

COUNCIL OF CHEVY CHASE VIEW
Annual Budget Meeting

Date: April 18, 2018
Place: Christ Episcopal Church, 4001 Franklin Street,
Kensington, Maryland
Present: Nancy Kehne, Acting Chair; Tom Brown, Peter Marks, Ron Sherrow,
Council Members
Jana Coe, Town Manager
Ron Bolt, Town Attorney for Chevy Chase View
Joseph Toomey, CCV Building Permit Administrator

Others Present: Heather Tinsley, 4305 Glenridge Street

Called to Order: 7:05 p.m. Nancy Kehne, Acting Chair

Budget for Fiscal Year 2019 (FY19): Nancy Kehne explained that the FY19 budget was developed by the Council in an open work session held on March 13, 2018. The FY19 proposed budget was presented for discussion. A resident inquired as to the Council's methodology for setting the FY19 Administration Budget, particularly the budget line items Managerial Salaries (i.e., Town Manager), and Professional/Consulting Services (Funds a part-time contractor to assist the Town Manager for website maintenance, Town mailings, mandated archival work; also, funds Town arborist). Ron Sherrow explained that in drafting the FY19 budget, the Council surveyed 10 local municipalities' recent administration budgets to gather salary and position (headcount) data. Although large and small municipalities differ in number of in-house and outsourced administrative positions and related expenditures, analysis did reveal each town's ratio of *normalized* administrative salaries to: (1) Operating Budget, (2) Dwelling Unit and (3) Resident. CCV's ranking among 11 (10 + CCV) local municipalities is, respectively: 5th lowest, 6th lowest, 4th lowest. A CCV resident's monthly share of administrative costs is \$10. Mr. Sherrow also shared the Council's prediction that administrative workload volume will remain high in FY19. Factors include building permit applications for new homes and major additions, accompanying utility work, capital improvement projects (e.g., Summit Avenue sidewalk upgrade) and ongoing pedestrian and traffic safety studies. Those activities and other Council initiatives are placing more demands on the Town Manager's time; consequently, the Council has budgeted additional funds, authorized additional hours and explicitly encouraged the Town Manager to utilize additional contracted administrative services in FY19. The Council will monitor administrative workload in FY19, so that workload trends can be included in FY20 budget deliberations. The Council appreciates residents' interest in the formation and execution of the annual Town budget, and encourages all residents to forward their budgetary questions, comments and concerns to the Council.

The resolutions to adopt the new tax rate and budget were discussed. The FY19 proposed tax rate of two cents (\$0.02) per One Hundred Dollars (\$100.00) of assessed value (fair market value) of real property, but not on personal property, in Chevy Chase View; and one dollar (\$1.00) per One Hundred Dollars of assessed value of utility property subject to taxation by the Town was presented.

The motion was made by Tom Brown that the Council adopt Ordinance No. 74 (Resolution No. 122-04-18) approving the above tax rates. Ron Sherrow seconded

the motion and it passed by a vote of 4-0. The Town Manager was directed to so advise the Director of Finance for Montgomery County.

Ron Sherrow moved that the Council adopt Ordinance No. 75 (Resolution No. 123-04-18) approving the FY19 budget covering the period July 1, 2018 - June 30, 2019. The motion was seconded by Peter Marks and it passed by a vote of 4-0.

Adjournment: At 7:40 p.m., Nancy Kehne moved that the meeting be adjourned and the Council convene its regular monthly meeting. Tom Brown seconded the motion and it passed by a vote of 4-0.

Jana S. Coe
Town Manager