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**CHEVY CHASE VILLAGE  
BOARD OF MANAGERS  
APRIL 9, 2018 MEETING**

**STAFF REPORT**

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**TO:** BOARD OF MANAGERS  
**FROM:** SHANA R. DAVIS-COOK, VILLAGE MANAGER   
**DATE:** 4/4/18  
**SUBJECT:** SECOND PUBLIC HEARING ON THE DRAFT BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 (FY2019)

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**Background**

The Board held its work session to review the Village Manager's initial draft budget on February 28, 2018. The Board then held the first of two Public Hearings on the draft budget during the Board's March 12, 2018 regular meeting. Prior to the March 12 Public Hearing, the operating budget was amended to reflect an adjustment to salaries and compensation-impacted benefits as a result of the Bureau of Labor Statistics' Consumer Price Index Report for calendar year 2018 for the Baltimore/Washington DC area. No further amendments were made to the budget at or following the March 12 Public Hearing.

The full detailed draft budget and draft Capital Improvements Program (CIP) have been posted to the Village website. An explanatory memo regarding the proposed budget was drafted by Board Treasurer Mr. Gary Crockett and staff and was included as an insert in the April issue of the *Crier*.

To-date, no comments have been received regarding the draft FY2019 operating and capital budget.

**Board Action Requested**

Unless the Board directs further amendments to the proposed budget, no formal Board action is required at this time. The Board will adopt the FY2019 operating and capital budget and the real estate and personal property tax rates during the Village's Annual Meeting on Monday, April 16.

**Attachments**

FY2019 Draft Operating & Capital Budget—Summary  
FY2019 Draft Operating & Capital Budget—Detailed  
April 2019 *Crier* Budget Insert

**General Funds and SafeSpeed Budgets  
Proposed for Board Adoption on April 16, 2018**

<b>I. Revenue</b>		<b>FY2019</b>	
Income Tax		2,200,000	
Property Tax		991,667	
Investments & Misc. Income		53,000	
Cost Recoveries/Grants		423,257	
SafeSpeed Citation Revenue		<u>1,012,500</u>	
Total Revenue		4,680,424	
<b>II. Costs</b>			
<b>A. On-going Program</b>	Personnel	Operations	Total
<u>Department Services</u>			
Police	1,419,203	433,050	1,852,253
Communications	389,001	22,395	411,396
Public Works	624,308	386,458	1,010,766
General Government	653,005	155,190	808,195
Professional Services	0	100,000	100,000
 <u>Facilities, Fleet, &amp; Infrastructure</u>			
Village Hall		104,617	104,617
Parks, Trees, & Greenspaces		212,988	212,988
Lights		40,000	40,000
Subtotal	----- 3,085,517	----- 1,454,698	----- 4,540,215
<b>Surplus/Deficit</b>			140,209
<b>B. Capital Projects</b>			
<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			----- 189,500
<b>Total Costs</b>			4,729,715
<b>III. Budgeted Deficit/Draw on Reserves/Surplus</b>			<b>(49,291)</b>

CHEVY CHASE VILLAGE  
 FY2019 CONSOLIDATED BUDGET  
 SECOND DRAFT - Amended for 3/12/2018 and 4/9/2018 Public Hearings

		FY'16		FY'17		FY'18		FY'19	
<b>Police Department</b>		<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		1,067,654
	Salaries	974,935		974,879		1,063,288		1,055,654	
	Overtime	5,804		8,396		14,000		12,000	
Employer Obligations			102,546		85,749		114,213		109,981
	FICA-Employer	71,837		71,284		82,413		83,181	
	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		235,818
	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		107,850	
	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	1,419,203	1,419,203



CHEVY CHASE VILLAGE  
 FY2019 CONSOLIDATED BUDGET  
 SECOND DRAFT - Amended for 3/12/2018 and 4/9/2018 Public Hearings

Operations	<i>Actuals Line Items</i>	FY'16 <i>Actuals Subtotals</i>	<i>Actuals Line Items</i>	FY'17 <i>Actuals Subtotals</i>	<i>Budgeted Line Items</i>	FY'18 <i>Budgeted Subtotals</i>	<i>Proposed Line Items</i>	FY'19 <i>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	

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CHEVY CHASE VILLAGE  
 FY2019 CONSOLIDATED BUDGET  
 SECOND DRAFT - Amended for 3/12/2018 and 4/9/2018 Public Hearings

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
<b>Total Police</b>	<b>2,035,978</b>	<b>2,035,978</b>	<b>1,977,174</b>	<b>1,977,174</b>	<b>2,250,999</b>	<b>2,250,999</b>	<b>1,852,253</b>	<b>1,852,253</b>

CHEVY CHASE VILLAGE  
 FY2019 CONSOLIDATED BUDGET  
 SECOND DRAFT - Amended for 3/12/2018 and 4/9/2018 Public Hearings

<b>Communications</b>		<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>
Personnel:									
Payroll			255,815		251,313		283,650		284,373
	Salaries	238,113		229,662		264,300		265,023	
	Overtime	17,702		21,651		19,350		19,350	
Employer Obligations			19,020		19,469		23,088		22,998
	FICA-Employer	17,681		18,263		21,688		20,998	
	Unemployment Insurance	769		982		1,000		1,000	
	Workers' Compensation	570		224		400		1,000	
Employee Benefits			77,722		66,880		93,302		81,405
	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		28,600	
	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	389,001	389,001

CHEVY CHASE VILLAGE  
 FY2019 CONSOLIDATED BUDGET  
 SECOND DRAFT - Amended for 3/12/2018 and 4/9/2018 Public Hearings

Operations	Actuals Line Items	FY'16	Actuals Line Items	FY'17	Budgeted Line Items	FY'18	FY'19
		Actuals Subtotals		Actuals Subtotals		Budgeted Subtotals	Proposed Subtotals
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
<b>Total Communications</b>	369,807	369,807	355,734	355,734	422,985	422,985	411,396

CHEVY CHASE VILLAGE  
 FY2019 CONSOLIDATED BUDGET  
 SECOND DRAFT - Amended for 3/12/2018 and 4/9/2018 Public Hearings

<b>Public Works</b>			FY'16		FY'17		FY'18		FY'19
	<i>Actuals</i>	<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>							
Personnel:									
Payroll		407,293		402,622		423,902		431,652	
Salaries	405,498		401,911		422,902		430,652		
Overtime	1,795		711		1,000		1,000		
Employer Obligations		47,007		36,925		50,767		49,994	
FICA-Employer	30,752		30,071		33,767		32,994		
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		129,912	
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		44,280		
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	624,308	624,308	

CHEVY CHASE VILLAGE  
 FY2019 CONSOLIDATED BUDGET  
 SECOND DRAFT - Amended for 3/12/2018 and 4/9/2018 Public Hearings

Operations	<i>Actuals</i> <i>Line Items</i>	FY'16 <i>Actuals</i> <i>Subtotals</i>	<i>Actuals</i> <i>Line Items</i>	FY'17 <i>Actuals</i> <i>Subtotals</i>	<i>Budgeted</i> <i>Line Items</i>	FY'18 <i>Budgeted</i> <i>Subtotals</i>	<i>Proposed</i> <i>Line Items</i>	FY'19 <i>Proposed</i> <i>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
<b>Total Public Works</b>	942,532	942,532	873,236	873,236	1,008,495	1,008,495	1,010,766	1,010,766

CHEVY CHASE VILLAGE  
 FY2019 CONSOLIDATED BUDGET  
 SECOND DRAFT - Amended for 3/12/2018 and 4/9/2018 Public Hearings

<b>General Government</b>	<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>
Personnel:								
Payroll			446,166		448,731		443,512	
Salaries	443,884			445,860		440,512		460,994
Overtime	2,282			2,871		3,000		4,500
Employer Obligations		35,132		34,473		39,428		40,116
FICA-Employer	33,675			31,971		34,078		35,266
Unemployment Insurance	1,097			702		850		850
Workers' Compensation	360			1,800		4,500		4,000
Employee Benefits		122,665		95,616		124,285		122,895
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		46,550
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	653,005	653,005



CHEVY CHASE VILLAGE  
 FY2019 CONSOLIDATED BUDGET  
 SECOND DRAFT - Amended for 3/12/2018 and 4/9/2018 Public Hearings

	<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>
Operations								
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	880		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  
 SECOND DRAFT - Amended for 3/12/2018 and 4/9/2018 Public Hearings

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
<b>Total General Government</b>	<b>744,814</b>	<b>744,814</b>	<b>741,370</b>	<b>741,370</b>	<b>792,165</b>	<b>792,165</b>	<b>808,195</b>	<b>808,195</b>
<b>Professional Services</b>	<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>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
<b>Total Professional Services</b>	<b>48,576</b>	<b>48,576</b>	<b>62,704</b>	<b>62,704</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Subtotal On Going Operations</b>	<b>4,141,707</b>	<b>4,141,707</b>	<b>4,010,218</b>	<b>4,010,218</b>	<b>4,574,644</b>	<b>4,574,644</b>	<b>4,182,610</b>	<b>4,182,610</b>

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CHEVY CHASE VILLAGE  
 FY2019 CONSOLIDATED BUDGET  
 SECOND DRAFT - Amended for 3/12/2018 and 4/9/2018 Public Hearings

<b>Facilities, Fleet &amp; Infrastructure Village Hall</b>	<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>
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  
 SECOND DRAFT - Amended for 3/12/2018 and 4/9/2018 Public Hearings

	<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>
<b><i>Parks, Trees &amp; Greenspace</i></b>								
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  
 SECOND DRAFT - Amended for 3/12/2018 and 4/9/2018 Public Hearings

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	
<b>Subtotal</b>	<b>152,081</b>	<b>152,081</b>	<b>164,019</b>	<b>164,019</b>	<b>209,938</b>	<b>209,938</b>	<b>212,988</b>	<b>212,988</b>
		<i>FY'16</i>		<i>FY'17</i>		<i>FY'18</i>		<i>FY'19</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>
	<i>Line Items</i>	<i>Subtotals</i>						
<b>Lights</b>								
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
<b>Subtotal Facilities, Fleet &amp; Infrastructure</b>	<b>258,909</b>	<b>258,909</b>	<b>284,860</b>	<b>284,860</b>	<b>350,413</b>	<b>350,413</b>	<b>357,605</b>	<b>357,605</b>

CHEVY CHASE VILLAGE  
 FY2019 CONSOLIDATED BUDGET  
 SECOND DRAFT - Amended for 3/12/2018 and 4/9/2018 Public Hearings

**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  
 SECOND DRAFT - Amended for 3/12/2018 and 4/9/2018 Public Hearings

**Capital and Special Projects**

Western Grove Park Development	313,348	313,348	0	0	0	0	0	0	0
Del Park and W. Kirke Intersection Engineering &	193,741	193,741	0	0	0	0	0	0	0
Street Light Upgrades	0	0	0	0	10,000	10,000	10,000	10,000	10,000
Village-Wide Sidewalk Replacement	0	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	50,000
Buffer Area Sidewalk Replacement					71,500	71,500	0	0	0
Municipal Storm Drain System					15,000	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	3,500
Brookville Road Park Development					82,000	82,000	0	0	0
Village Hall Sidewalk, P/W Yard Fence Wall Rep.					83,000	83,000	0	0	0
W.Newlands Repaving	28,137	28,137	0	0	0	0	0	0	0
Village Hall Landscaping	3,717	3,717	0	0	0	0	0	0	0
Park and Greenspace Dev.Projects	13,960	13,960	0	0	0	0	0	0	0
Subtotal	659,175	659,175	98,675	98,675	376,000	376,000	78,500	78,500	78,500
<b>Subtotal Capital Projects</b>	<b>753,813</b>	<b>753,813</b>	<b>158,381</b>	<b>158,381</b>	<b>566,000</b>	<b>566,000</b>	<b>189,500</b>	<b>189,500</b>	<b>189,500</b>
<b>Total Expenses</b>	<b>5,154,429</b>	<b>5,154,429</b>	<b>4,453,459</b>	<b>4,453,459</b>	<b>5,491,057</b>	<b>5,491,057</b>	<b>4,729,715</b>	<b>4,729,715</b>	<b>4,729,715</b>

# Budget and Tax Matters

## Notice of a Public Hearing on the Proposed Budget and Tax Rates for FY2019

The Chevy Chase Village Board of Managers will convene on **Monday, April 9, 2018 at 7:30 p.m.** to hold a **public hearing** to consider residents' comments on the **proposed operating and capital budget and real and personal property tax rates** for the fiscal year beginning July 1, 2018 and ending on June 30, 2019 (FY2019).

The detailed proposed budget and Capital Improvements Program (CIP) plan are available at the Chevy Chase Village Office between 9:00 a.m. and 5:00 p.m., Monday through Friday. This information can also be accessed on our website at [www.chevychasevillagemd.gov](http://www.chevychasevillagemd.gov) (under "Government" "About", "Budget & Tax Information", "Draft FY2019 Budget & CIP") or you may submit a request for this information to be mailed to you by calling (301) 654-7300.

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### Board Action to Adopt: Proposed Budget and Tax Rates for FY2019

In accordance with the Charter for Chevy Chase Village, during the Village's **Annual Meeting** scheduled for **Monday, April 16, 2018 at 7:30 p.m.** in the Village Hall, the Board of Managers will take **action to adopt the proposed operating and capital budget and real and personal property tax rates** for the fiscal year beginning July 1, 2018 and ending on June 30, 2019 (FY2019).

**Enclosed in this insert you will find the following:**

- Budget Overview *Page 3*
- FY2019 Proposed Operating and Capital Budget Summary *Page 4*
- FY2019 Proposed Capital Improvements Program (CIP) Summary *Page 5*

## Treasurer's Comments on the Proposed FY 2019 Budget

This insert contains a summary of the proposed operating and capital budgets for the fiscal year that will begin on July 1, 2018 and end on June 30, 2019 (FY 2019). At the Village's Annual Meeting on Monday, April 16, the Board of Managers will adopt the operating budget, the capital budget, and the property tax rates for FY2019. The meeting will begin at 7:30 p.m.

The Village, of course, keeps books that conform to standard accounting requirements. The level of detail in the books, however, can sometimes obscure the basic information residents want to see. Additionally, unlike our tax revenue, our *SafeSpeed* revenue has significant associated expenses, and what we really want to know is how much remains after those expenses.

In addition to the full operating budget and capital expenditure presentations, we are providing a one-page **Budget Overview**. The overview shows where we expect to get our money and how we plan to spend it. In that overview the *SafeSpeed* revenue shown is the "net" that remains after we pay the company that provides the *SafeSpeed* cameras and pay the expenses of the police officer dedicated to reviewing the camera citations. However, even after those fixed expenses are deducted, not all of the remainder is available for discretionary spending. We have additional internal expenses for the *SafeSpeed* program, mostly for the cost of police and administration people who spend part of their time administering the program. To make this easier to see we have provided a single line for *SafeSpeed* operating expenses, then on the lines for Police and for General Administration we have shown only the amounts beyond what was allocated to *SafeSpeed*.

For every revenue or expense item in the **Budget Overview** we have shown the proposed amount for FY 2019, the percentage change from our current projections for FY 2018, and in some cases a comment about the reason for the change from 2018.

The proposed budget generally reflects a "business as usual" approach to governmental services and operations with no major planned operational or personnel changes, and reflects a continued Capital Improvement Program for maintaining Village vehicles and equipment and improvements to the Village's infrastructure.

We try to be conservative in expense budgeting. Our personnel cost projections assume that all current staff will continue to work for us through the year. Any turnover usually results in some reduction in average seniority and lower expenses.

We project a deficit \$49,291 for FY2019. We are fortunate enough to have a substantial reserve to absorb revenue shortfalls or emergency expenses and to maintain a healthy capital budget for the Village. Our financial position is healthy and stable.

Respectfully submitted,

Gary Crockett  
Board Member and Treasurer

## Budget Overview

	Proposed FY 2019 Budget	Difference from Projected FY 2018	Comments
<b>PROJECTED SOURCES OF FUNDS</b>			
Income Tax	2,200,000	0%	The current year revenue is 5% higher than budget, but the Wynne case repayment starts next year so we are keeping this at current budget level.
Property Tax	991,667	0%	The Board intends to maintain the constant yield property tax rate of \$.0819/\$100 assessed value and \$.66 for personal property and utilities.
<i>SafeSpeed</i> (net of direct costs)	662,500	+48%	We expect citations (issued and paid) to decrease some from this year. However we have renegotiated a much lower speed camera contract that will increase net revenue
Other	476,257	+2%	We are slightly surpassing budget by 2% this year so a status quo estimate is projected for FY 2018.
<b>Total Projected Funds (net)</b>	<b>4,330,424</b>	<b>+6%</b>	
<b>PLANNED USES OF FUNDS</b>			
<b><u>OPERATING EXPENSES</u></b>			
<i>SafeSpeed</i> Operating Expenses (net of direct costs)	350,000	-55%	Renegotiated a lower speed camera contract
Police (net of <i>SafeSpeed</i> )	1,152,253	+2%	Costs increased due to COLA and merit pay increases and slightly increased health insurance costs. These increases are partially offset by the replacement of a more senior employee who resigned with a new employee.
Communications	411,396	-3%	Increases due to COLA and merit pay increases and slightly increased health insurance costs are offset by the replacement of a tenured employee who resigned by a new employee.
Public Works	1,010,766	+2%	Due to COLA and some merit pay increases. Most public works employees are tenured and are not eligible for merit increases.
General Government (net of <i>Safe Speed</i> )	808,195	+2%	Due to COLA and merit pay increases and slightly increased health insurance costs.
Village Hall	104,617	+6%	A slight increase for inflation and the living wage policy for the janitorial services contract.
Parks, Trees, and Greenspace	212,988	+2%	A slight increase for inflation.
Street Light Operating Expenses	40,000	-2%	Actual costs have been slightly lower than budgeted costs.
Legal and Professional Services	100,000	0%	
<b><u>CAPITAL EXPENSES</u></b>			
Municipal Storm Drain System (planning)	15,000	N/A	Start of planning for the install of new storm drains along blocks where they do not currently exist.
Street Maintenance	50,000	-60%	The Village has repaved all public roadways in the last few years so only routine maintenance is needed at a decreased level.
Police Cruisers (fully outfitted)	91,000	N/A	Routine, scheduled replacement of police cruisers incl. full outfitting and in-car computer terminals.
Misc Capital Equipment Purchases, Projects	33,500	+14%	See page 5 for a description of various capital projects proposed for FY2019.
<b>Total Planned Expenditures (net)</b>	<b>4,379,715</b>	<b>-8%</b>	
<b>Planned Draw on Reserves:</b>	<b>(49,291)</b>		
<b>Planned Reserves Remaining:</b>	<b>7,984,464</b>		

**General Funds and *SafeSpeed* Budgets  
Proposed  
FY2019**

<b>I. Revenue</b>	<b>FY2019</b>
Income Tax	\$2,200,000
Property Tax	991,667
Investments & Misc. Income	53,000
Cost Recoveries/Grants	423,257
<i>SafeSpeed</i> Citation Revenue	1,012,500
<b>Total Revenue</b>	<b>\$4,680,424</b>

**II. Costs**

<b>A. On-going Programs</b>	<b>Personnel</b>	<b>Operations</b>	<b>Total</b>
<u>Department Services</u>			
Police	\$1,419,203	\$433,050	\$1,852,253
Communications	389,001	22,395	411,396
Public Works	624,308	386,458	1,010,766
General Government	653,005	155,190	808,195
Professional Services	0	100,000	100,000
 <u>Facilities, Fleet, &amp; Infrastructure</u>			
Village Hall		104,617	104,617
Parks, Trees, & Greenspaces		212,988	212,988
Lights		40,000	40,000
 <b>Subtotal</b>	 ----- <b>\$3,085,517</b>	 ----- <b>\$1,454,698</b>	 ----- <b>\$4,540,215</b>
 <b>Surplus/Deficit</b>			 <b>\$140,209</b>

**B. Capital Projects**

Equipment

Public Safety Technology	20,000
Police Cruisers x2 fully outfitted	91,000

Projects

Sidewalk Maintenance	3,500
Street Maintenance	50,000
Streetlight Upgrade	10,000
Municipal Storm Drain System	15,000

<b>Subtotal</b>	----- <b>\$189,500</b>
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<b>Total Costs</b>	<b>\$4,729,715</b>
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<b>III. Budgeted Deficit/Draw on Reserves/Surplus</b>	<b>(\$49,291)</b>
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**FY2019 – FY2024 Capital Improvements Program (CIP) and Special Projects**  
(Shown in thousands)

<b>Equipment</b>	<b>Proposed FY2019</b>	<b>Total 6 Yr. Cost</b>	<b>Equipment/Project Description</b>
General Govt. — Village Computer Server	\$0	\$18	The Village maintains two computer servers: one each for police records management and the financial accounting system. The servers need to be updated to be supported by the County operating system.
General Govt. — Administrative Vehicle	0	28	This vehicle is used by all general government staff for travel to and from meetings, Code enforcement patrols, capital projects supervision and meeting/event preparations. The recommended replacement vehicle is a four-wheel drive hybrid vehicle.
Public Safety/Communications Mobile Radios	0	35	This equipment will ensure the operation of emergency response; police patrols; house checks; and speed and stop sign enforcement.
Public Safety Vehicles— Marked Police Cars (3) and Unmarked (1)	91	272	The Police Department’s fleet supports the performance of public safety operations. The costs include all accessories such as lights, sirens, mobile laptops, etc.
Public Works— Leaf Vacuum (2) & Water Tank	0	38	This equipment supports the performance of public works services including leaf collection and watering of new Village trees.
Public Works— Vehicles	0	312	This fleet of trucks supports the Public Works Department’s services in providing snow plowing, special (bulk) pick-ups, yard waste collection, sidewalk repairs and leaf collection.
<b>Sub-Total</b>	<b>\$91</b>	<b>\$703</b>	

<b>Projects</b>	<b>Proposed FY2018</b>	<b>Total 6 Yr. Cost</b>	<b>Equipment/Project Description</b>
Street Maintenance & Repair	\$50	\$300	This ongoing program provides for maintenance and repair of Village roadways, curbs and gutters and stormwater infrastructure. The Village maintains 8.1 miles of roadway.
Sidewalk Maintenance	3.5	21	This ongoing program provides for sidewalk repairs performed by Public Works personnel.
Streetlight Upgrades	10	60	This ongoing program serves to maintain existing streetlights in addition to installing new streetlights in identified dark areas, thereby improving pedestrian and vehicular access.
Municipal Storm Drain System	15	265	Storm drain infrastructure is inadequate in some parts and non-existent in other parts of the Village. The FY2019 funding begins the feasibility study for installing storm drains along blocks where none currently exist and connecting the new storm drains to the existing county-owned and maintained system. This is proposed as a multi-year project with construction funding slated for FY2021-FY2023.
Public Safety Technology & Equipment	20	120	This funding allows for the acquisition of technology and equipment in support of public safety efforts.
Laurel Park Hydrology Study	0	100	This project will study the stormwater run-off through Laurel Park and the existing “rain garden” within it. Mitigation of erosion and run-off effects as well as roadway protection will be studied.
<b>Sub-Total</b>	<b>\$98.5</b>	<b>\$866</b>	
<b>Grand Total</b>	<b>\$189.5</b>	<b>\$1,569</b>	