

Village of Martin's Additions
7013 Brookville Road (Suite B, 2nd floor)
Chevy Chase, MD 20815-3263

Agenda for
Annual Meeting
May 12, 2016

Call to Order: Krajeck

Village Business: Krajeck

- Minutes of April 21, 2016 Council Meeting
- April Treasurer's Report
- FY2016 State of the Village

FY2017 Budget and Tax Rate Public Hearing: Krajeck

- Budget Content Presentation: Old and New
- Project Outlook for Year: Street Lights; Repaving Streets
- Action on Tax Rates (3-16-2) and Action on Budget Ordinance (3-16-1)

Opportunity for Council to hear residents' comments: Krajeck

Announcement of Election Results

Adjournment: Krajeck

Following are draft meeting materials up for discussion by the Village Council at the monthly meeting.

Feel free to bring copies to the meeting.

Village of Martin's Additions
7013 Brookville Road, Suite B, Chevy Chase, MD 20815
Minutes for Council Meeting on
April 21, 2016

Council Members Present: Richard Krajeck (Chair), Arthur Alexander, Tiffany Cissna, Susan Fattig; **Village Manager:** Matt Trollinger; **Assistant Village Manager:** Beth Boa; **Attorney:** Ron Bolt; **Building Administrator:** Doug Lohmeyer; **Village Police Officers:** Nick Picerno and Mike Pratt; **Residents and other attendees:** Keith Allen (Turner Ln), Celeste Biagini (Taylor St), Marty Langelan (Chestnut St), Steve Schmal (Summit Ave), Doug Snyder (Quincy St), Ted Stoddard (Turner Ln), Lynn Welle (Oxford St).

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

7:30 PM Introduction of Police Officers for Update: Krajeck

Chairman Krajeck introduced Mike Pratt and Nick Picerno, Village Police Officers, and invited them to the Celebration on the Sidewalk May 12. Nick Picerno advised that since there has been sporadic crime in the Village, there is a need for Village residents to make sure car and home doors are locked. Most of the crime in the Village lately has consisted of items being stolen from unlocked cars. The policemen noted that it is well known that in this area, car doors are not always locked. Although it may be technically possible, it is unlikely that the criminals engaged in the recent thefts have devices designed to open locked car doors.

Village residents should be vigilant in noting suspicious activity and reporting crime. The non-emergency police number is 301-279-8000. Nick and Mike urged residents not to hesitate to call if they felt/saw something awry.

7:45 PM Opportunity for Council to hear residents' comments: Krajeck

Steve Schmal (Summit Ave) noted that the Centennial Celebration was a wonderful event. He raised the issue of the Village newsletter, *Martin's Edition*, as he is disappointed that it is restricted to Village business. He asked that the Council reconsider this policy and develop guidelines for not-for-profit organizations to submit items, especially since the newsletter is electronic so there is no cost for printing.

Chairman Krajeck said that the decision was made on the basis that Village news could get lost in such items. The unofficial googlegroups listserv is the vehicle for other non-Village news.

Schmal guessed that the listserv does not reach the same audience or number of people. The non-profits could have their announcements at the end of the newsletter.

Steve Schmal noted that he was disappointed that the streetlights had not been installed in FY16. He suggested that the relationship with Scott Watson end as he is not responsive in moving the project ahead.

Celeste Biagini (Taylor St) asked how many people are signed up for the Googlegroups listserv. Steve Schmal will ask Bill Lebovich, listserv manager.

7:55 PM Update from the Centennial Celebration Committee: Krajeck

The Centennial Celebration was held Sunday for a large crowd of residents and guests. The Committee would like to thank all of the volunteers that assisted before and during the event. Delegate Al Carr and County Executive Ike Leggett attended and gave remarks, as did Karen McManus on behalf of Congressman Chris Van Hollen. Their citations will be on display in the office. Thus far, the cost estimate is \$16,576, including expenses related to the program itself, such as children's entertainment, videography and AV equipment. The final bills for videography, drinks and AV equipment have not been received, though. The Committee will develop a video of the Centennial Celebration to commemorate the event. Village residents displayed their artwork, publications, or other items at the Celebration. The Committee will dedicate the donated tree with a plaque to commemorate the centennial.

8:00 PM Consideration of Amendment to Change Election Procedures (Policy No. 2-16-2): Krajeck

Marty Langelan (Chestnut St), a member of the Election Committee, brought up their request to eliminate the requirement of an absentee voter to write the control number on the outside of the absentee ballot return envelope. Their concern is that voters requesting absentee ballots by email may forget to write the control number on the return envelope and the Election Committee still wants to be able to count those ballots. The control number would be located on the ballot itself.

Discussion ensued. The Council was concerned about anonymity if the control number is on the ballot itself that could be matched with the list of voters with their control numbers.

The issue was tabled as the Election Committee invited the Council to its April 25, 2016 meeting to discuss the issue further.

8:40 PM Building Administrator's Report: Lohmeyer

Doug Lohmeyer, Village Building Administrator, gave his report.

3519 Bradley Lane

The water house connection repairs have been completed, the Village right of way is acceptable, and the homeowner's performance bond has been returned.

3515 Bradley Lane

The homeowner hired a plumbing contractor to repair an existing leak in the water house connection. Even though the leak existed prior to the new WSSC water main construction, it appeared to worsen when the new WSSC water meter was installed. The homeowner was contacted and asked to sending in a performance bond to cover the contractors work within the Village right of way. The homeowner has not submitted the bond, but the work is complete and the right of way repairs are acceptable.

3414 Cummings Lane

The construction of the detached garage, pool, pool decking, and driveway is on-going.

3505 Raymond Street

After it was discovered that the new additions to the existing house were not in accordance with the approved Village and MCDPS permit plans, the Village issued a "Stop Work Order". The applicant re-submitted revised plans to MCDPS and the Village for review and approval. Once the County approved the revision, the Village removed the "Stop Work Order" on April 8th.

The staff has twice directed the homeowner to have his contractor relocate the temporary toilet to the location shown on the approved Village plans and to remove the piles of debris from the front yard. To date neither has occurred.

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 Turner Lane

The staff observed the installation of a new landscape retaining wall in the front yard. After several phone calls, it was determined that the house had been sold. The new owner is not in town, but has provided a copy of the House Location Survey. The staff will locate the new wall on the survey and Ron Bolt will attach the survey to the Village's right of way license agreement for execution and recordation. The new homeowner has agreed to reimburse the Village for the staff's time.

3507 Turner Lane

The building permit has been issued. Work has begun on the two-story addition.

MCDOT – Quincy and Oxford intersection

Large trucks are still having difficulty turning at the intersection of Quincy and Oxford without their rear wheels driving across the curb and sidewalk. Staff met at the site and discussed several options to improve the turning movement. One option would be to post “No Parking” signs on the north side of Quincy. Another option would be to place bollards at the southwest corner. The third option is for MCDOT to replace or modify their storm drain inlet and for the Village to rebuild the curb fillet at the southwest corner of the intersection. The staff is setting up another meeting with the maintenance division at MCDOT to discuss replacing or modifying the existing MCDOT storm drain inlet at the intersection of Quincy and Oxford.

MSHA – Brookville Road

When the WSSC contractor was flushing the fire hydrant on the east side of Brookville Road, the staff noticed that the existing MSHA storm drain inlet, just north of Shepherd St. was missing a grate and a large hole was located adjacent to the sidewalk and bike lane. The MSHA maintenance crew has placed a temporary steel plate over the hole and they estimate that the repair / replacement will occur during the week of April 25th. They will try to notify us in advance, so we can alert the community.

WSSC Water Main Construction

The WSSC contractor is presently installing the new water main house connections in Raymond St. They expect to complete the work in Raymond this week and begin work in Quincy next week.

The WSSC construction manager, Dwayne, will be meeting with the homeowner at the end of Bradley, regarding the removal of the large, overhanging tree, the replacement of the existing fire hydrant, and the water connection at the end of Bradley.

We will soon be meeting with the WSSC staff to discuss WSSC either paying for cost of milling and re-paving of the streets within the Village or actually taking on the work themselves. We will also have a similar discussion with WGL.

9:00 PM Introduction of Ordinance No. 4-16-1 to amend Chapter 7 of the Village Code and adding a counsel for Ethics Committee reference in Code: Krajeck

Changes to the Established Building Line (EBL), legal counsel for Ethics Committee, and other edits were proposed.

Doug Lohmeyer, Building Administrator, noted that when new houses are built further back, older houses no longer conform to the EBL. Doug proposed new wording for the EBL so that older houses can conform to the EBL and can add front porches if desired.

The allowable porch size will remain at nine feet.

Motion by Councilmember Alexander to introduce as amended Ordinance No. 4-16-1 to amend Chapter 7 of the Village Code and adding a counsel for Ethics Committee reference in Code; seconded by Councilmember Fattig. All in favor.

Ordinance No. 4-16-1 to amend Chapter 7 of the Village Code and adding a counsel for Ethics Committee reference in Code Attached

9:30 PM Action on Council Meeting Minutes of March 17, 2016: Krajeck

Motion by Councilmember Fattig to approve the draft minutes for the Council meeting held on March 17, 2016; seconded by Councilmember Alexander. All in favor.

The minutes as approved are attached.

9:30 PM Comcast and Verizon Memorandums of Understanding: Bolt

Attorney Bolt introduced the Comcast and Verizon Memorandums of Understanding between Montgomery County and the Village. The Village has authority to grant one or more exclusive or nonexclusive franchises for a cable television system within its corporate boundaries.

Motion by Councilmember Fattig to approve the Comcast and Verizon Memorandums of Understanding; seconded by Councilmember Alexander. All in favor.

Comcast and Verizon Memorandums of Understanding Attached.

9:30 PM Financial matters, including Treasurer's Report: Alexander

Councilmember Alexander reported that in the month of February Village revenues were greater than expected due to the receipt of the misallocated taxes.

Due to the *Wynne* case, initial estimates are that the Village owes approximately \$70,000 to the State, which will in turn return the overpaid taxes to residents, starting in November 2019. The Village can however pay it in a lump sum and the Council would like to pursue that option.

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

Treasurer's Report attached.

9:35 PM Manager's Report: Trollinger

Village Manager Matt Trollinger gave his report.

Administrative Matters:

- Community Events:
 - o Centennial Celebration: On Sunday, April 17 the Village celebrated its 100-year anniversary since becoming a special taxing district in 1916. The celebration included food, drink, music, and various presentations, including citations from Maryland State Delegate Al Carr, and Montgomery County Executive Ike Leggett, and United States Representative Chris Van Hollen's office. Special thanks to the Centennial Committee - Naomi Naierman (Chair), Michelle Malloy, Richard Krajeck, Susan Fattig, and Assistant Village Manager Beth Boa, who put in many hours to make the occasion a smashing success! And thank you to everyone who could make it; we all hope you enjoyed yourself and were able to learn a little something about our Village.
 - o Celebration on the Sidewalk: Planning is underway for our annual Celebration on the Sidewalk, which will be taking place on May 12th from 5-8pm.
- Website: Google Analytics reports that we had 1,834 page views from March 9-April 8.
- Newsletter: continues to be published monthly online.
- Voter Rolls: Updated voter rolls have been sent to the election committee.
- Directory: Staff is updating resident directory to publish this summer.
- FEMA reimbursement for snow plowing: Staff attended a meeting with representatives from FEMA on April 4. FEMA allowed a 48-hour window from which the Village could recoup funds. By claiming reimbursement for work done on January 24 and 25th, the Village was able to recoup the most funds. The Village claimed \$22,912.04 worth of costs; FEMA covers 75 percent of emergency costs, therefore the Village should expect a reimbursement check for \$17,184.03.
- Staffing: Matt Trollinger began as Village Manager on March 28.
- Contracts:
 - o Municipal Code Enforcement: Staff is working to formalize a contract for Municipal Code Enforcement work. Currently, work is done on an ad hoc, informal basis.
 - o Arborist: In order to comply with Charter Amendment 12-23-93, the Village should go out to bid on its arborist services. Staff has contacted other Villages to ascertain what their arrangements are (e.g., do they split "arborist" position from "maintenance" work?). (See attachment).
 - o Leaf Collection: Staff received a proposal from Rolling Acres to provide a leaf vacuuming service in the fall in lieu of bagging. Staff has been contacting other villages in the area to see what their current arrangements are.
 - o Lease: Staff has been gathering data to help in lease negotiations.

Safety and police:

- The State Highway Administration (SHA), which has jurisdiction over Brookville Road, recently sent plans to redesign the intersection at Brookville Road and Taylor Street to improve safety (see attached). The plans will be shared with Village police and Joe Cutro, Traffic Engineer. In summary:
 - o In both options the parking space on the south leg of MD 186 in front of the Brookville Supermarket will be eliminated.

- o In both options the “Villages of Martin’s Addition “ wood sign (located on the east leg of the intersection) and a few shrubs along a brick wall are impacted
- o Option #1 proposes to relocate 2 storm drains on the south MD 186 leg in order to relocate the crossing closer to the intersection
- o Option #2 proposes to modify the crossing location while avoiding the storm drain impacts.
- o Option #2 works within the existing intersection conditions.
- Police will contribute safety tips to newsletter on a monthly basis to increase community awareness and help prevent crime.

Utilities: WSSC

- Staff met with Dwayne Green, Construction Inspector for WSSC, and Greg Staley of Rustler Construction (WSSC's contractor for the Village) to go over expectations- primarily related to communication- moving forward.
- Bradley Lane is almost entirely complete, with the exception of the tie-in at the dead end. There will be one more shut down on the street from the dead end to Melville when the tie-in is done.
- Melville is completely finished; Tuesday or Wednesday, Raymond will be complete. We will be doing a walk-through next week.
- Beginning next week, work will begin on Quincy.

Utilities: Pepco

- Starting April 12, Pepco Maryland residential customers received the first of two \$50 bill credits as a result of the merger between Exelon and Pepco Holdings, Inc.
- On Tuesday, April 19, Pepco filed an application with the Maryland Public Service Commission requesting a 10 percent rate increase—Pepco’s first increase since December 2013. Staff also participated in a Government Officials teleconference on that date.

Streets Lighting:

- We finally have enough information to prepare a request for proposals (RFP) for the Village lighting replacement project. We are looking for companies that install and provide support for the induction lighting the residents and Council approved. I will be working with Council Members Richard Krajeck and Tiffany Cissna to prepare the RFP next week for expert consultant and legal counsel review.

Streets & Sidewalks:

- Street Repaving: Staff briefly met with Dan Shaw of Chamberlain Contractors to discuss street repaving estimates. Both WSSC and Washington Gas can either write a check to help cover the costs or hire their own contractor(s) to do the work. Staff is working to ascertain how much the utilities companies will contribute respectively.
- o Washington Gas is sending over an estimate on what they will cover for base and overlay by the end of next week.
- o The Village may do a survey for new curb and gutters before repaving begins.
- Corner of Quincy and Oxford: Staff met with Joe Cutro, engineering consultant, to discuss fixes to issue of large vehicles cutting across corner. Staff is considering

multiple options, including adding bollards at the corner, and designating a No Parking area directly across from the corner.

Sanitation:

- Bulk Trash: Next pickup May 14, again coordinated with A Wider Circle pick up on May 13

Arborist options attached.

Leaf Collection options attached.

MD State Highway Administration proposed plans for Brookville Road and Taylor Street attached.

WSSC Progress Report attached.

Scott Watson Associates Memorandum and options attached.

10:10 PM Opportunity for Council to hear residents' comments: Krajeck

10:10 PM Chairman Krajeck made a motion to enter closed session pursuant to Maryland Code, General Provisions Article, Section 3-305(b)(7) to consult with legal counsel to obtain legal advice related to contracting and Village Policy No. 8-15-1; seconded by Councilmember Alexander. All in favor. Present were Ron Bolt and Matt Trollinger. No action was taken. The closed session adjourned at 10:27 pm.

10:27 PM Adjournment: Krajeck

**Village of Martin's Additions
Balance Sheet
As of April 30, 2016**

Apr 30, 16

ASSETS

Current Assets

Checking/Savings

1000 - United Bank	55,904.66
1001 - Suntrust Bank	31,060.43
1005 - Congressional Bank	248,430.00
1020 - MLGIP	
1021 - MLGIP - Infrastructure	168,432.96
1020 - MLGIP - Other	2,174,831.87
Total 1020 - MLGIP	<u>2,343,264.83</u>

Total Checking/Savings 2,678,659.92

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 2,680,526.92

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 2,919,789.98

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2010 - Accounts Payable - Accrual	468.20
2200 - Refundable Deposits	11,500.00
Total Other Current Liabilities	<u>11,968.20</u>

Total Current Liabilities 11,968.20

Total Liabilities 11,968.20

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	255,205.93
Total Equity	<u>2,907,821.78</u>

TOTAL LIABILITIES & EQUITY 2,919,789.98

Village of Martin's Additions
Profit & Loss
July 2015 through April 2016
Jul '15- Apr 16

Income

4000 - Revenue

4010 - Permit Fees	7,065.00
4020 - Cable TV Franchise Fees	3,993.59
4040 - County Revenue Sharing	26,832.00
4050 - Highway Users Fees	19,860.14
4060 - Income Tax	548,992.85
4080 - Personal Property Tax	6,200.49
4090 - Real Property Tax	147,262.38
4095 - Utility Property Tax	13,819.23
4100 - Holiday Fund	8,345.00
4110 - Interest	2,796.85
4135 - Other Revenue	14.10
Total 4000 - Revenue	<u>785,181.63</u>

Total Income 785,181.63

Expense

5000 - General Government

5010 - Office Expenses	12,916.64
5030 - Insurance	4,688.00
5040 - Printing & Mailing	1,418.78
5050 - Dues & Subscriptions/Conference	4,464.94
5055 - Storage Rental	1,699.20
5060 - Office Lease	23,537.62
5065 - Telephone	2,471.37
5080 - Holiday Fund	8,345.00
Total 5000 - General Government	<u>59,541.55</u>

5100 - Salaries & Benefits

5110 - Managerial & Office Salaries	83,484.75
5120 - Payroll Taxes & Benefits	8,768.99
Total 5100 - Salaries & Benefits	<u>92,253.74</u>

5200 - Professional Fees

5210 - Accounting & Auditing	29,766.60
5220 - Building & Permitting	
5222 - Building Review & Permits	31,175.00
5224 - Enforcement & Oversight	6,270.00
5226 - Municipal Operations	8,300.00
Total 5220 - Building & Permitting	<u>45,745.00</u>
5230 - Legal	65,219.93
5240 - Police	24,341.86
5244 - Traffic Engineering	1,696.00
Total 5200 - Professional Fees	<u>166,769.39</u>

Village of Martin's Additions
Profit & Loss
July 2015 through April 2016
Jul '15- Apr 16

5300 - Streets	
5305 - Streets - General	
5310 - Street Lighting - PEPCO	11,093.78
5322 - Street Cleaning - Fall/Spring	16,324.47
5324 - Street Maintenance - Other	3,757.50
Total 5305 - Streets - General	<u>31,175.75</u>
5349 - Snow Removal Services	
5350 - Snow Removal - Shoveling	3,455.00
5351 - Snow Removal - Plowing	37,929.54
Total 5349 - Snow Removal Services	<u>41,384.54</u>
Total 5300 - Streets	72,560.29
5400 - Waste & Recycling	
5410 - Waste Collection & Recycling	76,352.18
5420 - Leaf Bags	13,730.00
5425 - Recycling Bins	279.19
Total 5400 - Waste & Recycling	<u>90,361.37</u>
5500 - Other	
5510 - Tree Maintenance	25,160.00
5515 - Tree Replacement	2,780.00
5518 - Right-of-Way Maintenance	5,828.31
5520 - Community Events	14,031.65
5530 - Website	689.40
Total 5500 - Other	<u>48,489.36</u>
Total Expense	<u>529,975.70</u>
Net Income	<u><u>255,205.93</u></u>

**Village of Martin's Additions
Treasurer's Report
April 2016**

	<u>Apr 16</u>	<u>Budget</u>	<u>Jul '15 - Apr 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income					
4000 · Revenue					
4010 · Permit Fees	324.00	1,666.66	7,065.00	16,666.60	20,000.00
4020 · Cable TV Franchise Fees	0.00		3,993.59	6,000.00	8,000.00
4040 · County Revenue Sharing	0.00		26,832.00	26,800.00	26,800.00
4050 · Highway Users Fees	918.45	670.00	19,860.14	20,943.00	22,300.00
4060 · Income Tax	0.00		548,992.85	364,900.00	600,000.00
4080 · Personal Property Tax	0.00	200.00	6,200.49	5,600.00	6,000.00
4090 · Real Property Tax	1,404.89	1,500.00	147,262.38	148,800.00	150,000.00
4095 · Utility Property Tax	12,828.01		13,819.23	1,000.00	12,300.00
4100 · Holiday Fund	0.00		8,345.00	8,345.00	8,345.00
4110 · Interest	697.17	300.00	2,796.85	3,400.00	4,000.00
4135 · Other Revenue	0.00		14.10		
Total 4000 · Revenue	16,172.52	4,336.66	785,181.63	602,454.60	857,745.00
4200 · Prior Years Surplus	0.00		0.00	2,413,446.00	2,413,446.00
Total Income	16,172.52	4,336.66	785,181.63	3,015,900.60	3,271,191.00
Expense					
5000 · General Government					
5010 · Office Expenses	1,052.33	1,250.00	12,916.64	15,500.00	18,000.00
5025 · Office Furniture & Equipment	0.00		0.00	3,000.00	3,000.00
5030 · Insurance	0.00		4,688.00	5,000.00	5,000.00
5040 · Printing & Mailing	1,418.78	416.00	1,418.78	4,160.00	5,000.00
5050 · Dues & Subscriptions/Conference	0.00		4,464.94	4,280.00	10,000.00
5055 · Storage Rental	0.00	250.00	1,699.20	2,500.00	3,000.00
5060 · Office Lease	1,979.00	2,763.00	23,537.62	24,874.00	30,000.00
5065 · Telephone	272.56	250.00	2,471.37	2,500.00	3,000.00
5080 · Holiday Fund	0.00		8,345.00	8,345.00	8,345.00
Total 5000 · General Government	4,722.67	4,929.00	59,541.55	70,159.00	85,345.00

**Village of Martin's Additions
Treasurer's Report
April 2016**

	<u>Apr 16</u>	<u>Budget</u>	<u>Jul '15 - Apr 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5100 · Salaries & Benefits					
5110 · Managerial & Office Salaries	9,502.12	10,000.00	83,484.75	100,000.00	120,000.00
5120 · Payroll Taxes & Benefits	743.08	1,916.00	8,768.99	19,160.00	23,000.00
Total 5100 · Salaries & Benefits	<u>10,245.20</u>	<u>11,916.00</u>	<u>92,253.74</u>	<u>119,160.00</u>	<u>143,000.00</u>
5200 · Professional Fees					
5210 · Accounting & Auditing	2,416.66	2,416.66	29,766.60	30,166.60	35,000.00
5220 · Building & Permitting					
5222 · Building Review & Permits	4,300.00	3,575.00	31,175.00	24,299.96	31,450.00
5224 · Enforcement & Oversight	480.00	1,000.00	6,270.00	10,000.00	12,000.00
5226 · Municipal Operations	840.00	1,666.66	8,300.00	16,666.60	20,000.00
Total 5220 · Building & Permitting	<u>5,620.00</u>	<u>6,241.66</u>	<u>45,745.00</u>	<u>50,966.56</u>	<u>63,450.00</u>
5230 · Legal	5,605.00	5,833.33	65,219.93	58,333.30	70,000.00
5240 · Police	2,374.90	2,500.00	24,341.86	25,000.00	30,000.00
5244 · Traffic Engineering	384.00		1,696.00	3,000.00	3,000.00
Total 5200 · Professional Fees	<u>16,400.56</u>	<u>16,991.65</u>	<u>166,769.39</u>	<u>167,466.46</u>	<u>201,450.00</u>
5300 · Streets					
5305 · Streets - General					
5310 · Street Lighting - PEPCO	1,237.03	1,333.33	11,093.78	13,333.30	16,000.00
5322 · Street Cleaning - Fall/Spring	0.00		16,324.47	18,000.00	27,520.00
5324 · Street Maintenance - Other	307.50	1,250.00	3,757.50	12,500.00	15,000.00
Total 5305 · Streets - General	<u>1,544.53</u>	<u>2,583.33</u>	<u>31,175.75</u>	<u>43,833.30</u>	<u>58,520.00</u>
5349 · Snow Removal Services					
5350 · Snow Removal - Shoveling	0.00		3,455.00	5,000.00	5,000.00
5351 · Snow Removal - Plowing	0.00		37,929.54	40,000.00	40,000.00
Total 5349 · Snow Removal Services	<u>0.00</u>	<u></u>	<u>41,384.54</u>	<u>45,000.00</u>	<u>45,000.00</u>
Total 5300 · Streets	<u>1,544.53</u>	<u>2,583.33</u>	<u>72,560.29</u>	<u>88,833.30</u>	<u>103,520.00</u>

**Village of Martin's Additions
Treasurer's Report
April 2016**

	<u>Apr 16</u>	<u>Budget</u>	<u>Jul '15 - Apr 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5400 · Waste & Recycling					
5410 · Waste Collection & Recycling	6,922.76	7,083.00	76,352.18	70,830.00	85,000.00
5420 · Leaf Bags	0.00		13,730.00	14,000.00	14,000.00
5425 · Recycling Bins	0.00		279.19	1,000.00	1,000.00
Total 5400 · Waste & Recycling	<u>6,922.76</u>	<u>7,083.00</u>	<u>90,361.37</u>	<u>85,830.00</u>	<u>100,000.00</u>
5500 · Other					
5510 · Tree Maintenance	0.00	2,916.66	25,160.00	29,166.60	35,000.00
5515 · Tree Replacement	0.00		2,780.00	3,000.00	3,000.00
5518 · Right-of-Way Maintenance	0.00	500.00	5,828.31	5,000.00	6,000.00
5520 · Community Events	5,589.65	19,000.00	14,031.65	25,500.00	30,000.00
5530 · Website	0.00	125.00	689.40	1,250.00	1,500.00
Total 5500 · Other	<u>5,589.65</u>	<u>22,541.66</u>	<u>48,489.36</u>	<u>63,916.60</u>	<u>75,500.00</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>1,312,376.00</u>	<u>1,312,376.00</u>
Total Expense	<u>45,425.37</u>	<u>66,044.64</u>	<u>529,975.70</u>	<u>3,157,741.36</u>	<u>3,271,191.00</u>
Net Income	<u><u>-29,252.85</u></u>	<u><u>-61,707.98</u></u>	<u><u>255,205.93</u></u>	<u><u>-141,840.76</u></u>	<u><u>0.00</u></u>

**VILLAGE OF MARTIN'S ADDITIONS
PROPOSED
FY 2017 BUDGET**

			FY2015 Actual	FY2016 Actual to 2/29/2016	FY2016 Annual Budget	FY2016 Proposed Adjusted Budget as of 2/24/16	FY2017 Proposed Budget	Difference 2017/2016
Income								
4000 - Revenue								
	4010 - Permit Fees		18,285.00	6,666.00	20,000.00	20,000.00	20,000.00	0.00
	4020 - Cable TV Franchise Fees		8,012.75	3,993.61	8,000.00	8,000.00	8,000.00	0.00
	4040 - County Revenue Sharing		26,832.00	26,832.00	26,800.00	26,800.00	26,800.00	0.00
	4050 - Highway Users Fees		19,478.36	17,980.10	20,000.00	22,300.00	23,000.00	700.00
	4060 - Income Tax		750,382.37	465,967.18	600,000.00	600,000.00	600,000.00	0.00
	4070 - Code Infractions		925.90					0.00
	4080 - Personal Property Tax		4,033.08	6,200.49	5,000.00	6,000.00	6,000.00	0.00
	4090 - Real Property Tax		146,785.47	145,026.12	145,000.00	150,000.00	150,000.00	0.00
	4095 - Utility Property Tax		12,827.58	991.22	12,300.00	12,300.00	12,300.00	0.00
	4100 - Holiday Fund		7,683.00	8,345.00	6,500.00	8,345.00	6,500.00	(1,845.00)
	4110 - Interest		3,852.18	1,504.33	4,000.00	4,000.00	4,000.00	0.00
	4130 - Insurance Reimbursement			0.00	100.00	0.00		0.00
	4135 - Other Revenue (Tree Program)		0.00	14.10	0.00		0.00	0.00
	Total 4000 - Revenue		999,097.69	683,520.15	847,700.00	857,745.00	856,600.00	(1,145.00)
	4200 - Prior Years Surplus		0.00	0.00	2,197,100.00	2,413,446.00	2,562,376.00	148,930.00
	Total Income		999,097.69	683,520.15	3,044,800.00	3,271,191.00	3,418,976.00	147,785.00
Expense								
5000 - General Government								
	5010 - Office Expenses		15,479.59	10,368.43	15,000.00	18,000.00	18,000.00	0.00
	5025 - Office Furniture & Equipment		(156.29)	0.00	3,000.00	3,000.00	12,000.00	9,000.00
	5030 - Insurance		5,017.00	4,688.00	6,500.00	5,000.00	5,000.00	0.00
	5040 - Printing & Mailing		5,005.62	0.00	10,000.00	5,000.00	5,000.00	0.00
	5050 - Dues & Subscriptions/Conference		7,608.34	4,464.94	10,000.00	10,000.00	10,000.00	0.00
	5055 - Storage Rental		2,666.62	1,463.20	4,500.00	3,000.00	3,200.00	200.00
	5060 - Office Lease		27,745.34	19,579.62	30,000.00	30,000.00	30,000.00	0.00
	5065 - Telephone		3,279.56	1,925.79	4,500.00	3,000.00	3,000.00	0.00
	5080 - Holiday Fund		7,420.00	8,345.00	6,500.00	8,345.00	6,500.00	(1,845.00)
	Total 5000 - General Government		74,065.78	50,834.98	90,000.00	85,345.00	92,700.00	7,355.00
5100 - Salaries & Benefits								
	5110 - Managerial & Office Salaries		116,846.32	65,582.63	132,000.00	120,000.00	132,000.00	12,000.00
	5120 - Payroll Taxes & Benefits		18,260.11	7,379.13	23,000.00	23,000.00	23,000.00	0.00
	Total 5100 - Salaries & Benefits		135,106.43	72,961.76	155,000.00	143,000.00	155,000.00	12,000.00
5200 - Professional Fees								
	5210 - Accounting & Auditing		34,499.92	24,933.28	35,000.00	35,000.00	42,000.00	7,000.00
	5220 - Building & Permitting							0.00
	5222 - Building Review & Permits		6,156.25	23,675.00	31,450.00	31,450.00	20,000.00	(11,450.00)
	5224 - Enforcement & Oversight		32,575.69	5,070.00	12,000.00	12,000.00	12,000.00	0.00
	5220 - Building & Permitting - Other			125.00				0.00
	5226 - Municipal Operations			4,905.00	28,000.00	20,000.00	18,000.00	(2,000.00)
	Total 5220 - Building & Permitting		38,731.94	33,775.00	71,450.00	63,450.00	50,000.00	(13,450.00)
	5230 - Legal		54,475.73	53,390.43	63,891.00	70,000.00	50,000.00	(20,000.00)
	5240 - Police		22,512.60	19,592.06	36,000.00	30,000.00	30,000.00	0.00
	5242 - Lighting Consultant		6,616.25	0.00	8,000.00	0.00	5,000.00	5,000.00
	5244 - Traffic Engineering		0.00	1,312.00	3,000.00	3,000.00	3,000.00	0.00
	5246 - Records Retention & Disposal		0.00	0.00	0.00		0.00	0.00
	Total 5200 - Professional Fees		156,836.44	133,002.77	217,341.00	201,450.00	180,000.00	(21,450.00)

**VILLAGE OF MARTIN'S ADDITIONS
PROPOSED
FY 2017 BUDGET**

			FY2015 Actual	FY2016 Actual to 2/29/2016	FY2016 Annual Budget	FY2016 Proposed Adjusted Budget as of 2/24/16	FY2017 Proposed Budget	Difference 2017/2016
5300 - Streets								
	5305 - Streets - General							0.00
		5310 - Street Lighting - PEPCO	17,918.62	8,612.88	16,000.00	16,000.00	16,000.00	0.00
		5322 - Street Cleaning - Fall/Spring	5,542.50	16,324.47	27,520.00	27,520.00	28,000.00	480.00
		5324 - Street Maintenance - Other	20,530.40	3,450.00	40,000.00	15,000.00	15,000.00	0.00
	Total 5305 - Streets - General		43,991.52	28,387.35	83,520.00	58,520.00	59,000.00	480.00
	5349 - Snow Removal Services							
		5350 - Snow ShovelBkv. Road	7,578.60	3,455.00	10,000.00	5,000.00	5,000.00	0.00
		5351 - Snow Removal - Plowing	24,647.50	37,929.54	15,000.00	40,000.00	20,000.00	(20,000.00)
	Total 5349 - Snow Removal Services		32,226.10	41,384.54	25,000.00	45,000.00	25,000.00	(20,000.00)
	Total 5300 - Streets		76,217.62	69,771.89	108,520.00	103,520.00	84,000.00	(19,520.00)
	5400 - Waste & Recycling							
		5410 - Waste Collection & Recycling	84,593.51	55,583.90	90,000.00	85,000.00	85,000.00	0.00
		5420 - Leaf Bags	9,695.14	13,730.00	12,375.00	14,000.00	10,000.00	(4,000.00)
		5425 - Recycling Bins	203.69	279.19	5,000.00	1,000.00	1,000.00	0.00
	Total 5400 - Waste & Recycling		94,492.34	69,593.09	107,375.00	100,000.00	96,000.00	(4,000.00)
	5500 - Other							
		5510 - Tree Maintenance	28,867.00	24,990.00	40,000.00	35,000.00	35,000.00	0.00
		5515 - Tree Replacement	5,090.00	2,780.00	8,000.00	3,000.00	4,000.00	1,000.00
		5518 - Right-of-Way Landscaping	2,267.98	4,678.31	6,000.00	6,000.00	6,000.00	0.00
		5520 - Community Events	16,335.38	8,442.00	25,000.00	30,000.00	10,000.00	(20,000.00)
		5530 - Website	1,378.80	574.50	2,000.00	1,500.00	1,500.00	0.00
	Total 5500 - Other		53,939.16	41,464.81	81,000.00	75,500.00	56,500.00	(19,000.00)
	5600 - Initiatives							
		5630 - Tree Planting Initiatives	0.00	0.00	20,000.00	0.00	4,000.00	4,000.00
	Total 5600 - Initiatives			0.00	20,000.00	0.00	4,000.00	4,000.00
	Operating Expenditures		590,657.77	437,629.30	779,236.00	708,815.00	668,200.00	(40,615.00)
	5800 - Designated Funds							
		5810 - Designated Street		0.00	500,000.00	500,000.00	500,000.00	0.00
		5812 - Designated Sidewalk			250,000.00	250,000.00	250,000.00	0.00
		5811 - Designated Street Lighting		0.00	500,000.00	500,000.00	500,000.00	0.00
	Total 5800 - Designated Funds		0.00	0.00	1,250,000.00	1,250,000.00	1,250,000.00	0.00
	5900 - Unassigned Fund Balance		0.00	0.00	1,015,564.00	1,312,376.00	1,491,776.00	179,400.00
	Total Expense		590,657.77	437,629.30	3,044,800.00	3,271,191.00	3,409,976.00	138,785.00
	Net Income		408,439.92	245,890.85	0.00	0.00	9,000.00	9,000.00
	FY2017 Budgeted Revenue		856,600.00					
	FY2017 Budgeted Expenditures		668,200.00					
	FY2017 Revenue - Expenditures		188,400.00					

Ordinance No.: 3-16-1
Introduced: March 17, 2016
Adopted:
Effective Date:

THE VILLAGE OF MARTIN'S ADDITIONS

SUBJECT: AN ORDINANCE TO ADOPT A BUDGET FOR FISCAL YEAR
JULY 1, 2016 TO JUNE 30, 2017.

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

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

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

WHEREAS, the Village Council introduced the following Ordinance in public session assembled on the 17th day of March, 2016;

WHEREAS, the Village Council, after proper notice to the public, considered the following Ordinance at a public hearing held on the ____ day of May, 2016;

WHEREAS, prior to adopting this Ordinance, the Village Council held a public meeting on May __, 2016 to adopt tax rates for the forthcoming fiscal year and, by the attached Resolution, adopted the tax rates for the forthcoming fiscal year; and

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

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

BE IT ORDAINED AND ORDERED, this ____ day of May, 2016, by the Village Council, acting under and by virtue of the authority given it by the Maryland Code and the Village Charter, that the attached Budget be and is hereby adopted.

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

- (1) Pursuant Maryland Code, Local Government Article, Section 5-205(b)(4), the Village Council may spend money for a purpose different from the purpose for which the money was appropriated or spend money not appropriated in the attached Budget if approved by a two-thirds vote of the Village Council;
- (2) If any part or provision of this Ordinance is declared by a court of competent jurisdiction to be invalid, the part or provision held to be invalid shall not affect the validity of the Ordinance as a whole or any remaining part thereof; and
- (3) This Ordinance shall take effect on the ____ day of _____, 2016.

ATTEST:

THE VILLAGE OF MARTIN'S ADDITIONS

Tiffany Cissna, Secretary

Richard Krajeck, Chair
Village Council

Resolution No.: 3-16-2
Introduced: March 17, 2016
Adopted:
Effective Date:

THE VILLAGE OF MARTIN'S ADDITIONS

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

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

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

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

WHEREAS, pursuant to Section 601 of the Village Charter, the Annual Meeting of the residents of Martin's Additions was held on May _____, 2016 after due notice and advertisement of the time and place of the meeting and said notice included the proposed budget for 2016-2017 and the proposed tax rates to be levied upon real and personal property; and

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

NOW, THEREFORE, be it:

RESOLVED: That the Village Council of the Village of Martin's Additions, pursuant to the authority granted by the Village Charter and Section 6-203 of the Tax-Property Article of the Annotated Code of Maryland, hereby levies a tax at the rate of four and seventy-two hundredths of a cent (\$.0472) per One Hundred Dollars of assessable value (fair market value) on real property subject to taxation by the Village; fifty cents (\$.50) per One Hundred Dollars of assessed value of assessable personal property subject to taxation by the Village; and one dollar and forty-five cents (\$1.45) per One Hundred Dollars of assessed value of assessable utility property subject to taxation by the Village; and be it further

RESOLVED: That the tax levied hereby be certified to the County Council for

Montgomery County, Maryland, and that Montgomery County, Maryland be, and hereby is, authorized and directed to collect and pay over said tax to the Village of Martin's Additions; and be it further

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

I, Tiffany Cissna, Secretary of the Village Council of the Village of Martin's Additions, hereby certify that the foregoing resolution was adopted by the Village Council at its meeting on May ____, 2016.

Tiffany Cissna, Secretary