Town of University Park
Proposed Budget for the Fiscal Year 2012
Beginning July 1, 2011
Submitted by
John Rogard Tabori, Mayor
to
The University Park Town Council
on
March 31, 2011

TOWN OF UNIVERSITY PARK		PROPOSED BUDGET FY2012						
A	*B*	*C*	*D*	*E*	*F*	*G*	*H*	*I*
CODE	ITEM DESCRIPTION	FY 2012	FY 2011	FY 2011 Estimated	FY 2010 Actual	Budget Variance FY 2012/FY 2011	Estimated Actual Budget Variance FY2012/FY2011	Percent Change FY 2012/FY 2011
GENERAL FUND REVENUES		*$3,381,646*	*$2,584,346*	*$2,886,557*	*$3,719,866*	*$797,300*	*$495,089*	*17.2%*
R100	*TAXES*	*$2,439,905*	*$2,426,897*	*$2,435,270*	*$2,416,391*	*$13,008*	*$4,635*	*0.2%*
R1	Real Property **(1)**	1,924,405	1,903,897	1,928,270	1,899,844	20,508	(3,865)	*-0.2%*
R2	Business Personal Property Tax **(2)**	52,000	60,000	52,000	60,689	(8,000)	0	*0.0%*
R3	Penalties & Interest on Taxes	3,500	3,000	3,000	4,461	500	500	*16.7%*
R4	State Income Tax	460,000	460,000	452,000	451,397	0	8,000	*1.8%*
R200	*LICENSES & PERMITS*	*$45,270*	*$39,570*	*$44,070*	*$41,868*	*$5,700*	*$1,200*	*2.7%*
R5	Building Permits & Fees	1,270	2,070	2,070	1,083	(800)	(800)	*-38.6%*
R6	Cable Franchise Fees	28,000	24,000	27,000	24,636	4,000	1,000	*3.7%*
R7	Cable Equipment Fees	16,000	13,500	15,000	16,149	2,500	1,000	*6.7%*
R300	*STATE SHARED*	*$52,592*	*$52,379*	*$55,985*	*$62,397*	*$213*	*($3,393)*	*-6.1%*
R8	Police Protection	37,228	37,228	37,228	37,072	0	0	*0.0%*
R9	Highway User	5,107	4,894	8,500	15,068	213	(3,393)	*-39.9%*
R10	Bank Stock	10,257	10,257	10,257	10,257	0	0	*0.0%*
R400	*COUNTY*	*$6,250*	*$6,250*	*$6,250*	*$6,256*	*$0*	*$0*	*0.0%*
R11	Landfill	6,250	6,250	6,250	6,256	*$0*	*$0*	*0.0%*
R500	*MISCELLANEOUS*	*$837,629*	*$59,250*	*$344,982*	*$1,192,954*	*$748,079*	*$463,847*	*142.8%*
R12	Interest ($1.5 million @ 1.5% IR)	7,500	22,500	8,000	3,418	(15,000)	(500)	*-6.3%*
R13	Red Light Camera	7,500	8,000	8,000	7,721	(500)	(500)	*-6.3%*
R14	Rental License **(3)**	28,000	22,750	25,700	25,575	5,250	2,300	*8.9%*
R15	Recycling	3,000	3,000	3,000	1,253	0	0	*0.0%*
R16	Fines - Police	1,500	1,000	1,500	1,505	500	0	*0.0%*
R17	Vehicle Releases	1,500	1,000	2,000	1,375	500	(500)	*-25.0%*
R18	Sale of Asset				488	0	0	*N/A*
R19	Miscellaneous	100	1,000	1,000	30	(900)	(900)	*-90.0%*
R20	Insurance Recovery				12,405	0	0	*N/A*
R24	Snow Storm Reimbursement				43,418			*N/A*
R21	Grants Revenue - STEP-UP	718,229		294,282		718,229	423,947	*N/A*
R22	Grants Revenue - Police Radios	32,000			34,075	32,000	32,000	*N/A*
R25	Grants Revenue - Security Grant	8,000				8,000	8,000	*N/A*
R23	General Obligation Bond 2009				1,061,692	0	0	*N/A*
R24	ATHA Grant	300		1,500				
R25	Chesapeake Bay Fund	30,000						
TOTAL GENERAL FUND REVENUES		$3,381,646	$2,584,346	$2,886,557	$3,719,866	*$797,300*	*$495,089*	*17.2%*
M1	Memo: General Fund Prior Yr Surplus	1,724,368	1,597,609	1,696,316	*$1,623,199*	126,759	28,052	*1.7%*
M2	Memo: General Fund Revenues + Surplus	$5,106,014	$4,181,955	$4,582,873	$5,343,065	*$924,059*	*$523,141*	*11.4%*

1 Real Property Tax Rate is .5791 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 70 rentals.

TOWN OF UNIVERSITY PARK		PROPOSED BUDGET FY2012						
A	B	C	D	E	F	G	H	I
CODE	ITEM DESCRIPTION	FY 2012	Proposed FY2011 Budget	Estimated Actual FY 2011 Budget	FY 2010 Actual	Budget Variance FY 2012/FY 2011	Estimated Actual Budget Variance FY2012/FY2011	Percent Change FY 2012/FY 2011
GENERAL FUND EXPENDITURES								
GENERAL GOVERNMENT (1)		$1,169,304	$447,124	$714,084	$478,433	$722,180	$455,220	63.7%
G100	PERSONNEL	$163,599	$157,884	$157,884	$150,219	$5,715	$5,715	3.6%
G1	Payroll Taxes and Benefits	37,730	38,169	38,169	32,277	($439)	($439)	-1.2%
G2	Salaries	125,869	119,715	119,715	117,941	$6,154	$6,154	5.1%
G200	OPERATING	$275,200	$259,240	$252,500	$260,139	$15,960	$22,700	9.0%
G3	ADA (Interpreters)					0	0	N/A
G4	Audit and Accounting	6,700	6,740	6,500	6,500	(40)	200	3.1%
G5	Building Maintenance	15,000	15,000	15,000	8,073	0	0	0.0%
G6	Cable (Video)	2,000	4,500	4,500	668	(2,500)	(2,500)	-55.6%
G7	Recording Secretary	4,000	4,000	3,500	2,875	0	500	14.3%
G8	Election Expenses	1,500	1,500	1,500	2,390	0	0	0.0%
G9	Emergency Response Fund	500	500	500		0	0	0.0%
G10	Engineering (Excludes Street Work)	5,000	5,000	5,000		0	0	0.0%
G11	Equipment	1,000	1,000	1,000	2,994	0	0	0.0%
G12	Government Studies		250	250		(250)	(250)	-100.0%
G13	Housing Inspector	31,500	26,500	26,500	20,150	5,000	5,000	18.9%
G14	Insurance	26,000	26,000	20,000	22,761	0	6,000	30.0%
G15	IT Costs	12,000	11,000	11,000	11,424	1,000	1,000	9.1%
G16	Legal Advertising	1,000	1,000	1,000	390	0	0	0.0%
G17	Legal Fees	30,000	25,000	25,000	44,597	5,000	5,000	20.0%
G18	Membership Dues	5,500	5,000	5,000	5,398	500	500	10.0%
G19	Newsletter	26,000	26,000	26,000	30,558	0	0	0.0%
G20	Office Supplies	15,000	14,000	14,000	19,620	1,000	1,000	7.1%
G21	Telephone & Maintenance	9,500	9,000	9,000	6,348	500	500	5.6%
G22	Travel	13,000	12,000	12,000	11,543	1,000	1,000	8.3%
G23	Transit	57,000	52,000	52,000	54,220	5,000	5,000	9.6%
G24	Utilities	10,000	10,250	10,250	7,050	(250)	(250)	-2.4%
G25	Web Site	3,000	3,000	3,000	2,581	0	0	0.0%
G300	GRANTS & DONATIONS	$32,500	$30,000	$30,000	$68,075	$2,500	$2,500	8.3%
G26	Fire Department Donations	9,000			9,000	9,000	9,000	N/A
G27	PTA/Other Donations	7,000			5,000	7,000	7,000	N/A
G28	Grant Exp. - Energy					0	0	N/A
G29	Grant Exp. - Police Radios				34,075	0	0	N/A
G30	Stream Committee					0	0	N/A
G31	Northwestern Band Donation				12,000	0	0	N/A
G32	Park Activities Grant to UPCA	5,000			5,000	5,000	5,000	N/A
G33	ATHA Grant	2,000						
G41	75th Anniversary Committee	4,000						N/A
G42	LUP Boys & Girls Club	2,500						N/A
G33	Azalea Fun Run/Walk	3,000			3,000	3,000	3,000	N/A
G400	CAPITAL	$0	$0	$0	$0	$0	$0	N/A
G34	Telephone System	0	0			0	0	N/A
G500	Grant - DOE	668,005	0	273,700	0	668,005	394,305	144.1%
G35	Salaries - DOE	77,250		40,000				93.1%
G36	Payroll Taxes & Benefits	29,355		15,200				93.1%
G37	Contractual - DOE Grant	181,900		165,000				10.2%
G38	Supplies	61,000		6,500				838.5%
G39	Other DOE Expenditures	318,500		47,000				577.7%
G600	Grant - Chesapeake Bay Foundation	30,000						N/A
G43	Grant - Exp	30,000						N/A

(1) **The increase in the General Government expenditures is due to the inclusion of the DOE and Chesapeake Bay Foundation Grants.**

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CODE	ITEM DESCRIPTION	FY 2012	Proposed FY2011 Budget	Estimated Actual FY 2011 Budget	FY 2010 Actual	Budget Variance FY 2012/FY 2011	Estimated Actual Budget Variance FY2012/FY2011	Percent Change FY 2012/FY 2011
DEPARTMENT OF PUBLIC WORKS		***$1,208,856***	***$1,187,584***	***$1,154,921***	***$1,174,929***	***$21,271***	***$32,663***	***4.7%***
A100	***PERSONNEL***	***$857,606***	***$802,134***	***$799,921***	***$765,565***	***$55,471***	***$57,684***	***7.2%***
A1	Payroll Taxes and Benefits	286,464	257,634	245,421	217,398	***$28,830***	***$41,043***	***16.7%***
A2	Salaries	571,142	544,500	554,500	548,167	***$26,641***	***$16,641***	***3.0%***
B100	***OPERATING - PARKS & RECREATION***	***$38,000***	***$37,000***	***$35,800***	***$34,866***	***$1,000***	***$2,200***	***6.1%***
B1	Park Activities	4,000	3,000	2,500	3,240	***1,000***	***1,500***	***60.0%***
B2	Tree Maintenance	15,000	15,000	15,000	19,870	***0***	***0***	***0.0%***
B3	Tree Replacement	10,000	10,000	9,500	4,222	***0***	***500***	***5.3%***
B4	Upkeep of Park	4,000	4,000	3,800	3,497	***0***	***200***	***5.3%***
B5	Park Bridge Replacement					***0***	***0***	***N/A***
B6	Playing Field Maintenance	5,000	5,000	5,000	4,038	***0***	***0***	***0.0%***
S100	***OPERATING - STREETS***	***$80,000***	***$99,000***	***$84,500***	***$130,754***	***($19,000)***	***($4,500)***	***-5.3%***
S1	Street Lights	40,000	44,000	40,000	40,554	***($4,000)***	***$0***	***0.0%***
S2	Street Light Upgrade					***$0***	***$0***	***N/A***
S3	Street & Sidewalk Repair	5,000	15,000	4,500	16,004	***($10,000)***	***$500***	***11.1%***
S4	Street Tree Maintenance	20,000	25,000	25,000	47,475	***($5,000)***	***($5,000)***	***-20.0%***
S5	Street Tree Replacement	10,000	10,000	10,000	9,950	***$0***	***$0***	***0.0%***
S6	Snow Removal	5,000	5,000	5,000	16,770	***$0***	***$0***	***0.0%***
W100	***OPERATING - GENERAL & SANITATION***	***$208,250***	***$204,450***	***$189,700***	***$199,990***	***$3,800***	***$18,550***	***9.8%***
W1	Fuel	30,000	26,500	26,500	22,892	***$3,500***	***$3,500***	***13.2%***
W2	Landfill	64,000	64,000	64,000	68,634	***$0***	***$0***	***0.0%***
W3	Medical Exams & Training	750	750	500	210	***$0***	***$250***	***50.0%***
W4	Pest Control	1,000	1,000	500	160	***$0***	***$500***	***100.0%***
W5	Recycling Charges	5,000	12,000	2,500	8,449	***($7,000)***	***$2,500***	***100.0%***
W6	Tools/Supplies	6,000	6,000	5,500	6,511	***$0***	***$500***	***9.1%***
W7	Travel & Dues	3,500	3,000	3,000	3,325	***$500***	***$500***	***16.7%***
W8	Uniforms	8,000	8,000	7,000	7,657	***$0***	***$1,000***	***14.3%***
W9	Vehicle Maintenance	40,000	40,000	40,000	43,952	***$0***	***$0***	***0.0%***
W10	Vehicle Storage	50,000	43,200	40,200	38,200	***$6,800***	***$9,800***	***24.4%***
W200	***CAPITAL***	***$25,000***	***$45,000***	***$45,000***	***$43,754***	***($20,000)***	***($20,000)***	***-44.4%***
W11	Equipment	25,000	45,000	45,000	43,754	***($20,000)***	***($20,000)***	***-44.4%***

TOWN OF UNIVERSITY PARK

PROPOSED BUDGET FY2012

A	B	C	D	E	F	G	H	I
CODE	ITEM DESCRIPTION	FY 2012	Proposed FY2011 Budget	Estimated Actual FY 2011 Budget	FY 2010 Actual	Budget Variance FY 2012/FY 2011	Estimated Actual Budget Variance FY2012/FY2011	Percent Change FY 2012/FY 2011
POLICE & PUBLIC SAFETY		$860,040	$792,800	$748,900	$715,141	$67,240	$111,140	14.8%
P100	PERSONNEL	$707,840	$685,700	$640,000	$632,639	$22,140	$67,840	10.6%
P1	Payroll Taxes & Benefits	215,810	193,900	165,000	148,189	$21,910	$50,810	30.8%
P2	Salaries	492,031	491,800	475,000	484,450	$231	$17,031	3.6%
P200	OPERATING	$81,200	$76,100	$77,900	$58,946	$5,100	$3,300	4.2%
P3	Training	3,000	3,000	3,000	1,453	$0	$0	0.0%
P4	Medical Exams	3,000	2,000	2,000	1,137	$1,000	$1,000	50.0%
P5	Accreditation	1,500	1,500	1,500	1,766	$0	$0	0.0%
P6	Bike Patrol	800	200	200	146	$600	$600	300.0%
P7	Citations	3,750	3,750	3,750	3,102	$0	$0	0.0%
P8	Computer	2,500	2,500	2,500		$0	$0	0.0%
P9	Equipment	7,500	7,500	7,500	1,135	$0	$0	0.0%
P10	Gasoline	26,000	22,000	22,000	21,319	$4,000	$4,000	18.2%
P11	MILES Computer	1,800	1,800	1,800		$0	$0	0.0%
P12	Mobile Data Terminals	6,000	6,000	6,000	4,340	$0	$0	0.0%
P13	Police Supplies & Manuals	4,950	4,750	6,550	4,544	$200	($1,600)	-24.4%
P14	Radio Maintenance	800	1,200	1,200	1,132	($400)	($400)	-33.3%
P15	Travel, Meetings, Professional Dues	3,200	3,200	3,200	1,847	$0	$0	0.0%
P16	Uniforms	7,900	8,200	8,200	5,651	($300)	($300)	-3.7%
P17	Vehicle Maintenance	8,500	8,500	8,500	11,374	$0	$0	0.0%
P300	CAPITAL	$71,000	$31,000	$31,000	$23,556	$40,000	$40,000	129.0%
P18	Police Cruiser	31,000	31,000	31,000	23,556	$0	$0	0.0%
P19	Radios - New	32,000	0	0		$32,000	$32,000	N/A
P20	Townwide Security Study	8,000				$8,000	$8,000	N/A
TOTAL GENERAL FUND EXPENDITURES		3,238,200	2,427,508	2,617,905	2,368,503	$810,692	$620,295	23.7%

TOWN OF UNIVERSITY PARK		PROPOSED BUDGET FY2012						
A	B	C	D	E	F	G	H	I
CODE	ITEM DESCRIPTION	FY 2012	FY 2011	FY 2011 Estimated	FY 2010 Actual	Budget Variance FY 2012/FY 2011	Estimated Actual Budget Variance FY2012/FY2011	Percent Change FY 2012/FY 2011
UNRESERVED, RESERVED & SERVICE FUNDS		$746,054	$841,800	$841,800	$1,879,945	($95,746)	($95,746)	-11.4%
F100	UNRESERVED DESIGNATED	$101,000	$101,000	$101,000	$165,000	$0	$0	0.0%
F1	Vehicle Replacement	61,000	61,000	61,000	125,000	$0	$0	0.0%
F2	Tree Replacement	40,000	40,000	40,000	40,000	$0	$0	0.0%
F200	RESERVED DESIGNATED	$516,554	$500,200	$500,200	$436,700	$16,354	$16,354	3.3%
F3	Street & Sidewalk	400,000	400,000	400,000	350,000	$0	$0	0.0%
F4	Cemetery	4,154	3,800	3,800	3,800	$354	$354	9.3%
F5	Cable Capital Equipment	112,400	96,400	96,400	82,900	$16,000	$16,000	16.6%
DEBT SERVICE FUND								
RD100	REVENUES	$128,500	$240,600	$240,600	$245,700	($112,100)	($112,100)	NA
RD1	Transfer From General Fund	128,500	240,600	240,600	245,700	($112,100)		
D100	EXPENDITURES	$128,500	$240,600	$240,600	$1,278,245	($112,100)	($112,100)	-46.6%
D1	Principal		105,400	105,400	98,810	($105,400)	($105,400)	-100.0%
D2	Interest		6,100	6,100	11,541	($6,100)	($6,100)	-100.0%
D3	Fees		600	600	587	($600)	($600)	-100.0%
D4	Debt Service - Pension Plan	128,500	128,500	128,500	1,167,307	$0	$0	0.0%
TOTAL EXPENDITURES		$5,106,014	$4,181,955	$4,582,873	$5,343,065	$924,059	$523,141	11.4%
GENERAL GOVERNMENT		$1,169,304	$447,124	$714,084	$478,433	$722,180	$455,220	63.7%
PUBLIC WORKS		$1,208,856	$1,187,584	$1,154,921	$1,174,929	$21,271	$53,935	4.7%
POLICE & SAFETY		$860,040	$792,800	$748,900	$715,141	$67,240	$111,140	14.8%
UNRESERVED DESIGNATED		$101,000	$101,000	$101,000	$165,000	$0	$0	0.0%
RESERVED DESIGNATED		$516,554	$500,200	$500,200	$436,700	$16,354	$16,354	3.3%
UNRESERVED UNDESIGNATED		$1,121,760	$912,647	$1,123,168	$1,094,616	$209,113	($1,408)	-0.1%
DEBT SERVICE FUND		$128,500	$240,600	$240,600	$1,278,245	($112,100)	($112,100)	-46.6%
GENERAL REVENUE		$3,381,646	$2,584,346	$2,886,557	$3,719,866	$797,300	$495,089	17.2%
GENERAL FUND EXPENDITURES		$3,238,200	$2,427,508	$2,617,905	$2,368,503	$810,692	$620,295	23.7%
OPERATING SURPLUS/DEFICIT		$143,446	$156,838	$268,652	$1,351,363			
DEBT SERVICE		$128,500	$240,600	$240,600	$1,278,245			
TOTAL OPERATING SURPLUS/DEFICIT		$14,946	($83,762)	$28,052	$73,117			
FUND BALANCE RATIO		34.64%	37.60%	42.90%				
FUND BALANCE RATIO without Grant Revenue and Expenditures Included		44.16%						

		TOWN OF UNIVERSITY PARK	Proj. FY12	Proj. FY13	Proj. FY14*	Proj. FY15	Proj. FY16	Proj. FY17
			MODEL I MODEL BASED ON MAYOR'S PROPOSED BUDGET FOR FY2012					*OUTYEAR*
I		Income						
		General Fund Revenues						
R100		I - Taxes						
	R1	4000-00 · Real Estate Tax Revenue	$ 1,924,405	$ 1,924,405	$ 1,924,405	$ 2,020,625	$ 2,222,688	*$ 2,444,957*
	R2	4005-00 · Business Personal Property Tax	$ 52,000	$ 52,000	$ 60,000	$ 60,000	$ 60,000	*$ 60,000*
	R3	4010-00 · Penalties & Interest on Taxes	$ 3,500	$ 3,000	$ 3,000	$ 3,000	$ 3,000	*$ 3,000*
	R4	4020-00 · State Income Tax	$ 460,000	$ 460,000	$ 460,000	$ 460,000	$ 505,000	*$ 505,000*
		Total I - Taxes	$ 2,439,905	$ 2,439,405	$ 2,447,405	$ 2,543,625	$ 2,790,688	*$ 3,012,957*
R300		II - State Shared						
	R9	4015-00 · Highway Users	$ 5,107	$ 16,222	$ 16,523	$ 16,823	$ 17,123	*$ 17,424*
	R8	4025-00 · Police Protection	$ 37,228	$ 39,650	$ 39,650	$ 39,650	$ 39,650	*$ 39,650*
	R10	4030-00 · Bank Stock	$ 10,257	$ 10,257	$ 10,257	$ 10,257	$ 10,257	*$ 10,257*
		Total II - State Shared	$ 52,592	$ 66,129	$ 66,430	$ 66,730	$ 67,030	*$ 67,331*
R400		III - County						
	R11	4055-00 · Landfill Rebate	$ 6,250	$ 6,250	$ 6,250	$ 6,250	$ 6,250	*$ 6,250*
		Total III - County	$ 6,250	$ 6,250	$ 6,250	$ 6,250	$ 6,250	*$ 6,250*
R200		IV - Licenses & Permits						
	R6	4075-00 · Cable TV Franchise Payments	$ 28,000	$ 28,840	$ 29,705	$ 30,596	$ 31,514	*$ 32,460*
	R7	4076-00 · Cable TV - Capital Equipment	$ 16,000	$ 16,480	$ 16,974	$ 17,484	$ 18,008	*$ 18,548*
	R5	4080-00 · Building Permits & Fees	$ 1,200	$ 1,260	$ 1,323	$ 1,389	$ 1,459	*$ 1,532*
		Total IV - Licenses & Permits	$ 45,200	$ 46,580	$ 48,003	$ 49,469	$ 50,981	*$ 52,540*
R500		V - Miscellaneous						
	R13	4170-00 · Red Light Camera	$ 7,500	$ 8,000	$ 8,000	$ 8,000	$ 8,000	*$ 8,000*
	R5	4085-00 · Accident Reports	$ 20	$ 20	$ 20	$ 20	$ 20	*$ 20*
	R4	4090-00 · Tennis/Auto Stickers	$ 50	$ 50	$ 50	$ 50	$ 50	*$ 50*
	R14	4095-00 · Rental License Fees	$ 28,000	$ 28,000	$ 28,000	$ 28,000	$ 28,000	*$ 24,000*
	R16	4100-00 · Fines - Police	$ 1,500	$ 1,000	$ 1,000	$ 1,000	$ 1,000	*$ 1,000*
	R17	4105-00 · Vehicle Release	$ 1,500	$ 1,000	$ 1,000	$ 1,000	$ 1,000	*$ 1,000*
	R12	4120-00 · Interest Income	$ 7,500	$ 22,500	$ 30,000	$ 37,500	$ 45,000	*$ 45,000*
	R19	4150-00 · Revenue -Miscellaneous	$ 100	$ 1,000	$ 1,000	$ 1,000	$ 1,000	*$ 1,000*
	R15	4155-00 · Revenue - Recycling	$ 3,000	$ 5,000	$ 7,000	$ 9,000	$ 9,000	*$ 9,000*
	R18	4160-00 · Sale of Asset	$ -	$ -	$ -	$ -	$ -	*$ -*
	R21	DOE Grant	$ 718,229	$ 412,489	$ -	$ -	$ -	*$ -*
	R22	Grants Revenue - Police Radios	$ 32,000	$ -	$ -	$ -	$ -	*$ -*
	R24	ATHA Grant	$ 300	$ -	$ -	$ -	$ -	*$ -*
	R25	Grants Revenue - Security Grant	$ 8,000	$ -	$ -	$ -	$ -	*$ -*
	R26	Chesapeake Bay Foundation Grant	$ 30,000	$ -	$ -	$ -	$ -	*$ -*
		Total V - Miscellaneous	$ 837,699	$ 479,059	$ 76,070	$ 85,570	$ 93,070	$ 89,070
		Total General Fund Revenues	$ 3,381,646	$ 3,037,423	$ 2,644,157	$ 2,751,644	$ 3,008,019	*$ 3,228,147*
		Total Income	$ 3,381,646	$ 3,037,423	$ 2,644,157	$ 2,751,644	$ 3,008,019	*$ 3,228,147*

TOWN OF UNIVERSITY PARK		Proj. FY12	Proj. FY13	Proj. FY14*	Proj. FY15	Proj. FY16	Proj. FY17
II	Expense						
	General Government						
G2	Total Salaries - General Government	$ 125,869	$ 132,163	$ 138,771	$ 145,709	$ 152,995	*$ 160,645*
G1	Total B - Payroll Tax & Benefits - GG	$ 37,730	$ 39,617	$ 41,597	$ 43,677	$ 45,861	$ 48,154
G100	Total I - Personnel - Gen Govt	$ 163,599	$ 171,779	$ 180,368	$ 189,387	$ 198,856	*$ 208,799*
	II -Operating - Gen. Government						
G3	6000-01 · ADA (Interpreters)	$ -	$ -	$ -	$ -	$ -	*$ -*
G4	6005-01 · Accounting & Auditing	$ 6,700	$ 6,948	$ 7,168	$ 7,388	$ 7,608	*$ 7,608*
G5	6015-01 · Building Maintenance	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	*$ 15,000*
G24	6020-01 · Building Utilities	$ 10,000	$ 10,500	$ 10,750	$ 11,000	$ 11,250	*$ 11,500*
G6	6025-01 · Cable	$ 2,000	$ 2,250	$ 2,500	$ 2,750	$ 3,000	*$ 3,250*
G7	6030-01 · Clerk (Recorder)	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000	*$ 4,000*
G13	6035-01 · Housing Inspector	$ 31,500	$ 31,500	$ 31,500	$ 31,500	$ 31,500	*$ 23,650*
G8	6050-01 · Elections	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500	*$ 1,500*
G9	6052-01 · Emergency Response	$ 500	$ 500	$ 500	$ 500	$ 500	*$ 500*
G10	6055-01 · Engineering Services	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	*$ 5,000*
G12	6060-01 · Government Studies	$ -	$ 250	$ 250	$ 250	$ 250	*$ 250*
G15	6064-01 · IT Costs	$ 12,000	$ 12,000	$ 12,000	$ 12,000	$ 13,000	*$ 13,000*
G14	6065-01 · Insurance	$ 26,000	$ 26,000	$ 27,000	$ 27,000	$ 28,000	*$ 28,000*
G16	6070-01 · Legal Advertisement	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000	*$ 1,000*
G17	6075-01 · Legal Fees	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	*$ 30,000*
G22	6080-01 · Travel	$ 13,000	$ 13,000	$ 13,000	$ 14,000	$ 14,000	*$ 14,000*
G18	6085-01 · Memberships and Dues	$ 5,500	$ 5,500	$ 5,500	$ 5,750	$ 6,000	*$ 6,000*
G19	6090-01 · Newsletter	$ 26,000	$ 26,000	$ 26,000	$ 26,000	$ 26,000	*$ 30,000*
G20	6095-01 · Office Expenses	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	*$ 15,000*
G11	6110-01 · Small Equipment	$ 1,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	*$ 2,000*
G21	6115-01 · Telephone	$ 9,500	$ 9,500	$ 9,500	$ 9,500	$ 9,500	*$ 9,500*
G300	6120-01 · Town Grants	$ 30,500	$ 30,000	$ 30,000	$ 30,000	$ 30,000	*$ 30,000*
G25	6130-01 · Website	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	*$ 3,000*
G500	Grant DOE	$ 668,005	$ 382,778	$ -	$ -	$ -	*$ -*
G600	Grant Chesapeake Bay Foundation	$ 30,000	$ -	$ -	$ -	$ -	*$ -*
G700	Grant ATHA	$ 2,000					
	Total II -Operating - Gen. Government	$ 948,705	$ 633,226	$ 252,168	$ 254,138	$ 257,108	*$ 253,758*
	IV - Transit						
G23	Total - Transit	$ 57,000	$ 58,000	$ 59,000	$ 60,000	$ 61,000	*$ 62,000*
	Total General Government	$ 1,169,304	$ 863,005	$ 491,536	$ 503,525	$ 516,964	*$ 524,557*

		TOWN OF UNIVERSITY PARK	Proj. FY12	Proj. FY13	Proj. FY14*	Proj. FY15	Proj. FY16	Proj. FY17
III		Police & Public Safety						
		I - Police & PS - Personnel						
	P1	Total - Salaries - Police	$ 492,031	$ 516,632	$ 542,464	$ 569,587	$ 598,067	*$ 627,970*
	P2	Total - Payroll Tax & Benefits - Police	$ 215,810	$ 226,601	$ 237,931	$ 249,827	$ 262,318	$ 275,434
		Total I - Police & PS - Personnel	**$ 707,841**	**$ 716,674**	**$ 780,395**	**$ 819,414**	**$ 860,385**	***$ 903,404***
		II - Police & PS - Operating						
	P3	6355-03 · Training	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	*$ 3,000*
	P4	6325-03 · Medical Exams	$ 3,000	$ 1,000	$ 2,000	$ 1,000	$ 2,000	*$ 2,000*
	P5	6302-03 · Accreditation	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500	*$ 1,500*
	P6	6300-03 · Bike Patrol	$ 800	$ 800	$ 800	$ 800	$ 800	*$ 800*
	P7	5303-03 · Citations	$ 3,750	$ 3,750	$ 3,750	$ 3,750	$ 3,750	*$ 3,750*
	P8	6305-03 · Computer	$ 2,500	$ 2,500	$ 2,500	$ 2,500	$ 2,500	*$ 2,500*
	P9	6350-03 · Small Equipment - Police	$ 7,500	$ 7,500	$ 7,500	$ 8,000	$ 8,500	*$ 8,500*
	P10	6320-03 · Gasoline	$ 26,000	$ 27,000	$ 28,000	$ 30,000	$ 31,000	*$ 32,000*
	P11	6327-03 · MILES Computer	$ 1,800	$ 1,800	$ 1,800	$ 1,800	$ 1,800	*$ 1,800*
	P12	6329-03 · Mobile Data Terminals	$ 6,000	$ 6,000	$ 6,000	$ 6,000	$ 6,000	*$ 6,000*
	P13	6315-03 · Police Supplies - Expendable	$ 4,950	$ 4,950	$ 4,950	$ 5,000	$ 5,250	*$ 5,500*
	P14	6340-03 · Radio Maintenance	$ 800	$ 1,000	$ 1,000	$ 1,000	$ 1,200	*$ 16,000*
	P15	6330-03 · Meetings, Publications & Travel	$ 3,200	$ 3,500	$ 3,500	$ 3,750	$ 4,000	*$ 4,000*
	P16	6351-03 · Uniforms	$ 7,900	$ 6,000	$ 6,000	$ 8,500	$ 6,000	*$ 6,000*
	P17	6370-03 · Vehicle Maintenance	$ 8,500	$ 9,500	$ 9,500	$ 9,500	$ 9,500	*$ 9,500*
		Total II - Police & PS - Operating	$ 81,200	$ 79,800	$ 81,800	$ 86,100	$ 86,800	*$ 102,850*
		III - Police & PS - Cap. Outlay						
	P18	6335-03 · Police Car	$ 31,000	$ 31,000	$ 31,000	$ 31,000	$ 31,000	*$ 31,000*
	P19	6342-03 · Radios - New	$ 32,000	$ -	$ -	$ -	$ -	*$ -*
	P20	Townwide Security Study	$ 8,000	$ -	$ -	$ -	$ -	*$ -*
		Total III - Police & PS - Cap. Outlay	$ 71,000	$ 31,000	$ 31,000	$ 31,000	$ 31,000	*$ 31,000*
		Total Police & Public Safety	**$ 860,041**	**$ 827,474**	**$ 893,195**	**$ 936,514**	**$ 978,185**	***$ 1,037,254***

		TOWN OF UNIVERSITY PARK	Proj. FY12	Proj. FY13	Proj. FY14*	Proj. FY15	Proj. FY16	Proj. FY17
IV		Public Works						
A100		I - Personnel - PW						
	A2	Total Salaries - PW	$ 571,142	$ 588,276	$ 611,807	$ 636,280	$ 668,094	*$ 701,498*
	A1	Total Payroll Tax & Benefits - PW	$ 286,464	$ 295,058	$ 306,860	$ 319,135	$ 335,091	$ 351,846
		Total I - Personnel - PW	$ 857,606	$ 883,334	$ 918,668	$ 955,414	$ 1,003,185	*$ 1,053,344*
B100		II - Operating - Parks & Rec						
	B1	6200-02 · Park Activities	$ 4,000	$ 5,000	$ 5,000	$ 5,500	$ 5,500	*$ 5,500*
	B2	6210-02 · Tree Maintenance	$ 15,000	$ 12,000	$ 14,000	$ 15,000	$ 15,000	*$ 15,000*
	B3	6215-02 · Tree Replacement	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	*$ 10,000*
	B4	6220-02 · Upkeep of Park	$ 4,000	$ 5,000	$ 5,000	$ 6,000	$ 6,000	*$ 6,000*
	B5	6225-02 · Park Bridge Replacement	$ -	$ -	$ -	$ -	$ -	*$ -*
	B6	6230-02 · Playing Field Maintenance	$ 5,000	$ 5,000	$ 6,000	$ 6,000	$ 7,000	*$ 7,000*
		Total II - Operating - Parks & Rec	$ 38,000	$ 37,000	$ 40,000	$ 42,500	$ 43,500	*$ 43,500*
S100		III - Operating - Streets						
	S1	6420-04 · Street Lights	$ 40,000	$ 44,000	$ 45,000	$ 45,000	$ 46,000	*$ 46,000*
	S2	6430-04 · Street Light Upgrades	$ -	$ -	$ -	$ -	$ -	*$ -*
	S3	6425-04 · Street Repairs	$ 5,000	$ 5,000	$ 15,000	$ 15,000	$ 15,000	*$ 15,000*
	S4	6440-04 · Street Tree - Maintenance	$ 20,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	*$ 15,000*
	S5	6435-04 · Street Trees - Replacement	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	*$ 10,000*
	S6	6410-04 · Snow Removal Supplies	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	*$ 5,000*
		Total III - Operating - Streets	$ 80,000	$ 79,000	$ 90,000	$ 90,000	$ 91,000	*$ 91,000*
W100		IV - Operating - Gen./Sanit						
	W1	6500-05 · Fuel	$ 30,000	$ 28,500	$ 28,500	$ 28,500	$ 28,500	*$ 28,500*
	W2	6505-05 · Landfill	$ 64,000	$ 64,000	$ 64,000	$ 64,000	$ 64,000	*$ 64,000*
	W3	6515-05 · Medical Exams	$ 750	$ 750	$ 750	$ 750	$ 750	*$ 750*
	W4	6530-05 · Pest Control	$ 1,000	$ 1,000	$ 15,000	$ 1,000	$ 1,000	*$ 1,000*
	W5	6535-05 · Recycling Costs	$ 5,000	$ 12,000	$ 12,000	$ 12,000	$ 12,000	*$ 12,000*
	W6	6560-05 · Tools, Supplies & Equipment	$ 6,000	$ 6,000	$ 7,000	$ 7,000	$ 7,500	*$ 7,500*
	W7	6546-05 · Travel & Dues	$ 3,500	$ 3,500	$ 3,500	$ 3,500	$ 3,500	*$ 3,500*
	W8	6570-05 - Uniforms	$ 8,000	$ 8,000	$ 8,500	$ 8,500	$ 9,000	*$ 9,000*
	W9	6580-05 · Vehicle Maintenance	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	*$ 40,000*
	W10	6585-05 · Work & Storage Space	$ 50,000	$ 52,500	$ 55,125	$ 57,881	$ 60,775	*$ 63,814*
		Total IV - Operating - Gen./Sanit	$ 208,250	$ 216,250	$ 234,375	$ 223,131	$ 227,025	*$ 230,064*
W200		V - Capital Outlay - PW						
	W11	6503-05 · Capital Equipment	$ 25,000	$ -	$ 10,000	$ 10,000	$ 40,000	*$ 40,000*
		Total V - Capital Outlay - PW	$ 25,000	$ -	$ 10,000	$ 10,000	$ 40,000	*$ 40,000*
		Total Public Works	**$ 1,208,856**	**$ 1,215,584**	**$ 1,293,043**	**$ 1,321,045**	**$ 1,404,710**	***$ 1,457,908***

TOWN OF UNIVERSITY PARK	Proj. FY12	Proj. FY13	Proj. FY14*	Proj. FY15	Proj. FY16	Proj. FY17
V Reserves & Debt Service						
F100 I. Unreserved - Designated						
F1 6600-08 · Vehicle Replacement	$ -	$ -	$ -	$ -	$ -	$ -
F2 6610-08 · Tree Replacement	$ -	$ -	$ -	$ -	$ -	$ -
Total I. Unreserved - Designated	$ -	$ -	$ -	$ -	$ -	$ -
F200 II. Reserved - Designated						
F3 6620-08 · Road & Sidewalk	$ -	$ -	$ -	$ -	$ -	$ -
F4 6630-08 · Cemetery	$ -	$ -	$ -	$ -	$ -	$ -
F5 6640-08 · Cable Capital Equipment	$ -	$ -	$ -	$ -	$ -	$ -
Total II. Reserved - Designated	$ -	$ -	$ -	$ -	$ -	$ -
D100 III. Debt Service						
D1 6045-01 · Debt Retirement - Bonds	$ -					
D2 6046-01 · Debt Service - Interest	$ -					
D3 6047-01 · Debt Service - Fees	$ -					
D4 6050-01 - Debt Service - Pension	$ 128,500	$ 128,500	$ 128,500	$ 128,500	$ 128,500	$ 128,500
Total III. Debt Service	$ 128,500	$ 128,500	$ 128,500	$ 128,500	$ 128,500	$ 128,500
IV. Unreserved Funds	$ -	$ -	$ -	$ -	$ -	$ -
Total Reserves & Debt Service	$ 128,500	$ 128,500	$ 128,500	$ 128,500	$ 128,500	$ 128,500
Total Expense	$ 3,366,701	$ 3,034,563	$ 2,806,273	$ 2,889,584	$ 3,028,359	$ 3,148,219
Net Income	$ 14,945	$ 2,860	$ (162,116)	$ (137,940)	$ (20,340)	$ 79,928
Total Reserve and Unreserved Fund Bal.						
F1 Vehicle Replacement	$ 61,000	$ 61,000	$ 61,000	$ 61,000	$ 92,000	$ 92,000
F2 Tree Replacement	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000
F3 Road & Sidewalk	$ 400,000	$ 400,000	$ 400,000	$ 400,000	$ 400,000	$ 400,000
F4 Cemetery	$ 4,154	$ 3,800	$ 3,800	$ 3,800	$ 3,800	$ 3,800
F5 Cable Capital Equipment	$ 112,400	$ 128,880	$ 145,854	$ 163,338	$ 181,346	$ 199,895
-- Unreserved Fund Balance	$ 1,121,760	$ 1,108,494	$ 929,403	$ 773,980	$ 704,632	$ 766,011
Total Fund Balance	$ 1,739,314	$ 1,742,174	$ 1,580,058	$ 1,442,118	$ 1,421,778	$ 1,501,706
Unres. Fund Bal. as % of Total Budget	33.3%	36.5%	33.1%	26.8%	23.3%	24.3%

University Park Police Department
Office of the Chief
6724 Baltimore Avenue
University Park, MD 20782

March 28, 2011

To: Mayor John Rogard Tabori

From: Chief Michael Wynnyk

Subject: Proposed Budget for Fiscal Year 2012

The University Park Police department budget for fiscal year 2012 is submitted for your approval. The proposed budget is in the amount of $860,040. The 2012 expenditures include: annual increases in operating cost, organizational requirements, and the associated costs of the departmental goals that have a monetary effect on the police operations. An explanation of the FY2012 budget is provided for your review.

Presently, the UPPD is fully staffed. The current staffing includes the Chief of Police, one Lieutenant, one Sergeant, two corporals, two police officer first class, and two officer positions. Lt. Bacon's position was filled at the officer level and a reorganization of the department has been instituted. The clerical position in the police department is budgeted to a full time position but will not be filled immediately. A plan to offer paid summer internships to criminology majors is being reviewed until the position can be filled with a full time non-sworn clerical staff person.

The Town of University Park continues to run a red-light camera program through the photo-enforcement program located at southbound Baltimore Avenue at the intersection with East West Highway. National trends, as well as our own data, continue to show that the number of violations occurring at photo-enforced intersections decrease the longer a camera-enforced intersection has been active. The program continues to operate at no expense to the town and this public safety program is totally funded from violators. Road construction has delayed an additional pre-approved red light camera at the intersection of East West Highway until the roadway improvements are complete.

The use of speed enforcement cameras is currently under review. A potential enforcement tool to detect speed violators in designated school zones for future use by the Town of University Park would enhance the enforcement efforts on our roadways.

An increase in the Medical Exams line item is request for a full physical including a stress test and blood work for each police officer every two years. At a quote of $500.00 per officer the exam would be a comprehensive health screening for police staff and the officers would be required to complete the physical every two years.

The UPPD continues to work closely with the UP Public Works Department to improve crime prevention through environmental design improvements along our roadways and through out the town park. The park area from Adelphi Rd. at Toledo east to the area of the UP Elementary School was cleared of underbrush and outgrowths of unplanned foliage. The same approach was completed along Wells Parkway from College Heights Drive to the UP Elementary School. The results have been very effective in improving visibility for park patrons and usage of the park trail as a walking commuter route for town residents.

The Accreditation process is continuing and in the process of review and updating legislative mandates and operational duties. The UPPD was successful in signing a Mutual Aid Agreement with six other police jurisdictions in the area and has successfully implemented particulars in the agreement during a recent protest demonstration which occurred in University Park and Hyattsville. The process worked very well with positive results during this major event. We have had several delays in working towards final accreditation, most significantly the shortage of manpower over the past several months which required administrative staff to patrol the town, while working to fill vacant positions, all of which are time comprehensive. We continue to work towards final accreditation as we have come a significant way in the process.

The Police equipment line item continues to support the department in major purchases of equipment such as the Radar speed device, cameras, and print kits, and equipment enhancements. Grants were submitted for items such as E-citations, mobile radios (700 MHz) and a License plate reader. Two of the grants are still pending and upon final decision a determination will be made to implement a pilot program for one E-Citation Unit which is estimated to cost $1280.00 and the program will be evaluated prior to further implementation.

The Gasoline line item has been increased as the price of fuel continues to be unpredictable. The UPPD fleet has one Ford Escape (Hybrid), and seven Chevrolet Impalas with six cylinder engines. Officers continue to be practical and minimize fuel waste and the new fuel card allows staff to shop for the least expensive gas stations.

The Police Supplies expenditures are slightly increased from the last budget cycle. First aid kits, flares, batteries, manuals, etc. are purchased from this line item. Also included are safety items that are distributed throughout the community. We continue to use the next generation of practice ammunition which is designed to be environmentally safe. Known as "green ammo" it does not contain lead and decomposes into an environmentally friendly byproduct. The Prince George's County Firing Range is a lead free environment. The University Park Police Department fully supports the effort to make the range environmentally friendly and plans to continue utilizing this facility.

The line items of "Miles Computer" and "Radio Maintenance" are usage fees placed by outside government agencies for access to the National Crime Information Center and the general servicing of the police radios. The Town of University Park did implement the use of new portable radios that meet the band width frequency demands of the new Prince George's County Public Safety Communications system. The system is on a 700 MHz band width and meets all interoperability requirements for emergency situations in the entire metropolitan region as well as improved everyday usage. The UPPD does have a grant pending for mobile radios which are fixed units installed into the vehicles providing maximum communications operability. These units are essential for safe and consistent communication.

The police department has a fleet that includes one 2002 Chevrolet Impala, two 2004 Chevy Impalas, two 2005 Chevy Impalas, a 2007 Chevrolet Impala and a 2011 Ford Escape (Hybrid) and one 2008 Chevy Impala and one 2009 Chevrolet, Impala. The maintenance record for the 2011 budget year reflects an accounting of maintenance costs. The 2012 proposed budget lists the line item at $8,500.00, with the expectation that the cost of basic preventative maintenance, tires, etc, continue to increase.

The Capital Expenditure line item is showing an increase for a new vehicle, to continue the annual replacement schedule of one vehicle for the police fleet. The purchase of one new vehicle each year keeps the rotation of the fleet adequate.
The vehicle information chart is attached.
A second Capital Expenditure request is for the purchase of 8 (eight) 700 (MHz) mobile radios at a cost of $4000.00 each totaling $32,000.00. A radio grant is pending, however if the grant money is denied an effort to move forward with the purchase of these units is being requested.
A new line item for $8,000.00 for a Lighting and Security Study has been requested. This security study would be conducted by a professional organization designed to make a comprehensive review of all aspects of the Town from the concept of preventing crime through environmental designs. The design concepts recommended include cost efficient lighting, road direction recommendations, park design and the impact of surrounding jurisdictions. A grant request from the Town Energy Funds will be requested for reimbursement for this project.

The remaining budget items reflect the level of funding that was necessary during the previous budget cycle. Even with the increased operational cost due to inflation the police department will strive to maintain a spending level that will allow the department to operate effectively.

If there are any questions or concerns that would assist in the completion of this budget process, I remain available to discuss any item.

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

March 17, 2011

To: Mayor John Rogard Tabori

From: Michael Beall

Subject: Proposed Budget for Fiscal Year 2012

The University Park Department of Public Works budget for FY12 is submitted for your approval. The proposed budget is in the amount of $1,215,800. This amount exceeds the FY11 operating budget by $28,216. This increase is the result of a increases in salaries, employee benefits, and fuel expenses.

Expenditures include: daily operational expenses such as, fuel and landfill costs; changes in employee compensation, allocations for infrastructure maintenance, repairs/replacement, and capital outlay to accomplish departmental goals for the year. An explanation of the budget is provided for your review.

Personnel:

The increase in total salaries for Public Works reflects both the annual increase in salaries expense and an increase in the cost of employee benefits.

Streets:

Street Light—The town has experienced a significant decrease in street light expenditures. This year's FY11 expenses are anticipated to be slightly more than $38,000.

Street Repairs—Street repairs has been reduced to a minimal level to account for miscellaneous expenses which may be incurred apart from Phase 1 of the street repaving plan.

Street Tree Maintenance—Maintenance has been decreased by $5,000. It is believed $20,000 will be sufficient to cover those issues which will arise this year since we have given so much attention to these issues in recent years.

Operating- General Sanitation:

Fuel—Has been increased by 25% over the FY11 allocation to account for an anticipated average price increase over last year.

Recycling Cost—Currently recycling is a revenue item. However, $5,000 has been allocated to cover the possibility of a market shift at some point in the year and to cover the disposal of appliances containing refrigerants and also recycling event costs.

Work & Storage Space—Has been increased by $6,800 to allow for the installation of an overhead door at a new facility.

Capital Outlay:

Capital Outlay—Includes funds to replace one of the 3 trash packers in the fleet.

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

Michael D. Beall
Director, Public Works
Town of University Park
301.927.4262

Summary

The Town of University Park was notified by the Department of Energy (DOE) of a $1.425 million federal Better Buildings Program grant award in June, 2010 for the *Small Town Energy Program for University Park - STEP-UP (note the original name for the project was Sequential Transformative Energy Program)*. The project was approved by UP Town Council in July, 2010 and all contract documentation between UP and the DOE was completed in August, 2010. The project is of three-year duration, with the project years beginning July of each calendar year (similar to the UP fiscal year).

FY 2011 Budget Highlights

The original STEP-UP year-1 budget was $646,453. Year 1 actual expenditures (projected) will be substantially less, at $283,050. This reduced level of spending is due to a number of factors, including:

- The hiring of the primary project staff person, the Energy Coach, was three months later than budgeted, and the individual hired was not able to start full time until January, 2011. Consequently salary, fringe and overhead costs are all below year-1 budget;
- The prospective investments in the solar project ($250,000) were originally spread over all three project years. These are now expected to all take place in year 2 of the project, and as such there will be no expenses for this line item in year 1;
- Similarly, the original budget called for $175,000 to be dedicated to a potential street lighting project in year 1. This expense has been deferred to the final year of the project, pending a thorough review of this item, and the designated funds held in reserve.
- The development costs for the web site and database will be significantly less than the $75,000 originally budgeted. The bids received in response to the town RFP for the web site were not accepted by the STEP-UP review committee. The web strategy for the project was subsequently re-scoped, and the actual web and database costs are projected to be less than $15,000.

In short, and as often happens with projects of this nature, it has taken longer than anticipated to get the foundational parts of the project in place and to reach "normal" levels of monthly expenditure, which the project now has done. As well, the "placeholder" budget estimates for items such as street lighting and web site / database, made with the best available information at the time of budgeting (November, 2009), have either been deferred to later in the project or are proving to be less than the original budget estimate.

One benefit of the projected reduction in year-1 expenditure is the availability of carry-forward funds for the remainder of the project. Carry forward funds unexpended in year 1 are projected to be $363,403.

FY 2012 Anticipated Budget Highlights

Every effort has been – and will continue to be – made to manage STEP-UP in accordance with the expressed wishes of the Town Council, namely that the project place no undue burden on the Town personnel, resources, or elected officials. Consequently, a tremendous amount of the project management in year 1 has been undertaken by volunteer members of the STEP-UP Advisory Committee. Following the successful community launch of STEP-UP on January 22nd, 2011, the Advisory Committee members unanimously acknowledged that the reliance on volunteers was not a sustainable way to manage such a complex project going forward.

It was originally anticipated that much of the project management burden would be carried out by the Energy Coach, though the Coach's primary responsibility was to provide direct support to UP residents in helping them to access services and financing to implement energy efficiency upgrades in their homes. Experience has now shown that the time needed to provide support services for UP homeowners far exceeds initial expectations – the Energy Coach routinely spends an hour or more helping each program participant through the steps of the process. Moreover, initial demand for the program has exceeded expectations. At the time of writing, 60 UP residents are active participants in the program, with approximately the same number "Signed on" and preparing to participate in the coming months. The result is that the Energy Coach is fully committed to providing support services leaving minimal time for administration.

Therefore, at an Advisory Committee meeting on February 10th, 2011, a motion was unanimously supported to recommend to the Mayor and to Council that funds be allocated from within the existing project budget to secure additional personnel to help manage STEP-UP, both for FY 2012 and FY 2013.

For FY 2012, in addition to normal monthly expenditures for the Energy Coach salary and project operating costs, the major anticipated expenditures will include:

- $142,000 in additional contractual help to run STEP-UP. Practically this will take the form of retainers for technical assistance specialists (ex: a quality assurance contractor), as well as an expansion of the role for the Alliance to Save Energy, already a project partner under contract to support STEP-UP. This expense appears within the contractual line item of the project budget.

- Pending a successful contract between University Solar LLC and the Prince George's County Public School Board, it is anticipated that the entire $250,000 budgeted expenditure in support of the solar project will take place in FY 2012.

- Direct financial incentives from STEP-UP project funds to UP residents are expected to be $60,000 in FY 2012. With each passing month the project is able to predict with greater accuracy the number of UP homes that are eligible for the various incentives available directly through STEP-UP. This does not include the federal, state and utility incentives for which STEP-UP participants may also be eligible.

Year-3 Project Balance (FY 2013)

The current projected year-3 (FY 2013) budget for STEP-UP is $353,343, almost identical to the original year-3 budget of $353,553.

With the current year-1 expenditure projections and the revised year-2 budget, a year-3 expenditure of $353,343 would result in a project-end balance of $64,462. Therefore, STEP-UP is currently operating and budgeting with a reasonable project reserve, though adjustments will doubtless be needed as the project accrues more real expenditure data in the coming year.

STEP-UP FY 2012 Budget

	3-Year Project Budget	FY 2011 Projection	Projected Carry Forward	FY 2012 Budget	Projected Balance Remaining
Indirect Charges	$100,528	$9,350	$91,178	$56,140	$35,038
Contractual	$382,663	$165,000	$217,663	$181,900	$35,763
Supplies	$249,000	$6,500	$242,500	$61,000	$181,500
Other DOE Expenditures	$372,902	$47,000	$325,902	$318,500	$7,402
Fringe Benefits	$88,089	$15,200	$72,889	$29,355	$43,534
Salary	$231,818	$40,000	$191,818	$77,250	$114,568
Totals	**$1,425,000**	**$283,050**	**$1,141,950**	**$724,145**	**$417,805**

estimated STEP-UP FY2013 budget **$353,343**
estimated STEP-UP reserve balance **$64,462**