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**CHEVY CHASE VILLAGE  
BOARD OF MANAGERS  
MARCH 13, 2023 MEETING**

**STAFF REPORT**

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**TO:** BOARD OF MANAGERS  
**FROM:** SHANA R. DAVIS-COOK, VILLAGE MANAGER  
**DATE:** 3/9/2023  
**SUBJECT:** PUBLIC HEARING: DRAFT BUDGET FOR THE FISCAL YEAR BEGINNING  
JULY 1, 2023 (FY2024)

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**Background**

The Board held its work session to review the Village Manager's initial draft budget on February 27, 2023. The full detailed draft budget and draft Capital Improvements Program (CIP) were posted to the Village website prior to the work session. To-date, no written comments have been received regarding the draft budget.

**Budget Documents**

Two changes have been made to the proposed capital budget since your work session. Please see the amended FY2024 Budget Summary and memo from Ellen Sands regarding these changes and the corresponding updated CIP sheets.

**FY2024 Budget Process**

- The Board is scheduled to hold two Public Hearings on the draft budget:
  - Monday, March 13 regular monthly meeting
  - Monday, April 10 regular monthly 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 and the real estate and personal property tax rates during the Village's Annual Meeting on Monday, April 17.

**Board Action Requested**

Unless there are amendments to the proposed budget, no formal Board action is required at this time and the enclosed budget summary will be included in the April issue of the *Crier*.

**Attachments**

Amended FY2024 Budget Summary  
Memo from Ellen Sands, dated 3/9/2023 w/ attachments

**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
 Total Revenue	 \$5,971,140

**II. Costs**

<b>A. On-going Program</b>	<b>Personnel</b>	<b>Operations</b>	<b>Total</b>
<b><u>Department Services</u></b>			
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
 <b><u>Facilities, Fleet, &amp; Infrastructure</u></b>			
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
 <b>Surplus/Draw on Reserves</b>			 \$53,720
 <b>B. Capital Projects</b>			
<b><u>Equipment</u></b>			
General Government Equipment			20,000
Public Safety Technology			20,000
Police Equipment Purchases			92,000
 <b><u>Projects</u></b>			
Village Hall Mechanical Equip. Access Project			400,000
Boxwood Area Project			6,500
Sidewalk Maintenance			51,000
Street Maintenance			65,000
Streetlight Upgrade			5,000
Stormwater Management Projects			150,000
Belmont Ave. Extended Buffer Drainage Project			380,000
 Subtotal			 \$1,189,500
 <b>Total Costs</b>			 \$7,106,920
 <b>Surplus/Draw on Reserves</b>			 <b>(1,135,780)</b>
 Approximate Reserves			 17,834,140
 <b>Projected Reserves</b>			 \$16,698,360

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MARCH 13, 2023 MEETING**

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**TO:** BOARD OF MANAGERS  
**CC:** SHANA DAVIS-COOK, VILLAGE MANAGER  
**FROM:** ELLEN SANDS, ACTING PERMITTING & CODE ENFORCEMENT  
COORDINATOR  
**DATE:** 3/9/2023  
**SUBJECT:** FY2024 CIP DETAIL SHEET REVISIONS

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**Background**

Following the Board's February 27, 2023 Budget Work Session, three Capital Projects Detail Sheets have been revised, as follows:

**Village Hall Mechanical Equipment Access Project:** The Village's heating and air conditioning service contractor submitted a more precise equipment replacement estimate. The detail sheet and related spreadsheets have been updated to reflect this new number (increased by \$120,000 total).

**Sidewalk Maintenance:** The Village's sidewalk maintenance contractor has provided an updated quote reflecting the greatly increased cost for the epoxy sealant to be used on the Brookville Road sidewalk. We have also expanded the scope of the FY24 project to include replacing the sidewalk into and within the Brookville Road Park. That sidewalk has not held up as well as anticipated. We suspect that the sidewalk, installed in 2018, was not properly sealed initially and that, coupled with the immediate heavy use as a dog park, contributed to the sidewalk deteriorating and requiring more extensive repairs than simply a new epoxy coating. Replacing the sidewalk now will ensure that, as we properly seal it every five years, it will remain in good shape. The revised sidewalk detail sheet now reflects the increased cost of materials, replacement of the Brookville Road Park sidewalk and a resurfacing of both sidewalks in FY29. The impacted spreadsheets have been updated (increased by \$35,500 in FY24 and \$58,500 over the total 6-year total value).

**Public Safety Vehicles:** There was an inaccurate figure in the "Total" column which has been corrected. This did not affect any of the anticipated yearly fiscal costs nor the 6-year CIP total, so no further impacts occurred. The figure has been corrected. This update does not impact the FY2024 budget as there are no expenditures proposed in the fiscal year.

**Attachments**

Amended CIP Detail Sheets and spreadsheets

## Project Detail Sheet

### Village Hall Mechanical Equipment Access Project

<b>Category</b>	Village Hall	<b>Date Last Modified</b>	February 28, 2023
<b>Department</b>	Administration	<b>Funding Source</b>	Tax-Based Revenues
<b>Zone Location</b>	3	<b>Status</b>	Planning

#### EST. EXPENDITURE SCHEDULE (dollars in thousands)

Cost Element	Total	Est. FY23	Total 6 Years	FY24	FY25	FY26	FY27	FY28	FY29	Beyond 6 Years
Planning, Design and Supervision	25	0	25	25	0	0	0	0	0	0
Land acquisition	0	0	0	0	0	0	0	0	0	0
Site Improvements and Utilities	0	0	0	0	0	0	0	0	0	0
Construction	375	0	375	375	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>400</b>	<b>0</b>	<b>400</b>	<b>400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### EST. FUNDING SCHEDULE (dollars in thousands)

Tax-Based Revenues	400	0	400	400	0	0	0	0	0	0
SafeSpeed Based Revenues	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>400</b>	<b>0</b>	<b>400</b>	<b>400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### Description

This is a new capital project associated with ongoing operating expenses for replacement of the aging Village Hall mechanical systems. There are eleven systems serving the Village Hall (including Administration, Police, Public Works and Public Spaces) and Post Office. Two of the units (Police and Tuohy Conference Room) were rebuilt several years ago and are expected to last for several more years, however the units serving the administrative offices, Post Office, front reception foyer and the Lambert Room need to be replaced. The condensers for these units are mounted on the roof and the air handlers are located in the attic. 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. This is a one-time project; ongoing equipment replacement is covered in the General Government Equipment Detail Sheet.

#### Estimated Schedule-


This is a one-time project occurring in FY24.

#### Cost Change

This is a new project page.

#### Justification

This project will address ongoing operations of the Village Hall.

<p><b>Coordination</b>                  Board of Managers                  General Government                  Building Facilities Commission</p>	<p><b>Map</b></p> 
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## Project Detail Sheet

### Sidewalk Maintenance Program

<b>Category</b>	Infrastructure	<b>Date Last Modified</b>	March 8, 2023
<b>Department</b>	Public Works	<b>Funding Source</b>	<i>SafeSpeed</i> Eligible
<b>Zone Location</b>	1, 2, 3, 4	<b>Status</b>	On-going

#### EST. EXPENDITURE SCHEDULE (dollars in thousands)

Cost Element	Total	Est. FY23	Total 6 Years	FY24	FY25	FY26	FY27	FY28	FY29	Beyond 6 Years
Planning, Design and Supervision	3.5	0.5	3	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Land acquisition	0	0	0	0	0	0	0	0	0	0
Site Improvements and Utilities	0	0	0	0	0	0	0	0	0	0
Construction	179.5	74	105.5	50.5	5	5	5	5	35	5/year
Other	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>183</b>	<b>74.5</b>	<b>108.5</b>	<b>51</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>35.5</b>	<b>5.5/year</b>

#### EST. FUNDING SCHEDULE (dollars in thousands)

Tax-Based Revenues	0	0	0	0	0	0	0	0	0	0
<i>SafeSpeed</i> Revenues	183	74.5	108.5	51	5.5	5.5	5.5	5.5	35.5	5.5/year
<b>Total</b>	<b>183</b>	<b>74.5</b>	<b>108.5</b>	<b>51</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>35.5</b>	<b>5.5/year</b>

#### Description

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. We have increased our messaging to residents reminding them to alert us to areas in need of repair. In response to an increasing frequency of repair requests, primarily due to tree root growth, the budgeted amount for this item was increased in FY22 by \$1,000. That had been sufficient to address repairs until impacts from the Covid-19 pandemic and staffing circumstances resulted in a lag on sidewalk repairs necessitating an authorization to contract out a list of more robust repairs. Having caught up on that workload it is anticipated that we can maintain the brick sidewalks going forward. Repairs will continue to be carried out by the Public Works Department, however, major repairs may be assigned to a contractor.

One such larger project has been identified for the coming fiscal year is for ongoing maintenance of the Brookville Road sidewalk. This GravelLok system is made up of stone aggregate bound in epoxy. It requires periodic replenishment of the gravel and resealing. This resealing is performed every five years or so.

#### Estimated Schedule


This is an on-going maintenance activity.

#### Cost Change

The cost has increased to reflect FY24 repairs to the Brookville Road sidewalk and an annual cost adjustment for general maintenance.

#### Justification

This project will maintain and increase pedestrian safety on all Village sidewalks and promote safe access throughout the Village. As a result of the increased pedestrian safety this activity is eligible for funding under the *SafeSpeed* program.

<p><b>Coordination</b>                  Board of Managers                  General Government                  Public Works Department</p>	<p><b>Map</b></p> 
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## Expenditure Detail Sheet

### Public Safety Vehicles

**Category**  
**Department**

Vehicles  
Police/Communications

**Date Last Modified**  
**Funding Source**  
**Status**

February 28, 2023  
Tax-Based/*SafeSpeed* Eligible  
Ongoing

#### EST. EXPENDITURE SCHEDULE (dollars in thousands)

Vehicle Type	Total	Est. FY23	Total 6 Years	FY24	FY25	FY26	FY27	FY28	FY29	Beyond 6 Years
Marked Police Cars (x3)	180	0	180	0	120	0	60	0	0	250
Unmarked Surveillance Car	60	0	60	0	0	0	60	0	0	125
<b>Total</b>	<b>240</b>	<b>0</b>	<b>240</b>	<b>0</b>	<b>120</b>	<b>0</b>	<b>120</b>	<b>0</b>	<b>0</b>	<b>375</b>

Tax-Based Revenues	0	0	0	0	0	0	0	0	0	0
<i>SafeSpeed</i> Revenues	240	0	240	0	0	120	0	120	0	375
Grants/Reimbursements	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>240</b>	<b>0</b>	<b>240</b>	<b>0</b>	<b>0</b>	<b>120</b>	<b>0</b>	<b>120</b>	<b>0</b>	<b>375</b>

#### Description

The Police department's fleet includes three (3) marked and one unmarked (surveillance) vehicle for the performance of public safety operations. When we buy new cars, we transfer durable equipment items from the old police cars into the new cars to save money wherever we can. As for the mobile laptops, we replace them when we replace our cars (on the 5-year schedule). We replaced all of our dashboard video cameras and two mobile laptops in FY20 when we purchased two new marked cars. In FY22, we replaced the remaining two mobile laptops when we purchased two new cars—one marked and one unmarked. We must plan to replace two of the laptops when we buy two replacement cars scheduled for purchase in FY25. The lifespan of our relatively new dashboard video cameras is unknown, and we will evaluate their performance each year; we hope to get 10 years of service from them. We will not plan to replace the dashboard cameras until they begin to fail. As these cars are used daily for a variety of police/public safety needs, the expenditures would be eligible to be paid out of the *SafeSpeed* revenues.

#### Schedule

Vehicles are purchased pursuant to the Village's Vehicle Operational Plan. Specifically, police cars are to be replaced by the time they are five service years old. Based on the Plan, two marked cars were replaced in FY20, and the other marked car and the unmarked were replaced in FY22. The cars that were purchased with FY20 funds are scheduled for replacement in FY25, and those purchased in FY22 are scheduled for replacement in FY27.

#### Justification

These vehicles will ensure the continuity of operation of Village government while ensuring that the services Village residents have come to rely on such as 24/7 police patrols, house checks, and traffic enforcement are maintained.

#### NOTES:

- We plan to replace our mobile laptops when we buy new cars, which would mean each laptop will have a 5-year service life. In FY20, cost per unit was \$4,700.
- We replaced all 4 dashcam systems in FY20. Their lifespan is 5-10 years. Cost per unit was approximately \$4,900.

#### Coordination

- Board of Managers
- General Government
- Police Department
- Public Safety Committee

## Expenditure Summary by Project Category (dollars in Thousands)

											Funding Breakdown				
	CIP Total	Est. FY23	Combined Six-Year Total	FY24	FY25	FY26	FY27	FY28	FY29	Beyond 6 Years	Tax Based Percent Allocation	SafeSpeed Percent Allocation	Total Tax Based Projected Cost	Total SafeSpeed Projected Cost	Total Cost
<b>Infrastructure</b>															
Sidewalk Maintenance Program	113	4.5	108.5	51	5.5	5.5	5.5	5.5	35.5	5.5	0%	100%	0	109	
Street Maintenance and Repair Program	450	60	390	65	65	65	65	65	65	65	0%	100%	0	390	
Streetlight Upgrades	35	5	30	5	5	5	5	5	5	5	0%	100%	0	30	
Stormwater Management Projects	350	150	200	150	10	10	10	10	10	10	100%	0%	200	0	
<b>Category Total</b>	<b>948.0</b>	<b>219.5</b>	<b>728.5</b>	<b>271.0</b>	<b>85.5</b>	<b>85.5</b>	<b>85.5</b>	<b>85.5</b>	<b>115.5</b>	<b>85.5</b>			<b>200</b>	<b>528.5</b>	<b>728.5</b>
<b>Public Safety</b>															
Public Safety Technology and Equipment	140	20	120	20	20	20	20	20	20	0	100%	0%	120	0	
<b>Category Total</b>	<b>140</b>	<b>20</b>	<b>120</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>0</b>			<b>120</b>	<b>0</b>	<b>120</b>
<b>Public Spaces</b>															
Laurel Park Hydrology and Engineering Study	100		100	0	50	50	0	0	0	0	100%	0%	100	0	
Belmont Ave. Extended Buffer Drainage	440	60	380	380	0	0	0	0	0	0	100%	0%	380	0	
Boxwood Project	172.5	166	6.5	6.5	0	0	0	0	0	0	100%	0%	6.5	0	
<b>Category Total</b>	<b>696.5</b>	<b>210</b>	<b>487</b>	<b>386.5</b>	<b>50</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>486.5</b>	<b>0</b>	<b>487</b>
<b>Village Hall Repairs</b>															
Mechanical Equipment Access Project	400	0	400	400	0	0	0	0	0	0	100%	0%	400	0	400
<b>Category Total</b>	<b>400.0</b>	<b>0</b>	<b>400</b>	<b>400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>400</b>	<b>0</b>	<b>400</b>
<b>Total Expenditures</b>	<b>2,184.5</b>	<b>449.5</b>	<b>1,735.0</b>	<b>1,077.5</b>	<b>155.5</b>	<b>155.5</b>	<b>105.5</b>	<b>105.5</b>	<b>135.5</b>	<b>85.5</b>			<b>1,207</b>	<b>528.5</b>	<b>1,735.0</b>