service activity x 4 service activities = 24 service-learning slots
- 6 slots per adventure activity x 4 adventure activities = 24 adventure-learning slots
- 24 service/adventure pair slots x \$90 per pair slot = \$2,160 (22 pair slots = \$1980)

This grant will leverage additional funding to cover the program's full cost of \$12,000.

"Now and always, we begin again." — VineCorps Motto, from Benedictine tradition

Detailed Timeline for Expenditures: All program expenses will be incurred in June, July & August 2021. VineCorps can either submit receipts for \$2,000 worth of expenses after the program ends, or if required for fiscal year reasons (or otherwise preferred), VineCorps can issue slot reservation receipts to the Town for the total before the program begins.

Overall Benefit to the Community: These particular “positive youth development” experiences tend to be intensively bonding, so the hope is that an inclusive core leadership group of Town youth will emerge to help anchor and guide the Town’s new commitment to ongoing youth development programming.

In gratitude,



Chris R. Dwyer
Executive Director
VineCorps
301.602.4315
chris@vinecorps.org

“Now and always, we begin again.” — VineCorps Motto, from Benedictine tradition

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. & Divisic	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
	<u>18,000</u>

LINE ITEM NARRATIVE

GENERAL GOVERNMENT

MAYOR & COUNCIL

Official Expenses

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

Constituent Service/Strategic Plan

Expenses related to long term planning for the Town of Cheverly, as well as 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
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Personnel Services

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

Travel and Training

01-06-2000	Meeting Attendance	8,267	4,178	13,000	5,800	11,000
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Insurance

01-06-3000	Public Officials Liability	13,589	72,402	18,200	18,000	18,000
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Miscellaneous

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

Subscriptions & Memberships

01-06-5000	Public Officials Associations	15,144	10,243	14,000	11,000	11,000
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Municipal Elections

01-06-6000	Election Expenses	2,592	0	4000	4,000	4000
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Total Mayor & Town Council		101,713	151,262	127,400	126,300	146,900
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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
		<u>1256300</u>

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	52278	
	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	
			<u>1,083,787</u>	

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 expensed 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 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	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-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: 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-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					
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 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: _____ 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**

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

	BUDGET	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.

Actual Step
percentages

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	
					- approx. yield from \$.01 increase in tax rate
(Multi Val)	7,949,923	x .66	=	\$52,469	
				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 Tax Rate	County Rate for Cheverly	Differential *	MARYLAND	MNCPPC PARK & PLANNING	STORMWATER	TRANSPORTATION SUBURBAN TRANSIT COMM	SUPP EDUCATION	TOTAL
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	.051/0.66	1.000	0.820	0.180	0.112	0.2940	0.0540	0.0260	0.0400	0.8322
202	.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)

**TOWN OF CHEVERLY
ORDINANCE O-01-21
BUDGET ORDINANCE
FOR THE 2022 FISCAL YEAR**

An Ordinance whereby the Town of Cheverly adopts a Budget for Fiscal Year 2022 which begins on July 1, 2021 and ends on June 30, 2022.

(Uncodified)

WHEREAS, Article VII, Section C-23A(2) of the Charter of the Town of Cheverly grants to the Mayor and Council the power to appropriate and expend funds for any purpose deemed to be public; and

WHEREAS, each fiscal year of the Town commences on July 1 and ends by the following June 30, pursuant to Section C-32 of the Charter of the Town; and

WHEREAS, the Mayor and Town Council have, prior to each fiscal year, adopted a budget to govern the appropriation and expenditure of funds for the next fiscal year; and

WHEREAS, after numerous discussions and meetings, the Mayor and Town Council have prepared a budget for fiscal year 2022 containing anticipated revenues and proposed appropriations and expenditures for said fiscal year; and

WHEREAS, said budget, as discussed at numerous public meetings by the Mayor and Council, is attached hereto as Exhibit A;

WHEREAS, pursuant to Section C-14 of the Charter the Mayor and Council have authority to enact legislation by the affirmative vote of the greater of either 2/3 of the quorum present or four members of the Council, with the Mayor being able to provide a fifth vote if necessary.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of Cheverly in regular session assembled that the budget for fiscal year 2022 containing anticipated revenues and proposed expenditures of the Town, which budget is attached hereto as Exhibit A, and is hereby incorporated by reference, be and hereby is adopted for the fiscal year 2022 to take effect July 1, 2021 until June 30, 2022.

AND BE IT FURTHER RESOLVED, that this budget shall govern the expenditure of funds by the Town during the fiscal year 2022;

AND BE IT FURTHER RESOLVED, that the Mayor and Town Council may, from time to time, during the fiscal year amend this budget by motions made, discussed and carried so long as any action regarding this budget is taken at a public meeting after notice and a public discussion and the amendments to the budget for entire fiscal year do not increase the total expenditures by more than ten percent (10%) of the total expenditures figure appearing on attached Exhibit A;

AND BE IT FURTHER RESOLVED, that this Ordinance shall take effect on July 1, 2022; however, provided that a fair summary of the ordinance is published at least once in a newspaper of general circulation in the Town of Cheverly.

INTRODUCED by the Mayor and Town Council of the Town of Cheverly, Maryland, at a Special Meeting on **May 20, 2021**, at which meeting copies were available to the public for inspection.

ADOPTED by the Mayor and Town Council of the Town of Cheverly, Maryland, at a Regular meeting on **June 10, 2021**, at which meeting copies were available to the public for inspection.

Adopted: _____

Attest: _____

Mayor

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

[-] indicate deletion
CAPS/BOLD indicate additions

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 hearings, seasonal, recognitions, and other anticipated significant demands on agenda bandwidth.
- C. For regular meetings, as part of action items, presentations, and discussion items indicated on the agenda, residents seeking to speak will be recognized by the presiding officer. Residents may speak once, for no more than three minutes, on the specific agenda topic. The presiding officer shall halt residents at three minutes, and 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 Elected Official 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.

Preliminary **DRAFT** Schedule

THE END OF THE BEGINNING: FACING THE CHALLENGES AHEAD TOGETHER

MML 2021 SUMMER CONFERENCE – THE IN-PERSON EVENT – JUNE 27-29

SUNDAY, JUNE 27, 2021

NOON – 1 PM

NOON – 3 PM

NOON – 4 PM

1 PM – 2 PM

2 PM – 3 PM

2 PM – 4:15 PM

2:45 PM – 3:45 PM

3 PM – 4 PM

4 PM

5 PM – 6:30 PM

DEPARTMENT OFFICERS BRIEFING

ACADEMY GRADUATE CLASS – LEADERSHIP DEVELOPMENT & HUMAN COGNITION

REGISTRATION/COFFEE

MUNICIPAL/FIRST TIME ATTENDEES ORIENTATION

WORKSHOPS (2)

- WASTE MANAGEMENT STRATEGIES FOR A SUSTAINABLE TOMORROW
- TIPS FOR EFFECTIVE MEDIA COMMUNICATION

ACADEMY CORE CLASS: CONSENSUS & TEAM BUILDING

CHAPTER OFFICERS BRIEFING

BOARD OF DIRECTORS MEETING

DEADLINE FOR BOARD NOMINATIONS

WELCOME RECEPTION “BYO CHAIR BEACH BASH” AT CLARION HOTEL

MONDAY, JUNE 28, 2021

8 AM – 4:30 PM

8:30 – 10 AM

10 AM – 4 PM

10 AM – 10:15 AM

10:15 – 11 AM

10:15 – NOON

11 – 11:15 AM

11:15 – NOON

NOON – 12:55 PM

1:10 PM – 2 PM

2:15 – 3 PM

2:15 – 4 PM

3:15 – 4 PM

5 PM

REGISTRATION/COFFEE

OPENING GENERAL SESSION, KEYNOTE & ACHIEVEMENT AWARDS

EXPO OPEN

GROUP ONE ENERGY BREAK PICK UP – SECOND FLOOR

(3) WORKSHOPS – GROUP ONE AND EXPO - GROUP TWO

- DELINEATING MUNICIPAL-COUNTY AUTHORITY
- USING GRANTS TO IMPROVE COMMUNITY INFRASTRUCTURE
- MUNICIPAL STRATEGIC PLANNING

ACADEMY CORE CLASS – STRUCTURE OF GOVERNMENT (PAC)

GROUP TWO ENERGY BREAK PICK UP – SECOND FLOOR

(3) WORKSHOPS (REPEAT) – GROUP TWO AND EXPO - GROUP ONE

- DELINEATING MUNICIPAL-COUNTY AUTHORITY
- USING GRANTS TO IMPROVE COMMUNITY INFRASTRUCTURE
- MUNICIPAL STRATEGIC PLANNING

LUNCH - GROUP TWO (CONTINUE EXPO - GROUP ONE)

LUNCH - GROUP ONE (EXPO - GROUP TWO)

(3) WORKSHOPS – GROUP ONE AND EXPO GROUP TWO

- TOP 5 TIPS TO MANAGE RISK
- WHAT IS ECONOMIC DEVELOPMENT AND HOW DO I IMPLEMENT IT?
- USING SHARED SERVICES FROM MES TO SAVE MONEY

ACADEMY CORE CLASS – EMPLOYMENT ISSUES (PAC)

(3) WORKSHOPS (REPEAT) – GROUP TWO AND EXPO GROUP ONE

- TOP 5 TIPS TO MANAGE RISK
- WHAT IS ECONOMIC DEVELOPMENT AND HOW DO I IMPLEMENT IT?
- USING SHARED SERVICES FROM MES TO SAVE MONEY

OPEN FOR DEPARTMENT/CHAPTER/PARTNER EVENTS

TUESDAY, JUNE 29, 2021

8 AM – 4 PM

8 AM – 8:45 AM

8:30 AM – 10 AM

10 AM – 4 PM

10:15 – 11 AM

10:15 – NOON

11:15 – NOON

REGISTRATION/COFFEE

VOTING OPEN FOR BOARD ELECTION

ANNUAL BUSINESS MEETING/CLOSING GENERAL SESSION, KEYNOTE (GOVERNOR) AND AWARDS

EXPO OPEN

(3) WORKSHOPS – GROUP ONE AND EXPO - GROUP TWO

- KEEPING VOLUNTEERS ENGAGED
- ADDRESSING AGING WATER & SEWER INFRASTRUCTURE
- MUNICIPAL ELECTION ISSUES

ACADEMY CORE CLASS – EFFECTIVE MEETINGS (PAC)

(3) WORKSHOPS (REPEAT) – GROUP TWO AND EXPO - GROUP ONE

- KEEPING VOLUNTEERS ENGAGED

	<ul style="list-style-type: none"> ▪ ADDRESSING AGING WATER & SEWER INFRASTRUCTURE ▪ MUNICIPAL ELECTION ISSUES
NOON - 12:55	LUNCH - GROUP TWO (CONTINUE EXPO - GROUP ONE)
1:10 – 2 PM	LUNCH - GROUP ONE (EXPO - GROUP TWO)
2:15 – 3 PM	(2) POPULATION FORUMS – GROUP ONE AND EXPO - GROUP TWO
2:15 – 3:30 PM	CREATING AN INCLUSIVE COMMUNITY
3:15 – 4 PM	(2) POPULATION FORUMS (REPEAT) – GROUP TWO AND EXPO - GROUP ONE
6 – 7:30 PM	CLOSING RECEPTION “ALOHA, NOT GOODBYE” AT PRINCESS ROYALE HOTEL

MML 2021 SUMMER CONFERENCE – THE VIRTUAL EVENT – JULY 19 & 20

MONDAY, JULY 19, 2021

8:30 AM – 9 AM	BONUS CONTENT: SCENES FROM OCEAN CITY: A WALK-THROUGH WITH CPC CHAIR
9 AM – 10:15 AM	OPENING GENERAL SESSION, KEYNOTE & ACHIEVEMENT AWARDS
10:15 – 10:35 AM	BONUS CONTENT: KEYNOTE LIVE Q&A
10:45 – NOON	LEARNING LAB SESSION ONE: (3 OPTIONS) <ul style="list-style-type: none"> ▪ ACADEMY CORE CLASS – ETHICS (PART 1) ▪ MUNICIPAL BROADBAND ▪ OC CONFERENCE CONTENT TBD
NOON – 12:45 PM	LUNCH BREAK
12:45 PM – 1 PM	BONUS CONTENT: RESOURCE SOLUTIONS SHOWCASE INTRO
1 PM – 1:45 PM	LEARNING LAB SESSION TWO: (3 OPTIONS) <ul style="list-style-type: none"> ▪ ACADEMY CORE CLASS – ETHICS (PART 2) ▪ PARTICIPATORY BUDGETING ▪ OC CONFERENCE CONTENT TBD
1:45 PM – 2:45 PM	FIX THIS! RESOURCE SOLUTIONS SHOWCASE
3 – 4 PM	CABINET SECRETARIES ROUNDTABLES
4:30 PM – 5 PM	RECONNOITER CORNERS – CHATS, MEETINGS, RECAP THE DAY TOGETHER
5 – 6 PM	GAME NIGHT – ARE YOU GAME?
EVENING	OPEN FOR SOLUTIONS SHOWCASE & SPONSOR ENTERTAINMENT

TUESDAY, JULY 20, 2021

9 AM – 10 AM	GENERAL SESSION, KEYNOTE & HALL OF FAME
10 AM – 10:45 AM	BONUS CONTENT: WALK-THROUGH WITH CPC CHAIR & MEET THE PROBLEM SOLVERS
11 AM – NOON	LEARNING LAB SESSION THREE (3 OPTIONS TBD) <ul style="list-style-type: none"> ▪ ACADEMY CORE CLASS – BASICS OF RISK MANAGEMENT ▪ TBD ▪ OC CONFERENCE CONTENT TBD
NOON – 1:45 PM	FIX THIS! LUNCH & LEARN RESOURCE SOLUTIONS SHOWCASE
2 PM – 2:45 PM	LEARNING LAB SESSION FOUR (3 OPTIONS TBD) <ul style="list-style-type: none"> ▪ ACADEMY CORE CLASS – BASICS OF RISK MANAGEMENT ▪ TBD ▪ OC CONFERENCE CONTENT TBD
3 PM – 3:45 PM	POPULATION FORUMS
4 PM – 4:45 PM	RECONNOITER CORNERS – CHATS, MEETINGS, RECAP THE DAY TOGETHER

WEDNESDAY, JULY 21, 2021

9 AM – 11 AM	ACADEMY CORE CLASS – PUBLIC INFORMATION ACT
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ACADEMY FOR EXCELLENCE IN LOCAL GOVERNANCE SESSIONS

C = ACADEMY CORE

G = ACADEMY GRADUATES ONLY

E = ACADEMY ELECTIVE (TBD)

From: Stormy Keyes -MDA- <stormy.keyes@maryland.gov>

Sent: Tuesday, May 18, 2021 10:37 AM

To: Kristi Gardner <secretarypublicworks@cheverly-md.gov>; Steve Brayman <sbrayman@cheverly-md.gov>

Subject: Town of Cheverly scheduled spray night notification

This is to notify you that your community/HOA's scheduled spray night is **TUESDAY**. Spray season begins on **May 26th** and is anticipated to end **September 28th**. On your scheduled spray night, spraying will begin after dark and may continue until midnight or later. We do not conduct spray activity during daylight hours. If you see a truck in your community spraying during the day, it is not the State of Maryland.

Spraying will commence as soon as it is dark. As a precaution, we advise residents to stay inside their homes and close their windows while the spray truck is in the vicinity, bring in any pets, and remain in the home for 20-30 minutes until after the spray truck has passed by. If there are people outside when the truck passes by, no spray will be released, and the truck will not make another pass down that street.

The spray schedule will rotate every 3 weeks. This means that your community may or may not be sprayed every 3 weeks. The frequency will be determined by surveillance data collected, and complaints received.

In order to determine if your community will be sprayed on its scheduled spray night, please contact our office on Tuesdays between 2-4 p.m to find out if we are spraying your community that night. We do not know any further in advance if you will be sprayed on any particular Sunday night. You may call or email. See below.

Please contact me if you have any questions.

Thank you,
Stormy



Ms. Stormy Keyes
Administrative Aide
Mosquito Control
Maryland Department of Agriculture
8071 Greenmead Drive
College Park, MD 20740
stormy.keyes@maryland.gov
(301) 422-5080 (O)
(301) 422-0502 (Fax)
[Website](#) | [Facebook](#) | [Twitter](#)



Maryland Department of Agriculture

Office of Plant Industries and Pest Management

Larry Hogan, Governor

Boyd K. Rutherford, Lt. Governor

Joseph Bartenfelder, Secretary

Julianne A. Oberg, Deputy Secretary

Mosquito Control

The Wayne A. Cawley, Jr. Building

50 Harry S. Truman Parkway

Annapolis, Maryland 21401

www.mda.maryland.gov

Agriculture | Maryland's Leading Industry

410.841.5870 Baltimore/Washington

410.841.5835 Fax

800.492.5590 Toll Free

MARYLAND DEPARTMENT OF AGRICULTURE – MOSQUITO CONTROL SECTION

MOSQUITO CONTROL POLICY STATEMENT

OBJECTION TO ADULT MOSQUITO CONTROL

The policy of the Maryland Department of Agriculture regarding an objection to adult mosquito control by truck-mounted ultra low volume (ULV) application of insecticides is as follows:

! An individual may have his/her owned or leased real property and a surrounding buffer up to 300 feet on all sides of the property excluded from ground based ULV adult mosquito control.

! Each individual requesting this exclusion must submit the request in writing to the Maryland Department of Agriculture and provide copies to the appropriate community association or city/town. The request must provide the address of the property to be excluded and must be signed by the owner(s) or leasee(s). This request will be acknowledged in writing by the Department.

! If the number of individual objectors and the location of excluded properties precludes an effective mosquito control adulticide service in a community, the service in that community will be suspended. Service may be reinstated upon the written request of the community and approval by the Department.

! A city/town or community association may request the Department to rescind or modify a spray exclusion zone if the local authority believes the exemption unfairly impacts other residents who desire adult mosquito control service. Requests to rescind or modify spray exclusion requests must be made in writing and delivered to the Secretary of Agriculture.

! The Department periodically will verify the continued occupancy/ownership by objectors of properties excluded from ULV ground spraying to determine if the objection continues.

! In the event of mosquito-borne disease or conditions that threaten public health, the suspension of mosquito adulticide service in an area due to objectors will be discontinued and the full range of mosquito control procedures available will be utilized.

PUBLIC INFORMATION NOTICE:

Your **request for exemption from adult mosquito control services** by the Maryland Department of Agriculture **WILL NOT** be processed unless **ALL** of the information requested has been supplied. You have a right to inspect, amend, or correct this information. Under State Government Article, 10-617, Annotated Code of Maryland, this information may be generally available for public inspection. This information is not routinely shared with state, federal, or local government agencies.

Individuals should direct correspondence regarding this issue to:

Maryland Department of Agriculture
Mosquito Control Section
50 Harry S. Truman Pkwy
Annapolis, MD 21401

REQUEST FOR EXEMPTION FROM ADULT MOSQUITO CONTROL SERVICES

This application must be completed by the individual residing within a community participating in the Mosquito Control Program who wishes to have his/her property excluded from adult mosquito control pesticide applications by truck-mounted ultra low volume (ULV) sprayers. The attached statement entitled "Objection to Adult Mosquito Control" explains the Maryland Department of Agriculture's policy on individual objectors. Please retain it for your files.

Please complete all information below. Please read the "Public Information Notice" on the attached policy statement. Exemptions will not be accepted unless all of the information requested has been supplied. Failure to respond to contact from MDA will result in the voiding of your exception. It is your responsibility to notify MDA should your contact information change. Thank you for your cooperation in this matter.

Please print or type:

Name: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Telephone No. Day: _____

Telephone No. Evening: _____

Email: _____

Name of your Community Association: _____

Name of the Subdivision in which you reside: _____

Signature: _____

(I have read MDA's Adult Mosquito Control Objection Policy)

Your city/town or community association will receive notice of the scheduled night for surveillance and spraying. It is the responsibility of the city/town or community association to notify the residents of the schedule. Spraying will be conducted only if needed and will be done on the same day (as the above mentioned survey) of each week. Please feel free to contact us if you have further questions at:

- St. Mary's County: 301-373-4264/65
- Charles County: 1-888-523-0256
- Baltimore & Harford: 1-877-425-6485
- Prince George's: 301-422-5080
- Central and Western Maryland: 301-422-5080
- Anne Arundel: 410-841-5870
- Queen Anne's: 410-758-0920 ext. 4140
- Eastern Shore: 410-543-6626

Application should be sent to:

Program Supervisor
Mosquito Control Section
50 Harry S. Truman Parkway
Annapolis, MD 21401



Maryland Department of Agriculture

Mosquito Control Program
mda.maryland.gov
410-841-5870

MEMO

To: Communities participating in the Mosquito Control Program
From: Maryland Department of Agriculture, Mosquito Control Program
Re: Update on Products Used for Ultra-Low Volume Truck-Based Spraying
Date: May 20, 2021

As a participant in the Maryland Department of Agriculture (MDA) Mosquito Control Program, we are writing to provide an update on the products used by the program for Ultra-Low Volume (ULV) truck-based spraying of adult mosquitoes.

Last month, the program was made aware of private lab results indicating possible Per- and polyfluoroalkyl substances (PFAS) contaminants in Permanone 30-30. Out of an extreme abundance of caution, the program has decided to temporarily suspend use of this product while the U.S. Environmental Protection Agency (EPA) conducts an inquiry into these findings. Once the EPA testing is complete, the program will make a final decision.

In the interim, the program will use BioMist 30-30 and PermaSease 30-30 for any truck-based ULV applications. These products have similar active ingredients and we have received assurances from both manufacturers that measures have been taken to eliminate the use of materials (fluorinated containers) believed to be the source of PFAS contamination in other products.

We do not anticipate any major disruption in service due to this precautionary and temporary change. If you have any additional questions or concerns, please do not hesitate to contact the Mosquito Control Program at 410-841-5870.

Update your subscriptions, modify your password or email address, or stop subscriptions at any time on your [Subscriber Preferences Page](#). You will need to use your email address to log in. If you have questions or problems with the subscription service, please visit [Help](#).

This service is provided to you at no charge by [Maryland Department of Agriculture](#).