

FY 2012 OPERATING BUDGET

REVENUE

TAXES

I 1110 Property Taxes

FY11 Budget: \$112,000

FY11 Est. Actual: \$112,000

FY12 Budget: \$112,000

- **Source:** The Town of Chevy Chase levies a property tax that is paid by Town residents to the County and returned to the Town.
- **Rationale:** The Town received the Constant Yield Tax Rate (CYTR) notice from the State in February 2011. For FY12, the CYTR is \$0.0105 per \$100 of assessed value. In FY10, the Council reduced the property tax rate to about 50% of the CYTR, or \$0.01 per hundred dollars of assessed value. For the FY11 budget, the Council maintained the \$0.01 tax rate established in FY10. The Town's tax rate for business personal property remains at \$0.10 per \$100 of assessed value. All revenue estimates take into account a 99% collection rate, as recommended by Montgomery County.

I 1400 Income Taxes

FY11 Budget: \$2,150,000

FY11 Est. Actual: \$1,850,000

FY12 Budget: \$1,850,000

- **Source:** Income tax revenues are based on either 17% of County income tax liability or 0.37% of State taxable income, whichever is higher.
- **Rationale:** Since income tax revenues are the most unpredictable and volatile source of revenue, and because the Town has no formulaic approach to calculating it, we are continuing to be conservative with our budget estimates. The FY12 budget assumes no change in income tax receipts over estimated FY11 receipts.

I 1660 Highway User Taxes

FY11 Budget: \$12,000

FY11 Est. Actual: \$5,480

FY12 Budget: \$34,000

- **Source:** The Town receives a disbursement from the State based on Town road mileage and the number of registered motor vehicles in the Town.
- **Rationale:** Revenue estimates are provided by the State Highway Administration. In FY10, the State reduced by 90% highway user revenues for municipalities. In April 2011, the Maryland General Assembly voted to increase highway user revenue funding for municipalities in fiscal year 2012.

PERMIT FEES & CABLE TV REVENUE

I 2321 Variance Application Fees

FY11 Budget: \$4,000

FY11 Est. Actual: \$4,000

FY12 Budget: \$10,000

- **Source:** For FY12, the Council approved increased variance fees. Each variance applicant is now charged a \$400 application fee.
- **Rationale:** The FY12 budget assumes a total of 25 variance applications, based on recent trends.

I 2323 Permit Fees

FY11 Budget: \$10,000

FY11 Est. Actual: \$15,000

FY12 Budget: \$35,000

- **Source:** This account includes all permit fees for demolitions, buildings, fences, walls, containers, and water drainage permits. For FY12, the Council approved increased permit fees, which vary depending on the type of permit.
- **Rationale:** The FY12 budget is based on current building trends.

I 2325 Cable T.V. Revenue

FY11 Budget: \$33,000

FY11 Est. Actual: \$33,000

FY12 Budget: \$33,000

- **Source:** The Town receives money from Montgomery County as part of the Town's various cable franchise agreements.
- **Rationale:** For FY12, the County estimates that the Town will receive about \$33,000.

REIMBURSEMENTS & DUMP FEES

I3308 FEMA Reimbursement

FY11 Budget: \$0

FY11 Est. Actual: \$25,300

FY12 Budget: \$0

- **Source:** The Town receives reimbursement from FEMA for expenses incurred as a result of qualifying disasters.
- **Rationale:** The Town received reimbursement in FY11 for two blizzards that occurred in FY10. The FY12 budget anticipates no FEMA reimbursement.

I 3501 Bank Shares

FY11 Budget: \$500

FY11 Est. Actual: \$500

FY12 Budget: \$500

- **Source:** The State of Maryland distributes these funds annually in February.
- **Rationale:** This revenue is regulated by law and remains the same from year to year. It is received by about half of Maryland's cities and towns. It represents a hold harmless grant for a discontinued tax in those municipalities where owners of stock from financial institutions resided prior to July 1, 1968.

I 3509 Montgomery County Tax Duplication Reimbursement

FY11 Budget: \$130,000

FY11 Est. Actual: \$130,000

FY12 Budget: \$124,000

- **Source:** Montgomery County returns tax money to the Town as reimbursement for savings realized by not providing certain services, primarily road work, within the Town's borders.
- **Rationale:** The calculations are based on actual net expenditures by the County for eligible services for two years prior to the payment. The County notified the Town that the tax duplication reimbursement for FY12 will be reduced by 5% over last year.

OTHER REVENUE

I 4430 Special Trash Collection

FY11 Budget: \$1,000

FY11 Est. Actual: \$1,010

FY12 Budget: \$1,000

- **Source:** This revenue is generated from two homes, not within the Town, that are serviced by the Town's household trash contractor.
- **Rationale:** The FY12 budget represents the amount to be paid to the Town in FY12.

I 5100 Parking Fines/Meters

FY11 Budget: \$10,000

FY11 Est. Actual: \$9,000

FY12 Budget: \$9,000

- **Source:** This account includes revenue from payments of parking tickets issued by the Montgomery County Police Department and money collected from the 5 meters on Willow Lane.
- **Rationale:** The FY12 budget is based on estimated amounts for this fiscal year.

I 5200 Municipal Citations

FY11 Budget: \$1,000

FY11 Est. Actual: \$1,000

FY12 Budget: \$1,000

- **Source:** This account includes revenue from payments of fines for all municipal infractions, excluding parking violations.
- **Rationale:** The FY12 budget is based on the FY11 budget.

I 6100 Interest Income (General Fund)

FY11 Budget: \$10,000

FY11 Est. Actual: \$5,000

FY12 Budget: \$5,000

- **Source:** This account includes interest on money deposited into the Montgomery County investment pool.
- **Rationale:** The FY12 budget assumes a reduction in the interest rate from about 1.1% in FY11 to 0.85% in FY12. This rate projection was provided by Montgomery County.

I6930 Miscellaneous

FY11 Budget: \$1,500

FY11 Est. Actual: \$7,000

FY12 Budget: \$2,500

- **Source:** This account includes any income that is not included in any other category, including occasional payments for damages from private contractors, as well as insurance rebates.
- **Rationale:** The FY12 budget is based on an average of past receipts, with the exception of FY11.

EXPENDITURES

GENERAL GOVERNMENT – ADMINISTRATION – SALARIES AND BENEFITS

X10110.101 Salaries - Administration

FY11 Budget: \$442,000 FY11 Est. Actual: \$442,000 FY12 Budget: \$406,000

- **Purpose:** This account funds salaries for the Town Manager, Permitting and Code Enforcement Manager, Town Clerk, Constituent Services Aide, and Management Assistant.
- **Rationale:** The FY12 budget also assumes no salary increase or COLA. The FY12 budget also anticipates the loss of one employee through attrition and replacement with a part-time or temporary employee.

X10110.102 Salaries - Public Works

FY11 Budget: \$119,000 FY11 Est. Actual: \$119,000 FY12 Budget: \$119,000

- **Purpose:** This account funds salaries for the Maintenance Supervisor and Maintenance Assistant.
- **Rationale:** The FY12 budget assumes no salary increase or COLA.

X10110.201 Retirement

FY11 Budget: \$84,000 FY11 Est. Actual: \$84,000 FY12 Budget: \$81,000

- **Purpose:** This account funds the Town's participation in three Montgomery County pension plans: the mandatory integrated plan, the employee retirement savings plan (for all employees hired after October 1, 1994), and the Guaranteed Retirement Income Plan (GRIP).
- **Rationale:** The employer contribution rate for the mandatory integrated plan for FY12 will be 24.9%. The employer contribution rate for the employee retirement savings plan for FY12 will be 8%. The rate for the Guaranteed Retirement Income Plan (GRIP) is 7.27%. These premium rates and fees are set by Montgomery County.

X10110.202 Social Security and Medicare

FY11 Budget: \$64,000 FY11 Est. Actual: \$64,000 FY12 Budget: \$61,000

- **Purpose:** This account funds the federally-mandated Social Security and Medicare programs for Town employees.
- **Rationale:** Social Security and Medicare costs total 7.65% of salaries (including off-duty officers), estimated bonuses and overtime. This rate is set by the Federal Government.

X10110.204 Health Insurance

FY11 Budget: \$80,000

FY11 Est. Actual: \$80,000

FY12 Budget: \$74,000

- **Purpose:** This account funds health insurance for the Town's employees through the State of Maryland.
- **Rationale:** The cost of health insurance benefits is provided by the State of Maryland. The rates for FY12 won't be available until after the State Legislative Session, April 11, 2011.

X10110.204 Unemployment Insurance

FY11 Budget: \$10,000

FY11 Est. Actual: \$10,000

FY12 Budget: \$9,000

- **Purpose:** This account funds state-mandated unemployment insurance for Town employees through the Maryland Unemployment Insurance Trust Fund.
- **Rationale:** The Town's unemployment insurance rate for FY12 will be 4.9%, a slight decrease over the FY11 rate. The FY12 budget estimate is based on the first \$8,500 of wages paid to each employee (including off-duty police officers) during the calendar year.

X10110.205 Workers Compensation

FY11 Budget: \$25,000

FY11 Est. Actual: \$25,000

FY12 Budget: \$24,000

- **Purpose:** This account funds workers compensation insurance through the Injured Workers Insurance Fund (IWIF).
- **Rationale:** Rates are based on payroll figures and the Town's history of employee injuries.

X10110.206 Awards & Bonuses

FY11 Budget: \$25,000

FY11 Est. Actual: \$0

FY12 Budget: \$0

- **Purpose:** This account funds staff performance awards.
- **Rationale:** The FY12 budget does not provide for awards and bonuses.

X10110.207 Overtime

FY11 Budget: \$10,000

FY11 Est. Actual: \$21,000

FY12 Budget: \$15,000

- **Purpose:** This account funds overtime work by the Town's employees.
- **Rationale:** The FY12 budget is based on an average of past expenditures.

GENERAL GOVERNMENT – ADMINISTRATION – SERVICES AND SUPPLIES

X10130.301 Supplies

FY11 Budget: \$10,000 FY11 Est. Actual: \$7,000 FY12 Budget: \$7,000

- **Purpose:** This account funds paper and office products, refreshments and supplies.
- **Rationale:** The FY12 budget is based on past expenditures.

X10130.302 Legal Counsel

FY11 Budget: \$225,000 FY11 Est. Actual: \$225,000 FY12 Budget: \$150,000

- **Purpose:** This account funds the Town’s legal representation.
- **Rationale:** The FY12 funding level reflects an anticipated reduction in attendance of the Town Attorney at monthly Council meetings.

X10130.303 Auditor

FY11 Budget: \$10,000 FY11 Est. Actual: \$10,000 FY12 Budget: \$10,000

- **Purpose:** This account funds the annual audit, as required by law.
- **Rationale:** The FY12 budget is based on a contract with the accounting firm of Linton Shafer.

X10130.306 Rents and Leases

FY11 Budget: \$6,000 FY11 Est. Actual: \$6,000 FY12 Budget: \$6,000

- **Purpose:** This account funds the lease payments on the copier and the Haines Directory.
- **Rationale:** The FY12 budget is based on the lease contract amounts.

X10130.307 Equipment/Small Tools

FY11 Budget: \$500 FY11 Est. Actual: \$400 FY12 Budget: \$500

- **Purpose:** This account funds non-disposable office equipment, such as printers and calculators.
- **Rationale:** The FY12 budget is based on past expenditures.

X10130.308 Equipment/Repairs & Maintenance

FY11 Budget: \$5,000

FY11 Est. Actual: \$5,000

FY12 Budget: \$5,000

- **Purpose:** This account funds maintenance of the photocopier, printers and computer hardware.
- **Rationale:** The FY12 budget is based on past expenditures.

X10130.309 Postage

FY11 Budget: \$1,500

FY11 Est. Actual: \$2,000

FY12 Budget: \$1,500

- **Purpose:** This account funds postage used by the Town staff in day-to-day operations, including correspondence and payables.
- **Rationale:** The FY12 budget is based on past expenditures.

X10130.310 Telephone and Utilities

FY11 Budget: \$10,000

FY11 Est. Actual: \$10,000

FY12 Budget: \$10,000

- **Purpose:** This account funds Town staff cell phones, the regular office phone and fax lines, utility payments, and the Town's high-speed Internet connection (DSL line).
- **Rationale:** The FY12 budget is based on past expenditures.

X10130.311 Printing and Recording

FY11 Budget: \$12,000

FY11 Est. Actual: \$12,000

FY12 Budget: \$12,000

- **Purpose:** This account funds printing costs for parking permits, legal advertisements, supplements to the Town Code, and recordings and transcripts by the court reporter.
- **Rationale:** The FY12 budget is based on past expenditures.

X10130.312 Travel/Meeting Reimbursement Expenses

FY11 Budget: \$2,000

FY11 Est. Actual: \$2,000

FY12 Budget: \$2,000

- **Purpose:** This account funds staff attendance at professional conferences and meetings.
- **Rationale:** The FY12 budget is based on past expenditures.

X10130.313 Training and Development

FY11 Budget: \$4,000

FY11 Est. Actual: \$4,000

FY12 Budget: \$4,000

- **Purpose:** This account funds conference registration and associated costs for the Town staff.
- **Rationale:** The FY12 budget is based on past expenditures.

X10130.314 Dues and Subscriptions

FY11 Budget: \$3,000

FY11 Est. Actual: \$3,000

FY12 Budget: \$3,000

- **Purpose:** This account funds membership dues to professional organizations for the Town staff, the municipal yearbook and other yearly publications, as well as professional magazine subscriptions and a newspaper subscription.
- **Rationale:** The FY12 budget is based on past expenditures.

X10130.315 Commercial Insurance

FY11 Budget: \$20,000

FY11 Est. Actual: \$21,000

FY12 Budget: \$21,000

- **Purpose:** This account funds the Town's general and liability insurance provided through the Local Government Insurance Trust (LGIT).
- **Rationale:** The FY12 budget is based on cost estimates provided by LGIT.

X10130.316 Unusual Non-recurring

FY11 Budget: \$1,000

FY11 Est. Actual: \$1,000

FY12 Budget: \$1,000

- **Purpose:** This account funds unexpected items that are not originally budgeted.
- **Rationale:** The FY12 budget is based on past expenditures.

X10130.321 Professional Services

FY11 Budget: \$50,000

FY11 Est. Actual: \$40,000

FY12 Budget: \$25,000

- **Purpose:** This account includes funds for professional services including engineers, plan reviewers, architects, and land use/planning firms, as well as other professional assistance as needed.
- **Rationale:** The FY12 budget reflects reductions in expenditures for professional services approved by the Council in FY11.

X10130.321A Professional Services for Purple Line Analysis

FY11 Budget: \$10,000 FY11 Est. Actual: \$0 FY12 Budget: \$0

- **Purpose:** This account funds a consultant to perform an analysis of the Purple Line.
- **Rationale:** The FY12 budget does not include funding for this line item.

X10130.322 Records Management

FY11 Budget: \$0 FY11 Est. Actual: \$0 FY12 Budget: \$0

- **Purpose:** This account funds records management initiatives.
- **Rationale:** The FY12 budget does not include funding for this line item.

X10130.323 Web Hosting and Development

FY11 Budget: \$1,000 FY11 Est. Actual: \$500 FY12 Budget: \$1,000

- **Purpose:** This account funds web hosting and development.
- **Rationale:** The FY12 budget is based on past and anticipated expenditures.

X10130.324 County Tax Collection Service

FY11 Budget: \$1,000 FY11 Est. Actual: \$651 FY12 Budget: \$1,000

- **Purpose:** The County assesses a fee to recover some of their administrative costs in collecting and disbursing the Town's property taxes.
- **Rationale:** The FY12 budget is based on County estimates.

X10130.351 Payroll Service

FY11 Budget: \$5,000 FY11 Est. Actual: \$5,000 FY12 Budget: \$5,000

- **Purpose:** This account funds the Town's payroll service, provided through ADP.
- **Rationale:** The FY12 budget is based on cost estimates provided by ADP.

X10130.352 Information Technology Services

FY11 Budget: \$1,000

FY11 Est. Actual: \$0

FY12 Budget: \$1,000

- **Purpose:** This account funds software development, hardware and software support, and network maintenance.
- **Rationale:** The FY12 budget level is based on past expenditures and future needs.

GENERAL GOVERNMENT -- CIVIC AFFAIRS AND CONSTITUENT SERVICES -- SERVICES AND SUPPLIES

X10230.309 Postage

FY11 Budget: \$12,000

FY11 Est. Actual: \$8,000

FY12 Budget: \$8,000

- **Purpose:** This account funds the bulk mail permit and mailing costs of the Town's newsletters and special mailings.
- **Rationale:** In FY12, the Town expects to mail 12 issues of the FORECAST and 12 special mailings. Since we have completed several Town informational brochures and the Town Directory, we have reduced the amount of funding needed for FY12.

X10230.311 Printing

FY11 Budget: \$50,000

FY11 Est. Actual: \$40,000

FY12 Budget: \$40,000

- **Purpose:** This account funds the printing of the Town's newsletters, handbooks and special mailings.
- **Rationale:** In FY12, the Town expects to print 12 issues of the Forecast and 12 special mailings. Since we have completed several Town informational brochures and the Town Directory, we have reduced the amount of funding needed for FY12.

X10230.312 Travel and Meeting/Reimbursement Expenses

FY11 Budget: \$1,000

FY11 Est. Actual: \$1,000

FY12 Budget: \$1,000

- **Purpose:** This account funds Council attendance at seminars, meetings and conferences. It also funds Council travel reimbursement.
- **Rationale:** The FY12 budget is based on past expenditures.

X10230.313 Training and Development

FY11 Budget: \$3,000

FY11 Est. Actual: \$2,000

FY12 Budget: \$2,000

- **Purpose:** This account funds expenses associated primarily with MML and NLC events.
- **Rationale:** The FY12 budget is based on past expenditures.

X10230.314 Dues and Subscriptions

FY11 Budget: \$15,000

FY11 Est. Actual: \$15,000

FY12 Budget: \$15,000

- **Purpose:** This account funds Town dues for membership in MML, NLC and other municipal associations.
- **Rationale:** The FY12 budget is based on past expenditures.

X10230.319 Municipal Cable TV Contribution

FY11 Budget: \$33,000

FY11 Est. Actual: \$8,000

FY12 Budget: \$8,000

- **Purpose:** The money that the Town receives as Cable TV revenue is contributed to Montgomery Municipal Cable.
- **Rationale:** The FY12 budget is based on a decision by the Council to limit MMC contributions to \$8,000 per year in FY11.

X10230.330 Civic Affairs

FY11 Budget: \$115,000

FY11 Est. Actual: \$100,000

FY12 Budget: \$65,000

- **Purpose:** This account funds all Town events. Additionally, funds for Council contributions to charitable groups and causes are included in this account.
- **Rationale:** The FY12 budget is based on a decision by the Council to be judicious with charitable contributions in FY12.

X10230.331 Parks and Playgrounds Commission

FY11 Budget: \$1,000

FY11 Est. Actual: \$0

FY12 Budget: \$0

- **Purpose:** This account was created in order for the Town to establish and fund the work of the Commission.
- **Rationale:** The FY12 budget does not include any funding for the Commission.

X10230.332 Native Canopy Tree Program

FY11 Budget: \$10,000

FY11 Est. Actual: \$10,000

FY12 Budget: \$10,000

- **Purpose:** This account was created in FY10 in order for the Town to establish and fund a Native Canopy Tree Planting Program.
- **Rationale:** The FY12 budget amount is the same as the FY11 budget amount.

X10230.333 Consulting Water Management Program

FY11 Budget: \$5,000

FY11 Est. Actual: \$2,500

FY12 Budget: \$0

- **Purpose:** This account was created in order to fund water management consulting services for Town residents.
- **Rationale:** For FY12, the Council has proposed to eliminate this program due to decreased participation.

X10230.334 Energy Audit and Improvements Program

FY11 Budget: \$20,000

FY11 Est. Actual: \$5,000

FY12 Budget: \$5,000

- **Purpose:** This account was created to fund energy audits and related improvements for Town residents.
- **Rationale:** The FY12 budget is based on estimated actual expenditures for FY11.

X10230.335 Committee Expenses

FY11 Budget: \$5,000

FY11 Est. Actual: \$1,000

FY12 Budget: \$2,000

- **Purpose:** This account funds Town Committee expenses, including organizational materials, interns, etc.
- **Rationale:** The FY12 budget is based on prior year expenditures.

X10230.335CC Climate Corps

FY11 Budget: \$0

FY11 Est. Actual: \$0

FY12 Budget: \$0

- **Purpose:** This account was created in FY10 to enable Town teens to provide energy conservation advice to Town residents.
- **Rationale:** The FY12 budget does not include funds for this program.

X10230.383 Consulting Arborist Program

FY11 Budget: \$7,000 FY11 Est. Actual: \$7,000 FY12 Budget: \$7,000

- **Purpose:** This account funds the Town’s Consulting Arborist Program.
- **Rationale:** The FY12 budget is based on past expenditures.

PUBLIC SAFETY -- SERVICES AND SUPPLIES

X11030.301 Supplies

FY11 Budget: \$500 FY11 Est. Actual: \$0 FY12 Budget: \$500

- **Purpose:** This account funds code enforcement supplies.
- **Rationale:** The FY12 budget is based on anticipated expenditures.

X11030.304 Code Enforcement Services

FY11 Budget: \$54,000 FY11 Est. Actual: \$54,000 FY12 Budget: \$54,000

- **Purpose:** This line item was created in FY09 to provide a contractor for code enforcement.
- **Rationale:** This account replaces the function that had been performed by a Town employee with a contractor. The FY12 budget is based on past expenditures.

X11030.304MC Police Officer-Contractual/Montgomery County

FY11 Budget: \$300,000 FY11 Est. Actual: \$260,000 FY12 Budget: \$225,000

- **Purpose:** This account funds the Town’s off-duty Montgomery County Police Officers.
- **Rationale:** The FY12 budget will allow the Town to continue current police coverage at a reduced level for day work that began in FY11.

X11030.308 Equipment-Repairs and Maintenance

FY11 Budget: \$500 FY11 Est. Actual: \$0 FY12 Budget: \$500

- **Purpose:** This account funds maintenance of the Town’s car.
- **Rationale:** The FY12 budget is based on anticipated expenditures.

PUBLIC WORKS -- SANITATION AND WASTE REMOVAL

X12420.304 Household Trash Contractual Services

FY11 Budget: \$190,000 FY11 Est. Actual: \$190,000 FY12 Budget: \$190,000

- **Purpose:** This account funds the contract for household trash collection and Leland Center trash collection.
- **Rationale:** The FY12 budget does not include any increase for these services. The scope of services remains unchanged.

X12420.355H Town Dump Fees – Refuse

FY11 Budget: \$500 FY11 Est. Actual: \$500 FY12 Budget: \$500

- **Purpose:** This account funds the disposal of refuse by the Town’s maintenance crew.
- **Rationale:** The current disposal rate for refuse is \$56 per ton. The FY12 budget assumes the disposal of about 9 tons of refuse in FY12.

X12420.356 Trash and Treasures

FY11 Budget: \$8,500 FY11 Est. Actual: \$8,500 FY12 Budget: \$9,000

- **Purpose:** This account funds the Town’s twice-yearly Trash and Treasures collection.
- **Rationale:** The FY12 budget does not include any increase for these services. The scope of services remains unchanged.

X12421.304 Yard Trash Contractual Services

FY11 Budget: \$33,000 FY11 Est. Actual: \$33,000 FY12 Budget: \$17,000

- **Purpose:** This account funds the Town’s yard trash collection contract.
- **Rationale:** The FY12 budget is based on a proposal to reduce this service to once per week year-round.

X12421.355 Town Dump Fees - Yard Trash

FY11 Budget: \$500 FY11 Est. Actual: \$100 FY12 Budget: \$500

- **Purpose:** This account covers dump fees for yard trash taken to the dump by Town staff.
- **Rationale:** The FY12 budget is based on anticipated expenditures.

X12422.304 Leaf Collection Contractual Services

FY11 Budget: \$88,000 FY11 Est. Actual: \$88,000 FY12 Budget: \$88,000

- **Purpose:** This account funds the annual leaf collection and disposal contract.
- **Rationale:** The FY12 budget is the same as FY11. The scope of services remains unchanged.

X12423.304 Recycling Contractual Services

FY11 Budget: \$53,000 FY11 Est. Actual: \$53,000 FY12 Budget: \$53,000

- **Purpose:** This account funds the Town's recycling program.
- **Rationale:** The FY12 does not include any increase for these services. The scope of services remains unchanged.

X12423.358 Recycling Bins

FY11 Budget: \$3,000 FY11 Est. Actual: \$0 FY12 Budget: \$1,000

- **Purpose:** This account funds new recycling bins, as needed.
- **Rationale:** The FY12 budget has been reduced since we have some recycling bins in stock.

PUBLIC WORKS -- STREETS AND ROADS -- SERVICES AND SUPPLIES

X12530.301 Supplies

FY11 Budget: \$15,000 FY11 Est. Actual: \$15,000 FY12 Budget: \$10,000

- **Purpose:** This account funds supplies for streets and roads, including winter salt and sand, gas and oil.
- **Rationale:** The FY12 budget is based on past expenditures and anticipated needs.

X12530.301s Street Signs

FY11 Budget: \$1,500 FY11 Est. Actual: \$1,000 FY12 Budget: \$1,000

- **Purpose:** This account funds new street signs.
- **Rationale:** The FY12 budget is based on past expenditures.

X12530.307 Equipment - Small Tools

FY11 Budget: \$500

FY11 Est. Actual: \$100

FY12 Budget: \$500

- **Purpose:** This account funds equipment used for street maintenance.
- **Rationale:** The FY12 budget is based on anticipated expenditures.

X12530.308 Equipment-Repairs and Maintenance

FY11 Budget: \$5,000

FY11 Est. Actual: \$1,000

FY12 Budget: \$2,000

- **Purpose:** This account funds repairs and maintenance of the Town's trucks and plows.
- **Rationale:** The FY11 budget is based on past expenditures.

X12530.310 Telephone and Utilities

FY11 Budget: \$35,000

FY11 Est. Actual: \$30,000

FY12 Budget: \$30,000

- **Purpose:** This account funds street light electricity, installation of new streetlights, and utilities used at the garage.
- **Rationale:** The FY12 budget is based on past expenditures and the use of "Clean Energy" (provided by Washington Gas Energy Services) for street lights.

X12530.313 Training & Development

FY11 Budget: \$500

FY11 Est. Actual: \$0

FY12 Budget: \$0

- **Purpose:** This account funds training programs for the Town's maintenance crew.
- **Rationale:** This account is not funded for FY12 based on past expenditures.

X12530.341 Consultants & Engineers

FY11 Budget: \$50,000

FY11 Est. Actual: \$15,000

FY12 Budget: \$10,000

- **Purpose:** This account funds civil engineers and traffic consultants.
- **Rationale:** The FY12 budget provides funds for consultants to assist the Town with infrastructure improvements, but no funds have been budgeted for traffic-related studies.

X12530.342 Street Snow Removal

FY11 Budget: \$15,000

FY11 Est. Actual: \$5,000

FY12 Budget: \$15,000

- **Purpose:** This account funds the contractor that assists the Town crews in clearing snow from Town streets.
- **Rationale:** The FY12 budget is in keeping with more normal annual snowfall removal costs. Actual costs for snow removal for FY 11 are not complete. We are waiting for the contractor's invoice.

X12530.343 Street Cleaning

FY11 Budget: \$20,000

FY11 Est. Actual: \$15,000

FY12 Budget: \$12,000

- **Purpose:** This account funds monthly street cleaning.
- **Rationale:** The FY12 budget has been reduced to allow for the Town Manager's discretion in using this service only when truly needed.

X12530.344 Street Maintenance

FY11 Budget: \$1,000

FY11 Est. Actual: \$0

FY12 Budget: \$1,000

- **Purpose:** This account, along with the capital budget, funds maintenance of Town streets.
- **Rationale:** The FY12 budget is based on past expenditures.

X12530.359 Sidewalk Snow Removal Program

FY11 Budget: \$45,000

FY11 Est. Actual: \$20,000

FY12 Budget: \$45,000

- **Purpose:** This account funds the Town's sidewalk snow removal program.
- **Rationale:** The amount of annual snowfall is unpredictable. Maintaining a healthy funding level will allow program mobilization in the event of several snowstorms in FY12.

X12530.360 Garage Maintenance

FY11 Budget: \$500

FY11 Est. Actual: \$0

FY12 Budget: \$0

- **Purpose:** This account funds garage maintenance, including any regular maintenance work or general upkeep of the garage.
- **Rationale:** The FY12 is based on past expenditures.

PUBLIC WORKS -- PARKS AND GROUNDS -- SERVICES AND SUPPLIES

X18030.301 Supplies

FY11 Budget: \$12,000 FY11 Est. Actual: \$12,000 FY12 Budget: \$12,000

- **Purpose:** This account funds supplies for parks and grounds, including fertilizer, sod, etc.
- **Rationale:** The FY12 budget is based on past expenditures.

X18030.304ELM

FY11 Budget: \$2,500 FY11 Est. Actual: \$2,500 FY12 Budget: \$2,500

- **Purpose:** This account funds the collection of refuse in Elm Street Park, through a maintenance contract with the Bethesda Urban Partnership (BUP).
- **Rationale:** The FY12 budget does not include any increase for this service. The scope of services remains unchanged.

X18030.307 Equipment-Small Tools

FY11 Budget: \$500 FY11 Est. Actual: \$500 FY12 Budget: \$500

- **Purpose:** This account funds equipment that the Town uses for park maintenance.
- **Rationale:** The FY12 budget has been maintained at the same funding level as FY11.

X18030.308 Equipment-Repairs/Maintenance

FY11 Budget: \$500 FY11 Est. Actual: \$500 FY12 Budget: \$500

- **Purpose:** This account funds maintenance of the Town's landscaping equipment. It includes repairs to the trucks and watering rig.
- **Rationale:** The FY12 budget is based on past expenditures.

X18030.310 Telephone & Utilities

FY11 Budget: \$1,000 FY11 Est. Actual: \$1,000 FY12 Budget: \$1,000

- **Purpose:** This account funds utility services that the Town uses in its parks, including rental of WSSC water meters and water usage, and in the Town garage.
- **Rationale:** The FY12 budget is based on past expenditures.

X18030.313 Training & Development

FY11 Budget: \$500

FY11 Est. Actual: \$0

FY12 Budget: \$0

- **Purpose:** This account funds training for the Town's maintenance crew.
- **Rationale:** The FY12 budget is based on past expenditures.

X18030.325 Pest Control

FY11 Budget: \$1,500

FY11 Est. Actual: \$1,000

FY12 Budget: \$1,000

- **Purpose:** This account funds a contract with a pest control company to bait portions of Town parks and rights-of-way that show signs of rodent infestation.
- **Rationale:** The FY12 budget is based on past expenditures.

X18030.360 Garage Maintenance

FY11 Budget: \$500

FY11 Est. Actual: \$0

FY12 Budget: \$0

- **Purpose:** This account funds general garage maintenance.
- **Rationale:** The FY12 budget is based on past expenditures. This account is split with the Streets and Roads, Garage Maintenance account.

X18030.381 Tree Maintenance

FY11 Budget: \$150,000

FY11 Est. Actual: \$130,000

FY12 Budget: \$125,000

- **Purpose:** This account funds the Town's street tree maintenance program.
- **Rationale:** The FY12 budget is based on past expenditures and reflects the FY11 elimination of street tree edging and mulching.

X18030.382 Plant Health Care

FY11 Budget: \$1,000

FY11 Est. Actual: \$0

FY12 Budget: \$1,000

- **Purpose:** This account funds any pesticide spraying needed to eliminate pests and diseases in the Town's trees.
- **Rationale:** The FY12 budget includes funds to spray the Town's various oak trees for scale. Pesticides are used at the recommendation of the Town's arborist and only when absolutely necessary.

X18030.383 Arborist

FY11 Budget: \$23,000

FY11 Est. Actual: \$23,000

FY12 Budget: \$23,000

- **Purpose:** This account funds the Town's arborist services, including integrated pest management visits, preparation of pruning lists and oversight of the tree maintenance contractor.
- **Rationale:** The FY12 budget is based on projected needs and past expenditures.

X18030.387 Miscellaneous Jobs

FY11 Budget: \$5,000

FY11 Est. Actual: \$2,000

FY12 Budget: \$2,000

- **Purpose:** This account funds unexpected public works projects that occur from time to time.
- **Rationale:** The FY12 budget is based on past expenditures.

X18030.388 Landscaping Services

FY11 Budget: \$55,000

FY11 Est. Actual: \$45,000

FY12 Budget: \$35,000

- **Purpose:** This account funds the Town's landscaping contract, which has been rebid for FY12.
- **Rationale:** The FY12 budget covers contractual costs and any special landscaping projects that the Town may undertake.

CAPITAL BUDGET

FACILITIES AND EQUIPMENT

X10140.401 Office Equipment and Furnishings

FY11 Budget: \$0

FY11 Est. Actual: \$0

FY12 Budget: \$0

- **Purpose:** This account funds the replacement of furniture in the Town Hall.
- **Rationale:** The FY12 budget does not include funds to purchase new furniture for the Town Hall.

X10140.401C Computer System

FY11 Budget: \$1,000

FY11 Est. Actual: \$1,000

FY12 Budget: \$1,000

- **Purpose:** This account funds upgrades to the Town's computer systems.
- **Rationale:** The Town's computer system may need minor enhancements in FY12.

X10140.410 Telephone and Utilities

FY11 Budget: \$0

FY11 Est. Actual: \$0

FY12 Budget: \$0

- **Purpose:** This account funds new phone equipment for the Town.
- **Rationale:** The Town does not anticipate purchasing new phone equipment in FY12.

STREETS AND ROADS

X12540.401 Equipment

FY11 Budget: \$75,000

FY11 Est. Actual: \$32,000

FY12 Budget: \$5,000

- **Purpose:** This account funds any new equipment needed for street and road maintenance, such as trucks, salt spreaders or new plow blades.
- **Rationale:** The FY12 budget includes funds for small equipment needs related to street and road work.

X12540.411 Street/Sidewalk Work

FY11 Budget: \$1,000,000 FY11 Est. Actual: \$700,000 FY12 Budget: \$500,000

- **Purpose:** This account funds regularly-scheduled street and sidewalk work.
- **Rationale:** Projects for FY12 include mill and overlay work to repair the asphalt damaged by the water main and storm sewer replacements. The FY12 budget also includes funds for concrete work.

X12540.411TS Traffic Study Implementation

FY11 Budget: \$0 FY11 Est. Actual: \$0 FY12 Budget: \$0

- **Purpose:** This account funds new traffic-related projects recommended by the Public Services Committee (PSC).
- **Rationale:** The FY12 budget does not include funds for implementing any traffic-related projects as recommended by the PSC.

PARKS, GROUNDS, AND TREES

X18040.401 Equipment

FY11 Budget: \$35,000 FY11 Est. Actual: \$35,000 FY12 Budget: \$5,000

- **Purpose:** This account funds new equipment needed for parks and grounds maintenance.
- **Rationale:** The FY12 budget includes some funds for purchase of maintenance equipment.

X18040.420 Open Space Acquisition

FY11 Budget: \$0 FY11 Est. Actual: \$0 FY12 Budget: \$0

- **Purpose:** This account funds the purchase of property in the Town.
- **Rationale:** The FY12 budget does not include funds for open space acquisition.

X18040.441 New Trees/Reforestation

FY11 Budget: \$45,000

FY11 Est. Actual: \$30,000

FY12 Budget: \$30,000

- **Purpose:** This account funds the Town's reforestation efforts.
- **Rationale:** The FY12 budget provides funds to plant approximately 60 street trees. The FY12 budget reflects the reduction in this service approved by the Council in FY11.

X18040.442 Park Improvements

FY11 Budget: \$0

FY11 Est. Actual: \$0

FY12 Budget: \$0

- **Purpose:** This account funds substantive park improvements.
- **Rationale:** The FY12 budget does not include funds for any substantive park improvements.