



FY2023 Budget Table of Contents

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TOWN OF UNIVERSITY PARK

MAYOR
Lenford C. Carey

MEMO

Date: March 31, 2022
To: Common Council
From: Lenford C. Carey, Mayor
Re: Transmittal of Proposed Fiscal Year 2023 Budget

Per Section 602 of the Town Charter, I submit a Fiscal Year 2023 Budget for the Town of University Park covering the period from July 1, 2022, through June 30, 2023.

In brief:

- The proposed Fiscal Year 2023 tax rate on real property is .5167 per \$100 of assessed value, which is the Constant Yield Rate. This is less than the .5386 per \$100 of assessed value set by the Council for Fiscal Year 2022.
- Anticipated Fiscal Year 2023 revenues include \$618,749 in new revenue from placement and enforcement of speed cameras and another \$1,296,109 in American Rescue Plan Act funds.
- Anticipated new revenues also include \$125,000 Maryland State Bond Bill toward repair or replacement of pedestrian bridges across Wells Run at Beechwood Road and Van Buren Street, and \$225,000 Community Parks and Playground Grant for renovation and improvement of the Tot Lot playground.
- Total Town employment proposed is 25 FTEs, including addition of 2 FTEs in the Police Department, a .15 FTE increase in Town Administrator, and a temporary .20 FTE for overlap to facilitate transition of the Town Treasurer position.
- A Council stipend of \$1,800 is included for each of three Councilmembers elected or reelected in May 2022, totaling \$5,400 for Fiscal Year 2023.
- In Public Works, \$25,000 is included for security and access control of the maintenance facility in Bladensburg, and \$40,000 for its evaluation, maintenance, and improvement design.
- Police Department funding includes two new officers to give additional attention to evening and overnight patrolling.

- Capital Projects Expenditures include \$300,000 for pedestrian bridge replacement, \$250,000 for Tot Lot renovation, and \$240,000 for Town Hall design and construction.

In detail:

As submitted, this budget totals \$8,930,911. This amount includes a General Fund of \$7,860,911 and a Capital Projects Fund of \$1,070,000. The General Fund Budget consists of \$5,900,776 in departmental expenditures, \$369,908 for debt service and \$1,590,227 in prior-year fund balance. The General Fund Budget includes the use of \$773,245 in prior year reserves to help fund the General Fund Budget. Much of this amount, \$756,009, is from American Rescue Plan funding received in FY2022 and carried over into FY2023.

The Capital Projects Fund tracks the financial resources used to acquire and/or construct major capital projects. The projects in the Capital Projects fund include the continuation of the Town’s Street and Infrastructure Project in the amount of \$250,000, Town Hall Design & Construction for \$240,000, Street Engineering Design and Construction of \$30,000, Park Bridge Replacement for \$300,000 and a Playground Renovation project in the amount of \$250,000. The sources of funding for these projects are shown in the Grants and Other Funding Sources area of the Capital Projects Budget and include the use of \$520,000 in prior-year reserves.

The net assessable real property tax base increased 4.2% from \$455,219,259 to \$474,506,674 for Fiscal Year 2023. The proposed tax rate is set at the Constant Yield Rate of .5167 per \$100 of assessed value.

As stated above, the prior year General Fund balance totals \$1,590,227 of the total Budget. This fund includes three components: Unreserved Designated, Reserve Designated and Unreserved Undesignated in the following amounts and purposes:

Unreserved Designated	
Vehicle Replacement	\$26,000
Tree Replacement	40,000
Transit Reserve	50,000
Police Officer Overtime	<u>68,000</u>
Total	\$184,000

Reserved Designated	
Cable Capital Equipment	\$243,800
Cemetery	<u>4,217</u>
Total	\$248,017

Unreserved Undesignated **\$1,158,210**

There are no major changes in revenue sources for Fiscal Year 2023 compared with Fiscal Year 2022. Some of the minor differences between the years are:

Highway User Revenues – Projected to increase by \$10,696.

American Rescue Plan Act Funds – The Town expects to receive another \$1,296,109 in FY2023.

Red Light and Speed Camera Revenues – The town expects to receive \$562,642 in new revenue in fiscal year 2022 and \$618,749 in fiscal year 2023 from the placement and enforcement of speed cameras within the town.

Departmental expenditures provide the same level of services in Fiscal Year 2023 as Fiscal Year 2022. The only change in staffing is proposed in the Police Department. Two additional officers are proposed in the Department.

Based upon the current Consumer Price Index (CPI) there is a 3.5% Cost of Living increase included within departmental budgets. The actual CPI for the past year was 6%. Personnel costs also reflect changes in pay rates as a result of merit and scheduled pay increases. Significant changes within each department's budget are summarized below:

General Government

Salaries – General Government – Provides staffing at 3.50 FTEs. This includes a temporary .20 FTE overlap to facilitate one-time transition in the Town Treasurer position. Total salary cost of this additional .20 FTE is \$12,806.

Mayor and Council Salary – A council stipend is proposed in the amount of \$1,800 per Councilmember elected or reelected in May 2022. This will include three Council Members.

Community Events – Has been added in the amount of \$2,000.

Meeting Costs – The Town will have to pay higher fees to use the University Park Elementary School or other location for meetings. A new line item in the amount of \$5,000 was added for this purpose.

American Rescue Plan Act Projects – Funding has been included for specific projects to include Premium Pay for employees and Storm Water Design and Engineering. There is an additional amount of \$1,817,761 available for other projects.

Arts in The Park – In Grants, this is a new line item to fund an Arts in the Park event in late September organized by town residents.

Public Works

Personnel – Includes staffing at 10 FTEs, including any promotions and steps.

Street Tree Maintenance – Includes \$25,000 in year 1 of a 3-year program to eliminate a backlog of needed Bradford Pear tree maintenance.

Landfill – Has increased \$8,000 due to an increase in the tipping fee from \$59/ton to \$70/ton.

Garage – Roof & Building Renovation/Design - \$40,000 has been allocated to provide funds to design and permit building renovations following a full systems analysis of the building.

Garage Security and Access Control - \$25,000 has been allocated to fund the installation of cameras and other security equipment as well as access control capabilities at the town maintenance facility.

Vehicle for Public Works Director - \$30,000 has been included to purchase a hybrid replacement vehicle for the DPW director.

Police Department

Personnel – Staffing of 11 FTEs within the Police Department. This includes two additional officers to bolster evening and overnight patrolling. This will bring the department strength to 10 Officers and one civilian. In addition to the Police personnel there is one part-time Code Officer and two part-time crossing guards. Eligible promotions and steps are included.

Parking Enforcement – has been added in the amount of \$6,075 to attend to anticipated parking concerns in the Town.

Operating Costs – will increase due to the hiring of two additional police officers. These costs include training, equipment, gasoline and uniforms.

Police Cruiser – \$50,500 to purchase a hybrid replacement police vehicle.

Debt Service

Budgeted in the amount of \$369,908 to cover three bonds/loans:

1. Loan for the semiannual debt service payments on the bonds issued to fund town street work and past service costs on the town's participation in the Maryland State Retirement Program in the amount of \$206,242.
2. FY2020 Bonds issued for street improvements and traffic control in the amount of \$136,316
3. Leaf/utility truck loan in the amount of \$27,350.

Capital Projects Fund Budget

The Capital Projects Fund is used to track the financial resources used to acquire and/or construct major capital assets. The grants and other funding sources and capital projects are summarized below:

Grant and Other Funding Sources

Maryland State Bond Bill – Town Hall - \$200,000 – Funds to be received from the State’s Bond Bill program to fund the design and construction of a new/renovated Town Hall.

Maryland State Bond Bill – Bridges - \$125,000 – Funds requested through the State General Assembly to be used for the Design and Construction of bridges along the park pathways in town.

Community Parks and Playground – Tot Lot - \$225,000

Committed Fund Balance - \$520,000 – Includes \$40,000 for the Town’s match for the Maryland Bond Bill for a Town Hall design and construction, \$250,000 for street work projects, \$175,000 for bridge replacement, \$30,000 for street engineering/design/construction and \$25,000 for Community Parks Grant – Playground project.

Capital Projects Expenditures

Street & Infrastructure Project - \$250,000 – To complete the Town’s Street and infrastructure project and construction of new sidewalks.

Town Hall Design & Construction – \$240,000 – Consists of costs to design and begin construction of a new/renovated town hall.

Street Engineering/Design/Construction - \$30,000

Park Bridge Replacement – Beechwood & Van Buren Street - \$300,000

Community Parks – Playground Project - \$250,000

This submittal presents a responsible Fiscal Year 2023 Budget for the Town of University Park which will meet the foreseeable needs of the Town for the next year while continuing to provide our residents the services that they expect.

We will formally present the Budget at the April 4, 2022 Council meeting, and will discuss it in more detail at that time and in other Council meetings in May and June. Please feel free to contact me if you have any questions or concerns before that time.

LEGISLATIVE RESOLUTION 22-O-04

Resolution and Ordinance of the Town of University Park, pursuant to Section 603 of the Charter of the Town of University Park, to levy the real property and personal property tax rate and appropriate and adopt the annual budget for fiscal year 2023.

Section 1: Be it resolved and ordained by the Mayor and Common Council of University Park that the tax levy be, and the same is hereby set at Fifty-one and 67/100 cents (\$0.5167) per one hundred dollars (\$100.00) of full value assessment on all taxable real property located within the corporate limits of the Town of University Park, Maryland; and

Section 2: Be it further resolved and ordained by the Mayor and Common Council that the tax levy be, and the same is hereby set, at two dollars and twenty-five cents (\$2.25) per one hundred dollars (\$100.00) of full value assessment on all taxable personal property located within the corporate limits of the Town of University Park, Maryland;

Section 3: Be it further resolved and ordained by the Mayor and Common Council of University Park that the budget for fiscal year 2023 be appropriated and enacted as follows:

Town of University Park
Fiscal Year 2023 Budget
Council Draft One

TOWN OF UNIVERSITY PARK REVENUES		Budget FY2023							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	FY2023 Budget	Adopted FY2022 Budget	Estimated Actual FY 2022 Budget	Audited FY 2021 Actual	Budget Variance FY 2023/FY 2022	Estimated Actual Budget Variance FY2023/FY2022	Percent Change FY2023/FY2022	FY2022 Variance: Budget v. Actual
GENERAL FUND REVENUES		\$5,497,439	\$3,589,308	\$5,427,339	\$3,767,335	\$1,908,131	\$70,100	1.3%	\$1,838,031
R100	TAXES	\$3,284,811	\$3,260,774	\$3,260,774	\$3,299,770	\$24,037	\$24,037	0.7%	\$0
R1	Real Property (1)	2,451,811	2,449,774	2,449,774	2,449,774	2,037	2,037	0.1%	\$0
R2	Business Personal Property Tax (2)	60,000	60,000	60,000	53,940	0	0	0.0%	\$0
R3	Penalties & Interest on Taxes	3,000	1,000	1,000	3,627	2,000	2,000	200.0%	\$0
R4	State Income Tax	770,000	750,000	750,000	792,428	20,000	20,000	2.7%	\$0
R200	LICENSES & PERMITS	\$61,250	\$62,900	\$62,900	\$60,555	(\$1,650)	(\$1,650)	-2.6%	\$0
R5	Building Permits & Fees	1,500	1,500	1,500	2,345	0	0	0.0%	\$0
R6	Cable Franchise Fees	37,000	37,800	37,800	35,635	(800)	(800)	-2.1%	\$0
R7	Cable Equipment Fees	22,750	23,600	23,600	22,575	(850)	(850)	-3.6%	\$0
R300	STATE SHARED	\$1,479,023	\$172,218	\$1,468,327	\$178,178	\$1,306,805	\$10,696	0.7%	\$1,296,109
R8	Police Protection	50,310	50,310	50,310	51,001	0	0	0.0%	\$0
R9	Highway User	122,347	111,651	111,651	116,920	10,696	10,696	9.6%	\$0
R10	American Rescue Plan	1,296,109		1,296,109		1,296,109	0	0.0%	\$1,296,109
R11	Bank Stock	10,257	10,257	10,257	10,257	0	0	0.0%	\$0
R400	COUNTY	\$6,256	\$6,256	\$6,256	\$6,256	\$0	\$0	0.0%	\$0
R12	Landfill Rebate	6,256	6,256	6,256	6,256	\$0	\$0	0.0%	\$0
R500	MISCELLANEOUS	\$666,099	\$87,160	\$629,082	\$222,576	\$578,939	\$37,017	5.9%	\$541,922
R13	COVID19 County Grant				160,986	\$0	\$0	N/A	\$0
R14	Interest	3,750	1,440	1,440	1,946	\$2,310	\$2,310	160.4%	\$0
R15	Red Light and Speed Camera	618,749	18,720	562,642	15,625	\$600,029	\$56,107	10.0%	\$543,922
R16	Rental Licenses (3)	32,400	28,400	28,400	22,850	\$4,000	\$4,000	14.1%	\$0
R17	Recycling	2,400	2,000	2,000	2,906	\$400	\$400	20.0%	\$0
R18	Fines - Police	3,000	4,000	2,000	450	(\$1,000)	\$1,000	50.0%	(\$2,000)
R19	Vehicle Releases	500	500	500	550	\$0	\$0	0.0%	\$0
R20	Veotide Revenue	200				\$200	\$200	N/A	\$0
R21	Sale of Assets	100	27,000	27,000	13,200	(\$26,900)	(\$26,900)	-99.6%	\$0
R22	Revenues Miscellaneous	0	100	100	260	(\$100)	(\$100)	-100.0%	\$0
R23	Sale of Energy Credits	4,000	4,000	4,000	3,803	\$0	\$0	0.0%	\$0
R24	PEPCO - Solar Array Excess Generation	1,000	1,000	1,000		\$0	\$0	0.0%	\$0
R600	BONDS/GRANTS/LOANS	0	0	0	0	\$0	\$0	N/A	\$0
R25	Reserved					\$0	\$0	N/A	\$0
TOTAL GENERAL FUND REVENUES		\$5,497,439	\$3,589,308	\$5,427,339	\$3,767,335	\$1,908,131	\$70,100	1.3%	\$1,838,031
M1	Memo: General Fund Prior Yr Surplus	2,363,472	1,993,464	2,396,462		370,008	(32,990)	-1.4%	\$402,998
M2	Memo: General Fund Revenues + Surplus	\$7,860,911	\$5,582,772	\$7,823,801	\$3,767,335	\$2,278,139	\$37,110	0.5%	\$2,241,029

NOTES:

- 1 Real Property Tax Rate is .5167 per \$100 of assessed value. FY2022 rate was .5386 per \$100 of assessed value. CYTR is .5167
- 2 Personal Property Tax Rate is \$2.25 per \$100 of assessed value.
- 3 Based on \$400 per license fee and 81 rentals.

TOWN OF UNIVERSITY PARK GENERAL FUND EXPENDITURES		Budget FY2023							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	FY2023 Budget	Adopted FY2022 Budget	Estimated Actual FY 2022 Budget	Audited FY 2021 Actual	Budget Variance FY 2023/FY 2022	Estimated Actual Budget Variance FY 2023/FY 2022	Percent Change FY 2023/FY 2022	FY2022 Variance: Budget v. Actual
GENERAL GOVERNMENT TOTAL		\$2,804,831	\$765,008	\$726,008	\$743,525	\$2,039,823	\$2,078,823	286.3%	(\$39,000)
G100	PERSONNEL	\$417,663	\$394,441	\$391,041	\$355,966	\$23,222	\$26,622	6.8%	(\$3,400)
G1	Salaries	306,995	215,043	211,643	193,829	\$91,952	\$95,352	45.1%	(\$3,400)
G2	Payroll Taxes and Benefits	80,364	61,725	61,725	50,834	\$18,639	\$18,639	30.2%	\$0
G1b	Town Administrator		93,776	93,776	89,509	(\$93,776)	(\$93,776)	-100.0%	\$0
G1a	Mayor and Council Salary	25,400	20,000	20,000	20,077	\$5,400	\$5,400	27.0%	\$0
G2a	Payroll Taxes and Benefits - Mayor/Council	4,904	3,897	3,897	1,717	\$1,007	\$1,007	25.8%	\$0
	Payroll Burden	25.7%	27.9%	28.3%	24.6%				
G200	OPERATING	\$305,550	\$333,567	\$304,467	\$358,551	(\$28,017)	\$1,083	0.4%	(\$29,100)
G3	ADA (Interpreters)	250	250	250	0	0	0	0.0%	\$0
G4	Audit and Accounting	11,300	9,000	9,000	8,529	2,300	2,300	25.6%	\$0
G6	Building Maintenance	28,000	23,000	26,400	18,621	5,000	1,600	6.1%	\$3,400
G7	Council Retreat	0	10,000	5,500		(10,000)	(5,500)	-100.0%	(\$4,500)
G8	COVID19 Expenditures		0		114,295	0	0	N/A	\$0
G9	Community Events	2,000	0			2,000	2,000	N/A	\$0
G10	Recording Secretary	5,000	4,000	2,500	2,300	1,000	2,500	100.0%	(\$1,500)
G11	Election Expenses	5,500	5,500	5,500	3,067	0	0	0.0%	\$0
G12	Employee Awards and Events	3,500	3,000	3,000	3,537	500	500	16.7%	\$0
G13	Engineering (Excludes Street Work)	3,000	10,600	10,600	2,902	(7,600)	(7,600)	-71.7%	\$0
G14	Small Equipment	3,500	3,500	3,500	1,973	0	0	0.0%	\$0
G15	Insurance	37,000	37,000	37,000	35,706	0	0	0.0%	\$0
G16	IT Costs	30,100	39,417	39,417	21,986	(9,317)	(9,317)	-23.6%	\$0
G17	Legal Advertising	1,500	1,500	1,500	1,390	0	0	0.0%	\$0
G18	Legal Fees	45,000	45,000	45,000	52,448	0	0	0.0%	\$0
G19	Meeting Costs - UPES	5,000				5,000	5,000	N/A	\$0
G20	Membership Dues	6,300	6,300	6,300	5,788	0	0	0.0%	\$0
G21	Newsletter	25,000	25,000	25,000	23,379	0	0	0.0%	\$0
G22	Office Expenses	21,000	24,000	20,000	17,390	(3,000)	1,000	5.0%	(\$4,000)
G23	Publications	2,500	6,000	3,000	1,800	(3,500)	(500)	-16.7%	(\$3,000)
G24	Town Administrator Expense	13,500				13,500	13,500	N/A	\$0
G25	Town History	0	5,000	0		(5,000)	0	N/A	(\$5,000)
G26	Solar Array Maintenance	2,500	2,500	2,500		0	0	0.0%	\$0
G27	Telephone & Maintenance	12,000	13,000	13,000	8,962	(1,000)	(1,000)	-7.7%	\$0
G28	Training	1,500	1,500	1,500	559	0	0	0.0%	\$0
G29	Travel	26,500	26,500	26,500	9,653	0	0	0.0%	\$0
G30	Transit	100	15,000	500	5,827	(14,900)	(400)	-80.0%	(\$14,500)
G31	Utilities	7,000	7,000	7,000	9,753	0	0	0.0%	\$0
G32	Website Maintenance & Design	7,000	10,000	10,000	8,706	(3,000)	(3,000)	-30.0%	\$0
G300	American Rescue Plan	\$2,052,118	\$0	\$165,100	\$0	\$2,052,118	\$1,887,018	1143.0%	\$165,100
G33	Premium Pay	144,357				144,357	144,357	N/A	\$0
G34	SWM Design & Engineering	70,000				70,000	70,000	N/A	\$0
G35	ARPA Expenditures	1,081,752				1,081,752	1,081,752	N/A	\$0
G36	ARPA Expenditures FY22	756,009		165,100		756,009	590,909	357.9%	\$165,100
G400	GRANTS & DONATIONS	\$29,500	\$37,000	\$30,500	\$11,009	(\$7,500)	(\$1,000)	-3.3%	(\$6,500)
G37	Fire Department Donations	12,000	12,000	12,000	9,000	0	0	0.0%	\$0
G38	UPES PTA Donation	6,000	6,000	6,000		0	0	0.0%	\$0
G39	Arts in The Park	500				500	500	N/A	\$0
G40	UPCA Grant	0	8,000	1,500		(8,000)	(1,500)	-100.0%	(\$6,500)
G41	Senior Programs/Helping Hands	5,000	5,000	5,000	2,009	0	0	0.0%	\$0
G42	PTA - Azalea Classic	6,000	6,000	6,000		0	0	0.0%	\$0
G500	CAPITAL	\$0	\$0	\$0	\$18,000	\$0	\$0	N/A	\$0
G43	Town Hall Bathroom Renovations				18,000	0	0	N/A	\$0

TOWN OF UNIVERSITY PARK DEPARTMENT OF PUBLIC WORKS		Budget FY2023							
A	B	C	D	E	F	G	H	I	I
CODE	ITEM DESCRIPTION	FY2023 Budget	Adopted FY2022 Budget	Estimated Actual FY 2022 Budget	Audited FY 2021 Actual	Budget Variance FY 2023/FY 2022	Estimated Actual Budget Variance FY2023/FY2022	Percent Change FY2023/FY2022	FY2022 Variance: Budget v. Actual
DEPARTMENT OF PUBLIC WORKS TOTAL		\$1,492,928	\$1,405,147	\$2,125,147	\$1,272,845	\$87,781	(\$720,000)	-29.7%	\$720,000
A100	PERSONNEL	\$961,828	\$913,847	\$899,547	\$869,359	\$47,981	\$62,281	6.9%	(\$14,300)
A1	Salaries	646,320	625,323	611,023	601,522	\$20,997	\$35,297	5.8%	(\$14,300)
A2	Payroll Taxes and Benefits	315,508	288,524	288,524	267,837	\$26,984	\$26,984	9.4%	\$0
	Payroll Burden	48.8%	46.1%	47.2%	44.5%				
B100	OPERATING - PARKS & RECREATION	\$ 93,600	\$ 88,200	\$ 72,200	\$53,294	\$5,400	\$21,400	29.6%	(\$16,000)
B1	Cemetery Upkeep	100	100	100		0	0	0.0%	\$0
B2	Tree Maintenance - Park	25,000	20,000	27,500	20,045	5,000	(2,500)	-9.1%	\$7,500
B3	Tree Replacement - Park	8,000	8,000	8,000	8,246	0	0	0.0%	\$0
B4	Consulting Arborist - Tree Ordinance		100	100		(100)	(100)	-100.0%	\$0
B5	Resident Tree Reimbursement	4,000	4,000	4,000	2,984	0	0	0.0%	\$0
B6	Upkeep of Park	8,000	8,000	9,500	8,478	0	(1,500)	-15.8%	\$1,500
B7	Playing Field Maintenance	8,500	8,000	8,000	8,420	500	500	6.3%	\$0
B8	Park Usage Concept Plan	25,000	25,000	0		0	25,000	N/A	(\$25,000)
B9	Park Landscape Maintenance	15,000	15,000	15,000	5,122	0	0	0.0%	\$0
S100	OPERATING - STREETS	\$135,000	\$103,000	\$110,500	\$118,427	\$32,000	\$24,500	22.2%	\$7,500
S1	Street Lights	27,000	27,000	27,000	25,885	\$0	\$0	0.0%	\$0
S2	Street & Sidewalk Maintenance	43,000	36,000	36,000	47,070	\$7,000	\$7,000	19.4%	\$0
S3	Street Tree Maintenance	50,000	25,000	32,500	32,998	\$25,000	\$17,500	53.8%	\$7,500
S4	Street Tree Replacement	10,000	10,000	10,000	9,870	\$0	\$0	0.0%	\$0
S5	Snow Removal	5,000	5,000	5,000	2,604	\$0	\$0	0.0%	\$0
W100	OPERATING - GENERAL & SANITATION	\$207,500	\$219,000	\$209,400	\$228,264	(\$11,500)	(\$1,900)	-0.9%	(\$9,600)
W1	Fuel	30,000	20,000	25,000	34,581	\$10,000	\$5,000	20.0%	\$5,000
W2	Landfill	70,000	62,000	62,000	63,296	\$8,000	\$8,000	12.9%	\$0
W3	Composting	5,000	5,000	5,000	7,469				
W4	Medical Exams	500	500	1,000	293	\$0	(\$500)	-50.0%	\$500
W5	Recycling Charges	15,000	12,000	15,000	13,214	\$3,000	\$0	0.0%	\$3,000
W6	Tools/Supplies	15,000	8,000	8,000	7,822	\$7,000	\$7,000	87.5%	\$0
W7	Travel & Dues	5,000	5,000	5,000	1,140	\$0	\$0	0.0%	\$0
W8	Training	5,000	2,500	3,900	1,754	\$2,500	\$1,100	28.2%	\$1,400
W9	Uniforms	5,000	4,000	4,500	3,212	\$1,000	\$500	11.1%	\$500
W10	Vehicle Maintenance	35,000	25,000	35,000	43,558	\$10,000	\$0	0.0%	\$10,000
W11	Town Maintenance Facility	22,000	75,000	45,000	51,924	(\$53,000)	(\$23,000)	-51.1%	(\$30,000)
W200	CAPITAL	\$95,000	\$81,100	\$833,500	\$3,500	(\$41,000)	(\$738,500)	-88.6%	\$752,400
W12	Veteran's Memorial		1,000	1,000		(\$1,000)	(\$1,000)	-100.0%	\$0
W13	LED Street Light Conversion		100	100					
W14	Park Bridge Replace - Beechwood & Van Buren		40,000	0	3,500	(40,000)	0	N/A	(\$40,000)
W15	Garage - Roof and Bldg. Renovation/Design	40,000				40,000	40,000	N/A	\$0
W16	Garage Security & Access Control	25,000				25,000	25,000	N/A	\$0
W17	Vehicle for Public Works Director	30,000				30,000	30,000	N/A	\$0
W18	Public Works Garage Purchase			832,400		0	(832,400)	-100.0%	\$832,400
W19	43rd-44th Ave. Trail SWM Design & Const.		40,000	0		(40,000)	0	N/A	(\$40,000)

TOWN OF UNIVERSITY PARK POLICE & PUBLIC SAFETY		Budget FY2023							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	FY2023 Budget	Adopted FY2022 Budget	Estimated Actual FY 2022 Budget	Audited FY 2021 Actual	Budget Variance FY 2023/FY 2022	Estimated Actual Budget Variance FY2023/FY2022	Percent Change FY2023/FY2022	FY2022 Variance: Budget v. Actual
POLICE & PUBLIC SAFETY TOTAL		\$1,603,017	\$1,182,539	\$1,267,556	\$1,123,070	\$420,478	\$335,461	26.5%	\$85,017
P100	PERSONNEL	\$1,222,002	\$987,324	\$972,324	\$909,592	\$234,678	\$249,678	25.7%	(\$15,000)
P1	Salaries	861,054	703,240	688,240	660,358	\$157,814	\$172,814	25.1%	(\$15,000)
P2	Payroll Taxes and Benefits	360,948	284,084	284,084	249,234	\$76,864	\$76,864	27.1%	\$0
	Payroll Burden	41.9%	40.4%	41.3%	37.7%				
P200	CODE COMPLIANCE	\$39,775	\$30,200	\$30,200	\$28,401	\$9,575	\$9,575	31.7%	\$0
P3	Code Compliance Officer	27,200	25,200	25,200	24,934	\$2,000	\$2,000	7.9%	\$0
P4	Code Compliance Operating Costs	6,500	5,000	5,000	3,467	\$1,500	\$1,500	30.0%	\$0
P5	Parking Enforcement	6,075				\$6,075	\$6,075	N/A	\$0
P300	OPERATING	\$290,740	\$109,015	\$212,532	\$85,080	\$181,725	\$78,208	36.8%	\$103,517
P6	Training	10,000	5,000	5,000	4,280	\$5,000	\$5,000	100.0%	\$0
P7	Medical Exams	5,000	3,000	3,000	3,328	\$2,000	\$2,000	66.7%	\$0
P8	Body Worn Cameras	7,000	9,000	9,000	8,382	(\$2,000)	(\$2,000)	-22.2%	\$0
P9	Bike Patrol	500	500	500	341	\$0	\$0	0.0%	\$0
P10	Citations - Red Light	166,800	8,700	105,217	6,298	\$158,100	\$61,583	58.5%	\$96,517
P11	Computer	2,000	2,000	2,000		\$0	\$0	0.0%	\$0
P12	Crossing Guards/Parking Enforcement	10,000	8,000	8,000	5,190	\$2,000	\$2,000	25.0%	\$0
P13	Equipment	17,100	12,100	12,100	8,376	\$5,000	\$5,000	41.3%	\$0
P14	Gasoline	18,000	13,000	13,000	12,323	\$5,000	\$5,000	38.5%	\$0
P15	GPS	3,000	2,500	2,500	1,459	\$500	\$500	20.0%	\$0
P16	Home Security Reimbursement Program	1,500	1,500	1,500	200	\$0	\$0	0.0%	\$0
P17	MILES Computer	100	100	100		\$0	\$0	0.0%	\$0
P18	Mobile Data Terminals	7,500	6,375	6,375	12,467	\$1,125	\$1,125	17.6%	\$0
P19	Police Supplies & Manuals	6,440	6,440	11,440	5,359	\$0	(\$5,000)	-43.7%	\$5,000
P20	Radio Maintenance	500	500	500		\$0	\$0	0.0%	\$0
P21	Traffic Engineering	10,000	12,000	4,000		(\$2,000)	\$6,000	150.0%	(\$8,000)
P22	Travel, Meetings, Professional Dues	3,500	3,500	8,500	2,531	\$0	(\$5,000)	-58.8%	\$5,000
P23	Uniforms	13,300	8,300	8,300	6,863	\$5,000	\$5,000	60.2%	\$0
P24	Vehicle Maintenance	8,500	6,500	11,500	7,684	\$2,000	(\$3,000)	-26.1%	\$5,000
P400	CAPITAL	\$50,500	\$56,000	\$52,500	\$99,997	(\$5,500)	(\$2,000)	-3.8%	(\$3,500)
P25	Police Cruiser	50,500	50,500	50,500	99,997	\$0	\$0	0.0%	\$0
P26	Purchase of Speed Monitoring Devices		5,500	2,000		(\$5,500)	(\$2,000)	-100.0%	(\$3,500)
TOTAL GENERAL FUND EXPENDITURES		5,900,776	3,352,694	4,118,711	3,139,440	\$2,548,082	\$1,782,065	43.3%	\$766,017

TOWN OF UNIVERSITY PARK RESERVES, DEBT SERVICE AND BUDGET RECONCILIATION		Budget FY2023							
A	B	C	D	E	F	G	H	I	J
CODE	ITEM DESCRIPTION	FY2023 Budget	Adopted FY2022 Budget	Estimated Actual FY 2022 Budget	Audited FY 2021 Actual	Budget Variance FY 2023/FY 2022	Estimated Actual Budget Variance FY2023/FY2022	Percent Change FY2023/FY2022	FY2022 Variance: Budget v. Actual
UNRESERVED, RESERVED & SERVICE FUNDS		\$801,925	\$1,229,213	\$1,535,222	\$369,925	(\$733,297)	(\$733,297)	-47.8%	\$1,165,297
F100	UNRESERVED DESIGNATED	\$184,000	\$634,000	\$940,009	\$0	(\$756,009)	(\$756,009)	-80.4%	\$940,009
F1	Vehicle Replacement	26,000	26,000	26,000		\$0	\$0	0.0%	\$26,000
F2	Tree Replacement	40,000	40,000	40,000		\$0	\$0	0.0%	\$40,000
F3	Transit Reserve	50,000	50,000	50,000		\$0	\$0	0.0%	\$50,000
F4	Police Officer Overtime	68,000	68,000	68,000		\$0	\$0	0.0%	\$68,000
F5	Public Works Garage		450,000			\$0	\$0	N/A	\$0
F6	ARPA Reserves From FY22			756,009		(\$756,009)	(\$756,009)	-100.0%	\$756,009
F200	RESERVED DESIGNATED	\$248,017	\$225,254	\$225,254	\$0	\$22,763	\$22,763	10.1%	\$225,254
F7	Cemetery	4,217	4,204	4,204		\$13	\$13	0.3%	\$4,204
F8	Cable Capital Equipment	243,800	221,050	221,050		\$22,750	\$22,750	10.3%	\$221,050
DEBT SERVICE FUND									\$0
RD100	REVENUES	\$369,908	\$369,932	\$369,932	\$0	(\$24)	(\$24)	0.0%	\$369,932
RD1	Transfer From General Fund	369,908	369,932	369,932		(\$24)	(\$24)	0.0%	\$369,932
D100	EXPENDITURES	\$369,908	\$369,959	\$369,959	\$369,925	(\$51)	(\$51)	0.0%	\$34
D1	Debt Service - Infrastructure Bond	206,242	206,242	206,242		\$0	\$0	0.0%	\$0
D2	Street Improvement & Traffic Control Bond	136,316	136,367	136,367	136,340	(\$51)	(\$51)	0.0%	\$27
D3	Leaf/Utility Trucks Loan	27,350	27,350	27,350	27,344	\$0	\$0	0.0%	\$6
TOTAL EXPENDITURES		\$7,860,911	\$5,582,772	\$7,823,801	\$3,767,335	\$2,278,139	\$37,110	0.5%	\$4,056,466
GENERAL GOVERNMENT		\$2,804,831	\$765,008	\$726,008	\$743,525	\$2,039,823	\$2,078,823	286.3%	(\$17,517)
PUBLIC WORKS		\$1,492,928	\$1,405,147	\$2,125,147	\$1,272,845	\$87,781	(\$632,219)	-29.7%	\$852,302
POLICE & SAFETY		\$1,603,017	\$1,182,539	\$1,267,556	\$1,123,070	\$420,478	\$335,461	26.5%	\$144,486
DEBT SERVICE FUND		\$369,908	\$369,959	\$369,959	\$369,925	(\$51)	(\$51)	0.0%	\$34
TOTAL EXPENSES (OUTLAYS):		\$6,270,684	\$3,722,653	\$4,488,670	\$3,509,365	\$2,548,031	\$1,782,014	39.7%	\$979,305
UNRESERVED DESIGNATED		\$184,000	\$634,000	\$940,009	\$0	(\$450,000)	(\$756,009)	-80.4%	\$940,009
RESERVED DESIGNATED		\$248,017	\$225,254	\$225,254	\$0	\$22,763	\$22,763	10.1%	\$225,254
UNRESERVED UNDESIGNATED		\$1,158,210	\$1,000,865	\$2,169,868	\$257,969	\$157,345	(\$1,011,658)	-46.6%	\$1,911,898
TOTAL RESERVES:		\$1,590,227	\$1,860,119	\$3,335,131	\$257,969	(\$269,892)	(\$1,744,904)	-52.3%	\$3,077,161
GENERAL REVENUE		\$5,497,439	\$3,589,308	\$5,427,339	\$3,767,335	\$1,908,131	\$70,100	1.3%	\$1,660,004
GENERAL FUND EXPENDITURES		\$5,900,776	\$3,352,694	\$4,118,711	\$3,139,440	\$2,548,082	\$1,782,065	43.3%	\$979,271
OPERATING SURPLUS/DEFICIT		(\$403,337)	\$236,614	\$1,308,628	\$627,895				
DEBT SERVICE		\$369,908	\$369,959	\$369,959	\$369,925				
TOTAL OPERATING SURPLUS/DEFICIT		(\$773,245)	(\$133,345)	\$938,669	\$257,969				
FUND BALANCE RATIO		27.5%	26.9%	31.5%					

**Town of University Park
Capital Projects Fund
Fiscal Year 2023**

	<u>FY23 Budget</u>	<u>FY22 Budget</u>	<u>FY22 Estimated Actual</u>	<u>Audited FY21 Actual</u>
7000-00 · Capital Projects				
7010-00 · Revenue and Funding Sources				
7020-00 · Grants and Other Funding Source				
7022-00 · Maryland Bond Bill - Town Hall	200,000.00	200,000.00		
7021-00 · Maryland Bond Bill - Bridges	125,000.00			
7024-00 · WSSC/WGL Street Repair Rebate				587,918.04
7025-00 · P.G. County SWM Acceptance Reimb.		60,000.00		
7026-00 · Community Parks Grant - Playground	225,000.00			
4125-00 · Interest Income - 2019 Bond				3,282.67
7028-00 · MHAA Grant				20,676.05
Total 7020-00 · Grants and Other Funding Source	<u>550,000.00</u>	<u>260,000.00</u>	0.00	611,876.76
7040-00 · Committed Fund Balance				
7042-00 · Bond Proceeds - FY2020		407,596.00	407,596.00	
7046-00 · MD Bond Bill - Town Match	40,000.00	40,000.00		
7049-00 · From Reserves - Street Work Project	250,000.00	133,977.00	480,537.00	
7050-00 · From Reserves - Bridges	175,000.00			
7052-00 · From Reserves - Street Engineering/Design/Construction	30,000.00	20,000.00		
7053-00 · From Reserves - Community Parks Grant - Playground	25,000.00			
Total 7040-00 · Committed Fund Balance	<u>520,000.00</u>	<u>601,573.00</u>	<u>888,133.00</u>	0.00
Total 7010-00 · Revenue and Funding Sources	<u>1,070,000.00</u>	<u>861,573.00</u>	<u>888,133.00</u>	611,876.76
Total 7000-00 · Capital Projects	<u>1,070,000.00</u>	<u>861,573.00</u>	<u>888,133.00</u>	611,876.76
7100-00 · Capital Projects Expenditures				
7110-00 · Street Work Project	250,000.00	541,573.00	888,133.00	1,659,606.75
7120-00 · Town Hall Design and Const.	240,000.00	240,000.00		
7130-00 · MHAA Trail Project				49,211.10
7131-00 · Street Engineering/Design/Construction	30,000.00	20,000.00		
7133-00 · Park Bridge Replace - Beechwood & Van Buren	300,000.00			
7134-00 · Community Parks - Playground Project	250,000.00			
7132-00 · P.G. County Stormwater Acceptance		60,000.00		
Total 7100-00 · Capital Projects Expenditures	<u>1,070,000.00</u>	<u>861,573.00</u>	<u>888,133.00</u>	1,708,817.85

Section 4: Be it further resolved that this Ordinance shall become effective on July 1, 2022.

Section 5: Be it further resolved that a complete and exact copy of this proposed Ordinance shall be posted on the entrance door of the Town Building of University Park, Maryland, for a period of not less than ten (10) days, and a fair summary of this Ordinance shall be published at least once in a newspaper having general circulation in the community.

APPROVED this _____ day of _____, 2022.

ATTEST:

MAYOR AND COMMON COUNCIL
TOWN OF UNIVERSITY PARK

T'Alicandra Hegeman, Town Clerk

By: _____
Lenford C. Carey, Mayor

APPROVED AS TO FORM AND LEGAL
SUFFICIENCY

By: _____
Suellen M. Ferguson, Town Attorney

Town of University Park

**Fiscal Year 2023 Budget
Line-item Descriptors**

Budget Presentation

The FY 2023 budget is organized by three 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. The Capital Projects Fund is used to account for the major Capital Projects that the Town is planning for the year. The funding sources and uses of funds are reflected in the Capital Projects 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 25 percent of current year operating expenditures.

GENERAL FUND REVENUES

R100 Taxes

R1 Real Property

The real estate tax at the rate of \$0.5167 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, 2022 is \$474,506,674.

R2 Business Personal Property Tax

In Maryland there is a tax on business personal property, including operating property of railroads and public utilities which is imposed and collected by the local governments. In FY2023 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

Building Permit Fees.

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. Currently 5% of Gross Revenues.

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. Currently 3% of Gross Revenues.

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 from FY2008 to date the above formula was not followed. The General Assembly has restored partial funding to Highway Users Revenue. It is projected that in FY2023 this revenue will be \$122,347.

R10 American Rescue Plan

The Town's share of the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program, a part of the American Rescue Plan, that provides \$350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency.

R11 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

R12 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

R13 COVID19 County Grant

Funds received from Prince George's County to be spend on eligible COVID19 costs.

R14 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.

R15 Red Light and Speed Camera

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

Beginning in FY2022 the Town installed speed cameras. The cost per violation for speeding is \$40.

R16 Rental License

House rental application fees currently set at \$400 per annum per rental property.

R17 Recycling

Payment for co-mingle and paper recyclables taken to recycling facilities in Prince George's County

R18 Fines - Police

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

R19 Vehicle Releases

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

R20 Veoride Revenue

Town's share of revenue associated with allowing Veoride to operate within the Town.

R21 Sale of Asset

R22 Miscellaneous

Income unaccounted for elsewhere

R23 Sale of Energy Credits

Sale of energy credits generated from the solar array that is located on the roof of the University Park Elementary School.

R24 PEPCO - Excess Generation

Income received for solar array installed on the University Park Elementary School. Proceeds based on annual reconciliation.

R600 Bonds/Grants/Loans

R25 Reserved for Bonds issued in the future

Total General Fund Revenues

Total general fund revenues are predicted to be \$5,497,439.

M1 Memo: General Fund Prior Year Surplus

Total projected General Fund balances on June 30, 2022 that includes unreserved/designated, reserved/designated and unreserved/undesignated accounts predicted to be \$2,363,472.

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 FY2023 - \$7,860,911.

GENERAL FUND EXPENDITURES

General Government

G100 Personnel

G1 Salaries

Salaries paid to General Government employees.

G2 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.

G1b Town Administrator

Salary and contract cost for part-time Administrator. For FY2023 these costs are included in G1 Salaries.

G1a Mayor and Council Salary

Includes the mayor's salary of \$20,000 per annum. Beginning in FY2023 it is proposed that the Council be provided a \$1,800 salary. Three Councilmembers will be eligible during FY2023.

G2a Payroll taxes and Benefits - Mayor and Council

Includes payroll taxes and other related benefits that are required to be paid by law.

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

G6 Building Maintenance

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

G7 Council Retreat - Cost to provide a strategic planning retreat for Council and staff to establish Town priorities for the future.

G8 COVID 19 Expenditures

Funding received from the Federal Government through Prince George's County to be used for COVID related expenditures.

G9 Community Events

G10 Recording Secretary

Recorder of Town meetings - 1099 Employee

G11 Election Expenses

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

G12 Employee Awards and Events

Costs associated with two annual events for the employees. These include the Summer longevity award luncheon and the Winter Holiday luncheon.

G13 Engineering (Excludes Street Work Projects)

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

G14 Small Equipment

Purchase of office equipment and furniture

G15 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.

G16 IT Costs

Maintenance and improvements to the Town IT systems

G17 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

G18 Legal Fees

Fees for Services of Town Attorney, and related costs

G19 Meeting Costs - UPES

Fees incurred to meet at the University Park Elementary School or other locations.

G20 Membership Dues

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

G21 Newsletter

Preparation, printing and distribution of the University Park Town Newsletter

G22 Office Expenses

General office supplies for all departments

G23 Publications

Costs to contract for the design and editing of informational flyers and brochures for Town programs and services.

G24 - Town Administrator Expense

Expenses related to the Town Administrator that include travel reimbursement and matching payroll taxes.

G25 Town History

To pay for cost associated with developing a record of town history.

G26 Solar Array Maintenance

Coast of maintaining the solar array located at the University Park Elementary School.

G27 Telephone & Maintenance

Telephone services for all Town departments.

G28 Training

Training costs for General Government staff. This falls outside of the annual MML Conference that is included in G25 Travel.

G29 Travel

Travel expenses associated with professional meetings and conferences. Specifically includes MML conference attendance for all elected officials and designated staff.

G30 Transit

Prior to FY2021 funds were used for the 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, fuel and maintenance costs of two buses. For FY 2021 the transit service was paused because of the pandemic. For FY2023, the funding allocated for a transit service is to be determined.

G31 Utilities

Utility costs for operation of Town hall

G32 Web Site Maintenance & Design

Development and upkeep of Town's website.

G300 American Rescue Plan

G33 Premium Pay

Premium Pay to Town Employees equal to \$2.50 for each hour worked.

G34 SWM Design and Engineering

Storm Water Management Projects to be paid for with ARPA funds.

G35 ARPA Expenditures

ARPA to be received in FY2023. Designation of specific projects have not been determined at this time.

G36 ARPA Expenditures FY22

Carryover of FY22 ARPA funding that has not been allocated to specific projects at this time.

G400 Grants and Donations

G37 Fire Department Donations

Donations to Fire Departments to include College Park, Hyattsville, and Riverdale Park stations.

G38 PTA Donation

Donation to University Park Elementary School PTA

G39 Arts in the Park

To fund Arts Programs to be conducted in the park.

G40 UPCA GRant

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

G41 Senior Programs / Helping Hands

Programs to assist senior citizens in the community.

G42 PTA - 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.

G500 Capital

G43 Town Hall Bathroom Renovations

To upgrade the bathroom on the lower level of the Town Hall building.

DEPARTMENT OF PUBLIC WORKS

A100 Personnel

A1 Salaries

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

A2 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.

B100 Operating - Parks and Recreation

B1 Cemetery Upkeep

Town responsibility for maintenance of Deakins Cemetery located within the Town.

B2 Tree Maintenance - Park

Pruning and other maintenance of trees in park - also includes take down of trees deemed to be dead or hazardous.

B3 Tree Replacement - Park

Cost of replacement of tree canopy in Town Park

B4 Consulting Arborist - Tree Ordinance

Consulting Arborist to implement the Tree Ordinance expected to be in effect in FY22.

B5 Resident Tree Reimbursement

To breakout the cost of the Town's tree reimbursement program into a separate line item.

B6 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.

B7 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.

B8 Park Usage Concept Plan

Development of a park concept plan.

B9 Park Landscape Maintenance

General Maintenance of Town Parks.

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 & Sidewalk Repair

Routine spot repairs to streets and sidewalks (potholes, temporary fixes for trip hazards etc.)

S3 Street Tree Maintenance

Maintenance pruning and take down of hazardous street trees as mandated by State law. The FY2023 Budget includes \$25,000 to maintain pear trees.

S4 Street Tree Replacement

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

S5 Snow Removal

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

W100 Operating - General Sanitation

W1 Fuel

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 Composting

Cost of yard waste and food scrap composting.

W4 Medical Exams and Training

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

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 Training

Staff training to keep employees up to date on current developments in the Public Works field.

W9 Uniforms

Cost to purchase and maintain Public Works personnel uniforms and gear.

W10 Vehicle Maintenance

Costs associated with repairs to vehicles and equipment.

W11 Vehicle Work/Storage

Costs for maintenance and storage facility for town vehicles.

W200 CAPITAL

W12 Veteran's Memorial

Costs associated with the maintenance and upgrade of the Veteran's Memorial.

W13 LED Street Light Conversion

Placeholder to upgrade the streetlights in Town to LED

W14 Park Bridge Repairs - Beechwood & Van Buren

Funds to repair bridges located within the park.

W15 Garage - Roof and Bldg. Renovation/Design

To analyze the cost of renovating the garage facility to include the roof and building.

W16 Garage Security and Access Control

Install security and access system to make the building more secure.

W17 - Vehicle for Public Works Director

To buy new vehicle for the Public Works Director to replace older vehicle.

W18 Public Works Garage Purchase

Purchase of Public Works Garage facility for vehicle maintenance and equipment storage.

W19 43rd - 44th Avenue Trail SWM Design and Construction

Design and construction of a SWM device related to the replacement of the park trail between 43rd and 44th Avenues.

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.

P200 Code Compliance

P3 Code Compliance Officer

Personnel to administer the Code for the Town. Includes payroll taxes, and payment for Unemployment Insurance and Workman's Compensation Insurance.

P4 Code Compliance Operating Costs

Operating costs associated with the Code Compliance officer to include cell phone and other miscellaneous costs.

P5 Parking Compliance

Hire Parking enforcement for various areas of the community.

P300 Operating

P6 Training

Police personnel in-service and skills enhancement training

P7 Medical Examinations

Personnel fitness for duty and recruit physicals

P8 Body Worn Cameras

The cost to maintain a body worn camera program for the Town police officers.

P9 Bike Patrol

General equipment maintenance

P10 Citations - Red Light Camera and Speed Camera

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

P11 Computer

General equipment repair and service

P12 Crossing Guards/Parking Enforcement

Crossing guards to increase safety at the University Park Elementary School. Serve as employees of the Town that work on a part-time basis.

P13 Equipment

Misc. equipment repair, service, and replacement

P14 Gasoline

Vehicle fuel needs

P15 GPS

GPS Monitoring to police vehicles

P16 Home Security Reimbursement Program

This is a program that was proposed in FY2016 to provide incentive to homeowners to have security systems installed in their homes.

P17 MILES Computer

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

P18 Mobile Data Terminals

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

P19 Police Supplies and Manuals

Materials used in law enforcement, investigation and training for certification.

P20 Radio Maintenance

Routine service and repair for nine radios

P21 Traffic Engineering

Professional traffic engineering to study and advise on various traffic matters throughout the Town.

P22 Travel, Meetings, Professional Dues

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

P23 Uniforms

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

P24 Vehicle Maintenance

General service and repair of fleet, car washes etc.

Capital

P25 Police Cruiser

Replacement of a police cruisers.

P26 Purchase of Speed Sign

Purchase of a speed sign to track vehicle speeds on roads throughout the town.

F100 Unreserved Designated Funds

F1 Vehicle Replacement

Funds Designated by Council to be used for vehicle replacement.

F2 Tree Replacement

Funds Designated by Council to be used for tree replacement.

F3 Transit Reserve

Funds Designated by Council to be used for a transit system to be developed.

F4 Police Officer

Funds originated as a payment from Cafritz for the additional impact of traffic and police enforcement associated with the Cafritz property development. Original payment was \$100,000. The Town has appropriated these funds in the budget for various uses. The current balance is \$68,000.

F5 Public Works Garage

To Designate funding associated with the purchase or construction of a space for Public Works vehicle maintenance and storage.

F6 ARPA Reserves from FY22

Unspent funds from ARPA funding received in FY22 but not spent.

F200 Reserved Designated

F5 Cemetery

Funds given to the Town to maintain the Deakins Cemetery

F6 Cable Capital Equipment

Restricted funds associated with Cable TV Capital Equipment funds given to the Town from Comcast and Verizon.

D100 Debt Service Expenditures

D1 Debt Service - Infrastructure Bond

Debt Service on \$2,602,000 bond issued 7/11/2013 for 15-year term at 2.81% Interest. This bond was to refinance a prior bond for road work and for funding the past service cost associated with the Maryland State Retirement plan.

D2 Street Improvement & Traffic Control Bond

Debt Service on \$1,600,000 bonds issued in 2019. The bond was issued to fund infrastructure improvements to include roads, curb, gutter and sidewalks. The bonds are for 15 years at 2.54%

D3 Leaf/Utility Trucks Loan

Loan to purchase two new vehicles for the Public Works Department. Principal amount \$150,803. Five-year loan at 3.5%. FY23 is the fourth year of the lease. Final payment will be made on 9/12/2024.

Capital Project Fund

Grants and Other Funding Sources

7022-00 Maryland State Bond Bill - Town Hall

Funds received through the State General Assembly to be used for the Design and Construction of a new town hall.

7021-00 Maryland Bond Bill - Bridges

Funds requested through the State General Assembly to be used for the Design and Construction of bridges along the part pathways in town.

7024-00 WSSC/WGL Street Repair Rebate

Funds received from WSSC/WGL for work performed in the Town Right-of-Way that the Town will restore to the original condition.

7025-00 P.G. County Stormwater Acceptance Reimbursement

Income received through County Program for Storm Water Management. This revenue offsets the expense incurred in line item 7132-00 of the Capital Projects Budget.

7026-00 Community Parks Grant - Playground

Community Parks and Playground Grant applied for through the State to renovate the tot lot located in the Town.

4125-00 Interest Income - 2019 Bond

Interest earned on the unused portion of the grant funds.

7028-00 Maryland Heritage Area (MHAA) Grant

Grants funds applied for to build a path on the North side of Wells Run creating a new connector trail linking the Anacostia Tributary Trail System, East to West, across Adelphi Road. This would be placed within a planted native meadow. Signage detailing this meadow's construction would be placed near the trail. The project will also incorporate new benches and a water fountain. The total cost of the project is \$81,500. The Town will use Reserve Funds as their matching share of this project.

Other Sources of Funding

7042-00 Bond Proceeds

The Town issued \$1,600,000 of bonds in FY2020 to be used for infrastructure improvements. \$1,192,404 was used in FY2021 and \$407,596 will be used in FY2022.

Town Reserves

Reserve Funds are committed in FY2023 in the total amount of \$520,000 to help fund infrastructure projects as follows:

7046-00 Bond Bill - Town Hall	\$40,000
7049-00 Street Work Project	\$250,000
7050-00 Bridges	\$175,000
7052-00 Street Engineering Design/Const.	\$30,000
7053-00 Community Parks - Playground	\$25,000

Capital Grant Expenditures

7110-00 Street & Infrastructure Project FY2021, FY2022 and FY2023

Repaving of 2.5 miles of roads, replacement of park paths, and the construction of new sidewalks to provide safe pedestrian access in area of need.

7120-00 Town Hall Design & Construction

Funds to prepare the construction drawings for the renovation/addition/construction of the Town Hall. \$200,000 of these funds will come from the State's Bond Bill program. The additional \$40,000 matching funds will come from the Town's Undesignated Reserve Funds

7130-00 MHAA Trail Project

For the FY2021 budget this includes \$81,500 to fund the removal and replacement of the existing path between the playground and Beechwood Road, installation of a new drinking fountain, and a new path connecting to Adelphi Road across the wildflower meadow. The project was completed in FY21 and therefore no funds are allocated in the FY2022 Budget.

7131-00 Street Engineering/Design/Construction

To review town streets and make recommendations for improvements.

7133-00 Park Bridge Replacement - Beechwood & Van Buren

To replace the bridges at Beechwood Rd. and Van Buren Street. To be funded with State Bond Bill funds and reserves.

7134-00 Community Parks - Playground Project

Renovation of tot lot in town to be funded from Community Parks & Playground Grant.

7132-00 PG County Storm Water Acceptance

To evaluate those stormwater systems within the town that have not been accepted by the county in order to complete all necessary steps for these systems to be turned over to the county for maintenance. The Town will be reimbursed by the County for these costs.

2022 Constant Yield Tax Rate Certification

Taxing authority: **University Park
in Prince George's County**

1	1-Jul-2021	Gross assessable real property base	\$	455,497,640
2	1-Jul-2021	Homestead Tax Credit	-	278,381
3	1-Jul-2021	Net assessable real property base		455,219,259
4	1-Jul-2021	Actual local tax rate (per \$100)	x	0.5386
5	1-Jul-2021	Potential revenue	\$	2,451,811
6	1-Jul-2022	Estimated assessable base	\$	476,720,195
7	1-Jan-2022	Half year new construction	-	0
8	1-Jul-2022	Estimated full year new construction*	-	0
9	1-Jul-2022	Estimated abatements and deletions**	-	2,213,521
10	1-Jul-2022	Net assessable real property base	\$	474,506,674

11	1-Jul-2021	Potential revenue	\$	2,451,811
12	1-Jul-2022	Net assessable real property base	+	474,506,674
13	1-Jul-2022	Constant yield tax rate	\$	0.5167

Certified by



Director

* Includes one-quarter year new construction where applicable.
 **Actual + estimated as of July 1, 2022, including Homestead Tax Credit.
 Form CYTR #1

Town of University Park
Payroll Taxes Benefits
Projected FY23

	GG	POL	PW	Crossing Guard	Mayor	Code	
FICA	0.0765	0.0765	0.0765	0.0765	0.0765	0.0765	
W/Comp	0.0039	0.1069	0.0879	0.0879	0.0039	0.0879	
Retirement	0.1093	0.1093	0.1093		0.1093		
Total	0.1897	0.2927	0.2737	0.1644	0.1897	0.1644	
Unemployment	0.01	0.01	0.01	0.01	0.01	0.01	
Health/Dental/Life W/Comp	21,702.00	107,982.00	137,760.00		-		
Salary	306,995.72	861,054.59	646,320.24	7,888.67	25,400.00	27,165.65	1,874,824.86
P/R Burden	58,237.09	252,030.68	176,897.85	1,296.90	4,818.38	4,466.03	497,746.92
Unemployment	425.00	935.00	850.00	78.89	85.00	85.00	2,458.89
Health/Dental/Life	21,702.00	107,982.00	137,760.00	-	-		
Total Taxes & Burden	80,364.09	360,947.68	315,507.85	1,375.78	4,903.38	4,551.03	767,649.81
							767,649.81
Premium Pay Burden							
Burden (FICA & W/Comp)	0.0804	0.1834	0.1644	0.1644		0.1644	
Premium Pay Wages	15,340.00	57,200.00	52,000.00	1,025.00		1,225.00	126,790.00
Total PP Burden	1,233.34	10,490.48	8,548.80	168.51	-	201.39	20,642.52

THE TOWN OF UNIVERSITY PARK

PAYSCALE

Effective: 07/01/21

STEP	1	2	3	4	5	6	7	8	9	10	11	12	L1	L2	L3
GRADE															
1	28,603.38	29,461.48	30,345.33	31,255.69	32,193.36	33,159.16	34,153.93	35,178.55	36,233.91	37,320.92	38,440.55	39,593.77	40,781.58	42,005.03	43,265.18
2	30,748.63	31,671.09	32,621.23	33,599.86	34,607.86	35,646.09	36,715.48	37,816.94	38,951.45	40,119.99	41,323.59	42,563.30	43,840.20	45,155.40	46,510.07
3	33,054.78	34,046.42	35,067.82	36,119.85	37,203.45	38,319.55	39,469.14	40,653.21	41,872.81	43,128.99	44,422.86	45,755.55	47,128.21	48,542.06	49,998.32
4	35,533.89	36,599.91	37,697.90	38,828.84	39,993.71	41,193.52	42,429.32	43,702.20	45,013.27	46,363.67	47,754.58	49,187.21	50,662.83	52,182.71	53,748.20
5	38,198.93	39,344.90	40,525.25	41,741.00	42,993.23	44,283.03	45,611.52	46,979.87	48,389.26	49,840.94	51,336.17	52,876.25	54,462.54	56,096.42	57,779.31
6	41,063.85	42,295.77	43,564.64	44,871.58	46,217.73	47,604.26	49,032.39	50,503.36	52,018.46	53,579.01	55,186.38	56,841.97	58,547.23	60,303.65	62,112.76
7	44,143.64	45,467.95	46,831.99	48,236.95	49,684.06	51,174.58	52,709.81	54,291.11	55,919.84	57,597.44	59,325.36	61,105.12	62,938.28	64,826.42	66,771.22
8	47,454.41	48,878.05	50,344.39	51,854.72	53,410.36	55,012.67	56,663.05	58,362.94	60,113.83	61,917.25	63,774.76	65,688.01	67,658.65	69,688.41	71,779.06
9	51,013.49	52,543.90	54,120.22	55,743.82	57,416.14	59,138.62	60,912.78	62,740.16	64,622.37	66,561.04	68,557.87	70,614.61	72,733.04	74,915.04	77,162.49
10	54,839.51	56,484.69	58,179.23	59,924.61	61,722.35	63,574.02	65,481.24	67,445.68	69,469.05	71,553.12	73,699.71	75,910.70	78,188.02	80,533.66	82,949.67
11	58,952.47	60,721.04	62,542.67	64,418.95	66,351.52	68,342.07	70,392.33	72,504.10	74,679.22	76,919.60	79,227.19	81,604.00	84,052.12	86,573.69	89,170.90
12	63,373.90	65,275.12	67,233.37	69,250.38	71,327.89	73,467.72	75,671.76	77,941.91	80,280.17	82,688.57	85,169.23	87,724.30	90,356.03	93,066.71	95,858.72
13	68,126.95	70,170.76	72,275.88	74,444.15	76,677.48	78,977.80	81,347.14	83,787.55	86,301.18	88,890.21	91,556.92	94,303.63	97,132.74	100,046.72	103,048.12
14	73,236.47	75,433.56	77,696.57	80,027.47	82,428.29	84,901.14	87,448.17	90,071.62	92,773.77	95,556.98	98,423.69	101,376.40	104,417.69	107,550.22	110,776.73
15	78,729.20	81,091.08	83,523.81	86,029.53	88,610.41	91,268.72	94,006.79	96,826.99	99,731.80	102,723.75	105,805.47	108,979.63	112,249.02	115,616.49	119,084.98
16	84,633.89	87,172.91	89,788.10	92,481.74	95,256.19	98,113.88	101,057.29	104,089.01	107,211.68	110,428.03	113,740.88	117,153.10	120,667.69	124,287.73	128,016.36
17	90,981.44	93,710.88	96,522.20	99,417.87	102,400.41	105,472.42	108,636.59	111,895.69	115,252.56	118,710.14	122,271.44	125,939.58	129,717.77	133,609.31	137,617.58
18	97,805.04	100,739.19	103,761.37	106,874.21	110,080.44	113,382.85	116,784.34	120,287.87	123,896.50	127,613.40	131,441.80	135,385.05	139,446.60	143,630.00	147,938.90

1.5% increase (.015)

THE TOWN OF UNIVERSITY PARK

PAYSCALE

Effective: 07/01/22

STEP	1	2	3	4	5	6	7	8	9	10	11	12	L1	L2	L3
GRADE															
1	29,604.50	30,492.64	31,407.41	32,349.64	33,320.13	34,319.73	35,349.32	36,409.80	37,502.09	38,627.16	39,785.97	40,979.55	42,208.94	43,475.21	44,779.46
2	31,824.84	32,779.58	33,762.97	34,775.86	35,819.13	36,893.71	38,000.52	39,140.54	40,314.75	41,524.19	42,769.92	44,053.02	45,374.61	46,735.85	48,137.92
3	34,211.70	35,238.05	36,295.19	37,384.05	38,505.57	39,660.74	40,850.56	42,076.08	43,338.36	44,638.51	45,977.66	47,356.99	48,777.70	50,241.04	51,748.27
4	36,777.58	37,880.91	39,017.33	40,187.85	41,393.49	42,635.29	43,914.35	45,231.78	46,588.74	47,986.40	49,425.99	50,908.77	52,436.03	54,009.11	55,629.39
5	39,535.90	40,721.97	41,943.63	43,201.94	44,498.00	45,832.94	47,207.93	48,624.17	50,082.89	51,585.38	53,132.94	54,726.93	56,368.73	58,059.80	59,801.59
6	42,501.09	43,776.12	45,089.40	46,442.09	47,835.35	49,270.41	50,748.52	52,270.98	53,839.11	55,454.28	57,117.91	58,831.45	60,596.39	62,414.28	64,286.71
7	45,688.67	47,059.33	48,471.11	49,925.24	51,423.00	52,965.69	54,554.66	56,191.30	57,877.04	59,613.35	61,401.75	63,243.80	65,141.12	67,095.35	69,108.21
8	49,115.32	50,588.78	52,106.44	53,669.64	55,279.73	56,938.12	58,646.26	60,405.65	62,217.82	64,084.35	66,006.88	67,987.09	70,026.70	72,127.50	74,291.33
9	52,798.97	54,382.94	56,014.43	57,694.86	59,425.71	61,208.48	63,044.73	64,936.07	66,884.15	68,890.68	70,957.40	73,086.12	75,278.71	77,537.07	79,863.18
10	56,758.89	58,461.66	60,215.51	62,021.97	63,882.63	65,799.11	67,773.09	69,806.28	71,900.47	74,057.48	76,279.20	78,567.58	80,924.61	83,352.35	85,852.92
11	61,015.81	62,846.28	64,731.67	66,673.62	68,673.83	70,734.05	72,856.07	75,041.75	77,293.00	79,611.79	82,000.14	84,460.15	86,993.95	89,603.77	92,291.89
12	65,591.99	67,559.75	69,586.55	71,674.14	73,824.37	76,039.10	78,320.27	80,669.88	83,089.98	85,582.68	88,150.16	90,794.66	93,518.50	96,324.06	99,213.78
13	70,511.39	72,626.74	74,805.54	77,049.70	79,361.20	81,742.03	84,194.29	86,720.12	89,321.72	92,001.38	94,761.42	97,604.26	100,532.39	103,548.36	106,654.81
14	75,799.75	78,073.74	80,415.95	82,828.43	85,313.28	87,872.68	90,508.86	93,224.13	96,020.85	98,901.48	101,868.52	104,924.58	108,072.32	111,314.49	114,653.92
15	81,484.73	83,929.27	86,447.15	89,040.56	91,711.78	94,463.13	97,297.03	100,215.94	103,222.42	106,319.09	109,508.66	112,793.92	116,177.74	119,663.07	123,252.97
16	87,596.08	90,223.97	92,930.69	95,718.61	98,590.16	101,547.87	104,594.31	107,732.14	110,964.10	114,293.02	117,721.81	121,253.47	124,891.07	128,637.80	132,496.94
17	94,165.79	96,990.76	99,900.49	102,897.50	105,984.43	109,163.96	112,438.88	115,812.05	119,286.41	122,865.00	126,550.95	130,347.48	134,257.90	138,285.64	142,434.21
18	101,228.23	104,265.07	107,393.02	110,614.81	113,933.26	117,351.26	120,871.79	124,497.95	128,232.89	132,079.87	136,042.27	140,123.54	144,327.24	148,657.06	153,116.77

3.5% increase (.015)



UNIVERSITY PARK POLICE DEPARTMENT

**6724 Baltimore Avenue
University Park, Maryland 20782
(301) 277-0050 FAX (301) 779-1905**

Memorandum

March 24, 2022

To: Dan Baden
From: Chief Harvey Baker 
Subject: Final Draft - Proposed Budget for Fiscal Year 2023

The University Park Police Department budget for FY2023 is submitted for your review and approval. The proposed total budget is in the amount of **\$1,604,417** with expenditures including:

- Annual personnel cost increased due to the hiring of two new officers
- Associated costs of meeting goals for police operations and code compliance
- Third year of payment for Tasers 7 Devices & Axon Body Worn Cameras
- Purchase of new Ford, Police Interceptor Hybrid SUV

Currently, the UPPD does not have any vacancies. However, based on the increase of felonious assaults against police officers, and the consistent presence of firearms during traffic stop officer safety is of utmost importance. It is imperative that we increase staffing by hiring two new officers in FY2023. The two new officers would be hired during the first quarter of the FY2023 budget year and increase patrol coverage during the evening shift in each ward.

Staffing for FY2023 includes the following personnel: chief of police, captain, two (2) sergeants, two (3) corporals, two (3) police officer first class, one (1) administrative assistant, one (1) part-time code compliance officer, and two (2) part-time crossing guards.

In FY2022, the department hired four officers, and lost one to another agency for higher pay and more specialty assignment opportunities, promoted one to captain and another completed Field Training and is assigned to a squad and the fourth officers begins Comparative Compliance Class on January 28, 2022.

The budget's **overtime** line item was increased to reflect directed patrol throughout the year. The purpose of these increased patrols is to enhance traffic safety around University Park Elementary School and reduce incidents of traffic violations and vehicle collisions on the Town's roadways and on the three roads that border the Town. Also, to ensure we have additional patrol coverage in each ward during the

evening and midnight shifts. University Park officers will be deployed periodically on overtime from 7-11 a.m. and 3-7 p.m., to address peak commuter traffic periods and 10-2 p.m., to provide supplemental night patrols. The overtime officers would also provide coverage for special events as needed.

The code compliance function of the police department is in its sixth year. Last year a monthly report was implemented to better manage and track code cases from inception to completion. Code Compliance Officer Craig Brown has been very successful in his efforts to standardize the life safety requirements for rental properties by conducting rental inspections and providing guidance to owners on rental and permitting concerns. CCO Brown's responsive efforts have resulted in a higher level of code compliance. During the past year we have not had any rental denials. This can be contributed to the proactive approach CCO Brown has taken in educating potential rental property owners. Other code compliance violations were addressed, and, in almost all circumstances, compliance was gained through minimal enforcement interaction.

The bike patrol program is essential to maintaining a visible uniform presence in the town while providing safety and security in parks and footpaths. The bike patrol line item reflects a reduction in anticipated costs because the department does not anticipate the need to purchase a new bicycle this year. The amount requested will handle anticipated preventive maintenance costs.

University Park continues to run a red-light camera program through the photo-enforcement unit located at southbound Baltimore Avenue at East West Highway. This public safety program continues to operate at no expense to the town and is completely funded by fines paid by violators.

In FY2022, University Park started an Automated Speed Enforcement Camera Program, which identifies and cites speed violators on East West Hwy and Adelphi Road. Baltimore Avenue has also been approved and will be live before the end of FY2022.

The reimbursement program offers a \$100 incentive per household for security improvements, such as the Ring doorbell, alarm systems, motion sensor lights, or video cameras, to improve home security. This rebate program will continue in FY2023 and be funded at the same amount of \$1,500.

The police equipment line item continues to support the department's major purchases of equipment, such as personal body armor, first responder gas mask kits, electronic control devices, in-car video cameras, and other police related apparatus. In FY2023, the line item was increased to cover the cost of purchasing equipment for two new hires.

The University Park Police Department operates its own local 453.6625 MHz radio system specifically for public works interaction with the police department and administrative personnel. It is in full compliance with FCC license regulations and is functioning properly after a 2018 upgrade. The radio system has proven to be a great communication asset for UPPD, UP CERT, and public works during special events.

The gasoline line item will remain the same for FY2023, to make allowance for assigning nearly 80% of the departments fleet as take-home vehicles. We continue to have additional savings by using Prince George's County Refueling Station. We will conduct additional analysis at the beginning of FY2023 to determine the cost savings. The department continues to save fuel by deploying four Ford Hybrid SUV Police Interceptors and making two older Chevrolet Impalas spare vehicles. These spare vehicles are also utilized for "Shadow Patrol" and parked throughout the town as a crime deterrence. The University

Park Police Department fleet has one Ford Police Interceptor Sedan, four Ford Hybrid SUV Police Interceptor, two Ford Escapes, two Ford SUV Police Interceptors (gas powered) and two Chevrolet Impalas. All officers participate in the take-home vehicle program and are authorized to use vehicles only to drive to and from work to reduce fuel consumption, as well as wear and tear on the vehicles.

The police supply line item will be unchanged in FY2023.

The University Park Police Department has a ***fleet of vehicles*** that include the following: one (1) 2011 Ford Escape (Hybrid), two (2) 2013 Chevrolet Impalas, three (6) Ford SUV Police Interceptors (two gas and four Hybrids), and one (1) 2017 Ford Police Interceptor Sedan. There was an increase in the cost of vehicle maintenance in FY2022, due to major factory repairs completed on the 2017 Ford Police Interceptor. The use of the four (4) Ford Hybrid SUV Police Interceptors has saved the Town money. We sold two Chevrolet Impalas at the auction and converted two (2) Chevrolet Impalas into spare vehicles.

The uniforms line item was increased to outfit two new hires in FY2023.

The capital expenditure line item will be utilized to purchase a new Ford Police Interceptor Hybrid SUV.

Even with the increased operational cost due to increasing the authorized strength of the police department we will continue to maintain a spending level that will allow the department to operate efficiently and effectively. This will be accomplished by offsetting the costs of the two new hires salaries, and equipment costs with funds from the Automated Speed Enforcement Program.

University Park Police Department

Budget Justifications FY2023

Police & Public Safety

PERSONNEL

Line Item	Description	<u>FY2022</u>	<u>FY2023</u>
P1 Salaries (Cola & Step adjustment included)	Personnel salaries, including crossing guard, holiday pay, and overtime	\$703,239.91	\$861,054
P2 Payroll Taxes and Benefits	Personnel withholding taxes and benefits (cola & steps)	\$260,547	\$360,948

Stub Total = \$1,222,002

CODE COMPLIANCE

<u>Line Item</u>	<u>Description</u>	<u>FY2022</u>	<u>FY2023</u>
P3 Salary	Code Compliance Officer	\$25,000	\$30,100
P4 Code Compliance		\$5,000	\$5,000

OPERATING

<u>Line item</u>	<u>Description</u>	<u>FY2022</u>	<u>FY2023</u>
P5	Parking Enforcement		\$6,075
P6 Training	Police personnel in-service and skills enhancement training	\$5,000	\$10,000
P7 Medical Examinations	Personnel fitness for duty and recruit physicals	\$1,000	\$5,000
P8 Body-Worn Camera Program	Equipment and data storage	\$9,000	\$7,000
P9 Bike Patrol	General equipment maintenance	\$500.00	\$500.00
P10 Citations-Red Light		\$8,700	\$166,800
P11 Computer		\$2,000	\$2,000

P12 Crossing Guards		\$8,000	\$10,000
P13 Equipment		\$12,100	\$17,100
P14 Gasoline	Vehicle fuel needs	\$13,000	\$18,000
P15 GPS		\$2,500	\$3,000
P16 Home Security Reimbursement Program		\$1,500	\$1,500
P17 M.I.L.E.S. Computer Access Fees		\$100	\$100
P18 Mobile Data Terminals	Misc. service and repair (\$375) Verizon wireless connections (8 terminals \$750 each)	\$6,375	\$7,500
P19 Police Supplies	<ul style="list-style-type: none"> • First Aid Supplies (\$200) • Forms, stationary, and office supplies (\$1,300) • Radar Recertification (\$200) • Laser Speed Gun Extended Warranty (\$540) • Ammunition- Green Ammo (\$800) • Community Policing (\$3,400) 	\$6,440	\$6,440
P20 Radio Maintenance	Routine service and repair for nine radios	\$500	\$500
P21 Traffic Engineering		\$12,000	\$10,000
P22 Meetings and Travel	<ul style="list-style-type: none"> • MD. Chiefs Annual Conference (\$950) • International Assoc. of Chiefs of Police (\$450) • Police Chief's Association of P.G. County (\$225) • Maryland Municipal League/Police Exec. Assoc. (\$815) • Police Executive Research Forum (\$155) • Misc. Training & Recertification (\$680) 	\$3,500	\$3,500

- Misc. police policy reference manuals (\$255)

P23 Uniforms	Initial issue uniforms and replacement of worn or unserviceable items to include new PDU uniform, annual shoe replacement, dry cleaning, etc.	\$8,300	\$13,300
P24 Vehicle Maintenance	General service and repair of fleet, car washes	\$6,500	\$8,500

CAPITAL

<u>Line Item</u>	<u>Description</u>	<u>FY2022</u>	<u>FY2023</u>
P25 Vehicle Purchase	Purchase of new Ford police interceptor SUV.	\$50,500	\$50,500

FY2023 TOTAL=\$1,604,417

2022 UNIVERSITY PARK POLICE VEHICLE INVENTORY

Vehicle	Model	Year	Veh. #	Tag #	Vehicle Identification Number	Accessory	Assigned
Chevy Sedan	Impala	2012	26	MG2884	2G1WD5E31C1325787	Marked	Spare
Chevy Sedan	Impala	2013	28	MG2878	2G1WD53E0D1188889	Marked	Spare
Ford SUV	Interceptor	2015	29	MG2885	1FM5K8AR9FGA46353	Marked/MDT	Jones
Ford SUV	Interceptor	2016	30	MG2882	1FM5K8AR9GGB07119	Marked/MDT	Stennett
Ford Sedan	Interceptor	2017	31	7CV1116	1FAHP2MT3HG106904	Unmarked	Miltenberger
Ford SUV	Escape	2018	32	8CN1744	1FMCU9GD4HUE43850	Unmarked	Baker
Ford Sedan	Interceptor	2019	33	MG2879	1FAHP2MK4KG101791	Marked/MDT	Spare
Ford SUV	Interceptor	2020	#34	2EE0621	1FM5K8AW9LGA96803	Marked/MDT	Graddy
Ford SUV	Interceptor	2020	#35	8EH4398	1FM5K8AW9LGA18201	Marked/MDT	Morris
Ford SUV	Interceptor	2020	#36	8EH4398	1FM5K8AW9LGA18201	Marked/MDT	Govan
Ford SUV	Interceptor	2021	#37	16581LG	1FM5K8AW9MN02075	Marked/MDT	People

2 Chevy	Marked Impala	
8 Ford	SUV	1 Spare, 6 Marked 1, Unmarked
2 Ford	Sedan	1 Marked, 1 Unmarked

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

March 21, 2022

To: Mayor Lenford C. Carey

From: Michael Beall

Subject: Proposed Budget for Fiscal Year 2023

The University Park Department of Public Works budget for FY23 is submitted for your approval. The proposed budget is in the amount of \$1,492,928 and reflects a \$87,781 increase compared to the adopted FY22 budget of \$1,405,147.

DPW Expenditures include: daily operational expenses such as: fuel and landfill costs, employee compensation, allocations for infrastructure maintenance, repairs/replacement of vehicles or equipment, and other expenses needed to accomplish departmental goals for the year.

An explanation of the budget is provided for your review.

Personnel:

Salaries—Reflects a \$20,997 increase over last year. This increase can be attributed to the normal wage increases, including COLA adjustments.

Benefits—Reflects an increase of \$26,984 over FY22.

Operating-Parks and Recreation:

Tree Maintenance-Park—Has been increased by \$5,000 to cover the rising cost of tree maintenance operations.

Operating- Streets:

Street & Sidewalk Maintenance—The total allocation of \$43,000 is a \$7,000 increase over FY22. These funds will cover costs for traffic markings, VeoRide parking facilities, an LED pedestrian crossing beacon, street sweeping and other miscellaneous expenses.

Street Tree Maintenance —This line item increased by \$25,000 to provide funds to perform canopy reductions on Bradford pear trees over the winter.

Operating-General Sanitation:

Fuel—Has been increased by \$10,000 to cover the increased cost of fuel compared to FY22.

Landfill—Has been increased by \$8,000 to cover the cost of an \$11/ton increase to the tipping fee at the county landfill.

Recycling Charges—Has been increased by \$3,000 to cover increased cost to provide community recycling events.

Tools/Supplies—Has been increased by \$7,000. This will fund the purchase of a hopper broom implement for the Kubota skid steer. This implement will give DPW staff a level of in-house street cleaning capabilities.

Vehicle Maintenance—Has been increased by \$10,000 to cover the rising costs related to vehicle operations.

Town Maintenance Facility—Has been decreased to \$22,000. Annual utilities average about \$7,000 per year. The balance will be used to have a full analysis of the conditions of the building, including architectural, structural, mechanical, plumbing, and electrical systems in consideration of replacing the roof and other potential building renovations.

Capital Projects:

Garage-Roof and Bldg. Renovation/Design—\$40,000 has been allocated to provide funds to design and permit building renovations following a full systems analysis of the building.

Garage-Security & Access Control—\$25,000 has been allocated to fund the installation of cameras and other security equipment as well as access control capabilities at the town maintenance facility.

Vehicle for Public Works Director--\$30,000 has been allocated to purchase an appropriate hybrid vehicle for the DPW director.

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

Michael D. Beall
Director, Public Works

**University Park Public Works Department
BUDGET JUSTIFICATIONS FY23**

A 100 PERSONNEL	\$961,828
A 1 Salaries (incl. COLA & Step adjustments) Personnel salaries, holiday pay, overtime, and contract labor	\$646,320
A 2 Payroll taxes and benefits Personnel withholding taxes and benefits	\$315,508
 B 100 OPERATING-PARKS & RECREATION	 \$ 93,600
B1 Cemetery Upkeep Maintenance of the Deakins Cemetery	\$ 100
B 2 Tree Maintenance-Park Pruning and other maintenance of trees in park.	\$ 25,000
B 3 Tree Replacement-Park Replacement of tree canopy in park	\$ 8,000
B 5 Resident Tree Reimbursement Reimbursements for private shade and understory tree plantings	\$ 4,000
B 6 Upkeep of Park Maintenance costs for park features and equipment	\$ 8,000
B 7 Playing Field Maintenance Maintenance of town field including water meter expense	\$ 8,500
B 8 Park Usage Concept Plan Development of a park concept plan	\$ 25,000
B 9 Park Landscape Maintenance Maintenance of town gardens	\$ 15,000
 S 100 OPERATING-STREETS	 \$135,000
S 1 Street Lights Energy cost for overhead street lighting throughout town	\$ 27,000
S 2 Street & Sidewalk Maintenance Pothole repair, signage, speed humps, sidewalks, etc.	\$ 43,000
S 3 Street Tree Maintenance	

Pruning and other maintenance of trees in the curb box	\$ 50,000
S 4 Street Tree Replacement	
Pruning and other maintenance of trees in the curb box	\$ 10,000
S 5 Snow Removal	
Salt, and other misc. expenses related to snow events	\$ 5,000
W 100 OPERATING-GENERAL SANITATION	\$207,500
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	\$ 70,000
W 3 Composting	
Tipping fees for refuse, leaf collection, and yard waste	\$ 5,000
W 4 Medical Exams	
Physical exams for new hires, CDL license renewals, and random testing for CDL vehicle operators	\$ 500
W 5 Recycling Charges	
Tipping fees for recycling, recycling events, and environmental Fees for items containing refrigerants	\$ 15,000
W 6 Tools/Supplies	
Tools, and supplies for public works operations	\$ 15,000
W 7 Travel & Dues	
Costs related to association memberships and conference expenses for public works personnel	\$ 5,000
W 8 Training	
Costs related to job and safety training for staff.	\$ 5,000
W 9 Uniforms	
Costs related to the purchase and lease of DPW employee uniforms, boots, gloves, raingear, personal safety gear.	\$ 5,000
W 10 Vehicle Maintenance	
Costs associated with vehicle and equipment repair.	\$ 35,000
W11 Town Maintenance Facility	
Costs for vehicle storage and maintenance facilities.	\$ 22,000

W 200 CAPITAL Outlay	\$ 95,000
W15 Garage-Roof and Bldg. Renovation/Design Costs to design and permit building renovations for the town maintenance facility.	\$ 40,000
W16 Garage Security & Access Control Costs to install security equipment and access control capabilities at the town maintenance facility.	\$ 25,000
W17 Vehicle for Public Works Director	\$ 30,000
DPW Total	\$1,492,928

FY23 Public Works Vehicle Inventory

#	Year	Make	Model	Type	Plate#	Odometer	FY21 Maint
4	2019	Ford	F550	Leaf	LG80423	4914	\$1,281.30
5	2019	Ford	F550	Leaf	LG54178	4199	\$1,280.69
9	2011	Ford	F350	P/U	LG85077		\$4,077.41
10	2003	ODB	LCT 600	Leaf Vac	NA	NA	\$2,733.90
11	2003	ODB	LCT 600	Leaf Vac	NA	NA	\$3,990.62
14	1993	Chevy	2500	P/U	LG14634	68607	\$420.05
15	2002	Ford	F350	P/U	LG89160	192734	\$3,059.92
16	2016	Kenworth	T370	Packer	LG95749		\$8,220.48
17	2016	Kenworth	T370	Packer	LG95748		\$3,245.48
18	2006	Ford	F750	Packer	LG54742		\$430.96
19	2017	Ford	Escape	SUV	767M623		\$1,200.67
20	2018	Kubota	SV65	Skid Steer	NA	NA	\$0.00
21	2017	Scag		Mower	NA	NA	\$1,209.33
22	2017	Grasshopper	725DT	Mower	NA	NA	\$367.53
23	2018	Texas Bragg	18'	Trailer	LG85063	NA	\$0.00
37	2011	Ford	Escape	SUV	8MD5987	160794	\$0.00
Misc	includes implements, equipment, GPS, and general expenses						\$9,775.63
							\$41,293.97

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