
**CHEVY CHASE VILLAGE
BOARD OF MANAGERS
MARCH 9, 2020 MEETING**

STAFF REPORT

TO: BOARD OF MANAGERS
FROM: SHANA R. DAVIS-COOK, VILLAGE MANAGER 
DATE: 3/3/20
SUBJECT: POST WORK-SESSION PRESENTATION REVISIONS TO THE DRAFT
BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 (FY2021)

Background

The Board held its work session to review the Village Manager's initial draft budget on February 24, 2020. The full detailed draft budget and draft Capital Improvements Program (CIP) were posted to the Village website prior to the work session and an amended budget, per the below modifications, has also been posted to the website. To-date, no comments have been received regarding the draft budget.

Budget Amendments

- Cost-of-Living (COLA) Adjustment—I advised the Board at your work session that the Bureau of Labor Statistics' Consumer Price Index Report for calendar year 2019 for the Washington-Arlington-Alexandria area would be released at the end of February. When released the index was 1%; therefore, the 2% placeholder that we had used has been decreased by 1% and the related personnel expenses for salaries, FICA, and pension were all reduced accordingly.
- Additionally, the initial draft budget did not include COLA for the three eligible employees within the police department. The salary-impacted line items within the department have been adjusted to account for the 1% COLA.
- No other changes have been made to the proposed budget.

Attached please find a memo from Chief Fitzgerald correcting figures that were used in his original salary recommendation memo.

FY2021 Budget Process

- The Board is scheduled to hold two Public Hearings on the draft budget:
 - Monday, March 9 regular monthly meeting
 - Monday, April 13 regular monthly meeting
- An explanatory memo regarding the budget will be drafted by Board Treasurer Mr. Gary Crockett and included in the April issue of the *Crier*.
- The Board will adopt the FY2021 operating and capital budget and the real estate and personal property tax rates during the Village's Annual Meeting on Monday, April 20.

Board Action Requested

Unless there are further amendments to the proposed budget, no formal Board action is required at this time and the enclosed budget summary will be included in the April issue of the *Crier*.

Attachments

Bureau of Labor Statistics Report

Memo from Chief Fitzgerald, dated February 26, 2020

Second Draft FY2021 Operating & Capital Budget Summary

Second Draft FY2021 Draft Detailed Budget (only Personnel Expense sheets affected)

Second Draft FY2021 General Pay Scale

Second Draft FY2021 Police Pay Scale

U.S. BUREAU OF LABOR STATISTICS

Databases, Tables & Calculators by Subject

Change Output Options:

From: To:



include graphs include annual averages

[More Formatting Options](#) ➔

Data extracted on: February 25, 2020 (12:01:06 PM)

CPI for Urban Wage Earners and Clerical Workers (CPI-W)

Series Id: CWURS35ASA0
Not Seasonally Adjusted
Series Title: All items in Washington-Arlington-Alexandria, DC-VA-MD-WV, urban wage earners and clerical workers, not seasonally adjusted
Area: Washington-Arlington-Alexandria, DC-VA-MD-WV
Item: All items
Base Period: 1982-84=100

Download:



Year	Annual
2015	246.491
2016	249.076
2017	252.067
2018	257.865
2019	260.554

12-Month
Percent
Change

Series Id: CWURS35ASA0
Not Seasonally Adjusted
Series Title: All items in Washington-Arlington-Alexandria, DC-VA-MD-WV, urban wage earners and clerical workers, not seasonally adjusted
Area: Washington-Arlington-Alexandria, DC-VA-MD-WV
Item: All items
Base Period: 1982-84=100

Download:



Year	Annual
2016	1.0
2017	1.2
2018	2.3
2019	1.0

- [Home](#)
- [Subjects](#)
- [Data Tools](#)
- [Publications](#)
- [Economic Releases](#)
- [Students](#)
- [Beta](#)



U.S. BUREAU OF LABOR STATISTICS
Postal Square Building

INFO

- [What's New](#)
- [FAQs](#)
- [A-Z](#)
- [Glossary](#)
- [About BLS](#)
- [Careers @ BLS](#)
- [Find It! DOI](#)

RESOURCES

- [Inspector General \(OIG\)](#)
- [Budget and Performance](#)
- [No Fear Act](#)
- [USA.gov](#)

ABOUT THIS SITE

- [Sitemap](#)
- [Freedom of Information Act](#)
- [Privacy & Security Statement](#)
- [Disclaimers](#)
- [Linking & Copyright Info](#)

Memo

To: Shana Davis-Cook, Village Manager
From: John M. Fitzgerald, Chief of Police
Date: February 26, 2020
Re: Incorrect current salary figures discovered and corrected

Yesterday, following Monday night's budget work session, I began the task of creating salary information for each officer so that I could present individualized numbers to each of them one-on-one. As I did so, I discovered that I used incorrect hourly wage information for the current salary calculations; the salary numbers that I used were slightly higher than the officers' current salaries. As soon as I learned of the error, I worked with Finance Director Demetri Protos to recheck all of the numbers.

The outcome is this:

- The proposed FY21 *operating budget* will remain unchanged because we inserted correct proposed salary figures to pay for the new salaries.
- Since the current salaries are slightly lower than I previously reported, the *difference* between what the officers earn now versus what they will be earning on July 1, 2020 increased by approximately \$11,000.
- **The original table showed that the total cost of implementation in FY21 would be \$102,949; the corrected implementation cost is \$113,673 (a difference of \$10,724).**

I have attached the original table and the corrected table as well as the final proposed salary schedule.

I apologize for the error and I wanted you to be aware of it right away.

Original table

These current pay figures were incorrect and slightly higher than actual.

Total First-Year (FY21) Cost of Proposal (Salary increases, one-time payouts, FICA, retirement contribution)				
	Years of Service 6/30/2020	FY21 Salary (current schedule— 2% COLA assumed)	FY21 Proposed Salary	Actual payroll increase in FY21
	13.8	87,851.20	93,745.60	5894.40
	10.8	81,278.40	93,745.60	12,467.20
	4.9	66,907.20	85,102.40	18,195.20
	14.9	91,686.40	93,745.60	2,059.20
	17.1	94,018.40	93,766.40	(252)
	0.6	56,722.00	71,530.40	14,808.40
	2.2	58,373.60	73,379.60	15,006.00
	13	88,441.60	93,745.60	5,304.00
Salary subtotals:		625,278.80	698,761.20	
Subtotals X 1.03: (3% cushion for contingencies)		644,037.16	719,724.04	75,686.88
Maxed employees			One-time 4% payouts (proposed)	
	22.7	114,004.80	4,560	
	17.1	93,766.40	3,751	
	24.2	103,396.80	4,136	
			Payout total:	12,447
			<i>Salary increase + one-time payouts:</i>	\$88,133.88
		Additional FICA payment		6742.24
		Additional retirement contribution		8072.97
		Grand Total of Year 1 Costs		102,949.09


 Original year 1 cost

Corrected table

These are the corrected (slightly lower) numbers

The lower current salary figures raised these numbers

Total First-Year (FY21) Cost of Proposal (Salary increases, one-time payouts, FICA, retirement contribution)				
	Years of Service 6/30/2020	FY20 Salary (current schedule— 2% COLA assumed)	FY21 Proposed Salary	Actual payroll increase in FY21
	13.8	85,034	93,766	8,732
	10.8	78,605	93,766	15,161
	4.9	64,624	83,262	18,638
	14.9	88,428	93,766	5,338
	0.6	55,225	68,500	13,275
	2.2	59,729	75,521	15,792
	13	88,434	93,766	5,332
Salary subtotals:		520,079	602,347	82,268
Subtotals X 1.03: (3% cushion for contingencies)		535,681	620,417	84,736
Maxed employees			One-time 4% payouts (proposed)	
	22.7	114,004.80	4,560	
	17.1	93,766.40	3,751	
	24.2	103,396.80	4,136	
			Payout total:	12,447
			<i>Salary increase + one-time payouts:</i>	\$97,183
Additional FICA payment				7435
Additional retirement contribution				9055
Grand Total of Year 1 Costs				113,673

Corrected year 1 cost

**General Funds and SafeSpeed Budgets
Proposed FY 2021**

I. Revenue		FY2021	
Income Tax			3,000,000
Property Tax			1,001,667
Investments & Misc. Income			178,000
Cost Recoveries/Grants			450,670
SafeSpeed Citation Revenue			700,005
			<hr/>
Total Revenue			5,330,342
II. Costs			
A. On-going Programs	Personnel	Operations	Total
<u>Department Services</u>			
Police	1,749,149	435,050	2,184,199
Communications	397,367	24,720	422,087
Public Works	659,725	514,400	1,174,125
General Government	723,250	160,740	883,990
Professional Services	0	100,000	100,000
<u>Facilities, Fleet, & Infrastructure</u>			
Village Hall		115,225	115,225
Parks, Trees, & Greenspaces		250,488	250,488
Lights		40,000	40,000
			<hr/>
Subtotal	3,529,491	1,640,623	5,170,114
Surplus/Draw on Reserves			160,228
B. Capital Projects			
<u>Equipment</u>			
Computer Server			10,000
Public Safety Technology			20,000
Police Cruisers			108,000
Police Radio Upgrades			30,000
Medium Body Dump Truck			120,000
Tractor Front-End Loader			48,000
Admin Electric Car			40,000
<u>Projects</u>			
Sidewalk Maintenance			3,500
Street Maintenance			50,000
Streetlight Upgrade			10,000
Municipal Storm Drain System			330,000
Village Floor Repair and Refinish			25,000
			<hr/>
Subtotal			794,500
Total Costs			5,964,614
Surplus/Draw on Reserves			(634,272)
Projected Reserves			11,008,933

CHEVY CHASE VILLAGE
 FY2021 CONSOLIDATED BUDGET
 SECOND DRAFT - March 9, 2020 Public Hearing

<i>Police Department</i>		FY'18		FY'19		FY'20		FY'21	
		<i>Actuals Line Items</i>	<i>Actuals Subtotals</i>	<i>Actuals Line Items</i>	<i>Actuals Subtotals</i>	<i>Budgeted Line Items</i>	<i>Budgeted Subtotals</i>	<i>Proposed Line Items</i>	<i>Proposed Subtotals</i>
Personnel:									
Payroll			1,027,237		1,047,733		1,149,834		1,271,519
	Salaries	1,022,509		1,043,047		1,137,834		1,257,519	
	Overtime	4,728		4,686		12,000		14,000	
Employer Obligations			92,920		95,792		114,784		125,800
	FICA-Employer	74,726		75,163		87,984		96,500	
	Unemployment Insurance	1,639		629		6,800		6,800	
	Workers' Compensation	16,555		20,000		20,000		22,500	
Employee Benefits			226,872		266,696		312,169		346,080
	Sick Leave	7,906		8,751		11,000		12,500	
	Health/Dental/Vision Insurance	102,954		136,964		167,794		187,980	
	Life & Disability Insurance	11,360		14,969		15,000		15,750	
	Pension Contributions	103,065		104,594		115,525		127,200	
	Employee Relations	1,587		1,418		2,850		2,650	
Organizational Development			3,772		3,357		5,750		5,750
	Conferences	1,682		1,763		3,000		3,000	
	Dues & Subscriptions	1,360		954		1,000		1,000	
	Employee Recruiting	730		0		1,000		1,000	
	Program Accreditation	0		0		0		0	
	Seminars & Training	0		640		750		750	
	Subtotal	1,350,801	1,350,801	1,413,578	1,413,578	1,582,537	1,582,537	1,749,149	1,749,149

CHEVY CHASE VILLAGE
 FY2021 CONSOLIDATED BUDGET
 SECOND DRAFT - March 9, 2020 Public Hearing

Operations	<i>Actuals Line Items</i>	FY'18	<i>Actuals Line Items</i>	FY'19	<i>Budgeted Line Items</i>	FY'20	<i>Proposed Line Items</i>	FY'21
		<i>Actuals Subtotals</i>		<i>Actuals Subtotals</i>		<i>Budgeted Subtotals</i>		<i>Proposed Subtotals</i>
Communications		9,044		9,914		11,050		11,050
Internet Access	450		584		550		550	
Office Phone Usage	3,998		4,552		5,000		5,000	
Cell Phone Usage	1,135		1,183		1,500		1,500	
CJIS Logins	700		651		1,100		1,100	
MDT Wireless Service	2,761		2,944		2,900		2,900	
General		11,773		8,051		14,550		14,550
Books & Publications	0		564		100		100	
Reimbursements: Mileage/Other	526		355		350		350	
Printing	320		230		600		600	
Uniforms: Cleaning	3,630		3,410		4,300		4,300	
Uniforms: Cloth	5,711		297		3,800		3,800	
Uniforms: Equipment	1,586		3,195		5,400		5,400	
Insurance		10,339		11,796		11,000		12,000
Police Liability Insurance	5,884		7,714		6,500		7,000	
Police Vehicle Insurance	4,455		4,082		4,500		5,000	
Insurance Deductible	0		0		0		0	
Professional Services		500		0		500		500
Public Safety(Legal)	0		0		0		0	
Medicals & Physicals	452		0		500		500	

CHEVY CHASE VILLAGE
 FY2021 CONSOLIDATED BUDGET
 SECOND DRAFT - March 9, 2020 Public Hearing

Service Contracts		475,092		329,437		355,700		355,700
Police Copier Service	2,065		2,389		2,700		2,700	
Police Svc Cnt (Radios/Lasers)	0		0		1,000		1,000	
Gun Range	2,200		1,100		2,000		2,000	
Contractor Processing	470,827		325,948		350,000		350,000	
Supplies		9,943		8,218		13,050		13,050
Police Office Supplies	4,521		2,383		5,000		5,000	
Small Tools & Supplies	383		0		550		550	
Police Ammunition	1,528		2,059		4,000		4,000	
Street Signage	3,511		3,776		3,500		3,500	
Vehicle Operations		20,036		23,052		23,000		23,000
Fuel	10,634		11,163		13,000		13,000	
Maintenance	0		0		2,500		2,500	
Repairs	9,402		11,889		7,500		7,500	
Equipment M&R		735		480		1,500		1,500
Equipment Repair & Maintenance	375		480		1,000		1,000	
Office Equipment & Furniture	360		0		500		500	
Computer & Technical Support		690		3,018		3,700		3,700
Software Upgrades	0		0		200		200	
Hardware Systems	410		2,956		1,000		1,000	
Installations & Setup & Peripherals	280		62		500		500	
SW/Hardware New Sys/Apps	0		0		2,000		2,000	
Subtotal	538,104	538,152	393,966	393,966	434,050	434,050	435,050	435,050
Total Police	1,888,905	1,888,953	1,807,544	1,807,544	2,016,587	2,016,587	2,184,199	2,184,199

CHEVY CHASE VILLAGE
 FY2021 CONSOLIDATED BUDGET
 SECOND DRAFT - March 9, 2020 Public Hearing

		<i>Actuals</i>	FY'18	<i>Actuals</i>	FY'19	Budgeted	FY'20	Proposed	FY'21
		<i>Line Items</i>	<i>Subtotals</i>						
Communications									
Personnel:									
	Payroll		273,508		252,943		276,932		291,060
	Salaries	247,858		233,251		255,932		270,060	
	Overtime	25,650		19,692		21,000		21,000	
	Employer Obligations		20,091		19,579		22,812		24,350
	FICA-Employer	19,799		18,678		20,812		22,350	
	Unemployment Insurance	0		398		1,000		1,000	
	Workers' Compensation	292		503		1,000		1,000	
	Employee Benefits		68,436		56,764		69,105		81,732
	Sick Leave	1,047		1,033		3,000		4,000	
	Health/Dental/Vision Insurance	39,213		29,432		32,125		41,632	
	Life & Disability Insurance	3,595		3,462		4,750		5,050	
	Pension Contributions	23,698		22,136		27,980		30,000	
	Employee Relations	883		701		1,250		1,050	
	Organizational Development		225		225		225		225
	Conferences	303		0		0		0	
	Dues & Subscriptions	57		0		75		75	
	Employee Recruiting	375		375		0		0	
	Seminars & Training	0		0		150		150	
	Subtotal	362,770	362,260	329,661	329,511	369,074	369,074	397,367	397,367

CHEVY CHASE VILLAGE
 FY2021 CONSOLIDATED BUDGET
 SECOND DRAFT - March 9, 2020 Public Hearing

Operations	<i>Actuals Line Items</i>	FY'18	<i>Actuals Line Items</i>	FY'19	FY'20		FY'21	
		<i>Actuals Subtotals</i>		<i>Actuals Subtotals</i>	<i>Budgeted Line Items</i>	<i>Budgeted Subtotals</i>	<i>Proposed Line Items</i>	<i>Proposed Subtotals</i>
Communications		1,423		1,812		2,570		2,570
Office Phone Usage	161		524		1,000		1,000	
Cell Phone Usage	863		868		1,000		1,000	
CJIS Logins	399		385		420		420	
General								
Reimbursements: Mileage/Other	0		35		50		50	
Printing	0		0		100		100	
Service Contracts		13,934		14,520		15,000		16,000
RMS/CAD/Mobile Software	13,934		14,520		15,000		16,000	
Supplies		539		957		2,000		2,000
Comm Ctr Office Supplies	539		957		2,000		2,000	
Equipment M&R		277		340		1,000		1,000
Equipment Repair & Maintenance	277		340		1,000		1,000	
Computer & Technical Support		1,081		997		4,650		3,150
Office Equipment & Furniture	897		897		2,500		1,000	
Hardware Systems	154		100		1,000		1,000	
Installations, Setup & Support	0		0		150		150	
SW/Hardware New Sys/Apps	30		0		1,000		1,000	
Subtotal	17,254	17,254	18,626	18,626	25,220	25,220	24,720	24,720
Total Communications	380,024	379,514	348,287	348,137	394,294	394,294	422,087	422,087

CHEVY CHASE VILLAGE
 FY2021 CONSOLIDATED BUDGET
 SECOND DRAFT - March 9, 2020 Public Hearing

Public Works		FY'18		FY'19		FY'20		FY'21	
		<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		409,979		366,375		431,987		443,000
	Salaries	408,692		365,983		430,987		442,000	
	Overtime	1,287		392		1,000		1,000	
	Employer Obligations		40,626		41,035		49,988		53,500
	FICA-Employer	30,663		27,015		32,988		34,000	
	Unemployment Insurance	581		497		2,000		2,000	
	Workers' Compensation	9,382		13,523		15,000		17,500	
	Employee Benefits		121,095		114,808		142,498		148,975
	Sick Leave	1,747		2,526		3,000		4,000	
	Health/Dental/Vision Insurance	70,843		67,504		87,498		91,875	
	Life & Disability Insurance	4,945		4,646		6,200		6,500	
	Pension Contributions	42,394		39,007		44,000		45,000	
	Employee Relations	1,166		1,125		1,800		1,600	
	Temporary Labor		8,097		17,110		13,000		13,000
	Contract Labor/Temp Staff	8,097		17,110		13,000		13,000	
	Organizational Development		0		659		750		1,250
	Employee Recruiting			659		0		500	
	Seminars & Training	0		0		750		750	
	Subtotal	579,797	579,797	539,987	539,987	638,223	638,223	659,725	659,725

CHEVY CHASE VILLAGE
 FY2021 CONSOLIDATED BUDGET
 SECOND DRAFT - March 9, 2020 Public Hearing

Operations	<i>Actuals Line Items</i>	FY'18 <i>Actuals Subtotals</i>	<i>Actuals Line Items</i>	FY'19 <i>Actuals Subtotals</i>	<i>Budgeted Line Items</i>	FY'20 <i>Budgeted Subtotals</i>	<i>Proposed Line Items</i>	FY'21 <i>Proposed Subtotals</i>
Communications		2,661		2,686		3,000		3,000
Office Phone Usage	445		0		300		300	
Cell Phone Usage	2,216		2,686		2,700		2,700	
Refuse & Recycling		262,535		248,633		304,360		424,300
Brush	6,844		2,652		22,000		22,000	
Leaves	12,348		8,045		10,000		10,000	
Refuse	21,687		14,358		25,000		25,000	
Contract Collection: Refuse	147,253		148,320		159,560		219,500	
Contract Collection: Recycling	74,403		75,258		87,800		147,800	
General		1,300		1,156		2,500		2,500
Public Works Uniforms	1,300		1,156		2,500		2,500	
Insurance		4,491		5,387		4,900		5,600
Public Works Vehicle Ins.	3,924		5,000		4,300		5,000	
Professional Services		0		0		0		0
Medicals & Physicals	567		387		600		600	
Weather Events		13,735		17,439		33,500		33,500
Weather Events: Labor	6,910		6,752		17,500		17,500	
Weather Events: Material	5,273		9,275		15,000		15,000	
Weather Events: Equipment	1,552		1,412		1,000		1,000	
Supplies		2,661		3,182		4,000		4,000
Tools & Supplies	2,661		3,182		4,000		4,000	
Vehicle Operations		29,458		46,680		41,000		41,000
Fuel	11,309		10,871		13,000		13,000	
Parts & Supplies	0		0		4,000		4,000	
Repairs & Maintenance	18,149		35,809		24,000		24,000	
Equipment M&R		0		298		1,000		500
Equipment Repair & Maintenance	0		298		1,000		500	
Subtotal	316,841	316,841	325,461	325,461	394,260	394,260	514,400	514,400
Total Public Works	896,638	896,638	865,448	865,448	1,032,483	1,032,483	1,174,125	1,174,125

CHEVY CHASE VILLAGE
 FY2021 CONSOLIDATED BUDGET
 SECOND DRAFT - March 9, 2020 Public Hearing

		Budgeted	FY'18	Actuals	FY'19	Budgeted	FY'20	Proposed	FY'21
<i>General Government</i>		<i>Line Items</i>	<i>Subtotals</i>						
Personnel:									
Payroll			386,959		399,140		476,024		498,750
	Salaries	381,755		395,708		471,524		494,250	
	Overtime	5,204		3,432		4,500		4,500	
Employer Obligations			28,877		29,474		41,121		43,050
	FICA-Employer	28,223		28,544		36,271		38,200	
	Unemployment Insurance	420		427		850		850	
	Workers' Compensation	234		503		4,000		4,000	
Employee Benefits			85,159		102,729		147,400		155,150
	Sick Leave	3,304		3,580		5,000		6,000	
	Health/Dental/Vision Insurance	42,640		57,081		86,776		91,150	
	Life & Disability Insurance	3,855		4,038		6,200		6,500	
	Pension Contributions	34,562		36,882		47,924		50,000	
	Employee Relations	798		1,148		1,500		1,500	
Organizational Development			32,736		61,896		25,800		26,300
	Conferences	4,483		4,205		6,800		6,800	
	Dues & Subscriptions	15,627		16,908		15,500		16,000	
	Employee Recruiting	9,934		2,481		500		500	
	Temp Labor	2,692		38,051		0		0	
	Seminars & Training	0		251		3,000		3,000	
	Subtotal	533,731	533,731	593,239	593,239	690,345	690,345	723,250	723,250

CHEVY CHASE VILLAGE
 FY2021 CONSOLIDATED BUDGET
 SECOND DRAFT - March 9, 2020 Public Hearing

	<i>Actuals Line Items</i>	FY'18	<i>Actuals Line Items</i>	FY'19	FY'20		FY'21	
		<i>Actuals Subtotals</i>		<i>Actuals Subtotals</i>	<i>Budgeted Line Items</i>	<i>Budgeted Subtotals</i>	<i>Proposed Line Items</i>	<i>Proposed Subtotals</i>
Operations								
Communications		6,385		6,669		8,100		8,100
Office Phone Usage	3,961		4,424		5,000		5,000	
Cell Phone Usage	1,464		1,285		2,100		2,100	
MDT Wireless Service	960		960		1,000		1,000	
Community Events		21,366		24,560		27,500		27,600
Halloween	1,482		1,651		1,700		1,800	
Winter Holiday Party	14,475		15,239		15,500		15,500	
Other Community Events	3,255		4,565		8,500		8,500	
Annual Meeting	295		188		200		200	
July 4th	1,859		2,917		1,600		1,600	
General		25,892		19,797		33,350		36,350
Payroll Processing	5,084		5,229		6,500		6,500	
Bank Charges	0		0		0		3,000	
Newsletter	6,784		7,143		8,500		8,500	
Elections	0		0		1,500		1,500	
Books & Publications	0		0		100		100	
Meeting Expenses	0		101		1,500		1,500	
Reimbursements: Mileage/Other	754		445		500		500	
Metered Postage	2,010		1,292		1,500		1,500	
Bulk Permit Postage	3,725		2,925		4,000		4,000	
General Postage	520		399		750		750	
Printing	7,015		2,263		8,500		8,500	

CHEVY CHASE VILLAGE
 FY2021 CONSOLIDATED BUDGET
 SECOND DRAFT - March 9, 2020 Public Hearing

Insurance		24,753		22,050		32,850		32,850
General & Excess Liability	17,300		16,183		24,850		24,850	
Primary Endorsements (LGIT)	888		0		1,000		1,000	
Public Officials	4,474		3,776		5,000		5,000	
Treasury, Fidelity & Crime	2,091		2,091		2,000		2,000	
Professional Services		17,652		22,020		22,500		23,250
Accounting & Audit	8,850		13,439		12,750		13,500	
Legal:Notices	0		0		1,500		1,500	
Website Maintenance & Improvement	8,802		8,581		8,250		8,250	
Service Contracts		9,201		8,263		9,515		9,515
Admin Copier/Fax Service	7,134		6,231		7,100		7,100	
Postage Meter & Scale Rental	713		678		915		915	
Accounting Software Contract	1,354		1,354		1,500		1,500	
Supplies		3,888		4,941		7,500		7,500
Administration Office Supplies	3,888		4,941		7,500		7,500	
Equipment M&R		600		600		600		600
Equipment Repair & Maintenance	0		535		600		600	
Computer & Technical Support		6,483		13,012		14,975		14,975
Office Equipment & Furniture	152		112		625		625	
Software Upgrades	0		0		1,750		1,750	
Hardware Systems	0		1,286		3,000		3,000	
Data Backup	6,320		8,022		7,500		7,500	
Installations & Setup	0		0		200		200	
Peripherals	11		192		400		400	
SW/Hardware New Sys/Apps	0		3,400		1,500		1,500	
Subtotal	115,620	116,220	121,847	121,912	156,890	156,890	160,740	160,740
Total General Government	649,351	649,951	715,086	715,151	847,235	847,235	883,990	883,990
Professional Services	<i>Actuals</i>	<i>FY'18</i>	<i>Actuals</i>	<i>FY'19</i>	<i>Budgeted</i>	<i>FY'20</i>	<i>Proposed</i>	<i>FY'21</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>	<i>Subtotals</i>	<i>Subtotals</i>	<i>Subtotals</i>
Legal-General Counsel	36,864	36,864	43,763	43,763	90,000	90,000	70,000	70,000
Engineers & Other	3,739	3,739	17,165	17,165	10,000	10,000	30,000	30,000
Total Professional Services	40,603	40,603	60,928	60,928	100,000	100,000	100,000	100,000
Subtotal On Going Operations	3,855,521	3,855,659	3,797,293	3,797,208	4,390,599	4,390,599	4,764,401	4,764,401

CHEVY CHASE VILLAGE
 FY2021 CONSOLIDATED BUDGET
 SECOND DRAFT - March 9, 2020 Public Hearing

Facilities, Fleet & Infrastructure Village Hall	<i>Actuals</i>	<i>FY'18</i>	<i>Actuals</i>	<i>FY'19</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>
	<i>Line Items</i>	<i>Subtotals</i>						
Systems & Structures		2,920		4,702		17,500		17,500
Building:Systems & Structures	0		358		10,000		10,000	
Building:Repair & Maintenance	455		2,118		3,000		3,000	
Building:Finshes/Public	2,465		2,226		4,500		4,500	
Insurance		2,150		2,070		2,475		2,475
Boiler	0		0		275		275	
Property (LGIT)	2,150		2,070		2,200		2,200	
Service Contracts		47,752		39,063		43,396		52,000
Janitorial Services	26,527		28,371		30,536		35,000	
Security Cameras	3,071		3,268		3,360		3,600	
Generator	629		1,699		1,500		2,300	
Heating & Air Conditioning	17,525		5,725		8,000		10,500	
Boiler							600	
Supplies		2,796		3,968		4,450		4,750
Consumables:Building	2,796		3,968		4,200		4,500	
Small Tools & Supplies	0		0		250		250	
Utilities		31,664		32,438		38,000		38,500
Building Electricity	21,812		21,246		22,000		22,500	
Gas	6,150		5,602		9,000		9,000	
Water & Sewer	3,702		5,590		7,000		7,000	
Subtotal	87,282	87,282	82,241	82,241	105,821	105,821	115,225	115,225

CHEVY CHASE VILLAGE
 FY2021 CONSOLIDATED BUDGET
 SECOND DRAFT - March 9, 2020 Public Hearing

	<i>Actuals</i>	<i>FY'18</i>	<i>Actuals</i>	<i>FY'19</i>	<i>Budgeted</i>	<i>FY'20</i>	<i>Proposed</i>	<i>FY'21</i>
<i>Parks, Trees & Greenspace</i>	<i>Line Items</i>	<i>Subtotals</i>						
Communications		7,734		9,570		8,250		8,250
Emergency Phones	3,053		1,569		1,450		1,450	
Security Cameras/Contracts/Phones	4,681		8,001		6,800		6,800	
Grounds & Amenities		51,296		42,802		63,000		51,500
Fixtures, Accessories & Fence	16,873		5,656		5,000		8,000	
Turf & Shrubs	2,096		2,329		17,000		2,500	
Landscape Maintenance Services	27,661		29,732		30,000		30,000	
Belmont Buffer M&R	3,416		5,085		6,000		6,000	
Landscape Design	0		0		0		0	
Western Grove Park Maintenance	1,250		0		5,000		5,000	
Service Contracts		5,001		9,276		7,388		7,388
Pest Control Services	1,137		1,017		1,388		1,388	
Irrigation Systems	3,864		8,259		6,000		6,000	
Supplies		250		0		250		250
Small Tools & Supplies	0		0		250		250	

CHEVY CHASE VILLAGE
 FY2021 CONSOLIDATED BUDGET
 SECOND DRAFT - March 9, 2020 Public Hearing

Tree Program		98,928		131,511		146,500		178,500
Inspections	19,560		20,315		25,000		25,000	
Planting Program/Tree Stock	8,520		5,322		7,000		7,000	
Young Tree/Task Specific	0		0		500		500	
Routine Pruning	61,625		85,568		65,000		75,000	
Fertilization/Root & Ground Work	0		0		1,000		1,000	
Pest & Disease Control	0		0		5,000		5,000	
Dutch Elm Disease Prevention	0		0		5,000		5,000	
Removals	4,860		14,550		25,000		45,000	
Reforestation Program	175		350		7,000		7,000	
Stump Grinding & Hauling	4,188		5,406		5,500		7,500	
Arborist 2	0		0		500		500	
Utilities		1,750		2,750		4,100		4,100
Buffer Path Lights	2,935		2,750		3,600		3,600	
Buffer Water	0		0		500		500	
Equipment M&R		500		0		500		500
Equipment Repair & Maintenance	0		0		500		500	
Subtotal	165,894	165,459	195,909	195,909	229,988	229,988	250,488	250,488
		<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		31,942		29,370		40,000		40,000
Street Lights-Utility	31,942		29,370		40,000		40,000	
	31,942	31,942	29,370	29,370	40,000	40,000	40,000	40,000
Subtotal Facilities, Fleet & Infrastructure	285,118	284,683	307,520	307,520	375,809	375,809	405,713	405,713

CHEVY CHASE VILLAGE
 FY2021 CONSOLIDATED BUDGET
 SECOND DRAFT - March 9, 2020 Public Hearing

Capital Equipment Purchases

Department/Category								
General Government		0		0	0	0		50,000
Equipment Purchases, Computer Server	0		0		0		10,000	
Vehicle Purchases	0		0		0		40,000	
New Technology		3,539		0		128,000		158,000
Radio Upgrades	0		0		0		30,000	
Vehicle Purchases	0		0		108,000		108,000	
Public Safety Technology	3,539		0		20,000		20,000	
Communications		0		0		0		0
Equipment Purchases	0		0		0		0	
Public Works		152,819		0		0		168,000
Equipment Purchases	0		0		0		48,000	
Vehicle Purchases	152,819		0		0		120,000	
Subtotal	156,358	156,358	0	0	128,000	128,000	376,000	376,000

CHEVY CHASE VILLAGE
 FY2021 CONSOLIDATED BUDGET
 SECOND DRAFT - March 9, 2020 Public Hearing

Capital and Special Projects

Street Light Upgrades	0	0	0	0	10,000	10,000	10,000	10,000
Street Maintenance	102,436	102,436	0	0	50,000	50,000	50,000	50,000
Buffer Area Sidewalk Replacement	73,400	73,400	0	0	0	0	0	0
Municipal Storm Drain System	0	0	9,701	9,701	100,000	100,000	330,000	330,000
Sidewalk Maintenance	0	0	5,130	5,130	3,500	3,500	3,500	3,500
Brookville Road Park Development	121,430	121,430	12,757	12,757	0	0	0	0
Village Hall Floor Refinishing & Maintenance							25,000	25,000
Village Hall Sidewalk, P/W Yard Fence Wall Rep	94,624	94,624	1,553	1,553	0	0	0	0
Historical Society Donation	15,000	15,000	0	0	0	0	0	0
Subtotal	406,890	406,890	29,141	29,141	163,500	163,500	418,500	418,500
Subtotal Capital Projects	563,248	563,248	29,141	29,141	291,500	291,500	794,500	794,500
Total Expenses	4,703,887	4,703,590	4,133,954	4,133,869	5,057,908	5,057,908	5,964,614	5,964,614

COLA @ 101.0%
General Pay Scale and Positions for FY 2021

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
7	17.68 *	18.64 *	19.12 *	19.91 *	20.69 *	21.48 *	22.38 *	23.27 *	24.19 *	25.17 *	26.17 *	27.22 *	28.31 *	29.45 *	30.63 *
8	18.55 *	19.30 *	20.07 *	20.90 *	21.72 *	22.56 *	23.49 *	24.43 *	25.40 *	26.43 *	27.49 *	28.58 *	29.73 *	30.92 *	32.16 *
1.050	19.48 *	20.26 *	21.08 *	21.91 *	22.81 *	23.69 *	24.67 *	25.66 *	26.67 *	27.75 *	28.86 *	30.02 *	31.22 *	32.47 *	33.76 *
1.050	20.46 *	21.28 *	22.14 *	23.04 *	23.95 *	24.87 *	25.90 *	26.93 *	28.00 *	29.14 *	30.31 *	31.52 *	32.78 *	34.09 *	35.45 *
1.050	21.48 *	22.34 *	23.25 *	24.19 *	25.14 *	26.12 *	27.20 *	28.28 *	29.40 *	30.60 *	31.82 *	33.09 *	34.42 *	35.79 *	37.23 *
1.050	22.55 *	23.46 *	24.41 *	25.40 *	26.40 *	27.42 *	28.56 *	29.69 *	30.87 *	32.13 *	33.41 *	34.75 *	36.14 *	37.58 *	39.09 *
1.050	23.68 *	24.63 *	25.63 *	26.67 *	27.72 *	28.79 *	29.98 *	31.18 *	32.42 *	33.73 *	35.08 *	36.49 *	37.94 *	39.46 *	41.04 *
1.050	24.86 *	25.86 *	26.91 *	28.01 *	29.11 *	30.23 *	31.48 *	32.74 *	34.04 *	35.42 *	36.84 *	38.31 *	39.84 *	41.44 *	43.09 *
1.050	26.11 *	27.15 *	28.25 *	29.41 *	30.56 *	31.74 *	33.06 *	34.37 *	35.74 *	37.19 *	38.68 *	40.22 *	41.83 *	43.51 *	45.25 *
1.050	27.41 *	28.51 *	29.67 *	30.88 *	32.09 *	33.33 *	34.71 *	36.09 *	37.53 *	39.05 *	40.61 *	42.24 *	43.93 *	45.68 *	47.51 *
1.050	28.78 *	29.94 *	31.15 *	32.42 *	33.70 *	35.00 *	36.45 *	37.90 *	39.40 *	41.00 *	42.64 *	44.35 *	46.12 *	47.97 *	49.89 *
1.050	30.22 *	31.43 *	32.71 *	34.04 *	35.38 *	36.80 *	38.27 *	39.79 *	41.37 *	43.05 *	44.77 *	46.57 *	48.43 *	50.36 *	52.38 *
1.050	31.73 *	33.01 *	34.34 *	35.75 *	37.15 *	38.58 *	40.18 *	41.78 *	43.44 *	45.20 *	47.01 *	48.89 *	50.85 *	52.88 *	55.00 *

Grade	Position	Grade	Position	Grade	Position	Grade	Position	Grade	Position	Grade	Position	Grade	Position	Grade	Position
7	Public Works Steward I	10	Vacant	13	Administrative & Constituent Services	18	Public Safety Coordinator								
8	Vacant	11	Communications Clerk II	14	Vacant	15	Finance Director								
9	Communications Clerk I	12	Vacant	15	Vacant	16	Municipal Operations Coordinator								
	Public Works Steward II			16	Permitting/Code Enforcement	17	Director of Public Works								

Police Pay Scale and Positions for FY 2021

		Step 1	2	3	4	5	6	7	8	9	10
PO 1	n/a	32.93 *	34.58 *	36.31 *	38.12 *	40.03 *	41.03 *	42.06 *	43.11 *	44.19 *	45.08
PO pfc	105%	34.58 *	36.31 *	38.13 *	40.04 *	42.04 *	43.09 *	44.17 *	45.27 *	46.40 *	47.56
Sgt	105%	35.68 *	37.56 *	39.54 *	41.62 *	43.81 *	44.93 *	46.08 *	47.26 *	48.47 *	49.71
LT.	105%	39.33 *	41.40 *	43.58 *	45.88 *	48.29 *	49.53 *	50.80 *	52.10 *	53.44 *	54.81

% w/step increase

Grade	Position	Grade	Position
15	Police Officer: 1	17	Police Sergeant
16	PO pfc	18	<i>Vacant</i>