

Chevy Chase Village Board of Managers

February 28, 2011

Special Meeting—Budget Work Session

BOARD OF MANAGERS

David L. Winstead, Chair	Present
Peter T. Kilborn, Vice Chair	Present
Peter M. Yeo, Secretary	Absent
Allison W. Shuren, Assistant Secretary	Present
Gail S. Feldman, Treasurer	Present
Lawrence C. Heilman, Assistant Treasurer	Present
Patricia S. Baptiste, Board Member	Present

STAFF

Samuel A. Lawrence, Budget Committee Chair	Present
Shana R. Davis-Cook, Village Manager	Present
Demetri Protos, Finance Director	Present
Michael W. Younes, Director of Municipal Operations	Present
Adventino Dasilva, Acting Police Chief	Present

Mr. David L. Winstead, Chair of the Chevy Chase Village Board of Managers, called the meeting to order at 7:35 p.m. Mr. Yeo was absent. Mr. Winstead explained that this special work session was called to review and discuss the draft FY2012 budget, submitted by the Village Manager. The Board reviewed and discussed the following:

1. The FY2012 budget review and adoption process, including future scheduling. The Board will hold its public hearing on the proposed budget at its regular meeting on Monday, April 11, 2011, with adoption of the final budget at the Village's Annual Meeting on Wednesday, April 20, 2011. The April issue of the *Crier* will include an insert detailing the proposed FY2012 budget.
2. Current financial position, including the status of general funds and *SafeSpeed* budget reserves.
3. Revenue projections, specifically in regard to income tax, property tax and *SafeSpeed* citations. In general, the Village Manager's budget projected revenues to the general fund totaling \$2,958,807, which include an income tax revenue of \$1,500,000, and property tax revenue of \$1,077,500; and *SafeSpeed* citation revenue totaling \$2,210,000.
4. Proposed expenses by department. The general fund budget projected expenses totaling \$3,158,685, resulting in a projected deficit of \$199,878; and the *SafeSpeed* budget projected expenses totaling \$2,034,452, resulting in a projected surplus of \$175,548 (these numbers do not include the capital improvement projects expenditures). Specific attention was given to the proposed cost allocations for expenses related to the operation of the *SafeSpeed* Program and expenditures related to public safety that are proposed to be charged to the program revenues.
5. Capital Improvements Program (CIP) budget.

The Board instructed the Manager to amend the budget as follows:

1. Amend proposed general legal expense budget from \$250,000 to \$200,000 on the general operations (tax-based) budget (\$310,000 to \$260,000 on the aggregate budget)
2. Reduce the trees and greenspace budget by \$10,000, leaving to the Manager the decision on which categories would be reduced.
3. Pull general legal expense line item out of the administrative detail on the general operations and aggregate budgets and move to a separate department (as is already shown on the summary pages).
4. The following projects, totaling \$569,750, should be included in the proposed FY2012 CIP Budget. Some are currently in the operating budget.
 - Projects
 - \$11,000 Village-wide Proactive Sidewalk Trip Hazard Repairs
 - \$185,000 Village-wide Sidewalk Replacement Program
 - \$181,000 Street Maintenance and Repair Program
 - \$30,000 Village-wide streetlight upgrades
 - \$5,000 Crime Fighting Technology (also see below “CIP”)
 - \$8,750 Chevy Chase Open Space Park Development
 - \$69,000 Public Works Office and Storage Bay
 - Equipment
 - \$30,000 Digital Archiving System
 - \$50,000 Police Radio Upgrades
5. Reduce Administration—Personnel salaries and FICA withholding line items to reflect the removal of the proposed part-time Administrative position.
6. Move the “Emergency Phone” \$1,600 expense (shown on the *SafeSpeed* and aggregate budgets) from the “Special Projects—General Funds” category to the “Police Department—Operations” category.
7. Move the “Garage and Bays” \$2,500 and the “Equipment Purchases” \$1,000 expense (shown on the general funds and aggregate budgets) from the “Vehicle and Equipment Replacement” category to the Public Works Operations line item for “Supplies”
8. Delete the Committee for Seniors’ \$1,000 line item expense (shown on the general funds and aggregate budgets) from a stand alone line item in the “Administration—Operations” budget and increase the “Other Community Events” line item in the “Administration—Operations” budget by \$1,000. **Note:** *Institute a shadow account for the charging of expenses pursuant to the Committee for Seniors’ operations up to \$1,000.*
9. Delete the Committee on Children, Youth & Families’ \$2,500 line item expense (shown on the general funds and aggregate budgets) from a stand alone line item in the “Administration—Operations” budget and increase the “Other Community Events” line item in the “Administration—Operations” budget by \$2,500. **Note:** *Institute a shadow account for the charging of expenses pursuant to the Committee on Children, Youth & Families’ operations up to \$2,500.*
10. Delete the “Parks Committee” \$2,500 line item expense (shown on the general funds and aggregate budgets) from a stand alone line item in the “Parks, Trees and Greenspace” budget and increase the “Fixtures, Accessories and Fence” line item in the “Parks, Trees and Greenspace” budget by \$2,500. **Note:** *Institute a shadow account for the charging of expenses pursuant to the Parks Committee’s operations up to \$2,500.*
11. CIP
 - Remove the Wisconsin Avenue Sidewalk Project from FY2012 beyond the 6-year program scope, pending availability of State Highway Administration funding.

- Reflect \$5,000 in FY2012 for public safety technology
- Reflect \$75,000 in FY2013 for public safety technology

The Board requested that the Manager and her staff provide the following information for the Board to review following the work session:

1. *SafeSpeed* Program:
 - Table reflecting the:
 - direct costs to administer the *SafeSpeed* Program
 - other costs allocated to the *Safespeed* Program revenues for public safety (i.e., priority tree pruning, streets maintenance, emergency phone, street signage, etc.)
 - list of expenses allocated to the draft FY2012 *SafeSpeed* budget that are currently reflected in the FY2011 general funds budget
 - Calculation of retainable *SafeSpeed* funds: provide a calculation based on the FY2012 draft budget as follows: subtract from gross safe speed revenue the direct and allowable costs for administering the program; calculate 10 percent of total gross Village revenues; retainable Safe Speed funds will equal that portion of Safe Speed funds after direct program costs which does not exceed the 10 percent figure.
2. Detailed breakdown of expense reductions
 - FY2010 actual to FY2012 budgeted
 - FY2011 budgeted to FY2012 budgeted
3. Detailed breakdown of additional personnel costs specific to step-increases and health insurance coverage.
4. Information on how the existing personnel, specifically Communications Center personnel, can be of assistance in support of ongoing administrative functions.
5. Additional information about the duties of the proposed part time assistant in the Administration Office.

The Board resolved to focus on the following issues outside of the FY2012 budget process, but before the FY2013 budget preparations:

1. Review by the Personnel Commission of the personnel compensation for all personnel, specifically Communications personnel.
2. Review of the Tree Care Program by an independent contracted arborist in consultation with the Village Tree Committee.
3. Board consideration of the CALEA program, Police Chief recruitment process and general public safety functions.
4. Review of the costs associated with fiscal sustainability of maintaining the 24-hour Communications Center.

The Board members present unanimously agreed to adjourn the special meeting. The special meeting adjourned at 11:19 p.m.

Secretary, Chevy Chase Village Board of Managers

Final.