



FY2025 Budget Table of Contents

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TOWN OF UNIVERSITY PARK

MAYOR
Joel Biermann

MEMO

Date: March 31, 2024
To: Common Council
From: Joel Biermann, Mayor 
Re: Transmittal of Proposed Fiscal Year 2025 Budget

Per Section 602 of the Town Charter, I submit a Fiscal Year 2025 Budget for the Town of University Park covering the period from July 1, 2024, through June 30, 2025.

In brief:

- The proposed Fiscal Year 2025 tax rate on real property is .4763 per \$100 of assessed value, which is the Constant Yield Rate. This rate is .0196 less than the .4959 per \$100 of assessed value set by the Council for Fiscal Year 2024. The assessable real property tax base is \$515,352,057.
- Anticipated Fiscal Year 2025 revenues include \$1,200,000 in revenue from placement and enforcement of speed cameras and \$250,000 in interest earned on investments.
- Total Town employment proposed is 29 employees at 24.69 FTEs. A 3.6% Cost of Living adjustment is included in the salary budgets.
- \$347,000 has been included in the Public Works Budget for Capital Outlay purchases. These include Replacement of Garage Roof - \$150,000, Garage Parking Lot Paving - \$30,000, Park Maintenance Vehicle and Plow - \$30,000, Recycling Bins for Town Park - \$15,000, Purchase of Pepco Street Lights - \$50,000, Parking Meter Installation at EV Charging Station - \$17,000, Painted Sidewalk on 44th Ave. - \$20,000, Traffic Calming Study - \$10,000, Curb Painting - \$25,000.
- \$289,500 is included in the police budget for Capital Outlay purchases. These include Police Cruiser - \$60,500, Lexipol Services - \$20,000, Town-Wide Camera System - \$184,000, Axon In-Car Video Camera - \$25,000.
- A new account has been added under the Police operating costs for Active Shooter Training.
- Capital Projects Expenditures include \$975,000 for Street Work Projects and \$240,000 for Town Hall design and construction.

As submitted, this budget totals \$7,121,681. This amount includes a General Fund of \$5,536,749 a Debt Service Fund of \$369,932 and a Capital Projects Fund of \$1,215,000. The beginning Fund Balance is projected at \$5,570,313 with \$4,805,313 allocated to the General Fund and \$765,000 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 and Street Work Projects totaling \$975,000. The sources of funding for these projects are shown in the Grants and Other Funding Sources area of the Capital Projects Budget.

The net assessable real property tax base increased 4.13% from \$494,933,067 to \$515,352,057 for Fiscal Year 2025. The proposed tax rate is set at the Constant Yield Rate of .4763 per \$100 of assessed value.

Funds have been reserved for various purposes in the FY2025 Budget as follows:

Unreserved Designated

Vehicle Replacement	\$ 6,000
Tree Replacement	40,000
Police Officer Overtime	68,000
Capital Infrastructure	<u>97,039</u>
Total	\$211,039

Reserved Designated

Cable Capital Equipment	\$264,362
Cemetery	4,217
Park Upgrades	50,000
Town Hall	454,047
SWM- Design/Construction	<u>1,146,000</u>
Total	\$1,918,626

Unreserved Undesignated **\$2,134,500**

The budget as proposed has an operating deficit of \$541,148. While this seems like a large amount, this deficit is associated with the town using surplus funds from prior years to fund one time costs in the General Fund budget that total \$547,000. These projects and amounts are summarized here:

Payscale Study	\$25,000
Trash & Recycle Carts	9,000
Garage Roof Building/Design	150,000
Garage Parking lot	30,000

Park Usage Study	25,000
Park Maintenance Vehicle& Plow	30,000
Active Shooter Training	7,000
Town-Wide Camera System	84,000
Holiday Decorations	50,000
Recycling Bins – Town Park	15,000
Pepco Street Light Purchase	50,000
Parking Meter – EV Station	17,000
Painted Sidewalk – 44 th Avenue	20,000
Traffic Calming Study	10,000
Curb Painting	<u>25,000</u>
Total	\$547,000

With the inclusion of the above projects in the budget there remains a very healthy Unreserved Fund Balance of \$2,134,500 which is 36% of the operating budget of the town.

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 2025 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 with the services that they expect.

We will formally present the Budget at the April 1, 2024, 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 24-O-04

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 2025.

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-seven and 63/100 cents (\$0.4763) 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 2025 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 2025 Budget
Draft 4 - 3/28/24

TOWN OF UNIVERSITY PARK REVENUES		Budget FY2025							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	FY2025 Budget	Adopted FY2024 Budget	Estimated Actual FY 2024 Budget	Audited FY 2023 Actual	Budget Variance FY 2025/FY 2024	Estimated Actual Budget Variance FY2025/FY2024	Percent Change FY2025/FY2024	FY2024 Variance: Budget v. Actual
GENERAL FUND REVENUES		\$5,365,533	\$7,598,815	\$5,187,500	\$7,855,851	(\$2,233,282)	\$178,033	3.4%	(\$2,411,315)
R100	TAXES	\$3,370,973	\$3,317,978	\$3,397,978	\$3,693,041	\$52,995	(\$27,005)	-0.8%	\$80,000
R1	Real Property (1)	2,454,373	2,454,978	2,454,978	2,450,957	(605)	(605)	0.0%	\$0
R2	Business Personal Property Tax (2)	63,000	60,000	60,000	63,074	3,000	3,000	5.0%	\$0
R3	Penalties & Interest on Taxes	3,600	3,000	3,000	4,216	600	600	20.0%	\$0
R4	State Income Tax	850,000	800,000	880,000	1,174,794	50,000	(30,000)	-3.4%	\$80,000
R200	LICENSES & PERMITS	\$54,668	\$55,704	\$55,704	\$56,597	(\$1,036)	(\$1,036)	-1.9%	\$0
R5	Building Permits & Fees	4,000	2,300	2,300	3,505	1,700	1,700	73.9%	\$0
R6	Cable Franchise Fees	31,162	32,842	32,842	32,653	(1,680)	(1,680)	-5.1%	\$0
R7	Cable Equipment Fees	19,506	20,562	20,562	20,439	(1,056)	(1,056)	-5.1%	\$0
R300	STATE SHARED	\$239,536	\$2,040,659	\$211,612	\$2,206,488	(\$1,801,123)	\$27,924	13.2%	(\$1,829,047)
R8	Police Protection	53,273	50,310	50,310	48,311	2,963	2,963	5.9%	\$0
R9	Highway User	176,006	151,045	151,045	123,873	24,961	24,961	16.5%	\$0
R10	American Rescue Plan	0	1,829,047	0	2,024,047	(1,829,047)	0	N/A	(\$1,829,047)
R11	Bank Stock	10,257	10,257	10,257	10,257	0	0	0.0%	\$0
R400	COUNTY	\$6,256	\$6,256	\$6,256	\$6,256	\$0	\$0	0.0%	\$0
R12	Landfill Rebate	6,256	6,256	6,256	6,256	\$0	\$0	0.0%	\$0
R500	MISCELLANEOUS	\$1,494,100	\$2,178,218	\$1,515,950	\$1,893,468	(\$684,118)	(\$21,850)	-1.4%	(\$662,268)
R13	Interest	250,000	188,000	273,200	204,210	\$62,000	(\$23,200)	-8.5%	\$85,200
R14	Red Light and Speed Camera	1,200,000	1,947,468	1,200,000	1,642,982	(\$747,468)	\$0	0.0%	(\$747,468)
R15	Rental Licenses (3)	30,000	28,400	28,400	15,950	\$1,600	\$1,600	5.6%	\$0
R16	Recycling	2,600	2,850	2,850	3,000	(\$250)	(\$250)	-8.8%	\$0
R17	Fines - Police	3,000	2,700	2,700	2,387	\$300	\$300	11.1%	\$0
R18	Vehicle Releases	2,500	2,500	2,500	3,250	\$0	\$0	0.0%	\$0
R19	Vehicle Revenue	300	700	700		(\$400)	(\$400)	-57.1%	\$0
R20	Sale of Assets	2,500	2,500	2,500		\$0	\$0	0.0%	\$0
R21	Revenues Miscellaneous	100	100	100	1,401	\$0	\$0	0.0%	\$0
R22	Monsanto PCB Settlement	0			17,414	\$0	\$0	N/A	\$0
R23	Sale of Energy Credits	3,000	3,000	3,000	2,874	\$0	\$0	0.0%	\$0
R24	PEPCO - Solar Array Excess Generation	100	0			\$100	\$100	N/A	\$0
R600	BONDS/GRANTS/LOANS	200,000	0	0	0	\$200,000	\$200,000	N/A	\$0
R25	Grant - Electric Bus	100,000				\$100,000	\$100,000	N/A	\$0
R26	Grant - Town Wide Camera	100,000				\$100,000	\$100,000	N/A	\$0
TOTAL GENERAL FUND REVENUES		\$5,365,533	\$7,598,815	\$5,187,500	\$7,855,851	(\$2,233,282)	\$178,033	3.4%	(\$2,411,315)
M1	Memo: General Fund Prior Yr Surplus	4,805,313	2,377,261	5,245,313		2,428,052	(440,000)	-8.4%	\$2,868,052
M2	Memo: General Fund Revenues + Surplus	\$10,170,846	\$9,976,076	\$10,432,813	\$7,855,851	\$194,770	(\$261,967)	-2.5%	\$456,737

NOTES:

- 1 Real Property Tax Rate is .4763 per \$100 of assessed value (This is the CYTR). FY2023 rate was .4959 per \$100 of assessed value.
- 2 Personal Property Tax Rate is \$2.25 per \$100 of assessed value.
- 3 Based on \$400 per license fee and 75 rentals.

TOWN OF UNIVERSITY PARK GENERAL FUND EXPENDITURES		Budget FY2025							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	FY2025 Budget	Adopted FY2024 Budget	Estimated Actual FY 2024 Budget	Audited FY 2023 Actual	Budget Variance FY 2025/FY 2024	Estimated Actual Budget Variance FY2025/FY2024	Percent Change FY2025/FY2024	FY2024 Variance: Budget v. Actual
GENERAL GOVERNMENT TOTAL		\$1,176,408	\$2,714,495	\$1,064,448	\$744,728	(\$1,538,087)	\$111,960	10.5%	(\$1,650,047)
G100	PERSONNEL	\$533,797	\$517,019	\$506,519	\$303,723	\$16,778	\$27,278	5.4%	(\$10,500)
G1	Salaries	368,833	356,239	345,739	213,191	\$12,594	\$23,094	6.7%	(\$10,500)
G2	Payroll Taxes and Benefits	123,167	121,790	121,790	63,355	\$1,377	\$1,377	1.1%	\$0
G1a	Mayor and Council Salary	34,700	32,600	32,600	25,477	\$2,100	\$2,100	6.4%	\$0
G2a	Payroll Taxes and Benefits - Mayor/Council	7,097	6,390	6,390	1,700	\$707	\$707	11.1%	\$0
Payroll Burden		32.3%	33.0%	33.9%	27.3%				
G200	OPERATING	\$549,611	\$331,429	\$366,929	\$284,531	\$218,182	\$182,682	49.8%	\$35,500
G3	ADA (Interpreters)	250	250	250		0	0	0.0%	\$0
G4	Audit and Accounting	19,446	13,905	13,905	13,500	5,541	5,541	39.8%	\$0
G5	Building Maintenance	30,700	30,374	30,374	43,423	326	326	1.1%	\$0
G6	Council Retreat	5,000	5,000	5,000		0	0	0.0%	\$0
G7	Community Events	7,500	7,500	7,500	1,539	0	0	0.0%	\$0
G8	Recording Secretary	6,000	3,500	6,000	2,529	2,500	0	0.0%	\$2,500
G9	Election Expenses	5,000	5,000	5,000	3,460	0	0	0.0%	\$0
G10	Employee Awards and Events	3,800	3,800	3,800	2,202	0	0	0.0%	\$0
G11	Engineering (Excludes Street Work)	3,000	3,000	3,000	641	0	0	0.0%	\$0
G12	Small Equipment	7,000	3,500	3,500	3,331	3,500	3,500	100.0%	\$0
G13	Insurance	49,000	37,000	44,000	36,479	12,000	5,000	11.4%	\$7,000
G14	IT Costs	30,615	32,500	32,500	25,441	(1,885)	(1,885)	-5.8%	\$0
G15	Legal Advertising	1,800	1,800	1,800	670	0	0	0.0%	\$0
G16	Legal Fees	50,000	45,000	45,000	32,566	5,000	5,000	11.1%	\$0
G17	Meeting Costs	3,000	3,000	3,000		0	0	0.0%	\$0
G18	Membership Dues	7,000	6,500	6,500	5,608	500	500	7.7%	\$0
G19	Newsletter	26,000	24,000	24,000	22,002	2,000	2,000	8.3%	\$0
G20	Office Expenses	23,000	23,000	23,000	22,759	0	0	0.0%	\$0
G21	Payscale Study	25,000				25,000	25,000	N/A	\$0
G22	Publications	3,000	3,000	3,000	509	0	0	0.0%	\$0
G23	Gas Blower Rebate Program	10,000	10,000	10,000	4,097	0	0	0.0%	\$0
G24	Town Administrator Expense	5,000	4,200	4,200	14,129	800	800	19.0%	\$0
G25	Solar Array Maintenance	19,000	2,500	27,500		16,500	(8,500)	-30.9%	\$25,000
G26	Telephone & Maintenance	14,000	12,500	12,500	11,702	1,500	1,500	12.0%	\$0
G27	Training	5,900	5,000	5,000	274	900	900	18.0%	\$0
G28	Travel and Training	22,000	30,000	30,000	20,728	(8,000)	(8,000)	-26.7%	\$0
G29	Transit Operating Costs	50,000	100	100		49,900	49,900	49900.0%	\$0
G29.1	Transit Capital Outlay - Bus	100,000				100,000	100,000	N/A	\$0
G30	Utilities	7,600	7,000	7,000	7,291	600	600	8.6%	\$0
G31	Website Maintenance & Design	10,000	8,500	9,500	9,652	1,500	500	5.3%	\$1,000
G300	American Rescue Plan	\$0	\$1,829,047	\$154,000	\$130,822	(\$1,829,047)	(\$154,000)	-100.0%	(\$1,675,047)
G32	Premium Pay		0		69,965	0	0	N/A	\$0
G33	SWM Design & Engineering & Construction		1,276,000	100,000	30,857	(1,276,000)	(100,000)	-100.0%	(\$1,176,000)
G34	Non Profit Funding (RT. One Cares)		15,000	30,000		(15,000)	(30,000)	-100.0%	\$15,000
G35	Non Profit Funding (Capital Area Food Bank)		15,000			(15,000)	0	N/A	(\$15,000)
G36	Anacostia Watershed		5,000	5,000		(5,000)	(5,000)	-100.0%	\$0
G37	Legacy Tree Program		4,000	4,000		(4,000)	(4,000)	-100.0%	\$0
G38	Park Upgrades		50,000			(50,000)	0	N/A	(\$50,000)
G39	Legal Fees - ARPA		10,000	10,000		(10,000)	(10,000)	-100.0%	\$0
G40	Town Hall		454,047			(454,047)	0	N/A	(\$454,047)
G41	Police Retention Bonus - ARPA			5,000	30,000	0	(5,000)	-100.0%	\$5,000
G400	GRANTS & DONATIONS	\$43,000	\$37,000	\$37,000	\$25,653	\$6,000	\$6,000	16.2%	\$0
G42	Fire Department Donations	13,500	13,500	13,500	12,000	0	0	0.0%	\$0
G43	UPES PTA Donation	6,000	6,000	6,000	6,000	0	0	0.0%	\$0
G44	Arts In The Park	500	500	500	379	0	0	0.0%	\$0
G45	UPCA Grant	1,000	1,000	1,000		0	0	0.0%	\$0
G46	Trap, Neuter, Release Program	5,000	5,000	5,000		0	0	0.0%	\$0
G47	Senior Programs/Helping Hands	5,000	5,000	5,000	1,274	0	0	0.0%	\$0
G48	PTA - Azalea Classic	7,000	6,000	6,000	6,000	1,000	1,000	16.7%	\$0
G49	Anacostia Watershed	5,000				5,000	5,000	N/A	\$0
G500	CAPITAL	\$50,000	\$0	\$0	\$0	\$50,000	\$50,000	N/A	\$0
G50	Holiday Decorations	50,000				50,000	50,000	N/A	\$0

TOWN OF UNIVERSITY PARK DEPARTMENT OF PUBLIC WORKS		Budget FY2025							
A	B	C	D	E	F	G	H	I	I
CODE	ITEM DESCRIPTION	FY2025 Budget	Adopted FY2024 Budget	Estimated Actual FY 2024 Budget	Audited FY 2023 Actual	Budget Variance FY 2025/FY 2024	Estimated Actual Budget Variance FY2025/FY2024	Percent Change FY2025/FY2024	FY2024 Variance: Budget v. Actual
DEPARTMENT OF PUBLIC WORKS TOTAL		\$1,826,583	\$1,556,682	\$1,546,682	\$1,443,310	\$269,901	\$279,901	18.1%	(\$10,000)
A100	PERSONNEL	\$1,015,983	\$982,582	\$972,582	\$920,647	\$33,401	\$43,401	4.5%	(\$10,000)
A1	Salaries	720,193	692,217	682,217	657,656	\$27,976	\$37,976	5.6%	(\$10,000)
A2	Payroll Taxes and Benefits	295,790	290,365	290,365	262,991	\$5,425	\$5,425	1.9%	\$0
	Payroll Burden	41.1%	41.9%	42.6%	40.0%				
B100	OPERATING - PARKS & RECREATION	\$ 105,100	\$ 107,100	\$ 123,600	\$72,786	(\$2,000)	(\$18,500)	-15.0%	\$16,500
B1	Cemetery Upkeep	100	100	100		0	0	0.0%	\$0
B2	Tree Maintenance - Park	25,000	25,000	25,000	24,745	0	0	0.0%	\$0
B3	Tree Replacement - Park	10,000	10,000	10,000	7,997	0	0	0.0%	\$0
B4	Consulting Arborist - Tree Ordinance	6,000	10,000	10,000		(4,000)	(4,000)	-40.0%	\$0
B5	Resident Tree Reimbursement	4,000	4,000	4,000	2,640	0	0	0.0%	\$0
B6	Upkeep of Park	12,000	10,000	23,000	13,138	2,000	(11,000)	-47.8%	\$13,000
B7	Playing Field Maintenance	8,000	8,000	8,000	6,600	0	0	0.0%	\$0
B8	Park Usage Concept Plan	25,000	25,000	25,000		0	0	0.0%	\$0
B9	Park Landscape Maintenance	15,000	15,000	18,500	17,665	0	(3,500)	-18.9%	\$3,500
S100	OPERATING - STREETS	\$125,000	\$150,000	\$150,000	\$143,288	(\$25,000)	(\$25,000)	-16.7%	\$0
S1	Street Lights	30,000	30,000	30,000	29,525	\$0	\$0	0.0%	\$0
S2	Street Sign & Sign Maintenance	-	30,000	30,000		(\$30,000)	(\$30,000)	-100.0%	\$0
S3	Street & Sidewalk Maintenance	35,000	25,000	25,000	41,120	\$10,000	\$10,000	40.0%	\$0
S4	Street Tree Maintenance	45,000	50,000	50,000	61,707	(\$5,000)	(\$5,000)	-10.0%	\$0
S5	Street Tree Replacement	10,000	10,000	10,000	10,695	\$0	\$0	0.0%	\$0
S6	Snow Removal	5,000	5,000	5,000	241	\$0	\$0	0.0%	\$0
W100	OPERATING - GENERAL & SANITATION	\$233,500	\$252,000	\$260,500	\$241,036	(\$18,500)	(\$27,000)	-10.4%	\$8,500
W1	Fuel	30,000	40,000	30,000	26,371	(\$10,000)	\$0	0.0%	(\$10,000)
W2	Landfill	65,000	70,000	60,000	59,574	(\$5,000)	\$5,000	8.3%	(\$10,000)
W3	Composting	15,000	28,000	30,000	4,596	(\$13,000)	(\$15,000)	-50.0%	\$2,000
W4	Medical Exams	1,000	1,000	1,000	704	\$0	\$0	0.0%	\$0
W5	Recycling Charges	15,000	15,000	15,000	14,798	\$0	\$0	0.0%	\$0
W6	Tools/Supplies	12,000	12,000	12,000	17,986	\$0	\$0	0.0%	\$0
W7	Travel & Dues	5,000	5,000	5,000	4,939	\$0	\$0	0.0%	\$0
W8	Training	10,000	10,000	10,000	2,766	\$0	\$0	0.0%	\$0
W9	Trash & Recycle Carts	9,000			2,766	\$9,000	\$9,000	N/A	\$0
W10	Uniforms	6,500	6,000	7,500	6,706	\$500	(\$1,000)	-13.3%	\$1,500
W11	Vehicle Maintenance	50,000	50,000	50,000	70,932	\$0	\$0	0.0%	\$0
W12	Town Maintenance Facility	15,000	15,000	40,000	28,897	\$0	(\$25,000)	-62.5%	\$25,000
W200	CAPITAL	\$347,000	\$65,000	\$40,000	\$65,554	\$282,000	\$307,000	767.5%	(\$25,000)
W13	Veteran's Memorial					\$0	\$0	N/A	\$0
W14	Garage - Roof and Bldg. Renovation/Design	150,000	40,000	40,000		110,000	110,000	275.0%	\$0
W15	Garage Security & Access Control				14,337	0	0	N/A	\$0
W16	Vehicle for Public Works Director				37,601	0	0	N/A	\$0
W17	Electric Charging Station				13,615	0	0	N/A	\$0
W18	Garage Parking Lot Paving	30,000	25,000			5,000	30,000	N/A	(\$25,000)
W19	Park Maintenance Vehicle & Plow	30,000				30,000	30,000	N/A	\$0
W20	Recycling Bins - Town Park	15,000				15,000	15,000	N/A	\$0
W21	Pepco Street Light Purchase	50,000				50,000	50,000	N/A	\$0
W22	Parking Meter at UPES EV Charging	17,000				17,000	17,000	N/A	\$0
W23	Painted S/W - 44th Avenue	20,000				20,000	20,000	N/A	\$0
W24	Traffic Calming Study	10,000				10,000	10,000	N/A	\$0
W25	Curb Painting	25,000				25,000	25,000	N/A	\$0
						0	0	N/A	\$0

TOWN OF UNIVERSITY PARK POLICE & PUBLIC SAFETY		Budget FY2025							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	FY2025 Budget	Adopted FY2024 Budget	Estimated Actual FY 2024 Budget	Audited FY 2023 Actual	Budget Variance FY 2025/FY 2024	Estimated Actual Budget Variance FY2025/FY2024	Percent Change FY2025/FY2024	FY2024 Variance: Budget v. Actual
POLICE & PUBLIC SAFETY TOTAL		\$2,533,758	\$2,855,355	\$2,274,370	\$2,070,863	(\$321,597)	\$259,388	11.4%	(\$580,985)
P100	PERSONNEL	\$1,410,438	\$1,266,430	\$1,266,430	\$1,098,054	\$144,008	\$144,008	11.4%	\$0
P1	Salaries	977,603	921,983	921,983	802,249	\$55,620	\$55,620	6.0%	\$0
P2	Payroll Taxes and Benefits	432,835	344,447	344,447	295,805	\$88,388	\$88,388	25.7%	\$0
	Payroll Burden	44.3%	37.4%	37.4%	36.9%				
P200	CODE COMPLIANCE	\$51,013	\$40,178	\$40,178	\$23,947	\$10,835	\$10,835	27.0%	\$0
P3	Code Compliance Officer Salary & Benefits	46,013	35,178	35,178	21,238	\$10,835	\$10,835	30.8%	\$0
P4	Code Compliance Operating Costs	5,000	5,000	5,000	2,709	\$0	\$0	0.0%	\$0
P5	Parking Enforcement	0	0			\$0	\$0	N/A	\$0
P300	OPERATING	\$782,807	\$1,412,127	\$852,342	\$899,189	(\$629,320)	(\$69,535)	-8.2%	(\$559,785)
P6	Training	10,000	10,000	10,000	14,951	\$0	\$0	0.0%	\$0
P6.1	Training - Active Shooter	7,000				\$7,000	\$7,000	N/A	\$0
P7	Medical Exams	5,000	5,000	5,000	4,334	\$0	\$0	0.0%	\$0
P8	Body Worn Cameras/Tasers	8,000	7,000	23,200	7,218	\$1,000	(\$15,200)	-65.5%	\$16,200
P9	Bike Patrol	500	500	500	60	\$0	\$0	0.0%	\$0
P10	Citations - Red Light/ Speed Camera	192,000	225,600	239,000	253,873	(\$33,600)	(\$47,000)	-19.7%	\$13,400
P11	Speed Camera Collections - Due to State	444,467	1,053,155	458,770	512,240	(\$608,688)	(\$14,303)	-3.1%	(\$594,385)
P12	Computer	8,000	2,000	2,000	1,627	\$6,000	\$6,000	300.0%	\$0
P13	Crossing Guards/Parking Enforcement	10,000	9,832	9,832	9,791	\$168	\$168	1.7%	\$0
P14	Equipment	27,000	22,000	22,000	23,947	\$5,000	\$5,000	22.7%	\$0
P15	Gasoline	19,800	19,800	19,800	24,302	\$0	\$0	0.0%	\$0
P16	GPS	3,000	3,000	3,000	124	\$0	\$0	0.0%	\$0
P17	Home Security Reimbursement Program	2,000	1,500	1,500	1,100	\$500	\$500	33.3%	\$0
P18	MILES Computer	100	100	100		\$0	\$0	0.0%	\$0
P19	Mobile Data Terminals	7,500	7,500	7,500	8,487	\$0	\$0	0.0%	\$0
P20	Police Supplies & Manuals	6,440	6,440	11,440	7,989	\$0	(\$5,000)	-43.7%	\$5,000
P21	Radio Maintenance	500	500	500		\$0	\$0	0.0%	\$0
P22	Traffic Calming	500	7,200	7,200		(\$6,700)	(\$6,700)	-93.1%	\$0
P23	Travel, Meetings, Professional Dues	5,000	5,000	5,000	2,150	\$0	\$0	0.0%	\$0
P24	Uniforms	13,300	13,300	13,300	14,305	\$0	\$0	0.0%	\$0
P25	Vehicle Maintenance	10,500	10,500	10,500	12,691	\$0	\$0	0.0%	\$0
P26	Emergency Alert System - Nixle	2,200	2,200	2,200		\$0	\$0	0.0%	\$0
P400	CAPITAL	\$289,500	\$136,620	\$115,420	\$49,673	\$152,880	\$174,080	150.8%	(\$21,200)
P27	Police Cruiser	60,500	55,500	68,000	49,673	\$5,000	(\$7,500)	-11.0%	\$12,500
P28	Lexipol Services	20,000				\$20,000	\$20,000	N/A	\$0
P29	Town Wide Camera	184,000				\$184,000	\$184,000	N/A	\$0
P30	Axon In-Car Video Camera	25,000	81,120	47,420		(\$56,120)	(\$22,420)	-47.3%	(\$33,700)
TOTAL GENERAL FUND EXPENDITURES		5,536,749	7,126,532	4,885,500	4,258,901	(\$1,589,783)	\$651,249	13.3%	(\$2,241,032)

TOWN OF UNIVERSITY PARK RESERVES, DEBT SERVICE AND BUDGET RECONCILIATION		Budget FY2025							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	FY2025 Budget	Adopted FY2024 Budget	Estimated Actual FY 2024 Budget	Audited FY 2023 Actual	Budget Variance FY 2025/FY 2024	Estimated Actual Budget Variance FY2025/FY2024	Percent Change FY2025/FY2024	FY2024 Variance: Budget v. Actual
	UNRESERVED, RESERVED & SERVICE FUNDS	\$2,499,597	\$650,983	\$2,569,609	\$369,901	(\$70,012)	(\$70,012)	-2.7%	\$2,199,708
F100	UNRESERVED DESIGNATED	\$211,039	\$281,039	\$281,039	\$0	(\$70,000)	(\$70,000)	-24.9%	\$281,039
F1	Vehicle Replacement	6,000	26,000	26,000		(\$20,000)	(\$20,000)	-76.9%	\$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)	(\$50,000)	-100.0%	\$50,000
F4	Police Officer Overtime	68,000	68,000	68,000		\$0	\$0	0.0%	\$68,000
F5	Capital Infrastructure	97,039	97,039	97,039		\$0	\$0	0.0%	\$97,039
F200	RESERVED DESIGNATED	\$1,918,626	\$0	\$1,918,626	\$0	\$0	\$0	0.0%	\$1,918,626
F7	Cemetery	4,217	4,217	4,217		\$0	\$0	0.0%	\$4,217
F8	Cable Capital Equipment	264,362	264,362	264,362		\$0	\$0	0.0%	\$264,362
F9	Park Upgrades	50,000		50,000		\$0	\$0	0.0%	\$50,000
F10	Town Hall	454,047		454,047		\$0	\$0	0.0%	\$454,047
F11	SWM - Design & Engineering	1,146,000		1,146,000		\$1,146,000	\$0	0.0%	\$1,146,000
	DEBT SERVICE FUND								\$0
RD100	REVENUES	\$369,932	\$369,944	\$369,944	\$0	(\$12)	(\$12)	0.0%	\$369,944
RD1	Transfer From General Fund	369,932	369,944	369,944		(\$12)	(\$12)	0.0%	\$369,944
D100	EXPENDITURES	\$369,932	\$369,944	\$369,944	\$369,901	(\$12)	(\$12)	0.0%	\$43
D1	Debt Service - Infrastructure Bond	206,342	206,242	206,242	206,242	\$100	\$100	0.0%	\$0
D2	Street Improvement & Traffic Control Bond	136,240	136,352	136,352	136,316	(\$112)	(\$112)	-0.1%	\$36
D3	Leaf/Utility Trucks Loan	27,350	27,350	27,350	27,344	\$0	\$0	0.0%	\$6
	TOTAL EXPENDITURES	\$10,170,846	\$9,976,076	\$10,432,813	\$7,855,851	\$194,770	(\$261,967)	-2.5%	\$2,576,962
	GENERAL GOVERNMENT	\$1,176,408	\$2,714,495	\$1,064,448	\$744,728	(\$1,538,087)	\$111,960	10.5%	\$319,720
	PUBLIC WORKS	\$1,826,583	\$1,556,682	\$1,546,682	\$1,443,310	\$269,901	\$279,901	18.1%	\$103,372
	POLICE & SAFETY	\$2,533,758	\$2,855,355	\$2,274,370	\$2,070,863	(\$321,597)	\$259,388	11.4%	\$203,507
	DEBT SERVICE FUND	\$369,932	\$369,944	\$369,944	\$369,901	(\$12)	(\$12)	0.0%	\$43
	TOTAL EXPENSES (OUTLAYS):	\$5,906,681	\$7,496,476	\$5,255,444	\$4,628,802	(\$1,589,795)	\$651,237	12.4%	\$626,642
	UNRESERVED DESIGNATED	\$211,039	\$281,039	\$281,039	\$0	(\$70,000)	(\$70,000)	-24.9%	\$281,039
	RESERVED DESIGNATED	\$1,918,626	\$0	\$1,918,626	\$0	\$1,918,626	\$0	0.0%	\$1,918,626
	UNRESERVED UNDESIGNATED	\$2,134,500	\$2,198,561	\$2,977,704	\$3,227,048	(\$64,060)	(\$843,204)	-28.3%	(\$249,344)
	TOTAL RESERVES:	\$4,264,165	\$2,479,600	\$5,177,369	\$3,227,048	\$1,784,566	(\$913,204)	-17.6%	\$1,950,321
	GENERAL REVENUE	\$5,365,533	\$7,598,815	\$5,187,500	\$7,855,851	(\$2,233,282)	\$178,033	3.4%	(\$2,668,351)
	GENERAL FUND EXPENDITURES	\$5,536,749	\$7,126,532	\$4,885,500	\$4,258,901	(\$1,589,783)	\$651,249	13.3%	\$626,599
	OPERATING SURPLUS/DEFICIT	(\$171,216)	\$472,283	\$302,000	\$3,596,950				
	DEBT SERVICE	\$369,932	\$369,944	\$369,944	\$369,901				
	TOTAL OPERATING SURPLUS/DEFICIT	(\$541,148)	\$102,339	(\$67,944)	\$3,227,048				
	FUND BALANCE RATIO	36.1%	29.3%	42.3%					

**Town of University Park
Capital Projects Fund
Fiscal Year 2025**

	<u>FY25 Budget</u>	<u>FY24 Budget</u>	<u>FY24 Estimated Actual</u>	<u>Audited FY23 Actual</u>
7000-00 · Capital Projects				
7010-00 · Revenue and Funding Sources				
7020-00 · Grants and Other Funding Source				
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 Street Repair Rebate	250,000.00			
7025-00 · P.G. County SWM Acceptance Reimb.				
7026-00 · Community Parks Grant - Playground				225,000.00
Total 7020-00 · Grants and Other Funding Source	<u>450,000.00</u>	<u>325,000.00</u>	<u>125,000.00</u>	<u>225,000.00</u>
7040-00 · Committed Fund Balance				
7046-00 · MD Bond Bill - Town Match	40,000.00	40,000.00		
7049-00 · From Reserves - Street Work Project	725,000.00	50,000.00		
7050-00 · From Reserves - Bridges		175,000.00	204,825.00	
7052-00 · From Reserves - Street Engineering/Design/Construction		30,000.00		
7053-00 · From Reserves - Community Parks Grant - Playground				
Total 7040-00 · Committed Fund Balance	<u>765,000.00</u>	<u>295,000.00</u>	<u>204,825.00</u>	<u>0.00</u>
Total 7010-00 · Revenue and Funding Sources	<u>1,215,000.00</u>	<u>620,000.00</u>	<u>329,825.00</u>	<u>225,000.00</u>
Total 7000-00 · Capital Projects	<u>1,215,000.00</u>	<u>620,000.00</u>	<u>329,825.00</u>	<u>225,000.00</u>
7100-00 · Capital Projects Expenditures				
7110-00 · Street Work Project	975,000.00	50,000.00		496,730.53
7120-00 · Town Hall Design and Const.	240,000.00	240,000.00		
7131-00 · Street Engineering/Design/Construction		30,000.00		
7133-00 · Park Bridge Replace - Beechwood & Van Buren		300,000.00	329,825.00	773.32
7134-00 · Community Parks - Playground Project				258,572.00
7132-00 · P.G. County Stormwater Acceptance				
Total 7100-00 · Capital Projects Expenditures	<u>1,215,000.00</u>	<u>620,000.00</u>	<u>329,825.00</u>	<u>756,075.85</u>

Section 4: Be it further resolved that this Ordinance shall become effective on July 1, 2024.

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 _____, 2024.

ATTEST:

MAYOR AND COMMON COUNCIL
TOWN OF UNIVERSITY PARK

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 2025 Budget
Line-item Descriptors**

Budget Presentation

The FY 2025 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 reflect 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 \$0.4763 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, 2024, is \$515,352,057.

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 FY2025 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 FY2025 this revenue will be \$176,006.

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. These funds were all recognized in prior fiscal years.

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 is 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 are 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 Monsanto PCB Settlement

Funds received from legal settlement relating to water pollution. This is a one-time payment received in FY23.

R23 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.

R24 PEPCO - Excess Generation

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

R600 Bonds/Grants/Loans

R25 Grant - Electric Bus

To purchase an electric bus to be used for a town-wide transportation system to and from the local Metro stations.

R26 Grant - Town-Wide Camera

Grant revenue for a town-wide camera system to enhance security within the town.

Total General Fund Revenues

Total general fund revenues are predicted to be \$5,165,533.

M1 Memo: General Fund Prior Year Surplus

Total projected General Fund balances on June 30, 2024, that includes unreserved/designated, reserved/designated and unreserved/undesignated accounts predicted to be \$4,805,313.

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 FY2025 - \$9,970,846.

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. The FY2025 Budget proposes to increase the Council Salary to \$2,500 per Councilmember. This would only apply to the newly elected or re-elected Councilmembers in FY25 which would be three. The remaining four Councilmembers would remain at \$1,800 until their next term.

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. Increased in FY25 as we will be required to have a Single Audit due to the expenditure of ARPA funds in excess of \$750,000 during FY2024.

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 - Community events supported by town funds. These include Veteran's Day and other 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

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 Payscale Study

Costs associated with hiring a firm to perform a pay parity study and make recommendations to existing compensation plan.

G22 Publications

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

G23 Gas Blower Rebate Program

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

G24 - Town Administrator Expense

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

G25 Solar Array Maintenance

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

G26 Telephone & Maintenance

Telephone services for all Town departments.

G27 Training

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

G28 Travel

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

G29 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 FY2025, the funding allocated is for operating costs for a transit service is to be determined.

G29.1 Transit Capital Outlay - Bus

For the cost of purchasing a new electric bus. These funds will only be expended if we receive the grant shown under revenue item R25.

G30 Utilities

Utility costs for operation of Town hall

G31 Web Site Maintenance & Design

Development and upkeep of Town's website.

G300 American Rescue Plan - All of the cost associated with the American Rescue Plan have been funded in prior years. The descriptors are shown here for reference purposes.

G32 Premium Pay

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

G33 SWM Design and Engineering

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

G34 Non-Profit Funding - Rt One Cares

This is specific to the designated organization.

G35 - Non-Profit Funding (Capital Area Food Bank)

Contributions to the Capital Area Food Bank.

G36 - Anacostia Watershed

Contributions to the Anacostia Watershed.

G37 - Legacy Tree Program

For a program to be determined.

G38 Park Upgrades

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

G39 - Legal Fees - ARPA

Legal fees specific to ARPA projects.

G40 Town Hall

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

G41 - Police Retention Bonus

Bonuses to retain officers.

G400 Grants and Donations

G42 Fire Department Donations

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

G43 UPES PTA Donation

Donation to University Park Elementary School PTA

G44 Arts in the Park

To fund Arts Programs to be conducted in the park.

G45 UPCA Grant

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

G46 Trap, Neuter, Release Program

To develop a trap, neuter, release program within the Town.

G47 Senior Programs / Helping Hands

Programs to assist senior citizens in the community.

G48 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.

G49 Anacostia Watershed Society

Annual donation to the Anacostia Society

G500 Capital

G50 Holiday Decorations

To purchase decorations to be displayed in town during the holidays.

DEPARTMENT OF PUBLIC WORKS

A100 Personnel

A1 Salaries

Salaries paid to public works personnel - current staff includes seven driver/laborers, a 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 parks 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 inspect trees on resident properties before they are taken down.

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 Maintenance

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 Trash & Recycle Carts

W10 Uniforms

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

W11 Vehicle Maintenance

Costs associated with repairs to vehicles and equipment.

W12 Town Maintenance Facility

Costs for maintenance and storage facility for town vehicles.

W200 CAPITAL

W13 Veteran's Memorial

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

W14 Garage - Roof and Bldg. Renovation/Design

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

W15 Garage Security and Access Control

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

W16 - Vehicle for Public Works Director

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

W17 Electric Charging Station

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

W18 Garage Parking Lot

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

W19 Park Maintenance Vehicle & Plow

Purchase of a vehicle and plow to maintain the park.

W20 Recycling Bins - Town Park

To purchase and install recycling bins within the town's park areas.

W21 Pepco Street Light Purchase

Purchasing the town's street lights from Pepco with the intention of updating them with LED lights to save energy and cost to the town.

W22 - Parking Meters at UPES EV Charging

To install parking meters at the electric vehicle charging stations near University Park Elementary School. This cost includes the purchase and installation of the meter.

W23 - Painted Sidewalk - 44th Avenue

To paint the area sidewalk would be on 44th Avenue and install chicanes.

W24 - Traffic Calming Studies

To perform traffic counts at various locations within the Town.

W25 - Curb Painting

To paint the curbs at all intersections within the town and other No Parking Zones.

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 include cell phone and other miscellaneous costs.

P5 Parking Enforcement

Hire Parking enforcement for various areas of the community.

P300 Operating

P6 Training

Police personnel in-service and skills enhancement training

P6.1 Training -Active Shooter

To provide active shooter training for officers, staff and public.

P7 Medical Examinations

Personnel fitness for duty and recruit physicals

P8 Body Worn Cameras/Tasers

The cost to maintain a body worn camera program for the Town police officers and the purchase and maintenance of tasers.

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 Calming

Professional traffic engineer to study and advise on various traffic matters throughout the Town and purchase of speed panels as needed.

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.

P26 Emergency Alert System - Nixle

Alert system to notify residents of emergency issues happening in and around town.

Capital

P27 Police Cruiser

Replacement of police cruisers.

P28 Lexipol Services

Public Safety Policy Management and review of SOP's to make sure they are in compliance with State law.

P29 Town Wide Camera

Purchase of a town-wide camera system to include a license plate reader to increase security and crime control within the town. Expenditure of these funds is contingent upon receiving a grant for \$100,000 as shown under revenue item R26.

P30 Axon In-Car Video Camera

Purchase of In-Car Video Cameras for 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. The

original payment was \$100,000. The Town has appropriated these funds in the budget for various uses. The current balance is \$68,000.

F5 Capital Infrastructure

Funds Designated by Council to be used for future infrastructure projects.

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.

F9 Park Upgrades

Funds designated for major park upgrade work.

F10 Town Hall

Funds designated to upgrade existing town hall or construct an addition to the existing town hall.

F11 SWM - Design & Engineering

Funds allocated to upgrade and improve the stormwater systems in the town.

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%. FY25 is the sixth and final 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 to be 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 FY2025 in the total amount of \$765,000 to help fund infrastructure projects as follows:

7046-00 Bond Bill - Town Hall	\$40,000
7049-00 Street Work Project	\$725,000

Capital Grant Expenditures

7110-00 Street & Infrastructure Project FY2023, FY2024 and FY2025

Paving and repair of street, curbs, gutter, and sidewalks. Some work related to street repairs after WSSC completes their work on Water lines.

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

7024-00 WSSC Street Repair Rebate

Funds expected to be reimbursed by WSSC related to work performed on water lines in the town.

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 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.

2024 Constant Yield Tax Rate Certification

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

1	1-Jul-2023	Gross assessable real property base	\$	495,990,011
2	1-Jul-2023	Homestead Tax Credit	-	1,056,944
3	1-Jul-2023	Net assessable real property base		494,933,067
4	1-Jul-2023	Actual local tax rate (per \$100)	x	0.4959
5	1-Jul-2023	Potential revenue	\$	2,454,373
6	1-Jul-2024	Estimated assessable base	\$	516,762,700
7	1-Jan-2024	Half year new construction	-	0
8	1-Jul-2024	Estimated full year new construction*	-	0
9	1-Jul-2024	Estimated abatements and deletions**	-	1,410,643
10	1-Jul-2024	Net assessable real property base	\$	515,352,057

11	1-Jul-2023	Potential revenue	\$	2,454,373
12	1-Jul-2024	Net assessable real property base	÷	515,352,057
13	1-Jul-2024	Constant yield tax rate	\$	0.4763

Certified by

Director

* Includes one-quarter year new construction where applicable.

**Actual + estimated as of July 1, 2024, including Homestead Tax Credit.

Town of University Park
Payroll Taxes Benefits
Projected FY25

	GG	POL	PW	Crossing Guard	Mayor & Council	Code	
FICA	0.0765	0.0765	0.0765	0.0765	0.0765	0.0765	
W/Comp	0.0024	0.0856	0.0668	0.0668	0.0024	0.0668	
Retirement	0.1197	0.1197	0.1197		0.1197	0.1197	
Total	0.1986	0.2818	0.263	0.1433	0.1986	0.263	
Unemployment	0.01	0.01	0.01	0.01	0.01	0.01	
Health/Dental/Life W/Comp	49,577.16	156,411.08	105,528.88		-		
Salary	368,833.24	977,602.75	720,193.22	5,771.14	34,700.00	36,363.60	2,143,463.95
P/R Burden	73,250.28	275,488.46	189,410.82	827.00	6,891.42	9,563.63	555,431.60
Unemployment	340.00	935.00	850.00	57.71	206.00	85.00	2,473.71
Health/Dental/Life	49,577.16	156,411.08	105,528.88	-	-		311,517.12
Total Taxes & Burden	123,167.44	432,834.54	295,789.70	884.72	7,097.42	9,648.63	869,422.44
							869,422.44
Premium Pay Burden							
Burden (FICA & W/Comp)	0.0789	0.1621	0.1433	0.1433		0.1433	
Premium Pay Wages	-	-	-	-	-	-	-
Total PP Burden	-	-	-	-	-	-	-

	GG	POL	PW
Health & Dental	3,546	8,498	6,378
8% Increase	3,830	9,178	6,888
Life	52	190	173
	<u>3,881</u>	<u>9,368</u>	<u>7,061</u>
Months	12	12	12
	<u>46,577</u>	<u>112,411</u>	<u>84,729</u>
HSA	<u>3,000</u>	<u>24,000</u>	<u>20,800</u>
Total	49,577	136,411	105,529
Additional Health -2 Officers		<u>20,000</u>	
Total		<u>156,411</u>	

Life \$17.25/pp/per mo.

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
PVT	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
PFC	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
CPL	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
SGT	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
LT	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
	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
	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
CPT	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
Chief	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
	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
	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
	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

4.4% increase (.044)

THE TOWN OF UNIVERSITY PARK

PAYSCALE

Effective: 07/01/24

STEP		1	2	3	4	5	6	7	8	9	10	11	12	L1	L2	L3
	GRADE															
	1	32,019.76	32,980.35	33,969.76	34,988.86	36,038.52	37,119.68	38,233.27	39,380.27	40,561.67	41,778.52	43,031.88	44,322.84	45,652.52	47,022.10	48,432.76
	2	34,421.24	35,453.88	36,517.50	37,613.02	38,741.41	39,903.65	41,100.76	42,333.79	43,603.80	44,911.91	46,259.27	47,647.05	49,076.46	50,548.75	52,065.22
	3	37,002.84	38,112.92	39,256.31	40,434.00	41,647.02	42,896.43	44,183.32	45,508.82	46,874.08	48,280.31	49,728.72	51,220.58	52,757.20	54,339.91	55,970.11
	4	39,778.05	40,971.39	42,200.53	43,466.55	44,770.54	46,113.66	47,497.07	48,921.98	50,389.64	51,901.33	53,458.37	55,062.12	56,713.98	58,415.40	60,167.87
	5	42,761.40	44,044.24	45,365.57	46,726.54	48,128.33	49,572.18	51,059.35	52,591.13	54,168.86	55,793.93	57,467.75	59,191.78	60,967.53	62,796.56	64,680.46
	6	45,968.51	47,347.56	48,767.99	50,231.03	51,737.96	53,290.10	54,888.80	56,535.46	58,231.53	59,978.47	61,777.83	63,631.16	65,540.10	67,506.30	69,531.49
PVT	7	49,416.14	50,898.63	52,425.59	53,998.36	55,618.31	57,286.86	59,005.46	60,775.62	62,598.89	64,476.86	66,411.17	68,403.50	70,455.61	72,569.27	74,746.35
PFC	8	53,122.36	54,716.03	56,357.51	58,048.23	59,789.68	61,583.37	63,430.87	65,333.80	67,293.81	69,312.62	71,392.00	73,533.76	75,739.78	78,011.97	80,352.33
CPL	9	57,106.53	58,819.73	60,584.32	62,401.85	64,273.90	66,202.12	68,188.19	70,233.83	72,340.85	74,511.07	76,746.40	79,048.80	81,420.26	83,862.87	86,378.75
SGT	10	61,389.52	63,231.21	65,128.14	67,081.99	69,094.45	71,167.28	73,302.30	75,501.37	77,766.41	80,099.40	82,502.38	84,977.46	87,526.78	90,152.58	92,857.16
LT	11	65,993.74	67,973.55	70,012.75	72,113.14	74,276.53	76,504.83	78,799.97	81,163.97	83,598.89	86,106.86	88,690.06	91,350.76	94,091.29	96,914.03	99,821.45
	12	70,943.27	73,071.56	75,263.71	77,521.62	79,847.27	82,242.69	84,709.97	87,251.27	89,868.81	92,564.87	95,341.82	98,202.07	101,148.13	104,182.58	107,308.06
	13	76,264.01	78,551.93	80,908.49	83,335.74	85,835.82	88,410.89	91,063.22	93,795.11	96,608.97	99,507.24	102,492.45	105,567.23	108,734.24	111,996.27	115,356.16
CPT	14	81,983.81	84,443.33	86,976.63	89,585.92	92,273.50	95,041.71	97,892.96	100,829.75	103,854.64	106,970.28	110,179.39	113,484.77	116,889.31	120,395.99	124,007.87
Chief	15	88,132.60	90,776.58	93,499.87	96,304.87	99,194.02	102,169.84	105,234.93	108,391.98	111,643.74	114,993.05	118,442.84	121,996.13	125,656.01	129,425.69	133,308.46
	16	94,742.54	97,584.82	100,512.36	103,527.73	106,633.57	109,832.57	113,127.55	116,521.38	120,017.02	123,617.53	127,326.05	131,145.84	135,080.21	139,132.62	143,306.60
	17	101,848.23	104,903.68	108,050.79	111,292.31	114,631.08	118,070.02	121,612.12	125,260.48	129,018.29	132,888.84	136,875.51	140,981.77	145,211.23	149,567.56	154,054.59
	18	109,486.85	112,771.46	116,154.60	119,639.24	123,228.42	126,925.27	130,733.03	134,655.02	138,694.67	142,855.51	147,141.17	151,555.41	156,102.07	160,785.13	165,608.69

3.6% increase (.036)



UNIVERSITY PARK POLICE DEPARTMENT

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

Memorandum

March 25, 2024

To: Mayor Joel Biermann
From: Chief Harvey Baker
Subject: First Draft - Proposed Budget for Fiscal Year 2025

The University Park Police Department budget for FY2025 is submitted for your review and approval. The proposed total budget is in the amount of **\$2,533,758** with expenditures including:

- Annual personnel costs have 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
- Second year payment Axon In-Car Video Solution for eight cruisers
- Purchase of Code Compliance Software
- Hire vendor to conduct scenario based Active Shooter Training
- Town Wide Camera System for security

Currently, the UPPD has two vacancies. It is critically important that we fill these vacancies. The level of crime in Prince George's County and 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 upmost importance. It is imperative that we leverage technology and provide policies that are current to keep our officers safe while being transparent in our daily delivery of police service.

Staffing for FY2025 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 two officers, and two offers 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 eighth year. A monthly report is utilized to manage and track code cases from inception to completion. Code Compliance Officer John Rogers has been 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 initiative-taking 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 all circumstances, compliance was gained through minimal enforcement interaction. Because of CCO Rogers two long time blighted homes have been sold and the new owners have plans to renovate the properties. To modernize the code compliance administrative function, we plan to purchase software for record keeping and tracking of code compliance cases.

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 2023, the number of citations issued, and paid fines decreased.

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. In 2023, the automated speed enforcement camera program collected fines of more than \$1,000,000.

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 FY2025 and due to the popularity of the program we will increase the line-item amount to \$2,000.

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. The line item will remain unchanged for FY2025.

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 an excellent communication asset for UPPD, UP CERT, and public works during special events.

The gasoline line item will remain the same for FY2025. All take home patrol vehicles are late model hybrid Ford Interceptor SUV's. We will continue to have additional savings by using Prince George's County Refueling Stations and Fleet Maintenance. The University Park Police Department fleet has one Ford Police Interceptor Sedan, six Ford Hybrid SUV Police Interceptor, two Ford Escapes, two Ford SUV Police Interceptors (gas powered). Officers that participate in the take-home vehicle program are authorized to use departmental vehicles only to drive to and from work to reduce fuel consumption, as well as wear on their vehicles.

The police supply line item will be unchanged in FY2025.

The University Park Police Department has a ***fleet of vehicles*** that include the following: one (1) 2018 Ford Escape, eight (8) Ford SUV Police Interceptors (two gas and six Hybrids), and two (2) 2017 Ford Police Interceptor Sedans (2019 & 2017). There cost of vehicle maintenance in FY2023 remained unchanged due to using Prince George's County Fleet Maintenance. The use of the six (6) Ford Hybrid SUV Police Interceptors continues to save the Town money.

The uniforms line item will be unchanged in FY2025.

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

Purchase of a new Ford F-150 Police Responder.

Purchase of Lexipol Services.

Second year payment of eight Axon in-car videos.

Purchase of a town-wide camera and license plate reader system to enhance town security.

The police operational costs decreased for FY2025. We will continue to maintain a spending level that will allow the department to meet its objective and operate efficiently and effectively. This will be accomplished by offsetting the costs of Lexipol Services and the purchase of a new Ford F-150 Police Responder with funds from the Automated Speed Enforcement Program.

University Park Police Department

Budget Justifications FY2025

Police & Public Safety

PERSONNEL

Line Item	Description	<u>FY2024</u>	<u>FY2025</u>
P1 Salaries (Cola & Step adjustment included)	Personnel salaries, including crossing guard, holiday pay, and overtime	\$921,983	\$977,603
P2 Payroll Taxes and Benefits	Personnel withholding taxes and benefits (cola & steps)	\$344,447	\$432,835

Stub Total = \$1,410,438

CODE COMPLIANCE

<u>Line Item</u>	<u>Description</u>	<u>FY2024</u>	<u>FY2025</u>
P3 Salary & Benefits	Code Compliance Officer	\$35,178	\$46,366
P4 Code Compliance		\$5,000	\$5,000

OPERATING

<u>Line item</u>	<u>Description</u>	<u>FY2024</u>	<u>FY2025</u>
P5	Parking Enforcement		
P6 Training	Police personnel in-service and skills enhancement training	\$10,000	\$10,000
P6.1 Training	Scenario based Active Shooter Training with ammunition		\$7,000
P7 Medical Examinations	Personnel fitness for duty and recruit physicals	\$5,000	\$5,000

P8 Body-Worn Camera Program	Equipment and data storage	\$7,000	\$8,000
P9 Bike Patrol	General equipment maintenance	\$500.00	\$500.00
P10 Citations-Red Light		\$225,600	\$192,000
P11 Speed Camera Collections – Due to State		\$1,053,155	\$444,467
P12 Computer		\$2,000	\$8,000
P13 Crossing Guards		\$9,832	\$10,000
P14 Equipment		\$22,000	\$27,000
P15 Gasoline	Vehicle fuel needs	\$19,800	\$19,800
P16 GPS		\$3,000	\$3,000
P17 Home Security Reimbursement Program		\$1,500	\$2,000
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"> • First Aid Supplies (\$200) • Forms, stationary, and office supplies (\$1,300) • Radar Recertification (\$200) • Laser Speed Gun Extended Warranty (\$540) • Ammunition- Green Ammo (\$800) • Community Policing (\$3,400) 	\$6,440	\$6,440
P21 Radio Maintenance	Routine service and repair for nine radios	\$500	\$500
P22 Traffic Calming		\$7,200	\$500
P23 Meetings and Travel	<ul style="list-style-type: none"> • MD. Chiefs Annual Conference (\$950) • International Assoc. of Chiefs 	\$5,000	\$5,000

- of Police (\$450)
- Police Chief's Association of P.G. County (\$225)
- Maryland Municipal League/Police Exec. Assoc. (\$815)
- Police Executive Research Forum (\$155)
- Misc. Training & Recertification (\$680)
- Misc. police policy reference manuals (\$255)

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
P25 Vehicle Maintenance	General service and repair of fleet, car washes	\$10,500	\$10,500
P26 Emergency Alert System – Nixle		\$2,200	\$2,200

CAPITAL

<u>Line item</u>	<u>Description</u>	<u>FY2024</u>	<u>FY2025</u>
P27 Vehicle Purchase	Purchase of new Ford police interceptor SUV.	\$55,500	\$60,500
P30	Axon In-Car Video Camera	\$81,120	\$25,000.00
P28	Lexipol Services		\$20,000.00
P29	Townwide Camera System		\$184,000
TOTAL:		\$2,855,355	\$2,533,758

2024 UNIVERSITY PARK POLICE VEHICLE INVENTORY

Vehicle	Model	Year	Veh. #	Tag #	Vehicle Identification Number	Accessory	Assigned
Ford SUV	Interceptor	2015	29	MG2885	1FM5K8AR9FGA46353	Marked/MDT	Jones
Ford SUV	Interceptor	2016	30	MG2882	1FM5K8AR9GGB07119	Marked/MDT	Spare
Ford Sedan	Interceptor	2017	31	7CV1116	1FAHP2MT3HG106904	Unmarked	Surplus
Ford SUV	Escape	2018	32	8CN1744	1FMCU9GD4HUE43850	Unmarked	Baker
Ford Sedan	Interceptor	2019	33	MG2879	1FAHP2MK4KG101791	Marked/MDT	Spare
Ford SUV	Interceptor	2020	34	Mg2890	1FM5K8AW9LGA96803	Marked/MDT	Giffith
Ford SUV	Interceptor	2020	35	MG2892	1FM5K8AW9LGA18201	Marked/MDT	Spare
Ford SUV	Interceptor	2020	36	MG2891	1FM5K8AWXLGA20135	Marked/MDT	Spare
Ford SUV	Interceptor	2021	37	MG2893	1FM5K8AW9MNA02075	Marked/MDT	Shepherd
Ford SUV	Interceptor	2021	38	MG2895	1FM5K8AWXNNA04399	Marked/MDT	Miltenberger
Ford SUV	Interceptor	2023	39	MG2896	1FM5K8AW5PNA03860	Marked/MDT	Deshields

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

March 26, 2024

To: Mayor Joel Biermann and Common Council

From: Michael Beall

Subject: Proposed Budget for Fiscal Year 2025

The University Park Department of Public Works budget for FY25 is submitted for your approval. The proposed budget is in the amount of \$1,826,583 and reflects a \$269,901 increase compared to the adopted FY24 budget of \$1,556,682.

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 \$27,976 increase over last year. This increase can be attributed to the normal wage increases, including COLA adjustments.

Benefits—Reflects an increase of \$5,425 over FY24.

Operating-Park:

Consulting Arborist-Tree Ordinance—The allocation has been decreased by \$4,000 to reflect actual expenditures from FY24.

Upkeep of Park —Reflects an increase of \$2,000 to cover the increased cost of maintaining and replacing park equipment.

Operating- Streets:

Street Sign Maintenance—There is no allocation for signs in FY25. All materials needed to upgrade and replace signage was purchased in FY24.

Street & Sidewalk Maintenance—The total allocation of \$35,000 is a \$10,000 increase over FY24.

Street Tree Maintenance —This line item has been decreased by \$5,000. No PEPCO vegetation management work is anticipated in FY25, eliminating the need for an arborist to oversee their work.

Operating-General Sanitation:

Fuel—Has been decreased by \$10,000 to reflect the decline in fuel prices in FY24.

Landfill—Has been increased by \$5,000 due to the continued decline in solid waste tonnage. Tipping fees have remained unchanged for FY25.

Composting—Has been decreased by \$13,000. The Town will no longer be providing bags to participants in FY25. However, we anticipate the need to buy more compost carts for participants in the coming year.

Trash and Recycle Carts—An allocation of \$9,000 has been added to the budget for FY25 to purchase trash and recycle carts to replenish depleted inventories of carts needed to replace old carts taken out of service.

Uniforms—This line item has been increased by \$500 due to increased costs for uniforms.

Capital:

Garage-Roof and Bldg. Renovation/Construction—\$150,000 has been allocated to replace the garage roof and to perform needed renovations to the building.

Garage Parking Lot Paving—\$30,000 has been allocated to regrade and resurface the garage parking lot.

Park Maintenance Vehicle and Plow—An allocation of \$30,000 has been included in the FY25 budget to purchase an electric utility vehicle outfitted with a plow for park maintenance.

Recycling Bins – Town Park - \$15,000 to be placed throughout the town park to encourage recycling.

Pepco Street Light Purchase – to purchase the town’s street lights from Pepco with the intent of upgrading them to LED lights in the future to save the town on energy costs.

Parking Meter at UPES Charging Stations – to install parking meters at the UPES charging stations to help recoup the costs of supplying electricity to these stations.

Painted Sidewalk – 44th Avenue – To paint the area in lieu of sidewalks and install chicanes.

Traffic Calming Study – to perform vehicle counts at various areas in town in order to plan for traffic calming solutions.

Curb Painting – to paint the curbs at all intersections within the town and other no parking zones.

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 FY25**

A 100 PERSONNEL	\$1,015,983
A 1 Salaries (incl. COLA & Step adjustments)	
Personnel salaries, holiday pay, overtime, and contract labor	\$ 720,193
A 2 Payroll taxes and benefits	
Personnel withholding taxes and benefits	\$ 295,790
B 100 OPERATING-PARKS & RECREATION	\$ 105,100
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	
Fees for assessing private tree removal requests	\$ 6,000
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	\$ 12,000
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
S 100 OPERATING-STREETS	\$ 125,000
S 1 Street Lights	
Energy cost for overhead street lighting throughout town	\$ 30,000

S 3	Street & Sidewalk Maintenance	
	Pothole repair, signage, speed humps, sidewalks, etc.	\$ 35,000
S 4	Street Tree Maintenance	
	Pruning and other maintenance of trees in the curb box	\$ 45,000
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
W 100 OPERATING-GENERAL SANITATION		\$ 233,500
W 1	Fuel	
	Fuel for operating public works vehicles and equipment	\$ 30,000
W 2	Landfill	
	Tipping fees for refuse, leaf collection, and yard waste	\$ 65,000
W 3	Composting	
	Tipping fees for refuse, leaf collection, and yard waste	\$ 15,000
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.	\$ 10,000
W 9	Trash & Recycle Carts	
	Costs to replace old trash and recycle carts.	\$ 9,000
W 10	Uniforms	
	Costs related to the purchase and lease of DPW employee uniforms, boots, gloves, raingear, personal safety gear.	\$ 6,500
W 11	Vehicle Maintenance	
	Costs associated with vehicle and equipment repair.	\$ 50,000

W 12 Town Maintenance Facility	
Costs for vehicle storage and maintenance facilities.	\$ 15,000
W 200 CAPITAL Outlay	\$ 347,000
W14 Garage-Roof and Bldg. Renovation/Design	\$ 150,000
Costs to design and permit building renovations for the town maintenance facility.	
W18 Garage Parking Lot Paving	\$ 30,000
Costs to resurface the garage parking lot.	
W19 Park Maintenance Vehicle and Plow	\$ 30,000
Costs to purchase an electric utility vehicle equipped with a plow for park maintenance.	
W20 Recycling Bins – Town Park	\$ 15,000
W21 Pepco Street Light Purchase	\$ 50,000
W22 Parking Meter EV Charging Station	\$17,000
W23 Painted S/W – 44 th Avenue	\$ 20,000
W24 Traffic Calming Study	\$10,000
W25 Curb Painting	\$25,000
DPW Total	\$1,826,583

FY24 Public Works Vehicle Inventory

#	Year	Make	Model	Type	Plate#	Odometer	FY23 Maint
4	2019	Ford	F550	Leaf	LG80423	10,647	\$505.97
5	2019	Ford	F550	Leaf	LG54178	10,491	\$505.97
9	2011	Ford	F350	P/U	LG85077	56,259	\$4,247.92
10	2003	ODB	LCT 600	Leaf Vac	NA	NA	\$483.52
11	2003	ODB	LCT 600	Leaf Vac	NA	NA	\$483.52
14	1993	Chevy	2500	P/U	LG14634	72,697	\$1,305.38
15	2002	Ford	F350	P/U	LG89160	193,113	\$7,483.22
16	2016	Kenworth	T370	Packer	LG95749	59,155	\$8,019.74
17	2016	Kenworth	T370	Packer	LG95748	55,404	\$13,091.01
18	2006	Ford	F750	Packer	LG54742	53,977	\$1,114.69
19	2017	Ford	Escape	SUV	767M623	106,603	\$1,415.50
20	2018	Kubota	SV65	Skid Steer	NA	NA	\$0.00
21	2017	Scag		Mower	NA	NA	\$1,681.77
22	2017	Grasshopper	725DT	Mower	NA	NA	\$1,056.33
23	2018	Texas Bragg	18'	Trailer	LG85063	NA	\$3,737.75
24	2022	Ford	Escape	PHEV	20194LG	17,893	\$0.00
37	2011	Ford	Escape	SUV	8MD5987	177,676	\$740.24
Misc	includes implements, equipment, GPS, and general expenses						\$16,083.20
							\$61,955.73

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