
CHEVY CHASE VILLAGE
BOARD OF MANAGERS
NOVEMBER 9, 2015 MEETING

STAFF REPORT

TO: BOARD OF MANAGERS

FROM: SHANA R. DAVIS-COOK, VILLAGE MANAGER 

DATE: 11/4/2015

SUBJECT: **RESOLUTION NO. 11-01-15: FY2016 BUDGET AMENDMENT (NO. 2)**
AN ORDINANCE TO AMEND THE FISCAL YEAR 2016 BUDGET TO INCREASE EXPENDITURES AND TO TRANSFER \$6,650 FROM GENERAL FUND RESERVES TO THE "GENERAL GOVERNMENT, OPERATIONS" CATEGORY DUE TO REQUIRED ACCOUNTING SYSTEM SOFTWARE UPGRADES; AND TO TRANSFER \$6,500 FROM GENERAL FUND RESERVES TO THE "CAPITAL PROJECTS, SIDEWALK MAINTENANCE" LINE ITEM TO REFLECT SIDEWALK RESTORATION COSTS ASSOCIATED WITH A STORMWATER MANAGEMENT PROJECT IN THE OXFORD STREET PUBLIC RIGHT-OF-WAY.

Background

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

- **Accounting System Upgrades**—As detailed in the memorandum from Michael Younes dated November 2, 2015, staff is recommending that we engage an authorized Microsoft reseller, Intellitec Solutions, LLC, to upgrade our current accounting system software version and complete the installation and transfer of data for our accounting system. This expense was not budgeted as we recently learned that the current accounting system version is no longer being supported by Microsoft.
An appropriation from reserves to cover the cost of the accounting software and the system transition is required, in an amount not to exceed \$6,650.

- **Oxford Street Stormwater Project**—Staff has proposed entering into an agreement with the owner of 9 Oxford Street to install a stormwater pipe under the Oxford Street sidewalk from the property to the storm drain inlet at the corner of Oxford Street and Connecticut Avenue. This project would capture the high volume of water that is not being adequately managed on the 9 Oxford Street property, allowing it to discharge directly into the existing storm drainage system along Connecticut Avenue. Abutting neighbors would also be permitted to connect their downspout and sump discharges into the new storm drain pipe as well. Although the owner of 9 Oxford would pay for and perform the installation of the new piping, staff believes that it is in the public's best interest to cover the expenses related to restoration of the public sidewalk due to the lack of a municipal storm drainage system along Oxford Street and the lack of other viable long-term stormwater management options. *Since the stormwater project is expected to take place during November and December when our Public Works personnel could be detailed to respond to winter storm events and are devoted to leaf collection, staff proposes bringing in the sidewalk contractor that installed the existing brick sidewalks throughout the Village, Capitol Hardscapes, to perform the sidewalk restoration work. This work is estimated to cost no more than \$6,500 as much of the existing brick can be reused. Capitol Hardscapes will restore the sidewalk within two business days (weather dependent), whereas, it would take three Public Works crewmen approximately one week to restore the disturbed section of sidewalk.*

Draft Motion

I move to approve Resolution No. 11-01-15,

- AS DRAFTED
- AMENDED AS FOLLOWS__.

Attachments

Budget Summary w/ amendments shown
Resolution No. 11-01-15

Resolution No.: 11-01-15

Introduced: 11-09-15

Adopted: 11-09-15

Effective: 11-23-15

BOARD OF MANAGERS
FOR
CHEVY CHASE VILLAGE, MD

SUBJECT: AN ORDINANCE TO AMEND THE FISCAL YEAR 2016 BUDGET TO INCREASE EXPENDITURES AND TO TRANSFER \$6,650 FROM GENERAL FUND RESERVES TO THE “GENERAL GOVERNMENT, OPERATIONS” CATEGORY DUE TO REQUIRED ACCOUNTING SYSTEM SOFTWARE UPGRADES; AND TO TRANSFER \$6,500 FROM GENERAL FUND RESERVES TO THE “CAPITAL PROJECTS, SIDEWALK MAINTENANCE” LINE ITEM TO REFLECT SIDEWALK RESTORATION COSTS ASSOCIATED WITH A STORMWATER MANAGEMENT PROJECT IN THE OXFORD STREET PUBLIC RIGHT-OF-WAY.

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

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

CAPS
[Brackets]
Asterisks * * *

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

WHEREAS, Section 77-14(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 determined that \$6,650 should be included in the FY2016 budget to fund upgrades required to be made to the Village's Accounting System Software; and

WHEREAS, the Board of Managers has determined that \$6,500 should be included in the FY2016 budget to fund sidewalk replacement required due to a stormwater management project in the Oxford Street Public Right-of-Way; and

WHEREAS, the Board of Managers has determined that an amendment to the Budget Ordinance is required to reflect increased expenditures through a transfer from General Fund Reserves; and

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

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 TO TRANSFER \$6,650 FROM

GENERAL FUND RESERVES TO THE “GENERAL GOVERNMENT, OPERATIONS” CATEGORY DUE TO REQUIRED ACCOUNTING SYSTEM SOFTWARE UPGRADES; AND TO TRANSFER \$6,500 FROM GENERAL FUND RESERVES TO THE “CAPITAL PROJECTS, SIDEWALK MAINTENANCE” LINE ITEM TO REFLECT SIDEWALK RESTORATION COSTS ASSOCIATED WITH A STORMWATER MANAGEMENT PROJECT IN THE OXFORD STREET PUBLIC RIGHT-OF-WAY.

SECTION 1.

BE IT ORDAINED AND ORDERED this 9th day of November, 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. Increase the expenditure in the General Government, Operations line item by \$6,650 and transfer \$6,650 from General Fund Reserves to this line item;
2. Increase the expenditure in the Capital Projects, Sidewalk Maintenance line item by \$6,500 and transfer \$6,500 from General Fund Reserves to this line item, as more particularly shown on the attached budget summary.

AND BE IT FURTHER ORDAINED AND ORDERED, this 9th day of November, 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 23rd day of November, 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 November 9, 2015**

I. Revenue			FY2016
Income Tax			2,250,000
Property Tax			955,500
Investments & Misc. Income			46,000
Cost Recoveries/Grants			411,046
Citation Revenue			1,392,500
W.Newlands Repaving Reimbursement			30,000
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	160,340	784,690
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	1,779,605	4,704,876
Surplus/Deficit			380,170
B. Capital Projects			
<u>Equipment</u>			
Public Works Equipment			27,000
Public Works Vehicle			42,000
Computer Servers			9,000
Website Redesign			18,500
<u>Projects</u>			
Sidewalk Maintenance			10,000
Street Maintenance			136,000
Western Grove Park			300,000
Laurel Park and W. Kirke Intersection			145,000
Village Boundary Study			60,000
Street Light Upgrades			10,000
Public Safety Technology			20,000
Village Hall Landscaping			5,900
Subtotal			783,400
Total Costs			5,488,276
III. Budgeted Deficit/Draw on Reserves			(403,230)

**General Funds and SafeSpeed Budgets
Proposed for Amendment on November 9, 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			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	160,340	784,690	+6,650
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	1,779,605	4,704,876	+6,650
Surplus/Deficit			386,820		380,170	+6,650
B. Capital Projects						
<u>Equipment</u>						
Public Works Equipment			27,000			
Public Works Vehicle			42,000			
Computer Servers			9,000			
Website Redesign			18,500			
<u>Projects</u>						
Sidewalk Maintenance			3,500	10,000	10,000	+6,500
Street Maintenance			136,000			
Western Grove Park			300,000			
Laurel Park and W. Kirke Intersection			145,000			
Village Boundary Study			60,000			
Street Light Upgrades			10,000			
Public Safety Technology			20,000			
Village Hall Landscaping			5,900			
Subtotal			776,900		783,400	+6,500
Total Costs			5,475,126		5,488,276	+13,150
III. Budgeted Deficit/Draw on Reserves						
			(390,080)		(403,230)	