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# TOWN OF UNIVERSITY PARK

MAYOR  
Lenford C. Carey

## MEMO

**Date:** March 31, 2021  
**To:** Common Council  
**From:** Lenford C. Carey, Mayor  
**Re:** Transmittal of Proposed Fiscal Year 2022 Budget

Per Section 602 of the Town Charter, I submit a Fiscal Year 2022 Budget for the Town of University Park covering the period from July 1, 2021 through June 30, 2022.

### **In brief:**

- The proposed Fiscal Year 2022 tax rate on real property is at .5386 per \$100 of assessed value, which is the Constant Yield Rate. This is less than the .5598 per \$100 of assessed value set by the Council for Fiscal Year 2021.
- Total Town employment proposed is 22.8 FTEs, including a temporary additional .25 FTE for overlap to facilitate transition of the Town Clerk position.
- Transit was reduced to \$15,000, providing for continuation of paratransit services in a different way. Commuter shuttle service will continue to be suspended. The budget proposes sale of the two buses and establishment of a designated reserve fund to enable resumption of services at an appropriate time.
- Funding of \$15,000 for cost of developing a record of Town history.
- Increased IT (information technology) costs primarily associated with migration of the computer server to the cloud and upgrading Police Mobile Data Terminals to Windows 10.
- A new line item for a consulting Arborist for \$10,000 for costs associated with passage of a new tree ordinance.
- A new line item with \$50,000 for development of a Park Usage Concept Plan.
- A new line item with \$40,000 to design and construct a new stormwater management device required to mitigate effects of maintenance of park path between 43<sup>rd</sup> and 44<sup>th</sup> Avenues.
- Capital Projects expenditures previously budgeted to complete the Town's street and infrastructure project, design and begin construction of a new/renovated Town Hall and evaluate storm water systems that have not yet been accepted by Prince George's County.

**In detail:**

As submitted, this budget totals \$6,436,345. This amount includes a General Fund of \$5,594,772 and a Capital Projects Fund of \$841,573. The General Fund Budget consists of \$3,367,243 in departmental expenditures, \$369,959 for debt service and \$1,857,570 in prior-year fund balance. The General Fund Budget includes the use of \$147,894 in prior year reserves to help fund one-time costs included in the General Fund Budget. These one-time items include Town History for \$15,000, Park Usage Concept Plan for \$50,000, Beechwood Bridge Repairs for \$40,000 and Stormwater Management Design and Construction cost for 43<sup>rd</sup> and 44<sup>th</sup> Avenue at \$40,000.

The Capital Projects Fund tracks the financial resources used to acquire and/or construct major capital projects. The projects in the Capital Projects fund include the continuation of the Town's Street and Infrastructure Project for \$541,573, Town Hall Design & Construction for \$240,000 and a Stormwater Acceptance Project for \$60,000. The sources of funding for these projects are shown in the Grants and Other Funding Sources area of the Capital Projects Budget and include the use of \$173,977 in prior-year reserves.

The net assessable real property tax base increased 3.95% from \$437,615,933 to \$454,873,459 for Fiscal Year 2022. The proposed tax rate is set at the Constant Yield Rate of .5386 per \$100 of assessed value.

As stated above, the prior year General Fund balance totals \$1,863,346 of the total Budget. This fund includes 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
Transit Reserve	50,000
Police Officer Overtime	68,000
Public Works Garage	<u>350,000</u>
<b>Total</b>	<b>\$534,000</b>

**Reserved Designated**

Cable Capital Equipment	\$221,050
Cemetery	<u>4,204</u>
<b>Total</b>	<b>\$225,254</b>

**Unreserved Undesignated**                      **\$1,098,316**

## **Revenue Sources**

There are no major changes in revenue sources for Fiscal Year 2022 compared with Fiscal Year 2021. Some of the minor differences between the years are:

**Highway User Revenues** – Projected to increase \$6,253.

**Sale of Assets** - Includes sale of two buses used for the Transit service and Police cruisers.

Departmental expenditures provide the same level of services in Fiscal Year 2022 as Fiscal Year 2021, with the exception of proposed changes in transit services. Based upon the current Consumer Price Index (CPI) there is a 1.5% 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**

**Salaries – General Government** – Provides staffing at 3.35 FTEs, temporarily including .25 FTE overlap to facilitate one-time transition in the Town Clerk position. Total salary cost of this additional .25 FTE is \$19,515.

**IT Costs** - \$17,400 increase – Reflects costs primarily associated with moving the computer server to the cloud and upgrading the Police Mobile Data Terminals to Windows 10.

**Town History** - \$15,000 to pay for the cost associated with developing a record of Town history.

**Transit** – Was reduced to \$15,000 for a transit service to be determined for paratransit. \$50,000 has also been placed into a transit reserve account.

## **Public Works**

**Personnel** – Includes staffing at 10 FTEs, eligible promotions and steps included.

**Consulting Arborist – Tree Ordinance** – This is a new line item in the amount of \$10,000, based on the passage of a new tree ordinance.

**Park Usage Concept Plan** - \$50,000 – To develop a full park usage plan.

**Street & Sidewalk Repairs** - \$10,000 decrease – To reflect projected need for FY22.

**Park Bridge Repairs – Beechwood** – Costs for repairing the Beechwood Road pedestrian bridge. Estimate increased by \$10,000 over FY21 Budget.

**43<sup>rd</sup> – 44<sup>th</sup> Avenue Trail SWM Design & Construction** - New line item in the amount of \$40,000 to design and construct a new stormwater management device.

## **Police Department**

**Personnel** – Includes maintenance of current staffing of 9 FTEs within the Police Department which includes 8 Officers and one civilian. In addition to the Police personnel there is one part-time Code Officer and two part-time crossing guards. Eligible promotions and steps are included.

**Traffic Engineering** – New line item in the amount of \$12,000 to study and advise on various traffic matters throughout the Town.

**Police Cruiser** – \$50,500 for a replacement police vehicle.

## **Debt Service**

Budgeted in the amount of \$369,959, reflecting a reduction from previous years due to completion of packer lease payments. This amount includes three remaining bonds/loans. 1) Loan for 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 in the amount of \$206,242. 2) FY2020 Bonds issued for street improvements and traffic control in the amount of \$136,367 and 3) Leaf/utility truck loan in the amount of \$27,350.

## **Capital Projects Fund Budget**

As stated earlier, we have broken out the major capital projects of the Town into a separate Capital Projects fund. The Capital Projects Fund is used to track the financial resources used to acquire and/or construct major capital assets. The grants and other funding sources and capital projects are summarized below:

### **Grant and Other Funding Sources**

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

**County SWM Acceptance Reimbursement – \$60,000** - Funds to be received from Prince George's County for a stormwater project the Town will undertake in order to turn over maintenance of the structure to the County.

**Bond Proceeds – FY2020 - \$407,596** – Balance of bond proceeds from bonds issued in FY2020 to be used for Town infrastructure projects.

**Committed Fund Balance - \$173,977** – Includes \$40,000 for the Town's match for the Maryland Bond Bill for a Town Hall design and construction. Also includes \$133,977 for the remaining funds needed to complete the Town's Street and Infrastructure project.

## **Capital Projects Expenditures**

**Street & Infrastructure Project** - \$541,573 – To complete the Town’s street and infrastructure project and construction of new sidewalks.

**Town Hall Design & Construction** – \$240,000 – Consists of costs to design and begin construction of a new/renovated town hall.

**County Stormwater Acceptance** – Cost to evaluate storm water systems that have not been accepted by Prince George’s County.

This submittal presents a responsible Fiscal Year 2022 Budget for the Town of University Park which will meet the foreseeable needs of the Town for the next year while continuing to provide our residents the services that they expect.

The budget will be formally presented at the April 5, 2021 Council meeting and may be discussed in more detail at that time. Please feel free to contact me if you have any questions or concerns before that time.

LEGISLATIVE RESOLUTION 21-O-02

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 2022.

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-three and 86/100 cents (\$0.5386) 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 2022 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  
Fiscal Year 2022 Budget  
Council Draft One

TOWN OF UNIVERSITY PARK REVENUES		Budget FY2022							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	FY2022 Budget	Adopted FY2021 Budget	Estimated Actual FY 2021 Budget	Audited FY 2020 Actual	Budget Variance FY 2022/FY 2021	Estimated Actual Budget Variance FY2022/FY2021	Percent Change FY2022/FY2021	FY2021 Variance: Budget v. Actual
<b>GENERAL FUND REVENUES</b>		<b>\$3,589,308</b>	<b>\$3,672,529</b>	<b>\$3,720,569</b>	<b>\$5,214,693</b>	<b>(\$83,221)</b>	<b>(\$131,261)</b>	<b>-3.5%</b>	<b>\$48,040</b>
<b>R100</b>	<b>TAXES</b>	<b>\$3,260,774</b>	<b>\$3,186,072</b>	<b>\$3,256,772</b>	<b>\$3,235,394</b>	<b>\$74,702</b>	<b>\$4,002</b>	<b>0.1%</b>	<b>\$70,700</b>
R1	Real Property (1)	2,449,774	2,445,072	2,445,072	2,445,975	4,702	4,702	0.2%	\$0
R2	Business Personal Property Tax (2)	60,000	60,000	60,000	54,858	0	0	0.0%	\$0
R3	Penalties & Interest on Taxes	1,000	1,000	1,700	3,069	0	(700)	-41.2%	\$700
R4	State Income Tax	750,000	680,000	750,000	731,491	70,000	0	0.0%	\$70,000
<b>R200</b>	<b>LICENSES &amp; PERMITS</b>	<b>\$62,900</b>	<b>\$64,600</b>	<b>\$60,048</b>	<b>\$64,799</b>	<b>(\$1,700)</b>	<b>\$2,852</b>	<b>4.7%</b>	<b>(\$4,552)</b>
R5	Building Permits & Fees	1,500	1,500	1,500	2,038	0	0	0.0%	\$0
R6	Cable Franchise Fees	37,800	38,800	35,670	38,590	(1,000)	2,130	6.0%	(\$3,130)
R7	Cable Equipment Fees	23,600	24,300	22,878	24,171	(700)	722	3.2%	(\$1,422)
<b>R300</b>	<b>STATE SHARED</b>	<b>\$172,218</b>	<b>\$180,081</b>	<b>\$165,323</b>	<b>\$168,948</b>	<b>(\$7,863)</b>	<b>\$6,895</b>	<b>4.2%</b>	<b>(\$14,758)</b>
R8	Police Protection	50,310	49,668	49,668	50,836	642	642	1.3%	\$0
R9	Highway User	111,651	120,156	105,398	107,854	(8,505)	6,253	5.9%	(\$14,758)
R10	Bank Stock	10,257	10,257	10,257	10,257	0	0	0.0%	\$0
<b>R400</b>	<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
<b>R500</b>	<b>MISCELLANEOUS</b>	<b>\$87,160</b>	<b>\$235,520</b>	<b>\$232,170</b>	<b>\$85,798</b>	<b>(\$148,360)</b>	<b>(\$145,010)</b>	<b>-62.5%</b>	<b>(\$3,350)</b>
R11.5	COVID19 County Grant		161,000	161,000		(\$161,000)	(\$161,000)	-100.0%	\$0
R12	Interest	1,440	15,000	2,500	30,383	(\$13,560)	(\$1,060)	-42.4%	(\$12,500)
R13	Red Light Camera	18,720	18,720	18,720	12,875	\$0	\$0	0.0%	\$0
R14	Rental Licenses (3)	28,400	31,200	28,400	29,700	(\$2,800)	\$0	0.0%	(\$2,800)
R15	Recycling	2,000	2,000	2,000	2,204	\$0	\$0	0.0%	\$0
R16	Fines - Police	4,000	4,000	1,000	760	\$0	\$3,000	300.0%	(\$3,000)
R17	Vehicle Releases	500	2,000	500	800	(\$1,500)	\$0	0.0%	(\$1,500)
R18	Sale of Assets	27,000	0	12,950	1,600	\$27,000	\$14,050	N/A	\$12,950
R19	Revenues Miscellaneous	100	100	100	1,843	\$0	\$0	0.0%	\$0
R20	Sale of Energy Credits	4,000	500	4,000	4,564	\$3,500	\$0	0.0%	\$3,500
R21	PEPCO - Solar Array Excess Generation	1,000	1,000	1,000	1,069	\$0	\$0	0.0%	\$0
<b>R600</b>	<b>BONDS/GRANTS/LOANS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,653,499</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>
R23	Maryland Heritage Area (MHA) Grant				10,188	\$0	\$0	N/A	\$0
R24	Street & Infrastructure G.O. Bond				1,643,311	\$0	\$0	N/A	\$0
<b>TOTAL GENERAL FUND REVENUES</b>		<b>\$3,589,308</b>	<b>\$3,672,529</b>	<b>\$3,720,569</b>	<b>\$5,214,693</b>	<b>(\$83,221)</b>	<b>(\$131,261)</b>	<b>-3.5%</b>	<b>\$48,040</b>
M1	Memo: General Fund Prior Yr Surplus	2,005,464	1,965,151	1,965,151	\$1,915,737	40,313	40,313	2.1%	\$0
M2	Memo: General Fund Revenues + Surplus	\$5,594,772	\$5,637,680	\$5,685,720	\$7,130,430	(\$42,908)	(\$90,948)	-1.6%	\$48,040

**NOTES:**

- 1 Real Property Tax Rate is .5386 per \$100 of assessed value. FY2021 rate was .5598 per \$100 of assessed value. CYTR is .5386
- 2 Personal Property Tax Rate is \$2.25 per \$100 of assessed value.
- 3 Based on \$400 per license fee and 71 rentals.

TOWN OF UNIVERSITY PARK GENERAL FUND EXPENDITURES		Budget FY2022							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	FY2022 Budget	Adopted FY2021 Budget	Estimated Actual FY 2021 Budget	Audited FY 2020 Actual	Budget Variance FY 2022/FY 2021	Estimated Actual Budget Variance FY2022/FY2021	Percent Change FY2022/FY2021	FY2021 Variance: Budget v. Actual
<b>GENERAL GOVERNMENT TOTAL</b>		<b>\$782,008</b>	<b>\$876,855</b>	<b>\$758,755</b>	<b>\$635,290</b>	<b>(\$94,847)</b>	<b>\$23,253</b>	<b>3.1%</b>	<b>(\$118,100)</b>
<b>G100</b>	<b>PERSONNEL</b>	<b>\$399,441</b>	<b>\$349,105</b>	<b>\$349,105</b>	<b>\$255,187</b>	<b>\$50,336</b>	<b>\$50,336</b>	<b>14.4%</b>	<b>\$0</b>
G1	Salaries	220,043	193,725	193,725	182,967	\$26,318	\$26,318	13.6%	\$0
G2	Payroll Taxes and Benefits	61,725	48,490	48,490	33,316	\$13,235	\$13,235	27.3%	\$0
G1b	Town Administrator	93,776	83,300	83,300	17,195	\$10,476	\$10,476	12.6%	\$0
G1a	Mayor's Salary	20,000	20,000	20,000	20,154	\$0	\$0	0.0%	\$0
G2a	Payroll Taxes and Benefits - Mayor	3,897	3,590	3,590	1,556	\$307	\$307	8.6%	\$0
	Payroll Burden	27.3%	24.4%	24.4%	17.2%				
<b>G200</b>	<b>OPERATING</b>	<b>\$345,567</b>	<b>\$479,750</b>	<b>\$367,650</b>	<b>\$344,921</b>	<b>(\$134,183)</b>	<b>(\$22,083)</b>	<b>-6.0%</b>	<b>(\$112,100)</b>
G3	ADA (Interpreters)	250	250	250		0	0	0.0%	\$0
G4	Audit and Accounting	9,000	9,000	9,000	7,872	0	0	0.0%	\$0
G5	Building Maintenance	23,000	15,000	15,000	14,306	8,000	8,000	53.3%	\$0
G6	Council Retreat	10,000	8,000	0	0	2,000	10,000	N/A	(\$8,000)
G7	COVID19 Expenditures	0	161,000	114,000	52,328	(161,000)	(114,000)	-100.0%	(\$47,000)
G8	Recording Secretary	4,000	5,000	2,500	3,250	(1,000)	1,500	60.0%	(\$2,500)
G9	Election Expenses	5,500	4,000	4,000	360	1,500	1,500	37.5%	\$0
G10	Employee Awards and Events	3,000	3,000	3,000	1,901	0	0	0.0%	\$0
G11	Engineering (Excludes Street Work)	10,600	2,000	2,000	1,046	8,600	8,600	430.0%	\$0
G12	Small Equipment	3,500	3,000	3,000	5,233	500	500	16.7%	\$0
G13	Insurance	37,000	36,100	36,100	32,961	900	900	2.5%	\$0
G14	IT Costs	39,417	22,000	22,000	20,474	17,417	17,417	79.2%	\$0
G15	Legal Advertising	1,500	1,500	1,500	1,520	0	0	0.0%	\$0
G16	Legal Fees	45,000	45,000	45,000	44,969	0	0	0.0%	\$0
G17	Membership Dues	6,300	7,000	6,000	6,098	(700)	300	5.0%	(\$1,000)
G18	Newsletter	25,000	25,000	25,000	20,379	0	0	0.0%	\$0
G19	Office Expenses	24,000	21,000	21,000	24,133	3,000	3,000	14.3%	\$0
G20	Publications	8,000	8,000	8,000	1,150	0	0	0.0%	\$0
G21	Town History	15,000				15,000	15,000	N/A	\$0
G22	Solar Array Maintenance	2,500				2,500	2,500	N/A	\$0
G23	Telephone & Maintenance	13,000	10,000	10,000	9,585	3,000	3,000	30.0%	\$0
G24	Training	1,500	1,500	1,500	500	0	0	0.0%	\$0
G25	Travel	26,500	26,500	7,000	1,601	0	19,500	278.6%	(\$19,500)
G26	Transit	15,000	40,100	6,000	82,723	(25,100)	9,000	150.0%	(\$34,100)
G27	Utilities	7,000	17,000	17,000	5,016	(10,000)	(10,000)	-58.8%	\$0
G28	Website Maintenance & Design	10,000	8,800	8,800	7,515	1,200	1,200	13.6%	\$0
<b>G300</b>	<b>GRANTS &amp; DONATIONS</b>	<b>\$37,000</b>	<b>\$40,000</b>	<b>\$34,000</b>	<b>\$23,112</b>	<b>(\$3,000)</b>	<b>\$3,000</b>	<b>8.8%</b>	<b>(\$6,000)</b>
G29	Fire Department Donations	12,000	9,000	9,000	9,000	3,000	3,000	33.3%	\$0
G30	UPES PTA Donation	6,000	6,000	6,000		0	0	0.0%	\$0
G31	Hyattsville Middle School PTA		6,000	6,000		(6,000)	(6,000)	-100.0%	\$0
G32	UPCA Grant	8,000	8,000	8,000		0	0	0.0%	\$0
G33	Senior Programs/Helping Hands	5,000	5,000	5,000	2,112	0	0	0.0%	\$0
G34	Northwestern High School - PTA		0	0	6,000	0	0	N/A	\$0
G35	PTA - Azalea Classic	6,000	6,000	0	6,000	0	6,000	N/A	(\$6,000)
<b>G400</b>	<b>CAPITAL</b>	<b>\$0</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$12,070</b>	<b>(\$8,000)</b>	<b>(\$8,000)</b>	<b>-100.0%</b>	<b>\$0</b>
G36	Town Hall Security/Lighting				12,070	0	0	N/A	\$0
G37	Town Hall Bathroom Renovations		8,000	8,000		(8,000)	(8,000)	-100.0%	\$0

TOWN OF UNIVERSITY PARK DEPARTMENT OF PUBLIC WORKS		Budget FY2022							
A	B	C	D	E	F	G	H	I	I
CODE	ITEM DESCRIPTION	FY2022 Budget	Adopted FY2021 Budget	Estimated Actual FY 2021 Budget	Audited FY 2020 Actual	Budget Variance FY 2022/FY 2021	Estimated Actual Budget Variance FY2022/FY2021	Percent Change FY2022/FY2021	FY2021 Variance: Budget v. Actual
<b>DEPARTMENT OF PUBLIC WORKS TOTAL</b>		<b>\$1,402,696</b>	<b>\$1,274,905</b>	<b>\$1,246,405</b>	<b>\$1,169,964</b>	<b>\$127,791</b>	<b>\$28,500</b>	<b>12.5%</b>	<b>(\$28,500)</b>
<b>A100</b>	<b>PERSONNEL</b>	<b>\$876,496</b>	<b>\$861,605</b>	<b>\$861,605</b>	<b>\$805,977</b>	<b>\$14,891</b>	<b>\$14,891</b>	<b>1.7%</b>	<b>\$0</b>
A1	Salaries	596,442	589,205	589,205	556,262	\$7,237	\$7,237	1.2%	\$0
A2	Payroll Taxes and Benefits	280,054	272,400	272,400	249,715	\$7,654	\$7,654	2.8%	\$0
	Payroll Burden	47.0%	46.2%	46.2%	44.9%				
<b>B100</b>	<b>OPERATING - PARKS &amp; RECREATION</b>	<b>\$ 123,100</b>	<b>\$ 65,200</b>	<b>\$ 65,200</b>	<b>\$55,460</b>	<b>\$57,900</b>	<b>\$57,900</b>	<b>88.8%</b>	<b>\$0</b>
B1	Cemetery Upkeep	100	100	100		0	0	0.0%	\$0
B2	Tree Maintenance - Park	20,000	20,000	20,000	19,740	0	0	0.0%	\$0
B3	Tree Replacement - Park	8,000	8,000	8,000	7,990	0	0	0.0%	\$0
B4	Consulting Arborist - Tree Ordinance	10,000				10,000	10,000	N/A	\$0
B5	Resident Tree Reimbursement	4,000	4,000	4,000	2,153	0	0	0.0%	\$0
B6	Upkeep of Park	8,000	8,000	8,000	8,126	0	0	0.0%	\$0
B7	Playing Field Maintenance	8,000	10,000	10,000	7,155	(2,000)	(2,000)	-20.0%	\$0
B8	Park Usage Concept Plan	50,000	100	100		49,900	49,900	49900.0%	\$0
B9	Park Landscape Maintenance	15,000	15,000	15,000	10,295	0	0	0.0%	\$0
<b>S100</b>	<b>OPERATING - STREETS</b>	<b>\$103,000</b>	<b>\$118,000</b>	<b>\$118,000</b>	<b>\$85,140</b>	<b>(\$15,000)</b>	<b>(\$15,000)</b>	<b>-12.7%</b>	<b>\$0</b>
S1	Street Lights	27,000	29,000	29,000	26,059	(\$2,000)	(\$2,000)	-6.9%	\$0
S2	Street & Sidewalk Maintenance	36,000	46,000	46,000	21,291	(\$10,000)	(\$10,000)	-21.7%	\$0
S3	Street Tree Maintenance	25,000	28,000	28,000	27,771	(\$3,000)	(\$3,000)	-10.7%	\$0
S4	Street Tree Replacement	10,000	10,000	10,000	10,019	\$0	\$0	0.0%	\$0
S5	Snow Removal	5,000	5,000	5,000		\$0	\$0	0.0%	\$0
<b>W100</b>	<b>OPERATING - GENERAL &amp; SANITATION</b>	<b>\$219,000</b>	<b>\$199,000</b>	<b>\$197,000</b>	<b>\$201,486</b>	<b>\$20,000</b>	<b>\$22,000</b>	<b>11.2%</b>	<b>(\$2,000)</b>
W1	Fuel	20,000	22,000	22,000	25,924	(\$2,000)	(\$2,000)	-9.1%	\$0
W2	Landfill	62,000	64,000	62,000	64,990	(\$2,000)	\$0	0.0%	(\$2,000)
W3	Composting	5,000	7,500	7,500	5,024				
W4	Medical Exams & Training	500	500	500	288	\$0	\$0	0.0%	\$0
W5	Recycling Charges	12,000	12,000	12,000	6,968	\$0	\$0	0.0%	\$0
W6	Tools/Supplies	8,000	8,000	8,000	7,879	\$0	\$0	0.0%	\$0
W7	Travel & Dues	5,000	2,500	2,500	5,184	\$2,500	\$2,500	100.0%	\$0
W8	Training	2,500	2,500	2,500	407	\$0	\$0	0.0%	\$0
W9	Uniforms	4,000	4,000	4,000	5,818	\$0	\$0	0.0%	\$0
W10	Vehicle Maintenance	25,000	32,000	32,000	33,491	(\$7,000)	(\$7,000)	-21.9%	\$0
W11	Vehicle Work/Storage	75,000	44,000	44,000	45,514	\$31,000	\$31,000	70.5%	\$0
<b>W200</b>	<b>CAPITAL</b>	<b>\$81,100</b>	<b>\$31,100</b>	<b>\$4,600</b>	<b>\$21,901</b>	<b>\$40,000</b>	<b>\$76,500</b>	<b>1663.0%</b>	<b>(\$26,500)</b>
W12	Veteran's Memorial	1,000	1,000	1,000		\$0	\$0	0.0%	\$0
W13	LED Street Light Conversion	100	100	100					
W14	Park Bridge Repairs - Beechwood	40,000	30,000	3,500	1,990	10,000	36,500	1042.9%	(\$26,500)
W15	MHAA Trail Project				12,517	0	0	N/A	\$0
W16	Street & Infrastructure Project FY2020				1,875	0	0	N/A	\$0
W17	New Trash Containers				5,519	0	0	N/A	\$0
W18	43rd-44th Ave. Trail SWM Design & Const.	40,000				40,000	40,000	N/A	\$0

TOWN OF UNIVERSITY PARK POLICE & PUBLIC SAFETY		Budget FY2022							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	FY2022 Budget	Adopted FY2021 Budget	Estimated Actual FY 2021 Budget	Audited FY 2020 Actual	Budget Variance FY 2022/FY 2021	Estimated Actual Budget Variance FY2022/FY2021	Percent Change FY2022/FY2021	FY2021 Variance: Budget v. Actual
<b>POLICE &amp; PUBLIC SAFETY TOTAL</b>		<b>\$1,182,539</b>	<b>\$1,180,273</b>	<b>\$1,173,073</b>	<b>\$1,077,060</b>	<b>\$2,266</b>	<b>\$9,466</b>	<b>0.8%</b>	<b>(\$7,200)</b>
<b>P100</b>	<b>PERSONNEL</b>	<b>\$987,324</b>	<b>\$957,936</b>	<b>\$957,936</b>	<b>\$891,178</b>	<b>\$29,388</b>	<b>\$29,388</b>	<b>3.1%</b>	<b>\$0</b>
P1	Salaries	703,240	697,389	697,389	662,794	\$5,851	\$5,851	0.8%	\$0
P2	Payroll Taxes and Benefits	284,084	260,547	260,547	228,385	\$23,537	\$23,537	9.0%	\$0
	Payroll Burden	40.4%	37.4%	37.4%	34.5%				
<b>P200</b>	<b>CODE COMPLIANCE</b>	<b>\$30,200</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$26,993</b>	<b>\$200</b>	<b>\$200</b>	<b>0.7%</b>	<b>\$0</b>
P3	Code Compliance Officer	25,200	25,000	25,000	23,942	\$200	\$200	0.8%	\$0
P4	Code Compliance Operating Costs	5,000	5,000	5,000	3,051	\$0	\$0	0.0%	\$0
<b>P300</b>	<b>OPERATING</b>	<b>\$109,015</b>	<b>\$91,337</b>	<b>\$84,137</b>	<b>\$102,917</b>	<b>\$17,678</b>	<b>\$24,878</b>	<b>29.6%</b>	<b>(\$7,200)</b>
P5	Training	5,000	5,000	5,000	5,014	\$0	\$0	0.0%	\$0
P6	Medical Exams	3,000	3,000	3,000	6,501	\$0	\$0	0.0%	\$0
P7	Body Worn Cameras	9,000	8,522	8,522	9,531	\$478	\$478	5.6%	\$0
P8	Bike Patrol	500	500	500	162	\$0	\$0	0.0%	\$0
P9	Citations - Red Light	8,700	8,700	6,500	5,253	\$0	\$2,200	33.8%	(\$2,200)
P10	Computer	2,000	2,000	2,000		\$0	\$0	0.0%	\$0
P11	Crossing Guards	8,000	5,500	5,500	5,402	\$2,500	\$2,500	45.5%	\$0
P12	Equipment	12,100	9,400	9,400	14,827	\$2,700	\$2,700	28.7%	\$0
P13	Gasoline	13,000	16,000	12,000	20,372	(\$3,000)	\$1,000	8.3%	(\$4,000)
P14	GPS	2,500	2,500	2,500		\$0	\$0	0.0%	\$0
P15	Home Security Reimbursement Program	1,500	1,500	500	100	\$0	\$1,000	200.0%	(\$1,000)
P16	MILES Computer	100	100	100		\$0	\$0	0.0%	\$0
P17	Mobile Data Terminals	6,375	6,375	6,375	6,413	\$0	\$0	0.0%	\$0
P18	Police Supplies & Manuals	6,440	4,440	4,440	9,329	\$2,000	\$2,000	45.0%	\$0
P19	Radio Maintenance	500	500	500		\$0	\$0	0.0%	\$0
P20	Traffic Engineering	12,000	0	0		\$12,000	\$12,000	N/A	\$0
P21	Travel, Meetings, Professional Dues	3,500	2,500	2,500	1,115	\$1,000	\$1,000	40.0%	\$0
P22	Uniforms	8,300	8,300	8,300	7,901	\$0	\$0	0.0%	\$0
P23	Vehicle Maintenance	6,500	6,500	6,500	10,998	\$0	\$0	0.0%	\$0
<b>P400</b>	<b>CAPITAL</b>	<b>\$56,000</b>	<b>\$101,000</b>	<b>\$101,000</b>	<b>\$55,971</b>	<b>(\$45,000)</b>	<b>(\$45,000)</b>	<b>-44.6%</b>	<b>\$0</b>
P24	Police Cruiser	50,500	101,000	101,000	50,147	(\$50,500)	(\$50,500)	-50.0%	\$0
P25	Purchase of Speed Signs	5,500			5,824	\$5,500	\$5,500	N/A	\$0
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>3,367,243</b>	<b>3,332,033</b>	<b>3,178,233</b>	<b>2,882,314</b>	<b>\$35,210</b>	<b>\$189,010</b>	<b>5.9%</b>	<b>(\$153,800)</b>

TOWN OF UNIVERSITY PARK RESERVES, DEBT SERVICE AND BUDGET RECONCILIATION		Budget FY2022							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	FY2022 Budget	Adopted FY2021 Budget	Estimated Actual FY 2021 Budget	Audited FY 2020 Actual	Budget Variance FY 2022/FY 2021	Estimated Actual Budget Variance FY2022/FY2021	Percent Change FY2022/FY2021	FY2021 Variance: Budget v. Actual
<b>UNRESERVED, RESERVED &amp; SERVICE FUNDS</b>		<b>\$1,129,213</b>	<b>\$705,586</b>	<b>\$705,586</b>	<b>\$722,464</b>	<b>\$423,627</b>	<b>\$423,627</b>	<b>60.0%</b>	<b>(\$16,878)</b>
<b>F100</b>	<b>UNRESERVED DESIGNATED</b>	<b>\$534,000</b>	<b>\$134,000</b>	<b>\$134,000</b>	<b>\$134,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>298.5%</b>	<b>\$0</b>
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	Transit Reserve	50,000				\$50,000	\$50,000	N/A	\$0
F4	Police Officer Overtime	68,000	68,000	68,000	68,000	\$0	\$0	0.0%	\$0
F5	Public Works Garage	350,000				\$350,000	\$350,000	N/A	\$0
<b>F200</b>	<b>RESERVED DESIGNATED</b>	<b>\$225,254</b>	<b>\$201,654</b>	<b>\$201,654</b>	<b>\$177,354</b>	<b>\$23,600</b>	<b>\$23,600</b>	<b>11.7%</b>	<b>\$24,300</b>
F5	Cemetery	4,204	4,204	4,204	4,204	\$0	\$0	0.0%	\$0
F6	Cable Capital Equipment	221,050	197,450	197,450	173,150	\$23,600	\$23,600	12.0%	\$24,300
<b>DEBT SERVICE FUND</b>									<b>\$0</b>
<b>RD100</b>	<b>REVENUES</b>	<b>\$369,932</b>	<b>\$369,932</b>	<b>\$369,932</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$369,932</b>
RD1	Transfer From General Fund	369,932	369,932	369,932		\$0	\$0	0.0%	\$369,932
<b>D100</b>	<b>EXPENDITURES</b>	<b>\$369,959</b>	<b>\$369,932</b>	<b>\$369,932</b>	<b>\$411,110</b>	<b>\$27</b>	<b>\$27</b>	<b>0.0%</b>	<b>(\$41,178)</b>
D1	Debt Service - Infrastructure Bond	206,242	206,242	206,242	206,242	\$0	\$0	0.0%	\$0
D2	Street Improvement & Traffic Control Bond	136,367	136,340	136,340	74,402	\$27	\$27	0.0%	\$61,938
D3	Packer Lease				58,193	\$0	\$0	N/A	(\$58,193)
D4	Cost of Aissuance 2019 Bonds				43,311	\$0	\$0	N/A	(\$43,311)
D5	Leaf/Utility Trucks Loan	27,350	27,350	27,350	28,963	\$0	\$0	0.0%	(\$1,613)
<b>TOTAL EXPENDITURES</b>		<b>\$5,594,772</b>	<b>\$5,637,680</b>	<b>\$5,685,720</b>	<b>\$7,130,430</b>	<b>(\$42,908)</b>	<b>(\$90,948)</b>	<b>-1.6%</b>	<b>(\$1,444,710)</b>
<b>GENERAL GOVERNMENT</b>		<b>\$782,008</b>	<b>\$876,855</b>	<b>\$758,755</b>	<b>\$635,290</b>	<b>(\$94,847)</b>	<b>\$23,253</b>	<b>3.1%</b>	<b>\$123,465</b>
<b>PUBLIC WORKS</b>		<b>\$1,402,696</b>	<b>\$1,274,905</b>	<b>\$1,246,405</b>	<b>\$1,169,964</b>	<b>\$127,791</b>	<b>\$156,291</b>	<b>12.5%</b>	<b>\$76,441</b>
<b>POLICE &amp; SAFETY</b>		<b>\$1,182,539</b>	<b>\$1,180,273</b>	<b>\$1,173,073</b>	<b>\$1,077,060</b>	<b>\$2,266</b>	<b>\$9,466</b>	<b>0.8%</b>	<b>\$96,013</b>
<b>DEBT SERVICE FUND</b>		<b>\$369,959</b>	<b>\$369,932</b>	<b>\$369,932</b>	<b>\$411,110</b>	<b>\$27</b>	<b>\$27</b>	<b>0.0%</b>	<b>(\$41,178)</b>
<b>TOTAL EXPENSES (OUTLAYS):</b>		<b>\$3,737,202</b>	<b>\$3,701,965</b>	<b>\$3,548,165</b>	<b>\$3,293,424</b>	<b>\$35,237</b>	<b>\$189,037</b>	<b>5.3%</b>	<b>\$254,741</b>
<b>UNRESERVED DESIGNATED</b>		<b>\$534,000</b>	<b>\$134,000</b>	<b>\$134,000</b>	<b>\$134,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>298.5%</b>	<b>\$0</b>
<b>RESERVED DESIGNATED</b>		<b>\$225,254</b>	<b>\$201,654</b>	<b>\$201,654</b>	<b>\$177,354</b>	<b>\$23,600</b>	<b>\$23,600</b>	<b>11.7%</b>	<b>\$24,300</b>
<b>UNRESERVED UNDESIGNATED</b>		<b>\$1,098,316</b>	<b>\$1,600,061</b>	<b>\$1,801,901</b>	<b>\$3,525,653</b>	<b>(\$501,745)</b>	<b>(\$703,585)</b>	<b>-39.0%</b>	<b>(\$1,723,752)</b>
<b>TOTAL RESERVES:</b>		<b>\$1,857,570</b>	<b>\$1,935,715</b>	<b>\$2,137,555</b>	<b>\$3,837,007</b>	<b>(\$78,145)</b>	<b>(\$279,985)</b>	<b>-13.1%</b>	<b>(\$1,699,452)</b>
<b>GENERAL REVENUE</b>		<b>\$3,589,308</b>	<b>\$3,672,529</b>	<b>\$3,720,569</b>	<b>\$5,214,693</b>	<b>(\$83,221)</b>	<b>(\$131,261)</b>	<b>-3.5%</b>	<b>(\$1,494,124)</b>
<b>GENERAL FUND EXPENDITURES</b>		<b>\$3,367,243</b>	<b>\$3,332,033</b>	<b>\$3,178,233</b>	<b>\$2,882,314</b>	<b>\$35,210</b>	<b>\$189,010</b>	<b>5.9%</b>	<b>\$295,919</b>
<b>OPERATING SURPLUS/DEFICIT</b>		<b>\$222,065</b>	<b>\$340,496</b>	<b>\$542,336</b>	<b>\$2,332,380</b>				
<b>DEBT SERVICE</b>		<b>\$369,959</b>	<b>\$369,932</b>	<b>\$369,932</b>	<b>\$411,110</b>				
<b>TOTAL OPERATING SURPLUS/DEFICIT</b>		<b>(\$147,894)</b>	<b>(\$29,436)</b>	<b>\$172,404</b>	<b>\$1,921,270</b>				
<b>FUND BALANCE RATIO</b>		<b>29.4%</b>	<b>43.2%</b>	<b>50.8%</b>					

**Town of University Park  
Capital Projects Fund  
Fiscal Year 2022**

	<u>FY22 Budget</u>	<u>FY21 Budget</u>	<u>FY21 Estimated Actual</u>
<b>7000-00 · Capital Projects</b>			
<b>7010-00 · Revenue and Funding Sources</b>			
<b>7020-00 · Grants and Other Funding Source</b>			
7022-00 · Maryland Bond Bill - Town Hall	200,000.00	200,000.00	
7024-00 · WSSC/WGL Street Repair Rebate		516,000.00	582,023.00
7025-00 · P.G. County SWM Acceptance Reimb.	60,000.00		
7026-00 · Safe Routes to School Grant		200,000.00	
7028-00 · MHAA Grant		40,750.00	30,864.00
<b>Total 7020-00 · Grants and Other Funding Source</b>	<u>260,000.00</u>	<u>956,750.00</u>	<u>612,887.00</u>
<b>7040-00 · Committed Fund Balance</b>			
7042-00 · Bond Proceeds - FY2020	407,596.00	1,600,000.00	1,192,404.00
7044-00 · Road Reserves		107,500.00	107,500.00
7046-00 · MD Bond Bill - Town Match	40,000.00	40,000.00	
7048-00 · MHAA Grant Match		40,750.00	30,864.00
7049-00 · From Reserves	133,977.00		
7050-00 · Repairs to Park Path		83,606.00	83,606.00
<b>Total 7040-00 · Committed Fund Balance</b>	<u>581,573.00</u>	<u>1,871,856.00</u>	<u>1,414,374.00</u>
<b>Total 7010-00 · Revenue and Funding Sources</b>	<u>841,573.00</u>	<u>2,828,606.00</u>	<u>2,027,261.00</u>
<b>Total 7000-00 · Capital Projects</b>	<u>841,573.00</u>	<u>2,828,606.00</u>	<u>2,027,261.00</u>
<b>7100-00 · Capital Projects Expenditures</b>			
7110-00 · Street Work Project	541,573.00	2,507,106.00	1,965,533.00
7120-00 · Town Hall Design and Const.	240,000.00	240,000.00	
7130-00 · MHAA Trail Project		81,500.00	61,728.00
7132-00 · P.G. County Stormwater Acceptance	60,000.00		
<b>Total 7100-00 · Capital Projects Expenditures</b>	<u>841,573.00</u>	<u>2,828,606.00</u>	<u>2,027,261.00</u>

Section 4: Be it further resolved that this Ordinance shall become effective on July 1, 2021.

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 \_\_\_\_\_, 2021.

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 2022 Budget Line-item Descriptors**

#### **Budget Presentation**

The FY 2022 budget is organized by three 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. The Capital Projects Fund is used to account for the major Capital Projects that the Town is planning for the year. The funding sources and uses of funds are reflected in the Capital Projects 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 \$0.5386 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, 2021 is \$454,873,459.

###### **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 FY2022 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**

Building Permit Fees.

**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 FY2022 this revenue will be \$111,651.

**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**

**R11.1 COVID19 County Grant**

Funds received from Prince George's County to be spend on eligible COVID19 costs.

**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**

**R23 Maryland Heritage Area (MHA) Grant - (Moved to Capital Projects Fund)**

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 \$61,728 and was completed in FY2021. The Town used Reserve Funds as their matching share of this project.

**R24 Street & Infrastructure General Obligation Bond**

The Town issued \$1,600,000 in bonds during FY2020 to upgrade streets, curb, gutters and sidewalks within the Town. The remaining funds are being accounted for in the Capital Projects Budget.

**Total General Fund Revenues**

Total general fund revenues are predicted to be \$3,589,308.

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

Total projected General Fund balances on June 30, 2021 that includes unreserved/designated, reserved/designated and unreserved/undesignated accounts predicted to be \$2,005,464.

**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 FY2022 - \$5,594,772.

**GENERAL FUND EXPENDITURES**

**General Government**

**G100 Personnel**

**G1 Salaries**

Salaries paid to General Government employees.

**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.

**G1b Town Administrator**

Salary and contract cost for part-time Administrator.

**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 Audit and Accounting**

Annual audit of Town financial position by independent accounting firm

**G5 Building Maintenance**

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

**G6 Council Retreat** - Cost to provide a strategic planning retreat for Council and staff to establish Town priorities for the future.

**G7 COVID 19 Expenditures**

Funding received from the Federal Government through Prince George's County to be used for COVID related expenditures.

**G8 Recording Secretary**

Recorder of Town meetings - 1099 Employee

**G9 Election Expenses**

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

**G10 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.

**G11 Engineering (Excludes Street Work Projects)**

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

**G12 Small Equipment**

Purchase of office equipment and furniture

**G13 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.

**G14 IT Costs**

Maintenance and improvements to the Town IT systems

**G15 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

**G16 Legal Fees**

Fees for Services of Town Attorney, and related costs

**G17 Membership Dues**

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

**G18 Newsletter**

Preparation, printing and distribution of the University Park Town Newsletter

**G19 Office Expenses**

General office supplies for all departments

**G20 Publications**

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

**G21 Town History**

To pay for cost associated with developing a record of town history.

**G22 Solar Array Maintenance**

Cost of maintaining the solar array located at the University Park Elementary School.

**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 and designated staff.

**G26 Transit**

Prior to FY2021 funds were used for the 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. For FY 2021 the transit service was paused because of the pandemic. For FY2022, the funding allocated for a transit service is to be determined.

**G27 Utilities**

Utility costs for operation of Town hall

**G28 Web Site Maintenance & Design**

Development and upkeep of Town's website.

**G300 Grants and Donations**

**G29 Fire Department Donations**

Donations to Volunteer Fire Department Funds of College

Park, Hyattsville, and Riverdale Park

**G30 PTA Donation**

Donation to University Park Elementary School PTA

**G31 Hyattsville Middle School PTA**

Donation to Hyattsville 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 Senior Programs / Helping Hands**

Programs to assist senior citizens in the community.

**G34 Northwestern High School - PTA**

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

**G35 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**

**G36 Town Hall Security/Lighting**

New front door and parking lot lighting for town hall.

**G37 Town Hall Bathroom Renovations**

To upgrade the bathroom on the lower level of the Town Hall building.

**DEPARTMENT OF PUBLIC WORKS**

**A100 Personnel**

**A1 Salaries**

Salaries paid to public works personnel - current staff includes eight driver/laborers, 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 Consulting Arborist - Tree Ordinance**

Consulting Arborist to implement the Tree Ordinance expected to be in effect in FY22.

**B5 Resident Tree Reimbursement**

To breakout the cost of the Town's tree reimbursement program into a separate line item.

**B6 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.

**B7 Playing Field Maintenance**

Routine maintenance of the Town's 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 (potholes, 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.

**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 Composting**

Cost of yard waste and food scrap composting.

**W4 Medical Exams and Training**

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

**W5 Recycling Charges**

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

**W6 Tools/Supplies**

Tools and supplies for public works operations

**W7 Travel & Dues**

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

**W8 Training**

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

**W9 Uniforms**

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

**W10 Vehicle Maintenance**

Costs associated with repairs to vehicles and equipment.

**W11 Vehicle Work/Storage**

Costs for maintenance and storage facility for town vehicles.

**W200 CAPITAL**

**W12 Veteran's Memorial**

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

**W13 LED Street Light Conversion**

Placeholder to upgrade the streetlights in Town to LED

**W14 Park Bridge Repairs - Beechwood**

Funds to repair bridges located within the park.

**W15 MHAA Trail Project (Moved to Capital Projects)**

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.

**W16 Street & Infrastructure Project FY2021 - FY2022 (Moved to Capital Projects)**

\$2,507,106 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.

**W17 New Trash Containers**

To replace resident trash containers that are worn out or damaged.

**W18 43<sup>rd</sup> - 44<sup>th</sup> Avenue Trail SWM Design and Construction**

Design and construction of a SWM device related to the replacement of the park trail between 43<sup>rd</sup> and 44<sup>th</sup> Avenues.

**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 payroll taxes, and payment for Unemployment Insurance and Workman's Compensation Insurance.

**P4 Code Compliance Operating Costs**

Operating costs associated with the Code Compliance officer to include cell phone and other miscellaneous 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 to maintain 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**

Crossing guards to increase safety at the University Park Elementary School. Serve as employees of the Town that work on a part-time basis.

**P12 Equipment**

Misc. equipment repair, service, and replacement

**P13 Gasoline**

Vehicle fuel needs

**P14 GPS**

GPS Monitoring to police vehicles

**P15 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.

**P16 MILES Computer**

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

**P17 Mobile Data Terminals**

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

**P18 Police Supplies and Manuals**

Materials used in law enforcement, investigation and training for certification.

**P19 Radio Maintenance**

Routine service and repair for nine radios

**P20 Traffic Engineering**

Professional traffic engineering to study and advise on various traffic matters throughout the Town.

**P21 Travel, Meetings, Professional Dues**

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

**P22 Uniforms**

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

**P23 Vehicle Maintenance**

General service and repair of fleet, car washes etc.

**Capital**

**P24 Police Cruiser**

Replacement of a police cruisers.

**P25 Purchase of Speed Sign**

Purchase of a 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 Transit Reserve**

Funds Designated by Council to be used for a transit system to be developed.

**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.

**F5 Public Works Garage**

To Designate funding associated with the purchase or construction of a space for Public Works vehicle maintenance and storage.

**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 2.81% 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**

Debt Service on \$1,600,000 bonds issued in 2019. The bond was issued to fund infrastructure improvements to include roads, curb, gutter and sidewalks. The bonds are for 15 years at 2.54%

**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 Cost of Issuance 2019 Bonds**

Costs incurred to issue 2019 General Obligation Bonds.

**D5 Leaf/Utility Trucks Loan**

Loan to purchase two new vehicles for the Public Works Department. Principal amount \$150,803. Five-year loan at 3.5%. FY22 is the third year of the lease. Final payment will be made on 9/12/2024.

**Capital Project Fund**

**Grants and Other Funding Sources**

**7022-00 Maryland State Bond Bill**

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

**7024-00 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.

**7025-00 P.G. County Stormwater Acceptance Reimbursement**

Income received through County Program for Storm Water Management. This revenue offsets the expense incurred in line item W18 of the Public Works Budget.

**7026-00 Safe Routes to School Grant**

Funds anticipated to be received to install sidewalks in various areas of the Town.

**7028-00 Maryland Heritage Area (MHAA) 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.

**Other Sources of Funding**

**7042-00 Bond Proceeds**

The Town issued \$1,600,000 of bonds in FY2020 to be used for infrastructure improvements. \$1,192,404 was used in FY2021 and \$407,596 will be used in FY2022.

**Town Reserves**

Reserve Funds were committed in FY2021 in the total amount of \$271,856 to help fund infrastructure projects as follows:

7044-00 Road Reserves	\$107,500
7046-00 Bond Bill Matching Funds	\$40,000
7048-00 MHAA Grant Match	\$40,750
7050-00 Park Path Repairs	\$83,606

For FY2022 \$173,977 in reserve funds are budgeted for Capital Projects. This includes \$40,000 for Bond Bill Matching Funds for the Town Hall project and \$133,977 for the Street and Infrastructure Project.

**Capital Grant Expenditures**

**7110-00 Street & Infrastructure Project FY2021 and FY2022**  
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.

**7120-00 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

**7130-00 MHAA Trail Project**  
For the FY2021 budget this 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. The project was  
completed in FY21 and therefore no funds are allocated in  
the FY2022 Budget.

**7132-00 PG County Storm Water Acceptance**  
To evaluate those stormwater systems within the town that  
have not been accepted by the county in order to complete  
all necessary steps for these systems to be turned over to  
the county for maintenance. The Town will be reimbursed by  
the County for these costs.

## 2021 Constant Yield Tax Rate Certification

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

1	1-Jul-2020	Gross assessable real property base	\$	438,021,831
2	1-Jul-2020	Homestead Tax Credit	-	405,898
3	1-Jul-2020	Net assessable real property base		437,615,933
4	1-Jul-2020	Actual local tax rate (per \$100)	x	0.5598
5	1-Jul-2020	Potential revenue	\$	2,449,774
6	1-Jul-2021	Estimated assessable base	\$	455,301,840
7	1-Jan-2021	Half year new construction	-	0
8	1-Jul-2021	Estimated full year new construction*	-	0
9	1-Jul-2021	Estimated abatements and deletions**	-	428,381
10	1-Jul-2021	Net assessable real property base	\$	454,873,459

11	1-Jul-2020	Potential revenue	\$	2,449,774
12	1-Jul-2021	Net assessable real property base	÷	454,873,459
13	1-Jul-2021	<b>Constant yield tax rate</b>	\$	<b>0.5386</b>

Certified by



Director

\* Includes one-quarter year new construction where applicable.  
 \*\*Actual + estimated as of July 1, 2021, including Homestead Tax Credit.  
 Form CYTR #1

Town of University Park  
Payroll Taxes Benefits  
Projected FY22

	GG	POL	PW	Crossing Guard	Town Administrator	Mayor	Code	
FICA	0.0765	0.0765	0.0765	0.0765	0.0765	0.0765	0.0765	
W/Comp Retirement	0.1057	0.1057	0.1057			0.1057		
<b>Total</b>	<b>0.1822</b>	<b>0.1822</b>	<b>0.1822</b>	<b>0.0765</b>	<b>0.0765</b>	<b>0.1822</b>	<b>0.0765</b>	
Unemployment	0.022	0.022	0.022	0.022	0.022	0.022	0.022	
Health/Dental/Life W/Comp	19,561.20	99,588.48	136,711.55			-		
Salary	220,043.64	703,239.91	596,441.61	7,399.15	76,128.00	20,000.00	25,104.39	1,648,356.69
P/R Burden	40,091.95	128,130.31	108,671.66	566.03	5,823.79	3,644.00	1,920.49	288,848.24
Unemployment W/Comp	748.00	1,683.00	1,870.00	162.78	176.00	187.00	187.00	5,013.78
Health/Dental/Life	1,324.00	54,682.00	32,801.00	-		66.00	1,807.00	90,680.00
	19,561.20	99,588.48	136,711.55	-		-		
				-		-		
<b>Total Taxes &amp; Burden</b>	<b>61,725.15</b>	<b>284,083.79</b>	<b>280,054.21</b>	<b>728.82</b>	<b>5,999.79</b>	<b>3,897.00</b>	<b>3,914.49</b>	<b>640,403.25</b>
						<b>634,403.46</b>		
W/comp	1,324	54,682	32,801			66	1,807	90,680
Per Renewal Quote from CEIWC. Total quote is \$90,680.								

THE TOWN OF UNIVERSITY PARK

PAYSCALE

Effective: 07/01/20

STEP		1	2	3	4	5	6	7	8	9	10	11	12	L1	L2	L3
	GRADE															
	1	28,180.67	29,026.09	29,896.87	30,793.78	31,717.59	32,669.12	33,649.19	34,658.67	35,698.43	36,769.38	37,872.46	39,008.64	40,178.90	41,384.26	42,625.79
	2	30,294.22	31,203.05	32,139.14	33,103.31	34,096.41	35,119.30	36,172.88	37,258.07	38,375.81	39,527.09	40,712.90	41,934.29	43,192.31	44,488.08	45,822.73
	3	32,566.29	33,543.28	34,549.57	35,586.06	36,653.64	37,753.25	38,885.85	40,052.42	41,254.00	42,491.62	43,766.37	45,079.36	46,431.74	47,824.69	49,259.43
	4	35,008.76	36,059.02	37,140.79	38,255.02	39,402.67	40,584.75	41,802.29	43,056.36	44,348.05	45,678.49	47,048.84	48,460.31	49,914.12	51,411.54	52,953.89
	5	37,634.42	38,763.45	39,926.35	41,124.14	42,357.87	43,628.60	44,937.46	46,285.58	47,674.15	49,104.38	50,577.51	52,094.83	53,657.68	55,267.41	56,925.43
	6	40,457.00	41,670.71	42,920.83	44,208.45	45,534.71	46,900.75	48,307.77	49,757.00	51,249.71	52,787.20	54,370.82	56,001.94	57,682.00	59,412.46	61,194.84
	7	43,491.27	44,796.01	46,139.89	47,524.09	48,949.81	50,418.30	51,930.85	53,488.78	55,093.44	56,746.24	58,448.63	60,202.09	62,008.15	63,868.40	65,784.45
	8	46,753.12	48,155.71	49,600.38	51,088.39	52,621.04	54,199.68	55,825.67	57,500.44	59,225.45	61,002.21	62,832.28	64,717.25	66,658.76	68,658.53	70,718.28
	9	50,259.60	51,767.39	53,320.41	54,920.02	56,567.62	58,264.65	60,012.59	61,812.97	63,667.36	65,577.38	67,544.70	69,571.04	71,658.17	73,807.92	76,022.15
	10	54,029.07	55,649.94	57,319.44	59,039.02	60,810.19	62,634.50	64,513.54	66,448.94	68,442.41	70,495.68	72,610.55	74,788.87	77,032.53	79,343.51	81,723.82
	11	58,081.25	59,823.69	61,618.40	63,466.95	65,370.96	67,332.09	69,352.05	71,432.61	73,575.59	75,782.86	78,056.34	80,398.03	82,809.97	85,294.27	87,853.10
	12	62,437.34	64,310.46	66,239.78	68,226.97	70,273.78	72,381.99	74,553.45	76,790.06	79,093.76	81,466.57	83,910.57	86,427.89	89,020.72	91,691.34	94,442.09
	13	67,120.14	69,133.75	71,207.76	73,343.99	75,544.31	77,810.64	80,144.96	82,549.31	85,025.79	87,576.57	90,203.86	92,909.98	95,697.28	98,568.20	101,525.24
	14	72,154.16	74,318.78	76,548.34	78,844.79	81,210.14	83,646.44	86,155.84	88,740.51	91,402.73	94,144.81	96,969.15	99,878.23	102,874.57	105,960.81	109,139.63
	15	77,565.72	79,892.69	82,289.47	84,758.15	87,300.90	89,919.93	92,617.52	95,396.05	98,257.93	101,205.67	104,241.84	107,369.09	110,590.17	113,907.87	117,325.11
	16	83,383.15	85,884.64	88,461.18	91,115.02	93,848.47	96,663.92	99,563.84	102,550.75	105,627.27	108,796.09	112,059.98	115,421.78	118,884.43	122,450.96	126,124.49
	17	89,636.88	92,325.99	95,095.77	97,948.64	100,887.10	103,913.71	107,031.13	110,242.06	113,549.32	116,955.80	120,464.47	124,078.41	127,800.76	131,634.78	135,583.83
	18	96,359.65	99,250.44	102,227.95	105,294.79	108,453.63	111,707.24	115,058.46	118,510.21	122,065.52	125,727.49	129,499.31	133,384.29	137,385.82	141,507.39	145,752.61

THE TOWN OF UNIVERSITY PARK

PAYSCALE

Effective: 07/01/21

STEP		1	2	3	4	5	6	7	8	9	10	11	12	L1	L2	L3
	GRADE															
	1	28,603.38	29,461.48	30,345.33	31,255.69	32,193.36	33,159.16	34,153.93	35,178.55	36,233.91	37,320.92	38,440.55	39,593.77	40,781.58	42,005.03	43,265.18
	2	30,748.63	31,671.09	32,621.23	33,599.86	34,607.86	35,646.09	36,715.48	37,816.94	38,951.45	40,119.99	41,323.59	42,563.30	43,840.20	45,155.40	46,510.07
	3	33,054.78	34,046.42	35,067.82	36,119.85	37,203.45	38,319.55	39,469.14	40,653.21	41,872.81	43,128.99	44,422.86	45,755.55	47,128.21	48,542.06	49,998.32
	4	35,533.89	36,599.91	37,697.90	38,828.84	39,993.71	41,193.52	42,429.32	43,702.20	45,013.27	46,363.67	47,754.58	49,187.21	50,662.83	52,182.71	53,748.20
	5	38,198.93	39,344.90	40,525.25	41,741.00	42,993.23	44,283.03	45,611.52	46,979.87	48,389.26	49,840.94	51,336.17	52,876.25	54,462.54	56,096.42	57,779.31
	6	41,063.85	42,295.77	43,564.64	44,871.58	46,217.73	47,604.26	49,032.39	50,503.36	52,018.46	53,579.01	55,186.38	56,841.97	58,547.23	60,303.65	62,112.76
	7	44,143.64	45,467.95	46,831.99	48,236.95	49,684.06	51,174.58	52,709.81	54,291.11	55,919.84	57,597.44	59,325.36	61,105.12	62,938.28	64,826.42	66,771.22
	8	47,454.41	48,878.05	50,344.39	51,854.72	53,410.36	55,012.67	56,663.05	58,362.94	60,113.83	61,917.25	63,774.76	65,688.01	67,658.65	69,688.41	71,779.06
	9	51,013.49	52,543.90	54,120.22	55,743.82	57,416.14	59,138.62	60,912.78	62,740.16	64,622.37	66,561.04	68,557.87	70,614.61	72,733.04	74,915.04	77,162.49
	10	54,839.51	56,484.69	58,179.23	59,924.61	61,722.35	63,574.02	65,481.24	67,445.68	69,469.05	71,553.12	73,699.71	75,910.70	78,188.02	80,533.66	82,949.67
	11	58,952.47	60,721.04	62,542.67	64,418.95	66,351.52	68,342.07	70,392.33	72,504.10	74,679.22	76,919.60	79,227.19	81,604.00	84,052.12	86,573.69	89,170.90
	12	63,373.90	65,275.12	67,233.37	69,250.38	71,327.89	73,467.72	75,671.76	77,941.91	80,280.17	82,688.57	85,169.23	87,724.30	90,356.03	93,066.71	95,858.72
	13	68,126.95	70,170.76	72,275.88	74,444.15	76,677.48	78,977.80	81,347.14	83,787.55	86,301.18	88,890.21	91,556.92	94,303.63	97,132.74	100,046.72	103,048.12
	14	73,236.47	75,433.56	77,696.57	80,027.47	82,428.29	84,901.14	87,448.17	90,071.62	92,773.77	95,556.98	98,423.69	101,376.40	104,417.69	107,550.22	110,776.73
	15	78,729.20	81,091.08	83,523.81	86,029.53	88,610.41	91,268.72	94,006.79	96,826.99	99,731.80	102,723.75	105,805.47	108,979.63	112,249.02	115,616.49	119,084.98
	16	84,633.89	87,172.91	89,788.10	92,481.74	95,256.19	98,113.88	101,057.29	104,089.01	107,211.68	110,428.03	113,740.88	117,153.10	120,667.69	124,287.73	128,016.36
	17	90,981.44	93,710.88	96,522.20	99,417.87	102,400.41	105,472.42	108,636.59	111,895.69	115,252.56	118,710.14	122,271.44	125,939.58	129,717.77	133,609.31	137,617.58
	18	97,805.04	100,739.19	103,761.37	106,874.21	110,080.44	113,382.85	116,784.34	120,287.87	123,896.50	127,613.40	131,441.80	135,385.05	139,446.60	143,630.00	147,938.90



## ***UNIVERSITY PARK POLICE DEPARTMENT***

**6724 Baltimore Avenue**

**University Park, Maryland 20782**

**(301) 277-0050      FAX (301) 779-1905**

### **Memorandum**

March 24, 2021

To: Mayor Lenford C. Carey  
From: Chief Harvey Baker  
Subject: Proposed Budget for Fiscal Year 2022

The University Park Police Department budget for FY2022 is submitted for your review and approval. The proposed total budget is in the amount of \$1,182,539, with expenditures including:

- Annual increases in personnel costs
- Associated costs of meeting goals for police operations and code compliance
- Third year of payment for Tasers 7 Devices & Axon Body Worn Cameras
- Purchase of 2021 Ford Hybrid SUV Police Interceptor

Currently, the UPPD has one vacancy at the rank of Captain. All positions are anticipated to be filled prior to the start of the FY2022 budget year.

Staffing for FY2022 includes the following personnel: chief of police, captain, two (2) sergeants, two (2) corporals, two (2) police officer first class, one (1) administrative assistant, one (1) part-time code compliance officer, and two (2) part-time crossing guards.

In FY2021, the department lost an officer to another agency; one officer retired, and a second officer resigned at the end of the calendar year.

Currently the department does not provide any educational benefits to its officers for career enhancement and retention. For an example current officers have expressed an interest in attending the local community college and inquired about tuition reimbursement or assistance.

The budget's *overtime* line item was increased to reflect directed patrol throughout the year. The purpose of these increased patrols is to improve traffic safety around University Park Elementary School and reduce incidents of traffic violations and vehicle collisions on the three roads that border the school. University Park 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 fifth year. Last year a monthly report was implemented to better manage and track code cases from inception to completion. Code Compliance Officer Craig Brown has been very successful in his efforts to standardize the life safety requirements for rental properties by conducting rental inspections and providing guidance to owners on rental and permitting concerns. CCO Brown's responsive efforts have resulted in a higher level of code compliance. Several tenants have appealed rental license denials and the due process they are provided through the town council appeal process has been conducted professionally and with an emphasis of safety for all involved. Other code compliance violations were addressed, and, in almost all circumstances, compliance was gained through minimal interaction.

The **bike patrol program** is essential to maintaining a visible uniform presence in the town while providing safety and security in parks and footpaths. The bike patrol line item reflects a reduction in anticipated costs because the department does not anticipate the need to purchase a new bicycle this year. The amount requested will handle anticipated preventive maintenance costs.

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 completely funded by fines paid by violators.

The use of **handheld speed enforcement cameras** identifies speed violators and provides a traffic calming effect on cut-through commercial and commuter traffic on town roadways. Its use in designated school zones is still under legal review.

The **reimbursement program** offers a \$100 incentive per household for security improvements, such as the Ring doorbell, alarm systems, motion sensor lights, or video cameras, to improve home security. This rebate program will continue in FY2021 and be funded at the same amount of \$1,500.

The **police equipment** line item continues to support the department's major purchases of equipment, such as personal body armor, first responder gas mask kits, electronic control devices, in-car video cameras, and other police related apparatus. In FY2022, the department is planning to replace 3 body armor ballistic vests for expired units.

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

The **gasoline** line item has decreased for FY2022 because of the fuel cost savings experienced last year due to the hybrid utility vehicles. We are anticipated additional savings since we started using Prince George's County Refueling Stations at the beginning of the calendar year. We will conduct additional analysis at the beginning of FY2022 to determine the cost savings. The department did save fuel by deploying three Ford Hybrid SUV Police Interceptors and making two older Chevrolet Impalas spare vehicles. These spare vehicles are also utilized for "Shadow Patrol" and parked throughout the town as a crime deterrence. The University Park Police Department fleet has one Ford Police Interceptor Sedan,

three Ford Hybrid SUV Police Interceptor, two Ford Escapes, two Ford SUV Police Interceptors (gas powered) and three Chevrolet Impalas. All officers participate in the take-home vehicle program and are authorized to use vehicles only to drive to and from work to reduce fuel consumption, as well as wear and tear on the vehicles.

The **police supply** line item has decreased because the department still has community policing supplies remaining from the FY2021 and will use them as needed.

The University Park Police Department has a ***fleet of vehicles*** that include the following: one (1) 2011 Ford Escape (Hybrid), two (2) 2013 Chevrolet Impalas, two (2) 2012 Chevrolet Impalas, three (5) Ford SUV Police Interceptors (two gas and three Hybrids), and one (1) 2017 Ford Police Interceptor Sedan. There was a decrease in the cost of vehicle maintenance in FY2021, due to the purchase of two (2) 2020 Ford Hybrid SUV Police Interceptors and we sold once Chevrolet impala and converted two (2) into spare vehicles. The fourth Chevrolet Impala is near ready for auction.

The **uniforms** line item remained unchanged; however, it does account for the potential to outfit a new hire should there be personnel changes during FY2022.

The **capital expenditure** line item decreased due to the purchase of a Ford Hybrid SUV Police Interceptors. The Chevrolet Impala is no longer offered for sale by the manufacturer; therefore, the department has transitioned to the primary use of the Ford Hybrid SUV Police Interceptor because they have saved annual fuel costs and provide enough cargo space to accommodate the officer and their issued equipment. The Ford Hybrid SUV Police Interceptor is also environmentally friendly.

Even with the decreased operational cost due to 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 FY2022**

**Police & Public Safety PERSONNEL**

<b>Line Item</b>	<b>Description</b>	<b><u>FY2021</u></b>	<b><u>FY2022</u></b>
P1 Salaries (Cola & Step adjustment included)	Personnel salaries, including crossing guard, holiday pay, and overtime	\$692,389	\$703,240
P2 Payroll Taxes and Benefits	Personnel withholding taxes and benefits (cola & steps)	\$260,547	\$284,084

**Stub Total = \$987,324**

**CODE COMPLIANCE**

<b><u>Line Item</u></b>	<b><u>Description</u></b>	<b><u>FY2021</u></b>	<b><u>FY2022</u></b>
P3 Salary	Code Compliance Officer	\$25,000	\$25,200
P4 Code Compliance		\$5,000	\$5,000

**OPERATING**

<b><u>Line item</u></b>	<b><u>Description</u></b>	<b><u>FY2021</u></b>	<b><u>FY2022</u></b>
P5 Training	Police personnel in-service and skills enhancement training	\$5,000	\$5,000
P6 Medical Examinations	Personnel fitness for duty and recruit physicals	\$1,000	\$3,000
P7 Body-Worn Camera Program	Equipment and data storage	\$5,022	\$9,000
P8 Bike Patrol	General equipment maintenance	\$500.00	\$500
P09 Citations-Red Light		\$8,700	\$8,700
P10 Computer		\$2,000	\$2,000
P11 Crossing Guards		\$8,000	\$8,000

P12 Equipment		\$9,400	\$12,100
P13 Gasoline	Vehicle fuel needs	\$16,000	\$13,000
P14 GPS		\$2,500	\$2,500
P15 Home Security Reimbursement Program		\$1,500	\$1,500
P16 M.I.L.E.S. Computer Access Fees		\$100	\$100
P17 Mobile Data Terminals	Misc. service and repair (\$375) Verizon wireless connections (8 terminals \$750 each)	\$6,375	\$6,375
P18 Police Supplies	<ul style="list-style-type: none"> <li>• Barricades (\$400)</li> <li>• First Aid Supplies (\$200)</li> <li>• Forms, stationary, and office supplies (\$1,300)</li> <li>• Radar Recertification (\$250)</li> <li>• Laser Speed Gun Extended Warranty (\$540)</li> <li>• Ammunition- Green Ammo (\$800)</li> <li>• Police Line Tape, Cones, etc. (\$450)</li> <li>• Community Policing (\$2,500)</li> </ul>	\$6,440	\$6,440
P19 Radio Maintenance	Routine service and repair for nine radios	\$500	\$500
P20 Traffic Engineering		\$5,000	\$12,000
P21 Meetings and Travel	<ul style="list-style-type: none"> <li>• MD. Chiefs Annual Conference (\$950)</li> <li>• International Assoc. of Chiefs of Police (\$450)</li> <li>• Police Chief's Association of P.G. County (\$225)</li> <li>• Maryland Municipal League/Police Exec. Assoc. (\$815)</li> <li>• Police Executive Research Forum (\$155)</li> </ul>	\$3,500	\$3,500

- Misc. Training & Recertification (\$680)
- Misc. police policy reference manuals (\$255)

P22 Uniforms	Initial issue uniforms and replacement of worn or unserviceable items to include new PDU uniform, annual shoe replacement, dry cleaning, etc.	\$8,300	\$8,300
P23 Vehicle Maintenance	General service and repair of fleet, car washes	\$6,500	\$6,500

**CAPITAL**

<b><u>Line item</u></b>	<b><u>Description</u></b>	<b><u>FY2021</u></b>	<b><u>FY2022</u></b>
P24 Vehicle Purchase	Purchase of one fleet replacement vehicle Ford Hybrid Utility with upfitting (i.e., lights, sirens etc.)	\$101,000	\$50,500
P25 Purchase of Speed Camera			\$5,500
<b>Total Capital Outlay</b>			<b>\$56,000</b>

**FY2022 TOTAL=\$1,182,539**

## 2021 UNIVERSITY PARK POLICE VEHICLE INVENTORY

Vehicle	Model	Year	Veh. #	Tag #	Vehicle Identification Number	Accessory	Assigned
Chevy Sedan	Impala	2012	26	MG2884	2G1WD5E31C1325787	Marked	Spare
Chevy Sedan	Impala	2013	28	MG2878	2G1WD53E0D1188889	Marked	Spare
Ford SUV	Interceptor	2015	29	MG2885	1FM5K8AR9FGA46353	Marked/MDT	Miltenberger
Ford SUV	Interceptor	2016	30	MG2882	1FM5K8AR9GGB07119	Marked/MDT	Stennett
Ford Sedan	Interceptor	2017	31	7CV1116	1FAHP2MT3HG106904	Unmarked	Spare
Ford SUV	Escape	2018	32	8CN1744	1FMCU9GD4HUE43850	Unmarked	Baker
Ford Sedan	Interceptor	2019	33	MG2879	1FAHP2MK4KG101791	Marked/MDT	Bell
Ford SUV	Interceptor	2020	#34	2EE0621	1FM5K8AW9LGA96803	Marked/MDT	Graddy
Ford SUV	Interceptor	2020	#35	8EH4398	1FM5K8AW9LGA18201	Marked/MDT	Morris
Ford SUV	Interceptor	2020	#36	8EH4398	1FM5K8AW9LGA18201	Marked/MDT	Jones

2 Chevy	Marked Impala	
7 Ford	SUV	1 Spare, 5 Marked 1, Unmarked
2 Ford	Sedan	1 Marked, 1 Unmarked

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

March 18, 2021

To: Mayor Lenford C. Carey

From: Michael Beall

Subject: Proposed Budget for Fiscal Year 2022

The University Park Department of Public Works budget for FY22 is submitted for your approval. The proposed budget is in the amount of \$1,402,696 and reflects a \$127,791 increase compared to the adopted FY21 budget of \$1,274,905. Excluding capital expenditures, the FY22 budget has increased \$77,791.

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 \$7,237 increase over last year. This increase can be attributed to the normal wage increases, including COLA adjustments.

**Benefits**—Reflects an increase of \$7,654 over FY21.

**Operating-Parks and Recreation:**

**Playing Field Maintenance**—Has been decreased by \$2,000 since all necessary equipment was purchased last year.

**Park Usage Concept Plan**—An allocation of \$50,000 has been included for the development of a park concept plan.

### **Operating- Streets:**

**Street Lights**—A reduction of \$2,000 has been allocated based on usage during FY21.

**Street Maintenance**—The total allocation of \$36,000 is a \$10,000 decrease over last year's appropriation.

**Street Tree Maintenance** —This line item reduced by \$3,000 because there will be no need for arborist fees related to the PEPCO Vegetation Management work.

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

**Landfill**—Has been decreased by \$2,000 based on FY21 data.

**Composting**—Has been reduced by \$2,500 because it will not be necessary to purchase additional buckets in FY22.

**Travel and Dues**—Has been increased back to its typical allocation of \$5,000.

**Work Storage**—Has been increased to \$75,000 in anticipation of increased costs to purchase the current garage space or to lease a new space.

### **Capital Projects:**

**Park Bridge Repair-Beechwood Road**—Has been increased by \$10,000 to reflect design and permitting costs anticipated for repairing the Beechwood Rd pedestrian bridge. Only \$3,500 was spent from this line item in FY21 to obtain a bridge assessment from Greenman Peterson Inc. (GPI).

**SWM Evaluation**—\$60,000 has been allocated to fund the evaluation of storm water systems that have not been accepted by Prince George's Co. This expense is offset by a related revenue from a Prince George's Co. MOU. The revenue and expenditure allocated for this project is reflected in the Capital Projects Fund.

43<sup>rd</sup>-44<sup>th</sup> Ave Trail SWM Design & Construction--\$40,000 has been allocated for the design and construction of a storm water management (SWM) device in connection with the 43<sup>rd</sup>-44<sup>th</sup> Ave Trail reconstruction.

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

**University Park Public Works Department  
BUDGET JUSTIFICATIONS FY22**

<b>A 100 PERSONNEL</b>	<b>\$876,496</b>
A 1 Payroll taxes and benefits	
Personnel withholding taxes and benefits	\$280,054
A 2 Salaries (incl. COLA & Step adjustments)	
Personnel salaries, holiday pay, overtime, and contract labor	\$596,442
<b>B 100 OPERATING-PARKS &amp; RECREATION</b>	<b>\$123,100</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
B4 Consulting Arborist – Tree Ordinance	\$10,000
B 5 Resident Tree Reimbursement	
Reimbursements for private shade and understory tree plantings	\$ 4,000
B 6 Upkeep of Park	
Maintenance costs for park features and equipment	\$ 8,000
B 7 Playing Field Maintenance	
Maintenance of town field including water meter expense	\$ 8,000
B 8 Park Usage Concept Plan	
Development of a park concept plan	\$ 50,000
B 9 Park Landscape Maintenance	
Maintenance of town gardens	\$ 15,000
<b>S 100 OPERATING-STREETS</b>	<b>\$103,000</b>
S 1 Street Lights	
Energy cost for overhead street lighting throughout town	\$ 27,000
S 2 Street Repair	

	Pothole repair, signage, speed humps, sidewalks, etc.	\$ 36,000
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
<b>W 100 OPERATING-GENERAL SANITATION</b>		<b>\$219,000</b>
W 1	Fuel	
	Fuel for operating public works vehicles and equipment	\$ 20,000
W 2	Landfill	
	Tipping fees for refuse, leaf collection, and yard waste	\$ 62,000
W 3	Composting	
	Tipping fees for refuse, leaf collection, and yard waste	\$ 5,000
W 4	Medical Exams	
	Physical exams for new hires, CDL license renewals, and random testing for CDL vehicle operators	\$ 500
W 5	Recycling Costs	
	Tipping fees for recycling, recycling events, and environmental Fees for items containing refrigerants	\$ 12,000
W 6	Tools/Supplies	
	Tools, and supplies for public works operations	\$ 8,000
W 7	Travel & Dues	
	Costs related to association memberships and conference expenses for public works personnel	\$ 5,000
W 8	Training	
	Costs related to job and safety training for staff.	\$ 2,500
W 9	Uniforms	
	Costs related to the purchase and lease of DPW employee uniforms, boots, gloves, raingear, personal safety gear.	\$ 4,000
W 10	Vehicle Maintenance	
	Costs associated with vehicle and equipment repair.	\$ 25,000
W11	Vehicle Storage	
	Costs for vehicle storage and maintenance facilities.	\$ 75,000

<b>W 200 CAPITAL Outlay</b>	<b>\$ 81,100</b>
W12 Veteran's Memorial	\$ 1,000
W13 LED Streetlight Conversion	\$ 100
W14 Park Bridge Repair-Beechwood Rd.	\$ 40,000
W18 43 <sup>rd</sup> -44 <sup>th</sup> Ave Trail SWM Design and Construction	\$ 40,000
<b>DPW Total</b>	<b>\$1,402,696</b>

## FY22 Public Works Vehicle Inventory

#	Year	Make	Model	Type	Plate#	Odometer	FY20 Maint
4	2019	Ford	F550	Leaf	LG80423	2998	409.11
5	2019	Ford	F550	Leaf	LG54178	2413	430.53
9	2011	Ford	F350	P/U	LG85077	50282	606.00
10	2003	ODB	LCT 600	Leaf Vac	NA	NA	\$196.06
11	2003	ODB	LCT 600	Leaf Vac	NA	NA	\$483.67
14	1993	Chevy	2500	P/U	LG14634	65045	\$228.87
15	2002	Ford	F350	P/U	LG89160	191092	\$1,216.37
16	2016	Kenworth	T370	Packer	LG95749	41444	\$4,217.07
17	2016	Kenworth	T370	Packer	LG95748	43784	\$4,173.35
18	2006	Ford	F750	Packer	LG54742	42941	\$6,772.21
19	2017	Ford	Escape	SUV	767M623	96972	\$810.11
20	2018	Kubota	SV65	Skid Steer	NA	NA	\$865.24
Misc	includes implements, equipment, GPS, and general expenses						\$8,301.38

### Retired Vehicles

4	2001	Isuzu	NA	Leaf	LG80423		\$0
5	1996	Mitsubishi	NA	Leaf	LG54178		\$313.91
6	1997	Chevy	Top Kick	Dump	LG85065		\$2,073.68
<b>DPW Total</b>							<b>\$31,097.56</b>

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**Town of University Park  
GG Budget Proposal - Final**

**I. Personnel Gen Govt**

G1b Town Administrator	\$88,000.00
G1a Mayor's Salary	\$20,000
G1 Salaries General Govt.	\$220,043.00
G2 Payroll Taxes and Benefits	\$61,725.00
G2a Mayor Payroll Taxes and Benefits	\$3,897.00
<b>Total A Salaries - General Government</b>	<b>\$393,665.00</b>

**Andrea Marcavitch:**  
**Clerk (11/11) at \$78,056.34+COLA**  
**Admin Assistant (4/7) at 32hrs/wk at roughly \$33,441.83/year + COLA.**  
 Build in extra hours to assist with Council meetings or if I'm away. Budget for an additional 80 hours which is equivalent to 10 days over the course of the year (\$20.10 x 80hrs = **\$1,608 + COLA**).  
**Temp/Front office fill-in:** I'd like to budget for 80 hours (10 days). We pay \$15/hr x 80 hrs = **\$1,200**

**Andrea Marcavitch:**  
 Election: Would fund another vote-by-mail election for the entire Town.

**Andrea Marcavitch:**  
 Council Retreat: Cost funds a facilitator & associated costs (space usage fee & food) for a review of Strategic Plan or Council retreat.

**II. Operating -Gen Govt**

G3 ADA (Interpreters)	\$250.00
G6 Council Retreat/Orientation	\$10,000.00
G8 Recording Secretary	\$4,000.00
G9 Elections	\$5,500.00
G10 Employee Awards & Events	\$3,000.00
G11 Engineering (Excludes Street Work)	\$10,600.00
G14 IT Costs	\$39,417.00
G15 Legal Advertisement	\$1,500.00
G25 Travel	\$26,500.00
G17 Memberships & Dues	\$6,300.00
G18 Newsletter	\$25,000.00
G19 Office Expenses	\$24,000.00
G20 Publications	\$8,000.00
G21 Town History	\$15,000.00
G12 Small Equipment	\$3,500.00
G23 Telephone & Maintenance	\$13,000.00
G24 Training	\$1,500.00
G28 Website Maintenance & Design	\$10,000.00
<b>Total II - Operating -Gen Government</b>	<b>\$207,067.00</b>

**Andrea Marcavitch:**  
 Recording Secretary: Decrease in line item as virtual meetings have decreased Honya's monthly hours.

**Andrea Marcavitch:**  
 Travel: Allows funds for all Councilmembers and the Mayor to attend summer MML conference including the Town Administrator. Funds also included for Mayor and staff to attend conferences.

**Andrea Marcavitch:**  
 IT Costs: Extra funds to replace your current server in the Town Hall with a "Cloud Hosted" server.

**Andrea Marcavitch:**  
 Engineering: This funds 6 building permit reviews by contracted engineer for drainage related permits and a survey of the Town Park

**Andrea Marcavitch:**  
 Small Equipment: Slight increase to cover the costs of replacing one laptop.

**Andrea Marcavitch:**  
 Telephone: Additional funds to upgrade our phone system's software and to join the maintenance plan.

**Andrea Marcavitch:**  
 Website: Increase for CivicPlus to conduct additional training to staff.

**Andrea Marcavitch:**  
 Office Expenses: Increase with additional costs of cleaning and disinfectant supplies.

**V. Transit**

G26 Transit	\$15,000.00
<b>G25 Transit Total</b>	<b>\$15,000.00</b>

**Andrea Marcavitch:**  
 Transit: The money in this line item would allow para-transit services to continue through a contracted ride share program like Gogo Grandparent.