

FY 2011 OPERATING BUDGET

REVENUE

TAXES

I 1110 Property Taxes

FY10 Budget: \$102,000

FY10 Est. Actual: \$108,508

FY11 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 2010. For FY11, the CYTR is \$0.0093 per \$100 of assessed value; for FY10, it was \$0.019; for FY09, it was \$0.021; and for FY08, it was \$0.023. The net assessable base is \$1,126,541,946 at 7/1/10. At 7/1/09, it was \$1,029,493,804. For the FY10 budget, 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. All revenue estimates take into account a 99% collection rate, as recommended by Montgomery County. The Town's tax rate for business personal property remains at \$0.10 per \$100 of assessed value.

I 1400 Income Taxes

FY10 Budget: \$2,300,000

FY10 Est. Actual: \$2,121,175

FY11 Budget: \$2,150,000

- **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 FY11 budget assumes no change in income tax receipts over estimated FY10 receipts due to current economic conditions. We have contacted the State Comptroller's office for assistance in calculating FY11 income tax revenue.

I 1660 Highway User Taxes

FY10 Budget: \$121,000

FY10 Est. Actual: \$6,432

FY11 Budget: \$12,500

- **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. Last fiscal year, the State reduced by 90% highway user revenues for municipalities. We have been informed that

the Governor’s budget proposes “flat funding” for Highway User Revenues for FY11 and FY12, keeping funding steady at FY10 levels.

PERMIT FEES and CABLE TV REVENUE

I 2321 Variance Application Fees

FY10 Budget: \$3,000 FY10 Est. Actual: \$4,000 FY11 Budget: \$4,000

- **Source:** Each variance applicant is charged a \$200 application fee.
- **Rationale:** The FY11 budget assumes a total of 20 variance applications, based on current year estimates, and no increase in the current variance application fee of \$200.

I 2323 Permit Fees (Consolidation in FY08)

FY10 Budget: \$10,000 FY10 Est. Actual: \$10,000 FY11 Budget: \$10,000

- **Source:** This account includes all permit fees for demolitions, buildings, fences, walls, containers, and water drainage permits.
- **Rationale:** The FY11 budget is based on current building trends and assumes no increase in permit application fees.

I 2325 Cable T.V. Revenue

FY10 Budget: \$24,000 FY10 Est. Actual: \$32,000 FY11 Budget: \$33,000

- **Source:** The Town receives money from Montgomery County as part of the Town’s various cable franchise agreements.
- **Rationale:** For FY11, the County estimates that the Town will receive about \$33,000.

REIMBURSEMENTS & DUMP FEES

I 3501 Bank Shares

FY10 Budget: \$500

FY10 Est. Actual: \$510

FY11 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

FY10 Budget: \$137,000

FY10 Est. Actual: \$137,187

FY11 Budget: \$130,000

- **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 us that the tax duplication reimbursement for FY11 will be reduced by 5% over last year.

I 3510 Dump Fees

FY10 Budget: \$0

FY10 Est. Actual: \$199

FY11 Budget: \$0

- **Source:** Although this charge appears on property owners' tax bills, it is a fee, not a tax. The Town Council sets the fee annually at the same time that it sets the tax rate.
- **Rationale:** For the FY10 budget, the Council eliminated the \$50 dump fee per household. The FY11 budget assumes that the elimination of the dump fee will remain in effect.

OTHER REVENUE

I 4430 Special Trash Collection

FY10 Budget: \$1,000

FY10 Est. Actual: \$1,010

FY11 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 FY11 budget represents the amount to be paid to the Town in FY11.

I 5100 Parking Fines/Meters

FY10 Budget: \$6,000

FY10 Est. Actual: \$10,000

FY11 Budget: \$10,000

- **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 FY11 budget is based on estimated amounts for this fiscal year.

I 5200 Municipal Citations

FY10 Budget: \$1,000

FY10 Est. Actual: \$0

FY11 Budget: \$1,000

- **Source:** This account includes revenue from payments of fines for all municipal infractions, excluding parking violations.
- **Rationale:** The FY11 budget is based on the FY10 budget.

I 6100 Interest Income (General Fund)

FY10 Budget: \$35,000

FY10 Est. Actual: \$12,000

FY11 Budget: \$10,000

- **Source:** This account includes interest on money deposited into the Montgomery County investment pool.
- **Rationale:** The FY11 budget assumes a reduction in the interest rate from about 1.1% in FY10 to 0.85% in FY11. This rate projection was provided by Montgomery County.

I6930 Miscellaneous

FY10 Budget: \$500

FY10 Est. Actual: \$1,225

FY11 Budget: \$1,500

- **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 FY11 budget is based on past receipts.

EXPENDITURES

GENERAL GOVERNMENT ADMINISTRATION SALARIES AND BENEFITS

X10110.101 Salaries - Administration

FY10 Budget: \$442,000 FY10 Est. Actual: \$429,000 FY11 Budget: \$442,000

- **Purpose:** This account funds salaries for the Town Manager, Permitting and Code Enforcement Manager, Town Clerk, Constituent Services Aide, and Management Assistant.
- **Rationale:** Salaries are awarded on a grade/step approach with COLAs. The Town Council delayed a planned salary increase for FY11. Therefore, the FY11 budget amount is the same as the FY10 budget amount.

X10110.102 Salaries - Public Works

FY10 Budget: \$119,000 FY10 Est. Actual: \$117,000 FY11 Budget: \$119,000

- **Purpose:** This account funds salaries for the Maintenance Supervisor and Maintenance Assistant.
- **Rationale:** Salaries are awarded on a grade/step approach with COLAs. The Town Council delayed a planned salary increase for FY11. Therefore, the FY11 budget amount is the same as the FY10 budget amount.

X10110.201 Retirement

FY10 Budget: \$84,000 FY10 Est. Actual: \$83,000 FY11 Budget: \$84,000

- **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 FY11 will be 24.9%. The employer contribution rate for the employee retirement savings plan for FY11 will be 8%. The rate for the Guaranteed Retirement Income Plan (GRIP) is 6.53%. These premium rates and fees are set by Montgomery County.

X10110.202 Social Security and Medicare

FY10 Budget: \$64,000

FY10 Est. Actual: \$62,000

FY11 Budget: \$64,000

- **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

FY10 Budget: \$80,000

FY10 Est. Actual: \$79,000

FY11 Budget: \$80,000

- **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. There will be no increase in premiums for FY11.

X10110.204 Unemployment Insurance

FY10 Budget: \$10,000

FY10 Est. Actual: \$7,500

FY11 Budget: \$10,000

- **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 FY09 was 0.3% of salaries, which is the lowest rate charged. The Town's unemployment rate for FY10 was 1.2%, due to claims filed by a former employee. The Town's unemployment rate for FY11 is 5.2% due to claims filed by a former employee and an increase in rates. The FY11 budget estimate is based on the first \$8,500 of wages paid to each employee (including off-duty police officers) during the calendar year at the higher rate.

X10110.205 Workers Compensation

FY10 Budget: \$30,000

FY10 Est. Actual: \$23,500

FY11 Budget: \$25,000

- **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. There are two classifications of employees: clerical and non-clerical. Rates for non-clerical employees are higher since their work presents a higher chance of injury. The off-duty Montgomery County

police officers are in a separate classification. Their rate is the same as that of non-clerical employees.

X10110.206 Awards & Bonuses

FY10 Budget: \$25,000

FY10 Est. Actual: \$24,000

FY11 Budget: \$25,000

- **Purpose:** This account funds staff performance awards, as determined by the Town Manager and the Town Council.
- **Rationale:** The FY11 budget is based on appropriating a pool equal to about 4% of salaries.

X10110.207 Overtime

FY10 Budget: \$10,000

FY10 Est. Actual: \$28,500

FY11 Budget: \$10,000

- **Purpose:** This account funds overtime work by the Town's employees.
- **Rationale:** The FY11 budget is based on past expenditures, except for FY10. The historic snow storm of this year pushed our overtime expenses significantly over budget. The Town anticipates receiving reimbursement from FEMA for a substantial portion of these costs.

**GENERAL GOVERNMENT
ADMINISTRATION
SERVICES AND SUPPLIES**

X10130.301 Supplies

FY10 Budget: \$10,000 FY10 Est. Actual: \$7,500 FY11 Budget: \$10,000

- **Purpose:** This account funds paper and office products, refreshments and supplies for Council meetings.
- **Rationale:** The FY11 budget is based on past expenditures.

X10130.302 Legal Counsel

FY10 Budget: \$250,000 FY10 Est. Actual: \$240,000 FY11 Budget: \$225,000

- **Purpose:** This account funds the Town's legal representation.
- **Rationale:** The FY11 budget has decreased from the FY10 funding level due to an anticipated reduction in the use of the Town Attorney.

X10130.303 Auditor

FY10 Budget: \$10,000 FY10 Est. Actual: \$10,000 FY11 Budget: \$10,000

- **Purpose:** This account funds the annual audit, as required by law.
- **Rationale:** The FY11 budget is based on a contract with the accounting firm of Linton Shafer.

X10130.306 Rents and Leases

FY10 Budget: \$6,000 FY10 Est. Actual: \$6,000 FY11 Budget: \$6,000

- **Purpose:** This account funds the lease payments on the copier and the Haines Directory.
- **Rationale:** The FY11 budget is based on the lease contract amounts.

X10130.307 Equipment/Small Tools

FY10 Budget: \$1,000 FY10 Est. Actual: \$500 FY11 Budget: \$500

- **Purpose:** This account funds non-disposable office equipment, such as printers and calculators.
- **Rationale:** The FY11 budget is based on past expenditures.

X10130.308 Equipment/Repairs & Maintenance

FY10 Budget: \$7,000

FY10 Est. Actual: \$5,000

FY11 Budget: \$5,000

- **Purpose:** This account funds maintenance of the photocopier, printers and computer hardware.
- **Rationale:** The FY11 budget is based on past expenditures.

X10130.309 Postage

FY10 Budget: \$2,000

FY10 Est. Actual: \$1,500

FY11 Budget: \$1,500

- **Purpose:** This account funds postage used by the Town staff in day-to-day operations, including correspondence and payables.
- **Rationale:** The FY11 budget is based on past expenditures. The FY10 budget included an anticipated increase in postal rates.

X10130.310 Telephone and Utilities

FY10 Budget: \$12,000

FY10 Est. Actual: \$10,000

FY11 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 FY11 budget is based on past expenditures.

X10130.311 Printing and Recording

FY10 Budget: \$12,000

FY10 Est. Actual: \$12,000

FY11 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 FY11 budget is based on past expenditures.

X10130.312 Travel/Meeting Reimbursement Expenses

FY10 Budget: \$3,000

FY10 Est. Actual: \$2,000

FY11 Budget: \$2,000

- **Purpose:** This account funds staff attendance at professional conferences and meetings.
- **Rationale:** The FY11 budget is based on past expenditures.

X10130.313 Training and Development

FY10 Budget: \$4,000

FY10 Est. Actual: \$4,000

FY11 Budget: \$4,000

- **Purpose:** This account funds conference registration and hotel fees for the Town staff.
- **Rationale:** The FY11 budget is based on past expenditures.

X10130.314 Dues and Subscriptions

FY10 Budget: \$3,000

FY10 Est. Actual: \$3,000

FY11 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 FY11 budget is based on past expenditures.

X10130.315 Commercial Insurance

FY10 Budget: \$25,000

FY10 Est. Actual: \$25,000

FY11 Budget: \$20,000

- **Purpose:** This account funds the Town's general and liability insurance, provided through the Local Government Insurance Trust (LGIT).
- **Rationale:** The FY11 budget is based on cost estimates provided by LGIT.

X10130.316 Unusual Non-recurring

FY10 Budget: \$1,000

FY10 Est. Actual: \$5,000

FY11 Budget: \$1,000

- **Purpose:** This account funds unexpected items that are not originally budgeted.
- **Rationale:** The FY11 budget is based on past expenditures.

X10130.321 Professional Services

FY10 Budget: \$100,000

FY10 Est. Actual: \$30,000

FY11 Budget: \$50,000

- **Purpose:** This account includes funds for professional services including engineers, plan reviewers, architects, land use/planning firms, as well as other professional assistance as needed.
- **Rationale:** The FY11 budget is based on past expenditures and expected needs.

X10130.321A Professional Services for Purple Line Analysis

FY10 Budget: \$14,000

FY10 Est. Actual: \$5,000

FY11 Budget: \$10,000

- **Purpose:** This account funds a consultant to perform an analysis of the Purple Line.
- **Rationale:** The FY11 budget represents a carry over of unspent funds approved in prior fiscal years.

X10130.322 Records Management

FY10 Budget: \$5,000

FY10 Est. Actual: \$0

FY11 Budget: \$0

- **Purpose:** This account funds records management initiatives.
- **Rationale:** Staff recommends not funding this line item for FY11.

X10130.323 Web Hosting and Development

FY10 Budget: \$5,000

FY10 Est. Actual: \$1,000

FY11 Budget: \$1,000

- **Purpose:** This account funds web hosting and development.
- **Rationale:** The FY11 budget is based on past expenditures.

X10130.324 County Tax Collection Service

FY10 Budget: \$1,000

FY10 Est. Actual: \$650

FY11 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 FY11 budget is based on County estimates.

X10130.351 Payroll Service

FY10 Budget: \$5,000

FY10 Est. Actual: \$5,000

FY11 Budget: \$5,000

- **Purpose:** This account funds the Town's payroll service, provided through ADP.
- **Rationale:** The FY11 budget is based on cost estimates provided by ADP.

X10130.352 Information Technology Services

FY10 Budget: \$10,000

FY10 Est. Actual: \$500

FY11 Budget: \$1,000

- **Purpose:** This account funds software development, hardware and software support, and network maintenance.
- **Rationale:** The FY11 budget level has been decreased based on past expenditures.

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

X10230.309 Postage

FY10 Budget: \$15,000

FY10 Est. Actual: \$12,000

FY11 Budget: \$12,000

- **Purpose:** This account funds the bulk mail permit and mailing costs of the Town's newsletters and special mailings.
- **Rationale:** In FY11, the Town expects to mail 12 issues of the FORECAST and 12 special mailings. Additionally, we have included funds to mail several Town informational brochures and the Land Use handbook.

X10230.311 Printing

FY10 Budget: \$60,000

FY10 Est. Actual: \$47,000

FY11 Budget: \$50,000

- **Purpose:** This account funds the printing of the Town's newsletters, handbooks and special mailings.
- **Rationale:** In FY11, the Town expects to print 12 issues of the Forecast and 12 special mailings. Additionally, we have included funds to print several Town informational brochures and the Land Use handbook.

X10230.312 Travel and Meeting/Reimbursement Expenses

FY10 Budget: \$3,000

FY10 Est. Actual: \$500

FY11 Budget: \$1,000

- **Purpose:** This account funds Council attendance at seminars, meetings and conferences. It also funds Council travel reimbursement.
- **Rationale:** The FY11 budget is based on past expenditures.

X10230.313 Training and Development

FY10 Budget: \$15,000

FY10 Est. Actual: \$5,000

FY11 Budget: \$5,000

- **Purpose:** This account funds expenses associated primarily with MML and NLC events.
- **Rationale:** The FY11 budget is based on past expenditures.

X10230.314 Dues and Subscriptions

FY10 Budget: \$15,000

FY10 Est. Actual: \$15,000

FY11 Budget: \$15,000

- **Purpose:** This account funds Town dues for membership in MML, NLC and other municipal associations.
- **Rationale:** The FY11 budget is based on past expenditures.

X10230.319 Municipal Cable TV Contribution

FY10 Budget: \$24,000 FY10 Est. Actual: \$32,000 FY11 Budget: \$33,000

- **Purpose:** The money that the Town receives as Cable TV revenue is contributed to Montgomery Municipal Cable.
- **Rationale:** The FY11 budget is based on estimates provided by the Montgomery County Cable office.

X10230.330 Civic Affairs

FY10 Budget: \$130,000 FY10 Est. Actual: \$115,000 FY11 Budget: \$115,000

- **Purpose:** This account funds all Town events. It also funds staff functions, holiday gifts and condolences. Additionally, funds for Council contributions to charitable groups and causes are included in this account.
- **Rationale:** The FY11 budget is based on past expenditures.

X10230.331 Parks and Playgrounds Commission - New in FY09

FY10 Budget: \$2,500 FY10 Est. Actual: \$0 FY11 Budget: \$1000

- **Purpose:** This account was created in order for the Town to establish and fund the work of the Commission.
- **Rationale:** The FY11 budget includes \$1,000 to fund the work of the Commission.

X10230.332 Native Canopy Tree Program – New in FY10

FY10 Budget: \$0 FY10 Est. Actual: \$10,000 FY11 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 FY11 budget amount is the same as the FY10 supplemental appropriation approved by Council.

X10230.333 Consulting Water Management Program –New in FY10

FY10 Budget: \$0 FY10 Est. Actual: \$10,000 FY11 Budget: \$5,000

- **Purpose:** This account was created in order to fund water management consulting services for Town residents.
- **Rationale:** The FY11 budget amount reflects 1/4 of the FY10 supplemental appropriation approved by Council due to lower than anticipated participation in the program.

X10230.334 Energy Audit and Improvements Program – New in FY10

FY10 Budget: \$0 FY10 Est. Actual: \$15,000 FY11 Budget: \$20,000

- **Purpose:** This account was created to fund energy audits and related improvements for Town residents.
- **Rationale:** The FY11 budget is \$10,000 less than the FY10 supplemental appropriation approved by Council. It is based on current year expenditures.

X10230.335 Committee Expenses

FY10 Budget: \$15,000 FY10 Est. Actual: \$5,000 FY11 Budget: \$5,000

- **Purpose:** This account funds Town Committee expenses, including organizational materials, interns, etc.
- **Rationale:** The FY11 budget is based on prior year expenditures.

X10230.335CC Climate Corps-New in FY10

FY10 Budget: \$0 FY10 Est. Actual: \$750 FY11 Budget: \$0

- **Purpose:** This account was created in FY10 to enable Town teens to provide energy conservation advice to Town residents.
- **Rationale:** The FY11 budget does not include funds for this program.

X10230.383 Consulting Arborist Program

FY10 Budget: \$9,000 FY10 Est. Actual: \$7,000 FY11 Budget: \$7,000

- **Purpose:** This account funds the Town’s Consulting Arborist Program.
- **Rationale:** The FY11 budget is based on a proposal from the Town’s arborist. The scope of services will remain the same.

**PUBLIC SAFETY
SERVICES AND SUPPLIES**

X11030.301 Supplies

FY10 Budget: \$1,000

FY10 Est. Actual: \$500

FY11 Budget: \$500

- **Purpose:** This account funds code enforcement supplies, including gas and oil for the Town's car.
- **Rationale:** The FY11 budget is based on past expenditures.

X11030.304CES

FY10 Budget: \$ 60,000

FY10 Est. Actual: \$60,000

FY11 Budget: \$54,000

- **Purpose:** This line item was created in FY09 to provide a contractor for code enforcement services.
- **Rationale:** This account replaces the function that had been performed by a Town employee with a contractor.

X11030.304MC Police Officer-Contractual/Mont CO

FY10 Budget: \$345,000

FY10 Est. Actual: \$300,000

FY11 Budget: \$300,000

- **Purpose:** This account funds the Town's off-duty Montgomery County Police Officers.
- **Rationale:** The FY11 budget will allow the Town to continue current police coverage. The officers will be paid \$40 per hour during the day and \$50 per hour at night in FY11, as they were in FY10.

X11030.304MIS Police Officer-Contractual/MISS

FY10 Budget: \$0

FY10 Est. Actual: \$0

FY11 Budget: \$0

- **Purpose:** This account funds the Town's overnight security patrol.
- **Rationale:** In FY10, Council decided to discontinue this service and replace it with off-duty Montgomery County police officers.

X11030.308 Equipment-Repairs and Maintenance

FY10 Budget: \$1,000

FY10 Est. Actual: \$500

FY11 Budget: \$500

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

X11030.312 Travel & Meeting Reimbursement Expenses

FY10 Budget: \$500 FY10 Est. Actual: \$0 FY11 Budget: \$0

- **Purpose:** This account funds travel and reimbursement expenses for national code enforcement association meetings.
- **Rationale:** The Town no longer needs to provide for these expenditures because a contractor is now providing code enforcement services.

X11030.313 Training and Development

FY10 Budget: \$1,000 FY10 Est. Actual: \$0 FY11 Budget: \$0

- **Purpose:** This account funds code enforcement training.
- **Rationale:** The Town no longer needs to provide for these expenditures because a contractor is now providing code enforcement services.

X11030.314 Dues and Subscriptions

FY10 Budget: \$500 FY10 Est. Actual: \$0 FY11 Budget: \$0

- **Purpose:** This account funds membership dues for professional code enforcement organizations.
- **Rationale:** The Town no longer needs to provide for this expenditure because a contractor is now providing code enforcement services.

**PUBLIC WORKS
SANITATION AND WASTE REMOVAL**

X12420.304 Household Trash Contractual Services

FY10 Budget: \$190,000 FY10 Est. Actual: \$190,000 FY11 Budget: \$190,000

- **Purpose:** This account funds the contract for household trash collection and Leland Center trash collection.
- **Rationale:** The FY11 budget does not include any increase for these services. The scope of services remains unchanged.

X12420.355H Town Dump Fees – Refuse

FY10 Budget: \$500 FY10 Est. Actual: \$400 FY11 Budget: \$500

- **Purpose:** This account funds the disposal of refuse taken to the County landfill by the Town’s maintenance crew.
- **Rationale:** The current disposal rate for refuse is \$56 per ton. The FY11 budget assumes the disposal of about 9 tons of refuse in FY11.

X12420.356 Trash and Treasures

FY10 Budget: \$9,000 FY10 Est. Actual: \$8,500 FY11 Budget: \$8,500

- **Purpose:** This account funds the Town’s twice-yearly Trash and Treasures collection.
- **Rationale:** The FY11 budget does not include any increase for these services. The scope of services remains unchanged.

X12421.304 Yard Trash Contractual Services

FY10 Budget: \$33,000 FY10 Est. Actual: \$31,000 FY11 Budget: \$33,000

- **Purpose:** This account funds the Town’s yard trash collection contract.
- **Rationale:** The FY11 budget does not include any increase for these services. The scope of services remains unchanged.

X12421.355 Town Dump Fees - Yard Trash

FY10 Budget: \$500 FY10 Est. Actual: \$200 FY11 Budget: \$500

- **Purpose:** This account covers dump fees for yard materials taken to the dump by Town maintenance staff.
- **Rationale:** The FY11 budget is based on past expenditures.

X12422.304 Leaf Collection Contractual Services

FY10 Budget: \$88,000 FY10 Est. Actual: \$88,000 FY11 Budget: \$88,000

- **Purpose:** This account funds the annual leaf collection and disposal contract.
- **Rationale: This contract has to be re-bid for FY11.** Until the bids come in, the budgeted amount is the same as FY10. The scope of services remains unchanged.

X12423.304 Recycling Contractual Services

FY10 Budget: \$55,000 FY10 Est. Actual: \$53,000 FY11 Budget: \$53,000

- **Purpose:** This account funds the Town’s recycling program.
- **Rationale:** The FY11 does not include any increase for these services. The scope of services remains unchanged.

X12423.358 Recycling Bins

FY10 Budget: \$3,000 FY10 Est. Actual: \$3,000 FY11 Budget: \$3,000

- **Purpose:** This account funds new recycling bins, as needed.
- **Rationale:** The FY11 budget has been maintained at the FY10 funding level.

**PUBLIC WORKS
STREETS AND ROADS
SERVICES AND SUPPLIES**

X12530.301 Supplies

FY10 Budget: \$15,000

FY10 Est. Actual: \$15,000

FY11 Budget: \$15,000

- **Purpose:** This account funds supplies for streets and roads, including winter salt and sand, gas and oil.
- **Rationale:** The FY11 budget is based on past expenditures.

X12530.301s Street Signs

FY10 Budget: \$2,000

FY10 Est. Actual: \$1,500

FY11 Budget: \$1,500

- **Purpose:** This account funds new street signs.
- **Rationale:** The FY11 budget is based on past expenditures.

X12530.307 Equipment - Small Tools

FY10 Budget: \$500

FY10 Est. Actual: \$500

FY11 Budget: \$500

- **Purpose:** This account funds equipment used for street maintenance.
- **Rationale:** The FY11 budget is based on past expenditures.

X12530.308 Equipment-Repairs and Maintenance

FY10 Budget: \$5,000

FY10 Est. Actual: \$11,000

FY11 Budget: \$5,000

- **Purpose:** This account funds repairs and maintenance of the Town's trucks and plows.
- **Rationale:** The FY11 budget is based on past expenditures, except those in the current fiscal year due to significant equipment repair costs associated with snow removal.

X12530.310 Telephone and Utilities

FY10 Budget: \$35,000

FY10 Est. Actual: \$35,000

FY11 Budget: \$35,000

- **Purpose:** This account funds street light electricity, installation of new streetlights, and utilities used at the garage.
- **Rationale:** The FY11 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

FY10 Budget: \$500

FY10 Est. Actual: \$0

FY11 Budget: \$500

- **Purpose:** This account funds training programs for the Town's maintenance crew, as recommended by the Local Government Insurance Trust (LGIT), the Town's insurance carrier.
- **Rationale:** This account is funded at the FY10 budget level.

X12530.341 Professional Services

FY10 Budget: \$140,000

FY10 Est. Actual: \$50,000

FY11 Budget: \$50,000

- **Purpose:** This account funds civil engineers and traffic consultants.
- **Rationale:** The FY11 budget provides funds for consultants to assist the Town with infrastructure improvements and implementation of the traffic-related recommendations of the Public Services Committee, as approved by the Council.

X12530.341SL Street Lighting Evaluation

FY10 Budget: \$0

FY10 Est. Actual: \$35,000

FY11 Budget: \$0

- **Purpose:** This account was established to fund a study on options for street lighting for the Town.
- **Rationale:** No funding has been provided in the FY11 budget.

X12530.342 Street Snow Removal

FY10 Budget: \$10,000

FY10 Est. Actual: \$51,000

FY11 Budget: \$15,000

- **Purpose:** This account funds the contractor that assists the Town crews in clearing snow from Town streets.
- **Rationale:** Due to the historic blizzard of 2010, the Town's expense for street snow removal is extraordinarily high. The FY11 budget is in keeping with more normal annual snowfall removal costs. The Town anticipates receiving reimbursement from FEMA for a substantial portion of these costs.

X12530.343 Street Cleaning

FY10 Budget: \$21,000

FY10 Est. Actual: \$20,000

FY11 Budget: \$20,000

- **Purpose:** This account funds monthly street cleaning.

- **Rationale:** The FY11 does not include any increase for these services. The scope of services remains unchanged.

X12530.344 Street Maintenance

FY10 Budget: \$3,000 FY10 Est. Actual: \$1,000 FY11 Budget: \$1,000

- **Purpose:** This account, along with the capital budget, funds maintenance of the Town’s streets.
- **Rationale:** The FY11 budget is based on past expenditures.

X12530.359 Sidewalk Snow Removal Program

FY10 Budget: \$45,000 FY10 Est. Actual: \$69,000 FY11 Budget: \$45,000

- **Purpose:** This account funds the Town’s sidewalk snow removal program.
- **Rationale:** Due to the historic blizzard of 2010, the Town’s expense for this service is extraordinarily high. Before this storm, the Town had not spent much on sidewalk snow removal in recent years due to small snow accumulations, but maintaining a healthy funding level will allow program mobilization in the event of several snowstorms in FY11.

X12530.360 Garage Maintenance

FY10 Budget: \$500 FY10 Est. Actual: \$0 FY11 Budget: \$500

- **Purpose:** This account funds garage maintenance, including any regular maintenance work or general upkeep of the garage.
- **Rationale:** The FY11 is based on past expenditures.

**PUBLIC WORKS
PARKS AND GROUNDS
SERVICES AND SUPPLIES**

X18030.301 Supplies

FY10 Budget: \$12,000 FY10 Est. Actual: \$12,000 FY11 Budget: \$12,000

- **Purpose:** This account funds supplies for parks and grounds, including fertilizer, sod, flower bulbs, grass seed, light fixtures, and landscaping materials.
- **Rationale:** The FY11 budget is based on past expenditures.

X18030.304ELM

FY10 Budget: \$2,500 FY10 Est. Actual: \$2,500 FY11 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 FY11 budget does not include any increase for this service. The scope of services remains unchanged.

X18030.307 Equipment-Small Tools

FY10 Budget: \$500 FY10 Est. Actual: \$500 FY11 Budget: \$500

- **Purpose:** This account funds equipment that the maintenance crew uses for park maintenance.
- **Rationale:** The FY11 budget has been maintained at the same funding level as FY10.

X18030.308 Equipment-Repairs/Maintenance

FY10 Budget: \$500 FY10 Est. Actual: \$0 FY11 Budget: \$500

- **Purpose:** This account funds maintenance of the Town's landscaping equipment. It includes repairs to the trucks and watering rig.
- **Rationale:** The FY11 budget is based on past expenditures.

X18030.310 Telephone & Utilities

FY10 Budget: \$3,000 FY10 Est. Actual: \$1,000 FY11 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 FY11 budget is based on past expenditures.

X18030.313 Training & Development

FY10 Budget: \$500

FY10 Est. Actual: \$0

FY11 Budget: \$500

- **Purpose:** This account funds landscape maintenance training for the Town’s maintenance crew.
- **Rationale:** The FY11 budget is based on past expenditures.

X18030.325 Pest Control

FY10 Budget: \$2,000

FY10 Est. Actual: \$1,500

FY11 Budget: \$1,500

- **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 contract price is \$100 per month throughout the year. The FY11 budget figure includes funds for any supplemental services that may be needed.

X18030.360 Garage Maintenance

FY10 Budget: \$500

FY10 Est. Actual: \$0

FY11 Budget: \$500

- **Purpose:** This account funds general garage maintenance.
- **Rationale:** The FY11 budget has been kept at the FY10 funding level. There are no expected maintenance expenses, but the money is allocated if needed. This account is split with the Streets and Roads, Garage Maintenance account.

X18030.381 Tree Maintenance

FY10 Budget: \$180,000

FY10 Est. Actual: \$150,000

FY11 Budget: \$150,000

- **Purpose:** This account funds the Town’s street tree maintenance program.
- **Rationale:** The FY11 budget is based on past expenditures.

X18030.382 Plant Health Care

FY10 Budget: \$2,000

FY10 Est. Actual: \$0

FY11 Budget: \$1,000

- **Purpose:** This account funds any pesticide spraying needed to eliminate pests and diseases in the Town’s trees.

- **Rationale:** The FY11 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

FY10 Budget: \$23,000 FY10 Est. Actual: \$23,000 FY11 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 FY11 budget is based on projected needs and past expenditures.

X18030.387 Miscellaneous Jobs

FY10 Budget: \$5,000 FY10 Est. Actual: \$5,000 FY11 Budget: \$5,000

- **Purpose:** This account funds unexpected public works projects that occur from time to time.
- **Rationale:** The FY11 budget is based on past expenditures.

X18030.388 Landscaping Services

FY10 Budget: \$60,000 FY10 Est. Actual: \$50,000 FY11 Budget: \$55,000

- **Purpose:** This account funds the Town’s landscaping contract with Chapel Valley Landscaping.
- **Rationale:** The FY11 budget does not include any increase for these services. The scope of services remains unchanged.

CAPITAL BUDGET

FACILITIES AND EQUIPMENT

X10140.401 New Furniture, Town Hall

FY10 Budget: \$0

FY10 Est. Actual: \$0

FY11 Budget: \$0

- **Purpose:** This account funds the replacement of furniture in the Town Hall.
- **Rationale:** The FY11 budget does not include funds to purchase new furniture for the Town Hall.

X10140.401C Computer System

FY10 Budget: \$5,000

FY10 Est. Actual: \$5,000

FY11 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 FY11.

X10140.410 Telephone and Utilities

FY10 Budget: \$0

FY10 Est. Actual: \$0

FY11 Budget: \$0

- **Purpose:** This account funds new phone equipment for the Town.
- **Rationale:** The Town does not anticipate purchasing new phone equipment in FY11.

STREETS AND ROADS

X12540.401 Equipment

FY10 Budget: \$0

FY10 Est. Actual: \$0

FY11 Budget: \$75,000

- **Purpose:** This account funds any new equipment needed for street and road maintenance, such as trucks, salt spreaders or new plow blades.
- **Rationale:** Staff anticipates a need for a new truck in FY11. The cost of the truck is split between the “Streets and Roads” program and the “Parks and Grounds” program. In addition, the budget includes funds for the installation of new street lights.

X12540.411 Street/Sidewalk Work

FY10 Budget: \$1,000,000

FY10 Est. Actual: \$1,110,000

FY11 Budget: \$1,000,000

- **Purpose:** This account funds regularly-scheduled street and sidewalk work.
- **Rationale:** Projects for FY11 include substantial mill and overlay work to repair the asphalt damaged by the water main and storm sewer replacements.

X12540.411TS Traffic Study Implementation

FY10 Budget: \$500,000

FY10 Est. Actual: \$0

FY11 Budget: \$0

- **Purpose:** This account funds new traffic-related projects recommended by the Public Services Committee (PSC).
- **Rationale:** The FY11 budget does not include funds for implementing any traffic-related projects as recommended by the PSC.

PARKS, GROUNDS, AND TREES

X18040.401 Equipment

FY10 Budget: \$0

FY10 Est. Actual: \$0

FY11 Budget: \$35,000

- **Purpose:** This account funds new equipment needed for parks and grounds maintenance.
- **Rationale:** Staff anticipates a need for a new truck in FY11. The cost of the truck is split between the “Streets and Roads” program and the “Parks and Grounds” program.

X18040.420 Open Space Acquisition

FY10 Budget: \$1,000,000

FY10 Est. Actual: \$0

FY11 Budget: \$0

- **Purpose:** This account funds the purchase of property in the Town.
- **Rationale:** The FY11 budget does not include funds for open space acquisition.

X18040.441 New Trees/Reforestation

FY10 Budget: \$50,000

FY10 Est. Actual: \$35,000

FY11 Budget: \$45,000

- **Purpose:** This account funds the Town’s reforestation efforts.
- **Rationale:** The FY11 budget is based on anticipated increases in tree plantings and transportation costs. The FY11 budget provides funds to plant approximately 90 street trees annually.

X18040.442 Park Improvements

FY10 Budget: \$150,000

FY10 Est. Actual: \$0

FY11 Budget: \$0

- **Purpose:** This account funds substantive park improvements.
- **Rationale:** The FY11 budget does not include funds for any substantive park improvements.