



**Chevy Chase Village
Board of Managers**

1. Meeting Called To Order
Mr. Robert Goodwin, Jr., Acting Chair
2. Consent Agenda- Tree Removal Consent Agreements
3. Variance And Special Permit Requests
4. Treasurer's Report
Mr. Gary Crockett, Board Treasurer

Documents:

[TREASURER REPORT JULY 2016.PDF](#)

5. Matters Presented For Board Discussion And Possible Action (Where Required)
6. Committee Matters
7. Police Report
Mr. John M. Fitzgerald, Police Chief

Documents:

[POLICE REPORT JUNE 2016.PDF](#)

8. 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:

[CAPITAL AND INFRASTRUCTURE UPGRADE PROJECTS.PDF](#)
[BUILDING AND TREE REMOVAL PERMITS JUNE 2016.PDF](#)
[VILLAGE HALL ACTIVITY REPORT.PDF](#)

Treasurer's Report July-July (12 months of FY 2016)

Overall:

This report is a twelve month snapshot for FY 2016. It is not the final annual report for FY 2016 as there are more transactions that occurred and need to be credited to FY 2016. The final audit report will be finalized by October. In FY 2016 we project to have a surplus of approximately \$570,000, which would be \$961,731 better than the deficit we had budgeted. Income tax revenue is projected to be approximately \$593,474 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 \$431,733 over budget this year about 19.2% 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 project this to come in \$50,000 higher than budget mostly due to a higher corporate tax collection

Safe Speed Net Revenue:

This is projected to come in 4.8% under budget for the 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 in Principal Life, our life insurance company after they demutualized, and were recently bought out by a new company.

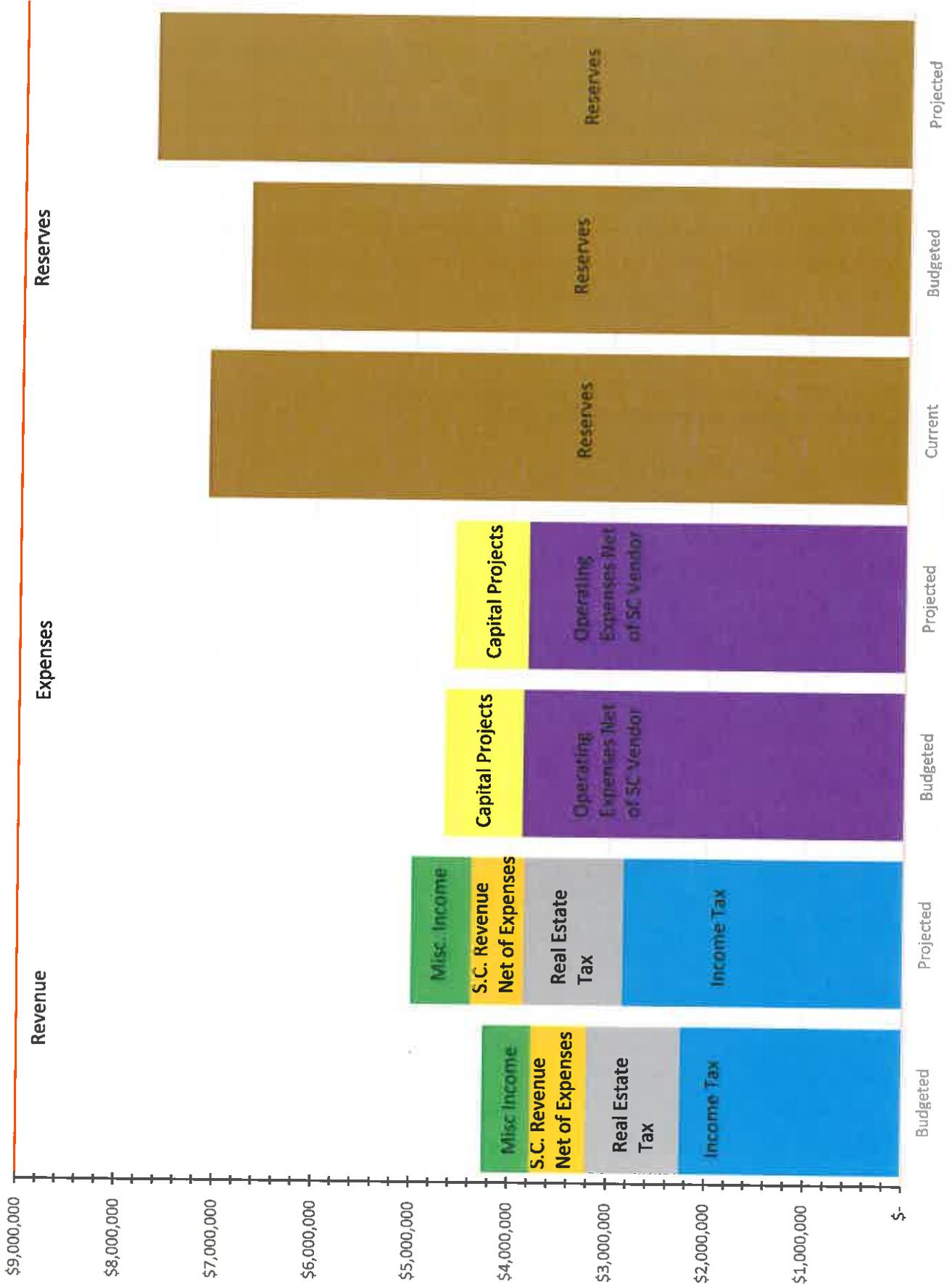
Capital Expense:

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.

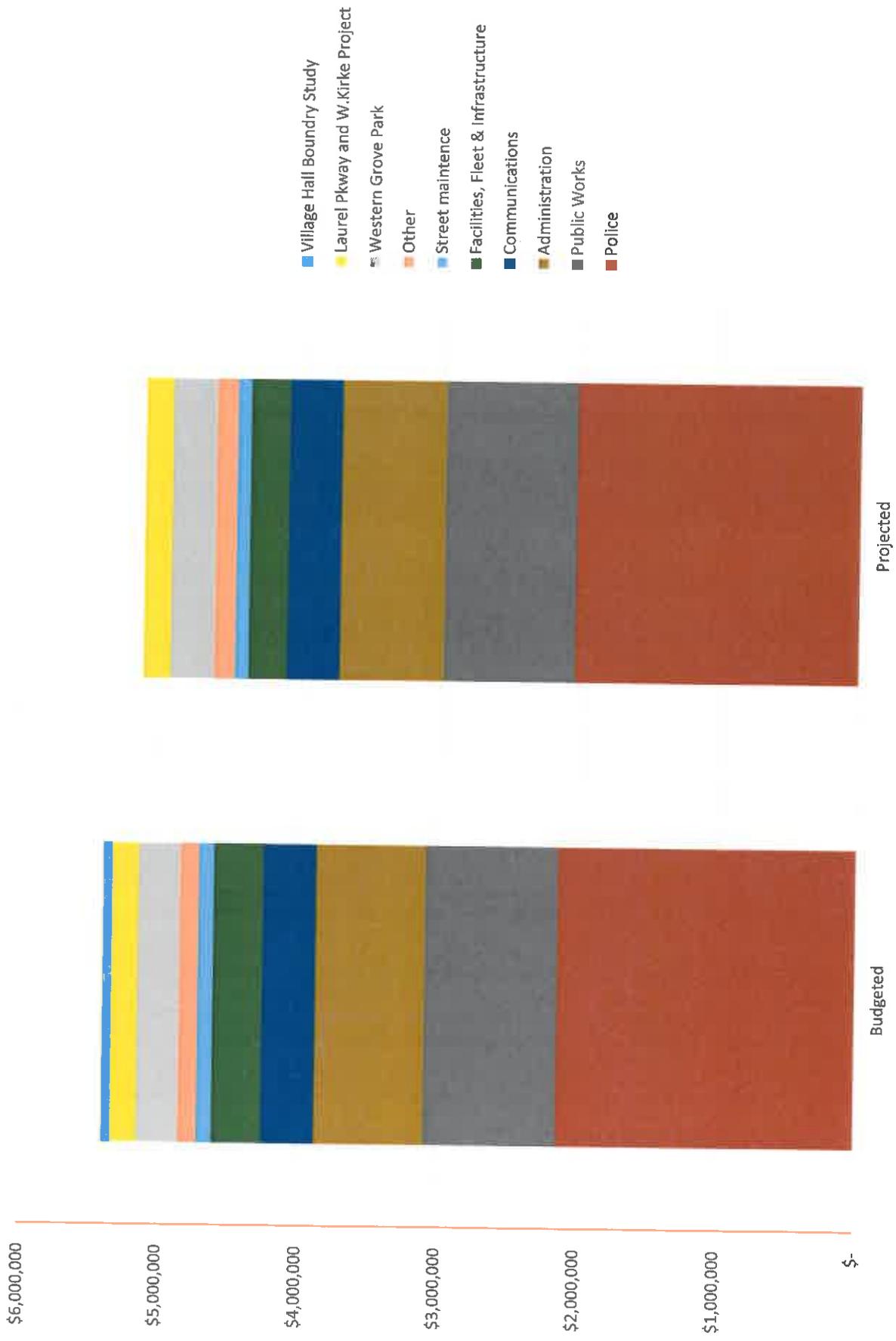
Operating Expense:

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

Revenue and Expenses Budget versus Projected



Expenses Budgeted versus Projected



June 2016 CCVPD Highlights

I. Crime/Operational

1. Three unlocked cars were entered in June:

- Middle block of Grafton Street: Parked in driveway; nothing taken.
- 4100 block of Oliver Street: Parked in driveway; earphones and expensive sunglasses taken.
- Middle block of Hesketh Street: Parked on street; coins taken.

2. Car stolen using the key:

- East Irving between Connecticut and Brookville: Homeowner believes she left her house and car keys dangling in the front door lock; thief apparently found the keys and stole her car.

II. Training/Administrative

1. **Firearms qualification:** All officers successfully completed their semi-annual firearms qualification.

2. **Pro-life demonstrators:** Members of a pro-life advocacy group will once again be displaying graphic signs along northbound Connecticut Avenue on Tuesday, **July 26** from 4pm-630pm. Village Police will be on hand to keep the peace.

3. **National Night Out:** For the third year running, we will host this enjoyable event in Newlands Park on Tuesday, **August 2** from 630pm-830pm.

Select Reported Crimes 2016 vs. 2015				
	June '16	June '15	YTD'16	YTD'15
Assault	0	0	0	1
Auto Theft & attempts	1	0	1	0
Burglary & attempts	0	1	1*	6
Theft & attempts	3	2	36	19
Robbery	0	0	0	0

*bicycle stolen from inside an open garage

	Select Reported Crimes 2010-Present						
	2010	2011	2012	2013	2014	2015	2016 as of 06/30/16
Assault	0	0	2	2	0	1	0
Auto Theft & attempts	3	6	2	5	0	3	1
Burglary & attempts	7	14	3	4	8	9	1
Theft & attempts	46	67	97	60	38	75	36
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: Jacqueline Parker, Public Safety Coordinator *J.P.*
DATE: July 6, 2016
SUBJECT: Monthly Communications Report for June 2016

	<u>June 16</u>	<u>YTD 16</u>	<u>June 15</u>	<u>YTD 15</u>
Walk In	155	948	214	887
Incoming Phone Calls requiring no action*	1,107	6,258	1,175	6,501
Incoming Phone Calls requiring an action**	362	1,724	445	1,873
House Check Requests	216	889	247	978
Key Pick Up/Drop Off	47	289	98	335
Mail Pick Up	82	480	102	449
Special Pick Up Requests	97	472	136	533
Trash and Recycle Complaints	2	13	4	16

***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 June 2016

Burglary (including attempts)	0	Theft from Auto (including attempts)	3
911 Disconnect	0	Lost Property	1
Alarm	18	Miscellaneous	11
Animal Bite	0	Mental Illness	1
Animal Complaint	4	Missing Person	1
Assist Citizen	7	Noise Complaint	5
Assist Other Agency	9	Open Door	7
Attempted Theft of Auto/Other Vehicle	0	Power Outage	0
Burglary (including attempts)	0	Parking Complaint	2
CDS - Possession Paraphernalia	0	Recovered Property/Montgomery County	3
Check the Welfare	4	Recovered Property/Other	0
Code Enforcement	3	Suspicious Persons/Vehicles	15
Collisions	13	Sudden Death - Natural	0
Hit and Run Property Damage	4	Thefts (including attempts)	3
Property Damage Collision	8	Thefts from Auto	3
Personal Injury Collision	1	Thefts from Other	0
Community/Citizen Contact	5	Theft of Auto/Other Vehicle	1
Disabled Vehicle	5	Threatening/Annoying Phone Call	1
Disorderly Conduct	1	Traffic Stop	1
Family Trouble	0	Trees / Limbs Down	2
Fire-Other	0	Trespassing	0
Identity Theft / Forgery	1	Vandalism	0
Hazard - General	0	Vandalism-Motor Vehicle	0
Hazard - Roadway	1	Vendor Violation	9
Ill Person	0	Wanted Person	0
Injury Non-Traffic	0	Water Main Break	0
Investigation/Police Information	2	Wires Down	0

Collisions within Chevy Chase Village June 2016

Connecticut Avenue@		Other Locations	
Oxford Street	1	Oxford Street@Broad Branch Road	1
Primrose Street	1	138 Grafton Street	1
Chevy Chase Circle@		3925 Oliver Street	1
Connecticut Avenue	6	15 Primrose Street	1
Western Avenue	1		

Chevy Chase Village Monthly Traffic Report June 2016

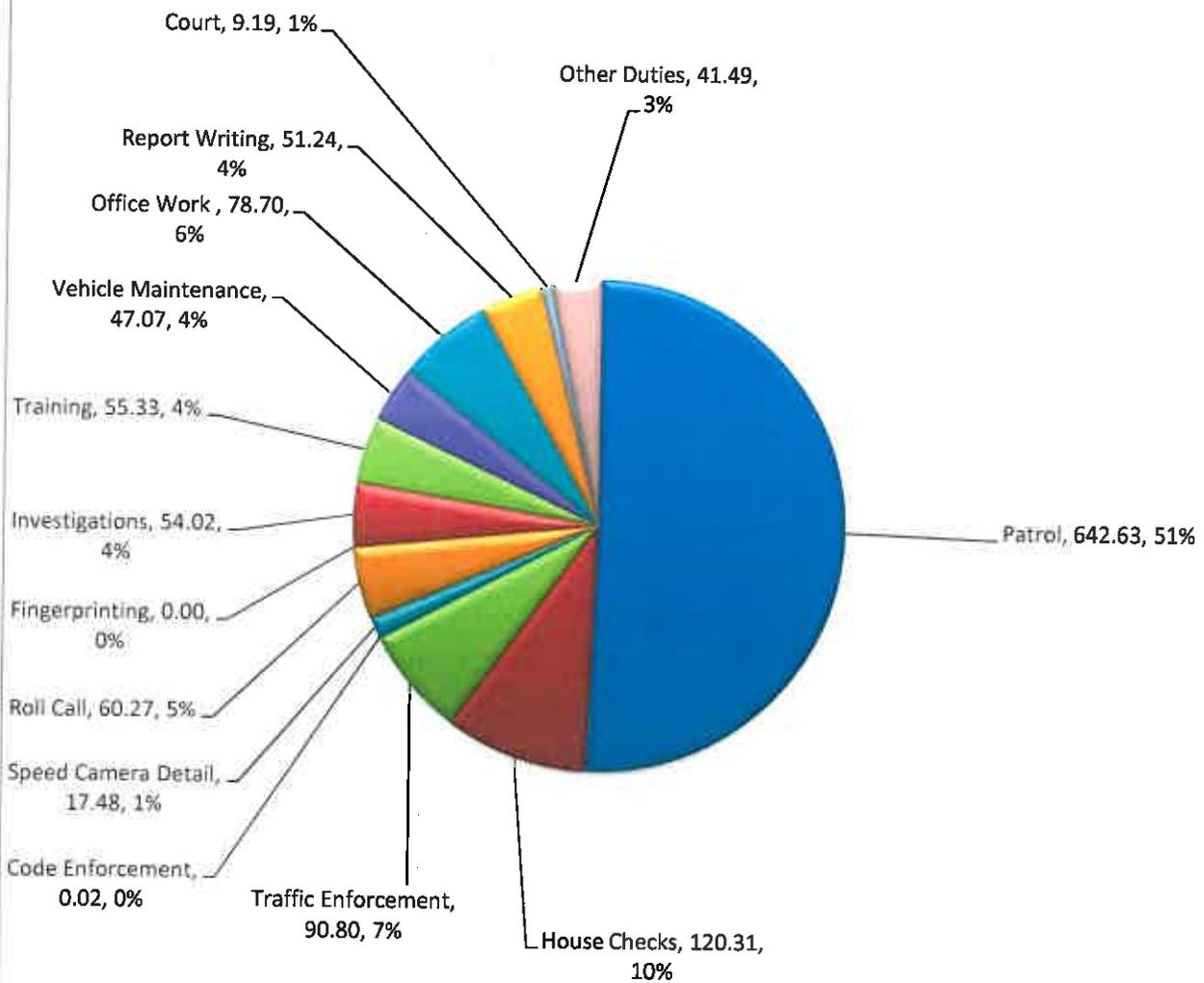
Equipment Repair Orders	4	Police Officers	
Miscellaneous Violations	10	Compliance Inquiry	4
Parking Violations	9	Investigations	5
Sign Violations	3		
Warnings Written	56	Municipal & Civil Citations Issued	0
Speeding Violations	0	Municipal & Civil Warnings Issued	0

Chevy Chase Village Code Enforcement Report June 2016

Chevy Chase Village Agency Personnel Report

	June	YTD
Citizen Complaints	0	0
Citizen Compliments	2	11

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

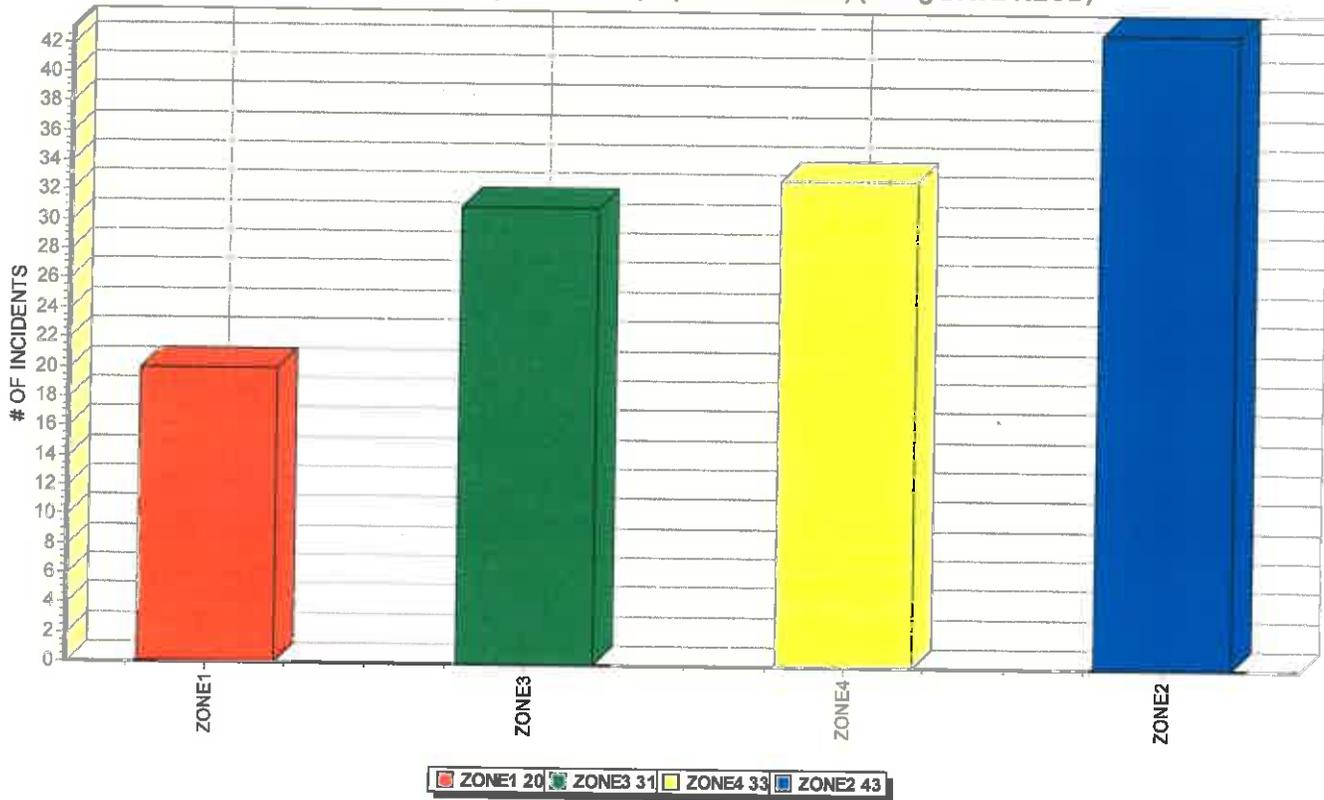


* Note: The SafeSpeed Coordinator's hours are 139.6, which are not included above

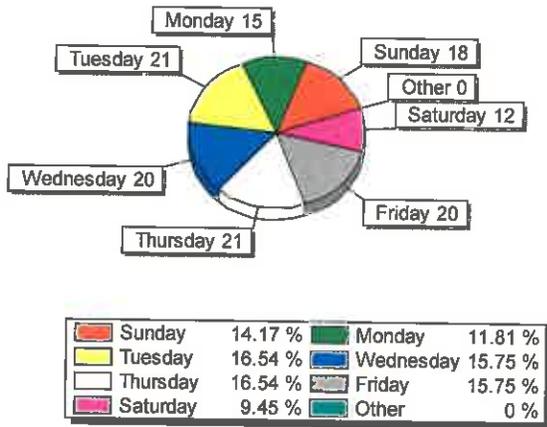
CHEVY CHASE VILLAGE POLICE

07/06/2016 07:25:00

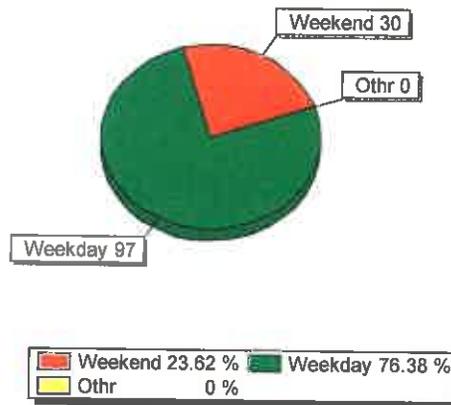
Incident Frequency by DISTRICT (Top 4 of 4 Shown) (Using DATE RECD)



By Day of Week



Weekday vs Weekend



Search Criteria: (DISTRICT >= 'ZONE1')
 (DISTRICT <= 'ZONE4')
 (INCDNUM like '%%')
 (DATE_RECD >= TO_DATE('06/01/2016','MM/DD/YYYY'))
 (DATE_RECD <= TO_DATE('06/30/2016','MM/DD/YYYY'))

Memo

To: Board of Managers
From: Michael W. Younes, Director of Municipal Operations *MW*
CC: Shana Davis-Cook, Village Manager
Date: 7/6/2016
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
<u>Village Initiated</u>				
Village Website Redevelopment	Pre-launch	---	Ongoing	July 12, 2016
<u>In-Partnership with M-NCPPC</u>				
Western Grove Park Development	Construction	6-9 months	Ongoing	February 2017
<u>Utility Upgrades</u>				
Laurel Park Sewer Rehabilitation	Pre-Construction	2 - 3 weeks	Summer 2016	Summer 2016
Water Main Replacement (5500 block of Western Avenue)	Survey/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
<u>State Projects</u>				
Connecticut Avenue Pedestrian Signal	Complete	Complete	Complete	Complete

Connecticut Avenue Pedestrian Signal:

- As of June 21, the State Highway Administration has activated the pedestrian crosswalk and flashing warning beacons on Connecticut Avenue at Lenox Street.
- Staff has posted on the Village's website and sent via blast email to Village residents helpful reminders on the operation of the warning beacons and how to safely cross the roadway using the light.
- Thus far both driver and pedestrian reaction and compliance have been mixed.
- The Village Police Department is including the area as part of their regular details to enforce driver compliance.
- As always, Village staff continues to work with the State to gather data on the effectiveness of the warning beacons, with the ultimate goal of installing a fully-actuated traffic signal in the future.

PEPCO Tree Pruning and Removals:

- No updates since last month's report.

Village Website Redevelopment:

- The Village's website redesign is complete.
- Over the past month staff has been working through the new and old websites to update content and ensure that all functionality on the new website is working properly.
- The new site will be officially launched on Tuesday, July 12.

Washington Gas Main Replacement:

- No updates since last month's report.

Western Grove Park Development:

- Over the next 2 weeks, construction activities will include installation of tree preservation fencing, sediment and erosion controls and select tree removals.
- Full site construction activities will begin the middle of August.
- The Western Grove Park Friends Group is continuing its fundraising campaign and has received contributions/pledges of approximately \$70,000 to address a shortfall in the construction budget. An additional \$50,000 is still needed to fully fund construction of the park.

WSSC:

Laurel Park Sewer Rehabilitation:

- At long last, work orders have been issued for the last section of sewer rehabilitation work in the Village.

- Originally, it was thought that WSSC contractors would have to open dig a trench to replace the sewer pipe traveling through Laurel Park.
- Luckily, over the past few months I have been able to work with WSSC and its contractors to determine a less disruptive construction method.
- Barring an emergency such as a pipe collapse or rupture, all work within the park and on private property will be conducted by rehabbing from inside the sewer main.
- As part of the work, WSSC will be installing a new manhole in the roadway on Laurel Parkway in order to provide access for the rehab work.
- Work will begin later this summer and should be completed with 2 - 3 weeks.
- Prior to beginning the work, notice will be provided by WSSC and the Village to the abutting residents.

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

- WSSC is currently in the process of making contact with all residents to request access to private property to begin its survey activities.
- 7 of the 17 required right of entry agreements have been returned to WSSC.
- 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.

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

Building Permits

Permit #	Address	Type of Work
6979	6403 Connecticut Ave.	Install Holly trees in the Connecticut Ave. public right-of-way.
6978	5509 Grove Street	Construct rear addition.
6976	111 Oxford Street	Construct rear addition.
6975	15 Hesketh Street	Install new air conditioner in the rear yard.
6973	10 Oxford Street	Install new fence in the east side yard and new driveway gates.
6972	5509 Montgomery St.	Install an air conditioner in the rear yard.
6970	5620 Grove Street	Extend existing drain pipe through the curb in the Oliver Street public right-of-way.
6969	3704 Bradley Lane	Replace air conditioner in the east side yard.
6966	104 Primrose Street	In-kind replacement of the front walkway.
6965	5503 Center Street	Replace a portion of the driveway.
6964	5503 Center Street	Construct new retaining wall.
6963	5503 Center Street	Install one new and maintain one existing drain pipe in the Center Street public right-of-way.
6825- amended	3927 Oliver Street	Construct new walkway; replace apron and driveway.
6961	4017 Oliver Street	Construct rear landing and walkway.
6960	4017 Oliver Street	Construct one-story rear addition.
6958	5902 Kirkside Drive	Install new air conditioner in the rear yard.
6955	20 Magnolia Parkway	Construct new roof over existing deck.

Tree Removal Permit

Permit #	Address	Type of Tree	Reason for Removal	Reforestation Indicated*
2248	7 Grafton Street	Magnolia	Injured by cold; dead	Yes
2245	5613 Montgomery St.	Lacebark Elm; Black Locust; (5) Leland Cypress	Hazardous; Dead Pursuant to 17-3-a-7	No
2244	105 Grafton Street	Black Walnut	Hazardous; impacting foundation	No
2243	203 Primrose Street	Ash	Hazardous	No
2242	15 East Lenox Street	Mulberry; Red Maple; Spruce	Pursuant to 17-3-a-7; Dead; Hazardous	Yes
2241	5810 Connecticut Ave.	White Pine	Dead	No

* Since commencing recordation of reforestation intentions in November of 2013, 52 of 116 Applicants (44%) indicated that they would voluntarily be reforesting on their property.

Expiring Permit Notices Mailed This Month

6785	5507 Grove Street	Replace fence in the rear yard.
6778	5616 Grove Street	Replace front walkway stoop and steps

Chevy Chase Village

Permitting and Code Enforcement Activity June 2016

Telephone Queries: +/- 110

Walk-Ins: +/- 62

Pre-Design Review Meetings: 5

Municipality Letters (issued to the County for new projects): 8

Administrative Building Permits Issued: Administrative Building Permit 16; Amendment to a previously issued Building Permit: 1; Dumpster: 6; Dumpster Extension: 1; Courtesy: 1

Licenses to Use the Public Right-of-Way: 3

Appeals: Two Decisions from variance requests granted at the June meeting were drafted, circulated, and approved; one Special Permit and two variance requests were prepared for the July Board meeting. A decision from the April meeting, requiring removal of a structure installed in the front yard of a property, was drafted, reviewed by Counsel and is awaiting Board approval.

Tree Ordinance Board: Two pending, for Pepco-requested removals.

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

- Staff worked with the Village arborist, contractor to resolve tree protection fencing issues at a job site.
- Staff has been coordinating with Public Works to alert residents of the need to keep sidewalks free of overgrown shrubbery and to maintain the grass in the tree box in front of their property.
- Staff responded to a complaint of air-borne material at a job site, confirmed what work was being done and that the dust was not hazardous in nature. The work was completed within the hour and no further complaints have been received.
- Staff responded to two complaints about construction work commencing prior to work hours and with no visible permit. It was determined in both cases that the work was considered "maintenance and repair" and did not require a permit. The crews were provided a copy of the noise regulations.
- Staff coordinated with a resident for repairs to a pipe in the Oliver Street right-of-way that had broken and was causing ponding of stormwater runoff water on the public sidewalk. The pipe installation pre-dates the current owner, who has obtained a permit to replace the pipe and a right-of-way license to maintain it in the right-of-way.
- A contractor began construction work prior to the applicable CCV Building Permits having been issued. Staff stopped the work until the permits were issued.
- Staff responded to a complaint about a dusty sediment appearing on the Grafton Street public sidewalk. The source of the material was not evident and since rain was in the forecast it was determined that Staff would monitor to see if the material reappeared; it has not.
- Staff stopped work an installation of an unpermitted replacement air conditioning unit; the resident has obtained the applicable permit.
- Staff responded to a complaint about continuous mechanical hum from pool equipment. The resident of the equipment was contacted. They had been away and were unaware of the malfunctioning equipment, which has now been repaired.

Tree Requests: 9 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: 6 permits were issued for removal of a total of fourteen (14) trees, five (5) of which were Leland Cypress removed pursuant to 17-3-a-7 (1).

Expired Permit Memos Sent: 2

-compiled by Ellen Sands, Permitting and Code Enforcement Coordinator

Memo

To: Chevy Chase Village Board of Managers
From: Melissa Wiak, Community Liaison/Administrative Assistant
CC: Shana R. Davis-Cook, Village Manager
Date: July 5, 2016
Re: Village Hall Use for June 2016

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

Type of Event	Number of Uses	Total Net Revenue
Rentals (Private Events) —Child’s Birthday Party; Memorial Service	2	\$625
Community Use — Board of Managers’ Monthly Meeting	1	\$0.00
Fee Waiver Use/Public Use —Chevy Chase @ Home Events (2); Section 5 Monthly Meeting; Friends of Chevy Chase Circle Board Meeting	4	\$0.00