Town of University Park

Proposed Budget for the Fiscal Year 2012

Beginning July 1, 2011

Submitted by

John Rogard Tabori, Mayor

to

The University Park Town Council

on

March 31, 2011

Revised Version Presented on April 11, 2011

TOWN OF UNIVERSITY PARK		PROPOSED BUDGET FY2012						
A	B	C	D	E	F	G	H	I
CODE	ITEM DESCRIPTION	Proposed FY2012 Budget	Adopted FY2011 Budget	Estimated Actual FY 2011 Budget	FY 2010 Actual	Budget Variance FY 2012/FY 2011	Estimated Actual Budget Variance FY2012/FY2011	Percent Change FY 2012/FY 2011
GENERAL FUND REVENUES		$3,407,181	$2,584,346	$2,886,557	$3,719,866	$822,835	$520,624	18.0%
R100	TAXES	$2,439,905	$2,426,897	$2,435,270	$2,416,391	$13,008	$4,635	0.2%
R1	Real Property (1)	1,924,405	1,903,897	1,928,270	1,899,844	20,508	(3,865)	-0.2%
R2	Business Personal Property Tax (2)	52,000	60,000	52,000	60,689	(8,000)	0	0.0%
R3	Penalties & Interest on Taxes	3,500	3,000	3,000	4,461	500	500	16.7%
R4	State Income Tax	460,000	460,000	452,000	451,397	0	8,000	1.8%
R200	LICENSES & PERMITS	$45,270	$39,570	$44,070	$41,868	$5,700	$1,200	2.7%
R5	Building Permits & Fees	1,270	2,070	2,070	1,083	(800)	(800)	-38.6%
R6	Cable Franchise Fees	28,000	24,000	27,000	24,636	4,000	1,000	3.7%
R7	Cable Equipment Fees	16,000	13,500	15,000	16,149	2,500	1,000	6.7%
R300	STATE SHARED	$78,127	$52,379	$55,985	$62,397	$25,748	$22,142	39.5%
R8	Police Protection	37,228	37,228	37,228	37,072	0	0	0.0%
R9	Highway User	30,642	4,894	8,500	15,068	25,748	22,142	260.5%
R10	Bank Stock	10,257	10,257	10,257	10,257	0	0	0.0%
R400	COUNTY	$6,250	$6,250	$6,250	$6,256	$0	$0	0.0%
R11	Landfill	6,250	6,250	6,250	6,256	$0	$0	0.0%
R500	MISCELLANEOUS	$837,629	$59,250	$344,982	$1,192,954	$748,079	$463,847	142.8%
R12	Interest ($1.5 million @ 1.5% IR)	7,500	22,500	8,000	3,418	(15,000)	(500)	-6.3%
R13	Red Light Camera	7,500	8,000	8,000	7,721	(500)	(500)	-6.3%
R14	Rental License (3)	28,000	22,750	25,700	25,575	5,250	2,300	8.9%
R15	Recycling	3,000	3,000	3,000	1,253	0	0	0.0%
R16	Fines - Police	1,500	1,000	1,500	1,505	500	0	0.0%
R17	Vehicle Releases	1,500	1,000	2,000	1,375	500	(500)	-25.0%
R18	Sale of Asset				488	0	0	N/A
R19	Miscellaneous	100	1,000	1,000	30	(900)	(900)	-90.0%
R20	Insurance Recovery				12,405	0	0	N/A
R24	Snow Storm Reimbursement				43,418			N/A
R21	Grants Revenue - STEP-UP	718,229		294,282		718,229	423,947	N/A
R22	Grants Revenue - Police Radios	32,000			34,075	32,000	32,000	N/A
R25	Grants Revenue - Security Grant	8,000				8,000	8,000	N/A
R23	General Obligation Bond 2009				1,061,692	0	0	
R24	ATHA Grant	300		1,500				
R25	Chesapeake Bay Fund	30,000						
TOTAL	GENERAL FUND REVENUES	$3,407,181	$2,584,346	$2,886,557	$3,719,866	$822,835	$520,624	18.0%
M1	Memo: General Fund Prior Yr Surplus	1,724,368	1,597,609	1,696,316	$1,623,199	126,759	28,052	1.7%
M2	Memo: General Fund Revenues + Surplus	$5,131,549	$4,181,955	$4,582,873	$5,343,065	$949,594	$548,676	12.0%

1 Real Property Tax Rate is .5791 per $100 of assessed value.
2 Personal Property Tax Rate is $2.25 per $100 of assessed value.
3 Based on $400 per license fee and 70 rentals.

TOWN OF UNIVERSITY PARK GENERAL FUND EXPENDITURES		PROPOSED BUDGET FY2012						
A	B	C	D	E	F	G	H	I
CODE	ITEM DESCRIPTION	Proposed FY2012 Budget	Adopted FY2011 Budget	Estimated Actual FY 2011 Budget	FY 2010 Actual	Budget Variance FY 2012/FY 2011	Estimated Actual Budget Variance FY2012/FY2011	Percent Change FY 2012/FY 2011
GENERAL GOVERNMENT TOTAL(1)		*$1,169,304*	*$447,124*	*$714,084*	*$478,433*	*$722,180*	*$455,220*	*63.7%*
G100	***PERSONNEL***	*$163,599*	*$157,884*	*$157,884*	*$150,219*	*$5,715*	*$5,715*	*3.6%*
G1	Salaries	125,869	119,715	119,715	117,941	*$6,154*	*$6,154*	*5.1%*
G2	Payroll Taxes and Benefits	37,730	38,169	38,169	32,277	*($439)*	*($439)*	*-1.2%*
G200	***OPERATING***	*$275,200*	*$259,240*	*$252,500*	*$260,139*	*$15,960*	*$22,700*	*9.0%*
G3	ADA (Interpreters)					0	0	*N/A*
G4	Audit and Accounting	6,700	6,740	6,500	6,500	(40)	200	*3.1%*
G5	Building Maintenance	15,000	15,000	15,000	8,073	0	0	*0.0%*
G6	Cable (Video)	2,000	4,500	4,500	668	(2,500)	(2,500)	*-55.6%*
G7	Recording Secretary	4,000	4,000	3,500	2,875	0	500	*14.3%*
G8	Election Expenses	1,500	1,500	1,500	2,390	0	0	*0.0%*
G9	Emergency Response Fund	500	500	500		0	0	*0.0%*
G10	Engineering (Excludes Street Work)	5,000	5,000	5,000		0	0	*0.0%*
G11	Equipment	1,000	1,000	1,000	2,994	0	0	*0.0%*
G12	Government Studies		250	250		(250)	(250)	*-100.0%*
G13	Housing Inspector	31,500	26,500	26,500	20,150	5,000	5,000	*18.9%*
G14	Insurance	26,000	26,000	20,000	22,761	0	6,000	*30.0%*
G15	IT Costs	12,000	11,000	11,000	11,424	1,000	1,000	*9.1%*
G16	Legal Advertising	1,000	1,000	1,000	390	0	0	*0.0%*
G17	Legal Fees	30,000	25,000	25,000	44,597	5,000	5,000	*20.0%*
G18	Membership Dues	5,500	5,000	5,000	5,398	500	500	*10.0%*
G19	Newsletter	26,000	26,000	26,000	30,558	0	0	*0.0%*
G20	Office Supplies	15,000	14,000	14,000	19,620	1,000	1,000	*7.1%*
G21	Telephone & Maintenance	9,500	9,000	9,000	6,348	500	500	*5.6%*
G22	Travel	13,000	12,000	12,000	11,543	1,000	1,000	*8.3%*
G23	Transit	57,000	52,000	52,000	54,220	5,000	5,000	*9.6%*
G24	Utilities	10,000	10,250	10,250	7,050	(250)	(250)	*-2.4%*
G25	Web Site	3,000	3,000	3,000	2,581	0	0	*0.0%*
G300	***GRANTS & DONATIONS***	*$32,500*	*$30,000*	*$30,000*	*$68,075*	*$2,500*	*$2,500*	*8.3%*
G26	Fire Department Donations	9,000			9,000	9,000	9,000	*N/A*
G27	PTA/Other Donations	7,000			5,000	7,000	7,000	*N/A*
G28	Grant Exp. - Energy					0	0	*N/A*
G29	Grant Exp. - Police Radios				34,075	0	0	*N/A*
G30	Stream Committee					0	0	*N/A*
G31	Northwestern Band Donation				12,000	0	0	*N/A*
G32	Park Activities Grant to UPCA	5,000			5,000	*5,000*	*5,000*	*N/A*
G44	ATHA Grant	2,000						
G41	75th Anniversary Committee	4,000						*N/A*
G42	LUP Boys & Girls Club	2,500						*N/A*
G33	Azalea Fun Run/Walk	3,000			3,000	*3,000*	*3,000*	*N/A*
G400	*CAPITAL*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*N/A*
G34	Telephone System	0	0			*0*	*0*	*N/A*
G500	**Grant - DOE**	**668,005**	**0**	**273,700**	**0**	***668,005***	***394,305***	*144.1%*
G35	Salaries - DOE	77,250		40,000				*93.1%*
G36	Payroll Taxes & Benefits	29,355		15,200				*93.1%*
G37	Contractual - DOE Grant	181,900		165,000				*10.2%*
G38	Supplies	61,000		6,500				*838.5%*
G39	Other DOE Expenditures	318,500		47,000				*577.7%*
G40	Indirect Charges - DOE Grant							*N/A*
G600	**Grant - Chesapeake Bay Foundation**	**30,000**						*N/A*
G43	Grant - Exp	30,000						*N/A*

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

TOWN OF UNIVERSITY PARK
DEPARTMENT OF PUBLIC WORKS

PROPOSED BUDGET FY2012

A	B	C	D	E	F	G	H	I
CODE	ITEM DESCRIPTION	Proposed FY2012 Budget	Adopted FY2011 Budget	Estimated Actual FY 2011 Budget	FY 2010 Actual	Budget Variance FY 2012/FY 2011	Estimated Actual Budget Variance FY2012/FY2011	Percent Change FY 2012/FY 2011
DEPARTMENT OF PUBLIC WORKS TOTAL		*$1,208,856*	*$1,187,584*	*$1,154,921*	*$1,174,929*	*$21,272*	*$32,663*	*4.7%*
A100	*PERSONNEL*	*$857,606*	*$802,134*	*$799,921*	*$765,565*	*$55,472*	*$57,685*	*7.2%*
A1	Salaries	571,142	544,500	554,500	548,167	*$26,642*	*$16,642*	*3.0%*
A2	Payroll Taxes and Benefits	286,464	257,634	245,421	217,398	*$28,830*	*$41,043*	*16.7%*
B100	*OPERATING - PARKS & RECREATION*	*$38,000*	*$37,000*	*$35,800*	*$34,866*	*$1,000*	*$2,200*	*6.1%*
B1	Park Activities	4,000	3,000	2,500	3,240	*1,000*	*1,500*	*60.0%*
B2	Tree Maintenance	15,000	15,000	15,000	19,870	*0*	*0*	*0.0%*
B3	Tree Replacement	10,000	10,000	9,500	4,222	*0*	*500*	*5.3%*
B4	Upkeep of Park	4,000	4,000	3,800	3,497	*0*	*200*	*5.3%*
B5	Park Bridge Replacement					*0*	*0*	*N/A*
B6	Playing Field Maintenance	5,000	5,000	5,000	4,038	*0*	*0*	*0.0%*
S100	*OPERATING - STREETS*	*$80,000*	*$99,000*	*$84,500*	*$130,754*	*($19,000)*	*($4,500)*	*-5.3%*
S1	Street Lights	40,000	44,000	40,000	40,554	*($4,000)*	*$0*	*0.0%*
S2	Street Light Upgrade					*$0*	*$0*	*N/A*
S3	Street & Sidewalk Repair	5,000	15,000	4,500	16,004	*($10,000)*	*$500*	*11.1%*
S4	Street Tree Maintenance	20,000	25,000	25,000	47,475	*($5,000)*	*($5,000)*	*-20.0%*
S5	Street Tree Replacement	10,000	10,000	10,000	9,950	*$0*	*$0*	*0.0%*
S6	Snow Removal	5,000	5,000	5,000	16,770	*$0*	*$0*	*0.0%*
W100	*OPERATING - GENERAL & SANITATION*	*$208,250*	*$204,450*	*$189,700*	*$199,990*	*$3,800*	*$18,550*	*9.8%*
W1	Fuel	30,000	26,500	26,500	22,892	*$3,500*	*$3,500*	*13.2%*
W2	Landfill	64,000	64,000	64,000	68,634	*$0*	*$0*	*0.0%*
W3	Medical Exams & Training	750	750	500	210	*$0*	*$250*	*50.0%*
W4	Pest Control	1,000	1,000	500	160	*$0*	*$500*	*100.0%*
W5	Recycling Charges	5,000	12,000	2,500	8,449	*($7,000)*	*$2,500*	*100.0%*
W6	Tools/Supplies	6,000	6,000	5,500	6,511	*$0*	*$500*	*9.1%*
W7	Travel & Dues	3,500	3,000	3,000	3,325	*$500*	*$500*	*16.7%*
W8	Uniforms	8,000	8,000	7,000	7,657	*$0*	*$1,000*	*14.3%*
W9	Vehicle Maintenance	40,000	40,000	40,000	43,952	*$0*	*$0*	*0.0%*
W10	Vehicle Storage	50,000	43,200	40,200	38,200	*$6,800*	*$9,800*	*24.4%*
W200	*CAPITAL*	*$25,000*	*$45,000*	*$45,000*	*$43,754*	*($20,000)*	*($20,000)*	*-44.4%*
W11	Equipment	25,000	45,000	45,000	43,754	*($20,000)*	*($20,000)*	*-44.4%*

TOWN OF UNIVERSITY PARK
POLICE & PUBLIC SAFETY

PROPOSED BUDGET FY2012

A	B	C	D	E	F	G	H	I
CODE	ITEM DESCRIPTION	Proposed FY2012 Budget	Adopted FY2011 Budget	Estimated Actual FY 2011 Budget	FY 2010 Actual	Budget Variance FY 2012/FY 2011	Estimated Actual Budget Variance FY2012/FY2011	Percent Change FY 2012/FY 2011
POLICE & PUBLIC SAFETY TOTAL		*$860,040*	*$792,800*	*$748,900*	*$715,141*	*$67,240*	*$111,140*	*14.8%*
P100	*PERSONNEL*	*$707,840*	*$685,700*	*$640,000*	*$632,639*	*$22,140*	*$67,840*	*10.6%*
P1	Salaries	492,031	491,800	475,000	484,450	*$231*	*$17,031*	*3.6%*
P2	Payroll Taxes and Benefits	215,810	193,900	165,000	148,189	*$21,910*	*$50,810*	*30.8%*
P200	*OPERATING*	*$81,200*	*$76,100*	*$77,900*	*$58,946*	*$5,100*	*$3,300*	*4.2%*
P3	Training	3,000	3,000	3,000	1,453	*$0*	*$0*	*0.0%*
P4	Medical Exams	3,000	2,000	2,000	1,137	*$1,000*	*$1,000*	*50.0%*
P5	Accreditation	1,500	1,500	1,500	1,766	*$0*	*$0*	*0.0%*
P6	Bike Patrol	800	200	200	146	*$600*	*$600*	*300.0%*
P7	Citations	3,750	3,750	3,750	3,102	*$0*	*$0*	*0.0%*
P8	Computer	2,500	2,500	2,500		*$0*	*$0*	*0.0%*
P9	Equipment	7,500	7,500	7,500	1,135	*$0*	*$0*	*0.0%*
P10	Gasoline	26,000	22,000	22,000	21,319	*$4,000*	*$4,000*	*18.2%*
P11	MILES Computer	1,800	1,800	1,800		*$0*	*$0*	*0.0%*
P12	Mobile Data Terminals	6,000	6,000	6,000	4,340	*$0*	*$0*	*0.0%*
P13	Police Supplies & Manuals	4,950	4,750	6,550	4,544	*$200*	*($1,600)*	*-24.4%*
P14	Radio Maintenance	800	1,200	1,200	1,132	*($400)*	*($400)*	*-33.3%*
P15	Travel, Meetings, Professional Dues	3,200	3,200	3,200	1,847	*$0*	*$0*	*0.0%*
P16	Uniforms	7,900	8,200	8,200	5,651	*($300)*	*($300)*	*-3.7%*
P17	Vehicle Maintenance	8,500	8,500	8,500	11,374	*$0*	*$0*	*0.0%*
P300	*CAPITAL*	*$71,000*	*$31,000*	*$31,000*	*$23,556*	*$40,000*	*$40,000*	*129.0%*
P18	Police Cruiser	31,000	31,000	31,000	23,556	*$0*	*$0*	*0.0%*
P19	Radios - New	32,000	0	0		*$32,000*	*$32,000*	*N/A*
P20	Townwide Security Study	8,000				*$8,000*	*$8,000*	*N/A*
TOTAL GENERAL FUND EXPENDITURES		3,238,201	2,427,508	2,617,905	2,368,503	$810,693	*$620,296*	*23.7%*

TOWN OF UNIVERSITY PARK

PROPOSED BUDGET FY2012

A	B	C	D	E	F	G	H	I
CODE	ITEM DESCRIPTION	Proposed FY2012 Budget	Adopted FY2011 Budget	Estimated Actual FY 2011 Budget	FY 2010 Actual	Budget Variance FY 2012/FY 2011	Estimated Actual Budget Variance FY2012/FY2011	Percent Change FY 2012/FY 2011
UNRESERVED, RESERVED & SERVICE FUNDS		$746,054	$841,800	$841,800	$1,879,945	($95,746)	($95,746)	-11.4%
F100	UNRESERVED DESIGNATED	$101,000	$101,000	$101,000	$165,000	$0	$0	0.0%
F1	Vehicle Replacement	61,000	61,000	61,000	125,000	$0	$0	0.0%
F2	Tree Replacement	40,000	40,000	40,000	40,000	$0	$0	0.0%
F200	RESERVED DESIGNATED	$516,554	$500,200	$500,200	$436,700	$16,354	$16,354	3.3%
F3	Street & Sidewalk	400,000	400,000	400,000	350,000	$0	$0	0.0%
F4	Cemetery	4,154	3,800	3,800	3,800	$354	$354	9.3%
F5	Cable Capital Equipment	112,400	96,400	96,400	82,900	$16,000	$16,000	16.6%
DEBT SERVICE FUND								
RD100	REVENUES	$128,500	$240,600	$240,600	$245,700	($112,100)	($112,100)	NA
RD1	Transfer From General Fund	128,500	240,600	240,600	245,700	($112,100)		
D100	EXPENDITURES	$128,500	$240,600	$240,600	$1,278,245	($112,100)	($112,100)	-46.6%
D1	Principal		105,400	105,400	98,810	($105,400)	($105,400)	-100.0%
D2	Interest		6,100	6,100	11,541	($6,100)	($6,100)	-100.0%
D3	Fees		600	600	587	($600)	($600)	-100.0%
D4	Debt Service - Pension Plan	128,500	128,500	128,500	1,167,307	$0	$0	0.0%
TOTAL EXPENDITURES		$5,131,549	$4,181,955	$4,582,873	$5,343,065	$949,594	$548,676	12.0%
GENERAL GOVERNMENT		$1,169,304	$447,124	$714,084	$478,433	$722,180	$455,220	63.7%
PUBLIC WORKS		$1,208,856	$1,187,584	$1,154,921	$1,174,929	$21,272	$53,935	4.7%
POLICE & SAFETY		$860,040	$792,800	$748,900	$715,141	$67,240	$111,140	14.8%
UNRESERVED DESIGNATED		$101,000	$101,000	$101,000	$165,000	$0	$0	0.0%
RESERVED DESIGNATED		$516,554	$500,200	$500,200	$436,700	$16,354	$16,354	3.3%
UNRESERVED UNDESIGNATED		$1,147,294	$912,647	$1,123,168	$1,094,616	$234,647	$24,126	2.1%
DEBT SERVICE FUND		$128,500	$240,600	$240,600	$1,278,245	($112,100)	($112,100)	-46.6%
GENERAL REVENUE		$3,407,181	$2,584,346	$2,886,557	$3,719,866	$822,835	$520,624	18.0%
GENERAL FUND EXPENDITURES		$3,238,201	$2,427,508	$2,617,905	$2,368,503	$810,693	$620,296	23.7%
OPERATING SURPLUS/DEFICIT		$168,980	$156,838	$268,652	$1,351,363			
DEBT SERVICE		$128,500	$240,600	$240,600	$1,278,245			
TOTAL OPERATING SURPLUS/DEFICIT		$40,480	($83,762)	$28,052	$73,117			
FUND BALANCE RATIO		35.43%	37.60%	42.90%				
FUND BALANCE RATIO without Grant Revenue and Expenditures Included		45.17%						

TOWN OF UNIVERSITY PARK			Proj. FY12	Proj. FY13	Proj. FY14*	Proj. FY15	Proj. FY16	Proj. FY17
			MODEL I MODEL BASED ON MAYOR'S PROPOSED BUDGET FOR FY2012					OUTYEAR
I	Income							
	General Fund Revenues							
R100	I - Taxes							
	R1	4000-00 · Real Estate Tax Revenue	$ 1,924,405	$ 1,924,405	$ 1,924,405	$ 2,020,625	$ 2,222,688	$ 2,444,957
	R2	4005-00 · Business Personal Property Tax	$ 52,000	$ 52,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000
	R3	4010-00 · Penalties & Interest on Taxes	$ 3,500	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000
	R4	4020-00 · State Income Tax	$ 460,000	$ 464,600	$ 469,246	$ 473,938	$ 478,678	$ 505,000
	Total I - Taxes		$ 2,439,905	$ 2,444,005	$ 2,456,651	$ 2,557,564	$ 2,764,366	$ 3,012,957
R300	II - State Shared							
	R9	4015-00 · Highway Users	$ 30,642	$ 30,642	$ 30,642	$ 30,642	$ 30,642	$ 30,642
	R8	4025-00 · Police Protection	$ 37,228	$ 39,650	$ 39,650	$ 39,650	$ 39,650	$ 39,650
	R10	4030-00 · Bank Stock	$ 10,257	$ 10,257	$ 10,257	$ 10,257	$ 10,257	$ 10,257
	Total II - State Shared		$ 78,127	$ 80,549	$ 80,549	$ 80,549	$ 80,549	$ 80,549
R400	III - County							
	R11	4055-00 · Landfill Rebate	$ 6,250	$ 6,250	$ 6,250	$ 6,250	$ 6,250	$ 6,250
	Total III - County		$ 6,250	$ 6,250	$ 6,250	$ 6,250	$ 6,250	$ 6,250
R200	IV - Licenses & Permits							
	R6	4075-00 · Cable TV Franchise Payments	$ 28,000	$ 28,840	$ 29,705	$ 30,596	$ 31,514	$ 32,460
	R7	4076-00 · Cable TV - Capital Equipment	$ 16,000	$ 16,480	$ 16,974	$ 17,484	$ 18,008	$ 18,548
	R5	4080-00 · Building Permits & Fees	$ 1,200	$ 1,260	$ 1,323	$ 1,389	$ 1,459	$ 1,532
	Total IV - Licenses & Permits		$ 45,200	$ 46,580	$ 48,003	$ 49,469	$ 50,981	$ 52,540
R500	V - Miscellaneous							
	R13	4170-00 · Red Light Camera	$ 7,500	$ 8,000	$ 8,000	$ 8,000	$ 8,000	$ 8,000
	R5	4085-00 · Accident Reports	$ 20	$ 20	$ 20	$ 20	$ 20	$ 20
	R4	4090-00 · Tennis/Auto Stickers	$ 50	$ 50	$ 50	$ 50	$ 50	$ 50
	R14	4095-00 · Rental License Fees	$ 28,000	$ 28,000	$ 28,000	$ 28,000	$ 28,000	$ 24,000
	R16	4100-00 · Fines - Police	$ 1,500	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000
	R17	4105-00 · Vehicle Release	$ 1,500	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000
	R12	4120-00 · Interest Income	$ 7,500	$ 22,500	$ 30,000	$ 37,500	$ 45,000	$ 45,000
	R19	4150-00 · Revenue -Miscellaneous	$ 100	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000
	R15	4155-00 · Revenue - Recycling	$ 3,000	$ 5,000	$ 7,000	$ 9,000	$ 9,000	$ 9,000
	R18	4160-00 · Sale of Asset	$ -	$ -	$ -	$ -	$ -	$ -
	R21	DOE Grant	$ 718,229	$ 412,489	$ -	$ -	$ -	$ -
	R22	Grants Revenue - Police Radios	$ 32,000	$ -	$ -	$ -	$ -	$ -
	R24	ATHA Grant	$ 300	$ -	$ -	$ -	$ -	$ -
	R25	Grants Revenue - Security Grant	$ 8,000	$ -	$ -	$ -	$ -	$ -
	R26	Chesapeake Bay Foundation Grant	$ 30,000	$ -	$ -	$ -	$ -	$ -
	Total V - Miscellaneous		$ 837,699	$ 479,059	$ 76,070	$ 85,570	$ 93,070	$ 89,070
	Total General Fund Revenues		$ 3,407,181	$ 3,056,443	$ 2,667,523	$ 2,779,402	$ 2,995,216	$ 3,241,365
	Total Income		$ 3,407,181	$ 3,056,443	$ 2,667,523	$ 2,779,402	$ 2,995,216	$ 3,241,365

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

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

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

TOWN OF UNIVERSITY PARK	Proj. FY12	Proj. FY13	Proj. FY14*	Proj. FY15	Proj. FY16	Proj. FY17
V Reserves & Debt Service						
F100 I. Unreserved - Designated						
F1 6600-08 · Vehicle Replacement	$ -	$ -	$ -	$ -	$ -	$ -
F2 6610-08 · Tree Replacement	$ -	$ -	$ -	$ -	$ -	$ -
Total I. Unreserved - Designated	$ -	$ -	$ -	$ -	$ -	$ -
F200 II. Reserved - Designated						
F3 6620-08 · Road & Sidewalk	$ -		$ -	$ -	$ -	$ -
F4 6630-08 · Cemetery	$ -	$ -	$ -	$ -	$ -	$ -
F5 6640-08 · Cable Capital Equipment	$ -	$ -	$ -	$ -	$ -	$ -
Total II. Reserved - Designated	$ -	$ -	$ -	$ -	$ -	$ -
D100 III. Debt Service						
D1 6045-01 · Debt Retirement - Bonds	$ -					
D2 6046-01 · Debt Service - Interest	$ -					
D3 6047-01 · Debt Service - Fees	$ -					
D4 6050-01 - Debt Service - Pension	$ 128,500	$ 128,500	$ 128,500	$ 128,500	$ 128,500	$ 128,500
Total III. Debt Service	$ 128,500	$ 128,500	$ 128,500	$ 128,500	$ 128,500	$ 128,500
IV. Unreserved Funds	$ -	$ -	$ -	$ -	$ -	$ -
Total Reserves & Debt Service	$ 128,500	$ 128,500	$ 128,500	$ 128,500	$ 128,500	$ 128,500
Total Expense	$ 3,366,701	$ 3,034,563	$ 2,806,273	$ 2,889,584	$ 3,028,359	$ 3,148,219
Net Income	$ 40,480	$ 21,880	$ (138,751)	$ (110,183)	$ (33,144)	$ 93,146
Total Reserve and Unreserved Fund Bal.						
F1 Vehicle Replacement	$ 61,000	$ 61,000	$ 61,000	$ 61,000	$ 92,000	$ 92,000
F2 Tree Replacement	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000
F3 Road & Sidewalk	$ 400,000	$ 400,000	$ 400,000	$ 400,000	$ 400,000	$ 400,000
F4 Cemetery	$ 4,154	$ 4,160	$ 4,175	$ 4,200	$ 4,225	$ 4,250
F5 Cable Capital Equipment	$ 112,400	$ 128,880	$ 145,854	$ 163,338	$ 181,346	$ 199,895
– Unreserved Fund Balance	$ 1,147,294	$ 1,152,688	$ 996,948	$ 869,256	$ 787,080	$ 861,652
Total Fund Balance	$ 1,764,848	$ 1,786,728	$ 1,647,977	$ 1,537,794	$ 1,504,651	$ 1,597,797
Unres. Fund Bal. as % of Total Budget I	34.1%	38.0%	35.5%	30.1%	26.0%	27.4%
Bond Cost for Street Repairs	$ 138,000	$ 138,000	$ 138,000	$ 138,000	$ 138,000	$ 138,000
Unres. Fund Bal. as % of Total Budget II	28.8%	32.0%	29.2%	24.2%	20.5%	22.0%
Total Fund Bal. as % of Total Budget II	46.4%	52.0%	51.3%	46.2%	43.2%	44.4%

MUNICIPAL AND COUNTY HIGHWAY USER REVENUE (HUR)
FY 2011 & FY 2012 ESTIMATED DISTRIBUTIONS

Berwyn Heights	6,464	6,661	39,966
Bladensburg	8,346	8,600	51,605
Brentwood	4,570	4,710	28,260
Capitol Heights	6,783	6,990	41,940
Cheverly	9,556	9,847	59,084
Colmar Manor	2,258	2,327	13,962
Cottage City	1,948	2,008	12,050
Eagle Harbor	768	792	4,752
Edmonston	2,744	2,828	16,970
Fairmount Heights	2,588	2,667	16,002
Forest Heights	4,562	4,701	28,212
Glenarden	7,718	7,953	47,724
Landover Hills	2,606	2,686	16,116
Morningside	2,575	2,653	15,924
North Brentwood	1,095	1,128	6,774
Seat Pleasant	7,229	7,449	44,697
University Park	4,955	5,106	30,642
Upper Marlboro	1,416	1,460	8,760
Queen Anne's County	156,624	161,398	258,237
Barclay	286	295	1,776
Centreville	7,431	7,658	45,950
Church Hill	1,085	1,118	6,708
Millington-QA	23	24	146
Queenstown	1,634	1,683	10,104
Sudlersville	698	719	4,316
Templeville-QA	60	62	374
St. Mary's County	224,075	230,905	369,448
Leonardtown	5,515	5,684	34,104
Somerset County	84,592	87,170	139,473
Crisfield	7,341	7,564	45,390
Princess Anne	5,537	5,706	34,242
Talbot County	97,655	100,632	161,011
Oxford	2,602	2,681	16,090
Easton	34,797	35,857	215,148
St. Michaels	3,353	3,455	20,730
Trappe	2,398	2,471	14,826
Washington County	260,248	268,180	429,088
Hagerstown	77,142	79,493	476,960
Clear Spring	1,110	1,144	6,868
Keedysville	2,604	2,683	16,104

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

March 28, 2011

To: Mayor John Rogard Tabori

From: Chief Michael Wynnyk

Subject: Proposed Budget for Fiscal Year 2012

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

University Park Police
Comparison of 2011 Proposed Budget to 2012

	Item	FY2011	FY 2012	
		Personnel		
P 1	Salaries	493000	P 1	492,031
P 2	Payroll Taxes and Benefits	152,830	P 2	215,810
P 3	Training	3,000	P 3	3,000
P 4	Medical exams	2,000	P-4	3,000
		Operating		
P 5	Accreditation	1,500	P 5	1,500
P 6	Bike Patrol	200	P 6	800
P 7	Citations	3,750	P 7	3,750
P 8	Computer	2,500	P 8	2,500
P 9	Equipment	7,500	P 9	7,500
P10	Gasoline	22,000	P 10	26,000
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	4,750	P 13	4,950
P14	Radio Maintenance	1,200	P 14	800
P15	Meetings and Travel	3,200	P 15	3,200
P16	Uniforms	8,200	P 16	7,900
P17	Vehicle Maintenance	8,500	P 17	8,500
		Capital		
P 18	Police Car	31,000	P 18	31,000
P 19	Radios – New		P 19	32,000
P 20	Lighting/ Security Survey		P 20	8,000
		Total		$860,040.

2011

Vehicle	Model	Year	Veh.	Tag#	Accessory	Current	Maint.	Assigned
			#		Package	Mileage	Cost	
Chevy	Impala	2002	10	GBT-729	Unmarked	97,033	$36.88	Spare
Chevy	Impala	2004	11	MG2881	Marked/MDT	76,915	$131.94	Graddy
Chevy	Impala	2004	16	MG2885	Marked/ MDT	80,308	$1,169.08	Sunday
Chevy	Impala	2005	17	MG2882	Marked/ MDT	71,015	$639.51	Enig
Ford	Escort Hyb	2011	23	8MD5987	Unmarked	4,000	$33.53	Chief Wynnyk
Chevy	Impala	2005	19	MG2879	Marked/ MDT	51,188	$324.10	Sease
Chevy	Impala	2007	20	MG2878	Marked/ MDT	69,585	$1,961.82	Jones
Chevy	Impala	2008	21	MG2883	Marked/MDT	39,755	$673.64	Stennett
Chevy	Impala	2009	22	6FAW42	Unmarked	21,685	$153.04	Lt. McCully
					Total	511,484	$5,123.54	

Line Item P-1 University Park Police Salary

Name	Rank	Anniv. Date	Grade/ Step	Current Salary
Shameka Graddy	Officer	12/28/2010	7/3	$39,224
Steve Stennett	POFC	12/23/2010	8/5	$44,733
Enig, Daniel	Sergeant	9/20/1991	10/12	$63,578
Jones, Kirk	Corporal	6/23/2003	9/8	$52,548
Chad Sunday	Officer	7/8/2010	7/3	$39,224
Richard Sease	PFOC	4/19/2010	8/2	$40,937
McCully, Wayne	Lieutenant	2/3/2005	11/12	$68,347
Wynnyk, Michael	Colonel	8/1/2002	14/12	$84,907
Brown, Josie	Clerical			$20,800
			Totals	$454,298

Holiday/Overtime Pay			$20,000
		Total	$474,298
COLA			$10,116
Merit	3.00%		$7,617
		Total	$492,031

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

March 17, 2011

To: Mayor John Rogard Tabori

From: Michael Beall

Subject: Proposed Budget for Fiscal Year 2012

The University Park Department of Public Works budget for FY12 is submitted for your approval. The proposed budget is in the amount of $1,208,856. This amount exceeds the FY11 operating budget by $21,272. This increase is the result of a increases in salaries, employee benefits, and fuel expenses.

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

Personnel:

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

Streets:

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

Street Repairs—Street repairs has been reduced by $5000 to reflect a limited amount of miscellaneous expenses which may be incurred apart from Phase 1 of the street repaving plan.

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

Operating- General Sanitation:

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

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

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

Capital Outlay:

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

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

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

University Park Public Works Department
BUDGET JUSTIFICATIONS FY12

A 100 PERSONNEL	**$ 857,606**
A 1 Payroll taxes and benefits	
Personnel withholding taxes and benefits	$286,464
A 2 Salaries (incl. COLA & Step adjustments)	
Personnel salaries, holiday pay, overtime, and contract labor	$571,142
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	**$ 80,000**
S 1 Street Lights	
Energy cost for overhead street lighting throughout town	$ 40,000
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.	$ 5,000
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
W 100 OPERATING-GENERAL SANITATION	**$208,250**
W 1 Fuel	
Fuel for operating public works vehicles and equipment	$ 30,000
W 2 Landfill	
Tipping fees for refuse, leaf collection, and yard waste	$ 64,000
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.	$ 3,500
W 8 Uniforms	
Costs related to the purchase and lease of DPW employee uniforms, boots, gloves, raingear, personal safety gear	$ 8,000
W 9 Vehicle Maintenance	
Costs associated with vehicle and equipment repair	$ 40,000
W10 Vehicle Storage	
Costs for vehicle storage and maintenance facilities	$ 50,000
W 200 CAPITAL	**$ 25,000**
W11 Equipment	
Replacement of a 1998 Ford Packer	$ 25,000
Total	**$1,208,856**

Line Item A-1 University Park Public Works Salary Summary

Name	Position	Anniv. Date	Grade	Step	Current Salary
Bloomfield, Lawrence	Supervisor	17-Aug-93	10	12	$63,578
Edwards, Donald	DVR/LBR	4-Apr-94	4	12	$41,196
Hall, Kerry	Mechanic	1-Jul-66	10	12	$63,578
Hall, Warren	Drv/LBR	1-Jul-73	9	12	$59,142
Jenkins, Ray	DRV/LBR	27-Jul-06	4	6	$34,501
Murphy, Terry	Laborer	10-Nov-04	2	6	$29,855
Roberts, Jerome	DRV/LBR	17-Sep-01	4	11	$39,996
Robinson, Joe	DRV/LBR	3-Dec-76	5	12	$44,286
Robinson, Mike	Skill LBR	4-Feb-77	4	12	$41,196
Umanzor, Victor	Laborer	20-Apr-09	2	5	$28,985
Beall, Mickey	Director	8-Jan-08	14	7	$73,241
				Totals	$519,554

COLA	2.30%	$11,950
Merit	3.00%	$6,197

Holiday/Overtime/Contract Labor	$33,441
Total	$571,142

Public Works Vehicle Inventory

#	Year	Make	Model	Type	Plate#	Mileage
1	2000	Sterling	850	Packer	LG43775	73044
2	1998	Ford	850	Packer	LG54727	205059
3	1998	Ford	850	Packer	LG54742	243956
4	2001	Isuzu	NA	Leaf	LG80423	195766
5	1996	Mitsubishi	NA	Leaf	LG54178	198124
6	1997	Chevy	Top Kick	Dump	LG85065	91302
7	1997	Ford	F350	P/U	LG14634	68302
8	2005	John Deere	542	Tractor	NA	NA
9	2011	Ford	F350	P/U	LG85077	3544
10	2003	ODB	LCT 600	Leaf Vac	NA	NA
11	2003	ODB	LCT 600	Leaf Vac	NA	NA
12	2006	Ford	Escape	Hybrid	MG2880	91152
13	2009	Carry-On	NA	Trailer	LG85063	NA
	2000	Ford	3500	Bus	LG86651	36909
	2008	Chevy	E450	Bus	LG61645	104930

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Summary

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

FY 2011 Budget Highlights

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

- The hiring of the primary project staff person, the Energy Coach, was three months later than budgeted, and the individual hired was not able to start full time until January, 2011. Consequently salary, fringe and overhead costs are all below year-1 budget;

- The prospective investments in the solar project ($250,000) were originally spread over all three project years. These are now expected to all take place in year 2 of the project, and as such there will be no expenses for this line item in year 1;

- Similarly, the original budget called for $175,000 to be dedicated to a potential street lighting project in year 1. This expense has been deferred to the final year of the project, pending a thorough review of this item, and the designated funds held in reserve.

- The development costs for the web site and database will be significantly less than the $75,000 originally budgeted. The bids received in response to the town RFP for the web site were not accepted by the STEP-UP review committee. The web strategy for the project was subsequently re-scoped, and the actual web and database costs are projected to be less than $15,000.

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

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

FY 2012 Anticipated Budget Highlights

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

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

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

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

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

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

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

Year-3 Project Balance (FY 2013)

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

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

STEP-UP FY 2012 Budget

	3-Year Project Budget	FY 2011 Projection	Projected Carry Forward	FY 2012 Budget	Projected Balance Remaining
Indirect Charges	$100,528	$9,350	$91,178	$56,140	$35,038
Contractual	$382,663	$165,000	$217,663	$181,900	$35,763
Supplies	$249,000	$6,500	$242,500	$61,000	$181,500
Other DOE Expenditures	$372,902	$47,000	$325,902	$318,500	$7,402
Fringe Benefits	$88,089	$15,200	$72,889	$29,355	$43,534
Salary	$231,818	$40,000	$191,818	$77,250	$114,568
Totals	**$1,425,000**	**$283,050**	**$1,141,950**	**$724,145**	**$417,805**
				estimated STEP-UP FY2013 budget	**$353,343**
				estimated STEP-UP reserve balance	**$64,462**

Town of University Park
Summary of Key Assumptions and a Short Description
Of
The Five Year Budget Projection
Fiscal Years 2012-2017
Memo from the Office of the Mayor
April 11, 2011

The following are key assumptions and information that should be considered when reviewing the Five Year Budget projections for the Town of University Park. This information, when considered with the FY2012 budget projection will give the reader a thorough understanding the Five Year Budget Plan and the issues that the may face.

1. The real property tax rate is set at the constant yield rate for FY2012-2014. Doing so will result in five years (FY2010-FY2014) of no or minimal tax increases on individual properties here in University Park. In FY2015, real property taxes are projected to increase by 5%. In FY2016 and FY2017, they are projected to increase by 10%. Currently the average real property taxes for the Town are $2,085. The increase over the years FY2015-FY2017 will amount to approximately $550, raising the average real property tax level to $2,635.
2. State Income Tax Revenues are projected to be $460,000 in FY2012, and increase by 1% each year thereafter.
3. Highway User Revenues will increase from $8,500 to $30,642 based on recent action by the Maryland State Legislature. We have projected this latest amount to remain stable through FY2017 in the absence of additional information. In discussing this matter with MML, it appears that this is a safe assumption, although they hope to increase the amount in the coming years assuming that the economy continues to improve.
4. Police Protection Revenues remain constant from FY2011. It was our understanding that they should increase by $2,400 in FY2012 over FY2011, but we do not have final information at this point.
5. Cable TV Franchise and Capital Equipment Grants will gradually increase due to the rise in the cost of service. These revenues are based on the gross receipts received by the cable companies that operate a franchise in the Town.
6. Interest income is based on a 0.5% rate of return in FY2012. The rate of return is projected to increase to 1.5% in FY2013 and then by 0.5% each subsequent year through FY2016. Thereafter, a 3.0% rate of return is assumed into the future. It may be possible to improve on this rate of return by placing our funds in CDs rather than money market accounts. The total income interest income assumes a $1.5 million average investment balance.
7. It is anticipated that the market for recyclables will continue to improve in FY2012 and will continue to gradually increase in subsequent years. It is possible that a positive and safe revenue stream will develop in years 3-5; however we have only reflected modest increases in the recycling revenue stream in the face of a slow economic recovery.

8. Salary increases are projected to rise about 5% (Merit + COLA) in each year through FY2016, and increase to 6% in FY2017. The Federal Reserve projects inflation to be about 2% per annum through CY 2016 and rise to 3% in CY2017. Although standard merit increases are 3%, sufficient numbers of personnel are at the top of their pay scale that the overall increase from this category will not be 3%, even assuming that we do not freeze salaries over the next 5 years.
9. Labor Burden, which includes life insurance, health insurance, payroll taxes, State Retirement Contributions, workers compensation insurance and unemployment insurance, currently costs the 45.4% in FY2012. The increase from last year's 43% is due to a significant increase in our workman's comp rates due to the sudden illness of two police officers, forcing them to prematurely retire. We expect this increased rate to last through FY2014. Thereafter, we believe that the rates will drop significantly and the burden rate with it.
10. The majority of the expenditure costs in each department either remains constant, or includes a gradual increase due to the rising cost of services.
11. Gypsy Moth Spraying – One spraying is budgeted for during the five year period, although so far we do not see any signs of them returning.
12. Public Works Capital Outlay – A new trash truck chassis (cab & motor) is projected to be purchased in FY2012.
13. Additional funding is not included for any of the designated reserves for FY2012-FY2017. The Town may use reserve funds to partially pay for road and sidewalk improvements.
14. Debt Service Cost for funding the past service cost of the Pension Plan is included for all years.
15. While projected DOE grant revenue and expenditures are included in the FY2012 and FY2013 budget, special revenues from the loan loss reserve and the projected loan to the solar coop are not.