



FY2019 FIRST DRAFT BUDGET

OPERATING BUDGET
EXPENSE HIGHLIGHTS: ONGOING PROGRAMS

Personnel, Department Services

(28 full-time employees including 2 contract employees)

- **Salaries**—the Bureau of Labor Statistics’ (BLS) consumer price index for urban wage earners in the Washington/Baltimore area for 2017 has not yet been released. This index is the marker used by the Board in determining the cost-of-living adjustment (COLA) for the next fiscal year. Pending issuance of this information, a 2% COLA (an average of the November 2017 and January 2018 indices) has been reflected for all personnel salaries, including contract employees, and a 4% performance/merit increase has been reflected for all eligible employees (see the personnel-related information located behind Tab 5). All other salary-impacted line items have been adjusted accordingly (e.g., disability insurance, FICA, pension contributions, etc.). The actual COLA as released by BLS should be reflected in the draft budget presented for the Board’s Public Hearing in March.

- **Health Insurance**—the Village participates in the Montgomery County Health Insurance Program to take advantage of their sizeable group, which affords us access to lower premiums and richer benefits than the Village can obtain on its own.

The county’s benefit policies renew January 1 of each year, which requires us to budget for mid-fiscal year changes. Thankfully, this year’s actuals came in well-below budget. We have, therefore, estimated a 6% enterprise-wide increase for health insurance commensurate with what the county is estimating over the revised forecast for FY2018. This includes a slight buffer that we budget in anticipation of mid-year plan modifications such as additional dependents or coverage changes.

Operations, Department Services

- Village-wide operations expenses are down 7.4% in the draft FY2019 budget when compared to the FY2018 original draft budget.
- **Office Phone Usage**—As the Board is aware, staff, with assistance from Board Treasurer Gary Crockett, are investigating a potential change in phone service provider. We anticipate that a change in service provider will increase our currently annual expense in this area. Therefore, an additional \$4,000 has been budgeted, which includes phone service, long distance and a service plan for the Village’s phone and recording systems. This averages to approximately \$330/month in additional expense.

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LEGAL COUNSEL
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**General Funds and SafeSpeed Budgets
Proposed for Board Adoption on April 9, 2018**

I. Revenue		FY2019	
Income Tax			2,200,000
Property Tax			960,500
Investments & Misc. Income			53,000
Cost Recoveries/Grants			423,257
SafeSpeed Citation Revenue			<u>1,012,500</u>
Total Revenue			4,649,257
II. Costs			
A. On-going Prograrr	Personnel	Operations	Total
<u>Department Services</u>			
Police	1,462,573	433,050	1,895,623
Communications	400,226	22,395	422,621
Public Works	629,536	386,458	1,015,994
General Government	648,049	155,190	803,239
Professional Services	0	100,000	100,000
<u>Facilities, Fleet, & Infrastructure</u>			
Village Hall		104,617	104,617
Parks, Trees, & Greenspaces		212,988	212,988
Lights		40,000	40,000
Subtotal	<u>3,140,384</u>	<u>1,454,698</u>	<u>4,595,082</u>
Surplus/Deficit			54,175
B. Capital Projects			
<u>Equipment</u>			
Public Safety Technology			20,000
Police Cruisers			91,000
<u>Projects</u>			
Sidewalk Maintenance			3,500
Street Maintenance			50,000
Streetlight Upgrade			10,000
Municipal Storm Drain System			15,000
Subtotal			<u>189,500</u>
Total Costs			4,784,582
III. Budgeted Deficit/Draw on Reserves/Surplus			(135,325)



FY2019 FIRST DRAFT BUDGET

EXPENSE HIGHLIGHTS: POLICE

Specific areas of note within the draft budget.

Police, Personnel

(12 total full-time employees: 11 sworn (incl. 1 contract employee), 1 civilian)

- Personnel expenses remain flat beyond salaries and benefits (see pages labeled 3-1).
- **Sick Leave (end of year special compensation)**—down by \$1,500 following the loss of a tenured officer.
- **Employee Recruiting**—increased by \$500 due to the increased cost and efforts to more broadly advertise vacant positions.
- **Overtime**—slightly reduced from \$14,000 to \$12,000 due to leveled expenses in this area. Filling the current vacant position should ensure overtime expenses remain flat.

Police, Operations

- No major operational changes are budgeted and expenses are expected to remain relatively flat.
- **Contractor Processing (Photo Speed Enforcement (SafeSpeed Program))**—The *SafeSpeed* contract was renegotiated last calendar year. The new contract went into effect on January 1, 2018 and reflects an annual budget savings of \$325,000.
- **Contractor Collections**—since we are no longer able to perform “collections” efforts to secure payment of issued *SafeSpeed* program citations, we have eliminated the line item for a fee payable to the contractor for this service.

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CHEVY CHASE VILLAGE
FY2019 CONSOLIDATED BUDGET
DRAFT

		FY'16		FY'17		FY'18		FY'19	
<i>Police Department</i>	<i>Actuals</i>	<i>Actuals</i>	<i>Actuals</i>	<i>Actuals</i>	<i>Budgeted</i>	<i>Budgeted</i>	<i>Proposed</i>	<i>Proposed</i>	
Personnel:	<i>Line Items</i>	<i>Subtotals</i>							
Payroll		980,739		983,275		1,077,288		1,106,606	
Salaries	974,935		974,879		1,063,288		1,094,606		
Overtime	5,804		8,396		14,000		12,000		
Employer Obligations		102,546		85,749		114,213		110,538	
FICA-Employer	71,837		71,284		82,413		83,738		
Unemployment Insurance	3,221		1,948		6,800		6,800		
Workers' Compensation	27,488		12,517		25,000		20,000		
Employee Benefits		200,442		211,895		260,028		239,679	
Sick Leave	8,732		10,023		10,500		9,000		
Health/Dental/Vision Insurance	87,717		87,868		125,368		102,608		
Life & Disability Insurance	10,607		11,151		13,510		13,510		
Pension Contributions	91,522		101,407		107,800		111,711		
Employee Relations	1,864		1,446		2,850		2,850		
Organizational Development		4,771		3,259		5,250		5,750	
Conferences	2,986		1,003		3,000		3,000		
Dues & Subscriptions	1,445		1,546		1,000		1,000		
Employee Recruiting	0		0		500		1,000		
Program Accreditation	0		0		0		0		
Seminars & Training	340		710		750		750		
Subtotal	1,288,498	1,288,498	1,284,178	1,284,178	1,456,779	1,456,779	1,462,573	1,462,573	

CHEVY CHASE VILLAGE
 FY2019 CONSOLIDATED BUDGET
 DRAFT

Operations	<i>Actuals Line Items</i>	<i>FY'16 Actuals Subtotals</i>	<i>Actuals Line Items</i>	<i>FY'17 Actuals Subtotals</i>	<i>Budgeted Line Items</i>	<i>FY'18 Budgeted Subtotals</i>	<i>Proposed Line Items</i>	<i>FY'19 Proposed Subtotals</i>
Communications		7,740		8,650		9,020		11,050
Internet Access	450		539		520		550	
Office Phone Usage	2,784		2,936		3,000		5,000	
Cell Phone Usage	1,132		1,136		1,500		1,500	
CJIS Logins	805		798		1,100		1,100	
MDT Wireless Service	2,569		3,241		2,900		2,900	
General		19,469		10,618		14,550		14,550
Books & Publications	0		0		100		100	
Reimbursements: Mileage/Other	111		206		350		350	
Printing	349		0		600		600	
Uniforms: Cleaning	3,687		3,448		4,300		4,300	
Uniforms: Cloth	6,045		1,239		3,800		3,800	
Uniforms: Equipment	9,277		5,725		5,400		5,400	
Insurance		6,323		10,500		11,000		11,000
Police Liability Insurance	2,323		6,500		6,500		6,500	
Police Vehicle Insurance	4,000		4,000		4,500		4,500	
Insurance Deductible	0		0		0		0	
Professional Services		995		0		500		500
Public Safety(Legal)	0		0		0		0	
Medicals & Physicals	995		0		500		500	

CHEVY CHASE VILLAGE
FY2019 CONSOLIDATED BUDGET
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Service Contracts		682,443		635,390		719,900		355,700
Police Copier Service	2,194		2,544		2,700		2,700	
Police Svc Cnt (Radios/Lasers)	0		0		1,200		1,000	
Gun Range	1,100		0		2,000		2,000	
Contractor Processing	650,715		632,846		675,000		350,000	
Contractor Collections	28,434		0		39,000		0	
Supplies		10,499		6,917		11,050		12,050
Police Office Supplies	3,117		3,534		5,000		5,000	
Small Tools & Supplies	176		191		550		550	
Police Ammunition	3,516		1,570		3,000		3,000	
Street Signage	3,690		1,622		2,500		3,500	
Vehicle Operations		18,637		18,384		23,000		23,000
Fuel	9,019		8,968		13,000		13,000	
Maintenance	2,620		0		2,500		2,500	
Repairs	6,998		9,416		7,500		7,500	
Equipment M&R		898		1,407		1,500		1,500
Equipment Repair & Maintenance	898		592		1,000		1,000	
Office Equipment & Furniture	0		815		500		500	
Computer & Technical Support		476		1,130		3,700		3,700
Software Upgrades	0		0		200		200	
Hardware Systems	76		1,045		1,000		1,000	
Emergency Phone/Security Systems	0		0		0		0	
Installations & Setup & Peripherals	0		85		500		500	
SW/Hardware New Sys/Apps	400		0		2,000		2,000	
Subtotal	747,480	747,480	692,996	692,996	794,220	794,220	433,050	433,050
Total Police	2,035,978	2,035,978	1,977,174	1,977,174	2,250,999	2,250,999	1,895,623	1,895,623



FY2019 FIRST DRAFT BUDGET

EXPENSE HIGHLIGHTS: COMMUNICATIONS

Specific areas of note within the draft budget.

Communications, Personnel

(5 full-time employees)

- Aside from the standard increases related to salaries and benefits (see pages labeled 3-1), the remaining personnel expenses in this department remain flat.

Communications, Operations

- Expenses remain flat.

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DRAFT

		<i>Actuals</i>	FY'16	<i>Actuals</i>	FY'17	<i>Budgeted</i>	FY'18	<i>Proposed</i>	FY'19
		<i>Line Items</i>	<i>Actuals</i>	<i>Line Items</i>	<i>Actuals</i>	<i>Line Items</i>	<i>Budgeted</i>	<i>Line Items</i>	<i>Proposed</i>
			<i>Subtotals</i>		<i>Subtotals</i>		<i>Subtotals</i>		<i>Subtotals</i>
Communications									
Personnel:									
Payroll			255,815		251,313		283,650		294,496
	Salaries	238,113		229,662		264,300		275,146	
	Overtime	17,702		21,651		19,350		19,350	
Employer Obligations			19,020		19,469		23,088		23,050
	FICA-Employer	17,681		18,263		21,688		21,050	
	Unemployment Insurance	769		982		1,000		1,000	
	Workers' Compensation	570		224		400		1,000	
Employee Benefits			77,722		66,880		93,302		82,455
	Sick Leave	408		1,299		2,000		2,500	
	Health/Dental/Vision Insurance	51,409		38,255		57,232		44,605	
	Life & Disability Insurance	3,341		3,072		4,450		4,450	
	Pension Contributions	21,955		23,566		28,370		29,650	
	Employee Relations	609		688		1,250		1,250	
Organizational Development			58		397		225		225
	Conferences	0		0		0		0	
	Dues & Subscriptions	58		22		75		75	
	Employee Recruiting	0		375		0		0	
	Seminars & Training	0		0		150		150	
	Subtotal	352,615	352,615	338,059	338,059	400,265	400,265	400,226	400,226

CHEVY CHASE VILLAGE
 FY2019 CONSOLIDATED BUDGET
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Operations	<i>Actuals Line Items</i>	<i>FY'16 Actuals Subtotals</i>	<i>Actuals Line Items</i>	<i>FY'17 Actuals Subtotals</i>	<i>Budgeted Line Items</i>	<i>FY'18 Budgeted Subtotals</i>	<i>Proposed Line Items</i>	<i>FY'19 Proposed Subtotals</i>
Communications		2,041		2,700		2,570		2,570
Office Phone Usage	803		1,167		1,000		1,000	
Cell Phone Usage	860		1,037		1,000		1,000	
CJIS Logins	378		413		420		420	
General								
Reimbursements: Mileage/Other	0		43		50		50	
Printing	0		40		100		100	
Service Contracts		12,933		13,424		13,500		14,175
Comm Ctr Svc Cnt	0		0		0		0	
Comm Center(other)	0		0		0		0	
RMS/CAD/Mobile Software	12,933		13,424		13,500		14,175	
Supplies		1,074		951		2,000		2,000
Comm Ctr Office Supplies	1,074		951		2,000		2,000	
Equipment M&R		313		392		1,000		1,000
Equipment Repair & Maintenance	313		392		1,000		1,000	
Computer & Technical Support		831		208		3,650		2,650
Office Equipment & Furniture	0		0		1,500		500	
Hardware Systems	711		109		1,000		1,000	
Installations, Setup & Support	0		0		150		150	
SW/Hardware New Sys/Apps	120		99		1,000		1,000	
Subtotal	17,192	17,192	17,675	17,675	22,720	22,720	22,395	22,395
Total Communications	369,807	369,807	355,734	355,734	422,985	422,985	422,621	422,621



FY2019 FIRST DRAFT BUDGET

EXPENSE HIGHLIGHTS: PUBLIC WORKS *Specific areas of note within the draft budget.*

Public Works, Personnel *(6 full-time employees)*

- Beyond the standard increases related to salaries and benefits (see pages labeled 3-1), the remaining personnel expenses in this department remain flat.

Public Works, Operations

- Overall, expenses in this department remain flat.
- **Contract Collection, Refuse and Recycling**—pursuant to the consumer price index provision contained within the contract, both line items have been increased by 2% pursuant to the January 2017 to January 2018 increase for urban consumers in the Washington metropolitan area.
- **Vehicle Operations, Repairs and Maintenance**—Director of Public Works Jerry Lesesne has requested additional funds to allow our medium-duty trucks, including the new truck purchased in FY2018, to receive twice annual preventive maintenance, rather than the current once annual program. This is critical for ensuring vehicle safety and reliability as well as extending the life span of these larger vehicles which we maintain over a longer period of years compared to the smaller-size vehicles in our fleet.

Traditionally when the larger trucks need emergency repairs they are out of service for longer periods than the smaller vehicles. A more frequent preventive maintenance schedule should help to reduce this downtime. This line item has been increased by \$13,000 to a total of \$24,000 to cover the additional preventive maintenance visits.

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<i>Public Works</i>		<i>Actuals</i>	<i>FY'16</i>	<i>Actuals</i>	<i>FY'17</i>	<i>Budgeted</i>	<i>FY'18</i>	<i>Proposed</i>	<i>FY'19</i>
		<i>Line Items</i>	<i>Actuals</i>	<i>Line Items</i>	<i>Actuals</i>	<i>Line Items</i>	<i>Budgeted</i>	<i>Line Items</i>	<i>Subtotals</i>
Personnel:									
Payroll			407,293		402,622		423,902		435,032
	Salaries	405,498		401,911		422,902		434,032	
	Overtime	1,795		711		1,000		1,000	
Employer Obligations			47,007		36,925		50,767		50,898
	FICA-Employer	30,752		30,071		33,767		33,898	
	Unemployment Insurance	1,626		1,212		2,000		2,000	
	Workers' Compensation	14,629		5,642		15,000		15,000	
Employee Benefits			131,903		114,155		150,810		130,856
	Sick Leave	0		1,481		3,000		3,000	
	Health/Dental/Vision Insurance	82,418		64,604		96,358		75,328	
	Life & Disability Insurance	4,580		4,873		5,504		5,504	
	Pension Contributions	43,560		42,277		44,148		45,224	
	Employee Relations	1,345		920		1,800		1,800	
	Temporary Labor		10,519		10,361		14,276		12,000
	Contract Labor/Temp Staff	10,519		10,361		14,276		12,000	
Organizational Development			400		159		750		750
	Seminars & Training	400		159		750		750	
	Subtotal	597,122	597,122	564,222	564,222	640,505	640,505	629,536	629,536

CHEVY CHASE VILLAGE
FY2019 CONSOLIDATED BUDGET
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Operations	<i>Actuals Line Items</i>	<i>FY'16 Actuals Subtotals</i>	<i>Actuals Line Items</i>	<i>FY'17 Actuals Subtotals</i>	<i>Budgeted Line Items</i>	<i>FY'18 Budgeted Subtotals</i>	<i>Proposed Line Items</i>	<i>FY'19 Proposed Subtotals</i>
Communications		2,500		2,727		3,000		3,000
Office Phone Usage	394		173		300		300	
Cell Phone Usage	2,106		2,554		2,700		2,700	
Refuse & Recycling		273,990		254,493		291,890		297,058
Brush	13,971		10,539		22,000		22,000	
Leaves	10,510		7,734		10,000		10,000	
Refuse	11,141		14,625		25,000		25,000	
Contract Collection: Refuse	154,931		147,192		151,410		154,741	
Contract Collection: Recycling	78,982		74,403		83,480		85,317	
Contract Collection-Street Sweeping	4,455		0		0		0	
General		1,426		2,949		2,500		2,500
Public Works Uniforms	1,426		2,949		2,500		2,500	
Insurance		4,989		4,417		4,600		4,900
Public Works Vehicle Ins.	4,075		3,999		4,000		4,300	
Professional Services		0		0		0		0
Medicals & Physicals	914		418		600		600	
Weather Events		28,837		8,387		33,500		33,500
Weather Events: Labor	18,015		5,374		17,500		17,500	
Weather Events: Material	7,667		3,013		15,000		15,000	
Weather Events: Equipment	3,155		0		1,000		1,000	
Supplies		3,398		2,142		4,000		4,000
Tools & Supplies	3,398		2,142		4,000		4,000	
Vehicle Operations		29,904		33,320		28,000		41,000
Fuel	9,347		10,071		13,000		13,000	
Parts & Supplies	0		0		4,000		4,000	
Repairs & Maintenance	20,557		23,249		11,000		24,000	
Equipment M&R		366		579		500		500
Equipment Repair & Maintenance	366		579		500		500	
Subtotal	345,410	345,410	309,014	309,014	367,990	367,990	386,458	386,458
Total Public Works	942,532	942,532	873,236	873,236	1,008,495	1,008,495	1,015,994	1,015,994



FY2019 FIRST DRAFT BUDGET

EXPENSE HIGHLIGHTS: GENERAL GOVERNMENT

Specific areas of note within the draft budget.

General Government, Personnel

(5 full time employees, including one contract employee)

- **Overtime**—increased (\$1,500 to \$4,500) to reflect non-exempt employees’ attendance at after-hours meetings, special events and to monitor large-scale private Hall rentals. As I have previously informed the Board, I am imposing the Building Facilities Commission’s established “Hall Monitor” on more private rentals as a result of increased issues resulting from large-scale events. While the host is charged an additional \$200 for this Hall Monitor requirement, the Village must actually pay staff at an overtime rate when working in excess of 40 hours/week for events taking place after normal business hours. The overtime has also been further increased due to the Municipal Operations Coordinator’s non-exempt status under the Federal Labor Standards Act. When the job description was modified following the resignation of the former Director of Municipal Operations, Village Counsel confirmed that the position was no longer exempt from the overtime requirement.
- **Dues & Subscriptions**—the Maryland Municipal League has increased annual membership dues to \$13,166 reflective of the Village’s increased assessable property tax base.
- Beyond the standard increases related to salaries and benefits (see pages labeled 3-1), the remaining personnel expenses in this department remain flat.

General Government, Operations

- **Community Events**—we continue to seek ways to improve and, where appropriate, expand the community events that we offer. These events provide community-gathering and neighbor-relationship development opportunities that are an important part of the community’s history and a factor that new residents reference in their desire to move here. To that end, we have proposed the following budget modifications to the following events, totaling an overall increase of \$1,400:
 - **Halloween Party**—I have added \$350 to fund continued replacement of animatronics used in the *Haunted House*—a popular element of this annual event—as well as increasing costs for elements such as pizza, beverages and candy and treats for the goodie bags.

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 SHANA R. DAVIS-COOK
 LEGAL COUNSEL
 SUELLEN M. FERGUSON



- **Winter Holiday Party**—we have increased the budget by a total of \$1,000.

In an effort to reallocate the budgeted monies for this event, in 2016 we eliminated the live music. At the 2017 party, a resident who is involved in decorating for the party on behalf of the Garden Club, offered to pay for a musician to play winter- and holiday-themed music on his keyboard to provide additional entertainment in the kids' room. The musician played child-appropriate music and he was joined by his wife who is a talented singer. We received a lot of positive feedback for this additional entertainment, and the musician quoted us a price of \$250 to play at future parties (a savings of \$175 from the previously used musician). The increased budget also reflects the cost for the latke and jelly doughnut buffet with associated condiments in recognition of Hanukkah that was well received as well as increasing costs for catering the primary buffet.

- **July 4th**—Community Liaison Tamu Tucker has requested a minor increase (\$50) for the purchase of an additional water feature for use at the party in the Large Oliver Street Park.
- **Other Community Events**—the \$8,500 in this category includes funding for activities and events organized by the Community Relations Committee (approx. \$3,700), in addition to the (summer) National Night Out event, (fall) New Resident Social, new (spring) Arbor Day event for compliance with *Tree City USA* designation and other meetings and events that may be planned throughout the year.
- **Payroll Processing**—in addition to processing our bi-weekly payroll, our contractor also processes our annual 1099s. This coupled with increased payroll processing service costs due to new website functionality, including a new online archival repository, necessitates a budget increase of \$2,000.
- **Bank Charges**—Finance Director Demetri Protos was able to negotiate with our bank to eliminate all bank charges. Previously, we paid \$1,200/month and yielded \$900/month on average in interest, for a net loss of \$300 across all cash accounts. Under the new arrangement, we don't pay any bank fees and we yield on average approximately \$900/month in interest. Kudos to Demetri for this sizeable operational savings.
- **Website Maintenance & Improvement**—the budget has been increased by \$600 as we have seen an increase in residents' and contractors' use of the Village website to process permit and hall rental applications. This has resulted in higher credit card fees, which the Village covers as a net of the paid fees (2.95% plus \$.40 per transaction).

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Board Member

VILLAGE MANAGER
 SHANA R. DAVIS-COOK
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 SUELLEN M. FERGUSON



FY2019 FIRST DRAFT BUDGET

EXPENSE HIGHLIGHTS: PROFESSIONAL SERVICES

Specific areas of note within the draft budget.

Professional Services

- No proposed changes. Overall, we expect to be under budget in this category for FY2018.

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CHEVY CHASE VILLAGE
FY2019 CONSOLIDATED BUDGET
DRAFT

<i>General Government</i>		<i>Actuals</i>	<i>FY'16</i>	<i>Actuals</i>	<i>FY'17</i>	<i>Budgeted</i>	<i>FY'18</i>	<i>Proposed</i>	<i>FY'19</i>
		<i>Line Items</i>	<i>Actuals</i>	<i>Line Items</i>	<i>Actuals</i>	<i>Line Items</i>	<i>Budgeted</i>	<i>Line Items</i>	<i>Proposed</i>
			<i>Subtotals</i>		<i>Subtotals</i>		<i>Subtotals</i>		<i>Subtotals</i>
Personnel:									
Payroll			446,166		448,731		443,512		461,066
	Salaries	443,884		445,860		440,512		456,566	
	Overtime	2,282		2,871		3,000		4,500	
Employer Obligations			35,132		34,473		39,428		39,778
	FICA-Employer	33,675		31,971		34,078		34,928	
	Unemployment Insurance	1,097		702		850		850	
	Workers' Compensation	360		1,800		4,500		4,000	
Employee Benefits			122,665		95,616		124,285		122,705
	Sick Leave	4,326		4,248		4,000		4,000	
	Health/Dental/Vision Insurance	65,705		44,275		68,470		65,000	
	Life & Disability Insurance	4,055		4,123		5,845		5,845	
	Pension Contributions	47,538		41,993		44,470		46,360	
	Employee Relations	1,041		977		1,500		1,500	
Organizational Development			16,927		20,716		23,850		24,500
	Conferences	728		3,876		6,500		6,500	
	Dues & Subscriptions	13,400		15,044		13,500		14,000	
	Employee Recruiting	0		598		350		500	
	Temp Labor	0		1,198		0		0	
	Seminars & Training	2,799		0		3,500		3,500	
	Subtotal	620,890	620,890	599,536	599,536	631,075	631,075	648,049	648,049

CHEVY CHASE VILLAGE
FY2019 CONSOLIDATED BUDGET
DRAFT

Operations	<i>Actuals Line Items</i>	<i>FY'16 Actuals Subtotals</i>	<i>Actuals Line Items</i>	<i>FY'17 Actuals Subtotals</i>	<i>Budgeted Line Items</i>	<i>FY'18 Budgeted Subtotals</i>	<i>Proposed Line Items</i>	<i>FY'19 Proposed Subtotals</i>
Communications		5,803		6,958		6,100		8,100
Office Phone Usage	3,293		3,947		3,000		5,000	
Cell Phone Usage	1,630		2,003		2,100		2,100	
MDT Wireless Service	860		1,008		1,000		1,000	
Community Events		22,492		20,338		24,900		26,300
Halloween	1,977		1,317		1,150		1,500	
Winter Holiday Party	13,575		12,893		13,500		14,500	
Other Community Events	4,929		2,788		8,500		8,500	
Annual Meeting	154		157		200		200	
July 4th	1,857		3,183		1,550		1,600	
General		35,705		34,614		42,750		32,850
Payroll Processing	5,868		5,117		4,000		6,000	
Bank Charges	12,241		12,666		12,000		0	
Newsletter	6,084		6,417		8,500		8,500	
Elections	0		0		1,500		1,500	
Books & Publications	0		0		100		100	
Meeting Expenses	304		157		1,500		1,500	
Reimbursements: Mileage/Other	1,089		646		400		500	
Metered Postage	1,714		2,015		2,500		1,500	
Bulk Permit Postage	3,015		4,052		3,000		4,000	
General Postage	1,116		773		750		750	
Printing	4,274		2,771		8,500		8,500	

CHEVY CHASE VILLAGE
FY2019 CONSOLIDATED BUDGET
DRAFT

Insurance		21,786		31,859		32,850		32,850
General & Excess Liability	14,666		25,125		24,850		24,850	
Primary Endorsements (LGIT)	0		0		1,000		1,000	
Public Officials	4,982		4,596		5,000		5,000	
Treasury, Fidelity & Crime	2,138		2,138		2,000		2,000	
Professional Services		9,062		23,397		21,900		22,500
Accounting & Audit	8,257		16,731		12,750		12,750	
Legal:Notices	578		0		1,500		1,500	
Website Maintenance & Improvement	227		6,666		7,650		8,250	
Service Contracts		9,341		8,863		9,515		9,515
Admin Copier/Fax Service	7,276		6,693		7,100		7,100	
Postage Meter & Scale Rental	612		816		915		915	
Accounting Software Contract	1,453		1,354		1,500		1,500	
Supplies		5,617		6,076		7,500		7,500
Administration Office Supplies	5,617		6,076		7,500		7,500	
Equipment M&R		0		0		600		600
Equipment Repair & Maintenance	0		0		600		600	
Computer & Technical Support		14,118		9,729		14,975		14,975
Office Equipment & Furniture	1,225		257		625		625	
Software Upgrades	2,035		32		1,750		1,750	
Hardware Systems	1,217		32		3,000		3,000	
Data Backup	7,600		9,000		7,500		7,500	
Installations & Setup	0		0		200		200	
Peripherals	17		108		400		400	
SW/Hardware New Sys/Apps	2,024		300		1,500		1,500	
Subtotal	123,924	123,924	141,834	141,834	161,090	161,090	155,190	155,190
Total General Government	744,814	744,814	741,370	741,370	792,165	792,165	803,239	803,239
Professional Services	<i>Actuals Line Items</i>	<i>FY'16 Actuals Subtotals</i>	<i>Actuals Line Items</i>	<i>FY'17 Actuals Subtotals</i>	<i>Budgeted Line Items</i>	<i>FY'18 Budgeted Subtotals</i>	<i>Proposed Line Items</i>	<i>FY'19 Proposed Subtotals</i>
Legal-General Counsel	43,433	43,433	46,803	46,803	95,000	95,000	95,000	95,000
Engineers & Other	5,143	5,143	15,901	15,901	5,000	5,000	5,000	5,000
Total Professional Services	48,576	48,576	62,704	62,704	100,000	100,000	100,000	100,000
Subtotal On Going Operations	4,141,707	4,141,707	4,010,218	4,010,218	4,574,644	4,574,644	4,237,477	4,237,477



FY2019 FIRST DRAFT BUDGET

EXPENSE HIGHLIGHTS: FACILITIES, FLEET & INFRASTRUCTURE

Specific areas of note within the draft budget.

Village Hall

- **Heating & Air Conditioning**—we have seen increased repair expenses related to the heating and air conditioning system which is approximately 16 years old. Due to the system’s age, our service provider is recommending that we establish a preventive maintenance program to get ahead of what can be very costly repairs. Municipal Operations Coordinator Ellen Sands is in the process of getting maintenance program quotes from various contractors. In the interim, we have increased the budget by \$6,000 to reflect this additional maintenance as well as continuing repair costs.
- No major adjustments except for a CPI increase of 2% in the Janitorial Services contract line item.

Parks, Trees & Greenspaces

- **Fixtures, Accessories & Fence**—following last year’s single-year increase for the purchase of additional public refuse receptacles, this line item has been reduced back down to the normal level of \$5,000.
- **Irrigation Systems**—similar to the Village Hall heating & air conditioning system, the irrigation systems surrounding the Village Hall and in the Buffer have required increased repair work in recent years due to age. While the system itself is reliable, these repairs have necessitated an increase in the budget by \$2,800. We maintain a service and maintenance plan for the irrigations systems.
- **Tree Program, Planting Program/Tree Stock**—reduced by \$7,000 due to a decrease in plantings sites for next year (see attached memo from Village Arborist, Dr. Tolbert Feather). We have returned to a once annual tree planting program of approximately 45 trees. Tree planting operations will take place in the spring.
- **Buffer Path Lights**—this line item has been under-budgeted in recent years. It has been increased by \$2,350 to reflect the actual utility costs, which average \$300/month.
- All remaining expenses remain flat.

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Feather & Assoc.

Tolbert V. Feather, Ph.D.

*Advisors for: Landscape Development
Landscape Management, Plant Pest Management*

Chevy Chase Village
5906 Connecticut Avenue
Chevy Chase, MD 20815

January 24, 2018

Public Tree Summary 2018

Tree Gains

Last spring the Village planted 51 trees in the street right of ways, parks and buffers.

Tree Losses

Last year the Village removed 32 trees in the street right of ways, parks and buffers.

Overall Condition of Public Trees

Street trees have a limited life-span because of the harsh site conditions, i.e. confined root space, reflective heat from paving, salts and chemical runoff, air pollution. The Village has been planting new trees for years. There is a mixture of young, maturing and mature trees. The Village trees overall are healthy and should remain healthy and useful as long as new trees are planted as older trees are removed.

Future Loss of Public Trees

In the Village, some of the mature trees are beginning to present hazardous conditions that require the removal of the tree. Thirty-two trees were removed last year. Seventeen, or just over half of the trees removed, were 20" diameter or greater. I think at least 15 more mature trees may be removed in 2018 just because of the upper age make-up of the public trees.

Regeneration of Public Trees

The Village has been supportive of planting new trees yearly. This includes the MD State right of way on Connecticut Avenue. For the next several years the Village should have available sites for 30 to 40 tree per year along the street right of ways, the parks and buffers.

CHEVY CHASE VILLAGE
FY2019 CONSOLIDATED BUDGET
DRAFT

Facilities, Fleet & Infrastructure Village Hall	<i>Actuals</i> <i>Line Items</i>	<i>FY'16</i> <i>Actuals</i> <i>Subtotals</i>	<i>Actuals</i> <i>Line Items</i>	<i>FY'17</i> <i>Actuals</i> <i>Subtotals</i>	<i>Budgeted</i> <i>Line Items</i>	<i>FY'18</i> <i>Budgeted</i> <i>Subtotals</i>	<i>Proposed</i> <i>Line Items</i>	<i>FY'19</i> <i>Proposed</i> <i>Subtotals</i>
Systems & Structures		4,901		6,655		17,500		17,500
Building:Systems & Structures	434		4,173		10,000		10,000	
Building:Repair & Maintenance	3,438		1,983		3,000		3,000	
Building:Finshes/Public	1,029		499		4,500		4,500	
Insurance		2,116		1,500		2,375		2,375
Boiler	0		0		275		275	
Property (LGIT)	2,116		1,500		2,100		2,100	
Service Contracts		33,118		42,163		35,650		42,292
Janitorial Services	25,895		24,980		29,150		29,792	
Security Cameras	2,890		2,922		3,000		3,000	
Generator	1,094		1,657		1,500		1,500	
Heating & Air Conditioning	3,239		12,604		2,000		8,000	
Supplies		3,806		3,685		4,450		4,450
Consumables:Building	3,806		3,685		4,200		4,200	
Small Tools & Supplies	0		0		250		250	
Utilities		32,015		37,956		38,000		38,000
Building Electricity	19,901		22,576		22,000		22,000	
Gas	5,972		6,146		9,000		9,000	
Water & Sewer	6,142		9,234		7,000		7,000	
Equipment M&R		0		0		0		0
Equipment Repair & Maintenance	0		0		0		0	
Subtotal	75,956	75,956	91,959	91,959	97,975	97,975	104,617	104,617

CHEVY CHASE VILLAGE
 FY2019 CONSOLIDATED BUDGET
 DRAFT

	<i>Actuals Line Items</i>	<i>FY'16 Actuals Subtotals</i>	<i>Actuals Line Items</i>	<i>FY'17 Actuals Subtotals</i>	<i>Budgeted Line Items</i>	<i>FY'18 Budgeted Subtotals</i>	<i>Proposed Line Items</i>	<i>FY'19 Proposed Subtotals</i>
<i>Parks, Trees & Greenspace</i>								
Communications		7,774		7,725		8,250		8,250
Emergency Phones	1,444		2,601		1,450		1,450	
Security Cameras/Contracts/Phones	6,330		5,124		6,800		6,800	
Grounds & Amenities		38,595		38,139		51,600		48,000
Fixtures, Accessories & Fence	6,189		3,010		8,600		5,000	
Turf & Shrubs	809		1,681		2,000		2,000	
Landscape Maintenance Services	26,400		29,958		30,000		30,000	
Belmont Buffer M&R	4,365		3,490		6,000		6,000	
Landscape Design	832		0		0		0	
Western Grove Park Maintenance	0		0		5,000		5,000	
Service Contracts		4,155		5,666		2,588		5,388
Pest Control Services	711		1,096		1,388		1,388	
Irrigation Systems	3,444		4,570		1,200		4,000	
Supplies		0		27		250		250
Small Tools & Supplies	0		27		250		250	

CHEVY CHASE VILLAGE
FY2019 CONSOLIDATED BUDGET
DRAFT

Tree Program		98,166		109,415		145,000		146,500
Inspections	13,685		23,641		25,000		25,000	
Planting Program/Tree Stock	17,345		10,848		10,500		7,000	
Young Tree/Task Specific	0		0		500		500	
Routine Pruning	39,040		43,200		60,000		60,000	
Fertilization/Root & Ground Work	0		0		1,000		1,000	
Pest & Disease Control	130		130		10,000		10,000	
Dutch Elm Disease Prevention	0		1,604		5,000		5,000	
Removals	23,166		24,685		20,000		25,000	
Reforestation Program	175		200		7,000		7,000	
Stump Grinding & Hauling	4,461		5,107		5,500		5,500	
Arborist 2	164		0		500		500	
Utilities		3,391		3,047		1,750		4,100
Buffer Path Lights	3,391		3,047		1,250		3,600	
Buffer Water	0		0		500		500	
Equipment M&R		0		0		500		500
Equipment Repair & Maintenance	0		0		500		500	
Subtotal	152,081	152,081	164,019	164,019	209,938	209,938	212,988	212,988
		<i>Actuals</i>	<i>Actuals</i>	<i>Actuals</i>	<i>Budgeted</i>	<i>Budgeted</i>	<i>Proposed</i>	<i>Proposed</i>
		<i>Line Items</i>	<i>Subtotals</i>	<i>Line Items</i>	<i>Line Items</i>	<i>Subtotals</i>	<i>Line Items</i>	<i>Subtotals</i>
Lights								
Utilities		30,872		28,882		42,500		40,000
Street Lights-Utility	30,872		28,882		42,500		40,000	
	30,872	30,872	28,882	28,882	42,500	42,500	40,000	40,000
Subtotal Facilities, Fleet & Infrastructure	258,909	258,909	284,860	284,860	350,413	350,413	357,605	357,605

Memo

To: Board of Managers
From: Ellen Sands, Municipal Operations Coordinator 
CC: Shana Davis-Cook, Village Manager
Demetri Protos, Finance Director
Date: 2/22/2018
Re: Draft FY2018 – FY2024 Capital Improvements Program Budget

Overall this year’s Capital Improvements Program (CIP) budget includes projects/expenditures totaling \$189,500 for FY2019 and \$1,569,000 over the life of the six-year CIP. The proposed combined FY2019 CIP represents a decrease of \$682,000 over its combined value in FY2018. Main drivers of the decrease are attributable to the completion of the Buffer Area sidewalk replacement (\$71,500); Brookville Road Park Redevelopment (\$82,000); Village Hall sidewalk, Public Works yard fence and wall replacement (\$83,000) projects which are all slated for completion in FY2018 and a decrease in the street maintenance expenditure category (to reflect that most streets have now been repaved).

In order to assist the Board in reviewing the FY2019 – FY2024 CIP, a brief description of the projects and expenditures for FY2019 and comparison summary are provided below.

Projects:

Sidewalk Maintenance:

This ongoing project proactively maintains and repairs Village sidewalks. Sidewalks installed over the last few years can settle and shift to accommodate tree roots however the repairs are usually modest adjustments to the stone dust base and the work can typically be carried out by the Public Works Department. We have also increased monitoring of the sidewalks, to proactively monitor for safety concerns. Sidewalks are repaired using the Village’s approved brick type and pattern, and existing bricks will be re-used whenever possible.

FY2019 Value	Total 6-Yr. Value
\$3,500	\$21,000

Street Maintenance and Repair Program:

This project provides for the on-going maintenance and repair of the Village’s roadways, curbs and storm drainage infrastructure using concrete and hot mix asphalt. The Village maintains a total of 8.1 miles of roadway or 27 lane miles. Following the re-paving of Bradley Lane last summer most streets have now been repaved and are in good condition. Village roadways will be repaved on a revolving 20-year basis as their condition warrants. Funding allocations in FY19 have been reduced to reflect a level of ongoing maintenance. The Village’s street maintenance and repair contract was rebid at the beginning

of FY17 therefore budgeted figures reflect reasonably current costs although that can be affected by oil price volatility, labor costs and adherence to the Village's living wage policy.

FY2019 Value	Total 6-Yr. Value
\$50,000	\$300,000

Streetlight Upgrades:

This program serves to enhance and upgrade existing street lights in addition to installing new LED or high-pressure sodium streetlights in identified dark areas, thereby creating safer pedestrian and vehicular access throughout the Village. Since these replacements occur on an as-needed basis and no overall replacement program is planned, the yearly expenditure has not been adjusted since last year. The program also monitors technology developments regarding LED streetlights as well as potential incentive programs and fluctuation in PEPCO tariff rates.

FY2019 Value	Total 6-Yr. Value
\$10,000	\$60,000

Municipal Storm Drain System:

As an older community the Village's storm drainage infrastructure is lacking in areas of the Village. Several blocks in the Village have no storm drain infrastructure at all. All storm drainage infrastructure within the Village is owned and maintained by either the Maryland State Highway Administration (SHA) or Montgomery County. Over the past few years the increased frequency and severity of rain events and the installation of residential sump-pumps to keep water out of homes have highlighted the need to install storm drainage infrastructure in those areas that currently don't have any and to upgrade existing infrastructure where needed.

Since the Village is an established community Montgomery County will not install a new storm drainage system nor will it "retro-fit" existing storm drainage facilities. Instead the Village would be treated as a developer who could install the facilities to County and State specifications and then transfer ownership and maintenance of the facilities to the County. Since this project is in the early stages, planning funds are requested in FY19 to beginning concept planning and discussions between the County, Village and our consulting engineering firm. Construction funding in FY2021 – 2023 will be refined following concept planning.

FY2019 Value	Total 6-Yr. Value
\$15,000	\$265,000

Public Safety Technology and Equipment:

This project would further enhance the Village Police Department's strategies and practices to prevent and reduce crime throughout the Village as supported by the Village Public Safety Committee. Currently being explored are body-worn cameras, GPS-enabled bait items, protective apparel, and other crime-fighting equipment to support officers' efforts to deter crime and respond to emergencies.

FY2019 Value	Total 6-Yr. Value
\$20,000	\$120,000

Laurel Park Hydrology and Engineering Study:

This project will study the water runoff and flow through Laurel Park and the existing “rain garden” located at the south end of Laurel Park. Sections of the stream bed have been experiencing erosion due to the increased severity of weather events in recent years and the installation of two (2) curb inlets that were installed at the south end of the park back in 2011. The study will determine what mitigation measures should be implemented to slow the velocity of storm water entering the park, and how adjacent roadways should be protected from stream bank cut back. The study will also review the overall placement of the existing “rain garden” to determine the most effective location and proper design to maximize its potential to filter storm water runoff.

This project is currently in the planning phase. However, after consultation with Montgomery County Department of Environmental Protection (DEP) personnel, the opportunity exists to partner with the County in support of the design and construction of the project. In light of the County’s current budget priorities under which they are only focusing on critical projects, the project has been deferred until FY2022; however, county DEP personnel has committed to assist the Village to continue monitoring the erosion in the stream bed to determine whether earlier action is warranted.

FY2019 Value	Total 6-Yr. Value
\$0	\$100,000

Equipment Expenditures (FY2019 Only):

Public Safety Equipment – Mobile Data Terminals (Laptops):

Mobile Data Terminals (laptops) installed in the four Police vehicles was previously a line item within the equipment Public Safety Equipment Expenditures Detail Sheet, however, as it is associated with the purchase of Public Safety Vehicles it has been transferred to that area of the CIP.

Vehicle Expenditures (FY2019 Only):

Public Safety Vehicles – Police Cruisers:

The Police department’s fleet includes three marked and one unmarked surveillance vehicle for the performance of public safety operations. The marked vehicles are replaced every five years and the surveillance vehicle is replaced on an as-needed basis. Two marked vehicles are scheduled for replacement in FY2019. Cost of the vehicles includes all equipment, including mobile data terminals (laptops) for each.

FY2019 Value
\$91,000

CIP Comparison Summary

Projects:

	CIP Value as of FY2018	CIP Value as of FY2019	Difference
Infrastructure			
Sidewalk Maintenance Program	\$21,000	\$21,000	\$0
Street Maintenance and Repair Program	\$686,000	\$300,000	(\$386,000)
Streetlight Upgrades	\$60,000	\$60,000	\$0
Buffer Area Sidewalk Replacement	\$71,500	\$0	(\$71,500)
Municipal Storm Drain System	\$265,000	\$265,000	\$0
Public Safety			
Public Safety Technology and Equipment	\$120,000	\$120,000	\$0
Public Spaces			
Laurel Park Hydrology and Engineering Study	\$100,000	\$100,000	\$0
Brookville Road Park Development	\$82,000	\$0	(\$82,000)
Village Hall/Office			
Village Hall Sidewalk, Public Works Yard Fence & Wall Replacement	\$83,000	\$0	(\$83,000)
Total	\$1,488,500	\$866,000	(\$622,500)

Expenditures:

	CIP Value as of FY2018	CIP Value as of FY2019	Difference
General Government			
<i>Equipment:</i>	\$18,000	\$18,000	\$0
<i>Vehicles:</i>	\$35,000	\$28,000	(\$7,000)
Subtotal:	\$53,000	\$46,000	\$7,000
Public Safety			
<i>Communications Equipment:</i>	\$46,000	\$35,000	\$11,000
<i>Vehicles:</i>	\$156,000	\$272,000	\$94,000
Subtotal:	\$202,000	\$307,000	\$105,000
Public Works			
<i>Equipment:</i>	\$44,000	\$38,000	(\$6,000)
<i>Vehicles:</i>	\$464,000	\$312,000	(\$152,000)
Subtotal:	\$498,000	\$350,000	(\$158,000)
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Overall Total	\$763,000	\$703,000	(\$60,000)

Possible New Projects/Expenditures for CIP

Air Conditioning System:

There are ten (10) air conditioning units spread throughout the building to serve the Hall meeting rooms and public spaces; administrative offices; police department; public works department and the Post Office. To-date, there had been no routine maintenance contract for any of the equipment; however, staff is investigating maintenance plan options to implement before or during FY2019.

Several of the units are over sixteen (16) years old. The average life of mechanical units is ten to fifteen years. We have experienced several recurring and costly repairs. Staff has requested an equipment survey detailing each unit, its age and repair history. Staff recommends developing a replacement program in addition to the proposed routine maintenance service.

CHEVY CHASE VILLAGE
 FY2019 CONSOLIDATED BUDGET
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Capital Equipment Purchases

Department/Category								
General Government		18,100		6,900		0		0
Equipment Purchases	0		0		0		0	0
Vehicle Purchases	0		0		0		0	
Computer Servers	6,140		0		0		0	
Website Redesign	11,960		6,900		0		0	
Police		0		0		0		0
Phone Recording Systems	0		0		0		0	
New Technology		76,538		4,908		32,000		111,000
Radio Upgrades	0		0		0		0	
Vehicle Purchases	0		0		0		91,000	
Public Safety Technology	5,574	0	4,908		20,000		20,000	
Mobile Data Terminals	0		0		12,000		0	
Communications		0		0		0		0
Equipment Purchases	0		0		0		0	
Public Works		0		47,898		158,000		0
Garage & Bays	0		0		0		0	
Equipment Purchases	27,924		4,200		6,000		0	
Vehicle Purchases	43,040		43,698		152,000		0	
Subtotal	94,638	94,638	59,706	59,706	190,000	190,000	111,000	111,000

CHEVY CHASE VILLAGE
 FY2019 CONSOLIDATED BUDGET
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Capital and Special Projects

Western Grove Park Development	313,348	313,348	0	0	0	0	0	0
Del Park and W. Kirke Intersection Engineering	193,741	193,741	0	0	0	0	0	0
Street Light Upgrades	0	0	0	0	10,000	10,000	10,000	10,000
Village-Wide Sidewalk Replacement	0	0	0	0	0	0	0	0
Street maintenance	94,879	94,879	96,963	96,963	111,000	111,000	50,000	50,000
Buffer Area Sidewalk Replacement					71,500	71,500	0	0
Municipal Storm Drain System					15,000	15,000	15,000	15,000
Sidewalk Maintenance	11,393	11,393	1,712	1,712	3,500	3,500	3,500	3,500
Brookville Road Park Development					82,000	82,000	0	0
Village Hall Sidewalk, P/W Yard Fence Wall Rep.					83,000	83,000	0	0
W.Newlands Repaving	28,137	28,137	0	0	0	0	0	0
Village Hall Landscaping	3,717	3,717	0	0	0	0	0	0
Park and Greenspace Dev.Projects	13,960	13,960	0	0	0	0	0	0
Subtotal	659,175	659,175	98,675	98,675	376,000	376,000	78,500	78,500
Subtotal Capital Projects	753,813	753,813	158,381	158,381	566,000	566,000	189,500	189,500
Total Expenses	5,154,429	5,154,429	4,453,459	4,453,459	5,491,057	5,491,057	4,784,582	4,784,582