



VILLAGE OF MARTIN'S ADDITIONS
7013 Brookville Road (Second Floor, Suite B)
Chevy Chase, MD 20815-3263
Phone (301) 656-4112
www.martinsadditions.org

Agenda for Council Meeting
Thursday, May 12, 2022, 7:30 PM

The Council may entertain a motion in open session to enter into a closed session, in accordance with Section 3-305(b) of the Open Meetings Act (Maryland Code, General Provisions Article).

7:30 PM Call to Order: Kauders

7:31 PM Building Administrator's Report: Lohmeyer **(Pages 3-4)**

7:36 PM Opportunity for Council to Hear Residents' Comments: Kauders

7:46 PM Committee Updates: Kauders

- Election Committee Vote Counting Procedures **(Pages 5-11)**

7:56 PM Financial Matters, including Public Hearing and Action on FY 2023 Budget Ordinance (No. 2022-3-1) and Tax Rate Resolution (No. 2020-3-2): Alexander **(Pages 12-18)**

8:11 PM Manager's Report: Anderegg **(Page 19)**

8:21 PM Opportunity for Council to Hear Residents' Comments: Kauders

8:31 PM Adjournment: Kauders

Virtual Meeting Information

Below is the information for those residents who wish to dial in remotely or video in to the Council meeting.

1. Dial-In Option

Call: 1 301 715 8592

When prompted, enter the Meeting ID: **883 3117 5094**# (you must enter the "#")

Passcode: **525784**

2. Web/Video Option:

- a. Go to the Zoom meeting link:

<https://us02web.zoom.us/j/88331175094?pwd=OFNvZkFzbnA4coovdWI4KzA1Q2JjUT09>

- b. It will take you to Zoom to download, which is free. Then the meeting will launch. You can view the meeting or just listen in and talk when prompted.

Meeting ID: **883 3117 5094**

Passcode: **525784**

Topic: VMA Council Meeting

Time: **April 21, 2022, 7:30 PM**

TO: The Council at the Village of Martin's Additions

FROM: Doug Lohmeyer

DATE OF MEMO: May 9, 2022

SUBJECT: Building Administrator's Report

3506 Bradley Lane.

Demolition and building permit applications were submitted to the Village office. The Village issued the building permit on Dec. 9, 2021. The Wall Check indicates the walls comply with the approved Site Plan and Village Code. Work is progressing.

7200 Delfield St.

The new homeowners propose to add a porch, with steps and a patio on the eastern side of the new house. They have not submitted an application to the MCDPS or the Village.

7220 Delfield St.

The applicants submitted an application to remove the existing house and build a new house. A final site visit was conducted on April 27th. The new house appears to comply with the approved site plan. The Village is closing their Building Permit and refunding the applicant's bond. The new owners said they may be moving in this week.

120 Quincy St.

The homeowner submitted plans to the County and the Village for review. The application proposes to construct several additions at the side and rear of the existing house. MCDPS issued their building permit on Jan. 5, 2022. The Village issued their permits on Feb. 6, 2022. Exterior work has begun.

159 Quincy St.

The homeowners submitted an application to build a new deck at the rear of the existing house. The Village building permit was issued. The project appears to be nearing completion.

162 Quincy

The owners have submitted a building permit application to MCDPS on May 2nd. The contractor says they are only doing interior improvements and no exterior work is planned..

3500 Raymond St.

The homeowners are considering several additions to the existing house. They have not applied to the MCDPS or to the Village.

3511 Raymond St.

The homeowner plans to build a patio at the rear of the house and to enlarge the ex. walkway at the front of the house. A non-vegetative variance may be required for the front yard improvements. They have not submitted an application to the Village.

3504 Shepherd St.

The homeowner plans on constructing an addition at the rear of the ex. house. They have not submitted an application to the MCDPS or the Village.

7200 Summit Ave.

The homeowners submitted a Variance Application for additions to the existing house. The variance was approved by the Council on July 16, 2020. The MCDPS issued their permit on April 12th. The Village issued their building permit on April 26, 2022. Work has not begun yet.

3404 Turner St.

The applicants submitted an application for a variance of the Village's minimum side yard setbacks, so they can add a second floor to the existing, non-conforming house. The Village Council approved the variance on Sept. 23, 2021. The MCDPS issued their building permit on April 17, 2021. The Village has issued the building permit on Nov. 19, 2021.

3507 Turner St.

The homeowner plans to build a new addition at the rear of the existing house. The existing house is exempt from the Village Code. However, the addition must comply with the Code's minimum side yard setback. The Village approved the variance for the side yard setback on April 6, 2022. The applicant has not applied for a permit from the County or the Village.

**Village of Martin's Additions
Election Committee
Election 2022 Vote Counting Procedures**

May 23

The Village of Martin's Additions Election Committee (Committee) shall convene on May 23, 2022, via Zoom for initial ballot envelope adjudication, supported by ELECTEC, the Village's vendor. Attendees will include: the Committee; the Village Manager; ELECTEC, Inc (ELECTEC or the Village's vendor); and one named observer for each candidate. Only the named observers may raise an objection and only to: (1) the acceptance of a ballot from a voter who has submitted more than one ballot and/or (2) a committee decision to not accept a ballot return envelope; and/or (3) a committee adjudication concerning a ballot rejected by the tallying computer. Objections must be raised immediately. The Village attorney will be available for any required consultation via phone.

6:00 PM Confirm how will be operating, generally following past practice and legal counsel

6:02 PM Process (in this order) and all on with ELECTEC actions through Step 7 on camera

1. ELECTEC will already have inventoried on the final voter roll all ballot return envelopes received, counted them, and sorted them into conforming or non-conforming stacks. ELECTEC will inform the Committee of the total number of ballots return envelopes received and how many are in each stack.
 - a. ELECTEC will maintain a written record of these numbers. The Committee will begin recording the data as well.
2. ELECTEC will present the Committee stack of ballot return envelopes preliminarily deemed valid pursuant to the Council-adopted plan, verifying things like each voter has voted only once, all envelopes were signed, and had valid, matching control numbers. ELECTEC will inform the Committee of the total number of conforming ballot envelopes received.
 - a. If an observer wishes to make a challenge based on the belief that a voter may have voted more than once, the observer must immediately notify the Committee Chair and provide the basis for this objection. The Committee will then review the challenge and make a determination based on the totality of the circumstances.
 - b. ELECTEC will maintain a written record of the outcomes, including if there were challenges and what the outcome of each challenge was. The Committee will do so as well.
3. ELECTEC will then present to the Committee the non-conforming ballot return envelopes, one at a time, and state the reason why the ballot was deemed preliminarily non-conforming. The Committee will evaluate and determine on a case-by-case basis whether the non-conforming ballot return envelope is 1) deemed conforming; 2) non-conforming but can be cured or 3) non-conforming and cannot be cured, making the determination based on the totality of the circumstances.
 - a. Ballots must be returned in the service-provider-issued return envelope.
 - b. Ballot return envelopes must be sealed.

- c. Ballot return envelopes must bear a valid control number that has not been canceled or voided.
 - d. Voters must have written their full name as it appears on the ballot envelope as well as the house number and street name of qualifying address in the Village on the issued return envelope.
 - e. If voters from the same household use each other's envelopes, those ballots return envelopes shall be accepted as valid.
 - f. Ballot envelopes that are unsigned shall not be eligible for curing.
 - g. Curing would happen within a within a 24-hour period, during which a reasonable and meaningful attempt by the Committee can be made to address the discrepancy.
- 4. The Committee will determine, by a majority vote, for each non-conforming ballot return envelope, if the Committee will deem it "conforming" OR if it will attempt to "cure" or correct the discrepancy.
 - a. If an observer wishes to make a challenge, the observer must immediately notify the Committee Chair and state the basis for the challenge. The Committee will then review the challenge and make a determination on the challenge. It is anticipated that any and all challenges will be resolved by the Committee during the initial ballot return envelope validation process. If, however, a challenge cannot be resolved to the satisfaction of the Committee during the initial process, consistent with the Council-adopted plan, the ballot shall not be counted provisionally and shall be set aside by ELECTEC until such time as the Committee is able to perform a further review.
 - b. ELECTEC and the Village Manager will provide viewing access to the qualified voter roll deemed final by the Committee's approved process, as needed for the Committee to complete its work.
- 5. Any ballot return envelopes deemed conforming will be added to the appropriate set. Any ballot return envelopes designated for curing will be set aside by ELECTEC and designated as "Under Review". Any ballot return envelopes deemed "non-conforming and not eligible for curing will be preserved separately.
 - a. ELECTEC will maintain a written record of the number of rejected ballot return envelopes and the reason(s). ELECTEC will also maintain a written record of any challenges and their outcomes. The Committee will maintain a record of such information as well.
- 6. The Committee will review and confirm the updated number of ballot return envelopes deemed conforming, those where an effort to cure is being made, and that have been deemed non-conforming.
- 7. The Committee will conclude the session.
- 8. After the session concludes, the Committee will promptly get a list of the voters whose names are associated with the ballot control numbers of the non-conforming envelopes.

May 24-25

1. For any ballot return envelope where the Committee has deemed it eligible for curing, the Committee will undertake a reasonable and meaningful attempt over 24 hours to contact the voter associated with the control number on the non-conforming envelope.
2. Using the list of names of voters associated with the non-conforming envelopes, the Committee, in conjunction with the Village Office, will send an email and place a phone call to the voter in question informing them that an issue arose with their ballot return envelope.
3. The Committee will undertake reasonable steps to correct the deficiency, either through working directly with the voter or connecting the voter with the Village Office or election vendor to address the concerns.
4. If the Committee has not heard from the voter before the close of business on May 24th, the Committee, in conjunction with the Village Office, will reach out an additional time to the voter using their preferred method of contact.
5. The Committee member designated to work to cure each ballot envelope will maintain a record of their actions and the outcome of the efforts to cure to share with the Committee.

May 25

The Village of Martin's Additions Election Committee (Committee) shall convene on May 25, 2022, via Zoom for vote counting and certification, supported by ELECTEC, the Village's vendor. Attendees will include: the Committee; the Village Manager; ELECTEC, Inc (ELECTEC or the Village's vendor); and one named observer for each candidate. Only the named observers may raise an objection and only to: (1) the acceptance of a ballot from a voter who has submitted more than one ballot and/or (2) a committee decision to not accept a ballot return envelope; and/or (3) a committee adjudication concerning a ballot rejected by the tallying computer. Objections must be raised immediately. The Village attorney will be available for any required consultation via phone.

6:00 PM Confirm how will be operating, generally following past practice and legal counsel

6:02 PM Process (in this order) and all on with ELECTEC actions through Step 8 on camera

3. One-by-one, the Committee members will report out the results of the ballot envelope curing process, including the steps taken and the results of those steps. For each curing process, the Committee will determine, based on a majority vote, if it will now deem the non-conforming ballot envelope to be cured.
 - a. If an observer wishes to make a challenge, the observer must immediately notify the Committee Chair and state the basis for the challenge. The Committee will then review the challenge and make a determination on the challenge.
 - b. ELECTEC will maintain a written record of the outcomes, including if there were challenges and what the outcome of each challenge was. The Committee will do so as well.
4. If/after the resolution of any challenge to ballot return envelope acceptance, the Committee will then vote on whether to accept the remaining ELECTEC-sorted conforming ballot return envelopes.

5. ELECTEC will then open all the ballot return envelopes deemed valid and securely sequester them for return to the Village, so that they may be retained in accordance with the Village's State-approved record retention policy.
6. ELECTEC will then open the secret ballot envelopes and separate ballots with write-in votes on them from ballots without write-in votes.
7. ELECTEC will then electronically count the votes on the valid ballots, starting with the ballots without write-in votes and then separately counting the totals on the ballots with the write-in votes, generating a report of the electronic vote count, but it will **not** provide the totals to the Committee at this time.
8. ELECTEC will then hand review each ballot with a write-in vote, developing a list of individuals receiving write-in votes and the total number of write-in votes received.
9. ELECTEC will then provide the Committee with any non-conforming ballots found during the electronic count (e.g., those with stray marks, those rejected by the tallying computer because of over votes, etc.), and the Committee will evaluate and determine whether to accept or reject those ballot(s) and their vote(s) on a case-by-case basis based on the totality of the circumstances.
10. If an observer wishes to make a challenge, the observer must immediately notify the Committee Chair and provide the reason(s) why the ballot should or should not be accepted. The Committee will then review the challenge and make a final determination based on the totality of the circumstances. ELECTEC will maintain a written record of the number of additional accepted and rejected ballot(s) and vote(s) as well as any objections and their outcomes. The Committee will record such information as well.
11. ELECTEC will report to the Committee the total number of write-in ballots received, along with relevant information about the vote totals on write-in and declared candidates. The Committee will discuss, at its sole discretion, if it wishes to review each individual write-in ballot on camera, using a majority decision to set a path.
12. If the Committee votes in favor of reviewing individual write-in ballots, the Committee will then review any write-in votes and determine by a majority vote if the write-in vote is valid. The Committee will maintain a record of write-in votes and will review the total number of write-in votes at the end of the counting.
13. After all the non-conforming, including write-in ballots requiring hand counting, are totaled and recorded by both ELECTEC and the Committee, the public session will end.
9. ELECTEC will then spend such time as may be needed to perform an internal review, verify the results, and email the final vote totals to the Village (manager@martinsadditions.org and VMAElections@martinsadditions.org), using ELECTEC's electronic count, plus any Committee-accepted non-conforming ballots and write-ins accepted during Step 5.
10. Upon receipt of this written notification of ELECTEC's totals, the Committee will check its totals against ELECTEC's, confirming all data and reason(s).
11. If all the data and outcomes are confirmed as being consistent with the Committee's record, the Committee will complete its election report (example appended) and move on to Step 12. If not, the Committee will reach out to ELECTEC to resolve any discrepancies before completing its report and moving to Step 12.
12. The Committee will then officially certify the election results by recorded vote of all members.

13. Lastly, the Committee will notify the Village of the results by emailing all qualified voters at one time. Those who receive the monthly newsletter, *Martin's Edition*, via mail will receive a copy via email shortly thereafter.

BACKUP PROCEDURE (CONSOLIDATED APPROACH) – MAY 25

This approach will be an option to be approved by the Committee if the Election Vendor reports that there are no ballots in need of curing, alleviating the need for a second night of Committee activities.

The Village of Martin's Additions Election Committee (Committee) shall convene on May 25, 2022, via Zoom for ballot acceptance and vote counting, supported by ELECTEC, the Village's vendor. Attendees will include: the Committee; the Village Manager; ELECTEC, Inc (ELECTEC or the Village's vendor); and one named observer for each candidate. Only the named observers may raise an objection and only to: (1) the acceptance of a ballot from a voter who has submitted more than one ballot and/or (2) a Committee decision to not accept a ballot return envelope; and/or (3) a Committee adjudication concerning a ballot rejected by the tallying computer. Objections must be raised immediately. The Village attorney will be available for any required consultation via phone.

6:00 PM Confirm how will be operating, generally following past practice and legal counsel

6:02 PM Process (in this order) and all on with ELECTEC actions through Step XX on camera

1. ELECTEC will already have inventoried on the final voter roll all ballot return envelopes received, counted them, and sorted them into conforming or non-conforming stacks. ELECTEC will inform the Committee of the total number of ballots return envelopes received and how many are in each stack.
 - a. ELECTEC will maintain a written record of these numbers. The Committee will begin recording the data as well.
2. ELECTEC will present the Committee stack of ballot return envelopes preliminarily deemed valid pursuant to the Council-adopted plan, verifying things like each voter has voted only once, all envelopes were signed, and had valid, matching control numbers. ELECTEC will inform the Committee of the total number of conforming ballot envelopes received.
 - a. If an observer wishes to make a challenge based on the belief that a voter may have voted more than once, the observer must immediately notify the Committee Chair and provide the basis for this objection. The Committee will then review the challenge and make a determination based on the totality of the circumstances.
 - b. ELECTEC will maintain a written record of the outcomes, including if there were challenges and what the outcome of each challenge was. The Committee will do so as well.
3. If/after the resolution of any challenge to ballot return envelope acceptance, the Committee will then vote on whether to accept the remaining ELECTEC-sorted conforming ballot return envelopes.
4. ELECTEC will then open all the ballot return envelopes deemed valid and securely sequester them for return to the Village, so that they may be retained in accordance with the Village's State-approved record retention policy.
5. ELECTEC will then open the secret ballot envelopes and separate ballots with write-in votes on them from ballots without write-in votes.
6. ELECTEC will then electronically count the votes on the valid ballots, starting with the ballots without write-in votes and then separately counting the totals on the ballots with the write-in votes, generating a report of the electronic vote count, but it will **not** provide the totals to the Committee at this time.
7. ELECTEC will then hand review each ballot with a write-in vote, developing a list of individuals receiving write-in votes and the total number of write-in votes received.

8. ELECTEC will then provide the Committee with any non-conforming ballots found during the electronic count (e.g., those with stray marks, those rejected by the tallying computer because of over votes, etc.), and the Committee will evaluate and determine whether to accept or reject those ballot(s) and their vote(s) on a case-by-case basis based on the totality of the circumstances.
9. If an observer wishes to make a challenge, the observer must immediately notify the Committee Chair and provide the reason(s) why the ballot should or should not be accepted. The Committee will then review the challenge and make a final determination based on the totality of the circumstances. ELECTEC will maintain a written record of the number of additional accepted and rejected ballot(s) and vote(s) as well as any objections and their outcomes. The Committee will record such information as well.
10. ELECTEC will report to the Committee the total number of write-in ballots received, along with relevant information about the vote totals on write-in and declared candidates. The Committee will discuss, at its sole discretion, if it wishes to review each individual write-in ballot on camera, using a majority decision to set a path.
11. If the Committee votes in favor of reviewing individual write-in ballots, the Committee will then review any write-in votes and determining by a majority vote if the write-in vote is valid. The Committee will maintain a record of write-in votes and will review the total number of write-in votes at the end of the counting.
12. After all the non-conforming, including write-in ballots requiring hand counting, are totaled and recorded by both ELECTEC and the Committee, the public session will end.
13. ELECTEC will then spend such time as may be needed to perform an internal review, verify the results, and email the final vote totals to the Village (manager@martinsadditions.org and VMAElections@martinsadditions.org), using ELECTEC's electronic count, plus any Committee-accepted non-conforming ballots and write-ins accepted during Step 5.
14. Upon receipt of this written notification of ELECTEC's totals, the Committee will check its totals against ELECTEC's, confirming all data and reason(s).
15. If all the data and outcomes are confirmed as being consistent with the Committee's record, the Committee will complete its election report (example appended) and move on to Step 12. If not, the Committee will reach out to ELECTEC to resolve any discrepancies before completing its report and moving to Step 12.
16. The Committee will then officially certify the election results by recorded vote of all members

Lastly, the Committee will notify the Village of the results by emailing all qualified voters at one time. Those who receive the monthly newsletter, *Martin's Edition*, via mail will receive a copy via email shortly thereafter.

Resolution No.: 2022-3-2
Introduced: March 17, 2022
Adopted:
Effective Date: July 1, 2022

THE VILLAGE OF MARTIN'S ADDITIONS

SUBJECT: A RESOLUTION TO APPROVE LEVYING A TAX ON CERTAIN REAL AND PERSONAL PROPERTY UNDER THE PROVISIONS OF SECTION 6-203 OF THE TAX-PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AS AMENDED

WHEREAS, Section 6-203 of the Tax-Property Article, of the Annotated Code of Maryland (as amended), grants authority to municipal corporations to levy a tax on personal property, land, and improvements thereon, within the municipal corporation; and

WHEREAS, the Village of Martin's Additions is a municipal corporation within the meaning of Section 6-203 of the Tax-Property Article; and

WHEREAS, pursuant to Section 703 of the Village Charter, the Village Council has the authority to levy a tax on all real property in the Village at the rate determined in accordance with Section 703 of the Village Charter; and

WHEREAS, pursuant to Section 601 of the Village Charter, the Annual Meeting of the residents of Martin's Additions was held on the ____ day of May, 2022 after due notice and advertisement of the time and place of the meeting and said notice included the proposed budget for 2021-2022 and the proposed tax rates to be levied upon real and personal property; and

WHEREAS, after due deliberation and consideration of all information and testimony presented to the Village Council, the Village Council finds that the proposed tax rates on real and personal property will serve the best interests of the Village.

NOW, THEREFORE, be it:

RESOLVED: That the Village Council of the Village of Martin's Additions, pursuant to the authority granted by the Village Charter and Section 6-203 of the Tax-Property Article of the Annotated Code of Maryland, hereby levies a tax at the rate of five thousandths of a cent (\$.005) per One Hundred Dollars of assessable value (fair market value) on real property subject to taxation by the Village; fifty cents (\$.50) per One Hundred Dollars of assessed value of assessable personal property subject to taxation by the Village; and one dollar and forty-five cents (\$1.45) per One Hundred Dollars of assessed value of assessable utility property subject to taxation by the Village; and be it further

RESOLVED: That the tax levied hereby be certified to the County Council for Montgomery County, Maryland, and that Montgomery County, Maryland be, and hereby is, authorized and directed to collect and pay over said tax to the Village of Martin's Additions; and be it further

RESOLVED: That the Director of Finance for Montgomery County, Maryland be advised of this resolution.

I, Katie Howard, Secretary of the Village Council of the Village of Martin's Additions, hereby certify that the foregoing resolution was adopted by the Village Council at its meeting on ____ day of May, 2022.

Katie Howard, Secretary

Ordinance No.: 2022-3-1
Introduced: March 17, 2022
Adopted:
Effective Date: July 1, 2022

THE VILLAGE OF MARTIN'S ADDITIONS

SUBJECT: AN ORDINANCE TO ADOPT A BUDGET FOR FISCAL
YEAR JULY 1, 2022 TO JUNE 30, 2023.

WHEREAS, Local Government Article, Section 5-202 of the Maryland Code grants to the legislative body of every incorporated municipality in Maryland, including the Village of Martin's Additions, general power to pass such ordinances not contrary to the Constitution of Maryland, or public general law, as they may deem necessary in order to assure the good government of the municipality, to protect and preserve the municipality's rights, property, and privileges, to preserve peace and good order, to secure persons and property from danger and destruction, and to protect the health, comfort and convenience of the citizens of the municipality;

WHEREAS, Maryland Code, Local Government Article, Section 5-205, as amended, authorizes the legislative body of each municipal corporation in the State of Maryland to spend money for any public purpose and to affect the safety, health, and general welfare of the municipality and its occupants;

WHEREAS, Section 501 of the Charter of the Village of Martin's Additions authorizes the Village Council to pass such ordinances as it may deem necessary for the preservation of the property, rights, and privileges of the Village and its residents;

WHEREAS, the Village Council introduced the following Ordinance in public session assembled on the 17th day of March, 2022;

WHEREAS, the Village Council, after proper notice to the public, considered the following Ordinance at a public hearing held on the ____ day of May, 2022;

WHEREAS, prior to adopting this Ordinance, the Village Council held a public meeting on the ____ day of May, 2022 to adopt tax rates for the forthcoming fiscal year and, by the attached Resolution, adopted the tax rates for the forthcoming fiscal year; and

WHEREAS, the Village Council finds that the foregoing Ordinance would assure the good government of the municipality, protect and preserve the municipality's rights, property, and privileges, preserve peace and good order, secure persons and property from danger and destruction, and protect the health, comfort and convenience of the citizens of the Village of Martin's Additions, and is necessary for the preservation of the property, rights, and privileges of the Village and its residents.

NOW, THEREFORE, the Village Council does hereby adopt the foregoing Ordinance.

BE IT ORDAINED AND ORDERED, this ____ day of May, 2022, by the Village Council, acting under and by virtue of the authority given it by the Maryland Code and the Village Charter, that the attached Budget be and is hereby adopted.

AND BE IT FURTHER ORDAINED AND ORDERED, by the Village Council, acting under and by virtue of the authority granted to it by the Maryland Code, and the Village Charter, that:

- (1) Pursuant Maryland Code, Local Government Article, Section 5-205(b)(4), the Village Council may spend money for a purpose different from the purpose for which the money was appropriated or spend money not appropriated in the attached Budget if approved by a two-thirds vote of the Village Council;
- (2) If any part or provision of this Ordinance is declared by a court of competent jurisdiction to be invalid, the part or provision held to be invalid shall not affect the validity of the Ordinance as a whole or any remaining part thereof; and
- (3) This Ordinance shall take effect on the 1st day of July, 2022.

ATTEST:

THE VILLAGE OF MARTIN'S ADDITIONS

Katie Howard, Secretary

Andrew Kauders,
Chair, Village Council

Discussion of Fiscal Year 2023 Budget for the Village of Martin's Additions
Arthur Alexander, Treasurer
March 17, 2022

Fiscal year (FY) 2023 for the Village of Martin's Additions begins July 1, 2022. The Village charter requires that the Council approves a budget by May 15 authorizing Village expenditures over the following year. At this Council meeting and through May when the final budget will be adopted, we offer residents an opportunity to review the proposals, discuss them, and present a considered response. Overall, changes to estimated revenues and expenditures are minor.

Revenues: The Village share of residents' state income taxes is the largest source of Village revenues, more than 80% of the total. The economic expansion in the past year has increased the revenues of Maryland, Montgomery County, and the Village. In the first eight months of this fiscal year, the Village has already received more state income tax than over any entire past year. We expect FY2023 revenues from this source to be closer to previous levels. Two other revenue streams that are about to increase are the county's revenue sharing funds and the state's highway user fees. Altogether, we expect next year's total revenues to be at a comparatively high level.

Expenditures: Next year's spending will be 6% higher than the current year's. One rising item is salaries, which will rise 10% primarily because of inflation. The budget includes two new items. Recent surveys have noted residents' desire for sidewalk snow shoveling. We are adding funds for this service that would cover those requesting it in advance. The second initiative would provide services for older residents to assist ageing in place. Neither the Village nor County has such services, but the County supports and coordinates the activities of thirty "Villages" throughout the county, including Chevy Chase at Home, which includes Martin's Additions in its geographic coverage. We propose supporting ten families in financial need with Chevy Chase at Home membership. If approved, the mechanism for doing so could be through a contract, grants to residents, or other means. We seek your feedback on these proposals.

Capital expenditures: Over the years, we set aside reserves for infrequent, large-scale capital spending on roads, sidewalks, and lighting. In the coming year, we expect to invest roughly \$150,000 in sidewalk repair and implementation of several of the Walkability Committee recommendations.

Reserves: Our auditors recommend that we set aside reserves to cover ordinary expenses in case of emergencies or loss of revenues such as we experienced ten years ago. Consequently, we have introduced a "rainy day" fund of \$1,000,000, equal to approximately 120% of annual spending (not including capital expenditures). In addition, we set aside specified reserves amounting to \$1,500,000 to cover the capital costs of future street paving, walkability improvements, and other future capital needs. Some residents have suggested that we return excess funds beyond our reserves to residents, pointing to Chevy Chase Section 5, which remits the local property tax; if we were to copy this, it would come to less than fifty dollars per household. Remitting funds from State or County sources quickly runs into legal constraints. Remissions are not currently on the agenda.

	FY2022	FY2023 (proposed)	Change
Revenues			
4010 · Permit Fees	12,000	12,000	0
4020 · Cable TV Franchise Fees	11,000	11,000	0
4040 · County Revenue Sharing	26,800	50,393	23,593
4050 · Highway Users Fees	30,000	30,000	0
4060 · Income Tax	650,000	700,000	50,000
4080 · Personal Property Tax	4,500	4,500	0
4090 · Real Property Tax	15,000	15,000	0
4095 · Utility Property Tax	15,000	15,000	0
4100 · Holiday Fund	9,000	9,000	0
4110 · Interest	20,000	5,000	-15,000
Total revenue	793,300	851,893	58,593
Expenditures			
5010 · Office Expenses	12,000	15,000	3,000
5025 · Office Furniture & Equipment	2,000	2,000	0
5030 · Insurance	8,000	8,000	0
5040 · Printing & Mailing	4,500	4,500	0
5050 · Dues & Subscriptions/Conference	10,000	10,000	0
5055 · Storage Rental	4,500	4,500	0
5060 · Office Lease	32,000	32,000	0
5065 · Telephone	3,000	3,000	0
5070 · IT	18,050	18,050	0
5080 · Holiday Fund	9,000	9,000	0
5110 · Managerial & Office Salaries	115,000	126,500	11,500
5120 · Payroll Taxes & Benefits	16,500	18,150	1,650
5130 · Police salaries	41,802	45,982	4,180
5135 · Police Payroll taxes	3,262	3,588	326
5206 · Audit - Financial Process	5,680	5,680	0
5210 · Accounting & Auditing	17,000	17,000	0
5220 · Building & Permitting	86,000	86,000	0
5230 · Legal	55,000	55,000	0
5244 · Traffic Engineering	10,000	10,000	0
5247 · GIS Update	5,000	5,000	0
5310 · Street Lighting - PEPCO	4,800	4,800	0
5322 · Street Cleaning	35,000	35,000	0
5324 · Street Maintenance - Other	7,500	7,500	0
5351 · Snow Removal - Plowing	30,000	30,000	0
5349 · Snow Removal Services - Residential	0	15,000	15,000
5410 · Waste Collection & Recycling	130,000	130,000	0
5420 · Leaf Bags	8,000	8,000	0
5425 · Recycling Bins	1,000	1,000	0
5510 · Tree Maintenance	30,000	30,000	0
5516 · Tree Planting Initiatives Prog.	7,000	7,000	0
5518 · Right-of-Way Landscaping	10,000	10,000	0
5521 · Community Events (Elections)	5,000	5,000	0
5520 · Community Events - Other	30,000	30,000	0
Aging in Place	0	6,000	6,000
Total Current Expenses	756,594	798,250	41,656
Net (revenues – current expenses)	36,706	53,643	16,937
Designated Reserves			
5805 · Designated - Walkability	500,000	500,000	0
5810 · Designated - Street	500,000	500,000	0
5814 · Designated - Capital Projects	500,000	500,000	0
5820 · Designated - Audit Rec. Reserve	1,000,000	1,000,000	0
Total Reserves	2,500,000	2,500,000	0

**Village of Martin's Additions
Financial Report for April 2022
Arthur Alexander, Treasurer
May 12, 2022**

	<u>Actual</u>	<u>Budgeted</u>
July 2021-April 2022		
Revenues (regular)	\$877,225	661,083
Expenses (excluding capital projects)	545,926	630,495
Net Income (regular revenues minus current expenses)	331,300	30,588
Capital investment expenses	\$35,800	
Federal grant: American Rescue Plan	489,181	0
Investment reserves (less expenditures)	1,500,000	
Emergency reserves	1,000,000	
Current assets less reserves shown above:	\$ 1,551,073	

In April 2022, we transferred \$55,000 from the Village's savings account in the Maryland Local Government Investment Pool (MLGIP) to the checking account to cover expenses. We plan to transfer \$60,000 in May 2022.

Revenues from the state income tax are at historically high levels. We are now withdrawing from the capital account for engineering expenses related to street and walkability improvements as well as speed bumps and other traffic calming measures as had been recommended by the Walkability Committee. There are sufficient financial reserves to cover approximately two years of expenditures in the event of a collapse of our usual revenues.

From: Niles Anderegg, Village Manager
To: Village Council
Subject: Village Office Update
Date: 5/10/2022

Overview

The Village Office provided support to the Election, Ethics, and Community Engagement Committees and the Public Safety Task Force. This work included having a meeting of the street captains to talk about their role in the Village as well as supporting the Election Committee with its listening session and ballot collection event. In addition, the Village is planning for a shredding event with Section 3 and Section 5 and assisting the Community Engagement Committee with the 4th of July event.

Walkability Improvements

The Village has received a report from The Traffic Group detailing proposed changes to Village streets. The Village will be sending out an email on Monday to all residents that will identify specific changes to individual streets including Thornapple, Cummings, Shepherd, Summit, and Taylor. In addition, The Traffic Group has created a sidewalk concept for the Village to submit to the state to be implemented at the same time as the WSSC works on its Brookville Road project. I also met with our Street Maintenance and Repair contractor to begin prepping for these improvements.

American Rescue Plan Funds

The Village submitted its first report to the Treasury Department regarding the American Rescue plan funds. At this point the Village has not spent any of these funds yet though plans are underway on infrastructure projects that will draw on these funds. The American Rescue plan funds must be earmarked by December 31st, 2024 and expended by December 31st 2026.

Utilities

Washington Gas has been working to replace gas lines on the north end of the Village. The project aims to modernize the gas lines and address gas pressure issues. I will continue to follow up with Washington Gas as this work occurs. WSSC is continuing its work on the water main replacement on Brookville Road in Section 3 and Section 5 but some delays may occur as they run into supply chain issues. This project is expected to take several months to complete. Pepco sent a letter to residents about tree trimming and potential tree removals that will take place in the Village. While the letter said that this work would begin in 10 days, Pepco told the Village that this work will not begin for another 2 to 3 months.