



TOWN OF CHEVERLY, MARYLAND
MAYOR AND TOWN COUNCIL

Special Meeting
Tuesday, April 30, 2019

6:00 PM

AGENDA

1. Pledge
2. Closed Session 6:00 PM to 7:30 PM (the Mayor and Council reserve the right to extend the closed session beyond 7:30 PM)
 - a. Pursuant to Maryland's Open Meetings Act, the Mayor and Council will convene in closed session to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals. See Maryland Code, § 3-305(b)(1) of the General Provisions Article. The purpose of closing under the personnel exception to the Open Meetings Act is to protect the confidentiality of employment matters.
 - b. Pursuant to Maryland's Open Meetings Act, the Mayor and Council will convene in closed session to consult with counsel and receive legal advice. See Maryland Code, § 3-305(b)(7) of the General Provisions Article. The purpose of closing under this exception to the Open Meetings Act is to preserve the Attorney-Client Privilege.

- c. Pursuant to Maryland's Open Meetings Act, the Mayor and Council will convene in closed session to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosure about a particular proceeding or matter, specifically Maryland Code, § 4-311 of the General Provisions Article (Maryland's Public Information Act-preserving the confidentiality of employee records). See Maryland Code, § 3-305(b)(13) of the General Provisions Article. The purpose of closing under this exception to the Open Meetings Act is to protect the confidentiality of employment matters as envisioned by the Public Information Act.
2. Discussion Regarding Release of Personnel Records
 3. FY20 Proposed Budget
 4. DeRanch Special Entertainment Permit
 5. Parking Regulations and Enforcement

Next Meetings of the Mayor and Town Council

May 9, 2019	Town Meeting	8:00 pm
May 23, 2019	Worksession	7:30 pm

TOWN OF CHEVERLY, MARYLAND
OPERATING BUDGET
&
CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2020

July 1, 2019 to June 30, 2020

MAYOR

Michael H. Callahan

TOWN COUNCIL

Ward 1	Laila Riazi
Ward 2	Dana Hallman
Ward 3	Roswell "RJ" Eldridge
Ward 4	Kayce Simmons Munyeneh
Ward 5	Jennifer Garcia
Ward 6	Elizabeth MacKenzie

INTERIM TOWN ADMINISTRATOR	- David Deutsch
TOWN TREASURER	- Melanie Friesen
TOWN CLERK	- Barbara Bibbs
DIRECTOR OF PUBLIC WORKS	- Juan Torres
ACTING CHIEF OF POLICE	- Jarod Towers

FOUR YEAR BUDGET OVERVIEW

	AUDIT FY 2017	AUDIT FY 2018	BUDGET FY 2019	ST ACTUAL FY 2019	BUDGET FY 2020
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	194,500
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	6,533,650
EXPENDITURES:					
GENERAL GOVERNMENT:	1,092,296	1,366,900	1,604,833	1,396,831	1,743,850
PUBLIC SAFETY: Police & Code En	2,174,747	2,011,652	2,318,929	2,111,200	2,597,000
PUBLIC WORKS: Admin. & Divisic	2,751,320	2,715,647	3,616,558	2,849,610	2,996,200
TOTAL EXPENDITURES:	6,018,363	6,094,199	7,540,320	6,357,641	7,337,050
TOTAL CREDIT / (DEFICIT):	532,082	328,492	(1,214,736)	(100,709)	(803,400)
			Estimated Balance		
FUND BALANCE - June 30:	3,030,089	3,094,097	2,246,817		

REVENUE BY SOURCE

		AUDIT	AUDIT	BUDGET	EST ACTU	BUDGET
		FY 2017	FY 2018	FY 2019	2019	FY2020
TAXES:						
01-10-1100	REAL ESTATE [Single, Multi-Family, C	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
LICENSES & PERMITS						
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
INTERGOVERNMENTAL:						
01-30-1200	Police Aid	102,139	115,322	114,000	116,100	117,800
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	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	194,500
SERVICES CHARGES:						
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	6210	6300
FINES & FORFEITURES:						
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
INTEREST & DIVIDENDS:						
01-45-1000	INTEREST & DIVIDENDS:	12,204	22,500	15,000	52000	52000
MISCELLANEOUS:						
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	26000	28,500
Total Revenues		6,550,445	6,414,333	6,325,584	6,558,360	6,533,650

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 Lial	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
01-09-91	Vehicle Replacement	0	0	0	0	0
Total Administrative Division		287,556	305,012	347,533	366,750	584,350

COMMITTEES / DEBT SERVICE

ACCOUNT NUMBER	DESCRIPTION	AUDIT FY 2016	AUDIT FY2018	BUDGET FY2019	EST ACTU FY2019	BUDGET FY2020
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	CPACT(Cheverly-Citizens & Poli	3,757	4,276	5,200	6,600	0
01-08-7600	Grants	5,375	9,085	10,000	12,050	20,000
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	25,000
Total Committees		33,856	32,171	63,200	37,450	76,000

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	116,000

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	1,327,800
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>						
01-11-6070	Traffic Control	7,249	13,650	6,000	12,200	10,000
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		2,174,747	2,007,496	2,318,929	2,250,820	2,597,000

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

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
01-09-9080	Sidewalk/Curb/Gutter	193,617	5,711	85,000	75,000	85,000
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	3,000
<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 (MES 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		1,154,951	917,982	1,502,150	1,162,725	1,038,600

CAPITAL IMPROVEMENT PROGRAM - SUMMARY

This is a summary of all Capital Outlays expensed by Department:

The following pages are detailed explanations of Capital Outlays & projections for a 5 yr Capital Improvement Program.

ACCOUNT NUMBER	DESCRIPTION	AUDIT FY 2017	AUDIT FY2018	BUDGET FY2019	EST ACTUA 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	3,000
<u>PARKS & DEVELOPMENT</u>						
01-09-9030	Park Development [POS]	153,893	100,000	178,250	34,500	117,000
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 (expensed by Dept. - do not add to		1,301,336	1,189,885	1,850,450	1,112,825	1,208,100

