

TOWN OF CHEVERLY, MARYLAND

OPERATING BUDGET
&
CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2021

July 1, 2020 to June 30, 2021

MAYOR

Laila Riazi

TOWN COUNCIL

| | |
|---------------|-------------------------------|
| Ward 1 | Eric Radloff |
| Ward 2 | Micah Watson |
| Ward 3 | Nicole Bryner |
| Ward 4 | Kayce Simmons Munyeneh |
| Ward 5 | Jennifer Garcia |
| Ward 6 | Amy Fry |

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

FOUR YEAR BUDGET OVERVIEW

| | AUDIT FY 2018 | AUDIT FY 2019 | BUDGET FY2020 | EST ACTUAL FY 2020 | BUDGET FY 2021 |
|---|------------------|------------------|------------------|-----------------------|-------------------|
| REVENUES: | | | | | |
| Taxes | 4,987,301 | 5,534,720 | 5,278,800 | 5,352,000 | 5,177,300 |
| Licenses | 172,194 | 277,351 | 223,550 | 233,950 | 211,550 |
| Intergovernmental | 138,290 | 221,332 | 191,700 | 100,195 | 243,700 |
| Service Charges | 55,514 | 8,196 | 6,300 | 4,000 | 3,950 |
| Fines & Forfeitures | 900,978 | 778,054 | 755,000 | 590,800 | 564,800 |
| Interest & Dividends | 30,588 | 59,031 | 52,000 | 67,700 | 35,000 |
| Miscellaneous | 137,826 | 94,006 | 23,500 | 26,400 | 32,000 |
| | | | | | |
| TOTAL REVENUES: | 6,422,691 | 6,972,690 | 6,530,850 | 6,375,045 | 6,268,300 |
| EXPENDITURES: | | | | | |
| GENERAL GOVERNMENT: | | | | | |
| | 1,366,900 | 1,485,404 | 1,735,650 | 1,314,900 | 1,540,750 |
| PUBLIC SAFETY: Police | | | | | |
| | 2,011,652 | 2,156,832 | 2,514,300 | 2,234,200 | 2,439,800 |
| PUBLIC WORKS: Admin. & Divisio | | | | | |
| | 2,715,647 | 2,785,752 | 2,938,200 | 2,086,300 | 3,179,500 |
| ASSIGNED FUNDS | | | | | |
| | | | | 175,000 | |
| RESTRICTED FUNDS (HUR ROLLOVER) | | | | | |
| | | | | 200,000 | |
| TOTAL EXPENDITURES: | 6,094,199 | 6,427,988 | 7,193,150 | 6,010,400 | 7,160,050 |
| RESTRICTED FUNDS (HUR ROLLOVER) | | | | | |
| | | | | | -200,000 |
| TOTAL CREDIT / (DEFICIT): | 328,492 | 544,702 | (662,300) | 364,645 | (691,750) |

| | AUDIT | AUDIT | Budget FY20 | Est Balance | Budget FY21 |
|-------------------------|-----------|-----------|-------------|----------------|-------------|
| FUND BALANCE - June 30: | 3,094,097 | 3,638,799 | 2,976,499 | 4,003,444 | 3,311,694 |

REVENUE BY SOURCE

| | AUDIT FY 2018 | AUDIT FY 2019 | BUDGET FY2020 | Est Actual FY2020 | Budget FY2021 |
|---|--------------------------|--------------------------|--------------------------|------------------------------|--------------------------|
| TAXES: | | | | | |
| 01-10-1100 REAL ESTATE [Single, Multi-Family, C | 3,478,367 | 3,516,381 | 3,661,800 | 3,710,300 | 3,836,200 |
| 01-10-1400 Personal Property, Utilities | 33,319 | 155,279 | 120,000 | 123,900 | 120,000 |
| 01-10-1500 Personal Property, Business | 242,071 | 512,870 | 400,000 | 250,600 | 300,000 |
| 01-10-1600 Penalties & Interest | 0 | 0 | 1,000 | 0 | 0 |
| 01-10-1700 Local Income | 934,200 | 1,020,537 | 775,000 | 1,044,700 | 775,000 |
| 01-10-1800 Hotel/Motel Tax | 140,382 | 150,891 | 105,000 | 118,500 | 50,000 |
| 01-10-1910 Highway Users Revenue (HUR) | 156,188 | 171,735 | 214,700 | 97,100 | 94,800 |
| 01-10-1920 Taxes, Bank Stock Tax | 1,340 | 1,340 | 1,300 | 1,300 | 1,300 |
| 01-10-1930 Liens | 1,164 | 5,637 | 0 | 5600 | 0 |
| | 4,987,031 | 5,534,670 | 5,278,800 | 5,352,000 | 5,177,300 |
| LICENSES & PERMITS | | | | | |
| 01-20-2000 Traders Licenses | 0 | 1,789 | 50 | 50 | 50 |
| 01-20-2100 Building Permits | 2,999 | 2,811 | 1,500 | 1,800 | 1,000 |
| 01-20-2200 Residential Business Licenses | 1,952 | 2,728 | 2,000 | 500 | 500 |
| 01-20-2300 Rental Housing Licenses | 14,345 | 129,115 | 70,000 | 70,600 | 70,000 |
| 01-20-2400 Cable Television Franchise Fees | 152,898 | 140,908 | 150,000 | 161,000 | 140,000 |
| | 172,194 | 277,351 | 223550 | 233950 | 211550 |
| INTERGOVERNMENTAL: | | | | | |
| 01-30-1200 Police Aid | 115,322 | 113,727 | 115,000 | 86,065 | 115,000 |
| 01-30-1300 Program Open Space [POS] | 0 | 0 | 58,000 | 0 | 110,000 |
| 01-30-1500 Disposal Fee Rebate | 18,840 | 14,130 | 18,700 | 14,130 | 18,700 |
| 01-30-1925 Misc. Grants (stormwater:boyd park) | 4,128 | 93,475 | 0 | 0 | 0 |
| | 138,290 | | 191700 | 100195 | 243700 |
| SERVICES CHARGES: | | | | | |
| 01-35-1000 Residential Parking Stickers | 838 | 692 | 800 | 600 | 600 |
| 01-35-1100 Special Trash/Appliance Pickups | 1,971 | 379 | 300 | 600 | 600 |
| 01-35-1200 Lot Maintenance (Private Property) | 48,005 | 1,720 | 1,700 | 0 | 1,000 |
| 01-35-1300 Park Pavilion Reservation Fees | 1,950 | 2,135 | 1,300 | 1,600 | 750 |
| 01-35-1400 Mulch Delivery Fee / Sign Fees | 2,750 | 3,270 | 2,200 | 1,200 | 1,000 |
| | 55,514 | 8,196 | 6300 | 4000 | 3950 |
| FINES & FORFEITURES: | | | | | |
| 01-40-1000 Parking Tickets | 19,594 | 13,260 | 10,000 | 8,000 | 10,000 |
| 01-40-1100 Municipal Infractions | 8,795 | 5,895 | 5,000 | 1,200 | 2,000 |
| 01-40-1200 Red Light Camera Enforcement | 843,093 | 743,993 | 725,000 | 575,100 | 500,000 |
| 01-40-1300 Speed Camera Enforcement | 29,496 | 14,906 | 15,000 | 6,500 | 52,800 |
| | 900,978 | 778,054 | 755,000 | 590,800 | 564,800 |
| 01-45-1000 INTEREST & DIVIDENDS: | 22,500 | 59,031 | 52000 | 67700 | 35000 |
| MISCELLANEOUS: | | | | | |
| 01-45-1100 Sale Fixed Assets | 1,850 | 15,657 | 1,500 | 1,900 | 1,500 |
| 01-45-1200 Insurance Proceeds Revenue | 72,691 | 42,230 | 0 | 0 | 0 |
| 01-45-1300 Misc.(copies,fax,reports,veh releases) | 31,994 | 24,792 | 20,000 | 21,600 | 28,500 |
| 01-45-1310 Other Police Revenue | 27,729 | 7,417 | 0 | 0 | 0 |
| 01-45-1400 Vending Machine | 1,737 | 1,112 | 1,000 | 600 | 1,000 |
| 01-45-1500 Compost/Rain Barrels | 1,825 | 42,230 | 1,000 | 2,300 | 1,000 |
| | 137,826 | 133,438 | 23,500 | 26,400 | 32,000 |
| Total Revenues | 6,414,333 | 6,790,740 | 6,530,850 | 6,375,045 | 6,268,300 |

EXPENDITURE LINE ITEM TOTALS

| | AUDIT FY2018 | AUDIT FY2019 | BUDGET FY2020 | EST ACTUAL FY2020 | BUDGET FY 2021 |
|--|------------------|------------------|------------------|----------------------|-------------------|
| GEN GOV - Misc. Activities / Divisions: | | | | | |
| Contractual-Consulting Services | 224,000 | 379,074 | 278,500 | 286,300 | 239,600 |
| Non-Departmental-Miscellaneous | 558,800 | 373,067 | 410,000 | 319,100 | 432,800 |
| Animal / Insect Control | 1,000 | 1,462 | 1,000 | 1,000 | 1,200 |
| Cable - Government Channel | 16,500 | 7,688 | 165,500 | 10,200 | 15,500 |
| | | | | | |
| GEN GOV - MAYOR & COUNCIL | 151,000 | 101,713 | 122,300 | 162,500 | 127,400 |
| | | | | | |
| GEN GOV - ADMINISTRATION | 437,300 | 406,031 | 584,350 | 510,900 | 545,250 |
| | | | | | |
| GEN GOV - Appointed Committees | 59,500 | 36,828 | 63,000 | 33,900 | 58,000 |
| - Debt Service | 109,510 | 107,900 | 116,000 | 116,000 | 121,000 |
| | 1,557,610 | 1,413,763 | 1,740,650 | 1,439,900 | 1,540,750 |
| | | | | | |
| PUB SAFETY - POLICE & Code Enforce. | 2,215,448 | 2,147,518 | 2,514,300 | 2,234,300 | 2,439,800 |
| | | | | | |
| PUBLIC WORKS. - Administration | 1,911,834 | 1,628,436 | 1,957,600 | 1,722,200 | 2,034,000 |
| PUBLIC WORKS. - Divisions | 1,128,000 | 1,080,156 | 980,600 | 539,100 | 1,145,500 |
| | 3,039,834 | 2,708,592 | 2,938,200 | 2,261,300 | 3,179,500 |
| | | | | | |
| TOTAL EXPENDITURES | 6,812,892 | 6,269,873 | 7,193,150 | 5,935,500 | 7,160,050 |

BUDGET ACTIVITY DETAIL

GENERAL GOVERNMENT

VARIOUS ACTIVITIES / DIVISIONS

CONSULTING / CONTRACTUAL SERVICES: The Town contracts for various consulting services. Some services supplement the expertise of the staff and require technical expertise (includes: auditor; attorney, MDAR Administrative Cost Fee, software support, landscaping, external studies.).

Highlights from past Fiscal Year: The air quality study was initiated and equipment purchased. Arborist was hired to address the status of the tree canopy.

Plans for the BUDGET Fiscal Year: The air quality study will continue. Arborist Consultant will be further engaged to address the tree canopy.

Significant Budget Changes: Extended plans are on hold until the COVID19 pandemic has passed and the fiscal consequences are apparent.

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: 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: Seasonal beautification around Town Hall and curb bumpouts, holiday decorations.

Contract Employee:

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 | AUDIT | BUDGET | EST ACTUAL | BUDGET |
|-------------------|-------------|--------|--------|--------|---------------|--------|
| | | FY2018 | FY2019 | FY2020 | FY2020 | FY2021 |

**CONTRACTUAL - CONSULTING
SERVICES**

| | | | | | | |
|-----------------------------------|---------------------------|----------------|----------------|----------------|----------------|----------------|
| 01-02-7500 | Auditors | 19,896 | 22,141 | 12,500 | 20,600 | 20,000 |
| 01-02-7510 | Legal Counsel | 28,277 | 169,995 | 150,000 | 159,300 | 100,000 |
| 01-02-7520 | Legal Counsel - Other | 6,465 | 41,781 | 0 | 450 | 20,000 |
| 01-02-7530 | Computer Support | 44,542 | 48,663 | 48,000 | 50,100 | 50,000 |
| 01-02-7540 | Arborist Consultant | 0 | 0 | 5,000 | 5,100 | 34,100 |
| 01-02-7550 | Landscaping | 47,841 | 2,150 | 3,000 | 850 | 500 |
| 01-02-7555 | Contract Employee | 0 | 56,334 | 0 | 19,900 | 0 |
| 01-02-7560 | External Studies | 17,608 | 38,010 | 55,000 | 30,000 | 15,000 |
| 01-02-7570 | Communications Specialist | | | 5,000 | 0 | 0 |
| Total Contractual Services | | 164,629 | 379,074 | 278,500 | 286,300 | 239,600 |

**NON-DEPARTMENTAL -
MISCELLANEOUS**

| | | | | | | |
|-------------------------------|------------------------------|----------------|----------------|----------------|----------------|----------------|
| 01-03-0010 | Mun Bldg Supplies & Maint. | 30,511 | 27,011 | 35,000 | 18,600 | 30,000 |
| 01-03-0020 | Municipal Building Utilities | 37,592 | 34,548 | 30,000 | 34,800 | 35,000 |
| 01-03-0030 | Mun. Bldg. Liability Ins. | 4,915 | 4,532 | 4,000 | 4,400 | 5,000 |
| 01-03-0040 | Vending Machine | 2,559 | 1,341 | 1,500 | 2,000 | 1,500 |
| 01-03-0060 | Red Light Camera Contractor | 352,410 | 287,259 | 310,000 | 246,800 | 300,000 |
| 01-03-0070 | Speed Camera Contractor | 11,683 | 10,708 | 11,000 | 5,000 | 52,800 |
| 01-03-0090 | MD Retirement Admin Fees | 8,162 | 7,668 | 8,500 | 7,500 | 8,500 |
| 01-09-9000 | Mun. Building Capital Outlay | 241,500 | 0 | 10,000 | 0 | 0 |
| Total Non-Departmental | | 689,332 | 373,067 | 410,000 | 319,100 | 432,800 |

**ANIMAL & INSECT CONTROL
PROGRAMS**

| | | | | | | |
|--|----------------------|--------------|--------------|--------------|--------------|--------------|
| 01-04-4000 | Materials & Supplies | 0 | 0 | 200 | 0 | 200 |
| 01-04-6050 | Mosquito Control | 1,557 | 1,462 | 800 | 1,000 | 1,000 |
| Total Animal & Insect Control | | 1,557 | 1,462 | 1,000 | 1,000 | 1,200 |

CABLE TELEVISION GOVERNMENT CHANNEL

| | | | | | | |
|-------------------------------|----------------------------|---------------|--------------|----------------|---------------|---------------|
| 01-05-4000 | Supplies & Equipment | 892 | 0 | 500 | 200 | 500 |
| 01-05-7410 | Professional Services | 13,773 | 7,688 | 15,000 | 10,000 | 15,000 |
| 01-09-9160 | Equipment (Capital Outlay) | 1,000 | | 150,000 | 0 | 0 |
| Total Cable Television | | 15,665 | 7,688 | 165,500 | 10,200 | 15,500 |

BUDGET ACTIVITY DETAIL

GENERAL GOVERNMENT

MAYOR & COUNCIL

Description

The Mayor and Council is the governing body of the Town, elected by, and responsible to the residents for the operation of the Town. The Mayor and Council are responsible for municipal policies. The Council appoints the Town Administrator, Department Heads, Town Attorney, the Board of Election Supervisors, all standing advisory committees, special task force groups and study committees.

Highlights from past Fiscal Year

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

Plans for the BUDGET Fiscal Year

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> |

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.

**MAYOR & TOWN
COUNCIL**

| ACCOUNT NUMBER | DESCRIPTION | AUDIT FY2018 | AUDIT FY2019 | BUDGET FY2020 | EST ACTUAL FY20 | BUDGET FY2021 |
|---|------------------------------------|-----------------|-----------------|------------------|-----------------------|------------------|
| <u>Personnel Services</u> | | | | | | |
| 01-06-1000 | Salaries and Wages | 18,000 | 18,600 | 18,000 | 18,600 | 18,600 |
| 01-06-1100 | Retirement | 2,229 | 2,346 | 2,500 | 2,500 | 2,500 |
| 01-06-1300 | Social Security | 1,371 | 1,331 | 1,400 | 1,300 | 1,400 |
| 01-06-1700 | Official Expenses | 1,460 | 1,450 | 2,000 | 1,400 | 2,000 |
| 01-06-1800 | Constituent Service/Strategic Plan | 0 | 2,400 | 12,200 | 2,000 | 10,200 |
| <u>Travel and Training</u> | | | | | | |
| 01-06-2000 | Meeting Attendance | 12,046 | 8,267 | 13,000 | 9,500 | 13,000 |
| <u>Insurance</u> | | | | | | |
| 01-06-3000 | Public Officials Liability | 15,024 | 13,589 | 18,200 | 72,500 | 18,200 |
| <u>Miscellaneous</u> | | | | | | |
| 01-06-4000 | Materials, Supplies & Equip. | 385 | 2,088 | 2,000 | 3,500 | 3,500 |
| 01-06-4010 | Newsletter | 20,060 | 18,762 | 20,000 | 14,600 | 20,000 |
| 01-06-4020 | Public Information | 14,618 | 15,144 | 22,000 | 12,000 | 20,000 |
| <u>Subscriptions & Memberships</u> | | | | | | |
| 01-06-5000 | Public Officials Associations | 7,616 | 15,144 | 11,000 | 14,400 | 14,000 |
| <u>Municipal Elections</u> | | | | | | |
| 01-06-6000 | Election Expenses | 68 | 2,592 | 0 | 0 | 4000 |
| Total Mayor & Town Council | | 92,877 | 101,713 | 122,300 | 152,300 | 127,400 |

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

New Town Administrator joined the Town in July of 2019. A new Town Clerk was hired. Code Compliance was expanded by adding a part time employee to expand the hours of operation. A part time administrative assistant was added to the staff to help with daily operations of the Town. Additionally, the Town was tested by the pandemic COVID-19.

Plans for BUDGET Fiscal Year

The new leadership team works toward smoothing Town Operations during and after the pandemic. An Accountant is hired to provide deeper accountability. The Town moves to a payroll service. Assistant to the Town Administrator is frozen for FY21. This position would cost the Town \$65,750 if funded.

Significant Budget Changes

Most significantly, there are changes in staffing levels to provide better service to the Town. The Administration Office is taking into consideration all the potential economic consequences from the pandemic to create a way forward for the Town.

| DETAIL - Personnel Services | Current or possible | BUDGET YR |
|---|----------------------------|------------------|
| Position | classification | SALARY |
| Town Administrator | unclassified | 121000 |
| Assistant to Town Administrator (\$65,750) | 13E | FROZEN |
| Town Clerk | 12B | 57,911 |
| Town Treasurer | 13C | 61976 |
| Office Aide (part time) | 6D | 20240 |
| Code Compliance | 9L2 | 59250 |
| Code Compliance (part time) | 9B | 23046 |
| | | <u>343423</u> |

LINE ITEM NARRATIVE

GENERAL GOVERNMENT

ADMINISTRATION OFFICE

Travel and Training

Provides for attendance at seminars, area meetings concerning administrative and legislative matters as well as inter-agency relations including MNCPPC, WSSC, MML, County and State meetings. Includes annual ICMA conference and Maryland Managers Association.

Retirement Enhancement

Approved matching funds for voluntary deferred compensation program.

Recruitment and Advertising

Advertising for all vacant positions.

Employee Assistance Program

To provide assistance and counseling to employees -- examples include the offering of Hepatitis B Series Vaccine, annual flu shots and measures to help employees stop smoking. Also includes physical examinations and drug screenings for employees and applicants for employment. Also includes eye glass reimbursement on a bi-annual basis.

Office Equipment Maintenance

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

Auto Insurance

Coverage for Administrator's vehicle and excess auto liability.

Materials, Supplies & Equipment

Supplies and minor equipment incidental to the daily operation of the office.

Miscellaneous

Purchase of other supplies.

Subscriptions and Memberships

Dues to ICMA MMCA-MD Municipal Clerk's Assn, and MDGFOA; subscriptions to any journals or newspapers; Notary Commissions,

Capital Outlay - Office

Purchase and replacement of major office furniture and equipment.

ADMINISTRATIVE DIVISION

| ACCOUNT NUMBER | DESCRIPTION | AUDIT FY2018 | AUDIT FY2019 | BUDGET FY2020 | EST ACTUAL FY2020 | BUDGET FY2021 |
|--------------------------------------|--------------------------------------|-------------------------|-------------------------|--------------------------|----------------------------------|--------------------------|
| | <u>Personnel Services</u> | | | | | |
| 01-07-1000 | Salaries and Wages | 206,971 | 286,873 | 414,700 | 358,800 | 343,500 |
| 01-07-1000 | Overtime | | | 10,000 | | 10,000 |
| 01-07-1100 | Retirement | 20,685 | 31,286 | 30,100 | 22,500 | 30,100 |
| 01-07-1155 | Retirement Supplement | | | 10,000 | 12,000 | 17,000 |
| 01-07-1200 | Worker's Comp. | 8,372 | 1,687 | 10,000 | 2,100 | 5,000 |
| 01-07-1300 | Social Security | 17,524 | 29,071 | 26,900 | 26,900 | 29,000 |
| 01-07-1400 | Hospitalization | 15,773 | 24,056 | 30,000 | 33,500 | 35,000 |
| 01-07-1500 | Life Insurance/Long Term Dis. | 1,162 | 1,011 | 2,000 | 1,000 | 2,000 |
| 01-07-1600 | Unemployment | 55 | | 150 | 0 | 150 |
| | <u>Staff Development</u> | | | | | |
| 01-07-2000 | Travel and Training | 309 | 4,766 | 10,000 | 8,500 | 12,000 |
| | <u>Insurance Costs</u> | | | | | |
| 01-07-3010 | Auto Insurance/Excess Auto Liability | 3,000 | 938 | 3,000 | 4,700 | 4,500 |
| | <u>Commodities</u> | | | | | |
| 01-07-4000 | Materials, Supplies & Equipment | 9,625 | 6,487 | 8,000 | 15,000 | 10,000 |
| 01-07-4010 | Miscellaneous | 959 | 2,697 | 2,000 | 8,800 | 2,500 |
| 01-07-4020 | Banking Fees | 722 | 1,005 | 1,500 | 1,700 | 1,500 |
| | <u>Other Charges</u> | | | | | |
| 01-07-5000 | Subscriptions & Memberships | 1,211 | 2,192 | 1,500 | 1,700 | 2,500 |
| 01-07-5010 | Consultant/Accountant | 0 | 0 | 5,000 | 0 | 22,000 |
| | <u>Contractual Services</u> | | | | | |
| 01-07-6010 | Recruitment and Advertising | 1,532 | 1,761 | 1,500 | 1500 | 1,000 |
| 01-07-6020 | Insurance Reimbursement | 546 | 1,328 | 3,000 | 3,800 | 3,500 |
| 01-07-6030 | Telephone | 3,918 | 3,921 | 5,000 | 4,000 | 5,000 |
| 01-07-6040 | Office Equipment Maintenance | 563 | 1,373 | 3,000 | 400 | 2,000 |
| 01-07-6050 | Postage | 5,530 | 5,579 | 7,000 | 4,000 | 7,000 |
| | <u>Capital Outlay</u> | | | | | |
| 01-09-9150 | Equipment Replacement | 6,555 | | 0 | | 0 |
| Total Administrative Division | | 305,012 | 406,031 | 584,350 | 510,900 | 545,250 |

COMMITTEES / DEBT SERVICE

| ACCOUNT NUMBER | DESCRIPTION | AUDIT FY2018 | AUDIT FY2019 | BUDGET FY2020 | EST ACTUAL FY2020 | BUDGET FY 2021 |
|-------------------|-------------|-----------------|-----------------|------------------|-------------------------|-------------------|
|-------------------|-------------|-----------------|-----------------|------------------|-------------------------|-------------------|

COMMITTEES OF TOWN COUNCIL

| | | | | | | |
|-------------------------|--------------------------------|---------------|---------------|---------------|---------------|---------------|
| 01-08-7000 | Cheverly Day Comm. (Fireworks) | 12,810 | 17,191 | 22,000 | 6,000 | 22,000 |
| 01-08-7100 | Cheverly Planning Board | 0 | 0 | 500 | 0 | 500 |
| 01-08-7200 | Cheverly Parks & Grounds | 0 | 0 | 0 | 0 | 0 |
| 01-08-7300 | Youth Program | 0 | 0 | 1,000 | 0 | 0 |
| 01-08-7400 | Recreation Council | 3,000 | 3,320 | 4,500 | 4,500 | 4,500 |
| 01-08-7500 | PCAB | 4,276 | 6,581 | 2,000 | 2,000 | 5,000 |
| 01-08-7600 | Grants | 9,085 | 6,736 | 20,000 | 8,400 | 15,000 |
| 01-08-7700 | Technology & Comm. Comm. | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 01-08-7800 | Composting & Waste Bins | 0 | 0 | 0 | 0 | 0 |
| 01-08-7900 | Cheverly Community Market | | | 5,000 | 5000 | 5,000 |
| 01-08-8000 | Interpretive Services | | | 5,000 | 0 | 3,000 |
| Total Committees | | 32,171 | 36,828 | 63,000 | 28,900 | 58,000 |

DEBT SERVICE - BOND / LOAN EXPENSES

| | | | | | | |
|------------|----------------------------------|----------------|----------------|----------------|----------------|----------------|
| | Municipal Bond Principle Payment | 95,000 | 95,000 | 100,000 | 100,000 | 105,000 |
| | Municipal Bond Interest Payment | 16,985 | 12,900 | 16,000 | 16,000 | 16,000 |
| 01-09-9100 | Accrued Payment Due | 109,510 | 107,900 | 116,000 | 116,000 | 121,000 |

BUDGET ACTIVITY DETAIL

PUBLIC SAFETY

POLICE DEPARTMENT

Description

The Cheverly Police Department is responsible for co-produced public safety, in addition to, the protection of life and property, deterring crime, reducing the fear of crime, and for improving the quality of life for all Cheverly residents. The enforcement of traffic regulations, investigation of criminal offenses, collection of evidence, and providing testimony in court proceedings are directly related to these primary functions. In addition, the Department is also responsible for the operation of the Photo Enforcement Unit.

Highlights From the Past Year

A permanent Chief of Police was appointed in October 2019. In addition, the lieutenant's position and a second police clerk position were filled as a means of better serving the community and improving its overall community outreach programs.

Plans for the Budget Fiscal Year

The department remains committed to updating departmental policies and procedures, filling supervisory positions, and improving response time and accessibility to our community. The department is freezing one position for two quarters of the fiscal year. Fully funded, this position would cost \$79,030. The department continues to promote and maintain a high level of institutional knowledge by encouraging the growth sharing of information, from tenured staff members, to newer personnel.

Significant Budget Changes

The department has requested increased funding in specialized services in order to improve processes related to payroll and personnel management, and training records and compliance. Additionally, the department must implement archiving of all social media accounts in order to gain compliance with state law.

| DETAIL - Personnel Services | Current or possible classification | BUDGET YR SALARY |
|------------------------------------|---|-------------------------|
| Chief of Police | unclassified | 114,000 |
| Lieutenant | 25 | 90780 |
| Sergeant | 22 | 85543 |
| Sergeant- FROZEN Q1&2 | 18 | 39515 |
| Master Corporal | 14 | 73012 |
| Master Corporal | 14 | 73012 |
| Master Corporal | 14 | 73012 |
| Police Officer | 11 | 68800 |
| Police Officer- | 8 | 64831 |
| Police Officer | 5 | 59639 |
| Police Officer | 5 | 59639 |
| Police Officer | 5 | 58787 |
| Police Officer | 5 | 58787 |
| Police Officer | 4 | 58205 |
| Police Officer | 4 | 58205 |
| Police Recruit | 2 | 49692 |
| Police Clerk | 8B | 43918 |
| Admin Clerk | 8A | 42638 |
| Executive Assistant to the Chief | 13-H | 71847 |
| | | 1243862 |

LINE ITEM NARRATIVE

PUBLIC SAFETY

POLICE DEPARTMENT

Retirement

Of note, upon joining LEOPS on July 1, 2017 the Town received an annual credit of \$97,000 that will expire after 30 years.

Training & Travel

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

Tuition Assistance

Tuition reimbursements for authorized, job related courses. This account is utilized by all Town Staff and is not department specific.

Materials, Supplies and Equipment

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

Equipment

Flashlights, taser plan, duty belts, computers, ammunition, training materials, firearms, etc.

Miscellaneous

Neighborhood Watch, Community Policing Supplies, etc.

Community Engagement

Public Safety Day, Coffee w/ the Chief, Ice Cream Socials, Community Movie Night, Community Policing Supplies, etc.

Subscriptions & Memberships

Subscriptions to professional journals/organizations include: IACP ; PERF ; MML PEA ; MCPA ; PCAPGC

Applicant Screening

Medical examinations, psychological screening, drug screening, finger printing, and polygraph examinations.

Wireless Communications

Mobile data computer wireless communications, global positioning devices, and departmental cellular telephones.

Specialized Services

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

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 are needed for departmental operations.

POLICE DEPARTMENT

| ACCOUNT NUMBER | DESCRIPTION | AUDIT FY2018 | AUDIT FY2019 | BUDGET FY2020 | EST ACTUAL FY2020 | BUDGET FY2021 |
|---------------------------|---|-------------------------|-------------------------|--------------------------|----------------------------------|--------------------------|
| | <u>Personnel Services</u> | | | | | |
| 01-11-1000 | Salaries and Wages | 1,027,893 | 1,080,377 | 1,255,100 | 1,025,700 | 1,294,600 |
| 01-11-1000 | Overtime | 90,260 | | 77,000 | | 77,000 |
| 01-11-1100 | Retirement | 105,728 | 161,158 | 263,400 | 283,700 | 284,700 |
| 01-11-1155 | Retirement Supplement (civilian) | | | 7,000 | 11,000 | 15,000 |
| 01-11-1200 | Worker's Comp. | 111,278 | 146,999 | 180,000 | 70,800 | 150,000 |
| 01-11-1300 | Social Security | 87,443 | 88,055 | 90,000 | 85,000 | 80,000 |
| 01-11-1400 | Hospitalization | 117,647 | 117,187 | 130,000 | 110,000 | 135,000 |
| 01-11-1500 | Life Insurance/Long Term Dis. | 8,168 | 6,142 | 10,000 | 6,000 | 10,000 |
| 01-11-1600 | Unemployment | 0 | | 200 | | 200 |
| | <u>Staff Development</u> | | | | | |
| 01-11-2000 | Travel & Training | 17,726 | 20,985 | 23,000 | 35,700 | 28,000 |
| 01-11-2100 | Tuition Assistance | 19,551 | 1,854 | 15,000 | 1,000 | 15,000 |
| 01-11-2200 | Community Engagement | | | | | 10,000 |
| | <u>Insurance Costs</u> | | | | | |
| 01-11-3000 | Police Liability Insurance | 22,504 | 25,680 | 23,500 | 24,400 | 25,000 |
| 01-11-3010 | Auto Insurance | 17,050 | 24,387 | 25,300 | 25,300 | 25,300 |
| | <u>Commodities</u> | | | | | |
| 01-11-4000 | Materials and Supplies | 16,177 | 14,457 | 20,000 | 11,700 | 15,000 |
| 01-11-4010 | Miscellaneous | 4,964 | 25,726 | 12,000 | 11,600 | 5,000 |
| 01-11-4020 | Equipment | 23,883 | 27,862 | 25,000 | 31,900 | 35,000 |
| 01-11-4050 | Credit Card Fees | 4,969 | 2,683 | 4,500 | 600 | 1,500 |
| | <u>Subscriptions & Memberships</u> | | | | | |
| 01-11-5000 | Chiefs Association | 400 | 659 | 600 | 700 | 800 |
| | <u>Professional Services</u> | | | | | |
| 01-11-6040 | Uniforms | 22,898 | 32,245 | 30,000 | 29,900 | 30,000 |
| 01-11-6050 | Applicant Screening | 6,599 | 9,023 | 10,000 | 9,600 | 10,000 |
| 01-11-6060 | Specialized Services | 7,747 | 12,774 | 16,700 | 16,000 | 28,300 |
| 01-11-6100 | Equipment Maintenance | 863 | 3,322 | 2,000 | 1,500 | 2,000 |
| | <u>Operating Costs</u> | | | | | |
| 01-11-6080 | Residential Parking Zones | 893 | 811 | 900 | 800 | 900 |
| 01-11-6090 | Auto Repair | 41,764 | 58,800 | 45,000 | 20,800 | 25,000 |
| 01-11-6110 | Building Utilities | 11,805 | 10,866 | 12,000 | 13,000 | 12,000 |
| 01-11-4040 | Telephone | 10,612 | 13,697 | 12,000 | 13,500 | 12,000 |
| 01-11-6030 | Telephone/Wireless Comm. | 14,401 | 13,103 | 13,000 | 13,200 | 17,000 |
| | <u>Capital Outlay</u> | | | | | |
| 01-09-9120 | Building / Facilities | 0 | 0 | 20,000 | 19,900 | 5,500 |
| 01-09-9130 | Vehicle Replacement | 149,802 | 184,992 | 165,000 | 335,000 | 75,000 |
| 01-09-9170 | Equipment / Furnishings | 50,821 | 63,674 | 26,100 | 26,000 | 15,000 |
| | | | | | | |
| | Total Police Department | 1,993,846 | 2,147,518 | 2,514,300 | 2,234,300 | 2,439,800 |

BUDGET ACTIVITY DETAIL

PUBLIC WORKS DEPARTMENT

ADMINISTRATION

Description: PW-Administration is responsible for the maintenance of all town infrastructures and its contents, as well as, grounds, streets, parks and fleet equipment; collection of refuse, recyclables, yard waste, and bulk trash; fall leaf collection and mulching of those leaves; snow & ice removal; and construction contract administration. PW-Administration also focuses on employee safety, training and morale. PW-Administration also is liaison to the Green Infrastructure Committee and works on various green initiatives.

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

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

Significant Budget Changes:

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

LINE ITEM NARRATIVE

PUBLIC WORKS DEPARTMENT

ADMINISTRATION

Overtime

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

Retirement Enhancement

Approved matching funds for volunteer ICMA Retirement participation in the deferred compensation program.

Travel & Training

Implement required employee safety training; workshops; conferences; and commercial training in order to comply with new Maryland State Laws and/or cost of obtaining a Class CDL license; Maryland Roadside Tree Care training; and LGIT seminars.

Material, Supplies and Equipment

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

Miscellaneous

Reimbursable items, etc.

Subscriptions & Memberships

American Public Works Association.

Uniforms/Safety Gear

Rental and cleaning of uniforms; purchase of safety glasses, steel toe shoes, leather palm gloves, safety vests, rain gear and other safety equipment (PPE) for normal operations.

Lot Maintenance

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

Security System

Maintenance of fire extinguishers throughout Town buildings and vehicles.

Capital Outlay - Equipment Replacement

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

PUBLIC WORKS ADMINISTRATION

| ACCOUNT NUMBER | DESCRIPTION | AUDIT FY2018 | AUDIT FY2019 | BUDGET FY2020 | EST ACTUAL FY2020 | BUDGET FY 2021 |
|--|------------------------------------|---------------------|---------------------|----------------------|--------------------------|-----------------------|
| <u>Personnel Services</u> | | | | | | |
| 01-12-1000 | Salaries and Wages | 947,173 | 937,775 | 1,027,300 | 900,000 | 1,030,500 |
| 01-12-1000 | Overtime | 11,826 | | 10,000 | | 10,000 |
| 01-12-1100 | Retirement | 101,131 | 135,535 | 150,000 | 150,000 | 168,000 |
| 01-12-1155 | Retirement Supplement | | | 15,000 | 30,000 | 30,000 |
| 01-12-1200 | Worker's Comp. | 52,689 | 77,402 | 80,000 | 80,000 | 80,000 |
| 01-12-1300 | Social Security | 74,066 | 72,639 | 82,700 | 72,000 | 85,000 |
| 01-12-1400 | Hospitalization | 198,589 | 151,821 | 200,000 | 150,000 | 175,000 |
| 01-12-1500 | Life Insurance/Long Term Dis. | 5,867 | 4,744 | 7,000 | 5,000 | 5,500 |
| 01-12-1600 | Unemployment | 165 | 3,640 | 2,000 | 1,600 | 2,000 |
| <u>Staff Development</u> | | | | | | |
| 01-12-2000 | Travel & Training | 199 | 992 | 1,100 | 1,025 | 10,000 |
| <u>Insurance Costs</u> | | | | | | |
| 01-12-3010 | Auto Insurance/Fuel Tanks | 14,981 | 13,542 | 13,000 | 14,100 | 14,500 |
| <u>Commodities</u> | | | | | | |
| 01-12-4000 | Materials, Supplies and Equipment | 2,955 | 3,290 | 5,000 | 6,200 | 6,500 |
| 01-12-4010 | Miscellaneous | 3,945 | 621 | 1,000 | 500 | 1,000 |
| <u>Other Charges</u> | | | | | | |
| 01-12-5000 | Subscription & Memberships | 195 | 332 | 500 | 75 | 500 |
| <u>Professional Services</u> | | | | | | |
| 01-12-6040 | Uniforms/Safety Gear | 33,603 | 31,961 | 29,000 | 29,000 | 30,000 |
| 01-12-6070 | Lot Maintenance (Private Property) | 10,572 | 5,325 | 10,000 | 5,000 | 7,500 |
| 01-12-6080 | Security System | 421 | 421 | 1,000 | 900 | 1,000 |
| 01-12-6090 | Radio Repair | 2,403 | | 1,000 | 0 | 1,000 |
| <u>CAPITAL OUTLAY</u> | | | | | | |
| 01-09-9060 | Buildings/Facilities/Yard | 128,835 | 11,453 | 30,000 | 0 | 250,000 |
| 01-09-9140 | Vehicle Replacement-3 yr 2/pur | 176,741 | 140,693 | 241,000 | 250,300 | 75,000 |
| 01-09-9180 | Equipment Replacement | 31,309 | 36,250 | 51,000 | 26,500 | 51,000 |
| Total Public Works Administration | | 1,797,665 | 1,628,436 | 1,957,600 | 1,722,200 | 2,034,000 |

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 FY2018 | AUDIT FY2019 | BUDGET FY2020 | EST ACTUAL FY2020 | BUDGET FY 2021 |
|--|---------------------------------------|---------------------|---------------------|----------------------|--------------------------|-----------------------|
| <u>STREET MAINTENANCE DIVISION</u> | | | | | | |
| 01-12-8010 | Street Repair | 1,094 | 75 | 10,000 | 10,000 | 10,000 |
| 01-12-8020 | Streets - Subcontract Work | 0 | 0 | 0 | 0 | 0 |
| 01-12-8030 | Snow/Ice Removal | 11,858 | 20,038 | 25,000 | 5,100 | 25,000 |
| 01-12-8050 | Traffic Control | 13,650 | | 10,000 | 8,000 | 10,000 |
| 01-09-9090 | Road Projects | 248,490 | 456,597 | 200,000 | 0 | 194,000 |
| <u>STREET LIGHT MAINTENANCE DIVISION</u> | | | | | | |
| 01-12-8070 | Street Light Utilities | 65,443 | 82,713 | 72,000 | 72,500 | 72,000 |
| 01-09-9020 | Street Light (Install/Repair/Convert) | 22,571 | | 20,000 | 400 | 3,000 |
| <u>STORMWATER MANAGEMENT DIVISION</u> | | | | | | |
| 01-12-8100 | Stormdrain - equipment | 94,217 | 0 | 0 | 0 | 0 |
| 01-12-8110 | Stormdrain - materials & supplies | 0 | 31,037 | 0 | 5,000 | 100,000 |
| <u>PARKS AND OPEN SPACE DIVISION</u> | | | | | | |
| 01-12-8200 | Tree Service | 39,750 | 43,999 | 58,000 | 56,100 | 110,000 |
| 01-12-8210 | Park Supplies | 11,305 | 12,305 | 15,000 | 10,000 | 15,000 |
| 01-12-8220 | Park Tools/Equipment | 6,909 | 4,100 | 3,800 | 8,100 | 12,000 |
| 01-09-9030 | Park Development | 33,087 | 38,709 | 117,000 | 4,800 | 150,500 |
| 01-09-9040 | Land Acquisition | 0 | | 40,000 | 0 | 0 |
| 01-09-9050 | Beautification Master Plan | 4,950 | 2,933 | 0 | 0 | 10,000 |
| <u>GARAGE & EQUIPMENT DIVISION</u> | | | | | | |
| 01-12-8300 | Auto Repair (Outside Shop) | 56,403 | 48,157 | 37,000 | 45,000 | 50,000 |
| 01-12-8310 | Vehicle Repair Parts | 54,445 | 65,169 | 63,000 | 21,000 | 50,000 |
| 01-12-8320 | Garage - Tools & Equipment | 10,036 | 6,388 | 9,000 | 4,500 | 10,000 |
| 01-12-8330 | Garage - Consumables | 9,947 | 5,047 | 22,000 | 4,000 | 10,000 |
| 01-12-8340 | Tires & Tubes | 19,500 | 22,309 | 23,000 | 45,000 | 40,000 |
| 01-12-8350 | Gas/Oil/Grease | 86,175 | 86,453 | 120,000 | 100,000 | 120,000 |
| <u>SANITATION DIVISION</u> | | | | | | |
| 01-12-8400 | Landfill disposal fees | 85,239 | 106,573 | 95,000 | 90,000 | 95,000 |
| 01-12-8410 | Recycling Contract/MES mulching | 16,945 | 34,822 | 20,600 | 26,100 | 22,000 |
| 01-12-8420 | Sanitation - Materials & Supplies | 10,168 | 0 | 3,500 | 5,000 | 5,000 |
| 01-12-8430 | Composting and Recycling bins | 0 | 2,110 | 2,500 | 0 | 5,000 |
| 01-12-8440 | Sanitation - Equipment Repair | 8,033 | 10,622 | 14,200 | 8,500 | 15,000 |
| 01-12-8450 | Recycling disposal fees | 15,706 | 0 | 0 | 10,000 | 12,000 |
| Total Public Works - Divisions | | 925,921 | 1,080,156 | 980,600 | 539,100 | 1,145,500 |

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 FY2018 | AUDIT FY2019 | BUDGET FY2020 | EST ACTUAL FY2020 | BUDGET FY2021 |
|-----------------------|--|---------------------|---------------------|----------------------|--------------------------|----------------------|
| | <u>GENERAL GOVERNMENT</u> | | | | | |
| 01-09-9000 | Municipal Building | 250,000 | 69,956 | 10,000 | 0 | 0 |
| | <u>STREET LIGHTS</u> | | | | | |
| 01-09-9020 | Conversion/Installation | 30,000 | 907 | 20,000 | 350 | 3,000 |
| | <u>PARKS & DEVELOPMENT</u> | | | | | |
| 01-09-9030 | Park Development [POS] | 100,000 | 38,709 | 126,000 | 4,800 | 150,500 |
| 01-09-9040 | Land Acquisition [POS] | 0 | 0 | 40,000 | 0 | 0 |
| 01-09-9050 | Green Space Beautification | 0 | 2,933 | 0 | 0 | 10,000 |
| | <u>PUBLIC WORKS FACILITIES</u> | | | | | |
| 01-09-9060 | Buildings/Facilities/ Yard | 0 | 11,453 | 30,000 | 0 | 250,000 |
| | <u>STREET IMPROVEMENTS</u> | | | | | |
| 01-09-9080 | Sidewalk/Curb/Gutter | 15,000 | 76,253 | 85,000 | 0 | |
| 01-09-9090 | Road Projects | 258,000 | 456,597 | 200,000 | 0 | 194,000 |
| | <u>DEBT SERVICE</u> | | | | | |
| 01-09-9100 | Bond for Police Station | 111,985 | 107,900 | 116,000 | 116,000 | 121,000 |
| | <u>POLICE STATION</u> | | | | | |
| 01-09-9120 | Buildings/Facilities | 0 | 0 | 20,000 | 19,900 | 5,500 |
| | <u>VEHICLES</u> | | | | | |
| 01-09-9130 | Police Department | 150,000 | 184,992 | 165,000 | 335,000 | 75,000 |
| 01-09-9140 | Public Works | 177,000 | 140,693 | 241,000 | 274,400 | 75,000 |
| | <u>EQUIPMENT / FURNISHINGS</u> | | | | | |
| 01-09-9150 | Administration | 7,000 | 0 | 5,000 | 0 | 0 |
| 01-09-9160 | Cable Equipment | 900 | 0 | 150,000 | 0 | 0 |
| 01-09-9170 | Police Department | 51,000 | 63,674 | 26,100 | 26,000 | 15,000 |
| 01-09-9180 | Public Works Department | 39,000 | 36,250 | 0 | 0 | 51,000 |
| | | | | | | |
| | TOTAL CIP (expensed by Dept. - do not add to Total) | 1,189,885 | 1,190,317 | 1,234,100 | 776,450 | 950,000 |

CAPITAL IMPROVEMENT PROJECT:

TOWN BUILDING

PROJECT NARRATIVE:

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

BUDGET YEAR: No items slated.

BY + 1:

BY + 2: Exterior Painting (\$20,000)

BY + 3:

BY + 4: Renovate Gym Rest Rooms ADA Accessible (\$125,000)

BY +5: Storage Building Behind Town Hall (\$145,000)

PROJECT DETAIL

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

Name of Project: Town Hall

Location: 6401 Forest Road

Description: Improvement and upgrading of the Town's administrative building.

Year Authorized: 2002 Completion Date: 2025 Percent Completed:

Municipal Bldg. Capital Outlay 01-09-9000 (p.3)

| Project Costs: | BUDGET YR | BY +1 | BY+2 | BY+3 | BY+4 |
|-----------------------|------------------|-------|--------|------|---------|
| Land Acquisition | | | | | |
| Plans/Design/Engineer | | | | | |
| Construct/Renovation | | | 20,000 | | 125,000 |
| Equipment/Materials | | | | | |
| Other | | | | | |
| TOTALS | | | 20,000 | | 125,000 |

CAPITAL IMPROVEMENT PROJECT:

STREET LIGHTS

PROJECT NARRATIVE:

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

BUDGET YEAR: No items slated.

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

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

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

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

PROJECT DETAIL

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

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

Location: _____

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

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

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

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

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

CAPITAL IMPROVEMENT PROJECT:

LAND ACQUISITION

PROJECT NARRATIVE:

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

BUDGET YEAR: No items slated.

BY + 1: Dog Park Land Acquisition (\$40,000)

BY + 2: Magruder Spring Additions (\$40,000)

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

BY + 4: Ashe property Parkway at Arbor (\$40,000)

BY + 5:

PROJECT DETAIL

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

Name of Project: Land Acquisition
 Location: Determined properties
 Description: Program Open Space funds already reserved

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

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

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

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

CAPITAL IMPROVEMENT PROJECT: AMERICANS WITH DISABILITIES ACT COMPLIANCE

PROJECT NARRATIVE:

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

BUDGET YEAR: See Police Department Building Upgrades

BY + 1: No items slated.

BY + 2: No items slated.

BY + 3: No items slated.

BY + 4: No items slated.

PROJECT DETAIL

Dept: General Government Activity: Accessibility Retrofit Project #: GG-4

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

Location: Public Use Areas

Description: Implementation of the ADA compliance requirements

Year Authorized: 1992 Completion Date: _____ Percent Completed: _____

ADA Compliance 01-09-9010 (p.3)

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

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

CAPITAL IMPROVEMENT PROJECT:

TOWN PARK DEVELOPMENT

PROJECT NARRATIVE:

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

BUDGET YEAR: No items slated.

BY + 1:

BY + 2: Construct Dog Park (\$80,000)

BY + 3: Light Multi-purpose Court (\$110,000)

BY + 4: Stage Canopy (\$35,500) [75% POS].
Track Resurfacing (202,600)

PROJECT DETAIL

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

Name of Project: Town Park Development

Location: Town Park - 6401 Forest Road

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

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

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

Project Costs:

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

Sources of Funds:

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

CAPITAL IMPROVEMENT PROJECT:

GAST PARK DEVELOPMENT

PROJECT NARRATIVE:

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

BUDGET YEAR: No items slated.

BY + 1: No items slated.

BY + 2: No items slated.

BY + 3: No items slated.

BY + 4: No items slated.

PROJECT DETAIL

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

Name of Project: Gast Park Development

Location: Inwood & Parkway Triangle

Description: _____

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

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

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

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

CAPITAL IMPROVEMENT PROJECT:

BOYD PARK DEVELOPMENT

PROJECT NARRATIVE:

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

BUDGET YEAR: No items slated.

BY + 1: No items slated.

BY + 2: No items slated.

BY + 3: No items slated.

BY + 4: No items slated.

PROJECT DETAIL

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

Name of Project: Boyd Park Development

Location: 1800 block of 64th Avenue

Description: _____

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

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

Project Costs:

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

Sources of Funds:

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

CAPITAL IMPROVEMENT PROJECT: LAURENCE WOODWORTH PARK DEVELOPMENT

PROJECT NARRATIVE:

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

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

BY + 1: No items slated.

BY + 2: No items slated.

BY + 3: No items slated.

BY + 4: No items slated.

PROJECT DETAIL

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

Name of Project: Laurence Woodworth Park Development

Location: Cheverly Park Drive and Wayne Place

Description: Implementation of park Master Plan

Year Authorized: 1976 Completion Date: _____ Percent Completed: 100%

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

Project Costs:

| | BUDGET YR | BY +1 | BY+2 | BY+3 | BY+4 |
|-----------------------|------------------|--------------|-------------|-------------|-------------|
| Land Acquisition | | | | | |
| Plans/Design/Engineer | | | | | |
| Construct/Renovation | | | | | |
| Equipment/Materials | 80,000 | | | | |
| Other | | | | | |
| TOTALS | 80,000 | 0 | 0 | 0 | 0 |

Sources of Funds:

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

CAPITAL IMPROVEMENT PROJECT:

BEECHER ST / PINKEY PARK DEVELOPMENT

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

BUDGET YEAR: No items slated.

BY + 1: No items slated

BY + 2: No items slated.

BY + 3: No items slated.

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

PROJECT DETAIL

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

Name of Project: Beecher St / Pinkey Park Development

Location: 5900 Beecher Street

Description: _____

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

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

Project Costs:

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

Sources of Funds:

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

CAPITAL IMPROVEMENT PROJECT:

PUBLIC WORKS FACILITY

PROJECT NARRATIVE:

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

BUDGET YEAR: Construct New Office/Equipment Repair
 Area/Underground Storage Tanks \$4,000,000
 Purchase refuse truck on 3 year financing \$75,000
 Equipment replacement and purchase \$51,000

BY + 1: No items slated.

BY + 2: No items slated.

BY + 3: No items slated.

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

PROJECT DETAIL

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

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

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

| Project Costs: | BUDGET YR | BY +1 | BY+2 | BY+3 | BY+4 |
|-----------------------|------------------|--------------|-------------|-------------|-------------|
| Land Acquisition | | | | | |
| Plans/Design/Engineer | | | | | |
| Construct/Renovation | 250,000 | | | | 176,000 |
| Equipment/Materials | 126,000 | | | | |
| Other | | | | | |
| TOTALS | 376,000 | | | | 176,000 |

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

CAPITAL IMPROVEMENT PROJECT:

ROAD CONSTRUCTION PROJECTS

PROJECT NARRATIVE:

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

BUDGET YEAR: Various Locations (\$194,000)

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

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

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

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

PROJECT DETAIL

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

Name of Project: Street Repair and Construction

Location: see list above

Description: Basic elements of most street repairs: **Milling and Overlay with Curb Access and Raised Crosswalks**

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

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

| Project Costs: | BUDGET YR | BY +1 | BY+2 | BY+3 | BY+4 |
|-----------------------|------------------|----------------|----------------|----------------|----------------|
| Land Acquisition | | | | | |
| Plans/Design/Engineer | | | | | |
| Construct/Renovation | 194,000 | 150,000 | 150,000 | 150,000 | 150,000 |
| Equipment/Materials | | | | | |
| Other | | | | | |
| TOTALS | 194,000 | 150,000 | 150,000 | 150,000 | 150,000 |

| Sources of Funds: | Gen. Revenues | Bonds/Loans | Federal Funds | State Funds | Spec. Asses. | Other |
|-------------------|---------------|-------------|---------------|----------------|--------------|-------|
| | | | | 194,000 | | |

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

PROJECT NARRATIVE:

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

BUDGET YEAR: No items slated.

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

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

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

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

PROJECT DETAIL

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

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

Location: _____

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

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

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

| Project Costs: | BUDGET YR | BY +1 | BY+2 | BY+3 | BY+4 |
|-----------------------|-----------|---------------|---------------|---------------|---------------|
| Land Acquisition | | | | | |
| Plans/Design/Engineer | | | | | |
| Construct/Renovation | 0 | 30,000 | 30,000 | 30,000 | 30,000 |
| Equipment/Materials | | | | | |
| Other | | | | | |
| TOTALS | 0 | 30,000 | 30,000 | 30,000 | 30,000 |

| Sources of Funds: | Gen. Revenues | Bonds/Loans | Federal Funds | State Funds | Spec. Asses. | Other |
|-------------------|---------------|-------------|---------------|-------------|--------------|-------|
| | 0 | | | | | |

CAPITAL IMPROVEMENT PROJECT:

GREEN SPACE BEAUTIFICATION

PROJECT NARRATIVE:

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

BUDGET YEAR: Fencing/landscape of Boyd Park \$10,000

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

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

BY + 3: No items slated.

BY + 4: No items slated.

BY + 5: No items slated.

PROJECT DETAIL

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

Name of Project: Beautification of Green Space

Location: _____

Description: _____

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

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

Project Costs:

| | BUDGET YR | BY +1 | BY+2 | BY+3 | BY+4 |
|-----------------------|------------------|---------------|---------------|-------------|-------------|
| Land Acquisition | | | | | |
| Plans/Design/Engineer | | | | | |
| Construct/Renovation | 10,000 | 65,000 | 65,000 | | |
| Equipment/Materials | | | | | |
| Other | | | | | |
| TOTALS | 10,000 | 65,000 | 65,000 | | 0 |

Sources of Funds:

| Gen. Revenues | Bonds/Loans | Federal Funds | State Funds | Spec. Asses. | Other |
|---------------|-------------|---------------|-------------|--------------|-------|
| 10,000 | | | | | |

CAPITAL IMPROVEMENT PROJECT:

POLICE STATION FACILITY

PROJECT NARRATIVE:

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

BUDGET YEAR: 3 Vehicles Purchased via lease, ADA compliant front entry, equipment replacement

BY + 1: No items slated.

BY + 2: No items slated.

BY + 3: No items slated.

BY + 4: No items slated.

PROJECT DETAIL

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

Name of Project: Cheverly Police Station (completed 2007)

Location: 6401 Forest Road

Description: Improvement and upgrading of the Police Station Facilities

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

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

Project Costs: **BUDGET** BY +1 BY+2 BY+3 BY+4

YR

| | BUDGET YR | BY +1 | BY+2 | BY+3 | BY+4 |
|-----------------------|---------------|-------|------|------|------|
| Land Acquisition | | | | | |
| Plans/Design/Engineer | | | | | |
| Construct/Renovation | 5,500 | | | | |
| Equipment/Materials | 90,000 | | | | |
| Other | | | | | |
| TOTALS | 95,500 | | | | |

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

CAPITAL IMPROVEMENT PROJECT:

KILMER PARK

PROJECT NARRATIVE:

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

BUDGET YEAR: No items slated.

BY + 1: No items slated.

BY + 2: No items slated.

BY + 3: No items slated.

BY + 4: No items slated.

PROJECT DETAIL

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

Name of Project: Kilmer Street Park
 Location: 6301 Kilmer Street
 Description: Park Open Space

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

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

Project Costs:

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

Sources of Funds:

| Gen. Revenues | Bonds/Loans | Federal Funds | State Funds | Spec. Asses. | Other |
|---------------|-------------|---------------|-------------|--------------|-------|
| 10,000 | | | | | |

TOWN OF CHEVERLY - SALARY SCHEDULE

FY 2021

STEPS:

| | A | B | C | D | E | F | G | H | Longevity I (3 yrs) | Longevity II (3 yrs) |
|----------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------------|----------------------|
| GRADE 3 | | 32,055 15.41 | 33,016 15.87 | 34,007 16.35 | 35,027 16.84 | 36,078 17.35 | 37,160 17.87 | 38,275 18.40 | 39,423 18.95 | 40,606 19.52 |
| GRADE 4 | 33,144 15.93 | 34,138 16.41 | 35,162 16.90 | 36,217 17.41 | 37,304 17.93 | 38,423 18.47 | 39,576 19.03 | 40,763 19.60 | 41,986 20.19 | 43,245 20.79 |
| GRADE 5 | 35,298 16.97 | 36,357 17.48 | 37,448 18.00 | 38,571 18.54 | 39,728 19.10 | 40,920 19.67 | 42,148 20.26 | 43,412 20.87 | 44,715 21.50 | 46,056 22.14 |
| GRADE 6 | 37,593 18.07 | 38,720 18.62 | 39,882 19.17 | 41,078 19.75 | 42,311 20.34 | 43,580 20.95 | 44,888 21.58 | 46,234 22.23 | 47,621 22.89 | 49,050 23.58 |
| GRADE 7 | 40,036 19.25 | 41,237 19.83 | 42,474 20.42 | 43,749 21.03 | 45,061 21.66 | 46,413 22.31 | 47,805 22.98 | 49,239 23.67 | 50,717 24.38 | 52,238 25.11 |
| GRADE 8 | 42,638 20.50 | 43,918 21.11 | 45,235 21.75 | 46,592 22.40 | 47,990 23.07 | 49,430 23.76 | 50,913 24.48 | 52,440 25.21 | 54,013 25.97 | 55,634 26.75 |
| GRADE 9 | 45,410 21.83 | 46,772 22.49 | 48,175 23.16 | 49,621 23.86 | 51,109 24.57 | 52,643 25.31 | 54,222 26.07 | 55,849 26.85 | 57,524 27.66 | 59,250 28.49 |
| GRADE 10 | 48,362 23.25 | 49,812 23.95 | 51,307 24.67 | 52,846 25.41 | 54,431 26.17 | 56,064 26.95 | 57,746 27.76 | 59,479 28.60 | 61,263 29.45 | 63,101 30.34 |
| GRADE 11 | 51,505 24.76 | 53,050 25.50 | 54,642 26.27 | 56,281 27.06 | 57,969 27.87 | 59,709 28.71 | 61,500 29.57 | 63,345 30.45 | 65,245 31.37 | 67,202 32.31 |
| GRADE 12 | 54,853 26.37 | 56,499 27.16 | 58,193 27.98 | 59,939 28.82 | 61,737 29.68 | 63,590 30.57 | 65,497 31.49 | 67,462 32.43 | 69,486 33.41 | 71,571 34.41 |
| GRADE 13 | 58,418 28.09 | 60,171 28.93 | 61,976 29.80 | 63,835 30.69 | 65,750 31.61 | 67,723 32.56 | 69,755 33.54 | 71,847 34.54 | 74,003 35.58 | 76,223 36.65 |

3% between steps
6.5% between grades

Employees will be evaluated every year before their assigned anniversary date (Jan. or July)
 Employees are eligible for a merit/step increase for steps A to H.
 After reaching grade H employees are eligible for step increases to Longevity I and Longevity II after 3 years.
 The above Salary Schedule represents the Town's commitment to a \$15/hour minimum wage.

FY2020 SALARY SCHEDULE

| STEP | ANNUAL | HOURLY | RANK |
|------|--------|--------|--------------------------------------|
| 1 | 42,242 | 20.31 | Police Recruit |
| 2 | 49,692 | 23.89 | Police Officer-Field Training Period |
| 3 | 56,182 | 27.01 | Police Officer |
| 4 | 58,205 | 27.98 | Police Officer |
| 5 | 59,369 | 28.54 | Police Officer First Class |
| 6 | 60,533 | 29.10 | Police Officer First Class |
| 7 | 63,560 | 30.56 | Corporal |
| 8 | 64,831 | 31.17 | Corporal |
| 9 | 66,128 | 31.79 | Senior Corporal |
| 10 | 67,451 | 32.43 | Senior Corporal |
| 11 | 68,800 | 33.08 | Senior Corporal |
| 12 | 70,176 | 33.74 | Senior Corporal |
| 13 | 71,580 | 34.41 | Senior Corporal |
| 14 | 73,012 | 35.10 | Master Corporal |
| 15 | 74,472 | 35.80 | Master Corporal |
| 16 | 75,961 | 36.52 | Master Corporal |
| 17 | 77,480 | 37.25 | Master Corporal |
| 18 | 79,030 | 38.00 | Sergeant |
| 19 | 80,611 | 38.76 | Sergeant |
| 20 | 82,222 | 39.53 | Sergeant |
| 21 | 83,866 | 40.32 | Sergeant |
| 22 | 85,543 | 41.13 | Sergeant |
| 23 | 87,255 | 41.95 | Lieutenant |
| 24 | 89,000 | 42.79 | Lieutenant |
| 25 | 90,780 | 43.64 | Lieutenant |
| 26 | 92,596 | 44.52 | Lieutenant |
| 27 | 94,448 | 45.41 | Lieutenant |

TOWN OF CHEVERLY

FY 2021

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

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

ESTIMATED REAL ESTATE ASSESSABLE TAX BASE FOR BUDGET YEAR

| | | | | | |
|--------------|--------------------|--------------|---|--------------------|---|
| | | tax rate | | estimated revenue | |
| (Full Value) | <u>719,186,376</u> | x .51 | = | <u>\$3,667,851</u> | |
| | | | | \$71,919 | - approx. yield from \$.01 increase in tax rate |
| (Multi Val) | <u>38,221,613</u> | x .66 | = | <u>\$252,263</u> | |
| | | | | <u>Total</u> | <u>\$3,920,113</u> |

TANGIBLE PERSONAL PROPERTY TAX RATE

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

COUNTY TAX RATE DIFFERENTIAL * (see below)

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

TOTAL PROPERTY TAX RATES - ALL OVERLAPPING GOVERNMENTS

| FISCAL YEAR | CHEVERLY TAX RATE | COUNTY Tax Rate | County Rate for Cheverly | Differential * | MARYLAND | MNCPPC PARK & PLANNING | STORMWATER | WASHINGTON SUBURBAN TRANSIT COMM | SUPP EDUCATION | TOTAL |
|-------------|-------------------|-----------------|--------------------------|----------------|----------|------------------------|------------|----------------------------------|----------------|--------|
| | | | | | | | | | | |
| 2002 | 0.38 | 0.962 | - 0.824 | = 0.138 | 0.084 | 0.2440 | 0.0540 | 0.0260 | 0.0000 | 1.6120 |
| 2003 | 0.40 | 0.962 | - 0.825 | = 0.137 | 0.084 | 0.2440 | 0.0540 | 0.0260 | 0.0000 | 1.6330 |
| 2004 | 0.40 | 0.960 | - 0.825 | = 0.135 | 0.132 | 0.2790 | 0.0540 | 0.0260 | 0.0000 | 1.7160 |
| 2005 | 0.40 | 0.960 | - 0.822 | = 0.138 | 0.132 | 0.2790 | 0.0540 | 0.0260 | 0.0000 | 1.7130 |
| 2006 | 0.40 | 0.960 | - 0.820 | = 0.140 | 0.132 | 0.2790 | 0.0540 | 0.0260 | 0.0000 | 1.7110 |
| 2007 | 0.45 | 0.960 | - 0.795 | = 0.165 | 0.112 | 0.2790 | 0.0540 | 0.0260 | 0.0000 | 1.7160 |
| 2008 | 0.48 | 0.960 | - 0.795 | = 0.165 | 0.112 | 0.2790 | 0.0540 | 0.0260 | 0.0000 | 1.7460 |
| 2009 | 0.48 | 0.960 | - 0.795 | = 0.165 | 0.112 | 0.2790 | 0.0540 | 0.0260 | 0.0000 | 1.7460 |
| 2010 | 0.48 | 0.960 | - 0.804 | = 0.156 | 0.112 | 0.2790 | 0.0540 | 0.0260 | 0.0000 | 1.7550 |
| 2011 | 0.48 | 0.960 | - 0.804 | = 0.156 | 0.112 | 0.2790 | 0.0540 | 0.0260 | 0.0000 | 1.7550 |
| 2012 | 0.48 | 0.960 | - 0.804 | = 0.156 | 0.112 | 0.2790 | 0.0540 | 0.0260 | 0.0000 | 1.7550 |
| 2013 | 0.48 | 0.960 | - 0.804 | = 0.156 | 0.112 | 0.2790 | 0.0540 | 0.0260 | 0.0000 | 1.7550 |
| 2014 | 0.58/0.68 | 0.960 | - 0.838 | = 0.122 | 0.112 | 0.2790 | 0.0540 | 0.0260 | 0.0000 | 0.8247 |
| 2015 | 0.58/0.68 | 0.960 | - 0.852 | = 0.108 | 0.112 | 0.2790 | 0.0540 | 0.0260 | 0.0000 | 0.8335 |
| 2016 | 0.58/0.68 | 0.960 | - 0.830 | = 0.130 | 0.112 | 0.2790 | 0.0540 | 0.0260 | 0.0000 | 0.8196 |
| 2017 | 0.56/0.66 | 0.960 | - 0.835 | = 0.125 | 0.112 | 0.2790 | 0.0540 | 0.0260 | 0.0000 | 0.8228 |
| 2018 | 0.54/0.66 | 0.960 | - 0.835 | = 0.125 | 0.112 | 0.2940 | 0.0540 | 0.0260 | 0.0400 | 0.8322 |
| 2019 | 0.51/0.66 | 0.960 | - 0.835 | = 0.125 | 0.112 | 0.2940 | 0.0540 | 0.0260 | 0.0400 | 0.8322 |
| 2020 | 0.51/0.66 | 0.960 | - 0.835 | = 0.125 | 0.112 | 0.2940 | 0.0540 | 0.0260 | 0.0400 | 0.8322 |
| 2021 | 0.51/0.66 | 0.096 | - 0.085 | = 0.011 | 0.112 | 0.0294 | 0.0540 | 0.0260 | 0.0400 | 0.8322 |

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

| |
|---------------------|
| FEE SCHEDULE |
|---------------------|

Commodities:

| | | | |
|-------------------------------------|----|------|----------------|
| Copies- single side | \$ | 0.10 | single side |
| FAXes | \$ | 1.00 | send & receive |
| Clear Bags | \$ | 5.00 | /50 bags |
| Authorized Signs for posting events | \$ | 1.00 | / 2 signs |

| | | |
|--|----|-------|
| Park Pavilions - Reservation Fee: | \$ | 30.00 |
|--|----|-------|

Misc. Fees for Public Works services:

| | | |
|-----------------------------------|----|---|
| Mulch Delivery Fee | \$ | 25.00 |
| Appliance recycling fee | \$ | 20.00 + \$10 for additional appliances per pickup |
| Non-conforming Bulk Trash / times | \$ | ? P.W. determines by weight |
| Social Event/Entertainment | \$ | 20.00 per event |

Building Permits:

| | | |
|--|----|--|
| Minimum Permit Fee | \$ | 10.00 |
| Projects over \$1,000 - add | \$ | 3.00 per \$1,000 est. cost of construction |
| Driveway Apron (special permit) | \$ | 25.00 |

| | | |
|---|----|-------|
| Business Licenses - Residential (annual) | \$ | 20.00 |
|---|----|-------|

| | | |
|-----------------------|----|--|
| Vending Permit | \$ | 25.00 per day/ or maximum determined by Town Administrator |
|-----------------------|----|--|

| | | |
|--------------------------|----|---------------|
| Solicitors Permit | \$ | 10.00 per day |
|--------------------------|----|---------------|

Rental Housing Permits: (annual)

| | | |
|-------------------------------|----|-----------------|
| Single Family Dwellings (100) | \$ | 100.00 |
| Multi-unit Dwellings (555) | \$ | 100.00 per unit |

POLICE FEES:

| | | |
|---|----|--|
| Accident Report Copy | \$ | 10.00 |
| Vehicle Release | \$ | 50.00 No charge for recovered stolen vehicles |
| Late Payment Fees | \$ | 25.00 |
| Incident Report Copy | \$ | 5.00 No charge for victims |
| Red Light Camera Violation | \$ | 75.00 |
| Speed Camera Violation | \$ | 40.00 |
| Flagging Fees (separate from MVA's fee) | \$ | 25.00 |
| Finger Printing Services | \$ | 35.00 (State Only) / \$50.00 (Full FBI & State)* |
| Vehicle Forfeiture | \$ | 350.00 |
| Storage Fees | \$ | 50.00 Per Day |
| Returned Check Fee | \$ | 35.00 |

Residential Zone Parking Permits: (annual)

| | | |
|---|----|------|
| Zone Parking Stickers | \$ | 5.00 |
| Senior Citizen Stickers | \$ | 5.00 |
| Visitors Permit (two max per household) | \$ | 2.00 |

PARKING TICKETS:

| | | |
|----------------------------------|----|-------------------------------------|
| METRO Parking Lot | \$ | 50.00 |
| Residential Zone Parking | \$ | 40.00 |
| Fire Lane / Fire Hydrant | \$ | 200.00 |
| Handicapped Parking | \$ | 200.00 |
| Non-Maryland registered vehicles | \$ | 280.00 MD State \$50 Town Code 27-8 |
| Other general parking violations | \$ | 50.00 \$40 residential zone |

MUNICIPAL INFRACTION FEE SCHEDULE:

| | Offense | Offense(s) | Offenses |
|---------------------------------------|-----------|------------|------------------|
| Animal Violations (Chapter 4) | \$ 25.00 | 50.00 | 100.00 |
| Housing Code Violations (Chapter 5) | \$ 50.00 | 50.00 | |
| Dumping, Litter, Garbage (Chapter 10) | \$ 400.00 | 400.00 | |
| Lot Maintenance (Chapter 18) | \$ 50.00 | 50.00 | |
| Lot Maint. Abandoned Veh (Chapter 18) | \$ 400.00 | 500.00 | 100.00 Admin Fee |
| Noise Violations (Chapter 19) | \$ 50.00 | 100.00 | |
| Sign Violations (Chapter 23) | \$ 50.00 | 100.00 | |
| Industrial Park Covenants Violations | \$ 100.00 | 200.00 | 400.00 |

*+ \$10.00 For each additional set requested during same visit