TOWN OF UNIVERSITY PARK

April 8, 2012

Town Council of University Park
6724 Baltimore Avenue
University Park, Maryland 20782

RE: Mayor's Proposed FY 2014 Budget for the Town of University Park

Dear Members of Council,

It is my pleasure to present you with the proposed budget for Fiscal Year 2014 for the Town of University Park. It has been developed in close collaboration with all senior staff at Town Hall. I would like to thank them for their input and insights.

As proposed, the budget maintains all public and police services at their current level. The table below summarizes the proposed budget:

FISCAL ANALYSIS TABLE FY 2014 BUDGET			
FISCAL YEAR	**PROPOSED FY2014 BUDGET**	**FY2013 BUDGET**	**FY2013 ESTIMATED**
1.GENERAL REVENUE	**$3,040,750**	**$3,461,129**	**$3,592,419**
2. PREVIOUS YEAR'S TOTAL RESERVES	**$1,856,459**	**$2,825,284**	**$2,617,519**
3. TOTAL REVENUE AND RESERVES	**$4,897.209**	**$6,286,413**	**$6,209,938**
4. GENERAL FUND EXPENDITURES	**$2,962,524**	**$4,334,659**	**$4,025,779**
5. CURRENT YEAR'S RESERVES	**$1,309,686**	**$1,655,054**	**$1,856,459**
6. TOTAL CURRENT YEAR EXPENDITURES AND RESERVES	**$4,272,210**	**$5,958,713**	**$5,882,238**
7. TOTAL FUNDS MINUS EXPENDITURES	**$187,000**	**$327,700**	**$327,700**
8. DEBT SERVICE	**$187,000**	**$327,700**	**$327,700**
9. DEFICIT/SURPLUS (SHOULD BE $0 +/- $1)	**$0**	**$0**	**$0**
RESERVE INCREASE OR DRAWDOWN FROM FY 2011	**($533,773)**	**($1,201,230)**	**($761,060)**

Please note that we estimate that we will end the 2014 fiscal year with our total reserves reduced by approximately $533,773 compared to our total reserves at the end of FY2013. This includes a one-time write down of $425,000 to pay off a portion of our infrastructure bond as part of our effort to considerably reduce the annual cost of our bonds and reduce future deficits. While our overall budget considering revenue, expenditures, and reserves remains balanced – see the Fiscal Analysis Table, Line 9 – if we continue to draw down our reserves over time, we will eventually go into the red, forcing cuts in services or drastic increases in taxes.

Because of the continuing loss of approximately $9,500 in police protection funds and $100,000 in highway user funds from the state, we will have to raise our taxes 3 cents over the constant yield rate of 60.15 cents per $100 of assessed property value. With minor variations, Town residents should neither pay more nor less in Town property taxes than last year. However, after this fiscal year, the 5th year in which we have held property taxes constant, we will need to increase taxes by a small margin. Unless the highway user's revenue tax is fully restored or we engage in other savings, we will have to increase taxes 5% each year thereafter until FY2021. Throughout the period, other revenues have been assumed to increase at a 2.2 to 3.5% rate.

Within the general government budget, three items should be noted. First, this will be the first full year for the Town Clerk. This has resulted in an increase in the burden costs for the Town Clerk's position. The STEP-UP grant will end in FY2014. This is reflected in the reduction in the size of the General Government Budget.

Finally, it is clear that part of the difficulty in understanding the FY 2013 Budget stems from the fact that over the past three fiscal years, the Town has had to manage STEP-UP and the Town-wide street repairs, the former funded by a substantial multi-year grant and the latter by a bond which is being expended over multiple years. Their impacts on the Town budget, both short and long-term, were less than clear when they were included in our "normal" budgetary process. We will be clear of these complications in this new budget cycle.

The following additional comments are in order:

1. We are proposing to refinance and consolidate the Town's existing two bonds, reducing our annual payments from $327,000 to $187,000, If we are able to lock in on the bond within the next 30 days, we stand to reduce the cost of the bond per annum to around $182,225, saving up to an additional $70-75K over the 15 years of the refinanced bond. The Town will need to retain bond counsel to carry out this refinancing process. We are contacting previous bond counsel.
2. Instead of purchasing two used trash packers outright at an immediate cost of $130,000 out of the Public Works budget, we will lease purchase them over a 5 year period at a cost of $30,000 per year. Although this will result in a nominal increase in cost amounting to $20,000, the five year impact when inflation and earnings on the "saved" $100,000 is close to zero. Depending on the difference between inflation and earning

rates on the held money, it may result in a lower real dollar cost. Of greater importance is the complex throughput result that occurs when we preserve the additional $100,000 in this budget; it ensures that we do not fall below the 25% rule that we use to judge whether the Town is in the kind of fiscal shape that we would wish. I will explain tomorrow. We considered using a lease/purchase model for buying police cars, but after analyzing the problem came to the conclusion that in the fifth year, it would result in a greater cost to the Town than outright purchase each year.

3. We have attached a salary table to this letter as promised previously.
4. There are a number of potential savings that are not integrated into the table and which may reduce expenditure pressures considerably. They include savings in mechanical repairs (new packers), fuel (new vehicles), and retirements. If our workforce becomes younger through retirements, less prone to injury, and less prone to health problems, we may also see a significant decrease in our insurance costs. These potential savings have not been built into the projections at this time.
5. On the revenue side, we have not built in two additional sources of funds: (a) a restoration of highway user revenues and (b) energy revenue from the UPES solar system, which will be owned and operated by the Town. Because the uncertainties with both are sufficiently high (lower with the latter), we chose to err on the side of caution and not include them in our projections for now.
6. Please note that we have provided the Council with an ordinance this evening to introduce the Budget. Sponsorship has been listed as the whole Council as is traditional.

Thank you for your consideration.

Sincerely,

John Rogard Tabori

John Rogard Tabori
Mayor

Enclosures: FY2012 Proposed Budget, Budget Narratives from the Chief of Police, Public Works Director and the Principal Investigator for STEP-UP.

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Town of University Park
Proposed Budget for the Fiscal Year 2014
Beginning July 1, 2013

Submitted by

John Rogard Tabori, Mayor

to

The University Park Town Council

on

April 1, 2013

Version 6.2

Fiscal 2014 Budget
Sponsored by: The Council as a whole

LEGISLATIVE RESOLUTION 13-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 adopt the annual budget for fiscal year 2014.

Section 1: Be it resolved and ordained by the Mayor and Common Council of University Park that the budget for fiscal year 2014 be 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 FY2014							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	Proposed FY2014 Budget	Adopted FY2013 Budget	Estimated Actual FY 2013 Budget	FY 2012 Actual	Budget Variance FY 2014/FY 2013	Estimated Actual Budget Variance FY2014/FY2013	Percent Change FY 2014/FY 2013	FY2013 Variance: Budget v. Actual
GENERAL FUND REVENUES		*$3,040,750*	*$3,461,129*	*$3,592,419*	*$5,706,322*	*($420,379)*	*($551,669)*	*-15.4%*	*$131,290*
R100	***TAXES***	*$2,637,170*	*$2,480,850*	*$2,540,630*	*$2,536,639*	*$156,320*	*$96,540*	*3.8%*	*$59,780*
R1	Real Property **(1)**	2,032,170	1,925,850	1,935,630	1,927,569	106,320	96,540	*5.0%*	*$9,780*
R2	Business Personal Property Tax **(2)**	52,000	52,000	52,000	54,320	0	0	*0.0%*	*$0*
R3	Penalties & Interest on Taxes	3,000	3,000	3,000	3,377	0	0	*0.0%*	*$0*
R4	State Income Tax	550,000	500,000	550,000	551,372	50,000	0	*0.0%*	*$50,000*
R200	***LICENSES & PERMITS***	*$57,000*	*$56,470*	*$64,770*	*$50,795*	*$530*	*($7,770)*	*-12.0%*	*$8,300*
R5	Building Permits & Fees	1,000	1,270	1,270	1,077	(270)	(270)	*-21.3%*	*$0*
R6	Cable Franchise Fees	35,000	30,500	35,000	31,024	4,500	0	*0.0%*	*$4,500*
R7	Cable Equipment Fees	21,000	17,200	21,000	18,694	3,800	0	*0.0%*	*$3,800*
R29	Cable Capital Equipment (From Reserves)	0	7,500	7,500	0	(7,500)	(7,500)	*-100.0%*	*$0*
R300	***STATE SHARED***	*$82,221*	*$67,879*	*$67,879*	*$80,076*	*$14,342*	*$14,342*	*21.1%*	*$0*
R8	Police Protection	50,164.00	37,072	37,072	37,072	13,092	13,092	*35.3%*	*$0*
R9	Highway User	21,800.00	20,550	20,550	32,747	1,250	1,250	*6.1%*	*$0*
R10	Bank Stock	10,257.00	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*
R11	Landfill	6,256	6,256	6,256	6,256	*$0*	*$0*	*0.0%*	*$0*
R500	***MISCELLANEOUS***	*$258,103*	*$849,674*	*$912,884*	*$3,032,556*	*($311,571)*	*($374,781)*	*-71.7%*	*$63,210*
R12	Interest	6,675	5,000	5,000	5,233	1,675	1,675	*33.5%*	*$0*
R13	Red Light Camera	10,000	7,500	12,500	8,521	2,500	(2,500)	*-20.0%*	*$5,000*
R14	Rental Licenses **(3)**	28,000	28,000	28,000	51,410	0	0	*0.0%*	*$0*
R15	Recycling	3,000	3,000	2,000	4,420	0	1,000	*50.0%*	*($1,000)*
R16	Fines - Police	3,000	2,000	2,000	3,525	1,000	1,000	*50.0%*	*$0*
R17	Vehicle Releases	3,000	1,500	3,000	3,775	1,500	0	*0.0%*	*$1,500*
R18	Sale of Assets	0	0		1,170	0	0	*N/A*	*$0*
R19	Revenues Miscellaneous	100	100	100	1,613	0	0	*0.0%*	*$0*
R20	E-Ticket Grant	0	0		8,023	0	0	*N/A*	*$0*
R21	Grants Revenue - STEP-UP	184,328	502,574	511,584	551,366	(318,246)	(327,256)	*-64.0%*	*$9,010*
R22	Grants Revenue - Police Radios					0	0	*N/A*	*$0*
R23	Grants Revenue - Security Grant					0	0	*N/A*	*$0*
	Cafritz Revenue			48,700			(48,700)	*N/A*	*$48,700*
	EECBG Grant - State				13,000				
R24	ATHA Grant				500	0	0	*N/A*	*$0*
R25	Chesapeake Bay Fund					0	0	*N/A*	*$0*
R26	Infrastructure Bond **2012**				2,380,000	0	0	*N/A*	*$0*
R27	Recreational Trails Grant	20,000	20,000	20,000		0	0	*0.0%*	*$0*
R28	WSSC/WGL Street Repair Rebate		280,000	280,000					*$0*
TOTAL GENERAL FUND REVENUES		**$3,040,750**	**$3,461,129**	**$3,592,419**	**$5,706,322**	*($420,379)*	*($551,669)*	*-15.4%*	*$131,290*
M1	Memo: General Fund Prior Yr Surplus	**1,856,459**	**2,825,284**	**2,617,519**	*$1,696,316*	(968,825)	(761,060)	*-29.1%*	*($207,765)*
M2	Memo: General Fund Revenues + Surplus	**$4,897,209**	**$6,286,413**	**$6,209,938**	**$7,402,638**	*($1,389,204)*	*($1,312,729)*	*-21.1%*	*($76,475)*

NOTES:

1 Real Property Tax Rate is .6315 per $100 of assessed value. This is a 0.03 cent increase per $100 of assessed value over

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
GENERAL FUND EXPENDITURES

PROPOSED BUDGET FY2014

A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	Proposed FY2014 Budget	Adopted FY2013 Budget	Estimated Actual FY 2013 Budget	FY 2012 Actual	Budget Variance FY 2014/FY 2013	Estimated Actual Budget Variance FY2014/FY2013	Percent Change FY 2014/FY 2013	FY2013 Variance: Budget v. Actual
GENERAL GOVERNMENT TOTAL		$725,321	$986,809	$1,070,759	$1,037,941	($261,488)	($345,438)	-32.3%	$83,950
G100	PERSONNEL	$186,000	$181,650	$170,400	$150,518	$4,350	$15,600	9.2%	($11,250)
G1	Salaries	131,400	124,000	124,000	122,281	$7,400	$7,400	6.0%	$0
G2	Payroll Taxes and Benefits	36,400	39,250	28,000	28,237	($2,850)	$8,400	30.0%	($11,250)
G1a	Mayor's Salary	15,000	15,000	15,000		$0	$0	0.0%	$0
G2a	Payroll Taxes and Benefits - Mayor	3,200	3,400	3,400		($200)	($200)	-5.9%	$0
	Payroll Burden	27.0%	30.7%	22.6%	23.1%				
G200	OPERATING	$306,385	$284,855	$377,055	$339,690	$21,530	($70,670)	-18.7%	$92,200
G3	ADA (Interpreters)	500	500	500		0	0	0.0%	$0
G4	Audit and Accounting	10,085	9,755	9,755	6,700	330	330	3.4%	$0
G5	Building Maintenance	15,000	15,000	15,000	15,113	0	0	0.0%	$0
G6	Cable (Video)	1,500	1,500	1,500		0	0	0.0%	$0
G7	Recording Secretary	5,000	0	4,000	2,750	5,000	1,000	25.0%	$4,000
G8	Election Expenses	1,500	1,500	1,500	62	0	0	0.0%	$0
G9	Emergency Response Fund	100	100	100		0	0	0.0%	$0
G10	Engineering (Excludes Street Work)	5,000	5,000	5,000		0	0	0.0%	$0
G11	Equipment	5,000	5,000	5,000	360	0	0	0.0%	$0
G12.1	Government Studies	1,000	1,000	1,000	5,000	0	0	0.0%	$0
G13	Housing Inspector	31,500	31,500	31,500	31,500	0	0	0.0%	$0
G14	Insurance	20,000	20,000	18,500	18,089	0	1,500	8.1%	($1,500)
G15	IT Costs	15,500	14,000	14,000	24,372	1,500	1,500	10.7%	$0
G16	Legal Advertising	1,000	1,000	1,000	539	0	0	0.0%	$0
G17	Legal Fees	30,000	30,000	63,000	89,679	0	(33,000)	-52.4%	$33,000
G18	Membership Dues	5,500	5,500	5,500	5,172	0	0	0.0%	$0
G19	Newsletter	30,000	26,000	26,000	24,644	4,000	4,000	15.4%	$0
G20	Office Supplies	15,000	15,000	15,000	18,750	0	0	0.0%	$0
G21	Telephone & Maintenance	9,200	10,500	9,000	9,053	(1,300)	200	2.2%	($1,500)
G22	Travel	14,000	13,000	13,000	15,429	1,000	1,000	7.7%	$0
G23	Transit	70,000	66,000	78,000	63,127	4,000	(8,000)	-10.3%	$12,000
G24	Utilities	7,000	10,000	7,500	6,769	(3,000)	(500)	-6.7%	($2,500)
G25	Web Site	3,000	3,000	3,000	2,581	0	0	0.0%	$0
G12.2	Traffic Studies -- Cafritz	10,000		48,700		10,000	(38,700)	-79.5%	$48,700
G300	GRANTS & DONATIONS	$61,500	$44,500	$47,500	$40,415	$17,000	$14,000	29.5%	$3,000
G26	Fire Department Donations	9,000	9,000	9,000	9,000	0	0	0.0%	$0
G27	PTA/Other Donations	5,000	5,000	5,500		0	(500)	-9.1%	$500
G28	Grant Exp. - Energy					0	0	N/A	$0
G29	Grant Exp. - Police Radios					0	0	N/A	$0
G30	Stream Committee					0	0	N/A	$0
G31	Northwestern Band Donation					0	0	N/A	$0
G32	UPCA Grant	5,000	5,000	5,000	5,000	0	0	0.0%	$0
G44	ATHA Grant				1,482	0	0	N/A	$0
G41	75th Anniversary Committee				6,720	0	0	N/A	$0
G42	LUP Boys & Girls Club	2,500	2,500	2,500	2,500	0	0	0.0%	$0
G45	Chesapeake Bay Foundation					0	0	N/A	$0
	Town Grants					0	0	N/A	$0
	EECBG Grant				12,712				
G46	Recreational Trails Grant	35,000	20,000	20,000		15,000	15,000	75.0%	$0
G33	Azalea Fun Run/Walk	5,000	3,000	5,500	3,000	2,000	(500)	-9.1%	$2,500
G400	CAPITAL	$0	$0	$0	$0	$0	$0	N/A	$0
G34	Telephone System	0	0			0	0	N/A	$0
G500	Grant - DOE	171,436	475,804	475,804	507,319	(304,368)	(304,368)	-64.0%	$0
G35	Salaries - DOE	12,000	89,568	89,568	102,666	(77,568)	(77,568)	-86.6%	$0
G36	Payroll Taxes & Benefits	0	30,236	30,236	34,605	(30,236)	(30,236)	-100.0%	$0
G37	Contractual - DOE Grant	139,436	205,000	205,000	265,200	(65,564)	(65,564)	-32.0%	$0
G38	Supplies	20,000	36,000	36,000	2,765	(16,000)	(16,000)	-44.4%	$0
G39	Other DOE Expenditures	0	115,000	115,000	102,082	(115,000)	(115,000)	-100.0%	$0

TOWN OF UNIVERSITY PARK DEPARTMENT OF PUBLIC WORKS		PROPOSED BUDGET FY2014							
A	B	C	D	E	F	G	H	I	I
CODE	ITEM DESCRIPTION	Proposed FY2014 Budget	Adopted FY2013 Budget	Estimated Actual FY 2013 Budget	FY 2012 Actual	Budget Variance FY 2014/FY 2013	Estimated Actual Budget Variance FY2014/FY2013	Percent Change FY 2014/FY 2013	FY2013 Variance: Budget v. Actual
DEPARTMENT OF PUBLIC WORKS TOTAL		*$1,268,450*	*$2,443,250*	*$2,033,720*	*$2,755,407*	*($1,174,800)*	*$409,530*	*-37.6%*	($409,530)
A100	***PERSONNEL***	*$919,200*	*$909,000*	*$870,000*	*$857,695*	*$10,200*	*$49,200*	*5.7%*	($39,000)
A1	Salaries	601,000	600,700	575,000	576,002	*$300*	*$26,000*	*4.5%*	($25,700)
A2	Payroll Taxes and Benefits	318,200	308,300	295,000	281,693	*$9,900*	*$23,200*	*7.9%*	($13,300)
	Payroll Burden	52.9%	51.3%	51.3%	48.9%	1.6%	1.6%	3.2%	0.0%
B100	***OPERATING - PARKS & RECREATION***	*$ 38,000*	*$ 168,000*	*$203,000*	*$36,135*	*($130,000)*	*($165,000)*	*-81.3%*	$35,000
B1	Park Activities	4,000	4,000	4,000	5,285	*0*	*0*	*0.0%*	$0
B2	Tree Maintenance	15,000	15,000	50,000	14,300	*0*	*(35,000)*	*-70.0%*	$35,000
B3	Tree Replacement	10,000	10,000	10,000	8,525	*0*	*0*	*0.0%*	$0
B4	Upkeep of Park	4,000	4,000	4,000	3,839	*0*	*0*	*0.0%*	$0
B5	Park Bridge Replacement & Walkway Repair	0	100,000	100,000	0	*(100,000)*	*(100,000)*	*-100.0%*	$0
B6	Playing Field Maintenance	5,000	5,000	5,000	4,186	*0*	*0*	*0.0%*	$0
B7	Tennis Court Repair	0	30,000	30,000	0	*(30,000)*	*(30,000)*	*-100.0%*	$0
S100	***OPERATING - STREETS***	*$73,000*	*$1,137,500*	*$724,470*	*$1,648,725*	*($1,064,500)*	*($651,470)*	*-89.9%*	($413,030)
S1	Street Lights	35,000	35,000	33,000	33,113	*$0*	*$2,000*	*6.1%*	($2,000)
S2	Street Light Upgrade					*$0*	*$0*	*N/A*	$0
S3	Street & Sidewalk Repair	3,000	5,000	5,000	3,897	*($2,000)*	*($2,000)*	*-40.0%*	$0
S4	Street Tree Maintenance	20,000	20,000	43,000	28,585	*$0*	*($23,000)*	*-53.5%*	$23,000
S5	Street Tree Replacement	10,000	10,000	10,000	10,000	*$0*	*$0*	*0.0%*	$0
S6	Snow Removal	5,000	5,000			*$0*	*$5,000*	*N/A*	($5,000)
S7	Town Wide Street Repair Project	-	1,062,500	633,470	1,573,130	*($1,062,500)*	*($633,470)*	*-100.0%*	($429,030)
S8	Engineering Costs for B5 and S7					*$0*	*$0*	*N/A*	$0
S9	Asphalt Index Cost Fund					*$0*	*$0*	*N/A*	$0
W100	***OPERATING - GENERAL & SANITATION***	*$208,250*	*$228,750*	*$236,250*	*$212,852*	*($20,500)*	*($28,000)*	*-11.9%*	$7,500
W1	Fuel	35,000	45,000	35,000	29,823	*($10,000)*	*$0*	*0.0%*	($10,000)
W2	Landfill	65,000	70,000	67,000	59,476	*($5,000)*	*($2,000)*	*-3.0%*	($3,000)
W3	Medical Exams & Training	750	750	750	280	*$0*	*$0*	*0.0%*	$0
W4	Pest Control	1,000	5,000	2,500	593	*($4,000)*	*($1,500)*	*-60.0%*	($2,500)
W5	Recycling Charges	5,000	5,000	5,000	4,149	*$0*	*$0*	*0.0%*	$0
W6	Tools/Supplies	6,000	6,000	6,000	8,136	*$0*	*$0*	*0.0%*	$0
W7	Travel & Dues	4,000	4,000	4,000	3,316	*$0*	*$0*	*0.0%*	$0
W8	Uniforms	6,500	8,000	6,000	8,114	*($1,500)*	*$500*	*8.3%*	($2,000)
W9	Vehicle Maintenance	45,000	45,000	60,000	49,555	*$0*	*($15,000)*	*-25.0%*	$15,000
W10	Vehicle Storage	40,000	40,000	50,000	49,411	*$0*	*($10,000)*	*-20.0%*	$10,000
W200	***CAPITAL***	*$30,000*	*$0*	*$0*	*$0*	*$30,000*	*$30,000*	*N/A*	$0
W11	Equipment	30,000				*$30,000*	*$30,000*	*N/A*	$0

TOWN OF UNIVERSITY PARK
POLICE & PUBLIC SAFETY

PROPOSED BUDGET FY2014

A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	Proposed FY2014 Budget	Adopted FY2013 Budget	Estimated Actual FY 2013 Budget	FY 2012 Actual	Budget Variance FY 2014/FY 2013	Estimated Actual Budget Variance FY2014/FY2013	Percent Change FY 2014/FY 2013	FY2013 Variance: Budget v. Actual
POLICE & PUBLIC SAFETY TOTAL		*$975,750*	*$904,600*	*$921,300*	*$857,552*	*$71,150*	*$54,450*	*5.9%*	$16,700
P100	*PERSONNEL*	*$858,300*	*$789,500*	*$803,000*	*$724,538*	*$68,800*	*$55,300*	*6.9%*	$13,500
P1	Salaries	562,000	536,000	546,000	506,018	*$26,000*	*$16,000*	*2.9%*	$10,000
P2	Payroll Taxes and Benefits	296,300	253,500	257,000	218,520	*$42,800*	*$39,300*	*15.3%*	$3,500
	Payroll Burden	52.7%	47.3%	47.1%	43.2%	5.4%	5.7%	*12.0%*	-0.2%
P200	*OPERATING*	*$85,450*	*$83,100*	*$86,100*	*$86,338*	*$2,350*	*($650)*	*-0.8%*	$3,000
P3	Training	3,000	3,000	3,000	1,616	*$0*	*$0*	*0.0%*	$0
P4	Medical Exams	2,500	2,500	2,500	2,000	*$0*	*$0*	*0.0%*	$0
P5	Accreditation	1,500	1,500	2,500	2,774	*$0*	*($1,000)*	*-40.0%*	$1,000
P6	Bike Patrol	800	800	800	218	*$0*	*$0*	*0.0%*	$0
P7	Citations	4,500	3,750	6,250	3,854	*$750*	*($1,750)*	*-28.0%*	$2,500
P8	Computer	2,500	2,500	1,500	2,057	*$0*	*$1,000*	*66.7%*	($1,000)
P22	E-Ticket System Grant	0	0		7,918	*$0*	*$0*	*N/A*	$0
P9	Equipment	6,000	7,100	7,100	4,207	*($1,100)*	*($1,100)*	*-15.5%*	$0
P10	Gasoline	32,500	29,500	32,000	30,424	*$3,000*	*$500*	*1.6%*	$2,500
P11	MILES Computer	1,800	1,800	1,800		*$0*	*$0*	*0.0%*	$0
P12	Mobile Data Terminals	6,000	6,000	6,000	4,654	*$0*	*$0*	*0.0%*	$0
P13	Police Supplies & Manuals	5,350	5,150	5,150	5,910	*$200*	*$200*	*3.9%*	$0
P14	Radio Maintenance	500	800	800		*($300)*	*($300)*	*-37.5%*	$0
P15	Travel, Meetings, Professional Dues	3,000	3,200	3,200	2,222	*($200)*	*($200)*	*-6.3%*	$0
P16	Uniforms	7,000	7,000	5,000	7,488	*$0*	*$2,000*	*40.0%*	($2,000)
P17	Vehicle Maintenance	8,500	8,500	8,500	10,997	*$0*	*$0*	*0.0%*	$0
P300	*CAPITAL*	*$32,000*	*$32,000*	*$32,200*	*$46,676*	*$0*	*($200)*	*-0.6%*	$200
P18	Police Cruiser	32,000	32,000	32,200	31,836	*$0*	*($200)*	*-0.6%*	$200
P19	Radios - New				11,110	*$0*	*$0*	*N/A*	$0
P20	Townwide Security Study				3,730	*$0*	*$0*	*N/A*	$0
P21	MDT's								$0
TOTAL GENERAL FUND EXPENDITURES		2,969,521	4,334,659	4,025,779	4,650,900	($1,365,138)	*($1,056,258)*	-26.2%	($308,880)

TOWN OF UNIVERSITY PARK
RESERVES, DEBT SERVICE AND BUDGET RECONCILIATION

PROPOSED BUDGET FY2014

A	B	C	D	E	F	G	H	I	J	K
CODE	ITEM DESCRIPTION	Proposed FY2014 Budget	Adopted FY2013 Budget	Estimated Actual FY 2013 Budget	Audited FY 2012 Actual	Budget Variance FY 2014/FY 2013	Estimated Actual Budget Variance FY2014/FY2013	Percent Change FY 2014/FY 2013	Estimated Actual Budget Variance FY2014/FY2013	Percent Change FY2014/FY2013
UNRESERVED, RESERVED & SERVICE FUNDS		$977,254	$924,954	$1,722,124	$1,439,132	($757,870)	($757,870)	-43.3%	$282,992	19.7%
F100	UNRESERVED DESIGNATED	$226,000	$471,000	$471,000	$551,000	($245,000)	($245,000)	-52.0%	($80,000)	-14.5%
F0	Mayor & Council Stipendium	$0			$50,000	$0	$0	N/A	($50,000)	-100.0%
F1	Vehicle Replacement	61,000	61,000	61,000	61,000	$0	$0	0.0%	$0	0.0%
F2	Tree Replacement	40,000	40,000	40,000	40,000	$0	$0	0.0%	$0	0.0%
F3	Road, Sidewalk, and Infrastructure Repairs	25,000	200,000	200,000	200,000	($175,000)	($175,000)	-87.5%	$0	0.0%
F4	Park Infrastructure	100,000	170,000	170,000	$200,000	($70,000)	($70,000)	-41.2%	($30,000)	-15.0%
F200	RESERVED DESIGNATED	$126,254	$126,254	$923,424	$659,054	($797,170)	($797,170)	-86.3%	$264,370	40.1%
F5	Cemetery	4,154	4,154	4,154	4,154	$0	$0	0.0%	$0	0.0%
F6	Cable Capital Equipment	122,100	122,100	112,400	92,400	$0	$9,700	8.6%	$20,000	21.6%
F7	Road & Sidewalk Repairs (from Infrastructure Bond)	0		806,870	562,500	$0	($806,870)	-100.0%	$244,370	43.4%
DEBT SERVICE FUND									$0	N/A
RD100	REVENUES	$625,000	$327,700	$327,700	$240,477	$297,300	$297,300	90.7%	$87,223	36.3%
RD1	Transfer From General Fund	625,000	327,700	327,700	240,477	$297,300	$297,300	90.7%	$87,223	36.3%
D100	EXPENDITURES	$612,000	$327,700	$327,700	$229,078	$284,300	$284,300	86.8%	$98,622	43.1%
D1	Principal - Pay Down Bonds	425,000				$425,000	$425,000	N/A	$0	N/A
D2	Interest					$0	$0	N/A	$0	N/A
D3	Fees					$0	$0	N/A	$0	N/A
D4	Debt Service - Pension Plan		128,500	128,500	128,485	($128,500)	($128,500)	-100.0%	$15	0.0%
D5	Debt Service - Infrastructure Bond	187,000	199,200	199,200	100,594	($12,200)	($12,200)	-6.1%	$98,606	98.0%
TOTAL EXPENDITURES		$4,884,209	$6,286,413	$6,209,938	$7,402,638	($1,402,204)	($1,325,729)	-21.3%	($1,192,700)	-16.1%
GENERAL GOVERNMENT		$725,321	$986,809	$1,070,759	$1,037,941	($261,488)	($345,438)	-32.3%	$32,818	3.2%
PUBLIC WORKS		$1,268,450	$2,443,250	$2,033,720	$2,755,407	($1,174,800)	($765,270)	-37.6%	($721,687)	-26.2%
POLICE & SAFETY		$975,750	$904,600	$921,300	$857,552	$71,150	$54,450	5.9%	$63,748	7.4%
DEBT SERVICE FUND		$612,000	$327,700	$327,700	$229,078	$284,300	$284,300	86.8%	$98,622	43.1%
TOTAL EXPENSES (OUTLAYS):		$3,581,521	$4,662,359	$4,353,479	$4,879,979	($1,080,838)	($771,958)	-17.7%	($526,500)	-10.8%
UNRESERVED DESIGNATED		$226,000	$471,000	$471,000	$551,000	($245,000)	($245,000)	-52.0%	($80,000)	-14.5%
RESERVED DESIGNATED		$126,254	$126,254	$923,424	$659,054	$0	($797,170)	-86.3%	$264,370	40.1%
UNRESERVED UNDESIGNATED		$950,434	$1,026,800	$462,035	$1,312,605	($76,366)	$488,399	105.7%	($850,570)	-64.8%
TOTAL RESERVES:		$1,302,688	$1,624,054	$1,856,459	$2,522,659	($321,366)	($553,771)	-29.8%	($666,200)	-26.4%
GENERAL REVENUE		$3,040,750	$3,461,129	$3,592,419	$5,706,322	($420,379)	($551,669)	-15.4%	($2,113,903)	-37.0%
GENERAL FUND EXPENDITURES		$2,969,521	$4,334,659	$4,025,779	$4,650,900	($1,365,138)	($1,056,258)	-26.2%	($625,121)	-13.4%
OPERATING SURPLUS/DEFICIT		$71,229	($873,530)	($433,360)	$1,055,421					
DEBT SERVICE		$612,000	$327,700	$327,700	$229,078					
TOTAL OPERATING SURPLUS/DEFICIT		($540,771)	($1,201,230)	($761,060)	$826,343					
FUND BALANCE RATIO		26.5%	22.0%	10.6%						

		TOWN OF UNIVERSITY PARK	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
			MODEL I MODEL BASED ON MAYOR'S PROPOSED BUDGET FOR FY2014					OUTYEAR	OUTYEAR
I		Income							
		General Fund Revenues							
R100		I - Taxes							
	R1	4000-00 · Real Estate Tax Revenue	$ 2,032,170	$ 2,133,779	$ 2,240,468	$ 2,352,491	$ 2,470,116	$ 2,593,621	$ 2,723,302
	R2	4005-00 · Business Personal Property Tax	$ 52,000	$ 53,144	$ 54,313	$ 55,508	$ 56,729	$ 57,977	$ 59,253
	R3	4010-00 · Penalties & Interest on Taxes	$ 3,000	$ 2,500	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000
	R4	4020-00 · State Income Tax	$ 550,000	$ 569,250	$ 589,174	$ 609,795	$ 631,138	$ 653,227	$ 676,090
		Total I - Taxes	$ 2,637,170	$ 2,758,673	$ 2,885,955	$ 3,019,794	$ 3,159,982	$ 3,306,826	$ 3,460,646
R300		II - State Shared							
	R9	4015-00 · Highway Users	$ 21,800	$ 30,642	$ 30,642	$ 30,642	$ 30,642	$ 30,642	$ 30,642
	R8	4025-00 · Police Protection	$ 50,164	$ 50,164	$ 50,164	$ 50,164	$ 50,164	$ 50,164	$ 50,164
	R10	4030-00 · Bank Stock	$ 10,257	$ 10,257	$ 10,257	$ 10,257	$ 10,257	$ 10,257	$ 10,257
		Total II - State Shared	$ 82,221	$ 91,063	$ 91,063	$ 91,063	$ 91,063	$ 91,063	$ 91,063
R400		III - County							
	R11	4055-00 · Landfill Rebate	$ 6,256	$ 6,250	$ 6,250	$ 6,250	$ 6,250	$ 6,250	$ 6,251
		Total III - County	$ 6,256	$ 6,250	$ 6,250	$ 6,250	$ 6,250	$ 6,250	$ 6,251
R200		IV - Licenses & Permits							
	R6	4075-00 · Cable TV Franchise Payments	$ 35,000	$ 36,050	$ 37,132	$ 38,245	$ 39,393	$ 40,575	$ 41,792
	R7	4076-00 · Cable TV - Capital Equipment	$ 21,000	$ 21,630	$ 22,279	$ 22,947	$ 23,636	$ 24,345	$ 25,075
	R5	4080-00 · Building Permits & Fees	$ 1,000	$ 1,050	$ 1,103	$ 1,158	$ 1,216	$ 1,276	$ 1,340
	R29	Cable Capital Equipment (From Reserves)	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Total IV - Licenses & Permits	$ 57,000	$ 58,730	$ 60,513	$ 62,350	$ 64,244	$ 66,196	$ 68,207
R500		V - Miscellaneous							
	R12	4120-00 · Interest Income	$ 6,675	$ 24,000	$ 29,000	$ 30,000	$ 36,000	$ 37,000	$ 40,000
		Assumed Annual Interest Rate	0.50%	2.00%	3.00%	3.60%	4.13%	4.06%	4.08%
	R13	4170-00 · Red Light Camera	$ 10,000	$ 10,000	$ 11,000	$ 11,000	$ 11,000	$ 11,000	$ 11,000
	R14	4095-00 · Rental License Fees	$ 28,000	$ 28,000	$ 28,000	$ 28,000	$ 28,000	$ 28,000	$ 28,000
	R15	4155-00 · Revenue - Recycling	$ 3,000	$ 5,000	$ 7,000	$ 9,000	$ 9,000	$ 9,000	$ 9,000
	R16	4100-00 · Fines - Police	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000
	R17	4105-00 · Vehicle Release	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000
	R18	4160-00 · Sale of Asset	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	R19	4150-00 · Revenue -Miscellaneous	$ 100	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000
	R20	E-Ticket Grant	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	R21	DOE Grant	$ 184,328	$ -	$ -	$ -	$ -	$ -	$ -
	R22	Grants Revenue - Police Radios	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	R23	Grants Revenue - Security Grant	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	R24	ATHA Grant	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	R25	Chesapeake Bay Foundation Grant	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	R26	Infrastructure Bond	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	R27	Recreational Trails Grant	$ 20,000	$ -	$ -	$ -	$ -	$ -	$ -
	R28	WSSC/WGL Street Repair Share	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Total V - Miscellaneous	$ 258,103	$ 74,000	$ 82,000	$ 85,000	$ 91,000	$ 92,000	$ 95,000
		Total General Fund Revenues	$ 3,040,750	$ 2,988,716	$ 3,125,780	$ 3,264,457	$ 3,412,539	$ 3,562,335	$ 3,721,167
		Total Income	$ 3,040,750	$ 2,988,716	$ 3,125,780	$ 3,264,457	$ 3,412,539	$ 3,562,335	$ 3,721,167

		TOWN OF UNIVERSITY PARK	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
II		Expense							
		General Government							
	G1	Total Salaries - General Government	$ 146,400	$ 153,720	$ 161,406	$ 169,476	$ 177,950	$ 186,848	$ 196,190
	G2	Total B - Payroll Tax & Benefits - GG	$ 39,600	$ 41,580	$ 43,659	$ 45,842	$ 48,134	$ 50,541	$ 53,068
	G100	Total I - Personnel - Gen Govt	$ 186,000	$ 195,300	$ 205,065	$ 215,318	$ 226,084	$ 237,388	$ 249,258
		II -Operating - Gen. Government							
	G3	6000-01 · ADA (Interpreters)	$ 500	$ 550	$ 600	$ 600	$ 600	$ 700	$ 700
	G4	6005-01 · Accounting & Auditing	$ 10,085	$ 9,755	$ 7,168	$ 7,388	$ 7,608	$ 7,608	$ 7,608
	G5	6015-01 · Building Maintenance	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000
	G6	6025-01 · Cable	$ 1,500	$ 1,750	$ 2,000	$ 2,250	$ 2,500	$ 2,750	$ 3,000
	G7	6030-01 · Clerk (Recorder)	$ 5,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000
	G8	6050-01 · Elections	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500
	G9	6052-01 · Emergency Response	$ 100	$ 500	$ 500	$ 500	$ 500	$ 500	$ 500
	G10	6055-01 · Engineering Services	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000
	G11	6110-01 · Small Equipment	$ 5,000	$ 5,000	$ 5,000	$ 5,500	$ 5,500	$ 6,000	$ 6,500
	G12.1	6060-01 · Government Studies	$ 1,000	$ 250	$ 250	$ 250	$ 250	$ 250	$ 250
	G12.2	6062-01 - Traffic Study - Cafritz	$ 10,000		$ 30,000				
	G13	6035-01 · Housing Inspector	$ 31,500	$ 31,500	$ 31,500	$ 31,500	$ 31,500	$ 31,500	$ 31,500
	G14	6065-01 · Insurance	$ 20,000	$ 26,000	$ 27,000	$ 27,000	$ 28,000	$ 28,000	$ 28,000
	G15	6064-01 · IT Costs	$ 15,500	$ 15,000	$ 15,000	$ 15,000	$ 27,000	$ 15,000	$ 15,000
	G16	6070-01 · Legal Advertisement	$ 1,000	$ 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	$ 30,000
	G18	6085-01 · Memberships and Dues	$ 5,500	$ 5,500	$ 5,500	$ 5,750	$ 6,000	$ 6,000	$ 6,000
	G19	6090-01 · Newsletter	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000
	G20	6095-01 · Office Expenses	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000
	G21	6115-01 · Telephone	$ 9,200	$ 9,500	$ 9,500	$ 9,500	$ 9,500	$ 9,500	$ 9,500
	G22	6080-01 · Travel	$ 14,000	$ 14,000	$ 14,000	$ 14,000	$ 14,000	$ 14,000	$ 14,000
	G24	6020-01 · Building Utilities	$ 7,000	$ 10,500	$ 10,750	$ 11,000	$ 11,250	$ 11,500	$ 11,500
	G25	6130-01 · Website	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000
	G300	6120-01 · Town Grants	$ 61,500	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000
	G500	Grant DOE	$ 171,436	$ -	$ -	$ -	$ -	$ -	$ -
	G600	Grant Chesapeake Bay Foundation	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	G700	Grant ATHA	$ -	$ -	$ -	$ -	$ -	$ 9	$ 9
		Total II -Operating - Gen. Government	$ 469,321	$ 264,305	$ 293,268	$ 264,738	$ 278,708	$ 267,817	$ 268,567
		IV - Transit							
	G23	Total - Transit	$ 70,000	$ 73,500	$ 77,175	$ 81,034	$ 85,085	$ 89,340	$ 93,807
		Total General Government	$ 725,321	$ 533,105	$ 575,508	$ 561,090	$ 589,878	$ 594,545	$ 611,631

		TOWN OF UNIVERSITY PARK	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
III		Police & Public Safety							
		I - Police & PS - Personnel							
	P1	Total - Salaries - Police	$ 562,000	$ 590,100	$ 619,605	$ 650,585	$ 683,115	$ 717,270	$ 753,134
	P2	Total - Payroll Tax & Benefits - Police	$ 296,300	$ 311,115	$ 326,671	$ 343,004	$ 360,155	$ 378,162	$ 397,070
		Total I - Police & PS - Personnel	$ 858,300	$ 901,215	$ 946,276	$ 993,590	$ 1,043,269	$ 1,095,432	$ 1,150,204
		II - Police & PS - Operating							
	P3	6355-03 · Training	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000
	P4	6325-03 · Medical Exams	$ 2,500	$ 1,000	$ 2,000	$ 1,000	$ 2,000	$ 2,000	$ 2,000
	P5	6302-03 · Accreditation	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500
	P6	6300-03 · Bike Patrol	$ 800	$ 800	$ 800	$ 800	$ 800	$ 800	$ 800
	P7	5303-03 · Citations	$ 4,500	$ 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	$ 2,500
	P22	E-Ticket System Grant	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	P9	6350-03 · Small Equipment - Police	$ 6,000	$ 7,500	$ 7,500	$ 8,000	$ 8,500	$ 8,500	$ 8,500
	P10	6320-03 · Gasoline	$ 32,500	$ 27,000	$ 28,000	$ 30,000	$ 31,000	$ 32,000	$ 32,000
	P11	6327-03 · MILES Computer	$ 1,800	$ 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	$ 6,000
	P13	6315-03 · Police Supplies - Expendable	$ 5,350	$ 4,950	$ 4,950	$ 5,000	$ 5,250	$ 5,500	$ 5,500
	P14	6340-03 · Radio Maintenance	$ 500	$ 1,000	$ 1,000	$ 1,000	$ 1,200	$ 16,000	$ 16,000
	P15	6330-03 · Meetings, Publications & Travel	$ 3,000	$ 3,500	$ 3,500	$ 3,750	$ 4,000	$ 4,000	$ 4,000
	P16	6351-03 · Uniforms	$ 7,000	$ 6,000	$ 6,000	$ 8,500	$ 6,000	$ 6,000	$ 6,000
	P17	6370-03 · Vehicle Maintenance	$ 8,500	$ 9,500	$ 9,500	$ 9,500	$ 9,500	$ 9,500	$ 9,500
		Total II - Police & PS - Operating	$ 85,450	$ 79,800	$ 81,800	$ 86,100	$ 86,800	$ 102,850	$ 102,850
		III - Police & PS - Cap. Outlay							
	P18	6335-03 · Police Car	$ 8,000	$ 16,000	$ 24,000	$ 32,000	$ 40,000	$ 40,000	$ 40,000
	P19	6342-03 · Radios - New	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	P20	Townwide Security Study	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Total III - Police & PS - Cap. Outlay	$ 32,000	$ 32,000	$ 32,000	$ 32,000	$ 32,000	$ 32,000	$ 32,000
		Total Police & Public Safety	$ 975,750	$ 1,013,015	$ 1,060,076	$ 1,111,690	$ 1,162,069	$ 1,230,282	$ 1,285,054

		TOWN OF UNIVERSITY PARK	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
IV		Public Works							
A100		I - Personnel - PW							
	A1	Total Salaries - PW	$ 601,000	$ 619,030	$ 643,791	$ 669,543	$ 703,020	$ 738,171	$ 775,080
	A2	Total Payroll Tax & Benefits - PW	$ 318,200	$ 327,746	$ 340,856	$ 354,490	$ 372,215	$ 390,825	$ 410,367
		Total I - Personnel - PW	$ 919,200	$ 946,776	$ 984,647	$ 1,024,033	$ 1,075,235	$ 1,128,996	$ 1,185,446
B100		II - Operating - Parks & Rec							
	B1	6200-02 · Park Activities	$ 4,000	$ 5,000	$ 5,000	$ 5,500	$ 5,500	$ 5,500	$ 5,500
	B2	6210-02 · Tree Maintenance	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000
	B3	6215-02 · Tree Replacement	$ 10,000	$ 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	$ 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	$ 7,000
		Total II - Operating - Parks & Rec	$ 38,000	$ 40,000	$ 41,000	$ 42,500	$ 43,500	$ 43,500	$ 43,500
S100		III - Operating - Streets							
	S1	6420-04 · Street Lights	$ 35,000	$ 44,000	$ 45,000	$ 45,000	$ 46,000	$ 46,000	$ 46,000
	S2	6430-04 · Street Light Upgrades	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	S3	6425-04 · Street Repairs	$ 3,000	$ 5,000	$ 15,000	$ 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	$ 15,000
	S5	6435-04 · Street Trees - Replacement	$ 10,000	$ 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	$ 5,000
	S7	Town Wide Street Repair Project	$ -	$ -	$ -	$ -	$ -	$ -	
	S8	Engineering Costs for B5 and S6	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	S9	Asphalt Index Cost Fund	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Total III - Operating - Streets	$ 73,000	$ 79,000	$ 90,000	$ 90,000	$ 91,000	$ 91,000	$ 91,000
W100		IV - Operating - Gen./Sanit							
	W1	6500-05 · Fuel	$ 35,000	$ 35,000	$ 35,000	$ 35,000	$ 35,000	$ 35,000	$ 35,000
	W2	6505-05 · Landfill	$ 65,000	$ 64,000	$ 64,000	$ 64,000	$ 64,000	$ 64,000	$ 64,000
	W3	6515-05 · Medical Exams	$ 750	$ 750	$ 750	$ 750	$ 750	$ 750	$ 750
	W4	6530-05 · Pest Control	$ 1,000	$ 1,000	$ 15,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000
	W5	6535-05 · Recycling Costs	$ 5,000	$ 12,000	$ 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	$ 7,500
	W7	6546-05 · Travel & Dues	$ 4,000	$ 3,500	$ 3,500	$ 3,500	$ 3,500	$ 3,500	$ 3,500
	W8	6570-05 · Uniforms	$ 6,500	$ 8,000	$ 8,500	$ 8,500	$ 9,000	$ 9,000	$ 9,000
	W9	6580-05 · Vehicle Maintenance	$ 45,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000
	W10	6585-05 · Work & Storage Space	$ 40,000	$ 42,000	$ 44,100	$ 46,305	$ 48,620	$ 51,051	$ 53,604
		Total IV - Operating - Gen./Sanit	$ 208,250	$ 212,250	$ 229,850	$ 218,055	$ 221,370	$ 223,801	$ 226,354
W200		V - Capital Outlay - PW							
	W11	6503-05 · Capital Equipment	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 15,000	$ 15,000
		Total V - Capital Outlay - PW	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 15,000	$ 15,000
		Total Public Works	$ 1,268,450	$ 1,308,026	$ 1,375,497	$ 1,404,588	$ 1,461,105	$ 1,502,298	$ 1,561,300

	TOWN OF UNIVERSITY PARK	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
V	Reserves & Debt Service							
F100	I. Unreserved - Designated							
F1	6600-08 · Vehicle Replacement	$ -	$ -	$ -	$ -	$ -	$ -	$ -
F2	6610-08 · Tree Replacement	$ -	$ -	$ -	$ -	$ -	$ -	$ -
F3	Park Infrastucture							
F4	Road & Sidewalk	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Total I. Unreserved - Designated	$ -	$ -	$ -	$ -	$ -	$ -	$ -
F200	II. Reserved - Designated							
F5	6630-08 · Cemetery	$ -	$ -	$ -	$ -	$ -	$ -	$ -
F6	6640-08 · Cable Capital Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Total II. Reserved - Designated	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D100	III. Debt Service							
D1	6045-01 · Debt Retirement - Bonds	$ 425,000	$ -	$ -	$ -	$ -	$ -	$ -
D2	6046-01 · Debt Service - Interest	$ -						
D3	6047-01 · Debt Service - Fees	$ -						
D4	6050-01 - Debt Service - Pension	$ 187,000	$ 187,000	$ 187,000	$ 187,000	$ 187,000	$ 187,000	$ 93,500
D5	Infrastructure Bond	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D6	Infrastructure Bond Origination Fee	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Total III. Debt Service	$ 612,000	$ 187,000	$ 187,000	$ 187,000	$ 187,000	$ 187,000	$ 187,000
	IV. Unreserved Funds	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Total Reserves & Debt Service	$ 612,000	$ 187,000	$ 187,000	$ 187,000	$ 187,000	$ 187,000	$ 187,000
	Total Expense	$ 3,581,521	$ 3,041,146	$ 3,198,081	$ 3,264,367	$ 3,400,051	$ 3,400,051	$ 3,644,986
	Net Income	$ (540,771)	$ (52,430)	$ (72,300)	$ 90	$ 12,488	$ 12,488	$ 76,181
	Total Reserve and Unreserved Fund Bal.							
F0	Mayor & Council Stipendium	$ -	$ -	$ -	$ -	$ -	$ -	$ -
F1	Vehicle Replacement	$ 61,000	$ 61,000	$ 61,000	$ 61,000	$ 61,000	$ 61,000	$ 92,000
F2	Tree Replacement	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000
F3	Road & Sidewalk	$ 25,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
F4	Park Infrastructure	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000
F5	Cemetery	$ 4,154	$ 4,160	$ 4,175	$ 4,200	$ 4,225	$ 4,250	$ 4,251
F6	Cable Capital Equipment	$ 122,100	$ 143,730	$ 166,009	$ 188,956	$ 212,592	$ 236,937	$ 262,012
F7	Road & Sidewalk (from Infra. Bond)	$ -	$ -	$ -	$ -	$ -	$ -	$ -
--	Unreserved Fund Balance	$ 950,434	$ 851,368	$ 806,774	$ 833,891	$ 872,718	$ 910,836	$ 980,941
	Total Fund Balance	$ 1,302,688	$ 1,250,258	$ 1,227,957	$ 1,278,047	$ 1,340,535	$ 1,403,023	$ 1,529,204
	Unres. Fund Bal. as % of Total Budget II	26.5%	28.0%	25.2%	25.5%	25.7%	26.8%	26.9%
	Total Fund Bal. as % of Total Budget II	36.4%	41.1%	38.4%	39.2%	39.4%	41.3%	42.0%
			$ 489,971.31	$ 428,437.23	$ 461,955.30	$ 490,522.27	$ 553,010.24	$ 617,957.81

Working Capital in Reserve above the 25% mark of reserves as a % of expenditures.

INFLATION AND GROWTH RATE TABLES

Table 1: COLA - Based on the Annual CPI February to February as Reported by the Bureau of Labor Statistics

Fiscal Year	*U-CPI*	*CPIIndex*	*Cola/CPI Notes*
FY2014	0.02	1.02	BLS - 2/12 to 2/13
FY2015			
FY2016			
FY2017			
FY2018			
FY2019			
FY2020			

Table 2: Fiscal Year Real Property Tax Rate (RPTR) Increase/Decrease Year to Year

Fiscal Year	*P-Year RP Yield*	*CY-RPTR*	*RPTR/100 (Current Dollars)*	*RPTR % +/-*	*P-Revenue*	*Est. Increase*
FY2014	$ 1,935,650	0.6015	0.6315	104.99%	$ 2,032,191	4.99%
FY2015	$ 2,032,191	0.6315	0.6631	105.00%	$ 2,133,801	5.00%
FY2016	$ 2,133,801	0.663075	0.6962	105.00%	$ 2,240,491	5.00%
FY2017	$ 2,240,491	0.696229	0.7310	105.00%	$ 2,352,515	5.00%
FY2018	$ 2,352,515	0.73104	0.7676	105.00%	$ 2,470,141	5.00%
FY2019	$ 2,470,141	0.767592	0.8060	105.00%	$ 2,593,648	5.00%
FY2020	$ 2,593,648	0.805972	0.8463	105.00%	$ 2,723,330	5.00%

* Average Household Increase is based on the assumption of 923 taxable properties in University Park.

Unreserve d Ratio	Average Household Increase*	Budget Reduction
26.54%	$ 104.59	$ 96,541
27.99%	$ 110.09	$ 101,610
25.23%	$ 115.59	$ 106,690
25.55%	$ 121.37	$ 112,025
25.67%	$ 127.44	$ 117,626
26.79%	$ 133.81	$ 123,507
26.91%	$ 140.50	$ 129,682
Total	$ 853.39	$ 787,680

THE TOWN OF UNIVERSITHY PARK
PAYSCALE

EFFECTIV	7/1/2013		COLA	2013 0.02	2014	2015
STEP	1	2	3	4	5	6
GRADE						
1	$26,185.82	$26,442.54	$27,235.82	$28,052.89	$28,894.48	$29,761.31
2	$27,597.80	$28,425.73	$29,278.50	$30,156.86	$31,061.56	$31,993.41
3	$29,667.63	$30,557.66	$31,474.39	$32,418.62	$33,391.18	$34,392.92
4	$31,892.70	$32,849.49	$33,834.97	$34,850.02	$35,895.52	$36,972.39
5	$34,284.66	$35,313.20	$36,372.59	$37,463.77	$38,587.68	$39,745.31
6	$36,856.01	$37,961.69	$39,100.54	$40,273.55	$41,481.76	$42,726.21
7	$39,620.21	$40,808.81	$42,033.08	$43,294.07	$44,592.89	$45,930.68
8	$42,591.72	$43,869.47	$45,185.56	$46,541.13	$47,937.36	$49,375.48
9	$45,786.10	$47,159.69	$48,574.48	$50,031.71	$51,532.66	$53,078.64
10	$49,220.06	$50,696.66	$52,217.56	$53,784.09	$55,397.61	$57,059.54
11	$52,911.56	$54,498.91	$56,133.88	$57,817.90	$59,552.43	$61,339.00
12	$56,879.93	$58,586.33	$60,343.92	$62,154.24	$64,018.86	$65,939.43
13	$61,145.93	$62,980.30	$64,869.71	$66,815.80	$68,820.28	$70,884.89
14	$65,731.87	$67,703.83	$69,734.94	$71,826.99	$73,981.80	$76,201.25
15	$70,661.76	$72,781.61	$74,965.06	$77,214.01	$79,530.44	$81,916.35
16	$75,961.39	$78,240.24	$80,587.44	$83,005.07	$85,495.22	$88,060.07
17	$81,658.50	$84,108.25	$86,631.50	$89,230.45	$91,907.36	$94,664.58
18	$87,782.89	$90,416.37	$93,128.86	$95,922.73	$98,800.41	$101,764.42

2016	2017	2018	2019	2020	
7	8	9	10	11	12
$30,654.15	$31,573.78	$32,520.99	$33,496.62	$34,501.52	$35,536.56
$32,953.21	$33,941.81	$34,960.06	$36,008.87	$37,089.13	$38,201.81
$35,424.70	$36,487.45	$37,582.07	$38,709.53	$39,870.82	$41,066.94
$38,081.56	$39,224.00	$40,400.72	$41,612.75	$42,861.13	$44,146.96
$40,937.67	$42,165.80	$43,430.78	$44,733.70	$46,075.71	$47,457.98
$44,008.00	$45,328.24	$46,688.09	$48,088.73	$49,531.39	$51,017.33
$47,308.60	$48,727.86	$50,189.69	$51,695.38	$53,246.25	$54,843.63
$50,856.74	$52,382.45	$53,953.92	$55,572.54	$57,239.71	$58,956.91
$54,671.00	$56,311.13	$58,000.46	$59,740.48	$61,532.69	$63,378.67
$58,771.33	$60,534.47	$62,350.50	$64,221.01	$66,147.64	$68,132.07
$63,179.18	$65,074.55	$67,026.79	$69,037.59	$71,108.72	$73,241.98
$67,917.61	$69,955.14	$72,053.80	$74,215.41	$76,441.87	$78,735.13
$73,011.43	$75,201.78	$77,457.83	$79,781.57	$82,175.01	$84,640.26
$78,487.29	$80,841.91	$83,267.17	$85,765.18	$88,338.14	$90,988.28
$84,373.84	$86,905.05	$89,512.21	$92,197.57	$94,963.50	$97,812.40
$90,701.88	$93,422.93	$96,225.62	$99,112.39	$102,085.76	$105,148.33
$97,504.52	$100,429.65	$103,442.54	$106,545.82	$109,742.19	$113,034.46
$104,817.36	$107,961.88	$111,200.73	$114,536.75	$117,972.86	$121,512.04

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

March 8, 2013

To: Mayor John Rogard Tabori

From: Chief Michael Wynnyk

Subject: Proposed Budget for Fiscal Year 2014

The University Park Police department budget for fiscal year 2014 is submitted for your approval. The proposed budget is in the amount of $975,750. The 2014 expenditures include: annual increases in personnel cost, organizational requirements, and the associated costs of the departmental goals that have a monetary effect on the police operations. An explanation of the FY2014 budget is provided for your review.

The UPPD is at full staffing levels. The full complement of staffing has been stable for over two years. The current staffing includes one Lieutenant, one Sergeant, three corporals, two police officer first class, and one administrative assistant position. The police department plans to provide a promotional opportunity for the rank of sergeant. This second sergeant position will balance the two current squads. One of the squads does have a sergeant and the other is functioning with corporals. The promotional opportunity will include a written examination based on job duties and responsibilities and an oral panel review before a selection is made. Eligible corporals will have the opportunity to compete for the position and ample time to study the required texts will be provided.
The clerical position in the police department is a full time position and a proper reclassification and placement in the pay scale has been determined. .

The Town of University Park continues to run a red-light camera program through the photo-enforcement program located at southbound Baltimore Avenue at East West Highway. The program continues to operate at no expense to the town and this public safety program is totally funded from violators.

The use of speed enforcement cameras is still 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.

Medical Exams line item is for a full physical including a stress test and blood work for each police officer every two years. The rate is $500.00 per officer per exam and includes a comprehensive health screening for police staff. We feel this has contributed to the retention of well qualified officers by monitoring their health and fitness to perform police duties.

The UPPD continues working closely with the UP Public Works to improve crime prevention through environmental design improvements. Signage, crosswalk markings and trash clean-up along our roadways and throughout the town park is a continuous process and the use of court ordered community service persons has been utilized for roadway and stream clean-up. The University Park Council Public Safety Committee has met several times to address safety issues and continue to discuss, resolve citizen concerns.

The UPPD continues to its local/town use radio system specifically for public works interaction with the police department and the administrative personnel. The program includes the public works department and UP CERT for radio use on a local frequency. The program has proven to be of great benefit to public works, the police department, CERT and the special events that the town celebrates. In 2012, the UP radio system was brought into full compliance well ahead of the deadline and we continue to improve the system. A new FCC license and an agreement with WSSC have provided an antennae tower sight with clear communication abilities. The final piece of equipment (100 watt repeater) concluded this project and has provided the town its own local radio system.

The Accreditation process is continuing and in the process of review and updating legislative mandates and operational duties. 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 computers and equipment enhancements.

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, police line safety tape, 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 officers have all been certified on the proper and safe use of the shotgun, and departmental shotgun is made available on a daily basis for deployment.

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. These units are essential for safe and consistent communication in the National Capital Region.

The police department has a fleet that includes two 2004 Chevy Impalas, two 2005 Chevy Impalas, one 2007 Chevrolet Impala, 2008 Chevy Impala, 2009 Chevrolet, Impala, a 2011 Ford Escape (Hybrid) and one 2012 Chevy, Impala. The maintenance record for the 2011 budget year reflects an accounting of maintenance costs. The 2013 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 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.

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 Police
Comparison of 2013 Proposed Budget to 2014

	Item	FY2013	FY 2014	
		Personnel		
P 1	Salaries	536,000	P 1	562,000
P 2	Payroll Taxes and Benefits	253,500	P 2	296,300
P 3	Training	3,000	P 3	3,000
P 4	Medical exams	2,500	P-4	2,500
		Operating		
P 5	Accreditation	1,500	P 5	1,500
P 6	Bike Patrol	800	P 6	800
P 7	Citations	3,750	P 7	4,500
P 8	Computer	2,500	P 8	2,500
P 9	Equipment	7,000	P 9	6,000
P10	Gasoline	29,500	P 10	32,500
P11	M.I.L.E.S Computer	1,800	P 11	1,800
P12	Mobile Data Terminals	6,000	P 12	6,000
P13	Police Supplies	5,150	P 13	5,350
P14	Radio Maintenance	500	P 14	500
P15	Meetings and Travel	3,000	P 15	3,000
P16	Uniforms	7,000	P 16	7,000
P17	Vehicle Maintenance	8,500	P 17	8,500
		Capital		
P 18	Police Car	32,000	P 18	32,000
P 19	Radios – New			
P 20	Lighting/ Security Survey			
	Total	$904,600		$975,750.

University Park Police Department
BUDGET JUSTIFICATIONS FY 14

Police & Public Safety

PERSONNEL

P 1	Salaries (Cola & Step adjustment)	$562,000.	
	Police personnel salaries, holiday pay, and overtime		$562,000.
P 2	Payroll taxes and benefits	$296,300.	
	Personnel withholding taxes and benefits(cola & steps)		$296,300
P 3	Training	$3,000.	
	Police personnel in-service and skills enhancement training		$3,000
P 4	Medical examinations		
	Personnel fitness for duty and recruit physicals	$2,500.	$2,500
		Sub Total	$ 858,300.

OPERATING

P 5	Accreditation		
	On-site fee, on-site expenses	$1500.	$1,500
P 6	Bike patrol		
	General equipment maintenance	$800	$800
P 7	Citations –Red Light	$4,500	$4,500
P 8	Computer		
	General equipment repair and service	$2500.	$2500
P 9	Equipment		
	Misc. equipment repair, service, and replacement	$6,000	$6,000
P 10	Gasoline		
	Vehicle fuel needs	$32,500.	$32,500
P 11	M.I.L.E.S. computer access fees	$1,800.	$1,800

P 12 Mobile Data Terminals			
	Misc. service and repair	$375.	
	Verizon wireless connection 8 terminals @ $708	$5,625	$6,000
P 13 Police supplies			
	Barricades	$400	
	Fingerprinting Supplies	$300.	
	First Aid Supplies	$200.	
	Forms, stationary, and office supplies	$2,265	
	Radar Recertification	$250	
	Laser Speed Gun Extended Warr	$540	
	Ammunition (Green Ammo)	$950	
	Police Line Tape, Cones, etc	$445	$5350
P 14 Radio maintenance		$500.	
	Routine service and repair for nine radios		$500
P 15 Meetings and travel			
	Md. Chiefs Annual Conference	$750.	
	International Assoc. of Chiefs of Police	$250.	
	Police Chiefs' Association of P.G. County	$225.	
	Maryland Municipal League/Police Exec. Assoc.	$515.	
	Police Executive Research Forum	$155.	
	CALEA / CRELEEA(Accreditation Assoc.)	$650.	
	Misc. police policy reference manuals	$455.	
			$3,000
P 16 Uniforms		$7,000.	
	Initial issue uniforms and replacement of worn or unserviceable items		$7,000
	Annual shoe replacement, dry cleaning, etc		
P 17 Vehicle maintenance		$8,500	
	General service and repair of fleet, Car washes,		
			$8,500
		Sub Total	$81,450

CAPITAL

P 18	(2) Two Police Car Fleet Replacement Vehicles Lights / Siren, etc.	$32,000

Sub Total $32,000.

TOTAL: ________$975,750.

VEHICLE INVENTYORY FY - 2013

Vehicle	Model	Year	Veh. #	Tag#	Vehicle Identification Number	Accessory Package	Current Mileage	Maint. Cost	Assigned	IS/OOS
Chevy	Impala	2004	16	MG2885	2G1WF55K159145196	Marked/ MDT	92,660	$341.75	Spare	
Chevy	Impala	2005	17	MG2882	2G1WF55K959386715	Marked/ MDT	85,981	$804.36	Enig	
Chevy	Impala	2005	19	MG2879	2G1WS551769431414	Marked/ MDT	85,085	$488.70	Sease	
Chevy	Impala	2007	20	MG2878	2G1WS55R879417044	Marked/ MDT	96,820	$513.36	Jones	
Chevy	Impala	2008	21	MG2883	2G1WS57M891133576	Marked/MDT	59,256	$75.92	Stennett	
Chevy	Impala	2009	22	6FAW42	2G1WS57M591307197	Unmarked	55,836	$437.25	Lt. McCully	
Ford	Escort Hyb	2011	23	8MD5987	1FMCU5K3XBKA69349	Unmarked	48,521	$110.77	Chief Wynnyk	
Chevy	Impala	2012	25	MG2880	2G1WD5E31C1186387	Marked/MDT	15,669	$477.06	Sunday	
Chevy	Impala	2012	26	MG2884	2G1WD5E31C1325787	Marked/MDT	11,915	$194.72	Graddy	
								$3,443.89		

* Donated to the Town of Crisfield Md.

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

March 18, 2013

To: Mayor John Rogard Tabori

From: Michael Beall

Subject: Proposed Budget for Fiscal Year 2014

The University Park Department of Public Works budget for FY14 is submitted for your approval. The proposed budget is in the amount of $1,268,450. As the result of the expected completion of the town-wide road resurfacing project, which accounts for $1,062,500 in the FY13 budget, this amount is less than the FY13 operating budget by $1,214,800. Excluding the road construction project, the proposed budget is $111,300 lower than the FY13 budget. The additional reduction in overall spending is realized from reduced costs in the areas of landfill costs, general street repairs, fuel, and recycling costs; as well as, the elimination of a $100,000 allocation for pedestrian bridges.

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

Personnel:

Merit increases and COLA adjustments have been offset by a comparable decrease to overall salaries resulting from the retirement of one long term employee.

Streets:

Street Repairs—The recent resurfacing of town roads should allow for a limited allocation of funds to street repairs for FY14.

Operating- General Sanitation:

Uniforms—A favorable negotiation of the uniform contract renewal has allowed a modest decrease to the uniform line item.

Fuel—Fuel costs did not rise as significantly as expected in FY13 so the Fuel line item has been reduced accordingly.

Landfill—The town's solid waste tonnage continues to decline slightly. Landfill costs have been adjusted downward to match anticipated tipping fees.

Recycling Cost—We have been unsuccessful in developing a satisfactory and cost effective household hazardous waste collection program and do not anticipate being able to do so in FY14.

Capital Outlay:

Capital Outlay--$30,000 has been allocated for the replacement of 2 trash packers with suitable used vehicles to be financed over 5 years. The public works department has not purchased a packer since 2002. Increasing maintenance costs warrant the replacement of two vehicles 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

University Park Public Works Department
BUDGET JUSTIFICATIONS FY14

A 100 PERSONNEL		**$ 919,200**
A 1 Payroll taxes and benefits Personnel withholding taxes and benefits	$318,200	
A 2 Salaries (incl. COLA & Step adjustments) Personnel salaries, holiday pay, overtime, and contract labor	$601,000	
B 100 OPERATING-PARKS & RECREATION		**$ 38,000**
B 1 Park Activities Christmas tree decoration, water and electric in park	$ 4,000	
B 2 Tree Maintenance Pruning and other maintenance of trees in park	$ 15,000	
B 3 Tree Replacement Replacement of tree canopy in park	$ 10,000	
B 4 Upkeep of Park Maintenance costs for park features and equipment	$ 4,000	
B 5 Park Bridge Replacement Replacement of the 5 pedestrian bridges over the stream	$ 0	
B 6 Playing Field Maintenance Maintenance of town field including water meter expense	$ 5,000	
S 100 OPERATING-STREETS		**$73,000**
S 1 Street Lights Energy cost for overhead street lighting throughout town	$ 35,000	
S 2 Street Light Upgrade Costs related to the study and implementation of lighting improvements	$ 0	
S 3 Street & Sidewalk Repair Pothole repair, signage, speed humps, etc.	$ 3,000	
S 4 Street Tree Maintenance Pruning and other maintenance of trees in the curb box	$ 20,000	

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

S7 Town Wide Street Repair Project
Construction and engineering costs $ 0

W 100 OPERATING-GENERAL SANITATION $208,250

W 1 Fuel
Fuel for operating public works vehicles and equipment $ 35,000

W 2 Landfill
Tipping fees for refuse, leaf collection, and yard waste $ 65,000

W 3 Medical Exams
Physical exams for new hires, CDL license renewals , and
Random testing for CDL vehicle operators $ 750

W 4 Pest Control
Mosquito larvicide protection and Gypsy moth control $ 1,000

W 5 Recycling Costs
Tipping fees for recycling, recycling events, and environmental
Fees for items containing refrigerants $ 5,000

W 6 Tools/Supplies
Tools, and supplies for public works operations $ 6,000

W 7 Travel & Dues
Travel and training expense for public works personnel
MML, IWIF safety training classes-i.e. defensive driver,
T2 Center classes-i.e. snow maintenance, etc. $ 4,000

W 8 Uniforms
Costs related to the purchase and lease of DPW employee
uniforms, boots, gloves, raingear, personal safety gear $ 6,500

W 9 Vehicle Maintenance
Costs associated with vehicle and equipment repair $ 45,000

W10 Vehicle Storage
Costs for vehicle storage and maintenance facilities $ 40,000

W 200 CAPITAL		**$208,250**
W11 Capital		
Costs for vehicle storage and maintenance facilities	$ 30,000	
	Total	**$1,268,450**

FY13 Public Works Vehicle Inventory

#	Year	Make	Model	Type	Plate#	Mileage	FY12 Maint
1	2000	Sterling	850	Packer	LG43775	87467	$12,143.71
2	1998	Ford	850	Packer	LG54727	214966	$1,370.23
3	1998	Ford	850	Packer	LG54742	259314	$9,806.08
4	2001	Isuzu	NA	Leaf	LG80423	201194	$1,748.75
5	1996	Mitsubishi	NA	Leaf	LG54178	202820	$321.76
6	1997	Chevy	Top Kick	Dump	LG85065	91404	$4,596.09
7	1997	Ford	F350	P/U	LG14634	73272	$5,705.99
8	2005	John Deere	542	Tractor	NA	NA	$261.40
9	2011	Ford	F350	P/U	LG85077	18769	$79.43
10	2003	ODB	LCT 600	Leaf Vac	NA	NA	$1,015.96
11	2003	ODB	LCT 600	Leaf Vac	NA	NA	$2,713.24
12	2006	Ford	Escape	Hybrid	MG2880	136094	$3,528.07
13	2009	Carry-On	NA	Trailer	LG85063	NA	$0.00
					Dpw Total		**$43,290.71**
	2000	Ford	3500	Bus	LG86651	109222	$5,076.78
	2008	Chevy	E450	Bus	LG61645	71089	$2,232.09
					Bus Total		**$7,308.87**

rev 031813

STEP FY 2014 Budget Narrative

The bulk of STEP activities will be completed by July 1st, 2013, with only wrap-up and close-out activities remaining. However, there will be a number of contracts to be paid out in the period between July 1st, and August 10th, when the STEP program officially finishes. A summary STEP budget can be found below, along with those close-out items that will require payment in FY 2014. The FY2014 line items include:

A. Payout for the Energy Coach, unused holiday and comp time as well as two weeks of July salary;
B. The final payments for the solar installation, including commissioning of the system which is due to be installed in July;
C. The final payment for the data analysis contract with ICF;
D. The final payment for the communications and survey analysis contract with Pinnacle;
E. The bulk of participant retrofit incentive payments. We expect many participants will only finish their work at or around our July 1st program deadline;
F. Total STEP program expenses for FY 2014.

STEP	Balance of 2013 Operating Budget	Amounts to be Paid After July 1st, 2013	
Total Program Budget	**$1,425,000**		
Booked Expenditure as of 2-20-2013	$952,373		
Expenditure net of $50,000 Loan Reserve	$902,373		
Balance of Project Budget Remaining	**$522,627**		
Personnel Costs Through July, 2013			
Energy Coach (Salary and Fringe)	$44,000	$12,000	A
Program Director (with ASE Overhead)	$70,915		
QA/QC Contractor	$6,000		
Intern	$1,800		
	$122,715		
Contract Commitments Through July, 2013			
Solar Installation	$200,000	$117,105	B
ICF Data Analysis Contract	$18,000	$7,331	C
Pinnacle Survey and Communications	$23,028	$15,000	D
VMT Policy Contract (Circulator Bus)	$16,000		
	$257,028		
Operating Costs Through July, 2013			
Miscellaneous costs and supplies	$5,000		
Retrofit Incentives (assumes 90 X $400)	$36,000	$20,000	E
	$41,000		
Total Expenses Through July, 2013	**$420,743**	$171,436	F
UP Entitled to Overhead of up to 7.52%	**$100,000**		
Balance Remaining	**$1,884**		

3-26-2013

Section 2: Be it further resolved that this ordinance shall become effective on July 1, 2013.

Section 3: 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 ________________________, 2013.

ATTEST:

MAYOR AND COMMON COUNCIL
TOWN OF UNIVERSITY PARK

____
Daniel R. Baden, Treasurer

By: ______________________________
John Rogard Tabori, Mayor