
**CHEVY CHASE VILLAGE
BOARD OF MANAGERS
JULY 13, 2015 MEETING**

STAFF REPORT

TO: BOARD OF MANAGERS
FROM: SHANA R. DAVIS-COOK, VILLAGE MANAGER 
DATE: 7/9/2015

SUBJECT: RESOLUTION NO. 07-01-15: FY2016 BUDGET AMENDMENT

AN ORDINANCE TO AMEND THE FISCAL YEAR 2016 BUDGET TO FUND REPLACEMENT LANDSCAPING AROUND THE VILLAGE HALL (\$5,900); FULLY FUND THE REFUSE AND RECYCLING CONTRACT (ADDITIONAL \$36,000); AND TO REFLECT ADDITIONAL COSTS OF AND REIMBURSEMENT (FROM THE CHEVY CHASE CLUB) FOR ROADWAY REPAVING ON WEST NEWLANDS STREET (\$30,000).

Background

The attached budget amendment ordinance contains the following proposed amendments to the FY2016 operating and capital budgets, as outlined below:

- **Village Hall Landscaping**—replacement of the landscaping along the south side of the building (main entrance side) and along the Connecticut Avenue frontage was originally proposed for completion in FY2015. The plan was approved by the Board at your meeting on June 8, 2015 and is proposed for implementation in autumn of this year. *Accordingly, we propose creating a new capital projects line item in the FY2016 capital budget designated "Village Hall Landscaping" and to transfer \$5,900 from reserves to this new capital line item.*
- **Refuse & Recycling Contract**—The contract approved by the Board at your June 8, 2015 meeting exceeds the budgeted amount for this contract by \$36,000. *Therefore, a total of \$36,000 must be transferred from reserves to the Public Works, Operations category in the FY2016 operating budget.*
- **Repaving of West Newlands Street**—Chevy Chase Club uses West Newlands Street as one of the primary entrances into their property. During a recent major construction project on the Club's property, the roadway suffered some damage to the increased use by heavy trucks. Chevy Chase Club has offered to fund the repaving of the roadway. In consultation with Counsel, staff agrees that it would be in the Village's best interest to accept the Club's offer of reimbursement for the repaving rather than entering into a Memorandum of Understanding to allow the Club to conduct the repaving. *The FY2016 revenue and capital expense budgets must be amended to reflect the repaving reimbursement from Chevy Chase Club and the repaving expense for West Newlands Street in an amount not to exceed \$30,000.*

Draft Motion

I move to approve Resolution No. 07-01-15,

- AS DRAFTED
- AMENDED AS FOLLOWS__.

Attachments

Budget Summary w/ amendments shown
Resolution No. 07-01-15
Letter from Chevy Chase Club General Manager

**General Funds and SafeSpeed Budgets
Proposed for Amendment on July 13, 2015**

w/amendments shown

=amounts changed

				FY2016	NEW VALUE	TOTAL	DIFF.
I. Revenue							
Income Tax				2,250,000			
Property Tax				955,500			
Investments & Misc. Income				46,000			
Cost Recoveries/Grants				411,046	441,046	441,046	+30,000
Citation Revenue				1,392,500			
Total Revenue				5,055,046	5,085,046	5,085,046	+30,000
II. Costs							
A. On-going Programs							
	Personnel	Operations	Total				
<u>Department Services</u>							
Police	1,337,805	795,370	2,133,175				
Communications	357,800	20,420	378,220				
Public Works	605,316	315,100	920,416	351,100	956,416	+36,000	
General Government	624,350	153,690	778,040				
Professional Services		100,000	100,000				
<u>Facilities, Fleet, & Infrastructure</u>							
Village Hall		96,925	96,925				
Parks, Trees, & Greenspace		212,950	212,950				
Lights		42,500	42,500				
Subtotal	2,925,271	1,736,955	4,662,226	1,772,955	4,698,226	+36,000	
Surplus/Deficit				392,820		386,820	+36,000
B. Capital Projects							
<u>Equipment</u>							
Leaf Vacuums(2)			27,000				
Pick up Truck			42,000				
Public Safety Technology			20,000				
Admin Equipment			9,000				
Western Grove Park			300,000				
<u>Projects</u>							
Sidewalk Maintenance			3,500				
Street Maintenance			106,000	136,000	136,000	+30,000	
Laurel Park and W Kirke Intersection			145,000				
Website Redesign			18,500				
Village Boundry Study			60,000				
Street Light Upgrades			10,000				
Village Hall Landscaping				5,900	5,900	+5,900	
Subtotal			741,000		776,900	+35,900	
Total Costs				5,403,226		5,475,126	+71,900
III. Budgeted Deficit/Draw on Reserves				(348,180)		(390,080)	

Resolution No.: 07-01-15

Introduced: 07-13-15

Adopted: 07-13-15

Effective: 07-27-15

BOARD OF MANAGERS
FOR
CHEVY CHASE VILLAGE, MD

SUBJECT: AN ORDINANCE TO AMEND THE FISCAL YEAR 2016 BUDGET TO INCREASE EXPENDITURES AND REVENUE; TO CREATE A NEW CAPITAL PROJECTS LINE ITEM DESIGNATED “VILLAGE HALL LANDSCAPING”; TO TRANSFER \$5,900 FROM GENERAL FUND RESERVES TO THE “VILLAGE HALL LANDSCAPING” LINE ITEM; TO TRANSFER \$36,000 FROM GENERAL FUND RESERVES TO THE “PUBLIC WORKS, OPERATIONS DUE TO INCREASED CONTRACT COSTS; AND TO INCREASE THE “COST RECOVERIES/GRANTS” LINE ITEM BY \$30,000 AND THE “CAPITAL PROJECTS STREET MAINTENANCE” LINE ITEM BY \$30,000 TO REFLECT ADDITIONAL COSTS OF AND REIMBURSEMENT FOR ROADWAY REPAVING ON WEST NEWLANDS STREET.

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

CAPS
[Brackets]
Asterisks ***

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

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

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

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

WHEREAS, the Board of Managers has established a Village Hall Landscaping plan; and

WHEREAS, the Board of Managers has determined that \$5,900 should be included in the FY2016 budget to fund the Village Landscaping plan; and

WHEREAS, the Board of Managers has determined that there are additional costs associated with the Village's contracted refuse and recycling collection that are not reflected in the FY 2016 budget; and

WHEREAS, the Board of Managers has determined that an amendment to the Budget Ordinance is required to reflect increased expenditures and to fund these increases and new line item through a transfer from General Fund Reserve; and

WHEREAS, the Village has received a commitment from the Chevy Chase Club for reimbursement to the Village for roadway repaving work on West Newlands Street, which increases the expected cost recoveries/grant revenue by \$30,000; and

WHEREAS, the additional repaving work on West Newlands Street will result in a \$30,000 increase in the amount of expenditures to be made from Capital Projects Street Maintenance; and

WHEREAS, the Board of Managers has determined that an amendment to the Budget Ordinance is required to reflect the increase in revenue and expenditures.

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

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

AN ORDINANCE TO AMEND THE FISCAL YEAR 2016 BUDGET TO INCREASE EXPENDITURES AND REVENUE; TO CREATE A NEW CAPITAL PROJECTS LINE ITEM DESIGNATED "VILLAGE HALL LANDSCAPING"; TO TRANSFER \$5,900.00 FROM GENERAL FUND RESERVES TO THE "VILLAGE HALL LANDSCAPING" LINE ITEM; TO TRANSFER \$36,000.00 FROM GENERAL FUND RESERVES TO THE "PUBLIC WORKS, OPERATIONS DUE TO INCREASED CONTRACT COSTS; AND TO INCREASE THE "COST RECOVERIES/GRANTS" LINE ITEM BY \$30,000.00 AND THE "CAPITAL PROJECTS STREET MAINTENANCE" LINE ITEM BY \$30,000.00 TO REFLECT ADDITIONAL COSTS OF AND REIMBURSEMENT FOR ROADWAY REPAVING ON WEST NEWLANDS STREET.

SECTION 1.

BE IT ORDAINED AND ORDERED this 13th day of July, 2015, by the Board of Managers of Chevy Chase Village, acting under and by virtue of the authority granted to it by §5-201 *et seq.* of the Local Government Article, Annotated Code of Maryland, and Sec. 77-6 and Sec. 77-14 of the Village Charter, that the budget adopted for the 2016 fiscal year, from July 1, 2015 through June 30, 2016, be and the same hereby is amended to:

1. Add a Village Hall Landscaping line item detail under the Capital Projects line item in the amount of \$5,900 and transfer \$5,900 from General Fund Reserves to the Capital Projects line item; and
2. Increase the refuse expenditures in the Public Works, Operations line item by \$36,000 to and transfer \$36,000 from General Fund Reserves to this line item; and
3. Increase revenue in the Cost Recoveries/Grants line item by \$30,000 for a total of \$441,046 and to reflect increased expenditure of \$30,000 in the Capital Projects Street Maintenance line item for a total of \$136,000, as more particularly shown on the attached budget summary.

AND BE IT FURTHER ORDAINED AND ORDERED, this 13th day of July, 2015, by the Board of Managers of Chevy Chase Village, acting under and by virtue of the authority granted to it by §5-201 *et seq.* of the Local Government Article, Annotated Code of Maryland and Sec. 77-6 and Sec. 77-14 of the Village Charter that:

- (1) If any part or provision of this ordinance is declared by a court of competent jurisdiction to be invalid, the part or provision held to be invalid shall not affect the validity of the ordinance as a whole or any remaining part thereof; and
- (2) This ordinance shall take effect on the 27th day of July, 2015, provided the same is posted at the Village Office for fourteen (14) days prior thereto.

CHEVY CHASE VILLAGE

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

ATTEST:

Richard Ruda, Secretary

**General Funds and SafeSpeed Budgets
Proposed for Amendment on July 13, 2015**

I. Revenue	FY2016
Income Tax	2,250,000
Property Tax	955,500
Investments & Misc. Income	46,000
Cost Recoveries/Grants	441,046
Citation Revenue	1,392,500
Total Revenue	5,085,046

II. Costs

A. On-going Programs	Personnel	Operations	Total
<u>Department Services</u>			
Police	1,337,805	795,370	2,133,175
Communications	357,800	20,420	378,220
Public Works	605,316	351,100	956,416
General Government	624,350	153,690	778,040
Professional Services		100,000	100,000
 <u>Facilities, Fleet, & Infrastructure</u>			
Village Hall		96,925	96,925
Parks, Trees, & Greenspace		212,950	212,950
Lights		42,500	42,500
 Subtotal	 2,925,271	 1,772,955	 4,698,226

Surplus/Deficit 386,820

B. Capital Projects

<u>Equipment</u>	
Leaf Vacuums(2)	27,000
Pick up Truck	42,000
Public Safety Technology	20,000
Admin Equipment	9,000
Western Grove Park	300,000
 <u>Projects</u>	
Sidewalk Maintenance	3,500
Street Maintenance	136,000
Laurel Park and W Kirke Intersection	145,000
Website Redesign	18,500
Village Boundry Study	60,000
Street Light Upgrades	10,000
Village Hall Landscaping	<u>5,900</u>
 Subtotal	 776,900

Total Costs 5,475,126

III. Budgeted Deficit/Draw on Reserves (390,080)

CHEVY CHASE CLUB

July 1, 2015

Michael W. Younes, PMP
Director of Municipal Operations
Chevy Chase Village
5906 Connecticut Ave
Chevy Chase, MD 20815

Dear Michael,

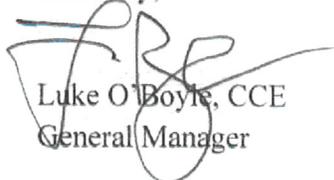
As a follow up to our previous discussions, Chevy Chase Club would like to offer to make a one-time contribution to the Village for the repaving of West Newlands Street. This contribution is made subject to a commitment from the Village that the work will be performed prior to September 1, 2015.

The road would be constructed by a Chevy Chase Village contractor and to the required design standards for a public road. In addition to the repaving, the Club would like to have added a concrete gutter to the north to match the one on the south. This should prevent storm water erosion along the north side which has the potential to otherwise undermine the integrity of the road.

Per the proposal you have provided, the Club understands the expense of this work to be approximately \$29,000. The Club is prepared to contribute the full cost of this work up to, but not exceeding \$30,000. The Club will contribute 50% upon execution of an agreement with the Village and the remaining 50% within 30 days following satisfactory completion of the work.

The Club would ask for 14 days advanced notice of the work commencing so that we may have time to inform our members, staff and vendors of the need for them to use our north entrance and middle exit for a period of time. Should you have any questions or require any additional information, please do not hesitate to call or email me.

Sincerely,


Luke O'Boyle, CCE
General Manager