

TOWN OF CHEVERLY, MARYLAND
MAYOR AND TOWN COUNCIL

Worksession
Thursday, March 26, 2020
7:30 PM

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Covid-19 Report – Town Administrator
4. Budget Course – Alfred E. Martin, CPA
5. Police MOU – Chief Towers
6. Fuel MOU – Director Brayman
7. Grant Acquisition Request – Town Administrator
8. Adjourn

Town of Cheverly — Mayor and Council Worksession of 26 March 2020, 7:30PM

In response to the conditions posed by COVID-19, the regularly-scheduled March Mayor and Council worksession will be virtually conducted through Zoom Meeting and can be accessed via the link below or simply by calling the phone number listed below.

<https://zoom.us/j/775960017>

Meeting ID: 775 960 017

+1 301 715 8592 US

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TOWN OF CHEVERLY, MARYLAND
MAYOR AND TOWN COUNCIL

Worksession
Thursday, March 26, 2020
7:30 PM

AGENDA with SUMMARIES

(Resident Input will follow each item and only after M&C – Please give name and ward.)

1. Call to Order
2. Pledge of Allegiance
3. Covid-19 Report – Town Administrator

Town Administrator Galloway will provide a report to the Mayor and Council regarding the status of Town operations and a summary of actions taken under the COVID-19 Emergency Ordinance passed by the Mayor and Council at the 12 March Town Meeting.

4. Budget Course – Alfred E. Martin, CPA

Mr. Martin will guide the Mayor and Council through the municipal budgeting process, State requirements and best practices, and the concept of value-based budgeting, as well as engage the Mayor and Council's questions.

5. Police MOU – Chief Towers

Chief Towers will present an MOU for consideration by the Mayor and Council. This MOU would enable the Cheverly Police Department and the Bladensburg Police Department to offer mutual assistance in support of uninterrupted public safety for the neighboring Towns of Cheverly and Bladensburg during the COVID-19-related State of Emergency.

6. Fuel MOU – Director Brayman

Public Works Director Brayman will present an MOU for consideration by the Mayor and Council. This MOU would enable the Town of Cheverly to access County fueling sites and reserves in the event of interruption or closure of public access to fuel during the COVID-19-related State of Emergency.

7. Grant Acquisition Request – Town Administrator

Town Administrator Galloway will confirm grant requirements, availability of grant funds and present a joint grant application from 4th Ward Civic Association and the Cheverly African American Community organization regarding funding of a joint Juneteenth celebration. A representative of each org. will represent via video/phone.

8. Adjourn

Cheverly

MEMO

Date: March 26, 2020

To: Mayor and Council

From: Dylan O. Galloway
Town Administrator

DOG

Subject: COVID-19 Summary and Report

First, I want to take this time to thank the residents of the Town of Cheverly for doing your part during these unprecedented and challenging times for our nation. During this rapidly changing, evolving situation it is very important that we follow the orders that have been put in place by Governor Hogan so that we can minimize the spread of the COVID-19 virus while keeping the residents of Cheverly safe and healthy. I also want to thank the Mayor, Council, and the Town Department Heads for their hard work to ensure the health and safety of residents and employees of the Town of Cheverly. We know that COVID-19 has drastically changed our way of life over the past few weeks, and we appreciate your cooperation as we work to make decisions that would keep you safe and help mitigate the spread of the COVID-19 virus. I know that each of you have concerns about our community, and I want you to know that I share those same concerns. The Mayor, Council, and Department Heads along with myself have continued to stay informed and in communication with local, state, and federal health officials to ensure you receive the most updated information.

With that said, out of consideration for employee health and safety, the Town of Cheverly has modified operations in all departments and is implementing social distancing to mitigate the spread of COVID-19. All town buildings have restricted public access. Social distancing has reduced the number of employees reporting for duty to the minimum necessary to allow the continuation of services. The primary focus of the Public Works and Administrative staff is to provide basic essential functions for each department during this pandemic. The Public Works staff will work on a shift rotation to provide sanitation services, and will eventually incorporate landscaping for town-owned properties when necessary. Any other requests will be addressed as soon as reasonably practicable. All

administrative staff will continue to be available by phone and email. Public safety will continue to operate on a 24/7 bases.

As of 3/26/2020 no Cheverly employee has been infected by the virus.

The town has also temporarily closed playgrounds, courts and fields to slow the spread of COVID-19. Although M-NCPPC owns Euclid Park, the town has received permission from M-NCPPC to restrict access to motor vehicles, and remain open to pedestrians. M-NCCPC advises residents to avoid group team and contact sports, discourage gatherings, avoid touching surfaces, and maintain at least 6 ft of distance between yourself and others.

The State of Maryland and Prince George's County are both operating under a State of Emergency to protect public health, and safety and limit the spread of the COVID-19 pandemic in Maryland. To date, Governor Hogan has placed several restrictions or taken action to slow the spread of COVID-19 in Maryland such as, limiting gatherings of 10 or more people, closed shopping malls, bowling alleys and pool halls, restricted access to BWI, and ensured businesses that provide essential services, such as grocery stores, pharmacies, and banks will remain open.

In the midst of this pandemic, it is important to note that essential government operations or processes must continue. We will move forward with implementing the FY20/21 budget. The strategic planning process will be rescheduled in the near future. Although COVID-19 has provided many challenges for governmental functions, the Town will persevere and continue to provide exceptional services. The buildings may be closed, but the employees continue to serve.

COVID-19 Report

March 26, 2020

Administrative Actions:

- Until further notice, all town-related travel outside of the State of Maryland is cancelled and prohibited. Town employees are expected to follow the guidance of Governor Hogan's travel action urging citizens to utilize transit for essential travel only. Any Town employee who needs to travel out of the state of Maryland should get the approval of the Town Administrator prior to travel.
- Until further notice, all town owned playground equipment, courts, fields and parks are temporarily prohibited of usage.
- All departments have implemented social distancing in the day to day operations which includes modifications to staff scheduling.
- All meetings and events sponsored/endorsed by the Town of Cheverly government are cancelled.
- Gatherings of 10 or more people in the Town of Cheverly are prohibited by executive order of Governor Hogan.
- Cheverly Police Department implemented online reporting system to file non-emergency incidents/crimes.
- Police are required to submit a temperature check upon reporting for duty.
- Elder watch is being conducted over the telephone.
- Change in Public Works' trash collection services to begin on March 30, 2020; please refer to the flyer distributed on March 22nd for detailed information.
- Emergency Purchases:
 - Laptops, cell phones, MiFi Packets, PPE, Zoom account, Mypc.com account, and additional cleaning supplies
 - All departments are tracking COVID-19 cost
- Communications:
 - Facebook
 - COVID-19 website was created to provide daily updates.

- Virtual COVID-19 Special Edition Newsletter was created to provide the latest information and education from local, state and federal resources.
- Communicated with residents on cancelation of pavilion rentals through April 30th.
- Telehealth is available to all Town employees through the town's health care provider, Cigna. Cigna has committed to waiving insurance fees for COVID-19 testing and care through May 31st.
- Working with County Council Member Ivey to coordinate a Blood Drive hosted by American Red Cross at Town Hall.

Gaps:

- Addressing potential need for childcare for employees
- Determine the needs of the local businesses
- Determine the needs of residents facing reduction in employment hours or unemployment
- Limited staff with high demand
- Health and safety of staff
 - Availability of PPE
 - Limited supply of hand sanitizer

Municipal Budgeting



Alfred E. Martin, CPA,
Retired Finance Director
City of Hagerstown, Maryland

Stephanie Walker, CPA, CPFO
WalkerCross

With research assistance by
Jeanne E. Bilanin, PhD, Associate Director
Institute for Governmental Service and Research
University of Maryland
June 26, 2019

Municipal Budgeting: Is this you?



Municipal Budgeting: Class Objectives



- Introduce participants to the framework and fundamental concepts of municipal budgeting in Maryland
- Help participants better understand their municipality's financial picture
- Give participants ideas for how to handle the extraordinary fiscal issues facing municipal governments in these difficult economic times

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Legal Framework: Maryland Law



- Fiscal Year: July 1 – June 30 (*Art. 24, Sec. 1-102*)
- Expenditures: must be for public purpose (*Art. 23A, Sec. 2(b)(2)*)
- Amendments: 2/3 vote required (*Art. 23A, sec. 2(b)(2)*)
- Constant yield tax rate (*Tax-Property Art., Sec. 6-308*)
- Financial reporting (*Art. 19, Sec. 35 – Sec. 41*)
- Audit (*Art. 19, Sec. 35 – Sec. 41*)

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Legal Framework: Financial Reporting



Requirements of *Manual of Uniform Financial Reporting* issued by Department of Legislative Services (DLS):

- Submission of annual Uniform Financial Report to DLS
- Expenditures must be classified by function or program
- Functions must be further broken down by type
- Expenditure type detail, *at minimum*:
 - Salaries
 - Other operating expenses
 - Construction
 - Other capital

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Legal Framework: Municipal Charter/Ordinances



- Responsible person; schedule; required content
- Requirement that budget be balanced
- Public review, notice, and hearings and adoption process
- Amendment procedures
- Requirement that unencumbered appropriations lapse

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Common Terms:

Funds



- Separate “pots” of money dedicated to a specific purpose. (or General Fund if not separated)
- Used for large, continuing operations
- General Fund
- Special Revenue Funds
- Capital Projects
- Debt Service
- Utilities

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Common Terms:

Fund Balance



- Accumulation of all previous years’ revenues minus expenditures
- Exists within each fund
- Focus typically on “Unassigned” – no claims on it (General Fund only)

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Financial Policies



- **Balanced Budget**
 - Include fund balance as revenues
 - Only look at current year revenues
 - Only look at recurring
- **Fund Balance**
 - Minimums, or targets
 - Allowed uses for excess
 - Method for replenishing if under

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Financial Policies



- **Revenue / Rate structures**
 - Recurring vs one-time
 - Rate development full cost vs some costs
 - Tax rate limits
- **Debt**
 - Types
 - Limits on repayment structure
 - Limits on total debt outstanding

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Financial Policies: Resources



- GFOA Best Practice guides
 - <http://www.gfoa.org/best-practices-z>
- City of Hagerstown: Proposed Budget Section 10
 - <https://www.hagerstownmd.org/DocumentCenter/View/7364/FY19-Adopted-Budget>

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Budget Organization: Types / Components / Formats



- Purpose:
 - Policy document
 - Financial plan
 - Operations guide
 - Communication device
- Broad sections:
 - Overview
 - General Fund (operating budget)
 - Revenues
 - Expenditures (or appropriations)
 - Other Funds and Capital
- Types – line item, or programmatic / departmental

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Budget Organization: Examples/Award Criteria

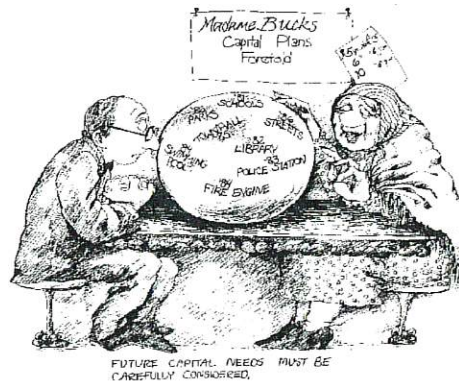


See award criteria from
Government Finance Officers Association
(GFOA) at www.gfoa.org

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Revenue: Projection Techniques

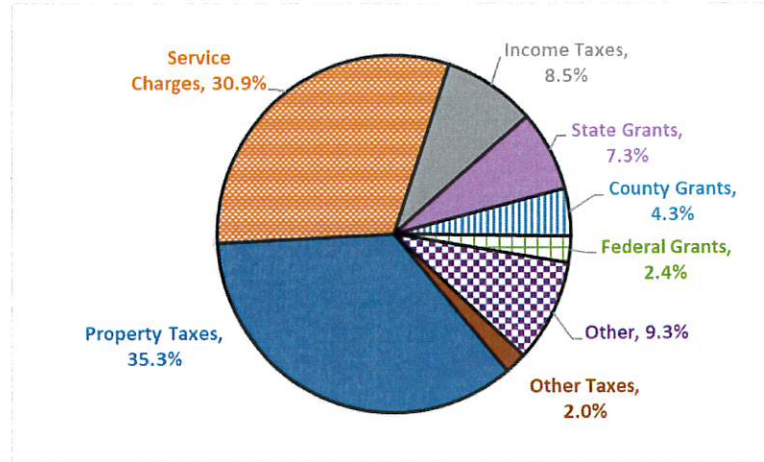


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Revenue

Sources of Revenue – Municipalities 2017



From 2019 Overview of Maryland Local Governments Finances and Demographics – Department of Legislative Services

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Revenue: Own Source



- Admissions and amusements tax
- Boat slip user fee
- Recreation fees
- Permit, licensing, and administrative fees
- Stormwater fees
- Water, sanitary sewer, electric fees
- Interest income

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Revenue:
State and Other Sources



State-shared:

- Local income tax
- Highway user taxes
- Business license fees
- Financial institution shares tax

Other:

- County property tax rebate
- Grants
- Borrowing
- Fines

State aid:

- Fire, rescue, and ambulance services
- Police protection

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Revenue:
Property Tax Basics



- Real property
- Commercial personal property
- Assessments: 100% valuation
- Tax rates
- Constant yield tax rate

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Revenue: Property Tax Calculations



Property Tax Calculation Examples

How much revenue will a \$0.01 increase in property taxes generate?

Example from the hypothetical City of Greatland:

Assessable base	\$ 1,579,726,160
Times increase in tax rate of \$0.01 per \$100 (or \$0.0001 per \$1 valuation)	x _____0001
Equals revenue generated by \$0.01 tax increase	= \$ 157,973

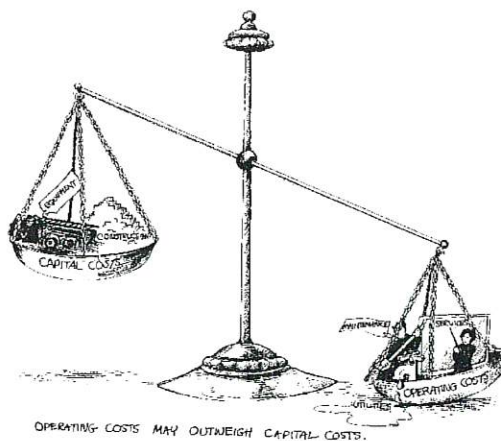
Example from the hypothetical Village of Modesto:

Assessable base	\$ 23,241,440
Times increase in tax rate of \$0.01 per \$100 (or \$0.0001 per \$1 valuation)	x _____0001
Equals revenue generated by \$0.01 tax increase	= \$ 2,324

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Municipal Budgeting: Expenditures



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Expenditures: Policy Questions/Considerations



Key Questions:

- What types of programs and services?
- At what spending or service levels?

Key Considerations:

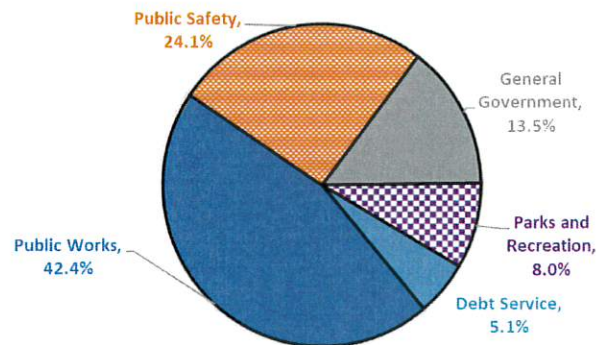
- Legal authority
- Legal mandates
- Community characteristics and needs
- Goals and priorities
- Services provided by other entities
- Available revenue

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Expenditures

Municipal Expenditure Trends 2017 Data



2019 Overview of Maryland Local Governments Finances and Demographics –
Department of Legislative Services

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Budgeting for the Unexpected: Contingencies



- Important to deal with the uncertain or unexpected
 - Termination/retirement payouts
 - Ice and snow removal
 - Large equipment/facility failures
 - Union negotiations / Raises
 - Other emergencies
- How much should be in your Contingency budget?

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Budgeting for the Unexpected: Contingencies



It Depends

- Relative size of budget vs raw dollars.
- How accurate are you typically budgeting
- What other options do you have if you needed funds
 - Fund balance
 - Expenditure reductions
 - Untapped revenue
- Timing

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Budgeting for the Unexpected: Fund Balance



General Fund Unassigned Fund Balance

- Other common names:
 - Reserves
 - Undesignated / Unreserved Fund Balance
 - Working Capital
 - Rainy Day Fund
- How much should be in Unassigned Fund Balance?

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Budgeting for the Unexpected: Contingencies



It Depends - GFOA recommendations

- Establish formal policy
- Minimum recommended level of 16.7% of General Fund revenues or 2 months of operating expenses
- <http://www.gfoa.org/fund-balance-guidelines-general-fund>
- Take the time to evaluate risk factors

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Budgeting for the Unexpected: Contingencies/Fund Balance



See GFOA reserve guidelines

See Group exercises 1 and 2 on Handout

and

See GFOA Paper on Building a Financially Resilient Government at www.gfoa.org

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Budgeting for the Unexpected: Fund Balance



Should you use it?

- How does your current level compare to your fund balance policy?
- Is the need short-term or long-term?
 - Think about the impact using it has on financial sustainability

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Budget as a Process: Steps



- Preparation
 - Review and adoption
 - Implementation
 - Evaluation
-
- A diagram consisting of a vertical line on the right side, with a horizontal line extending from the top to the left and another horizontal line extending from the bottom to the left. An arrow points from the top horizontal line to the "Preparation" bullet point, and another arrow points from the bottom horizontal line to the "Evaluation" bullet point, indicating a cyclical process.

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Budget as a Process: Preparation



- Set fiscal guidelines
- Estimate revenues and expenses
- Develop proposed budget

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Budget as a Process: Review and Adoption



- Disseminate information; provide notice as required by State and any local requirements
- Conduct presentations and hearings (e.g., State constant yield tax rate)
- Discuss issues
- Obtain public comment
- Make adjustments
- Adopt budget; set tax rate

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Budget as a Process: Implementation



BUDGETING AND ACCOUNTING SHOULD REFLECT EACH OTHER.

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Budget as a Process: Implementation



- Administrative procedures for spending
- Periodic reporting of budget versus actual (accounting – budget link)
- Budget transfer authority
- Amendments

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Budget as a Process: Evaluation



- Annual financial report
- Annual audit
- Baseline for budget development

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Budget Tips & Tricks



Reduce conservative budgeting and budget pad

- Budget Postmortem
- Compare to actuals (multi-year when possible)
- Salary vacancy
- Current year projections for revenues and expenditures

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Municipal Budgeting: References



Government Finance Officers' Association (GFOA)

Additional GFOA information and resources available at www.gfoa.org

Local Government Finance: Concepts and Practices, Petersen and Strachota, eds.

Recommended Practices for State and Local Government

The Operating Budget: A Guide for Smaller Governments, Juliet Powdar

Distinguished Budget Presentation Awards Program: Awards Criteria

University of Maryland Institute for Governmental Service and Research

Handbook for Maryland Municipal Officials, Barbara Hawk, Patti Belcher and Jeanne Bilanin, eds.

Maryland Department of Legislative Services

Local Government Finances in Maryland: Fiscal Year Ending June 30, 2017

<http://dls.state.md.us> (under "Policy Analysis Subject Areas," click on "Intergovernmental Matters & Public Administration")

City of Hagerstown

City Website at www.hagerstownmd.org

Adopted Budget for Fiscal Year 2018/19 available on City website under Departments/Finance/Budgets

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Municipal Budgeting: Homework



See homework problems 1-6 in Municipal Budgeting
Class Participant Handbook Available online at
www.mdmunicipal.org under Conferences & Training

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Municipal Budgeting



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FOUR YEAR BUDGET OVERVIEW

	AUDIT FY 2017	AUDIT FY 2018	BUDGET FY 2019	EST ACTUAL FY 2019	BUDGET FY2020
REVENUES:					
Taxes	5,156,863	4,987,301	5,030,894	5,260,400	5,278,800
Licenses	277,677	172,194	218,090	234,050	223,550
Intergovernmental	176,640	138,290	304,700	155,750	191,700
Service Charges	23,443	55,514	9,300	6,210	6,300
Fines & Forfeitures	785,832	900,978	725,000	768,000	755,000
Interest & Dividends	12,204	30,588	15,000	52,000	52,000
Miscellaneous	117,786	137,826	22,600	26,000	23,500
TOTAL REVENUES:	6,550,445	6,422,691	6,325,584	6,256,932	6,530,850
EXPENDITURES:					
GENERAL GOVERNMENT:					
	1,092,296	1,366,900	1,604,833	1,396,831	1,735,650
PUBLIC SAFETY:					
Police & Code Enforce.	2,174,747	2,011,652	2,318,929	2,111,200	2,514,300
PUBLIC WORKS:					
Admin. & Divisions	2,751,320	2,715,647	3,616,558	2,849,610	2,938,200
TOTAL EXPENDITURES:	6,018,363	6,094,199	7,540,320	6,357,641	7,193,150
TOTAL CREDIT / (DEFICIT):	532,082	328,492	(1,214,736)	(100,709)	(662,300)
	AUDIT	AUDIT	Estimated Balance		
FUND BALANCE - June 30:	3,030,089	3,094,097	2,246,817		

REVENUE BY SOURCE

		AUDIT FY 2017	AUDIT FY 2018	BUDGET FY 2019	EST ACTUAL 2019	BUDGET FY2020
<u>TAXES:</u>						
REAL ESTATE [Single, Multi-Family, Commercial]						
01-10-1100	REAL ESTATE [Single, Multi-Family, Commercial]	3,320,884	3,478,367	3,469,054	3,377,300	3,661,800
01-10-1400	Personal Property, Utilities	120,506	33,319	121,500	227,000	120,000
01-10-1500	Personal Property, Business	405,044	242,071	380,000	634,600	400,000
01-10-1600	Penalties & Interest	19,605	0	0	0	1,000
01-10-1700	Local Income	981,848	934,200	800,000	759,000	775,000
01-10-1800	Hotel/Motel Tax	133,895	140,382	100,000	104,900	105,000
01-10-1910	Highway Users Revenue (HUR)	150,495	156,188	159,000	155,200	214,700
01-10-1920	Taxes, Bank Stock Tax	1,366	1,340	1,340	1,300	1,300
01-10-1930	Liens	23,220	1,164	0	1,100	0
		5,156,863	4,987,031	5,030,894	5,260,400	5,278,800
<u>LICENSES & PERMITS</u>						
01-20-2000	Traders Licenses	50	0	50	50	50
01-20-2100	Building Permits	2,239	2,999	2,000	1,500	1,500
01-20-2200	Residential Business Licenses	2,318	1,952	1,040	2,600	2,000
01-20-2300	Rental Housing Licenses	113,650	14,345	75,000	65,000	70,000
01-20-2400	Cable Television Franchise Fees	159,420	152,898	140,000	150,000	150,000
		277,677	172,194	218,090	219,150	223,550
<u>INTERGOVERNMENTAL:</u>						
01-30-1200	Police Aid	102,139	115,322	114,000	116,100	115,000
01-30-1300	Program Open Space [POS]	23,138	0	58,000	0	58,000
01-30-1500	Disposal Fee Rebate	18,840	18,840	18,700	18,700	18,700
01-30-1600	Police Supplement	0	0	0	0	0
01-30-1725	Highway Safety Grant (Smooth Operator)	2,523	0	7,000	0	
01-30-1925	Misc. Grants (stormwater:boyd park)	30,000	4,128	107,000	91,800	0
		176,640	138,290	304,700	226,600	191,700
<u>SERVICES CHARGES:</u>						
01-35-1000	Residential Parking Stickers	1,231	838	1,200	750	800
01-35-1100	Special Trash/Appliance Pickups	1,985	1,971	2,000	260	300
01-35-1200	Lot Maintenance (Private Property)	14,728	48,005	1,500	1,700	1,700
01-35-1300	Park Pavilion Reservation Fees	2,269	1,950	1,600	1,300	1,300
01-35-1400	Mulch Delivery Fee / Sign Fees	3,230	2,750	3,000	2,200	2,200
		23,443	55,514	9,300	6,210	6,300
<u>FINES & FORFEITURES:</u>						
01-40-1000	Parking Tickets	24,415	19,594	10,000	10,000	10,000
01-40-1100	Municipal Infractions	5,348	8,795	3,000	6,000	5,000
01-40-1200	Red Light Camera Enforcement	722,664	843,093	700,000	737,000	725,000
01-40-1300	Speed Camera Enforcement	33,405	29,496	12,000	15,000	15,000
		785,832	900,978	725,000	768,000	755,000
01-45-1000	<u>INTEREST & DIVIDENDS:</u>	12,204	22,500	15,000	52,000	52,000
<u>MISCELLANEOUS:</u>						
01-45-1100	Sale Fixed Assets	16,359	1,850	1,000	1,600	1,500
01-45-1200	Insurance Proceeds Revenue	66,750	72,691	0	0	0
01-45-1300	Misc.(copies,fax,reports,veh releases)	10,878	31,994	20,000	20,000	20,000
01-45-1310	Other Police Revenue	19,698	27,729	0	1,800	0
01-45-1400	Vending Machine	1,626	1,737	1,500	1,100	1,000
01-45-1500	Compost/Rain Barrels	2,475	1,825	100	1,500	1,000
		117,786	137,826	22,600	26,000	23,500
	Total Revenues	6,550,445	6,414,333	6,325,584	6,558,360	6,530,850

EXPENDITURE LINE ITEM TOTALS

	AUDIT FY 2017	AUDIT FY2018	BUDGET FY2019	EST ACTUAL FY2019	BUDGET FY2020
GEN GOV - Misc. Activities / Divisions:					
Contractual-Consulting Services	94,921	224,000	335,000	326,560	278,500
Non-Departmental-Miscellaneous	427,486	558,800	612,800	458,700	410,000
Animal / Insect Control	820	1,000	1,000	0	1,000
Cable - Government Channel	20,403	16,500	16,500	15,000	165,500
GEN GOV - MAYOR & COUNCIL	120,163	151,000	120,900	101,640	122,300
GEN GOV - ADMINISTRATION	287,556	437,300	347,533	365,250	584,350
GEN GOV - Appointed Committees	30,092	59,500	63,200	37,450	63,000
- Debt Service	110,855	109,510	107,900	110,000	116,000
	1,092,296	1,557,610	1,604,833	1,414,600	1,740,650
PUB SAFETY - POLICE & Code Enforce.	2,174,747	2,215,448	2,318,929	2,250,820	2,514,300
PUBLIC WORKS. - Administration	1,596,369	1,911,834	2,114,408	1,682,830	1,957,600
PUBLIC WORKS. - Divisions	1,154,951	1,128,000	1,502,150	1,162,710	980,600
	2,751,320	3,039,834	3,616,558	2,845,540	2,938,200
TOTAL EXPENDITURES	6,018,363	6,812,892	7,540,320	6,510,960	7,193,150
CAPITAL OUTLAYS included in dept. exp. above	1,301,336	1,207,510	1,850,450	1,112,825	1,208,100

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, MDAR Administrative Cost Fee, software support, landscaping, external studies.).

Highlights from past Fiscal Year: Interim Town Administrator David Deutsch was brought in as a contract employee.

Plans for the BUDGET Fiscal Year: There are two external studies planned, an air quality study and a storm water study.

Significant Budget Changes: A new account has been added for a communications expert. There are plans to make significant upgrades to the cable broadcasting equipment.

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

Highlights from past Fiscal Year:

Plans for the BUDGET Fiscal Year:

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:

Plans for the BUDGET Fiscal Year:

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:

Plans for the BUDGET Fiscal Year:

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 - Retainer: 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 on an hourly basis (\$100/hour) and for off site back-up (\$1,600 for 3 years).

Landscaping Contract:

Contract Employee: This is a one year contract to address the issues defined by the Mayor and Council.

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 FY2017	AUDIT FY2018	BUDGET	EST ACTUAL	BUDGET
				FY2019	FY2019	FY2020

CONTRACTUAL - CONSULTING SERVICES

01-02-7500	Auditors	24,655	19,896	22,000	10,100	12,500
01-02-7510	Legal Counsel - Retainer Fees	11,402	28,277	40,000	142,280	150,000
01-02-7520	Legal Counsel - Other	17,336	6,465	10,000	41,780	0
01-02-7530	Computer Support	34,798	44,542	35,000	47,200	48,000
01-02-7540	Arborist Consultant	0	0	20,000	0	5,000
01-02-7550	Landscaping	6,730	47,841	8,000	4,000	3,000
01-02-7555	Contract Employee	0	0	200,000	59,200	0
01-02-7560	External Studies	0	17,608	0	22,000	55,000
01-02-7570	Communications Specialist					5,000
Total Contractual Services		94,921	164,629	335,000	326,560	278,500

NON-DEPARTMENTAL - MISCELLANEOUS

01-03-0010	Mun Bldg Supplies & Maint.	48,070	30,511	35,000	25,000	35,000
01-03-0020	Municipal Building Utilities	31,369	37,592	30,000	30,200	30,000
01-03-0030	Mun. Bldg. Liability Ins.	5,228	4,915	52,000	4,500	4,000
01-03-0040	Vending Machine	2,076	2,559	1,800	1,200	1,500
01-03-0060	Red Light Camera Contractor	319,439	352,410	300,000	302,900	310,000
01-03-0070	Speed Camera Contractor	21,304	11,683	9,000	10,700	11,000
01-03-0090	MD Retirement Admin Fees	8,200	8,162	10,000	7,800	8,500
01-09-9000	Mun. Building Capital Outlay	0	241,500	175,000	76,400	10,000
Total Non-Departmental		435,686	689,332	612,800	458,700	410,000

ANIMAL & INSECT CONTROL PROGRAMS

01-04-4000	Materials & Supplies	7	0	200	0	200
01-04-6050	Mosquito Control	813	1,557	800	0	800
Total Animal & Insect Control		820	1,557	1,000		1,000

CABLE TELEVISION GOVERNMENT CHANNEL

01-05-4000	Supplies & Equipment	438	892	500	0	500
01-05-7410	Professional Services	19,965	13,773	15,000	15,000	15,000
01-09-9160	Equipment (Capital Outlay)	0	1,000	1,000	0	150,000
Total Cable Television		20,403	15,665	16,500	15,000	165,500

BUDGET ACTIVITY DETAIL

GENERAL GOVERNMENT

MAYOR & COUNCIL

LINE ITEM NARRATIVE

GENERAL GOVERNMENT**MAYOR & COUNCIL**

Official Expenses

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

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, MML meetings, 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.

Urban Renewal

Includes appraisals, legal descriptions, court costs, demolition costs and purchase costs for properties under the Town's urban renewal plan.

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. Includes new constituent software program costs (\$2,500). 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.

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

Adopted Charter Amendments, Ordinances and Resolutions. Continue strong emphasis on quality development and improvement of Town facilities.

Plans for the BUDGET Fiscal Year

(activity-various)

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.

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>

MAYOR & TOWN COUNCIL

ACCOUNT NUMBER	DESCRIPTION	AUDIT FY2017	AUDIT FY2018	BUDGET FY2019	EST ACTUAL FY2019	BUDGET FY2020
<u>Personnel Services</u>						
01-06-1000	Salaries and Wages	18,000	18,000	18,000	18,000	18,000
01-06-1100	Retirement	2,000	2,229	2,500	2,300	2,500
01-06-1300	Social Security	1,194	1,371	1,400	1,350	1,400
01-06-1700	Official Expenses	1,500	1,460	2,000	1,890	2,000
01-06-1800	Constituent Service System	0	0	3,000	2,400	12,200
<u>Travel and Training</u>						
01-06-2000	Meeting Attendance	16,089	12,046	13,000	11,000	13,000
<u>Insurance</u>						
01-06-3000	Public Officials Liability	11,958	15,024	15,000	16,500	18,200
<u>Miscellaneous</u>						
01-06-4000	Materials, Supplies & Equip.	1,863	385	2,000	500	2,000
01-06-4010	Newsletter	21,265	20,060	25,000	17,500	20,000
01-06-4020	Public Information	12,192	14,618	18,000	17,200	22,000
<u>Subscriptions & Memberships</u>						
01-06-5000	Public Officials Associations	9,507	7,616	9,000	11,000	11,000
<u>Municipal Elections</u>						
01-06-6000	Election Expenses	1,305	68	2,000	2,000	0
Total Mayor & Town Council		96,873	92,877	110,900	101,640	122,300

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

Code Compliance moved under direct supervision of the Town Administrator in April, 2019. There were significant changes in the Town administrative leadership.

Plans for BUDGET Fiscal Year

New leadership team will be in place in early FY2020.

Significant Budget Changes

Most significantly, there are changes in staffing levels to provide better service to the Town. Additionally, Code Compliance has been moved from the Police Department to Administration.

DETAIL - Personnel Services	Current or possible	BUDGET YR
Position	classification	SALARY
Town Administrator	unclassified	128,125
Assistant to Town Administrator	13E	65,750
Town Clerk	12L1	65,817
Town Treasurer	13B	60,171
Office Aide (part time)	6C	14,953
Code Compliance	9L2	59,250
Code Compliance (part time)	6A	16,914
		<u>414,649</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.

Office Equipment Maintenance

Routine maintenance and emergency repair of office equipment such as: computers, typewriters, adding machines, copier, service & maintenance contracts for equipment, etc.

Auto Insurance

Coverage for Administrator's vehicle and excess auto liability. Also includes LGIT Environmental Insurance for Underground Fuel Tank Storage.

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 FY2017	AUDIT FY2018	BUDGET FY2019	EST ACTUAL FY2019	BUDGET FY2020
	<u>Personnel Services</u>					
01-07-1000	Salaries and Wages	191,618	206,971	225,183	256,000	414,700
01-07-1000	Overtime					10,000
01-07-1100	Retirement	18,038	20,685	32,000	20,200	30,100
01-07-1155	Retirement Supplement			0	2,600	10,000
01-07-1200	Worker's Comp.	7,891	8,372	10,000	10,000	10,000
01-07-1300	Social Security	17,792	17,524	17,500	24,000	26,900
01-07-1400	Hospitalization	22,286	15,773	25,000	22,000	30,000
01-07-1500	Life Insurance/Long Term Dis.	3,172	1,162	2,000	1,200	2,000
01-07-1600	Unemployment	55	55	150	0	150
	<u>Staff Development</u>					
01-07-2000	Travel and Training	185	309	2,000	3,800	10,000
	<u>Insurance Costs</u>					
01-07-3010	Auto Insurance/Excess Auto Liability	3,000	3,000	3,000	1,000	3,000
	<u>Commodities</u>					
01-07-4000	Materials, Supplies & Equipment	4,661	9,625	6,000	7,500	8,000
01-07-4010	Miscellaneous	997	959	2,000	1,200	2,000
01-07-4020	Banking Fees	40	722	200	1,200	1,500
	<u>Other Charges</u>					
01-07-5000	Subscriptions & Memberships	1,267	1,211	1,500	1,500	1,500
01-07-5010	Consultant/Accountant	0	0	0	0	5,000
	<u>Contractual Services</u>					
01-07-6010	Recruitment and Advertising	1,317	1,532	2,000	950	1,500
01-07-6020	Insurance Reimbursement	2,713	546	3,000	1,500	3,000
01-07-6030	Telephone	3,322	3,918	5,000	3,900	5,000
01-07-6040	Office Equipment Maintenance	3,405	563	4,000	1,200	3,000
01-07-6050	Postage	5,797	5,530	7,000	5,500	7,000
	<u>Capital Outlay</u>					
01-09-9150	Equipment Replacement	0	6,555	0	1,500	0
Total Administrative Division		287,556	305,012	347,533	366,750	584,350

COMMITTEES / DEBT SERVICE

ACCOUNT NUMBER	DESCRIPTION	AUDIT FY 2017	AUDIT FY2018	BUDGET FY2019	EST ACTUAL FY2019	BUDGET FY2020
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COMMITTEES OF TOWN COUNCIL

01-08-7000	Cheverly Day Comm. (Fireworks)	11,925	12,810	15,000	12,800	22,000
01-08-7100	Cheverly Planning Board	1,000	0	500	0	500
01-08-7200	Cheverly Parks & Grounds	0	0	500	0	0
01-08-7300	Youth Program	0	0	1,000	0	1,000
01-08-7400	Recreation Council	3,000	3,000	3,000	3,000	4,500
01-08-7500	PCAB	3,757	4,276	5,200	6,600	2,000
01-08-7600	Grants	5,375	9,085	10,000	12,050	20,000
						*incl bamboo
01-08-7700	Technology & Comm. Comm.	3,393	3,000	3,000	3,000	3,000
01-08-7800	Composting & Waste Bins	5,406	0	25,000	0	0
01-08-7900	Cheverly Community Market					5,000
01-08-8000	Interpretive Services					5,000
Total Committees		33,856	32,171	63,200	37,450	63,000

DEBT SERVICE - BOND / LOAN EXPENSES

Municipal Bond Interest Payment	109,510	95,000	95,000	95,000	100,000
Municipal Bond Principal Payment		16,985	16,985	15,000	16,000
01-09-9100	Accrued Payment Due	109,510	109,510	107,900	110,000
				110,000	116,000

BUDGET ACTIVITY DETAIL

PUBLIC SAFETY

POLICE DEPARTMENT

Description

The Police Department is responsible for the protection of life and property, deterring crime, arresting law breakers, and for improving the quality of life for all Cheverly residents. The enforcement of traffic regulations, the investigation of criminal offenses, the 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

Total crime has continued on its downward trend and is down approximately 32 percent from FY18 with the number of crimes falling from 237 to 161 as of April 30, 2019. Theft, fraud, and vandalism accounted for approximately 63 percent of all crime in Cheverly. During the fiscal year 2019, the Department made 267 arrests of which 90 were for open warrants and 49 were for DUI. The department made 2,579 traffic stops, issued 1,634 traffic citations, 2,722 warnings, 181 Safety Equipment Repair Orders, and 159 parking citations. Additionally, the Department conducted 1,602 house checks and 67 elder watch visits.

Plans for the Budget Fiscal Year

Over the last six months of FY19, the Department completed a self-assessment and identified several needs and considerations for improvement to better serve the Town of Cheverly and all of its stakeholders. That assessment yielded the need for restructuring. A criminal investigative section was established, supervisory responsibilities were changed and two additional supervisory positions created to ensure 24 hour supervision. Reclassification of a part time administrative aide to a second, full time police clerk, and reclassification of the police clerks position to offer a more competitive salary are all included in FY20.

Additionally, the department is working diligently to implement strategies that streamline workflow in an efficient manner. The Department has acquired an electronic policy management system that will improve organization and transparency in terms of accessibility, ease of use, and change tracking.

A mass notification system that will be utilized to notify the community of emergencies and important news

Significant Budget Changes

Increase in specialized services to include electronic policy management.

DETAIL - Personnel Services	Current or possible classification	BUDGET YR SALARY
Chief of Police	unclassified	105,262
Lieutenant	24	87,255
Sergeant	22	85,543
Sergeant	22	85,543
Master Corporal	15	74,472
Master Corporal	14	73,012
Police Officer	10	67,451
Police Officer	10	67,451
Police Officer	7	63,560
Police Officer	5	59,369
Police Officer	4	58,205
Police Officer	4	58,205
Police Officer	4	58,205
Police Officer	3	56,182
Police Officer	3	56,182
Police Recruit	3	56,182
Police Clerk	8-A	42,638
Admin Asst.	8-A	42,638
Automation Admin	13-H	71,847
		1,255,085

LINE ITEM NARRATIVE

PUBLIC SAFETY

POLICE DEPARTMENT

Training & Travel

Job related meetings and seminars, in service re-certification, FOP banquet, and Code Enforcement meetings. Includes the MML Conference and the Maryland Police/Sheriff Conference.

Tuition Assistance

Tuition reimbursements for authorized, job related courses. Academy training expenses.

Materials, Supplies and Equipment

Cost of literature, report forms, and consumable items necessary for program operation.

Equipment

Flashlights, batons, ammunition, guns, etc.

Miscellaneous

Neighborhood Watch, Community Policing Supplies, etc.

Subscriptions & Memberships

Subscriptions to professional journals/organizations include: PG Chief's Assoc.; IACP; MML Chief's membership ; Maryland Chief's Association.

Applicant Screening

Applicant physicals, psychological screening, drug screening and polygraph.

Wireless Communications

Telephone expenses for the police building. On-board wireless communications allowing calls to be viewed via computer (\$50/month per computer).

Specialized Services

Repair and calibration of radar equipment. Radio maintenance and repair. County computer rental and tie-in to County system. Towing of donated vehicles.

Traffic Control

Payment to SHA for light at Route 201 & Lydell Road. Ticket books, film/developing, etc. Red-Light Camera operating supplies and speed camera.

Residential Parking Zones

Parking Zone signs, stickers, forms, etc.

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 is needed for departmental operations.

POLICE DEPARTMENT

ACCOUNT NUMBER	DESCRIPTION	AUDIT FY2017	AUDIT FY2018	BUDGET FY2019	EST ACTUAL FY2019	BUDGET FY2020
<u>Personnel Services</u>						
01-11-1000	Salaries and Wages	1,105,422	1,027,893	1,167,229	1,003,200	1,255,100
01-11-1000	Overtime		90,260	50,000	83,000	77,000
01-11-1100	Retirement	89,185	105,728	200,000	260,900	263,400
01-11-1155	Retirement Supplement (civilian)			0	4,600	7,000
01-11-1200	Worker's Comp.	129,278	111,278	171,000	147,000	180,000
01-11-1300	Social Security	79,476	87,443	90,000	82,800	90,000
01-11-1400	Hospitalization	121,032	117,647	150,000	120,200	130,000
01-11-1500	Life Insurance/Long Term Dis.	5,857	8,168	10,000	7,400	10,000
01-11-1600	Unemployment	1,065	0	200	0	200
<u>Staff Development</u>						
01-11-2000	Travel & Training	14,929	17,726	17,000	18,162	23,000
01-11-2100	Tuition Assistance	16,851	19,551	18,000	4,500	15,000
<u>Insurance Costs</u>						
01-11-3000	Police Liability Insurance	22,050	22,504	24,000	24,700	23,500
01-11-3010	Auto Insurance	11,482	17,050	19,000	24,400	25,300
<u>Commodities</u>						
01-11-4000	Materials and Supplies	12,174	16,177	20,000	16,300	20,000
01-11-4010	Miscellaneous	374	4,964	2,000	10,000	12,000
01-11-4020	Equipment	28,754	23,883	25,000	22,318	25,000
01-11-4050	Credit Card Fees	4,998	4,969	4,500	3,900	4,500
<u>Subscriptions & Memberships</u>						
01-11-5000	Chiefs Association	600	400	600	540	600
<u>Professional Services</u>						
01-11-6040	Uniforms	18,882	22,898	25,000	31,300	30,000
01-11-6050	Applicant Screening	3,508	6,599	6,000	10,700	10,000
01-11-6060	Specialized Services	6,691	7,747	8,500	8,900	16,700
01-11-6100	Equipment Maintenance	3,936	863	1,500	2,000	2,000
<u>Operating Costs</u>						
01-11-6080	Residential Parking Zones	813	893	900	800	900
01-11-6090	Auto Repair	77,668	41,764	35,000	48,000	45,000
01-11-6110	Building Utilities	8,636	11,805	12,000	11,000	12,000
01-11-4040	Telephone	9,407	10,612	9,000	12,000	12,000
01-11-6030	Telephone/Wireless Comm.	11,164	14,401	12,000	13,000	13,000
<u>Capital Outlay</u>						
01-09-9120	Building / Facilities	0	0			20,000
01-09-9130	Vehicle Replacement	168,695	149,802	162,000	180,000	165,000
01-09-9170	Equipment / Furnishings	214,571	50,821	72,500	87,000	26,100
Total Police Department		2,167,498	1,993,846	2,312,929	2,238,620	2,514,300

BUDGET ACTIVITY DETAIL

PUBLIC WORKS DEPARTMENT

ADMINISTRATION

Description: PW-Administration is responsible for the maintenance of all town infrastructures and its contents, as well as, grounds, streets, parks and fleet equipment; collection of garbage, special trash and recyclables; fall leaf collection; snow & ice removal, construction contract administration. It is also responsible for employee safety and training.

Highlights from past Fiscal Year:

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

Significant Budget Changes:

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

LINE ITEM NARRATIVE

PUBLIC WORKS DEPARTMENT**ADMINISTRATION**

Overtime

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

Retirement Enhancement

Approved matching funds for volunteer ICMA Retirement participation.

Travel & Training

Essential employee training; workshops; conferences; reimbursement for commercial training in order to comply with new Maryland State Laws and/or cost of obtaining a Class CDL license; MD Tech training; LGIT seminars.

Material, Supplies and Equipment

Supplies and minor equipment incidental to the daily operation of the office. Custodial supplies (cleaning equipment, paper products, soap, light bulbs, etc.)

Miscellaneous

Reimbursable items, etc.

Subscriptions & Memberships

American Public Works Association.

Uniforms/Safety Gear

Rental of uniforms; purchase of safety glasses, steel toe shoes, leather palm gloves, safety vests, and rain gear.

Lot Maintenance

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

Security System

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

Capital Outlay - Equipment Replacement

Details can be found on noted Capital Improvement Program pages. The CIP Equipment Replacement account is for items over \$500 that is needed for departmental operations.

PUBLIC WORKS ADMINISTRATION

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

BUDGET ACTIVITY DETAIL

PUBLIC WORKS DEPARTMENT

DIVISION SERVICES

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 rental of specialized equipment for the removal or installation of concrete for repairing streets or stormdrains.

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

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

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

CAPITAL IMPROVEMENT PROGRAM - SUMMARY

**This is a summary of all Capital Outlays expended by Department:
 The following pages are detailed explanations of Capital Outlays & projections for a 5 yr Capital
 Improvement Program.**

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

Mutual Aid Agreement

Between the
Town of Cheverly, Maryland,
And the
Town of Bladensburg, Maryland.

2020

**MUTUAL AID AGREEMENT BETWEEN THE TOWN OF CHEVERLY, MARYLAND,
AND THE TOWN OF BLADENSBURG, MARYLAND.**

THIS AGREEMENT is entered into this _____ day of March 2020 by and between the Mayor and Town Council of the Town of Cheverly, Maryland, hereinafter referred to as “the Town of Cheverly,” and the Mayor and Town Council of Bladensburg, Maryland, hereinafter referred to as “the Town of Bladensburg,” collectively referred to as “the Parties.”

WHEREAS, the Parties’ police departments are charged with providing police services to the citizens of Prince George’s County, Maryland, within their respective jurisdictions; and

WHEREAS, it is the Parties’ mutual desire to enhance, foster and maintain the positive working relationship currently existing between them; and

WHEREAS, Maryland Code, § 2–105(e)(1) of the Criminal Procedure Article permits a municipal corporation to make a reciprocal agreement with other municipal corporations within the State to carry out a plan to provide mutual aid by providing its police officers and other officers, employees, and agents, together with all necessary equipment, as provided by Maryland Code, § 2–105(b) of the Criminal Procedure Article; and

WHEREAS, Maryland Code, § 2–105(b) of the Criminal Procedure Article provides that the governing body of a municipal corporation may determine the circumstances under which the police officers and other officers, agents, and employees of the municipal corporation, together with all necessary equipment, may lawfully go or be sent beyond the boundaries of the municipal corporation to any place within or outside the State.

NOW THEREFORE, pursuant to Maryland Code, § 2–105 of the Criminal Procedure Article, and the authority granted to them under their respective Charters, the Town of Cheverly and the Town of Bladensburg by their undersigned officials, do hereby agree as follows:

SECTION I. SCOPE OF AGREEMENT

1.1. Maryland Code, § 2–105(e)(1) of the Criminal Procedure Article provides that the governing body of any municipal corporation may enter into reciprocal agreements in order to carry out a plan to provide mutual aid through the furnishing of its police together with all necessary equipment in the event of an emergency and/or non-emergency situation and as provided in Section 2–105(b).

1.2. Pursuant to Maryland Code, § 2–105, the Parties, as governing bodies, have determined by their adoption of this Agreement that an emergency and/or non-emergency situation exists when:

1.2.1. An on-duty Police Officer/Investigator of the Town of Cheverly or the Town of Bladensburg witnesses, or has probable cause to believe there has occurred, the commission of criminal activity, which is punishable by incarceration or a serious traffic offense within the jurisdiction of any other signatory agency; or

1.2.2. The Parties' police departments shall have committed, or shall foresee the need to commit, all of their readily available resources to any present or future police incident or action, and that mutual aid provided herein may be utilized.

1.2.3. For the purposes of this Agreement, a serious traffic offense is defined as:

1.2.3.1. An offense committed in wanton or willful disregard for the safety of persons or property; or

1.2.3.2. An offense committed in a manner that indicates a wanton or willful disregard for the safety of persons or property; or

1.2.3.3. When the officer has a reasonable belief that they or another person are in imminent danger of serious physical injury.

SECTION II. JURSDICITON

2.1. Maryland Code, § 5-207 of the Local Government Article grants to any municipal corporation the authority to establish and maintain a police force within that municipality.

2.2. In the event of an emergency and/or a non-emergency, as defined in paragraph 2.3., below, police officers from either signatory agency may take police actions within the jurisdiction of the other signatory agency.

2.3. An emergency and/or a non-emergency situation arises for the purposes of this section when:

2.3.1. An on-duty Police Officer of the Town of Cheverly or the Town of Bladensburg witnesses, or has probable cause to believe there has been the commission of criminal activity, which is punishable by incarceration, or a serious traffic offense within the jurisdiction of a signatory agency; or

2.3.2. The Parties' police departments shall have committed, or shall foresee the need to commit, all of their readily available resources to any present or future police incident or action.

2.4. A police incident or action shall be considered any matter which affects the public safety as determined by the senior police official or their designee of the signatory agency requesting mutual aid under this Agreement.

SECTION III. AUTHORITY

3.1. Pursuant to the actions of the Mayors and Town Councils of the Town of Cheverly and the Town of Bladensburg, and in accordance with Maryland Code, § 2-105 of the Criminal Procedure Article, and by the execution of this Agreement, the police officers of both

signatory agencies shall comply with the following procedures with respect to arrests and actions within the jurisdiction of either signatory agency.

3.2. All calls for service concerning incidents having occurred or presently occurring within the jurisdiction of a signatory agency shall be referred to that agency.

3.3. Pursuant to the terms of this Agreement, police officers of either signatory agency may make arrests and exercise related police powers within the jurisdiction of the other signatory agency in an emergency and/or non-emergency situation.

3.3.1. When a police officer makes any arrest within the jurisdiction of the other signatory agency that officer will immediately notify the police agency having jurisdiction and take the suspect to the nearest central processing station for processing, be present before a District Court Commissioner if required, and prepare any necessary reports.

3.3.2. All written reports regarding such an arrest shall be done in the format and manner prescribed by the arresting officer's agency.

3.3.3. All written reports regarding such an arrest, as well as any reports required by the police department/division having primary jurisdiction must be prepared by the end of the officer's tour of duty and a copy forwarded to the agency having primary jurisdiction no later than 1700 hours the next business day.

3.3.4. All follow-up investigations for all offenses will be conducted by the agency having primary jurisdiction.

3.4. Pursuant to the terms of this Agreement, police officers of either signatory agency may serve a warrant within the jurisdiction of the other signatory agency in an emergency and/or non-emergency situation.

3.4.1. The officer attempting service shall notify the agency having primary jurisdiction of the warrant attempt including the location and the name of the defendant prior to service.

3.4.2. Whenever possible, an officer of the agency having primary jurisdiction shall accompany the officer(s) attempting service of the warrant.

3.5. Pursuant to the terms of this Agreement, police officers of either signatory agency may issue a citation or make an application for a statement of charges for any serious traffic offense, which occurs within the jurisdiction of the other signatory agency. No officer of either signatory agency shall actively engage in routine traffic enforcement within the boundaries of the other signatory agency. Each signatory agency must forward copies of any motor vehicle citations or statements of charges they issue, or cause to be issued, within the jurisdiction of the other signatory agency to that agency in accordance with the reporting provisions of paragraphs 3.3.2. and 3.3.3., above, of this Agreement.

3.6. In the event that an officer of either signatory agency responds to an incident or call for service within the jurisdiction of the other signatory agency, the command authority shall be determined as follows:

3.6.1. The agency having primary jurisdiction shall exercise command unless otherwise provided below.

3.6.2. In the event that a police officer from either signatory agency is first on the scene, that officer shall assume command and secure the area, maintain the integrity of any crime scene, establish a perimeter as required and begin to gather victim and/or witness information until an officer from the other agency having primary jurisdiction arrives on the scene.

3.6.3. A police officer who initially assumes command of a scene, as described in paragraph 3.6.2, above, shall relinquish command to the first police officer from the other agency having primary jurisdiction who arrives on the scene.

3.6.4. Once that command has been relinquished, the initial officer shall not remain on the scene unless requested to do so by the officer in charge from the agency having primary jurisdiction.

3.6.5. When police officers are involved in a situation as described in paragraph 3.6.2, above, which requires an incident report, statement of charges, citation or any other police report or document, the officer must prepare the report, statement, citation or other document by the end of his/her tour of duty. A copy of the report, statement, citation or other document will be forwarded to the agency having primary jurisdiction no later than 1700 hours the next business day. This procedure will be followed regardless of whether command was relinquished to a police officer of that jurisdiction or the incident was handled to completion by the officer from the other signatory agency.

3.6.6. Officers will use direct radio communications with the requesting agency if the technology exists. In the absence of direct radio communications, officers will communicate directly with their respective communications centers who in turn will communicate directly with the requesting agency's communications center.

SECTION IV. USE OF RESOURCES

4.1. Pursuant to the terms of this Agreement, the senior on-duty official of either signatory agency in charge of any present incident or action within their jurisdiction is authorized to determine the need for additional police resources, if needed, in an emergency and/or non-emergency situation.

4.1.1. Once this determination has been made, said official may request from the senior on-duty police official of the other signatory agency such resources as may be necessary and available to meet the need.

4.1.2. Additionally, the senior official of an investigative task force that is operating in the jurisdiction of the signatory agencies is authorized to determine the need for additional resources from the other agency.

4.2. Pursuant to the terms of this Agreement, the Police Chief or Command Staff Officer of either signatory agency may determine the need for additional police resources as may be necessary for any future incident or action within their jurisdiction.

4.2.1. Once this determination has been made, said official may request from the Police Chief or Command Staff Officer of the other signatory agency such resources as may be necessary and available.

4.3. In the event that a request for additional resources is made pursuant to paragraphs 4.1. or 4.2. of this Agreement, the following procedures shall be followed:

4.3.1. All requests for resources shall include:

4.3.1.1. The name and position of the officer making the request;

4.3.1.2. The nature and location of the emergency/ non-emergency;

4.3.1.3. The number of personnel requested and whether specialized personnel are needed;

4.3.1.4. The type(s) of equipment needed; and

4.3.1.5. The name rank and location of the officer to whom assisting personnel shall report.

4.3.2. The police official receiving such a request shall consider the circumstances of the request and the capability of his or her agency to provide the requested assistance. If the receiving official determines that the request can be met, he or she shall provide such assistance, including necessary personnel and equipment, as is consistent with the request, and shall promptly notify the requester of the number of personnel and/or equipment being provided.

4.3.3. Assisting personnel shall be under the command of the senior police official or his or her designee from the requesting agency on the scene.

4.3.4. The use, deployment, command and control of resources under this section shall generally conform to the applicable related sections of the most current version of The Greater Metropolitan Washington Area Police and Fire/Rescue Services Mutual Aid Operational Plan.

4.4. Neither agency shall send any personnel to an incident or police action in the other signatory jurisdiction unless it is expressly requested pursuant to this section.

4.4.1. This does not preclude a nearby officer from responding to an incident involving an immediate threat to human life.

4.5. Each signatory agency shall maintain an up-to-date list of available personnel resources, which shall be attached as an appendix to this Agreement.

SECTION V. MISCELLANEOUS PROVISIONS

5.1. Notwithstanding the provisions of this Agreement, nothing herein shall prevent the Chiefs of Police of the Town of Cheverly and the Town of Bladensburg from mutually agreeing upon such operational arrangements or establishing such procedures as may be necessary to carry out the intent of this Agreement.

5.2. The Town of Cheverly and the Town of Bladensburg, upon receiving any written complaint against its officers from a Chief of Police of any either agency for failure to comply with this Agreement, shall take necessary action to ensure compliance and to notify the initiator of the complaint of any action taken as a result of such complaint.

5.3. A central file shall be maintained by the Parties' police agencies documenting all arrests made within either signatory agency's area of jurisdiction. The Chiefs of Police of Cheverly and Bladensburg shall meet at least once annually to review the actions taken under this Agreement and make such recommendations as may be required to advance the goals of this Agreement in accordance with applicable laws.

5.4. Each signatory agency should provide the other with sufficient copies of all manuals, directives, memoranda, training bulletins and any other materials necessary to assist the officers of each agency in the delivery of police services and preparation of written reports pursuant to the terms of this Agreement. All such materials should be updated when necessary to keep the other police agency informed of changes in procedure.

5.5. The Parties to this Agreement agree to:

5.5.1. Waive any and all claims against one another, which may arise out of their activities outside of their respective jurisdictions under this Agreement; and

5.5.2. Indemnify and hold harmless one another to this Agreement from all claims by third parties for property damage or personal injury that may arise out of the activities of either party to this Agreement, outside their respective jurisdictions under this Agreement; provided, however, that a requesting party need not indemnify the party providing assistance if (1) the party providing assistance does not cooperate in defending against claims made by third-parties or (2) the third-party claims arise out of malicious acts of the party providing assistance. The Agreement to indemnify shall in no way be construed to constitute a waiver of any immunity by the requesting party or responding party, which either might enjoy, and the requesting party shall be able to raise all defenses available to or which might be raised by the responding party or to the protections of the Maryland Code, § 5-301 *et seq.* of the Courts

and Judicial Proceedings Article, more commonly referred to as “the Local Government Torts Claims Act.”

5.5.3. Forfeit any claims for expenditures regarding any actions taken or services received pursuant to this Agreement against the other signatory agency.

5.6. The Parties acknowledge that the police officers, agents, and employees, when acting in furtherance of authority of this Agreement beyond the territorial limits of the jurisdiction in which they are commissioned or employed, remain police officers, agents, or employees of the jurisdiction in which they are commissioned or employed at all times. Furthermore, police officers, agents, and employees are entitled to all the immunities from liability, exemptions from laws, ordinances, and regulations, and worker's compensation, disability, death benefits, life insurance, pension, and other benefits enjoyed by them while performing their respective duties within the territorial limits of the jurisdiction in which they are commissioned or employed.

5.7. This Agreement supersedes any prior mutual aid agreement.

5.8. Either municipality may withdraw from this Agreement by providing sixty (60) days written notice to the other municipality.

5.9. Notices pursuant to this Agreement shall be given by United States Mail, postage pre-paid, addressed as follows:

Town of Cheverly

Dylan Galloway
Town Administrator
Town of Cheverly
6401 Forest Road
Cheverly, Maryland, 20785

Town of Bladensburg

Debi Sandlin
Town Administrator
Town of Bladensburg
4229 Edmonston Road
Bladensburg, Maryland, 20710

5.10. The recitals above are hereby incorporated into this Agreement.

5.11. The laws of the State of Maryland, excluding conflicts of law rules, shall govern this Agreement as if this Agreement were made and performed entirely within the State of Maryland. Any suit to enforce the terms hereof or for damages or other relief as a consequence of the breach or alleged breach hereof shall be brought exclusively in the courts of the State of Maryland in Prince George’s County, and the Parties expressly consent to the jurisdiction thereof and waive any right which they have or may have to bring such elsewhere.

5.12. This Agreement shall not be construed in favor or against either party based on the fact that it was drafted by the Town of Cheverly, Maryland.

5.13. This Agreement may be executed electronically and in counterparts.

5.14. This Agreement is effective on the ___ day of March, 2020.

IN WITNESS WHERE, the Parties have executed this Memorandum of Understanding on the date first written above.

TOWN OF CHEVERLY:

Laila Riazi
Mayor

Dylan Galloway
Town Administrator

Jarod Towers
Chief of Police

BLADENSBURG, MARYLAND

Takisha James
Mayor

Debi Sandlin
Town Administrator

Tyrone Collington
Chief of Police

**MEMORANDUM OF UNDERSTANDING
VEHICLE MAINTENANCE AND FUEL**

THIS MEMORANDUM OF UNDERSTANDING is made this ____ day of _____, 2020, by and between **PRINCE GEORGE'S COUNTY**, a body corporate and politic of the State of Maryland, hereinafter referred to "the County," and the **TOWN OF CHEVERLY**, a municipality of the State of Maryland, hereinafter referred to as "the Town," collectively referred to as "the Parties."

WHEREAS, Section 606 of the County Charter and Section 10A-146 of the County Code authorize the County to participate in cooperative purchasing and service arrangements with other jurisdictions; and

WHEREAS, Section 4 of the County Charter's Schedule of Legislation directs that the Office of Central Services shall, among other services, be responsible for the County's fleet and Section 10-248.02 of the County Code establishes the Fleet Management Internal Service Fund for the management and repair of the County fleet; and

WHEREAS, the County operates Vehicle Maintenance Facilities, hereinafter referred to as "the Facility," with branches throughout the County, for maintenance and repair of County-owned vehicles, and, according to the County's website, municipal-owned vehicles; and

WHEREAS, the Town desires to have its vehicles maintained and repaired on an as-needed basis at the County's Facility; and

WHEREAS, the Town also desires to have access to and use of the County's fuel facilities, and

WHEREAS, the County has expressed a willingness to provide the Town with services routinely provided by the County at the Facility, and to grant the Town access to and use of the County's fuel facilities.

NOW, THEREFORE, the Parties hereto express their understanding as follows:

1. **Fuel**: The Town shall have access to and use of the automated fuel sites run by the County under the terms of this Memorandum.

2. **Services**: On an as-needed basis, the County shall provide the Town with vehicle maintenance services, to include as-needed repairs (together with necessary parts), preventative maintenance, and retention of historical maintenance records for all Town vehicles.

3. **Location**: The vehicle maintenance services to be provided under this Memorandum are to be performed at any County Vehicle Maintenance Facility, unless the County designates a specific facility.

4. **Delivery**: The Town shall be responsible for ensuring that its vehicles are delivered to and retrieved from the Facility when service is required. If the County is required to deliver any vehicle, the Town shall be liable for reasonable costs associated with the delivery.

5. **Costs**: The Parties understand costs will be incurred and assessed as follows:

A. **Vehicle Maintenance Services**: The County shall charge the Town the same service rate, calculated by the County's FA Fleet Maintenance System, as the County charges other Facility customers. The rate will be reflected in a total fee estimate that the County will provide the Town prior to the commencement of work. This estimate will itemize the total fees attributed to labor and the total fees attributed to the acquisition of replacement or repair parts, if any. The County shall bill the Town for services performed by invoice following each maintenance job. The Town shall have twenty (20) days from the date of service to make payment.

B. **Fuel Consumption**: The Town shall be invoiced at the end of each month in which it used the County's fuel facilities. The invoice will itemize the number of visits to the

County's fuel facilities by the Town, the costs of each visit, and the total costs incurred for the month.

C. Payment Processing: The Town shall pay the invoices generated pursuant to paragraphs 5.A. and 5.B. by check payable to Office of Finance for Prince George's County.

6. Priorities: Repair and maintenance of County owned vehicles shall be given priority during high peak load periods.

7. Warranties: Where the County is able to obtain manufacturer's warranties for replacement parts necessary for the maintenance and/or repair of any the Town's vehicles, the warranty shall be passed on to the Town. Otherwise, the County makes no warranties or representations as to replacement parts nor does the County warrant any rework on the Town's vehicles.

8. Liability: The Town assumes the risk of entering County property from time to time and waives and releases the County from liability that may arise because of injury or damage to person or property while operating on County property. By entering into this Memorandum, the Town does not waive any of the immunities, defenses or statutory caps to which it is entitled under state law.

9. Insurance: The Town shall have in force and shall maintain, at its own expense, insurance in not less than the following amounts during the term of this Memorandum:

A. Workmen's Compensation Insurance: The Town shall comply with the requirements and benefits established by the State of Maryland for the provision of Workers Compensation.

B. Comprehensive General Commercial Liability Insurance: The Town shall obtain and maintain general commercial liability insurance coverage to cover the services

provided under this Memorandum. The Town shall, within ten (10) days of the execution of this Memorandum, file with the County the certificate from an insurance company authorized to do business in the State of Maryland and satisfactory to the County showing issuance of liability insurance coverage, including products-completed operations coverage, other than products-completed operations coverage, and personal and advertising injury coverage in amounts of at least One Million Dollars (\$1,000,000.00), Three Million Dollars (\$3,000,000.00), and One Million Dollars (\$1,000,000.00) per occurrence. The Town may meet the coverage requirement through a general policy in combination with an umbrella policy.

C. Comprehensive General Liability Insurance: In addition, the Town shall maintain comprehensive general liability insurance in the following amounts and shall submit an insurance certificate as proof of coverage prior to final Memorandum approval: personal injury liability with a limit of One Million Dollars (\$1,000,000.00) for each occurrence and One Million Dollars (\$1,000,000.00) aggregate, where aggregates apply, and property damage liability insurance with limits of One Million Dollars (\$1,000,000.00) for each occurrence and One Million Dollars (\$1,000,000.00) aggregate, where aggregates apply.

D. The County shall be named as an additional insured party as shown below:

Prince George's County Government
Contract Administration and Procurement
1400 McCormick Drive, Suite 200
Largo, Maryland 20774

E. The insurance certificates required by paragraphs 9.B. and 9.C. shall bear an endorsement that the insurer will provide the County with at least three (3) days' notice prior to cancellation of the policy or a material change thereto. The certificates shall be submitted to:

Prince George's County Government, Office of Central Services, Fleet Management Division
Capitol Heights, Maryland 20743.

10. **Indemnification**: Each party will indemnify, defend, and hold harmless the other from any and all claims, actions, damages, liabilities, costs, and expenses, including reasonable attorney's fees, arising directly or indirectly from the negligent performance of this Memorandum by its officials, officers, employees, agents, subcontractors, or subconsultants.

11. **Term**: This Memorandum shall continue in force and effect for five (5) years from the date hereof unless terminated by the Parties upon 30 days prior written notice.

12. **Notices**: Notice shall be deemed sufficient when given in writing to the following:

The County:

Jonathan R. Butler
Director
Office of Central Services
Prince George's County Government
1400 McCormick Drive, Suite 336
Largo, Maryland 20774

With a copy to:

Rhonda L. Weaver
County Attorney
Office of Law
Prince George's County Government
1301 McCormick Drive, Suite 4100
Largo, Maryland 20774

The Town:

Dylan Galloway
Town Administrator
Town of Cheverly
6401 Forest Road
Cheverly, Maryland 20785

With a copy to:

E.I. Cornbrooks
Town Attorney
Karpinski, Colaresi & Karp, P.A.
120 East Baltimore Street, Suite 1850
Baltimore, Maryland, 21202

IN WITNESS THEREOF, the Parties have entered this Memorandum on the date first written above.

Town of Cheverly, MD

Witness

By: _____
Dylan Galloway
Town Administrator

Prince George's County

Witness

By: _____
Printed Name: _____
Title: _____

Reviewed and Approval Recommended

Jonathan Butler, Director
Office of Central Services

Legal Sufficiency

Office of Law

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: 3/25/20 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.

GRANT PURPOSE: To facilitate the celebration and observance of African American 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. As of 2018, Juneteenth legislation has been passed in 45 states and the District of Columbia.

PROGRAM: June 19, 2020

Flag raising ceremony:

- Raising of the U.S. Flag
- Playing of the National Anthem
- Raising of the Juneteenth Flag
- Playing of the Negro National Anthem, "*Lift Every Voice & Sing*"
- Reading of the Emancipation Proclamation
- Closing Comments & Prayer

Prayer by Reverend Lillian Smith

Leave for Boyd Park after flag raising ceremony

Proclamations – Annual Juneteenth Celebration – Cheverly Mayor

Meet, Greet, Shop, Eat, Dance Demo and various Activities for all.

The pavilion, ballpark and site parking lot will be used by vendors and CAACO. (No Parking)
Church Parking Lot will be utilized for parking.

7 PM End and cleanup

ACCOUNTING:

Radio	\$200
Flag	\$300
Fish Fry (200 people)	\$500
Table/Chairs	\$250
Parking	\$300
Program Booklet	\$450

COMMUNITY BENEFIT: Cheverly African American Community Organization (CAACO) is excited to bring Cheverly residents and the surrounding community together to share in the importance of the observance and recognition of Juneteenth.

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: Leila P. Price Phone: 301-772-0628

Address: 1709 62ND Ave
Cheverly, MD 20785

Organization: 4th Ward Civic Association

- 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: 3/25/2020 Leila P. Price
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.

4TH WARD CIVIC ASSOCIATION

3/25/2020

PURPOSE OF GRANT REQUEST: To celebrate and to commemorate the importance of Juneteenth and to broaden the awareness of all residents of Cheverly its meaning and its importance. Juneteenth commemorates the ending of slavery in Texas on June 19, 1865 when Major General Gordon Granger, issued General Order No. 3 proclaiming slavery in the United States and all enslaved persons were now free. This was two and one-half years after President Lincoln issued the Emancipation Proclamation September 22, 1862 and becoming official on January 1, 1863.

PROPOSED DATE & PROGRAM:

Date: June 20, 2020

Program:

Call to Order

Prayer

Pledge of Allegiance

Statement of Purpose

Juneteenth Celebration Information

Hand Dancing

Meet and Eat

Various Activities

Clean Up

ACCOUNTING:

African Drummers	\$ 500
Face Painting	\$ 300
Moon Bounce	\$ 300
Transportation	\$ 500
Disc Jockey	\$ 300
Incidentals	\$ 100
TOTAL	\$2,000

COMMUNITY BENEFIT: The benefit to the community is to continually bring the community together as one due to the geographical separation of the Town in celebrating and commemorating Juneteenth.