



FY2017 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).

Police, Operations

- **Uniforms: Equipment**—this expense had been increased in FY2016 due to outfitting for the new officer position. This allocation has been lowered to the standard level in FY2017 draft budget.

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CHEVY CHASE VILLAGE
FY2017 CONSOLIDATED BUDGET
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| <i>Police Department</i> | | | FY'14 | | FY'15 | | FY'16 | | FY'17 |
|--------------------------|--------------------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|
| | | <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> | <i>Line Items</i> | <i>Subtotals</i> | <i>Line Items</i> | <i>Subtotals</i> | <i>Line Items</i> | <i>Subtotals</i> |
| Personnel: | | | | | | | | | |
| | Payroll | | 818,832 | | 890,088 | | 1,020,503 | | 1,052,025 |
| | Salaries | 805,201 | | 878,031 | | 1,006,503 | | 1,038,025 | |
| | Overtime | 13,631 | | 12,057 | | 14,000 | | 14,000 | |
| | Employer Obligations | | 108,249 | | 77,997 | | 105,952 | | 111,209 |
| | FICA-Employer | 63,426 | | 65,860 | | 73,002 | | 79,409 | |
| | Unemployment Insurance | 4,615 | | 3,842 | | 5,450 | | 6,800 | |
| | Workers' Compensation | 40,208 | | 8,295 | | 27,500 | | 25,000 | |
| | Employee Benefits | | 227,798 | | 217,950 | | 206,350 | | 224,526 |
| | Sick Leave | 6,690 | | 9,469 | | 7,500 | | 9,000 | |
| | Health/Dental/Vision Insurance | 122,402 | | 106,644 | | 87,500 | | 95,473 | |
| | Life & Disability Insurance | 8,822 | | 7,962 | | 11,000 | | 12,000 | |
| | Pension Contributions | 88,127 | | 91,154 | | 97,500 | | 105,203 | |
| | Employee Relations | 1,757 | | 2,721 | | 2,850 | | 2,850 | |
| | Organizational Development | | 8,999 | | 5,732 | | 5,000 | | 5,000 |
| | Conferences | 3,093 | | 1,000 | | 3,500 | | 3,000 | |
| | Dues & Subscriptions | 1,287 | | 1,162 | | 250 | | 750 | |
| | Employee Recruiting | 194 | | 0 | | 500 | | 500 | |
| | Program Accreditation | 3,776 | | 3,470 | | 0 | | 0 | |
| | Seminars & Training | 649 | | 100 | | 750 | | 750 | |
| | Subtotal | 1,163,878 | 1,163,878 | 1,191,767 | 1,191,767 | 1,337,805 | 1,337,805 | 1,392,760 | 1,392,760 |

CHEVY CHASE VILLAGE
FY2017 CONSOLIDATED BUDGET
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| Operations | <i>Actuals</i> <i>Line Items</i> | FY'14 | <i>Actuals</i> <i>Line Items</i> | FY'15 | <i>Budgeted</i> <i>Line Items</i> | FY'16 | <i>Proposed</i> <i>Line Items</i> | FY'17 |
|-------------------------------|-------------------------------------|------------------------------------|-------------------------------------|------------------------------------|--------------------------------------|-------------------------------------|--------------------------------------|-------------------------------------|
| | | <i>Actuals</i> <i>Subtotals</i> | | <i>Actuals</i> <i>Subtotals</i> | | <i>Budgeted</i> <i>Subtotals</i> | | <i>Proposed</i> <i>Subtotals</i> |
| Communications | | 6,999 | | 8,644 | | 8,520 | | 8,520 |
| Internet Access | 491 | | 540 | | 520 | | 520 | |
| Office Phone Usage | 1,836 | | 3,389 | | 2,500 | | 2,500 | |
| Cell Phone Usage | 1,351 | | 1,212 | | 1,500 | | 1,500 | |
| CJIS Logins | 1,080 | | 861 | | 1,100 | | 1,100 | |
| MDT Wireless Service | 2,241 | | 2,642 | | 2,900 | | 2,900 | |
| General | | 11,499 | | 8,418 | | 19,950 | | 13,950 |
| Books & Publications | 0 | | 0 | | 100 | | 100 | |
| Meeting Expenses | 0 | | 0 | | 0 | | 0 | |
| Reimbursements: Mileage/Other | 144 | | 264 | | 350 | | 350 | |
| Printing | 2586 | | 430 | | 600 | | 600 | |
| Uniforms: Cleaning | 4,445 | | 3,068 | | 4,300 | | 4,300 | |
| Uniforms: Cloth | 489 | | 234 | | 3,800 | | 3,800 | |
| Uniforms: Equipment | 3,835 | | 4,422 | | 10,800 | | 4,800 | |
| Insurance | | 10,378 | | 7,253 | | 8,000 | | 11,000 |
| Police Liability Insurance | 3,453 | | 3,000 | | 3,500 | | 6,500 | |
| Police Vehicle Insurance | 3,425 | | 4,253 | | 4,500 | | 4,500 | |
| Insurance Deductible | 3,500 | | 0 | | 0 | | 0 | |
| Professional Services | | 1,250 | | 0 | | 500 | | 500 |
| Public Safety(Legal) | 0 | | 0 | | 0 | | 0 | |
| Medicals & Physicals | 1250 | | 0 | | 500 | | 500 | |

CHEVY CHASE VILLAGE
FY2017 CONSOLIDATED BUDGET
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| | | | | | | | | |
|-------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Service Contracts | | 771,066 | | 735,466 | | 719,900 | | 719,900 |
| Police Copier Service | 2,293 | | 2,217 | | 2,700 | | 2,700 | |
| Police Svc Cnt (Radios/Lasers) | 0 | | 0 | | 1,200 | | 1,200 | |
| Gun Range | 2,000 | | 1,100 | | 2,000 | | 2,000 | |
| E-Ticket Maintenance | 0 | | 283 | | 0 | | 0 | |
| Contractor Processing | 744,687 | | 705,142 | | 675,000 | | 675,000 | |
| Contractor Collections | 22,086 | | 26,724 | | 39,000 | | 39,000 | |
| Supplies | | 11,528 | | 8,029 | | 11,050 | | 11,050 |
| Police Office Supplies | 3,690 | | 5,030 | | 5,000 | | 5,000 | |
| Small Tools & Supplies | 203 | | 204 | | 550 | | 550 | |
| Police Ammunition | 921 | | 1,117 | | 3,000 | | 3,000 | |
| Street Signage | 6,714 | | 1,678 | | 2,500 | | 2,500 | |
| Vehicle Operations | | 28,827 | | 32,927 | | 22,500 | | 22,500 |
| Fuel | 14,949 | | 23,434 | | 15,000 | | 15,000 | |
| Maintenance | 3,440 | | 721 | | 2,500 | | 2,500 | |
| Repairs | 10,438 | | 8,772 | | 5,000 | | 5,000 | |
| Equipment M&R | | 26 | | 954 | | 1,250 | | 1,250 |
| Equipment Repair & Maintenance | 26 | | 954 | | 1,000 | | 1,000 | |
| Office Equipment & Furniture | 0 | | 0 | | 250 | | 250 | |
| Computer & Technical Support | | 1,864 | | 965 | | 3,700 | | 3,700 |
| Software Upgrades | 220 | | 0 | | 200 | | 200 | |
| Hardware Systems | 881 | | 543 | | 1,000 | | 1,000 | |
| Emergency Phone/Security Systems | 0 | | 0 | | 0 | | 0 | |
| Installations & Setup & Peripherals | 405 | | 0 | | 500 | | 500 | |
| SW/Hardware New Sys/Apps | 358 | | 422 | | 2,000 | | 2,000 | |
| Subtotal | 843,437 | 843,437 | 802,656 | 802,656 | 795,370 | 795,370 | 792,370 | 792,370 |
| Total Police | 2,007,315 | 2,007,315 | 1,994,423 | 1,994,423 | 2,133,175 | 2,133,175 | 2,185,130 | 2,185,130 |



FY2017 FIRST DRAFT BUDGET

EXPENSE HIGHLIGHTS: COMMUNICATIONS

Specific areas of note within the draft budget.

Communications, Personnel

(5 full-time employees)

- **Overtime**—We have exceeded our FY2016 projections in this line item. In our continuing efforts to improve our accuracy in this area, Chief Fitzgerald researched the past two years’ data and we have been able to determine a level that is more reasonable based upon our experience.

The Village has a two-week pay period for all departments during which all employees work a total of 80 hours. Four of the Communications Clerks work a 12-hour schedule¹ and in order to reach 80 hours in a two-week period, these four clerks work 44 hours in one week and 36 hours in the other week of each pay period. The Internal Revenue Service requires employers to pay any hours worked in excess of forty in one week at an overtime rate of one and one half hours for each additional hour worked. Therefore, each pay period has a minimum of 16 hours of mandatory overtime for the Communications department (4 hours x 4 clerks)².

Additionally, over the past two years there was an average of six additional hours of overtime per pay period due to sick or vacation leave or other uncontrollable schedule adjustments. Therefore, the overtime line item has been increased to reflect an average of 22 hours of overtime per pay period or 572 hours over the course of the year. The new budgeted amount for FY2017 is \$17,200, a \$4,700 increase over the amount budgeted in FY2016.

- Beyond this adjustment for overtime, and 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.

¹ One clerk works a 10-hour weekday schedule and serves as the ‘floater’ position sliding into other clerks’ schedules due to leave and to accommodate schedule modifications during holiday weeks.

² In 2014, Chief Fitzgerald identified and implemented a schedule adjustment that reduced the prior per-pay-period overtime from eight hours to four hours per clerk. This schedule change saved the Village approximately \$12,000 annually.

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FY2017 CONSOLIDATED BUDGET
DRAFT

| | | FY'14 | | FY'15 | | FY'16 | | FY'17 | |
|-----------------------|--------------------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|
| | | <i>Actuals</i> | <i>Actuals</i> | <i>Actuals</i> | <i>Actuals</i> | <i>Budgeted</i> | <i>Budgeted</i> | <i>Proposed</i> | <i>Proposed</i> |
| Communications | | <i>Line Items</i> | <i>Subtotals</i> | <i>Line Items</i> | <i>Subtotals</i> | <i>Line Items</i> | <i>Subtotals</i> | <i>Line Items</i> | <i>Subtotals</i> |
| Personnel: | | | | | | | | | |
| | Payroll | | 230,129 | | 250,102 | | 256,547 | | 280,089 |
| | Salaries | 211,324 | | 234,438 | | 244,047 | | 262,889 | |
| | Overtime | 18,805 | | 15,664 | | 12,500 | | 17,200 | |
| | Employer Obligations | | 20,148 | | 17,778 | | 21,428 | | 22,511 |
| | FICA-Employer | 17,418 | | 17,541 | | 20,028 | | 21,111 | |
| | Unemployment Insurance | 1,420 | | 348 | | 1,000 | | 1,000 | |
| | Workers' Compensation | 1,310 | | -111 | | 400 | | 400 | |
| | Employee Benefits | | 65,779 | | 62,785 | | 79,600 | | 91,176 |
| | Sick Leave | 897 | | 524 | | 1,500 | | 2,000 | |
| | Health/Dental/Vision Insurance | 44,635 | | 42,932 | | 47,500 | | 56,836 | |
| | Life & Disability Insurance | 3,099 | | 2,836 | | 2,850 | | 3,200 | |
| | Pension Contributions | 16,158 | | 16,025 | | 26,500 | | 27,890 | |
| | Employee Relations | 990 | | 468 | | 1,250 | | 1,250 | |
| | Organizational Development | | 1,462 | | 586 | | 225 | | 225 |
| | Conferences | 18 | | 0 | | 0 | | 0 | |
| | Dues & Subscriptions | 694 | | 586 | | 75 | | 75 | |
| | Employee Recruiting | 750 | | 0 | | 0 | | 0 | |
| | Program Cost Savings | 0 | | 0 | | 0 | | 0 | |
| | Seminars & Training | 0 | | 0 | | 150 | | 150 | |
| | Subtotal | 317,518 | 317,518 | 331,251 | 331,251 | 357,800 | 357,800 | 394,001 | 394,001 |

CHEVY CHASE VILLAGE
FY2017 CONSOLIDATED BUDGET
DRAFT

| Operations | FY'14 | | FY'15 | | FY'16 | | FY'17 | |
|--------------------------------|-------------------------------------|------------------------------------|-------------------------------------|------------------------------------|--------------------------------------|-------------------------------------|--------------------------------------|-------------------------------------|
| | <i>Actuals</i> <i>Line Items</i> | <i>Actuals</i> <i>Subtotals</i> | <i>Actuals</i> <i>Line Items</i> | <i>Actuals</i> <i>Subtotals</i> | <i>Budgeted</i> <i>Line Items</i> | <i>Budgeted</i> <i>Subtotals</i> | <i>Proposed</i> <i>Line Items</i> | <i>Proposed</i> <i>Subtotals</i> |
| Communications | | 2,937 | | 1,864 | | 2,270 | | 2,270 |
| Office Phone Usage | 1,453 | | 415 | | 1,000 | | 1,000 | |
| MDT's | 324 | | 429 | | 0 | | 0 | |
| Cell Phone Usage | 679 | | 549 | | 700 | | 700 | |
| CJIS Logins | 456 | | 399 | | 420 | | 420 | |
| General | | | | | | | | |
| Reimbursements: Mileage/Other | 0 | | 35 | | 50 | | 50 | |
| Printing | 25 | | 37 | | 100 | | 100 | |
| Service Contracts | | 14,182 | | 12,459 | | 12,500 | | 12,500 |
| Comm Ctr Svc Cnt | 1,915 | | 0 | | 0 | | 0 | |
| Comm Center(other) | 0 | | 0 | | 0 | | 0 | |
| RMS/CAD/Mobile Software | 12,267 | | 12,459 | | 12,500 | | 12,500 | |
| Supplies | | 2,873 | | 1,828 | | 2,000 | | 2,000 |
| Comm Ctr Office Supplies | 2,873 | | 1,828 | | 2,000 | | 2,000 | |
| Small Tools & Supplies | 0 | | 0 | | 0 | | 0 | |
| Equipment M&R | | 598 | | 0 | | 1,000 | | 1,000 |
| Equipment Repair & Maintenance | 598 | | 0 | | 1,000 | | 1,000 | |
| Computer & Technical Support | | 868 | | 900 | | 2,650 | | 2,650 |
| Software Upgrades | 0 | | 0 | | 0 | | 0 | |
| Office Equipment & Furniture | 399 | | 0 | | 500 | | 500 | |
| Hardware Systems | 401 | | 852 | | 1,000 | | 1,000 | |
| Installations, Setup & Support | 42 | | 0 | | 150 | | 150 | |
| SW/Hardware New Sys/Apps | 26 | | 48 | | 1,000 | | 1,000 | |
| Subtotal | 21,458 | 21,458 | 17,051 | 17,051 | 20,420 | 20,420 | 20,420 | 20,420 |
| Total Communications | 338,976 | 338,976 | 348,302 | 348,302 | 378,220 | 378,220 | 414,421 | 414,421 |



FY2017 FIRST DRAFT BUDGET

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

Public Works, Personnel
(6 full-time employees)

- **Contract Labor/Temp Staff**—Last year, the Board approved a living wage provision for all labor contracts, which extended to the temporary staff utilized during the leaf collection season (also brought in as needed for winter weather event response). The county’s living wage rate for FY2017 has not yet been released, but we have reflected a 2% increase in anticipation that the county may raise the rate.
- 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

- **Street Sweeping**—When last year’s budget was approved, we anticipated a 12-month street sweeping program. Ultimately, staff recommended, and the Board approved, an eight month contract (March through October). Therefore, the budget has been reduced accordingly from \$16,000 to \$13,500.
- **Contract Collection, Refuse and Recycling**—Both line items have been adjusted pursuant to the consumer price index provision contained within the contract. The Bureau of Labor Statistics will not release the 2015 index until the end of February, and so we have reflected a 0.6% increase as a placeholder. The actual index factor will be reflected in the draft budget presented for the Board’s Public Hearing in March.
- **Weather Events: Labor, Material and Equipment**—Independent of the recent blizzard, in reviewing expenditures over the most recent three-year period, our average weather event response expenses have been around \$35,000 (FY2013 was an anomaly with expenses totaling \$4,300 in that year). The FY2017 budget reflects an increase of \$16,000 across the three line items, for a new total of \$33,500.

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CHEVY CHASE VILLAGE
FY2017 CONSOLIDATED BUDGET
DRAFT

| <i>Public Works</i> | | FY'14 | | FY'15 | | FY'16 | | FY'17 | |
|----------------------------|--------------------------------|-------------------------------------|------------------------------------|-------------------------------------|------------------------------------|--------------------------------------|-------------------------------------|--------------------------------------|-------------------------------------|
| | | <i>Actuals</i> <i>Line Items</i> | <i>Actuals</i> <i>Subtotals</i> | <i>Actuals</i> <i>Line Items</i> | <i>Actuals</i> <i>Subtotals</i> | <i>Budgeted</i> <i>Line Items</i> | <i>Budgeted</i> <i>Subtotals</i> | <i>Proposed</i> <i>Line Items</i> | <i>Proposed</i> <i>Subtotals</i> |
| Personnel: | | | | | | | | | |
| Payroll | | | 367,784 | | 391,983 | | 411,165 | | 420,732 |
| | Salaries | 367,784 | | 391,983 | | 410,165 | | 419,732 | |
| | Overtime | 0 | | 0 | | 1,000 | | 1,000 | |
| Employer Obligations | | | 53,134 | | 32,787 | | 48,225 | | 48,908 |
| | FICA-Employer | 29,905 | | 27,436 | | 32,225 | | 32,908 | |
| | Unemployment Insurance | 1,673 | | 482 | | 1,000 | | 1,000 | |
| | Workers' Compensation | 21,556 | | 4,869 | | 15,000 | | 15,000 | |
| Employee Benefits | | | 121,383 | | 137,544 | | 130,900 | | 146,273 |
| | Sick Leave | 2,213 | | 2,699 | | 2,500 | | 3,000 | |
| | Health/Dental/Vision Insurance | 72,547 | | 89,740 | | 79,600 | | 94,150 | |
| | Life & Disability Insurance | 4,383 | | 3,799 | | 5,000 | | 5,250 | |
| | Pension Contributions | 41,136 | | 40,266 | | 42,000 | | 42,073 | |
| | Employee Relations | 1,104 | | 1,040 | | 1,800 | | 1,800 | |
| | Temporary Labor | | 7,429 | | 7,593 | | 14,276 | | 14,276 |
| | Contract Labor/Temp Staff | 7,429 | | 7,593 | | 14,276 | | 14,276 | |
| Organizational Development | | | 0 | | 100 | | 750 | | 750 |
| | Dues & Subscriptions | 0 | | 0 | | 0 | | 0 | |
| | Program Cost Savings | 0 | | 0 | | 0 | | 0 | |
| | Seminars & Training | 0 | | 100 | | 750 | | 750 | |
| | Subtotal | 549,730 | 549,730 | 570,007 | 570,007 | 605,316 | 605,316 | 630,939 | 630,939 |

CHEVY CHASE VILLAGE
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| Operations | <i>Actuals Line Items</i> | FY'14 | <i>Actuals Line Items</i> | FY'15 | <i>Budgeted Line Items</i> | FY'16 | <i>Proposed Line Items</i> | FY'17 |
|--------------------------------------|-------------------------------|------------------------------|-------------------------------|------------------------------|--------------------------------|-------------------------------|--------------------------------|-------------------------------|
| | | <i>Actuals Subtotals</i> | | <i>Actuals Subtotals</i> | | <i>Budgeted Subtotals</i> | | <i>Proposed Subtotals</i> |
| Communications | | 2,396 | | 2,531 | | 3,000 | | 3,000 |
| Office Phone Usage | 351 | | 149 | | 300 | | 300 | |
| Cell Phone Usage | 2,045 | | 2,382 | | 2,700 | | 2,700 | |
| Refuse & Recycling | | 194,808 | | 208,956 | | 291,100 | | 288,600 |
| Brush | 13,687 | | 10,155 | | 22,000 | | 22,000 | |
| Leaves | 5,319 | | 6,510 | | 10,000 | | 10,000 | |
| Refuse | 17,089 | | 19,995 | | 20,000 | | 20,000 | |
| Contract Collection: Refuse | 101,381 | | 114,237 | | 142,700 | | 142,700 | |
| Contract Collection: Recycling | 57,332 | | 52,119 | | 80,400 | | 80,400 | |
| Contract Collection-Street Sweeping | 0 | | 5,940 | | 16,000 | | 13,500 | |
| Contract Collection: Leaf Collection | 0 | | 0 | | 0 | | 0 | |
| General | | 2,288 | | 1,943 | | 2,500 | | 2,500 |
| Public Works Uniforms | 2,288 | | 1,943 | | 2,500 | | 2,500 | |
| Insurance | | 3,650 | | 3,600 | | 4,500 | | 4,600 |
| Public Works Vehicle Ins. | 3,650 | | 3,600 | | 4,000 | | 4,000 | |
| Professional Services | | 0 | | 592 | | 0 | | 0 |
| Medicals & Physicals | 0 | | 592 | | 500 | | 600 | |
| Weather Events | | 28,458 | | 39,094 | | 17,500 | | 33,500 |
| Weather Events: Labor | 15,545 | | 18,986 | | 7,500 | | 17,500 | |
| Weather Events: Material | 12,775 | | 18,754 | | 9,000 | | 15,000 | |
| Weather Events: Equipment | 138 | | 1,354 | | 1,000 | | 1,000 | |
| Supplies | | 1,474 | | 822 | | 4,000 | | 4,000 |
| Tools & Supplies | 1,474 | | 822 | | 4,000 | | 4,000 | |
| Vehicle Operations | | 42,881 | | 47,319 | | 28,000 | | 28,000 |
| Fuel | 17,540 | | 15,215 | | 13,000 | | 13,000 | |
| Parts & Supplies | 2,885 | | 155 | | 4,000 | | 4,000 | |
| Repairs & Maintenance | 22,456 | | 31,949 | | 11,000 | | 11,000 | |
| Equipment M&R | | 386 | | 0 | | 500 | | 500 |
| Equipment Repair & Maintenance | 386 | | 0 | | 500 | | 500 | |
| Subtotal | 276,341 | 276,341 | 304,857 | 304,857 | 351,100 | 351,100 | 364,700 | 364,700 |
| Total Public Works | 826,071 | 826,071 | 874,864 | 874,864 | 956,416 | 956,416 | 995,639 | 995,639 |



FY2017 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)

- **Conferences**—Slight increase (\$500) to allow personnel to take advantage of more networking and training opportunities.
- 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, Halloween**—This line item was reduced by \$750 following last year's increase to fund animatronics in the haunted house. Having purchased some additional characters, the event budget has been returned to its normal level of \$1,050.
- **Community Events, Holiday Party**—Although this event budget has not changed from FY2016, we note that food costs for this event have been steadily increasing, however, we are exploring eliminating the live musical entertainment which some attendees have complained is too loud for this well-attended event, making it difficult to carry on conversations. Although the live entertainment provides a festive element to the event, I feel that this expense could be better utilized.
- **Service Contracts, Admin Copier/Fax Service**—As the Board is aware, in the current year we transitioned from our historic practice of purchasing copiers for the administrative office to a lease program. This results in a higher monthly cost for the copier, although a lower cost over the 5-year lease term.
- **Computer & Technical Support, Software Upgrades**—This line item was increased in FY2016 by \$6,650 to fund the cost of the required upgrading of the Village's accounting system. This line item has been restored to its normal level of \$1,750 in the draft budget.

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EXPENSE HIGHLIGHTS: PROFESSIONAL SERVICES

Specific areas of note within the draft budget.

Professional Services

- **Legal-General Counsel**—Counsel’s contract is due for an annual adjustment and a modest increase in the hourly rate is expected. Nonetheless, given the conservative use of counsel by management, I propose holding this line item at the level established in FY2016. We have been running between 50% and 75% of budget for legal services in the previous three years.
- **Engineers & Other**—This category was created in FY2016 to fund the use of a civil engineer for assessment of water drainage and other similar concerns on private property and in the public rights-of-way. This area proved beneficial as we conferred with a civil engineer in regard to the water drainage agreement that we reached with the owner/developer of 9 Oxford Street. I propose maintaining this category at its current level.

CHEVY CHASE VILLAGE

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VILLAGE MANAGER
SHANA R. DAVIS-COOK

LEGAL COUNSEL
SUELLEN M. FERGUSON

CHEVY CHASE VILLAGE
FY2017 CONSOLIDATED BUDGET
DRAFT

| <i>General Government</i> | | <i>Actuals</i> | <i>FY'14</i> | <i>Actuals</i> | <i>FY'15</i> | <i>Budgeted</i> | <i>FY'16</i> | <i>Proposed</i> | <i>FY'17</i> |
|----------------------------|--------------------------------|-------------------|------------------------------------|-------------------|------------------------------------|-------------------|-------------------------------------|-------------------|-------------------------------------|
| | | <i>Line Items</i> | <i>Actuals</i> <i>Subtotals</i> | <i>Line Items</i> | <i>Actuals</i> <i>Subtotals</i> | <i>Line Items</i> | <i>Budgeted</i> <i>Subtotals</i> | <i>Line Items</i> | <i>Proposed</i> <i>Subtotals</i> |
| Personnel: | | | | | | | | | |
| Payroll | | | 383,277 | | 427,979 | | 458,288 | | 487,848 |
| | Salaries | 376,966 | | 425,896 | | 456,288 | | 485,848 | |
| | Overtime | 798 | | 2,083 | | 2,000 | | 2,000 | |
| | Temp Labor | 5,513 | | 0 | | 0 | | 0 | |
| Employer Obligations | | | 31,295 | | 34,808 | | 40,850 | | 42,518 |
| | FICA-Employer | 29,095 | | 31,679 | | 35,500 | | 37,168 | |
| | Unemployment Insurance | 794 | | 2,510 | | 850 | | 850 | |
| | Workers' Compensation | 1,406 | | 619 | | 4,500 | | 4,500 | |
| Employee Benefits | | | 109,189 | | 101,556 | | 102,262 | | 111,591 |
| | Sick Leave | 3,530 | | 4,898 | | 4,600 | | 4,750 | |
| | Health/Dental/Vision Insurance | 63,289 | | 51,989 | | 45,812 | | 52,706 | |
| | Life & Disability Insurance | 3,459 | | 3,707 | | 3,600 | | 3,850 | |
| | Pension Contributions | 37,627 | | 39,298 | | 46,750 | | 48,785 | |
| | Employee Relations | 1,284 | | 1,664 | | 1,500 | | 1,500 | |
| Organizational Development | | | 20,721 | | 20,924 | | 22,950 | | 23,450 |
| | Conferences | 4,838 | | 7,288 | | 6,000 | | 6,500 | |
| | Dues & Subscriptions | 14,370 | | 13,391 | | 13,100 | | 13,100 | |
| | Employee Recruiting | 1,115 | | 0 | | 350 | | 350 | |
| | Seminars & Training | 398 | | 245 | | 3,500 | | 3,500 | |
| | Subtotal | 544,482 | 544,482 | 585,267 | 585,267 | 624,350 | 624,350 | 665,407 | 665,407 |

CHEVY CHASE VILLAGE
FY2017 CONSOLIDATED BUDGET
DRAFT

| | FY'14 | | FY'15 | | FY'16 | | FY'17 | |
|--------------------------------------|-------------------------------|------------------------------|-------------------------------|------------------------------|--------------------------------|-------------------------------|--------------------------------|-------------------------------|
| | <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> |
| Operations | | | | | | | | |
| Communications | | 5,497 | | 6,047 | | 6,000 | | 6,000 |
| Office Phone Usage | 2,419 | | 3,055 | | 3,000 | | 3,000 | |
| Cell Phone Usage | 2,198 | | 2,032 | | 2,000 | | 2,000 | |
| CJIS Logins | 0 | | 0 | | 0 | | 0 | |
| MDT Wireless Service | 880 | | 960 | | 1,000 | | 1,000 | |
| Community Events | | 19,240 | | 20,725 | | 26,850 | | 26,100 |
| Halloween | 940 | | 1,091 | | 1,800 | | 1,050 | |
| Winter Holiday Party | 13,035 | | 12,143 | | 13,300 | | 13,300 | |
| Other Community Events | 3,230 | | 5,802 | | 10,000 | | 10,000 | |
| Annual Meeting | 92 | | 215 | | 200 | | 200 | |
| July 4th | 1,943 | | 1,474 | | 1,550 | | 1,550 | |
| General | | 46,539 | | 44,863 | | 42,500 | | 42,500 |
| Payroll Processing | 3,960 | | 4,474 | | 4,000 | | 4,000 | |
| Bank Charges | 13,312 | | 14,587 | | 12,000 | | 12,000 | |
| Newsletter | 11,151 | | 12,570 | | 9,000 | | 9,000 | |
| Elections | 87 | | 0 | | 1,500 | | 1,500 | |
| Books & Publications | 0 | | 0 | | 100 | | 100 | |
| Meeting Expenses | 284 | | 227 | | 1,500 | | 1,500 | |
| Reimbursements: Mileage/Other | 709 | | 476 | | 400 | | 400 | |
| Metered Postage | 3,500 | | 2,443 | | 2,500 | | 2,500 | |
| Bulk Permit Postage | 1,698 | | 2,721 | | 2,500 | | 2,500 | |
| General Postage | 579 | | 763 | | 500 | | 500 | |
| Printing | 11,259 | | 6,602 | | 8,500 | | 8,500 | |

CHEVY CHASE VILLAGE
FY2017 CONSOLIDATED BUDGET
DRAFT

| | | | | | | | | |
|-------------------------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|
| Insurance | | 7,051 | | 24,307 | | 30,350 | | 32,850 |
| General & Excess Liability | 1,622 | | 15,987 | | 24,850 | | 24,850 | |
| Primary Endorsements (LGIT) | 0 | | 1,027 | | 1,000 | | 1,000 | |
| Public Officials | 3,429 | | 5,155 | | 3,500 | | 5,000 | |
| Treasury, Fidelity & Crime | 2,000 | | 2,138 | | 1,000 | | 2,000 | |
| Professional Services | | 15,002 | | 13,926 | | 16,000 | | 16,000 |
| Accounting & Audit | 14,486 | | 13,851 | | 12,000 | | 12,000 | |
| Legal:Notices | 441 | | 0 | | 1,500 | | 1,500 | |
| Website Maintenance & Improvement | 75 | | 75 | | 2,500 | | 2,500 | |
| Service Contracts | | 7,644 | | 10,025 | | 8,915 | | 9,515 |
| Admin Copier/Fax Service | 5,175 | | 7,756 | | 6,500 | | 7,100 | |
| Postage Meter & Scale Rental | 1,016 | | 816 | | 915 | | 915 | |
| Accounting Software Contract | 1,453 | | 1,453 | | 1,500 | | 1,500 | |
| Supplies | | 7,177 | | 7,795 | | 7,500 | | 7,500 |
| Administration Office Supplies | 7,177 | | 7,795 | | 7,500 | | 7,500 | |
| Equipment M&R | | 1,544 | | 0 | | 600 | | 600 |
| Equipment Repair & Maintenance | 1,544 | | 0 | | 600 | | 600 | |
| Computer & Technical Support | | 10,331 | | 14,222 | | 21,625 | | 14,975 |
| Office Equipment & Furniture | 0 | | 389 | | 625 | | 625 | |
| Software Upgrades | 700 | | 0 | | 8,400 | | 1,750 | |
| Hardware Systems | 2,197 | | 2,431 | | 3,000 | | 3,000 | |
| Data Backup | 7,154 | | 10,329 | | 7,500 | | 7,500 | |
| Installations & Setup | 0 | | 0 | | 200 | | 200 | |
| Peripherals | 67 | | 423 | | 400 | | 400 | |
| SW/Hardware New Sys/Apps | 213 | | 650 | | 1,500 | | 1,500 | |
| Subtotal | 120,025 | 120,025 | 141,910 | 141,910 | 160,340 | 160,340 | 156,040 | 156,040 |
| Total General Government | 664,507 | 664,507 | 727,177 | 727,177 | 784,690 | 784,690 | 821,447 | 821,447 |
| Professional Services | <i>Actuals</i> | <i>FY'14</i> | <i>Actuals</i> | <i>FY'15</i> | <i>Budgeted</i> | <i>FY'16</i> | <i>Proposed</i> | <i>FY'17</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 | 52,052 | 52,052 | 72,582 | 72,582 | 97,500 | 97,500 | 97,500 | 97,500 |
| Engineers & Other | 0 | 0 | 0 | 0 | 2,500 | 2,500 | 2,500 | 2,500 |
| Total Professional Services | 52,052 | 52,052 | 72,582 | 72,582 | 100,000 | 100,000 | 100,000 | 100,000 |
| Subtotal On Going Operations | 3,888,921 | 3,888,921 | 4,017,348 | 4,017,348 | 4,352,501 | 4,352,501 | 4,516,637 | 4,516,637 |



FY2017 FIRST DRAFT BUDGET

EXPENSE HIGHLIGHTS: FACILITIES, FLEET & INFRASTRUCTURE

Specific areas of note within the draft budget.

Village Hall

- No major adjustments except for a CPI increase in the Janitorial Services contract line item.

Parks, Trees & Greenspaces

- **Service Contracts, Pest Control Services**—After 10+ years, last year we changed our pest control contractor due to poor results from the previous provider; however, the contract cost is more expensive by approximately \$800 annually.
- **Tree Programs, Planting Program/Tree Stock**—For the past three years, we have planted 45 trees each spring and fall (90 per year) to stay the net loss of the mature tree canopy due to age and disease. These efforts have proved beneficial, and beginning in the fall of 2016, the available sites for replanting will be greatly reduced. The budget has, therefore, been decreased by \$7,000.
- **Tree Programs, Removals**—Although it appears that this line item has doubled, the draft budget reflects a combining of the two former line items for “unscheduled priority removals” and “scheduled winter takedowns”. These former and separate line items reflected our former practice of scheduling the removal of trees assessed and approved by the Village Arborist for removal until the winter. Under our current contract, there is no cost advantage to postponing needed removals, and approved trees are now removed as soon as they can be scheduled.

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CHEVY CHASE VILLAGE
FY2017 CONSOLIDATED BUDGET
DRAFT

| <i>Facilities, Fleet & Infrastructure Village Hall</i> | <i>Actuals Line Items</i> | FY'14 | <i>Actuals Line Items</i> | FY'15 | <i>Budgeted Line Items</i> | FY'16 | <i>Proposed Line Items</i> | FY'17 |
|--|-------------------------------|------------------------------|-------------------------------|------------------------------|--------------------------------|-------------------------------|--------------------------------|-------------------------------|
| | | <i>Actuals Subtotals</i> | | <i>Actuals Subtotals</i> | | <i>Budgeted Subtotals</i> | | <i>Proposed Subtotals</i> |
| Systems & Structures | | 11,262 | | 11,634 | | 17,500 | | 17,500 |
| Building:Systems & Structures | 1,245 | | 1,970 | | 10,000 | | 10,000 | |
| Building:Repair & Maintenance | 7,835 | | 4,258 | | 3,000 | | 3,000 | |
| Building:Finshes/Public | 2,182 | | 5,406 | | 4,500 | | 4,500 | |
| insurance | | 3,585 | | 1,881 | | 2,175 | | 2,375 |
| Boiler | 0 | | 0 | | 275 | | 275 | |
| Property (LGIT) | 3,585 | | 1,881 | | 1,900 | | 2,100 | |
| Service Contracts | | 36,318 | | 21,894 | | 34,800 | | 34,800 |
| USPS Commission | 11,709 | | | | | | | |
| Janitorial Services | 19,067 | | 19,287 | | 28,300 | | 28,300 | |
| Security Cameras | 0 | | 0 | | 3,000 | | 3,000 | |
| Generator | 1,055 | | 1,043 | | 1,500 | | 1,500 | |
| Heating & Air Conditioning | 4,487 | | 1,564 | | 2,000 | | 2,000 | |
| Supplies | | 2,128 | | 3,608 | | 4,450 | | 4,450 |
| Consumables:Building | 2,128 | | 3,608 | | 4,200 | | 4,200 | |
| Small Tools & Supplies | 0 | | 0 | | 250 | | 250 | |
| Utilities | | 36,489 | | 34,723 | | 38,000 | | 38,000 |
| Building Electricity | 21,492 | | 22,947 | | 22,000 | | 22,000 | |
| Gas | 8,966 | | 6,107 | | 9,000 | | 9,000 | |
| Water & Sewer | 6,031 | | 5,669 | | 7,000 | | 7,000 | |
| Equipment M&R | | 480 | | 0 | | 0 | | 0 |
| Equipment Repair & Maintenance | 480 | | 0 | | 0 | | 0 | |
| Subtotal | 90,262 | 90,262 | 73,740 | 73,740 | 96,925 | 96,925 | 97,125 | 97,125 |

CHEVY CHASE VILLAGE
FY2017 CONSOLIDATED BUDGET
DRAFT

| | <i>Actuals</i> | <i>FY'14</i> | <i>Actuals</i> | <i>FY'15</i> | <i>Budgeted</i> | <i>FY'16</i> | <i>Proposed</i> | <i>FY'17</i> |
|---|-------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|
| | <i>Line Items</i> | <i>Subtotals</i> | <i>Line Items</i> | <i>Subtotals</i> | <i>Line Items</i> | <i>Subtotals</i> | <i>Line Items</i> | <i>Subtotals</i> |
| <i>Parks, Trees & Greenspace</i> | | | | | | | | |
| Communications | | 11,776 | | 12,329 | | 7,750 | | 8,250 |
| Emergency Phones | 722 | | 1,082 | | 1,450 | | 1,450 | |
| Security Cameras/Contracts/Phones | 11,054 | | 11,247 | | 6,300 | | 6,800 | |
| Grounds & Amenities | | 24,819 | | 35,466 | | 49,000 | | 49,000 |
| Fixtures, Accessories & Fence | 2,817 | | 3,018 | | 5,000 | | 5,000 | |
| Turf & Shrubs | 1,972 | | 4,385 | | 2,000 | | 2,000 | |
| Landscape Maintenance Services | 17,126 | | 22,674 | | 30,000 | | 30,000 | |
| Belmont Buffer M&R | 2,904 | | 3,855 | | 6,000 | | 6,000 | |
| Landscape Design | | | 1,534 | | 1,000 | | 1,000 | |
| Western Grove Park Maintenance | | | | | 5,000 | | 5,000 | |
| Service Contracts | | 3,047 | | 4,572 | | 1,700 | | 2,588 |
| Pest Control Services | 593 | | 835 | | 500 | | 1,388 | |
| Irrigation Systems | 2,454 | | 3,737 | | 1,200 | | 1,200 | |
| Supplies | | 0 | | 20 | | 250 | | 250 |
| Small Tools & Supplies | 0 | | 20 | | 250 | | 250 | |

CHEVY CHASE VILLAGE
FY2017 CONSOLIDATED BUDGET
DRAFT

| | | | | | | | | |
|--|-------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|
| Tree Programs | | 95,941 | | 78,646 | | 152,000 | | 145,000 |
| Inspections | 8,415 | | 21,090 | | 25,000 | | 25,000 | |
| Planting Program/Tree Stock | 17,143 | | 15,133 | | 17,500 | | 10,500 | |
| Young Tree/Task Specific | 0 | | 175 | | 500 | | 500 | |
| Routine Pruning | 57,619 | | 31,749 | | 60,000 | | 60,000 | |
| Fertilization/Root & Ground Work | 0 | | 0 | | 1,000 | | 1,000 | |
| Pest & Disease Control | 0 | | 1,896 | | 10,000 | | 10,000 | |
| Dutch Elm Disease Prevention | 0 | | 0 | | 5,000 | | 5,000 | |
| Removals | 11,320 | | 6,020 | | 10,000 | | 20,000 | |
| Reforestation Program | 0 | | 350 | | 7,000 | | 7,000 | |
| Scheduled Winter Takedowns (comb. w/ removals) | 0 | | 1,337 | | 10,000 | | 0 | |
| Stump Grinding & Hauling | 1,444 | | 896 | | 5,500 | | 5,500 | |
| Arborist 2 | 0 | | 0 | | 500 | | 500 | |
| Utilities | | 937 | | 1,568 | | 1,750 | | 1,750 |
| Buffer Path Lights | 937 | | 1,568 | | 1,250 | | 1,250 | |
| Buffer Water | 0 | | 0 | | 500 | | 500 | |
| Equipment M&R | | 0 | | 0 | | 500 | | 500 |
| Equipment Repair & Maintenance | 0 | | 0 | | 500 | | 500 | |
| Subtotal | 136,520 | 136,520 | 132,601 | 132,601 | 212,950 | 212,950 | 207,338 | 207,338 |
| | | FY'14 | | FY'15 | | FY'16 | | FY'17 |
| | <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> | <i>Line Items</i> | <i>Subtotals</i> | <i>Line Items</i> | <i>Subtotals</i> | <i>Line Items</i> | <i>Subtotals</i> |
| Lights | | | | | | | | |
| Utilities | | 26,076 | | 32,692 | | 42,500 | | 42,500 |
| Street Lights-Utility | 26,076 | | 32,692 | | 42,500 | | 42,500 | |
| | 26,076 | 26,076 | 32,692 | 32,692 | 42,500 | 42,500 | 42,500 | 42,500 |
| Subtotal Facilities, Fleet & Infrastructure | 252,858 | 252,858 | 239,033 | 239,033 | 352,375 | 352,375 | 346,963 | 346,963 |