



**MEETING OF
UNIVERSITY PARK MAYOR AND COMMON COUNCIL
WILL BE HELD
VIRTUALLY VIA ZOOM
7:30 p.m.
April 6, 2020
REGULAR SESSION**

The Council meeting will be conducted entirely remotely, and there will be no in-person meeting attendance. To join the Council meeting through a video conference, please use the Zoom link below.
Join Zoom Meeting: <https://zoom.us/j/775782417>

To join with audio only: +1 301 715 8592 US
Meeting ID: 775 782 417

Public Participation:

Participants who join the video/audio conference will be muted and video turned off during the meeting except for Mayor, Council and staff. Participants will have the opportunity to speak during Public Comment - agenda item #6. During that time, all participants will be taken off mute. If you would like to make a comment, please state your name and Mayor Carey will call on you to speak. Public comments will be limited to three minutes.

Public comments or questions may also be made by emailing the Town Clerk Andrea Marcavitch at amarcavitch@upmd.org. All electronic comments must be submitted by 6 p.m. on April 6, 2020. Comments received will be read by the Town Clerk during public comment.

A closed session has been called to begin at 5 p.m. to discuss (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluations of appointees, employees, or officials over whom it has jurisdiction; or (ii) any other personnel matter that effects one or more specific individuals.

1. CALL TO ORDER: Mayor Carey

Present:	Brosch	Absent:	Brosch
	Schultz		Schultz
	Morrissey		Morrissey
	Verrill		Verrill
	Caskey		Caskey
	Wells		Wells
	Stephen		Stephen

2. PLEDGE OF ALLEGIANCE – Mayor Carey

3. APPROVAL OF THE AGENDA

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

4. CONSENT AGENDA

Motion: To approve the following consent agenda item.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

A. BUILDING PERMIT APPLICATION TO REPLACE EXISTING DRIVEWAY AND WALKWAY

(Lloyd and Veronica Hutchinson, 4431 Underwood Street) Ward 3

To replace existing 10'x 32' driveway and 4'x 20' walkway, located on Lot 13, Block 11 and Section 3 at 4431 Underwood Street.

5. PERMITS

**A. BUILDING PERMIT FOR WATERPROOFING INCLUDING SUMP PUMP
(Larry and Jill Clements, 6914 Oakridge Road) Ward 5**

Motion: To consider the request for a building permit for interior and exterior waterproofing and subfloor pressure relief system including a sump pump in the garage located on Lot 12 and 13 and Block D at 6914 Oakridge Road.

Note: This application is continued from the January 6, 2020 Council meeting.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

6. PUBLIC COMMENT

7. NEW BUSINESS

**A. INTRODUCTION OF LEGISLATIVE RESOLUTION 20-O-04: FISCAL YEAR 2021 BUDGET
(Introduction)**

Motion: To approve the introduction of Legislative Resolution 20-O-04: Fiscal Year 2021 Budget.

The earliest date this motion may be considered for passage is May 18, 2020.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

Presentation by Mayor Carey and Staff.

B. APPOINTMENT OF TOWN SUPERVISOR OF ELECTIONS

Motion: To approve the appointment of Stephanie Herold as Supervisor of Elections and appoint Ms. Herold as Chairman, per Section 502 of the Town Charter.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

C. APPOINTMENT OF INTERIM TOWN ADMINISTRATOR

Motion: To approve the appointment of David Deutsch as Interim Town Administrator on a part-time basis for the period of April 13 through December 30, 2020, and to authorize the Mayor to negotiate and sign a contract with Mr. Deutsch in substantially the form as proposed.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

D. APPROVE CONTRACT COST WITH NZI FOR REPAIR OF TOWN STREETS AND SIDEWALKS

Motion: To approve the revised contract cost with NZI Construction Corporations for an amount not to exceed \$1,714,814.25 to repair concrete and asphalt infrastructure on streets impacted by the WSSC CHE Water Main Replacement Project, as well as sidewalk repairs needed on various streets throughout town.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

E. APPROVE INSTALLATION OF VAN BUREN BRIDGE

Motion: At the recommendation of the Mayor and the Director of Public Works, to proceed with the construction of the Van Buren Street pedestrian bridge and award the contract to the lowest bidder to Franco's Liberty Bridge, Inc., 6426 Aaron Lane, Clinton, MD 20735, for the amount of \$88,556 to build and install the Van Buren Street pedestrian bridge, and to direct the Mayor and Town Attorney to negotiate and sign a contract.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

F. LETTER OF SUPPORT FOR DEWEY DEVELOPMENT PROJECT

Motion: To authorize the Mayor to write and send a letter to the Maryland-National Capital Park and Planning Commission (M-NCPPC) in substantially the form provided in support of the Detailed Site Plan for the Dewey Property.

Moved by:

Seconded by:

Agenda item 4A
Hutchinson Building Permit Application



Building Permit Application

◆ The Town of University Park ◆

An incorporated municipality in Prince George's County, Maryland
Town Hall, 6724 Baltimore Avenue, University Park, Maryland 20782
Phone: (301) 927-4262 Fax: (301) 277-4548 Email: townhall@upmd.org

For Office Use Only
 Ward # 3 Date Received 8/16/20
 Permit Application: Approved Rejected
 Check/Cash Amt: \$76.05 \$10.50
 Permit Number: _____
 Date Issued: _____

Name of Applicant(s): LLOYD & VERONICA HUTCHINSON

Telephone Number: [REDACTED] Home () _____ Cell _____

Work: _____ Email: _____

Street Address of Property: 4431 UNDERWOOD STREET HYATTSVILLE MD 20782

Lot Number: 13 Block Number: 11 Section Number: 03

Person/Company Doing the Work: ALLMASTER HOME SERVICES

Address/Phone: 7609 ENERGY PARKWAY STE 801 BALTIMORE MD 21226 410-317-5383

Signature of Property Owner: [Signature] Date: 3/14/2008

Description of Work

Check all that apply:

Fence: Height: _____, Material: _____, Style: _____

Outbuilding: Dimensions: _____, Height at Apex: _____
Materials: _____

Other: (Please Specify): DRIVEWAY REPLACEMENT & WALKWAY TO DOOR
Dimensions: 10'X32' & 4'X20', Height at Apex: _____
Materials: _____

Please Specify Reason for Structure: _____

POD or Dumpster (check one) Unit will be placed on the property: _____ or on the street: _____

Dates the unit will be delivered: _____ picked up: _____

Permit and Non-Refundable Filing Fee Paid (\$10 + 10% of County permit fee (if applicable))= \$ 10.50

Caution: To begin construction before a permit has been issued and prominently displayed for inspection at the construction site is a clear violation of municipal law.

This is a two page document and is not valid without both pages. See page two (or reverse) for Survey Notes.



*App - 13-13-2020
11001-2020-R6W
OK to repair/replace 10x29 Driveway
a 4x20 walkway*

The Maryland-National Capital Park and Planning Commission
APPROVED PERMIT #

LOT 14
BLOCK 11
SECTION 3
UNIVERSITY PARK
WWW 40/94

LOT 12
BLOCK 11
SECTION 3
UNIVERSITY PARK
WWW 40/94



UNDERWOOD STREET

WASHINGTON-BALTIMORE BLVD

** Driveway & Walkway
replaced*

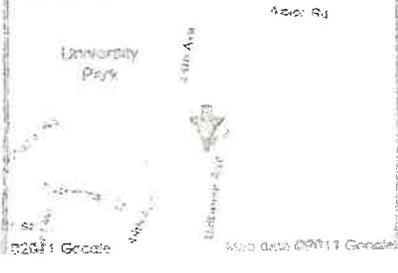


I hereby certify that the improvements shown hereon, to the best of my professional knowledge and ability, have been located by a transit, tape or other standard survey.

George A. Parrish, V.
GEORGE A. PARRISH, V. PROP. LS#577 12/08/11
LICENSE EXPIRATION DATE 03/24/13

4431 UNDERWOOD STREET WWW 40/94

LOCATION DRAWING
LOT 13 BLOCK 11 SECTION 3
UNIVERSITY PARK
19TH FLECTION DISTRICT
PRINCE GEORGE'S COUNTY, MARYLAND
SCALE 1" = 20' DECEMBER 2011
FILE#PG-00695
PROJECT#32107
UNIVERSITYPARK-B11-S3-L13



ADVANCED SURVEYS
140 WEST WARD ROAD SUITE 103
DUNKIRK, MARYLAND 20754
P (301) 225-4621 F (410) 286-9716

**PRINCE GEORGE'S COUNTY
CUSTOMER INVOICE**

**DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT
PERMITTING AND LICENSING DIVISION
PERMITTING CENTER
9400 PEPPERCORN PLACE, 1st FLOOR, LARGO, MD 20774**

Project Name: UNIVERSITY PARK

Received From:

Permit No: 11001-2020-0

Printed: 3/13/2020

<u>Fee Description</u>	<u>Fund</u>	<u>Account</u>	<u>Center</u>	<u>Fee Added By</u>	<u>Fee Amount</u>
PARK AND PLANNING	1000	420970	110031	ADLACILLA	\$5.00

The total sum of: \$5.00

Received By:

Payment ID#:

Check Num:

Agenda item 5A
Mayor Carey Memo
re: Clements Building Permit Application



Memo

To: Mayor and Council, Town of University Park

From: Lenford C. Carey, Mayor

Subject: Permit Application – Waterproofing system and sump pump, 6914 Oakridge Road

Date: April 3, 2020

Findings and Recommendation

After personal inspection and following review of reports of staff and engineers and consideration of testimony, photos, and recommendations provided by the Sanfords, I find that:

1. Section 4-301(A) of the Town Code requires a permit from the Town for any system for the removal of surface or subsurface water from any property. The permit may be approved upon a finding that the proposed drainage system or structure does not result in an alteration of the natural drainage patterns in a manner adversely affecting Town property or adjacent properties. Paragraph (B) of this same section allows the Town to require removal or modification of any such system at their expense upon a finding that the continued maintenance of the system or structure is changing the natural flow of water in a manner adversely affecting Town property or adjacent properties.
2. Jill and Larry Clements, owners of 6914 Oakridge Road, obtained required County permits for installation of an interior and exterior waterproofing system and separate subfloor pressure relief system, but did not apply for a required Town permit until December 2020.
3. The interior and exterior waterproofing system and separate subfloor pressure relief system was properly installed by AquaGuard and drains to the back yard as permitted.
4. As installed, the interior and exterior waterproofing system and separate subfloor pressure relief system does not result in an alteration of the natural drainage patterns in a manner adversely affecting Town property or adjacent properties.

Per Section 4-301 (a) of the Town Ordinances, I recommend Council approval of the permit.

Summary Narrative

In August 2019, Doug and Shannon Sanford of 6916 Oakridge Road complained to the Town that a waterproofing project at neighboring 6914 Oakridge Road was redirecting water onto their property and causing significant erosion. Town Code Compliance Officer Craig Brown investigated the complaint with the assistance of Town Clerk Andrea Marcavitch.

In 2016, Larry and Jill Clements, owners of 6914 Oakridge Road, had contracted with AquaGuard Waterproofing for an interior and exterior waterproofing system including 116 Sq. feet of excavation and seal along the north foundation and a separate subfloor pressure relief system in the garage involving 4-inch corrugated drain tile and a sump pump discharging into their backyard. On behalf of the Clements, AquaGuard obtained a County permit for this work on August 22, 2016. Installation of the waterproofing system was completed in September 2016, though no final inspection by the County was completed and the permit was not closed. No permit from the Town was applied for or received.

On December 4, 2019, I met in my office with Mr. Clements, and requested that the Clements apply for a Town permit for their system, however belatedly. My reason for the request was to establish a process within the Town Code for addressing the Sanfords' complaint. Mr. Clements picked up the permit application form at the end of our meeting and applied for the permit on December 5, 2019. While the permit was originally scheduled for Council consideration at its next meeting, on December 16, 2019, I postponed the consideration to allow the Town to examine whether the installed system had altered the natural drainage patterns in a manner adversely affecting Town property or adjacent properties. I requested that the Town's Code Compliance Officer Craig Brown and the Town's contract Engineer Rajvinder Sidhu visit the Clements property, examine all stormwater systems on it including the drains from the waterproofing system and sump pump, and advise as to whether water was being diverted onto the neighbor's property.

On December 16, 2019, Dawit Abraham of the Department of Permitting, Inspections and Enforcement (DPIE) informed me that DPIE was also examining the Sanfords' complaint.

On December 23, 2019, I accompanied Mr. Brown and Mr. Sidhu on their inspection of the Clements property. Mr. Clements was not present, but we entered his property with his permission. We examined all stormwater systems on the property, including the driveway, gutters and downspouts, but especially the waterproofing and sump pump systems. The waterproofing system drains the foundation on the northern end of the house and outlets through a pop-up valve near the Northwest corner of the house. The sump pump drains only the garage area and outlets through a simple drain in the center of the Clements back yard, about 10 feet from their garage. Both outlets are in a very shallow, grassy swale which slopes gradually in the direction of the rear corner of the property about 35 feet away. In response to my question about where water from those drains would flow, Mr. Sidhu indicated that any water would flow toward the rear of the property but be absorbed quickly into the soil. He directed Mr. Brown on how to draw that on the plat.

On January 6, 2020, the Council considered the Clements permit application and heard the Sanfords' concerns of flooding on their property due to the placement of the sump pump discharge pipe and other water runoff from the Clements property. The Council continued the matter for 90 days and directed that the Town hire a consulting engineer to give a report on the drainage field of the sump pump and whether or not the continued maintenance of the waterproofing system is changing the natural flow of water in a manner adversely affecting adjoining properties.

On January 7, 2020, AquaGuard Waterproofing produced a report from Maryland Licensed Professional Engineer Nader Elhadj, P.E. concluding that "the garage interior drainage system and the exterior excavation and waterproofing of the garage wall are properly installed. No issues or concerns were found."

On January 16, 2020, Supervisor Darrell Terry of the Department of Permitting, Inspections, and Enforcement acknowledged receipt of the report, found all in order, and signed final inspection and closure of the permit.

On February 10, 2020, Director of Public Works Mickey Beall met at 6914 Oakridge with Robert Palmer of RKK Engineering to obtain a quote for engineering services to produce the requested report. Beall reports: *We met at 3p.m. Mr. Clements was present. Mr. Palmer walked the property and took photos while observing existing conditions on the property and hearing the explanation of what actions had been taken relative to the sump pump, drain tile and other drainage related features on the property. It had rained that day. The ground was wet. Mr. Clements offered to run the pump so Mr. Palmer could see the flow of water from the discharge pipe. About 100 gallons from the hose were poured into the sump pump as Mr. Palmer observed the discharge. Eventually the ground was saturated to a distance of 15'-20' from the discharge pipe. The surface water flowed in the direction of the rear corner of the property shared with 6916 Oakridge and 6909 Pineway as previously anticipated by the town's Engineer Mr. Sidhu during a prior site visit with Mr. Brown.*

On February 24 2020, at its regular meeting, the Council considered the engineering service proposals received. The Council failed to pass (1-4, 2-3) two motions to transfer funds to contract for engineering services required to address the Council questions about "whether or not the continued maintenance of the waterproofing system is changing the natural flow of water in a manner adversely affecting adjoining properties." In discussion, the Council indicated they had enough information to decide the matter.

After review of all presented information, the permit application is presented for Council consideration at its April 6, 2020 meeting.

Agenda item 5A
Clements Building Permit Application
(Continuance from January 6, 2020 Council meeting)

BUILDING PERMIT APPLICATION

◆ The Town of University Park ◆

An incorporated municipality in Prince George's County, Maryland.
Town Hall, 6724, Baltimore Avenue, University Park, Maryland 20782
Phone: 301/927-4262
FAX: 301/277-4548

For Office Use Only

Ward # 5 Date Received: 12/5/19

Permit Application: Approved []
Rejected []

Permit Number: _____
Date Issued: _____

Name of Applicant(s): Larry and Jill Clements

Telephone Number: [REDACTED] daytime [REDACTED] evening

Street Address of Property: 6914 Oakridge Rd., Univ. Park

Lot Number: 12/13 Block Number: D Section Number: _____

Person/Company Doing the Work: Aqua Guard

Address/Phone: 6820 Distribution Dr., Beltsville

Signature of Property Owner: [Signature] Date: 12/5/2019

Description of Structure for Which Permit is Requested

(Please fill out as completely as possible.)

Check One:

[] **Fence:** Height: _____; Material: _____; Style: _____

[] **Outbuilding:** Dimensions: _____; Height at Apex: _____

Materials: _____

[X] **Other (Please Specify):** Install sump pump in garage

Dimensions: _____; Height at Apex: _____

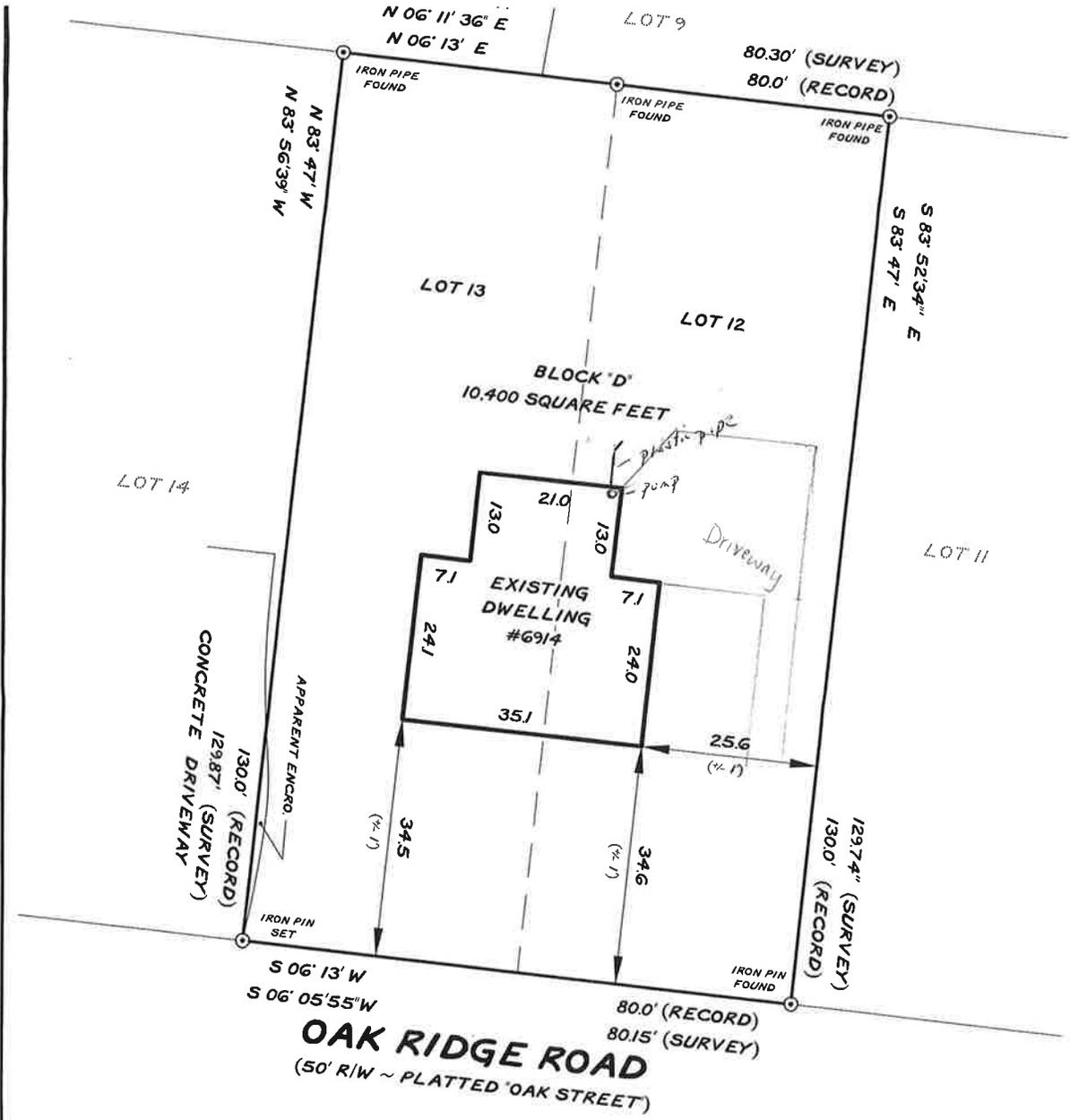
Materials: _____

Please Specify Reason for Structure: Remove occasional flood water from garage

Have neighbors on adjoining properties been notified of intent to build structure? [X] YES [] NO

Permit and Non-Refundable Filing Fee Paid: \$ 10.00

CAUTION: To begin construction before a permit has been issued and prominently displayed for inspection at the construction site is a clear violation of municipal law.



SURVEYOR'S CERTIFICATE:
 I HEREBY CERTIFY THAT I HAVE PERSONALLY
 MADE A CAREFUL FIELD-RUN SURVEY OF LOTS 12
 & 13, BLOCK "D" AND THAT PERMANENT IRON
 MARKERS ARE IN PLACE AS INDICATED HEREON.

STEPHEN L WILSON R.P.L.S. NO.417
 DRASTIC MEASURES, INC.
 6503 STEUBEN COURT
 CLINTON, MARYLAND 20735
 OFFICE-301-856-3152
 FAX-301-856-8569



[Permit](#) ▾

[Inspection](#) ▾

[ePayments](#) ▾

Permit Status Tracking



* Permit Number : - -

Example: 1001 - 2013 - 00

* Enter the code shown below : [More Info](#) ⓘ

3E8BF

Fields marked with an asterisk * are required.

[Track Permit Status](#)

Permit Details:

Permit Number : **43287-2016-00**
 Permit Name : **CLEMENTS INT & EXT WATERPROOFING**
 Address : **6914 Oakridge Rd.Town Of University Park Hyattsville, 20782**
 Permit Type : **DPIE RW**
 Permit Use Type : **Single Family**
 Work Description : **Interior and exterior waterproofing, 116 sq.ft excavation and seal, and 20 ft. sub floor pressure relief system with 4 inches corrugated drain tile.**
 Date Applied : **Monday, August 22, 2016**
 Permit Status : **PERMITTED**
 Estimated Completion Date :

Permit Approval Process:

Process Name	Assigned Date	Process Status	Completion Date	Response	Additional Status
BUILDING INSPECTION	8/24/2016 9:14:37 AM	In Progress			On hold?
PERMIT ISSUANCE	8/24/2016 9:14:32 AM	Process Completed	8/24/2016 9:14:38 AM	Permit Issued	On hold?
PERMIT CHECK	8/23/2016 12:55:16 PM	Process Completed	8/24/2016 9:14:32 AM	Walkthru	On hold?
STRUCTURAL REVIEW	8/23/2016 11:32:35 AM	Process Completed	8/23/2016 11:49:36 AM	Approved	On hold?
SITE/ROAD REVIEW	8/23/2016 11:32:35 AM	Process Completed	8/23/2016 12:55:16 PM	Approved	On hold?
DPIE PERMIT APPLICATION	8/23/2016 11:30:48 AM	Process Completed	8/23/2016 11:32:35 AM	Application Complete	On hold?
DPIE RECORDS MANAGEMENT		Not Started			On hold?
DPIE RECORDS MANAGEMENT		Not Started			On hold?
PLANS ADMINISTRATION (BUILDING)		Not Started			On hold?
PLANS ADMINISTRATION (HEALTH)		Not Started			On hold?
DPIE HEALTH REVIEW		Not Started			On hold?
PLANS ADMINISTRATION (HEALTH)		Not Started			On hold?
DPIE HEALTH SUPERVISOR		Not Started			On hold?
PLANS ADMINISTRATION (PLANNING)		Not Started			On hold?
PLANNING REVIEW		Not Started			On hold?
PLANS ADMINISTRATION (PLANNING)		Not Started			On hold?
PLANS ADMINISTRATION (SITE/ROAD)		Not Started			On hold?
PLANS ADMINISTRATION (SITE/ROAD)		Not Started			On hold?

6914 OAKRIDGE RD HYATTSVILLE 20782

CASE NUMBER : 43287-2016-00

PRINCE GEORGE'S COUNTY

PERMIT

ISSUANCE DATE : Aug-23-2016

EXPIRATION DATE :

DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT PERMITTING CENTER
9400 PEPPERCORN PLACE, 1st FLOOR, LARGO, MD 20774 (301) 883-5900

PROPERTY OWNER

LARRY CLEMENTS
6914 OAK RIDGE RD
UNIVERSITY PARK, MD 20782



CONTRACTOR

AQUAGUARD WATERPROOFING
6820 DISTRIBUTION DR
BELTSVILLE, MD 20705 (301) 595-9671
LICENSE NUMBER: 38760

OCCUPANT

ARCHITECT

TYPE OF PERMIT :	DPIE RW		
WORK DESCRIPTION :	Interior and exterior waterproofing, 116 sq.ft excavation and seal, and 20 ft. sub floor pressure relief system with 4 inches corrugated drain tile.		
EXISTING USE :	single family home		
USE (DER PROPOSED) :	single family home		
SUBDIVISION :	COLLEGE HEIGHTS		
OWNERSHIP :	HEIGHT FT :		
LIBER : 29421	WIDTH FT :	116	
FOLIO : 477	DEPTH FT :		
ED/ACCT NO. : 19 / 2130938	NO STORIES :		OCCUPANCY LOAD :
LOT :	DWELL UNTS :		SITE CERTIFICATE :
BLOCK : D	PARKING SP :		STRUCTURE CERT :
TAX MAP : 042	LIVE LOAD :		SEWER :
SCD :	USE GROUP :		WATER :
SPEC EXCEPT :	TYPE CONST :		HEATING :
Conditions			PARCEL :
			ELECTRICITY :
			CENTRAL A/C :
			ELEVATOR :
			ESCALATOR :
			BASEMENT :
			BOILER NUMBER :
			CBCA :
			HISTORICAL :
			SIGN NUMBER :

As outlined in County Code Subtitle 4-111 no work shall be performed during the hours of 9:00 p.m. to 7:00 a.m., unless work is performed pursuant to Section 4-120 of this Subtitle.

Only the Licensed Contractor or Homeowner, named on the Permit as contractor, is permitted to perform the scope of work on the permit at the address specified.

YOU MUST COMPLY WITH MUNICIPAL, HOMEOWNER/CIVIC ASSOCIATION AND LOCAL COVENANTS. A FINE MAY BE IMPOSED IF CONSTRUCTION IS BEGUN WITHOUT REQUIRED APPROVALS.

THIS PERMIT IS VOID SIX (6) MONTHS FROM DATE ISSUED IF CONSTRUCTION HAS NOT STARTED, HAS BEEN SUSPENDED OR DISCONTINUED UNLESS OTHERWISE INDICATED

Melinda Bolling

INSPECTION AREA :

INSPECTION APPROVALS

Melinda Bolling

BUILDING INSPECTOR	HEALTH	ELECTRICAL	PLUMBING	FIRE MARSHALL
APPROVED :				







January 7, 2020

Mr. J. Bryant
Aquaguard Waterproofing
6820 Distribution Dr.
Beltsville, MD 2070

RE: 6914 Oak Ridge Rd.
University Park, MD 20782
Case # 43287-2016-00

Via email (JBRYANT@aquaguardwaterproofing.com)

Dear Mr. Bryant,

Thank you for calling Nader Elhajj for our inspection of the house referenced above. As you requested, our inspection was limited only to visual inspection of the garage interior drainage system and waterproofing of the short garage wall. Below are our findings and conclusion. No legal advice is included.

Findings

1. The trench for the garage interior drainage system is adequately dug out.
2. The drain pipe is adequately placed and sloped in the trench and gravel is properly placed. The discharge drain pipe is properly placed.
3. The sump pump is functional.
4. The exterior garage wall excavation is properly done.
5. The excavated wall waterproofed and backfilled with gravel and suitable soils.

Conclusion

The garage interior drainage system and the exterior excavation and waterproofing of the garage wall are properly installed. No issues or concerns were found.

If you have any question regarding this report, please call me at (703) 615-2451.

With best regards,

1/07/2020

Nader Elhajj, P.E.



"Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional engineer under the laws of the State of Maryland, License No. 27311, Expiration Date: 04/22/2020."

This report is based on the conditions observed at the time of evaluation and information obtained from the investigation, including any information provided by the client. We only inspected the work that was specified by others. We did not assess the need or the requirements for the interior drainage system for the garage or the excavation and waterproofing of the garage wall. We prepared the report for the exclusive use of our client and/or his/her agents/designees. The investigation was limited to non-destructive, visual observations of the portions of the structure included in the scope of the evaluation that were readily visible and accessible. We did not remove surface materials, furnishings or equipment, undertake any digging or excavation, or perform any destructive or invasive testing. Accordingly, we cannot comment on the condition of systems and components that we could not see. It should be understood that hidden conditions may exist and there is no claim that all conditions were observed. We are not responsible for conditions that were not within the scope of our services at the time of inspection. We did not assess the stability of the building or the underlying foundation soil since this effort would require excavation and destructive testing. We did not conduct a comprehensive code review. This report should not be considered a warranty of condition, and no warranty is implied. The opinions, conclusions, and recommendations expressed in this report are based on the findings of the evaluation, and the knowledge and experience of Mr. Elhajj and Mr. Elhajj has provided consulting services with the degree of care and skill ordinarily exercised under similar circumstances by reputable members of the profession practicing in the same or similar locality. No other guarantee or warranty, either expressed or implied, is provided.

PRINCE GEORGE'S COUNTY

PERMIT

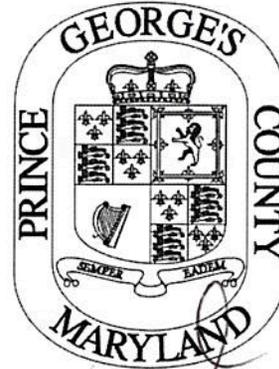
ISSUANCE DATE : Aug-23-2016

EXPIRATION DATE :

DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT PERMITTING CENTER
9400 PEPPERCORN PLACE, 1st FLOOR, LARGO, MD 20774 (301) 883-5900

PROPERTY OWNER

LARRY CLEMENTS
 6914 OAK RIDGE RD
 UNIVERSITY PARK, MD 20782



CONTRACTOR

AQUAGUARD WATERPROOFING
 6820 DISTRIBUTION DR
 BELTSVILLE, MD 20705 (301) 595-9671
 LICENSE NUMBER: 38760

OCCUPANT

ARCHITECT

TYPE OF PERMIT :

DPIE RW

WORK DESCRIPTION :

Interior and exterior waterproofing, 116 sq.ft excavation and seal, and 20 ft. sub floor pressure relief system with 4 inches corrugated drain tile.

EXISTING USE :

single family home

USE (DER PROPOSED) :

single family home

SUBDIVISION :

COLLEGE HEIGHTS

OWNERSHIP :

HEIGHT FT :

LIBER : 29421

WIDTH FT :

FOLIO : 477

DEPTH FT :

ED/ACCT NO. : 19 / 2130938

NO STORIES :

LOT :

DWELL UNTS :

BLOCK : D

PARKING SP :

TAX MAP : 042

LIVE LOAD :

SCD :

USE GROUP :

SPEC EXCEPT :

TYPE CONST :

Condition

Handwritten notes:
 H. Hijazi
 1/16/2020
 Engineer
 Decided
 116

ELECTRICITY :

CENTRAL A/C :

ELEVATOR :

ESCALATOR :

BASEMENT :

BOILER NUMBER :

CBCA :

HISTORICAL :

SIGN NUMBER :

OCCUPANCY LOAD :

SITE CERTIFICATE :

STRUCTURE CERT :

SEWER :

WATER :

HEATING :

PARCEL :



Prince George's County, Maryland
 Department of Permitting, Inspections
 and Enforcement
 Inspections Division

Darrell Terry
 Supervisor

Angela D. Alsobrooks
 County Executive

As outlin

Only the

YOU MUST

THIS PERMIT
 SUSPENDED
 INSPECT

9200 Basil Court, Suite 307
 Largo, Maryland 20774
 E-mail: dkterry@co.pg.md.us

Office: 301.583.9933
 FAX: 301.883.3873
 Cell: 240.508.9843

http://dpie.mypgc.us

during the hours of 9:00 p.m. to 7:00 a.m., unless work is performed pursuant to Section 4-120 of this Subtitle.

contractor, is permitted to perform the scope of work on the permit at the address specified.

NO LOCAL COVENANTS. A FINE MAY BE IMPOSED IF CONSTRUCTION IS BEGUN WITHOUT REQUIRED APPROVALS.

IF CONSTRUCTION HAS NOT STARTED, HAS BEEN
 DATED

INSPECTION APPROVALS

Haitham A. Hijazi

ELECTRICAL	PLUMBING	FIRE MARSHALL

APPROVED :













Agenda item 7A
Town Proposed FY 2021 Budget



TOWN OF UNIVERSITY PARK

MAYOR
Lenford C. Carey

MEMO

Date: April 1, 2020
To: Councilmembers
From: Mayor Lenford C. Carey
Re: Submittal to Council of the fiscal year 2021 Budget

As required in Section 602 of the Town Charter, I submit a fiscal year 2021 Budget for the Town of University Park that covers the period from July 1, 2020 through June 30, 2021. As submitted, this budget totals \$7,984,016. This amount includes a General Fund of \$5,155,410 and a Capital Projects Fund of \$2,828,606.

The General Fund Budget consists of \$3,210,310 in departmental expenditures, \$369,932 for debt service and \$1,575,168 in prior year fund balance. The General Fund Budget includes the use of \$68,713 in prior year's reserves to help fund the purchase of two vehicles in the Police Department budget.

The Capital Projects Fund Budget is new this year. The Capital Projects Fund is used to track the financial resources used to acquire and/or construct major capital assets. The items included in the Capital Projects Budget were previously included in the General Fund Budget. They have been broken out into a separate fund to track these projects more easily. The projects in the Capital Projects fund include the Street and Infrastructure Project for \$2,507,106 Town Hall Design & Construction for \$240,000 and the MHAA Trail Project for \$81,500. The sources of funding for these projects are shown in the Grants and Other Funding Sources area of the budget and include the use of \$271,856 in surplus funding. These funds were previously allocated from reserves in the FY2021 Budget.

The net assessable real property tax base increased 4.2% from \$419,394,789 to \$436,800,769 for fiscal year 2021. The proposed tax rate is set at the Constant yield Rate of .5589 per \$100 of assessed value.

As stated above, the prior year General Fund balance totals \$1,575,168 of the total Budget. This fund includes three components: Unreserved Designated, Reserve Designated and Unreserved Undesignated in the following amounts and purposes:

Unreserved Designated	
Vehicle Replacement	\$26,000
Tree Replacement	40,000
Police Officer Overtime	<u>68,000</u>
Total	\$134,000

Reserved Designated	
Cable Capital Equipment	\$197,450
Cemetery	<u>4,204</u>
Total	\$201,654

Unreserved Undesignated **\$1,239,514**

Most of the recurring revenue sources for fiscal year 2021 are consistent with fiscal year 2020. Some of the differences between the years are as follows:

State Income Taxes – Are projected to increase \$27,185. This increase is based on current estimates.

Highway User Revenues – Are projected to increase \$3,566. This increase is associated with the partial restoration of HUR's by the General Assembly and current estimates from the State.

Interest Income – Is projected to decrease \$22,500 due to falling interest rates.

Departmental Expenditures provide the same level of services in fiscal year 2021 as fiscal year 2020. Based upon the current Consumer Price Index (CPI) there is a 1.6% Cost of Living increase included within departmental budgets. Personnel costs also reflect changes in pay rates as a result of merit and scheduled pay increases. Significant changes within each department's budget are summarized below:

General Government

Council Retreat/Orientation - \$7,000 Increase – Includes the costs associated with a Council Retreat to review the town's Strategic Plan. Includes facility rental, facilitator and refreshments

Small Equipment – \$3,000 Decrease – During fiscal year 2020 we purchased additional laptops for teleworking by management and staff. This expenditure will not be duplicated in FY2021.

Insurance - \$3,000 Increase – Had underestimated the amount of this line item in FY2020. Increase reflects current projected cost for insurance.

IT Costs - \$1,500 Increase – Reflects cost associated with moving computers to Office 365 when computers are upgraded.

Membership Dues - \$1,000 Increase – New membership dues associated with the Town Administrator.

Travel - \$6,500 Increase – Additional training for Clerk and Town Administrator.

Transit - \$5,877 Increase – Salary increase due to merit and COLA increases as well as increased maintenance costs as the buses become older.

Hyattsville Middle School PTA - \$6,000 – This is a new line item based on a support request from the Hyattsville Middle School PTA. The funding will be used for a Green Learning Space.

Town Hall Bathroom Renovations - \$8,000 – To be used to remodel the bathroom on the lower level of the Town Hall building that is mainly used by the Public Works Department. This project is long overdue. We were trying to hold off until a decision is made regarding improvements and upgrades to the Town Hall but it appears that it will take longer to make a decision on the long-term plan for the Town Hall and there is an immediate need to have this work done now.

Public Works

Personnel – Includes staffing at 10 FTEs and promotion and step increases for eligible employees.

Playing Field Maintenance - \$3,000 Increase – Costs due to increased maintenance and purchase an additional turf blanket.

Park Usage Concept Plan - \$24,900 Increase – To develop a full park usage plan.

Park Landscape Maintenance - \$5,000 Increase – To cover the cost of maintaining the growing number of planted areas within the Town.

Street & Sidewalk Repairs - \$26,500 Increase – To include thermoplastic traffic markings, street sweeping and general maintenance.

Fuel - \$5,000 Decrease – Due to purchase of fuel at County facilities.

Vehicle Maintenance - \$5,000 Increase – Increased cost of maintenance of vehicles.

Park Bridge Repairs – Beechwood – Costs for repairing the Beechwood Rd. pedestrian bridge.

Police Department

Personnel – Includes maintenance of current staffing of 9 FTEs which includes 8 Officers and one civilian. Eligible promotions and steps are included.

Body Worn Cameras – annual cost of implementing and maintaining a body worn camera program for the Police Department

GPS - \$2,500 increase - To purchase GPS monitoring for police vehicles. Enables further accountability for the Police Department.

Gasoline - \$6,000 decrease – Due to purchase of fuel at County facilities.

Police Cruiser – \$101,000 For the purchase and equipping of two new police vehicles.

Debt Service

Budgeted in the amount of \$369,932. This amount includes three bonds/loans. 1) Loan for the semiannual debt service payments on the bonds issued to fund town street work and past service costs on the town's participation in the Maryland State Retirement Program in the amount of \$206,242. 2) FY2020 Bonds issued for street improvements and traffic control in the amount of \$136,340 and 3) Leaf/utility truck loan in the amount of \$27,350.

Capital Projects Fund Budget

As stated earlier, we have broken out the major capital projects into a separate fund in FY2021. The Capital Projects Fund is used to track the financial resources used to acquire and/or construct major capital assets. The grants and other funding sources and capital projects are summarized below:

Grant and Other Funding Sources

Maryland State Bond Bill – Town Hall - \$200,000 – Funds to be received from the State’s Bond Bill program to fund the design and construction of a new/renovated town hall.

WSSC/WGL Street Repair Rebate - \$516,000 – Funds given to the Town for repairs to the streets that WSSC has performed work on.

Safe Routes to Schools Grant - \$200,000 – Funds anticipated to be received to install sidewalks in various areas of the Town.

Maryland Heritage Areas Authority Grant - \$40,750 – These funds will be used to fund the removal and replacement of the existing path between the playground and Beechwood Road, installation of a new drinking fountain adjacent to the 9/11 Memorial and a new path connecting to Adelphi Road across the wildflower meadow.

Bond Proceeds – FY2020 - \$1,600,000 – Proceeds from bonds issued in FY2020 to be used for town infrastructure projects.

Committed Fund Balance - \$271,856 – Includes funds allocated from Road Reserves - \$107,500, Maryland State Bond Bill – Town Hall Match - \$40,000, MHAA Grant Match - \$40,750 and Repairs to Park Path - \$83,606.

Capital Projects Expenditures

Street & Infrastructure Project - \$2,507,106 – To repave 2.5 miles of roads, replacement of park paths and construction of new sidewalks.

Town Hall Design & Construction - \$240,000 – Consists of costs to design and begin construction of a new/renovated town hall.

MHAA Trail Project - \$81,500 To fund the removal and replacement of the existing path between the playground and Beechwood Road, installation of a new drinking fountain adjacent to the 9/11 Memorial and a new path connecting to Adelphi Road across the wildflower meadow.

This submittal presents a responsible fiscal year 2021 Budget for the Town of University Park which will meet the foreseeable needs of the Town for the next year while continuing to provide our residents the services that they expect. The budget will be formally presented at the April 6, 2020 Council meeting and discussed in more detail at that time. Please feel free to contact me if you have any questions or concerns before that time.

LEGISLATIVE RESOLUTION 20-O-04

Resolution and Ordinance of the Town of University Park, pursuant to Section 603 of the Charter of the Town of University Park, to levy the real property and personal property tax rate and appropriate and adopt the annual budget for fiscal year 2021.

Section 1: Be it resolved and ordained by the Mayor and Common Council of University Park that the tax levy be, and the same is hereby set at fifty-five and 98/100 cents (\$0.5598) per one hundred dollars (\$100.00) of full value assessment on all taxable real property located within the corporate limits of the Town of University Park, Maryland; and

Section 2: Be it further resolved and ordained by the Mayor and Common Council that the tax levy be, and the same is hereby set, at two dollars and twenty-five cents (\$2.25) per one hundred dollars (\$100.00) of full value assessment on all taxable personal property located within the corporate limits of the Town of University Park, Maryland;

Section 3: Be it further resolved and ordained by the Mayor and Common Council of University Park that the budget for fiscal year 2021 be appropriated and enacted as follows:

EXPLANATION:

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW

[Brackets] indicate matter deleted from existing law

* * Asterisks* * indicate provisions of existing law which have been omitted from the resolution

Town of University Park
Fiscal Year 2021 Budget
Council Draft One

TOWN OF UNIVERSITY PARK REVENUES		PROPOSED BUDGET FY2021							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	Proposed FY2021 Budget	Adopted FY2020 Budget	Estimated Actual FY 2020 Budget	Audited FY 2019 Actual	Budget Variance FY 2021/FY 2020	Estimated Actual Budget Variance FY2021/FY2020	Percent Change FY2021/FY2020 0	FY2020 Variance: Budget v. Actual
GENERAL FUND REVENUES		\$3,511,529	\$6,205,440	\$6,207,229	\$3,335,110	(\$2,693,911)	(\$2,695,700)	-43.4%	\$1,789
R100	TAXES	\$3,186,072	\$3,138,707	\$3,138,707	\$3,006,458	\$47,365	\$47,365	1.5%	\$0
R1	Real Property (1)	2,445,072	2,424,892	2,424,892	2,172,245	20,180	20,180	0.8%	\$0
R2	Business Personal Property Tax (2)	60,000	60,000	60,000	63,615	0	0	0.0%	\$0
R3	Penalties & Interest on Taxes	1,000	1,000	1,000	3,298	0	0	0.0%	\$0
R4	State Income Tax	680,000	652,815	652,815	767,300	27,185	27,185	4.2%	\$0
R200	LICENSES & PERMITS	\$64,600	\$60,100	\$60,100	\$69,206	\$4,500	\$4,500	7.5%	\$0
R5	Building Permits & Fees	1,500	1,500	1,500	1,677	0	0	0.0%	\$0
R6	Cable Franchise Fees	38,800	36,000	36,000	41,535	2,800	2,800	7.8%	\$0
R7	Cable Equipment Fees	24,300	22,600	22,600	25,994	1,700	1,700	7.5%	\$0
R300	STATE SHARED	\$180,081	\$176,577	\$176,577	\$155,076	\$3,504	\$3,504	2.0%	\$0
R8	Police Protection	49,668	49,730	49,730	51,495	(62)	(62)	-0.1%	\$0
R9	Highway User	120,156	116,590	116,590	93,324	3,566	3,566	3.1%	\$0
R10	Bank Stock	10,257	10,257	10,257	10,257	0	0	0.0%	\$0
R400	COUNTY	\$6,256	\$6,256	\$6,256	\$6,256	\$0	\$0	0.0%	\$0
R11	Landfill	6,256	6,256	6,256	6,256	\$0	\$0	0.0%	\$0
R500	MISCELLANEOUS	\$74,520	\$117,050	\$118,839	\$98,113	(\$42,530)	(\$44,319)	-37.3%	\$1,789
R12	Interest	15,000	37,500	37,500	35,690	(\$22,500)	(\$22,500)	-60.0%	\$0
R13	Red Light Camera	18,720	20,750	20,750	21,500	(\$2,030)	(\$2,030)	-9.8%	\$0
R14	Rental Licenses (3)	31,200	31,200	31,200	28,900	\$0	\$0	0.0%	\$0
R15	Recycling	2,000	2,000	2,000	2,143	\$0	\$0	0.0%	\$0
R16	Fines - Police	4,000	4,000	4,000	3,415	\$0	\$0	0.0%	\$0
R17	Vehicle Releases	2,000	2,000	2,000	1,825	\$0	\$0	0.0%	\$0
R18	Sale of Assets	0	17,000	17,000		(\$17,000)	(\$17,000)	-100.0%	\$0
R19	Revenues Miscellaneous	100	100	1,889	2,726	\$0	(\$1,789)	-94.7%	\$1,789
R20	Sale of Energy Credits	500	500	500	1,653	\$0	\$0	0.0%	\$0
R21	PEPCO - Solar Array Excess Generation	1,000	2,000	2,000	261	(\$1,000)	(\$1,000)	-50.0%	\$0
R600	BONDS/GRANTS/LOANS	0	2,706,750	2,706,750	0	(\$2,706,750)	(\$2,706,750)	-100.0%	\$0
R22	Maryland Heritage Area (MHA) Grant		40,750	40,750		(\$40,750)	(\$40,750)	-100.0%	\$0
R23	Town Hall - Maryland State Bond Bill		200,000	200,000		(\$200,000)	(\$200,000)	-100.0%	\$0
R24	Street & Infrastructure G.O. Bond		1,800,000	1,800,000		(\$1,800,000)	(\$1,800,000)	-100.0%	\$0
R25	Leaf/Utility Vehicle Loan		150,000	150,000		(\$150,000)	(\$150,000)	-100.0%	\$0
R26	WSSC/WGL Street Repair Rebate		516,000	516,000		(\$516,000)	(\$516,000)	-100.0%	\$0
TOTAL GENERAL FUND REVENUES		\$3,511,529	\$6,205,440	\$6,207,229	\$3,335,110	(\$2,693,911)	(\$2,695,700)	-43.4%	\$1,789
M1	Memo: General Fund Prior Yr Surplus	1,643,881	1,653,368	1,915,737		(9,487)	(271,856)	-14.2%	\$262,369
M2	Memo: General Fund Revenues + Surplus	\$5,155,410	\$7,858,808	\$8,122,966	\$3,335,110	(\$2,703,398)	(\$2,967,556)	-36.5%	\$264,158

NOTES:

- 1 Real Property Tax Rate is .5598 per \$100 of assessed value. FY2020 rate was .5830 per \$100 of assessed value. CYTR is .5598
- 2 Personal Property Tax Rate is \$2.25 per \$100 of assessed value.
- 3 Based on \$400 per license fee and 78 rentals.

TOWN OF UNIVERSITY PARK GENERAL FUND EXPENDITURES		PROPOSED BUDGET FY2021							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	Proposed FY2021 Budget	Adopted FY2020 Budget	Estimated Actual FY 2020 Budget	Audited FY 2019 Actual	Budget Variance FY 2021/FY 2020	Estimated Actual Budget Variance FY2021/FY2020	Percent Change FY2021/FY2020	FY2020 Variance: Budget v. Actual
GENERAL GOVERNMENT TOTAL		\$735,232	\$943,689	\$943,689	\$666,414	(\$208,457)	(\$208,457)	-22.1%	(\$0)
G100	PERSONNEL	\$329,305	\$323,139	\$310,239	\$252,197	\$6,166	\$19,067	6.1%	(\$12,900)
G1	Salaries	193,725	182,207	184,207	190,308	\$11,518	\$9,518	5.2%	\$2,000
G2	Payroll Taxes and Benefits	36,990	42,342	31,942	40,232	(\$5,352)	\$5,048	15.8%	(\$10,400)
G1b	Town Administrator	75,000	75,000	70,500		\$0	\$4,500	6.4%	(\$4,500)
G1a	Mayor's Salary	20,000	20,000	20,000	20,000	\$0	\$0	0.0%	\$0
G2a	Payroll Taxes and Benefits - Mayor	3,590	3,590	3,590	1,658	\$1	\$1	0.0%	\$0
	Payroll Burden	19.0%	22.7%	17.4%	19.9%				
G200	OPERATING	\$357,927	\$335,550	\$342,750	\$377,986	\$22,377	\$15,177	4.4%	\$7,200
G3	ADA (Interpreters)	250	250	250		0	0	0.0%	\$0
G4	Architecture & Related Services - Town Hall	0	0	0	22,894	0	0	N/A	\$0
G5	Audit and Accounting	9,000	9,000	9,000	8,371	0	0	0.0%	\$0
G6	Building Maintenance	15,000	15,000	15,000	15,185	0	0	0.0%	\$0
G7	Council Retreat/ Orientation	8,000	1,000	1,000	5,029	7,000	7,000	700.0%	\$0
G8	Recording Secretary	5,000	5,000	5,000	4,100	0	0	0.0%	\$0
G9	Election Expenses	2,000	2,000	6,500	305	0	(4,500)	-69.2%	\$4,500
G10	Employee Awards and Events	3,000	3,000	3,000	5,619	0	0	0.0%	\$0
G11	Engineering (Excludes Street Work)	2,000	2,000	2,000	798	0	0	0.0%	\$0
G12	Small Equipment	3,000	6,000	6,000	4,938	(3,000)	(3,000)	-50.0%	\$0
G13	Government Studies - Town Manager	0	0	0	33,950	0	0	N/A	\$0
G14	Insurance	33,000	30,000	32,200	29,493	3,000	800	2.5%	\$2,200
G15	IT Costs	22,000	20,500	20,500	17,136	1,500	1,500	7.3%	\$0
G16	Legal Advertising	1,500	1,000	1,500	1,303	500	0	0.0%	\$500
G17	Legal Fees	45,000	45,000	45,000	50,378	0	0	0.0%	\$0
G18	Membership Dues	7,000	6,000	6,000	6,675	1,000	1,000	16.7%	\$0
G19	Newsletter	25,000	25,000	25,000	20,658	0	0	0.0%	\$0
G20	Office Expenses	21,000	21,000	21,000	24,330	0	0	0.0%	\$0
G21	Publications	8,000	8,000	8,000		0	0	0.0%	\$0
G22	Telephone & Maintenance	10,000	10,000	10,000	8,287	0	0	0.0%	\$0
G23	Training	1,500	1,500	1,500	634	0	0	0.0%	\$0
G24	Travel	26,500	20,000	20,000	18,444	6,500	6,500	32.5%	\$0
G25	Transit	94,377	88,500	88,500	85,658	5,877	5,877	6.6%	\$0
G26	Utilities	7,000	7,000	7,000	6,330	0	0	0.0%	\$0
G27	Website Maintenance & Design	8,800	8,800	8,800	7,470	0	0	0.0%	\$0
G300	GRANTS & DONATIONS	\$40,000	\$40,000	\$40,000	\$31,360	\$0	\$0	0.0%	\$0
G28	Fire Department Donations	9,000	9,000	9,000	9,000	0	0	0.0%	\$0
G29	UPES PTA Donation	6,000	6,000	6,000	6,000	0	0	0.0%	\$0
G30	Hyattsville Middle School PTA	6,000				6,000	6,000	N/A	\$0
G31	UPCA Grant	8,000	8,000	8,000	8,000	0	0	0.0%	\$0
G32	Senior Programs/Helping Hands	5,000	5,000	5,000	2,360	0	0	0.0%	\$0
G33	Northwestern High School - PTA	0	6,000	6,000		(6,000)	(6,000)	-100.0%	\$0
G34	PTA - Azalea Classic	6,000	6,000	6,000	6,000	0	0	0.0%	\$0
G400	CAPITAL	\$8,000	\$245,000	\$250,700	\$4,870	(\$237,000)	(\$242,700)	-96.8%	\$5,700
G35	Town Hall Security/Lighting		5,000	10,700		(5,000)	(10,700)	-100.0%	\$5,700
G36	Town Hall Bathroom Renovations	8,000				8,000	8,000	N/A	\$0
G37	Foyer Upgrade				4,870	0	0	N/A	\$0
G38	Town Hall Design & Construction		240,000	240,000		(240,000)	(240,000)	-100.0%	\$0

TOWN OF UNIVERSITY PARK DEPARTMENT OF PUBLIC WORKS		PROPOSED BUDGET FY2021							
A	B	C	D	E	F	G	H	I	I
CODE	ITEM DESCRIPTION	Proposed FY2021 Budget	Adopted FY2020 Budget	Estimated Actual FY 2020 Budget	Audited FY 2019 Actual	Budget Variance FY 2021/FY 2020	Estimated Actual Budget Variance FY2021/FY2020	Percent Change FY2021/FY2020	FY2020 Variance: Budget v. Actual
DEPARTMENT OF PUBLIC WORKS TOTAL		\$1,299,805	\$4,032,467	\$4,042,467	\$1,262,417	(\$2,732,662)	(\$10,000)	-67.8%	\$10,000
A100	PERSONNEL	\$868,605	\$847,561	\$838,361	\$814,457	\$21,044	\$30,244	3.6%	(\$9,200)
A1	Salaries	596,205	581,959	581,959	565,918	\$14,246	\$14,246	2.4%	\$0
A2	Payroll Taxes and Benefits	272,400	265,602	256,402	248,538	\$6,798	\$15,998	6.2%	(\$9,200)
	Payroll Burden	45.7%	45.6%	44.1%	43.9%				
B100	OPERATING - PARKS & RECREATION	\$ 90,100	\$ 57,200	\$57,200	\$88,730	\$32,900	\$32,900	57.5%	\$0
B1	Cemetery Upkeep	100	100	100	0	0	0	0.0%	\$0
B2	Tree Maintenance - Park	20,000	20,000	20,000	19,997	0	0	0.0%	\$0
B3	Tree Replacement - Park	8,000	8,000	8,000	7,944	0	0	0.0%	\$0
B4	Resident Tree Reimbursement	4,000	4,000	4,000	2,176	0	0	0.0%	\$0
B5	Upkeep of Park	8,000	8,000	8,000	8,050	0	0	0.0%	\$0
B6	Tennis Courts				33,771	0	0	N/A	\$0
B7	Playing Field Maintenance	10,000	7,000	7,000	6,826	3,000	3,000	42.9%	\$0
B8	Park Usage Concept Plan	25,000	100	100		24,900	24,900	24900.0%	\$0
B9	Park Landscape Maintenance	15,000	10,000	10,000	9,966	5,000	5,000	50.0%	\$0
S100	OPERATING - STREETS	\$118,000	\$90,500	\$95,500	\$89,467	\$27,500	\$22,500	23.6%	\$5,000
S1	Street Lights	29,000	28,000	28,000	26,370	\$1,000	\$1,000	3.6%	\$0
S2	Street & Sidewalk Repair	46,000	19,500	24,500	22,957	\$26,500	\$21,500	87.8%	\$5,000
S3	Street Tree Maintenance	28,000	28,000	28,000	24,990	\$0	\$0	0.0%	\$0
S4	Street Tree Replacement	10,000	10,000	10,000	9,644	\$0	\$0	0.0%	\$0
S5	Snow Removal	5,000	5,000	5,000	5,505	\$0	\$0	0.0%	\$0
W100	OPERATING - GENERAL & SANITATION	\$192,000	\$191,600	\$205,800	\$216,585	\$400	(\$13,800)	-6.7%	\$14,200
W1	Fuel	20,000	28,000	28,000	26,482	(\$8,000)	(\$8,000)	-28.6%	\$0
W2	Landfill	64,000	64,000	64,000	45,654	\$0	\$0	0.0%	\$0
W2a	Composting	7,000	4,000	5,000	19,914				
W3	Medical Exams & Training	500	500	500	531	\$0	\$0	0.0%	\$0
W4	Recycling Charges	12,000	12,000	12,000	12,779	\$0	\$0	0.0%	\$0
W5	Tools/Supplies	8,000	8,000	8,000	12,784	\$0	\$0	0.0%	\$0
W6	Travel & Dues	5,000	5,000	5,000	5,025	\$0	\$0	0.0%	\$0
W7	Training	2,500	2,000	2,000	2,105	\$500	\$500	25.0%	\$0
W8	Uniforms	4,000	4,000	5,500	4,027	\$0	(\$1,500)	-27.3%	\$1,500
W9	Vehicle Maintenance	25,000	20,000	30,000	39,437	\$5,000	(\$5,000)	-16.7%	\$10,000
W10	Vehicle Work/Storage	44,000	44,000	45,700	43,610	\$0	(\$1,700)	-3.7%	\$1,700
W11	Tiger Mosquito Repression Program		100	100	4,237	(\$100)	(\$100)	-100.0%	\$0
W200	CAPITAL	\$31,100	\$2,845,606	\$2,845,606	\$53,178	(\$6,000)	(\$2,814,506)	-98.9%	\$0
W12	Veteran's Memorial	1,000	-	-		\$1,000	\$1,000	N/A	\$0
W13	LED Street Light Conversion	100							
W14	Park Bridge Repairs - Beechwood	30,000	100,000	100,000	36,421	(70,000)	(70,000)	-70.0%	\$0
W15	Sidewalk Repairs - Major				11,471	0	0	N/A	\$0
W16	Trailer				5,287	0	0	N/A	\$0
W17	MHAA Trail Project		81,500	81,500		(81,500)	(81,500)	-100.0%	\$0
W18	Leaf/Utility Trucks Purchase		150,000	150,000		(150,000)	(150,000)	-100.0%	\$0
W19	Street & Infrastructure Project FY2020		2,507,106	2,507,106		(2,507,106)	(2,507,106)	-100.0%	\$0
W20	New Trash Containers		7,000	7,000		(7,000)	(7,000)	-100.0%	\$0

TOWN OF UNIVERSITY PARK POLICE & PUBLIC SAFETY		PROPOSED BUDGET FY2021							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	Proposed FY2021 Budget	Adopted FY2020 Budget	Estimated Actual FY 2020 Budget	Audited FY 2019 Actual	Budget Variance FY 2021/FY 2020	Estimated Actual Budget Variance FY2021/FY2020	Percent Change FY2021/FY2020	FY2020 Variance: Budget v. Actual
POLICE & PUBLIC SAFETY TOTAL		\$1,175,273	\$1,109,446	\$1,111,235	\$1,025,395	\$65,827	\$64,038	5.8%	\$1,789
P100	PERSONNEL	\$952,936	\$929,131	\$907,631	\$888,502	\$23,805	\$45,305	5.0%	(\$21,500)
P1	Salaries	692,389	660,540	670,540	652,945	\$31,849	\$21,849	3.3%	\$10,000
P2	Payroll Taxes and Benefits	260,547	268,591	237,091	235,557	(\$8,044)	\$23,456	9.9%	(\$31,500)
	Payroll Burden	37.6%	40.7%	35.4%	36.1%				
P200	CODE COMPLIANCE	\$30,000	\$29,500	\$29,500	\$25,054	\$500	\$500	1.7%	\$0
P3	Code Compliance Officer	25,000	27,000	27,000	22,264	(\$2,000)	(\$2,000)	-7.4%	\$0
P4	Code Compliance Operating Costs	5,000	2,500	2,500	2,790	\$2,500	\$2,500	100.0%	\$0
P300	OPERATING	\$91,337	\$108,315	\$118,315	\$77,678	(\$16,978)	(\$26,978)	-22.8%	\$10,000
P5	Training	5,000	3,000	6,000	6,068	\$2,000	(\$1,000)	-16.7%	\$3,000
P6	Medical Exams	1,000	2,000	7,000	2,545	(\$1,000)	(\$6,000)	-85.7%	\$5,000
P7	Body Worn Cameras	5,022	11,000	11,000		(\$5,978)	(\$5,978)	-54.3%	\$0
P8	Bike Patrol	500	2,000	2,000	1,013	(\$1,500)	(\$1,500)	-75.0%	\$0
P9	Citations - Red Light	8,700	8,700	8,700	8,177	\$0	\$0	0.0%	\$0
P10	Computer	2,000	2,000	2,000	150	\$0	\$0	0.0%	\$0
P11	Crossing Guards	8,000	7,200	7,200		\$800	\$800	11.1%	\$0
P12	Equipment	9,400	9,400	14,400	3,940	\$0	(\$5,000)	-34.7%	\$5,000
P13	Gasoline	16,000	22,000	22,000	23,446	(\$6,000)	(\$6,000)	-27.3%	\$0
P14	GPS	2,500				\$2,500	\$2,500	N/A	\$0
P15	Home Security Reimbursement Program	1,500	1,500	1,500	500	\$0	\$0	0.0%	\$0
P16	MILES Computer	100	100	100		\$0	\$0	0.0%	\$0
P17	Mobile Data Terminals	6,375	6,375	6,375	7,414	\$0	\$0	0.0%	\$0
P18	Police Supplies & Manuals	6,440	9,240	9,240	5,511	(\$2,800)	(\$2,800)	-30.3%	\$0
P19	Radio Maintenance	500	500	500		\$0	\$0	0.0%	\$0
P20	Traffic Study Analysis	0	5,000	0		(\$5,000)	\$0	N/A	(\$5,000)
P21	Travel, Meetings, Professional Dues	3,500	3,500	3,500	2,988	\$0	\$0	0.0%	\$0
P22	Uniforms	8,300	8,300	8,300	7,197	\$0	\$0	0.0%	\$0
P23	Vehicle Maintenance	6,500	6,500	8,500	8,728	\$0	(\$2,000)	-23.5%	\$2,000
P400	CAPITAL	\$101,000	\$42,500	\$55,789	\$34,161	\$58,500	\$45,211	81.0%	\$13,289
P24	Police Cruiser	101,000	38,000	49,500	34,161	\$63,000	\$51,500	104.0%	\$11,500
P25	Purchase of Speed Signs		4,500	6,289		(\$4,500)	(\$6,289)	-100.0%	\$1,789
TOTAL GENERAL FUND EXPENDITURES		3,210,310	6,085,602	6,097,391	2,954,225	(\$2,875,292)	(\$2,887,081)	-47.3%	\$11,788

TOWN OF UNIVERSITY PARK RESERVES, DEBT SERVICE AND BUDGET RECONCILIATION		PROPOSED BUDGET FY2021							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	Proposed FY2021 Budget	Adopted FY2020 Budget	Estimated Actual FY 2020 Budget	Audited FY 2019 Actual	Budget Variance FY 2021/FY 2020	Estimated Actual Budget Variance FY2021FY2020	Percent Change FY2021/FY2020	FY2020 Variance: Budget v. Actual
UNRESERVED, RESERVED & SERVICE FUNDS		\$705,586	\$730,076	\$730,076	\$780,131	(\$24,490)	(\$24,490)	-3.4%	(\$50,055)
F100	UNRESERVED DESIGNATED	\$134,000	\$134,000	\$134,000	\$366,500	\$0	\$0	0.0%	(\$232,500)
F1	Vehicle Replacement	26,000	26,000	26,000	26,000	\$0	\$0	0.0%	\$0
F2	Tree Replacement	40,000	40,000	40,000	40,000	\$0	\$0	0.0%	\$0
F3	Road, Sidewalk, and Infrastructure Repairs		0	0	207,500	\$0	\$0	N/A	(\$207,500)
F4	Police Officer Overtime	68,000	68,000	68,000	93,000	\$0	\$0	0.0%	(\$25,000)
F200	RESERVED DESIGNATED	\$201,654	\$177,354	\$177,354	\$149,196	\$24,300	\$24,300	13.7%	\$28,158
F5	Cemetery	4,204	4,204	4,204	4,196	\$0	\$0	0.0%	\$8
F6	Cable Capital Equipment	197,450	173,150	173,150	145,000	\$24,300	\$24,300	14.0%	\$28,150
DEBT SERVICE FUND									\$0
RD100	REVENUES	\$369,932	\$418,722	\$418,722	\$0	(\$48,790)	(\$48,790)	-11.7%	\$418,722
RD1	Transfer From General Fund	369,932				\$369,932	\$369,932	N/A	\$0
D100	EXPENDITURES	\$369,932	\$418,722	\$418,722	\$264,435	(\$48,790)	(\$48,790)	-11.7%	\$154,287
D1	Debt Service - Infrastructure Bond	206,242	206,254	206,254	206,242	(\$12)	(\$12)	0.0%	\$12
D2	Street Improvement & Traffic Control Bond	136,340	125,268	125,268		\$11,072	\$11,072	8.8%	\$125,268
D3	Packer Lease		58,200	58,200	58,193	(\$58,200)	(\$58,200)	-100.0%	\$7
D4	Leaf/Utility Trucks Loan	27,350	29,000	29,000		(\$1,650)	(\$1,650)	-5.7%	\$29,000
TOTAL EXPENDITURES		\$5,155,410	\$7,858,808	\$8,122,966	\$3,335,110	(\$2,703,398)	(\$2,967,556)	-36.5%	\$4,787,856
GENERAL GOVERNMENT		\$735,232	\$943,689	\$943,689	\$666,414	(\$208,457)	(\$208,457)	-22.1%	\$277,275
PUBLIC WORKS		\$1,299,805	\$4,032,467	\$4,042,467	\$1,262,417	(\$2,732,662)	(\$2,742,662)	-67.8%	\$2,780,050
POLICE & SAFETY		\$1,175,273	\$1,109,446	\$1,111,235	\$1,025,395	\$65,827	\$64,038	5.8%	\$85,840
DEBT SERVICE FUND		\$369,932	\$418,722	\$418,722	\$264,435	(\$48,790)	(\$48,790)	-11.7%	\$154,287
TOTAL EXPENSES (OUTLAYS):		\$3,580,242	\$6,504,324	\$6,516,113	\$3,218,660	(\$2,924,082)	(\$2,935,871)	-45.1%	\$3,297,453
UNRESERVED DESIGNATED		\$134,000	\$134,000	\$134,000	\$366,500	\$0	\$0	0.0%	(\$232,500)
RESERVED DESIGNATED		\$201,654	\$177,354	\$177,354	\$149,196	\$24,300	\$24,300	13.7%	\$28,158
UNRESERVED UNDESIGNATED		\$1,239,514	\$1,043,130	\$1,295,500	(\$399,246)	\$196,384	(\$55,986)	-4.3%	\$1,694,745
TOTAL RESERVES:		\$1,575,168	\$1,354,484	\$1,606,854	\$116,450	\$220,684	(\$31,686)	-2.0%	\$1,490,403
GENERAL REVENUE		\$3,511,529	\$6,205,440	\$6,207,229	\$3,335,110	(\$2,693,911)	(\$2,695,700)	-43.4%	\$2,872,119
GENERAL FUND EXPENDITURES		\$3,210,310	\$6,085,602	\$6,097,391	\$2,954,225	(\$2,875,292)	(\$2,887,081)	-47.3%	\$3,143,165
OPERATING SURPLUS/DEFICIT		\$301,219	\$119,838	\$109,839	\$380,885				
DEBT SERVICE		\$369,932	\$418,722	\$418,722	\$264,435				
TOTAL OPERATING SURPLUS/DEFICIT		(\$68,713)	(\$298,884)	(\$308,884)	\$116,450				
FUND BALANCE RATIO		34.6%	16.0%	19.9%					

**Town of University Park
Capital Projects Fund
Fiscal Year 2021 Budget**

Revenue and Funding Sources

Grants and Other Funding Sources

Maryland State Bond Bill - Town Hall	\$ 200,000
WSSC/WGL Street Repair Rebate	516,000
Safe Routes to School Grant	200,000
MHAA Grant	40,750
Total Grants and Other Funding Sources	<u>\$ 956,750</u>

Committed Fund Balance

Bond Proceeds - FY2020	\$ 1,600,000
Road Reserves	107,500
Maryland State Bond Bill - Town Hall Match	40,000
MHAA Grant Match	40,750
Repairs to Park Path	83,606
Total Committed Fund Balance	<u>\$ 1,871,856</u>

Total Revenue and Funding Sources	<u><u>\$ 2,828,606</u></u>
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Capital Projects Expenditures

Street & Infrastructure Project - FY2021	\$ 2,507,106
Town Hall Design & Construction	240,000
MHAA Trail Project	81,500
Total Capital Projects Expenditures	<u><u>\$ 2,828,606</u></u>

Section 4: Be it further resolved that this Ordinance shall become effective on July 1, 2020.

Section 5: Be it further resolved that a complete and exact copy of this proposed Ordinance shall be posted on the entrance door of the Town Building of University Park, Maryland, for a period of not less than ten (10) days, and a fair summary of this Ordinance shall be published at least once in a newspaper having general circulation in the community.

APPROVED this _____ day of _____, 2020.

ATTEST:

MAYOR AND COMMON COUNCIL
TOWN OF UNIVERSITY PARK

Daniel R. Baden, Treasurer

By: _____
Lenford C. Carey, Mayor

APPROVED AS TO FORM AND LEGAL
SUFFICIENCY

By: _____
Suellen M. Ferguson, Town Attorney

2020 Constant Yield Tax Rate Certification

Taxing authority: **University Park
in Prince George's County**

1	1-Jul-2019	Gross assessable real property base	\$	420,190,181
2	1-Jul-2019	Homestead Tax Credit	-	<u>795,392</u>
3	1-Jul-2019	Net assessable real property base		419,394,789
4	1-Jul-2019	Actual local tax rate (per \$100)	x	<u>0.5830</u>
5	1-Jul-2019	Potential revenue	\$	2,445,072
6	1-Jul-2020	Estimated assessable base	\$	437,308,665
7	1-Jan-2020	Half year new construction	-	0
8	1-Jul-2020	Estimated full year new construction*	-	0
9	1-Jul-2020	Estimated abatements and deletions**	-	<u><u>507,896</u></u>
10	1-Jul-2020	Net assessable real property base	\$	436,800,769

11	1-Jul-2019	Potential revenue	\$	2,445,072
12	1-Jul-2020	Net assessable real property base	÷	436,800,769
13	1-Jul-2020	Constant yield tax rate	\$	0.5598

Certified by



Director

* Includes one-quarter year new construction where applicable.

**Actual + estimated as of July 1, 2020, including Homestead Tax Credit.

Town of University Park

**Fiscal Year 2021 Budget
Line item Descriptors**

Budget Presentation

The FY 2021 budget is organized by three fund types that appear in the Town's audited financial statements. The General Fund is used to account for all current revenues and current expenditures related to General Government, Public Works (Parks & Recreation, Streets, and General Sanitation) and Police and Public Safety. The net General Fund Revenues therefore reflects the surplus or deficit of current revenues and expenditures. The Debt Service Fund is used to account for the accumulation of resources for and payment of general long-term debt principal and interest. The Debt Service fund is funded by transfers from the General Fund. The Capital Projects Fund is new this year. This fund is used to account for the major Capital Projects that the Town is planning for the year. The funding sources and uses of funds are reflected in the Capital Projects Fund. Finally, the balance of the general fund is allocated to reserve accounts as reflected in the budget. It is prudent for the Town to maintain some reserves, should the Town experience either a revenue shortfall or an emergency major expenditure. The Treasurer recommends that the unreserved fund balance should be at a minimum of 25 percent of current year operating expenditures.

GENERAL FUND REVENUES

R100 Taxes

R1 Real Property

The real estate tax at the rate of \$0.5598 per hundred dollars levied on assessed value of real estate in Town. The net estimated assessed value, as determined by the Maryland Department of Assessments and Taxation for the tax year beginning July 1, 2020 is \$436,800,769.

R2 Business Personal Property Tax

In Maryland there is a tax on business personal property, including operating property of railroads and public utilities which is imposed and collected by the local

governments. In FY2021 the rate for business personal property taxes in University Park remains \$2.25 per hundred dollars of valuation as determined by the State Department of Assessments and Taxation, Division of Business Property Evaluation.

R3 Penalties & Interest on Taxes

Income from penalties and interest on overdue tax payments

R4 State Income Tax

The greater amount of 0.37 percent of state taxable income of town residents, or 17 percent of the County income tax liability paid by the residents of University Park. Amount returned to Town by State of MD Comptroller.

R200 Licenses & Permits

R5 Building Permits and Fees

Miscellaneous permit fees (Building, tennis court stickers)

R6 Cable Franchise Fees

Percent of gross subscriber charges paid by the residents of University Park to the cable television franchise(s), in accordance with Town franchise agreements. Currently 5% of Gross Revenues.

R7 Cable Equipment Fees

Fees collected from cable subscribers for cable equipment. For Comcast Cable these are dedicated funds for purchase of cable equipment for the use of the Town. For Verizon, these fees can be used for a wider variety of uses. Currently 3% of Gross Revenues.

R300 State Shared

R8 Police Protection

Payment to the Town from the State of Maryland General revenues, based on Town's expenditures for police services, the number of sworn officers in the Department, and a per capita allocation.

R9 Highway User

Thirty percent (30%) of the tax receipts on motor fuel and vehicle registration is distributed to counties and municipalities. The Town of University Park allocation is based on 1) ratio of UP road mileage to the total road mileage of the State of MD, and 2) the ratio of vehicles in the Town to the total number of vehicles in the state.

This year's revenues are based on 1640 vehicles and 11.5 miles of roadway in the town. (Note that from FY2008 on the above formula was not followed. The General Assembly has restored partial funding to Highway Users Revenue. It is projected that in FY2021 this revenue will increase to \$120,156.

R10 Bank Stock

A grant in lieu of tax on shares of stock of banks and financial corporations doing business in the State of Maryland, the amount set by state legislation was representative of the number of bank shareholders living in University Park prior to July 1, 1968 and remains constant

R400 County

R11 Landfill

Pro rata rebate to municipalities, based on municipal population, for the cost of Prince George's County services provided to unincorporated areas and funded by landfill fees.

R500 Miscellaneous

R12 Interest

Income from Town cash held in interest-bearing accounts. The Town's primary investment vehicle is the Maryland Local Government Investment Pool (MLGIP). The funds' performance is tied closely to short-term interest rates.

R13 Red Light Camera

Fines paid by violators for running red lights at various locations within the Town. The cost per violation is \$75.

R14 Rental License

House rental application fees, currently set at \$400 per annum per rental property

R15 Recycling

Payment for co-mingle and paper recyclables taken to recycling facilities in Prince George's County

R16 Fines - Police

Penalties imposed for violations of various Town ordinances, such as parking and housing code violations.

R17 Vehicle Releases

Fees for the release of vehicles impounded by the University Park Police Department

R18 Sale of Asset

R19 Miscellaneous

Income unaccounted for elsewhere

R20 Sale of Energy Credits

Sale of energy credits generated from the solar array that is located on the roof of the University Park Elementary School.

R21 PEPCO - Excess Generation

Income received for solar array installed on the University Park Elementary School. Proceeds based on annual reconciliation.

R600 Bonds/Grants/Loans

R22 Maryland Heritage Area (MHA) Grant - (Moved to Capital Projects Fund)

Grants funds applied for to build a path on the North side of Wells Run creating a new connector trail linking the Anacostia Tributary Trail System, East to West, across Adelphi Road. This would be placed within a planted native meadow. Signage detailing this meadow's construction would be placed near the trail. The project will also incorporate new benches and a water fountain. The total cost of the project is \$81,500. The Town will use Reserve Funds as their matching share of this project.

R23 Town Hall - Maryland State Bond Bill - (Moved to Capital Projects Fund)

Funds anticipated to be received through the State General Assembly to be used for the Design and Construction of a new town hall

R24 Street & Infrastructure General Obligation Bond

The Town issued \$1,600,000 in bonds during FY2020 to upgrade streets, curb, gutters and sidewalks within the Town.

R25 Leaf/Utility Vehicle Loan

Loan to borrow \$150,000 for the purchase of two new vehicles to replace outdated vehicles in the Public Works Department. This was completed in FY2020.

R26 WSSC/WGL Street Repair Rebate - (Moved to Capital Projects Fund)

Funds received from WSSC/WGL for work performed in the Town Right-of-Way that the Town will restore to the original condition

Total General Fund Revenues

Total general fund revenues are predicted to be \$3,511,529.

M1 Memo: General Fund Prior Year Surplus

Total projected General Fund balances at June 30, 2020 that includes unreserved/designated, reserved/designated and unreserved/undesignated accounts predicted to be \$1,643,881.

M2 Memo: General Fund Revenues + Surplus

This is the sum of the Town's General Fund prior year surplus M1 plus current year general fund revenues. This Amount represents total funds available to the Town in FY2021 - \$5,155,410.

GENERAL FUND EXPENDITURES

General Government

G100 Personnel

G2 Payroll Taxes and Benefits

Includes state and federal tax withholdings, health and life insurance premiums, workers compensation, retirement contributions and unemployment insurance for general government personnel

G1 Salaries

Salaries paid to General Government employees. Does not include the part-time bus drivers, whose salaries are included under G26 Transit.

G1b Town Administrator

Cost of hiring a Town Administrator on a part time basis.

G1a Mayor's Salary

The Mayor's salary of \$20,000 per annum.

G2a Payroll taxes and Benefits - Mayor

Includes payroll taxes and other related benefits that are required to be paid by law.

G200 Operating

G3 ADA (interpreters)

Provision for handicap accessibility to public meetings

G4 Architecture & Related Services - Town Hall

Funds to conduct a feasibility study to determine the best option for a new town hall.

G5 Audit and Accounting

Annual audit of Town financial position by independent accounting firm

G6 Building Maintenance

Cleaning supplies, repairs, maintenance materials, and miscellaneous items for the upkeep of Town hall and adjacent grounds.

G7 Council Retreat/Orientation - Cost to provide an information retreat for new Councilmembers and establish priorities for the future.

G8 Recording Secretary

Recorder of Town meetings - 1099 Employee

G9 Election Expenses

Ballot printing, publications of legal notices, compensation for election officials and miscellaneous office supplies associated with the election

G10 Employee Awards and Events

Costs associated with two annual events for the employees. These include the Summer longevity award luncheon and the Winter Holiday luncheon.

G11 Engineering

Engineering services, including project design, professional consultation, space and usage studies, and inspections

G12 Small Equipment

Purchase of office equipment and furniture

G13 Government Studies - Town Manager

Cost to hire a consultant to review the current municipal structure and made recommendations for improvement.

G14 Insurance

Policies protecting the Town in event of loss or claims for bodily injury, property damage; personal liability coverage for elected and appointed officials; and police legal liability

G15 IT Costs

Maintenance and improvements to the Town IT systems

G16 Legal Advertising

Publication of legal notices in papers of general circulation for Town Charter amendments, ordinances and other legal actions as well as bid notices

G17 Legal Fees

Fees for Services of Town Attorney, and related costs

G18 Membership Dues

Dues for Town membership in Maryland Municipal League, Prince George's County Municipal Association and other Professional organizations

G19 Newsletter

Preparation, printing and distribution of the University Park Town Newsletter

G20 Office Supplies

General office supplies for all departments

G21 Publications

Costs to contract for the design and editing of informational flyers and brochures for Town programs.

G22 Telephone & Maintenance

Telephone services for all Town departments.

G23 Training

Training costs for General Government staff. This falls outside of the annual MML Conference that is included in G25 Travel.

G24 Travel

Travel expenses associated with professional meetings and conferences. Specifically includes MML conference attendance for all elected officials.

G25 Transit

Town's Call-a-Bus service, inclusive of transit for the elderly, disabled, or small group day travel as well as shuttle service to the Prince George's Plaza Metro station, morning and evening weekdays - This fund includes driver's salaries and related costs, fuel and maintenance costs of two buses.

G26 Utilities

Utility costs for operation of Town hall

G27 Web Site Maintenance & Design

Development and upkeep of Town's website.

G300 Grants and Donations

G28 Fire Department Donations

Donations to Volunteer Fire Department Funds of College Park, Hyattsville, and Riverdale Park

G29 UPES PTA Donation

Donation to University Park Elementary School PTA

G30 Hyattsville Middle School PTA

Donation to Hyattsville Middle School PTA

G31 Grant to UPCA

Civic association activities co-sponsored by the Town include annual Halloween Party, Fourth of July picnic and Parade, etc.

G32 Senior Programs / Helping Hands

Programs to assist senior citizens in the community.

G33 Northwestern High School - PTA

Grant funds to purchase computers, monitors and printers for the NHS Library.

G34 PTA - Azalea Fun Run/Walk

Financially benefiting the University Park Elementary School PTA and increasing community spirit this is an ambitious fundraiser organized by school parents and community members.

G400 Capital

G35 Town Hall Security

New front door and parking lot lighting for town hall.

G36 Town Hall Bathroom Renovations

To upgrade the bathroom on the lower level of the Town Hall building.

G37 Foyer Upgrade

To upgrade the foyer at Town Hall to make in more inviting and conducive for guests.

G40 Town Hall Design & Construction

Funds to prepare the construction drawings for the renovation/addition/construction of the Town Hall. \$200,000 of these funds will come from the State's Bond Bill program. The additional \$40,000 matching funds will come from the Town's Undesignated Reserve Funds.

DEPARTMENT OF PUBLIC WORKS

A100 Personnel

A1 Salaries

Salaries paid to public works personnel - current staff includes eight driver/laborers, supervisor, mechanic supervisor and public works director.

A2 Payroll taxes and benefits

Includes state and federal tax withholdings, health and life insurance premiums, workers comp, retirement contributions and unemployment insurance for public works personnel

B100 Operating - Parks and Recreation

B1 Cemetery Upkeep

Town responsibility for maintenance of Deakins Cemetery located within the Town.

B2 Tree Maintenance - Park

Pruning and other maintenance of trees in park - also includes take down of trees deemed to be dead or hazardous.

B3 Tree Replacement - Park

Cost of replacement of tree canopy in Town Park

B4 Resident Tree Reimbursement

To breakout the cost of the Town's tree reimbursement program into a separate line item.

B5 Upkeep of Park

Maintenance as needed for such items as trash can liners, tennis court nets, tot lot mulching and equipment care, and other park features

B6 Tennis Courts

Cost of maintaining and upkeep of the Towns tennis courts

B7 Playing Field Maintenance

Routine maintenance of the Towns playing field that is used by various organizations. Rules and regulations for its use have been developed and approved by Council

B8 Park Usage Concept Plan

Development of a park concept plan.

B9 Park Landscape Maintenance

General Maintenance of Town Parks.

S100 Operating - Streets

S1 Street Lights

Energy costs for overhead street lighting throughout University Park - lights have photo sensors for on/off cycle - UP is given an un-metered rate based on hours of darkness. Also included in the rate is ongoing maintenance of the lights.

S2 Street & Sidewalk Repair

Routine spot repairs to streets and sidewalks (pot holes, temporary fixes for trip hazards etc.). Also includes \$2,000 for the installation of bike racks in town.

S3 Street Tree Maintenance

Maintenance pruning and take down of hazardous street trees as mandated by State law

S4 Street Tree Replacement

Replacement of street trees that have been removed or lost through age, disease or storm damage

S5 Snow Removal

Cost of salt and other supplies used during snow/icing events

W100 Operating - General Sanitation**W1 Fuel**

Fuel for operation of public works vehicles and equipment

W2 Landfill

Tipping fee for disposal of refuse in County Landfills and disposal of materials at County and municipal compost sites

W3 Medical Exams and Training

Physical examinations for new hires as well as routine exams; courses in professional development

W4 Recycling Charges

Cost of curbside collection of recyclables by contractor, and disposal cost of appliances

W5 Tools/Supplies

Tools and supplies for public works operations

W6 Travel & Dues

Cost of membership in professional organizations and attendance at professional conferences.

W7 Training

Staff training to keep employees up to date on current developments in the Public Works field.

W8 Uniforms

Cost to purchase and maintain Public Works personnel uniforms and gear.

W9 Vehicle Maintenance

Costs associated with repairs to vehicles and equipment

W10 Vehicle Work/Storage

Rental costs for storage of vehicles and equipment and maintenance facility.

W11 Tiger Mosquito Repression Program

To provide staff and supplies to conduct a Tiger Mosquito Repression program within the Town.

W200 CAPITAL

W12 Veteran's Memorial

Costs associated with the maintenance and upgrade of the Veteran's Memorial

W13 LED Street Light Conversion

Placeholder to upgrade the streetlights in Town to LED

W14 Park Bridge Repairs - Beechwood

Funds to replace two bridges located within the park. FY2019 Funds are for Van Buren Bridge. FY2020 Funds are for the Beechwood Road Bridge.

W15 Sidewalk Repairs - Major

To perform major sidewalk repairs in Town.

W16 Trailer

Purchase of a trailer capable of hauling the skid steer and other equipment.

W17 MHAA Trail Project (Moved to Capital Projects)

Includes \$81,500 to fund the removal and replacement of the existing path between the playground and Beechwood Road, installation of a new drinking fountain, and a new path connecting to Adelphi Road across the wildflower meadow.

W18 Leaf/Utility Trucks Purchase

\$150,000 to purchase two new trucks that will replace a pair of aging trucks used for leaf collection and a dump

truck used primarily for snow operations.

W19 Street & Infrastructure Project FY2020

\$2,400,000 has been allocated for the repaving of 2.5 miles of roads, replacement of park paths, and the construction of new sidewalks to provide safe pedestrian access in area of need. Funding to be provided from WSSC rebates, surplus funds and general obligation bonds.

W20 New Trash Containers

POLICE AND PUBLIC SAFETY

P100 Personnel

P1 Salaries

Police personnel salaries, holiday pay and overtime

P2 Payroll taxes and benefits

Personnel withholding taxes and benefits

P200 Code Compliance

P3 Code Compliance Officer

Personnel to administer the Code for the Town. Includes benefits.

P4 Code Compliance Operating Costs

Operating costs associated with the Code Compliance officer to include vehicle operating costs.

P300 Operating

P5 Training

Police personnel in-service and skills enhancement training

P6 Medical Examinations

Personnel fitness for duty and recruit physicals

P7 Body Worn Cameras

The cost of implementing a body work camera program for the Town police officers.

P8 Bike Patrol

General equipment maintenance

P9 Citations - Red Light Camera

Cost paid to American Traffic Solutions to administer and collect fines relating to red light violations within the Town.

P10 Computer

General equipment repair and service

P11 Crossing Guards

Contract crossing guards to increase safety at the University Park Elementary School.

P12 Equipment

Misc. equipment repair, service, and replacement

P13 Gasoline

Vehicle fuel needs

P14 GPS

Add GPS Monitoring to police vehicles

P15 Home Security Reimbursement Program

This is a program that was proposed in FY2016 to provide incentive to homeowners to have security systems installed in their homes.

P16 MILES Computer

M.I.L.E.S. computer access fees

P17 Mobile Data Terminals

Misc. service and repair, Verizon wireless connection for 8 terminals

P18 Police Supplies and Manuals

Materials used in law enforcement, investigation and training for certification

P19 Radio Maintenance

Routine service and repair for nine radios

P20 Traffic Study Analysis

To contract with a traffic engineering firm to conduct a traffic study to assist in the Safe Routes to School Plan

and assist in establishing traffic calming criteria for the town.

P21 Travel, Meetings, Professional Dues

Cost of membership in professional organizations, attendance of professional conferences, and Misc. police policy reference manuals

P22 Uniforms

Initial issue uniforms and replacement of worn or unserviceable items, annual shoe replacement, dry cleaning, etc.

P23 Vehicle Maintenance

General service and repair of fleet, car washes etc.

Capital

P24 Police Cruiser

Replacement of two police cruisers.

P24 Purchase of Speed Sign

Purchase of a second speed sign to track vehicle speeds on roads throughout the town.

F100 Unreserved Designated Funds

F1 Vehicle Replacement

Funds Designated by Council to be used for vehicle replacement.

F2 Tree Replacement

Funds Designated by Council to be used for tree replacement.

F3 Road, Sidewalk and Infrastructure Repairs

Funds Designated by Council to be used for Infrastructure projects. The entire balance of \$107,500 has been moved to W21 Street and Infrastructure Project FY2020.

F4 Police Officer

Funds originated as a payment from Cafritz for the additional impact of traffic and police enforcement associated with the Cafritz property development. Original payment was \$100,000. The Town has appropriated these funds in the budget for various uses. The current balance is

\$68,000.

F200 Reserved Designated

F5 Cemetery

Funds given to the Town to maintain the Deakins Cemetery

F6 Cable Capital Equipment

Restricted funds associated with Cable TV Capital Equipment funds given to the Town from Comcast and Verizon.

D100 Debt Service Expenditures

D1 Debt Service - Infrastructure Bond

Debt Service on \$2,602,000 bond issued 7/11/2013 for 15-year term at 2.8% Interest. This bond was to refinance a prior bond for road work and for funding the past service cost associated with the Maryland State Retirement plan.

D2 Street Improvement & Traffic Control Bond

Debt Service on \$1,600,000 bonds issued in 2019. The bond was issued to fund infrastructure improvements to include roads, curb, gutter and sidewalks. The bonds are for 15 years at 2.54%

D3 Packer Lease

The Town purchased two 2016 Packers in FY2015. The vehicles were financed over six years. This line item covers that annual lease payment on these vehicles. FY2020 includes the final payment of this loan.

D4 Leaf/Utility Trucks Loan

Loan to purchase two new vehicles for the Public Works Department. Principal amount \$150,803. Five-year loan at 3.5%.

Capital Project Fund

Grants and Other Funding Sources

Maryland State Bond Bill

Funds received through the State General Assembly to be used for the Design and Construction of a new town hall.

WSSC/WGL Street Repair Rebate

Funds received from WSSC/WGL for work performed in the Town

Right-of-Way that the Town will restore to the original condition

Safe Routes to School Grant

Funds anticipated to be received to install sidewalks in various areas of the Town.

Maryland Heritage Area (MHA) Grant

Grants funds applied for to build a path on the North side of Wells Run creating a new connector trail linking the Anacostia Tributary Trail System, East to West, across Adelphi Road. This would be placed within a planted native meadow. Signage detailing this meadow's construction would be placed near the trail. The project will also incorporate new benches and a water fountain. The total cost of the project is \$81,500. The Town will use Reserve Funds as their matching share of this project.

Other Sources of Funding

Bond Proceeds

The Town issued \$1,600,000 of bonds in FY2020 to be used for infrastructure improvements.

Town Reserves

Reserve Funds have been committed in the total amount of \$271,856 to help fund infrastructure projects as follows:

Road Reserves	\$107,500
Bond Bill Matching Funds	\$40,000
MHAA Grant Match	\$40,750
Park Path Repairs	\$83,606

Capital Grant Expenditures

Street & Infrastructure Project FY2021

Repaving of 2.5 miles of roads, replacement of park paths, and the construction of new sidewalks to provide safe pedestrian access in area of need.

Town Hall Design & Construction

Funds to prepare the construction drawings for the renovation/addition/construction of the Town Hall. \$200,000 of these funds will come from the State's Bond Bill program. The additional \$40,000 matching funds will come from the Town's Undesignated Reserve Funds

MHAA Trail Project

Includes \$81,500 to fund the removal and replacement of the existing path between the playground and Beechwood Road, installation of a new drinking fountain, and a new path connecting to Adelphi Road across the wildflower meadow.

Town of University Park
Payroll Taxes Benefits
Projected FY21

	GG	POL	PW	Transit	Mayor	Code	
FICA	0.0765	0.0765	0.0765	0.0765	0.0765	0.0765	
W/Comp							
Retirement	0.0938	0.0938	0.0938	0.0938	0.0938		
Total	0.1703	0.1703	0.1703	0.1703	0.1703	0.0765	
Unemployment	0.015	0.015	0.015	0.015	0.015	0.015	
Health/Dental/Life	2,158.20	86,220.00	139,122.00		-		
W/Comp							
Salary	193,723.55	692,388.56	596,205.06	59,817.26	20,000.00	24,397.21	1,586,531.64
P/R Burden	32,991.12	117,913.77	101,533.72	10,186.88	3,406.00	1,866.39	267,897.88
Unemployment	510.00	1,147.50	1,275.00	255.00	127.50	127.50	3,442.50
W/Comp	1,330.00	55,266.00	30,469.00	3,798.00	56.00	1,549.00	92,468.00
Health/Dental/Life	2,158.20	86,220.00	139,122.00	-	-		
Total Taxes & Burden	36,989.32	260,547.27	272,399.72	14,239.88	3,589.50	3,542.89	591,308.58
					591,308.58		
W/comp	1,330	55,266	30,469	3,798	56	1,549	92,468
Per Renewal Quote from CEIWC. Total quote is \$90,754.							
Police Estimated Salary is off on quote.							



UNIVERSITY PARK POLICE DEPARTMENT

6724 Baltimore Avenue

University Park, Maryland 20782

(301) 277-0050 FAX (301) 779-1905

Memorandum

Date: March 31, 2020

To: Mayor Lenford Carey

From: Chief Harvey Baker

Subject: Proposed Budget for Fiscal Year 2021

The University Park Police Department budget for FY2021 is submitted for your review and approval. The proposed total budget is in the amount of \$1,175,273, with expenditures including:

- Annual increases in personnel costs
- Associated costs of meeting goals for police operations and code compliance
- First year of payment for Tasers 7 Devices
- Third year of payment for Axon Body Worn Cameras
- Purchase of two 2020 Ford Hybrid SUV Police Interceptors

Currently, the UPPD is fully staffed. All positions are filled, and the department does not anticipate any vacancies opening prior to start of the FY2021 budget year.

Staffing for FY2021 includes the following personnel: chief of police, lieutenant, two (2) sergeants, four (4) corporals, one (1) administrative assistant, one (1) part-time code compliance officer, and two (2) part-time crossing guards.

In FY2020, the department lost an officer to a higher paying agency; two other officers applied to another agency because of higher pay and better benefits, however, both officers withdrew their applications and chose to remain employed by the University Park Police.

Currently the department does not provide any benefits to its officers for technical skills or shift differential. For an example we have a bilingual officer and several officers that hold police certifications that traditionally receive technical pay.

You will notice a significant increase in the capital line item because of the purchase of two (2) Ford Hybrid SUV Police Interceptors, as well as increased maintenance needs for the department's three oldest vehicles.

The department plans to purchase seven (7) Taser 7 ECD Devices to replace outdated assigned tasers that are no longer supported by the manufacturer. The purchase would be made on a five-year payment

plan. This is the same vendor the department purchased the Body Worn Camera from during FY2020's budget cycle.

The budget's **overtime** line item was increased to reflect directed patrol throughout the year. The purpose of these increased patrols is to improve traffic safety around University Park Elementary School and reduce incidents of traffic violations and vehicle collisions on the three roads that border the school. University Park officers will be deployed on overtime from 7-11 a.m. and 3-7 p.m., to address peak commuter traffic periods. The overtime officers would also provide coverage for special events as needed.

The **code compliance** function of the police department is in its fourth year. Last year a tracking system was developed to better manage and track code cases from inception to completion. Code Compliance Officer Craig Brown has been very successful in his efforts to standardize the life safety requirements for rental properties by conducting rental inspections and providing guidance to owners on rental and permitting concerns. CCO Brown's responsive efforts have resulted in a higher level of code compliance. Several tenants have appealed rental license denials and the due process they are provided through the town council appeal process has been conducted professionally and with an emphasis of safety for all involved. Other code compliance violations were addressed, and, in almost all circumstances, compliance was gained through minimal interaction.

The **bike patrol program** is essential to maintaining a visible uniform presence in the town while providing safety and security in parks and footpaths. The bike patrol line item reflects a reduction in anticipated costs because the department does not anticipate the need to purchase a new bicycle this year. The amount requested will handle anticipated preventive maintenance costs.

University Park continues to run a **red-light camera program** through the photo-enforcement unit located at southbound Baltimore Avenue at East West Highway. This public safety program continues to operate at no expense to the town and is completely funded by fines paid by violators.

The use of **handheld speed enforcement cameras** identifies speed violators and provides a traffic calming effect on cut-through commercial and commuter traffic on town roadways. Its use in designated school zones is still under legal review.

The **reimbursement program** offers a \$100 incentive per household for security improvements, such as the Ring doorbell, alarm systems, motion sensor lights, or video cameras, to improve home security. This rebate program will continue in FY2021 and be funded at the same amount of \$1,500.

The **police equipment** line item continues to support the department's major purchases of equipment, such as personal body armor, first responder gas mask kits, electronic control devices, in-car video cameras, and other police related apparatus. In FY2021, the department is planning to replace seven (7) electronic control devices to provide officers with an updated less-than-lethal use of force option that automatically activates body-worn cameras when the electronic control device is deployed.

The University Park Police Department operates its own local 453.6625 MHz **radio system** specifically for public works interaction with the police department and administrative personnel. It is in full compliance with FCC license regulations and is functioning properly after a 2018 upgrade. The radio system has proven to be a great communication asset for UPPD, UP CERT, and public works during special events.

The **gasoline** line item shows a decrease for FY2021 because the department plans to start using Prince George's County Refueling Stations to refuel vehicles at a lower cost. The department will also save fuel by deploying two Ford Hybrid SUV Police Interceptors and making three of its older Chevrolet Impalas spare vehicles. The Ford Hybrid SUV Police Interceptors' hybrid configuration will keep the vehicles' electronic equipment powered, even with the engine off, which will conserve fuel when vehicles are idling at emergency scenes. The University Park Police Department fleet has one Ford Police Interceptor Sedan, one Ford Hybrid SUV Police Interceptor, two Ford Escapes, two Ford SUV Police Interceptors (gas powered) and four Chevrolet Impalas. All officers participate in the take-home vehicle program and are authorized to use vehicles only to drive to and from work to reduce fuel consumption, as well as wear and tear on the vehicles. Last year, an anti-idling general order was approved to prevent unnecessary idling to further save fuel. Currently, four officers live in Prince George's County and four officers live in other Maryland jurisdictions.

The **police supplies** line item has decreased because the department still has community policing supplies remaining from the FY2020 and will use them as needed.

The University Park Police Department has a ***fleet of vehicles*** that include the following: one (1) 2011 Ford Escape (Hybrid), two (2) 2013 Chevrolet Impalas, two (2) 2012 Chevrolet Impalas, three (3) Ford SUV Police Interceptors (two gas and a Hybrid), and one (1) 2017 Ford Police Interceptor Sedan. There was a significant increase in the cost of vehicle maintenance in FY2020, however, the line item will remain unchanged because the department plans to purchase two (2) 2020 Ford Hybrid SUV Police Interceptors and convert three (3) Chevrolet Impalas into spare vehicles. The department also plans to install GPS devices on its police vehicles to monitor driver habits and account for vehicle location while they are being used on duty.

The **uniforms** line item remained unchanged; however, it does account for the potential to outfit a new hire should there be personnel changes during FY2021.

The **capital expenditure** line item increases due to the purchase of two (2) Ford Hybrid SUV Police Interceptors. The Chevrolet Impala is no longer offered for sale by the manufacturer; therefore, the department is transitioning to primary use of the Ford Hybrid SUV Police Interceptor because they will save annual fuel costs and provide enough cargo space to accommodate the officer and their issued equipment. The Ford Hybrid SUV Police Interceptor is also environmentally friendly.

Even with the increased operational cost due to inflation the police department will contain to maintain a spending level that will allow the department to operate efficiently and effectively.

University Park Police Department

Budget Justifications FY2021

Police & Public Safety

PERSONNEL

<u>Line Item</u>	<u>Description</u>	<u>FY2020</u>	<u>FY2021</u>
P1 Salaries (Cola & Step adjustment included)	Personnel salaries, including crossing guard, holiday pay, and overtime	\$665,854	\$692,389
P2 Payroll Taxes and Benefits	Personnel withholding taxes and benefits (cola & steps)	\$261,654	\$260,547
			Sub Total = \$952,936

CODE COMPLIANCE

<u>Line Item</u>	<u>Description</u>	<u>FY2020</u>	<u>FY2021</u>
P3 Salary	Code Compliance Officer	\$27,878	\$25,000
P4 Code Compliance		\$3,000	\$5,000

OPERATING

<u>Line item</u>	<u>Description</u>	<u>FY2020</u>	<u>FY2021</u>
P5 Training	Police personnel in-service and skills enhancement training	\$3,000	\$5,000
P6 Medical Examinations	Personnel fitness for duty and recruit physicals	\$2,000	\$1,000
P7 Accreditation		0	0
P8 Body-Worn Camera Program	Equipment and data storage	\$11,000	\$5,022
P9 Bike Patrol	General equipment maintenance	\$2,000	\$500.00
P09 Citations-Red Light		\$8,700	\$8,700
P10 Computer		\$2,000	\$2,000

P11 Crossing Guards		\$7,200	\$8,000
P12 Equipment		\$9,400	\$9,400
P13 Gasoline	Vehicle fuel needs	\$22,000	\$16,000
P14 GPS			\$2,500
P15 Home Security Reimbursement Program		\$1,500	\$1,500
P16 M.I.L.E.S. Computer Access Fees		\$100	\$100
P17 Mobile Data Terminals	Misc. service and repair (\$375) Verizon wireless connections (8 terminals \$750 each)	\$6,375	\$6,375
P18 Police Supplies	<ul style="list-style-type: none"> • Barricades (\$400) • First Aid Supplies (\$200) • Forms, stationary, and office supplies (\$1,300) • Radar Recertification (\$250) • Laser Speed Gun Extended Warranty (\$540) • Ammunition- Green Ammo (\$800) • Police Line Tape, Cones, etc. (\$450) • Community Policing (\$2,500) 	\$9,240	\$6,440
P19 Radio Maintenance	Routine service and repair for nine radios	\$500	\$500
P20 Traffic Study Analysis		\$5,000	0
P21 Meetings and Travel	<ul style="list-style-type: none"> • MD. Chiefs Annual Conference (\$950) • International Assoc. of Chiefs of Police (\$450) • Police Chief's Association of P.G. County (\$225) • Maryland Municipal League/Police Exec. Assoc. (\$815) • Police Executive Research 	\$3,500	\$3,500

- Forum (\$155)
- Misc. Training & Recertification (\$680)
- Misc. police policy reference manuals (\$255)

P22 Uniforms	Initial issue uniforms and replacement of worn or unserviceable items to include new PDU uniform, annual shoe replacement, dry cleaning, etc.	\$8,300	\$8,300
P23 Vehicle Maintenance	General service and repair of fleet, car washes	\$6,500	\$6,500

CAPITAL

<u>Line item</u>	<u>Description</u>	<u>FY2020</u>	<u>FY2021</u>
P24 Vehicle Purchase	Purchase of two (2) fleet replacement vehicles, lights/sirens etc.	\$42,500	\$101,000

FY2021 TOTAL=\$1,175,273

VEHICLE INVENTORY FY-2020 Maintenance Cost from 3-07-2019 to 3-7-2020

Vehicle	Model	Year	Veh. #	Tag #	Vehicle Identification Number	Accessory Package	Current Mileage	Maint. Cost	Assigned
Ford SUV	Escort	2011	23	8MD5987	1FMCU5K3XBKA69349	Unmarked	145,067	\$66.50	Hybrid Spare/PW
Chevy Sedan	Impala	2012	25	MG2880	2G1WD5E31C1186387	Marked/MDT	97,484	\$557.39	Fuoco
Chevy Sedan	Impala	2012	26	MG2884	2G1WD5E31C1325787	Marked	106,471	\$1,301.19	Spare
Chevy Sedan	Impala	2013	27	MG2881	2G1WD5E37D1188680	Marked/MDT	82,975	\$541.67	Morris
Chevy Sedan	Impala	2013	28	MG2878	2G1WD53E0D1188889	Marked/MDT	52,681	\$707.15	Jones
Ford SUV	Interceptor	2015	29	MG2885	1FM5K8AR9FGA46353	Marked/MDT	78,989	\$1,160.94	Sunday
Ford SUV	Interceptor	2016	30	MG2882	1FM5K8AR9GGB07119	Marked/MDT	52,240	\$1,076.21	Stennett
Ford Sedan	Interceptor	2017	31	7CV1116	1FAHP2MT3HG106904	Unmarked	27,614	\$131.80	Enig
Ford SUV	Escape	2018	32	8CN1744	1FMCU9GD4HUE43850	Unmarked	32,214	\$98.13	Baker
Ford Sedan	Interceptor	2019	33	MG2879	1FAHP2MK4KG101791	Marked/MDT	25,861	\$492.82	Graddy
Ford SUV	Interceptor	2020	#34	VA: 515942	1FM5K8AW9LGA96803	Marked/MDT	150	\$0.00	Hybrid unassigned
							TOTAL	\$ 6,133.80	

4 Chevy	Impala	All Marked	
4 Ford	SUV	1 Spare, 3 Marked 1, Unmarked	
2 ford	Sedan	1 Marked, 1 Unmarked	

University Park Department of Public Works
Office of the Director
6724 Baltimore Avenue
University Park, MD 20782

March 24, 2020

To: Mayor Lenford C. Carey

From: Michael Beall

Subject: Proposed Budget for Fiscal Year 2021

The University Park Department of Public Works budget for FY21 is submitted for your approval. The proposed budget is in the amount of \$1,299,805 and reflects a \$2,732,662 decrease compared to the adopted FY20 budget of \$4,032,467. Excluding capital expenditures, the FY21 budget has increased \$75,844.

DPW Expenditures include: daily operational expenses such as: fuel and landfill costs, employee compensation, allocations for infrastructure maintenance, repairs/replacement of vehicles or equipment, and other expenses needed to accomplish departmental goals for the year.

An explanation of the budget is provided for your review.

Personnel:

Salaries—Reflects a \$14,246 increase over last year. This increase can be attributed to the normal wage increases, including COLA adjustments.

Benefits—Reflects an increase of \$6,798 attributed to the increase in salaries.

Operating-Parks and Recreation:

Playing Field Maintenance—Has been increased by \$3,000 in order to account for increased costs to maintain the field well and to purchase an additional turf blanket.

Park Landscape Maintenance—Has been increased by \$5,000 to cover the cost of maintaining the growing number of planted locations within the town.

Park Usage Concept Plan – Has been increased by \$24,910. Last year \$100 was used as a placeholder. It is the Town’s plan in FY2021 to proceed with developing a full plan.

Operating- Streets:

Street Repairs—The total allocation of \$46,000 includes \$35,000 for thermoplastic traffic markings, \$6,000 for street sweeping, \$5,000 for other miscellaneous expenses.

Street Tree Maintenance —This line item remains unchanged from last year and includes \$3,000 to cover costs anticipated for arborist fees related to the PEPCO Vegetation Management work.

Operating-General Sanitation:

Fuel—has been decreased by \$8,000 in anticipation of cost savings resulting from an MOU with Prince Georges County to purchase fuel at any of their fuel depots throughout the county.

Training—has been increased by \$500

Vehicle Maintenance—has been increased by \$5,000 because recent year’s allocations for this line item have been too conservative, resulting in annual line item transfers to cover higher than budgeted expenses.

Capital Outlay:

Veteran’s Memorial—\$1,000 has been allocated for the installation of signage at the memorial site.

Park Bridge Repair-Beechwood Road—includes \$30,000 for repairing the Beechwood Rd pedestrian bridge. A cost estimate will not be available until the bridge assessment has been completed by Greenman Peterson Inc. (GPI) later this spring.

Capital Projects:

MHAA Trail Project—Includes \$81,500 to fund the removal and replacement of the existing path between the playground and Beechwood Rd, installation of a new drinking fountain adjacent to the 9/11 Memorial, and a new path connecting to Adelphi Rd across the wildflower meadow. This project is funded by a 50/50 grant from the Maryland Heritage Area Authority in the amount of \$40,750

Street & Infrastructure Project FY2020—\$2,507,106 has been carried over from the FY20 budget for repaving of 2.5 miles of roads, replacement of park paths, and the repair of existing sidewalks and the construction of new sidewalks to provide safe pedestrian access in areas of need. Construction on Phase 1 of this project is expected to begin in May 2020. It is unknown at this time how much of the allocated FY20 funds will be expended before the end of the fiscal year. Phase 2A is also expected to be completed in FY21. Phase 2B of the project includes the 3 streets (College Heights. Dr., Clagett-Pineway, and Underwood St.) where new sidewalks are proposed to be installed and will await the pursuit of approximately \$200,000 in construction grant funding from the Safe Routes to School Program.

I will make myself available if there are any questions or concerns that would assist in the completion of the budget process.

Michael D. Beall
Director, Public Works
Town of University Park

FY20 Public Works Vehicle Inventory

#	Year	Make	Model	Type	Plate#	Odometer	FY19 Maint
4	2001	Isuzu	NA	Leaf	LG80423	224178	\$2,213.20
5	1996	Mitsubishi	NA	Leaf	LG54178	217040	\$3,900.07
6	1997	Chevy	Top Kick	Dump	LG85065	93003	\$851.36
9	2011	Ford	F350	P/U	LG85077	47936	\$0.00
10	2003	ODB	LCT 600	Leaf Vac	NA	NA	\$1,469.41
11	2003	ODB	LCT 600	Leaf Vac	NA	NA	\$2,050.51
14	1993	Chevy	2500	P/U	LG14634	63240	\$713.38
15	2002	Ford	F350	P/U	LG89160	188784	\$591.64
16	2016	Kenworth	T370	Packer	LG95749	35924	\$3,848.71
17	2016	Kenworth	T370	Packer	LG95748	37504	\$6,623.63
18	2006	Ford	F750	Packer	LG54742	42314	\$2,019.89
19	2017	Ford	Escape	SUV	767M623	79652	\$85.29
20	2018	Kubota	SV65	Skid Steer	NA	NA	\$200.25
Misc	includes implements, equipment, GPS, and general expenses						\$2,728.41
					DPW Total		\$27,295.75

rev 032420

Agenda item 7E
Public Works Director Mickey Beall Memo
re: Van Buren Pedestrian Bridge



MEMO

Date: April 1, 2020

To: Mayor Carey

From: Mickey Beall, Director, Public Works

Re: Construction of the Van Buren Pedestrian Bridge

As you know, there has been continued support among residents for installing a replacement pedestrian bridge across Wells Run near the Van Buren St. and Wells Pkwy. intersection. This support is especially strong among residents of Wards 6 and 7, as the former pedestrian bridge provided for them a vital link to the rest of the Town. Currently, there is a well-worn path across the creek where able bodied pedestrians choose to cross rather than be inconvenienced by going around to College Heights Dr. or Chansory Ln. to cross. This is not an option for cyclists, parents with strollers or others with physical limitations.

It is my recommendation the Town consider installing a new bridge during the current fiscal year. Doing so would make use of funds currently appropriated for this purpose and avoid the need to fund the project with next year's taxes. All state and county permits have been approved pending the selection of a contractor. The bridge span has already been paid for and is being stored at the manufacturer's facility pending a request for delivery. Freight costs were included in the purchase price of the span. I have reached out to both the contractor that submitted the low bid for construction and the contractor that would be responsible for the railing, and each is willing to honor the price they provided last year. The cost for construction would be \$97,131 plus allowing for a 15 % contingency to total \$111,701.

The proposed bridge consists of a 6' wide wooden deck set on concrete abutments with wrought iron railings matching the other bridges in the park. This bridge would be aligned with the southern corner of the intersection to accommodate a crosswalk between the bridge and the sidewalk on the east side of Wells Pkwy. Maryland law allows in-stream construction activities after June 15. However, construction crews could mobilize and begin site preparations in early June. The bridge could be completed in 4-6 weeks. Construction beginning in June would mean all necessary curb and gutter and handicapped access ramps to be installed prior to paving of the intersection by NZI later in the year. This would avoid leaving an asphalt patch or having to repave the intersection after some future bridge construction date.

Agenda item 7E
Mayor Carey Memo
re: Van Buren Pedestrian Bridge



MEMO

Date: April 3, 2020
To: University Park Council
From: Lenford C. Carey, Mayor
Re: Construction of the Van Buren Pedestrian Bridge

I strongly agree with the Director of Public Works' recommendation that the Town move forward in the current fiscal year to install the pedestrian bridge across Wells Run at Van Buren Street. In 2014, I directed that the original bridge be closed and then removed for safety reasons on recommendation of several structural engineers. Mayor and Council have frequently and consistently promised to our residents that the bridge would be replaced. We should keep our promises.

The pedestrian bridges across Wells Run provide an important connection through Town. When it was still standing, the Van Buren Street pedestrian bridge was well used by runners and walkers, by students walking or biking to or from Northwestern High School or University Park Elementary School, and by many University Park residents including myself. The walking distance around, to cross Wells Run at Chansory or College Heights Drive, is the greatest there, so elimination of the Van Buren bridge causes the most disruption to through Town pedestrian traffic. That is why, in the absence of the bridge, pedestrians have well-worn a path across Wells Run it goes down one bank and up the other where the pedestrian bridge used to be. That works for able bodied pedestrians but is not an option for many like parents with strollers or others with physical limitations. I choose to go around to Chansory Lane or Calverton, and by bicycle.

This is a simple 6' wide wooden bridge – utilitarian, ADA accessible, not fancy which has been already paid for and fabricated, is ready for delivery, installation and use. Town staff have already sunk an extraordinary amount of time and energy getting us to this point. All of this was done at Council urging. All state and county permits have been approved pending the selection of a contractor. The bridge span has already been paid for and is being stored at the manufacturer's facility pending a request for delivery. Installing the bridge involves having the bridge shipped from Minnesota, installing sediment controls, constructing the two abutments, placing the bridge on the abutments, installing the handrails, and laying down the connecting paths at each end.

The further cost to the Town of completing the bridge installation is the result of two rounds of bidding and reflects the lowest bid. It is highly unlikely to cost us less in the next year, and much more likely to cost more if we wait. We can do this with funds already appropriated for this in the current-year budget. Let's accept the Franco's Liberty Bridge bid and get this done.

Agenda item 7F
Draft Letter for Dewey Development Project

March 31, 2020

Ms. Elizabeth Hewlett, Chair
Prince George's County Planning Board
Maryland-National Capital Park and Planning Commission
14741 Governor Oden Bowie Drive
Upper Marlboro, MD 20772

RE: Dewey Project, DSP 19-050, and DDS-660

Dear Ms. Hewlett:

At the meeting of the Town of University Park's Development Overview Committee on March 12, 2020, the Dewey Project development team presented the Committee with site plans and architectural drawings for one of the multi-family buildings (Fairfield Development) which is located at the corner of Toledo Road and Belcrest Road. Early schematic drawings were presented for the other multi-family building (also facing Toledo Road), and for the townhouse and condominium structures (Stanley Martin Homes) to be built on other portions of the property.

Overall, the Committee supports the development of the site as designed by the Project Team. We do have some concerns that we would like to bring to your attention as you consider the approval of this project:

1. It is critical to the Town of University Park that the Stormwater Management Plan that was approved as a part of the Preliminary Plan of Subdivision for this property be implemented. The upper reaches of Wells Run extend through the Dewey Property, and then cross Adelphi and flow through the University Park Town Park. We presently experience flooding throughout the Park, and the addition of development on this property would exacerbate the problem if not managed properly. Our review of the SWM Plan for the Nine Pond area provides a regional and sensitive solution for mitigating our flooding issues. We support the plan, and believe it should be a condition of approval for this development.
2. We are concerned about the traffic impacts of the 32 units of townhouses/condominiums that have access from Adelphi Road. There is only one entry into this cluster of residences, and that is on a curve with limited sight distances for traffic approaching the entrance from the north. Given the levels of traffic on Adelphi Road, especially when Northwestern High School is in session, and the speed of traffic in general, it would seem that some type of acceleration or deceleration lane would be needed, along with signage and perhaps signalization, to prevent accidents. Also, the alignment with Beechwood Road, which also enters Adelphi from the eastern side near the entry to this cluster, and the medians in Adelphi Road should be fully studied for traffic safety. We would have preferred for the additional 32 units to be located on the west side of Wells Run with the other group of townhomes/condominiums for the traffic safety reasons outlined above.
3. The developer has been required in the Preliminary Plan of Subdivision to provide additional width to sidewalks on Adelphi, and we support this. We also support

additional bike lanes and pedestrian walkways through the project to connect this area to the Metro Station and Purple Line stations in the vicinity.

4. Although we know that it is outside of your purview, we continue to be concerned about the overcrowding of schools in this area. All of our elementary schools in University Park, Hyattsville and Riverdale Park are well above capacity. Our middle and high schools are also beyond their capacities. This project, at full development, will include almost 800 residential units. There will be children living in some of them, and they'll further impact the quality and safety of our schools.

We appreciate your consideration of our comments.

With best regards,

Lenford C. Carey, Mayor
Town of University Park

DRAFT

Agenda Item 8
Draft 3/16/2020 Council minutes



**MEETING OF
UNIVERSITY PARK MAYOR AND COMMON COUNCIL
UNIVERSITY PARK TOWN HALL
6724 BALTIMORE AVENUE
7:30 p.m.
March 16, 2020
MINUTES**

In light of the Coronavirus and the closing of public schools, Council will meet at Town Hall. We ask all residents and guests to participate via conference call at (857) 799-9966. Residents will have the opportunity to speak during Public Comment - agenda item #6. During that time if you would like to make a comment, please state your name and Mayor Carey will call on you to speak. All public comment will be limited to three minutes.

A closed session was called – see agenda item 10.

1. CALL TO ORDER: Mayor Carey

Present: Mr. Brosch (by phone), Mr. Schultz (by phone), Ms. Morrissey, Ms. Verrill, Mr. Caskey, Ms. Wells

Absent: None

Excused: Mr. Stephen

2. PLEDGE OF ALLEGIANCE was led by Mayor Carey.

3. APPROVAL OF THE AGENDA

Moved by: Mr. Caskey

Seconded by: Ms. Wells

Yea: 6

Nay: 0

Abstain: 0

4. CONSENT AGENDA

Motion: To approve the following consent agenda item (see next page).

Moved by: Ms. Morrissey

Seconded by: Mr. Caskey

Yea: 6

Nay: 0

Abstain: 0

- A. BUILDING PERMIT APPLICATION TO REMOVE EXISTING PATIO AND CONSTRUCT NEW PATIO**
(John Rzasa, 6703 Queens Chapel Road) Ward 3
To remove existing patio and construct a new 20'x 14' patio, located on Lot 14 & part of 13, Block 16 and Section 3 at 6703 Queens Chapel Road.

5. PERMITS

- A. BUILDING PERMIT FOR A SECOND STORY ADDITION AND A DECK WITH STEPS**
(Matthew and Lisa Beckman, 4305 Sheridan Street) Ward 1

Motion: To consider a building permit for a 5'x 16.4' second story addition and a 16.08'x 12.96' deck with steps located on Lot 15 and part of 14, Block 4, and Section 1 at 4305 Sheridan Street.

Moved by: Mr. Brosch

Seconded by: Ms. Verrill

Yea: 6

Nay: 0

Abstain: 0

- B. LITTLE FREE LIBRARY AT WELLS PARKWAY AND CHANSORY LANE**

To accept the proposal of the University Park Civic Association and permit the installation of a fourth Little Free Library on public land and:

- That the Council approve the site requested by the UPCA and recommended by the Director of Public Works at the intersection of Wells Parkway and Chansory Lane, such site to be specifically located by the Town, and;
- That the Council request that the University Park Civic Association pay for the creation of such a Little Free Library, and coordinate its stocking with appropriate books and continuing operation, and;
- That the Council request that the Town maintain the Little Free Library structure itself where the need for such maintenance is indicated by the University Park Civic Association, and;
- That this arrangement may be ended or altered at the convenience of the Town at any time, and;
- That the existing agreement between the Town and the University Park Civic Association be amended to include the fourth location appended with signatures.

Moved by: Mr. Caskey

Seconded by: Mr. Brosch

Yea: 6

Nay: 0

Abstain: 0

6. PUBLIC COMMENT

- A resident urged the Town to post information regarding the Coronavirus disease (COVID-19) on the website. They recommended that the Council put together a Community Advisory Board that would include the residents in Town who are experts on viral infections; this would provide the Town with extra expertise if the situation gets much worse.

7. NEW BUSINESS

A. EMERGENCY FY2020 BUDGET TRANSFER TO PURCHASE COMPUTERS

Motion: To override Council policy and amend fiscal year 2020 budget to transfer \$4,000 from General Government line item 6103-01, *Administrative Expenses* to General Government line item 6110-01, *Small Equipment* for the purchase of 4 new laptops to allow all department heads the capability to work from home in the case of an emergency.

Moved by: Mr. Caskey

Seconded by: Ms. Wells

Yea: 6

Nay: 0

Abstain: 0

B. CONTINUITY OF TOWN OPERATIONS

Discussion of continuity of Town operations and governance, including Council meetings, due to the Coronavirus disease (COVID-19).

- A copy of the Draft Coronavirus Workplace Action Plan was sent to all Councilmembers.
- Police officers will ask residents to come outside of their homes to report an issue rather than the officer going inside.
- A request for goggles for the police officers has been made.
- University Park will allow 30 days of administrative leave for employees who are diagnosed positive or with members of their household who have been so diagnosed.
- Beginning Monday, March 23, the Town Shuttle Bus services will be temporarily suspended.
- The Town website will list the services that will continue and the ones that will temporarily stop. Information on how to obtain a permit will also be available on the website.
- Volunteers with Helping Hands University Park (HHUP) will not be giving rides to residents, but they are willing to do shopping or run errands for those who cannot leave their homes. This information will be posted on the community listserv.
- Working on video conferencing for future meetings.
- Department heads will be working from home and communicate via computer or cell phone.
- The para-transit service will be monitored prior to discontinuing.
- The next Council meeting is scheduled for Monday, April 6. This meeting will include the presentation of the FY 2021 Budget.

8. APPROVAL OF MINUTES: *March 2, 2020*

Moved by: Ms. Verrill

Seconded by: Ms. Morrissey

Yea: 6

Nay: 0

Abstain: 0

9. DEPARTMENT AND COUNCIL REPORTS

A. MAYOR'S REPORT

- Mayor Carey asked the Committee Chairs to consider conference calls for Committee meetings until the Coronavirus is under control.

B. COUNCIL AND COMMITTEE REPORTS

Policy, Rules and Municipal Structure Committee - Ms. Verrill

- The Committee met, but there is no report at this time.

Police, Traffic and Public Safety Committee - Mr. Schultz

- The March 18 meeting is cancelled.

Public Facilities and Services Committee - Mr. Caskey

- The Committee meeting is cancelled. Mr. Caskey encouraged members to spend some time reading both reports.

Development Overview Committee - Ms. Wells

- The Committee met last week and they will be requesting Council approval of a letter on the Dewey Property for April 6.

C. REPORT FROM THE TOWN ATTORNEY ~ *Suellen Ferguson*

- Ms. Ferguson responded to a question about an update on the NZI contract by saying that it is done other than waiting for what the bid would be for permeable asphalt.

D. REPORT FROM THE TOWN CLERK ~ *Andrea Marcavitch*

- Ms. Marcavitch encouraged the Council to email her with any questions or concerns at townhall@upmd.org. Those who choose to call should leave a voice message and it will go directly to her email.
- A reminder to return the Financial Disclosure Statements by April 30.
- April 6 is the deadline for candidate petitions. These can be dropped in the mail slot at Town Hall or sent by mail.
- Hotel reservations have been made for the Maryland Municipal League Summer Conference.
- Ms. Marcavitch asked the Councilmembers to encourage their constituents to sign up (Notify Me) on the Town website. The website can be the main tool of communication to the residents.

10. CLOSED SESSION

A. CLOSE OPEN SESSION AND ENTER INTO CLOSED SESSION

Motion: To adjourn the public meeting and enter Closed Session to consult with Counsel to discuss (I) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluations of appointees, employees, or officials over whom it has jurisdiction; or (II) any other personnel matter that effects one or more specific individuals. The Council will not be returning to Open Session.

Moved by: Ms. Wells

Seconded by: Ms. Verrill

Yea: 6

Nay: 0

Abstain: 0

11. ADJOURNMENT by consent at 8:45 p.m.

Agenda Item 9
Draft 3/16/2020 Closed Session Council minutes

Public Record of Closed Session

Motion: To close public meeting	Motion: To close closed meeting and adjourn
Moved by: Ms. Wells Seconded by: Mr. Caskey	Moved by: Ms. Wells Seconded by: Mr. Caskey
Yea: 7 Nay: 0 Abstain: 0	Yea: 7 Nay: 0 Abstain: 0

TIME: 8:45 p.m.

DATE: March 16, 2020

PLACE (IF OTHER THAN TOWN HALL): 6 met at Town Hall and 3 participated via conference call

PERSONS PRESENT: Ms. Morrissey, Ms. Verrill, Mr. Caskey, Ms. Wells, Town Attorney Suellen
Ferguson, Mr. Stephen (phone), Mr. Brosch (phone), Mr. Schultz (phone) and Mayor Carey

AUTHORITY FOR CLOSING SESSION:

THE COUNCIL VOTED TO MEET IN CLOSED SESSION UNDER THE FOLLOWING PART(S) OF SECTION 10-508 TO:

- 1) DISCUSS (I) THE APPOINTMENT, EMPLOYMENT, ASSIGNMENT, PROMOTION, DISCIPLINE, DEMOTION, COMPENSATION, REMOVAL, RESIGNATION OR PERFORMANCE EVALUATIONS OF APPOINTEES, EMPLOYEES, OR OFFICIALS OVER WHOM IT HAS JURISDICTION; OR (II) ANY OTHER PERSONNEL MATTER THAT AFFECTS ONE OR MORE SPECIFIC INDIVIDUALS; OR
- 2) PROTECT THE PRIVACY OR REPUTATION OF INDIVIDUALS WITH RESPECT TO A MATTER NOT RELATED TO PUBLIC BUSINESS; OR
- 3) CONSIDER THE ACQUISITION OF REAL PROPERTY FOR A PUBLIC PURPOSE AND MATTERS DIRECTLY RELATED THERETO; OR
- 4) CONSIDER A MATTER THAT CONCERNS THE PROPOSAL FOR A BUSINESS OR INDUSTRIAL ORGANIZATIONS TO LOCATE, EXPAND OR REMAIN IN THE STATE; OR
- 5) CONSIDER THE INVESTMENT OF PUBLIC FUNDS; OR
- 6) CONSIDER THE MARKETING OF PUBLIC SECURITIES; OR

- 7) CONSULT WITH COUNSEL TO OBTAIN LEGAL ADVICE; OR
- 8) CONSULT WITH STAFF, CONSULTANTS, OR OTHER INDIVIDUALS ABOUT PENDING OR POTENTIAL LITIGATION; OR
- 9) CONDUCT COLLECTIVE BARGAINING NEGOTIATIONS OR CONSIDER MATTERS THAT RELATE TO NEGOTIATIONS; OR
- 10) DISCUSS PUBLIC SECURITY, IF THE PUBLIC BODY DETERMINES THAT PUBLIC DISCUSSION WOULD CONSTITUTE A RISK TO THE PUBLIC OR TO PUBLIC SECURITY, INCLUDING:
 - (i) DEPLOYMENT OF FIRE AND POLICE SERVICE AND STAFF; AND
 - (ii) THE DEVELOPMENT AND IMPLEMENTATION OF EMERGENCY PLANS;
- 11) PREPARE, ADMINISTER, OR GRADE A SCHOLASTIC, LICENSING, OR QUALIFYING EXAMINATION; OR
- 12) CONDUCT OR DISCUSS AN INVESTIGATIVE PROCEEDING ON ACTUAL OR POSSIBLE CRIMINAL CONDUCT; OR
- 13) COMPLY WITH A SPECIFIC CONSTITUTIONAL, STATUTORY, OR JUDICIALLY IMPOSED REQUIREMENT THAT PREVENTS PUBLIC DISCLOSURES ABOUT A PARTICULAR PROCEEDING OR MATTER; OR
- 14) BEFORE A CONTRACT IS AWARDED OR BIDS ARE OPENED, DISCUSS A MATTER DIRECTLY RELATED TO A NEGOTIATING STRATEGY OR DISCLOSURE WOULD ADVERSELY IMPACT THE ABILITY OF THE PUBLIC BODY TO PARTICIPATE IN THE COMPETITIVE BIDDING OR PROPOSAL PROCESS.

LIST OF TOPICS DISCUSSED: Mayor discussed Town Administrator position search and next steps.

ACTIONS TAKEN: No actions taken.

MEETING ADJOURNED: 9:17 p.m.

SIGNED: *Lenford C. Carey*

Agenda Item 10
Draft 3/25/2020 Special Session Council minutes



**MEETING OF
UNIVERSITY PARK MAYOR AND COMMON COUNCIL
VIRTUALLY VIA ZOOM
7 p.m.
March 25, 2020
SPECIAL SESSION
MINUTES**

A closed session was called – see agenda item 6.

Residents had the opportunity to speak during Public Comment - agenda item #4. All public comments were limited to three minutes.

1. CALL TO ORDER: Mayor Carey at 7:03 p.m.

Present: Mr. Brosch, Mr. Schultz, Ms. Morrissey, Ms. Verrill, Mr. Caskey, Ms. Wells, Mr. Stephen (joined at 7:06 p.m.)

Absent: None

Excused: None

2. MOMENT OF SILENCE

3. APPROVAL OF THE AGENDA

Moved by: Ms. Verrill

Seconded by: Ms. Wells

Yea: 6

Nay: 0

Abstain: 0

4. PUBLIC COMMENT

- A resident asked about the vote-by-mail process and assumed the Town has a way for residents to mail in their vote without having to use their own stamps. It was pointed out that the State of Maryland is also discussing the voting process under these unusual circumstances.

5. NEW BUSINESS

A. POSTPONE DATE FOR THE NEXT TOWN ELECTION AND APPROVE VOTE-BY-MAIL ELECTION

Motion: To postpone the election from Tuesday, May 5, 2020 to Friday, May 29, 2020 for the General Election in the Town of University Park for the Offices of Mayor and Councilmember for Wards 1, 3 and 7 and to approve a vote-by-mail election where all ballots must be received by 8 p.m. on Election Day.

Moved by: Mr. Caskey

Seconded by: Ms. Verrill

Yea: 7

Nay: 0

Abstain: 0

B. EMERGENCY FY2020 BUDGET TRANSFER FOR ELECTIONS

Motion: Due to the Coronavirus emergency, to override Council policy and amend the fiscal year 2020 budget to transfer \$4,500 from General Government line item 6103-01, *Administrative Expenses* to General Government line item 6050-01, *Elections* to cover the costs of printing and mailing ballots to all University Park registered voters for a vote-by-mail election due to the Coronavirus and the safety of residents and election officials.

Moved by: Ms. Wells

Seconded by: Mr. Caskey

Yea: 7

Nay: 0

Abstain: 0

Note: A friendly amendment was made to increase the original transfer amount of \$2,000 to \$4,500.

6. CLOSED SESSION

A. CLOSE OPEN SESSION AND ENTER INTO CLOSED SESSION

Motion: To adjourn the public meeting and enter Closed Session to consult with Counsel to discuss (I) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluations of appointees, employees, or officials over whom it has jurisdiction; or (II) any other personnel matter that effects one or more specific individuals. The Council will not be returning to Open Session.

Moved by: Mr. Schultz

Seconded by: Ms. Wells

Yea: 7

Nay: 0

Abstain: 0

7. ADJOURNMENT by consent at 7:39 p.m.

Agenda Item 11
Draft 3/25/2020 Closed Session Council minutes

Public Record of Closed Session

Motion: To close public meeting Moved by: Mr. Schultz Seconded by: Ms. Wells Yea: 7 Nay: 0 Abstain: 0	Motion: To close closed meeting and adjourn Moved by: Mr. Stephen Seconded by: Ms. Wells Yea: 7 Nay: 0 Abstain: 0
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TIME: 7:40 p.m.

DATE: March 25, 2020

PLACE (IF OTHER THAN TOWN HALL): Video/audio conference call via Zoom

PERSONS PRESENT: Mayor Carey, CM Linda Verrill, CM Joe Schultz, Town Attorney Suellen Ferguson, CM David Brosch, CM Roland Stephen, CM Laurie Morrissey, Town Clerk Andrea Marcavitch, CM Martha Wells, and CM David Caskey

AUTHORITY FOR CLOSING SESSION:

THE COUNCIL VOTED TO MEET IN CLOSED SESSION UNDER THE FOLLOWING PART(S) OF SECTION 10-508 TO:

- 1) DISCUSS (I) THE APPOINTMENT, EMPLOYMENT, ASSIGNMENT, PROMOTION, DISCIPLINE, DEMOTION, COMPENSATION, REMOVAL, RESIGNATION OR PERFORMANCE EVALUATIONS OF APPOINTEES, EMPLOYEES, OR OFFICIALS OVER WHOM IT HAS JURISDICTION; OR (II) ANY OTHER PERSONNEL MATTER THAT AFFECTS ONE OR MORE SPECIFIC INDIVIDUALS; OR
- 2) PROTECT THE PRIVACY OR REPUTATION OF INDIVIDUALS WITH RESPECT TO A MATTER NOT RELATED TO PUBLIC BUSINESS; OR
- 3) CONSIDER THE ACQUISITION OF REAL PROPERTY FOR A PUBLIC PURPOSE AND MATTERS DIRECTLY RELATED THERETO; OR
- 4) CONSIDER A MATTER THAT CONCERNS THE PROPOSAL FOR A BUSINESS OR INDUSTRIAL ORGANIZATIONS TO LOCATE, EXPAND OR REMAIN IN THE STATE; OR
- 5) CONSIDER THE INVESTMENT OF PUBLIC FUNDS; OR
- 6) CONSIDER THE MARKETING OF PUBLIC SECURITIES; OR

- 7) CONSULT WITH COUNSEL TO OBTAIN LEGAL ADVICE; OR
- 8) CONSULT WITH STAFF, CONSULTANTS, OR OTHER INDIVIDUALS ABOUT PENDING OR POTENTIAL LITIGATION; OR
- 9) CONDUCT COLLECTIVE BARGAINING NEGOTIATIONS OR CONSIDER MATTERS THAT RELATE TO NEGOTIATIONS; OR
- 10) DISCUSS PUBLIC SECURITY, IF THE PUBLIC BODY DETERMINES THAT PUBLIC DISCUSSION WOULD CONSTITUTE A RISK TO THE PUBLIC OR TO PUBLIC SECURITY, INCLUDING:
 - (i) DEPLOYMENT OF FIRE AND POLICE SERVICE AND STAFF; AND
 - (ii) THE DEVELOPMENT AND IMPLEMENTATION OF EMERGENCY PLANS;
- 11) PREPARE, ADMINISTER, OR GRADE A SCHOLASTIC, LICENSING, OR QUALIFYING EXAMINATION; OR
- 12) CONDUCT OR DISCUSS AN INVESTIGATIVE PROCEEDING ON ACTUAL OR POSSIBLE CRIMINAL CONDUCT; OR
- 13) COMPLY WITH A SPECIFIC CONSTITUTIONAL, STATUTORY, OR JUDICIALLY IMPOSED REQUIREMENT THAT PREVENTS PUBLIC DISCLOSURES ABOUT A PARTICULAR PROCEEDING OR MATTER; OR
- 14) BEFORE A CONTRACT IS AWARDED OR BIDS ARE OPENED, DISCUSS A MATTER DIRECTLY RELATED TO A NEGOTIATING STRATEGY OR DISCLOSURE WOULD ADVERSELY IMPACT THE ABILITY OF THE PUBLIC BODY TO PARTICIPATE IN THE COMPETITIVE BIDDING OR PROPOSAL PROCESS.

LIST OF TOPICS DISCUSSED: Interview candidate for interim administrator position, review employment history, discuss qualifications of the candidate.

ACTIONS TAKEN: No action taken.

MEETING ADJOURNED: 8:40 p.m.

SIGNED: *Lenford C. Carey*