



# TOWN OF UNIVERSITY PARK

MAYOR  
Lenford C. Carey

COMMON COUNCIL  
Joe Thompson  
James C. Gekas  
Bradlee W. Hess  
Linda Verrill  
David Caskey  
Michael B. Cron  
Roy D. Alvarez

## MEMO

**Date:** March 31, 2017

**To:** Council Members

**From:** Lenford C. Carey, Mayor

**Regarding:** Fiscal year 2018 Budget Submission

Please find attached a copy of the fiscal year 2018 budget for the Town of University Park, covering the period from July 1, 2017 to June 30, 2018. The budget submitted totals \$5,271,010. The total budget consists of \$3,357,844 in departmental expenditures, \$206,254 for debt service and \$1,706,912 in prior year fund balance. The budget as presented includes using \$122,534 in prior year's reserves to mainly fund one time expenditures within the budget including park bridge replacement, traffic studies and website design.

The net assessable real property tax base increased 6.27% from \$357,035,462 to \$379,438,652 for fiscal year 2018. The tax rate proposed is .5718 per \$100 of assessed value. This is the Constant Yield Tax Rate and is a .0359 reduction of the fiscal year 2017 tax rate of .6077 per \$100 of assessed value.

As stated above, the prior year fund balance totals \$1,706,912 or 32.2% of the total budget. The fund balance is separated into three components: Unreserved Designated, Reserve Designated and Unreserved Undesignated in the following amounts and purposes:

### Unreserved Designated

Vehicle Replacement	\$26,000
Tree Replacement	40,000
Road, Sidewalk, Infrastructure	225,000
Park Infrastructure	20,000
Police Officer	<u>100,000</u>
<b>Total</b>	<b>\$411,000</b>

### Reserved Designated

Cable Capital Equipment	145,000
Cemetery	<u>4,196</u>
<b>Total</b>	<b>149,196</b>

**Unreserved Undesignated** **\$1,146,716**

Most of the revenue sources for fiscal year 2018 are consistent with fiscal year 2017. Some of the differences between the years are as follows:

**Community Parks & Playground Grant** - \$262,000 – If received, these funds will be used to construct a new playground within the Town.

**Circuit Rider Grant** – \$62,400 – Grant funds from the Maryland Department of Housing and Community Development to hire a Town Manager on a part time contractual basis. It is assumed that the Manager will work 20 hours per week at up to \$60/hr.

Departmental Expenditures provide the same level of services in fiscal year 2018 as fiscal year 2017. Based upon the current Consumer Price Index (CPI) for the Washington DC area, departmental budgets include a 1.9% cost of living adjustment. Personnel costs also reflect changes in pay rates as a result of merit and scheduled pay increases. Significant changes within each department's budget are summarized below:

#### **General Government**

**Town Manager** - \$62,400 – Costs for a part time Town Manger to work 20 hours per week at up to \$60/hr. on a contractual basis. The Town would be required to cover any supplementary costs such as office supplies, office space and incidentals. The additional costs are covered in other areas of the General Government budget.

**Government Studies - Paperless** - \$5,000 is included to implement processes that will help the Town move into a more paperless operating environment.

**Insurance** – Insurance costs are expected to increase by \$1,000 for the fiscal year.

**Travel** – Increase to include cost of all elected officials to attend the annual MML Summer Conference.

**Website Maintenance & Design** – Includes \$8,500 for the upgrade to the Town's website per contract that was bid in fiscal year 2017. This also includes a marketing intern to help enhance the content on the website.

**Traffic Studies – Cafritz** - \$30,000 – To be used for post-construction traffic studies related to the effects of the Cafritz development.

**Town Hall Security** - \$5,000 – Security enhancements to the Town Hall to include new front door and lighting upgrades to the parking area.

## **Public Works**

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

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

**Park Bridge Replacement & Walkway** – Is budgeted for \$55,000. This will include the replacement of at least one bridge in the park. \$40,000 is anticipated to be spent in FY2017 for the engineering of the bridges.

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

**Park Playground** - \$262,500 – Cost of constructing a new playground in Town. Project will be funded with grant monies.

**Police Department** – No major changes within the Police budget.

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

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

**Police Cruiser** – One new vehicle is budgeted at a cost of \$30,000. This purchase is consistent with the vehicle replacement plan established for the Department.

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

In addition to the above items there are three initiatives which need to be discussed further. These include the hiring of a Town Manager, Expansion of the Town Hall and the Junior Tennis Program. The fiscal year 2018 budget as proposed includes the hiring of a Town Manager on a part time basis. Additional information regarding future funding for the Manager should be considered. No funds are currently budgeted for expansion of the Town Hall or for the Junior Tennis Program. I have included some preliminary discussion material with the budget documents regarding the expansion of Town Hall.

The proposed budget attached is a responsible budget that will meet the needs of the Town for the next year while recognizing the uncertain economic climate within which the Town must continue to operate. I have also included in the attachments a seven-year projected budget that also maintains a comfortable fund balance while continuing to provide our residents the services that they expect.

The budget will be formally presented at the April 3, 2017 Council meeting, and discussed in more detail in the several Council meetings ahead. Please contact me, however, with any questions or concerns.

Town of University Park  
Fiscal Year 2018 Budget  
Council Version #1

LEGISLATIVE RESOLUTION 17-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 2018.

Section 1: Be it resolved and ordained by the Mayor and Common Council of University Park that the tax levy be, and the same is hereby set at fifty-seven and 18/100 cents (\$0.5718) 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 2018 be appropriated and enacted as follows:

EXPLANATION:

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW

[Brackets] indicate matter deleted from existing law

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

TOWN OF UNIVERSITY PARK REVENUES		PROPOSED BUDGET FY2018							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	APPROVED FY2018 Budget	Adopted FY2017 Budget	Estimated Actual FY 2017 Budget	Audited FY 2016 Actual	Budget Variance FY 2018/FY 2017	Estimated Actual Budget Variance FY2018/FY2017	Percent Change FY2018/FY2017	FY2017 Variance: Budget v. Actual
<b>GENERAL FUND REVENUES</b>		<b>\$3,441,564</b>	<b>\$3,395,825</b>	<b>\$3,466,825</b>	<b>\$3,111,597</b>	<b>\$45,739</b>	<b>(\$25,261)</b>	<b>-0.7%</b>	<b>\$71,000</b>
<b>R100</b>	<b>TAXES</b>	<b>\$2,832,705</b>	<b>\$2,882,436</b>	<b>\$2,892,936</b>	<b>\$2,836,364</b>	<b>(\$49,731)</b>	<b>(\$60,231)</b>	<b>-2.1%</b>	<b>\$10,500</b>
R1	Real Property (1)	2,169,705	2,168,737	2,159,936	2,176,977	968	9,769	0.5%	(\$8,801)
R2	Business Personal Property Tax (2)	60,000	60,000	60,000	58,653	0	0	0.0%	\$0
R3	Penalties & Interest on Taxes	3,000	3,000	3,000	3,710	0	0	0.0%	\$0
R4	State Income Tax	600,000	650,699	670,000	597,024	(50,699)	(70,000)	-10.4%	\$19,301
<b>R200</b>	<b>LICENSES &amp; PERMITS</b>	<b>\$59,500</b>	<b>\$60,100</b>	<b>\$60,100</b>	<b>\$60,526</b>	<b>(\$600)</b>	<b>(\$600)</b>	<b>-1.0%</b>	<b>\$0</b>
R5	Building Permits & Fees	1,000	1,000	1,000	1,563	0	0	0.0%	\$0
R6	Cable Franchise Fees	36,000	36,500	36,500	36,318	(500)	(500)	-1.4%	\$0
R7	Cable Equipment Fees	22,500	22,600	22,600	22,645	(100)	(100)	-0.4%	\$0
<b>R300</b>	<b>STATE SHARED</b>	<b>\$148,503</b>	<b>\$148,933</b>	<b>\$148,933</b>	<b>\$143,419</b>	<b>(\$430)</b>	<b>(\$430)</b>	<b>-0.3%</b>	<b>\$0</b>
R8	Police Protection	52,300	52,300	52,300	50,888	0	0	0.0%	\$0
R9	Highway User	85,946	86,376	86,376	82,274	(430)	(430)	-0.5%	\$0
R10	Bank Stock	10,257	10,257	10,257	10,257	0	0	0.0%	\$0
<b>R400</b>	<b>COUNTY</b>	<b>\$6,256</b>	<b>\$6,256</b>	<b>\$6,256</b>	<b>\$6,256</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>
R11	Landfill	6,256	6,256	6,256	6,256	\$0	\$0	0.0%	\$0
<b>R500</b>	<b>MISCELLANEOUS</b>	<b>\$394,600</b>	<b>\$298,100</b>	<b>\$358,600</b>	<b>\$65,032</b>	<b>(\$165,500)</b>	<b>(\$226,000)</b>	<b>10.0%</b>	<b>\$60,500</b>
R12	Interest	6,000	5,000	5,000	5,886	1,000	1,000	20.0%	\$0
R13	Red Light Camera	12,000	12,000	5,000	12,995	0	7,000	140.0%	(\$7,000)
R14	Rental Licenses (3)	34,000	32,000	32,000	18,050	2,000	2,000	6.3%	\$0
R15	Recycling	1,000	1,000	1,000	2,083	0	0	0.0%	\$0
R16	Fines - Police	3,000	2,000	2,000	3,575	1,000	1,000	50.0%	\$0
R17	Vehicle Releases	2,000	3,000	3,000	1,844	(1,000)	(1,000)	-33.3%	\$0
R18	Sale of Assets	100	1,000	1,000	6,601	(900)	(900)	-90.0%	\$0
R19	Revenues Miscellaneous	100	100	100	770	0	0	0.0%	\$0
R20	Community Parks & Playground Grant	262,000							
R21	Recreational Trails Grant		20,000	0		(20,000)	0	N/A	(\$20,000)
R22	Cafritz Revenue		100,000	100,000		(100,000)	(100,000)	-100.0%	\$0
R23	WSSC/WGL Street Repair Rebate		100,000	100,000		(100,000)	(100,000)	-100.0%	\$0
R24	Sale of Energy Credits	10,000	10,000	10,000	10,764	0	0	0.0%	\$0
R25	PEPCO - Solar Array Excess Generation	2,000	2,000	2,000	2,464	0	0	0.0%	\$0
R26	Bike Grant		10,000	97,500		(10,000)	(97,500)	-100.0%	\$87,500
R27	Circuit Rider Grant	62,400				62,400	62,400	N/A	\$0
<b>TOTAL GENERAL FUND REVENUES</b>		<b>\$3,441,564</b>	<b>\$3,395,825</b>	<b>\$3,466,825</b>	<b>\$3,111,597</b>	<b>\$45,739</b>	<b>(\$25,261)</b>	<b>-0.7%</b>	<b>\$71,000</b>
M1	Memo: General Fund Prior Yr Surplus	1,829,446	1,711,638	1,756,346	\$1,696,738	117,808	73,100	4.2%	\$44,708
M2	Memo: General Fund Revenues + Surplus	\$5,271,010	\$5,107,463	\$5,223,171	\$4,808,335	\$163,547	\$47,839	0.9%	\$115,708

NOTES:

- 1 Real Property Tax Rate is .5718 per \$100 of assessed value. FY2016 rate was .6077 per \$100 of assessed value. CYTR is .5718
- 2 Personal Property Tax Rate is \$2.25 per \$100 of assessed value.
- 3 Based on \$400 per license fee and 85 rentals.

TOWN OF UNIVERSITY PARK GENERAL FUND EXPENDITURES		PROPOSED BUDGET FY2018							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	APPROVED FY2018 Budget	Adopted FY2017 Budget	Estimated Actual FY 2017 Budget	Audited FY 2016 Actual	Budget Variance FY 2018/FY 2017	Estimated Actual Budget Variance FY2018/FY2017	Percent Change FY 2018/FY 2017	FY2017 Variance: Budget v. Actual
	<b>GENERAL GOVERNMENT TOTAL</b>	<b>\$696,211</b>	<b>\$617,081</b>	<b>\$578,481</b>	<b>\$614,855</b>	<b>\$79,130</b>	<b>\$117,730</b>	<b>20.4%</b>	<b>(\$38,600)</b>
<b>G100</b>	<b>PERSONNEL</b>	<b>\$298,711</b>	<b>\$226,931</b>	<b>\$226,931</b>	<b>\$208,619</b>	<b>\$71,780</b>	<b>\$71,780</b>	<b>31.6%</b>	<b>\$0</b>
G1	Salaries	172,200	166,052	166,052	155,074	\$6,148	\$6,148	3.7%	\$0
G2	Payroll Taxes and Benefits	40,601	37,429	37,429	37,022	\$3,172	\$3,172	8.5%	\$0
G1b	Town Manager	62,400				\$62,400	\$62,400	N/A	\$0
G1a	Mayor's Salary	20,000	20,000	20,000	15,192	\$0	\$0	0.0%	\$0
G2a	Payroll Taxes and Benefits - Mayor	3,510	3,450	3,450	1,331	\$60	\$60	1.7%	\$0
	<b>Payroll Burden</b>	<b>23,078</b>	<b>22,098</b>	<b>22,098</b>	<b>22,596</b>				
<b>G200</b>	<b>OPERATING</b>	<b>\$361,000</b>	<b>\$350,650</b>	<b>\$312,050</b>	<b>\$376,236</b>	<b>\$10,350</b>	<b>\$48,950</b>	<b>15.7%</b>	<b>(\$38,600)</b>
G3	ADA (Interpreters)	500	500	500		0	0	0.0%	\$0
G4	Architecture & Related Services - Town Hall	100	100	100		0	0	0.0%	\$0
G5	Audit and Accounting	8,200	7,850	7,850	8,943	350	350	4.5%	\$0
G6	Building Maintenance	15,000	15,000	19,000	18,471	0	(4,000)	-21.1%	\$4,000
G7	Cable (Video)	1,000	1,000	1,000		0	0	0.0%	\$0
G8	Recording Secretary	5,000	5,000	5,000	4,650	0	0	0.0%	\$0
G9	Election Expenses	1,000	1,000	1,000		0	0	0.0%	\$0
G10	Emergency Response Fund	100	100	100		0	0	0.0%	\$0
G11	Employee Awards and Events	2,000				2,000	2,000	N/A	\$0
G12	Engineering (Excludes Street Work)		5,000	5,000	5,000	(5,000)	(5,000)	-100.0%	\$0
G13	Equipment	5,000	5,000	5,000	3,351	0	0	0.0%	\$0
G14	Government Studies - Paperless	5,000	6,500	6,500		(1,500)	(1,500)	-23.1%	\$0
G15	Transparency Suite	100	14,600	0		(14,500)	100	N/A	(\$14,600)
G16	Housing Inspector				23,459	0	0	N/A	\$0
G17	Insurance	29,000	28,000	28,000	27,703	1,000	1,000	3.6%	\$0
G18	IT Costs	14,000	19,000	19,000	23,977	(5,000)	(5,000)	-26.3%	\$0
G19	Legal Advertising	1,000	1,000	1,000	306	0	0	0.0%	\$0
G20	Legal Fees	45,500	60,000	40,000	55,384	(14,500)	5,500	13.8%	(\$20,000)
G21	Membership Dues	5,500	5,500	5,500	5,903	0	0	0.0%	\$0
G22	Newsletter	25,000	25,000	25,000	23,242	0	0	0.0%	\$0
G23	Office Supplies	18,500	16,500	18,500	23,559	2,000	0	0.0%	\$2,000
G24	Telephone & Maintenance	12,500	12,500	12,500	10,734	0	0	0.0%	\$0
G25	Training	1,500	1,500	1,500	33	0	0	0.0%	\$0
G26	Travel	20,000	14,000	14,000	20,756	6,000	6,000	42.9%	\$0
G27	Transit	94,000	86,000	86,000	107,977	8,000	8,000	9.3%	\$0
G28	Utilities	7,000	7,000	7,000	10,206	0	0	0.0%	\$0
G29	Website Maintenance & Design	14,500	13,000	3,000	2,581	1,500	11,500	383.3%	(\$10,000)
G30	Traffic Studies - Cafritz	30,000				30,000	30,000	N/A	\$0
<b>G300</b>	<b>GRANTS &amp; DONATIONS</b>	<b>\$31,500</b>	<b>\$39,500</b>	<b>\$39,500</b>	<b>\$27,000</b>	<b>(\$8,000)</b>	<b>(\$8,000)</b>	<b>-20.3%</b>	<b>\$0</b>
G31	Fire Department Donations	9,000	9,000	9,000	9,000	0	0	0.0%	\$0
G32	PTA Donation	6,000	6,000	6,000	6,000	0	0	0.0%	\$0
G33	UPCA Grant	8,000	8,000	8,000	6,000	0	0	0.0%	\$0
G34	LUP Boys & Girls Club	1,500	2,500	2,500		(1,000)	(1,000)	-40.0%	\$0
G35	Sustainability Grant		5,000	5,000		(5,000)	(5,000)	-100.0%	\$0
G36	Senior Programs	1,000	1,000	1,000		0	0	0.0%	\$0
G37	Anacostia Trails Heritage Area (ATHA)		2,000	2,000		(2,000)	(2,000)	-100.0%	\$0
G38	PTA - Azalea Classic	6,000	6,000	6,000	6,000	0	0	0.0%	\$0
<b>G400</b>	<b>CAPITAL</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>N/A</b>	<b>\$0</b>
G39	Town Hall Security	5,000			3,000	5,000	5,000	N/A	\$0
G40	Telephone System				3,000	0	0	N/A	\$0

TOWN OF UNIVERSITY PARK DEPARTMENT OF PUBLIC WORKS		PROPOSED BUDGET FY2018							
A	B	C	D	E	F	G	H	I	I
CODE	ITEM DESCRIPTION	APPROVED FY2018 Budget	Adopted FY2017 Budget	Estimated Actual FY 2017 Budget	Audited FY 2016 Actual	Budget Variance FY 2018/FY 2017	Estimated Actual Budget Variance FY2018/FY2017	Percent Change FY2018/FY2017	FY2017 Variance: Budget v. Actual
<b>DEPARTMENT OF PUBLIC WORKS TOTAL</b>		<b>\$1,615,490</b>	<b>\$1,507,588</b>	<b>\$1,544,088</b>	<b>\$1,257,792</b>	<b>\$107,902</b>	<b>(\$36,500)</b>	<b>4.6%</b>	<b>\$36,500</b>
<b>A100</b>	<b>PERSONNEL</b>	<b>\$892,665</b>	<b>\$927,413</b>	<b>\$872,913</b>	<b>\$836,491</b>	<b>(\$34,748)</b>	<b>\$19,752</b>	<b>2.3%</b>	<b>(\$54,500)</b>
A1	Salaries	611,840	654,704	620,204	591,952	(\$42,864)	(\$8,364)	-1.3%	(\$34,500)
A2	Payroll Taxes and Benefits	280,825	272,709	252,709	244,539	\$8,116	\$28,116	11.1%	(\$20,000)
	Payroll Burden		41,799	40,799	41,299	#VALUE!	#VALUE!	#VALUE!	0.9%
<b>B100</b>	<b>OPERATING - PARKS &amp; RECREATION</b>	<b>\$ 55,000</b>	<b>\$ 53,000</b>	<b>\$72,500</b>	<b>\$43,799</b>	<b>\$2,000</b>	<b>(\$17,500)</b>	<b>-24.1%</b>	<b>\$19,500</b>
B1	Cemetery Upkeep	2,000				2,000	2,000	N/A	\$0
B2	Tree Maintenance	20,000	20,000	25,000	16,930	0	(5,000)	-20.0%	\$5,000
B3	Tree Replacement	10,000	10,000	10,000	8,488	0	0	0.0%	\$0
B4	Upkeep of Park	8,000	8,000	13,000	8,523	0	(5,000)	-38.5%	\$5,000
B5	Playing Field Maintenance	5,000	5,000	14,500	2,833	0	(9,500)	-65.5%	\$9,500
B6	Park Landscape Maintenance	10,000	10,000	10,000	7,025	0	0	0.0%	\$0
<b>S100</b>	<b>OPERATING - STREETS</b>	<b>\$90,000</b>	<b>\$108,000</b>	<b>\$204,500</b>	<b>\$79,636</b>	<b>(\$18,000)</b>	<b>(\$114,500)</b>	<b>-56.0%</b>	<b>\$96,500</b>
S1	Street Lights	30,000	30,000	30,000	27,880	\$0	\$0	0.0%	\$0
S2	Street & Sidewalk Repair	20,000	10,000	15,000	8,359	\$10,000	\$5,000	33.3%	\$5,000
S3	Street Tree Maintenance	25,000	40,000	50,000	29,220	(\$15,000)	(\$25,000)	-50.0%	\$10,000
S4	Street Tree Replacement	10,000	10,000	10,000	9,900	\$0	\$0	0.0%	\$0
S5	Snow Removal	5,000	8,000	2,000	1,077	(\$3,000)	\$3,000	150.0%	(\$6,000)
S6	Promotional Signage				3,200	\$0	\$0	N/A	\$0
S7	Bike Roadway Project		10,000	97,500		(\$10,000)	(\$97,500)	-100.0%	\$87,500
<b>W100</b>	<b>OPERATING - GENERAL &amp; SANITATION</b>	<b>\$203,000</b>	<b>\$206,250</b>	<b>\$226,250</b>	<b>\$194,794</b>	<b>(\$3,250)</b>	<b>(\$23,250)</b>	<b>-10.3%</b>	<b>\$20,000</b>
W1	Fuel	24,000	24,000	24,000	21,633	\$0	\$0	0.0%	\$0
W2	Landfill	63,000	65,000	65,000	60,348	(\$2,000)	(\$2,000)	-3.1%	\$0
W3	Medical Exams & Training	500	750	750	785	(\$250)	(\$250)	-33.3%	\$0
W4	Recycling Charges	14,000	15,000	15,000	10,188	(\$1,000)	(\$1,000)	-6.7%	\$0
W5	Tools/Supplies	8,000	8,000	10,000	6,585	\$0	(\$2,000)	-20.0%	\$2,000
W6	Travel & Dues	5,000	5,000	5,000	5,298	\$0	\$0	0.0%	\$0
W7	Training	3,000	4,000	4,000	2,240	(\$1,000)	(\$1,000)	-25.0%	\$0
W8	Uniforms: Rental	7,000	6,500	7,500	8,214	\$500	(\$500)	-6.7%	\$1,000
W9	Vehicle Maintenance	20,000	20,000	35,000	19,301	\$0	(\$15,000)	-42.9%	\$15,000
W10	Vehicle Work/Storage	48,000	45,000	47,000	46,039	\$3,000	\$1,000	2.1%	\$2,000
W11	Tiger Mosquito Repression Program	10,500	12,900	12,900	14,164	(\$2,400)	(\$2,400)	-18.6%	\$0
W12	Mosquito Rebate Program	-	100	100		(\$100)	(\$100)	-100.0%	\$0
<b>W200</b>	<b>CAPITAL</b>	<b>\$374,825</b>	<b>\$212,925</b>	<b>\$167,925</b>	<b>\$103,071</b>	<b>\$246,900</b>	<b>\$206,900</b>	<b>123.2%</b>	<b>(\$45,000)</b>
W13	Veteran's Memorial		15,000	15,000		(\$15,000)	(\$15,000)	-100.0%	\$0
W14	Packer Lease Payment	57,825	57,825	57,825	57,821	\$0	\$0	0.0%	\$0
W15	Equipment		20,000	55,000	45,250	(\$20,000)	(\$55,000)	-100.0%	\$35,000
W16	Park Bridge Replacement & Walkway	55,000	120,000	40,000		(65,000)	15,000	37.5%	(\$80,000)
W17	Park Playground	262,000	100	100		261,900	261,900	261900.0%	\$0

TOWN OF UNIVERSITY PARK POLICE & PUBLIC SAFETY		PROPOSED BUDGET FY2018							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	APPROVED FY2017 Budget	Adopted FY2017 Budget	Estimated Actual FY 2017 Budget	Audited FY 2016 Actual	Budget Variance FY 2018/FY 2017	Estimated Actual Budget Variance FY2018/FY2017	Percent Change FY2018/FY2017	FY2017 Variance: Budget v. Actual
<b>POLICE &amp; PUBLIC SAFETY TOTAL</b>		<b>\$1,046,243</b>	<b>\$1,064,902</b>	<b>\$1,064,902</b>	<b>\$973,100</b>	<b>(\$18,659)</b>	<b>(\$18,659)</b>	<b>-1.8%</b>	<b>\$0</b>
<b>P100</b>	<b>PERSONNEL</b>	<b>\$905,588</b>	<b>\$891,218</b>	<b>\$891,218</b>	<b>\$871,240</b>	<b>\$14,370</b>	<b>\$14,370</b>	<b>1.6%</b>	<b>\$0</b>
P1	Salaries	649,876	630,608	630,608	614,151	\$19,268	\$19,268	3.1%	\$0
P2	Payroll Taxes and Benefits	255,712	260,610	260,610	257,088	(\$4,898)	(\$4,898)	-1.9%	\$0
	Payroll Burden	39.3%	41.3%	41.3%	41.9%	2.0%	2.0%	-0.8%	0.0%
<b>P200</b>	<b>CODE COMPLIANCE</b>	<b>\$29,000</b>	<b>\$37,500</b>	<b>\$37,500</b>	<b>\$0</b>	<b>(\$8,500)</b>	<b>(\$8,500)</b>	<b>-22.7%</b>	<b>\$0</b>
P3	Code Compliance Officer	25,000	31,500	31,500		(\$6,500)	(\$6,500)	-20.6%	\$0
P4	Code Compliance Operating Costs	4,000	6,000	6,000		(\$2,000)	(\$2,000)	-33.3%	\$0
<b>P300</b>	<b>OPERATING</b>	<b>\$81,655</b>	<b>\$77,400</b>	<b>\$77,400</b>	<b>\$67,344</b>	<b>\$4,255</b>	<b>\$4,255</b>	<b>5.5%</b>	<b>\$0</b>
P5	Training	3,000	3,000	3,000	1,605	\$0	\$0	0.0%	\$0
P6	Medical Exams	2,500	2,500	3,300	1,040	\$0	(\$800)	-24.2%	\$800
P7	Accreditation		2,400	2,400	2,486	(\$2,400)	(\$2,400)	-100.0%	\$0
P8	Body Worn Cameras	6,840				\$6,840	\$6,840	N/A	\$0
P9	Bike Patrol	800	800	800		\$0	\$0	0.0%	\$0
P10	Citations - Red Light	5,000	2,500	2,500	5,357	\$2,500	\$2,500	100.0%	\$0
P11	Computer	2,200	2,800	2,000	813	(\$600)	\$200	10.0%	(\$800)
P12	Equipment	9,400	11,660	9,660	8,323	(\$2,260)	(\$260)	-2.7%	(\$2,000)
P13	Gasoline	19,000	19,000	19,000	16,146	\$0	\$0	0.0%	\$0
P14	Home Security Reimbursement Program	1,500	1,500	1,500	200	\$0	\$0	0.0%	\$0
P15	MILES Computer	500	800	800		(\$300)	(\$300)	-37.5%	\$0
P16	Mobile Data Terminals	6,375	6,000	6,000	5,611	\$375	\$375	6.3%	\$0
P17	Police Supplies & Manuals	6,740	6,740	6,740	6,002	\$0	\$0	0.0%	\$0
P18	Radio Maintenance	500	500	500	229	\$0	\$0	0.0%	\$0
P19	Travel, Meetings, Professional Dues	3,500	3,400	3,400	2,960	\$100	\$100	2.9%	\$0
P20	Uniforms	7,300	7,300	7,300	8,990	\$0	\$0	0.0%	\$0
P21	Vehicle Maintenance	6,500	6,500	8,500	7,582	\$0	(\$2,000)	-23.5%	\$2,000
<b>P400</b>	<b>CAPITAL</b>	<b>\$30,000</b>	<b>\$58,784</b>	<b>\$58,784</b>	<b>\$0</b>	<b>(\$28,784)</b>	<b>(\$28,784)</b>	<b>-49.0%</b>	<b>\$0</b>
P22	Police Cruiser	30,000	32,000	32,000	0	(\$2,000)	(\$2,000)	-6.3%	\$0
P23	Mobile Data Computers		26,784	26,784		(\$26,784)	(\$26,784)	-100.0%	\$0
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>3,357,944</b>	<b>3,189,571</b>	<b>3,187,471</b>	<b>2,845,748</b>	<b>\$168,373</b>	<b>\$170,473</b>	<b>5.3%</b>	<b>(\$2,100)</b>

TOWN OF UNIVERSITY PARK  
RESERVES, DEBT SERVICE AND BUDGET  
RECONCILIATION

BUDGET FY2018

A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	APPROVED FY2018 Budget	Adopted FY2017 Budget	Estimated Actual FY 2017 Budget	Audited FY 2016 Actual	Budget Variance FY 2018/FY 2017	Estimated Actual Budget Variance FY2018/FY2017	Percent Change FY2018/FY2017	FY2017 Variance: Budget v. Actual
	<b>UNRESERVED, RESERVED &amp; SERVICE FUNDS</b>	<b>\$766,450</b>	<b>\$781,441</b>	<b>\$766,445</b>	<b>\$667,438</b>	<b>\$5</b>	<b>\$5</b>	<b>0.0%</b>	<b>\$99,007</b>
<b>F100</b>	<b>UNRESERVED DESIGNATED</b>	<b>\$411,000</b>	<b>\$426,000</b>	<b>\$411,000</b>	<b>\$326,000</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$85,000</b>
F1	Vehicle Replacement	26,000	61,000	26,000	61,000	\$0	\$0	0.0%	(\$35,009)
F2	Tree Replacement	40,000	40,000	40,000	40,000	\$0	\$0	0.0%	\$0
F3	Road, Sidewalk, and Infrastructure Repairs	225,000	225,000	225,000	125,000	\$0	\$0	0.0%	\$100,000
F4	Park Infrastructure	20,000	100,000	20,000	100,000	\$0	\$0	0.0%	(\$80,000)
F5	Police Officer	100,000		100,000		\$0	\$0	0.0%	\$100,000
<b>F200</b>	<b>RESERVED DESIGNATED</b>	<b>\$149,196</b>	<b>\$149,187</b>	<b>\$149,191</b>	<b>\$135,196</b>	<b>\$5</b>	<b>\$5</b>	<b>0.0%</b>	<b>\$13,995</b>
F6	Cemetery	4,196	4,187	4,191	4,196	\$5	\$5	0.1%	(\$5)
F7	Cable Capital Equipment	145,000	145,000	145,000	131,000	\$0	\$0	0.0%	\$14,000
<b>DEBT SERVICE FUND</b>									
<b>\$0</b>									
<b>RD100</b>	<b>REVENUES</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>
RD1	Transfer From General Fund					\$0	\$0	N/A	\$0
<b>D100</b>	<b>EXPENDITURES</b>	<b>\$206,254</b>	<b>\$206,254</b>	<b>\$206,254</b>	<b>\$206,242</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$12</b>
D1	Debt Service - Infrastructure Bond	206,254	206,254	206,254	206,242	\$0	\$0	0.0%	\$12
<b>TOTAL EXPENDITURES</b>		<b>\$5,271,010</b>	<b>\$5,107,463</b>	<b>\$5,223,171</b>	<b>\$4,808,335</b>	<b>\$163,547</b>	<b>\$47,839</b>	<b>0.9%</b>	<b>\$431,336</b>
<b>GENERAL GOVERNMENT</b>		<b>\$696,211</b>	<b>\$617,081</b>	<b>\$578,481</b>	<b>\$614,855</b>	<b>\$79,130</b>	<b>\$117,730</b>	<b>20.4%</b>	<b>(\$36,374)</b>
<b>PUBLIC WORKS</b>		<b>\$1,615,490</b>	<b>\$1,507,588</b>	<b>\$1,544,088</b>	<b>\$1,257,792</b>	<b>\$107,902</b>	<b>\$71,402</b>	<b>4.6%</b>	<b>\$286,296</b>
<b>POLICE &amp; SAFETY</b>		<b>\$1,046,243</b>	<b>\$1,064,902</b>	<b>\$1,064,902</b>	<b>\$973,100</b>	<b>(\$18,659)</b>	<b>(\$18,659)</b>	<b>-1.8%</b>	<b>\$91,802</b>
<b>DEBT SERVICE FUND</b>		<b>\$206,254</b>	<b>\$206,254</b>	<b>\$206,254</b>	<b>\$206,242</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$12</b>
<b>TOTAL EXPENSES (OUTLAYS):</b>		<b>\$3,564,198</b>	<b>\$3,395,825</b>	<b>\$3,393,725</b>	<b>\$3,051,990</b>	<b>\$168,373</b>	<b>\$170,473</b>	<b>5.0%</b>	<b>\$466,335</b>
<b>UNRESERVED DESIGNATED</b>		<b>\$411,000</b>	<b>\$426,000</b>	<b>\$411,000</b>	<b>\$326,000</b>	<b>(\$15,000)</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$85,000</b>
<b>RESERVED DESIGNATED</b>		<b>\$149,196</b>	<b>\$149,187</b>	<b>\$149,191</b>	<b>\$135,196</b>	<b>\$9</b>	<b>\$5</b>	<b>0.0%</b>	<b>\$13,995</b>
<b>UNRESERVED UNDESIGNATED</b>		<b>\$1,146,616</b>	<b>\$1,136,451</b>	<b>\$1,269,255</b>	<b>\$1,295,149</b>	<b>\$10,165</b>	<b>(\$122,639)</b>	<b>-9.7%</b>	<b>(\$133,994)</b>
<b>TOTAL RESERVES:</b>		<b>\$1,706,812</b>	<b>\$1,711,638</b>	<b>\$1,829,446</b>	<b>\$1,756,345</b>	<b>(\$4,826)</b>	<b>(\$122,634)</b>	<b>-6.7%</b>	<b>(\$34,999)</b>
<b>GENERAL REVENUE</b>		<b>\$3,441,564</b>	<b>\$3,395,825</b>	<b>\$3,466,825</b>	<b>\$3,111,597</b>	<b>\$45,739</b>	<b>(\$25,261)</b>	<b>-0.7%</b>	<b>\$355,228</b>
<b>GENERAL FUND EXPENDITURES</b>		<b>\$3,357,944</b>	<b>\$3,189,571</b>	<b>\$3,187,471</b>	<b>\$2,845,748</b>	<b>\$168,373</b>	<b>\$170,473</b>	<b>5.3%</b>	<b>\$466,323</b>
<b>OPERATING SURPLUS/DEFICIT</b>		<b>\$83,620</b>	<b>\$206,254</b>	<b>\$279,354</b>	<b>\$265,849</b>				
<b>DEBT SERVICE</b>		<b>\$206,254</b>	<b>\$206,254</b>	<b>\$206,254</b>	<b>\$206,242</b>				
<b>TOTAL OPERATING SURPLUS/DEFICIT</b>		<b>(\$122,634)</b>	<b>\$0</b>	<b>\$73,100</b>	<b>\$59,607</b>				
<b>FUND BALANCE RATIO</b>		<b>32.2%</b>	<b>33.5%</b>	<b>37.4%</b>					



TOWN OF UNIVERSITY PARK			FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
G200	G10	6052-01 - Emergency Response	\$ 100	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
G200	G11	Employee Awards & Events	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
G200	G11	6055-01 - Engineering Services	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
G200	G12	6110-01 - Small Equipment	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,500	\$ 5,500	\$ 6,000	\$ 6,500
G200	G13	6060-01 - Government Studies	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
G200	G30	6062-01 - Traffic Study - Cafritz	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
G200	G16	6065-01 - Insurance	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,000
G200	G17	6064-01 - IT Costs	\$ 14,000	\$ 15,000	\$ 15,000	\$ 18,000	\$ 18,000	\$ 20,000	\$ 20,000
G200	G18	6070-01 - Legal Advertisement	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
G200	G19	6075-01 - Legal Fees	\$ 45,500	\$ 50,000	\$ 50,000	\$ 45,000	\$ 40,000	\$ 45,000	\$ 50,000
G200	G20	6085-01 - Memberships and Dues	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,750	\$ 6,000	\$ 6,000	\$ 6,000
G200	G21	6090-01 - Newsletter	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
G200	G23	6095-01 - Office Expenses	\$ 18,500	\$ 18,500	\$ 18,500	\$ 18,500	\$ 18,500	\$ 18,500	\$ 18,500
G200	G24	6115-01 - Telephone	\$ 12,500	\$ 12,500	\$ 12,500	\$ 13,500	\$ 13,500	\$ 14,000	\$ 14,000
G200	G25	Training	\$ 1,500	\$ 1,500	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,500	\$ 2,500
G200	G26	6080-01 - Travel	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
G200	G28	6020-01 - Building Utilities	\$ 7,000	\$ 7,500	\$ 8,000	\$ 8,000	\$ 8,500	\$ 8,500	\$ 9,000
G200	G29	6130-01 - Website	\$ 14,500	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
G300	G300	6120-01 - Town Grants	\$ 31,500	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
G400	G39	Town Hall Security	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total II - Operating - Gen. Government			\$ 303,500	\$ 268,650	\$ 269,600	\$ 269,600	\$ 266,050	\$ 274,900	\$ 281,400
IV - Transit									
G27	Total - Transit		\$ 94,000	\$ 97,750	\$ 101,570	\$ 105,737	\$ 109,967	\$ 114,365	\$ 118,940
Total General Government			\$ 696,211	\$ 609,210	\$ 621,972	\$ 633,560	\$ 641,986	\$ 663,274	\$ 682,507

iii Police & Public Safety

I - Police & PS - Personnel

P1	Total - Salaries - Police	\$ 649,878	\$ 675,871	\$ 702,906	\$ 731,022	\$ 760,263	\$ 790,674	\$ 822,300
P2	Total - Payroll Tax & Benefits - Police	\$ 255,712	\$ 265,940	\$ 276,578	\$ 287,641	\$ 299,147	\$ 311,113	\$ 323,557
Total I - Police & PS - Personnel		\$ 905,588	\$ 941,812	\$ 979,484	\$ 1,018,663	\$ 1,059,410	\$ 1,101,786	\$ 1,145,858

II - Code Compliance

P3	Code Compliance Officer	\$ 25,000	\$ 26,250	\$ 27,563	\$ 28,941	\$ 30,388	\$ 31,907	\$ 33,502
P4	Code Compliance Operating Costs	\$ 4,000	\$ 4,200	\$ 4,410	\$ 4,631	\$ 4,862	\$ 5,105	\$ 5,360
Total II - Code Compliance		\$ 29,000	\$ 30,450	\$ 31,973	\$ 33,571	\$ 35,250	\$ 37,012	\$ 38,863

III - Police & PS - Operating

P5	6355-03 - Training	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
P6	6325-03 - Medical Exams	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
P8	Body Worn Camoras	\$ 6,840	\$ 6,840	\$ 6,840	\$ 6,840	\$ 6,840	\$ 6,840	\$ 6,840
P9	6300-03 - Bike Patrol	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800
P10	6303-03 - Citations	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
P11	6305-03 - Computer	\$ 2,200	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
P112	6350-03 - Small Equipment - Police	\$ 9,400	\$ 10,000	\$ 10,000	\$ 10,000	\$ 11,000	\$ 11,000	\$ 12,000
P13	6320-03 - Gasoline	\$ 19,000	\$ 21,375	\$ 22,230	\$ 23,119	\$ 24,044	\$ 25,006	\$ 26,006
P14	Home Security Reimb. Program	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
P15	6327-03 - MILES Computer	\$ 500	\$ 800	\$ 800	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
P16	6329-03 - Mobile Data Terminals	\$ 6,375	\$ 6,375	\$ 6,375	\$ 6,375	\$ 6,375	\$ 6,375	\$ 6,375
P17	6315-03 - Police Supplies - Expendable	\$ 6,740	\$ 6,740	\$ 6,740	\$ 6,740	\$ 6,740	\$ 6,740	\$ 6,740
P18	6340-03 - Radio Maintenance	\$ 500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,200	\$ 10,000	\$ 2,000
P19	6330-03 - Meetings, Publications & Travel	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,750	\$ 4,000	\$ 4,000	\$ 4,000
P20	6351-03 - Uniforms	\$ 7,300	\$ 7,300	\$ 7,500	\$ 7,500	\$ 8,000	\$ 8,000	\$ 8,200
P21	6370-03 - Vehicle Maintenance	\$ 6,500	\$ 7,000	\$ 8,000	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500
Total III - Police & PS - Operating		\$ 81,655	\$ 86,230	\$ 88,285	\$ 91,124	\$ 93,999	\$ 103,761	\$ 97,961

IV - Police & PS - Cap. Outlay

P22	6335-03 - Police Car	\$ 30,000	\$ 34,000	\$ 34,000	\$ 34,000	\$ 34,000	\$ 34,000	\$ 34,000
Total IV - Police & PS - Cap. Outlay		\$ 30,000	\$ 34,000	\$ 34,000	\$ 34,000	\$ 34,000	\$ 34,000	\$ 34,000

Total Police & Public Safety

		\$ 1,046,243	\$ 1,092,492	\$ 1,133,741	\$ 1,177,359	\$ 1,222,659	\$ 1,276,559	\$ 1,316,681
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iv Public Works

A100 I - Personnel - PW

A1	Total Salaries - PW	\$ 611,840	\$ 630,195	\$ 655,403	\$ 681,519	\$ 708,884	\$ 737,239	\$ 766,729
A2	Total Payroll Tax & Benefits - PW	\$ 280,825	\$ 289,250	\$ 300,820	\$ 312,853	\$ 325,367	\$ 338,381	\$ 351,917



TOWN OF UNIVERSITY PARK		FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
F5	Police Officer	\$ 100,000.00						
F6	Cemetery	\$ 4,196	\$ 4,160	\$ 4,175	\$ 4,200	\$ 4,225	\$ 4,250	\$ 4,251
F7	Cable Capital Equipment	\$ 145,000	\$ 165,000	\$ 180,000	\$ 195,000	\$ 210,000	\$ 225,000	\$ 240,000
--	Unreserved Fund Balance	\$ 1,146,616	\$ 1,146,616	\$ 1,146,616	\$ 1,146,616	\$ 1,146,616	\$ 1,146,616	\$ 1,146,617
	<b>Total Fund Balance</b>	<b>\$ 1,706,812</b>	<b>\$ 1,651,776</b>	<b>\$ 1,686,791</b>	<b>\$ 1,681,816</b>	<b>\$ 1,696,841</b>	<b>\$ 1,711,866</b>	<b>\$ 1,792,868</b>
	<b>Unres. Fund Bal. as % of Expenditure Budget (1)</b>	<b>32.2%</b>	<b>36.0%</b>	<b>34.2%</b>	<b>33.8%</b>	<b>32.8%</b>	<b>32.8%</b>	<b>30.3%</b>
	<b>Bond Cost for Street Repairs</b>	<b>\$ -</b>						
	<b>Origination Fee</b>	<b>\$ -</b>	<b>\$ 1</b>					
	<b>Unres. Fund Bal. as % of Total Budget (2)</b>	<b>24.3%</b>	<b>26.4%</b>	<b>25.5%</b>	<b>25.3%</b>	<b>24.7%</b>	<b>24.7%</b>	<b>23.2%</b>
	<b>Total Fund Bal. as % of Total Budget (3)</b>	<b>36.2%</b>	<b>38.1%</b>	<b>37.0%</b>	<b>37.1%</b>	<b>36.6%</b>	<b>36.9%</b>	<b>36.3%</b>

Section 4: Be it further resolved that this Ordinance shall become effective on July 1, 2017.

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 \_\_\_\_\_, 2017.

ATTEST:

MAYOR AND COMMON COUNCIL  
TOWN OF UNIVERSITY PARK

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

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

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY

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