

# FY 2010 OPERATING BUDGET

## REVENUE

### TAXES

#### I 1110 Property Taxes

FY09 Budget: \$192,000

FY09 Est. Actual: \$194,000

FY10 Budget: \$102,000

- **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 2009. For FY10, the CYTR is \$0.019 per \$100 of assessed value; for FY09, it was \$0.021; and for FY08, it was \$0.023. The net assessable base is \$1,029,493,804 at 7/1/09. At 7/1/08, it was \$928,849,922. For the FY10 budget, the Council has reduced the property tax rate to about 50% of the CYTR, or \$0.01 per hundred dollars of assessed value. All revenue estimates take into account a 99% collection rate, as recommended by Montgomery County. The Town's tax rate for business personal property will remain \$0.10 per \$100 of assessed value.

#### I 1400 Income Taxes

FY09 Budget: \$2,300,000

FY09 Est. Actual: \$4,000,000

FY10 Budget: \$2,300,000

- **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 FY10 budget assumes a decrease in income tax receipts over FY09 due to current economic conditions that will be realized by the Town in FY10.

#### I 1660 Highway User Taxes

FY09 Budget: \$156,000

FY09 Est. Actual: \$136,000

FY10 Budget: \$136,000

- **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:** The formula is established by law and does not change. Revenue estimates are provided by the State Highway Administration.

## PERMIT FEES and CABLE TV REVENUE

### I 2321 Variance Application Fees

FY09 Budget: \$5,000

FY09 Est. Actual: \$5,000

FY10 Budget: \$3,000

- **Source:** Each variance applicant is charged a \$200 application fee.
- **Rationale:** The FY10 budget assumes a total of 15 variance applications based on an anticipated decrease in applications and assuming no increase in the current variance application fee of \$200.

### I 2323 Permit Fees (Consolidation in FY08)

FY09 Budget: \$16,000

FY09 Est. Actual: \$13,500

FY10 Budget: \$10,000

- **Source:** This account includes all permit fees for demolitions, buildings, fences, walls, containers, and water drainage permits.
- **Rationale:** The FY10 budget is based on current building trends and assumes no increase in permit application fees.

### I 2325 Cable T.V. Revenue

FY09 Budget: \$27,000

FY09 Est. Actual: \$24,000

FY10 Budget: \$24,000

- **Source:** The Town receives money from Montgomery County as part of the Town's various cable franchise agreements.
- **Rationale:** For FY10, the County estimates that the Town will receive about \$24,000.

## **REIMBURSEMENTS & DUMP FEES**

### **I 3501 Bank Shares**

FY09 Budget: \$500

FY09 Est. Actual: \$500

FY10 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**

FY09 Budget: \$137,000

FY09 Est. Actual: \$137,000

FY10 Budget: \$137,000

- **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 is budgeting the same amount of duplication reimbursement for FY10 pending a review of the Tax Duplication Reimbursement Program.

### **I 3510 Dump Fees**

FY09 Budget: \$52,000

FY09 Est. Actual: \$52,000

FY10 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 (currently \$50 per house).
- **Rationale:** For FY10, the Council has eliminated the \$50.00 dump fee per household.

## **OTHER REVENUE**

### **I 4430 Special Trash Collection**

FY09 Budget: \$1,000

FY09 Est. Actual: \$1,000

FY10 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 FY10 budget represents the amount to be paid to the Town in FY10.

### **I 5100 Parking Fines/Meters**

FY09 Budget: \$7,000

FY09 Est. Actual: \$6,000

FY10 Budget: \$6,000

- **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 FY10 budget is based on past receipts.

### **I 5200 Municipal Citations**

FY09 Budget: \$1,000

FY09 Est. Actual: \$0

FY10 Budget: \$1,000

- **Source:** This account includes revenue from payments of fines for all municipal infractions, excluding parking violations.
- **Rationale:** The FY10 budget is at the same level as previous years.

### **I 6100 Interest Income (General Fund)**

FY09 Budget: \$75,000

FY09 Est. Actual: \$75,000

FY10 Budget: \$35,000

- **Source:** This account includes interest on money deposited into the Montgomery County investment pool.
- **Rationale:** The FY10 budget assumes a reduction in the interest rate from about 2% in FY09 to 1.1% in FY10. This rate projection was provided by Montgomery County.

### **I6930 Miscellaneous**

FY09 Budget: \$500

FY09 Est. Actual: \$500

FY10 Budget: \$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 FY10 budget is based on past receipts.

## EXPENDITURES

### GENERAL GOVERNMENT ADMINISTRATION SALARIES AND BENEFITS

#### X10110.101 Salaries - Administration

FY09 Budget: \$521,000      FY09 Est. Actual: \$396,500      FY10 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 FY10 budget includes a 4.5% COLA for each employee and no step increase.

#### X10110.102 Salaries - Public Works

FY09 Budget: \$114,000      FY09 Est. Actual: \$114,000      FY10 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 FY10 budget includes a 4.5% COLA for each employee and no step increase.

#### X10110.201 Retirement

FY09 Budget: \$79,000      FY09 Est. Actual: \$69,000      FY10 Budget: \$84,000

- **Purpose:** This account funds the Town's participation in two Montgomery County pension plans: the mandatory integrated plan and the employee retirement savings plan (for all employees hired after October 1, 1994).
- **Rationale:** The employer contribution rate for the mandatory integrated plan for FY10 will be 21.34%. The employer contribution rate for the employee retirement savings plan for FY10 will be 8% plus an additional employer administrative fee of .25%. These premium rates and fees are set by Montgomery County.

#### X10110.202 Social Security and Medicare

FY09 Budget: \$62,000      FY09 Est. Actual: \$62,000      FY10 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**

FY09 Budget: \$80,000                      FY09 Est. Actual: \$66,000                      FY10 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.

**X10110.204 Unemployment Insurance**

FY09 Budget: \$500                              FY09 Est. Actual: \$2,000                              FY10 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%, which is the lowest rate charged. The Town’s unemployment rate for FY10 has increased to 1.2%, due to claims filed by a former employee. The FY10 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**

FY09 Budget: \$27,000                      FY09 Est. Actual: \$26,500                      FY10 Budget: \$30,000

- **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. For FY10, their rate is the same as that of non-clerical employees.

**X10110.206 Awards & Bonuses**

FY09 Budget: \$25,000

FY09 Est. Actual: \$25,000

FY10 Budget: \$25,000

- **Purpose:** This account funds staff performance awards, as determined by the Town Manager and the Town Council.
- **Rationale:** The FY10 budget is based on appropriating a pool equal to about 4% of salaries.

**X10110.207 Overtime**

FY09 Budget: \$10,000

FY09 Est. Actual: \$10,000

FY10 Budget: \$10,000

- **Purpose:** This account funds overtime work by the Town's employees.
- **Rationale:** The FY10 budget is based on past expenditures. The Town recently changed the way it compensates employees for overtime. The Town now allows all employees, other than the Town Manager, to choose whether to receive pay or compensatory time for overtime worked. Prior to this change, the Town paid the Town's maintenance crew for overtime worked and provided compensatory time to the Town's administrative staff for overtime worked. This change brings the Town into compliance with the Fair Labor Standards Act (FLSA). The Town consulted an employment attorney for assistance in implementing this change.

**GENERAL GOVERNMENT  
ADMINISTRATION  
SERVICES AND SUPPLIES**

**X10130.301 Supplies**

FY09 Budget: \$10,000                      FY09 Est. Actual: \$8,000                      FY10 Budget: \$10,000

- **Purpose:** This account funds paper and office products, refreshments and supplies for Council meetings.
- **Rationale:** The FY10 budget is based on past expenditures.

**X10130.302 Legal Counsel**

FY09 Budget: \$250,000                      FY09 Est. Actual: \$280,000                      FY10 Budget: \$250,000

- **Purpose:** This account funds the Town's legal representation.
- **Rationale:** The FY10 budget has decreased from the FY09 funding level due to an anticipated reduction in the use of the Town Attorney.

**X10130.303 Auditor**

FY09 Budget: \$10,000                      FY09 Est. Actual: \$10,000                      FY10 Budget: \$10,000

- **Purpose:** This account funds the annual audit, as required by law.
- **Rationale:** The FY10 budget is based on a contract with the accounting firm of Linton Shafer.

**X10130.306 Rents and Leases**

FY09 Budget: \$5,000                      FY09 Est. Actual: \$5,000                      FY10 Budget: \$6,000

- **Purpose:** This account funds the lease payments on the copier and the Haines Directory.
- **Rationale:** The FY10 budget is based on the lease contract amounts.

**X10130.307 Equipment/Small Tools**

FY09 Budget: \$1,000                      FY09 Est. Actual: \$1,000                      FY10 Budget: \$1,000

- **Purpose:** This account funds non-disposable office equipment, such as printers and calculators.
- **Rationale:** The FY10 budget is based on past expenditures.



**X10130.308 Equipment/Repairs & Maintenance**

FY09 Budget: \$3,000

FY09 Est. Actual: \$55,000

FY10 Budget: \$7,000

- **Purpose:** This account funds maintenance of the photocopier, printers and computer hardware.
- **Rationale:** The FY10 budget has been increased from the FY09 budget level based on past expenditures.

**X10130.309 Postage**

FY09 Budget: \$2,000

FY09 Est. Actual: \$1,500

FY10 Budget: \$2,000

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

**X10130.310 Telephone and Utilities**

FY09 Budget: \$12,000

FY09 Est. Actual: \$11,000

FY10 Budget: \$12,000

- **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 FY10 budget is based on past expenditures.

**X10130.311 Printing and Recording**

FY09 Budget: \$12,000

FY09 Est. Actual: \$15,000

FY10 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 FY10 budget is at the same funding level as past years. Printing costs were greater in FY09 due to the Purple Line issue.

**X10130.312 Travel/Meeting Reimbursement Expenses**

FY098 Budget: \$3,000

FY098 Est. Actual: \$3,000

FY10 Budget: \$3,000

- **Purpose:** This account funds staff attendance at professional conferences and meetings.
- **Rationale:** The FY10 budget is based on past expenditures.

**X10130.313 Training and Development**

FY09 Budget: \$4,000                      FY09 Est. Actual: \$2,000                      FY10 Budget: \$4,000

- **Purpose:** This account funds conference registration and hotel fees for the Town staff.
- **Rationale:** The FY10 budget is based on past expenditures.

**X10130.314 Dues and Subscriptions**

FY09 Budget: \$3,000                      FY09 Est. Actual: \$3,000                      FY10 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 FY10 budget is based on past expenditures.

**X10130.315 Commercial Insurance**

FY09 Budget: \$15,000                      FY09 Est. Actual: \$12,000                      FY10 Budget: \$25,000

- **Purpose:** This account funds the Town’s general and liability insurance, provided through the Local Government Insurance Trust (LGIT).
- **Rationale:** The FY10 budget is based on cost estimates provided by LGIT and includes additional coverage for off-duty Montgomery County officers who will be replacing the Town’s overnight security service.

**X10130.316 Unusual Non-recurring**

FY09 Budget: \$2,000                      FY09 Est. Actual: \$500                      FY10 Budget: \$1,000

- **Purpose:** This account funds unexpected items that are not originally budgeted.
- **Rationale:** The FY10 budget is based on past expenditures.

**X10130.321 Professional Services**

FY09 Budget: \$115,000                      FY09 Est. Actual: \$80,000                      FY10 Budget: \$100,000

- **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 FY10 budget is based on past expenditures and expected needs.

**X10130.321A Professional Services for Purple Line Analysis**

FY09 Budget: \$150,000

FY09 Est. Actual: \$180,000

FY10 Budget: \$14,000

- **Purpose:** This account funds a consultant to perform an analysis of the Purple Line.
- **Rationale:** Funds that remain unspent for FY09 have been allocated for use in FY10 to allow the consultants to complete their work.

**X10130.322 Records Management**

FY09 Budget: \$5,000

FY09 Est. Actual: \$0

FY10 Budget: \$5,000

- **Purpose:** This account funds records management initiatives.
- **Rationale:** The FY10 budget will allow for design of a records management database.

**X10130.323 Web Hosting and Development**

FY09 Budget: \$5,000

FY09 Est. Actual: \$1,000

FY10 Budget: \$5,000

- **Purpose:** This account funds web hosting and development.
- **Rationale:** The FY10 budget is based on past expenditures.

**0X10130.351 Payroll Service**

FY09 Budget: \$4,000

FY09 Est. Actual: \$4,000

FY10 Budget: \$5,000

- **Purpose:** This account funds the Town's payroll service, provided through ADP.
- **Rationale:** The FY10 budget is based on cost estimates provided by ADP.

**X10130.352 Information Technology Services**

FY09 Budget: \$10,000

FY09 Est. Actual: \$5,000

FY10 Budget: \$10,000

- **Purpose:** This account funds software development, hardware and software support, and network maintenance.
- **Rationale:** The FY10 budget level based on past and anticipated expenditures.

**X10130.324 County Tax Collection Service**

FY09 Budget: \$1,000

FY09 Est. Actual: \$1000

FY10 Budget: \$1000

- **Purpose:** The County assesses a fee to recover some of their administrative costs in collecting and disbursing the Town's property taxes.
- **Rationale:** The FY10 budget is based on County estimates.

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

**X10230.309 Postage**

FY09 Budget: \$15,000

FY09 Est. Actual: \$15,000

FY10 Budget: \$15,000

- **Purpose:** This account funds the bulk mail permit and mailing costs of the Town's newsletters and special mailings.
- **Rationale:** In FY10, 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.

**X10230.310 – Telephone and Utilities**

FY09 Budget: \$1,000

FY09 Est. Actual: \$0

FY10 Budget: \$0

- **Purpose:** This account funds Council expenditures for phone service.
- **Rationale:** The FY10 budget reflects that there are no Council expenditures for phone service.

**X10230.311 Printing**

FY09 Budget: \$75,000

FY09 Est. Actual: \$58,000

FY10 Budget: \$60,000

- **Purpose:** This account funds the printing of the Town's newsletters and special mailings.
- **Rationale:** In FY10, 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.

**X10230.312 Travel and Meeting/Reimbursement Expenses**

FY09 Budget: \$3,000

FY09 Est. Actual: \$2,000

FY10 Budget: \$3,000

- **Purpose:** This account funds Council attendance at seminars, meetings and conferences. It also funds Council travel reimbursement.
- **Rationale:** The FY10 budget has been maintained at the FY09 funding level.

**X10230.313 Training and Development**

FY09 Budget: \$15,000

FY09 Est. Actual: \$5,000

FY10 Budget: \$15,000

- **Purpose:** This account funds expenses associated primarily with MML and NLC events.
- **Rationale:** The FY10 budget is based on past expenditures.

### **X10230.314 Dues and Subscriptions**

FY09 Budget: \$12,000

FY09 Est. Actual: \$13,500

FY10 Budget: \$15,000

- **Purpose:** This account funds Town dues for membership in MML, NLC and other municipal associations.
- **Rationale:** The FY10 budget reflects an increase in dues.

### **X10230.319 Municipal Cable TV Contribution**

FY09 Budget: \$27,000

FY09 Est. Actual: \$24,000

FY10 Budget: \$24,000

- **Purpose:** The money that the Town receives as Cable TV revenue is contributed to Montgomery Municipal Cable.
- **Rationale:** The FY10 budget is based on estimates provided by the Montgomery County Cable office.

### **X10230.330 Civic Affairs**

FY09 Budget: \$150,000

FY09 Est. Actual: \$135,000

FY10 Budget: \$130,000

- **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 FY10 budget is based on past expenditures.

### **X10230.331 Parks and Playgrounds - New in FY09**

FY09 Budget: \$0

FY09 Est. Actual: \$10,000

FY10 Budget: \$2,500

- **Purpose:** This account was created in FY09.
- **Rationale:** The account was created in order for the Town to establish a Parks and Playgrounds Commission.

### **X10230.335 Committee Expenses**

FY09 Budget: \$12,500

FY09 Est. Actual: \$6,500

FY10 Budget: \$15,000

- **Purpose:** This account funds Town Committee expenses, including organizational materials, interns, and refreshments.
- **Rationale:** The FY10 budget reflects the Council policy of budgeting \$2,500 for each committee.

**X10230.383 Consulting Arborist Program**

FY09 Budget: \$9,000

FY09 Est. Actual: \$8,000

FY10 Budget: \$9,000

- **Purpose:** This account funds the Town's Consulting Arborist Program.
- **Rationale:** The FY10 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**

FY09 Budget: \$500

FY09 Est. Actual: \$1000

FY10 Budget: \$1,000

- **Purpose:** This account funds code enforcement supplies, including gas and oil for the Town's car.
- **Rationale:** The FY10 budget is based on past expenditures.

**X11030.304CES – New in FY09**

FY09 Budget: \$ 0

FY09 Est. Actual: \$60,000

FY10 Budget: \$60,000

- **Purpose:** This line item was created 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**

FY09 Budget: \$150,000

FY09 Est. Actual: \$150,000

FY10 Budget: \$345,000

- **Purpose:** This account funds the Town's off-duty Montgomery County Police Officers.
- **Rationale:** The FY10 budget will allow the Town to increase police coverage, especially during rush hour entry restriction hours. The officers will be paid \$40 per hour during the day and \$50 per hour at night in FY10. They were paid at rate of \$40.00 per hour in FY09.

**X11030.304MIS Police Officer-Contractual/MISS**

FY09 Budget: \$48,000

FY09 Est. Actual: \$48,000

FY10 Budget: \$0

- **Purpose:** This account funds the Town's overnight security patrol.
- **Rationale:** No funds budgeted for FY10. Council intends to discontinue this service and replace it with off-duty Montgomery County police officers.

**X11030.308 Equipment-Repairs and Maintenance**

FY09 Budget: \$1,000

FY09 Est. Actual: \$500

FY10 Budget: \$1,000

- **Purpose:** This account funds maintenance of the Town's car.



- **Rationale:** The FY10 budget is based on past expenditures.

**X11030.312 Travel & Meeting Reimbursement Expenses**

FY09 Budget: \$500

FY09 Est. Actual: \$500

FY10 Budget: \$500

- **Purpose:** This account funds travel and reimbursement expenses for national code enforcement association meeting.
- **Rationale:** The FY10 budget has been kept the same as the FY09 budget.

**X11030.313 Training and Development**

FY09 Budget: \$1,000

FY09 Est. Actual: \$500

FY10 Budget: \$1,000

- **Purpose:** This account funds code enforcement training.
- **Rationale:** The FY10 budget has been kept the same as the FY09 budget.

**X11030.314 Dues and Subscriptions**

FY09 Budget: \$500

FY09 Est. Actual: \$0

FY10 Budget: \$500

- **Purpose:** This account funds membership dues for professional code enforcement organizations.
- **Rationale:** The FY10 budget is based on past expenditures.

**PUBLIC WORKS  
SANITATION AND WASTE REMOVAL**

**X12420.304 Household Trash Contractual Services**

FY09 Budget: \$190,000

FY09 Est. Actual: \$190,000

FY10 Budget: \$190,000

- **Purpose:** This account funds the contract for household trash collection and Leland Center trash collection.
- **Rationale:** The FY10 budget includes a 1% COLA. The scope of services remains unchanged.

**X12420.355H Town Dump Fees – Refuse**

FY09 Budget: \$500

FY09 Est. Actual: \$500

FY10 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 FY10 budget assumes the disposal of about 9 tons of refuse in FY10.

**X12420.356 Trash and Treasures**

FY09 Budget: \$9,000

FY09 Est. Actual: \$8,000

FY10 Budget: \$9,000

- **Purpose:** This account funds the Town's twice-yearly Trash and Treasures collection.
- **Rationale:** The FY10 budget includes a 1% COLA. The scope of services remains unchanged.

**X12421.304 Yard Trash Contractual Services**

FY09 Budget: \$33,000

FY09 Est. Actual: \$33,000

FY10 Budget: \$33,000

- **Purpose:** This account funds the Town's yard trash collection contract.
- **Rationale:** The FY10 budget includes a 1% COLA. The scope of services remains unchanged.

**X12421.355 Town Dump Fees - Yard Trash**

FY09 Budget: \$500

FY09 Est. Actual: \$500

FY10 Budget: \$500

- **Purpose:** This account covers dump fees for yard materials taken to the dump by Town maintenance staff.
- **Rationale:** The FY10 budget is based on past expenditures.

**X12422.304 Leaf Collection Contractual Services**

FY09 Budget: \$87,000

FY09 Est. Actual: \$87,000

FY10 Budget: \$88,000

- **Purpose:** This account funds the annual leaf collection and disposal contract.
- **Rationale:** The FY10 budget includes a 1% COLA. The scope of services remains unchanged.

**X12423.304 Recycling Contractual Services**

FY09 Budget: \$52,000

FY09 Est. Actual: \$52,000

FY10 Budget: \$55,000

- **Purpose:** This account funds the Town's recycling program.
- **Rationale:** The FY10 budget includes a 1% COLA. The scope of services remains unchanged.

**X12423.358 Recycling Bins**

FY09 Budget: \$1,500

FY09 Est. Actual: \$1,500

FY10 Budget: \$3,000

- **Purpose:** This account funds new recycling bins, as needed.
- **Rationale:** The FY10 budget has been maintained at the FY09 funding level.

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

**X12530.301 Supplies**

FY09 Budget: \$15,000

FY09 Est. Actual: \$14,000

FY10 Budget: \$15,000

- **Purpose:** This account funds supplies for streets and roads, including winter salt and sand, gas and oil.
- **Rationale:** The FY10 budget is based on past expenditures.

**X12530.301s Street Signs**

FY09 Budget: \$2,000

FY09 Est. Actual: \$2,000

FY10 Budget: \$2,000

- **Purpose:** This account funds new street signage.
- **Rationale:** The FY10 budget is based on past expenditures.

**X12530.307 Equipment - Small Tools**

FY09 Budget: \$500

FY09 Est. Actual: \$500

FY10 Budget: \$500

- **Purpose:** This account funds equipment used for street maintenance.
- **Rationale:** The FY10 budget is based on past expenditures.

**X12530.308 Equipment-Repairs and Maintenance**

FY09 Budget: \$5,000

FY09 Est. Actual: \$2,500

FY10 Budget: \$5,000

- **Purpose:** This account funds repairs and maintenance of the Town's trucks and plows.
- **Rationale:** The FY10 budget is based on past expenditures.

**X12530.310 Telephone and Utilities**

FY09 Budget: \$35,000

FY09 Est. Actual: \$35,000

FY10 Budget: \$35,000

- **Purpose:** This account funds street light electricity, installation of new streetlights, and utilities used at the garage.
- **Rationale:** The FY10 budget is based on past expenditures.

**X12530.313 Training & Development**

FY09 Budget: \$500

FY09 Est. Actual: \$0

FY10 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:** The FY10 is being kept at the same level as FY09.

**X12530.341 Professional Services**

FY09 Budget: \$100,000

FY09 Est. Actual: \$90,000

FY10 Budget: \$140,000

- **Purpose:** This account funds civil engineers and traffic consultants.
- **Rationale:** The budget for FY10 is to provide funds for consultants to assist with implementation of the traffic-related recommendations of the Public Services Committee as approved by the Council.

**X12530.342 Street Snow Removal**

FY09 Budget: \$15,000

FY09 Est. Actual: \$5,000

FY10 Budget: \$10,000

- **Purpose:** This account funds the contractor that assists the Town crews in clearing snow from Town streets.
- **Rationale:** The FY10 budget has been maintained at the FY09 funding level.

**X12530.343 Street Cleaning**

FY09 Budget: \$20,000

FY09 Est. Actual: \$20,000

FY10 Budget: \$21,000

- **Purpose:** This account funds monthly street cleaning.
- **Rationale:** The FY10 budget includes a 1% COLA. The scope of services remains unchanged.

**X12530.344 Street Maintenance**

FY09 Budget: \$5,000

FY09 Est. Actual: \$1,000

FY10 Budget: \$3,000

- **Purpose:** This account, along with the capital budget, funds maintenance of the Town's streets.
- **Rationale:** The FY10 budget has been kept at the same funding level as FY09.

**X12530.359 Sidewalk Snow Removal Program**

FY09 Budget: \$50,000

FY09 Est. Actual: \$17,000

FY10 Budget: \$45,000

- **Purpose:** This account funds the Town's sidewalk snow removal program.
- **Rationale:** The Town has not spent much on this account in recent years due to small snow accumulations, but maintaining a healthy funding level will allow program mobilization in the event of several major snowstorms.

**X12530.360 Garage Maintenance**

FY09 Budget: \$500

FY09 Est. Actual: \$0

FY10 Budget: \$500

- **Purpose:** This account funds garage maintenance, including any regular maintenance work or general upkeep of the garage.
- **Rationale:** The FY10 budget has been kept the same as the FY09 funding level. There are no anticipated maintenance expenses, but the money is allocated if needed.

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

**X18030.301 Supplies**

FY09 Budget: \$12,000

FY09 Est. Actual: \$12,000

FY10 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 FY10 budget maintains the same funding level as the FY09 budget.

**X18030.304ELM**

FY09 Budget: \$2,500

FY09 Est. Actual: \$2,500

FY10 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 FY10 budget includes a 1%COLA. The scope of services remains unchanged.

**X18030.307 Equipment-Small Tools**

FY09 Budget: \$500

FY09 Est. Actual: \$500

FY10 Budget: \$500

- **Purpose:** This account funds equipment that the maintenance crew uses for park maintenance.
- **Rationale:** The FY10 budget has been maintained at the same level of funding as the FY09 budget.

**X18030.308 Equipment-Repairs/Maintenance**

FY09 Budget: \$500

FY09 Est. Actual: \$500

FY10 Budget: \$500

- **Purpose:** This account funds maintenance of the Town's landscaping equipment. It includes repairs to the trucks and watering rig.
- **Rationale:** The FY10 budget is based on past expenditures.

**X18030.310 Telephone & Utilities**

FY09 Budget: \$3,000

FY09 Est. Actual: \$1,000

FY10 Budget: \$3,000

- **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 FY10 budget is based on past expenditures.

**X18030.313 Training & Development**

FY09 Budget: \$500

FY09 Est. Actual: \$500

FY10 Budget: \$500

- **Purpose:** This account funds landscape maintenance training for the Town's maintenance crew.
- **Rationale:** The FY10 budget is based on past expenditures.

**X18030.325 Pest Control**

FY09 Budget: \$2,000

FY09 Est. Actual: \$1,000

FY10 Budget: \$2,000

- **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 contract price is \$100 per month throughout the year. The FY10 budget figure includes funds for any supplemental services that may be needed.

**X18030.360 Garage Maintenance**

FY09 Budget: \$500

FY09 Est. Actual: \$0

FY10 Budget: \$500

- **Purpose:** This account funds general garage maintenance.
- **Rationale:** The FY10 budget has been kept at the FY09 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**

FY09 Budget: \$180,000

FY09 Est. Actual: \$170,000

FY10 Budget: \$180,000

- **Purpose:** This account funds the Town's street tree maintenance program.
- **Rationale:** The FY10 budget includes a 1% COLA. The scope of services remains unchanged.



**X18030.382 Plant Health Care**

FY09 Budget: \$2,000

FY09 Est. Actual: \$2,000

FY10 Budget: \$2,000

- **Purpose:** This account funds any pesticide spraying needed to eliminate pests and diseases in the Town's trees.
- **Rationale:** The FY10 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**

FY09 Budget: \$32,000

FY09 Est. Actual: \$32,000

FY10 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 pruning contractor.
- **Rationale:** The FY10 budget is based on projected needs.

**X18030.387 Miscellaneous Jobs**

FY09 Budget: \$1,000

FY09 Est. Actual: \$10,000

FY10 Budget: \$5,000

- **Purpose:** This account funds unexpected public works projects that occur from time to time.
- **Rationale:** The FY10 budget is based on past expenditures.

**X18030.388 Landscaping Services**

FY09 Budget: \$50,000

FY09 Est. Actual: \$40,000

FY10 Budget: \$60,000

- **Purpose:** This account funds the Town's landscaping contract with Chapel Valley Landscaping.
- **Rationale:** The FY10 budget includes a 1% COLA and includes funds for any supplemental services that may be needed or desired. The scope of services remains unchanged.

## CAPITAL BUDGET

### FACILITIES AND EQUIPMENT

#### X10140.401 New Furniture, Town Hall

FY09 Budget: \$10,000

FY09 Est. Actual: \$0

FY10 Budget: \$0

- **Purpose:** This account funds the replacement of furniture in the Town Hall.
- **Rationale:** The FY10 budget includes funds to purchase new furniture, including tables and chairs, for the Town Hall.

#### X10140.401C Computer System

FY09 Budget: \$15,000

FY09 Est. Actual: \$5,000

FY10 Budget: \$5,000

- **Purpose:** This account funds upgrades to the Town's computer systems.
- **Rationale:** The Town's computers are scheduled to be upgraded in FY10.

#### X10140.410 Telephone and Utilities

FY09 Budget: \$0

FY09 Est. Actual: \$0

FY10 Budget: \$0

- **Purpose:** This account funds new phone equipment for the Town.
- **Rationale:** The Town does not anticipate purchasing new phone equipment in FY09.

## **STREETS AND ROADS**

### **X12540.401 Equipment**

FY09 Budget: \$0

FY09 Est. Actual: \$0

FY10 Budget: \$0

- **Purpose:** This account funds any new equipment needed for street and road maintenance, such as trucks, salt spreaders or new plow blades.
- **Rationale:** Staff does not anticipate a need for new street and road equipment in FY10.

### **X12540.411 Street/Sidewalk Work**

FY09 Budget: \$250,000

FY09 Est. Actual: \$250,000

FY10 Budget: \$1,000,000

- **Purpose:** This account funds regularly-scheduled street and sidewalk work.
- **Rationale:** Projects for FY10 include substantial mill and overlay work to repair the asphalt damaged by the water main and storm sewer replacement work. Funding for much of this work is not included in this account and will be provided through a pass through reimbursement from WSSC. This account includes funds for sidewalk installations, sidewalk repairs, routine crack sealing, deep patching, and the replacement of Sycamore Alley.

### **X12540.411TS Implementation of Public Services Committee Recommendations**

FY09 Budget: \$500,000

FY09 Est. Actual: \$62,000

FY10 Budget: \$500,000

- **Purpose:** This account funds new sidewalks and traffic-calming measures.
- **Rationale:** The FY10 budget will allow the installation of sidewalks and implementation of traffic control measures recommended by the Public Services Committee and approved by the Town Council.

## **PARKS, GROUNDS, AND TREES**

### **X18040.401 Equipment**

FY09 Budget: \$0

FY09 Est. Actual: \$0

FY10 Budget: \$0

- **Purpose:** This account funds new equipment above the \$500 capital threshold.
- **Rationale:** Staff does not anticipate a need for new equipment in FY10.

### **X18040.420 Open Space Acquisition**

FY09 Budget: \$1,000,000

FY09 Est. Actual: \$0

FY10 Budget: \$1,000,000

- **Purpose:** This account funds the purchase of property in the Town.
- **Rationale:** The FY10 budget is based on Council's continued interest in acquiring open space.

### **X18040.441 New Trees/Reforestation**

FY09 Budget: \$40,000

FY09 Est. Actual: \$40,000

FY10 Budget: \$50,000

- **Purpose:** This account funds the Town's reforestation efforts.
- **Rationale:** The FY10 budget is based on anticipated increases in tree plantings and transportation costs. The FY10 budget provides funds to plant approximately 90 street trees annually.

### **X18040.442 Park Improvements**

FY09 Budget: \$10,000

FY09 Est. Actual: \$35,000

FY10 Budget: \$150,000

- **Purpose:** This account funds substantive park improvements.
- **Rationale:** The FY10 budget includes funds to install automatic watering systems in the Town parks.