



## 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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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>
<b>Personnel:</b>									
	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

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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		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  
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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
<b>Total Police</b>	<b>2,007,315</b>	<b>2,007,315</b>	<b>1,994,423</b>	<b>1,994,423</b>	<b>2,133,175</b>	<b>2,133,175</b>	<b>2,185,130</b>	<b>2,185,130</b>



**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 schedule<sup>1</sup> 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)<sup>2</sup>.

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.

<sup>1</sup> 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.

<sup>2</sup> 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  
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<b>Communications</b>		<i>Actuals</i>	FY'14	<i>Actuals</i>	FY'15	<i>Budgeted</i>	FY'16	<i>Proposed</i>	FY'17
		<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>
<b>Personnel:</b>									
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	
	<b>Subtotal</b>	<b>317,518</b>	<b>317,518</b>	<b>331,251</b>	<b>331,251</b>	<b>357,800</b>	<b>357,800</b>	<b>394,001</b>	<b>394,001</b>

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Operations	Actuals	FY'14	Actuals	FY'15	Budgeted	FY'16	Proposed	FY'17
	Line Items	Actuals Subtotals	Line Items	Actuals Subtotals	Line Items	Budgeted Subtotals	Line Items	Proposed Subtotals
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
<b>Total Communications</b>	<b>338,976</b>	<b>338,976</b>	<b>348,302</b>	<b>348,302</b>	<b>378,220</b>	<b>378,220</b>	<b>414,421</b>	<b>414,421</b>



**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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<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>
<b>Personnel:</b>									
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	
	<b>Subtotal</b>	<b>549,730</b>	<b>549,730</b>	<b>570,007</b>	<b>570,007</b>	<b>605,316</b>	<b>605,316</b>	<b>630,939</b>	<b>630,939</b>

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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		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
<b>Total Public Works</b>	<b>826,071</b>	<b>826,071</b>	<b>874,864</b>	<b>874,864</b>	<b>956,416</b>	<b>956,416</b>	<b>995,639</b>	<b>995,639</b>



## 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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## FY2017 FIRST DRAFT BUDGET

### 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.

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#### BOARD OF MANAGERS

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LEGAL COUNSEL  
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CHEVY CHASE VILLAGE  
FY2017 CONSOLIDATED BUDGET  
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<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>
<b>Personnel:</b>									
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	
	<b>Subtotal</b>	<b>544,482</b>	<b>544,482</b>	<b>585,267</b>	<b>585,267</b>	<b>624,350</b>	<b>624,350</b>	<b>665,407</b>	<b>665,407</b>

CHEVY CHASE VILLAGE  
FY2017 CONSOLIDATED BUDGET  
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	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>
<b>Operations</b>								
<b>Communications</b>		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	
<b>Community Events</b>		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	
<b>General</b>		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	
<b>Reimbursements: Mileage/Other</b>	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  
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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
<b>Total General Government</b>	<b>664,507</b>	<b>664,507</b>	<b>727,177</b>	<b>727,177</b>	<b>784,690</b>	<b>784,690</b>	<b>821,447</b>	<b>821,447</b>
<b>Professional Services</b>	<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
<b>Total Professional Services</b>	<b>52,052</b>	<b>52,052</b>	<b>72,582</b>	<b>72,582</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Subtotal On Going Operations</b>	<b>3,888,921</b>	<b>3,888,921</b>	<b>4,017,348</b>	<b>4,017,348</b>	<b>4,352,501</b>	<b>4,352,501</b>	<b>4,516,637</b>	<b>4,516,637</b>



## 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 &amp; 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>
<b>Parks, Trees &amp; Greenspace</b>								
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  
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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>
<b>Lights</b>								
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
<b>Subtotal Facilities, Fleet &amp; Infrastructure</b>	252,858	252,858	239,033	239,033	352,375	352,375	346,963	346,963