



TOWN OF UNIVERSITY PARK

MAYOR
Lenford C. Carey

Date: March 31, 2018
To: Councilmembers
From: Mayor Lenford C. Carey
Re: Transmittal of proposed fiscal year 2019 Budget

MEMO

I transmit to the Council a proposed budget of the Town of University Park for fiscal year 2019, covering the period from July 1, 2018 to June 30, 2019. As proposed, the budget totals \$5,034,662 consisting of \$3,269,469 in departmental expenditures, \$206,254 for debt service and \$1,558,939 in prior-year fund balance. This proposed budget includes using \$83,850 in prior-year reserves to mainly fund one-time capital expenditures within the budget to include park bridge and walkway replacement, foyer upgrade, architecture and related services, Veterans Memorial signage and a trailer to transport the Public Works skidsteer.

The net assessable real property tax base increased 6.3%, from \$379,404,517 to \$403,255,348 for fiscal year 2019. The tax rate proposed is .59 per \$100 of assessed value, an increase of 1.82 cents (.0182) from the fiscal year 2018 tax rate of .5718. This is also an increase of 5.2 cents (.052) per \$100 of assessed value from the Constant Yield Tax Rate of .538. Of this increase, 3.1 cents (.031) is to cover the cost of hiring a Town Manager. The remaining 2.1 cents (.021) is to fund other increased expenditures which are itemized, including salary and benefit increases.

As stated above, the prior-year fund balance totals \$1,558,939 of the total budget. The fund balance is broken into three components -- Unreserved Designated, Reserve Designated, and Unreserved Undesignated -- in the following amounts and purposes:

Unreserved Designated

Vehicle Replacement	\$26,000
Tree Replacement	40,000
Road, Sidewalk, Infrastructure	107,500
Police Officer	<u>83,000</u>
Total	\$256,500

Reserved Designated

Cable Capital Equipment	165,000
Cemetery	<u>4,196</u>
Total	169,196

Unreserved Undesignated **\$1,133,243**

Most of the revenue sources for fiscal year 2019 are consistent with fiscal year 2018. Some of the differences between the years are as follows:

State Income Taxes - Are projected to increase \$50,000

Community Parks & Playground Grant - \$262,000 – Was received in FY2018 to construct a new playground within the Town.

Interest Income - Is projected to increase \$16,350 due to rising interest rates.

Departmental expenditures provide the same level of services in fiscal year 2019 as fiscal year 2018. Based upon the current Consumer Price Index (CPI) for the Washington DC area, a 2.2% Cost of Living increase is included within departmental budgets. Personnel costs also reflect changes in pay rates as a result of merit and scheduled pay increases. Significant changes within each department's budget are summarized below:

General Government

Town Manager - \$125,000 – Costs for a full time Town Manager, including salary and benefits.

Architecture and Related Services - \$7,850 – Costs related to a needs and feasibility study to determine the best course of action for a new or renovated town hall.

IT Costs – Have increased due to the Town migrating to Microsoft Office 365.

Foyer Upgrade - \$5,000 – To upgrade the foyer at Town Hall to make it more functional and welcoming for visitors.

Public Works

Personnel – Includes the current level of staffing at 11 FTEs and promotion and step increases for eligible employees.

Cemetery Upkeep - \$2,000 – Costs associated with the Town's maintenance of the Deakins Cemetery located within the Town.

Park Usage Concept Plan - \$2,000 – For the development of a park usage plan.

Street & Sidewalk Repair - \$10,000 – Increase for routine maintenance of streets and sidewalks to include street sweeping.

Fuel - \$6,000 – Increase associated with the rising price of fuel.

Park Bridge Replacement & Walkway – Is budgeted for \$50,000. This will include the replacement of the Beechwood Road bridge.

Packer Lease – Consists of the fourth of six payments for two new packers purchased in fiscal year 2015. Total amount budgeted is \$57,825.

Police Department – No major changes within the Police budget.

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

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

Police Cruiser – One new vehicle is budgeted at a cost of \$35,000. This purchase is consistent with the vehicle replacement plan established for the Department.

Debt Service – Budgeted in the amount of \$206,254. This includes the semiannual debt service payments on the bonds issued to fund town street work and past service costs on the town's participation in the Maryland State Retirement Program.

As proposed to the Council, this is a responsible budget which will meet the needs of the Town for the next year and position it well for the years to follow. I have also included in the attachments a seven-year projected budget that also maintains a comfortable fund balance while continuing to provide our residents the services that they expect.

The budget will be formally presented at the April 9, 2018 meeting, when it will be discussed in more detail. If you have questions or concerns about this budget before that time, please let me know.

Town of University Park
Fiscal Year 2019 Budget
Mayor & Council Version 1

LEGISLATIVE RESOLUTION 18-O-03

Resolution and Ordinance of the Town of University Park, pursuant to Section 603 of the Charter of the Town of University Park, to levy the real property and personal property tax rate and appropriate and adopt the annual budget for fiscal year 2019.

Section 1: Be it resolved and ordained by the Mayor and Common Council of University Park that the tax levy be, and the same is hereby set at fifty-nine cents (\$0.5900) per one hundred dollars (\$100.00) of full value assessment on all taxable real property located within the corporate limits of the Town of University Park, Maryland; and

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

Section 3: Be it further resolved and ordained by the Mayor and Common Council of University Park that the budget for fiscal year 2019 be appropriated and enacted as follows:

EXPLANATION:

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW

[Brackets] indicate matter deleted from existing law

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

TOWN OF UNIVERSITY PARK REVENUES		PROPOSED BUDGET FY2019							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	Proposed FY2019 Budget	Adopted FY2018 Budget	Estimated Actual FY 2018 Budget	Audited FY 2017 Actual	Budget Variance FY 2019/FY 2018	Estimated Actual Budget Variance FY2019/FY2018	Percent Change FY2019/FY2018	FY2018 Variance: Budget v. Actual
	GENERAL FUND REVENUES	\$3,391,873	\$3,541,564	\$3,468,264	\$3,477,155	(\$149,691)	(\$76,391)	-2.2%	(\$73,300)
R100	TAXES	\$3,093,107	\$2,832,705	\$2,832,705	\$2,979,556	\$260,402	\$260,402	9.2%	\$0
R1	Real Property (1)	2,379,207	2,169,705	2,169,705	2,159,936	209,502	209,502	9.7%	\$0
R2	Business Personal Property Tax (2)	60,000	60,000	60,000	58,940	0	0	0.0%	\$0
R3	Penalties & Interest on Taxes	3,000	3,000	3,000	4,696	0	0	0.0%	\$0
R4	State Income Tax	650,900	600,000	600,000	755,984	50,900	50,900	8.5%	\$0
R200	LICENSES & PERMITS	\$60,100	\$59,500	\$59,500	\$59,155	\$600	\$600	1.0%	\$0
R5	Building Permits & Fees	1,500	1,000	1,000	1,634	500	500	50.0%	\$0
R6	Cable Franchise Fees	36,000	36,000	36,000	35,428	0	0	0.0%	\$0
R7	Cable Equipment Fees	22,600	22,500	22,500	22,094	100	100	0.4%	\$0
R300	STATE SHARED	\$147,123	\$148,503	\$148,503	\$145,718	(\$1,380)	(\$1,380)	-0.9%	\$0
R8	Police Protection	50,494	52,300	52,300	53,391	(1,806)	(1,806)	-3.5%	\$0
R9	Highway User	86,372	85,946	85,946	82,070	426	426	0.5%	\$0
R10	Bank Stock	10,257	10,257	10,257	10,257	0	0	0.0%	\$0
R400	COUNTY	\$6,256	\$6,256	\$6,256	\$6,256	\$0	\$0	0.0%	\$0
R11	Landfill	6,256	6,256	6,256	6,256	\$0	\$0	0.0%	\$0
R500	MISCELLANEOUS	\$85,287	\$494,600	\$421,300	\$286,469	(\$147,313)	(\$336,013)	-79.8%	(\$73,300)
R12	Interest	22,350	6,000	6,000	9,253	16,350	16,350	272.5%	\$0
R13	Red Light Camera	16,700	12,000	16,700	9,175	4,700	0	0.0%	\$4,700
R14	Rental Licenses (3)	34,000	34,000	34,000	57,600	0	0	0.0%	\$0
R15	Recycling	2,000	1,000	1,000	2,197	1,000	1,000	100.0%	\$0
R16	Fines - Police	4,000	3,000	3,000	5,199	1,000	1,000	33.3%	\$0
R17	Vehicle Releases	2,000	2,000	2,000	2,250	0	0	0.0%	\$0
R18	Sale of Assets	2,000	100	22,100	1,755	1,900	(20,100)	-91.0%	\$22,000
R19	Revenues Miscellaneous	137	100	100	145	37	37	37.0%	\$0
R20	Community Parks & Playground Grant		262,000	262,000			(262,000)	-100.0%	\$0
R22	Cafritz Revenue				100,000	0	0	N/A	\$0
R23	WSSC/WGL Street Repair Rebate		100,000	0		(100,000)	0	#DIV/0!	(\$100,000)
R24	Sale of Energy Credits	100	10,000	10,000		(9,900)	(9,900)	-99.0%	\$0
R25	PEPCO - Solar Array Excess Generation	2,000	2,000	2,000	1,396	0	0	0.0%	\$0
R26	Bike Grant				97,500	0	0	N/A	\$0
R27	Circuit Rider Grant		62,400	62,400		(62,400)	(62,400)	-100.0%	\$0
	TOTAL GENERAL FUND REVENUES	\$3,391,873	\$3,541,564	\$3,468,264	\$3,477,155	(\$149,691)	(\$76,391)	-2.2%	(\$73,300)
M1	Memo: General Fund Prior Yr Surplus	1,642,789	1,729,446	1,905,523	\$1,756,346	(86,657)	(262,734)	-13.8%	\$176,077
M2	Memo: General Fund Revenues + Surplus	\$5,034,662	\$5,271,010	\$5,373,787	\$5,233,501	(\$236,348)	(\$339,125)	-6.3%	\$102,777

NOTES:

- 1 Real Property Tax Rate is .59 per \$100 of assessed value. FY2018 rate was .5718 per \$100 of assessed value. CYTR is .5380
- 2 Personal Property Tax Rate is \$2.25 per \$100 of assessed value.
- 3 Based on \$400 per license fee and 85 rentals.

TOWN OF UNIVERSITY PARK GENERAL FUND EXPENDITURES		PROPOSED BUDGET FY2019							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	Proposed FY2019 Budget	Adopted FY2018 Budget	Estimated Actual FY 2018 Budget	Audited FY 2017 Actual	Budget Variance FY 2019/FY 2018	Estimated Actual Budget Variance FY2019/FY2018	Percent Change FY2019/FY20 18	FY2018 Variance: Budget v. Actual
GENERAL GOVERNMENT TOTAL		\$756,916	\$706,011	\$720,911	\$553,059	\$50,905	\$36,005	5.0%	\$14,900
G100	PERSONNEL	\$382,466	\$298,711	\$308,126	\$226,313	\$83,755	\$74,340	24.1%	\$9,415
G1	Salaries	188,860	172,200	180,500	166,357	\$16,660	\$8,360	4.6%	\$8,300
G2	Payroll Taxes and Benefits	45,096	40,601	41,716	38,130	\$4,495	\$3,380	8.1%	\$1,115
G1b	Town Manager	125,000	62,400	62,400		\$62,600	\$62,600	100.3%	\$0
G1a	Mayor's Salary	20,000	20,000	20,000	20,077	\$0	\$0	0.0%	\$0
G2a	Payroll Taxes and Benefits - Mayor	3,510	3,510	3,510	1,749	\$0	\$0	0.0%	\$0
	Payroll Burden	23.3%	23.0%	22.6%	21.4%				
G200	OPERATING	\$335,250	\$368,100	\$373,585	\$290,746	(\$32,850)	(\$38,335)	-10.3%	\$5,485
G3	ADA (Interpreters)	500	500	500	325	0	0	0.0%	\$0
G4	Architecture & Related Services - Town Hall	7,850	100	5,000		7,750	2,850	57.0%	\$4,900
G5	Audit and Accounting	8,500	8,200	8,200	7,942	300	300	3.7%	\$0
G6	Building Maintenance	15,000	15,000	17,000	18,303	0	(2,000)	-11.8%	\$2,000
G7	Cable (Video)	1,000	1,000	1,000		0	0	0.0%	\$0
G8	Council Retreat/ Orientation	1,500				1,500	1,500	N/A	\$0
G9	Recording Secretary	5,000	5,000	5,000	4,025	0	0	0.0%	\$0
G10	Election Expenses	1,000	1,000	1,000	275	0	0	0.0%	\$0
G11	Emergency Response Fund	0	100	100		(100)	(100)	-100.0%	\$0
G12	Employee Awards and Events	2,000	2,000	2,000		0	0	0.0%	\$0
G13	Engineering (Excludes Street Work)	2,000		7,000	2,350	2,000	(5,000)	-71.4%	\$7,000
G14	Equipment	5,000	5,000	5,000	842	0	0	0.0%	\$0
G15	Government Studies - Paperless	100	100	100	6,500	0	0	0.0%	\$0
G16	Transparency Suite	0	100	100		(100)	(100)	-100.0%	\$0
G17	Insurance	27,000	29,000	27,000	25,677	(2,000)	0	0.0%	(\$2,000)
G18	IT Costs	19,000	14,000	16,000	13,233	5,000	3,000	18.8%	\$2,000
G19	Legal Advertising	1,000	1,000	1,000	255	0	0	0.0%	\$0
G20	Legal Fees	45,000	45,500	43,885	44,051	(500)	1,115	2.5%	(\$1,615)
G21	Membership Dues	5,500	5,500	5,500	5,388	0	0	0.0%	\$0
G22	Newsletter	25,000	25,000	25,000	20,476	0	0	0.0%	\$0
G23	Office Supplies	21,000	18,500	18,500	23,884	2,500	2,500	13.5%	\$0
G24	Telephone & Maintenance	11,000	12,500	9,300	10,653	(1,500)	1,700	18.3%	(\$3,200)
G25	Training	1,500	1,500	1,500	500	0	0	0.0%	\$0
G26	Travel	20,000	20,000	20,000	15,894	0	0	0.0%	\$0
G27	Transit	94,000	94,000	84,000	82,428	0	10,000	11.9%	(\$10,000)
G28	Utilities	7,000	7,000	7,000	5,165	0	0	0.0%	\$0
G29	Website Maintenance & Design	8,800	14,500	20,100	2,581	(5,700)	(11,300)	-56.2%	\$5,600
G30	Traffic Studies - Cafritz	0	42,000	42,800		(42,000)	(42,800)	-100.0%	\$800
G300	GRANTS & DONATIONS	\$34,200	\$34,200	\$34,200	\$36,000	\$0	\$0	0.0%	\$0
G31	Fire Department Donations	9,000	9,000	9,000	9,000	0	0	0.0%	\$0
G32	PTA Donation	6,000	6,000	6,000	6,000	0	0	0.0%	\$0
G33	UPCA Grant	8,000	8,000	8,000	8,000	0	0	0.0%	\$0
G34	LUP Boys & Girls Club	100	100	100		0	0	0.0%	\$0
G35	Sustainability Grant	100	100	100	5,000	0	0	0.0%	\$0
G36	Senior Programs/Helping Hands	5,000	5,000	5,000		0	0	0.0%	\$0
G37	Anacostia Trails Heritage Area (ATHA)	0			2,000	0	0	N/A	\$0
G38	PTA - Azalea Classic	6,000	6,000	6,000	6,000	0	0	0.0%	\$0
G400	CAPITAL	\$5,000	\$5,000	\$5,000	\$0	\$0	\$0	0.0%	\$0
G39	Town Hall Security		5,000	5,000		(5,000)	(5,000)	-100.0%	\$0
G40	Foyer Upgrade	5,000				5,000	5,000	N/A	\$0

TOWN OF UNIVERSITY PARK DEPARTMENT OF PUBLIC WORKS		PROPOSED BUDGET FY2019							
A	B	C	D	E	F	G	H	I	I
CODE	ITEM DESCRIPTION	Proposed FY2019 Budget	Adopted FY2018 Budget	Estimated Actual FY 2018 Budget	Audited FY 2017 Actual	Budget Variance FY 2019/FY 2018	Estimated Actual Budget Variance FY2019/FY2018	Percent Change FY2019/FY2018	FY2018 Variance: Budget v. Actual
DEPARTMENT OF PUBLIC WORKS TOTAL		\$1,448,459	\$1,635,490	\$1,745,890	\$1,523,093	(\$187,031)	(\$110,400)	-17.0%	\$110,400
A100	PERSONNEL	\$951,434	\$892,665	\$880,165	\$845,760	\$58,769	\$71,269	8.1%	(\$12,500)
A1	Salaries	641,688	611,840	616,840	612,674	\$29,848	\$24,848	4.0%	\$5,000
A2	Payroll Taxes and Benefits	309,746	280,825	263,325	233,087	\$28,921	\$46,421	17.6%	(\$17,500)
	Payroll Burden	48.3%	45.9%	42.7%	38.0%				
B100	OPERATING - PARKS & RECREATION	\$ 59,000	\$ 55,000	\$56,000	\$87,434	\$4,000	\$3,000	5.4%	\$1,000
B1	Cemetery Upkeep	2,000	2,000	2,000		0	0	0.0%	\$0
B2	Tree Maintenance	20,000	20,000	20,000	41,216	0	0	0.0%	\$0
B3	Tree Replacement	10,000	10,000	10,000	7,997	0	0	0.0%	\$0
B4	Upkeep of Park	8,000	8,000	8,000	11,588	0	0	0.0%	\$0
B5	Playing Field Maintenance	7,000	5,000	6,000	16,357	2,000	1,000	16.7%	\$1,000
B6	Park Usage Concept Plan	2,000				2,000	2,000	N/A	\$0
B7	Park Landscape Maintenance	10,000	10,000	10,000	10,275	0	0	0.0%	\$0
S100	OPERATING - STREETS	\$100,000	\$90,000	\$90,000	\$201,984	\$10,000	\$10,000	11.1%	\$0
S1	Street Lights	30,000	30,000	30,000	28,659	\$0	\$0	0.0%	\$0
S2	Street & Sidewalk Repair	30,000	20,000	20,000	15,171	\$10,000	\$10,000	50.0%	\$0
S3	Street Tree Maintenance	25,000	25,000	25,000	49,973	\$0	\$0	0.0%	\$0
S4	Street Tree Replacement	10,000	10,000	10,000	8,906	\$0	\$0	0.0%	\$0
S5	Snow Removal	5,000	5,000	5,000		\$0	\$0	0.0%	\$0
S6	Bike Roadway Project				99,276	\$0	\$0	N/A	\$0
W100	OPERATING - GENERAL & SANITATION	\$219,000	\$207,900	\$220,900	\$226,653	\$11,100	(\$1,900)	-0.9%	\$13,000
W1	Fuel	30,000	24,000	25,000	23,077	\$6,000	\$5,000	20.0%	\$1,000
W2	Landfill	68,000	67,900	67,900	67,480	\$100	\$100	0.1%	\$0
W3	Medical Exams & Training	500	500	500	970	\$0	\$0	0.0%	\$0
W4	Recycling Charges	13,000	14,000	14,000	9,097	(\$1,000)	(\$1,000)	-7.1%	\$0
W5	Tools/Supplies	10,000	8,000	9,000	11,640	\$2,000	\$1,000	11.1%	\$1,000
W6	Travel & Dues	5,000	5,000	5,000	4,892	\$0	\$0	0.0%	\$0
W7	Training	3,000	3,000	3,000	2,989	\$0	\$0	0.0%	\$0
W8	Uniforms: Rental	4,000	7,000	8,000	8,985	(\$3,000)	(\$4,000)	-50.0%	\$1,000
W9	Vehicle Maintenance	25,000	20,000	30,000	35,386	\$5,000	(\$5,000)	-16.7%	\$10,000
W10	Vehicle Work/Storage	50,000	48,000	48,000	49,474	\$2,000	\$2,000	4.2%	\$0
W11	Tiger Mosquito Repression Program	10,500	10,500	10,500	12,663	\$0	\$0	0.0%	\$0
W200	CAPITAL	\$119,025	\$389,925	\$498,825	\$161,261	(\$257,100)	(\$379,800)	-76.1%	\$108,900
W13	Veteran's Memorial	5,000	100	100	15,288	\$4,900	\$4,900	4900.0%	\$0
W14	Packer Lease Payment	57,825	57,825	57,825	57,821	\$0	\$0	0.0%	\$0
W15	Equipment			26,900	64,780	\$0	(\$26,900)	-100.0%	\$26,900
W16	Park Bridge Replacement & Walkway	50,000	70,000	70,000	23,372	(20,000)	(20,000)	-28.6%	\$0
W17	New Sidewalk	100				100	100	N/A	\$0
W18	Sidewalk Repairs - Major	100				100	100	N/A	\$0
W19	Street Improvement & Traffic Control	1,000				1,000	1,000	N/A	\$0
W20	Trailer	5,000				5,000	5,000	N/A	\$0
W21	Park Playground		262,000	344,000		(262,000)	(344,000)	-100.0%	\$82,000

TOWN OF UNIVERSITY PARK POLICE & PUBLIC SAFETY		PROPOSED BUDGET FY2019							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	Proposed FY2019 Budget	Adopted FY2018 Budget	Estimated Actual FY 2018 Budget	Audited FY 2017 Actual	Budget Variance FY 2019/FY 2018	Estimated Actual Budget Variance FY2019/FY2018	Percent Change FY2019/FY2018	FY2018 Variance: Budget v. Actual
POLICE & PUBLIC SAFETY TOTAL		\$1,064,094	\$1,046,243	\$1,057,943	\$1,045,585	\$17,851	\$6,151	0.6%	\$11,700
P100	PERSONNEL	\$914,839	\$905,588	\$912,588	\$887,807	\$9,251	\$2,251	0.2%	\$7,000
P1	Salaries	653,185	649,876	656,876	637,815	\$3,309	(\$3,691)	-0.6%	\$7,000
P2	Payroll Taxes and Benefits	261,654	255,712	255,712	249,992	\$5,942	\$5,942	2.3%	\$0
	Payroll Burden	40.1%	39.3%	38.9%	39.2%				
P200	CODE COMPLIANCE	\$29,300	\$29,000	\$29,000	\$24,661	\$300	\$300	1.0%	\$0
P3	Code Compliance Officer	26,300	25,000	25,000	23,357	\$1,300	\$1,300	5.2%	\$0
P4	Code Compliance Operating Costs	3,000	4,000	4,000	1,305	(\$1,000)	(\$1,000)	-25.0%	\$0
P300	OPERATING	\$84,955	\$81,655	\$88,855	\$75,722	\$3,300	(\$3,900)	-4.4%	\$7,200
P5	Training	3,000	3,000	3,000	2,494	\$0	\$0	0.0%	\$0
P6	Medical Exams	2,500	2,500	2,500	2,291	\$0	\$0	0.0%	\$0
P7	Body Worn Cameras	6,840	6,840	6,840	6,840	\$0	\$0	0.0%	\$0
P8	Bike Patrol	800	800	3,300	515	\$0	(\$2,500)	-75.8%	\$2,500
P9	Citations - Red Light	7,000	5,000	7,000	3,446	\$2,000	\$0	0.0%	\$2,000
P10	Computer	2,000	2,200	2,200	1,713	(\$200)	(\$200)	-9.1%	\$0
P11	Equipment	9,400	9,400	9,400	8,490	\$0	\$0	0.0%	\$0
P12	Gasoline	22,000	19,000	21,000	17,064	\$3,000	\$1,000	4.8%	\$2,000
P13	Home Security Reimbursement Program	1,500	1,500	1,500	700	\$0	\$0	0.0%	\$0
P14	MILES Computer	0	500	500		(\$500)	(\$500)	-100.0%	\$0
P15	Mobile Data Terminals	6,375	6,375	6,375	5,907	\$0	\$0	0.0%	\$0
P16	Police Supplies & Manuals	6,740	6,740	6,740	7,489	\$0	\$0	0.0%	\$0
P17	Radio Maintenance	500	500	500		\$0	\$0	0.0%	\$0
P18	Travel, Meetings, Professional Dues	3,500	3,500	3,500	3,578	\$0	\$0	0.0%	\$0
P19	Uniforms	7,300	7,300	7,300	7,973	\$0	\$0	0.0%	\$0
P20	Vehicle Maintenance	5,500	6,500	7,200	14,063	(\$1,000)	(\$1,700)	-23.6%	\$700
P400	CAPITAL	\$35,000	\$30,000	\$27,500	\$57,394	\$5,000	\$7,500	27.3%	(\$2,500)
P21	Police Cruiser	35,000	30,000	27,500	30,610	\$5,000	\$7,500	27.3%	(\$2,500)
P22	Mobile Data Computers				26,784	\$0	\$0	N/A	\$0
TOTAL GENERAL FUND EXPENDITURES		3,269,469	3,387,744	3,524,744	3,121,737	(\$118,274)	(\$255,275)	-7.2%	\$137,000

TOWN OF UNIVERSITY PARK RESERVES, DEBT SERVICE AND BUDGET RECONCILIATION		PROPOSED BUDGET FY2019							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	Proposed FY2019 Budget	Adopted FY2018 Budget	Estimated Actual FY 2018 Budget	Audited FY 2017 Actual	Budget Variance FY 2019/FY 2018	Estimated Actual Budget Variance FY2019/FY2018	Percent Change FY2019/FY2018	FY2018 Variance: Budget v. Actual
	UNRESERVED, RESERVED & SERVICE FUNDS	\$631,950	\$748,950	\$621,950	\$766,442	\$10,000	\$10,000	1.6%	(\$144,492)
F100	UNRESERVED DESIGNATED	\$256,500	\$393,500	\$266,500	\$411,000	(\$10,000)	(\$10,000)	-3.8%	(\$144,500)
F1	Vehicle Replacement	26,000	26,000	26,000	26,000	\$0	\$0	0.0%	\$0
F2	Tree Replacement	40,000	40,000	40,000	40,000	\$0	\$0	0.0%	\$0
F3	Road, Sidewalk, and Infrastructure Repairs	107,500	207,500	107,500	225,000	\$0	\$0	0.0%	(\$117,500)
F4	Park Infrastructure	0	20,000		20,000	\$0	\$0	N/A	(\$20,000)
F5	Police Officer	83,000	100,000	93,000	100,000	(\$10,000)	(\$10,000)	-10.8%	(\$7,000)
F200	RESERVED DESIGNATED	\$169,196	\$149,196	\$149,196	\$149,200	\$20,000	\$20,000	13.4%	(\$4)
F6	Cemetery	4,196	4,196	4,196	4,200	\$0	\$0	0.0%	(\$4)
F7	Cable Capital Equipment	165,000	145,000	145,000	145,000	\$20,000	\$20,000	13.8%	\$0
	DEBT SERVICE FUND								\$0
RD100	REVENUES	\$0	\$0	\$0	\$0	\$0	\$0	N/A	\$0
RD1	Transfer From General Fund					\$0	\$0	N/A	\$0
D100	EXPENDITURES	\$206,254	\$206,254	\$206,254	\$206,242	\$0	\$0	0.0%	\$12
D1	Debt Service - Infrastructure Bond	206,254	206,254	206,254	206,242	\$0	\$0	0.0%	\$12
	TOTAL EXPENDITURES	\$5,034,662	\$5,271,010	\$5,373,787	\$5,233,501	(\$236,348)	(\$339,125)	-6.3%	\$140,286
	GENERAL GOVERNMENT	\$756,916	\$706,011	\$720,911	\$553,059	\$50,905	\$36,005	5.0%	\$167,852
	PUBLIC WORKS	\$1,448,459	\$1,635,490	\$1,745,890	\$1,523,093	(\$187,031)	(\$297,431)	-17.0%	\$222,797
	POLICE & SAFETY	\$1,064,094	\$1,046,243	\$1,057,943	\$1,045,585	\$17,851	\$6,151	0.6%	\$12,358
	DEBT SERVICE FUND	\$206,254	\$206,254	\$206,254	\$206,242	\$0	\$0	0.0%	\$12
	TOTAL EXPENSES (OUTLAYS):	\$3,475,723	\$3,593,998	\$3,730,998	\$3,327,979	(\$118,274)	(\$255,275)	-6.8%	\$403,019
	UNRESERVED DESIGNATED	\$256,500	\$393,500	\$266,500	\$411,000	(\$137,000)	(\$10,000)	-3.8%	(\$144,500)
	RESERVED DESIGNATED	\$169,196	\$149,196	\$149,196	\$149,200	\$20,000	\$20,000	13.4%	(\$4)
	UNRESERVED UNDESIGNATED	\$1,133,243	\$1,134,316	\$1,227,093	\$1,345,322	(\$1,074)	(\$93,850)	-7.6%	(\$118,229)
	TOTAL RESERVES:	\$1,558,939	\$1,677,012	\$1,642,789	\$1,905,522	(\$118,074)	(\$83,850)	-5.1%	(\$262,733)
	GENERAL REVENUE	\$3,391,873	\$3,541,564	\$3,468,264	\$3,477,155	(\$149,691)	(\$76,391)	-2.2%	(\$8,891)
	GENERAL FUND EXPENDITURES	\$3,269,469	\$3,387,744	\$3,524,744	\$3,121,737	(\$118,274)	(\$255,275)	-7.2%	\$403,007
	OPERATING SURPLUS/DEFICIT	\$122,404	\$153,820	(\$56,480)	\$355,418				
	DEBT SERVICE	\$206,254	\$206,254	\$206,254	\$206,242				
	TOTAL OPERATING SURPLUS/DEFICIT	(\$83,850)	(\$52,434)	(\$262,734)	\$149,176				
	FUND BALANCE RATIO	32.6%	31.6%	32.9%					

TOWN OF UNIVERSITY PARK		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
		MODEL I						
I Income		MODEL BASED ON MAYOR'S PROPOSED BUDGET FOR FY2019						
							OUTYEAR	OUTYEAR
General Fund Revenues								
R100	I - Taxes							
R1	4000-00 - Real Estate Tax Revenue	\$ 2,379,207	\$ 2,279,557	\$ 2,341,339	\$ 2,411,887	\$ 2,511,252	\$ 2,598,001	\$ 2,690,530
R1a	Average Property Tax/Household	\$ 2,589	\$ 2,480	\$ 2,548	\$ 2,624	\$ 2,733	\$ 2,827	\$ 2,928
R2	4005-00 - Business Personal Property Tax	\$ 60,000	\$ 61,320	\$ 62,669	\$ 64,048	\$ 65,457	\$ 66,897	\$ 68,369
R3	4010-00 - Penalties & Interest on Taxes	\$ 3,000	\$ 2,500	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
R4	4020-00 - State Income Tax	\$ 650,900	\$ 670,427	\$ 690,540	\$ 711,256	\$ 732,594	\$ 754,571	\$ 777,209
	Total I - Taxes	\$ 3,093,107	\$ 3,013,804	\$ 3,096,548	\$ 3,189,191	\$ 3,311,302	\$ 3,421,469	\$ 3,538,107
R300	II - State Shared							
R9	4015-00 - Highway Users	\$ 86,372	\$ 115,743	\$ 115,743	\$ 115,743	\$ 115,743	\$ 115,743	\$ 115,743
R8	4025-00 - Police Protection	\$ 50,494	\$ 50,494	\$ 50,494	\$ 50,494	\$ 50,494	\$ 50,494	\$ 50,494
R10	4030-00 - Bank Stock	\$ 10,257	\$ 10,257	\$ 10,257	\$ 10,257	\$ 10,257	\$ 10,257	\$ 10,257
	Total II - State Shared	\$ 147,123	\$ 176,494	\$ 176,494	\$ 176,494	\$ 176,494	\$ 176,494	\$ 176,494
R400	III - County							
R11	4055-00 - Landfill Rebate	\$ 6,256	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,251
	Total III - County	\$ 6,256	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,251
R200	IV - Licenses & Permits							
R6	4075-00 - Cable TV Franchise Payments	\$ 36,000	\$ 37,080	\$ 38,192	\$ 39,338	\$ 40,518	\$ 41,734	\$ 42,986
R7	4076-00 - Cable TV - Capital Equipment	\$ 22,600	\$ 23,278	\$ 23,976	\$ 24,696	\$ 25,436	\$ 26,200	\$ 26,986
R5	4080-00 - Building Permits & Fees	\$ 1,500	\$ 1,575	\$ 1,654	\$ 1,736	\$ 1,823	\$ 1,914	\$ 2,010
	Total IV - Licenses & Permits	\$ 60,100	\$ 61,933	\$ 63,822	\$ 65,770	\$ 67,778	\$ 69,848	\$ 71,982
R500	V - Miscellaneous							
R12	4120-00 - Interest Income	\$ 22,350	\$ 24,000	\$ 26,000	\$ 28,000	\$ 30,000	\$ 32,000	\$ 34,000
R13	4170-00 - Red Light Camera	\$ 16,700	\$ 16,700	\$ 16,700	\$ 16,700	\$ 16,700	\$ 16,700	\$ 16,700
R14	4095-00 - Rental License Fees	\$ 34,000	\$ 34,000	\$ 34,000	\$ 34,000	\$ 34,000	\$ 34,000	\$ 34,000
R15	4155-00 - Revenue - Recycling	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
R16	4100-00 - Fines - Police	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
R17	4105-00 - Vehicle Release	\$ 2,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
R18	4160-00 - Sale of Asset	\$ 2,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
R19	4150-00 - Revenue - Miscellaneous	\$ 137	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
R20	Community Parks & Playground Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
R25	Cafritz Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
R26	WSSC/WGL Street Repair Rebate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
R24	Sale of energy Credits	\$ 100	\$ 200	\$ 300	\$ 400	\$ 500	\$ 600	\$ 700
R25	PEPCO - Solar Array Excess Generation	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
R27	Circuit Rider Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
R29	Bike Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total V - Miscellaneous	\$ 85,287	\$ 87,200	\$ 89,200	\$ 91,200	\$ 93,200	\$ 95,200	\$ 97,200
	Total General Fund Revenues	\$ 3,391,873	\$ 3,345,681	\$ 3,432,314	\$ 3,528,905	\$ 3,655,025	\$ 3,769,261	\$ 3,890,034
	Total Income	\$ 3,391,873	\$ 3,345,681	\$ 3,432,314	\$ 3,528,905	\$ 3,655,025	\$ 3,769,261	\$ 3,890,034

TOWN OF UNIVERSITY PARK		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	
II Expenditures									
General Government									
G100	G1	Total Salaries - General Government	\$ 208,860	\$ 215,126	\$ 221,580	\$ 228,227	\$ 235,074	\$ 242,126	\$ 249,390
G100	G1b	Town Manager	\$ 125,000	\$ 131,250	\$ 137,813	\$ 144,703	\$ 151,938	\$ 159,535	\$ 167,512
G100	G2	Total B - Payroll Tax & Benefits - GG	\$ 48,606	\$ 50,064	\$ 51,566	\$ 53,113	\$ 54,706	\$ 56,348	\$ 58,038
G100	Total I - Personnel - Gen Govt		\$ 382,466	\$ 265,190	\$ 273,146	\$ 281,340	\$ 289,780	\$ 298,474	\$ 307,428
G200	II - Operating - Gen. Government								
G200	G3	6000-01 - ADA (Interpreters)	\$ 500	\$ 550	\$ 600	\$ 600	\$ 600	\$ 700	\$ 700
G200	G5	6005-01 - Accounting & Auditing	\$ 8,500	\$ 8,700	\$ 8,700	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
G200	G4	6005-01 - Architecture & Related Services	\$ 7,850	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
G200	G6	6015-01 - Building Maintenance	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
G200	G7	6025-01 - Cable	\$ 1,000	\$ 1,250	\$ 1,500	\$ 1,750	\$ 2,000	\$ 2,250	\$ 2,500
G200	G8	Council Retreat/Orientation	\$ 1,500						
G200	G9	6030-01 - Clerk (Recorder)	\$ 5,000	\$ 5,250	\$ 5,500	\$ 5,500	\$ 5,750	\$ 5,750	\$ 6,000
G200	G16	Transparency Suite	\$ -				\$ -	\$ -	\$ -
G200	G10	6050-01 - Elections	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
G200	ZG11	6052-01 - Emergency Response	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
G200	G12	Employee Awards & Events	\$ 2,000	\$ 2,250	\$ 2,500	\$ 2,750	\$ 3,000	\$ 3,250	\$ 3,500
G200	G13	6055-01 - Engineering Services	\$ 2,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
G200	G14	6110-01 - Small Equipment	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,500	\$ 5,500	\$ 6,000	\$ 6,500
G200	G15	6060-01 - Government Studies	\$ 100	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
G200	G300	6062-01 - Traffic Study - Cafritz	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
G200	G17	6065-01 - Insurance	\$ 27,000	\$ 28,000	\$ 29,000	\$ 30,000	\$ 31,000	\$ 32,000	\$ 32,000
G200	G18	6064-01 - IT Costs	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000
G200	G19	6070-01 - Legal Advertisement	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
G200	G20	6075-01 - Legal Fees	\$ 45,000	\$ 50,000	\$ 50,000	\$ 45,000	\$ 40,000	\$ 45,000	\$ 50,000
G200	G21	6085-01 - Memberships and Dues	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,750	\$ 6,000	\$ 6,000	\$ 6,000
G200	G22	6090-01 - Newsletter	\$ 25,000	\$ 25,000	\$ 25,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000
G200	G23	6095-01 - Office Expenses	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000
G200	G24	6115-01 - Telephone	\$ 11,000	\$ 12,500	\$ 12,500	\$ 13,500	\$ 13,500	\$ 14,000	\$ 14,000
G200	G25	Training	\$ 1,500	\$ 1,500	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,500	\$ 2,500
G200	G26	6080-01 - Travel	\$ 20,000	\$ 21,000	\$ 22,000	\$ 22,000	\$ 23,000	\$ 23,000	\$ 24,000
G200	G28	6020-01 - Building Utilities	\$ 7,000	\$ 7,500	\$ 8,000	\$ 8,000	\$ 8,500	\$ 8,500	\$ 9,000
G200	G29	6130-01 - Website	\$ 8,800	\$ 8,800	\$ 8,800	\$ 8,800	\$ 8,800	\$ 8,800	\$ 8,800
G300	G40	6120-01 - Town Grants	\$ 34,200	\$ 34,200	\$ 34,200	\$ 34,200	\$ 34,200	\$ 34,200	\$ 34,200
G400	G39	Foyer Upgrade	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total II - Operating - Gen. Government			\$ 280,450	\$ 285,100	\$ 288,900	\$ 288,450	\$ 286,950	\$ 295,050	\$ 302,800
IV - Transit									
G27	Total - Transit		\$ 94,000	\$ 97,760	\$ 101,670	\$ 105,737	\$ 109,967	\$ 114,365	\$ 118,940
Total General Government			\$ 756,916	\$ 648,050	\$ 663,716	\$ 675,527	\$ 686,697	\$ 707,889	\$ 729,188

TOWN OF UNIVERSITY PARK		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
III Police & Public Safety								
I - Police & PS - Personnel								
P1	Total - Salaries - Police	\$ 653,185	\$ 679,312	\$ 706,485	\$ 734,744	\$ 764,134	\$ 794,699	\$ 826,487
P2	Total - Payroll Tax & Benefits - Police	\$ 261,654	\$ 272,120	\$ 283,005	\$ 294,325	\$ 306,098	\$ 318,342	\$ 331,076
Total I - Police & PS - Personnel		\$ 914,839	\$ 951,433	\$ 989,490	\$ 1,029,070	\$ 1,070,232	\$ 1,113,042	\$ 1,157,563
II - Code Compliance								
P3	Code Compliance Officer	\$ 26,300	\$ 27,615	\$ 28,996	\$ 30,446	\$ 31,968	\$ 33,566	\$ 35,245
P4	Code Compliance Operating Costs	\$ 3,000	\$ 3,150	\$ 3,308	\$ 3,473	\$ 3,647	\$ 3,829	\$ 4,020
Total II - Code Compliance		\$ 29,300	\$ 30,765	\$ 32,303	\$ 33,918	\$ 35,614	\$ 37,395	\$ 39,265
III - Police & PS - Operating								
P5	6355-03 - Training	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
P6	6325-03 - Medical Exams	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
P7	Body Worn Cameras	\$ 6,840	\$ 6,840	\$ 6,840	\$ 6,840	\$ 6,840	\$ 6,840	\$ 6,840
P8	6300-03 - Bike Patrol	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800
P9	5303-03 - Citations	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
P10	6305-03 - Computer	\$ 2,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
P11	6350-03 - Small Equipment - Police	\$ 9,400	\$ 10,000	\$ 10,000	\$ 10,000	\$ 11,000	\$ 11,000	\$ 12,000
P12	6320-03 - Gasoline	\$ 22,000	\$ 24,750	\$ 25,740	\$ 26,770	\$ 27,840	\$ 28,954	\$ 30,112
P13	Home Security Reimb. Program	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
P14	6327-03 - MILES Computer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P15	6329-03 - Mobile Data Terminals	\$ 6,375	\$ 6,375	\$ 6,375	\$ 6,375	\$ 6,375	\$ 6,375	\$ 6,375
P16	6315-03 - Police Supplies - Expendable	\$ 6,740	\$ 6,740	\$ 6,740	\$ 6,740	\$ 6,740	\$ 6,740	\$ 6,740
P17	6340-03 - Radio Maintenance	\$ 500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,200	\$ 10,000	\$ 2,000
P18	6330-03 - Meetings, Publications & Travel	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,750	\$ 4,000	\$ 4,000	\$ 4,000
P19	6351-03 - Uniforms	\$ 7,300	\$ 7,300	\$ 7,500	\$ 7,500	\$ 8,000	\$ 8,000	\$ 8,200
P20	6370-03 - Vehicle Maintenance	\$ 5,500	\$ 7,000	\$ 8,000	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500
Total III - Police & PS - Operating		\$ 84,955	\$ 90,805	\$ 92,995	\$ 95,775	\$ 98,795	\$ 108,709	\$ 103,067
IV - Police & PS - Cap. Outlay								
P21	6335-03 - Police Car	\$ 35,000	\$ 35,000	\$ 35,000	\$ 36,000	\$ 36,000	\$ 37,000	\$ 37,000
Total IV - Police & PS - Cap. Outlay		\$ 35,000	\$ 35,000	\$ 35,000	\$ 36,000	\$ 36,000	\$ 37,000	\$ 37,000
Total Police & Public Safety		\$ 1,064,094	\$ 1,108,003	\$ 1,149,788	\$ 1,194,763	\$ 1,240,642	\$ 1,296,146	\$ 1,336,895

TOWN OF UNIVERSITY PARK		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
IV Public Works								
A100 I - Personnel - PW								
A1	Total Salaries - PW	\$ 641,688	\$ 660,939	\$ 687,376	\$ 714,871	\$ 743,466	\$ 773,205	\$ 804,133
A2	Total Payroll Tax & Benefits - PW	\$ 309,746	\$ 319,038	\$ 331,800	\$ 345,072	\$ 358,875	\$ 373,230	\$ 388,159
Total I - Personnel - PW		\$ 951,434	\$ 979,977	\$ 1,019,176	\$ 1,059,943	\$ 1,102,341	\$ 1,146,435	\$ 1,192,292
B100 II - Operating - Parks & Rec								
B1	Cemetery Upkeep	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
B2	6210-02 - Tree Maintenance	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
B3	6215-02 - Tree Replacement	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
B4	6220-02 - Upkeep of Park	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
B5	6230-02 - Playing Field Maintenance	\$ 7,000	\$ 5,000	\$ 6,000	\$ 6,000	\$ 7,000	\$ 7,000	\$ 7,000
B6	Park Usage Concept Plan	\$ 2,000						
B7	Park Landscape Maintenance	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Total II - Operating - Parks & Rec		\$ 59,000	\$ 60,000	\$ 61,000	\$ 61,000	\$ 62,000	\$ 62,000	\$ 62,000
S100 III - Operating - Streets								
S1	6420-04 - Street Lights	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
S2	6425-04 - Street Repairs	\$ 30,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
S3	6440-04 - Street Tree - Maintenance	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
S4	6435-04 - Street Trees - Replacement	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
S5	6410-04 - Snow Removal Supplies	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Total III - Operating - Streets		\$ 100,000	\$ 90,000					
W100 IV - Operating - Gen./Sanit								
W1	6500-05 - Fuel	\$ 30,000	\$ 31,500	\$ 33,075	\$ 34,729	\$ 36,465	\$ 38,288	\$ 40,203
W2	6505-05 - Landfill	\$ 68,000	\$ 71,400	\$ 66,150	\$ 66,150	\$ 66,150	\$ 69,458	\$ 69,458
W3	6515-05 - Medical Exams & Training	\$ 500	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750
W4	6535-05 - Recycling Costs	\$ 13,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
W5	6560-05 - Tools, Supplies & Equipment	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
W6	Training	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
W7	6546-05 - Travel & Dues	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
W8	6570-05 - Uniforms	\$ 4,000	\$ 8,000	\$ 8,500	\$ 8,500	\$ 9,000	\$ 9,000	\$ 9,000
W9	6580-05 - Vehicle Maintenance	\$ 25,000	\$ 25,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 35,000	\$ 35,000
W10	6585-05 - Work & Storage Space	\$ 50,000	\$ 52,500	\$ 55,125	\$ 57,881	\$ 60,775	\$ 63,814	\$ 67,005
W11	Tiger Mosquito Repression Program	\$ 10,500	\$ 10,731	\$ 10,967	\$ 11,208	\$ 11,455	\$ 11,707	\$ 11,965
Total IV - Operating - Gen./Sanit		\$ 219,000	\$ 231,881	\$ 236,567	\$ 241,218	\$ 246,595	\$ 260,017	\$ 265,380
W200 V - Capital Outlay - PW								
W13	Veteran's Memorial	\$ 5,000						
W14	Packer Lease Payment	\$ 57,825	\$ 57,825					
W16	Park Bridge & Walkway	\$ 50,000						
W17	New Sidewalk	\$ 100						
W18	Sidewalk Repairs - Major	\$ 100						
W19	Street Improvements & Traffic Control	\$ 1,000						
W200	Trailer	\$ 5,000						
Total V - Capital Outlay - PW		\$ 119,025	\$ 57,825	\$ -				
Total Public Works		\$ 1,448,459	\$ 1,419,683	\$ 1,406,743	\$ 1,452,162	\$ 1,500,936	\$ 1,558,451	\$ 1,609,672

TOWN OF UNIVERSITY PARK		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
V	Reserves & Debt Service							
F100	I. Unreserved - Designated							
F1	6600-08 - Vehicle Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
F2	6610-08 - Tree Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
F3	Park Infrastructure							
F4	Road & Sidewalk	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total I. Unreserved - Designated	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
F200	II. Reserved - Designated							
F5	6630-08 - Cemetery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
F6	6640-08 - Cable Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total II. Reserved - Designated	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D100	III. Debt Service							
D1	6045-01 - Debt Retirement - Bonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D2	6046-01 - Debt Service - Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D3	6047-01 - Debt Service - Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D4	6050-01 - Debt Service - Pension	\$ 206,254	\$ 206,254	\$ 206,254	\$ 206,254	\$ 206,254	\$ 206,254	\$ 206,254
	Total III. Debt Service	\$ 206,254	\$ 206,254	\$ 206,254	\$ 206,254	\$ 206,254	\$ 206,254	\$ 206,254
	IV. Unreserved Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Reserves & Debt Service	\$ 206,254	\$ 206,254	\$ 206,254	\$ 206,254	\$ 206,254	\$ 206,254	\$ 206,254
	Total Expense	\$ 3,475,723	\$ 3,381,990	\$ 3,426,501	\$ 3,528,705	\$ 3,634,529	\$ 3,768,740	\$ 3,881,989
	Net Income	(\$83,850)	(\$36,309)	\$5,813	\$200	\$20,495	\$521	\$8,045

Total Reserve and Unreserved Fund Bal.		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
F1	Vehicle Replacement	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 92,000
F2	Tree Replacement	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
F3	Road & Sidewalk	\$ 107,500	\$ 132,500	\$ 132,500	\$ 132,500	\$ 132,500	\$ 132,500	\$ 132,500
F4	Park Infrastructure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
F5	Police Officer	\$ 83,000	\$ 73,000	\$ 63,000	\$ 53,000	\$ 43,000	\$ 33,000	\$ 23,000
F6	Cemetery	\$ 4,196	\$ 4,180	\$ 4,175	\$ 4,200	\$ 4,225	\$ 4,250	\$ 4,251
F7	Cable Capital Equipment	\$ 165,000	\$ 165,000	\$ 180,000	\$ 195,000	\$ 210,000	\$ 225,000	\$ 240,000
-	Unreserved Fund Balance	\$ 1,133,243	\$ 1,096,934	\$ 1,102,747	\$ 1,102,947	\$ 1,123,442	\$ 1,123,963	\$ 1,132,008
	Total Fund Balance	\$ 1,558,939	\$ 1,537,594	\$ 1,548,422	\$ 1,553,647	\$ 1,579,167	\$ 1,584,713	\$ 1,663,759
	Unres. Fund Bal. as % of Expenditure Budget (1)	32.6%	32.4%	32.2%	31.3%	30.9%	29.8%	29.2%
	Bond Cost for Street Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Origination Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1
	Unres. Fund Bal. as % of Total Budget (2)	24.6%	24.5%	24.3%	23.8%	23.6%	23.0%	22.6%
	Total Fund Bal. as % of Total Budget (3)	33.8%	34.3%	34.2%	33.5%	33.2%	32.4%	33.2%

Section 4: Be it further resolved that this Ordinance shall become effective on July 1, 2018.

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

APPROVED this _____ day of _____, 2018.

ATTEST:

MAYOR AND COMMON COUNCIL
TOWN OF UNIVERSITY PARK

Daniel R. Baden, Treasurer

By: _____
Lenford C. Carey, Mayor

APPROVED AS TO FORM AND LEGAL
SUFFICIENCY

By: _____
Suellen M. Ferguson, Town Attorney

Town of University Park

**Fiscal Year 2019 Budget
Line item Descriptors**

Budget Presentation

The FY 2019 budget is organized by two fund types that appear in the Town's audited financial statements. The General Fund is used to account for all current revenues and current expenditures related to General Government, Public Works (Parks & Recreation, Streets, and General Sanitation) and Police and Public Safety. The net General Fund Revenues therefore reflects the surplus or deficit of current revenues and expenditures. The Debt Service Fund is used to account for the accumulation of resources for and payment of general long-term debt principal and interest. The Debt Service fund is funded by transfers from the General Fund. Finally the balance of the general fund is allocated to reserve accounts as reflected in the budget. It is prudent for the Town to maintain some reserves, should the Town experience either a revenue shortfall or an emergency major expenditure. The Treasurer recommends that the unreserved fund balance range at a minimum of 25 percent of current year operating expenditures.

GENERAL FUND REVENUES

R100 Taxes

R1 Real Property

The real estate tax at the rate of \$0.59 per hundred dollars levied on assessed value of real estate in Town. The net estimated assessed value, as determined by the Maryland Department of Assessments and Taxation for the tax year beginning July 1, 2018 is \$403,255,348.

R2 Business Personal Property Tax

In Maryland there is a tax on business personal property, including operating property of railroads and public utilities which is imposed and collected by the local governments. In FY2019 the rate for business personal property taxes in University Park remains \$2.25 per hundred dollars of valuation as determined by the State Department of Assessments and Taxation, Division of Business Property

Evaluation.

R3 Penalties & Interest on Taxes

Income from penalties and interest on overdue tax payments

R4 State Income Tax

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

R200 Licenses & Permits

R5 Building Permits and Fees

Miscellaneous permit fees (Building, tennis court stickers)

R6 Cable Franchise Fees

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

R7 Cable Equipment Fees

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

R300 State Shared

R8 Police Protection

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

R9 Highway User

Thirty percent (30%) of the tax receipts on motor fuel and vehicle registration is distributed to counties and municipalities. The Town of University Park allocation is based on 1) ratio of UP road mileage to the total road mileage of the State of MD, and 2) the ratio of vehicles in the Town to the total number of vehicles in the state. This year's revenues are based on 1640 vehicles and 11.5 miles of roadway in the town. (Note that from FY2008 on the above formula was not followed. The 2018 General Assembly has restored partial funding to Highway Users Revenue. It is projected that in FY2020 this revenue will increase to \$115,743.

R10 Bank Stock

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

R400 County**R11 Landfill**

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

R500 Miscellaneous**R12 Interest**

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

R13 Red Light Camera

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

R14 Rental License

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

R15 Recycling

Payment for co-mingle and paper recyclables taken to the Waste Management facility in Prince George's County

R16 Fines - Police

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

R17 Vehicle Releases

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

R18 Sale of Asset

R19 Miscellaneous

Income unaccounted for elsewhere

R20 Community Parks and Playground Grant

Grant applied for through the State of Maryland Department of Natural Resources. If received these funds will be used to construct a new playground within the Town.

R24 Sale of Energy Credits

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

R25 PEPCO - Excess Generation

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

Total General Fund Revenues

Total general fund revenues are predicted to be \$3,391,873.

M1 Memo: General Fund Prior Year Surplus

Total projected General Fund balances of June 30, 2018 that includes unreserved/designated, reserved/designated and unreserved/undesignated accounts predicted to be \$1,642,789.

M2 Memo: General Fund Revenues + Surplus

This is the sum of the Town's General Fund prior year surplus M1 plus current year general fund revenues. This Amount represents total funds available to the Town in FY2019 - \$5,034,662.

GENERAL FUND EXPENDITURES

General Government

G100 Personnel

G2 Payroll Taxes and Benefits

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

G1 Salaries

Salaries paid to General Government employees. Does not include the part-time bus drivers, whose salaries are included under G27 Transit.

G1b Town Manager

Cost of hiring a Town Manager on a full time basis. The \$125,000 budgeted is for a complete compensation package.

G1a Mayor's Salary

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

G2a Payroll taxes and Benefits - Mayor

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

G200 Operating

G3 ADA (interpreters)

Provision for handicap accessibility to public meetings

G4 Architecture & Related Services - Town Hall

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

G5 Audit and Accounting

Annual audit of Town financial position by independent accounting firm

G6 Building Maintenance

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

G7 Cable (Video)

Video Broadcast to Town Residents using local access channel

G8 Council Retreat/Orientation - Cost to provide an

information retreat for new Councilmembers and establish priorities for the future.

G9 Recording Secretary

Recorder of Town meetings - 1099 Employee

G10 Election Expenses

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

G11 Emergency Response Fund

Equipment and supplies to meet Town emergencies

G12 Employee Awards and Events

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

G13 Engineering

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

G14 Equipment

Purchase of office equipment and furniture

G15 Government Studies - Paperless

Funding for program costs and studies to determine how to make the Town operations more paperless. Other studies as needed.

G16 Transparency Suite

Placeholder for a meeting and Minutes software if the Town wants to explore this option during the year.

G17 Insurance

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

G18 IT Costs

Maintenance and improvements to the Town IT systems

G19 Legal Advertising

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

G20 Legal Fees

Fees for Services of Town Attorney, and related costs

G21 Membership Dues

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

G22 Newsletter

Preparation, printing and distribution of the University Park Town Newsletter

G23 Office Supplies

General office supplies for all departments

G24 Telephone & Maintenance

Telephone services for all Town departments.

G25 Training

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

G26 Travel

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

G27 Transit

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

G28 Utilities

Utility costs for operation of Town hall

G29 Web Site Maintenance & Design

Development and upkeep of Town's website.

G30 Traffic Studies - Cafritz

Traffic studies to analyze the effects of the Cafritz property development.

G300 Grants and Donations

G31 Fire Department Donations

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

G32 PTA Donation

Donation to University Park Elementary School PTA

G33 Grant to UPCA

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

G34 LUP Boys & Girls Club

Donations to the Lewinsville/University Park Boys and Girls Club.

G35 Sustainability Grant

Grant funds to help develop a sustainability study for University Park.

G36 Senior Programs

Programs to assist senior citizens in the community.

G37 Anacostia Trails Heritage Area (ATHA)

Grant funds to ATHA to assist with their projects.

G38 PTA - Azalea Fun Run/Walk

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

G400 Capital

G39 Town Hall Security

New front door and parking lot lighting for town hall.

G40 Foyer Upgrade

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

DEPARTMENT OF PUBLIC WORKS

A100 Personnel

A2 Payroll taxes and benefits

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

A1 Salaries

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

B100 Operating - Parks and Recreation

B1 Cemetery Maintenance

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

B2 Tree Maintenance

Pruning and other maintenance of trees in park - also includes take down of trees deemed to be dead or hazardous and the costs of the Town's tree reimbursement program to residents.

B3 Tree Replacement

Cost of replacement of tree canopy in Town Park

B4 Upkeep of Park

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

B5 Playing Field Maintenance

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

B6 Park Usage Concept Plan

Development of a park concept plan.

B7 Park Landscape Maintenance

General Maintenance of Town Parks.

S100 Operating - Streets**S1 Street Lights**

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

S2 Street & Sidewalk Repair

Routine spot repairs to streets and sidewalks (pot holes, temporary fixes for trip hazards etc.)

S3 Street Tree Maintenance

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

S4 Street Tree Replacement

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

S5 Snow Removal

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

S6 Bike Roadway Project

Designation of bike paths through town by the installation of road markings and signage. Also includes the installation of 2 bikeshare stations within the Town. Complete project is funded by Bikeways Grant.

W100 Operating - General Sanitation

W1 Fuel

Fuel for operation of public works vehicles and equipment

W2 Landfill

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

W3 Medical Exams and Training

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

W4 Recycling Charges

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

W5 Tools/Supplies

Tools and supplies for public works operations

W6 Travel & Dues

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

W7 Training

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

W8 Uniforms - Rental

Rental and cleaning of Public Works personnel uniforms, purchase and replacement of gear

W9 Vehicle Maintenance

Costs associated with repairs to vehicles and equipment

W10 Vehicle Storage

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

W11 Tiger Mosquito Repression Program

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

W200 CAPITAL

W13 Veteran's Memorial

In FY2019 this includes funding for the installation of a large boulder and plaque at the memorial site.

W14 Packer Lease Payment

The Town purchased two 2016 Packers in FY2015. The vehicles were financed over six years. This line item covers that annual lease payment on these vehicles. FY2018 includes the fourth of six payments.

W15 Equipment

Cost of new equipment for the Public Works Department.

W16 Park Bridge Replacement & Walkway

Funds to replace two bridges located within the park.

W17 New Sidewalk

To install new sidewalks in town.

W18 Sidewalk Repairs - Major

To perform major sidewalk repairs in Town.

W19 Street Improvements & Traffic Control

Installation of modest improvements for traffic control

W20 Trailer

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

W21 Park Playground

Cost associated with a park playground project in the Town. Project will mainly be grant funded and will take place in FY18.

POLICE AND PUBLIC SAFETY

P100 Personnel

P1 Salaries

Police personnel salaries, holiday pay and overtime

P2 Payroll taxes and benefits

Personnel withholding taxes and benefits

P200 Code Compliance

P3 Code Compliance Officer

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

P4 Code Compliance Operating Costs

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

P300 Operating

P5 Training

Police personnel in-service and skills enhancement training

P6 Medical Examinations

Personnel fitness for duty and recruit physicals

P7 Body Worn Cameras

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

P8 Bike Patrol

General equipment maintenance

P9 Citations - Red Light Camera

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

P10 Computer

General equipment repair and service

11 Equipment

Misc. equipment repair, service, and replacement

P12 Gasoline

Vehicle fuel needs

P13 Home Security Reimbursement Program

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

P14 MILES Computer

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

P15 Mobile Data Terminals

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

P16 Police Supplies and Manuals

Materials used in law enforcement, investigation and training for certification

P17 Radio Maintenance

Routine service and repair for nine radios

P18 Travel, Meetings, Professional Dues

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

P19 Uniforms

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

P20 Vehicle Maintenance

General service and repair of fleet, car washes

Capital

P12 Police Cruiser

Replacement of police cruiser

P23 Mobile Data Computers

Purchase in car computers in order to operate under the County system.

2018 Constant Yield Tax Rate Certification

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

1	1-Jul-2017	Gross assessable real property base	\$	381,231,558
2	1-Jul-2017	Homestead Tax Credit	-	1,827,041
3	1-Jul-2017	Net assessable real property base		379,404,517
4	1-Jul-2017	Actual local tax rate (per \$100)	x	0.5718
5	1-Jul-2017	Potential revenue	\$	2,169,435
6	1-Jul-2018	Estimated assessable base	\$	406,000,900
7	1-Jan-2018	Half year new construction	-	0
8	1-Jul-2018	Estimated full year new construction*	-	0
9	1-Jul-2018	Estimated abatements and deletions**	-	2,745,552
10	1-Jul-2018	Net assessable real property base	\$	403,255,348

11	1-Jul-2017	Potential revenue	\$	2,169,435
12	1-Jul-2018	Net assessable real property base	÷	403,255,348
13	1-Jul-2018	Constant yield tax rate	\$	0.5380

Certified by



Director

* Includes one-quarter year new construction where applicable.

**Actual + estimated as of July 1, 2018, including Homestead Tax Credit.

**University Park Police Department
Office of the Chief
6724 Baltimore Avenue
University Park, MD 20782**

March 16, 2018

To: Mayor Lenford Carey

From: Chief Michael Wynnyk

Subject: Proposed Budget for Fiscal Year 2019

The University Park Police department budget for fiscal year 2019 is submitted for your approval. The proposed budget is in the amount of \$1,064,094. The 2019 expenditures include: annual increases in personnel cost, organizational requirements, and the associated costs of the departmental goals that impact police operations and code compliance. An explanation of the FY2019 budget is provided for your review.

The UPPD is scheduled to be at full staff by June of 2018 just prior to the start of the FY 2019 budget year. During the past year a promotional exam was given to four officers, which included an administrative (Lieutenant) position and supervisory (Sergeant) position. Each test taker was required to successfully pass the written portion of the exam, an oral board interview and the submission of a community service project. In August of 2017 a vacant Sergeant position was filled by Corporal Steven Stennett after successful completion of all three criteria. On March 1, 2018 Captain McCully retired from the University Park Police Department creating the opportunity for further officers to be promoted. Sgt. Enig was promoted to Lieutenant and Chad Sunday was promoted to sergeant to fill the vacancy created by Sgt. Enig. The staffing for FY 19 will include one Lieutenant, two Sergeants, two corporals, two police officers first class, one administrative assistant and one code compliance officer.

The overtime line item was increased to reflect targeted traffic enforcement throughout the year. Several traffic safety forums conducted by the Council Committee for Public Safety reflected a concern that particular areas in town have a higher frequency of traffic violators during peak hours. Targeted traffic enforcement would require additional officers to be brought in for overtime to cover such an event during normal busy time for the on-duty officer and uninterrupted coverage throughout the day.

Code Compliance is in its second year under the supervision of the Police Department. Code Officer Brown has been successful in the efforts to standardize the requirements for every rental property and bring the units into a higher level of compliance. Several tenants have appealed rental license denials and the due process they are provided through a town council appeal have been conducted professionally and with safety for all involved. Non-rental code violations issues have been addressed and in almost all circumstances compliance gained through minimal interaction.

Training continues to be a high priority for all UPPD staff. Officers are engaged in the training opportunities and exceed the minimum required by the Maryland Police Training Commission. During the past year, staff completed administrative training, supervisory training, firearms requalification as well as mandated annual in-service training. Some of the training received through the fiscal year was Naloxone (Narcan) Training on the administration to those suffering from an opiate overdose. Included in this training were recognizing this (opiate overdose) as, and treating as, an illness (addiction) and not as a criminal offense. Other training has included having an additional Officer trained and certified as a Field Training Officer, UCR Training, Recertification in METERS/NCIC, RMS Report Writing (new PG Police Reporting System), Patrol Response to Tactical Operations, dealing with persons who have Intellectual and Developmental Disabilities, Officer Safety Techniques, Routine Legislative Updates, Approaching Alzheimer's (First Responder Training), Glock Armorer Recertification (1 Officer), DRE Recertification (1 Officer), RADAR/LIDAR Instructor Recertification (1 Officer), Managing Stress, Problem Solving Policing, Integrity and Values, Maryland Medical Cannabis Commission Law Enforcement Training and Responding to and Working with the LGBTQ Community.

The UPPD was not awarded the Grant Funding for a Body Worn Camera program and will continue to study and research the best opportunity to implement such a program. From estimates gathered during the last FY cycle the cost for each BWC was \$95.00 per month. With technology changes the costs are becoming competitive. The Maryland legislature continues to introduce bills that could significantly impact the usage of this technology. The P-8 Line item is for 6 officers per year.

Medical Exams line item is the testing required for the hire of a new officer. In the event that we are at full staffing it is also utilized for current officers for a full physical and we are researching the costs for a wellness "check up from the neck up" for each police officer every two years. We feel this will contribute to the retention of well qualified officers by monitoring their health and fitness to perform police duties and that a mental health review will provide support to the officers "state of well-being".

The Town of University Park continues to run a red-light camera program through the photo-enforcement unit located at southbound Baltimore Avenue at East West Highway. The program continues to operate at no expense to the town and this public safety program is totally funded from violators.

The use of speed enforcement cameras is still under review. A potential enforcement tool to detect speed violators in designated school zones for future use by the Town of University Park would enhance the enforcement efforts on our roadways.

The reimbursement program that offers a \$100.00 incentive per household for a security improvement, such as alarm system, motion lights or exterior cameras to their home continues to see success. This rebate program should be continued and funded at the same amount of \$1500.00.

Proposed Budget Page 3

The Police equipment line item continues to support the department in major purchases of equipment such as Radar and Lidar speed devices, Electronic Control Devices, In-Car Video Cameras and other police related gear. The speed display sign purchased during the last budget cycle has been placed throughout town and had positive feedback for slowing traffic and gathering data.

The UPPD operates its own local/town use radio system specifically for public works interaction with the police department and the administrative personnel. The program includes the public works department and UP CERT for radio use on a local frequency. The program has proven to be of great benefit to public works, the police department, CERT and the special events that the town celebrates. The UP radio system is in full compliance with FCC license regulations and recently did an upgrade to the current signal repeater which is located at the Bladensburg water tower.

The Gasoline line item has increased as the price of fuel has increased slightly during the past year. The UPPD fleet has one Ford Escape, two SUV Ford Interceptors and five Chevrolet Impalas and one Ford Interceptor sedan with six cylinder engines. Officers continue to be practical and minimize fuel waste.

The Police Supplies expenditures include first aid kits, batteries, manuals, police line safety tape and defensive spray. The agency continues to use the next generation of practice ammunition which is designed to be environmentally safe.

The police department has a fleet that includes; one 2008 Chevy Impala, one 2009 Chevy Impala, one 2011 Ford Escape (Hybrid), two 2012 Chevy Impalas, two 2013 Chevy Impalas and two 2015 SUV Ford Interceptors and a 2017 Ford Police Interceptor Sedan. The maintenance record for the 2017 budget year reflects an accounting of maintenance costs. The 2019 proposed budget lists the line item at \$6,500.00, with the expectation that the cost of basic preventative maintenance, tires, etc. will be stable.

The Capital Expenditure line item is to replace one vehicle in the current fleet. The vehicle information chart is attached.

The remaining budget items reflect the level of funding that was necessary during the previous budget cycle. Even with the increased operational cost due to inflation the police department will strive to maintain a spending level that will allow the department to operate effectively.

If there are any questions or concerns that would assist in the completion of this budget process, I remain available to discuss any item.

**University Park Police Department
BUDGET JUSTIFICATIONS FY 19**

Police & Public Safety

PERSONNEL

P 1	Salaries (Cola & Step adjustment)	\$653,185	
	Police personnel salaries, holiday pay, and overtime		\$653,185
P 2	Payroll taxes and benefits	\$261,654	
	Personnel withholding taxes and benefits (cola & steps)		\$261,654
		Sub Total	\$914,839

CODE COMPLIANCE

P 3	Salaries	\$26,300	
	Code Compliance		\$26,300
P 4	Code Compliance Operating	\$3,000	
		Sub Total	\$29,300

OPERATING

P 5	Training	\$3,000	
	Police personnel in-service and skills enhancement training		\$3,000
P 6	Medical examinations		
	Personnel fitness for duty and recruit physicals	\$2,500	\$2,500
P 7	Accreditation		
P 8	Body Worn Camera Program		
	Equipment and Data Storage	\$6840	\$6,840
P 9	Bike patrol		
	General equipment maintenance	\$800	\$800
P 10	Citations –Red Light	\$7,000	\$7,000

Budget Justification

Page 2

P 11	Computer	\$2000	\$2000
P 12	Equipment		
	Misc. equipment repair, service, and Replacement,	\$9,400	\$9,400
P 13	Gasoline		
	Vehicle fuel needs	\$22,000	\$22,000
P 14	Home Security Reimbursement Program	\$1,500	\$1,500
P 15	M.I.L.E.S. computer access fees	\$000	\$000
P 16	Mobile Data Terminals		
	Misc. service and repair	\$375	
	Verizon wireless connection 8 terminals @ \$750	\$6,000	\$6,375
P 17	Police Supplies		
	Barricades	\$400	
	First Aid Supplies	\$200	
	Forms, stationary, and office supplies	\$3,300	
	Radar Recertification	\$250	
	Laser Speed Gun Extended Warranty	\$540	
	Ammunition (Green Ammo)	\$1600	
	Police Line Tape, Cones, etc.	\$450	\$6,740
P 18	Radio maintenance	\$500	
	Routine service and repair for nine radios		\$500
P 19	Meetings and travel		
	Md. Chiefs Annual Conference	\$950	
	International Assoc. of Chiefs of Police	\$450	
	Police Chiefs' Association of P.G. County	\$225	
	Maryland Municipal League/Police Exec. Assoc.	\$815	
	Police Executive Research Forum	\$155	
	Misc. Training & Recertification	\$680	
	Misc. police policy reference manuals	\$255	
			\$3,500

P 20 Uniforms	\$7,300	
Initial issue uniforms and replacement of worn or unserviceable items		\$7,300
Annual shoe replacement, dry cleaning, etc.		
P 21 Vehicle maintenance	\$5,500	
General service and repair of fleet, Car washes,		\$5,500
	Sub Total	\$84,955

CAPITAL

P 23 (2) Two Police Car Fleet Replacement Vehicles Lights / Siren, etc.	\$35,000	
	Sub Total	\$35,000

TOTAL: \$1,064,094

**University Park Police
Comparison of 2018 Proposed Budget to 2019**

Item	FY2018	FY 2019
<u>Personnel</u>		
P 1 Salaries - Police Department	649,876	P 1 653,185
P 2 Payroll Taxes and Benefits	255,712	P 2 261,653
<u>Code Compliance</u>		
P 3 Salaries – Code Compliance	25,000	P 3 26,300
P 4 Operating Costs	4,000	P 4 3,000
<u>Operating</u>		
P 5 Training	3,000	P 5 3,000
P 6 Medical exams	2,500	P 6 2,500
P 8 Body Worn Camera	6,840	P 8 6,840
P 8 Bike Patrol	800	P 9 800
P 9 Citations	5,000	P 10 7,000
P 10 Computer	2,200	P 11 2,000
P 11 Equipment	9,400	P 12 9,400
P 12 Gasoline	19,000	P 13 22,000
P 13 Security Reimbursement	1,500	P 14 1,500
P 14 M.I.L.E.S Computer	500	P 15
P 15 Mobile Data Terminals	6,375	P 16 6,375
P 16 Police Supplies	6,740	P 17 6,740
P 17 Radio Maintenance	500	P 18 500
P 18 Meetings and Travel	3,500	P 19 3,500
P 19 Uniforms	7,300	P 20 7,300
P 20 Vehicle Maintenance	6,500	P 21 5,500
Sub Total	81,655	84,955
<u>Capital</u>		
P 22 Police Car	30,000	P 22 35,000
Total	\$1,046,243	\$\$1,064,094

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

March 12, 2018

To: Mayor Lenford C. Carey

From: Michael Beall

Subject: Proposed Budget for Fiscal Year 2019

The University Park Department of Public Works budget for FY19 is submitted for your approval. The proposed budget is in the amount of \$1,448,459 and reflects a \$167,031 decrease compared to the FY18 budget of \$1,615,490. This decrease is the result of a \$270,000 reduction in capital expenditures realized from the completion of the multi-age playground, as offset by a nearly \$60,000 increase to salaries and benefits along with other minor increases in various line items.

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

An explanation of the budget is provided for your review.

Personnel:

Salaries—Reflects a \$30,000 increase over last year. This increase can be attributed to the normal wage increases, including COLA adjustments.

Benefits—Reflects an increase of about \$29,000 attributed to an increase in health insurance and workers compensation costs.

Operating-Parks and Recreation:

Park Concept Plan—\$2,000 has been added for the development of a park concept plan.

Operating- Streets:

Street Repairs—The total allocation of \$30,000 includes \$9,000 for an MOU with the City of Hyattsville for street sweeping, \$10,000 for sidewalk repairs, and \$7,500 traffic markings.

Operating-General Sanitation:

Uniforms—has been decreased by \$3,000 due to the cancellation of our uniform leasing contract and the purchase of uniforms.

Vehicle Maintenance—has been increased by \$5,000 to cover the increased costs of maintenance.

Capital Outlay:

Veteran's Memorial—\$5,000 has been allocated for the installation of a large boulder and plaque at the memorial site.

Bridge Replacement & Walkway—includes \$30,000 for replacing the Beechwood Rd pedestrian bridge and \$20,000 for replacing park paths.

New Sidewalks—A \$100 placeholder has been included for constructing new sidewalks in town.

Sidewalk Repairs-Major—A \$100 placeholder has been included for major sidewalk repairs.

Street Improvements and Traffic Control—\$1,000 has been allocated for the installation of modest street improvements for traffic control.

Trailer—\$5,000 has been allocated for the purchase of a trailer capable of hauling the skid steer and other equipment

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

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

**University Park Public Works Department
BUDGET JUSTIFICATIONS FY19**

A 100 PERSONNEL	\$ 951,434
A 1 Payroll taxes and benefits	
Personnel withholding taxes and benefits	\$309,746
A 2 Salaries (incl. COLA & Step adjustments)	
Personnel salaries, holiday pay, overtime, and contract labor	\$641,688
B 100 OPERATING-PARKS & RECREATION	\$ 59,000
B1 Cemetery Upkeep	
Maintenance of the Deakins Cemetery	\$ 2,000
B 2 Tree Maintenance	
Pruning and other maintenance of trees in park	\$ 20,000
B 3 Tree Replacement	
Replacement of tree canopy in park	\$ 10,000
B 4 Upkeep of Park	
Maintenance costs for park features and equipment	\$ 8,000
B 5 Playing Field Maintenance	
Maintenance of town field including water meter expense	\$ 7,000
B 7 Park Landscape Maintenance	
Maintenance of town gardens	\$ 10,000
B 6 Park Usage Concept Plan	
Development of a park concept plan	\$ 2,000
S 100 OPERATING-STREETS	\$ 100,000
S 1 Street Lights	
Energy cost for overhead street lighting throughout town	\$ 30,000
S 2 Street Repair	
Pothole repair, signage, speed humps, sidewalks, etc.	\$ 30,000
S 3 Street Tree Maintenance	
Pruning and other maintenance of trees in the curb box	\$ 25,000
S 4 Street Tree Replacement	
Pruning and other maintenance of trees in the curb box	\$ 10,000
S 5 Snow Removal	
Salt, and other misc. expenses related to snow events	\$ 5,000

W 100 OPERATING-GENERAL SANITATION	\$219,000
W 1 Fuel	
Fuel for operating public works vehicles and equipment	\$ 30,000
W 2 Landfill	
Tipping fees for refuse, leaf collection, and yard waste	\$ 68,000
W 3 Medical Exams	
Physical exams for new hires, CDL license renewals, and random testing for CDL vehicle operators	\$ 500
W 4 Recycling Costs	
Tipping fees for recycling, recycling events, and environmental Fees for items containing refrigerants	\$ 13,000
W 5 Tools/Supplies	
Tools, and supplies for public works operations	\$ 10,000
W 6 Travel & Dues	
Costs related to association memberships and conference expenses for public works personnel	\$ 5,000
W 7 Training	
Costs related to job and safety training for staff.	\$ 3,000
W 8 Uniforms	
Costs related to the purchase and lease of DPW employee uniforms, boots, gloves, raingear, personal safety gear	\$ 4,000
W 9 Vehicle Maintenance	
Costs associated with vehicle and equipment repair	\$ 25,000
W10 Vehicle Storage	
Costs for vehicle storage and maintenance facilities	\$ 50,000
W11 Tiger Mosquito Repression Program	
Costs for conducting a tiger mosquito repression program for the summer of 2017 and spring of 2018.	\$10,500
W 200 CAPITAL Outlay	\$119,025
W13 Veteran's Memorial	\$ 5,000
W14 Packer Lease Payment	
4 th year of 6 year financing for 2 trash trucks	\$ 57,825
W16 Park Bridge Replacement & Walkway	\$ 50,000
W17 New Sidewalks	\$ 100
W18 Sidewalk Repairs-Major	\$ 100
W19 Street Improvement and Traffic Control	\$ 1,000
W20 Trailer	\$ 5,000
Total	\$1,448,459