

1. Board Meeting Agenda

Documents: [JANUARY 11, 2016 BOARD MEETING AGENDA.PDF](#)

2. Treasurer's Report

Documents: [JANUARY 11, 2016 TREASURERS REPORT.PDF](#)

3. Report: RE: Revised Procedures For Board Candidate Forums

Documents: [REPORT_RE_REVISIED PROCEDURES FOR BOARD CANDIDATE FORUMS.PDF](#)

4. Police Report

Documents: [JANUARY 11, 2016 POLICE REPORT.PDF](#)

5. Building And Tree Permits And Code Enforcement Report

Documents: [JANUARY 11, 2016 BUILDING AND TREE PERMITS AND CODE ENFORCEMENT REPORT.PDF](#)

6. Capital And Infrastructure Upgrade Projects Report

Documents: [JNUARY 11, 2016 CAPITAL AND INFRASTRUCTURE UPGRADE PROJECTS REPORT.PDF](#)

7. Village Hall Activity Report

Documents: [JNUARY 11, 2016 VILLAGE HALL ACTIVITY REPORT.PDF](#)



Board of Managers Meeting
Monday, January 11, 2016
7:30 p.m.
AGENDA

- 1. Meeting Called to Order**
Mr. Michael L. Denger, Chair
- 2. Approval of Minutes from the Previous Board of Managers' Meeting**
Regular Monthly Meeting—December 14, 2015
Executive Session—December 14, 2015
- 3. Treasurer's Report**
 - Scheduling of Budget Work SessionMr. Gary Crockett, Board Treasurer
- 4. Matters Presented for Board Discussion and Possible Action (where required)**
- 5. Committee Matters**
 - Charter Revision Committee**
 - Dissolution of the ad hoc Committee
 - Election Supervisors**
 - Report RE: Revised Procedures for Board Candidate Forums
(This matter was introduced during the Board's December 14, 2015 meeting.)
- 6. Police Report**
Mr. John M. Fitzgerald, Police Chief
- 7. Manager's Report**
Ms. Shana R. Davis-Cook, Village Manager

Next Regular Board of Managers' Meeting
Monday, February 8, 2016 at 7:30 p.m. in the Village Hall

Please note: To reduce costs, copies of supporting materials for matters on this agenda are not provided at the meeting. If you would like to review materials related to matters discussed at this meeting, you are encouraged to visit the Village's website at www.chevychasevillagemd.gov by clicking on "Board of Managers Meetings" under "Quick Links" on the homepage.

Treasurer's Report July-December (6 months of FY 2016)

Overall:

This report is a six month snapshot for FY 2016. In FY 2016 we project a draw on reserves of \$528,880. As of now, the projected draw is \$132,149 more than the original approved budget. Income tax revenue is projected to be approximately \$300,000 less than budgeted (about 14% lower than budget). Also, since the approval of the original budget, supplemental appropriations have been made for an increase in the refuse and recycling contract and for additional Village Hall landscaping. However, higher than expected fees, county payments and a projected higher than budgeted speed camera revenue, savings on some capital projects, plus lower than expected expenses in some areas, will partially offset the income tax budgeted shortfall.

Income Tax Revenue:

We received our first distribution in November. The quarterly distribution and annual reconciliation was lower than forecasted and projects to an approximate \$300,000 less than the budgeted income tax revenue for the year; about 14% lower than budget and approximately 9.5% less than last year's final income tax distribution.

Property Tax Revenue:

We are projecting coming in around budget since we are using the constant yield rate for this fiscal year

Safe Speed Net Revenue:

We project this will be coming in above the budgeted amount by approximately 7%. The last half of FY 2015 saw an increase in Safe Speed revenue from the first half of FY 2015 and so far this trend has continued into the first four months of FY 2016.

Miscellaneous Revenue:

Net of reimbursement revenue for Newlands Street repaving, we project this to be over budget by \$34,000 due to a higher than expected County tax duplication payment, and higher than expected fees and income.

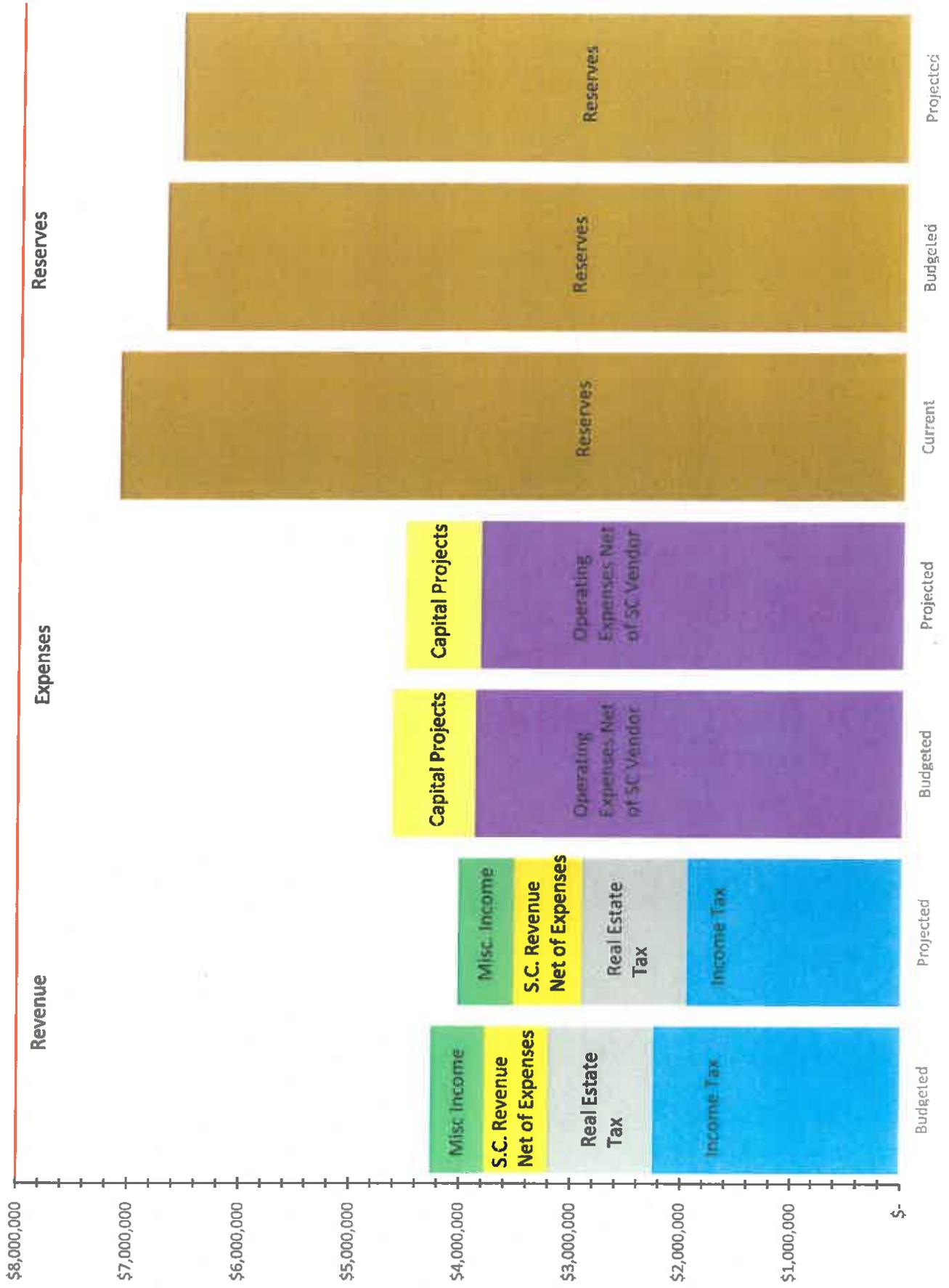
Capital Expense:

Based on the supplemental appropriation for Village Hall landscaping, electing not to proceed with the Village Boundary Study, and probable savings in other projects, we project this to be \$64,100 under budget for the year, net of the reimbursed expense for Newlands Street repaving.

Operating Expense:

We project this will be 4-5%% below budget.

Revenue and Expenses Budget versus Projected



December 2015

To: Board of Managers, Chevy Chase Village

From: Charlotte Jones-Carroll, for Election Supervisors

Subject: Election Forum Guidelines Revisions

We are forwarding the guidelines with two revisions noted in tracked changes, responding to the concerns about "reasonable effort" and who might make a statement for an absent candidate. We took Village Counsel's suggestion to substitute "every effort" for reasonable effort and we have agreed that a candidate who would be absent from a forum, despite every effort to find an inclusive date, could ask someone other than a board member, in addition to an Election Supervisor, to read an opening and closing statement for him/her. I believe we have been responsive to your concerns while still expressing the concerns of the Elections Supervisors.

Guidelines for Chevy Chase Village Board of Managers Elections Forum

Context: When Chevy Chase Village is to have a contested election, the Elections Supervisors, aided by Village staff, will organize a forum, or “meet-the-candidates” opportunity, so that residents may hear from and ask questions of the candidates. Further, a special edition of the Crier shall be prepared and circulated containing a short statement by each candidate along with a photo.

When and Where: This forum shall take place at the Village Hall on a date and time between the deadline for filing the declaration of candidacy and the election (first Saturday in May). ~~Every~~A reasonable effort shall be made to select a date at which all candidates can be present and which is convenient for Village residents to attend.

Procedure: Each candidate shall make an opening statement up to three minutes long. After all candidates have made such a presentation, attending Village residents may ask questions of the candidates. Following the question and answer portion, each candidate will have the opportunity to make a closing statement of up to two minutes in length. An Elections Supervisor shall moderate this session to ensure broad participation and brevity of questions and answers. This forum will be followed, when possible, by a reception with light refreshments so that residents can meet the individual candidates informally. At the time of the forum, candidates may place campaign materials at a designated area outside the meeting hall to be picked up by attendees before and after the session.

Exceptions: If a candidate is unable to attend the forum in spite of every effort to find a convenient date, s/he may prepare opening and closing statements to be read by the Moderator, or by a person designated by the candidate, other than a Board member, to the gathering.

December 2015 CCVPD Highlights

I. Crime/Operational

1. **Only 1 nighttime theft from an unlocked car:** Middle block of Grafton Street; iPad taken from unlocked car in the driveway
2. **3 daytime thefts from vehicles:**
 - A side window of a car parked on Grafton next to All Saints Church (for a funeral) was smashed; the owner had left her purse in plain view on the seat; purse stolen
 - A hammer was taken from the open bed of a construction truck in the 100 block of E. Lenox
 - A credit card was taken from inside an unlocked construction worker's truck in the 100 block of Primrose
3. **Package theft prevention initiative:** For the 3rd consecutive year, Village police conducted a package theft prevention effort between Thanksgiving and Christmas. When officers spotted a delivered package during their patrol, they would determine if the resident was home. If so, the officer would hand the package to the resident to get it inside the house; if the resident was away, the officer would relocate the package so that it could not be seen from the street, then leave a note for the homeowner. We had no reported package thefts during the month of the initiative this year.

II. Training

- **Seminar—Re-engineering the use of force:** Lt. Dasilva, Sgt. Tiedemann and Chief Fitzgerald attended this tuition-free discussion at the Maryland Police Training Commission. Keynote speaker was Chuck Wexler, director of PERF, a highly-regarded police think tank based in Washington, DC. PERF is at the leading edge of the national conversation on changing use of force policies and tactics in America.

Select Reported Crimes 2015 vs. 2014				
	December '15	December '14	YTD'15	YTD'14
Assault	0	0	1	0
Auto Theft & attempts	0	0	3	0
Burglary & attempts	0	0	9	8
Larceny & attempts	5	0	75	38
Robbery	0	0	0	1

Select Reported Crimes 2009-Present							
	2009	2010	2011	2012	2013	2014	2015 as of 12/31/15
Assault	1	0	0	2	2	0	1
Auto Theft & attempts	3	3	6	2	5	0	3
Burglary & attempts	6	7	14	3	4	8	9
Larceny & attempts	63	46	67	97	60	38	75
Robbery	0	1	0	0	0	1	0



POLICE DEPARTMENT
 5906 Connecticut Avenue, Chevy Chase, Maryland 20815
 (301) 654-7300 FAX: (301) 654-7304
 chevychasevillagemd.gov



John Fitzgerald
 Chief of Police

MEMORANDUM

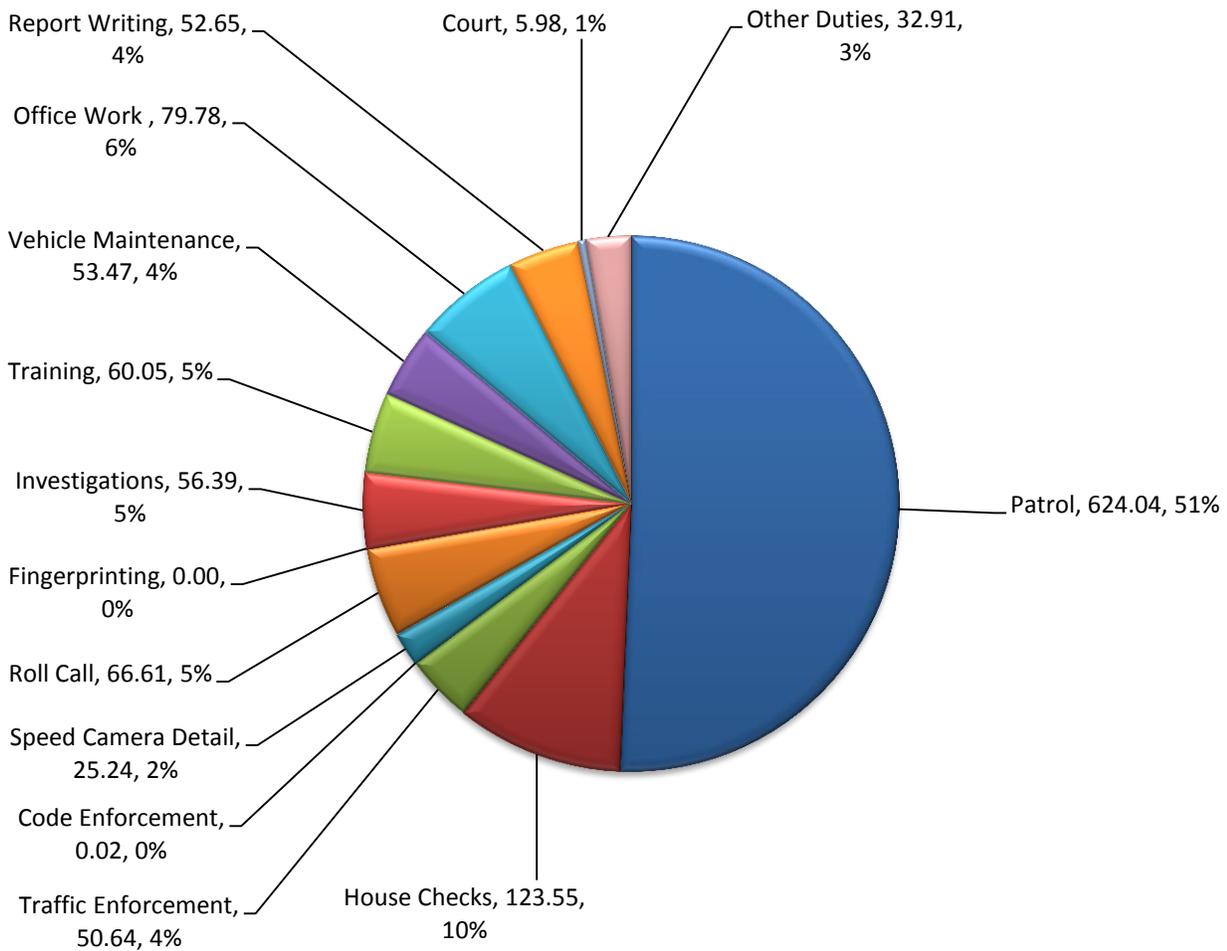
TO: John Fitzgerald, Chief of Police
FROM: Bruce I Gessford, Communications Lead Dispatcher *BIG*
DATE: January 1, 2016
SUBJECT: Monthly Communications Report for December 2015

	<u>Dec. 15</u>	<u>YTD15</u>	<u>Dec. 14</u>	<u>YTD14</u>
Walk In	170	1,849	172	2,007
Incoming Phone Calls requiring no action*	951	13,546	911	14,706
Incoming Phone Calls requiring an action**	349	3,602	348	4,112
House Check Requests	229	2,005	218	2,111
Key Pick Up/Drop Off	69	634	40	700
Mail Pick Up	81	994	120	1,032
Special Pick Up Requests	79	961	91	1,127
Trash and Recycle Complaints	4	32	4	57

***Note: Incoming phone calls requiring no action include: information requests, forwarding calls internally and externally, providing directions, etc.**

****Note: Incoming phone calls requiring an action may include: house check requests, special pick ups, trash and recycle complaints, etc.**

Chevy Chase Village Police Department Officer Hours for December 2015 within Chevy Chase Village

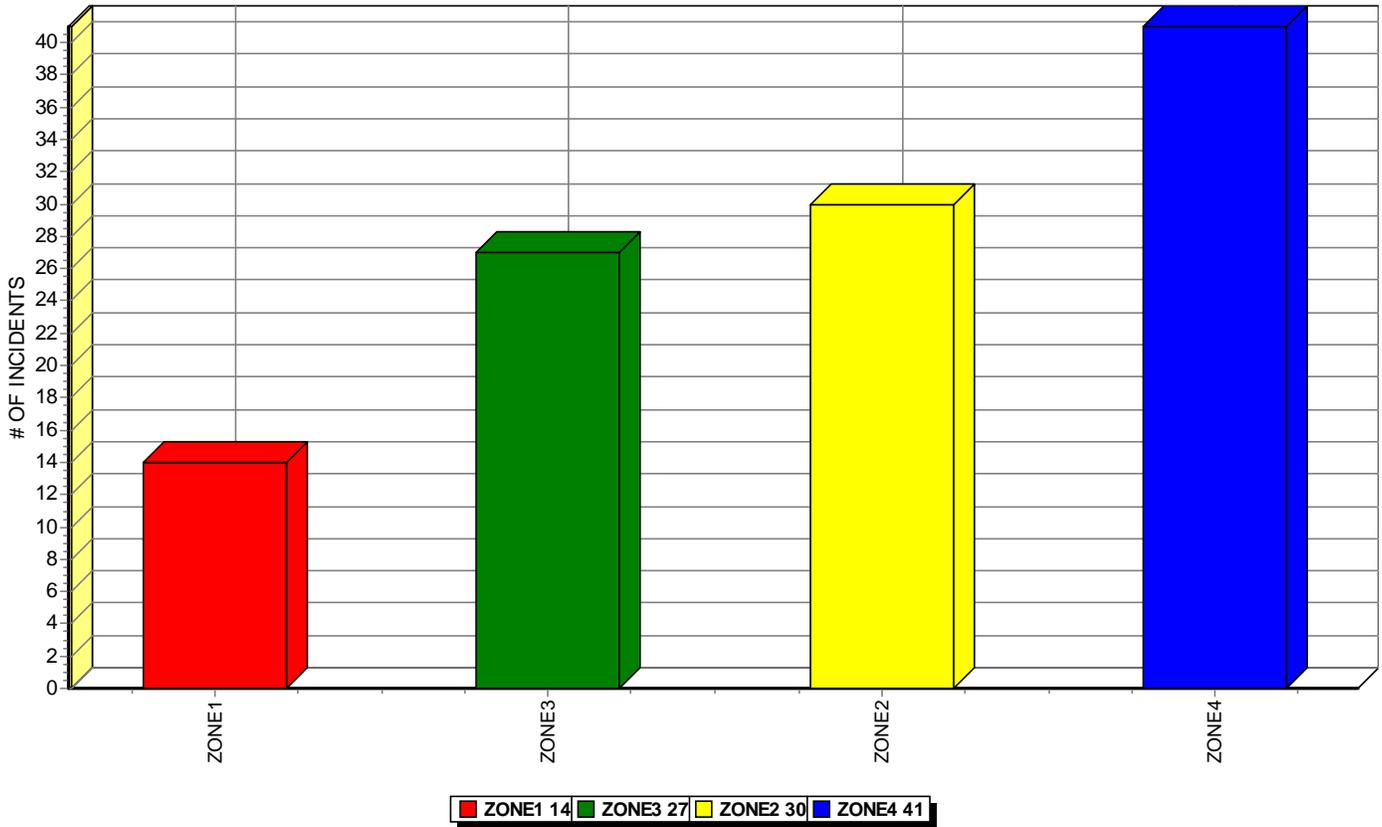


* Note: The SafeSpeed Coordinator's hours are 116.58, which are not included above

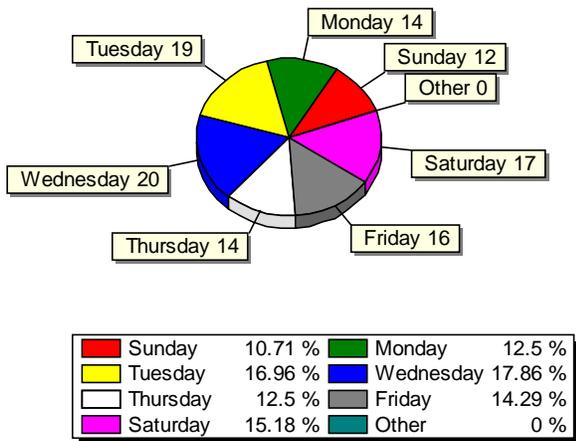
CHEVY CHASE VILLAGE POLICE

01/06/2016 07:20:48

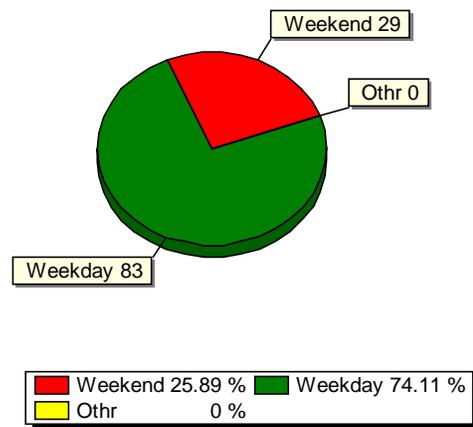
Incident Frequency by DISTRICT (Top 4 of 4 Shown) (Using DATE RECD)



By Day of Week

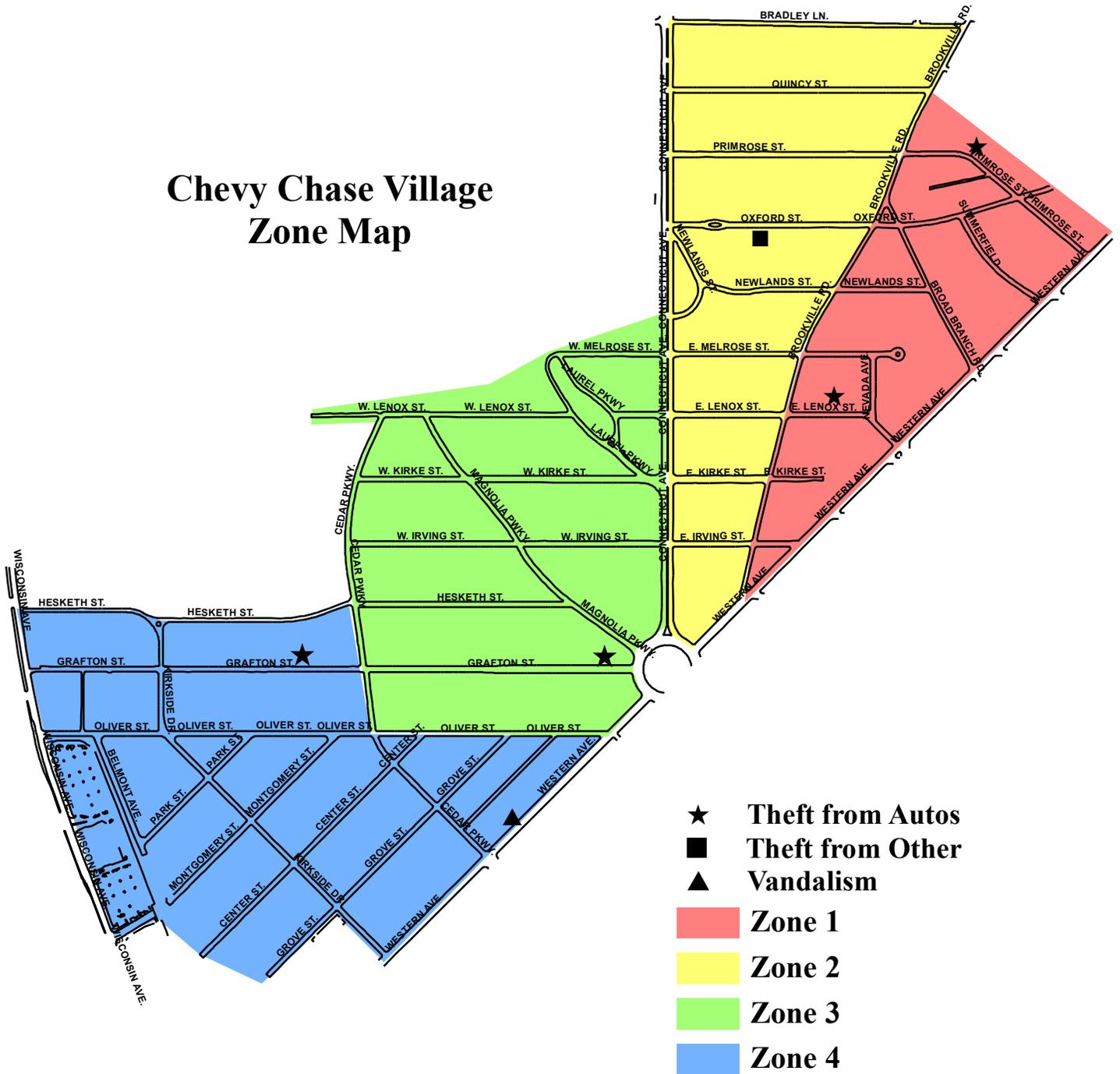


Weekday vs Weekend



Search Criteria: (DISTRICT >= 'ZONE1')
 (DISTRICT <= 'ZONE4')
 (INCDNUM like '%%')
 (DATE_RECD >= TO_DATE('12/01/2015','MM/DD/YYYY'))
 (DATE_RECD <= TO_DATE('12/31/2015','MM/DD/YYYY'))

Chevy Chase Village Zone Map



Chevy Chase Village
Building & Tree Removal Permits
Permits Issued- December 2015

Building Permits

Permit #	Address	Type of Work
6881	9 Oxford Street	Install drain pipe in the Oxford Street public right-of-way
6880	5515 Cedar Parkway	Install plantings in the Cedar Parkway public right-of-way
6879	5502 Grove Street	Construct new retaining wall and fence in the rear yard.
6878	140 Hesketh Street	Construct rear addition and enclose existing screened porch.
6875	104 Newlands Street	Install a playhouse in the rear yard.
6874	104 East Lenox Street	Relocate front walkway in the East Lenox Street public right-of-way; expand rear patio.
6873	3708 Bradley Lane	In-kind replacement of the front stoop and walkway.
6872	5610 Cedar Parkway	Two story addition with basement.
6871	134 Grafton Street	Construct tree house in the rear yard.
6869	5910 Cedar Parkway	Construct new fence on private property & in the public ROW.
6868	104 Newlands Street	Install new electrical service to house.

Tree Removal Permit

Permit #	Address	Type of Tree	Reason for Removal	Reforestation Indicated*
2215	110 Primrose Street	(1) Dogwood; (1) Red Maple; (1) Black Locust; (1) Cedar; & (1) Bradford Pear	(1) Pursuant to 17-3(a)(7) undesirable; (4) others hazardous	Yes
2214	2 East Kirke Street	(1) Leland Cypress	Pursuant to 17-3 (a)(7) undesirable	No
2213	101 Grafton Street	(1) Flowering Cherry	Dead	No
2212	5610 Cedar Pkwy.	(1) Dogwood	Hazardous; multiple decay spots in trunk	No

* Since commencing recordation of reforestation intentions in November of 2013, 47 of 103 Applicants (45 %) indicated that they would voluntarily be reforesting on their property.

Expiring Permit Notices Mailed This Month

6680	4100 Oliver Street	Install a generator in the rear yard.
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Chevy Chase Village

Permitting and Code Enforcement Activity December 2015

Telephone Queries: +/- 85

Walk-Ins: +/- 35

Pre-Design Review Meetings: 1

Municipality Letters (issued to the County for new projects): 3

Administrative Building Permits Issued: 10 Administrative Building Permit; 3 Dumpster; 1 Dumpster Extension, 1 Utility.

Licenses to Use the Public Right-of-Way: 4

Appeals: One decision and one Order following the December Board meeting were drafted.

Tree Ordinance Board. One case was approved at the December meeting.

Enforcement Incidents: Routine code enforcement patrol and site inspections of construction projects were conducted. Additionally:

- Play equipment was installed in the front yard of a property located in the historic district without the applicable permits having been obtained. The play equipment is not compliant with location regulations. Staff has advised the resident that the equipment needs to be removed or an appeal filed to maintain it.
- A resident constructed two walls in the Cedar parkway public right-of-way without the applicable permits having been obtained and right-of-way license executed. The walls are not compliant with location regulations. Staff has advised the resident that the walls need to be removed or an appeal filed to maintain them.

Tree Requests: 5 requests were made to the Village arborist for tree inspections pursuant to removals or tree protection plan requests for construction projects.

Administrative Tree Removal Permits: 4 permits were issued for removal of eight (8) trees.

Expired Permit Memos Sent: 1

Additional Activity:

- Staff assisted Counsel in the preparation of a right-of-way license for installation of a drainage pipe in the Oxford Street public right-of-way
- Staff continues editing of archive permit records.

-compiled by Ellen Sands, Permitting and Code Enforcement Coordinator

Memo

To: Board of Managers
From: Michael W. Younes, Director of Municipal Operations 
CC: Shana Davis-Cook, Village Manager
Date: 1/5/16
Re: Update on Capital and Infrastructure Upgrade Projects

Below please find an update on the various capital and infrastructure upgrade projects currently under construction and in the planning stage:

	Status	Duration/ Remaining	Est. Start Date	Est. Completion Date
<u>Village Initiated</u>				
W. Kirke St. and Laurel Pkwy. Intersection Improvements	Project Bidding Construction	3 months 1 month	Ongoing April 2016	March 2016 May 2016
Village Website Redevelopment	Development	6 months	Ongoing	June 2016
<u>In-Partnership with M-NCPPC</u>				
Western Grove Park Development	Project Bidding Construction	2 months 9 months	Ongoing April 2016	February 2016 December 2016
<u>Utility Upgrades</u>				
Laurel Park Sewer Rehabilitation	Pre-Construction	1 month	TBD	TBD
Oxford Street Storm Drain Install	Construction	1 month	Ongoing	January 2016
<u>State Projects</u>				
Connecticut Avenue Pedestrian Signal	Pre-Construction	2 months	January 2016	February 2016

Connecticut Avenue Pedestrian Signal:

- SHA contractors are scheduled to begin construction on or around January 14.
- Weather permitting construction should be completed and the signal activated by the end of February.
- All work will take place during the daytime hours.
- Notice has been sent to abutting residents advised them what can be expected during work hours, and posted to the Village website and blast e-mail.

Oxford Street Storm Drain Installation:

- Construction on the storm drain pipe extension between #9 Oxford Street and Connecticut Avenue will begin on Friday, January 8 and is anticipated to be completed by Wednesday, January 13, weather permitting.
- In preparation for the work, the Village Public Works crews have removed the brick sidewalk within the work area. Following construction, the Village's sidewalk installation contractor will reinstall the sidewalk.
- Notice of the work has been sent to all surrounding residents and was posted to the Village website and weekly blast e-mail.

Village Website Redevelopment:

- Mr. Crockett and staff have held our kick-off meeting with CivicPlus.
- Staff is currently gathering background data, graphics and configuration materials, as requested by CivicPlus, to begin the development process.
- It is anticipated that rough drafts of the new site will be available for review by the end of March.

W. Kirke St. and Laurel Pkwy. Intersection Improvements:

- Staff has advertised the project for bids, which will close on February 4.
- Due to the early date of the February Board meeting a contract award recommendation for Board review and possible approval is scheduled for the March 2016 regular meeting.

Western Grove Park Development:

- Due to delays finalizing the project's procurement documents at Park & Planning, the project is now scheduled to be advertised on or around January 15.
- As a result of the delay, construction is not slated to begin until April 2016.
- Ms. Wellington and I will be meeting with the Montgomery County Parks Foundation Executive Director on Tuesday, January 12 to discuss fundraising plans for the park.

Laurel Park Sewer Rehabilitation:

- No updates since last month's report.

Memo

To: Chevy Chase Village Board of Managers
From: Melissa Wiak, Community Liaison/Administrative Assistant
CC: Shana R. Davis-Cook, Village Manager
Date: January 4, 2016
Re: Village Hall Use for December 2015

Below is a chart that reflects the type and frequency of events held in the Village Hall for the month of December 2015.

Type of Event	Number of Uses	Total Net Revenue
Rentals (Private Events) Child's Birthday Party	1	\$200
Community Use — Board of Managers' Monthly Meeting; Chevy Chase Village Holiday Party; Environment & Energy Committee Meetings (2)	4	\$0.00
Fee Waiver Use/Public Use — Chevy Chase @ Home's Meet and Mingle Holiday Party; Section 5 Monthly Council Meeting; Chevy Chase Garden Club Meeting	3	\$0.00