
**CHEVY CHASE VILLAGE
BOARD OF MANAGERS
JUNE 8, 2015 MEETING**

STAFF REPORT

TO: BOARD OF MANAGERS
FROM: SHANA R. DAVIS-COOK, VILLAGE MANAGER 
DATE: 4/9/2015

SUBJECT: RESOLUTION NO. 06-01-15: FY2015 BUDGET AMENDMENT

AN ORDINANCE TO AMEND THE FISCAL YEAR 2015 BUDGET TO TRANSFER \$6,000.00 FROM THE "POLICE, OPERATIONS" LINE ITEM IN THE OPERATING BUDGET TO THE "COMMUNICATIONS, PERSONNEL" LINE ITEM IN THE OPERATING BUDGET TO FUND INCREASED COMMUNICATIONS CENTER PERSONNEL EXPENSES.

Background/Update

As I indicated during the Board's FY2016 Budget Work Session held this past February, personnel expenses related to salaries and overtime have been tracking very close to budget for the last two quarters of the fiscal year. Factors contributing to the need for this budget amendment are:

- In this last quarter, a departing Communications Clerk provided us with 30-days' notice of his resignation. This afforded us the "rare" opportunity to hire a new clerk immediately in order to complete the 30-day training of the new clerk before the departing clerk's last day.
- Upon resignation, employees are entitled to receive compensation for any accrued compensatory hours (overtime hours banked instead of paid out in the respective pay period) and up to 30-days of unused accrued annual leave (vacation) hours. The payout provided to the departing Communications Clerk also placed additional pressure on the personnel budget as this is in expense that we do not incorporate into the personnel budget.
- Overtime expenses in the current year exceed budget allocations due to extended illnesses, which required shift coverage by other personnel.

Board Action Requested

In order to cover the unbudgeted increases in personnel expenses within the Communications Center, we will need to increase the budget allocation for Communications Center personnel from \$325,346 to \$331,346, an increase of \$6,000. Rather than appropriating these funds from reserves, I recommend that we allocate these funds from the Police, Operations line item where we have a healthy surplus attributable to various factors, but primarily a 10% decrease in the contract cost for the *SafeSpeed* Program.

Draft Motion

I move to approve Resolution No. 06-01-15, AS DRAFTED/AMENDED AS FOLLOWS__.

Attachments

Budget Summary w/ amendments shown
Resolution No. 06-01-15

Resolution No.: 06-01-15

Introduced: 06-08-15

Adopted: 06-08-15

Effective: 06-22-15

BOARD OF MANAGERS
FOR
CHEVY CHASE VILLAGE, MD

SUBJECT: AN ORDINANCE TO AMEND THE FISCAL YEAR 2015 BUDGET TO TRANSFER \$6,000.00 FROM THE “POLICE, OPERATIONS” LINE ITEM IN THE OPERATING BUDGET TO THE “COMMUNICATIONS, PERSONNEL” LINE ITEM IN THE OPERATING BUDGET TO FUND INCREASED COMMUNICATIONS CENTER PERSONNEL EXPENSES.

WHEREAS, §5-205 *et seq.* of the Local Government Article, Annotated Code of Maryland, authorizes the Board of Managers to provide for the control and management of its finances and spend money for any public purpose and for the safety, health, and general welfare of the Village and its occupants; and

WHEREAS, Section 6-203 of the Tax-Property Article, of the Annotated Code of Maryland (as amended), grants authority to municipal corporations to levy a tax on personal property, land, and improvements thereon, within the municipal corporation; and

WHEREAS, Section 77-14(a) of the Chevy Chase Village Charter authorizes the Board of Managers to adopt such ordinances as it deems necessary for the health, safety and welfare of the Village; and

CAPS
[Brackets]
Asterisks ***

: Indicate matter added to existing law.
: Indicate matter deleted from law.
: Indicate matter remaining unchanged in existing law but not set forth in Ordinance

WHEREAS, Section 77-6 of the Chevy Chase Village Charter authorizes the Board to adopt and amend a budget; and

WHEREAS, the Board of Managers has determined that there are additional costs associated with authorized Communications expenditures due to personnel changes, payout of accrued annual and compensatory leave, and overtime that are not reflected in the FY 2015 budget; and

WHEREAS, the Board of Managers has determined that an amendment to the Budget Ordinance is required to authorize payment of the increased personnel costs through a transfer from operating funds.

WHEREAS, the Board of Managers finds that the budget amendments as hereinafter set forth are necessary to assure the good government of the Village; for the protection and preservation of the Village's property, rights and privileges; for the preservation of peace and good order; for securing persons and property from violence, danger and destruction; and for the protection and promotion of the health, comfort, and convenience of the residents of the Village.

NOW THEREFORE, the Board of Managers of Chevy Chase Village does hereby adopt the following ordinance:

AN ORDINANCE TO AMEND THE FISCAL YEAR 2015 BUDGET TO TRANSFER \$6,000.00 FROM THE "POLICE, OPERATIONS" LINE ITEM IN THE OPERATING BUDGET TO THE "COMMUNICATIONS, PERSONNEL" LINE ITEM IN THE OPERATING BUDGET TO FUND INCREASED COMMUNICATIONS CENTER PERSONNEL EXPENSES.

SECTION 1.

BE IT ORDAINED AND ORDERED this ____ day of _____, 2015, by the

Board of Managers of Chevy Chase Village, acting under and by virtue of the authority granted to it by §5-201 *et seq.* of the Local Government Article, Annotated Code of Maryland, and Sec. 77-6 and Sec. 77-14 of the Village Charter, that the budget adopted for the 2015 fiscal year, from July 1, 2014 through June 30, 2015, be and the same hereby is amended to:

Transfer \$6,000.00 from the “Police, Operations” line item in the Operating Budget to the “Communications, Personnel” line item in the Operating Budget to fund increased Communications Center personnel expenses.

AND BE IT FURTHER ORDAINED AND ORDERED, this _____ day of _____, 2015, by the Board of Managers of Chevy Chase Village, acting under and by virtue of the authority granted to it by §5-201 *et seq.* of the Local Government Article, Annotated Code of Maryland and Sec. 77-6 and Sec. 77-14 of the Village Charter that:

- (1) If any part or provision of this ordinance is declared by a court of competent jurisdiction to be invalid, the part or provision held to be invalid shall not affect the validity of the ordinance as a whole or any remaining part thereof; and
- (2) This ordinance shall take effect on the _____ day of _____, 2015, provided the same is posted at the Village Office for fourteen (14) days prior thereto.

CHEVY CHASE VILLAGE

Michael L. Denger, Chairman
Board of Managers
Chevy Chase Village

ATTEST:

Richard Ruda, Secretary

**General Funds and SafeSpeed Budgets
Proposed for Amendment on June 8, 2015**

I. Revenue			FY2015
Income Tax			2,600,000
Property Tax			940,500
Investments & Misc. Income			44,701
Cost Recoveries/Grants			409,511
Citation Revenue			1,392,500
WSSC/Washington Gas Revenue			1,450,000
Total Revenue			<u>6,837,212</u>
II. Costs			
A. On-going Program	Personnel	Operations	Total
<u>Department Services</u>			
Police	1,242,427	859,920	2,102,347
Communications	331,346	19,920	351,266
Public Works	570,560	308,900	879,460
General Government	616,355	147,040	763,395
Legal Counsel-General		100,000	100,000
<u>Facilities, Fleet, & Infrastructure</u>			
Village Hall		88,325	88,325
Parks, Trees, & Greenspace		196,320	196,320
Lights		42,500	42,500
Subtotal	----- 2,760,688	----- 1,762,925	----- 4,523,613
 Surplus/Deficit			 2,313,599
B. Capital Projects			
<u>Equipment</u>			
Public Works Equipment			21,000
Crime Fighting Technology			20,000
General Government Vehicle			40,000
Police Vehicle			40,000
General Government Equipment			3,500
Recycling Bins			36,000
<u>Projects</u>			
Sidewalk Maintenance			3,500
Street Maintenance			1,750,000
Village-Wide Sidewalk Replacement			140,000
Street Light Upgrades			289,000
Western Grove Park			250,000
Laurel Park and W. Kirke Intersection Study			50,000
Laurel Park Hydrology Study			75,000
Village Hall Repairs			200,000
Street Signage			10,000
Brookville Road Sidewalk Maintenance			150,000
Sidewalk Installation			40,000
Park Development Projects			21,000
Subtotal			----- 3,139,000
 Total Costs			 7,662,613
III. Budgeted Deficit/Draw on Reserves			(825,401)