



**MEETING OF
UNIVERSITY PARK MAYOR AND COMMON COUNCIL
WILL BE HELD
VIA VIDEO AND AUDIO CONFERENCE
7:30 p.m.
January 20, 2026
REGULAR SESSION**

The meeting will take place at Town Hall in the conference room. This meeting will be conducted as a hybrid meeting. Members of the public may only join the meeting virtually. To join the meeting through Zoom, please use the link below.

Join Meeting:

<https://us02web.zoom.us/j/89189649729?pwd=NVRweGplSStIdm5UYStTY0g4TFUydz09>

To join with audio only, dial: (301) 715-8592

Meeting ID: 891 8964 9729

Passcode: 441152

Public Participation:

Participants who join the video/audio conference will be muted during the meeting except for Mayor, Council, and staff. Participants can turn their video on during the meeting, so we can all see each other, or can turn it off if they would rather. Participants will have the opportunity to speak during Public Comment - agenda item #4. During that time, all participants will be taken off mute. If you would like to comment, please state your name and Mayor Morrissey 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 TC Hegeman at thegeman@upmd.org. All electronic comments must be submitted by 12 p.m. on January 20, 2026. Written comments have been provided to the Mayor and Council and are part of the record.

1. CALL TO ORDER: *Mayor Morrissey*

Present:

Dubayah
Gathercole
Kelby
Mowery
McGaughey
Godfrey
Sweet

Absent:

Dubayah
Gathercole
Kelby
Mowery
McGaughey
Godfrey
Sweet

2. APPROVAL OF THE AGENDA

3. APPROVAL OF MINUTES *January 5, 2026, Council Meeting*

4. PUBLIC COMMENT *(limited to 3 minutes per speaker)*

5. MAYOR, COUNCIL, AND COMMITTEE COMMENTS AND REPORTS

6. NEW BUSINESS

A. RECOGNITION OF FORMER NEWSLETTER EDITORS BRIDGET WARREN AND TODD STEWART

B. REAPPOINTMENT OF SUPERVISOR OF ELECTIONS CHAIR AND SUPERVISOR

C. SELECTION OF DATE FOR 2026 TOWN ELECTION

D. SPECIAL EXCEPTION REQUEST FOR FRONT YARD FENCE

Section 4-113. Special Exceptions

The Common Council may consider an application for a special exception based upon a particular case or situation and may approve the application provided that there is a showing of hardship, unique topography, unusual circumstances or safety considerations that warrant an exception. Special exceptions shall be granted by the Council only if it finds that such exception:

- (a) will not adversely affect the public health, safety, welfare or interest, nor the reasonable use of adjoining properties;
- (b) will not violate any covenants applicable to the property;
- (c) can be granted without substantial impairment of the purpose and intent of the Town building regulations;
- (d) will not interfere with or obstruct the visibility of motorists or cyclists; and
- (e) will not unduly impede the enforcement of any other applicable law.

SPECIAL EXCEPTION TO INSTALL A 3 -FOOT HIGH FENCE IN THE FRONT AND SIDE YARD

(6601 44th Avenue) Ward

An application has been made for a building permit to install a three-foot fence in the front yard, and also along the side yard of this corner property, which is treated as a front yard. The front and side yard fence requires a Special Exception per Section 4-113 of the Town Code.

E. PROPOSED BUDGET WORKSESSIONS

F. CONSIDERATION OF APPROVAL OF A CONTRACT WITH OBVIO, INC. FOR INSTALLATION OF A STOP SIGN CAMERA SYSTEM

7. DEPARTMENT REPORTS

- A. TOWN ADMINISTRATOR** ~ *Debi Sandlin*
- B. TOWN ATTORNEY** ~ *Suellen Ferguson*
- C. TOWN CLERK** ~ *TC Hegeman*
- D. TOWN TREASURER**~ *Carrina Bucknor*
- E. CHIEF OF POLICE** ~ *Chief Coleman*

8. ADJOURNMENT

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

**OWN OF UNIVERSITY PARK
MAYOR AND COMMON COUNCIL MEETING MINUTES
VIA VIDEO AND AUDIO CONFERENCE
January 5, 2026, 7:30 P.M.**

COUNCIL MEMBERS PRESENT:

Ralph Dubayah	Council member, Ward 1
Mary Gathercole	Council member, Ward 2
Cynthia Mowery	Council member, Ward 4
Grant Godfrey	Council member, Ward 6
William Sweet	Council member, Ward 7

STAFF PRESENT:

Debi Sandlin	Town Administrator
Suellen Ferguson	Town Attorney
TC Hegeman	Town Clerk
Chief Coleman	Police Chief
Michael Beall	Public Works Director

Excused:

Casey Kelby	Council member, Ward 3
David McGaughey	Council member, Ward 5

1. CALL TO ORDER

Mayor Morrissey called the meeting to order at 7:30 p.m.

2. APPROVAL OF AGENDA

Director Beall requested to add an item to the agenda regarding WSSC construction issues on Woodbury Street and possible solutions to facilitate the project.

Motion: To approve the agenda with the addition of the WSSC Woodbury Street construction item under New Business. *Motion made by CM Sweet, seconded by CM Godfrey*

Motion was carried unanimously.

3. APPROVAL OF MINUTES

Motion: To approve the minutes of the December 1, 2025, meeting. *Motion made by CM Sweet, seconded by CM Mowery.*

Motion was carried unanimously.

4. PUBLIC COMMENT

There was no public comment.

5. MAYOR, COUNCIL, AND COMMITTEE COMMENTS AND REPORTS

a. Police, Traffic & Public Safety Committee – CM Gathercole

The meeting for January 7th has been cancelled and has been rescheduled for February 4th.

b. Public Facilities Committee – CM Sweet

The meeting is scheduled for Thursday, January 15th. The committee expects to discuss new information regarding Town Hall project planning. CM Sweet also indicated he would be reaching out to compile six months of data from PEPCO regarding EV chargers, including the number of permits issued, funds collected, and tickets issued to help inform permit costs for the next cycle.

c. Sustainability Committee – CM Dubayah

The meeting is scheduled tomorrow at 7:30 p.m. and will be discussing lighting, mainly crosswalk lighting.

d. Mayor Morrissey

The mayor reported that she participated on a panel with two other mayors at the UP Women's Club meeting, which had excellent turnout and good questions. She also proposed planning a town forum about traffic issues and mitigation solutions under consideration, which she would lead with the engineers present to take questions from the public.

Mayor and Council discussed various aspects of a public forum as well as the type of data the cameras will yield. In addition, it was suggested they wait for the data before scheduling the meeting. Council agreed the forum could be scheduled for March or April after additional committee work is completed.

6. CONTINUING BUSINESS

a. Adoption of Charter Amendment 25-CR-01

Motion: To adopt Charter Amendment 25-CR-01 to amend Section 618(B) of the Town Charter to delete the requirement that the newsletter editor be appointed by the Mayor and approved by the Council, and serve at the pleasure of the Mayor and Council. *Motion by CM Sweet, seconded by CM Gathercole.*

Motion was carried unanimously.

b. Adoption of Legislative Resolution 25-O-09

Attorney Ferguson explained that the ordinance was modified from the introduced version. The original proposal included establishing a Public Works Capital Outlay Expense item, but this was unnecessary as it had been addressed in a prior ordinance. The Public Works Director preferred placement in the previously created line item 07-7000.

Motion: To adopt Legislative Resolution 25-O-09 to reestablish reserve designated line item 6650-08, Town Hall Construction and Design, and transfer \$454,047.00 from unreserved,

undesignated funds to that line item. *Motion made by CM Sweet, seconded by CM Gathercole.*

Motion was carried unanimously.

7. NEW BUSINESS

a. WSSC Woodbury Street Construction Discussion

Director Beall provided an update on the WSSC sewer replacement project on Woodbury Street. The contractor has encountered significant operational obstacles. These issues have caused the contractor to work after permitted hours on multiple occasions, including until after 8:00 p.m. on December 23rd and January 5th. He proposed that the Town temporarily allow steel plates to be placed overnight to cover the openings on a case-by-case basis when weather forecasts do not indicate snow events. This could help the contractor complete work by 4:00 p.m. and reduce resident disruption.

Motion: To authorize the Town Administrator and Public Works Director to allow steel plates on a case-by-case basis as needed to reduce resident inconvenience during the WSSC project. *Motion made by CM Godfrey, seconded by CM Gathercole.*

Motion was carried unanimously

b. Meadow Path Discussion

Director Beall reported that the work needs to be completed while ground conditions are frozen rather than waiting for the spring thaw. The project will install a second path around the opposite side of the meadow using engineered wood fiber (EWF) mulch, six feet wide. The Sustainability Committee members involved with the meadow requested this addition. Director Beall explained that completing the work in January allows the Town to secure contractors before the busy spring season when they prioritize larger projects. The estimated project cost is \$4,000-\$5,000. Council expressed support for proceeding with the project.

c. Year in Review Presentation

Administrator Sandlin presented highlights from 2025 for General Government, Police Department, and Public Works Department. The presentation covered accomplishments in three areas: strong advocacy, strategic collaboration, and sound financial stewardship.

Administrator Sandlin noted that budget work session dates would be scheduled soon, likely beginning in March and would be brought to Council for approval.

8. ADJOURNMENT

Adjourned by consent at 8:20 p.m.

**RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF UNIVERSITY PARK IN RECOGNITION OF
BRIDGET WARREN AND TODD STEWART**

WHEREAS, the Town Council of University Park recognizes that a strong and connected community depends upon the dedicated service of individuals who give their time and talents for the benefit of others; and

WHEREAS, Bridget Warren and Todd Stewart served the residents of University Park as editors of the University Park Newsletter for more than a decade, providing a reliable and trusted source of information for the community; and

WHEREAS, through their clear writing, thoughtful editing, and careful curation of content, they highlighted local achievements, informed residents of important civic matters, and preserved the stories and milestones that define community life; and

WHEREAS, their service required countless hours of behind-the-scenes work, including editing, fact-checking, meeting deadlines, and ensuring information was presented accurately, fairly, and with care; and

WHEREAS, their dedication extended beyond communication alone, fostering a sense of belonging among residents, welcoming new neighbors, and strengthening civic engagement during their years of service;

NOW, THEREFORE, BE IT PROCLAIMED by the Town Council of the Town of University Park that Bridget Warren and Todd Stewart are hereby recognized and commended for their outstanding service, professionalism, and lasting contributions to the community; and

BE IT FURTHER PROCLAIMED, that the Town Council hereby expresses its sincere appreciation and profound gratitude to Bridget Warren and Todd Stewart upon the conclusion of their service as newsletter editors, commends them for their dedicated contributions, and extends its warmest best wishes for continued success in their future endeavors, with enduring thanks for the meaningful chapter they have written in the history of the Town of University Park

APPROVED by the Mayor and Common Council of the Town of University Park at a regular meeting on the 20th day of January 2026.

ATTEST:

MAYOR AND COMMON COUNCIL
TOWN OF UNIVERSITY PARK

T'Alicandra Hegeman, Town Clerk

By: _____
Laurie K. Morrissey, Mayor



**TOWN OF UNIVERSITY PARK
AGENDA ITEM COVER REPORT**

Agenda Item # 6B

Meeting Date: January 20,2026

Item Title: Reappointment of Election Chair and Supervisor

Background/Justification:

- Town Charter Section 502 states: At its first meeting in January of each even-numbered year, or as soon thereafter as may be feasible, the Mayor and Common Council shall appoint two qualified voters to the positions of Supervisors of Elections. The Mayor and Common Council shall also designate one of the persons appointed to be Chair. The Chair shall serve in that capacity at the pleasure of the Mayor and Common Council.”
- The current Supervisors of Elections have served the Town in an exemplary manner and are willing to be re-appointed to their positions. Ms. Herold is willing to serve again as Chair.

Other Options/Alternatives: N/A. No other candidates are put forward at this time.

Fiscal Impact: N/A

Committee Recommendation: N/A

Staff Comments: This is a Mayor and Council determination.

Community Engagement: N/A

Recommended Action:

Motion: To authorize the reappointment of Stephanie Herold and Michelle Wedge as Supervisors of Elections for a two-year term beginning March 1, 2026, and appoint Ms. Herold as Chair, per Section 502 of the Town Charter.

Attachments: N/A



**TOWN OF UNIVERSITY PARK
AGENDA ITEM COVER REPORT**

Agenda Item #6C

Meeting Date: January 20, 2026

Item Title: Selection of Election Date for the 2026 Town General Election

Background/Justification:

- Town Charter Section 504. Elections (a) states:

At or before the February general meeting each year, the Common Council will set the date in May for general elections in the Town. If the Common Council fails to do so on or before that date, the general elections for Town offices shall be held on the first Tuesday in May. The Mayor and Common Council are authorized to provide for the conduct of special elections, as appropriate. Special elections shall be conducted, as far as practicable, under the same procedures as general elections.

- The Supervisors of Election are requesting a standard general election date of Tuesday, May 12, 2026.

Other Options/Alternatives: Set a different date for the 2026 general election.

Fiscal Impact: The date of the Town elections does not impact the cost of the elections.

Committee Recommendation: N/A

Staff Comments: Staff recommends the first Tuesday in May – May 12, 2026,

Community Engagement: N/A

Recommended Action: *Motion: To set the date for general elections for Town offices as May 12, 2026.*

Attachments: N/A



Building Permit Application

SPECIAL EXCEPTION

◆ The Town of University Park ◆

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

For Office Use Only
Ward # 3 Date Received: 1.5.26

Permit Application: Approved
Rejected

Check amt. & no.: \$73.71

Permit Number: _____

Date Issued: _____

Applications must contain the following information. **A copy of the site plan or plat, a copy of the building elevation plan(s)** (if applicable), **one (1) or more photographs** illustrating conditions of property that might cause the need for a special exception and/or showing the character of surrounding neighborhood. All applications shall be accompanied by the required filing fee (\$50 + 10% of the County Fee (if applicable)). Applications must be received at least five (5) days prior to the Town Council meeting you wish your permit to be reviewed.

Name of Property Owner(s): Timothy and Megan Tarvin

Telephone Number: () _____ Home () _____ Cell

() _____ Work Email:

Street Address of Property: 6601 44th Ave

Lot Number: 10 Block Number: 13 Section Number: 3

Person/Company Doing the Work: Fence and Deck Connection

Address/Phone: 8057 Veterans Hwy, Millersville, MD 21108 410-969-4444

Have you applied for and been denied a permit? Yes No

Have you received a violation notice? Yes No If yes, date of notice _____

Has property been the subject of a previous appeal or zoning application? Yes No
If yes, provide case number(s) and dates _____

Description of Structure for Which Special Exception is Requested

(Please fill out as completely as possible.)

Check One:

Fence: Height: 36", Material: Aluminum, Style: see attached

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

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

Permit and Non-Refundable Filing Fee Paid (\$50 + 10% of County permit fee (if applicable))= \$ 73.71

Excerpt from Town Code Section 4-115:

The Common Council may consider an application for a special exception based upon a particular case or situation and may approve the application provided that there is a showing of hardship, unique topography, unusual circumstances or safety considerations that warrant an exception. Special exceptions shall be granted by the Council only if it finds that such exception:

- (a) will not adversely affect the public health, safety, welfare or interest, nor the reasonable use of adjoining properties;
- (b) will not violate any covenants applicable to the property;
- (c) can be granted without substantial impairment of the purpose and intent of the Town building regulations;
- (d) will not interfere with or obstruct the visibility of motorists or cyclists; and
- (e) will not unduly impede the enforcement of any other applicable law.

Describe what you propose to do and why you need a special exception: Install a fence

around our property. Given the placement of our house on the lot, there is very little backyard, thus the fence includes the side and front yards. The fence will only be 36" tall and will not be a privacy fence. Sight lines and visibility will not be impacted. The purpose of the fence is to contain our dog.

Town requires property owners to notify their neighbors on adjoining properties in writing of this request for a Special Exception to build/modify a structure at least 10-days prior to a Council meeting. Please print names and mailing addresses of all adjoining property owners who will be notified (These include properties located on either side, behind and across the street from your property.) **An affidavit of notification to adjoining property owners from the applicant is required to be filed before the Special Exception hearing.**

Name

Address

Sid Boukabara

6603 44th Ave

David and Melinda Moore

6600 44th Ave

Craig and Ellen Brown

4420 Underwood St.

Daniel Purdy

6505 44th Ave

Signature of Property Owner:



Date:

1/5/2026

Affidavit of Notification to Adjoining Property Owners

On January 3, 2026 I personally delivered written notification of our Special Exception application and details of the proposed project to following property owners:

Sid Boukabara
6603 44th Ave

David and Meredith Moore
6600 44th Ave

Craig and Ellen Brown
4420 Underwood St

Daniel Purdy
6505 44th Ave

As part of the notification, I provided my personal contact information as well as the date and time of the upcoming Town Council Meeting where the application will be presented.

Timothy Tarvin
6601 44th Ave



1/5/2026

TC Hegeman

From: Tim Tarvin [REDACTED]
Sent: Monday, January 12, 2026 10:00 PM
To: TC Hegeman
Subject: Re: Special Exception

Follow Up Flag: Follow up
Flag Status: Flagged

Hello TC,

Please see my responses in red below...

Excerpt from Town Code Section 4-115:

The Common Council may consider an application for a special exception based upon a particular case or situation and may approve the application provided that there is a showing of hardship, unique topography, unusual circumstances or safety considerations that warrant an exception. Special exceptions shall be granted by the Council only if it finds that such exception:

Our property located at 6601 44th Ave is a corner lot, with the house being tucked into the NE corner such that the bulk of the yard exists in the front of the house and along the southern side. The majority of the "backyard", if you can even call it that, consists of the driveway and detached garage. We have an electric invisible dog fence installed on our property and we do not allow our dog to be in the yard unsupervised. However, an invisible fence does not prevent visitors (delivery people, solicitors, etc) from entering the yard when our dog is out. We have installed signage at multiple points along the property line, but they go unheeded. A physical fence will address this problem by forcing visitors to utilize one entry point to our property where they will need to pause long enough to open a gate and, assumedly, heed a warning regarding the dog. The physical fence will also provide reassurance to pedestrians that the dog is in fact contained when they walk along the sidewalk.

(a) *will not adversely affect the public health, safety, welfare or interest, nor the reasonable use of adjoining properties;*

A 3 foot high fence in the front yard of my property will in fact positively impact public health, safety, and welfare in University Park by ensuring that our dog remains on our property and is not able to reach pedestrians on the sidewalk, and lessens the likelihood of him encountering a delivery person on the property. The fence will have no impact on the adjoining properties.

(b) *will not violate any covenants applicable to the property;*

There are no applicable covenants on the property.

(c) *can be granted without substantial impairment of the purpose and intent of the Town building regulations;*

The Town building regulations allow for a property owner to construct a fence in the rear and side yards of their property up to 4 feet high, and in some cases as high as 6 feet. The configuration of our property as a corner lot, coupled with the placement of the house on the lot leaves almost no backyard to speak of, and very limited side yard space. Limiting fence construction to just these areas would render the fenced area useless as an effective dog run, and the odd configuration would look strange from the street -- and be counter to the intent of the building code to maintain the original character of the neighborhood. On the other hand, the proposed fence encircling most of the property will look stately and in keeping with the charm of University Park.

(d) *will not interfere with or obstruct the visibility of motorists or cyclists; and*

In order to comply with Prince George's County building codes specifically for corner lots, the height of the proposed fence was lowered to 3 feet. Furthermore, the fence is not designed for privacy. It will be effectively transparent -- being constructed out of black aluminum bars with 3 7/8 inches of spacing between the bars. The placement and design of the fence ensure that it will not have any impact on visibility for motorists or cyclists.

(e) *will not unduly impede the enforcement of any other applicable law.*

I am not aware of any laws that would be negatively impacted by the construction of the proposed fence.

Thanks,
Tim Tarvin

REVIEW AND RECOMMEND

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.

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.

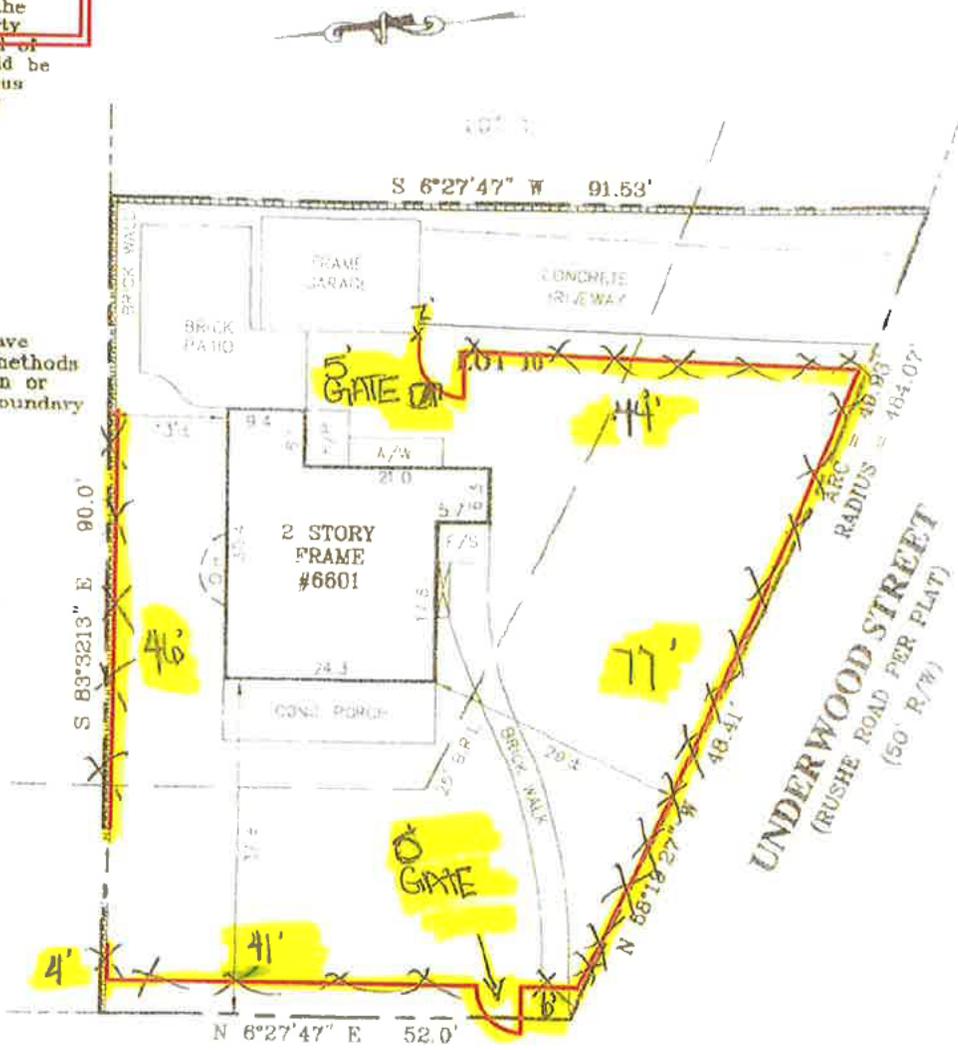
3. This plan does not provide for the accurate identification of property boundary lines, but such identification may not be required for the transfer of title or securing financing or re-financing.

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:

- 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 3 feet. No Property Corners found.
- Fences have been located by approximate methods.
- Total Area = 8,874 S.F. per Tax Records.
- Improvements shown hereon have been located by approximate methods and are subject to confirmation or revision by a more accurate Boundary Survey.



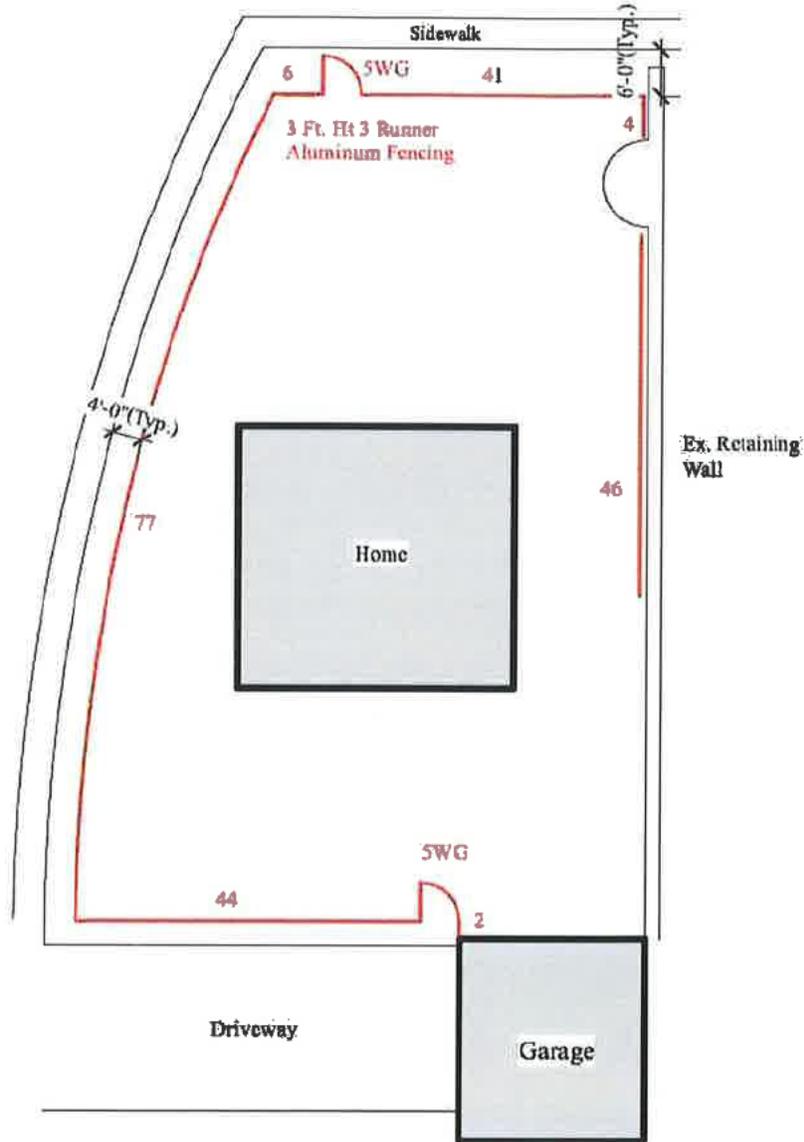
LOCATION DRAWING
 LOT 10, BLOCK 13
 SECTION THREE
UNIVERSITY PARK
 PRINCE GEORGE'S COUNTY, MARYLAND

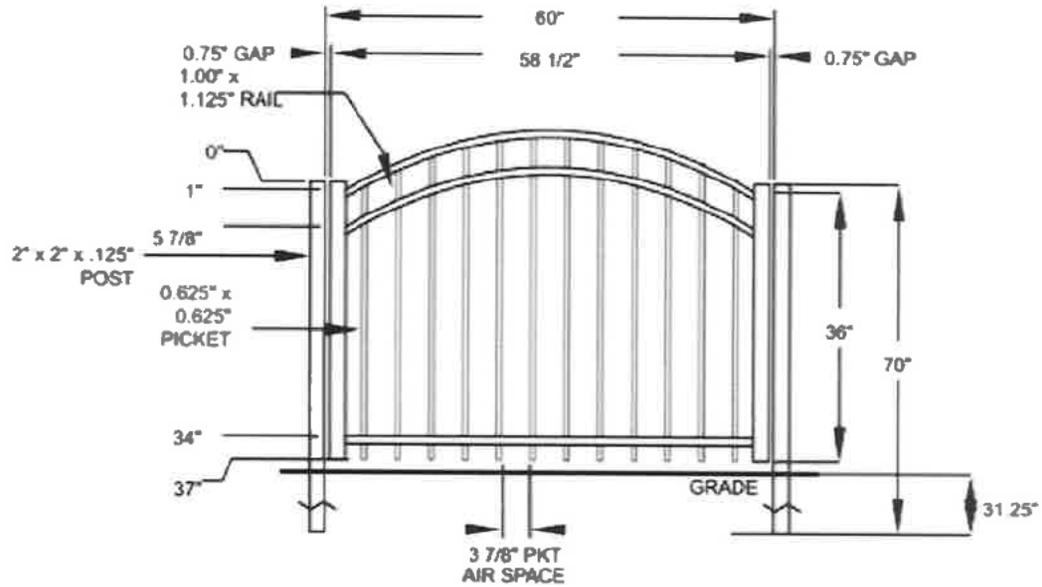
44th AVENUE
 (CECIL STREET PER PLAT)
 (80' R/W)

SURVEYOR'S CERTIFICATE		REFERENCES	 SNIDER & ASSOCIATES LAND SURVEYORS 20270 Goldenrod Lane, Suite 110 Germantown, Maryland 20876 301/948-5100, Fax 301/948-1288
"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."		PLAT BK. 3 PLAT NO. 16	
Jeffrey A. Foster MARYLAND PROPERTY LINE SURVEYOR REG. NO. 687 Expires: 04-02-2019		LIBER FOLIO	DATE OF LOCATIONS WALL CHECK: HSE. LOC.: 5-16-17
			SCALE: 1" = 20' DRAWN BY: K.W.L. JOB NO.: 17-01641

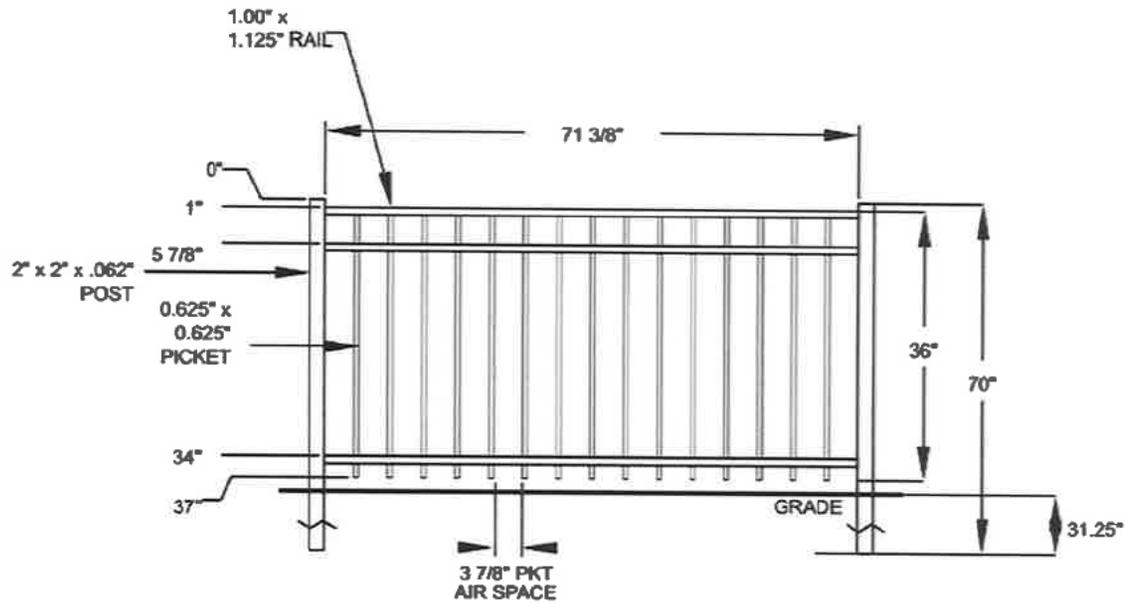


SKETCH





<p>Single Gate 03 Arch 5' Wide CLASSIC Standard (Residential) Manchester (Black) 36" - 3CH - Standard Bottom</p>	<p>Drawn by: FENCE CONNECTION, INC.</p>
<p>Quote #:</p>	<p>Date: 10/31/2025</p>



CLASSIC Standard (Residential), Manchester (Flat Top) 36" - 3CH - Standard Bottom Rackable - Black - 6" Wide	Drawn by: FENCE CONNECTION, INC.
Quote #:	Date: 10/31/2025

R

PRINCE GEORGE'S COUNTY PERMIT

ISSUANCE DATE : Dec-5-2025 EXPIRATION DATE : Jun-5-2026

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

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

PROPERTY OWNER: TARVIN TIMOTHY, 6601 44TH AVE, Hyattsville MD 20782, 240-353-1182. OCCUPANT:



CONTRACTOR: Fence & Deck Connection, 8057 Veterans Highway, MILLERSVILLE MD 21108, LICENSE NUMBER 45780, (410)507-6514. APPLICANT: FENCE & DECK CONNECTION, 8057 VETERANS HWY, MILLERSVILLE MD 21108.

TYPE OF PERMIT : Residential Interior and Exterior
SCOPE OF WORK : Install 220 LF of 3' tall aluminum fencing with two gates. Fencing will be at the front, left, right, and rear of the property. ok for 3' aluminum fence w/ gate
WORK DESCRIPTION : Fence - Residential
USE (MNCPPC ZONING) :
EXISTING USE : RES-SINGLE
PROPOSED USE : RES-SINGLE
SUBDIVISION : 248000
LOCATION :
LIBER : 39662 HEIGHT FT : 3 OCCUPANT LOAD :
FOLIO : 232 WIDTH FT : 0 SEWER :
FD/ACCT NO. : 19 / 2128387 DEPTH FT : 220 WATER :
I.O.T : 10 DWELL UNTS : PARCEL : 2128387
BLOCK : 13 SQ FOOTAGE : 0 VARIANCE: N
TAX MAP : 042 USE GROUP : BUILDING CODE :
CONDITIONS :
RELATED PERMIT:

EPLAN CONTACT : Briana Lewis, blewis@fencedeckconnect.com, 4105076514

CBCA : HISTORIC : NO FLOODPLAIN : NO STORIES : TYPE CONST : FIRE ALARM :

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. SEPARATE ELECTRICAL AND MECHANICAL TRADE PERMITS ARE REQUIRED FOR ALL NEW & ALTERED MECHANICAL & ELECTRICAL WORK.

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

Dawit A. Abraham (Director)



Briana Lewis <blewis@fencedeckconnect.com>

[PERMIT] Payment Receipt: Permitting, Inspections and Enforcement

no-reply via Permit Specialists <Permits@fencedeckconnect.com>

Thu, Dec 4, 2025 at 9:36 AM

Reply-To: donotreply@velocitypayment.com

To: permits@fencedeckconnect.com

Successful Payment Receipt

Please print this receipt for your records

Remittance ID: 170287

Payment ID: 344096797

Client Account Number: 4202

Received: December 04, 2025 09:35AM EST

Permit Number: RES-11688-2025

Phone Number: (410)969-4444

Amount: \$237.10

Service Fee: \$5.81

Service Fee Type: Dual Transaction

Total Amount: \$242.91

Transaction Type: Authorization and Capture

Approval Code: 091697

Card Information: Visa

Fence Deck Connection

*****8668

Billing information: Address Line 1: 8057 Veterans Hwy

Address Line 2: Veterans

Country: United States

State: MD

City: MILLERSVILLE

ZIP Code: 21108

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You received this message because you are subscribed to the Google Groups "Permit Specialists" group.

To unsubscribe from this group and stop receiving emails from it, send an email to Permits+unsubscribe@fencedeckconnect.com.

To view this discussion visit <https://groups.google.com/a/fencedeckconnect.com/d/msgid/Permits/343188689.1764858964083.JavaMail.root%40LV1-P-GV-SET1.fapscorp.net>.



TOWN ADMINISTATOR JANUARY 2026 REPORT

Town of University Park

Debi Sandlin
Town Administrator
dsandlin@upmd.org

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TOWN ADMINISTRATOR MESSAGE

As we begin a new year, I would like to wish all our residents and community partners a healthy and successful 2026.

January is a time many of us naturally pause to reflect and look ahead. You may have noticed the January newsletter looks a little different. This change marks a meaningful moment for our community as we celebrate the retirement of our longtime editors, Bridget Warren and Todd Stewart. Through their dedication and care over the years, they helped tell the story of University Park and kept neighbors informed and connected. We are truly thankful for their service and for the lasting contributions they have made to our town.

This new in-house format is designed to continue strengthening connections across our community while preserving the familiar elements neighbors have come to value over the years. By streamlining production, we can continue sharing timely Town updates and keeping everyone informed and engaged.

This refreshed approach also reflects the momentum happening across Town operations. Town staff are already hard at work advancing projects and priorities that support a safe, vibrant, and well-managed community. Over the coming months, we will continue investing in essential infrastructure, maintaining high-quality public services, and planning responsibly for the future. A few projects planned for 2026 include:

- Installation of seven Stop Sign cameras to improve traffic safety in the Town
- Upgrading the electrical service to the Public Works garage
- Managing the WSSC sewer replacement project
- Transitioning to a payroll service provider to improve the efficiency and functionality of the payroll process
- Planning a thoughtful, forward-looking FY26 budget that aligns with community priorities, sustains high-quality services, and supports the town's long-term success.

As always, we encourage you to stay informed through our website, social media, and town meetings, and to reach out if you have questions or concerns. We value open communication and are committed to serving you with transparency and professionalism.

Thank you for your ongoing support, and best wishes for a positive start to the new year.

With gratitude,

Debi Sandlin

Town Administrator

TOWN ADMINISTRATOR ACTIVITIES

The Town Administrator participated in the following activities & meetings:

- Submitted two (2) L-GEM grant applications for the retrofit of the existing Town Hall building with energy-efficient upgrades.
- Submitted a Maryland State Bond request to use toward the construction of a new Town Hall.
- Participated in the Town Hall construction meeting with Town Attorney Ferguson and Town Treasurer Carrina Bucknor.
- Presented the 2025 Year-in-Review at the January 5th Council meeting
- Met with:
 - CM Mowery
 - CM Sweet
 - Mayor Morrissey

Other Activities

- Worked with the Town's Social Media Assistant, Amy Knesel to develop the updated Town newsletter.
- Attended the installation and activation of the noise camera located at the intersection Adelphia Road and Van Buren Road, along with Council Member Grant Godfrey and Chief Coleman – the goal of the pilot program is to reduce disruptive noise while gathering data to inform future traffic safety decisions.
- Attended the District 22 Legislative Dinner
- Attended the Maryland City/County Managers annual meeting.



Town Council Swearing in July 2025

2025 YEAR-IN-REVIEW

As we closed out 2025, we took time to reflect on the many accomplishments across Town Administration, the Police Department, and Public Works. The highlights below showcase how Town staff and volunteers came together to serve and strengthen our community throughout the year.

GENERAL GOVERNMENT - ADMINISTRATION HIGHLIGHTS

Building Capacity & Leadership

- Hired Town's first Social Media Assistant
- Hired a new Chief of Police
- Hired a new Town Treasurer
- Welcomed Cindy Mowery as the Town Council Member for Ward 4

Funding & Fiscal Stewardship

- Received a \$400,000 Maryland State Bond Grant for construction of the new Town Hall, presented by Maryland State Senator Alonzo Washington.
- Awarded \$65,273 Maryland State Police & Protection Grant
- Secured a \$10,000 Pepco-funded grant (via the UMD Environmental Finance Center) & in coordination with the Sustainability Committee.
- Transitioned to LGIT Health, with an expected \$31,906 savings to the Town

Social Media Stats

- 31 weekly Updates posted
- 106 Facebook postings
- 96 Instagram postings
- Meta (FB & Instagram 2025 overall stats)
 - 19,146 views
 - 557 reactions
 - 9928 total unique views
 - 1172 total clicks

Permits Issued & Battery-Operated Equipment Reimbursements

- 50 building permits issued
- 38 EV permits issued
 - 3 one-day parking passes issued
- 42 battery powered operated reimbursements

Governance & Compliance

- Worked collaboratively with the Town Council to hold four FY26 budget work sessions, strengthening Council involvement in the budget process
- Submitted the 2025 ARPA Funding Report

POLICE DEPARTMENT COMMUNITY SAFETY & ENFORCEMENT HIGHLIGHTS

- Drug Take Back Program: Successfully executed collection events in March and April to ensure safe prescription drug disposal.
- Sober Driving Initiative: Launched a targeted enforcement and awareness campaign in May to improve roadway safety.

- Prince George's County-Wide Initiative: Actively participated in regional collaborative efforts in September to enhance public safety and community engagement across the county.

Specialized Training & Professional Development

- Child Interrogation Training: Completed specialized tactical training (March–April) focused on juvenile justice and communication.
- Conflict Resolution Training: Conducted department-wide sessions in May to enhance de-escalation and mediation skills.

Personnel & Recruitment Success

- Full Staffing Achieved: Reached the significant milestone of a fully staffed police department.
- Recruitment & Graduation: Successfully hired two new recruits who completed their rigorous police academy training.

Community Engagement & Outreach

- Shop with a Cop: Hosted our annual holiday event to build positive relationships between local youth and officers.
- Movie Night in the Parks: Partnered with the community for outdoor cinema events to foster local connections in a relaxed environment.

Equipment & Technology Upgrades

- Advanced Field Equipment: Completed a full department upgrade of issued **Tasers**.
- Transparency & Accountability: Modernized the department's **body-worn camera** systems to the latest technology standards.

PUBLIC WORKS HIGHLIGHTS

Environmental Initiatives

- Distributed 500+ compost carts
- Planted 64 trees
- Replenished Engineered Wood Fiber at Tot Lot

Infrastructure & Facilities

- Replaced Public Works garage roof
- Paved garage parking lot
- Installed emissions and fresh air ventilation
- Retrofitted pedestrian bridge railings on Van Buren St & 41st Ave

Permitting & Code Enforcement

- Issued 24 building permits
- Processed 77 private tree removal requests
- Completed 14 private tree reimbursements
- Resolved 40 code and rental issues
- Issued 15 special utility permits

Operations & Maintenance

- Oversaw PEPCO vegetation management
- Restriped e-scooter hubs, sharrows, and

NOISE CAMERA PILOT: NOW ON ADELPHI ROAD

A location within the Town of University Park has been selected as one of only two places within Prince George's County for a noise camera pilot program. The location, along Adelphi Road across from Northwestern High School, is a corridor that has long generated resident concerns about excessive vehicle noise.

This pilot program will issue warnings only (no fines) through at least June 30, 2026, allowing the County and regional partners to study its effectiveness and impact. The goal is simple: Reduce disruptive noise while gathering data to inform future traffic safety decisions.

The Adelphi Road location was strongly championed by Maryland State Senator Alonzo Washington, who worked with staff and partners to bring the pilot to University Park. We appreciate our regional partners and look forward to learning more about noise reduction along the Adelphi Road and surrounding corridors.



Installation & Activation of Noise Camera at intersection of Adelphia Rd & Van Buren

SOCIAL MEDIA STATS

Following are the stats for August 18-September 9.

Facebook

- 733 views (steady from last period reported)
- Eight (8) interactions (up 30%)
- Total reach: 192
- Most viewed post: Noise Camera Installation & Activation

Instagram

- 70% views (up 80% from Followers)
- 3 interactions (down 40%)
- Followers –
- Overall views are down



Views ⓘ	Reach ⓘ
147	79
Interactions ⓘ	Link clicks ⓘ
5	--

Views
Followers vs. non-followers

4.1% Non-followers		95.9% Followers
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[Create ad](#)

Meta Business Suite

 **Nicole Williams** is with Ashanti Martinez and Alonzo T. Washington.
January 10 at 7:35 AM · 🌐

We are delivering results for District 22. I was happy to join my Senator Alonzo Washington and my districtmate Ashanti Martinez at the unveiling of the new noise camer... [See more](#)

Stay informed about the latest happenings in the Town of University Park by subscribing to the Town's weekly Update, a timely and reliable source for news, events, and community updates. Sign up at <https://upmd.org/list.aspx>.

WASTE & RECYCLING COLLECTION

The Town of University Park's Public Works crew has been hard at work helping to keep our community clean, green, and sustainable for everyone to enjoy.

December 1st through January 14 Solid Waste Collection

- Trash 84.48 tons
- Recycling 36.25 tons
- Yard Waste 24.94 tons
- Leaves 218.75 tons



DECEMBER/JANUARY BIRTHDAYS

Happy Birthday to UP Team Members

- Council Member Mary Gathercole
- Sgt. Georgia Miltenberger
- Terry Murphy
- Francisco Ortega
- Antonine Williams



BUILDING PERMITS APPROVED ADMINISTRATIVELY

WARD	ADDRESS	PROJECT
		Mickey issued 14 permits in my absence.
2	6509 Adelphi Road	Install 13 roof mounted solar panels
2	6403 40 th Avenue	Replace existing driveway with same dimensions.

EV PERMITS

	DECALS	Hang Tags
Resident	1	
UPES	1	
Non-Resident		1 Daily and 1 Weekly

TOWN OF UNIVERSITY PARK

November 2025 Treasurer's Report





Town of University Park

Cash Balances

November 2025 Fiscal Year 2026

Bank Account	Balance
Truist – General Fund	\$319,680
Truist – Debit Card	\$11,410
MLGIP	\$6,327,703
Police Benevolence Fund	-\$10
HHUP TAF Fund	-\$22,620
Employee Holiday Fund	-\$2,866
Petty Cash	\$500
Total Bank Accounts	\$6,633,797

Monthly Items - November 2025

1. The financial statements reflect activity through November 30, 2025, representing the first five months of Fiscal Year 2026. As of November, General Fund revenues total \$2,788,283, or 26.7% of the adopted FY26 budget. Revenue performance remains consistent with early-year expectations and is primarily driven by real property tax collections, interest income, and speed camera revenue. On the expenditure side, total spending totals \$1,868,094, or 24.9% of the annual budget, which is within the expected 25–33% range for this point in the fiscal year.
2. Year-to-date operations reflect a positive net operating position of \$920,189.77, showing continued improvement from prior months as additional tax revenues and routine operating revenues were received. As in prior years, variances in several revenue categories are expected to normalize later in the fiscal year as state income tax distributions, Highway User Revenue (HUR), and other cyclical revenues are received. The Town’s financial condition remains strong, supported by a combined cash balance of \$6,633,797 and stable departmental spending trends.

Town of University Park
Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L
 July - November, 2025

	Nov Actual	Actual	Budget	over Budget	% of Budget
Income					
General Fund Revenues					
I - Taxes					
4000-00 Real Estate Tax Revenue	173,017.04	1,715,939.82	2,603,932.39	(887,992.57)	65.90%
4005-00 Business Personal Property Tax	-	70,751.27	64,000.00	6,751.27	110.55%
4010-00 Penalties & Interest on Taxes	-	-	3,600.00	(3,600.00)	0.00%
4020-00 State Income Tax	315,240.09	509,070.42	850,000.00	(340,929.58)	59.89%
Total I - Taxes	\$ 488,257.13	\$ 2,295,761.51	\$ 3,521,532.39	\$ (1,225,770.88)	65.19%
II - State Shared					
4015-00 Highway Users	-	38,936.05	215,278.85	(176,342.80)	18.09%
4025-00 Police Protection	-	16,397.00	65,588.00	(49,191.00)	25.00%
4030-00 Bank Stock	-	-	10,257.00	(10,257.00)	0.00%
Total II - State Shared	\$ -	\$ 55,333.05	\$ 291,123.85	\$ (235,790.80)	19.01%
III - County					
4055-00 Landfill Rebate	-	-	6,256.00	(6,256.00)	0.00%
Total III - County	\$ -	\$ -	\$ 6,256.00	\$ (6,256.00)	0.00%
IV - Licenses & Permits					
4075-00 Cable TV Franchise Payments	8,466.66	11,647.82	31,162.00	(19,514.18)	37.38%
4076-00 Cable TV - Capital Equipment	-	-	19,506.00	(19,506.00)	0.00%
4080-00 Building Permits & Fees	1,223.25	3,472.25	8,000.00	(4,527.75)	43.40%
4090-00 EV Permits	150.00	5,335.00	1,500.00	3,835.00	355.67%
Total IV - Licenses & Permits	\$ 9,839.91	\$ 20,455.07	\$ 60,168.00	\$ (39,712.93)	34.00%
V - Miscellaneous					
4085-00 Accident Reports	20.00	90.00	-	90.00	
4095-00 Rental License Fees	2,650.00	7,050.00	15,000.00	(7,950.00)	47.00%
4096-00 Legacy Tree Program	600.00	600.00	-	600.00	
4100-00 Fines - Police	145.00	1,805.00	3,000.00	(1,195.00)	60.17%
4103-00 Veoride Revenue	-	-	300.00	(300.00)	0.00%
4105-00 Vehicle Release	175.00	625.00	2,500.00	(1,875.00)	25.00%
4120-00 Interest Income	41,447.58	116,425.00	250,000.00	(133,575.00)	46.57%
4150-00 Revenue -Miscellaneous	10.00	455.76	2,500.00	(2,044.24)	18.23%
4155-00 Revenue - Recycling	28.21	169.30	2,600.00	(2,430.70)	6.51%
4160-00 Sale of Asset	-	6,532.00	2,500.00	4,032.00	261.28%
4170-00 Speed Camera	45,596.67	272,981.67	700,000.00	(427,018.33)	39.00%
4175-00 Redlight	-	-	30,000.00	(30,000.00)	0.00%
4244-00 Sale of Energy Credits	-	-	3,000.00	(3,000.00)	0.00%
4248-00 PEPSCO - Solar Array Excess Gen.	-	-	100.00	(100.00)	0.00%
Total V - Miscellaneous	\$ 90,672.46	\$ 406,733.73	\$ 1,011,500.00	\$ (604,766.27)	40.21%
VI - Grant & Bond Revenue					
4247-00 Environmental Stewardship Grant	10,000.00	10,000.00	10,000.00	-	100.00%
Total VI - Grant & Bond Revenue	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	100.00%
VII - Prior Year's Surplus					
	-	-	5,549,880.00	(5,549,880.00)	0.00%
Total General Fund Revenues	\$ 598,769.50	\$ 2,788,283.36	\$ 10,450,460.24	\$ (7,662,176.88)	26.68%
Total Income	\$ 598,769.50	\$ 2,788,283.36	\$ 10,450,460.24	\$ (7,662,176.88)	26.68%
Gross Profit	\$ 598,769.50	\$ 2,788,283.36	\$ 10,450,460.24	\$ (7,662,176.88)	26.68%

Expenses

General Government

I - Personnel - Gen Govt

A Salaries - General Government

6104-01 Mayor & Council Salary	1,538.46	14,561.53	35,400.00	(20,838.47)	41.13%
6105-01 General Government - Reg	26,565.85	125,495.44	386,725.00	(261,229.56)	32.45%
6106-01 General Government - OT	212.46	708.20	1,000.00	(291.80)	70.82%
6108-01 General Government - Sick	144.24	4,104.87	-	4,104.87	
6109-01 General Government - Vacation	2,226.75	6,633.18	-	6,633.18	

Total A Salaries - General Government \$ 30,687.76 \$ 151,503.22 \$ 423,125.00 \$ (271,621.78) **35.81%**

B - Payroll Tax & Benefits - GG

6605-01 Health Insurance - GG	1,923.21	11,613.16	18,900.00	(7,286.84)	61.45%
6610-01 Payroll Taxes - GG	2,224.37	11,055.92	29,600.00	(18,544.08)	37.35%
6620-01 Worker's Comp Insurance - GG	104.55	916.40	760.00	156.40	120.58%
6625-01 Unemployment Insurance - GG	-	-	950.00	(950.00)	0.00%
6630-01 State Retirement - GG	-	-	45,800.00	(45,800.00)	0.00%
6635-01 Payroll Taxes - Mayor & Council	117.69	5,147.81	7,140.00	(1,992.19)	72.10%

Total B - Payroll Tax & Benefits - GG \$ 4,369.82 \$ 28,733.29 \$ 103,150.00 \$ (74,416.71) **27.86%**

Total I - Personnel - Gen Govt \$ 35,057.58 \$ 180,236.51 \$ 526,275.00 \$ (346,038.49) **34.25%**

II -Operating - Gen. Government

6000-01 ADA (Interpreters)	-	-	250.00	(250.00)	0.00%
6005-01 Accounting & Auditing	2,571.13	55,095.01	44,000.00	11,095.01	125.22%
6006-01 Payroll Processing	-	-	22,500.00	(22,500.00)	0.00%
6015-01 Building Maintenance	395.39	11,581.44	30,700.00	(19,118.56)	37.72%
6020-01 Building Utilities	140.67	663.84	11,000.00	(10,336.16)	6.03%
6022-01 UPES Utilities	-	-	900.00	(900.00)	0.00%
6023-01 Meadow Day	-	-	1,000.00	(1,000.00)	0.00%
6026-01 Community Events	618.97	1,304.09	7,500.00	(6,195.91)	17.39%
6027-01 Council Retreat / Orientation	-	0.00	5,000.00	(5,000.00)	0.00%
6029-01 Battery Powered Equip. Program	-	1,148.36	10,000.00	(8,851.64)	11.48%
6030-01 Recording Secretary	212.00	1,092.00	6,000.00	(4,908.00)	18.20%
6050-01 Elections	-	-	5,000.00	(5,000.00)	0.00%
6053-01 Employee Awards and Events	-	2,184.92	3,800.00	(1,615.08)	57.50%
6055-01 Engineering Serv. (Exc. Street)	-	-	3,000.00	(3,000.00)	0.00%
6064-01 IT Costs	3,144.36	14,718.04	30,615.00	(15,896.96)	48.07%
6065-01 Insurance	175.00	47,656.00	55,000.00	(7,344.00)	86.65%
6070-01 Legal Advertisement	-	210.00	1,800.00	(1,590.00)	11.67%
6075-01 Legal Fees	4,947.00	31,450.00	50,000.00	(18,550.00)	62.90%
6080-01 Council Travel & Training	(375.00)	4,716.70	22,000.00	(17,283.30)	21.44%
6083-01 Meeting Costs	-	815.20	3,000.00	(2,184.80)	27.17%
6085-01 Memberships and Dues	-	3,601.75	8,000.00	(4,398.25)	45.02%
6090-01 Newsletter	909.00	3,636.00	26,000.00	(22,364.00)	13.98%
6095-01 Office Expenses	1,141.94	8,926.18	33,000.00	(24,073.82)	27.05%
6097-01 Publications	-	-	3,000.00	(3,000.00)	0.00%
6101-01 Solar Array Maintenance	-	-	19,000.00	(19,000.00)	0.00%
6110-01 Small Equipment	-	5,836.94	7,000.00	(1,163.06)	83.38%
6115-01 Telephone & Maintenance	538.77	3,392.63	14,000.00	(10,607.37)	24.23%
6117-01 Town Administrator Expense	(420.00)	2,204.38	10,000.00	(7,795.62)	22.04%
6128-01 Training	50.00	2,365.88	10,000.00	(7,634.12)	23.66%
6130-01 Website Maintenance & Design	-	-	10,000.00	(10,000.00)	0.00%

Total II -Operating - Gen. Government \$ 14,049.23 \$ 202,599.36 \$ 453,065.00 \$ (250,465.64) **44.72%**

III - Grants & Donations

6063-01 Fire Dept Donation	-	13,500.00	13,500.00	0.00	100.00%
6066-01 Arts in The Park	85.20	85.20	500.00	(414.80)	17.04%
6099-01 UPES PTA Donation	-	6,000.00	6,000.00	0.00	100.00%
6152-01 Senior Programs - Helping Hands	258.85	640.14	5,000.00	(4,359.86)	12.80%
6203-02 UPCA Grant	-	0.00	1,000.00	(1,000.00)	0.00%
6250-02 PTA - Azalea Classic	-	7,000.00	7,000.00	-	100.00%
6251-01 Anacostia Watershed	-	5,000.00	5,000.00	-	100.00%
6252-01 Route 1 Cares	-	5,000.00	5,000.00	-	100.00%
6253-01 NWHS PTA	-	4,000.00	4,000.00	-	100.00%
6718-06 Trap, Neuter, Release Program	-	-	4,000.00	(4,000.00)	0.00%

Total III - Grants & Donations \$ 344.05 \$ 41,225.34 \$ 51,000.00 \$ (9,774.66) **80.83%**

Total General Government \$ 49,450.86 \$ 424,061.21 \$ 1,030,340.00 \$ (606,278.79) **41.16%**

Police & Public Safety

I - Police & PS - Personnel

A - Salaries - P & PS

6344-03 Police - Vacation	1,562.70	14,651.93	0.00	14,651.93	
6345-03 Police - Regular	57,798.22	282,982.52	1,011,702.00	(728,719.48)	27.97%
6346-03 Police - OT	-	-	37,315.00	(37,315.00)	0.00%
6349-03 Police - Sick Plan	1,417.47	19,614.45	-	19,614.45	

Total A - Salaries - P & PS \$ 60,778.39 \$ 317,248.90 \$ 1,049,017.00 \$ (731,768.10) **30.24%**

B - Payroll Tax & Benefits - PS

6605-03 Health Insurance - Police & PS	10,672.79	64,837.80	138,098.00	(73,260.20)	46.95%
6610-03 Payroll Taxes - Police & PS	4,807.45	28,021.83	77,400.00	(49,378.17)	36.20%
6620-03 Workers Comp Insurance - PS	6,500.69	34,472.16	89,500.00	(55,027.84)	38.52%
6625-03 Unemployment Insurance - PS	-	-	1,000.00	(1,000.00)	0.00%
6630-03 State Retirement - PS	-	-	121,500.00	(121,500.00)	0.00%

Total B - Payroll Tax & Benefits - PS \$ 21,980.93 \$ 127,331.79 \$ 427,498.00 \$ (300,166.21) **29.79%**

Total I - Police & PS - Personnel

\$ 82,759.32 \$ 444,580.69 \$ 1,476,515.00 \$ (1,031,934.31) 30.11%

I.I - Code Compliance

6380-03 Code Compliance Salary	-	5,252.81	37,820.00	(32,567.19)	13.89%
6631-03 Code Compliance- Payroll Tax	-	54.16	5,230.00	(5,175.84)	1.04%
6633-03 Code Compliance Operating Costs	-	0.00	8,500.00	(8,500.00)	0.00%
6635-03 State Retirement - CE	-	0.00	4,484.00	(4,484.00)	0.00%

Total I.I - Code Compliance

\$ - \$ 5,306.97 \$ 56,034.00 \$ (50,727.03) 9.47%

II - Police & PS - Operating

5303-03 CitationRed Light /Speed Camera	-	58,958.42	264,000.00	(205,041.58)	22.33%
6300-03 Bike Patrol	-	0.00	4,000.00	(4,000.00)	0.00%
6303-03 Body Worn Cameras/Tasers	-	22,499.98	22,500.00	(0.02)	100.00%
6305-03 Computer	-	16.92	8,000.00	(7,983.08)	0.21%
6307-03 Crossing Guards / Park Enforce	959.17	3,478.50	10,000.00	(6,521.50)	34.79%
6312-03 Emergency Alert System - Nixle	0.00	2,060.00	2,200.00	(140.00)	93.64%
6315-03 Police Supplies & Manuals	1,081.61	2,708.83	6,440.00	(3,731.17)	42.06%
6320-03 Gasoline	2,415.92	9,443.11	19,800.00	(10,356.89)	47.69%
6322-03 GPS	0.00	0.00	3,000.00	(3,000.00)	0.00%
6323-03 Home Security Reimb. Program	0.00	200.00	2,000.00	(1,800.00)	10.00%
6325-03 Medical Exams	1,090.00	1,966.59	8,000.00	(6,033.41)	24.58%
6327-03 MILES Computer	-	-	100.00	(100.00)	0.00%
6329-03 Mobile Data Terminals	871.74	4,579.20	15,000.00	(10,420.80)	30.53%
6330-03 Travel, Meetings, Prof. Dues	0.00	2,324.17	5,000.00	(2,675.83)	46.48%
6340-03 Radio Maintenance	0.00	0.00	500.00	(500.00)	0.00%
6350-03 Small Equipment - Police	1,635.69	4,762.06	27,000.00	(22,237.94)	17.64%
6351-03 Uniforms	854.90	5,632.74	13,300.00	(7,667.26)	42.35%
6353-03 Traffic Calming	-	-	500.00	(500.00)	0.00%
6355-03 Training	-	2,043.65	15,000.00	(12,956.35)	13.62%
6356-03 Training - Active Shooter	1,347.50	1,347.50	7,000.00	(5,652.50)	19.25%
6370-03 Vehicle Maintenance	(1,973.38)	2,338.27	15,500.00	(13,161.73)	15.09%

Total II - Police & PS - Operating

\$ 8,283.15 \$ 124,359.94 \$ 448,840.00 \$ (324,480.06) 27.71%

III - Police & PS - Cap. Outlay

6334-03 In-Car Camera - Axon	-	-	31,500.00	(31,500.00)	0.00%
6335-03 Police Car	-	-	60,500.00	(60,500.00)	0.00%
6559-03 Lexipol Services	-	-	20,000.00	(20,000.00)	0.00%

Total III - Police & PS - Cap. Outlay

\$ - \$ - \$ 112,000.00 \$ (112,000.00) 0.00%

Total Police & Public Safety

\$ 91,042.47 \$ 574,247.60 \$ 2,093,389.00 \$ (1,519,141.40) 27.43%

Public Works

I - Personnel - PW					
A - Salaries - PW					
6550-05 Public Works	45,272.49	223,561.75	713,279.00	(489,717.25)	31.34%
6551-05 Public Works - OT	10,117.29	23,784.44	28,000.00	(4,215.56)	84.94%
6553-05 Contract Labor	1,031.55	1,031.55	12,000.00	(10,968.45)	8.60%
6554-05 Public Works - Sick	1,443.80	7,072.19	-	7,072.19	
6555-05 Public Works - Vacation	3,345.68	16,901.84	-	16,901.84	
Total A - Salaries - PW	\$ 61,210.81	\$ 272,351.77	\$ 753,279.00	\$ (480,927.23)	36.16%
B - Payroll Tax & Benefits - PW					
6605-05 Health Insurance	13,035.97	74,484.90	171,810.00	(97,325.10)	43.35%
6610-05 Payroll Taxes - PW	4,973.02	21,910.13	54,570.00	(32,659.87)	40.15%
6620-05 Workers Comp Insurance - PW	3,358.76	11,072.68	44,072.00	(32,999.32)	25.12%
6625-05 Unemployment Insurance - PW	-	-	750.00	(750.00)	0.00%
6630-05 State Retirement - PW	-	-	85,500.00	(85,500.00)	0.00%
Total B - Payroll Tax & Benefits - PW	\$ 21,367.75	\$ 107,467.71	\$ 356,702.00	\$ (249,234.29)	30.13%
Total I - Personnel - PW	\$ 82,578.56	\$ 379,819.48	\$ 1,109,981.00	\$ (730,161.52)	34.22%
II - Operating - Parks & Rec					
6202-02 Cemetery Upkeep	-	-	100.00	(100.00)	0.00%
6210-02 Tree Maintenance	4,405.00	21,960.00	25,000.00	(3,040.00)	87.84%
6215-02 Tree Replacement	5,025.00	9,353.84	10,000.00	(646.16)	93.54%
6216-02 Consult. Arborist - Tree Ord.	-	5,650.00	6,000.00	(350.00)	94.17%
6217-02 Resident Tree Reimbursement	1,100.00	1,397.00	4,000.00	(2,603.00)	34.93%
6220-02 Upkeep of Park	8,250.00	10,565.67	14,000.00	(3,434.33)	75.47%
6222-02 Park Utilities	-	130.53	14,000.00	(13,869.47)	0.93%
6227-02 Park Usage Concept Plan	-	-	25,000.00	(25,000.00)	0.00%
6230-02 Playing Field Maintenance	-	-	8,000.00	(8,000.00)	0.00%
6235-02 Park Landscape Maintenance	-	871.75	15,000.00	(14,128.25)	5.81%
6236-02 Sustainability Committee	157.39	216.52	2,000.00	(1,783.48)	10.83%
6237-02 Environmental Stewardship Grant	-	-	10,000.00	(10,000.00)	0.00%
Total 6236-02 Sustainability Committee	\$ 157.39	\$ 216.52	\$ 12,000.00	\$ (11,783.48)	1.80%
Total II - Operating - Parks & Rec	\$ 18,937.39	\$ 50,145.31	\$ 133,100.00	\$ (82,954.69)	37.67%
III - Operating - Streets					
6410-04 Snow Removal	-	-	5,000.00	(5,000.00)	0.00%
6420-04 Street Lights	3,037.71	11,248.80	32,500.00	(21,251.20)	34.61%
6425-04 Street & Sidewalk Maintenance	480.00	12,768.38	30,000.00	(17,231.62)	42.56%
6435-04 Street Trees - Replacement	-	9,975.00	10,000.00	(25.00)	99.75%
6440-04 Street Tree - Maintenance	590.00	21,284.00	50,000.00	(28,716.00)	42.57%
Total III - Operating - Streets	\$ 4,107.71	\$ 55,276.18	\$ 127,500.00	\$ (72,223.82)	43.35%
IV - Operating - Gen./Sanit					
6500-05 Fuel	1,627.66	7,542.21	30,000.00	(22,457.79)	25.14%
6501-05 Composting Program	-	25,688.18	29,000.00	(3,311.82)	88.58%
6505-05 Landfill	1,283.30	21,934.80	75,000.00	(53,065.20)	29.25%
6515-05 Medical Exams	558.00	678.00	1,000.00	(322.00)	67.80%
6535-05 Recycling Costs	-	2,544.47	15,000.00	(12,455.53)	16.96%
6546-05 Travel & Dues	265.00	2,206.56	5,000.00	(2,793.44)	44.13%
6547-05 Training	-	4,504.43	7,500.00	(2,995.57)	60.06%
6548-05 Trash & Recycle Carts	-	-	6,000.00	(6,000.00)	0.00%
6560-05 Tools & Supplies	5,631.03	11,570.10	17,000.00	(5,429.90)	68.06%
6570-05 Uniform Purchases	931.30	4,644.82	6,500.00	(1,855.18)	71.46%
6580-05 Vehicle Maintenance	3,578.00	43,322.49	57,000.00	(13,677.51)	76.00%
6585-05 Town Maintenance Facility	7,131.66	14,187.18	18,000.00	(3,812.82)	78.82%
Total IV - Operating - Gen./Sanit	\$ 21,005.95	\$ 138,823.24	\$ 267,000.00	\$ (128,176.76)	51.99%
V - Capital Outlay - PW					
6522-05 Garage Roof & Bldg Ren/Design	800.00	21,631.00	250,000.00	(228,369.00)	8.65%
6533-05 Traffic Calming Study	-	-	42,639.85	(42,639.85)	0.00%
6534-05 Traffic Mitigation	-	6,854.75	30,000.00	(23,145.25)	22.85%
Engineering Services	684.96	684.96	175,000.00	(174,315.04)	0.39%
6655-08 SWM - Design & Engineering	-	17,725.04	1,146,000.00	(1,128,274.96)	1.55%
Total V - Capital Outlay - PW	\$ 1,484.96	\$ 46,895.75	\$ 1,643,639.85	\$ (1,596,744.10)	2.85%
Total Public Works	\$ 128,114.57	\$ 670,959.96	\$ 3,281,220.85	\$ (2,610,260.89)	20.45%

Reserves & Debt Service

I. Unreserved - Designated					
6068-01 Legacy Tree Program	-	-	8,000.00	(8,000.00)	0.00%
6529-05 Pepco Street Light Purchase	-	-	50,000.00	(50,000.00)	0.00%
6600-08 Vehicle Replacement	-	-	60,000.00	(60,000.00)	0.00%
6615-08 Police Officer Overtime	8,056.56	45,901.43	40,000.00	5,901.43	114.75%
6617-08 Capital Infrastructure	-	-	250,000.00	(250,000.00)	0.00%
Total I. Unreserved - Designated	\$ 8,056.56	\$ 45,901.43	\$ 408,000.00	\$ (362,098.57)	11.25%
II. Reserved - Designated					
6630-08 Cemetery	-	-	4,217.00	(4,217.00)	0.00%
6640-08 Cable Capital Equipment	-	-	264,362.00	(264,362.00)	0.00%
6645-08 Park Upgrades	-	-	50,000.00	(50,000.00)	0.00%
Total II. Reserved - Designated	\$ -	\$ -	\$ 318,579.00	\$ (318,579.00)	0.00%
III. Debt Service					
6044-01 Debt Service Infrast. Bond	-	-	206,342.00	(206,342.00)	0.00%
6051-01 St. Imp. & Traffic Cont. 2019	-	124,112.93	136,240.00	(12,127.07)	91.10%
6054-01 Leaf/Utility Truck Lease Pymt.	-	32,169.22	32,714.00	(544.78)	98.33%
Total III. Debt Service	\$ -	\$ 156,282.15	\$ 375,296.00	\$ (219,013.85)	41.64%
Total Reserves & Debt Service	\$ 8,056.56	\$ 202,183.58	\$ 1,101,875.00	\$ (899,691.42)	18.35%
Total Expenses	\$ 276,664.46	\$ 1,871,452.35	\$ 7,506,824.85	\$ (5,635,372.50)	24.93%
Net Operating Income	\$ 322,105.04	\$ 916,831.01	\$ 2,943,635.39	\$ (2,026,804.38)	31.15%
Other Income					
7000-00 Capital Projects Revenues	-	-	-	-	
7022-00 Maryland Bond Bill - Town Hall	-	-	450,000.00	(450,000.00)	0.00%
Total 7000-00 Capital Projects Revenues	\$ -	\$ -	\$ 450,000.00	\$ (450,000.00)	0.00%
Total Other Income	\$ -	\$ -	\$ 450,000.00	\$ (450,000.00)	0.00%
Other Expenses					
7100-00 Capital Projects Expenditures	-	-	-	-	
7120-00 Town Hall Design and Const.	-	6,958.80	450,000.00	(443,041.20)	1.55%
Total 7100-00 Capital Projects Expenditures	\$ -	\$ 6,958.80	\$ 450,000.00	\$ (443,041.20)	\$ 0.02
8000-00 Unreserved Undesignated to Next Year	-	-	2,943,635.39	(2,943,635.39)	0.00%
Total Other Expenses	\$ -	\$ 6,958.80	\$ 3,393,635.39	\$ (3,386,676.59)	0.21%
Net Other Income	\$ -	\$ (6,958.80)	\$ (2,943,635.39)	\$ 2,936,676.59	0.24%
Net Income	\$ 322,105.04	\$ 909,872.21	\$ -	\$ 909,872.21	

TOWN OF UNIVERSITY PARK

December 2025 Treasurer's Report





Town of University Park

Cash Balances

December 2025 Fiscal Year 2026

Bank Account	Balance
Truist – General Fund	\$271,994
Truist – Debit Card	\$11,410
MLGIP	\$5,813,964
Police Benevolence Fund	-\$10
HHUP TAF Fund	-\$22,620
Employee Holiday Fund	-\$5,106
Petty Cash	\$500
Total Bank Accounts	\$6,070,132

Monthly Items - December 2025

1. The financial statements reflect activity through December 31, 2025, representing the first six months of Fiscal Year 2026. General Fund revenues total \$2,937,979, or 28.1% of the adopted FY26 budget. Revenue activity in December included continued real estate tax collections and strong business personal property tax receipts, which are now \$102,919 year to date (160.8% of budget). Interest income (\$136,289 YTD, 54.5% of budget) and speed camera revenue (\$321,920 YTD, 46.0% of budget) remain key drivers of performance, while several state shared and cyclical revenue sources (including HUR and additional state income tax distributions) are expected to be received later in the fiscal year.
2. Total expenditures are \$2,650,280, or 36.2% of the FY26 budget, with higher year to date spending primarily driven by the timing of annual benefit and retirement costs and planned capital activity. Personnel related expenses increased in December due to state retirement allocations recorded in General Government (\$41,246 YTD), Police & Public Safety (\$108,969 YTD), and Public Works (\$76,999 YTD), along with routine payroll and benefits. Public Works expenditures also reflect significant planned capital spending on the Town Maintenance Facility and garage roof and building improvements (\$157,015 YTD). Year to date operations reflect a net income of \$280,739.89, and the Town remains in a stable financial position as revenues continue to post seasonally and expenditures track to planned project schedules and annual cost timing.

Town of University Park
Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L
 July - December, 2025

	Dec Actual	Actual	Budget	over Budget	% of Budget
Income					
General Fund Revenues					
I - Taxes					
4000-00 Real Estate Tax Revenue	30,797.38	1,746,737.20	2,603,932.39	(857,195.19)	67.08%
4005-00 Business Personal Property Tax	32,167.58	102,918.85	64,000.00	38,918.85	160.81%
4010-00 Penalties & Interest on Taxes	-	-	3,600.00	(3,600.00)	0.00%
4020-00 State Income Tax	-	509,070.42	850,000.00	(340,929.58)	59.89%
Total I - Taxes	\$ 62,964.96	\$ 2,358,726.47	\$ 3,521,532.39	\$ (1,162,805.92)	66.98%
II - State Shared					
4015-00 Highway Users	-	38,936.05	215,278.85	(176,342.80)	18.09%
4025-00 Police Protection	16,397.00	32,794.00	65,588.00	(32,794.00)	50.00%
4030-00 Bank Stock	-	-	10,257.00	(10,257.00)	0.00%
Total II - State Shared	\$ 16,397.00	\$ 71,730.05	\$ 291,123.85	\$ (219,393.80)	24.64%
III - County					
4055-00 Landfill Rebate	-	-	6,256.00	(6,256.00)	0.00%
Total III - County	\$ 0.00	\$ 0.00	\$ 6,256.00	\$ (6,256.00)	0.00%
IV - Licenses & Permits					
4075-00 Cable TV Franchise Payments	-	11,647.82	31,162.00	(19,514.18)	37.38%
4076-00 Cable TV - Capital Equipment	-	-	19,506.00	(19,506.00)	0.00%
4080-00 Building Permits & Fees	1,121.24	4,593.49	8,000.00	(3,406.51)	57.42%
4090-00 EV Permits	-	5,335.00	1,500.00	3,835.00	355.67%
Total IV - Licenses & Permits	\$ 1,121.24	\$ 21,576.31	\$ 60,168.00	\$ (38,591.69)	35.86%
V - Miscellaneous					
4085-00 Accident Reports	-	90.00	-	90.00	
4095-00 Rental License Fees	-	7,050.00	15,000.00	(7,950.00)	47.00%
4096-00 Legacy Tree Program	-	600.00	-	600.00	
4100-00 Fines - Police	250.00	2,055.00	3,000.00	(945.00)	68.50%
4103-00 Veoride Revenue	-	-	300.00	(300.00)	0.00%
4105-00 Vehicle Release	150.00	775.00	2,500.00	(1,725.00)	31.00%
4120-00 Interest Income	19,863.80	136,288.80	250,000.00	(113,711.20)	54.52%
4150-00 Revenue -Miscellaneous	10.00	465.76	2,500.00	(2,034.24)	18.63%
4155-00 Revenue - Recycling	-	169.30	2,600.00	(2,430.70)	6.51%
4160-00 Sale of Asset	-	6,532.00	2,500.00	4,032.00	261.28%
4170-00 Speed Camera	48,938.33	321,920.00	700,000.00	(378,080.00)	45.99%
4175-00 Redlight	-	-	30,000.00	(30,000.00)	0.00%
4244-00 Sale of Energy Credits	-	-	3,000.00	(3,000.00)	0.00%
4248-00 PEPCO - Solar Array Excess Gen.	-	-	100.00	(100.00)	0.00%
Total V - Miscellaneous	\$ 69,212.13	\$ 475,945.86	\$ 1,011,500.00	\$ (535,554.14)	47.05%
VI - Grant & Bond Revenue					
4247-00 Environmental Stewardship Grant	-	10,000.00	10,000.00	-	100.00%
Total VI - Grant & Bond Revenue	\$ 0.00	\$ 10,000.00	\$ 10,000.00	\$ -	100.00%
VII - Prior Year's Surplus					
		0.00	5,549,880.00	(5,549,880.00)	0.00%
Total General Fund Revenues	\$ 149,695.33	\$ 2,937,978.69	\$ 10,450,460.24	\$ (7,512,481.55)	28.11%
Total Income	\$ 149,695.33	\$ 2,937,978.69	\$ 10,450,460.24	\$ (7,512,481.55)	28.11%
Gross Profit	\$ 149,695.33	\$ 2,937,978.69	\$ 10,450,460.24	\$ (7,512,481.55)	28.11%

Expenses

General Government

I - Personnel - Gen Govt

A Salaries - General Government

6104-01 Mayor' & Council Salary	1,538.46	16,099.99	35,400.00	(19,300.01)	45.48%
6105-01 General Government - Reg	32,029.24	157,524.68	386,725.00	(229,200.32)	40.73%
6106-01 General Government - OT	-	708.20	1,000.00	(291.80)	70.82%
6108-01 General Government - Sick	516.60	4,621.47	-	4,621.47	
6109-01 General Government - Vacation	7,186.56	13,819.74	-	13,819.74	

Total A Salaries - General Government	\$ 41,270.86	\$ 192,774.08	\$ 423,125.00	\$ (230,350.92)	45.56%
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B - Payroll Tax & Benefits - GG

6605-01 Health Insurance - GG	1,205.88	12,819.04	18,900.00	(6,080.96)	67.83%
6610-01 Payroll Taxes - GG	3,451.09	14,507.01	29,600.00	(15,092.99)	49.01%
6620-01 Worker's Comp Insurance - GG	104.55	1,020.95	760.00	260.95	134.34%
6625-01 Unemployment Insurance - GG	1,244.33	1,244.33	950.00	294.33	130.98%
6630-01 State Retirement - GG	41,246.29	41,246.29	45,800.00	(4,553.71)	90.06%
6635-01 Payroll Taxes - Mayor & Council	117.70	5,265.51	7,140.00	(1,874.49)	73.75%

Total B - Payroll Tax & Benefits - GG	\$ 47,369.84	\$ 76,103.13	\$ 103,150.00	\$ (27,046.87)	73.78%
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Total I - Personnel - Gen Govt

Total I - Personnel - Gen Govt	\$ 88,640.70	\$ 268,877.21	\$ 526,275.00	\$ (257,397.79)	51.09%
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II -Operating - Gen. Government

6000-01 ADA (Interpreters)	-	-	250.00	(250.00)	0.00%
6005-01 Accounting & Auditing	364.62	55,459.63	44,000.00	11,459.63	126.04%
6006-01 Payroll Processing	0.00	0.00	22,500.00	(22,500.00)	0.00%
6015-01 Building Maintenance	3,339.50	14,920.94	30,700.00	(15,779.06)	48.60%
6020-01 Building Utilities	425.07	1,088.91	11,000.00	(9,911.09)	9.90%
6022-01 UPES Utilities	-	-	900.00	(900.00)	0.00%
6023-01 Meadow Day	-	-	1,000.00	(1,000.00)	0.00%
6026-01 Community Events	121.15	1,425.24	7,500.00	(6,074.76)	19.00%
6027-01 Council Retreat / Orientation	-	0.00	5,000.00	(5,000.00)	0.00%
6029-01 Battery Powered Equip. Program	-	1,148.36	10,000.00	(8,851.64)	11.48%
6030-01 Recording Secretary	-	1,092.00	6,000.00	(4,908.00)	18.20%
6050-01 Elections	-	-	5,000.00	(5,000.00)	0.00%
6053-01 Employee Awards and Events	1,652.51	3,837.43	3,800.00	37.43	100.99%
6055-01 Engineering Serv. (Exc. Street)	-	-	3,000.00	(3,000.00)	0.00%
6064-01 IT Costs	2,886.57	17,604.61	30,615.00	(13,010.39)	57.50%
6065-01 Insurance	-	47,656.00	55,000.00	(7,344.00)	86.65%
6070-01 Legal Advertisement	220.00	430.00	1,800.00	(1,370.00)	23.89%
6075-01 Legal Fees	-	31,450.00	50,000.00	(18,550.00)	62.90%
6080-01 Council Travel & Training	-	4,716.70	22,000.00	(17,283.30)	21.44%
6083-01 Meeting Costs	-	815.20	3,000.00	(2,184.80)	27.17%
6085-01 Memberships and Dues	-	3,601.75	8,000.00	(4,398.25)	45.02%
6090-01 Newsletter	-	3,636.00	26,000.00	(22,364.00)	13.98%
6095-01 Office Expenses	641.07	9,567.25	33,000.00	(23,432.75)	28.99%
6097-01 Publications	-	-	3,000.00	(3,000.00)	0.00%
6101-01 Solar Array Maintenance	-	-	19,000.00	(19,000.00)	0.00%
6102-01 Payscale Study	-	-	-	-	
6110-01 Small Equipment	-	5,836.94	7,000.00	(1,163.06)	83.38%
6115-01 Telephone & Maintenance	630.36	4,022.99	14,000.00	(9,977.01)	28.74%
6117-01 Town Administrator Expense	-	2,204.38	10,000.00	(7,795.62)	22.04%
6128-01 Training	-	2,365.88	10,000.00	(7,634.12)	23.66%
6130-01 Website Maintenance & Design	-	-	10,000.00	(10,000.00)	0.00%

Total II -Operating - Gen. Government	\$ 10,280.85	\$ 212,880.21	\$ 453,065.00	\$ (240,184.79)	46.99%
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III - Grants & Donations

6063-01 Fire Dept Donation	-	13,500.00	13,500.00	-	100.00%
6066-01 Arts in The Park	-	85.20	500.00	(414.80)	17.04%
6099-01 UPES PTA Donation	-	6,000.00	6,000.00	-	100.00%
6152-01 Senior Programs - Helping Hands	559.56	1,199.70	5,000.00	(3,800.30)	23.99%
6203-02 UPCA Grant	-	-	1,000.00	(1,000.00)	0.00%
6250-02 PTA - Azalea Classic	-	7,000.00	7,000.00	-	100.00%
6251-01 Anacostia Watershed	-	5,000.00	5,000.00	-	100.00%
6252-01 Route 1 Cares	-	5,000.00	5,000.00	-	100.00%
6253-01 NWHS PTA	-	4,000.00	4,000.00	-	100.00%
6718-06 Trap, Neuter, Release Program	-	-	4,000.00	(4,000.00)	0.00%

Total III - Grants & Donations	\$ 559.56	\$ 41,784.90	\$ 51,000.00	\$ (9,215.10)	81.93%
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Total General Government	\$ 99,481.11	\$ 523,542.32	\$ 1,030,340.00	\$ (506,797.68)	50.81%
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Police & Public Safety

I - Police & PS - Personnel

A - Salaries - P & PS

6344-03 Police - Vacation	896.38	15,548.31	-	15,548.31	
6345-03 Police - Regular	58,297.86	341,280.38	1,011,702.00	(670,421.62)	33.73%
6346-03 Police - OT	-	-	37,315.00	(37,315.00)	0.00%
6349-03 Police - Sick Plan	3,873.36	23,487.81	0.00	23,487.81	
Total A - Salaries - P & PS	\$ 63,067.60	\$ 380,316.50	\$ 1,049,017.00	\$ (668,700.50)	36.25%

B - Payroll Tax & Benefits - PS

6605-03 Health Insurance - Police & PS	8,823.27	73,661.07	138,098.00	(64,436.93)	53.34%
6610-03 Payroll Taxes - Police & PS	9,173.44	37,195.27	77,400.00	(40,204.73)	48.06%
6620-03 Workers Comp Insurance - PS	6,502.69	40,974.85	89,500.00	(48,525.15)	45.78%
6625-03 Unemployment Insurance - PS	1,309.41	1,309.41	1,000.00	309.41	130.94%
6630-03 State Retirement - PS	108,969.46	108,969.46	121,500.00	(12,530.54)	89.69%
Total B - Payroll Tax & Benefits - PS	\$ 134,778.27	\$ 262,110.06	\$ 427,498.00	\$ (165,387.94)	61.31%

Total I - Police & PS - Personnel

	\$ 197,845.87	\$ 642,426.56	\$ 1,476,515.00	\$ (834,088.44)	43.51%
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I.I - Code Compliance

6380-03 Code Compliance Salary	-	5,252.81	37,820.00	(32,567.19)	13.89%
6631-03 Code Compliance- Payroll Tax	-	54.16	5,230.00	(5,175.84)	1.04%
6633-03 Code Compliance Operating Costs	-	-	8,500.00	(8,500.00)	0.00%
6635-03 State Retirement - CE	4,038.17	4,038.17	4,484.00	(445.83)	90.06%
Total I.I - Code Compliance	\$ 4,038.17	\$ 9,345.14	\$ 56,034.00	\$ (46,688.86)	16.68%

II - Police & PS - Operating

5303-03 CitationRed Light /Speed Camera	18,295.23	77,253.65	264,000.00	(186,746.35)	29.26%
6300-03 Bike Patrol	-	-	4,000.00	(4,000.00)	0.00%
6303-03 Body Worn Cameras/Tasers	-	22,499.98	22,500.00	(0.02)	100.00%
6305-03 Computer	-	16.92	8,000.00	(7,983.08)	0.21%
6307-03 Crossing Guards / Park Enforce	1,484.94	4,963.44	10,000.00	(5,036.56)	49.63%
6312-03 Emergency Alert System - Nixle	-	2,060.00	2,200.00	(140.00)	93.64%
6315-03 Police Supplies & Manuals	1,798.53	4,507.36	6,440.00	(1,932.64)	69.99%
6320-03 Gasoline	1,901.87	11,344.98	19,800.00	(8,455.02)	57.30%
6322-03 GPS	-	-	3,000.00	(3,000.00)	0.00%
6323-03 Home Security Reimb. Program	-	200.00	2,000.00	(1,800.00)	10.00%
6325-03 Medical Exams	-	1,966.59	8,000.00	(6,033.41)	24.58%
6327-03 MILES Computer	-	-	100.00	(100.00)	0.00%
6329-03 Mobile Data Terminals	2,055.20	6,634.40	15,000.00	(8,365.60)	44.23%
6330-03 Travel, Meetings, Prof. Dues	300.00	2,624.17	5,000.00	(2,375.83)	52.48%
6340-03 Radio Maintenance	-	-	500.00	(500.00)	0.00%
6350-03 Small Equipment - Police	252.65	5,014.71	27,000.00	(21,985.29)	18.57%
6351-03 Uniforms	1,184.70	6,817.44	13,300.00	(6,482.56)	51.26%
6353-03 Traffic Calming	-	-	500.00	(500.00)	0.00%
6355-03 Training	2,250.00	4,293.65	15,000.00	(10,706.35)	28.62%
6356-03 Training - Active Shooter	-	1,347.50	7,000.00	(5,652.50)	19.25%
6370-03 Vehicle Maintenance	3,084.78	5,423.05	15,500.00	(10,076.95)	34.99%
Total II - Police & PS - Operating	\$ 32,607.90	\$ 156,967.84	\$ 448,840.00	\$ (291,872.16)	34.97%

III - Police & PS - Cap. Outlay

6334-03 In-Car Camera - Axon	-	-	31,500.00	(31,500.00)	0.00%
6335-03 Police Car	-	-	60,500.00	(60,500.00)	0.00%
6559-03 Lexipol Services	-	-	20,000.00	(20,000.00)	0.00%
Total III - Police & PS - Cap. Outlay	\$ 0.00	\$ 0.00	\$ 112,000.00	\$ (112,000.00)	0.00%

Total Police & Public Safety

	\$ 234,491.94	\$ 808,739.54	\$ 2,093,389.00	\$ (1,284,649.46)	38.63%
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Public Works

I - Personnel - PW

A - Salaries - PW

6550-05 Public Works	48,620.76	272,182.51	713,279.00	(441,096.49)	38.16%
6551-05 Public Works - OT	8,182.19	31,966.63	28,000.00	3,966.63	114.17%
6553-05 Contract Labor	3,147.55	4,179.10	12,000.00	(7,820.90)	34.83%
6554-05 Public Works - Sick	512.80	7,584.99	-	7,584.99	
6555-05 Public Works - Vacation	9,436.26	26,338.10	-	26,338.10	
Total A - Salaries - PW	\$ 69,899.56	\$ 342,251.33	\$ 753,279.00	\$ (411,027.67)	45.43%

B - Payroll Tax & Benefits - PW

6605-05 Health Insurance	10,981.26	82,107.40	171,810.00	(89,702.60)	47.79%
6610-05 Payroll Taxes - PW	9,775.00	31,685.13	54,570.00	(22,884.87)	58.06%
6620-05 Workers Comp Insurance - PW	3,358.76	14,431.44	44,072.00	(29,640.56)	32.75%
6625-05 Unemployment Insurance - PW	981.67	981.67	750.00	231.67	130.89%
6630-05 State Retirement - PW	76,999.08	76,999.08	85,500.00	(8,500.92)	90.06%
Total B - Payroll Tax & Benefits - PW	\$ 102,095.77	\$ 206,204.72	\$ 356,702.00	\$ (150,497.28)	57.81%

Total I - Personnel - PW

\$ 171,995.33	\$ 548,456.05	\$ 1,109,981.00	\$ (561,524.95)	49.41%
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II - Operating - Parks & Rec

6202-02 Cemetery Upkeep	-	-	100.00	(100.00)	0.00%
6210-02 Tree Maintenance	-	21,960.00	25,000.00	(3,040.00)	87.84%
6215-02 Tree Replacement	-	9,353.84	10,000.00	(646.16)	93.54%
6216-02 Consult. Arborist - Tree Ord.	-	5,650.00	6,000.00	(350.00)	94.17%
6217-02 Resident Tree Reimbursement	-	1,397.00	4,000.00	(2,603.00)	34.93%
6220-02 Upkeep of Park	-	10,565.67	14,000.00	(3,434.33)	75.47%
6222-02 Park Utilities	2.76	133.29	14,000.00	(13,866.71)	0.95%
6227-02 Park Usage Concept Plan	-	-	25,000.00	(25,000.00)	0.00%
6230-02 Playing Field Maintenance	2,000.00	2,000.00	8,000.00	(6,000.00)	25.00%
6235-02 Park Landscape Maintenance	-	871.75	15,000.00	(14,128.25)	5.81%
6236-02 Sustainability Committee	-	216.52	2,000.00	(1,783.48)	10.83%
6237-02 Environmental Stewardship Grant	-	-	10,000.00	(10,000.00)	0.00%
Total 6236-02 Sustainability Committee	\$ 0.00	\$ 216.52	\$ 12,000.00	\$ (11,783.48)	1.80%

Total II - Operating - Parks & Rec

\$ 2,002.76	\$ 52,148.07	\$ 133,100.00	\$ (80,951.93)	39.18%
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III - Operating - Streets

6410-04 Snow Removal	-	-	5,000.00	(5,000.00)	0.00%
6420-04 Street Lights	3,105.76	14,354.56	32,500.00	(18,145.44)	44.17%
6425-04 Street & Sidewalk Maintenance	-	12,768.38	30,000.00	(17,231.62)	42.56%
6435-04 Street Trees - Replacement	-	9,975.00	10,000.00	(25.00)	99.75%
6440-04 Street Tree - Maintenance	3,750.00	25,034.00	50,000.00	(24,966.00)	50.07%
Total III - Operating - Streets	\$ 6,855.76	\$ 62,131.94	\$ 127,500.00	\$ (65,368.06)	48.73%

IV - Operating - Gen./Sanit

6500-05 Fuel	2,120.39	9,662.60	30,000.00	(20,337.40)	32.21%
6501-05 Composting Program	-	25,688.18	29,000.00	(3,311.82)	88.58%
6505-05 Landfill	8,158.85	30,093.65	75,000.00	(44,906.35)	40.12%
6515-05 Medical Exams	0.00	678.00	1,000.00	(322.00)	67.80%
6535-05 Recycling Costs	3,270.55	5,815.02	15,000.00	(9,184.98)	38.77%
6546-05 Travel & Dues	-	2,206.56	5,000.00	(2,793.44)	44.13%
6547-05 Training	-	4,504.43	7,500.00	(2,995.57)	60.06%
6548-05 Trash & Recycle Carts	-	-	6,000.00	(6,000.00)	0.00%
6560-05 Tools & Supplies	162.40	11,732.50	17,000.00	(5,267.50)	69.01%
6570-05 Uniform Purchases	902.42	5,547.24	6,500.00	(952.76)	85.34%
6580-05 Vehicle Maintenance	1,270.00	44,592.49	57,000.00	(12,407.51)	78.23%
6585-05 Town Maintenance Facility	85.59	14,272.77	18,000.00	(3,727.23)	79.29%
Total IV - Operating - Gen./Sanit	\$ 15,970.20	\$ 154,793.44	\$ 267,000.00	\$ (112,206.56)	57.98%

V - Capital Outlay - PW

6522-05 Garage Roof & Bldg Ren/Design	135,384.00	157,015.00	250,000.00	(92,985.00)	62.81%
6533-05 Traffic Calming Study	-	-	42,639.85	(42,639.85)	0.00%
6534-05 Traffic Mitigation	-	6,854.75	30,000.00	(23,145.25)	22.85%
6536-05 Clagett-Pineway SWM MOU - Engineering Services	-11.53	18,398.47	175,000.00	(156,601.53)	10.51%
Total V - Capital Outlay - PW	\$ 135,372.47	\$ 182,268.22	\$ 497,639.85	\$ (315,371.63)	36.63%

Total Public Works

\$ 332,196.52	\$ 999,797.72	\$ 2,135,220.85	\$ (1,135,423.13)	46.82%
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Reserves & Debt Service

I. Unreserved - Designated						
6068-01 Legacy Tree Program	-	-	8,000.00	(8,000.00)	0.00%	
6529-05 Pepco Street Light Purchase	-	-	50,000.00	(50,000.00)	0.00%	
6600-08 Vehicle Replacement	-	-	60,000.00	(60,000.00)	0.00%	
6615-08 Police Officer Overtime	12,895.92	58,797.35	40,000.00	18,797.35	146.99%	
6617-08 Capital Infrastructure	0.00	0.00	250,000.00	(250,000.00)	0.00%	
Total I. Unreserved - Designated	\$ 12,895.92	\$ 58,797.35	\$ 408,000.00	\$ (349,202.65)	14.41%	
II. Reserved - Designated						
6630-08 Cemetery	-	-	4,217.00	(4,217.00)	0.00%	
6640-08 Cable Capital Equipment	-	-	264,362.00	(264,362.00)	0.00%	
6645-08 Park Upgrades	-	-	50,000.00	(50,000.00)	0.00%	
6655-08 SWM - Design & Engineering	-	-	971,000.00	(971,000.00)	0.00%	
Total II. Reserved - Designated	\$ 0.00	\$ 0.00	\$ 1,289,579.00	\$ (1,289,579.00)	0.00%	
III. Debt Service						
6044-01 Debt Service Infrast. Bond	103,120.92	103,120.92	206,342.00	(103,221.08)	49.98%	
6051-01 St. Imp. & Traffic Cont. 2019	-	124,112.93	136,240.00	(12,127.07)	91.10%	
6054-01 Leaf/Utility Truck Lease Pymt.	-	32,169.22	32,714.00	(544.78)	98.33%	
Total III. Debt Service	\$ 103,120.92	\$ 259,403.07	\$ 375,296.00	\$ (115,892.93)	69.12%	
Total Reserves & Debt Service	\$ 116,016.84	\$ 318,200.42	\$ 2,072,875.00	\$ (1,754,674.58)	15.35%	
Total Expenses	\$ 782,186.41	\$ 2,650,280.00	\$ 7,331,824.85	\$ (4,681,544.85)	36.15%	
Net Operating Income	-\$ 632,491.08	\$ 287,698.69	\$ 3,118,635.39	\$ (2,830,936.70)	9.23%	
Other Income						
7000-00 Capital Projects Revenues	-	-	-	\$ -		
7022-00 Maryland Bond Bill - Town Hall	-	-	450,000.00	(450,000.00)	0.00%	
Total 7000-00 Capital Projects Revenues	\$ 0.00	\$ 0.00	\$ 450,000.00	\$ (450,000.00)	0.00%	
Total Other Income	\$ 0.00	\$ 0.00	\$ 450,000.00	\$ (450,000.00)	0.00%	
Other Expenses						
7100-00 Capital Projects Expenditures	-	-	-	\$ -		
7120-00 Town Hall Design and Const.	-	6,958.80	450,000.00	(443,041.20)	1.55%	
Total 7100-00 Capital Projects Expenditures	\$ 0.00	\$ 6,958.80	\$ 450,000.00	\$ (443,041.20)	1.55%	
8000-00 Unreserved Undesignated to Next Year		0.00	3,118,635.39	(3,118,635.39)	0.00%	
Total Other Expenses	\$ 0.00	\$ 6,958.80	\$ 3,393,635.39	\$ (3,386,676.59)	0.21%	
Net Other Income	\$ 0.00	-\$ 6,958.80	-\$ 3,118,635.39	\$ 3,111,676.59	0.22%	
Net Income	-\$ 632,491.08	\$ 280,739.89	\$ 0.00	\$ 280,739.89		

University Park Police Department



FROM: Chief David Coleman

DATE: January 15, 2026

REPORTING PERIOD: November 13, 2025 – January 15, 2026

Personnel Overview

Position Title	Number of Positions	Filled	Vacant
Chief	1	1	0
Captain	1	1	0
Sergeant	2	2	0
Police Officer	6	6	0
Crossing Guard (P/T)	2	2	0
Administrative Asst.	1	1	0
Code Compliance (P/T)	1	1	0

Employee Recognitions:

This month, we are honored to recognize several significant additions to our department and celebrate the professional advancement of our current personnel. Our staff members represent the core of our service delivery, and their collective expertise strengthens our ability to serve the residents of University Park with the highest levels of excellence and integrity.

The department participated in the annual Christmas Tree Lighting on December 6th. This event provided an opportunity for our officers to engage with residents while directing traffic to ensure a smooth and festive event.

We are further pleased to announce the appointment of three distinguished professionals to our ranks. Corporal Gregory Holloway joins the department with a comprehensive background in law enforcement, bringing valuable leadership and experience to our patrol operations. Sergeant Antoine Williams assumes a critical supervisory role, where his extensive experience will be instrumental. Additionally, we welcome Code Enforcement Officer Carey Holsley who begins January 26th. He will focus on ensuring the safety and code standards of our community are upheld to preserve the quality of life for all residents.

In addition to these new appointments, we extend our formal congratulations to Officer Kareem Elias upon his successful completion of the Field Training Program. This rigorous period of evaluation and instruction is a milestone in any law enforcement career, and Officer Elias has consistently demonstrated the proficiency and sound judgment necessary to serve the community independently. We look forward to the continued contributions of these dedicated individuals as they work to uphold the mission of the University Park Police Department.

Training Completed:

Captain Graddy

11/20/2025 Range Qualification
12/2-4/2025 Background Conference

Cpl. Miltenberger

11/20/2025 Range Qualification

Cpl. Shepherd

12/31/2025 Firearms Training

Ofc. Chase

11/20/2025 Range Qualification
12/2-3/2025 Background Conference
1/8/2026 Type 3 Long Gun Qualification

A/ Cpl. Jade Morgan

11/20/2025 Range Qualification

Ofc. Elias

11/18/2025 Constitutional Law
12/29/2025 Automated Speed Camera Training
1/14/2025 Completed FTO Training

Cpl. Holloway

11/18/2025 In Service 2025
12/1/2025 Etix and ACRS Training
1/6/2026 Range Qualification

Sgt. Williams

11/18/2025 In Service 2025
11/20/2025 Firearms Training
1/8/2026 Range Qualification

Crime Activity Report:

Crimes: November 13th 2025 – January 15th 2026				
Date Reported	Time	Location	Crime	Ward
12/01/2025	Afternoon	Balt Ave and Underwood St	Property Damage	3
12/17/2025	Morning	4200 Blk College Heights Dr	Property Damage	7
12/19/2025	Afternoon	6900 Blk Adelphi Rd	Theft from Auto	6
12/22/2025	Evening	4300 Blk Sherridan	Disorderly	1
12/26/2025	Morning	6500 Blk 41 st Ave	Vandalism	2
12/31/2025	Afternoon	6700 Blk Baltimore Ave	Misc Police Information	3
12/31/2025	Evening	4200 Blk Van Buren St	Property Damage	4
01/07/2026	Morning	6900 Adelphi Rd	Theft	6

Community Alerts/Crime Prevention

- The department has **steering wheel locks** available for distribution.
- The **Home Security Rebate Program** remains active, offering residents a **\$100 rebate** for installing approved security equipment costing \$150 or more.
- Residents are reminded **not to leave valuables in plain sight** inside vehicles and to always **lock doors and close windows**, even when parked in driveways.
- To prevent package theft, please **remove packages promptly**, have deliveries made when someone is home, or consider using an **Amazon Locker or other secure delivery option**.
- Be aware of **phone and email scams** targeting residents; do not share personal or financial information unless you can verify the source.
- Report any **suspicious activity immediately** to the non-emergency number at 301-352-1200 or call 911 for emergencies.

Traffic Enforcement Initiative

- N/A

Project Updates

- N/A

Upcoming Events

- 2026 Departmental Retreat 01/20/2026

Items for Consideration or Discussion

- N/A

FY26 Grant Opportunities

- There are no additional grant opportunities at this time.

Code Compliance Activity (November 13 – January 15)

Please refer to the DPW monthly report for rental compliance activity

