



**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: [TREASURERS REPORT.PDF](#)
3. Variance And Special Permit Requests
4. Commission And Committee Appointments
5. Matters Presented For Board Discussion And Possible Action (Where Required)
6. Police Report  
Mr. John M. Fitzgerald, Police Chief  
  
Documents: [MONTHLY POLICE REPORT - MAY 2016.PDF](#)
7. 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 - JUNE 2016.PDF](#), [VILLAGE HALL ACTIVITY REPORT.PDF](#)

## **Treasurer's Report**

### **July-June (11 months of FY 2016)**

#### **Overall:**

This report is an eleven month snapshot for FY 2016. In FY 2016 we project to have a surplus of approximately \$426,268, which would be \$817,639 better than the deficit we had budgeted. Income tax revenue is projected to be approximately \$430,000 more than budgeted. 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, plus lower than expected expenses in some areas, will offset the new expense from the supplemental appropriations approved for this fiscal year. We received from the State of Maryland a onetime income tax windfall in March of \$161,741 due to a State audit of tax returns going back to 2010

#### **Income Tax Revenue:**

We are projected to come in approximately \$430,000 over budget this year about 19% higher than projected, not including the onetime income tax windfall we received in March. In addition to the one time windfall, the five year state audit revealed a higher tax base for Tax Year 2014 for which the 2016 income tax distributions are based on.

#### **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:**

This is now running approximately 3% under budget for the current year. 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 had continued for the first five months of FY 2016. However, due to construction on Connecticut Ave., this revenue has had a slight decrease since and we may still see a slight decrease going forward for a couple of months.

#### **Miscellaneous Revenue:**

Net of reimbursement revenue for Newlands Street repaving, we project this to be over budget by \$70,000 due to a higher than expected County tax duplication payment, and higher than expected fees and income. We also received a one-time \$55,000 dividend from our share of stock we had in Principal Life, our life insurance company after they demutualized, and were recently bought out by a new company.

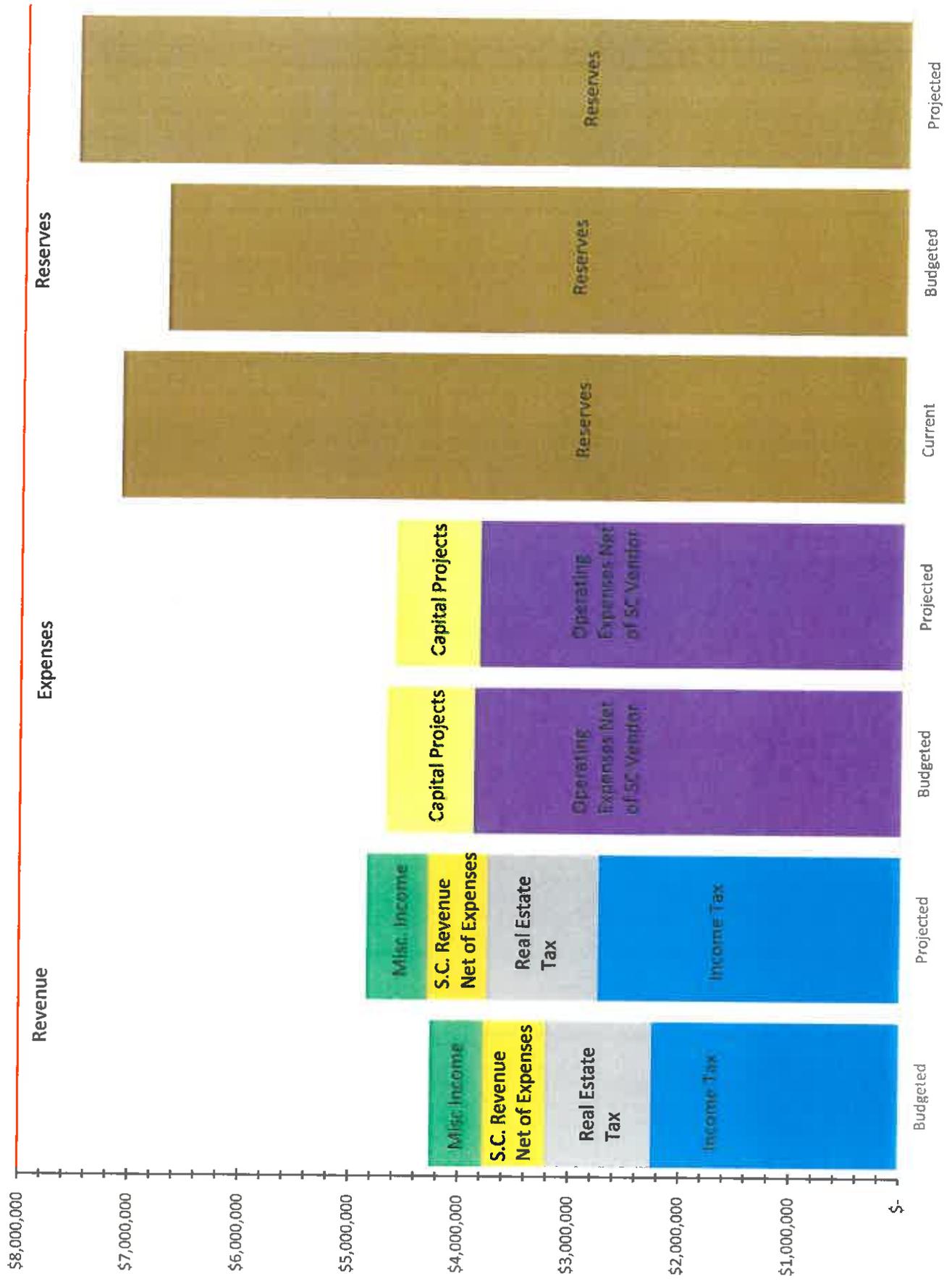
#### **Capital Expense:**

We added a supplemental appropriation for Village Hall landscaping, we have made a slightly higher contribution to Western Grove Park, we made a small donation to a local elementary school, and we are implementing the Village traffic study. We have also elected not to proceed with the Village wide boundary study. The net effect of these decisions is that we will be about \$24,000 over the original budget for the year, net of the reimbursed expense for Newlands Street repaving.

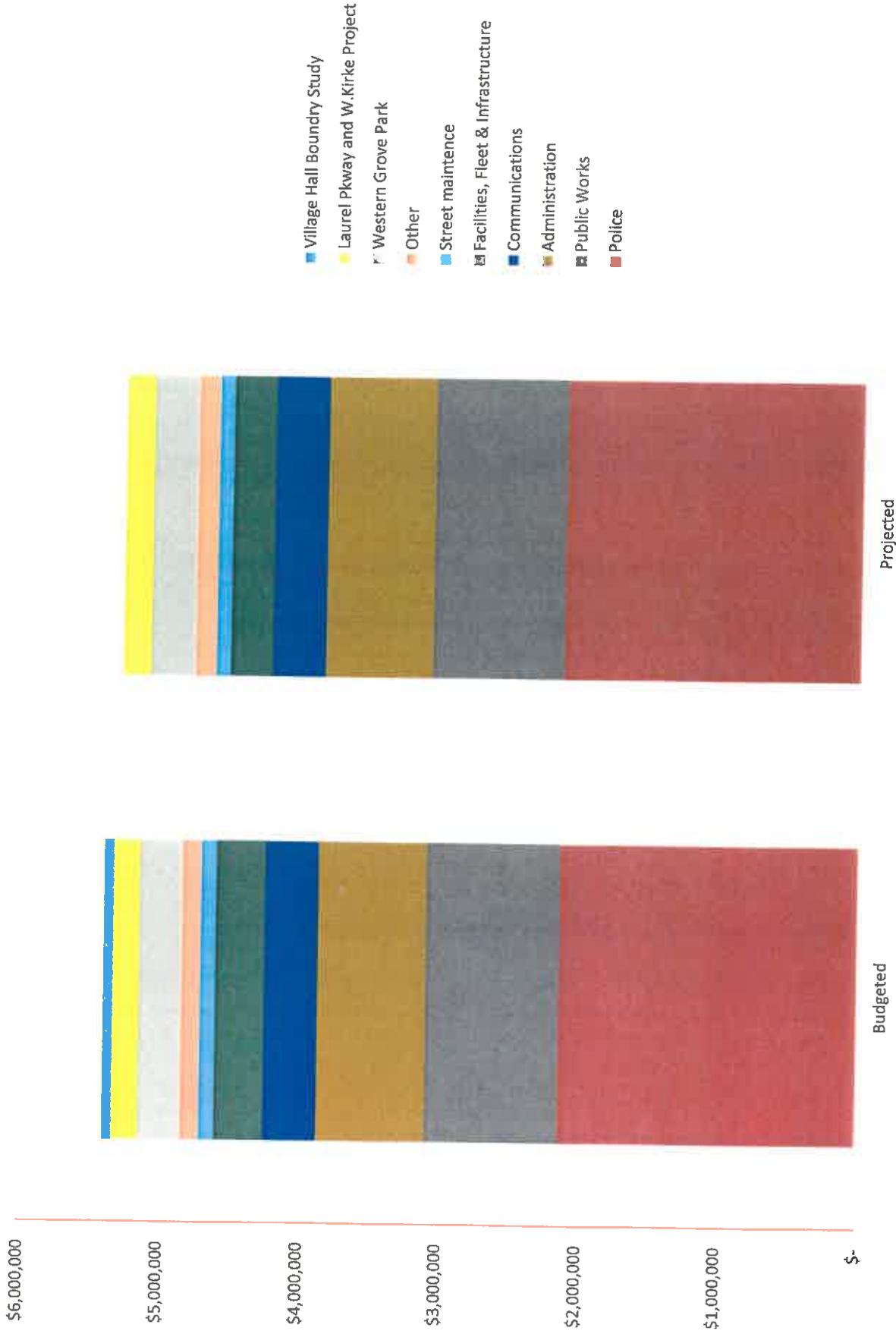
#### **Operating Expense:**

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

# Revenue + Expenses Budget versus Projected



# Expenses Budgeted versus Projected



# May 2016 CCVPD Highlights

## I. Crime/Operational

1. Overnight Saturday, May 14 into Sunday, May 15, 2016, a total of seven unlocked cars were entered as follows:

- 3 were parked on Grafton Street between Kirkside Drive and Wisconsin Avenue;
- 1 was parked on Grafton Street between Cedar and Kirkside;
- 1 was parked on W. Melrose Street, and
- 2 were parked on Primrose Street between Connecticut Avenue and Brookville Road.

Nothing was stolen from either of the cars on Primrose. Loose change and iPods were stolen from the remaining cars.

2. Daytime theft from an unlocked car: On Monday, May 16, a housekeeper parked her car on Grafton Street between Cedar and Kirkside. When she returned to her car, her purse with cash, a smart phone and coins had been taken.

## II. Training/Administrative

1. 3 staff members attended the annual Law Enforcement Torch Run at Lake Needwood (a fund raiser for Maryland Special Olympics) along with representatives from other area police departments.
2. Beverly, one of our daytime dispatchers, had a medical procedure on May 11 and we expect her to return to work in July.

<b>Select Reported Crimes 2016 vs. 2015</b>				
	<b>May '16</b>	<b>May '15</b>	<b>YTD'16</b>	<b>YTD'15</b>
Assault	0	0	0	1
Auto Theft & attempts	0	0	0	0
Burglary & attempts	0	3	1*	5
Theft & attempts	9	3	33	17
Robbery	0	0	0	0

\*bicycle stolen from inside an open garage

	<b>Select Reported Crimes 2010-Present</b>						
	2010	2011	2012	2013	2014	2015	<b>2016</b> as of 05/31/16
Assault	0	0	2	2	0	1	0
Auto Theft & attempts	3	6	2	5	0	3	0
Burglary & attempts	7	14	3	4	8	9	1
Theft & attempts	46	67	97	60	38	75	33
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:** June 1, 2016  
**SUBJECT:** Monthly Communications Report for May 2016

	<u>May 16</u>	<u>YTD 16</u>	<u>May 15</u>	<u>YTD 15</u>
<b>Walk In</b>	118	793	151	673
<b>Incoming Phone Calls requiring no action*</b>	1,092	5,151	1,129	5,326
<b>Incoming Phone Calls requiring an action**</b>	345	1,362	367	1,428
<b>House Check Requests</b>	177	673	203	731
<b>Key Pick Up/Drop Off</b>	31	242	59	237
<b>Mail Pick Up</b>	57	398	67	347
<b>Special Pick Up Requests</b>	103	375	93	397
<b>Trash and Recycle Complaints</b>	3	11	1	12

**\*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

## Monthly Incident Report

### May 2016

<b>Burglary (including attempts)</b>	<b>0</b>	<b>Theft from Auto (including attempts)</b>	<b>8</b>
911 Disconnect	0	Lost Property	0
Alarm	17	Miscellaneous	6
Animal Bite	1	Missing Person	0
Animal Complaint	4	Noise Complaint	14
Assist Citizen	5	Open Door	7
Assist Other Agency	14	Open Trunk or Vehicle Door	0
Attempted Theft of Auto/Other Vehicle	0	Power Outage	0
Burglary (including attempts)	0	Parking Complaint	0
CDS - Possession Paraphernalia	0	Recovered Property/Montgomery County	3
Check the Welfare	5	Recovered Property/Other	0
Code Enforcement	3	Suspicious Persons/Vehicles	14
Collisions	19	Sudden Death - Natural	1
Hit and Run Property Damage	3	Thefts (including attempts)	9
Property Damage Collision	15	Thefts from Auto	8
Personal Injury Collision	1	Thefts from Other	1
Disabled Vehicle	3	Theft of Auto/Other Vehicle	0
DUI	0	Traffic Hazard	1
Fraud / Embezzlement / Confidence Game	0	Traffic Stop	0
Family Trouble	0	Trees / Limbs Down	1
Fire-Other	0	Trespassing	1
Identity Theft / Forgery	0	Vandalism	0
Hazard - General	0	Vandalism-Motor Vehicle	0
Hazard - Roadway	1	Vendor Violation	4
Ill Person	0	Wanted Person	0
Injury Non-Traffic	0	Water Main Break	0
Investigation/Police Information	0	Wires Down	0

### Collisions within Chevy Chase Village May 2016

Connecticut Avenue @ Quincy Street	1	Chevy Chase Circle @ Connecticut Avenue	7
Connecticut Avenue @ Oxford Street	2	Chevy Chase Circle @ Magnolia Parkway	1
Connecticut Avenue @ Newlands Street	3	Chevy Chase Circle @ Western Avenue	1
Connecticut Avenue @ West Lenox Street	1	Brookville Road @ Newlands Street	1
		Brookville Road @ Quincy Street	1
		5412 Grove Street	1

### Chevy Chase Village Monthly Traffic Report May 2016

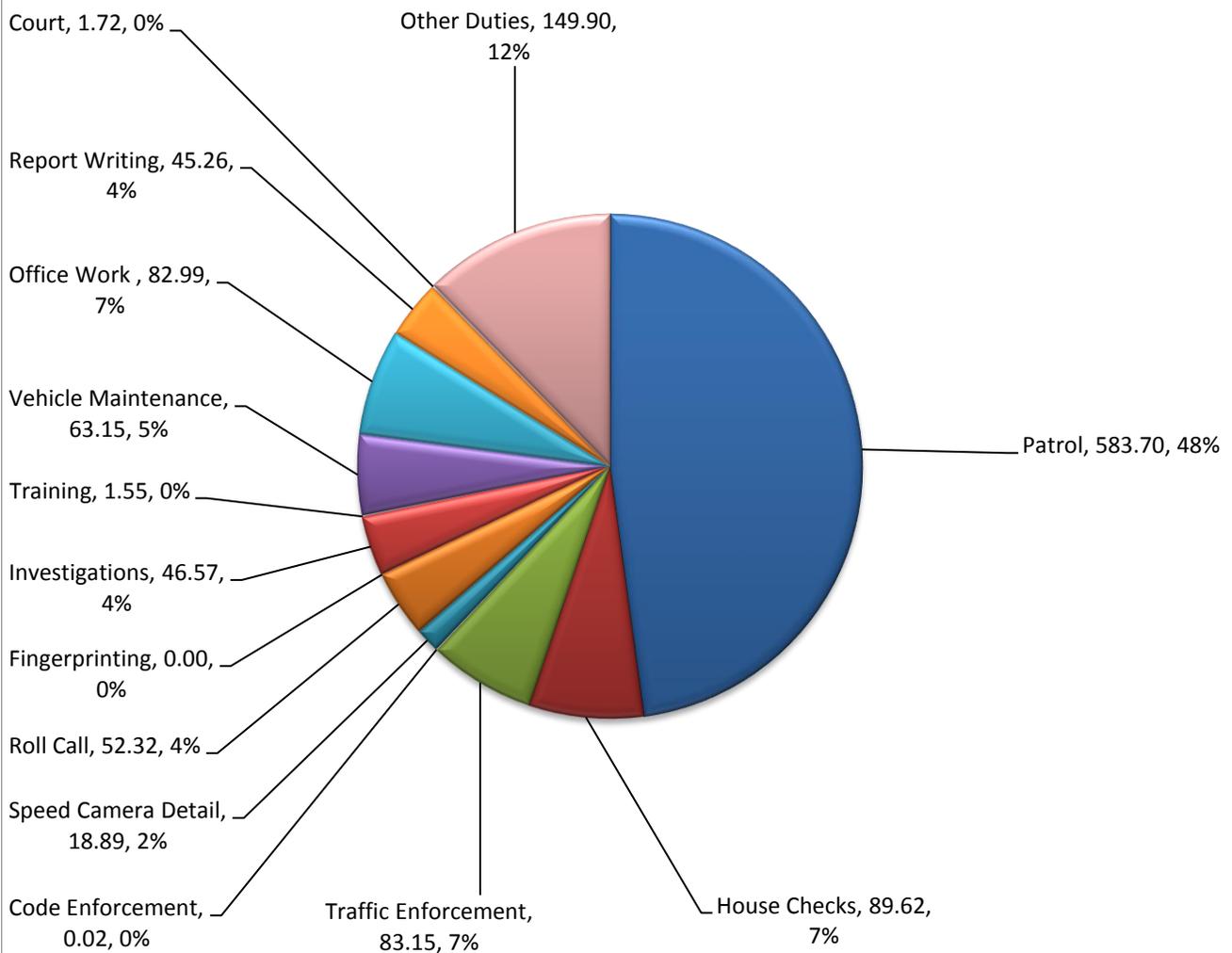
### Chevy Chase Village Code Enforcement Report May 2016

Equipment Repair Orders	0	Police Officers	
Miscellaneous Violations	2	Compliance Inquiry	5
Parking Violations	12	Investigations	4
Sign Violations	2		
Warnings Written	27	Municipal & Civil Citations Issued	0
Speeding Violations	0	Municipal & Civil Warnings Issued	0

### Chevy Chase Village Agency Personnel Report

	May	YTD
Citizen Complaints	0	0
Citizen Compliments	1	9

## Chevy Chase Village Police Department Officer Hours for May 2016 within Chevy Chase Village

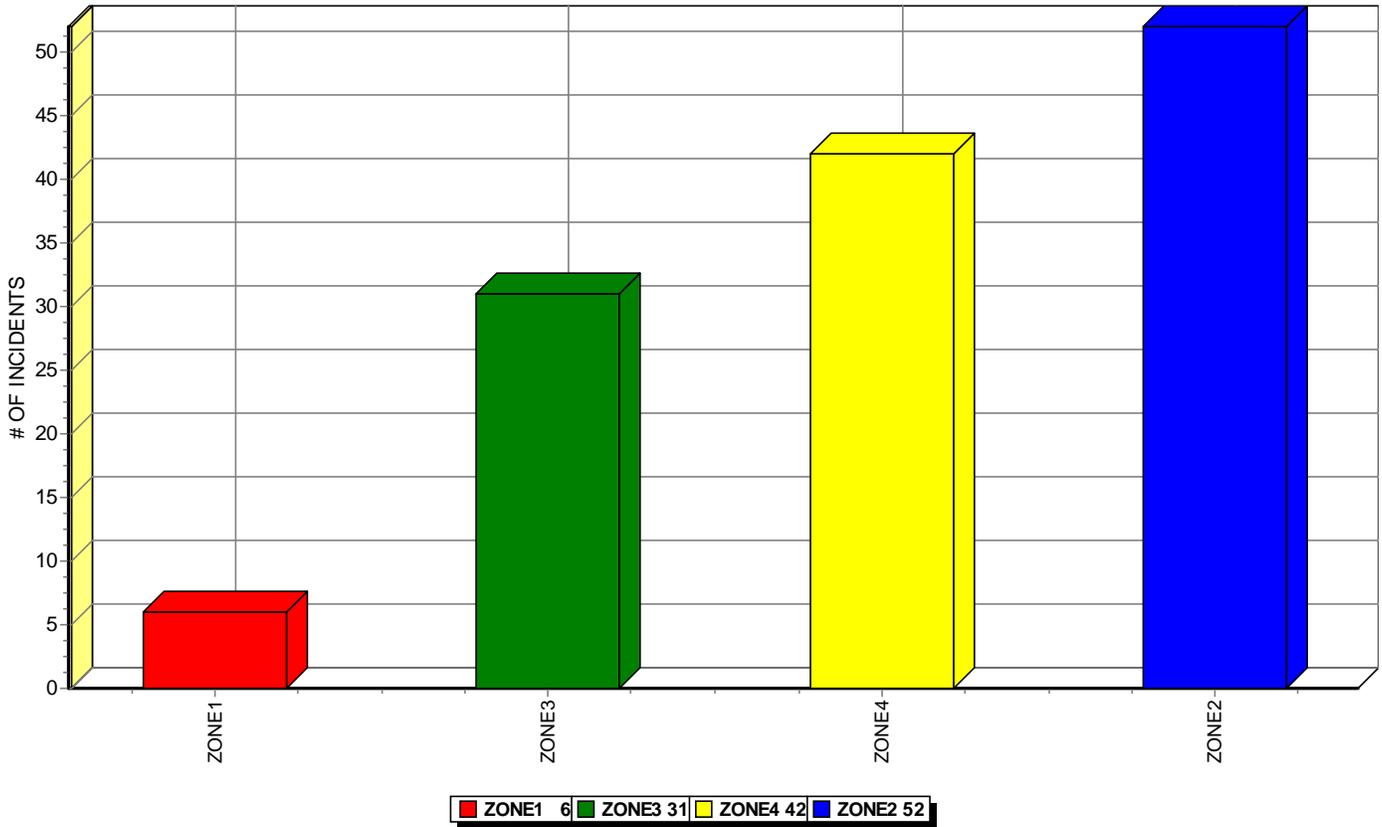


\* Note: The SafeSpeed Coordinator's hours are 125.54, which are not included above

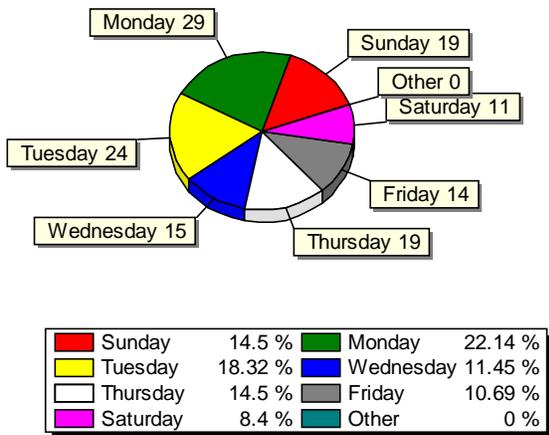
**CHEVY CHASE VILLAGE POLICE**

6/8/2016 8:20:38 AM

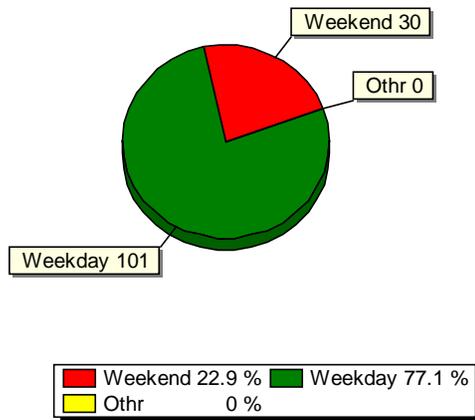
**Incident Frequency by DISTRICT (Top 4 of 4 Shown) (Using DATE RECD)**



**By Day of Week**

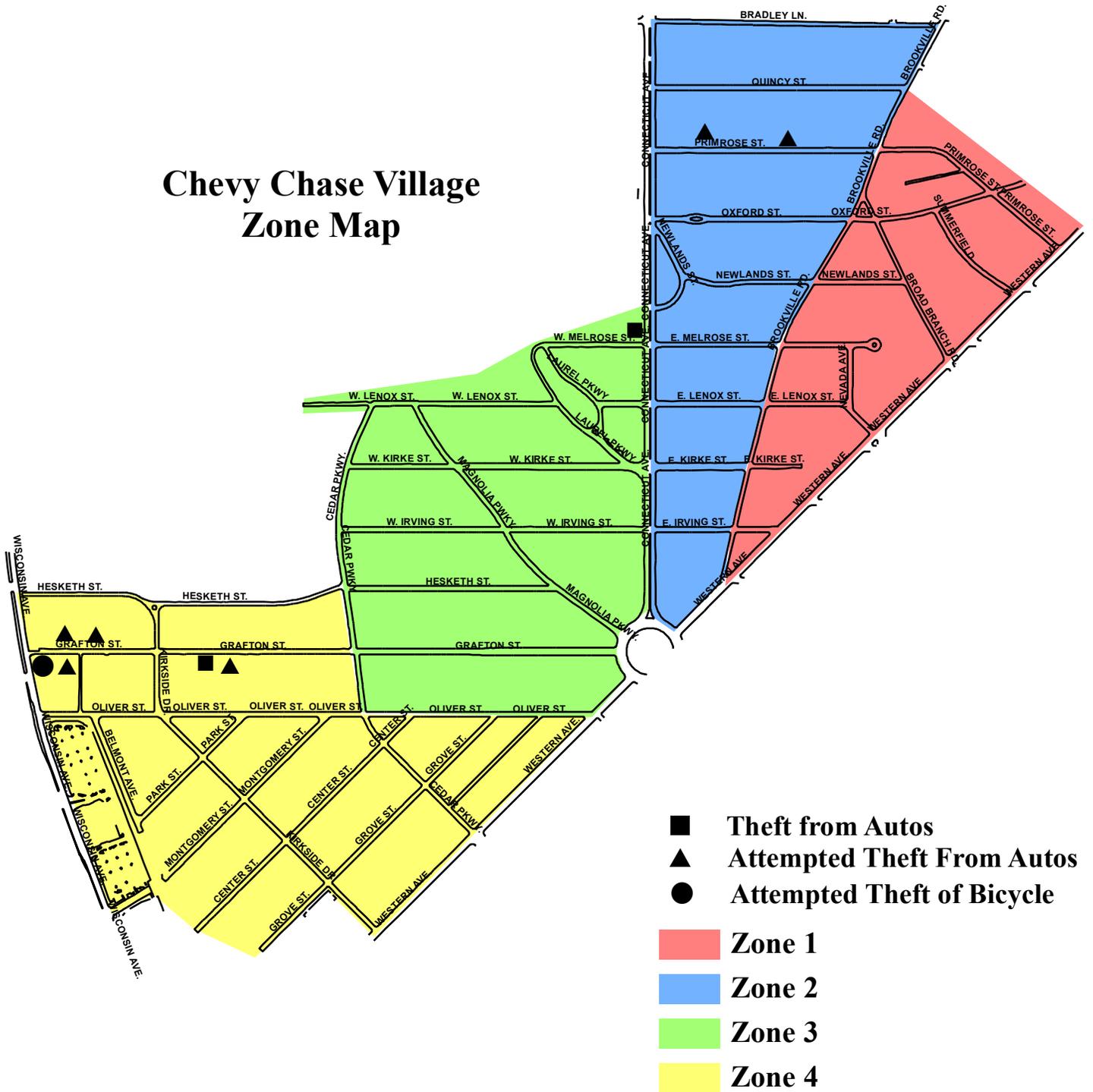


**Weekday vs Weekend**



Search Criteria: (DISTRICT >= 'ZONE1')  
 (DISTRICT <= 'ZONE4')  
 (INCDNUM like '%%')  
 (DATE\_RECD >= TO\_DATE('5/1/2016','MM/DD/YYYY'))  
 (DATE\_RECD <= TO\_DATE('5/31/2016','MM/DD/YYYY'))

# Chevy Chase Village Zone Map



- Theft from Autos
- ▲ Attempted Theft From Autos
- Attempted Theft of Bicycle
- Zone 1
- Zone 2
- Zone 3
- Zone 4

**Chevy Chase Village**  
**Building & Tree Removal Permits**  
Permits Issued- May 2016

**Building Permits**

<b>Permit #</b>	<b>Address</b>	<b>Type of Work</b>
6954	6318 Western Avenue	Modify and expand existing patio; construct new walkway.
6953	6403 Connecticut Ave	Re-grade and restore rear brick patio; grade water to front yard.
6952	5507 Center Street	Replace fence & gates in the rear yard.
6950	5505 Center Street	Replace fence in the side and rear yards.
6949	133 Hesketh Street	Install drain pipe in the Hesketh Street public right-of-way.
6948	5419 Center Street	Construct a new front portico.
6947	205 Primrose Street	Construct a new fence in the front yard.
6946	6128 Western Avenue	Construct a new retaining wall in rear yard.
6943	133 Hesketh Street	Construct a window well wall in the front yard of the property.
6941	5605 Park Street	Install replacement air conditioner in the right side yard.
6940	22 Grafton Street	Install replacement air conditioner in the rear side yard.
6938	8 West Irving Street	Install replacement air conditioner in the west side yard.
6937	3921 Oliver Street	Install replacement fence in the rear and side yards.

**Tree Removal Permit**

<b>Permit #</b>	<b>Address</b>	<b>Type of Tree</b>	<b>Reason for Removal</b>	<b>Reforestation Indicated*</b>
2240	135 Hesketh Street	(1) Blackgum	Hazardous	No
2239	139 Hesketh Street	(1) Sassafras	Hazardous	No
2236	20 West Kirke Street	(1) Beech	Dying; hazardous	Yes
2235	Village Right-of-Way	(1) Silver Maple, (1) American Elm, (1) White Pine	Pepco Pepco Pepco	N/A
2234	27 Hesketh Street	(1) Tulip Poplar	Pepco	No
2233	4 Hesketh Street	(1) Ash	Pepco	No
2232	5701 Wisconsin Ave.	(1) White Pine	Pepco	No
2231	136 Grafton Street	(1) White Pine	Pepco	No
2230	9 Hesketh Street	(1) Leland Cypress (1) Willow	Pursuant to 17-3(a)(7) Dead	Yes
2229	23 Primrose Street	(1) Spruce	Dead	No

\* Since commencing recordation of reforestation intentions in November of 2013, 50 of 110 Applicants (45%) indicated that they would voluntarily be reforesting on their property.

**Expiring Permit Notices Mailed This Month**

None required

# Chevy Chase Village

## Permitting and Code Enforcement Activity May 2016

**Telephone Queries:** +/- 125

**Walk-Ins:** +/- 62

**Pre-Design Review Meetings:** 6

**Municipality Letters (issued to the County for new projects):** 11

**Administrative Building Permits Issued:** 13 Administrative Building Permit; 3 Dumpster

**Licenses to Use the Public Right-of-Way:** 1

**Appeals:** Two Decisions from variance requests granted at the May meeting were drafted, circulated, and approved; two variance requests were prepared for the June Board meeting.

**Tree Ordinance Board:** Two pending.

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

- One Stop Work Order was issued. The contractor had removed required tree protection fencing and run mechanical grading equipment through the tree protection zone. Staff is working with the Village arborist, contractor and resident to assess the damage, prescribe corrections and develop a revised Tree Protection Plan, at which point the Stop Work Order can be lifted.
- A resident installed a section of new fencing without obtaining the applicable Historic Preservation Commission (HPC) approval or Village Building Permit. Staff contacted the resident and advised them to contact HPC and then provide either an Historic Area Work Permit (HAWP) or confirmation that none was required, along with the applicable CCV Building Permit Application for Fences and Walls;
- Staff observed that alterations were made to an approved Building Permit for patio modifications, including the addition of a gas fireplace which had not been depicted on the plans and which was located within the rear yard setback. Staff contacted the resident, who has applied for a variance to maintain the structure;
- A contractor working at a property made alterations to an existing patio and started to install a drainage system without having obtained the applicable CCV permit. The contractor, who is also the owner of the property, has obtained the required Building Permit;
- Staff observed that a resident had installed a fence without having obtained the applicable CCV permit. The resident had obtained a County Fence Permit, but not the Historic Preservation Commission (HPC) approval. Staff has contacted the resident and advised them to obtain the required Historic Area Work Permit (HAWP) and submit that along with the other required materials to obtain the CCV Building Permit;
- A resident indicated to Staff that a wall at his property required repair however in observing the structure it became evident that the wall was unstable and would need to be removed and rebuilt. Staff advised the resident to contact HPC and the County to obtain the applicable County permits and then to submit the CCV Building Permit application;

**Tree Requests:** 14 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:** 10 permits were issued for removal of a total of thirteen (13) trees.

**Expired Permit Memos Sent:** None required this month.

**Additional Activity:**

- Staff continues coordination of engineering assessments of drainage concerns related to the appeal of the Managers Decision to issue a building permit at 5502 Grove Street.

*-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:** 6/8/2016  
**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
<b><u>Village Initiated</u></b>				
W. Kirke St. and Laurel Pkwy. Intersection Improvements	Complete	Complete	Complete	Complete
Village Website Redevelopment	Content Update	1 month	Ongoing	July 2016
<b><u>In-Partnership with M-NCPPC</u></b>				
Western Grove Park Development	Construction	6-9 months	Ongoing	February 2017
<b><u>Utility Upgrades</u></b>				
Laurel Park Sewer Rehabilitation	Pre-Construction	1 month	TBD	TBD
Water Main Replacement (5500 block of Western Avenue)	Design	TBD	Spring 2018 (construction)	TBD
Washington Gas Main Replacement – Bradley Lane	Permitting	TBD	TBD	TBD
PEPCO Tree Pruning and Removals	Permitting	2 months	Summer 2016	Summer 2016
<b><u>State Projects</u></b>				
Connecticut Avenue Pedestrian Signal	Construction	1 month	Ongoing	June 2016

### **Connecticut Avenue Pedestrian Signal:**

- Village and State Highway Administration staff are still working with PEPCO to expedite bringing power to the site, so activation of the signal can be made as soon as possible. Power installation should be complete by June 10.
- Once power installation is complete, SHA contractors will be ready to activate the signal within a few days.
- If all goes well the signal should be activated by Monday, June 20.

### **PEPCO Tree Pruning and Removals:**

- No updates since last month's report.

### **Village Website Redevelopment:**

- Design work on the new website is complete.
- Staff is currently working through the new and old websites to update content and ensure that all functionality on the new website is working properly before its' official launch, which is scheduled for the end of June.

### **Washington Gas Main Replacement:**

- No updates since last month's report.

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

- Despite the rain all work was completed on-time.
- Overall the project was completed \$9,500 under budget.

### **Western Grove Park Development:**

- Over the next 2 weeks, construction activities will be ramping up at the park as the contractor has received approvals to begin installing the tree preservation and site security fencing, sediment and erosion controls and will begin removing select trees.
- The Western Grove Park Friends Group is continuing its fundraising campaign and has received contributions/pledges of approximately \$37,000 to address a shortfall in the construction budget, the Friends Group initial goal is to raise an addition \$125,000.

### **WSSC:**

#### ***Laurel Park Sewer Rehabilitation:***

- No updates since last month's report.

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

- WSSC and the Village held a joint public information meeting on May 26 with affected residents.
- Unfortunately, only 5 residents attended.
- WSSC is currently in the process of making contact with all residents to request access to private property to begin its survey activities.
- The first phase of work will be to survey the affected properties. Once that is completed, WSSC and their contracted engineering firm will conduct an alignment study to determine if the mains can be relocated out of the rear-yards.

# Memo

**To:** Chevy Chase Village Board of Managers  
**From:** Melissa Wiak, Community Liaison/Administrative Assistant  
**CC:** Shana R. Davis-Cook, Village Manager  
**Date:** June 6, 2016  
**Re:** Village Hall Use for May 2016

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

Type of Event	Number of Uses	Total Net Revenue
<b>Rentals (Private Events)</b> —Birthday Parties (2); Memorial Service; Graduation Party	4	\$2,750
<b>Community Use</b> — Board of Managers' Monthly Meeting; Parks & Greenspaces Committee Meeting; Western Grove Park Friends Group Meeting; Community Shredding Event; Chevy Chase Land Company Public Information Meeting; WSSC Public Information Meeting; Environment & Energy Committee Meeting	7	\$0.00
<b>Fee Waiver Use/Public Use</b> —Chevy Chase @ Home Events (3); Section 5 Monthly Meeting; Garden Club of Chevy Chase's Monthly Meeting and Walking Tour; Many Hands Non-profit meeting	7	\$0.00