



**Chevy Chase Village  
Board of Managers**

1. Meeting Called To Order  
Mr. Michael L. Denger, Chair
2. Approval Of Minutes From The Previous Board Of Managers' Meetings  
Closed Session-September 12, 2016 - **Approved**  
Regular Monthly Meeting-September 12, 2016 - **Approved**

3. Treasurer's Report  
Mr. Gary Crockett, Board Treasurer

Documents:

[TREASURER REPORT - SEPTEMBER 2016.PDF](#)

4. Committee Matters  
**Financial Review Committee**

- Presentation of the draft audited financial statements for FY2016 prepared by the independent auditing firm, *Lindsey & Associates, LLC*

Mr. Louis Morsberger, Financial Review Committee Chair  
Mr. Robert Diss, CPA, Vice President, Lindsey & Associates, LLC

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

Documents:

[POLICE REPORT - SEPTEMBER 2016.PDF](#)

6. 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:

[BUILDING AND TREE REMOVAL PERMITS AND ACTIVITY SEPT 2016.PDF](#)

CAPITAL AND INFRASTRUCTURE UPGRADE PROJECTS - SEPT 2016.PDF  
VILLAGE HALL ACTIVITY REPORT - SEPTEMBER 2016.PDF

## **Treasurer's Report July-September (3 months of FY 2017)**

### **Overall:**

This report is a three month snapshot of FY 2017. The Village receives little revenue in the first three months of the fiscal year with the most prominent being the tax duplication payment that comes from the county in the amount of \$100,524. We have a budgeted deficit of 46,117, and it is still too early to project how we will end up in relation to this number by the end of the year. Our FY 2016 audit is not officially completed yet and the final 2016 audited numbers will be available when it becomes finalized.

### **Income Tax Revenue:**

We will not have any significant income tax information until the end of November.

### **Property Tax Revenue:**

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 it is trending about 17% below budget for the first three months. There has some been construction during these three months which has had an impact on safe speed citations.

### **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.

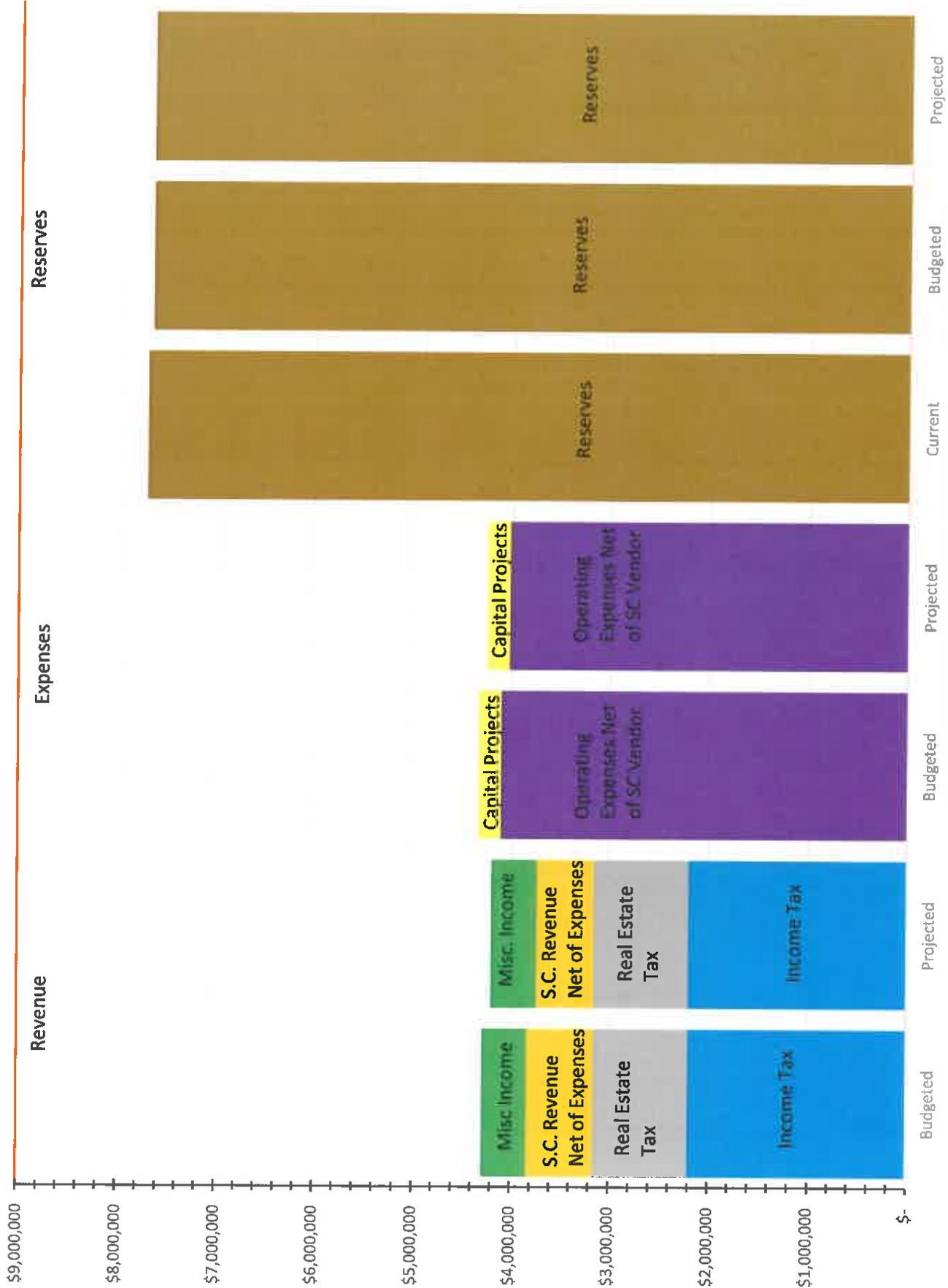
### **Capital Expense:**

Our expenses are projected to be \$227,500 and so far the one project we have begun is street maintenance.

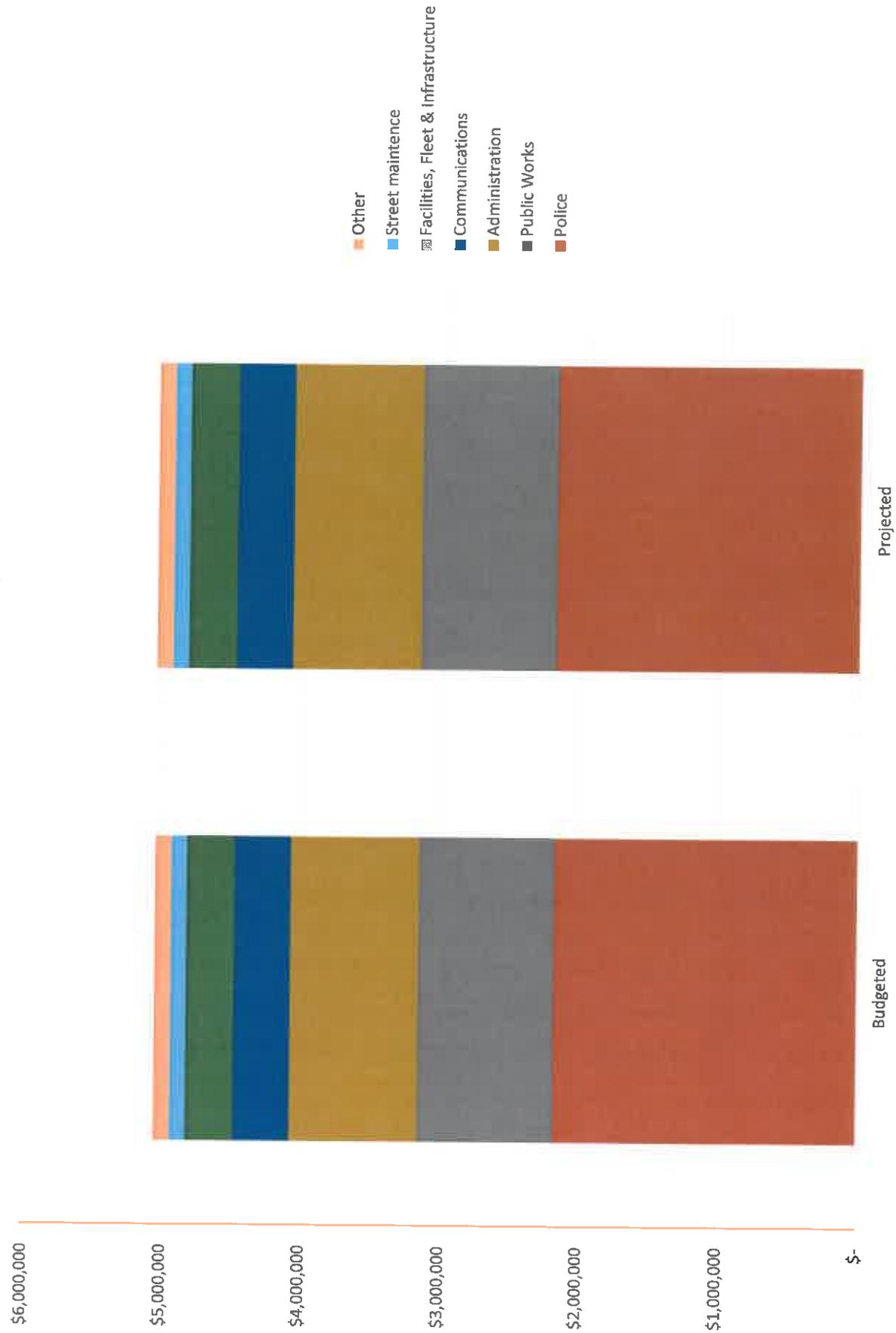
### **Operating Expense:**

We project this will be 2-3%% below budget.

# Revenue and Expenses Budget versus Projected



# Expenses Budgeted versus Projected



## September 2016 CCVPD Highlights

### I. Crime/Operational

1. **Two home break-ins:** The two below incidents are the first home break-ins that have occurred so far this year. Village and County police responded, and a County detective is working to identify the culprit(s).
  - On Sunday, 9/18 on Kirkside Drive between Center Street and Oliver Street, homeowners returned from a weekend away and discovered that a rear door had been forcibly kicked in and the home had been ransacked. Several items of jewelry and electronics were taken by the burglar(s).
  - On Monday, 9/19 at 10:52 a.m. on Hesketh Street between Magnolia Parkway and Cedar Parkway Village officers responded to an alarm call. An officer spotted a suspect through a basement window and a moment later, he emerged from a door on the opposite side of the house and ran through the rear yard and jumped over the fence and escaped.

We have been in touch with DC and County police, and the investigation is progressing.

2. **Both cars stolen from the 5800 block of Kirkside Drive have been located in DC:**  
Two cars were stolen from the same home on August 12. On September 15, one of the cars was located in the DC public works impound lot; it had been towed for illegal parking in DC. That car has been returned to the owner. On September 21, we learned that the other car had been completely destroyed by an intentionally-set fire; the car was burned on 6<sup>th</sup> Street, NW and is a total loss.
3. **2 unlocked vehicles entered:**
  - 4000 block of Oliver: a Samsung tablet was taken from a construction truck.
  - Grafton between Cedar and the Circle: a car was rifled through; nothing taken.
4. **Other thefts:**
  - Purse and contents taken from inside All Saints Church; Village officers have a suspect.

### II. Administrative/Upcoming

- Xerox will be demonstrating a traffic video camera on 10/6 for possible use at the Wisconsin Avenue end of Grafton and Oliver to reduce the frequency of vehicles illegally exiting. Mr. Ruda and Mr. Crockett, along with Village staff, will be attending the demo.

Select Reported Crimes 2016 vs. 2015				
	September '16	September '15	YTD'16	YTD'15
Assault	0	0	0	1
Auto Theft & attempts	0	0	3	2
Burglary & attempts	2	1	3*	7
Theft & attempts	4	17	57	59
Robbery	0	0	0	0

\*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 09/30/16
Assault	0	0	2	2	0	1	0
Auto Theft & attempts	3	6	2	5	0	3	3
Burglary & attempts	7	14	3	4	8	9	3
Theft & attempts	46	67	97	60	38	75	57
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 *J.F.*  
**FROM:** Jacqueline Parker, Public Safety Coordinator  
**DATE:** October 3, 2016  
**SUBJECT:** Monthly Communications Report for September 2016

	<u>SEPT16</u>	<u>YTD 16</u>	<u>SEPT15</u>	<u>YTD15</u>
<b>Walk In</b>	162	1,558	169	1,503
<b>Incoming Phone Calls requiring no action*</b>	927	9,285	1,063	9,817
<b>Incoming Phone Calls requiring an action**</b>	282	2,722	322	2,946
<b>House Check Requests</b>	152	1,538	139	1,624
<b>Key Pick Up/Drop Off</b>	50	439	55	503
<b>Mail Pick Up</b>	89	860	94	822
<b>Special Pick Up Requests</b>	85	724	100	799
<b>Trash and Recycle Complaints</b>	2	18	2	23

**\*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 September 2016

<b>Burglary (including attempts)</b>	<b>2</b>	<b>Theft from Auto (including attempts)</b>	<b>2</b>
911 Disconnect	0	Lost Property	0
Alarm	16	Miscellaneous	7
Animal Bite	0	Mental Illness	1
Animal Complaint	0	Missing Person	0
Assist Citizen	6	Noise Complaint	5
Assist Other Agency	18	Open Door	3
Attempted Theft of Auto/Other Vehicle	0	Power Outage	0
Burglary (including attempts)	2	Parking Complaint	1
CDS - Possession Paraphernalia	0	Recovered Property/Montgomery County	2
Check the Welfare	6	Recovered Property/Other	0
Code Enforcement	5	Suspicious Persons/Vehicles	15
Collisions	7	Sudden Death - Natural	0
Hit and Run Property Damage	0	Thefts (including attempts)	4
Property Damage Collision	7	Thefts from Auto	2
Personal Injury Collision	0	Thefts from Other	2
Community/Citizen Contact	0	Theft of Auto/Other Vehicle	0
Disabled Vehicle	5	Threatening/Annoying Phone Call	0
Disorderly Conduct	6	Traffic Stop	1
Family Trouble	1	Trees / Limbs Down	0
Fire-Other	1	Trespassing	0
Identity Theft / Forgery	4	Vandalism	0
Hazard - General	0	Vandalism-Motor Vehicle	0
Hazard - Roadway	4	Vendor Violation	1
Ill Person	3	Wanted Person	0
Injury Non-Traffic	1	Water Main Break	0
Investigation/Police Information	0	Wires Down	1

### Collisions within Chevy Chase Village September 2016

<b>Connecticut Avenue@</b>		<b>Brookville Road</b>	
Primrose Street	1	Newlands Street	1
Quincy Street	1		
West Irving Street	1	<b>Other Locations</b>	
<b>Chevy Chase Circle@</b>			
Connecticut Avenue	3		

### Chevy Chase Village Monthly Traffic Report September 2016

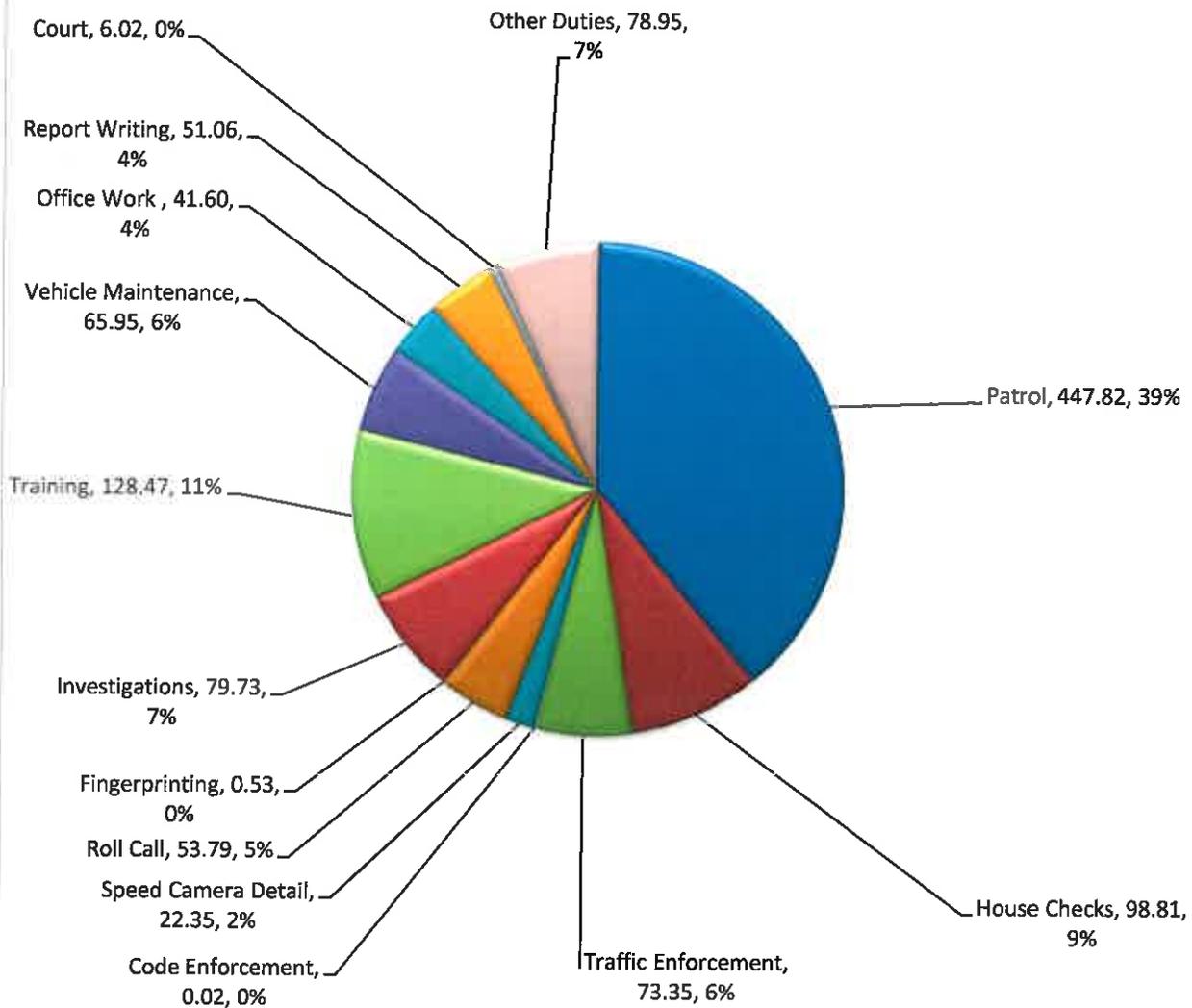
### Chevy Chase Village Code Enforcement Report September 2016

Equipment Repair Orders	0	Police Officers	
Miscellaneous Violations	5	Compliance Inquiry	0
Parking Violations	4	Investigations	5
Sign Violations	1		
Warnings Written	45	Municipal & Civil Citations Issued	0
Speeding Violations	2	Municipal & Civil Warnings Issued	0

### Chevy Chase Village Agency Personnel Report

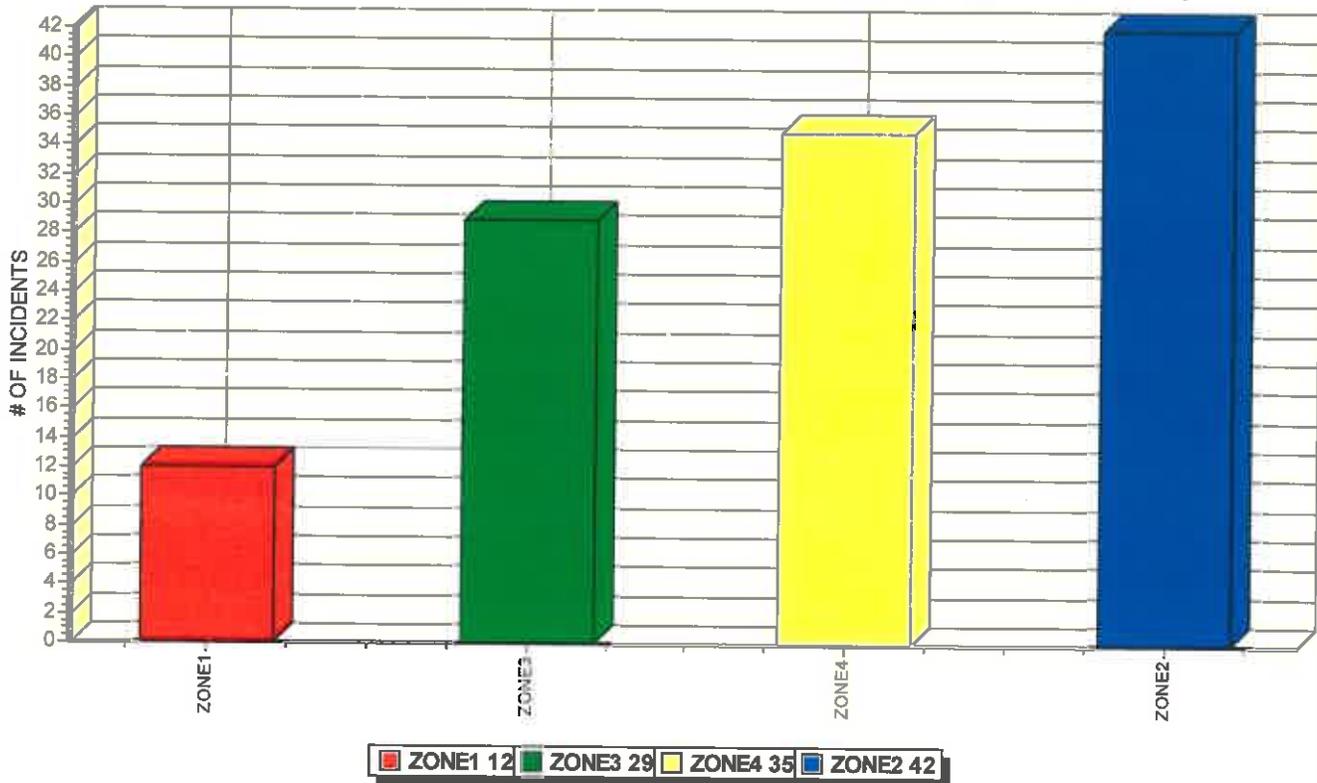
	Sept.	YTD
Citizen Complaints	1	1
Citizen Compliments	0	17

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

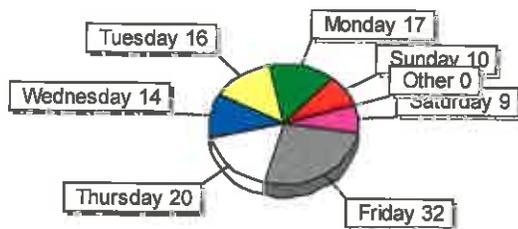


\* Note: The SafeSpeed Coordinator's hours are 136.10, which are not included above

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

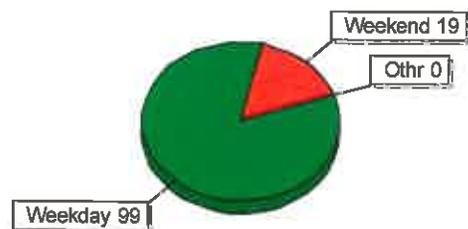


By Day of Week



Sunday	8.47 %	Monday	14.41 %
Tuesday	13.56 %	Wednesday	11.86 %
Thursday	16.95 %	Friday	27.12 %
Saturday	7.63 %	Other	0 %

Weekday vs Weekend



Weekend	16.1 %	Weekday	83.9 %
Oth	0 %		

Search Criteria: (DISTRICT >= 'ZONE1')  
 (DISTRICT <= 'ZONE4')  
 (INCDNUM like '%')  
 (DATE\_RECD >= TO\_DATE('9/1/2016','MM/DD/YYYY'))  
 (DATE\_RECD <= TO\_DATE('9/30/2016','MM/DD/YYYY'))



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

**Building Permits**

<b>Permit #</b>	<b>Address</b>	<b>Type of Work</b>
7034	24 Grafton Street	Install irrigation system on private property and in the Grafton Street public right-of-way.
7033	5918 Cedar Parkway	In-kind replacement of gate and fence in the West Lenox Street (front) yard.
7032	10 East Lenox Street	Install replacement air conditioner in the west (side) yard.
7030	117 Grafton Street	Install two new air conditioners in the rear yard.
7029	207 Primrose Street	Modify front stoop; construct overbuilt front portico.
7028	207 Primrose Street	Replace front walkway and construct new walkways.
7027	Bradley Lane	Upgrade 1,040' of 4" gas main along Bradley Lane and associated home service connections.
7026	105 Grafton Street	Install two replacement air conditioners in the side yard.
7025	7 Oxford Street	Install new gates and fencing in the side yards.
7024	100 East Lenox Street	Rebuild and repair masonry retaining wall.

**Tree Removal Permit**

<b>Permit #</b>	<b>Address</b>	<b>Type of Tree</b>	<b>Reason for Removal</b>	<b>Reforestation Indicated*</b>
2273	108 Oxford Street	(1) Tulip Poplar	Hazardous	No
2272	5504 Park Street	(1) Dogwood	Dead	Yes
2270	24 Quincy Street	(1) Cherry	Dead	No
2269	3 West Lenox St.	(1) Ash	Dead	No
2268	6135 Nevada Ave.	(1) Cherry	Dead	No
2267	8 Quincy Street	(1) Cherry	Dead	No
2266	6302 Broad Branch Rd.	(1) Cherry	Dead	No
2265	6305 Broad Branch Rd.	(1) Red Maple	Dying; hazardous	Yes
2264	5918 Cedar Pkwy.	(9) Trees	Dead, dying, hazardous	Yes
2263	115 E. Melrose St.	(1) Crabapple	Hazardous; too close to house	Yes

\* Since commencing recordation of reforestation intentions in November of 2013, 64 of 137 Applicants (47%) indicated that they would be voluntarily reforesting on their property.

**Expiring Permit Notices Mailed This Month**

6805	3927 Oliver Street	Installation of fencing.
6825	3927 Oliver Street	Installation of new walkways in the rear yard.
6826	103 Oxford Street	Replacement of air conditioner.
6827	16 West Kirke Street	Construct addition and alterations.
6828	16 West Kirke Street	Replacement of portions of fence in the rear yard.
6830	11 Hesketh Street	Alterations to rear deck.
6831	11 Hesketh Street	Alterations to patio in rear yard.
6832	11 Hesketh Street	Install new fence in rear yard.
6833	11 Hesketh Street	Install irrigation system.
6836	3912 Oliver Street	Alterations to front walkway.
6837	105 Primrose Street	Install drywells in the rear yard

# Chevy Chase Village

## Permitting and Code Enforcement Activity September 2016

**Telephone Queries:** +/- 98

**Walk-Ins:** +/- 36

**Pre-Design Review Meetings:** 3

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

**Administrative Building Permits Issued:** 9 Administrative Building Permit; 2 Administrative Special Permit; 1 Dumpster; 1 Dumpster Extension; 1 Utility

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

**Appeals:** No new applications were prepared for the October meeting agenda. A decision from the September meeting was prepared and circulated to the Board.

**Administrative Appeals:** Two administrative appeals were completed, for in-kind driveway replacement.

**Tree Ordinance Board:** One application, for removal of two (2) Japanese Maples, was prepared as a Consent Agenda item for the October meeting.

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

- Fences were installed at two addresses in the CCV Historic District without the applicable permits having been obtained. Staff has been reaching out to the residents in an effort to rectify the permitting lapse.
- Pursuant to denial of a variance application, staff has been working with Counsel to enforce the Board decision and initiate abatement of a play structure installed in the front yard of a property.
- Staff has been coordinating with a resident and Counsel for installation of a drain pipe under the Nevada Avenue public sidewalk to address storm water runoff at a property.
- Staff has been coordinating with a resident, their landscape architect, neighbors and a consulting engineer to finalize and implement a grading plan at a property to restore the flow of stormwater across the rear yard of a property.
- Staff coordinated with a resident and the Village Arborist to develop and monitor a tree protection plan associated with a waterproofing project.

**Tree Requests:** 8 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 eighteen (18) trees.

**Expired Permit Memos Sent:** 10

**Other:** Staff attended an evening workshop hosted by the Maryland Association of Historic District Commissions titled "Connecting with Your Community: Community, Education and Outreach". The goal was to increase understanding of the role of historic preservation commissions in communities.

*-compiled by Ellen Sands, Permitting and Code Enforcement Coordinator*

# Memo

**To:** Board of Managers  
**From:** Michael W. Younes, Director of Municipal Operations *MWY*  
**CC:** Shana Davis-Cook, Village Manager  
**Date:** 10/1/2016  
**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
<b><u>In-Partnership with M-NCPPC</u></b>				
Western Grove Park Development	Construction	5 months	Ongoing	February 2017
<b><u>Utility Upgrades</u></b>				
Laurel Park Sewer Rehabilitation	Construction	1 week	Ongoing	October 2016
Water Main Replacement (5500 block of Western Avenue)	Survey/Design	TBD	Spring 2018 (construction)	TBD
Washington Gas Main Replacement – Bradley Lane	Pre-Construction	1 month	November 2016	December 2016
PEPCO Tree Pruning and Removals	Project Hold	2 months	Fall 2016	Winter 2016

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

- No updates since last month's report.

## **Washington Gas Main Replacement (Bradley Lane):**

- Due to the weather and internal scheduling delays at Washington Gas the project start date has been delayed until November.
- Once a specific start date has been established, written notice will be distributed to affected residents as well as being posted to the Village website and blast e-mails.

- Work to upgrade the main is scheduled last approximately 1 month and will be coordinated to ensure that no road closures or service disruptions occur around the holidays.

**Western Grove Park Development:**

- No updates since last month's report.

**WSSC:**

***Laurel Park Sewer Rehabilitation:***

- Major work to relay the existing sewer line that bisects Laurel Park is complete.
- All that remains to be completed is to seal and line the pipe, which will be completed internal to the pipe.
- No service interruptions or roadway closures are anticipated for the internal work, which will last no more than 2-days when started.

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

- All survey and utility location activities have been completed.
- WSSC's consultants are now reviewing the data to determine the most feasible location and method of replacement for the water and sewer mains.
- The alignment study is anticipated to be completed by January 2017 at which time WSSC and I will meet to review the findings and potential impacts to the right-of-way and property private.
- Once a proposed alignment is recommended by WSSC, the Village and WSSC will once again meet with affected residents to discuss the findings and the recommended course for replacement.
- Replacement activities still would not take place until the spring of 2018.

# Memo

**To:** Chevy Chase Village Board of Managers  
**From:** Melissa Wiak, Community Liaison/Administrative Assistant  
**CC:** Shana R. Davis-Cook, Village Manager  
**Date:** October 3, 2016  
**Re:** Village Hall Use for September 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 September 2016:

Type of Event	Number of Uses	Total Net Revenue
Rentals (Private Events)—ICP&P potluck luncheon	1	\$600
Community Use —Board of Managers' Monthly Meeting; Parks & Greenspaces Committee Meeting; Environment & Energy Committee Meeting; Financial Review Committee Meeting	4	\$0.00
Fee Waiver Use/Public Use —Chevy Chase @ Home Events (2); Section 5 Monthly Meeting	3	\$0.00