



**MEETING OF
UNIVERSITY PARK MAYOR AND COMMON COUNCIL
WILL BE HELD
VIA VIDEO AND AUDIO CONFERENCE
7:30 p.m.
May 18, 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/81439207304?pwd=TXV1eXlGVlQwbytPajlwY2FzbzdFUT09>

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

Meeting ID: 814 3920 7304

Password: 796710

Public Participation:

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

Public comments or questions may also be made by emailing the Town Clerk Andrea Marcavitch at amarcavitch@upmd.org. All electronic comments must be submitted by 6 p.m. on May 18, 2020. 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 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 in the backyard and deposit into a drywell at least 25' away from the property line located on Lot 3, Block 16 and Section 3 at 6704 44th Avenue.

**Town Engineer has reviewed, and application reflects recommendations.*

B. BUILDING PERMIT APPLICATION TO CONSTRUCT A DECK

(Lloyd Slevc, 4307 Underwood Street) Ward 4

To construct a 12'x 32' deck with landing and steps located on Lot 13, Block 22 and Section 7 at 4307 Underwood Street.

C. BUILDING PERMIT APPLICATION TO CONSTRUCT A DECK

(James Sarazin and Ian Duncan, 4102 Woodberry Street) Ward 7

To construct a 16'x 16' deck located on Lot 12 and Block 30 at 4102 Woodberry Street.

5. PUBLIC COMMENT

6. 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:

7. NEW BUSINESS

A. FY2020 PUBLIC WORKS BUDGET TRANSFER

Motion: To transfer \$3,000 from Public Works line item 6410-04, *Snow Removal*, to Public Works line item 6580-05, *Vehicle Maintenance*, to cover higher than anticipated costs.

Moved by:

Seconded by:

Yea:

Nay:

Abstain:

**Two readings required.*

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

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

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

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

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

10. ADJOURNMENT

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

Agenda Item 4A
Broo and 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

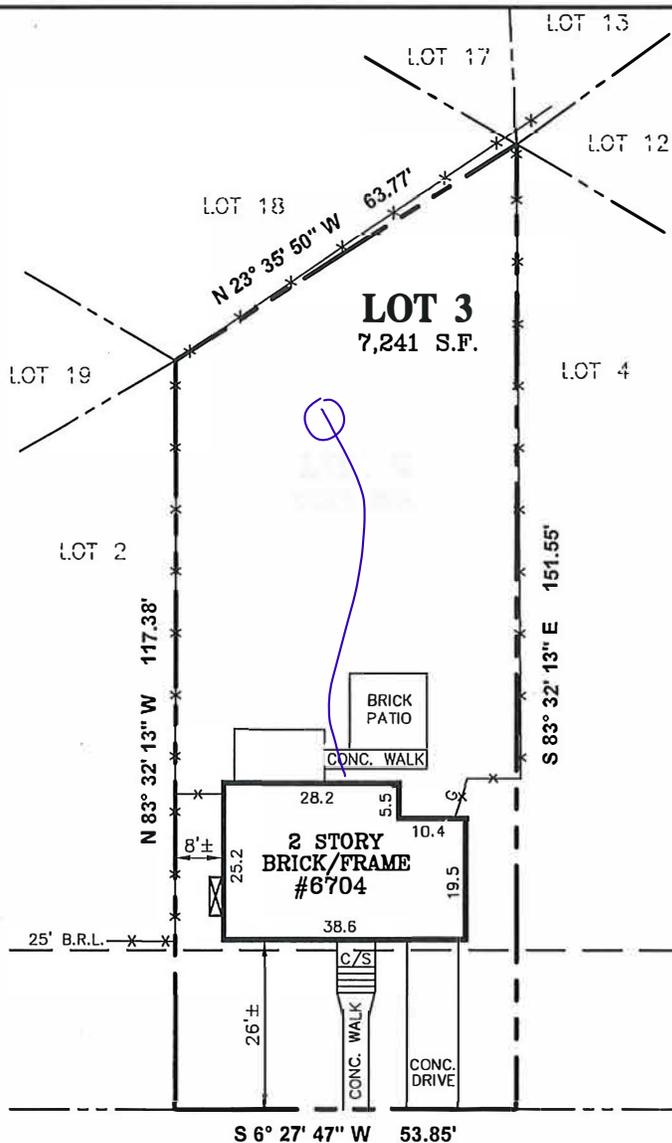
Caution: To begin construction before a permit has been issued and prominently displayed for inspection at the construction site is a clear violation of municipal law.

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.

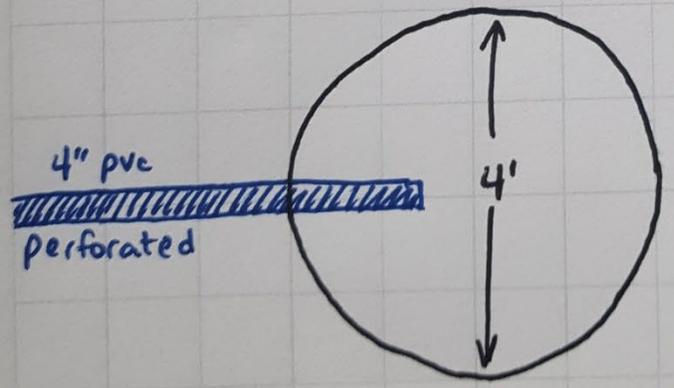
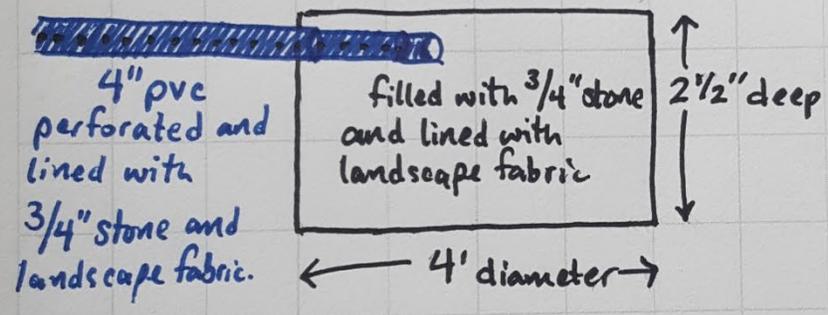
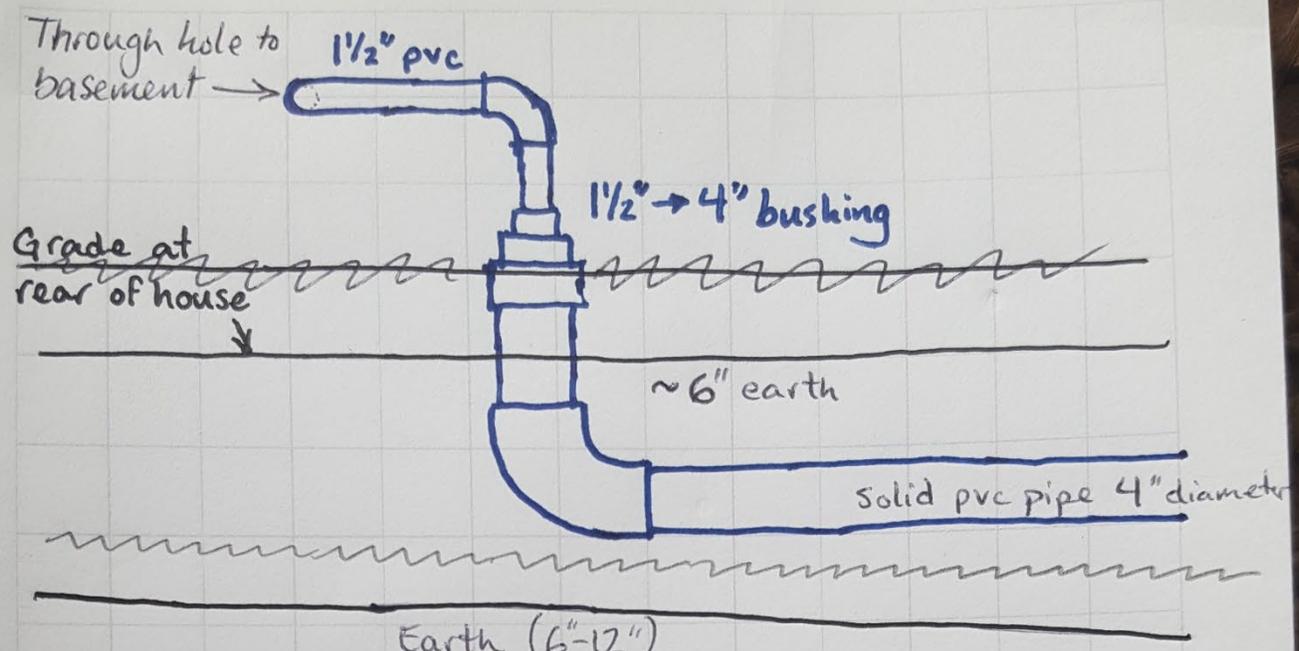


LOCATION DRAWING
 LOT 3, BLOCK 16
 SECTION THREE
UNIVERSITY PARK
 PRINCE GEORGE'S COUNTY, MARYLAND

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	

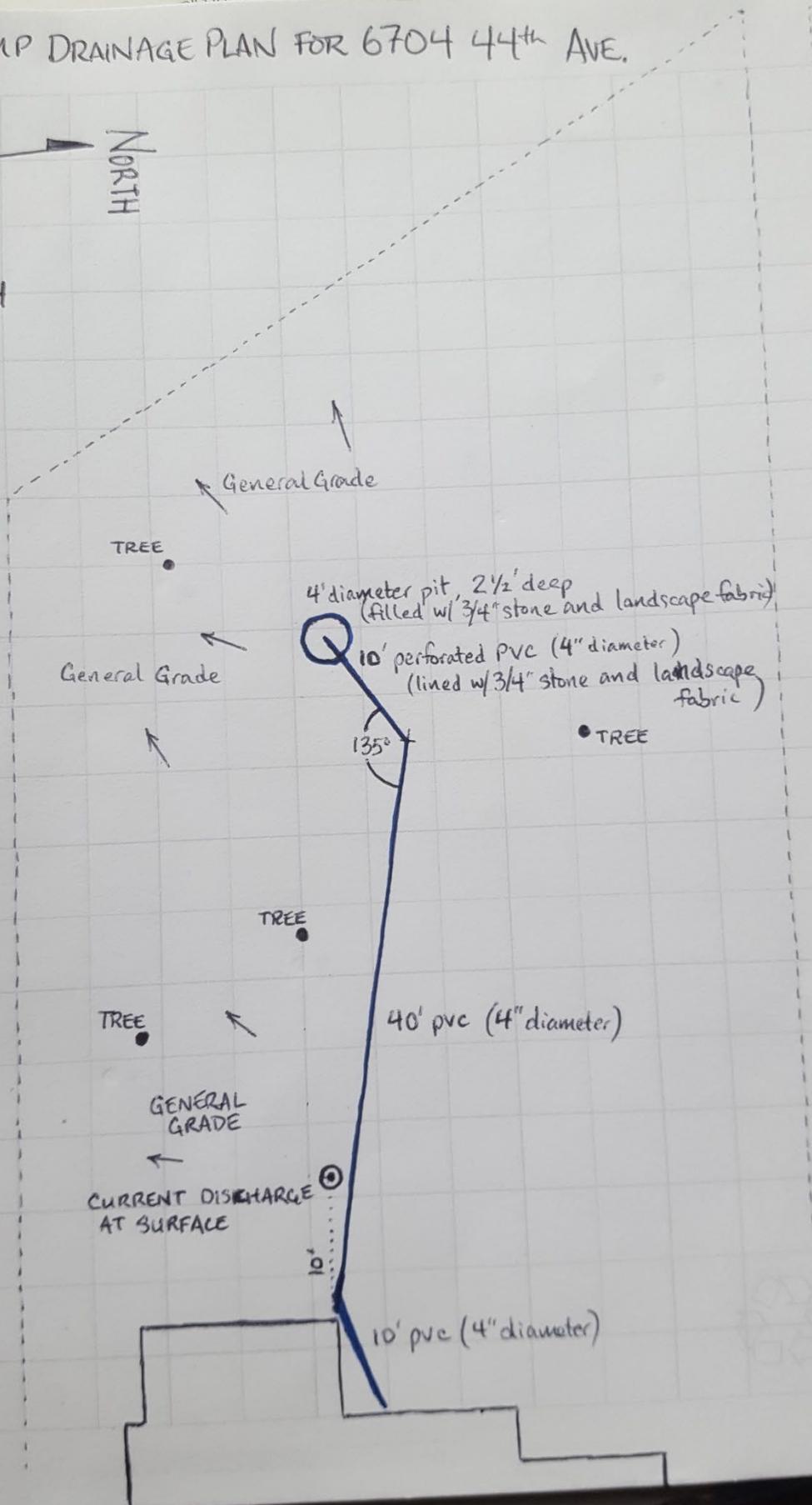




SUMP DRAINAGE PLAN FOR 6704 44th AVE.



5 ft



PREPARED BY Scott Bros

Agenda Item 4B
Slevc 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: 5/12/20
Permit Application: Approved []
Rejected []
Check/Cash Amt.: \$30.87
Permit Number: _____
Date Issued: _____

Name of Applicant(s): Lloyd R. Slevc

Telephone Number: (720) 530-7542 Home (720) 530-7542 Cell _____

Work: University of Maryland Email: bob.slevc@gmail.com

Street Address of Property: 4307 Underwood St.

Lot Number: 13 Block Number: 22 Section Number: 7

Person/Company Doing the Work: Abel Rivas, Best Landscape & Construction

Address/Phone: 2106 Ruatan St. Hyattsville MD 20783 / (240) 863-6381

Signature of Property Owner:  Date: 5/14/2020

Description of Work

Check all that apply:

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

[] **Outbuilding:** Dimensions: _____, Height at Apex: _____
Materials: _____

[x] **Other:** (*Please Specify*): Rear wooden deck
Dimensions: 12' x 32', Height at Apex: 8' 10" (11' 10" including railing)
Materials: pressure treated timber

Please Specify Reason for Structure: Replacement of old deck

[] **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)**)= \$ 30.87

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.*

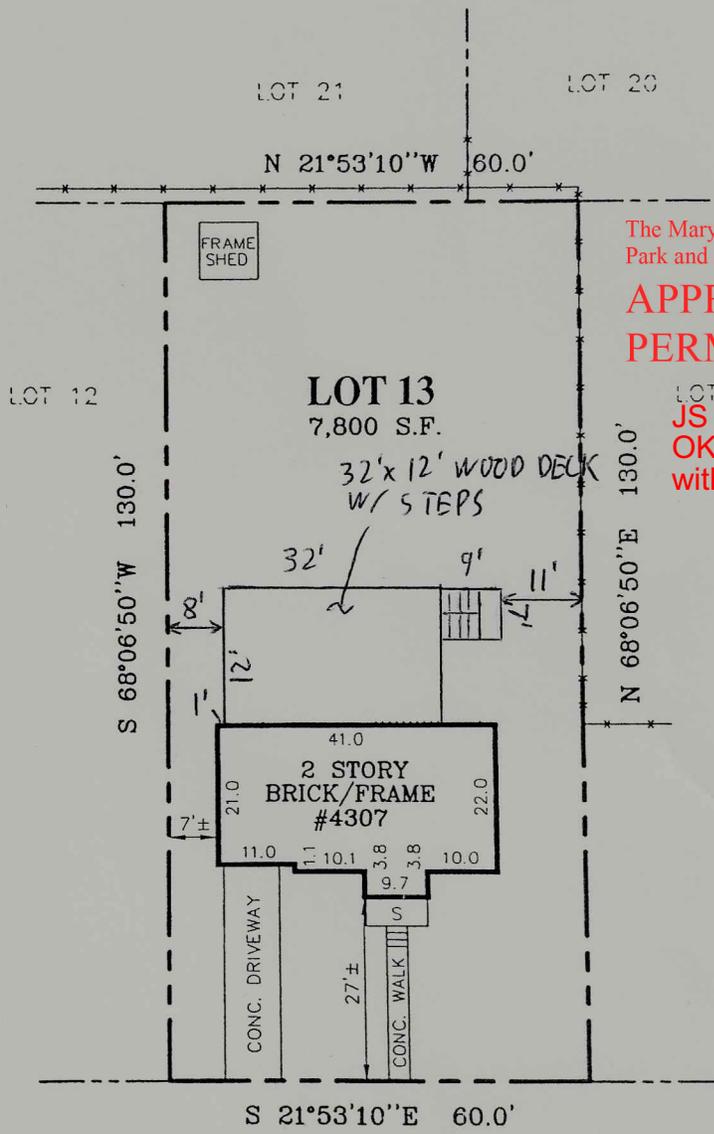
CONSUMER INFORMATION NOTES:

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.

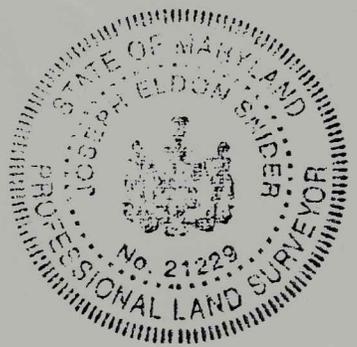
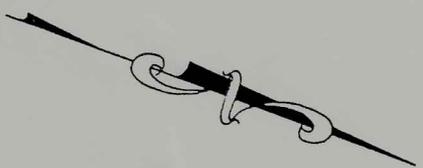
Notes:

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 2.5 feet.
No property corners found.
2. Fences, if shown, have been located by approximate methods.

LPS
EX



The Maryland-National Capital
Park and Planning Commission
APPROVED
PERMIT # 14854-2020-0
JS 4-21-2020
OK for 12' x 32' deck
with landing and steps



LOCATION DRAWING
LOT 13, BLOCK 22
SECTION 7
UNIVERSITY PARK

UNDERWOOD STREET

PRINCE GEORGE'S COUNTY, MARYLAND

<p>SURVEYOR'S CERTIFICATE</p> <p>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.</p> <p><i>Joseph E. Snider</i></p> <p>MARYLAND PROFESSIONAL LAND SURVEYOR REG. NO. 21229 Expires: 01-19-2013</p>	<p>REFERENCES</p> <p>PLAT BK. 12 PLAT NO. 46</p>	<p>SNIDER & ASSOCIATES SURVEYORS - ENGINEERS LAND PLANNING CONSULTANTS 20270 Goldenrod Lane, Suite 110 Germantown, Maryland 20876 301/948-5100, Fax 301/948-1286</p>
	<p>LIBER</p> <p>FOLIO</p>	

PRINCE GEORGE'S COUNTY

PERMIT

ISSUANCE DATE : May-15-2020

EXPIRATION DATE :

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

PROPERTY OWNER
LLOYD R SLEVC & ELIZABETH G REDCLAY
4307 UNDERWOOD ST
UNIVERSITY PARK, MD 20782 (301) 405-5835



CONTRACTOR
LLOYD R SLEVC
4307 UNDERWOOD ST
UNIVERSITY PARK, MD 20782 (301) 405-5835
LICENSE NUMBER: ** OWNER **

OCCUPANT

ARCHITECT

TYPE OF PERMIT : **DPIE R**
 WORK DESCRIPTION : **DECK: 12' X 32' DECK W/LANDING & STEPS**
 EXISTING USE : **SFD**
 USE (DER PROPOSED) : **SFD**
 SUBDIVISION : **UNIVERSITY PARK**
 OWNERSHIP : HEIGHT FT : 9
 LIBER : 33689 WIDTH FT : 41
 FOLIO : 310 DEPTH FT : 12
 ED/ACCT NO. : 19 / 2165256 NO STORIES :
 LOT : 13 DWELL UNTS :
 BLOCK : 22 PARKING SP :
 TAX MAP : 042 LIVE LOAD :
 SCD : USE GROUP :
 SPEC EXCEPT : TYPE CONST :

OCCUPANCY LOAD :
 SITE CERTIFICATE :
 STRUCTURE CERT :
 SEWER :
 WATER :
 HEATING :
 PARCEL :

ELECTRICITY :
 CENTRAL A/C :
 ELEVATOR :
 ESCALATOR :
 BASEMENT :
 BOILER NUMBER :
 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

INSPECTION AREA :

INSPECTION APPROVALS

Melinda Bolling

BUILDING INSPECTOR	HEALTH	ELECTRICAL	PLUMBING	FIRE MARSHALL
APPROVED :				

Successful Payment Receipt

Please print this receipt for your records

Remittance ID:	qyqnc52zeb43nif0wxzav1
Received:	May 07, 2020 09:03PM EDT
Permit Number:	14854-2020-0/DPIE R
Telephone Number:	720-530-7542
Amount:	\$47.00
Service Fee:	\$1.15
Service Fee Type:	Dual Transaction
Total Amount:	\$48.15
Transaction Type:	Authorization and Capture
Card Information:	Visa LLOYD R SLEVC *****4984
Billing information:	Address Line 1: 4307 Underwood 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: pjwqdevcbuyuq0gtzy33xkcq
Received: May 14, 2020 11:47AM EDT
Permit Number: 14854-2020-0/DPIE R
Telephone Number: 720-530-7542
Amount: \$161.70
Service Fee: \$3.96
Service Fee Type: Dual Transaction
Total Amount: \$165.66
Transaction Type: Authorization and Capture
Card Information: Visa

LLOYD SLEVC

*****4984

Billing information:

Address Line 1: 4307 Underwood St

Country: United States

City: University Park

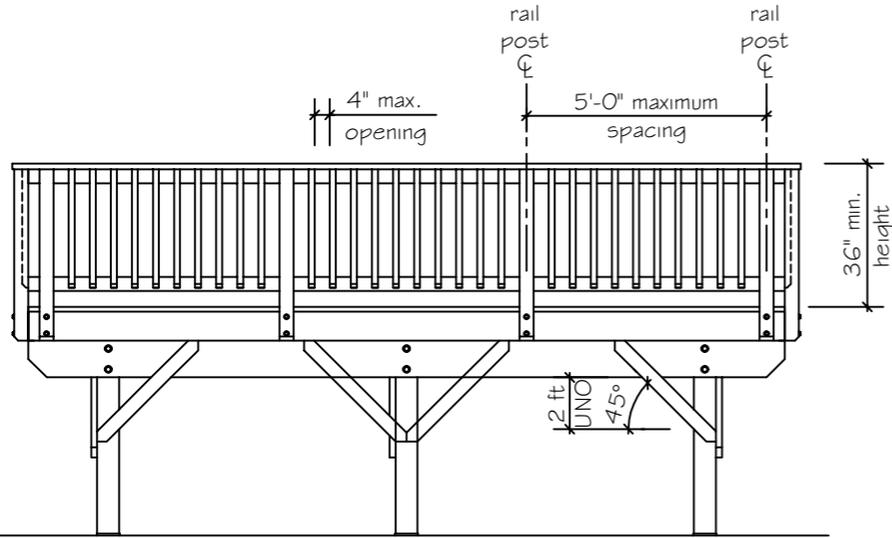
State: MD

ZIP Code: 20782

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

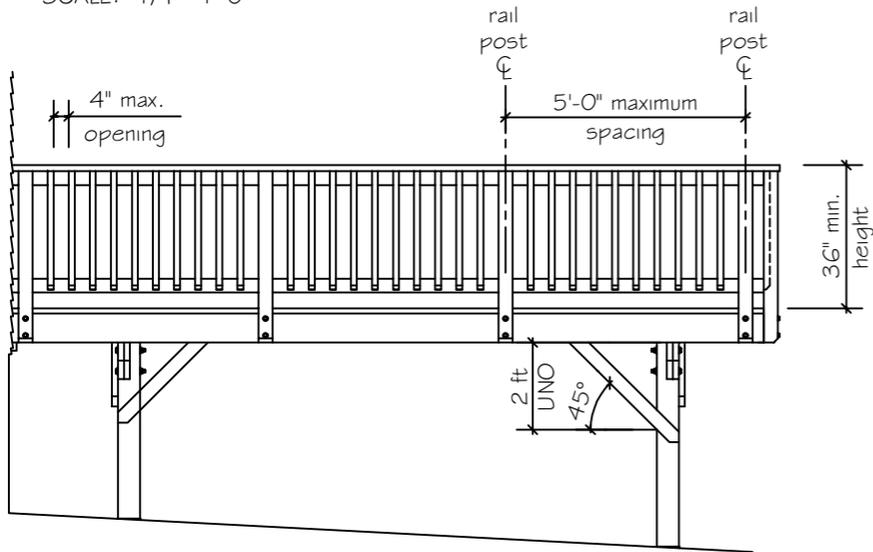
Click [here](#) to process another payment.

Free-Standing and Totally Isolated Decks:
decks designed and constructed as totally isolated and completely freestanding structures (i.e. not attached to the house) must be diagonally braced in two perpendicular directions at every posts.

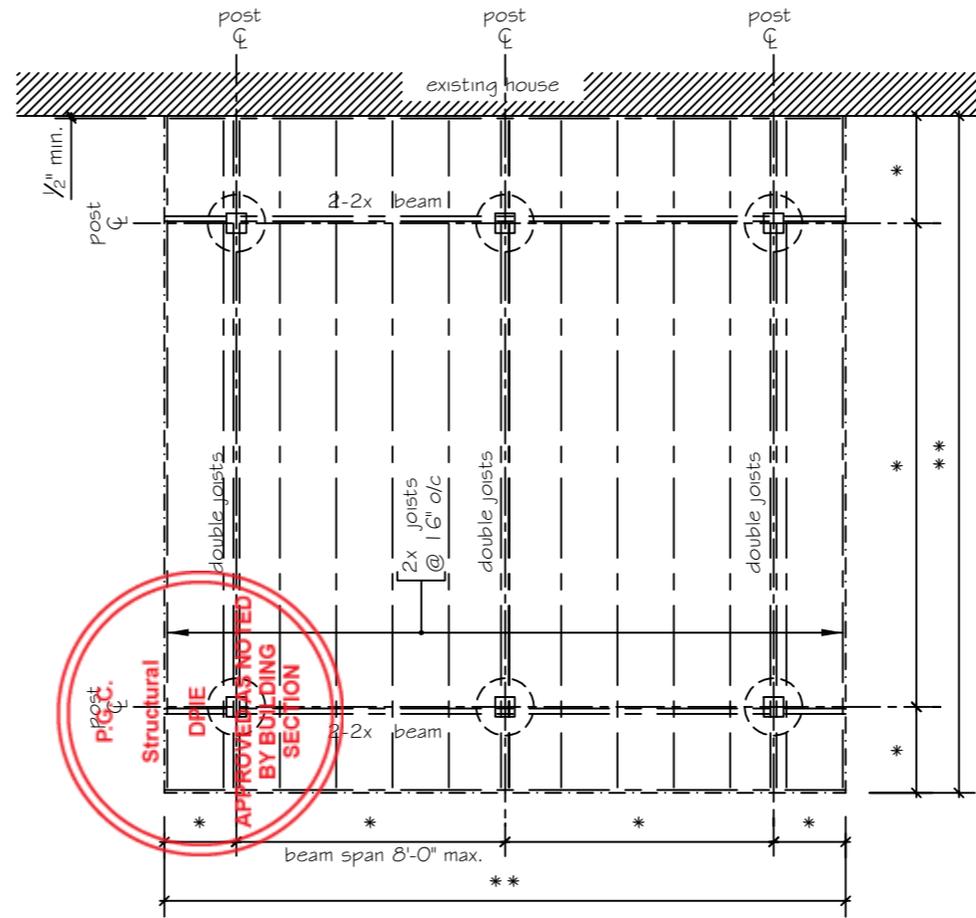


FRONT ELEVATION

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



LEFT SIDE ELEVATION



* beam spans, column centerlines and offsets must be dimensioned
** overall deck sizes must be shown

FRAMING / FOUNDATION PLAN

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

General Notes:

1. All lumber shall be ground contact preservative treated wood UC4A or higher.
2. All connectors, anchors and fasteners shall be either Zmax or post batch hot-dip galvanized steel.
3. Provide double joists at center of the post or where 1 side of joist flush with face of post below to facilitate diagonal bracing connection.
4. Where the 1500 psf soil bearing pressure capacity of the footing is not obtained; usually near the house basement wall, extend the footing down until reach the bearing capacity.
5. A 3x3 wood placed under beam or double joists may be used in lieu of 2x4 diagonal bracing shown.
6. Beam splice at interior posts only.

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 shall retain the original seal, signature and date.

WARNING AND DISCLAIMERS
This drawing is intended only to be illustrative of the minimum requirements of applicable County or State codes. It is not a contract. The contractor shall be responsible for obtaining all applicable codes and specifications. PRINCE GEORGE'S COUNTY, MARYLAND DOES NOT WARRANT OR GUARANTEE IN ANY MANNER OR TO ANY EXTENT THE SUFFICIENCY OF THIS DRAWING OR THE INFORMATION contained therein. The contractor should not rely on it as an acceptable plan or basis for any structure. PRINCE GEORGE'S COUNTY, MARYLAND DISCLAIMS ANY AND ALL LIABILITY FOR DAMAGES OR INJURIES, DIRECT OR CONSEQUENTIAL, ARISING OUT OF THE USE OF THIS DRAWING.



Case No. 19-0005597
Issue Date: 05/14/20
Address: 11717 WYATTVILLE, MYERS 20725
Lot(s), Block(s) and Parcel(s): Lot 1 on Block 2

**WOOD DECK FRAMING/
FOUNDATION PLAN AND
ELEVATIONS**

Drawing No.

D-023

Sheet 1 Of 2

Prince George's County Government
Dept. of Permitting, Licensing and Inspections

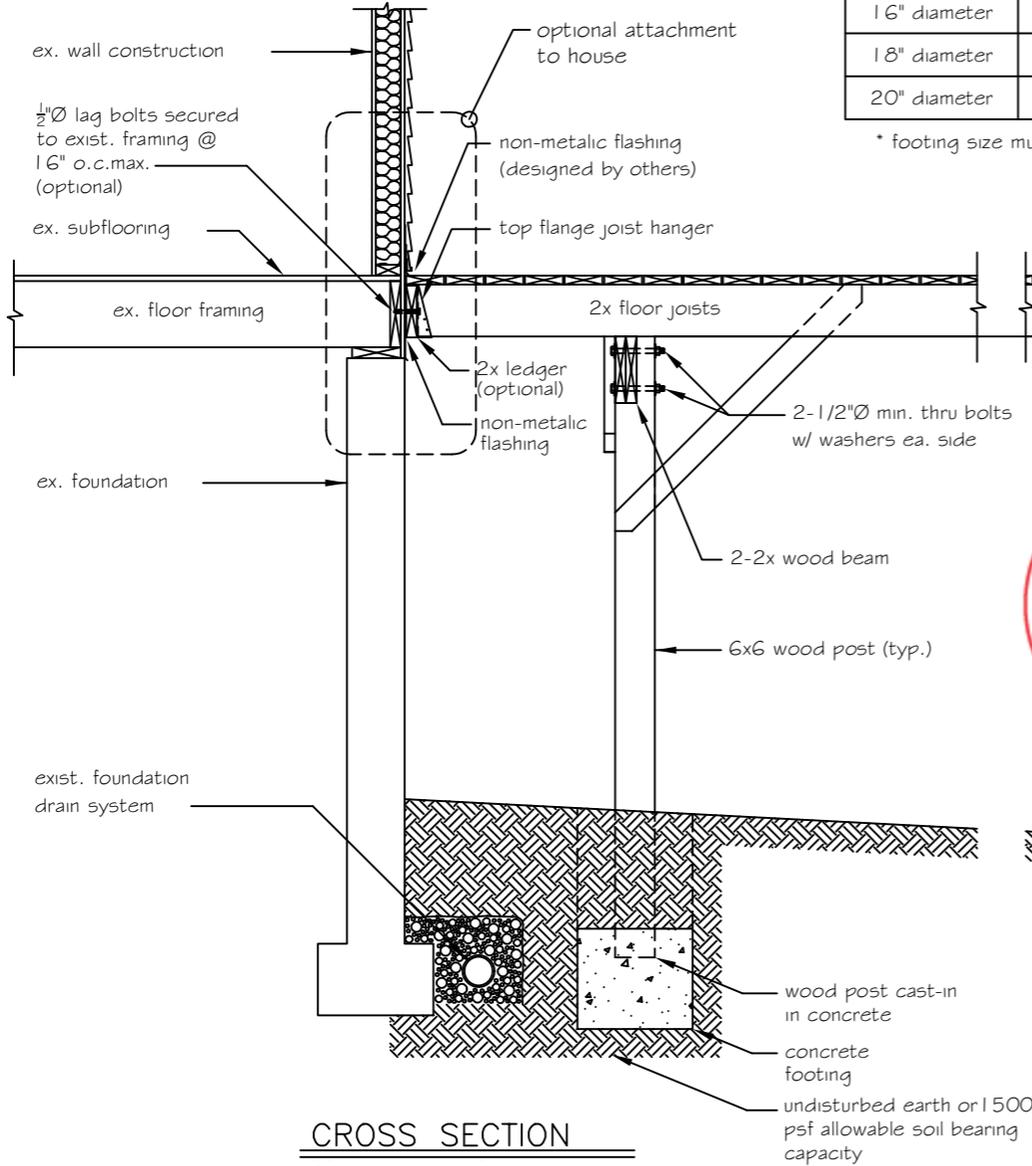
Free-Standing and Totally Isolated Decks:

decks designed and constructed as totally isolated and completely freestanding structures (i.e. not attached to the house) must be diagonally braced in two perpendicular directions at every posts.

FOOTING DESIGN TABLE		
size D*	allowable load	tributary area
16" diameter	2100 lbs.	42 sq. ft.
18" diameter	2550 lbs.	51 sq. ft.
20" diameter	3150 lbs.	63 sq. ft.

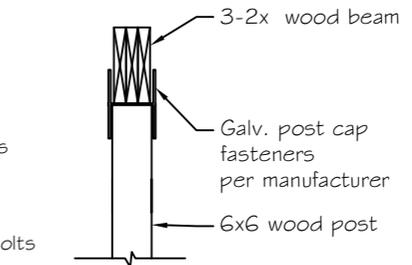
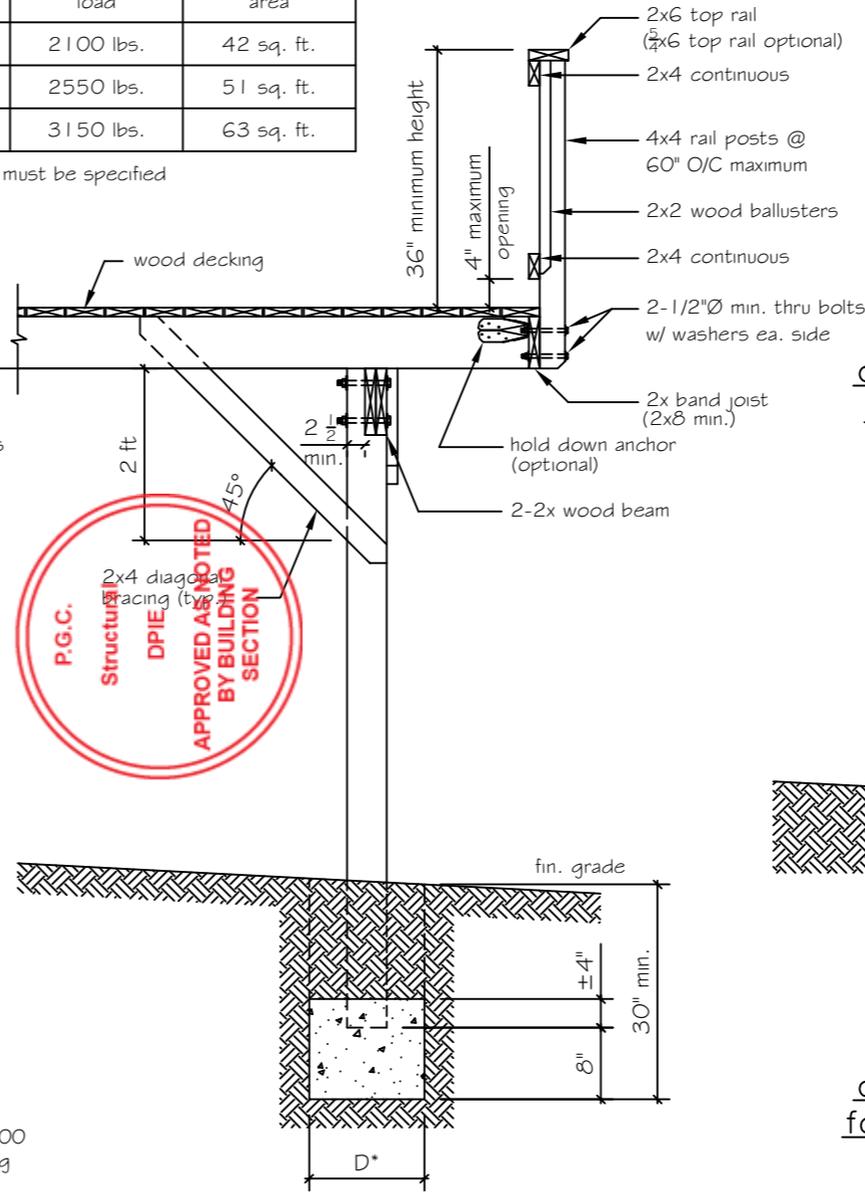
* footing size must be specified

Note: notching of 4x4 rail posts is not permitted

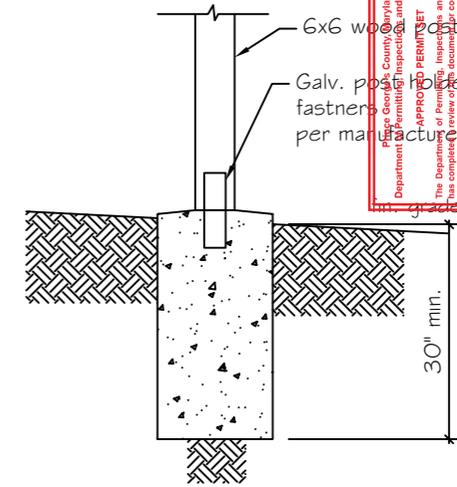


CROSS SECTION

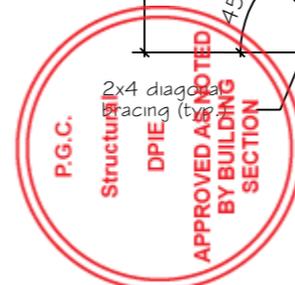
SCALE: 1/2" = 1'-0"



optional beam to post connection



optional post to footing connection



APPROVED PERMIT SET
 The Department of Permitting, Inspection, and Enforcement has completed a review of this document for code compliance. As required by State Code, the design professional is responsible for the preparation and content of this document. This document is not to be used for any other project without the original seal, signature and date.



Case Name: LLOYD DECK
 Case Number (Permit #): 18054-200-0
 Case Type: R
 Issue Date: 05/14/20
 Address: 4507 LAKEWOOD ST HYATTSVILLE, MARYLAND 20854
 Licensee Name: [Redacted] License No: [Redacted]

WOOD DECK CROSS SECTION

Drawing No.

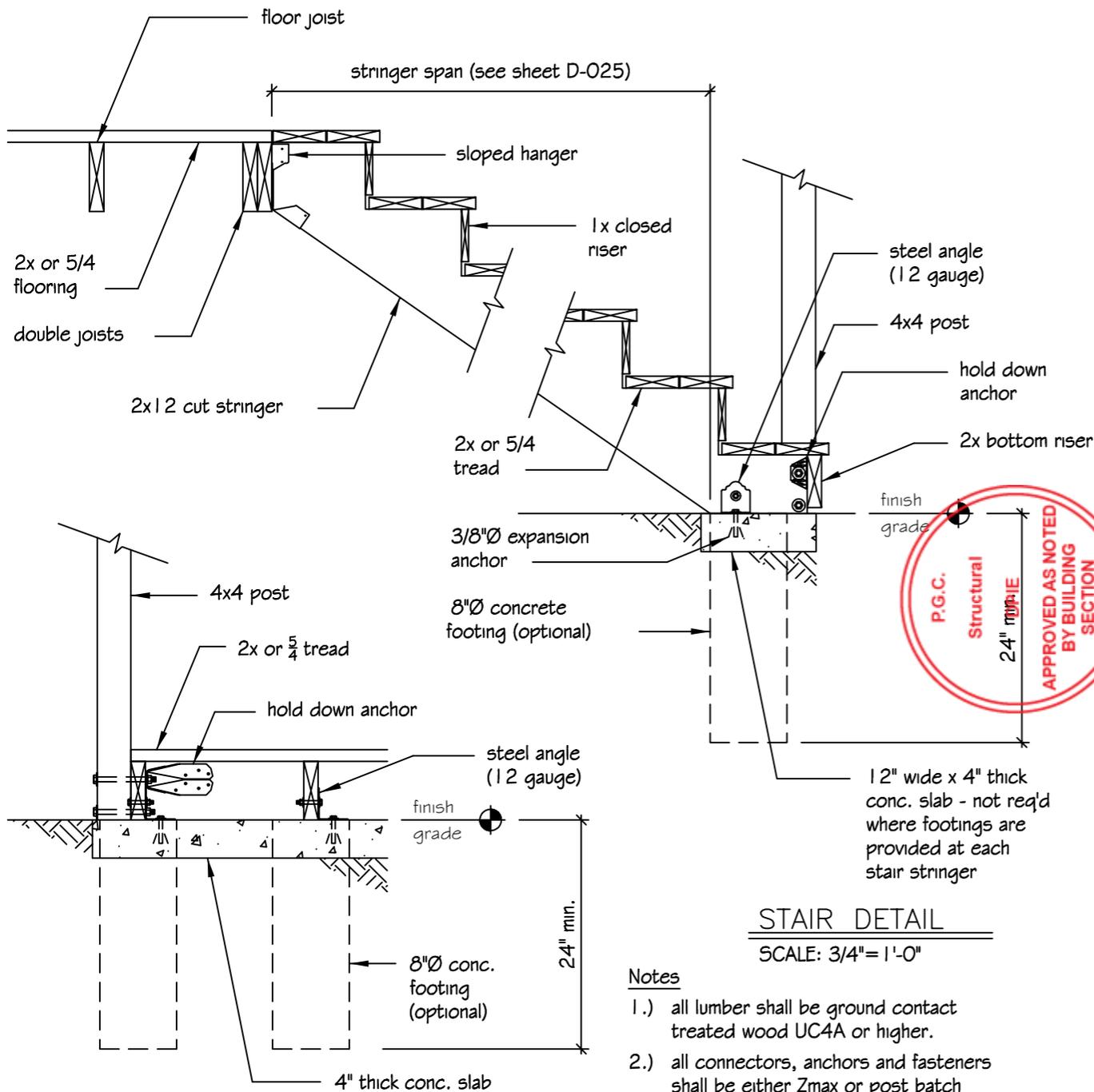
D-024

Sheet 2 Of 2

Prince George's County Government
 Dept. of Permitting, Licensing and Inspections



WARNING AND DISCLAIMER
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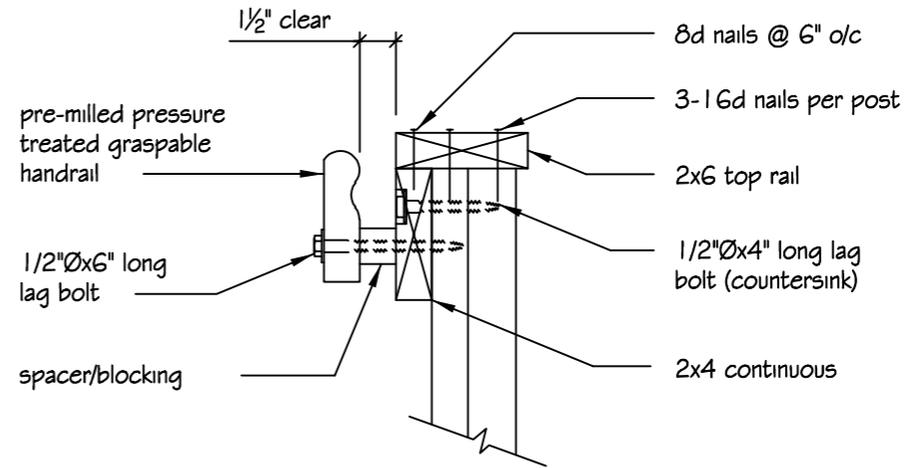
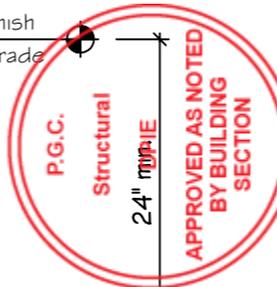


STAIR DETAIL

SCALE: 3/4" = 1'-0"

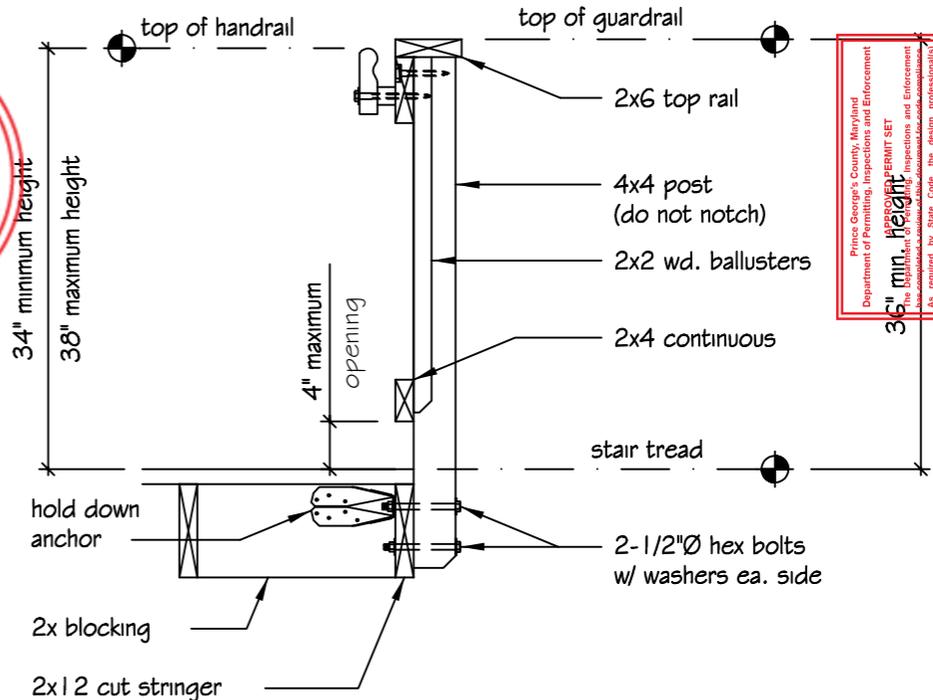
Notes

- 1.) all lumber shall be ground contact treated wood UC4A or higher.
- 2.) all connectors, anchors and fasteners shall be either Zmax or post batch hot-dip galvanized steel.



HANDRAIL DETAIL

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



GUARDRAIL DETAIL

SCALE: 3/4" = 1'-0"

STAIR FOOTINGS DETAIL

SCALE: 3/4" = 1'-0"

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Prince George's County, Maryland
Department of Permitting, Inspections and Enforcement
APPROVED PERMIT SET
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Case Name: LLOYD DECK
Case Number (Permit #): 18054-2020-0
Address: 4207 LAKEWOOD ST HYATTSVILLE, MARYLAND 20782
Lloyd, Blockly and Parcelly, Llc 1/16/2022

**WOOD DECK STAIRS
DETAILS**

Drawing No.

D-026

Sheet 2 Of 2

Agenda Item 4C
Sarazin and Duncan 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 # 7 Date Received: 5/13/20

Permit Application: Approved Rejected

Check/Cash Amt: \$22,07

Permit Number: _____

Date Issued: _____

Name of Applicant(s): James Sarazin & Ian Duncan

Telephone Number: (206) 265-9113 Home () _____ Cell _____

Work: _____ Email: ianjdun@gmail.com

Street Address of Property: 4102 Woodberry Street, University Park, Maryland 20782

Lot Number: _____ Block Number: 30 Section Number: _____

Person/Company Doing the Work: Deck and Shed Pros LLC

Address/Phone: 3714 Petersville Rd Knoxville Md 21758 443-255-4790

Signature of Property Owner: [Signature] Date: 5/12/2020

Description of Work

Check all that apply:

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

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

Other: (Please Specify):

Dimensions: 16 x 16 deck, Height at Apex: 38"

Materials: Fiberon Good Life Cottage Grey, Vinyl Rail, Pressure Treated Ground Contact Rated Wood for framing

Please Specify Reason for Structure: Outdoor enjoyment

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)) = \$22,58⁰⁷

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.

The Maryland National Capital
Park and Planning Commission
APPROVED
PERMIT # 11841-2020-0
JS 4-22-2020
OK for 16' x 16' deck

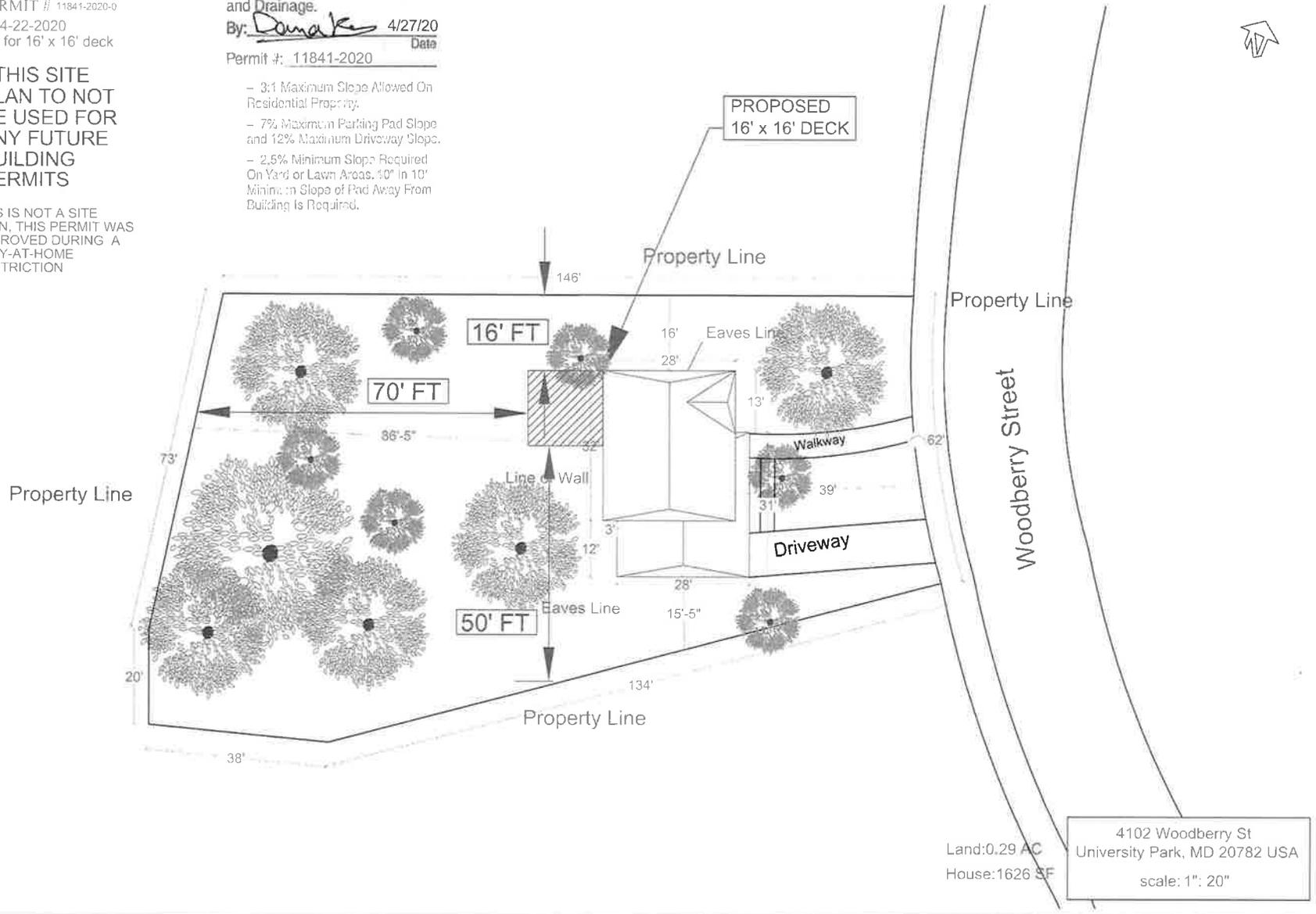


*** THIS SITE
PLAN TO NOT
BE USED FOR
ANY FUTURE
BUILDING
PERMITS**

THIS IS NOT A SITE
PLAN, THIS PERMIT WAS
APPROVED DURING A
STAY-AT-HOME
RESTRICTION

Approved for Soils, Grading,
and Drainage.
By: Danakis 4/27/20
Date
Permit #: 11841-2020

- 3:1 Maximum Slope Allowed On Residential Property.
- 7% Maximum Parking Pad Slope and 12% Maximum Driveway Slope.
- 2.5% Minimum Slope Required On Yard or Lawn Areas. 10" In 10' Minimum Slope of Pad Away From Building Is Required.



Land: 0.29 AC
House: 1626 SF
4102 Woodberry St
University Park, MD 20782 USA
scale: 1" = 20"

PRINCE GEORGE'S COUNTY

PERMIT

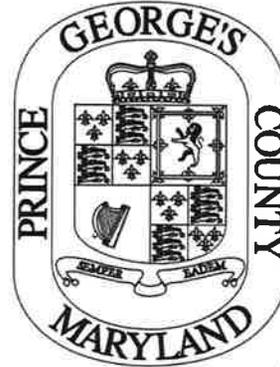
ISSUANCE DATE : May-13-2020

EXPIRATION DATE :

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

PROPERTY OWNER

Ian Duncan
4102 Woodberry ST
University Park, MD 20782 (206) 265-9113



CONTRACTOR

James Sarazin
3714 Petersville RD
Knoxville, MD 21758 (443) 755-9895
LICENSE NUMBER: 113608

OCCUPANT

ARCHITECT

TYPE OF PERMIT : **DPIE R**
WORK DESCRIPTION : **Construct a 16 x 16 deck**
EXISTING USE : **SFD**
USE (DER PROPOSED) : **SFD**
SUBDIVISION : **UNIVERSITY PARK**

OWNERSHIP : HEIGHT FT : 2
LIBER : 40018 WIDTH FT : 16
FOLIO : 041 DEPTH FT : 16
ED/ACCT NO. : 19 / 2146124 NO STORIES :
LOT : DWELL UNTS :
BLOCK : 30 PARKING SP :
TAX MAP : 033 LIVE LOAD :
SCD : USE GROUP :
SPEC EXCEPT : TYPE CONST :

OCCUPANCY LOAD :
SITE CERTIFICATE :
STRUCTURE CERT :
SEWER : CITY
WATER : CITY
HEATING :
PARCEL :

ELECTRICITY :
CENTRAL A/C :
ELEVATOR :
ESCALATOR :
BASEMENT :
BOILER NUMBER :
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

INSPECTION AREA :

INSPECTION APPROVALS

Melinda Bolling

BUILDING INSPECTOR	HEALTH	ELECTRICAL	PLUMBING	FIRE MARSHALL
APPROVED :				

< All Inboxes ^ v



eplan_noreply@co.pg.md.us

To: Boss T. Sarazin >

Yesterday

DPIE ePlan Approved for 11841-2020-0



Approved Plans Ready for Download Notification

Attention James:

Congratulations! Your ePlan has been approved and your Permit or Job Card has been issued for Case **11841-2020-0**.

If you have been issued a Permit, please click the [Project Access](#) to log in and download your plans from the **Approved-Permit Set** folder.

It is required that the entire set of approved plans be on the jobsite at all times.

If you have been issued a Job Card, a copy of the Certificate of Occupancy will be mailed to the property owner after inspections have been finalized.

Thank you for using the Prince George's County DPIE ePlan system!

Case Number:	11841-2020-0
Description:	DUNCAN DECK
Case Type:	R
Task:	Notify Applicant Download
Project Access	

Contact the [Project Administrator](#) if you have technical questions regarding the ePlan system.

Please do not reply to this email.



Re: Permit



To: Boss T. Sarazin >

Payment Receipt: DPIE Permits, Inspections and Enforcement

Successful Payment Receipt

Please print this receipt for your records

Remittance ID: iuqxldplugwjkbpkddka3hri

Received: May 11, 2020 12:07PM EDT

Permit Number: 11841-2020-0/DPIE R

Telephone Number: 443-255-4790

Amount: \$120.75

Service Fee: \$1.50

Service Fee Type: Dual Transaction

Total Amount: \$122.25

Transaction Type: Debit

Paid By: Check

Check Information: Corporate

Account Type: Checking

Account No. *****8564

RTN: *****3308

Company's Name: Deck And Shed Pros

Billing information: Address Line 1: 3714 Petersville Road

Country: United States

City: Knoxville

State: Maryland

ZIP Code: 21758

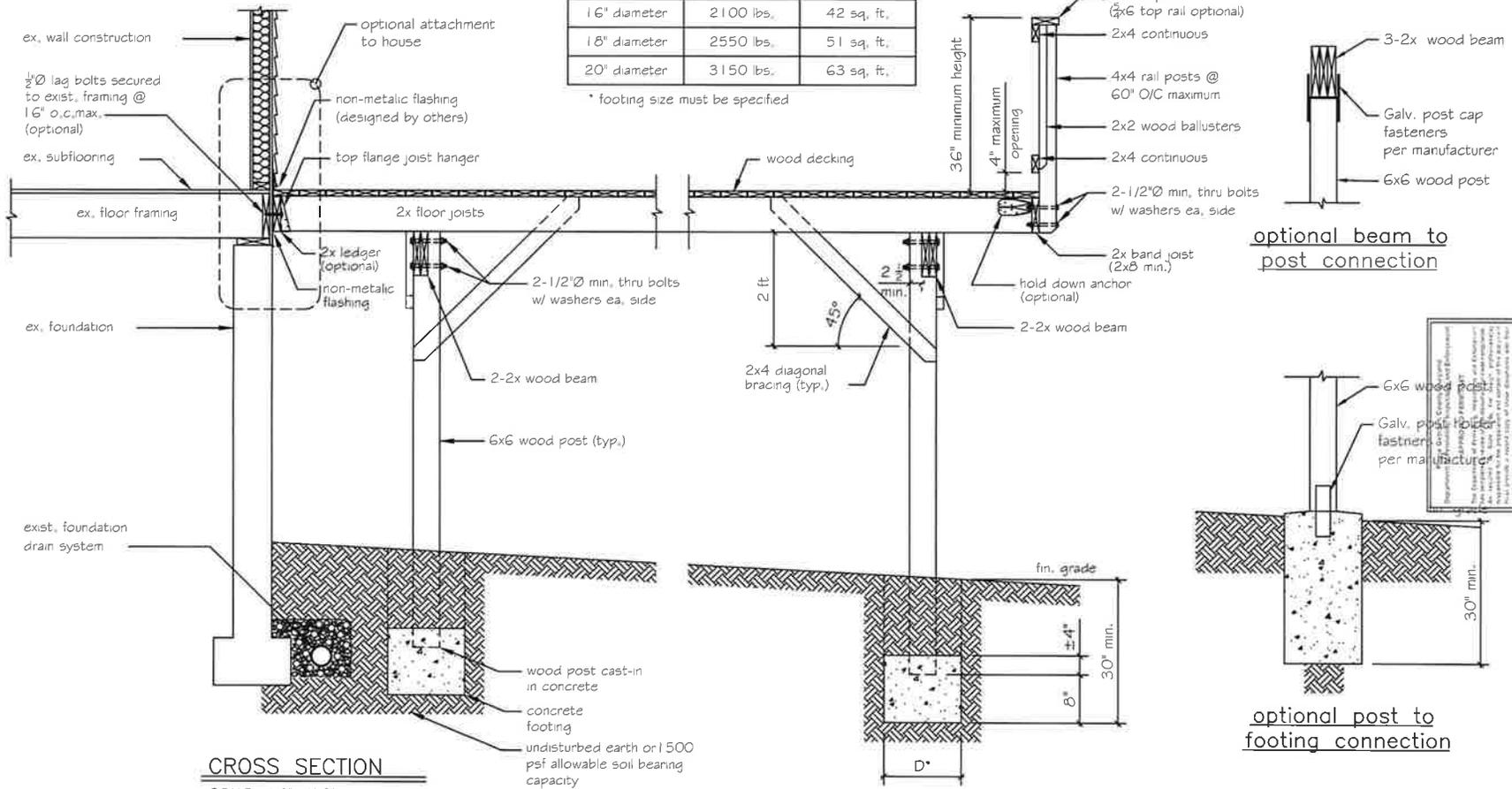


Free-Standing and Totally Isolated Decks:
decks designed and constructed as totally isolated and completely freestanding structures (i.e. not attached to the house) must be diagonally braced in two perpendicular directions at every posts.

size D*	allowable load	tributary area
16" diameter	2100 lbs.	42 sq. ft.
18" diameter	2550 lbs.	51 sq. ft.
20" diameter	3150 lbs.	63 sq. ft.

* footing size must be specified

Note: notching of 4x4 rail posts is not permitted



CROSS SECTION

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

WARNING AND DISCLAIMER

This drawing is intended only to be illustrative of the minimum requirements of applicable County ordinances. It is not to be used as a set of plans and specifications. PRINCE GEORGE'S COUNTY, MARYLAND DOES NOT WARRANT OR GUARANTEE IN ANY MANNER OR TO ANY EXTENT THE SUFFICIENCY OF THIS DRAWING. Persons to whom this drawing is distributed should not rely on it as an acceptable plan or blue print for any structure. PRINCE GEORGE'S COUNTY, MARYLAND DISCLAIMS ANY AND ALL LIABILITY FOR DAMAGES OR INJURIES, DIRECT OR CONSEQUENTIAL, ARISING OUT OF THE USE OF THIS DRAWING.



Prince George's County Government
Dept. of Permitting, Licensing and Inspections



DPIC

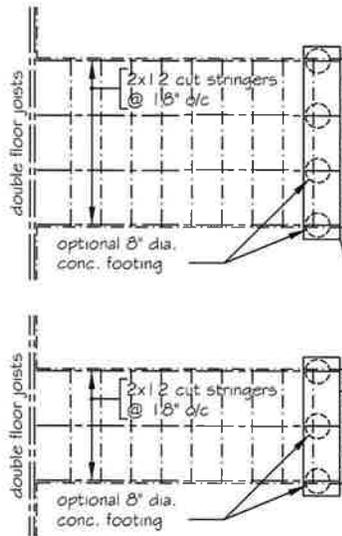
**WOOD DECK
CROSS SECTION**

Drawing No.

D-024

Sheet 2 of 2



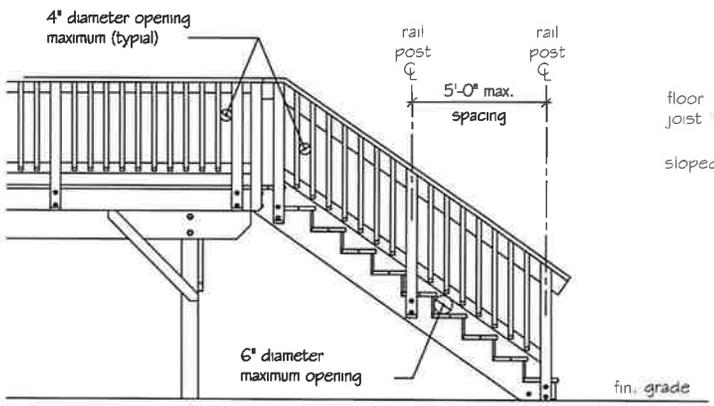


FLOOR PLAN
SCALE: 1/4"=1'-0"

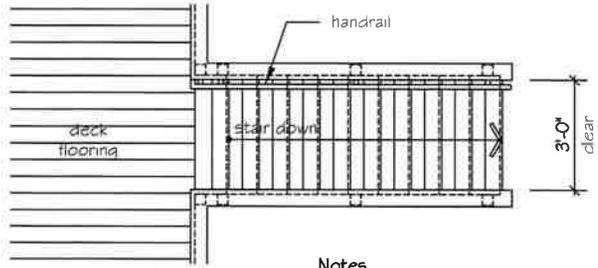
12" wide x 4" thick conc. slab - not req'd where footings are provided at each stair stringer

FRAMING & FOUNDATION PLANS

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

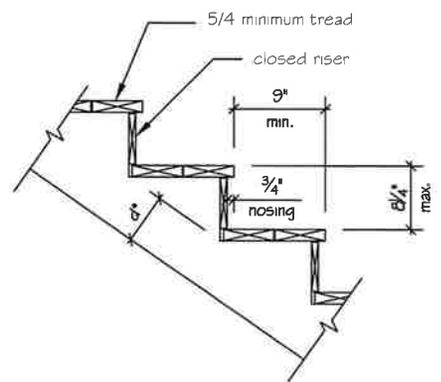


SIDE ELEVATION
SCALE: 1/4"=1'-0"



Notes

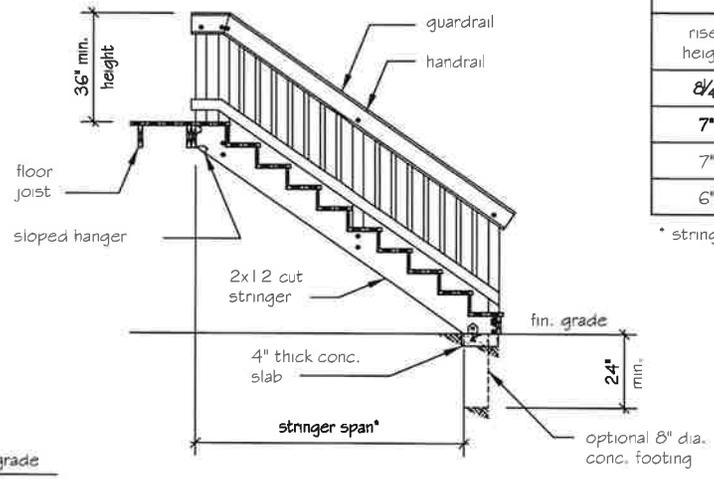
- 1.) all lumber shall be ground contact treated UC4A or higher.
- 2.) all connectors, anchors and fasteners shall be either Zmax or post batch hot-dip galvanized steel.



TRENDS & RISERS DETAIL
SCALE: 3/4"=1'-0"

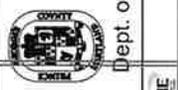
ALLOWABLE STRINGER SPANS			
riser height	tread width	depth d"	maximum span*
8 1/4"	9"	5 3/8"	6'-6"
7"	11"	5 3/8"	7'-0"
7"	10"	5 1/2"	7'-0"
6"	12"	5 7/8"	7'-6"

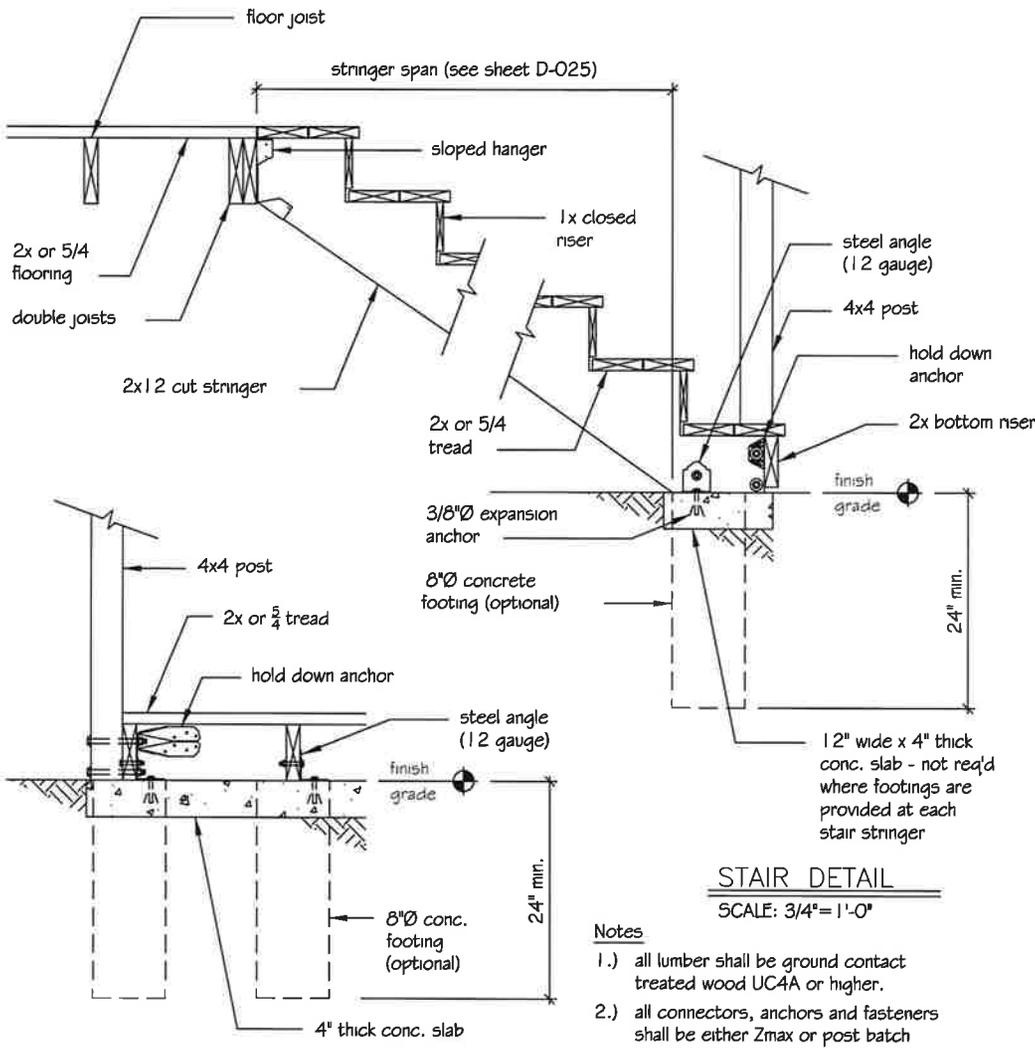
* stringer span is determined by depth (d)



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

WARNING AND DISCLAIMER
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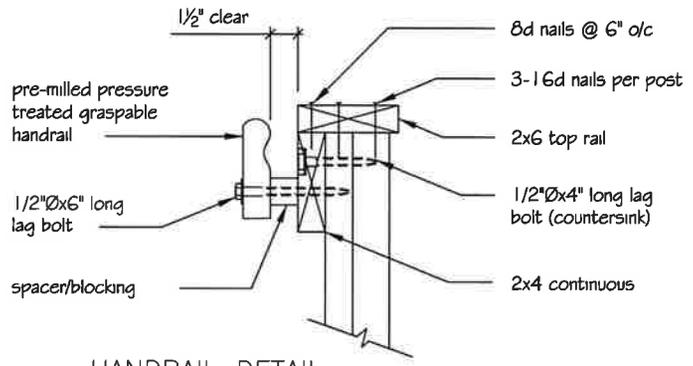




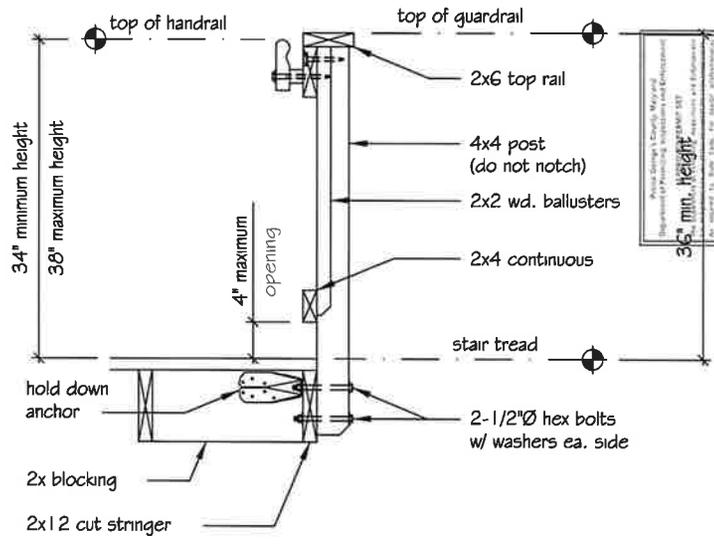
STAIR DETAIL
SCALE: 3/4" = 1'-0"

- Notes**
- 1.) all lumber shall be ground contact treated wood UC4A or higher.
 - 2.) all connectors, anchors and fasteners shall be either Zmax or post batch hot-dip galvanized steel.

STAIR FOOTINGS DETAIL
SCALE: 3/4" = 1'-0"



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



GUARDRAIL DETAIL
SCALE: 3/4" = 1'-0"

WARNING AND DISCLAIMER

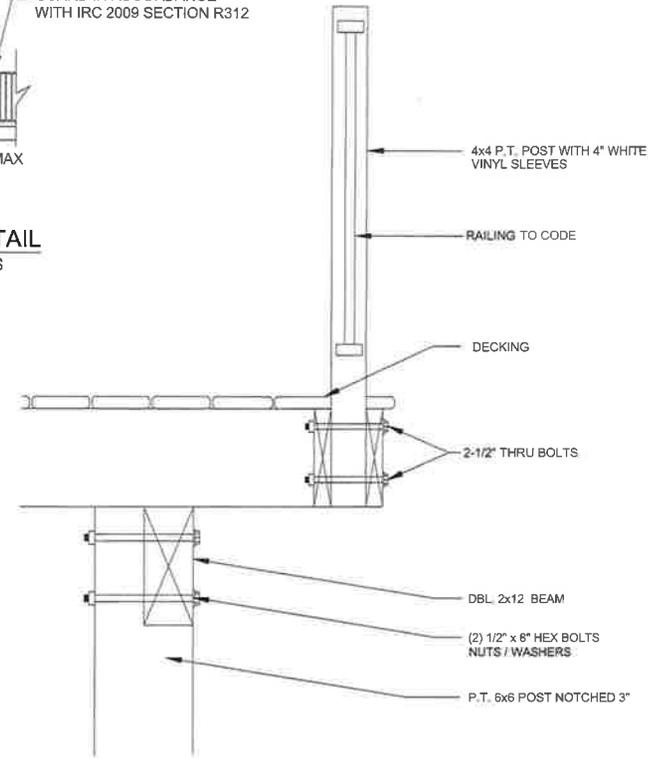
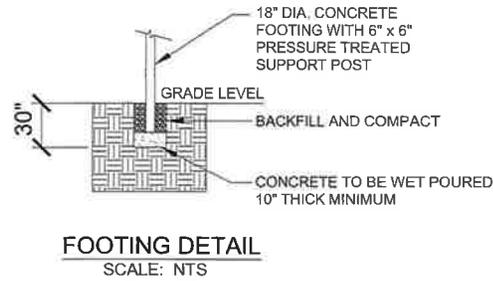
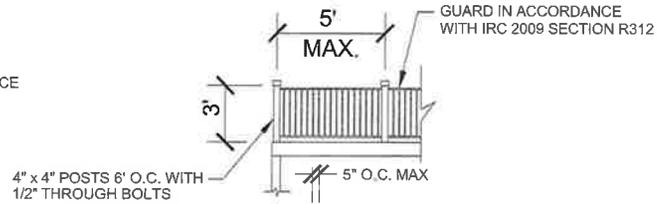
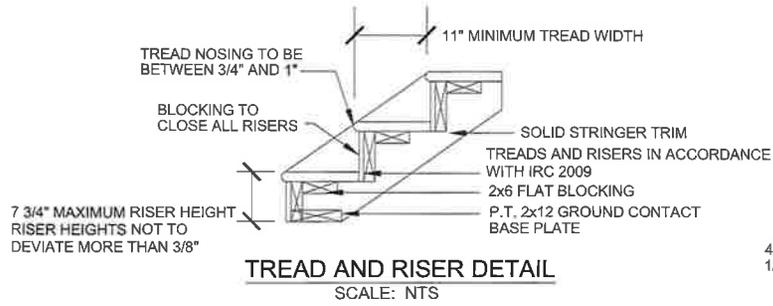
This drawing is intended only to be illustrative of the minimum requirements of applicable County ordinances. It is not a blue print, nor a set of plans and specifications. PRINCE GEORGE'S COUNTY, MARYLAND DOES NOT WARRANT OR GUARANTEE IN ANY MANNER OR TO ANY EXTENT THE SUFFICIENCY OF THIS DRAWING. Persons to whom this drawing is distributed should not rely on it as an acceptable plan or blue print for any structure. PRINCE GEORGE'S COUNTY, MARYLAND DISCLAIMS ANY AND ALL LIABILITY FOR DAMAGES OR INJURIES, DIRECT OR CONSEQUENTIAL, ARISING OUT OF THE USE OF THIS DRAWING.

DPIE
Dept. of Permitting, Licensing and Inspections

WOOD DECK STAIRS DETAILS

Drawing No. **D-026**

Sheet **2** of **2**



Wesley George's Exempt, Florida
Department of Building, Irregularities and Enforcement
APPROVED PERMIT SET
The Department of Building, Irregularities and Enforcement has reviewed a copy of this document for compliance as required by Title Code. The design and construction is responsible for the construction and content of this document shall provide a correct copy of same accurately with their original and approved set only.

City/State: 3117/022
Case Number: 19044/1917/201
Project No.: 1917
Address: 1917/022
Landy Shultz and Florida: 1917/022

DPBP

DATE: 3/28/2020	OWNER: Duncan Residence	
REV.		
SHEET# 3 of 3	ESTIMATOR: J. Sarazin	DRAWN BY: D.L.



DECK AND SHED PROS
MHIC # 134520
jsarazin@sandkgroup.net
443-755-9895
Fax: 443-276-1300

Agenda Item 6A
Memo from Staff re: Infrastructure Project Funding and
Contracting

MEMORANDUM

To: Mayor Carey
From: David Deutsch, Dan Baden, Mickey Beall
Re: Infrastructure Funding and Contracting
Date: May 12, 2020

Issue:

Whether to continue moving forward with acceptance of Safe Routes to School (SRTS) grant funding to procure engineering/design services for Phase 2 of the Infrastructure Project and whether to pursue construction grant funding through the SRTS program for Phase 2 of the Infrastructure Project.

Background:

- September 2019 — The town was awarded \$79,500 from the SRTS grant program for engineering and design services related to proposed new/upgraded sidewalks on four streets — Clagett-Pineway, Underwood St., College Heights Dr., and Queens Chapel Rd.
- February 3 — Council was provided a memo outlining the timeline for the various aspects of the project including the impacts of the grant funding on the project timeline. Pursuit of construction grant funds through the SRTS Program may result in an award of more than \$200,000. Due to the timing of the grant cycle, it would also delay construction on Queens Chapel Rd. until Spring 2022. This was referred to the Committee on Police, Traffic, and Public Safety, where it was discussed on February 19.
- Procurement of engineering/design services using grant funding would result in a three-month delay for SRTS staff to conduct the NEPA review before an RFP could be released for bid.

Recommendation:

1. **It is recommended the Town does not pursue SRTS construction grant funding for any portion of the project.**

Application for a SRTS construction grant requires the completion of 30% design plans. We would not reach this level and be able to submit for a SRTS Construction Grant until the May 2021 grant submission. Awards would be made in October of 2021. Therefore, if awarded funding, the earliest construction for the related scope of work could begin would be Spring 2022.

At this time, it is reasonable to assume construction grant funding may be limited or unavailable due to economic impacts related to the current health crisis. A two-year delay is an undesirable course for this project and it will likely result in increased construction costs, which would erode any potential grant revenue. Staff is confident that with funding from the design grant and the other appropriated revenue sources, coupled with the \$ 128,611 increase in anticipated payment from WSSC, there are sufficient funds to complete all budgeted and council authorized aspects of the Infrastructure Project.

2. **It is recommended that the town issue two separate engineering and design contracts.**

One for Queens Chapel Rd.

One for Clagett-Pineway, College Heights Dr. and Underwood St.

Due to the size of the scope of work, it is not possible for all of the Infrastructure Project construction to be completed in 2020. Separating the scope of work for the engineering and design contract in this way allows the RFP for Queens Chapel Rd. to be released without delay. As a result, if engineering and design plans are completed in the fall, construction on Queens Chapel Rd. could begin in late 2020.

Issuing a second, separate contract for the engineering and design of sidewalk and roadway improvements along Clagett-Pineway, College Heights Dr., and Underwood St. following the NEPA review by SRTS, allows the Town to utilize SRTS grant funding for the engineering and design of these 3 streets. It also allows the construction along Queens Chapel Rd., which the Council has deemed higher priority, to begin sooner and continue without delay. When engineering and design work for Clagett-Pineway, College Heights Dr., and Underwood St. is completed by Spring of 2021, the completion of those improvements could then be added to the construction schedule, and follow the completion of Queens Chapel Rd. At that time, any additional work desired would be completed with any unexpended funds. In this manner, all construction would be completed by the end of the 2021 construction season.

Summary:

To avoid construction delays for prioritized work, the Town should forego construction funding through the SRTS grant process. The Town should also separate the engineering and design of Queens Chapel Rd. from the engineering and design for Clagett-Pineway, College Heights Dr. and Underwood St. in order to avoid a delay in releasing the engineering and design RFP for Queens Chapel Rd and the resulting delay in construction. Once design plans are completed for Clagett-Pineway, College Heights Dr. and Underwood St., they would be added to the construction schedule in 2021, in accordance with previously established priority. Any additional work would be considered on the basis of unexpended fund availability.

Project Revenues:

Bond	\$1,600,000
WSSC (not confirmed)	\$ 644,611
Designated Reserves	\$ 107,500
Undesignated Reserves	\$ 83,606
<u>SRTS Design Grant</u>	<u>\$ 79,500</u>
Total Revenues	\$2,515,217

Budgeted Project Costs **\$2,507,106**

Agenda Item 6A
Memo from Chief Baker re: Specialty Certification Bonus



UNIVERSITY PARK POLICE DEPARTMENT

6724 Baltimore Avenue

University Park, Maryland 20782

(301) 277-0050

FAX (301) 779-1905

Memorandum

April 29, 2020

To: Mayor Lenford Carey

Via: David Deutsch

From: Chief Harvey Baker 

Subj: University Park Police Specialty Certification Bonus

The University Park Police Department is staffed by several experienced and well qualified police professionals. Many of them through their own initiative have obtained valuable police specialty certifications that benefit the Town and make them marketable to other local police agencies. Recruitment and retention are a challenge because of the number of police agencies in Prince George's County. Last year we lost one employee to an agency because of pay and benefits and two more officers applied to another agency because of a signing bonus and an improved benefit package. While the Town of University Park offers a generous benefit package, we currently do not have any mechanism in place to compensate these officers for maintaining police specialty certifications. I recommend creating an annual police specialty certification bonus for police personnel that maintain minimally two or more current police specialty certifications during the calendar year. The Police Specialty Certification bonus would be paid annually on July 1st using the following criteria:

- 2-4 current police specialty certifications \$500.00
- 5 or more current police specialty certifications \$1,000.00

The fiscal impact to the University Park Police operating budget would be minimal. Currently we have 3 officers that would receive a \$500.00 bonus and two that would receive \$1,000.00, for a total cost of \$3,500.00. For calendar year 2020 the crossing guard line item could fund the specialty bonus and \$5,000 could be budgeted in the FY2021 budget for the next year. If approved a University Park Police general order would be developed to outline the criteria for police employees to receive the specialty certification bonus.

Agenda Item 6A
Note from Treasurer and Draft #2 of FY2021 Budget

Attached is FY2021 Budget Draft #2 that includes the requested changes made at the 5/4/2020 Town Meeting. These include the following:

1. Reducing the Transit line item from \$94,377 to \$75,000
2. Reducing the Park Usage Concept Plan from \$25,000 to \$100
3. Changing the name of S2 to Read "Street & Sidewalk Maintenance"

At the May 18th Town Meeting the following adjustments to the FY2021 Budget should be considered by the Town Council:

1. Increasing Police Salaries by \$5,000 for Police Specialty Certification Bonuses
2. Allocate Funding to a COVID-19 Revenue and Expenditure account for funding to be received from Prince George's County.
3. Add a new line item for Donations received on behalf of HHUP for the TAF Fund.

Please include this email with the updated Budget in the Council packets for the meeting.

Thanks
Dan Baden

Town of University Park
Fiscal Year 2021 Budget
Council Draft Two

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		\$715,855	\$943,689	\$943,689	\$666,414	(\$227,834)	(\$227,834)	-24.1%	(\$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	\$338,550	\$335,550	\$342,750	\$377,986	\$3,000	(\$4,200)	-1.2%	\$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	75,000	88,500	88,500	85,658	(13,500)	(13,500)	-15.3%	\$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		\$1,274,905	\$4,032,467	\$4,042,467	\$1,262,417	(\$2,757,562)	(\$10,000)	-68.5%	\$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	\$ 65,200	\$ 57,200	\$57,200	\$88,730	\$8,000	\$8,000	14.0%	\$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	100	100	100		0	0	0.0%	\$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 Maintenance	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		3,166,033	6,085,602	6,097,391	2,954,225	(\$2,919,569)	(\$2,931,358)	-48.1%	\$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		\$715,855	\$943,689	\$943,689	\$666,414	(\$227,834)	(\$227,834)	-24.1%	\$277,275
PUBLIC WORKS		\$1,274,905	\$4,032,467	\$4,042,467	\$1,262,417	(\$2,757,562)	(\$2,767,562)	-68.5%	\$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):		\$3,535,965	\$6,504,324	\$6,516,113	\$3,218,660	(\$2,968,359)	(\$2,980,148)	-45.7%	\$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		\$1,283,791	\$1,043,130	\$1,295,500	(\$399,246)	\$240,661	(\$11,709)	-0.9%	\$1,694,745
TOTAL RESERVES:		\$1,619,445	\$1,354,484	\$1,606,854	\$116,450	\$264,961	\$12,592	0.8%	\$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		\$3,166,033	\$6,085,602	\$6,097,391	\$2,954,225	(\$2,919,569)	(\$2,931,358)	-48.1%	\$3,143,165
OPERATING SURPLUS/DEFICIT		\$345,496	\$119,838	\$109,839	\$380,885				
DEBT SERVICE		\$369,932	\$418,722	\$418,722	\$264,435				
TOTAL OPERATING SURPLUS/DEFICIT		(\$24,436)	(\$298,884)	(\$308,884)	\$116,450				
FUND BALANCE RATIO		36.3%	16.0%	19.9%					

Agenda Item 7A
FY2020 PW Budget Transfer

MEMO

To: Mayor Carey
From: Mickey Beall
Re: Line Item Transfers
Date: May 7, 2020

I would like to transfer request the transfer of \$3,000 from the DPW Snow Removal line item (6410-04) to the Vehicle Maintenance line item (6580-05) to cover higher than anticipated costs.

I request this be included on the agenda for the meeting on May 18.

Agenda Item 7B
Legislative Resolution 20-O-05

Ordinance to Amend the Fiscal Year 2020 Budget
Sponsored by:

LEGISLATIVE RESOLUTION 20-O-05

Resolution and Ordinance of the Town of University Park, to amend the FY 2020 Budget Ordinance, Legislative Resolution 19-O-03 to establish a new revenue line item to receive COVID-19 funding from Prince George's County, and a new expenditures line item for authorized COVID-19 expenditures from that funding source.

Section 1: Be it resolved and ordained by the Mayor and Common Council of the Town of University Park that Legislative Resolution 19-O-03, Fiscal Year 2020 Budget Ordinance, be amended to:

1. Establish a new revenue line item in the amount of \$161,000 to receive United States Department of Treasury, Coronavirus Aid, Relief, and Economic Security (CARES) Act funding, from Prince George's County, Maryland, to cover necessary expenditures directly related to the Coronavirus Disease 2019 (COVID-19) between March 1, 2020 and December 30, 2020.
2. Establish an expenditure line item in the amount of \$161,000 for authorized expenditures between March 1, 2020 and December 30, 2020 directly related to the Coronavirus Disease 2019 (COVID-19).

Section 2. Be it further resolved that this resolution shall become effective immediately upon enactment by the Mayor and Common Council of University Park.

Section 3. Be it further resolved that if any section, subsection, provision, sentence, clause, phrase or word of this Ordinance is for any reason held to be illegal or otherwise invalid by any court of competent jurisdiction, such invalidity shall be severable, and shall not affect or impair any remaining section, subsection, provision, sentence, clause, phrase or

EXPLANATION:

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW

[~~Brackets~~] indicate matter deleted from existing law

* * Asterisks* * indicate existing law which are unchanged but not set forth in the ordinance

CAPITALS INDICATE MATTER ADDED BY AMENDMENT TO THE PROPOSED
ORDINANCE

[~~Brackets~~] indicate matter deleted by amendment to the proposed ordinance

word included within this Ordinance, it being the intent of the City that the remainder of the Ordinance shall be and shall remain in full force and effect, valid and enforceable.

Section 4: 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

By: _____
Lenford C. Carey, Mayor

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

By: _____
Suellen M. Ferguson, Town Attorney

Agenda Item 7C
Emergency Legislative Resolution 20-O-06

Amending Section 13-203
Sponsored by: Councilmember ***

EMERGENCY LEGISLATIVE RESOLUTION 20-O-06

Resolution and Ordinance of the Town of University Park to amend Chapter 13 “Housing”, Article 2, “Rental Housing Code”, Section 13-203, “Rental property license and renewals” of the Code of Ordinances of the Town of University Park to allow a required inspection to be postponed or altered in scope by resolution of the Mayor and Council.

WHEREAS, pursuant to §5-202 of the Local Government Article, Annotated Code of Maryland, the Mayor and Common Council of the Town of University Park have the power to pass such ordinances as it deems necessary to protect the health, safety and welfare of the residents of the municipality and to prevent and remove nuisances; and

WHEREAS, the Mayor and Common Council have adopted Chapter 13, “Housing”, of the Town Code to regulate the maintenance of residential housing; and

WHEREAS, Chapter 13, §13-203, Rental property license and renewals, requires that each rental property undergo an inspection prior to receiving a license, and an inspection prior to annual renewal of the rental property license; and

WHEREAS, in light of the restrictions imposed due to the COVID-19 pandemic, the Mayor and Common Council have determined that it is in the public interest to; and

WHEREAS, the Mayor and Common Council have determined that it is in the public

EXPLANATION:

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW

[Brackets] indicate matter deleted from existing law

* * Asterisks* * indicate existing law which are unchanged but not set forth in the ordinance

CAPITALS INDICATE MATTER ADDED BY AMENDMENT TO THE PROPOSED ORDINANCE

[Brackets] indicate matter deleted by amendment to the proposed ordinance

interest to require that the secondary egress requirements of the Prince George’s County Fire Code and the NFPA Life Safety Code be applicable to all rooms used for sleeping in single family rental residences; and

WHEREAS, that the Mayor and Common Council have determined that it is necessary that this Ordinance be effective immediately and it is therefore adopted as an emergency measure pursuant to section 311(a) of the Town Charter.

Section 1: NOW THEREFORE be it resolved and ordained by the Mayor and Common Council of the Town of University Park that Chapter 13 “Housing”, Article 2 “Rental Housing Code”, § 13-203 “Rental property license and renewals”, of the Code of the Town of University Park, be repealed, re-enacted and amended to read as follows:

§13-203 Rental property license and renewals

(A) – (C) * * * *

(D) Inspections. All rental properties shall be subject to periodic inspection to determine if they are in conformance with the Code and shall be inspected PRIOR TO ISSUANCE AND at least once each year prior to renewal of the rental license. Permission for such inspections, without the necessity for obtaining any further permission or judicial warrant, is a condition of any license or temporary certificate. Failure to allow entry for such inspection or to require any tenant to allow entry for such inspection shall constitute sufficient reasons for the denial or revocation of the rental license or temporary certificate. IN THE EVENT A STATE OF EMERGENCY HAS BEEN DECLARED FOR THE TOWN BY THE MAYOR AND COUNCIL, OR BY THE STATE OF MARYLAND OR PRINCE GEORGE’S COUNTY, PURSUANT TO STATE OR LOCAL LAW, THE REQUIRED INSPECTION MAY BE POSTPONED AND/OR ALTERED IN SCOPE BY RESOLUTION OF THE MAYOR AND COUNCIL.

Section 2. Be it further resolved that the Common Council has determined that it is necessary that this Ordinance be effective immediately and it is therefore adopted as an emergency measure pursuant to section 311(a) of the Town Charter.

Section 3. Be it further resolved that this resolution shall become effective immediately upon enactment by the Mayor and Common Council of University Park.

Section 4. Be it further resolved that if any section, subsection, provision, sentence, clause, phrase or word of this Ordinance is for any reason held to be illegal or otherwise invalid by any court of competent jurisdiction, such invalidity shall be severable, and shall not affect or impair any remaining section, subsection, provision, sentence, clause, phrase or word included within this Ordinance, it being the intent of the City that the remainder of the Ordinance shall be and shall remain in full force and effect, valid and enforceable.

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

By: _____
Lenford C. Carey, Mayor

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

By: _____
Suellen M. Ferguson, Town Attorney

Agenda Item 7D
Resolution 2020-R-03

RESOLUTION
OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF UNIVERSITY PARK
TO ACCEPT THE PRINCE GEORGE'S COUNTY ALLOCATION OF
CORONAVIRUS RELIEF FUND (CRF) FUNDING TO COVER EXPENSES
DIRECTLY RELATED TO COVID-19 AND TO PREPARE AND SUBMIT THE
REQUIRED PLAN

WHEREAS, on March 5, 2020, the Honorable Larry J. Hogan, Jr., Governor of Maryland, as a result of the presence of Coronavirus Disease 2019 (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, 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 COVID-19 pandemic and the emergency measures required in response have caused the Town to incur additional expenses that were not anticipated when the FY2020 budget was adopted; and

WHEREAS, Prince George's County received a direct allocation from the Coronavirus Relief Fund (CRF) under the United States Department of Treasury, Coronavirus Aid, Relief, and Economic Security (CARES) Act, to cover necessary expenditures directly related to COVID-19; and

WHEREAS, Prince George's County has notified the Town that it is eligible for up to \$161,000.00 in CRF funding to cover necessary expenditures directly related to COVID-19, subject to submission of a plan by May 22, 2020 of the directly related expenditures made between March 1, 2020 and December 15, 2020 for which the Town will be seeking reimbursement; and

WHEREAS, the Mayor and Council have determined that it is in the public interest to accept the County allocation of CRF funding and to prepare and submit the required plan.

NOW THEREFORE BE IT RESOLVED by the Mayor and Common Council, to authorize the following actions:

- 1. To accept CRF funding from Prince George’s County to cover necessary expenditures directly related to COVID-19.
- 2. To authorize the Mayor and Town staff to develop and submit by May 22, 2020, the plan required by the County of the directly related expenditures made between March 1, 2020 and December 15, 2020 for which the Town will be seeking reimbursement.

ADOPTED by the Mayor and Common Council at a regular public meeting on the 18th day of May, 2020.

EFFECTIVE on the 18th day of May, 2020

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 8
Draft 5/4/20 Council Minutes



**MEETING OF
UNIVERSITY PARK MAYOR AND COMMON COUNCIL
VIA VIDEO AND AUDIO CONFERENCE
7:30 p.m.
May 4, 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 – led by Mayor Carey

**3. APPROVAL OF THE AGENDA as amended.
(Removed line item 4E from the consent agenda).**

Moved by: Ms. Wells

Seconded by: Mr. Caskey

Yea: 7

Nay: 0

Abstain: 0

4. CONSENT AGENDA

Motion: To approve the following consent agenda items.

Moved by: Ms. Verrill

Seconded by: Mr. Stephen

Yea: 7

Nay: 0

Abstain: 0

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

- Resident stated many thanks to the Interim Town Administrator, David Deutsch, for his concise report on the background on the Van Buren Street bridge project and for his recommendation to have the bridge installed.

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

- It was reported that with the budget as proposed there is no Town tax increase or decrease for fiscal year 2021.

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:

Motion: To reduce line item B8 - *Park Usage Concept Plan* from \$25,000.00 for Fiscal Year 2021 to \$100.00.

Moved by: Mr. Caskey

Seconded by: Ms. Verrill

Yea: 7

Nay: 0

Abstain: 0

Roll Call Vote: Mr. Brosch Yea
 Mr. Schultz Yea
 Ms. Morrissey Yea
 Ms. Verrill Yea
 Mr. Caskey Yea
 Ms. Wells Yea
 Mr. Stephen Yea

Motion approved

Motion: To reduce line item G25 - *Transit* to \$75,000.00 for Fiscal Year 2021.

Moved by: Mr. Stephen **Seconded by:** Ms. Morrissey

Yea: 7 **Nay:** 0 **Abstain:** 0

Motion: To reduce line item G7 - *Council Retreat/Orientation* from \$8,000.00 for Fiscal Year 2021 to \$1,000.00.

Moved by: Mr. Schultz **Seconded by:** Mr. Caskey

Yea: 3 **Nay:** 4 **Abstain:** 0

Roll Call Vote: Mr. Brosch Yea
 Mr. Schultz Yea
 Ms. Morrissey Nay
 Ms. Verrill Nay
 Mr. Caskey Yea
 Ms. Wells Nay
 Mr. Stephen Nay

Motion failed

Note: Line item G30, *Hyattsville Middle School PTA* - the Town Clerk was asked to contact Hyattsville Middle School PTA for further clarification of what the \$6,000.00 donation will be used for.

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: Ms. Verrill **Seconded by:** Mr. Caskey

Yea: 3 **Nay:** 4 **Abstain:** 0

Roll Call Vote: Mr. Brosch Nay
 Mr. Schultz Nay
 Ms. Morrissey Yea
 Ms. Verrill Yea

Mr. Caskey	Yea
Ms. Wells	Nay
Mr. Stephen	Nay

Motion failed

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: Ms. Wells

Seconded by: Mr. Brosch

Yea: 7

Nay: 0

Abstain: 0

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: Mr. Schultz

Seconded by: Mr. Caskey

Yea: 7

Nay: 0

Abstain: 0

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: Ms. Wells

Seconded by: Mr. Schultz

Yea: 7

Nay: 0

Abstain: 0

Note: Mayor Carey said that, when known, a timeline for the infrastructure project will be made available on the website.

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: Mr. Stephen

Seconded by: Ms. Wells

Yea: 6

Nay: 1 (Verrill)

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: Ms. Verrill

Seconded by: Ms. Wells

Yea: 7

Nay: 0

Abstain: 0

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: Ms. Wells

Seconded by: Mr. Schultz

Yea: 7

Nay: 0

Abstain: 0

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

Moved by: Mr. Schultz

Seconded by: Mr. Stephen

Yea: 7

Nay: 0

Abstain: 0

10. MAYOR AND COUNCIL REPORTS

A. MAYOR'S REPORT

- The Maryland Municipal League summer conference will be virtual this year. Details will be available soon.

B. TOWN ADMINISTRATOR'S REPORT

- Mr. Deutsch continues to work on a number of issues and is making progress.

C. COUNCIL AND COMMITTEE REPORTS

Sustainability Committee - Mr. Schultz

The next meeting is scheduled for Wednesday, May 6.

- Mayor Carey responded to Mr. Schultz by saying that the Town has an account with Zoom and will use it to facilitate for Committee Chairs who host a virtual meeting.

Policy, Rules and Municipal Structure Committee - Ms. Verrill

The next meeting is scheduled for Thursday, May 7 at 7:00 p.m.

- A Zoom invitation will be emailed to Committee members.

Helping Hands Committee - Ms. Verrill

- Helping Hands Committee is hard at work during this time. Rides are not available at this time although volunteers are shopping and running errands for residents.

Development Overview Committee - Ms. Wells

The next meeting is scheduled for Thursday, May 14.

11. ADJOURNMENT by consent at 10:31 p.m.

Agenda Item 9F
Treasurer's Report

**Town of University Park
Treasurer's Report
April 30, 2020**

Cash Balances

Bank of America - General Fund	\$3,117.81
Suntrust - General Fund	107,075.46
Suntrust - Debit Card A/C	17,846.15
MD Local Government Investment Pool	2,217,219.18
Police Benevolence Fund	6,865.65
Employee Holiday Fund	0.00
BB&T Bank - CD	4,208.20
Petty Cash	500.00
Total	<u>\$2,356,832.45</u>

**Town of University Park
Treasurer's Report
April 30, 2020**

	April	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
Income					
General Fund Revenues					
I - Taxes					
4000-00 · Real Estate Tax Revenue	10,119.11	2,433,583.96	2,424,892.00	8,691.96	100.36%
4005-00 · Business Personal Property Tax	636.53	54,405.74	60,000.00	(5,594.26)	90.68%
4010-00 · Penalties & Interest on Taxes	543.17	2,983.88	1,000.00	1,983.88	298.39%
4020-00 · State Income Tax		442,271.92	652,815.00	(210,543.08)	67.75%
Total I - Taxes	11,298.81	2,933,245.50	3,138,707.00	(205,461.50)	93.45%
II - State Shared					
4015-00 · Highway Users		52,713.64	116,590.00	(63,876.36)	45.21%
4025-00 · Police Protection		37,131.00	49,730.00	(12,599.00)	74.67%
4030-00 · Bank Stock		0.00	10,257.00	(10,257.00)	0.0%
Total II - State Shared	0.00	89,844.64	176,577.00	(86,732.36)	50.88%
III - County					
4055-00 · Landfill Rebate		3,128.00	6,256.00	(3,128.00)	50.0%
Total III - County	0.00	3,128.00	6,256.00	(3,128.00)	50.0%
IV - Licenses & Permits					
4075-00 · Cable TV Franchise Payments		19,397.72	36,000.00	(16,602.28)	53.88%
4076-00 · Cable TV - Capital Equipment		12,158.40	22,600.00	(10,441.60)	53.8%
4080-00 · Building Permits & Fees		1,175.84	1,500.00	(324.16)	78.39%
Total IV - Licenses & Permits	0.00	32,731.96	60,100.00	(27,368.04)	54.46%
V - Miscellaneous					
4085-00 · Accident Reports	10.00	220.00			
4095-00 · Rental License Fees	4,250.00	11,050.00	31,200.00	(20,150.00)	35.42%
4100-00 · Fines - Police	50.00	710.00	4,000.00	(3,290.00)	17.75%
4105-00 · Vehicle Release	50.00	625.00	2,000.00	(1,375.00)	31.25%
4120-00 · Interest Income	2,458.31	26,777.56	37,500.00	(10,722.44)	71.41%
4125-00 · Intrest Income - 2019 Bond		4,327.48			
4150-00 · Revenue -Miscellaneous		1,806.25	1,889.00	(82.75)	95.62%
4155-00 · Revenue - Recycling	93.60	1,250.60	2,000.00	(749.40)	62.53%
4160-00 · Sale of Asset		850.00	17,000.00	(16,150.00)	5.0%
4170-00 · Red Light Camera	75.00	12,225.00	20,750.00	(8,525.00)	58.92%
4244-00 · Sale of Energy Credits		3,356.13	500.00	2,856.13	671.23%
4248-00 · PEPCO - Solar Array Excess Gen.		0.00	2,000.00	(2,000.00)	0.0%
Total V - Miscellaneous	6,986.91	63,198.02	118,839.00	(55,640.98)	53.18%
VI - Grant & Bond Revenue					
4206-00 · Maryland Bond Bill - Town Hall		0.00	200,000.00	(200,000.00)	0.0%
4212-00 · MHAA Grant		10,188.00	40,750.00	(30,562.00)	25.0%
4214-00 · Leaf/Utility Vehicle Lease		0.00	150,000.00	(150,000.00)	0.0%
4230-00 · Infrastrusture Bond - 2019		0.00	1,800,000.00	(1,800,000.00)	0.0%
4243-00 · WSSC/WGL - Street Repair Rebate		0.00	516,000.00	(516,000.00)	0.0%
Total VI - Grant & Bond Revenue	0.00	10,188.00	2,706,750.00	(2,696,562.00)	0.38%
VII - Prior Year's Surplus	0.00	0.00	1,915,737.00	(1,915,737.00)	0.0%
Total General Fund Revenues	18,285.72	3,132,336.12	8,122,966.00	(4,990,629.88)	38.56%
Total Income	18,285.72	3,132,336.12	8,122,966.00	(4,990,629.88)	38.56%
Gross Profit	18,285.72	3,132,336.12	8,122,966.00	(4,990,629.88)	38.56%

**Town of University Park
Treasurer's Report
April 30, 2020**

Expense	April	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
General Government					
I - Personnel - Gen Govt					
A Salaries - General Government					
6103-01 · Administration Expenses	1,661.85	1,661.85	68,450.00	(66,788.15)	2.43%
6104-01 · Mayor's Salary	1,538.46	15,999.98	20,000.00	(4,000.02)	80.0%
6105-01 · General Government - Reg	13,782.24	129,364.88	184,207.00	(54,842.12)	70.23%
6108-01 · General Government - Sick		2,950.31			
6109-01 · General Government - Vacation		13,064.50			
Total A Salaries - General Government	16,982.55	163,041.52	272,657.00	(109,615.48)	59.8%
B - Payroll Tax & Benefits - GG					
6600-01 · Life Insurance - Employee - GG	57.07	627.77			
6605-01 · Health Insurance - GG	122.85	2,043.83			
6610-01 · Payroll Taxes - GG	1,147.69	11,245.37	31,942.00	(20,696.63)	35.21%
6620-01 · Worker's Comp Insurance - GG		383.78			
6625-01 · Unemployment Insurance - GG	7.05	149.38			
6630-01 · State Retirement - GG		14,777.80			
6635-01 · Payroll Taxes - Mayor	117.70	1,235.77	3,590.00	(2,354.23)	34.42%
6640-01 · Unemployment - Mayor	4.61	18.46			
Total B - Payroll Tax & Benefits - GG	1,456.97	30,482.16	35,532.00	(5,049.84)	85.79%
Total I - Personnel - Gen Govt	18,439.52	193,523.68	308,189.00	(114,665.32)	62.79%
II -Operating - Gen. Government					
6000-01 · ADA (Interpreters)		0.00	250.00	(250.00)	0.0%
6005-01 · Accounting & Auditing		7,872.25	9,000.00	(1,127.75)	87.47%
6015-01 · Building Maintenance	1,117.00	11,190.05	15,000.00	(3,809.95)	74.6%
6020-01 · Building Utilities	566.73	4,397.83	7,000.00	(2,602.17)	62.83%
6027-01 · Council Retreat / Orientation		0.00	1,000.00	(1,000.00)	0.0%
6028-01 · COVID-19	1,296.75	1,296.75			
6030-01 · Recording Secretary	250.00	2,825.00	5,000.00	(2,175.00)	56.5%
6050-01 · Elections	174.89	174.89	6,500.00	(6,325.11)	2.69%
6053-01 · Employee Awards and Events		1,900.52	3,000.00	(1,099.48)	63.35%
6055-01 · Engineering Serv. (Exc. Street)		0.00	2,000.00	(2,000.00)	0.0%
6064-01 · IT Costs	1,147.05	15,074.14	20,500.00	(5,425.86)	73.53%
6065-01 · Insurance		32,157.00	32,200.00	(43.00)	99.87%
6070-01 · Legal Advertisement	80.00	422.00	1,500.00	(1,078.00)	28.13%
6075-01 · Legal Fees		28,169.00	45,000.00	(16,831.00)	62.6%
6080-01 · Travel	(7,889.70)	1,051.46	20,000.00	(18,948.54)	5.26%
6085-01 · Memberships and Dues		6,098.28	6,000.00	98.28	101.64%
6090-01 · Newsletter	3,970.70	18,468.88	25,000.00	(6,531.12)	73.88%
6095-01 · Office Expenses	2,158.42	23,383.11	21,000.00	2,383.11	111.35%
6097-01 · Publications		0.00	8,000.00	(8,000.00)	0.0%
6110-01 · Small Equipment		5,232.50	6,950.00	(1,717.50)	75.29%
6115-01 · Telephone	1,292.43	7,685.32	10,000.00	(2,314.68)	76.85%
6128-01 · Training		500.00	1,500.00	(1,000.00)	33.33%
6130-01 · Website Maintenance & Design		6,260.00	8,800.00	(2,540.00)	71.14%
Total II -Operating - Gen. Government	4,164.27	174,158.98	255,200.00	(81,041.02)	68.24%
III - Grants & Donations					
6063-01 · Fire Dept Donation		0.00	9,000.00	(9,000.00)	0.0%
6096-01 · Northwestern High School - PTA		6,000.00	6,000.00	0.00	100.0%
6099-01 · PTA Donation		0.00	6,000.00	(6,000.00)	0.0%
6152-01 · Senior Programs - Helping Hands					
6154-01 · TAF - HHUP	200.00	(2,615.00)			
6152-01 · Senior Programs - Helping Hands - Other	117.70	2,216.39	5,000.00	(2,783.61)	44.33%
Total 6152-01 · Senior Programs - Helping Hands	317.70	(398.61)	5,000.00	(5,398.61)	(7.97%)
6203-02 · UPCA Grant		0.00	8,000.00	(8,000.00)	0.0%
6250-02 · Azalea Classic		6,000.00	6,000.00	0.00	100.0%
Total III - Grants & Donations	317.70	11,601.39	40,000.00	(28,398.61)	29.0%
IV -Capital Outlay - Gen. Govt.					
6137-01 · Town Hall Security/Lighting		8,450.00	11,800.00	(3,350.00)	71.61%
6138-01 · Town Hall Design & Construction		0.00	240,000.00	(240,000.00)	0.0%
Total IV -Capital Outlay - Gen. Govt.	0.00	8,450.00	251,800.00	(243,350.00)	3.36%
V - Transit					
6125-07 · Transit - Call-A-Bus		13,965.28			
6126-01 · Transit - Salaries	3,682.80	45,055.15	88,500.00	(43,444.85)	50.91%
6610-07 · Payroll Tax - Transit	281.74	3,479.49			
6620-07 · Workers Comp Insurance - Van		1,203.33			
6625-07 · Unemployment Insurance - Trans	8.59	46.37			
6630-07 · State Retirement - Van		5,499.28			
Total V - Transit	3,973.13	69,248.90	88,500.00	(19,251.10)	78.25%
Total General Government	26,894.62	456,962.95	943,689.00	(486,706.05)	48.43%
Police & Public Safety					
I - Police & PS - Personnel					
A - Salaries - P & PS					
6344-03 · Police - Vacation	1,082.83	13,528.06			
6345-03 · Police - Regular	46,874.89	479,617.85	670,540.00	(190,922.15)	71.53%
6346-03 · Police - OT	271.20	19,345.07			
6348-03 · Police - Holiday		10,003.36			
6349-03 · Police - Sick Plan	424.68	9,766.10			
Total A - Salaries - P & PS	48,653.60	532,260.44	670,540.00	(138,279.56)	79.38%
B - Payroll Tax & Benefits - PS					
6600-03 · Life Insurance - Employee - PS	123.75	1,223.75			
6605-03 · Health Insurance - Police & PS	4,052.79	55,212.89			
6610-03 · Payroll Taxes - Police & PS	3,686.78	41,034.17	237,091.00	(196,056.83)	17.31%
6620-03 · Workers Comp Insurance - PS		29,967.60			

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	April	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
6625-03 · Unemployment Insurance - PS		290.72			
6630-03 · State Retirement - PS		58,020.52			
Total B - Payroll Tax & Benefits - PS	7,863.32	185,749.65	237,091.00	(51,341.35)	78.35%
Total I - Police & PS - Personnel	56,516.92	718,010.09	907,631.00	(189,620.91)	79.11%
II - Code Compliance					
6380-03 · Code Compliance Salary	1,793.32	19,083.66	27,000.00	(7,916.34)	70.68%
6631-03 · Code Compliance- Payroll Tax	137.18	1,473.61			
6632-03 · Code Compliance- Unemployment	5.38	21.52			
6633-03 · Code Compliance Operating Costs	81.67	977.81	2,500.00	(1,522.19)	39.11%
Total II - Code Compliance	2,017.55	21,556.60	29,500.00	(7,943.40)	73.07%
II - Police & PS - Operating					
5303-03 · Citations - Red Light Camera	219.31	4,720.83	8,700.00	(3,979.17)	54.26%
6300-03 · Bike Patrol		161.98	2,000.00	(1,838.02)	8.1%
6303-03 · Body Worn Cameras		9,531.00	11,000.00	(1,469.00)	86.65%
6305-03 · Computer		0.00	2,000.00	(2,000.00)	0.0%
6307-03 · Crossing Guards		5,145.32	7,200.00	(2,054.68)	71.46%
6315-03 · Police Supplies & Manuals	181.35	6,771.75	9,240.00	(2,468.25)	73.29%
6320-03 · Gasoline		16,493.81	22,000.00	(5,506.19)	74.97%
6323-03 · Home Security Reimb. Program		100.00	1,500.00	(1,400.00)	6.67%
6325-03 · Medical Exams		6,500.50	7,000.00	(499.50)	92.86%
6327-03 · MILES Computer		0.00	100.00	(100.00)	0.0%
6329-03 · Mobile Data Terminals	704.69	4,640.89	6,375.00	(1,734.11)	72.8%
6330-03 · Travel, Meetings, Prof. Dues		1,115.00	3,500.00	(2,385.00)	31.86%
6340-03 · Radio Maintenance		0.00	500.00	(500.00)	0.0%
6350-03 · Small Equipment - Police	5,991.20	12,252.90	14,400.00	(2,147.10)	85.09%
6351-03 · Uniforms					
6360-03 · Uniform Cleaning	149.71	1,552.14	8,300.00	(6,747.86)	18.7%
6365-03 · Uniform Purchase	276.00	4,946.56			
Total 6351-03 · Uniforms	425.71	6,498.70	8,300.00	(1,801.30)	78.3%
6355-03 · Training	115.42	5,013.68	6,000.00	(986.32)	83.56%
6370-03 · Vehicle Maintenance		8,455.53	8,500.00	(44.47)	99.48%
Total II - Police & PS - Operating	7,637.68	87,401.89	118,315.00	(30,913.11)	73.87%
III - Police & PS - Cap. Outlay					
6335-03 · Police Car		39,295.10	49,500.00	(10,204.90)	79.38%
6558-03 · Purchase of Speed Signs		5,824.00	6,289.00	(465.00)	92.61%
Total III - Police & PS - Cap. Outlay	0.00	45,119.10	55,789.00	(10,669.90)	80.88%
Total Police & Public Safety	66,172.15	872,087.68	1,111,235.00	(239,147.32)	78.48%
Public Works					
I - Personnel - PW					
A - Salaries - PW					
6545-05 · Mechanic	5,497.60	57,814.34			
6550-05 · Public Works	34,316.48	305,444.60	571,959.00	(266,514.40)	53.4%
6551-05 · Public Works - OT		10,759.63			
6553-05 · Contract Labor		28,834.88			
6554-05 · Public Works - Sick	945.60	13,814.72			
6555-05 · Public Works - Vacation	273.92	26,985.70			
Total A - Salaries - PW	41,033.60	443,853.87	571,959.00	(128,305.13)	77.57%
B - Payroll Tax & Benefits - PW					
6600-05 · Life Insurance - Employee -PW	146.44	1,557.53			
6605-05 · Health Insurance	9,391.71	126,431.27			
6610-05 · Payroll Taxes - PW	3,053.96	31,422.24	256,402.00	(224,979.76)	12.26%
6620-05 · Workers Comp Insurance - PW		8,425.72			
6625-05 · Unemployment Insurance - PW	11.56	221.82			
6630-05 · State Retirement - PW		50,569.27			
Total B - Payroll Tax & Benefits - PW	12,603.67	218,627.85	256,402.00	(37,774.15)	85.27%
Total I - Personnel - PW	53,637.27	662,281.72	828,361.00	(166,079.28)	79.95%
II - Operating - Parks & Rec					
6202-02 · Cemetery Upkeep		0.00	100.00	(100.00)	0.0%
6210-02 · Tree Maintenance	3,685.00	19,740.00	20,000.00	(260.00)	98.7%
6215-02 · Tree Replacement		7,990.20	8,000.00	(9.80)	99.88%
6217-02 · Tree Replacement Program	127.16	1,753.10	4,000.00	(2,246.90)	43.83%
6220-02 · Upkeep of Park	539.79	7,600.55	8,000.00	(399.45)	95.01%
6227-02 · Park Usage Concept Plan		0.00	100.00	(100.00)	0.0%
6230-02 · Playing Field Maintenance		5,020.00	7,000.00	(1,980.00)	71.71%
6235-02 · Park Landscape Maintenance		6,605.00	10,000.00	(3,395.00)	66.05%
Total II - Operating - Parks & Rec	4,351.95	48,708.85	57,200.00	(8,491.15)	85.16%
III - Operating - Streets					
6410-04 · Snow Removal Supplies		0.00	5,000.00	(5,000.00)	0.0%
6420-04 · Street Lights	2,211.62	19,906.34	28,000.00	(8,093.66)	71.09%
6425-04 · Street Repairs	2,104.62	6,410.27	24,500.00	(18,089.73)	26.16%
6435-04 · Street Trees - Replacement		10,019.00	10,000.00	19.00	100.19%
6440-04 · Street Tree - Maintenance	2,830.00	17,201.00	28,000.00	(10,799.00)	61.43%
Total III - Operating - Streets	7,146.24	53,536.61	95,500.00	(41,963.39)	56.06%
IV - Operating - Gen./Sanit					
Uniforms					
6570-05 · Uniform Purchases	(27.00)	5,767.79	5,500.00	267.79	104.87%
Total Uniforms	(27.00)	5,767.79	5,500.00	267.79	104.87%
6500-05 · Fuel		20,279.40	28,000.00	(7,720.60)	72.43%
6501-05 · Composting	1,543.17	5,024.28	5,000.00	24.28	100.49%
6505-05 · Landfill	4,444.47	31,104.11	64,000.00	(32,895.89)	48.6%
6510-05 · Landfill - Compost (MD Environ)	1,071.50	17,058.26			
6515-05 · Medical Exams		0.00	500.00	(500.00)	0.0%
6535-05 · Recycling Costs		4,303.77	12,000.00	(7,696.23)	35.87%
6546-05 · Travel & Dues		5,183.67	5,000.00	183.67	103.67%

**Town of University Park
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	April	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
6547-05 · Training		386.95	2,000.00	(1,613.05)	19.35%
6560-05 · Tools & Supplies	1,519.06	8,100.00	8,000.00	100.00	101.25%
6580-05 · Vehicle Maintenance	1,541.55	29,024.66	30,000.00	(975.34)	96.75%
6585-05 · Work & Storage Space	3,071.45	42,096.66	45,700.00	(3,603.34)	92.12%
6590-05 · Tiger Mosquito Repression Prog.		0.00	100.00	(100.00)	0.0%
Total IV - Operating - Gen./Sanit	13,164.20	168,329.55	205,800.00	(37,470.45)	81.79%
V - Capital Outlay - PW					
6504-05 · Capital Outlay Trash Container		5,505.93	7,000.00	(1,494.07)	78.66%
6509-05 · Park Bridge Repl. Beechwood Rd		1,989.98	100,000.00	(98,010.02)	1.99%
6517-05 · Leaf/Utility Truck Purchase		0.00	150,000.00	(150,000.00)	0.0%
6518-05 · Street & Infrastructure FY2020		0.00	2,507,106.00	(2,507,106.00)	0.0%
6519-05 · MHAA Trail Project		12,517.00	81,500.00	(68,983.00)	15.36%
Total V - Capital Outlay - PW	0.00	20,012.91	2,845,606.00	(2,825,593.09)	0.7%
Total Public Works	78,299.66	952,869.64	4,032,467.00	(3,079,597.36)	23.63%
Reserves & Debt Service					
I. Unreserved - Designated					
6600-08 · Vehicle Replacement		0.00	26,000.00	(26,000.00)	0.0%
6610-08 · Tree Replacement		0.00	40,000.00	(40,000.00)	0.0%
6615-08 · Police Officer		0.00	68,000.00	(68,000.00)	0.0%
Total I. Unreserved - Designated	0.00	0.00	134,000.00	(134,000.00)	0.0%
II. Reserved - Designated					
6630-08 · Cemetery		0.00	4,204.00	(4,204.00)	0.0%
6640-08 · Cable Capital Equipment		0.00	173,150.00	(173,150.00)	0.0%
Total II. Reserved - Designated	0.00	0.00	177,354.00	(177,354.00)	0.0%
III. Debt Service					
6044-01 · Debt Service Infrast. Bond		206,241.84	206,254.00	(12.16)	99.99%
6051-01 · Debt Service - 2019 Bond		74,401.59	125,268.00	(50,866.41)	59.39%
6054-01 · Leaf/Utility Truck Lease Pymt.		28,962.81	29,000.00	(37.19)	99.87%
6507-05 · Packer Lease Payment		58,192.76	58,200.00	(7.24)	99.99%
Total III. Debt Service	0.00	367,799.00	418,722.00	(50,923.00)	87.84%
IV. Unreserved Funds	0.00	0.00	1,305,499.00	(1,305,499.00)	0.0%
Total Reserves & Debt Service	0.00	367,799.00	2,035,575.00	(1,667,776.00)	18.07%
Total Expense	171,366.43	2,649,739.27	8,122,966.00	(5,473,226.73)	32.62%
Net Income	(153,080.71)	482,596.85	0.00	482,596.85	100.0%