

**The Town of**  
***GLEN ECHO***  
**Chartered 1904**

**Town Hall • 6106 Harvard Avenue • Glen Echo • Maryland 20812 • (301) 320-4041**  
**[townhall@glenecho.org](mailto:townhall@glenecho.org)**

**TOWN COUNCIL MEETING MINUTES**

**June 8, 2020**

**Held Virtually Via Zoom**

**CALL TO ORDER: MAYOR WILLEM POLAK, 7:00 PM**

**Present:** Mayor: Willem Polak. Councilmembers: (CM) Dia Costello, Dan Spealman, Matt Stiglitz, and Julia Wilson, Town Manager: (TM) Beth Boa, Assistant to the Mayor: Jean Sperling, Town Engineer: Joseph F Toomey, Town Attorney: Ron Bolt.

**Residents:** Raya Bodnarchuk (Harvard Ave), Alex Boyar (Cornell Ave), Julie Broas (Bryn Mawr Ave), Pete Epanchin (Wellesley Circle), John Lynch (Vassar Circle), Peggy Lynch (Vassar Circle), Emily Parsons (The Echo), Cathie Polak (Princeton Ave), Edie Springuel (Vassar Circle), Renny Springuel (Vassar Circle).

**OPPORTUNITY FOR COUNCIL TO HEAR RESIDENTS' COMMENTS:**

Mayor Polak opened the meeting with an opportunity for comments from the residents.

- Parking on Vassar Circle: Renny Springuel (Vassar Circle) commented on the parking situation on Vassar.  
Discussion: Mayor Polak explained that that original plan for the signage which was developed in the 2016 plan was flawed. The Town has gone back to the drawing board with the help of a Traffic Engineer (Joe Cutro) and the assistance of Attorney Bolt who is working with County DPS.
- Establishment of a Comment Period: Renny Springuel offered an opinion on the establishment of a comment period at the beginning and end of the Council Meetings. He prefers being able to comment throughout the meeting on all Council business.  
Discussion: The Council discussed the approach to enabling productive public comments at Council Meetings. The Council noted that this issue has been discussed by them behind the scenes. Mayor Polak proposed that residents sign up in advance to speak on a specific item on the agenda (before the item is voted on) so the Council is aware of the interest in a particular item as well as prepare for proper time allotment for each agenda item, as well as a comment period at the beginning and end of each Council meeting. Some Council members did not want to limit the amount of time for a comment period, and felt that signing up in advance would limit the ability of the resident to comment on an item of interest. The Council also felt that if there was a hot button issue, they would know that there would be a lot of interest in commenting. Mayor Polak will send around a proposal for public comments to the Council for their feedback. The proposal will allow comments at the beginning and end of each meeting as well as time at each agenda item prior to a vote.

The Council also discussed developing guidance on how best to place items of interest to the public on the Agenda, such as having residents suggest items at the beginning of Council meetings. After some

discussion the Mayor suggested that residents could contact the Town Manager by the Wednesday before a Council Meeting to make a determination of appropriateness of an Agenda item.

- **Statement Condemning Violence and Racism.** Pete Epanchin (Wellesley Circle) proposed that the Town adopt a statement condemning violence and racism. The Council agreed to discuss the proposal at the end of the meeting.

### **BUILDING UPDATES AND OTHER PERMITS.**

1. **Vassar Circle Update from Joseph Toomey, Town Engineer.** (Report Attached.) CM Stiglitz questioned the paint markings by Miss Utility on Vassar Circle that note the presence of utility services beneath the street. He was concerned that some utility was getting ready to dig up Vassar Circle. Joe Toomey confirmed that they were Miss Utility markings which warn of underground utilities for the tree company to be aware of in performing their landscaping work. There is no expected utility excavation on Vassar Circle that involves tearing up the street.

The construction of the house at 4 Vassar Circle is complete and the Town permit is complete. The Right-of-Way at Vassar however is not complete as the driveway entrances and site stabilization need to be completed and the sediment fence removed.

2. **Parking Problems on Vassar Circle:** There are three issues with the parking sign installation and curb striping on Vassar Circle: a) The yellow paint was applied incorrectly to inner Vassar curbs and to select areas of outer Vassar; b) the signage is incorrect; and c) the loss of parking spaces that resulted from inappropriately marked parking needs to be reviewed by the Town.

**Resolution:** The Town is submitting a revised No Parking sign plan devised by Joe Cutro (Traffic Engineer) with assistance from Town attorney Ron Bolt to Montgomery County Fire Department Access and Water Supply at DPS. This will eliminate the designation of Vassar Circle as a "fire lane." This plan (attached) replaces the double arrow fire lane signage with "No Parking" signs with one direction arrows and relocates some signs to line up with the yellow striping. Some signs also need to be reset deeper into the ground for stability. The Town will follow up by asking DPS to allow more parking on outer Vassar Circle (inner Vassar has been and remains no parking).

**Additional Comments:** John and Peggy Lynch noted that the no parking signs were placed in their property and they lost several parking spaces at their home. TM Boa and Mayor Polak will look into this.

**Motion to Approve Revised Sign Plan:** CM Stiglitz; 2<sup>nd</sup> CM Costello. Approved 4-0.

3. **Ordinance 20-05: An Ordinance To Amend The Code Of Ordinances To Add Building Requirements Applicable To Stormwater Drainage And Sump Pump And Similar Discharges:**

Mr. Toomey (Town Engineer) discussed the proposed ordinance, which would address ongoing stormwater issues in Town as well as nuisances caused by sump pumps and gutters discharging in the Town right-of-way.

Some Council Members felt this ordinance is duplicating County requirements and that the Town can use its permitting process to control stormwater. However the County requires stormwater management plans for large projects and not for the size of project that usually takes place in the Town. This

Ordinance would prevent more stormwater issues affecting residents that come up when building projects in Town cover land with impervious surfaces.

This new ordinance would help reduce further outflows onto Town streets and sidewalks for future builds and current discharges onto the right-of-way that create a nuisance such as ice in the winter or algae growth in the summer. The Council tabled this discussion until the next Council Meeting.

**ACTION ON MAY 11, 2020 COUNCIL MEETING MINUTES:**

Minutes of the May 11, 2020 Council meeting were approved as amended.

Motion to Approve as Amended: CM Spealman; 2<sup>nd</sup> CM Stiglitz. Approved 4-0.

**FY 2020 BUDGET AMENDMENTS:**

In preparation for the end of the fiscal year and planning for audit services, the following budget items need to be adjusted before June 30, 2020.

**Expense Adjustments:**

**Line 20.1 Salary: Increase from \$52,300 to \$55,900.** This category stands at 100% of budget. There are two more pay periods in this FY.

**Line Item 23.5 – Street Repair: Increase from \$15,000 to \$17,107.** This category currently stands at 114% of budget. Necessary street repairs were made by A.B. Veirs and Sons at Vassar Circle due to structural subsurface deterioration. The cost was \$2,107 over the budgeted amount for FY20.

**Line Item 22.71 – Admin. Payroll Fee: Increase from \$1,500 to \$2,000.** This category currently stands at 124% of budget (\$1,867 of \$1,500) It is the fee the Town pays Paychex twice a month for processing payroll. \$64.82/pay period except for preparing returns at quarter ends and year end.

**Line Item - 21.21 Town Attorney: Increase from \$25,000 to \$30,000.** \$28,161 has been spent of the budgeted \$25,000 (113% of budget). The large bill for May 2020 (\$5,542) was regarding parking issues on Vassar Circle (90%). 10% was for the draft stormwater code amendment.

**Line Item 24.3 - Snow Removal: Decrease from \$25,000 to \$4,000.** The Town has spent \$3,736 of \$25,000 on snow removal this winter (15% of budget) due to weather.

**NET CHANGE TO EXPENSES: Increase by \$12,125 and decrease by \$21,000 for a net decrease to expenses of \$8,875.**

Motion to Approve FY 2020 Budget Adjustments: CM Stiglitz; 2<sup>nd</sup> CM Costello. Approved 4-0.

**FINANCIAL REPORT FOR THE MONTH OF MAY: (copy attached). TM BOA**

The month of May was an-ordinary month for revenues and expenses.

- **Income Tax receipts** in the May distribution from the State of Maryland were \$24,621. This represents 95% of the Town's anticipated revenue in this category for this year. It is expected that this revenue account will exceed earlier projections by year's end.

- **State Highway User Revenue** estimates have been revised down for FY20 due to the COVID – 19 impacts: from \$16,643 to \$14,436. Revenue projection for FY 21 were also revised down from \$17,185 to \$15,300.
- **Legal Expenses.** Bolt Legal costs for April were \$894. Of this, 30% pertained to Vassar Circle; the remainder was for Covid-19 testing nearby (6%), budget/tax rate (16%), sump pump/stormwater code amendment (40%).
- **Construction oversight expenses.** Joseph F. Toomey Associates costs were \$1,575. 71% of this was for Vassar Circle infrastructure (paving) and 6% was for the request for bids for sidewalk work on Wellesley. The remainder was for sump pump discharge regulations development and drainage control recommendations.

Motion to Approve: CM Wilson; 2<sup>nd</sup> CM Spealman. Approved 4-0

### **OPERATIONS REPORT: Infrastructure; Administrative; Social: TM BOA**

Town Operations and Activities during the month of May include:

#### ***Infrastructure Issues:***

- AB Veirs and Sons repaired the road base on problem areas of Vassar Circle for a total of \$17,107.
- **Sidewalk work on Wellesley:** This work was completed by A.B. Veirs and Sons May 28-29. The landlord of 30 Wellesley has requested a sidewalk be installed in front of his house.
- **Painting Town Hall rear staircase:** TM Boa is requesting quotes on painting the back stairs, which are rusted and covered with some algae growth. One quote was \$1,750. There is \$1,000 in the Town Hall Improvement budget.
- **Town Tree work:** scheduled for the week of June 15.

#### ***Administrative:***

- **Town Hall Status:** Due to the COVID-19 virus, Town Hall is closed to the public and to rentals through the 15<sup>th</sup> of June. 13 rentals in June have been cancelled. The English Dancers have not resumed rentals yet. TM Boa will reach out to Michele Brafman (Oxford St) and the English Dancers regarding rentals in July and report back to the Council. TM Boa will look into costs to disinfect Town Hall after rentals. The Council decided that there should be no July rentals.
- **Zoom Account:** The Town has a Zoom account available for Town Council Meetings and committee meetings.
- **Census:** As of May 26, 78% of Glen Echo residents had reported compared with 64% of Marylanders. There is still time to respond. TM Boa sent some reminders via Constant Contact.
- **MML Classes:** As part of the Academy for Excellence in Local Government, TM Boa has taken virtual classes on the “The Open Meetings Act in a Time of Social Distancing” and “Mountain or Molehill: The Impact of COVID-19 on Local Budgets.” TM Boa shared the presentation from the latter class with the Council and Mayor.

- **Wider Circle:** This charity has postponed community pick-ups at this time. They will contact the Town when these are resumed.
- **Flu Clinic:** CVS conducted a flu clinic for residents last fall and is scheduling clinics now. There is no cost to the Town. TM Boa will look into whether this is an option.

***Social:***

- **Summer Picnic/Founder's Day/Pie Baking Contest:** The Council decided to postpone this possibly to the fall to include only dessert and a pie contest, not a catered meal. There also would be no water slide.

**OTHER BUSINESS**

Pete Epanchin (Wellesley Circle) proposed a draft statement on racism for the Council:

*"The Town of Glen Echo condemns violence and racism towards black people and all people of color; we stand in solidarity with those who suffer from and with those who peacefully protest against systemic racism and injustice. The Town of Glen Echo is committed to being a safe, inclusive, and welcoming community."*

This statement would be posted on the website, Constant Contact, and be printed in the Echo. CM Costello and Mayor Polak will reach out to clients and contacts to get their feedback on the statement. TM Boa will ask residents for feedback on a revised statement. Montgomery County police have put out a statement on the issue.

**OPPORTUNITY FOR COUNCIL TO HEAR RESIDENTS' COMMENTS:**

Mayor Polak announced a closing opportunity for comments by the residents. There were no comments.

**ADJOURNMENT:**

Motion to adjourn: CM Spealman; 2<sup>nd</sup> CM Stiglitz. All in favor. Meeting Adjourned 9:20 pm

Minutes Prepared by: Beth Boa, Town Manager

Approved by:

*Willem Polak*

Date:

*7/15/2020*

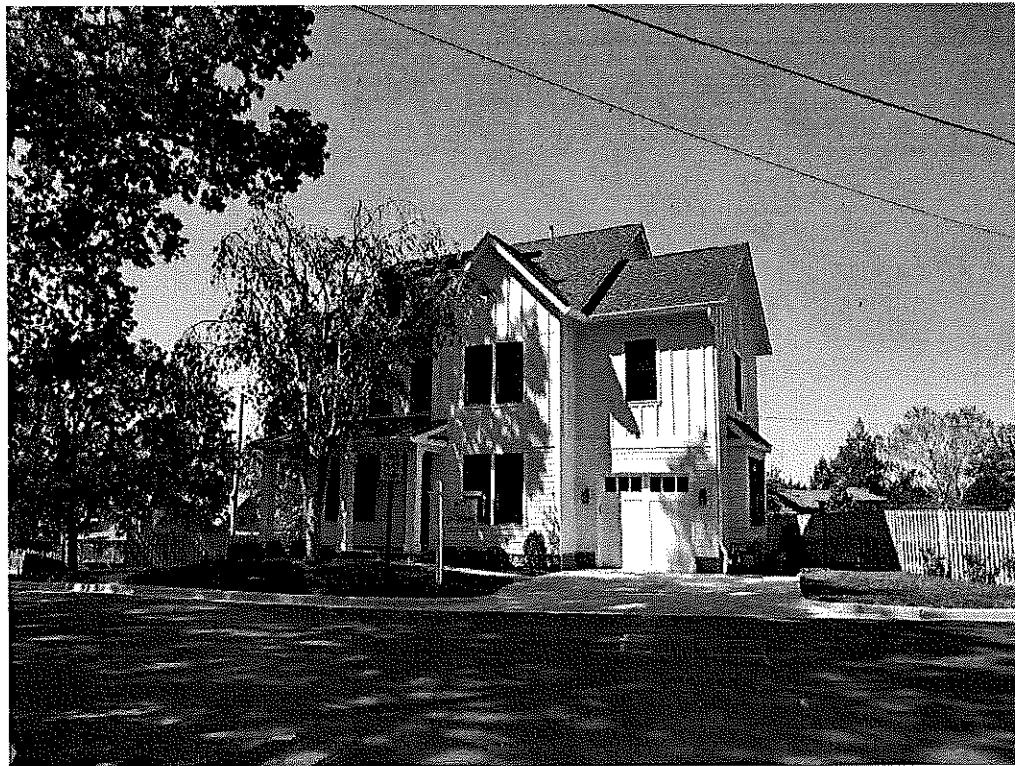
**From:** Joseph F. Toomey, Permit reviewer for the Town of Glen Echo  
**To:** Willem Polak, Mayor, Town of Glen Echo  
**Subject:** Progress report on Vassar Circle Development and Construction  
**Date:** June 5, 2020

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The status of the Vassar Circle development, as of Friday, June 5, 2020, includes that the house and property at #4 Vassar Circle is now complete, with a property line fence installed, final grading, sod, and landscaping completed, and the landscape infiltration facility finished and planted. Final inspection approval was obtained for the County building permit on Thursday, June 4th.

Signage and curb painting, as specified in the Fire Department Access Plan & Fire Lane Signage Plan, developed by CAS Engineering, has been mostly completed, but is under review for changes, as that which was specified in the plan is not actually correct. A new plan, and approval of such a plan is pending.

No additional work has occurred on the three remaining lots, or the right-of-way in front of those lots, except for cutting the overgrowth of the temporary soil stabilization grass cover.



The completed house, final grading, sod and landscape placement.



The landscape infiltration facility finished and planted.

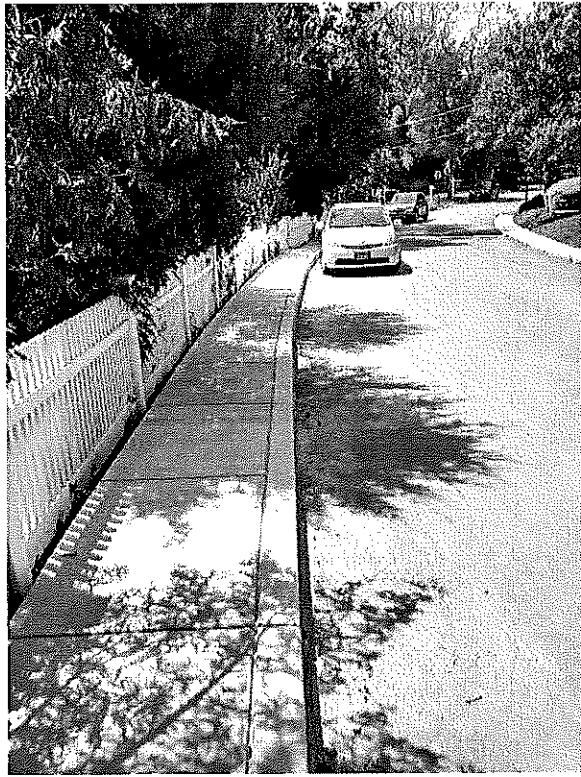
**From:** Joseph F. Toomey, Permit reviewer for the Town of Glen Echo  
**To:** Willem Polak, Mayor, Town of Glen Echo  
**Subject:** Completion report on Wellesley Circle Sidewalk Upgrade  
**Date:** June 5, 2020

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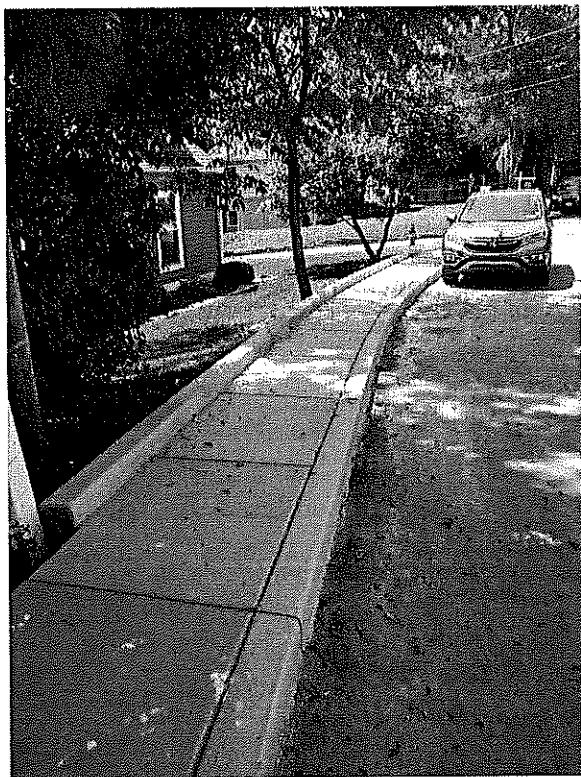
The concrete work for the #26 and #30 Wellesley Circle sidewalk upgrade, undertaken to minimize water runoff from the right-of-way onto the private property, has been completed. I have reviewed the work and found that it has been constructed as specified in the plans, and payment to the contractor can be made.

The original contract proposal from A.B. Veirs & Sons, Inc., included the price of \$8,750 for the concrete sidewalk work. This amount can be paid. The proposal contained two extras. The first was asphalt repair in front of curb. This \$6,300 option was not needed, as the old concrete was removed without damaging the asphalt roadway surface. The second option of \$900 for curb painting should be delayed until the concrete has cured 60 days or more, and until the Town has developed a community wide curb and signage plan.

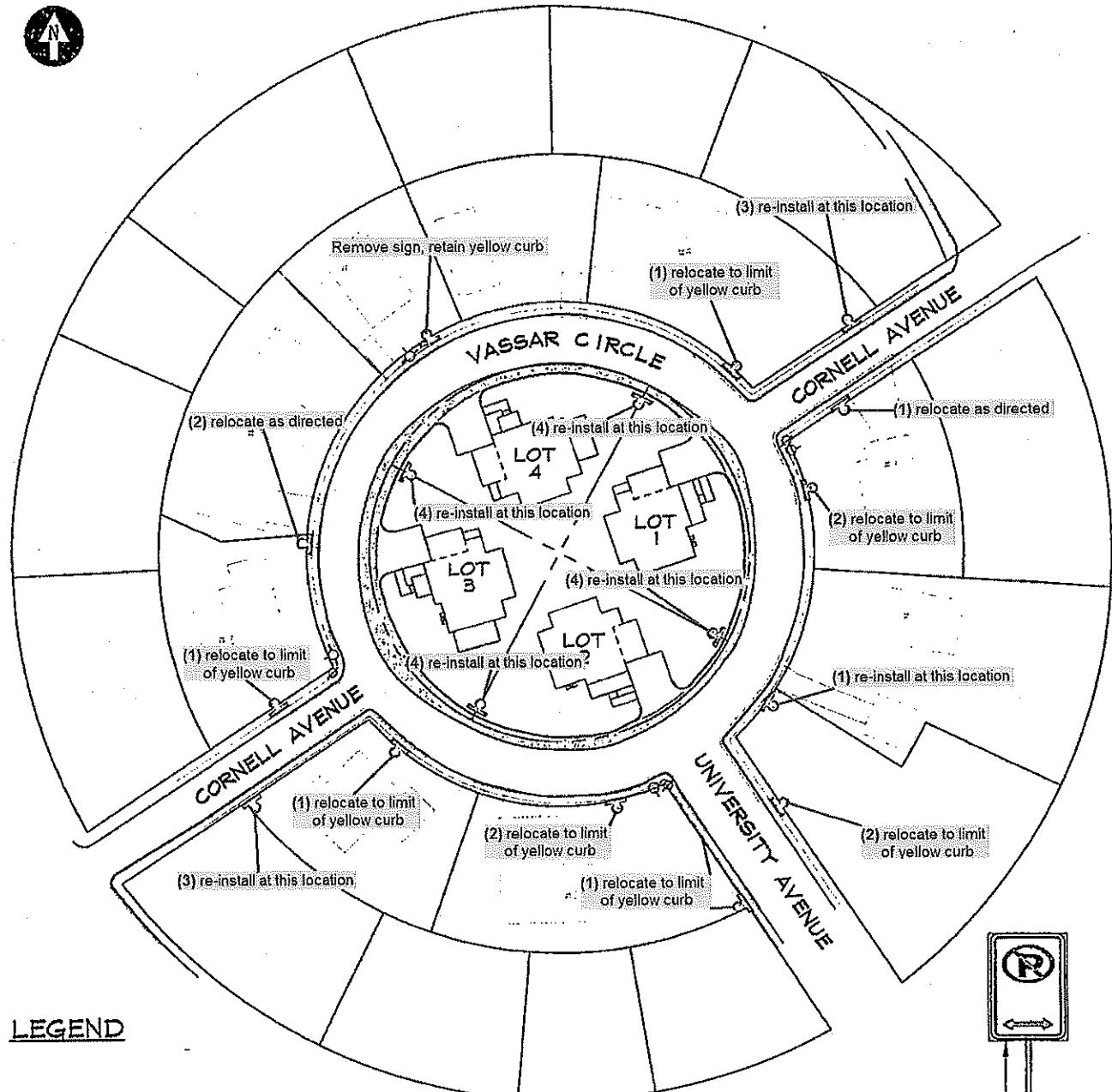
Photos are included as a suggestion for adopting a standard for future sidewalk reconstruction design.



# 26 Wellesley Circle New sidewalk with a six inch high curb.



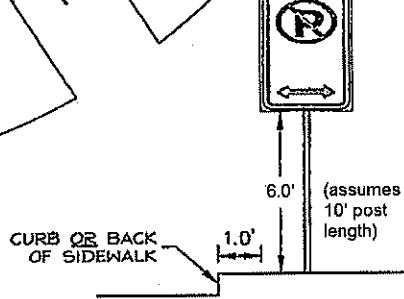
#30 Wellesley Circle with six inch high curb, and 4 inch high header curb, and detectable surface at ramp



#### LEGEND

- (1) Replace w/ NO PARKING (symbol) →; relocate post as needed (x6)
- (2) Replace w/ NO PARKING (symbol) ←; relocate post as needed (x4)
- (3) Replace w/ NO PARKING (symbol) ↔; re-install post (x2)
- (4) Replace w/ NO PARKING OR STANDING ↔; re-install post (x4)

All curb painted yellow (as of 6/1/2020) to remain in place.



Base information by:



108 West Ridgeville Blvd., Suite 101  
Mount Airy, Maryland 21771  
301-607-8031 office  
301-607-8045 fax  
[www.casengineering.com](http://www.casengineering.com)  
[info@casengineering.com](mailto:info@casengineering.com)

Town of Glen Echo  
VASSAR CIRCLE (Public)  
REPLACEMENT OF "FIRE LANE" SIGNS  
Version 2

Joseph Cutro, P.E.  
June, 2020

NATIONAL CHATAUQUA OF GLEN ECHO

8:24 AM  
06/01/20  
Accrual Basis

Town of Glen Echo  
Account Balances New

As of June 1, 2020

Jun 1, 20

**ASSETS**

**Current Assets**

**Checking/Savings**

PNC - Checking	44,027.73
PNC - Money Market	521,280.07
MD Local Gov't Investment Pool	83,820.53
SunTrust Cash-Checking	21,560.63
SunTrust MM	43,396.33
<b>Total Checking/Savings</b>	<b>714,085.29</b>
<b>Total Current Assets</b>	<b>714,085.29</b>
<b>TOTAL ASSETS</b>	<b>714,085.29</b>

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

**Bond Deposit**

Town Hall Deposit	200.00
Right of Way Bond	5,000.00
Bond Deposit - Other	3,000.00
<b>Total Bond Deposit</b>	<b>8,200.00</b>
<b>Total Other Current Liabilities</b>	<b>8,200.00</b>

**Total Current Liabilities**

8,200.00

**Long Term Liabilities**

**Wynne liability**

**Total Long Term Liabilities**

6,100.00

6,100.00

**Total Liabilities**

14,300.00

**TOTAL LIABILITIES & EQUITY**

14,300.00

**Town of Glen Echo**  
**Expenses by Vendor Summary**  
**May 2020**

	<u>May 20</u>
A.B. Viers	17,107
Advance Business Systems	124
Bolt Legal, LLC	894
Case Design/Remodeling, Inc	244
Country Casual Teak	731
Hughes Landscaping & Supply Co. Inc.	772
Joseph F. Toomey Associates, Inc	1,575
Kencor, Inc	425
Key Sanitation, Incorporated	3,200
PEPCO - (streetlights)	757
Print 1 Printing & Copying	380
Rolling Acres Landscaping, Inc	220
Sun Trust Bankcard, N.A.	66
Verizon - Phone Line	250
Washington Gas	67
<b>TOTAL</b>	<b>26,812</b>

# Town of Men Echo

## Revenue/Expenses by Month

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	TOTAL
<b>Ordinary Income/Expense</b>												
<b>Income</b>												
01. Real Estate Property Tax	294	7,726	6,537	50,642	10,489	3,501	44,398	7,380	1,795	0	0	132,762
02. Personal Property	0	909	0	219	8	990	9	115	17,866	0	7	20,123
03. State Income Tax	-8,859	8,859	0	11,480	44,606	0	870	24,621	3,113	0	24,621	109,311
04. Highway	-768	768	0	0	1,932	2,948	0	0	2,660	0	2,540	10,080
05. License/Permits	100	0	0	912	0	50	338	1,000	0	150	0	2,550
06. Rental Inc	2,833	5,708	0	3,608	3,418	7,657	725	9,017	75	2,358	5,317	40,716
07. Interest	-115	181	170	166	180	139	524	717	846	731	0	3,539
08. County Revenue Sharing	0	0	20,762	0	0	0	0	0	0	0	0	20,762
09. Cable Franchise	0	0	0	0	851	0	0	850	0	0	825	2,526
10. Echo Newsletter	0	0	0	0	0	250	1,782	1,063	450	0	0	3,545
11. Miscl Revenue	16	0	0	0	0	1,250	0	0	0	0	-297	-731
<b>Total Income</b>	<b>-6,499</b>	<b>24,151</b>	<b>27,469</b>	<b>67,027</b>	<b>61,484</b>	<b>16,785</b>	<b>48,646</b>	<b>44,763</b>	<b>26,805</b>	<b>2,942</b>	<b>32,579</b>	<b>346,152</b>
<b>Expense</b>												
Reconciliation Discrepancies	0	234	0	0	0	0	0	0	0	0	0	234
20 Payroll	3,703	4,528	4,360	6,675	3,465	7,048	4,751	4,981	4,968	4,968	7,453	56,900
21 Professional Services	-2,201	4,812	7,355	10,361	6,122	5,253	7,278	5,767	4,029	4,268	2,469	55,513
22. Fixed Op Ex	5,187	1,487	2,214	2,738	2,137	2,450	5,162	3,069	4,032	1,912	1,472	31,860
23 Streets	606	1,743	651	694	760	780	819	752	735	727	17,784	26,051
24. Town Services	5,633	3,775	4,882	8,610	7,300	11,983	12,258	9,164	3,222	11,952	4,192	82,971
<b>Total Expense</b>	<b>12,928</b>	<b>16,579</b>	<b>19,462</b>	<b>29,078</b>	<b>19,784</b>	<b>27,514</b>	<b>30,268</b>	<b>23,733</b>	<b>16,986</b>	<b>23,827</b>	<b>33,370</b>	<b>253,529</b>
<b>Net Ordinary Income</b>	<b>-19,427</b>	<b>7,572</b>	<b>8,007</b>	<b>37,949</b>	<b>41,700</b>	<b>-10,729</b>	<b>18,378</b>	<b>21,030</b>	<b>9,819</b>	<b>-20,885</b>	<b>-791</b>	<b>92,623</b>
<b>Net Income</b>	<b>-19,427</b>	<b>7,572</b>	<b>8,007</b>	<b>37,949</b>	<b>41,700</b>	<b>-10,729</b>	<b>18,378</b>	<b>21,030</b>	<b>9,819</b>	<b>-20,885</b>	<b>-791</b>	<b>92,623</b>

**Town of Glen Echo**  
**Revenue/Expenses Actual vs Budget**  
July 2019 through May 2020

	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
01. Real Estate Property Tax	132,761	130,000	2,761	102%
02. Personal Property				
02.1 Corporate	1,269	2,000	-731	63%
02.2 Unincorporated	0	100	-100	0%
02.3 Public Utility	18,854	22,000	-3,146	86%
<b>Total 02. Personal Property</b>	<b>20,123</b>	<b>24,100</b>	<b>-3,977</b>	<b>83%</b>
03. State Income Tax	109,312	115,000	-5,688	95%
04. Highway	10,080	16,643	-6,563	61%
05. License/Permits				
05.1 Admissions & Amusement	1,150	300	850	383%
05.2 Build Perm	1,400	1,000	400	140%
<b>Total 05. License/Permits</b>	<b>2,550</b>	<b>1,300</b>	<b>1,250</b>	<b>196%</b>
06. Rental Inc				
06.1 Post Off.	29,241	31,899	-2,658	92%
06.2 T H Rental	7,875	12,000	-4,125	66%
06.3 Parking Lot--Tulane	3,600	3,600	0	100%
<b>Total 06. Rental Inc</b>	<b>40,716</b>	<b>47,499</b>	<b>-6,783</b>	<b>86%</b>
07. Interest	3,539	1,500	2,039	236%
08. County Revenue Sharing	20,762	20,762	0	100%
09. Cable Franchise	2,526	3,500	-974	72%
10. Echo Newsletter				
10.1 Advertisements	3,544	2,000	1,544	177%
10.2 Subscriptions	0	100	-100	0%
<b>Total 10. Echo Newsletter</b>	<b>3,544</b>	<b>2,100</b>	<b>1,444</b>	<b>169%</b>
11 Miscl Revenue				
11.1 Walking Tour Book	16			
11.4 Env Project Restricted Inc	222	0	222	100%
<b>Total 11 Miscl Revenue</b>	<b>238</b>	<b>0</b>	<b>238</b>	<b>100%</b>
<b>Total Income</b>	<b>346,151</b>	<b>362,404</b>	<b>-16,253</b>	<b>96%</b>
<b>Expense</b>				
Reconciliation Discrepancies		234		
20 Payroll				
20.1 Salary	52,164	52,300	-136	100%
20.2 Employer Taxes	4,021	4,500	-479	89%
20.3 Staff Training	716	2,000	-1,284	36%
<b>Total 20 Payroll</b>	<b>56,901</b>	<b>58,800</b>	<b>-1,899</b>	<b>97%</b>
21 Professional Services				
21.1. Auditor	7,327	8,000	-673	92%
21.2. Legal				
21.21 Town Attorney	22,618	25,000	-2,382	90%
21.22 Specialized Legal Svcs.	0	10,000	-10,000	0%
<b>Total 21.2. Legal</b>	<b>22,618</b>	<b>35,000</b>	<b>-12,382</b>	<b>65%</b>

**Town of Glen Echo**  
**Revenue/Expenses Actual vs Budget**  
 July 2019 through May 2020

	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
21.4 Oth Prof Svcs	831	5,000	-4,169	17%
21.5 Traffic Study Consultant	1,792	2,000	-208	90%
21.6 Records Ret./Archiving	2,746	5,000	-2,254	55%
21.7 IT Support	880	2,000	-1,120	44%
21.8 Arborist	750	750	0	100%
21.9 Town Engineer/Bld. Insp.	18,139	20,000	-1,861	91%
21.10 Office Temporary Help	430	1,500	-1,070	29%
<b>Total 21 Professional Services</b>	<b>55,513</b>	<b>79,250</b>	<b>-23,737</b>	<b>70%</b>
<b>22. Fixed Op Ex</b>				
22.1 Office & TH Utilities				
22.11 Electrical	1,824	2,100	-276	87%
22.12 Gas	843	1,200	-357	70%
22.13 Telephone/Internet	2,675	3,200	-525	84%
22.14 WSSC	864	1,200	-336	72%
<b>Total 22.1 Office &amp; TH Utilities</b>	<b>6,206</b>	<b>7,700</b>	<b>-1,494</b>	<b>81%</b>
22.2 Office				
22.21 Office Supplies	1,402	2,500	-1,098	56%
22.22 Software/Domain	1,435	1,500	-65	96%
22.23 Copier Rental	1,440	1,500	-60	96%
<b>Total 22.2 Office</b>	<b>4,277</b>	<b>5,500</b>	<b>-1,223</b>	<b>78%</b>
22.3 Bank Fees	317	250	67	127%
22.4 Website	346	3,000	-2,654	12%
22.5 Ins & Bond	2,261	3,000	-739	75%
22.6 Dues, Subs., Conf.	3,521	5,000	-1,479	70%
22.7 Admin				
22.71 Admin. Payroll Fee	1,867	1,500	367	124%
22.72 Flyer Delivery Charges	100	300	-200	33%
22.73 Miscl. Admin Fee	588	1,000	-412	59%
22.7 Admin - Other	104	0	104	100%
<b>Total 22.7 Admin</b>	<b>2,659</b>	<b>2,800</b>	<b>-141</b>	<b>95%</b>
22.8 Echo	1,984	3,200	-1,216	62%
22.9 Town Hall				
22.91 TH Supplies	2,193	2,250	-57	97%
22.92 TH Cleaning Service	2,610	3,500	-890	75%
22.93 TH Maintenance	3,167	4,000	-833	79%
22.94 TH Elevator Maintenance	850	1,600	-750	53%
22.9 Town Hall - Other	195	0	195	100%
<b>Total 22.9 Town Hall</b>	<b>9,015</b>	<b>11,350</b>	<b>-2,335</b>	<b>79%</b>
22.110 T H Improv	1,000	1,000	0	100%
22.120 Office Furniture & Equip	274	2,000	-1,726	14%
<b>Total 22. Fixed Op Ex</b>	<b>31,860</b>	<b>44,800</b>	<b>-12,940</b>	<b>71%</b>
<b>23 Streets</b>				
23.1 Streetlights	7,825	9,500	-1,675	82%
23.2 Street Sweeping	1,120	4,000	-2,880	28%

**Town of Glen Echo**  
**Revenue/Expenses Actual vs Budget**  
 July 2019 through May 2020

	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
23.3 Street Signs	0	5,000	-5,000	0%
23.4 Stormwater Projects	0	20,000	-20,000	0%
23.5 Street Repair	17,107	15,000	2,107	114%
23.6 Sidewalk Repair	0	5,000	-5,000	0%
<b>Total 23 Streets</b>	<b>26,052</b>	<b>58,500</b>	<b>-32,448</b>	<b>45%</b>
<b>24 Town Services</b>				
24.1 Community Contribution	4,000	4,000	0	100%
24.2 Landscape				
24.21 TH Landscaping	6,514	7,500	-986	87%
24.22 Town Right of Way	6,602	7,200	-598	92%
24.23 Environmental Imp Project	5,000	5,000	0	100%
<b>Total 24.2 Landscape</b>	<b>18,116</b>	<b>19,700</b>	<b>-1,584</b>	<b>92%</b>
24.3 Snow Removal	3,736	25,000	-21,264	15%
24.4 Refuse/Recycling	36,011	40,000	-3,989	90%
24.5 Town Trees				
24.51 Town Tree Pruning	0	3,000	-3,000	0%
24.52 Town Tree Removal	2,250	5,000	-2,750	45%
<b>Total 24.5 Town Trees</b>	<b>2,250</b>	<b>8,000</b>	<b>-5,750</b>	<b>28%</b>
24.6 Leaf Removal	12,300	15,600	-3,300	79%
24.7 Community Events	6,557	8,500	-1,943	77%
<b>Total 24 Town Services</b>	<b>82,970</b>	<b>120,800</b>	<b>-37,830</b>	<b>69%</b>
<b>Total Expense</b>	<b>253,530</b>	<b>362,150</b>	<b>-108,620</b>	<b>70%</b>
<b>Net Ordinary Income</b>	<b>92,621</b>	<b>254</b>	<b>92,367</b>	<b>36,465%</b>
<b>Net Income</b>	<b>92,621</b>	<b>254</b>	<b>92,367</b>	<b>36,465%</b>