

## 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:** Bringing 100% renewable energy for all Town electrical accounts to reduce environmental impacts from brown electrical energy generation, but also capitalizing upon a cost savings for this green energy over the traditional brown energy contract pricing.

**Plans for the BUDGET Fiscal Year:** Deploy and realize the increased reliability of two new refuse trucks (rear loading packers) in FY21. Direct the use of some highway user revenue funds to storm drainage projects and coordinate with the County to have these funds reimbursed to allow for revolving the funds through phases of the project. Utilize the remaining highway user review funds for two streets and explore developing increased in-house capabilities to address potholes and small sections of streets to increase the longevity of those streets. Continue to work towards Public Works working proactively in support of the Mayor and Council's initiatives, as well as Town committees the department supports. The department is freezing on position for the fiscal year as well as other positions for one quarter of the fiscal year. The Assistant Mechanic position would be funded at \$40,036. Fully funded the equipment operator position would be \$51,505 and the Lead Laborer would be \$35,289.

**Significant Budget Changes:**

DETAIL - Personnel Services		Current or possible classification	BUDGET YR SALARY
	Position		
ADMIN:	Director of Public Works	unclassified	106600
	Supervisor	13L1	74003
	Administrative Assistant	8D	46592
	Custodian (part-time-25hrs/wk)	3F	17776
	Custodian (part-time-20hrs/wk)	3L1	19712
GARAGE: Temp Frozen	Master Mechanic	11F	63345
	Assistant Mechanic / Laborer	7E	FROZEN
MAINTENANCE: Streets  & Parks  &  Sanitation	Equipment Operator	11L1	64295
	Equipment Operator-FROZEN 1Q	11A	38628
	Equipment Operator	11G	60605
	Equipment Operator	11L1	64295
	Lead Worker / Foreman	7A	40638
	Lead Laborer - FROZEN 1Q	5A	26474
	Laborer	4L2	43245
	Laborer	4L2	43245
	Laborer	4C	35162
	Laborer	4D	35690
	Laborer	4C	35162
	Laborer	4C	35162
	Laborer	4A	33144
	Laborer	4D	35162
	Laborer-	4A	33144
			1030486

## LINE ITEM NARRATIVE

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**PUBLIC WORKS DEPARTMENT****ADMINISTRATION**

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**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.

**Lot Maintenance**

Funding for private contractors to mow grass, clean and clear lots that are neglected by residents. These costs are recouped from the property owner.

**Security System**

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**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>AUDIT FY2018</b>	<b>AUDIT FY2019</b>	<b>BUDGET FY2020</b>	<b>EST ACTUAL FY2020</b>	<b>BUDGET FY 2021</b>
<b><u>Personnel Services</u></b>						
01-12-1000	Salaries and Wages	947,173	937,775	1,027,300	900,000	1030500
01-12-1000	Overtime	11,826		10,000		10,000
01-12-1100	Retirement	101,131	135,535	150,000	150,000	168,000
01-12-1155	Retirement Supplement			15,000	30,000	30,000
01-12-1200	Worker's Comp.	52,689	77,402	80,000	80,000	80,000
01-12-1300	Social Security	74,066	72,639	82,700	72,000	85,000
01-12-1400	Hospitalization	198,589	151,821	200,000	150,000	175,000
01-12-1500	Life Insurance/Long Term Dis.	5,867	4,744	7,000	5,000	5,500
01-12-1600	Unemployment	165	3,640	2,000	1,600	2,000
<b><u>Staff Development</u></b>						
01-12-2000	Travel & Training	199	992	1,100	1,025	10,000
<b><u>Insurance Costs</u></b>						
01-12-3010	Auto Insurance/Fuel Tanks	14,981	13,542	13,000	14,100	14,500
<b><u>Commodities</u></b>						
01-12-4000	Materials, Supplies and Equipment	2,955	3,290	5,000	6,200	6,500
01-12-4010	Miscellaneous	3,945	621	1,000	500	1,000
<b><u>Other Charges</u></b>						
01-12-5000	Subscription & Memberships	195	332	500	75	500
<b><u>Professional Services</u></b>						
01-12-6040	Uniforms/Safety Gear	33,603	31,961	29,000	29,000	30,000
01-12-6070	Lot Maintenance (Private Property)	10,572	5,325	10,000	5,000	7,500
01-12-6080	Security System	421	421	1,000	900	1,000
01-12-6090	Radio Repair	2,403		1,000	0	1,000
<b><u>CAPITAL OUTLAY</u></b>						
01-09-9060	Buildings/Facilities/Yard	128,835	11,453	30,000	0	250,000
01-09-9140	Vehicle Replacement-3 yr 2/pur	176,741	140,693	241,000	250,300	75,000
01-09-9180	Equipment Replacement	31,309	36,250	51,000	26,500	51,000
<b>Total Public Works Administration</b>		<b>1,797,665</b>	<b>1,628,436</b>	<b>1,957,600</b>	<b>1,722,200</b>	<b>2,034,000</b>