



# TOWN OF UNIVERSITY PARK

John Rogard Tabori  
MAYOR

COMMON COUNCIL  
Jacqueline O. Bradley Chacón  
Len Carey  
Francis M. Lucas  
Margaret S. Mallino  
Susan E. McPherson  
Anne V. O'Connor  
Tracey J. Toscano

March 31, 2010

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

RE: Proposed FY 2011 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 2011 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 as well as meets a number of pressing needs. The table below summarizes the proposed budget:

Expenditure/Revenue Category	PROPOSED FY2011	ESTIMATED ACTUAL FY2010
GENERAL GOVERNMENT (GG)	\$434,184	\$513,239
PUBLIC WORKS (PW)	\$1,399,950	\$1,174,448
POLICE & SAFETY (PD)	\$761,800	\$739,280
UNRESERVED DESIGNATED	\$132,000	\$165,000
RESERVED DESIGNATED	\$240,200	\$36,700
UNRESERVED UNDESIGNATED	\$966,314	\$995,909
DEB SERVICE FUND	\$240,600	\$1,278,507
TOTAL GENERAL FUND EXPENDITURES	\$2,602,234	\$3,679,884
TOTAL GENERAL REVENUE	\$2,583,739	\$2,426,967
OPERATING SURPLUS/DEFICIT	(\$12,195)	\$1,252,917
DEBT SERVICE	\$240,600	\$1,278,507
TOTAL OPERATING SURPLUS/DEFICIT	(\$252,795)	(\$25,590)
DESIGNATED RESERVES ALLOCATED	\$255,000	N/A
FINAL OPERATING SURPLUS/DEFICIT	\$2,205	(\$25,590)

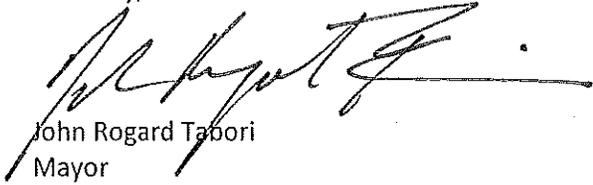
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Please note that we estimate that we will end the 2011 fiscal year with an operating surplus of approximately \$2,205. Because of the loss of approximately \$9,500 in police protection funds and \$131,000 in highway user funds from the state, we have not been able to reduce property taxes; instead we have held property taxes constant, resulting in a property tax rate of 0.5838 per \$100 of assessed value. With minor variations, Town residents should neither pay more nor less in Town property taxes than last year.

The present package does not contain a five year plan or the new road maintenance plan. In addition, we have not included a full analysis of the current budget. These plans and the analysis will be submitted to the Council on April 6, 2010 as a supplement. In addition, an Excel version of the proposed budget and the five year plan will be made available to all Council members on April 6. All budget materials will be posted on line as a \*.pdf file within 24 hours of being submitted to the Council for review by Town residents.

Thank you for your consideration of this budget and the accompanying materials.

Sincerely,



John Rogard Tabori  
Mayor

Fiscal 2011 Budget  
Sponsored by: The Council as a whole

LEGISLATIVE RESOLUTION 10-O-07

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 2011.

Section 1: Be it resolved and ordained by the Mayor and Common Council of University Park that the budget for fiscal year 2011 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  
Proposed Budget for the Fiscal Year 2011  
Beginning July 1, 2010

Presented by

John Rogard Tabori, Mayor

to

The University Park Town Council

on

March 31, 2010

TOWN OF UNIVERSITY PARK		PROPOSED BUDGET FY2011 OFFICE OF THE MAYOR						
A	B	C	D	E	F	G	H	I
CODE	ITEM DESCRIPTION	FY 2011	FY 2010	FY 2010 Estimated	FY 2009 Actual	Budget Variance FY 2011/FY 2010	Estimated Actual Budget Variance FY2011/FY2010	Percent Change FY 2011/FY 2010
	<b>GENERAL FUND REVENUES</b>	\$2,583,739	\$3,679,884	\$3,679,884	\$2,747,604	(\$1,096,145)	(\$1,096,145)	-29.8%
R100	<b>TAXES</b>	\$2,426,897	\$2,422,094	\$2,422,094	\$2,428,774	\$4,803	\$4,803	0.2%
R1	Real Property	1,903,897	1,900,094	1,900,094	1,903,223	3,803	3,803	0.2%
R2	Business Personal Property Tax	60,000	60,000	60,000	45,265	0	0	0.0%
R3	Penalties & Interest on Taxes	3,000	2,000	2,000	4,173	1,000	1,000	50.0%
R4	State Income Tax	460,000	460,000	460,000	476,113	0	0	0.0%
R200	<b>LICENSES &amp; PERMITS</b>	\$39,570	\$39,570	\$39,570	\$39,115	\$0	\$0	0.0%
R5	Building Permits & Fees	2,070	2,070	2,070	1,078	0	0	0.0%
R6	Cable Franchise Fees	24,000	24,000	24,000	25,580	0	0	0.0%
R7	Cable Equipment Fees	13,500	13,500	13,500	12,457	0	0	0.0%
R300	<b>STATE SHARED</b>	\$58,522	\$58,522	\$58,522	\$175,313	\$0	\$0	0.0%
R8	Police Protection	37,228	37,228	37,228	45,415	0	0	0.0%
R9	Highway User	11,037	11,037	11,037	119,641	0	0	0.0%
R10	Bank Stock	10,257	10,257	10,257	10,257	0	0	0.0%
R400	<b>COUNTY</b>	\$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	<b>MISCELLANEOUS</b>	\$52,500	\$1,153,448	\$1,153,448	\$98,145	(\$1,100,948)	(\$1,100,948)	-95.4%
R12	Interest	22,500	7,500	7,500	19,873	15,000	15,000	200.0%
R13	Red Light Camera	8,000	8,000	8,000	10,300	0	0	0.0%
R14	Rental License	15,000	15,000	15,000	13,730	0	0	0.0%
R15	Recycling	3,000	3,000	3,000	10,956	0	0	0.0%
R16	Fines - Police	3,000	3,000	3,000	1,025	0	0	0.0%
R17	Vehicle Releases	1,000	1,000	1,000	850	0	0	0.0%
R18	Sale of Asset		488	488	3,050	(488)	(488)	NA
R19	Miscellaneous		1,000	1,000	14	(1,000)	(1,000)	-100.0%
R20	Insurance Recovery		5,605	5,605	38,347	(5,605)	(5,605)	-100.0%
R21	Grants Revenue - Energy		13,000	13,000	0	(13,000)	(13,000)	-100.0%
R22	Grants Revenue - Police Radios		34,164	34,164	0	(34,164)	(34,164)	-100.0%
R23	General Obligation Bond 2009		1,061,692	1,061,692	0	(1,061,692)	(1,061,692)	-100.0%
	<b>TOTAL GENERAL FUND REVENUES</b>	\$2,583,739	\$3,679,884	\$3,679,884	\$2,747,604	(\$1,096,145)	(\$1,096,145)	-29.8%
M1	Memo: General Fund Prior Yr Surplus	1,597,609	1,623,199	1,623,199	\$1,324,714	(25,590)	(25,590)	-1.6%
M2	Memo: General Fund Revenues + Surplus	\$4,181,348	\$5,303,083	\$5,303,083	\$4,072,318	(\$1,121,735)	(\$1,121,735)	-21.2%

Real Property Tax Rate is .5838 per \$100 of assessed value.  
Personal Property Tax Rate is \$2.25 per \$100 of assessed value.

TOWN OF UNIVERSITY PARK  
PROPOSED BUDGET FY 2011  
OFFICE OF THE MAYOR

A	B	C	D	E	F	G	H	I
CODE	ITEM DESCRIPTION	FY 2011	FY 2010	FY 2010 Estimated	FY 2009 Actual	Budget Variance FY 2011/FY 2010	Estimated Actual Budget Variance FY 2011/FY 2010	Estimated Percent Change FY 2011/FY 2010
	GENERAL FUND EXPENDITURES							
	GENERAL GOVERNMENT	\$434,184	\$513,239	\$513,239	\$445,091	(\$79,055)	(\$79,055)	-15.4%
G100	PERSONNEL	\$157,884	\$148,800	\$148,800	\$152,017	\$9,084	\$9,084	6.1%
G1	Payroll Taxes and Benefits	38,169	32,800	32,800	33,555	\$5,369	\$5,369	16.4%
G2	Salaries	119,715	116,000	116,000	118,462	\$3,715	\$3,715	3.2%
G200	OPERATING	\$254,300	\$281,275	\$281,275	\$271,075	(\$26,975)	(\$26,975)	-9.6%
G3	ADA (Interpreters)					0	0	#DIV/0!
G4	Audit and Accounting	6,800	6,500	6,500	6,500	300	300	4.6%
G5	Building Maintenance	15,000	15,000	15,000	16,839	0	0	0.0%
G6	Cable (Video)	4,500	4,275	4,275	2,482	225	225	NA
G7	Recording Secretary	4,000	3,000	3,000	2,715	1,000	1,000	33.3%
G8	Election Expenses	1,500	2,000	2,000	1,438	(500)	(500)	-25.0%
G9	Emergency Response Fund	500	500	500	0	0	0	0.0%
G10	Engineering	5,000	5,000	5,000	7,180	0	0	0.0%
G11	Equipment	1,000	4,000	4,000		(3,000)	(3,000)	-75.0%
G12	Government Studies	250	0	0	350	250	250	#DIV/0!
G13	Housing Inspector	21,500	21,500	21,500	20,449	0	0	0.0%
G14	Insurance	26,000	23,000	23,000	25,656	3,000	3,000	13.0%
G15	IT Costs	11,000	14,000	14,000	9,786	(3,000)	(3,000)	-21.4%
G16	Legal Advertising	1,000	1,000	1,000	330	0	0	0.0%
G17	Legal Fees	25,000	35,000	35,000	29,861	(10,000)	(10,000)	-28.6%
G18	Membership Dues	5,000	5,500	5,500	4,962	(500)	(500)	-9.1%
G19	News/letter	26,000	29,000	29,000	28,879	(3,000)	(3,000)	-10.3%
G20	Office Supplies	14,000	18,000	18,000	25,120	(4,000)	(4,000)	-22.2%
G21	Telephone & Maintenance	9,000	8,000	8,000	8,293	1,000	1,000	12.5%
G22	Travel	12,000	12,000	12,000	13,278	0	0	0.0%
G23	Transit	52,000	61,000	61,000	55,511	(9,000)	(9,000)	-14.8%
G24	Utilities	10,250	10,000	10,000	8,766	250	250	2.5%
G25	Web Site	3,000	3,000	3,000	2,681	0	0	0.0%
G300	GRANTS AND DONATIONS	\$22,000	\$83,164	\$83,164	\$22,000	(\$61,164)	(\$61,164)	-73.5%
G26	Fire Department Donations	9,000	9,000	9,000	9,000	0	0	0.0%
G27	PTA Donation	5,000	5,000	5,000	5,000	0	0	0.0%
G28	Grant Exp. - Energy		13,000	13,000		(13,000)	(13,000)	-100.0%
G29	Grant Exp. - Police Radios		34,164	34,164		(34,164)	(34,164)	-100.0%
G30	Stream Committee		2,000	2,000		(2,000)	(2,000)	-100.0%
G31	Northwestern Band Donation		12,000	12,000		(12,000)	(12,000)	-100.0%
G32	Park Activities Grant to UP/CA	5,000	5,000	5,000	5,000	0	0	0.0%
G33	Azalea Fun Run/Walk	3,000	3,000	3,000	3,000	0	0	0.0%
G300	CAPITAL	\$0	\$0	\$0	\$0	\$0	\$0	NA
G34	Telephone System	0	0	0	0	0	0	NA

TOWN OF UNIVERSITY PARK

PROPOSED BUDGET FY2011  
OFFICE OF THE MAYOR

A	B	C	D	E	F	G	H	I
CODE	ITEM DESCRIPTION	FY 2011	FY 2010	FY 2010 Estimated	FY 2009 Actual	Budget Variance FY 2011/FY 2010	Estimated Actual Budget Variance FY2011/FY2010	Estimated Percent Change FY 2011/FY 2010
	DEPARTMENT OF PUBLIC WORKS	\$1,399,950	\$1,174,448	\$1,174,448	\$1,153,697	\$225,502	\$0	19.2%
A100	PERSONNEL	\$809,500	\$773,598	\$773,598	\$775,545	\$35,902	\$35,902	4.6%
A1	Payroll Taxes and Benefits	260,000	240,082	240,082	240,328	\$19,918	\$19,918	8.3%
A2	Salaries	549,500	533,516	533,516	535,218	\$15,984	\$15,984	3.0%
B100	OPERATING - PARKS & RECREATION	\$47,000	\$38,000	\$38,000	\$50,218	\$9,000	\$9,000	23.7%
B1	Park Activities	3,000	4,000	4,000	5,860	(1,000)	(1,000)	-25.0%
B2	Tree Maintenance	25,000	20,000	20,000	13,275	5,000	5,000	25.0%
B3	Tree Replacement	10,000	5,000	5,000	9,594	5,000	5,000	100.0%
B4	Upkeep of Park	4,000	4,000	4,000	9,527	0	0	0.0%
B5	Park Bridge Replacement				1,824	0	0	0.0%
B6	Playing Field Maintenance	5,000	5,000	5,000	10,139	0	0	0.0%
S100	OPERATING - STREETS	\$294,000	\$119,500	\$119,500	\$78,489	\$174,500	\$174,500	146.0%
S1	Street Lights	44,000	43,000	43,000	43,105	\$1,000	\$1,000	2.3%
S2	Street Light Upgrade					\$0	\$0	NA
S3	Street & Sidewalk Repair	210,000	16,000	16,000	4,208	\$194,000	\$194,000	1212.5%
S4	Street Tree Maintenance	25,000	47,500	47,500	20,000	(\$22,500)	(\$22,500)	-47.4%
S5	Street Tree Replacement	10,000	10,000	10,000	9,750	\$0	\$0	0.0%
S6	Snow Removal	5,000	3,000	3,000	1,427	\$2,000	\$2,000	66.7%
W100	OPERATING - GENERAL/SANITATION	\$204,450	\$187,850	\$187,850	\$186,299	\$16,600	\$16,600	8.8%
W1	Gasoline	26,500	22,500	22,500	21,523	\$4,000	\$4,000	17.8%
W2	Landfill	64,000	62,000	62,000	60,752	\$2,000	\$2,000	3.2%
W3	Medical Exams & Training	750	750	750	595	\$0	\$0	0.0%
W4	Pest Control	1,000	1,000	1,000	420	\$0	\$0	0.0%
W5	Recycling Charges	12,000	11,800	11,800	10,705	\$200	\$200	1.7%
W6	Tools/Supplies	6,000	6,000	6,000	5,314	\$0	\$0	0.0%
W7	Travel & Dues	3,000	3,000	3,000	1,223	\$0	\$0	0.0%
W8	Uniforms	8,000	8,000	8,000	9,819	\$0	\$0	0.0%
W9	Vehicle Maintenance	40,000	35,000	35,000	39,317	\$5,000	\$5,000	14.3%
W10	Vehicle Storage	43,200	37,800	37,800	36,630	\$5,400	\$5,400	14.3%
W200	CAPITAL	\$45,000	\$55,500	\$55,500	\$63,146	(\$10,500)	(\$10,500)	-18.9%
W11	Equipment	45,000	55,500	55,500	63,146	(\$10,500)	(\$10,500)	-18.9%





Town of University Park

Fiscal Year 2011 Budget  
Line item Descriptors

Budget Presentation

The FY 2011 budget is organized by two fund types that appear in the Town's audited financial statements. The General Fund is used to account for all current revenues and current expenditures related to General Government, Public Works (Parks & Recreation, Streets, and General Sanitation) and Police and Public Safety. The net General Fund Revenues therefore reflects the surplus or deficit of current revenues and expenditures. The Debt Service Fund is used to account for the accumulation of resources for and payment of general long-term debt principal and interest. The Debt Service fund is funded by transfers from the General Fund. Finally the balance of the general fund is allocated to reserve accounts as reflected in the budget. It is prudent for the Town to maintain some reserves, should the Town experience either a revenue shortfall or an emergency major expenditure. The Treasurer recommends that the unreserved fund balance range at a minimum of 20 and 25 percent of current year operating expenditures.

GENERAL FUND REVENUES

R100 Taxes

**R1 Real Property**

The real estate tax at the rate of \$0.5838 per hundred dollars levied on assessed value of real estate in Town. The net estimated assessed value, as determined by the Maryland Department of Assessments and Taxation for the tax year beginning July 1, 2010, is \$326,144,088.<sup>1</sup>

**R2 Business Personal Property Tax**

In Maryland there is a tax on business personal property, including operating property of railroads and public

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<sup>1</sup> The net estimated assessed value is the result of subtracting the homestead exemption from the full assessed value, which in this case is \$333,119,981 minus \$6,975,893.

utilities which is imposed and collected by the local governments. In FY2011 the rate for business personal property taxes in University Park remains \$2.25 per hundred dollars of valuation as determined by the State Department of Assessments and Taxation, Division of Business Property Evaluation.

R3 Penalties & Interest on Taxes

Income from penalties and interest on overdue tax payments

**R4 State Income Tax**

The greater amount of 0.37 percent of state taxable income of town residents, or 17 percent of the County income tax liability paid by the residents of University Park. Amount returned to Town by State of MD Comptroller.

R200 Licenses & Permits

**R5 Building Permits and Fees**

Miscellaneous permit fees (Building, tennis court stickers)

**R6 Cable Franchise Fees**

Percent of gross subscriber charges paid by the residents of University Park to the cable television franchise(s), in accordance with Town franchise agreements

**R7 Cable Equipment Fees**

Fees collected from cable subscribers for cable equipment. For Comcast Cable these are dedicated funds for purchase of cable equipment for the use of the Town. For Verizon, these fees can be used for a wider variety of uses.

R300 State Shared

**R8 Police Protection**

Payment to the Town from the State of Maryland General revenues, based on Town's expenditures for police services, the number of sworn officers in the Department, and a per capita allocation.

**R9 Highway User**

Thirty percent (30%) of the tax receipts on motor fuel and vehicle registration is distributed to counties and municipalities. The Town of University Park allocation is based on 1) ratio of UP road mileage to the total road mileage of the State of MD, and 2) the ratio of vehicles in

the Town to the total number of vehicles in the state. This year's revenues are based on 1640 vehicles and 11.5 miles of roadway in the town. (Note that in FY2010 the above formula was not followed and the State imposed a 90% reduction in this revenue source. Future years allocation is uncertain at this time.)

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**R10 Bank Stock**

A grant in lieu of tax on shares of stock of banks and financial corporations doing business in the state of Maryland, the amount set by state legislation was representative of the number of bank shareholders living in University Park prior to July 1, 1968 and remains constant

**R400 County**

**R11 Landfill**

Pro rata rebate to municipalities, based on municipal population, for the cost of Prince George's County services provided to unincorporated areas and funded by landfill fees.

**R500 Miscellaneous**

**R12 Interest**

Income from Town cash held in interest-bearing accounts. The Town's primary investment vehicle is the Maryland Local Government Investment Pool (MLGIP). The funds performance is tied closely to short-term interest rates.

**R13 Red Light Camera**

Fines paid by violators for running red lights at various locations within the Town. The cost per violation is \$75.

**R14 Rental License**

House rental application fees, currently set at \$250 per annum per rental property

**R15 Recycling**

Payment for co-mingle and paper recyclables taken to the Waste Management facility in Prince George's County

**R16 Fines - Police**

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

**R17 Vehicle Releases**

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

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**R18 Sale of Asset**

**R19 Miscellaneous**

Income unaccounted for elsewhere

**R20 Insurance Recovery**

Insurance proceeds due to loss of town property due to accidents.

**R21 Grants Revenue - Energy**

Grant Funds received from the Department of Energy through the State for energy efficient projects to be performed to town facilities.

**R22 Grants Revenue - Police Radios**

Grant from the State for the purchase of state of the art police radios that will allow communication with all law enforcement agencies in the area.

**R23 General Obligation Bond 2009**

To account for the proceeds of the bond issued to fund the past service cost of entering the State of Maryland Retirement System.

**Total General Fund Revenues**

Total general fund revenues are predicted to be \$2,583,739.

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

Total projected General Fund balances of June 30, 2010 that includes unreserved/designated, reserved/designated and unreserved/undesignated accounts predicted to be \$1,597,609.

**M2 Memo: General Fund Revenues + Surplus**

This is the sum of the Town's General Fund prior year surplus M1 plus current year general fund revenues. This Amount represents total funds available to the Town in FY2011 - \$4,181,348.

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GENERAL FUND EXPENDITURES

General Government

G100 Personnel

**G1 Payroll Taxes and Benefits**

Includes state and federal tax withholdings, health and life insurance premiums, workers compensation, retirement contributions and unemployment insurance for general government personnel

**G2 Salaries**

Salaries paid to front office personnel and Treasurer. Does not include the part-time bus drivers, whose salaries are included under G23 Transit.

G200 Operating

**G3 ADA (interpreters)**

Provision for handicap accessibility to public meetings

**G4 Audit and Accounting**

Annual audit of Town financial position by independent accounting firm

**G5 Building Maintenance**

Cleaning supplies, repairs, maintenance materials, and miscellaneous items for the upkeep of Town hall and adjacent grounds.

**G6 Cable (Video)**

Video Broadcast to Town Residents using local access channel

**G7 Recording Secretary**

Recorder of Town meetings - 1099 Employee

**G8 Election Expenses**

Ballot printing, publications of legal notices, compensation for election officials and miscellaneous office supplies associated with the election

**G9 Emergency Response Fund**

Equipment and supplies to meet Town emergencies

**G10 Engineering**

Engineering services, including project design, professional consultation, space and usage studies, and inspections

**G11 Equipment**

Purchase of office equipment and furniture

**G12 Government Studies**

Ongoing traffic studies of impacts of traffic on residential roads in the face of current and future development surrounding University Park. Other studies as needed.

**G13 Housing Inspector**

Contract costs for inspection of single-family rental units, as well as other housing code violations as assigned from time to time.

**G14 Insurance**

Policies protecting the Town in event of loss or claims for bodily injury, property damage; personal liability coverage for elected and appointed officials; and police legal liability

**G15 IT Costs**

Maintenance and improvements to the Town IT systems.

**G16 Legal Advertising**

Publication of legal notices in papers of general circulation for Town Charter amendments, ordinances and other legal actions as well as bid notices

**G17 Legal Fees**

Fees for Services of Town Attorney, and related costs

**G18 Membership Dues**

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

**G19 Newsletter**

~~Preparation, printing and distribution of the University~~  
Park Town Newsletter

**G20 Office Supplies**

General office supplies for all departments

**G21 Telephone & Maintenance**

Telephone services for all Town departments. Also includes annual maintenance cost for new town phone system purchased in FY2008.

**G22 Travel**

Travel expenses associated with professional meetings and conferences

**G23 Transit**

Town's Call-a-Bus service, inclusive of transit for the elderly, disabled, or small group day travel as well as shuttle service to the Prince George's Plaza Metro station, morning and evening weekdays - This fund includes driver's salaries and related costs, and maintenance costs of two buses.

**G24 Utilities**

Utility costs for operation of Town hall

**G25 Web Site**

Development and service of Town's website.

**G300 Grants and Donations**

**G26 Fire Department Donations**

Donations to Volunteer Fire Department Funds of College Park, Hyattsville, and Riverdale Park

**G27 PTA Donation**

Donation to University Park Elementary School PTA

**G28 Grant Expense - Energy**

To account for the expenditures associated with the Energy Grant referenced in revenue account R21.

**G29 Grant Expenditure - Police Radios**

To account for the expenditures associated with the Police Radios Grant referenced in revenue account R22.

**G30 Stream Committee**

Costs incurred related to the works and operations of the Stream committee.

**G31 Northwestern Band Donation**

Funds donated by the Town to Northwestern High School for band uniforms.

**G32 Park Activities Grant to UPCA**

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

**G33 Azalea Fun Run/Walk**

Financially benefiting the University Park Elementary School PTA and increasing community spirit this is an ambitious fundraiser organized by school parents and community members.

**G400 Capital**

**G34 Telephone System**

Installation of a new telephone system for Town hall, all departments

**DEPARTMENT OF PUBLIC WORKS**

**A100 Personnel**

**A1 Payroll taxes and benefits**

Includes state and federal tax withholdings, health and

life insurance premiums, workers comp, retirement contributions and unemployment insurance for public works personnel

**A2 Salaries**

Salaries paid to public works personnel - current staff includes eight driver/laborers, supervisor, mechanic supervisor and public works director.

**B100 Operating - Parks and Recreation**

**B1 Park Activities**

Costs associated with decorating and lighting of Town Christmas tree, electric payment for PEPCO in parks, water at Gateway Park etc.

**B2 Tree Maintenance**

Pruning and other maintenance of trees in park - also includes take down of trees deemed to be dead or hazardous and the costs of the Town's tree reimbursement program to residents.

**B3 Tree Replacement**

Cost of replacement of tree canopy in Town Park

**B4 Upkeep of Park**

Maintenance as needed for such items as trash can liners, tennis court nets, tot lot mulching and equipment care, and other park features

**B5 Park Bridge Replacement**

Cost to repair and/or replace bridges in the park areas.

**B6 Playing Field Maintenance**

Routine maintenance of the Towns playing field that is used by various organizations. Rules and regulations for its use have been developed and approved by Council

## S100 Operating - Streets

### **S1 Street Lights**

Energy costs for overhead street lighting throughout University Park - lights have photo sensors for on/off cycle - UP is given an un-metered rate based on hours of darkness. Also included in the rate is ongoing maintenance of the lights.

### **S2 Street Light Upgrade**

University Park has incandescent, mercury vapor and high-pressure sodium (HPS) fixtures in the overhead street-lights. The Town is working with PEPCO to have the incandescent fixtures replaced with HPS fixtures since the power company can no longer get parts to repair incandescent fixtures. EPA has mandated alteration to or removal of mercury vapor fixtures. Who will bear the associated costs to meet federal standards is under discussion.

### **S3 Street & Sidewalk Repair**

Routine spot repairs to streets and sidewalks (pot holes, temporary fixes for trip hazards etc.) For FY2011 this includes major repairs of \$210,000.

### **S4 Street Tree Maintenance**

Maintenance pruning and take down of hazardous street trees as mandated by State law

### **S5 Street Tree Replacement**

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

### **S6 Snow Removal**

Cost of salt and other supplies used during snow/icing events

## W100 Operating - General Sanitation

### **W1 Gasoline**

Fuel for operation of public works vehicles and equipment

**W2 Landfill**

Tipping fee for disposal of refuse in County Landfills and disposal of materials at County and municipal compost sites

**W3 Medical Exams and Training**

Physical examinations for new hires as well as routine exams; courses in professional development

**W4 Pest Control**

Mosquito larvacide program, through State of MD Department of Agriculture

**W5 Recycling Charges**

Cost of curbside collection of recyclables by contractor, and disposal cost of appliances

**W6 Tools/Supplies**

Tools and supplies for public works operations

**W7 Travel & Dues**

Cost of membership in professional organizations and attendance at professional conferences.

**W8 Uniforms**

Rental and cleaning of Public Works personnel uniforms, purchase and replacement of gear

**W9 Vehicle Maintenance**

Costs associated with repairs to vehicles and equipment

**W10 Vehicle Storage**

Rental costs for storage of vehicles and equipment

**W200 CAPITAL**

**W11 Equipment**

Cost of a new truck and upgrade of the Town's tractor.

**POLICE AND PUBLIC SAFETY**

**P100 Personnel**

**P1 Salaries**

Police personnel salaries, holiday pay and overtime

**P2 Payroll taxes and benefits**

Personnel withholding taxes and benefits

**P3 Training**

Police personnel in-service and skills enhancement training

**P4 Medical Examinations**

Personnel fitness for duty and recruit physicals

**P200 Operating**

**P5 Accreditation**

On site fee, on-site expenses

**P6 Bike Patrol**

General equipment maintenance

**P7 Citations**

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

**P8 Computer**

General equipment repair and service

**P9 Equipment**

Misc. equipment repair, service, and replacement

**P10 Gasoline**

Vehicle fuel needs

**P11 MILES Computer**

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

**P12 Mobile Data Terminals**

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

**P13 Police Supplies and Manuals**

Materials used in law enforcement, investigation and training for certification

**P14 Radio Maintenance**

Routine service and repair for nine radios

**P15 Travel, Meetings, Professional Dues**

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

**P16 Uniforms**

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

**P17 Vehicle Maintenance**

General service and repair of fleet, car washes

**Capital**

**P18 Police Cruiser**

Replacement of police cruiser

**P19 Radios - New**

To upgrade police radios to be on the same frequency as other agencies.

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

March 15, 2010

To: Mayor John Rogard Tabori

From: Michel Beall

Subject: Proposed Budget for Fiscal Year 2010

The University Park Department of Public Works budget for FY11 is submitted for your approval. The proposed budget is in the amount of \$1,399,950. This amount exceeds the FY10 operating budget by \$225,502. This increase is the result of a \$210,000 allocation for curb, gutter, and pavement repairs recommended by the Town Engineer for FY11.

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.

**Parks and Recreation:**

Park Tree Maintenance—This allocation includes \$10,000 to complete an inventory of the park trees, finishing the effort begun with a street tree inventory in FY10. The tree inventory will allow the department to refine and more closely monitor a tree maintenance and replacement program.

Playing Field Maintenance—Has been reduced by \$5,000 to cover only routine maintenance expenses.

**Streets:**

Street Light Upgrade—Remains constant to provide for research into the feasibility of purchasing our street lights pursuant to continuing legislative actions. Future consideration of increased funding may be necessary pending the outcome of this research.

Street Lights—Has been increase by \$6000 to account for a modest increase over actual expense incurred in FY10.

Street Repairs—An allocation of \$250,000 has been proposed to cover curb and gutter repairs recommended by the Town Engineer.

Street Tree Maintenance— The \$2,500 decrease reflects the elimination of funding for a street tree inventory while accounting for an anticipated increase in regular maintenance expenses.

#### **Operating- General Sanitation:**

Uniforms—Has been reduced by \$2000 to reflect savings gained from a change in uniform vendors.

Gasoline—Has been reduced by \$2000 over the FY10 allocation. However, this allows for a 20% (50-60 cents/gal) increase in the average price of fuel over the course of the year.

Landfill--Has been modified to include yard waste disposal expenses and has been increased by \$5600 to account for the additional cost.

Recycling Cost—This allocation has been decreased by \$9800 to reflect a reduction in the disposal fee/ton and the transfer of yard waste disposal fees to the Landfill line item. This expenditure is expected to become a revenue again, as the market readjusts over the next few years. This line item also includes the costs of recycling metal and appliances.

Vehicle Maintenance—Has been held constant to the original FY10 allocation based on the known costs for this line item over the past several years. Nearly \$7000 was spent on maintenance and spare parts for the departments 2 leaf vacuums. The department also experienced unusual costs related to repairing and maintaining plow equipment which is not likely to be repeated in the near future.

Work & Storage Space—Has been increased by \$3000 to account for the increase in lease costs for our vehicle storage and maintenance locations.

#### **Capital Outlay:**

Capital Outlay—Includes funds to enhance our fleet with the purchase of another pickup truck equipped with a plow and lift gate and an upgrade of our 2 wheel drive tractor to a 4 wheel drive model. It has become difficult to find parts for the departments 1997 Ford pickup and the heavy snowfall has revealed the growing frailty of this vehicle. In addition, our 2 wheel drive tractor is unsuitable for snow removal. Upgrading it to a 4 wheel drive model will give us the ability to lift snow without having to outsource and without losing its versatility as a mower and leaf/salt loader.

The remaining budget items reflect the level of funding necessary during the previous budget cycle or very minor adjustments. The public works department will be diligent in its efforts to maintain and minimize costs without jeopardizing the level of service, which University Park residents are accustomed.

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

March 15, 2010

To: Mayor John Rogard Tabori

From: Chief Michael Wynnyk

Subject: Proposed Budget for Fiscal Year 2011

The University Park Police department budget for fiscal year 2011 is submitted for your approval. The proposed budget is in the amount of \$761,800. The 2011 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 FY2011 budget is provided for your review.

The UPPD has been at full staffing levels until February 2010. At that time Lt. Bacon retired from the agency after 29 years of service. Also in February of 2010 Officer Barreto a three year officer suffered a medical ailment, and at this time is questionable for a return to duty. The agency is currently working through the hiring process to fill at least one of these vacancies as soon as possible. Lt. Bacon's position will be filled at the officer level and a reorganization of the department has been instituted. The current part-time clerical position in the police department is being budgeted to return to a full time position but will not be filled until January of 2011. A plan to offer some paid for criminology majors is being reviewed for the position until which time a full time non-sworn clerical staff person is determined.

The Town of University Park issued a significant number of citations to red-light runners in 2009 through the photo-enforcement program located at southbound Baltimore Avenue at East West Highway. National trends continue to show that the number of violations occurring at photo-enforced intersections decrease the longer a camera-enforced intersection has been active. The goal is to make University Park roadways safer as drivers modify their driving habits and realize they can no longer run red lights. This public safety program was implemented without using any Town money and is totally funded from violators. University Park has been approved for an additional photo-enforcement location at the intersection of East West Highway at Adelphi Road. However, construction has been delayed until the roadway improvements slated for this intersection are complete.

Recent legislation allowing 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.

The Town of University Park continues to embrace the Community Policing Philosophy and the cooperative efforts have had an impact on the officers and our community members. The UPPD continues working closely with the UP Public Works to improve crime prevention through environmental design improvements along our roadways and through out the town park. The park around the "tot-lot" area was cleaned of underbrush and outgrowths of unplanned foliage growth. The same approach is planned for other areas of the park as well as along Wells Parkway.

The Accreditation process is continuing and the process of review and updating legislative mandates, operational duties and mutual assistance requirements of the agency. Mock assessments, file review and the actual on-site assessment by CALEA is part of the process to achieve accreditation status. We were granted an extension for the deadline for this process and continue work towards final accreditation. The UPPD has a target date of December of 2010 as its final accreditation deadline.

The Police equipment line item continues to support the department in major purchases of equipment such as the Radar speed device, lock-out kits, digital cameras, and equipment enhancements. E-citation Maryland was researched last year and is still under review. This system allows an officer to scan a driver's license and the program automatically populates the necessary fields on a state citation. The citations are printed instantly and issued. A grant proposal was submitted for full funding, but denied. A pilot program for one unit has been estimated to cost \$1280.00 and the program will be evaluated prior to further implementation.

A mobile data computer will also need to be purchased for one of the police cruisers as it will be upgraded to full service police vehicle for daily officer use. This vehicle did not get a replacement MDT as it was assigned to Lt. Bacon and at the time of its deployment it was determined that the usage time would not justify the cost.

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. The next generation of practice ammunition has been 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, effective June 30 2010. We are now also required to purchase our own targets for firearms qualification and safety equipment for use during this training. 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 receive a grant for \$34,000 dollars toward the purchase 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 700mhz band width and meets all interoperability requirements for emergency situations in the entire metropolitan region as well as improved everyday usage.

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 2006 Ford Escape (Hybrid) and one 2008 Chevy Impala and one 2009 Chevrolet, Impala. The maintenance records for the 2010 budget year reflects an accounting of maintenance costs with one major repair required. The 2011 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 for the annual replacement of one vehicle for the police fleet will be deferred for one budget year.

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.