



# TOWN OF UNIVERSITY PARK

MAYOR  
Lenford C. Carey

## MEMO

**Date:** April 1, 2019  
**To:** Councilmembers  
**From:** Mayor Lenford C. Carey  
**Re:** Submission of the fiscal year 2020 Budget to the Council

I transmit to the Council a proposed Budget of the Town of University Park for fiscal year 2020, covering the period from July 1, 2019 to June 30, 2020. As proposed, the budget totals \$7,801,308, consisting of \$5,938,736 in departmental expenditures, \$431,454 for debt service and \$1,431,118 in prior year fund balance.

The Budget as presented includes using \$188,250 in prior year's reserves to fund one-time capital expenditures within the budget. These items include \$107,500 from the Road, Sidewalk and Infrastructure Repair Designated Reserves to help fund the \$2,400,000 Town Infrastructure project proposed in the budget. There is also allocated \$80,750 from Undesignated Reserves to provide (1) the matching funds from the Town associated with the State Legislative Bond Bill for design and construction of a new town hall in the amount of \$40,000, and (2) the matching funds of \$40,750 for the Maryland Heritage Areas Authority grant to be used for the Adelphi Road meadow trail.

The net assessable real property tax base increased 2.6% from \$405,855,800 to \$415,905,205 for fiscal year 2020. The tax rate proposed is .583 per \$100 of assessed value, an increase from the Constant Yield Tax Rate, which is .522 per \$100 of assessed value. Of this increase of 6.1 cents per \$100 of assessed value, 1.5 cents are to cover the cost of hiring a Town manager for ½ year, with the assumption that the hiring would not take place until January 2020. A bond for road work accounts for 3.3 cents and the debt service for the purchase of two new vehicles in the Public Works Department for .7 cents. The remaining .6 cents is needed to fund salary, benefit and other expenditure increases.

As stated above, the prior year fund balance totals \$1,431,118 of the total Budget. The fund balance is divided into three components: Unreserved Designated, Reserve Designated and Unreserved Undesignated in the following amounts and proposes:

### Unreserved Designated

Vehicle Replacement	\$26,000
Tree Replacement	\$40,000
Police Officer	\$68,000
<b>Total</b>	<b>\$134,000</b>

<b>Reserved Designated</b>	
Cable Capital Equipment	\$173,150
Cemetery	<u>\$4,204</u>
<b>Total</b>	<b>\$177,354</b>

**Unreserved Undesignated**                      **\$1,119,764**

**Revenues**

Most of the recurring revenue sources for fiscal year 2020 are consistent with fiscal year 2019. Some of the differences between the years are as follows:

**Real Property Taxes** – Projected to increase \$255,457 due to the increase in the tax rate.

**Highway User Revenues** – Projected to increase \$30,218. This increase is associated with the partial restoration of HUR’s by the General Assembly.

**Interest Income** - Projected to increase \$15,150 due to rising interest rates.

Two **grants** are included in the new section of the revenue budget titled Bonds/Grants/Loans:

**Maryland Heritage Areas Authority grant – \$40,750** – These funds will be used to fund the removal and replacement of the existing path between the playground and Beechwood Road, installation of a new drinking fountain adjacent to the 9/11 Memorial and a new path connecting to Adelphi Road across the wildflower meadow.

**Town Hall – Maryland State Legislative Bond Bill – \$200,000** – These funds to be received from the State’s Legislative Bond Bill program to fund the design and construction of a new/renovated Town Hall.

Proposed **bonds** included in the Revenue budget include:

**Street & Infrastructure General Obligation Bond – \$1,892,500**

**Leaf/Utility Vehicle Loan - \$150,000** – For the purchase of two new vehicles in the Public Works Department to replace three aging vehicles.

**WSSC/WGL Street Repair Rebate – \$400,000** – Funds given by WSSC to the Town for repairs of the streets affected by construction.

Departmental Expenditures provide the same level of services in fiscal year 2020 as fiscal year 2019. Based upon the current Consumer Price Index (CPI) for the Washington DC area there is a .8% Cost of Living increase included within departmental budgets. Personnel costs also reflect changes in pay rates as a result of merit and scheduled pay increases. Significant changes within each department’s budget are summarized below:

## **General Government**

**Town Manager** - \$62,500 – Estimated costs for a full-time Town Manager, including salary and benefits. Assuming that the manager would not be hired until January 2020, this figure is for one half of the year. The full-year cost for this position would be \$125,000 including benefits.

**Publications** – \$10,000 – Costs to contract for the design and printing of informational flyers and brochures for improved communication of Town services.

**Town Hall Security/Lighting** – \$5,000 – To upgrade the outdoor lighting around Town Hall and install security cameras to address security concerns.

**Town Hall Design & Construction** – \$240,000 – Consists of costs to design and begin construction of a new/renovated Town Hall. Of this cost, \$200,000 will come from a State Legislative Bond Bill, and \$40,000 is from the Town's match which is funded from Undesignated Reserves.

## **Public Works**

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

**Resident Tree Reimbursement Program** – Increased funding by \$2,000 over prior year.

**Street & Sidewalk Repair** – \$8,500 – Increase for routine maintenance of streets and sidewalks to include street sweeping and installation of bike racks at various locations in Town.

**Vehicle Maintenance** – (\$15,000) – Decrease assumes that two new vehicles will be purchased and three outdated vehicles will be sold.

**Park Bridge Replacement & Walkway** – Is budgeted for \$30,000. This will include the replacement of the Beechwood Road bridge. This assumes that funds already appropriated in fiscal year 2019 for replacement of the Van Buren Street bridge will have been committed or expended for that purpose.

**MHA Trail Project** - \$81,500 - To fund the removal and replacement of the existing path between the playground and Beechwood Road, installation of a new drinking fountain adjacent to the 9/11 Memorial and a new path connecting to Adelphi Road across the wildflower meadow. This is partially funded with a \$40,750 Maryland Heritage Areas Authority grant.

**Leaf/Utility Trucks Purchase** – \$150,000 – For the purchase of two new vehicles. Three outdated vehicles will be sold.

**Street & Infrastructure Project - \$2,400,000** – To repave 2.5 miles of roads, replace park paths and construct new sidewalks. This project will be funded partially by WSSC rebates in the amount of \$400,000 and designated reserves in the amount of \$107,500.

## **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.

**Crossing Guards** – \$7,200 – To contract for crossing guards to be used at the University Park Elementary School at the Underwood Street and Queens Chapel Road intersection.

**Police Cruiser** – One new vehicle is budgeted at a cost of \$38,000. This purchase is consistent with the vehicle replacement plan established for the Department.

**Purchase of Speed Signs** – \$4,500 – To purchase an additional speed sign to better monitor traffic speeds and volume around Town.

## **Debt Service**

Budgeted in the amount of \$431,454. This includes the current loan for the semi-annual debt service payments on the bonds issued to fund Town street work and past service costs on the Town's participation in the Maryland State Retirement Program in the amount of \$206,254. The packer lease in the amount of \$58,200 is reflected here. This is the final of six payments for the packer lease. New loans/bonds include \$138,000 for Street Improvement and Traffic Control and \$29,000 for the Leaf/Utility Trucks for Public Works.

## **Conclusion**

As proposed, this is a responsible budget which will meet the needs of the Town for the next year while continuing to provide the services our residents value and are accustomed to receiving. This budget also aligns with our Strategic Plan goals and will well-position the Town for success in the years to come. The budget will be formally presented at the April 1, 2019 Council meeting, when it will be discussed in more detail. If you have questions or concerns before that time, please feel free to contact me.

**Town of University Park  
Fiscal Year 2020 Budget  
Mayor & Council Version 1**

Fiscal 2020 Budget  
Sponsored by: The Council as a whole

LEGISLATIVE RESOLUTION 19-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 2020.

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-eight and 30/100 cents (\$0.5830) 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 2020 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 FY2020

A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	Proposed FY2020 Budget	Adopted FY2019 Budget	Estimated Actual FY 2019 Budget	Audited FY 2018 Actual	Budget Variance FY 2020/FY 2019	Estimated Actual Budget Variance FY2020/FY2019	Percent Change FY2020/FY2019	FY2019 Variance: Budget v. Actual
	<b>GENERAL FUND REVENUES</b>	<b>\$6,181,940</b>	<b>\$3,182,101</b>	<b>\$3,182,101</b>	<b>\$3,489,307</b>	<b>\$2,999,839</b>	<b>\$2,999,839</b>	<b>94.3%</b>	<b>\$0</b>
R100	<b>TAXES</b>	<b>\$3,138,707</b>	<b>\$2,883,335</b>	<b>\$2,883,335</b>	<b>\$2,903,485</b>	<b>\$255,372</b>	<b>\$255,372</b>	<b>8.9%</b>	<b>\$0</b>
R1	Real Property (1)	2,424,892	2,169,435	2,169,435	2,159,036	255,457	255,457	11.8%	\$0
R2	Business Personal Property Tax (2)	60,000	60,000	60,000	62,250	0	0	0.0%	\$0
R3	Penalties & Interest on Taxes	1,000	3,000	3,000	729	(2,000)	(2,000)	-66.7%	\$0
R4	State Income Tax	652,815	650,900	650,900	681,470	1,915	1,915	0.3%	\$0
R200	<b>LICENSES &amp; PERMITS</b>	<b>\$60,100</b>	<b>\$60,100</b>	<b>\$60,100</b>	<b>\$65,503</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>
R5	Building Permits & Fees	1,500	1,500	1,500	1,524	0	0	0.0%	\$0
R6	Cable Franchise Fees	36,000	36,000	36,000	39,375	0	0	0.0%	\$0
R7	Cable Equipment Fees	22,600	22,600	22,600	24,604	0	0	0.0%	\$0
R300	<b>STATE SHARED</b>	<b>\$176,577</b>	<b>\$147,123</b>	<b>\$147,123</b>	<b>\$148,514</b>	<b>\$29,454</b>	<b>\$29,454</b>	<b>20.0%</b>	<b>\$0</b>
R8	Police Protection	49,730	50,494	50,494	52,527	(764)	(764)	-1.5%	\$0
R9	Highway User	116,590	86,372	86,372	85,730	30,218	30,218	35.0%	\$0
R10	Bank Stock	10,257	10,257	10,257	10,257	0	0	0.0%	\$0
R400	<b>COUNTY</b>	<b>\$6,256</b>	<b>\$6,256</b>	<b>\$6,256</b>	<b>\$6,256</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>
R11	Landfill	6,256	6,256	6,256	6,256	\$0	\$0	0.0%	\$0
R500	<b>MISCELLANEOUS</b>	<b>\$117,050</b>	<b>\$85,287</b>	<b>\$85,287</b>	<b>\$103,549</b>	<b>\$31,763</b>	<b>\$31,763</b>	<b>37.2%</b>	<b>\$0</b>
R12	Interest	37,500	22,350	22,350	20,592	\$15,150	\$15,150	67.8%	\$0
R13	Red Light Camera	20,750	16,700	16,700	16,090	\$4,050	\$4,050	24.3%	\$0
R14	Rental Licenses (3)	31,200	34,000	34,000	31,200	(\$2,800)	(\$2,800)	-8.2%	\$0
R15	Recycling	2,000	2,000	2,000	2,137	\$0	\$0	0.0%	\$0
R16	Fines - Police	4,000	4,000	4,000	5,573	\$0	\$0	0.0%	\$0
R17	Vehicle Releases	2,000	2,000	2,000	2,510	\$0	\$0	0.0%	\$0
R18	Sale of Assets	17,000	2,000	2,000	23,268	\$15,000	\$15,000	750.0%	\$0
R19	Revenues Miscellaneous	100	137	137	14	(\$37)	(\$37)	-27.0%	\$0
R20	Sale of Energy Credits	500	100	100	485	\$400	\$400	400.0%	\$0
R21	PEPCO - Solar Array Excess Generation	2,000	2,000	2,000	1,681	\$0	\$0	0.0%	\$0
R600	<b>BONDS/GRANTS/LOANS</b>	<b>2,683,250</b>	<b>0</b>	<b>0</b>	<b>262,000</b>	<b>\$2,683,250</b>	<b>\$2,683,250</b>	<b>N/A</b>	<b>\$0</b>
R22	Community Parks & Playground Grant				262,000	\$0	\$0	N/A	\$0
R23	Maryland Heritage Area (MHA) Grant	40,750				\$40,750	\$40,750	N/A	\$0
R24	Town Hall - Maryland State Bond Bill	200,000				\$200,000	\$200,000	N/A	\$0
R25	Street & Infrastructure G.O. Bond	1,892,500				\$1,892,500	\$1,892,500	N/A	\$0
R26	Leaf/Utility Vehicle Loan	150,000				\$150,000	\$150,000	N/A	\$0
R27	WSSC/MGL Street Repair Rebate	400,000				\$400,000	\$400,000	N/A	\$0
	<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$6,181,940</b>	<b>\$3,182,101</b>	<b>\$3,182,101</b>	<b>\$3,489,307</b>	<b>\$2,999,839</b>	<b>\$2,999,839</b>	<b>94.3%</b>	<b>\$0</b>
M1	Memo: General Fund Prior Yr Surplus	1,619,368	1,642,789	1,799,287	\$1,905,523	(23,421)	(179,919)	-10.0%	\$156,498
M2	Memo: General Fund Revenues + Surplus	\$7,801,308	\$4,824,890	\$4,981,388	\$5,394,830	\$2,976,418	\$2,819,920	56.6%	\$156,498

NOTES:

- 1 Real Property Tax Rate is .5830 per \$100 of assessed value. FY2019 rate was .5380 per \$100 of assessed value. CYTR is .5222
- 2 Personal Property Tax Rate is \$2.25 per \$100 of assessed value.
- 3 Based on \$400 per license fee and 78 rentals.

TOWN OF UNIVERSITY PARK  
GENERAL FUND EXPENDITURES

TOWN OF UNIVERSITY PARK GENERAL FUND EXPENDITURES		PROPOSED BUDGET FY2020									
A	B	C	D	E	F	G	H	I	J		
CODE	ITEM DESCRIPTION	Proposed FY2020 Budget	Adopted FY2019 Budget	Estimated Actual FY 2019 Budget	Audited FY 2018 Actual	Budget Variance FY 2020/FY 2019	Estimated Actual Variance FY2020/FY2019	Percent Change FY2020/FY2019	FY2019 Variance: Budget v. Actual		
	<b>GENERAL GOVERNMENT TOTAL</b>	<b>\$933,189</b>	<b>\$667,347</b>	<b>\$696,847</b>	<b>\$656,738</b>	<b>\$265,842</b>	<b>\$236,342</b>	<b>33.9%</b>	<b>\$29,500</b>		
	<b>PERSONNEL</b>	<b>\$310,639</b>	<b>\$257,997</b>	<b>\$262,047</b>	<b>\$243,463</b>	<b>\$52,642</b>	<b>\$48,592</b>	<b>18.5%</b>	<b>\$4,050</b>		
G1	Salaries	182,207	189,229	196,229	180,530	(\$7,022)	(\$14,022)	-7.1%	\$7,000		
G2	Payroll Taxes and Benefits	42,342	45,158	42,208	41,276	(\$2,816)	\$134	0.3%	(\$2,950)		
G1b	Town Manager	62,500	100	100		\$62,400	\$62,400	62400.0%	\$0		
G1a	Mayor's Salary	20,000	20,000	20,000	20,000	\$0	\$0	0.0%	\$0		
G2a	Payroll Taxes and Benefits - Mayor	3,590	3,510	3,510	1,658	\$80	\$80	2.3%	\$0		
	<b>Payroll Burden</b>	<b>22.7%</b>	<b>23.3%</b>	<b>21.1%</b>	<b>21.4%</b>						
	<b>OPERATING</b>	<b>\$337,550</b>	<b>\$370,150</b>	<b>\$395,600</b>	<b>\$376,876</b>	<b>(\$32,600)</b>	<b>(\$58,050)</b>	<b>-14.7%</b>	<b>\$25,450</b>		
G3	ADA (Interpreters)	250	500	500		(250)	(250)	-50.0%	\$0		
G4	Architecture & Related Services - Town Hall	0	7,850	23,350	8,551	(7,850)	(23,350)	-100.0%	\$15,500		
G5	Audit and Accounting	9,000	8,500	8,500	7,878	500	500	5.9%	\$0		
G6	Building Maintenance	15,000	15,000	15,000	15,884	0	0	0.0%	\$0		
G7	Cable (Video)	0	1,000	1,000		(1,000)	(1,000)	-100.0%	\$0		
G8	Council Retreat/ Orientation	1,000	1,500	5,250		(500)	(4,250)	-81.0%	\$3,750		
G9	Recording Secretary	5,000	5,000	5,000	4,850	0	0	0.0%	\$0		
G10	Election Expenses	2,000	1,000	1,400	376	1,000	600	42.9%	\$400		
G11	Employee Awards and Events	3,000	2,000	5,500	1,533	1,000	(2,500)	-45.5%	\$3,500		
G12	Engineering (Excludes Street Work)	2,000	2,000	2,000	13,582	0	0	0.0%	\$0		
G13	Equipment	6,000	5,000	5,000	3,118	1,000	1,000	20.0%	\$0		
G14	Government Studies - Town Manager	0	35,000	35,000		(35,000)	(35,000)	-100.0%	\$0		
G15	Insurance	30,000	27,000	29,500	26,710	3,000	500	1.7%	\$2,500		
G16	IT Costs	20,500	19,000	19,000	17,235	1,500	1,500	7.9%	\$0		
G17	Legal Advertising	1,000	1,000	1,200	828	0	(200)	-16.7%	\$200		
G18	Legal Fees	45,000	45,000	45,000	38,580	0	0	0.0%	\$0		
G19	Membership Dues	6,000	5,500	5,500	4,805	500	500	9.1%	\$0		
G20	Newsletter	25,000	25,000	25,000	23,970	0	0	0.0%	\$0		
G21	Office Supplies	21,000	21,000	21,000	24,494	0	0	0.0%	\$0		
G22	Publications	10,000	10,000	11,000	9,271	10,000	10,000	N/A	\$0		
G23	Telephone & Maintenance	10,000	11,000	11,000	9,271	(1,000)	(1,000)	-9.1%	\$0		
G24	Training	1,500	1,500	1,100	398	0	400	36.4%	(\$400)		
G25	Travel	20,000	20,000	20,000	19,622	0	0	0.0%	\$0		
G26	Transit	88,500	94,000	94,000	86,732	(5,500)	(5,500)	-5.9%	\$0		
G27	Utilities	7,000	7,000	7,000	7,187	0	0	0.0%	\$0		
G28	Website Maintenance & Design	8,800	8,800	8,800	18,475	0	0	0.0%	\$0		
G29	Traffic Studies -- Cafriz	0	0		42,800	0	0	N/A	\$0		
	<b>GRANTS &amp; DONATIONS</b>	<b>\$40,000</b>	<b>\$34,200</b>	<b>\$34,200</b>	<b>\$31,899</b>	<b>\$5,800</b>	<b>\$5,800</b>	<b>17.0%</b>	<b>\$0</b>		
G30	Fire Department Donations	9,000	9,000	9,000	9,000	0	0	0.0%	\$0		
G31	PTA Donation	6,000	6,000	6,000	6,000	0	0	0.0%	\$0		
G32	UPCA Grant	8,000	8,000	8,000	8,000	0	0	0.0%	\$0		
G33	LUP Boys & Girls Club	0	100	100		(100)	(100)	-100.0%	\$0		
G34	Sustainability Grant	0	100	100		(100)	(100)	-100.0%	\$0		
G35	Senior Programs/Helping Hands	5,000	5,000	5,000	2,899	0	0	0.0%	\$0		
G36	Northwestern High School - PTA	6,000	0			6,000	6,000	N/A	\$0		
G37	PTA - Azalea Classic	6,000	6,000	6,000	6,000	0	0	0.0%	\$0		
	<b>CAPITAL</b>	<b>\$245,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$6,500</b>	<b>\$240,000</b>	<b>\$240,000</b>	<b>4800.0%</b>	<b>\$0</b>		
G38	Town Hall Security/Lighting	5,000			6,500	5,000	5,000	N/A	\$0		
G39	Foyer Upgrade		5,000	5,000		(5,000)	(5,000)	-100.0%	\$0		
G40	Town Hall Design & Construction	240,000				240,000	240,000	N/A	\$0		

TOWN OF UNIVERSITY PARK  
DEPARTMENT OF PUBLIC WORKS

PROPOSED BUDGET FY2020

A	B	C	D	E	F	G	H	I	I
CODE	ITEM DESCRIPTION	Proposed FY2020 Budget	Adopted FY2019 Budget	Estimated Actual FY 2019 Budget	Audited FY 2018 Actual	Budget Variance FY 2020/FY 2019	Estimated Actual Budget Variance FY2020/FY2019	Percent Change FY2020/FY2019	FY2019 Variance: Budget v. Actual
	<b>DEPARTMENT OF PUBLIC WORKS TOTAL</b>	<b>\$3,900,261</b>	<b>\$1,294,981</b>	<b>\$1,319,981</b>	<b>\$1,657,292</b>	<b>\$2,605,280</b>	<b>(\$25,000)</b>	<b>195.5%</b>	<b>\$25,000</b>
<b>A100</b>	<b>PERSONNEL</b>	<b>\$884,561</b>	<b>\$878,981</b>	<b>\$853,981</b>	<b>\$874,774</b>	<b>\$5,580</b>	<b>\$30,580</b>	<b>3.6%</b>	<b>(\$25,000)</b>
A1	Salaries	608,959	582,581	582,581	612,653	\$26,378	\$26,378	4.5%	\$0
A2	Payroll Taxes and Benefits	275,602	296,400	271,400	262,121	(\$20,798)	\$4,202	1.5%	(\$25,000)
	Payroll Burden	45.3%	50.9%	46.6%	42.8%				
<b>B100</b>	<b>OPERATING - PARKS &amp; RECREATION</b>	<b>\$ 57,200</b>	<b>\$ 55,200</b>	<b>\$90,200</b>	<b>\$57,028</b>	<b>\$2,000</b>	<b>(\$33,000)</b>	<b>-36.6%</b>	<b>\$35,000</b>
B1	Cemetery Upkeep	100	100	100	750	0	0	0.0%	\$0
B2	Tree Maintenance - Park	20,000	20,000	20,000	20,000	0	0	0.0%	\$0
B3	Tree Replacement - Park	8,000	8,000	8,000	10,239	0	0	0.0%	\$0
B4	Resident Tree Reimbursement	4,000	2,000	2,000	2,000	2,000	2,000	100.0%	\$0
B5	Upkeep of Park	8,000	8,000	8,000	10,052	0	0	0.0%	\$0
B6	Tennis Courts			35,000		0	(\$35,000)	-100.0%	\$35,000
B7	Playing Field Maintenance	7,000	7,000	7,000	5,935	0	0	0.0%	\$0
B8	Park Usage Concept Plan	100	100	100		0	0	0.0%	\$0
B9	Park Landscape Maintenance	10,000	10,000	10,000	10,052	0	0	0.0%	\$0
<b>S100</b>	<b>OPERATING - STREETS</b>	<b>\$100,500</b>	<b>\$91,000</b>	<b>\$93,000</b>	<b>\$87,035</b>	<b>\$9,500</b>	<b>\$7,500</b>	<b>8.1%</b>	<b>\$2,000</b>
S1	Street Lights	28,000	30,000	30,000	28,842	(\$2,000)	(\$2,000)	-6.7%	\$0
S2	Street & Sidewalk Repair	29,500	21,000	21,000	19,751	\$8,500	\$8,500	40.5%	\$0
S3	Street Tree Maintenance	28,000	25,000	25,000	24,885	\$3,000	\$3,000	12.0%	\$0
S4	Street Tree Replacement	10,000	10,000	10,000	10,338	\$0	\$0	0.0%	\$0
S5	Snow Removal	5,000	5,000	7,000	3,219	\$0	(\$2,000)	-28.6%	\$2,000
<b>W100</b>	<b>OPERATING - GENERAL &amp; SANITATION</b>	<b>\$191,500</b>	<b>\$214,500</b>	<b>\$227,500</b>	<b>\$215,707</b>	<b>(\$23,000)</b>	<b>(\$36,000)</b>	<b>-15.8%</b>	<b>\$13,000</b>
W1	Fuel	28,000	30,000	30,000	26,010	(\$2,000)	(\$2,000)	-6.7%	\$0
W2	Landfill	68,000	68,000	68,000	66,979	\$0	\$0	0.0%	\$0
W3	Medical Exams & Training	500	500	500	831	\$0	\$0	0.0%	\$0
W4	Recycling Charges	12,000	13,000	13,000	10,829	(\$1,000)	(\$1,000)	-7.7%	\$0
W5	Tools/Supplies	8,000	10,000	13,000	8,523	(\$2,000)	(\$5,000)	-38.5%	\$3,000
W6	Travel & Dues	5,000	5,000	5,000	2,345	\$0	\$0	0.0%	\$0
W7	Training	2,000	3,000	3,000	3,015	(\$1,000)	(\$1,000)	-33.3%	\$0
W8	Uniforms	4,000	4,000	4,000	8,009	\$0	\$0	0.0%	\$0
W9	Vehicle Maintenance	20,000	25,000	35,000	31,084	(\$5,000)	(\$15,000)	-42.9%	\$10,000
W10	Vehicle Work/Storage	44,000	50,000	50,000	47,400	(\$6,000)	(\$6,000)	-12.0%	\$0
W11	Tiger Mosquito Repression Program		6,000	6,000	10,682	(\$6,000)	(\$6,000)	-100.0%	\$0
<b>W200</b>	<b>CAPITAL</b>	<b>\$2,666,500</b>	<b>\$55,300</b>	<b>\$55,300</b>	<b>\$422,749</b>	<b>\$2,404,900</b>	<b>\$2,611,200</b>	<b>4721.9%</b>	<b>\$0</b>
W12	Veteran's Memorial	5,000	100	100	26,130	\$4,900	\$4,900	4900.0%	\$0
W13	Equipment				44,956	\$0	\$0	N/A	\$0
W14	Park Bridge Replacement Beechwood Road	30,000	50,000	50,000		(20,000)	(20,000)	-40.0%	\$0
W15	New Sidewalk		100	100		(100)	(100)	-100.0%	\$0
W16	Sidewalk Repairs - Major		100	100		(100)	(100)	-100.0%	\$0
W17	Trailer		5,000	5,000		(5,000)	(5,000)	-100.0%	\$0
W18	Park Playground				351,663	0	0	N/A	\$0
W19	MHA Trail Project	81,500				81,500	81,500	N/A	\$0
W20	Leaf/Utility Trucks Purchase	150,000				150,000	150,000	N/A	\$0
W21	Street & Infrastructure Project FY2020	2,400,000				2,400,000	2,400,000	N/A	\$0

TOWN OF UNIVERSITY PARK  
POLICE & PUBLIC SAFETY

PROPOSED BUDGET FY2020

A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	Proposed FY2020 Budget	Adopted FY2019 Budget	Estimated Actual FY 2019 Budget	Audited FY 2018 Actual	Budget Variance FY 2020/FY 2019	Estimated Actual Budget Variance FY2020/FY2019	Percent Change FY2020/FY2019	FY2019 Variance: Budget v. Actual
	<b>POLICE &amp; PUBLIC SAFETY TOTAL</b>	<b>\$1,105,286</b>	<b>\$1,065,738</b>	<b>\$1,080,738</b>	<b>\$1,015,451</b>	<b>\$39,548</b>	<b>\$24,548</b>	<b>2.3%</b>	<b>\$15,000</b>
<b>P100</b>	<b>PERSONNEL</b>	<b>\$929,131</b>	<b>\$916,483</b>	<b>\$929,758</b>	<b>\$884,789</b>	<b>\$12,648</b>	<b>(\$627)</b>	<b>-0.1%</b>	<b>\$13,275</b>
P1	Salaries	660,540	654,463	674,463	646,543	\$6,077	(\$13,923)	-2.1%	\$20,000
P2	Payroll Taxes and Benefits	268,591	262,020	255,295	238,245	\$6,571	\$13,296	5.2%	(\$6,725)
	Payroll Burden	40.7%	40.0%	37.9%	36.8%				
<b>P200</b>	<b>CODE COMPLIANCE</b>	<b>\$29,500</b>	<b>\$29,300</b>	<b>\$29,300</b>	<b>\$25,868</b>	<b>\$200</b>	<b>\$200</b>	<b>0.7%</b>	<b>\$0</b>
P3	Code Compliance Officer	27,000	26,300	26,300	22,265	\$700	\$700	2.7%	\$0
P4	Code Compliance Operating Costs	2,500	3,000	3,000	3,604	(\$500)	(\$500)	-16.7%	\$0
<b>P300</b>	<b>OPERATING</b>	<b>\$104,155</b>	<b>\$84,955</b>	<b>\$86,680</b>	<b>\$77,999</b>	<b>\$19,200</b>	<b>\$17,475</b>	<b>20.2%</b>	<b>\$1,725</b>
P5	Training	3,000	3,000	5,500	2,533	\$0	(\$2,500)	-45.5%	\$2,500
P6	Medical Exams	2,000	2,500	4,000	1,192	(\$500)	(\$2,000)	-50.0%	\$1,500
P7	Body Worn Cameras	6,840	6,840	840		\$0	\$6,000	714.3%	(\$6,000)
P8	Bike Patrol	2,000	800	2,300	2,810	\$1,200	(\$300)	-13.0%	\$1,500
P9	Citations - Red Light	8,700	7,000	7,000	7,269	\$1,700	\$1,700	24.3%	\$0
P10	Computer	2,000	2,000	2,000	2,809	\$0	\$0	0.0%	\$0
P11	Crossing Guards	7,200				\$7,200	\$7,200	N/A	\$0
P12	Equipment	9,400	9,400	4,400	6,163	\$0	\$5,000	113.6%	(\$5,000)
P13	Gasoline	22,000	22,000	25,000	21,485	\$0	(\$3,000)	-12.0%	\$3,000
P14	Home Security Reimbursement Program	1,500	1,500	1,500	700	\$0	\$0	0.0%	\$0
P15	MILES Computer	100	0	0		\$100	\$100	N/A	\$0
P16	Mobile Data Terminals	6,375	6,375	8,100	7,050	\$0	(\$1,725)	-21.3%	\$1,725
P17	Police Supplies & Manuals	9,240	6,740	6,740	5,656	\$2,500	\$2,500	37.1%	\$0
P18	Radio Maintenance	500	500	500	389	\$0	\$0	0.0%	\$0
P19	Traffic Study Analysis	5,000				\$5,000	\$5,000	N/A	\$0
P20	Travel, Meetings, Professional Dues	3,500	3,500	3,500	1,786	\$0	\$0	0.0%	\$0
P21	Uniforms	8,300	7,300	7,300	6,450	\$1,000	\$1,000	13.7%	\$0
P22	Vehicle Maintenance	6,500	5,500	8,000	11,709	\$1,000	(\$1,500)	-18.8%	\$2,500
<b>P400</b>	<b>CAPITAL</b>	<b>\$42,500</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$26,795</b>	<b>\$7,500</b>	<b>\$7,500</b>	<b>21.4%</b>	<b>\$0</b>
P23	Police Cruiser	38,000	35,000	35,000	26,795	\$3,000	\$3,000	8.6%	\$0
P24	Purchase of Speed Signs	4,500				\$4,500	\$4,500	N/A	\$0
	<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>5,938,736</b>	<b>3,028,066</b>	<b>3,097,566</b>	<b>3,331,481</b>	<b>\$2,910,670</b>	<b>\$2,841,170</b>	<b>91.7%</b>	<b>\$69,500</b>

TOWN OF UNIVERSITY PARK  
RESERVES, DEBT SERVICE AND BUDGET  
RECONCILIATION

PROPOSED BUDGET FY2020

A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	Proposed FY2020 Budget	Adopted FY2019 Budget	Estimated Actual FY 2019 Budget	Audited FY 2018 Actual	Budget Variance FY 2020/FY 2019	Estimated Actual FY2020/FY2019 Variance	Percent Change FY2020/FY2019	FY2019 Variance: Budget v. Actual
	UNRESERVED, RESERVED & SERVICE FUNDS	\$742,808	\$690,150	\$675,150	\$779,759	\$67,658	\$67,658	10.0%	(\$104,609)
F100	UNRESERVED DESIGNATED	\$134,000	\$256,600	\$241,500	\$366,500	(\$107,600)	(\$107,600)	-44.5%	(\$125,000)
F1	Vehicle Replacement	26,000	26,000	26,000	26,000	\$0	\$0	0.0%	\$0
F2	Tree Replacement	40,000	40,000	40,000	40,000	\$0	\$0	0.0%	\$0
F3	Road, Sidewalk, and Infrastructure Repairs	0	107,500	107,500	207,500	(\$107,600)	(\$107,600)	-100.0%	(\$100,000)
F4	Police Officer	68,000	83,000	68,000	93,000	\$0	\$0	0.0%	(\$25,000)
F200	RESERVED DESIGNATED	\$177,354	\$169,196	\$169,196	\$149,196	\$8,158	\$8,158	4.8%	\$20,000
F5	Cemetery	4,204	4,196	4,196	4,196	\$8	\$8	0.2%	\$0
F6	Cable Capital Equipment	173,150	165,000	165,000	145,000	\$8,150	\$8,150	4.9%	\$20,000
	DEBT SERVICE FUND								
RD100	REVENUES	\$431,454	\$0	\$0	\$0	\$431,454	\$431,454	N/A	\$0
RD1	Transfer From General Fund	431,454				\$431,454	\$431,454	N/A	\$0
D100	EXPENDITURES	\$431,454	\$264,454	\$264,454	\$264,063	\$167,000	\$167,000	63.1%	\$391
D1	Debt Service - Infrastructure Bond	206,254	206,254	206,254	206,242	\$0	\$0	0.0%	\$0
D2	Street Improvement & Traffic Control Bond	138,000				\$138,000	\$138,000	N/A	\$0
D3	Packer Lease	58,200	58,200	58,200	57,821	\$0	\$0	0.0%	\$379
D4	Leaf/Utility Trucks Loan	29,000				\$29,000	\$29,000	N/A	\$0
	TOTAL EXPENDITURES	\$7,801,308	\$4,824,890	\$4,981,388	\$5,394,830	\$2,976,478	\$2,819,920	56.6%	(\$413,442)
	GENERAL GOVERNMENT	\$933,189	\$667,347	\$696,847	\$658,738	\$265,842	\$236,342	33.9%	\$38,109
	PUBLIC WORKS	\$3,900,261	\$1,294,981	\$1,319,981	\$1,657,292	\$2,605,280	\$2,580,280	195.5%	(\$337,311)
	POLICE & SAFETY	\$1,105,286	\$1,085,738	\$1,080,738	\$1,075,451	\$39,548	\$24,548	2.3%	\$65,287
	DEBT SERVICE FUND	\$431,454	\$264,454	\$264,454	\$264,063	\$167,000	\$167,000	63.1%	\$391
	TOTAL EXPENSES (OUTLAYS):	\$6,370,190	\$3,292,520	\$3,362,020	\$3,595,544	\$3,077,670	\$3,008,170	89.5%	(\$233,524)
	UNRESERVED DESIGNATED	\$134,000	\$256,600	\$241,500	\$366,500	(\$122,500)	(\$107,600)	-44.5%	(\$125,000)
	RESERVED DESIGNATED	\$177,354	\$169,196	\$169,196	\$149,196	\$8,158	\$8,158	4.8%	\$20,000
	UNRESERVED UNDESIGNATED	\$1,119,764	\$1,106,674	\$1,208,672	\$1,283,590	\$13,090	(\$88,908)	-7.4%	(\$74,918)
	TOTAL RESERVES:	\$1,431,118	\$1,532,370	\$1,619,368	\$1,799,286	(\$101,252)	(\$188,250)	-11.6%	(\$179,918)
	GENERAL REVENUE	\$6,181,940	\$3,182,101	\$3,182,101	\$3,489,307	\$2,999,839	\$2,999,839	94.3%	(\$307,206)
	GENERAL FUND EXPENDITURES	\$5,938,736	\$3,028,066	\$3,097,566	\$3,331,481	\$2,910,670	\$2,841,170	91.7%	(\$233,915)
	OPERATING SURPLUS/DEFICIT	\$243,204	\$154,035	\$84,535	\$157,826				
	DEBT SERVICE	\$431,454	\$264,454	\$264,454	\$264,063				
	TOTAL OPERATING SURPLUS/DEFICIT	(\$188,250)	(\$110,419)	(\$179,919)	(\$106,237)				
	FUND BALANCE RATIO	32.0%	33.6%	36.0%					

Capital Outlay in GF Expenditures

\$ 2,871,500

Section 4: Be it further resolved that this Ordinance shall become effective on July 1, 2019.

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

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

ATTEST:

MAYOR AND COMMON COUNCIL  
TOWN OF UNIVERSITY PARK

\_\_\_\_\_  
Daniel R. Baden, Treasurer

By: \_\_\_\_\_  
Lenford C. Carey, Mayor

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY

By: \_\_\_\_\_  
Suellen M. Ferguson, Town Attorney

**Town of University Park**

**Fiscal Year 2020 Budget  
Line item Descriptors**

**Budget Presentation**

The FY 2020 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 \$0.583 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, 2019 is \$415,905,205.

**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 FY2020 the rate for business personal property taxes in University Park remains \$2.25 per hundred dollars of valuation as determined by the State Department of Assessments and Taxation, Division of Business Property

Evaluation.

**R3 Penalties & Interest on Taxes**

Income from penalties and interest on overdue tax payments

**R4 State Income Tax**

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

**R200 Licenses & Permits**

**R5 Building Permits and Fees**

Miscellaneous permit fees (Building, tennis court stickers)

**R6 Cable Franchise Fees**

Percent of gross subscriber charges paid by the residents of University Park to the cable television franchise(s), in accordance with Town franchise agreements. Currently 5% of Gross Revenues.

**R7 Cable Equipment Fees**

Fees collected from cable subscribers for cable equipment. For Comcast Cable these are dedicated funds for purchase of cable equipment for the use of the Town. For Verizon, these fees can be used for a wider variety of uses. Currently 3% of Gross Revenues.

**R300 State Shared**

**R8 Police Protection**

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

**R9 Highway User**

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

projected that in FY2020 this revenue will increase to \$116,590.

**R10 Bank Stock**

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

**R400 County**

**R11 Landfill**

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

**R500 Miscellaneous**

**R12 Interest**

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

**R13 Red Light Camera**

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

**R14 Rental License**

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

**R15 Recycling**

Payment for co-mingle and paper recyclables taken to recycling facilities in Prince George's County

**R16 Fines - Police**

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

**R17 Vehicle Releases**

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

**R18 Sale of Asset**

**R19 Miscellaneous**

Income unaccounted for elsewhere

**R20 Sale of Energy Credits**

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

**R21 PEPCO - Excess Generation**

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

**R600 Bonds/Grants/Loans**

**R22 Community Parks & Playground Grant**

Funds received from the State of Maryland through the Community Parks and Playground grant program. Funds were used in FY2018 to construct a new playground in the community

**R23 Maryland Heritage Area (MHA) Grant**

Grants funds applied for to build a path on the North side of Wells Run creating a new connector trail linking the Anacostia Tributary Trail System, East to West, across Adelphi Road. This would be placed within a planted native meadow. Signage detailing this meadow's construction would be placed near the trail. The project will also incorporate new benches and a water fountain. The total cost of the project is \$81,500. The Town will use Reserve Funds as their matching share of this project.

**R24 Town Hall - Maryland State Bond Bill**

Funds anticipated to be received through the State General Assembly to be used for the Design and Construction of a new town hall

**R25 Street & Infrastructure General Obligation Bond**

The Town is projecting the need for a \$2,400,000 infrastructure project to upgrade streets, curb, gutters and sidewalks within the Town. \$400,000 of the funds will come from Rebates from WSSC/WGL. \$107,500 will be used from Designated Reserves. The balance of \$1,892,500 will be provide by the issuance of Town Bonds.

**R26 Leaf/Utility Vehicle Loan**

Loan to borrow \$150,000 for the purchase of two new vehicles to replace outdated vehicles in the Public Works Department

**R27 WSSC/WGL Street Repair Rebate**

Funds received from WSSC/WGL for work performed in the Town Right-of-Way that the Town will restore to the original condition

**Total General Fund Revenues**

Total general fund revenues are predicted to be \$6,181,940.

**M1 Memo: General Fund Prior Year Surplus**

Total projected General Fund balances at June 30, 2019 that includes unreserved/designated, reserved/designated and unreserved/undesignated accounts predicted to be \$1,619,368.

**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 FY2020 - \$7,801,308.

**GENERAL FUND EXPENDITURES**

**General Government**

**G100 Personnel**

**G2 Payroll Taxes and Benefits**

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

government personnel

**G1 Salaries**

Salaries paid to General Government employees. Does not include the part-time bus drivers, whose salaries are included under G26 Transit.

**G1b Town Manager**

Cost of hiring a Town Manager on a full time basis. The \$62,500 budgeted assumes that the full time manager begins work half way through the year. The cost shown is for a complete compensation package. The annual cost for a full time Town Manager for a full year would be \$125,000.

**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 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.

**G12 Engineering**

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

**G13 Equipment**

Purchase of office equipment and furniture

**G14 Government Studies - Town Manager**

Cost to hire a consultant to review the current municipal structure and made recommendations for improvement.

**G15 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

**G16 IT Costs**

Maintenance and improvements to the Town IT systems

**G17 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

**G18 Legal Fees**

Fees for Services of Town Attorney, and related costs

**G19 Membership Dues**

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

**G20 Newsletter**

Preparation, printing and distribution of the University Park Town Newsletter

**G21 Office Supplies**

General office supplies for all departments

**G22 Publications**

Costs to contract for the design and editing of informational flyers and brochures for Town programs.

**G23 Telephone & Maintenance**

Telephone services for all Town departments.

**G24 Training**

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

**G25 Travel**

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

**G26 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.

**G27 Utilities**

Utility costs for operation of Town hall

**G28 Web Site Maintenance & Design**

Development and upkeep of Town's website.

**G29 Traffic Studies - Cafritz**

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

### G300 Grants and Donations

#### **G30 Fire Department Donations**

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

#### **G31 PTA Donation**

Donation to University Park Elementary School PTA

#### **G32 Grant to UPCA**

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

#### **G33 LUP Boys & Girls Club**

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

#### **G34 Sustainability Grant**

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

#### **G35 Senior Programs / Helping Hands**

Programs to assist senior citizens in the community.

#### **G36 Northwestern High School - PTA**

Grant funds to purchase computers, monitors and printers for the NHS Library.

#### **G37 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

#### **G38 Town Hall Security**

New front door and parking lot lighting for town hall.

#### **G39 Foyer Upgrade**

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

**G40 Town Hall Design & Construction**

Funds to prepare the construction drawings for the renovation/addition/construction of the Town Hall. \$200,000 of these funds will come from the State's Bond Bill program. The additional \$40,000 matching funds will come from the Town's Undesignated Reserve Funds.

**DEPARTMENT OF PUBLIC WORKS**

**A100 Personnel**

**A1 Salaries**

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

**A2 Payroll taxes and benefits**

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

**B100 Operating - Parks and Recreation**

**B1 Cemetery Upkeep**

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

**B2 Tree Maintenance - Park**

Pruning and other maintenance of trees in park - also includes take down of trees deemed to be dead or hazardous.

**B3 Tree Replacement - Park**

Cost of replacement of tree canopy in Town Park

**B4 Resident Tree Reimbursement**

To breakout the cost of the Town's tree reimbursement program into a separate line item. The budget has also been increased in FY2020 by \$2,000 to \$4,000.

**B5 Upkeep of Park**

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

**B6 Tennis Courts**

Cost of maintaining and upkeep of the Towns tennis courts

**B7 Playing Field Maintenance**

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

**B8 Park Usage Concept Plan**

Development of a park concept plan.

**B9 Park Landscape Maintenance**

General Maintenance of Town Parks.

**S100 Operating - Streets****S1 Street Lights**

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

**S2 Street & Sidewalk Repair**

Routine spot repairs to streets and sidewalks (pot holes, temporary fixes for trip hazards etc.) Also includes \$2,000 for the installation of bike racks in town.

**S3 Street Tree Maintenance**

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

**S4 Street Tree Replacement**

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

**S5 Snow Removal**

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

**W100 Operating - General Sanitation**

**W1 Fuel**

Fuel for operation of public works vehicles and equipment

**W2 Landfill**

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

**W3 Medical Exams and Training**

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

**W4 Recycling Charges**

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

**W5 Tools/Supplies**

Tools and supplies for public works operations

**W6 Travel & Dues**

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

**W7 Training**

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

**W8 Uniforms**

Cost to purchase and maintain Public Works personnel uniforms and gear.

**W9 Vehicle Maintenance**

Costs associated with repairs to vehicles and equipment

**W10 Vehicle Work/Storage**

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

**W11 Tiger Mosquito Repression Program**

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

**W200 CAPITAL**

**W12 Veteran's Memorial**

Costs associated with the maintenance and upgrade of the Veteran's Memorial

**W13 Equipment**

Cost of new equipment for the Public Works Department.

**W14 Park Bridge Replacement**

Funds to replace two bridges located within the park. FY2019 Funds are for Van Buren Bridge. FY2020 Funds are for the Beechwood Road Bridge.

**W15 New Sidewalk**

To install new sidewalks in town.

**W16 Sidewalk Repairs - Major**

To perform major sidewalk repairs in Town.

**W17 Trailer**

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

**W18 Park Playground**

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

**W19 MHAA Trail Project**

Includes \$81,500 to fund the removal and replacement of the existing path between the playground and Beechwood Road, installation of a new drinking fountain, and a new path connecting to Adelphi Road across the wildflower meadow.

**W20 Leaf/Utility Trucks Purchase**

\$150,000 to purchase two new trucks that will replace a pair of aging trucks used for leaf collection and a dump truck used primarily for snow operations.

**W21 Street & Infrastructure Project FY2020**

\$2,400,000 has been allocated for the repaving of 2.5 miles of roads, replacement of park paths, and the construction of new sidewalks to provide safe pedestrian access in area of need. Funding to be provided from WSSC rebates, surplus funds and general obligation bonds.

**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

**P11 Crossing Guards**

Contract crossing guards to increase safety at the University Park Elementary School.

**P12 Equipment**

Misc. equipment repair, service, and replacement

**P13 Gasoline**

Vehicle fuel needs

**P14 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.

**P15 MILES Computer**

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

**P16 Mobile Data Terminals**

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

**P17 Police Supplies and Manuals**

Materials used in law enforcement, investigation and training for certification

**P18 Radio Maintenance**

Routine service and repair for nine radios

**P19 Traffic Study Analysis**

To contract with a traffic engineering firm to conduct a traffic study to assist in the Safe Routes to School Plan and assist in establishing traffic calming criteria for the town.

**P20 Travel, Meetings, Professional Dues**

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

**P21 Uniforms**

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

**P22 Vehicle Maintenance**

General service and repair of fleet, car washes etc.

**Capital**

**P23 Police Cruiser**

Replacement of police cruiser

**P24 Purchase of Speed Sign**

Purchase of a second speed sign to track vehicle speeds on roads throughout the town.

**F100 Unreserved Designated Funds**

**F1 Vehicle Replacement**

Funds Designated by Council to be used for vehicle replacement.

**F2 Tree Replacement**

Funds Designated by Council to be used for tree replacement.

**F3 Road, Sidewalk and Infrastructure Repairs**

Funds Designated by Council to be used for Infrastructure projects. The entire balance of \$107,500 has been moved to W21 Street and Infrastructure Project FY2020.

**F4 Police Officer**

Funds originated as a payment from Cafritz for the additional impact of traffic and police enforcement associated with the Cafritz property development. Original payment was \$100,000. The Town has appropriated these funds in the budget for various uses. The current balance is \$68,000.

**F200 Reserved Designated**

**F5 Cemetery**

Funds given to the Town to maintain the Deakins Cemetery

**F6 Cable Capital Equipment**

Restricted funds associated with Cable TV Capital Equipment funds given to the Town from Comcast and Verizon.

## **D100 Debt Service Expenditures**

### **D1 Debt Service - Infrastructure Bond**

Debt Service on \$2,602,000 bond issued 7/11/2013 for 15 year term at 2.8% Interest. This bond was to refinance a prior bond for road work and for funding the past service cost associated with the Maryland State Retirement plan.

### **D2 Street Improvement & Traffic Control Bond**

The funding of \$1,897,500 for Street, sidewalk and other infrastructure improvements. Bond will be for 20 years at 4% interest.

### **D3 Packer Lease**

The Town purchased two 2016 Packers in FY2015. The vehicles were financed over six years. This line item covers that annual lease payment on these vehicles. FY2020 includes the final payment of this loan.

### **D4 Leaf/Utility Trucks Loan**

Loan to purchase two new vehicles for the Public Works Department. \$150,000; 5 years; 5%.

## 2019 Constant Yield Tax Rate Certification

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

1	1-Jul-2018	Gross assessable real property base	\$	405,855,800
2	1-Jul-2018	Homestead Tax Credit	-	2,153,986
3	1-Jul-2018	Net assessable real property base		403,701,814
4	1-Jul-2018	Actual local tax rate (per \$100)	x	0.5380
5	1-Jul-2018	Potential revenue	\$	2,171,916
6	1-Jul-2019	Estimated assessable base	\$	422,255,340
7	1-Jan-2019	Half year new construction	-	0
8	1-Jul-2019	Estimated full year new construction*	-	0
9	1-Jul-2019	Estimated abatements and deletions**	-	6,350,135
10	1-Jul-2019	Net assessable real property base	\$	415,905,205

11	1-Jul-2018	Potential revenue	\$	2,171,916
12	1-Jul-2019	Net assessable real property base	+	415,905,205
13	1-Jul-2019	Constant yield tax rate	\$	0.5222

Certified by



Director

\* Includes one-quarter year new construction where applicable.

\*\*Actual + estimated as of July 1, 2019, including Homestead Tax Credit.

Town of University Park  
Payroll Taxes Benefits  
Projected FY20

	GG	POL	PW	Transit	Mayor	Code
FICA	0.0765	0.0765	0.0765	0.0765	0.0765	0.0765
W/Comp	0.0027	0.1179	0.0583	0.0583	0.0028	0.0583
Retirement	0.0938	0.0938	0.0938	0.0938	0.0938	
Total	0.173	0.2882	0.2286	0.2286	0.1731	0.1348
Unemployment	0.015	0.015	0.015	0.015	0.015	0.015
Health/Dental/Life	10,310.40	77,076.36	134,991.84		-	
Salary	182,207.05	660,539.98	608,959.41	57,224.20	20,000.00	23,313.17
P/R Burden	31,521.82	190,367.62	139,208.12	13,081.45	3,462.00	3,142.62
Unemployment	510.00	1,147.50	1,402.50	255.00	127.50	127.50
Health/Dental/Life	10,310.40	77,076.36	134,991.84	-	-	
Total Taxes & Burden	42,342.22	268,591.48	275,602.46	13,336.45	3,589.50	3,270.12
					606,732.23	

March 21, 2018

To: Mayor Lenford Carey

From: Chief Harvey Baker

Subj: Proposed Budget for Fiscal Year 2020

The University Park Police Department budget for FY2020 is submitted for your review and approval. The proposed budget is in the amount of \$1,105,386. The FY2020 expenditures include:

Annual increases in personnel cost

Organizational requirements

Associated costs of goals for police operations and code compliance

Costs of part-time crossing guard

The UPPD is scheduled to be at full staff by June 2019 just prior to start of the FY2020 budget year. During the past year Chief Wynnyk retired and P/O Dave Johnson resigned to accept a higher salary with Annapolis Police Department. One significant change in the budget is a **crossing guard** line item which reflects the cost to hire a contractual part-time crossing guard at the rate of \$20.00 per hour for 2 hours a day during a 180-day school year at a cost of \$7,200.00. The staffing for FY20 will include the following personnel: chief of police, lieutenant, two sergeants, three corporals, one police officers first class, an administrative assistant, code compliance officer and a contractual part-time crossing guard.

The **overtime** line item was increased to reflect directed patrol throughout the year. In an effort to improve traffic safety around University Park Elementary School and reduce incidents of traffic violations, officers will be deployed on overtime from 7-11 a.m. and 3-7 p.m., to address peak commuter traffic periods. The overtime officers would also provide coverage for special events as needed.

The Code Compliance function of the police department is in its third year. Code Compliance Officer Craig Brown has been very successful in the effort to standardize the requirements for every rental property by conducting rental inspections and providing guidance to owners on rental and permitting concerns. CCO Brown's efforts have resulted in a higher level of compliance. Several tenants have appealed rental license denials through the due process they are afforded during town council meetings. The appeals have been conducted professionally and with fire safety consideration for all involved. Other Code Compliance violations have been addressed and in nearly all circumstances compliance gained through minimal interaction.

The **bike patrol** line item has increased to allow for the purchase of another police patrol bike for the new hire scheduled for onboarding on or about April 10, 2019. This program is essential to maintaining visible patrols in areas that are difficult to access by vehicle. The bike patrol also increases safety and security in the parks and footpaths throughout the town.

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. This public safety program continues to operate at no expense to the town and is totally funded by fines paid by violators.

The use of speed enforcement cameras in designated school zones is still under review. This technology serves two purposes it identifies speed violators and causes a traffic calming effect on cut-through traffic on town roadways.

The **reimbursement program** offers a \$100.00 rebate incentive per household for security improvements, such as ring door bell, alarm system, motion sensor lights or video cameras to improve home security. This rebate program should be continued and funded at the same amount of \$1500.00.

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 apparatus. We are looking to add a second display sign to capture traffic patterns and average speed on roadways throughout the town.

The University Park Police Department operates its own local/town 453.6625 MHz **radio system** specifically for public works interaction with the police department and the administrative personnel. It is in full compliance with FCC license regulations and is functioning properly after the upgrade in 2018. The radio system has proven to be of great communication asset for UPPD, UP CERT and public works during special events sponsored by the town.

The **gasoline** line item has increased as the price of fuel has increased slightly during the past year. The University Park Police Department fleet has two Ford Police Interceptor Sedan, two Ford Escapes, two Ford SUV Police Interceptors and five Chevrolet Impalas. Due to mileage and condition one is being stripped to be sold. Officers are permitted to use University Park Police vehicles only to drive to and from work to reduce fuel consumption and wear and tear on the vehicles.

The **police supplies** line items has increased due to the embracement of a proactive approach to community policing which entails purchasing coloring books, challenge coins, Baysox tickets and providing refreshments at police sponsored community engagement events. Police supplies also include first aid kits, batteries, manuals, police line safety tape and defensive spray.

The **Traffic Study Analysis** line item has been created to contract with a traffic engineering firm to conduct a traffic study to assist in the Safe Route to School Plan and assist in establishing traffic calming criteria for the town.

The University Park Police Department has a **fleet of vehicles** that include: 2008 Chevrolet Impala, 2009 Chevrolet Impala, 2011 Ford Escape (Hybrid), 2012 Chevrolet Impalas (2), 2013 Chevrolet Impalas (2), (1) 2015 SUV Ford Police Interceptor, (1) 2016 SUV Ford Police Interceptor, (1) 2017 Ford Police Interceptor Sedan, (1) 2019 Ford Police Interceptor Sedan. Although there was a slight increase in the cost of maintenance in 2019, the line item will remain stable based on driver habits and the older vehicles will be used only as spare vehicles.

The **uniforms** line item has increased due to the purchase of new Police Duty Utility uniforms that are made of durable cotton and provide much more ease of wear during patrols on foot and in the summer. This previously had been an optional item where each officer purchased their own uniform.

The *capital expenditure* line item will increase to purchase another Ford SUV Police Interceptor as the sedan Interceptor is no longer being offered by Ford (vehicle information chart is attached) and the purchase of a second speed sign to track vehicle speeds on roads throughout the town. The cost is \$500.00 less than what the town paid for the initial speed sign in 2016.

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 contain to maintain a spending level that will allow the department to operate efficiently and effectively.

**University Park Police Department  
BUDGET JUSTIFICATIONS FY20**

**Police & Public Safety**

PERSONNEL

	<u>FY2019</u>	<u>FY2020</u>
<b>P1 Salaries (Cola &amp; Step adjustment)</b>		
Police personnel salaries including crossing guard, Holiday pay and overtime	\$654,463	\$660,540
<b>P2 Payroll taxes and benefits</b>		
Personnel withholding taxes and benefits (cola & steps)	\$262,020	\$268,591
<b>Sub Total</b>		<b>\$929,131</b>

CODE COMPLIANCE

<b>P3 Salaries (6% pay increase)</b>		
Code Compliance	\$29,300	\$27,000
<b>P4 Code Compliance</b>	\$3,000	\$2,500
<b>Sub Total</b>	<b>\$32,300</b>	<b>\$29,500</b>

OPERATING

**P5 Training**

Police personnel in-service and skills enhancement training	\$3,000	\$3,000
<b>P6 Medical examinations</b>		
Personnel fitness for duty and recruit physicals	\$2,000	\$2,000
<b>P7 Body Worn Camera Program</b>		
Equipment and Data Storage	\$6,840	\$6,840
<b>P8 Bike Patrol</b>		
New bike, general equipment maintenance	\$2,000	\$2,000
P9 Citations-Red Light	\$7,000	\$8,700
P10 Computer	\$2,000	\$2,000
P11 Crossing Guards	\$000	\$7,200
P12 Equipment	\$9,400	\$9,400
<b>P13 Gasoline</b>		
Vehicle fuel needs	\$22,000	\$22,000
P14 Home Security Reimbursement Program	\$1,500	\$1,500
P15 M.I.L.E.S. computer access fees	\$000	\$100
<b>P16 Mobile Data Terminals</b>		
Misc. service and repair	\$375	
Verizon wireless connections 8 terminals @ \$750	\$6,000	
	\$6,375	\$6,375
<b>P17 Police Supplies</b>		
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	





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

March 21, 2019

To: Mayor Lenford C. Carey

From: Michael Beall

Subject: Proposed Budget for Fiscal Year 2020

The University Park Department of Public Works budget for FY20 is submitted for your approval. The proposed budget is in the amount of \$3,900,261 and reflects a \$2,605,280 increase compared to the adopted FY19 budget of \$1,294,981. This increase includes capital expenditure totaling \$2,666,500. Otherwise, the general operating budget has been decreased by nearly \$8,000 over FY 19. The final lease payment for the 2016 Kenworth trash packers has been moved into the debt service section of the budget document to more easily document all of the debt service within the Town budget.

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 \$26,000 increase over last year. This increase can be attributed to the normal wage increases, including COLA adjustments.

**Benefits-Reflects** an decrease of nearly \$21,000 attributed to adjustments in benefits expenses related to retiring employees.

**Operating-Parks and Recreation:**

**Resident Tree Reimbursement-Has** been increased by \$2,000 in order to account for all reimbursements without impacting town tree planting operations within the park.

### **Operating- Streets:**

**Street Repairs-**The total allocation of \$29,500 includes \$6,000 for street sweeping, \$16,000 for minor sidewalk repairs, \$2,000 for bike racks and \$5,500 for traffic markings and other miscellaneous expenses.

**Street Tree Maintenance** -\$3,000 has been added to the budget to cover costs anticipated for arborist fees related to the PEPCO Vegetation Management work.

### **Operating-General Sanitation:**

**Fuel-**has been decreased by \$2,000

**Recycling-**has been decreased by \$1,000

**Tools/Supplies-**has been decreased by \$2,000

**Training-**has been decreased by \$1,000 because we are now able to provide CDL licensure training in-house.

**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 decreased by \$5,000 in anticipation of decreased maintenance expenses resulting from the purchase of 2 new vehicles which will replace the 3 oldest vehicles in the fleet.

**Vehicle Work/Storage-**has been decreased by \$6,000 because the installation of the oil/water separator has been completed.

### **Capital Outlay:**

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

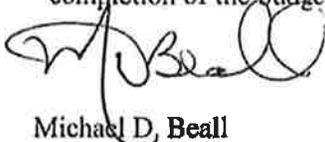
**Park Bridge Replacement-Beechwood Road-**includes \$30,000 for replacing the Beechwood Rd pedestrian bridge.

**MHAA Trail Project-**Includes \$81,500 to fund the removal and replacement of the existing path between the playground and Beechwood Rd, installation of a new drinking fountain adjacent to the 9/11 Memorial, and a new path connecting to Adelphi Rd across the wildflower meadow.

**Leaf/Utility Trucks Purchase-**\$150,000 has been allocated for the purchase of 2 new trucks which will replace a pair of aging trucks used for leaf collection and a dump truck used primarily for snow operations. Each of these vehicles would be equipped with a plow and a dump body with removable roof so it can provide multi-functional utility year-round.

**Street & Infrastructure Project FY2020-**\$2,400,000 has been allocated for the repaving of 2.5 miles of roads, replacement of park paths, and the construction of new sidewalks to provide safe pedestrian access in areas of need.

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

A handwritten signature in black ink, appearing to read "M. Beall". The signature is stylized with a large initial "M" and a cursive "Beall".

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

**University Park Public Works Department  
BUDGET JUSTIFICATIONS FY20**

<b>A 100 PERSONNEL</b>	<b>\$884,561</b>
A 1 Payroll taxes and benefits	
Personnel withholding taxes and benefits	\$275,602
A 2 Salaries (incl. COLA & Step adjustments)	
Personnel salaries, holiday pay, overtime, and contract labor	\$608,959
<b>B 100 OPERATING-PARKS &amp; RECREATION</b>	<b>\$ 57,200</b>
B1 Cemetery Upkeep	\$ 100
Maintenance of the Deakins Cemetery	
B 2 Tree Maintenance-Park	
Pruning and other maintenance of trees in park	\$ 20,000
B 3 Tree Replacement-Park	
Replacement of tree canopy in park	\$ 8,000
B 4 Resident Tree Reimbursement	
Reimbursements for private shade and understory tree plantings	\$ 4,000
B 5 Upkeep of Park	
Maintenance costs for park features and equipment	\$ 8,000
B 6 Playing Field Maintenance	
Maintenance of town field including water meter expense	\$ 7,000
B 7 Park Usage Concept Plan	
Development of a park concept plan	\$ 100
B 8 Park Landscape Maintenance	
Maintenance of town gardens	\$ 10,000
<b>S 100 OPERATING-STREETS</b>	<b>\$ 100,500</b>
S 1 Street Lights	
Energy cost for overhead street lighting throughout town	\$ 28,000
S 2 Street Repair	
Pothole repair, signage, speed humps, sidewalks, etc.	\$ 29,500
S 3 Street Tree Maintenance	
Pruning and other maintenance of trees in the curb box	\$ 28,000

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
<b>W 100 OPERATING-GENERAL SANITATION</b>	<b>\$191,500</b>
W 1 Fuel	
Fuel for operating public works vehicles and equipment	\$ 28,000
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	\$ 12,000
W 5 Tools/Supplies	
Tools, and supplies for public works operations	\$ 8,000
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.	\$ 2,000
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.	\$ 20,000
W10 Vehicle Storage	
Costs for vehicle storage and maintenance facilities.	\$ 44,000
<b>W 200 CAPITAL Outlay</b>	<b>\$2,666,500</b>
W12 Veteran's Memorial	\$ 5,000
W14 Park Bridge Replacement	\$ 30,000
W19 MHAA Trail Project	\$ 81,500

W20 Leaf/Utility Trucks Purchase	\$ 29,000
W21 Street & Infrastructure Project FY2020	\$2,400,00
<b>DPW Total</b>	<b>\$3,900,261</b>

## FY19 Public Works Vehicle Inventory

#	Year	Make	Model	Type	Plate#	Odometer	FY17 Maint
4	2001	Isuzu	NA	Leaf	LG80423	223341	\$1,676.00
5	1996	Mitsubishi	NA	Leaf	LG54178	216153	\$1,911.00
6	1997	Chevy	Top Kick	Dump	LG85065	92970	\$3,920.00
9	2011	Ford	F350	P/U	LG85077	45874	\$341.00
10	2003	ODB	LCT 600	Leaf Vac	NA	NA	\$1,868.00
11	2003	ODB	LCT 600	Leaf Vac	NA	NA	\$1,928.00
14	1993	Chevy	2500	P/U	LG14634	60670	\$398.00
15	2002	Ford	F350	P/U	LG89160	185162	\$3,919.00
16	2016	Kenworth	T370	Packer	LG95749	30324	\$2,853.00
17	2016	Kenworth	T370	Packer	LG95748	31384	\$172.00
18	2006	Ford	F750	Packer	LG54742	41176	\$721.00
19	2017	Ford	Escape	SUV	767M623	58056	\$84.00
20	2018	Kubota	SV65	Skid Steer	NA	NA	\$320.00
Misc	includes implements, equipment, GPS, and general expenses						\$9,136.00
						<b>DPW Total</b>	<b>\$29,247.00</b>

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