

# TOWN OF UNIVERSITY PARK



## FISCAL YEAR 2024 PROPOSED BUDGET



6724 BALTIMORE AVENUE  
UNIVERSITY PARK, MD 20782

JOEL BIERMANN  
MAYOR

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*MAYOR*  
**JOEL BIERMANN**

*TOWN COUNCIL*

**RALPH DUBAYAH (WARD 1)**  
**MARY GATHERCOLE (WARD 2)**  
**LAURIE MORRISSEY (WARD 3)**  
**NAT MORGAN (WARD 4)**  
**DAVID McGAUGHEY (WARD 5)**  
**MARTHA WELLS (WARD 6)**  
**WILLIAM SWEET (WARD 7)**

*TOWN STAFF*

**DAN BADEN (TREASURER)**  
**HARVEY BAKER (CHIEF OF POLICE)**  
**MICKEY BEALL (DIRECTOR of PUBLIC WORKS)**  
**TC HEGEMAN (TOWN CLERK)**

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April 1<sup>st</sup>, 2023

*To the Town Council, Staff, and Residents of University Park:*

*This FY2024 Budget embodies many of our shared values and commits much of our Federal American Rescue Plan Act funds in projects that will benefit future generations of Town residents. This budget promotes our quality of life, beautifies our Town, protects the environment, enhances public safety, and significantly invests in Storm-Water Management infrastructure.*

*Government is adept at collecting revenue from its taxpayers, yet seldom does it give those taxpayers any relief. So, in a time of historically high inflation, this budget also offers our residents some much-deserved financial relief by reducing the overall real property tax rate from last year's Constant Yield Tax Rate (CYTR) of \$0.5167 to \$0.4559 per \$100 in assessed property value. If the Town held to the CYTR, the FY2024 tax rate would be \$0.4959; therefore, this reduction effectively provides a 4 cent decrease in the real property tax rate. We are able to provide this relief without any negative impact to town operations, our quality of life, or investments in our future.*

*Notably, this proposed budget does not fund the Town Administrator position. The Council and Staff know that I am fully supportive of having a capable, intellectual, and motivated person fill the role. Unfortunately, the Council and I have disagreed on the process for filling this position and the latitude that a mayor, under our charter, should have in making a nomination. If we should find agreement in the future, I support using reserve funds (currently at \$2.5M) to fund the position in FY2024 while keeping the proposed reduction in the real property tax rate. In the meantime, I have the assurance from key staff that there has been no negative impact to town operations with the position unfilled.*

*I look forward to working together in implementing the many possibilities this budget presents for our future.*

*Joel Biermann*

# FY2024 BUDGET HIGHLIGHTS

## Responsible Infrastructure Improvements

- ✓ Dedicated funds to pre-fabricated construction that meets the Town Hall meeting space requirements and eliminates need for multi-million dollar bonds
- ✓ Reserve funds committed to address replacing two pedestrian bridges

## Supporting Volunteerism

- ✓ Increase to Volunteer Fire Department donations
- ✓ Support to the UP Civic Association to encourage resident-organized Town events
- ✓ A donation to the County Animal Shelter to support volunteer efforts that match needy animals with residents in our community
- ✓ Continued support for local volunteer groups and community events

## Beautification

- ✓ Investments in Town Park maintenance and improvements
- ✓ Enhancements to the Veterans Memorial Park and Henson Green

## Public Safety

- ✓ Equipping Police Vehicles with modern dash cameras
- ✓ Providing upkeep and maintenance for traffic signs
- ✓ Intelligent pedestrian path lighting in our parks to enhance safety, promote walkability, and deter crime (can be regulated during firefly season)

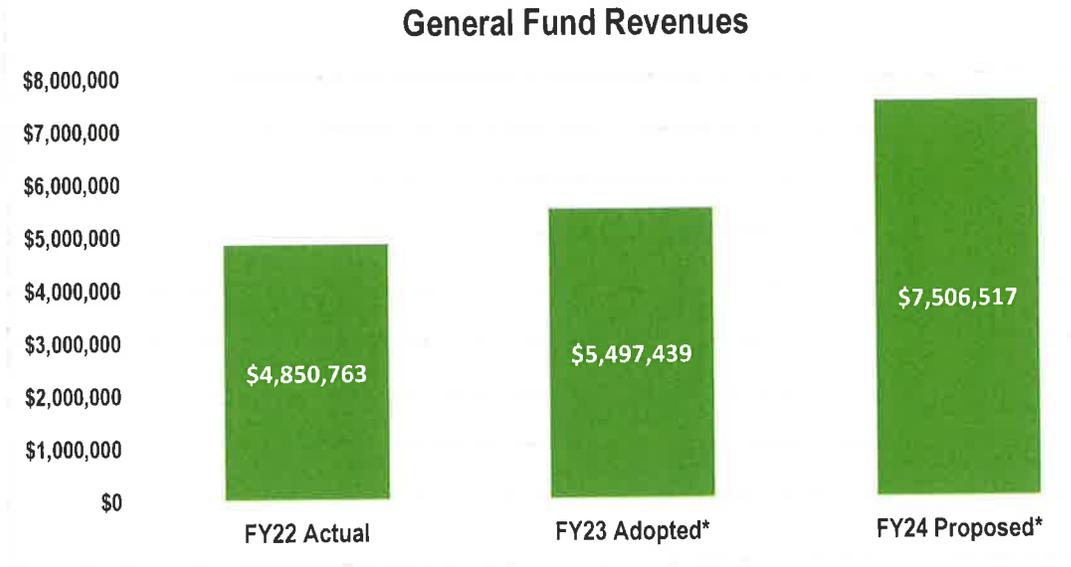
## Storm-Water Management

- ✓ \$1 Million investment, made possible with Federal funds, to improve Storm-Water infrastructure and curtail the effects of Climate Change

## Environmental Protection

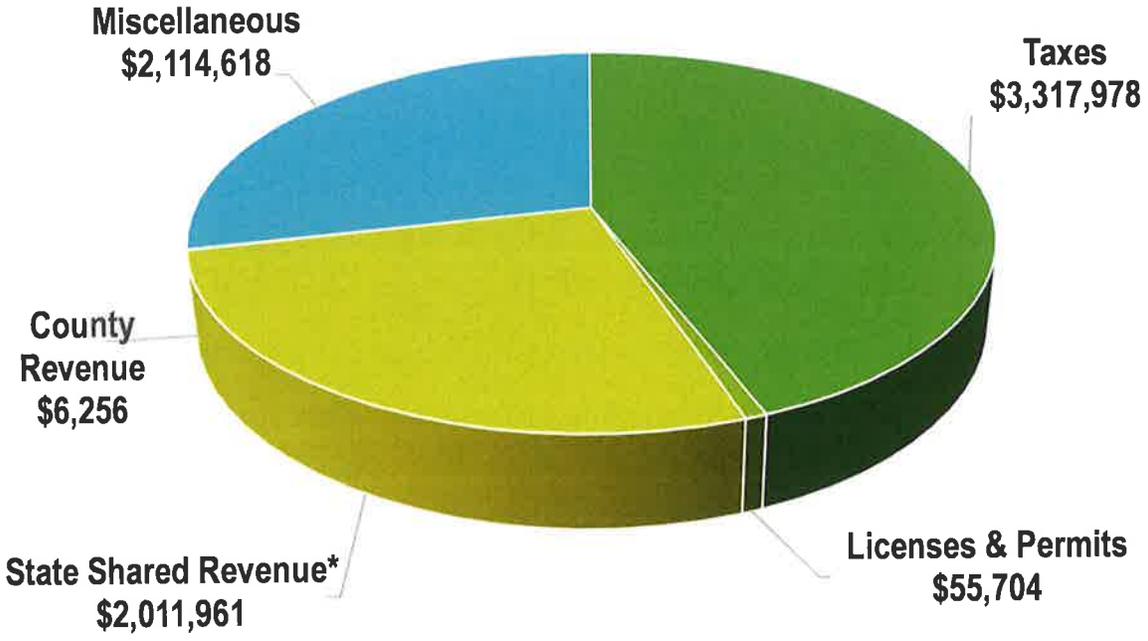
- ✓ Expansion of the Electrical Vehicle charging network
- ✓ Restarting the Town Shuttle Program with a Zero-Emissions bus
- ✓ Improvements to the Town Composting Program
- ✓ Investments toward a future Zero-Emissions Trash Truck

# REVENUE - OVERVIEW



*\*Includes American Rescue Plan Act funds*

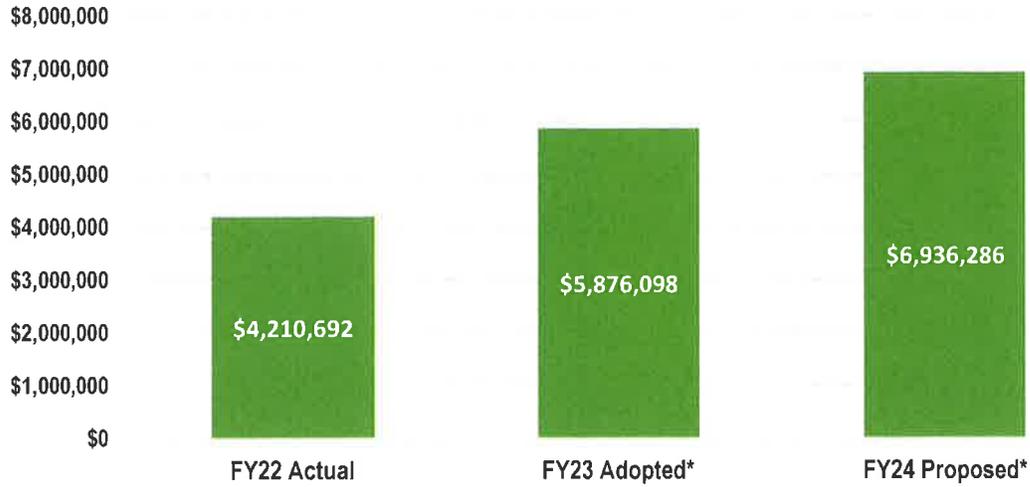
### FY24 Proposed Budget - General Fund - Revenue



*\*Primarily consists of American Rescue Plan Act funds*

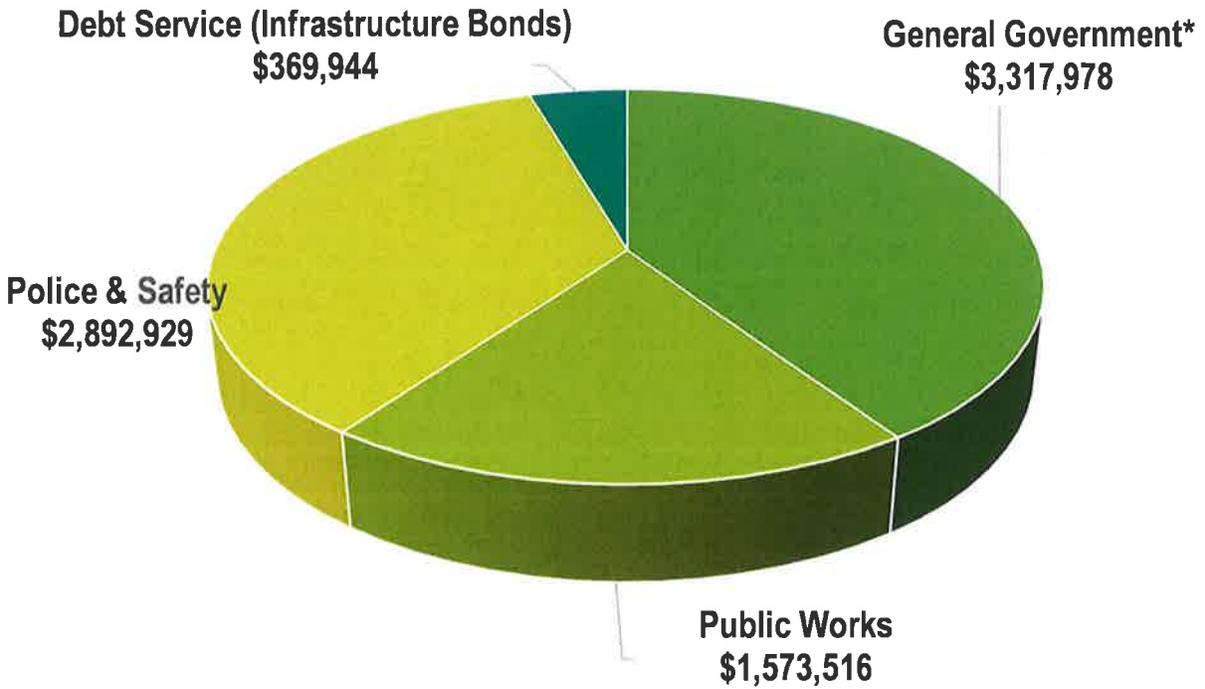
# EXPENSES - OVERVIEW

## General Fund Expenditures



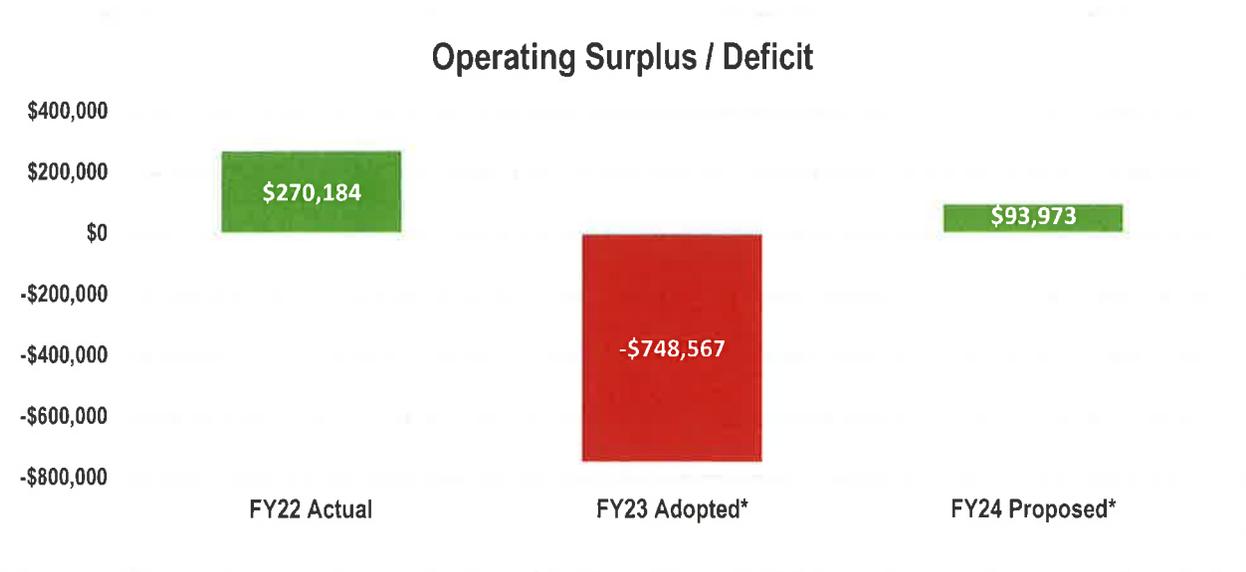
*\*Includes American Rescue Plan Act funds*

## FY24 Proposed Budget - General Fund - Expenses

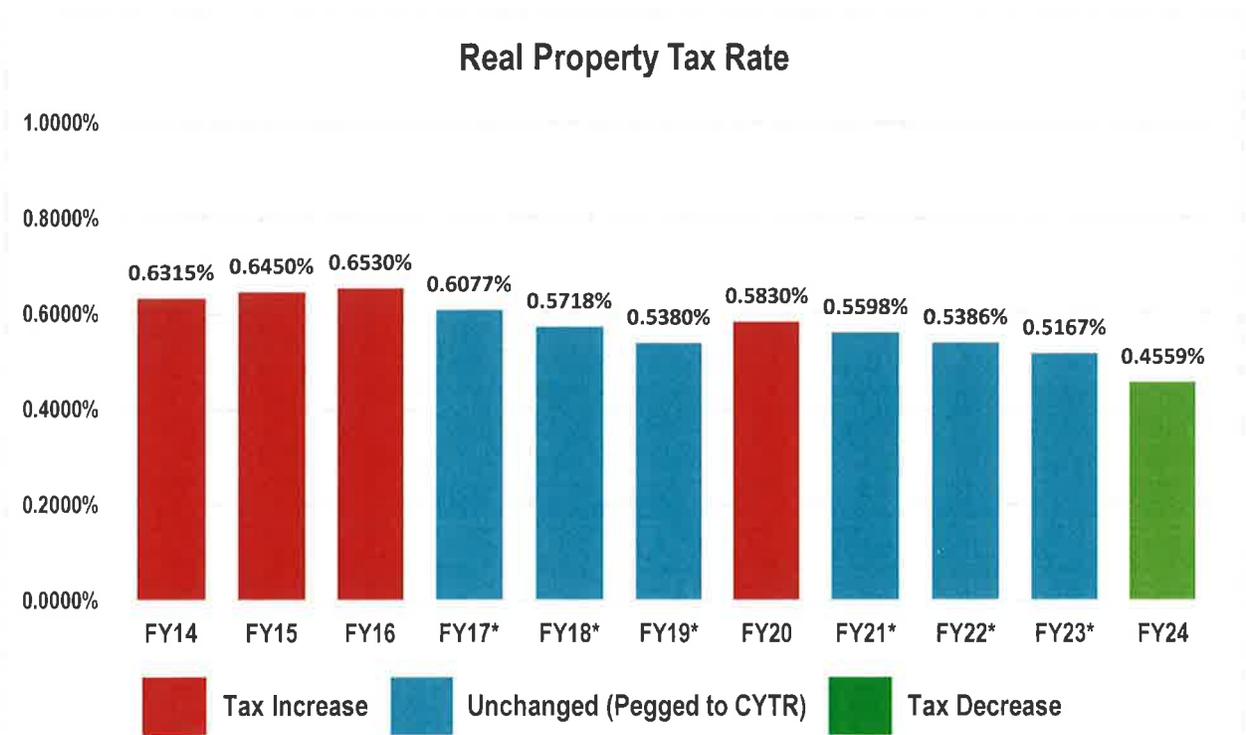


*\*Primarily consists of American Rescue Plan Act funds*

## OPERATING SURPLUS/DEFICIT OVERVIEW



## PERSONAL PROPERTY TAX RATE OVERVIEW



## GENERAL GOVERNMENT

This portion of the budget covers all expenses that are not directly related to the Department of Public Works and the Police Department.

EXPENDITURES BY CATEGORY	FY22 ACTUAL	FY23 ADOPTED	FY24 PROPOSED	FY23 – FY24	
				\$ CHANGE	% CHANGE
PERSONNEL	\$353,238	\$417,663	\$292,166	-\$125,497	-30%
OPERATING	\$258,445	\$316,050	\$314,729	-\$1,321	-0.4%
ARPA	\$194,141	\$1,979,940	\$1,829,047	+\$1,634,047	+838%
GRANTS & DONATIONS	\$21,306	\$29,500	\$37,000	+\$7,500	+25.4%

### General Government – Personnel

- ▮ G1: Salaries (\$176,697) – a decrease of \$130,298 which reflects the elimination of the part-time administrative assistant at Town Hall and an unfunded Town Administrator position, which could still be funded in FY2024 with reserve funds, as well as merit increases and a 4.4% Cost of Living Adjustment (COLA) for Town employees, including part-time employees
- ▮ G2: Payroll Taxes and Benefits (\$76,479) – a decrease of \$3,885, commensurate with reductions to item G1
- ▮ G1a: Mayor and Council Salary (\$32,600) – an increase of \$7,200. When the council approved pay for councilmembers last year (\$1,800 per councilmember), only new or re-elected councilmembers were eligible to receive that pay. Beginning in FY2024, all councilmembers will receive this pay.
- ▮ G2a: Payroll Taxes and Benefits - Mayor/Council (\$6,390) – an increase of \$1,486 commensurate with the increase to item G1a

### General Government – Operating

- ▮ G3: ADA (Interpreters) (\$250) – no change
- ▮ G4: Audit and Accounting (\$13,905) – reflects minimal market rate increases
- ▮ G5: Building Maintenance (\$30,374) – an increase of \$2,374 to maintain Town infrastructure
- ▮ G6: Council Retreat (\$5,000) – this is an item that is budgeted every other year to support the Mayor and Council engaging in a strategic planning session
- ▮ G7: Community Events (\$5,000) – this item enables the Town to conduct a myriad of events including the September "University Park Goes Purple" campaign to raise mental health and suicide-prevention awareness, the Town Veterans Day ceremony event, the Holiday Tree Lighting, and others
- ▮ G8: Recording Secretary (\$3,500) – a nominal decrease from previous years
- ▮ G9: Election Expenses (\$5,000) – a nominal decrease from previous years
- ▮ G10: Employee Awards and Events (\$3,800) – a slight increase to fund events for Town employees
- ▮ G11: Engineering (Excludes Street Work) (\$3,000) – no change
- ▮ G12: Small Equipment (\$3,500) – no change
- ▮ G13: Insurance (\$37,000) – no change. Covers the cost of participation in the Maryland Local Government Insurance Trust (LGIT) fund.
- ▮ G14: IT Costs (\$32,500) – a modest increase to cover all costs associated with IT and IT maintenance
- ▮ G15: Legal Advertising (\$1,800) – a slight increase that covers fees associated with advertising ordinances and other legal notices in the newspaper of record
- ▮ G16: Legal Fees (\$40,000) – a slight decrease in payments to the Town's attorney
- ▮ G17: Meeting Costs (\$3,000) – a slight decrease. Covers rent for meeting space at the UP Elementary School, local churches, or elsewhere, and any related expenses.

- 📄 G18: Membership Dues (\$6,500) – covers memberships for key town staff in professional organizations that enhance their careers and job performance in support of the Town
- 📄 G19: Newsletter (\$24,000) – a slight decrease to cover the Town’s monthly newsletter to residents
- 📄 G20: Office Expenses (\$23,000) – a slight increase to reflect market rate increases
- 📄 G21: Publications (\$3,000) – no change
- 📄 G22: Gas Blower Rebate Program (\$5,000) – a decrease of \$5,000 from FY2023. Residents who purchase electric or battery-operated lawn equipment (not limited to gas-powered leaf blowers) are eligible for rebates up to \$100 per home.
- 📄 G23: Town Administrator Expense (\$0) – a decrease of \$13,500. If the Town Administrator position is filled, this budget does not cover any additional expenses for the role (e.g., travel, meals, hotel reimbursements).
- 📄 G24: Solar Array Maintenance (\$2,500) – covers the cost of maintaining the solar panels at the UP Elementary School (these panels largely pay for the free EV-charging stations near the school)
- 📄 G25: Telephone & Maintenance (\$12,500) – a nominal increase to reflect market rate increases
- 📄 G26: Training (\$5,000) – an increase of \$3,500 that reflects the importance of sending key town staff, including the Town Clerk, to routine, professional training courses
- 📄 G27: Travel & Training (\$30,000) – covers participation in the Maryland Municipal League conferences for elected officials and Town staff as well as other professional training and travel-related expenses
- 📄 G28: Transit (\$100) – this is largely a placeholder item that can be populated with funding from ARPA line item G6
- 📄 G29: Utilities (\$7,000) – no change
- 📄 G30: Website Maintenance & Design (\$8,500) – a modest increase to the CivicPlus contract

## General Government – American Rescue Plan

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- 📄 G31: Premium Pay (\$0) – a reduction of \$72,179 which reflects the Council’s vote to eliminate ARPA funds for this purpose
- 📄 G32: SWM Design & Engineering & Construction (\$1,000,000) – a once-in-a-lifetime investment to Storm-Water Management infrastructure to mitigate the impacts of Climate Change and benefit future generations of Town residents
- 📄 G33: Path Lighting (\$200,000) – covers the cost of approximately 20 path lanterns to enhance walkability and reduce the potential for crime in our parks. These lights can be adjusted or restricted during certain times of the year to mitigate or eliminate their impact on the environment (e.g. firefly mating).
- 📄 G34: Park Upgrades (\$50,000) – covers enhancements to Henson Green and Veterans Memorial Park
- 📄 G35: Charging Stations (\$30,000) – expands the Town’s network of Electric Vehicle charging stations to locations that enhance accessibility to Town residents and to encourage adoption of zero-emission vehicles
- 📄 G36: Transit Programs (\$220,000) – enables the reintroduction of the Town’s shuttle program to and from the Metro with a zero-emissions bus
- 📄 G37: Town Hall (\$260,000) – adds to the State’s \$200,000 grant and the Town’s previous \$40,000 match for a total of \$500,000 to obtain a mid- to above-grade prefabricated structure that meets the Town’s meeting space and Public Works Department’s office space needs
- 📄 G38: ARPA Expenditures (to be allocated) (\$69,047) – miscellaneous Town needs

## General Government – Grants & Donations

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- 📄 G40: Fire Department Donations (\$13,500) – an increase of \$1,500 that supports three local volunteer fire departments that service our community
- 📄 G41: UPES PTA Donation (\$6,000) – no change

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- ‡ G42: Arts In The Park (\$500) – funds the annual Arts in the Park event to showcase local artistic talent
  - ‡ G43: UPCA Grant (\$1,000) – supports the recently re-invigorated UP Civic Association that is actively planning new and exciting events for residents and families in Town
  - ‡ G44: Animal Shelter (\$5,000) – a new donation that reflects that values of many of our local pet parents who want to promote the volunteers at the PG Animal Shelter and their work to match homeless pets with forever homes in our community
  - ‡ G45: Senior Programs/Helping Hands (\$5,000) – supports local volunteers who assist Town residents with various tasks that make it possible to age in place
  - ‡ G46: PTA - Azalea Classic (\$6,000) – the primary revenue source for this annual, beloved 5k run that supports the UP Elementary School PTA

## DEPARTMENT OF PUBLIC WORKS

This portion of the budget includes all costs related to the upkeep of Town roads, parks, street lights, tree trimming, and various other expenses, in addition to the costs of operating the Department of Public Works.

EXPENDITURES BY CATEGORY	FY22 ACTUAL	FY23 ADOPTED	FY24 PROPOSED	FY23 – FY24	
				\$ CHANGE	% CHANGE
PERSONNEL	\$858,355	\$961,828	\$1,012,416	+\$50,588	+5.3%
PARKS & RECREATION	\$70,708	\$103,600	\$107,100	+\$3,500	+3.4%
STREETS	\$108,595	\$135,000	\$150,000	\$15,000	+11.1%
GENERAL & SANITATION	\$227,832	\$209,500	\$239,000	\$29,500	+14.1%
CAPITAL	\$838,497	\$120,000	\$65,000	-\$15,000	-18.8%

### Public Works – Personnel

- A1: Salaries (\$692,217) – an increase of \$45,897 that includes merit increases and a 4.4% COLA for DPW employees
- A2: Payroll Taxes and Benefits (\$319,856) – an increase of \$4,691 that is commensurate with the increase to item A1

### Public Works – Operating – Parks & Recreation

- B1: Cemetery Upkeep (\$100) – no change
- B2: Tree Maintenance – Park (\$25,000) – no change. Covers costs to maintain trees in the public parks.
- B3: Tree Replacement – Park (\$10,000) – a slight increase of \$2,000
- B4: Consulting Arborist - Tree Ordinance (\$10,000) – no change. Funds consulting fees when residents wish to remove a tree that may be healthy.
- B5: Resident Tree Reimbursement (\$4,000) – no change
- B6: Upkeep of Park (\$10,000) – a slight increase of \$2,000
- B7: Playing Field Maintenance (\$8,000) – a slight decrease of \$500
- B8: Park Usage Concept Plan (\$25,000) – no change. This funding would allow the Town to conduct an in-depth study of ways maximize use and enjoyment of the Town parks.
- B9: Park Landscape Maintenance (\$15,000) – no change

### Public Works – Operating – Streets

- S1: Street Lights (\$30,000) – a slight increase of \$3,000 that pays the electricity for Town street lights
- S2: Street Sign & Sign Maintenance (\$30,000) – a new line item that dedicates funds specifically for new signs, sign parts, and sign maintenance. The adoption of the town-wide 20MPH speed limit required the purchase of multiple new signs, which constrains other line items. Street signs also require regular maintenance and replacement, which has been overlooked.
- S3: Street & Sidewalk Maintenance (\$25,000) – a reduction of \$18,000, which reflects less upkeep with the installation of many new sidewalks in Town
- S4: Street Tree Maintenance (\$50,000) – no change. Covers the cost of tree maintenance for trees in the public right-of-way.
- S5: Street Tree Replacement (\$10,000) – no change

- W6: Snow Removal (\$5,000) – no change. Covers the cost of snow plowing and street salt purchases from neighboring communities.

## Public Works – Operating – General & Sanitation

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- W1: Fuel (\$40,000) – an increase of \$10,000. The Town previously negotiated with PG County to obtain fuel at the County's negotiated rates and through their fuel depot. This increase accounts for anticipated fuel price increases over the next year.
- W2: Landfill (\$70,000) – no change. Covers the cost of disposing Town residents' waste in the PG County landfill.
- W3: Composting (\$20,000) – an increase of \$15,000 that will reduce our costs in the long-term. The Town currently pays for residents' composting bags. This item covers the cost of new, larger composting bins that can also be used for yard debris and do not require composting bags, which will result in the elimination of this line item in the future.
- W4: Medical Exams (\$1,000) – an increase of \$500
- W5: Recycling Charges (\$15,000) – no change
- W6: Tools/Supplies (\$12,000) – a decrease of \$5,000
- W7: Travel & Dues (\$5,000) – no change. Covers DPW personnel participation in professional events and organizations.
- W8: Training (\$5,000) – no change
- W9: Uniforms (\$6,000) – an increase of \$1,000
- W10: Vehicle Maintenance (\$50,000) – an increase of \$15,000
- W11: Town Maintenance Facility (\$15,000) – a decrease of \$7,000

## Public Works – Capital

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- W12: Veteran's Memorial (\$0) – not applicable. Reflected in the budget only to highlight FY2022 expense.
- W13: Garage - Roof and Bldg. Renovation/Design (\$40,000) – no change
- W14: Garage Security & Access Control (\$0) – a decrease of \$25,000
- W15: Vehicle for Public Works Director (\$0) – a decrease of \$45,000. Reflects the FY2023 purchase of a hybrid vehicle to replace an older DPW vehicle.
- W16: Electric Charging Station (\$0) – a decrease of \$10,000. Reflects the new electric charging stations at Town Hall installed in FY2023.
- W17: Garage Parking Lot Paving (\$25,000) – a new item to cover the costs of upgrading the parking lot at the Town's Public Works garage in Bladensburg
- W18: Public Works Garage Purchase (\$0) – not applicable. Reflected in the budget only to highlight FY2022 expense.

## POLICE & PUBLIC SAFETY

This portion of the budget is restricted to operating and maintaining the University Park Police Department.

EXPENDITURES BY CATEGORY	FY22 ACTUAL	FY23 ADOPTED	FY24 PROPOSED	FY23 – FY24	
				\$ CHANGE	% CHANGE
PERSONNEL	\$961,853	\$1,222,002	\$1,304,600	+\$82,598	+6.8%
CODE COMPLIANCE	\$37,999	\$39,775	\$41,407	+\$1,632	+4.1%
OPERATING	\$229,875	\$290,740	\$1,410,302*	+\$1,119,562*	+385.1%*
CAPITAL	\$49,847	\$50,500	\$136,620	+\$86,120	+170.5%

\*Primarily attributed to an accounting method that adds all speed camera and red-light ticket revenue to the Town's overall revenue and deducts the portion that the Town must pay back to the State as an expense. This is not a tax increase.

### Police & Public Safety – Personnel

- ☐ P1: Salaries (\$921,983) – an increase of \$60,929 that includes merit increases and a 4.4% COLA for police personnel
- ☐ P2: Payroll Taxes and Benefits (\$382,617) – an increase of \$21,669 commensurate with the increase to item P1

### Police & Public Safety – Code Compliance

- ☐ P3: Code Compliance Officer Salary & Benefits (\$36,407) – an increase of \$9,207 that represents the anticipated work for the Code Compliance Officer. This officer is an hourly employee who would be paid less if the anticipated hours are not met.
- ☐ P4: Code Compliance Operating Costs (\$5,000) – a decrease of \$1,500
- ☐ P5: Parking Enforcement (\$0) – a decrease of \$6,075

### Police & Public Safety – Operating

- ☐ P6: Training (\$10,000) – no change
- ☐ P7: Medical Exams (\$5,000) – no change
- ☐ P8: Body Worn Cameras (\$7,000) – no change. Covers costs related to Body Worn Cameras, including associated data-storage costs.
- ☐ P9: Bike Patrol (\$500) – no change
- ☐ P10: Citations - Red Light/ Speed Camera (\$225,600) – an increase of \$58,800. This increase is not an additional tax for Town residents. It represents a method of accounting that captures red light camera ticket funds both as revenue and also as an expense (for the portion that must be paid back to the State).
- ☐ P11: Speed Camera Collections - Due to State (\$1,053,155) – an increase of \$1,053,155. This increase is not an additional tax for Town residents. It represents a method of accounting that captures speed camera ticket funds both as revenue and also as an expense (for the portion that must be paid back to the State).
- ☐ P12: Computer (\$2,000) – no change

- ⊞ P13: Crossing Guards/Parking Enforcement (\$10,207) – a slight increase to cover the costs of morning and afternoon crossing guards at the University Park Elementary School
- ⊞ P14: Equipment (\$22,000) – an increase of \$4,900 to cover equipment costs for police personnel
- ⊞ P15: Gasoline (\$19,800) – an increase of \$1,800 to cover expected fuel cost increases. Some Police Department vehicles are hybrid, and the town is committed to purchasing hybrid or electric vehicles in the future to replace older, worn-out vehicles, which will hopefully cause fuel costs to decrease in the long-term.
- ⊞ P16: GPS (\$3,000) – no change. Covers the cost of monitoring the locations of Police Department vehicles to enhance accountability.
- ⊞ P17: Home Security Reimbursement Program (\$1,500) – no change. Residents who purchase certain home-security cameras or systems are eligible for a \$100 rebate on equipment that costs \$150 or more.
- ⊞ P18: MILES Computer (\$100) – no change
- ⊞ P19: Mobile Data Terminals (\$7,500) – no change
- ⊞ P20: Police Supplies & Manuals (\$6,440) – no change
- ⊞ P21: Radio Maintenance (\$500) – no change
- ⊞ P22: Radar Signs (\$7,200) – a decrease of \$2,800. Covers the cost of additional moveable speed/radar signs to enhance safety in Town neighborhoods
- ⊞ P23: Travel, Meetings, Professional Dues (\$5,000) – an increase of \$1,500
- ⊞ P24: Uniforms (\$13,300) – no change
- ⊞ P25: Vehicle Maintenance (\$10,500) – an increase of \$2,000

## Police & Public Safety – Capital

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- ⊞ P25: Police Cruiser (\$55,500) – a line item to replace an older model vehicle with a more efficient cruiser (ideally a hybrid vehicle)
- ⊞ P26: Axon In-Car Video Camera (\$81,120) – a new line item to equip police vehicles with dashcam videos. Currently, the Town relies solely on Body Worn Cameras to monitor police behavior. This equipment will help increase accountability of our police force and their interactions with the public.

## MISCELLANEOUS

This portion of the budget covers certain miscellaneous expenditures and additions to the Town Reserve funds.

EXPENDITURES BY CATEGORY	FY22 ACTUAL	FY23 ADOPTED	FY24 PROPOSED	FY23 – FY24	
				\$ CHANGE	% CHANGE
UNRESERVED DESIGNATED	\$0	\$184,000	\$274,872	+\$90,872	+49.4%
RESERVED DESIGNATED	\$0	\$4,217*	\$268,579	+\$264,362	+6,269%
<b>EXPENDITURES</b>	<b>\$369,886</b>	<b>\$369,908</b>	<b>\$369,944</b>	<b>+\$36</b>	<b>0%</b>

\*Represents the Estimated Actual FY2023 Budget amount

### Miscellaneous – Unreserved Designated

- ☒ Vehicle Replacement (\$26,000) – no change. Investments into future vehicle replacement costs.
- ☒ Tree Replacement (\$40,000) – no change
- ☒ Transit Reserve (\$50,000) – no change
- ☒ Police Officer Overtime (\$68,000) – no change. This funding was provided by the Whole Foods development site in exchange for the possible need for UP Police Department officers working on site.
- ☒ Electric Vehicles (\$90,872) – a new line item. Represents the excess tax revenue and devotes it to saving for future electric vehicles (e.g., an electric trash truck).

### Miscellaneous – Reserved Designated

- ☒ Cemetery (\$4,217) – no change. Represents annual contributions to upkeep of the Town cemetery that dates back to the Revolutionary War.
- ☒ Cable Capital Equipment (\$264,362) – represents the tax income received from cable television companies payable to the Town

### Miscellaneous – Expenditures

- ☒ Debt Service - Infrastructure Bond (\$206,242) – payments for the street and sidewalk infrastructure bonds
- ☒ Street Improvement & Traffic Control Bond (\$136,352) – payments for street improvement bonds
- ☒ Leaf/Utility Trucks Loan (\$27,350) – payments for capital-intensive DPW vehicles





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# TOWN OF UNIVERSITY PARK

MAYOR  
Joel Biermann

## MEMO

**Date:** March 31, 2023  
**To:** Common Council  
**From:** Joel Biermann, Mayor  
**Re:** Transmittal of Proposed Fiscal Year 2024 Budget

Per Section 602 of the Town Charter, I submit a Fiscal Year 2024 Budget for the Town of University Park covering the period from July 1, 2023, through June 30, 2024.

### In brief:

- The proposed Fiscal Year 2024 tax rate on real property is .4559 per \$100 of assessed value, which is four cents less than the Constant Yield Rate of .4959 per \$100 of assessed value. This decrease in the tax rate equates to \$198,012 less in real property tax revenue to the town and an equal savings to our residents. This rate is .0608 less than the .5167 per \$100 of assessed value set by the Council for Fiscal Year 2023.
- Anticipated Fiscal Year 2024 revenues include \$1,947,468 in revenue from placement and enforcement of speed cameras and another \$1,829,047 in American Rescue Plan Act funds.
- Total Town employment proposed is 28 employees at 23.28 FTEs, including the addition of 2 FTEs in the Police Department and the removal of the Town Administrator position. A 4.4% Cost of Living adjustment is included in the salary budgets.
- Within the American Rescue Plan, funding the following projects are proposed:

○ SWM Design and Engineering	\$1,000,000
○ Path Lighting	200,000
○ Park Upgrades	50,000
○ Charging Stations	30,000
○ Transit Programs	220,000
○ Town Hall	260,000
○ Unallocated Funds	69,047

- \$40,000 has been included in the Public Works Budget for upgrades to the garage roof and building renovations and \$25,000 for parking improvements at the garage.
- Funding for In-Car Video Cameras in the amount of \$81,120 is included in the police budget.
- A new account has been added under the Grants and Donations for the Prince George’s County Animal Shelter.
- Capital Projects Expenditures include \$300,000 for pedestrian bridge replacement, \$240,000 for Town Hall design and construction and \$30,000 for Street Engineering/Design/Construction.

As submitted, this budget totals \$7,879,331. This amount includes a General Fund of \$6,939,387 a Debt Service Fund of \$369,944 and a Capital Projects Fund of \$570,000. The beginning Fund Balance is projected at \$2,672,261 with \$2,427,261 allocated to the General Fund and \$245,000 to the Capital Projects Fund.

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 Town Hall Design & Construction for \$240,000, Street Engineering Design and Construction of \$30,000 and Park Bridge Replacement for \$300,000. 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 \$245,000 in prior-year reserves.

The net assessable real property tax base increased 4.2% from \$475,126,350 to \$495,032,848 for Fiscal Year 2024. The proposed tax rate is set at four cents below the Constant Yield Rate of .4959 per \$100 of assessed value.

Funds have been reserved for various purposes in the FY2024 Budget as follows:

<b>Unreserved Designated</b>	
Vehicle Replacement	\$26,000
Tree Replacement	40,000
Transit Reserve	50,000
Police Officer Overtime	68,000
Electric Vehicles	<u>90,872</u>
<b>Total</b>	<b>\$274,872</b>
<b>Reserved Designated</b>	
Cable Capital Equipment	\$264,362
Cemetery	<u>4,217</u>
<b>Total</b>	<b>\$268,579</b>
<b>Unreserved Undesignated</b>	<b>\$1,974,682</b>

The attached Budget with the accompanying documents and schedules will help provide a better understanding of the amounts included in the budget.

This submittal presents a responsible Fiscal Year 2024 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.

We will formally present the Budget at the April 3, 2023 Council meeting, and will discuss it in more detail at that time and in other Council meetings in April and May. Please feel free to contact me if you have any questions or concerns before that time.

LEGISLATIVE RESOLUTION 23-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 2024.

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 Forty-five and 59/100 cents (\$0.4559) 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 2024 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 2024 Budget  
Submitted to Council 4/1/2023

TOWN OF UNIVERSITY PARK REVENUES		Budget FY2024							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	FY2024 Budget	Adopted FY2023 Budget	Estimated Actual FY 2023 Budget	Audited FY 2022 Actual	Budget Variance FY 2024/FY 2023	Estimated Actual Budget Variance FY2024/FY2023	Percent Change FY2024/FY2023	FY2023 Variance: Budget v. Actual
<b>GENERAL FUND REVENUES</b>		<b>\$7,400,203</b>	<b>\$5,497,439</b>	<b>\$4,770,844</b>	<b>\$4,850,763</b>	<b>\$1,902,764</b>	<b>\$2,629,359</b>	<b>55.1%</b>	<b>(\$726,595)</b>
<b>R100</b>	<b>TAXES</b>	<b>\$3,119,966</b>	<b>\$3,284,811</b>	<b>\$3,514,811</b>	<b>\$3,326,380</b>	<b>(\$164,845)</b>	<b>(\$394,845)</b>	<b>-11.2%</b>	<b>\$230,000</b>
R1	Real Property (1)	2,256,966	2,451,811	2,451,811	2,452,498	(194,845)	(194,845)	-7.9%	\$0
R2	Business Personal Property Tax (2)	60,000	60,000	60,000	58,187	0	0	0.0%	\$0
R3	Penalties & Interest on Taxes	3,000	3,000	3,000	4,236	0	0	0.0%	\$0
R4	State Income Tax	800,000	770,000	1,000,000	811,459	30,000	(200,000)	-20.0%	\$230,000
<b>R200</b>	<b>LICENSES &amp; PERMITS</b>	<b>\$55,704</b>	<b>\$61,250</b>	<b>\$55,500</b>	<b>\$59,860</b>	<b>(\$5,546)</b>	<b>\$204</b>	<b>0.4%</b>	<b>(\$5,750)</b>
R5	Building Permits & Fees	2,300	1,500	1,500	2,458	800	800	53.3%	\$0
R6	Cable Franchise Fees	32,842	37,000	33,000	35,294	(4,158)	(158)	-0.5%	(\$4,000)
R7	Cable Equipment Fees	20,562	22,750	21,000	22,108	(2,188)	(438)	-2.1%	(\$1,750)
<b>R300</b>	<b>STATE SHARED</b>	<b>\$2,040,659</b>	<b>\$1,479,023</b>	<b>\$375,928</b>	<b>\$755,335</b>	<b>\$561,636</b>	<b>\$1,664,731</b>	<b>442.8%</b>	<b>(\$1,103,095)</b>
R8	Police Protection	50,310	50,310	50,310	49,308	0	0	0.0%	\$0
R9	Highway User	151,045	122,347	120,361	126,629	28,698	30,684	25.5%	(\$1,986)
R10	American Rescue Plan	1,829,047	1,296,109	195,000	569,141	532,938	1,634,047	838.0%	(\$1,101,109)
R11	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>
R12	Landfill Rebate	6,256	6,256	6,256	6,256	\$0	\$0	0.0%	\$0
<b>R500</b>	<b>MISCELLANEOUS</b>	<b>\$2,177,618</b>	<b>\$666,099</b>	<b>\$818,349</b>	<b>\$702,933</b>	<b>\$1,511,519</b>	<b>\$1,359,269</b>	<b>166.1%</b>	<b>\$152,250</b>
R13	Interest	188,000	3,750	160,000	6,704	\$184,250	\$28,000	17.5%	\$156,250
R14	Red Light and Speed Camera	1,947,468	618,749	618,749	628,660	\$1,328,719	\$1,328,719	214.7%	\$0
R15	Rental Licenses (3)	28,400	32,400	28,400	32,900	(\$4,000)	\$0	0.0%	(\$4,000)
R16	Recycling	2,850	2,400	2,400	2,624	\$450	\$450	18.8%	\$0
R17	Fines - Police	2,700	3,000	3,000	2,370	(\$300)	(\$300)	-10.0%	\$0
R18	Vehicle Releases	2,500	500	500	845	\$2,000	\$2,000	400.0%	\$0
R19	Veoride Revenue	100	200	200		(\$100)	(\$100)	-50.0%	\$0
R20	Sale of Assets	2,500	100	100	25,425	\$2,400	\$2,400	2400.0%	\$0
R21	Revenues Miscellaneous	100	0		14	\$100	\$100	N/A	\$0
R22	Sale of Energy Credits	3,000	4,000	4,000	3,391	(\$1,000)	(\$1,000)	-25.0%	\$0
R23	PEPCO - Solar Array Excess Generation	0	1,000	1,000		(\$1,000)	(\$1,000)	-100.0%	\$0
<b>R600</b>	<b>BONDS/GRANTS/LOANS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>
R24	Reserved					\$0	\$0	N/A	\$0
<b>TOTAL GENERAL FUND REVENUES</b>		<b>\$7,400,203</b>	<b>\$5,497,439</b>	<b>\$4,770,844</b>	<b>\$4,850,763</b>	<b>\$1,902,764</b>	<b>\$2,629,359</b>	<b>55.1%</b>	<b>(\$726,595)</b>
M1	Memo: General Fund Prior Yr Surplus	2,427,261	2,363,472	2,353,472		63,789	73,789	3.1%	(\$10,000)
M2	Memo: General Fund Revenues + Surplus	\$9,827,464	\$7,860,911	\$7,124,316	\$4,850,763	\$1,966,553	\$2,703,148	37.9%	(\$736,595)

**NOTES:**

1 Real Property Tax Rate is .4559 per \$100 of assessed value (4 cents decrease below CYTR). FY2023 rate was .5167 per \$100 of assessed value. CYTR is .4959

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 FY2024							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	FY2024 Budget	Adopted FY2023 Budget	Estimated Actual FY 2023 Budget	Audited FY 2022 Actual	Budget Variance FY 2024/FY 2023	Estimated Actual Budget Variance FY2024/FY2023	Percent Change FY2024/FY2023	FY2023 Variance: Budget v. Actual
<b>GENERAL GOVERNMENT TOTAL</b>		<b>\$2,472,942</b>	<b>\$2,743,153</b>	<b>\$958,213</b>	<b>\$827,130</b>	<b>(\$270,211)</b>	<b>\$1,514,729</b>	<b>158.1%</b>	<b>(\$1,784,940)</b>
<b>G100</b>	<b>PERSONNEL</b>	<b>\$292,166</b>	<b>\$417,663</b>	<b>\$417,663</b>	<b>\$353,238</b>	<b>(\$125,497)</b>	<b>(\$125,497)</b>	<b>-30.0%</b>	<b>\$0</b>
G1	Salaries	176,697	306,995	306,995	291,137	(\$130,298)	(\$130,298)	-42.4%	\$0
G2	Payroll Taxes and Benefits	76,479	80,364	80,364	62,101	(\$3,885)	(\$3,885)	-4.8%	\$0
G1a	Mayor and Council Salary	32,600	25,400	25,400		\$7,200	\$7,200	28.3%	\$0
G2a	Payroll Taxes and Benefits - Mayor/Council	6,390	4,904	4,904		\$1,486	\$1,486	30.3%	\$0
	Payroll Burden	39.6%	25.7%	25.7%	21.3%				
<b>G200</b>	<b>OPERATING</b>	<b>\$314,729</b>	<b>\$316,050</b>	<b>\$316,050</b>	<b>\$258,445</b>	<b>(\$1,321)</b>	<b>(\$1,321)</b>	<b>-0.4%</b>	<b>\$0</b>
G3	ADA (Interpreters)	250	250	250		0	0	0.0%	\$0
G4	Audit and Accounting	13,905	11,300	13,500	8,333	2,605	405	3.0%	\$2,200
G5	Building Maintenance	30,374	28,000	28,000	28,265	2,374	2,374	8.5%	\$0
G6	Council Retreat	5,000	0	0	4,386	5,000	5,000	N/A	\$0
G7	Community Events	5,000	2,000	2,000		3,000	3,000	150.0%	\$0
G8	Recording Secretary	3,500	5,000	5,000	2,225	(1,500)	(1,500)	-30.0%	\$0
G9	Election Expenses	5,000	5,500	5,500	4,567	(500)	(500)	-9.1%	\$0
G10	Employee Awards and Events	3,800	3,500	3,500	3,103	300	300	8.6%	\$0
G11	Engineering (Excludes Street Work)	3,000	3,000	3,000	7,600	0	0	0.0%	\$0
G12	Small Equipment	3,500	3,500	3,500	2,947	0	0	0.0%	\$0
G13	Insurance	37,000	37,000	37,000	35,160	0	0	0.0%	\$0
G14	IT Costs	32,500	30,100	30,100	28,418	2,400	2,400	8.0%	\$0
G15	Legal Advertising	1,800	1,500	1,500	2,100	300	300	20.0%	\$0
G16	Legal Fees	40,000	45,000	42,800	38,900	(5,000)	(2,800)	-6.5%	(\$2,200)
G17	Meeting Costs	3,000	5,000	5,000		(2,000)	(2,000)	-40.0%	\$0
G18	Membership Dues	6,500	6,300	6,300	5,644	200	200	3.2%	\$0
G19	Newsletter	24,000	25,000	25,000	22,291	(1,000)	(1,000)	-4.0%	\$0
G20	Office Expenses	23,000	21,000	21,000	21,838	2,000	2,000	9.5%	\$0
G21	Publications	3,000	3,000	3,000	1,263	0	0	0.0%	\$0
G22	Gas Blower Rebate Program	5,000	10,000	10,000		(5,000)	(5,000)	-50.0%	\$0
G23	Town Administrator Expense		13,500	13,500		(13,500)	(13,500)	-100.0%	\$0
G24	Solar Array Maintenance	2,500	2,500	2,500		0	0	0.0%	\$0
G25	Telephone & Maintenance	12,500	12,000	12,000	12,230	500	500	4.2%	\$0
G26	Training	5,000	1,500	1,500	1,805	3,500	3,500	233.3%	\$0
G27	Travel and Training	30,000	26,500	26,500	13,845	3,500	3,500	13.2%	\$0
G28	Transit	100	100	100	730	0	0	0.0%	\$0
G29	Utilities	7,000	7,000	7,000	5,887	0	0	0.0%	\$0
G30	Website Maintenance & Design	8,500	7,000	7,000	6,909	1,500	1,500	21.4%	\$0
<b>G300</b>	<b>American Rescue Plan</b>	<b>\$1,829,047</b>	<b>\$1,979,940</b>	<b>\$195,000</b>	<b>\$194,141</b>	<b>(\$150,893)</b>	<b>\$1,634,047</b>	<b>838.0%</b>	<b>(\$1,784,940)</b>
G31	Premium Pay	0	72,179	125,000		(72,179)	(125,000)	-100.0%	\$52,821
G32	SWM Design & Engineering & Construction	1,000,000	70,000	70,000		930,000	930,000	1328.6%	\$0
G33	Path Lighting	200,000				200,000	200,000	N/A	\$0
G34	Park Upgrades	50,000				50,000	50,000	N/A	\$0
G35	Charging Stations	30,000				30,000	30,000	N/A	\$0
G36	Transit Programs	220,000				220,000	220,000	N/A	\$0
G37	Town Hall	260,000				260,000	260,000	N/A	\$0
G38	ARPA Expenditures ( To be allocated)	69,047	1,081,752		194,141	(1,012,705)	69,047	N/A	(\$1,081,752)
G39	ARPA Expenditures FY22		756,009			(756,009)	0	N/A	(\$756,009)
<b>G400</b>	<b>GRANTS &amp; DONATIONS</b>	<b>\$37,000</b>	<b>\$29,500</b>	<b>\$29,500</b>	<b>\$21,306</b>	<b>\$7,500</b>	<b>\$7,500</b>	<b>25.4%</b>	<b>\$0</b>
G40	Fire Department Donations	13,500	12,000	12,000	12,000	1,500	1,500	12.5%	\$0
G41	UPES PTA Donation	6,000	6,000	6,000		0	0	0.0%	\$0
G42	Arts In The Park	500	500	500		0	0	0.0%	\$0
G43	UPCA Grant	1,000	0		1,349	1,000	1,000	N/A	\$0
G44	Animal Shelter	5,000				5,000	5,000	N/A	\$0
G45	Senior Programs/Helping Hands	5,000	5,000	5,000	1,957	0	0	0.0%	\$0
G46	PTA - Azalea Classic	6,000	6,000	6,000	6,000	0	0	0.0%	\$0
<b>G500</b>	<b>CAPITAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>	<b>\$0</b>

TOWN OF UNIVERSITY PARK DEPARTMENT OF PUBLIC WORKS		Budget FY2024							
A	B	C	D	E	F	G	H	I	I
CODE	ITEM DESCRIPTION	FY2024 Budget	Adopted FY2023 Budget	Estimated Actual FY 2023 Budget	Audited FY 2022 Actual	Budget Variance FY 2024/FY 2023	Estimated Actual Budget Variance FY2024/FY2023	Percent Change FY2024/FY2023	FY2023 Variance: Budget v. Actual
<b>DEPARTMENT OF PUBLIC WORKS TOTAL</b>		<b>\$1,573,516</b>	<b>\$1,529,928</b>	<b>\$1,489,928</b>	<b>\$2,103,987</b>	<b>\$43,588</b>	<b>\$40,000</b>	<b>5.6%</b>	<b>(\$40,000)</b>
<b>A100</b>	<b>PERSONNEL</b>	<b>\$1,012,416</b>	<b>\$961,828</b>	<b>\$961,828</b>	<b>\$858,355</b>	<b>\$50,588</b>	<b>\$50,588</b>	<b>5.3%</b>	<b>\$0</b>
A1	Salaries	692,217	646,320	646,320	616,491	\$45,897	\$45,897	7.1%	\$0
A2	Payroll Taxes and Benefits	320,199	315,508	315,508	241,864	\$4,691	\$4,691	1.5%	\$0
	Payroll Burden	46.3%	48.8%	48.8%	39.2%				
<b>B100</b>	<b>OPERATING - PARKS &amp; RECREATION</b>	<b>\$ 107,100</b>	<b>\$ 103,600</b>	<b>\$ 103,600</b>	<b>\$70,708</b>	<b>\$3,500</b>	<b>\$3,500</b>	<b>3.4%</b>	<b>\$0</b>
B1	Cemetery Upkeep	100	100	100	0	0	0	0.0%	\$0
B2	Tree Maintenance - Park	25,000	25,000	25,000	27,852	0	0	0.0%	\$0
B3	Tree Replacement - Park	10,000	8,000	8,000	7,429	2,000	2,000	25.0%	\$0
B4	Consulting Arborist - Tree Ordinance	10,000	10,000	10,000	0	0	0	0.0%	\$0
B5	Resident Tree Reimbursement	4,000	4,000	4,000	4,287	0	0	0.0%	\$0
B6	Upkeep of Park	10,000	8,000	8,000	8,321	2,000	2,000	25.0%	\$0
B7	Playing Field Maintenance	8,000	8,500	8,500	7,600	(500)	(500)	-5.9%	\$0
B8	Park Usage Concept Plan	25,000	25,000	25,000	0	0	0	0.0%	\$0
B9	Park Landscape Maintenance	15,000	15,000	15,000	15,220	0	0	0.0%	\$0
<b>S100</b>	<b>OPERATING - STREETS</b>	<b>\$150,000</b>	<b>\$135,000</b>	<b>\$135,000</b>	<b>\$108,595</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>11.1%</b>	<b>\$0</b>
S1	Street Lights	30,000	27,000	27,000	26,889	\$3,000	\$3,000	11.1%	\$0
S2	Street Sign & Sign Maintenance	30,000				\$30,000	\$30,000	N/A	\$0
S3	Street & Sidewalk Maintenance	25,000	43,000	43,000	37,277	(\$18,000)	(\$18,000)	-41.9%	\$0
S4	Street Tree Maintenance	50,000	50,000	50,000	33,473	\$0	\$0	0.0%	\$0
S5	Street Tree Replacement	10,000	10,000	10,000	9,870	\$0	\$0	0.0%	\$0
S6	Snow Removal	5,000	5,000	5,000	1,087	\$0	\$0	0.0%	\$0
<b>W100</b>	<b>OPERATING - GENERAL &amp; SANITATION</b>	<b>\$239,000</b>	<b>\$209,500</b>	<b>\$209,500</b>	<b>\$227,832</b>	<b>\$29,500</b>	<b>\$29,500</b>	<b>14.1%</b>	<b>\$0</b>
W1	Fuel	40,000	30,000	30,000	29,452	\$10,000	\$10,000	33.3%	\$0
W2	Landfill	70,000	70,000	70,000	61,327	\$0	\$0	0.0%	\$0
W3	Composting	20,000	5,000	5,000	8,477	\$15,000	\$15,000	300.0%	\$0
W4	Medical Exams	1,000	500	500	813	\$500	\$500	100.0%	\$0
W5	Recycling Charges	15,000	15,000	15,000	13,165	\$0	\$0	0.0%	\$0
W6	Tools/Supplies	12,000	17,000	17,000	7,634	(\$5,000)	(\$5,000)	-29.4%	\$0
W7	Travel & Dues	5,000	5,000	5,000	4,931	\$0	\$0	0.0%	\$0
W8	Training	5,000	5,000	5,000	3,820	\$0	\$0	0.0%	\$0
W9	Uniforms	6,000	5,000	5,000	4,879	\$1,000	\$1,000	20.0%	\$0
W10	Vehicle Maintenance	50,000	35,000	35,000	48,868	\$15,000	\$15,000	42.9%	\$0
W11	Town Maintenance Facility	15,000	22,000	22,000	44,465	(\$7,000)	(\$7,000)	-31.8%	\$0
<b>W200</b>	<b>CAPITAL</b>	<b>\$65,000</b>	<b>\$120,000</b>	<b>\$80,000</b>	<b>\$838,497</b>	<b>(\$55,000)</b>	<b>(\$15,000)</b>	<b>-18.8%</b>	<b>(\$40,000)</b>
W12	Veteran's Memorial				930	\$0	\$0	N/A	\$0
W13	Garage - Roof and Bldg. Renovation/Design	40,000	40,000	0		0	40,000	N/A	(\$40,000)
W14	Garage Security & Access Control		25,000	25,000		(25,000)	(25,000)	-100.0%	\$0
W15	Vehicle for Public Works Director		45,000	45,000		(45,000)	(45,000)	-100.0%	\$0
W16	Electric Charging Station		10,000	10,000		(10,000)	(10,000)	-100.0%	\$0
W17	Garage Parking Lot Paving	25,000				25,000	25,000	N/A	\$0
W18	Public Works Garage Purchase				837,567	0	0	N/A	\$0

TOWN OF UNIVERSITY PARK POLICE & PUBLIC SAFETY		Budget FY2024							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	FY2024 Budget	Adopted FY2023 Budget	Estimated Actual FY 2023 Budget	Audited FY 2022 Actual	Budget Variance FY 2024/FY 2023	Estimated Actual Budget Variance FY2024/FY2023	Percent Change FY2024/FY2023	FY2023 Variance: Budget v. Actual
<b>POLICE &amp; PUBLIC SAFETY TOTAL</b>		<b>\$2,892,929</b>	<b>\$1,603,017</b>	<b>\$1,603,017</b>	<b>\$1,279,574</b>	<b>\$1,289,912</b>	<b>\$1,289,912</b>	<b>80.5%</b>	<b>\$0</b>
<b>P100</b>	<b>PERSONNEL</b>	<b>\$1,304,600</b>	<b>\$1,222,002</b>	<b>\$1,222,002</b>	<b>\$961,853</b>	<b>\$82,598</b>	<b>\$82,598</b>	<b>6.8%</b>	<b>\$0</b>
P1	Salaries	921,983	861,054	861,054	720,208	\$60,929	\$60,929	7.1%	\$0
P2	Payroll Taxes and Benefits	382,617	360,948	360,948	241,644	\$21,669	\$21,669	6.0%	\$0
	Payroll Burden	41.5%	41.9%	41.9%	33.6%				
<b>P200</b>	<b>CODE COMPLIANCE</b>	<b>\$41,407</b>	<b>\$39,775</b>	<b>\$39,775</b>	<b>\$37,999</b>	<b>\$1,632</b>	<b>\$1,632</b>	<b>4.1%</b>	<b>\$0</b>
P3	Code Compliance Officer Salary & Benefits	36,407	27,200	27,200	34,116	\$9,207	\$9,207	33.8%	\$0
P4	Code Compliance Operating Costs	5,000	6,500	6,500	3,883	(\$1,500)	(\$1,500)	-23.1%	\$0
P5	Parking Enforcement	0	6,075	6,075		(\$6,075)	(\$6,075)	-100.0%	\$0
<b>P300</b>	<b>OPERATING</b>	<b>\$1,410,302</b>	<b>\$290,740</b>	<b>\$290,740</b>	<b>\$229,875</b>	<b>\$1,119,562</b>	<b>\$1,119,562</b>	<b>385.1%</b>	<b>\$0</b>
P6	Training	10,000	10,000	10,000	6,080	\$0	\$0	0.0%	\$0
P7	Medical Exams	5,000	5,000	5,000	5,614	\$0	\$0	0.0%	\$0
P8	Body Worn Cameras	7,000	7,000	7,000	7,916	\$0	\$0	0.0%	\$0
P9	Bike Patrol	500	500	500	114	\$0	\$0	0.0%	\$0
P10	Citations - Red Light/ Speed Camera	225,600	166,800	166,800	111,753	\$58,800	\$58,800	35.3%	\$0
P11	Speed Camera Collections - Due to State	1,053,155				\$1,053,155	\$1,053,155	N/A	\$0
P12	Computer	2,000	2,000	2,000	2,256	\$0	\$0	0.0%	\$0
P13	Crossing Guards/Parking Enforcement	10,207	10,000	10,000	8,549	\$207	\$207	2.1%	\$0
P14	Equipment	22,000	17,100	17,100	11,411	\$4,900	\$4,900	28.7%	\$0
P15	Gasoline	19,800	18,000	18,000	19,271	\$1,800	\$1,800	10.0%	\$0
P16	GPS	3,000	3,000	3,000	3,344	\$0	\$0	0.0%	\$0
P17	Home Security Reimbursement Program	1,500	1,500	1,500	800	\$0	\$0	0.0%	\$0
P18	MILES Computer	100	100	100		\$0	\$0	0.0%	\$0
P19	Mobile Data Terminals	7,500	7,500	7,500	5,610	\$0	\$0	0.0%	\$0
P20	Police Supplies & Manuals	6,440	6,440	6,440	11,844	\$0	\$0	0.0%	\$0
P21	Radio Maintenance	500	500	500		\$0	\$0	0.0%	\$0
P22	Radar Signs	7,200	10,000	10,000	6,650	(\$2,800)	(\$2,800)	-28.0%	\$0
P23	Travel, Meetings, Professional Dues	5,000	3,500	3,500	5,477	\$1,500	\$1,500	42.9%	\$0
P24	Uniforms	13,300	13,300	13,300	9,012	\$0	\$0	0.0%	\$0
P25	Vehicle Maintenance	10,500	8,500	8,500	14,176	\$2,000	\$2,000	23.5%	\$0
<b>P400</b>	<b>CAPITAL</b>	<b>\$136,620</b>	<b>\$50,500</b>	<b>\$50,500</b>	<b>\$49,847</b>	<b>\$86,120</b>	<b>\$86,120</b>	<b>170.5%</b>	<b>\$0</b>
P25	Police Cruiser	55,500	50,500	50,500	49,847	\$5,000	\$5,000	9.9%	\$0
P26	Axon In-Car Video Camera	81,120				\$81,120	\$81,120	N/A	\$0
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>6,939,387</b>	<b>5,876,098</b>	<b>4,051,158</b>	<b>4,210,692</b>	<b>\$1,063,289</b>	<b>\$2,888,229</b>	<b>71.3%</b>	<b>(\$1,824,940)</b>

TOWN OF UNIVERSITY PARK RESERVES, DEBT SERVICE AND BUDGET RECONCILIATION		Budget FY2024							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	FY2024 Budget	Adopted FY2023 Budget	Estimated Actual FY 2023 Budget	Audited FY 2022 Actual	Budget Variance FY 2024/FY 2023	Estimated Actual Budget Variance FY2024/FY2023	Percent Change FY2024/FY2023	FY2023 Variance: Budget v. Actual
	<b>UNRESERVED, RESERVED &amp; SERVICE FUNDS</b>	<b>\$913,395</b>	<b>\$801,925</b>	<b>\$558,125</b>	<b>\$369,886</b>	<b>\$355,270</b>	<b>\$355,270</b>	<b>63.7%</b>	<b>\$188,239</b>
<b>F100</b>	<b>UNRESERVED DESIGNATED</b>	<b>\$274,872</b>	<b>\$184,000</b>	<b>\$184,000</b>	<b>\$0</b>	<b>\$90,872</b>	<b>\$90,872</b>	<b>49.4%</b>	<b>\$184,000</b>
F1	Vehicle Replacement	26,000	26,000	26,000		\$0	\$0	0.0%	\$26,000
F2	Tree Replacement	40,000	40,000	40,000		\$0	\$0	0.0%	\$40,000
F3	Transit Reserve	50,000	50,000	50,000		\$0	\$0	0.0%	\$50,000
F4	Police Officer Overtime	68,000	68,000	68,000		\$0	\$0	0.0%	\$68,000
F5	Electric Vehicles	90,872				\$90,872	\$90,872	N/A	\$0
<b>F200</b>	<b>RESERVED DESIGNATED</b>	<b>\$268,579</b>	<b>\$248,017</b>	<b>\$4,217</b>	<b>\$0</b>	<b>\$264,362</b>	<b>\$264,362</b>	<b>6269.0%</b>	<b>\$4,217</b>
F7	Cemetery	4,217	4,217	4,217		\$0	\$0	0.0%	\$4,217
F8	Cable Capital Equipment	264,362	243,800			\$20,562	\$264,362	N/A	\$0
	<b>DEBT SERVICE FUND</b>								<b>\$0</b>
<b>RD100</b>	<b>REVENUES</b>	<b>\$369,944</b>	<b>\$369,908</b>	<b>\$369,908</b>	<b>\$0</b>	<b>\$36</b>	<b>\$36</b>	<b>0.0%</b>	<b>\$369,908</b>
RD1	Transfer From General Fund	369,944	369,908	369,908		\$36	\$36	0.0%	\$369,908
<b>D100</b>	<b>EXPENDITURES</b>	<b>\$369,944</b>	<b>\$369,908</b>	<b>\$369,908</b>	<b>\$369,886</b>	<b>\$36</b>	<b>\$36</b>	<b>0.0%</b>	<b>\$22</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	136,352	136,316	136,316	136,301	\$36	\$36	0.0%	\$15
D3	Leaf/Utility Trucks Loan	27,350	27,350	27,350	27,344	\$0	\$0	0.0%	\$6
	<b>TOTAL EXPENDITURES</b>	<b>\$9,827,464</b>	<b>\$7,860,911</b>	<b>\$7,124,316</b>	<b>\$4,850,763</b>	<b>\$1,966,553</b>	<b>\$2,703,148</b>	<b>37.9%</b>	<b>\$2,273,553</b>
	<b>GENERAL GOVERNMENT</b>	<b>\$2,472,942</b>	<b>\$2,743,153</b>	<b>\$958,213</b>	<b>\$827,130</b>	<b>(\$270,211)</b>	<b>\$1,514,729</b>	<b>158.1%</b>	<b>\$131,083</b>
	<b>PUBLIC WORKS</b>	<b>\$1,573,516</b>	<b>\$1,529,928</b>	<b>\$1,489,928</b>	<b>\$2,103,987</b>	<b>\$43,588</b>	<b>\$83,588</b>	<b>5.6%</b>	<b>(\$614,059)</b>
	<b>POLICE &amp; SAFETY</b>	<b>\$2,892,929</b>	<b>\$1,603,017</b>	<b>\$1,603,017</b>	<b>\$1,279,574</b>	<b>\$1,289,912</b>	<b>\$1,289,912</b>	<b>80.5%</b>	<b>\$323,443</b>
	<b>DEBT SERVICE FUND</b>	<b>\$369,944</b>	<b>\$369,908</b>	<b>\$369,908</b>	<b>\$369,886</b>	<b>\$36</b>	<b>\$36</b>	<b>0.0%</b>	<b>\$22</b>
	<b>TOTAL EXPENSES (OUTLAYS):</b>	<b>\$7,309,331</b>	<b>\$6,246,006</b>	<b>\$4,421,066</b>	<b>\$4,580,579</b>	<b>\$1,063,325</b>	<b>\$2,888,265</b>	<b>65.3%</b>	<b>(\$159,513)</b>
	<b>UNRESERVED DESIGNATED</b>	<b>\$274,872</b>	<b>\$184,000</b>	<b>\$184,000</b>	<b>\$0</b>	<b>\$90,872</b>	<b>\$90,872</b>	<b>49.4%</b>	<b>\$184,000</b>
	<b>RESERVED DESIGNATED</b>	<b>\$268,579</b>	<b>\$248,017</b>	<b>\$4,217</b>	<b>\$0</b>	<b>\$20,562</b>	<b>\$264,362</b>	<b>6269.0%</b>	<b>\$4,217</b>
	<b>UNRESERVED UNDESIGNATED</b>	<b>\$1,974,682</b>	<b>\$1,182,888</b>	<b>\$2,515,033</b>	<b>\$270,184</b>	<b>\$791,794</b>	<b>(\$540,351)</b>	<b>-21.5%</b>	<b>\$2,244,849</b>
	<b>TOTAL RESERVES:</b>	<b>\$2,518,133</b>	<b>\$1,614,905</b>	<b>\$2,703,250</b>	<b>\$270,184</b>	<b>\$903,228</b>	<b>(\$185,117)</b>	<b>-6.8%</b>	<b>\$2,433,066</b>
	<b>GENERAL REVENUE</b>	<b>\$7,400,203</b>	<b>\$5,497,439</b>	<b>\$4,770,844</b>	<b>\$4,850,763</b>	<b>\$1,902,764</b>	<b>\$2,629,359</b>	<b>55.1%</b>	<b>(\$79,919)</b>
	<b>GENERAL FUND EXPENDITURES</b>	<b>\$6,939,387</b>	<b>\$5,876,098</b>	<b>\$4,051,158</b>	<b>\$4,210,692</b>	<b>\$1,063,289</b>	<b>\$2,888,229</b>	<b>71.3%</b>	<b>(\$159,534)</b>
	<b>OPERATING SURPLUS/DEFICIT</b>	<b>\$460,816</b>	<b>(\$378,659)</b>	<b>\$719,686</b>	<b>\$640,071</b>				
	<b>DEBT SERVICE</b>	<b>\$369,944</b>	<b>\$369,908</b>	<b>\$369,908</b>	<b>\$369,886</b>				
	<b>TOTAL OPERATING SURPLUS/DEFICIT</b>	<b>\$90,872</b>	<b>(\$748,567)</b>	<b>\$349,778</b>	<b>\$270,184</b>				
	<b>FUND BALANCE RATIO</b>	<b>36.0%</b>	<b>18.9%</b>	<b>39.8%</b>					

**Town of University Park  
Capital Projects Fund  
Fiscal Year 2024**

	<u>FY24 Budget</u>	<u>FY23 Budget</u>	<u>FY23 Estimated Actual</u>	<u>Audited FY22 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		
7021-00 · Maryland Bond Bill - Bridges	125,000.00	125,000.00		
7024-00 · WSSC/WGL Street Repair Rebate				
7025-00 · P.G. County SWM Acceptance Reimb.				
7026-00 · Community Parks Grant - Playground		225,000.00	225,000.00	
<b>Total 7020-00 · Grants and Other Funding Source</b>	<u>325,000.00</u>	<u>550,000.00</u>	<u>225,000.00</u>	<u>0.00</u>
<b>7040-00 · Committed Fund Balance</b>				
7046-00 · MD Bond Bill - Town Match	40,000.00	40,000.00		
7049-00 · From Reserves - Street Work Project		250,000.00	550,000.00	395,735.00
7050-00 · From Reserves - Bridges	175,000.00	175,000.00		
7052-00 · From Reserves - Street Engineering/Design/Construction	30,000.00	30,000.00		
7053-00 · From Reserves - Community Parks Grant - Playground		25,000.00	25,000.00	
<b>Total 7040-00 · Committed Fund Balance</b>	<u>245,000.00</u>	<u>520,000.00</u>	<u>575,000.00</u>	<u>395,735.00</u>
<b>Total 7010-00 · Revenue and Funding Sources</b>	<u>570,000.00</u>	<u>1,070,000.00</u>	<u>800,000.00</u>	<u>395,735.00</u>
<b>Total 7000-00 · Capital Projects</b>	<u>570,000.00</u>	<u>1,070,000.00</u>	<u>800,000.00</u>	<u>395,735.00</u>
<b>7100-00 · Capital Projects Expenditures</b>				
7110-00 · Street Work Project		250,000.00	550,000.00	395,735.00
7120-00 · Town Hall Design and Const.	240,000.00	240,000.00		
7131-00 · Street Engineering/Design/Construction	30,000.00	30,000.00		
7133-00 · Park Bridge Replace - Beechwood & Van Buren	300,000.00	300,000.00		
7134-00 · Community Parks - Playground Project		250,000.00	250,000.00	
7132-00 · P.G. County Stormwater Acceptance				
<b>Total 7100-00 · Capital Projects Expenditures</b>	<u>570,000.00</u>	<u>1,070,000.00</u>	<u>800,000.00</u>	<u>395,735.00</u>

Section 4: Be it further resolved that this Ordinance shall become effective on July 1, 2023.

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 May, 2023.

ATTEST:

MAYOR AND COMMON COUNCIL  
TOWN OF UNIVERSITY PARK

\_\_\_\_\_  
T'Alicandra Hegeman, Town Clerk

By: \_\_\_\_\_  
Joel Biermann, Mayor

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY

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

**Town of University Park**

**Fiscal Year 2024 Budget  
Line-item Descriptors**

**Budget Presentation**

The FY 2024 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 \$0.4559 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, 2023 is \$495,032,848.

**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 FY2024 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 to date the above formula was not followed. The General Assembly has restored partial funding to Highway Users Revenue. It is projected that in FY2024 this revenue will be \$151,045.

**R10 American Rescue Plan**

The Town's share of the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program, a part of the American Rescue Plan, that provides \$350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency.

**R11 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**

**R12 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**

**R13 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.

**R14 Red Light and Speed Camera**

Fines paid by violators for running red lights at various locations within the Town. The cost per violation is \$75. Beginning in FY2022 the Town installed speed cameras. The cost per violation for speeding is \$40.

**R15 Rental License**

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

**R16 Recycling**

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

**R17 Fines - Police**

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

**R18 Vehicle Releases**

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

**R19 Veoride Revenue**

Town's share of revenue associated with allowing Veoride to operate within the Town.

**R20 Sale of Assets**

**R21 Miscellaneous**

Income unaccounted for elsewhere

**R22 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.

**R23 PEPCO - Excess Generation**

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

**R600 Bonds/Grants/Loans**

**R24 Reserved for Bonds issued in the future**

**Total General Fund Revenues**

Total general fund revenues are predicted to be \$5,497,439.

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

Total projected General Fund balances on June 30, 2023 that includes unreserved/designated, reserved/designated and unreserved/undesignated accounts predicted to be \$2,427,261.

**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 FY2024 - \$9,827,464.

**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.

**G1a Mayor and Council Salary**

Includes the mayor's salary of \$20,000 per annum and Council salary at \$1,800 per annum.

**G2a Payroll taxes and Benefits - Mayor and Council**

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 Community Events**

**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 Meeting Costs - UPES**

Fees incurred to meet at the University Park Elementary School or other locations.

**G18 Membership Dues**

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

**G19 Newsletter**

Preparation, printing and distribution of the University Park Town Newsletter

**G20 Office Expenses**

General office supplies for all departments

**G21 Publications**

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

**G22 Gas Blower Rebate Program**

\$100 Rebates to town residents that convert from gas blowers to electric blowers.

**G23 - Town Administrator Expense**

Expenses related to the Town Administrator that include travel reimbursement and matching payroll taxes.

**G24 Solar Array Maintenance**

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

**G25 Telephone & Maintenance**

Telephone services for all Town departments.

**G26 Training**

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

**G27 Travel**

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

**G28 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 FY2023, the funding allocated for a transit service is to be determined.

**G29 Utilities**

Utility costs for operation of Town hall

**G30 Web Site Maintenance & Design**

Development and upkeep of Town's website.

**G300 American Rescue Plan**

**G31 Premium Pay**

Premium Pay to Town Employees. This benefit stopped as of 6/30/23.

**G32 SWM Design and Engineering**

Storm Water Management Projects to be paid for with ARPA funds.

**G33 Path Lighting**

Cost of providing lighting in the town park/trails

**G34 Park Upgrades**

To include, but not limited to a new town Christmas Tree, new pole decorations, and Veteran's Memorial upgrades.

**G35 Charging Stations**

Additional electric vehicle charging stations.

**G36 Transit Programs**

To budget for cost to implement a new transit program in the town based on recommendations from the Transit Task Force.

**G37 Town Hall**

Additional costs to be used with the \$240,000 CIP allocations for improvements/upgrades/additions to the town hall.

**G38 ARPA Expenditures (To be allocated)**

ARPA funds not currently allocated to a particular use

**G39 ARPA Expenditures FY22**

Carryover of FY22 ARPA funding that has not been allocated to specific projects at this time. Amount is zero for FY2024.

**G400 Grants and Donations**

**G40 Fire Department Donations**

Donations to Fire Departments to include College Park, Hyattsville, and Riverdale Park stations.

**G41 UPES PTA Donation**

Donation to University Park Elementary School PTA

**G42 Arts in the Park**

To fund Arts Programs to be conducted in the park.

**G43 UPCA Grant**

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

Parade, etc.

**G44 Animal Shelter**

Donations to the Prince George's County Animal Shelter.

**G45 Senior Programs / Helping Hands**

Programs to assist senior citizens in the community.

**G46 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.

**G500 Capital**

**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 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 Sign and Sign Maintenance**

Purchase and maintenance of street signs.

**S3 Street & Sidewalk Repair**

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

**S4 Street Tree Maintenance**

Maintenance pruning and take down of hazardous street trees as mandated by State law. The FY2023 Budget includes \$25,000 to maintain pear trees.

**S5 Street Tree Replacement**

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

**S6 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 Town Maintenance Facility**

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 Garage - Roof and Bldg. Renovation/Design**

To analyze the cost of renovating the garage facility to include the roof and building.

**W14 Garage Security and Access Control**

Install security and access system to make the building more secure.

**W15 - Vehicle for Public Works Director**

To buy new vehicle for the Public Works Director to replace older vehicle.

**W16 Electric Charging Station**

Cost of installing an electric vehicle charging station at town hall for town vehicles.

**W17 Garage Parking Lot**

To pave an improve the parking lot at the public works garage.

**W18 Public Works Garage Purchase**

Purchase of Public Works Garage facility for vehicle maintenance and equipment storage.

## **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.

#### **P5 Parking Compliance**

Hire Parking enforcement for various areas of the community.

### **P300 Operating**

#### **P6 Training**

Police personnel in-service and skills enhancement training

#### **P7 Medical Examinations**

Personnel fitness for duty and recruit physicals

#### **P8 Body Worn Cameras**

The cost to maintain a body worn camera program for the Town police officers.

**P9 Bike Patrol**

General equipment maintenance

**P10 Citations - Red Light Camera and Speed Camera**

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

**P11 Speed Camera Collection - Due to State**

Excess speed camera revenues received by the town that need to be paid to the state. The town can only retain speed camera revenues up to 10% of total annual revenues of the town.

**P12 Computer**

General equipment repair and service

**P13 Crossing Guards/Parking Enforcement**

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

**P14 Equipment**

Misc. equipment repair, service, and replacement

**P15 Gasoline**

Vehicle fuel needs

**P16 GPS**

GPS Monitoring to police vehicles

**P17 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.

**P18 MILES Computer**

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

**P19 Mobile Data Terminals**

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

**P20 Police Supplies and Manuals**

Materials used in law enforcement, investigation and

training for certification.

**P21 Radio Maintenance**

Routine service and repair for nine radios

**P22 Traffic Engineering**

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

**P23 Travel, Meetings, Professional Dues**

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

**P24 Uniforms**

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

**P25 Vehicle Maintenance**

General service and repair of fleet, car washes etc.

**Capital**

**P25 Police Cruiser**

Replacement of a police cruisers.

**P26 Axon In-Car Video Camera**

Purchase of In-Car Video Cameras for the Police vehicles.

**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 Electric Vehicles**

To designate a reserve for the eventual purchase of more electric vehicles for the town.

**F200 Reserved Designated**

**F7 Cemetery**

Funds given to the Town to maintain the Deakins Cemetery

**F8 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 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%. FY24 is the fifth 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 - Town Hall**

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

**7021-00 Maryland Bond Bill - Bridges**

Funds requested through the State General Assembly to be used for the Design and Construction of bridges along the part pathways in town.

**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 7132-00 of the Capital Projects Budget.

**7026-00 Community Parks Grant - Playground**

Community Parks and Playground Grant applied for through the State to renovate the tot lot located in the Town.

**Other Sources of Funding**

**Town Reserves**

Reserve Funds are committed in FY2024 in the total amount of \$245,000 to help fund infrastructure projects as follows:

7046-00 Bond Bill - Town Hall	\$40,000
7050-00 Bridges	\$175,000
7052-00 Street Engineering Design/Const.	\$30,000

**Capital Grant Expenditures**

**7110-00 Street & Infrastructure Project FY2021, FY2022 and FY2023**

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

**7131-00 Street Engineering/Design/Construction**

To review town streets and make recommendations for improvements.

**7133-00 Park Bridge Replacement - Beechwood & Van Buren**

To replace the bridges at Beechwood Rd. and Van Buren Street. To be funded with State Bond Bill funds and reserves.

**7134-00 Community Parks - Playground Project**

Renovation of tot lot in town to be funded from Community Parks & Playground Grant.

**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.

## 2023 Constant Yield Tax Rate Certification

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

1	1-Jul-2022	Gross assessable real property base	\$	475,756,929
2	1-Jul-2022	Homestead Tax Credit	-	<u>630,579</u>
3	1-Jul-2022	Net assessable real property base		475,126,350
4	1-Jul-2022	Actual local tax rate (per \$100)	x	<u>0.5167</u>
5	1-Jul-2022	Potential revenue	\$	2,454,978
6	1-Jul-2023	Estimated assessable base	\$	496,022,944
7	1-Jan-2023	Half year new construction	-	0
8	1-Jul-2023	Estimated full year new construction*	-	0
9	1-Jul-2023	Estimated abatements and deletions**	-	<u><u>990,096</u></u>
10	1-Jul-2023	Net assessable real property base	\$	495,032,848
11	1-Jul-2022	Potential revenue	\$	2,454,978
12	1-Jul-2023	Net assessable real property base	÷	495,032,848
13	1-Jul-2023	<b>Constant yield tax rate</b>	\$	<b>0.4959</b>

Certified by



Director

\* Includes one-quarter year new construction where applicable.  
 \*\*Actual + estimated as of July 1, 2023, including Homestead Tax Credit.  
 Form CYTR #1



Town of University Park  
Payroll Taxes Benefits  
Projected FY24

	GG	POL	PW	Crossing Guard	Mayor & Council	Code	
FICA	0.0765	0.0765	0.0765	0.0765	0.0765	0.0765	
W/Comp	0.0039	0.1069	0.0879	0.0879	0.0039	0.0879	
Retirement	0.1093	0.1093	0.1093		0.1093	0.1093	
<b>Total</b>	<b>0.1897</b>	<b>0.2927</b>	<b>0.2737</b>	<b>0.1644</b>	<b>0.1897</b>	<b>0.2737</b>	
Unemployment	0.01	0.01	0.01	0.01	0.01	0.01	
Health/Dental/Life W/Comp	42,619.20	94,129.80	129,889.80		-		
Salary	174,091.43	921,983.13	692,216.62	8,690.67	32,600.00	28,517.49	1,858,099.34
P/R Burden	33,025.14	269,864.46	189,459.69	1,428.75	6,184.22	7,805.24	507,767.50
Unemployment	340.00	935.00	850.00	86.91	206.00	85.00	2,502.91
Health/Dental/Life	42,619.20	111,817.80	129,889.80	-	-		284,326.80
<b>Total Taxes &amp; Burden</b>	<b>75,984.34</b>	<b>382,617.26</b>	<b>320,199.49</b>	<b>1,515.65</b>	<b>6,390.22</b>	<b>7,890.24</b>	<b>794,597.20</b>
							794,597.20
<b>Premium Pay Burden</b>							
Burden (FICA & W/Comp)	0.0804	0.1834	0.1644	0.1644		0.1644	
Premium Pay Wages	-	-	-	-	-	-	-
<b>Total PP Burden</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

	GG	POL	PW
Health & Dental	3,092	5,898	8,273
5% Increase	3,247	6,193	8,687
Life	55	151	138
	3,302	6,344	8,824
Months	<u>12</u>	<u>12</u>	<u>12</u>
	39,619	76,130	105,890
HSA	3,000	18,000	24,000
Total	42,619	94,130	129,890
Additional Health -2 Officers		<u>17,688</u>	
Total		<u>111,818</u>	

Life \$13.75/pp/per mo.

THE TOWN OF UNIVERSITY PARK

PAYSCALE

Effective: 07/01/22

STEP	1	2	3	4	5	6	7	8	9	10	11	12	L1	L2	L3
GRADE															
1	29,604.50	30,492.64	31,407.41	32,349.64	33,320.13	34,319.73	35,349.32	36,409.80	37,502.09	38,627.16	39,785.97	40,979.55	42,208.94	43,475.21	44,779.46
2	31,824.84	32,779.58	33,762.97	34,775.86	35,819.13	36,893.71	38,000.52	39,140.54	40,314.75	41,524.19	42,769.92	44,053.02	45,374.61	46,735.85	48,137.92
3	34,211.70	35,238.05	36,295.19	37,384.05	38,505.57	39,660.74	40,850.56	42,076.08	43,338.36	44,638.51	45,977.66	47,356.99	48,777.70	50,241.04	51,748.27
4	36,777.58	37,880.91	39,017.33	40,187.85	41,393.49	42,635.29	43,914.35	45,231.78	46,588.74	47,986.40	49,425.99	50,908.77	52,436.03	54,009.11	55,629.39
5	39,535.90	40,721.97	41,943.63	43,201.94	44,498.00	45,832.94	47,207.93	48,624.17	50,082.89	51,585.38	53,132.94	54,726.93	56,368.73	58,059.80	59,801.59
6	42,501.09	43,776.12	45,089.40	46,442.09	47,835.35	49,270.41	50,748.52	52,270.98	53,839.11	55,454.28	57,117.91	58,831.45	60,596.39	62,414.28	64,286.71
7	45,688.67	47,059.33	48,471.11	49,925.24	51,423.00	52,965.69	54,554.66	56,191.30	57,877.04	59,613.35	61,401.75	63,243.80	65,141.12	67,095.35	69,108.21
8	49,115.32	50,588.78	52,106.44	53,669.64	55,279.73	56,938.12	58,646.26	60,405.65	62,217.82	64,084.35	66,006.88	67,987.09	70,026.70	72,127.50	74,291.33
9	52,798.97	54,382.94	56,014.43	57,694.86	59,425.71	61,208.48	63,044.73	64,936.07	66,884.15	68,890.68	70,957.40	73,086.12	75,278.71	77,537.07	79,863.18
10	56,758.89	58,461.66	60,215.51	62,021.97	63,882.63	65,799.11	67,773.09	69,806.28	71,900.47	74,057.48	76,279.20	78,567.58	80,924.61	83,352.35	85,852.92
11	61,015.81	62,846.28	64,731.67	66,673.62	68,673.83	70,734.05	72,856.07	75,041.75	77,293.00	79,611.79	82,000.14	84,460.15	86,993.95	89,603.77	92,291.89
12	65,591.99	67,559.75	69,586.55	71,674.14	73,824.37	76,039.10	78,320.27	80,669.88	83,089.98	85,582.68	88,150.16	90,794.66	93,518.50	96,324.06	99,213.78
13	70,511.39	72,626.74	74,805.54	77,049.70	79,361.20	81,742.03	84,194.29	86,720.12	89,321.72	92,001.38	94,761.42	97,604.26	100,532.39	103,548.36	106,654.81
14	75,799.75	78,073.74	80,415.95	82,828.43	85,313.28	87,872.68	90,508.86	93,224.13	96,020.85	98,901.48	101,868.52	104,924.58	108,072.32	111,314.49	114,653.92
15	81,484.73	83,929.27	86,447.15	89,040.56	91,711.78	94,463.13	97,297.03	100,215.94	103,222.42	106,319.09	109,508.66	112,793.92	116,177.74	119,663.07	123,252.97
16	87,596.08	90,223.97	92,930.69	95,718.61	98,590.16	101,547.87	104,594.31	107,732.14	110,964.10	114,293.02	117,721.81	121,253.47	124,891.07	128,637.80	132,496.94
17	94,165.79	96,990.76	99,900.49	102,897.50	105,984.43	109,163.96	112,438.88	115,812.05	119,286.41	122,865.00	126,550.95	130,347.48	134,257.90	138,285.64	142,434.21
18	101,228.23	104,265.07	107,393.02	110,614.81	113,933.26	117,351.26	120,871.79	124,497.95	128,232.89	132,079.87	136,042.27	140,123.54	144,327.24	148,657.06	153,116.77

3.5% increase (.035)

THE TOWN OF UNIVERSITY PARK

PAYSCALE

Effective: 07/01/23

STEP	1	2	3	4	5	6	7	8	9	10	11	12	L1	L2	L3
GRADE															
1	30,907.10	31,834.31	32,789.34	33,773.02	34,786.21	35,829.80	36,904.69	38,011.83	39,152.19	40,326.75	41,536.56	42,782.65	44,066.13	45,388.12	46,749.76
2	33,225.13	34,221.88	35,248.54	36,306.00	37,395.18	38,517.03	39,672.54	40,862.72	42,088.60	43,351.26	44,651.80	45,991.35	47,371.09	48,792.22	50,255.99
3	35,717.02	36,788.53	37,892.18	39,028.95	40,199.82	41,405.81	42,647.98	43,927.42	45,245.25	46,602.60	48,000.68	49,440.70	50,923.92	52,451.64	54,025.19
4	38,395.79	39,547.66	40,734.09	41,956.12	43,214.80	44,511.25	45,846.58	47,221.98	48,638.64	50,097.80	51,600.73	53,148.75	54,743.22	56,385.51	58,077.08
5	41,275.48	42,513.74	43,789.15	45,102.83	46,455.91	47,849.59	49,285.08	50,763.63	52,286.54	53,855.13	55,470.79	57,134.91	58,848.96	60,614.43	62,432.86
6	44,371.14	45,702.27	47,073.34	48,485.54	49,940.10	51,438.31	52,981.46	54,570.90	56,208.03	57,894.27	59,631.10	61,420.03	63,262.63	65,160.51	67,115.32
7	47,698.97	49,129.94	50,603.84	52,121.95	53,685.61	55,296.18	56,955.07	58,663.72	60,423.63	62,236.34	64,103.43	66,026.53	68,007.33	70,047.55	72,148.97
8	51,276.39	52,814.69	54,399.13	56,031.10	57,712.03	59,443.39	61,226.70	63,063.50	64,955.40	66,904.06	68,911.19	70,978.52	73,107.88	75,301.11	77,560.15
9	55,122.12	56,775.79	58,479.06	60,233.43	62,040.44	63,901.65	65,818.70	67,793.26	69,827.06	71,921.87	74,079.53	76,301.91	78,590.97	80,948.70	83,377.16
10	59,256.28	61,033.97	62,864.99	64,750.94	66,693.47	68,694.27	70,755.10	72,877.75	75,064.09	77,316.01	79,635.49	82,024.55	84,485.29	87,019.85	89,630.45
11	63,700.50	65,611.52	67,579.87	69,607.26	71,695.48	73,846.34	76,061.73	78,343.59	80,693.89	83,114.71	85,608.15	88,176.40	90,821.69	93,546.34	96,352.73
12	68,478.04	70,532.38	72,648.36	74,827.81	77,072.64	79,384.82	81,766.36	84,219.35	86,745.94	89,348.31	92,028.76	94,789.63	97,633.31	100,562.31	103,579.18
13	73,613.90	75,822.31	78,096.98	80,439.89	82,853.09	85,338.68	87,898.84	90,535.81	93,251.88	96,049.44	98,930.92	101,898.85	104,955.81	108,104.49	111,347.62
14	79,134.94	81,508.99	83,954.26	86,472.88	89,067.07	91,739.08	94,491.25	97,325.99	100,245.77	103,253.14	106,350.74	109,541.26	112,827.50	116,212.32	119,698.69
15	85,070.06	87,622.16	90,250.82	92,958.35	95,747.10	98,619.51	101,578.10	104,625.44	107,764.20	110,997.13	114,327.04	117,756.86	121,289.56	124,928.25	128,676.10
16	91,450.31	94,193.82	97,019.64	99,930.23	102,928.13	106,015.98	109,196.46	112,472.35	115,846.52	119,321.92	122,901.57	126,588.62	130,386.28	134,297.87	138,326.80
17	98,309.09	101,258.36	104,296.11	107,424.99	110,647.74	113,967.17	117,386.19	120,907.78	124,535.01	128,271.06	132,119.19	136,082.77	140,165.25	144,370.21	148,701.31
18	105,682.27	108,852.74	112,118.32	115,481.87	118,946.32	122,514.71	126,190.15	129,975.86	133,875.13	137,891.39	142,028.13	146,288.97	150,677.64	155,197.97	159,853.91

3.5% increase (.035)



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

**6724 Baltimore Avenue  
University Park, Maryland 20782  
(301) 277-0050      FAX (301) 779-1905**

### **Memorandum**

March 24, 2023

To: Mayor Joel Biermann  
From: Chief Harvey Baker  
Subject: Fourth Draft - Proposed Budget for Fiscal Year 2024

The University Park Police Department budget for FY2024 is submitted for your review and approval. The proposed total budget is in the amount of **\$2,892,929** with expenditures including:

- Annual personnel cost increased due to the hiring of two new officers.
- 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 new Ford, Police Interceptor Hybrid SUV
- Axon In-Car Video Solution for 8 cruisers
- Purchase of Two Solar Powered Radar Messaging Signs for traffic calming
- Speed Camera Operating Costs

Currently, the UPPD has two vacancies. It is critically important that we fill these vacancies. The number of felonious assaults against police officers continues to trend high, and the consistent presence of firearms during traffic stop officer safety is of utmost importance. It is imperative that we leverage technology to keep our officers safe while being transparent in our daily deliver of police service.

Staffing for FY2024 includes the following personnel: chief of police, captain, two (2) sergeants, two (3) corporals, two (3) police officer first class, one (1) administrative assistant, one (1) part-time code compliance officer, and two (3) part-time crossing guards.

In FY2023, the department hired three officers, lost an officer to retirement and another officer resigned.

The budget's **overtime** line item was increased to reflect directed patrol throughout the year. The purpose of these increased patrols is to enhance traffic safety around University Park Elementary School

and reduce incidents of traffic violations and vehicle collisions on the Town's roadways and on the three roads that border the Town. Also, to ensure we have additional patrol coverage in each ward during the evening and midnight shifts. University Park officers will be deployed periodically on overtime from 7-11 a.m. and 3-7 p.m., to address peak commuter traffic periods and 10-2 p.m., to provide supplemental night patrols. The overtime officers would also provide coverage for special events as needed.

The code compliance function of the police department is in its seventh year. A monthly report is utilized to manage and track code cases from inception to completion. Code Compliance Officer John Rogers 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 Rogers responsive efforts have resulted in a higher level of code compliance. During the past year we have not had any rental denials. This can be contributed to the proactive approach CCO Rogers has used warning letters to educate homeowners and potential rental property owners. Other code compliance violations were addressed through resident engagement, and, in almost all circumstances, compliance was gained through minimal enforcement 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.

In FY2023, the Automated Speed Enforcement Camera Program, consisted of three cameras deployed at the following locations: Baltimore Ave (residential speed zone camera), East West Hwy and Adelphi Road. The automated speed enforcement camera program fines collected by the Town were in excess of \$600,000.

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 FY2024 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 FY2024, the line item was increased to cover the cost of purchasing equipment for additional personnel to include ballistic vests replacement and ballistic shields.

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 will be increased by 10% for FY2024, to cover the increase in fuel costs. make allowance for assigning nearly 80% of the departments fleet as take-home vehicles. We will continue to

have additional savings by using Prince George’s County Refueling Station. We will conduct additional analysis at the beginning of FY2024 to determine the cost savings. The department continues to save fuel by deploying five Ford Hybrid SUV Police Interceptors and making two older Chevrolet Impalas sedans. One is the Code Compliance Car, and the second spare vehicle is 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, five Ford Hybrid SUV Police Interceptor, two Ford Escapes, two Ford SUV Police Interceptors (gas powered) and two 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 will be unchanged in FY2024.

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, three (6) Ford SUV Police Interceptors (two gas and five Hybrids), and one (1) 2017 Ford Police Interceptor Sedan. There was an increase in the cost of vehicle maintenance in FY2023, due to using an outside vendor to keep the fleet operating at its peak performance. The use of the five (5) Ford Hybrid SUV Police Interceptors has saved the Town money.

The uniforms line item will be unchanged in FY2024.

The capital expenditure line item will be utilized to purchase and fund the following:

Purchase of a new Ford Police Interceptor Hybrid SUV.

Purchase in-car videos for patrol vehicles

Even with the increased operational cost due to capital expenditures we will continue to maintain a spending level that will allow the department to operate efficiently and effectively. This will be accomplished by offsetting the costs of the in-car videos and town-wide security camera program with funds from the Automated Speed Enforcement Program.

**University Park Police Department**

**Budget Justifications FY2024**

**Police & Public Safety**

**PERSONNEL**

<b><u>Line Item</u></b>	<b><u>Description</u></b>	<b><u>FY2023</u></b>	<b><u>FY2024</u></b>
P1 Salaries (Cola & Step adjustment included)	Personnel salaries, including crossing guard, holiday pay, and overtime	\$861,054	\$921,983
P2 Payroll Taxes and Benefits	Personnel withholding taxes and benefits (cola & steps)	\$360,948	\$382,617

**Sub Total = \$1,304,600**

**CODE COMPLIANCE**

<b><u>Line Item</u></b>	<b><u>Description</u></b>	<b><u>FY2023</u></b>	<b><u>FY2024</u></b>
P3 Salary	Code Compliance Officer	\$30,100	\$36,407
P4 Code Compliance	<u>Operating Costs</u>	\$5,000	\$5,000

**OPERATING**

<b><u>Line item</u></b>	<b><u>Description</u></b>	<b><u>FY2023</u></b>	<b><u>FY2024</u></b>
P5	Parking Enforcement		0
P6 Training	Police personnel in-service and skills enhancement training	\$10,000	\$10,000
P7 Medical Examinations	Personnel fitness for duty and recruit physicals	\$1,000	\$5,000
P8 Body-Worn Camera Program	Equipment and data storage	\$9,000	\$7,000
P9 Bike Patrol	General equipment maintenance	\$500.00	\$500.00
P10 Citations-Red Light Speed Camera	Red Light & Speed Camera Costs	\$166,800	\$225,600

P11 Speed Camera Collections – Due to State			\$1,053,155
P12 Computer		\$2,000	\$2,000
P13 Crossing Guards		\$10,000	\$10,207
P14 Equipment		\$17,100	\$22,000
P15 Gasoline	Vehicle fuel needs	\$18,000	\$19,800
P16 GPS		\$3,000	\$3,000
P17 Home Security Reimbursement Program		\$1,500	\$1,500
P18 M.I.L.E.S. Computer Access Fees		\$100	\$100
P19 Mobile Data Terminals	Misc. service and repair (\$375) Verizon wireless connections (8 terminals \$750 each)	\$7,500	\$7,500
P20 Police Supplies	<ul style="list-style-type: none"> <li>• First Aid Supplies (\$200)</li> <li>• Forms, stationary, and office supplies (\$1,300)</li> <li>• Radar Recertification (\$200)</li> <li>• Laser Speed Gun Extended Warranty (\$540)</li> <li>• Ammunition- Green Ammo (\$800)</li> <li>• Community Policing (\$3,400)</li> </ul>	\$6,440	\$6,440
P21 Radio Maintenance	Routine service and repair for nine radios	\$500	\$500
P22 Radar Signs		\$10,000	\$7,200
P23 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.</li> </ul>	\$3,500	\$5,000

(\$815)

- Police Executive Research Forum (\$155)
- Misc. Training & Recertification (\$680)
- Misc. police policy reference manuals (\$255)

P24 Uniforms	Initial issue uniforms and replacement of worn or unserviceable items to include new PDU uniform, annual shoe replacement, dry cleaning, etc.	\$13,300	\$13,300
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P25 Vehicle Maintenance	General service and repair of fleet, car washes	\$8,500	\$10,500
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**CAPITAL**

<b><u>Line item</u></b>	<b><u>Description</u></b>	<b><u>FY2023</u></b>	<b><u>FY2024</u></b>
P25 Vehicle Purchase	Purchase of new Ford police interceptor SUV.	\$50,500	\$55,500
P26 Video Cameras - Car	Axon In-Car Video Camera		\$81,120.00
<b>TOTAL:</b>		<b>\$1,604,417</b>	<b>\$2,892,929</b>

## 2023 UNIVERSITY PARK POLICE VEHICLE INVENTORY

Vehicle	Model	Year	Veh. #	Tag #	Vehicle Identification Number	Maintenance Cost FY23	Accessory	Assigned
Chevy Sedan	Impala	2012	#26	MG2884	2G1WD5E31C1325787	\$0.00	Marked	Spare
Chevy Sedan	Impala	2013	#28	MG2878	2G1WD53E0D1188889	\$520.00	Marked	Code Compliance
Ford SUV	Interceptor	2015	#29	MG2885	1FM5K8AR9FGA46353	\$100.00	Marked/MDT	Jones
Ford SUV	Interceptor	2016	#30	MG2882	1FM5K8AR9GGB07119	\$1,220.00	Marked/MDT	Spare
Ford Sedan	Interceptor	2017	#31	7CV1116	1FAHP2MT3HG106904	\$2,500.00	Unmarked	Graddy
Ford SUV	Escape	2018	#32	8CN1744	1FMCU9GD4HUE43850	\$1,500.00	Unmarked	Baker
Ford Sedan	Interceptor	2019	#33	MG2879	1FAHP2MK4KG101791	\$800.00	Marked/MDT	Spare
Ford SUV	Interceptor	2020	#34	2EE0621	1FM5K8AW9LGA96803	\$500.00	Marked/MDT	Peter
Ford SUV	Interceptor	2020	#35	8EH4398	1FM5K8AW9LGA18201	\$120.00	Marked/MDT	Deshields
Ford SUV	Interceptor	2020	#36	8EH4398	1FM5K8AW9LGA18201	\$320.00	Marked/MDT	Govan
Ford SUV	Interceptor	2021	#37	16581LG	1FM5K8AW9MN02075	\$120.00	Marked/MDT	People
Ford SUV	Interceptor	2022	#38	MG2895	1FM5K8AWXNNA04399	\$120.00	Marked/MDT	Miltenberger
<b>TOTAL</b>						\$7,820.00		

2 Chevy	Marked Impala		
9 Ford	SUV		1 Spare, 6 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 24, 2023

To: Mayor Joel Biermann and Common Council

From: Michael Beall

Subject: Proposed Budget for Fiscal Year 2024

The University Park Department of Public Works budget for FY24 is submitted for your approval. The proposed budget is in the amount of \$1,573,516 and reflects a \$43,588 increase compared to the adopted FY23 budget of \$1,529,928.

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 \$45,897 increase over last year. This increase can be attributed to the normal wage increases, including COLA adjustments.

**Benefits**—Reflects an increase of \$4,691 over FY23.

**Operating- Streets:**

**Street Lights**—An increase of \$3,000 is needed to cover the higher cost for electricity due to the increase in rates.

**Street Sign Maintenance**—An allocation of \$30,000 has been requested to upgrade and replace signs and sign posts throughout town in order to standardize sign specifications.

**Street & Sidewalk Maintenance**—The total allocation of \$25,000 is a \$18,000 decrease over FY23.

**Street Tree Maintenance**—This line item includes \$25,000 to provide funds to perform canopy reductions on Bradford pear trees over the winter.

**Operating-General Sanitation:**

**Fuel**—Has been increased by \$10,000 to cover the increased cost of fuel compared to FY23.

**Composting**—Has been increased by \$15,000 in order to purchase larger containers which can be mechanically emptied, can accommodate yard waste as well as compost, and which do not need to be periodically replaced.

**Medical Exams**—Has been increased by \$500 to cover the increased cost for these exams.

**Tools/Supplies**—Has been decreased by \$5,000. A large one-time purchase was budgeted in FY23.

**Uniforms**—This line item has been increased by \$1,000 due to increased costs for uniforms.

**Vehicle Maintenance**—Has been increased by \$15,000 to cover the rising costs related to vehicle operations.

**Town Maintenance Facility**—Has been decreased by \$7,000. A large one-time purchase was budgeted in FY23.

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 FY24**

<b>A 100 PERSONNEL</b>	<b>\$1,012,416</b>
A 1 Salaries (incl. COLA & Step adjustments) Personnel salaries, holiday pay, overtime, and contract labor	\$ 692,217
A 2 Payroll taxes and benefits Personnel withholding taxes and benefits	\$ 320,199
 <b>B 100 OPERATING-PARKS &amp; RECREATION</b>	 <b>\$ 107,100</b>
B1 Cemetery Upkeep Maintenance of the Deakins Cemetery	\$ 100
B 2 Tree Maintenance-Park Pruning and other maintenance of trees in park.	\$ 25,000
B 3 Tree Replacement-Park Replacement of tree canopy in park	\$ 10,000
B 4 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	\$ 10,000
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	\$ 25,000
B 9 Park Landscape Maintenance Maintenance of town gardens	\$ 15,000
 <b>S 100 OPERATING-STREETS</b>	 <b>\$ 150,000</b>
S 1 Street Lights Energy cost for overhead street lighting throughout town	\$ 30,000
S 2 Street Sign Maintenance Repair and replacement of street signs	\$ 30,000

S 3 Street & Sidewalk Maintenance		
Pothole repair, signage, speed humps, sidewalks, etc.	\$	25,000
S 4 Street Tree Maintenance		
Pruning and other maintenance of trees in the curb box	\$	50,000
S 5 Street Tree Replacement		
Pruning and other maintenance of trees in the curb box	\$	10,000
S 6 Snow Removal		
Salt, and other misc. expenses related to snow events	\$	5,000
<b>W 100 OPERATING-GENERAL SANITATION</b>	<b>\$</b>	<b>239,000</b>
W 1 Fuel		
Fuel for operating public works vehicles and equipment	\$	40,000
W 2 Landfill		
Tipping fees for refuse, leaf collection, and yard waste	\$	70,000
W 3 Composting		
Tipping fees for refuse, leaf collection, and yard waste	\$	20,000
W 4 Medical Exams		
Physical exams for new hires, CDL license renewals, and random testing for CDL vehicle operators	\$	1,000
W 5 Recycling Charges		
Tipping fees for recycling, recycling events, and environmental Fees for items containing refrigerants	\$	15,000
W 6 Tools/Supplies		
Tools, and supplies for public works operations	\$	12,000
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.	\$	5,000
W 9 Uniforms		
Costs related to the purchase and lease of DPW employee uniforms, boots, gloves, raingear, personal safety gear.	\$	6,000
W 10 Vehicle Maintenance		
Costs associated with vehicle and equipment repair.	\$	50,000

W11 Town Maintenance Facility	
Costs for vehicle storage and maintenance facilities.	\$ 15,000
<b>W 200 CAPITAL Outlay</b>	<b>\$ 65,000</b>
W13 Garage-Roof and Bldg. Renovation/Design	\$ 40,000
Costs to design and permit building renovations for the town maintenance facility.	
W17 Garage Parking Lot Paving	\$ 25,000
Costs to pave the garage parking lot.	
<b>DPW Total</b>	<b>\$1,573,516</b>

## FY24 Public Works Vehicle Inventory

#	Year	Make	Model	Type	Plate#	Odometer	FY22 Maint
4	2019	Ford	F550	Leaf	LG80423	7640	1031.65
5	2019	Ford	F550	Leaf	LG54178	7704	581.21
9	2011	Ford	F350	P/U	LG85077	51981	0.00
10	2003	ODB	LCT 600	Leaf Vac	NA	NA	1332.94
11	2003	ODB	LCT 600	Leaf Vac	NA	NA	282.15
14	1993	Chevy	2500	P/U	LG14634	71304	439.45
15	2002	Ford	F350	P/U	LG89160	193112	3127.02
16	2016	Kenworth	T370	Packer	LG95749	53192	8499.57
17	2016	Kenworth	T370	Packer	LG95748	49599	8076.49
18	2006	Ford	F750	Packer	LG54742	52862	1721.52
19	2017	Ford	Escape	SUV	767M623		3822.37
20	2018	Kubota	SV65	Skid Steer	NA	NA	0.00
21	2017	Scag		Mower	NA	NA	346.77
22	2017	Grasshopper	725DT	Mower	NA	NA	1654.90
23	2018	Texas Bragg	18'	Trailer	LG85063	NA	0.00
24	2022	Ford	Escape	PHEV	20194LG	3448	\$0.00
37	2011	Ford	Escape	SUV	8MD5987	177039	\$2,148.77
Misc	includes implements, equipment, GPS, and general expenses						\$9,779.31
							<b>\$42,844.12</b>

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