



**MEETING OF
UNIVERSITY PARK MAYOR AND COMMON COUNCIL
WILL BE HELD
VIA VIDEO/AUDIO CONFERENCE CALL
7:30 p.m.
May 4, 2020
REGULAR SESSION**

The Council meeting will be conducted entirely remotely with no in-person meeting attendance. To join the Council meeting through a video conference, please use the link below.

Join Meeting:

<https://us02web.zoom.us/j/84302053283?pwd=dUVPTkFBenpWZIRURHVIdEdWSVg3UT09>

To join with audio only: +1 301 715 8592 US

Meeting ID: 843 0205 3283

Password: 006626

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 #5. 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 May 4, 2020. Subject to the three-minute limit, comments received will be read by the Town Clerk during public comment.

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 items.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

A. BUILDING PERMIT APPLICATION TO REPLACE 4' FENCE

(Phineas and Mary Baugher, 6604 44th Avenue) Ward 3

To replace 4' fence located on Lot 3, Block 14 and Section 3 at 6604 44th Avenue.

B. BUILDING PERMIT APPLICATION TO REPLACE SECTIONS OF 4' FENCE

(Adam Greenspan, 6704 Wells Parkway) Ward 6

To replace sections of 4' fence located on Lot 14, Block 34 and Section 7 at 6704 Well Parkway.

C. BUILDING PERMIT APPLICATION TO INSTALL PATIO

(Edwin Guillen, 6906 40th Avenue) Ward 6

To install a 14'x 25' patio located on Lot 14, Block 40 and Section 7 at 6906 40th Avenue.

D. BUILDING PERMIT APPLICATION TO INSTALL DECK

(Lance Yonkos, 4315 Van Buren Street) Ward 4

To construct a 12'x 16' deck with landing and steps located on Lot 11, Block 23 and Section 6B at 4315 Van Buren Street.

E. BUILDING PERMIT APPLICATION TO EXTEND SUMP PUMP DRAINAGE PIPE AND INSTALL A DRYWELL

(Scott Broo and Caitrin Coccoma, 6704 44th Avenue) Ward 3

To extend sump pump drainage pipe 60' away from the house and deposit into a drywell in the backyard located on Lot 3, Block 16 and Section 3 at 6704 44th Avenue.

F. BUILDING PERMIT APPLICATION TO CONSTRUCT ADDITIONS

(Calle Roubic Cone, 4309 Woodberry Street) Ward 4

To construct a new 2'8" W x 6' L x 11' H addition and a 14' W x 22' L x 12' H second story addition located on Lot 12 & 13, Block 24 and Section 6A at 4309 Woodberry Street.

5. PUBLIC COMMENT

6. PUBLIC HEARING: FISCAL YEAR 2021 BUDGET AND TAX RATES (\$ 0.5598 REAL PROPERTY, \$ 2.25 PERSONAL PROPERTY)

7. CONTINUING BUSINESS

**A. ADOPTION OF LEGISLATIVE RESOLUTION 20-O-04: FISCAL YEAR 2021 BUDGET
(Second Reading)**

Motion: To adopt 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:

B. VAN BUREN STREET PEDESTRIAN BRIDGE CONTRACT

Motion: At the recommendation of the Interim Town Administrator, to proceed with the construction of the Van Buren Street pedestrian bridge and award the contract to the lowest bidder, 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 to sign the contract, subject to review by the Town Attorney.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

8. NEW BUSINESS

A. FY2020 BUDGET TRANSFER FOR ADDITIONAL SECURITY

Motion: To amend fiscal year 2020 budget to transfer \$1,100 from General Government line item 6103-01, *Administrative Expenses*, to General Government line item 6137-01, *Town Hall Security/Lighting*, for the installation of lighting and cameras and for an additional security alarm keypad located at the basement entrance for Public Works employees.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

B. FY2020 BUDGET TRANSFER TO PURCHASE A LAPTOP

Motion: To amend fiscal year 2020 budget to transfer \$950 from General Government line item 6103-01, *Administrative Expenses*, to General Government line item 6110-10, *Small Equipment* to obtain a laptop computer for the Administrative Assistant in the Town Clerk's Office. The acquisition will improve the efficiency of the Town Clerk's Office during COVID-19.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

C. INFRASTRUCTURE INSPECTION CONTRACT

Motion: Per Section 2-105 (b) of the Town Ordinances, to award a contract not to exceed \$25,000 to Specialized Engineering at 7504 Connelly Drive, Hanover, Maryland for inspection and testing services for Phase 1 of the Town’s infrastructure project, and to authorize the Mayor and Town Attorney on the behalf of the Town to negotiate and sign a contract with Specialized Engineering. The Town will “ride” an existing Maryland National Capital Park and Planning Commission (MNCPPC) On-Call Engineering Materials Testing Services Contract #390204-000 executed on November 15, 2018.

Excerpt from Town Code Article 1, Section 2-105 – Duties of the Treasurer.

(b) Purchasing. The Treasurer shall oversee all purchase orders. Except in situations where good cause has been demonstrated to the Council, the Treasurer shall make any single purchase or expenditure of more than ten thousand dollars (\$10,000.00) by means of sealed bids. Such bids shall be opened publicly after public notice at such time and place as the Treasurer shall determine. Whenever the State of Maryland, or any department thereof, or any Prince George’s County, or the Metropolitan Washington Council of Governments or individual member government, or other local government in Maryland, has conducted a competitive bid process that is consistent with that adopted by the Town, and has awarded a contract that authorizes local governments to purchase the bid item at the bid price, the Treasurer may purchase the bid item at the bid price from the successful bidder, subject to the prior approval of the Mayor.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

D. RESOLUTION 2020-R-02: PROCEDURAL CHANGES DUE TO COVID-19

Motion: To adopt Resolution 2020-R-02 to declare a state of emergency, authorize the Mayor to take certain actions and ratify prior actions.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

E. POLICE DEPARTMENT SURPLUS BICYCLES

Motion: Per Section 2-110 of the Town Ordinances, to declare four (4) bicycles – two Trek (manual bicycle) and two Giant Alight (manual bicycle) – as surplus and authorize the Chief of Police to sell the bicycles.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

F. LETTER OF SUPPORT FOR THE STANDARD 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 Preliminary Plan of Subdivision 4-19047 for The Standard in College Park.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

9. APPROVAL OF MINUTES: *April 20, 2020*

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

10. MAYOR AND COUNCIL REPORTS

A. MAYOR'S REPORT

B. TOWN ADMINISTRATOR'S REPORT

C. COUNCIL AND COMMITTEE REPORTS

11. ADJOURNMENT

**** A Closed Session may be called ****

Agenda Item 4A
Baughner 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: 4/16/20

Permit Application: Approved
Rejected

Check/Cash Amt: \$10.00

Permit Number: _____

Date Issued: _____

Name of Applicant(s): Phineas & Mary Baugher

Telephone Number: (301) 403-1336 Home (240) 676-6488 Cell

Work: 240-676-6584 Email: baugherp@gmail.com

Street Address of Property: 6604 44th Ave, University Park, MD 20782

Lot Number: 3 Block Number: 14 Section Number: 03

Person/Company Doing the Work: Long Fence Company

Address/Phone: 1910 Betson Ct., Odenton, MD 21113 310-261-3444

Signature of Property Owner: Phineas W Baugher Date: 4/16/2020

Description of Work

Check all that apply:

Fence: Height: 4 Feet, Material: Wood, Style: Wyngate Picket Fence

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

Other: (Please Specify): _____
Dimensions: _____, Height at Apex: _____
Materials: _____

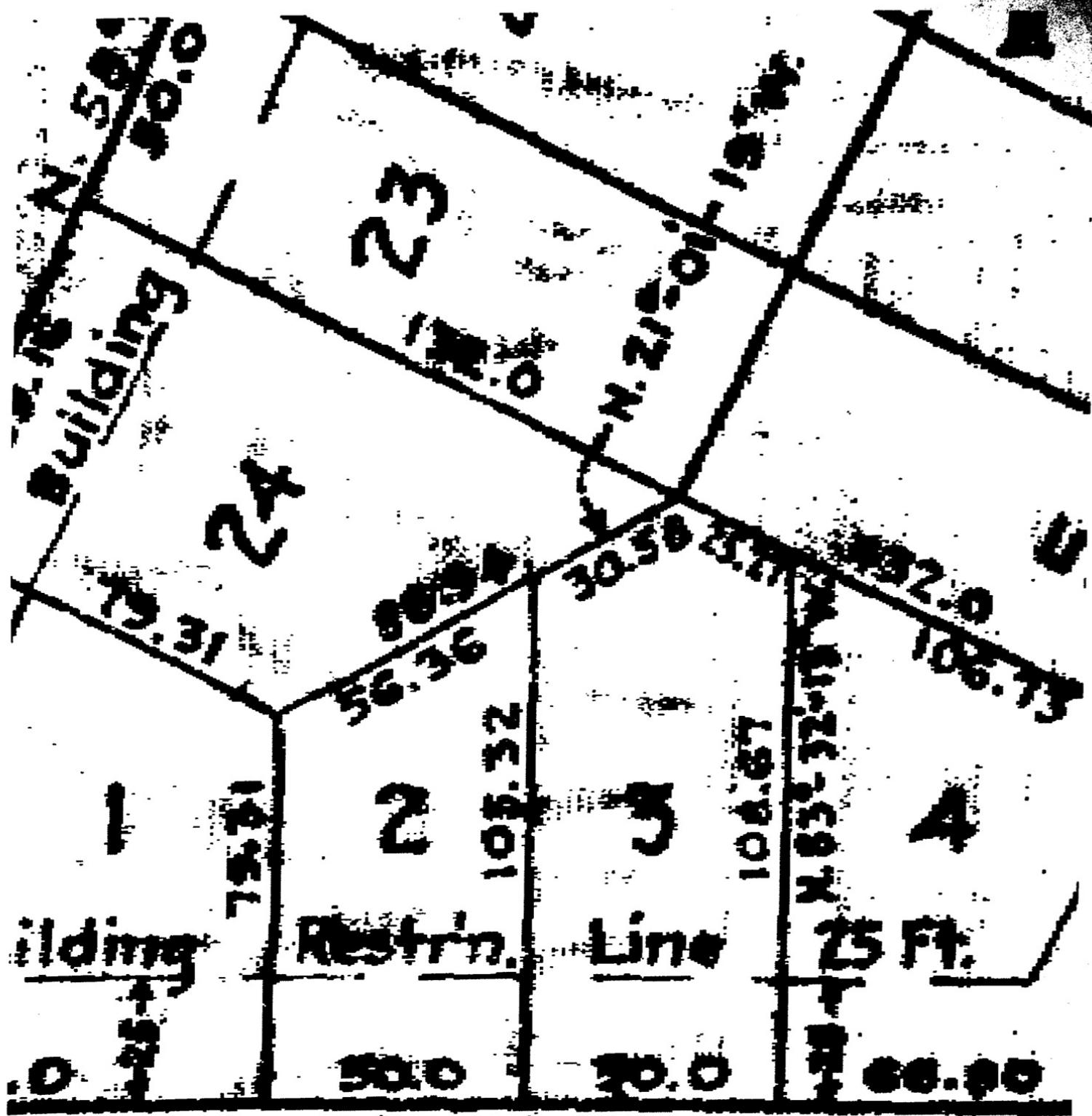
Please Specify Reason for Structure: To replace existing fence that is approx 40-50 yrs old

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)**) = **\$ 10.00**

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.



CECIL

66.04 44th Ave,
Univ. Park, MD

Plat # A-0740

Subdivision: 2480 Sect: 03 Block: 14 Lot: 3

266.95

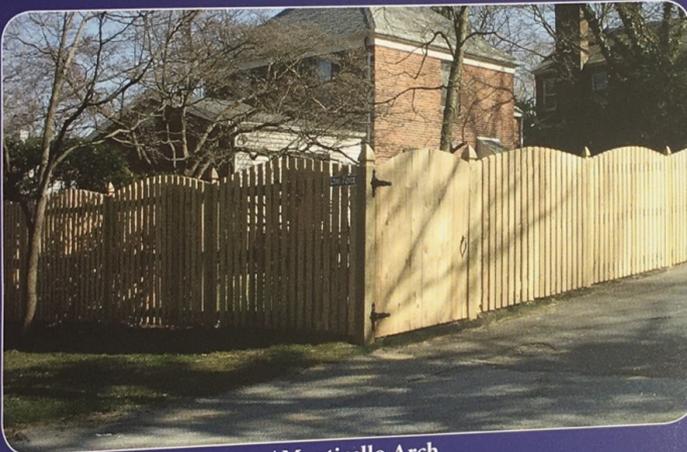
WYNGATE



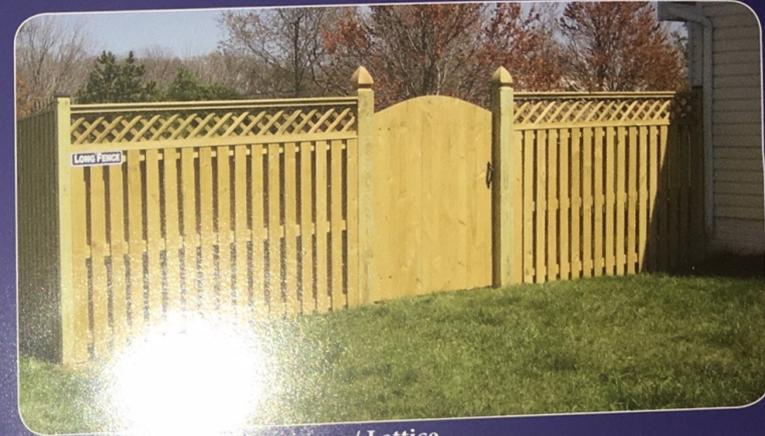
w/ Cap Board



w/ Mount Vernon Dip



w/ Monticello Arch



w/ Lattice

VERTICAL BOARD



Agenda Item 4B
Greenspan 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 # 6 Date Received: 4/24/20
Permit Application: Approved |
Rejected |
Check/Cash Amt.: \$10.00
Permit Number: _____
Date Issued: _____

Name of Applicant(s): Adam Greenspan
Telephone Number: (732) 672-8371 Home () N/A Cell _____
Work: 202-705-5149 Email: agreenspan33@gmail.com
Street Address of Property: 6704 Wells Pkwy, University Park, MD 20782
Lot Number: 14 Block Number: 34 Section Number: 07
Person/Company Doing the Work: To be determined
Address/Phone: To be determined
Signature of Property Owner: John Gyro Date: 04/24/2020

Description of Work

Check all that apply:

- Fence:** Height: 48", Material: Chain-Link, Style: dark green vinyl-coated
- Outbuilding:** Dimensions: _____, Height at Apex: _____
Materials: _____
- Other:** (Please Specify):
Dimensions: _____, Height at Apex: _____
Materials: _____

Please Specify Reason for Structure: For safety and arsthetic reasons, replacement of existing rusted chain-link fence as noted on attached survey.

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

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.

CONSUMER INFORMATION NOTES:

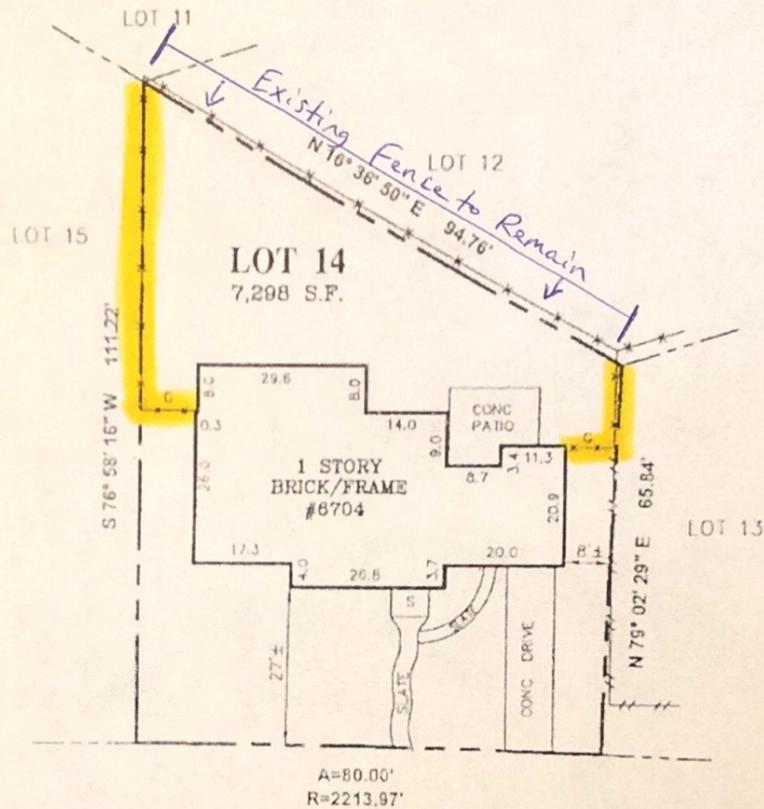
1. This plan is a benefit to a consumer insofar as it is required by a lender or a title insurance company or its agent in connection with contemplated transfer, financing or re-financing.
2. This plan is not to be relied upon for the establishment or location of fences, garages, buildings, or other existing or future improvements.
3. This plan does not provide for the accurate identification of property boundary lines, but such identification may not be required for the transfer of title or securing financing or re-financing.
4. Building line and/or Flood Zone information is taken from available sources and is subject to interpretation of originator.
5. No Title Report furnished.

Notes:

1. Setback distances as shown to the principal structure from property lines are approximate. The level of accuracy for this drawing should be taken to be no greater than plus or minus 2 feet.
- Fences, if shown, have been located by approximate methods.
No property corners found.



- Highlighted sections (existing fence) to be replaced to match remaining section.



WELLS PARKWAY

LOCATION DRAWING
LOT 14, BLOCK 34
SECTION 7
UNIVERSITY PARK
PRINCE GEORGE'S COUNTY, MARYLAND

SURVEYOR'S CERTIFICATE		REFERENCES		SNIDER & ASSOCIATES LAND SURVEYORS		
THE INFORMATION SHOWN HEREON HAS BEEN BASED UPON THE RESULTS OF A FIELD INSPECTION PURSUANT TO THE DEED OR PLAT OF RECORD. EXISTING STRUCTURES SHOWN HAVE BEEN FIELD LOCATED BASED UPON MEASUREMENTS FROM PROPERTY MARKERS FOUND OR FROM EVIDENCE OF LINES OF APPARENT OCCUPATION. <i>Jeffrey A. Foster</i> MARYLAND PROPERTY LINE SURVEYOR REG. NO. 587 Expires 04-02-2019		PLAT BK.	14		20270 Goldenrod Lane, Suite 110 Germantown, Maryland 20876 301/948-5100 Fax 301/948-1286	
		PLAT NO.	63		DATE OF LOCATIONS	SCALE: 1" = 30'
LIBER		FOLIO		WALL CHECK:	DRAWN BY: D.M.L.	
				HSE. LOC.: 10-11-17	JOB NO.: 17-03528	

6704 Wells Parkway



Agenda Item 4C
Guillen 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 # <u>6</u>	Date Received: <u>4/27/20</u>
Permit Application:	Approved <input type="checkbox"/>
	Rejected <input type="checkbox"/>
# <u>53</u>	
Check/Cash Amt: <u>10.00</u>	
Permit Number: _____	
Date Issued: _____	

Name of Applicant(s): Edwin Guillen

Telephone Number: (202) 487-1018 Home () _____ Cell _____

Work: _____ Email: gioguillen@me.com

Street Address of Property: 6906 40th Avenue University Park MD. 20782

Lot Number: _____ Block Number: _____ Section Number: _____

Person/Company Doing the Work: D & G Construction Services LLC

Address/Phone: 202-787-0763

Signature of Property Owner: [Signature] Date: 04/24/2020

Description of Work

Check all that apply:

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

Outbuilding: Dimensions: _____, Height at Apex: _____

Materials: _____

Other: (Please Specify): Patio - 14'x 25'

Dimensions: 350 square feet, Height at Apex: 3 inches

Materials: Blue Stone

Please Specify Reason for Structure: Remodeling Patio

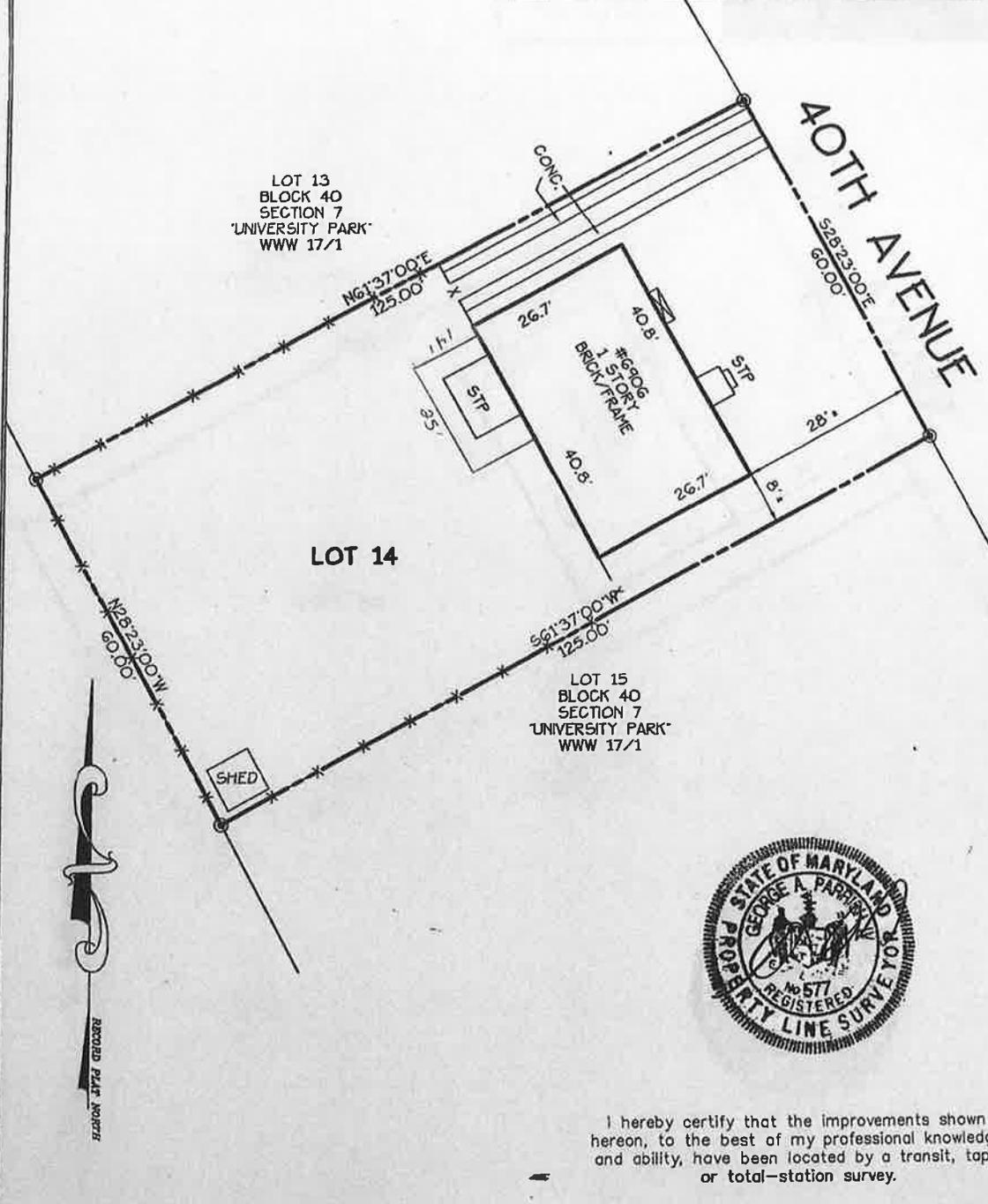
POD or Dumpster (check one) Unit will be placed on the property: _____ or on the street: _____

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

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

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.



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 total-station survey.

6906 40TH AVENUE WWW 17/1

George A. Parrish IV
GEORGE A. PARRISH IV PROP.LS#577 06/15/15
LICENSE EXPIRATION DATE 03/24/17

LOCATION DRAWING
LOT 14 BLOCK 40 SECTION 7
UNIVERSITY PARK
NINETEENTH DISTRICT
PRINCE GEORGE'S COUNTY, MARYLAND
JUNE 2015



Agenda Item 4D
Yonkos 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

<i>For Office Use Only</i>	
Ward # <u>4</u>	Date Received: <u>4/27/20</u>
Permit Application:	Approved <input type="checkbox"/>
	Rejected <input type="checkbox"/>
Check/Cash Amt.:	<u>\$26.77</u>
Permit Number:	_____
Date Issued:	_____

Name of Applicant(s): Lance Yonkos

Telephone Number: () 410-924-3321 Home () Other - 410-490-7583 Cell _____

Work: NA Email: lyonkos@umd.edu

Street Address of Property: 4315 Van Buren Street University Park, MD. 20782

Lot Number: 11 Block Number: 23 Section Number: 6B

Person/Company Doing the Work: Lance Yonkos

Address/Phone: 4315 Van Buren Street / 410-924-3321

Signature of Property Owner: Lance Yonkos Date: 4/13/2020

Description of Work

Check all that apply:

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

Outbuilding: Dimensions: _____, Height at Apex: _____

Materials: _____

Other: (Please Specify): 12x16 foot open deck with landing and steps.

Dimensions: 12x16, Height at Apex: 1 feet

Materials: WoodDeck

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)**)= \$ 26.77

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.

CAS 3043

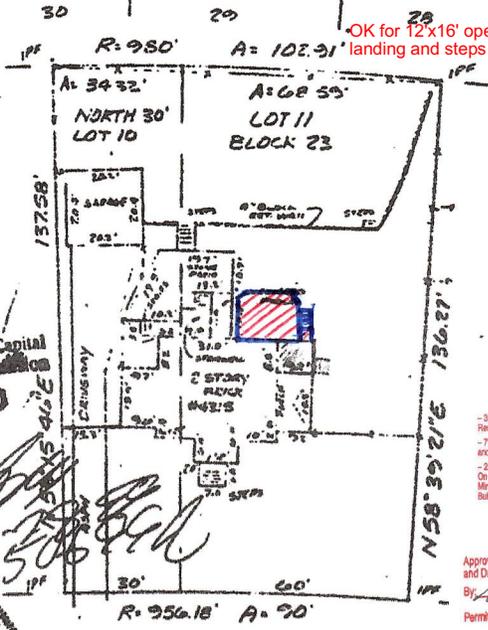
HOUSE LOCATION
LOT 11 - NORTH 30' LOT 10, BLOCK 23
SECTION 02
UNIVERSITY PARK
PRINCE GEORGES COUNTY MD.
PLAT BOOK 82 PLAT 55

The Maryland-National Capital
Park and Planning Commission

APPROVED^{KH}
4-9-2020

PERMIT # 13775-2020-0

-OK for 12'x16' open deck with
landing and steps



- 5% Maximum Slope Allowed On Residential Property
- 7% Maximum Parking Pad Slope and 12.5% Maximum Driveway Slope
- 2.5% Minimum Slope Required On Yard or Lawn Areas: 10' to 12' Minimum Slope of Pad Away From Building is Required.

Approved for Soils, Grading and Drainage
By: *[Signature]*
Permit #: 13775-2020-0

VAN BUREN ST.
60' R/W
(FORMERLY SHEPHERD RD.)

ALSO DESCRIBED IN L. 9290 F. 921

NOTE: NO TITLE REPORT WAS FURNISHED

I HEREBY CERTIFY THAT I HAVE CAREFULLY
SURVEYED THE PROPERTY AS SHOWN BY THIS
PLAN.

STOTTLER STAGG & ASSOCIATES
ENGINEERS - PLANNERS - SURVEYORS
5760-D GEORGE PALMER HIGHWAY
LANNAM, MARYLAND 20801
301-863-0088

DATE 3/15/99 *[Signature]*

SCALE 1"=30' DATE 3/15/99 DRAWN WLC CHECKED *[Signature]* FIELD BOOK 7-3 PAGE 25

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



PRINCE GEORGE'S COUNTY

PERMIT

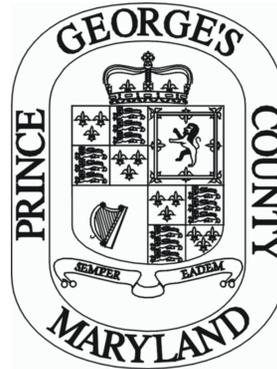
ISSUANCE DATE : Apr-28-2020

EXPIRATION DATE :

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

PROPERTY OWNER

LANCE T & JENNIFER YONKOS
4315 VAN BUREN ST
HYATTSVILLE, MD 20782 (410) 924-3321



CONTRACTOR

LANCE T YONKOS
4315 VAN BUREN ST
HYATTSVILLE, MD 20782 (410) 924-3321
LICENSE NUMBER:

OCCUPANT

ARCHITECT

TYPE OF PERMIT : **DPIE R**
 WORK DESCRIPTION : **DECK: 12'X 16' OPEN DECK W/LANDING & STEPS**
 EXISTING USE : **SFD**
 USE (DER PROPOSED) : **SFD**
 SUBDIVISION : **UNIVERSITY PARK**

OWNERSHIP :	HEIGHT FT :	5
LIBER : 35968	WIDTH FT :	12
FOLIO : 041	DEPTH FT :	20
ED/ACCT NO. : 19 / 2144749	NO STORIES :	
LOT :	DWELL UNTS :	
BLOCK : 23	PARKING SP :	
TAX MAP : 042	LIVE LOAD :	
SCD :	USE GROUP :	
SPEC EXCEPT :	TYPE CONST :	

OCCUPANCY LOAD :	220	ELECTRICITY :	
SITE CERTIFICATE :		CENTRAL A/C :	
STRUCTURE CERT :		ELEVATOR :	
SEWER :	WSSC	ESCALATOR :	
WATER :	WSSC	BASEMENT :	
HEATING :		BOILER NUMBER :	
PARCEL :		CBCA :	N
		HISTORICAL :	N
		SIGN NUMBER :	

Conditions

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

Melinda Bolling

BUILDING INSPECTOR	HEALTH	ELECTRICAL	PLUMBING	FIRE MARSHALL
APPROVED :				

Successful Payment Receipt

Please print this receipt for your records

Remittance ID:	gekzp4ieyp1iw3ckp2af0aow
Received:	April 22, 2020 08:39AM EDT
Permit Number:	13775-2020-0/DPIE R
Telephone Number:	4109243321
Amount:	\$47.00
Service Fee:	\$1.15
Service Fee Type:	Dual Transaction
Total Amount:	\$48.15
Transaction Type:	Authorization and Capture
Card Information:	Visa LANCE YONKOS *****2209
Billing information:	Address Line 1: 4315 Van Buren St Country: United States City: University Park State: MD ZIP Code: 20782

Please be advised that payments may take up to 2 business days to post.

Click [here](#) to process another payment.

Successful Payment Receipt

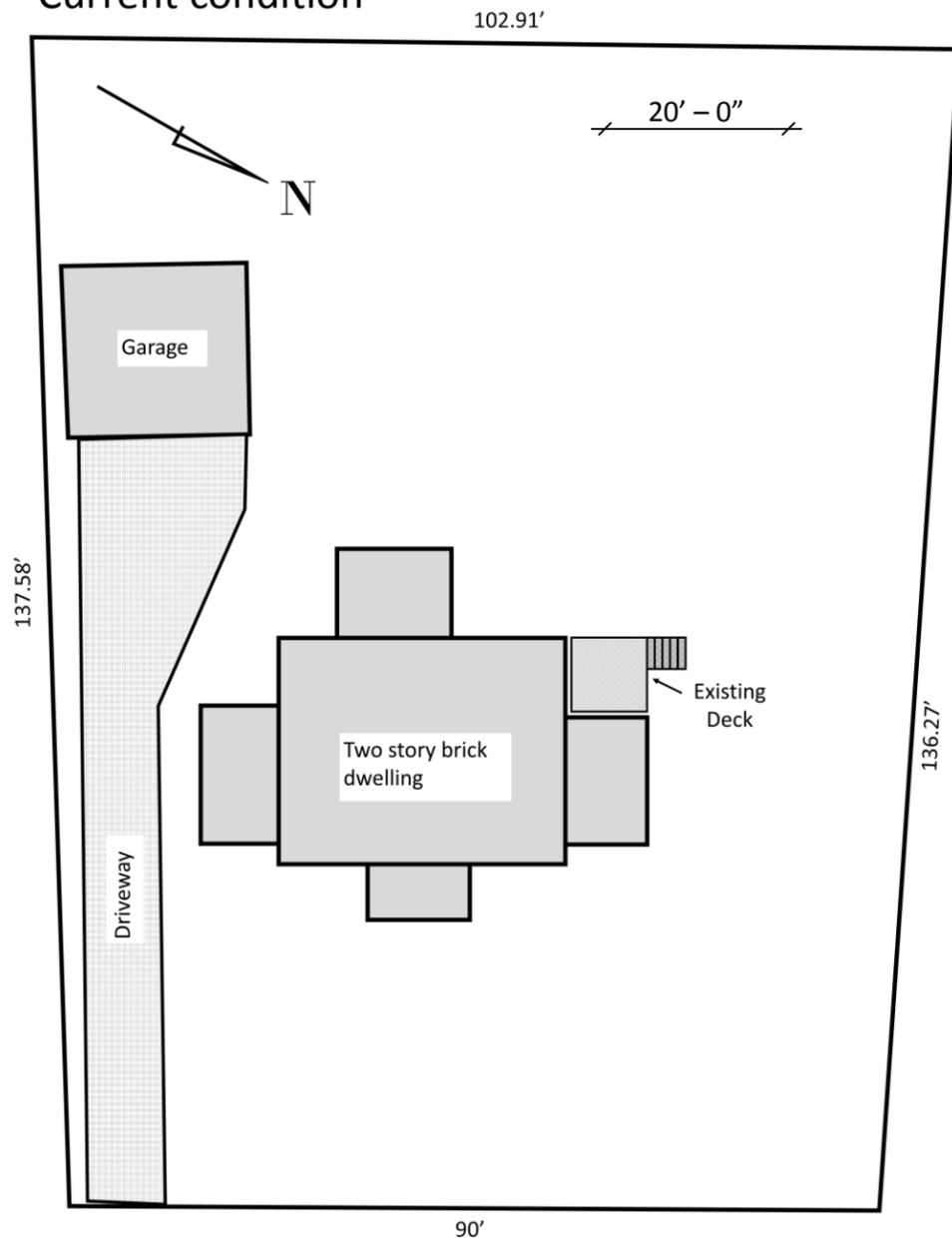
Please print this receipt for your records

Remittance ID:	b4dyigvl1xgamttei1f54nnn
Received:	April 27, 2020 02:59PM EDT
Permit Number:	13775-2020-0/DPIE R
Telephone Number:	4109243321
Amount:	\$120.75
Service Fee:	\$2.96
Service Fee Type:	Dual Transaction
Total Amount:	\$123.71
Transaction Type:	Authorization and Capture
Card Information:	Visa LANCE YONKOS *****2209
Billing information:	Address Line 1: 4315 Van Buren St Country: United States City: University Park State: MD ZIP Code: 20782

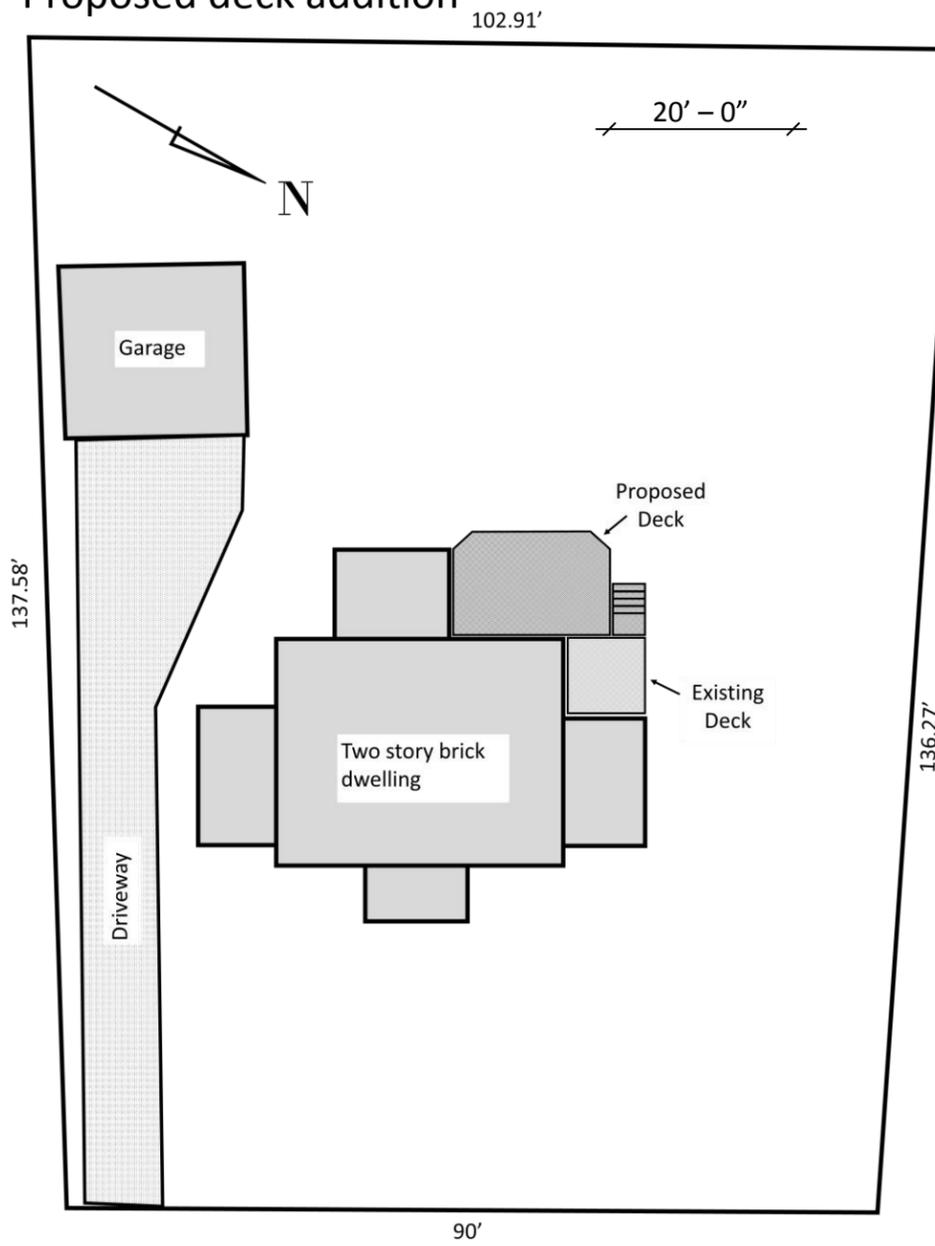
Please be advised that payments may take up to 2 business days to post.

Click [here](#) to process another payment.

Current condition

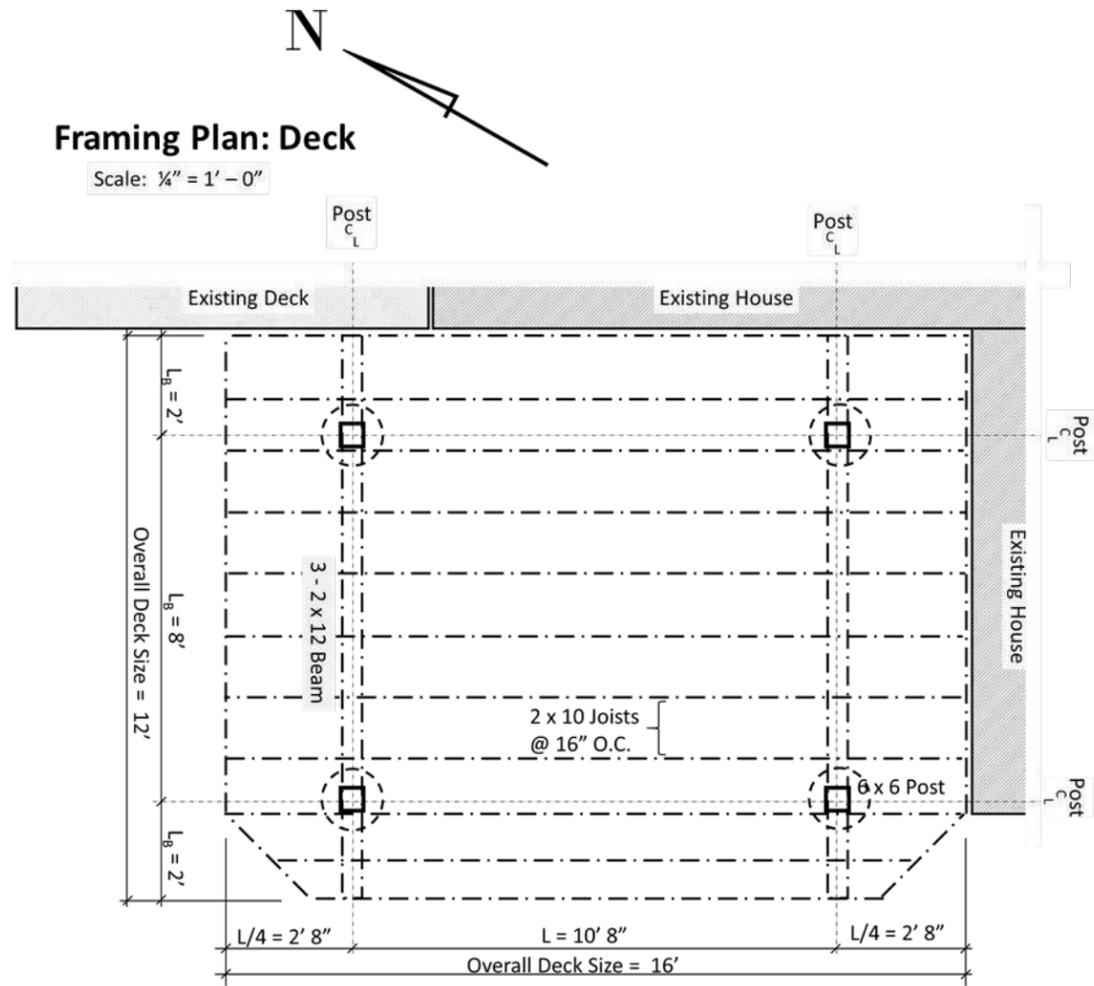


Proposed deck addition



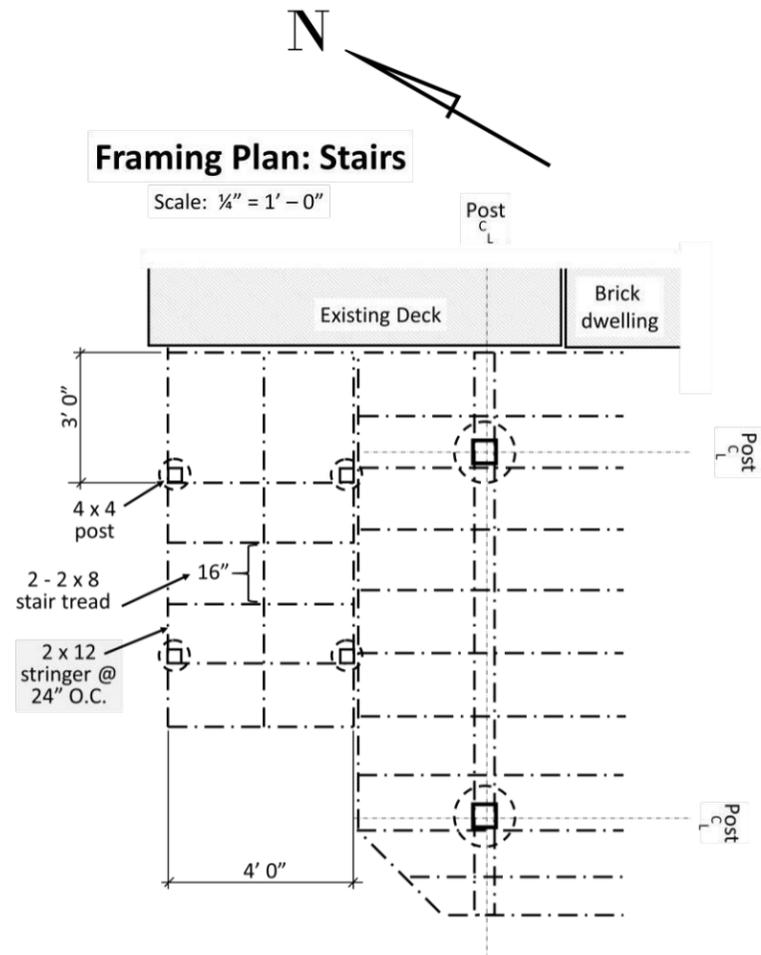
Framing Plan: Deck

Scale: 1/4" = 1' - 0"



Framing Plan: Stairs

Scale: 1/4" = 1' - 0"



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

APPROVED PERMIT SET

The Department of Permitting, Inspections and Enforcement has completed a review of this document for code compliance. As required by State Code, the design professional(s) responsible for the preparation and content of this document must provide a record copy of these documents with their original seal, signature and date.

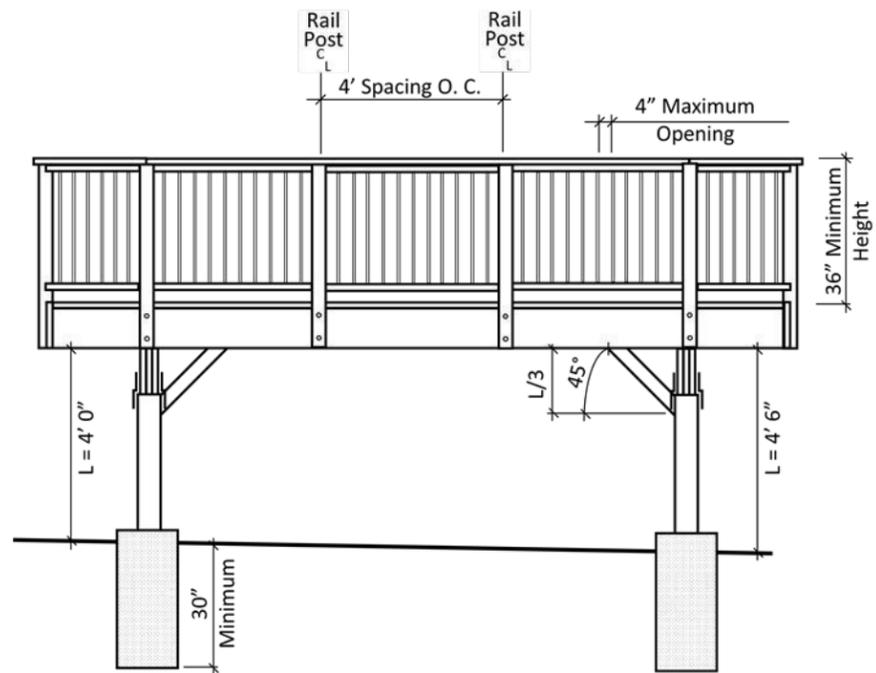
Case Name: YONKOS DECK
 Case Number (Permit #): 13775-2020-0
 Case Type: R
 Issuance Date: 04/27/20
 Address: 4315 VAN BUREN ST HYATTSVILLE, Maryland 20752
 Lot(s), Block(s) and Parcel(s): Lot and Block 23

DPIE
 DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT



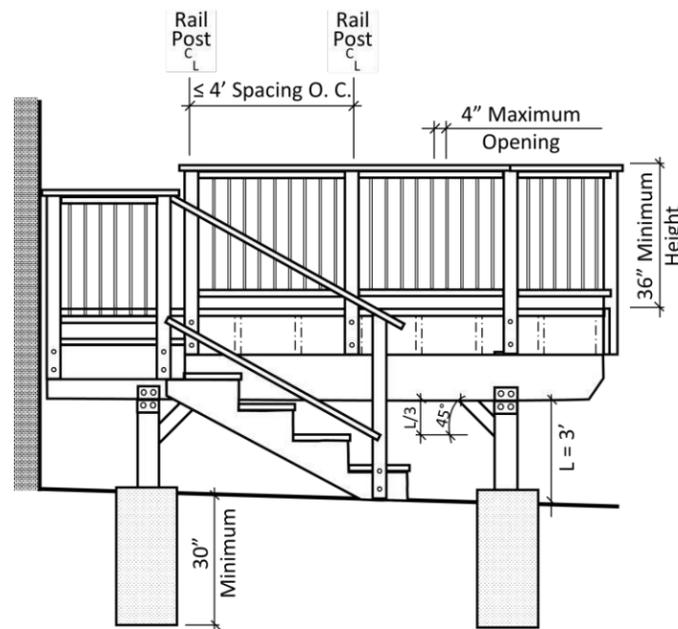
Front Elevation

Scale: 1/4" = 1' - 0"



Left Side Elevation

Scale: 1/4" = 1' - 0"



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

APPROVED PERMIT SET

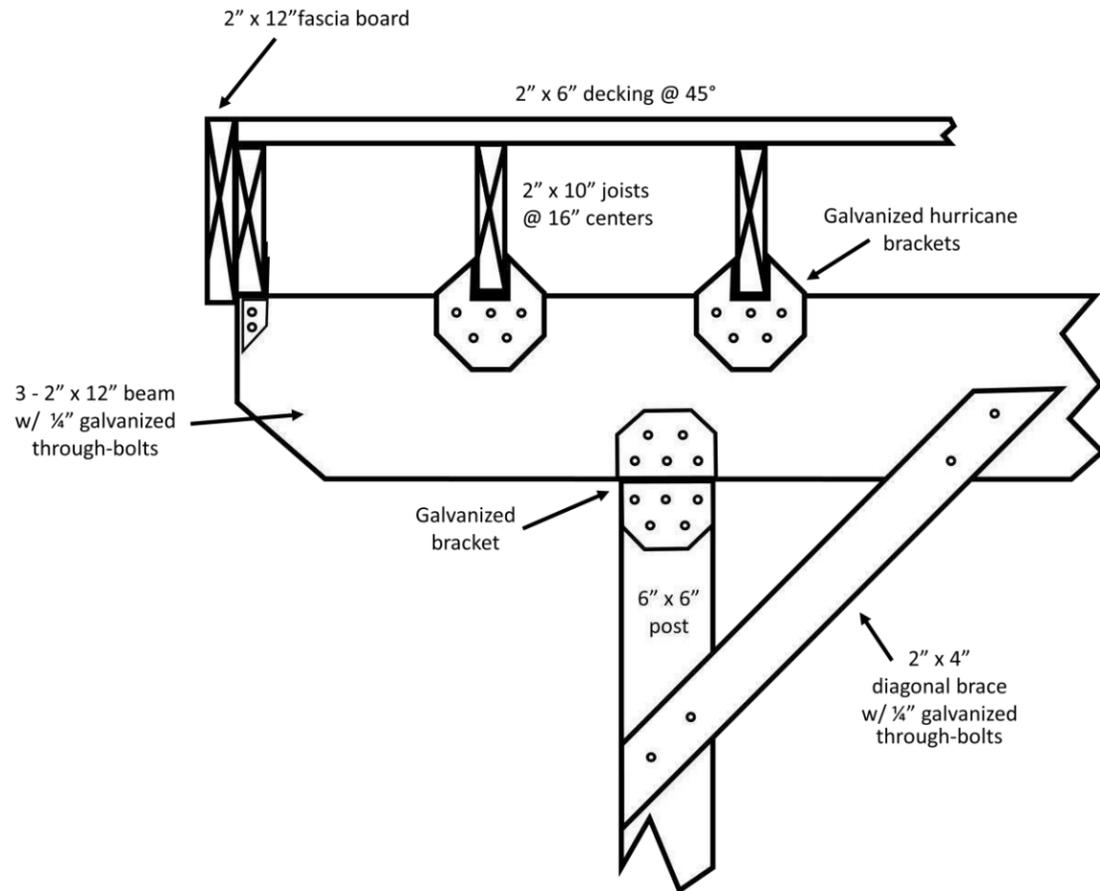
The Department of Permitting, Inspections and Enforcement has completed a review of this document for code compliance. As required by State Code, the design professional(s) responsible for the preparation and content of this document must provide a record copy of these documents with their original seal, signature and date.

Case Name: YONKOS DECK
 Case Number (Permit #): 13775-2020-0
 Case Type: R
 Issuance Date: 04/27/20
 Address: 4315 VAN BUREN ST HYATTSVILLE, Maryland 20762
 Lot(s), Block(s) and Parcel(s): Lot and Block 23



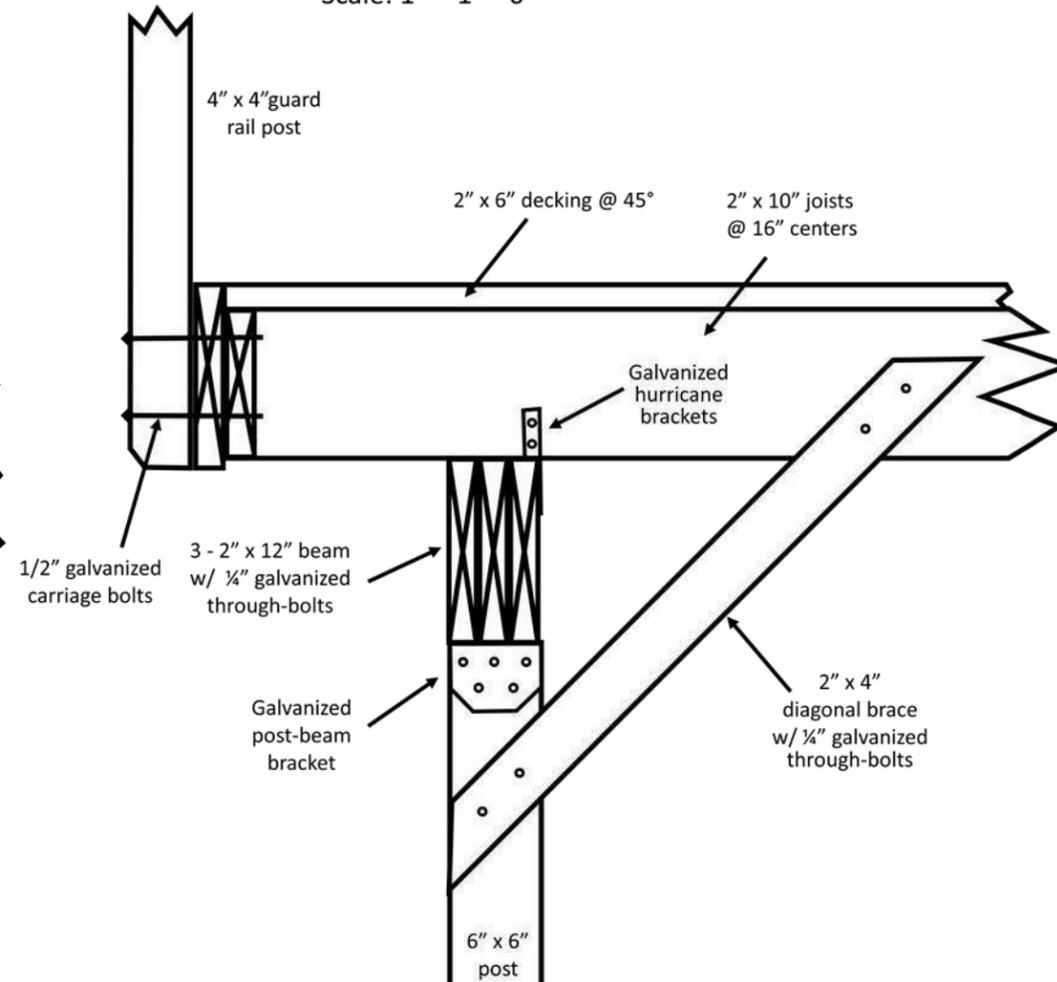

Post, beam, and joist detail 1

Scale: 1" = 1' - 0"



Post, beam, and joist detail 2

Scale: 1" = 1' - 0"

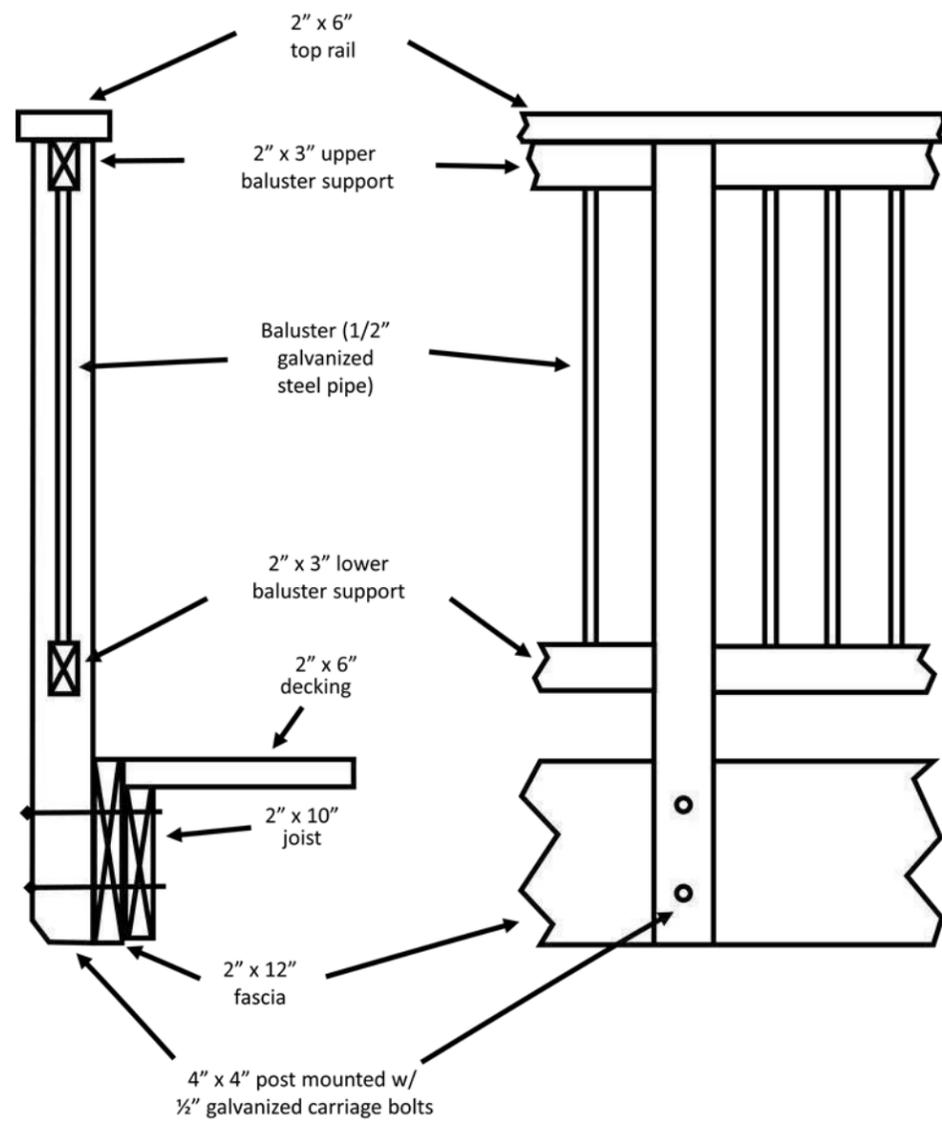


Prince George's County, Maryland
 Department of Permitting, Inspections and Enforcement
APPROVED PERMIT SET
 The Department of Permitting, Inspections and Enforcement has completed a review of this document for code compliance. As required by State Code, the design professional responsible for the preparation and content of this document must provide a record copy of these documents with their original seal, signature and date.
 Case Name: YONKOS DECK
 Case Number (Permit #): 13775-2020-0
 Case Type: R
 Issuance Date: 04/27/20
 Address: 4315 VAN BUREN ST HYATTSVILLE, Maryland 20750
 Lot(s), Block(s) and Parcel(s): Lot and Block 23



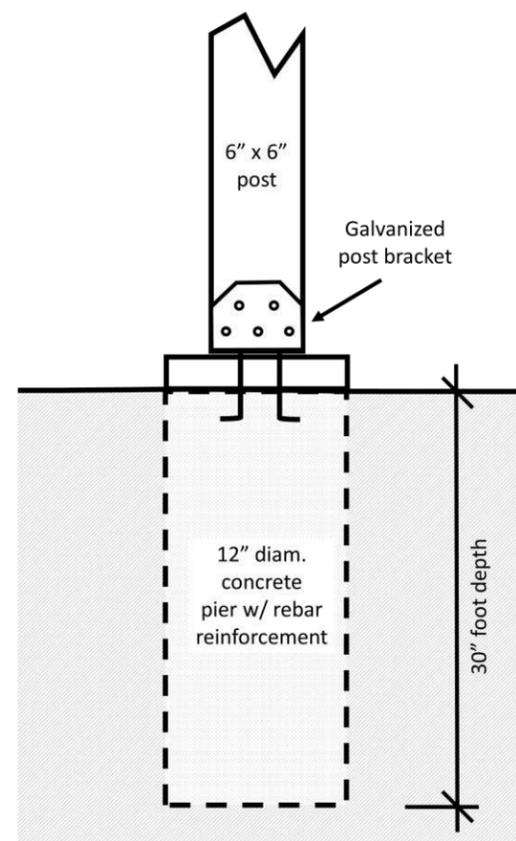
Guard rail detail

Scale: 1" = 1' - 0"



Post and footer detail

Scale: 1" = 1' - 0"



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

APPROVED PERMIT SET

The Department of Permitting, Inspections and Enforcement has completed a review of this document for code compliance. As required by State Code, the design professional(s) responsible for the preparation and content of this document must provide a record copy of these documents with their original seal, signature and date.

Case Name: YONKOS DECK
 Case Number (Permit #): 13775-2020-0
 Case Type: R
 Issuance Date: 04/27/20
 Address: 4315 VAN BUREN ST HYATTSVILLE, Maryland 20750
 Lot(s), Block(s) and Parcel(s): Lot and Block 23




Agenda Item 4E
Broo/Coccoma 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: 4/28/20
Permit Application: Approved
Rejected
Check/Cash Amt.: \$10.00
Permit Number: _____
Date Issued: _____

Name of Applicant(s): Scott Broo and Caitrin Coccoma

Telephone Number: () _____ Home (248) 302-0689 Cell _____

Work: _____ Email: scottbroo@gmail.com

Street Address of Property: 6704 44th Avenue, University Park, MD 20782

Lot Number: 3 Block Number: 16 Section Number: 3

Person/Company Doing the Work: home owner

Address/Phone: 6704 44th Avenue, University Park, MD 20782

Signature of Property Owner: *Scott Broo* Date: 4/28/2020

Description of Work

Check all that apply:

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

Outbuilding: Dimensions: _____, Height at Apex: _____

Materials: _____

Other: (Please Specify):

Dimensions: 60' long, Height at Apex: below grade

Materials: pvc pipe, stone, landscape fabric

Please Specify Reason for Structure: Installation of dry well to deposit sump water away from the house.

Discharge line will terminate above a 4' diameter, 2.5' deep earth-covered pit of stones surrounded by landscape fabric.

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)**)= \$ 10.00

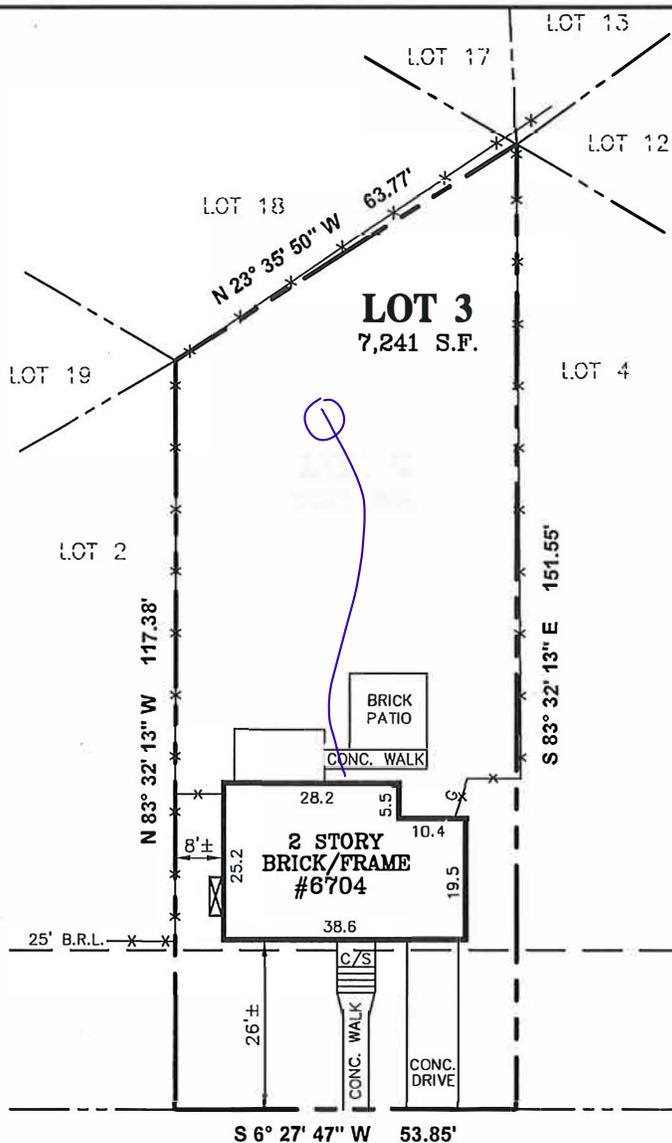
Caution: To begin construction before a permit has been issued and prominently displayed for inspection at the construction site is a clear violation of municipal law.

CONSUMER INFORMATION NOTES:

1. This plan is a benefit to a consumer insofar as it is required by a lender or a title insurance company or its agent in connection with contemplated transfer, financing or re-financing.
2. This plan is not to be relied upon for the establishment or location of fences, garages, buildings, or other existing or future improvements.
3. This plan does not provide for the accurate identification of property boundary lines, but such identification may not be required for the transfer of title or securing financing or re-financing.
4. Building line and/or Flood Zone information is taken from available sources and is subject to interpretation of originator.
5. No Title Report furnished.

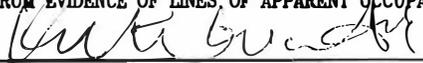
Notes:

1. Setback distances as shown to the principal structure from property lines are approximate. The level of accuracy for this drawing should be taken to be no greater than plus or minus 5 feet. No property corners found.
2. Fences, if shown, have been located by approximate methods.

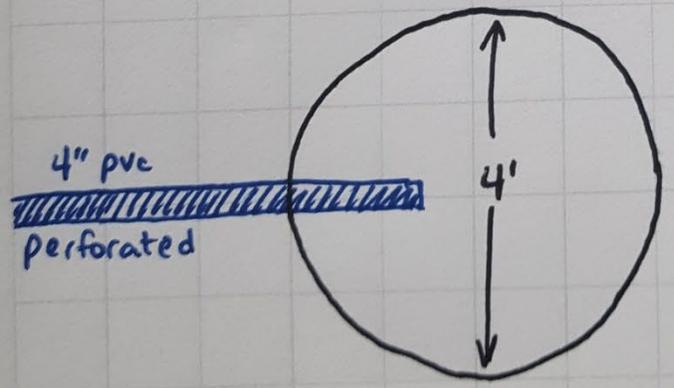
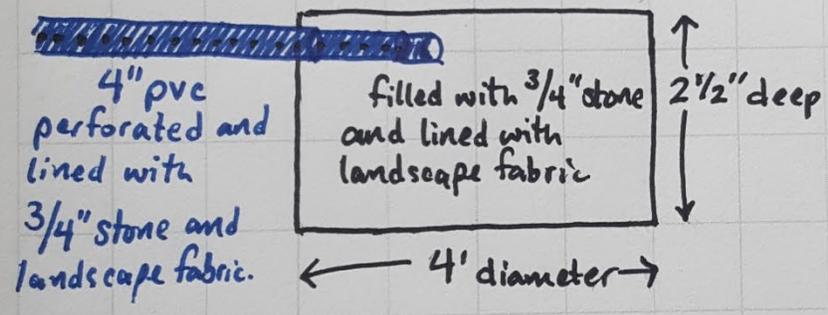
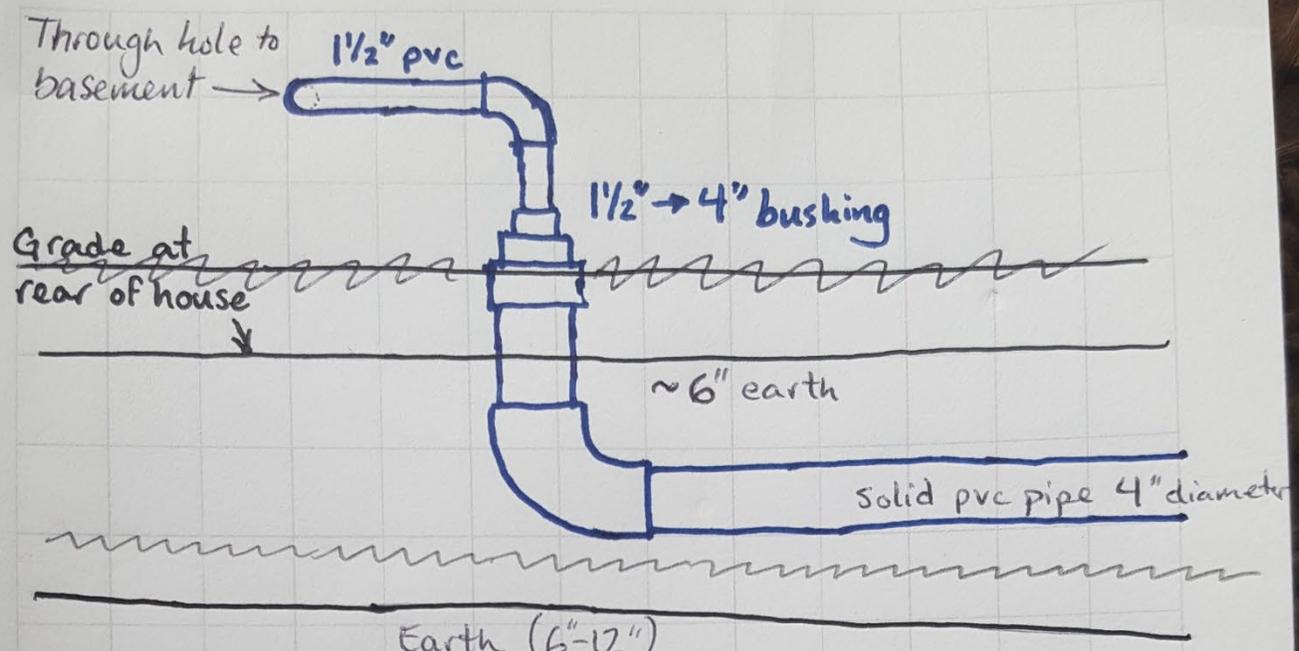


LOCATION DRAWING
 LOT 3, BLOCK 16
 SECTION THREE
UNIVERSITY PARK
 PRINCE GEORGE'S COUNTY, MARYLAND

44TH AVENUE
 (CECIL STREET PER PLAT)
 (60' R/W)

SURVEYOR'S CERTIFICATE		REFERENCES	 SNIDER & ASSOCIATES LAND SURVEYORS 19544 Amaranth Drive Germantown, Maryland 20874 301/948-5100 Fax 301/948-1286 WWW.SNIDERSURVEYS.COM
"THE INFORMATION SHOWN HEREON HAS BEEN BASED UPON THE RESULTS OF A FIELD INSPECTION PURSUANT TO THE DEED OR PLAT OF RECORD. EXISTING STRUCTURES SHOWN HAVE BEEN FIELD LOCATED BASED UPON MEASUREMENTS FROM PROPERTY MARKERS FOUND OR FROM EVIDENCE OF LINES OF APPARENT OCCUPATION."  MARYLAND PROPERTY LINE SURVEYOR REG. NO. 592 Expires: 04-07-2021		PLAT BK. 3 PLAT NO. 16	
LIBER	DATE OF LOCATIONS	SCALE: 1" = 30'	
FOLIO	WALL CHECK:	DRAWN BY: D.M.L.	
	HSE. LOC.: 03-25-20	JOB NO.: 20-00945HL	

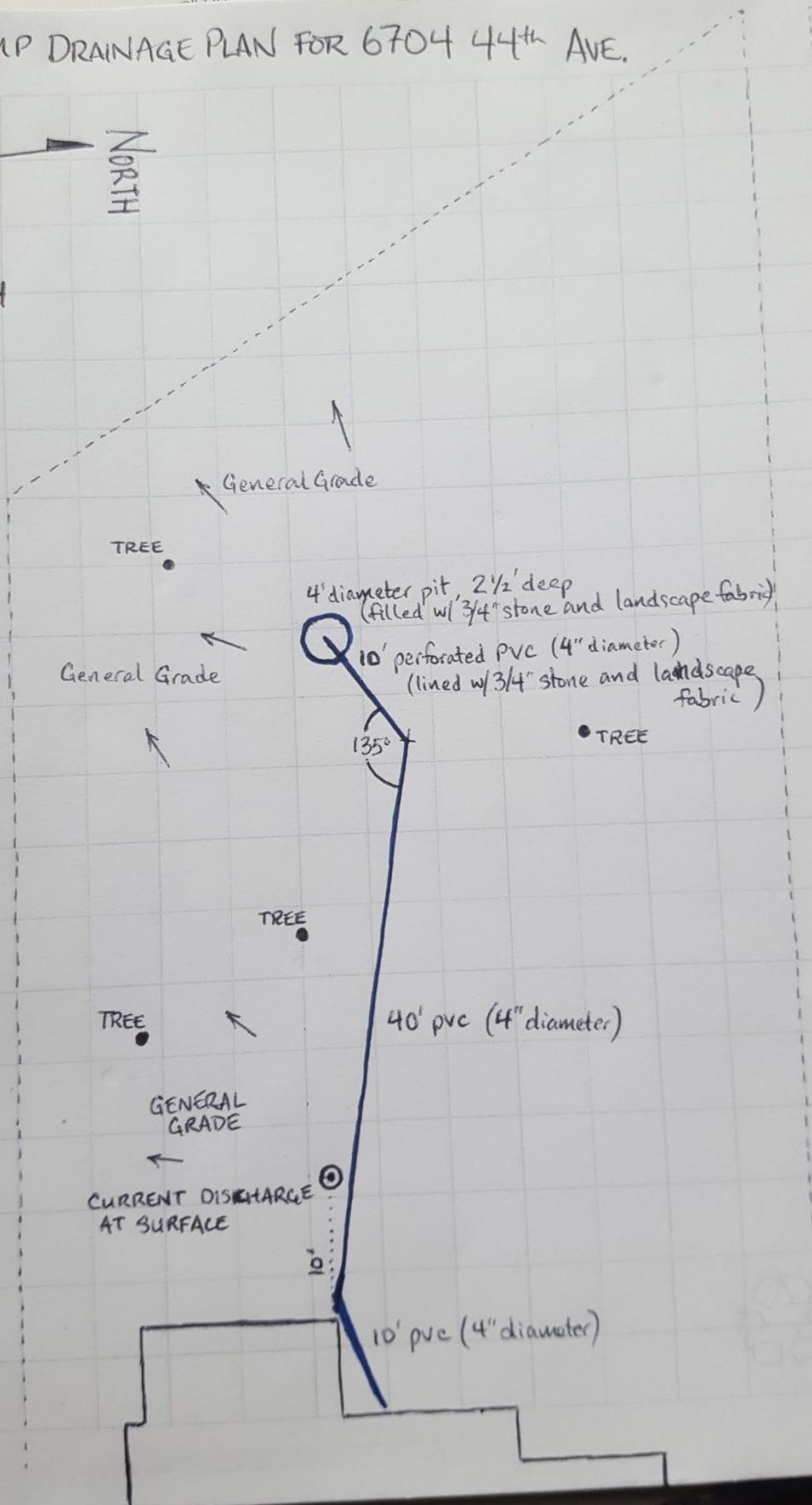




SUMP DRAINAGE PLAN FOR 6704 44th AVE.



5 ft



PREPARED BY Scott Bros

Agenda Item 4F
Cone 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 # 4 Date Received: 4/13/20

Permit Application: Approved
Rejected

Check/Cash Amt.: \$300.22

Permit Number: _____

Date Issued: _____

Name of Applicant(s): Calle Roubic Cone

Telephone Number: (859) 619-5895 Home () _____ Cell _____

Work: _____ Email: CalleCone@gmail.com

Street Address of Property: 4309 Woodberry Street

Lot Number: ^{12&13}(partial) Block Number: 24 Section Number: 6-A

Person/Company Doing the Work: CR Cone (homeowner as GC)

Address/Phone: _____

Signature of Property Owner: C. R. Cone Date: 4/13/20

Description of Work

Check all that apply:

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

Outbuilding: Dimensions: _____, Height at Apex: _____

Materials: _____

Other: *(Please Specify):*

Kitchen Add: 2'8" W x 6' L x 11' H

Dimensions: **Second Story Add: 14' W x 22' L x 12' H**, Height at Apex: _____

Materials: **New typical exterior framing for additions; Finished exterior siding to be vinyl "shake-style" shingling; Roofing to be replaced and finished with new architectural asphalt shingle**

Please Specify Reason for Structure: Small Kitchen additional facilitates the reconfiguration of existing ground floor layout; Second story addition provides additional bedroom on upper level.

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)**)= \$ 300.22

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.*

PRINCE GEORGE'S COUNTY

PERMIT

ISSUANCE DATE : Apr-29-2020

EXPIRATION DATE :

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

PROPERTY OWNER
CARLTON TRAVIS CONE & CALLE ROUBIC CONE
4309 WOODBERRY ST
UNIVERSITY PARK, MD 20782 (859) 619-5895



CONTRACTOR
CALLE ROUBIC CONE
4309 WOODBERRY ST
UNIVERSITY PARK, MD 20782 (859) 619-5895
LICENSE NUMBER: ** OWNER **

OCCUPANT
CARLTON TRAVIS CONE & CALLE ROUBIC CONE
4309 WOODBERRY ST
UNIVERSITY PARK, MD 20782 (859) 619-5895

ARCHITECT
BEYHAN TROCK
6001 AVON DR
BETHESDA, MD 20814 (301) 571-1966

TYPE OF PERMIT : **DPIE RGU**
 WORK DESCRIPTION : **ADDITION: demolition to existing kitchen; new 2'8" W x 6' L x 11' H addition ; new 14' W x 22' L x 12' H second story addition**
 EXISTING USE : **SFD**
 USE (DER PROPOSED) : **SFD**
 SUBDIVISION : **UNIVERSITY PARK**

OWNERSHIP :	HEIGHT FT :	11	ELECTRICITY :	
LIBER : 42046	WIDTH FT :	3	CENTRAL A/C :	
FOLIO : 293	DEPTH FT :	6	ELEVATOR :	
ED/ACCT NO. : 19 / 2128619	NO STORIES :		ESCALATOR :	
LOT :	DWELL UNTS :		BASEMENT :	
BLOCK : 24	PARKING SP :		BOILER NUMBER :	
TAX MAP : 042	LIVE LOAD :		CBCA :	N
SCD :	USE GROUP :	R-3	HISTORICAL :	N
SPEC EXCEPT :	TYPE CONST :	3A	SIGN NUMBER :	

Conditions

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

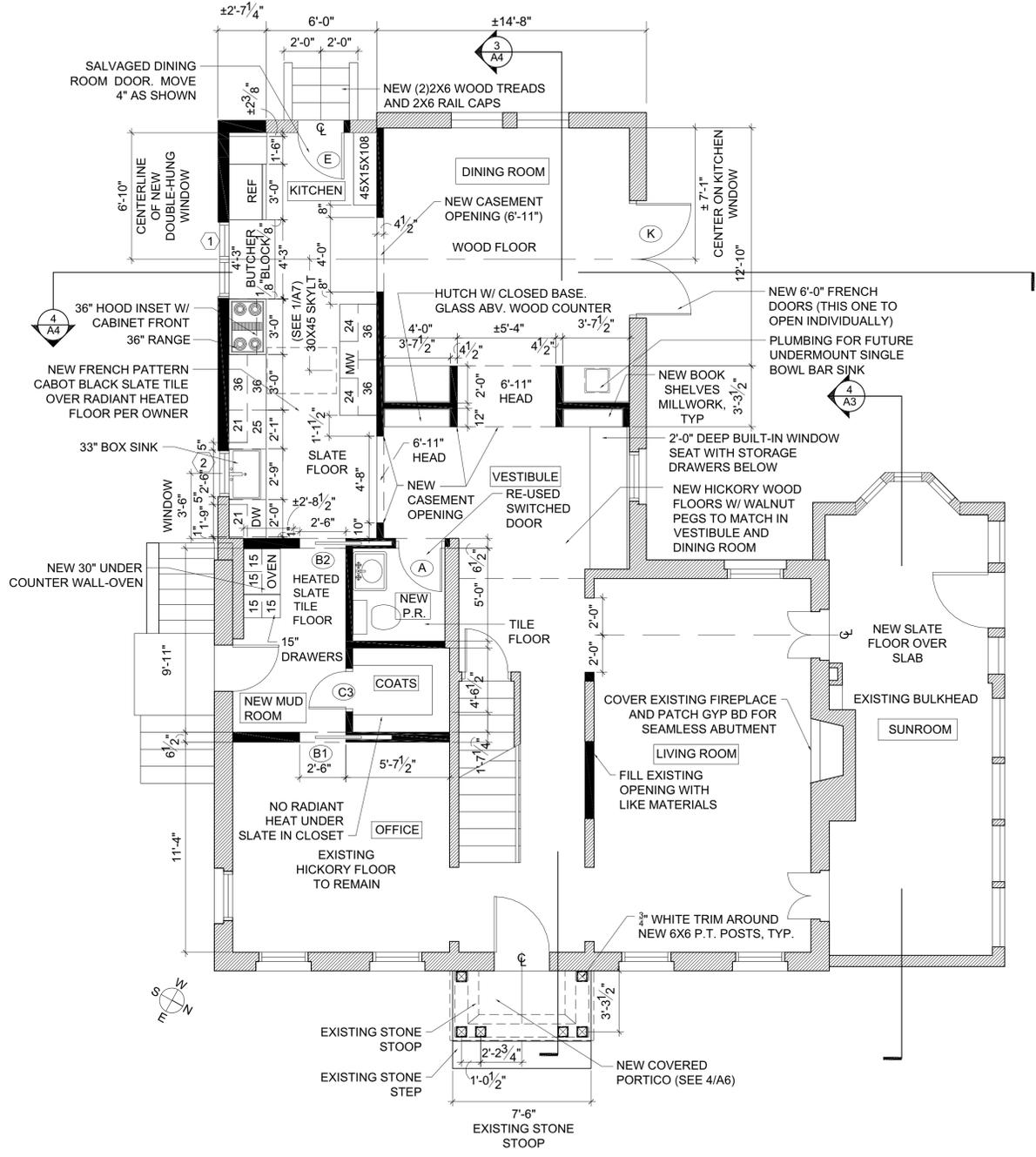
Melinda Bolling

INSPECTION AREA :		INSPECTION APPROVALS				
BUILDING INSPECTOR	HEALTH	ELECTRICAL	PLUMBING	FIRE MARSHALL		
APPROVED :						

From: noreply@co.pg.md.us
Subject: Payment Receipt: DPIE Permits, Inspections and Enforcement
Date: April 13, 2020 at 3:13:39 PM EDT
To: callecone@gmail.com
Reply-To: donotreply@velocitypayment.com

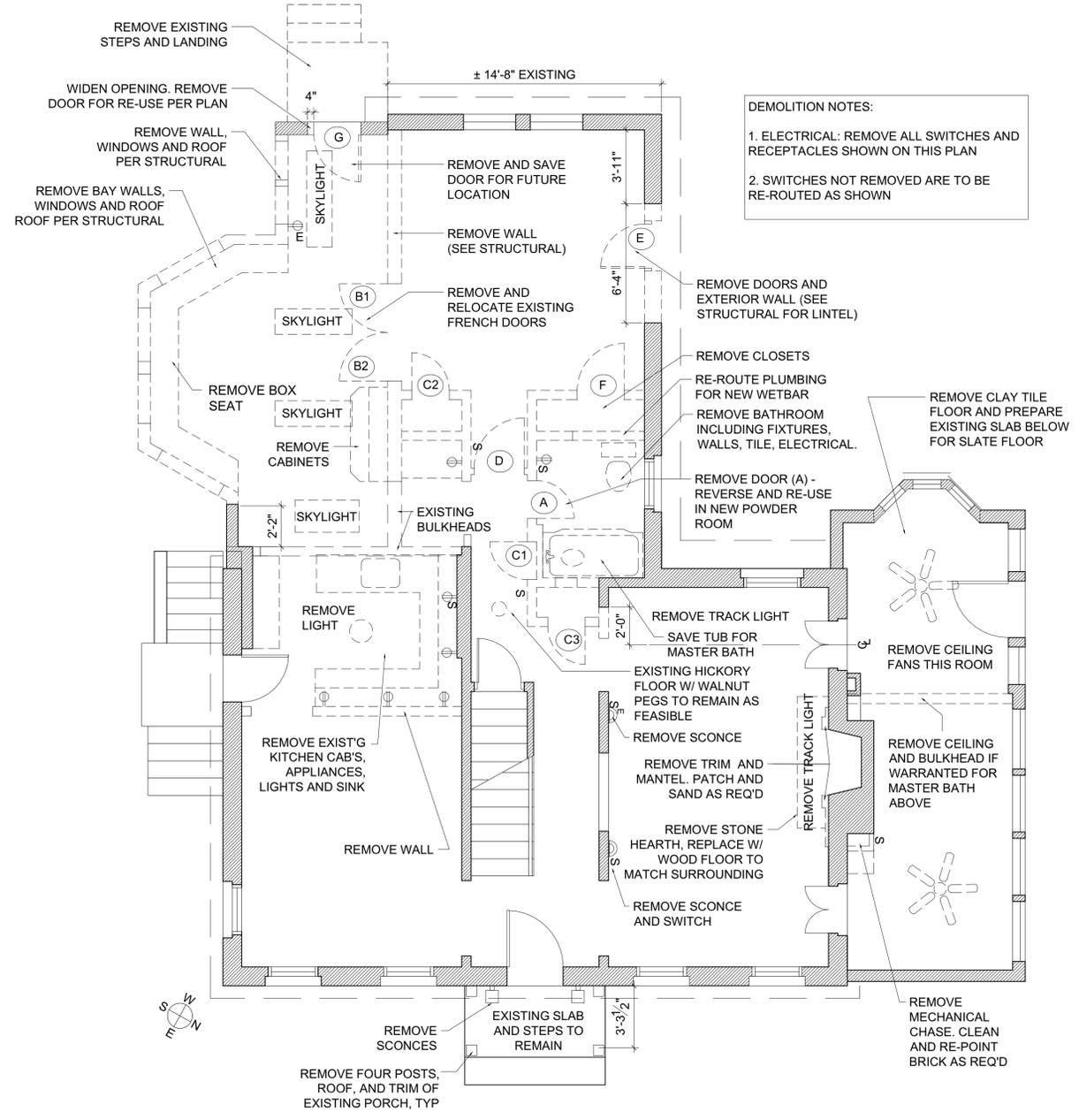
Successful Payment Receipt

Please print this receipt for your records
Remittance ID: 4vqvoabcnyi1y3o5mrbzozgk
Received: April 13, 2020 03:13PM EDT
Permit Number: 11760-2020-00/DPIE RGU
Telephone 859-619-5895
Number:
Amount: \$2,902.20
Service Fee: \$1.49
Service Fee Type: Dual Transaction
Total Amount: \$2,903.69
Transaction Type: Debit
Paid By: Check
Check Information: Personal
Account Type: Checking
Account No. *****4467
RTN: *****0108
Name on Account: Calle Roubic Cone
Billing information: Address Line 1: 4309 Woodberry St
Country: United States
City: University Park
State: Maryland
ZIP Code: 20782



FIRST FLOOR PLAN

SCALE: 1/4" = 1'-0"



DEMOLITION NOTES:
1. ELECTRICAL: REMOVE ALL SWITCHES AND RECEPTACLES SHOWN ON THIS PLAN
2. SWITCHES NOT REMOVED ARE TO BE RE-ROUTED AS SHOWN

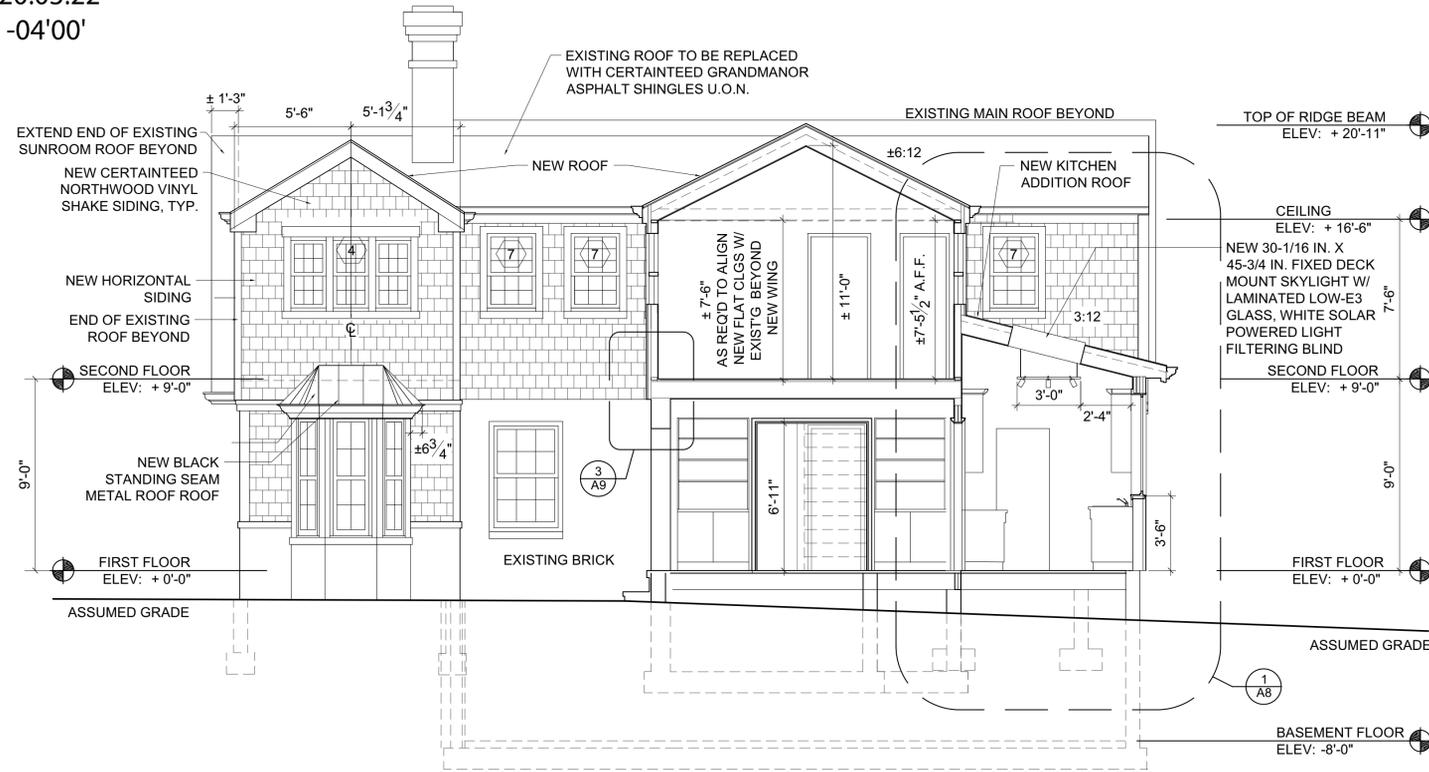
FIRST FLOOR DEMOLITION PLAN

SCALE: 1/4" = 1'-0"



Beyhan Trock.
LEED AP

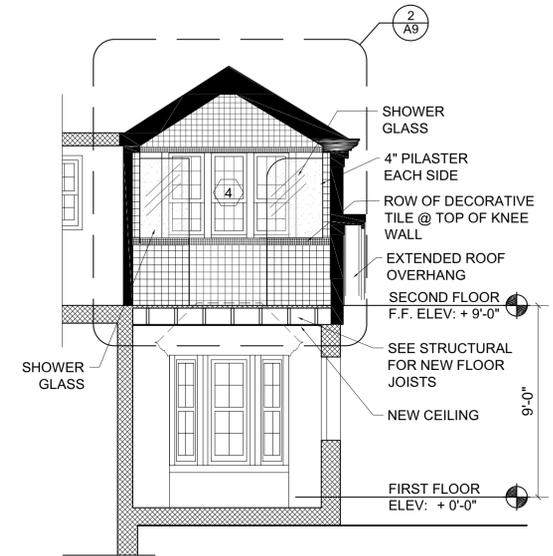
Digitally signed
 by Beyhan Trock, LEED AP
 Date: 2020.03.22
 20:20:11 -04'00'



BUILDING SECTION

SCALE: 1/4" = 1'-0"

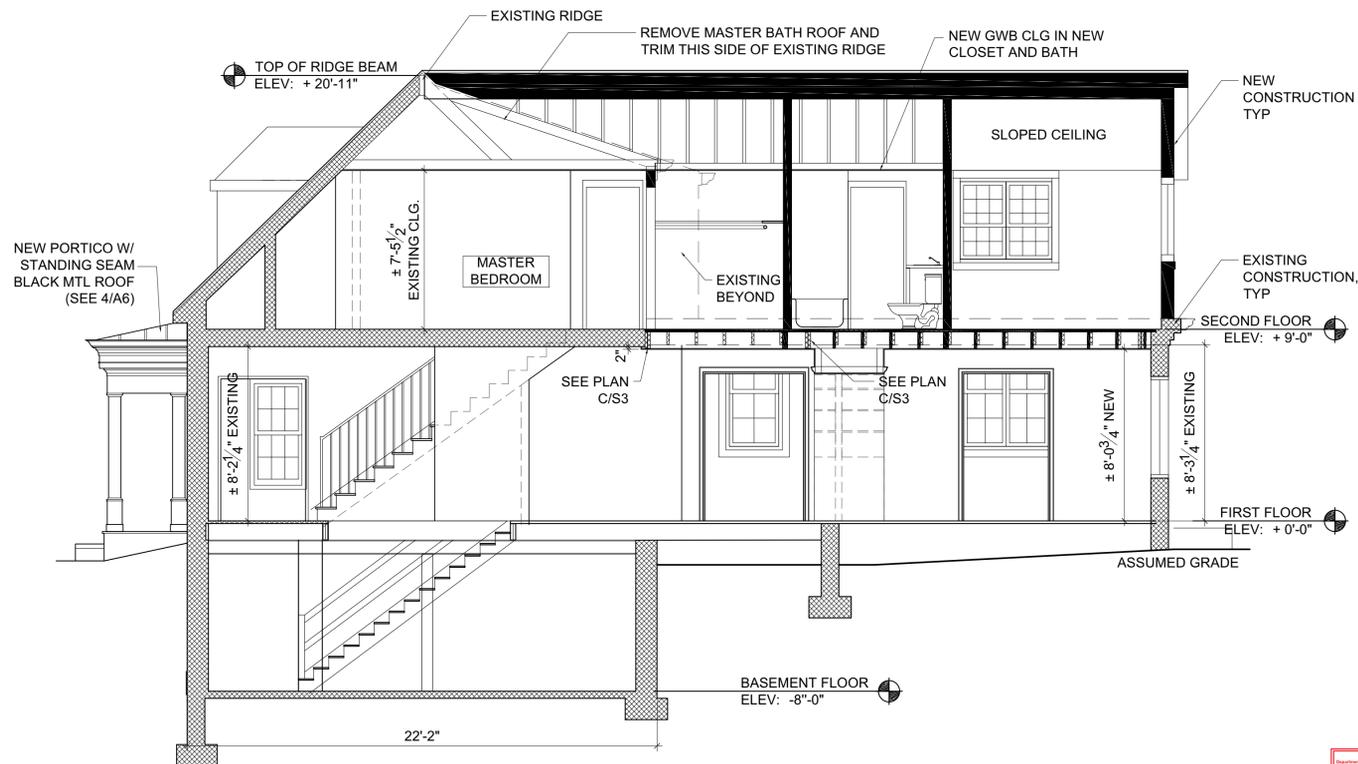
4



M. BATH SECTION

SCALE: 1/4" = 1'-0"

2



BUILDING SECTION

SCALE: 1/4" = 1'-0"

3



BUILDING SECTION

SCALE: 1/4" = 1'-0"

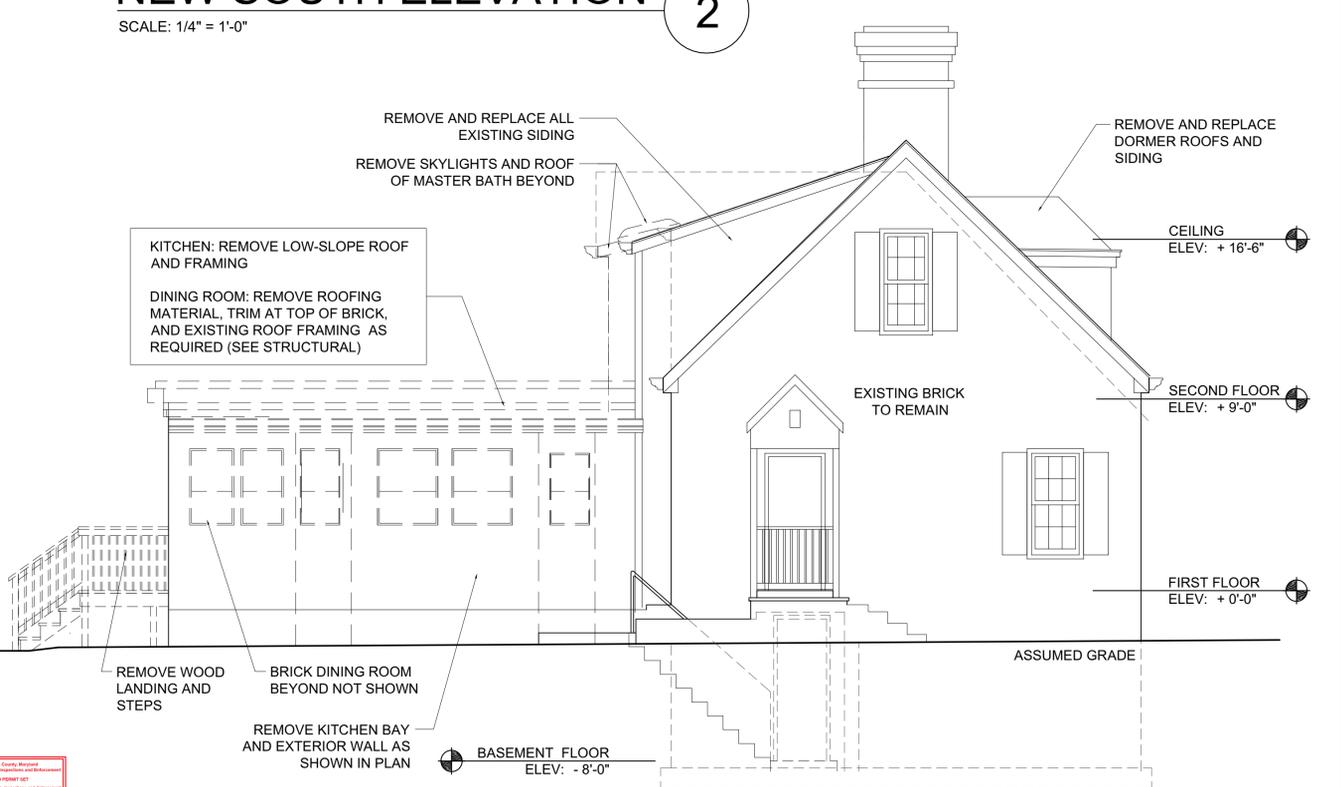
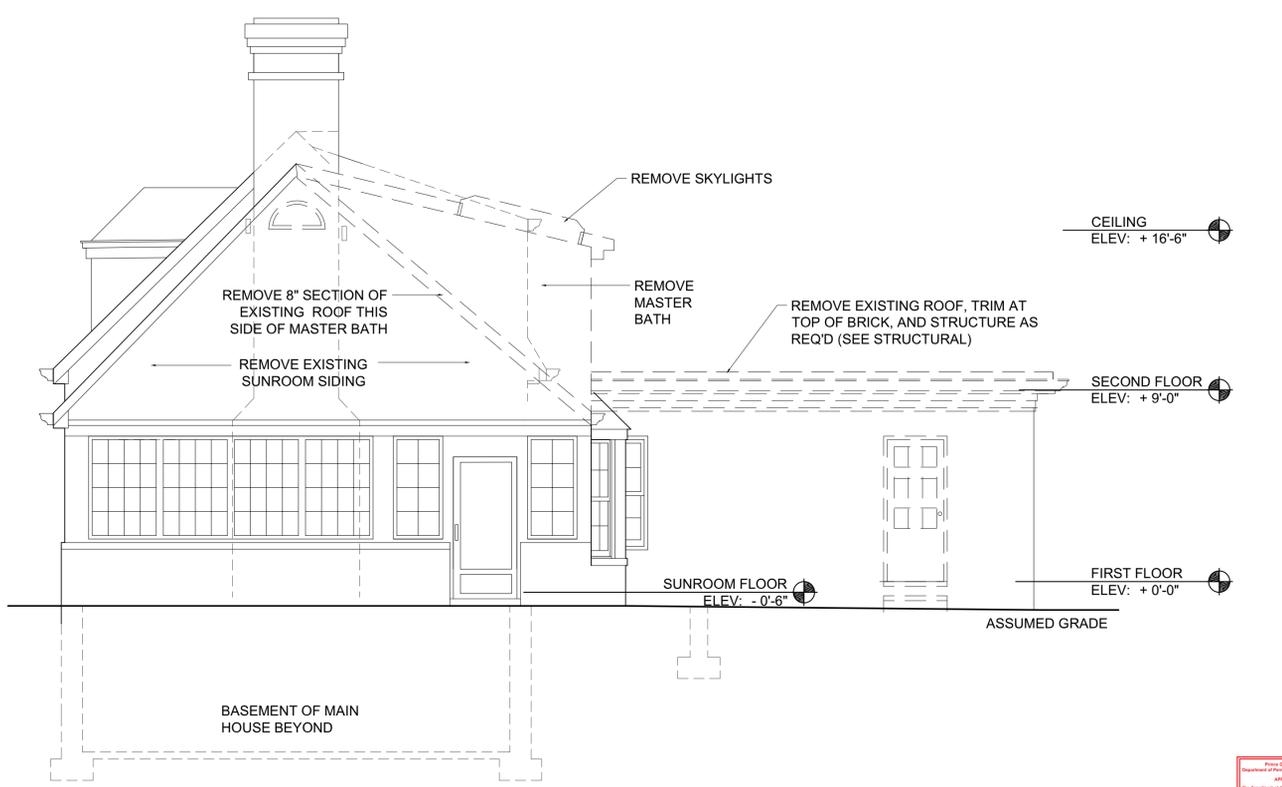
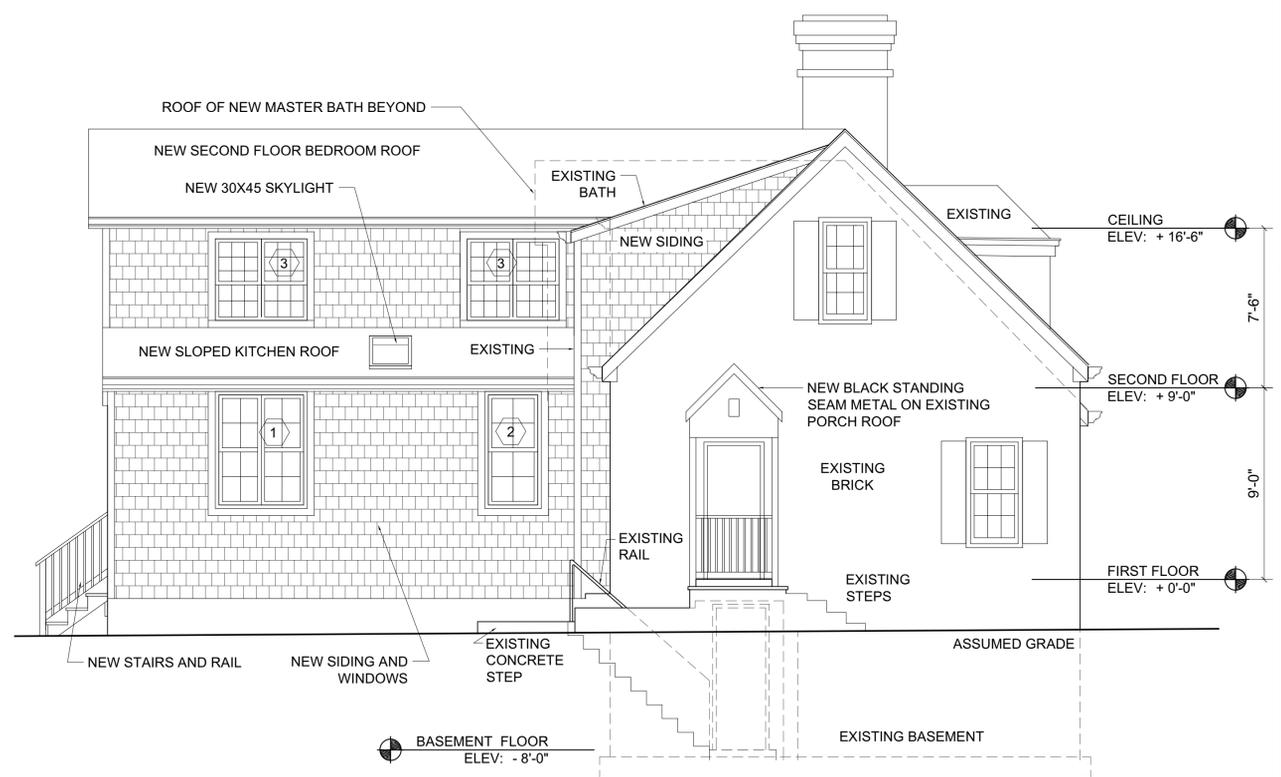
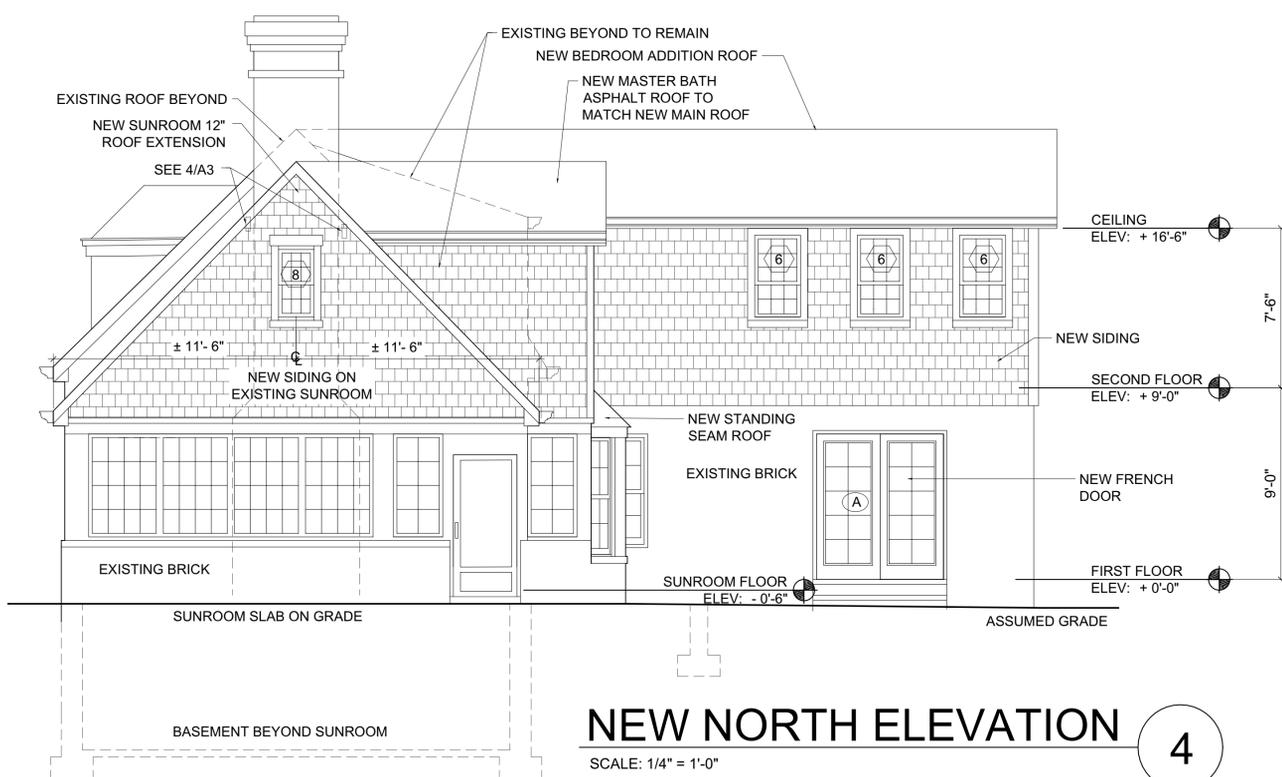
1



PROFESSIONAL CERTIFICATION
 I CERTIFY THAT THESE DOCUMENTS
 WERE PREPARED OR APPROVED BY
 ME, AND THAT I AM A DULY LICENSED
 ARCHITECT UNDER THE LAWS OF THE
 STATE OF MARYLAND, LICENSE
 NUMBER 17163, EXP. DATE 03/22/2020



PROFESSIONAL CERTIFICATION
 I CERTIFY THAT THESE DOCUMENTS
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 ME, AND THAT I AM A DULY LICENSED
 ARCHITECT UNDER THE LAWS OF THE
 STATE OF MARYLAND, LICENSE
 NUMBER 7268, EXP. DATE 09/30/2020

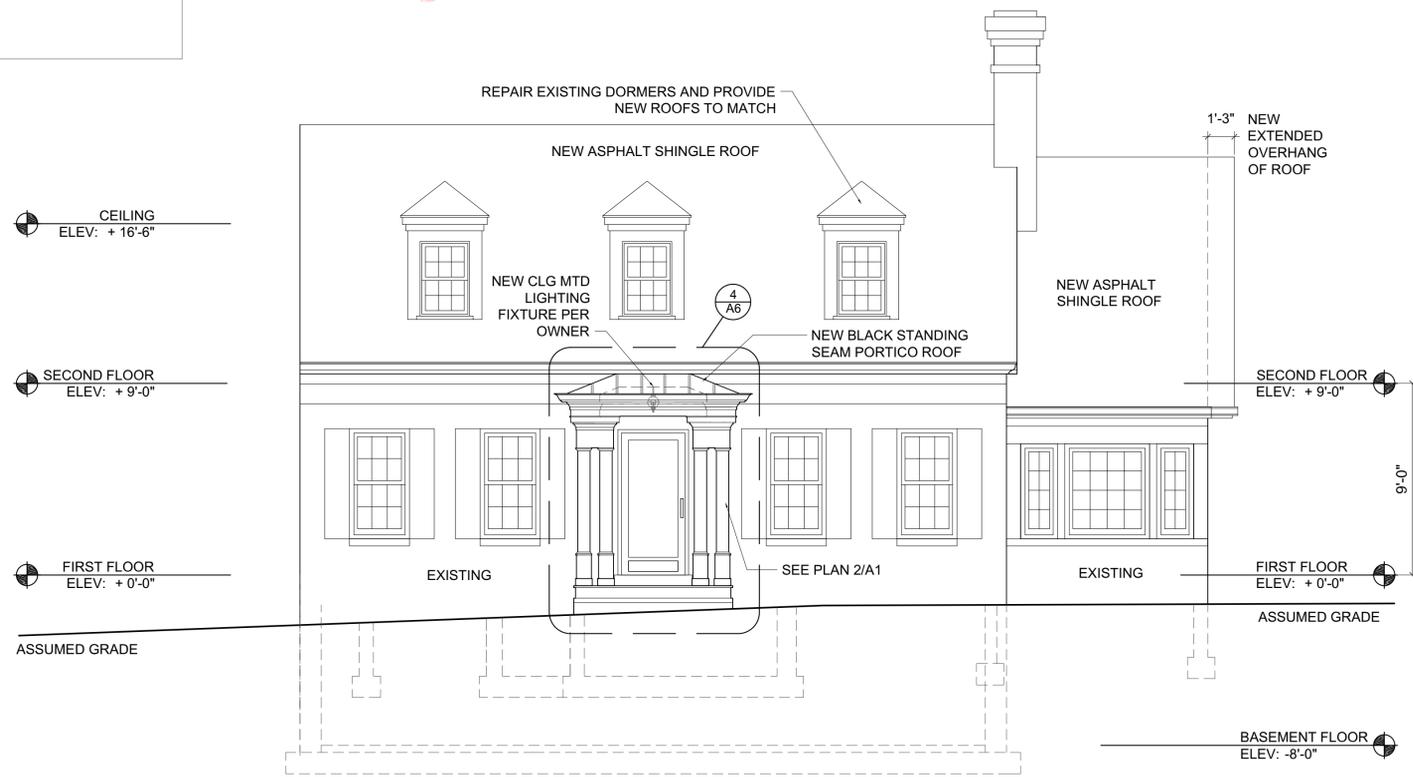


NEW NORTH ELEVATION DEMO 3
 SCALE: 1/4" = 1'-0"

SOUTH ELEVATION DEMOLITION 1
 SCALE: 1/4" = 1'-0"



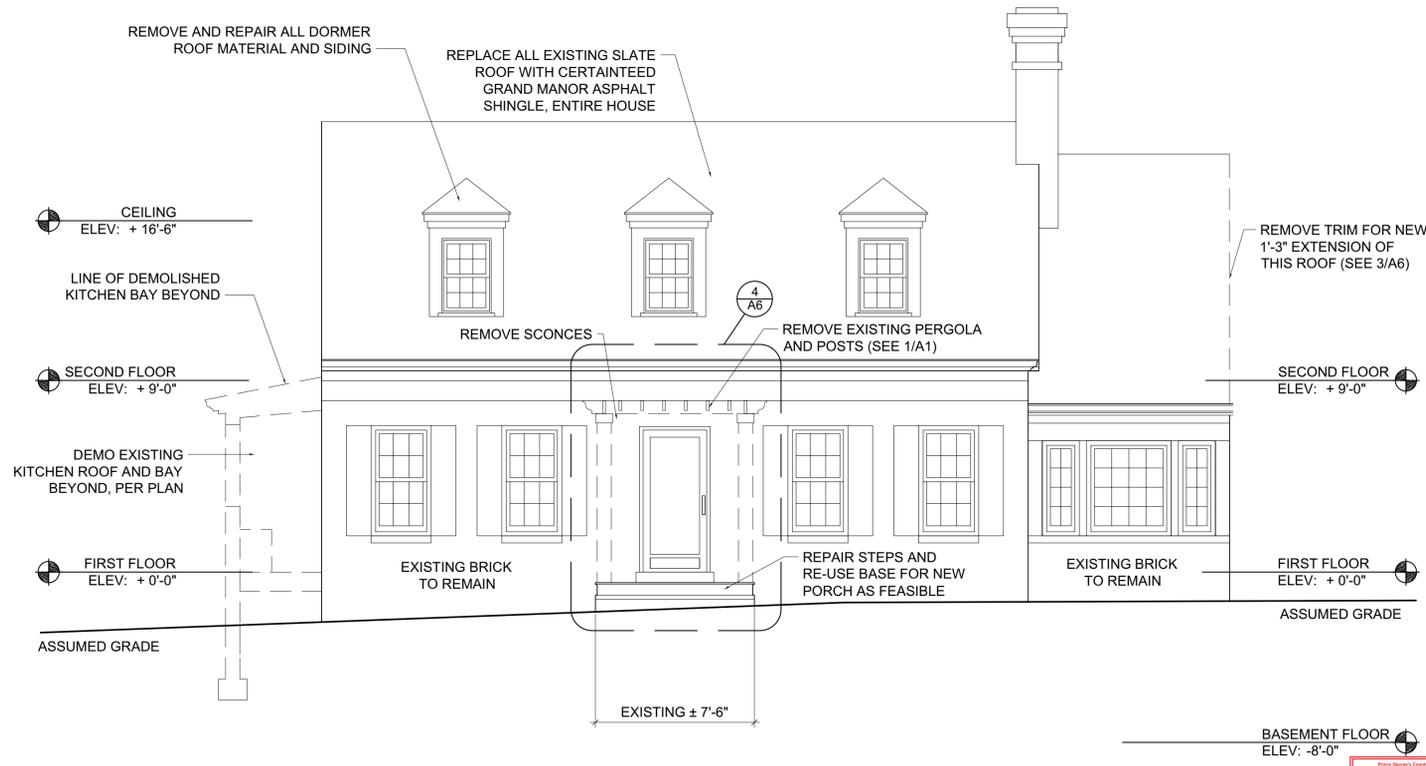
Beyhan Trock LEED AP
 Digitally signed by Beyhan Trock, LEED AP
 Date: 2020.03.22 20:23:31 -04'00'



EAST ELEVATION ENTRANCE

SCALE: 1/4" = 1'-0"

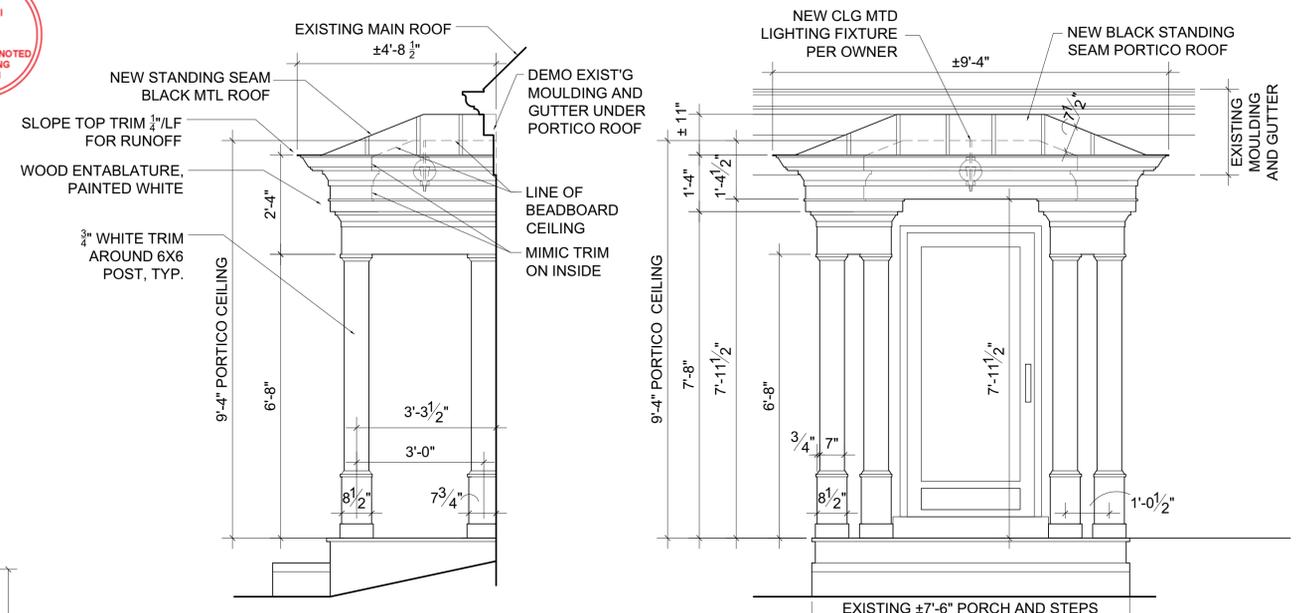
3



EAST ELEVATION DEMOLITION

SCALE: 1/4" = 1'-0"

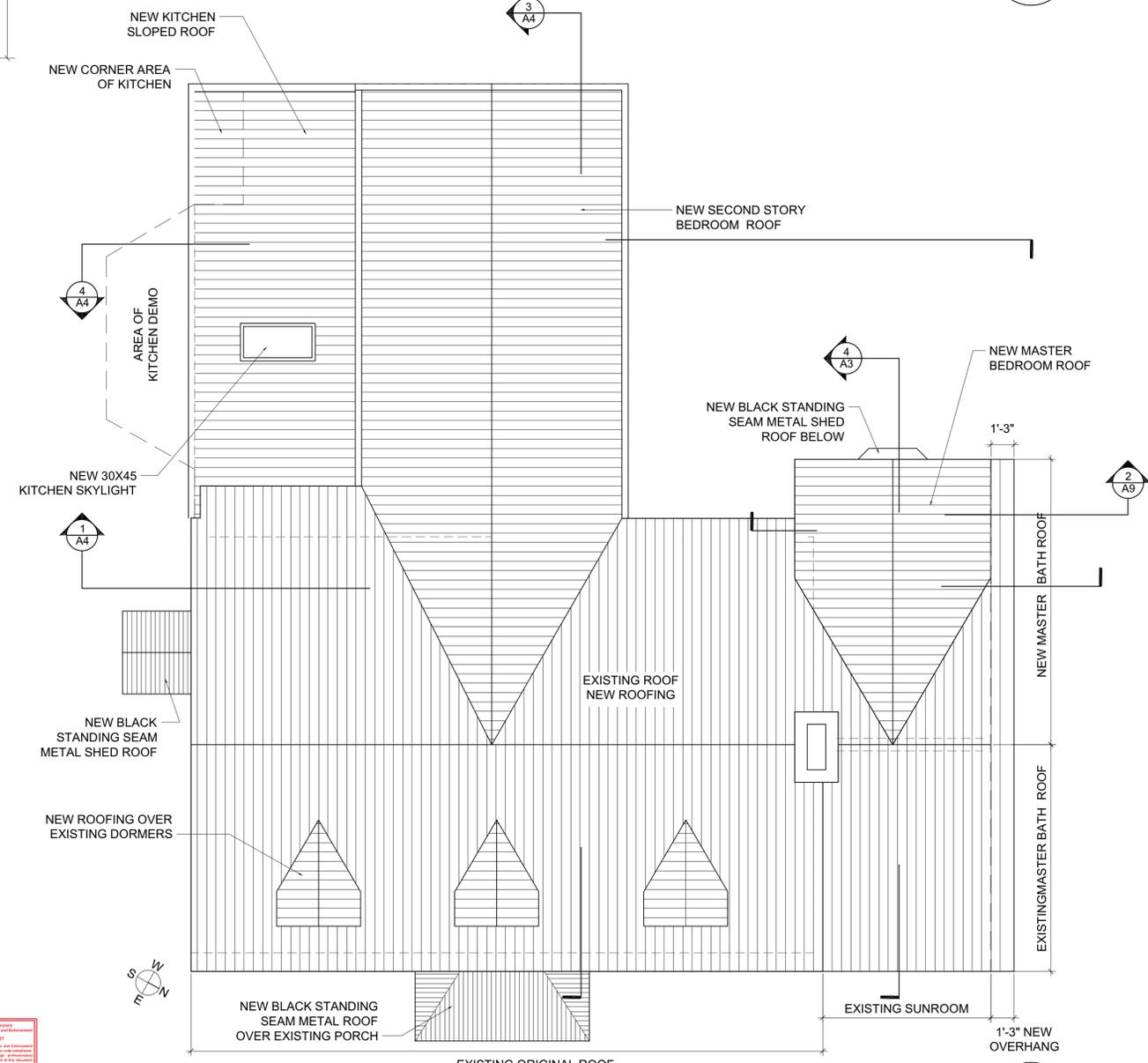
2



PORTICO DETAILS

SCALE: 1/2" = 1'-0"

4



ROOF PLAN

SCALE: 1/4" = 1'-0"

1

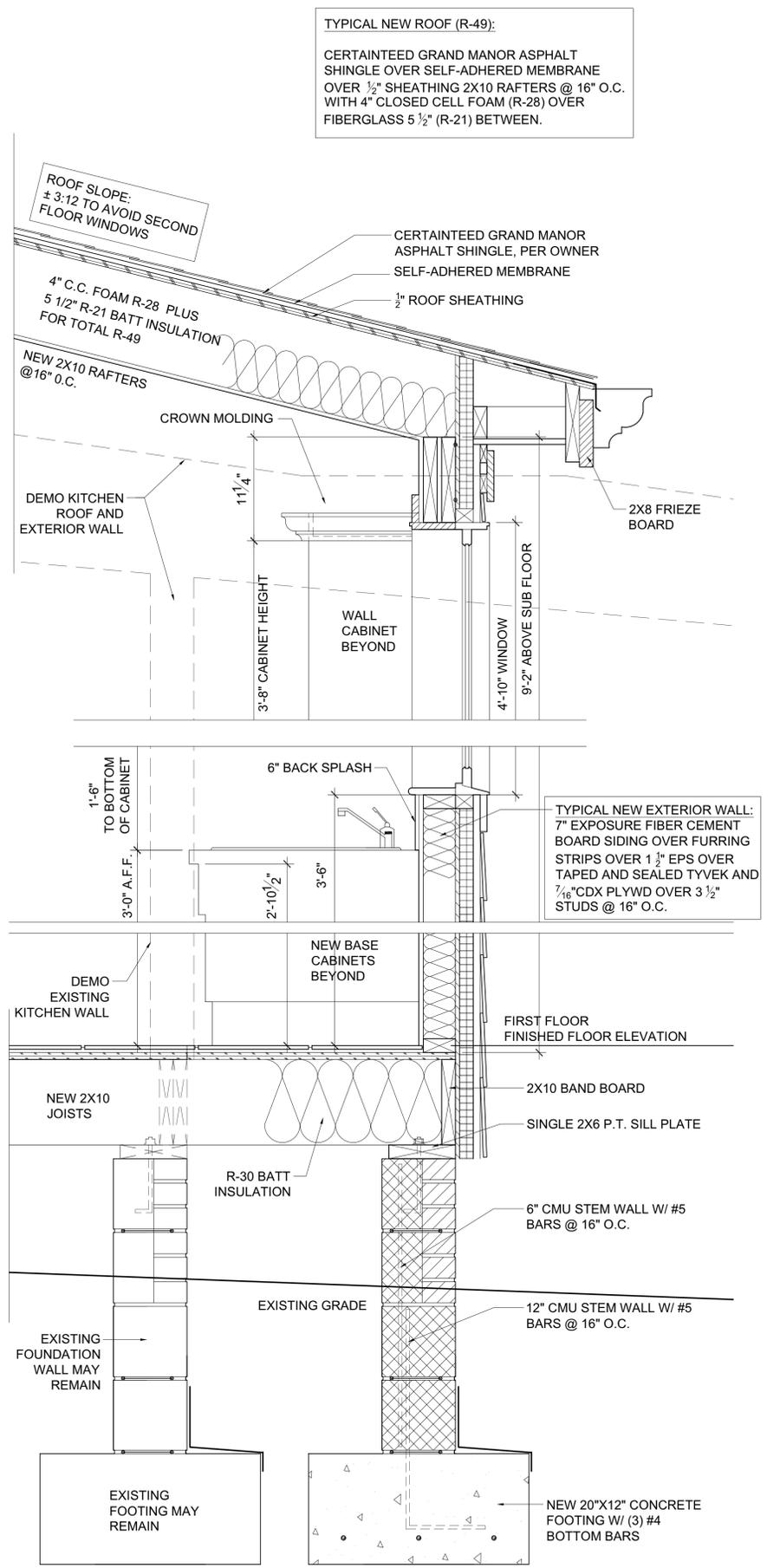
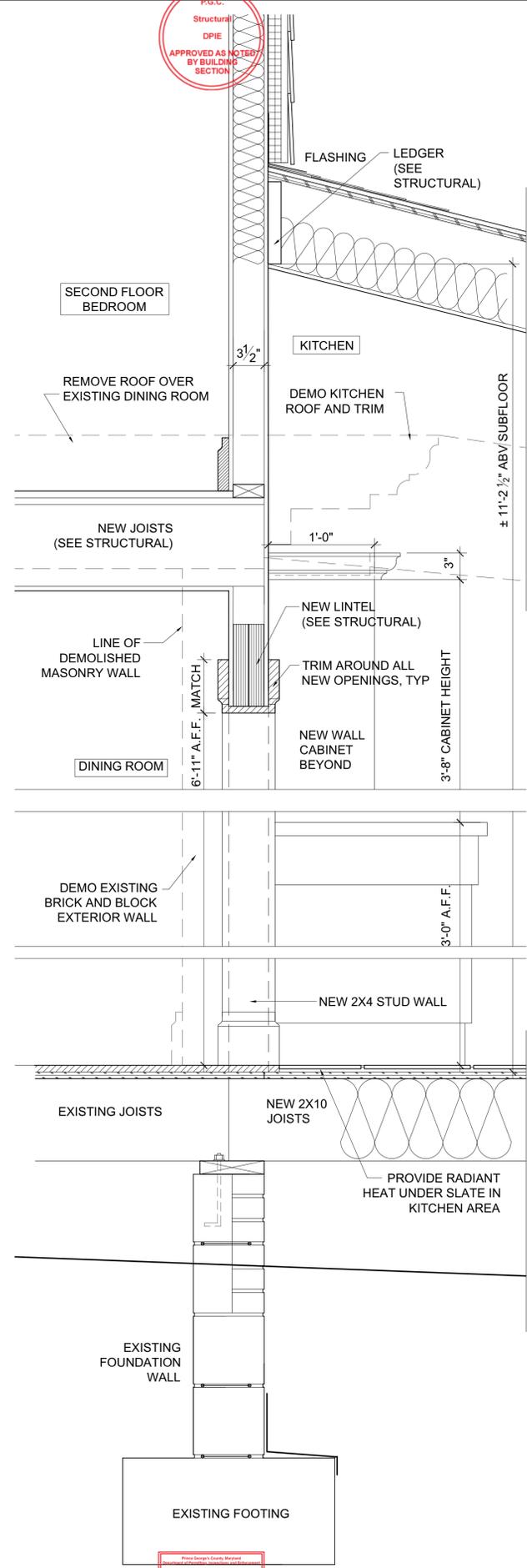


PROFESSIONAL CERTIFICATION
 I CERTIFY THAT THESE DOCUMENTS
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 ME, AND THAT I AM A DULY LICENSED
 ARCHITECT UNDER THE LAWS OF THE
 STATE OF MARYLAND, LICENSE
 NUMBER 226, EXP. DATE 09/30/2020

Beyhan
Trock. LEED
AP

Digitally signed by
Beyhan Trock. LEED
AP
Date: 2020.03.22
20:26:59 -04'00'

P.U.C.
Structural
DPIE
APPROVED AS NOTED
BY BUILDING
SECTION



SECTION - KITCHEN ADDITION

SCALE: 1-1/2" = 1'-0"

P.U.C.
Structural
DPIE
APPROVED AS NOTED
BY BUILDING
SECTION

TrockWorks
architectural services
6001 Avon Drive, Bethesda, MD 20814
301-571-1966
www.trockworks.com



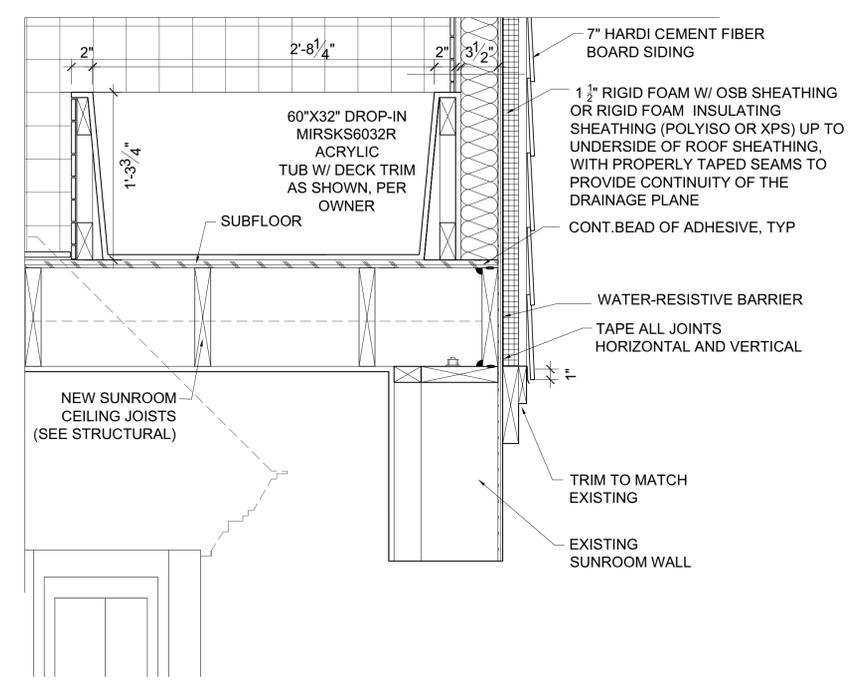
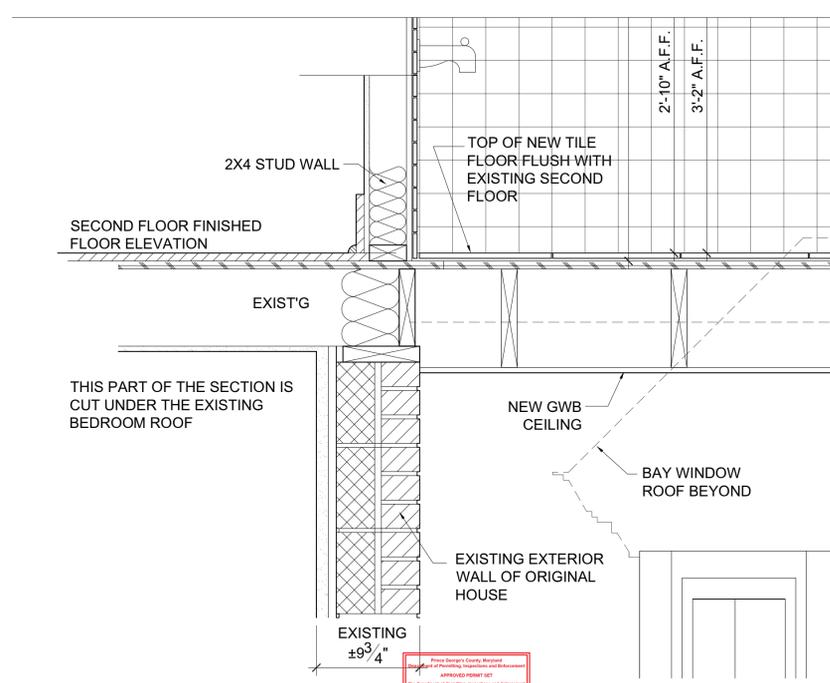
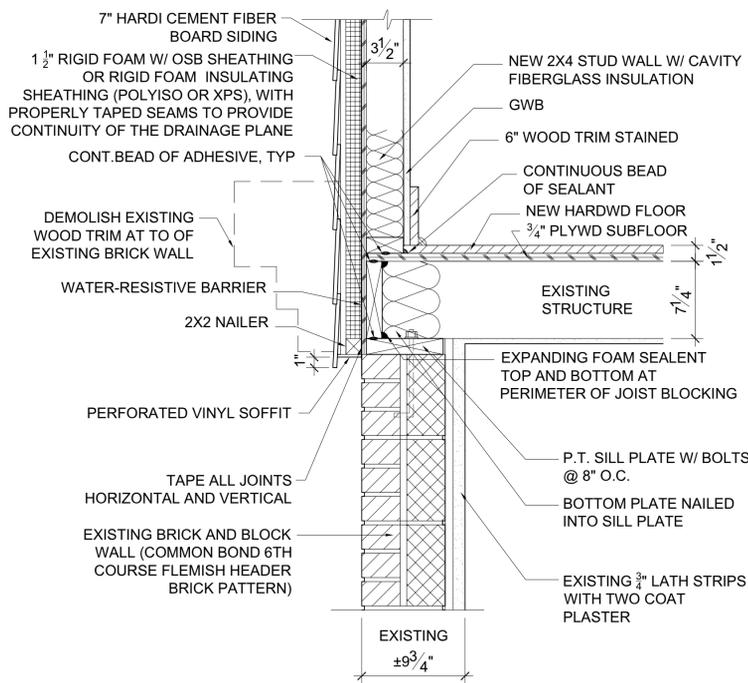
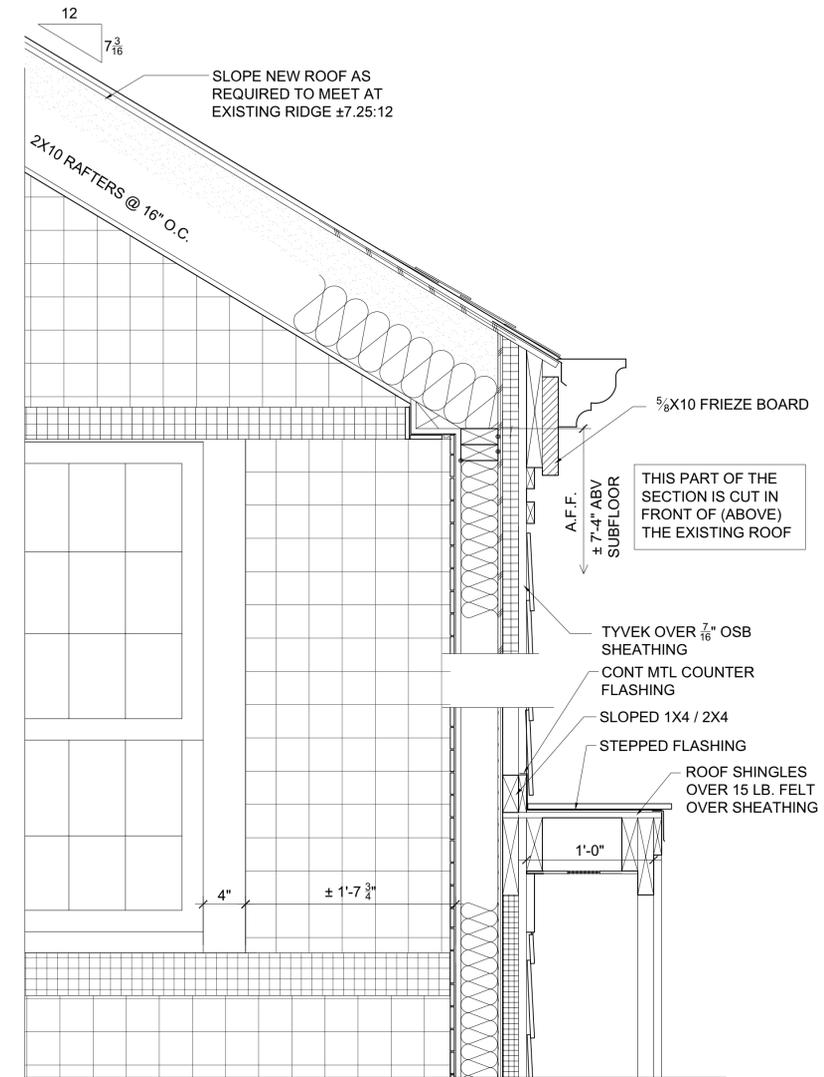
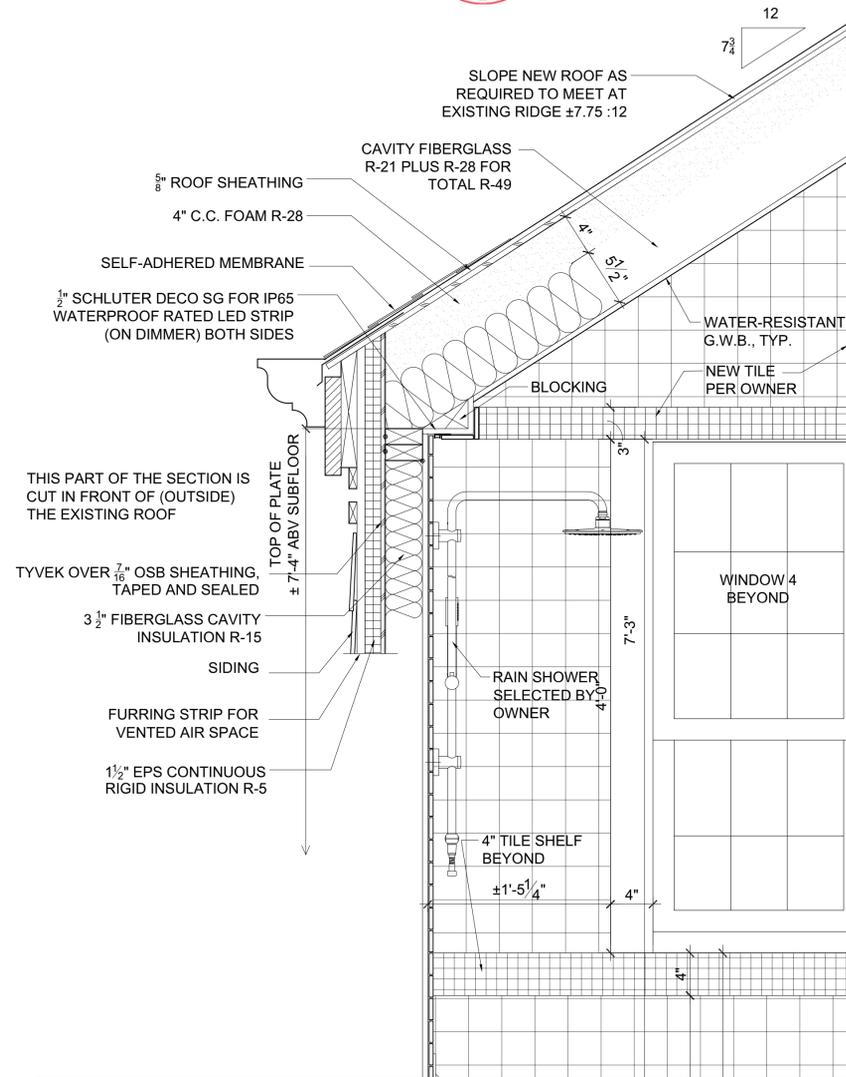
PROFESSIONAL CERTIFICATION
I CERTIFY THAT THESE DOCUMENTS
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ME AND THAT I AM A DULY LICENSED
ARCHITECT UNDER THE LAWS OF THE
STATE OF MARYLAND. LICENSE
NUMBER 7268, EXP. DATE 09/30/2020

SECTION - KITCHEN ADDITION
KITCHEN AND MASTER BATH REMODEL
4309 Woodberry Street, University Park, MD 20782

A8
03.18.2020
PERMIT SET



NOTE: RIDGE BEAM SLIGHTLY OFF-CENTER FROM BAY WINDOW BELOW



TYPICAL WALL SECTION

SCALE: 1-1/2" = 1'-0"

1

MASTER BATH WALL SECTION

SCALE: 1-1/2" = 1'-0"

2

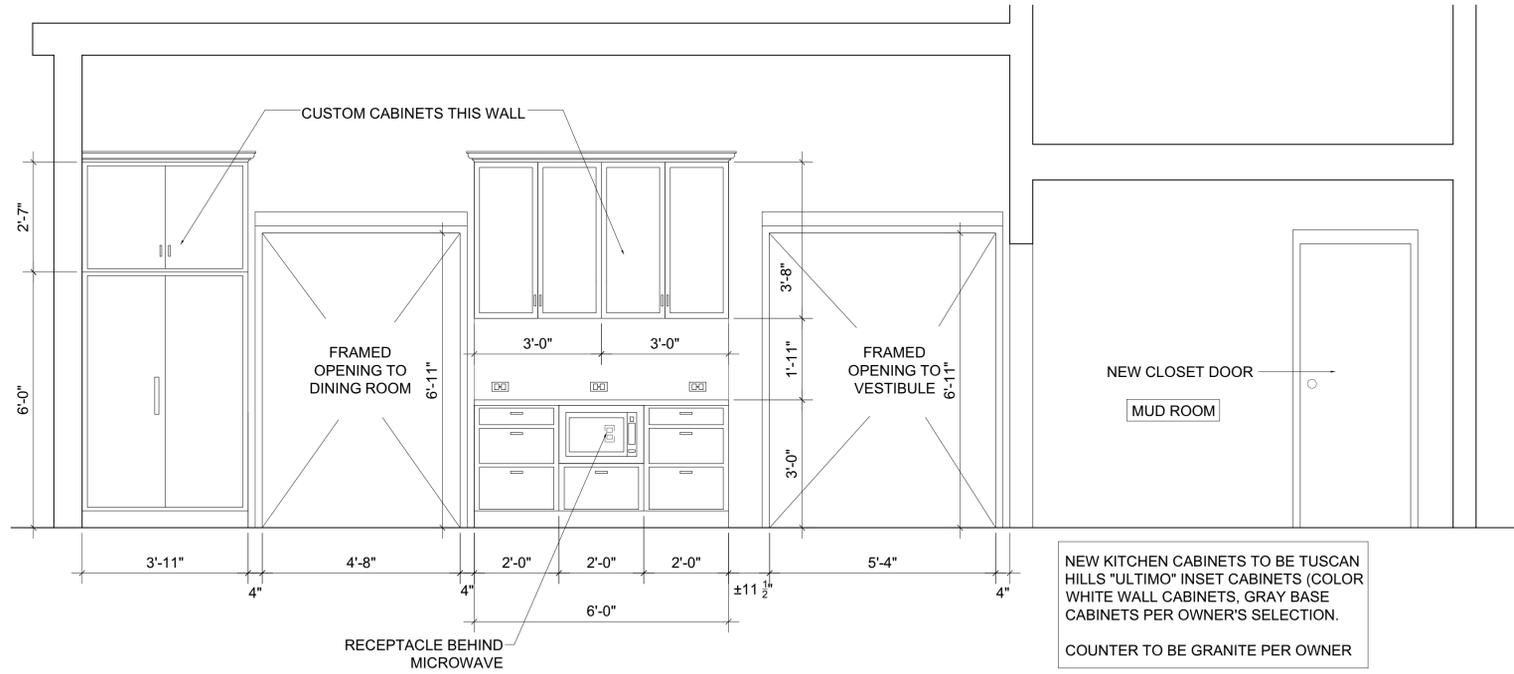
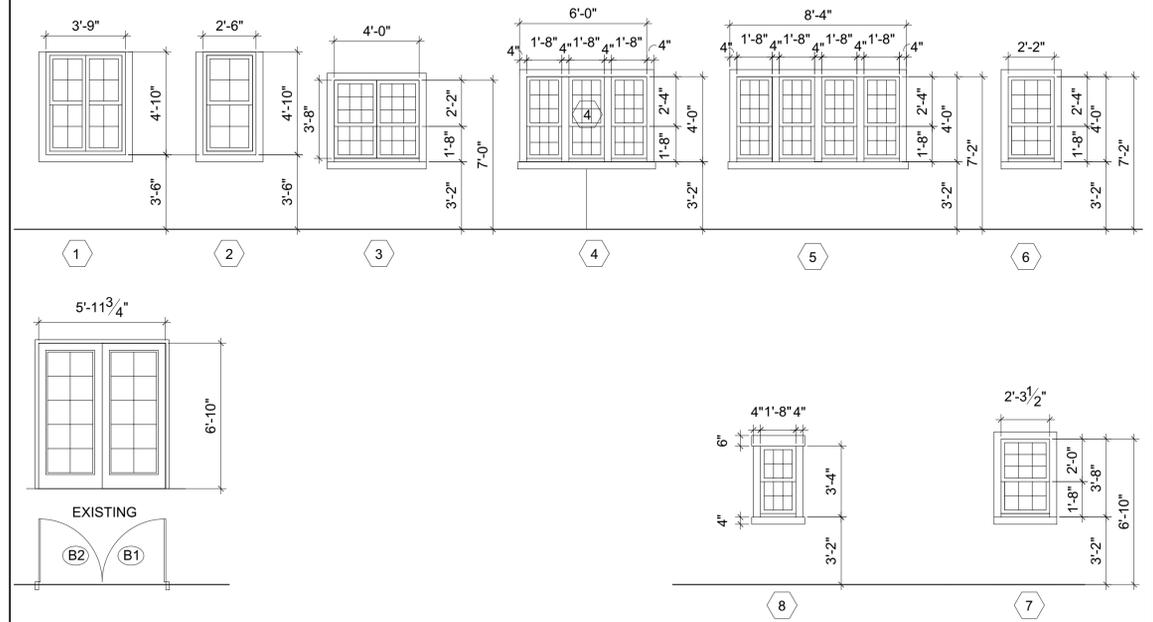


PROFESSIONAL CERTIFICATION
 I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MARYLAND. LICENSE NUMBER 7266, EXP. DATE 09/30/2020

Beyhan Trock LEED AP
 Digitally signed by Beyhan Trock. LEED AP
 Date: 2020.03.22 20:29:50 -04'00'



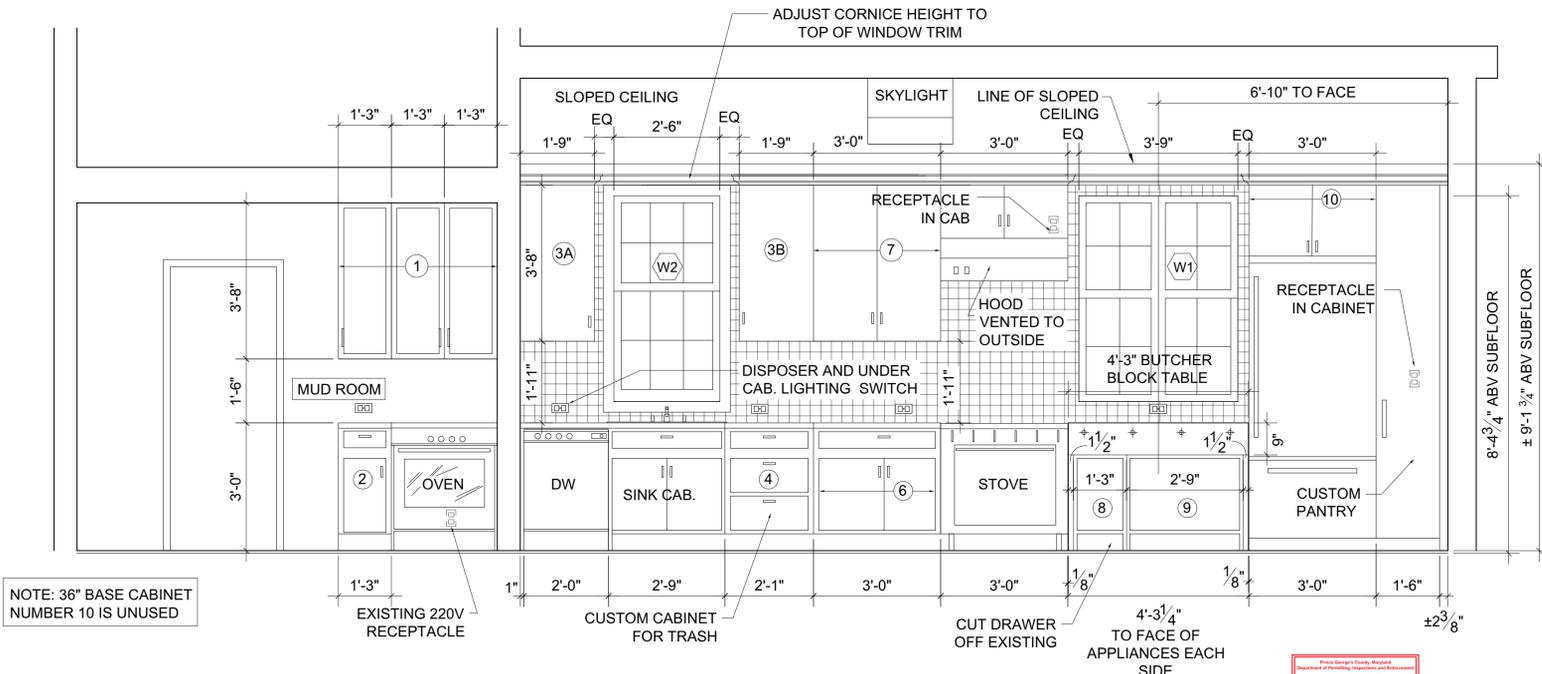
WINDOW/DOOR SCHEDULE



KITCHEN - INTERIOR NORTH ELEVATION

SCALE: 1/2" = 1'-0"

2



KITCHEN - INTERIOR SOUTH ELEVATION

SCALE: 1/2" = 1'-0"

1

TrockWorks architectural services
 6001 Avon Drive, Bethesda, MD 20814
 301-571-1966 www.trockworks.com

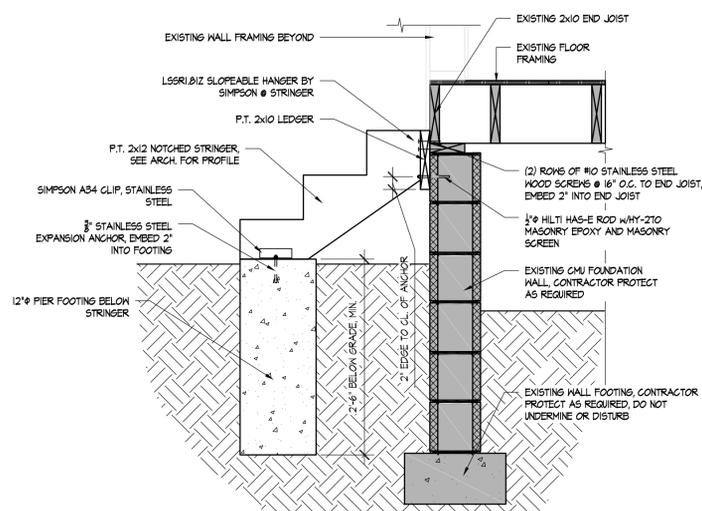


PROFESSIONAL CERTIFICATION
 I CERTIFY THAT THESE DOCUMENTS
 WERE PREPARED OR APPROVED BY
 ME, AND THAT I AM A DULY LICENSED
 ARCHITECT UNDER THE LAWS OF THE
 STATE OF MARYLAND, LICENSE
 NUMBER 17183, EXP. DATE 09/30/2020

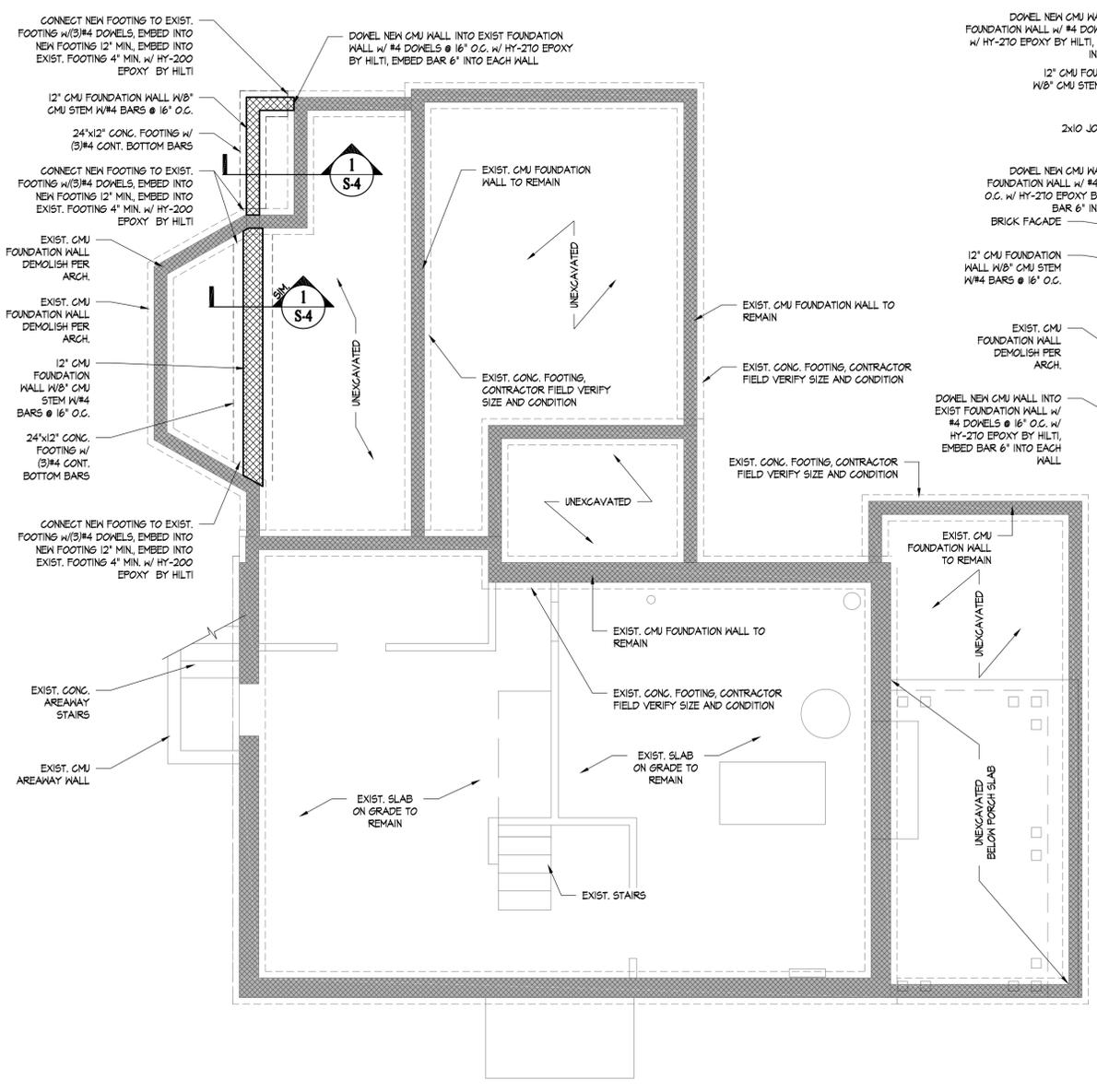
KITCHEN INTERIOR ELEVATIONS + WINDOW/DOOR SCHEDULE
 KITCHEN AND MASTER BATH REMODEL
 4309 Woodberry Street, University Park, MD 20782

A10

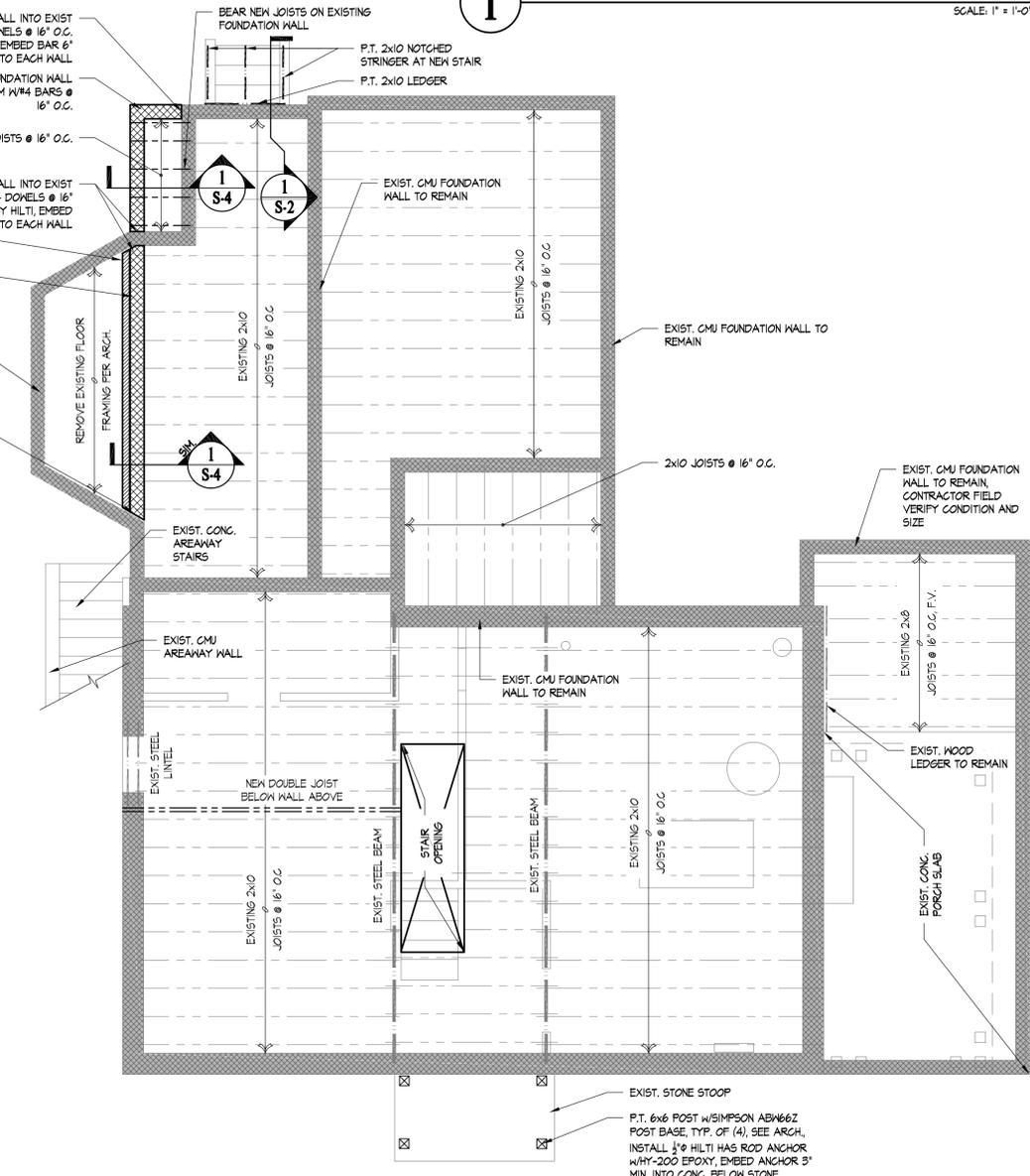
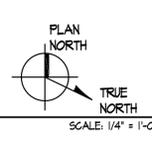
03.18.2020
 PERMIT SET



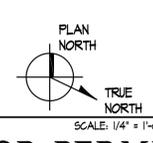
1 SECTION THRU NEW STAIR SCALE: 1" = 1'-0"



A EXISTING FOUNDATION FRAMING PLAN SCALE: 1/4" = 1'-0"



B PROPOSED FIRST FLOOR FRAMING PLAN SCALE: 1/4" = 1'-0"



FOR PERMIT

RESIDENCE AT
4309 Woodberry Street
University Park, MD 20782

OWNER
Ms. Calie Cone
4309 Woodberry Street
University Park, MD 20782

RESOLUTIONS
Consulting Engineers
RESIDENTIAL
ENGINEERING
SOLUTIONS
1001 Spring Street, Suite 227
Silver Spring, MD 20910
301.587.1777
Team@RESOLUTIONSDC.com

STRUCTURAL DESIGN DOCUMENTS
FOUNDATION AND FIRST FLOOR FRAMING PLANS

DATE: 20 March 2020
REVIEW BY: CJA
DRAWN BY: CJA

REVISIONS

Date	Description
11/22/2019	Coord. Set 2
3/20/2020	Permit Set

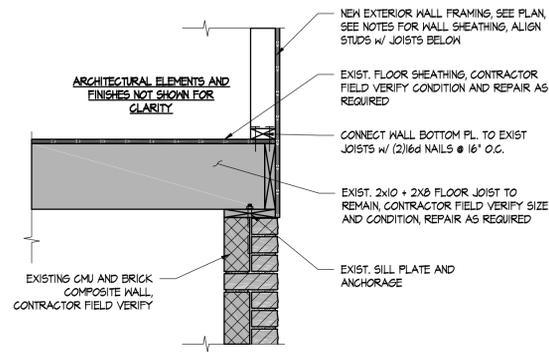
SHEET NO. **S-2**
PROJECT NO. 219D126

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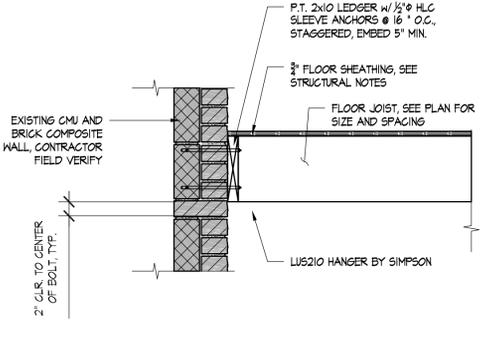


Professional Certification
I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional engineer under the laws of the State of Maryland.
License No.: 38357
Expiration Date: 01-06-2022

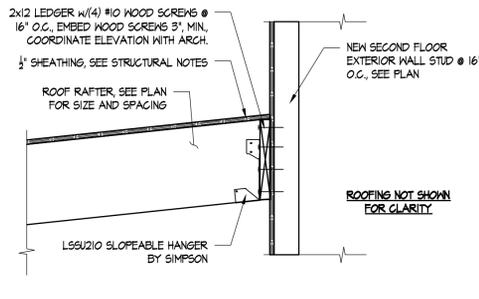




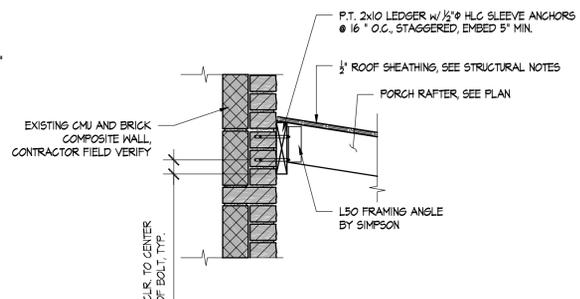
1 SECTION THRU FLOOR LEDGER AT MASTER BATH
SCALE: 1" = 1'-0"



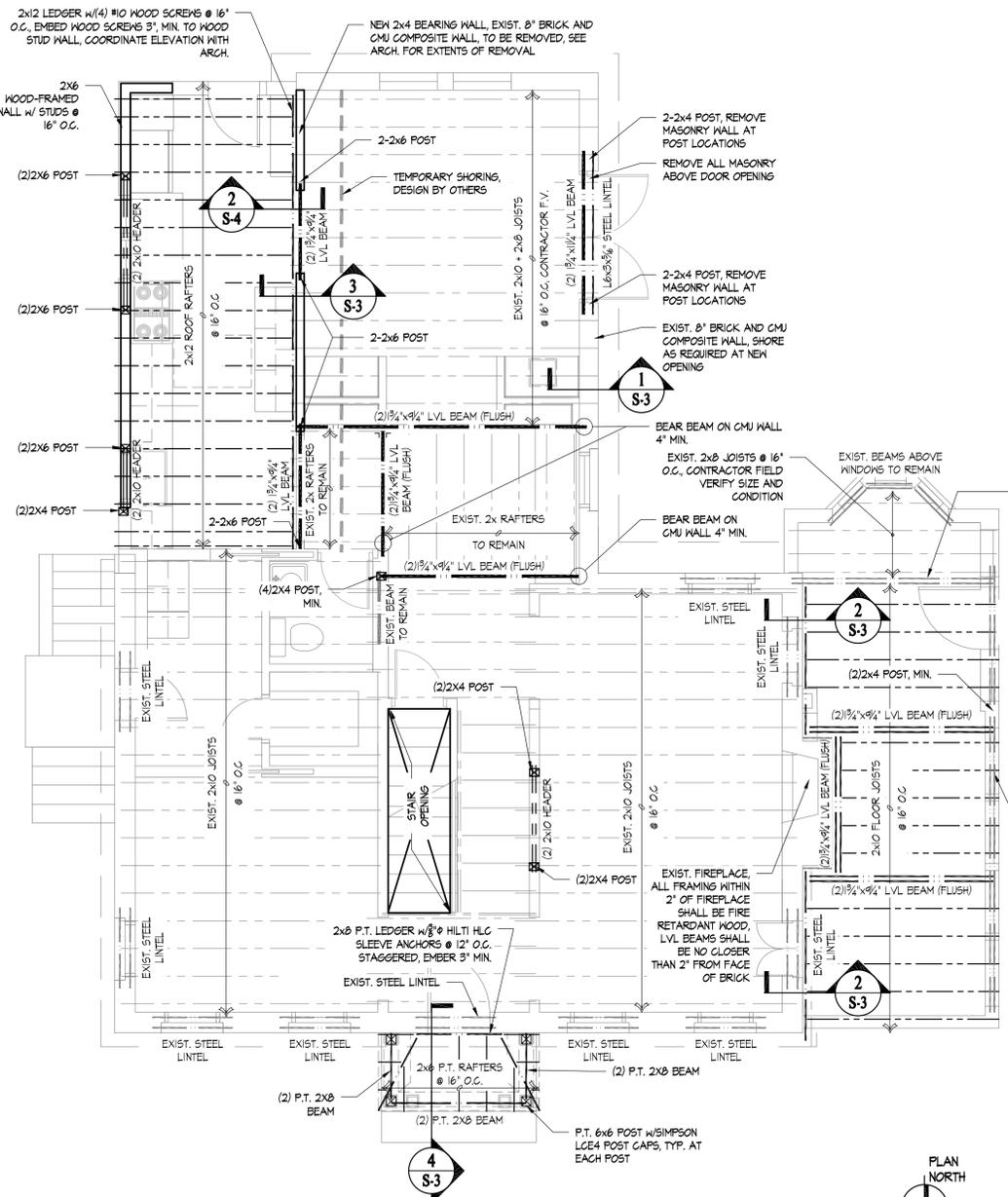
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SCALE: 1" = 1'-0"



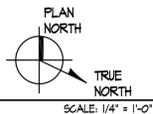
3 SECTION THRU LEDGER AT STUD WALL
SCALE: 1" = 1'-0"



4 SECTION THRU LEDGER AT PORCH ROOF AND MASONRY WALL
SCALE: 1" = 1'-0"

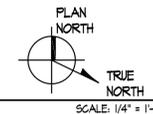
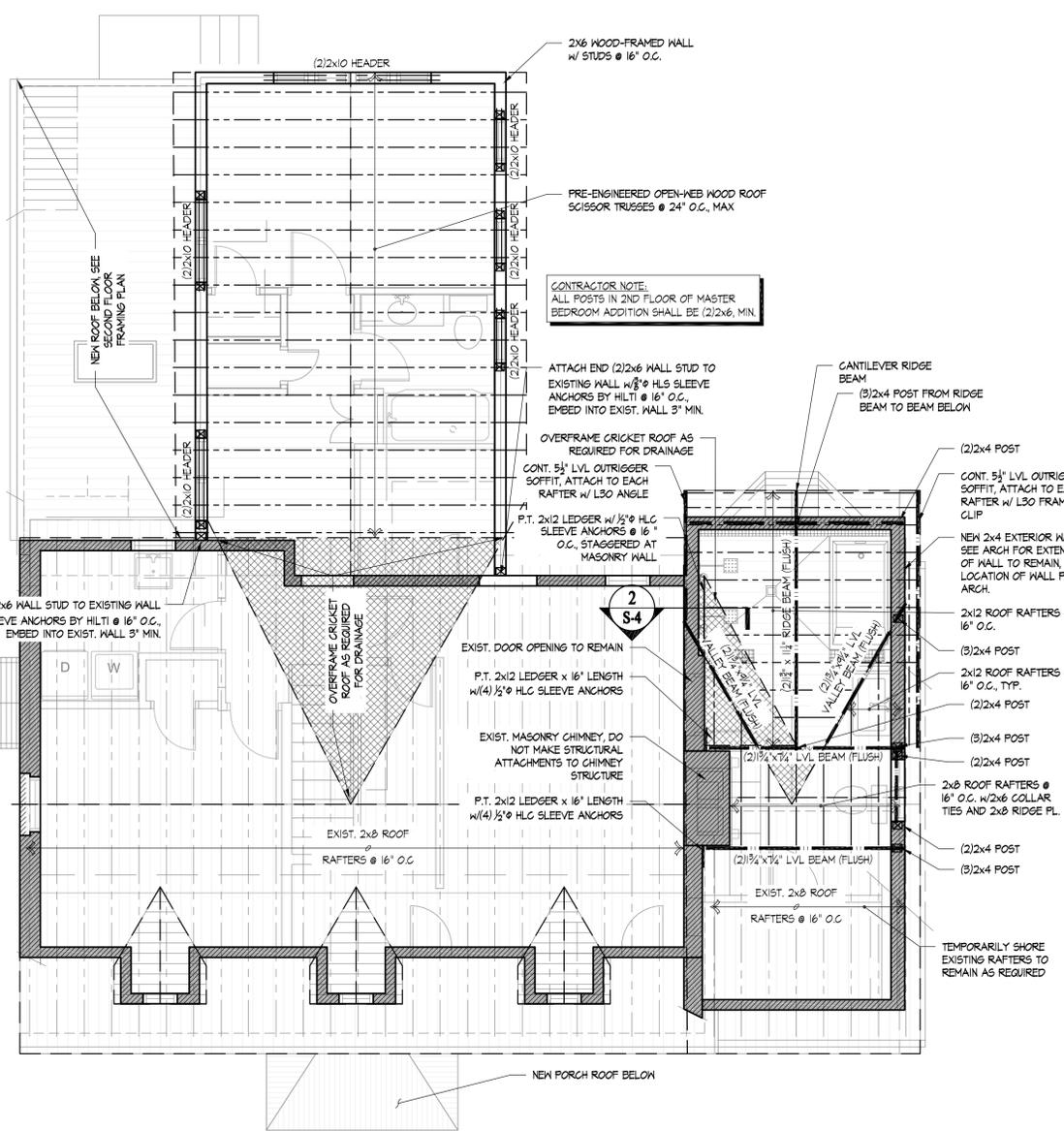


C PROPOSED SECOND FLOOR FRAMING PLAN
SCALE: 1/4" = 1'-0"



SCALE: 1/4" = 1'-0"

D PROPOSED ROOF FRAMING PLAN
SCALE: 1/4" = 1'-0"



SCALE: 1/4" = 1'-0"

FOR PERMIT

RESIDENCE AT
4309 Woodberry Street
University Park, MD 20782

OWNER
Ms. Calie Cone
4309 Woodberry Street
University Park, MD 20782

RESOLUTIONS
Consulting Engineers
RESIDENTIAL ENGINEERING SOLUTIONS
1001 Spring Street, Suite 227
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301.587.1777
Team@RESOLUTIONSDC.com

STRUCTURAL DESIGN DOCUMENTS
SECOND FLOOR AND ROOF FRAMING PLANS

DATE: 20 March 2020
REVIEW BY: CJA
DRAWN BY: CJA

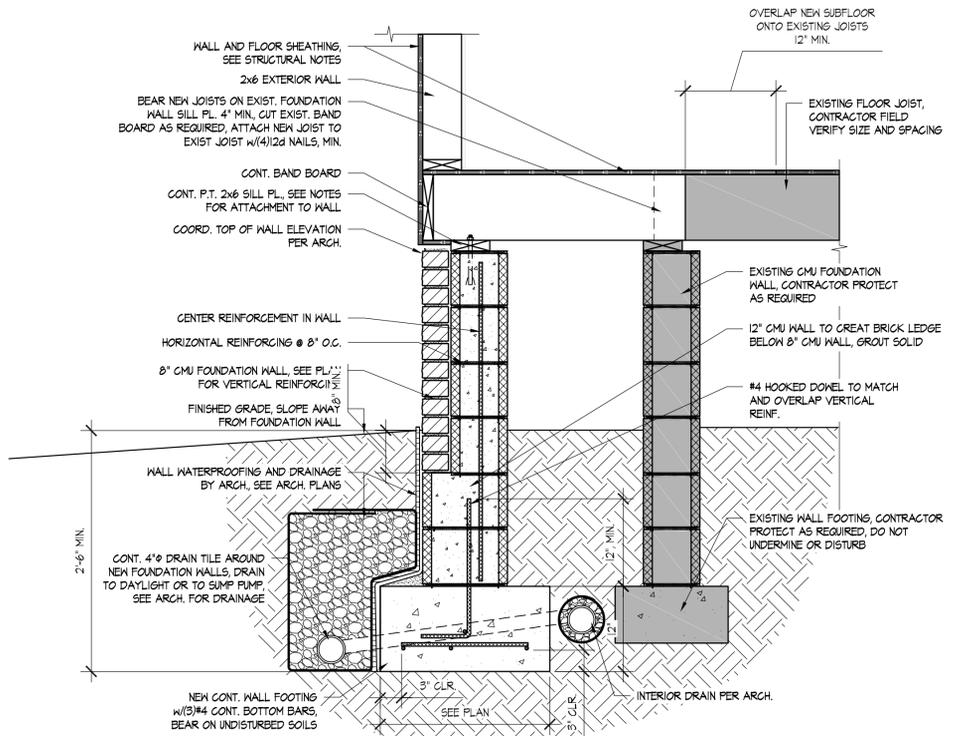
REVISIONS

Date	Description
11/22/2019	Coord. Set 2
3/20/2020	Permit Set

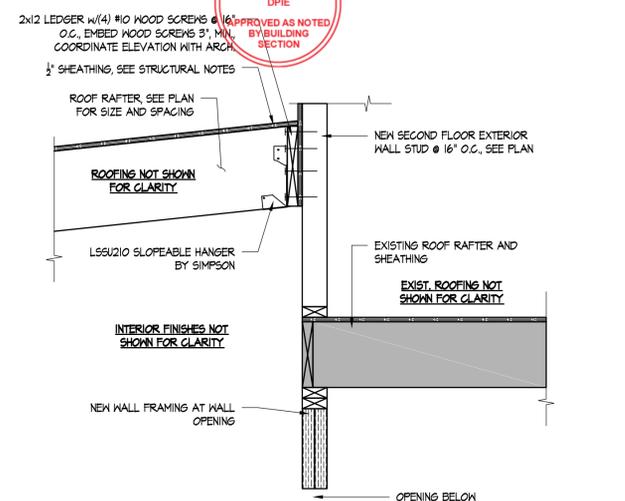
SHEET NO. **S-3**
PROJECT NO. 219D126

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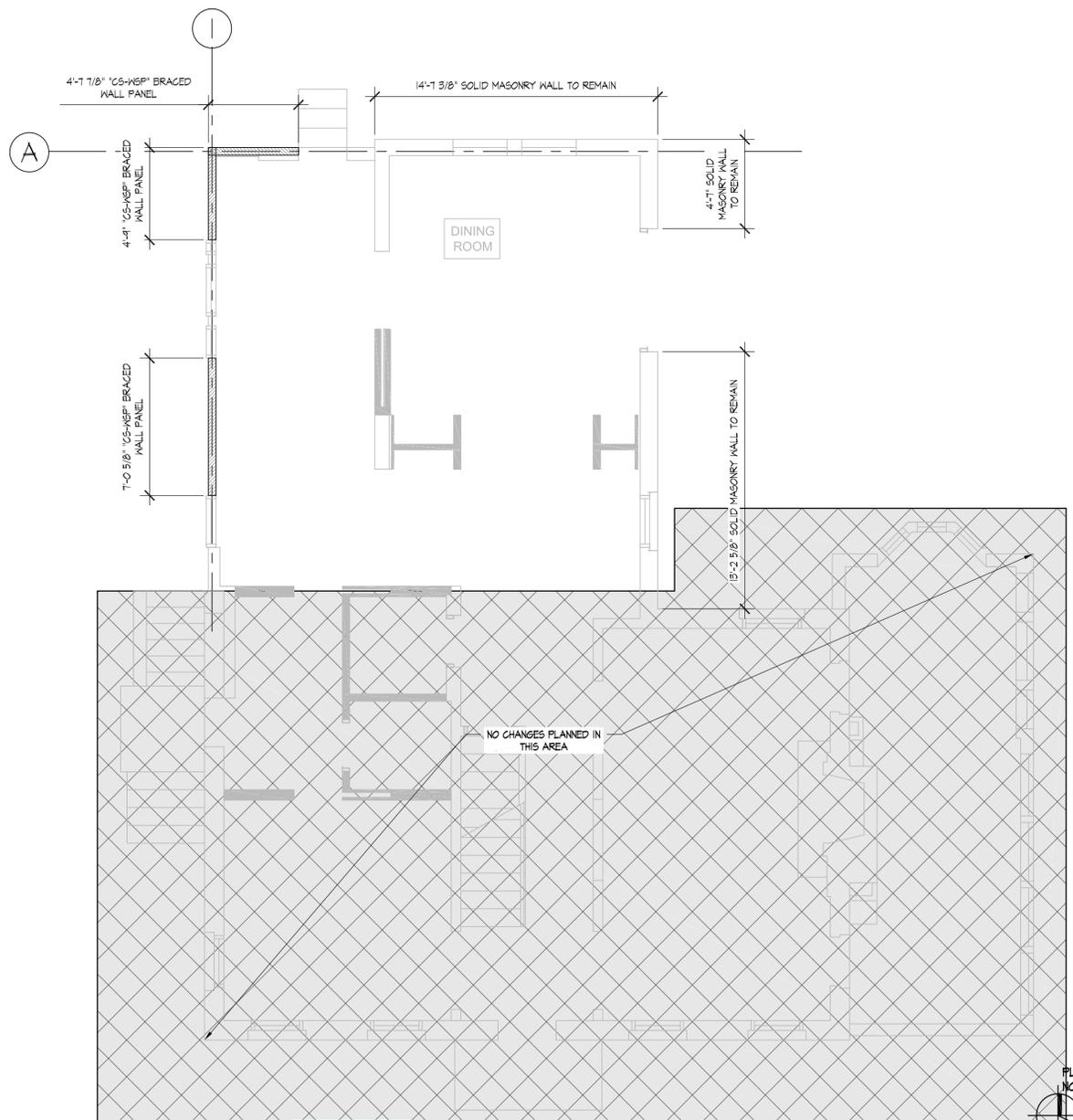




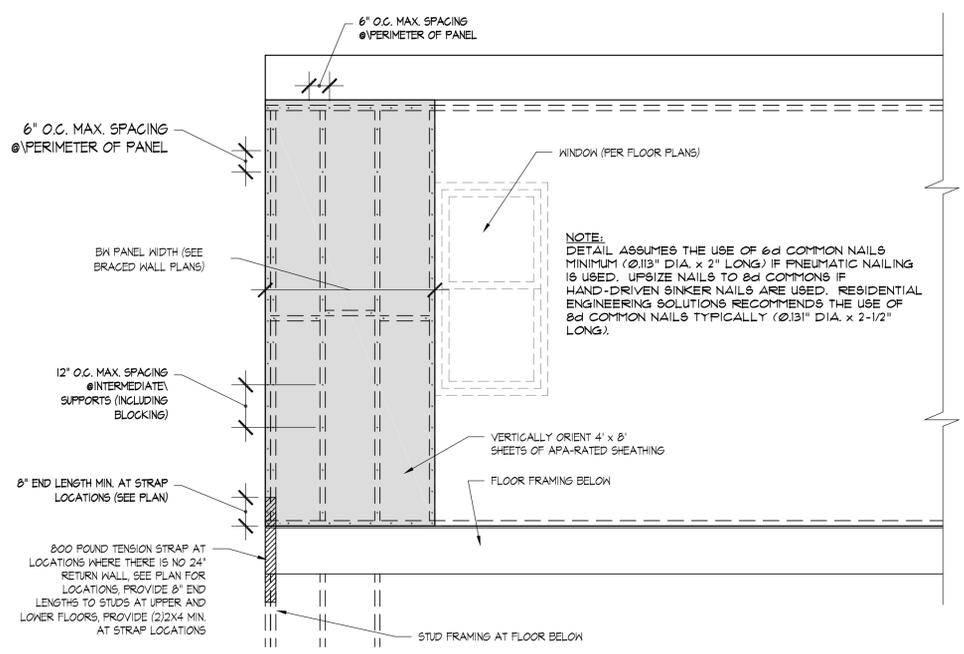
1 SECTION THRU NEW FOUNDATION WALL SCALE: 1" = 1'-0"



2 SECTION THRU LEDGER AT WOOD WALL SCALE: 1" = 1'-0"



E FIRST FLOOR BRACED WALL PLAN AT ADDITION SCALE: 1/4" = 1'-0"

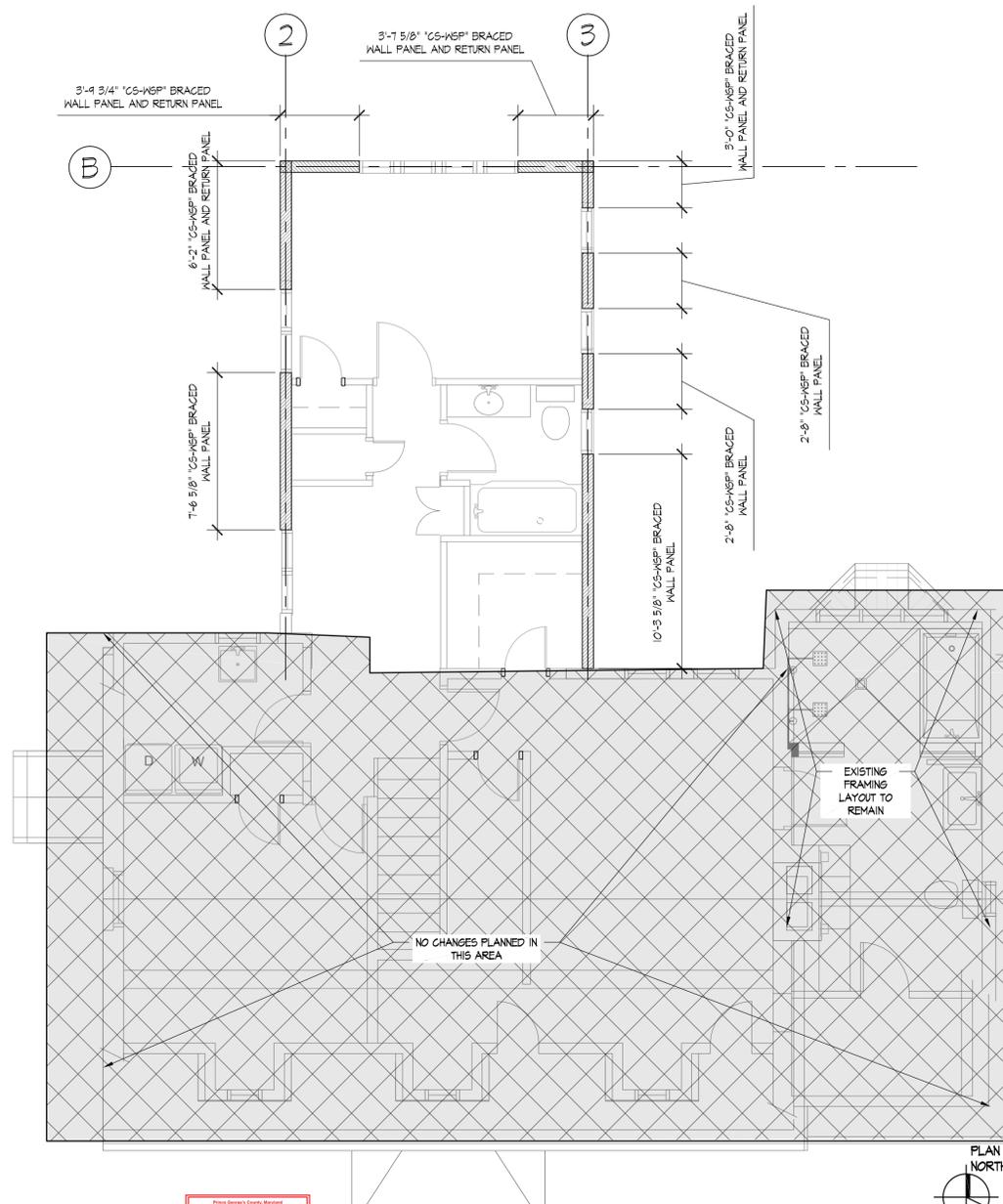
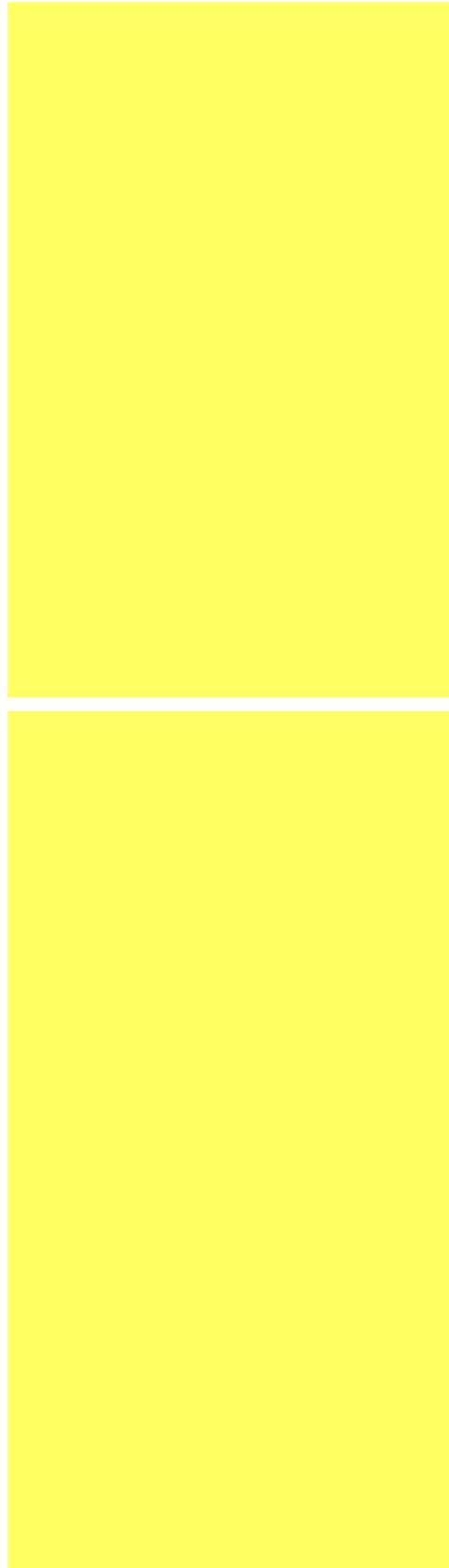


4 TYPICAL \"CS-WSP\" BRACED WALL PANEL DETAIL SCALE: 1" = 1'-0"

FOR PERMIT

RESIDENCE AT 4309 Woodberry Street University Park, MD 20782							
OWNER Ms. Calie Cone 4309 Woodberry Street University Park, MD 20782							
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.: 38357 Expiration Date: 01-06-2022							
RESOLUTIONS Consulting Engineers RESIDENTIAL ENGINEERING SOLUTIONS							
1001 Spring Street, Suite 227 Silver Spring, MD 20910 301.587.1777 Team@RESOLUTIONSDC.com							
STRUCTURAL DESIGN DOCUMENTS SECTIONS, BRACED WALL PLANS AND BRACED WALL DETAILS							
DATE: 20 March 2020 REVIEW BY: CJA DRAWN BY: CJA REVISIONS <table border="1"> <thead> <tr> <th>Date</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>11/22/2019</td> <td>Coord. Set 2</td> </tr> <tr> <td>3/20/2020</td> <td>Permit Set</td> </tr> </tbody> </table> SHEET NO. S-4 PROJECT NO. 219D126		Date	Description	11/22/2019	Coord. Set 2	3/20/2020	Permit Set
Date	Description						
11/22/2019	Coord. Set 2						
3/20/2020	Permit Set						





F SECOND FLOOR BRACED WALL PLAN



SCALE: 1/4" = 1'-0"
TRUE NORTH
FOR PERMIT

OWNER Ms. Calle Cone 4309 Woodberry Street University Park, MD 20782		RESIDENCE AT 4309 Woodberry Street University Park, MD 20782	
		NOTICE TO CODE OFFICIALS AND OTHER USERS OF THESE DOCUMENTS: These documents are copyright 2020 RESOLUTIONS, and are intended for use only for the project and location identified herein. All other uses are prohibited. Documents stamped "Preliminary" or not signed and sealed shall not be used for permits and/or construction.	
RESOLUTIONS Consulting Engineers RESIDENTIAL ENGINEERING SOLUTIONS		Professional Certification: I hereby certify that these documents were prepared or approved by me, and that I am a fully licensed professional engineer under the laws of the State of Maryland. License No.: 38357 Expiration Date: 01-06-2022	
1001 Spring Street, Suite 227 Silver Spring, MD 20910 301.587.1777 Team@RESolutionsDC.com			
STRUCTURAL DESIGN DOCUMENTS		BRACED WALL PLANS	
DATE: 20 March 2020		REVIEW BY: CJA	
DRAWN BY: CJA		REVISIONS	
Date	Description		
11/22/2019	Coord. Set 2		
3/20/2020	Permit Set		
SHEET NO.		S-5	
PROJECT NO.		219D126	

Agenda Item 6 & 7
Fiscal Year 2021 Proposed 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	\$ 956,750

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	\$ 1,871,856

Total Revenue and Funding Sources	\$ 2,828,606
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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	\$ 2,828,606

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

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Agenda Item 7B
Town Administrator Memo re: Van Buren Bridge



MEMORANDUM

To: Mayor and Town Council
From: David J. Deutsch, Interim Town Administrator
Date: April 29, 2020
Subject: Van Buren Pedestrian Bridge

ISSUE

The pedestrian bridge over Wells Run near the Van Buren Street/Wells Run Parkway intersection was closed on January 12, 2016, after a late 2015 inspection revealed significant structural deterioration. Various actions have been taken by the Town over the last several years to prepare for a new Van Buren Street Bridge. The goal of this report is to respond to Council's concerns about the project's cost.

HISTORY

As stated above, the need for the project was determined in 2015. The Town has taken a number of steps toward implementing a bridge replacement project, including:

1. Retained CPJ Engineering for engineering, design and project management.
2. Wheeler Lumber of Minnesota was selected to fabricate the bridge.
3. CPJ, along with Town staff, engaged with regulatory agencies, including Prince George's County Department of Permits, Inspection and Enforcement (DPIE) and the Maryland Department of the Environment (MDE).
4. Two-time low bidder for installation, Franco's Liberty Bridge (FLB) of Clinton, MD selected. The company has a significant positive track record of projects in the DC region.

COST SUMMARY

The Van Buren Bridge costs must be isolated from costs associated with a potential replacement of the Beechwood Bridge. Costs attributable to Van Buren include:

Engineering:	\$20,883.66
Bridge fabrication:	10,000.00
Demolition of old bridge:	8,520.00
Permitting:	996.31

COST TO DATE: \$40,399.97

(For reference purposes only, \$31,879.98 has been spent on Beechwood. Those are not wasted dollars, as the Town owns the fabricated structure and the engineering was completed in order to pursue a two-bridge scenario.)

The major item is the bridge construction contract with FLB in the amount of \$88,556. It should be noted that FLB is willing to honor their 2019 pricing. The other item is a Long Fence contract for bridge railings for \$8,575. A 15% contingency should be added to the combined cost of the bridge and railings, yielding a maximum construction figure of \$111,701 ($\$97,131 \times 1.15 = \$111,700$). There are minor ancillary costs incurred in FY20 of \$1,900 (\$1,600 for CPJ, and \$300 for a DPIE fee). Thus, the FY20 Van Buren cost is \$113,600.

The total Van Buren Bridge project cost is therefore \$152,101. The project may very well have a total cost of under \$150,000, if the full \$14,569 contingency is not needed.

RECOMMENDATION

It is recommended Mayor and Council proceed with the Van Buren Pedestrian Bridge. A motion to award the \$88,556 contract to the low bidder, Franco's Liberty Bridge, should be adopted. A motion should be adopted directing staff to initiate the construction phase as quickly as possible. The project would likely begin in July, but the FY20 funds will be encumbered so that there are no project costs in FY21. The project should be complete by Labor Day.

SUMMARY

A pedestrian bridge existed over Wells Run at the subject location for almost seventy (70) years. Town residents expect this important element of community walkability/safe bicycle use to be restored.

Cost effective capital project management dictates that only Van Buren be replaced at this time. Doing nothing does not recoup the “sunk” costs already incurred. It is unlikely that engaging in additional design review will yield savings sufficient to offset added design and regulatory review costs.

RECAP

I recommend Mayor and Council authorize staff to move forward with the Van Buren Bridge Project. A \$13,600 transfer will be needed from Reserves/Fund Balance to the project account to supplement the \$100,000 allocation in the FY20 Budget. That transfer can be secured at the May 18, 2020 Mayor and Town Council Meeting.

Agenda Item 8A & 8B
Town Administrator's Memo re: FY20 Budget Transfers



MEMORANDUM

To: Mayor and Town Council
From: David J. Deutsch, Interim Town Administrator
Date: April 29, 2020
Subject: Line Item Transfers

Your approval is requested for two (2) line item transfers in the current FY20 Budget. The first transfer would move \$1,100 from Account 6103-01 (Administration Expenses) to Account 6137-01 (Town Hall Security/Lighting). The transfer is necessary to complete security enhancements consisting of lighting and cameras (\$700), and the installation of an additional alarm pad in the lower level of the building (\$400). The latter item is needed as a result of operational changes instituted during the COVID-19 pandemic.

A second transfer of \$950 is needed, also from the Administration Expenses Account to Account 6110-10 (Small Equipment) in order to obtain a laptop computer for the Administrative Assistant in the Town Clerk's Office. The laptop will enable the Administrative Assistant to access Town files and documents from home. The acquisition will improve the efficiency of the Town Clerk's Office, including responses to resident inquiries.

Sufficient funds exist in the Administration Expense Account, as the Interim Administrator did not join the staff until April 13, 2020.

A motion to approve the requested transfers is recommended to be approved at your May 4, 2020 Mayor and Council Meeting.

Agenda Item 8D
Resolution 2020-R-02

RESOLUTION
OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF UNIVERSITY PARK
TO DECLARE A STATE OF EMERGENCY, AUTHORIZE THE MAYOR
TO TAKE CERTAIN ACTIONS AND RATIFY PRIOR ACTIONS

WHEREAS, on March 5, 2020, the Honorable Larry J. Hogan, Jr., Governor of Maryland, as a result of the presence of COVID-19, a highly infectious disease, in the State, declared a public health catastrophe, a public emergency, and an immediate danger to public safety in the State of Maryland. On March 23, 2020 Governor Hogan ordered additional action including closure of non-essential businesses, and on March 30, 2020, he ordered all residents to stay at home; and

WHEREAS, due to the Governor's Order, the Mayor closed Town facilities, requiring Town staff to work from home unless necessary to provide essential services. As a result, Town staff are not physically present to access documents and records subject to a Public Information Act request and other public service requests; and

WHEREAS, the issuance of these Orders by the Governor resulted in a State of Emergency existing in the Town beginning on March 5, 2020; and

WHEREAS, the Mayor and Common Council have determined that it is in the public interest, will not endanger the public health, welfare, or safety, and will not will deprive any person of their due process rights, to authorize, adopt, confirm and/or ratify the actions contained in this Resolution.

NOW THEREFORE BE IT RESOLVED by the Mayor and Common Council, in light of the several Orders issued by Governor Hogan responding to the COVID-19 State of Emergency and the Mayor and Council powers under the Town Charter and Code and the Maryland Code, that a State of Emergency exists within the Town and that the Mayor be and he is hereby authorized to administer the Town's emergency response and to take the following actions:

CAPS
 [Brackets]
 Asterisks * * *

: Indicate matter added to existing law.
 : Indicate matter deleted from law.
 : Indicate matter remaining unchanged in existing law but not set forth in Ordinance.

1. To extend permits already issued by the Town to a date certain determined by the Mayor that is up to thirty (30) days after the Governor's Order has been terminated and the state of emergency and proclamation of the catastrophic health emergency therein stated has been rescinded; and
2. To extend licenses already issued by the Town to a date certain that is up to thirty (30) days after the Governor's Order has been terminated and the state of emergency and proclamation of the catastrophic health emergency therein stated has been rescinded; and
3. To suspend the issuance of new Town permits and licenses to a date certain as determined by the Mayor that is up to thirty (30) days after the Governor's Order has been terminated and the state of emergency and proclamation of the catastrophic health emergency therein stated has been rescinded; and
4. To postpone Mayor and Council's consideration of non-essential administrative matters to a Mayor and Council meeting on a date that is after the Governor's Order has been terminated and the state of emergency and proclamation of the catastrophic health emergency therein stated has been rescinded; and
5. To take those additional actions necessitated by the State of Emergency that are consistent with the Governor's Orders and this Resolution.

BE IT FURTHER RESOLVED by the Mayor and Council that the Mayor, after prior consultation with the Council, may waive the competitive contract bidding requirements of the Town Code for those immediate expenditures necessitated by the State of Emergency.

BE IT FURTHER RESOLVED by the Mayor and Council, pursuant to the Governor's Order dated March 12, 2020, to suspend the time limitations imposed by §§4-202,

4-203 and 4-358 of the General Provisions Article, Annotated Code of Maryland, with respect to responding to requests for records submitted under the Maryland Public Information Act, up to thirty (30) days after the Governor's Order has been terminated and the state of emergency and proclamation of the catastrophic health emergency therein stated has been rescinded.

BE IT FURTHER RESOLVED by the Mayor and Council that reasonable public notice of this Resolution shall be provided by posting this Resolution on the Town's website; including this Resolution in an email communication to all residents receiving email notifications from the Town, and all individuals with open public information requests, and by posting of this Resolution at the Town Hall; and further that this Resolution shall take effect the next business day following notification to the Governor of this Resolution.

BE IT FURTHER RESOLVED by the Mayor and Council that the following actions are adopted, confirmed and ratified:

- The Town Hall and administrative offices are closed to the public; however, service delivery will continue to be conducted online or by email or telephone.
- All in person Town Boards, Commissions, and Committee meetings are suspended until further notice. When necessary, meetings and hearings will be conducted by tele/video-conferences, provided that advance notice of said meetings is posted to the Town website so that interested persons may listen/watch the meetings.
- Access to the Town Hall will be restricted only to Town employees, and to non-employees who are supporting the Town's emergency operations during a declared state of emergency.
- All Town sponsored community meetings, and community-related activities, are suspended at all Town facilities until further notice.

ADOPTED by the Mayor and Common Council at a regular meeting on the ____ day of May, 2020.

EFFECTIVE the next business day following notification to the Governor of this Resolution.

WITNESS

MAYOR AND COMMON COUNCIL
TOWN OF UNIVERSITY PARK

-

Lenford C. Carey, Mayor

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:**

Suellen M. Ferguson, Town Attorney

Agenda Item 9
Draft 4/20/20 Council Minutes



**MEETING OF
UNIVERSITY PARK MAYOR AND COMMON COUNCIL
VIA VIDEO AND AUDIO CONFERENCE
7:30 p.m.
April 20, 2020
MINUTES**

1. CALL TO ORDER: *Mayor Carey* at 7:30 p.m.

Present: Mr. Brosch, Mr. Schultz, Ms. Morrissey, Ms. Verrill, Mr. Caskey, Ms. Wells, Mr. Stephen

Absent: None

Excused: None

2. PLEDGE OF ALLEGIANCE – was led by Mayor Carey.

3. APPROVAL OF THE AGENDA

Moved by: Mr. Caskey

Seconded by: Ms. Wells

Yea: 7

Nay: 0

Abstain: 0

4. PRESENTATION

A. PRINCE GEORGE’S COUNTY ANIMAL CONTROL

Prince George’s County Animal Control Chief Rodney Taylor explained the role of Animal Control, provided a legal update, and explained how his agency works with the Commission for Animal Control.

- The name of the organization recently changed to Prince George’s County Animal Services Facility and Adoption Center.
- Just prior to the Coronavirus pandemic, the facility had an 87% live release rate.
- There is a new law in the books called “the potential dangerous dog law.” This gives the facility proactive ways to enforce potential dangerous dogs.
- Any animal that comes into the facility that is unaltered and not micro-chipped will have to be spayed or neutered and micro-chipped before the animal goes home at the owner’s expense.
- Prince George’s County will not allow dogs to be chained up in their yards. 60% of the reported cruelty complaints are cases with the dogs chained up in the backyards.
- The facility supports the private groups that do the trap-neuter-return with the cats. The facility will only intervene if there are complaints from residents.
- The pet license tags will now be renewed every three years.
- Flyers are available with all the updates from the Animal Services Facility.

5. CONSENT AGENDA

Motion: To approve the following consent agenda item.

Moved by: Ms. Verrill

Seconded by: Mr. Stephen

Yea: 7

Nay: 0

Abstain: 0

**A. BUILDING PERMIT EXTENSION TO INSTALL 4’ FENCE AND TWO GATES
(Kyle Wilkinson and Jana Fornario, 4320 Underwood Street) Ward 4**

To request a 6-month building permit extension which was approved by Council on August 12, 2019 to install a 4’ fence and two gates located on Lot 30, Block 23 and Section 6-B at 4320 Underwood Street.

6. PUBLIC COMMENT

- A Councilmember welcomed Town Administrator Mr. David Deutsch to his first University Park Council meeting.

7. CONTINUING BUSINESS

**A. ADOPTION OF LEGISLATIVE RESOLUTION 20-O-04: FISCAL YEAR 2021 BUDGET
(Second Reading)**

Motion: To adopt 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:

Note: The Council reviewed the proposed budget for Police, Public Works, Capital Projects, and General Government. It was agreed that a task force will be formed to discuss in detail the transit budget – Town Shuttle Bus services.

8. APPROVAL OF MINUTES AND CLOSED SESSION MINUTES: April 6, 2020

Moved by: Ms. Wells

Seconded by: Mr. Caskey

Yea: 7

Nay: 0

Abstain: 0

9. DEPARTMENT AND COUNCIL REPORTS

A. MAYOR’S REPORT~ Mayor Len Carey

- As of Sunday, April 19, University Park’s self-response to the Census ran about 80.2%. This was #1 among all towns and cities in the state of Maryland and #27 in the United States.
- In reference to the Coronavirus, as of April 20 there are 3,718 positive cases in Maryland, 128 deaths and 943 hospitalizations in Prince George’s County. Residents are encouraged to continue with

social distancing, washing hands and wearing masks in public.

B. COUNCIL AND COMMITTEE REPORTS

Mr. Caskey - Ward 5

- Inquired if the Chief of Police and the Director of Public Works if their staff have the proper protective equipment. They both responded that their staff are doing well and have all the proper safety equipment. Town Clerk Ms. Marcavitch said that Town Hall could use hand sanitizer and Lysol, if anyone has extra that they could spare.

Development Overview Committee - Ms. Wells

- The Committee is working on recommendations to the Council for approval regarding the Landy Property and the Standard project in College Park.

C. REPORT FROM THE TOWN ADMINISTRATOR~ *David Deutsch*

- Will soon make arrangements to meet with Councilmembers individually.
- Currently producing a report to address all of the questions that were raised regarding the installation of the Van Buren bridge.

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

- Intends to bring in a Resolution for the next agenda on May 4 to recognize all of the emergency powers that have been authorized by the Governor's Executive Orders so far and going forward.

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

- The Town election is scheduled for May 29. This will be a vote-by-mail election. The last day for Town residents to register to vote in the Town election is April 29. The last day to turn in candidate petitions and financial disclosure statements is by 5 p.m. on April 30.
- The Town voter authorization cards and return envelopes have been submitted to the printer.
- The drop box has been ordered will be delivered to Town Hall this week.
- The goal is to get the election ballots in the mail by May 11.
- University Park's Election Plan will be shared with other municipalities as many are working on vote-by-mail elections.

F. REPORT FROM THE CHIEF OF POLICE ~ *Chief Harvey Baker*

- Has been participating in weekly conference calls regarding the Coronavirus with Chiefs locally and throughout the state. He has been able to maintain a supply of PPE items for town employees.
- The officers assisted with the laptop distribution at University Park Elementary School.
- The officers assisted with planning and staffing a social distancing funeral at Word of God Baptist Church.

G. REPORT FROM THE TOWN TREASURER ~ *Dan Baden*

March 2020 Treasurer's Report.

- All of the required information has been submitted for the State Retirement Audit.
- The budget hearing is scheduled for the next Council meeting on Monday, May 4.

H. REPORT FROM THE DIRECTOR OF PUBLIC WORKS ~ *Michael Beall*

- At the Mayor's direction, the tennis courts are closed and the nets have been removed. Mayor Carey said that other municipalities and the County closed their tennis courts as well.
- The smell complaint at the 6600 block of Queens Chapel Road is being handled by the Chief of Police

and the Code Compliance Officer.

- All collection services (bulk trash, yard waste, etc.) in Town will continue as usual.
- The infrastructure contract is ready to go to the contractor for signature. It appears that the infrastructure project will begin mid-May.
- An informal agreement was made with the City of College Park to allow their engineer to give some advice on the infrastructure project and to be available if there is something that comes up that requires an engineer's opinion. Mr. Beall will ask the inspection engineering firm to assist in putting together a Scope of Work for an engineering design for Queens Chapel Road.

10. ADJOURNMENT by consent at 10:13 p.m.