

TOWN OF CHEVY CHASE
COUNCIL MEETING
TOWN HALL
September 17, 2018

OPEN SESSION TO VOTE TO ENTER CLOSED SESSION (6:30 p.m.)

The Town Council will meet in open session for the purpose of voting to enter a closed session pursuant to the Open Meetings Act, Maryland Code, General Provisions Article, Section 3-305(b)(7) to consult with counsel to obtain legal advice on the Town's variance procedures.

- I. GENERAL BUSINESS (7:00-7:15 p.m.)
 - A. Call to Order
 - B. Pledge of Allegiance
 - C. Approval of Minutes of July 11, 2018 Council Meeting
 - D. Acceptance of August 2018 Financial Report
 - E. [Town Manager's Report](#)
 - F. Public Comments

- II. COUNCIL DISCUSSIONS (7:15-9:00 p.m.)
 - A. Purple Line Mitigation/East West Highway Safety
 - B. Bethesda Downtown Plan Implementation
 - C. Publicity for Chevy Chase @ Home
 - D. Zimmerman Park Improvements
 - E. Lee Dennison Sustainable Garden
 - F. [Election Board Report](#)
 - G. [Facility Use Policy During Power Outages](#)

- III. ADJOURNMENT (9:00 p.m.)

MEMORANDUM

I-E

TO: Town Council
FR: Todd Hoffman, Town Manager
RE: Town Manager's Report
DATE: September 17, 2018

This report highlights some of the initiatives undertaken by Town staff over the past month. In the interest of brevity, I have not included ongoing staff functions. Please let me know if you have any questions or need additional information.

- Assisted Purple Line Mitigation Committee in obtaining additional information from MTA/PLTP; Retained firm to provide acoustical engineering (noise mitigation) assistance.
- Continued dialogue with SHA representatives re. East West Highway pedestrian safety improvements.
- Initiated dialogue with MCPD re. possible speed cameras on East West Highway.
- Worked with Land Use Committee on proposed Zimmerman Park improvements (dog exercise area and pedestrian walkway/staircase).
- Worked with Climate and Environment Committee on sustainable garden initiative; Retained firm to provide design assistance.
- Worked with Long Range Planning Committee on Bethesda development meeting.
- Worked with Public Services Committee to respond to resident inquiries re. public safety, traffic and street lighting issues.
- Continued oversight of WSSC infrastructure repairs.
- Continued Town infrastructure repairs.
- Publicized services of Chevy Chase at Home.
- Continued planning for A/V upgrades to the Town Hall.
- Assisted with organizing Town boards and committees for the coming year.

7/5/2018

Dear Town Council Members,

The following memo recaps the Election Committee recommendations for the 2019 election. The Election Committee agrees unanimously on all of the actions discussed below.

- Create privacy around the voting machines. Only those submitting a vote and an Electec representative should be allowed in the area where votes are input into the computers. Last election there were instances of neighbors mingling around the machines which made some voters uncomfortable.
- All Town staff, Election Committee members and Electec representatives should have name tags so they are easily identifiable.
- We received a couple of complaints about the difficulty of absentee voting for residents that are abroad at the time of the absentee voting period. While we considered a few options we decided that services such as FedEx can easily accommodate their needs and therefore no changes need to be made.
- Currently, Electec representatives manually go through printed lists of voters to sign in each voter. This process can be automated using electronic spreadsheets provided by the county (electronic poll books) which will allow for a speedier voting process and better eliminate the possibility of human error. We believe this would be an important improvement to voting procedures.
- We recommend using Electec in 2019.

Sincerely,

Michael Lebowitz

Chris Wright

Robert Enelow

**Town of Chevy Chase Policy Regarding Public Use and Management
of Town Facilities During Power Outages**

I. Purpose

The purpose of this policy is to provide guidance on public use and management of Town facilities during power outages.

II. Goals

1. To designate Town facilities for public use during power outages.
2. To establish allowable uses of Town facilities during power outages.
3. To set hours of operation of Town facilities during power outages.
4. To establish a process for staffing Town facilities during power outages.

III. Designation of Town Facilities for Public Use During Power Outages

During a power outage, the Town Office and Town Hall shall be open and available to the public, as specified herein. All uses set forth herein assume a fully operational generator.

IV. Allowable Uses of Town Facilities During Power Outages

During power outages, the Town Office will be open and available to the public for the purpose of conducting normal Town business. During power outages, the Town Hall shall be open and available to the public for use as a temporary shelter. The Town Hall shall only be open to the public when the Town Office is open and at least two (2) staff members or Councilmembers are present.

At no time shall the number of persons in the Town Hall exceed fifty (50).

At no time shall the Town Hall be used overnight for any reason during power outages.

V. Hours of Operation of Town Facilities During Power Outages

During power outages, the Town Office and Town Hall shall be open and available to the public during normal business hours, 8:30 a.m. – 5:00 p.m., Monday – Friday. The Town Manager or his designee shall have authority to extend these hours as necessary or warranted.

VI. Staffing of Town Office and Town Hall During Power Outages

The Town Manager is responsible for staffing the Town Office and Town Hall during power outages. In the event the Town Manager is incapacitated, outside normal communication, or unable to perform his or her regular duties, the Mayor shall assume this responsibility. At least two (2) staff members or Councilmembers shall staff the Town Office and Town Hall during power outages.

Town staff shall be responsible for reporting to the Town Office during power outages. In the event Town staff are incapacitated, or outside normal communication, available members of the Town Council shall report to the Town Office so as to provide continuity of operations.

Approved September 11, 2013