

Village of Martin's Additions
7013 Brookville Road, Suite B, Chevy Chase, MD 20815
Minutes for Council Meeting on
December 17, 2015

Council Members Present: Richard Krajeck, Arthur Alexander, Katya Hill, Tiffany Cissna (arrived after 7:50 pm), Susan Fattig; **Village Manager:** Tori Hall; **Assistant Village Manager:** Beth Boa; **Attorney:** Ron Bolt; **Residents and other attendees:** Jimmy Joyce (Chestnut St.), John McDonald (Summit Ave.), Steve Schmal (Summit Ave.), Ted Stoddard (Turner Ln.), Steve Trowern (Raymond St.), and Natalie Straus Welle (Oxford St.).

7:30 PM Call to Order; Welcome and Introductions: Chairman Krajeck

Chairman Krajeck introduced Jimmy Joyce, a new member of the Ethics Committee, which also includes Marc Efron (Chair) and Celeste Biagini.

7:30 PM Opportunity for Council to hear residents' comments: Chairman Krajeck

John McDonald (Summit Ave.) commented on Proposal 4 of the Tree Committee. He questioned why it requires the planting of a new tree if no trees have been removed during construction. He noted that the proposal required rather than encouraged the planting of a tree. Councilmember Alexander clarified that the objective is to require new planting by a resident doing major construction projects. There is an exemption if it is not possible for the resident to plant a new tree due to dry wells or other features.

7:40 PM Introduction of Ordinance Granting Non-Exclusive Franchise for the Operation of a Cable Television System: Krajeck

Chairman Krajeck introduced Attorney Bolt who discussed the Comcast agreement. The Comcast franchise has expired. The County Office of Cable and Broadband Services is negotiating a renewal on behalf of the municipalities and itself. The Village wants to be on the same timeline as the County with this agreement. This is the same as the agreement negotiated by Montgomery County and will cover the next seven years. The Verizon agreement was renewed in 2006. The new Comcast agreement timeline will conclude at the same time as the Verizon agreement.

Attorney Bolt explained that the Village will receive a franchise fee which can be used for any purpose. Councilmember Alexander reported that the franchise fees paid to the Village from all cable companies has totaled about \$8000 per year. The Village also receives a public educational government grant for the administration of governmental cable programming which the Village allows to be paid to Maryland Municipal Cable.

Motion by Councilmember Alexander to introduce the Ordinance Granting Non-Exclusive Franchise for the Operation of a Cable Television System as proposed; seconded by Councilmember Fattig. All in favor.

Text of Ordinance Granting Non-Exclusive Franchise for the Operation of a Cable Television System attached.

7:45 PM Update from the Tree Committee: Alexander

The Tree Committee met with Paul Wolfe (Village Arborist) to discuss planting native trees in the right-of-way (ROW). Wolfe recommended criteria for selecting trees. Tree Committee largely agreed with Wolfe's recommendations and Councilmember Alexander drafted a policy based on the meeting which provides that selecting native trees should be given priority whenever possible.

Motion by Councilmember Alexander to adopt a Tree Planting policy regarding planting native trees in the right-of-way when possible, using the Penn. State's Landscape Tree Factsheets 3rd Edition as a guide; seconded by Councilmember Krajeck. All in favor.

The text of the Tree Committee's policy on native trees is attached.

Councilmember Alexander discussed the steps to implement Proposal 1 from the Tree Committee Report. A list of native canopy trees will be developed with the arborist. The homeowner will apply for the program through the Village Office, pay \$100 toward the program, and agree to be responsible for watering the tree. The arborist will consult with the homeowner and inspect potential sites for suitability. If the tree dies it will not be replaced by the Village.

Councilmember Hill requested clarification on how the administrative cost estimate was developed. Village Manager Hall consulted with the arborist and Assistant Village Manager to estimate up-front costs to develop materials (list of trees, application), updating the website, answering inquiries about the program, arrange consultations with the arborist, and processing payments, for a total of about 30 hours at \$25/hour for the first group of 25 trees.

Attorney Bolt requested clarification on funding for the program. Chairman Krajeck indicated funding would be from the reserves for the first 25 trees.

Discussion ensued on timing of the program. Trees would be planted in the fall of 2016 but applications could be taken prior to then. Budgeting now would be for the first 25 trees and the continuation of the program would be considered for the next fiscal year which starts July 1, 2016. Councilmember Alexander noted there would be a review of the program at an early point.

Attorney Bolt suggested a written application with a description of program be developed, but the Council can approve budget amendment and program at current meeting.

Motion by Councilmember Alexander to approve the pilot program of 25 trees as amended to restrict the program to one native canopy tree per household, selected with the advice of the arborist from a list of acceptable trees; seconded by Councilmember Krajeck. All in favor.

Motion by Councilmember Fattig to amend the budget to appropriate \$12,125 from reserves for fiscal year 2016 for the pilot program; seconded by Councilmember Hill. All in favor.

July 14, 2015 Tree Committee Report attached.

The text of the Program to Promote Canopy Trees on Private Property is attached.

8:10 PM Update from the Elections Committee, including outcome of survey:
Trowern

Steve Trowern (Raymond St.) said that the Elections Committee conducted a survey in early December. There were 28 responses. The Elections Committee will meet Tuesday December 22, 2015 at 7p.m. at the Village office.

The survey responses indicate that most residents favor voting at the Celebration on the Sidewalk but about half would like to be able to vote online. This is something that is worth exploring. Residents need more information on how the process works, such as the candidates' forum. The Elections Committee will use the survey as input as well as input from residents at its meeting. The Committee conducted the survey and meeting to ensure it understood the residents' concerns.

Councilmember Alexander asked whether the Committee had identified problems or if there were routine adjustments that are not very big. Steve Trowern said that areas of concern are access to absentee ballots, when absentee ballots can be counted, how to include ballots that were invalid for a variety of reasons, and where the absentee ballots were delivered. Absentee ballots were invalid if they were not received by the deadline. If a resident requested an absentee ballot but came in person to vote, their vote was not counted. If a resident did not write their name on the ballot envelope the vote was invalid. The Elections Committee is considering ways to make the voting process confidential.

Councilmember Cissna asked about some of the written comments from survey respondents requesting to have more information on the candidates. Steve Trowern suggested that such concerns may be more of an education/awareness issue about the information that is out there like the Candidate's Forum rather than there being a lack of information. He confirmed that the Committee is looking at these concerns and hopes to help address them in their recommendations to the Council.

Trowern concluded that the Elections Committee will make a policy recommendation for some adjustments, not a major overhaul, to the process to the Council in January for its consideration.

Elections Committee Survey Results Attached.

8:20 PM Update from the Centennial Committee: Krajeck

Chairman Krajeck named the members of the Centennial Committee: Naomi Naierman (Chair); Michelle Malloy, and Richard Krajeck. Susan Fattig has also volunteered to help. The Committee is still recruiting help in the areas of: communications (publicity and social media); stage design; and video production. If you are willing to volunteer your expertise in any of these areas, please contact Naomi Naierman at nnaierman22@gmail.com. The Committee has selected the Woman's Club of Chevy Chase as the venue for the celebration, which will take place Sunday, April 17, 2016.

Discussion ensued on contacting long-term residents for their histories of the Village. The program for the Celebration is under consideration.

8:25 PM Update from the Ethics Committee: Krajeck

Chairman Krajeck listed the members of the Ethics Committee: Jimmy Joyce (Chestnut), Marc Efron, Chair (Raymond), and Celeste Biagini (Taylor).

Attorney Bolt will send the online link to the open meetings act training that is required of at least one member, but preferably all members. After completing the training the member should notify Bolt.

8:25 PM Action on Council Meeting Minutes of November 19, 2015: Krajeck

Motion by Councilmember Alexander to approve the draft minutes for the Council meeting held on November 19, 2015; seconded by Councilmember Fattig. All in favor.

The minutes as approved are attached.

8:27 PM Public Hearing on Introduced Ordinance No. 11-15-1: Amendments to reorganize and clarify the Code of Ordinances: Cissna

Councilmember Cissna briefly summarized the history of the introduced amendment to the Code of Ordinances. She noted that many of these amendments have been discussed on the record since September 2015, as well as noted in the November Martin's Edition newsletter and published on the Village website. Councilmember Cissna and Attorney Bolt have also considered the changes in Funk and Bolton's compliance review pertaining to the Code of Ordinances, which will be addressed at a later date.

Councilmember Cissa noted that the prior discussions are reflected in the minutes, on the audio recordings of the meetings, and another comment period will be provided at the January Council meeting.

Discussion ensued about the term “Code Enforcement Officer” in Section 3-101(c). Attorney Bolt clarified that the term means the Village Manager or such other designee, such as the Building Administrator, determined by the Council. The default is the Village Manager. Councilmember Cissna added that any notice of code violations comes from the Village office. Village Manager Hall noted that building permits are currently signed by both the Village Manager and the Building Administrator.

Discussion ensued on Section 2-311 as to the definition of a Public Official, clarified to be a Village *employee* (not contractor) or a member of the Village Council. This was made consistent throughout the Code of Ordinances.

Attorney Bolt clarified that no changes were made to fine amounts in the case of misdemeanors.

Councilmember Cissna noted that she had briefly spoken to former Councilmember Mike Zielinski about assisting with the review of the Code.

Public Hearing ensued:

Steve Schmal (Summit Ave.) presented his comments:

There needs to be a distinction between the authority of the Village Manager and a contractor of the Village. Decision-making should be limited to the Village Manager, although a contractor could be involved in the process.

He noted that some substantive changes were made, which was not made clear in the title of the proposed ordinance. This includes a requirement for a permit to fix a walkway per Section 6-302(b).

He stated that he does not believe that the Council should adopt the proposed ordinance as it stands.

He expressed concern that the proposed ordinance states the Village will not defend employees or Councilmembers. Attorney Bolt responded that case law provides that it is an improper use of public funds to defend employees or Councilmembers in a *criminal* action.

Attorney Bolt noted that the proposed ordinance would eliminate permit requirements for everything but buildings and their appurtenances, and non-vegetative surfaces. A permit is currently required to construct or repair any “structure,” including a non-vegetative surface in a front yard.

In Section 6-303(e) & (f) the word “significantly” has been deleted in cases where plans change after the permit issued. The word was deleted because the term can be debated. Attorney Bolt clarified that, in these cases, if Montgomery County requires new plans be submitted based on an amendment to a project, then the Village will as well.

Section 3-201(b) needs to be edited for clarity. Attorney Bolt will revise.

Further discussion ensued. Attorney Bolt noted 7-101(a) should be changed to match section 6-101(a). Village Manager Hall cited 6-101(a) does not define “close proximity.” Chairman Krajeck clarified that “close proximity” will be determined by the Village.

Section 6-101(d) “without limitation” should be changed to “including but not limited to.”

Discussion ensued on Section 6-204(a) regarding business activity in the Village. Attorney Bolt said the Village cannot regulate land use but can regulate parking and public nuisances. The business needs to notify the Village of its existence and if it is an impermissible use the Village can report the improper use to the County.

Schmal was concerned that the Council will delegate authority to contractors and Cissna clarified that it will not.

Village Manager Hall discussed Section 7-402(b)(2) which appears to allow a smaller rear setback. Staff needs to confer with Attorney Bolt on this item.

The Proposed Ordinance No. 11-15-1, as introduced on November 19, 2015, and amended at the December 17, 2015 meeting is attached.

Steve Schmal’s (Summit Ave.) written comments attached
Frank Correl’s email attached

9:20 PM Discussion of Street Light Improvement Projects, including outcome of initial survey: Hill

Councilmember Hill reported that there were 20 resident responses to the Council’s initial light survey. The 55W Induction option and the 55W LED option were favored over the 38W LED option. The survey results are one factor the Council will consider for its choice of lighting.

Discussion ensued about the options. Councilmember Alexander asked why the maintenance for the LED light is higher than the induction light. Hill noted that the LED lights burn out more often.

Adding light poles to seven sites would cost \$40,000 regardless of which type of light is chosen.

Although the 55W LED option was the most popular on the survey, due to budget concerns, the Council voted 3-2 for the 55W induction light option.

Hill stated that the next step will be a survey of residents in January on the options for the shape and color of the light skirt. The survey will note areas that are proposed to get new lights. The results will be presented at the January Council meeting.

The text of the Street Lighting Report is attached.

The text of the Summary of Proposed Alternatives – Scott Watson Associates, Lighting Consultants is attached

9:40 PM Village Office Layout proposal: Krajeck

Chairman Krajeck discussed the proposed Village office layout designed by The Studio of Sandra Ragan on a pro-bono basis. At this point the Council is looking at layouts and will give it budget consideration at the January Council meeting. It is intended to make the office more efficient. He noted that The Studio of Sandra Ragan could attend the meeting.

Discussion ensued on the proposal. Councilmember Alexander said the priority is for new office furniture which can be obtained through the GSA warehouse, and that the costs of the proposal need to be considered. Chairman Krajeck likes the idea of a telescoping conference table. Councilmember Hill said that the space should not feel smaller. Village Manager Hall proposed more modularity so that staff workspaces can be moved for meetings.

The office layout proposal from The Studio of Sandra Ragan is attached.

9:45 PM Financial matters, including Treasurer's Report: Hill

In November Village income exceeded expenses by over \$140,000. Main driver for increased income was almost \$200,000 disbursement from income tax, almost \$8,000 from real property tax, and almost \$1,200 from personal property tax. In addition to standard monthly expenses of office lease, office staff salaries and benefits, accounting and police expenses, we have also incurred \$6,325 in street cleaning fees (budgeted) and \$3,250 in building review and permits. The building review and permit expenses continue to be over budget, although they have come down over \$2,000 since October.

Legal fees have come down, given that the Ordinance review is coming to an end. November billing totaled \$7,500, which is only slightly over the projected spending on two months of legal fees.

Overall the village is in good financial state.

Village Manager Hall mentioned that the building review and permits expenses of \$3,250 were due to a variance hearing.

Councilmember Alexander noted that the Village should receive an income tax statement from the state with information about distributions. Village Manager Hall will ask the accountant if he has received this.

Councilmember Cissna noted that the Council needs to discuss budget amendments in some areas. These include legal expenses, building administrator, and lawn and landscaping expenses. This can be done in a meeting in January. The budget will go up in some areas and down in others.

Motion by Councilmember Alexander to approve the Treasurer's Report; seconded by Councilmember Cissna. All in favor.

Treasurer's Report as adopted is attached.

9:55 PM Manager's Report: Hall

Village Manager Hall gave her report.

Administrative Matters:

- Staffing: Beth Boa, our Assistant Manager, has received her Commission to be a Notary Public in Maryland. Councilmember Cissna requested any Notarial Acts for Village residents be tracked in order to determine how much time this service may consume.
- Website: This month, we have checked all the broken links and updated committee pages. Please note that we update the website weekly, and sometimes daily, and we encourage all to take a fresh look at the website. Let us know if you have difficulty finding anything, or find other areas in need of update.
- Contracts: We have issued a new RFP for lawn and landscaping services in certain public areas of the Village for 2016. This will be posted on the website. Depending on the proposals received, we may need a budget amendment to cover this contract.
- Holiday Fund: more than 100 residents have contributed to the Holiday Fund for the trash collectors. Thank you all for your generosity. Gifts and notes will be distributed next week.
- The Building Permit Application has been updated and posted on the website. To address issues experienced in the past, a permit application strictly for new home construction has been added.

Safety and police:

- We found an abandoned bike on Summit Avenue and have contacted the police. It is currently parked on the rack in front of the grocery store. In general, when residents find items like this, please call 911 or the MCPD 24-hr non-emergency #: 301-279-8000 as soon as you see anything amiss.

- There is a vehicle parked on Thornapple which has not moved in some time. A gentle reminder to residents that the Village adopted a policy in March of 2015 that prohibits parking motor vehicles on public streets for more than 24 hours except adjacent to the property lines of the vehicle owner's residence or business. We attempted to notify the owner via a letter.

Utilities:

- WSSC: Water main relocation/replacement is underway on Bradley Ln. and about to start on Melville Pl. Once these streets are completed in early January, there will be a break. The project will begin again on Raymond and Quincy Streets on or about March 15, 2016. The WSSC project manager has told the Village Manager that WSSC will repave VMA streets curb to curb to the limits of disturbance as a result of the water main replacement and relocation, upon completion of this second phase of water line work. The work on Raymond and Quincy Streets will not commence until on or after March 15th.

Streets & Sidewalks:

- Street cleaning is mostly completed for December by Rolling Acres Landscaping. Weather permitting, they will finish and clean out catchment basins on Friday 12/18.
- The Maryland State Highway Administration (SHA) is currently redesigning the intersection at Brookville Road and Taylor Street (the crossing in front of the Brookville Market). However, SHA has not provided a timeline for work on this intersection.
- Streetlight outages: Two found and reported during an after-dark inspection by Blue Crab Contracting.
- Trees in the public right-of-way: Plantings for Fall 2016 have been completed. Gator bags will be placed on these trees in late Spring 2016.
- Basic maintenance on the Butterfly Garden, the flower beds around the commercial area, and several other public areas in the Village were completed by Abrahams Lawn Service this week. The plantings done in the flower beds should be self-sustaining: they will not require watering next year, and should self-propagate with minimal maintenance required.

Sanitation:

- The next bulk trash is Saturday, January 9th. We are again coordinating with A Wider Circle for a pick-up the Friday before, and we will post signs on light poles in advance of bulk trash day in early January.
- Pet waste bags: Friendship Animal Hospital has donated dog waste bags for the Village's public dispensers. Thank you to Chris Kohl and Dennis King for volunteering to restock the dispensers.

Building Administration: Doug Lohmeyer's report was submitted:

3414 Cummings Lane: The Building Permit Application for the detached garage and driveway was issued and construction is underway.

7210 Delfield Street

The property owner has recently built a new wooden fence around the front yard. That fence was not included in the original Village Building Permit, which has been closed. The property owner has been advised to submit a fence permit to the Village.

120 Quincy St.

The deck and fence construction is complete and the staff has done a final site inspection. The VMA Building Permits is being closed out.

3513 Raymond Street

The right of way license agreement has been recorded and the refund of the performance bond has been requested.

3525 Raymond Street

The owner is making internal improvements and a VMA Building Permit is not required. However, a permit for a dumpster has been issued by VMA.

3506 Taylor Lane

The existing house, front porch, and front steps were built prior to the current Code and are non-conforming because of the EBL setback. The property owner recently built a side porch, which was permitted by the Village. However, they also built a set of steps on the east side of that porch, which were not on the original building permit application and encroached into the side yard setback. After discussing this with the staff, the homeowner has removed the encroaching steps.

3507 Turner Lane

The public hearing for a variance was held on Nov. 5, 2015. The applicant has submitted a new application and plans to MCDPS and the Village and paid the additional fee. On Dec. 16th, the Village Building Permit was issued for the improvements included in the variance.

3511 Turner Lane

The homeowners applied for building permit for a fence along the frontage of their property. The applicants assumed they owned the land up to the edge of the existing sidewalk running parallel to Turner Lane. The staff has provided the homeowners with a copy of the Village's GIS map indicating the actual front property line is located several feet behind the sidewalk. The homeowners have the right of way license agreement and are executing the document. It will then be recorded in the land records.

WSSC Water Main Construction

The WSSC has awarded the contract for the new water main construction in Raymond St., Melvin Place, Bradley Lane, and Quincy Street. The contractor has almost completed the water main installation in Bradley Lane.

10:05 PM Adjournment: Krajeck

**The Village of Martin's Additions
Ordinance Granting Non-Exclusive Franchise for the
Operation of a Cable Television System**

Resolution No.:
Introduced: December 17, 2015
Adopted:
Effective Date:

WHEREAS, Maryland Code, Local Government Article, Section 5-202, as amended, 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 the public general law, as deemed 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 5-204(d) and Section 1-708(c), as amended, authorize the legislative body of each municipal corporation in the State of Maryland to grant a franchise for a cable television system;

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 of Martin's Additions (the "Village") and its residents;

WHEREAS, Comcast of Potomac, LLC has applied for renewal of its non-exclusive franchise for the operation of a cable television system within Montgomery County, Maryland, including within the corporate limits of the Village;

WHEREAS, on behalf of the Village and other participating municipalities, Montgomery County, Maryland negotiated a franchise agreement renewal with Comcast of Potomac, LLC, upon the terms and conditions set forth in that certain Cable Franchise Agreement by and between Montgomery County, Maryland and Comcast of Potomac, LLC, and conducted a public hearing on said Franchise Agreement on August 3, 2015 (the "Franchise Agreement");

WHEREAS, the Franchise Agreement was approved by the Montgomery County Council on _____, 2016;

WHEREAS, the Franchise Agreement is to be administered by Montgomery County, Maryland within the Village, according to Montgomery County Chapter 8A;

WHEREAS, the Village Council introduced the following Ordinance in public session assembled on the 17th day of December, 2015;

WHEREAS, the Village Council, after proper notice to the public, considered the following Ordinance at a public hearing held on the ___ day of _____, 2016; 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 uncodified Ordinance.

BE IT ORDAINED AND ORDERED, this ___ day of _____, 2016, by the Village Council, acting under and by virtue of the authority given it by the Maryland Code and the Village Charter that a non-exclusive franchise for the operation of a cable communications system be and the same is hereby granted upon the following conditions:

1. Comcast of Potomac, LLC shall enter into an agreement with the Village upon the same terms and conditions as are set forth in the Franchise Agreement; and
2. The franchise within the Village shall be effective from the effective date of the Franchise Agreement until the end of the term of the Franchise Agreement in the unincorporated areas of Montgomery County.

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. The Chair of the Village Council be and is hereby authorized to execute any and all documents necessary to effectuate the intent and purpose of this Ordinance;
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 _____ day of _____, 2016.

ATTEST:

THE VILLAGE OF MARTIN'S ADDITIONS

Tiffany Cissna, Secretary

Richard Krajeck, Chair
Village Council



Village of Martin's Additions
7013 B Brookville Road
Chevy Chase, MD 20815
301-656-4112 (Phone)
301-656-0030 (Fax)

Policy No. 12-15-1

Tree Planting Policy

The Village Council finds that when selecting trees to be installed in the Village's public right-of-way (ROW), native trees should be given priority whenever possible, in order to provide the greatest benefit to the environment, including providing food and nesting sites for native birds, mammals, and beneficial insects, and to better avoid loss of trees through disease.

For this reason, it is the policy of the Village that native trees should be given priority in future plantings within the public ROW to the greatest degree possible, taking into account constraints related to species availability, location of the planting, and the Village budget. For the purposes of this policy, "native tree" means a tree listed in the Pennsylvania State University Landscape Trees Factsheets, 3rd Edition, as amended.

Policy Number: 12-15-1
Introduced: December 17, 2015
Action/Adoption: December 17, 2015
Effective Date: December 17, 2015

December 17, 2015

Report of the Village of Martin's Additions Committee on Trees (July 14, 2015)

Introduction: This report responds to a motion passed by the Council of the Village of Martin's Additions, "to create a committee to assess the state of the tree canopy in the Village, and if appropriate, propose policies to remedy identified deficiencies or to otherwise improve the state of the Village canopy." As stated in the "Scope of Work" establishing the committee: "Residents have voiced considerable concern over the apparent loss of canopy on private property and the possibly negative impacts on the community. Although this issue has been a long-standing one, the number and intensity of expressed concerns have risen in the past year." (The Scope of Work is in the Appendix to this report.)

The Committee first met in April 2014. Over the course of the following year, members evaluated available databases and other information on Village trees, interviewed officials from neighboring jurisdictions on their experiences, and sought the expertise of arborists and other specialists on possible policies. This report presents our findings and proposals.

The state of the tree population: We evaluated the current state of the Village's trees in two ways: comparisons with our own past and with neighboring areas. The primary source of information is the Tree Canopy Analysis tool provided by the Maryland-National Capital Park and Planning Commission using overhead photography.

Tree canopy trend: A comparison with earlier times shows some worrying trends. Overhead photography going back to the 1960s indicates considerable tree loss in the Village. Although not quantified, the reduction in the number of large trees became visibly noticeable in the 1980s, mainly driven by larger houses and increased paved areas in the form of driveways and patios. Overhead photography shows a reduction in canopy and simultaneous increase in paved surface areas. An analysis of 50 recent real estate transactions in Martin's Additions shows that the median size of houses rose from 2,000 square feet for houses built before 1980 to 3,500 square feet in the most recent period. Moreover, the upward trend is not slowing.

These trends were exacerbated by changes to the County code in 2012 that required more water retention on a property than previously. The principal method for accomplishing this is with dry wells, which reduces the area for large trees. These constraints are most binding on the many smaller lots in the Village.

The most recent data on tree canopy in 2013 became available to county analysts in January 2015. Losses are clearly visible and seem large, overall. However, the county analyst noted this important point: the community has not experienced a *net* loss in tree canopy as measured by covered area. "As an older subdivision, your neighborhood has an abundance of mature trees. These images show the capability of large trees to significantly increase the spread of their branches in a short amount of time, even to the point of compensating your significant losses due to new house building, power line clearing, and storms." Our proposals will address the significance of maintaining and adding to the existing canopy to help counter the inevitable losses.

Local comparisons: Numerical analysis of overhead photography for 2011 indicates that the current tree coverage in the Village is comparable to that in neighboring towns. Table 1 shows the percentage of a jurisdiction's area by types of coverage. However, a missing element is that the analysis cannot make a distinction between small, ornamental trees and large ones. As will be discussed later, larger trees generate considerably greater benefits than smaller ones.

Table 1: Comparisons of Martin’s Additions Tree Coverage with Neighboring Jurisdictions in 2011

	Canopy (%)	Grass & shrubs (%)	Buildings (%)	Paved area (%)	Area (acres)	Zoning type
Martin's Additions	63	20	13	5	84	R-60, C-1
Section 3	55	23	15	7	74	R-60
Section 5	59	21	13	7	67	R-60
Town of Chevy Chase	63	17	13	7	309	R-60
Chevy Chase Village	61	20	13	6	252	R-60
Somerset	71	13	12	4	173	R-60
Chevy Chase View	63	20	8	8	174	R-90
North Chevy Chase	67	17	11	6	64	R-60, R-90

Source: Tree Canopy Analysis, Maryland-National Capital Park and Planning Commission (http://www.montgomeryplanning.org/environment/tree_canopy.shtm)

A few comments may be useful in interpreting the table. First, lot size matters. The larger the lot, the more area there is for trees. Martin’s Additions has many small lots within its R-60 zoning designation (building lots must be greater than 6,000 square feet). The commercial area (C-1) contains no large-tree-plantable space. Chevy Chase View and North Chevy Chase are either R-90 (9,000 square feet) or mixed R-60 and R-90. Even though they have more potential space for trees, their coverage is similar to Martin’s Additions. Somerset is notable because it possesses parks and unbuildable area, thereby possessing greater space for tree plantings.

One other point is noteworthy. Section 3, Section 5, the Village of Chevy Chase, and the Town of Chevy Chase have ordinances and procedures that restrict the removal of trees on private property through an application and permission system. From the evidence in Table 1, these ordinances have not yet yielded a larger canopy than in other jurisdictions.

The Committee concludes that although the urban forest in the Village is not in crisis, the trends are worrying. Moreover, the replacement of smaller houses with larger ones means that tree loss, especially of larger specimens, is likely to continue for a while.

The value of the urban tree forest: In order to assess the value of trees, both to the community as a whole and to individual properties, we heard from experts and surveyed a large body of literature that has estimated such values. Ann Gallagher, an International Society of Arboriculture (ISA) certified arborist, made a presentation to the committee on the value of trees in the suburban setting. She described the many benefits of canopy trees in residents’ yards, particularly when several large, mature trees grow close together to create a small forest. These large trees are often called canopy trees; at maturity, they can be over 60 feet tall, towering over other trees, with crowns and root systems exceeding 1,600 square feet. Among the many benefits of canopy trees in suburban yards are shade and cooler temperatures on hot summer days, reduced heating needs on cold ones, cleaner air when the trees remove particulate matter, less pollution as trees take in carbon dioxide and give off oxygen, absorption of storm water run-off, and buffering of strong winds. A single mature tuliptree or pin oak can absorb over 16,000 gallons of water run-off in a year. Two or more canopy trees in a group are even more effective at absorbing storm water and buffering strong winds. Additional benefits of large trees include their esthetic value, their attraction of native birds and other wild life, noise muffling qualities, and their positive influence on property values.

According to research sponsored by the Department of Agriculture’s Forest Service, large trees provide the most benefits. Average annual benefits increase more than proportionately with

mature tree size. Because many of the benefits flow from temperature moderating effects on a home, they vary based on tree location: lowest values occur for yard trees on the southern side of houses and highest for those on the east or west sides. Table 2 shows estimates of annual benefits associated with reduced energy use from moderated temperatures, reduced stormwater runoff, improved esthetics, fewer air pollutants, and increased carbon dioxide retention.

Table 2: Annual Benefits per Tree

Large tree	\$134 -\$159
Medium tree	\$39 -\$50
Small tree	\$18 -\$24
Conifer	\$63 -\$78

Source: United States Department of Agriculture, Forest Service, *Coastal Plain Community Tree Guide: Benefits, Costs, and Strategic Planting*, November 2006, p. 7. (Published values updated to 2014 prices.)

Some of these monetary benefits such as reduced heating and cooling costs accrue directly to the property owner; others benefit the wider community. Reduced stormwater runoff, cleaner air, and the positive impacts of carbon dioxide sequestering have regional consequences. Higher market value from the presence of trees affects the owner most directly. Secondly, similar benefits accrue to neighboring properties. Direct and spillover effects lead, over time, to increased property values and tax revenues. Several studies conclude that municipal expenditures on trees can yield eventual revenue growth as large as the original spending.

Statistical analyses of the value of trees: A large body of research literature, using a diverse array of methods, has estimated the effects of trees on property values. Many use actual market transactions to tease out the effects of trees on sales price. To accomplish this, the researchers first include the various features and characteristics of a property that are likely to influence prices such as lot and house size, number of rooms, and other amenities; they then introduce measures of tree presence to see if they make a difference. Invariably, they do. Here are a few examples. A study of Portland, Oregon, examined 2,608 real estate transactions in 2006.¹ A large tree in the front of the house added an estimated \$7,130 to the value. The median sales price was \$259,000. A single tree in this study also had an impact on neighboring lots. The authors figured that, on the average in the study area, seven neighbors were affected, for an additional neighborhood impact of a single tree that was 1.8 times the effect on the house with the tree. Thus, the spillovers were greater than the direct effects. The same authors looked at rental prices in a subsequent study and found similar effects; in this analysis, a public tree in front of a house had four times the effect on rental price as a private tree on the property.²

Another study considered 259 transactions in Los Angeles in 1999-2000. A revealing feature of this study is that the authors included median household income, block by block. A critique of earlier work is that trees may be standing in for other, unmeasured, attributes. For example, large trees may be associated with higher quality construction or better neighborhood amenities. Explicitly taking account of income reduced the size of such possible biases. In this analysis, doubling the tree canopy in a doughnut ring around a house increased sales price by about 7%, with the effect decaying gradually out to about 400 feet.³

¹ Geoffrey H. Donovan, David T. Butry, "Trees in the city: Valuing street trees in Portland, Oregon," *Landscape and Urban Planning*, 2010, p. 82.

² Geoffrey H. Donovan, David T. Butry, "The Effect of Urban Trees on the Rental Price of Single-Family Homes in Portland, Oregon," *Urban Forestry and Urban Greening* 10 (2011) p. 163.

³ D. Conway et al, "A Spatial Autocorrelation Approach for Examining the Effects of Urban Greenspace on Residential Property Values," *Journal of Real Estate Financial Economics*, 2010, p. 161.

Closer to our area, a study conducted in Philadelphia sought to estimate the influence of newly planted public trees on properties within 50 feet of a new tree. In this case, property values rose 9%, based on a sample of 3,000 transaction prices.⁴

Costs and negative effects: Few things come without a cost. The Forest Service study mentioned above explicitly tried to account for the costs of tree maintenance. Pruning and planting were the major items, coming to about 15% of the annual benefits. Other costs not considered in that research include irrigation needs, pollen-induced allergies, and root damage to sidewalks, roads, and underground utilities. Trees also can damage above-ground utilities such as power and communications poles and lines. The possibility of property damage or injury from falling branches and toppled trees are ever-present hazards that cannot be ignored in a cost-benefit analysis. These hazards demonstrate the importance of regular maintenance.

Not everyone loves a tree, singularly or in groups. Some people value open space and sun or an unblocked view. Others fear the possible damage to body and property caused by falling trees and branches. The shade that creates positive benefits for some can produce negative value for someone else installing solar panels, an environmentally protective act.

Any proposed tree policy must acknowledge these findings: the generally positive impacts of trees across many dimensions; the creation of both private and public benefits; the possibility of damage and injury from trees; and the mixed esthetic values of the community.

Tree programs in neighboring jurisdictions: We interviewed officials from several municipalities neighboring Martin's Additions and collected information on the outcomes of their programs. The Town of Chevy Chase and Chevy Chase Village have similar programs that require permits to remove private trees that are larger than 24 inches in circumference 4.5 feet above ground level. In the Town of Chevy Chase, an application for a tree removal permit triggers a field visit by the Town arborist, who makes a recommendation to the Town manager. The tree may be removed only if the arborist determines that it is dying, dead, in danger of falling, constitutes a hazard, or is a nuisance tree as listed by the Town council. If the permit is denied, the applicant may appeal to the town's tree ordinance board, which holds a hearing and issues a written decision after considering nine factors, including: the reasons for the request; the applicant's plan for replacement trees; the desirability of preserving the canopy tree; and the extent to which no alternative to removal exists that would allow a project otherwise permitted under the town building code.

In the eight years since early 2006, 643 permit applications in the Town of Chevy Chase requested the removal of 1,117 trees. Of these requested removals, 1,030 were approved and 87 denied. In 55 cases of appeal over the denials, 40 additional removals were approved. Thus, the Town's process approved 96% of all requested removals (1,070/1,117). Despite this apparently low rate of preservation, the Town's tree board chair observed that builders often adjusted plans or agreed to plant replacement trees, which provided benefits that would not have been obtained without the permitting process.

An argument can be made that people may desire to remove trees, but do not do so because of the permit requirements. We cannot know how many of these there may be, but the fact that 96% of permit requests are eventually accepted suggests that the barriers imposed by the permitting process are not highly constraining.

⁴ Susan Wachter, *The Determinants of Neighborhood Transformations in Philadelphia*, Wharton School, University of Pennsylvania, July 12, 2004, p.p. 18-19.

The costs involved in the process include a permit fee of \$85, administrative time and arborist fees for each permit (which we assume to be offset by the permit fee), and approximately \$600 for the arborist and town attorney when there is an appeal. The total cost to the community (not just the budgetary cost) since 2006 is close to \$88,000 (\$11,000 per year). Looked at another way, the cost of saving one tree is \$1,872 (\$88,000 divided by 47, the number of trees preserved). For comparison, the cost of removal of a canopy tree exceeds \$3,000.

As noted, Chevy Chase Village's ordinances and procedures (enacted originally in 1988) are similar to the Town's. The Village created a Tree Ordinance Board in 2012 to consider appeals. One reason for creating the board was the rising costs to the Village from its attorney's involvement in the appeal process. Another was that the council as a whole tended to operate under the philosophy that development trumped trees. About six cases since 2012 have been referred to the Tree Ordinance Board; the Board has approved all but a single request for removal. Approvals followed a negotiated replanting plan.

Chevy Chase Section 5 follows a different approach. Those wishing to remove a tree must submit a request for a permit; in the case of construction projects, the property owner must submit a Tree Protection Plan for review and approval before a building permit will be approved. In both cases, requests are routinely approved with the requirement that, at a minimum, replacement trees be planted on a mandatory basis of one replacement tree for each tree removed. The Section 5 manager noted that lot sizes in the municipality tend to be small, but that there have been no appeals to the replacement requirement.

Another program implemented by Section 5 since around 1989 plants oak or maple trees on private property at the request of residents, completely at Village expense. In the first year of the program, roughly 100 residents requested plantings. In subsequent years, requests averaged about 10 per year. Before planting, an arborist from the nursery responsible for supplying the trees and their planting examines the property to assess suitability. Depending on the species, the trees are 2-4 inches in diameter and 8-14 feet tall. The average cost per tree in 2013 for both tree and planting was about \$475.

Policy Proposals

Several considerations motivate our proposals. First, the urban tree population incurs constant losses through age, disease, weather, construction, and other hazards. The long-term health of the tree population requires constant renewal. Second, the committee noted the long-term downward trend in the Village's urban forest. Our proposals should help to ameliorate this trend. Third, we note the many positive attributes of a healthy tree population. Of particular interest is that trees on private property increase not only a given lot's monetary value, but also that of its neighbors. More broadly, the entire Village benefits, both monetarily and through the many other values generated by the presence of trees. We therefore propose that the Village take steps to maintain and enlarge the tree population on private property.

In evaluating the following proposals, we considered three criteria: (1) maximize the yield in terms of preserved or new trees; (2) hold down administrative costs to Martin's Additions; (3) minimize compliance costs and other burdens on property owners.

Proposal 1: The Village should subsidize and help implement the purchase and installation of native canopy trees from a specified list of desirable species.⁵

Discussions with Village residents suggest that there exists a desire to plant and maintain private trees, but that often residents do not have the necessary information on sources, species, and service providers. Section 5's experience of a large positive response to its initial offer to provide trees suggests the scale of the latent demand. The Village Council in its regular budget process would establish the amounts. Adding a private tree program to the Village's ongoing public right-of-way plantings could take advantage of scale economies. However, we do not think that the Village should bear the entire cost of such a program, but that property owners also should contribute an amount, perhaps \$100, for each tree; this involvement would create an incentive for the residents to provide for the newly planted specimens by appropriate watering and care.

Subsidies from this program should not be available to meet the requirements of tree replacement recommended in Proposal 3. However, the subsidy should be available to meet the requirement to add a canopy tree as recommended in Proposal 4.

Proposal 2: Building permit applications for new residential construction or exterior alterations or modifications involving a total floor area larger than 250 square feet should include a site plan specifying the location, size, species, and general condition of all trees on the property having a circumference of 24 inches or greater 4.5 feet above ground, and indicating whether the tree will be removed in the course of the project. Trees meeting the specified criteria that were removed less than 12 months prior to the filing of the application should be included on the site plan to the extent that the required information is available. The site plan should also depict the location and species of trees to be planted. A list of such trees (existing, recently removed, and to be newly planted) showing the required information should also be submitted as a separate document.

This proposal is intended to help identify trends in the tree population. Montgomery County does not require the listing of canopy trees on site plans, although many builders include such information. While the current Village Building Permit Application specifies that the locations of all private and public trees shall be shown on a site plan, that information is not always accurately

⁵ This proposal complements a new Montgomery County program, Tree Montgomery, which is "targeting areas where there is a lot of development, little tree canopy, or a real need for shade." Martin's Additions is unlikely to qualify.

provided. In reviewing site plans for several recent construction projects, Committee members were often unable to determine whether healthy canopy-sized trees of desirable species had been removed. The proposal requires that specific information about larger trees, both depiction on a site plan and a separate listing, be provided for significant construction projects. This proposal would not apply to smaller projects categorized on the current building permit application, i.e., sheds, decks, smaller alterations, demolitions, curb cuts, fence and wall erections, driveways, and PODs. Whether the current requirement to show all trees on a site plan should be retained, or whether additional information should be required for other trees, is not addressed.

Proposal 3: The issuance of a Village building permit for a project that will entail the removal of one or more trees having a circumference of 24 inches or greater 4.5 feet above ground should be conditioned on replacement of each such tree. Replacement should also be required for any such trees removed from the property less than 12 months prior to the filing of the application.

This proposal requires that large canopy trees that are removed in conjunction with a building project be replaced with trees of a desirable species. The loss of older canopy trees is inevitable for a variety of reasons. Renewal of the Village's tree canopy, through the planting of young desirable trees, replacing those lost due to a building project, is a highly desirable goal. The three neighboring jurisdictions that were consulted noted that a requirement to replace a removed healthy tree with a new one was rarely, if ever, disputed. A policy requiring replacement from an approved list has the advantage of renewing the tree canopy with minimum administrative and budgetary costs. Moreover, it provides flexibility to property owners and builders in selecting the species and location while also encouraging the positioning of buildings and impermeable surfaces in a manner that would allow for replacement tree plantings. As noted above, replacement trees required under this proposal should not be eligible for any Proposal 1 subsidy.

Proposal 4: The issuance of a Village building permit for a project involving new construction or the addition of more than 300 square feet to the footprint of a structure, on a property that has no trees of a species listed on a Village list of "Canopy Trees Recommended for Martin's Additions" having a circumference of 24 inches or greater 4.5 feet above ground, should be conditioned on the planting of at least one tree of a species listed on "Canopy Trees Recommended for Martins Additions" (Appendix).

This proposal requires a net new canopy tree when significant construction is undertaken on a property that has no canopy tree of a desirable species and significant size, thereby enhancing renewal of the Village tree canopy. Under most circumstances such a requirement should present minimal impacts on such projects. Neighboring communities have found that having clear guidelines at the beginning of development planning helps focus attention on tree preservation and planting. As noted above, a new tree required under this proposal should be eligible for a Proposal 1 subsidy.

In Proposal 3 and Proposal 4, which require new or replacement trees, an appeals process should be available to allow exemption from the requirements when they are deemed unfeasible or inadvisable. Whether such an exception should be part of the variance process already in place or a less onerous and costly one remains to be determined.

Appendix

Canopy Trees Recommended for Martins Additions

The tree species listed below are recommended for adding to or replacing trees in Martin's Additions. These species will grow into large canopy trees providing shade, water absorption, and many other benefits. All trees listed below are native to our region of Maryland, grow in our nearby parks and woodlands, and are adapted to our local weather and climate. These trees are available from several local nurseries. However, it is important to obtain plants that are the native species as listed below and not commercial varieties or hybrids that are sold by many nurseries. Only the native species provide food and nesting sites for our local birds, mammals and beneficial insects.

Red maple	<i>Acer rubrum</i>
Sugar maple	<i>Acer saccharum</i>
Silver maple	<i>Acer saccharinum</i>
American Beech	<i>Fagus grandifolia</i>
White ash	<i>Fraxinus americana</i>
Bitternut hickory	<i>Carya cordiformis</i>
Pignut hickory	<i>Carya glabra</i>
Black walnut	<i>Juglans nigra</i>
Tulip poplar (Tuliptree)	<i>Liriodendron tulipifera</i>
Black gum	<i>Nyssa sylvatica</i>
Sycamore	<i>Platanus occidentalis</i>
White Oak	<i>Quercus alba</i>
Swamp white Oak	<i>Quercus bicolor</i>
Scarlet Oak	<i>Quercus coccinea</i>
Southern red oak	<i>Quercus falcata</i>
Shingle oak	<i>Quercus imbricaria</i>
Pin oak	<i>Quercus palustris</i>
Willow Oak	<i>Quercus phellos</i>
Northern Red Oak	<i>Quercus rubra</i>

Undesirable tree species

Mulberry
Boxelder
Black locust
Black cherry
Bradford pear
Tree of heaven
Leyland cypress
False cypress
Arborvitae
Canadian hemlock

**Village of Martin's Additions
Tree Committee Scope of Work
January 16, 2014**

Preamble: The Village's Code of Ordinances, Chapter 9, states: "The tree canopy is an attractive, distinctive feature of the Village. ... It is therefore in the interest of the Village, its residents, and its property owners to protect, preserve, and enhance the tree canopy."

Moreover, the Maryland Code notes: "Trees are an important and necessary part of the urban and community environment and the retention, enhancement, and management of these forests and trees by local governments is in the best interest of the citizens of this State."

The Village ordinance refers mainly to trees on the Village right of way. Residents have voiced considerable concern over the apparent loss of canopy on private property and the possibly negative impacts on the community. Although this issue has been a long-standing one, the number and intensity of expressed concerns have risen in the past year.

Therefore, the Village Council now moves to create a committee to assess the state of the tree canopy in the Village, and if appropriate, propose policies to remedy identified deficiencies or to otherwise improve the state of the Village canopy.

1. Mission Statement:

- A. Assess the state of the tree population in the Village, including so-called canopy trees as well as other types.
- B. Identify benefits and costs of a healthy tree population; for example, esthetics, water drainage control, cooling, shade, danger to individuals from falling trees or limbs, damage to private property or utilities from trees, limbs, or roots.
- C. Investigate the following points, but not to the exclusion of others that may arise in subsequent discussions:
 - (1) How does the Village compare to neighboring jurisdiction, including those with and without private tree policies?
 - (2) Has there been a change in the Village over time?
 - (3) What may account for such changes?
 - (4) What has been the experience of other jurisdictions, positive and negative, in their ability to achieve their tree canopy goals and at what cost?
 - (5) What are the preferences of Village residents with respect to policies affecting the tree canopy?
- D. Propose policies to remedy identified deficiencies or to otherwise improve the state of the Village's trees, paying attention to likely benefits and costs, to the experiences of other jurisdictions, and to the preferences of Village residents.

2. Tasks:

- A. Evaluate available databases and other information on Village trees.
- B. Interview officials from neighboring jurisdictions on their experiences.
- C. Seek the expertise of arborists, builders, lawyers, conservationists, and other specialists on possible policies.

3. Operations:

- A. Hold regularly scheduled meetings in the Village office with appropriate public disclosure. Invite experts and others to these meetings to inform and educate Committee members.
- B. As necessary, meet elsewhere with experts and others with appropriate public disclosure.

- C. Report progress to the full Council at monthly meetings.
- D. Submit a written report to the full Council within one year of Committee formation.

4. Committee Composition:

- A. At least one member shall be a member of the Village Council.
- B. The Committee will be chaired by a Council member.
- C. Other members shall include up to six residents, broadly chosen for their knowledge and interests, representing various views.

Members of the Village of Martin's Additions Tree Committee

**Josh Bowers
Cris Fleming
Paula Goldberg
Ed Novak
Mike Zielinski (Secretary)
Arthur Alexander (Chair)**

Constant Contact Survey Results

Survey Name: Elections Committee Survey 2015

Response Status: Partial & Completed

Filter: None

Dec 15, 2015 10:19:03 AM

1. What's Your Preference?

	Number of Response(s)	Response Ratio
I like voting in person, with the traditional community celebration on the	22	78.5%
I prefer to mail my ballot	5	17.8%
No Responses	1	3.5%
Total	28	100%

2. Residents should be able to request an absentee ballot by email.

	Number of Response(s)	Response Ratio
Yes	26	92.8%
No	2	7.1%
Total	28	100%

3. VMA should have procedures ensure that our votes (including any absentee ballots) are kept private from VMA staff and the public.

	Number of Response(s)	Response Ratio
Yes	26	92.8%
No	2	7.1%
No Responses	0	0.0%
Total	28	100%

4. Absentee ballots should be submitted to:

	Number of Response(s)	Response Ratio
the VMA staff office	3	10.7%
the Elections Committee	23	82.1%
No Responses	2	7.1%
Total	28	100%

5. Absentee ballots should be accepted on election day if voters bring them to the polls.

	Number of Response(s)	Response Ratio
Yes	22	78.5%
No	5	17.8%

No Responses	1	3.5%
Total	28	100%
8 Comment(s)		

6. If possible, residents should have the option of voting on-line.

	Number of Response(s)	Response Ratio
Yes	13	46.4%
No	14	50.0%
No Responses	1	3.5%
Total	28	100%

7. The Village usually schedules its election on a Thursday evening. Should VMA consider holding the election on a Saturday or Sunday afternoon?

	Number of Response(s)	Response Ratio
Thursday	19	70.3%
Saturday	4	14.8%
Sunday	7	25.9%
Total	27	100%

8. The Village sends out the candidates' personal statements, and holds a public community forum for residents to ask the candidates questions, before each election. Should VMA do anything more to provide information about the candidates? If so, what?

13 Response(s)

9. Did you have and problems in voting last May? If so, please tell us what happened:

12 Response(s)

10. Other comments and suggestions?

13 Response(s)

Constant Contact Survey Results

Survey Name: Elections Committee Survey 2015

Response Status: Partial & Completed

Filter: None

Dec 15, 2015 10:19:03 AM

5. Absentee ballots should be accepted on election day if voters bring them to the polls. - Comments

Answer

I assume the voter is the person who requested the ballot and discovered that they could vote in person.

I think this would encourage too many people to request absentee ballots "just in case" when they can vote in person.

If the voter comes to the polls, he/she should surrender their absentee ballot and vote on site.

re #4, VMA office if in double envelope; otherwise, the Committee.

re #5, isn't that contrary to what absentee ballots are for?

Doesn't make much sense if they can bring the ballot to the polls, they aren't absentee. It's not clear if the polls are open all day or just in certain hours.

Absentee ballots should be submitted in a sealed envelop to be opened by the elections committee on election day. This envelop should be placed in another envelop and sealed and signed by the voter to be sure only one vote is cast by the voter. On election day the name on the outer envelop should be checked off on the voter register and the inner envelops gathered together and then opened and the votes counted. Ballots should be accepted on election day when voters bring them to the polls. Keep the sidewalk community celebration.

I don't see any harm in allowing folks who've gotten absentee ballots to bring them to the polls -- we want as many folks as possible to vote -- but I don't understand why anyone who has gotten an absentee ballot wouldn't simply submit it prior to election day.

8. The Village sends out the candidates' personal statements, and holds a public community forum for residents to ask the candidates questions, before each election. Should VMA do anything more to provide information about the candidates? If so, what? - Responses

Answer

Candidates should affirm that they have no undisclosed commercial or personal ties, direct or indirect, to VMA, its staff or other council members.

I think it would be nice to have a League of Women Voters style candidate guide where each candidate is asked the same (few) questions and given some limited number of words in which to reply. It would be fine with me if this information was available online only, as it would cost a lot of paper to print it. I couldn't go to the candidate forum and though I listened to much of it, I think it's easier to assimilate written information.

We get enough information and can always request more.

No

I would suggest having the candidates answer a set of standard questions in addition to submitting a brief personal statement. It would be easier to compare candidates' views on various topics of interest to the community if they all responded to a predetermined set of topics. For example, I might ask things like: what do you think should be the top three items on the council's agenda; what is your view on the current set of building codes; what government or board experience have you had. And so forth.

Record the forum and make the recording available on-line, like VMA Council meeting minutes.

Seems enough.

o.k as it is

No

Present system seems sufficient.

Provide a way for residents to send questions online to all candidates at once and, as an option, to post the questions and answers on the VMA website (perhaps all at once 2-3 days before the election when residents are really focused on the election).

No

No. I think VMA publicizes candidates' statements well. It's up to each candidate to provide what he or she wants voters to know. And the candidate forum, usually poorly attended, gives folks ample opportunity to ask candidates questions.

9. Did you have any problems in voting last May? If so, please tell us what happened: - Responses

Answer

No but many neighbors did. General concerns were that the VMA office staff was receiving ballots and had an opportunity to mishandle them.

No, I had no problem.

No problems. It was fast and easy.

I had no problems.

No

No problem voting

n/a

No

no

Yes. I got an absentee ballot ahead of time, but didn't turn it in before the office closed. I tried to turn it in at the sidewalk celebration or to vote right there, and was refused on both counts by the folks running the election. I think can be easily corrected, of course.

No

No (and I never have had a problem)

10. Other comments and suggestions? - Responses

Answer

Overall the process works pretty well.

Keep the small town feel but make it easier for people who are not in town to vote.

While I like the idea of online voting, I suspect that making such a system would be costly and not worth the trouble. I like the neighborhood feel of election day, but I would like the easiest possible absentee ballot system for those days I just can't make it in person. If at the last moment it turns out I can come in person, I see no reason not to be able to turn in the absentee ballot in person.

Vis-a-vis Question 1, we usually like voting in person but would like the option of voting by mail on occasion. So it is difficult to answer this as an a or b!

I think it was terrible how several people running for the Board were so negative toward the current staff and how they slandered the current staff who served us well and worked hard for us for many, many years. Elections should not be so dirty and negative. It should have really been handled much more professionally than it was.

Absentee ballots, secret and unsigned, should be returned in sealed envelopes signed on the outside (only) and recorded in a Register maintained by the Election Committee.

The online possibility is tricky. Issues with the paper ballots (absentee and on-site) include privacy, security, and verification of voter identity. Could those issues be handled by online balloting?

For now, I think that this is a possibility that is not yet ready for Village use.

no comments, no suggestion

Candidates or their designated representatives should be able to witness the vote counting. This is a basic principle of electoral transparency everywhere in the world.

Re: Question 4 -- I have no opinion on whether it'd be better to have absentee ballots go to the VMA office or to the Elections Committee. Perhaps it'd be best to allowing submission to either.

Re: Question 7 -- The statement asks for a "Yes" or "No" answer but the choices don't correspond to that. I would answer "Yes" as I think it's an important matter that should be considered. I would add that prefer leaving the elections on Thursday evening.

Other comment/suggestion -- Perhaps the Elections Committee could create and disseminate a brief primer on what is and isn't permitted in our elections, e.g., can candidates or persons acting on their behalf put flyers in mail boxes or in mail slots, what are the restrictions on yard signs. (On yard signs, we've never had any for VMA elections but there was talk about doing this in the most recent election, so it might be worth addressing the matter.)

Extend the voting hours. Too short a window and I've missed it in the past due to work. Perhaps morning and afternoon/evening hours will help some of us vote. Currently, it's about a 2 hour window of time. Nominations should also be private. I think if a nomination is made and accepted, the person who nominated can remain confidential. Past elections were influenced by the nominator as opposed to the candidate. Thanks for polling us on this. Nice work. Please keep the festive community voting sidewalk event.

Village of Martin's Additions
7013-B Brookville Road, Chevy Chase, MD 20815
Minutes for Council Meeting on
November 19, 2015

Council Members Present: Richard Krajeck, Arthur Alexander, Katya Hill, Tiffany Cissna, Susan Fattig; **Village Manager:** Tori Hall; **Assistant Village Manager:** Beth Boa

Arborist: Paul Wolfe

Attorney: Ron Bolt. **Residents and other attendees:** Keith Allen (Turner Ln), Anita Difanis (Bradley Ln), Cris Fleming (Shepherd St), **Village Tree Supervisor:** Dan Gardner (Delfield St), Elizabeth Goldberg (Oxford St), Jeffrey Goldberg (Oxford St), Chris Kohl (Shepherd St), Naomi Naierman (Quincy St), Pat Pendergast (Thornapple St), Holly Schadler (Shepherd St), Deb Schmal (Summit Ave), Steve Schmal (Summit Ave), Ted Stoddard (Turner Ln), Lynn Welle (Oxford St), Natalie Welle (Oxford St); Lennie Jones, USPS Westlake Branch Customer Service Manager; Karen McManus, as Congressman Chris Van Hollen's Representative; Patrick Thomas, Funk & Bolton; and Joseph McCathran, CPA, LSWG.

7:30 PM Call to Order; Welcome and Introductions: Chairman Krajeck

7:30 PM Discussion of postal service issues with Mr. Lennie Jones, USPS Westlake Branch Customer Service Manager: Introduced by Krajeck

The USPS Westlake Branch Customer Service Manager, Mr Jones, has been manager of the Bethesda Post Office since 2012. He was away from May of 2014 until October 26, 2015. He noted that our zip code (20815) has had a lot of mail carriers retire or request easier assignments. Our zip code requires the letter carrier to walk house-to- house and often go up steps. Additionally our zip code receives a lot of packages for which carriers are allotted more time to deliver. The branch is training new hires but struggling to keep them all (e.g. he recently started with 34 carriers in training and now only has 19). He is frustrated by missed deliveries. However he expects improvement over time. He intends to have mail delivered by 5pm daily and will hire as many people as needed.

Richard Krajeck stated an area of concern is with stop mail requests when mail keeps getting delivered. Mr. Jones says that may be a result of lack of training. He left contact information for Westlake Branch.

Resident Comments:

Chris Kohl (Shepherd St) noted that mail delivery should be at the same time each day so people can confine their dogs if necessary.

Mr. Jones noted that the original schedule was set when package volume was less than currently. They are redoing the delivery schedule. Letter volume has lessened but package volume has increased.

Chris Kohl noted that if the post office is more oriented to package delivery than letters, the post office needs to restructure how mail is delivered.

Mr. Jones noted the post office is getting an assistant to help deliver packages for this zip code.

Holly Schadler (Shepherd St) said that their mail carrier walks through gardens. She has asked a carrier to walk on pavement in the past, but since the carrier changes so much that has not had a lasting impact. Mr. Jones suggested that she give the instructions to the post office, so every carrier can see the instructions.

Robert Pepper wanted to know how to report missed deliveries or deliveries to the wrong house. Mr. Jones said to call [1 (800) 275-8777]; you should get a response within 24 hours. Residents can also go online to <https://www.uspsig.gov/hotline-helpful-links> to lodge complaint. Mr. Jones will see the complaint.

Naomi Naierman (Quincy St) said that her street is a hill. Do carriers need to have physical ability to handle a hill? Her carrier does not bring packages all the way to the door and leaves the package on the steps. Mr. Jones noted that delivery should be to the door. They recommend applicants for carrier positions start walking 5-6 miles a day before taking the job.

Lynn Welle (Oxford St) When will this period of transition settle down? Mr. Jones stated that the district manager will provide the vehicles and carriers that are needed. They are constantly moving carriers in to fill gaps. Management has been given warnings if outcome doesn't change.

Steve Schmal (Summit Ave) is concerned that the 800 number is a national number. How to get complaints to the level where they can be addressed? How can we get information to Mr. Jones directly? Mr. Jones says call USPS branch and ask for supervisor for 20815. There are 3 numbers for the branch [301-767-1698; 301-767-1742; 301-767-0919].

Karen McManus (from Representative Chris Van Hollen's Office) noted that people should report their complaint to the branch as well as to the Village/Chairman Krajeck.

Councilmember Cissna clarified that Ms. McManus' recommendation was that residents should call the post office first but also let Village know so that Village may be able to aggregate data for Mr. Jones.

Mr. Jones stayed after his presentation to discuss specific concerns with residents.

8:00 PM Resident Comments

Steve Schmal (Summit Ave): He would like to have residents be able to give input about street lighting and know locations of examples of prototypes. Chairman Krajeck noted this would be addressed later in the meeting.

Elizabeth Goldberg (Oxford St): Would like Village to consider recycling of organic matter specifically kitchen waste. Arthur Alexander noted that this was considered a year ago. It is too

complicated and does not accomplish that much in terms of saving on recycling. Elizabeth Goldberg suggested research to find other options for organic matter. They reuse it in Europe.

8:05 Presentation of the Annual Audit of the Village for FY2015 by LSWG: Introduced by Krajeck

Joe McCathran, CPA, presented the audit report. Village revenues were \$50,000 over budget and expenses \$137,000 under budget. Village has a surplus of \$408,000. Income tax is 75% of revenue. A few expenditures were under budget. Revenues were \$119,000 which is better than last year.

The Village is affected by the Wynne Case, a Supreme Court ruling which requires that MD local governments refund certain income taxes received in prior years. The Village's latest estimated liability is \$159,000, representing about 5% of annual income tax. The Village will need to budget for refunds starting July of 2016.

2015 expenditures were up 19% over 2014. In almost every category expenses were up. Investments are liquid at 92% of total assets. Wynne tax liability is biggest liability over the period 2009-2013, with an estimated \$25,000 Wynne liability per year for several years. Hard copy of audit was delivered to Dan Baden.

Chairman Krajeck instructed that the audit copies should be delivered to the Village office in the future.

8:15 PM Presentation of Recommendations Following the Legal Compliance Review by Funk & Bolton: Introduced by Cissna

Patrick Thomas with Funk & Bolton was introduced by Councilmember Cissna. Over the past month, he conducted a review of how our Charter, Code of Ordinances, regulations, and policies relate to each other, as well as to State law and County law.

Thomas says that overall, the Village Charter, Code, regulations, and policies are in good shape. However, Funk & Bolton did recommend some revisions for legal and conflict purposes. Some of our governing language is outdated, some is inconsistent with State law, and some can be revised for clarity and consistency. The Village could also make the Charter more concise.

Councilmember Alexander asked Patrick Thomas about using terms that we define in the document consistently throughout the document. Are there legal ramifications if it is not consistent? Thomas says it may not be something Village needs to change legally, just for consistency, but it is better to be consistent throughout.

Chairman Krajeck said that Thomas has done a good job identifying for the Village where we can edit Village documents for consistency with State law.

Thomas says clarity of documents is important to avoid issues in the future. For example, the language should be clear so that there is no confusion when there is a different group of people on the Council, and so that regulations are not open to interpretation.

Councilmember Cissna: Appreciated that the review noted that the Council also needs to clarify the roles of Elections and Ethics Committees.

Chairman Krajeck: We are looking at that.

Councilmember Cissna: Attorney Ron Bolt has the report. A couple of Council members will look at the Funk & Bolton's report and define what Council is working on and what Council should prioritize to pursue first.

8:20 PM Update from the Election Committee: Naierman

Naomi Naierman reported on behalf of the Election Committee Chair LeeAnn Anderson, who could not attend this meeting. The Committee also includes Marty Langelan, Natalie Welle, and Steven Trowern. The Committee has met twice to review Village elections process and ensure it is transparent and that residents have the opportunity to vote without restrictions. The Committee had a good inventory of issues that it inherited. The Committee has put together a draft list of policies and procedures and now wants resident input. First, the Committee will publish a notice in the next newsletter (Martin's Edition). Then the Committee will survey the residents on when they want to vote, e.g. by email or at the Celebration on the Sidewalk, and whether there should be a post office box for early voting. The Committee needs to know what the process is for sending out a survey. The Committee will meet again in December and hold a public meeting in January for residents to air their concerns. The Committee will also share the survey results to allow for discussion among residents. The Committee will then make recommendations to Council.

Discussion followed: Chairman Krajeck noted that he had hoped this process would be done in November. The Council had delayed asking for volunteers for the Ethics Committee because some members of Elections Committee wanted to be on Ethics Committee but the Council wanted to finish this project first. Now the Council may need to form the Ethics Committee because it needs to start its project too. Elections Committee can have more time, but a couple of its members want to be on the Ethics Committee. Naierman said that members can overlap on two committees, or we could shrink the Elections Committee. Chairman Krajeck agreed that Council could shrink Elections Committee. Councilmember Cissna noted that there had to be a minimum of three people on a committee. Naierman said that Elections Committee could wrap up by the end of January.

Councilmember Cissna said that what the Elections Committee puts forward must be approved by Council and will end up running into the next elections process. The Council needs to figure out what the timeline has to be and give Elections Committee a deadline. The Council will figure out a deadline after Council meeting.

Naierman agreed it would be helpful to have a deadline.

Chairman Krajeck noted that we need to have the Ethics Committee in place before the elections. He would like to send out a notice that Council is accepting volunteers for the Ethics Committee.

8:25 PM Discussion of a Centennial Committee and Consider Appointing a Chair:
Krajeck

Chairman Krajeck said we have a volunteer to appoint as Chair for the Centennial Committee.

The Chair proposed the following to the Council: “The Village of Martin’s Additions (Village) Council hereby establishes a temporary Centennial Celebration Committee (Committee). The Committee shall be comprised of a minimum of three (3) members, including one Council member. It shall develop and recommend for Council approval a program for the Village to celebrate 100 years of self-governance (tentatively scheduled for the week of April 10, 2016). Upon Council approval, the Committee will execute the event(s) in collaboration with the Village Office staff. After completion of the event(s), the Committee shall be dissolved.”

Chairman Krajeck: Need a motion to adopt. Councilmember Susan Fattig moved to adopt and Councilmember Hill seconded. All in favor.

Councilmember Alexander noted that there needs to be an invitation to residents and Council member to volunteer for the Centennial Committee.

Chairman Krajeck will have a volunteer from the Council at the end of the meeting.

Naomi Naierman volunteered to chair the Centennial Committee.

8:30 PM Action on Council Meeting Minutes of October 15, 2015: Krajeck

Minutes were approved. Councilmember Alexander made motion to approve minutes as distributed by email; Councilmember Fattig seconded; all in favor.

The minutes as approved are attached.

8:30 PM Update from the Tree Committee, including Discussion on Using Native Trees in the Village Right-of-Way, with Dan Gardner, resident-volunteer Tree Supervisor, and Paul Wolfe, contract arborist: Alexander

Chairman Krajeck noted that discussions have gone on about native trees and what trees are planted in the public right-of-way (ROW).

Councilmember Cissna noted that this discussion about using native trees in the ROW came out of Tree Committee recommendation of the Village subsidizing the planting of native trees on private property. The question arose as to why the Village did not do the same in the ROW.

Village Arborist Paul Wolfe of Integrated Plant Care presented his informal ROW tree inventory from November 18, 2015. There are 39 species of trees in the Village ROW and 20 different

families of trees are in the Village ROW. Some trees are not native. A total of 442 Village trees are planted in ROW, which is about 1.35 trees per household. Currently about 54% are native trees and 46% are non-native. Dan Gardner and Paul Wolfe identify each fall where trees can be planted in the ROW. Considerations of species includes: will the tree survive in the area and overall diversity of species, insect and disease problems; readily available; within budget.

Chairman Krajeck asked if the diversity of trees was for color or to protect against disease. Wolfe said the diversity adds interest to the community and also protects against disease. Village urban forest is doing very well, as Village only lost six trees this year, has diversity of both species and age of trees and 63% overall canopy cover. The canopy of trees is doing well as Village residents are not taking down trees and respect and appreciate canopy cover.

A discussion ensued about the issue of native vs. non-native species of trees. Wolfe asked for clarification of the term “native.”

Cris Fleming (Shepherd St): clarified that for her, native means indigenous to the Piedmont area of MD, VA, PA. The tree species originally grew here.

Wolfe clarified that white pine is not native to Village but grows in the Piedmont. Native can be defined in various ways. Does the Village only want indigenous trees and no varieties?

Councilmember Alexander stated that Tree Committee concurs with Cris Fleming’s definition of native tree.

Wolfe stated that by that definition, most of the trees in Village are not native. Village doesn’t plant native sugar or red maple, but rather varieties bred for specific interest. Most nurseries don’t have the original indigenous species.

Cris Fleming replied that the Village is not looking for purist definition of native. Therefore let Village incorporate subspecies and varieties.

Wolfe says that changes definition of native that the Tree Committee was using. Fleming: agrees with definition that varieties can be planted.

Councilmember Alexander says Tree Committee will have meeting with Dan Gardner and Paul Wolfe to discuss diversity and native trees and the possibilities of them being planted in the ROW.

Cris Fleming: How soon does Wolfe need to know decision in order to plant this fall.

Wolfe said order for trees for this fall has already been placed.

Fleming wished that she knew about the list of trees to be planted in the ROW this fall ahead of time and asked if it was on the agenda. Village Manager Hall: List was presented at last Council meeting and was included in the meeting’s minutes.

Chairman Krajeck: There is an opportunity for Tree Committee to work with Wolfe and Gardner to come up with a list of trees to plant in the Village in the future.

Discussion ensued on the continuation of the Tree Committee. Councilmember Cissna: The Charter for the Tree Committee has been completed with its focus on trees on private property. It has provided proposals for Council to act on. Councilmember Alexander: According to the resolution forming the Committee there is no final date for the Tree Committee to end. The focus was mainly but not solely on trees on private property. Wolfe: The Tree Committee scope of work was to look at the state of canopy in the Village and recommend improvements to state of Village canopy; the scope does not state private or public property. Councilmember Alexander: The Committee's report focuses on private property. There was no end date to the Tree Committee. There is a continuing role unless the Council puts forth a resolution to end it. Chairman Krajeck: Was the Tree Committee supposed to end with completion of report? Councilmember Alexander: Tree Committee continues unless motion to end it. Attorney Ron Bolt: It was created in perpetuity but could be disbanded by the Council. It was directed to submit a written report within one year. Councilmember Cissna: Is the Council asking the Tree Committee to continue with its charge? Is it going to look at tree plantings in ROW? Are we going to wait to look at proposals until look at ROW? Councilmember Alexander: The Tree Committee has presented proposals that need to be considered. Councilmember Hill: Has Tree Committee submitted what was meant to deliver? Councilmember Alexander: The report was delivered as the first charge. Councilmember Cissna: Council would have to give them another charge for specific work. Councilmember Alexander: The Tree Committee can meet to discuss native trees in ROW offline and report back. Chairman Krajeck: Wolfe and Gardner are to meet with the Tree Committee on native v. non-native this month for a recommendation to Council at its December meeting. Councilmember Alexander: Will set up this meeting and try to come up with recommendations for December Council meeting.

Cris Fleming: She is not that much of a purist but would like to be able to see trees in Village that fit in with Rock Creek Park which adjoins Village, Chevy Chase Village, and Chevy Chase Section 5. Eight or nine years ago, a Village Tree Committee was charged with looking at trees in the ROW and concluded that native trees should be planted in the ROW.

Councilmember Alexander: Proposals from the Tree Committee need to be considered by the Council.

Proposal 1: subsidize resident's purchase and installation of native canopy trees from a list of desirable species. The Council should consider this proposal tonight. Gardner, Wolfe and Village management would have to establish procedure for resident to apply for a tree subsidy. The arborist would approve and the Village would purchase, and plant and pay for it, but the resident would contribute \$100 toward the tree.

Discussion ensued on Proposal 1. Chairman Krajeck: If the tree dies, would the Village replant? Would Village recommend the tree species? Councilmember Cissna: Do we have to develop a new written tree policy to adopt the proposal and fund the tree subsidy? Attorney Ron Bolt: The policy should be written and the Council may need to amend the budget in order to fund the program. Councilmember Hill: Council should look at specifics of how Village would administer

this proposal. Councilmember Cissna: What is the cost, time, energy and effort Village management and Wolfe would spend on this program? She does like the idea of proposal 1, but wants to know specifics. Councilmember Hill: It was her understanding that this information would be part of proposal to the Council so it can make a decision.

Wolfe: Typical tree is \$400-\$450 to purchase and plant for a canopy street tree. It would cost extra if he is planting a tree behind a house. Councilmember Alexander: Section 5's costs averaged \$400-\$500/tree. Wolfe: Is Committee just considering canopy trees? Councilmember Alexander: Tree Committee was looking at only canopy trees. Wolfe: Per the Tree Committee, he looked at five sites to see if he could plant canopy trees but found he could not because of retaining walls, existing trees, or rain water retention features. Small trees would be fine in those areas.

Councilmember Alexander clarified that under this program, a resident would request a canopy tree at a good site, then Wolfe consider if it is a good site for a large canopy tree. Village Manager Hall: Would you ask Wolfe (arborist) to approve and verify what homeowner plant? (The Village pays the arborist by the hour). Councilmember Alexander: would arborist be supervising planting as well?

Discussion followed about paying for Proposal 1. Councilmember Cissna: this is a new purchase so need request for proposal (RFP). Councilmember Alexander: this is not a new program, an addition to a function not a new function. Village Manager Hall: Have to add this function to (Wolfe) arborist's time. Councilmember Cissna: does cost include arborist and Village management time, raising concerns about priorities? Village Manager Hall: Arborist's time is hourly, Village Manager's time is not additional. Chairman Krajeck: Council is generally supportive, but would like details of how it will be implemented, proposed total cost to Village, and the administrative burden.

Discussion ensued about suggested trees for proposal 1. Councilmember Alexander: Village will have a list of suggested trees in a pamphlet. In Chevy Chase Village, there was a simple form for residents to fill out. In the first year, they planted about 100 trees, then about 10 trees a year. He suggested for rest of this FY, to start small and get system going. Wolfe asked for clarification on whether it would include just native trees. Councilmember Alexander: there is a list of suggested trees in the Tree Committee report. Wolfe said that he does not support all the trees on the list and will discuss the list with the Tree Committee.

Discussion continued on the Tree Committee's proposals 2 and 3. Proposals 2 and 3 provides that the Village would need to be informed of the trees cut down in the past 12 months for any building permit applications filed for that property. Councilmember Alexander: This is not verifiable. Village Manager Hall: noted that proposal 3 is tied to the building permit so a builder could cut down only the trees required to build house, close permit and get the bond back, then later cut down all remaining trees as part of landscaping which does not require a building permit. Chairman Krajeck: with regard to proposal 3, taking down trees and replacing because of water requirements will be a problem. Councilmember Alexander: There will be cases where trees cannot be replaced and builder would have to explain when a tree cannot be replaced. On current site plan, builders must list trees. Some builders do follow this requirement and some do

not. Village Manager Hall said that for a current building permit application, they must note location of trees, but Councilmember Cissna noted that they don't need to indicate species. Councilmember Alexander: This has not been enforced. There is no information on trees in most building plans. Need to establish if people are wantonly cutting down trees. Councilmember Hill: Is there recourse if people cut down trees? If they don't plant, do you withhold bond? Councilmember Alexander: they would have to utilize the variance procedure and explain why it is not possible to replace tree. Chairman Krajeck: I have substantial questions about how to word exceptions. Introducing proposals into the building code and variances is a big expense for the Village. Councilmember Alexander: There could be a mechanism for a mini-variance for builder. Attorney Bolt: The County requires that (instead of offering a variance process), the applicant pay a fee for tree planting elsewhere.

Krajeck: Council wants more information on cost and implementation.

Cris Fleming: Section 5 and Chevy Chase have programs already. Native trees are beneficial to birds and insects; thinking of total environment.

Attorney Bolt: Proposal 1 will be a policy and Proposals 2, 3, 4 would be a code amendment. Proposal 1 could be a pilot project with sunset provision or not-to-exceed budget amount.

Councilmember Alexander: Village could limit it by number of trees available for subsidy.

Councilmember Cissna: how much time would Village management spend on implementation of proposals?

Village Manager Hall: Proposal 1 would involve a form, processing, coordination, sending checks, could be 1-2 hours per tree. Arborist would have to verify if tree is correct species. All three proposals involve arborist's time.

Chairman Krajeck: I like the idea of not putting into building codes. We should start with guidelines for implementing the proposals.

Report from Integrated Plant Care Attached.
Tree Committee Proposals Attached.
Tree Committee Scope of Work Attached.
Implementing Tree Committee Proposal Attached.

9:20 PM Introduction of Ordinance No. 11-15-1 to amend the Code of Ordinances to reorganize and clarify the Code, etc: Cissna

Councilmember Cissna: This proposed amendment is compilation of recommendations to clarify the code. There is a red line version available. We will post it on website for residents to read.

Attorney Bolt discussed the policy recommendations.

Attorney Bolt: Staff recommendations have been added. Permits would only be required for buildings and appurtenances and not for fences and terraces. The maximum allowed width for a driveway would include any walkway adjoining or adjacent to the driveway, if constructed of the same material as the driveway.

Councilmember Cissna: made a motion to introduce Ordinance 11-15-1, to amend to the code of ordinances to reorganize and clarify the Code. Fattig seconded; all in favor.

Attorney Bolt: Public hearing on this proposal will be held in December 2015. Bolt will send to Montgomery County Council for comments. Because it involves building regulations, the Montgomery County Council has the right to comment.

Attached is Ordinance No. 11-15-1, to amend the Code or Ordinances to reorganize and clarify Code, as introduced at this meeting.

9:30 PM Discussion of Street Light Improvement Projects next steps: Hill

Councilmember Hill presented a report from Scott Watson Associates, Lighting Consultant, on pricing for proposed alternatives for upgrading street lights in the Village.

Watson recommends induction lights (example on Georgia St) since they are most similar to what Village has and light distribution is more even than LED. Production has stopped but still enough supply and life expectancy 20 years.

Councilmember Alexander noted that other companies are making these.

Councilmember Hill: Pepco does support these induction lights.

It would cost the Village \$260,000 to install induction lights and \$275,000 to install LED lights. Extra \$40,000 to install seven additional lights in dark areas. These are options C and C1 and D and D1 in Watson's report.

Maintenance is currently \$8,000/year. Induction light maintenance would be \$4,400/year. LED maintenance would be \$8,600/year. Cost includes Pepco replacing lights, as opposed to Village replacing lights if they go out.

Induction lights are installed in Garrett Park and Chevy Chase View. There are two LED lights on Bradley Lane.

Chairman Krajeck: Give specifics of where a whole street is lighted with each type of light.

Councilmember Hill: Chevy Chase, DC has LED lights, but note that their streets are usually wider than Village streets so they need brighter lights than Village would.

Steve Schmal (Summit Ave): Identity of dark spots in Village important and he would like report of where dark spots are located. Village Manager will find report. Councilmember Hill: seven additional lights would be placed where polls are farthest apart.

Next steps: Proceed with write up of options; survey residents for one week with map of where sample lights are located; make a final decision in January.

Report from Scott Watson Associates, Lighting Consultants, is attached

9:40 PM Financial matters, including Treasurer's Report: Hill

In October Village income exceeded expenses by over \$45,000. Main driver for increased income was almost \$61,000 disbursement from real property tax, \$16,000 from highways users tax and almost \$5,000 from personal income tax. In addition to standard monthly expenses of office lease, office staff salaries and benefits, accounting and police expenses, we have also incurred \$5,300 in building review and permit fees. Although we've had unusually high legal expenses, we expect legal expenses to come down since we are winding down code and ordinance review. Overall the village is in good financial state.

Discussion followed: Councilmember Cissna: will have a lot more info on actual expenses and we need to do budget amendments at some point.

Village Manager Hall has spoken to Accountant about preparing budget amendments to cover leaf bag expenditures, building fees, street cleaning, and legal fees.

Motion by Councilmember Alexander to approve Treasurer's Report; seconded by Chairman Krajeck; all in favor.

Treasurer's Report Attached

9:45 PM Manager's Report: Hall

Administrative Matters:

- Staffing: Beth Boa, our Assistant Manager, started in the office on October 26th. She has applied to become a notary and will pick up Commission soon.
- State Archives returned our Records Retention and Disposal Schedule with comments. We made changes following their suggestions, and resubmitted to them. We are awaiting their review. Once approved, we can begin archiving and disposing of office documents according to that Schedule.
- Website:
 - (1) Village Office staff had a productive conference call with Brian Raines at Calvert Design Group. We updated a number of general items while on the phone with him, learned how to use the pages and menus features more effectively, and also learned how to

comprehensively review the entire website for broken links. When Beth ran that scan, she got 22 pages worth of broken links. She will begin fixing them all.

(2) As a result of a great question to the neighborhood list serve, we will update the section of the website related to recycling to reflect the current Waste Management guidelines.

(3) Arthur Alexander noticed recently that one link to the Village's building permit application connected to an older version of that document. We've fixed that, and in general intend to revamp the permitting section to be more user friendly. We appreciate being told about any such website problems which residents encounter.

Cissna suggested that we revisit website contract in the current year as part of the whole contract review process.

- Contracts: we are in negotiations with Native Earth, LLC, for lawn and landscaping services for certain areas of the public ROW. We discovered this week, however, that there had been a misunderstanding about the RFP, and their proposal had provided an estimate for just one round of services, not a full year or season's worth of services. They are revising their estimate to reflect a full growing season. Depending in that revision from them, we may decide to pursue another vendor.

Wanted to have this done in the next month so can plant in the month. Hope contract will be done by the December Council meeting.

Safety and police:

- Thefts from --and of-- vehicles occurred in the Village this month, as we all know. Please take to heart the safety suggestions offered by our police officers and always call 911 or the MCPD 24-hr non-emergency # (301-279-8000) as soon as you see anything amiss.

Utilities:

- WSSC: Water main relocation/replacement is pending on Bradley Ln., Melville Pl., Raymond St., and Quincy St. The latest estimate from the contractor is that they will not begin excavations until after Thanksgiving. Miss Utility has begun marking area. Parking will be constrained, but there should always be passage for vehicles.
- Sewer: No issues.
- Washington Gas: No issues.
- Pepco: No issues. (Shepherd St/Brookville Rd. sidewalk marked for sidewalk repair.)

Streets & Sidewalks:

- Street cleaning was completed by Rolling Acres Landscaping in late October, with a brief interruption from rain. Weather permitting, the next street cleaning is scheduled for mid-December to prepare streets for snow removal. Catchment basins will also be cleaned in December.
- Street light outages: None found on after-dark inspection by WCF (except for the private property in front of stores).

- Trees in the public right-of-way: scheduled removals completed, stump removals are pending, re-plantings and new plantings are pending.
- Pavement Repairs: Concrete and Asphalt

On Nov. 6th, we met with the Pavement Corporation to discuss short-term and long-term pavement improvements to our sidewalks, curbs and streets. Short-term fixes include some known tripping hazards on Melville Pl., for example. Pavement Corporation is preparing an estimate for those immediate concrete fixes. They are also preparing a recommended multi-year schedule of pavement maintenance. They advise that establishing a longer-term maintenance schedule, such as asphalt sealing, would significantly extend the life of our asphalt pavement and save money over time.

We also asked Chamberlain Construction (Dan Shaw) to provide us an estimate for the same list of short-term fixes. Councilmember Cissna: should we bid this work? Village Manager Hall is getting two estimates.

Separately, as part of our discussions with WSSC in preparation for the water main replacement in the right-of-way in the southern part of the Village, we have begun discussing both north-side and south-side pavement restoration.

Pending --

- Revised estimates for immediate repairs from Chamberlain and Pavement Corp.
- Following up with Pepco on their schedule to repair light pole-related damage.
- Coordinating with SHA to determine how to proceed with sidewalk repairs along Brookville Rd.
- Conducting a comprehensive walk-through with Ed Stellfox from Univ. of Md.
- Determining how much asphalt repaving will be done by WSSC, and possibly WGL, this spring/summer.
- Establishing long-term plan for pavement maintenance and improvements throughout the Village, which will inform budget planning for several years to come.

Sanitation:

- Leaf bags were delivered to 271 residences in late October. We have additional bags in storage, while supplies last. Just a reminder to all that leaves are not vacuumed at the curb here in the Village; please alert your contractors as we have had a couple of cases where contractors piled the leaves, as is done in the unincorporated parts of the County. Contractors may not be aware of our system.
- The next bulk trash day will be Saturday, January 9th. We've gotten feedback that it's helpful to residents to have signs posted on light poles in advance of bulk trash day, so we will do this again in early January.
- Pet waste bags: Beth Boa has contacted Friendship Animal Hospital which has agreed to continue donating dog waste bags for the Village's public dispensers. Thank you to Dennis King for alerting us that this was a possibility, and thanks also to Chris Kohl and Dennis King for volunteering to restock the dispensers.

Newsletter: Now that we have our Assistant Village Manager in place, the office staff can more realistically plan to publish a monthly newsletter. The Office has a list of hard-copy recipients, which we used for the October newsletter. If you did not receive the October newsletter by email, please let the Village Office know so we can add your email. If you don't use a computer, please let us know so that we can mail a hard copy.

Move ins/Move outs: The Council Survey showed that many residents enjoy knowing about who is moving in and out of the Village. We compiled a list of all the requested 'no parking/moving signs' since June so that we can include it in an upcoming newsletter. Overall, we've had 14 homes change occupants since June.

- 3504 Turner Lane, 11/16/15, move out
- 3502 Cummings Lane, 11/05/15, move out
- 7209 Summit Avenue, 09/30/15, move out
- 3408 Turner Lane, 09/17/15, move in
- 7309 Delfield Street, 09/14/15, move in
- 7218 Chestnut Street, 09/05/15, move in
- 3518 Raymond Street, 09/02/15, move in
- 7210 Chestnut Street, 08/31/15, move out
- 3417 Turner Lane, 08/19/15, move in
- 7203 Summit Avenue, 08/17/15, move in
- 7204 Chestnut Street, 08/12/15, move out
- 3524 Raymond Street, 07/27/15, move out
- 3504 Shepherd Street, 07/20/15, move in
- 3408 Turner Lane, 06/26/15, move out
- 3517 Turner Lane, 06/15/15, move in
- 3504 Shepherd Street, 06/11/15, move out
- 3515 Bradley Lane, 06/09/15, move out
- 3517 Turner Lane, 06/08/15, move out

Community Events:

- Since the last Council meeting, we held our annual Halloween Party and Parade at the dead-end of Turner Lane. Weather was perfect. Huge thanks to Keith Allen and Sally Maran for their tremendous help with this event, as well as many other residents who chipped in to help at the event.

Building Permit Status Report Attached

10:05 PM Adjournment: Krajeck

Thursday, December 17, 2015

Dear Members of the Village Council,

I will present my oral comments on Proposed Ordinance 11-15-1 at the Village Council meeting this evening but want to go on written record as well. My written comments may be more extensive than those I make during the public hearing.

I applaud the Council and Tiffany in particular for tackling the task of reviewing the ordinances to explore whether they contain outdated language, confusing language, ambiguities and the like. I realize that this was a major effort.

To the extent that this is what the proposed ordinance does, I support it. I am, however, concerned that the proposed ordinance is also being used as a vehicle for making substantive changes, particularly to the building ordinance, that might be obscured by the sheer mass of the proposed ordinance.

My concerns will be presented in the order in which they appear in the document, not in order of the depth of my concern.

Section 2-310, Criminal Actions. I do not understand why the proposed ordinance would strike the current section instead of modifying it. The current section says that the Village won't provide representation to an employee under any circumstance in a criminal investigation but will provide representation to an official in limited circumstances. While I understand that the proposed ordinance would do away with distinctions between employees and public officials by having the latter term apply to both types, which standard will apply in the future?

Proposed New Section 3-201(b), dealing with "Abatement by the Village". I realize ordinances are legal documents, but isn't there a way of saying what's in the proposed subsection in language that's more easily understood? It reads like legalese, not English.

Section 6-101(d). It's not clear whether the sentence proposed to be added would replace the existing one-sentence definition or augment it. If the latter, the two sentences contradict one another. Also, the phrase "without limitation" has a very different meaning, at least to me, from "but not limited to", which is used in the proposed new Section 6-101(n), the latter being more expansive.

Section 6-204, Applicable Standards. I have no objection to the proposed change in language per se. But the larger question, which I think the Council needs to address, is whether Martin's Additions is to be in the business registration business at all. For years, we've had ordinance provisions that mandate business registration and for almost all that time we've never required any businesses to register.

Proposed New Section 6-302(b)(2). While I am not necessarily opposed to requiring a permit for some of the stated activity, this represents a significant change in MVA requirements. And does it truly mean that a resident will need a village permit in order to fix a crack in the sidewalk leading to the house or replace one broken paver? Under Section 6-302(c), a permit would not be required to make repairs, so why include "repair" in the new section?

Section 6-303(f). I think that striking "significantly" will add substantially to the work of the VMA staff and the Code Enforcement Officer with no commensurate benefit. To require amended applications for every change, however minuscule, doesn't seem to benefit anyone. Ordinances frequently contain words like "significant". Yes, they require interpretation, but has this been a problem?

Section 7-101. While I do not understand why many of the terms defined in Section 6-101 are also defined in Section 7-101, I understand even less why any may be differently defined in the two places, e.g., the definition of accessory building, the last phrase of which is different. Perhaps this was a drafting oversight.

I am not certain I've done a thorough review, so I may have missed other salient points.

I thank you for your consideration.

Steve (Schmal)

12/17/2015

To All Village Residents:

After a quick reading of the proposed ordinance to "amend and clarify" our present code of ordinances, it seems to me that a large number of changes have been made, including some of substance. I believe that prudent government requires that an undertaking of this magnitude should be explained in some detail, i.e. what is the problem and how does the proposed change solve it?

For example, a primary change proposed is the transfer of authority regarding building permits and enforcement of the building code. It transfers authority regarding the building code from the Village Manager (a direct-hire employee appointed by the Council and continuously responsible and accountable directly to it and the residents of the Village), to a "Code Enforcement Officer," who is an individual employed under a personal services contract and thus under considerably less direct responsibility to the Village government and residents. Why out-source the management of one of the most important and sensitive regulatory functions of the village?, This subject alone should be worthy of debate which might well take more than the ten minutes' time allotted at the council meeting to the entire ordinance topic

Another proposed change of particular note is the new sweeping definition of a "public official." Are council members, manager and staff, volunteers and personal services contractors all the same kind of officials? I think not, but perhaps there is a convincing explanation for this being appropriate and necessity.. It should be explained, clearly.

While such a comprehensive review is being undertaken, I think it would also make sense to take a look at the charter and the code as a whole to see whether some other provisions might merit revisiting. For instance, the penalty for a municipal infraction, say the failure to abide by a regulation of the building code or parking violation, is set at \$100 with repeat violations at \$250, while the disruption of a council meeting leading to someone being escorted off the premises attracts a penalty of "no more than \$1,000 or imprisonment for not more than 30 days," which seems somewhat disproportionate.

There is more in this endeavor to rewrite the code of ordinances beyond just "technical reconciliations" and there should be adequate justification and explanation for the actions proposed.

In 2008, a careful review and revision of the code of ordinances was done by Mr Michael Zielinski, a former chairman of the council.. Has he been consulted on this current effort? I think his insights and suggestions would be invaluable.

Finally, I am also concerned that this package has only been distributed to village residents by electronic means. I believe that something of this importance requires that VMA residents be notified in writing, delivered to their residences truly to ensure universal coverage. Feedback should be strongly encouraged.. The Village Manager conscientiously expanded the appeal for the Holiday Fund from the initial electronic message to a mailing to all residents in the village, thereby ensuring the opportunity for maximum participation and maximum contributions to that worthy cause. The same universality of communication is equally important in the case of significant topics furthering the good governance of the village. This also applies to the monthly newsletter, and other "outreach" efforts, including the current survey re elections.

Sincerely,

Frank Correl

Turner Lane

Ordinance No.: 11-15-1
Introduced: November 19, 2015
Adopted:
Effective Date:

THE VILLAGE OF MARTIN'S ADDITIONS

SUBJECT: AN ORDINANCE TO COMPREHENSIVELY AMEND THE CODE OF ORDINANCES TO REORGANIZE AND CLARIFY THE CODE; DELETE THE PROVISION ALLOWING PUBLIC FUNDS TO BE EXPENDED FOR THE DEFENSE OF CRIMINAL ACTIONS; ALLOW SPECIAL COUNSEL TO BE APPOINTED; PROVIDE THAT VIOLATIONS MAY BE PROSECUTED AS CIVIL INFRACTIONS RATHER THAN MISDEMEANORS; SPECIFY FINES FOR CERTAIN SUBSEQUENT VIOLATIONS; ALLOW ABATEMENT OF VIOLATIONS TO BE UNDERTAKEN BY THE VILLAGE AND THE COST THEREOF TO BE ASSESSED TO THE VIOLATOR; REMOVE UNNEEDED AND DUPLICATIVE PROVISIONS; AMEND AND EXPAND DEFINITIONS; LIMIT THE REQUIREMENT FOR A PERMIT TO BUILDINGS AND APPURTENANCES; IMPOSE A REQUIREMENT FOR A BOUNDARY SURVEY FOR PERMITS AND VARIANCE REQUESTS; EXPAND THE LIST OF POSSIBLE PERMIT CONDITIONS; DELETE THE REQUIREMENT FOR A PERMIT TO INSTALL A FENCE OR WALL; CLARIFY HOW DRIVEWAY WIDTH IS MEASURED; REMOVE THE REGULATION OF TERRACES; IMPOSE A NOTICE REQUIREMENT FOR VARIANCE REQUESTS; SHIFT CERTAIN DUTIES FROM THE VILLAGE MANAGER TO THE CODE ENFORCEMENT OFFICER; CODIFY EXISTING POLICIES AND PRACTICES; IMPOSE A TERM OF SERVICE FOR THE TREE SUPERVISOR; AND OTHERWISE CLARIFY AND AMEND THE VILLAGE CODE

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, Land Use Article, Section 20-509 grants to the legislative body of incorporated municipalities in the Maryland-Washington Regional District general power to adopt building regulations for the protection of the public health, safety, and welfare; the preservation, improvement, and protection of lands, water, and improvements in the municipal corporation; and to regulate the construction, repair, or remodeling of buildings on land zoned for single-family residential uses at it relates to fences, walls, hedges, and similar barriers; signs;

residential parking; residential storage; the location of structures, including setback requirements; the dimensions of structures, including height, bulk, massing, and design; and lot coverage, including impervious surfaces;

WHEREAS, Maryland Code, Local Government Article, Section 5-211 authorizes the legislative body of each municipal corporation in the State of Maryland to make reasonable regulations concerning buildings to be erected within the limits of the municipality, including a building code and the requirement for building permits;

WHEREAS, Maryland Code, Local Government Article, Section 6-102 authorizes the legislative body of each municipal corporation in the State of Maryland to provide that violations of any municipal ordinance shall be a municipal infraction unless the violation is declared to be a felony or a misdemeanor by State law;

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, Village staff, legal counsel, and Council members have compiled proposed edits to the Village Code as issues have been identified over the years;

WHEREAS, the Village Council discussed the proposed edits to the Village Code, and additional amendments that have been identified during the discussions, at public meetings held on September 17, 2015, October 15, 2015, November 19, 2015, and December 17, 2015;

WHEREAS, the Village Council introduced the following Ordinance at a public meeting held on November 19, 2015;

WHEREAS, to comply with Maryland Code, Land Use Article, Section 20-509, on the 23rd day of November, 2015, a copy of following Ordinance was submitted to the Montgomery County Council for its comments;

WHEREAS, by letter dated _____ the Montgomery County Council submitted comments for the Village Council's consideration;

WHEREAS, after proper notice to the public, and after at least thirty days from the date a copy of the following Ordinance was transmitted to the Montgomery County Council, the Village Council considered the following Ordinance in public session assembled on the ____ day of _____, 2015;

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 following Ordinance.

BE IT ORDAINED AND ORDERED, this ____ day of _____, 2015, by the Village Council, acting under and by virtue of the authority given it by the Maryland Code and the Charter of the Village of Martin's Additions, that the Village Code is hereby amended as follows:

* * *

Section 1-205. Computation of Time

In computing any period of time prescribed or allowed by any applicable provision of this Code, the day of the act, event, or default after which the designated period of time begins to run is not to be included. The last day of the period so computed is to be included. The last day of the period so computed is to be included unless it is a Saturday, Sunday or a federal ~~legal~~ holiday, in which event the period runs until the end of the next day that is not a Saturday, Sunday or a ~~legal~~ **federal** holiday. When the period of time allowed is more than ten (10) days, intermediate Saturdays, Sundays and ~~legal~~ **federal** holidays shall be counted as other days, but if the period of time allowed is ten (10) days or less, intermediate Saturdays, Sundays and ~~legal~~ **federal** holidays shall not be counted in computing the period of time.

(Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015)

* * *

Section 2-301. Definitions

For purpose of this Article:

- (a) "Public official", or "official" means a member of the Village Council **and-**
- (b) ~~"Employee"~~ means any person who was employed by the Village at the time of the act or omission giving rise to potential liability against that person, and any Code Enforcement Officer as defined in Section 3-101(c). Only to the extent required by the Maryland Local Government Tort Claims Act or other relevant state law, ~~"employee"~~ **person who was employed by the Village** includes a volunteer who was providing services or performing duties at the request of a public official with authority to make such request, and under the control and direction of the official.
- (e)**(b)** "Actual malice" means ill will or improper motivation, and has the same meaning as in the Maryland Local Government Tort Claims Act.

(Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015)

Section 2-302 General Provisions

- (a) Subject to the provisions of section 2-303, the Village, when requested in writing by any public official ~~or employee~~, shall retain counsel to appear and defend any civil action or special proceeding instituted in the courts of any state or of the United States against the public official ~~or employee~~ by reason of any act arising within the scope of his employment or authority, or by reason of any act taken in the reasonable belief that such action was within the scope of his employment or authority. The defense of the case shall include the right to assert counterclaims and to engage in third party practice on behalf of the ~~officer or employee~~ official.
- (b) Notwithstanding the provisions of section (a) above, the Village may decline to provide representation for a public official ~~or employee~~ who retains private counsel or for whom counsel is provided without cost, e.g. under a policy of insurance, and shall not provide a defense for any public official ~~or employee~~ for negligence or any other tort arising from the operation of a motor vehicle as to any claim for damages which is within the limits of any applicable policy of motor vehicle liability insurance.
- (c) Nothing in this section shall be construed to deprive any public official ~~or employee~~ of the right to select counsel of his own choice at this own expense, nor does this article prevent the Village from retaining counsel to enter an appearance in a case to protect the interests of the Village even though no request for such appearance has been forthcoming from the public official ~~or employee~~ named as a defendant.
- (d) Notwithstanding the provisions of sub-section (a) and (b) hereof, the Village may temporarily waive the requirement that a written request be made for representation in those instances where a timely response to the action cannot be made before a written request for representation can be made.

(Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015)

Section 2-303 Investigation Before Providing Defense

Before undertaking any defense, the attorney retained by the Village shall conduct an investigation of the facts on which the civil action or special proceeding is based, and report his findings and recommendations to the Village Council. If the Council determines that the public official ~~or employee~~ was not acting within the scope of his employment or authority or with a reasonable belief that he was so acting, the Village shall provide no defense for the public official ~~or employee~~. If it appears that the public official ~~or employee~~ is covered by a policy of insurance under the terms of which the carrier is required to provide counsel in such actions or special proceedings, the Council may direct the attorney to terminate further investigation and provide no representation for the public official ~~or employee~~.

(Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015)

Section 2-304 Confidentiality

All information provided in the Village or to any attorney retained by the Village by a public official ~~or employee~~ pursuant to this Article shall be confidential and shall not be discoverable or

admissible as evidence in any legal action or proceeding and no reference thereto may be made in any trial or hearing.

(Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015)

Section 2-305 Reimbursement of Public Official's ~~or Employee's~~ Legal Expenses

If the Village Council determines, pursuant to section 2-303, not to assume the defense of a public official ~~or employee~~, and it is judicially determined that the injuries arose out of an act or omission of the public official ~~or employee~~ within the scope of his employment or authority or that the defense of sovereign immunity is available to the public official ~~or employee~~, the Village shall be liable to reimburse the public official or employee for reasonable expenses in prosecuting his own defense, including court costs and reasonable attorney's fees actually paid by the official ~~or employee~~, or which he has a legal obligation to pay, from his own personal funds.

(Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015)

Section 2-306 Reimbursement of Village

- (a) If it is judicially determined that;
 - (1) the public official ~~or employee~~ acted with actual malice in committing the act or omission complained of, or
 - (2) the injuries complained of did not arise out of an act or omission of the public official ~~or employee~~ occurring within the scope of his employment or authority, or by reason of an act taken in the reasonable belief that such act was within the scope of his employment or authority, and, it is also judicially determined that the defense of sovereign immunity as to the public official ~~or employee~~ is not available;
- ~~(b)~~ The Village, if the Village Council determines it appropriate, may require the public official ~~or employee~~ to reimburse the Village for all expenses, including court costs and reasonable attorney's fees. However, such reimbursement shall not be required if the information provided by the official ~~or employee~~ was complete and was neither false nor misleading. These costs constitute a debt due the Village and may be collected by appropriate judicial proceedings.
- ~~(e)~~ The Village shall not be obligated to pay any judgment entered against the public official ~~or employee~~ in such a proceeding, and the legal representation provided by the Village for a public official ~~or employee~~ shall not constitute an obligation on the part of the Village to pay the judgment or a settlement of a claim, except as provided for in ~~s~~Section 2-307 hereof, or by applicable State or ~~e~~County law.

(Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015)

Section 2-307 Compromise or Settlement of Claims

The attorney retained by the Village, shall not compromise or settle any claim against a public official ~~or employee~~ in his personal capacity without written consent of the public official ~~or employee~~. If the public official ~~or employee~~ does not consent to the compromise or settlement, the attorney may withdraw from the representation of the official ~~or employee~~, subject to the appropriate rules of court. In that event the Village shall not be responsible for any further costs whatsoever.

(Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015)

Section 2-308 Sovereign Immunity Not Waived

The consent of the Village to provide legal representation to defend actions or proceedings against public officials ~~and employees~~ may not be construed to deprive the Village or any of its agencies, boards, commissions, departments, officers, public officials or employees of sovereign immunity.

(Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015)

Section 2-309 Payment of Settlement or Judgment Against Public Official~~or Employee~~

- (a) The Village shall be required to pay:
 - (1) the amount of any settlement authorized by the Village on any claim against a public official ~~or employee~~ for which the Village has retained an attorney who has undertaken a defense; or
 - (2) any judgment for compensatory, general or special damages rendered by a court of competent jurisdiction against a public official ~~or employee~~ including court costs and reasonable attorney's fees, where a written finding has been made that the public official ~~or employee~~ was acting within the scope of his employment or authority.
- (b) The Village may reimburse a public official ~~or employee~~ for settlements of claims or actions for which it has not provided representation or a defense and may pay any judgment entered against a public official ~~or employee~~, including a judgment for punitive damages, only if:
 - (1) The Village, either independently or through counsel, has investigated the facts on which the action is based;
 - (2) The Village Council determines that the public official ~~or employee~~ was acting within the scope of his employment or authority; and
 - (3) The Village Council, in its discretion, determines that it is in the best interests of the Village to provide such payment or reimbursement, giving due consideration to the reasons for the official's ~~or employee's~~ actions, whether or not it appears that he acted in good faith, the need to encourage individuals to hold public office, and other relevant factors.
- (c) The payment of, or the authority to pay, any settlement or judgment shall not be construed to abrogate the sovereign immunity of the Village or deprive any agency, board, commission, department, officer, public official, or employee thereof of its

sovereign immunity. Nothing in this Chapter is intended to waive the rights of the Village under State law to assert sovereign immunity for judgments or settlements exceeding the maximum amounts for which a municipality may be held liable or be required to pay under state law, or the right of the Village to seek indemnification from a public official or employee who has acted with actual malice in committing the act or omission complained of.

(Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015)

Section 2-310—~~Criminal Actions Reserved.~~

- ~~(a) The Village may not provide representation to a Village employee in any investigation of him by a criminal law enforcement agency, or in any criminal action against him in a court of any state or of the United States. The Village may provide representation of a public official in an investigation of him by a criminal law enforcement agency, or in a criminal action against him in a court of any state or of the United States, only if:~~
- ~~(1) The Village, either independently or through counsel, has investigated the facts on which the action is based;~~
 - ~~(2) The Village Council determines that the public official was acting within the scope of his official duties; and~~
 - ~~(3) The Village Council, in its discretion, determines that it is in the best interests of the Village to provide legal representation for the official, giving due consideration to the reasons for the official's actions, whether or not it appears that he acted in good faith, the need to encourage individuals to hold public office, and other relevant factors.~~
- ~~(b) Subject to the limitations in subsection (c) below, the Village Council may reimburse a public official or employee for reasonable counsel fees incurred by him (1) in connection with a criminal investigation into conduct as an official or employee, if the investigation has concluded and criminal charges have not been filed against him; or (2) in defending against criminal charges related to conduct as an official or employee if final disposition of all the charges does not result in a plea of nolo contendere, a guilty plea, or a finding of guilt.~~
- ~~(c) The Village Council may not reimburse a public official or employee for expenses incurred in connection with a criminal investigation or defense unless (1) the official or employee submits a written application for reimbursement; and (2) the Council determines:~~
- ~~(1) In connection with a matter under criminal investigation, the official or employee discharged such public responsibilities in good faith, did not engage in unlawful conduct, and was reasonable in retaining counsel and incurring the counsel fees for which he requests reimbursement; or~~

- ~~(2) In connection with a matter which was the subject of criminal charges, the official or employee discharged his public responsibilities in good faith and incurred reasonable counsel fees.~~

(Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015)

Section 2-311 Cooperation by Public Official ~~or Employee~~

- (a) All rights and immunities granted to any public official ~~or employee~~ pursuant to this Article are contingent on the official's ~~or employee's~~ complete cooperation in the defense of any action. In the absence of such cooperation, said rights and immunities shall be forfeited.
- (b) Prior to providing representation to a public official ~~or employee~~, the official or employee shall enter into an agreement with the Village providing for reimbursement of the Village as provided in this Chapter.

(Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015)

* * *

Section 2-502. **Public Attendance.**

- (a) At any open session of the Council, the general public is invited to attend and observe.
- (b) Except in instances when the presiding officer expressly invites public testimony, questions, comments, or other forms of public participation, or when public participation is otherwise authorized by law, no member of the public attending an open session may participate in the session.
- (c) The general public shall be provided a reasonable opportunity to be heard at the monthly meetings of the Council. At the discretion of the presiding officer, a time during a monthly meeting may be allocated for the general public to present testimony, questions, comments, or other forms of public participation. Upon being recognized by the presiding officer and being provided the opportunity to be heard, a person addressing the Council shall state their name, home address, and whether he or she is speaking as an individual or on behalf of some other person, group, organization, or entity. Time limits for the presentation of testimony, questions, comments, or other forms of public participation may be imposed at the discretion of the presiding officer. **Persons seeking to address the Council on specific subjects are encouraged to make a request prior to the Council meeting.**

(Ord. No. 4-09-1, adopted May 27, 2009, effective 6/16/2009; **Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015**)

Section 2-503. **Disruptive Conduct.**

- (a) A person attending an open session of the Council may not engage in any conduct, including visual demonstrations such as the waving of placards, signs, or banners, that disrupts the session or that interferes with the right of members of the public to attend and observe the session.
- (b) The presiding officer may order any person who persists in conduct prohibited by subsection (a) of this section or who violates any other regulation concerning the conduct of the open session, including the Council's rules and order of business, to be removed from the session and may request police assistance to restore order. The presiding officer may recess the session while order is restored.
- (c) **Any person who, after a warning to desist, willfully disturbs, interferes with, disrupts or impedes Council proceedings, may be removed from the premises and shall be guilty of a misdemeanor, and shall, upon conviction thereof by any court of competent jurisdiction, be subject to a fine of not more than one thousand dollars (\$1,000) or imprisonment for not more than thirty (30) days, or both.**

(Ord. No. 4-09-1, adopted May 27, 2009, effective 6/16/009; **Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015**)

* * *

Section 3-102. ~~Conduct at Meetings~~ Reserved.

- ~~(a) Reasonable seating facilities shall be provided for the general public at all public meetings and hearings of the Village Council and at the annual meeting of Village citizens, and Village residents and other members of the public having an interest in the proceedings are encouraged to attend. During such proceedings, time may be provided at the discretion of the chairman, or upon request of a majority of Council members present, for members of the public to address the Council on pertinent matters. Persons seeking to address the Council on specific subject are encouraged to make a request prior to the council meeting. Persons addressing the Council shall state their name, home address and whether they are speaking as individuals or on behalf of some persons, organization, or group that has an interest in the subject matter. If it appears to the chairman or to a majority of Council members present that under all the circumstances a written statement may be more appropriate than an oral statement, the chairman or the Council may request that a written statement be submitted.~~
- ~~(b) At all times order and decorum shall be maintained in keeping with the dignity of the governmental process. No person or group shall disturb, interfere with, disrupt or impede this process, and the chairman and the Council shall take necessary steps required to maintain order and facilitate the progress of the meeting.~~
- ~~(c) Any person who, after a warning to desist, willfully disturbs, interferes with, disrupts or impedes Council proceedings, may be removed from the premises and shall be~~

~~guilty of a misdemeanor, and shall, upon conviction thereof by any court of competent jurisdiction, be subject to a fine of not more than one thousand dollars (\$1,000) or imprisonment for not more than thirty (30) days, or both.~~

(Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015)

* * *

Section 3-104 Additional Remedies

- (a) In addition to any other remedies provided for in this Code, where there is a violation of any provision of this Code, any court of competent jurisdiction may authorize a designee of the Village to enter onto the subject property and cause the violation to be corrected in accord with the court's order and to charge the costs and expenses, including legal expenses, thereof to the property owner, the occupant, or both, responsible for the violation. Such costs and expenses may be collected by way of any appropriate legal proceeding.
- (b) In addition to any other remedies provided in this Code, the Village may institute injunctive or other appropriate action or proceedings to correct any violation of this Code, and any court of competent jurisdiction may issue such injunctions, restraining orders or other appropriate forms of relief.
- (c) Judicial proceedings pursuant to this Chapter shall not be initiated by the Village without the affirmative vote of at least **a minimum of** three (3) members of the Village Council.

* * *

(Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015)

Section 3-201. Declaration of Misdemeanors and Municipal Infractions; Civil Penalties; Abatement by the Village

(a) The Village Council, by ordinance, shall determine which violations of this Code shall constitute municipal infractions and shall may set a specific civil penalty for each such violation. Unless otherwise specified in the Code, civil penalties shall not exceed one hundred dollars (\$100) for each violation. Notwithstanding the declaration of a violation of this Code as a misdemeanor, any violation of any provision of the Code may be prosecuted as a municipal infraction, at the Village's discretion, and, except as otherwise specified in this Code, such violations shall be punishable by a civil penalty not to exceed one hundred dollars (\$100) for each violation and two hundred fifty dollars (\$250) for any subsequent violation.

(b) The Council may by contract or otherwise abate a violation that is not abated after ten (10) days' notice of the violation, or such other period as the Council may specify. The cost of any abatement by the Council shall be paid immediately by such person or persons upon demand of the Council, in addition to any penalties that may be imposed. The Village may collect the cost: (1) as a lien on the property tax bill; (2) in an action at law; or (3) in any other way legally available for collection of debts owed to the Village.

- (d) “Private interest or relationship” includes, without limitation, any existing or prospective interest or relationship of a business, contract, creditor, obligee or employment nature in which an Official or an immediate family member (including spouse, father, mother, brother, sister or child) has a direct or indirect financial interest and by which such Official or immediate family member has a reasonable potential of profiting or otherwise benefiting financially.

(Ord. No. 08-15-01, adopted 09/17/15, effective 10/7/15; **Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015**)

Section 4-102. Intent and Application

- ~~(a) — This Chapter is intended to fulfill the Village of Martin’s Additions’ obligations under the Maryland Public Ethics Law, Article 40A of the Annotated Code of Maryland.~~
- (ba)** This Chapter provides criteria for determining the presence or absence of conflicts between private interests or relationships and public interests. At the same time this Chapter establishes procedures for remedy when conflict has been determined. **Public** Officials have an affirmative duty to disclose potential conflicts with a public interest, as provided in this Chapter. Such duty extends to and includes private interests or relationships, the mere outward appearance of which suggests a possible conflict with a public interest. The procedures herein are intended both to preserve the privacy interests of persons subject to this Chapter and to encourage voluntary disqualifications in the event of conflicts of interest under the provisions of this Chapter. Private interests or relationships disclosed hereunder are not to be made a part of the public record, except in the event of the imposition of any order or penalty under the provisions of Section 4-204 herein.
- (eb)** The provisions of this Chapter shall apply to all Officials and to all persons or entities retained by the Village or who do or seek to do business with the Village.
- (ec)** No part of this Chapter shall be construed to prohibit an Official from appearing in the pursuit of his private interests as a citizen; or from accepting or receiving any benefit by operation of law, or prosecuting or pursuing any claim, right, privilege or remedy which is his by operation of law.

(Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015)

Section 4-201. Duty to Disclose; Solicitation Prohibited; Ex-Parte Communications

- (a) Before participating, on behalf of the Village, in any debate or determination that may have a reasonable potential of thereafter affecting a public interest, any **Public** Official who is subject to this Chapter shall have an affirmative duty to disclose in writing to the Council and the Committee the receipt of any gift and the existence of any private interest or relationship either having a reasonable potential of conflict with a public interest or having a reasonable potential of giving the outward appearance of conflict with a public interest.

- (b) No Official may solicit any gift or knowingly accept any gift, directly or indirectly, from any person whom the Official knows or has reason to know: (i) is doing or seeking to do business of any kind with the Village; or (ii) has financial interests that may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or non-performance of his or her official duty.
- (c) No Official may solicit any gift or knowingly accept any gift, directly or indirectly, from any person whom is engaged in activities that are regulated or controlled by the Village; except that unsolicited gifts having a value of less than fifty dollars (\$50.00) tendered for personal or social reasons may be accepted.
- (d) An Official shall not consider any ex-parte or private communication from any person, whether oral or written, that said Official knows is, or reasonably may be, intended to influence unlawfully the decision on the merits of any matter. Any such ex-parte or private communication shall be reported to the Village Council, which shall include such disclosure in the minutes of the meeting at which the matter was considered.

Section 4-202. Disqualification Procedures; Complaints; Records

- (a) After complying with the disclosure requirements of Section 4-201, the **Public** Official shall either (i) voluntarily disqualify himself and withdraw from participating in further debates or determinations with respect to the public interest in conflict with the Official’s private interest or relationship, or (ii) request that the Committee determine the presence or absence of a conflict of interest and advise as to an appropriate course of conduct.
- (b) Any person alleging a violation of this Chapter may file a written complaint, under oath, with the Committee. Upon the receipt of such complaint, the Committee shall **review the complaint with the Village attorney, or special counsel appointed by the Village attorney. If, upon consultation with the Village attorney, the Committee determines that the complaint should be addressed by the Committee, the Committee shall** send a written acknowledgement of its receipt, notify the Official and the Council of the allegation, and shall request that the Official provide the Committee such information as the Committee finds necessary to determine the presence or absence of a conflict of interest. A written complaint shall not require a formal hearing; such complaints shall be processed under the procedures described in subsections (c), (d), (e), and (f) of this Section. Upon final resolution of the matters alleged, the Committee shall provide a written summary of the resolution to the Official, the Council and the person who filed the complaint.

* * *

Section 5-103. Specific Exemptions from County Law

The Village of Martin’s Additions is exempt from the following legislation, and regulations pertaining thereto, as codified in the Montgomery County Code, 1984, as amended:

Buildings	Sections 8-26(n) and 8-26(o)
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Contracts, Purchases & Dispositions	Chapter 11B
Erosion, Sediment Control and Storm Water Management	Section 19-71
Ethics	Chapter 19A
Finance	Chapter 20
Financial Disclosure	Chapter 20A
Legislative Oversight	Chapter 29A
Motor Vehicles and Traffic	Chapter 31, except the following: Sections 31-1; 31-5(a); 31-7; 31-8; 31-9; 31-9B; 31-14; 31-15; 31-16*; 31-18; 31-20; 31-21; and Article VII.
Personnel	Chapter 33
Solid Waste	Chapter 48
Streets and Roads	Chapter 49
Tree Canopy	Chapter 55
Silver Spring, Bethesda, Wheaton & Montgomery Hills	
Parking Lot Dist.	Chapter 60
City, Town and Village Charters	Chapter 71-86

(Ord. No. 2-14-1A, adopted April 17, 2014, effective May 7, 2014; Ord. No. 1-22-15, adopted March 19, 2015, effective April 8, 2015)

***(Note: Appendix A attached hereto contains the Sections of Chapter 31 of the Montgomery County Code that are applicable in the Village. Appendix A shall be revised as such Sections of Chapter 31 of the Montgomery County Code are amended from time to time.**

Interpretative Policy No. 3-19-15 - Parking Over 24 Hours. By Ordinance No. 1-22-15, effective April 8, 2015, the Village of Martin’s Additions made applicable in the Village certain provisions of the Montgomery County Motor Vehicles and Traffic Code (Chapter 31), including Section 31-16. Said Section provides that the parking of motor vehicles on public streets for more than 24 hours is prohibited except, where not otherwise prohibited, adjacent to the property lines of the vehicle owner’s residence or business.

The Village interprets this provision to allow parking on both sides of a street that is adjacent to the vehicle owner’s residence, where parking is otherwise allowed. As defined in the Montgomery County Zoning Ordinance, Article 59, Section 1.4.1, the Village interprets “adjacent” to mean “close to or nearby without requiring the sharing of a common boundary.”)

* * *

Section 6-101. Definitions

For the purposes of this Chapter, the following words and phrases shall have the following meanings:

- (a) “Accessory building” means a building subordinate to, and located on the same lot or lots with, the main building thereon, the use of which is clearly incidental to the principal use of the main building or to the principal use of the land of said lot or lots, and which is not attached by any part of a common wall or roof with the main building **or in close proximity to the main building.**

* * *

- (d) “Building” means a structure on a lot which has one or more stories and a roof and is designed primarily for the shelter, support or enclosure of persons or property of any kind. **“Building” includes above-grade projections and appurtenances, including, but not limited to, porches, decks, breezeways, steps, stoops, exterior stairways, bay windows, oriel entrances, balconies, vestibules, air conditioners, heat pumps, and generators.**

* * *

- (h) **“Dumpster” means a large container, including, but not limited to, a detached wheeled trailer, designed or used to store rubbish, construction and/or demolition debris, or other material to be discarded.**

* * *

- (n) **“Non-vegetative surface” means any surface that is not vegetative, including, but not limited to, asphalt, concrete, stone, sandstone pavers, and the like.**

- (q) **“Portable storage unit” means a large portable container designed or used for the outdoor storage of personal property, including, but not limited to, portable containers that are leased for temporary use.**

* * *

- ~~(e)~~ “Structure” means an assembly of materials forming a construction for occupancy or use, including, without limitation, buildings, accessory buildings, fences, **walls,** sheds, shelters, garages, signs, pipelines, sewer lines, cable lines, fuel storage tanks, air conditioners, heat pumps, generators, dumpsters, portable storage units, driveways, sidewalks, **walkways, steps, stairs,** streets, and the like.

* * *

- (x) “Village Tree” has the meaning set forth in Chapter 9.**

[Note: Existing definitions shall be re-lettered accordingly]

(Ord. No. 5-13-1, adopted September 19, 2013, effective October 10, 2013; **Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015**)

* * *

Section 6-204. Applicable Standards

- (a) The Council shall ~~not refuse to register a business activity unless (i)~~ **if** the provisions of this Article have ~~not been satisfied, or (ii) the business or its manner of operation would be in derogation of the health, safety, comfort or welfare of the present or future inhabitants of the Village or would constitute nuisance because of sidewalk or street traffic, interference with residential parking, noise or other noxious effects.~~

* * *

(Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015)

* * *

Section 6-301. Purpose and Application

* * *

- (b) The provisions of this article shall apply to the demolition of, addition to, or erection, construction, re-construction, repair and improvement of the exterior of all buildings and accessory buildings, ~~fences and structures,~~ **and** to any activity which will, or may, result in the excavation to, or alteration or temporary closure or blockage of streets, **curbs**, or sidewalks, **or the installation of structures thereon,** within boundaries of the Village.

* * *

(Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015)

* * *

Section 6-302 Permits Required.

- (a) Demolition of Buildings.

Any person intending to demolish, raze or tear down any portion of the exterior features of an existing building, garage or accessory building within the Village must first obtain a demolition permit from the ~~Village Manager~~ **Code Enforcement Officer** for such demolition in order to ensure that such work will be carried out in such a manner that abutting property owners will not be adversely affected and that the interests of the Village in public health, safety and welfare are not jeopardized by such work. When used throughout this Article 3, the term “building permit” shall include demolition permits.

- (b) Improvements.

Prior to the issuance of a building permit pursuant to the provisions of this Chapter, No person shall:

- 1) Add to, erect, install, replace, alter, construct, re-construct, repair or improve any structure **building**;**
- 2) Add to, install, replace, alter, construct, re-construct, repair or improve any non-vegetative surface in a front yard;**
- 3) Place any heavy equipment upon or move any heavy equipment over an improved street surface, curb, or sidewalk; **or****
- 4) Commence any activity involving reconstruction, repair, or excavation of any street, curb, or sidewalk, **or installation of any structure thereon**, or temporarily close or block any street or sidewalk within the Village prior to the issuance of a building permit pursuant to this Chapter. No building permit for construction of a private improvements **structure** within the public right-of-way shall be issued until the owner of the abutting property has executed a revocable license to use the right-of-way in a form approved by the Village.**

(c) Repairs.

Notwithstanding paragraph (b) above, no building permit shall be required in the case of ordinary repairs or maintenance, as defined in Section 6-101, and no building permit shall be required for any of the above described activities occurring entirely within the interior of a building. Emergency re-construction, repair or excavation may be undertaken without first securing a building permit, except that such permit shall be applied for as soon as possible after the need for such activities becomes known.

(d) Dumpsters and portable storage units.

- (1) No person shall place or maintain any portable storage unit or dumpster on public property or in the public right-of-way, provided, however, a portable storage unit may be placed on an unimproved portion of the public right-of-way upon the issuance of a permit by the Code Enforcement Officer upon such terms or restrictions as the Code Enforcement Officer deems necessary to protect the public health, safety or welfare, including, but not limited to, a limit on the number of consecutive days a portable storage unit may be placed or maintained in the public right-of-way.**
- (2) No person shall place or maintain a dumpster or portable storage unit on private property within the Village without obtaining a permit from the Code Enforcement Officer. The Code Enforcement Officer may condition such permit upon such terms or restrictions as the Code Enforcement Officer deems necessary to protect the public health, safety or welfare, including, but not limited to, a limit on the number of consecutive days a dumpster or portable storage may be placed or**

maintained on private property.

- (3) No person shall place or maintain a dumpster on private property within the Village for which a permit is required by this Article unless such person has deposited with the Council a deposit for repairs in the form of a bond, letter of credit or other security in such amount and/or form as the Council deems necessary or appropriate to insure the restoration or repair of any damage to the Village rights-of-way, sidewalks, curbs, or roadways and that the placement and use of the dumpster will be in accordance with the terms of the permit issued in connection therewith. The deposit may be applied to repair or correct any damage or injury to public property, including treatment or replacement of Village trees and plantings, as the Village Council in its discretion shall determine. Upon removal of the dumpster or portable storage unit for which the permit was issued, the balance of the deposit, less any amounts retained by the Village pursuant to this subsection, shall be returned to the person who made the deposit.**

(Ord. No. 5-13-1, adopted September 19, 2013, effective October 10, 2013; **Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015**)

Section 6-303. Applications; Investigations and Inspection; Issuance

- (a) Any person planning to engage in an activity covered by this Article that requires a Montgomery County building permit shall apply for a Village building permit within three (3) days of applying for the County permit.
- (b) An application for a Village building permit shall be submitted in a form prescribed by the Council and shall be accompanied by (i) a copy of the **Montgomery County building permit or** application for a Montgomery County building permit for the activity and (ii) such plats, plans, drawings, reports and the like as the Council or Code Enforcement Officer deems necessary to determine whether the proposed activity would be in derogation of the health, safety, comfort or welfare of the present or future inhabitants of the Village. **For any construction that would be located within four (4) feet of a required setback, or within two (2) feet of a lot line, a site plan and boundary survey with a margin of error of +/- one-tenth (0.10) of a foot, or better, must be submitted depicting all existing and proposed buildings and their distances to the lot lines.** The application shall be signed by all the owners of the property ~~or an agent~~ and, where related to the erection or construction of, or addition to a building, shall also state the intended use of such building or addition thereto. The applicant may be required to provide a copy of all covenants recorded with respect to the property.

* * *

- (e) If at any time between the application for a Village building permit and the issuance of the Montgomery County building permit, the proposed activity differs significantly from that described in the original Village application either because of the initiative of the County or the applicant, **an amended building permit application shall be filed and** the applicant shall provide the Village with plans describing the significant changes within three (3) days of filing with Montgomery County and the residents of all Village properties that border or directly face the property for which the permit is sought will be notified and provided with plans describing the significant changes.
- (f) An applicant for a Village building permit shall provide the Village with a copy of the Montgomery County building permit within three (3) days of its issuance by the County. If the proposed activity described in the issued Montgomery County building permit differs significantly from that described in the original (or subsequent resubmission, if any) application for the Village building permit, **an amended building permit application shall be filed and** the residents of all Village properties that border or directly face the property with respect to which the permit is sought will be notified. A building permit issued by Montgomery County shall be prima facie proof of compliance with applicable County and State law.

* * *

- (j) **The Village shall have the right to on-premises inspection of construction to ensure compliance with the Village Code, the application and plans submitted, and/or the Village permit issued, at such times during the course of the project as the Code Enforcement Officer or his or her designee deems necessary. The Code Enforcement Officer may perform a final inspection at the completion of the project to determine whether the activity conforms to the Village Code, the application and plans submitted, and/or the Village permit issued; whether any damage has been caused to the public right-of-way, public improvements, or Village trees; and whether the bond, letter of credit, or other security may be released. To facilitate the final inspection, the applicant may be required to produce a wall check survey or such other documents or information that the Code Enforcement Officer deems necessary.**

(Ord. No. 5-13-1, adopted September 19, 2013, effective October 10, 2013; **Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015**)

Section 6-304. Deposit for Repairs

- (a) No person shall commence any activity for which a deposit for repairs is required as a permit condition pursuant to Section 6-306(b) unless such person has deposited with the Village a completion bond, letter of credit or other security. **The bond, letter of credit or other security shall be** in such amount and/or form as the Village deems necessary or appropriate, **and subject to such terms and conditions as may be established from time to time by the Village Manager and/or the Code Enforcement Officer.**

- (b) ~~However~~ **Notwithstanding subsection (a) above**, any emergency reconstruction, repair or excavation of any street or sidewalk may commence without the deposit of such bond, letter of credit or other security, provided that such security is deposited as soon as possible after the commencement of the activity or notice of the need for such activity.
- ~~(b)~~(c) The deposit and any interest thereon may be applied to repair or correct any damage or injury to public property, including treatment or replacement of Village trees and plantings, as the Village in its discretion shall determine.
- (d) Upon completion of **all of** the activity for which the permit was issued, **including but not limited to construction or installation of buildings, driveways, driveway aprons, and non-vegetative surfaces in a front yard, and associated excavation, grading, and landscaping, and the final inspection by the Code Enforcement Officer, the bond, letter of credit or other security shall be released** and the balance of the deposit, including any interest earned thereon, less any amounts retained by the Village pursuant to this subsection, shall be returned to the person who made the deposit.

(Ord. No. 5-13-1, adopted September 19, 2013, effective October 10, 2013; **Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015**)

* * *

Section 6-306. Applicable Standards; Permit Conditions

- (a) An application for a building permit shall not be denied unless it has been determined that: (i) the provisions of this Article have not been satisfied, or (ii) the proposed activity would otherwise be in derogation of the health, safety, comfort or welfare of the present or future inhabitants of the Village.
- (b) Building permits may be issued subject to conditions determined necessary by the Village for the protection of health, safety, comfort or welfare, **to protect Village trees**, or to protect against interference with sidewalk or street traffic, residential parking, noise or other noxious effects, including, without limitation, that the applicant provide a **bond or** deposit for repairs to insure the restoration or repair of any damage to a Village right-of-way, street, sidewalk, or curb, **caused by any work on the property or within the right-of-way**, and that such activity shall be completed in a safe and timely fashion and otherwise in accordance with the terms of the building permit issued in connection therewith.

(Ord. No. 5-13-1, adopted September 19, 2013, effective October 10, 2013; **Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015**)

* * *

Section 6-308. Enforcement

- (a) **It shall be unlawful for any person to conduct work without a building permit issued by the Village for which a permit is required. It shall be unlawful for any person to conduct work that is not in strict compliance with the plans and specifications approved by the Village and/or the building permit conditions.**
Any person who commences any addition, erection, alteration, construction, reconstruction, repair or improvement in violation of this Article may be enjoined from proceeding.
- (b) In addition to the other provisions set forth in this Article:
 - (i) When the **Code Enforcement Officer** ~~Chairman of the Village Council (or in his absence the Vice Chairman or other designated member of the Council)~~ determines that work on any structure is being performed in violation of the provisions of this Article, including those conditions upon which the building permit was issued, or in a manner which threatens the safety, health, comfort and welfare of the public, he may order that the work be stopped immediately.
 - (ii) The stop work order shall be issued in writing and posted at the work site. **A stop work order does not extend the permit expiration date.**
 - (iii) It shall be unlawful for any person to continue or permit the continuance of work in or about a structure after a stop work order has been posted on the structure, except such work as is directed in the order to be performed to remove a violation or unsafe condition.
 - (iv) **Any bond or deposit held by the Village may be withheld until such time as the stop work order is lifted and all permit conditions are satisfied.**
- (c) The Council may revoke a permit or approval issued under the provisions of this Article when the application or the plans on which the permit or approval was based contain a false statement or misrepresentation of fact or when any deviation from the approved plans or any violation of the conditions upon which such permit was issued occurs.

(Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015)

* * *

Section 6-402. Variances; Special Exceptions (Other Jurisdictions)

Before establishing a Village position with respect to any application for a variance, a special exception, or other similar matter, **requested by a third-party from Montgomery County or other authority**, the hearing procedures specified in Section 6-401(c) shall be followed.

(Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015)

* * *

Section 7-101. Definitions

For the purposes of this Chapter,

(a) “Accessory Building” means a building subordinate to, and located on the same lot or lots with, the main building thereon, the use of which is clearly incidental to the principal use of the main building or to the principal use of land of said lot or lots, and which is not attached by any part of common wall or roof to the main building, **or in close proximity to the main building.**

(e) “Building” means a structure on a lot which has one or more stories and a roof and is designed primarily for the shelter, support or enclosure of persons or property of any kind. **“Building” includes above-grade projections and appurtenances, including, but not limited to, porches, decks, breezeways, steps, stoops, exterior stairways, bay windows, oriel entrances, balconies, vestibules, air conditioners, heat pumps, and generators.**

* * *

(n) “Established building line,” means the average front line of all buildings that are:

- a. within 300 feet of each side property line of the proposed construction site;
- b. on the same side of the street;
- c. between intersecting streets or to the point where public thoroughfare is denied;
- d. existing at the time the building permit application is filed;
- e. not nonconforming, unlawfully constructed, or constructed pursuant to a lawfully granted variance;~~and~~
- f. not located on a pipestem or flag-shaped lot; **and**
- g. not on the subject lot or a corner lot.**

Corner lots are subject to established building line standards on both of the adjoining streets.

* * *

(hh) **“Non-vegetative surface” means any surface that is not vegetative, including, but not limited to, asphalt, concrete, stone, sandstone pavers, and the like, and includes the area of any front porch, stoop, steps, and/or stairs.**

* * *

(ss) **“Structure” means an assembly of materials forming a construction for occupancy or use, including, without limitation, buildings, accessory buildings, fences, walls, sheds, shelters, garages, signs, pipelines, sewer lines,**

cable lines, fuel storage tanks, air conditioners, heat pumps, generators, dumpsters, portable storage units, driveways, sidewalks, walkways, steps, stairs, streets, and the like.

* * *

- (uu) **“Unenclosed” means not enclosed by a wall, window, screening, or other building element.**

[Existing definitions shall be re-lettered accordingly]

(Ord. No. 4-09-2, adopted 5/27/09, effective 6/16/09; Ord. No. 12-09-1, adopted 1/21/2010, effective 2/10/2010; **Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015**)

* * *

Section 7-204. Unremoved Snow and Ice

* * *

- (b) In the event that the owner of a lot in the Village or his designated agent or lessee fails to remove or cause the removal of snow and ice from a sidewalk or to render the sidewalk reasonably safe for pedestrian travel as required in this Section, the ~~Village Manager~~ **Code Enforcement Officer**, or his or her designee, may take such action as is necessary to return the sidewalk to a condition required by this Section. The cost of any corrective action may be specially assessed against the abutting private property and collected with the property taxes or collected by a suit for damages.

(Ord. No. 10-10-1, introduced 10/21/2010, adopted 12/16/2010 effective 1/5/2011; **Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015**)

Section 7-209. Maintenance of Public Right-of-Way

- (d) Any non-public structure, wall, fence, tree, hedge, shrubbery, or any other plant growth located within the public right-of-way in violation of any provision of this Section 7-209 shall be removed by and at the expense of the owner and occupant of the abutting private property upon the request of the ~~Village Manager~~ **Code Enforcement Officer**. The ~~Village Manager~~ **Code Enforcement Officer, or his or her designee**, may take such action as is necessary to return the right-of-way to a condition required by this Section. The cost of any corrective action may be specially assessed against the abutting private property and collected with the property taxes or collected by a suit for damages.

(Ord. No. 10-09-1, adopted 11-19-09, effective 12-9-09; **Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015**)

Cross References: Section 6-302(b); Section 7-204.

Section 7-210. ~~Dumpsters and portable storage units. Reserved.~~

- (a) ~~No person shall place or maintain any portable storage unit or dumpster on public property or in the public right of way, provided, however, a portable storage unit may be placed on an unimproved portion of the public right of way upon the issuance of a permit by the Village Manager upon such terms or restrictions as the Village Manager deems necessary to protect the public health, safety or welfare, including, but not limited to, a limit on the number of consecutive days a portable storage unit may be placed or maintained in the public right of way.~~
- (b) ~~No person shall place or maintain a dumpster or portable storage unit on private property within the Village without obtaining a permit from the Village Manager. The Village Manager may condition such permit upon such terms or restrictions as the Village Manager deems necessary to protect the public health, safety or welfare, including, but not limited to, a limit on the number of consecutive days a dumpster or portable storage may be placed or maintained on private property.~~
- (c) ~~No person shall place or maintain a dumpster on private property within the Village for which a permit is required by this Article unless such person has deposited with the Council a deposit for repairs in the form of a bond, letter of credit or other security in such amount and/or form as the Council deems necessary or appropriate to insure the restoration or repair of any damage to the Village rights of way, sidewalks, curbs, or roadways and that the placement and use of the dumpster will be in accordance with the terms of the permit issued in connection therewith. The deposit may be applied to repair or correct any damage or injury to public property, including treatment or replacement of Village trees and plantings, as the Village Council in its discretion shall determine. Upon removal of the dumpster or portable storage unit for which the permit was issued, the balance of the deposit, less any amounts retained by the Village pursuant to this subsection, shall be returned to the person who made the deposit.~~

~~(Ord. No. 12-09-1, adopted 1-21-2010 effective 2-10-2010) Ord. No. 10-09-1, adopted 11-19-09, effective 12-9-09)~~

~~Cross References: Section 6-302(b); Section 7-204.~~

* * *

Section 7-402. Building Construction Standards

- (a) Building Height:

* * *

- (2) Flat roofs: Flat roofs on the front of a building, which are a part of the main structure **building**, shall not be permitted.

(b) Wall plane height: The height of any wall plane on any front, rear, or side of any main building ~~or accessory building~~ shall not exceed thirty-two (32) feet.

* * *

(b) Setbacks

- (1) Front: Except as otherwise set forth in this Chapter, no wall or projection of any main building shall be located closer to any front lot line than the established building line or twenty-five (25) feet, whichever is greater.
- (2) Rear: Except as otherwise set forth in this Chapter, no rear wall or rear projection of any main building shall be located farther than eighty (80) feet from the established building line, **or the twenty-five (25) foot front building restriction line, whichever is greater,** or closer to the rear lot line than twenty (20) feet.

* * *

(5) Projections (main buildings)

- (i) Bay windows, oriel entrances, balconies, and vestibules no greater than ten (10) feet wide, and cornices, eaves, and chimneys shall be permitted to project a maximum of two-and-one half (~~2-1/2~~**.5**) feet into any setback area.
- (ii) Unenclosed porches, decks, breezeways, steps, stoops, **and** exterior stairways, ~~and terraces~~ may project nine (9) feet into the front or rear setback area and three (3) feet into any side setback area.
- (iii) Air conditioners, **generators,** and heat pumps may project five (5) feet into any front or rear setback area.

(f) Accessory buildings

- (1) Front setback: No wall or projection of any accessory building shall be located closer to the front lot line than sixty (60) feet. For corner lots (which have two front yards), this requirement shall apply only to one front yard. The front yard which is parallel to the side yard shall have a minimum setback equal to the established building line.
- (2) Rear setback: No wall or projection of any accessory building shall be located closer to the rear lot line than five (5) feet.

- (3) Side setback: No wall or projection of any accessory building shall be located closer to either side lot line than five (5) feet.
- (4) Height: The height of any accessory building shall not exceed twenty (20) feet to the highest point of roof surface regardless of roof type.
- (5) Wall plane length: The length of any wall plane of any accessory building shall not exceed twenty-five (25) feet.

* * *

- (i) No driveway on private property or within the public right-of-way shall exceed ten (10) feet in width in front of the front building line. Driveway width includes the width of any adjoining or adjacent surface comprised of the same material as the driveway. Notwithstanding the foregoing, a driveway that is wider than ten (10) feet as of June 16, 2009 may be replaced or repaired provided that such replacement or repair shall not increase the width of the driveway.

* * *

(Ord. No. 4-09-2, adopted 5/27/09, effective 6/16/09; Ord. No. 12-09-1, adopted 1/21/2010, effective 2/10/2010; Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015)

Section 7-404. Developmental Nonconformities

A developmental nonconformity may be maintained, altered, or repaired, **but not replaced**, provided that it may not be enlarged beyond the dimensions that existed on June 16, 2009, except in accordance with this Chapter.

(Ord. No. 4-09-2, adopted 5/27/09, effective 6/16/09; Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015)

Section 7-405. Variances

- (a) A property owner may apply to the Village Council for a variance from the strict application of the terms of this Article. The Council may authorize a variance from the strict application of any specific requirement of this Article when the standards described herein are met.
- (b) Processing and Public Hearing Requirement
 - (1) Applications for a variance shall be submitted to the Village Manager and shall include the following:
 - (i) Written application on the form provided by the Village Manager, including a statement detailing the specific provisions of this Article from which a variance is sought;

- (ii) Detailed information pertaining to the nature and extent of the variance sought, including the following: (a) ~~surveys, plats or other accurate drawings~~ **a boundary survey with a margin of error of +/- one-tenth (0.10) of a foot, or better,** showing boundaries, dimensions, area, topography, and frontage of the lot involved, as well as the location and dimensions of all ~~structures~~ **buildings** existing and proposed to be erected, and the distances of the ~~structures~~ **buildings** from the nearest lot lines; and (b) plans, architectural drawings, photographs, elevations, specification or other detailed information depicting fully the exterior appearance of existing and proposed construction;
 - (iii) A summary of what the applicant expects to prove at the hearing, including the names of applicant's witnesses, summaries of the testimonies of expert witnesses, and the estimated time for presentation of the applicant's case; and
 - (iv) Any additional exhibits which the applicant intends to introduce at the hearing.
- (2) The Council shall hold a public hearing on all applications for the grant of a variance. **A minimum of twenty (20) days prior to the scheduled hearing, the Village Manager or his or her designee shall post notice of the hearing at the applicant's property that is the subject of the variance request and mail written notice to all adjoining and confronting property owners by first-class mail.**

* * *

- (f) Duration. A building permit for the construction authorized by the variance must be obtained within twelve (12) months of the effective date of the variance or the variance shall be void, unless an extension is granted in writing by the ~~Village Manager~~ **Code Enforcement Officer**. The ~~Village Manager~~ **Code Enforcement Officer** may grant an extension of the variance, upon such conditions as the ~~Village Manager~~ **Code Enforcement Officer** may set, upon a reasonable showing that there has been no material change in circumstances since the effective date of the decision approving the variance and despite due diligence by the recipient of the variance, additional time is necessary to secure a building permit.

* * *

(Ord. No. 4-09-2, adopted 5/27/09, effective 6/16/09; **Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015**)

* * *

Section 9-103. Tree Supervisor and Tree Committee

- (a) The Village Council shall appoint as Tree Supervisor one of its members, the Village Manager or Assistant Manager, or a resident serving in a volunteer capacity. **The Tree Supervisor shall serve until the end of the fiscal year in which he or she**

was appointed. In addition, the Village Council shall appoint a person from among those named immediately above to act temporarily in the absence or unavailability to the Tree Supervisor. The duties and responsibilities of the Tree Supervisor are to:

* * *

(Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015)

* * *

Section 9-107. Pruning of Village Trees by Utility Companies

- (a) When a public utility company finds it necessary to prune Village trees, the utility company must obtain and fully comply with all required permits, including any permit required by the Maryland Forest Service, pursuant to section 5-406 Natural Resources Article, Annotated Code of Maryland.
- (b) The utility company must give a least two (2) weeks' notice to the Village Manager of its intent to prune Village trees and include with its notice a copy of the State issued permit. Upon receipt of such notice, the Village Manager will notify the Tree Supervisor. In circumstances where compliance with the notice requirement is impossible or highly impractical, the utility company shall provide notices as far in advance as is reasonably possible and in any event shall inform the Village Manager ~~by phone~~ before commencing work.

(Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015)

Section 9-108. Protection of Village Trees During Construction

- (a) During the erection, alteration, or repair of any building or structure, guards, fences, or barriers shall be placed in such locations as are determined by the Tree Supervisor **or Code Enforcement Officer** to be necessary to prevent injury to Village trees. It shall be a violation to alter, damage, or remove such guards, fences, or barriers.

* * *

(Ord. No. 9-15-1, adopted ..., 2015, effective ..., 2015)

* * *

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 Charter of the Village of the Village of Martin's Additions, that:

- (1) 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

- (2) This Ordinance shall take effect on the __ day of _____, 2015.

ATTEST:

THE VILLAGE OF MARTIN'S ADDITIONS

Tiffany Cissna, Secretary

Richard Krajeck, Chair
Village Council

Underline indicates new material
~~Strikethrough~~ indicates material deleted
* * * indicates material unchanged

Ordinance (comprehensive) v11.doc

Street Lighting Report

Since the last Council meeting, we have conducted a survey of Village residents on street lighting options available to the Council. The general interest for the survey was lower than some of the other surveys. Out of almost 400 invitations to participate in the survey, only 20 residents responded to the single survey question. The 55W options came in neck in neck, with 38W LED option was the least popular.

At this time I recommend that the Council evaluate the options proposed in the October meeting and select either the 55W Induction option or the 55W LED option.

A second survey on the shape of the light will be initiated in early January with results presented in the January Council meeting.

Martin's Additions - Street Lighting Replacement Project

Summary of Proposed Alternatives - Scott Watson Associates, Lighting Consultants

November 17, 2015

Previous History:

Several years ago, Scott Watson Associates was engaged by the Martins Additions Village Council to explore upgrading the existing street lighting system. This system consists of overhead lights, bracket-mounted to utility poles. Most of the existing street lights are incandescent, which produce light of acceptable brightness and a pleasant color but have a short life, resulting in frequent outages in the village. We had recently completed upgrading the street lighting in Garrett Park and Chevy Chase View to Teardrop-style decorative street lights using 55-watt Philips QL Induction lamps in 3000K color temperature, and the Council indicated that a similar solution would be welcomed in Martin's Additions.

Coincidentally, PEPCO had recently mounted a sample of this street light on Georgia Street, near Bradley Lane, so the residents could come out and see it. Based on the reaction of the community, we were given the go-ahead to design a new street-lighting system with these fixtures, using only the existing utility poles in one scenario, and adding some, in another scenario, to provide more sensible spacing of the fixtures on some streets.

We produced a layout with a couple of variations and obtained pricing from PEPCO to remove the existing lights, install new ones, and maintain them. The upgrade was not implemented at that time, however.

Recent Work:

I was contacted recently by Jean Sperling, the former Village manager, and advised that the street lighting project was once again under discussion. I informed her that in the intervening years, the originator of the QL induction lamp, Philips Lighting Co., had changed its focus to LED lighting and had ceased to produce Induction lamps. The production of these lamps had not been licensed to a separate company. This made us question whether QL was still going to be the best solution for Martins Additions' street lighting.

Over the years, I had watched the development of LED street lights and had assessed and measured several installations, none of which was as comfortable as our installations in Garrett Park or Chevy Chase View. Although the light levels were often good, and the uniformity of lighting at street level was generally acceptable, I found that the glariness of the LED fixtures, at most viewing angles, was not acceptable, and the color of the light was very often too cool (blueish). Since Martin's Additions is used to incandescent light, I have always believed that the best upgrade would maintain an incandescent feel to the lighting, meaning a color temperature of 3000K (equivalent to halogen).

Last Fall, we were fortunate in that Chevy Chase Village had PEPCO install a mock-up of several LED fixtures in two styles and various spacings. I took a lighting tour with the Village Council and a few concerned citizens, and we came back with the impression that the Teardrop fixture, while somewhat brighter at certain viewing angles than the "cobra-head" alternative, produced a better quality of light. We agreed that the 4000K, 77-watt LEDs, which were on display, were too bright and

too cool-colored. Some people liked the presence of an external glare shield (referred to by the manufacturer as a "short skirt") on the fixture, and some did not. We saw one installation where the street lights were mounted on every utility pole, which produced very even light that was much too bright, and we saw others where the lights are on every other pole, which is what we had originally proposed for Martins Additions. Although this results in areas of darkness between the pools of light under the light fixtures, the average light levels are about the same as what you have now, which we believe you would like to maintain.

Since the look and feel of the Induction light had been approved several years previously, I wanted any new fixture to match this look as closely as possible. It is often the case that LED fixtures do not exactly match, in every way, the output of the older-style fixtures they are designed to. Before considering a change from induction lighting to LED and risking the possibility of an unpleasant surprise, we asked PEPCO to hang two sample LED fixtures on Bradley Lane, east of Brookville Road, for us to see and measure. Both had a 38-watt LED source, but only one had the "short skirt" glare shield. These were hung last spring. I measured them, and some members of the Board came out to look at them and discuss them with me.

I was not happy with the distribution of the fixtures, which seemed to be asymmetrical, so we subsequently had PEPCO replace one of them with a different version, which uses 55 watts and is intended to spread the light better along the street, with less penetration into the yards across the street. Both fixtures are still hanging on Bradley Lane. The 55-watt version is closer to Brookville Road, and the 38-watt version is the next one to the east. Both have the "skirt" shield, since I believe this makes the fixture less glaring when viewed from a distance or from the second-floor windows of the nearby houses.

The Board and concerned citizens can see these fixtures and compare them to an incandescent one on Brookville Road, opposite the end of the eastern portion of Bradley Lane, and you can also walk over to the QL induction sample on Georgia Street, a short distance away. We have sent charts comparing the output at street level and the luminance (brightness) of all the fixtures, and these show that the 55-watt LED lantern is close in output to the originally-approved 55-watt induction fixture. Therefore, either one could be considered for the upgrade.

The 3000K color temperature is appropriate and looks good to me, but both of the LED fixtures seem glarier to me than the Induction fixture. I think it might be helpful for the Board members to go out and decide for themselves, individually, which fixture they prefer. Then there can be a discussion and a vote on which one to use. If it turns out to be the induction fixture, PEPCO is still installing these and stocking replacement parts. The installations we designed for Garrett Park and Chevy Chase view have been running for many years, and there have only been a couple of replacements in each installation, apparently due to storm damage. The light levels are virtually the same as they were initially, and the installations look good. I think it would be beneficial for the Board to see these again.

Based on the longevity of these installations, I believe that if the Board were to install induction lighting now, it would be 20 years before the question would need to come up again. At that time, if induction lamps are still available and in plentiful supply, you could simply group-relamp with induction and wait another 20 years before thinking about it again. If induction lamps have become

less available by then, it is probable that LEDs will have improved considerably, so there could be a good retrofit that could be installed directly into the induction fixtures.

Summary of four available options:

In the subsequent pages, please find cost estimates for four scenarios for upgrading your lighting:

- A. Replace, one-for-one, with HPS (high-pressure sodium) cobra-head lights, as was done in Section 3 about five years ago. This is PEPCO's standard lighting system upgrade. The light from these fixtures is yellowish white, and there are significant dark areas between fixtures. You can walk around in Section 3 to see how this looks. We do not recommend this option.
- B. Replace, one-for-one, with LED Cobra-heads. These will have a cool color temperature, 4000K (more blueish than incandescent), and depending on which version is used (full cut-off vs. drop lens), there will either be very dark areas on the streets between well-shielded fixtures, or the fixtures will be glary but the streets will look more evenly lit. We do not recommend any cobra-head option.
- C. Replace the existing with induction Tear Drops, per the sample on Georgia Street. The color will be 3000K, almost the same as the existing incandescent. A tour of Chevy Chase View will show basically how this will look. This is our preferred approach. We have broken this into two options. Option C is a system installed and maintained by PEPCO. Option C1 is a system installed by PEPCO but maintained by Martin's Additions. PEPCO's monthly maintenance fee is quite different for the two options.
- D. Replace the existing fixtures with LED Tear Drops, per the sample near the intersection of Bradley and Brookville. PEPCO has agreed to provide this option in 3000K color temperature, rather than their preferred 4000K, which we feel is too cool-colored for residential street lighting. Again, this is priced two ways - as a PEPCO-maintained installation and as one that is client-maintained.

Costs for new street lighting proposals:

A brief summary and explanation of the costs is as follows, first regarding installation and second regarding recurring monthly costs. After this, you will find a chart that summarizes both sections, for easy comparison.

Installation Costs:

- A. **Standard upgrade:** Remove the existing fixtures and install 70-watt HPS cobra-head lights on the existing brackets (2200K - very yellowish - color temperature). Based on a quantity of 76 new fixtures at \$467 each, PEPCO will charge \$35,492 for this installation.
- B. **Enhanced standard upgrade:** Remove the existing fixtures and install "70-watt equivalent" LED cobra-head lights on the existing brackets (4000K - cool white - color temperature). Based on a quantity of 76 new fixtures at \$892 each, PEPCO will charge \$67,792 for this installation.

- C. **Induction Teardrop Upgrade:** Remove the existing fixtures and brackets and install Teardrop Esplanade decorative fixtures and brackets using 55-watt QL induction lighting systems (3000K - warm white- color temperature). Based on a unit price of \$3,427 each, PEPCO will charge \$260,452 for this installation. An alternative installation, where we would add up to seven poles to more evenly distribute the light along some streets, would add roughly \$40,000 to this price.
- D. **LED Teardrop Upgrade:** Remove the existing fixtures and brackets and install Teardrop Esplanade decorative fixtures and brackets using 55-watt LED lighting systems (3000K color temperature). Based on a unit price of \$3,627 each, PEPCO will charge \$275,652 for this installation. Again, an alternative installation, where we would add up to seven poles to more evenly distribute the light along some streets, would add roughly \$40,000 to this price.

Maintenance Costs:

PEPCO's monthly price for operation and maintenance of a street lighting system consists of three components. One is Fixed Charges, the next is O&M (operating and maintenance) charges, which include an allowance for fixture replacement on PEPCO-maintained systems, and the last is the energy charge, at roughly 3¢ per kilowatt-hour. These are broken out in the chart at the end of this report.

Before considering the maintenance costs for the proposed lighting upgrades, we should first look at the maintenance costs for the present lighting system, which has 65 luminaires of three types:

11 HPS fixtures at \$7.21 per month = \$952 per year

38 incandescent globes at \$12.49 per month = \$5,695 per year

16 open incandescent fixtures at \$6.51 per month = \$1,250 per year

This comes to \$7,897 per year or \$157,940 for 20 years.

Below is a summary of the maintenance costs for the various proposed alternatives. Alternatives A and B are PEPCO-maintained. Options C and D are priced two ways - PEPCO-maintained and client-maintained. With PEPCO's maintenance, if anything happens to a lighting fixture, you call PEPCO and they fix it. With client maintenance, Martins Additions will need to have a PEPCO-approved contractor repair or replace a damaged fixture and/or bracket. It will also be prudent to have at least one, and perhaps two, replacement fixtures and brackets on hand, in storage, for immediate access, since it can take several weeks to have these fixtures made, and LED modules are constantly being upgraded, so there is no guarantee that a particular LED module will have an exact, easily-available replacement in the future. Based on the experience of Chevy Chase View and Garrett Park with QL induction fixtures, there should be very little maintenance expected over the anticipated 20-year life of the lamps. We have no experience with LED street-lighting maintenance over time, but the LED lighting systems themselves are rated for approximately the same life as QL.

- A. **Standard upgrade** with HPS cobra-heads: 76 HPS cobra-heads at \$6.81 per month, comes to \$6,211 per year.

- B. **Enhanced Standard Upgrade** with LED cobra-heads: 76 LED cobra-heads at \$1.58 per month, comes to \$1,441 per year.
- C. **QL Teardrop upgrade, PEPCO-maintained:** 76 QL Teardrops at \$4.83 per month comes to \$4,405 per year.
- C1. **QL Teardrop upgrade, client-maintained:** 76 QL Teardrops at \$1.26 per month comes to \$1,149 per year.
- D. **LED Teardrop upgrade, PEPCO-maintained:** 76 LED Teardrops at \$9.45 per month comes to \$8,618 per year.
- D1. **LED Teardrop upgrade, client-maintained:** 76 LED Teardrops at \$1.58 per month comes to \$1,441 per year (same as Option B, above).

Note that the monthly costs for PEPCO-maintained systems are considerably higher than for client-maintained, and in particular, the O&M cost for the LED Teardrop, which includes their "optional replacement coverage," is quite high.

Please see the table after this section for a summary of costs, over the 20-year expected life of a QL induction or LED lighting system. The costs are in today's dollars, figured at PEPCO's current rates. PEPCO's applicable rate charts are appended after the chart, for reference. Schedule MD-SL lists the energy charges; Schedule MD-SSL-OH lists other monthly charges for non-LED luminaires, and Schedule MD-SSL-OH-LED lists monthly charges for LED luminaires.

Conclusion:

I hope I have explained the included street lighting options and their costs in an understandable way. All of the fixtures, as noted, are on display nearby. You can talk to Chevy Chase View and Garrett Park about their experience with the utility-pole-mounted induction street lights, and with Section 3 about their experience with HPS cobra-heads.

Respectfully submitted,



Scott M. Watson, IALD

MARTINS ADDITIONS STREET LIGHTING SUMMARY

NOVEMBER 17, 2015

OPTIONS	DESCRIPTION	INSTALLATION	MONTHLY COST/ FIXTURE				YEARLY MAINT.	20 YRS MAINT.	TOTAL
			FIXED	O&M	ENERGY	TOTAL			
A	Standard upgrade to 70W HPS Cobra Heads (2200K)	\$35,492	4.43	1.84	0.54	6.81	6,211	124,220	\$159,712
B	Enhanced standard upgrade to 70W equivalent LED Cobra-heads (4000K)	\$67,792	0.38	0.78	0.42	1.58	1,441	28,820	\$96,612
C	Upgrade to QL Induction Teardrop Globes on decorative brackets, PEPCO-maintained	\$260,452	0.06	4.35	0.42	4.83	4,405	88,099	\$348,551
C1	Upgrade to QL Induction Teardrop Globes on decorative brackets, Client-maintained	\$260,452	0.06	0.78	0.42	1.26	1,149	22,980	\$283,432
D	Upgrade to LED Teardrop Globes on decorative brackets, PEPCO-maintained	\$275,652	0.38	8.65	0.42	9.45	8,618	172,360	\$448,012
D1	Upgrade to LED Teardrop Globes on decorative brackets, client-maintained	\$275,652	0.38	0.78	0.42	1.58	1,441	28,820	\$304,472
Existing	Existing installation	N/A	per description in report				7,897	157,940	\$157,940

NOTE: ALL NUMBERS ARE IN TODAY'S DOLLARS AT CURRENT PRICING.

MD - SL

STREET LIGHTING SERVICE SCHEDULE "SL"

AVAILABILITY

Available for Distribution Service and Standard Offer Service when modified by Rider "SOS" for street, highway and park lighting purposes in the Maryland portion of the Company's service area when owned by agencies of Federal, State and Municipal governments.

Also available for holiday lighting and seasonal street decoration lighting where the lights are in public space and where the only load supplied is lighting load. Schedule "SL" is not available for services that supply any load other than lighting and telecommunications network devices supplied under Rider "SL-TN".

CHARACTER OF SERVICE

Electricity supplied to multiple lights normally will be sixty hertz, single phase, 120 volts.

MONTHLY RATE

Distribution Service Charge	
Standard Night Burning	\$0.02197 per kwhr
24-Hour Burning	\$0.02199 per kwhr

Generation and Transmission Service Charges - Customers who do not receive service from an alternative Electric Supplier as defined in the Company's General Terms and Conditions will receive Generation and Transmission Services from the Company under the provisions of Rider "SOS" – Standard Offer Service.

Billing Credit - A monthly billing credit in the amount of \$0.74 will be applied to the bill of each customer receiving a consolidated bill from an alternative supplier for services provided both by Pepco and by the alternative supplier.

The above charges do not include furnishing and/or maintaining street lighting equipment.

MEASUREMENTS OF ELECTRICITY

If electricity delivered for street lighting is unmetered, monthly kilowatt-hour consumption will be computed on the basis of manufacturers' wattage ratings of installed lamps, auxiliary devices where required, and scheduled 4,200 hours of burning time. If metered, watt-hour meters will be read to the nearest multiple of the meter constant and bills rendered accordingly.

Lights controlled for night burning only will be billed at the monthly rate for Standard Night Burning street lights. Lights not controlled for night burning only will be billed at the monthly rate for 24-Hour Burning street lights.

METER READING

Watt-hour meters will be read to the nearest multiple of the meter constant and bills rendered accordingly.

MD - SL

GROSS RECEIPTS TAX

A surcharge of 2.0408% is applied to the transmission and distribution components of the customer's bill to recover the amount attributable to the Gross Receipts Tax.

GENERAL TERMS AND CONDITIONS

This schedule is subject in all respects to the Company's "General Terms and Conditions for Furnishing Electric Service" and the Company's "Electric Service Rules and Regulations."

APPLICABLE RIDERS

Standard Offer Service – Type I Non-Residential
Administrative Credit
Telecommunications Network Charge
Delivery Tax Surcharge
Montgomery County Surcharge
Maryland Environmental Surcharge
Empower MD Charge
Non-Residential Direct Load Control
Demand Resource Surcharge
Grid Resiliency Charge

MD - SSL - OH

CHARGES FOR SERVICING STREET LIGHTS SERVED FROM OVERHEAD LINES SCHEDULE "SSL-OH"

AVAILABILITY

Available in the Maryland portion of the Company's service area to Municipal, County, Federal and State Governmental Agencies for servicing street, highway and park lighting equipment mounted on Company-owned wooden poles or on poles of another utility with whom the Company has an attachment agreement, when the electricity supplied to such equipment is furnished by the Company from overhead lines.

Available only for lights having a manufacturer's nominal rating of:

Incandescent*	10,000 lumens or less
Mercury Vapor*	175, 250 and 400 Watts
High Pressure Sodium	70, 100, 150, 250 and 400 Watts
Induction QL	55 and 85 Watts

*Not available for new installation or replacement of defective fixtures.

CHARACTER OF SERVICE

Service rendered under this schedule will consist of (1) furnishing, installing and maintaining street lighting luminaries and mounting arms or brackets, (2) furnishing, installing, connecting, operating and maintaining electric service circuits connecting the street lighting equipment to the Company's overhead distribution system, (3) group relamping, (4) washing of globes, (5) furnishing and installing replacement globes, lamps, ballasts and light sensitive switches as needed to maintain the system in an operating mode; all normally limited to standard items of equipment meeting ANSI Standards for street lighting equipment and accepted by the Company for maintenance.

If the Customer agrees in writing with the Company, the Customer may own their street lighting equipment at all locations to include the bracket, fixture, ballast, light sensitive switch unit, and lamp. The maintenance for which can be supplied by the customer or the Company. The supply circuits terminating at the luminaire would still be owned and maintained by the Company.

Street lights will be installed on existing Company-owned distribution poles or on existing poles owned by another utility where practicable.

MD - SSL - OH

MONTHLY RATE

	<u>FIXED CHARGES</u>	<u>O&M CHARGES COMPANY MAINTAINED</u>	<u>O&M CHARGES CUSTOMER- SUPPLIED MAINTENANCE</u>
<u>Incandescent Lights* - Night Burning</u>			
Without Globes - all sizes	\$ 0.48	\$5.27	\$0.78
With Globes - all sizes	\$ 6.46	\$5.27	\$0.78
Fire Alarm Designation	\$ 3.00	\$5.23	\$0.78
<u>Other:</u>			
Attachments to Poles Owned By Another Utility	\$ 0.16 each		
<u>Mercury Vapor Lights* - Night Burning</u>			
100 Watt	\$2.72	\$ 1.83	\$0.78
175 Watt	\$2.74	\$ 1.83	\$0.78
250 Watt	\$3.37	\$ 1.83	\$0.78
400 Watt	\$4.18	\$ 1.83	\$0.78
<u>High Pressure Sodium Lights - Night Burning</u>			
70 Watt	\$ 4.33	\$ 1.84	\$0.78
100 Watt	\$ 4.84	\$ 1.83	\$0.78
150 Watt	\$ 5.03	\$ 1.83	\$0.78
250 Watt	\$ 6.93	\$ 1.83	\$0.78
400 Watt	\$ 7.91	\$ 1.83	\$0.78
<u>Induction QL - Night Burning</u>			
55 Watt	\$ 0.06	\$ 4.35	\$0.78
85 Watt	\$ 0.06	\$ 4.35	\$0.78

*Not available for new installation or replacement of defective fixtures.

The above charges will be separate from and in addition to charges for electricity supplied under the provisions of Schedule "SL".

CONTRIBUTION-IN-AID-OF-CONSTRUCTION

The Company will install, remove, or convert each street light upon payment by the customer of a one-time contribution in aid of construction equal to the average estimated cost per street light during the most recent three year period available. This fee shall be updated annually.

For a new overhead street light, this cost shall normally include the following:

1. The luminaire including the lamp, ballast, globe, light-sensitive switch, and mounting arm or bracket; plus,
2. Connection of the street light to the Company owned low voltage (120 volts) overhead distribution system; plus,
3. Installation of replacement poles if required by either the Company or another utility; plus,
4. Tree trimming and adjusting Company owned facilities or the facilities of another utility, in order to provide adequate clearances for the street light.

As discussed under Character of Service, if the Customer agrees in writing with the Company, the Customer may install their own street light and mount. The contribution-in-aid-of-construction shall include only the estimated cost of connecting the new supply (items 2-4 above).

MD - SSL - OH

For removing a street light, the contribution-in-aid-of-construction shall normally include the estimated reasonable cost of removing the existing luminaire (and/or bracket, if also removed). This removal charge shall not apply where the light is removed temporarily for repairs to the light or pole, or relocated in the immediate vicinity at the convenience of the Company (or other utility owning the pole on which the light is mounted).

For conversions from one size or wattage of light to another or one type of light to another, the contribution-in-aid-of-construction shall be the estimated reasonable cost of removing the existing equipment and the installation of the new equipment. This charge does not apply if the street light is converted at the convenience of the Company or if the street light is owned by the customer. The Customer is required to inform the Company of the date and characteristic of such conversions as soon as possible.

Beginning on the effective date of this schedule, the rates are as follows:

	<u>Luminare & Mount</u>	<u>New Supply Connection</u>	<u>Type Conversion</u>	<u>Wattage Conversion</u>
<u>High Pressure Sodium</u>				
All Standard Wattages	\$ 915.00	\$ 1,415.00	\$ 467.00	\$ 496.00
<u>Induction QL</u>				
All Standard Wattages	\$ 3,242.00	\$ 1,415.00	\$ 3,336.00	\$ 3,254.00

The cost of removal only for all light types is \$ 196.00.

If the Customer requests that the Company provide facilities or an installation of excess of, or different than, those normally installed or if such excess installation is required by local, state, or federal ordinance, the total estimated additional cost shall be contributed by the Customer.

This contribution shall be in addition to any other service connection fee or contribution required under the "General Terms and Conditions." The contribution-in-aid-of-construction shall not be less than zero.

NON-STANDARD EQUIPMENT

Non-standard equipment, including all equipment not meeting ANSI Standards, if accepted by the Company for maintenance, will be subject to special contract charges and arrangements.

GROSS RECEIPTS TAX

A surcharge of 2.0408% is applied to the transmission and distribution components of the customer's bill to recover the amount attributable to the Gross Receipts Tax.

MD - SSL - OH - LED

CHARGES FOR SERVICING STREET LIGHTS SERVED FROM OVERHEAD LINES SCHEDULE "SSL-OH-LED"

AVAILABILITY

Available in the Maryland portion of the Company's service area to Municipal, County, Federal and State Governmental Agencies for servicing street, highway and park lighting equipment mounted on Company-owned wooden poles or on poles of another utility with whom the Company has an attachment agreement, when the electricity supplied to such equipment is furnished by the Company from overhead lines.

Available only for LED lights having a high pressure sodium (HPS) equivalent manufacturer's nominal rating of: 50, 70, 100, 150 and 250 Watts.

CHARACTER OF SERVICE

Service rendered under this schedule will consist of (1) furnishing, installing, and maintaining street lighting luminaries and mounting arms or brackets, (2) furnishing, installing, connecting, operating and maintaining electric service circuits connecting the street lighting equipment to the Company's overhead distribution system, (3) washing of globes, (4) furnishing and installing replacement globes, fixtures, and light sensitive switches as needed to maintain the system in an operating mode; all normally limited to standard items of equipment meeting ANSI Standards for street lighting equipment and accepted by the Company for maintenance.

If the Customer agrees in writing with the Company, the Customer may own its street lighting equipment at all locations to include the bracket, fixture, light sensitive switch unit, and lamp. The maintenance for which can be supplied by the Customer or the Company. The supply circuits terminating at the luminaire would still be owned and maintained by the Company.

Street lights will be installed on existing Company-owned distribution poles or on existing poles owned by another utility where practicable.

MONTHLY RATE

	<u>FIXED CHARGE</u>	<u>O&M CHARGE</u>	<u>OPTIONAL REPLACEMENT CHARGE</u>
<u>Utility Grade</u>			
50 Watt	\$ 0.38	\$ 0.78	\$ 3.76
70 Watt	\$ 0.38	\$ 0.78	\$ 5.22
100 Watt	\$ 0.38	\$ 0.78	\$ 5.64
150 Watt	\$ 0.38	\$ 0.78	\$ 6.23
250 Watt	\$ 0.38	\$ 0.78	\$ 6.26

MD - SSL - OH - LED

MONTHLY RATE (continued)

	<u>FIXED CHARGE</u>	<u>O&M CHARGE</u>	<u>OPTIONAL REPLACEMENT CHARGE</u>
<u>Decorative Grade</u>			
70 Watt	\$ 0.38	\$ 0.78	\$ 7.87
100 Watt	\$ 0.38	\$ 0.78	\$ 7.95
150 Watt	\$ 0.38	\$ 0.78	\$ 8.69
250 Watt	\$ 0.38	\$ 0.78	\$ 9.50

The above charges will be separate from and in addition to charges for electricity supplied under the provisions of Schedule "SL".

CONTRIBUTION-IN-AID-OF-CONSTRUCTION

The Company will supply for the Customer a luminaire (including lamp, globe and light-sensitive switch) mounting arm and/or bracket required, upon payment by the Customer of a one-time contribution-in-aid-of-construction equal to the estimated reasonable installed cost of such equipment agreed to by the Company and the Customer at the time of the installation.

For a new overhead street light, this cost shall normally include the following:

1. The luminaire including the lamp, globe, light-sensitive switch, and mounting arm or bracket; plus,
2. Connection of the street light to the Company owned low voltage (120 volts) overhead distribution system; plus,
3. Installation of replacement poles if required by either the Company or another utility; plus,
4. Tree trimming and adjusting Company owned facilities or the facilities of another utility, in order to provide adequate clearances for the street light.

As discussed under Character of Service, if the Customer agrees in writing with the Company, the Customer may install their own street light and mount. The contribution-in-aid-of-construction shall include only the estimated cost of connecting the new supply (items 2-4 above).

For removing a street light, the contribution-in-aid-of-construction shall normally include the estimated reasonable cost of removing the existing luminaire (and/or bracket, if also removed). This removal charge shall not apply where the light is removed temporarily for repairs to the light or pole, or relocated in the immediate vicinity at the convenience of the Company (or other utility owning the pole on which the light is mounted).

For conversions from one size or wattage of light to another or one type of light to another, the contribution-in-aid-of-construction shall be the estimated reasonable cost of removing the existing equipment and the installation of the new equipment. This charge does not apply if the street light is converted at the convenience of the Company or if the street light is owned by the Customer. The Customer is required to inform the Company of the date and characteristic of such conversions as soon as possible.

If the Customer requests that the Company provide facilities or an installation in excess of, or different than, those normally installed or if such excess installation is required by local, state, or federal ordinance, the total estimated additional cost shall be contributed by the Customer.

This contribution shall be in addition to any other service connection fee or contribution required under the "General Terms and Conditions." The contribution-in-aid-of-construction shall not be less than zero.

MD - SSL- OH - LED

In lieu of a one-time payment at the time of installation, the Customer may elect one of the following alternative payment options:

1. Finance the contribution-in-aid-of-construction through the Company, amortized over the number of years to be agreed upon by Pepco and the street light Customer at the applicable Commission-approved overall rate of return at the time of the installation, subject to update as approved in subsequent rate proceedings, if any.
2. A monthly service charge that amortizes the total cost of the installation or conversion, which will be based on the estimated reasonable cost of the LED installation or conversion at that time, over the depreciable life of the installed LED street lights at the applicable Commission-approved overall rate of return at the time of the installation, subject to update as approved in subsequent rate proceedings, if any.

The Customer may only choose a single payment option for all LED lights installed, unless otherwise agreed to by the Company.

REPLACEMENT OF EQUIPMENT

When replacement of installed equipment is necessary, the Company will replace such installed equipment upon payment by the Customer of a contribution equal to the Company's reasonable cost to replace the equipment. If the Customer has chosen either of the alternative payment options for the initial installation of the equipment subject to replacement, the replacement contribution will be added to the unrecovered balance, if any, of the initial installation contribution and recovered consistent with the elected option.

In lieu of the contribution at the time of replacement, the Customer may elect to pay a monthly charge to cover the cost of future replacements (Optional Replacement Charge). The Optional Replacement Charge will be effective at the time of the initial installation of the equipment and will remain in effect to the time of equipment replacement. The monthly Optional Replacement Charge for future replacement are listed in the table of monthly rates.

The Customer may only choose a single replacement charge option for all lights installed.

NON-STANDARD EQUIPMENT

Non-standard equipment, including all equipment not meeting ANSI Standards. If accepted by the Company for maintenance, will be subject to special contract charges and arrangements.

GROSS RECEIPTS TAX

A surcharge of 2.0408% is applied to the transmission and distribution components of the customer's bill to recover the amount attributable to the Gross Receipts Tax.

MARTIN'S ADDITION OFFICES

TWO NEW 6 FT. x 8 FT. WORKSTATIONS w/ ACOUSTIC PANEL SURROUNDS

NEW 84" H. PARTITION OR ACOUSTIC PANELS

PRINTER / COPIER

TWO EXISTING 3 DRW. LATERAL FILE CABINETS

TWO NEW 36" x 12" SHELVING UNITS

NEW 24" x 12" STORAGE CABINET

NEW 48" x 24" TABLE FOR MICROWAVE & COFFEE MAKER w/ REF. BELOW

EXISTING 48" x 30" WORK TABLE WORKSTATION

EXISTING 48" x 24" TABLE w/ MAILBOXES

RELOCATE ENTRANCE DOOR & EXIT SIGN

NEW 24" x 24" CABINET FOR HISTORIC DISPLAY

EXISTING STACKING CHAIRS

NEW PODIUM

FOUR NEW TRAPEZOID TABLES ON CASTERS

FIVE NEW CONF. CHAIRS TO MATCH 2 EXISTING

VILLAGE MAP ON NEW 84" H. PART. OR PANEL

VILLAGE EMBLEM & TWO FLAGS

PLAN STORAGE & MISC. ITEMS FROM MECH. RM.

EXISTING 2 DWR. LATERAL FILE CABINETS

SECOND FLOOR PLAN

1/4" = 1'-0"

**Village of Martin's Additions
Balance Sheet
As of November 30, 2015**

	<u>Nov 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 - United Bank	68,929.10
1001 - Suntrust Bank	-45,078.83
1005 - Congressional Bank	248,430.00
1020 - MLGIP	
1021 - MLGIP - Infrastructure	168,432.96
1020 - MLGIP - Other	2,090,040.14
Total 1020 - MLGIP	<u>2,258,473.10</u>
Total Checking/Savings	2,530,753.37
 Other Current Assets	
1010 - Petty Cash	100.00
1120 - Security Deposit - Office	1,767.00
Total Other Current Assets	<u>1,867.00</u>
Total Current Assets	2,532,620.37
 Fixed Assets	
1205 - Other Assets	4,619.00
1210 - Office Equipment	6,196.29
1215 - Leasehold Improvements	1,381.00
1220 - Capital Fund Infrastructure	226,974.95
Total Fixed Assets	<u>239,171.24</u>
 Other Assets	
1160 - Real Property Tax Receivable	91.82
Total Other Assets	<u>91.82</u>
TOTAL ASSETS	<u><u>2,771,883.43</u></u>
 LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2010 - Accounts Payable - Accrual	5,018.80
2200 - Refundable Deposits	19,000.00
Total Other Current Liabilities	<u>24,018.80</u>
Total Current Liabilities	<u>24,018.80</u>
Total Liabilities	24,018.80
 Equity	
3000 - Fund Balance	431,456.43
3010 - Fund Balance - Infrastructure	600,000.00
3100 - Investments in GFA	239,171.24
3900 - Retained Earnings	1,381,988.18
Net Income	95,248.78
Total Equity	<u>2,747,864.63</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,771,883.43</u></u>

Village of Martin's Additions
General Ledger

As of November 30, 2015

	Type	Date	Num
3900 - Retained Earnings			
Total 3900 - Retained Earnings			
4000 - Revenue			
4010 - Permit Fees			
	Deposit	08/14/2015	153
	Deposit	08/21/2015	08212015
	Deposit	09/11/2015	3827
	Deposit	09/11/2015	2828
	Deposit	09/21/2015	4251
	Deposit	10/07/2015	21743
	Deposit	11/30/2015	11302015
	Deposit	11/30/2015	11302015
Total 4010 - Permit Fees			
4020 - Cable TV Franchise Fees			
	Deposit	08/06/2015	5052
	General Journal	08/31/2015	646
Total 4020 - Cable TV Franchise Fees			
4040 - County Revenue Sharing			
	Deposit	09/25/2015	421082
Total 4040 - County Revenue Sharing			
4050 - Highway Users Fees			
	Deposit	09/02/2015	503976325
	General Journal	09/02/2015	643
	Deposit	10/15/2015	504038377
	Deposit	11/04/2015	504062411
Total 4050 - Highway Users Fees			
4060 - Income Tax			
	Deposit	07/29/2015	503931679
	General Journal	07/31/2015	626
	Deposit	10/28/2015	504053912
	Deposit	11/24/2015	504089864
Total 4060 - Income Tax			
4080 - Personal Property Tax			
	Deposit	11/16/2015	11162015
Total 4080 - Personal Property Tax			
4090 - Real Property Tax			
	Deposit	07/15/2015	07152015
	Deposit	08/17/2015	0817201

Village of Martin's Additions
General Ledger

As of November 30, 2015

Type	Date	Num
Deposit	09/11/2015	419747
Deposit	10/13/2015	422197
Deposit	11/16/2015	11162015
Total 4090 · Real Property Tax		
4110 · Interest		
General Journal	07/31/2015	620
General Journal	07/31/2015	642
General Journal	08/31/2015	644
Deposit	09/11/2015	419747
General Journal	09/30/2015	650
General Journal	09/30/2015	652
General Journal	10/31/2015	658
General Journal	10/31/2015	659
General Journal	11/30/2015	662
General Journal	11/30/2015	664
Total 4110 · Interest		
4135 · Other Revenue		
Deposit	09/24/2015	504007037
Total 4135 · Other Revenue		
Total 4000 · Revenue		
5000 · General Government		
5010 · Office Expenses		
Bill	07/01/2015	6564112
Bill	07/01/2015	1435665701232
Bill	07/01/2015	5036630667
Bill	07/02/2015	95003317
Bill	07/03/2015	71340
Bill	07/05/2015	Locksmith Reimb.
Bill	07/13/2015	55017894092
Bill	07/20/2015	XQUGKSTAB20115
Bill	07/31/2015	Reimbursement
Bill	07/31/2015	Reimbursement
General Journal	07/31/2015	620
General Journal	07/31/2015	620
General Journal	07/31/2015	628
General Journal	07/31/2015	628
General Journal	07/31/2015	628
Bill	08/01/2015	71355
Bill	08/01/2015	95168494
Bill	08/10/2015	XQUGKSTAB22215
Bill	08/13/2015	Reimb.

Village of Martin's Additions
General Ledger

As of November 30, 2015

Type	Date	Num
Bill	08/13/2015	REimb
Bill	08/17/2015	05G0433305372
Bill	08/17/2015	05F0433305372
Deposit	08/21/2015	990418
General Journal	08/31/2015	644
General Journal	08/31/2015	646
Bill	09/01/2015	71366
Bill	09/01/2015	5H0433305372
Bill	09/01/2015	55017894092
Bill	09/11/2015	55017894092
Bill	09/21/2015	95375914
Bill	09/21/2015	5038079254
Deposit	09/22/2015	PE80002394
Bill	09/25/2015	XQUGKSTAB26815
Bill	09/25/2015	71383
Bill	09/26/2015	051043305372
Bill	09/30/2015	Reimburse
Bill	09/30/2015	Reimbursement
Bill	09/30/2015	Reimbursement
General Journal	09/30/2015	650
Bill	10/02/2015	95562370
Bill	10/08/2015	0057098915
Bill	10/12/2015	Reimb.
General Journal	10/31/2015	659
General Journal	10/31/2015	659
General Journal	10/31/2015	659
Bill	11/01/2015	71377
Bill	11/02/2015	95738070
Bill	11/02/2015	5592
Bill	11/02/2015	5592
Bill	11/10/2015	55017894092
General Journal	11/30/2015	662
General Journal	11/30/2015	662
General Journal	11/30/2015	662
General Journal	11/30/2015	663
General Journal	11/30/2015	663
Total 5010 · Office Expenses		
5030 · Insurance		
Bill	07/01/2015	112859
General Journal	07/31/2015	636
Deposit	09/21/2015	5416763
Total 5030 · Insurance		
5040 · Printing & Mailing		

Village of Martin's Additions
General Ledger

As of November 30, 2015

	Type	Date	Num
	Bill	07/01/2015	204841
	General Journal	07/31/2015	628
Total 5040 · Printing & Mailing			
5050 · Dues & Subscriptions/Conference			
	Bill	07/01/2015	7908
	Bill	07/06/2015	MML Conf. Reimb.
	General Journal	07/31/2015	628
	Bill	08/03/2015	295
	Bill	08/17/2015	FY2016 Dues
Total 5050 · Dues & Subscriptions/Conference			
5055 · Storage Rental			
	Bill	07/07/2015	4157919
	Bill	07/27/2015	Unit #1143
	General Journal	07/31/2015	628
	Bill	09/05/2015	4157919
	Bill	09/12/2015	4157919
Total 5055 · Storage Rental			
5060 · Office Lease			
	Bill	07/17/2015	July 2015
	Bill	08/17/2015	August 2015
	Bill	09/01/2015	FY2016 T&I
	Bill	09/17/2015	September
	Bill	10/17/2015	October
	Bill	11/17/2015	November
Total 5060 · Office Lease			
5065 · Telephone			
	Bill	07/01/2015	5069505674Y
	General Journal	07/31/2015	628
	Bill	08/01/2015	00005069505674Y
	Bill	09/01/2015	00005069505674Y
	Bill	09/25/2015	00005069505674Y
	Bill	11/01/2015	00005069505674Y
Total 5065 · Telephone			
Total 5000 · General Government			
5100 · Salaries & Benefits			
5110 · Managerial & Office Salaries			
	General Journal	07/09/2015	617
	General Journal	07/23/2015	623
	General Journal	07/31/2015	638

Village of Martin's Additions
General Ledger

As of November 30, 2015

Type	Date	Num
General Journal	08/06/2015	619
General Journal	08/20/2015	629
General Journal	09/03/2015	630
General Journal	09/17/2015	648
General Journal	10/01/2015	649
General Journal	10/15/2015	655
General Journal	10/15/2015	655
General Journal	10/29/2015	656
General Journal	10/29/2015	656
General Journal	11/12/2015	657
General Journal	11/25/2015	660
General Journal	11/25/2015	661
Total 5110 · Managerial & Office Salaries		

5120 · Payroll Taxes & Benefits

General Journal	07/09/2015	617
General Journal	07/23/2015	623
General Journal	08/06/2015	619
General Journal	08/20/2015	629
General Journal	09/03/2015	630
General Journal	09/08/2015	631
General Journal	09/11/2015	651
General Journal	09/17/2015	648
General Journal	10/01/2015	649
Bill	10/12/2015	Health Reimb.
Bill	10/12/2015	A/C 306466
General Journal	10/15/2015	655
General Journal	10/29/2015	656
General Journal	11/12/2015	657
Bill	11/16/2015	November Health
General Journal	11/25/2015	660
General Journal	11/25/2015	661
Bill	11/30/2015	606466
Total 5120 · Payroll Taxes & Benefits		

Total 5100 · Salaries & Benefits

5200 · Professional Fees

5210 · Accounting & Auditing

Bill	07/07/2015	July 2015
Bill	08/17/2015	August 2015
Bill	09/01/2015	September 2015
Bill	10/25/2015	October 2015
Bill	11/05/2015	52306
Bill	11/16/2015	November

Village of Martin's Additions
General Ledger

As of November 30, 2015

	Type	Date	Num
Total 5210 · Accounting & Auditing			
5220 · Building & Permitting			
5222 · Building Review & Permits			
	Bill	08/01/2015	08012015
	Bill	08/01/2015	08012015
	Bill	08/01/2015	08012015
	Bill	09/01/2015	August
	Bill	09/01/2015	012515AB6
	General Journal	09/15/2015	647
	Bill	10/01/2015	September 2015
	Bill	11/01/2015	5222
Total 5222 · Building Review & Permits			
5224 · Enforcement & Oversight			
	Bill	09/01/2015	VMA1114
	Bill	09/01/2015	VMA1214
	Bill	09/03/2015	VMA1015
	Bill	09/04/2015	VMA0914
	Bill	09/07/2015	VMA0714
	Bill	09/07/2015	VMA0814
	Bill	09/08/2015	VMA0615
	General Journal	09/15/2015	647
	Bill	10/14/2015	VMA24-0715
Total 5224 · Enforcement & Oversight			
5226 · Municipal Operations			
	Bill	10/14/2015	VMA26-0715
Total 5226 · Municipal Operations			
5220 · Building & Permitting - Other			
	Bill	09/01/2015	012515AB6
Total 5220 · Building & Permitting - Other			
Total 5220 · Building & Permitting			
5230 · Legal			
	Bill	07/06/2015	June 2015
	General Journal	07/31/2015	628
	Bill	08/03/2015	July 2015
	Bill	09/01/2015	15
	Bill	09/30/2015	103
	Bill	11/02/2015	49
Total 5230 · Legal			

Village of Martin's Additions
General Ledger

As of November 30, 2015

	Type	Date	Num
5240 - Police			
	General Journal	07/09/2015	617
	General Journal	07/23/2015	623
	General Journal	07/23/2015	623
	General Journal	07/31/2015	638
	General Journal	09/03/2015	630
	General Journal	09/03/2015	630
	General Journal	10/01/2015	649
	General Journal	10/29/2015	656
	General Journal	10/29/2015	656
	General Journal	11/25/2015	660
	General Journal	11/25/2015	660
Total 5240 - Police			
5244 - Traffic Engineering			
	Bill	11/06/2015	1525
Total 5244 - Traffic Engineering			
Total 5200 - Professional Fees			
5300 - Streets			
5305 - Streets - General			
5310 - Street Lighting - PEPCO			
	Bill	07/01/2015	55017245642
	General Journal	07/31/2015	628
	Bill	08/01/2015	55017245642
	Bill	09/25/2015	55017245642
	Bill	10/01/2015	55017245642
	Bill	11/01/2015	55017245642
Total 5310 - Street Lighting - PEPCO			
5322 - Street Cleaning - Fall/Spring			
	Bill	11/01/2015	12537
	Bill	11/03/2015	12554
Total 5322 - Street Cleaning - Fall/Spring			
5324 - Street Maintenance - Other			
	Bill	10/08/2015	1031
Total 5324 - Street Maintenance - Other			
Total 5305 - Streets - General			
Total 5300 - Streets			

Village of Martin's Additions
General Ledger

As of November 30, 2015

	Type	Date	Num
5400 - Waste & Recycling			
5410 - Waste Collection & Recycling			
	Bill	07/09/2015	Shred Event
	Bill	07/27/2015	2425708-0275-9
	Bill	07/31/2015	Reimbursement
	General Journal	07/31/2015	628
	General Journal	07/31/2015	636
	Bill	09/01/2015	2432823-0275-7
	Bill	09/27/2015	2439944-0275-4
	Bill	09/30/2015	Reimbursement
	Bill	10/25/2015	2447736-0275-4
	Bill	11/29/2015	245475402757
Total 5410 - Waste Collection & Recycling			
5420 - Leaf Bags			
	Bill	11/01/2015	234101-0
	Bill	11/02/2015	234339-0
Total 5420 - Leaf Bags			
Total 5400 - Waste & Recycling			
5500 - Other			
5510 - Tree Maintenance			
	Bill	07/01/2015	39825
	Bill	07/01/2015	39945
	Bill	07/01/2015	39849
	Bill	07/01/2015	13726
	General Journal	07/31/2015	628
	General Journal	07/31/2015	628
	Bill	09/01/2015	40379
	Bill	09/01/2015	40378
	Bill	09/30/2015	38425
	Bill	09/30/2015	38845
	Bill	09/30/2015	40495
	Bill	09/30/2015	40630
	Bill	09/30/2015	40631
	Bill	09/30/2015	40643
	Bill	11/01/2015	40711
	Bill	11/01/2015	40712
	Bill	11/01/2015	40761
	Bill	11/01/2015	40762
Total 5510 - Tree Maintenance			
5518 - Right-of-Way Maintenance			

Village of Martin's Additions
General Ledger

As of November 30, 2015

Type	Date	Num
Bill	07/01/2015	11189
General Journal	07/31/2015	628
Bill	08/01/2015	11253
Bill	09/01/2015	11457
Bill	10/01/2015	11555
Bill	11/01/2015	11617
Bill	11/02/2015	5592
Total 5518 · Right-of-Way Maintenance		
5520 · Community Events		
Bill	09/22/2015	Halloween
Bill	10/25/2015	1086379
Bill	11/01/2015	Halloween
Bill	11/01/2015	40860
Bill	11/02/2015	5592
Bill	11/02/2015	5592
Bill	11/02/2015	5592
Bill	11/02/2015	5592
Bill	11/02/2015	5592
Bill	11/02/2015	5592
Bill	11/02/2015	5592
Bill	11/02/2015	5592
Total 5520 · Community Events		
5530 · Website		
Bill	07/01/2015	1688
General Journal	07/31/2015	628
Bill	09/01/2015	1747
Bill	09/30/2015	1769
Bill	11/01/2015	1783
Total 5530 · Website		
Total 5500 · Other		
TOTAL		

Village of Martin's Additions
General Ledger
As of November 30, 2015

Name

3900 - Retained Earnings

Total 3900 - Retained Earnings

4000 - Revenue

4010 - Permit Fees

John C. Macmillan Jr.
Gilday Renovations
James A. Huizinga
Maryellen B. Metwalli
Expert Fence
Associated Desert Dry of Wash.
Matwalli
Huizinga

Total 4010 - Permit Fees

4020 - Cable TV Franchise Fees

Montgomery County - Cable

Total 4020 - Cable TV Franchise Fees

4040 - County Revenue Sharing

Montgomery County - Revenue Sharing

Total 4040 - County Revenue Sharing

4050 - Highway Users Fees

Maryland - Highway Users

Maryland - Highway Users

Maryland - Highway Users

Total 4050 - Highway Users Fees

4060 - Income Tax

Maryland - Income Tax

Maryland - Income Tax

Maryland - Income Tax

Total 4060 - Income Tax

4080 - Personal Property Tax

Montgomery County - RE Tax

Total 4080 - Personal Property Tax

4090 - Real Property Tax

Montgomery County - RE Tax

Montgomery County - RE Tax

Village of Martin's Additions
General Ledger
As of November 30, 2015

Name

Montgomery County - RE Tax
Montgomery County - RE Tax
Montgomery County - RE Tax

Total 4090 · Real Property Tax

4110 · Interest

Montgomery County - RE Tax

Total 4110 · Interest

4135 · Other Revenue

Maryland - Licenses

Total 4135 · Other Revenue

Total 4000 · Revenue

5000 · General Government

5010 · Office Expenses

Brookville Supermarket
Constant Contact
Ricoh USA
Ricoh USA, Inc.
Isabel's Home Services
Tiffany Cissna
PEPCO - Office
Constant Contact
Wayne Fowler
Wayne Fowler

Isabel's Home Services
Ricoh USA, Inc.
Constant Contact
Devon Gallagher

Village of Martin's Additions
General Ledger
As of November 30, 2015

Name

Devon Gallagher
Deer Park
Deer Park
United Bank Card

Isabel's Home Services
ReadyRefresh by Nestle
PEPCO
PEPCO - Office
Ricoh USA, Inc.
Ricoh USA
Pepco - Customer
Constant Contact
Isabel's Home Services
ReadyRefresh by Nestle
Victoria Hall
Wayne Fowler
Wayne Fowler

Ricoh USA, Inc.
Deluxe
Victoria Hall

Isabel's Home Services
Ricoh USA, Inc.
Suntrust
Suntrust
PEPCO - Office

Total 5010 · Office Expenses

5030 · Insurance

LGIT

Chesapeake Employers - Customer

Total 5030 · Insurance

5040 · Printing & Mailing

Village of Martin's Additions
General Ledger
As of November 30, 2015

Name

Specturm Printing & Graphics

Total 5040 · Printing & Mailing

5050 · Dues & Subscriptions/Conference

Maryland Municipal League
Tiffany Cissna

Montgomery County Chapter - MML
ICMA

Total 5050 · Dues & Subscriptions/Conference

5055 · Storage Rental

Extra Space Storage
Extra Space Storage

Extra Space Storage
Extra Space Storage

Total 5055 · Storage Rental

5060 · Office Lease

Shirazi Enterprises
Shirazi Enterprises
Shirazi Enterprises
Shirazi Enterprises
Shirazi Enterprises
Shirazi Enterprises

Total 5060 · Office Lease

5065 · Telephone

Verizon

Verizon
Verizon
Verizon
Verizon

Total 5065 · Telephone

Total 5000 · General Government

5100 · Salaries & Benefits

5110 · Managerial & Office Salaries

Village of Martin's Additions
General Ledger
As of November 30, 2015

Name

Total 5110 · Managerial & Office Salaries

5120 · Payroll Taxes & Benefits

Victoria Hall
Vantage Point Transfer Agent

Victoria Hall

Vantage Point Transfer Agent

Total 5120 · Payroll Taxes & Benefits

Total 5100 · Salaries & Benefits

5200 · Professional Fees

5210 · Accounting & Auditing

Daniel R. Baden, C.P.A. Chartered
Daniel R. Baden, C.P.A. Chartered
Daniel R. Baden, C.P.A. Chartered
Daniel R. Baden, C.P.A. Chartered
Linton Shafer Warfield & Garrett, P.A.
Daniel R. Baden, C.P.A. Chartered

Village of Martin's Additions
General Ledger
As of November 30, 2015

Name

Total 5210 · Accounting & Auditing

5220 · Building & Permitting

5222 · Building Review & Permits

Montgomery Consulting, LLC
Montgomery Consulting, LLC
Montgomery Consulting, LLC
Montgomery Consulting, LLC
Mid-Atlantic Inspection Services

Montgomery Consulting, LLC
Montgomery Consulting, LLC

Total 5222 · Building Review & Permits

5224 · Enforcement & Oversight

Blue Crab Contracting, LLC
Blue Crab Contracting, LLC
Blue Crab Contracting, LLC
Blue Crab Contracting, LLC
Blue Crab Contracting, LLC
Blue Crab Contracting, LLC
Blue Crab Contracting, LLC

Blue Crab Contracting, LLC

Total 5224 · Enforcement & Oversight

5226 · Municipal Operations

Blue Crab Contracting, LLC

Total 5226 · Municipal Operations

5220 · Building & Permitting - Other

Mid-Atlantic Inspection Services

Total 5220 · Building & Permitting - Other

Total 5220 · Building & Permitting

5230 · Legal

Thomas Schild Law Group, LLC

Thomas Schild Law Group, LLC
Bolt Legal, LLC
Bolt Legal, LLC
Bolt Legal, LLC

Total 5230 · Legal

Village of Martin's Additions
General Ledger
As of November 30, 2015

Name

5240 - Police

Total 5240 - Police

5244 - Traffic Engineering

Joseph Cutro, P.E.

Total 5244 - Traffic Engineering

Total 5200 - Professional Fees

5300 - Streets

5305 - Streets - General

5310 - Street Lighting - PEPCO

Pepco - Street Lights

Pepco - Street Lights

Pepco - Street Lights

Pepco - Street Lights

Pepco - Street Lights

Total 5310 - Street Lighting - PEPCO

5322 - Street Cleaning - Fall/Spring

Rolling Acres Landscaping

Rolling Acres Landscaping

Total 5322 - Street Cleaning - Fall/Spring

5324 - Street Maintenance - Other

Verges Construction

Total 5324 - Street Maintenance - Other

Total 5305 - Streets - General

Total 5300 - Streets

Village of Martin's Additions
General Ledger
As of November 30, 2015

Name

5400 - Waste & Recycling

5410 - Waste Collection & Recycling

Section 3 of the Village of Chevy Chase

Waste Management

Wayne Fowler

Waste Management

Waste Management

Wayne Fowler

Waste Management

Waste Management

Total 5410 - Waste Collection & Recycling

5420 - Leaf Bags

Laniado Wholesale Maint. Products Inc.

Laniado Wholesale Maint. Products Inc.

Total 5420 - Leaf Bags

Total 5400 - Waste & Recycling

5500 - Other

5510 - Tree Maintenance

Integrated Plant Care

Integrated Plant Care

Integrated Plant Care

Integrated Plant Care

Integrated Plant Care

Integrated Plant Care

Integrated Plant Care

Integrated Plant Care

Integrated Plant Care

Integrated Plant Care

Integrated Plant Care

Integrated Plant Care

Integrated Plant Care

Integrated Plant Care

Integrated Plant Care

Integrated Plant Care

Total 5510 - Tree Maintenance

5518 - Right-of-Way Maintenance

Village of Martin's Additions
General Ledger
As of November 30, 2015

Name

Ianbelli Lawn Service, Inc.

Ianbelli Lawn Service, Inc.

Ianbelli Lawn Service, Inc.

Ianbelli Lawn Service, Inc.

Ianbelli Lawn Service, Inc.

Suntrust

Total 5518 · Right-of-Way Maintenance

5520 · Community Events

Thomas A. Lilly

Bristol Sounds Deejaays

Potomac Ice Cream

Integrated Plant Care

Suntrust

Suntrust

Suntrust

Suntrust

Suntrust

Suntrust

Suntrust

Total 5520 · Community Events

5530 · Website

Calvert Design Group, Inc.

Calvert Design Group, Inc.

Calvert Design Group, Inc.

Calvert Design Group, Inc.

Total 5530 · Website

Total 5500 · Other

TOTAL

Village of Martin's Additions
General Ledger
As of November 30, 2015

Memo

3900 - Retained Earnings

Total 3900 - Retained Earnings

4000 - Revenue

4010 - Permit Fees

3414 cummings Lane - building Permit
3525 Raymond Fence Permit
120 Quincy Street - Deck Permit
3507 turner Lane
Fence Permit
702 Oxford
3507 Turner Lane
120 Quincy Street

Total 4010 - Permit Fees

4020 - Cable TV Franchise Fees

4th Quarter Cable TV Franchise Fee
Reverse June accrual

Total 4020 - Cable TV Franchise Fees

4040 - County Revenue Sharing

FY2016

Total 4040 - County Revenue Sharing

4050 - Highway Users Fees

June Collections
To reverse June accrual of Highway User Revenue
FY16 ONE time grant
July - August Highway User

Total 4050 - Highway Users Fees

4060 - Income Tax

July Distribution
To reverse June accrual
October 2015
November Collections

Total 4060 - Income Tax

4080 - Personal Property Tax

October Collections

Total 4080 - Personal Property Tax

4090 - Real Property Tax

June Collections received in July
July Collections

Village of Martin's Additions
General Ledger
As of November 30, 2015

Memo

August 2015
September 2015
October Collections

Total 4090 · Real Property Tax

4110 · Interest

July Interest Income
August Interest Income
August Interest Income
August 2015
September Interest Income
September Interest Income
October Interest Income
October Interest Income
November Interest Income
November Interest Income

Total 4110 · Interest

4135 · Other Revenue

Business License

Total 4135 · Other Revenue

Total 4000 · Revenue

5000 · General Government

5010 · Office Expenses

Drinks for trash guys
Email Marketing
Maintenance Contract - 6/28/2015 to 9/27/2015
Copier Maintenance 7/21/2015 - 8/20/2015
6/5/2015 and 6/19/2015
Reimbursement for locksmith to change the locks at
7/13/2015
Email Marketing
Paper for Village Office
Extra Keys for Village office
ADP Fees - July
Wire Fees
To reverse June accrual
To reverse June accrual
To reverse June accrual
7/3, 7/17, 7/31/2015
Copier Maintenance 8/21/2015 - 9/20/2015
Email Marketing
Table Mic

Village of Martin's Additions
General Ledger
As of November 30, 2015

Memo

Desktop Printer
Water & Rental
Water & Rental
Refund Credit balance before closing account
August ADP Fees
Reverse June accrual
8/14 and 8/28/2015
Water
Office to 8/12/2015
9/11/2015
Copier Maintenance 9/21/2015 - 10/20/2015
Maintenance Contract - 9/28/2015 to 12/27/2015
Pepco Refund for overcharge
Email Marketing and Survey
9/11 and 9/25/2015
Water
Posage and Staples Charges
Card Stock for signs
Laminate & sign material
September Wire and ADP FEES
Copier Maintenance 10/21/2015 - 11/20/2015
Checks & Envelopes for Suntrust A/C
Stamps and Staples Office Supplies
October ADP Fees
October Wire Fees
October Stop Payment
10/9 and 10/23/2015
Copier Maintenance 11/21/2015 - 12/20/2015
USPS - Postage
Readyrefresh by Nestle - Water for office
Electric to 11/10/2015
ADP Fees
Verification of Deposit Fee
Stop Payment Charges
ADP Fees - November
Account Analysis Fees

Total 5010 · Office Expenses

5030 · Insurance

FY2016 Insurance
Chesapeake Employers FY2016 Premium
Return for W/Comp Audit FY15

Total 5030 · Insurance

5040 · Printing & Mailing

Village of Martin's Additions
General Ledger
As of November 30, 2015

Memo

May Newsletter and insert
To reverse June accrual

Total 5040 · Printing & Mailing

5050 · Dues & Subscriptions/Conference

FY16 Annual Dues
MML Conference Reimbursement
To reverse June accrual
FY2016 Dues
FY2016 Dues

Total 5050 · Dues & Subscriptions/Conference

5055 · Storage Rental

Rent
Rent
To reverse June accrual
Rent
Rent

Total 5055 · Storage Rental

5060 · Office Lease

July 2015
August 2015
FY2016 Taxes and Insurance
September 2015
October
November

Total 5060 · Office Lease

5065 · Telephone

Phone Service
To reverse June accrual
Phone Service
Phone Service
Phone Service
Phone Service

Total 5065 · Telephone

Total 5000 · General Government

5100 · Salaries & Benefits

5110 · Managerial & Office Salaries

7/9/2015 Payroll
7/23/2015 Payroll
To reverse accrued salaries payable

Village of Martin's Additions
General Ledger
As of November 30, 2015

Memo

8/6/2015 Payroll
8/20/2015 Payroll
9/3/2015 Payroll
9/17/2015 Payroll
10/1/2015 Payroll
10/15/2015 Payroll
10/15/2015 Payroll - Ck #10003
10/29/2015 Payroll
10/29/2015 Payroll Ck #1004
11/12/2015 Payroll
11/25/2015 Payroll
11/25/2015 Payroll - ICMA Check 4033

Total 5110 · Managerial & Office Salaries

5120 · Payroll Taxes & Benefits

7/9/2015 Payroll
7/23/2015 Payroll
8/6/2015 Payroll
8/20/2015 Payroll
9/3/2015 Payroll
D.C Taxes refunded to Devon Gallagher
To credit a/c for DC Taxes W/H from D. Gallagher
9/17/2015 Payroll
10/1/2015 Payroll
July - October Health Insurance
Hall July - Oct 2015 Village Contribution
10/15/2015 Payroll
10/29/2015 Payroll
11/12/2015 Payroll
November Health Insurance
11/25/2015 Payroll
11/25/2015 Payroll - ICMA Check 4033
Hall Oct 15th - Nov. 12th 2015 Village Contribution

Total 5120 · Payroll Taxes & Benefits

Total 5100 · Salaries & Benefits

5200 · Professional Fees

5210 · Accounting & Auditing

July 2015
August 2015
September 2015
October 2015
FY2015 Audit
November 2015

Village of Martin's Additions
General Ledger
As of November 30, 2015

Memo

Total 5210 · Accounting & Auditing

5220 · Building & Permitting

5222 · Building Review & Permits

July 2015
7218 chestnut Street
3414 Cummings Lane
August 2015
January - June 2015
To reverse June accrual
September 2015
October 2015

Total 5222 · Building Review & Permits

5224 · Enforcement & Oversight

November 2014
December 2015
October 2015
September 2014
July 2014
August 2014
June 2015
To reverse June accrual
July 2015

Total 5224 · Enforcement & Oversight

5226 · Municipal Operations

July 2015

Total 5226 · Municipal Operations

5220 · Building & Permitting - Other

July 2015

Total 5220 · Building & Permitting - Other

Total 5220 · Building & Permitting

5230 · Legal

June 2015
To reverse June accrual
July 2015
August 2015
September 2015
October 2015

Total 5230 · Legal

Village of Martin's Additions
General Ledger
As of November 30, 2015
Memo

5240 - Police

7/9/2015 Payroll
7/23/2015 Salaries
7/23/2015 P/R Taxes
To reverse accrued salaries payable
9/3/2015 Payroll
9/3/2015 Payroll
10/1/2015 Payroll
10/29/2015 Payroll
10/29/2015 Payroll
11/25/2015 Payroll
11/25/2015 Payroll

Total 5240 - Police

5244 - Traffic Engineering

July - October

Total 5244 - Traffic Engineering

Total 5200 - Professional Fees

5300 - Streets

5305 - Streets - General

5310 - Street Lighting - PEPCO

June Street Lights
To reverse June accrual
July Street Lights
August Street Lights
September Street Lights
October Street Lights

Total 5310 - Street Lighting - PEPCO

5322 - Street Cleaning - Fall/Spring

Street Cleaning
Street Cleaning

Total 5322 - Street Cleaning - Fall/Spring

5324 - Street Maintenance - Other

Working with Joe Cutro

Total 5324 - Street Maintenance - Other

Total 5305 - Streets - General

Total 5300 - Streets

Village of Martin's Additions
General Ledger
As of November 30, 2015
Memo

5400 - Waste & Recycling

5410 - Waste Collection & Recycling

Shred-It Event 6/20/2015
August 2015
New Recycling bin for Village office
To reverse June accrual
Waste Management July Payment
September 2015
October 2015
Recycling Bins for Residents
November 2015
December 2015

Total 5410 - Waste Collection & Recycling

5420 - Leaf Bags

300 Leaf Bags
Leaf Bag Delivery Charge

Total 5420 - Leaf Bags

Total 5400 - Waste & Recycling

5500 - Other

5510 - Tree Maintenance

Replace 6 watering bags
1st & 2nd Waterig of new trees
Butterfly Garden Cleanup
Tree Care April - June
To reverse June accrual
To reverse June accrual
Scale Treatment - Pyracanthas on Taylor by Brookv
Third Watering of new trees
Remove low branches and trunk sprouts
Weed Control and Scale Treatment
4th & 5th Watering
Pruning
Pruning
Replace Watering Bags and Bee Treatment
Dutch Elm disease treatment
6th and 7th watering of trees
7220 and 7210 Chestnut St. tree work
7201 Chestnut St. Hornet Treatment

Total 5510 - Tree Maintenance

5518 - Right-of-Way Maintenance

Village of Martin's Additions
General Ledger
As of November 30, 2015

Memo

June Grass Cut
To reverse June accrual
July Grass Cut
August Grass Cut
September Grass Cut
October Grass Cut
Amazon.com - Dogji and Leaf Bags

Total 5518 · Right-of-Way Maintenance

5520 · Community Events

Halloween
Community Picnic 10/25/2015
Halloween Ice Cream
Pumbkins for Halloween event
Gaithersburg Party Rentals - Halloween Rentals
Amazon.com - Halloween Rentals
Amazon.com - Halloween Rentals
Amazon.com - Halloween Rentals
Amazon.com - Halloween Rentals
Staples - Halloween Supplies
Armands Pizza - Halloween Event

Total 5520 · Community Events

5530 · Website

Website Hosting
To reverse June accrual
Website Hosting
Website Hosting
Website Hosting

Total 5530 · Website

Total 5500 · Other

TOTAL

Village of Martin's Additions
General Ledger
 As of November 30, 2015
 Split

	<u>Amount</u>
3900 - Retained Earnings	
Total 3900 - Retained Earnings	
4000 - Revenue	
4010 - Permit Fees	
1000 - United Bank	2,151.00
1000 - United Bank	75.00
1000 - United Bank	75.00
1000 - United Bank	250.00
1000 - United Bank	75.00
1000 - United Bank	75.00
1001 - Suntrust Bank	707.00
1001 - Suntrust Bank	<u>75.00</u>
Total 4010 - Permit Fees	3,483.00
4020 - Cable TV Franchise Fees	
1020 - MLGIP	2,037.39
-SPLIT-	<u>-2,037.39</u>
Total 4020 - Cable TV Franchise Fees	0.00
4040 - County Revenue Sharing	
1020 - MLGIP	<u>26,832.00</u>
Total 4040 - County Revenue Sharing	26,832.00
4050 - Highway Users Fees	
1020 - MLGIP	1,428.39
1110 - Accounts Receivable Accrual	-1,428.39
1020 - MLGIP	16,180.56
1020 - MLGIP	<u>691.37</u>
Total 4050 - Highway Users Fees	16,871.93
4060 - Income Tax	
1020 - MLGIP	2,564.53
1110 - Accounts Receivable Accrual	-2,564.53
1020 - MLGIP	4,913.55
1020 - MLGIP	<u>198,914.05</u>
Total 4060 - Income Tax	203,827.60
4080 - Personal Property Tax	
1020 - MLGIP	<u>1,201.40</u>
Total 4080 - Personal Property Tax	1,201.40
4090 - Real Property Tax	
1020 - MLGIP	91.82
1020 - MLGIP	4,865.31

Village of Martin's Additions
General Ledger

As of November 30, 2015
 Split

	<u>Amount</u>
1020 · MLGIP	7,021.20
1020 · MLGIP	60,753.90
1020 · MLGIP	<u>7,914.90</u>
Total 4090 · Real Property Tax	80,647.13
4110 · Interest	
5010 · Office Expenses	3.28
1020 · MLGIP	123.74
5010 · Office Expenses	1.92
1020 · MLGIP	0.20
5010 · Office Expenses	2.73
1020 · MLGIP	130.09
1020 · MLGIP	151.18
5010 · Office Expenses	3.45
5010 · Office Expenses	2.95
1020 · MLGIP	<u>156.44</u>
Total 4110 · Interest	575.98
4135 · Other Revenue	
1020 · MLGIP	<u>14.10</u>
Total 4135 · Other Revenue	<u>14.10</u>
Total 4000 · Revenue	333,453.14
5000 · General Government	
5010 · Office Expenses	
2000 · Accounts Payable	-11.35
2000 · Accounts Payable	-13.29
2000 · Accounts Payable	-850.09
2000 · Accounts Payable	-160.00
2000 · Accounts Payable	-140.00
2000 · Accounts Payable	-175.50
2000 · Accounts Payable	-160.24
2000 · Accounts Payable	0.00
2000 · Accounts Payable	-57.23
2000 · Accounts Payable	-14.74
-SPLIT-	-208.74
5010 · Office Expenses	-14.00
2010 · Accounts Payable - Accrual	11.35
2010 · Accounts Payable - Accrual	140.00
2010 · Accounts Payable - Accrual	723.26
2000 · Accounts Payable	-210.00
2000 · Accounts Payable	-168.00
2000 · Accounts Payable	-96.00
2000 · Accounts Payable	-43.20

Village of Martin's Additions
General Ledger

As of November 30, 2015

	Amount
2000 · Accounts Payable	-173.50
2000 · Accounts Payable	-37.21
2000 · Accounts Payable	-83.88
1000 · United Bank	258.30
-SPLIT-	-134.28
4020 · Cable TV Franchise Fees	-258.30
2000 · Accounts Payable	-140.00
2000 · Accounts Payable	-48.92
2000 · Accounts Payable	-141.39
2000 · Accounts Payable	-298.27
2000 · Accounts Payable	-160.00
2000 · Accounts Payable	-367.25
1000 · United Bank	286.25
2000 · Accounts Payable	-252.00
2000 · Accounts Payable	-140.00
2000 · Accounts Payable	-21.92
2000 · Accounts Payable	-61.24
2000 · Accounts Payable	-19.07
2000 · Accounts Payable	-113.92
-SPLIT-	-151.94
2000 · Accounts Payable	-160.00
2000 · Accounts Payable	-526.13
2000 · Accounts Payable	-126.88
-SPLIT-	-137.94
5010 · Office Expenses	-14.00
5010 · Office Expenses	-36.00
2000 · Accounts Payable	-140.00
2000 · Accounts Payable	-168.00
2000 · Accounts Payable	-5.75
2000 · Accounts Payable	-52.20
2000 · Accounts Payable	-118.55
-SPLIT-	-70.80
5010 · Office Expenses	-20.00
5010 · Office Expenses	-75.00
-SPLIT-	-70.80
5010 · Office Expenses	-13.50
Total 5010 · Office Expenses	-5,241.86
5030 · Insurance	
2000 · Accounts Payable	-1,546.00
-SPLIT-	-3,325.00
1000 · United Bank	353.00
Total 5030 · Insurance	-4,518.00
5040 · Printing & Mailing	

Village of Martin's Additions
General Ledger

As of November 30, 2015
 Split

	<u>Amount</u>
2000 · Accounts Payable	-560.17
2010 · Accounts Payable - Accrual	560.17
Total 5040 · Printing & Mailing	<u>0.00</u>
5050 · Dues & Subscriptions/Conference	
2000 · Accounts Payable	-3,564.94
2000 · Accounts Payable	-1,134.26
2010 · Accounts Payable - Accrual	1,134.26
2000 · Accounts Payable	-100.00
2000 · Accounts Payable	-680.00
Total 5050 · Dues & Subscriptions/Conference	<u>-4,344.94</u>
5055 · Storage Rental	
2000 · Accounts Payable	-236.00
2000 · Accounts Payable	-236.00
2010 · Accounts Payable - Accrual	236.00
2000 · Accounts Payable	-236.00
2000 · Accounts Payable	-283.20
Total 5055 · Storage Rental	<u>-755.20</u>
5060 · Office Lease	
2000 · Accounts Payable	-1,979.00
2000 · Accounts Payable	-1,979.00
2000 · Accounts Payable	-3,747.62
2000 · Accounts Payable	-1,979.00
2000 · Accounts Payable	-1,979.00
2000 · Accounts Payable	-1,979.00
Total 5060 · Office Lease	<u>-13,642.62</u>
5065 · Telephone	
2000 · Accounts Payable	-257.32
2010 · Accounts Payable - Accrual	257.32
2000 · Accounts Payable	-284.87
2000 · Accounts Payable	-272.04
2000 · Accounts Payable	-273.67
2000 · Accounts Payable	-270.03
Total 5065 · Telephone	<u>-1,100.61</u>
Total 5000 · General Government	-29,603.23
5100 · Salaries & Benefits	
5110 · Managerial & Office Salaries	
-SPLIT-	-3,407.21
-SPLIT-	-4,019.23
2020 · Accrued Salaries Payable	2,385.05

Village of Martin's Additions
General Ledger

As of November 30, 2015
 Split

	<u>Amount</u>
-SPLIT-	-4,056.73
-SPLIT-	-2,450.00
-SPLIT-	-5,159.23
-SPLIT-	-3,269.23
-SPLIT-	-3,269.23
-SPLIT-	-2,615.39
5110 · Managerial & Office Salaries	-653.84
-SPLIT-	-2,615.39
5110 · Managerial & Office Salaries	-653.84
-SPLIT-	-4,769.23
-SPLIT-	-4,115.39
-SPLIT-	-653.84
Total 5110 · Managerial & Office Salaries	<u>-39,322.73</u>
5120 · Payroll Taxes & Benefits	
5110 · Managerial & Office Salaries	-281.08
5110 · Managerial & Office Salaries	-331.59
5110 · Managerial & Office Salaries	-332.72
5110 · Managerial & Office Salaries	-202.13
5110 · Managerial & Office Salaries	-406.02
1000 · United Bank	-476.72
1000 · United Bank	476.73
5110 · Managerial & Office Salaries	-250.09
5110 · Managerial & Office Salaries	-250.09
2000 · Accounts Payable	-419.28
2000 · Accounts Payable	-559.04
5110 · Managerial & Office Salaries	-250.09
5110 · Managerial & Office Salaries	-250.09
5110 · Managerial & Office Salaries	-373.84
2000 · Accounts Payable	-104.82
5110 · Managerial & Office Salaries	-373.84
5110 · Managerial & Office Salaries	-98.07
2000 · Accounts Payable	-294.21
Total 5120 · Payroll Taxes & Benefits	<u>-4,776.99</u>
Total 5100 · Salaries & Benefits	-44,099.72
5200 · Professional Fees	
5210 · Accounting & Auditing	
2000 · Accounts Payable	-2,416.66
2000 · Accounts Payable	-2,416.66
2000 · Accounts Payable	-2,416.66
2000 · Accounts Payable	-2,416.66
2000 · Accounts Payable	-5,600.00
2000 · Accounts Payable	-2,416.66

Village of Martin's Additions
General Ledger
 As of November 30, 2015

	<u>Amount</u>
Total 5210 · Accounting & Auditing	-17,683.30
5220 · Building & Permitting	
5222 · Building Review & Permits	
2000 · Accounts Payable	-800.00
2000 · Accounts Payable	-300.00
2000 · Accounts Payable	-750.00
2000 · Accounts Payable	-5,050.00
2000 · Accounts Payable	-2,875.00
2010 · Accounts Payable - Accrual	2,875.00
2000 · Accounts Payable	-5,300.00
2000 · Accounts Payable	-3,250.00
Total 5222 · Building Review & Permits	<u>-15,450.00</u>
5224 · Enforcement & Oversight	
2000 · Accounts Payable	-1,845.00
2000 · Accounts Payable	-1,727.50
2000 · Accounts Payable	-1,665.00
2000 · Accounts Payable	-3,435.00
2000 · Accounts Payable	-4,860.00
2000 · Accounts Payable	-4,755.00
2000 · Accounts Payable	-2,655.00
2010 · Accounts Payable - Accrual	20,942.50
2000 · Accounts Payable	-525.00
Total 5224 · Enforcement & Oversight	<u>-525.00</u>
5226 · Municipal Operations	
2000 · Accounts Payable	-675.00
Total 5226 · Municipal Operations	<u>-675.00</u>
5220 · Building & Permitting - Other	
2000 · Accounts Payable	-125.00
Total 5220 · Building & Permitting - Other	<u>-125.00</u>
Total 5220 · Building & Permitting	-16,775.00
5230 · Legal	
2000 · Accounts Payable	-8,980.43
2010 · Accounts Payable - Accrual	8,980.43
2000 · Accounts Payable	-4,289.93
2000 · Accounts Payable	-13,629.00
2000 · Accounts Payable	-9,882.50
2000 · Accounts Payable	-7,581.50
Total 5230 · Legal	<u>-35,382.93</u>

Village of Martin's Additions
General Ledger
 As of November 30, 2015

	Amount
5240 - Police	
5110 - Managerial & Office Salaries	-1,948.50
5110 - Managerial & Office Salaries	-2,200.00
5110 - Managerial & Office Salaries	-181.50
2020 - Accrued Salaries Payable	1,260.00
5110 - Managerial & Office Salaries	-2,200.00
5110 - Managerial & Office Salaries	-181.50
5110 - Managerial & Office Salaries	-2,279.49
5110 - Managerial & Office Salaries	-2,200.00
5110 - Managerial & Office Salaries	-168.30
5110 - Managerial & Office Salaries	-2,200.00
5110 - Managerial & Office Salaries	-168.30
Total 5240 - Police	-12,467.59
 5244 - Traffic Engineering	
2000 - Accounts Payable	-960.00
Total 5244 - Traffic Engineering	-960.00
Total 5200 - Professional Fees	-83,268.82
 5300 - Streets	
5305 - Streets - General	
5310 - Street Lighting - PEPCO	
2000 - Accounts Payable	-1,071.20
2010 - Accounts Payable - Accrual	1,071.20
2000 - Accounts Payable	-1,070.80
2000 - Accounts Payable	-1,123.05
2000 - Accounts Payable	-1,187.45
2000 - Accounts Payable	-1,316.49
Total 5310 - Street Lighting - PEPCO	-4,697.79
 5322 - Street Cleaning - Fall/Spring	
2000 - Accounts Payable	-385.00
2000 - Accounts Payable	-5,940.00
Total 5322 - Street Cleaning - Fall/Spring	-6,325.00
 5324 - Street Maintenance - Other	
2000 - Accounts Payable	-200.00
Total 5324 - Street Maintenance - Other	-200.00
Total 5305 - Streets - General	-11,222.79
Total 5300 - Streets	-11,222.79

Village of Martin's Additions
General Ledger
 As of November 30, 2015

	<u>Amount</u>
5400 · Waste & Recycling	
5410 · Waste Collection & Recycling	
2000 · Accounts Payable	-140.00
2000 · Accounts Payable	-6,922.76
2000 · Accounts Payable	-7.94
2010 · Accounts Payable - Accrual	140.00
5030 · Insurance	-6,922.76
2000 · Accounts Payable	-6,922.76
2000 · Accounts Payable	-6,922.76
2000 · Accounts Payable	-193.88
2000 · Accounts Payable	-6,922.76
2000 · Accounts Payable	-6,922.76
Total 5410 · Waste Collection & Recycling	<u>-41,738.38</u>
5420 · Leaf Bags	
2000 · Accounts Payable	-12,375.00
2000 · Accounts Payable	-1,355.00
Total 5420 · Leaf Bags	<u>-13,730.00</u>
Total 5400 · Waste & Recycling	-55,468.38
5500 · Other	
5510 · Tree Maintenance	
2000 · Accounts Payable	-150.00
2000 · Accounts Payable	-1,120.00
2000 · Accounts Payable	-420.00
2000 · Accounts Payable	-5,590.00
2010 · Accounts Payable - Accrual	1,690.00
2010 · Accounts Payable - Accrual	5,590.00
2000 · Accounts Payable	-130.00
2000 · Accounts Payable	-560.00
2000 · Accounts Payable	-2,550.00
2000 · Accounts Payable	-545.00
2000 · Accounts Payable	-1,120.00
2000 · Accounts Payable	-1,360.00
2000 · Accounts Payable	-2,180.00
2000 · Accounts Payable	-285.00
2000 · Accounts Payable	-550.00
2000 · Accounts Payable	-1,120.00
2000 · Accounts Payable	-425.00
2000 · Accounts Payable	-80.00
Total 5510 · Tree Maintenance	<u>-10,905.00</u>
5518 · Right-of-Way Maintenance	

Village of Martin's Additions
General Ledger

As of November 30, 2015
 Split

	<u>Amount</u>
2000 · Accounts Payable	-42.00
2010 · Accounts Payable - Accrual	42.00
2000 · Accounts Payable	-287.00
2000 · Accounts Payable	-63.00
2000 · Accounts Payable	-42.00
2000 · Accounts Payable	-287.00
2000 · Accounts Payable	-186.97
Total 5518 · Right-of-Way Maintenance	<u>-865.97</u>
 5520 · Community Events	
2000 · Accounts Payable	-250.00
2000 · Accounts Payable	-425.00
2000 · Accounts Payable	-375.00
2000 · Accounts Payable	-350.00
2000 · Accounts Payable	-317.50
2000 · Accounts Payable	-49.48
2000 · Accounts Payable	-21.99
2000 · Accounts Payable	-19.96
2000 · Accounts Payable	-24.21
2000 · Accounts Payable	-92.61
2000 · Accounts Payable	-500.00
Total 5520 · Community Events	<u>-2,425.75</u>
 5530 · Website	
2000 · Accounts Payable	-114.90
2010 · Accounts Payable - Accrual	114.90
2000 · Accounts Payable	-114.90
2000 · Accounts Payable	-114.90
2000 · Accounts Payable	-114.90
Total 5530 · Website	<u>-344.70</u>
 Total 5500 · Other	<u>-14,541.42</u>
 TOTAL	<u><u>95,248.78</u></u>

Village of Martin's Additions
General Ledger
As of November 30, 2015

3900 - Retained Earnings 1,385,679.74
Total 3900 - Retained Earnings 1,385,679.74

4000 - Revenue **0.00**
4010 - Permit Fees **0.00**
2,151.00
2,226.00
2,301.00
2,551.00
2,626.00
2,701.00
3,408.00
3,483.00
Total 4010 - Permit Fees 3,483.00

4020 - Cable TV Franchise Fees **0.00**
2,037.39
0.00
Total 4020 - Cable TV Franchise Fees 0.00

4040 - County Revenue Sharing **0.00**
26,832.00
Total 4040 - County Revenue Sharing 26,832.00

4050 - Highway Users Fees **0.00**
1,428.39
0.00
16,180.56
16,871.93
Total 4050 - Highway Users Fees 16,871.93

4060 - Income Tax **0.00**
2,564.53
0.00
4,913.55
203,827.60
Total 4060 - Income Tax 203,827.60

4080 - Personal Property Tax **0.00**
1,201.40
Total 4080 - Personal Property Tax 1,201.40

4090 - Real Property Tax **0.00**
91.82
4,957.13

Village of Martin's Additions
General Ledger
 As of November 30, 2015

	<u>Balance</u>
	11,978.33
	72,732.23
	<u>80,647.13</u>
Total 4090 · Real Property Tax	80,647.13
4110 · Interest	0.00
	3.28
	127.02
	128.94
	129.14
	131.87
	261.96
	413.14
	416.59
	419.54
	<u>575.98</u>
Total 4110 · Interest	575.98
4135 · Other Revenue	0.00
	14.10
Total 4135 · Other Revenue	<u>14.10</u>
Total 4000 · Revenue	333,453.14
5000 · General Government	0.00
5010 · Office Expenses	0.00
	-11.35
	-24.64
	-874.73
	-1,034.73
	-1,174.73
	-1,350.23
	-1,510.47
	-1,510.47
	-1,567.70
	-1,582.44
	-1,791.18
	-1,805.18
	-1,793.83
	-1,653.83
	-930.57
	-1,140.57
	-1,308.57
	-1,404.57
	-1,447.77

Village of Martin's Additions
General Ledger
As of November 30, 2015

	<u>Balance</u>
	-1,621.27
	-1,658.48
	-1,742.36
	-1,484.06
	-1,618.34
	-1,876.64
	-2,016.64
	-2,065.56
	-2,206.95
	-2,505.22
	-2,665.22
	-3,032.47
	-2,746.22
	-2,998.22
	-3,138.22
	-3,160.14
	-3,221.38
	-3,240.45
	-3,354.37
	-3,506.31
	-3,666.31
	-4,192.44
	-4,319.32
	-4,457.26
	-4,471.26
	-4,507.26
	-4,647.26
	-4,815.26
	-4,821.01
	-4,873.21
	-4,991.76
	-5,062.56
	-5,082.56
	-5,157.56
	-5,228.36
	-5,241.86
Total 5010 · Office Expenses	<u>-5,241.86</u>
5030 · Insurance	0.00
	-1,546.00
	-4,871.00
	-4,518.00
Total 5030 · Insurance	<u>-4,518.00</u>
5040 · Printing & Mailing	0.00

Village of Martin's Additions
General Ledger
As of November 30, 2015

	<u>Balance</u>
	-560.17
	0.00
Total 5040 · Printing & Mailing	<u>0.00</u>
5050 · Dues & Subscriptions/Conference	0.00
	-3,564.94
	-4,699.20
	-3,564.94
	-3,664.94
	-4,344.94
Total 5050 · Dues & Subscriptions/Conference	<u>-4,344.94</u>
5055 · Storage Rental	0.00
	-236.00
	-472.00
	-236.00
	-472.00
	-755.20
Total 5055 · Storage Rental	<u>-755.20</u>
5060 · Office Lease	0.00
	-1,979.00
	-3,958.00
	-7,705.62
	-9,684.62
	-11,663.62
	-13,642.62
Total 5060 · Office Lease	<u>-13,642.62</u>
5065 · Telephone	0.00
	-257.32
	0.00
	-284.87
	-556.91
	-830.58
	-1,100.61
Total 5065 · Telephone	<u>-1,100.61</u>
Total 5000 · General Government	-29,603.23
5100 · Salaries & Benefits	0.00
5110 · Managerial & Office Salaries	0.00
	-3,407.21
	-7,426.44
	-5,041.39

Village of Martin's Additions
General Ledger
As of November 30, 2015

	<u>Balance</u>
	-9,098.12
	-11,548.12
	-16,707.35
	-19,976.58
	-23,245.81
	-25,861.20
	-26,515.04
	-29,130.43
	-29,784.27
	-34,553.50
	-38,668.89
	<u>-39,322.73</u>
Total 5110 · Managerial & Office Salaries	-39,322.73
5120 · Payroll Taxes & Benefits	0.00
	-281.08
	-612.67
	-945.39
	-1,147.52
	-1,553.54
	-2,030.26
	-1,553.53
	-1,803.62
	-2,053.71
	-2,472.99
	-3,032.03
	-3,282.12
	-3,532.21
	-3,906.05
	-4,010.87
	-4,384.71
	-4,482.78
	<u>-4,776.99</u>
Total 5120 · Payroll Taxes & Benefits	<u>-4,776.99</u>
Total 5100 · Salaries & Benefits	-44,099.72
5200 · Professional Fees	0.00
5210 · Accounting & Auditing	0.00
	-2,416.66
	-4,833.32
	-7,249.98
	-9,666.64
	-15,266.64
	<u>-17,683.30</u>

Village of Martin's Additions
General Ledger
As of November 30, 2015
Balance

Total 5210 · Accounting & Auditing	-17,683.30
5220 · Building & Permitting	0.00
5222 · Building Review & Permits	0.00
	-800.00
	-1,100.00
	-1,850.00
	-6,900.00
	-9,775.00
	-6,900.00
	-12,200.00
	-15,450.00
Total 5222 · Building Review & Permits	-15,450.00
5224 · Enforcement & Oversight	0.00
	-1,845.00
	-3,572.50
	-5,237.50
	-8,672.50
	-13,532.50
	-18,287.50
	-20,942.50
	0.00
	-525.00
Total 5224 · Enforcement & Oversight	-525.00
5226 · Municipal Operations	0.00
	-675.00
Total 5226 · Municipal Operations	-675.00
5220 · Building & Permitting - Other	0.00
	-125.00
Total 5220 · Building & Permitting - Other	-125.00
Total 5220 · Building & Permitting	-16,775.00
5230 · Legal	0.00
	-8,980.43
	0.00
	-4,289.93
	-17,918.93
	-27,801.43
	-35,382.93
Total 5230 · Legal	-35,382.93

Village of Martin's Additions
General Ledger
As of November 30, 2015
Balance

5240 - Police	0.00
	-1,948.50
	-4,148.50
	-4,330.00
	-3,070.00
	-5,270.00
	-5,451.50
	-7,730.99
	-9,930.99
	-10,099.29
	-12,299.29
	-12,467.59
Total 5240 - Police	<u>-12,467.59</u>
5244 - Traffic Engineering	0.00
	-960.00
Total 5244 - Traffic Engineering	<u>-960.00</u>
Total 5200 - Professional Fees	-83,268.82
5300 - Streets	0.00
5305 - Streets - General	0.00
5310 - Street Lighting - PEPCO	0.00
	-1,071.20
	0.00
	-1,070.80
	-2,193.85
	-3,381.30
	-4,697.79
Total 5310 - Street Lighting - PEPCO	<u>-4,697.79</u>
5322 - Street Cleaning - Fall/Spring	0.00
	-385.00
	-6,325.00
Total 5322 - Street Cleaning - Fall/Spring	<u>-6,325.00</u>
5324 - Street Maintenance - Other	0.00
	-200.00
Total 5324 - Street Maintenance - Other	<u>-200.00</u>
Total 5305 - Streets - General	<u>-11,222.79</u>
Total 5300 - Streets	-11,222.79

Village of Martin's Additions
General Ledger
 As of November 30, 2015

	Balance
5400 - Waste & Recycling	0.00
5410 - Waste Collection & Recycling	0.00
	-140.00
	-7,062.76
	-7,070.70
	-6,930.70
	-13,853.46
	-20,776.22
	-27,698.98
	-27,892.86
	-34,815.62
	-41,738.38
	<u>-41,738.38</u>
Total 5410 - Waste Collection & Recycling	-41,738.38
5420 - Leaf Bags	0.00
	-12,375.00
	-13,730.00
	<u>-13,730.00</u>
Total 5420 - Leaf Bags	-13,730.00
Total 5400 - Waste & Recycling	-55,468.38
5500 - Other	0.00
5510 - Tree Maintenance	0.00
	-150.00
	-1,270.00
	-1,690.00
	-7,280.00
	-5,590.00
	0.00
	-130.00
	-690.00
	-3,240.00
	-3,785.00
	-4,905.00
	-6,265.00
	-8,445.00
	-8,730.00
	-9,280.00
	-10,400.00
	-10,825.00
	-10,905.00
	<u>-10,905.00</u>
Total 5510 - Tree Maintenance	-10,905.00
5518 - Right-of-Way Maintenance	0.00

Village of Martin's Additions
General Ledger
As of November 30, 2015

	<u>Balance</u>
	-42.00
	0.00
	-287.00
	-350.00
	-392.00
	-679.00
	-865.97
Total 5518 · Right-of-Way Maintenance	<u>-865.97</u>
5520 · Community Events	0.00
	-250.00
	-675.00
	-1,050.00
	-1,400.00
	-1,717.50
	-1,766.98
	-1,788.97
	-1,808.93
	-1,833.14
	-1,925.75
	-2,425.75
Total 5520 · Community Events	<u>-2,425.75</u>
5530 · Website	0.00
	-114.90
	0.00
	-114.90
	-229.80
	-344.70
Total 5530 · Website	<u>-344.70</u>
Total 5500 · Other	<u>-14,541.42</u>
TOTAL	<u><u>1,480,928.52</u></u>

**Village of Martin's Additions
Profit & Loss
July through November 2015**

Jul - Nov 15

Income

4000 - Revenue

4010 - Permit Fees	3,483.00
4040 - County Revenue Sharing	26,832.00
4050 - Highway Users Fees	16,871.93
4060 - Income Tax	203,827.60
4080 - Personal Property Tax	1,201.40
4090 - Real Property Tax	80,647.13
4110 - Interest	575.98
4135 - Other Revenue	14.10

Total 4000 - Revenue	<u>333,453.14</u>
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Total Income	333,453.14
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Expense

5000 - General Government

5010 - Office Expenses	5,241.86
5030 - Insurance	4,518.00
5050 - Dues & Subscriptions/Conference	4,344.94
5055 - Storage Rental	755.20
5060 - Office Lease	13,642.62
5065 - Telephone	1,100.61

Total 5000 - General Government	<u>29,603.23</u>
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5100 - Salaries & Benefits

5110 - Managerial & Office Salaries	39,322.73
5120 - Payroll Taxes & Benefits	4,776.99

Total 5100 - Salaries & Benefits	<u>44,099.72</u>
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5200 - Professional Fees

5210 - Accounting & Auditing	17,683.30
5220 - Building & Permitting	
5222 - Building Review & Permits	15,450.00
5224 - Enforcement & Oversight	525.00
5226 - Municipal Operations	675.00
5220 - Building & Permitting - Other	125.00

Total 5220 - Building & Permitting	<u>16,775.00</u>
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5230 - Legal	35,382.93
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5240 - Police	12,467.59
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5244 - Traffic Engineering	960.00
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Total 5200 - Professional Fees	<u>83,268.82</u>
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**Village of Martin's Additions
Profit & Loss
July through November 2015
Jul - Nov 15**

5300 - Streets

5305 - Streets - General

5310 - Street Lighting - PEPCO	4,697.79
5322 - Street Cleaning - Fall/Spring	6,325.00
5324 - Street Maintenance - Other	200.00
Total 5305 - Streets - General	<u>11,222.79</u>

Total 5300 - Streets 11,222.79

5400 - Waste & Recycling

5410 - Waste Collection & Recycling	41,738.38
5420 - Leaf Bags	13,730.00
Total 5400 - Waste & Recycling	<u>55,468.38</u>

5500 - Other

5510 - Tree Maintenance	10,905.00
5518 - Right-of-Way Maintenance	865.97
5520 - Community Events	2,425.75
5530 - Website	344.70
Total 5500 - Other	<u>14,541.42</u>

Total Expense 238,204.36

Net Income 95,248.78

**Village of Martin's Additions
Treasurer's Report
November 2015**

	<u>Nov 15</u>	<u>Budget</u>	<u>Jul - Nov 15</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income					
4000 - Revenue					
4010 - Permit Fees	782.00	1,666.66	3,483.00	8,333.30	20,000.00
4020 - Cable TV Franchise Fees	0.00		0.00	2,000.00	8,000.00
4040 - County Revenue Sharing	0.00		26,832.00	26,800.00	26,800.00
4050 - Highway Users Fees	691.37	416.00	16,871.93	17,085.00	20,000.00
4060 - Income Tax	198,914.05	235,000.00	203,827.60	247,000.00	600,000.00
4080 - Personal Property Tax	1,201.40	100.00	1,201.40	300.00	5,000.00
4090 - Real Property Tax	7,914.90	58,000.00	80,647.13	68,500.00	145,000.00
4095 - Utility Property Tax	0.00		0.00		12,300.00
4100 - Holiday Fund	0.00		0.00		6,500.00
4110 - Interest	159.39	700.00	575.98	1,900.00	4,000.00
4130 - Insurance Reimbursement	0.00		0.00		100.00
4135 - Other Revenue	0.00		14.10		
Total 4000 - Revenue	<u>209,663.11</u>	<u>295,882.66</u>	<u>333,453.14</u>	<u>371,918.30</u>	<u>847,700.00</u>
4200 - Prior Years Surplus	<u>0.00</u>		<u>0.00</u>	<u>2,197,100.00</u>	<u>2,197,100.00</u>
Total Income	<u>209,663.11</u>	<u>295,882.66</u>	<u>333,453.14</u>	<u>2,569,018.30</u>	<u>3,044,800.00</u>
Expense					
5000 - General Government					
5010 - Office Expenses	734.60	1,250.00	5,241.86	6,250.00	15,000.00
5025 - Office Furniture & Equipment	0.00		0.00	1,500.00	3,000.00
5030 - Insurance	0.00		4,518.00	6,500.00	6,500.00
5040 - Printing & Mailing	0.00	833.00	0.00	4,165.00	10,000.00
5050 - Dues & Subscriptions/Conference	0.00		4,344.94	4,280.00	10,000.00
5055 - Storage Rental	0.00	375.00	755.20	1,875.00	4,500.00
5060 - Office Lease	1,979.00	1,979.00	13,642.62	13,995.00	30,000.00
5065 - Telephone	270.03	375.00	1,100.61	1,875.00	4,500.00
5080 - Holiday Fund	0.00		0.00		6,500.00
Total 5000 - General Government	<u>2,983.63</u>	<u>4,812.00</u>	<u>29,603.23</u>	<u>40,440.00</u>	<u>90,000.00</u>

**Village of Martin's Additions
Treasurer's Report
November 2015**

	<u>Nov 15</u>	<u>Budget</u>	<u>Jul - Nov 15</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5100 · Salaries & Benefits					
5110 · Managerial & Office Salaries	9,538.46	11,000.00	39,322.73	55,000.00	132,000.00
5120 · Payroll Taxes & Benefits	1,244.78	1,916.00	4,776.99	9,580.00	23,000.00
Total 5100 · Salaries & Benefits	<u>10,783.24</u>	<u>12,916.00</u>	<u>44,099.72</u>	<u>64,580.00</u>	<u>155,000.00</u>
5200 · Professional Fees					
5210 · Accounting & Auditing	8,016.66	8,416.66	17,683.30	18,083.30	35,000.00
5220 · Building & Permitting					
5222 · Building Review & Permits	3,250.00	1,666.66	15,450.00	8,333.30	20,000.00
5224 · Enforcement & Oversight	0.00	1,000.00	525.00	5,000.00	12,000.00
5226 · Municipal Operations	0.00	2,333.33	675.00	11,666.65	28,000.00
5220 · Building & Permitting - Other	0.00		125.00		
Total 5220 · Building & Permitting	<u>3,250.00</u>	<u>4,999.99</u>	<u>16,775.00</u>	<u>24,999.95</u>	<u>60,000.00</u>
5230 · Legal	7,581.50	3,333.33	35,382.93	16,666.65	40,000.00
5240 · Police	2,368.30	3,000.00	12,467.59	15,000.00	36,000.00
5242 · Lighting Consultant	0.00		0.00	2,000.00	8,000.00
5244 · Traffic Engineering	960.00		960.00	1,500.00	3,000.00
Total 5200 · Professional Fees	<u>22,176.46</u>	<u>19,749.98</u>	<u>83,268.82</u>	<u>78,249.90</u>	<u>182,000.00</u>
5300 · Streets					
5305 · Streets - General					
5310 · Street Lighting - PEPCO	1,316.49	1,333.33	4,697.79	6,666.65	16,000.00
5322 · Street Cleaning - Fall/Spring	6,325.00		6,325.00	6,000.00	12,000.00
5324 · Street Maintenance - Other	0.00	3,333.33	200.00	16,666.65	40,000.00
Total 5305 · Streets - General	<u>7,641.49</u>	<u>4,666.66</u>	<u>11,222.79</u>	<u>29,333.30</u>	<u>68,000.00</u>
5349 · Snow Removal Services					
5350 · Snow Removal - Shoveling	0.00		0.00		10,000.00
5351 · Snow Removal - Plowing	0.00		0.00		15,000.00
Total 5349 · Snow Removal Services	<u>0.00</u>	<u></u>	<u>0.00</u>	<u></u>	<u>25,000.00</u>
Total 5300 · Streets	<u>7,641.49</u>	<u>4,666.66</u>	<u>11,222.79</u>	<u>29,333.30</u>	<u>93,000.00</u>

**Village of Martin's Additions
Treasurer's Report
November 2015**

	<u>Nov 15</u>	<u>Budget</u>	<u>Jul - Nov 15</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5400 · Waste & Recycling					
5410 · Waste Collection & Recycling	6,922.76	7,500.00	41,738.38	37,500.00	90,000.00
5420 · Leaf Bags	13,730.00		13,730.00	10,000.00	10,000.00
5425 · Recycling Bins	0.00		0.00		5,000.00
Total 5400 · Waste & Recycling	<u>20,652.76</u>	<u>7,500.00</u>	<u>55,468.38</u>	<u>47,500.00</u>	<u>105,000.00</u>
5500 · Other					
5510 · Tree Maintenance	2,175.00	3,333.33	10,905.00	16,666.65	40,000.00
5515 · Tree Replacement	0.00		0.00	4,000.00	8,000.00
5518 · Right-of-Way Maintenance	473.97	500.00	865.97	2,500.00	6,000.00
5520 · Community Events	1,750.75		2,425.75	4,000.00	25,000.00
5530 · Website	114.90	166.66	344.70	833.30	2,000.00
Total 5500 · Other	<u>4,514.62</u>	<u>3,999.99</u>	<u>14,541.42</u>	<u>27,999.95</u>	<u>81,000.00</u>
5600 · FY2011 Initiatives					
5630 · Tree Planting Initiatives Prog.	0.00		0.00		20,000.00
Total 5600 · FY2011 Initiatives	<u>0.00</u>		<u>0.00</u>		<u>20,000.00</u>
5800 · Designated Funds					
5810 · Designated - Street	0.00		0.00	500,000.00	500,000.00
5811 · Designated Street Lighting	0.00		0.00	500,000.00	500,000.00
5812 · Designated - Sidewalk	0.00		0.00	250,000.00	250,000.00
Total 5800 · Designated Funds	<u>0.00</u>		<u>0.00</u>	<u>1,250,000.00</u>	<u>1,250,000.00</u>
5900 · Undesignated Fund Balance	<u>0.00</u>		<u>0.00</u>	<u>1,068,800.00</u>	<u>1,068,800.00</u>
Total Expense	<u>68,752.20</u>	<u>53,644.63</u>	<u>238,204.36</u>	<u>2,606,903.15</u>	<u>3,044,800.00</u>
Net Income	<u><u>140,910.91</u></u>	<u><u>242,238.03</u></u>	<u><u>95,248.78</u></u>	<u><u>-37,884.85</u></u>	<u><u>0.00</u></u>

Treasurer's Report

In November Village income exceeded expenses by over \$140,000. Main driver for increased income was almost \$200,000 disbursement from income tax, almost \$8,000 from real property tax and almost \$1,200 from personal property tax. In addition to standard monthly expenses of office lease, office staff salaries and benefits, accounting and police expenses, we have also incurred \$6,325 in street cleaning fees (budgeted) and \$3,250 in building review and permits. The building review and permit expenses continue to be over budget, although they have come down over \$2,000 since October.

Legal fees have come down, given that the Ordinance review is coming to an end. November billing totaled \$7,500, which is only slightly over the projected spending on 2 months of Legal fees.

Overall the village is in good financial state.