



**Chevy Chase Village
Board of Managers**

1. Meeting Called To Order
Mr. Michael L. Denger, Chair
2. Treasurer's Report
Mr. Gary Crockett, Board Treasurer

Documents:

[TREASURER REPORT.PDF](#)

3. Police Report
Mr. John M. Fitzgerald, Police Chief

Documents:

[POLICE REPORT.PDF](#)

4. Manager's Report

- Building and Tree Permits and Code Enforcement Report
- Capital and Infrastructure Upgrade Projects Report
- Village Hall Activity Report
- Legal Counsel Report

Documents:

[PERMITTING AND CODE ENFORCEMENT REPORT.PDF](#)
[UPDATE OF CAPITAL AND INFRASTRUCTURE UPGRADE PROJECTS -
JANUARY 2017.PDF](#)
[VILLAGE HALL ACTIVITY REPORT.PDF](#)

Treasurer's Report July-December (6 months of FY 2017)

Overall:

This report is a six-month snapshot of FY 2017. The Village received its first quarterly income tax payment of \$1,286,678.01 in November, which projects to income tax revenue of \$2,747,690.88, approximately \$548,000 over the budgeted amount. We have also received the tax duplication payment that comes from the county in the amount of \$100,524. We have a budgeted deficit of \$46,117, we now project a surplus of approximately \$230,000 though it's still early and things can change as the year progresses. Our FY 2016 audit is officially completed and available on the Village's website. In addition, the full audit of the Comptrollers Office's Revenue Administration Division's incorrect classification of addresses and misallocated revenues is also complete and available for anyone who wants to view it at the Village office.

Income Tax Revenue:

In November, the Village received the first quarterly installment of the income tax revenue for FY 2017 in the amount of \$1,286,678.01. This consisted of a quarterly distribution of \$493,407.96 and a one-time reconciliation of \$793,270.15. The quarterly distribution is approximately \$64,000 greater than last years which is a result of more tax returns both in volume and income being processed then the previous year. This also is the first year the rules of the Wynne case take effect where certain tax payers can offset their county income tax payment from income and taxes earned and paid in other states. The income tax projects to come in 25% higher than the budgeted amount.

Property Tax Revenue:

We received \$118,513 in November. We project this to come in at budget since the Village approved the constant yield for FY 2017.

Safe Speed Net Revenue:

So far this year's revenue is trending about 20% below budget for the first six months. There has been some construction during the first couple of months which has had some impact on safe speed citations; otherwise there is no specific reason for the decline in revenue so far this fiscal year other than continuing driver's awareness of cameras in this region.

Miscellaneous Revenue:

As of now it is tracking slightly above budget. We received a tax duplication payment of \$100, 524, which was about \$15,000 above the budgeted amount.

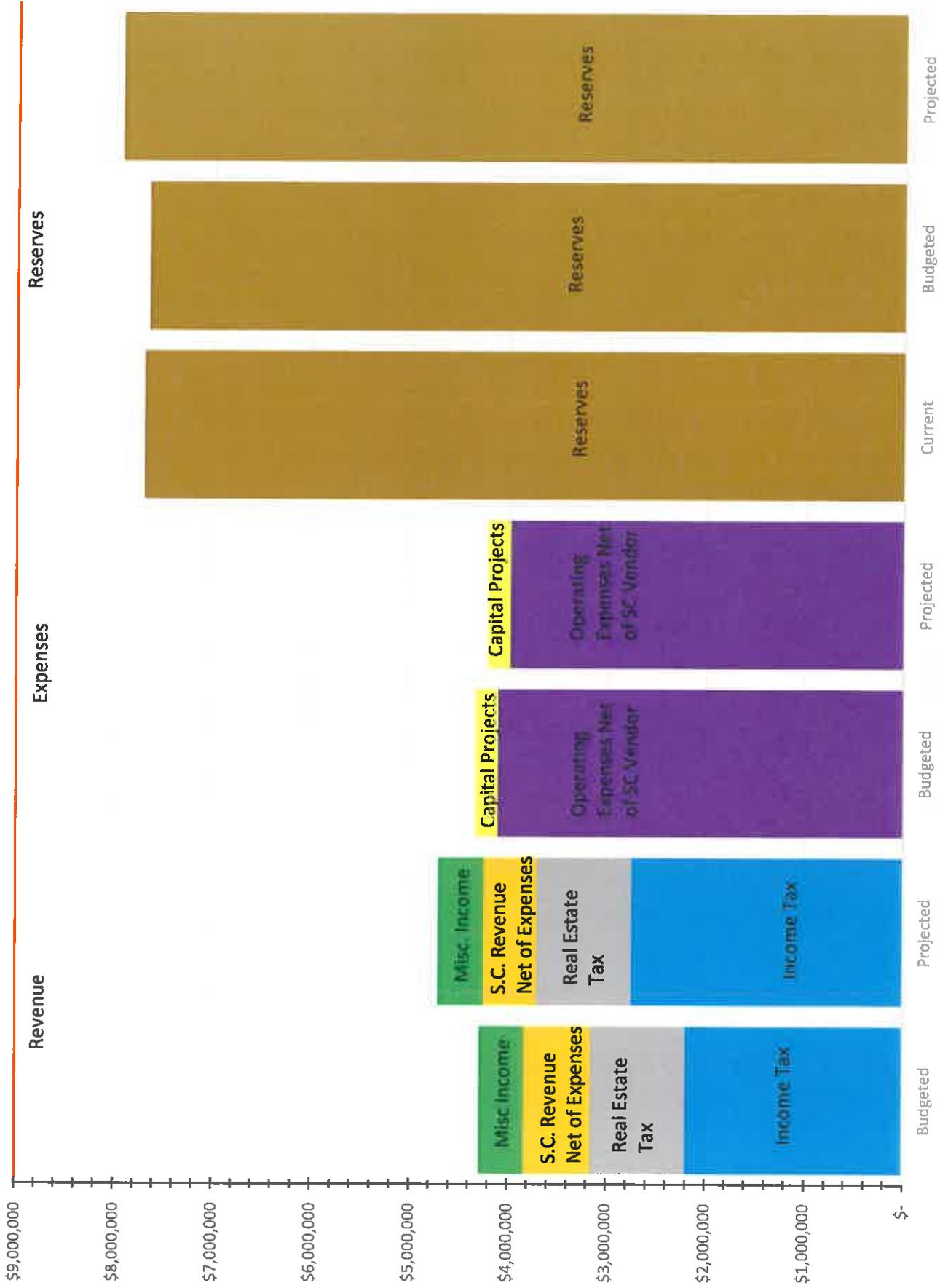
Capital Expenses:

Our expenses are projected to be \$227,500 and so far the projects we have begun are street maintenance and the purchase of a new skid steer for public works.

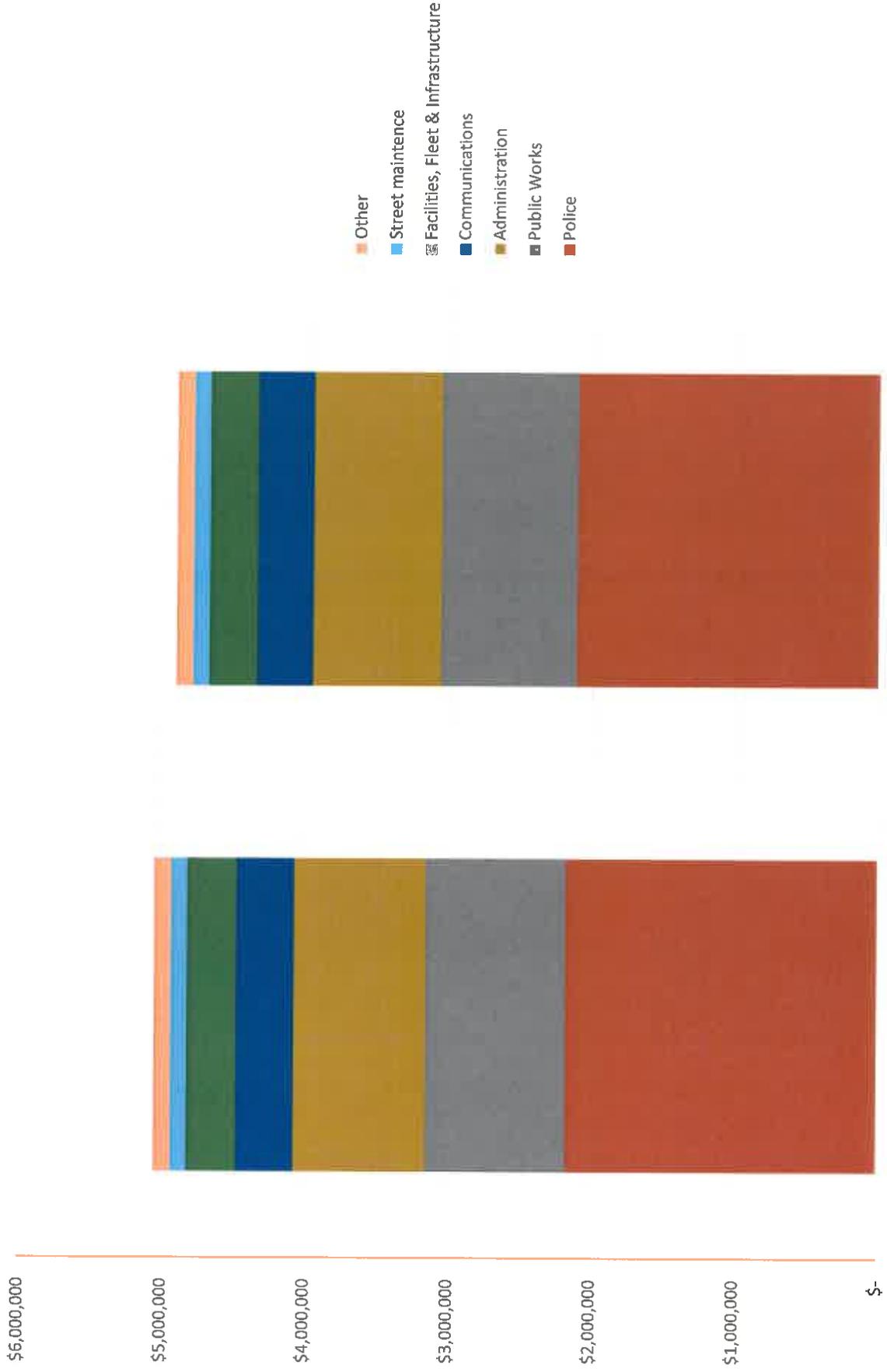
Operating Expense:

We project this will be 3-4% below budget.

Revenue and Expenses Budget versus Projected



Expenses Budgeted versus Projected



December 2016 CCVPD Highlights

I. Crime/Operational

1. **Contractor truck stolen—keys were left in the truck:** A truck loaded with masonry tools was driven away with the keys from a job site in the 100 block of East Melrose Street on Friday, December 30.
2. **One unlocked car entered:** Overnight 12/06-12/07 (Tue/Wed), a Blackberry device worth \$300 was taken from a car parked on the street in the unit block of Hesketh Street
3. **Seasonal package theft prevention results:** Only 2 package thefts reported during the initiative that ran from November 25-December 26
4. **Officer discovers package thefts during house checks:** On December 29, Officer Hrnjak was doing a house check on Grafton between Kirkside and Wisconsin when he spotted two opened boxes discarded on the front lawn. Labels on the boxes bore addresses of 2 nearby homes. The addressees confirmed that the packages were stolen.

II. Administrative/Training

1. The 2017 Legislative Session of the Maryland General Assembly begins Wednesday, January 11 at noon; Chief Fitzgerald will remain involved in the MCPA/MSA Legislative Subcommittee and will track bills of interest to the Village
2. Officers completed the following training in December: speed camera system refresher; annual pistol qualification; use-of-force decision making; pistol armorer (1 officer); mandated in-service

Select Reported Crimes 2016 vs. 2015				
	December '16	December '15	YTD'16	YTD'15
Assault	0	0	1 ^a	1
Auto Theft & attempts	1	0	4 ^b	3
Burglary & attempts	0	0	4 ^c	9
Theft & attempts	5	5	78	75
Robbery	0	0	0	0

- a. dispute between contractor and subcontractor; very minor injury
- b. keys were used to steal these 4 cars
- c. one of these incidents was a bicycle stolen from inside an open garage

	Select Reported Crimes 2010-Present						
	2010	2011	2012	2013	2014	2015	2016 as of 12/31/16
Assault	0	0	2	2	0	1	1
Auto Theft & attempts	3	6	2	5	0	3	4
Burglary & attempts	7	14	3	4	8	9	4
Theft & attempts	46	67	97	60	38	75	78
Robbery	1	0	0	0	1	0	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 2, 2017

SUBJECT: Monthly Communications Report for December 2016

	<u>Dec. 16</u>	<u>YTD16</u>	<u>Dec. 15</u>	<u>YTD15</u>
Walk In	186	2,025	170	2,011
Incoming Phone Calls requiring no action*	1,023	12,232	951	13,546
Incoming Phone Calls requiring an action**	363	3,664	349	3,906
House Check Requests	235	2,072	229	2,161
Key Pick Up/Drop Off	82	634	69	702
Mail Pick Up	114	1,138	81	1,087
Special Pick Up Requests	68	1,049	79	1,057
Trash and Recycle Complaints	1	25	4	32

***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.**

(*) Estimated total calls. Recording System was down for approximately 6 days.

Chevy Chase Village

Monthly Incident Report

December 2016

Burglary (including attempts)	0	Theft from Auto (including attempts)	1
911 Disconnect	1	Lost Property	0
Alarm	32	Miscellaneous	22
Animal Bite	0	Mental Illness	1
Animal Complaint	6	Missing Person	0
Assault and Battery/Other Domestic	0	Noise Complaint	6
Assist Citizen	12	Open Door	7
Assist Other Agency	11	Power Outage	0
Attempted Theft of Auto/Other Vehicle	0	Parking Complaint	1
Burglary (including attempts)	0	Recovered Property/Montgomery County	0
CDS - Possession Paraphernalia	0	Recovered Property/Other	0
Check the Welfare	1	Suspicious Persons/Vehicles	23
Code Enforcement	4	Sudden Death - Natural	0
Collisions	15	Thefts (including attempts)	5
Hit and Run Property Damage	2	Thefts from Auto	1
Property Damage Collision	13	Thefts from Other	4
Personal Injury Collision	0	Theft of Auto/Other Vehicle	1
Disabled Vehicle	3	Threatening/Annoying Phone Call	0
DUI	1	Traffic Stop	1
Family Trouble	0	Trees / Limbs Down	0
Fire-Other	0	Trespassing	0
Identity Theft / Forgery	2	Vandalism	0
Hazard - General	0	Vandalism-Motor Vehicle	0
Hazard - Roadway / Traffic	8	Vendor Violation	1
Ill Person	0	Wanted Person	0
Injury Non-Traffic	0	Water Main Break	0
Investigation/Police Information	1	Wires Down	0

Collisions within Chevy Chase Village December 2016

Connecticut Avenue@		Chevy Chase Circle@	
Bradley Lane	1	Connecticut Avenue	3
East Irving Street	1	Brookville Road@	
Oxford Street	1	East Irving Street	1
Quincy Street	3	Primrose Street	1
West Kirke Street	1	Oliver Street@	
Other Locations		Western Avenue	1
139 Grafton Street	1		
105 Primrose Street	1		

Chevy Chase Village Monthly Traffic Report December 2016

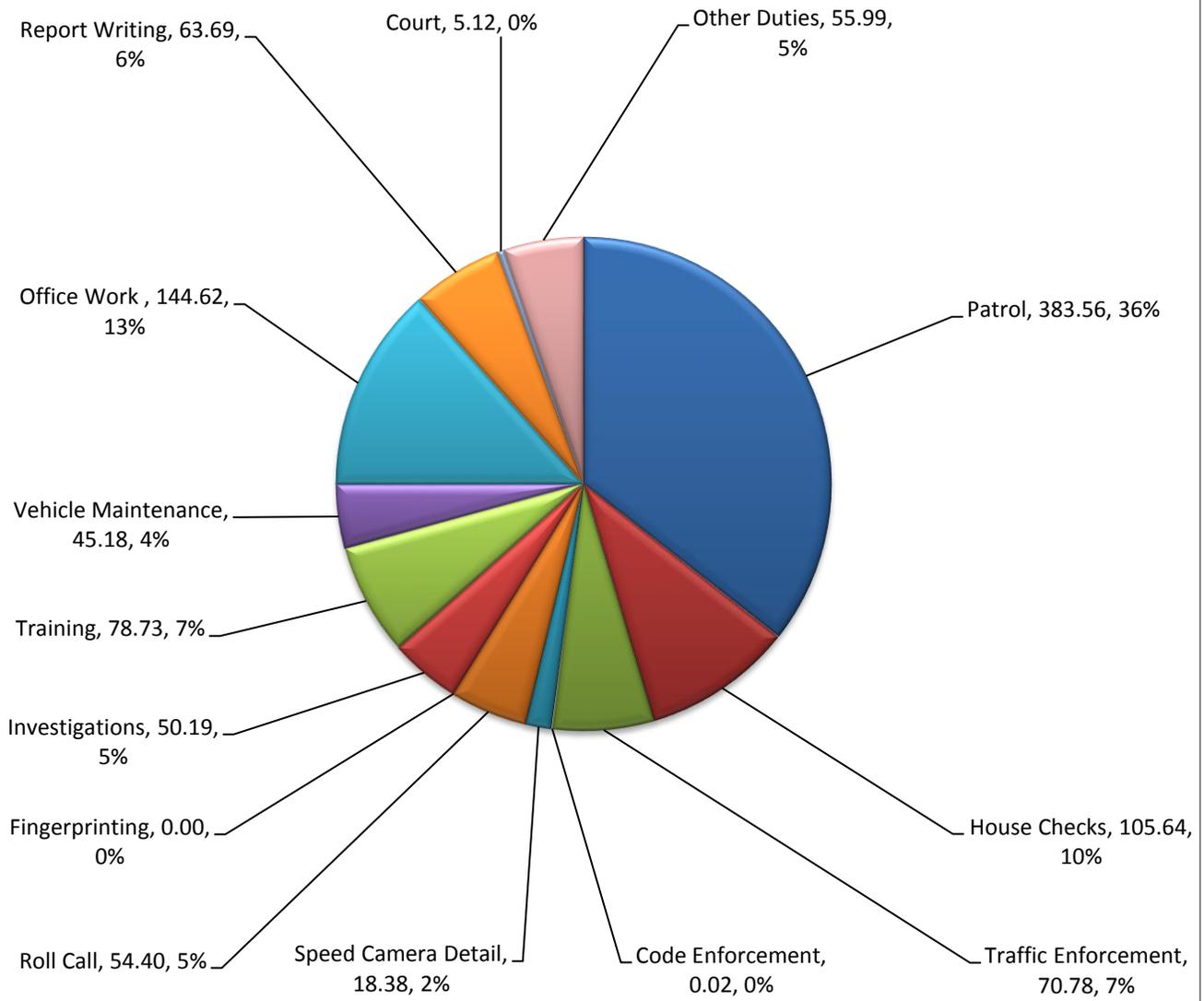
Chevy Chase Village Code Enforcement Report December 2016

Equipment Repair Orders	1	Police Officers	
Miscellaneous Violations	9	Compliance Inquiry	5
Parking Violations	5	Investigations	0
Sign Violations	1		
Warnings Written	29	Municipal & Civil Citations Issued	0
Speeding Violations	2	Municipal & Civil Warnings Issued	0

Chevy Chase Village Agency Personnel Report

	Dec.	YTD
Citizen Complaints	1	3
Citizen Compliments	10	34

Chevy Chase Village Police Department Officer Hours for December 2016 within Chevy Chase Village

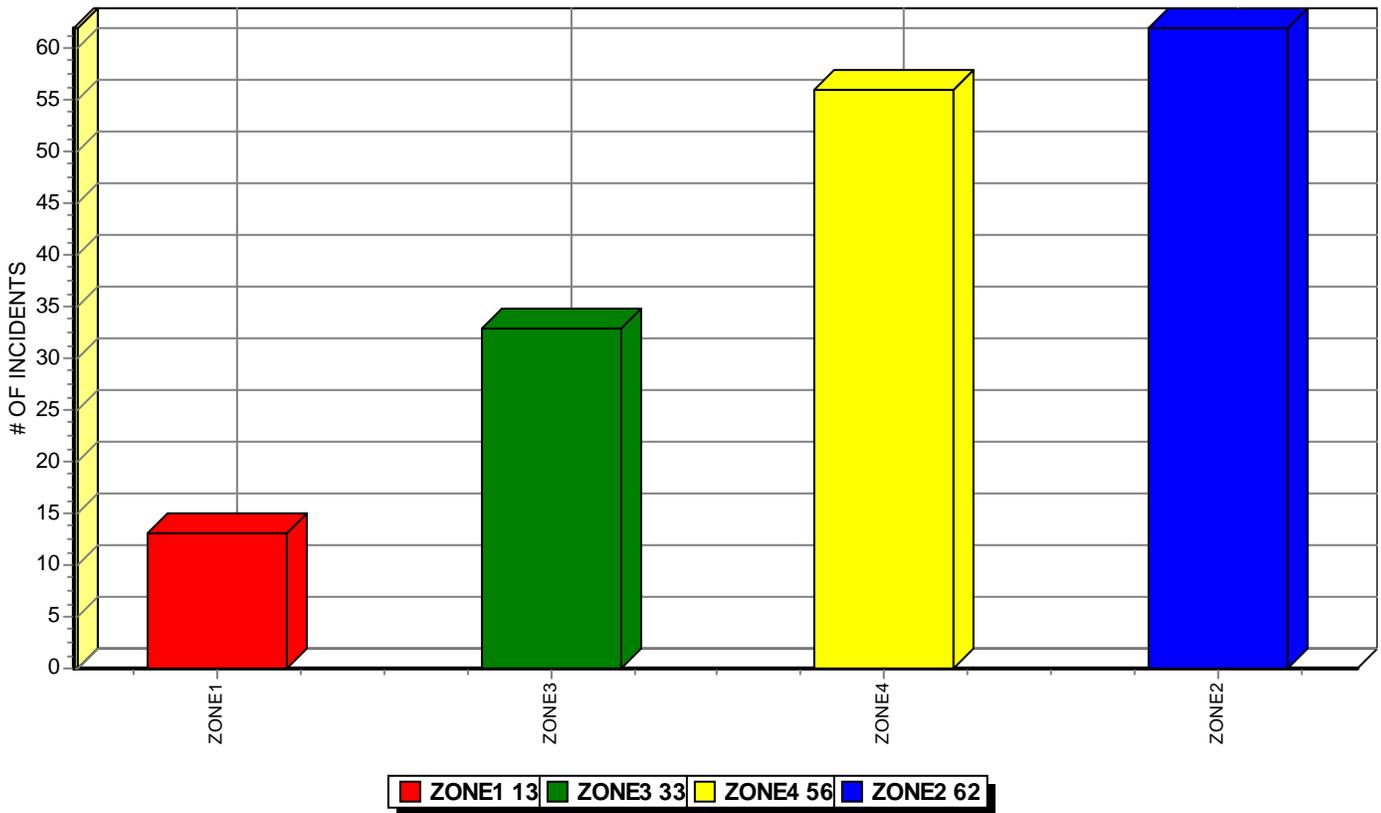


* Note: The SafeSpeed Coordinator's hours are 105.22, which are not included above

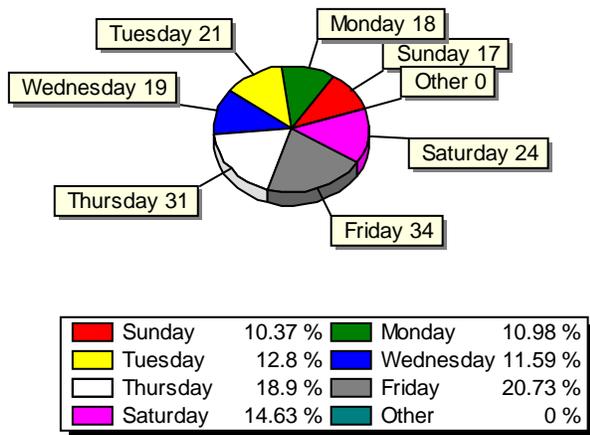
CHEVY CHASE VILLAGE POLICE

1/5/2017 8:24:14 AM

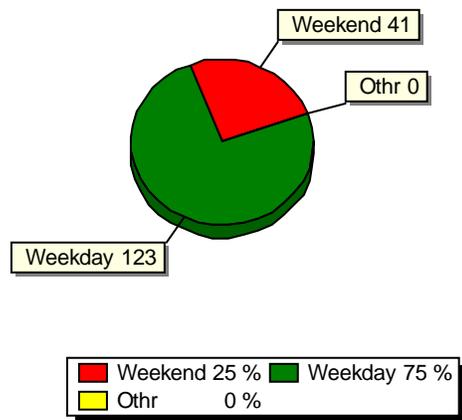
Incident Frequency by DISTRICT (Top 4 of 4 Shown) (Using DATE RECD)



By Day of Week

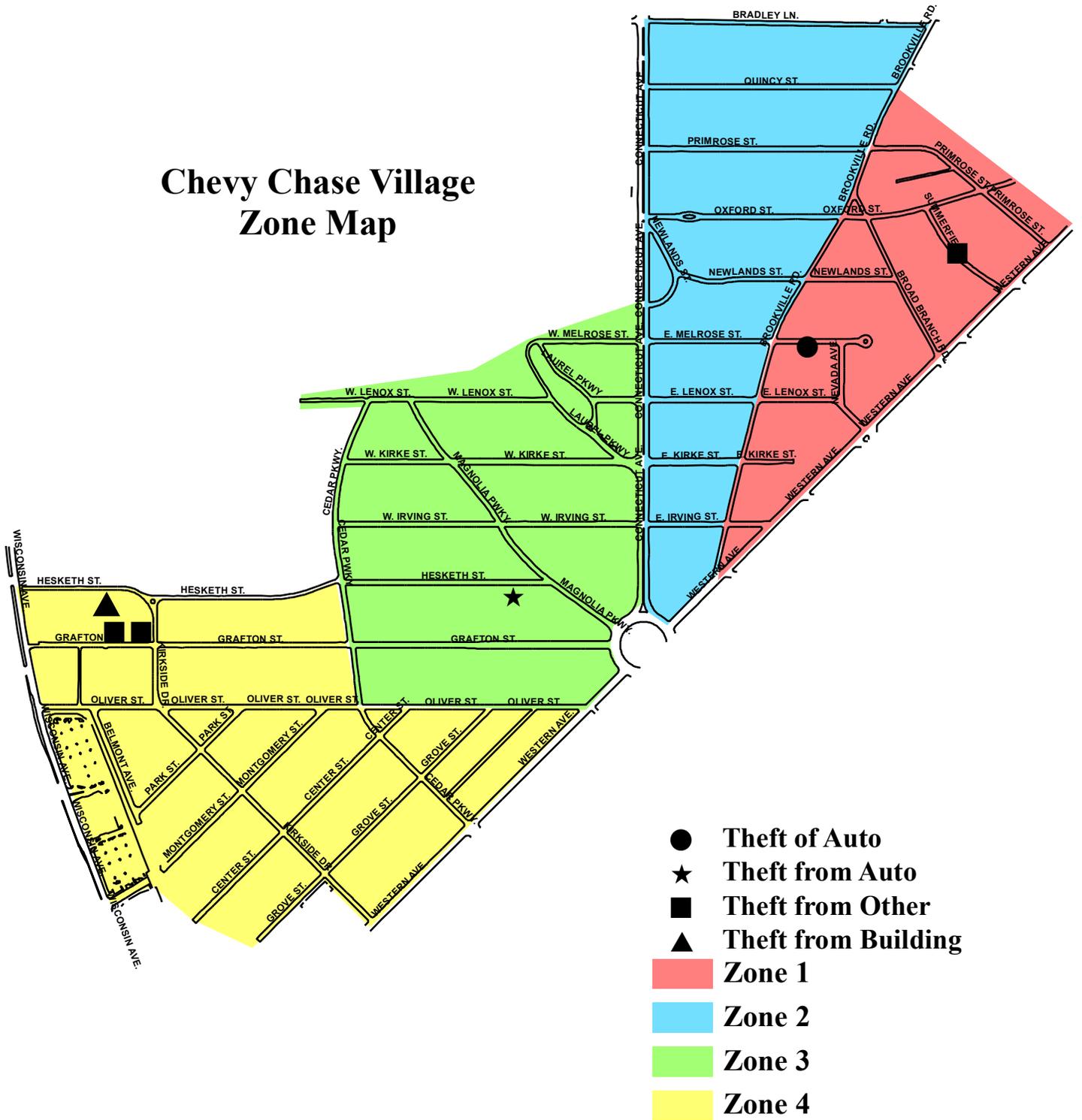


Weekday vs Weekend



Search Criteria: (DISTRICT >= 'ZONE1')
 (DISTRICT <= 'ZONE4')
 (INCDNUM like '%%')
 (DATE_RECD >= TO_DATE('12/1/2016','MM/DD/YYYY'))
 (DATE_RECD <= TO_DATE('12/31/2016','MM/DD/YYYY'))

Chevy Chase Village Zone Map



Chevy Chase Village
Building & Tree Removal Permits
Permits Issued- December 2016

Building Permits

Permit #	Address	Type of Work
7082	6 West Kirke Street	Replace two air conditioners in the west (side) yard.
7081	9 Oxford Street	Install two 4" PVC drain pipes through the Oxford St. ROW.
6827	16 West Kirke Street	Extension of a permit for alterations & new rear addition.
6827-amended	16 West Kirke Street	Amendment to previously approved plan to include new rear porch.
7079	20 West Lenox Street	Install new fencing in the rear yard.
7078	7 Primrose Street	Replace front walkway.
7077	5605 Center Street	Install two drain pipes through the Center Street ROW.
7076	5605 Center Street	Construct new patio and walkways.
7075	5605 Center Street	Construct rear two story addition.

Tree Removal Permit

Permit #	Address	Type of Tree	Reason for Removal	Reforestation Indicated*
2290	11 Magnolia Pkwy.	(1) False Cypress	Per 17-3(a)(7); hazardous	No
2289	101 East Kirke St.	(1) False Cypress	Per 17-3(a)(7); hazardous	No
2288	19 Quincy Street	(1) Magnolia (1) Norway Maple	Dead Hazardous	No

Expiring Permit Notices Mailed This Month

None Required

Chevy Chase Village

Permitting and Code Enforcement Activity December 2016

Telephone Queries: +/- 85

Walk-Ins: +/- 25

Pre-Design Review Meetings: 4

Municipality Letters (issued to the County for new projects): 1

Administrative Building Permits Issued: 7 Administrative Building Permit; 1 Building Permit Extension; 1 Building Permit Amendment; 4 Dumpster Extensions; 1 Courtesy.

Licenses to Use the Public Right-of-Way: 2

Appeals: Two decisions were drafted from the November meeting.

Administrative Appeals: One in process for demolition of a detached garage.

Tree Ordinance Board: None active.

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

- Staff observed two job sites with construction materials placed in the public right-of-way. At one property the materials had been placed very close to the curb (there is no sidewalk in this block), and at the other the materials were very close to the public sidewalk. Staff contacted the project manager of each job and they had the materials relocated promptly.
- Pursuant to denial of a variance application, staff has been working with the Village Manager and Counsel to enforce the Board decision and initiate abatement or compliance for a play structure installed in the front yard of a property. The resident has modified the play equipment so that it is no longer considered “permanently anchored” and is no longer subject to Building Code regulations pursuant to structures.
- Staff observed that lattice panels had been installed in the front yard of a property in the CCV Historic District and that no building permits had been issued at this address. When contacted the resident stated that the panels were not intended to be permanent- they had been placed during training of a new puppy and would be removed that week. The panels have since been removed.
- Staff has been coordinating exchanges between the involved parties in an Appeal of the Manager’s Decision.
- Two instances of work having been performed without the applicable permits having been obtained, both at addresses located in the CCV Historic District, have been resolved; the applicable HAWP and CCV permits have been obtained.
- Several instances of expired dumpster permits and commercial signs placed at job sites were identified and resolved.

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: 3 permits were issued for removal of a total of four (4) trees, two (2) of which were approved pursuant to Sec 17-3(a)(7) (Species of Little Value).

Expired Permit Memos Sent: None required

-compiled by Ellen Sands, Permitting and Code Enforcement Coordinator

Memo

To: Board of Managers
From: Michael W. Younes, Director of Municipal Operations *MW*
CC: Shana Davis-Cook, Village Manager
Date: 1/4/2017
Re: Update on Capital and Infrastructure Upgrade Projects

Below please find an update on the various capital and infrastructure upgrade projects currently underway within the Village:

	Status	Duration/ Remaining	Est. Start Date	Est. Completion Date
<u>In-Partnership with M-NCPPC</u>				
Western Grove Park Development	Construction	5 months	Ongoing	May 2017
<u>Utility Upgrades</u>				
Sewer/Water Main Replacement (5500 block of Western Avenue)	Alignment Study/Design	TBD	Spring 2018 (<i>construction</i>)	TBD
Washington Gas Main Replacement – Bradley Lane	Restoration	Ongoing	Ongoing	Late Spring 2017
PEPCO Tree Pruning and Removals	Complete	Complete	Complete	Complete

PEPCO Tree Pruning and Removals:

- All of PEPCO’s tree pruning and removal work is complete.
- Over the winter, the Village Public Works Department will grind out the stumps from the three (3) PEPCO removals and five (5) Village initiated removals to prep the sites for new trees to be planted in the future.

Washington Gas Main Replacement (Bradley Lane):

- Work to replace and upgrade the gas main along Bradley Lane has been completed and the old main has been deactivated.



- Concrete sidewalk, curb and driveway apron restoration work has been completed.
- Restoration of the trench line with permanent asphalt is still pending due to holidays, cold weather and availability of hot-mix asphalt.
- At the Board's February meeting, I will present staff's recommended final paving restoration reimbursement agreement between the Village and Washington Gas for Board review and possible approval.
- Final mill and overlay of Bradley Lane will not occur until late spring to allow for the trench to fully settle and due to minimum temperature requirements to apply surface asphalt.

Western Grove Park Development:

- Progress has been hard to come by in December due to the weather, holidays and delays in getting trade permits from DC and WSSC.
- Over the next couple weeks, the contractor's stone mason will begin the process of building mock-ups for the stone veneer, cobblestone and bluestone flatwork for approval by the design team.
- The following activities are scheduled for January:
 - Install stone veneer, cobblestone edging and bluestone flatwork following mock-up approval.
 - Complete water service connections.
 - Install natural play area underdrain system and border edging.
 - Install cedar pedestrian bridge.
- With the delays thus far and anticipating future delays throughout the winter, completion of the park has shifted to May 2017.

WSSC:

Water/Sewer Main Replacement (5500 block of Western Avenue):

- No updates since last month's report.

Memo

To: Chevy Chase Village Board of Managers
From: Tamu M.J. Tucker, Community Liaison/Administrative Assistant
CC: Shana R. Davis-Cook, Village Manager
Date: January 4, 2017
Re: Village Hall Use for December 2016

Below is a chart that reflects the type and frequency of events held in the Village Hall during the month of December 2016:

Type of Event	Number of Uses	Total Net Revenue
Rentals (Private Events) — Birthday Party (over 12), Birthday Party (under 12), Holiday Charity Party, Rehearsal Dinner	4	\$1,875
Community Use —Board of Managers’ Monthly Meeting; Chevy Chase Village Holiday Party	2	\$0.00
Fee Waiver Use/Public Use —Chevy Chase @ Home Events (2); Section 5 Monthly Meeting; Friends of Chevy Chase Circle; Garden Club of Chevy Chase Meeting.	5	\$0.00
Piano Use – Chevy Chase @ Home Holiday Party, Rehearsal Dinner	2	\$0.00