

Village of Martin's Additions
7013 Brookville Road, Suite B, Chevy Chase, MD 20815
Minutes for Annual Meeting on
May 10, 2018

Council Members Present: Richard, Krajeck; Tiffany Cissna; Katya Hill; Susan Fattig; Arthur Alexander; **Village Manager:** Matthew Trollinger; **Assistant Village Manager:** Tina Lurie; **Attorney:** Ron Bolt; **Residents and other attendees:** Janine Trudeau (Bradley Lane); Keith Allen (Turner Ln.); Riley Markham (Turner Lane), Nick Picerno (Montgomery County Police Department)

8:02 PM Call to Order: Krajeck

8:02 PM Opportunity for Council to hear residents' comments: Krajeck

(There were no resident comments.)

8:03PM Approval of the minutes from the April 19, 2018 meeting.

Council member Fattig motioned to approve, seconded by Council member Hill. All in favor.

Montgomery County Police officer Nick Picerno gave a report and discussed various topics affecting the Village, such as a small rash of car break ins, traffic concerns and other issues. He noted that crime in Martin's Additions is much lower than some of the surrounding areas, for example Silver Spring, but that residents should report any break-ins so that the County police can allocate their resources to the places that it is needed.

Council member Alexander asked officer Picerno about getting a crossing guard at the Taylor/Brookville intersection. Officer Picerno explained that crossing guards are typically found within a certain vicinity to schools.

Council member Krajeck thanked Keith Allen (Turner Lane) for his assistance in helping with setting up and cleaning up for the Celebration on the Sidewalk, as well as all his insights regarding the weather forecast throughout the day.

8:20PM State of the Village Report

Council member Fattig gave a report on Charter and Ordinance changes throughout the year. The Council in April adopted seven Charter amendments that had been recommended to the Village by

Council member Hill gave a report on Roads, Street Lights, and Leaf Vacuuming. Roads and sidewalks were mostly finished after the WSSC water main replacement project was finished; and will be fully completed after the remaining streets' (Quincy, Raymond, Thornapple, Chestnut) sewer mains are replaced.

The new streetlights were installed in the fall of 2017, and the Village has received a large credit to its account with Pepco for the electricity saved with the new energy-efficient LED bulbs.

The Village implemented a leaf vacuuming program in fall of 2017, and plans to continue the project in the next fiscal year.

Council member Cissna gave a report on the Community Engagement Committee and resident volunteers. She also noted that postal issues were addressed and largely fixed; and that the Village fought (and succeeded) against the reclassification of Brookville Road by the County.

Council member Krajeck commended Wayne C. Fowler for his work taking pictures and documenting safety concerns on the Brookville Road project.

8:31PM FY18 Budget and Tax Rate Public Hearing: Alexander

Treasurer’s Report and FY2019 Budget, May 10, 2018
Arthur Alexander, Treasurer

In previous reports, I discussed the sources of the Village’s revenues and explained the Council’s decision to reduce the property tax. In this report, to mark the passage of the fiscal year 2019 budget, I describe the spending trends of the past decade.

Table 1 shows that despite the ups and downs of Village revenues and expenditures, spending last year was almost the same as it was 10 years ago. Percentage shares by major budget category have bounced around, depending on special projects or other episodic needs, such as snow removal. Office expenses, including rent, has been around 15% of the total; staff salaries and benefits have varied from 10% to 20%, depending on vacancies and the use of assistants; staff costs have averaged about 20% of total spending in recent years. Professional fees also have varied because of special needs; for example, during the period that we were planning for our new streetlights, we made heavier use of a lighting specialist. The professional categories including accounting, legal, and police account for about one-third of the total. The “Other” category is where we put community events as well as the installation and maintenance of Village trees; this account represents roughly 10% of the total.

Capital expenditures for roads, lighting, sidewalks, and other long-lasting items occur infrequently, but can be very large when required. This is shown by the payments made in 2017 to cover repaving and streetlights, whereas in more than half of all recent years, no capital expenditures were made at all. To cover these large but infrequent needs, the Council regularly sets aside funds from its surplus. We expect to complete the road-repaving project in the coming year, if the WSSC completes its sewer renewal projects as planned.

Table 1: Village of Martin’s Additions Spending by Major Category, Fiscal Years 2007-17

Year	Office expenses %	Salaries, benefits %	Professional fees %	Streets %	Snow removal %	Waste, recycling %	Other %	Total current spending \$	Capital spending \$
2007	14.6	11.4	19.5	12.8	3.1	14.1	14.4	579,550	
2008	13.3	10.3	20.6	14.9	1.6	14.9	21.7	575,275	159,065
2009	14.7	12.9	28.3	9.8	0.8	14.8	11.6	550,614	29,510
2010	12.8	14.3	19.0	7.2	12.8	13.7	8.5	655,590	25,270
2011	17.3	26.1	19.9	8.4	1.7	19.9	10.3	406,066	
2012	14.6	22.7	23.1	6.5	0.4	18.6	8.4	454,478	

2013	15.1	22.8	22.8	6.1	0.7	20.7	7.9	409,688	
2014	15.3	23.9	20.8	8.1	3.9	17.1	10.7	521,971	
2015	12.8	24.6	22.7	7.9	6.0	17.5	8.6	540,579	
2016	13.1	21.1	36.3	6.3	4.9	18.3	10.6	532,142	3,816
2017	15.1	20.9	31.6	5.6	1.9	17.1	7.8	570,995	865,205

The detailed breakdown for next year's FY2019 budget proposal is shown in Table 2, next page. A few points deserve mention. The first one is that we prefer to project costs conservatively, planning for higher spending while working to restrain actual outlays. We do not like to be surprised by out-of-control costs. So far this fiscal year, for example, the Village is spending about \$100,000 less than budgeted. Among the planned increases, office expenses are temporarily higher as we upgrade office furnishings, some of which had actually collapsed. Another major item that was temporarily high is the update to the GIS (geographic information system) data, which had not been performed for several years; next year we return to a regular maintenance level. We are planning lower spending on streets because their recent repaving reduces the need for minor repairs. Overall, FY2019 continues the spending pattern of the past decade.

Table 2: Detailed spending and budget projections for FY2018 and FY2019 (\$)

	2017 actual	2018 budget	2019 budget	Change
Total 5000 · General Government	86,367	109,000	109,000	0
5010 · Office Expenses	15,774	15,000	15,000	0
5025 · Office Furniture & Equipment	11,177	25,000	25,000	0
5030 · Insurance	5,616	6,000	6,000	0
5040 · Printing & Mailing	4,628	5,000	5,000	0
5050 · Dues & Subscriptions/Conference	3,883	10,000	10,000	0
5055 · Storage Rental	3,123	4,000	4,000	0
5060 · Office Lease	29,139	32,000	32,000	0
5065 · Telephone	3,251	4,000	4,000	0
5080 · Holiday Fund	9,776	8,000	8,000	0
Total 5100 · Salaries & Benefits	119,478	155,000	155,000	0
5110 · Managerial & Office Salaries	103,585	132,000	132,000	0
5120 · Payroll Taxes & Benefits	15,893	23,000	23,000	0
Total 5200 · Professional Fees	180,154	201,500	180,500	-21,000
5210 · Accounting & Auditing	41,800	39,000	39,000	0
5222 · Building Review & Permits	36,000	30,000	30,000	0
5224 · Enforcement & Oversight	10,943	10,000	12,000	2,000
5226 · Municipal Operations	7,958	10,000	12,000	2,000
5230 · Legal	40,713	40,000	40,000	0
5240 · Police	30,789	31,000	31,000	0
5242 - Lighting Consultant	2,464	0	0	
5244 · Traffic Engineering	9,487	10,000	10,000	0
5246 · Records Retention & Disposal	0	1,500	1,500	0
5247 · GIS Update	0	30,000	5,000	-25,000
Total 5305 · Streets - General	31,765	68,000	61,000	-7,000
5310 · Street Lighting - PEPCO	14,802	16,000	16,000	0
5322 · Street Cleaning - Fall/Spring	16,159	15,000	15,000	0
5324 · Street Maintenance - Other	804	25,000	15,000	-10,000
5326 · Leaf Vacuuming	0	12,000	15,000	3,000
Total 5349 · Snow Removal	10,801	13,000	25,000	12,000
5350 · Snow Removal - Shovel	1,250	1,000	5,000	4,000
5351 · Snow Removal - Plowing	9,551	12,000	20,000	8,000
Total 5400 · Waste & Recycling	97,667	101,000	101,000	0
5410 · Waste Collection & Recycling	83,609	85,000	85,000	0
5420 · Leaf Bags	13,955	15,000	15,000	0
5425 · Recycling Bins	103	1,000	1,000	0

Total 5500 · Other	44,277	85,000	84,000	-1,000
5510 · Tree Maintenance	5,693	35,000	35,000	0
5515 · Tree Replacement	4,377	12,000	6,000	-6,000
5518 · Right-of-Way Landscaping	6,885	8,000	8,000	0
5520 · Community Events	20,447	25,000	30,000	5,000
5530 · Website	6,875	5,000	5,000	0
5630 · Tree Planting Initiatives	483	2,000	2,000	0
Total current expenditures	570,992	734,500	717,500	-17,000

Council member Alexander also brought up the Village's tree planting initiative. He suggested the Council consider waiving the \$100 resident fee in honor of Arbor Day. The Council agreed that it would consider the recommendation and discuss at the June meeting.

Council member Hill moved to adopt Resolution 3-18-2 (the Village's FY19 tax rates), Council member Fattig seconded; all in favor.

Council member Fattig moved to adopt Ordinance 3-18-1 (the FY 2019 budget); Council member Hill seconded; all approve.

8:43PM Opportunity for Council to hear residents' comments: Krajeck

(There were no resident comments.)

Council member Krajeck reiterated the Village's thanks to the community volunteers and the events they planned for this year and the upcoming fiscal year. He also thanked the Village staff and the Village's contractors, including Wayne C. Fowler and Doug Lohmeyer; and finally his fellow Council members for their service to the Village.

8:45PM Adjournment: Krajeck

Council member Hill moved to adjourn. Council member Cissna seconded; all in favor.