

**Chevy Chase Village Board of Managers’
FY2024 Budget Work Session
Monday, February 27, 2023**
Meeting begins at 7:30 p.m.

Meeting Called to Order
Ms. Elissa Leonard, Board Chair

FY2024 Budget Process

- Following the Board's Budget Work Session on Monday, February 27, staff will make modifications to the budget per the Board's direction and circulate the amended draft to the Board and post the amended budget to the website in advance of the Public Hearing.
- The Board will hold an initial Public Hearing on the draft budget at your regular meeting on Monday, March 13, followed by a second Public Hearing on the budget during your Monday, April 10 regular 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 FY2024 operating and capital budget during the Village's Annual Meeting on Monday, April 17.

FY2023 Projection; FY2024 Estimated Revenues

Review of the end-of-year actuals for FY2022 and the projections for FY2023 as well as revenue estimates proposed for FY2024.

FY2024 Revenue Summary

Property Tax Rate
\$0.0712
(constant yield)

I. Revenue

Income Tax	3,250,000
Property Tax	1,040,500
Investments & Misc. Income	524,550
Cost Recoveries/Grants	531,085
SafeSpeed/ Citation Revenue	625,005
Total Revenue	\$5,971,140

- **Income Tax**—Income tax revenues have been increased to \$3.25 million, reflective of the consistent elevated levels we have received since FY2019. In FY2022, income tax revenues were \$3,772,918 and we expect to end the current fiscal year around \$4.8 million (\$1.8M over budget) principally due to a higher than anticipated quarterly distribution in January 2023 (see the Treasurer’s Report from the February 13, 2023 Board Meeting).

The state continues to hold back \$12,177 from our income tax payments under the repayment schedule for reimbursement to the State associated with the Wynne case. \$925,467 will be withheld from our portion of Village residents’ income tax receipts between FY2022 and FY2041 (80 payments), approximately \$48,708 of which will be held back in the FY2024.

- **Property Tax**—the State of Maryland has reported that the constant yield real property tax rate for FY2024 is \$.0712, which represents a net assessable property base of \$1,314,635,270 (an increase of \$95,044,572 over the assessable base calculated for 2022). If the Board adopts this rate, it will yield approximately \$935,559 in revenue in FY2024.

We have held the personal property tax rate at the current \$.66 per \$100 of assessed value, for a yield of approximately \$110,000.

- **Montgomery County Property Tax Duplication**—in March 2022, the Montgomery County Council approved a bill amending the formulas and eligible categories for reimbursing municipalities for the county property taxes paid by municipal residents for services that are actually provided by the municipality. Under this revision to county law, the Village is eligible to receive a reimbursement for police services (equal to the cost of a single full-time county patrol officer) and full reimbursement for transportation services. The bill included a phase-in schedule, with 80% of eligible services paid in FY2023, 90% in FY2024 and 100% in FY2025 and forward. The proposed FY2024 budget has been increased to \$310,085.

- **Highway User Fees**—The state is reporting an increased estimate totaling \$124,000 in FY2024 (up from the projected estimate of \$102K in FY2023). Since this is purely an estimate, we have budgeted to receive \$110,000. Use of these funds is restricted to maintenance of public rights-of-way.

- **SafeSpeed Program**—citations have declined now for several years, but the declines seem to have slowed. Revenues in FY2024 have been maintained at the budgeted level for FY2023 at \$625,000. It is unclear whether the new HAWK signal on Connecticut Avenue will impact driver speeds.

- **Other Revenues**—in comparison to the FY2023 adopted budget, the FY2024 budget reflects decreases in parking permits (down \$3,000), licenses to use the public right-of-way (down \$750), tree removal permits (down \$3,000), and Village Hall rentals (down \$3,500). We are reflecting a new line item for a body camera grant which is expected to reimburse for operational expenses at an estimated amount of \$9,000. Interest income has been increased (up \$275,000) due to rising interest rates and a larger reserve balance. All other revenue areas remain flat.

- **Reserves**—the draft FY2024 operating and capital budget presented herein will generate an approximate **\$980,280 draw on reserves**; however, **reserve balances as of June 30, 2024 are still estimated to total approximately \$16,853,860** (pending any budget amendments authorized by the Board in the current and next fiscal years).⁴

FY2022 Actuals

General Funds and SafeSpeed Budgets Combined Summary Actual FY2022

I. Revenue			
Income Tax			3,772,918
Property Tax			1,044,334
Investments & Misc. Income			161,130
Cost Recoveries/Grants/ARPA Funds			1,431,336
SafeSpeed Citation Revenue			688,128
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Total Revenue			\$7,097,846
II. Costs			
A. On-going Program	Personnel	Operations	Total
<u>Department Services</u>			
Police	1,623,939	320,120	1,944,059
Communications	398,321	21,916	420,237
Public Works	595,317	412,757	1,008,074
General Government	682,274	131,183	813,457
Professional Services	0	70,267	70,267
<u>Facilities, Fleet, & Infrastructure</u>			
Village Hall		131,582	131,582
Parks, Trees, & Greenspaces		260,927	260,927
Lights		32,302	32,302
	<hr/>	<hr/>	<hr/>
Subtotal	\$3,299,851	\$1,381,054	\$4,680,905
Surplus/Draw on Reserves			\$2,416,941
B. Capital Projects			
<u>Equipment</u>			
General Government Equipment			10,000
Public Safety Equipment			19,324
Public Works Vehicle Purchases			172,000
Public Safety Vehicle Purchases			90,319
<u>Projects</u>			
Sidewalk Maintenance			132
Street Maintenance			32,759
Streetlight Upgrade			2,447
Stormwater Management Projects			17,423
Friends of Chevy Chase			41,000
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Subtotal			\$385,404
Total Costs			\$5,066,309
Surplus/Draw on Reserves			2,031,537
Reserves			\$15,920,911

FY2023 Projections

General Funds and SafeSpeed Budgets Combined Summary Projected FY2023

I. Revenue		FY2023	
Income Tax			4,800,000
Property Tax			1,040,000
Investments & Misc. Income			341,571
Cost Recoveries/Grants/ARPA			1,502,158
SafeSpeed Citation Revenue			605,000
Total Revenue			8,288,729
II. Costs			
A. On-going Program	Personnel	Operations	Total
<u>Department Services</u>			
Police	1,825,000	325,000	2,150,000
Communications	405,000	27,000	432,000
Public Works	625,000	470,000	1,095,000
General Government	700,000	150,000	850,000
Professional Services	0	80,000	80,000
<u>Facilities, Fleet, & Infrastructure</u>			
Village Hall		115,000	115,000
Parks, Trees, & Greenspaces		250,000	250,000
Lights		40,000	40,000
Subtotal	3,555,000	1,457,000	5,012,000
Surplus/Draw on Reserves			3,276,729
B. Capital Projects			
<u>Equipment</u>			
Computer Server			12,000
Public Safety Technology			20,000
Public Works Equipment Purchases			98,172
<u>Projects</u>			
Boxwood Area Project			17,000
Sidewalk Maintenance			74,500
Street Maintenance			60,000
Streetlight Upgrade			0
Municipal Storm Drain System			150,000
Belmont Ave. Extended Buffer Drainage Project			60,000
Subtotal			491,672
Total Costs			5,503,672
Surplus/Draw on Reserves			2,785,057
Actual Reserves			15,290,911
Projected Reserves			18,075,968

FY2024 Proposed Budget: Expenses—Manager’s 1st Draft
Review of the DRAFT FY2024 Operating Budget.

FY2024 Budget Summary

General Funds and SafeSpeed Budgets Combined Summary Proposed FY2024

I. Revenue			
Income Tax			3,250,000
Property Tax			1,040,500
Investments & Misc. Income			524,550
Cost Recoveries/Grants			531,085
SafeSpeed Citation Revenue			625,005
			<hr/>
Total Revenue			\$5,971,140
II. Costs			
A. On-going Program	Personnel	Operations	Total
<u>Department Services</u>			
Police	2,085,609	327,800	2,413,409
Communications	459,500	33,720	493,220
Public Works	716,902	572,300	1,289,202
General Government	952,064	191,900	1,143,964
Professional Services	0	130,000	130,000
<u>Facilities, Fleet, & Infrastructure</u>			
Village Hall		137,525	137,525
Parks, Trees, & Greenspaces		267,600	267,600
Lights		42,500	42,500
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Subtotal	\$4,214,075	\$1,703,345	\$5,917,420
Surplus/Draw on Reserves			\$53,720
B. Capital Projects			
<u>Equipment</u>			
General Government Equipment			20,000
Public Safety Technology			20,000
Police Equipment Purchases			92,000
<u>Projects</u>			
Village Hall Mechanical Equip. Access Project			280,000
Boxwood Area Project			6,500
Sidewalk Maintenance			15,500
Street Maintenance			65,000
Streetlight Upgrade			5,000
Stormwater Management Projects			150,000
Belmont Ave. Extended Buffer Drainage Project			380,000
			<hr/>
Subtotal			\$1,034,000
Total Costs			\$6,951,420
Surplus/Draw on Reserves			(980,280)
Approximate Reserves			17,834,140
Projected Reserves			\$16,853,860

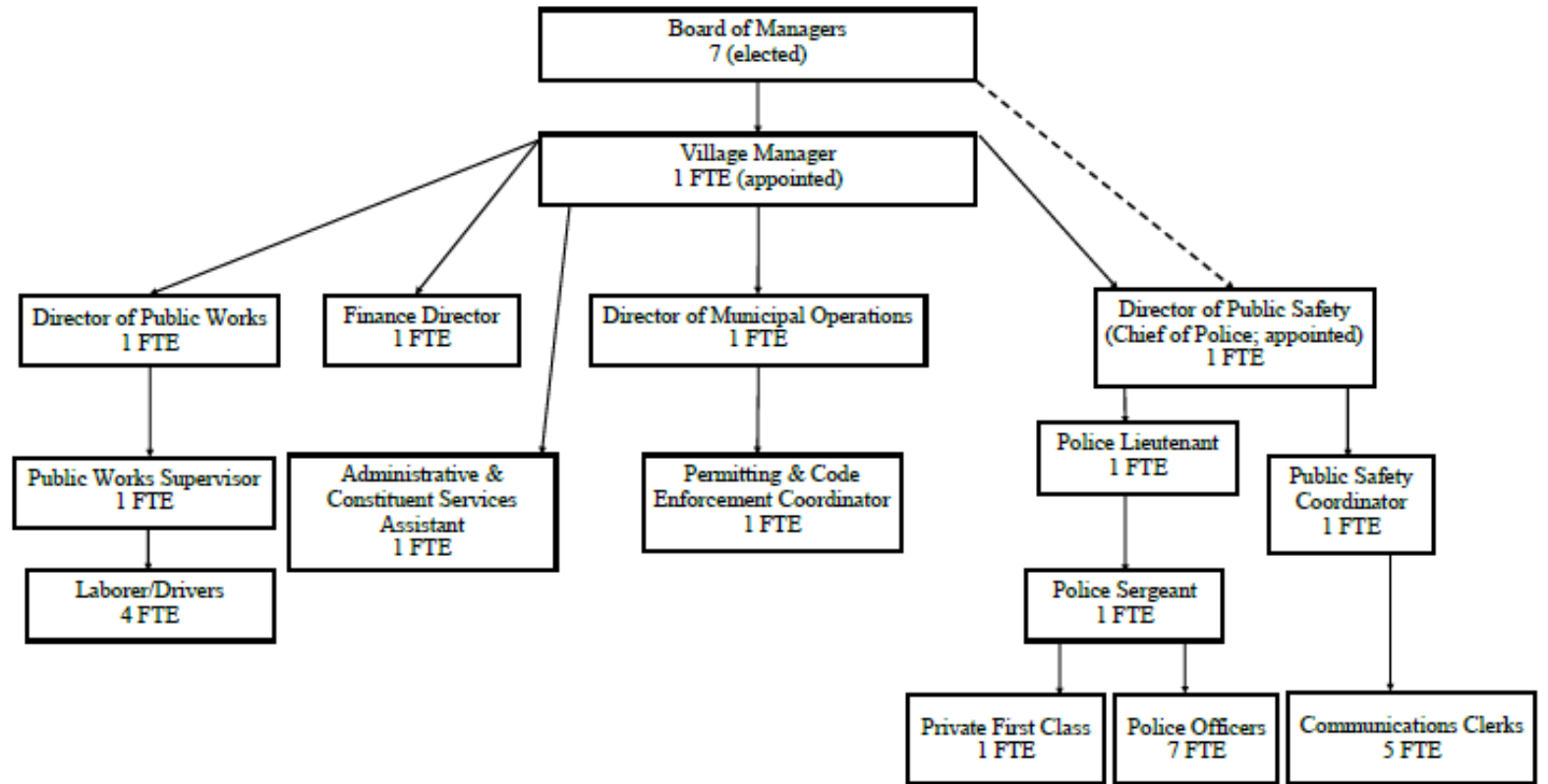
FY2024
 On-Going Programs
 (Operating Budget)
 Summary

A. On-going Program	Personnel	Operations	Total
<u>Department Services</u>			
Police	2,085,609	327,800	2,413,409
Communications	459,500	33,720	493,220
Public Works	716,902	572,300	1,289,202
General Government	952,064	191,900	1,143,964
Professional Services	0	130,000	130,000
<u>Facilities, Fleet, & Infrastructure</u>			
Village Hall		137,525	137,525
Parks, Trees, & Greenspaces		267,600	267,600
Lights		42,500	42,500
Subtotal	----- \$4,214,075	----- \$1,703,345	----- \$5,917,420
Surplus/Draw on Reserves			\$53,720

FY2024 Personnel Overview

(28 full-time employees including
2 contract employees)

FY2024 Organization Chart



A. On-going Program Personnel

Department Services

Police	2,085,609
Communications	459,500
Public Works	716,902
General Government	952,064
Professional Services	0

Subtotal	\$4,214,075

Organization Chart (FY2024 Proposed)

Total Authorized: 28 total, all FTEs
FTE=Full-Time Employee
PTE=Part-Time Employee

Departmental Breakdown

Police	12 FTE
Communications	5 FTE
General Government	5 FTE (including the Village Manager)
Public Works	6 FTE

FY2024 Personnel Expenses

(28 full-time employees including
2 contract employees)

A. On-going Program Personnel

Department Services

Police	2,085,609
Communications	459,500
Public Works	716,902
General Government	952,064
Professional Services	0

Subtotal	\$4,214,075

- Salaries**—the Bureau of Labor Statistics’ (BLS) consumer price index for urban wage earners in the Washington/Baltimore area for 2022 reflects a 6.8% increase. This index is the marker used by the Board in determining the cost-of-living adjustment (COLA) for the next fiscal year. A 6.8% COLA has been reflected for all personnel salaries, including contract employees, and performance/merit increases have been reflected for all eligible employees (ranging from 4% for civilians to 5% for sworn officers based on years of service). All other salary-impacted line items have been adjusted accordingly (e.g., overtime, life and disability insurance, FICA, pension contributions, sick leave, etc.). Increases in salary also impact per department line items such as: Overtime, FICA, Sick Leave, Life & Disability Insurance and Pension Contributions.
- As was discussed during the February 2023 Board of Managers’ regular meeting, I have drafted a request for proposals to conduct a compensation and classification study for non-sworn personnel to address salaries, which have not kept pace with other employers in the region. I anticipate organization-wide increases in salaries and salary-impacted benefits. The draft budget for FY2024 does not reflect these potential increases pending issuance of the contractor’s recommendations and adoption by the Board.

FY2024 Personnel Expenses, cont'd.

(28 full-time employees including
3 contract employees)

A. On-going Program Personnel

<u>Department Services</u>	
Police	2,085,609
Communications	459,500
Public Works	716,902
General Government	952,064
Professional Services	0

Subtotal	\$4,214,075

- **Health Insurance**—the Village participates in the Montgomery County Health Insurance Program to take advantage of their sizeable group, which affords us access to lower premiums and richer benefits than the Village can obtain on its own.

The county's benefit policies renew January 1 of each year, which requires us to budget for mid-fiscal year changes. Rates increased about 6.5% effective January 1, 2023. A 7% organization-wide increase has been budgeted for FY2024.

In this budget I have proposed increasing the Village's employer share for health insurance premiums from 75% to 100%. This specific policy change increases the Village's expense by approximately \$100,000 across all departments.

As you will see in the below table, the Village currently provides the lowest employer coverage for health insurance premiums in comparison to the county and fellow municipalities in the county. Most (7) of the responding jurisdictions cover 100% of the premium for full time staff; four jurisdictions cover 80%, and 1 covers 85%.

The proposed increase (from 75% to 100% employer paid coverage) will benefit employee hiring and retention by eliminating the employee share for active participants. (Full disclosure: the table does not account for waiting periods, coverage levels (single vs. family coverage) or other policy specific variations.)

HEALTH INSURANCE PREMIUM CONTRIBUTIONS		
	Employer (by%)	Employee (by%)
Chevy Chase Village	75	25
Montgomery County	80	20
Chevy Chase View	80	20
Friendship Heights	100	
Gaithersburg	100	
Garrett Park	100	
Glen Echo	80	20
Kensington	100	
Martin's Additions	flat rate	
North Chevy Chase	N/A (part-time only employee)	
Rockville	80	20
Section 3	100	
Section 5	N/A	N/A
Somerset	100	
Takoma Park	100	
Town of Chevy Chase	85	15

FY2024 Operations Expenses

A. On-going Program	Operations
<u>Department Services</u>	
Police	327,800
Communications	33,720
Public Works	572,300
General Government	191,900
Professional Services	130,000
<u>Facilities, Fleet, & Infrastructure</u>	
Village Hall	137,525
Parks, Trees, & Greenspaces	267,600
Lights	42,500
Subtotal	----- \$1,703,345

Village-wide operating expenses (excluding capital) are up 8.5% in the draft FY2024 budget when compared to the FY2023 original draft budget. This is consistent (generally) with the national rise in inflation over the past year.

FY2024 Public Safety Police

Personnel	Operations	Total
2,085,609	327,800	2,413,409

Personnel

(12 total full-time employees: 11 sworn (incl. 1 contract employee), 1 civilian)

- **Salaries**—three officers remain eligible for in-grade step increases, which generally limits the year-to-year increase in salaries and salary-impacted benefits. Under the pay scale for police personnel, annual step increases range from 4% to 5% in years 2-5 and are a flat 2.5% years 6-10.

Additionally, I am proposing promotion of our current firearms instructor and field training officer, who has been with the department for 20 years as of May 2023 to Private First Class. This position has always been reflected on the pay scale for the police department, but we had never established a position description or assigned personnel to the grade. This promotion serves to recognize this officer’s years of service, coupled with the additional workload that he is assigned. This promotion represents a 5.3% salary increase for one sworn position.

Salaries and salary-impacted benefits have also been increased in FY2024 to reflect the retirement and hiring of a new Police Chief, anticipated to occur in fall 2023.

- The proposed budget reflects modest increases in unemployment insurance (up \$7,000), worker’s compensation (up \$2,500), and pension (up \$5,000).
- Remaining personnel expenses in this department remain flat.

Operations

- **Body Worn Camera Service**—Decreased by \$3,000 to reflect actual expenses under the executed contract.
- **Police Liability Insurance**—Premiums for police departments have been increased statewide due to legislative changes that increased the tort claim limits for police-involved incidents and other police accountability legislation. Accordingly, the budget reflects a \$4,000 increase.
- **Contractor Processing (SafeSpeed Program)**—the Village entered into a new contract effective January 1, 2023 that reflects a 20% monthly reduction from the prior contract. Accordingly, this new contract reduces the annual budget by \$100,000.
- **Vehicle repairs**—Increased modestly (by \$2,500) due to the scheduled expiration of the vehicle warranties for the department’s cruisers.
- Remaining expenses are unchanged.

FY2024 Public Safety Communications

Personnel	Operations	Total
459,500	33,720	493,220

Personnel

(5 full-time employees)

- **Salaries (and salary-impacted line items)**—have been decreased as a result of turnover in FY2023.
- **Health Insurance**—the budget reflects a sizeable increase (up \$67,836). Most of this increase results from an anticipated change in coverage election. We have not been budgeting for health insurance for two of the department’s personnel in prior years because they had not elected to participate in the health insurance program. In anticipation of new hires during the 2024 fiscal year, we have budgeted for full coverage.

Operations

- **RMS/CAD/Mobile Software**—increased by \$5,000 reflecting the new service contract approved by the Board in January 2023.
- All remaining expenses are unchanged.

FY2024 Public Works

Personnel

(6 full-time employees)

- Aside from the standard increases related to salaries and benefits (see pages labeled 3-1), the remaining personnel expenses in this department remain flat.
- All remaining personnel expenses in this department remain flat.

Operations

- **Contract Collection: Refuse and Recycling**—per the consumer price index (CPI) adjustment reflected in the service contract effective each July 1, this line item has been increased by 8% (up \$31,215).
- **Professional Services, Contract Support: Leaf Collection**—as we experienced in fall of 2023, because we operate our annual leaf collection in-house, equipment, vehicle and personnel shortages can greatly impact our ability to provide this service to the standard that we advertise and that our residents have come to expect (once weekly collection). As a result, the proposed budget reflects a new line item for contract support in the amount of \$8,500, which will allow us to maintain an on-call contract for collection support should we experience equipment or other impacts that substantially affect service delivery.
- All remaining expenses remain unchanged.

Personnel	Operations	Total
716,902	572,300	1,289,202

FY2024 General Government

Personnel	Operations	Total
952,064	191,900	1,143,964

Personnel

(5 full time employees, including one contract employee)

- Due to anticipated staffing changes, the salaries and salary-impacted benefits have been increased to reflect the promotion of an employee who currently works in the Police Department.
- **Contract Employee**—A new line item in the amount of \$36,400 for a proposed Project Manager position that will be used to train new employees, manage Permitting & Code Enforcement tasks, and to oversee the completion of pending projects, including the Boxwood Area, Municipal Storm Drain, and Buffer Drainage and Landscape projects, and to serve as a liaison to the Stormwater Committee.
- **Conferences**—This line item has been increased (up \$2,000) to reflect attendance at training conferences by new employees.
- The remaining personnel expenses in this department remain flat.

Operations

- **Community Events, Holiday Party**—Initial planning for the 2022 Holiday Party identified significant cost increases, most substantially for the catering portion of the event. Had we proceeded with the 2022 party consistent with prior years, the event costs were estimated to exceed \$25,000 (\$9,000 over budget). The Board will need to evaluate how they would like to proceed with this event in 2023. In anticipation of resuming a modified event, the budget has been increased (up \$9,000).
- **Community Events, Other Community Events**—Increased by \$3,000 to reflect a Board-initiated reimbursement program for block parties.
- **Community Events, Halloween Party, July 4th**—Both modestly increased to reflect rising costs (up \$100 and \$500, respectively).
- **Payroll Processing**—Modest increase (up \$500) to reflect rising costs.
- **General & Excess Liability**—The premium for the Excess Liability policy increased last year due to legislative changes that increased the tort claim limits for police-involved incidents and other police accountability legislation. Accordingly, the budget reflects a \$3,000 increase.
- **Professional Services, Accounting & Audit**—The audit contract is being rebid and will be awarded in March 2023. The budget line item has been modestly increased (up \$750) in anticipation of higher costs.
- **Professional Services, Website Maintenance & Improvement**—This line item includes our annual maintenance contract for the website, staff training, the cost of Board Members' official email accounts and the fees the Village covers for online payments. Due to increased use of the online payment system and associated fees, including anticipated online payments to the Holiday Fund beginning late 2023, we have increased the budget by \$4,250.
- There are modest increases to other line items to reflect rising costs (up \$1,300 total), but most remaining expenses remain flat.

FY2024 Professional Services

Professional Services

- **Engineers & Other**—Increased by \$30,000 to reflect continued use of the Village’s consulting civil engineer in the review of projects subject to Building Permit review, and in anticipation that the newly formed Stormwater Committee will seek Board authorization for a contract with the Low Impact Development Center (LIDC). LIDC is a non-profit national research organization that focuses on sustainable stormwater management solutions for urban and developing areas, to analyze the survey results by developing base maps of the land uses and associated runoff characteristics such as soil type, imperviousness, and vegetation classification (lawn or woods). LIDC can work with the committee to create a blueprint to improve stormwater management in the Village, and work to create an online dashboard for residents to understand and select local incentive programs based on their property needs. LIDC has provided a preliminary cost estimate for their work totaling \$20,000.

Personnel	Operations	Total
0	130,000	130,000

FY2024 Facilities, Fleet & Infrastructure

Facilities, Fleet, & Infrastructure

Village Hall	137,525
Parks, Trees, & Greenspaces	267,600
Lights	42,500

	\$1,703,345

Village Hall

- **Janitorial Services**—per the consumer price index (CPI) adjustment reflected in the service contract effective each July 1, this line item has been increased by 8% (up \$3,064).
- **Heating & Air Conditioning**—There are eleven units throughout the Village Hall (administrative office, police department, police locker room, Communications Center, Humphrey Hall, Lambert Room, Mary Anne Tuohey Conference Room, reception area, Public Works Department, archives and Post Office) and the age of these units varies. We have increased the maintenance and repair budget (up \$7,500) to reflect the now implemented annual maintenance contract (\$15,500) for these units and the rising costs for maintaining the systems as they age (remaining \$4,500).
- **Utilities, All**—modest increases across all three utility line items (totaling \$4,500) due to higher rates.
- All remaining expenses are unchanged.

Parks, Trees & Greenspaces

- **Landscape Maintenance Services**—Per the consumer price index (CPI) adjustment reflected in the service contract effective each July 1, this line item has been increased by 8%. We also anticipate a contract amendment for the upcoming growing season as well as a new contract for the 2024 growing season (up \$5,000).
- Modest increases to other line items to reflect rising costs (totaling \$1,112).
- All remaining expenses remain unchanged.

Tree Program

- **Planting Program/Tree Stock**—Increased by \$1,000 due to rising costs.
- All remaining expenses remain unchanged.

Lights, Utilities, Street Lights-Utility

- Increased by \$2,500 due to rising energy costs.

FY2024
 On-Going Programs
 (Operating Budget)
 Summary

A. On-going Program	Personnel	Operations	Total
<u>Department Services</u>			
Police	2,085,609	327,800	2,413,409
Communications	459,500	33,720	493,220
Public Works	716,902	572,300	1,289,202
General Government	952,064	191,900	1,143,964
Professional Services	0	130,000	130,000
<u>Facilities, Fleet, & Infrastructure</u>			
Village Hall		137,525	137,525
Parks, Trees, & Greenspaces		267,600	267,600
Lights		42,500	42,500
Subtotal	----- \$4,214,075	----- \$1,703,345	----- \$5,917,420
Surplus/Draw on Reserves			\$53,720

FY2024 Proposed Budget: Expenses—Manager’s 1st Draft
Review of the DRAFT FY2024 Capital Budget.

FY2024 Capital & Special Projects Budget Summary

B. Capital Projects

Equipment

General Government Equipment	20,000
Public Safety Technology	20,000
Police Equipment Purchases	92,000

Projects

Village Hall Mechanical Equip. Access Project	280,000
Boxwood Area Project	6,500
Sidewalk Maintenance	15,500
Street Maintenance	65,000
Streetlight Upgrade	5,000
Stormwater Management Projects	150,000
Belmont Ave. Extended Buffer Drainage Project	380,000

Subtotal	<hr/> \$1,034,000
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Surplus/Draw on Reserves	(980,280)
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FY2024 Capital & Special Projects

Department Equipment & Vehicles

General Government Equipment - The Village maintains two (2) computer servers: 1) General file/police records management server (replaced in FY2023) and 2) the financial accounting system server, being migrated to the cloud as approved by the Board in FY2022. Per the Board's approval to also migrate the records management system to the cloud, we will no longer require this second server beginning in FY2024.

The Village Hall has ten (10) HVAC mechanical units that serve the Administration, Police and Police Locker Rooms, Public Works, Communications, each of the public rooms and Post Office spaces. The equipment is aging and requires maintenance and in some cases replacement. There is a separate project detail sheet for the construction work required to access these units, which are located in the attic and cannot currently be accessed for removal and replacement.

Public Safety Technology - This project would further enhance the Village Police Department's strategies and practices to prevent and reduce crime throughout the Village as supported by the Village Public Safety Committee. This fund would enable the Department to act quickly to acquire new technologies or equipment items that come to our attention during the fiscal year that would immediately help us to improve operations. In FY2022 the department intends to proceed with the purchase of body-worn cameras for police personnel.

This is an ongoing project. As emerging technologies and/or equipment come to our attention, staff will investigate them to determine whether their use may be beneficial/feasible in improving efficiency or reducing crime in the Village. In the upcoming fiscal year, it is anticipated that modest expenditures may be made to augment and enhance the Village Police Department's crime fighting strategies and practices.

Police Equipment Purchases (Mobile Radios) - These are the handheld radios that officers wear on their hip and their lifespan is approximately 10 years. It is time to replace them. We have an opportunity to buy compatible radios using the County's negotiated contract.

Public Works Equipment - No equipment purchases scheduled in FY2024.

General Government, Public Safety and Public Works Vehicles - No vehicle purchases scheduled for FY2024.

Equipment

General Government Equipment	20,000
Public Safety Technology	20,000
Police Equipment Purchases	92,000

FY2024 Capital & Special Projects, cont'd.

<u>Projects</u>	
Village Hall Mechanical Equip. Access Project	280,000
Boxwood Area Project	6,500
Sidewalk Maintenance	15,500
Street Maintenance	65,000
Streetlight Upgrade	5,000
Stormwater Management Projects	150,000
Belmont Ave. Extended Buffer Drainage Project	380,000

Projects

Village Hall Mechanical Equipment Access Project - This is a new capital project associated with ongoing operating expenses for replacement of the aging Village Hall mechanical systems. The equipment predates the building alterations from the late 1980's, and the units (which are quite large) are no longer accessible for service and replacement. Openings are required in the ceiling framing to install new equipment. We would engage an architect and structural engineer to work with the mechanical contractor to determine what the size and location of openings would be and to coordinate that construction project and installation of the new equipment.

Boxwood Area Project - This project addresses the re-design of the Boxwood Area on Chevy Chase Circle, the segment of public space on the Circle between Grafton Street and Magnolia Parkway. The historic boxwood stand has succumbed to changing weather conditions and age and despite years of effort cannot be salvaged. The consulting landscape architect has proposed a re-design of the area that has been presented to abutting property owners and Parks & Greenspaces Committee members and will next be presented to the Board for approval in March 2023.

The project will improve safety in the space while maintaining screening for abutting property owners and ensuring protection of a designated champion Oak tree while acknowledging, to the extent possible, the historic character of the space. After removal of the diseased boxwood a new path system respecting pedestrian travel will be installed. Soil improvements and new planting material will be installed to rejuvenate this area while maintaining this historic public greenspace. This project will be subject to authorization by the Board as a supplemental appropriation for FY2023, for completion in FY2024.

FY2024 Capital & Special Projects, cont'd.

<u>Projects</u>	
Village Hall Mechanical Equip. Access Project	280,000
Boxwood Area Project	6,500
Sidewalk Maintenance	15,500
Street Maintenance	65,000
Streetlight Upgrade	5,000
Stormwater Management Projects	150,000
Belmont Ave. Extended Buffer Drainage Project	380,000

Projects, cont'd.

Sidewalk Maintenance - This is an ongoing project for the proactive maintenance and repair of Village sidewalks. The condition of all public sidewalks is constantly monitored by staff and we remain responsive to the need for repairs due to tree root upheaval and to address puddling of water in low spots. Repairs are identified by staff by routine monitoring of all sidewalks to proactively identify possible safety concerns and in response to residents who alert staff to areas in need of repair. Repairs will continue to be carried out by the Public Works Department, however, major repairs may be assigned to a contractor. The budgeted amount for this item was increased for the coming year to provide ongoing maintenance of the Brookville Road sidewalk. This GravelLok system requires periodic replenishment of the gravel and resealing, which is performed every five years or so. Going forward the annual cost was revised lightly upwards to reflect increased root growth impacting sidewalks.

Street Maintenance and Repair Program - This project provides for the on-going maintenance and repair of the Village's roadways and curbs using hot mix asphalt and concrete. The Village maintains a total of 8.1 miles of roadway or 27 lane miles. All streets are in generally good condition. As the infrastructure ages, however, we have seen a modest increase in necessary surface repairs. Based on current funding levels all Village roadways would be repaved on a revolving 20-year basis. As oil prices have risen, prices for asphalt have also risen. Since the last full repaving occurred in 2011 the frequency of repairs is expected to rise over the next few years in advance of the next full repaving project. We have also seen an increase in curb repairs hence funding allocations, which reflect ongoing maintenance and repairs, have been adjusted modestly for FY2024. Repairs made to curbs, gutters and asphalt thus far in FY2023 have been performed within budget. Additionally, the installation of speed humps falls under this category.

Streetlight Upgrades - This program serves to enhance and upgrade existing streetlights in addition to installing new LED or high-pressure sodium streetlights in identified dark areas, thereby creating safer pedestrian and vehicular access throughout the Village. There were no requests received in FY2023, and only one in the four years prior, and as it appears we are not discovering further dark areas this item has been reduced slightly going forward. Replacements occur on an as-needed basis and are subject to Board authorization. In 2021 the Public Service Commission denied Pepco's proposal for a systemwide conversion of all of their existing streetlights to LED, which would have included those in the Village. Pepco has indicated they intend to refile a revised proposal in the near future. As things become more settled, we will revisit a full conversion to LED streetlights throughout the Village, either in conjunction with Pepco programs or independently.

FY2024 Capital & Special Projects, cont'd.

Projects, cont'd

Stormwater Management Projects (previously titled “Municipal Storm Drain Project”) - The Municipal Storm Drain Project (along a portion of the block bordered by Hesketh and West Irving Streets between Magnolia and Cedar Parkways) will be bid in late winter 2023; easements have been executed with the affected property owners and County building permits have been issued. The scope of the project was revised downward, and it remains to be seen how many properties may require accommodations at the east end of the block. As the easement process and utility coordination took longer than anticipated, construction costs are maintained into FY2024 to support completion of the project, which is anticipated to begin in May 2023.

There is a proposed stormwater infrastructure project in conjunction with Section 3 reflected in FY2024. That abutting community is in the planning phase for a project to address a decades-old drainage issue on Bradley Lane between Georgia Street and Brookville Road. Heavy rains often resulted in dangerous ponding in the area. The proposal is to extend a storm drain southward on Georgia St. to Bradley Lane and from there eastwards to the intersection of Bradley Lane and Brookville Road; the new storm drain would capture the water and direct it underground to an existing storm drain system. Section 3 has undertaken the planning and construction costs of this project and the Village would contribute to defray costs for the portion of the project within our public right of way.

We also continue to assess other stormwater projects in the Village that may require stormwater management solutions.

Belmont Ave. Extended Buffer Drainage Project - This project addresses stormwater runoff and drainage remediation in the “Buffer” area between Grove Street and Park Street. Some of the existing infrastructure is in need of repair. Over time, this area has been impacted by erosion. Increased storm events and the dense tree canopy have created new drainage patterns that were not anticipated in the original design of the area. More robust measures are required to prevent runoff along the public walkway. An initial concept design has been presented to the Parks & Greenspaces Committee members, who supported the progress, and the plans are therefore being further developed. (This project will be subject to authorization by the Board as a supplemental appropriation for FY2023, for completion in FY2024.)

Projects

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Belmont Ave. Extended Buffer Drainage Project	380,000

FY2024 Capital & Special Projects Budget Summary

B. Capital Projects

Equipment

General Government Equipment	20,000
Public Safety Technology	20,000
Police Equipment Purchases	92,000

Projects

Village Hall Mechanical Equip. Access Project	280,000
Boxwood Area Project	6,500
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Street Maintenance	65,000
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Stormwater Management Projects	150,000
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Subtotal	\$1,034,000
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Surplus/Draw on Reserves	(980,280)
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Concluding Comments and Board Direction

FY2024 Budget Summary

Concluding Comments and Board Direction

General Funds and SafeSpeed Budgets Combined Summary Proposed FY2024

I. Revenue			
Income Tax			3,250,000
Property Tax			1,040,500
Investments & Misc. Income			524,550
Cost Recoveries/Grants			531,085
SafeSpeed Citation Revenue			625,005
			<hr/>
Total Revenue			\$5,971,140
II. Costs			
	A. On-going Program	Personnel	Operations
			Total
	<u>Department Services</u>		
	Police	2,085,609	327,800
	Communications	459,500	33,720
	Public Works	716,902	572,300
	General Government	952,064	191,900
	Professional Services	0	130,000
	<u>Facilities, Fleet, & Infrastructure</u>		
	Village Hall		137,525
	Parks, Trees, & Greenspaces		267,600
	Lights		42,500
			<hr/>
	Subtotal	\$4,214,075	\$1,703,345
			\$5,917,420
	Surplus/Draw on Reserves		
			\$53,720
	B. Capital Projects		
	<u>Equipment</u>		
	General Government Equipment		20,000
	Public Safety Technology		20,000
	Police Equipment Purchases		92,000
	<u>Projects</u>		
	Village Hall Mechanical Equip. Access Project		280,000
	Boxwood Area Project		6,500
	Sidewalk Maintenance		15,500
	Street Maintenance		65,000
	Streetlight Upgrade		5,000
	Stormwater Management Projects		150,000
	Belmont Ave. Extended Buffer Drainage Project		380,000
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	Subtotal		\$1,034,000
	Total Costs		
			\$6,951,420
	Surplus/Draw on Reserves		
			(980,280)
	Approximate Reserves		
			17,834,140
	Projected Reserves		
			\$16,853,860

Adjournment

Draft Motion: *I move to adjourn the meeting.*