

CITY OF COLLEGE PARK MARYLAND



Adopted Operating Budget for Fiscal Year 2016 and Five-Year Capital Improvement Program



CITY OF COLLEGE PARK, MARYLAND
Adopted Operating Budget
for Fiscal Year 2016
and Five-Year Capital Improvement Program

The Honorable Andrew M. Fellows, Mayor

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INTRODUCTION



4500 KNOX ROAD
COLLEGE PARK, MD 20740-3390

OFFICE OF: **City Manager**
240-487-3501

July 1, 2015

The Honorable Andrew M. Fellows, Mayor
Members of the City Council
Citizens of College Park
College Park, Maryland 20740

Ladies and Gentlemen:

I am pleased to present the Adopted Operating Budget of the City of College Park, Maryland for the fiscal year ending June 30, 2016 (fiscal year 2016) and the Five-Year Capital Improvement Program ("C.I.P."). This document and the process leading to its publication establish the programs and objectives that the City will pursue in the coming fiscal year. As directed by the Mayor & Council, this document reflects the conversion of resources into City services. The document also works to fulfill the City's vision and mission statements, as presented on pages 27-28.

The Budget Document

The City's operations are reflected in the General Fund. A portion of parking meter and citation revenues is budgeted in the Parking Debt Service Fund. The individual capital projects in the Unrestricted and Restricted Capital Projects Funds comprise the 5-year Capital Improvement Program ("C.I.P."). Debt service on the tax-exempt parking garage bond is budgeted in the General Fund. Funds of the City's pension and deferred compensation plans trust fund are managed independently and are not budgeted by the City. A glossary of terms, abbreviations and acronyms used in this document begins on page 421.

Budget Highlights

General Fund: The adopted operating budget provides operating revenues of \$16,060,596 plus a \$257,392 interfund transfer from the Parking Debt Service Fund, for total General Fund revenues of \$16,317,988. The FY 2016 operating revenues represent an increase of \$1,353,509 (or 9.20%) over FY 2015 adopted budget operating revenues. Real property tax revenue increased \$268,691 after a 2.64% increase in assessments and the granting of an \$80,000 revitalization tax credit. The budget for personal property

taxes increased \$50,000 based on the 3-year budget trend. Budgeted highway user tax revenue increased \$305,683 from FY 2015 to FY 2016 as a one-time State grant in FY 2015 was not awarded in time to be included in the budget. Other intergovernmental revenues remained flat. Speed enforcement camera revenue, net of processing charges, is budgeted but is required by State law to be expended for public safety purposes, including pedestrian safety improvements. Net speed enforcement camera revenue in excess of 10% of General Fund revenues must be remitted to the State Comptroller.

Total General Fund expenditures of \$16,317,988 include an FY 2016 interfund transfer to the Capital Projects Fund of \$1,430,500. The FY 2016 total expenditures represent an increase of \$923,084 (or 6.00%) from FY 2015 adjusted budget expenditures. A Comparative Operating Budget Summary appears on page 19, providing a breakdown of revenues and expenditures for FY 2016 and preceding years.

The FY 2016 adopted budget includes an increase in staffing of 0.87 full time equivalents ("FTEs") citywide. They include 0.34 FTE of additional hours for part-time staff in Youth, Family & Senior Services, 0.30 FTE of part-time contract police to certify speed enforcement camera tickets, and 0.23 for part-time contract police in a new program, Police Downtown Beat, partially funded by DCPMA and downtown bar owners.

The FY 2016 adopted budget continues funding for a police services contract with Prince George's County. In addition to the City's current part-time police program, utilizing County police officers employed part-time by the City, the County contract provides 2 full-time police officers on permanent assignment in the City at a budgeted cost of \$266,667. These police services supplement the regular police services provided to City residents by Prince George's County.

The City joined the Reformed Contributory Pension Benefit Plan of the State Retirement and Pension System of Maryland ("MSRP") effective July 1, 2014. The City purchased 60% prior service credit for those employees who elected to join the MSRP. Employees are required to contribute 7% of their base pay on a pre-tax basis and the City's match for FY 2016 is 5.0%. Employees enrolling in the MSRP do not receive a contribution to their existing §401(a) defined contribution plan but may still participate in the §457 deferred compensation plan. Employees hired on or after July 1, 2014 are required to join the MSRP.

Parking Debt Service Fund: This fund is used to subsidize the portion of the \$557,411 annual debt service on the tax-exempt parking garage bond that is not covered by garage pay station and garage permit revenue, garage retail rent and interest on the tenant improvement allowance. For FY 2016, budgeted revenue for this fund is \$250,000, including \$205,000 in parking meter revenue from the July 2007 meter rate increase (from 50 to 75 cents per hour), and \$45,000 from the July 2010 increase in parking citations for expired and overtime parking (from \$17.50 to \$20.00). The debt service shortfall is projected to be \$257,392 for FY 2016 and that amount is being transferred to the General Fund for this purpose.

Capital Improvement Program: The 5-year capital improvement program for FY 2016

totals \$48,679,358 and includes 28 active projects. FY 2016 funding for the Capital Projects Fund is provided by an operating cash transfer of \$1,430,500, federal and state grants, cable franchise capital equipment grants, and various other grants and loans. Summary schedules for the Capital Projects Fund begin on page 351 and are followed by individual project schedules for all active projects.

The Budget Process

Following budget guidance from Mayor & Council, the City Manager instructed departments on applicable limitations for expenditure increases. Based on FY 2016 initial revenue projections, it was decided that total expenditure budget requests were to be limited to the FY 2015 level with no increase. The adopted budget includes a 2.00% cost of living adjustment ("COLA") for FY 2016, effective July 1, 2015. Merit increases (2.5% steps for employees in the 17 steps of the pay table plus three 5% longevity steps, subject to receipt of a satisfactory evaluation) were budgeted. As personnel expenditures comprise 61.23% of the expenditure budget, non-personnel (operating) expenditure increases were to be limited to 0%. The primary focus in preparing the FY 2016 budget was to provide the same or higher level of service to College Park residents as in the past without a tax rate increase. FY 2016 revenues were conservatively projected by the Director of Finance and management staff, based on historical trends and known FY 2016 changes. No increases were made in fines or fees. Each department was responsible for preparing their individual program budgets.

In late February, the program expenditure budgets were submitted to the Finance department, responsible for assembling a total citywide budget for review by the City Manager. In March 2015, the City Manager and Director of Finance met with each department head to review his/her submittal and make any adjustments deemed necessary to balance the total budget. At that time, the City Manager reviewed the estimates for Mayor & Council submitted "wish list" items assigned to individual departments; some of these items were added to the City Manager's budget request. Following these meetings, the Finance department assembled the complete budget request for distribution to the Mayor & Council, City staff and the general public.

The City Manager's requested FY 2016 General Fund operating budget and 5-year Capital Improvement Program ("C.I.P.") was submitted to the Mayor & Council by the Charter-mandated March 31, 2015 deadline. The Mayor & Council held worksession meetings in April to review and discuss the proposed budget with the City Manager, Director of Finance and department directors and deputy directors, made changes to the proposed budget and added other items. Ordinance 15-O-03, which included the changes to the proposed budget, was introduced at a regular meeting on April 28, 2015. A public hearing on the budget ordinance was held on May 12, 2015, its notice having been advertised in a newspaper of general circulation in the City, and all persons interested had an opportunity to be heard. Ordinance 15-O-03 (pages 37-40) was adopted by the Mayor & Council on May 26, 2015. The effective date of the ordinance is July 1, 2015.

A more detailed description of the budget process and a chart-based budget calendar is included on pages 41-44.

Budgetary Trends

In preparing the FY 2016 proposed budget, staff reviewed all known and potential revenue sources. FY 2016 is the third year of a triennial State assessment cycle for a majority of the City. Real property assessments increased 2.64% from FY 2015 prior to the application of the homestead tax credit, and increased 2.98% after applying the homestead tax credit. The homestead tax credit, applicable to owner-occupied residential properties only, limits the annual assessment increase to a specified percentage, set by the municipality. The City's homestead tax credit is currently set at 4%; as a result, assessment increases for owner-occupied residential properties are limited to 4%. Residential properties comprise 58.91% of the City's current assessable base and commercial properties comprise the remaining 41.09%. Projected personal property tax assessments remain relatively flat. State revenues from highway user tax increased for FY 2016 due to budgeting for a one-time State grant. In the Statistical Section, summary schedules showing individual revenue components by year for the past 10 years appear on pages 398-399, 404-405 and 406-407. Property tax assessment data for the past 10 years appears on pages 408-409.

For FY 2016, no significant changes in budgetary priorities are proposed. With revenues remaining flat and expenditures steadily increasing, the goal in preparing the budget was to avoid an increase in property tax rates.

The City's General Fund revenues are not significantly affected by external budgetary constraints at the federal, state or county level. Federal grants, if awarded, are used to fund capital projects. Income tax revenue is distributed to the City based on a set percentage of County piggyback tax received. Admission & amusement ("A&A") tax is collected by the State and distributed to the City using City-set tax rates. County hotel/motel tax is distributed based on 50% of County revenue received. State highway user tax is the primary discretionary intergovernmental revenue, based on a complex formula and State budgetary considerations.

For several prior years, the City has designated a portion of its unassigned reserve to balance the operating budget. This unassigned reserve transfer has rarely been needed, as the City has only recognized a substantial deficit once in over 10 years. The FY 2016 budget does not include any designation of unassigned reserve.

The capital projects listed in the C.I.P. are totally separate from any expenditure summary or detail material included in the operating budget. These projects are primarily projects of limited duration or ongoing programs reported in the C.I.P. (rather than the operating budget) in order to provide multi-year reporting with no lapse of appropriation at fiscal year-end. Several grant programs are examples of this preference that the grant funds remain available until expended, regardless of which fiscal year the expenditure takes place in. Vehicle replacement, although scheduled by fiscal year, is often timed

based on availability of state, county or municipal contracts that the City may “piggyback”. Most member jurisdictions in the Metropolitan Washington Council of Governments (“MWCOG” or “COG”) enable other members to “ride” their contracts. The use of piggyback contracts, permitted by the City’s purchasing policy if the other jurisdiction’s purchasing policy meets or exceeds the City’s purchasing policy in terms of encouraging competitive bids, saves the City time and money as detailed specifications do not have to be developed. Larger jurisdictions such as states or counties generate greater competition among vendors, generally providing lower prices. Certain refuse and recycling trucks may not be delivered for 6-9 months from order date. As a result, vehicle replacement in the current fiscal year C.I.P. may extend over several years.

With the exception of the public parking garage project (where an outside developer handled all phases of design and construction) and the proposed City Hall replacement, the City does not currently undertake large projects such as constructing buildings or major infrastructure. As a result, it is estimated that the current C.I.P. projects will not have a significant impact on the City’s current and future operating budgets. In most cases, the projects undertaken by the City are reconstruction or renovation to existing facilities or infrastructure that the City already has the responsibility to maintain. In some cases, it is anticipated that the completion of a C.I.P. project will result in a reduction in operating expenditures in the future. Each of the C.I.P. project summaries (pages 362-389) provides a description and monetary estimate (where applicable and/or available) of the project’s impact on future operating budgets. A summary of the projected operating budget impact of capital projects appears on page 359.

No changes in fund balance are projected. The FY 2015 adopted budget included a \$373,002 use of unassigned reserve; that amount will not be used. For FY 2016, the budgeted use of unassigned reserve is \$0.

Property Taxes

For FY 2016, the City’s real property tax rate is \$0.335 per \$100 of full value assessment, the same rate as in FY 2015. All real property assessments are provided by the State Department of Assessments & Taxation (“SDAT”) based on a triennial assessment cycle. City real property taxes are billed to property owners on Prince George’s County’s consolidated real property tax bill, along with State, County, M-NCPPC and other taxes and charges. The County does not charge the City for billing its real property taxes and tax payments are remitted to the City monthly. The FY 2016 City personal property tax rate is \$0.838 per \$100 of assessed valuation, the same rate as in FY 2015. The City bills and collects its own personal property taxes, based on assessments provided by SDAT. As the State recommends that personal property tax be set at 2.5 times the real property tax rate, each one-cent of the real property tax rate yields \$234,563 (including one cent of the real property tax rate and 2.5 cents of the personal property tax rate).

City property owners receive a tax differential on their Prince George’s County tax rate, a reduction in the County tax rate for services provided by the City that the County is not required to perform. The tax differential is calculated annually by the County for all

municipalities based on a complex formula, and is set at \$0.030 for real property and \$0.071 for personal property for fiscal year 2016.

Short-Term and Long-Term Goals

For purposes of classification, short-term goals are those that the City expects to accomplish within the next 1-2 years. Long-term goals generally require more than 2 years to accomplish and may include short-term components.

In FY 2015, the Mayor & Council began a new strategic planning process, utilizing a consultant to facilitate a dialogue between Mayor & Council, City staff, community focus groups and the community at large. The resulting Strategic Plan 2015-2020 was presented to the public at a series of Council meetings to solicit additional feedback. Following a public hearing, the Strategic Plan 2015-2020 was adopted by Mayor & Council on August 11, 2015. Council develops annual action plans, which are subsequently adopted after public input. The FY 2016 Action Plan, attached on pages 10-17, was adopted on August 11, 2015. This action plan guides staff on Mayor & Council recommended priorities for the fiscal year, including short- and long-term goals.

In addition to the FY 2016 Action Plan, staff recommendations for long-range financial plans and other goals not included in the Strategic Plan are listed below:

Long-Term Goal	Short-Term Goal or Component	Timeframe	Implementation
Increase City tax revenues	<ul style="list-style-type: none"> Encourage residential property ownership by owner-occupants, providing increases in income tax and highway user tax 	Ongoing	The Planning department administers a homeownership grant program, providing grants of \$5,000 each to individuals purchasing former rental properties, foreclosed and short-sale properties.
	<ul style="list-style-type: none"> Increase the City's tax base through commercial and residential development and redevelopment consistent with the Route 1 Sector Plan, TDOZ at College Park Metro, Sector Plan for Greenbelt Metro and the College Park Housing Plan 	Ongoing	This is the primary mission of the City's Planning department.
Improve public safety services	<ul style="list-style-type: none"> Continue part-time contract police program, currently budgeted at \$89,225 annually 	Ongoing	This Public Services program employs off-duty County police officers as part-time City employees to supplement County police services.

Long-Term Goal	Short-Term Goal or Component	Timeframe	Implementation
	<ul style="list-style-type: none"> Continue police services contract with Prince George's County 	Ongoing	This contract provides 2 full-time County police officers on assignment in the City.
U.S. Route 1 corridor revitalization	<ul style="list-style-type: none"> Increase heritage-based tourism 	Ongoing	The City, as a member of Anacostia Trails Heritage Area (ATHA), has installed way-finding signs to City destinations, has established historic districts in Calvert Hills and Old Town neighborhoods, and has prepared walking tour brochures of historic neighborhoods. The City has been designated as a Preserve America community.
Improve City services	<ul style="list-style-type: none"> Construct a replacement building for City Hall 	3 years	The City is pursuing options for a new City Hall. Timeframe is uncertain.
	<ul style="list-style-type: none"> Consolidate City Hall and Calvert Road operations in a new City Hall 	3 years	Public Services functions and staff are divided between the City Hall and Calvert Road locations. Consolidation would be included in the City Hall replacement, improving services to City residents.
	<ul style="list-style-type: none"> Undertake Public Works facility improvements 	1.5 years	Improvements to the City's Public Works facility are under review, including replacement of a modular building containing offices, staff day room, lavatories, showers and locker room, etc.
	<ul style="list-style-type: none"> Upgrade City facilities 	Ongoing	Many City facilities suffer from space limitations, deferred maintenance issues and outdated employee work areas. Upgrades to or replacements of these facilities are needed in order to continue to provide efficient services to City residents.
Secure full zoning authority for the City	<ul style="list-style-type: none"> The City is pursuing this issue with Prince George's County, utilizing County Council and State legislators as needed. 	Unknown	Full zoning authority would give the City much greater control over the development process. Progress on this item is slow but promising.

Legal Debt Margin

§C7-4D of the City Charter limits the total of all general obligation indebtedness to 5% of the assessed valuation of taxable real property in the City. Total debt (including master leases) is limited to 10% of assessed valuation. The taxable real property assessment totaled \$2,050,850,372 at June 30, 2015, resulting in debt limits of \$102,542,519 for general obligation debt and \$205,085,037 for total debt, respectively. At June 30, 2015, the City's long-term debt included Community Legacy loans of \$450,000, and a tax-exempt parking garage bond of \$7,075,000, for a total of \$7,525,000. The City is within the debt limitations imposed by its Charter. Debt per capita (\$7,525,000 spread over 30,413 population) is \$247.43. Additional information about legal debt margin and existing debt is included in the Statistical Section of the budget.

The City utilizes 5-year equipment master leases for the purchase of vehicles and major equipment. This allows for more stable budgeting for vehicle acquisition costs over multiple years. The most recent master lease was paid in full in June 2012.

Performance Measurement

Performance measures have been formulated for all programs in an effort to assess compliance with established goals and planned accomplishments. Over a period of years, these measures are refined in order to generate meaningful measurements of our ability to provide quality City services. Statistical record-keeping by departments and the resident survey have been modified to correspond with the effectiveness measures for a particular City function or service. The performance measures tables in each program include 3 years of data (FY 2014 Actual, FY 2015 Target and Actual, and FY 2016 Target). Numerous performance measures are derived from the biennial resident survey. For years in which a resident survey is not conducted, the actual data for those measures lists "No survey". A resident survey was done in FY 2015 but will not be done in FY 2016. Performance results are reported to the Mayor & Council in the budget document and should provide meaningful input during future budget processes.

Program Budgets

Each department contains various programs; and personnel, operating expenditures and capital outlay are budgeted at the program level. The performance measures relate to each separate program. Personnel expenditures is the largest component of the City's operating budget, comprising 61.23% of the adopted FY 2016 budget, and the salary and fringe benefits are allocated to individual programs based on an estimated percentage breakdown of the individual staff member's man hours. These are expressed as percentages of "Authorized Positions in Full Time Equivalents" ("FTEs"), and each program contains a summary of FTEs by position for FY 2016 and 3 previous fiscal years. Employees are assigned to only one department; however, their FTE allocation may be spread over multiple programs within that department based on their job

responsibilities. The program budgets highlight significant changes in operation, personnel and operating expenditures within the program from the prior fiscal year.

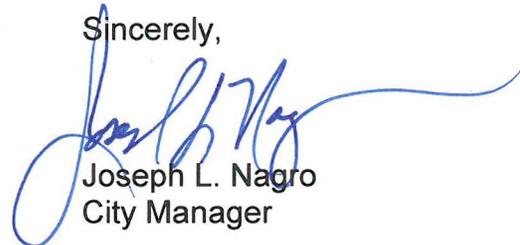
GFOA Distinguished Budget Presentation Award for FY 2015

The City of College Park has received the Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada (“GFOA”) for fiscal year 2015. In order to receive this annual award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device. The City has been the recipient of this award for annual budgets prepared since fiscal year 1990. We believe that the FY 2016 adopted budget meets the program criteria and we intend to submit it to GFOA for consideration for another award.

Acknowledgements

We appreciate the efforts of many of the City’s employees in assisting with this annual undertaking, and the valuable input from College Park citizens at the budget public hearing. We trust that this budget document will prove to be a valuable tool for our staff in providing quality City services to the residents of College Park during the coming fiscal year.

Sincerely,



Joseph L. Nagro
City Manager

City of College Park Strategic Plan 2015–2020 FY 2016 Action Plan (Approved August 11, 2015)

This document summarizes, in a shorter format, the Strategic Plan goals and objectives and lists the action items for FY 2016. The full version of the FY 2016 Action Plan, with the list of responsible departments and timelines, can be found on the City's website at www.collegeparkmd.gov, under Programs & Initiatives, Strategic Plan.

GOAL 1: One College Park

The City of College Park and its residents, the University of Maryland (UMD) and its students, faculty and staff, and all stakeholders are connected to the community and work together for the best interest of College Park. All stakeholders are actively engaged in achieving our vision. The City actively supports opportunities for members of diverse cultural groups, residents from different neighborhoods, and students to have positive interactions with each other and their City government. All College Park residents feel connected to the City in addition to their neighborhood. People who work in the City, including University staff, government employees, and students, feel connected to the City. College Park is a place where empathy and respect of diverse groups provide greater understanding and community strength. The City leverages the rich talent and skill in the community, including the non-profit sector. The City allocates sufficient staff resources for community engagement to create appealing opportunities for engagement that generate significant involvement in City-sponsored or co-sponsored community, social, and cultural events and public meetings. The City utilizes tools effectively to engage with and receive feedback from a broad range of residents.

Action Item 1a: Increase positive interaction among neighbors, including long-term residents and UMD students, faculty and staff

- Develop a "Neighbors Helping Neighbors" program
- Promote the existing UMD shuttle that is free for City residents (with City-issued ID)
- Promote the reduced-tuition UMD Golden Identification Card program for seniors
- Provide information about City events and services at Downtown and Hollywood Farmers Markets
- Build on existing community events such as Maryland Day, College Park Day, and National Night Out, and promote City and UMD events and community-engagement activities
- Develop new position description (Community Engagement, Communications, TBD) and fill the position

Action Item 1b: Promote cooperation among neighborhoods and the City as a whole

- Identify effective models and activities to strengthen and support city-wide community building
- Identify and install equipment needed to hold Council meetings and/or other public meetings occasionally at Davis Hall
- Promote existing events and communicate the success of the events via web, Constant Contact, etc.
- Partner with local organizations to sponsor additional community events

Action Item 1c

- Evaluate recommendations from the Neighborhood Quality of Life Committee (NQoL) and implement feasible actions
- Integrate the recommendations from the NQoL with the City Housing Plan

Action Item 1d

- Evaluate Neighborhood Quality of Life Committee recommendations
- Integrate certain recommendations with City Housing Plan
- Consider expanding eligibility criteria for homeownership grant program
- Work with UMD and CPCUP to support programs that help UMD faculty and staff become City homeowners
- Support State or County legislation and programs that expedite the sale of foreclosed homes

Action Item 1e

- Evaluate recommendations from the Aging in Place Taskforce and integrate with the City's Housing Plan
- Identify and promote existing programs for homeowners to fund safety or other improvements to accommodate housing needs for seniors
- Work with developers to prioritize the provision of intergenerational day care center, assisted living and retirement housing

Action Item 1f

1. Develop communications and community engagement plans that will significantly improve the City's impact and capacity in these areas
 - Create and fill a communications/community engagement position with an emphasis on expanding the use of social media (see Action Item 1a)
 - Consult with local experts, UMD and CPCUP as needed
 - Determine the format, frequency, and distribution methods of the Municipal Scene, with the goal of making the newsletter a very accessible and informative communication tool.
2. Develop a marketing plan for the City
 - Budget funds for a "Smart Place to Live" campaign
 - Implement joint marketing with UMD Visitors Center and PGC Conference and Visitors Bureau, and provide City marketing materials at City facilities

GOAL 2: Environmental Sustainability

The City is a leader in the protection and restoration of natural resources and the implementation of energy efficiency and renewable energy programs, technologies, and plans. The City reduces its impact on the environment through collaboration, research, and the adoption of best practices to incentivize reduced energy usage. The City has well-managed and attractive natural resources, such as parks, trails, and outdoor recreation areas. The City supports new development that is sensitive to environmental issues and that strives to limit impacts on the environment.

Action Item 2a: Execute the permaculture plan in partnership with residents and organizations Council-approved pilot plan for permaculture planting along Trolley Trail in Berwyn. Plan is designed in 5 phases. Committee for a Better Environment (CBE) is coordinating volunteer maintenance to establish maintenance activity days.

- Evaluate Phase 1 of the permaculture plan
- Assuming favorable evaluation, install subsequent phases annually

Action Item 2b: Council-approved implementation of a community garden site on City property that was underutilized. It is member-run with staff administrative oversight.

- Assemble garden membership and implement garden plots
- Evaluate first year operations
- Propose and implement additional sites as needed

Action Item 2c: Council has adopted goals to reduce energy consumption and goal to increase renewable energy generation. A Staff Committee has been established and is finalizing draft City Operations Plan for review by the City Manager.

- Present plan/policy for council adoption
- Evaluate and carry out best strategies for implementation
- Review, evaluate and implement energy audit data recommendations
- Identify suitable sites for renewable energy generation, such as solar
- Explore partnerships with utility providers

Action Item 2d: Develop a Community Sustainability Plan

- Establish a task force or assign to existing City committee
- Create metrics or adopt existing metrics from an organization such as STAR (Sustainability Tools for Assessing and Rating)
- Develop draft plan to present to Council

Action item 2e: Partner with the UMD Partnership in Active Learning for Sustainability (PALS)

- Evaluate effectiveness of FY2015 PALS courses
- Develop and prioritize a list of possible PALS research projects (for art projects, consider non-downtown sites)
- Develop scope of work and MOU for selected projects
- Designate a program liaison to provide requested data
- Receive project reports

Action Item 2f: Partner with agencies to identify funds and implement stormwater management improvements

- Coordinate with the UMD for project possibilities and assistance developing a prioritized list of improvements
- City to identify areas suitable for improvement and present to the Prince George's County Department of the Environment
- Research funding opportunities through the Maryland Environmental Services (MES)
- Implement appropriate, approved, and funded stormwater improvements

Action Item 2g: Complete purchase and development of Hollywood Gateway Park

- Finalize purchase agreements or determine next steps for property acquisition
- Identify matching funds for Program Open Space funding
- Contract for the development of the park

GOAL 3: High Quality Development and Reinvestment

The City works with partners to facilitate investment along Baltimore Avenue, in the College Park metro station area, Berwyn Commercial District, and the Hollywood Commercial District to expand commercial development and housing options and increase the tax base to finance improvements in services and infrastructure. The City has strong neighborhoods with ample home ownership opportunities and varied

housing and retail options. The City welcomes development proposals and actively works with developers in a structured process to incorporate community input and collaboration in order to support projects that have high design quality, are environmentally sustainable, and have a positive impact on neighborhoods. Resources are provided for City services to meet increases in demand or changes in community needs/desires, including a range of senior housing options.

Action Item 3a

3a.1: Downtown College Park – Implement the University District Vision Plan

- Involve City staff in site acquisitions, development negotiations, and site planning
- Design and construct streetscape improvements to promote pedestrian and bicyclist safety & a sense of place
- Redevelop the City Hall site in conjunction with the University for a new City Hall, University office building, retail and public space
- Explore expanded programming and events by the DCPMA

3b.2: College Park metro station area

- Participate in coordination meetings with the County, University and WMATA regarding property disposition and planning and explore opportunities for partnerships that will improve the infrastructure and identity of the area
- Ensure compliance with the Transit District Development Plan
- Utilize incentive programs such as the City Revitalization Tax Credit and the RISE Zone incentives

3a.3: Baltimore Avenue corridor area – Create walkable nodes and promote residential infill

- Work with SHA on final design and construction funding for phase 1 (College Avenue to MD 193)
- Work with SHA to implement their sidewalk retrofit plans (MD 193 to 495) in the short term & initiate design of roadway reconstruction (long term)
- Attract developers to under-utilized sites & support well-designed projects that include public amenities

3a.4: Hollywood Commercial District – Evaluate options for redevelopment

- Prepare RFP and award contract for final design of streetscape improvements
- Fund construction of streetscape improvements through state or local grants or general funds
- Promote façade improvements
- Monitor opportunities for redevelopment.

3a.5: City-owned Calvert Road property – Create strategy for redevelopment and use

- Request a formal proposal from UMD regarding use of the property for child care services or develop an RFP to solicit possible uses for the property
- Evaluate the UMD proposal or other proposals in relation to City needs and benefits, and obtain appraisal of property
- Complete environmental survey of building and remove hazardous materials

3a.6: Berwyn Commercial District – Work with Prince George’s County and community to revise zoning to allow more neighborhood-serving uses

- Work with property owners and the Berwyn District Civic Association to obtain consensus on changes to permitted uses
- Request a zoning map amendment (ZMA) from the Prince George’s County Council to implement

revised zoning

3a.7: North Core Greenbelt Metro Station – Work with stakeholders to maximize the benefits and minimize the negative impacts on College Park residents (including proposed Greenbelt FBI location and accompanying retail corridor)

- Review and comment on the charrette report from the May workshop sponsored by EPA and NCore property owner
- Encourage the proposed development plans to incorporate last best practices from the charrette.

Action Item 3b: Monitor plans and progress of the Innovation District with the goal of ensuring long-term economic benefits and job growth for the City of College Park

- Meet regularly with UMD to review strategies for the Innovation District
- Review and comment on site development plans
- Ensure that the Innovation District includes affordable housing for graduate students and young professionals as well as faculty and staff housing adjoining the Old Town neighborhood
- Include Innovation District as part of proposed RISE zone

Action Item 3c

- Meet regularly with property owners, real estate professionals, and business owners to share knowledge regarding local retail and restaurants searching for space and the availability of space in College Park
- Publicize City, County, and State financing programs available to local businesses
- Facilitate and create positive publicity regarding successful locally-owned businesses in College Park

GOAL 4: Quality Infrastructure

The City's infrastructure, including roads, sidewalks, paths, technology, utilities, parks, playgrounds, City Hall, and other City facilities are constructed and maintained at a high quality standard and meet the needs of residents, employees, and visitors. College Park regularly evaluates its public infrastructure and facilities and provides funding so that all facilities meet the expectations of residents and the planned growth of College Park and surrounding neighborhoods. College Park's infrastructure is resilient and designed to function under potentially adverse conditions.

Action Item 4a: Adopt a Complete Streets policy and implement comprehensive network of trails and sidewalks

- Staff to review comprehensive project report to Mayor and Council
- Revise Comprehensive Report
- Final document adopted
- Adopt policy
- Identify projects and potential funding sources
- Prepare implementation plans
- Fund projects

Action Item 4b:

- 1. Facilitate Baltimore Avenue corridor Reconstruction (Phase 1 and Phase 2) in a manner that significantly improves vehicular flow, pedestrian and bicyclist safety, the attractiveness of the corridor, and opportunities for redevelopment**

Note: Maryland State Highway Administration (SHA) is the lead government agency in this ongoing

project. College Avenue to Greenbelt Road project is 90% designed (August 2015 target for design completion). Project incorporates reduction of driveway access points along corridor, new wider sidewalks, on-road bike lanes, and some landscaping

- Staff monitor, provide comments on design, and provide updates to Council, County, UMD
- Advocate for construction funding (Council)

2. Facilitate sidewalk project on Baltimore Avenue from Greenbelt Road to I-495.

Note: This project is 100% designed. It includes new sidewalks along both sides of Baltimore Avenue. SHA is currently acquiring construction easements from adjoining properties. Construction tentatively set for fall 2015

The City will assist with communications between SHA and property owners and review of plan modifications, if necessary

Action Item 4c: Build a new City Hall

- Execute a memorandum of understanding between the City and UMD on project framework
- Create a funding plan
- Award a design contract
- Construct City Hall complex

Action Item 4d: Expand parks, playgrounds, and open space

- Identify needs and opportunities to improve existing facilities or add new facilities, such as properties in the 9200 and 9900 blocks of Baltimore Avenue
- Locate appropriate properties for acquisition and funding sources
- Present study and recommendations to Council

Action Item 4e: Ensure effective public safety infrastructure and evaluate surveillance cameras and locations

- Apply for FY2016 Governor's Office of Crime Control and Prevention (GOCCP) grant
- Complete current grant and City-funded security cameras
- Implement contract and install funded cameras
- Research how other communities evaluate effectiveness of CCTVs
- Update camera locations based on data compiled by C-MAST. Use crime reports from Prince George's County Police, University of Maryland Police, Park & Planning Police, Metro Transit Police, Maryland State Police and City contract police to evaluate effectiveness of camera monitoring
- Determine if specific locations would benefit from improved lighting and emergency blue light phones

Action Item 4f: Implement a bikeshare program

- Recommend vendor to the City Council from the proposals in response to the City-UMD RFP
- Sign agreement with vendor
- Execute project

GOAL 5: Effective Leadership

The City models excellent leadership and teamwork among Council, staff, and community partners to achieve the City's vision and goals. The Council and staff have a clear vision for the community and have engaged and inspired community members to embrace a positive view of College Park's future. The Council acts as one policy body, clearly communicates expectations to staff, and provides leadership

for advancing College Park's vision and strategic plan. The Council balances the need to be both responsive and decisive and communicates its actions clearly and frequently to residents, providing a forum for residents to be better informed. The City develops leaders who listen, challenge perceptions, educate community members, and help people see things from different points of view.

Action Item 5a: Develop a highly effective partnership between Council and staff.

- Provide additional opportunities for Council-Staff interaction beyond Council meetings (Council "day in the City" / Ride Along, expanded departmental activities at College Park Day, and YFS Holiday Donation Program).
- Encourage Council attendance at employee events and staff involvement in City events.
- Council meets annually with all staff to communicate priorities and review City achievements, discuss issues, exchange information and celebrate success.
- Develop shared understanding of the Council-Staff relationship and uphold the City's mission, vision, and values.

Action Item 5b: Develop a continuous learning program for staff

- Identify needs city-wide and in each department for additional training and development (e.g., ethics, customer service, process improvement, leadership, management, supervisory skills)
- Allocate existing resources to programs that meet those needs
- Develop effectiveness measures for each training program

Action Item 5c: Prepare for staff retirements

- Short term:
 - Identify who may retire in the next five years
 - Identify knowledge, skills, and abilities needed to replace
 - Identify recruitment strategies
 - Update personnel policies pertaining to staff succession planning
- Long Term:
 - Develop a succession plan for each department director and implement it

GOAL 6: Excellent Services

College Park has high quality, consistent, and cost-effective services in every department that contribute to a desirable, welcoming, and safe City. All City services are responsive to the community's needs, add value, improve the quality of life, and utilize technologies effectively. Services are aligned with the City vision and goals and are implemented in a cost-effective manner. City policies are communicated clearly and professionally and are implemented and enforced equitably. The City has a holistic view of public safety and engages all City departments, public safety agencies serving the City, and residents to ensure that College Park is a safe and secure community. City staff are highly trained, solution-oriented, and committed to delivering excellent services.

Action Item 6a: Establish meaningful and effective performance measures and assess department performance

- Identify successful programs from other similar municipalities and consider adapting their metrics
- Each department will review and update performance measures in advance of the FY17 budget preparation
- Identify steps that will create more effective code compliance, particularly for repetitive violators

Action Item 6b

- Complete Business Process Review (BPR) recommendations for clean-up of SunGard software, if cost effective
- Evaluate all software programs used in departments to determine if efficiency and inter-operability can be improved
- Evaluate and select phone application that allows for residents to easily report issues and attach files via cell phones
- Create a Workflow Task Force (an inter-departmental group), to conduct a needs assessment for workflow improvements
- Based on the results of the needs assessment, develop an RFP for a consultant to improve and integrate workflow
- Develop staff capacity to evaluate workflow efficiencies
- Schedule periodic interdepartmental staff meetings to address workflow

Action Item 6c**1. Implement online payment for City services**

- Complete evaluation of existing software or purchase new software
- Train staff and implement

2. Implement online permitting

- Identify which permits and services can be processed online
- Evaluate existing software or purchase new software
- Train staff
- Continue advocacy for improved coordination and potentially electronic file access or transfer from Prince George's County DPIE

Action Item 6d: Support a new north County animal care facility

- Participate in evaluation of proposals for feasibility study received by the County
- Review and comment on feasibility study, once completed

Action Item 6e: Support public schools serving College Park children through collaboration with strategic partners, including Prince George's County Public Schools, local PTAs and UMD

- Define parameters for spending \$80,000 available in FY16 budget; convene a meeting with stakeholders; develop plan to support schools
- Request Education Advisory Committee (EAC) to take a leadership role in developing future actions
- Utilize YFS semi-annual meetings with school principals to determine how the City can best assist local schools

CITY OF COLLEGE PARK, MARYLAND
Consolidated Operating Budget Summary - General Fund and Parking Debt Service Fund (see Note 1 below)
For Fiscal Years 2014, 2015 and 2016

	FY 2014 Adjusted Budget				FY 2015 Adjusted Budget				FY 2016 Adopted Budget			
	General	Parking	Eliminations	Consolidated	General	Parking	Eliminations	Consolidated	General	Parking	Eliminations	Consolidated
	Fund	Debt Service			Fund	Debt Service			Fund	Debt Service		
REVENUES:												
Property Taxes	\$ 7,416,516	\$	\$	\$ 7,416,516	\$ 7,462,185	\$	\$ 7,462,185	\$ 7,781,376	\$	\$	\$ 7,781,376	
Income Tax	1,425,000			1,425,000	1,550,000		1,550,000	1,600,000			1,600,000	
Admission & Amusement Tax	500,000			500,000	650,000		650,000	650,000			650,000	
State Shared Taxes	252,774			252,774	113,583		113,583	419,266			419,266	
County Shared Taxes	450,000			450,000	450,000		450,000	450,000			450,000	
<i>Total Taxes</i>	<u>10,044,290</u>	<u>0</u>	<u>0</u>	<u>10,044,290</u>	<u>10,225,768</u>	<u>0</u>	<u>0</u>	<u>10,225,768</u>	<u>10,900,642</u>	<u>0</u>	<u>0</u>	<u>10,900,642</u>
Licenses & Permits	1,128,436			1,128,436	1,167,934		1,167,934	1,193,935			1,193,935	
Intergovernmental	208,322			208,322	238,322		238,322	261,772			261,772	
Charges for Services	937,278	205,000		1,142,278	957,324	205,000	1,162,324	999,078	205,000		1,204,078	
Fines & Fees	1,765,900	45,000		1,810,900	1,921,900	45,000	1,966,900	2,510,600	45,000		2,555,600	
Investment Revenue	94,341			94,341	94,459		94,459	93,019			93,019	
Property and Equipment Rental	180,250			180,250	98,500		98,500	99,850			99,850	
Miscellaneous Revenues	2,980			2,980	2,880		2,880	1,700			1,700	
Interfund Transfers	228,906		(228,906)	0	314,815	(314,815)	0	257,392		(257,392)	0	
Use of Undesignated Reserve	35,005			35,005	373,002		373,002	0			0	
TOTAL REVENUES	<u>14,625,708</u>	<u>250,000</u>	<u>(228,906)</u>	<u>14,646,802</u>	<u>15,394,904</u>	<u>250,000</u>	<u>(314,815)</u>	<u>15,330,089</u>	<u>16,317,988</u>	<u>250,000</u>	<u>(257,392)</u>	<u>16,310,596</u>
EXPENDITURES:												
Administration	1,898,085			1,898,085	1,963,027		1,963,027	2,063,929			2,063,929	
Finance	907,836			907,836	1,197,238		1,197,238	1,241,278			1,241,278	
Public Services	3,705,742			3,705,742	3,725,973		3,725,973	4,019,776			4,019,776	
Planning, Comm. & Econ. Devel.	608,385			608,385	638,146		638,146	664,463			664,463	
Youth, Family & Senior Services	1,075,746			1,075,746	1,124,202		1,124,202	1,114,881			1,114,881	
Public Works	4,940,667			4,940,667	5,096,819		5,096,819	5,215,750			5,215,750	
Debt Service	557,247			557,247	558,274		558,274	557,411			557,411	
Interfund Transfers	922,000	228,906	(228,906)	922,000	1,081,225	314,815	(314,815)	1,081,225	257,392	(257,392)	1,430,500	
Contingency	10,000			10,000	10,000		10,000	10,000			10,000	
TOTAL EXPENDITURES	<u>14,625,708</u>	<u>228,906</u>	<u>(228,906)</u>	<u>14,625,708</u>	<u>15,394,904</u>	<u>314,815</u>	<u>(314,815)</u>	<u>15,394,904</u>	<u>16,317,988</u>	<u>257,392</u>	<u>(257,392)</u>	<u>16,317,988</u>

Note 1:

The City's governmental funds consist of the General Fund, Parking Debt Service Fund and the Capital Projects Fund. Only the General Fund and Parking Debt Service Fund are budgeted on an annual basis by Mayor & Council. Budgetary control over the Capital Projects Fund is established by annual appropriations (interfund transfers) from the General Fund to C.I.P. project equity accounts through the adoption of a five-year capital improvement program. Specific revenue and expenditure items in the C.I.P. project accounts are estimated by City staff and are not adopted as part of the budget adoption process. Consequently, the Capital Projects Fund is not included in the Consolidated Operating Budget Summary above.

CITY OF COLLEGE PARK, MARYLAND
Comparative Operating Budget Summary - General Fund
For Fiscal Years 2013, 2014, 2015 and 2016

	FY 2013 Actual	FY 2014 Actual	FY 2015		FY 2016 Budget	
			Adjusted Budget	Y-T-D Actual	City Manager Requested	Adopted
REVENUES:						
Real Property Tax	\$ 6,584,456	\$ 6,548,181	\$ 6,661,185	\$ 6,664,433	\$ 6,929,876	\$ 6,929,876
Personal Property Tax	887,691	887,440	801,000	978,181	851,500	851,500
<i>Total Property Taxes</i>	<u>7,472,147</u>	<u>7,435,621</u>	<u>7,462,185</u>	<u>7,642,614</u>	<u>7,781,376</u>	<u>7,781,376</u>
Income Tax	1,582,308	1,617,918	1,550,000	1,492,766	1,600,000	1,600,000
Admission & Amusement Tax	510,606	665,076	650,000	673,023	650,000	650,000
Highway User Tax	105,579	345,278	113,583	361,857	419,266	419,266
Hotel/Motel Tax	460,159	469,993	450,000	529,324	450,000	450,000
<i>Total Taxes</i>	<u>10,130,799</u>	<u>10,533,886</u>	<u>10,225,768</u>	<u>10,699,584</u>	<u>10,900,642</u>	<u>10,900,642</u>
Licenses & Permits	1,053,901	1,160,580	1,167,934	1,232,599	1,193,935	1,193,935
Intergovernmental	205,283	234,656	238,322	256,736	261,772	261,772
Charges for Services	947,868	960,580	957,324	988,596	999,078	999,078
Fines & Fees	1,963,264	1,992,281	1,921,900	3,323,352	2,510,600	2,510,600
Investment Revenue	(111,862)	198,972	94,459	101,123	93,019	93,019
Property & Equipment Rental	21,820	105,492	98,500	100,550	99,850	99,850
Miscellaneous Revenues	1,933	1,602	2,880	1,670	1,700	1,700
Interfund Transfers	251,950	0	314,815	0	257,392	257,392
Use of Unassigned Reserve	0	0	373,002	0	(50,625)	0
TOTAL REVENUES	<u>14,464,956</u>	<u>15,188,049</u>	<u>15,394,904</u>	<u>16,704,210</u>	<u>16,267,363</u>	<u>16,317,988</u>
EXPENDITURES:						
Administration	1,660,866	1,661,450	1,963,027	1,898,854	2,050,429	2,063,929
Finance	790,554	896,854	1,197,238	1,191,336	1,241,278	1,241,278
Public Services	3,731,749	3,588,543	3,725,973	3,524,608	4,019,651	4,019,776
Planning, Comm. & Econ. Devel.	596,430	595,804	638,146	599,597	662,463	664,463
Youth, Family & Senior Services	1,025,001	1,064,723	1,124,202	1,026,697	1,114,381	1,114,881
Public Works	4,316,407	4,725,728	5,096,819	4,634,769	5,215,750	5,215,750
Debt Service	557,441	557,218	558,274	583,471	557,411	557,411
Interfund Transfers	2,827,900	922,000	1,081,225	1,081,225	1,396,000	1,430,500
Contingency	0	0	10,000	0	10,000	10,000
TOTAL EXPENDITURES	<u>15,506,348</u>	<u>14,012,320</u>	<u>15,394,904</u>	<u>14,540,557</u>	<u>16,267,363</u>	<u>16,317,988</u>
SURPLUS OR (DEFICIT)	\$ (1,041,392)	\$ 1,175,729	\$ 0	\$ 2,163,653	\$ 0	\$ 0
Fund Balance, Beginning of Year	<u>6,546,813</u>	<u>5,505,421</u>		<u>6,681,150</u>		<u>8,844,803</u>
Fund Balance, End of Year	<u>\$ 5,505,421</u>	<u>\$ 6,681,150</u>		<u>\$ 8,844,803</u>		<u>\$ 8,844,803</u>
						<i>[projected]</i>

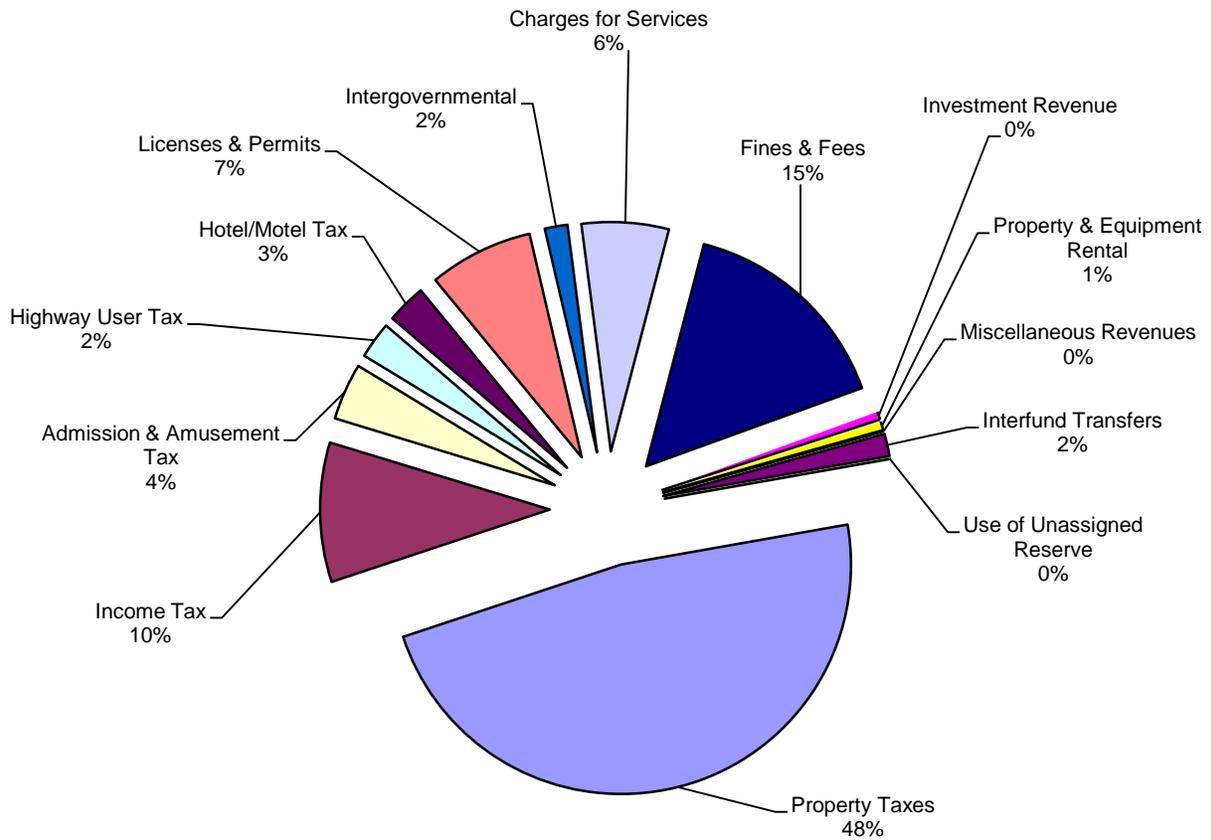
CITY OF COLLEGE PARK, MARYLAND
Comparative Operating Budget Summary - Parking Debt Service Fund (see Note 1 below)
For Fiscal Years 2013, 2014, 2015 and 2016

	FY 2013 Actual	FY 2014 Actual	FY 2015		FY 2016 Budget	
			Adjusted Budget	Actual	City Manager Requested	Adopted
REVENUES:						
Property Taxes	\$	\$	\$	\$	\$	\$
Income Tax						
Admission & Amusement Tax						
Highway User Tax						
Hotel/Motel Tax						
<i>Total Taxes</i>	0	0	0	0	0	0
Licenses & Permits						
Intergovernmental						
Charges for Services	209,252	204,355	205,000	212,593	205,000	205,000
Fines & Fees	48,743	52,053	45,000	51,473	45,000	45,000
Investment Revenue						
Property & Equipment Rental						
Miscellaneous Revenues						
Proceeds-Other Financial Sources						
Use of Undesignated Reserve						
TOTAL REVENUES	257,995	256,408	250,000	264,066	250,000	250,000
EXPENDITURES:						
Administration						
Finance						
Public Services						
Planning, Comm. & Econ. Devel.						
Youth, Family & Senior Services						
Public Works						
Debt Service						
Interfund Transfers	251,950	0	314,815	0	257,392	257,392
Contingency						
TOTAL EXPENDITURES	251,950	0	314,815	0	257,392	257,392
SURPLUS OR (DEFICIT)	\$ 6,045	\$ 256,408	\$ <u>(64,815)</u>	\$ 264,066	\$ <u>(7,392)</u>	\$ (7,392)
Fund Balance, Beginning of Year	798,720	804,765		1,061,173		1,325,239
Fund Balance, End of Year	<u>804,765</u>	<u>1,061,173</u>		<u>1,325,239</u>		<u>1,317,847</u> <i>[projected]</i>

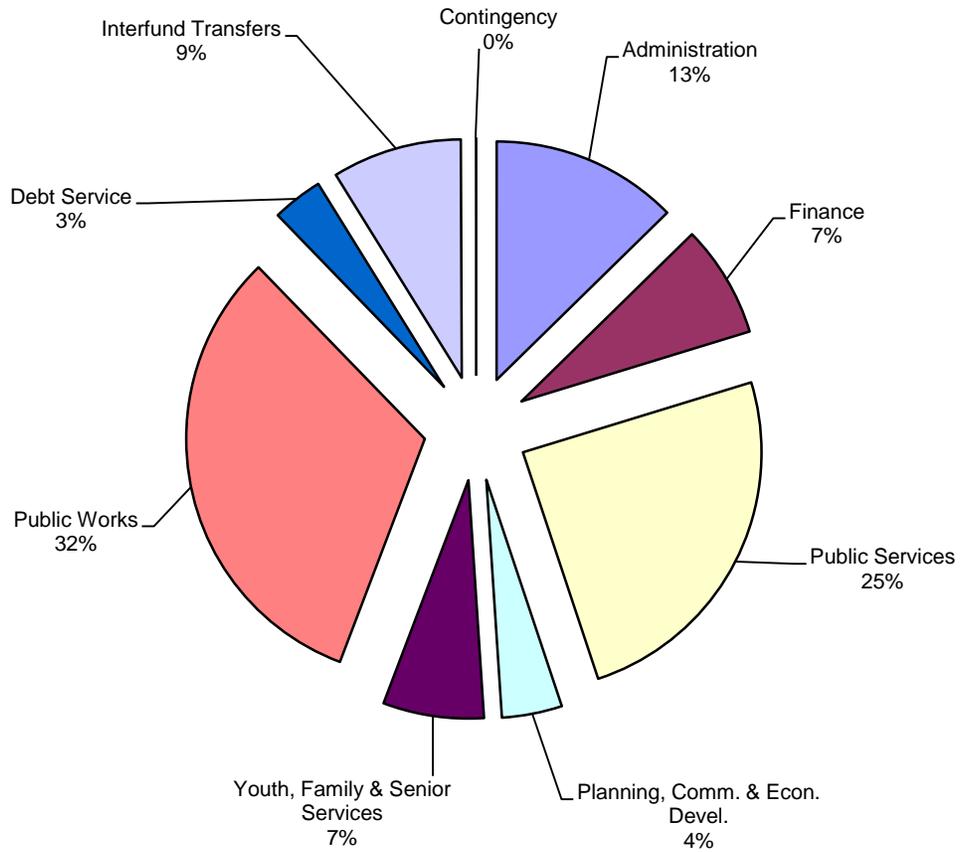
Note 1:

The Parking Debt Service Fund was established in fiscal year 2008 to receive the 50% increase in parking meter revenue resulting from the meter rate increase in July 2007. Beginning in FY 2011, this fund also receives the \$2.50 increase in parking tickets for expired meter and overtime parking. The accumulated funds will be used to partially cover debt service on the tax-exempt parking garage bond.

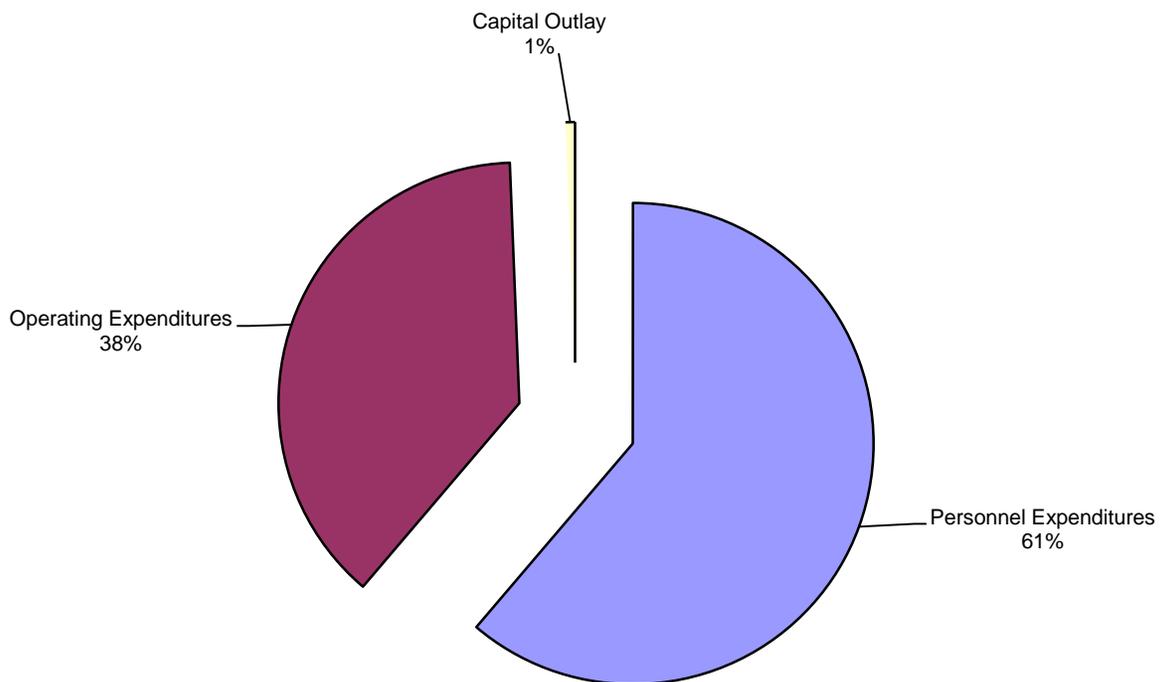
CITY OF COLLEGE PARK
FY 2016 Budgeted General Fund Revenues by Category
as Percentage of Total Budgeted Revenues \$16,317,988



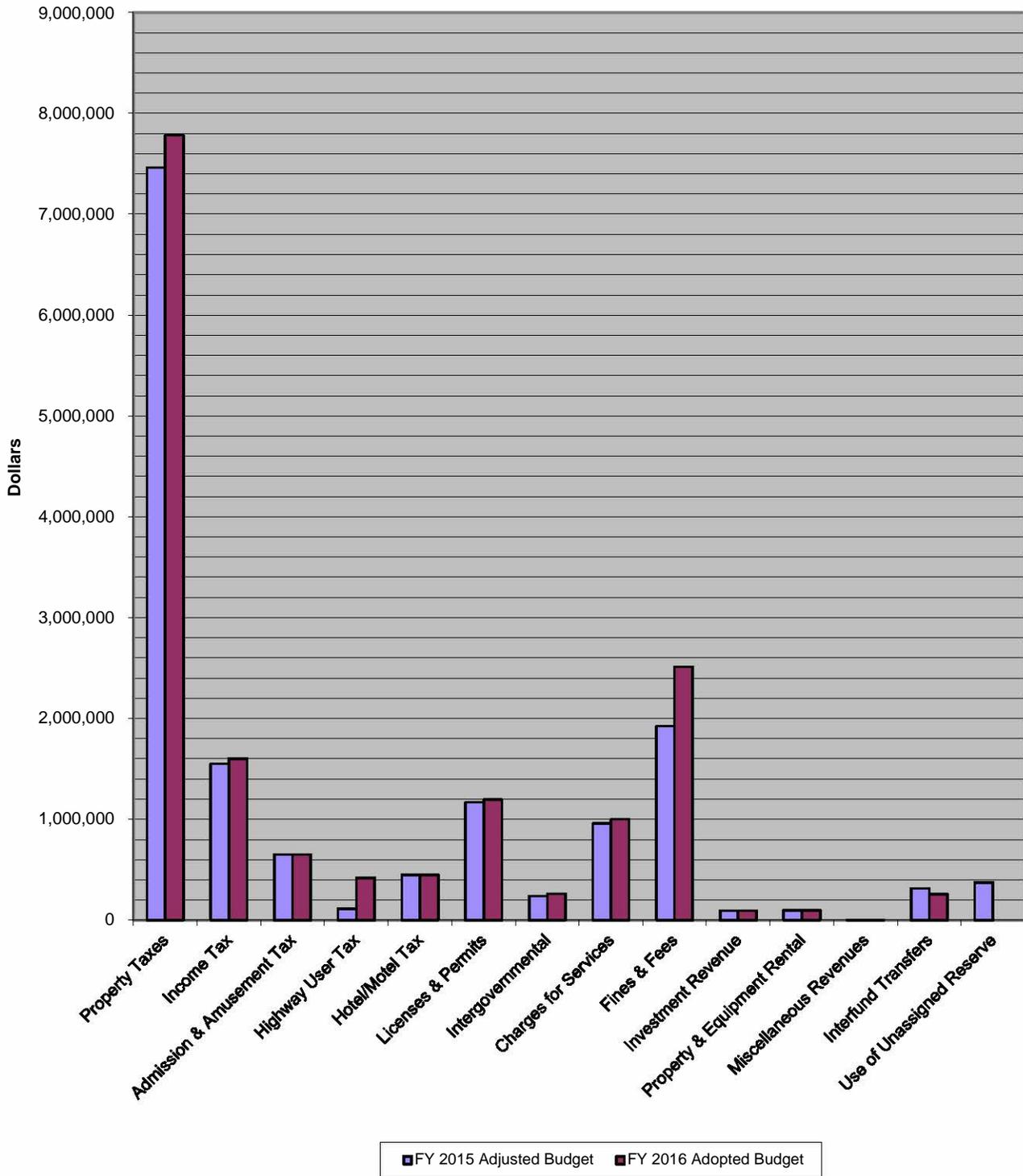
CITY OF COLLEGE PARK
FY 2016 Budgeted General Fund Expenditures by Department
as Percentage of Total Budgeted Expenditures \$16,317,988



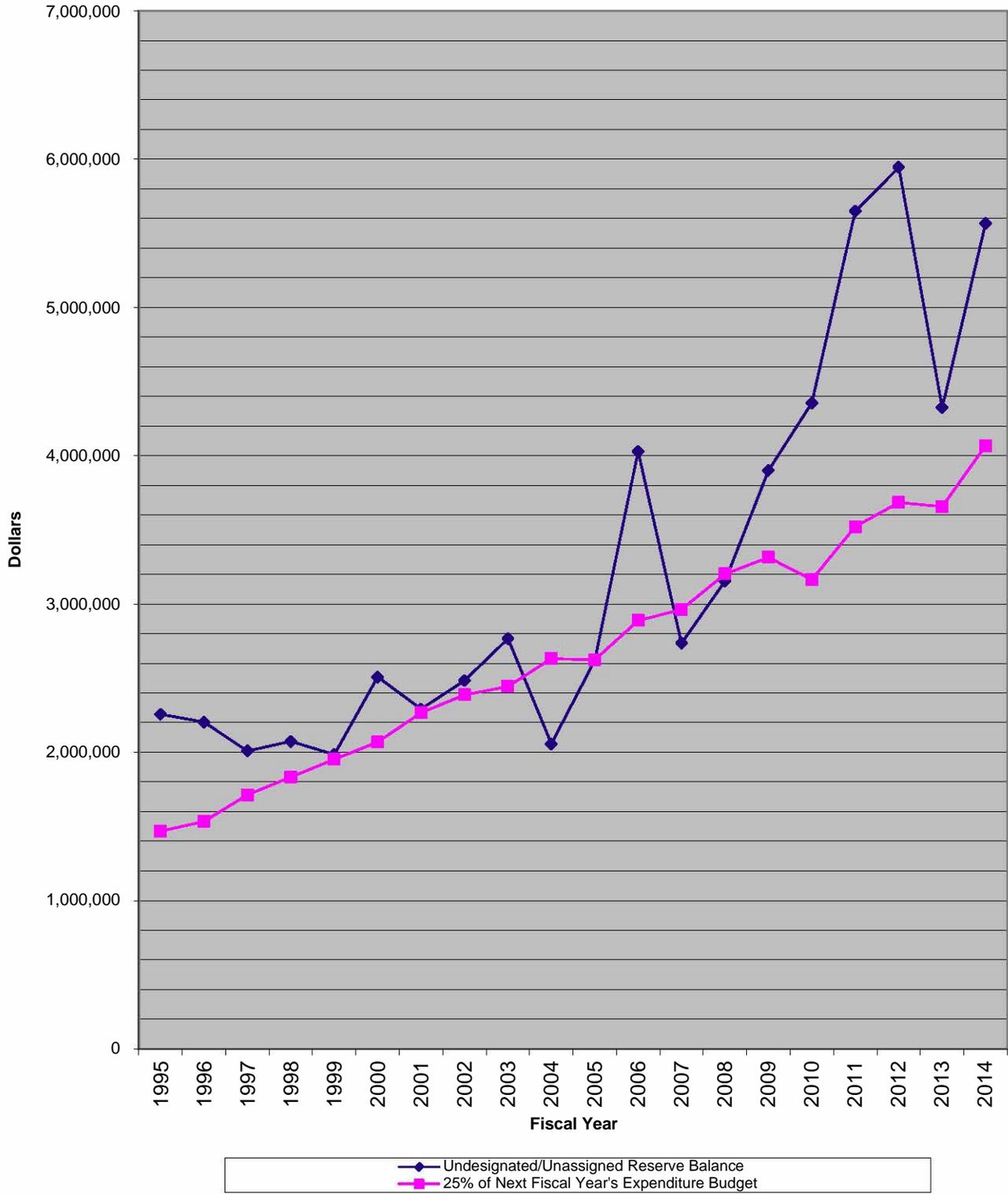
CITY OF COLLEGE PARK
FY2016 Budgeted General Fund Expenditures by Category
as Percentage of Total Budgeted Expenditures \$16,317,988



CITY OF COLLEGE PARK
Comparative General Fund Budgeted Revenues
FY 2015 Adjusted Budget and FY 2016 Adopted Budget



CITY OF COLLEGE PARK
General Fund Undesignated/Unassigned Reserve Balance
(Compared to Goal of 25% of Next Fiscal Year's Expenditure Budget)





City Vision

The City of College Park is a vibrant and prosperous top 20 college town, which has established collaborative relationships with the residents, the University, businesses, non-profit sector, and other governments that benefit the entire community. The City is known for distinctive and connected neighborhoods, thriving commercial districts, cultural amenities, attractive green space and streetscapes, convenient transportation systems serving all users, and a strong sense of community pride.

City Goals

Goals are the long-term overarching areas in the City or “things that must go well” for the City to achieve its vision. The 2020 Strategic Plan goals are:

Goal 1: One College Park

The City of College Park and its residents, the University of Maryland (UMD) and its students, faculty and staff, and all stakeholders are connected to the community and work together for the best interest of College Park.

Goal 2: Environmental Sustainability

The City is a leader in the protection and restoration of natural resources and the implementation of energy efficiency and renewable programs, technologies and plans.

Goal 3: High Quality Development and Reinvestment

The City works with partners to facilitate investment along Baltimore Avenue, in the College Park metro station area, Berwyn Commercial District, and the Hollywood Commercial District to expand commercial development and housing options and increase the tax base to finance improvements in services and infrastructure.

Goal 4: Quality Infrastructure

The City’s infrastructure, including roads, sidewalks, paths, technology, utilities, parks, playgrounds, City Hall, and other City facilities are constructed and maintained at a high quality standard and meet the needs of residents, employees and visitors.

Goal 5: Effective Leadership

The City models excellent leadership and teamwork among Council, staff and community partners to achieve the City’s vision and goals.

Goal 6: Excellent Services

College Park has high quality, consistent and cost-effective services in every department that contribute to a desirable, welcoming and safe City.

City Mission

The City of College Park provides open and effective governance and excellent services that enhance the quality of life in our community.

City Values

Open and Effective Government

The City conducts its business in a lawful, open and democratic manner. The City values communication and public discussion on issues affecting the City.

High-Performing, Dedicated and Valued Employees

City staff provide the highest level of service possible. They act with honesty and integrity and are empowered to solve problems. The City values and rewards excellent performance.

Sustainability and Long-Term Planning

The City is committed to a sustainable built environment and active stewardship of our natural resources. The City's long-term planning contributes to the well-being and prosperity of our community.

Fiscal Responsibility

The City maintains appropriate financial reserves, provides accurate financial information for decision-making and spends revenue as effectively as possible.

Collaboration

The City values teamwork across departments and between Council and staff. The City will strive to have productive and collaborative relations with the University, the County, the State and neighboring jurisdictions in order to improve the City and the region.

Finance Department Mission Statement

To maintain the public trust by safeguarding, and accurately accounting for, the assets of the City, providing quality service to our external and internal customers, and abiding by all laws, ordinances, regulations and policies.

Distinguished Budget Presentation Award

The Government Finance Officers Association of the United States and Canada (GFOA) presented its Distinguished Budget Presentation Award to City of College Park for its annual budget for the fiscal year beginning July 1, 2014 and ending June 30, 2015 (fiscal year 2015).

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

The award is valid for a period of one year only. We believe that our current budget continues to conform to program requirements, and we intend to submit our adopted budget to GFOA to determine its eligibility for another award.



Overview of the City and its Departments

About the City



The City of College Park, Maryland, located within Prince George's County, is a northern suburb of Washington, D.C. and is located approximately 7 miles northeast of the District of Columbia. Although the City is primarily located inside I-95/495, the Capital Beltway, annexations have brought the IKEA and Holiday Inn properties just north of the Capital Beltway into the City. The area that includes College Park was originally settled in 1745 and the City was incorporated as a municipality under

Maryland state law on June 7, 1945. The City is the home of University of Maryland College Park ("UMCP"), the flagship campus of the University System of Maryland, with a combined undergraduate and graduate population of approximately 36,000 students and a campus spanning 1,500 acres. In addition, the City is home to University of Maryland University College ("UMUC"), which provides degree and non-degree programs and adult education on campus and through the Internet. The estimated current population of the City is 30,413. The City comprises approximately 5 square miles, and has 52 miles of paved streets and 21 miles of sidewalks.

The City's largest property owner, albeit tax exempt, is the University of Maryland College Park ("UMD"), which is also the largest employer. Other major taxpayers, primarily real estate, hotel and automotive related, are listed on the Principal Taxpayers schedule in the Statistical Section.

College Park is also the home of the oldest continuously operated airfield in the United States, College Park Airport. The City contains retail and service businesses as well as light industry.

The City contains approximately 5,000 households, divided among a number of established neighborhoods. Civic associations in these neighborhoods are active, and participate with the City in various types of activities and events. Rental properties catering to student rentals are prevalent in several neighborhoods adjoining the University of Maryland campus; code enforcement and noise control issues are especially prevalent in these neighborhoods. The City's housing stock is primarily "single family" with a limited number of market rate apartments and townhouses; most homes were built prior to 1960. Over the last 5 years, there has been significant growth in private sector student housing on the west side of U.S. Route 1, adding approximately 3,300 beds. The Calvert Hills neighborhood is a National Register historic district; the Old Town neighborhood is a

Overview of the City and its Departments

Prince George's County local historic district and a National Register historic district.

The City is served by the Washington Metropolitan Area Transit Authority ("WMATA") Metro system, providing a subway link (primarily north-south) on the Green Line from the College Park and Greenbelt stations to the District of Columbia and its Maryland and Virginia suburbs, and the state Maryland Transit Administration ("MTA") MARC train system, providing a light rail link to the Baltimore metropolitan area and its subway and train system. Bus service provided by WMATA and others is extensive. Additional light rail service on the proposed Purple Line is in design by the MTA, connecting College Park to Langley Park, Silver Spring and Bethesda to the west and New Carrollton to the east. The current schedule, subject to federal, state and county funding, calls for Purple Line construction to begin in 2016 and be completed by 2021.

Prince George's County provides primary and secondary education, police, fire and emergency medical services to City residents. Water and sewer services are provided by Washington Suburban Sanitary Commission ("WSSC"). Parks, recreation and basic planning services are the responsibility of Maryland-National Capital Park and Planning Commission ("M-NCPPC"). Both WSSC and M-NCPPC are bi-county quasi-governmental organizations established by the state legislature to serve the residents of Prince George's and Montgomery counties. In addition to parks and recreation facilities supplied by M-NCPPC, the City, through its Department of Public Works, maintains recreation facilities, tot lots and athletic fields. Through the Department of Public Services, the Recreation Board sponsors recreation and special events, either individually or in conjunction with UMCP or M-NCPPC. The close proximity to the University of Maryland provides access to educational opportunities, sporting events and cultural activities on campus. The University's Clarice Smith Performing Arts Center provides world-class entertainment in a state-of-the-art facility. The University's Comcast Center is the home for the Terrapins men's basketball team and other UMD athletic programs. Use of the Comcast Center for other events or concerts is under consideration for the future.

Administration

The Administration department includes the offices of the City Manager, City Clerk, Mayor and Council, Human Resources, City Attorney, and the boards, committees and commissions. The City Manager is the chief administrative officer of the City, with primary responsibility for the preparation, submittal and administration of the operating and capital budgets, the handling of citizen concerns and complaints, the enforcement of the City Charter and laws of the City, the direction and supervision of all departments, and the advising of the Mayor and Council on City affairs. The City Council is the legislative body of the City, and is empowered by the City Charter to make all City policy. The Council is elected by district every 2 years. The City is divided into 4 districts, with 2 Council members elected from each district, for a total of 8. The Mayor

Overview of the City and its Departments

is elected at large on the same election schedule as the City Council. The Mayor and Council together form a body of 9 elected officials.

Finance

The Department of Finance is responsible for accounting and reporting of the City's financial operations, preparation of the operating and capital budgets, billing and collections, payroll services, purchasing, information systems and related functions. The department coordinates the annual certified audit, and prepares the Uniform Financial Report ("UFR") for filing with the State of Maryland and the Comprehensive Annual Financial Report ("CAFR"). The City has been the recipient of the Government Finance Officers Association ("GFOA") Distinguished Budget and Excellence in Financial Reporting awards for its budget and CAFR for many years.

Public Services

The Department of Public Services handles parking enforcement, code enforcement, animal control and public safety, as well as providing administrative support to the Recreation Board. The Parking Enforcement program is responsible for coin and currency collection from the parking meters and pay stations in the surface parking lots in the downtown area and the parking garage, and enforcement of parking regulations in residential zones, metered lots and other areas throughout the City. The Code Enforcement program enforces all City codes pertaining to property maintenance and ensures compliance with City codes through the annual rental inspection program. The Animal Control program enforces the animal control laws of the City and Prince George's County, providing public awareness and education on proper care of domestic animals. The Speed Enforcement program administers the use of automated speed monitoring systems in designated school zones and institution of higher education zones (within ½ mile of University of Maryland property). Speed enforcement began in November 2010; vehicles that exceed the posted speed limit by 12 miles per hour are issued a \$40.00 civil citation. The Contract Police program provides off-duty Prince George's County police officers as part-time City employees, supplementing the County's regular police services within the City. Beginning in fiscal year 2010, the Contract Police program also includes funding for full-time police officers (2 officers for FY 2016) under a contract with Prince George's County.

Planning, Community and Economic Development

The Department of Planning, Community and Economic Development is guided by the City's Comprehensive Plan, implemented in 1995 and updated annually. The department

Overview of the City and its Departments

focuses heavily on the U.S. Route 1 corridor (which runs north-south through the City) in economic and community development initiatives, and participates in project planning with the State Highway Administration for roadway, esthetic and bicycle-access improvements to the study area within the City. The City currently has limited zoning responsibilities, but collaborates with Prince George's County, M-NCPPC and the University of Maryland in planning efforts involving projects that impact the City. The City continues to pursue obtaining full zoning authority from Prince George's County. The department participates in the U.S. Route 1 sector planning process initiated by M-NCPPC.

The department is responsible for the implementation of certain projects in the City's Capital Improvement Program, and prepares and administers grant and loan applications under such federal and state programs as Community Development Block Grant ("CDBG") and Program Open Space ("POS").

The department, in cooperation with the College Park City-University Partnership, a nonprofit local development corporation, strives to implement both the City's Comprehensive Plan and the University's Facilities Master Plan. The department also participates in regional multi-jurisdictional activities, such as the Four Cities Coalition (College Park, Greenbelt, Berwyn Heights, Riverdale), and the Anacostia Trails Heritage Area ("ATHA"). The department provides liaison to the Downtown College Park Management Authority ("DCPMA"), an association of business owners and professionals.

Youth, Family & Senior Services

The Department of Youth, Family & Senior Services promotes community outreach and enhanced family functioning through its clinical programs, school assembly events, parent education and support groups, and client advocacy. Quality of service delivery is monitored through weekly supervision, video review, clinical consultation, and related training. Programs of the department are partially funded by state and county grants, client fees and user charges.

The department provides ongoing support to Lakeland Action, a volunteer coalition of area residents; elementary school, municipal and recreation center staff; University students and faculty; neighborhood church members; and elementary school students. The mission of Lakeland Action is to enhance the quality of life for children and their parents in the City's Lakeland area through tutoring and mentoring activities, increasing the students' academics and self-esteem, and increasing their sense of community. The Lakeland children's club is entitled *Lakeland STARS*, which is an acronym for **Students Taking Active Responsibility**. *Lakeland STARS* participate in academic and recreational activities with University student groups, allowing the students to take advantage of multiple opportunities not otherwise available to them.

Overview of the City and its Departments

The department's Seniors Program provides assistance and advocacy for senior citizens, information and referral, a free bus transportation system for medical appointments and shopping, and well-attended subsidized and non-subsidized senior trips.

Public Works

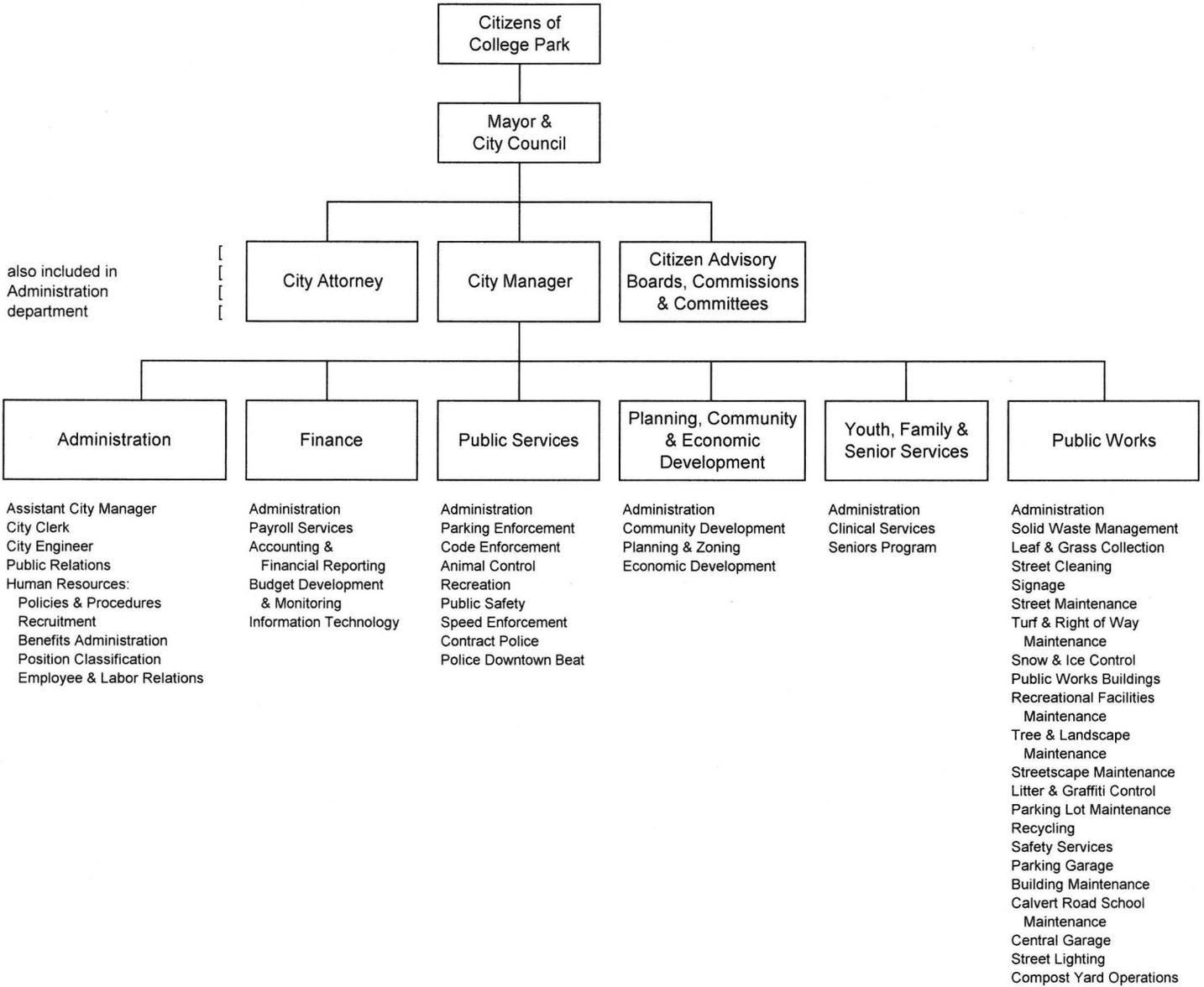
The Department of Public Works, which utilizes approximately one-half of the City's budget and comprises one-half of the City's workforce, provides full-service to City residents in the areas of solid waste management, recycling, street cleaning, signage, snow and ice removal, litter and graffiti control, and street lighting. Refuse, special trash and recycling are collected once weekly by City staff at a high satisfaction rating from residents (based on the resident survey). The department is responsible for the maintenance and upkeep of all City vehicles, heavy equipment and machinery.

The department's innovative Smartleaf® composting program earned an Award of Excellence from the Maryland Municipal League. The City, neighboring jurisdictions and the University of Maryland provide leaves and grass clippings that are composted into an enriched compost material. Following composting, the material is sold back to the jurisdictions, landscape firms and individuals. Substantial dollars of tipping fees are saved by diverting the leaves and grass clippings from the waste stream.

The department continues its involvement in playground reconstruction, and assists with citizen and student volunteer programs throughout the year.

CITY OF COLLEGE PARK, MARYLAND

Organization Chart



CITY OF COLLEGE PARK, MARYLAND

List of Principal Officials

<u>Title</u>	<u>Name</u>
Mayor	Andrew M. Fellows
City Council, District 1	Fazlul Kabir Patrick L. Wojahn
City Council, District 2	P. J. Brennan Monroe S. Dennis
City Council, District 3	Robert W. Day Stephanie E. Stullich
City Council, District 4	Denise C. Mitchell Alan Y. Hew
City Manager	Joseph L. Nagro
Assistant City Manager	William F. Gardiner
City Clerk Assistant City Clerk	Janeen S. Miller, CMC Yvette T. Allen, CMC
City Attorney	Suellen M. Ferguson, Esquire Council Baradel Kosmerl & Nolan, P.A. Annapolis, Maryland
Independent Auditors	SB & Company, LLC Hunt Valley, Maryland
<u>Department Directors and Deputy Directors</u>	
Finance	Stephen Groh, CPA, Director Leo L. Thomas, Jr., CPA, Deputy Director
Public Services	Robert W. Ryan, Director
Planning, Comm. & Econ. Development	Terry A. Schum, Director
Human Resources	Jill R Clements, Director
Youth, Family & Senior Services	Peggy Higgins, Director
Public Works	Robert T. Stumpff, Director Brenda L. Alexander, Deputy Director

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**FY2016
BUDGET ORDINANCE**

ORDINANCE 15-O-03

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF
COLLEGE PARK, MARYLAND TO ADOPT THE FISCAL YEAR 2016
OPERATING AND CAPITAL BUDGET OF THE CITY OF COLLEGE PARK,
MARYLAND**

BE IT ORDAINED, by the Mayor and Council of the City of College Park, Maryland, that the following sums and amounts are hereby appropriated for the fiscal year beginning July 1, 2015 and ending June 30, 2016, the said revenues being used to defray expenses and operations of the City of College Park, Maryland in accordance with the following schedule:

General Fund

Revenues

Taxes

Real Property Taxes	\$ 6,929,876
Personal Property Taxes	851,500
Income Taxes	1,600,000
Other Local Taxes	650,000
State Shared Taxes	419,266
County Shared Taxes	450,000

Licenses & Permits

Business Licenses	43,000
Other Licenses & Permits	835,935
Utility Franchise Fees	315,000

Intergovernmental

Federal Grants	0
State Grants	217,055
County Grants	44,717

Charges for Services

General Government Charges	7,200
Highways & Streets	587,100
Sanitation & Waste Removal	392,778
Health Charges	12,000

Fines & Fees

Fines	2,510,600
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Miscellaneous Revenues

Investment Earnings	93,019
Property & Equipment Rental	99,850
Sale of Fixed Assets	0
Other Revenues	<u>1,700</u>

Total Operating Revenues \$ 16,060,596

Non-Revenue Receipts

Interfund Transfer from Parking Debt Service Fund	257,392
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Use of Unassigned Reserve	<u>0</u>
<i>Total Revenues</i>	<u>\$ 16,317,988</u>

Expenditures

General Government	\$ 3,305,207
Public Services	4,019,776
Planning, Community & Economic Development	664,463
Youth, Family & Senior Services	1,114,881
Public Works	5,215,750
Contingency	10,000
Debt Service	557,411
Interfund Transfer to Capital Projects Fund	<u>1,430,500</u>
<i>Total Expenditures</i>	<u>\$ 16,317,988</u>

Parking Debt Service Fund

Revenues

Highways & Streets	
Parking Meter Revenue	\$ 205,000
Fines	
Parking Fines Revenue	<u>45,000</u>
<i>Total Revenues</i>	<u>\$ 250,000</u>

Expenditures

Interfund Transfer to General Fund	<u>\$ 257,392</u>
<i>Total Expenditures</i>	<u>\$ 257,392</u>

BE IT FURTHER ORDAINED that:

1. The tax levy be, and the same is hereby set at thirty-three and 5/10 cents (\$0.335) per one hundred dollars (\$100.00) of full value assessment on all taxable real property located within the corporate limits of the City of College Park, Maryland;
2. The tax levy be, and the same is hereby set at eighty-three and 8/10 cents (\$0.838) per one hundred dollars (\$100.00) of full value assessment on all taxable personal property located within the corporate limits of the City of College Park, Maryland;
3. In addition to the projected General Fund operating revenue of \$16,060,596, the sum of \$257,392 is transferred from the Parking Debt Service Fund and the sum of \$0 is appropriated from prior years' unassigned fund balance;

4. The net speed enforcement camera revenues, after recovery of the costs of implementing and administering the program, are allocated solely for public safety purposes, including pedestrian safety programs;
5. The above listing of revenues and expenditures represents a summary of the detailed material contained in a document entitled "City Manager's Requested Operating and Capital Budget for Fiscal Year 2016", with amendments; said document and any amendments thereto are incorporated herein by this reference;
6. By adoption of this Ordinance, the FY2016 Pavement Management Plan and the FY2016 Pay Plan (including Job Class Table and Pay Table) contained in the FY2016 requested operating budget with amendments, if any, are hereby adopted by this reference;
7. By adoption of this Ordinance, the City includes its employees in the Reformed Contributory Pension Plan of the Maryland State Retirement and Pension System (MSRP) and authorizes payment of retirement benefits into the said pension system, on the terms and conditions set forth in State law;
8. The Unrestricted Capital Projects Fund and Restricted Capital Projects Fund reserve accounts shall be re-appropriated as required in order to fund the projects included in the Capital Improvement Plan as adopted by this Ordinance;
9. The Capital Budget and the Five Year Capital Improvement Plan for Fiscal Year 2016 in the amount of \$48,679,358, as listed and described in the capital projects fund section of the "City Manager's Requested Operating and Capital Budget for Fiscal Year 2016" with amendments is hereby adopted;
10. The Parking Debt Service Fund is hereby budgeted for fiscal year 2016. This fund was established in fiscal year 2008 to receive 50% of the additional parking meter revenue generated from the FY2008 increase in parking meter rates. Beginning in FY2011, this fund also receives the \$2.50 increase in parking tickets for expired meter and overtime parking. The revenues retained in the Parking Debt Service Fund will be used to offset debt service costs on the parking garage debt;
11. Personal property tax accounts delinquent for a period of ninety (90) days shall be assessed a \$100.00 late payment penalty;
12. Should any section of this Ordinance be determined to be invalid, such invalidity shall not affect any other sections; and
13. This Ordinance shall become effective at the expiration of twenty (20) calendar days following its adoption or July 1, 2015, whichever is later.

AND BE IT FURTHER ORDAINED by the Mayor and Council of the City of College Park, Maryland that, upon introduction of this Ordinance, the City Clerk shall distribute a copy of same to each council member and shall publish a fair summary of this Ordinance in a newspaper

having general circulation in the City, together with a notice setting out the time and place for a public hearing hereon and for its consideration by the City Council.

A public hearing was held on this budget Ordinance at 7:00 p.m. on the 12th day of May, 2015 in the Council Chambers, City Hall, 4500 Knox Road, College Park, Maryland. The public hearing followed the date the "City Manager's Requested Operating and Capital Budget for Fiscal Year 2016" was available for inspection by the public by at least two (2) weeks, and was held in connection with a regular Council meeting. All persons interested had an opportunity to be heard. After the public hearing, the Council may adopt the proposed budget Ordinance, with or without amendment, without the need for further advertising or public hearings.

Introduced on the 28th day of April, 2015

Adopted on the 26th day of May, 2015

Effective on the 1st day of July, 2015



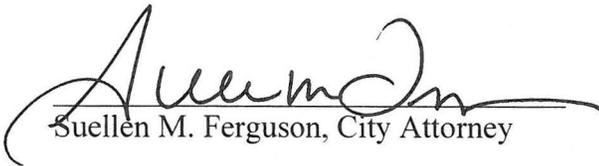
Andrew M. Fellows, Mayor

ATTEST:



Janeen S. Miller, CMC, City Clerk

APPROVED AS TO FORM:



Suellen M. Ferguson, City Attorney

FINANCIAL AND BUDGET POLICIES

Financial and Budget Policies

The policies enumerated herein form the basis for financial and budgetary decision-making for all governmental fund types and agency funds maintained by the City of College Park, Maryland.

Fund Structure

The City's operations are comprised of the General Fund, Parking Debt Service Fund, and the Capital Projects Fund ("C.I.P.") (including the Restricted Capital Projects Fund and the Unrestricted Capital Projects Fund). The General Fund is the general operating fund of the City, used to account for all financial resources except those required to be accounted for in another fund. The Parking Debt Service Fund, established in fiscal year 2008, receives the 50% increase in parking meter revenue resulting from the July 2007 meter rate increase. In addition, beginning in fiscal year 2011, this fund receives the \$2.50 increase in parking citation payments. The accumulated funds will be used to cover debt service on the parking garage tax-exempt bond. The Capital Projects Fund is used to account for the acquisition and construction of major capital facilities. Within the Capital Projects Fund, certain monies are restricted for urban renewal projects that meet the criteria established by the federally-funded Community Development Block Grant ("CDBG") program. In the opinion of management, there is no need for additional funds, enterprise or otherwise, as the City does not participate in operations such as water and sewer, etc.

In addition, the City maintains accounting records and performs record-keeping, billing and/or payroll services for other entities not included in the City's financial statements, including Guilford Run Fund, Neighborhood Watch Fund, Veterans Memorial Fund, Housing Authority of the City of College Park, College Park City-University Partnership ("CPCUP") and Downtown College Park Management Authority ("DCPMA" or "CDMA").

Fiscal Year

The City operates on a fiscal year beginning on July 1 and ending on the following June 30.

Budget Preparation, Review and Adoption

The annual budget process begins in early January of each year, with department heads receiving preliminary budget guidance from the City Manager, usually with direction from Mayor & Council. Each department is responsible for submitting the proposed budget for their respective programs to the Director of Finance by late February, based on each department's individual goals and objectives.

Financial and Budget Policies

Revenues are projected by the Director of Finance for intergovernmental revenues and the individual departments project their respective revenue items. In budgeting revenues, a conservative approach is taken. For most revenue line items, the City does not have control over the basis for revenue allocation (other than setting the real property, personal property, and admission and amusement tax rates). These revenues are particularly difficult to predict as their source and calculation is handled at the State or County level, and the City is not a party to or privy to these calculations. Real and personal property assessment data is compiled and reported to the City by State Department of Assessments & Taxation ("SDAT"). Income tax is allocated to the City as a percentage of the County piggyback income tax. Admission & amusement ("A&A") tax gross receipts are reported to the Comptroller of Maryland by the individual taxpayers and the City's A&A tax rates are applied. Highway user tax is allocated to the City based on a State-determined formula using City road miles, vehicle registrations and other factors; in recent years, this revenue source has been reduced significantly by the State due to the State's current revenue shortfall. The City receives 50% of Prince George's County's collection of hotel-motel tax. For these intergovernmental revenues, actual data over the past 3-5 years is analyzed to identify inherent trends, and adjustment is made for known events predicted to occur in the coming fiscal year.

During the budget process, staff reviews all fees and fines set by the City and may propose increases to the City Manager for inclusion into the requested budget. Occupancy permits are intended to offset a certain percentage of code enforcement expenditures. Other fees are intended to offset the estimated staff cost of certain processes. As many City parking meters and pay stations are located on private property, increases in parking meter rates and parking ticket fines may require approval from the respective property owners.

The City Manager and Director of Finance meet individually with each department head to discuss the department's budget submittal, and changes are made, either increases or decreases, to accommodate the overall budget picture. Proposed new programs contemplated by the departments, in order to meet their short- and long-term goals, are evaluated during these meetings to determine if the City Manager is interested or willing to include them in the requested budget. If not included initially, they may be discussed with the Mayor & Council during the budget worksessions for possible inclusion. The priced Mayor & Council-submitted "wish list" items are also considered for inclusion in the requested budget. Following the individual meetings with the departments, the Director and Deputy Director of Finance prepare the City Manager's Requested Operating and Capital Budget which is submitted to Mayor & Council by March 31. Copies of the proposed budget are made available to the public upon submittal to the Mayor & Council in printed form, on CD, and is posted to the City's website. In April, Mayor & Council hold several budget worksessions, open to the public, televised and streamed over the Internet, at which each department must justify its budget requests. During these budget

Financial and Budget Policies

worksessions, any Mayor & Council-submitted “wish list” items not already included in the requested budget are reviewed. No public testimony is allowed at the worksession meetings. During these worksessions, the funding for capital projects is discussed and preliminary decisions are made. A budget ordinance is introduced at a regular Mayor & Council meeting in late April, and a budget public hearing is scheduled at least 14 days following budget introduction and newspaper advertising of the proposed budget and notice of the public hearing. Following the public hearing, the Mayor & Council may make amendments to the budget up to and including the meeting at which the budget is adopted. The budget is required to be adopted by Mayor & Council by May 31 and becomes effective on July 1.

Annual Budget Calendar

January	Mayor & Council provide budget guidance to City Manager. City Manager provides budget guidance to departments. Mayor & Council submit “wish list” requests to City Manager (for departments to price out).
late January	Operating budget worksheets are distributed to departments. C.I.P. project summaries are distributed to departments for update. Finance and departments prepare revenue budget.
early February	Departments submit IT requests to Information Technology for pricing and possible inclusion in the requested budget.
late February	Operating budget worksheets are returned to Finance. Any proposed increases in fees or fines are submitted for review.
early March	Department requests are reviewed by City Manager and Director of Finance; adjustments are made to balance citywide budget. Departments meet to finalize C.I.P. projects for requested budget.
mid March	City Manager reviews Mayor & Council “wish list” pricing to decide which requests to include in requested budget.
March 31	City Manager Requested Operating & Capital Budget is submitted to Mayor & Council, is available to the public and is posted to the City’s website.
early April	Mayor & Council review operating budget with City Manager, Director of Finance and department heads at worksessions (open to the public but with no public testimony). Mayor & Council review C.I.P. with City Manager, Director of Finance and certain department heads at worksessions (open to the public).
late April	Budget ordinance is prepared and introduced at a regular Mayor & Council meeting. Public hearing on budget ordinance is advertised in a newspaper of general circulation in the City.

Financial and Budget Policies

early May	Public hearing is held, at which public testimony is taken.
early May	Constant yield tax rate public hearing is held, if required by SDAT calculation.
mid May	Possible worksession discussion of potential budget amendments.
late May	Budget ordinance is adopted, with or without amendments.
May 31	Budget ordinance is required to be adopted by this date.
July 1	Adopted budget is effective for new fiscal year.

Financial Reporting Basis of Accounting

For financial reporting purposes, the governmental funds use the modified accrual basis of accounting, under which revenues considered to be both measurable and available for funding current appropriations are recognized when earned. All other revenues are recognized when received in cash, except that revenues of a material amount that have not been received at the normal time of receipt are accrued, and any revenues received in advance are deferred. Expenditures are recorded at the time liabilities are incurred, except for accumulated sick leave, which is treated as an expenditure when paid.

Budget Basis of Accounting

The budget is prepared on a basis that conforms to generally accepted accounting principles ("GAAP") except for the following exceptions:

1. The budget may include an appropriation from the unassigned (formerly known as "undesignated") fund balance, if necessary.
2. Depreciation on fixed assets is not budgeted.
3. Capital outlay are assets, not expenditures.
4. Principal is payments on a debt liability, not an expenditure.

The budget is required to present a complete financial plan for the City. For fiscal year 2016, the City's governmental funds consist of the General Fund, Parking Debt Service Fund and the Capital Projects Fund; however, only the General Fund and Parking Debt Service Fund are budgeted on an annual basis. Budgetary control over the Capital Projects Fund is established by annual appropriations from the General Fund to C.I.P. project equity accounts through the adoption of a 5-year capital improvement program by the Mayor & Council.

Budget Amendment after Adoption

§C10-5 of the City Charter provides specific rules for amendments to the budget after its adoption, depending on the nature of the amendment (i.e., supplemental appropriations,

Financial and Budget Policies

emergency appropriations, reduction of appropriations, and transfer of appropriations). The amendment is accomplished by the passing of an ordinance by extra-majority vote of the Mayor & Council, which must be advertised and a public hearing held, in the same manner as the original budget ordinance. An extra-majority vote of Mayor & Council (6 affirmative votes) is required for passage of all budget amendment ordinances.

Budget Transfers

§C10-5 of the City Charter also enumerates the manner in which budget transfers are made. Upon recommendation of the department head, the City Manager may authorize intra-departmental budget transfers within any department in the General Fund; notification to Mayor & Council of these intra-departmental budget transfers is not required. The City Manager may authorize inter-departmental budget transfers between departments in the General Fund, but notification to Mayor & Council is required. No transfers may be made between funds; this may only be accomplished through a budget amendment, subject to the advertising and public hearing requirements of budget ordinance adoption.

Budget Monitoring

Monthly revenue and expenditure reports are issued by the Finance department, showing revenue and expenditures for the current month, fiscal year-to-date and remaining budgeted amounts. Each line item has percentage calculations, allowing departments to monitor their budget usage at any given time. As budgetary control over expenditures occurs at the department level, individual line items within a program may be overspent. Generally, any necessary budget transfers are processed near the end of the fiscal year or after fiscal year-end.

Capital Improvement Program (“C.I.P.”)

Projects Included

The Capital Improvement Program (“C.I.P.”) process encourages participation by citizens and civic associations. Projects which meet the following criteria shall be included in the C.I.P.: all construction and new infrastructure construction in excess of \$30,000; vehicle acquisitions; major studies employing outside consultants in excess of \$30,000, often relating to a potential C.I.P. project; any equipment or furnishings acquisition in excess of \$30,000 or projects to furnish new buildings, acquisition of land and/or buildings; and grant programs providing carryover of appropriations from one fiscal year to another. Infrastructure is defined, for purposes of this policy, as street work including asphalt, concrete, sidewalks, curbs, gutters, bridges and storm drainage.

Financial and Budget Policies

Priority of Projects

Priority shall be given to projects that preserve and protect the health and safety of the community and employees, or to projects that renovate existing buildings or facilities resulting in preservation of the City's investment in those buildings or facilities.

Each year, C.I.P. projects that have not commenced are reviewed to determine their viability for continued inclusion in the C.I.P. and projects in progress are reviewed to reprogram excess funding, if any. In addition, the C.I.P. projects may be reviewed for deferral if funding is reduced, a need to shift funds to operations exists, significant cost estimate increases (more than 10% over the original estimated project cost) are identified, or new projects with higher priorities are identified and added.

Project Management

One project manager (and alternate, if necessary) for each project shall be identified and assigned until the final acceptance of the project by the City. As the project moves from the design phase to the construction phase, the program department and project manager assignment may change.

Project Funding

New projects are evaluated to determine a clear need for the project, to identify its funding sources, and to identify and quantify any potential future impact on operating costs. Project cost estimates are the responsibility of a particular department which is accountable for the data, identifies the basis for estimates, calculates the projected annual operating impact (as identified on the capital project summary form) and provides for any needed contingency. The C.I.P. integrates all funding sources for each project.

Funding for projects contained in the C.I.P. will identify and secure grants and private funds where possible. When direct user benefit exists, financing the project through user fees or assessments will be evaluated. When practical, the City will join in cooperative efforts with other agencies to fund capital projects.

The funding preference for capital projects is pay-as-you-go. The City will leverage City funds with grants and private funds to the maximum extent possible with a preference for at least a one-to-one ratio. Private funding for projects includes assessments of property owners directly benefiting from the project. Nothing in this statement precludes financing authorized in the City Charter, within the debt limit guidelines set forth therein.

Information Technology Purchases

Financial and Budget Policies

The Mayor and Council reviews, during the annual budget deliberations, any planned major acquisition of computer hardware, software and peripheral equipment. Such review will be facilitated by the presentation or update of a long-range technology plan.

Accounting Policy

The General Fund, Parking Debt Service Fund and Capital Projects Fund use the modified accrual basis of accounting. Under this basis, revenues are recognized when they become both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The City considers all revenues to be available if they are collected within 60 days after the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

The basis of budgeting for the General Fund is the same as the basis of accounting except for the inclusion of an appropriation from the unassigned fund balance, if necessary.

As a result of GASB 34, the City depreciates fixed assets on its financial statements using the straight-line method over the estimated useful lives of the various classes of assets, including land improvements, buildings and equipment. The City is not currently utilizing an enterprise fund for any portion of its operations. As a result, it is not required to budget for depreciation expense. Therefore, the General Fund expenditure budget does not include any depreciation expense.

Budgeted personnel expenditures include wages for hours worked and all types of leave, including holidays, annual leave, sick leave, etc. As a result, no separate budget line item is required for leave usage.

Balanced Operating Budget Policy

§C10-2D of the City Charter, Balanced Budget, requires:

For any operating fund, the total of proposed expenditures shall not exceed the total of estimated income plus carried forward fund balance or retained earnings, exclusive of reserves.

Financial and Budget Policies

Cash Management Policy

The City's cash management policy is to maximize collection efforts for all revenues due the City, regardless of source. Generally, vendor invoices are paid within 2 weeks of the receipt of an approved invoice by the Finance department, unless otherwise directed by the department initiating the purchase. The City takes maximum advantage of vendors' credit terms in order to maximize investment earnings.

Encumbrance Policy

Purchase orders are issued for purchases to be encumbered. This action provides a budgetary reduction in the program account(s). Under current policies and procedures, all purchases in excess of \$3,000, with the exception of utilities, debt service, payroll taxes and insurance, require an approved purchase order. All encumbrances lapse at the end of the fiscal year except for capital projects fund encumbrances that are project-dependent.

Fund Balance Policy

In September 2011, Mayor & Council adopted Resolution 11-R-18 which incorporates a fund balance policy in compliance with Governmental Accounting Standards Board ("GASB") Statement No. 54. This policy also defined new fund balance classifications, effective for the fiscal year ended June 30, 2011. Most significantly, the term "undesignated reserve" was changed to "unassigned reserve".

Fund Balance Retention Policy

§C10-2E of the City Charter, Balanced Budget, states:

General fund; fund balance retention. An amount equal to twenty-five percent (25%) of the ensuing year's expenditures in the general fund shall be a retention goal in the unappropriated fund balance account of the general fund.

In the event that the General Fund unassigned reserve falls below the 25% goal, the Director of Finance and City Manager will consider budgetary methods to increase the reserve to the desired goal. These may include delaying planned purchases, freezing vacant staff positions or other measures. Falling below the 25% goal has only occurred 3 times in the last 20 years (1991, 2004, 2007). In FY 2007, the City purchased 2 residential properties adjoining a City-owned surface parking lot for \$1.6 million from the unassigned reserve for the construction of the public parking garage.

Financial and Budget Policies

Investment Policy

Investments of the City of College Park are governed by State regulations and the City's adopted investment policy. As a general practice, funds are invested in instruments with maturities of 1-5 years. The City is authorized to invest in obligations of the U.S. government and agencies, mutual funds that invest in U.S. government securities, bank certificates of deposit, repurchase agreements fully collateralized by U.S. government and agency securities, bankers' acceptances and the Maryland Local Government Investment Pool ("MLGIP"). MLGIP was established under Article 95, Section 22G of the Annotated Code of Maryland and is under the administrative control of the State Treasurer. PNC Institutional Investments is currently contracted to operate MLGIP and may invest in any instrument permitted by Section 6-222 of the State Finance and Procurement Article. All investments other than the MLGIP must be in U.S. full faith and credit obligations, be collateralized by U.S. full faith and credit obligations, or be covered by Federal depository insurance.

Rights-of-Way Maintenance Policy

Rights-of-way maintenance, which includes street cleaning, leaf collection, litter and graffiti control, and grass and weed control, shall be maintained to the City's standard regardless of right-of-way ownership.

Other Policies

City policies are aimed at protecting revenue and preserving services. The following activities should have a positive fiscal impact:

- Seek new revenue sources;
- Encourage single family ownership by wage earners in order to enhance the City's share of State income tax and highway user tax revenue;
- Concentrate on capital improvement projects which will generate revenue in the future, facilitate economic development and contribute to the quality of life in College Park;
- Utilize technology and creativity in delivery of services at a lower cost; and
- Always ask ourselves, "Can we do it better?"; "If not us, then who?"; "If not now, then when?".
- City management made a commitment in the early 1990's to:
 - expand the revenue base whenever possible
 - seek appropriate grants from public and private sources
 - assess the economy on a constant basis
 - maintain and improve service and delivery levels
 - preserve jobs

Financial and Budget Policies

- evaluate **everything** always
- prioritize capital projects based on available funding
- maintain or improve staff morale

Risk Management

The City has an insurance agreement with Local Government Insurance Trust (“LGIT”), a public entity risk pool. LGIT provides the City’s property, general, automobile and public officials’ legal liability insurance coverage. LGIT is a total risk and cost sharing pool for all municipal participants. Premiums are charged to each municipality’s General Fund, with no provision made for claim liability in addition to premiums unless an assessment is made by the Trust.

Auditing

The Finance department is tasked with the record-keeping for all City financial transactions, including general ledger, payroll, investments, budgeting and purchasing function. Internal audits are performed periodically, as needed, to ensure fiscal compliance and safeguarding of City assets. Maryland state law and the City’s Charter require that an annual audit be performed by independent certified public accountants in accordance with generally accepted auditing standards. The auditing firm is selected by and directs its report to the City Council.

PAY PLAN

Overview of the Pay Plan

This section of the budget includes the current pay table as well as schedules of annual salary range by job classification and authorized full time equivalent (“FTE”) positions by department (for current and prior fiscal years). The pay table includes 2.50% annual increases for each of 17 steps, assuming a satisfactory performance evaluation. The adopted budget includes a 2.00% cost of living adjustment (“COLA”) for all regular employees, effective July 1, 2015. Pre-tax employee benefits are provided through an IRS-approved section 125 cafeteria plan, which allows employee deductions for health, dental and vision insurance, public transit incentive, and flexible spending accounts for medical spending and dependent care on a pre-tax basis.

Fiscal year 2016 is the 3rd year of a 3-year collective bargaining agreement with AFSCME Local 1209, covering certain Public Works employees. Historically, employees not covered under the collective bargaining agreement have been granted the same COLA and retirement benefits as covered employees.

Each position is assigned a pay grade, numbered 1-24 for employees not covered under the collective bargaining agreement and 61-84 for employees covered under the collective bargaining agreement. As there is the potential for non-collective bargaining agreement employees to receive a COLA of a different amount, higher or lower, than the collective bargaining employees, the equivalent grades could be different. At the present time, the equivalent grades are equal between non-collective bargaining and collective bargaining employees.

To address employees at the end of the 17-step pay table, 3 longevity steps were added in FY 2009. These additional steps provide a 5% merit increase every 3rd year based on satisfactory evaluations.

The City joined the Reformed Contributory Pension Benefit Plan of the State Retirement and Pension System of Maryland (“MSRP”) effective July 1, 2014. The City purchased 60% prior service credit for those employees who elected to join the MSRP. Employees will be required to contribute 7% of their base pay on a pre-tax basis and the City’s match for FY 2016 will be 5.0%. Employees enrolled in the MSRP do not receive a contribution to their existing §401(a) defined contribution plan but may still participate in the §457 deferred compensation plan. Employees hired on or after July 1, 2014 are required to join the MSRP.

All full-time and part-time employees who are not participating in the MSRP and who are scheduled to work at least 17.5 hours per week with 1 year of service are covered by a single-employer §401(a) defined contribution pension plan, administered by the ICMA Retirement Corporation. The City Council has the authority to establish and amend benefit and contributor provisions. The City currently contributes 6.50% of covered wages to this plan on a quarterly basis. Participants may invest in a wide array of mutual fund products. The plan assets, once fully vested, including all income

Overview of the Pay Plan

earned and contributions paid, are the exclusive property of the participants and are not assets of the City.

In addition to the §401(a) retirement plan, the City maintains a §457 deferred compensation plan available to all employees. A deferred compensation plan offers employees an opportunity to defer a portion of their wages, along with the related federal and state income tax, until future years. As an incentive to enroll in the deferred compensation plan, the City offers a \$20-120 per pay period match of the employee contribution based on years of service and contribution level. The deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency. The plan is administered by ICMA Retirement Corporation. The City's only responsibility is to withhold the amounts from employees' pay and forward those amounts and the City's match as contribution to the plan administrator. The plan administrator has the responsibility for investing the deferred monies, in accordance with the investment choices designated by the employee, maintaining detailed accounting records for both the individual employee and the City, and disbursing benefits to plan participants. The plan assets, including all income earned, are the exclusive property of the participants and are not assets of the City.

CITY OF COLLEGE PARK, MARYLAND
Annual Salary Range by Job Classification
For the fiscal year ending June 30, 2016

<u>Position Title</u>	<u>Pay Grade</u>	<u>Annual Salary Range (including longevity steps)</u>
Employees not covered under the Public Works collective bargaining agreement:		
Custodial Worker	1	\$27,837 - \$47,838
	2	\$29,302 - \$50,356
Office Specialist I	3	\$30,770 - \$52,878
Fiscal Support Specialist I	4	\$32,235 - \$55,396
	5	\$33,702 - \$57,917
Office Specialist II	6	\$35,167 - \$60,435
Fiscal Support Specialist II		
Parking Enforcement Officer I		
Animal Control Officer I		
Bus Driver		
Custodial Supervisor		
Engineering Technician I		
Outreach Coordinator Assistant		
Parking Enforcement Officer II	7	\$36,634 - \$62,956
Animal Control Officer II		
Facilities Maintenance Worker		
Code Enforcement Officer I	8	\$38,100 - \$65,475
Information Technology Tech I		
Office Specialist III	9	\$39,567 - \$67,996
Human Resources Assistant I		
Code Enforcement Officer II	10	\$41,033 - \$70,515
Seniors Program Caseworker		
Animal Control Officer III		
Fiscal Support Specialist III		
Payroll Supervisor		

	11	\$42,499 - \$73,035
Information Technology Tech II Code Enforcement Officer III Administrative Assistant Human Resources Assistant II	12	\$43,965 - \$75,554
Safety Officer Fleet Supervisor Crew Chief Landscape Foreman Seniors Program Manager Parking Enf. Field Operations Supervisor Assistant City Clerk Human Resources Generalist Administrative Asst./Recycling Coordinator Public Safety Officer	13	\$46,163 - \$79,331
Family Therapist Planner Economic Development Planner Billing & Collections Supervisor II	14	\$49,095 - \$84,370
Information Technology Tech III	15	\$52,029 - \$89,412
Horticulturist	16	\$54,961 - \$94,451
Clinical Supervisor Public Works Supervisor Assistant to the City Manager I Parking Enforcement Manager Code Enforcement Manager Senior Planner	17	\$57,892 - \$99,487
Programmer Analyst Assistant to the City Manager II	18	\$60,825 - \$104,528
City Clerk Information Systems Manager	19	\$63,758 - \$109,568
Deputy Director of Public Works Deputy Director of Finance Civil Engineer II	20	\$66,691 - \$114,609
Senior City Clerk	21	\$69,623 - \$119,647
Civil Engineer III	22	\$72,556 - \$124,688
	23	\$76,955 - \$132,247

Director of Finance	24	\$82,820 - \$142,326
Director of Public Works		
Assistant City Manager		
Director of Youth, Family & Senior Services		
Director of Planning		
Director of Public Services		
Director of Human Resources		

**Employees covered under the
Public Works collective bargaining
agreement:**

	61	\$27,837 - \$47,838
Laborer	62	\$29,302 - \$50,356
Laborer / Driver	63	\$30,770 - \$52,878
Grounds Laborer / Driver		
	64	\$32,235 - \$55,396
	65	\$33,702 - \$57,917
Motor Equipment Operator I	66	\$35,167 - \$60,435
Supply Clerk		
Groundskeeper		
Dispatch / Administrative Clerk		
Motor Equipment Operator I + Class A	67	\$36,634 - \$62,956
Motor Equipment Operator II	68	\$38,100 - \$65,475
Garage Supply Clerk / Assistant Mechanic	69	\$39,567 - \$67,996
Motor Equipment Operator II + Class A		
Mechanic I		
	70	\$41,033 - \$70,515
Mechanic II	71	\$42,499 - \$73,035
Motor Equipment Operator III		
Lead Groundskeeper	72	\$43,965 - \$75,554
Lead Motor Equipment Operator		
	73	\$46,163 - \$79,331
	74	\$49,095 - \$84,370

75	\$52,029	-	\$89,412
76	\$54,961	-	\$94,451
77	\$57,892	-	\$99,487
78	\$60,825	-	\$104,528
79	\$63,758	-	\$109,568
80	\$66,691	-	\$114,609
81	\$69,623	-	\$119,647
82	\$72,556	-	\$124,688
83	\$76,955	-	\$132,247
84	\$82,820	-	\$142,326

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**CITY OF COLLEGE PARK, MARYLAND
PAY TABLE - FY 2016**

The Pay Table shown below will be in effect for FY 2016. The grades are shown down the left side and the steps are across the top. For example, Grade 9, Step 1 shows an annual salary of \$39,567. This is the entry salary for that grade. Since FY 2005, each year through Step 17, there is a 2.5% merit increase for an employee receiving a satisfactory evaluation. In FY 2009, 3 longevity steps were added to the end of each grade; employees in these longevity steps will receive a 5% merit increase every 3rd year based on satisfactory evaluations.

Grades 1 - 24, for employees not covered under the Public Works collective bargaining agreement, include a 2.00% cost of living (COLA) adjustment for FY 2016. Grades 61 - 84, for employees covered under the Public Works collective bargaining agreement, include a 2.00% cost of living (COLA) adjustment for FY 2016. The FY 2016 2.00% COLA is effective July 1, 2015.

Employees not covered under the Public Works collective bargaining agreement (Grades 1-24):

GRADE	STEP	LONGEVITY STEPS																			
		Entry 1	1 yr./2.5% 2	1 yr./2.5% 3	1 yr./2.5% 4	1 yr./2.5% 5	1 yr./2.5% 6	1 yr./2.5% 7	1 yr./2.5% 8	1 yr./2.5% 9	1 yr./2.5% 10	1 yr./2.5% 11	1 yr./2.5% 12	1 yr./2.5% 13	1 yr./2.5% 14	1 yr./2.5% 15	1 yr./2.5% 16	1 yr./2.5% 17	3 yrs./5% 20	3 yrs./5% 23	3 yrs./5% 26
1	1	27,837	28,533	29,246	29,977	30,727	31,495	32,282	33,089	33,917	34,765	35,634	36,525	37,438	38,374	39,333	40,316	41,324	43,390	45,560	47,838
1	2	29,302	30,035	30,785	31,555	32,344	33,153	33,981	34,831	35,702	36,594	37,509	38,447	39,408	40,393	41,403	42,438	43,499	45,674	47,958	50,356
1	3	30,770	31,539	32,328	33,136	33,964	34,813	35,684	36,576	37,490	38,428	39,388	40,373	41,382	42,417	43,477	44,564	45,678	47,962	50,360	52,878
1	4	32,235	33,041	33,867	34,714	35,581	36,471	37,383	38,317	39,275	40,257	41,264	42,295	43,352	44,436	45,547	46,686	47,853	50,246	52,758	55,396
1	5	33,702	34,545	35,408	36,293	37,201	38,131	39,084	40,061	41,063	42,089	43,141	44,220	45,325	46,459	47,620	48,811	50,031	52,532	55,159	57,917
1	6	35,167	36,046	36,947	37,871	38,818	39,788	40,783	41,803	42,848	43,919	45,017	46,142	47,296	48,478	49,690	50,932	52,206	54,816	57,557	60,435
1	7	36,634	37,550	38,489	39,451	40,437	41,448	42,484	43,546	44,635	45,751	46,895	48,067	49,269	50,500	51,763	53,057	54,383	57,103	59,958	62,956
1	8	38,100	39,053	40,029	41,030	42,055	43,107	44,184	45,289	46,421	47,582	48,771	49,991	51,240	52,521	53,834	55,180	56,560	59,388	62,357	65,475
1	9	39,567	40,556	41,570	42,609	43,675	44,766	45,886	47,033	48,209	49,414	50,649	51,915	53,213	54,544	55,907	57,305	58,737	61,674	64,758	67,996
1	10	41,033	42,059	43,110	44,188	45,293	46,425	47,586	48,775	49,995	51,245	52,526	53,839	55,185	56,564	57,979	59,428	60,914	63,959	67,157	70,515
1	11	42,499	43,561	44,651	45,767	46,911	48,084	49,286	50,518	51,781	53,075	54,402	55,762	57,156	58,585	60,050	61,551	63,090	66,245	69,557	73,035
1	12	43,965	45,064	46,191	47,345	48,529	49,742	50,986	52,261	53,567	54,906	56,279	57,686	59,128	60,606	62,121	63,674	65,266	68,530	71,956	75,554
1	13	46,163	47,317	48,500	49,713	50,955	52,229	53,535	54,873	56,245	57,651	59,093	60,570	62,084	63,636	65,227	66,858	68,529	71,956	75,553	79,331
1	14	49,095	50,322	51,580	52,870	54,192	55,546	56,935	58,359	59,817	61,313	62,846	64,417	66,027	67,678	69,370	71,104	72,882	76,526	80,352	84,370
1	15	52,029	53,330	54,663	56,030	57,430	58,866	60,338	61,846	63,392	64,977	66,602	68,267	69,973	71,723	73,516	75,354	77,237	81,099	85,154	89,412
1	16	54,961	56,335	57,743	59,187	60,667	62,183	63,738	65,331	66,965	68,639	70,355	72,114	73,916	75,764	77,658	79,600	81,590	85,669	89,953	94,451
1	17	57,892	59,339	60,823	62,343	63,902	65,499	67,137	68,815	70,536	72,299	74,107	75,959	77,858	79,805	81,800	83,845	85,941	90,238	94,750	99,487
1	18	60,825	62,346	63,904	65,502	67,139	68,818	70,538	72,302	74,109	75,962	77,861	79,808	81,803	83,848	85,944	88,093	90,295	94,810	99,550	104,528
1	19	63,758	65,352	66,986	68,660	70,377	72,136	73,940	75,788	77,683	79,625	81,616	83,656	85,747	87,891	90,088	92,341	94,649	99,382	104,351	109,568
1	20	66,691	68,358	70,067	71,819	73,614	75,455	77,341	79,275	81,257	83,288	85,370	87,504	89,692	91,934	94,233	96,588	99,003	103,953	109,151	114,609
1	21	69,623	71,364	73,148	74,976	76,851	78,772	80,741	82,760	84,829	86,950	89,123	91,351	93,635	95,976	98,375	100,835	103,356	108,524	113,950	119,647
1	22	72,556	74,370	76,229	78,135	80,088	82,090	84,143	86,246	88,402	90,613	92,878	95,200	97,580	100,019	102,520	105,083	107,710	113,095	118,750	124,688
1	23	76,955	78,879	80,851	82,872	84,944	87,068	89,244	91,475	93,762	96,106	98,509	100,972	103,496	106,083	108,735	111,454	114,240	119,952	125,950	132,247
1	24	82,820	84,891	87,013	89,188	91,418	93,703	96,046	98,447	100,908	103,431	106,017	108,667	111,384	114,168	117,022	119,948	122,947	129,094	135,549	142,326

Employees covered under the Public Works collective bargaining agreement (Grades 61-84):

STEP	Entry 1	1 yr./2.5% 2	1 yr./2.5% 3	1 yr./2.5% 4	1 yr./2.5% 5	1 yr./2.5% 6	1 yr./2.5% 7	1 yr./2.5% 8	1 yr./2.5% 9	1 yr./2.5% 10	1 yr./2.5% 11	1 yr./2.5% 12	1 yr./2.5% 13	1 yr./2.5% 14	1 yr./2.5% 15	1 yr./2.5% 16	1 yr./2.5% 17	LONGEVITY STEPS		
																		3 yrs./5% 20	3 yrs./5% 23	3 yrs./5% 26
61	27,837	28,533	29,246	29,977	30,727	31,495	32,282	33,089	33,917	34,765	35,634	36,525	37,438	38,374	39,333	40,316	41,324	43,390	45,560	47,838
62	29,302	30,035	30,785	31,555	32,344	33,153	33,981	34,831	35,702	36,594	37,509	38,447	39,408	40,393	41,403	42,438	43,499	45,674	47,958	50,356
63	30,770	31,539	32,328	33,136	33,964	34,813	35,684	36,576	37,490	38,428	39,388	40,373	41,382	42,417	43,477	44,564	45,678	47,962	50,360	52,878
64	32,235	33,041	33,867	34,714	35,581	36,471	37,383	38,317	39,275	40,257	41,264	42,295	43,352	44,436	45,547	46,686	47,853	50,246	52,758	55,396
65	33,702	34,545	35,408	36,293	37,201	38,131	39,084	40,061	41,063	42,089	43,141	44,220	45,325	46,459	47,620	48,811	50,031	52,532	55,159	57,917
66	35,167	36,046	36,947	37,871	38,818	39,788	40,783	41,803	42,848	43,919	45,017	46,142	47,296	48,478	49,690	50,932	52,206	54,816	57,557	60,435
67	36,634	37,550	38,489	39,451	40,437	41,448	42,484	43,546	44,635	45,751	46,895	48,067	49,269	50,500	51,763	53,057	54,383	57,103	59,958	62,956
68	38,100	39,053	40,029	41,030	42,055	43,107	44,184	45,289	46,421	47,582	48,771	49,991	51,240	52,521	53,834	55,180	56,560	59,388	62,357	65,475
69	39,567	40,556	41,570	42,609	43,675	44,766	45,886	47,033	48,209	49,414	50,649	51,915	53,213	54,544	55,907	57,305	58,737	61,674	64,758	67,996
70	41,033	42,059	43,110	44,188	45,293	46,425	47,586	48,775	49,995	51,245	52,526	53,839	55,185	56,564	57,979	59,428	60,914	63,959	67,157	70,515
71	42,499	43,561	44,651	45,767	46,911	48,084	49,286	50,518	51,781	53,075	54,402	55,762	57,156	58,585	60,050	61,551	63,090	66,245	69,557	73,035
72	43,965	45,064	46,191	47,345	48,529	49,742	50,986	52,261	53,567	54,906	56,279	57,686	59,128	60,606	62,121	63,674	65,266	68,530	71,956	75,554
73	46,163	47,317	48,500	49,713	50,955	52,229	53,535	54,873	56,245	57,651	59,093	60,570	62,084	63,636	65,227	66,858	68,529	71,956	75,553	79,331
74	49,095	50,322	51,580	52,870	54,192	55,546	56,935	58,359	59,817	61,313	62,846	64,417	66,027	67,678	69,370	71,104	72,882	76,526	80,352	84,370
75	52,029	53,330	54,663	56,030	57,430	58,866	60,338	61,846	63,392	64,977	66,602	68,267	69,973	71,723	73,516	75,354	77,237	81,099	85,154	89,412
76	54,961	56,335	57,743	59,187	60,667	62,183	63,738	65,331	66,965	68,639	70,355	72,114	73,916	75,764	77,658	79,600	81,590	85,669	89,953	94,451
77	57,892	59,339	60,823	62,343	63,902	65,499	67,137	68,815	70,536	72,299	74,107	75,959	77,858	79,805	81,800	83,845	85,941	90,238	94,750	99,487
78	60,825	62,346	63,904	65,502	67,139	68,818	70,538	72,302	74,109	75,962	77,861	79,808	81,803	83,848	85,944	88,093	90,295	94,810	99,550	104,528
79	63,758	65,352	66,986	68,660	70,377	72,136	73,940	75,788	77,683	79,625	81,616	83,656	85,747	87,891	90,088	92,341	94,649	99,382	104,351	109,568
80	66,691	68,358	70,067	71,819	73,614	75,455	77,341	79,275	81,257	83,288	85,370	87,504	89,692	91,934	94,233	96,588	99,003	103,953	109,151	114,609
81	69,623	71,364	73,148	74,976	76,851	78,772	80,741	82,760	84,829	86,950	89,123	91,351	93,635	95,976	98,375	100,835	103,356	108,524	113,950	119,647
82	72,556	74,370	76,229	78,135	80,088	82,090	84,143	86,246	88,402	90,613	92,878	95,200	97,580	100,019	102,520	105,083	107,710	113,095	118,750	124,688
83	76,955	78,879	80,851	82,872	84,944	87,068	89,244	91,475	93,762	96,106	98,509	100,972	103,496	106,083	108,735	111,454	114,240	119,952	125,950	132,247
84	82,820	84,891	87,013	89,188	91,418	93,703	96,046	98,447	100,908	103,431	106,017	108,667	111,384	114,168	117,022	119,948	122,947	129,094	135,549	142,326

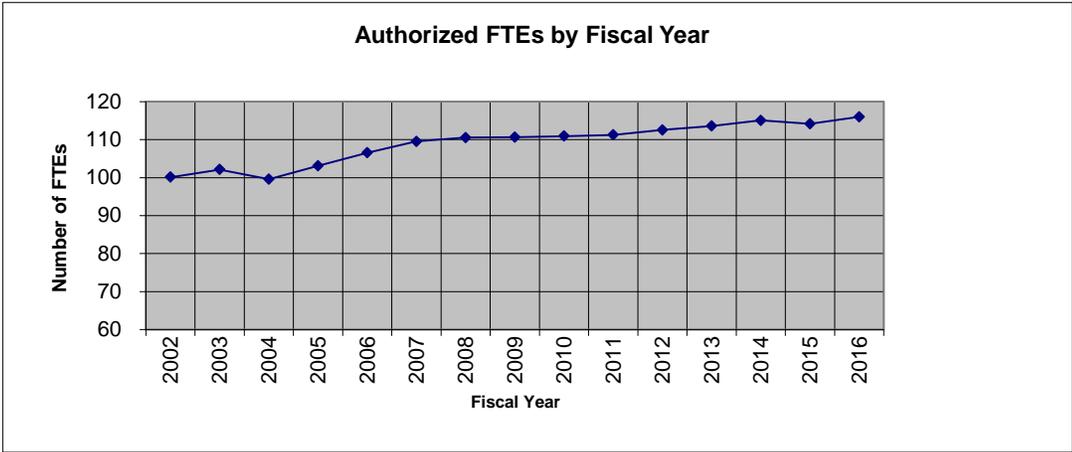
City of College Park, Maryland
Schedule of Authorized Full Time Equivalent (FTE) Positions
for the fiscal year ending June 30, 2016

Position Title	Grade	FY 2016 Authorized Full Time Equivalents (FTEs)						TOTAL
		Admini- stration	Finance	Public Services	Planning	Youth, Family, Srs.	Public Works	
Custodial Worker	1						2.00	2.00
Laborer	62						14.00	14.00
Office Specialist I	3					0.60		0.60
Office Specialist II	6			2.88			1.00	3.88
Fiscal Support Specialist II	6		1.70	0.30				2.00
Parking Enforcement Officer I	6			0.50				0.50
Bus Driver	6					1.59		1.59
Custodial Supervisor	6						1.00	1.00
Engineering Technician I	6						1.00	1.00
Outreach Coordinator Assistant	6					0.63		0.63
Motor Equipment Operator I	66						8.00	8.00
Supply Clerk	66						1.00	1.00
Groundskeeper	66						1.00	1.00
Dispatch / Administrative Clerk	66						1.00	1.00
Parking Enforcement Officer II	7			5.00				5.00
Facilities Maintenance Worker	7						1.00	1.00
Motor Equipment Operator I+A	67						3.00	3.00
Code Enforcement Officer I	8			3.00				3.00
Motor Equipment Operator II	68							0.00
Office Specialist III	9	1.00		1.00				2.00
Motor Equipment Operator II+A	69						1.00	1.00
Mechanic I	69						1.00	1.00
Garage Supply Clerk / Asst. Mechanic	69						1.00	1.00
Code Enforcement Officer II	10			1.00				1.00
Animal Control Officer III	10			1.00				1.00
Fiscal Support Specialist III	10		1.00					1.00
Payroll Supervisor	10		1.00					1.00
Seniors Program Caseworker	10					0.50		0.50
Motor Equipment Operator III	71						1.00	1.00
Mechanic II	71						1.00	1.00
Code Enforcement Officer III	12			3.00				3.00
Information Technology Tech II	12		1.00					1.00
Administrative Assistant	12			1.00	1.00	1.00		3.00
Lead Groundskeeper	72						1.00	1.00
Safety Officer	13						1.00	1.00
Crew Chief	13						3.00	3.00
Landscape Foreman	13						1.00	1.00
Parking Enf. Field Operations Supervisor	13			1.00				1.00
Assistant City Clerk	13	1.00						1.00
Human Resources Generalist	13	1.00						1.00
Seniors Program Manager	13					1.00		1.00
Administrative Asst./Recycling Coord.	13						1.00	1.00
Family Therapist	14					2.89		2.89
Planner	14				1.00			1.00
Economic Development Planner	14				1.00			1.00
Billing & Collections Supervisor II	14		1.00					1.00
Information Technology Tech III	15		1.00					1.00

		FY 2016 Authorized Full Time Equivalents (FTEs)						
Position Title	Grade	Admini- stration	Finance	Public Services	Planning	Youth, Family, Srs.	Public Works	TOTAL
Clinical Supervisor	17					1.00		1.00
Public Works Supervisor	17						1.00	1.00
Parking Enforcement Manager	17			1.00				1.00
Code Enforcement Manager	17			1.00				1.00
Senior Planner	17				1.00			1.00
Programmer Analyst	18		1.00					1.00
Information Technology Manager	19		1.00					1.00
Deputy Director of Public Works	20						1.00	1.00
Deputy Director of Finance	20		1.00					1.00
Senior City Clerk	21	1.00						1.00
Civil Engineer III	22						1.00	1.00
Director of Finance	24		1.00					1.00
Director of Public Works	24						1.00	1.00
Director of Youth, Family & Senior Svcs.	24					1.00		1.00
Director of Planning	24				1.00			1.00
Director of Public Services	24			1.00				1.00
Director of Human Resources	24	1.00						1.00
Assistant City Manager	24	1.00						1.00
Nonclassified								
Police Officers	N/A			9.62				9.62
Child Care Provider	N/A					0.16		0.16
Group Co-Facilitator	N/A					0.06		0.06
Planning Intern	N/A				0.20			0.20
Engineering Intern II	N/A						0.35	0.35
City Manager	N/A	1.00						1.00
FISCAL YEAR 2016 TOTALS		7.00	10.70	32.30	5.20	10.43	50.35	115.98

**City of College Park, Maryland
Schedule of Authorized Full Time Equivalent (FTE) Positions**

Fiscal Year	Authorized Full Time Equivalents (FTEs)						TOTAL
	Admini- stration	Finance	Public Services	Planning	Youth, Family, Srs.	Public Works	
2002	8.50	10.00	19.80	5.00	7.25	49.58	100.13
2003	9.00	11.00	20.30	5.00	7.25	49.58	102.13
2004	8.00	11.00	20.30	4.00	7.25	49.00	99.55
2005	8.00	11.50	21.65	5.00	7.95	49.00	103.10
2006	8.00	11.80	23.83	5.00	7.95	50.00	106.58
2007	7.00	11.80	28.02	5.00	7.95	49.75	109.52
2008	7.00	11.80	28.52	5.00	8.45	49.75	110.52
2009	7.00	11.80	28.47	5.00	8.63	49.75	110.65
2010	7.00	11.80	28.50	5.00	8.63	50.00	110.93
2011	7.00	11.30	27.00	5.50	10.45	50.00	111.25
2012	7.00	10.80	29.89	5.30	9.41	50.15	112.55
2013	7.00	10.80	30.74	5.20	9.71	50.15	113.60
2014	7.75	10.70	31.34	5.20	9.71	50.35	115.05
2015	7.00	10.70	30.84	5.20	10.09	50.35	114.18
2016	7.00	10.70	32.30	5.20	10.43	50.35	115.98



**GENERAL FUND
REVENUES**

REVENUES

REVENUE FOOTNOTES		
Element/Object	Details	Amount
Taxes		
31010 Real Property Taxes	Based on proposed FY 2016 assessment from State Department of Assessments and Taxation (SDAT) for non-exempt property: Full value assessment of \$2,104,985,178 less homestead tax credit adjustment of \$23,223,662 @ tax rate \$0.335 per \$100. Full value assessment percentage increase from FY 2015 is 2.64%. FY 2016 rate of \$0.335 is the same as in FY 2015. Includes "tax differential only" billing for Holiday Inn properties annexed in FY 2004 (tax class 02) at \$0.030 per \$100.	6,920,654
31015 Homeowners' Property Tax Credit	This program, initiated in FY 2010, representing a supplement of 15% to the State Homeowners' Property Tax Credit, provides partial relief from City real property tax for residents with low or moderate income. Residents must file a new application each year with SDAT to qualify for the property tax credit. FY 2016 budget is based on FY 2012-2015 actual tax credits.	(38,000)
31017 Revitalization Tax Credit	Year 2 of a 5-year revitalization tax credit for Student Housing College Park, LLLP (The Varsity) totaling \$500,000, approved by Mayor & Council on June 18, 2013	(80,000)
31020 PILOT-Housing Authority	Annual payment from College Park Housing Authority in lieu of real property taxes on Attick Towers	15,000
31022 PILOT-UM CASL Property	Annual payment from University of Maryland in lieu of real property taxes on 52nd Avenue (former Litton) property; FY 2016 assessment of \$14,756,900 @ \$0.335 per \$100	49,436
31023 PILOT-UM Washington Post Property	Annual payment from University of Maryland in lieu of real property taxes on former Washington Post property; FY 2016 assessment of \$11,279,500 @ \$0.335 per \$100	37,786
31090 Tax Penalties & Interest, Real Property Tax	Estimate based on historical data	25,000
31110 Personal Property Tax	Based on current year's data and 10% depreciation, at FY 2016 tax rate \$0.838 per \$100 on \$87,058,823 estimated assessed valuation. FY 2016 rate of \$0.838 is the same as in FY 2015. Includes "tax differential only" billing for Holiday Inn properties at \$0.071 per \$100.	850,000
31190 Tax Penalties & Interest, Personal Property Tax	Estimate based on historical data	1,500
31410 Income Tax	Estimate based on current year's data and prior year trends	1,600,000
31510 Admission & Amusement Tax	Estimate based on average of previous 3 fiscal years, increased to cover potential attendance increase resulting from UMD's entry into the Big Ten	650,000

REVENUES

REVENUE FOOTNOTES		
Element/Object	Details	Amount
31610 Highway User Tax	Estimate provided by State Highway Administration (SHA) 114,033 Supplemental state transportation grant to municipalities (estimated) 305,233	419,266
31810 Hotel & Motel Tax	City receives 50% of the 5% tax collected by Prince George's County; estimate based on trend during previous 3 fiscal years	450,000
Licenses & Permits		
32210 City Liquor Licenses	Estimate based on current annual billing, which occurs on April 1. City license rates are 20% of the County rate.	14,000
32220 State Traders' Licenses	Estimate based on trend during previous 3 fiscal years	29,000
32310 City Building Permits	Estimate provided by Department of Public Services	7,000
32340 Occupancy Permits	Estimate provided by Department of Public Services; covers 74.5% self-support of Code Enforcement program budget. Rates for FY 2016 (same as in FY 2015) are: single family and townhouse \$244, fraternity and sorority \$580, rooming house \$238, condominium unit that is not a townhouse \$150, apartments (≥ 6 units) \$125 per unit, 2-5 unit buildings \$207 per unit, hotel/motel \$41 per unit, commercial \$124. Includes 306 new units at Landmark and removal of 120 Knox Box units.	815,330
32345 Driveway Apron Permits	Estimate based on historical data	5,000
32350 Other Licenses		0
32365 Utility Easements	Verizon easement	605
32370 Bus Shelters	Based on current year data; estimate provided by Department of Finance	7,500
32375 Encroachment Permits	1 contract @ \$500	500
Utility Franchise Fees		
32410 Utility Franchise Fees-Comcast Cable	5% franchise fee; estimate based on current year's revenue trend	200,000
32415 Utility Franchise Fees-Verizon	5% franchise fee; estimate based on current year's revenue trend	115,000
Intergovernmental		
33220 Police Protection	State aid for police protection, allocated based on population (\$2.50 per capita) and City-qualified expenditures compared to total qualified expenditures of Prince George's County and its municipalities	140,000
33230 University of Maryland Grant	Annual payment by University of Maryland in lieu of taxes for service demands placed on the City, based on 1945 agreement	5,000

REVENUES

REVENUE FOOTNOTES		
Element/Object	Details	Amount
33240 Youth Services Grant (State Grant)	State grant payable through Prince George's County, covering 75% of program costs for Youth & Family Administration and Clinical Services programs	72,055
33420 Financial Institutions	Bank stock tax, payable through Prince George's County	10,717
33430 Youth Services Grant (County Grant)	Discretionary County grant	30,000
33434 Special Appropriations Grant (County Grant)	Discretionary grants, Prince George's County Council members	4,000
Charges for Services		
34110 Zoning Application Processing Fee	Estimate provided by Department of Planning	7,000
34130 Animal Control Impound Fees	Fees for redemption of impounded animals @ \$25 each	100
34131 Animal Control Boarding Fees	Fees for boarding impounded animals @ \$10/day	100
34320 Parking Meter Revenue	Estimate based on revenue trend over previous 3 fiscal years (excluding parking garage). \$0.75 hourly rate is allocated 2/3 to General Fund, 1/3 to Parking Debt Service Fund based on additional revenue from FY 2008 50% meter rate increase being earmarked for future parking garage debt service.	350,000
34321 Garage Pay Station Revenue	Estimate based on current year revenue from parking garage. \$0.75 hourly rate is allocated 2/3 to General Fund, 1/3 to Parking Debt Service Fund. Reduced for free Saturday summer parking in June-August.	100,000
34325 Parking Permit Revenue	Estimates provided by Department of Public Services: 30 monthly permits in Church lot @ \$40/month (less 50% payment to St. Andrew's Episcopal Church) 7,200 Guilford Road monthly permits @ \$50/month 5,000 Knox Road monthly permits @ \$50/month 7,000 Hartwick Road monthly permits @ \$50/month 8,200 Residential zone permits, estimate 27,600	55,000
34326 Garage Permit Revenue	Estimate based on current year revenue trend; 115 permits @ \$55-60/month. \$55 special rate is for purchase of 4-month "semester" permit.	80,000
34340 MVA Registration Fees	Estimate provided by Department of Public Services	100
34350 MVA Non-Resident Permits	Estimate provided by Department of Public Services	2,000
34410 County Disposal Rebate	Estimate provided by Department of Finance	83,288

REVENUES

REVENUE FOOTNOTES		
Element/Object	Details	Amount
34420 Refuse Contracts Revenue	Estimate based on current annual billing, which occurs on August 1; estimate adjusted for removal of 120 Knox Box units	200,000
34430-01 Recycling Revenue-Scrap Metal	Sale of scrap metal and appliances, generated through Public Works-Recycling program	1,500
34430-03 Recycling Revenue-Motor Oil	Sale of motor oil collected at Public Works yard	1,200
34430-04 Recycling Revenue-Single Stream	Rebate payments for all recyclables (commingles and mixed paper), collected as "single stream" through Public Works-Recycling program	0
34460 CDMA Litter Rebate	Estimate based on current year billings; partial reimbursement of overtime cost for weekend litter pickup	4,290
34490 Compost Sales	Estimate provided by Department of Public Works, based on sale of 2,200 cubic yards of compost @ \$21.70/cubic yard screened and \$10.38/cubic yard unscreened	50,000
34491 Wood Chip Sales	Estimate provided by Department of Public Works, based on sale of 1,095 cubic yards of wood chips @ \$8.49/cubic yard	9,300
34492 Tipping Fees Revenue	Estimate provided by Department of Public Works, based on billing for 6,000 cubic yards @ \$4.75/cubic yard	28,500
34494 Delivery Charge-Compost	Estimate provided by Department of Public Works, delivery charge varies by delivery zone (7 zones)	10,000
34495 Delivery Charge-Wood Chips	Estimate provided by Department of Public Works, delivery charge varies by delivery zone (7 zones)	4,700
34510 Youth Services Client Fees	Estimate provided by Department of Youth, Family & Senior Services	12,000
Fines and Fees		
35910 Election Fines	Fines assessed by Board of Election Supervisors	0
35920 Animal Fines Revenue	Estimate provided by Department of Public Services	100
35930 Vehicle Booting Fees	Estimate based on current year's data	500
35940 Parking Fines Revenue	Estimate using historical data from prior fiscal years. FY 2011 parking ticket increase of \$2.50 for expired meter (violation 01) and overtime parking (violation 30) goes to the Parking Debt Service Fund.	900,000
35950 Municipal Infractions	Estimate provided by Department of Public Services	95,000
35970-01 Speed Enforcement Cameras	Civil citations @ \$40 for speed in excess of 11 mph over posted speed limit in school and institution of higher education zones; FY 2016 revenue estimate	2,500,000

REVENUES

REVENUE FOOTNOTES		
Element/Object	Details	Amount
35970-02 Optotraffic- Processing Charges	Vendor processing charge @ 39% of speed enforcement camera citations paid	(975,000)
35970-03 Optotraffic- Engineering Study	As needed for new locations	(10,000)
Miscellaneous Revenues		
36110 Investment Earnings	Estimate based on projected earnings from bank certificates of deposit and Federal agencies	60,000
36122 Tenant Improvement Allow-Garage Retail	Interest @ 4% on \$960,000 15-year allowance for tenant improvements in the parking garage retail space	33,019
36211 Property Rental-Parking Garage Retail	Lease for rental of 5,800 square feet of retail space in parking garage @ \$15 per square foot: monthly rent at \$7,250	87,000
36214 Property Rental-City Hall Meeting Rooms	Estimate based on current year revenues	200
36215 Property Rental-Old Parish House	Estimate based on current year revenues	11,000
36216 Cleaning Fee-City Buildings	Estimate based on current year revenues	650
36218 Property Rental- Davis Hall	Estimate based on current year revenues	1,000
36219 Property Rental- Duvall Field	Estimate based on current year revenues	0
36410 Sale of Fixed Assets	For FY 2016, proceeds from the sale of surplus equipment have been transferred to C.I.P. project 925051, Vehicle Replacement	0
36610 Miscellaneous		0
36615 Freedom of Information Act Requests	Estimate provided by Department of Finance	0
36650 Animal License Commission	Estimate provided by Department of Public Services	1,300
36670 CDMA Billing Fees	2% billing fee for billing and collecting dues for Downtown College Park Management Authority (DCPMA)	400
Non-Revenue Receipts		
39000 Interfund Transfers	Transfer from Parking Debt Service Fund to General Fund to cover excess of parking garage debt service over parking garage-related revenues: SunTrust Bank – bond principal 305,000	

REVENUES

REVENUE FOOTNOTES		
Element/Object	Details	Amount
	SunTrust Bank – bond interest <u>252,411</u>	
	Subtotal 557,411	
	Garage pay station revenue (account 343.21) (100,000)	
	Garage permit revenue (account 343.26) (80,000)	
	Garage retail rent (account 362.11) (87,000)	
	Interest – tenant improvement allowance (account 361.22) (33,019)	257,392
39900 Unassigned Reserve Transfer	Use of unassigned reserve	0

CITY OF COLLEGE PARK
 REVENUE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
BASIC 31 TAXES						
SUB 0 REAL PROPERTY TAXES						
310.10 REAL PROPERTY TAX	6,490,936	6,436,013	6,636,963	6,662,870	6,920,654	6,920,654
310.15 HOMEOWNERS PROP TX CREDIT	38,711-	31,925-	38,000-	30,945-	38,000-	38,000-
310.17 REVITALIZATION TAX CREDIT	0	0	60,000-	60,000-	80,000-	80,000-
310.20 PILOT-HOUSING AUTHORITY	15,000	15,000	15,000	15,000	15,000	15,000
310.22 PILOT-UM CASL PROPERTY	52,115	49,436	49,436	49,436	49,436	49,436
310.23 PILOT-UM WASH POST PROP	38,640	37,786	37,786	37,786	37,786	37,786
310.90 TAX INTEREST & PENALTY	26,476	41,871	20,000	9,714-	25,000	25,000
* REAL PROPERTY TAXES	6,584,456	6,548,181	6,661,185	6,664,433	6,929,876	6,929,876
SUB 1 PERSONAL PROPERTY TAXES						
311.10 PERSONAL PROPERTY TAX	885,971	886,010	800,000	976,973	850,000	850,000
311.90 TAX INTEREST & PENALTY	1,720	1,430	1,000	1,208	1,500	1,500
* PERSONAL PROPERTY TAXES	887,691	887,440	801,000	978,181	851,500	851,500
SUB 4 INCOME TAX						
314.10 INCOME TAX	1,582,308	1,617,918	1,550,000	1,492,766	1,600,000	1,600,000
* INCOME TAX	1,582,308	1,617,918	1,550,000	1,492,766	1,600,000	1,600,000
SUB 5 OTHER LOCAL TAXES						
315.10 ADMISSION & AMUSEMENT TAX	510,606	665,076	650,000	673,023	650,000	650,000
* OTHER LOCAL TAXES	510,606	665,076	650,000	673,023	650,000	650,000
SUB 6 STATE SHARED TAXES						
316.10 HIGHWAY USER TAX	105,579	345,278	113,583	361,857	419,266	419,266
* STATE SHARED TAXES	105,579	345,278	113,583	361,857	419,266	419,266
SUB 8 COUNTY SHARED TAXES						
318.10 HOTEL & MOTEL TAX	460,159	469,993	450,000	529,324	450,000	450,000
* COUNTY SHARED TAXES	460,159	469,993	450,000	529,324	450,000	450,000
** TAXES	10,130,799	10,533,886	10,225,768	10,699,584	10,900,642	10,900,642
BASIC 32 LICENSES & PERMITS						
SUB 2 BUSINESS LICENSES						
322.10 CITY LIQUOR LICENSES	14,562	14,005	13,000	13,908	14,000	14,000
322.20 STATE TRADERS LICENSES	28,799	28,421	30,000	27,857	29,000	29,000
* BUSINESS LICENSES	43,361	42,426	43,000	41,765	43,000	43,000
SUB 3 OTHER LICENSES & PERMITS						
323.10 CITY BUILDING PERMITS	5,850	6,650	6,000	13,300	7,000	7,000
323.40 OCCUPANCY PERMITS	677,324	781,970	792,329	839,739	815,330	815,330
323.45 DRIVEWAY APRON & CURBCUT	993	5,839	2,000	13,245	5,000	5,000
323.50 OTHER LICENSES	120	374	0	324	0	0
323.65 UTILITY EASEMENTS	605	605	605	605	605	605
323.70 BUS SHELTERS	12,458	10,317	13,000	5,905	7,500	7,500
323.75 ENCROACHMENT PERMITS	1,000	1,000	1,000	500	500	500
* OTHER LICENSES & PERMITS	698,350	806,755	814,934	873,618	835,935	835,935
SUB 4 UTILITY FRANCHISE FEES						
324.10 COMCAST CABLE	203,616	198,062	200,000	198,629	200,000	200,000
324.15 VERIZON FIOS	108,574	113,337	110,000	118,587	115,000	115,000
* UTILITY FRANCHISE FEES	312,190	311,399	310,000	317,216	315,000	315,000
** LICENSES & PERMITS	1,053,901	1,160,580	1,167,934	1,232,599	1,193,935	1,193,935
BASIC 33 INTERGOVERNMENTAL						
SUB 0 FEDERAL GRANTS						
330.70 FEDERAL EMERG MGMT AGENCY	9,171	0	0	0	0	0
330.90 MISCELLANEOUS GRANTS	0	0	0	0	0	0
* FEDERAL GRANTS	9,171	0	0	0	0	0
SUB 2 STATE GRANTS						
332.20 POLICE PROTECTION	73,840	112,884	116,550	132,610	140,000	140,000
332.30 UNIV OF MARYLAND GRANT	5,000	5,000	5,000	5,000	5,000	5,000
332.40 STATE YOUTH SERV GRANT	72,055	72,055	72,055	72,055	72,055	72,055

CITY OF COLLEGE PARK
 REVENUE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
BASIC 33 INTERGOVERNMENTAL						
SUB 2 STATE GRANTS						
332.44 MD DEPT OF ENVIRONMENT	0	0	0	2,354	0	0
332.90 MISCELLANEOUS GRANTS	0	0	0	0	0	0
* STATE GRANTS	150,895	189,939	193,605	212,019	217,055	217,055
SUB 4 COUNTY GRANTS						
334.20 BANK STOCK TAX	10,717	10,717	10,717	10,717	10,717	10,717
334.30 COUNTY YOUTH SERV GRANT	30,000	30,000	30,000	30,000	30,000	30,000
334.34 SPECL APPROPRIATIONS GRNT	4,500	4,000	4,000	4,000	4,000	4,000
334.90 MISCELLANEOUS GRANTS	0	0	0	0	0	0
* COUNTY GRANTS	45,217	44,717	44,717	44,717	44,717	44,717
SUB 6 OTHER GRANTS						
336.90 MISCELLANEOUS GRANTS	0	0	0	0	0	0
* OTHER GRANTS	0	0	0	0	0	0
** INTERGOVERNMENTAL	205,283	234,656	238,322	256,736	261,772	261,772
BASIC 34 CHARGES FOR SERVICES						
SUB 1 GENERAL GOVERNMENT CHGS						
341.10 ZONING APPLIC PROCESS FEE	8,455	5,960	7,000	4,900	7,000	7,000
341.30 ANIMAL CTRL IMPOUND FEES	190	175	100	175	100	100
341.31 ANIMAL CTRL BOARDING FEES	0	80	100	30	100	100
* GENERAL GOVERNMENT CHGS	8,645	6,215	7,200	5,105	7,200	7,200
SUB 3 HIGHWAYS AND STREETS						
343.20 PARKING METER REVENUE	340,085	328,109	350,000	325,502	350,000	350,000
343.21 GARAGE PAY STATION REV	78,962	83,898	75,000	107,890	100,000	100,000
343.25 PARKING PERMIT REVENUE	54,426	55,591	50,000	66,172	55,000	55,000
343.26 GARAGE PERMIT REVENUE	46,753	56,902	47,000	82,112	80,000	80,000
343.40 MVA REGISTRATION FEES	322	21	300	94	100	100
343.50 MVA NON-RESIDENT PERMITS	1,667	1,806	2,000	2,383	2,000	2,000
* HIGHWAYS AND STREETS	522,215	526,327	524,300	583,965	587,100	587,100
SUB 4 SANITATION & WASTE REMVL						
344.10 COUNTY DISPOSAL REBATE	83,288	83,288	83,288	83,288	83,288	83,288
344.20 REFUSE CONTRACTS REVENUE	226,763	234,488	230,000	205,727	200,000	200,000
344.30 RECYCLING-SCRAP METAL	2,247	996	1,200	1,842	1,500	1,500
344.30 RECYCLING-MIXED PAPER	0	0	0	0	0	0
344.30 RECYCLING-MOTOR OIL	1,693	1,284	1,750	803	1,200	1,200
344.30 RECYCLING-SINGLE STREAM	2,276	0	0	0	0	0
344.40 SPECIAL TRASH PICKUP REV	0	0	0	0	0	0
344.60 CDMA LITTER REBATE	3,218	6,435	4,290	4,290	4,290	4,290
344.90 COMPOST SALES	35,872	38,920	46,004	42,485	50,000	50,000
344.91 WOOD CHIP SALES	8,911	9,553	6,792	8,092	9,300	9,300
344.92 TIPPING FEES REVENUE	22,325	26,861	26,000	28,942	28,500	28,500
344.94 DELIVERY CHG-COMPOST	10,304	9,330	10,000	8,630	10,000	10,000
344.95 DELIVERY CHG-WOOD CHIPS	4,681	4,551	4,500	3,363	4,700	4,700
* SANITATION & WASTE REMVL	401,578	415,706	413,824	387,462	392,778	392,778
SUB 5 HEALTH CHARGES						
345.10 YOUTH SVCS CLIENT FEES	15,430	12,332	12,000	12,064	12,000	12,000
345.20 OTHER YFS FEES	0	0	0	0	0	0
345.30 YFS TRAINING REVENUE	0	0	0	0	0	0
* HEALTH CHARGES	15,430	12,332	12,000	12,064	12,000	12,000
** CHARGES FOR SERVICES	947,868	960,580	957,324	988,596	999,078	999,078
BASIC 35 FINES AND FEES						
SUB 9 FINES						
359.10 ELECTION FINES	0	25	0	0	0	0
359.20 ANIMAL FINES REVENUE	300	0	200	0	100	100
359.30 VEHICLE BOOTING FEES	1,290	1,155	700	665	500	500
359.40 PARKING FINES REVENUE	857,974	926,862	850,000	937,669	900,000	900,000
359.50 MUNICIPAL INFRACTIONS	90,360	131,109	95,000	67,853	95,000	95,000
359.70 SPEED ENF CAMERA REVENUE	1,661,214	1,529,721	1,600,000	3,798,632	2,500,000	2,500,000

CITY OF COLLEGE PARK
 REVENUE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
BASIC 35 FINES AND FEES						
SUB 9 FINES						
359.70 OPTOTR-PROCESSING CHARGES	647,874-	596,591-	624,000-	1,481,467-	975,000-	975,000-
359.70 OPTOTR-ENGINEERING STUDY	0	0	0	0	10,000-	10,000-
359.70 STMD REPYMT-EXC OVER 10%	0	0	0	0	0	0
* FINES	1,963,264	1,992,281	1,921,900	3,323,352	2,510,600	2,510,600
** FINES AND FEES	1,963,264	1,992,281	1,921,900	3,323,352	2,510,600	2,510,600
BASIC 36 MISCELLANEOUS REVENUES						
SUB 1 INVESTMENT EARNINGS						
361.10 INVESTMENT EARNINGS	35,922	69,174	60,000	64,704	60,000	60,000
361.11 INVESTMENTS-MKT VALUE ADJ	156,762-	67,257	0	41-	0	0
361.22 TENANT IMPROVEMENT ALLOW	6,086	54,904	34,459	34,459	33,019	33,019
361.30 OTHER INTEREST	2,892	7,637	0	2,001	0	0
* INVESTMENT EARNINGS	111,862-	198,972	94,459	101,123	93,019	93,019
SUB 2 PROPERTY & EQUIP RENTAL						
362.11 PARKING GARAGE RETAIL	9,320	91,417	87,000	87,000	87,000	87,000
362.14 CITY HALL MEETING ROOMS	500	175	100	250	200	200
362.15 OLD PARISH HOUSE	10,225	11,550	10,000	11,000	11,000	11,000
362.16 CLEANING FEE-CITY BLDGS	625	650	400	900	650	650
362.18 DAVIS HALL	1,150	1,700	1,000	1,400	1,000	1,000
362.19 DUVALL FIELD	0	0	0	0	0	0
362.20 OTHER RENTALS	0	0	0	0	0	0
362.21 CALVERT ROAD SCHOOL FIELD	0	0	0	0	0	0
* PROPERTY & EQUIP RENTAL	21,820	105,492	98,500	100,550	99,850	99,850
SUB 4 SALE OF FIXED ASSETS						
364.10 SALE OF FIXED ASSETS	0	0	1,000	0	0	0
* SALE OF FIXED ASSETS	0	0	1,000	0	0	0
SUB 6 OTHER REVENUES						
366.10 MISCELLANEOUS	22	41	0	31	0	0
366.15 FREEDOM OF INFO ACT REQ	93	34	0	60	0	0
366.50 ANIMAL LICENSE COMM	1,488	1,201	1,500	1,202	1,300	1,300
366.55 CONTRIBUTIONS	0	0	0	0	0	0
366.60 CASH OVER & (SHORT)	0	0	0	0	0	0
366.70 CDMA BILLING FEES	330	326	380	377	400	400
* OTHER REVENUES	1,933	1,602	1,880	1,670	1,700	1,700
** MISCELLANEOUS REVENUES	88,109-	306,066	195,839	203,343	194,569	194,569
BASIC 39 NON-REVENUE RECEIPTS						
SUB 0 INTERFUND TRANSFERS						
390.00 INTERFUND TRANSFERS	251,950	0	314,815	0	257,392	257,392
* INTERFUND TRANSFERS	251,950	0	314,815	0	257,392	257,392
SUB 9 UNASSIGNED RESERVE TFR						
399.00 UNASSIGNED RESERVE TFR	0	0	373,002	0	50,625-	0
* UNASSIGNED RESERVE TFR	0	0	373,002	0	50,625-	0
** NON-REVENUE RECEIPTS	251,950	0	687,817	0	206,767	257,392
*** GENERAL FUND	14,464,956	15,188,049	15,394,904	16,704,210	16,267,363	16,317,988
	14,464,956	15,188,049	15,394,904	16,704,210	16,267,363	16,317,988

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EXPENDITURE DESCRIPTIONS

Expenditure Descriptions

PERSONNEL EXPENDITURES

Personnel expenditures include wages and salaries paid by the City of College Park to its employees and officials as well as fringe benefits paid on their behalf. Payments made to contractors, temporary personnel services and others are not treated as personnel expenditures but are recorded in operating expenditure accounts as appropriate.

10-01 Wages – Salaried Employees

This account includes wages and salaries paid to full and part time salaried employees who are eligible for City benefits. The wages and salaries are subject to payroll taxes.

10-02 Wages – Hourly Employees

This account includes wages and salaries paid to full and part time employees who are eligible for City benefits. The wages and salaries are subject to payroll taxes.

10-03 Overtime

This account includes overtime wages paid to hourly employees. The wages are subject to payroll taxes.

10-05 Wages – Elected and Appointed Officials

This account includes the monthly salaries paid to the Mayor & Council and the wages and salaries paid to members of various boards and commissions. The wages and salaries are subject to payroll taxes.

10-06 Stipend

This account includes payments to members of the Advisory Planning Commission, Noise Control Board, Cable Television Commission and Rent Stabilization Board. The payments are subject to payroll taxes.

10-07 Automated Truck Incentive

This account includes incentive payments to Public Works employees for operating the automated refuse truck, either alone (at \$2.00 per hour) or with 1 other employee (at \$1.00 per hour).

10-08 Saturday Shift Differential

This account includes payments (at \$3.00 per hour differential) to Public Works employees whose schedule includes Saturday hours. This payment does not apply to overtime hours.

10-10 Night Shift Differential

This account includes payments (at \$1.00 per hour differential) to Public Services employees whose schedule includes hours worked after 5:00 p.m. and before

Expenditure Descriptions

6:00 a.m. daily. This payment does not apply to overtime hours as an employee cannot receive 2 incentive pays for the same hours.

- 11-10 FICA Taxes
This account includes the City's share of Social Security and Medicare taxes for its employees.
- 11-11 Employee Assistance Program
This account includes the cost of providing a confidential employee assistance program for all employees through an outside vendor.
- 11-12 Health Insurance
This account includes the City's share of premiums for health insurance coverage for eligible employees, which varies depending on the plan selected by the employee.
- 11-13 Dental Insurance
This account includes the City's share of premiums for dental insurance for eligible employees, which varies depending on the plan selected by the employee.
- 11-14 Life Insurance
This account includes premiums for life insurance coverage for eligible employees equal to the greater of their annual salary, rounded up to the next \$1,000, or \$60,000.
- 11-15 Vision Insurance
This account includes claims reimbursement to an outside vendor for eligible employees who use the plan.
- 11-17 City Match for \$457 Employee Contribution
This account includes the City's match for employee contributions to a \$457 deferred compensation plan administered by the ICMA Retirement Corporation, ranging from \$20 to \$120 per pay period based on years of service and employee contribution level.
- 11-18 §401(a) Retirement
This account includes the City's contribution to a §401(a) defined contribution retirement plan administered by the ICMA Retirement Corporation. For FY 2015, retirement contribution is 6.50% of covered wages for those employees not enrolled in the MSRP. Contributions are accrued each bi-weekly payday and deposited with ICMA-RC quarterly.
- 11-20 Unemployment Insurance
This account includes payments to the Maryland Unemployment Insurance Fund

Expenditure Descriptions

for reimbursement of actual unemployment benefits paid to former employees.

11-21 Workers Compensation Insurance

This account includes premiums for workers compensation insurance at rates based on occupational classification.

11-22 Long Term Disability Insurance

This account includes premiums for long-term disability insurance for eligible employees.

11-25 MSRP Retirement

This account includes the City's employer contribution to the Reformed Contributory Pension Benefit Plan of the State Retirement & Pension System of Maryland ("MSRP"), effective with the City's entry July 1, 2014. For FY 2016, the employer contribution is 5.00% of base pay for covered employees. Contributions are accrued each bi-weekly payday.

11-27 MSRP Prior Service Credit

This account includes the City's payments to the MSRP for the purchase of 60% of eligibility service and 60% of creditable service for those employees electing to join the MSRP on July 1, 2014. Although full payment was made to the MSRP upon final calculations of actuarial cost in December 2014, this account will budget for multi-year payments to repay the City's advance payment.

11-30 Public Transit Incentive

This account includes payments to employees participating in the \$50 per month public transit incentive program, encouraging greater use of public transportation.

11-32 Wellness Program

This account includes payments to employees, limited to \$75 per employee per fiscal year, to reimburse for membership or participation fees at a recognized fitness center, gym, weight loss or wellness program.

Expenditure Descriptions

OPERATING EXPENDITURES

Operating Expenditures include expenditures for items that will be consumed within a one year period. They do not include wages or benefits (listed above as Personnel Expenditures) or capital items which have a useful life greater than one year and a per unit cost in excess of \$500 (listed below as Capital Expenditures).

12 Travel and Training

This account group includes expenses associated with travel to professional meetings, training, seminars and conventions by commercial carriers or automobiles, as well as lodging, meals and other required expenses. In addition, training costs and registration fees are included in this group. The City reimburses employees 50% of tuition, books and associated fees for job-related training and education. Currently, the City reimburses employees \$0.56 per mile (the IRS statutory rate) for use of a personal vehicle if a City vehicle is not available. Subcategories include non-training travel (-10), travel and training (-11) and tuition reimbursement (-15).

20-xx Overhead

Eight overhead accounts are used to allocate expenditures of specific types to the appropriate program budgets utilizing the overhead service. Program allocation percentages are updated annually to reflect estimated actual usage. These individual overhead accounts are described below in greater detail.

20-10 Overhead – Insurance

This account represents charges to various programs for City property and liability insurance expenses. Actual disbursements are posted to the Finance Non-Departmental program (1025) and allocated by percentage, partly based on vehicle usage. Entries to this account are by journal entry on a monthly basis.

20-11 Overhead – Automobile Expenses

This account represents charges to various programs for Public Works-Central Garage costs. Actual disbursements are posted to the Central Garage (5030) expenditure accounts and allocated by percentage based on vehicle assignment to departments and programs. Entries to this account are by journal entry on a monthly basis.

20-12 Overhead – Postage

This account represents charges to various programs for postage and meter rental for the City's postage meter. Disbursements for postage are recorded in the Finance-Information Technology program (1024-6210) and allocated to the utilizing department monthly based on actual usage (postage meter readings). Costs for bulk mailings are charged directly to the specific program's postage account.

Expenditure Descriptions

20-13 Overhead – Utilities-City Hall

This account represents charges to various programs located in City Hall for utility costs. The actual disbursements are recorded in the Finance-Non-departmental program (1025) and allocated by percentage to programs based on square feet. Entries to this account are by journal entry on a monthly basis.

20-14 Overhead – Telephone

This account represents charges to all City programs for all local and long distance telephones expenditures. Allocation includes local service costs, long distance, modem lines, data lines between City facilities, as well as maintenance fees. The actual disbursements are recorded in the Finance-Information Technology program (1024) and allocated by percentage to programs based on phone extensions. Entries to this account are by journal entry on a monthly basis.

20-15 Overhead – Information Technology

This account represents charges to various programs for computer hardware and software maintenance and other associated computer costs. The actual disbursements are recorded in the Finance-Information Technology program (1024) and allocated by percentage to utilizing programs. Entries to this account are by journal entry on a monthly basis.

20-16 Overhead – Building Maintenance

This account represents charges to various programs for building maintenance costs. Salaries and other costs are recorded in the Public Works-Building Maintenance (5028) programs and allocated by percentage to utilizing programs. Entries to this account are by journal entry on a monthly basis.

20-17 Overhead – Copier

This account represents charges to City Hall programs for copier costs, including maintenance and copier toner. Disbursements are recorded in the Finance-Information Technology program (1024) and allocated to utilizing departments monthly based on actual usage (copier meter readings).

20-25 Overhead – Administrative

The account represents a charge to Speed Enforcement (Public Services program 2025) for administrative support provided by Accounting & Financial Reporting (Finance program 1022). The charge is calculated based on 2% of the net speed enforcement camera revenue received.

25-xx Grants and Assistance

This account group includes City disbursements to the College Park City-University Partnership (CPCUP) (-10), Anacostia Trails Heritage Area (-11), community services grants (-20), community events micro-grants (-23), College

Expenditure Descriptions

Park Arts Exchange (-30), Meals on Wheels of College Park (-31), homeownership grants (-34), College Park Boys & Girls Club (-35), public school education grants (-38), fire department capital equipment grants (-40), College Park Community Foundation (-44), CPCUP-College Park Academy (-45) and education improvement fund (-46).

30-xx Professional Services

This account group includes various types of professional services utilized by department programs. Services include auditing and accounting (-10), design and engineering (-11), administrative (-13), management support (-14), consulting (-15), appraisals (-16), feasibility study (-18) surveying (-20), materials testing (-22), veterinary services (-30), construction management (-35), transcription services (-38), translation services (-39), parking tickets hearing officer (-40), arbitration services (-45), mediation services (-46), noise control (-50), actuarial services (-52), lobbying (-54), executive search (-60), interpreter services (-65) and other professional services (-99).

32-xx Legal Services

This account includes retainer and legal fees to the City Attorney and other legal services provided to the boards and commissions; City Attorney (-10), cable television (-11), College Park City-University Partnership (-15), Human Resources (-17), litigation (-18), rent stabilization (-19), Ethics Commission (-20), elections (-21), Advisory Planning Commission (-24) and bond counsel (-40).

34-xx Other Contractual Services

This account group includes various contractual services, primarily for Public Works, such as temporary manpower-solid waste (-11), temporary manpower-curb-side recycling (-12), temporary manpower-brush collection (-13), temporary manpower-litter collection (-14), temporary manpower-leaf collection (-15), temporary manpower-yard waste (-16), temporary manpower-other (-17), temporary manpower-signage (-18), tipping fees (-20), marketing (-25), street sweeping (-30), Internet streaming broadcast (-32), CCTV monitoring (-33), police services contract (-34), parking lot maintenance (-35), M-NCPPC contract-youth center (-37), striping (-38), tree maintenance (-40), tree installations (-45), strategic plan (-48), scheduled maintenance (-50), child care costs (-60), contract bus driver (-65), rat control (-69), contract plowing (-70), contract mowing (-71), building coverage after-hours (-72), IT cabling (-73), tree inventory (-74), mosquito control (-75), contract right-of-way maintenance (-76), facilitator services (-77), and other contractual services (-99).

36-xx Special Services

This account group includes printing (-10), classified advertising (-11), Motor Vehicle Administration (MVA) services (-13), catering for meetings (-15), special dinners (-16), property clearance (-17), retreat (-18), towing (-20), courier services (-21), animal control cost recovery (-23), cable camera operator (-25),

Expenditure Descriptions

videography and editing (-26), disaster recovery (-28), permit fees (-30), redistricting expenses (-32), Neighborhood Watch (-34), matching funds (-35), code enforcement abatements (-36), code enforcement abatement reimbursement (-37), employment background checks (-38), files management (-40), registration fees (-43), sweeper shared maintenance (-50), dumpster service (-55), Shuttle-UM for residents (-60), PGINCC pro-rata share expenses (-63) and other special services (-99).

38-xx Special Events

This account group supports City events such as fireworks and associated expenses (-10), senior trips (-12), holiday events (-15), health fair (-18), employee events (-20), student events (-35), farmers market (-36), America Recycles Day (38), Martin Luther King, Jr. Day (-40), fall festival (-42), volunteer programs (-45), Veterans Memorial events (-55), senior events (-56), police community relations (-57), spring festival (-59), College Park Day (-60), downtown events (-61), National Night Out (-62), Earth Day (-63), CBE events (-64), family summit (-66), safety breakfast (-67) and other special events (-99).

40-xx Repairs and Maintenance Non-Contract

This account group includes repairs and maintenance of office equipment (-10), buildings and grounds (-11), tools and equipment (-13), computer systems (-14), telephone systems (-15), parking pay stations (-16), alarm system (-17), security cameras (-18), bicycle equipment (-21), mobile and portable radios (-22), HVAC repairs (-25), streetscape lighting (-30), streetlight repairs (-31), meter pole maintenance (-35), audio-visual equipment (-40), welding service (-45), electrical repairs (-50) and miscellaneous repairs (-99).

41-xx Vehicle Repairs

This account group includes the purchase of vehicle repair parts for inside repairs (-10), outside repairs such as front-end alignments, painting, brake drum repairs and transmission repairs (-11) and purchase of vehicle tires (-20).

42-xx Cleaning Services

This account group includes cleaning of buildings (-10), fields and grounds (-11) and tools and equipment (-12).

45-xx Maintenance Contract

This account group includes maintenance on computer software (-10), computer hardware (-11), handheld ticket writers (-13), parking pay stations (-14), office equipment (-15), building services (-16), vehicles (-17), security cameras (-18), backflow prevention valve (-21), security alarm monitoring (-22), pest control (-23) and other contracts (-99).

47-10 Clothing and Uniforms

This account includes purchases or rentals of uniforms, work boots, jackets,

Expenditure Descriptions

gloves, hats and rain suits for City employees required, by their department, to be uniformed.

48-xx Rental

This account group includes rental of office equipment (-10), tools and machinery (-11), copiers (-20), voting machines (-25), computer equipment (-30), street sweeper (-45), front end loader (-48), tub grinder (-50), screening equipment (-55), building (-60) and other rentals (-99).

50-10 Insurance

This account includes insurance premiums for liability, property, vehicle damage and other insurance.

52-xx Awards and Gifts

This account includes disbursements for awards and gifts (-10) and employee service awards (-30). Examples include congratulatory awards and plaques, gifts and flowers for illness or bereavement. Awards to employees are subject to payroll taxes and are, therefore, processed through payroll accounts.

53-10 CDL Licensing Fee

This account includes reimbursement to City employees for the licensing fee incurred in obtaining and renewing a commercial driver's license.

54-10 Physical Examinations

This account includes the cost of pre-employment physical examinations required of all new hires.

55-xx Financial Charges

This account includes bank service charges for account maintenance (-10), credit card fees (-15) and armored car service (-20).

60-xx Supplies

This account group includes various supply categories, such as general supplies (-10), meeting refreshments (-11), road salt (-12), grounds and field supplies (-13), equipment maintenance supplies (-14), small tools (-15), computer supplies (-20), cleaning supplies (-30), signs (-40), totes and containers (-45), trees, shrubs and flowers (-50), safety supplies (-60) and Central Garage shop supplies (-70).

61-10 Office Supplies

This account includes office supply purchases for all departments and programs.

62-10 Postage

This account includes postage for the postage meter and meter rental, as well as costs for priority, overnight and certified mail, and bulk mailing costs.

Expenditure Descriptions

- 64-xx Vehicle Fuels and Additives
This account group includes gasoline (-10), diesel fuel (-11), other additives (-12) and fuel surcharge credit (-15) for use in the City's fleet of vehicles and equipment.
- 65-10 Electricity
This account includes the cost of electricity for City buildings and facilities, including streetlights.
- 65-11 Natural Gas
This account includes the cost of heating the City's buildings with natural gas.
- 65-13 Water and Sewer
This account includes the cost of water and sewer services for City buildings and facilities.
- 66-xx Telephone and Communications
This account group includes monthly service for telephones systems at City facilities (-10), pager service (-11), cellular phones (-12), wireless radios (-13), Internet access (-14), cable television (-20) and other communications (-99).
- 67-xx Dues and Publications
This account includes dues for membership in governmental and professional organizations (-10), as well as subscriptions to journals and purchases of books and other publications (-20).
- 68-10 Depreciation Expense
This account includes the allocation of the cost of property over its economic useful life. The recording of depreciation expense is required under generally accepted accounting principles (GAAP) when an enterprise fund is employed by a governmental unit.
- 69-xx Miscellaneous Charges
This account includes miscellaneous expenditures that cannot be logically classified to other expenditure accounts (-10).
- 70 Principal
This account includes principal payments on City leases, loans, notes or bonds.
- 72 Interest
This account includes interest paid by the City on leases, loans, notes or bonds.
- 74-xx Loans, Leases, Bonds

Expenditure Descriptions

This account includes administrative costs (-10).

85-10 Contingency

This account includes expenditures charged to contingency.

99 Transfers

This account includes permanent transfers between City funds, as directed in the adopted budget or through ordinances adopted by the Mayor & Council, including interfund transfers (-10), C.I.P. interproject transfers (-20) and facilities capital reserve transfers (-30).

Expenditure Descriptions

CAPITAL EXPENDITURES

Capital expenditures are expenditures for non-consumable items that have a life expectancy in excess of one year and a unit cost in excess of \$500. If these two criteria are not met, the disbursement would be recorded in the appropriate operating expenditure account.

90-xx Automobiles and Light Trucks

This account includes capital expenditures for automobiles (-10) and light trucks (-20).

91-xx Heavy Automotive Equipment

This account includes capital expenditures for heavy automotive equipment (-10), buses (-20) and medium trucks (-30).

92-xx Machinery and Equipment

This account includes capital expenditures for machinery and equipment. Examples include playground equipment, tools, non-titled vehicles such as tractors and mowers, and other equipment not otherwise classified; machinery (-10), equipment (-20), furniture (-30), photographic equipment (-40), HVAC systems (-42), parking pay stations (-44), handheld ticket writers (-45), bicycle equipment (-46), emergency generators (-48), alarm system (-49), video equipment (-50), security cameras (-52), audio-visual equipment (-55) and audio equipment (-60).

93-xx Office Equipment

This account includes the capital purchases of office equipment (-10), mailing equipment (-12) and office furniture (-20). Computers and software are charged to account 98.

94-xx Land

This account includes land (-10) and rights-of-way (-20).

95-xx Site and Building Improvements

This account includes site improvements (-10) and buildings and improvements (-20). Examples include park development, playgrounds, ball fields, tot lots and building renovation or remodeling.

96-xx Street Improvements

This account includes improvements to the City's transportation infrastructure, including street resurfacing, curb, gutter, sidewalk construction and street lighting; concrete (-10), asphalt pavement (-20), lighting (-30), striping (-40) and guardrail (-50).

Expenditure Descriptions

97-xx Communications Equipment

This account includes capital expenses to purchase two-way radios, cable television equipment, sound equipment, cellular phones, telephones and related equipment, as well as other equipment designed to improve communications between the City government and its citizens. Subcategories include telephone systems (-10), radio equipment (-20), cellular phones (-30) and other equipment (-90).

98-xx Computers and Software

This account includes capital expenditures for computers, printers, backup systems, data ports and switches, peripheral equipment, computer operating systems and application software. Subcategories include hardware (-10) and software (-20).

**GENERAL FUND
EXPENDITURE
SUMMARY**

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET SUMMARY
 FOR FISCAL YEAR 2016

ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT						
* GENERAL GOVERNMENT	2,451,420	2,558,304	3,160,265	3,090,190	3,291,707	3,305,207
DEPT 20 PUBLIC SERVICES						
* PUBLIC SERVICES	3,731,749	3,588,543	3,725,973	3,524,608	4,019,651	4,019,776
DEPT 30 PLANNING, COMM & ECON DEV						
* PLANNING, COMM & ECON DEV	596,430	595,804	638,146	599,597	662,463	664,463
DEPT 40 YOUTH FAMILY & SENIOR SERV						
* YOUTH FAMILY & SENIOR SERV	1,025,001	1,064,723	1,124,202	1,026,697	1,114,381	1,114,881
DEPT 50 PUBLIC WORKS						
* PUBLIC WORKS	4,316,407	4,725,728	5,096,819	4,634,769	5,215,750	5,215,750
DEPT 65 CONTINGENCY						
* CONTINGENCY	0	0	10,000	0	10,000	10,000
DEPT 90 DEBT SERVICE						
* DEBT SERVICE	557,441	557,218	558,274	583,471	557,411	557,411
DEPT 91 MISCELLANEOUS CHARGES						
* MISCELLANEOUS CHARGES	0	0	0	0	0	0
DEPT 92 INTERFUND TRANSFER						
* INTERFUND TRANSFER	2,827,900	922,000	1,081,225	1,081,225	1,396,000	1,430,500
** GENERAL FUND	15,506,348	14,012,320	15,394,904	14,540,557	16,267,363	16,317,988
	15,506,348	14,012,320	15,394,904	14,540,557	16,267,363	16,317,988

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT
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ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
ELEM 10 PAYROLL-WAGES						
* PAYROLL-WAGES	0	0	0	0	0	0
* SALARY	2,397,323	2,431,343	2,589,113	2,508,661	2,611,977	2,611,977
* HOURLY	3,836,684	4,104,894	4,388,440	4,211,650	4,586,567	4,703,976
* OVERTIME	138,509	155,653	146,670	143,282	145,720	145,720
* ELECTED & APPOINTED	49,330	58,740	66,980	66,981	68,420	68,420
* STIPEND	5,340	5,670	9,570	6,150	9,570	14,570
* AUTOMATED TRUCK INCENTIVE	1,872	1,686	2,400	990	1,500	1,500
* SATURDAY SHIFT DIFFERENTIAL	3,256	2,959	4,000	2,889	4,000	4,000
* NIGHT SHIFT DIFFERENTIAL	5,583	5,518	6,600	5,607	6,900	6,900
** PAYROLL-WAGES	6,437,897	6,766,463	7,213,773	6,946,210	7,434,654	7,557,063
ELEM 11 FRINGE BENEFITS						
* FICA	472,810	495,163	529,247	509,109	532,925	541,897
* EMPLOYEE ASSISTANCE PROG	2,038	2,038	2,500	2,038	2,500	2,500
* HEALTH INSURANCE	594,112	753,885	837,435	805,106	937,778	937,778
* DENTAL INSURANCE	41,220	41,853	43,187	41,432	46,874	46,874
* LIFE INSURANCE	16,646	17,910	19,771	6,351	10,499	10,499
* VISION INSURANCE	13,071	13,413	14,070	10,733	11,551	11,551
* 457 CITY MATCH CONTRIBUTN	97,088	102,859	103,764	100,562	98,820	98,820
* 401A RETIREMENT	352,292	357,770	67,138	60,898	55,231	55,231
* WORKERS COMPENSATION INS	182,029	174,979	146,935	141,236	156,766	163,843
* LONG TERM DISABILITY INS	18,991	20,532	22,193	21,460	23,154	23,154
* MSRP RETIREMENT	0	6,855	324,388	310,173	279,694	279,694
* MSRP PRIOR SERVICE CREDIT	0	0	250,000	250,000	250,000	250,000
* PUBLIC TRANSIT INCENTIVE	6,575	3,542	7,200	4,761	7,200	7,200
* WELLNESS PROGRAM REIMB	2,697	4,315	5,000	3,886	5,000	5,000
** FRINGE BENEFITS	1,799,569	1,995,114	2,372,828	2,267,745	2,417,992	2,434,041
ELEM 12 TRAVEL & TRAINING						
* NON TRAINING TRAVEL	36,023	37,422	33,345	29,687	34,120	34,120
* TRAVEL & TRAINING	87,467	89,238	113,580	95,827	125,174	125,174
* TUITION REIMBURSEMENT	4,126	4,623	5,500	3,228	5,500	5,500
** TRAVEL & TRAINING	127,616	131,283	152,425	128,742	164,794	164,794
ELEM 20 OVERHEAD						
* INSURANCE	1-	0	0	1-	0	0
* AUTOMOTIVE	0	3-	0	3	0	0
* POSTAGE	429-	1	0	210-	0	0
* UTILITIES	0	1	0	2-	0	0

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ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
ELEM 20 OVERHEAD						
* TELEPHONE	2-	2-	0	2-	0	0
* INFORMATION TECHNOLOGY	1	0	0	2	0	0
* BUILDING MAINTENANCE	1	0	0	1-	0	0
* COPIER	84-	933-	0	180-	0	0
* ADMINISTRATIVE	0	0	0	0	0	0
** OVERHEAD	514-	936-	0	391-	0	0
ELEM 25 GRANTS & ASSISTANCE						
* CITY-UNIV PARTNERSHIP	100,000	100,000	125,000	125,000	125,000	125,000
* ANACOSTIA TRAILS HERITAGE	3,954	3,954	3,954	3,954	3,954	3,954
* COMMUNITY SERVICES GRANTS	20,000	19,998	20,000	18,500	20,000	20,000
* COMM EVENTS MICRO-GRANTS	0	0	5,000	1,550	5,000	5,000
* COLLEGE PK ARTS EXCHANGE	32,500	32,500	37,500	37,500	37,500	39,000
* MEALS ON WHEELS OF C P	4,000	4,000	4,000	4,000	4,000	6,500
* COLL PK BOYS & GIRLS CLUB	12,500	12,500	12,500	12,500	12,500	12,500
* PUBL SCH EDUCATION GRANTS	52,389	56,279	60,000	57,764	60,000	60,000
* COLL PARK COMM FOUNDATION	1,000	1,000	1,000	0	1,000	1,000
* CPCUP-COLLEGE PK ACADEMY	80,000	80,000	80,000	80,000	80,000	0
* EDUCATION IMPROVEMT FUND	0	0	0	0	0	80,000
** GRANTS & ASSISTANCE	306,343	310,231	348,954	340,768	348,954	352,954
ELEM 30 PROFESSIONAL SERVICES						
* AUDITING & ACCOUNTING	17,973	15,660	20,000	15,250	18,109	18,109
* DESIGN & ENGINEERING	0	10,615	9,500	427	6,500	6,500
* ADMINISTRATIVE	14,209	17,075	19,970	14,263	23,290	23,290
* SUPPORT SERVICES	4,904	3,241	7,820	5,407	10,100	10,100
* CONSULTING	23,383	20,965	26,650	16,237	40,490	40,490
* APPRAISALS	8,000	5,000	0	2,900	5,000	5,000
* FEASIBILITY STUDY	0	0	25,000	0	0	0
* SURVEYING	2,990	450	8,500	0	5,100	5,100
* MATERIALS TESTING	0	1,680	0	0	0	0
* VETERINARY SERVICES	3,062	4,529	3,000	4,481	3,000	3,000
* TRANSCRIPTION SERVICES	0	500	1,500	1,455	1,500	1,500
* TRANSLATION SERVICES	0	0	1,500	0	1,300	1,300
* PKG TKTS HEARING OFFICER	10,032	10,096	7,200	11,008	10,000	10,000
* SPEED CAM HEARING OFFICER	0	70	0	140	9,100	9,100
* FINANCIAL ADVISOR	0	0	0	18,000	0	0

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ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
ELEM 30 PROFESSIONAL SERVICES						
* ACTUARIAL SERVICES	7,238	2,983	7,500	5,024	0	0
* LOBBYING	0	0	30,000	20,000	25,000	25,000
* COMPENSATION STUDY	0	0	0	0	50,000	50,000
* EXECUTIVE SEARCH	0	0	0	22,498	0	0
* INTERPRETER SERVICES	170	0	1,316	280	1,316	1,316
* OTHER	0	0	0	0	0	0
** PROFESSIONAL SERVICES	91,961	92,864	169,456	137,370	209,805	209,805
ELEM 32 LEGAL SERVICES						
* CITY ATTORNEY	141,718	141,229	150,000	124,701	150,000	147,500
* LEGAL-CABLE TELEVISION	2,579	2,965	5,500	6,073	4,500	4,000
* CITY-UNIV PARTNERSHIP	0	2,015	0	6,939	4,000	4,000
* LEGAL-HUMAN RESOURCES	0	2,961	0	0	0	0
* LEGAL-LITIGATION	1,426	0	10,000	0	10,000	10,000
* LEGAL-ETHICS COMMISSION	9,187	8,380	9,100	1,096	9,100	9,100
* LEGAL-ELECTIONS	0	0	0	0	0	0
* LEGAL-ADV PLANNING COMM	14,461	18,629	18,000	15,980	18,000	18,000
* BOND COUNSEL	0	0	0	13,080	0	0
* LEGAL-OTHER	0	0	0	0	0	0
** LEGAL SERVICES	169,371	176,179	192,600	167,869	195,600	192,600
ELEM 34 CONTRACTUAL SERVICES						
* TEMP MANPOWER-SOLID WASTE	2,055	2,024	1,650	721	2,040	2,040
* TEMP MANPOWER-CURB RECYCL	441	1,827	1,320	1,173	1,360	1,360
* TEMP MANPOWER-BRUSH	6,670	1,370	1,320	820	1,360	1,360
* TEMP MANPOWER-LITTER COLL	205	205	0	888	0	0
* TEMP MANPOWER-LEAF	23,420	32,004	31,350	29,061	30,175	30,175
* TEMP MANPOWER-YARD WASTE	23,538	18,018	16,500	15,561	18,700	18,700
* TEMP MANPOWER-OTHER	2,024	2,394	3,300	3,472	3,570	3,570
* TEMP MANPOWER-SIGNAGE	63	0	0	0	0	0
* TIPPING FEES	285,947	285,331	295,615	287,857	295,615	295,615
* MARKETING	29,700	4,723	20,000	10,486	20,000	20,000
* STREET SWEEPING	0	0	0	0	0	0
* ROADWAY PRE-TREATMENT	0	0	6,600	0	6,600	6,600
* INTERNET STREAMING BRDCST	6,452	6,274	6,468	6,387	6,468	6,468
* CCTV CAMERA MONITORING	13,486	0	0	0	132,300	132,300
* POLICE SERVICES CONTRACT	374,602	388,434	400,000	319,416	400,000	266,667

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ELEM 34 CONTRACTUAL SERVICES						
* PARKING LOT MAINTENANCE	0	0	0	0	0	0
* M-NCPPC CONTRCT-YOUTH CTR	10,000	10,000	10,000	10,000	10,000	10,000
* STRIPING	16,588	14,639	31,655	20,318	29,100	29,100
* TREE MAINTENANCE	47,834	31,774	56,800	10,538	51,800	51,800
* TREE INSTALLATIONS	0	0	0	0	0	0
* STRATEGIC PLAN	0	0	0	28,953	0	0
* SCHEDULED MAINTENANCE	13,849	12,423	9,000	7,354	9,000	9,000
* CHILD CARE COSTS	0	0	800	0	800	800
* CONTRACT BUS DRIVER	0	0	0	0	0	0
* RAT CONTROL	14,610	9,910	10,000	9,936	10,000	10,000
* CONTRACT PLOWING	0	0	5,000	0	5,000	5,000
* CONTRACT MOWING	46,498	46,498	49,875	46,498	46,500	46,500
* BLDG COVERAGE-AFTER HOURS	1,440	1,440	1,440	720	1,440	1,440
* CABLING	354	0	1,500	0	1,500	1,500
* TREE INVENTORY	0	0	0	0	0	0
* MOSQUITO CONTROL	3,454	4,697	4,500	4,930	5,400	5,400
* CONTRACT R-O-W MAINT	100	0	0	0	0	0
* FACILITATOR SERVICES	0	0	0	0	0	0
* OTHER	0	0	0	0	0	0
** CONTRACTUAL SERVICES	923,330	873,985	964,693	815,089	1,088,728	955,395
ELEM 36 SPECIAL SERVICES						
* PRINTING	92,776	93,019	108,959	90,801	109,109	108,609
* CLASSIFIED ADVERTISING	20,186	9,134	17,850	7,489	17,150	17,150
* MVA SERVICES	1,396	1,374	1,645	1,627	1,645	1,645
* CATERING FOR MEETINGS	5,737	6,082	7,350	4,088	7,850	7,850
* SPECIAL DINNERS	2,060	2,086	3,300	2,192	3,500	3,500
* RETREAT	0	4,390	5,500	0	7,500	7,500
* TOWING SERVICE	1,425	1,050	3,000	2,550	2,000	2,000
* COURIER SERVICES	148	119	300	0	300	300
* MSRP ADMINISTRATIVE FEES	0	0	0	0	17,000	17,000
* ANIMAL CTRL COST RECOVERY	4,255-	4,839-	5,000-	3,595-	5,000-	5,000-
* CABLE CAMERA OPERATOR	5,375	6,900	7,300	6,175	7,450	7,450
* VIDEOGRAPHY & EDITING	1,550	2,060	3,000	2,570	3,000	3,000
* DISASTER RECOVERY	0	4,020	3,600	6,390	3,600	3,600

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ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
ELEM 36 SPECIAL SERVICES						
* PERMIT FEES	0	0	0	0	0	0
* NEIGHBORHOOD WATCH	1,642	218	3,000	421	1,000	1,000
* MATCHING FUNDS	4,000	7,300	15,000	2,205	15,000	15,000
* CODE ENFORCEMT ABATEMENTS	0	0	0	300	0	0
* CODE ENF ABATEMENT REIMB	6,061-	4,865-	0	5,781-	0	0
* EMPLOYEE BACKGROUND CHECK	673	697	1,000	699	1,200	1,200
* HOUSING AUTH REIMBURSEMT	0	0	0	0	0	0
* FILES MANAGEMENT	0	0	0	150	300	300
* REGISTRATION FEES	283	287	350	304	350	350
* DCPMA REIMBURSEMENT	0	0	0	12,000-	12,000-	12,000-
* SWEEPER SHARED MAINT	28,023	27,816	33,500	25,473	33,500	33,500
* DUMPSTER SERVICE	0	0	0	0	0	0
* SHUTTLE-UM FOR RESIDENTS	6,000	6,000	6,000	6,000	6,000	6,000
* PGINCCC I-NET PRORATA EXP	11,731	21,237	24,210	21,707	22,306	22,306
* OTHER	1,513	2,345	1,500	783	3,500	3,500
** SPECIAL SERVICES	174,202	186,430	241,364	160,548	246,260	245,760
ELEM 38 SPECIAL EVENTS						
* FIREWORKS	27,716	31,307	33,000	27,912	33,000	33,000
* CONCERTS	0	0	0	0	0	0
* SENIOR TRIPS	15,944	16,007	16,200	16,869	16,200	16,200
* HOLIDAY EVENTS	2,911	2,185	1,500	3,181	1,500	2,000
* HEALTH FAIR	2,512	1,928	2,600	3,040	2,600	2,600
* EMPLOYEE EVENTS	8,991	9,251	9,500	9,492	9,500	9,500
* STUDENT EVENTS	1,886	3,024	500	220	1,700	1,700
* DOWNTOWN FARMERS MARKET	9,300	18,610	7,140	5,465	6,945	6,945
* HOLLYWOOD FARMERS MARKET	0	0	6,000	6,386	6,000	8,000
* AMERICA RECYCLES DAY	1,143	70-	900	982	0	0
* CLEAN UP MONTH	0	600	600	600	600	600
* MARTIN LUTHER KING JR DAY	0	4,184	3,000	3,939	4,500	4,500
* FALL FESTIVAL	6,228	5,524	6,000	7,375	6,000	6,000
* VOLUNTEER PROGRAMS	114	0	250	248	250	250
* VETERANS MEMORIAL EVENTS	3,240	3,196	3,200	3,451	3,200	3,200
* SENIOR EVENTS	1,380	553	1,000	775	1,000	4,000
* POLICE COMM RELATIONS	346	500	800	0	800	800

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ELEM 38 SPECIAL EVENTS						
* COLLEGE PARK DAY	16,068	19,468	19,000	24,583	24,300	28,800
* NATIONAL NIGHT OUT	602	242	500	720	1,000	1,000
* CBE EVENTS	577	2,702	2,750	1,196	2,750	2,750
* FAMILY SUMMIT	2,880	3,457	3,400	3,159	3,400	3,400
* SAFETY BREAKFAST	1,118	1,244	1,300	1,146	1,500	1,500
* OTHER	14,731	12,950	16,410	14,273	16,430	16,430
** SPECIAL EVENTS	117,687	136,862	135,550	135,012	143,175	153,175
ELEM 40 REPAIR & MAINTENANCE						
* OFFICE EQUIPMENT	0	1,342	1,100	0	1,050	1,050
* BUILDINGS & GROUNDS	85,353	64,678	80,515	42,434	74,115	74,115
* TOOLS & EQUIPMENT	4,791	2,869	4,350	2,098	6,275	6,275
* COMPUTER SYSTEMS	0	0	1,000	0	1,000	1,000
* TELEPHONE SYSTEMS	1,404	345	1,500	0	1,500	1,500
* PARKING PAY STATIONS	291	0	0	543	1,000	1,000
* ALARM SYSTEM	504	3,990	2,500	4,613	2,600	2,600
* SECURITY CAMERAS	0	1,272	1,500	1,273	1,500	1,500
* BICYCLE EQUIPMENT	1,195	670	1,500	142	1,500	1,500
* RADIO MAINTENANCE	0	0	0	0	0	0
* HVAC REPAIRS	12,477	6,805	6,725	6,136	7,475	7,475
* STREETScape LIGHTING	8,914	8,988	7,000	4,996	7,500	7,500
* STREETLIGHT REPAIRS	1,531	1,063	1,500	1,395	1,500	1,500
* METER POLE MAINTENANCE	0	0	0	0	0	0
* AUDIO-VISUAL EQ SERVICE	75	322	1,100	1,048	400	400
* GENERATOR MAINTENANCE	1,451	0	0	0	3,500	3,500
* WELDING SERVICES	1,229	3,776	5,400	0	4,400	4,400
* ELECTRICAL REPAIRS	1,320	2,546	1,400	6,938	1,400	1,400
* OTHER REPAIRS	0	0	0	0	0	0
** REPAIR & MAINTENANCE	120,535	98,666	117,090	71,616	116,715	116,715
ELEM 41 VEHICLE REPAIR & MAINT						
* INSIDE	53,993	134,834	69,000	71,127	74,000	74,000
* OUTSIDE	46,112	108,121	62,500	88,897	82,000	82,000
* TIRES	24,348	25,821	24,500	29,622	26,000	26,000
** VEHICLE REPAIR & MAINT	124,453	268,776	156,000	189,646	182,000	182,000
ELEM 42 CLEANING SERVICE						
* BUILDING	9,310	2,075	1,850	1,425	2,150	2,150
* FIELDS & GROUNDS	0	0	0	0	0	0

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ELEM 42 CLEANING SERVICE						
* TOOLS & EQUIPMENT	0	0	0	0	0	0
** CLEANING SERVICE	9,310	2,075	1,850	1,425	2,150	2,150
ELEM 45 MAINTENANCE CONTRACT						
* COMPUTER SOFTWARE SUPPORT	79,461	88,945	90,124	92,247	91,822	91,822
* COMPUTER HARDWARE SUPPORT	7,190	6,350	7,765	7,575	7,235	7,235
* COPIERS	0	0	0	0	0	0
* HANDHELD TICKET WRITERS	5,100	5,100	4,550	5,100	5,100	5,100
* PARKING PAY STATIONS	11,352	11,352	11,352	12,487	13,736	13,736
* OFFICE EQUIPMENT	720	1,725	1,725	2,523	1,725	1,725
* BUILDING SERVICES	34,467	23,963	31,395	25,476	33,367	33,367
* BACKFLOW PREVENTION VALVE	360	630	2,275	2,465	1,650	1,650
* SECURITY ALARM MONITORING	4,128	4,428	4,946	4,428	4,608	4,608
* PEST CONTROL	5,720	6,383	6,186	7,923	7,246	7,246
* OTHER	0	0	0	0	0	0
** MAINTENANCE CONTRACT	148,498	148,876	160,318	160,224	166,489	166,489
ELEM 47 CLOTHING & UNIFORMS						
* CLOTHING & UNIFORMS	38,603	35,117	42,645	38,454	44,405	44,405
** CLOTHING & UNIFORMS	38,603	35,117	42,645	38,454	44,405	44,405
ELEM 48 RENTAL						
* OFFICE EQUIPMENT	1,572	1,693	1,332	1,420	1,332	1,332
* TOOLS & EQUIPMENT	2,000	2,195	3,300	2,256	3,500	3,500
* MESSAGE BOARDS	0	0	0	12,604	0	0
* COPIERS	26,561	31,220	30,576	32,359	34,740	34,740
* VOTING MACHINES	0	0	0	0	0	0
* STREET SWEEPER	0	0	0	0	0	0
* FRONT END LOADER	0	0	0	0	0	0
* TUB GRINDER	14,017	6,975	10,000	8,224	10,000	10,000
* SCREENING EQUIPMENT	9,950	9,000	12,000	9,950	12,000	12,000
* BUILDINGS	4,401	4,764	4,800	5,302	5,196	5,196
* OTHER	0	0	0	0	0	0
** RENTAL	58,501	55,847	62,008	72,115	66,768	66,768
ELEM 50 INSURANCE						
* LIABILITY INSURANCE	109,849	137,066	159,870	136,936	162,901	162,901
** INSURANCE	109,849	137,066	159,870	136,936	162,901	162,901
ELEM 52 AWARDS & GIFTS						
* AWARDS & GIFTS	6,118	5,263	8,600	5,427	8,700	8,700
* EMPLOYEE SERVICE AWARDS	368	1,042	1,900	3,084	1,900	1,900
* OTHER	885	1,167	1,240	824	1,240	1,240

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT
 FOR FISCAL YEAR 2016

ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
ELEM 52 AWARDS & GIFTS						
** AWARDS & GIFTS	7,371	7,472	11,740	9,335	11,840	11,840
ELEM 53 CDL LICENSING FEE						
* CDL LICENSING FEE	102	81	190	100	240	240
** CDL LICENSING FEE	102	81	190	100	240	240
ELEM 54 PHYSICAL EXAMS						
* PHYSICAL EXAMS	5,442	6,380	8,816	4,963	9,266	9,266
** PHYSICAL EXAMS	5,442	6,380	8,816	4,963	9,266	9,266
ELEM 55 FINANCIAL CHARGES						
* BANK SERVICE CHARGES	5,325	5,154	6,800	3,895	6,300	6,300
* CREDIT CARD FEES	73,115	88,325	77,280	92,520	88,080	88,080
* ARMORED CAR SERVICE	4,940	5,298	4,800	5,322	5,280	5,280
** FINANCIAL CHARGES	83,380	98,777	88,880	101,737	99,660	99,660
ELEM 60 SUPPLIES						
* GENERAL SUPPLIES	53,096	56,004	64,295	65,613	77,345	77,345
* MEETING REFRESHMENTS	11,702	10,150	14,060	11,725	13,760	14,260
* ROAD SALT	15,774	62,761	35,800	55,564	38,025	38,025
* GROUNDS & FIELD SUPPLIES	1,335	688	7,100	1,224	5,250	5,250
* MAINTENANCE SUPPLIES	0	0	500	0	500	500
* SMALL TOOLS	5,932	3,131	5,200	4,047	5,200	5,200
* COMPUTER SUPPLIES	16,583	18,713	16,700	18,745	16,700	16,700
* AUDIO-VISUAL SUPPLIES	0	0	0	0	0	0
* CLEANING SUPPLIES	7,074	5,973	8,000	7,482	7,500	7,500
* SIGNS	17,810	13,915	21,725	30,193	28,950	28,950
* TOTERS & CONTAINERS	26,667	22,855	25,272	23,167	25,272	25,272
* TREES, SHRUBS & FLOWERS	19,585	16,882	25,100	17,078	24,400	24,400
* SAFETY SUPPLIES	5,359	5,913	5,205	7,136	5,705	5,705
* CENTRAL GARAGE	6,220	6,827	7,400	3,339	7,440	7,440
** SUPPLIES	187,137	223,812	236,357	245,313	256,047	256,547
ELEM 61 OFFICE SUPPLIES						
* OFFICE SUPPLIES	22,224	22,116	28,077	22,514	27,437	27,437
** OFFICE SUPPLIES	22,224	22,116	28,077	22,514	27,437	27,437
ELEM 62 POSTAGE						
* POSTAGE	27,635	27,182	36,110	27,610	33,300	33,300
** POSTAGE	27,635	27,182	36,110	27,610	33,300	33,300
ELEM 64 FUEL						
* GASOLINE	57,557	60,368	67,500	44,575	65,100	65,100
* DIESEL	119,616	121,785	135,000	92,097	120,250	120,250
* OTHER ADDITIVES	11,217	12,588	15,000	15,892	15,000	15,000
* FUEL SURCHARGE CREDIT	1,990-	1,915-	2,000-	1,665-	2,000-	2,000-
** FUEL	186,400	192,826	215,500	150,899	198,350	198,350
ELEM 65 UTILITIES						

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT
 FOR FISCAL YEAR 2016

ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
ELEM 65 UTILITIES						
* ELECTRICITY	299,882	311,998	344,050	320,518	350,826	350,826
* NATURAL GAS	14,753	23,117	24,600	18,934	22,200	22,200
* WATER & SEWER	10,733	14,999	12,900	16,961	19,250	19,250
** UTILITIES	325,368	350,114	381,550	356,413	392,276	392,276
ELEM 66 TELEPHONE & COMMUNICATION						
* TELEPHONE	29,040	26,489	30,072	27,231	26,892	26,892
* CELLULAR PHONE	28,673	28,796	36,352	28,600	35,552	35,552
* WIRELESS RADIO	636	0	17,500	18,440	18,500	18,500
* INTERNET	3,568	3,444	3,687	3,653	5,716	5,716
* CABLE TV SERVICE	160	119	168	119	168	168
* OTHER	0	0	0	0	0	0
** TELEPHONE & COMMUNICATION	62,077	58,848	87,779	78,043	86,828	86,828
ELEM 67 DUES & PUBLICATIONS						
* DUES	62,058	71,086	76,792	71,885	77,803	77,803
* PUBLICATIONS & BOOKS	9,182	10,197	10,955	8,263	11,495	11,495
** DUES & PUBLICATIONS	71,240	81,283	87,747	80,148	89,298	89,298
ELEM 68 DEPRECIATION						
* DEPRECIATION EXP	0	0	0	0	0	0
** DEPRECIATION	0	0	0	0	0	0
ELEM 69 MISCELLANEOUS CHARGE						
* MISCELLANEOUS	3,291	1,577	4,500	2,655	4,800	4,800
** MISCELLANEOUS CHARGE	3,291	1,577	4,500	2,655	4,800	4,800
ELEM 70 PRINCIPAL						
* SUNTR-PKG GARAGE T/E BOND	273,000	283,000	294,000	294,000	305,000	305,000
** PRINCIPAL	273,000	283,000	294,000	294,000	305,000	305,000
ELEM 72 INTEREST						
* SUNTR-PKG GARAGE T/E BOND	284,441	274,218	264,274	253,391	252,411	252,411
** INTEREST	284,441	274,218	264,274	253,391	252,411	252,411
ELEM 74 LOANS, LEASES, BONDS						
* ADMINISTRATIVE FEES	0	0	0	5,000	0	0
** LOANS, LEASES, BONDS	0	0	0	5,000	0	0
ELEM 85 CONTINGENCY						
* CONTINGENCY	0	0	10,000	0	10,000	10,000
** CONTINGENCY	0	0	10,000	0	10,000	10,000
ELEM 91 HEAVY AUTO EQUIPMENT						
* HEAVY AUTO EQUIPMENT	0	0	0	0	0	0
** HEAVY AUTO EQUIPMENT	0	0	0	0	0	0
ELEM 92 MACHINERY & EQUIPMENT						
* MACHINERY	0	0	0	0	35,000	35,000
* EQUIPMENT	27,161	5,850	3,100	9,089	2,600	2,600
* PHOTOGRAPHIC EQUIPMENT	0	0	900	240	450	450
* HVAC SYSTEMS	0	5,220	0	0	13,000	13,000
* PARKING PAY STATIONS	0	0	0	0	0	0

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT
 FOR FISCAL YEAR 2016

ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
ELEM 92 MACHINERY & EQUIPMENT						
* HANDHELD TICKET WRITERS	0	0	0	0	0	0
* BICYCLE EQUIPMENT	0	0	0	0	0	0
* EMERGENCY GENERATORS	0	0	0	0	0	0
* ALARM SYSTEM	0	0	0	0	0	0
* VIDEO EQUIPMENT	0	0	0	0	0	0
* SECURITY CAMERAS	135,305	0	0	0	0	0
* CROSSWALK SIGNALS	34,071	0	25,000	25,171	26,000	26,000
* AUDIO EQUIPMENT	0	0	0	0	0	0
** MACHINERY & EQUIPMENT	196,537	11,070	29,000	34,500	77,050	77,050
ELEM 93 OFFICE EQUIPMENT						
* OFFICE EQUIPMENT	0	0	0	0	0	0
* OFFICE FURNITURE	9,242	2,280	4,800	10,610	1,500	1,500
** OFFICE EQUIPMENT	9,242	2,280	4,800	10,610	1,500	1,500
ELEM 95 SITE & BLDG IMPROVEMENTS						
* SITE IMPROVEMENTS	0	0	0	0	0	0
* BUILDINGS	0	0	0	0	0	0
** SITE & BLDG IMPROVEMENTS	0	0	0	0	0	0
ELEM 96 STREET IMPROVEMENT						
* CONCRETE	0	9,000	9,000	0	6,000	6,000
* STREETLIGHTS	4,585	4,910	10,525	2,527	5,000	5,000
* GUARDRAIL	140,000	0	0	0	0	0
** STREET IMPROVEMENT	144,585	13,910	19,525	2,527	11,000	11,000
ELEM 97 COMMUNICATIONS EQUIPMENT						
* TELEPHONE SYSTEM	409	0	1,000	663	1,000	1,000
* RADIO EQUIPMENT	0	0	0	0	0	0
** COMMUNICATIONS EQUIPMENT	409	0	1,000	663	1,000	1,000
ELEM 98 COMPUTER HDWE & SOFTWARE						
* COMPUTER HARDWARE	29,769	20,082	8,110	7,544	8,370	8,370
* COMPUTER SOFTWARE	1,587	394	4,300	1,989	4,300	4,300
** COMPUTER HDWE & SOFTWARE	31,356	20,476	12,410	9,533	12,670	12,670
ELEM 99 INTERFUND TRANSFERS						
* OPERATING CASH TRANSFERS	2,827,900	922,000	1,081,225	1,081,225	1,396,000	1,430,500
** INTERFUND TRANSFERS	2,827,900	922,000	1,081,225	1,081,225	1,396,000	1,430,500
	15,506,348	14,012,320	15,394,904	14,540,557	16,267,363	16,317,988

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ADMINISTRATION

PROGRAM NAME/NUMBER**Human Resources/1005**

DESCRIPTION: This program plans, manages and administers the human resources programs and activities for the City. Programs and activities include recruitment, policies and procedures, position classification, benefits evaluation and administration, employee relations, labor relations, wellness and the Maryland State Retirement Plan. Staff in this program must be able to monitor, interpret and implement employment laws, policies and regulations.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2014 ACTUAL	FY2015		FY2016 TARGET
			TARGET	ACTUAL	
1. Provide HR services to employees in a timely, responsible and effective manner.	Conduct an annual survey to measure use of and satisfaction with HR services. Measure by percentage of scores satisfactory and above.	97%	90%	100%	90%
2. Recruit and select the best possible candidates for City vacancies.	Percent of new hires successfully completing 6-month probation.	83%	80%	88%	80%
	HR participates in new hire interviews.	100%	100%	100%	100%
3. Improve employee understanding and responsiveness to each other's needs and responsibilities.	Attendance at a training workshop for managers and staff.	100%	90%	95%	95%
	Citywide attendance at planned employee functions; i.e., summer event, holiday party and award ceremonies. Measure by percentage attending at least 1 event.	86%	75%	85%	85%

PROGRAM NAME/NUMBER

Human Resources/1005

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY2013	FY2014	FY2015	FY2016
City Manager	0.15	0.15	0.15	0.15
Director of Human Resources	1.00	1.00	1.00	1.00
Human Resources Generalist	0.00	0.00	0.00	1.00
Human Resources Assistant II	1.00	1.00	1.00	0.00
Budget Total	2.15	2.15	2.15	2.15

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1005	
Element/Object	Details	Total	
11	<u>Fringe Benefits</u>		
	11-11 Employee Assistance Plan	Employee Assistance Program	2,500
	11-30 Public Transit Incentive	Incentive to encourage employees to use public transportation, whenever possible, to commute to work; up to \$50 per month, estimate 12 participants	7,200
	11-32 Wellness Program	Reimbursement for employees who join a qualified fitness program, gym or other program (such as smoking cessation or weight loss) with a goal of improving their long-term health. One-time per year reimbursement up to \$75 for full-time employees; prorated amount for part-time employees; estimate 26 participants 1,950	
		HR-sponsored wellness lectures on site (e.g., weight loss, health assessment, on-site exercise program) 2,000	
		Health incentive program to encourage employees to visit a dentist and to participate in various wellness programs. Budgeted amount is net of reimbursement from health insurance carrier. 1,050	5,000
12	<u>Travel & Training</u>		
	12-10 Non-Training Travel	Reimbursement of travel expenses for employment candidates and expenses of professionals sitting on interview panels	500
	12-11 Travel & Training	IPMA or SHRM national conference 2,000 IPMA and SHRM local conferences and meetings 500 Unlawful practices and customer service training for employees and managers 3,000 Other seminars and workshops 1,000 Training mileage 200	6,700
	12-15 Tuition Reimbursement	50% tuition reimbursement for courses related to employee's position, various employees	5,500

PROGRAM NAME/NUMBER

Human Resources/1005

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1005	
	Element/Object	Details	Total
30	<u>Professional Services</u> 30-13 Administrative	Clerical support as needed, 60 hours @ \$17	1,020
	30-15 Consulting	MML annual wage and benefit survey	250
	30-55 Compensation Study	Consultant services to review and make recommendations for revisions to our compensation strategy and pay scale	50,000
36	<u>Special Services</u> 36-10 Printing	As needed	0
	36-11 Classified Advertising	Recruitment classified advertising	11,500
	36-15 Catering for Meetings	Committees and workshops	1,000
	36-38 Employee Background Checks	All new employees	1,200
38	<u>Special Events</u> 38-18 Health Fair	Flu shots, estimate 73 @ \$302,200 Refreshments and door prizes400	2,600
	38-20 Employee Events	Summer event for employees and families4,500 Holiday party for all employees5,000	9,500
45	<u>Maintenance Contract</u> 45-10 Computer Software Support	The Payton Company – hosted applicant tracking software @ \$160 per month	1,920
47	<u>Clothing & Uniforms</u> 47-10 Clothing & Uniforms	City seal clothing, as needed	100
52	<u>Awards & Gifts</u> 52-10 Awards & Gifts	Employee of the Quarter, 2 per quarter @ \$100800 Employee of the Year, \$500 + dinner550 Suggestions awards500 City Manager’s awards1,000 Spencer Harris award200 Miriam Wolff award200 Safe driver awards, 5 @ \$25, 8 @ \$50, 7 @ \$75, 14 @ \$100, 7 @ \$1503,500	6,750
	52-30 Employee Service Awards	Retirement recognition, estimate 2 @ \$5001,000 Service pins and gifts900	1,900
	52-99 Other	Awards, plaques and engraving, 8 @ \$65, 1 @ \$100620 Certificates and folders50 Miscellaneous gifts and awards70	740

PROGRAM NAME/NUMBER

Human Resources/1005

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1005	
Element/Object		Details	Total
54	<u>Physical Exams</u> 54-10 Physical Exams	Pre-employment physicals, 12 @ \$161 1,932 Second opinion @ City request, 1 @ \$600 600 Drug and alcohol testing: Random, 32 @ \$79 2,528 Post accident, 12 @ \$79 948	6,008
60	<u>Supplies</u> 60-10 General Supplies 60-11 Meeting Refreshments	Posters, pay check stuffers 100 Presentation/meeting/testing supplies 600 Labor law poster certification 500	1,200 100
61	<u>Office Supplies</u> 61-10 Office Supplies	Planners, calendars, envelopes, binders, other 300 Filing supplies 300 Miscellaneous 400	1,000
67	<u>Dues & Publications</u> 67-10 Dues 67-20 Publications & Books	Society for Human Resources Management (SHRM), 2 @ \$190 380 International Public Management Association (IPMA): Agency and member dues 420 Patuxent River chapter dues 50 MML on-line service	850 1,000

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 05 HUMAN RESOURCES							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1005-510.10-01	SALARY	108,739	120,569	124,904	124,792	125,606	125,606
1005-510.10-02	HOURLY	52,821	56,798	59,420	61,020	66,886	66,886
1005-510.10-03	OVERTIME	0	0	0	275	0	0
*	PAYROLL-WAGES	161,560	177,367	184,324	186,087	192,492	192,492
ELEM 11 FRINGE BENEFITS							
1005-510.11-10	FICA	11,339	12,176	12,974	13,187	13,130	13,130
1005-510.11-11	EMPLOYEE ASSISTANCE PROG	2,038	2,038	2,500	2,038	2,500	2,500
1005-510.11-12	HEALTH INSURANCE	12,612	13,875	14,183	15,739	17,427	17,427
1005-510.11-13	DENTAL INSURANCE	1,633	1,642	1,638	1,724	1,893	1,893
1005-510.11-14	LIFE INSURANCE	460	488	513	178	0	0
1005-510.11-15	VISION INSURANCE	355	220	223	189	199	199
1005-510.11-17	457 CITY MATCH CONTRIBUTN	1,833	2,661	2,816	2,783	2,431	2,431
1005-510.11-18	401A RETIREMENT	10,648	11,110	0	0	0	0
1005-510.11-21	WORKERS COMPENSATION INS	1,035	973	808	799	710	710
1005-510.11-22	LONG TERM DISABILITY INS	614	659	717	701	743	743
1005-510.11-25	MSRP RETIREMENT	0	258	11,406	11,209	9,624	9,624
1005-510.11-30	PUBLIC TRANSIT INCENTIVE	6,575	3,542	7,200	4,761	7,200	7,200
1005-510.11-32	WELLNESS PROGRAM REIMB	2,697	4,315	5,000	3,886	5,000	5,000
*	FRINGE BENEFITS	51,839	53,957	59,978	57,194	60,857	60,857
ELEM 12 TRAVEL & TRAINING							
1005-510.12-10	NON TRAINING TRAVEL	354	929	500	353	500	500
1005-510.12-11	TRAVEL & TRAINING	4,785	5,334	6,700	5,348	6,700	6,700
1005-510.12-15	TUITION REIMBURSEMENT	4,126	4,623	5,500	3,228	5,500	5,500
*	TRAVEL & TRAINING	9,265	10,886	12,700	8,929	12,700	12,700
ELEM 20 OVERHEAD							
1005-510.20-12	POSTAGE	1,119	1,023	960	340	960	960
1005-510.20-13	UTILITIES	1,763	1,709	2,034	2,034	2,290	2,290
1005-510.20-14	TELEPHONE	1,095	1,203	1,203	1,203	1,074	1,074
1005-510.20-17	COPIER	1,775	1,462	2,780	1,007	3,032	3,032
*	OVERHEAD	5,752	5,397	6,977	4,584	7,356	7,356
ELEM 30 PROFESSIONAL SERVICES							
1005-510.30-13	ADMINISTRATIVE	0	0	1,020	0	1,020	1,020
1005-510.30-15	CONSULTING	240	240	250	240	250	250
1005-510.30-55	COMPENSATION STUDY	0	0	0	0	50,000	50,000
*	PROFESSIONAL SERVICES	240	240	1,270	240	51,270	51,270
ELEM 32 LEGAL SERVICES							
1005-510.32-17	LEGAL-HUMAN RESOURCES	0	2,961	0	0	0	0
*	LEGAL SERVICES	0	2,961	0	0	0	0
ELEM 36 SPECIAL SERVICES							
1005-510.36-10	PRINTING	0	389	200	208	0	0
1005-510.36-11	CLASSIFIED ADVERTISING	14,540	5,591	11,500	3,794	11,500	11,500
1005-510.36-15	CATERING FOR MEETINGS	1,239	1,095	1,000	480	1,000	1,000
1005-510.36-38	EMPLOYEE BACKGROUND CHECK	673	697	1,000	699	1,200	1,200
*	SPECIAL SERVICES	16,452	7,772	13,700	5,181	13,700	13,700
ELEM 38 SPECIAL EVENTS							
1005-510.38-18	HEALTH FAIR	2,512	1,928	2,600	3,040	2,600	2,600
1005-510.38-20	EMPLOYEE EVENTS	8,991	9,251	9,500	9,492	9,500	9,500
*	SPECIAL EVENTS	11,503	11,179	12,100	12,532	12,100	12,100
ELEM 45 MAINTENANCE CONTRACT							
1005-510.45-10	COMPUTER SOFTWARE SUPPORT	0	1,341	1,788	1,818	1,920	1,920
*	MAINTENANCE CONTRACT	0	1,341	1,788	1,818	1,920	1,920
ELEM 47 CLOTHING & UNIFORMS							
1005-510.47-10	CLOTHING & UNIFORMS	0	131	100	14-	100	100
*	CLOTHING & UNIFORMS	0	131	100	14-	100	100

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 05 HUMAN RESOURCES							
SUB 0 GENERAL GOVERNMENT							
ELEM 47 CLOTHING & UNIFORMS							
1005-510.52-10	AWARDS & GIFTS	4,679	4,220	6,750	4,118	6,750	6,750
1005-510.52-30	EMPLOYEE SERVICE AWARDS	368	1,042	1,900	3,084	1,900	1,900
1005-510.52-99	OTHER	812	625	740	709	740	740
*	AWARDS & GIFTS	5,859	5,887	9,390	7,911	9,390	9,390
ELEM 54 PHYSICAL EXAMS							
1005-510.54-10	PHYSICAL EXAMS	4,017	4,337	6,076	3,364	6,008	6,008
*	PHYSICAL EXAMS	4,017	4,337	6,076	3,364	6,008	6,008
ELEM 60 SUPPLIES							
1005-510.60-10	GENERAL SUPPLIES	1,255	1,071	1,200	1,394	1,200	1,200
1005-510.60-11	MEETING REFRESHMENTS	0	10	100	0	100	100
*	SUPPLIES	1,255	1,081	1,300	1,394	1,300	1,300
ELEM 61 OFFICE SUPPLIES							
1005-510.61-10	OFFICE SUPPLIES	1,024	952	1,200	661	1,000	1,000
*	OFFICE SUPPLIES	1,024	952	1,200	661	1,000	1,000
ELEM 62 POSTAGE							
1005-510.62-10	POSTAGE	0	41	0	0	0	0
*	POSTAGE	0	41	0	0	0	0
ELEM 67 DUES & PUBLICATIONS							
1005-510.67-10	DUES	779	1,298	1,030	1,150	850	850
1005-510.67-20	PUBLICATIONS & BOOKS	900	219	1,000	0	1,000	1,000
*	DUES & PUBLICATIONS	1,679	1,517	2,030	1,150	1,850	1,850
ELEM 93 OFFICE EQUIPMENT							
1005-510.93-20	OFFICE FURNITURE	1,705	0	0	0	0	0
*	OFFICE EQUIPMENT	1,705	0	0	0	0	0
**	HUMAN RESOURCES	272,150	285,046	312,933	291,031	372,043	372,043

PROGRAM NAME/NUMBER

Emergency Response/1008

DESCRIPTION: This program, first used in FY 2001 to record the City's expenditures for "Y2K Preparedness" was reactivated (and renamed) in FY 2003 to enable tracking of labor and material costs city-wide in the event of a non-snow/ice emergency. Potential major events that would be tracked in this program include hurricanes, tornadoes, train accidents and utility disruptions. By consolidating all City expenditures for such events in one program, record-keeping will be simplified in the event of FEMA or utility reimbursement for City costs. In most cases, events tracked in this program will involve the City's implementation of its Emergency Management Plan.

PROGRAM NAME/NUMBER

Emergency Response/1008

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES: Unknown

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 ACTUAL	FY 2016 BUDGET
330.70	FEMA-Disaster Exp Reimbursement	0	0	0	0	0
	TOTAL	0	0	0	0	0

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 08 EMERGENCY RESPONSE							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1008-510.10-03	OVERTIME	2,799	0	0	0	0	0
*	PAYROLL-WAGES	2,799	0	0	0	0	0
ELEM 11 FRINGE BENEFITS							
1008-510.11-10	FICA	204	0	0	0	0	0
1008-510.11-12	HEALTH INSURANCE	481	0	0	0	0	0
1008-510.11-13	DENTAL INSURANCE	19	0	0	0	0	0
1008-510.11-15	VISION INSURANCE	7	0	0	0	0	0
1008-510.11-17	457 CITY MATCH CONTRIBUTN	56	0	0	0	0	0
1008-510.11-18	401A RETIREMENT	182	0	0	0	0	0
1008-510.11-21	WORKERS COMPENSATION INS	68	0	0	0	0	0
*	FRINGE BENEFITS	1,017	0	0	0	0	0
ELEM 60 SUPPLIES							
1008-510.60-10	GENERAL SUPPLIES	792	0	0	0	0	0
1008-510.60-60	SAFETY SUPPLIES	26	0	0	0	0	0
*	SUPPLIES	818	0	0	0	0	0
**	EMERGENCY RESPONSE	4,634	0	0	0	0	0

DESCRIPTION: The Committee for a Better Environment (CBE) was established to advise the Mayor & Council on environmental issues affecting the lives of College Park residents and shall initiate and implement beautification efforts. The planned programs include Earth Day, Arbor Day and others to increase environmental awareness, recycling and open space utilization. The CBE will initiate community outreach through distribution of literature to promote programs and events, information sharing and periodic website updates.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Provide educational programs highlighting environmental issues relevant to the City and the quality of life of its residents	Number of residents attending programs	300	400	300	400
2. Maintain informational brochures and distribute at events. Topics include environmental issues such as energy conservation, recycling and littering.	Number of pamphlets distributed. NOTE: Public Works has incorporated this info into the fall booklet distributed to all residents.	100	100	100	100
3. Market and track visits to the City's CBE webpage	Number of visits to the CBE webpage.	200	400	200	400
4. Partner with local and regional public interest groups, environmental organizations and citizens associations to share knowledge and promote CBE programs.	Number of local and regional groups with whom CBE members cooperate and support, such as CCRIC, UMD Sustainability, College Park Arts Exchange, PG Sierra Club and Zero Waste Maryland.	10	10	10	10
5. Advise City Council on current environmental legislation.	Number of legislative issues presented	2	4	2	4
6. Conduct workshops to promote green initiatives such as: composting, native planting, energy saving, rain gardens and rain barrels.	Number of programs that CBE assists or promotes	15	15	15	15
7. Provide program support and assistance to the City in order to improve the physical environment.	Number of projects that CBE initiates or assists	3	4	3	4
8. Promote award programs for businesses and residents who contribute significantly to the environment and quality of life in College Park	Number of awards that CBE presents	1	1	1	1

PROGRAM NAME/NUMBER**Committee for a Better Environment/1009****PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1009
Element/Object	Details	Total	
30	<u>Professional Services</u> 30-13 Administrative	Clerical support, minutes of CBE meetings	1,200
	30-15 Consulting	Outside consulting services	500
36	<u>Special Services</u> 36-10 Printing	Literature, pamphlets and brochures to promote CBE and its programs and events	1,000
38	<u>Special Events</u> 38-64 CBE Events	Funding for special events, including Bike to Work Day, environmental film screenings and other outreach workshops	2,750
52	<u>Awards & Gifts</u> 52-10 Awards & Gifts	“Green Award” recipients	650
60	<u>Supplies</u> 60-10 General Supplies	Program materials for various CBE programs (recycling awareness, environmental stewardship, open space utilization, etc.)	1,400
	60-11 Meeting Refreshments	Refreshments for workshops and clean-ups	500
	60-50 Trees, Shrubs & Flowers	Purchase and installation of trees, shrubs, grass, flowers, stone, benches, bike racks, trash receptacles and other plant and landscape materials	2,400
67	<u>Dues & Publications</u> 67-10 Dues	International Council for Local Environmental Initiatives (ICLEI)	600

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 09 COMM FOR BETTER ENVIRONMT							
SUB 0 GENERAL GOVERNMENT							
ELEM 20 OVERHEAD							
1009-510.20-12	POSTAGE	191	0	0	0	0	0
*	OVERHEAD	191	0	0	0	0	0
ELEM 30 PROFESSIONAL SERVICES							
1009-510.30-13	ADMINISTRATIVE	793	793	1,200	777	1,200	1,200
1009-510.30-15	CONSULTING	0	2,280	500	645	500	500
*	PROFESSIONAL SERVICES	793	3,073	1,700	1,422	1,700	1,700
ELEM 36 SPECIAL SERVICES							
1009-510.36-10	PRINTING	0	19	1,000	438	1,000	1,000
1009-510.36-25	CABLE TV CAMERA OPERATOR	0	150	0	0	0	0
*	SPECIAL SERVICES	0	169	1,000	438	1,000	1,000
ELEM 38 SPECIAL EVENTS							
1009-510.38-64	CBE EVENTS	577	2,702	2,750	1,196	2,750	2,750
*	SPECIAL EVENTS	577	2,702	2,750	1,196	2,750	2,750
ELEM 52 AWARDS & GIFTS							
1009-510.52-10	AWARDS & GIFTS	405	0	650	0	650	650
*	AWARDS & GIFTS	405	0	650	0	650	650
ELEM 60 SUPPLIES							
1009-510.60-10	GENERAL SUPPLIES	722	1,315	1,400	741	1,400	1,400
1009-510.60-11	MEETING REFRESHMENTS	201	0	500	378	500	500
1009-510.60-50	TREES, SHRUBS & FLOWERS	2,138	963	2,400	3,608	2,400	2,400
*	SUPPLIES	3,061	2,278	4,300	4,727	4,300	4,300
ELEM 67 DUES & PUBLICATIONS							
1009-510.67-10	DUES	0	600	600	600	600	600
*	DUES & PUBLICATIONS	0	600	600	600	600	600
**	COMM FOR BETTER ENVIRONMT	5,027	8,822	11,000	8,383	11,000	11,000

DESCRIPTION: This program operates the legislative and policy-making functions of the City. This is accomplished by adopting the annual budget after extensive review and a public hearing. Community needs and problems are addressed by enacting ordinances and charter changes. The Mayor & Council work directly with the City Manager in assuring that policy and ordinances are implemented. The Mayor and Council appoint numerous boards and commissions to assist them in providing for the general welfare, safety and health of the community. Community leadership is provided through interaction with civic associations and constituent services. The Mayor & Council also represent the City before other political boards such as the Maryland General Assembly and Prince George’s County Council. The Mayor & Council meet each month for work sessions on the first and third Tuesdays and for formal meetings on the second and fourth Tuesdays, except in June, July, August and December when only one worksession (first Tuesday) and one formal meeting (second Tuesday) are held. Public hearings are held either at a formal meeting or at a special separate time for that purpose. Citizen participation is provided for at the beginning and end of each formal meeting for all non-agenda items. Citizens may address agenda items when these items are under deliberation. All formal meetings and worksessions are broadcast to the community on Comcast channel 71 and Verizon FiOS channel 25. Live streaming and on-demand Internet playback of Council meetings and worksessions is provided by an outside vendor.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Effectively represent the City’s interests at the state and county levels	Adopt legislative agenda for each session	Yes	Yes	Yes	Yes
2. Maintain effective working relationships with the University of Maryland	Meet regularly with senior UM officials to discuss issues of mutual concern	Yes	Yes	Yes	Yes
3. Improve traffic safety through inter-jurisdictional cooperation ● Implement Community Development projects (see <i>Planning-Community Development, program 3011</i>)	Percent of residents who rate pedestrian safety as good or better	No survey	60%	57%	No survey
	Percent of residents who rate traffic safety as good or better	No survey	76%	Not on survey	No survey
4. Adopt a budget that meets community needs in a responsive and efficient manner	Percent of residents who rate City services as good or better	No survey	88%	78%	No survey
	Percent of residents who rate value for tax dollar as good or better	No survey	80%	64%	No survey

PROGRAM NAME/NUMBER

Mayor & Council/1010

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1010	
Element/Object	Details	Total	
25-30 College Park Arts Exchange	Direct grant for arts and cultural programs	39,000	
25-31 Meals on Wheels of College Park	Direct grant	6,500	
25-35 College Park Boys & Girls Club	Direct grant	12,500	
25-38 Public School Education Grants	Non-competitive grants of \$7,500 each to Hollywood Elementary, Paint Branch Elementary, Greenbelt Middle and Parkdale High, based on an approved application 30,000 Competitive grants of \$2,500 each to boundary schools outside of the City that educate at least 14 College Park youth in their school, based on an approved application 17,500 Scholarships for UM summer educational camps for elementary, middle and high school College Park students 6,600 Additional educational initiatives to be developed by Education Advisory Committee (EAC) that would benefit the public schools and College Park youth 5,900	60,000	
25-44 College Park Community Foundation	Direct grant	1,000	
25-45 CPCUP-College Park Academy	Direct grant	0	
25-46 Education Improvement Fund	Details TBD	80,000	
30 <u>Professional Services</u>			
30-38 Transcription Services	Outside transcription services as needed	1,500	
30-39 Translation Services	Translation of various documents, as needed	700	
30-54 Lobbying	As needed for assistance with state legislation	25,000	
30-65 Interpreter Services	As needed for public meetings	1,000	
34 <u>Contractual Services</u>			
34-32 Internet Streaming Broadcast	Granicus – live streaming and on-demand Internet playback of Council meetings and worksessions, \$539/month	6,468	
36 <u>Special Services</u>			
36-10 Printing	Letterhead, business cards, notepads 1,300 Outside printing of documents, color copies 300 (Weekly council packets are photocopied and copier usage is charged as Overhead-Copier 20-17)	1,600	
36-11 Classified Advertising	Publicity for resident use of Shuttle-UM	500	

PROGRAM NAME/NUMBER

Mayor & Council/1010

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1010	
Element/Object	Details		Total
36-15 Catering for Meetings	Budget worksession meals	750	4,550
	Hosting PGCMA meeting	300	
	Hosting "Four Cities" meetings	500	
	Dinner for certain Mayor & Council meetings	3,000	
36-16 Special Dinners	Legislative dinner	2,500	3,500
	Dinner meetings with elected officials and others	1,000	
36-18 Retreat	Retreat for Mayor & Council and department heads, including meals and facilitator		7,500
36-25 Cable TV Camera Operator	Regular Council meetings, estimate 20 @ \$150	3,000	7,300
	Council worksessions, estimate 20 @ \$150	3,000	
	Special meetings, estimate 4 @ \$150	600	
	Saturday budget worksessions, 2 @ \$300	600	
	Additional pay for Council meetings and worksessions ending after midnight, estimate 4 @ \$25/hour	100	
36-60 Shuttle-UM for Residents	Annual MOU with UMD Transportation Services for City residents (with City-issued ID) to ride Shuttle-UM at no cost		6,000
36-99 Other	Miscellaneous expenses		500
38	<u>Special Events</u> 38-99 Other	To be determined	1,000
47	<u>Clothing & Uniforms</u> 47-10 Clothing & Uniforms	City seal embroidered clothing for Mayor, Council members, Student Liaison	600
60	<u>Supplies</u> 60-10 General Supplies	General supplies	1,500
	60-11 Meeting Refreshments	Meeting refreshments	1,200
66	<u>Telephone & Communications</u> 66-12 Cellular Phone	Cell phone for Mayor, 1 allowance @ \$65/month	780
		Cell phone for 1 Council member @ \$40/month	480
67	<u>Dues & Publications</u> 67-10 Dues	Maryland Municipal League (MML)	23,245
		Metropolitan Washington Council of Governments	24,959
		Prince George's County Municipal Association	2,851
		National League of Cities (NLC)	3,258
		NLC constituency groups	300
		U.S. Conference of Mayors	3,489
		Maryland Mayor's Association	60
		International Town & Gown Association (ITGA)	800
	67-20 Publications & Books	Annotated Code of Maryland, annual updates	1,400
	Other publications	250	
	City Code, additional copies	200	
		1,850	

PROGRAM NAME/NUMBER

Mayor & Council/1010

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1010	
	Element/Object	Details	Total
69	<u>Miscellaneous Charge</u> 69-10 Miscellaneous		1,000

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 10 MAYOR & CITY COUNCIL							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1010-510.10-05	ELECTED & APPOINTED	47,500	57,000	66,500	66,501	66,500	66,500
1010-510.10-06	STIPEND	1,500	1,650	1,650	1,650	1,650	6,650
*	PAYROLL-WAGES	49,000	58,650	68,150	68,151	68,150	73,150
ELEM 11 FRINGE BENEFITS							
1010-510.11-10	FICA	3,633	4,361	5,102	5,088	5,116	5,116
1010-510.11-21	WORKERS COMPENSATION INS	86	113	116	116	109	109
1010-510.11-25	MSRP RETIREMENT	0	0	3,699	3,689	3,710	3,710
*	FRINGE BENEFITS	3,719	4,474	8,917	8,893	8,935	8,935
ELEM 12 TRAVEL & TRAINING							
1010-510.12-10	NON TRAINING TRAVEL	0	101	300	63	300	300
1010-510.12-11	TRAVEL & TRAINING	18,023	16,240	22,745	25,468	32,907	32,907
*	TRAVEL & TRAINING	18,023	16,341	23,045	25,531	33,207	33,207
ELEM 20 OVERHEAD							
1010-510.20-10	INSURANCE	25,510	22,669	23,396	23,392	23,616	23,616
1010-510.20-12	POSTAGE	555	526	1,600	848	1,600	1,600
1010-510.20-13	UTILITIES	13,517	13,103	15,597	15,597	17,554	17,554
1010-510.20-14	TELEPHONE	821	902	902	902	807	807
1010-510.20-15	INFORMATION TECHNOLOGY	5,528	5,826	6,051	6,051	6,261	6,261
1010-510.20-16	BUILDING MAINTENANCE	67,502	71,572	72,662	72,662	75,215	75,215
1010-510.20-17	COPIER	5,308	3,994	8,618	4,909	9,400	9,400
*	OVERHEAD	118,741	118,592	128,826	124,361	134,453	134,453
ELEM 25 GRANTS & ASSISTANCE							
1010-510.25-10	CITY-UNIV PARTNERSHIP	100,000	100,000	125,000	125,000	125,000	125,000
1010-510.25-11	ANACOSTIA TRAILS HERITAGE	3,954	3,954	3,954	3,954	3,954	3,954
1010-510.25-20	COMMUNITY SERVICES GRANTS	20,000	19,998	20,000	18,500	20,000	20,000
1010-510.25-30	COLLEGE PK ARTS EXCHANGE	32,500	32,500	37,500	37,500	37,500	39,000
1010-510.25-31	MEALS ON WHEELS OF C P	4,000	4,000	4,000	4,000	4,000	6,500
1010-510.25-35	COLL PK BOYS & GIRLS CLUB	12,500	12,500	12,500	12,500	12,500	12,500
1010-510.25-38	PUBL SCH EDUCATION GRANTS	52,389	56,279	60,000	57,699	60,000	60,000
1010-510.25-44	COLL PARK COMM FOUNDATION	1,000	1,000	1,000	0	1,000	1,000
1010-510.25-45	CPCUP-COLLEGE PK ACADEMY	80,000	80,000	80,000	80,000	80,000	0
1010-510.25-46	EDUCATION IMPROVEMT FUND	0	0	0	0	0	80,000
*	GRANTS & ASSISTANCE	306,343	310,231	343,954	339,153	343,954	347,954
ELEM 30 PROFESSIONAL SERVICES							
1010-510.30-15	CONSULTING	0	0	0	5,000	0	0
1010-510.30-38	TRANSCRIPTION SERVICES	0	500	1,500	1,455	1,500	1,500
1010-510.30-39	TRANSLATION SERVICES	0	0	700	0	700	700
1010-510.30-54	LOBBYING	0	0	30,000	20,000	25,000	25,000
1010-510.30-60	EXECUTIVE SEARCH	0	0	0	22,498	0	0
1010-510.30-65	INTERPRETER SERVICES	0	0	1,000	140	1,000	1,000
*	PROFESSIONAL SERVICES	0	500	33,200	49,093	28,200	28,200
ELEM 34 CONTRACTUAL SERVICES							
1010-510.34-32	INTERNET STREAMING BRDCST	6,452	6,274	6,468	6,387	6,468	6,468
1010-510.34-48	STRATEGIC PLAN	0	0	0	28,953	0	0
*	CONTRACTUAL SERVICES	6,452	6,274	6,468	35,340	6,468	6,468
ELEM 36 SPECIAL SERVICES							
1010-510.36-10	PRINTING	706	1,302	1,600	751	1,600	1,600
1010-510.36-11	CLASSIFIED ADVERTISING	0	0	500	0	500	500
1010-510.36-15	CATERING FOR MEETINGS	3,703	3,002	4,550	3,250	4,550	4,550
1010-510.36-16	SPECIAL DINNERS	2,060	2,086	3,300	2,192	3,500	3,500
1010-510.36-18	RETREAT	0	4,390	5,500	0	7,500	7,500
1010-510.36-25	CABLE TV CAMERA OPERATOR	5,375	6,450	7,300	6,175	7,300	7,300
1010-510.36-60	SHUTTLE-UM FOR RESIDENTS	6,000	6,000	6,000	6,000	6,000	6,000
1010-510.36-99	OTHER	0	0	500	0	500	500
*	SPECIAL SERVICES	17,844	23,230	29,250	18,368	31,450	31,450

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 10 MAYOR & CITY COUNCIL							
SUB 0 GENERAL GOVERNMENT							
ELEM 38 SPECIAL EVENTS							
ELEM 38 SPECIAL EVENTS							
1010-510.38-99	OTHER	0	0	1,000	0	1,000	1,000
*	SPECIAL EVENTS	0	0	1,000	0	1,000	1,000
ELEM 47 CLOTHING & UNIFORMS							
1010-510.47-10	CLOTHING & UNIFORMS	0	528	600	272	600	600
*	CLOTHING & UNIFORMS	0	528	600	272	600	600
ELEM 52 AWARDS & GIFTS							
1010-510.52-99	OTHER	0	73	0	0	0	0
*	AWARDS & GIFTS	0	73	0	0	0	0
ELEM 60 SUPPLIES							
1010-510.60-10	GENERAL SUPPLIES	516	767	1,500	914	1,500	1,500
1010-510.60-11	MEETING REFRESHMENTS	773	744	1,200	1,215	1,200	1,200
*	SUPPLIES	1,289	1,511	2,700	2,129	2,700	2,700
ELEM 61 OFFICE SUPPLIES							
1010-510.61-10	OFFICE SUPPLIES	0	140	0	0	0	0
*	OFFICE SUPPLIES	0	140	0	0	0	0
ELEM 66 TELEPHONE & COMMUNICATION							
1010-510.66-12	CELLULAR PHONE	2,006	1,732	1,260	1,461	1,260	1,260
*	TELEPHONE & COMMUNICATION	2,006	1,732	1,260	1,461	1,260	1,260
ELEM 67 DUES & PUBLICATIONS							
1010-510.67-10	DUES	47,738	51,920	57,702	56,106	58,962	58,962
1010-510.67-20	PUBLICATIONS & BOOKS	2,245	2,174	1,850	94	1,850	1,850
*	DUES & PUBLICATIONS	49,983	54,094	59,552	56,200	60,812	60,812
ELEM 69 MISCELLANEOUS CHARGE							
1010-510.69-10	MISCELLANEOUS	747	250	1,000	589	1,000	1,000
*	MISCELLANEOUS CHARGE	747	250	1,000	589	1,000	1,000
**	MAYOR & CITY COUNCIL	574,147	596,620	707,922	729,541	722,189	731,189

PROGRAM NAME/NUMBER

City Attorney/1011

DESCRIPTION: This program provides legal advice and representation to the City in matters pertaining to ordinance drafting, charter revisions, contracting for services and purchases and sale of property. The City Attorney works closely with the City Manager and staff, resolving legal problems in the area of personnel, labor relations, zoning and legislation. The City Attorney is responsible for drafting ordinances and representing the City in legal proceedings.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Produce legally defensible ordinances with no successful challenges	Number of successful challenges to City ordinances	0	0	0	0
2. Prosecute violators under City ordinances	Percent of cases in which convictions are achieved	90%	90%	90%	90%
3. Represent the City in all other court actions	Percent of court actions decided in City's favor	90%	90%	90%	90%

PROGRAM NAME/NUMBER

City Attorney/1011

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1011	
Element/Object	Details	Total	
32 <u>Legal Services</u>			
32-10 City Attorney	Estimated based on current billings		147,500
32-15 City-University Partnership	Estimated based on current billings		4,000
32-18 Litigation	Reserve for legal fees associated with pending litigation		10,000

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 11 CITY ATTORNEY							
SUB 0 GENERAL GOVERNMENT							
ELEM 32 LEGAL SERVICES							
1011-510.32-10	LEGAL-CITY ATTORNEY	141,718	140,795	150,000	123,848	150,000	147,500
1011-510.32-15	CITY-UNIV PARTNERSHIP	0	2,015	0	6,939	4,000	4,000
1011-510.32-18	LEGAL-LITIGATION	1,426	0	10,000	0	10,000	10,000
*	LEGAL SERVICES	143,144	142,810	160,000	130,787	164,000	161,500
**	CITY ATTORNEY	143,144	142,810	160,000	130,787	164,000	161,500

PROGRAM NAME/NUMBER

Board of Election Supervisors/1012

DESCRIPTION: This program is responsible for the City’s elections. Polling locations are designated by the Board with the approval of Mayor & Council, as specified in the City Code. In 2012, the Mayor & Council approved new polling hours of 7:00 a.m. – 8:00 p.m. The Board coordinates City elections with Prince George’s County, including obtaining copies of current voter registration lists. The Board authors the contents of the election packet that is distributed to persons desiring to run for office in College Park; reviews and validates petitions of candidacy; places notices using usual and customary methods which might include local newspapers regarding voter registration, candidacy and election information; issues absentee ballots to qualified voters; hires and trains election workers; prepares election material; conducts the elections; tallies the ballots; and certifies the results to Mayor & Council. The Board also receives and reviews campaign finance and election forms and coordinates with the Ethics Commission when necessary. The Board is supported by the City Clerk’s office.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Conduct local elections in a fair and efficient manner	Number of effective challenges to elections	0	0	0	0

PROGRAM NAME/NUMBER**Board of Election Supervisors/1012**

PERSONNEL EXPENDITURES: Personnel expenditures include the salary of the Chief Supervisor of Elections and 4 board members who are not FTEs. During election years, the Chief Supervisor is paid \$480 annually; board members each receive \$360 annually. Only the Chief Supervisor is paid during non-election years.

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Senior City Clerk	0.00	0.00	0.15	0.15
City Clerk	0.15	0.15	0.00	0.00
Budget Total	0.15	0.15	0.15	0.15

OPERATING EXPENDITURES: FY 2016 is an election year for Mayor & Council.

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1012
	Element/Object	Details	Total
12	<u>Travel & Training</u> 12-10 Non Training Travel	Mileage reimbursement	60
30	<u>Professional Services</u> 30-13 Administrative	Payment to 24 election workers (judges, supervisors) at Office Specialist pay rate (grade 3, step 1) on Election Day	5,220
36	<u>Special Services</u> 36-10 Printing	Printing of flyers to increase voter turnout (Public Works door hanger)	400
	36-15 Catering for Meetings	Meals for election workers	500
	36-25 Cable TV Camera Operator	Live broadcast of election results	150
60	<u>Supplies</u> 60-10 General Supplies	Miscellaneous supplies	200
67	<u>Dues & Publications</u> 67-20 Publications & Books	Regulations and Election Laws of Maryland	210

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
		ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET
359.10	Election Fines	0	25	0	0	0
	TOTAL	0	25	0	0	0

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 12 BOARD OF ELECTION SUPRVS							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1012-510.10-01	SALARY	11,742	12,508	13,756	13,746	14,394	14,394
1012-510.10-05	ELECTED & APPOINTED	1,830	1,740	480	480	1,920	1,920
*	PAYROLL-WAGES	13,572	14,248	14,236	14,226	16,314	16,314
ELEM 11 FRINGE BENEFITS							
1012-510.11-10	FICA	1,025	1,053	1,040	1,044	1,200	1,200
1012-510.11-12	HEALTH INSURANCE	756	901	954	991	1,019	1,019
1012-510.11-13	DENTAL INSURANCE	42	42	42	44	46	46
1012-510.11-14	LIFE INSURANCE	32	35	38	5	0	0
1012-510.11-15	VISION INSURANCE	15	15	15	13	13	13
1012-510.11-17	457 CITY MATCH CONTRIBUTN	227	224	235	117	118	118
1012-510.11-18	401A RETIREMENT	763	794	0	0	0	0
1012-510.11-21	WORKERS COMPENSATION INS	25	28	25	24	27	27
1012-510.11-22	LONG TERM DISABILITY INS	44	48	54	52	56	56
1012-510.11-25	MSRP RETIREMENT	0	19	851	833	720	720
*	FRINGE BENEFITS	2,929	3,159	3,254	3,123	3,199	3,199
ELEM 12 TRAVEL & TRAINING							
1012-510.12-10	NON TRAINING TRAVEL	0	0	60	0	60	60
*	TRAVEL & TRAINING	0	0	60	0	60	60
ELEM 30 PROFESSIONAL SERVICES							
1012-510.30-13	ADMINISTRATIVE	68	4,671	0	68	5,220	5,220
*	PROFESSIONAL SERVICES	68	4,671	0	68	5,220	5,220
ELEM 36 SPECIAL SERVICES							
1012-510.36-10	PRINTING	0	432	0	0	400	400
1012-510.36-15	CATERING FOR MEETINGS	0	296	0	0	500	500
1012-510.36-25	CABLE TV CAMERA OPERATOR	0	150	0	0	150	150
*	SPECIAL SERVICES	0	878	0	0	1,050	1,050
ELEM 60 SUPPLIES							
1012-510.60-10	GENERAL SUPPLIES	0	166	0	0	200	200
*	SUPPLIES	0	166	0	0	200	200
ELEM 67 DUES & PUBLICATIONS							
1012-510.67-20	PUBLICATIONS & BOOKS	0	186	0	0	210	210
*	DUES & PUBLICATIONS	0	186	0	0	210	210
**	BOARD OF ELECTION SUPRVS	16,569	23,308	17,550	17,417	26,253	26,253

PROGRAM NAME/NUMBER

Advisory Committees/1013

DESCRIPTION: This program appoints citizens to serve in advisory, program review, and quasi judicial capacities to ensure quality services to community residents. The Boards and their individual program descriptions are as follows:

Advisory Planning Commission* (3013)	Farmers Market Committee
Aging-in-Place Task Force	Neighborhood Quality of Life Committee
Animal Welfare Committee	Neighborhood Watch Steering Committee
Board of Election Supervisors* (1012)	Noise Control Board
Cable Television Commission* (1016)	Old Town Local Advisory Commission
Citizens Corps Council	Recreation Board* (2014)
College Park Airport Authority	Sustainable Maryland Certified Green Team
Committee for a Better Environment* (1009)	Tree and Landscape Board
Education Advisory Committee	Veterans Memorial Improvement Committee
Ethics Commission* (1014)	

**Advisory Committees noted above with an asterisk have program descriptions in the operating budget under the program number listed parenthetically; other boards and committees are described below:*

Aging-in-Place Task Force: Identifies City and County resources that support our aging population, needs of the aging population who desire to age-in-place, gaps between current resources and needs, and strategies to address the gaps. Animal Welfare Committee: Coordinates local animal welfare groups and supports the animal control officer. Citizens Corps Council: Advises the Mayor & Council on matters of public safety and emergency management. College Park Airport Authority: Investigates, reviews and reports on the current and proposed future uses of the College Park Airport and its facilities. Education Advisory Committee: Advises Mayor & Council on issues relating to education within the City. Farmers Market Committee: Develops recommendations for the structure and management of a downtown farmers market. Neighborhood Quality of Life Committee: Seeks to engage with various stakeholders to explore ways to achieve 2 overall goals: (1) to regain a balance in types of housing and population in College Park neighborhoods; and (2) to address quality of life concerns that stem from rental housing. Neighborhood Watch Steering Committee: Advises Mayor & Council and reviews, enhances and further develops College Park Neighborhood Watch. Noise Control Board: Advises City in noise control efforts and adjudicates noise complaints. Old Town Local Advisory Commission: Assists and advises the Prince George's County Historic Preservation Commission (HPC) in the performance of its decisions concerning applications for Historic Area Work Permits for building additions, modifications and other work that alters buildings and environmental settings within the Old Town local historic district. Sustainable Maryland Certified Green Team: Leads the City in obtaining first year certification in the Sustainable Maryland Certified program. Tree and Landscape Board: Educates and encourages citizens to use safe and desirable installation, removal and maintenance practices in order to promote healthy trees, shrubs and ground cover on private and public lands within the City limits. Veterans Memorial Improvement Committee: Advises and assists the City to ensure that the Veterans Memorial is used and maintained in a manner befitting the service and memory of those who served.

PROGRAM NAME/NUMBER

Advisory Committees/1013

GOALS & PERFORMANCE MEASURES: Personnel expenditures includes a stipend of \$60 per meeting attended where quorum exists (4 meetings estimated) paid to 7 Noise Control Board members who are not FTE's.

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. To advise the Mayor and Council on policies and programs for the City • Fill vacancies promptly	Percent of positions on boards and commissions filled	72%	90%	85%	90%
2. To encourage volunteer participation	Number of individuals serving on boards and commissions (full staffing = 160 for FY 2014, 159 for FY 2015, 169 for FY 2016)	115	143	143	143

PROGRAM NAME/NUMBER

Advisory Committees/1013

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1013	
	Element/Object	Details	Total
30	<u>Professional Services</u> 30-13 Administrative	Clerical support for the various boards and commissions without separate program budgets	4,500
36	<u>Special Services</u> 36-10 Printing 36-11 Classified Advertising	Meeting notices, minutes, other printing 100 Aging-in-Place Task Force request 500 Publicity (Education Advisory Committee request)	600 1,200
38	<u>Special Events</u> 38-35 Student Events 38-56 Senior Events	Parental/family involvement programs (Education Advisory Committee request) Aging-in-Place Task Force request	500 3,000
52	<u>Prizes & Awards</u> 52-10 Prizes & Awards	Veterans Memorial Improvement Committee – gifts for speakers	100
60	<u>Supplies</u> 60-10 General Supplies 60-11 Meeting Refreshments	General supplies Education Advisory Committee request 300 Aging-in-Place Task Force request 500	100 800

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 13 ADVISORY COMMITTEES							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1013-510.10-02	HOURLY	0	0	0	91	0	0
1013-510.10-03	OVERTIME	0	0	100	0	100	100
1013-510.10-06	STIPEND	960	480	1,680	0	1,680	1,680
*	PAYROLL-WAGES	960	480	1,780	91	1,780	1,780
ELEM 11 FRINGE BENEFITS							
1013-510.11-10	FICA	73	37	137	7	137	137
1013-510.11-21	WORKERS COMPENSATION INS	2	1	3	0	3	3
1013-510.11-25	MSRP RETIREMENT	0	0	0	4	0	0
*	FRINGE BENEFITS	75	38	140	11	140	140
ELEM 20 OVERHEAD							
1013-510.20-12	POSTAGE	497	471	960	148	960	960
1013-510.20-17	COPIER	52	141	834	101	910	910
*	OVERHEAD	549	612	1,794	249	1,870	1,870
ELEM 30 PROFESSIONAL SERVICES							
1013-510.30-13	ADMINISTRATIVE	4,931	4,223	4,500	3,480	4,500	4,500
*	PROFESSIONAL SERVICES	4,931	4,223	4,500	3,480	4,500	4,500
ELEM 36 SPECIAL SERVICES							
1013-510.36-10	PRINTING	832	0	100	0	100	600
1013-510.36-11	CLASSIFIED ADVERTISING	1,141	1,140	1,200	1,140	1,200	1,200
*	SPECIAL SERVICES	1,973	1,140	1,300	1,140	1,300	1,800
ELEM 38 SPECIAL EVENTS							
1013-510.38-35	STUDENT EVENTS	536	455	500	220	500	500
1013-510.38-56	SENIOR EVENTS	0	0	0	0	0	3,000
*	SPECIAL EVENTS	536	455	500	220	500	3,500
ELEM 52 AWARDS & GIFTS							
1013-510.52-10	AWARDS & GIFTS	0	0	100	0	100	100
*	AWARDS & GIFTS	0	0	100	0	100	100
ELEM 60 SUPPLIES							
1013-510.60-10	GENERAL SUPPLIES	0	101	100	36	100	100
1013-510.60-11	MEETING REFRESHMENTS	377	141	300	86	300	800
*	SUPPLIES	377	242	400	122	400	900
ELEM 62 POSTAGE							
1013-510.62-10	POSTAGE	0	11	0	0	0	0
*	POSTAGE	0	11	0	0	0	0
ELEM 69 MISCELLANEOUS CHARGE							
1013-510.69-10	MISCELLANEOUS	0	0	0	1	0	0
*	MISCELLANEOUS CHARGE	0	0	0	1	0	0
**	ADVISORY COMMITTEES	9,401	7,201	10,514	5,314	10,590	14,590

PROGRAM NAME/NUMBER

Ethics Commission/1014

DESCRIPTION: This program encourages high ethical standards of conduct by City officials and employees. This is accomplished by disclosure requirements for employees and candidates for elective City office and other individuals with any financial or other interests in City matters. There is an established provision for disciplining those who fail to abide by established ethical standards, a formal complaint procedure, and the authority of the Ethics Commission to assess penalties for violations.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Hold elected and appointed officials, including members of advisory boards and committees, to a high ethical standard • Develop and institute an ethics orientation training program	Percent of required individuals who have received ethics orientation:				
	Elected officials	100%	100%	100%	100%
	City staff	100%	100%	100%	100%
	Candidates for elected office	100%	100%	100%	100%
2. Distribute and collect Financial Disclosure statements by the required deadline	Board and committee members	0%	100%	0%	TBD
	Percent of required statements collected timely	100%	100%	100%	100%

PROGRAM NAME/NUMBER

Ethics Commission/1014

PERSONNEL EXPENDITURES: No salary or stipend is paid to 7 commission members who are not FTEs.

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1014	
	Element/Object	Details	Total
12	<u>Travel & Training</u> 12-11 Travel & Training	Ethics training for City employees, board and committee members	1,200
30	<u>Professional Services</u> 30-13 Administrative	Clerical support, 6 meetings @ \$100	600
32	<u>Legal Services</u> 32-20 Ethics Commission	Estimated	9,100

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 14 ETHICS COMMISSION							
SUB 0 GENERAL GOVERNMENT							
ELEM 12 TRAVEL & TRAINING							
1014-510.12-11	TRAVEL & TRAINING	0	0	1,200	0	1,200	1,200
*	TRAVEL & TRAINING	0	0	1,200	0	1,200	1,200
ELEM 30 PROFESSIONAL SERVICES							
1014-510.30-13	ADMINISTRATIVE	328	125	600	57	600	600
*	PROFESSIONAL SERVICES	328	125	600	57	600	600
ELEM 32 LEGAL SERVICES							
1014-510.32-20	LEGAL-ETHICS COMMISSION	9,187	8,380	9,100	1,096	9,100	9,100
*	LEGAL SERVICES	9,187	8,380	9,100	1,096	9,100	9,100
ELEM 36 SPECIAL SERVICES							
1014-510.36-25	CABLE TV CAMERA OPERATOR	0	150	0	0	0	0
*	SPECIAL SERVICES	0	150	0	0	0	0
**	ETHICS COMMISSION	9,515	8,655	10,900	1,153	10,900	10,900

PROGRAM NAME/NUMBER

Cable Television Commission/1016

DESCRIPTION: This program manages and oversees the City's cable television system. The system is run by the private sector. The prime responsibilities of this Commission include reviewing cable operations and communicating problems and citizen inquiries to the cable franchisees. The Cable Television Commission regulates basic cable rates as provided under Federal Communications Commission rules and regulations. In addition, the Commission evaluates the performance of the cable franchisees for purposes of maintaining a high level of service and formulating recommendations on granting franchises, franchise renewal and transfers.

The Commission reviews and makes recommendations to the Mayor & Council on telecommunications services in general, reviews applications and agreements for the use of the City's rights-of-way by providers of telecommunications services within the City, and develops procedures for approving or denying applications to provide services.

The Cable Television Commission meets quarterly throughout the year in open session and as needed.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Ensure efficient and responsive cable services by regulating and evaluating cable services	Percent of cable franchise violations acted upon by Cable TV Commission	100%	100%	100%	100%
	Percent of resident complaints acted upon by Cable TV Commission	100%	100%	100%	100%

PROGRAM NAME/NUMBER**Cable Television Commission/1016**

PERSONNEL EXPENDITURES: Personnel expenditures include a stipend of \$60 per meeting attended where quorum exists (5 meetings estimated) paid to 4 commission members who are not FTEs.

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1016	
	Element/Object	Details	Total	
30	<u>Professional Services</u> 30-13 Administrative	Clerical support for 5 quarterly meetings @ \$150	750	
32	<u>Legal Services</u> 32-11 Cable Television	Legal fees for negotiation of renewal Comcast franchise agreement; City's estimated share of PGINCCC negotiating group expenditures	4,000	
40	<u>Repair & Maintenance</u> 40-40 Audio-Visual Equipment Service	City Hall – audio and video equipment service	0	
60	<u>Supplies</u> 60-10 General Supplies	Audio cassettes, DVDs, batteries, patch cables	500	

Capital Outlay: None

RELATED REVENUES		FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 ACTUAL	FY 2016 BUDGET
324.10	Comcast Cable Franchise Fee	203,616	198,062	200,000	198,629	200,000
324.15	Verizon FiOS Franchise Fee	108,574	113,337	110,000	118,587	115,000
	TOTAL	312,190	311,399	310,000	317,216	315,000

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 16 CABLE TV COMMISSION							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1016-510.10-03	OVERTIME	0	0	100	0	100	100
1016-510.10-06	STIPEND	720	900	1,200	1,260	1,200	1,200
*	PAYROLL-WAGES	720	900	1,300	1,260	1,300	1,300
ELEM 11 FRINGE BENEFITS							
1016-510.11-10	FICA	92	106	100	101	100	100
1016-510.11-21	WORKERS COMPENSATION INS	2	3	2	2	2	2
*	FRINGE BENEFITS	94	109	102	103	102	102
ELEM 30 PROFESSIONAL SERVICES							
1016-510.30-13	ADMINISTRATIVE	277	288	750	422	750	750
*	PROFESSIONAL SERVICES	277	288	750	422	750	750
ELEM 32 LEGAL SERVICES							
1016-510.32-11	LEGAL-CABLE TELEVISION	2,579	2,965	5,500	6,073	4,500	4,000
*	LEGAL SERVICES	2,579	2,965	5,500	6,073	4,500	4,000
ELEM 40 REPAIR & MAINTENANCE							
1016-510.40-40	AUDIO-VISUAL EQUIPT SERV	0	91	700	0	0	0
*	REPAIR & MAINTENANCE	0	91	700	0	0	0
ELEM 60 SUPPLIES							
1016-510.60-10	GENERAL SUPPLIES	159	39	1,000	119	500	500
*	SUPPLIES	159	39	1,000	119	500	500
ELEM 66 TELEPHONE & COMMUNICATION							
1016-510.66-20	CABLE TV SERVICE	119	119	0	119	0	0
*	TELEPHONE & COMMUNICATION	119	119	0	119	0	0
**	CABLE TV COMMISSION	3,948	4,511	9,352	8,096	7,152	6,652

PROGRAM NAME/NUMBER

Public Relations/1017

DESCRIPTION: This program provides information to citizens through responses to telephone inquiries and the semi-monthly publication of the *Municipal Scene*, as well as updates to the City Code and Charter. Duties include dispensing service recognition awards to Council; hosting receptions for City boards, commissions and committees; supporting special services (i.e., service recognition to City board, commission and committee members); as well as funding bereavement items (i.e., memorial donations or flowers and cards and gifts to employees during major illnesses or hospitalizations). The City's marketing program expenditures and annual contributions to the Martin Luther King, Jr. Day tribute are budgeted here.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Provide information about City government and services to the public <ul style="list-style-type: none">• Provide information for inclusion in <i>Municipal Scene</i>	Percent of residents rating the City's efforts to inform them of City government and services as good or better	No survey	75%	Not on survey	No survey
	Percent of residents who rate usefulness of <i>Municipal Scene</i> information as good or better	No survey	65%	63%	No survey

PROGRAM NAME/NUMBER

Public Relations/1017

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
City Manager	0.10	0.10	0.10	0.10
Senior City Clerk	0.00	0.00	0.25	0.25
City Clerk	0.25	0.25	0.00	0.00
Assistant City Clerk	0.50	0.50	0.50	0.50
Budget Total	0.85	0.85	0.85	0.85

OPERATING EXPENDITURES: There will not be a resident survey in FY 2016.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1017	
	Element/Object	Details	Total
30	<u>Professional Services</u> 30-13 Administrative	As needed	500
34	<u>Contractual Services</u> 34-25 Marketing	Details TBD	10,000
36	<u>Special Services</u> 36-10 Printing	Municipal Scene, 24 issues @ \$1,506 per issue 36,144 Invitations to special events 250	36,394
	36-26 Videography & Editing	Videotaping of Martin Luther King, Jr. Day activities	3,000
	36-99 Other	Flowers for condolences and Veterans Memorial 1,000 Photographer – election year 2,000	3,000
38	<u>Special Events</u> 38-40 Martin Luther King, Jr. Day	Martin Luther King, Jr. Day activities, net of contributions	4,500
	38-60 College Park Day (previously budgeted in account 2014-3860)	City participation expenditures 8,800 Event planner 11,000 Additional stage, performers, rentals 4,500 City staff payroll 4,500	28,800
	38-99 Other	Reception for boards and commissions 8,500 City/University recognition events 500 Miscellaneous 900	9,900
52	<u>Awards & Gifts</u> 52-99 Other	Citizen recognition	500
60	<u>Supplies</u> 60-10 General Supplies	Flags for City buildings and Veterans Memorial 500 Promotional items 1,000	1,500

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 17 PUBLIC RELATIONS							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1017-510.10-01	SALARY	68,653	70,222	73,094	73,646	72,177	72,177
1017-510.10-03	OVERTIME	160	0	0	104	0	0
*	PAYROLL-WAGES	68,813	70,222	73,094	73,750	72,177	72,177
ELEM 11 FRINGE BENEFITS							
1017-510.11-10	FICA	4,898	4,963	5,194	5,201	5,043	5,043
1017-510.11-12	HEALTH INSURANCE	4,650	5,612	5,937	6,117	6,993	6,993
1017-510.11-13	DENTAL INSURANCE	264	264	264	277	343	343
1017-510.11-14	LIFE INSURANCE	183	194	204	29	0	0
1017-510.11-15	VISION INSURANCE	94	95	96	83	90	90
1017-510.11-17	457 CITY MATCH CONTRIBUTN	952	947	965	747	510	510
1017-510.11-18	401A RETIREMENT	4,495	4,463	0	0	0	0
1017-510.11-21	WORKERS COMPENSATION INS	623	559	451	446	381	381
1017-510.11-22	LONG TERM DISABILITY INS	256	266	284	277	279	279
1017-510.11-25	MSRP RETIREMENT	0	101	4,524	4,442	3,609	3,609
*	FRINGE BENEFITS	16,415	17,464	17,919	17,619	17,248	17,248
ELEM 20 OVERHEAD							
1017-510.20-12	POSTAGE	1	197	0	4	0	0
*	OVERHEAD	1	197	0	4	0	0
ELEM 30 PROFESSIONAL SERVICES							
1017-510.30-13	ADMINISTRATIVE	0	0	500	0	500	500
1017-510.30-15	CONSULTING	1,500	2,225	0	0	0	0
*	PROFESSIONAL SERVICES	1,500	2,225	500	0	500	500
ELEM 34 CONTRACTUAL SERVICES							
1017-510.34-25	MARKETING	29,700	0	10,000	7,245	10,000	10,000
*	CONTRACTUAL SERVICES	29,700	0	10,000	7,245	10,000	10,000
ELEM 36 SPECIAL SERVICES							
1017-510.36-10	PRINTING	34,712	35,221	37,394	33,442	37,394	36,394
1017-510.36-11	CLASSIFIED ADVERTISING	250	0	0	0	0	0
1017-510.36-26	VIDEOGRAPHY & EDITING	1,550	2,060	3,000	2,570	3,000	3,000
1017-510.36-99	OTHER	578	2,345	1,000	783	3,000	3,000
*	SPECIAL SERVICES	37,090	39,626	41,394	36,795	43,394	42,394
ELEM 38 SPECIAL EVENTS							
1017-510.38-40	MARTIN LUTHER KING JR DAY	0	4,184	3,000	3,939	4,500	4,500
1017-510.38-60	COLLEGE PARK DAY	0	0	19,000	24,583	24,300	28,800
1017-510.38-99	OTHER	7,121	7,049	9,900	7,650	9,900	9,900
*	SPECIAL EVENTS	7,121	11,233	31,900	36,172	38,700	43,200
ELEM 52 AWARDS & GIFTS							
1017-510.52-99	OTHER	73	469	500	115	500	500
*	AWARDS & GIFTS	73	469	500	115	500	500
ELEM 60 SUPPLIES							
1017-510.60-10	GENERAL SUPPLIES	659	1,547	1,500	1,191	1,500	1,500
*	SUPPLIES	659	1,547	1,500	1,191	1,500	1,500
ELEM 62 POSTAGE							
1017-510.62-10	POSTAGE	0	0	850	0	0	0
*	POSTAGE	0	0	850	0	0	0
**	PUBLIC RELATIONS	161,372	142,983	177,657	172,891	184,019	187,519

DESCRIPTION: This program provides for the management and oversight of all City service functions. The City Manager is responsible for planning, organizing, directing and evaluating the activities of the municipal government so that policies of the City Council are carried out in an efficient and economical manner. The City Manager prepares agendas, reports and the annual budget for action by the City Council. All actions of the City Council that produce ordinances and policies are implemented by the City Manager through the operating departments. Operating departments are directed and coordinated weekly through staff meetings. The operating departments report to the Mayor and Council via a monthly report, and report to the citizens in the *Municipal Scene*, published semi-monthly. The City Manager appoints all department heads and manages the personnel and purchasing systems, which provide for the purchase of goods and services through competition and the hiring of employees through open advertisement and an interview process. The City Manager recommends legislation, reports on future needs, keeps the Mayor and Council advised of financial conditions and represents the City to the public, press, private agencies and other government entities.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Manage the City's financial resources to ensure efficiency and accountability <ul style="list-style-type: none">• Ensure that departments are managed within budget	Percent of departments ending fiscal year within budget	100%	100%	100%	100%
2. Provide effective and responsive support to Mayor and Council <ul style="list-style-type: none">• Provide prompt response to Mayor and Council requests	Percent of council written or e-mail requests responded to within 2 business days	100%	100%	100%	100%
3. Provide leadership to accomplish results <ul style="list-style-type: none">• Achieve performance targets	Percent of performance targets achieved by City programs (based on all performance measures over which City Manager has control, pass/fail basis)	80%	80%	75%	80%

PROGRAM NAME/NUMBER

City Manager/1018

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
City Manager	0.75	0.75	0.75	0.75
Assistant City Manager	0.00	0.75	1.00	1.00
Assistant to the City Manager I	1.00	1.00	0.00	0.00
Office Specialist III	0.25	0.25	0.25	0.25
Budget Total	2.00	2.75	2.00	2.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1018	
Element/Object	Details	Total	
12	<u>Travel & Training</u> 12-10 Non-Training Travel	Staff mileage reimbursement 100 Local meetings 450	550
	12-11 Travel & Training	International City/County Management Association (ICMA) convention @ Seattle, 2 @ \$2,900 5,800 Maryland Municipal League (MML) annual conference, 2 @ \$1,660 3,320 MML fall legislative conference @ Cambridge, 2 @ \$1,620 3,240 Staff training 900	13,260
36	<u>Special Services</u> 36-10 Printing	Copying and printing for special projects	1,000
38	<u>Special Events</u> 38-99 Other	As needed	300
66	<u>Telephone & Communications</u> 66-12 Cellular Phone	Monthly service, 2 Android @ \$100	2,400
67	<u>Dues & Publications</u> 67-10 Dues	International City/County Management Association (ICMA): City Manager 1,200 Assistant City Manager 900 Maryland County City Manager's Association, 2 @ \$125 250	2,350
	67-20 Publications & Books		500
69	<u>Miscellaneous Charge</u> 69-10 Miscellaneous		1,600

PROGRAM NAME/NUMBER

City Manager/1018

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 18 CITY MANAGER							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1018-510.10-01	SALARY	179,665	162,169	218,620	219,305	199,499	199,499
1018-510.10-02	HOURLY	10,614	10,202	10,389	10,103	10,845	10,845
1018-510.10-03	OVERTIME	0	103	100	22	100	100
*	PAYROLL-WAGES	190,279	172,474	229,109	229,430	210,444	210,444
ELEM 11 FRINGE BENEFITS							
1018-510.11-10	FICA	12,307	11,077	15,338	15,418	13,792	13,792
1018-510.11-12	HEALTH INSURANCE	10,560	14,303	21,053	26,021	33,499	33,499
1018-510.11-13	DENTAL INSURANCE	621	658	964	1,015	1,447	1,447
1018-510.11-14	LIFE INSURANCE	486	483	649	291	42	42
1018-510.11-15	VISION INSURANCE	247	228	339	288	337	337
1018-510.11-17	457 CITY MATCH CONTRIBUTN	3,099	2,732	2,998	2,880	1,176	1,176
1018-510.11-18	401A RETIREMENT	12,143	7,763	0	0	0	0
1018-510.11-21	WORKERS COMPENSATION INS	4,136	4,592	4,889	4,882	4,364	4,364
1018-510.11-22	LONG TERM DISABILITY INS	647	467	501	842	812	812
1018-510.11-25	MSRP RETIREMENT	0	313	14,185	13,761	10,517	10,517
*	FRINGE BENEFITS	44,246	42,616	60,916	65,398	65,986	65,986
ELEM 12 TRAVEL & TRAINING							
1018-510.12-10	NON TRAINING TRAVEL	585	276	500	65	550	550
1018-510.12-11	TRAVEL & TRAINING	5,712	6,270	9,940	6,843	13,260	13,260
*	TRAVEL & TRAINING	6,297	6,546	10,440	6,908	13,810	13,810
ELEM 20 OVERHEAD							
1018-510.20-10	INSURANCE	6,377	5,667	5,848	5,848	5,903	5,903
1018-510.20-11	AUTOMOTIVE	7,465	7,528	7,535	7,535	7,830	7,830
1018-510.20-12	POSTAGE	37	16	320	15	320	320
1018-510.20-13	UTILITIES	4,701	4,558	5,425	5,425	6,106	6,106
1018-510.20-14	TELEPHONE	547	601	601	601	538	538
1018-510.20-15	INFORMATION TECHNOLOGY	5,528	5,826	6,051	6,051	6,261	6,261
1018-510.20-16	BUILDING MAINTENANCE	14,674	15,559	15,796	15,796	16,351	16,351
1018-510.20-17	COPIER	237	9	556	22	606	606
*	OVERHEAD	39,566	39,764	42,132	41,293	43,915	43,915
ELEM 36 SPECIAL SERVICES							
1018-510.36-10	PRINTING	370	140	1,000	0	1,000	1,000
*	SPECIAL SERVICES	370	140	1,000	0	1,000	1,000
ELEM 38 SPECIAL EVENTS							
1018-510.38-99	OTHER	0	0	300	0	300	300
*	SPECIAL EVENTS	0	0	300	0	300	300
ELEM 60 SUPPLIES							
1018-510.60-10	GENERAL SUPPLIES	0	300	0	0	0	0
*	SUPPLIES	0	300	0	0	0	0
ELEM 61 OFFICE SUPPLIES							
1018-510.61-10	OFFICE SUPPLIES	0	18	0	0	0	0
*	OFFICE SUPPLIES	0	18	0	0	0	0
ELEM 62 POSTAGE							
1018-510.62-10	POSTAGE	44	0	0	0	0	0
*	POSTAGE	44	0	0	0	0	0
ELEM 66 TELEPHONE & COMMUNICATION							
1018-510.66-12	CELLULAR PHONE	1,479	1,496	2,400	1,931	2,400	2,400
*	TELEPHONE & COMMUNICATION	1,479	1,496	2,400	1,931	2,400	2,400
ELEM 67 DUES & PUBLICATIONS							
1018-510.67-10	DUES	1,474	2,075	2,450	2,216	2,350	2,350
1018-510.67-20	PUBLICATIONS & BOOKS	0	53	500	18	500	500
*	DUES & PUBLICATIONS	1,474	2,128	2,950	2,234	2,850	2,850

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 18 CITY MANAGER							
SUB 0 GENERAL GOVERNMENT							
ELEM 69 MISCELLANEOUS CHARGE							
ELEM 69 MISCELLANEOUS CHARGE							
1018-510.69-10	MISCELLANEOUS	712	287	1,600	568	1,600	1,600
*	MISCELLANEOUS CHARGE	712	287	1,600	568	1,600	1,600
**	CITY MANAGER	284,467	265,769	350,847	347,762	342,305	342,305

PROGRAM NAME/NUMBER

City Clerk/1019

DESCRIPTION: This program is responsible for the preparation of Council meeting agendas and minutes; provides support services to Mayor & Council, including meeting and travel arrangements; maintains the official records of the City; responds to public information requests; provides municipal information to the public through publication of the *Municipal Scene*, administration of the cable television public access channels, and response to resident inquiries; coordinates the City's advisory boards, committees and commissions and their membership; coordinates the petition process for traffic-calming and permit parking requests; schedules and advertises public hearings; coordinates use of City buildings and facilities; and prepares the City calendar.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Maintain official records and documents <ul style="list-style-type: none">Record minutes promptly and accurately	Percent of Council minutes presented for review at the next regular Council meeting	100%	100%	100%	100%

RELATED REVENUES		FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 ACTUAL	FY 2016 BUDGET
366.15	Freedom of Information Act Requests	93	34	0	60	0
	TOTAL	93	34	0	60	0

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 19 CITY CLERK							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1019-510.10-01	SALARY	80,781	83,821	89,446	90,474	92,692	92,692
1019-510.10-02	HOURLY	32,599	28,977	31,166	30,486	32,536	32,536
1019-510.10-03	OVERTIME	0	309	0	66	0	0
*	PAYROLL-WAGES	113,380	113,107	120,612	121,026	125,228	125,228
ELEM 11 FRINGE BENEFITS							
1019-510.11-10	FICA	8,419	8,389	8,976	8,848	9,168	9,168
1019-510.11-12	HEALTH INSURANCE	5,798	7,272	7,649	7,910	8,228	8,228
1019-510.11-13	DENTAL INSURANCE	377	306	306	322	339	339
1019-510.11-14	LIFE INSURANCE	289	360	374	136	126	126
1019-510.11-15	VISION INSURANCE	135	111	112	98	98	98
1019-510.11-17	457 CITY MATCH CONTRIBUTN	1,533	1,548	1,590	1,122	1,124	1,124
1019-510.11-18	401A RETIREMENT	6,453	6,228	0	0	0	0
1019-510.11-21	WORKERS COMPENSATION INS	204	219	211	208	205	205
1019-510.11-22	LONG TERM DISABILITY INS	331	428	469	457	483	483
1019-510.11-25	MSRP RETIREMENT	0	168	7,458	7,327	6,261	6,261
*	FRINGE BENEFITS	23,539	25,029	27,145	26,428	26,032	26,032
ELEM 12 TRAVEL & TRAINING							
1019-510.12-10	NON TRAINING TRAVEL	21	0	150	23	300	300
1019-510.12-11	TRAVEL & TRAINING	3,648	4,662	3,900	1,107	3,900	3,900
*	TRAVEL & TRAINING	3,669	4,662	4,050	1,130	4,200	4,200
ELEM 20 OVERHEAD							
1019-510.20-10	INSURANCE	3,189	2,834	2,924	2,924	2,952	2,952
1019-510.20-12	POSTAGE	81	32	640	56	640	640
1019-510.20-13	UTILITIES	2,938	2,849	3,391	3,391	3,816	3,816
1019-510.20-14	TELEPHONE	821	902	902	902	807	807
1019-510.20-15	INFORMATION TECHNOLOGY	5,528	5,826	6,051	6,051	6,261	6,261
1019-510.20-16	BUILDING MAINTENANCE	14,674	15,559	15,796	15,796	16,351	16,351
1019-510.20-17	COPIER	294	535	556	15	606	606
*	OVERHEAD	27,525	28,537	30,260	29,135	31,433	31,433
ELEM 36 SPECIAL SERVICES							
1019-510.36-10	PRINTING	4,352	1,930	7,795	5,643	7,795	7,795
1019-510.36-11	CLASSIFIED ADVERTISING	2,112	1,440	2,400	1,798	3,200	3,200
*	SPECIAL SERVICES	6,464	3,370	10,195	7,441	10,995	10,995
ELEM 47 CLOTHING & UNIFORMS							
1019-510.47-10	CLOTHING & UNIFORMS	0	0	100	0	100	100
*	CLOTHING & UNIFORMS	0	0	100	0	100	100
ELEM 60 SUPPLIES							
1019-510.60-10	GENERAL SUPPLIES	69	0	0	0	0	0
*	SUPPLIES	69	0	0	0	0	0
ELEM 61 OFFICE SUPPLIES							
1019-510.61-10	OFFICE SUPPLIES	1,314	626	1,500	924	1,500	1,500
*	OFFICE SUPPLIES	1,314	626	1,500	924	1,500	1,500
ELEM 62 POSTAGE							
1019-510.62-10	POSTAGE	73	0	0	0	0	0
*	POSTAGE	73	0	0	0	0	0
ELEM 67 DUES & PUBLICATIONS							
1019-510.67-10	DUES	370	285	390	395	390	390
1019-510.67-20	PUBLICATIONS & BOOKS	89	109	100	0	100	100
*	DUES & PUBLICATIONS	459	394	490	395	490	490
**	CITY CLERK	176,492	175,725	194,352	186,479	199,978	199,978

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FINANCE

PROGRAM NAME/NUMBER**Finance Administration/1020**

DESCRIPTION: This program provides financial and other services not otherwise included in other Finance programs such as payroll services, accounting and reporting, collections, budget or information technology; also provides overall management of the programs listed. This program responds to ad hoc requests of the City Manager for special projects as required during the fiscal year, ensures regulatory compliance, supervision of procurement and maintains adequate audit and internal controls.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Manage revenues to ensure the City receives all revenues to which it is entitled <ul style="list-style-type: none"> • Identify new revenue sources or ways to reduce expenditures 	Percent of budgeted operating revenues actually received	>100%	100%	>100%	100%
2. Ensure that purchases comply with policy and procedures	Procurement contracts over \$30,000 submitted to Mayor & Council for award	100%	100%	100%	100%
3. Ensure accountability for sound financial management through adequate policies, audit and internal controls	Number of substantiated violations identified through audit or review	0	0	0	0
	Number of external audit findings	0	0	0	0

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Director of Finance	0.30	0.30	0.30	0.30
Deputy Director of Finance	0.10	0.10	0.10	0.10
Budget Total	0.40	0.40	0.40	0.40

OPERATING EXPENDITURES: Dues and subscriptions include professional licenses and dues for staff CPAs, technical publications and subscriptions. Travel & Training includes approved continuing professional education requirements for CPAs during the upcoming fiscal year, primarily through meetings sponsored by the Government Finance Officers Association (GFOA) and Maryland Government Finance Officers Association (MDGFOA). Both the Director and Deputy Director of Finance need 40 hours of continuing education each year to maintain their CPA license, a requirement of their position.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1020	
	Element/Object	Details	Total
12	<u>Travel & Training</u> 12-10 Non Training Travel	Staff mileage reimbursement	160
	12-11 Travel & Training	MDGFOA, quarterly meetings, 2 attendees @ \$300 600 MDGFOA, annual conference, 2 @ \$925 1,850 GFOA annual conference @ Toronto: Registration, 2 @ \$385 770 Travel and lodging, 2 @ \$1,900 3,800	7,020
66	<u>Telephone & Communications</u> 66-12 Cellular Phone	Monthly service @ \$40, 1 phone	480
67	<u>Dues & Publications</u> 67-10 Dues	American Institute of CPAs (AICPA), 1 @ \$235 235 Government Finance Officers Association (GFOA), 1 @ \$225, 1 @ \$150 375 Maryland Government Finance Officers Association (MDGFOA), 3 (including Fiscal Support Specialist) @ \$35 105 Maryland Department of Licensing, 1 @ \$56 (bi-annual license renewals are on staggered schedule) 56	771
	67-20 Publications & Books	CAFR submission fee for GFOA award 435 Budget submission fee for GFOA award 280 GFOA and GASB publications 100	815
69	<u>Miscellaneous Charge</u> 69-10 Miscellaneous		250

PROGRAM NAME/NUMBER

Finance Administration/1020

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 20 FINANCE ADMINISTRATION							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1020-510.10-01	SALARY	45,514	49,180	48,796	49,151	49,836	49,836
*	PAYROLL-WAGES	45,514	49,180	48,796	49,151	49,836	49,836
ELEM 11 FRINGE BENEFITS							
1020-510.11-10	FICA	3,318	3,404	3,453	3,501	3,042	3,042
1020-510.11-12	HEALTH INSURANCE	1,519	1,847	1,947	2,013	3,936	3,936
1020-510.11-13	DENTAL INSURANCE	183	184	184	194	204	204
1020-510.11-14	LIFE INSURANCE	123	133	135	19	0	0
1020-510.11-15	VISION INSURANCE	60	61	62	49	50	50
1020-510.11-17	457 CITY MATCH CONTRIBUTN	988	1,071	1,186	1,188	1,190	1,190
1020-510.11-18	401A RETIREMENT	2,960	3,045	0	0	0	0
1020-510.11-21	WORKERS COMPENSATION INS	82	92	85	84	81	81
1020-510.11-22	LONG TERM DISABILITY INS	171	183	190	185	192	192
1020-510.11-25	MSRP RETIREMENT	0	68	3,021	2,953	2,492	2,492
*	FRINGE BENEFITS	9,404	10,088	10,263	10,186	11,187	11,187
ELEM 12 TRAVEL & TRAINING							
1020-510.12-10	NON TRAINING TRAVEL	122	83	160	83	160	160
1020-510.12-11	TRAVEL & TRAINING	6,305	5,682	6,020	5,478	7,020	7,020
*	TRAVEL & TRAINING	6,427	5,765	6,180	5,561	7,180	7,180
ELEM 20 OVERHEAD							
1020-510.20-10	INSURANCE	6,377	5,667	5,848	5,848	5,903	5,903
1020-510.20-13	UTILITIES	13,517	13,103	15,597	15,597	17,554	17,554
1020-510.20-14	TELEPHONE	3,832	4,210	4,210	4,210	3,765	3,765
1020-510.20-15	INFORMATION TECHNOLOGY	5,528	5,826	6,051	6,051	6,261	6,261
1020-510.20-16	BUILDING MAINTENANCE	23,479	24,894	25,274	25,274	26,162	26,162
*	OVERHEAD	52,733	53,700	56,980	56,980	59,645	59,645
ELEM 66 TELEPHONE & COMMUNICATION							
1020-510.66-12	CELLULAR PHONE	316	311	480	314	480	480
*	TELEPHONE & COMMUNICATION	316	311	480	314	480	480
ELEM 67 DUES & PUBLICATIONS							
1020-510.67-10	DUES	1,095	670	755	872	771	771
1020-510.67-20	PUBLICATIONS & BOOKS	715	768	815	715	815	815
*	DUES & PUBLICATIONS	1,810	1,438	1,570	1,587	1,586	1,586
ELEM 69 MISCELLANEOUS CHARGE							
1020-510.69-10	MISCELLANEOUS	278	149	250	0	250	250
*	MISCELLANEOUS CHARGE	278	149	250	0	250	250
**	FINANCE ADMINISTRATION	116,482	120,631	124,519	123,779	130,164	130,164

PROGRAM NAME/NUMBER

Payroll Services/1021

DESCRIPTION: Prepare payroll checks for City employees, prepare all required payroll tax returns, process benefit payments, prepare year-end W-2 forms and complete all government required filings.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Ensure that payroll is processed in a timely and accurate manner • Complete 1 payroll audit annually, in preparation for issuance of W-2's	Percent of payments made timely	100%	100%	100%	100%
	Percent of payments made accurately * <i>*Note: Subject to accurate departmental submissions</i>	100%	95%	100%	96%
	Number of payroll audits performed (employee paycheck receipt and verification of recorded information)	1	1	1	1
2. Prepare all government filings by appropriate due dates	Number of filing delays	0	0	0	0
	Number of filing errors	0	0	0	0
3. Provide accurate and timely response to payroll questions from City employees	Percent of employees responding to employee survey satisfied with helpfulness and responsiveness of payroll services	100%	97%	94%	95%

PROGRAM NAME/NUMBER

Payroll Services/1021

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Director of Finance	0.05	0.05	0.05	0.05
Deputy Director of Finance	0.05	0.05	0.05	0.05
Billing & Collections Supervisor	0.10	0.10	0.10	0.10
Payroll Supervisor	1.00	1.00	1.00	1.00
Budget Total	1.20	1.20	1.20	1.20

OPERATING EXPENDITURES: Travel & Training and Dues & Publications are included in this program for the Payroll Supervisor and her backup in order to provide adequate knowledge of payroll practices and to keep City staff abreast of all changes in payroll laws and regulations.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1021	
	Element/Object	Details	Total
12	<u>Travel & Training</u> 12-11 Travel & Training	APA – quarterly meetings80 Other seminars & workshops200	280
67	<u>Dues & Publications</u> 67-10 Dues	American Payroll Association (APA)	225
	67-20 Publications & Books	IOMA Compliance Guide, subscription400 ACH Participant Directory (for direct deposit)225	625

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 21 PAYROLL SERVICES							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1021-510.10-01	SALARY	17,526	18,383	18,765	18,760	19,531	19,531
1021-510.10-02	HOURLY	58,939	61,541	64,261	64,339	65,546	65,546
1021-510.10-03	OVERTIME	420	257	500	0	500	500
*	PAYROLL-WAGES	76,885	80,181	83,526	83,099	85,577	85,577
ELEM 11 FRINGE BENEFITS							
1021-510.11-10	FICA	5,563	5,716	6,032	6,063	6,052	6,052
1021-510.11-12	HEALTH INSURANCE	13,654	15,394	16,230	18,185	20,375	20,375
1021-510.11-13	DENTAL INSURANCE	622	625	624	649	659	659
1021-510.11-14	LIFE INSURANCE	214	221	385	33	0	0
1021-510.11-15	VISION INSURANCE	239	242	246	205	204	204
1021-510.11-17	457 CITY MATCH CONTRIBUTN	897	902	932	577	595	595
1021-510.11-18	401A RETIREMENT	5,017	5,049	0	0	0	0
1021-510.11-21	WORKERS COMPENSATION INS	140	153	146	144	140	140
1021-510.11-22	LONG TERM DISABILITY INS	291	304	323	314	328	328
1021-510.11-25	MSRP RETIREMENT	0	116	5,135	5,019	4,254	4,254
*	FRINGE BENEFITS	26,637	28,722	30,053	31,189	32,607	32,607
ELEM 12 TRAVEL & TRAINING							
1021-510.12-10	NON TRAINING TRAVEL	0	18	0	0	0	0
1021-510.12-11	TRAVEL & TRAINING	225	289	280	127	280	280
*	TRAVEL & TRAINING	225	307	280	127	280	280
ELEM 20 OVERHEAD							
1021-510.20-12	POSTAGE	376	470	960	479	960	960
1021-510.20-15	INFORMATION TECHNOLOGY	33,167	34,956	36,305	36,305	37,568	37,568
1021-510.20-17	COPIER	12	13	556	23	606	606
*	OVERHEAD	33,555	35,439	37,821	36,807	39,134	39,134
ELEM 67 DUES & PUBLICATIONS							
1021-510.67-10	DUES	0	0	225	0	225	225
1021-510.67-20	PUBLICATIONS & BOOKS	0	0	625	426	625	625
*	DUES & PUBLICATIONS	0	0	850	426	850	850
**	PAYROLL SERVICES	137,302	144,649	152,530	151,648	158,448	158,448

DESCRIPTION: This program performs general ledger and financial reporting functions for the City. Financial reporting includes all monthly program reports and the annual audit report. General ledger activity included in these reports includes billing for personal property taxes and services, collecting cash, disbursing cash, encumbering funds, investing cash, recording fixed asset acquisitions and dispositions, maintaining supporting detail schedules and account reconciliations.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Ensure timely and accurate collection of taxes and other accounts receivable	Percent of personal property tax bills issued on time	100%	100%	100%	100%
	Percent of accounts receivable collected when due	90%	90%	90%	90%
2. Ensure timely and accurate collection of parking tickets	Percent of current fiscal year tickets collected in-house during current fiscal year	70%	70%	70%	70%
	Percent of current fiscal year tickets collected by collection agency during current fiscal year	5%	5%	5%	5%
3. Provide timely and accurate reports of financial condition <ul style="list-style-type: none"> • Issue monthly financial reports within 12 working days after the end of the month • Complete the CAFR (Comprehensive Annual Financial Report) and Maryland Uniform Financial Report (UFR) by applicable deadlines • Achieve GFOA award for the CAFR 	Percent of monthly reports issued within deadlines	100%	100%	100%	100%
4. Manage the certified audit	Percent of audit deadlines met	100%	100%	100%	100%
5. Manage cash to generate revenue through sound investments, in accordance with adopted investment policy	Percent of cash invested	95%	95%	95%	95%
	Dollars of investment earnings	\$148,979	\$94,459	\$101,123	\$93,019

PROGRAM NAME/NUMBER

Accounting & Financial Reporting/1022

● Maintain proper level of compensating balance to reduce or eliminate bank service charges; weigh earnings loss against bank charges	Bank service charges paid	\$5,154	<\$6,800	\$3,895	<\$6,300
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PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Director of Finance	0.15	0.15	0.15	0.15
Deputy Director of Finance	0.75	0.75	0.75	0.75
Billing & Collections Supervisor	0.90	0.90	0.90	0.90
Fiscal Support Specialist III	1.00	1.00	1.00	1.00
Fiscal Support Specialist II	1.80	1.70	1.70	1.70
Budget Total	4.60	4.50	4.50	4.50

OPERATING EXPENDITURES: Bank charges include service charges for the parking ticket collection account with Bank of the West; service charges for the City's core accounts have been reduced through compensating balances (set at appropriate levels to maximize the interrelationship between loss of investment earnings and charges for services) at Bank of America. Office supplies include W-2 and 1099 forms, computer paper, filing supplies and storage boxes. Travel and Training included in this program is for staff training in technical procedures. Printing cost includes the printing of the CAFR, disbursement and payroll checks, security envelopes, etc. Postage includes mailing of dunning notices and statements. Credit card charges have increased as a result of the use of credit cards at parking pay stations.

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1022
	Element/Object	Details	Total
12	<u>Travel & Training</u> 12-11 Travel & Training	MDGFOA, quarterly meetings, 1 attendee300 MDGFOA, annual conference, 1 attendee925	1,225
20	<u>Overhead</u> 20-25 Administrative	2% of net speed enforcement camera revenue received	(30,500)
30	<u>Professional Services</u> 30-10 Auditing & Accounting	Contract for auditing services 15,777 Single audit, required if Federal funds received in FY2015 exceed \$500,0002,332	18,109
36	<u>Special Services</u> 36-10 Printing	CAFR, 50 copies300 Parking dunning notices (6,000 annually) 1,000 Envelopes, security window and plain 1,200 Disbursement and payroll account checks 1,400 Other forms and printing400	4,300
	36-13 MVA Services	Maryland MVA address requests, 650 x 12 months @ \$0.025 per record 195 Other states' motor vehicle address requests through third party vendor Law Enforcement Systems, 60 x 12 months @ \$1.25 per record900	1,095
	36-40 Files Management	Onsite document shredding @ City Hall, 2 @ \$150	300

PROGRAM NAME/NUMBER

Accounting & Financial Reporting/1022

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1022		
Element/Object	Details	Total		
55	<u>Financial Charges</u> 55-10 Banks	Bank of America, account activity charges for months when account activity charges exceed earnings on compensating balance6,000 Bank of the West, service charges @ \$25/month300	6,300	
	55-15 Credit Cards	Visa, MasterCard, Discover discount, \$6,800 monthly81,600 American Express discount, \$150 monthly1,800 Metric Group – CreditCall terminal communication fees for credit card processing and wireless charges at 11 parking pay stations @ \$1,170/quarter4,680	88,080	
	55-20 Armored Car Service	Armored car service for coin and currency pickup @ \$440 monthly	5,280	
60	<u>Supplies</u> 60-10 General Supplies		100	
61	<u>Office Supplies</u> 61-10 Office Supplies	W-2 and 1099 forms and envelopes300 Record retention storage boxes400 Calendars200 Computer paper, 60 boxes @ \$50.....3,000 Binders, folders, dividers400 Miscellaneous supplies300 Plastic bags for bank deposit of coin and currency600	5,200	
62	<u>Postage</u> 62-10 Postage	U. S. Postal Service – first class presort fee permit200 U. S. Postal Service – standard mail fee permit200 Shipping charges, GFOA submittals and other100	500	

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
		ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET
334.20	Bank Stock Tax	10,717	10,717	10,717	10,717	10,717
361.10	Investment Earnings	35,922	69,174	60,000	64,704	60,000
361.11	Investments-Market Value Adjustment	(156,762)	67,257	0	(41)	0
361.22	Interest-Tenant Improvement Allowance	6,086	54,904	34,459	34,459	33,019
361.30	Other Interest	2,892	7,637	0	2,001	0
366.70	CDMA Billing Fees	330	326	380	377	400
	TOTAL	(100,815)	210,015	105,556	112,217	104,136

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 22 ACCTG & FINANCL REPORTING							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1022-510.10-01	SALARY	149,390	156,193	159,843	159,950	166,525	166,525
1022-510.10-02	HOURLY	136,250	135,041	142,714	142,878	148,733	148,733
1022-510.10-03	OVERTIME	823	2,474	2,500	2,301	2,500	2,500
*	PAYROLL-WAGES	286,463	293,708	305,057	305,129	317,758	317,758
ELEM 11 FRINGE BENEFITS							
1022-510.11-10	FICA	20,532	21,529	22,355	22,553	22,953	22,953
1022-510.11-12	HEALTH INSURANCE	16,074	18,171	19,173	20,774	35,507	35,507
1022-510.11-13	DENTAL INSURANCE	2,273	2,304	2,306	2,409	2,515	2,515
1022-510.11-14	LIFE INSURANCE	813	904	909	312	285	285
1022-510.11-15	VISION INSURANCE	1,114	1,144	1,171	893	901	901
1022-510.11-17	457 CITY MATCH CONTRIBUTN	4,928	5,184	5,169	6,903	7,091	7,091
1022-510.11-18	401A RETIREMENT	18,332	18,819	0	0	0	0
1022-510.11-21	WORKERS COMPENSATION INS	510	569	535	527	519	519
1022-510.11-22	LONG TERM DISABILITY INS	1,035	1,118	1,175	1,146	1,216	1,216
1022-510.11-25	MSRP RETIREMENT	0	426	18,710	18,449	15,763	15,763
*	FRINGE BENEFITS	65,611	70,168	71,503	73,966	86,750	86,750
ELEM 12 TRAVEL & TRAINING							
1022-510.12-10	NON TRAINING TRAVEL	0	26	0	0	0	0
1022-510.12-11	TRAVEL & TRAINING	1,096	737	1,125	451	1,225	1,225
*	TRAVEL & TRAINING	1,096	763	1,125	451	1,225	1,225
ELEM 20 OVERHEAD							
1022-510.20-12	POSTAGE	4,312	5,166	7,040	4,859	7,040	7,040
1022-510.20-15	INFORMATION TECHNOLOGY	77,389	81,564	84,711	84,711	87,658	87,658
1022-510.20-17	COPIER	1,877	1,885	3,336	1,616	3,638	3,638
1022-510.20-25	ADMINISTRATIVE	33,224	30,594	19,520	19,524	30,500	30,500
*	OVERHEAD	50,354	58,021	75,567	71,662	67,836	67,836
ELEM 30 PROFESSIONAL SERVICES							
1022-510.30-10	AUDITING & ACCOUNTING	17,973	15,660	20,000	15,250	18,109	18,109
*	PROFESSIONAL SERVICES	17,973	15,660	20,000	15,250	18,109	18,109
ELEM 36 SPECIAL SERVICES							
1022-510.36-10	PRINTING	4,345	4,326	4,200	3,335	4,300	4,300
1022-510.36-13	MVA SERVICES	855	873	1,095	1,123	1,095	1,095
1022-510.36-40	FILES MANAGEMENT	0	0	0	150	300	300
*	SPECIAL SERVICES	5,200	5,199	5,295	4,608	5,695	5,695
ELEM 55 FINANCIAL CHARGES							
1022-510.55-10	BANK SERVICE CHARGES	5,325	5,154	6,800	3,895	6,300	6,300
1022-510.55-15	CREDIT CARD FEES	73,115	88,325	77,280	92,520	88,080	88,080
1022-510.55-20	ARMORED CAR SERVICE	4,940	5,298	4,800	5,322	5,280	5,280
*	FINANCIAL CHARGES	83,380	98,777	88,880	101,737	99,660	99,660
ELEM 60 SUPPLIES							
1022-510.60-10	GENERAL SUPPLIES	21	0	100	54	100	100
*	SUPPLIES	21	0	100	54	100	100
ELEM 61 OFFICE SUPPLIES							
1022-510.61-10	OFFICE SUPPLIES	5,123	4,846	5,340	4,581	5,200	5,200
*	OFFICE SUPPLIES	5,123	4,846	5,340	4,581	5,200	5,200
ELEM 62 POSTAGE							
1022-510.62-10	POSTAGE	236	155	460	64	500	500
*	POSTAGE	236	155	460	64	500	500
ELEM 67 DUES & PUBLICATIONS							
1022-510.67-20	PUBLICATIONS & BOOKS	0	166	0	0	0	0
*	DUES & PUBLICATIONS	0	166	0	0	0	0
ELEM 92 MACHINERY & EQUIPMENT							

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 22 ACCTG & FINANCL REPORTING							
SUB 0 GENERAL GOVERNMENT							
ELEM 92 MACHINERY & EQUIPMENT							
1022-510.92-20	EQUIPMENT	0	2,725	0	6,664	0	0
*	MACHINERY & EQUIPMENT	0	2,725	0	6,664	0	0
**	ACCTG & FINANCL REPORTING	515,457	550,188	573,327	584,166	602,833	602,833

PROGRAM NAME/NUMBER

Budget Development & Monitoring/1023

DESCRIPTION: This program prepares budget worksheets, reports and adopted budget for the City, coordinates meetings with department heads to review budget requests, analyzes requested budget with City Manager and assists in presenting proposed budget to Mayor and Council, schedules budget work sessions to comply with City Code requirements, and monitors actual account activity against budget during the fiscal year.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Manage the City's budget process to allocate resources in a manner that achieves Council goals and supports effective and efficient service delivery <ul style="list-style-type: none">• Meet scheduled deadlines to adopt budget by May 31• Achieve GFOA Distinguished Budget Presentation award	Percent of budget preparation deadlines met	100%	100%	100%	100%

PROGRAM NAME/NUMBER

Budget Development & Monitoring/1023

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Director of Finance	0.35	0.35	0.35	0.35
Deputy Director of Finance	0.10	0.10	0.10	0.10
Budget Total	0.45	0.45	0.45	0.45

OPERATING EXPENDITURES: Printing includes printing of the Requested and Adopted budgets. Classified advertising covers advertising of the proposed budget and constant yield tax rate and one budget amendment in local newspaper.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1023	
Element/Object	Details	Total	
36	<u>Special Services</u>		
	36-10 Printing	FY2016 Adopted Budget, 70 copies @ \$23 1,600 FY2017 Requested Budget, 35 copies 500	2,100
	36-11 Classified Advertising	Advertising, budget ordinances and constant yield tax rate	750

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 23 BUDGET DEVEL & MONITORING							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1023-510.10-01	SALARY	51,480	54,218	55,272	55,279	56,451	56,451
*	PAYROLL-WAGES	51,480	54,218	55,272	55,279	56,451	56,451
ELEM 11 FRINGE BENEFITS							
1023-510.11-10	FICA	3,757	3,855	3,909	3,959	3,428	3,428
1023-510.11-12	HEALTH INSURANCE	1,755	2,137	2,254	2,331	4,275	4,275
1023-510.11-13	DENTAL INSURANCE	197	198	198	208	219	219
1023-510.11-14	LIFE INSURANCE	139	150	153	22	0	0
1023-510.11-15	VISION INSURANCE	65	66	67	54	54	54
1023-510.11-17	457 CITY MATCH CONTRIBUTN	1,112	1,209	1,343	1,344	1,346	1,346
1023-510.11-18	401A RETIREMENT	3,353	3,450	0	0	0	0
1023-510.11-21	WORKERS COMPENSATION INS	93	105	96	95	92	92
1023-510.11-22	LONG TERM DISABILITY INS	194	208	215	209	218	218
1023-510.11-25	MSRP RETIREMENT	0	77	3,422	3,345	2,823	2,823
*	FRINGE BENEFITS	10,665	11,455	11,657	11,567	12,455	12,455
ELEM 20 OVERHEAD							
1023-510.20-15	INFORMATION TECHNOLOGY	22,111	23,304	24,203	24,203	25,045	25,045
1023-510.20-17	COPIER	807	740	2,780	609	3,032	3,032
*	OVERHEAD	22,918	24,044	26,983	24,812	28,077	28,077
ELEM 36 SPECIAL SERVICES							
1023-510.36-10	PRINTING	1,702	1,790	2,200	1,531	2,100	2,100
1023-510.36-11	CLASSIFIED ADVERTISING	0	631	750	0	750	750
*	SPECIAL SERVICES	1,702	2,421	2,950	1,531	2,850	2,850
**	BUDGET DEVEL & MONITORING	86,765	92,138	96,862	93,189	99,833	99,833

DESCRIPTION: This program provides computer, copier, postage and telephone services to various City programs; provides service and maintenance agreements, computer training, service, and preventive maintenance for associated equipment and software; provides supplies for computer equipment; coordinates installation of new equipment, moving and changing of existing equipment and telephone services; and coordinates service calls on equipment. Expenditures in this program are charged out to other programs through various overhead accounts (Information Technology, Postage, Telephone, Copier), resulting in a zero budget total.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Ensure the continuity of operations for information technology and telecommunications systems to support City government • Update the disaster recovery plan annually	Percent of system availability for networks (does not include scheduled down time)	95%	95%	95%	95%
	Percent of system availability for voice systems	100%	100%	100%	100%
2. Ensure that all telephone, copier and other information systems equipment are functioning properly Note: Measures subject to equipment delivery and software vendor delays	Percent of equipment requiring repair or replacement due to breakdown	<5%	<5%	<5%	<5%
	Percent of repairs completed within 3 working days	95%	95%	95%	95%
	Percent of non-vendor software problems resolved within 3 working days	100%	100%	100%	100%
	Percent of service requests completed by deadline	95%	95%	95%	95%
	Percent of project deadlines met	90%	90%	90%	90%
3. Maintain the City's web site	Update content, implement improvements and increase functionality	TBD	TBD	TBD	TBD

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Director of Finance	0.15	0.15	0.15	0.15
Information Systems Manager	1.00	1.00	1.00	1.00
Programmer Analyst	1.00	1.00	1.00	1.00
Information Systems Technician III	1.00	1.00	1.00	1.00
Information Systems Technician II	1.00	1.00	1.00	1.00
Budget Total	4.15	4.15	4.15	4.15

OPERATING EXPENDITURES: Maintenance contract includes citywide service contracts on various office equipment, computers and software and automated time clock systems. Postage covers postage meter use. Telephone includes phone service provided to all departments. Travel & Training includes network courses and training in desktop applications for all City staff.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1024	
	Element/Object	Details	Total
12	<u>Travel & Training</u> 12-10 Non Training Travel	Staff mileage reimbursement	1,550
	12-11 Travel & Training	IT training (New Horizons training coupons for City staff; Cisco, ESRI, iSeries for IT staff)5,000 Travel and meals for training 1,200	6,200
30	<u>Professional Services</u> 30-14 Support Services	Outside consulting on hardware and software, as needed	5,000
34	<u>Contractual Services</u> 34-73 Cabling	All buildings, as needed	1,500
36	<u>Special Services</u> 36-28 Disaster Recovery	United Computer Group – Vault400 SaaS offsite storage of iSeries data (72-hour iSeries replacement in event of disaster)	3,600
	36-63 PGINCCC I-Net Pro-Rata Exp	City's pro-rata share of FY 2016 adopted operating budget of Prince George's I-Net (PGINCCC)	22,306
40	<u>Repair & Maintenance</u> 40-14 Computer	Computers and printers	1,000
	40-15 Telephone System	Telephone equipment repairs and programming, all buildings	1,500
45	<u>Maintenance Contract</u> 45-10 Computer Software Support	Sungard HTE software, all modules46,594 Qquest ManagerPlus fleet management, including Gasboy interface 1,582 Qquest TimeForce time & attendance 1,045 ESRI – ArcView GIS software, 3-user license fee (1 assigned to City Engineer, 2 concurrent users)	

PROGRAM NAME/NUMBER

Information Technology/1024

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1024	
Element/Object	Details	Total	
	Backup tape cartridges 1,500 Laser and inkjet printer toner, all printers 9,000 Color laser printer toner and supplies 5,200 Cables, surge protectors, miscellaneous supplies 800	16,700	
61	<u>Office Supplies.</u> 61-10 Office Supplies Copier paper, postage meter supplies	5,000	
62	<u>Postage</u> 62-10 Postage Postage meter usage, estimated	30,000	
66	<u>Telephone & Communications</u> 66-10 Telephone Telephone – local service and long distance at all buildings, provided over Avaya VoIP network phone system @ \$2,035/month 24,420 POTS (“Plain Old Telephone Service”) lines for alarm systems, elevators, other uses: City Hall, alarm system lines @ \$84/month 1,008 Parking Garage, alarm system and elevator monitoring lines, 2 @ \$61/month 1,464 66-12 Cellular Phone Monthly service, 3 Android @ \$60 each 2,160 Replacement parts for cell phones (batteries, chargers, cases, etc.) 600 Verizon Wireless – aircard service for 7 Public Services devices (5 code enforcement, 1 animal control, 1 parking enforcement) @ \$281/month 3,372 Duncan Parking Technologies – aircard service for 6 X3 handheld ticket writers @ \$600/month 7,200 66-14 Internet T-1 line for Internet access provided by Prince George’s I-Net (included in I-Net budgeted cost) 0 GSA dot gov domain registration, annual fee 125 Network Solutions – 2 domain renewals for Everbridge (replacing Roam Secure) sites @ \$38/year 76 Atlantech – website hosting, 3 domains @ \$36/year 108 Comcast – City Hall Wi-Fi @ \$119.90/month 1,439 Comcast – Old Parish House Wi-Fi @ \$123.68/month 1,485 Comcast – Public Works Wi-Fi @ \$119.90/month 1,439 GoDaddy – Internet certs (SSLs) 250 Digicert – Internet certs (SSLs), 2 @ \$397 794 66-20 Cable TV Service Comcast – digital cable box rental @ \$9.95/month 120 Verizon – digital cable box rental @ \$3.99/month 48	26,892	
		13,332	
		5,716	
		168	
67	<u>Dues & Publications</u> 67-10 Dues Mid-Atlantic HTE Users Group (MA-HUG)	200	
	67-20 Publications & Books AS/400 technical manuals, IBM programming and network maintenance manuals	200	

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1024	
	Element/Object	Details	Total
97	<u>Communications Equipment</u> 97-10 Telephone Systems	Replacement telephone equipment, all buildings	1,000
98	<u>Computers & Software</u> 98-10 Hardware	Replacement PCs, 6 @ \$8505,100 Replacement printers, estimate 3 @ \$250 750 Replacement monitors, estimate 4 @ \$130520 Other hardware replacements2,000	8,370
	98-20 Software	Software upgrades not covered under maintenance4,000 Survey Monkey – annual license300	4,300

CAPITAL OUTLAY: Telephone systems include the replacement of telephones and other related equipment in all City buildings (\$1,000). Hardware includes replacement PCs, printers and monitors for units that cannot be cost-effectively repaired (\$8,370). Software includes upgrades not covered under maintenance (\$4,000) and Survey Monkey license (\$300).

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 24 INFORMATION TECHNOLOGY							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1024-510.10-01	SALARY	179,286	189,535	195,950	196,621	205,231	205,231
1024-510.10-02	HOURLY	117,274	119,066	126,047	125,965	129,797	129,797
1024-510.10-03	OVERTIME	5,730	3,934	4,000	3,991	4,000	4,000
*	PAYROLL-WAGES	302,290	312,535	325,997	326,577	339,028	339,028
ELEM 11 FRINGE BENEFITS							
1024-510.11-10	FICA	22,581	23,098	23,962	23,791	24,414	24,414
1024-510.11-12	HEALTH INSURANCE	21,625	26,595	31,518	38,888	41,387	41,387
1024-510.11-13	DENTAL INSURANCE	1,789	2,154	2,064	2,456	2,580	2,580
1024-510.11-14	LIFE INSURANCE	856	873	928	402	427	427
1024-510.11-15	VISION INSURANCE	909	784	725	660	661	661
1024-510.11-17	457 CITY MATCH CONTRIBUTN	2,101	2,471	2,816	2,882	2,954	2,954
1024-510.11-18	401A RETIREMENT	19,862	18,608	5,706	5,744	6,015	6,015
1024-510.11-21	WORKERS COMPENSATION INS	4,428	3,931	3,231	3,205	3,242	3,242
1024-510.11-22	LONG TERM DISABILITY INS	1,145	1,103	1,063	1,223	1,293	1,293
1024-510.11-25	MSRP RETIREMENT	0	324	14,487	14,320	12,125	12,125
*	FRINGE BENEFITS	75,296	79,941	86,500	93,571	95,098	95,098
ELEM 12 TRAVEL & TRAINING							
1024-510.12-10	NON TRAINING TRAVEL	1,043	684	1,550	1,070	1,550	1,550
1024-510.12-11	TRAVEL & TRAINING	2,670	2,996	6,200	1,776	6,200	6,200
*	TRAVEL & TRAINING	3,713	3,680	7,750	2,846	7,750	7,750
ELEM 20 OVERHEAD							
1024-510.20-12	POSTAGE	22,940-	22,499-	32,000-	23,566-	32,000-	32,000-
1024-510.20-14	TELEPHONE	27,372-	30,072-	30,072-	30,072-	26,892-	26,892-
1024-510.20-15	INFORMATION TECHNOLOGY	552,780-	582,600-	605,075-	605,077-	626,127-	626,127-
1024-510.20-17	COPIER	13,705-	12,844-	27,800-	11,925-	30,318-	30,318-
*	OVERHEAD	616,797-	648,015-	694,947-	670,640-	715,337-	715,337-
ELEM 30 PROFESSIONAL SERVICES							
1024-510.30-14	SUPPORT SERVICES	2,797	428	5,000	1,830	5,000	5,000
*	PROFESSIONAL SERVICES	2,797	428	5,000	1,830	5,000	5,000
ELEM 34 CONTRACTUAL SERVICES							
1024-510.34-73	CABLING	354	0	1,500	0	1,500	1,500
*	CONTRACTUAL SERVICES	354	0	1,500	0	1,500	1,500
ELEM 36 SPECIAL SERVICES							
1024-510.36-28	DISASTER RECOVERY	0	4,020	3,600	6,390	3,600	3,600
1024-510.36-63	PGINCC I-NET PRORATA EXP	11,731	21,237	24,210	21,707	22,306	22,306
*	SPECIAL SERVICES	11,731	25,257	27,810	28,097	25,906	25,906
ELEM 40 REPAIR & MAINTENANCE							
1024-510.40-10	OFFICE EQUIPMENT	0	308	0	0	0	0
1024-510.40-14	COMPUTER EQUIPMENT	0	0	1,000	0	1,000	1,000
1024-510.40-15	TELEPHONE EQUIPMENT	1,404	345	1,500	0	1,500	1,500
*	REPAIR & MAINTENANCE	1,404	653	2,500	0	2,500	2,500
ELEM 45 MAINTENANCE CONTRACT							
1024-510.45-10	COMPUTER SOFTWARE SUPPORT	79,461	87,604	88,336	90,429	89,902	89,902
1024-510.45-11	COMPUTER HARDWARE SUPPORT	7,190	6,350	7,765	7,575	7,235	7,235
1024-510.45-15	OFFICE EQUIPMENT	720	1,725	1,725	2,523	1,725	1,725
1024-510.45-16	BUILDING SERVICES	0	0	805	0	805	805
*	MAINTENANCE CONTRACT	87,371	95,679	98,631	100,527	99,667	99,667
ELEM 48 RENTAL							
1024-510.48-10	OFFICE EQUIPMENT	1,572	1,693	1,332	1,420	1,332	1,332
1024-510.48-20	COPIERS	19,693	22,418	22,548	22,742	25,068	25,068
*	RENTAL	21,265	24,111	23,880	24,162	26,400	26,400
ELEM 60 SUPPLIES							
1024-510.60-10	GENERAL SUPPLIES	394	122	250	0	250	250

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 24 INFORMATION TECHNOLOGY							
SUB 0 GENERAL GOVERNMENT							
ELEM 60 SUPPLIES							
1024-510.60-11	MEETING REFRESHMENTS	149	169	360	69	360	360
1024-510.60-20	COMPUTER SUPPLIES	16,583	18,713	16,700	18,745	16,700	16,700
*	SUPPLIES	17,126	19,004	17,310	18,814	17,310	17,310
ELEM 61 OFFICE SUPPLIES							
1024-510.61-10	OFFICE SUPPLIES	4,013	4,045	5,000	3,894	5,000	5,000
*	OFFICE SUPPLIES	4,013	4,045	5,000	3,894	5,000	5,000
ELEM 62 POSTAGE							
1024-510.62-10	POSTAGE	25,312	25,000	32,000	25,024	30,000	30,000
*	POSTAGE	25,312	25,000	32,000	25,024	30,000	30,000
ELEM 66 TELEPHONE & COMMUNICATION							
1024-510.66-10	TELEPHONE	29,040	26,489	30,072	27,231	26,892	26,892
1024-510.66-12	CELLULAR PHONE	15,129	12,744	13,332	13,689	13,332	13,332
1024-510.66-14	INTERNET	3,568	3,444	3,687	3,653	5,716	5,716
1024-510.66-20	CABLE TV SERVICE	41	0	168	0	168	168
*	TELEPHONE & COMMUNICATION	47,778	42,677	47,259	44,573	46,108	46,108
ELEM 67 DUES & PUBLICATIONS							
1024-510.67-10	DUES	305	195	200	195	200	200
1024-510.67-20	PUBLICATIONS & BOOKS	0	53	200	0	200	200
*	DUES & PUBLICATIONS	305	248	400	195	400	400
ELEM 97 COMMUNICATIONS EQUIPMENT							
1024-510.97-10	TELEPHONE SYSTEM	409	0	1,000	663	1,000	1,000
*	COMMUNICATIONS EQUIPMENT	409	0	1,000	663	1,000	1,000
ELEM 98 COMPUTER HDWE & SOFTWARE							
1024-510.98-10	COMPUTER HARDWARE	12,249	9,168	8,110	7,305	8,370	8,370
1024-510.98-20	COMPUTER SOFTWARE	1,587	394	4,300	1,989	4,300	4,300
*	COMPUTER HDWE & SOFTWARE	13,836	9,562	12,410	9,294	12,670	12,670
**	INFORMATION TECHNOLOGY	1,797-	5,195-	0	9,427	0	0

PROGRAM NAME/NUMBER

Non-Departmental Expenditures/1025

DESCRIPTION: This program provides a cost pool for non-departmental expenditures such as insurance, City Hall utilities and payroll benefits. Funding for the City Hall caretaker is included in this program. The City Hall caretaker is utilized to close the building on nights when a public meeting extends beyond 10:00 p.m. The budgeted costs in this program are allocated to benefiting programs as overhead. Most insurance coverage is purchased through the Local Government Insurance Trust (LGIT), of which the City is a charter member. Expenditures in this program, with the exception of the MSRP prior service credit payment, are charged out to other programs through various overhead accounts (Insurance, Utilities).

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Assist Human Resources in budgeting for costs of insurance and health benefits	Increase in cost of benefits insurance	7.6%	<=10%	4.5%	<=10%

PROGRAM NAME/NUMBER

Non-Departmental Expenditures/1025

PERSONNEL EXPENDITURES: Personnel expenditures include the salary of 1 Caretaker who is not an FTE. Overtime includes \$3,500 plus fringe benefits for a Public Works employee to open/close Davis Hall for evening City and community meetings.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES: Insurance services are primarily provided by Local Government Insurance Trust (LGIT) and include property and casualty coverage and a crime bond.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1025	
Element/Object	Details	Total	
11	<u>Fringe Benefits</u> 11-12 Health Insurance	PCOR (Patient-Centered Outcomes Research) fee under Affordable Care Act, 139 covered participants @ \$46 each	6,394
	11-27 MSRP Prior Service Credit	Installment #2 repaying the City's General Fund for the purchase of prior service credit	250,000
30	<u>Professional Services</u> 30-14 Support Services	Unemployment Tax Service @ \$85 per quarter 340 TASC FlexSystem – flexible spending account (FSA) administration, estimate 40 participants 2,760	3,100
36	<u>Special Services</u> 36-22 MSRP Administrative Fees	Estimated administrative fees, 85 employees @ \$200	17,000
50	<u>Insurance</u> 50-10 Liability Insurance	General liability – primary 9,905 General liability and auto – excess 4,613 Public officials' liability 42,330 Auto – primary 27,307 Auto – physical damage 12,754 Property 20,672 Boiler and machinery 801 Pollution legal liability 9,140 Crime bond 3,070 Contingency and audit 2,000 Insurance deductibles 7,500 Personal injury protection 950 Uninsured motorists 386 Metro underpass – WMATA and CSXT 3,611 Fuel storage tanks 705 Flood and earth movement 1,840	147,584
60	<u>Supplies</u> 60-10 General Supplies	Coffee, paper products, general supplies @ City Hall	3,800

PROGRAM NAME/NUMBER

Non-Departmental Expenditures/1025

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1025	
	Element/Object	Details	Total
65	<u>Utilities</u>		
	65-10 Electricity	City Hall28,000 Renewable Choice Energy – renewable energy credits (RECs), 1,850 mWh @ \$1.23/mWh, covering 1,850,000 kWh for all City facilities and streetlights2,276	30,276
	65-11 Natural Gas	Estimate based on current usage	3,000
	65-13 Water & Sewer	Estimate based on current usage	1,500

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 25 NON-DEPARTMENTAL EXP							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1025-510.10-01	SALARY	4,800	4,800	4,800	4,800	4,800	4,800
1025-510.10-03	OVERTIME	3,055	4,081	3,500	4,404	4,000	4,000
*	PAYROLL-WAGES	7,855	8,881	8,300	9,204	8,800	8,800
ELEM 11 FRINGE BENEFITS							
1025-510.11-10	FICA	593	667	636	692	675	675
1025-510.11-12	HEALTH INSURANCE	412	17,265	8,896	16,440	6,394	6,394
1025-510.11-13	DENTAL INSURANCE	11	14	0	18	0	0
1025-510.11-14	LIFE INSURANCE	14-	58	0	3,133-	0	0
1025-510.11-15	VISION INSURANCE	0	124	0	7	0	0
1025-510.11-17	457 CITY MATCH CONTRIBUTN	54	65	0	47	0	0
1025-510.11-18	401A RETIREMENT	199	1,501-	0	0	0	0
1025-510.11-21	WORKERS COMPENSATION INS	1,807	2,471	159	1,205	163	163
1025-510.11-22	LONG TERM DISABILITY INS	347-	130-	0	7-	0	0
1025-510.11-27	MSRP PRIOR SERVICE CREDIT	0	0	250,000	250,000	250,000	250,000
*	FRINGE BENEFITS	2,715	19,033	259,691	265,269	257,232	257,232
ELEM 20 OVERHEAD							
1025-510.20-10	INSURANCE	159,436-	141,680-	146,202-	146,202-	147,584-	147,584-
1025-510.20-13	UTILITIES	58,768-	56,970-	67,815-	67,815-	76,322-	76,322-
1025-510.20-14	TELEPHONE	1,642	1,804	1,804	1,804	1,614	1,614
*	OVERHEAD	216,562-	196,846-	212,213-	212,213-	222,292-	222,292-
ELEM 30 PROFESSIONAL SERVICES							
1025-510.30-14	SUPPORT SERVICES	2,107	2,813	2,820	3,577	3,100	3,100
1025-510.30-52	ACTUARIAL SERVICES	7,238	2,983	7,500	5,024	0	0
*	PROFESSIONAL SERVICES	9,345	5,796	10,320	8,601	3,100	3,100
ELEM 36 SPECIAL SERVICES							
1025-510.36-22	MSRP ADMINISTRATIVE FEES	0	0	0	0	17,000	17,000
*	SPECIAL SERVICES	0	0	0	0	17,000	17,000
ELEM 50 INSURANCE							
1025-510.50-10	LIABILITY INSURANCE	101,671	125,574	146,202	123,898	147,584	147,584
*	INSURANCE	101,671	125,574	146,202	123,898	147,584	147,584
ELEM 60 SUPPLIES							
1025-510.60-10	GENERAL SUPPLIES	3,505	3,825	3,200	4,509	3,800	3,800
*	SUPPLIES	3,505	3,825	3,200	4,509	3,800	3,800
ELEM 65 UTILITIES							
1025-510.65-10	ELECTRICITY	24,409	22,805	30,000	24,642	30,276	30,276
1025-510.65-11	NATURAL GAS	2,379	4,055	3,000	3,694	3,000	3,000
1025-510.65-13	WATER & SEWER	1,028	1,320	1,500	1,523	1,500	1,500
*	UTILITIES	27,816	28,180	34,500	29,859	34,776	34,776
**	NON-DEPARTMENTAL EXP	63,655-	5,557-	250,000	229,127	250,000	250,000
***	GENERAL GOVERNMENT	2,451,420	2,558,304	3,160,265	3,090,190	3,291,707	3,305,207

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PUBLIC SERVICES

PROGRAM NAME/NUMBER

Public Services Administration/2010

DESCRIPTION: This program directs the operation of Parking Enforcement, Code Enforcement, Animal Control, Recreation, Rent Stabilization, Public Safety, Speed Enforcement and Contract Police in the City in accordance with applicable codes, and City Council policies. In addition, the program coordinates special events such as the July 4th celebration. The Director reviews relevant codes and makes recommendation for changes; and responds to citizen concerns regarding these programs. The Director serves as liaison to public safety agencies.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Manage department programs within approved annual budget	Percent of programs that are within budget	100%	100%	100%	100%
2. Ensure prompt response to complaints and requests from citizens, Mayor & Council, and administration	Average response time for initial response, as measured by cases entered in Comcate system	New	New	0.81 days	<1.50 days
3. Ensure achievement of department goals and planned accomplishments • Report achievements annually	Percent of targets and accomplishments achieved (based on all Public Services performance measures, pass/fail basis)	78%	78%	63%	70%

PROGRAM NAME/NUMBER

Public Services Administration/2010

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Director of Public Services	1.00	1.00	1.00	1.00
Office Specialist III	0.10	0.05	0.05	0.05
Administrative Assistant	0.20	0.20	0.20	0.20
Office Specialist I	0.00	0.15	0.00	0.00
Budget Total	1.30	1.40	1.25	1.25

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 2010
Element/Object	Details	Total	
12	<u>Travel & Training</u> 12-11 Travel & Training	NFPA, AACE or International Code Council annual conference2,000 Maryland Municipal League (MML) annual conference (no lodging), 1 @ \$700..... 700 Local meetings (CEZOA, MBOA, IPI)300	3,000
25	<u>Grants & Assistance</u> 25-23 Community Events Micro-Grants	Micro-grants for residents or groups to hold community events such as block parties	5,000
30	<u>Professional Services</u> 30-13 Administrative Support	Clerical support	1,000
	30-39 Translation Services	Translate department public information materials	300
36	<u>Special Services</u> 36-10 Printing	Flyers, committee support	1,000
40	<u>Repair & Maintenance</u> 40-10 Office Equipment		300
47	<u>Clothing & Uniforms</u> 47-10 Clothing & Uniforms	Replacement clothing, as needed250 Safety shoes, as needed, 1 @ \$170 170	420
48	<u>Rental</u> 48-20 Copiers	Copier lease @ \$320 monthly	3,840
60	<u>Supplies</u> 60-10 General Supplies	Based on current usage1,700 Promotional materials for UM students 750	2,450
	60-11 Meeting Refreshments		500

PROGRAM NAME/NUMBER

Public Services Administration/2010

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2010	
	Element/Object	Details	Total
61	<u>Office Supplies</u> 61-10 Office Supplies	Based on current usage	1,000
65	<u>Utilities</u> 65-10 Electricity	Estimate based on current usage	7,000
66	<u>Telephone & Communications</u> 66-12 Cellular Phone	Monthly service, 1 iPhone @ \$100	1,200
67	<u>Dues & Publications</u> 67-10 Dues	Code Enforcement & Zoning Officials Association (CEZOA), 1 @ \$2525 American Association of Code Enforcement (AACE) 75 International Parking Institute (IPI), associate 155 Maryland Building Officials Association (MBOA)25 National Fire Protection Association (NFPA) 150 Maryland Association of Parking Administrators 50 International Code Council 150	630
	67-20 Publications & Books		350
69	<u>Miscellaneous Charge</u> 69-10 Miscellaneous		300

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 10 PUBLIC SERVICES ADMIN							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2010-520.10-01	SALARY	110,940	113,196	119,463	120,267	125,060	125,060
2010-520.10-02	HOURLY	12,239	15,810	15,005	15,034	15,665	15,665
2010-520.10-03	OVERTIME	2,364	1,571	2,000	1,824	2,000	2,000
*	PAYROLL-WAGES	125,543	130,577	136,468	137,125	142,725	142,725
ELEM 11 FRINGE BENEFITS							
2010-520.11-10	FICA	9,685	9,937	10,194	10,406	8,906	8,906
2010-520.11-12	HEALTH INSURANCE	4,478	4,857	4,774	4,729	5,154	5,154
2010-520.11-13	DENTAL INSURANCE	750	488	398	364	380	380
2010-520.11-14	LIFE INSURANCE	350	400	374	270	358	358
2010-520.11-15	VISION INSURANCE	255	182	146	111	111	111
2010-520.11-17	457 CITY MATCH CONTRIBUTN	648	744	652	3,309	3,320	3,320
2010-520.11-18	401A RETIREMENT	8,374	8,595	7,831	7,883	8,195	8,195
2010-520.11-21	WORKERS COMPENSATION INS	3,702	3,363	2,712	2,712	2,774	2,774
2010-520.11-22	LONG TERM DISABILITY INS	478	528	523	501	543	543
2010-520.11-25	MSRP RETIREMENT	0	21	928	912	783	783
*	FRINGE BENEFITS	28,720	29,115	28,532	31,197	30,524	30,524
ELEM 12 TRAVEL & TRAINING							
2010-520.12-11	TRAVEL & TRAINING	557	976	4,350	1,493	3,000	3,000
*	TRAVEL & TRAINING	557	976	4,350	1,493	3,000	3,000
ELEM 20 OVERHEAD							
2010-520.20-10	INSURANCE	3,189	2,834	2,924	2,924	2,952	2,952
2010-520.20-14	TELEPHONE	4,106	4,511	4,511	4,511	4,034	4,034
2010-520.20-15	INFORMATION TECHNOLOGY	16,583	17,478	18,152	18,152	18,784	18,784
2010-520.20-16	BUILDING MAINTENANCE	29,349	31,118	31,592	31,592	32,703	32,703
*	OVERHEAD	53,227	55,941	57,179	57,179	58,473	58,473
ELEM 25 GRANTS & ASSISTANCE							
2010-520.25-23	COMM EVENTS MICRO-GRANTS	0	0	5,000	1,550	5,000	5,000
*	GRANTS & ASSISTANCE	0	0	5,000	1,550	5,000	5,000
ELEM 30 PROFESSIONAL SERVICES							
2010-520.30-13	ADMINISTRATIVE	536	116	2,000	0	1,000	1,000
2010-520.30-39	TRANSLATION SERVICES	0	0	300	0	300	300
*	PROFESSIONAL SERVICES	536	116	2,300	0	1,300	1,300
ELEM 36 SPECIAL SERVICES							
2010-520.36-10	PRINTING	223	374	2,000	491	1,000	1,000
*	SPECIAL SERVICES	223	374	2,000	491	1,000	1,000
ELEM 40 REPAIR & MAINTENANCE							
2010-520.40-10	OFFICE EQUIPMENT	0	0	300	0	300	300
*	REPAIR & MAINTENANCE	0	0	300	0	300	300
ELEM 47 CLOTHING & UNIFORMS							
2010-520.47-10	CLOTHING & UNIFORMS	117	248	420	0	420	420
*	CLOTHING & UNIFORMS	117	248	420	0	420	420
ELEM 48 RENTAL							
2010-520.48-20	COPIERS	2,972	3,583	3,360	3,735	3,840	3,840
*	RENTAL	2,972	3,583	3,360	3,735	3,840	3,840
ELEM 60 SUPPLIES							
2010-520.60-10	GENERAL SUPPLIES	2,225	2,856	2,450	2,936	2,450	2,450
2010-520.60-11	MEETING REFRESHMENTS	0	0	500	0	500	500
*	SUPPLIES	2,225	2,856	2,950	2,936	2,950	2,950
ELEM 61 OFFICE SUPPLIES							
2010-520.61-10	OFFICE SUPPLIES	143	573	1,000	135	1,000	1,000
*	OFFICE SUPPLIES	143	573	1,000	135	1,000	1,000

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 10 PUBLIC SERVICES ADMIN							
SUB 0 PUBLIC SERVICES							
ELEM 65 UTILITIES							
ELEM 65 UTILITIES							
2010-520.65-10	ELECTRICITY	6,300	6,618	7,600	6,998	7,000	7,000
*	UTILITIES	6,300	6,618	7,600	6,998	7,000	7,000
ELEM 66 TELEPHONE & COMMUNICATION							
2010-520.66-12	CELLULAR PHONE	930	922	1,200	915	1,200	1,200
*	TELEPHONE & COMMUNICATION	930	922	1,200	915	1,200	1,200
ELEM 67 DUES & PUBLICATIONS							
2010-520.67-10	DUES	250	413	630	275	630	630
2010-520.67-20	PUBLICATIONS & BOOKS	0	105	350	0	350	350
*	DUES & PUBLICATIONS	250	518	980	275	980	980
ELEM 69 MISCELLANEOUS CHARGE							
2010-520.69-10	MISCELLANEOUS	0	0	300	0	300	300
*	MISCELLANEOUS CHARGE	0	0	300	0	300	300
**	PUBLIC SERVICES ADMIN	221,743	232,417	253,939	244,029	260,012	260,012

PROGRAM NAME/NUMBER**Parking Enforcement/2011**

DESCRIPTION: This program enforces all parking regulations in residential zones, monthly permit zones, metered lots, and other areas throughout the City. There are 14 residential zones in which permit-only parking regulations are enforced. Metered spaces in the City total 862, of which 468 spaces are monitored by 11 pay-by-space pay stations at various locations in the downtown area. Parking enforcement officers patrol both the lots and the garage from 8:00 a.m. to 10:00 p.m., Monday through Saturday. For the convenience of City residents, Maryland Motor Vehicle Administration (MVA) tag renewal stickers and non-resident permits are sold at City Hall, as are Prince George's County animal licenses.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. To apply parking enforcement actions in a fair and consistent manner	Percent of residents rating parking enforcement overall responsiveness and timeliness as good or better	No survey	60%	51%	No survey
	Percent of tickets issued without written complaint	98%	98%	98%	98%
	Percent of tickets voided due to officer error	<1.5%	<1.5%	<1.5%	<1.5%
2. To facilitate access to parking in residential areas by issuing permits to eligible residents in a timely manner	Percent of residents rating parking enforcement in neighborhoods as good or better	No survey	60%	49%	No survey
	Percent of permits issued to eligible residents (who submit required documentation) within 1 day of application	99%	99%	99%	99%
3. To facilitate access to parking in commercial areas by maintaining operational meters	Percent of residents rating parking enforcement in commercial areas as good or better	No survey	70%	59%	No survey
	Percent of meters and pay stations operational (subject to connectivity availability)	95%	95%	95%	95%
4. To collect coin and currency from meters and pay stations in a timely fashion ● Collected at least twice per week, or as necessary	Percent of meters and pay stations collected on schedule	99%	99%	99%	99%

PROGRAM NAME/NUMBER

Parking Enforcement/2011

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Parking Enforcement Manager	1.00	1.00	1.00	1.00
Pkg. Enf. Field Operations Supervisor	1.00	1.00	1.00	1.00
Parking Enforcement Officer II	5.00	4.00	4.00	4.00
Parking Enforcement Officer I	0.50	1.50	1.50	1.50
Office Specialist II	1.00	1.00	1.00	1.00
Fiscal Support Specialist II	0.70	0.30	0.30	0.30
Budget Total	9.20	8.80	8.80	8.80

OPERATING EXPENDITURES

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2011	
Element/Object	Details	Total	
12 <u>Travel & Training</u> 12-11 Travel & Training	International Parking Institute (IPI) conference @ Nashville, 1 attendee @ \$2,5002,500 LGIT – coursework for Academy for Excellence in Local Governance, 1 attendee200 Local training seminars, 4 @ \$125500	3,200	
30 <u>Professional Services</u> 30-40 Parking Tickets Hearing Officer	Estimated 5.50 hours per week @ \$35/hour	10,000	
30-65 Interpreter Services	Interpreter for hearings, estimate 2 @ \$158	316	
36 <u>Special Services</u> 36-10 Printing	Parking tickets, parking permits, visitor permits18,000 Pay station receipt paper7,000	25,000	
36-13 MVA Services	Motor Vehicle Administration MILES system @ \$46/month	550	
40 <u>Repair & Maintenance</u> 40-13 Tools & Equipment	Maintenance of parking meter housings, coin boxes and mechanisms, as needed	1,500	
40-16 Pay Stations	Repairs not covered by maintenance agreement	1,000	
45 <u>Maintenance Contract</u> 45-13 Handheld Ticket Writers	Duncan Parking Technologies – maintenance on 6 X3 handheld ticket writers, 6-port charger and citation issuance	5,100	
45-14 Parking Pay Stations	Amano McGann – maintenance on 11 Aura pay stations	13,736	
47 <u>Clothing & Uniforms</u> 47-10 Clothing & Uniforms	7 uniform rentals3,000 Safety shoes, 8 @ \$1701,360		

PROGRAM NAME/NUMBER

Parking Enforcement/2011

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2011	
Element/Object		Details	Total
		Replacement of uniform items, as needed 840	5,200
60	<u>Supplies</u> 60-10 General	Batteries for portable radios, flashlights and handheld ticket writers 1,000 Batteries for parking meters, 400 (4 cases) @ \$8.20 each (all meter batteries are replaced at least once per year) 2,500 Replacement batteries for pay stations, 7 @ \$80 each 560	4,060
61	<u>Office Supplies</u> 61-10 Office Supplies	Computer paper, stationary, general office supplies	1,000
62	<u>Postage</u> 62-10 Postage	Shipping charges, returning handheld ticket writers and meter mechanisms for repairs	1,000
66	<u>Telephone & Communications</u> 66-12 Cellular Phone	Monthly service @ \$40, 2 phones	960
67	<u>Dues & Publications</u> 67-10 Dues	International Parking Institute (IPI), 1 primary @ \$595 595 Maryland Association of Parking Administrators, 2 @ \$50 100	695
	67-20 Publications & Books		150

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
		ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET
343.20	Parking Meter Revenue	340,085	328,109	350,000	325,502	350,000
343.21	Garage Pay Station Revenue	78,962	83,898	75,000	107,890	100,000
343.25	Parking Permit Revenue	54,426	55,591	50,000	66,172	55,000
343.26	Garage Permit Revenue	46,753	56,902	47,000	82,112	80,000
343.40	MVA Registration Fees	322	21	300	(94)	100
343.50	MVA Non-Resident Permits	1,667	1,806	2,000	2,383	2,000
359.30	Vehicle Booting Fees	1,290	1,155	700	665	500
359.40	Parking Fines Revenue	857,974	926,862	850,000	937,669	900,000
	TOTAL	1,381,479	1,454,344	1,375,000	1,522,299	1,487,600

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 11 PARKING ENFORCEMENT							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2011-520.10-01	SALARY	80,364	86,396	86,289	86,422	88,077	88,077
2011-520.10-02	HOURLY	359,394	349,690	378,597	373,741	395,413	395,413
2011-520.10-03	OVERTIME	6,515	11,327	5,000	11,634	5,000	5,000
2011-520.10-10	NIGHT SHIFT DIFFERENTIAL	4,408	3,831	5,000	3,844	5,000	5,000
*	PAYROLL-WAGES	450,681	451,244	474,886	475,641	493,490	493,490
ELEM 11 FRINGE BENEFITS							
2011-520.11-10	FICA	33,788	33,629	35,419	35,689	37,060	37,060
2011-520.11-12	HEALTH INSURANCE	42,084	39,621	45,057	37,304	39,002	39,002
2011-520.11-13	DENTAL INSURANCE	2,684	2,056	2,222	1,819	1,794	1,794
2011-520.11-14	LIFE INSURANCE	1,429	1,417	1,473	906	1,056	1,056
2011-520.11-15	VISION INSURANCE	933	877	946	668	645	645
2011-520.11-17	457 CITY MATCH CONTRIBUTN	4,989	5,106	5,240	4,670	4,732	4,732
2011-520.11-18	401A RETIREMENT	29,448	26,482	0	6	0	0
2011-520.11-21	WORKERS COMPENSATION INS	13,365	11,518	9,497	9,347	9,649	9,649
2011-520.11-22	LONG TERM DISABILITY INS	1,582	1,573	1,600	1,694	1,795	1,795
2011-520.11-25	MSRP RETIREMENT	0	621	28,733	27,935	24,175	24,175
*	FRINGE BENEFITS	130,302	122,900	130,187	120,038	119,908	119,908
ELEM 12 TRAVEL & TRAINING							
2011-520.12-11	TRAVEL & TRAINING	2,682	1,359	3,200	2,730	3,200	3,200
*	TRAVEL & TRAINING	2,682	1,359	3,200	2,730	3,200	3,200
ELEM 20 OVERHEAD							
2011-520.20-10	INSURANCE	4,783	4,250	4,386	4,386	4,428	4,428
2011-520.20-11	AUTOMOTIVE	37,323	37,640	37,675	37,675	39,151	39,151
2011-520.20-12	POSTAGE	2,265	2,056	2,560	2,179	2,560	2,560
2011-520.20-13	UTILITIES	8,815	8,546	10,172	10,172	11,448	11,448
2011-520.20-14	TELEPHONE	1,642	1,804	1,804	1,804	1,614	1,614
2011-520.20-15	INFORMATION TECHNOLOGY	138,195	145,650	151,269	151,269	156,531	156,531
2011-520.20-16	BUILDING MAINTENANCE	5,870	6,224	6,318	6,318	6,540	6,540
2011-520.20-17	COPIER	1,531	1,608	3,058	1,514	3,335	3,335
*	OVERHEAD	200,424	207,778	217,242	215,317	225,607	225,607
ELEM 30 PROFESSIONAL SERVICES							
2011-520.30-40	PKG TKTS HEARING OFFICER	10,032	10,096	7,200	11,008	10,000	10,000
2011-520.30-65	INTERPRETER SERVICES	170	0	316	140	316	316
*	PROFESSIONAL SERVICES	10,202	10,096	7,516	11,148	10,316	10,316
ELEM 36 SPECIAL SERVICES							
2011-520.36-10	PRINTING	26,473	27,246	25,000	26,830	25,000	25,000
2011-520.36-13	MVA SERVICES	476	476	550	504	550	550
*	SPECIAL SERVICES	26,949	27,722	25,550	27,334	25,550	25,550
ELEM 40 REPAIR & MAINTENANCE							
2011-520.40-13	TOOLS & EQUIPMENT	2,215	106-	1,500	1,322	1,500	1,500
2011-520.40-16	PARKING PAY STATIONS	291	0	0	543	1,000	1,000
*	REPAIR & MAINTENANCE	2,506	106-	1,500	1,865	2,500	2,500
ELEM 45 MAINTENANCE CONTRACT							
2011-520.45-13	HANDHELD TICKET WRITERS	5,100	5,100	4,550	5,100	5,100	5,100
2011-520.45-14	PARKING PAY STATIONS	11,352	11,352	11,352	12,487	13,736	13,736
*	MAINTENANCE CONTRACT	16,452	16,452	15,902	17,587	18,836	18,836
ELEM 47 CLOTHING & UNIFORMS							
2011-520.47-10	CLOTHING & UNIFORMS	5,692	4,590	6,160	5,761	5,200	5,200
*	CLOTHING & UNIFORMS	5,692	4,590	6,160	5,761	5,200	5,200
ELEM 60 SUPPLIES							
2011-520.60-10	GENERAL SUPPLIES	4,320	2,414	4,910	1,226	4,060	4,060
*	SUPPLIES	4,320	2,414	4,910	1,226	4,060	4,060
ELEM 61 OFFICE SUPPLIES							

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 11 PARKING ENFORCEMENT							
SUB 0 PUBLIC SERVICES							
ELEM 61 OFFICE SUPPLIES							
2011-520.61-10	OFFICE SUPPLIES	371	482	1,200	979	1,000	1,000
*	OFFICE SUPPLIES	371	482	1,200	979	1,000	1,000
ELEM 62 POSTAGE							
2011-520.62-10	POSTAGE	945	583	1,000	1,342	1,000	1,000
*	POSTAGE	945	583	1,000	1,342	1,000	1,000
ELEM 66 TELEPHONE & COMMUNICATION							
2011-520.66-12	CELLULAR PHONE	508	631	480	632	960	960
*	TELEPHONE & COMMUNICATION	508	631	480	632	960	960
ELEM 67 DUES & PUBLICATIONS							
2011-520.67-10	DUES	630	630	850	630	695	695
2011-520.67-20	PUBLICATIONS & BOOKS	0	105	150	0	150	150
*	DUES & PUBLICATIONS	630	735	1,000	630	845	845
ELEM 69 MISCELLANEOUS CHARGE							
2011-520.69-10	MISCELLANEOUS	34	0	0	0	0	0
*	MISCELLANEOUS CHARGE	34	0	0	0	0	0
ELEM 98 COMPUTER HDWE & SOFTWARE							
2011-520.98-10	COMPUTER HARDWARE	0	10,914	0	0	0	0
*	COMPUTER HDWE & SOFTWARE	0	10,914	0	0	0	0
**	PARKING ENFORCEMENT	852,698	857,794	890,733	882,230	912,472	912,472

DESCRIPTION: This program enforces all City codes pertaining to property maintenance, both residential and commercial; implements new ordinances adopted by the Mayor & Council; ensures that properties within the City comply with the Code through the use of the annual rental inspection program, patrol inspection program, and enforcement of the litter and noise ordinances. When necessary, the City will issue warnings and municipal infractions, file judgments, and place liens on property in order to secure compliance with the Code. The City inspects all residential rental and commercial structures annually. In FY 2003, zoning code enforcement was added to the duties and responsibilities of City code enforcement officers. Other codes, such as the County Building and Fire Safety codes, are adopted by reference in the City Code, and are also enforced by City code enforcement officers.

Code enforcement officers work varied weekend and night shifts and answer a Code Enforcement Hotline (240-487-3588) 24/7/365.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. To ensure the health, welfare and safety of residents by enforcing adopted property maintenance codes	Percent of residents rating code enforcement responsiveness and timeliness to inquiries and complaints as good or better	No survey	58%	47%	No survey
2. To apply enforcement actions in a fair and consistent manner	Percent of municipal infractions uncontested (complied, paid fine, failed to appear in court)	70%	70%	70%	70%
	Percent of contested citations overturned in court	10%	10%	10%	10%
3. To conduct inspections of properties regularly <ul style="list-style-type: none"> ● Inspect rental properties annually ● Inspect exterior of all properties bi-monthly ● Inspect commercial properties annually 	Percent of licensed rental properties inspected on schedule	99%	99%	99%	99%
	Percent of exterior inspections completed on schedule	95%	95%	95%	95%
	Percent of licensed commercial inspections completed on schedule	99%	99%	99%	99%

PROGRAM NAME/NUMBER

Code Enforcement/2012

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Code Enforcement Manager	1.00	1.00	1.00	1.00
Code Enforcement Officer III	2.00	2.00	3.00	3.00
Code Enforcement Officer II	2.00	2.00	1.00	1.00
Code Enforcement Officer I	2.00	3.00	3.00	3.00
Office Specialist III	0.20	0.60	0.60	0.60
Office Specialist II	1.00	1.00	1.00	1.88
Office Specialist I	1.00	1.00	0.88	0.00
Administrative Assistant	0.60	0.35	0.35	0.35
Budget Total	9.80	10.95	10.83	10.83

OPERATING EXPENDITURES

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2012	
Element/Object	Details	Total	
12 Travel & Training 12-11 Travel & Training	CEZOA quarterly meeting, CEO staff 550 MBOA quarterly meeting 300 AACE conference @ Orlando, 1 attendee 2,000 CEZOA state conference, 6 @ \$450 2,700 Administrative support training – clerical, 4 @ \$200 800 CEO continuing education, 7 @ \$100 700 Noise control certification training, 2 @ \$800 1,600 Noise control recertification, 3 @ \$500 1,500	10,150	
30 Professional Services 30-13 Administrative	Temporary help, as needed	300	
36 Special Services 36-10 Printing 36-36 Abatements	Printing of new resident packets, inspection forms, licenses 2,000 Permit forms, letterhead, envelopes 3,000 Estimated abatements (other than Public Works providing abatement services)	5,000 (0)	
40 Repair & Maintenance 40-13 Tools & Equipment	Annual calibration of noise meters and calibrators, 3 @ \$300 each	900	
47 Clothing & Uniforms 47-10 Clothing & Uniforms	Replacement of uniform clothing, as needed 4,000 Safety shoes, 9 @ \$170 1,530	5,530	
48 Rental 48-60 Buildings	Storage space rental, Code Enforcement archive files @ \$231/month	2,772	

PROGRAM NAME/NUMBER

Code Enforcement/2012

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2012	
Element/Object	Details	Total	
60	<u>Supplies</u> 60-10 General Supplies	Smoke alarm giveaway program 600 Other supplies 100	700
	60-60 Safety Supplies		500
61	<u>Office Supplies</u> 61-10 Office Supplies	Computer paper, copier paper, office supplies	3,587
66	<u>Telephone & Communications</u> 66-12 Cellular Phone	Monthly service @ \$40, 9 phones	4,320
67	<u>Dues & Publications</u> 67-10 Dues	Code Enforcement & Zoning Officials Association (CEZOA), 7 @ \$25 175 American Association for Code Enforcement (AACE), 7 @ \$75 525 Maryland Building Officials Association, 1 @ \$25 25	725
	67-20 Publications & Books	Prince George’s County zoning updates 150 Books – International Code 325 Life safety codes and handbook 200 Reference manuals – clerical 100	775
92	<u>Machinery & Equipment</u> 92-40 Photographic Equipment	Camera equipment	450

CAPITAL OUTLAY: Photographic Equipment includes as needed replacement of old camera equipment (\$450), used by code enforcement officers to document violations.

RELATED REVENUES		FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
		ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET
322.10	City Liquor Licenses	14,562	14,005	13,000	13,908	14,000
322.20	State Traders Licenses	28,799	28,421	30,000	27,857	29,000
323.10	City Building Permits	5,850	6,650	6,000	13,300	7,000
323.40	Occupancy Permits	677,324	781,970	792,329	839,739	815,330
359.50	Municipal Infractions	90,360	131,109	95,000	67,853	95,000
	TOTAL	816,895	962,155	936,329	962,657	960,330

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 12 CODE ENFORCEMENT							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2012-520.10-01	SALARY	88,311	93,440	95,116	97,585	101,031	101,031
2012-520.10-02	HOURLY	407,152	481,238	499,691	513,032	525,919	525,919
2012-520.10-03	OVERTIME	32,080	22,269	35,000	19,988	35,000	35,000
2012-520.10-10	NIGHT SHIFT DIFFERENTIAL	1,175	1,687	1,500	1,763	1,800	1,800
*	PAYROLL-WAGES	528,718	598,634	631,307	632,368	663,750	663,750
ELEM 11 FRINGE BENEFITS							
2012-520.11-10	FICA	38,807	42,891	46,047	45,805	47,766	47,766
2012-520.11-12	HEALTH INSURANCE	72,663	90,611	100,479	102,792	109,824	109,824
2012-520.11-13	DENTAL INSURANCE	5,037	4,764	4,986	5,244	5,404	5,404
2012-520.11-14	LIFE INSURANCE	1,471	1,486	1,481	813	771	771
2012-520.11-15	VISION INSURANCE	1,565	1,637	1,758	1,393	1,368	1,368
2012-520.11-17	457 CITY MATCH CONTRIBUTN	10,353	12,760	12,749	13,166	13,660	13,660
2012-520.11-18	401A RETIREMENT	32,727	32,476	0	453	2,568	2,568
2012-520.11-21	WORKERS COMPENSATION INS	13,600	13,401	11,208	11,148	11,488	11,488
2012-520.11-22	LONG TERM DISABILITY INS	1,721	1,783	1,843	1,979	2,106	2,106
2012-520.11-25	MSRP RETIREMENT	0	783	36,749	35,483	29,373	29,373
*	FRINGE BENEFITS	177,944	202,592	217,300	218,276	224,328	224,328
ELEM 12 TRAVEL & TRAINING							
2012-520.12-11	TRAVEL & TRAINING	10,974	6,536	10,150	5,577	10,150	10,150
*	TRAVEL & TRAINING	10,974	6,536	10,150	5,577	10,150	10,150
ELEM 20 OVERHEAD							
2012-520.20-10	INSURANCE	4,783	4,250	4,386	4,386	4,428	4,428
2012-520.20-11	AUTOMOTIVE	44,787	45,169	45,210	45,210	46,982	46,982
2012-520.20-12	POSTAGE	11,919	11,453	12,800	13,371	12,800	12,800
2012-520.20-15	INFORMATION TECHNOLOGY	93,973	99,042	102,863	102,863	106,442	106,442
2012-520.20-17	COPIER	10	33	278	15	303	303
*	OVERHEAD	155,472	159,947	165,537	165,845	170,955	170,955
ELEM 30 PROFESSIONAL SERVICES							
2012-520.30-13	ADMINISTRATIVE	0	0	300	0	300	300
*	PROFESSIONAL SERVICES	0	0	300	0	300	300
ELEM 36 SPECIAL SERVICES							
2012-520.36-10	PRINTING	5,012	4,812	4,000	5,041	5,000	5,000
2012-520.36-36	CODE ENFORCMT ABATEMENTS	0	0	0	300	0	0
*	SPECIAL SERVICES	5,012	4,812	4,000	5,341	5,000	5,000
ELEM 40 REPAIR & MAINTENANCE							
2012-520.40-13	TOOLS & EQUIPMENT	900	1,100	900	0	900	900
*	REPAIR & MAINTENANCE	900	1,100	900	0	900	900
ELEM 47 CLOTHING & UNIFORMS							
2012-520.47-10	CLOTHING & UNIFORMS	4,049	5,420	5,530	2,351	5,530	5,530
*	CLOTHING & UNIFORMS	4,049	5,420	5,530	2,351	5,530	5,530
ELEM 48 RENTAL							
2012-520.48-60	BUILDINGS	2,403	2,602	2,568	2,892	2,772	2,772
*	RENTAL	2,403	2,602	2,568	2,892	2,772	2,772
ELEM 60 SUPPLIES							
2012-520.60-10	GENERAL SUPPLIES	311	437	700	816	700	700
2012-520.60-60	SAFETY SUPPLIES	446	358	500	365	500	500
*	SUPPLIES	757	795	1,200	1,181	1,200	1,200
ELEM 61 OFFICE SUPPLIES							
2012-520.61-10	OFFICE SUPPLIES	2,550	2,609	3,587	2,862	3,587	3,587
*	OFFICE SUPPLIES	2,550	2,609	3,587	2,862	3,587	3,587
ELEM 66 TELEPHONE & COMMUNICATION							
2012-520.66-12	CELLULAR PHONE	2,473	2,694	4,320	3,201	4,320	4,320

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 12 CODE ENFORCEMENT							
SUB 0 PUBLIC SERVICES							
ELEM 66 TELEPHONE & COMMUNICATION							
*	TELEPHONE & COMMUNICATION	2,473	2,694	4,320	3,201	4,320	4,320
ELEM 67 DUES & PUBLICATIONS							
	2012-520.67-10 DUES	700	600	725	613	725	725
	2012-520.67-20 PUBLICATIONS & BOOKS	114	709	775	127	775	775
*	DUES & PUBLICATIONS	814	1,309	1,500	740	1,500	1,500
ELEM 69 MISCELLANEOUS CHARGE							
	2012-520.69-10 MISCELLANEOUS	60	82	0	110	0	0
*	MISCELLANEOUS CHARGE	60	82	0	110	0	0
ELEM 92 MACHINERY & EQUIPMENT							
	2012-520.92-40 PHOTOGRAPHIC EQUIPMENT	0	0	900	240	450	450
*	MACHINERY & EQUIPMENT	0	0	900	240	450	450
ELEM 93 OFFICE EQUIPMENT							
	2012-520.93-20 OFFICE FURNITURE	0	0	0	598	0	0
*	OFFICE EQUIPMENT	0	0	0	598	0	0
ELEM 98 COMPUTER HDWE & SOFTWARE							
	2012-520.98-10 COMPUTER HARDWARE	17,520	0	0	239	0	0
*	COMPUTER HDWE & SOFTWARE	17,520	0	0	239	0	0
**	CODE ENFORCEMENT	909,646	989,132	1,049,099	1,041,821	1,094,742	1,094,742

PROGRAM NAME/NUMBER**Animal Control/2013**

DESCRIPTION: This program enforces both City and County animal control laws. The program goal is to protect the health, safety and welfare of the City's residents and animals. The Animal Control Officer (ACO) is on duty and patrols the City to meet variable seasonal and weekly needs. The ACO investigates all nuisance and cruelty/neglect complaints. The ACO distributes informative and educational literature to residents concerning a variety of domestic animal and wildlife topics. Stray domestic animals with identification are transported to the City animal shelter and are either returned to their owner or placed for adoption. Trapped, feral, illegal and stray animals without identification are transported to the Prince George's County Animal Management Division or cooperating animal rescue agencies. The Animal Control Officer serves as the City liaison to the Animal Welfare Committee and animal management agencies. For the convenience of City residents, Prince George's County animal licenses are sold at City Hall.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Reduce problems with stray or nuisance animals by enforcing animal control ordinances <ul style="list-style-type: none"> ● License all dogs and cats to aid in the prevention of rabies 	Percent of residents rating animal control services as good or better	No survey	65%	64%	No survey
	Number of County animal licenses issued to residents in zip code 20740, according to County animal management	537	550	599	575
2. Respond to nuisance animal and cruelty to animal complaints in a timely manner	Percent of complaints responded to within 30 minutes during on-duty hours	95%	95%	95%	95%
	Percent of priority complaints responded to within 8 hours during off-duty hours by City or County animal control officer	90%	90%	90%	90%

PROGRAM NAME/NUMBER

Animal Control/2013

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Animal Control Officer III	0.00	0.00	0.00	1.00
Animal Control Officer II	0.00	1.00	1.00	0.00
Animal Control Officer I	1.00	0.00	0.00	0.00
Administrative Assistant	0.00	0.05	0.05	0.05
Budget Total	1.00	1.05	1.05	1.05

OPERATING EXPENDITURES

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2013	
Element/Object	Details	Total	
12	<u>Travel & Training</u> 12-11 Travel & Training	Humane Society annual conference on animal control and welfare @ Las Vegas 1,800 PAWS conference (local) 200	2,000
30	<u>Professional Services</u> 30-14 Support Services	Contract animal caretaker to cover shelter care when Animal Control Officer and volunteers are not available	2,000
	30-30 Veterinary Services	For humane care of impounded animals. (Costs are partially covered from adoption fees in Animal Control Cost Recovery, account 2013-3623.)	3,000
34	<u>Contractual Services</u> 34-69 Rat Control	Integrated pest management plan to abate rats on public property	10,000
36	<u>Special Services</u> 36-10 Printing	Public education materials	250
	36-23 Animal Control Cost Recovery	Animal adoption fees, microchip placement	(5,000)
40	<u>Repair & Maintenance</u> 40-11 Buildings & Grounds	Maintenance of animal shelter 500 Repairs to animal shelter 500	1,000
42	<u>Cleaning Service</u> 42-10 Building	Sanitizing of animal shelter @ Public Works facility, as needed, for infectious disease control	500
47	<u>Clothing & Uniforms</u> 47-10 Clothing & Uniforms	Replacement of uniform items, as needed 500 Safety shoes, 1 @ \$170 170 Personal protective equipment 75	745
60	<u>Supplies</u> 60-10 General Supplies	Traps, flashlight/camera batteries, capture equipment 600	

PROGRAM NAME/NUMBER

Animal Control/2013

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2013	
Element/Object		Details	Total
		Animal food 400	
		Supplies for shelter and vehicle 1,300	2,300
	60-11 Meeting Refreshments	Refreshments for animal welfare speaker sessions	500
61	<u>Office Supplies</u> 61-10 Office Supplies		150
66	<u>Telephone & Communications</u> 66-12 Cellular Phone	Monthly service @ \$40, 1 phone	480
67	<u>Dues & Publications</u> 67-10 Dues	MWCOG Animal Services Committee 100 Humane Society, PAWS 100	200
	67-20 Publications	Periodicals, reference books	100

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 ACTUAL	FY 2016 BUDGET
2013-3623	Animal Control Adoption Fees	4,255	4,839	5,000	3,595	5,000
341.30	Animal Control Impound Fees	190	175	100	175	100
341.31	Animal Control Boarding Fees	0	80	100	30	100
359.20	Animal Fines	300	0	200	0	100
366.50	Animal License Commission	1,488	1,201	1,500	1,202	1,300
	TOTAL	6,233	6,295	6,900	5,002	6,600

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 13 ANIMAL CONTROL							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2013-520.10-02	HOURLY	39,647	44,740	47,044	46,990	49,110	49,110
2013-520.10-03	OVERTIME	3,133	2,869	3,000	3,759	3,000	3,000
2013-520.10-10	NIGHT SHIFT DIFFERENTIAL	0	0	100	0	100	100
*	PAYROLL-WAGES	42,780	47,609	50,144	50,749	52,210	52,210
ELEM 11 FRINGE BENEFITS							
2013-520.11-10	FICA	3,135	3,478	3,665	3,726	3,813	3,813
2013-520.11-12	HEALTH INSURANCE	6,151	7,159	7,013	7,162	7,737	7,737
2013-520.11-13	DENTAL INSURANCE	252	294	306	305	324	324
2013-520.11-14	LIFE INSURANCE	117	169	175	136	168	168
2013-520.11-15	VISION INSURANCE	99	115	112	92	93	93
2013-520.11-17	457 CITY MATCH CONTRIBUTN	369	538	547	555	562	562
2013-520.11-18	401A RETIREMENT	1,797	2,918	0	0	0	0
2013-520.11-21	WORKERS COMPENSATION INS	1,394	1,263	1,029	1,024	1,048	1,048
2013-520.11-22	LONG TERM DISABILITY INS	103	159	182	180	189	189
2013-520.11-25	MSRP RETIREMENT	0	66	2,905	2,885	2,455	2,455
*	FRINGE BENEFITS	13,417	16,159	15,934	16,065	16,389	16,389
ELEM 12 TRAVEL & TRAINING							
2013-520.12-11	TRAVEL & TRAINING	0	1,275	2,000	1,319	2,000	2,000
*	TRAVEL & TRAINING	0	1,275	2,000	1,319	2,000	2,000
ELEM 20 OVERHEAD							
2013-520.20-10	INSURANCE	1,594	1,417	1,462	1,462	1,476	1,476
2013-520.20-11	AUTOMOTIVE	14,929	15,056	15,070	15,070	15,661	15,661
2013-520.20-12	POSTAGE	275	177	320	254	320	320
2013-520.20-17	COPIER	45	42	278	45	303	303
*	OVERHEAD	16,843	16,692	17,130	16,831	17,760	17,760
ELEM 30 PROFESSIONAL SERVICES							
2013-520.30-14	SUPPORT SERVICES	0	0	0	0	2,000	2,000
2013-520.30-18	FEASIBILITY STUDY	0	0	25,000	0	0	0
2013-520.30-30	VETERINARY SERVICES	3,062	4,529	3,000	4,481	3,000	3,000
*	PROFESSIONAL SERVICES	3,062	4,529	28,000	4,481	5,000	5,000
ELEM 34 CONTRACTUAL SERVICES							
2013-520.34-69	RAT CONTROL	14,610	9,910	10,000	9,936	10,000	10,000
*	CONTRACTUAL SERVICES	14,610	9,910	10,000	9,936	10,000	10,000
ELEM 36 SPECIAL SERVICES							
2013-520.36-10	PRINTING	120	154	250	222	250	250
2013-520.36-23	ANIMAL CTRL COST RECOVERY	4,255-	4,839-	5,000-	3,595-	5,000-	5,000-
*	SPECIAL SERVICES	4,135-	4,685-	4,750-	3,373-	4,750-	4,750-
ELEM 40 REPAIR & MAINTENANCE							
2013-520.40-11	BUILDINGS & GROUNDS	8,525	0	1,300	729	1,000	1,000
*	REPAIR & MAINTENANCE	8,525	0	1,300	729	1,000	1,000
ELEM 42 CLEANING SERVICE							
2013-520.42-10	BUILDING	0	0	200	0	500	500
*	CLEANING SERVICE	0	0	200	0	500	500
ELEM 47 CLOTHING & UNIFORMS							
2013-520.47-10	CLOTHING & UNIFORMS	756	548	820	201	745	745
*	CLOTHING & UNIFORMS	756	548	820	201	745	745
ELEM 60 SUPPLIES							
2013-520.60-10	GENERAL SUPPLIES	2,086	2,296	2,300	1,444	2,300	2,300
2013-520.60-11	MEETING REFRESHMENTS	0	0	0	0	500	500
*	SUPPLIES	2,086	2,296	2,300	1,444	2,800	2,800
ELEM 61 OFFICE SUPPLIES							
2013-520.61-10	OFFICE SUPPLIES	37	24	150	67	150	150

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 13 ANIMAL CONTROL							
SUB 0 PUBLIC SERVICES							
ELEM 61 OFFICE SUPPLIES							
*	OFFICE SUPPLIES	37	24	150	67	150	150
ELEM 66 TELEPHONE & COMMUNICATION							
2013-520.66-12	CELLULAR PHONE	322	321	480	320	480	480
*	TELEPHONE & COMMUNICATION	322	321	480	320	480	480
ELEM 67 DUES & PUBLICATIONS							
2013-520.67-10	DUES	50	50	200	50	200	200
2013-520.67-20	PUBLICATIONS & BOOKS	107	0	100	20	100	100
*	DUES & PUBLICATIONS	157	50	300	70	300	300
ELEM 69 MISCELLANEOUS CHARGE							
2013-520.69-10	MISCELLANEOUS	98	0	0	0	0	0
*	MISCELLANEOUS CHARGE	98	0	0	0	0	0
**	ANIMAL CONTROL	98,558	94,728	124,008	98,839	104,584	104,584

DESCRIPTION: This program provides support for recreation, entertainment programs and special events for the residents of College Park under the direction of the City’s Recreation Board; coordination of recreational facilities and events with the Maryland-National Capital Park and Planning Commission (M-NCPPC); UM Campus Recreation; and coordinating special City co-sponsored events such as the Fourth of July celebration and fireworks, College Park Day, Blues Festival, summer playground programs, and other planned events. Maintenance support is provided to the Recreation programs by Public Works-Recreational Facilities Maintenance, program 5019.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. To promote community spirit and identity by coordinating special events	Total estimated attendance at City-sponsored events *	31,430	35,000	29,000	32,000

* Note: For July 4th, we use the UMPD estimated fireworks attendance. For Maryland Day – City tent, we use 5% of the UMPD estimated Maryland Day attendance. For all other events listed, we attempt to collect attendance figures using ticket stubs or head count.

PROGRAM NAME/NUMBER

Recreation/2014

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Administrative Assistant	0.10	0.15	0.15	0.15
Office Specialist III	0.00	0.05	0.05	0.05
Budget Total	0.10	0.20	0.20	0.20

OPERATING EXPENDITURES: College Park Day was moved to Admin-Public Relations 1017-3860 in FY 2015.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2014	
Element/Object	Details	Total	
30 Professional Services 30-13 Administrative	Event staff500 Clerical support, 12 Recreation Board meetings @ \$50600	1,100	
36 Special Services 36-10 Printing		1,020	
38 Special Events 38-10 Fireworks	July 4th celebration on University of Maryland campus, co-sponsored by University of Maryland (includes fireworks; band; stage, sound system and generator rental; fire/EMS services; staff meals, portable toilet rental)	33,000	
38-42 Fall Festival	City sponsor expenditures; co-sponsored by UM Campus Recreation, M-NCPPC and DC Blues Society @ Ritchie Coliseum	6,000	
38-56 Senior Events	Attick Towers500 Spellman House500	1,000	
38-99 Other	Fall events750 Winter events1,000 Spring events1,000 Neighborhood programs800 ASCAP performance license, annual fee340 BMI performance license, annual fee340 Maryland Day, participation costs (including rental of tables, chairs and City tent)1,000	5,230	
60 Supplies 60-10 General Supplies	Banners, flyers, etc.500 Maryland Day supplies500	1,000	
61 Office Supplies 61-10 Office Supplies		200	

PROGRAM NAME/NUMBER

Recreation/2014

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 14 RECREATION							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2014-520.10-02	HOURLY	7,185	11,410	11,788	12,528	12,320	12,320
2014-520.10-03	OVERTIME	2,338	4,629	3,500	5,183	3,500	3,500
*	PAYROLL-WAGES	9,523	16,039	15,288	17,711	15,820	15,820
ELEM 11 FRINGE BENEFITS							
2014-520.11-10	FICA	675	1,121	1,086	1,256	1,122	1,122
2014-520.11-12	HEALTH INSURANCE	1,799	3,762	2,901	3,795	3,190	3,190
2014-520.11-13	DENTAL INSURANCE	100	126	92	81	56	56
2014-520.11-14	LIFE INSURANCE	23	53	35	13	8	8
2014-520.11-15	VISION INSURANCE	33	51	34	28	18	18
2014-520.11-17	457 CITY MATCH CONTRIBUTN	77	167	104	186	144	144
2014-520.11-18	401A RETIREMENT	608	1,049	0	73	0	0
2014-520.11-21	WORKERS COMPENSATION INS	22	27	73	33	71	71
2014-520.11-22	LONG TERM DISABILITY INS	30	65	46	53	48	48
2014-520.11-25	MSRP RETIREMENT	0	20	729	762	616	616
*	FRINGE BENEFITS	3,367	6,441	5,100	6,280	5,273	5,273
ELEM 30 PROFESSIONAL SERVICES							
2014-520.30-13	ADMINISTRATIVE	859	473	2,500	755	1,100	1,100
*	PROFESSIONAL SERVICES	859	473	2,500	755	1,100	1,100
ELEM 36 SPECIAL SERVICES							
2014-520.36-10	PRINTING	90	570	1,020	568	1,020	1,020
*	SPECIAL SERVICES	90	570	1,020	568	1,020	1,020
ELEM 38 SPECIAL EVENTS							
2014-520.38-10	FIREWORKS	27,716	31,307	33,000	27,912	33,000	33,000
2014-520.38-42	FALL FESTIVAL	6,228	5,524	6,000	7,375	6,000	6,000
2014-520.38-56	SENIOR EVENTS	1,380	553	1,000	775	1,000	1,000
2014-520.38-60	COLLEGE PARK DAY	16,068	19,468	0	0	0	0
2014-520.38-99	OTHER	7,619	5,901	5,210	6,623	5,230	5,230
*	SPECIAL EVENTS	59,011	62,753	45,210	42,685	45,230	45,230
ELEM 60 SUPPLIES							
2014-520.60-10	GENERAL SUPPLIES	49	0	1,000	99	1,000	1,000
*	SUPPLIES	49	0	1,000	99	1,000	1,000
ELEM 61 OFFICE SUPPLIES							
2014-520.61-10	OFFICE SUPPLIES	95	2	200	142	200	200
*	OFFICE SUPPLIES	95	2	200	142	200	200
ELEM 67 DUES & PUBLICATIONS							
2014-520.67-10	DUES	0	0	0	10	0	0
*	DUES & PUBLICATIONS	0	0	0	10	0	0
**	RECREATION	72,994	86,278	70,318	68,250	69,643	69,643

PROGRAM NAME/NUMBER

Rent Stabilization/2016

DESCRIPTION: The College Park City Council voted on June 17, 2014 to sunset the Rent Stabilization law effective September 1, 2014. There will be no further administration or enforcement of rent stabilization. The City Council is actively engaged with stakeholders, including City residents, University of Maryland administrators and students, police agencies, and rental property owners, through the "Neighborhood Quality of Life Committee," to achieve the goals and resolve the concerns that rent stabilization was intended to address. Specifically, the Neighborhood Quality of Life Committee is charged with developing strategies to: (1) reduce issues that negatively impact quality of life for College Park residents, (2) increase rates of homeownership, (3) build positive relations between different groups in the community, and (4) expand options for affordable housing.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	

PROGRAM NAME/NUMBER

Rent Stabilization/2016

PERSONNEL EXPENDITURES: No personnel expenditures are budgeted for FY 2016.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Administrative Assistant	0.00	0.00	0.00	0.00
Office Specialist III	0.50	0.00	0.00	0.00
Office Specialist I	0.25	0.00	0.00	0.00
Budget Total	0.75	0.00	0.00	0.00

OPERATING EXPENDITURES: None

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
		ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET
323.36	Rent Stabilization Fees	1,080	0	0	0	0
	TOTAL	1,080	0	0	0	0

PROGRAM NAME/NUMBER

Public Safety/2020

DESCRIPTION: The Public Safety program utilizes available City, County, State and Federal resources in efforts to enhance the personal safety of City residents and businesses. Communications are maintained with county, state, park, transit, and university public safety agencies (e.g., Police, Fire, EMS & Emergency Management) operating within the City's boundaries. The Public Safety program supports the College Park Neighborhood Watch and other Citizen Corps Council programs such as the Community Emergency Response Team (CERT). This program also supports public crime prevention training and safety events, including the National Night Out.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Support continued participation in the Citizens Corps Council programs	Number of active volunteers	1	5	4	6
2. Support strategic plan goal of improving neighborhood watch activities	Number of active neighborhoods participating	7	8	7	8
3. Develop CERT program	Number of active volunteers	New	New	3	6

PROGRAM NAME/NUMBER**Public Safety/2020**

PERSONNEL EXPENDITURES: Since FY 2009, salaries for administrative support to the Contract Police program have been budgeted in this program (in order to qualify for reimbursement under State Aid for Police Protection).

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Administrative Assistant	0.10	0.25	0.25	0.25
Office Specialist III	0.20	0.30	0.30	0.30
Public Safety Officer	0.50	0.50	0.00	0.00
Office Specialist I	0.00	0.10	0.00	0.00
Budget Total	0.80	1.15	0.55	0.55

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2020	
Element/Object	Details	Total	
12	<u>Travel & Training</u> 12-11 Travel & Training		500
30	<u>Professional Services</u> 30-13 Administrative 30-15 Consulting	Contract trainer for Neighborhood Watch and CERT	100 3,000
34	<u>Contractual Services</u> 34-33 CCTV Monitoring	Monitoring of CCTV cameras by UMD DPS (21 cameras @ \$6,300)	132,300
36	<u>Special Services</u> 36-10 Printing 36-34 Neighborhood Watch	Flyers and other materials Supplies, training, assistance for Neighborhood Watch program	750 1,000
38	<u>Special Events</u> 38-57 Police Community Relations 38-62 National Night Out	City participation expenditures City participation expenditures	800 1,000
60	<u>Supplies</u> 60-10 General Supplies 60-11 Meeting Refreshments 60-60 Safety Supplies	Replenishment of supplies, homeland security trailer	600 500 1,000
65	<u>Utilities</u> 65-10 Electricity	Electricity for approximately 40 CCTV devices (cameras and LPRs) @ various locations, estimate \$800/month	9,600

PROGRAM NAME/NUMBER

Public Safety/2020

66	<u>Telephone & Communications</u> 66-12 Cellular Phone	UMD DPS, OIT and cellular phone charges for 11 PERT ("blue light") public safety telephones 2,600 Verizon Wireless – aircard service for 6 CCTV sites @ \$25/month each 1,800	4,400
92	<u>Machinery & Equipment</u> 92-53 Crosswalk Signals	Purchase and installation of 1 pair (both directions) of rectangular rapid flash beacons (RRFB) on Rhode Island Avenue at a location TBD	26,000

CAPITAL OUTLAY: Crosswalk Signals includes one pair (both directions) of rectangular rapid flash beacons (RRFB) on Rhode Island Avenue (\$26,000).

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 20 PUBLIC SAFETY							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2020-520.10-02	HOURLY	40,261	58,765	28,909	33,238	30,447	30,447
2020-520.10-03	OVERTIME	2,068	3,318	3,000	3,440	3,000	3,000
*	PAYROLL-WAGES	42,329	62,083	31,909	36,678	33,447	33,447
ELEM 11 FRINGE BENEFITS							
2020-520.11-10	FICA	3,163	4,351	2,272	2,649	2,378	2,378
2020-520.11-12	HEALTH INSURANCE	2,381	5,706	6,213	6,348	6,788	6,788
2020-520.11-13	DENTAL INSURANCE	124	174	194	142	136	136
2020-520.11-14	LIFE INSURANCE	49	80	94	47	50	50
2020-520.11-15	VISION INSURANCE	197	221	79	51	49	49
2020-520.11-17	457 CITY MATCH CONTRIBUTN	80	299	287	355	353	353
2020-520.11-18	401A RETIREMENT	2,303	3,787	0	237	0	0
2020-520.11-21	WORKERS COMPENSATION INS	936	870	53	136	53	53
2020-520.11-22	LONG TERM DISABILITY INS	52	93	112	112	117	117
2020-520.11-25	MSRP RETIREMENT	0	40	1,786	1,806	1,522	1,522
*	FRINGE BENEFITS	9,285	15,621	11,090	11,883	11,446	11,446
ELEM 12 TRAVEL & TRAINING							
2020-520.12-11	TRAVEL & TRAINING	285	344	500	3,100	500	500
*	TRAVEL & TRAINING	285	344	500	3,100	500	500
ELEM 20 OVERHEAD							
2020-520.20-12	POSTAGE	0	0	320	0	320	320
2020-520.20-17	COPIER	0	0	278	0	303	303
*	OVERHEAD	0	0	598	0	623	623
ELEM 30 PROFESSIONAL SERVICES							
2020-520.30-13	ADMINISTRATIVE	146	0	100	0	100	100
2020-520.30-15	CONSULTING	0	0	0	0	3,000	3,000
*	PROFESSIONAL SERVICES	146	0	100	0	3,100	3,100
ELEM 34 CONTRACTUAL SERVICES							
2020-520.34-33	CCTV CAMERA MONITORING	13,486	0	0	0	132,300	132,300
*	CONTRACTUAL SERVICES	13,486	0	0	0	132,300	132,300
ELEM 36 SPECIAL SERVICES							
2020-520.36-10	PRINTING	76	599	500	608	750	750
2020-520.36-34	NEIGHBORHOOD WATCH	1,642	218	3,000	421	1,000	1,000
*	SPECIAL SERVICES	1,718	817	3,500	1,029	1,750	1,750
ELEM 38 SPECIAL EVENTS							
2020-520.38-57	POLICE COMM RELATIONS	346	500	800	0	800	800
2020-520.38-62	NATIONAL NIGHT OUT	602	242	500	720	1,000	1,000
*	SPECIAL EVENTS	948	742	1,300	720	1,800	1,800
ELEM 47 CLOTHING & UNIFORMS							
2020-520.47-10	CLOTHING & UNIFORMS	0	117	0	0	0	0
*	CLOTHING & UNIFORMS	0	117	0	0	0	0
ELEM 60 SUPPLIES							
2020-520.60-10	GENERAL SUPPLIES	407	1,037	600	929	600	600
2020-520.60-11	MEETING REFRESHMENTS	245	39	500	473	500	500
2020-520.60-60	SAFETY SUPPLIES	0	1,389	500	820	1,000	1,000
*	SUPPLIES	652	2,465	1,600	2,222	2,100	2,100
ELEM 61 OFFICE SUPPLIES							
2020-520.61-10	OFFICE SUPPLIES	89	49	0	398	0	0
*	OFFICE SUPPLIES	89	49	0	398	0	0
ELEM 65 UTILITIES							
2020-520.65-10	ELECTRICITY	0	0	0	0	9,600	9,600
*	UTILITIES	0	0	0	0	9,600	9,600

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 20 PUBLIC SAFETY							
SUB 0 PUBLIC SERVICES							
ELEM 66 TELEPHONE & COMMUNICATION							
ELEM 66 TELEPHONE & COMMUNICATION							
2020-520.66-12	CELLULAR PHONE	665	3,153	5,200	650	4,400	4,400
*	TELEPHONE & COMMUNICATION	665	3,153	5,200	650	4,400	4,400
ELEM 92 MACHINERY & EQUIPMENT							
2020-520.92-20	EQUIPMENT	24,500	0	0	0	0	0
2020-520.92-52	SECURITY CAMERAS	135,305	0	0	0	0	0
2020-520.92-53	CROSSWALK SIGNALS	34,071	0	25,000	25,171	26,000	26,000
*	MACHINERY & EQUIPMENT	193,876	0	25,000	25,171	26,000	26,000
ELEM 96 STREET IMPROVEMENT							
2020-520.96-50	GUARDRAIL	140,000	0	0	0	0	0
*	STREET IMPROVEMENT	140,000	0	0	0	0	0
**	PUBLIC SAFETY	403,479	85,391	80,797	81,851	227,066	227,066

PROGRAM NAME/NUMBER

Speed Enforcement/2025

DESCRIPTION: Mayor & Council authorized the use of automated speed monitoring systems in designated school zones and institutions of higher education zones (within one-half mile of University of Maryland property). The City started operations of its speed monitoring systems with a 30-day warning period on October 15, 2010. In accordance with state law, beginning on November 15, 2010, the City began issuing \$40.00 civil citations to vehicles that exceed the posted speed limit by 12 miles per hour. Speed enforcement camera revenue after deduction of applicable costs, up to 10% of the City’s revenue budget, must be spent on public safety. Revenue in excess of this amount must be submitted to the Comptroller of Maryland annually.

Use of automated speed enforcement cameras was authorized in the following areas:

- Paint Branch Parkway between Route 1, Baltimore Avenue, and the City boundary
- Rhode Island Avenue from Route 193 north to the City boundary
- Metzert Road within City boundaries from University Boulevard to Adelphi Road
- Greenbelt Road from Route 1, Baltimore Avenue, to Rhode Island Avenue
- Route 1, Baltimore Avenue, from Beechwood Road to Indian Lane
- University Boulevard within the City boundaries from Adelphi Road to 49th Avenue

As a component of a 2015 multi-agency pedestrian safety initiative, State Highway Administration (SHA) reduced the speed limit on Baltimore Avenue (from Guilford to Berwyn Road) to 25 mph, and the City Council authorized 24/7 automated speed enforcement in the Institution of Higher Education (IHE) zone.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
Administer the speed enforcement camera program to promote public safety	Percent of citations processed within established guidelines	100%	100%	100%	100%

PROGRAM NAME/NUMBER

Speed Enforcement/2025

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Police Officer-Supervisor	0.04	0.04	0.04	0.04
Police Officer	0.30	0.30	0.30	0.60
Budget Total	0.34	0.34	0.34	0.64

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 2025
Element/Object	Details	Total	
20 Overhead 20-25 Administrative	2% of net speed enforcement camera revenue received	30,500	
30 Professional Services 30-15 Consulting	The Traffic Group, Inc.: Annual ASE program evaluation for SHA 5,000 Assess SHA permission to use pole-mounted cameras, site engineering studies 10,000	15,000	
30-41 Speed Enforcement Tickets Hearing Officer	Review officer for speed enforcement camera tickets, 5 hours/week @ \$35/hour	9,100	
36 Special Services 36-10 Printing	Activity forms	2,000	
40 Repair & Maintenance 40-13 Tools & Equipment	State-required calibration of speed enforcement cameras, 5 "Oscar" type @ \$125 + 4 trailer type @ \$250	1,625	

Capital Outlay: None

RELATED REVENUES		FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
		ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET
359.70-01	Speed Enforcement Camera Revenue	1,661,214	1,529,721	1,600,000	3,798,632	2,500,000
359.70-02	Optotraffic-Processing Charges	(647,874)	(596,591)	(624,000)	(1,481,467)	(975,000)
359.70-03	Optotraffic-Engineering Study	(0)	(0)	(0)	(0)	(10,000)
359.70-05	State Repayment-Excess over 10% of General Fund Revenues	(0)	(0)	(0)	(0)	(0)
TOTAL		1,013,340	933,130	976,000	2,317,165	1,515,000

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 25 SPEED ENFORCEMENT							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2025-520.10-02	HOURLY	16,594	17,755	30,883	45,217	66,142	66,142
2025-520.10-03	OVERTIME	0	0	0	564	0	0
*	PAYROLL-WAGES	16,594	17,755	30,883	45,781	66,142	66,142
ELEM 11 FRINGE BENEFITS							
2025-520.11-10	FICA	1,269	1,358	2,363	3,502	5,060	5,060
2025-520.11-21	WORKERS COMPENSATION INS	916	1,048	1,577	2,413	3,992	3,992
*	FRINGE BENEFITS	2,185	2,406	3,940	5,915	9,052	9,052
ELEM 20 OVERHEAD							
2025-520.20-25	ADMINISTRATIVE	33,224	30,594	19,520	19,524	30,500	30,500
*	OVERHEAD	33,224	30,594	19,520	19,524	30,500	30,500
ELEM 30 PROFESSIONAL SERVICES							
2025-520.30-15	CONSULTING	4,500	0	5,000	0	15,000	15,000
2025-520.30-41	SPEED CAM HEARING OFFICER	0	70	0	140	9,100	9,100
*	PROFESSIONAL SERVICES	4,500	70	5,000	140	24,100	24,100
ELEM 32 LEGAL SERVICES							
2025-520.32-10	CITY ATTORNEY	0	434	0	853	0	0
*	LEGAL SERVICES	0	434	0	853	0	0
ELEM 36 SPECIAL SERVICES							
2025-520.36-10	PRINTING	1,245	505	2,000	167	2,000	2,000
2025-520.36-11	CLASSIFIED ADVERTISING	0	332	0	757	0	0
*	SPECIAL SERVICES	1,245	837	2,000	924	2,000	2,000
ELEM 40 REPAIR & MAINTENANCE							
2025-520.40-13	TOOLS & EQUIPMENT	0	0	0	0	1,625	1,625
*	REPAIR & MAINTENANCE	0	0	0	0	1,625	1,625
ELEM 48 RENTAL							
2025-520.48-15	MESSAGE BOARDS	0	0	0	12,604	0	0
*	RENTAL	0	0	0	12,604	0	0
ELEM 60 SUPPLIES							
2025-520.60-11	MEETING REFRESHMENTS	0	45	0	0	0	0
*	SUPPLIES	0	45	0	0	0	0
**	SPEED ENFORCEMENT	57,748	52,141	61,343	85,741	133,419	133,419

DESCRIPTION: This program provides supplemental police services to enhance safety and security for City residents, including a police services contract with Prince George’s County and a pool of part-time officers employed by the City. The County contract, executed in FY 2009, provides 2 full-time police officers at a current annual budget of \$266,667. The pool of part-time police officers was initiated in FY 2005 at a budget of \$120,000 (including wages, fringe benefits, liability insurance, mileage and administrative support), increased to \$250,000 for FY 2006, increased to \$500,000 for FY 2007, increased to \$650,000 for FY 2012, and increased to \$750,000 in FY 2013. Including the County contract and the part-time police officers, the FY 2016 budget provides a total of \$1,200,000 for 10.75 FTEs (430 hours per week on average) of supplemental City-wide policing.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY2015		FY2016 TARGET
			TARGET	ACTUAL	
1. Improve public safety and reduce crime by utilizing contract police officers, collaborating with other police agencies, and encouraging community participation	Percent of residents who feel safe in their neighborhood	No survey	80%	72%	No survey
	Percent of residents who feel safe in commercial areas	No survey	80%	57%	No survey
2. Increase resident awareness of the contract police program	Percent of residents with a good or better understanding of the contract police program	No survey	55%	56%	No survey

PROGRAM NAME/NUMBER

Contract Police/2030

PERSONNEL EXPENDITURES: Include wages, FICA and workers compensation insurance for part-time police officers on the City’s payroll. The FTEs listed below represent a calculation based on budgeted funding for each year, which varies slightly from “actual” depending on whether police officers worked day or night shift. Administrative support for the Contract Police program is budgeted in Public Safety, program 2020.

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Police Officer-Supervisor	0.25	0.25	0.25	0.25
Police Officer	7.20	7.20	7.20	8.50
Budget Total	7.45	7.45	7.45	8.75

OPERATING EXPENDITURES: Beginning in FY 2009, 3 full-time police officers, under a police services contract with Prince George’s County, supplement the pool of part-time contract police officers. For FY 2016, the police services contract will be reduced to 2 full-time officers, with an additional 1.30 FTEs added to the part-time contract police program. This provides an FY 2016 total of 10.75 police officer FTEs to supplement state, county, University and Metro Transit police officers assigned to patrol in the City.

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 2020
Element/Object	Details	Total	
12 <u>Travel & Training</u> 12-10 Non-Training Travel	Mileage reimbursement to police agencies for vehicle use by contract police officers (rate varies per contract); estimated mileage	25,000	
34 <u>Contractual Services</u> 34-34 Police Services Contract	Contract with Prince George’s County for 2 full-time police officers, including wages, fringe benefits, vehicle, uniforms, liability insurance; billed semi-annually	266,667	
36 <u>Special Services</u> 36-10 Printing	Activity forms	2,000	
40 <u>Repair & Maintenance</u> 40-13 Tools & Equipment 40-21 Bicycle Equipment	Calibration/certification of radar units Periodic bicycle maintenance 500 Repairs not covered by maintenance contract 1,000	250 1,500	
47 <u>Clothing & Uniforms</u> 47-10 Clothing & Uniforms	Bicycle clothing	400	
50 <u>Insurance</u> 50-10 Liability Insurance	Liability insurance for part-time contract police officers (on City payroll)	13,977	
60 <u>Supplies</u> 60-10 General Supplies	Cruiser signs, other supplies	1,000	

PROGRAM NAME/NUMBER

Contract Police/2030

61	<u>Office Supplies</u> 61-10 Office Supplies		500
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CAPITAL OUTLAY: None

RELATED REVENUES		FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 ACTUAL	FY 2016 BUDGET
332.20	State Aid for Police Protection	73,840	112,884	116,550	132,610	140,000
	TOTAL	73,840	112,884	116,550	132,610	140,000

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 30 CONTRACT POLICE							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2030-520.10-02	HOURLY	617,012	666,723	666,803	577,935	667,206	784,615
2030-520.10-03	OVERTIME	1,613	38	1,000	113	1,000	1,000
*	PAYROLL-WAGES	618,625	666,761	667,803	578,048	668,206	785,615
ELEM 11 FRINGE BENEFITS							
2030-520.11-10	FICA	47,326	51,008	51,087	44,222	49,264	58,236
2030-520.11-12	HEALTH INSURANCE	6	0	0	0	0	0
2030-520.11-18	401A RETIREMENT	3	0	0	0	0	0
2030-520.11-21	WORKERS COMPENSATION INS	34,157	38,727	34,088	31,139	40,297	47,374
*	FRINGE BENEFITS	81,492	89,735	85,175	75,361	89,561	105,610
ELEM 12 TRAVEL & TRAINING							
2030-520.12-10	NON TRAINING TRAVEL	29,300	30,908	25,000	24,854	25,000	25,000
*	TRAVEL & TRAINING	29,300	30,908	25,000	24,854	25,000	25,000
ELEM 34 CONTRACTUAL SERVICES							
2030-520.34-34	POLICE SERVICES CONTRACT	374,602	388,434	400,000	319,416	400,000	266,667
*	CONTRACTUAL SERVICES	374,602	388,434	400,000	319,416	400,000	266,667
ELEM 36 SPECIAL SERVICES							
2030-520.36-10	PRINTING	1,979	505	2,000	1,208	2,000	2,000
*	SPECIAL SERVICES	1,979	505	2,000	1,208	2,000	2,000
ELEM 40 REPAIR & MAINTENANCE							
2030-520.40-13	TOOLS & EQUIPMENT	0	0	250	0	250	250
2030-520.40-21	BICYCLE EQUIPMENT	1,195	670	1,500	142	1,500	1,500
*	REPAIR & MAINTENANCE	1,195	670	1,750	142	1,750	1,750
ELEM 47 CLOTHING & UNIFORMS							
2030-520.47-10	CLOTHING & UNIFORMS	0	0	400	0	400	400
*	CLOTHING & UNIFORMS	0	0	400	0	400	400
ELEM 50 INSURANCE							
2030-520.50-10	LIABILITY INSURANCE	7,645	11,009	12,108	12,712	13,977	13,977
*	INSURANCE	7,645	11,009	12,108	12,712	13,977	13,977
ELEM 60 SUPPLIES							
2030-520.60-10	GENERAL SUPPLIES	39	2,443	1,000	541	1,000	1,000
*	SUPPLIES	39	2,443	1,000	541	1,000	1,000
ELEM 61 OFFICE SUPPLIES							
2030-520.61-10	OFFICE SUPPLIES	6	197	500	148	500	500
*	OFFICE SUPPLIES	6	197	500	148	500	500
**	CONTRACT POLICE	1,114,883	1,190,662	1,195,736	1,012,430	1,202,394	1,202,519

PROGRAM NAME/NUMBER

Police Downtown Beat/2031

DESCRIPTION: This contract police initiative was begun during the 2014-2015 University of Maryland (UMD) academic year. A downtown foot patrol, partially funded by Downtown College Park Management Authority (DCPMA) @ \$6,000 per semester, provides 2 off-duty police officers in the downtown area from 11:30 pm to 3:30 am on Friday and Saturday nights to help keep the peace and enhance pedestrian safety when UMD is in session.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY2015		FY2016 TARGET
			TARGET	ACTUAL	

PROGRAM NAME/NUMBER

Police Downtown Beat/2031

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Police Officer	0.00	0.00	0.00	0.23
Budget Total	0.00	0.00	0.00	0.23

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2031	
Element/Object	Details	Total	
36 Special Services 36-45 DCPMA Reimbursement	Reimbursement from DCPMA and bar owners @ \$6,000 per semester	12,000	

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 31 POLICE DOWNTOWN BEAT							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2031-520.10-02	HOURLY	0	0	0	18,945	24,031	24,031
*	PAYROLL-WAGES	0	0	0	18,945	24,031	24,031
ELEM 11 FRINGE BENEFITS							
2031-520.11-10	FICA	0	0	0	1,449	1,838	1,838
2031-520.11-21	WORKERS COMPENSATION INS	0	0	0	1,023	1,450	1,450
*	FRINGE BENEFITS	0	0	0	2,472	3,288	3,288
ELEM 36 SPECIAL SERVICES							
2031-520.36-45	DCPMA REIMBURSEMENT	0	0	0	12,000-	12,000-	12,000-
*	SPECIAL SERVICES	0	0	0	12,000-	12,000-	12,000-
**	POLICE DOWNTOWN BEAT	0	0	0	9,417	15,319	15,319
***	PUBLIC SERVICES	3,731,749	3,588,543	3,725,973	3,524,608	4,019,651	4,019,776

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PLANNING,
COMMUNITY &
ECONOMIC
DEVELOPMENT

PROGRAM NAME/NUMBER**Planning Administration/3010**

DESCRIPTION: This program provides for overall supervision and management of Planning Department activities. This includes secretarial services, travel and training for staff, dues for membership in professional organizations, purchase of research and reference publications and office overhead expenses.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Manage department programs within approved annual budget	Percent of programs within budget	100%	100%	100%	100%
2. Promote a highly professional, skilled workforce to meet City planning needs	Percent of staff who receive at least 16 hours of professional development each year	100%	100%	100%	100%

PROGRAM NAME/NUMBER

Planning Administration/3010

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Director of Planning	0.20	0.20	0.20	0.20
Senior Planner	0.10	0.10	0.10	0.10
Administrative Assistant	0.25	0.25	0.25	0.25
Budget Total	0.55	0.55	0.55	0.55

OPERATING EXPENDITURES: Travel and Training covers all department personnel except the Economic Development Planner.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 3010	
Element/Object	Details	Total	
12	<u>Travel & Training</u> 12-10 Non-Training Travel	Staff mileage reimbursement	800
	12-11 Travel & Training	American Planning Association national conference @ Phoenix, 1 @ \$2,1002,100 Congress for the New Urbanism annual conference @ Detroit, 1 @ \$2,1002,100 State Revitalization & Preservation Conference, 2 @ \$50 100 APA MD-DE regional conference 300 AICP audio & web conferences, 4 @ \$215 860 Sustainability conference 340	5,800
36	<u>Special Services</u> 36-21 Courier Services	As needed for delivery of time-sensitive material	300
61	<u>Office Supplies</u> 61-10 Office Supplies		1,500
62	<u>Postage</u> 62-10 Postage	Shipping charges	200
66	<u>Telephone & Communications</u> 66-12 Cellular Phone	Cell phone allowance, \$100 monthly	1,200
67	<u>Dues & Publications</u> 67-10 Dues	American Planning Association (APA) (2 members)530 American Institute of Certified Planners (AICP) (2 members) 300 Urban Land Institute (ULI)215 National Trust for Historic Preservation 50 Planning Advisory Service795 Congress for the New Urbanism (CNU)195 International Council of Shopping Centers (ICSC) 100 American Pedestrian & Bicycle Association (APBA) 100	2,285

PROGRAM NAME/NUMBER

Planning Administration/3010

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 3010	
Element/Object	Details	Total	
67-20 Publications & Books	Zoning News	95	800
	APA Journal	48	
	Prince George's Newsletter	215	
	Better Cities & Towns	100	
	Other publications and books	342	

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 30 PLANNING, COMM & ECON DEV							
DIV 10 PLANNING ADMINISTRATION							
SUB 0 PLANNING, COMM & ECON DEV							
ELEM 10 PAYROLL-WAGES							
3010-530.10-01	SALARY	31,221	30,998	31,779	31,777	32,449	32,449
3010-530.10-02	HOURLY	16,088	16,041	16,393	16,550	17,557	17,557
3010-530.10-03	OVERTIME	0	223	0	0	0	0
*	PAYROLL-WAGES	47,309	47,262	48,172	48,327	50,006	50,006
ELEM 11 FRINGE BENEFITS							
3010-530.11-10	FICA	3,470	3,495	3,564	3,541	3,389	3,389
3010-530.11-12	HEALTH INSURANCE	2,919	3,488	3,661	3,638	3,904	3,904
3010-530.11-13	DENTAL INSURANCE	200	202	201	211	223	223
3010-530.11-14	LIFE INSURANCE	121	131	134	19	0	0
3010-530.11-15	VISION INSURANCE	61	62	62	46	46	46
3010-530.11-17	457 CITY MATCH CONTRIBUTN	759	757	756	757	758	758
3010-530.11-18	401A RETIREMENT	2,693	2,960	0	0	0	0
3010-530.11-21	WORKERS COMPENSATION INS	1,077	940	739	733	738	738
3010-530.11-22	LONG TERM DISABILITY INS	158	181	187	182	193	193
3010-530.11-25	MSRP RETIREMENT	0	67	2,981	2,912	2,500	2,500
*	FRINGE BENEFITS	11,458	12,283	12,285	12,039	11,751	11,751
ELEM 12 TRAVEL & TRAINING							
3010-530.12-10	NON TRAINING TRAVEL	1,697	1,376	700	432	800	800
3010-530.12-11	TRAVEL & TRAINING	5,004	4,855	5,800	3,977	5,800	5,800
*	TRAVEL & TRAINING	6,701	6,231	6,500	4,409	6,600	6,600
ELEM 20 OVERHEAD							
3010-530.20-10	INSURANCE	3,189	2,834	2,924	2,924	2,952	2,952
3010-530.20-12	POSTAGE	697	827	1,920	527	1,920	1,920
3010-530.20-13	UTILITIES	13,517	13,103	15,599	15,597	17,554	17,554
3010-530.20-14	TELEPHONE	2,190	2,406	2,406	2,406	2,151	2,151
3010-530.20-15	INFORMATION TECHNOLOGY	11,056	11,652	12,102	12,102	12,523	12,523
3010-530.20-16	BUILDING MAINTENANCE	14,674	15,559	15,796	15,796	16,351	16,351
3010-530.20-17	COPIER	1,648	1,417	3,336	1,839	3,638	3,638
*	OVERHEAD	46,971	47,798	54,083	51,191	57,089	57,089
ELEM 30 PROFESSIONAL SERVICES							
3010-530.30-11	DESIGN & ENGINEERING	0	3,000	0	1,138-	0	0
*	PROFESSIONAL SERVICES	0	3,000	0	1,138-	0	0
ELEM 36 SPECIAL SERVICES							
3010-530.36-10	PRINTING	216	264	0	0	0	0
3010-530.36-21	COURIER SERVICES	148	119	300	0	300	300
*	SPECIAL SERVICES	364	383	300	0	300	300
ELEM 60 SUPPLIES							
3010-530.60-10	GENERAL SUPPLIES	10	0	0	0	0	0
*	SUPPLIES	10	0	0	0	0	0
ELEM 61 OFFICE SUPPLIES							
3010-530.61-10	OFFICE SUPPLIES	1,640	781	1,500	1,110	1,500	1,500
*	OFFICE SUPPLIES	1,640	781	1,500	1,110	1,500	1,500
ELEM 62 POSTAGE							
3010-530.62-10	POSTAGE	40	10	200	117	200	200
*	POSTAGE	40	10	200	117	200	200
ELEM 66 TELEPHONE & COMMUNICATION							
3010-530.66-12	CELLULAR PHONE	480	484	1,200	484	1,200	1,200
*	TELEPHONE & COMMUNICATION	480	484	1,200	484	1,200	1,200
ELEM 67 DUES & PUBLICATIONS							
3010-530.67-10	DUES	2,290	2,395	2,175	2,400	2,285	2,285
3010-530.67-20	PUBLICATIONS & BOOKS	510	728	800	661	800	800
*	DUES & PUBLICATIONS	2,800	3,123	2,975	3,061	3,085	3,085

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 30	PLANNING, COMM & ECON DEV						
DIV 10	PLANNING ADMINISTRATION						
SUB 0	PLANNING, COMM & ECON DEV						
ELEM 69	MISCELLANEOUS CHARGE						
ELEM 69	MISCELLANEOUS CHARGE						
3010-530.69-10	MISCELLANEOUS	0	0	0	100	0	0
*	MISCELLANEOUS CHARGE	0	0	0	100	0	0
**	PLANNING ADMINISTRATION	117,773	121,355	127,215	119,700	131,731	131,731

PROGRAM NAME/NUMBER

Community Development/3011

DESCRIPTION: This program provides administration of local, state and federal programs and activities to enhance the City as a place to live, work and visit. It includes the implementation of projects in the City's Capital Improvement Program, and preparation and administration of grant and loan applications under such programs as Community Development Block Grant (CDBG), Community Legacy, Community Parks & Playgrounds, Maryland Heritage Areas Authority (MHAA), Program Open Space (POS), Recreational Trails, Chesapeake Bay Trust and Anacostia Trails Heritage Area (ATHA). The program is also responsible for information and referral for county and state programs, and other assistance to residents and community groups.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
<p>1. Acquire funding from state and federal grant sources to improve the vitality and livability of the community</p> <ul style="list-style-type: none"> ● Prepare and submit Community Development Block Grant (CDBG), Community Legacy, Maryland Heritage Areas Authority (MHAA), Program Open Space (POS), Chesapeake Bay Trust and Anacostia Trails Heritage Area (ATHA) applications for selected projects ● Identify funding sources and initiate new capital projects as appropriate 	Dollar value of grants awarded:				
	Comm. Dev. Block Grant	\$ 0	\$100,000	\$ 0	\$120,000
	Community Legacy grant	0	100,000	0	0
	MD Heritage Areas Auth.	0	0	0	50,000
	Program Open Space	0	50,000	129,169	77,000
	Recreational Trails	0	0	0	0
	Anacostia Trails Hrtge Area	2,000	2,000	2,000	2,000
	Safe Routes to School	0	50,000	0	0
	Chesapeake Bay Trust	70,000	330,000	397,140	0
	MWCOG Transp. Land Use Connections grant	0	0	30,000	30,000
	MDOT Bikeways Program	0	75,000	79,622	75,000
	MEA Smart Energy	70,361	50,000	0	242,000
	MDOT Bikeshare Program	0	0	0	0
	Natl. Fish & Wildlife Fdn.	0	Tech Assist	0	0
		_____	_____	_____	_____
	TOTALS	\$142,361	\$757,000	\$637,931	\$596,000
<p>2. Implement special projects for community development</p> <ul style="list-style-type: none"> ● Neighborhood improvement projects ● Streetscape projects ● Analyze American Community Survey results ● Watershed improvement projects ● Homeownership grants 	Periodic status reports will be provided for these ongoing projects				

PROGRAM NAME/NUMBER

Community Development/3011

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Director of Planning	0.20	0.20	0.20	0.20
Senior Planner	0.40	0.40	0.40	0.40
Planner	0.45	0.45	0.45	0.45
Administrative Assistant	0.15	0.15	0.15	0.15
Budget Total	1.20	1.20	1.20	1.20

OPERATING EXPENDITURES

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 3011	
Element/Object	Details	Total	
30 Professional Services 30-15 Consulting	Consulting services, as needed, in support of strategic plan activities, projects or grant applications	10,000	
30-16 Appraisals	Appraisals of development properties, as needed	5,000	
36 Special Services 36-35 Matching Funds	Funds for matching grant opportunities	15,000	
60 Supplies 60-11 Meeting Refreshments	Snacks for community meetings, as needed	0	

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 30 PLANNING, COMM & ECON DEV							
DIV 11 COMMUNITY DEVELOPMENT							
SUB 0 PLANNING, COMM & ECON DEV							
ELEM 10 PAYROLL-WAGES							
3011-530.10-01	SALARY	89,805	69,696	79,067	78,309	80,986	80,986
3011-530.10-02	HOURLY	9,429	9,654	9,836	9,826	10,534	10,534
*	PAYROLL-WAGES	99,234	79,350	88,903	88,135	91,520	91,520
ELEM 11 FRINGE BENEFITS							
3011-530.11-10	FICA	6,931	5,848	6,537	6,451	6,483	6,483
3011-530.11-12	HEALTH INSURANCE	5,511	9,955	11,975	11,900	12,765	12,765
3011-530.11-13	DENTAL INSURANCE	337	421	408	426	437	437
3011-530.11-14	LIFE INSURANCE	195	226	249	85	75	75
3011-530.11-15	VISION INSURANCE	73	139	203	149	149	149
3011-530.11-17	457 CITY MATCH CONTRIBUTN	720	705	704	705	706	706
3011-530.11-18	401A RETIREMENT	3,690	4,685	0	0	0	0
3011-530.11-21	WORKERS COMPENSATION INS	3,024	2,028	1,787	1,757	1,790	1,790
3011-530.11-22	LONG TERM DISABILITY INS	197	303	345	335	353	353
3011-530.11-25	MSRP RETIREMENT	0	123	5,499	5,375	4,576	4,576
*	FRINGE BENEFITS	20,678	24,433	27,707	27,183	27,334	27,334
ELEM 30 PROFESSIONAL SERVICES							
3011-530.30-15	CONSULTING	1,448	9,632	10,000	3,000	10,000	10,000
3011-530.30-16	APPRAISALS	8,000	5,000	0	2,900	5,000	5,000
*	PROFESSIONAL SERVICES	9,448	14,632	10,000	5,900	15,000	15,000
ELEM 36 SPECIAL SERVICES							
3011-530.36-35	MATCHING FUNDS	4,000	7,300	15,000	2,205	15,000	15,000
*	SPECIAL SERVICES	4,000	7,300	15,000	2,205	15,000	15,000
ELEM 60 SUPPLIES							
3011-530.60-11	MEETING REFRESHMENTS	0	0	0	392	0	0
*	SUPPLIES	0	0	0	392	0	0
**	COMMUNITY DEVELOPMENT	133,360	125,715	141,610	123,815	148,854	148,854

PROGRAM NAME/NUMBER

Planning and Zoning/3012

DESCRIPTION: This program involves the review of zoning and subdivision applications referred to the City for comment by the M-NCPPC and zoning appeals, departures and certification of nonconforming uses filed directly with the City. Staff reports and recommendations are prepared and presented to the Advisory Planning Commission and the Mayor and Council. Staff presents the City's position before the County's Zoning Hearing Examiner, Planning Board and District Council, when applicable. This program also involves the preparation of local plans, the review of plans and projects that impact the City, and the collaboration of planning efforts with WMATA, Prince George's County, M-NCPPC, University of Maryland, Metropolitan Washington Council of Governments, State of Maryland and CPCUP.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Review and comment on land use and zoning applications, plans, policies and legislation affecting the City	Generated externally				
2. Process variance and departure and other applications through the Advisory Planning Commission	Number of applications processed	15	15	10	10
	Percent of recommendations upheld by Mayor & Council	100%	100%	100%	100%
3. Coordinate and collaborate with others on planning and land use issues in the City <ul style="list-style-type: none"> ● Participate in Prince George's County Zoning and Subdivision Rewrite ● Participate in M-NCPPC Bicycle Trail Master Plan ● Participate in UMD Bicycle Coordinating Committee 	Periodic status reports will be provided for these ongoing projects				
4. Prepare local plans as directed in the Strategic Plan <ul style="list-style-type: none"> ● Bicycle Master Plan ● Parks & Open Space Plan ● Complete and Green Streets policy 	Periodic status reports will be provided for these ongoing projects				

PROGRAM NAME/NUMBER

Planning and Zoning/3012

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Director of Planning	0.20	0.20	0.20	0.20
Senior Planner	0.40	0.40	0.40	0.40
Planner	0.45	0.45	0.45	0.45
Administrative Assistant	0.15	0.15	0.15	0.15
Budget Total	1.20	1.20	1.20	1.20

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 3012	
Element/Object	Details	Total	
36 Special Services 36-10 Printing	Includes cost of reducing and duplicating site plans and drawings, printing local plans	300	

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
		ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET
341.10	Zoning Application Processing Fee	8,455	5,960	7,000	4,900	7,000
	TOTAL	8,455	5,960	7,000	4,900	7,000

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 30 PLANNING, COMM & ECON DEV							
DIV 12 PLANNING AND ZONING							
SUB 0 PLANNING, COMM & ECON DEV							
ELEM 10 PAYROLL-WAGES							
3012-530.10-01	SALARY	88,683	69,611	79,067	77,959	80,986	80,986
3012-530.10-02	HOURLY	9,429	9,654	9,836	9,826	10,534	10,534
*	PAYROLL-WAGES	98,112	79,265	88,903	87,785	91,520	91,520
ELEM 11 FRINGE BENEFITS							
3012-530.11-10	FICA	6,931	5,848	6,537	6,451	6,483	6,483
3012-530.11-12	HEALTH INSURANCE	5,511	9,793	11,975	11,900	12,765	12,765
3012-530.11-13	DENTAL INSURANCE	337	421	408	426	437	437
3012-530.11-14	LIFE INSURANCE	195	226	249	85	75	75
3012-530.11-15	VISION INSURANCE	73	139	203	149	149	149
3012-530.11-17	457 CITY MATCH CONTRIBUTN	720	705	704	705	706	706
3012-530.11-18	401A RETIREMENT	3,690	4,685	0	0	0	0
3012-530.11-21	WORKERS COMPENSATION INS	3,024	2,028	1,787	1,757	1,790	1,790
3012-530.11-22	LONG TERM DISABILITY INS	197	303	345	335	353	353
3012-530.11-25	MSRP RETIREMENT	0	123	5,499	5,375	4,576	4,576
*	FRINGE BENEFITS	20,678	24,271	27,707	27,183	27,334	27,334
ELEM 36 SPECIAL SERVICES							
3012-530.36-10	PRINTING	103	12-	600	99	300	300
*	SPECIAL SERVICES	103	12-	600	99	300	300
ELEM 60 SUPPLIES							
3012-530.60-10	GENERAL SUPPLIES	586	0	0	0	0	0
*	SUPPLIES	586	0	0	0	0	0
**	PLANNING AND ZONING	119,479	103,524	117,210	115,067	119,154	119,154

PROGRAM NAME/NUMBER

Advisory Planning Commission/3013

DESCRIPTION: The Advisory Planning Commission is a 7-member commission created in January 1992 to develop a comprehensive, long-range plan for the future development and revitalization of College Park. The Commission is also charged with making recommendations to Mayor & Council, as needed, on zoning applications, land use issues and plans, grant requests and capital improvements. The Commission assumed authority for holding hearings for zoning appeals and departures in April 1997. In FY 2002, the Mayor & Council transferred the duties and responsibilities of the Board of Housing Hygiene to the Commission, and in FY 2006, emergency legislation was passed to facilitate the hearing of fire code appeals. In FY 2007, Mayor & Council adopted a fence ordinance and gave the APC the authority to hear variances therefrom. The Planning Department assists the Commission in the execution of these duties.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Administer the zoning appeals and departures process in a fair and timely manner	Number of applications appealed by applicants	2	0	2	0
	Percent of decisions accepted by Mayor & Council	100%	100%	100%	100%
2. Hear and decide fire code appeals	Number of fire code appeals heard	0	0	0	0

PROGRAM NAME/NUMBER**Advisory Planning Commission/3013**

PERSONNEL EXPENDITURES: Personnel expenditures include a stipend of \$60 per meeting attended where quorum exists (12 meetings estimated) paid to 7 commission members who are not FTEs.

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Director of Planning	0.20	0.20	0.20	0.20
Senior Planner	0.10	0.10	0.10	0.10
Planner	0.10	0.10	0.10	0.10
Administrative Assistant	0.30	0.30	0.30	0.30
Budget Total	0.70	0.70	0.70	0.70

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 3013	
Element/Object	Details	Total	
12	<u>Travel & Training</u> 12-11 Travel & Training	Maryland Citizen Planners Conference, 4 APC members @ \$150	600
32	<u>Legal Services</u> 32-24 Advisory Planning Comm.	Legal services for APC, estimate \$1,500/month	18,000
60	<u>Supplies</u> 60-10 General Supplies	New member name plates	25
67	<u>Dues & Publications</u> 67-10 Dues	Maryland Citizen Planners Association	250
	67-20 Publications & Books	Training publications	200

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 30 PLANNING, COMM & ECON DEV							
DIV 13 ADVISORY PLANNING COMM							
SUB 0 PLANNING, COMM & ECON DEV							
ELEM 10 PAYROLL-WAGES							
3013-530.10-01	SALARY	38,809	35,154	37,550	37,286	38,402	38,402
3013-530.10-02	HOURLY	18,859	19,309	19,671	19,649	21,069	21,069
3013-530.10-06	STIPEND	2,160	2,640	5,040	3,240	5,040	5,040
*	PAYROLL-WAGES	59,828	57,103	62,261	60,175	64,511	64,511
ELEM 11 FRINGE BENEFITS							
3013-530.11-10	FICA	4,292	4,160	4,600	4,427	4,472	4,472
3013-530.11-12	HEALTH INSURANCE	3,439	4,804	5,441	5,407	5,806	5,806
3013-530.11-13	DENTAL INSURANCE	230	250	247	259	271	271
3013-530.11-14	LIFE INSURANCE	141	152	160	34	17	17
3013-530.11-15	VISION INSURANCE	63	79	94	68	69	69
3013-530.11-17	457 CITY MATCH CONTRIBUTN	785	783	782	783	784	784
3013-530.11-18	401A RETIREMENT	3,115	3,380	0	0	0	0
3013-530.11-21	WORKERS COMPENSATION INS	1,345	1,060	882	870	882	882
3013-530.11-22	LONG TERM DISABILITY INS	177	208	222	216	229	229
3013-530.11-25	MSRP RETIREMENT	0	80	3,540	3,460	2,974	2,974
*	FRINGE BENEFITS	13,587	14,956	15,968	15,524	15,504	15,504
ELEM 12 TRAVEL & TRAINING							
3013-530.12-11	TRAVEL & TRAINING	0	0	300	489	600	600
*	TRAVEL & TRAINING	0	0	300	489	600	600
ELEM 32 LEGAL SERVICES							
3013-530.32-24	LEGAL-ADV PLANNING COMM	14,461	18,629	18,000	15,980	18,000	18,000
*	LEGAL SERVICES	14,461	18,629	18,000	15,980	18,000	18,000
ELEM 60 SUPPLIES							
3013-530.60-10	GENERAL SUPPLIES	6	0	25	0	25	25
*	SUPPLIES	6	0	25	0	25	25
ELEM 67 DUES & PUBLICATIONS							
3013-530.67-10	DUES	250	250	250	250	250	250
3013-530.67-20	PUBLICATIONS & BOOKS	95	95	200	188	200	200
*	DUES & PUBLICATIONS	345	345	450	438	450	450
**	ADVISORY PLANNING COMM	88,227	91,033	97,004	92,606	99,090	99,090

DESCRIPTION: This program was established in FY 1997 to focus efforts on revitalizing the City’s commercial districts, expanding the City’s tax base, marketing the strengths and assets of College Park, and providing assistance in business retention, expansion and recruitment. The City adopted its first Economic Development Plan in 2005.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Communicate effectively with stakeholders on economic development issues a. Conduct 1 real estate roundtable of City brokers, developers and property owners to share information on leasing and development opportunities, real estate transactions, market trends, etc. b. Prepare and distribute a bi-monthly Development Update and Business Beat to interested parties c. Provide information and referral services to the real estate development community d. Attend real estate networking events	Number of roundtables held	1	1	1	1
	Editions of newsletters distributed (689 subscribers)	12	12	12	12
	Number of potential new business contacts made	40	40	40	40
	Number of new developer contacts made	15	20	15	20
	Number of events attended	4	5	3	4
2. Administer and implement special projects to expand investment and revitalize commercial areas a. Work with Hollywood commercial district property owners and businesses on a streetscape improvement plan b. Administer Revitalization Tax Credit program c. Administer Retail Attraction & Expansion Fund d. Administer Hollywood Façade Improvement Program	Periodic status reports will be provided				
	Number of applications received	3	0	1	1
	Number of grants awarded	1	3	1	2

PROGRAM NAME/NUMBER

Economic Development/3014

3. Reduce the commercial vacancy rate, determined by square footage, through initiatives to attract new businesses	Vacancy percentage:				
	Citywide	5.7	5.1	4.9	4.5
	Berwyn	15.0	10.0	27.0	15.0
	Downtown	12.1	9.5	12.5	9.5
	Hollywood	6.2	5.5	5.2	5.0
	Lower Midtown	10.9	10.0	7.1	7.0
	Upper Midtown	4.1	4.0	3.0	3.0
	Uptown	0.0	0.0	0.0	0.0
4. Expand economic development through business retention and expansion	Number of businesses expanded	0	1	0	1
a. Administer Business Retention Fund	Number of grants awarded	New	New	9	5
5. Support economic development partnerships					
	a. Hold Downtown College Park Management Authority (DCPMA) meetings				
b. Promote College Park City-University Partnership (CPCUP) vision	Number of meetings held	5	6	6	6
c. Participate with Prince George's County Economic Development Corporation and Redevelopment Authority to issue a Request for Applications in the TDOZ					
d. Participate with Washington Metropolitan Area Transit Authority (WMATA) to issue a Request for Proposals for joint development at the Metro station					
e. Attend governing board meetings for the Anacostia Trails Heritage Area (ATHA)	Number of meetings attended	4	4	4	4

PROGRAM NAME/NUMBER

Economic Development/3014

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 3014	
Element/Object		Details	Total
67	<u>Dues & Publications</u>		
	67-10 Dues	American Planning Association (APA)240	
		Urban Land Institute (ULI)170	
		International Council of Shopping Centers (ICSC)100	
		International Economic Development Council (IEDC)345	
		Prince George's Chamber of Commerce350	1,205
	67-20 Publications & Books	Downtown Idea Exchange	240

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 30 PLANNING, COMM & ECON DEV							
DIV 14 ECONOMIC DEVELOPMENT							
SUB 0 PLANNING, COMM & ECON DEV							
ELEM 10 PAYROLL-WAGES							
3014-530.10-01	SALARY	76,963	80,858	84,843	84,981	89,669	89,669
3014-530.10-02	HOURLY	12,545	15,171	14,929	15,691	15,654	15,654
*	PAYROLL-WAGES	89,508	96,029	99,772	100,672	105,323	105,323
ELEM 11 FRINGE BENEFITS							
3014-530.11-10	FICA	6,571	7,020	7,218	7,380	7,307	7,307
3014-530.11-12	HEALTH INSURANCE	7,875	9,372	9,918	9,716	10,594	10,594
3014-530.11-13	DENTAL INSURANCE	389	391	390	401	419	419
3014-530.11-14	LIFE INSURANCE	255	263	388	127	180	180
3014-530.11-15	VISION INSURANCE	60	61	62	46	46	46
3014-530.11-17	457 CITY MATCH CONTRIBUTN	1,222	1,227	1,225	1,193	1,229	1,229
3014-530.11-18	401A RETIREMENT	4,901	5,839	3,911	3,927	4,190	4,190
3014-530.11-21	WORKERS COMPENSATION INS	2,689	2,520	2,020	2,034	2,083	2,083
3014-530.11-22	LONG TERM DISABILITY INS	331	349	368	352	386	386
3014-530.11-25	MSRP RETIREMENT	0	48	0	2,087	1,787	1,787
*	FRINGE BENEFITS	24,293	27,090	25,500	27,263	28,221	28,221
ELEM 12 TRAVEL & TRAINING							
3014-530.12-10	NON TRAINING TRAVEL	93	139	200	492	300	300
3014-530.12-11	TRAVEL & TRAINING	1,687	2,242	2,700	2,252	2,700	2,700
*	TRAVEL & TRAINING	1,780	2,381	2,900	2,744	3,000	3,000
ELEM 30 PROFESSIONAL SERVICES							
3014-530.30-11	DESIGN & ENGINEERING	0	1,615	0	0	0	0
3014-530.30-15	CONSULTING	7,770	828	900	882	900	900
*	PROFESSIONAL SERVICES	7,770	2,443	900	882	900	900
ELEM 34 CONTRACTUAL SERVICES							
3014-530.34-25	MARKETING	0	4,723	10,000	3,241	10,000	10,000
*	CONTRACTUAL SERVICES	0	4,723	10,000	3,241	10,000	10,000
ELEM 36 SPECIAL SERVICES							
3014-530.36-10	PRINTING	120	0	0	270	0	0
3014-530.36-11	CLASSIFIED ADVERTISING	2,143	0	0	0	0	0
3014-530.36-15	CATERING FOR MEETINGS	795	1,689	1,800	358	1,800	1,800
3014-530.36-99	OTHER	935	0	0	0	0	0
*	SPECIAL SERVICES	3,993	1,689	1,800	628	1,800	1,800
ELEM 38 SPECIAL EVENTS							
3014-530.38-36	DOWNTOWN FARMERS MARKET	9,300	18,610	7,140	5,465	6,945	6,945
3014-530.38-37	HOLLYWOOD FARMERS MARKET	0	0	6,000	6,386	6,000	8,000
*	SPECIAL EVENTS	9,300	18,610	13,140	11,851	12,945	14,945
ELEM 67 DUES & PUBLICATIONS							
3014-530.67-10	DUES	710	850	855	891	1,205	1,205
3014-530.67-20	PUBLICATIONS & BOOKS	237	362	240	237	240	240
*	DUES & PUBLICATIONS	947	1,212	1,095	1,128	1,445	1,445
**	ECONOMIC DEVELOPMENT	137,591	154,177	155,107	148,409	163,634	165,634
***	PLANNING, COMM & ECON DEV	596,430	595,804	638,146	599,597	662,463	664,463

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**YOUTH, FAMILY &
SENIOR SERVICES**

PROGRAM NAME/NUMBER

Youth & Family Administration/4010

DESCRIPTION: This program provides management and oversight of department activities, promotes community outreach and enhanced family functioning and advises Mayor & Council on family-related issues. Program responsibilities include: outreach to community leaders to assess community needs and develop strategies to address those needs; conduct assessment and planning meetings with school principals on family issues; conduct training as requested; administer Halloween Thing and Spring Egg Hunt programs, Municipal Government Month activities; staff support for the City’s Education Advisory Committee (EAC), disseminate client surveys to families who have concluded counseling; co-administer the *Lakeland STARS* tutoring/mentoring program; community outreach and participate in family-related issues at county and state level.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Ensure that services are accessible to low and moderate income families (in compliance with requirements for use of City-restricted funds for facility construction)	Percent of families of 4 receiving services who are of low to moderate income (\$68,000 or less)	82%	>=51%	90%	>=51%

PROGRAM NAME/NUMBER

Youth & Family Administration/4010

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Director of Youth, Family & Senior Svcs	0.60	0.60	0.60	0.60
Administrative Assistant	0.75	0.75	0.75	0.75
Outreach Coordinator Assistant	0.00	0.00	0.00	0.63
Office Specialist I	0.30	0.30	0.30	0.30
Bus Driver	0.00	0.00	0.00	0.04
Budget Total	1.65	1.65	1.65	2.32

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 4010	
Element/Object	Details	Total	
12	<u>Travel & Training</u> 12-10 Non Training Travel 12-11 Travel & Training	Staff mileage reimbursement Maryland Municipal League (MML) convention1,660 Administrative seminars1,082	1,600 2,742
30	<u>Professional Services</u> 30-13 Administrative	Lakeland STARS coordination	7,000
34	<u>Contractual Services</u> 34-37 M-NCPPC Contract- Youth Center` 34-72 Building Coverage-After Hours	Payment for additional coverage by M-NCPPC staff Building coverage, after-hours meetings	10,000 1,440
36	<u>Special Services</u> 36-10 Printing	Brochures, letterhead, envelopes, forms	1,800
38	<u>Special Events</u> 38-15 Holiday Events 38-66 Family Summit	Halloween Thing, Spring Egg Hunt Facilitator1,500 Printing of materials760 Meeting refreshments740 Postage100 Office supplies300	2,000 3,400
40	<u>Repair & Maintenance</u> 40-10 Office Equipment 40-11 Buildings & Grounds 40-17 Alarm System	 Building repairs, as needed7,000 Interior painting, 3 rooms @ \$700 each2,100 Repairs not covered by maintenance contract	300 9,100 500

PROGRAM NAME/NUMBER

Youth & Family Administration/4010

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 4010	
Element/Object		Details	Total
	40-25 HVAC Repairs	Repairs not covered by maintenance contract	2,000
42	<u>Cleaning Service</u> 42-10 Building	Window cleaning300 Cleaning of ceiling fans, recreation side exposed high ceiling duct work1,050 Cleaning of 5 mats, 3x/year300	1,650
45	<u>Maintenance Contracts</u> 45-16 Building Services	HVAC maintenance contract2,500 Tile maintenance contract, quarterly cleaning4,620 Fire extinguisher service200 Sprinkler system testing and recharge650 Carpet cleaning contract2,730	10,700
	45-21 Backflow Prevention Valve	Annual inspection, 2 valves @ \$225 each	450
	45-22 Security Alarm Monitoring	Burglar alarm, 2 systems @ \$324 each648 Fire alarm system444 Air conditioning alarm system324	1,416
	45-23 Pest Control		950
47	<u>Clothing & Uniforms</u> 47-10 Clothing & Uniforms	City seal clothing for staff, as needed	200
48	<u>Rental</u> 48-20 Copiers	Copier lease @ \$186 monthly	2,232
52	<u>Awards & Gifts</u> 52-10 Awards & Gifts	Lakeland STARS	200
60	<u>Supplies</u> 60-10 General Supplies	Special event materials, photo finishing, presentation materials, promotional items, Lakeland STARS supplies	4,000
	60-11 Meeting Refreshments		1,250
61	<u>Office Supplies</u> 61-10 Office Supplies		2,600
62	<u>Postage</u> 62-10 Postage		1,000
65	<u>Utilities</u> 65-10 Electricity	Based on current usage	12,750
	65-11 Natural Gas	Based on current usage	3,200
	65-13 Water & Sewer	Based on current usage	500
66	<u>Telephone & Communications</u> 66-12 Cellular Phone	Monthly service, 1 iPhone @ \$100	1,200

PROGRAM NAME/NUMBER

Youth & Family Administration/4010

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 4010	
Element/Object		Details	Total
67	<u>Dues & Publications</u> 67-10 Dues	Maryland Association of Youth Services Bureaus2,000 Maryland Association of Non-Profits 350 Human Services Coalition of Prince George's County 150	2,500
	67-20 Publications & Books		300
69	<u>Miscellaneous Charge</u> 69-10 Miscellaneous		1,000

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 ACTUAL	FY 2016 BUDGET
334.30	County Youth Services Grant	30,000	30,000	30,000	30,000	30,000
334.34	County Special Appropriations Grant	4,500	4,000	4,000	4,000	4,000
	TOTAL	34,500	34,000	34,000	34,000	34,000

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 40 YOUTH FAMILY & SENIOR SERV							
DIV 10 YOUTH & FAMILY ADMIN							
SUB 0 YOUTH FAMILY & SENIOR SERV							
ELEM 10 PAYROLL-WAGES							
4010-540.10-01	SALARY	70,451	72,659	74,020	76,013	75,600	75,600
4010-540.10-02	HOURLY	49,254	43,114	43,238	46,684	69,156	69,156
4010-540.10-03	OVERTIME	4,846	5,162	4,500	4,987	4,500	4,500
*	PAYROLL-WAGES	124,551	120,935	121,758	127,684	149,256	149,256
ELEM 11 FRINGE BENEFITS							
4010-540.11-10	FICA	9,249	8,719	8,857	9,209	9,980	9,980
4010-540.11-12	HEALTH INSURANCE	7,321	9,774	9,834	12,373	14,254	14,254
4010-540.11-13	DENTAL INSURANCE	271	289	268	298	278	278
4010-540.11-14	LIFE INSURANCE	317	340	330	136	126	126
4010-540.11-15	VISION INSURANCE	181	211	207	183	177	177
4010-540.11-17	457 CITY MATCH CONTRIBUTN	1,909	1,918	1,877	1,917	1,882	1,882
4010-540.11-18	401A RETIREMENT	4,896	6,425	2,206	2,233	2,303	2,303
4010-540.11-21	WORKERS COMPENSATION INS	2,598	2,367	1,743	1,926	2,252	2,252
4010-540.11-22	LONG TERM DISABILITY INS	338	419	420	423	428	428
4010-540.11-25	MSRP RETIREMENT	0	103	4,583	4,509	4,916	4,916
*	FRINGE BENEFITS	27,080	30,565	30,325	33,207	36,596	36,596
ELEM 12 TRAVEL & TRAINING							
4010-540.12-10	NON TRAINING TRAVEL	985	1,025	1,600	900	1,600	1,600
4010-540.12-11	TRAVEL & TRAINING	2,107	1,966	2,740	4,143	2,742	2,742
*	TRAVEL & TRAINING	3,092	2,991	4,340	5,043	4,342	4,342
ELEM 20 OVERHEAD							
4010-540.20-10	INSURANCE	6,377	5,667	5,848	5,848	5,903	5,903
4010-540.20-12	POSTAGE	27	0	320	0	320	320
4010-540.20-14	TELEPHONE	4,653	5,112	5,112	5,112	4,572	4,572
4010-540.20-15	INFORMATION TECHNOLOGY	55,278	58,260	60,508	60,508	62,613	62,613
4010-540.20-16	BUILDING MAINTENANCE	58,697	62,236	63,185	63,185	65,405	65,405
4010-540.20-17	COPIER	14	2	278	29	303	303
*	OVERHEAD	125,046	131,277	135,251	134,682	139,116	139,116
ELEM 25 GRANTS & ASSISTANCE							
4010-540.25-38	PUBL SCH EDUCATION GRANTS	0	0	0	65	0	0
*	GRANTS & ASSISTANCE	0	0	0	65	0	0
ELEM 30 PROFESSIONAL SERVICES							
4010-540.30-13	ADMINISTRATIVE	6,271	6,386	6,500	8,704	7,000	7,000
4010-540.30-15	CONSULTING	0	0	0	240	0	0
*	PROFESSIONAL SERVICES	6,271	6,386	6,500	8,944	7,000	7,000
ELEM 34 CONTRACTUAL SERVICES							
4010-540.34-37	M-NCPPC CONTRCT-YOUTH CTR	10,000	10,000	10,000	10,000	10,000	10,000
4010-540.34-72	BLDG COVERAGE-AFTER HOURS	1,440	1,440	1,440	720	1,440	1,440
*	CONTRACTUAL SERVICES	11,440	11,440	11,440	10,720	11,440	11,440
ELEM 36 SPECIAL SERVICES							
4010-540.36-10	PRINTING	1,573	3,053	2,300	1,217	1,800	1,800
*	SPECIAL SERVICES	1,573	3,053	2,300	1,217	1,800	1,800
ELEM 38 SPECIAL EVENTS							
4010-540.38-15	HOLIDAY EVENTS	2,911	2,185	1,500	3,181	1,500	2,000
4010-540.38-66	FAMILY SUMMIT	2,880	3,457	3,400	3,159	3,400	3,400
4010-540.38-99	OTHER	9-	0	0	0	0	0
*	SPECIAL EVENTS	5,782	5,642	4,900	6,340	4,900	5,400
ELEM 40 REPAIR & MAINTENANCE							
4010-540.40-10	OFFICE EQUIPMENT	0	1,034	300	0	300	300
4010-540.40-11	BUILDINGS & GROUNDS	6,551	14,331	10,100	6,645	9,100	9,100
4010-540.40-17	ALARM SYSTEM	192	593	500	669	500	500
4010-540.40-25	HVAC REPAIRS	6,235	670	2,000	975	2,000	2,000
*	REPAIR & MAINTENANCE	12,978	16,628	12,900	8,289	11,900	11,900

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 40 YOUTH FAMILY & SENIOR SERV							
DIV 10 YOUTH & FAMILY ADMIN							
SUB 0 YOUTH FAMILY & SENIOR SERV							
ELEM 42 CLEANING SERVICE							
ELEM 42 CLEANING SERVICE							
4010-540.42-10	BUILDING	1,235	1,445	1,650	1,425	1,650	1,650
*	CLEANING SERVICE	1,235	1,445	1,650	1,425	1,650	1,650
ELEM 45 MAINTENANCE CONTRACT							
4010-540.45-16	BUILDING SERVICES	8,109	3,221	10,350	4,794	10,700	10,700
4010-540.45-21	BACKFLOW PREVENTION VALVE	0	630	450	500	450	450
4010-540.45-22	SECURITY ALARM MONITORING	1,128	1,428	1,531	1,428	1,416	1,416
4010-540.45-23	PEST CONTROL	855	897	950	1,022	950	950
*	MAINTENANCE CONTRACT	10,092	6,176	13,281	7,744	13,516	13,516
ELEM 47 CLOTHING & UNIFORMS							
4010-540.47-10	CLOTHING & UNIFORMS	173	0	200	423	200	200
*	CLOTHING & UNIFORMS	173	0	200	423	200	200
ELEM 48 RENTAL							
4010-540.48-20	COPIERS	1,694	2,272	1,848	2,304	2,232	2,232
*	RENTAL	1,694	2,272	1,848	2,304	2,232	2,232
ELEM 52 AWARDS & GIFTS							
4010-540.52-10	AWARDS & GIFTS	301	223	200	347	200	200
*	AWARDS & GIFTS	301	223	200	347	200	200
ELEM 60 SUPPLIES							
4010-540.60-10	GENERAL SUPPLIES	3,166	2,416	4,000	6,877	4,000	4,000
4010-540.60-11	MEETING REFRESHMENTS	2,330	1,172	1,750	1,195	1,250	1,250
*	SUPPLIES	5,496	3,588	5,750	8,072	5,250	5,250
ELEM 61 OFFICE SUPPLIES							
4010-540.61-10	OFFICE SUPPLIES	2,706	2,372	2,600	2,210	2,600	2,600
*	OFFICE SUPPLIES	2,706	2,372	2,600	2,210	2,600	2,600
ELEM 62 POSTAGE							
4010-540.62-10	POSTAGE	489	755	1,000	471	1,000	1,000
*	POSTAGE	489	755	1,000	471	1,000	1,000
ELEM 65 UTILITIES							
4010-540.65-10	ELECTRICITY	8,239	8,585	12,750	8,935	12,750	12,750
4010-540.65-11	NATURAL GAS	2,372	3,265	3,200	2,836	3,200	3,200
4010-540.65-13	WATER & SEWER	577	666	500	711	500	500
*	UTILITIES	11,188	12,516	16,450	12,482	16,450	16,450
ELEM 66 TELEPHONE & COMMUNICATION							
4010-540.66-12	CELLULAR PHONE	1,209	1,091	1,200	1,244	1,200	1,200
*	TELEPHONE & COMMUNICATION	1,209	1,091	1,200	1,244	1,200	1,200
ELEM 67 DUES & PUBLICATIONS							
4010-540.67-10	DUES	1,935	6,000	2,500	1,000	2,500	2,500
4010-540.67-20	PUBLICATIONS & BOOKS	786	209	300	192	300	300
*	DUES & PUBLICATIONS	2,721	6,209	2,800	1,192	2,800	2,800
ELEM 69 MISCELLANEOUS CHARGE							
4010-540.69-10	MISCELLANEOUS	588	542	700	912	1,000	1,000
*	MISCELLANEOUS CHARGE	588	542	700	912	1,000	1,000
ELEM 93 OFFICE EQUIPMENT							
4010-540.93-20	OFFICE FURNITURE	3,428	2,280	3,300	5,145	0	0
*	OFFICE EQUIPMENT	3,428	2,280	3,300	5,145	0	0
**	YOUTH & FAMILY ADMIN	359,133	368,386	380,693	380,162	414,448	414,948

PROGRAM NAME/NUMBER**Clinical Services/4011**

DESCRIPTION: This program provides family-focused individual, family and group counseling, crisis intervention, youth substance abuse assessment and referral, suicide prevention, and information and referral to community residents (core services), with a specialization in child-centered play therapy, relationship enhancement therapy, sandtray and Theraplay. Non-core services include skill enhancement groups, parent education and support groups, client advocacy, and school assembly events. Program staff represents the City in family-related issues. Quality of service is monitored through client surveys, weekly supervision, videotape review, clinical consultation, and related trainings.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Strengthen youth and/or family functioning through clinical interventions	Number of youth in groups and families served	141	>=75	162	>=75
	Percent rating services as helpful, based on exit survey	93%	90%	100%	90%
2. Provide outreach services designed to improve family/community relationships	Number of individuals served	1,690	930	1,204	1,000

PROGRAM NAME/NUMBER

Clinical Services/4011

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 4011	
Element/Object	Details	Total	
	National Association of Social Work, 3 @ \$200	600	
	American Counseling Association, 2 @ \$160	320	
	Association of Play Therapy	300	2,360
67-20 Publications & Books	Parenting books and materials, clinical books		500

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
		ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET
332.40	State Youth Services Grant	72,055	72,055	72,055	72,055	72,055
345.10	Youth Services Client Fees	15,430	12,332	12,000	12,064	12,000
	TOTAL	87,485	84,387	84,055	84,119	84,055

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 40 YOUTH FAMILY & SENIOR SERV							
DIV 11 CLINICAL SERVICES							
SUB 0 YOUTH FAMILY & SENIOR SERV							
ELEM 10 PAYROLL-WAGES							
4011-540.10-01	SALARY	269,735	273,373	296,210	213,206	265,606	265,606
4011-540.10-02	HOURLY	4,480	14,301	27,931	35,530	21,545	21,545
4011-540.10-03	OVERTIME	0	114	100	125	100	100
*	PAYROLL-WAGES	274,215	287,788	324,241	248,861	287,251	287,251
ELEM 11 FRINGE BENEFITS							
4011-540.11-10	FICA	19,584	20,840	23,512	18,245	21,227	21,227
4011-540.11-12	HEALTH INSURANCE	24,197	27,511	29,386	16,218	24,432	24,432
4011-540.11-13	DENTAL INSURANCE	1,243	1,950	1,946	1,298	1,806	1,806
4011-540.11-14	LIFE INSURANCE	311	365	375	208	42	42
4011-540.11-15	VISION INSURANCE	521	552	561	443	582	582
4011-540.11-17	457 CITY MATCH CONTRIBUTN	3,704	3,727	3,546	2,790	2,118	2,118
4011-540.11-18	401A RETIREMENT	16,041	15,902	10,239	7,249	4,632	4,632
4011-540.11-21	WORKERS COMPENSATION INS	9,119	8,110	6,724	5,283	6,019	6,019
4011-540.11-22	LONG TERM DISABILITY INS	432	489	509	351	472	472
4011-540.11-25	MSRP RETIREMENT	0	181	10,093	7,326	9,999	9,999
*	FRINGE BENEFITS	75,152	79,627	86,891	59,411	71,329	71,329
ELEM 12 TRAVEL & TRAINING							
4011-540.12-10	NON TRAINING TRAVEL	1,027	1,080	1,200	386	1,200	1,200
4011-540.12-11	TRAVEL & TRAINING	9,805	15,879	6,300	14,803	5,800	5,800
*	TRAVEL & TRAINING	10,832	16,959	7,500	15,189	7,000	7,000
ELEM 30 PROFESSIONAL SERVICES							
4011-540.30-15	CONSULTING	5,765	5,760	6,000	3,360	7,800	7,800
*	PROFESSIONAL SERVICES	5,765	5,760	6,000	3,360	7,800	7,800
ELEM 34 CONTRACTUAL SERVICES							
4011-540.34-60	CHILD CARE COSTS	0	0	800	0	800	800
*	CONTRACTUAL SERVICES	0	0	800	0	800	800
ELEM 38 SPECIAL EVENTS							
4011-540.38-35	STUDENT EVENTS	1,350	2,569	0	0	1,200	1,200
*	SPECIAL EVENTS	1,350	2,569	0	0	1,200	1,200
ELEM 40 REPAIR & MAINTENANCE							
4011-540.40-40	AUDIO-VISUAL EQ SERVICE	75	231	400	1,048	400	400
*	REPAIR & MAINTENANCE	75	231	400	1,048	400	400
ELEM 47 CLOTHING & UNIFORMS							
4011-540.47-10	CLOTHING & UNIFORMS	0	0	0	60	0	0
*	CLOTHING & UNIFORMS	0	0	0	60	0	0
ELEM 50 INSURANCE							
4011-540.50-10	LIABILITY INSURANCE	533	483	1,560	326	1,340	1,340
*	INSURANCE	533	483	1,560	326	1,340	1,340
ELEM 60 SUPPLIES							
4011-540.60-10	GENERAL SUPPLIES	3,153	2,936	2,500	2,997	2,500	2,500
4011-540.60-11	MEETING REFRESHMENTS	3,243	3,529	4,000	3,883	4,000	4,000
*	SUPPLIES	6,396	6,465	6,500	6,880	6,500	6,500
ELEM 61 OFFICE SUPPLIES							
4011-540.61-10	OFFICE SUPPLIES	0	441	0	657	0	0
*	OFFICE SUPPLIES	0	441	0	657	0	0
ELEM 67 DUES & PUBLICATIONS							
4011-540.67-10	DUES	981	570	2,675	1,622	2,360	2,360
4011-540.67-20	PUBLICATIONS & BOOKS	1,248	1,557	500	2,649	500	500
*	DUES & PUBLICATIONS	2,229	2,127	3,175	4,271	2,860	2,860
ELEM 69 MISCELLANEOUS CHARGE							
4011-540.69-10	MISCELLANEOUS	135	12	0	0	0	0

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 40	YOUTH FAMILY & SENIOR SERV						
DIV 11	CLINICAL SERVICES						
	SUB 0 YOUTH FAMILY & SENIOR SERV						
	ELEM 69 MISCELLANEOUS CHARGE						
*	MISCELLANEOUS CHARGE	135	12	0	0	0	0
**	CLINICAL SERVICES	376,682	402,462	437,067	340,063	386,480	386,480

PROGRAM NAME/NUMBER**Seniors Program/4012**

DESCRIPTION: This program provides assistance to College Park seniors. Program staff are advocates for seniors in dealings with other agencies regarding bills/payments (i.e., insurance companies, physicians, and collection agencies), assist with establishment of seniors' eligibility for government entitlement programs, provide assistance in understanding and responding to business correspondence, serve as liaison with other community services. Program staff is a resource in resolving family and interpersonal issues, provide information and referral, coordinate monthly excursion trips, and coordinate and provide bus transportation to medical appointments and shopping centers (2 days from Spellman House, 2 days from Attick Towers and 1 day for medical appointments and shopping for those disabled). Five days a week, office is staffed at Attick Towers in the morning and Spellman House in the morning and afternoon.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Enhance the quality of life for seniors through off-site excursions	Number of excursion participants	350	350	350	350
	Percent of participants rating services good or better, based on exit survey	100%	100%	100%	100%
2. Provide transportation within an 8-mile radius at the request of City seniors	Number of trips provided	2,205	2,200	2,192	2,200
	Number of seniors assisted with transportation	3,507	3,500	3,486	3,500

PROGRAM NAME/NUMBER**Seniors Program/4012****PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Director of Youth, Family & Senior Svcs	0.10	0.10	0.10	0.10
Seniors Program Manager	1.00	1.00	1.00	1.00
Seniors Program Caseworker	0.50	0.50	0.50	0.50
Bus Driver	1.40	1.40	1.40	1.55
Office Specialist I	0.30	0.30	0.30	0.30
Budget Total	3.30	3.30	3.30	3.45

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 4012	
Element/Object	Details	Total	
12	<u>Travel & Training</u> 12-10 Non Training Travel	Staff mileage reimbursement	1,400
	12-11 Travel & Training	Training on seniors issues	1,600
30	<u>Professional Services</u> 30-15 Consulting	Clinical consultation, quarterly	1,040
	30-65 Interpreter Services	As needed	0
36	<u>Special Services</u> 36-10 Printing	Brochures and flyers	600
38	<u>Special Events</u> 38-12 Senior Trips	Subsidized senior trips (seniors pay \$20-38 per trip) Trips are scheduled on a calendar year basis; the 2015 scheduled trips are: Harrington Raceway and Casino with lunch in April, New Freedom PA with lunch and train ride in May, murder mystery luncheon cruise in Baltimore in June, "Tennison" cruise in Solomons in July, Annapolis tour and lunch in August, "Joseph" at Sight and Sound Theatre in Lancaster PA in September, Newseum tour in October, "Ragtime" at Toby's Dinner Theatre in November 13,700 Subsidies to wheelchair-bound residents to go on outings (Attick Towers, Spellman House, City-at-large)2,500	16,200
40	<u>Repair & Maintenance</u> 40-10 Office Equipment		200
45	<u>Maintenance Contract</u> 45-23 Pest Control		1,480

PROGRAM NAME/NUMBER

Seniors Program/4012

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 4012	
	Element/Object	Details	Total
47	<u>Clothing & Uniforms</u> 47-10 Clothing & Uniforms	Uniform rental and cleaning, 6 employees @ \$11.70/week	3,650
48	<u>Rental</u> 48-20 Copiers	Copier lease, Spellman House office @ \$110 monthly	1,320
60	<u>General Supplies</u> 60-10 General Supplies	Special event materials, photos, paper goods for weekly coffee gatherings, supplies for quarterly Senior Activity Committee events, etc.	1,500
	60-11 Meeting Refreshments	Refreshments for weekly coffee, ongoing activities and monthly trips	3,700
61	<u>Office Supplies</u> 61-10 Office Supplies		500
62	<u>Postage</u> 62-10 Postage		400
66	<u>Telephone & Communications</u> 66-12 Cellular Phone	Cell phones for staff and senior bus, 2 @ \$30/month	720
67	<u>Dues & Publications</u> 67-10 Dues	Maryland Board of Social Work Examiners	80
	67-20 Publications & Books		100
69	<u>Miscellaneous</u> 69-10 Miscellaneous		150

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 40 YOUTH FAMILY & SENIOR SERV							
DIV 12 SENIORS PROGRAM							
SUB 0 YOUTH FAMILY & SENIOR SERV							
ELEM 10 PAYROLL-WAGES							
4012-540.10-01	SALARY	84,498	86,632	88,216	88,636	93,901	93,901
4012-540.10-02	HOURLY	93,104	95,444	98,473	101,089	106,642	106,642
4012-540.10-03	OVERTIME	2,539	1,256	2,000	382	2,000	2,000
*	PAYROLL-WAGES	180,141	183,332	188,689	190,107	202,543	202,543
ELEM 11 FRINGE BENEFITS							
4012-540.11-10	FICA	12,756	13,161	13,991	14,090	14,881	14,881
4012-540.11-12	HEALTH INSURANCE	16,195	21,686	25,119	14,414	14,257	14,257
4012-540.11-13	DENTAL INSURANCE	970	738	745	470	504	504
4012-540.11-14	LIFE INSURANCE	392	400	578	165	168	168
4012-540.11-15	VISION INSURANCE	213	209	316	181	187	187
4012-540.11-17	457 CITY MATCH CONTRIBUTN	1,999	1,733	1,486	1,452	1,490	1,490
4012-540.11-18	401A RETIREMENT	10,650	10,051	0	340	0	0
4012-540.11-21	WORKERS COMPENSATION INS	5,763	4,966	3,995	3,946	4,198	4,198
4012-540.11-22	LONG TERM DISABILITY INS	509	527	632	530	575	575
4012-540.11-25	MSRP RETIREMENT	0	213	11,541	9,582	8,689	8,689
*	FRINGE BENEFITS	49,447	53,684	58,403	45,170	44,949	44,949
ELEM 12 TRAVEL & TRAINING							
4012-540.12-10	NON TRAINING TRAVEL	556	598	1,000	916	1,400	1,400
4012-540.12-11	TRAVEL & TRAINING	848	1,270	1,600	943	1,600	1,600
*	TRAVEL & TRAINING	1,404	1,868	2,600	1,859	3,000	3,000
ELEM 20 OVERHEAD							
4012-540.20-11	AUTOMOTIVE	29,858	30,112	30,140	30,140	31,321	31,321
*	OVERHEAD	29,858	30,112	30,140	30,140	31,321	31,321
ELEM 30 PROFESSIONAL SERVICES							
4012-540.30-15	CONSULTING	1,060	0	1,000	780	1,040	1,040
*	PROFESSIONAL SERVICES	1,060	0	1,000	780	1,040	1,040
ELEM 36 SPECIAL SERVICES							
4012-540.36-10	PRINTING	1,264	581	600	1,037	600	600
*	SPECIAL SERVICES	1,264	581	600	1,037	600	600
ELEM 38 SPECIAL EVENTS							
4012-540.38-12	SENIOR TRIPS	15,944	16,007	16,200	16,869	16,200	16,200
*	SPECIAL EVENTS	15,944	16,007	16,200	16,869	16,200	16,200
ELEM 40 REPAIR & MAINTENANCE							
4012-540.40-10	OFFICE EQUIPMENT	0	0	200	0	200	200
*	REPAIR & MAINTENANCE	0	0	200	0	200	200
ELEM 45 MAINTENANCE CONTRACT							
4012-540.45-23	PEST CONTROL	438	423	480	2,056	1,480	1,480
*	MAINTENANCE CONTRACT	438	423	480	2,056	1,480	1,480
ELEM 47 CLOTHING & UNIFORMS							
4012-540.47-10	CLOTHING & UNIFORMS	249	0	100	3,576	3,650	3,650
*	CLOTHING & UNIFORMS	249	0	100	3,576	3,650	3,650
ELEM 48 RENTAL							
4012-540.48-20	COPIERS	399	658	840	1,347	1,320	1,320
*	RENTAL	399	658	840	1,347	1,320	1,320
ELEM 60 SUPPLIES							
4012-540.60-10	GENERAL SUPPLIES	996	923	1,200	3,059	1,500	1,500
4012-540.60-11	MEETING REFRESHMENTS	3,654	4,149	4,000	3,498	3,700	3,700
*	SUPPLIES	4,650	5,072	5,200	6,557	5,200	5,200
ELEM 61 OFFICE SUPPLIES							
4012-540.61-10	OFFICE SUPPLIES	735	555	300	795	500	500
*	OFFICE SUPPLIES	735	555	300	795	500	500

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 40 YOUTH FAMILY & SENIOR SERV							
DIV 12 SENIORS PROGRAM							
SUB 0 YOUTH FAMILY & SENIOR SERV							
ELEM 61 OFFICE SUPPLIES							
4012-540.62-10	POSTAGE	418	513	400	551	400	400
*	POSTAGE	418	513	400	551	400	400
ELEM 66 TELEPHONE & COMMUNICATION							
4012-540.66-12	CELLULAR PHONE	662	663	960	681	720	720
*	TELEPHONE & COMMUNICATION	662	663	960	681	720	720
ELEM 67 DUES & PUBLICATIONS							
4012-540.67-10	DUES	80	175	80	80	80	80
4012-540.67-20	PUBLICATIONS & BOOKS	0	212	100	0	100	100
*	DUES & PUBLICATIONS	80	387	180	80	180	180
ELEM 69 MISCELLANEOUS CHARGE							
4012-540.69-10	MISCELLANEOUS	60	20	150	0	150	150
*	MISCELLANEOUS CHARGE	60	20	150	0	150	150
ELEM 93 OFFICE EQUIPMENT							
4012-540.93-20	OFFICE FURNITURE	2,377	0	0	4,867	0	0
*	OFFICE EQUIPMENT	2,377	0	0	4,867	0	0
**	SENIORS PROGRAM	289,186	293,875	306,442	306,472	313,453	313,453
***	YOUTH FAMILY & SENIOR SERV	1,025,001	1,064,723	1,124,202	1,026,697	1,114,381	1,114,881

PUBLIC WORKS

PROGRAM NAME/NUMBER**Public Works Administration/5010**

DESCRIPTION: This program plans, manages and administers service programs designed to promote safe and clean public areas. Services continue to evolve to reflect innovations in industrial and environmental operating procedures. Program directives include providing technical and other educational staff training, to the extent funded in the adopted budget, to develop a skilled labor force.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Ensure achievement of department goals and planned accomplishments	Percent of targets and accomplishments achieved (based on all Public Works performance measures)	70%	65%	67%	70%
2. Provide responsive service to residents	Percent of residents rating Public Works services as good or better	No survey	83%	80%	No survey

PROGRAM NAME/NUMBER

Public Works Administration/5010

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Director of Public Works	1.00	1.00	1.00	1.00
Deputy Director of Public Works	0.65	0.65	0.65	0.65
Public Works Supervisor	1.00	1.00	1.00	1.00
Office Specialist II	1.00	1.00	1.00	1.00
Admin. Asst./Recycling Coordinator	0.25	0.25	0.25	0.25
Dispatch/Administrative Clerk	1.00	1.00	1.00	1.00
Supply Clerk	0.10	0.10	0.10	0.10
Budget Total	5.00	5.00	5.00	5.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5010	
Element/Object	Details	Total	
12	Travel & Training 12-10 Non-Training Travel 12-11 Travel & Training	Staff mileage reimbursement American Public Works Association (APWA) annual conference @ Phoenix, 1 attendee2,500 Managerial development training (various), 4 attendees800	75 3,300
30	Professional Services 30-39 Translation Services	Translate departmental public information documents	300
34	Contractual Services 34-17 Temp Manpower-Other 34-75 Mosquito Control	Assemble and distribute resident packets, 210 hours @ \$17.00 State mosquito control services: including larviciding, adult surveillance (City funding only) and possible spraying	3,570 5,400
36	Special Services 36-10 Printing 36-37 Code Enforcement Abatement Reimbursement	Departmental forms, door hangers.....2,000 Specification packets, plans, maps, residential information packages500 Residential guide8,000 Reimbursement to Public Works for services and materials used in performing Code Enforcement abatements	10,500 0
38	Special Events 38-45 Volunteer Programs 38-67 Safety Breakfast	Supplies for participation in events (Earth Day, neighborhood clean ups, etc.) City-wide event, safety awards presentation	250 1,500

PROGRAM NAME/NUMBER

Public Works Administration/5010

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5010	
	Element/Object	Details	Total
40	<u>Repair & Maintenance</u> 40-10 Office Equipment		250
47	<u>Clothing & Uniforms</u> 47-10 Clothing & Uniforms	Uniform rental and cleaning, 45 employees @ \$7/week 16,380 Walk-off mats @ \$35/week 1,820 Rental return losses 300 Rain suits, 5 @ \$90 450 Safety shoes, 47 employees @ \$170 7,990 Hats, 40 @ \$13 520	27,460
48	<u>Rental</u> 48-20 Copiers	Copier lease @ \$190 monthly	2,280
52	<u>Awards & Gifts</u> 52-10 Awards & Gifts		400
53	<u>CDL Licensing Fee</u> 53-10 CDL Licensing Fee	CDL license renewals, 3 @ \$50 150 New CDL requests, 1 @ \$90 90	240
60	<u>Supplies</u> 60-10 General Supplies 60-11 Meeting Refreshments	Paper goods and supplies 1,600 Rental of 4 water coolers 1,500 Various meetings	3,100 700
61	<u>Office Supplies</u> 61-10 Office Supplies	Paper and office supplies	3,500
66	<u>Telephone & Communications</u> 66-12 Cellular Phone 66-13 Wireless Radio	Monthly service, 2 Android @ \$75, 2 phones @ \$30, 1 allowance @ \$50 Use of UMDPS 2-way radio system 15,000 Radio system maintenance, time and materials 3,500	3,120 18,500
67	<u>Dues & Publications</u> 67-10 Dues 67-20 Publications & Books	MML Public Works Officials Association (PWOA) 75 American Public Works Association (APWA) 950 Fleet Management magazine 200 Other publications 400	1,025 600

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 10 PUBLIC WORKS ADMIN							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5010-550.10-01	SALARY	235,023	250,306	261,029	256,311	272,812	272,812
5010-550.10-02	HOURLY	97,805	99,265	105,262	107,916	106,918	106,918
5010-550.10-03	OVERTIME	4,707	6,704	5,000	6,866	5,000	5,000
5010-550.10-08	SATURDAY SHIFT DIFFERENTL	0	23	0	0	0	0
*	PAYROLL-WAGES	337,535	356,298	371,291	371,093	384,730	384,730
ELEM 11 FRINGE BENEFITS							
5010-550.11-10	FICA	24,819	26,309	27,145	27,347	26,290	26,290
5010-550.11-12	HEALTH INSURANCE	45,282	54,178	58,928	60,112	66,156	66,156
5010-550.11-13	DENTAL INSURANCE	1,846	1,571	1,592	1,668	1,722	1,722
5010-550.11-14	LIFE INSURANCE	998	1,026	1,083	608	719	719
5010-550.11-15	VISION INSURANCE	736	687	715	596	609	609
5010-550.11-17	457 CITY MATCH CONTRIBUTN	4,956	6,554	6,648	5,077	5,052	5,052
5010-550.11-18	401A RETIREMENT	21,503	23,185	10,191	10,158	10,375	10,375
5010-550.11-21	WORKERS COMPENSATION INS	8,507	7,732	6,214	6,139	6,331	6,331
5010-550.11-22	LONG TERM DISABILITY INS	1,248	1,306	1,423	1,356	1,464	1,464
5010-550.11-25	MSRP RETIREMENT	0	284	13,020	12,802	11,057	11,057
*	FRINGE BENEFITS	109,895	122,832	126,959	125,863	129,775	129,775
ELEM 12 TRAVEL & TRAINING							
5010-550.12-10	NON TRAINING TRAVEL	41	16	100	11	75	75
5010-550.12-11	TRAVEL & TRAINING	3,851	3,243	3,600	2,940	3,300	3,300
*	TRAVEL & TRAINING	3,892	3,259	3,700	2,951	3,375	3,375
ELEM 20 OVERHEAD							
5010-550.20-10	INSURANCE	25,510	22,669	23,389	23,392	23,610	23,610
5010-550.20-11	AUTOMOTIVE	37,323	37,640	37,675	37,675	39,151	39,151
5010-550.20-12	POSTAGE	159	86	1,280	276	1,280	1,280
5010-550.20-14	TELEPHONE	5,474	6,014	6,016	6,014	5,378	5,378
5010-550.20-15	INFORMATION TECHNOLOGY	82,917	87,390	90,758	90,762	93,919	93,919
5010-550.20-16	BUILDING MAINTENANCE	64,567	68,460	69,504	69,503	71,945	71,945
5010-550.20-17	COPIER	11	30	278	1	303	303
*	OVERHEAD	215,961	222,289	228,900	227,623	235,586	235,586
ELEM 30 PROFESSIONAL SERVICES							
5010-550.30-39	TRANSLATION SERVICES	0	0	500	0	300	300
*	PROFESSIONAL SERVICES	0	0	500	0	300	300
ELEM 34 CONTRACTUAL SERVICES							
5010-550.34-17	TEMP MANPOWER-OTHER	2,024	2,394	3,300	3,472	3,570	3,570
5010-550.34-75	MOSQUITO CONTROL	3,454	4,697	4,500	4,930	5,400	5,400
*	CONTRACTUAL SERVICES	5,478	7,091	7,800	8,402	8,970	8,970
ELEM 36 SPECIAL SERVICES							
5010-550.36-10	PRINTING	6,950	8,243	11,000	7,149	10,500	10,500
5010-550.36-11	CLASSIFIED ADVERTISING	0	0	1,500	0	0	0
5010-550.36-37	CODE ENF ABATEMENT REIMB	6,061-	4,865-	0	5,781-	0	0
*	SPECIAL SERVICES	889	3,378	12,500	1,368	10,500	10,500
ELEM 38 SPECIAL EVENTS							
5010-550.38-45	VOLUNTEER PROGRAMS	114	0	250	248	250	250
5010-550.38-67	SAFETY BREAKFAST	1,118	1,244	1,300	1,146	1,500	1,500
*	SPECIAL EVENTS	1,232	1,244	1,550	1,394	1,750	1,750
ELEM 40 REPAIR & MAINTENANCE							
5010-550.40-10	OFFICE EQUIPMENT	0	0	300	0	250	250
*	REPAIR & MAINTENANCE	0	0	300	0	250	250
ELEM 47 CLOTHING & UNIFORMS							
5010-550.47-10	CLOTHING & UNIFORMS	27,567	23,535	28,215	25,824	27,460	27,460
*	CLOTHING & UNIFORMS	27,567	23,535	28,215	25,824	27,460	27,460
ELEM 48 RENTAL							

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 10 PUBLIC WORKS ADMIN							
SUB 0 PUBLIC WORKS							
ELEM 48 RENTAL							
5010-550.48-20	COPIERS	1,803	2,289	1,980	2,231	2,280	2,280
*	RENTAL	1,803	2,289	1,980	2,231	2,280	2,280
ELEM 52 AWARDS & GIFTS							
5010-550.52-10	AWARDS & GIFTS	233	325	400	462	400	400
*	AWARDS & GIFTS	233	325	400	462	400	400
ELEM 53 CDL LICENSING FEE							
5010-550.53-10	CDL LICENSING FEE	102	81	190	100	240	240
*	CDL LICENSING FEE	102	81	190	100	240	240
ELEM 60 SUPPLIES							
5010-550.60-10	GENERAL SUPPLIES	3,491	3,500	3,100	3,404	3,100	3,100
5010-550.60-11	MEETING REFRESHMENTS	580	152	700	536	700	700
*	SUPPLIES	4,071	3,652	3,800	3,940	3,800	3,800
ELEM 61 OFFICE SUPPLIES							
5010-550.61-10	OFFICE SUPPLIES	2,224	3,404	3,800	2,763	3,500	3,500
*	OFFICE SUPPLIES	2,224	3,404	3,800	2,763	3,500	3,500
ELEM 62 POSTAGE							
5010-550.62-10	POSTAGE	0	5	0	7	0	0
*	POSTAGE	0	5	0	7	0	0
ELEM 66 TELEPHONE & COMMUNICATION							
5010-550.66-12	CELLULAR PHONE	2,176	2,239	3,360	2,748	3,120	3,120
5010-550.66-13	WIRELESS RADIO	636	0	17,500	18,440	18,500	18,500
*	TELEPHONE & COMMUNICATION	2,812	2,239	20,860	21,188	21,620	21,620
ELEM 67 DUES & PUBLICATIONS							
5010-550.67-10	DUES	963	987	1,000	936	1,025	1,025
5010-550.67-20	PUBLICATIONS & BOOKS	334	732	320	572	600	600
*	DUES & PUBLICATIONS	1,297	1,719	1,320	1,508	1,625	1,625
**	PUBLIC WORKS ADMIN	714,991	753,640	814,065	796,717	836,161	836,161

PROGRAM NAME/NUMBER

Solid Waste Management/5011

DESCRIPTION: This program manages the collection and disposal of residential household refuse generated within the City. Household refuse is collected curbside based on a designated route, one time per week, Monday, Tuesday or Wednesday. Back door pick-up services are provided to residents unable to bring their refuse cart to the curb. Bulky items and building materials are collected on regular trash days and by appointment on Thursday and Friday. Refrigerators, air conditioners and tires are collected by appointment (at a charge determined by the Mayor & Council). Each single-family residence is provided 1 refuse cart. Damaged carts are replaced as necessary. Solid waste is transported to the Prince George’s County landfill. The City has designated the month of April as “cleanup month”; during April, the Public Works facility is open 4 Saturdays, 7:30 am – 12 noon, for residents to drop off household refuse. A fall “cleanup month” began in 2007; the Public Works facility will be open 2 Saturdays in October. 7:30 am – 12 noon, for residents to drop off household refuse.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Provide reliable, quality refuse service (over 200,000 collections/year)	Percent of pickups accomplished on scheduled day	99%	99%	99%	99%
	Number of complaints received for missed collections Mon.-Wed.	New	<25	30	<50
	Percent of residents rating services as good or better	No survey	95%	91%	No survey
	Cost per ton of solid waste (including regular trash, special trash pick-up, tires, building materials, non-recyclable scrap metal)	\$147.80	<\$160.00	\$151.02	<\$160.00

SPECIAL EXCEPTIONS: Equipment failure, weather (snow and/or ice)

PROGRAM NAME/NUMBER**Solid Waste Management/5011****PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Crew Chief	0.48	0.48	0.48	0.48
Motor Equipment Operator I+A	0.00	0.00	0.00	0.85
Motor Equipment Operator I	2.90	2.90	2.90	2.38
Laborer	3.45	3.45	4.10	3.27
Budget Total	6.83	6.83	7.48	6.98

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5011	
Element/Object	Details	Total	
34	<u>Contractual Services</u>		
	34-11 Temporary Manpower - Solid Waste	Temporary manpower used in the collection of solid waste, 120 hours @ \$17.00 per hour	2,040
	34-20 Tipping Fees	Refuse, 4,200 tons @ \$59 per ton 247,800 Special collection material, 550 tons @ \$59 per ton 32,450 Tires, 3 tons @ \$275 per ton 825 Refrigerators, freezers, air conditioners; 10 tons @ \$59 per ton 590	281,665
36	<u>Special Services</u>		
	36-10 Printing	Community education materials	400
60	<u>Supplies</u>		
	60-10 General Supplies	Brooms, pitch forks and shovels	250
	60-45 Refuse Containers	1 truckload of 95-gallon mobile carts, 486 @ \$52.00 each	25,272

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
		ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET
344.10	County Disposal Rebate	83,288	83,288	83,288	83,288	83,288
344.20	Refuse Contracts Revenue	226,763	234,488	230,000	205,727	200,000
	TOTAL	310,051	317,776	313,288	289,015	283,288

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 11 SOLID WASTE MANAGEMENT							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5011-550.10-02	HOURLY	253,066	268,911	302,993	277,271	275,684	275,684
5011-550.10-03	OVERTIME	4,369	2,238	3,500	3,167	3,200	3,200
5011-550.10-07	AUTOMATED TRUCK INCENTIVE	0	3	0	0	0	0
5011-550.10-08	SATURDAY SHIFT DIFFERENTL	24	0	0	0	0	0
*	PAYROLL-WAGES	257,459	271,152	306,493	280,438	278,884	278,884
ELEM 11 FRINGE BENEFITS							
5011-550.11-10	FICA	18,640	19,383	22,041	20,126	20,020	20,020
5011-550.11-12	HEALTH INSURANCE	46,045	55,738	70,956	57,594	64,694	64,694
5011-550.11-13	DENTAL INSURANCE	2,647	2,852	3,150	2,789	3,010	3,010
5011-550.11-14	LIFE INSURANCE	1,023	1,092	1,261	798	1,089	1,089
5011-550.11-15	VISION INSURANCE	675	694	609	559	560	560
5011-550.11-17	457 CITY MATCH CONTRIBUTN	4,202	3,989	4,357	3,775	3,715	3,715
5011-550.11-18	401A RETIREMENT	16,041	14,237	3,000	5,192	2,814	2,814
5011-550.11-21	WORKERS COMPENSATION INS	8,503	7,749	6,824	6,153	6,062	6,062
5011-550.11-22	LONG TERM DISABILITY INS	959	911	1,176	925	995	995
5011-550.11-25	MSRP RETIREMENT	0	243	15,866	11,822	11,619	11,619
*	FRINGE BENEFITS	98,735	106,888	129,240	109,733	114,578	114,578
ELEM 20 OVERHEAD							
5011-550.20-11	AUTOMOTIVE	119,433	120,449	120,560	120,560	125,281	125,281
*	OVERHEAD	119,433	120,449	120,560	120,560	125,281	125,281
ELEM 34 CONTRACTUAL SERVICES							
5011-550.34-11	TEMP MANPOWER-SOLID WASTE	2,055	2,024	1,650	721	2,040	2,040
5011-550.34-20	TIPPING FEES	279,001	279,283	283,115	277,423	281,665	281,665
*	CONTRACTUAL SERVICES	281,056	281,307	284,765	278,144	283,705	283,705
ELEM 36 SPECIAL SERVICES							
5011-550.36-10	PRINTING	0	0	400	0	400	400
*	SPECIAL SERVICES	0	0	400	0	400	400
ELEM 60 SUPPLIES							
5011-550.60-10	GENERAL SUPPLIES	17	138	250	246	250	250
5011-550.60-45	TOTERS & CONTAINERS	26,667	19,379	25,272	19,379	25,272	25,272
*	SUPPLIES	26,684	19,517	25,522	19,625	25,522	25,522
**	SOLID WASTE MANAGEMENT	783,367	799,313	866,980	808,500	828,370	828,370

PROGRAM NAME/NUMBER

Leaf and Grass Collection/5012

DESCRIPTION: The curbside leaf collection program operates November 1 through December 31. Leaf collection procedures: 1) The City is divided into residential service areas; 2) Signs are posted notifying residents of scheduled collection dates; 3) Residents place leaves at curb prior to collection date; 4) Four-man crews operate leaf machines to collect leaves; 5) Leaves are transported to the Public Works facility for composting. Inclement weather may adversely affect collections. The grass clipping/yard waste collection program operates January through October 31; paper-bagged grass clippings/yard waste are collected curbside on regular refuse collection days and incorporated into compost windrows of leaves at the Public Works facility. Contract personnel supplement Public Works employees with collection activities.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Provide reliable, quality leaf and grass collection services* (about 8,950 grass/yard waste collections per year) *Note: Depends on weather conditions and compliance with automobile parking restrictions	Percent of weekly yard waste (Mon.-Wed.) collections completed on schedule	88%	90%	94%	90%
	Percent of residents rating leaf and grass collection as good or better	No survey	85%	82%	No survey
	Number of complaints received for missed weekly yard waste collections per 1,000 collections	6	<10	2	<10

CONDITIONS: Automobiles parked on the street and inclement weather during curbside leaf collection days may affect goal completion. Residential curbside collection information is disseminated in the *Municipal Scene* and posted on the City’s website and cable channel character generator.

PROGRAM NAME/NUMBER

Leaf and Grass Collection/5012

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Crew Chief	0.70	0.70	0.70	0.70
Supply Clerk	0.04	0.04	0.04	0.04
Motor Equipment Operator III	0.04	0.04	0.04	0.04
Motor Equipment Operator II+A	0.25	0.30	0.30	0.30
Motor Equipment Operator I+A	1.60	1.60	1.60	1.64
Motor Equipment Operator I	0.32	0.32	0.32	0.32
Laborer	1.32	1.32	1.32	1.32
Lead Groundskeeper	0.20	0.20	0.20	0.20
Budget Total	4.47	4.52	4.52	4.56

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5012	
Element/Object	Details	Total	
34	<u>Contractual Services</u> 34-15 Temp. Manpower – Leaf	Leaf collection, 1,775 hours contract labor @ \$17/hour	30,175
	34-16 Temp Manpower – Yard Waste	Grass collection, 1,100 hours contract labor @ \$17/hour	18,700
36	<u>Special Services</u> 36-10 Printing	Door hangers, leaf collection plan	300
60	<u>Supplies</u> 60-10 General Supplies	Rakes, dust masks, etc.	750
	60-40 Signs	Leaf collection signs	1,200

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 12 LEAF AND GRASS COLLECTION							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5012-550.10-02	HOURLY	126,925	133,639	206,441	147,554	216,399	216,399
5012-550.10-03	OVERTIME	1,729	178	1,000	86	750	750
5012-550.10-08	SATURDAY SHIFT DIFFERENTL	4	0	0	0	0	0
*	PAYROLL-WAGES	128,658	133,817	207,441	147,640	217,149	217,149
ELEM 11 FRINGE BENEFITS							
5012-550.11-10	FICA	9,773	10,052	15,408	10,950	16,086	16,086
5012-550.11-12	HEALTH INSURANCE	11,762	16,012	30,085	17,840	32,727	32,727
5012-550.11-13	DENTAL INSURANCE	1,021	1,109	1,670	1,264	2,082	2,082
5012-550.11-14	LIFE INSURANCE	427	454	954	337	556	556
5012-550.11-15	VISION INSURANCE	340	343	591	261	454	454
5012-550.11-17	457 CITY MATCH CONTRIBUTN	3,567	3,501	4,406	3,610	4,376	4,376
5012-550.11-18	401A RETIREMENT	8,321	8,732	362	622	642	642
5012-550.11-21	WORKERS COMPENSATION INS	4,383	4,001	4,638	3,270	4,749	4,749
5012-550.11-22	LONG TERM DISABILITY INS	488	510	802	552	835	835
5012-550.11-25	MSRP RETIREMENT	0	150	12,418	8,416	10,326	10,326
*	FRINGE BENEFITS	40,082	44,864	71,334	47,122	72,833	72,833
ELEM 20 OVERHEAD							
5012-550.20-11	AUTOMOTIVE	44,787	45,169	45,210	45,210	46,982	46,982
*	OVERHEAD	44,787	45,169	45,210	45,210	46,982	46,982
ELEM 34 CONTRACTUAL SERVICES							
5012-550.34-15	TEMP MANPOWER-LEAF	23,420	32,004	31,350	29,061	30,175	30,175
5012-550.34-16	TEMP MANPOWER-YARD WASTE	23,538	18,018	16,500	15,561	18,700	18,700
*	CONTRACTUAL SERVICES	46,958	50,022	47,850	44,622	48,875	48,875
ELEM 36 SPECIAL SERVICES							
5012-550.36-10	PRINTING	0	0	300	0	300	300
*	SPECIAL SERVICES	0	0	300	0	300	300
ELEM 60 SUPPLIES							
5012-550.60-10	GENERAL SUPPLIES	650	1,225	750	708	750	750
5012-550.60-40	SIGNS	675	1,110	700	460	1,200	1,200
*	SUPPLIES	1,325	2,335	1,450	1,168	1,950	1,950
**	LEAF AND GRASS COLLECTION	261,810	276,207	373,585	285,762	388,089	388,089

PROGRAM NAME/NUMBER

Street Cleaning/5013

DESCRIPTION: 110 curb miles of City-maintained streets are scheduled to be swept 7- 8 times annually with the shared “Four Cities” street sweeper, operated by a City of Greenbelt employee. Public Works employees post signs prior to scheduled street sweeping to encourage off-street parking.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Maintain street cleanliness through scheduled sweeping <i>Note:</i> Resident compliance with parking requirements will affect cleaning	Number of citywide sweeps completed	5	6	2 *	6
	Percent of residents rating street cleaning as good or better	No survey	65%	67%	No survey

CONDITIONS: Adverse weather conditions may reduce number of sweeps.

* Sweeper was frequently out of service; completed 2 full and 4 partial sweeps.

PROGRAM NAME/NUMBER

Street Cleaning/5013

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Crew Chief	0.02	0.00	0.00	0.00
Motor Equipment Operator II+A	0.25	0.15	0.15	0.00
Motor Equipment Operator I	0.01	0.03	0.03	0.03
Budget Total	0.28	0.18	0.18	0.03

OPERATING EXPENDITURES: The City’s shared cost of the “Four Cities” street sweeper includes a proportionate share of the labor cost for an operator.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5013	
Element/Object	Details	Total	
34 Contractual Services 34-20 Tipping Fees	12 containers of street sweeping residue @ \$600	7,200	
36 Special Services 36-50 Sweeper Shared Maint.	City’s estimated proportionate share of “Four Cities” street sweeper costs: Maintenance costs20,000 Labor costs for operator 13,500	33,500	
60 Supplies 60-10 General Supplies		200	
60-40 Signs	Street sweeping signs	2,100	
65 Utilities 65-13 Water & Sewer	Water for dust control during street sweeping	450	

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 13 STREET CLEANING							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5013-550.10-02	HOURLY	10,764	9,301	10,462	8,327	1,400	1,400
5013-550.10-03	OVERTIME	129	0	200	0	100	100
*	PAYROLL-WAGES	10,893	9,301	10,662	8,327	1,500	1,500
ELEM 11 FRINGE BENEFITS							
5013-550.11-10	FICA	811	688	796	625	112	112
5013-550.11-12	HEALTH INSURANCE	576	592	953	731	30	30
5013-550.11-13	DENTAL INSURANCE	203	174	99	71	33	33
5013-550.11-14	LIFE INSURANCE	38	33	55	5	5	5
5013-550.11-15	VISION INSURANCE	62	54	38	20	7	7
5013-550.11-17	457 CITY MATCH CONTRIBUTN	123	82	235	225	0	0
5013-550.11-18	401A RETIREMENT	722	589	0	0	0	0
5013-550.11-21	WORKERS COMPENSATION INS	368	275	237	185	32	32
5013-550.11-22	LONG TERM DISABILITY INS	41	36	41	34	5	5
5013-550.11-25	MSRP RETIREMENT	0	24	647	503	70	70
*	FRINGE BENEFITS	2,944	2,547	3,101	2,399	294	294
ELEM 20 OVERHEAD							
5013-550.20-11	AUTOMOTIVE	29,858	30,112	30,140	30,140	31,321	31,321
*	OVERHEAD	29,858	30,112	30,140	30,140	31,321	31,321
ELEM 34 CONTRACTUAL SERVICES							
5013-550.34-20	TIPPING FEES	5,137	4,219	7,200	7,484	7,200	7,200
*	CONTRACTUAL SERVICES	5,137	4,219	7,200	7,484	7,200	7,200
ELEM 36 SPECIAL SERVICES							
5013-550.36-50	SWEEPER SHARED MAINT	28,023	27,816	33,500	25,473	33,500	33,500
*	SPECIAL SERVICES	28,023	27,816	33,500	25,473	33,500	33,500
ELEM 60 SUPPLIES							
5013-550.60-10	GENERAL SUPPLIES	0	54	200	50	200	200
5013-550.60-40	SIGNS	450	461	500	1,535	2,100	2,100
*	SUPPLIES	450	515	700	1,585	2,300	2,300
ELEM 65 UTILITIES							
5013-550.65-13	WATER & SEWER	0	0	0	0	450	450
*	UTILITIES	0	0	0	0	450	450
**	STREET CLEANING	77,305	74,510	85,303	75,408	76,565	76,565

DESCRIPTION: This program installs and maintains traffic control and street name signs, parking control signs, safety barricades and banners. Traffic control signs are maintained in accordance with the Manual on Uniform Traffic Control Devices. As of June 2014, new retroreflectivity requirements were established for regulatory and warning signs, which require sign maintenance to meet the new standards. Requests for sign repairs or replacement are processed through an automated work order system. The City Council approves recommendations from the Engineering Department for the installation of new traffic control signs. Public Services inform the department when changes and/or repairs are necessary for parking control signs throughout the City. The sign inventory is automated in order to facilitate timely replacement of stock.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Respond promptly to requests for new or replacement street name, parking and traffic control signs	Percent of sign requests for traffic control signs* completed within 3 working days of entry into work order system	70%	70%	83%	75%
2. Street name signs inspected quarterly	Percent of inspections completed on time:				
	Street name	100%	100%	75%	100%
	Regulatory	New	New	New	100%

* Regulatory traffic control signs (include white on red and black on white): stop, 4-way, all way, speed limit, yield, do not enter, one way, wrong way, no through trucks or traffic, no outlet.

PROGRAM NAME/NUMBER

Signage/5014

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Crew Chief	0.05	0.05	0.05	0.05
Supply Clerk	0.73	0.73	0.73	0.73
Motor Equipment Operator III	0.85	0.85	0.85	0.85
Motor Equipment Operator II+A	0.17	0.20	0.20	0.25
Motor Equipment Operator I+A	0.14	0.10	0.10	0.10
Budget Total	1.94	1.93	1.93	1.98

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5014	
Element/Object	Details	Total	
60	Supplies		
	60-10 General Supplies	Sakrete	200
	60-15 Small Tools	Hand tools, wrenches, sockets, etc.	400
	60-40 Signs	Square sign poles, 50 @ \$48	2,400
		Street name signs, 200 @ \$26	5,200
		Regulatory traffic control signs, white on red and black on white	4,500
		Warning signs, black on yellow	4,500
		Parking control signs	1,800
		Specialty signs	1,500
		Hardware – nuts, bolts, caps, tees	1,350
		U-channels, 100 @ \$20	2,000
		Replacement of missing and damaged gateway, historic district toppers and ATHA wayfinding signs	2,000
			25,250

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 14 SIGNAGE							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5014-550.10-02	HOURLY	95,832	92,942	119,383	97,234	124,180	124,180
5014-550.10-03	OVERTIME	873	29	250	37	200	200
*	PAYROLL-WAGES	96,705	92,971	119,633	97,271	124,380	124,380
ELEM 11 FRINGE BENEFITS							
5014-550.11-10	FICA	7,220	6,803	8,829	7,106	9,135	9,135
5014-550.11-12	HEALTH INSURANCE	11,578	13,951	16,106	15,517	18,103	18,103
5014-550.11-13	DENTAL INSURANCE	542	628	631	775	713	713
5014-550.11-14	LIFE INSURANCE	284	317	380	164	139	139
5014-550.11-15	VISION INSURANCE	233	258	277	239	245	245
5014-550.11-17	457 CITY MATCH CONTRIBUTN	4,776	4,552	5,465	4,440	5,558	5,558
5014-550.11-18	401A RETIREMENT	6,362	5,924	0	32	0	0
5014-550.11-21	WORKERS COMPENSATION INS	3,246	2,682	2,665	2,149	2,710	2,710
5014-550.11-22	LONG TERM DISABILITY INS	369	409	464	407	479	479
5014-550.11-25	MSRP RETIREMENT	0	97	7,381	5,605	6,209	6,209
*	FRINGE BENEFITS	34,610	35,621	42,198	36,434	43,291	43,291
ELEM 20 OVERHEAD							
5014-550.20-11	AUTOMOTIVE	14,929	15,056	15,070	15,070	15,661	15,661
*	OVERHEAD	14,929	15,056	15,070	15,070	15,661	15,661
ELEM 34 CONTRACTUAL SERVICES							
5014-550.34-18	TEMP MANPOWER-SIGNAGE	63	0	0	0	0	0
*	CONTRACTUAL SERVICES	63	0	0	0	0	0
ELEM 60 SUPPLIES							
5014-550.60-10	GENERAL SUPPLIES	396	0	200	384	200	200
5014-550.60-15	SMALL TOOLS	307	261	400	247	400	400
5014-550.60-40	SIGNS	16,685	11,946	20,525	28,198	25,250	25,250
*	SUPPLIES	17,388	12,207	21,125	28,829	25,850	25,850
**	SIGNAGE	163,695	155,855	198,026	177,604	209,182	209,182

PROGRAM NAME/NUMBER

Street Maintenance/5015

DESCRIPTION: This program maintains the pavement markings on City streets and responds to requests for pothole repairs. Drains and swales are cleaned on a periodic basis to deter flooding.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Maintain line and traffic control striping on City streets	Percent of line and traffic control striping completed annually	86%	90%	80% *	85%
2. Repair non-utility related potholes on City streets in a timely manner	Percent of pothole repairs completed within 3 days of entry of work order	90%	70%	79%	70%

* 7 areas completed; 2 areas not done due to utility construction

PROGRAM NAME/NUMBER

Street Maintenance/5015

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Crew Chief	0.20	0.20	0.20	0.20
Motor Equipment Operator I+A	0.03	0.03	0.03	0.03
Motor Equipment Operator I	1.23	1.20	1.20	1.20
Laborer	0.75	0.75	0.75	0.75
Budget Total	2.21	2.18	2.18	2.18

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5015	
Element/Object	Details	Total	
34	<u>Contractual Services</u> 34-38 Striping Crosswalks, 100 @ \$505,000 Stop bars, 100 @ \$202,000 Driveway hash-outs, 35 @ \$10350 On-street parking spaces, 130 @ \$3390 X-outs between on-street parking spaces, 15 @ \$10150 Psycho bars, 6 @ \$100600 Double yellow centerline, 16,500 LF @ \$0.35/LF5,775 Single yellow centerline, 4,000 LF @ \$0.35/LF1,400 White shoulder line, 16,500 LF @ \$0.20/LF3,300 Miscellaneous gore areas (diagonal hashmarks), 500 LF @ \$0.20/LF100 Arrow stencils, 15 @ \$15225 Speed humps, 130 @ \$303,900 Other stencils200	23,390	
60	<u>Supplies</u> 60-10 General Supplies Traffic paint, pothole patch	11,000	

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 15 STREET MAINTENANCE							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5015-550.10-02	HOURLY	37,480	51,167	91,912	53,772	95,706	95,706
5015-550.10-03	OVERTIME	2,019	402	250	11	200	200
*	PAYROLL-WAGES	39,499	51,569	92,162	53,783	95,906	95,906
ELEM 11 FRINGE BENEFITS							
5015-550.11-10	FICA	2,937	3,782	6,628	3,932	6,961	6,961
5015-550.11-12	HEALTH INSURANCE	4,446	8,015	17,167	9,103	15,606	15,606
5015-550.11-13	DENTAL INSURANCE	547	674	1,564	727	1,424	1,424
5015-550.11-14	LIFE INSURANCE	164	207	367	175	332	332
5015-550.11-15	VISION INSURANCE	124	142	400	92	160	160
5015-550.11-17	457 CITY MATCH CONTRIBUTN	703	871	1,032	690	957	957
5015-550.11-18	401A RETIREMENT	2,581	3,314	0	245	0	0
5015-550.11-21	WORKERS COMPENSATION INS	1,320	1,473	2,065	1,189	2,101	2,101
5015-550.11-22	LONG TERM DISABILITY INS	153	194	356	217	369	369
5015-550.11-25	MSRP RETIREMENT	0	66	5,675	2,964	4,785	4,785
*	FRINGE BENEFITS	12,975	18,738	35,254	19,334	32,695	32,695
ELEM 20 OVERHEAD							
5015-550.20-11	AUTOMOTIVE	14,929	15,056	15,070	15,070	15,661	15,661
*	OVERHEAD	14,929	15,056	15,070	15,070	15,661	15,661
ELEM 34 CONTRACTUAL SERVICES							
5015-550.34-38	STRIPING	13,917	9,808	25,890	14,153	23,390	23,390
*	CONTRACTUAL SERVICES	13,917	9,808	25,890	14,153	23,390	23,390
ELEM 60 SUPPLIES							
5015-550.60-10	GENERAL SUPPLIES	9,173	7,990	10,000	13,323	11,000	11,000
5015-550.60-15	SMALL TOOLS	0	0	0	630	0	0
*	SUPPLIES	9,173	7,990	10,000	13,953	11,000	11,000
**	STREET MAINTENANCE	90,493	103,161	178,376	116,293	178,652	178,652

PROGRAM NAME/NUMBER

Turf & Right of Way Maintenance/5016

DESCRIPTION: This program supervises the contract mowing services performed by a private contractor. Mowing is performed April through October.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Maintenance of grass on all City rights-of-way and recreational facilities	Number of visual inspections by crew chief	14	14	14	14
	Percent of work orders for obstructed signs or line-of-sight issues completed within 5 working days	New	90%	69% *	90%

NOTE: Weather may determine the number of times grass areas are cut.

* Most work orders not completed on time were due to snow events

PROGRAM NAME/NUMBER

Turf & Right of Way Maintenance/5016

PERSONNEL EXPENDITURES: Contract administration and boom mowing in rights-of-way are performed by Public Works staff.

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Deputy Director of Public Works	0.05	0.05	0.05	0.05
Motor Equipment Operator II+A	0.01	0.02	0.02	0.02
Landscape Foreman	0.01	0.01	0.01	0.01
Budget Total	0.07	0.08	0.08	0.08

OPERATING EXPENDITURES: Since FY 2004, maintenance of all right-of-way turf is performed by a private contractor.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5016	
Element/Object	Details	Total	
34 Contractual Services 34-71 Contract Mowing	Contract provides 14 mowings (every other week) at 33 locations between April and the end of October, including edging, trimming and application of herbicide. Duvall and Calvert Road School athletic fields are mowed weekly. Contractor provides all labor, materials and equipment. Contract supervision and inspection is provided by Public Works staff.	46,500	

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 16 TURF & RIGHT OF WAY MAINT							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5016-550.10-01	SALARY	4,735	4,881	4,969	4,969	5,259	5,259
5016-550.10-02	HOURLY	1,349	1,476	1,753	1,520	1,825	1,825
5016-550.10-03	OVERTIME	9	0	20	3	20	20
*	PAYROLL-WAGES	6,093	6,357	6,742	6,492	7,104	7,104
ELEM 11 FRINGE BENEFITS							
5016-550.11-10	FICA	457	476	507	487	506	506
5016-550.11-12	HEALTH INSURANCE	483	618	696	728	824	824
5016-550.11-13	DENTAL INSURANCE	33	33	27	24	28	28
5016-550.11-14	LIFE INSURANCE	17	19	22	4	2	2
5016-550.11-15	VISION INSURANCE	10	10	9	6	8	8
5016-550.11-17	457 CITY MATCH CONTRIBUTN	169	174	193	62	69	69
5016-550.11-18	401A RETIREMENT	398	405	0	0	0	0
5016-550.11-21	WORKERS COMPENSATION INS	203	185	150	144	155	155
5016-550.11-22	LONG TERM DISABILITY INS	23	25	26	25	27	27
5016-550.11-25	MSRP RETIREMENT	0	9	416	393	354	354
*	FRINGE BENEFITS	1,793	1,954	2,046	1,873	1,973	1,973
ELEM 34 CONTRACTUAL SERVICES							
5016-550.34-71	CONTRACT MOWING	46,498	46,498	49,875	46,498	46,500	46,500
*	CONTRACTUAL SERVICES	46,498	46,498	49,875	46,498	46,500	46,500
**	TURF & RIGHT OF WAY MAINT	54,384	54,809	58,663	54,863	55,577	55,577

PROGRAM NAME/NUMBER**Snow and Ice Control/5017**

DESCRIPTION: Public Works employees plow and salt City streets and parking lots to clear snow and ice. Contractors may provide additional services prior to or during a weather event. Public Works has the capability to store road salt; the City sells salt to neighboring jurisdictions that lack this storage capability. This program budget assumes 4 “events”; each event includes the use of 16 employees, each with 12 hours of overtime pay.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Remove snow and ice from City’s streets <ul style="list-style-type: none"> ● Primary streets to bare pavement for automobile traffic ● Secondary streets to provide travelable conditions 	Percent of primary street lane miles cleared within 24 hours of event conclusion	100%	90%	100%	90%
	Percent of secondary street lane miles cleared within 24 hours of event conclusion	100%	85%	92%	85%
	Percent of residents rating snow removal as good or better	No survey	80%	75%	No survey

CONDITIONS: Duration of event, equipment failure and availability of employees may impact results.

PROGRAM NAME/NUMBER

Snow and Ice Control/5017

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Crew Chief	0.15	0.15	0.15	0.15
Motor Equipment Operator III	0.05	0.05	0.05	0.05
Motor Equipment Operator II+A	0.05	0.05	0.05	0.05
Motor Equipment Operator I+A	0.15	0.15	0.15	0.15
Motor Equipment Operator I	0.35	0.35	0.35	0.40
Laborer	0.24	0.24	0.24	0.25
Landscape Foreman	0.04	0.04	0.04	0.04
Lead Groundskeeper	0.05	0.05	0.05	0.05
Groundskeeper	0.05	0.05	0.05	0.05
Grounds Laborer/Driver	0.01	0.01	0.01	0.00
Budget Total	1.14	1.14	1.14	1.19

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5017
Element/Object	Details		Total
12	Travel & Training 12-11 Travel & Training	Snow Preparedness Day (in-house training)	2,100
34	Contractual Services 34-31 Roadway Pre-Treatment	Contract pre-treatment of 55 lane miles of City streets with salt brine solution for 2 snow events @ \$3,300 per event	6,600
	34-70 Contract Plowing	Contract plowing of parking lots and side streets, as needed, to supplement City crews	5,000
60	Supplies 60-10 General Supplies	Meal money2,000 Snow shovels, ice chippers300	2,300
	60-12 Road Salt	Road salt, 500 tons @ \$64.00/ton (MWCOG price)32,000 Magnesium chloride solution, 4,500 gallons @ \$1.05/gallon4,725 Sidewalk deicer1,300	38,025

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
		ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET
366.35	FEMA-Snow Expense Reimbursement	9,171	0	0	0	0
	TOTAL	9,171	0	0	0	0

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 17 SNOW AND ICE CONTROL							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5017-550.10-02	HOURLY	8,299	41,240	56,175	28,028	58,594	58,594
5017-550.10-03	OVERTIME	18,136	57,445	35,000	44,136	35,000	35,000
*	PAYROLL-WAGES	26,435	98,685	91,175	72,164	93,594	93,594
ELEM 11 FRINGE BENEFITS							
5017-550.11-10	FICA	1,952	7,257	6,753	5,302	6,927	6,927
5017-550.11-12	HEALTH INSURANCE	3,553	14,814	10,038	10,720	11,037	11,037
5017-550.11-13	DENTAL INSURANCE	246	789	552	554	611	611
5017-550.11-14	LIFE INSURANCE	122	303	218	68	149	149
5017-550.11-15	VISION INSURANCE	66	219	153	126	118	118
5017-550.11-17	457 CITY MATCH CONTRIBUTN	496	1,933	1,249	1,136	1,180	1,180
5017-550.11-18	401A RETIREMENT	1,725	6,194	586	404	504	504
5017-550.11-21	WORKERS COMPENSATION INS	864	2,817	1,776	1,488	1,790	1,790
5017-550.11-22	LONG TERM DISABILITY INS	129	336	218	249	218	218
5017-550.11-25	MSRP RETIREMENT	0	0	2,914	1,724	2,542	2,542
*	FRINGE BENEFITS	9,153	34,662	24,457	21,771	25,076	25,076
ELEM 12 TRAVEL & TRAINING							
5017-550.12-11	TRAVEL & TRAINING	84	1,304	2,100	867	2,100	2,100
*	TRAVEL & TRAINING	84	1,304	2,100	867	2,100	2,100
ELEM 20 OVERHEAD							
5017-550.20-11	AUTOMOTIVE	22,394	22,584	22,605	22,605	23,491	23,491
*	OVERHEAD	22,394	22,584	22,605	22,605	23,491	23,491
ELEM 34 CONTRACTUAL SERVICES							
5017-550.34-31	ROADWAY PRE-TREATMENT	0	0	6,600	0	6,600	6,600
5017-550.34-70	CONTRACT PLOWING	0	0	5,000	0	5,000	5,000
*	CONTRACTUAL SERVICES	0	0	11,600	0	11,600	11,600
ELEM 60 SUPPLIES							
5017-550.60-10	GENERAL SUPPLIES	546	2,742	2,300	2,326	2,300	2,300
5017-550.60-12	ROAD SALT	15,774	62,761	35,800	55,564	38,025	38,025
*	SUPPLIES	16,320	65,503	38,100	57,890	40,325	40,325
**	SNOW AND ICE CONTROL	74,386	222,738	190,037	175,297	196,186	196,186

PROGRAM NAME/NUMBER

Public Works Buildings/5018

DESCRIPTION: Public Works is responsible for maintaining its 7 buildings along with other facilities; including Calvert Road Metro station pedestrian underpass, the Veterans Memorial, the Rhode Island Avenue pedestrian walkway under the Beltway bridge and Lake Artemesia connector trail. The Berwyn Road pedestrian overpass is maintained by Berwyn Heights DPW; Berwyn Heights and the City equally share the maintenance cost.

Maintenance activities include electrical, plumbing and roofing repairs, along with general facility maintenance.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Maintain Public Works buildings and assigned facilities in good condition ● Inspect facilities monthly	Percent of Public Works facilities rated in satisfactory or better condition by City employees responding to employee survey:				
	Cleanliness	89%	90%	88%	90%
	Maintenance/general repair	89%	90%	88%	90%
	Number of inspections completed	11	12	12	12
2. Reduce unscheduled maintenance costs through effective preventive maintenance ● Develop preventive maintenance schedule	Percent of maintenance costs that are not budgeted	5%	<20%	18%	<20%

PROGRAM NAME/NUMBER

Public Works Buildings/5018

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Facilities Maintenance Worker	0.05	0.05	0.05	0.05
Budget Total	0.05	0.05	0.05	0.05

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5018	
Element/Object	Details	Total	
34	<u>Contractual Services</u> 34-50 Scheduled Maintenance	Berwyn overpass, Veterans Memorial and Calvert Road underpass7,000 Miscellaneous repairs as needed2,000	9,000
38	<u>Special Events</u> 38-55 Veterans Memorial Events	Rental of chairs and sound system, 2 events @ Veterans Memorial1,700 Variable message board rental1,500	3,200
40	<u>Repair & Maintenance</u> 40-11 Building & Grounds Maint.	Electrical repairs, 12 hours @ \$70840 Plumbing repairs, 10 hours @ \$65650 Roofing repairs, 20 hours @ \$901,800 Overhead garage door repairs6,750 Fuel pump repairs1,200 General repairs2,500	13,740
	40-17 Alarm System	Alarm system repairs, as needed	500
	40-18 Security Cameras	Surveillance camera and recorder repairs	500
	40-25 HVAC Repairs	HVAC repairs, 22 hours @ \$75	1,650
	40-42 Generator Maintenance	Emergency generator maintenance	3,500
45	<u>Maintenance Contract</u> 45-16 Building Services	Fire extinguisher inspection service	200
	45-21 Backflow Prevention Valve	Annual inspection	200
	45-22 Security Alarm Monitoring	3 systems @ \$324 each	972
	45-23 Pest Control	Pest control service @ \$139/month1,668 Termite contract350	2,018
60	<u>Supplies</u> 60-10 General Supplies	Maintenance supplies	2,000

PROGRAM NAME/NUMBER

Public Works Buildings/5018

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5018	
Element/Object		Details	Total
65	<u>Utilities</u>		
	65-10 Electricity	Davis Hall and modular building	14,000
	65-11 Natural Gas	Davis Hall	2,000
	65-13 Water & Sewer	All Public Works buildings	8,400
92	<u>Machinery & Equipment</u>		
	92-42 HVAC Systems	Exhaust fan, fleet garage (old bay section)	6,000
93	<u>Office Equipment</u>		
	93-20 Office Furniture	Office furniture	1,500

CAPITAL OUTLAY: HVAC Systems includes replacement of inoperable rooftop exhaust fan in fleet garage (old bay section) (\$6,000). Office Furniture includes replacement office furniture, as needed (\$1,500).

RELATED REVENUES		FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 ACTUAL	FY 2016 BUDGET
362.18	Property Rental-Davis Hall	1,150	1,700	1,000	1,400	1,000
	TOTAL	1,150	1,700	1,000	1,400	1,000

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 18 PUBLIC WORKS BUILDINGS							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5018-550.10-02	HOURLY	2,578	2,431	2,843	2,983	2,926	2,926
5018-550.10-03	OVERTIME	1,083	655	800	616	800	800
*	PAYROLL-WAGES	3,661	3,086	3,643	3,599	3,726	3,726
ELEM 11 FRINGE BENEFITS							
5018-550.11-10	FICA	267	225	265	265	274	274
5018-550.11-12	HEALTH INSURANCE	703	704	789	761	678	678
5018-550.11-13	DENTAL INSURANCE	43	25	28	26	31	31
5018-550.11-14	LIFE INSURANCE	11	9	8	6	8	8
5018-550.11-15	VISION INSURANCE	17	14	16	11	11	11
5018-550.11-17	457 CITY MATCH CONTRIBUTN	43	42	39	47	39	39
5018-550.11-18	401A RETIREMENT	239	197	0	0	0	0
5018-550.11-21	WORKERS COMPENSATION INS	119	86	75	79	76	76
5018-550.11-22	LONG TERM DISABILITY INS	12	10	11	12	11	11
5018-550.11-25	MSRP RETIREMENT	0	4	176	180	146	146
*	FRINGE BENEFITS	1,454	1,316	1,407	1,387	1,274	1,274
ELEM 20 OVERHEAD							
5018-550.20-11	AUTOMOTIVE	14,929	15,056	15,070	15,070	15,661	15,661
*	OVERHEAD	14,929	15,056	15,070	15,070	15,661	15,661
ELEM 34 CONTRACTUAL SERVICES							
5018-550.34-50	SCHEDULED MAINTENANCE	13,849	12,423	9,000	7,354	9,000	9,000
*	CONTRACTUAL SERVICES	13,849	12,423	9,000	7,354	9,000	9,000
ELEM 38 SPECIAL EVENTS							
5018-550.38-55	VETERANS MEMORIAL EVENTS	3,240	3,196	3,200	3,451	3,200	3,200
*	SPECIAL EVENTS	3,240	3,196	3,200	3,451	3,200	3,200
ELEM 40 REPAIR & MAINTENANCE							
5018-550.40-11	BUILDINGS & GROUNDS	18,748	20,661	17,240	15,732	13,740	13,740
5018-550.40-13	TOOLS & EQUIPMENT	70	69	0	0	0	0
5018-550.40-17	ALARM SYSTEM	312	1,427	500	704	500	500
5018-550.40-18	SECURITY CAMERAS	0	0	500	85	500	500
5018-550.40-25	HVAC REPAIRS	2,119	2,454	1,650	2,790	1,650	1,650
5018-550.40-42	GENERATOR MAINTENANCE	1,451	0	0	0	3,500	3,500
*	REPAIR & MAINTENANCE	22,700	24,611	19,890	19,311	19,890	19,890
ELEM 42 CLEANING SERVICE							
5018-550.42-10	BUILDING	808	0	0	0	0	0
*	CLEANING SERVICE	808	0	0	0	0	0
ELEM 45 MAINTENANCE CONTRACT							
5018-550.45-16	BUILDING SERVICES	925	985	1,000	1,006	200	200
5018-550.45-21	BACKFLOW PREVENTION VALVE	180	0	450	450	200	200
5018-550.45-22	SECURITY ALARM MONITORING	900	900	1,044	900	972	972
5018-550.45-23	PEST CONTROL	1,751	2,146	1,958	2,012	2,018	2,018
*	MAINTENANCE CONTRACT	3,756	4,031	4,452	4,368	3,390	3,390
ELEM 60 SUPPLIES							
5018-550.60-10	GENERAL SUPPLIES	3,021	2,545	2,000	3,097	2,000	2,000
*	SUPPLIES	3,021	2,545	2,000	3,097	2,000	2,000
ELEM 65 UTILITIES							
5018-550.65-10	ELECTRICITY	11,705	12,179	14,000	12,780	14,000	14,000
5018-550.65-11	NATURAL GAS	1,299	1,718	2,000	1,783	2,000	2,000
5018-550.65-13	WATER & SEWER	1,900	7,352	2,100	6,950	8,400	8,400
*	UTILITIES	14,904	21,249	18,100	21,513	24,400	24,400
ELEM 92 MACHINERY & EQUIPMENT							
5018-550.92-42	HVAC SYSTEMS	0	0	0	0	6,000	6,000
*	MACHINERY & EQUIPMENT	0	0	0	0	6,000	6,000

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 18	PUBLIC WORKS BUILDINGS						
SUB 0	PUBLIC WORKS						
ELEM 93	OFFICE EQUIPMENT						
ELEM 93	OFFICE EQUIPMENT						
5018-550.93-20	OFFICE FURNITURE	1,732	0	1,500	0	1,500	1,500
*	OFFICE EQUIPMENT	1,732	0	1,500	0	1,500	1,500
**	PUBLIC WORKS BUILDINGS	84,054	87,513	78,262	79,150	90,041	90,041

PROGRAM NAME/NUMBER

Recreational Facilities Maintenance/5019

DESCRIPTION: This program provides for maintenance of the Duvall Field blockhouse, recreation facilities, athletic fields for various sports (i.e., goal posts, bleachers, etc.) and grass mowing at City buildings and 8 tot lots. Calvert Road School field and Duvall Field are irrigated by underground sprinkler systems and are aerated, fertilized and seeded annually.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY2015		FY2016 TARGET
			TARGET	ACTUAL	
1. Maintain athletic and recreation facilities and fields in a safe and clean condition	Percent of residents rating cleanliness and condition of recreational facilities, tot lots and fields as good or better	No survey	85%	75%	No survey
2. Complete maintenance tasks as outlined in the athletic field section of the Vegetation Management Plan (VMP)	Percent of tasks completed as scheduled	100%	95%	100%	95%
	Number of field maintenance improvements completed that are listed in the athletic field section, concerns and improvements section, of the VMP	1	1	1	1
3. Visually inspect tot lots twice per month	Percent of inspections of tot lots completed on schedule	90%	95%	99%	95%

NOTE: Weather may determine the number of inspections during the winter months

PROGRAM NAME/NUMBER

Recreational Facilities Maintenance/5019

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Deputy Director of Public Works	0.10	0.10	0.10	0.10
Crew Chief	0.01	0.01	0.01	0.00
Motor Equipment Operator I	0.04	0.04	0.04	0.02
Landscape Foreman	0.20	0.20	0.20	0.20
Laborer	1.89	1.89	0.99	1.97
Lead Groundskeeper	0.01	0.00	0.00	0.00
Grounds Laborer/Driver	0.05	0.05	0.98	0.00
Budget Total	2.30	2.29	2.32	2.29

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5019
Element/Object	Details	Total	
12 Travel & Training 12-11 Travel & Training	Staff training	200	
40 Repair & Maintenance 40-11 Buildings & Grounds	Electrical repairs – blockhouse, field lights, tot lot lights 4,000 Irrigation system at Duvall Field and Calvert Road field: Winterization and start-up 800 Replacement of damaged heads and wiring 500 Fence repairs – all lots 2,000 General repairs 2,000 Stripe athletic fields at Duvall Field, Calvert Road School for lacrosse and soccer, 8 times @ \$400 3,200 Tot lot repair parts 2,500 Tot lot wood replacement materials 4,500 Lomax fountain repairs 500	20,000	
40-13 Tools & Equipment	Mower blades, repairs	700	
45 Maintenance Contract 45-21 Backflow Prevention Valve	Annual inspection – Duvall Field irrigation system	200	
48 Rental 48-11 Tools & Equipment	Power seeder	200	
60 Supplies 60-10 General Supplies	Two-cycle oil, weedeater string, trash bags	1,000	
60-13 Grounds & Field Supplies	Baseball field materials (lime and “field-dry”) 500 Seed/sod and fertilizer for Duvall Field, Calvert Road School field, tot lots 4,000	4,500	
65 Utilities 65-10 Electricity	Duvall Field blockhouse and field lights, current usage	4,500	

PROGRAM NAME/NUMBER

Recreational Facilities Maintenance/5019

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5019	
Element/Object		Details	Total
	65-13 Water & Sewer	Water for Duvall Field and blockhouse	5,000
92	<u>Machinery & Equipment</u> 92-10 Machinery	New play structure, Old Town playground	35,000

CAPITAL OUTLAY: Machinery includes replacement of play structure at Old Town playground (\$35,000).

RELATED REVENUES		FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 ACTUAL	FY 2016 BUDGET
362.19	Property Rental-Duvall Field	0	0	0	0	0
	TOTAL	0	0	0	0	0

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 19 RECREATIONAL FACIL MAINT							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5019-550.10-01	SALARY	9,469	9,763	9,938	9,935	10,518	10,518
5019-550.10-02	HOURLY	61,845	78,294	81,672	71,016	76,243	76,243
5019-550.10-03	OVERTIME	586	10	200	59	100	100
*	PAYROLL-WAGES	71,900	88,067	91,810	81,010	86,861	86,861
ELEM 11 FRINGE BENEFITS							
5019-550.11-10	FICA	5,379	6,237	6,780	5,826	6,272	6,272
5019-550.11-12	HEALTH INSURANCE	11,829	22,375	15,866	20,302	21,921	21,921
5019-550.11-13	DENTAL INSURANCE	801	917	1,064	686	547	547
5019-550.11-14	LIFE INSURANCE	337	389	397	272	367	367
5019-550.11-15	VISION INSURANCE	61	123	33	151	97	97
5019-550.11-17	457 CITY MATCH CONTRIBUTN	1,382	1,574	1,603	965	698	698
5019-550.11-18	401A RETIREMENT	4,679	5,277	1,967	62	0	0
5019-550.11-21	WORKERS COMPENSATION INS	2,424	2,506	2,069	1,795	1,895	1,895
5019-550.11-22	LONG TERM DISABILITY INS	279	321	355	264	334	334
5019-550.11-25	MSRP RETIREMENT	0	156	3,844	4,937	4,338	4,338
*	FRINGE BENEFITS	27,171	39,875	33,978	35,260	36,469	36,469
ELEM 12 TRAVEL & TRAINING							
5019-550.12-11	TRAVEL & TRAINING	218	135	200	273	200	200
*	TRAVEL & TRAINING	218	135	200	273	200	200
ELEM 20 OVERHEAD							
5019-550.20-11	AUTOMOTIVE	29,858	30,112	30,140	30,140	31,321	31,321
*	OVERHEAD	29,858	30,112	30,140	30,140	31,321	31,321
ELEM 40 REPAIR & MAINTENANCE							
5019-550.40-11	BUILDINGS & GROUNDS	23,695	9,615	21,100	16,319	20,000	20,000
5019-550.40-13	TOOLS & EQUIPMENT	318	303	700	100	700	700
*	REPAIR & MAINTENANCE	24,013	9,918	21,800	16,419	20,700	20,700
ELEM 45 MAINTENANCE CONTRACT							
5019-550.45-16	BUILDING SERVICES	0	200	0	0	0	0
5019-550.45-21	BACKFLOW PREVENTION VALVE	0	0	300	175	200	200
*	MAINTENANCE CONTRACT	0	200	300	175	200	200
ELEM 48 RENTAL							
5019-550.48-11	TOOLS & EQUIPMENT	0	0	200	0	200	200
*	RENTAL	0	0	200	0	200	200
ELEM 60 SUPPLIES							
5019-550.60-10	GENERAL SUPPLIES	866	1,052	1,000	162	1,000	1,000
5019-550.60-13	GROUNDS & FIELD SUPPLIES	811	354	6,100	809	4,500	4,500
*	SUPPLIES	1,677	1,406	7,100	971	5,500	5,500
ELEM 65 UTILITIES							
5019-550.65-10	ELECTRICITY	3,735	3,151	5,000	2,844	4,500	4,500
5019-550.65-13	WATER & SEWER	5,355	2,559	5,000	5,452	5,000	5,000
*	UTILITIES	9,090	5,710	10,000	8,296	9,500	9,500
ELEM 92 MACHINERY & EQUIPMENT							
5019-550.92-10	MACHINERY	0	0	0	0	35,000	35,000
*	MACHINERY & EQUIPMENT	0	0	0	0	35,000	35,000
**	RECREATIONAL FACIL MAINT	163,927	175,423	195,528	172,544	225,951	225,951

PROGRAM NAME/NUMBER

Tree and Landscape Maintenance/5020

DESCRIPTION: This program provides for monitoring and maintaining the City’s urban forest and removing storm-damaged tree debris. Employees install plant material at City buildings, recreational facilities and along roadsides. The City strives to promote public awareness and appreciation of the urban forest through participation in Arbor Day, Earth Day, Community Service Day and other on-going projects. Cooperation with the Committee for a Better Environment (CBE) and the Tree and Landscape Board (TLB) assure maximum use of resources in the City’s beautification efforts. The City has been designated “Tree City USA” for over two decades, and received designation as a “Plant City” by the Maryland Community Forest Council.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Maintain the City’s trees, shrubs and ground cover in good condition	Percent of residents rating the City’s tree maintenance, landscaping and planting in public areas as good or better	No survey	75%	65%	No survey
2. Inspect and maintain landscape sites according to priority level identified in the Vegetation Management Plan (VMP)	Percent of inspections and maintenance completed on schedule	100%	100%	100%	100%
3. Provide at least 2 seasonal annual planting rotations	Percent of flower beds receiving at least 2 seasonal plantings	100%	100%	100%	100%

PROGRAM NAME/NUMBER

Tree and Landscape Maintenance/5020

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Deputy Director of Public Works	0.20	0.20	0.20	0.20
Landscape Foreman	0.70	0.70	0.70	0.70
Lead Groundskeeper	0.30	0.30	0.30	0.30
Groundskeeper	0.94	0.94	0.94	0.94
Grounds Laborer/Driver	0.93	0.93	0.00	0.00
Laborer	1.04	1.04	1.94	1.94
Tree Inventory Intern	0.15	0.00	0.00	0.00
Engineering Intern II	0.00	0.15	0.15	0.15
Budget Total	4.26	4.26	4.23	4.23

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5020	
Element/Object	Details	Total	
12	<u>Travel & Training</u> 12-10 Non Training Travel 12-11 Travel & Training	Mileage reimbursement Supervisors' training200 Fertilizer & Pesticide recertification, 3 attendees200 Training of foreman and laborers200	75 600
34	<u>Contractual Services</u> 34-40 Tree Maintenance	Tree maintenance45,000 Stump grinding4,000 Pesticide applications800 Gypsy moth aerial spraying2,000	51,800
40	<u>Repair & Maintenance</u> 40-13 Tools & Equipment	Equipment repair, blade and chain sharpening	1,300
48	<u>Rental</u> 48-11 Tools & Equipment		500
60	<u>Supplies</u> 60-10 General Supplies 60-13 Grounds & Field Supplies 60-15 Small Tools 60-50 Trees, Shrubs & Flowers	Two-cycle oil, chains, blades, etc. Pesticides, herbicides, fertilizer Rakes, shovels, pruners, etc. Seasonal flowers8,000 Arbor, Earth, community service days500 Replacement of trees city-wide11,500 Plantings city-wide2,000	1,000 750 300 22,000

PROGRAM NAME/NUMBER

Tree and Landscape Maintenance/5020

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5020	
Element/Object		Details	Total
65	<u>Utilities</u> 65-13 Water & Sewer	City-wide plant watering	1,000
67	<u>Dues & Publications</u> 67-10 Dues	Professional Grounds Maintenance Society (PGMS)200 Society of Municipal Arborists100	300
	67-20 Publications & Books		100

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 20 TREE & LANDSCAPE MAINT							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5020-550.10-01	SALARY	18,937	19,527	19,875	19,870	21,035	21,035
5020-550.10-02	HOURLY	151,523	158,808	168,455	158,052	171,277	171,277
5020-550.10-03	OVERTIME	2,947	223	1,000	543	750	750
*	PAYROLL-WAGES	173,407	178,558	189,330	178,465	193,062	193,062
ELEM 11 FRINGE BENEFITS							
5020-550.11-10	FICA	13,147	13,488	13,940	12,590	14,172	14,172
5020-550.11-12	HEALTH INSURANCE	14,108	20,715	32,462	22,742	36,441	36,441
5020-550.11-13	DENTAL INSURANCE	1,539	1,435	1,148	1,048	1,550	1,550
5020-550.11-14	LIFE INSURANCE	628	694	751	426	600	600
5020-550.11-15	VISION INSURANCE	188	270	392	250	421	421
5020-550.11-17	457 CITY MATCH CONTRIBUTN	3,624	3,428	3,235	2,438	2,748	2,748
5020-550.11-18	401A RETIREMENT	11,001	10,252	197	766	0	0
5020-550.11-21	WORKERS COMPENSATION INS	5,777	5,205	4,235	3,736	4,223	4,223
5020-550.11-22	LONG TERM DISABILITY INS	609	658	715	576	605	605
5020-550.11-25	MSRP RETIREMENT	0	190	11,214	9,499	9,375	9,375
*	FRINGE BENEFITS	50,621	56,335	68,289	54,071	70,135	70,135
ELEM 12 TRAVEL & TRAINING							
5020-550.12-10	NON TRAINING TRAVEL	14	29	75	0	75	75
5020-550.12-11	TRAVEL & TRAINING	1,020	675	600	780	600	600
*	TRAVEL & TRAINING	1,034	704	675	780	675	675
ELEM 20 OVERHEAD							
5020-550.20-11	AUTOMOTIVE	22,394	22,584	22,605	22,605	23,491	23,491
*	OVERHEAD	22,394	22,584	22,605	22,605	23,491	23,491
ELEM 34 CONTRACTUAL SERVICES							
5020-550.34-40	TREE MAINTENANCE	47,834	31,774	56,800	10,538	51,800	51,800
*	CONTRACTUAL SERVICES	47,834	31,774	56,800	10,538	51,800	51,800
ELEM 40 REPAIR & MAINTENANCE							
5020-550.40-13	TOOLS & EQUIPMENT	1,288	1,503	1,000	676	1,300	1,300
*	REPAIR & MAINTENANCE	1,288	1,503	1,000	676	1,300	1,300
ELEM 48 RENTAL							
5020-550.48-11	TOOLS & EQUIPMENT	0	0	500	0	500	500
*	RENTAL	0	0	500	0	500	500
ELEM 60 SUPPLIES							
5020-550.60-10	GENERAL SUPPLIES	947	1,422	1,000	1,181	1,000	1,000
5020-550.60-13	GROUNDS & FIELD SUPPLIES	524	334	1,000	415	750	750
5020-550.60-15	SMALL TOOLS	339	383	300	535	300	300
5020-550.60-50	TREES, SHRUBS & FLOWERS	17,447	15,919	22,700	13,470	22,000	22,000
5020-550.60-60	SAFETY SUPPLIES	370	0	0	0	0	0
*	SUPPLIES	19,627	18,058	25,000	15,601	24,050	24,050
ELEM 65 UTILITIES							
5020-550.65-13	WATER & SEWER	687	758	1,500	775	1,000	1,000
*	UTILITIES	687	758	1,500	775	1,000	1,000
ELEM 67 DUES & PUBLICATIONS							
5020-550.67-10	DUES	315	315	300	175	300	300
5020-550.67-20	PUBLICATIONS & BOOKS	11	0	100	29	100	100
*	DUES & PUBLICATIONS	326	315	400	204	400	400
**	TREE & LANDSCAPE MAINT	317,218	310,589	366,099	283,715	366,413	366,413

DESCRIPTION: Since July 1, 2004, this program has been managed as an Administration program, under the direction of the City Manager. This program plans, reviews and oversees planned improvements to the City’s infrastructure. It provides the following administrative and managerial functions for various public improvement projects: planning, budgeting, designing, staffing, scheduling, permitting, construction and operations. In addition, this program is responsible for 1) Traffic management and engineering; 2) Streetlight review and installations; 3) Reviewing and addressing residential complaints; 4) Utilities review, permitting, and coordination; 5) Local storm drainage; 6) Interacting with County DER in area wide storm drain issues; 7) Interacting with SHA in area maintenance issues; 8) Administering consultant engineering contracts; 9) Administering construction contracts; 10) Compiling and maintaining the City’s infrastructure data base; 11) Assisting other City Departments in related issues; 12) Preparing the annual pavement maintenance plan; 13) Reviewing and addressing various concerns of the City Council; and 14) Providing engineering consultation to community organizations for various community projects.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Maintain City streets in a safe and smooth condition • Inspect and rate all City streets annually as part of the Pavement Management Plan	Percent of road miles inspected at least annually	100%	100%	100%	100%
	Percent of plan implemented on schedule	100%	100%	100%	100%
	Percent of residents rating the condition of streets and sidewalks as good or better	No survey	60%	54%	No survey
	Percent of asphalt paved lane miles rated 5 or lower (1 is the highest rating on a 10-point scale)	100%	100%	100%	100%
2. Manage special projects (capital improvements, engineering projects, etc.)	Percent of projects completed on schedule	90%	90%	90%	90%

PROGRAM NAME/NUMBER

Engineering Services/5021

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Civil Engineer III	1.00	1.00	1.00	1.00
Engineering Technician I	1.00	1.00	1.00	1.00
Engineering Intern II	0.00	0.20	0.20	0.20
Budget Total	2.00	2.20	2.20	2.20

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5021	
Element/Object	Details	Total	
12	<u>Travel & Training</u>		
	12-10 Non-Training Travel	Staff mileage reimbursement	200
	12-11 Travel & Training	County Engineers Association conference420 Continuing education through ASCE, NSPE, MRMCA1,900 Maryland Traffic Engineers Council180 University of Maryland Technology Transfer Center700 Maryland Quality Initiative conference300 Maryland Asphalt Association conference90 Towson University Center for ESRI GIS conference, 2 attendees @ \$250.....500	4,090
30	<u>Professional Services</u>		
	30-11 Design & Engineering	Engineering design services as needed3,500 Concept maps for future projects3,000	6,500
	30-15 Consulting	Map scanning, other services as needed	2,000
	30-20 Surveying	Topographical surveys as needed, 3 @ \$1,700	5,100
	30-22 Materials Testing	As needed	0
60	<u>Supplies</u>		
	60-10 General Supplies		500
61	<u>Office Supplies</u>		
	61-10 Office Supplies		200
66	<u>Telephone & Communications</u>		
	66-12 Cellular Phone	Monthly service @ \$40, 1 phone	480
67	<u>Dues & Publications</u>		
	67-10 Dues	Institute of Transportation Engineers285 American Society of Civil Engineers280 National Society of Professional Engineers250 County Engineers Association35	850

PROGRAM NAME/NUMBER

Engineering Services/5021

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5021	
	Element/Object	Details	Total
	67-20 Publications & Books		300
96	<u>Street Improvement</u> 96-30 Lighting	New streetlight installations (up to 3)	5,000

CAPITAL OUTLAY: Lighting includes new streetlights that may be proposed for various locations (\$5,000).

RELATED REVENUES		FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 ACTUAL	FY 2016 BUDGET
323.45	Driveway Apron & Curbcut	993	5,839	2,000	13,245	5,000
	TOTAL	993	5,839	2,000	13,245	5,000

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 21 ENGINEERING SERVICES							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5021-550.10-01	SALARY	103,742	111,335	113,495	113,671	115,903	115,903
5021-550.10-02	HOURLY	43,797	39,682	45,598	41,338	49,572	49,572
5021-550.10-03	OVERTIME	0	0	100	0	100	100
*	PAYROLL-WAGES	147,539	151,017	159,193	155,009	165,575	165,575
ELEM 11 FRINGE BENEFITS							
5021-550.11-10	FICA	10,983	11,345	12,006	11,571	11,089	11,089
5021-550.11-12	HEALTH INSURANCE	15,079	12,647	13,314	13,815	14,587	14,587
5021-550.11-13	DENTAL INSURANCE	1,457	1,365	1,361	1,427	1,485	1,485
5021-550.11-14	LIFE INSURANCE	447	476	483	179	168	168
5021-550.11-15	VISION INSURANCE	400	292	296	253	253	253
5021-550.11-17	457 CITY MATCH CONTRIBUTN	3,610	3,654	3,650	3,654	3,660	3,660
5021-550.11-18	401A RETIREMENT	9,256	9,703	2,688	2,687	2,806	2,806
5021-550.11-21	WORKERS COMPENSATION INS	4,952	4,391	3,567	3,456	3,628	3,628
5021-550.11-22	LONG TERM DISABILITY INS	542	580	602	588	614	614
5021-550.11-25	MSRP RETIREMENT	0	159	7,026	6,868	5,795	5,795
*	FRINGE BENEFITS	46,726	44,612	44,993	44,498	44,085	44,085
ELEM 12 TRAVEL & TRAINING							
5021-550.12-10	NON TRAINING TRAVEL	169	90	200	15	200	200
5021-550.12-11	TRAVEL & TRAINING	2,258	993	4,090	1,387	4,090	4,090
*	TRAVEL & TRAINING	2,427	1,083	4,290	1,402	4,290	4,290
ELEM 20 OVERHEAD							
5021-550.20-11	AUTOMOTIVE	7,465	7,528	7,535	7,535	7,830	7,830
*	OVERHEAD	7,465	7,528	7,535	7,535	7,830	7,830
ELEM 30 PROFESSIONAL SERVICES							
5021-550.30-11	DESIGN & ENGINEERING	0	6,000	9,500	1,565	6,500	6,500
5021-550.30-15	CONSULTING	1,100	0	3,000	0	2,000	2,000
5021-550.30-20	SURVEYING	2,990	450	8,500	0	5,100	5,100
5021-550.30-22	MATERIALS TESTING	0	1,680	0	0	0	0
*	PROFESSIONAL SERVICES	4,090	8,130	21,000	1,565	13,600	13,600
ELEM 36 SPECIAL SERVICES							
5021-550.36-10	PRINTING	223	0	0	0	0	0
*	SPECIAL SERVICES	223	0	0	0	0	0
ELEM 60 SUPPLIES							
5021-550.60-10	GENERAL SUPPLIES	202	51	500	232	500	500
*	SUPPLIES	202	51	500	232	500	500
ELEM 61 OFFICE SUPPLIES							
5021-550.61-10	OFFICE SUPPLIES	123	0	200	121	200	200
*	OFFICE SUPPLIES	123	0	200	121	200	200
ELEM 62 POSTAGE							
5021-550.62-10	POSTAGE	0	0	0	17	0	0
*	POSTAGE	0	0	0	17	0	0
ELEM 66 TELEPHONE & COMMUNICATION							
5021-550.66-12	CELLULAR PHONE	318	315	480	330	480	480
*	TELEPHONE & COMMUNICATION	318	315	480	330	480	480
ELEM 67 DUES & PUBLICATIONS							
5021-550.67-10	DUES	908	558	850	1,169	850	850
5021-550.67-20	PUBLICATIONS & BOOKS	0	53	300	86	300	300
*	DUES & PUBLICATIONS	908	611	1,150	1,255	1,150	1,150
ELEM 69 MISCELLANEOUS CHARGE							
5021-550.69-10	MISCELLANEOUS	19	0	0	0	0	0
*	MISCELLANEOUS CHARGE	19	0	0	0	0	0

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 21	ENGINEERING SERVICES						
SUB 0	PUBLIC WORKS						
ELEM 96	STREET IMPROVEMENT						
ELEM 96	STREET IMPROVEMENT						
5021-550.96-30	STREETLIGHTS	4,585	4,910	10,525	2,527	5,000	5,000
*	STREET IMPROVEMENT	4,585	4,910	10,525	2,527	5,000	5,000
**	ENGINEERING SERVICES	214,625	218,257	249,866	214,491	242,710	242,710

PROGRAM NAME/NUMBER

Streetscape Maintenance/5022

DESCRIPTION: This program maintains pavers and pedestrian lighting on Berwyn Road, Lackawanna Street, Calvert Road, College Avenue, Knox Road and U. S. Route 1 to improve aesthetics. In these streetscapes, Public Works employees maintain plantings and pedestrian light fixtures.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Maintain designated streetscape areas in an attractive and well-maintained condition • Inspect pedestrian lighting areas monthly	Percent of downtown businesses rating the following services as “acceptable” or better, based on DCPMA member survey				
	• Maintenance of median landscape plantings and street trees	89%	90%	90%	90%
	• Overall appearance of downtown streetscapes	89%	90%	86%	88%
	Number of inspections completed	New	12	12	12

PROGRAM NAME/NUMBER

Streetscape Maintenance/5022

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Landscape Foreman	0.05	0.05	0.05	0.05
Facilities Maintenance Worker	0.10	0.10	0.10	0.10
Groundskeeper	0.01	0.01	0.01	0.01
Grounds Laborer/Driver	0.01	0.01	0.01	0.00
Laborer	0.00	0.00	0.00	0.01
Budget Total	0.17	0.17	0.17	0.17

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5022	
Element/Object	Details	Total	
40	<u>Repair & Maintenance</u> 40-11 Buildings & Grounds	Repair or replacement of site amenities: benches, decorative street name poles, etc.	2,000
	40-30 Streetscape Lighting	Maintenance of streetscape lighting	7,500
96	<u>Street Improvement</u> 96-10 Concrete	Brick paver panel replacement along U.S. Route 1 (7200 block east side of Baltimore Avenue)	6,000

CAPITAL OUTLAY: Concrete includes brick paver panel replacement along U.S. Route 1.

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 22 STREETScape MAINTENANCE							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5022-550.10-02	HOURLY	8,317	8,177	9,207	15,247	9,442	9,442
5022-550.10-03	OVERTIME	100	23	100	32	100	100
*	PAYROLL-WAGES	8,417	8,200	9,307	15,279	9,542	9,542
ELEM 11 FRINGE BENEFITS							
5022-550.11-10	FICA	624	607	685	1,146	712	712
5022-550.11-12	HEALTH INSURANCE	1,372	1,567	1,814	2,376	1,542	1,542
5022-550.11-13	DENTAL INSURANCE	83	61	63	124	66	66
5022-550.11-14	LIFE INSURANCE	27	27	28	22	28	28
5022-550.11-15	VISION INSURANCE	30	30	32	45	24	24
5022-550.11-17	457 CITY MATCH CONTRIBUTN	95	105	116	327	110	110
5022-550.11-18	401A RETIREMENT	552	512	0	0	0	0
5022-550.11-21	WORKERS COMPENSATION INS	279	235	207	338	208	208
5022-550.11-22	LONG TERM DISABILITY INS	31	31	36	56	36	36
5022-550.11-25	MSRP RETIREMENT	0	13	569	927	472	472
*	FRINGE BENEFITS	3,093	3,188	3,550	5,361	3,198	3,198
ELEM 40 REPAIR & MAINTENANCE							
5022-550.40-11	BUILDINGS & GROUNDS	3,818-	394	2,500	0	2,000	2,000
5022-550.40-30	STREETScape LIGHTING	8,914	8,988	7,000	4,996	7,500	7,500
*	REPAIR & MAINTENANCE	5,096	9,382	9,500	4,996	9,500	9,500
ELEM 96 STREET IMPROVEMENT							
5022-550.96-10	CONCRETE	0	9,000	9,000	0	6,000	6,000
*	STREET IMPROVEMENT	0	9,000	9,000	0	6,000	6,000
**	STREETScape MAINTENANCE	16,606	29,770	31,357	25,636	28,240	28,240

PROGRAM NAME/NUMBER

Litter and Graffiti Control/5023

DESCRIPTION: This program collects and disposes of litter and removes graffiti. An assigned crew removes litter on a daily basis from the downtown area. Litter receptacles are located throughout the City and are emptied on a regular basis. Employees are scheduled to work weekends during the year to provide litter control in the downtown area. Graffiti control was added to this program in response to an increase in this activity in the City. Public Works employees carry graffiti remover with them and are encouraged to stop and remove graffiti.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. To maintain downtown areas litter-free through regular litter and trash pick-up ● Empty trash receptacles 7 times per week	Percent of downtown businesses rating the following services as "acceptable" or better, based on DCPMA member survey:				
	● Litter control along downtown sidewalks	67%	70%	95%	80%
	● Maintenance of downtown parking lots (including litter removal, snow plowing, striping)	78%	80%	81%	80%
	Percent of residents satisfied with the cleanliness of downtown areas	No survey	60%	56%	No survey
	Percent of pickups accomplished on scheduled day	100%	100%	100%	100%
2. To maintain City property free of graffiti ● Remove graffiti within 10 working days of reporting to Public Works	Percent of graffiti work orders completed within 10 working days after County police inspection (if deemed gang-related)	81%	75%	84%	80%

PROGRAM NAME/NUMBER

Litter and Graffiti Control/5023

PERSONNEL EXPENDITURES: Includes overtime for litter removal in the downtown business district and on City property and rights-of-way.

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Crew Chief	0.50	0.50	0.50	0.50
Supply Clerk	0.02	0.02	0.02	0.02
Laborer	2.86	2.82	2.82	2.82
Budget Total	3.38	3.34	3.34	3.34

OPERATING EXPENDITURES: Weekend parking lot cleaning in the downtown area is performed by Public Works staff. A portion of the overtime cost is borne by Downtown College Park Management Authority (DCPMA) through the CDMA Litter Rebate of \$4,290 included in Revenues, account 344.60.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5023	
Element/Object	Details	Total	
60	Supplies		
	60-10 General Supplies		
	Outdoor litter receptacles, 1 @ \$900	900	
	Purchase and installation of 5 animal-resistant trash/recycle containers at locations TBD along Trolley Trail in Berwyn, in James Adams Park, at base of pedestrian bridge, bolted to a concrete pad, 5 @ \$2,450 each	12,250	
	Purchase and installation of 2 dog-bag trash cans along Trolley Trail at Tecumseh and Patuxent	510	
	Graffiti remover, pokers, brooms, trash bags	4,300	
	Dog waste station supplies	1,250	
			19,210

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
		ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET
344.60	CDMA Litter Rebate	3,218	6,435	4,290	4,290	4,290
	TOTAL	3,218	6,435	4,290	4,290	4,290

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 23 LITTER & GRAFFITI CONTROL							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5023-550.10-02	HOURLY	138,625	144,631	144,647	151,790	152,150	152,150
5023-550.10-03	OVERTIME	18,857	15,230	18,000	15,893	18,000	18,000
5023-550.10-08	SATURDAY SHIFT DIFFERENTL	3,228	2,936	4,000	2,889	4,000	4,000
*	PAYROLL-WAGES	160,710	162,797	166,647	170,572	174,150	174,150
ELEM 11 FRINGE BENEFITS							
5023-550.11-10	FICA	12,022	12,287	12,559	12,804	13,107	13,107
5023-550.11-12	HEALTH INSURANCE	15,639	17,474	15,098	18,689	17,025	17,025
5023-550.11-13	DENTAL INSURANCE	1,854	1,907	1,744	1,889	1,935	1,935
5023-550.11-14	LIFE INSURANCE	633	629	565	415	476	476
5023-550.11-15	VISION INSURANCE	227	223	156	181	136	136
5023-550.11-17	457 CITY MATCH CONTRIBUTN	5,082	5,375	5,272	5,320	5,286	5,286
5023-550.11-18	401A RETIREMENT	10,222	10,474	1,876	1,357	1,957	1,957
5023-550.11-21	WORKERS COMPENSATION INS	5,086	4,556	3,600	3,667	3,685	3,685
5023-550.11-22	LONG TERM DISABILITY INS	578	591	561	580	587	587
5023-550.11-25	MSRP RETIREMENT	0	181	7,151	7,936	6,102	6,102
*	FRINGE BENEFITS	51,343	53,697	48,582	52,838	50,296	50,296
ELEM 20 OVERHEAD							
5023-550.20-11	AUTOMOTIVE	29,858	30,112	30,140	30,140	31,321	31,321
*	OVERHEAD	29,858	30,112	30,140	30,140	31,321	31,321
ELEM 34 CONTRACTUAL SERVICES							
5023-550.34-14	TEMP MANPOWER-LITTER COLL	205	205	0	888	0	0
5023-550.34-76	CONTRACT R-O-W MAINT	100	0	0	0	0	0
*	CONTRACTUAL SERVICES	305	205	0	888	0	0
ELEM 60 SUPPLIES							
5023-550.60-10	GENERAL SUPPLIES	4,176	4,392	6,450	6,014	19,210	19,210
*	SUPPLIES	4,176	4,392	6,450	6,014	19,210	19,210
**	LITTER & GRAFFITI CONTROL	246,392	251,203	251,819	260,452	274,977	274,977

PROGRAM NAME/NUMBER**Parking Lot Maintenance/5024**

DESCRIPTION: This program maintains City-owned and leased parking lots. Lots are restriped annually. Parking meter posts and bumper blocks are repaired on a regular basis. The City's small street sweeper services business districts, City-maintained parking lots and the parking garage 5 times a week, weather permitting. This program responds to special requests from the Department of Public Services.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Maintain City parking lots in a clean condition <ul style="list-style-type: none"> • Repaint all lines annually • Inspect lots quarterly 	Percent of line inventory repainted annually	80%	90%	90%	90%
	Percent of inspections completed on schedule	100%	100%	100%	100%
2. Maintain downtown metered lots with regularly scheduled sweeping	Number of sweeps completed in downtown, high impact areas	193	200	201	200

PROGRAM NAME/NUMBER

Parking Lot Maintenance/5024

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Crew Chief	0.05	0.05	0.05	0.05
Supply Clerk	0.05	0.05	0.05	0.05
Motor Equipment Operator III	0.01	0.01	0.01	0.01
Motor Equipment Operator II+A	0.02	0.02	0.02	0.02
Motor Equipment Operator I+A	0.06	0.06	0.06	0.06
Motor Equipment Operator I	0.14	0.14	0.14	0.16
Laborer	0.00	0.04	0.04	0.04
Budget Total	0.33	0.37	0.37	0.39

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5024	
Element/Object	Details	Total	
34 <u>Contractual Services</u> 34-38 Striping	Parking lot striping: Bagel Place lot 120 Lehigh Road lot 120 Sterling lot 170 7-11 lot 120 College Park Shopping Center, upper level 290 College Park Shopping Center, lower level 890 Kinko's and Applebee's lot 550 City Hall lot 350 Duvall Field lot 500 St. Andrew's Episcopal Church lot 300	3,410	
40 <u>Repair & Maintenance</u> 40-45 Welding Services	Meter pole maintenance	400	
60 <u>Supplies</u> 60-10 General Supplies	Parking meter posts, 10 @ \$15 150 Sakrete and U-channel 100 Paint 100	350	

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 24 PARKING LOT MAINTENANCE							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5024-550.10-02	HOURLY	9,426	15,004	17,951	15,399	19,531	19,531
5024-550.10-03	OVERTIME	91	17	100	2	100	100
*	PAYROLL-WAGES	9,517	15,021	18,051	15,401	19,631	19,631
ELEM 11 FRINGE BENEFITS							
5024-550.11-10	FICA	702	1,123	1,306	1,141	1,427	1,427
5024-550.11-12	HEALTH INSURANCE	1,187	2,075	3,327	1,659	3,281	3,281
5024-550.11-13	DENTAL INSURANCE	126	205	259	240	271	271
5024-550.11-14	LIFE INSURANCE	29	59	66	41	52	52
5024-550.11-15	VISION INSURANCE	37	55	73	50	46	46
5024-550.11-17	457 CITY MATCH CONTRIBUTN	310	456	428	353	444	444
5024-550.11-18	401A RETIREMENT	609	932	0	4	0	0
5024-550.11-21	WORKERS COMPENSATION INS	317	441	402	344	428	428
5024-550.11-22	LONG TERM DISABILITY INS	32	67	70	61	75	75
5024-550.11-25	MSRP RETIREMENT	0	67	1,109	927	977	977
*	FRINGE BENEFITS	3,349	5,480	7,040	4,820	7,001	7,001
ELEM 20 OVERHEAD							
5024-550.20-11	AUTOMOTIVE	22,394	22,584	22,605	22,605	23,491	23,491
*	OVERHEAD	22,394	22,584	22,605	22,605	23,491	23,491
ELEM 34 CONTRACTUAL SERVICES							
5024-550.34-38	STRIPING	2,671	2,621	3,465	2,706	3,410	3,410
*	CONTRACTUAL SERVICES	2,671	2,621	3,465	2,706	3,410	3,410
ELEM 40 REPAIR & MAINTENANCE							
5024-550.40-45	WELDING SERVICES	0	0	400	0	400	400
*	REPAIR & MAINTENANCE	0	0	400	0	400	400
ELEM 60 SUPPLIES							
5024-550.60-10	GENERAL SUPPLIES	130	167	560	0	350	350
*	SUPPLIES	130	167	560	0	350	350
**	PARKING LOT MAINTENANCE	38,061	45,873	52,121	45,532	54,283	54,283

PROGRAM NAME/NUMBER

Recycling/5025

DESCRIPTION: This program coordinates recycling efforts for the City. During fiscal year 2008, the City began collecting recyclable materials (mixed paper, cardboard, glass, metal cans and plastics) mixed together, single stream. Collection of recyclable materials occurs on the same day as refuse collection. The City collects and recycles white goods (hot water heaters, stoves, washing machines, etc.) at metal recycling centers. Electronics recycling began in FY 2008, and is taken to a facility for processing. A used oil collection container is available for residents at Davis Hall to recycle motor oil. Brush collection occurs on Thursdays and Fridays and is processed to make wood mulch, which is available for sale.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Provide reliable, quality service for removal of recyclable materials	Percent of collections completed on scheduled day	99%	99%	99%	99%
	Percent of residents rating recycling services as good or better	No survey	95%	90%	No survey
	Number of complaints received for missed collections Mon.-Wed.	10	<10	14	<50
2. Increase residential participation in recycling	Tons of commingled recyclable materials, white goods, scrap metal and electronics recycled	1,453	1,500	1,450	1,500
	Cubic yards of brush collected	3,056	2,500	3,564	2,500
	Dollar value of wood mulch product sales	New	\$6,790	\$9,507	\$9,300
	Cost per ton for recycling (including commingles, white goods, scrap metals)	\$263.00	<\$275.00	\$277.00	<\$285.00

CONDITIONS: Type of materials recycled, resident participation, equipment failure and/or weather conditions may affect results

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Crew Chief	0.47	0.47	0.47	0.47
Motor Equipment Operator I+A	0.85	0.89	0.89	0.00
Motor Equipment Operator I	2.85	2.85	2.85	3.32
Laborer	1.45	1.45	0.80	1.63
Lead Groundskeeper	0.01	0.01	0.01	0.01
Admin. Asst./Recycling Coordinator	0.65	0.65	0.65	0.65
Budget Total	6.28	6.32	5.67	6.08

OPERATING EXPENDITURES: Tipping fees for recyclables are volatile.

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5025
Element/Object	Details	Total	
12	<u>Travel & Training</u> 12-10 Non-Training Travel	Metro fare to MWCOG meetings, tolls to Baltimore MRF	50
	12-11 Travel & Training	Maryland Recyclers Network conference at Maritime Institute, 4 attendees @ \$200	800
34	<u>Contractual Services</u> 34-12 Temporary Manpower – Curbside Recycling	Temporary manpower used in the collection of mixed paper and commingles, 80 hours @ \$17/hour	1,360
	34-13 Temporary Manpower – Brush	Temporary manpower used in the collection of brush, 80 hours @ \$17/hour	1,360
	34-20 Tipping Fees	Single stream recyclables, 1,450 tons @ \$4.00/ton5,800 Televisions and computer monitors, 5,000 units @ \$0.15/each750	6,550
36	<u>Special Services</u> 36-10 Printing	Public relations materials – recycling awareness	2,500
38	<u>Special Events</u> 38-39 Clean Up Month	Document shredding	600
48	<u>Rental</u> 48-50 Tub Grinder	Tub grinder rental	10,000
60	<u>Supplies</u> 60-10 General Supplies	Pitch forks, rakes, brooms	200
67	<u>Dues & Publications</u> 67-10 Dues	Maryland Recyclers Network	250

PROGRAM NAME/NUMBER

Recycling/5025

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 ACTUAL	FY 2016 BUDGET
344.30	Recycling-Scrap Metal	2,247	996	1,200	1,842	1,500
344.30	Recycling-Motor Oil	1,693	1,284	1,750	803	1,200
344.30	Recycling-Single Stream	2,276	0	0	0	0
344.91	Wood Chip Sales	8,911	9,553	6,792	8,092	9,300
344.95	Delivery Charge-Wood Chips	4,681	4,551	4,500	3,363	4,700
	TOTAL	19,808	16,384	14,242	14,100	16,700

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 25 RECYCLING							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5025-550.10-01	SALARY	28,412	29,761	31,286	31,194	32,682	32,682
5025-550.10-02	HOURLY	262,581	258,074	238,673	284,009	257,457	257,457
5025-550.10-03	OVERTIME	3,964	956	1,000	1,534	1,000	1,000
5025-550.10-07	AUTOMATED TRUCK INCENTIVE	1,872	1,683	2,400	990	1,500	1,500
*	PAYROLL-WAGES	296,829	290,474	273,359	317,727	292,639	292,639
ELEM 11 FRINGE BENEFITS							
5025-550.11-10	FICA	21,575	20,452	19,287	22,450	20,371	20,371
5025-550.11-12	HEALTH INSURANCE	54,541	68,832	64,284	77,624	82,228	82,228
5025-550.11-13	DENTAL INSURANCE	2,969	3,201	2,831	3,404	3,467	3,467
5025-550.11-14	LIFE INSURANCE	1,090	1,048	961	784	938	938
5025-550.11-15	VISION INSURANCE	862	948	942	725	776	776
5025-550.11-17	457 CITY MATCH CONTRIBUTN	6,101	4,904	4,592	4,278	4,074	4,074
5025-550.11-18	401A RETIREMENT	17,653	18,401	7,294	6,517	5,986	5,986
5025-550.11-21	WORKERS COMPENSATION INS	9,868	8,268	6,063	6,997	6,368	6,368
5025-550.11-22	LONG TERM DISABILITY INS	1,071	1,084	1,048	1,088	1,052	1,052
5025-550.11-25	MSRP RETIREMENT	0	296	9,748	12,952	9,902	9,902
*	FRINGE BENEFITS	115,730	127,434	117,050	136,819	135,162	135,162
ELEM 12 TRAVEL & TRAINING							
5025-550.12-10	NON TRAINING TRAVEL	16	12	50	24	50	50
5025-550.12-11	TRAVEL & TRAINING	635	600	740	390	800	800
*	TRAVEL & TRAINING	651	612	790	414	850	850
ELEM 20 OVERHEAD							
5025-550.20-11	AUTOMOTIVE	134,362	135,506	135,629	135,630	140,945	140,945
*	OVERHEAD	134,362	135,506	135,629	135,630	140,945	140,945
ELEM 34 CONTRACTUAL SERVICES							
5025-550.34-12	TEMP MANPOWER-CURB RECYCL	441	1,827	1,320	1,173	1,360	1,360
5025-550.34-13	TEMP MANPOWER-BRUSH	6,670	1,370	1,320	820	1,360	1,360
5025-550.34-20	TIPPING FEES	1,769	1,764	5,100	2,810	6,550	6,550
*	CONTRACTUAL SERVICES	8,880	4,961	7,740	4,803	9,270	9,270
ELEM 36 SPECIAL SERVICES							
5025-550.36-10	PRINTING	0	576	1,500	546	2,500	2,500
*	SPECIAL SERVICES	0	576	1,500	546	2,500	2,500
ELEM 38 SPECIAL EVENTS							
5025-550.38-38	AMERICA RECYCLES DAY	1,143	70-	900	982	0	0
5025-550.38-39	CLEAN UP MONTH	0	600	600	600	600	600
*	SPECIAL EVENTS	1,143	530	1,500	1,582	600	600
ELEM 48 RENTAL							
5025-550.48-50	TUB GRINDER	14,017	6,975	10,000	8,224	10,000	10,000
*	RENTAL	14,017	6,975	10,000	8,224	10,000	10,000
ELEM 60 SUPPLIES							
5025-550.60-10	GENERAL SUPPLIES	52	285	200	383	200	200
5025-550.60-45	TOTERS & CONTAINERS	0	3,476	0	3,788	0	0
*	SUPPLIES	52	3,761	200	4,171	200	200
ELEM 67 DUES & PUBLICATIONS							
5025-550.67-10	DUES	235	250	250	250	250	250
*	DUES & PUBLICATIONS	235	250	250	250	250	250
ELEM 92 MACHINERY & EQUIPMENT							
5025-550.92-20	EQUIPMENT	361	0	0	0	0	0
*	MACHINERY & EQUIPMENT	361	0	0	0	0	0
**	RECYCLING	572,260	571,079	548,018	610,166	592,416	592,416

PROGRAM NAME/NUMBER

Safety Services/5026

DESCRIPTION: This proactive program is responsible for monitoring and assessing safety in the workplace, and developing measures to ensure personnel safety. The program goal is to reduce workplace risk exposure by identifying potential safety hazards and taking preventive measures. Staff works in conjunction with the Local Government Insurance Trust (LGIT) and Chesapeake Employers Insurance (CEI) on claims management. This program is responsible for overseeing the City's compliance with the Occupational Health and Safety Administration (OSHA), Maryland Occupational Safety and Health (MOSH), and Department of Transportation (DOT) policies, procedures and/or standards, as well as general industry safety and health principles.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Maintain a safe, accident-free work environment	Number of days lost city-wide due to work-related injuries or accidents (based on 225 working days per employee)	103	<175	177	<175

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Safety Officer	1.00	1.00	1.00	1.00
Budget Total	1.00	1.00	1.00	1.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5026	
Element/Object	Details	Total	
12	<u>Travel & Training</u> 12-11 Travel & Training LGIT defensive driver training course, 12 attendees @ \$25300 City-wide safety training (100 employees)900 Drug and Alcohol – Reasonable Suspicion for Supervisors training150 Red Cross administration/CPR training supplies600 OSHA-mandated blood-borne pathogens training100 Safety Officer training500 PESA seminars250	2,800	
52	<u>Awards & Gifts</u> 52-10 Awards & Gifts Safety Committee’s incentives and reminders	600	
54	<u>Physical Exams</u> 54-10 Physical Exams CDL DOT physical renewals, 20 @ \$1002,000 Hepatitis B shots, 2 series (3 shots/series) @ \$83/shot498 Hearing tests, 14 @ \$45630 Hepatitis titers, 2 @ \$65130	3,258	
60	<u>Supplies</u> 60-10 General Supplies Safety Committee, Accident Review Board, etc.	250	
	60-11 Meeting Refreshments	150	
	60-60 Safety Supplies First aid kits and refills1,130 Dust masks400 Gloves, vests, flags950 Hearing and eye protection1,200 Thirst quenchers, 5 cases @ \$36180 Drink coolers for trucks, 5 @ \$25125 Towels, 4 cases @ \$55220	4,205	
67	<u>Dues & Publications</u> 67-10 Dues Maryland Public Employees Safety Association (PESA)	100	
	67-20 Publications & Books Top Health (distributed to all employees monthly)680 Training videos and books1,000	1,680	

PROGRAM NAME/NUMBER

Safety Services/5026

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 26 SAFETY SERVICES							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5026-550.10-01	SALARY	65,278	67,581	68,842	68,947	70,231	70,231
*	PAYROLL-WAGES	65,278	67,581	68,842	68,947	70,231	70,231
ELEM 11 FRINGE BENEFITS							
5026-550.11-10	FICA	4,899	5,063	5,161	5,159	5,242	5,242
5026-550.11-12	HEALTH INSURANCE	4,727	5,818	6,152	6,372	6,787	6,787
5026-550.11-13	DENTAL INSURANCE	277	279	278	293	308	308
5026-550.11-14	LIFE INSURANCE	178	189	192	28	0	0
5026-550.11-15	VISION INSURANCE	99	101	102	89	89	89
5026-550.11-17	457 CITY MATCH CONTRIBUTN	3,120	3,132	3,129	3,132	3,137	3,137
5026-550.11-18	401A RETIREMENT	4,243	4,292	0	0	0	0
5026-550.11-21	WORKERS COMPENSATION INS	2,178	1,956	1,534	1,526	1,530	1,530
5026-550.11-22	LONG TERM DISABILITY INS	249	259	268	260	271	271
5026-550.11-25	MSRP RETIREMENT	0	96	4,257	4,162	3,512	3,512
*	FRINGE BENEFITS	19,970	21,185	21,073	21,021	20,876	20,876
ELEM 12 TRAVEL & TRAINING							
5026-550.12-11	TRAVEL & TRAINING	2,531	2,415	3,000	1,118	2,800	2,800
*	TRAVEL & TRAINING	2,531	2,415	3,000	1,118	2,800	2,800
ELEM 20 OVERHEAD							
5026-550.20-11	AUTOMOTIVE	7,465	7,528	7,535	7,535	7,830	7,830
*	OVERHEAD	7,465	7,528	7,535	7,535	7,830	7,830
ELEM 36 SPECIAL SERVICES							
5026-550.36-13	MVA SERVICES	65	25	0	0	0	0
*	SPECIAL SERVICES	65	25	0	0	0	0
ELEM 52 AWARDS & GIFTS							
5026-550.52-10	AWARDS & GIFTS	500	495	500	500	600	600
*	AWARDS & GIFTS	500	495	500	500	600	600
ELEM 54 PHYSICAL EXAMS							
5026-550.54-10	PHYSICAL EXAMS	1,425	2,043	2,740	1,599	3,258	3,258
*	PHYSICAL EXAMS	1,425	2,043	2,740	1,599	3,258	3,258
ELEM 60 SUPPLIES							
5026-550.60-10	GENERAL SUPPLIES	60	100	250	70	250	250
5026-550.60-11	MEETING REFRESHMENTS	150	0	150	0	150	150
5026-550.60-60	SAFETY SUPPLIES	4,517	4,166	4,205	5,951	4,205	4,205
*	SUPPLIES	4,727	4,266	4,605	6,021	4,605	4,605
ELEM 61 OFFICE SUPPLIES							
5026-550.61-10	OFFICE SUPPLIES	31	0	0	67	0	0
*	OFFICE SUPPLIES	31	0	0	67	0	0
ELEM 67 DUES & PUBLICATIONS							
5026-550.67-10	DUES	0	0	100	0	100	100
5026-550.67-20	PUBLICATIONS & BOOKS	1,791	1,602	1,630	2,249	1,680	1,680
*	DUES & PUBLICATIONS	1,791	1,602	1,730	2,249	1,780	1,780
**	SAFETY SERVICES	103,783	107,140	110,025	109,057	111,980	111,980

PROGRAM NAME/NUMBER**Parking Garage/5027**

DESCRIPTION: This program is responsible for maintenance and utilities of the downtown parking garage at Knox Road and Yale Avenue which opened in August 2009.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Ensure that the parking garage is well maintained <ul style="list-style-type: none">Inspect parking garage monthly	Number of inspections completed	12	12	12	12

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Crew Chief	0.10	0.10	0.10	0.10
Motor Equipment Operator III	0.05	0.05	0.05	0.05
Motor Equipment Operator II+A	0.12	0.12	0.12	0.12
Budget Total	0.27	0.27	0.27	0.27

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5027
Element/Object	Details	Total	
34 <u>Contractual Services</u> 34-38 Striping	Stripe parking spaces, arrows and stencils	2,300	
40 <u>Repair & Maintenance</u> 40-11 Buildings & Grounds	Building repairs as needed, identified during structural inspection9,000 Elevator repairs not covered under maintenance agreement, as needed 1,000 General repairs 1,500	11,500	
40-17 Alarm System Repairs	As needed	1,000	
40-18 Security Cameras	Kipp Visual Systems – security camera system, estimated time and materials	1,000	
40-25 HVAC Repairs	HVAC repairs, 11 hours @ \$75/hour	825	
40-50 Electrical Repairs	Replacement fixtures, ballasts, bulbs, etc.	1,400	
45 <u>Maintenance Contract</u> 45-16 Building Services	Elevator maintenance and emergency phone monitoring @ \$390/month4,680 Fire extinguisher inspection and service 100 Elevator smoke alarm testing975	5,755	
45-21 Backflow Prevention Valve	Annual inspection	400	
45-22 Security Alarm Monitoring	Security alarm monitoring324 Fire alarm monitoring444	768	
48 <u>Rental</u> 48-11 Tools & Equipment	Mobile pressure washer to clean parking decks	2,200	
60 <u>Supplies</u> 60-10 General Supplies	Maintenance supplies	750	
60-40 Signs	Signs	400	

PROGRAM NAME/NUMBER

Parking Garage/5027

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5027	
Element/Object		Details	Total
65	Utilities 65-10 Electricity	Estimated based on current usage	20,000

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 ACTUAL	FY 2016 BUDGET
362.11	Property Rental-Parking Garage Retail	9,320	91,417	87,000	87,000	87,000
	TOTAL	9,320	91,417	87,000	87,000	87,000

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 27 PARKING GARAGE							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5027-550.10-02	HOURLY	10,988	11,887	17,006	13,017	17,621	17,621
5027-550.10-03	OVERTIME	119	20	250	11	100	100
*	PAYROLL-WAGES	11,107	11,907	17,256	13,028	17,721	17,721
ELEM 11 FRINGE BENEFITS							
5027-550.11-10	FICA	836	889	1,294	977	1,322	1,322
5027-550.11-12	HEALTH INSURANCE	564	984	1,404	1,372	1,544	1,544
5027-550.11-13	DENTAL INSURANCE	82	134	133	165	159	159
5027-550.11-14	LIFE INSURANCE	34	40	75	5	0	0
5027-550.11-15	VISION INSURANCE	24	33	43	30	37	37
5027-550.11-17	457 CITY MATCH CONTRIBUTN	439	486	657	438	659	659
5027-550.11-18	401A RETIREMENT	728	763	0	0	0	0
5027-550.11-21	WORKERS COMPENSATION INS	368	332	384	289	386	386
5027-550.11-22	LONG TERM DISABILITY INS	44	53	66	49	68	68
5027-550.11-25	MSRP RETIREMENT	0	15	1,051	776	881	881
*	FRINGE BENEFITS	3,119	3,729	5,107	4,101	5,056	5,056
ELEM 20 OVERHEAD							
5027-550.20-14	TELEPHONE	547	601	601	601	538	538
*	OVERHEAD	547	601	601	601	538	538
ELEM 34 CONTRACTUAL SERVICES							
5027-550.34-38	STRIPING	0	2,210	2,300	3,459	2,300	2,300
*	CONTRACTUAL SERVICES	0	2,210	2,300	3,459	2,300	2,300
ELEM 40 REPAIR & MAINTENANCE							
5027-550.40-11	BUILDINGS & GROUNDS	19,344	12,416	11,500	0	11,500	11,500
5027-550.40-17	ALARM SYSTEM	0	1,250	1,000	924	1,000	1,000
5027-550.40-18	SECURITY CAMERAS	0	1,272	1,000	1,188	1,000	1,000
5027-550.40-25	HVAC REPAIRS	870	531	825	958	825	825
5027-550.40-50	ELECTRICAL REPAIRS	1,320	2,546	1,400	6,938	1,400	1,400
*	REPAIR & MAINTENANCE	21,534	18,015	15,725	10,008	15,725	15,725
ELEM 45 MAINTENANCE CONTRACT							
5027-550.45-16	BUILDING SERVICES	12,961	5,137	5,340	3,529	5,755	5,755
5027-550.45-21	BACKFLOW PREVENTION VALVE	0	0	600	975	400	400
5027-550.45-22	SECURITY ALARM MONITORING	720	720	823	720	768	768
*	MAINTENANCE CONTRACT	13,681	5,857	6,763	5,224	6,923	6,923
ELEM 48 RENTAL							
5027-550.48-11	TOOLS & EQUIPMENT	1,980	2,195	2,000	2,225	2,200	2,200
*	RENTAL	1,980	2,195	2,000	2,225	2,200	2,200
ELEM 60 SUPPLIES							
5027-550.60-10	GENERAL SUPPLIES	620	402	1,000	210	750	750
5027-550.60-40	SIGNS	0	398	0	0	400	400
*	SUPPLIES	620	800	1,000	210	1,150	1,150
ELEM 65 UTILITIES							
5027-550.65-10	ELECTRICITY	14,935	18,188	20,000	21,530	20,000	20,000
*	UTILITIES	14,935	18,188	20,000	21,530	20,000	20,000
**	PARKING GARAGE	67,523	63,502	70,752	60,386	71,613	71,613

PROGRAM NAME/NUMBER**Building Maintenance/5028**

DESCRIPTION: This program is responsible for heating, ventilation and air conditioning systems (HVAC), elevator maintenance, minor repairs, alarm monitoring service, and pest control at City Hall, Public Services and Old Parish House. Maintenance personnel inspect Old Parish House to identify repairs. This program includes operating expenditures associated with custodial maintenance of all City buildings. Expenditures in this program are charged out to utilizing programs as Overhead-Building Maintenance, resulting in a zero budget total.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Ensure that City buildings and office interiors are well maintained <ul style="list-style-type: none"> ● Monitor and evaluate the condition of City Hall and Old Parish House annually 	Inspect facilities monthly	11	12	12	12
	Percent of City facilities other than Public Works rated in satisfactory or better condition by City employees responding to employee survey:				
	Cleanliness	95%	95%	96%	95%
	Maintenance/general repair	100%	100%	96%	100%
	Percent of maintenance costs that are not budgeted	18%	<20%	13%	<20%

PROGRAM NAME/NUMBER

Building Maintenance/5028

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Supply Clerk	0.06	0.06	0.06	0.06
Crew Chief	0.27	0.29	0.29	0.30
Custodial Supervisor	1.00	1.00	1.00	1.00
Custodial Worker	2.00	2.00	2.00	2.00
Facilities Maintenance Worker	0.85	0.85	0.85	0.85
Budget Total	4.18	4.20	4.20	4.21

OPERATING EXPENDITURES: Building repairs at City Hall, Old Parish House and Public Services are included in this program budget. Repairs and utilities at Youth & Family Services are included in its Administration budget (program 4010). Utilities at City Hall are included in Finance-Non Departmental (program 1025).

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5028	
Element/Object	Details	Total	
40	Repair & Maintenance 40-11 Buildings & Grounds	City Hall, Old Parish House: Electrical repairs, 20 hours @ \$70/hour 1,400 Plumbing repairs, 15 hours @ \$65/hour 975 General repairs 4,200 Public Services 600	7,175
	40-17 Alarm System	Alarm system repairs, as needed	600
	40-25 HVAC Repairs	HVAC repairs, 40 hours @ \$75/hour	3,000
45	Maintenance Contract 45-16 Building Services	Fire extinguisher service and inspection: City Hall 300 Old Parish House 105 Public Services 120 Elevator maintenance and emergency phone monitoring, City Hall @ \$426/month 5,112 Elevator smoke alarm testing, City Hall 560 Sprinkler system testing, City Hall 910 Floor cleaning – carpet, stone and tile 3,200 Piano tuning, Old Parish House, quarterly 600	10,907
	45-21 Backflow Prevention Valve	Annual inspection – City Hall	200
	45-22 Security Alarm Monitoring	Security alarm monitoring: City Hall @ \$324/year 324 Old Parish House @ \$324/year 324 Public Services @ \$324/year 324 Fire alarm monitoring – City Hall @ \$40/month 480	1,452
	45-23 Pest Control	Pest control – City Hall @ \$94/month 1,128 Pest control – Old Parish House @ \$58/month 696	

PROGRAM NAME/NUMBER

Building Maintenance/5028

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5028	
Element/Object		Details	Total
		Pest control – Public Services @ \$57/month684 Termite contract – Old Parish House290	2,798
48	<u>Rental</u> 48-60 Buildings	Storage space rental, City Hall building materials @ \$202/month	2,424
60	<u>Supplies</u> 60-10 General Supplies	Maintenance supplies	3,000
	60-15 Small Tools	Maintenance tools	1,000
	60-30 Cleaning Supplies	Restroom paper supplies, all buildings	7,500
65	<u>Utilities</u> 65-10 Electricity	Old Parish House	600
	65-11 Natural Gas	Old Parish House	1,500
	65-13 Water & Sewer	Old Parish House	400
92	<u>Machinery & Equipment</u> 92-42 HVAC Systems	Replace first floor unit for north side of City Hall	7,000

CAPITAL OUTLAY: HVAC Systems includes replacement of HVAC unit serving the first floor on the north side of City Hall (\$7,000).

RELATED REVENUES		FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 ACTUAL	FY 2016 BUDGET
362.14	Property Rental-City Hall Meeting Rooms	500	175	100	250	200
362.15	Property Rental-Old Parish House	10,225	11,550	10,000	11,000	11,000
362.16	Cleaning Fee-City Buildings	625	650	400	900	650
362.20	Property Rental-Other Rentals	0	0	0	0	0
	TOTAL	11,350	12,375	10,500	12,150	11,850

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 28 BUILDING MAINTENANCE							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5028-550.10-02	HOURLY	164,281	167,957	183,926	169,748	190,062	190,062
5028-550.10-03	OVERTIME	1,494	1,353	1,500	1,770	1,500	1,500
*	PAYROLL-WAGES	165,775	169,310	185,426	171,518	191,562	191,562
ELEM 11 FRINGE BENEFITS							
5028-550.11-10	FICA	12,057	12,541	13,581	12,760	14,157	14,157
5028-550.11-12	HEALTH INSURANCE	27,124	28,995	37,569	27,418	34,872	34,872
5028-550.11-13	DENTAL INSURANCE	2,079	1,666	1,865	1,458	1,721	1,721
5028-550.11-14	LIFE INSURANCE	513	580	727	401	655	655
5028-550.11-15	VISION INSURANCE	653	633	734	423	496	496
5028-550.11-17	457 CITY MATCH CONTRIBUTN	4,561	4,197	3,324	3,943	3,365	3,365
5028-550.11-18	401A RETIREMENT	10,792	10,947	5,673	2,120	2,178	2,178
5028-550.11-21	WORKERS COMPENSATION INS	5,468	4,911	4,145	3,795	4,189	4,189
5028-550.11-22	LONG TERM DISABILITY INS	591	622	714	622	733	733
5028-550.11-25	MSRP RETIREMENT	0	197	6,042	8,406	7,878	7,878
*	FRINGE BENEFITS	63,838	65,289	74,374	61,346	70,244	70,244
ELEM 20 OVERHEAD							
5028-550.20-11	AUTOMOTIVE	14,929	15,056	15,070	15,070	15,661	15,661
5028-550.20-16	BUILDING MAINTENANCE	293,485-	311,181-	315,923-	315,923-	327,023-	327,023-
*	OVERHEAD	278,556-	296,125-	300,853-	300,853-	311,362-	311,362-
ELEM 40 REPAIR & MAINTENANCE							
5028-550.40-11	BUILDINGS & GROUNDS	10,625	7,104	7,175	2,367	7,175	7,175
5028-550.40-17	ALARM SYSTEM	0	720	500	2,316	600	600
5028-550.40-25	HVAC REPAIRS	3,253	3,150	2,250	1,413	3,000	3,000
5028-550.40-45	WELDING SERVICES	140	0	0	0	0	0
*	REPAIR & MAINTENANCE	14,018	10,974	9,925	6,096	10,775	10,775
ELEM 42 CLEANING SERVICE							
5028-550.42-10	BUILDING	7,267	630	0	0	0	0
*	CLEANING SERVICE	7,267	630	0	0	0	0
ELEM 45 MAINTENANCE CONTRACT							
5028-550.45-16	BUILDING SERVICES	8,923	9,972	9,900	10,096	10,907	10,907
5028-550.45-21	BACKFLOW PREVENTION VALVE	180	0	250	175	200	200
5028-550.45-22	SECURITY ALARM MONITORING	1,380	1,380	1,548	1,380	1,452	1,452
5028-550.45-23	PEST CONTROL	2,676	2,917	2,798	2,833	2,798	2,798
*	MAINTENANCE CONTRACT	13,159	14,269	14,496	14,484	15,357	15,357
ELEM 48 RENTAL							
5028-550.48-11	TOOLS & EQUIPMENT	20	0	0	31	0	0
5028-550.48-60	BUILDINGS	1,998	2,162	2,232	2,410	2,424	2,424
*	RENTAL	2,018	2,162	2,232	2,441	2,424	2,424
ELEM 60 SUPPLIES							
5028-550.60-10	GENERAL SUPPLIES	2,491	1,820	3,000	3,560	3,000	3,000
5028-550.60-15	SMALL TOOLS	789	188	1,000	754	1,000	1,000
5028-550.60-30	CLEANING SUPPLIES	7,074	5,973	8,000	7,482	7,500	7,500
*	SUPPLIES	10,354	7,981	12,000	11,796	11,500	11,500
ELEM 65 UTILITIES							
5028-550.65-10	ELECTRICITY	430	462	600	468	600	600
5028-550.65-11	NATURAL GAS	1,162	1,684	1,500	1,447	1,500	1,500
5028-550.65-13	WATER & SEWER	369	1,471	300	343	400	400
*	UTILITIES	1,961	3,617	2,400	2,258	2,500	2,500
ELEM 92 MACHINERY & EQUIPMENT							
5028-550.92-42	HVAC SYSTEMS	0	5,220	0	0	7,000	7,000
*	MACHINERY & EQUIPMENT	0	5,220	0	0	7,000	7,000
**	BUILDING MAINTENANCE	166-	16,673-	0	30,914-	0	0

PROGRAM NAME/NUMBER

Calvert Road School Maintenance/5029

DESCRIPTION: This program maintains the Calvert Road School building and makes necessary repairs. Regular inspections are conducted and work orders are issued as needed.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Monitor and evaluate the condition of Calvert Road School	Number of monthly inspections	11	12	12	12

PROGRAM NAME/NUMBER

Calvert Road School Maintenance/5029

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5029	
Element/Object	Details	Total	
40 <u>Repair & Maintenance</u> 40-11 Building & Grounds	General repairs	7,500	
45 <u>Maintenance Contract</u> 45-21 Backflow Prevention Valve	Annual inspection	200	
65 <u>Utilities</u> 65-10 Electricity	Based on current usage	2,100	
65-11 Natural Gas	Based on current usage	500	
65-13 Water & Sewer	Field irrigation, Calvert Road School field 1,500 Public Services offices 500	2,000	

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 29 CALVERT ROAD SCHOOL MAINT							
SUB 0 PUBLIC WORKS							
ELEM 40 REPAIR & MAINTENANCE							
5029-550.40-11	BUILDINGS & GROUNDS	1,166	157	7,500	642	7,500	7,500
*	REPAIR & MAINTENANCE	1,166	157	7,500	642	7,500	7,500
ELEM 45 MAINTENANCE CONTRACT							
5029-550.45-16	BUILDING SERVICES	0	225	0	0	0	0
5029-550.45-21	BACKFLOW PREVENTION VALVE	0	0	225	190	200	200
*	MAINTENANCE CONTRACT	0	225	225	190	200	200
ELEM 60 SUPPLIES							
5029-550.60-10	GENERAL SUPPLIES	220	0	0	0	0	0
*	SUPPLIES	220	0	0	0	0	0
ELEM 65 UTILITIES							
5029-550.65-10	ELECTRICITY	1,762	1,902	2,100	2,017	2,100	2,100
5029-550.65-11	NATURAL GAS	435	437	500	452	500	500
5029-550.65-13	WATER & SEWER	817	873	2,000	1,207	2,000	2,000
*	UTILITIES	3,014	3,212	4,600	3,676	4,600	4,600
**	CALVERT ROAD SCHOOL MAINT	4,400	3,594	12,325	4,508	12,300	12,300

PROGRAM NAME/NUMBER**Central Garage/5030**

DESCRIPTION: The City's central garage provides maintenance for a fleet of approximately 100 units, including passenger vehicles, heavy equipment and other motorized equipment. Regular preventive maintenance of vehicles is performed according to mileage and/or hours since last service. Major repairs may be performed off-site by qualified service centers. Membership in the Metropolitan Washington Council of Governments (MWCOCG) allows the City to receive cost savings in purchases of fuel, tires, oil and small parts. A computerized fleet management program provides online access to inventory and vehicle service history. Expenditures in this program are charged out to utilizing programs through Overhead-Automotive, resulting in a zero budget total.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Ensure safe and reliable vehicle performance through maintenance • Follow preventive maintenance schedule	Percent of vehicle availability	90%	90%	90%	90%
	Percent of preventive maintenance completed as scheduled	95%	95%	95%	95%
2. Maintain motorized off-road equipment	Percent of equipment availability	90%	90%	90%	90%
3. Ensure leaf collection equipment is available for use at beginning of leaf season (Nov. 1st)	Percent of leaf vacuums and towing vehicles ready for use	100%	100%	100%	100%
4. Ensure snow removal equipment is ready for use by November 15th	Percent of vehicles and equipment listed in snow plan prepared for use	100%	100%	100%	100%

CONDITIONS: The availability of replacement parts may affect this goal. Several pieces of equipment currently in service are no longer manufactured; as a result, replacement parts may be difficult to obtain in a timely manner.

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Mechanic II	1.00	1.00	1.00	1.00
Mechanic I	1.00	1.00	1.00	1.00
Garage Supply Clerk/Asst. Mechanic	1.00	1.00	1.00	1.00
Budget Total	3.00	3.00	3.00	3.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5030	
Element/Object	Details	Total	
12 <u>Travel & Training</u> 12-11 Travel & Training	Staff training	500	
34 <u>Contractual Services</u> 34-20 Tipping Fees	Recycle used oil filters	200	
36 <u>Special Services</u> 36-20 Towing Service	Towing service, as needed	2,000	
40 <u>Repair & Maintenance</u> 40-11 Buildings & Grounds	Floor lift repairs and maintenance	2,100	
40-45 Welding Services	Certified welder to perform prefabrication, welding repairs	4,000	
41 <u>Vehicle Repair & Maintenance</u> 41-10 Inside Repairs	Refuse truck parts 12,500 Open body truck parts 8,500 Leaf machine parts 9,000 Off road equipment (front end loader, bobcat, etc.) 6,000 Pick-up truck parts 6,000 Senior bus and van parts 4,000 Sedan fleet parts 4,000 Tractor parts 2,000 Windrow turner 8,000 Snow equipment parts 6,000 Sidewalk sweeper 1,000 Other parts 3,000 Hydraulic hose and fittings 4,000	74,000	
41-11 Outside Repairs	Refuse trucks 27,000 Open body trucks 15,000 Pick-up trucks 8,000 Senior bus and van parts 8,000 Windrow turner 8,500 Tire repairs 5,000 Sedans 6,000 Vehicle painting 2,575 Fleet car washes 1,200		

PROGRAM NAME/NUMBER

Central Garage/5030

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5030	
Element/Object	Details	Total	
	Fire extinguisher inspection725	82,000	
41-20 Tires	Truck tires 16,000 Equipment, tractors, etc.6,000 Sedans and pick-up trucks4,000	26,000	
45 <u>Maintenance Contract</u> 45-16 Building Services	Pump 3 oil grit separators, truck wash & 2 @ fleet garage	5,000	
60 <u>Supplies</u> 60-14 Maintenance Supplies	Encapsulation for snow equipment	500	
60-15 Small Tools	Pliers, ratchets, air drill, hammer drill, screwdrivers, welding tips, drill bits	3,500	
60-70 Central Garage	Wipers, shop rags, spill kits, fender covers, oil dry, etc.700 Oxygen and acetylene for welding equipment640 Solvent and service for part cleaning and tool machine2,850 Cleaning solution - pressure washer, truck wash, floor 1,500 Assorted fasteners 1,000 Hand soap with pumice225 Fire extinguishers, 7 @ \$75525	7,440	
62 <u>Postage</u> 62-10 Postage	Shipping charges, returns of auto parts	200	
64 <u>Fuel</u> 64-10 Gasoline	Based on current usage	65,100	
64-11 Diesel	Based on current usage	120,250	
64-12 Other Additives	Based on current usage	15,000	
64-15 Fuel Surcharge Credit	Billed charge for delivery of compost or wood mulch outside City limits, \$5/delivery trip (represents a credit against fuel costs)	(2,000)	
65 <u>Utilities</u> 65-10 Electricity	Fleet garage buildings	20,000	
65-11 Natural Gas	Fleet garage buildings	12,000	
69 <u>Miscellaneous Charge</u> 69-10 Miscellaneous	Emission tests, replacement keys, etc.	500	
92 <u>Machinery & Equipment</u> 92-20 Equipment	Autel – annual software upgrade to handheld diagnostic scanner (to read deficiency codes in sedans and pick-up trucks)800 Motor-Alldata – cars & light trucks renewal 1,000 Motor-Alldata – medium & heavy duty trucks renewal800	2,600	

PROGRAM NAME/NUMBER

Central Garage/5030

CAPITAL OUTLAY: Equipment includes annual upgrade to Autel handheld diagnostic scanner (\$800) and renewal to Motor-Alldata on-line repair resource (\$1,800).

RELATED REVENUES		FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 BUDGET	FY 2015 ACTUAL	FY 2016 BUDGET
364.10	Sale of Fixed Assets	0	0	1,000	0	0
	TOTAL	0	0	1,000	0	0

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 30 CENTRAL GARAGE							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5030-550.10-02	HOURLY	167,526	171,952	180,362	169,542	187,222	187,222
5030-550.10-03	OVERTIME	6,327	3,070	7,000	4,881	7,000	7,000
*	PAYROLL-WAGES	173,853	175,022	187,362	174,423	194,222	194,222
ELEM 11 FRINGE BENEFITS							
5030-550.11-10	FICA	12,728	13,035	13,843	12,828	14,168	14,168
5030-550.11-12	HEALTH INSURANCE	24,001	27,000	30,950	29,676	51,585	51,585
5030-550.11-13	DENTAL INSURANCE	1,298	1,292	1,361	1,366	2,599	2,599
5030-550.11-14	LIFE INSURANCE	479	488	528	169	168	168
5030-550.11-15	VISION INSURANCE	467	465	505	373	623	623
5030-550.11-17	457 CITY MATCH CONTRIBUTN	1,829	1,729	1,955	1,201	1,046	1,046
5030-550.11-18	401A RETIREMENT	11,204	11,320	3,411	2,577	0	0
5030-550.11-21	WORKERS COMPENSATION INS	5,611	4,980	4,144	3,793	4,181	4,181
5030-550.11-22	LONG TERM DISABILITY INS	608	621	701	626	722	722
5030-550.11-25	MSRP RETIREMENT	0	184	7,970	7,963	9,361	9,361
*	FRINGE BENEFITS	58,225	61,114	65,368	60,572	84,453	84,453
ELEM 12 TRAVEL & TRAINING							
5030-550.12-10	NON TRAINING TRAVEL	0	32	0	0	0	0
5030-550.12-11	TRAVEL & TRAINING	32	41	500	21	500	500
*	TRAVEL & TRAINING	32	73	500	21	500	500
ELEM 20 OVERHEAD							
5030-550.20-10	INSURANCE	68,557	60,922	62,867	62,867	63,461	63,461
5030-550.20-11	AUTOMOTIVE	746,456-	752,809-	753,497-	753,497-	783,026-	783,026-
*	OVERHEAD	677,899-	691,887-	690,630-	690,630-	719,565-	719,565-
ELEM 30 PROFESSIONAL SERVICES							
5030-550.30-15	CONSULTING	0	0	0	2,090	0	0
*	PROFESSIONAL SERVICES	0	0	0	2,090	0	0
ELEM 34 CONTRACTUAL SERVICES							
5030-550.34-20	TIPPING FEES	40	65	200	140	200	200
*	CONTRACTUAL SERVICES	40	65	200	140	200	200
ELEM 36 SPECIAL SERVICES							
5030-550.36-20	TOWING SERVICE	1,425	1,050	3,000	2,550	2,000	2,000
*	SPECIAL SERVICES	1,425	1,050	3,000	2,550	2,000	2,000
ELEM 40 REPAIR & MAINTENANCE							
5030-550.40-11	BUILDINGS & GROUNDS	517	0	2,100	0	2,100	2,100
5030-550.40-45	WELDING SERVICES	1,089	3,776	5,000	0	4,000	4,000
*	REPAIR & MAINTENANCE	1,606	3,776	7,100	0	6,100	6,100
ELEM 41 VEHICLE REPAIR & MAINT							
5030-550.41-10	INSIDE	53,993	134,834	69,000	71,127	74,000	74,000
5030-550.41-11	OUTSIDE	46,112	108,121	62,500	88,897	82,000	82,000
5030-550.41-20	TIRES	24,348	25,821	24,500	29,622	26,000	26,000
*	VEHICLE REPAIR & MAINT	124,453	268,776	156,000	189,646	182,000	182,000
ELEM 45 MAINTENANCE CONTRACT							
5030-550.45-16	BUILDING SERVICES	3,549	4,223	4,000	6,051	5,000	5,000
*	MAINTENANCE CONTRACT	3,549	4,223	4,000	6,051	5,000	5,000
ELEM 60 SUPPLIES							
5030-550.60-10	GENERAL SUPPLIES	0	42	0	0	0	0
5030-550.60-14	MAINTENANCE SUPPLIES	0	0	500	0	500	500
5030-550.60-15	SMALL TOOLS	4,497	2,299	3,500	1,881	3,500	3,500
5030-550.60-70	CENTRAL GARAGE	6,220	6,827	7,400	3,339	7,440	7,440
*	SUPPLIES	10,717	9,168	11,400	5,220	11,440	11,440
ELEM 62 POSTAGE							
5030-550.62-10	POSTAGE	51	90	200	17	200	200

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 30 CENTRAL GARAGE							
SUB 0 PUBLIC WORKS							
ELEM 62 POSTAGE							
*	POSTAGE	51	90	200	17	200	200
ELEM 64 FUEL							
5030-550.64-10	GASOLINE	57,557	60,368	67,500	44,575	65,100	65,100
5030-550.64-11	DIESEL	119,616	121,785	135,000	92,097	120,250	120,250
5030-550.64-12	OTHER ADDITIVES	11,217	12,588	15,000	15,892	15,000	15,000
5030-550.64-15	FUEL SURCHARGE CREDIT	1,990-	1,915-	2,000-	1,665-	2,000-	2,000-
*	FUEL	186,400	192,826	215,500	150,899	198,350	198,350
ELEM 65 UTILITIES							
5030-550.65-10	ELECTRICITY	16,146	15,976	22,000	16,027	20,000	20,000
5030-550.65-11	NATURAL GAS	7,106	11,958	14,400	8,722	12,000	12,000
*	UTILITIES	23,252	27,934	36,400	24,749	32,000	32,000
ELEM 69 MISCELLANEOUS CHARGE							
5030-550.69-10	MISCELLANEOUS	560	235	500	375	500	500
*	MISCELLANEOUS CHARGE	560	235	500	375	500	500
ELEM 92 MACHINERY & EQUIPMENT							
5030-550.92-20	EQUIPMENT	2,300	3,125	3,100	2,425	2,600	2,600
*	MACHINERY & EQUIPMENT	2,300	3,125	3,100	2,425	2,600	2,600
**	CENTRAL GARAGE	91,436-	55,590	0	71,452-	0	0

PROGRAM NAME/NUMBER**Street Lighting/5040**

DESCRIPTION: This program provides for pedestrian and street lighting and park lighting, which meets the Prince George's County lighting standard. Pepco currently provides replacement and repair of Pepco streetlights; these maintenance costs are billed with the utility cost.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Improve vehicular, pedestrian and bicyclist safety by providing street lighting	Percent of residents rating street lighting as good or better	No survey	63%	56%	No survey
	Number of streetlight inspections	4	3	3	3

PROGRAM NAME/NUMBER

Street Lighting/5040

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5040	
Element/Object	Details	Total	
40	<u>Repair & Maintenance</u> 40-31 Streetlight Repairs	City-owned streetlight pole repair	1,500
65	<u>Utilities</u> 65-10 Electricity	Citywide street lighting, estimated based on current usage, utilizing Montgomery County aggregation contract rates	230,000

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 40 STREET LIGHTING							
SUB 0 PUBLIC WORKS							
ELEM 40 REPAIR & MAINTENANCE							
5040-550.40-31	STREETLIGHT REPAIRS	1,531	1,063	1,500	1,395	1,500	1,500
*	REPAIR & MAINTENANCE	1,531	1,063	1,500	1,395	1,500	1,500
ELEM 65 UTILITIES							
5040-550.65-10	ELECTRICITY	212,221	222,132	230,000	224,277	230,000	230,000
*	UTILITIES	212,221	222,132	230,000	224,277	230,000	230,000
**	STREET LIGHTING	213,752	223,195	231,500	225,672	231,500	231,500

PROGRAM NAME/NUMBER**Compost Yard Operations/5050**

DESCRIPTION: This program converts raw materials in the form of leaves and grass clippings into composted material. Tipping fees associated with the disposal of these raw materials are avoided. The compost is marketed to residential and commercial entities. The City's Smartleaf® composting program received an Award of Excellence from the Maryland Municipal League in FY 2000.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Compost residential vegetative yard waste generated by residents and Public Works	Tons of vegetative waste processed (Note 1)	2,872	2,000	2,748	2,000
	Dollars in tipping fees saved	\$71,799	\$50,000	\$68,704	\$50,000
2. Generate revenues from sales	Dollar value of compost-related revenues (includes sales of product, tipping fees collected)	New	\$68,000	\$83,317	\$78,050

Note 1: Material is collected via curbside leaf collection (November – December) and scheduled yard waste collection days (January – October).

PROGRAM NAME/NUMBER**Compost Yard Operations/5050****PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Admin. Asst./Recycling Coordinator	0.10	0.10	0.10	0.10
Motor Equipment Operator II+A	0.13	0.14	0.14	0.24
Motor Equipment Operator I+A	0.17	0.17	0.17	0.17
Motor Equipment Operator I	0.16	0.17	0.17	0.17
Lead Groundskeeper	0.43	0.44	0.44	0.44
Budget Total	0.99	1.02	1.02	1.12

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5050
Element/Object	Details		Total
12	<u>Travel & Training</u> 12-11 Travel & Training	Facility operator recertification	0
36	<u>Special Services</u> 36-43 Registration Fees	Maryland Department of Agriculture, inspection/registration fee	350
48	<u>Rental</u> 48-11 Equipment	Vibratory roller for street millings	600
	48-55 Screening Equipment	Rental of screening equipment, 1 month @ \$12,000/month	12,000
60	<u>Supplies</u> 60-10 General Supplies	Supplies, product testing, etc.	600

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
		ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET
344.90	Compost Sales	35,872	38,920	46,004	42,485	50,000
344.92	Tipping Fees Revenue	22,325	26,861	26,000	28,942	28,500
344.94	Delivery Charge-Compost	10,304	9,330	10,000	8,630	10,000
	TOTAL	68,501	75,111	82,004	80,057	88,500

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 50 COMPOST YARD OPERATIONS							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5050-550.10-01	SALARY	4,371	4,578	4,813	4,799	5,028	5,028
5050-550.10-02	HOURLY	62,508	69,612	50,695	71,500	59,071	59,071
5050-550.10-03	OVERTIME	487	3,166	1,500	473	1,300	1,300
*	PAYROLL-WAGES	67,366	77,356	57,008	76,772	65,399	65,399
ELEM 11 FRINGE BENEFITS							
5050-550.11-10	FICA	5,016	5,826	4,276	5,766	4,896	4,896
5050-550.11-12	HEALTH INSURANCE	7,087	9,310	5,937	6,850	6,598	6,598
5050-550.11-13	DENTAL INSURANCE	572	581	366	374	398	398
5050-550.11-14	LIFE INSURANCE	220	224	267	106	74	74
5050-550.11-15	VISION INSURANCE	193	194	115	106	85	85
5050-550.11-17	457 CITY MATCH CONTRIBUTN	1,786	1,938	1,470	2,318	1,668	1,668
5050-550.11-18	401A RETIREMENT	4,118	5,058	0	10	66	66
5050-550.11-21	WORKERS COMPENSATION INS	2,216	2,153	1,270	1,686	1,427	1,427
5050-550.11-22	LONG TERM DISABILITY INS	249	274	215	271	247	247
5050-550.11-25	MSRP RETIREMENT	0	65	3,430	4,651	3,154	3,154
*	FRINGE BENEFITS	21,457	25,623	17,346	22,138	18,613	18,613
ELEM 12 TRAVEL & TRAINING							
5050-550.12-11	TRAVEL & TRAINING	425	920	1,000	627	0	0
*	TRAVEL & TRAINING	425	920	1,000	627	0	0
ELEM 20 OVERHEAD							
5050-550.20-11	AUTOMOTIVE	44,787	45,169	45,208	45,210	46,982	46,982
*	OVERHEAD	44,787	45,169	45,208	45,210	46,982	46,982
ELEM 36 SPECIAL SERVICES							
5050-550.36-10	PRINTING	90	0	0	0	0	0
5050-550.36-43	REGISTRATION FEES	283	287	350	304	350	350
*	SPECIAL SERVICES	373	287	350	304	350	350
ELEM 48 RENTAL							
5050-550.48-11	TOOLS & EQUIPMENT	0	0	600	0	600	600
5050-550.48-55	SCREENING EQUIPMENT	9,950	9,000	12,000	9,950	12,000	12,000
*	RENTAL	9,950	9,000	12,600	9,950	12,600	12,600
ELEM 60 SUPPLIES							
5050-550.60-10	GENERAL SUPPLIES	592	1,066	600	381	600	600
*	SUPPLIES	592	1,066	600	381	600	600
ELEM 62 POSTAGE							
5050-550.62-10	POSTAGE	27	19	0	0	0	0
*	POSTAGE	27	19	0	0	0	0
**	COMPOST YARD OPERATIONS	144,977	159,440	134,112	155,382	144,544	144,544
***	PUBLIC WORKS	4,316,407	4,725,728	5,096,819	4,634,769	5,215,750	5,215,750

CONTINGENCY

PROGRAM NAME/NUMBER

Contingency/6510

DESCRIPTION: This program provides appropriated contingency funds for unanticipated operating expenses and services, to be utilized at the direction of the City Manager.

PROGRAM NAME/NUMBER

Contingency/6510

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 6510	
Element/Object	Details	Total	
85 Contingency 85-10 Contingency		10,000	

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
	DEPT 65 CONTINGENCY						
	DIV 10 CONTINGENCY						
	SUB 0 GENERAL GOVERNMENT						
	ELEM 85 CONTINGENCY						
6510-510.85-10	CONTINGENCY	0	0	10,000	0	10,000	10,000
*	CONTINGENCY	0	0	10,000	0	10,000	10,000
**	CONTINGENCY	0	0	10,000	0	10,000	10,000
***	CONTINGENCY	0	0	10,000	0	10,000	10,000

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DEBT SERVICE

PROGRAM NAME/NUMBER

Debt Service/9010

DESCRIPTION: This program provides debt service on the \$8,150,000 SunTrust Bank – Parking Garage Tax-Exempt Bond dated February 25, 2011. This 20-year bond bears interest at 3.68%. Annual principal payment is due October 15, 2015 and semi-annual interest payments are due October 15, 2015 and April 15, 2016.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. Ensure timely payment of principal and interest on City general obligation debt and master leases	Percent of payments made on time	100%	100%	100%	100%
	Dollars in late charges	\$0	\$0	\$0	\$0

PROGRAM NAME/NUMBER

Debt Service/9010

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 9010	
Element/Object	Details	Total	
70	Principal 70-30 SunTrust Bank-Parking Garage Tax-Exempt Bond	Annual principal payment due 10/15/15, reducing outstanding principal balance from \$7,075,000 to \$6,770,000	305,000
72	Interest 72-30 SunTrust Bank-Parking Garage Tax-Exempt Bond	FY 2015 accrued interest on \$7,075,000, 04/16/15 – 06/30/15 (54,212) Semi-annual interest payment on \$7,075,000, due 10/15/15 130,180 Semi-annual interest payment on \$6,770,000, due 04/15/16 124,568 FY 2016 accrued interest on \$6,770,000, 04/16/16 – 06/30/16 51,875	252,411

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
		ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET
390.00	Interfund Transfer from Parking Debt Service Fund	251,950	0	314,815	0	257,392
	TOTAL	251,950	0	314,815	0	257,392

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 90 DEBT SERVICE							
DIV 10 ADMINISTRATION							
SUB 0 DEBT SERVICE							
ELEM 30 PROFESSIONAL SERVICES							
9010-580.30-51	FINANCIAL ADVISOR	0	0	0	18,000	0	0
*	PROFESSIONAL SERVICES	0	0	0	18,000	0	0
ELEM 32 LEGAL SERVICES							
9010-580.32-40	BOND COUNSEL	0	0	0	13,080	0	0
*	LEGAL SERVICES	0	0	0	13,080	0	0
ELEM 70 PRINCIPAL							
9010-580.70-30	SUNTR-PKG GARAGE T/E BOND	273,000	283,000	294,000	294,000	305,000	305,000
*	PRINCIPAL	273,000	283,000	294,000	294,000	305,000	305,000
ELEM 72 INTEREST							
9010-580.72-30	SUNTR-PKG GARAGE T/E BOND	284,441	274,218	264,274	253,391	252,411	252,411
*	INTEREST	284,441	274,218	264,274	253,391	252,411	252,411
ELEM 74 LOANS, LEASES, BONDS							
9010-580.74-10	ADMINISTRATIVE FEES	0	0	0	5,000	0	0
*	LOANS, LEASES, BONDS	0	0	0	5,000	0	0
**	ADMINISTRATION	557,441	557,218	558,274	583,471	557,411	557,411
***	DEBT SERVICE	557,441	557,218	558,274	583,471	557,411	557,411

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INTERFUND TRANSFERS

PROGRAM NAME/NUMBER

Interfund Transfers/9210

DESCRIPTION: This program transfers funds as authorized by the Mayor & Council, under the direction of the City Manager, to other funds. Primarily, this involves the transfer of funds from the General Fund to the unrestricted or restricted Capital Projects Fund in order to fund projects in the capital improvement program (C.I.P.). Such transfers are posted on the first day of the fiscal year for which they are appropriated.

PROGRAM NAME/NUMBER

Interfund Transfers/9210

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2013	FY 2014	FY 2015	FY 2016
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 9210	
Element/Object	Details		Total
99	<u>Interfund Transfers</u>		
	99-10 Operating Cash Transfer to Capital Projects Fund	Business Retention Fund (project 113001)	30,000
		CCTV (project 092003)	27,000
		Community Legacy Loan Repayments (project 093001)	150,000
		Complete Streets (project 163001)	50,000
		Facilities Capital Reserve (project 991013)	25,000
		Fire Department Capital Equipment Grants (project 012006)	52,500
		Hollywood Commercial Revitalization (project 103004)	50,000
		Parking Enforcement Equipment Replacement (project 162002)	25,000
		Pavement Management Plan (project 045008)	721,000
		Vehicle Replacement Program (project 925061)	300,000
			1,430,500

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
DEPT 92	INTERFUND TRANSFER						
DIV 10	ADMINISTRATION						
SUB 0	OTHER						
ELEM 99	INTERFUND TRANSFERS						
9210-590.99-10	OPERATING CASH TRANSFERS	2,827,900	922,000	1,081,225	1,081,225	1,396,000	1,430,500
*	INTERFUND TRANSFERS	2,827,900	922,000	1,081,225	1,081,225	1,396,000	1,430,500
**	ADMINISTRATION	2,827,900	922,000	1,081,225	1,081,225	1,396,000	1,430,500
***	INTERFUND TRANSFER	2,827,900	922,000	1,081,225	1,081,225	1,396,000	1,430,500
****	GENERAL FUND	15,506,348	14,012,320	15,394,904	14,540,557	16,267,363	16,317,988
		15,506,348	14,012,320	15,394,904	14,540,557	16,267,363	16,317,988

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**PARKING DEBT
SERVICE FUND**

REVENUES

REVENUE FOOTNOTES		Parking Debt Service Fund/290
Element/Object	Details	Amount
Charges for Services 34320 Parking Meter Revenue	The Parking Debt Service Fund receives the 50% increase in parking meter revenue resulting from the meter rate increase in July 2007. The accumulated funds will be used to partially cover debt service on the tax-exempt parking garage bond.	205,000
Fines and Fees 35940 Parking Fines Revenue	The Parking Debt Service Fund receives the \$2.50 increase in parking ticket revenue resulting from an increase, effective July 1, 2010, in expired meter (violation 01) and overtime parking (violation 30).	45,000

CITY OF COLLEGE PARK
 REVENUE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
BASIC 34 CHARGES FOR SERVICES						
SUB 3 HIGHWAYS AND STREETS						
343.20 PARKING METER REVENUE	209,292	204,355	205,000	212,593	205,000	205,000
* HIGHWAYS AND STREETS	209,292	204,355	205,000	212,593	205,000	205,000
BASIC 35 FINES & FEES						
SUB 9 FINES						
359.40 PARKING FINES REVENUE	48,743	52,053	45,000	51,473	45,000	45,000
* FINES	48,743	52,053	45,000	51,473	45,000	45,000
*** PARKING DEBT SERVICE FUND	209,292	256,408	250,000	264,066	250,000	250,000

EXPENDITURES

EXPENDITURE SUPPORT DATA		Parking Debt Service Fund/290	
Element/Object	Details	Amount	
99	<u>Interfund Transfers</u> 99-10 Transfer to General Fund	Transfer from Parking Debt Service Fund to General Fund to cover excess of parking garage debt service over parking garage-related revenues: SunTrust Bank – bond principal 305,000 SunTrust Bank – bond interest <u>252,411</u> Subtotal 557,411 Garage pay station revenue (account 343.21) ... (100,000) Garage permit revenue (account 343.26) (80,000) Garage retail rent (account 362.11) (87,000) Interest – tenant improvement allowance (account 361.22) (33,019)	257,392

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2016

ACCOUNT DESCRIPTION	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADJUSTED BUDGET	FY 2015 ACTUAL	FY 2016 CITY MGR REQUEST	FY 2016 ADOPTED BUDGET
BASIC 70 INTERFUND TRANSFERS						
SUB 0 INTERFUND TRANSFERS						
99-10 INTERFUND TRANSFERS	251,950	0	314,815	0	257,392	257,392
* INTERFUND TRANSFERS	251,950	0	314,815	0	257,392	257,392
*** PARKING DEBT SERVICE FUND	251,950	0	314,815	0	257,392	257,392

**FIVE-YEAR CAPITAL
IMPROVEMENT
PROGRAM
(C.I.P.)**

Capital Project Summary

Schedule of Expenditures by Project by Year								
Project Number	Project Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
113003	Bikeshare	464,858	0	277,734	187,124	0	0	0
133003	Business Recycling Incentive Fund	25,000	6,976	18,024	0	0	0	0
113001	Business Retention Fund	135,000	106,800	28,200	0	0	0	0
092003	CCTV	960,175	933,175	27,000	0	0	0	0
041003	City Hall Expansion	8,705,021	402,724	302,297	8,000,000	0	0	0
093001	Community Legacy Loan Repayments	660,000	210,000	150,000	0	0	0	300,000
163001	Complete Streets	181,524	30,000	151,524	0	0	0	0
103001	Downtown Streetscape #2	509,620	108,605	401,015	0	0	0	0
053007	Duvall Field Renovation	748,708	119,194	629,514	0	0	0	0
991013	Facilities Capital Reserve	381,212	81,158	0	0	0	0	300,054
012006	Fire Department Capital Equipment	491,950	439,450	52,500	0	0	0	0
113004	Green Streets	202,140	35,000	167,140	0	0	0	0
085001	Guardrail Replacement	100,000	40,433	30,000	29,567	0	0	0
103004	Hollywood Commercial Revitalization	1,324,995	24,995	300,000	500,000	500,000	0	0
103002	Hollywood Gateway Park	727,778	122,948	454,830	150,000	0	0	0
073004	Hollywood Road Extended	500,000	0	75,000	425,000	0	0	0
063002	Homeownership Grant Program	210,000	167,500	20,000	22,500	0	0	0
011004	Institutional Network (I-Net)/P.E.G.	2,876,644	817,657	7,749	7,749	7,749	7,749	2,027,991
155001	Old Parish House Renovations #2	60,000	0	60,000	0	0	0	0
162002	Parking Enf. Equipt. Replacement	50,000	0	0	50,000	0	0	0
045008	Pavement Management Plan	3,588,891	467,891	721,000	600,000	600,000	600,000	600,000
963028	Program Open Space Acquisition Projects	946,427	373,256	75,000	498,171	0	0	0
015002	Public Works Facility Improvements	1,178,528	185,765	992,763	0	0	0	0
133001	Randolph Macon Avenue	492,936	36,000	456,936	0	0	0	0
133002	Retail Attraction & Expansion Fund	95,000	75,000	20,000	0	0	0	0
143001	Route 1 Underground Utilities	15,175,000	140,000	300,000	655,000	0	14,080,000	0
091004	Sustainability Initiatives	118,451	60,615	57,836	0	0	0	0
925061	Vehicle Replacement Program	7,769,500	335,000	1,265,000	1,507,500	1,415,000	1,171,000	2,076,000
	Total Expenditures	<u>48,679,358</u>	<u>5,320,142</u>	<u>7,041,062</u>	<u>12,632,611</u>	<u>2,522,749</u>	<u>15,858,749</u>	<u>5,304,045</u>

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Capital Project Summary

Schedule of Expenditures by Account by Year

<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>Past FY19</u>
25	Grants & Assistance	956,274	795,050	138,724	22,500			
30	Professional Services	2,912,090	1,104,279	1,152,811	655,000			
32	Legal	8,163	1,163	7,000				
34	Contractual Services	31,393	31,393					
36	Special Services	128,308	97,312	7,749	7,749	7,749	7,749	
40	Repairs & Maintenance	12,228	12,228					
45	Maintenance Contract	187,416	187,416					
52	Awards & Gifts	1,700	1,700					
60	Supplies	2,651	2,651					
62	Postage	140	140					
65	Electricity	42,324	42,324					
70-72	Debt Service	3,060,000	210,000	390,000	480,000	480,000	480,000	1,020,000
74	Administrative Fee	1,222	1,222					
90	Automobiles & Light Trucks	985,000	125,000	217,000	124,000	159,000	85,000	275,000
91	Medium Duty Trucks	1,420,000	200,000	150,000	360,000	280,000	110,000	320,000
91	Heavy Duty Trucks	2,030,000		580,000	290,000	290,000	290,000	580,000
91	Shared Ownership Trucks	45,000						45,000
92	Machinery & Equipment	4,503,941	1,158,716	375,734	393,500	206,000	206,000	2,163,991
94	Land & Rights-of-Way	2,339,566	348,632	1,067,763	923,171			
95	Buildings, Site & Bldg. Improvemts.	25,888,502	155,167	2,203,281	8,650,000	500,000	14,080,000	300,054
96	Street Improvement	3,731,714	551,147	751,000	629,567	600,000	600,000	600,000
97	Communications Equipment	62,432	62,432					
98	Computer Equipment	232,170	232,170					
Various	Bikeshare Operating Costs	97,124			97,124			
	Total Expenditures	<u>48,679,358</u>	<u>5,320,142</u>	<u>7,041,062</u>	<u>12,632,611</u>	<u>2,522,749</u>	<u>15,858,749</u>	<u>5,304,045</u>

Capital Project Summary

Schedule of Funding Sources by Source by Year

Source Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
City Funding:							
Unrestricted C.I.P. Reserve	8,012,178	6,556,678	1,430,500	25,000	0	0	0
Restricted C.I.P. Reserve	137,324	137,324	0	0	0	0	0
Facilities Capital Reserve	52,128	52,128					
Lease Escrow-Friends Community School	118,800	118,800					
<i>Subtotal</i>	<u>8,320,430</u>	<u>6,864,930</u>	<u>1,430,500</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Debt Financing:							
Proceeds-Master Lease #3	2,000,000		943,000	1,027,500	29,500		
<i>Subtotal</i>	<u>2,000,000</u>	<u>0</u>	<u>943,000</u>	<u>1,027,500</u>	<u>29,500</u>	<u>0</u>	<u>0</u>
State Funding:							
State Bond	575,000	575,000					
<i>Subtotal</i>	<u>575,000</u>	<u>575,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Grant Funding:							
Comcast-Capital Equipt. grant	2,267,121	1,795,121	118,000	118,000	118,000	118,000	0
Verizon-Capital Equipt. grant	609,523	349,523	65,000	65,000	65,000	65,000	0
Program Open Space (POS)	1,484,703	1,484,703					
Community Development Block Grant (CDBG)	177,000	177,000					
Maryland Heritage Area Authority (MHAA) grant	0						
Anacostia Trails mini-grant	1,369	1,369					
Community Legacy grant	200,000	200,000					
Chesapeake Bay Trust grant	286,846	205,886	80,960				
Federal grants	1,271,020	1,241,020	30,000				
State Highway Administration (SHA)	3,325,000					3,325,000	
Maryland Dept. of Transportation	259,013	590	258,423				
Maryland Energy Admin. grant	52,451	52,451					
Prince George's Co. bikeshare grant	75,000	75,000					
Pr. Geo. Co. stormwater stewardship	66,180		66,180				
University of Maryland	70,000	70,000					
COG Transp. Land Use Conn. grant	30,000	30,000					
<i>Subtotal</i>	<u>10,175,226</u>	<u>5,682,663</u>	<u>618,563</u>	<u>183,000</u>	<u>183,000</u>	<u>3,508,000</u>	<u>0</u>

Capital Project Summary

Schedule of Funding Sources by Source by Year (continued)

Source Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
<u>Developer Contribution:</u>							
Varsity (Bikeshare)	10,000		10,000				
Domain (Bikeshare)	31,000	31,000					
M Square (Bikeshare)	45,000			45,000			
Keane Enterprises (Bikeshare)	45,000		45,000				
The Hotel (Bikeshare)	45,000			45,000			
Greenbelt Station (Duvall Field)	275,000	275,000					
Greenbelt Station (Hollywd Comm.)	200,000	200,000					
Greenbelt Station (Hollywd Gateway)	150,000	150,000					
Mazza (Hollywood Road Extended)	500,000		75,000	425,000			
Monument (Rt 1 Underground Utilities)	60,000	60,000					
Keane Ent. (Rt 1 Underground Utilities)	200,000					200,000	
Sigma Chi (OPH Renovations #2)	50,000	50,000					
Kidwell (Randolph Macon Avenue)	36,000	36,000					
<i>Subtotal</i>	<u>1,647,000</u>	<u>802,000</u>	<u>130,000</u>	<u>515,000</u>	<u>0</u>	<u>200,000</u>	<u>0</u>
<u>Utility Reimbursement:</u>							
Prince George's County - stormwater improvements reimb.	0	0					
<i>Subtotal</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Funding Sources	22,717,656	13,924,593	3,122,063	1,750,500	212,500	3,708,000	0
Funding not yet determined	25,961,702	0	242,986	7,266,216	2,485,500	12,991,000	2,976,000
Total Funding	<u>48,679,358</u>	<u>13,924,593</u>	<u>3,365,049</u>	<u>9,016,716</u>	<u>2,698,000</u>	<u>16,699,000</u>	<u>2,976,000</u>

Capital Project Summary

Schedule of Capital Project Fund Reserves

Project Number	Project Name	Projected Reserve Balance as of 06/30/15	Transfers to the C.I.P. provided in FY 2016 Budget	Projected Reserve Balance as of 07/01/15	Planned Reserve Utilization in Fiscal Year			
					FY16	FY17	FY18	Past FY18
Fund 301 - Unrestricted								
113003	Bikeshare	25,000		25,000	25,000			
133003	Business Recycling Incentive Fund	18,024		18,024	18,024			
113001	Business Retention Fund	0	30,000	30,000	30,000			
092003	CCTV	0	27,000	27,000	27,000			
041003	City Hall Expansion	1,997,276		1,997,276	302,297	1,694,979		
093001	Community Legacy Loan Repayments	0	150,000	150,000	150,000			
163001	Complete Streets	0	50,000	50,000	50,000			
103001	Downtown Streetscape #2	0		0				
991013	Facilities Capital Reserve	275,054	25,000	300,054				300,054
012006	Fire Department Capital Equipment	0	52,500	52,500	52,500			
113004	Green Streets	0		0				
085001	Guardrail Replacement	59,567		59,567	30,000	29,567		
103004	Hollywood Commercial Revitalization	25,005	50,000	75,005	75,005			
103002	Hollywood Gateway Park	0		0				
073004	Hollywood Road Extended	0		0				
063002	Homeownership Grant Program	42,500		42,500	20,000	22,500		
011004	Institutional Network (I-Net)/P.E.G.	0		0				
155001	Old Parish House Renovations #2	10,000		10,000	10,000			
162002	Parking Enf. Equipt. Replacement	0	25,000	25,000		25,000		
045008	Pavement Management Plan	0	721,000	721,000	721,000			
015002	Public Works Facility Improvements	834,235		834,235	834,342			
133001	Randolph Macon Avenue	50,950		50,950	50,950			
133002	Retail Attraction & Expansion Fund	0		0				
143001	Route 1 Underground Utilities	300,000		300,000	300,000			
091004	Sustainability Initiatives	5,385		5,385	5,385			
925061	Vehicle Replacement Program	0	300,000	300,000	300,000			
Total Unrestricted C.I.P.		3,642,996	1,430,500	5,073,496	3,001,503	1,772,046	0	300,054

Capital Project Summary

Schedule of Capital Project Fund Reserves (continued)

Project Number	Project Name	Estimated Reserve Balance as of 06/30/15	Transfers to the C.I.P. provided in FY 2016 Budget	Projected Reserve Balance as of 07/01/15	Planned Reserve Utilization in Fiscal Year			
					FY16	FY17	FY18	Past FY18
Fund 302 - Restricted								
053007	Duvall Field Renovation	18,130		18,130	18,130			
963028	Program Open Space Acquisition Projects	0		0				
	Total Restricted C.I.P.	<u>18,130</u>	<u>0</u>	<u>18,130</u>	<u>18,130</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTALS - ALL CAPITAL PROJECT FUNDS		<u><u>3,661,126</u></u>	<u><u>1,430,500</u></u>	<u><u>5,091,626</u></u>	<u><u>3,019,633</u></u>	<u><u>1,772,046</u></u>	<u><u>0</u></u>	<u><u>300,054</u></u>

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Capital Project Summary

Impact of Capital Projects on Operating Budget					
Project Number	Project Name	No Additional Operating Budget Impact	Operating Budget Impact Not Yet Determined	Annual Operating Budget Increase / (Decrease)	Explanation and Comments (TBD = to be determined)
113003	Bikeshare	X			Membership and user fees will help fund operations and maintenance.
133003	Business Recycling Incentive Fund	X			Planning initiative
113001	Business Retention Fund	X			Planning initiative
092003	CCTV			143,700	Monitoring, maintenance, electricity, cellular phone charges are budgeted in General Fund, program 2020.
041003	City Hall Expansion		X		Project has not yet been designed.
093001	Community Legacy Loan Repayments	X			Finance project to save for future repayments.
103001	Downtown Streetscape #2		X		Scope of project TBD
053007	Duvall Field Renovation	X			Ongoing maintenance currently performed
991013	Facilities Capital Reserve	X			Finance project to save for future repairs and renovation
012006	Fire Department Capital Equipment	X			Grant program for volunteer fire companies
113004	Green Streets		X		Scope of project TBD
085001	Guardrail Replacement		X		Reduction in maintenance costs on deteriorating guardrails
103004	Hollywood Commercial Revitalization		X		Ongoing maintenance will be required; costs should be minimal.
103002	Hollywood Gateway Park		X		Ongoing maintenance will be required; scope of project TBD.
073004	Hollywood Road Extended		X		Scope of project TBD
063002	Homeownership Grant Program	X			Grant program for purchasers of former rentals, foreclosures and short sale properties
011004	Institutional Network (I-Net)/P.E.G.	X			Funds audio/visual equipment upgrades and replacement
155001	Old Parish House Renovations #2		X		Scope of project TBD
162002	Parking Enf. Equipt. Replacement	X			Finance project to save for future equipment purchases
045008	Pavement Management Plan		X		Designed to avoid expensive major street reconstruction
963028	Program Open Space Acquisition Projects	X			Finance project to account for POS property acquisitions
015002	Public Works Facility Improvements		X		Project has not yet been designed; scope of project TBD.
133001	Randolph Macon Avenue		X		Will be evaluated under annual Pavement Management Plan
133002	Retail Attraction & Expansion Fund	X			Planning initiative
143001	Route 1 Underground Utilities	X			Planning initiative
091004	Sustainability Initiatives		X		Scope of project TBD; expect reduction in future utility costs
925061	Vehicle Replacement Program		X		Scheduled replacement of vehicles should reduce repair costs of aging vehicles and equipment.
Net Increase / (Decrease) in Annual Operating Budget				143,700	

Note: This schedule was added in FY 2010 to summarize the operating budget impact of capital projects. Previously, this impact was only shown on the individual project summaries. Over time, it is hoped that this schedule will provide more definitive budget estimates for projects listed above as "Operating Budget Impact Not Yet Determined".

CITY OF COLLEGE PARK, MARYLAND

**Capital Projects Fund Revenues, Expenditures and Fund Equity
Last Ten Fiscal Years**

Fiscal year	Fund equity, beginning of year	Revenue							Expenditures General government
		Licenses and permits	Intergovernmental grants	Charges for services	Fines and forfeitures	Investment revenue	Miscellaneous	Total revenue	
2005	\$ 856,005	\$ 131,090	\$ 178,245	\$ -	\$ -	\$ -	\$ -	\$ 309,335	\$ 15,781
2006	721,261	151,245	467,902	-	-	-	21,595	640,742	17,028
2007	813,952	163,102	692,355	96,000	-	1,591	-	953,048	53,393
2008	³ 3,208,617	152,418	208,028	224,146	-	40,928	-	625,520	29,807
2009	³ 1,676,708	170,310	408,565	193,878	-	2,624	47,677	823,054	44,429
2010	³ (4,475,999)	179,478	900,329	181,809	-	148	-	1,261,764	65,162
2011	³ (5,258,063)	193,362	817,100	211,247	49,812	66	-	1,271,587	80,507
2012	³ 3,164,971	173,265	93,395	227,454	42,065	30	31,000	567,209	221,846
2013	³ 4,240,056	191,223	150,017	209,291	48,743	-	-	599,274	214,855
2014	5,868,664	190,920	521,247	204,355	52,053	-	-	968,575	31,919

* **FOOTNOTES:**

¹ Sale of land

² Permanent financing of \$8,150,000 replaced bond anticipation notes (BANs) for public parking garage, closing on February 25, 2011. Financing proceeds will adjust negative fund equity in FY 2011.

³ Includes Parking Debt Service Fund, beginning in FY 2008

Public services	Planning & development	Expenditures (continued)			Total expenditures	Other financing sources / uses		Fund equity, end of year
		Public works	Debt service	Capital outlay		Proceeds from financing/other*	Transfers in/(out)	
\$ 15,000	\$ 146,790	\$ 63,977	\$ -	\$ 988,109	\$ 1,229,657	\$ -	\$ 785,578	\$ 721,261
123,062	195,739	632,202	-	360,320	1,328,351	-	780,300	813,952
24,987	117,700	33,322	12,750	3,147,279	3,389,431	2,010,000	2,821,048	3,208,617
24,000	212,785	1,840	339,200	2,692,349	3,299,981	150,000	992,552	1,676,708
24,000	208,212	25,494	814,330	7,539,631	8,656,096	425,000 ¹	1,255,335	(4,475,999)
31,470	486,138	15,480	385,469	2,038,284	3,022,003	-	978,175 ²	(5,258,063)
33,651	107,559	20,284	618,080	1,184,807	2,044,888	8,150,000	1,046,335	3,164,971
42,814	79,881	2,931	331,659	1,192,942	1,872,073	-	2,379,949	4,240,056
51,285	98,492	18,543	-	1,163,441	1,546,616	-	2,575,950	5,868,664
221,602	183,000	35,000	-	930,107	1,401,628	-	922,000	6,357,611

Capital Project Summary - Bikeshare

Name: Bikeshare	First Fiscal Year Appropriated:	FY11
Number: 113003	Estimated Completion Date:	Ongoing
Department: Planning, Community & Economic Development	Percent Completed:	Ongoing
Life: Ongoing	Estimated Total Project Cost:	Ongoing
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development		

Description

This is a pilot project with the University of Maryland to initiate a Bikeshare program in College Park with 10 stations. The University-funded portion is not shown below. A state grant, county contribution and developer contributions have been secured to help fund the program. Membership and user fees will help fund operations and maintenance of the program. Proposed station locations include downtown College Park, College Park Metro station, new student housing projects, and various locations on the UMD campus. If successful, the project could be expanded to include additional locations.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
92	Machinery & Equipment	367,734		277,734	90,000			
Various	Bikeshare Operating Costs	97,124			97,124			
Total Expenditures		<u>464,858</u>	<u>0</u>	<u>277,734</u>	<u>187,124</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
301	Unrestricted C.I.P. Reserve	25,000	25,000					
301	Developer Contribution	176,000	31,000	55,000	90,000			
301	MD Dept of Transp Bikeways grant	187,489	590	186,899				
301	Anacostia Trails mini-grant	1,369	1,369					
301	Prince George's Co. bikeshare grant	75,000	75,000					
Total Funding Sources		<u>464,858</u>	<u>132,959</u>	<u>241,899</u>	<u>90,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Total funding sources	464,858	132,959	241,899	90,000	0	0	0
Less amount expended/ encumbered thru FY15	0	0					
Project Fund Balance	<u>464,858</u>	<u>132,959</u>	<u>241,899</u>	<u>90,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Impact on Operating Budget

A memorandum of understanding has been signed with the University of Maryland but program launch has been delayed due to the unforeseen bankruptcy of the hardware/software provider. A new provider will be sought through an RFP, issued in spring 2015.

Operations and maintenance are performed by the operator, but the City is responsible for excess costs over membership and user fees.

Capital Project Summary - Business Recycling Incentive Fund

Name: Business Recycling Incentive Fund	First Fiscal Year Appropriated:	FY13
Number: 133003	Estimated Completion Date:	Ongoing
Department: Public Works	Percent Completed:	Ongoing
Life: Ongoing	Estimated Total Project Cost:	Ongoing
Project Manager: Loree O'Hagan, Recycling Coordinator		
Steve Beavers, Community Development Coordinator		

Description

This program provides grants to businesses and multi-family properties for capital costs related to starting or expanding a recycling program. The grant guidelines and application form were approved by the City Council in May 2014.

This program is a collaborative effort between Public Works and the Committee for a Better Environment (CBE).

Schedule of Expenditures

[301-8010-570-]									
Account	Account Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19	
25-47	Business Recycling Incentive Fund	24,324	6,300	18,024					
36-10	Printing	676	676						
Total Expenditures		<u>25,000</u>	<u>6,976</u>	<u>18,024</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
301	Unrestricted C.I.P. Reserve	25,000	25,000					
Total Funding Sources		<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Total funding sources	25,000	25,000	0	0	0	0	0
Less amount expended/ encumbered thru FY15	(0)	(0)					
Project Fund Balance	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Impact on Operating Budget

The Ad-Hoc Business Recycling Committee provided 2 rounds to accept grant applications in FY15. Two businesses applied for the grant in the first round and were awarded funds by Mayor & Council. Three businesses have applied in the second round. The Committee is currently reviewing the applications and preparing an award recommendation to Mayor & Council.

No operating budget impact as this is a planning initiative.

Capital Project Summary - Business Retention Fund

Name: Business Retention Fund	First Fiscal Year Appropriated:	FY11
Number: 113001	Estimated Completion Date:	Ongoing
Department: Planning, Community & Economic Development	Percent Completed:	Ongoing
Life: Ongoing	Estimated Total Project Cost:	Ongoing
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development Michael Stiefvater, Economic Development Coordinator		

Description

This program provides matching grants up to \$5,000 for tenant improvements for existing businesses. It is limited to independent and locally-owned businesses and requires a dollar-for-dollar match.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
25-29	Business Retention Fund	135,000	106,800	28,200				
Total Expenditures		<u>135,000</u>	<u>106,800</u>	<u>28,200</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
301	Unrestricted C.I.P. Reserve	135,000	105,000	30,000				
Total Funding Sources		<u>135,000</u>	<u>105,000</u>	<u>30,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Total funding sources	135,000	105,000	30,000	0	0	0	0
Less amount expended/ encumbered thru FY15	(106,800)	(106,800)					
Project Fund Balance	<u>28,200</u>	<u>(1,800)</u>	<u>30,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Impact on Operating Budget

Fifteen grants totalling \$49,000 have been awarded and over \$75,000 in private funds leveraged.

No operating budget impact as this is a planning initiative.

Capital Project Summary - CCTV

Name: CCTV	First Fiscal Year Appropriated:	FY09
Number: 092003	Estimated Completion Date:	Undetermined
Department: Public Services	Percent Completed:	90%
Life: Undetermined	Estimated Total Project Cost:	\$960,175
Project Manager: Robert W. Ryan, Director of Public Services		

Description

This project consolidates record-keeping for purchase, installation and operation of closed circuit television ("CCTV") cameras and license plate recognition units ("LPR") at various locations, funded through this project and a previous designation of speed enforcement camera revenue. Through FY15, some operating costs (security camera repair and maintenance, electricity costs) have been paid from this project. Starting in FY16, all operating costs are budgeted in Public Services-Public Safety, program 2020.

The following chart summarizes the various locations. Abbreviations are "PTZ" for pan-tilt-zoom camera, "LPR" for license plate reader. LPRs are record-only and are not monitored.

Location	Number of Cameras			UMDPS PTZ Monitoring
	PTZ	Fixed Cam	LPR	
Old Town "MESH" Wireless	15		4	Yes
Hartwick Road & Princeton Avenue	1			Yes
Guilford Road, Calvert Hills	2		1	Yes
Lakeland Road & Baltimore Avenue	3		2	Yes
Rhode Island Avenue & Edgewood Road			4	
Metzerott Road & St. Andrews Place		1	1	
Lakeland & Berwyn Trolley Trail	6		1	
Davis Field	1			
Total	28	1	13	

Potential future phases of this project will depend on the availability of funding.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
34-33	CCTV Monitoring	0	0					
40-18	Security Camera Repair	1,820	1,820					
45-18	Security Camera Maintenance	171,817	171,817					
65-10	Electricity	42,324	42,324					
92-52	Security Cameras	740,614	713,614	27,000				
95-10	Site Improvements	3,600	3,600					
Total Expenditures		960,175	933,175	27,000	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
301	Unrestricted C.I.P. Reserve	285,175	258,175	27,000				
301	Federal BJAG grant	675,000	675,000					
301	Funding not yet determined	0						
Total Funding Sources		960,175	933,175	27,000	0	0	0	0

Project Fund Balance

Total funding sources	960,175	933,175	27,000	0	0	0	0
Less amount expended/ encumbered thru FY15	(933,175)	(933,175)					
Project Fund Balance	27,000	0	27,000	0	0	0	0

Status

Various installations are in progress.

Impact on Operating Budget

Operating budget impact is reflected in Public Safety, program 2020 in General Fund.

Capital Project Summary - City Hall Expansion

Name: City Hall Expansion	First Fiscal Year Appropriated: FY12
Number: 041003	Estimated Completion Date: Undetermined
Department: Administration	Percent Completed: 10%
Life: 13 years	Estimated Total Project Cost: \$8,705,021
Project Manager: Joseph L. Nagro, City Manager Terry A. Schum, Director of Planning, Community & Economic Development	

Description

A new City Hall will be built on the existing City Hall site and will accommodate the relocation of the Public Services department from 4601A Calvert Road in approximately 30,000 square feet. The site will be expanded to include the U.S. Route 1 frontage owned by the University of Maryland College Park Foundation and may include another 40,000 square feet of office space for the University's use.

The \$118,800 lease escrow from Friends Community School was designated as the match for the FY04 \$100,000 State Bond in this project. \$400,000 of C.I.P. Reserve was designated as the match for the FY06 \$400,000 State Bond.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
30-11	Design & Engineering	684,603	382,306	302,297				
30-15	Consulting	19,255	19,255					
32-10	Legal	1,163	1,163					
95-20	Buildings	8,000,000			8,000,000			
Total Expenditures		<u>8,705,021</u>	<u>402,724</u>	<u>302,297</u>	<u>8,000,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
301	Unrestricted C.I.P. Reserve	2,400,000	2,400,000					
301	Lease escrow-Friends Comm. School	118,800	118,800					
301	Community Legacy grants	25,000	25,000					
301	State Bond	500,000	500,000					
301	Funding not yet determined	5,661,221			5,661,221			
Total Funding Sources		<u>8,705,021</u>	<u>3,043,800</u>	<u>0</u>	<u>5,661,221</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Total funding sources	8,705,021	3,043,800	0	5,661,221	0	0	0
Less amount expended/ encumbered thru FY15	(402,724)	(402,724)					
Project Fund Balance	<u>8,302,297</u>	<u>2,641,076</u>	<u>0</u>	<u>5,661,221</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Impact on Operating Budget

Proffitt & Associates was retained in May 2011 to prepare design and construction drawings for an addition to City Hall, but this project has been cancelled. The City and University have begun to work together on a new design for the site.

Unknown at this time

The FY04 State Bond and City match were fully expended for design and engineering. The FY06 State Bond was extended to June 1, 2017.

Capital Project Summary - Community Legacy Loan Repayments

Name: Community Legacy Loan Repayments	First Fiscal Year Appropriated:	FY09
Number: 093001	Estimated Completion Date:	Ongoing
Department: Planning, Community & Economic Development	Percent Completed:	Ongoing
Life: Ongoing	Estimated Total Project Cost:	Ongoing
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development Stephen Groh, Director of Finance		

Description

This project consolidates repayment of Community Legacy loans received for multiple projects. As loan proceeds received are attributable to specific projects and repayment periods extend many years, the applicable project will generally be completed and closed before the Community Legacy loan is repaid. Funding for repayment will be budgeted in the fiscal year containing the loan due date listed below:

<u>Project Description</u>	<u>Loan Number</u>	<u>Fiscal Year</u>	<u>Date Received</u>	<u>Gross Amount of Loan</u>	<u>Repayment Date</u>
7308 Yale Avenue Property Acquisition	60-033901-0	FY 2005	10/05/06	150,000.00	12/31/15
Design of Public Parking Garage	60-044401-0	FY 2006	05/15/07	150,000.00	12/31/25
7306 Yale Avenue Property Acquisition	60-057001-0	FY 2007	07/24/07	<u>150,000.00</u>	12/31/20
Total				<u>450,000.00</u>	

Schedule of Expenditures

[301-8010-570-]								
<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>Past FY19</u>
70-25	Principal-Community Legacy Loans	660,000	210,000	150,000				300,000
Total Expenditures		<u>660,000</u>	<u>210,000</u>	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>300,000</u>

Schedule of Funding Sources

<u>Fund</u>	<u>Source Name</u>	<u>Total</u>	<u>Thru FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>Past FY19</u>
301	Unrestricted C.I.P. Reserve	360,000	210,000	150,000				
301	Funding not yet determined	300,000						300,000
Total Funding Sources		<u>660,000</u>	<u>210,000</u>	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>300,000</u>

Project Fund Balance

Total funding sources	660,000	210,000	150,000	0	0	0	300,000
Less amount expended/ encumbered thru FY15	(210,000)	(210,000)					
Project Fund Balance	<u>450,000</u>	<u>0</u>	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>300,000</u>

Status

Impact on Operating Budget

This project provides consolidated record-keeping for future repayments of Community Legacy loans.

No operating budget impact as this is a record-keeping project.

Capital Project Summary - Complete Streets

Name: Complete Streets	First Fiscal Year Appropriated:	FY16
Number: 163001	Estimated Completion Date:	Ongoing
Department: Planning, Community & Economic Development	Percent Completed:	Ongoing
Life: Ongoing	Estimated Total Project Cost:	\$181,524
Project Manager: Terry A. Schum, Director of Planning, Community, & Economic Development Steve Beavers, Community Development Coordinator		

Description

This is a new program established to implement a complete streets policy, expected to be adopted by the City Council in FY16. It consolidates projects that improve facilities for walking and bicycling within City rights-of-way.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
30-15	Consulting	30,000	30,000					
95-10	Site Improvements	151,524		151,524				
Total Expenditures		<u>181,524</u>	<u>30,000</u>	<u>151,524</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
301	Unrestricted C.I.P. Reserve	50,000	0	50,000				
301	MD Dept of Transp Bikeways grant	71,524		71,524				
301	COG Transp Land Use Conn grant	30,000	30,000					
301	Safe Routes to School Fed grant	30,000		30,000				
Total Funding Sources		<u>181,524</u>	<u>30,000</u>	<u>151,524</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Total funding sources	181,524	30,000	151,524	0	0	0	0
Less amount expended/ encumbered thru FY15	(30,000)	(30,000)					
Project Fund Balance	<u>151,524</u>	<u>0</u>	<u>151,524</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Impact on Operating Budget

A technical assistance grant was received from the Metropolitan Washington Council of Governments (COG) Transportation Planning Board for preparation of a complete streets policy and plan which is now underway. State grants are being pursued for implementation.

Unknown at this time

Capital Project Summary - Downtown Streetscape #2

Name: Downtown Streetscape #2	First Fiscal Year Appropriated:	FY10
Number: 103001	Estimated Completion Date:	FY15
Department: Planning, Community & Economic Development	Percent Completed:	5%
Life: 7 years	Estimated Total Project Cost:	\$509,620
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development		

Description

This project funds comprehensive streetscape improvements in the downtown area using Federal funding. Streetscape elements may include bus stop amenities, sidewalk upgrades, crosswalks, cycle tracks, decorative pedestrian streetlights, street furniture and banners.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
30-11	Design & Engineering	8,782	8,782					
30-20	Surveying	4,715	4,715					
60-50	Trees, Shrubs & Flowers	745	745					
95-10	Site Improvements	468,178	67,163	401,015				
96-30	Streetlights	27,200	27,200					
Total Expenditures		<u>509,620</u>	<u>108,605</u>	<u>401,015</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
301	Unrestricted C.I.P. Reserve	0	0	0				
301	Federal EDI earmark	459,620	459,620					
301	Comm. Development Block Grant	50,000	50,000					
Total Funding Sources		<u>509,620</u>	<u>509,620</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Total funding sources	509,620	509,620	0	0	0	0	0
Less amount expended/ encumbered thru FY15	(108,605)	(108,605)					
Project Fund Balance	<u>401,015</u>	<u>401,015</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Impact on Operating Budget

The City was awarded a \$459,620 Federal EDI earmark in FY10 and a CDBG grant for \$50,000 in PY35. Streetlights have been installed using CDBG funds and streetscape improvements are in progress. Federal funds must be expended by September 18, 2015.

To be determined

Capital Project Summary - Duvall Field Renovation

Name: Duvall Field Renovation	First Fiscal Year Appropriated:	FY06
Number: 053007	Estimated Completion Date:	Undetermined
Department: Planning, Community & Economic Development	Percent Completed:	25%
Life: Undetermined	Estimated Total Project Cost:	\$748,708
Project Managers: Terry A. Schum, Director of Planning, Community & Economic Development Brenda L. Alexander, Deputy Director of Public Works Steven E. Halpern, City Engineer		

Description

This project provides for a comprehensive renovation of this multi-use recreational facility to address deferred maintenance, field rejuvenation, equipment storage, spectator seating, parking, access issues and other amenities. The work will be constructed in phases, based on available funds. The first phase will replace the concession building and seating area.

Schedule of Expenditures

[302-8020-575-]								
<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>Past FY19</u>
30-11	Design & Engineering	229,793	104,279	125,514				
36-30	Permit Fees	250	250					
95-10	Site Improvements	314,665	14,665	300,000				
95-20	Buildings	204,000		204,000				
	Total Expenditures	<u>748,708</u>	<u>119,194</u>	<u>629,514</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

<u>Fund</u>	<u>Source Name</u>	<u>Total</u>	<u>Thru FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>Past FY19</u>
302	Restricted C.I.P. Reserve	137,324	137,324					
302	Program Open Space (POS)	261,384	261,384					
302	Developer Contribution	275,000	275,000					
302	State Bond	75,000	75,000					
302	Funding not yet determined	0						
	Total Funding Sources	<u>748,708</u>	<u>748,708</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Total funding sources	748,708	748,708	0	0	0	0	0
Less amount expended/ encumbered thru FY15	(119,194)	(119,194)					
Project Fund Balance	<u>629,514</u>	<u>629,514</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Matching funds from the Greenbelt Station developer have been received, enabling this project to move forward. New contracts for design and construction of the first phase have been awarded. This phase will be completed in FY16 and future phases assessed.

Impact on Operating Budget

Ongoing maintenance is already performed by Public Works crews. No operating budget impact is anticipated.

The State Bond to the College Park Boys & Girls Club has been extended to June 1, 2016.

Capital Project Summary - Facilities Capital Reserve

Name: Facilities Capital Reserve
Number: 991013
Department: Finance
Life: Ongoing
Project Manager: Stephen Groh, Director of Finance

First Fiscal Year Appropriated: FY99
Estimated Completion Date: Ongoing
Percent Completed: Ongoing
Estimated Total Project Cost: Ongoing

Description

This project was established in FY99 to provide funding for future expenditures relating to major maintenance and repairs of City-owned buildings, including City Hall, Public Services, Youth & Family Services, Calvert Road School, Old Parish House, Davis Hall and surrounding structures. Mayor & Council have a goal of setting aside a sum certain each year, depending upon availability of funds, in order to provide a substantial reserve account over a period of years. This reserve account will grow over time to provide a ready pool of funding for major repairs and renovation of City-owned buildings and facilities.

A new roof for City Hall (\$24,622) was installed in FY00. In FY05, a transfer of \$34,030 from this project to Public Works Facility Improvements (project 015002) funded preliminary conceptual design for a new facility. In FY08, \$31,289 from this reserve funded renovations to the kitchen at the Old Parish House. In FY11, a transfer of \$18,098 from this project to Public Works Facility Improvements (project 015002) funded HVAC renovations in Davis Hall. In FY14, \$9,495 funded a new heat pump and air handler at Public Services and \$16,620 funded a new roof for the old Public Works garage.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
92-42	HVAC Systems	25,287	25,287					
95-20	Building Improvements	355,925	55,871					300,054
Total Expenditures		<u>381,212</u>	<u>81,158</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>300,054</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
301	Unrestricted C.I.P. Reserve	381,212	356,212	25,000				
Total Funding Sources		<u>381,212</u>	<u>356,212</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Total funding sources	381,212	356,212	25,000	0	0	0	0
Less amount expended/ encumbered thru FY15	(81,158)	(81,158)					
Project Fund Balance	<u>300,054</u>	<u>275,054</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Impact on Operating Budget

As this project funds major repairs and renovations, no operating budget impact would be generated by this project.

Capital Project Summary - Fire Department Capital Equipment

Name: Fire Department Capital Equipment
Number: 012006
Department: Public Services
Life: Ongoing
Project Manager: Robert W. Ryan, Director of Public Services
 Stephen Groh, Director of Finance

First Fiscal Year Appropriated: FY01
Estimated Completion Date: Ongoing
Percent Completed: Ongoing
Estimated Total Project Cost: Ongoing

Description

This project will assist fire companies providing first response to residents of the City with funding for the purchase and/or financing of capital equipment needs. Authorization for disbursement of funds from this project require a majority vote of the Mayor & Council. For FY16, grant awards are limited to \$17,500 per fire company; eligible fire companies are College Park Volunteer Fire Department, Branchville Volunteer Fire Company & Rescue Squad, and Berwyn Heights Volunteer Fire Department.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
25-40	Fire Dept. Capital Equipt. Grants	491,950	439,450	52,500				
Total Expenditures		<u>491,950</u>	<u>439,450</u>	<u>52,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
301	Unrestricted C.I.P. Reserve	491,950	439,450	52,500				
Total Funding Sources		<u>491,950</u>	<u>439,450</u>	<u>52,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Total funding sources	491,950	439,450	52,500	0	0	0	0
Less amount expended/ encumbered thru FY15	(439,450)	(439,450)					
Project Fund Balance	<u>52,500</u>	<u>0</u>	<u>52,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Impact on Operating Budget

This project provides grants to fire companies to purchase new capital equipment or assist with debt service on new purchases. Once the grants are awarded, the City has no future duties or obligation with respect to the equipment purchased by the fire companies. No operating budget impact.

Capital Project Summary - Green Streets

Name: Green Streets	First Fiscal Year Appropriated:	FY11
Number: 113004	Estimated Completion Date:	FY16
Department: Planning, Community & Economic Development	Percent Completed:	20%
Life: 7 years	Estimated Total Project Cost:	\$202,140
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development Steven E. Halpern, City Engineer		

Description

This project funds the implementation of "green street" projects on selected streets. Best management practices for storm water management will be pursued including use of pervious pavement, bioretention cells, bioswales and native landscaping. Current projects include installation of bioretention facilities on Rhode Island Avenue south of Greenbelt Road and at Narragansett Parkway and Muskogee Street.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
30-11	Design & Engineering	35,000	35,000					
95-10	Site Improvements	167,140		167,140				
Total Expenditures		<u>202,140</u>	<u>35,000</u>	<u>167,140</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
301	Unrestricted C.I.P. Reserve	0	0					
301	Chesapeake Bay Trust grant	135,960	55,000	80,960				
301	Pr. Geo. Co. stormwater stewardship	66,180		66,180				
Total Funding Sources		<u>202,140</u>	<u>55,000</u>	<u>147,140</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Total funding sources	202,140	55,000	147,140	0	0	0	0
Less amount expended/ encumbered thru FY15	(35,000)	(35,000)					
Project Fund Balance	<u>167,140</u>	<u>20,000</u>	<u>147,140</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Impact on Operating Budget

Grants have been received from the Chesapeake Bay Trust and Prince George's County stewardship program for construction of 2 projects in FY16.

To be determined

Capital Project Summary - Guardrail Replacement

Name: Guardrail Replacement	First Fiscal Year Appropriated: FY08
Number: 085001	Estimated Completion Date: FY16
Department: Public Works	Percent Completed: 40%
Life: Ongoing	Estimated Total Project Cost: \$100,000
Project Manager: Brenda Alexander, Deputy Director of Public Works Steven E. Halpern, City Engineer	

Description

This project would replace deteriorating City-owned guardrails throughout the City at dead-ends and along roadways. Engineering was done in-house but improvements would be contracted.

Schedule of Expenditures

[301-8010-570-]								
<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>Past FY19</u>
36-11	Classified Advertising	1,277	1,277					
96-50	Guardrail	98,723	39,156	30,000	29,567			
Total Expenditures		<u>100,000</u>	<u>40,433</u>	<u>30,000</u>	<u>29,567</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

<u>Fund</u>	<u>Source Name</u>	<u>Total</u>	<u>Thru FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>Past FY19</u>
301	Unrestricted C.I.P. Reserve	100,000	100,000					
Total Funding Sources		<u>100,000</u>	<u>100,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Total funding sources	100,000	100,000	0	0	0	0	0
Less amount expended/ encumbered thru FY15	(40,433)	(40,433)					
Project Fund Balance	<u>59,567</u>	<u>59,567</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Impact on Operating Budget

Existing funding will cover repair and replacement and new guardrail if needed.

Reduce maintenance costs on deteriorating guardrails.

Capital Project Summary - Hollywood Commercial Revitalization

Name: Hollywood Commercial Revitalization	First Fiscal Year Appropriated:	FY10
Number: 103004	Estimated Completion Date:	FY18
Department: Planning, Community & Economic Development	Percent Completed:	0%
Life: 8 years	Estimated Total Project Cost:	\$1,324,995
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development		

Description

This project funds streetscape improvements in the Hollywood Commercial District, located at the intersection of Edgewood Road and Rhode Island Avenue. Project scope may include, but is not limited to, tree planting, sidewalk reconstruction, pedestrian lights and signage.

Schedule of Expenditures

[301-8010-570-]								
<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>Past FY19</u>
30-11	Design & Engineering	324,995	24,995	300,000				
95-10	Site Improvements	1,000,000			500,000	500,000		
	Total Expenditures	<u>1,324,995</u>	<u>24,995</u>	<u>300,000</u>	<u>500,000</u>	<u>500,000</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

<u>Fund</u>	<u>Source Name</u>	<u>Total</u>	<u>Thru FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>Past FY19</u>
301	Unrestricted C.I.P. Reserve	100,000	50,000	50,000				
301	Developer Contribution	200,000	200,000					
301	Funding not yet determined	1,024,995			524,995	500,000		
	Total Funding Sources	<u>1,324,995</u>	<u>250,000</u>	<u>50,000</u>	<u>524,995</u>	<u>500,000</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Total funding sources	1,324,995	250,000	50,000	524,995	500,000	0	0
Less amount expended/ encumbered thru FY15	(0)	(0)					
Project Fund Balance	<u>1,324,995</u>	<u>250,000</u>	<u>50,000</u>	<u>524,995</u>	<u>500,000</u>	<u>0</u>	<u>0</u>

Status

A conceptual design plan was completed in FY15 and final design will commence in FY16. Construction will be phased based on funding availability.

Impact on Operating Budget

Ongoing maintenance to be performed by Public Works crews.

Capital Project Summary - Hollywood Gateway Park

Name: Hollywood Gateway Park	First Fiscal Year Appropriated:	FY10
Number: 103002	Estimated Completion Date:	FY17
Department: Planning, Community & Economic Development	Percent Completed:	10%
Life: 8 years	Estimated Total Project Cost:	\$727,778
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development		

Description

This project develops property at 4703 Edgewood Road, acquired by the City in FY10 with Program Open Space (POS) funding, into the Hollywood "Wind & Weather" Park. The park will feature a pavilion with a green roof and rain barrels, permeable pathways, native plants, rain garden, weather station and wind-driven sculpture.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
30-11	Design & Engineering	114,892	114,892					
30-15	Consulting	4,765	4,765					
36-11	Classified Advertising	1,137	1,137					
52-10	Awards & Gifts	1,700	1,700					
95-10	Site Improvements	604,830		454,830	150,000			
95-17	Public Art	454	454					
Total Expenditures		<u>727,778</u>	<u>122,948</u>	<u>454,830</u>	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
301	Unrestricted C.I.P. Reserve	50,000	50,000					
301	Program Open Space (POS)	276,892	276,892					
301	Community Legacy grant	100,000	100,000					
301	Developer Contribution	150,000	150,000					
301	Chesapeake Bay Trust grant	150,886	150,886					
Total Funding Sources		<u>727,778</u>	<u>727,778</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Total funding sources	727,778	727,778	0	0	0	0	0
Less amount expended/ encumbered thru FY15	(122,948)	(122,948)					
Project Fund Balance	<u>604,830</u>	<u>604,830</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Impact on Operating Budget

Project design is complete and start of construction is scheduled for FY16. Additional land needed for the park is pending acquisition and approval of additional POS funds.

Once completed, Public Works crews will be responsible for maintaining the park.

Capital Project Summary - Hollywood Road Extended

Name: Hollywood Road Extended	First Fiscal Year Appropriated:	FY07
Number: 073004	Estimated Completion Date:	Ongoing
Department: Planning, Community & Economic Development	Percent Completed:	0%
Life: Ongoing	Estimated Total Project Cost:	\$500,000
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development		

Description

This project provides for right-of-way acquisition, design and construction for an extension of Hollywood Road on the west side of U.S. Route 1 at the signalized intersection. This project improves access for the Mazza Grandmarc apartments and funding is provided by the developer under an agreement and Declaration of Covenants with the City.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
30-11	Design & Engineering	75,000		75,000				
94-20	Rights-of-Way	425,000			425,000			
Total Expenditures		<u>500,000</u>	<u>0</u>	<u>75,000</u>	<u>425,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
301	Unrestricted C.I.P. Reserve	0		0				
301	Developer Contribution	500,000		75,000	425,000			
Total Funding Sources		<u>500,000</u>	<u>0</u>	<u>75,000</u>	<u>425,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Total funding sources	500,000	0	75,000	425,000	0	0	0
Less amount expended/ encumbered thru FY15	(0)	(0)					
Project Fund Balance	<u>500,000</u>	<u>0</u>	<u>75,000</u>	<u>425,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

\$500,000 is in escrow for this project. Upon authorization by the City, the owner of Mazza Grandmarc apartments will proceed with the design of Hollywood Road extended. A scope of work for feasible roadway alignments has been prepared for review and approval by the City Council. Construction timetable has yet to be determined.

Impact on Operating Budget

Once constructed, streets will be evaluated annually as part of the Pavement Management Plan.

New roadways will have a 15-year life expectancy, reducing ongoing routine maintenance.

Capital Project Summary - Homeownership Grant Program

Name: Homeownership Grant Program	First Fiscal Year Appropriated:	FY06
Number: 063002	Estimated Completion Date:	Ongoing
Department: Planning, Community & Economic Development	Percent Completed:	Ongoing
Life: Ongoing	Estimated Total Project Cost:	Ongoing
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development		

Description

Initiated in FY2006, this project provides home ownership grants to police officers, City employees and persons purchasing former rentals, foreclosures and short sale properties in the City. Grants are provided at settlement for downpayment or closing costs. Recipients must agree to occupy the property for a minimum of 5 years. If the property is sold or ceases to be owner-occupied during the 5 years, a prorated portion of the grant must be repaid to the City.

Schedule of Expenditures

[301-8010-570-]								
<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>Past FY19</u>
25-10	Grant-City University Partnership	22,500	22,500					
25-34	Homeownership Grants	187,500	145,000	20,000	22,500			
	Total Expenditures	<u>210,000</u>	<u>167,500</u>	<u>20,000</u>	<u>22,500</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

<u>Fund</u>	<u>Source Name</u>	<u>Total</u>	<u>Thru FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>Past FY19</u>
301	Unrestricted C.I.P. Reserve	210,000	210,000					
	Total Funding Sources	<u>210,000</u>	<u>210,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Total funding sources	210,000	210,000	0	0	0	0	0	0
Less amount expended/ encumbered thru FY15	(167,500)	(167,500)						
Project Fund Balance	<u>42,500</u>	<u>42,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Impact on Operating Budget

To date, 27 grants (7 @ \$7,500 and 20 @ \$5,000) have been awarded.

No operating budget impact as this is a planning initiative.

Capital Project Summary - Institutional Network (I-Net)/P.E.G.

Name: Institutional Network (I-Net)/P.E.G.	First Fiscal Year Appropriated:	FY01
Number: 011004	Estimated Completion Date:	Ongoing
Department: Finance	Percent Completed:	Ongoing
Life: Ongoing	Estimated Total Project Cost:	Ongoing
Project Managers: Stephen Groh, Director of Finance Sarah Price, Information Systems Manager		

Description

This project will accumulate funds paid to the City as capital equipment support grant payments under the provisions of cable franchise agreements, to cover public, educational and government (P.E.G.) capital costs, including capital for studio facilities, studio and portable production equipment, editing equipment and program playback equipment, institutional network equipment, and dark fiber.

Beginning in FY08, the City pays up to 1/3 of its 3% capital equipment grant from Comcast and Verizon to the Prince George's I-Net, according to the terms of the I-Net governance agreement adopted by the Mayor & Council and the I-Net's adopted budget. For FY16, 25.8% of that payment is allocable to capital and may be paid from P.E.G. funds; the remaining 74.2% covers I-Net operating costs and is budgeted in the General Fund, Information Technology program 1024. The accumulated funds from all I-Net members will cover purchases and maintenance of shared equipment at the County's Largo Government Center and Comcast hub sites throughout the County.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
30-14	Support Services	55,404	55,404					
30-15	Consulting	27,861	27,861					
34-73	Cabling	31,393	31,393					
36-11	Classified Advertising	1,011	1,011					
36-63	PGINCCC I-Net Pro-Rata Share	122,808	91,812	7,749	7,749	7,749	7,749	
40-18	Security Cameras Maintenance	2,424	2,424					
40-25	HVAC Repairs	6,490	6,490					
40-40	Audio-Visual Equipment Maint.	1,494	1,494					
45-11	Computer Hardware Maintenance	15,599	15,599					
60-20	Computer Supplies	1,701	1,701					
60-22	Audio-Visual Supplies	205	205					
62-10	Postage	109	109					
92	Equipment (unallocated)	2,027,991						2,027,991
92-20	Equipment	523	523					
92-42	HVAC Systems	25,395	25,395					
92-50	Video Equipment	21,831	21,831					
92-52	Security Cameras	34,437	34,437					
92-55	Audio-Visual Equipment	199,015	199,015					
92-60	Audio Equipment	5,101	5,101					
95-10	Site Improvements	1,250	1,250					
97-10	Telephone Systems	62,432	62,432					
98-10	Computer Hardware	217,055	217,055					
98-20	Computer Software	15,115	15,115					
Total Expenditures		<u>2,876,644</u>	<u>817,657</u>	<u>7,749</u>	<u>7,749</u>	<u>7,749</u>	<u>7,749</u>	<u>2,027,991</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
301	Unrestricted C.I.P. Reserve	0	0	0				
301	Comcast-Capital Equipment grant	2,267,121	1,795,121	118,000	118,000	118,000	118,000	Unknown
301	Verizon-Capital Equipment grant	609,523	349,523	65,000	65,000	65,000	65,000	Unknown
Total Funding Sources		<u>2,876,644</u>	<u>2,144,644</u>	<u>183,000</u>	<u>183,000</u>	<u>183,000</u>	<u>183,000</u>	<u>0</u>

Project Fund Balance

Total funding sources	2,876,644	2,144,644	183,000	183,000	183,000	183,000	0
Less amount expended/ encumbered thru FY15	(817,657)	(817,657)					
Project Fund Balance	<u>2,058,987</u>	<u>1,326,987</u>	<u>183,000</u>	<u>183,000</u>	<u>183,000</u>	<u>183,000</u>	<u>0</u>

Status

During FY11, the City replaced most of the audio and video equipment in the Council Chambers, including cameras, control boards, audio mixers and broadcast lighting.

No major upgrades are anticipated in FY16.

Impact on Operating Budget

Upgrades to or replacement of audio/visual equipment would reduce current maintenance requirements. I-Net equipment is maintained by Information Technology staff (General Fund, program 1024). No operating budget impact is anticipated.

Capital Project Summary - Old Parish House Renovations #2

Name: Old Parish House Renovations #2 Number: 155001 Department: Public Works Life: 6 years Project Manager: Brenda Alexander, Deputy Director of Public Works Janeen S. Miller, City Clerk	First Fiscal Year Appropriated: Estimated Completion Date: Percent Completed: Estimated Total Project Cost:	FY15 Unknown 0% Unknown
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Description

This project would fund repairs and upgrades to the Old Parish House, a City-owned facility at 4711 Knox Road. The project would be done in phases, dependent on available funding. As the site is located in the Old Town historic district, limitations and permit requirements would apply to exterior improvements.

Anticipated phasing would provide:

- I. New flooring in the parlor and community room
- II. Exterior facade repair
- III. Interior and exterior painting; kitchen renovation
- IV. Interior window shutter removal and drapery installation
- V. Storm windows to improve energy efficiency

Total cost for this project is unknown at this time. Creation of this C.I.P. project authorizes staff to pursue available renovation options.

Schedule of Expenditures

[301-8010-570-]		Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
Account	Account Name							
30-15	Consulting	50,000		50,000				
95-20	Building Improvements	10,000		10,000				
Total Expenditures		60,000	0	60,000	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
301	Unrestricted C.I.P. Reserve	10,000	10,000					
301	Developer Contribution	50,000	50,000					
Total Funding Sources		60,000	60,000	0	0	0	0	0

Project Fund Balance

Total funding sources	60,000	60,000	0	0	0	0	0
Less amount expended/ encumbered thru FY15	(0)	(0)					
Project Fund Balance	60,000	60,000	0	0	0	0	0

Status

Impact on Operating Budget

Grant funding under Maryland Energy Administration ("MEA") will be pursued for energy efficiency improvements.

Unknown at this time

Capital Project Summary - Parking Enforcement Equipment Replacement

Name: Parking Enforcement Equipment Replacement
Number: 162002
Department: Public Services
Life: Ongoing
Project Manager: James C. Miller, Parking Enforcement Manager

First Fiscal Year Appropriated: FY16
Estimated Completion Date: Ongoing
Percent Completed: Ongoing
Estimated Total Project Cost: \$50,000

Description

This project provides funding for replacement of Parking Enforcement equipment, including handheld ticket writers and pay stations. Over fiscal years 2016 and 2017, this project will accumulate funds for the FY17 replacement of approximately 7 handheld ticket writers.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
92-45	Handheld Ticket Writers	50,000			50,000			
Total Expenditures		<u>50,000</u>	<u>0</u>	<u>0</u>	<u>50,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
301	Unrestricted C.I.P. Reserve	50,000	0	25,000	25,000			
Total Funding Sources		<u>50,000</u>	<u>0</u>	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Total funding sources	50,000	0	25,000	25,000	0	0	0
Less amount expended/ encumbered thru FY15	0	0					
Project Fund Balance	<u>50,000</u>	<u>0</u>	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Impact on Operating Budget

No operating budget impact as this is a record-keeping project.

Capital Project Summary - Pavement Management Plan

Name: Pavement Management Plan
Number: 045008
Department: Public Works
Life: Ongoing
Project Manager: Steven E. Halpern, City Engineer

First Fiscal Year Appropriated: FY04
Estimated Completion Date: Ongoing
Percent Completed: Ongoing
Estimated Total Project Cost: Ongoing

Description

This plan maintains the City's street network and appurtenances as outlined in the annual Pavement Management Plan (PMP), prepared by the City Engineer. This plan is based on an on-site visual inspection of every street in the City and is updated annually. Streets are rated on a scale of 1-10, "10" being the worse case. It has been several years since the City has had a street rated "10". Funding for residential and other special requests, including new traffic-calming devices, are also covered under this project. This project is reset to -0- each fiscal year. Adoption of the budget ordinance specifically references approval of the Pavement Management Plan as presented to Mayor & Council.

In previous years, the Pavement Management Plan has been funded through State highway user tax revenues. Due to cuts in these funds for FY10 - FY16, alternate sources of funding will need to be identified.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
96-10	Concrete	1,754,068	143,068	411,000	300,000	300,000	300,000	300,000
96-20	Pavement	1,834,823	324,823	310,000	300,000	300,000	300,000	300,000
Total Expenditures		3,588,891	467,891	721,000	600,000	600,000	600,000	600,000

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
301	Unrestricted C.I.P. Reserve	1,188,891	467,891	721,000				
301	Utility Reimbursements	0	0					
301	Comm. Development Block Grant	0	0					
301	Funding not yet determined	2,400,000			600,000	600,000	600,000	600,000
Total Funding Sources		3,588,891	467,891	721,000	600,000	600,000	600,000	600,000

Project Fund Balance

Total funding sources	3,588,891	467,891	721,000	600,000	600,000	600,000	600,000	600,000
Less amount expended/ encumbered in FY15	(467,891)	(467,891)						
Project Fund Balance	3,121,000	0	721,000	600,000	600,000	600,000	600,000	600,000

Status

The City funding in the FY16 Pavement Management Plan tentatively covers portions of the following streets:
 Rhode Island Avenue east service road (from Fox to Lackawanna),
 48th Avenue (from Lackawanna to Fox), Navahoe Street (U.S. Route 1 to 48th Avenue).

The CDBG funding in the FY16 Pavement Management Plan (if approved) covers portions of the following street: None at this time.

Paving is scheduled for summer-fall 2015. The FY16 Pavement Management Plan includes up to 10 traffic-calming devices at locations to be determined.

Impact on Operating Budget

This project funds the ongoing maintenance of City streets, sidewalks, curb and gutter, and other infrastructure.

The program of planned regular resurfacing has allowed the City to avoid doing expensive major street reconstruction.

Capital Project Summary - Program Open Space Acquisition Projects

Name: Program Open Space Acquisition Projects	First Fiscal Year Appropriated:	FY96
Number: 963028	Estimated Completion Date:	Ongoing
Department: Planning, Community & Economic Development	Percent Completed:	Ongoing
Life: Ongoing	Estimated Total Project Cost:	Ongoing
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development		

Description

The City typically receives an annual allocation of Program Open Space (POS) funds from the State of Maryland for the acquisition of property for recreational or open space purposes. Sites to be acquired are determined by Mayor & Council based on needs and available funding.

In FY10, POS funds were used for the purchase of property at 4703 Edgewood Road. In FY12, funds were allocated to purchase 8200 Baltimore Avenue, but this project was subsequently cancelled by the Mayor & Council.

Two vacant lots on 47th Place are being purchased to improve access to Hollywood Gateway Park.

Appraisals have been obtained for vacant land associated with the American Legion property on Baltimore Avenue for a possible land acquisition.

Schedule of Expenditures

[302-8020-575-]								
<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>Past FY19</u>
30-15	Consulting	3,174	3,174					
30-16	Appraisals	21,450	21,450					
94-10	Land	921,803	348,632	75,000	498,171			
	Total Expenditures	<u>946,427</u>	<u>373,256</u>	<u>75,000</u>	<u>498,171</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

<u>Fund</u>	<u>Source Name</u>	<u>Total</u>	<u>Thru FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>Past FY19</u>
302	Restricted C.I.P. Reserve	0	0	0				
302	Program Open Space (POS)	946,427	946,427					
	Total Funding Sources	<u>946,427</u>	<u>946,427</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Total funding sources	946,427	946,427	0	0	0	0	0
Less amount expended/ encumbered thru FY15	(373,256)	(373,256)					
Project Fund Balance	<u>573,171</u>	<u>573,171</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

A contract of sale is being executed for the lots on 47th Place. Projects are on hold pending the status of state POS funding.

Impact on Operating Budget

Maintenance is dependent on the future disposition of any property acquired. No operating budget impact at this time.

Capital Project Summary - Public Works Facility Improvements

Name: Public Works Facility Improvements
Number: 015002
Department: Public Works
Life: Ongoing
Project Manager: Robert T. Stumpff, Director of Public Works

First Fiscal Year Appropriated: FY01
Estimated Completion Date: Ongoing
Percent Completed: 5%
Estimated Total Project Cost: \$ 1,178,528

Description

This project will review and propose improvements to the City's Public Works facility. HVAC improvements to Davis Hall have been completed. The next phase will provide a replacement for the modular building, containing staff day room, lavatories, showers and locker room. Future phases are not yet determined. Construction estimates will depend on the alternatives selected.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
30-11	Design & Engineering	61,363	61,363					
36-10	Printing	259	259					
36-30	Permit Fees	890	890					
62-10	Postage	31	31					
74-10	Administrative Fee	1,222	1,222					
92-42	HVAC Systems	122,000	122,000					
95-20	Buildings & Improvements	992,763		992,763				
Total Expenditures		<u>1,178,528</u>	<u>185,765</u>	<u>992,763</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
301	Unrestricted C.I.P. Reserve	1,020,000	1,020,000	0				
301	Facilities Capital Reserve	52,128	52,128					
301	Federal Dept of Energy grant	106,400	106,400					
Total Funding Sources		<u>1,178,528</u>	<u>1,178,528</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Total funding sources	1,178,528	1,178,528	0	0	0	0	0	0
Less amount expended/ encumbered thru FY15	(185,765)	(185,765)						
Project Fund Balance	<u>992,763</u>	<u>992,763</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

A federal grant from U. S. Department of Energy funded energy-saving improvements to Davis Hall, including new HVAC units, insulation and lowering of the ceiling in the Davis Hall multi-purpose room.

A concept plan and site plan for replacement of the modular building has been developed and was presented to Mayor & Council. An RFP is being prepared for issuance in fall 2015.

Impact on Operating Budget

As current Public Works buildings are maintained by City staff (Public Works program 5018, Public Works Buildings), any replacement of these outdated buildings would likely generate reduced maintenance and energy use requirements.

Capital Project Summary - Randolph Macon Avenue

Name: Randolph Macon Avenue	First Fiscal Year Appropriated:	FY13
Number: 133001	Estimated Completion Date:	FY16
Department: Planning, Community & Economic Development	Percent Completed:	0%
Life: 5 years	Estimated Total Project Cost:	\$492,936
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development Steven E. Halpern, City Engineer		

Description

The project funds construction of the 30' right-of-way between Rhode Island Avenue and Dartmouth Avenue in the Old Town neighborhood known as Randolph Macon Avenue. The road would be one-way westbound and facilitate the infill construction of 8 single-family homes with owner-occupancy covenants. The property owner will pay for the road design and the City will be responsible for the initial road construction costs. A CDBG grant will help defray the construction costs and the property owner/developer will reimburse the City upon the sale of the individual building sites.

Schedule of Expenditures

[301-8010-570-]								
<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>Past FY19</u>
30-11	Design & Engineering	36,000	36,000					
95-10	Site Improvements	456,936		456,936				
Total Expenditures		<u>492,936</u>	<u>36,000</u>	<u>456,936</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

<u>Fund</u>	<u>Source Name</u>	<u>Total</u>	<u>Thru FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>Past FY19</u>
301	Unrestricted C.I.P. Reserve	86,950	86,950					
301	Utility Reimbursements	0						
301	Comm. Development Block Grant	127,000	127,000					
301	Developer Contribution	36,000	36,000					
301	Funding not yet determined	242,986		242,986				
Total Funding Sources		<u>492,936</u>	<u>249,950</u>	<u>242,986</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Total funding sources	492,936	249,950	242,986	0	0	0	0
Less amount expended/ encumbered thru FY15	(0)	(0)					
Project Fund Balance	<u>492,936</u>	<u>249,950</u>	<u>242,986</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

A memorandum of understanding between the City and property owner/developer has been executed.

The road design is complete and permits are being obtained. Construction is scheduled to commence in FY16.

Impact on Operating Budget

As a City street, Randolph Macon Avenue would be evaluated annually under the Pavement Management Plan.

Capital Project Summary - Retail Attraction & Expansion Fund

Name: Retail Attraction & Expansion Fund Number: 133002 Department: Planning, Community & Economic Development Life: Ongoing Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development Michael Stiefvater, Economic Development Coordinator	First Fiscal Year Appropriated: Estimated Completion Date: Percent Completed: Estimated Total Project Cost:	FY13 Ongoing Ongoing Ongoing
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Description

This incentive program is designed to attract new locally-owned and independent businesses to the City, specifically businesses that fill a void in the City's retail supply. Matching grants up to \$25,000 may be awarded for interior and exterior improvements.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
25-43	Retail Attraction & Expansion Fund	95,000	75,000	20,000				
Total Expenditures		95,000	75,000	20,000	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
301	Unrestricted C.I.P. Reserve	20,000	20,000					
301	Community Legacy grant	75,000	75,000					
Total Funding Sources		95,000	95,000	0	0	0	0	0

Project Fund Balance

Total funding sources	95,000	95,000	0	0	0	0	0
Less amount expended/ encumbered thru FY15	(75,000)	(75,000)					
Project Fund Balance	20,000	20,000	0	0	0	0	0

Status

Impact on Operating Budget

The City received a \$75,000 Community Legacy grant in FY13. Three applications have been approved for a total of \$47,500. \$127,500 in private funds were leveraged.

No operating budget impact as this is a planning initiative.

Capital Project Summary - Route 1 Underground Utilities

Name: Route 1 Underground Utilities	First Fiscal Year Appropriated:	FY14
Number: 143001	Estimated Completion Date:	Unknown
Department: Public Works	Percent Completed:	0%
Life: 5 years	Estimated Total Project Cost:	Unknown
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development		

Description

This project would design and construct the undergrounding of utilities as part of the reconstruction of U.S. Route 1 by State Highway Administration (SHA), contingent on funding availability.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
30-11	Design & Engineering	955,000		300,000	655,000			
30-18	Feasibility Study	140,000	140,000					
95-10	Site Improvements	14,080,000					14,080,000	
Total Expenditures		<u>15,175,000</u>	<u>140,000</u>	<u>300,000</u>	<u>655,000</u>	<u>0</u>	<u>14,080,000</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
301	Unrestricted C.I.P. Reserve	300,000	300,000					
301	Developer Contribution	260,000	60,000				200,000	
301	University of Maryland Contribution	70,000	70,000					
301	State Highway Administration (SHA)	3,325,000					3,325,000	
301	Funding not yet determined	11,220,000					11,220,000	
Total Funding Sources		<u>15,175,000</u>	<u>430,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>14,745,000</u>	<u>0</u>

Project Fund Balance

Total funding sources	15,175,000	430,000	0	0	0	14,745,000	0
Less amount expended/ encumbered thru FY15	(0)	(0)					
Project Fund Balance	<u>15,175,000</u>	<u>430,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>14,745,000</u>	<u>0</u>

Status

Impact on Operating Budget

A feasibility study was completed in FY14. The design contract for underground plans is 30% complete. This study is being managed by SHA and paid for by the City.

Unknown at this time

Capital Project Summary - Sustainability Initiatives

Name: Sustainability Initiatives	First Fiscal Year Appropriated:	FY09
Number: 091004	Estimated Completion Date:	Ongoing
Department: Planning, Community & Economic Development	Percent Completed:	Ongoing
Life: Ongoing	Estimated Total Project Cost:	\$118,451
Project Manager: Steve Beavers, Community Development Coordinator		

Description

This project funds ongoing green initiatives to reduce energy consumption and increase the use of renewable energy. It includes a \$70,361 grant from the Maryland Energy Administration ("MEA") to prepare and implement an energy action plan.

This project also provides support for implementation of the City's Sustainable Maryland Certified Green Team action plan and a new City operations sustainability plan.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
30-15	Consulting	30,038	30,038					
92-41	Appliances	895	895					
92-42	HVAC Systems	618	618					
95-10	Site Improvements	57,836		57,836				
95-20	Buildings & Improvements	12,164	12,164					
96-30	Streetlights	16,900	16,900					
	Total Expenditures	<u>118,451</u>	<u>60,615</u>	<u>57,836</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
301	Unrestricted C.I.P. Reserve	66,000	66,000					
301	Maryland Energy Admin. grant	52,451	52,451					
	Total Funding Sources	<u>118,451</u>	<u>118,451</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Total funding sources	118,451	118,451	0	0	0	0	0
Less amount expended/ encumbered thru FY15	(60,615)	(60,615)					
Project Fund Balance	<u>57,836</u>	<u>57,836</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Policies for energy reduction and renewable energy generation were adopted by the City Council and recommended improvements are underway.

The Green Team initiated a community garden in FY15.

Impact on Operating Budget

Ongoing maintenance of City building is performed by Public Works crews. It is anticipated that these green initiatives would reduce future utility costs.

Capital Project Summary - Vehicle Replacement Program

Name: Vehicle Replacement Program
Number: 925061
Department: Public Works
Life: Ongoing
Project Manager: Robert T. Stumpff, Director of Public Works

First Fiscal Year Appropriated: FY92
Estimated Completion Date: Ongoing
Percent Completed: Ongoing
Estimated Total Project Cost: Ongoing

Description

Vehicle replacement is determined by ratings established using the Department of Public Works' vehicle replacement analysis report. This project is designed to be replenished annually from the General Fund based on the depreciation of the City's fleet. This project summary has been updated to reflect original cost of each vehicle, with replacement value based on estimated inflation rates. Replacement is calculated based on estimated life of classes of vehicles, taking into account maintenance history records for each vehicle:

	Estimated Life in Years
Automobiles	7
Light trucks	9
Medium duty trucks	9
Heavy duty trucks	10
Machinery and equipment	15

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
32-40	Legal-Bond Counsel	7,000		7,000				
70-15	Principal-Master Lease #3	2,000,000		200,000	400,000	400,000	400,000	600,000
72-15	Interest-Master Lease #3	400,000		40,000	80,000	80,000	80,000	120,000
90	Autos & Light Trucks	985,000	125,000	217,000	124,000	159,000	85,000	275,000
91	Medium Duty Trucks	1,420,000	200,000	150,000	360,000	280,000	110,000	320,000
91	Heavy Duty Trucks	2,030,000	0	580,000	290,000	290,000	290,000	580,000
91	Shared Ownership Trucks	45,000	0	0	0	0	0	45,000
92	Machinery & Equipment	882,500	10,000	71,000	253,500	206,000	206,000	136,000
	Total Expenditures	<u>7,769,500</u>	<u>335,000</u>	<u>1,265,000</u>	<u>1,507,500</u>	<u>1,415,000</u>	<u>1,171,000</u>	<u>2,076,000</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY15	FY16	FY17	FY18	FY19	Past FY19
301	Unrestricted C.I.P. Reserve	657,000	357,000	300,000				
301	Proceeds-Master Lease #3	2,000,000		943,000	1,027,500	29,500		
301	Funding not yet determined	5,112,500			480,000	1,385,500	1,171,000	2,076,000
	Total Funding Sources	<u>7,769,500</u>	<u>357,000</u>	<u>1,243,000</u>	<u>1,507,500</u>	<u>1,415,000</u>	<u>1,171,000</u>	<u>2,076,000</u>

Project Fund Balance

Total funding sources	7,769,500	357,000	1,243,000	1,507,500	1,415,000	1,171,000	2,076,000
Less amount expended/ encumbered thru FY15	(335,000)	(335,000)					
Project Fund Balance	<u>7,434,500</u>	<u>22,000</u>	<u>1,243,000</u>	<u>1,507,500</u>	<u>1,415,000</u>	<u>1,171,000</u>	<u>2,076,000</u>

Status

This project is ongoing, subject to annual funding.

A new \$2,000,000 5-year master lease will be initiated in FY 2015 to fund current and future vehicle purchases.

Impact on Operating Budget

Maintenance of City vehicles and equipment is performed and budgeted by the City's Central Garage, Public Works program 5030 in the General Fund.

Scheduled replacement of vehicles should reduce repair costs of aging vehicles and equipment. No operating budget impact is anticipated.

Capital Project Summary - Vehicle Replacement Program
Schedule of Vehicle Replacement

Vehicle Number	Description	Original Cost	Estimated Replacement Cost					
			FY15	FY16	FY17	FY18	FY19	Past FY19
90 - Automobiles & Light Trucks								
005	00 Ford Explorer 4x4	22,845		26,000				
006	04 Chevrolet Tahoe 4x4	29,452	29,000					
007	06 Chevrolet Trailblazer	19,949				29,000		
008	09 Chevrolet Equinox AWD	21,631						25,000
026	03 Ford 138 Econoline Van (Animal Ctl)	26,090		35,000				
027	06 Chevrolet Savanna Cargo Van	13,828						20,000
028	08 Chevrolet Express Cargo Van	16,838						20,000
043	01 Ford 1-Ton Pickup	23,670	28,000					
044	01 Ford 1-Ton Pickup	23,670	28,000					
045	01 Ford 1-Ton Diesel Pickup	27,730			34,000			
046	02 Ford 3/4-Ton Pickup	22,813		29,000				
049	04 Ford F-350 SD Pickup	16,949			30,000			
050	04 Ford F-350 SD Pickup	16,949		29,000				
051	06 Chevrolet C5550 Diesel Landscape	52,972					55,000	
052	08 Chevrolet 3/4-Ton 4x4 Pickup	20,333				30,000		
053	09 Chevrolet Silverado Pickup	27,479					30,000	
054	13 Ford F-250 3/4-Ton 4x4 Pickup	28,359						34,000
055	13 Ford F-250 3/4-Ton 4x4 Pickup	22,830						34,000
056	13 Ford F-250 3/4-Ton 4x4 Pickup	22,830						34,000
057	15 Ford F-250 3/4-Ton 4x4 Pickup	33,696						36,000
103	01 Chevrolet Lumina	14,529		18,000				
242	01 Chevrolet Cavalier	10,921	20,000					
244	03 Chevrolet Cavalier	10,118	20,000					
247	04 Chevrolet Cavalier	10,063		20,000				
248	04 Chevrolet Cavalier	10,063		20,000				
249	04 Chevrolet Cavalier	10,063		20,000				
250	05 Chevrolet Cobalt	10,728			20,000			
251	05 Toyota Prius Hybrid	19,583		20,000				
252	06 Chevrolet Cobalt	10,848			20,000			
253	06 Chevrolet Cobalt	10,848			20,000			
254	08 Chevrolet Cobalt	12,749				20,000		
255	08 Chevrolet Cobalt	12,669				20,000		
256	08 Chevrolet Cobalt	12,749				20,000		
257	09 Chevrolet Cobalt	16,604				20,000		
258	09 Chevrolet Cobalt	16,604				20,000		
259	14 Honda Insight Hybrid	19,590						24,000
260	14 Honda Insight Hybrid	19,590						24,000
261	14 Ford Focus	16,690						24,000
Total Autos & Light Trucks		735,922	125,000	217,000	124,000	159,000	85,000	275,000
91 - Medium Duty Trucks								
121	00 Chevrolet 3500 10-pass. Bus (wc lift)	County						
122	03 Ford E-450 Supreme 21-pass. Bus	49,455			60,000			
123	08 Ford E-450 SD 16-pass. Bus (wc lift)	County						
306	90 GMC Top Kick Dump Truck (a)	45,619	200,000					
338	00 International 4900/Galion Dump Truck	81,635		150,000				
339	00 International 4900/Galion Dump Truck	81,635			150,000			
340	00 International 4900/J&J Dump Truck	81,635			150,000			
346	04 International 7400/Galion Dump Truck	93,273					110,000	
347	05 International 7400/Stellar Hooklift Truck	144,817				160,000		
366	09 Ford F450-D Tymco 210 Streetsweeper	103,225				120,000		
348	13 Freightliner Dump Truck w/ plow	148,482						160,000
349	13 Freightliner Dump Truck w/ plow	148,482						160,000
Total Medium Duty Trucks		978,258	200,000	150,000	360,000	280,000	110,000	320,000

**Capital Project Summary - Vehicle Replacement Program
Schedule of Vehicle Replacement (continued)**

Vehicle Number	Description	Original Cost	Estimated Replacement Cost					Past FY19
			FY15	FY16	FY17	FY18	FY19	
91-10 - Heavy Duty Trucks								
327	94 Ford/Pak-Mor 25yd RL Refuse Truck	74,942		290,000				
328	94 Ford/Pak-Mor 25yd RL Refuse Truck	74,942		290,000				
343	01 Peterbilt/Leach 31yd RL Refuse Truck	142,575			290,000			
344	02 Peterbilt/Leach 31yd RL Refuse Truck	142,575				290,000		
345	^ 04 Peterbilt/G&H 30yd Split Body Recycling Truc	176,833						
501	08 Crane Carrier/McNeilus 32yd RL Refuse Truck	257,062					290,000	
502	08 Crane Carrier/McNeilus 32yd RL Refuse Truck	257,062						290,000
503	08 Autocar/Labrie 33yd ASL Refuse Truck	264,510						290,000
	Total Heavy Duty Trucks	1,390,501	0	580,000	290,000	290,000	290,000	580,000
91-50 - Shared Ownership Trucks								
	25% of Four Cities Streetsweeper	28,070						35,000
	20% of Greenbelt Aerial Lift Truck	7,855						10,000
	Total Shared Ownership Trucks	35,925	0	0	0	0	0	45,000
92 - Machinery & Equipment								
351	89 Terrain Boom Mower	32,450			52,500			
352	89 Vermeer Chipper	16,087			32,000			
370	73 Ford Tractor	3,185		25,000				
371	92 Case Wheel Loader	40,485			80,000			
373	^ 77 Ford Tractor	7,555						
424	Sullair Air Compressor	10,735			13,000			
425	95 Melroe Bobcat	34,358			40,000			
426	90 KW Windrow Turner	88,000						100,000
429	96 ODB SCL800 Leaf Vacuum	23,265		36,000				
432	97 Case 621B Wheel Loader	82,573				170,000		
433	^ 97 John Deere 455 Tractor-Mower	8,900						
434	^ 98 John Deere 455 Tractor-Mower	8,949						
436	98 ODB SCL800 Leaf Vacuum	23,965			36,000			
437	00 ODB SCL800 Leaf Vacuum	23,379				36,000		
438	08 Volvo L70F Wheel Loader	166,993					170,000	
439	01 ODB SCL800 Leaf Vacuum	25,916					36,000	
440	01 Cub Cadet 3660 Z-Turn Mower	6,200		10,000				
441	01 Exmark Lazer Z Mower	6,362	10,000					
447	06 ODB SCL800 Leaf Vacuum	34,048						36,000
	Total Machinery & Equipment	643,405	10,000	71,000	253,500	206,000	206,000	136,000
	GRAND TOTAL	3,784,011	335,000	1,018,000	1,027,500	935,000	691,000	1,356,000

Notes: (a) Being replaced by cab-over-engine chassis with hooklift frame to accommodate various bodies and a snowplow.
This will provide a truck used 12 months per year.
^ Will not be replaced

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**STATISTICAL
SECTION**

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CITY OF COLLEGE PARK, MARYLAND

**General Fund - Statistical Summary
Fiscal Years 1995 - 2014**

<u>Fiscal year</u>	<u>Real property tax rate per \$100</u>	<u>Personal property tax rate per \$100</u>	<u>Operating revenues</u>	<u>Percentage increase/ (decrease) from prior fiscal year</u>
1995	\$ 0.550	\$ 0.550	\$ 6,022,325	4.57%
1996	0.570	0.570	6,035,656	0.22%
1997	0.570	0.570	6,301,287	4.40%
1998	0.570	0.570	6,583,120	4.47%
1999	0.570	0.570	7,175,737	9.00%
2000	0.570	0.570	7,925,257	10.45%
2001	0.228 ¹	0.570	8,206,595	3.55%
2002	0.240	0.600	8,425,339	2.67%
2003	0.250	0.625	8,839,777	4.92%
2004	0.268	0.650	8,905,991	0.75%
2005	0.268	0.650	9,773,782	9.74%
2006	0.285	0.713	11,053,754	13.10%
2007	0.299	0.748	11,113,418	0.54%
2008	0.299	0.748	11,647,913	4.81%
2009	0.322	0.805	12,661,100	8.70%
2010	0.322	0.805	12,758,641	0.77%
2011	0.322	0.805	14,407,349	12.92%
2012	0.322	0.805	14,753,324	2.40%
2013	0.322	0.805	14,214,088	-3.66%
2014	0.335	0.838	15,188,045	6.85%

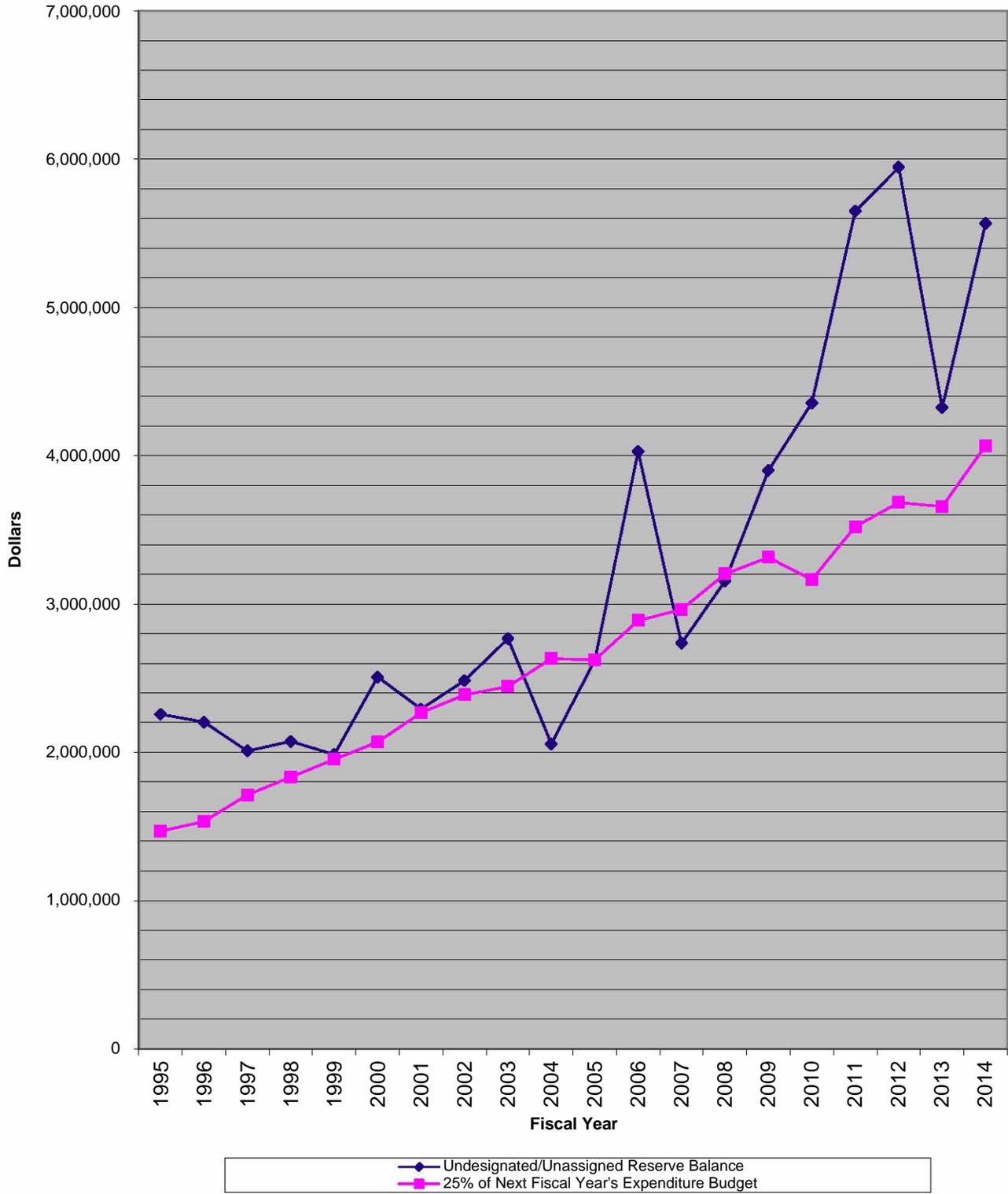
FOOTNOTES:

¹ Prior to FY 2001, real property was assessed at 40% of estimated full value. Pursuant to a change in State law, the FY 2001 rate above reflects conversion to full value assessments of real property, effective October 1, 2000.

² Effective June 30, 2011 per GASB Statement No. 54, fund balances of the governmental funds are classified as follows: nonspendable, restricted, committed, assigned and unassigned. The new fund balance classification "unassigned" is shown for FY 2011 above and will be used for future fiscal years as well. The fund balance classification "undesignated" will no longer be used.

<u>Operating expenditures</u>	<u>Surplus/ (deficit) after transfers</u>	<u>Undesignated/ unassigned ² reserve balance at fiscal year end</u>	<u>Reserve balance as percentage of next fiscal year's expenditure budget (Goal = 25%)</u>
\$ 5,698,589	\$ 233,807	\$ 2,255,930	35.13%
5,608,751	(123,095)	2,203,477	30.51%
6,027,921	136,911	2,008,559	29.34%
6,049,512	179,608	2,073,906	28.29%
6,707,208	(17,390)	1,984,668	25.40%
7,188,809	378,054	2,507,355	30.31%
7,963,668	312,842	2,291,676	25.27%
7,862,662	72,838	2,483,508	26.02%
8,387,816	(38,810)	2,766,147	28.29%
8,251,475	(322,327)	2,056,242	19.53%
8,733,736	254,468	2,619,714	24.96%
9,077,070	1,196,384	4,028,163	34.86%
9,595,276	(1,302,906)	2,734,819	23.08%
10,330,679	324,682	3,154,391	24.62%
10,906,047	499,718	3,900,880	29.43%
11,314,099	466,367	4,356,077	34.43%
11,541,492	1,819,522	5,649,562	40.11%
12,215,429	157,946	5,944,767	40.34%
12,711,292	(1,073,154)	4,325,009	29.57%
14,012,310	1,175,735	5,566,179	36.87%

CITY OF COLLEGE PARK
General Fund Undesignated/Unassigned Reserve Balance
(Compared to Goal of 25% of Next Fiscal Year's Expenditure Budget)



CITY OF COLLEGE PARK, MARYLAND

General Fund - Fund Balance Summary
Last Ten Fiscal Years

<u>Fiscal year</u>	<u>Fund balance, beginning of fiscal year</u>	<u>Operating revenues</u>	<u>Operating expenditures</u>	<u>Other sources (Note 2)</u>	<u>Other uses (Note 3)</u>	<u>Adjustments</u>	<u>Fund balance, end of fiscal year</u>
2004	\$ 3,358,502	\$ 8,905,991	\$ 8,251,475		\$ 976,841		\$ 3,036,177
2005	3,036,177	9,773,782	8,733,736		785,578	126,217 ¹	3,416,862
2006	3,416,862	11,053,754	9,077,070		780,300		4,613,246
2007	4,613,246	11,113,418	9,595,276		2,821,048		3,310,340
2008	3,310,340	11,647,913	10,330,679		992,552		3,635,022
2009	3,635,022	12,661,100	10,906,047		1,255,335		4,134,740
2010	4,134,740	12,758,641	11,314,099		978,175		4,601,107
2011	4,601,107	14,407,349	11,541,492		1,046,335		6,420,629
2012	6,420,629	14,753,324	12,215,429	216,886	2,596,835		6,578,575
2013	6,578,575	14,214,088	12,711,292	251,950	2,827,900		5,505,421
2014	5,505,421	15,188,045	13,090,310		922,000		6,681,156

FOOTNOTES:

- ¹ Restatement of revenue for collectible parking tickets
- ² Interfund transfer from Parking Debt Service Fund
- ³ Interfund transfer to Capital Projects Fund

CITY OF COLLEGE PARK, MARYLAND

**General Fund Revenues and Other Financing Sources
Last Ten Fiscal Years**

<u>Fiscal year</u>	<u>Property taxes</u>	<u>Income taxes</u>	<u>Admission taxes</u>	<u>State shared taxes</u>	<u>County shared taxes</u>	<u>Licenses and permits</u>	<u>Intergovernmental</u>
2005	\$ 3,947,200	\$ 1,214,258	\$ 491,118	\$ 611,618	\$ 459,846	\$ 644,625	\$ 152,415
2006	4,376,694	1,197,276	659,170	769,173	505,170	722,395	183,707
2007	4,812,810	1,270,633	707,816	808,134	492,018	690,761	185,234
2008	5,284,158	1,294,274	660,862	783,296	488,936	771,988	188,589
2009	6,386,736	1,274,166	689,308	718,819	448,394	894,393	176,565
2010	7,061,791	1,332,576	664,798	81,466	422,121	964,236	218,454
2011	6,922,610	1,377,541	570,539	58,693	441,699	1,004,730	254,545
2012	7,439,837	1,494,195	617,331	167,363	446,559	1,133,900	255,941
2013	7,472,148	1,582,308	510,606	105,579	460,159	1,054,982	205,283
2014	7,435,620	1,617,918	665,076	345,278	469,993	1,160,580	234,656

<u>Charges for services</u>	<u>Fines and fees</u>	<u>Investment earnings ¹</u>	<u>Miscell- aneous</u>	<u>Total operating revenues</u>	<u>Transfers in</u>	<u>Total revenues</u>
\$ 691,240	\$ 1,239,728	\$ 175,931	\$ 145,803	\$ 9,773,782	\$ -	\$ 9,773,782
828,080	1,158,071	97,773	556,245	11,053,754	-	11,053,754
830,490	962,210	195,067	158,245	11,113,418	-	11,113,418
812,384	1,095,272	229,065	39,089	11,647,913	-	11,647,913
823,703	1,054,227	145,901	48,888	12,661,100	-	12,661,100
909,624	1,056,987	36,814	9,774	12,758,641	-	12,758,641
934,245	2,784,738	41,696	16,313	14,407,349	-	14,407,349
984,664	2,044,766	43,075	125,693	14,753,324	216,886	14,970,210
947,868	1,963,264	(111,862)	23,753	14,214,088	251,950	14,466,038
960,579	1,992,281	198,972	107,092	15,188,045	-	15,188,045

CITY OF COLLEGE PARK, MARYLAND

**General Fund Expenditures and Other Uses by Function
Last Ten Fiscal Years**

<u>Fiscal year</u>	<u>Admini- stration</u>	<u>Finance</u>	<u>Public services</u>	<u>Planning and devel- opment</u>	<u>Public works</u>	<u>Youth and family</u>
2005	\$ 1,159,602	\$ 684,813	\$ 1,711,271	\$ 412,019	\$ 3,652,284	\$ 742,260
2006	1,315,386	612,945	1,690,588	531,138	3,727,144	707,118
2007	1,196,537	723,575	1,878,097	473,676	3,964,867	752,987
2008	1,309,351	816,172	2,023,822	498,054	4,263,915	835,414
2009	1,404,308	858,874	2,061,857	538,445	4,335,050	902,642
2010	1,404,724	895,913	2,176,636	580,748	4,317,396	981,712
2011	1,423,277	804,231	2,196,446	516,648	4,374,679	981,828
2012	1,561,533	773,566	2,360,095	583,652	4,352,121	1,034,545
2013	1,660,869	790,554	2,647,142	596,427	4,318,979	1,024,998
2014	1,661,451	896,847	2,397,883	595,802	4,725,720	1,064,727

<u>Supplemental police services</u>	<u>Debt service</u>	<u>Contingency</u>	<u>Total operating expenditures</u>	<u>Transfers out</u>	<u>Total expenditures</u>
\$ 136,572	\$ 234,915	\$ -	\$ 8,733,736	\$ 785,578	\$ 9,519,314
244,138	235,613	13,000	9,077,070	780,300	9,857,370
384,798	220,739	-	9,595,276	2,821,048	12,416,324
516,689	67,262	-	10,330,679	992,552	11,323,231
729,757	67,263	7,851	10,906,047	1,255,335	12,161,382
889,707	67,263	-	11,314,099	978,175	12,292,274
941,499	302,884	-	11,541,492	1,046,335	12,587,827
1,029,491	520,426	-	12,215,429	2,596,835	14,812,264
1,114,882	557,441	-	12,711,292	2,827,900	15,539,192
1,190,662	557,218	-	13,090,310	922,000	14,012,310

CITY OF COLLEGE PARK, MARYLAND

**Capital Projects Fund Revenues, Expenditures and Fund Equity
Last Ten Fiscal Years**

Fiscal year	Fund equity, beginning of year	Revenue							Total revenue	Expenditures General government
		Licenses and permits	Intergovernmental grants	Charges for services	Fines and forfeitures	Investment revenue	Miscellaneous			
2005	\$ 856,005	\$ 131,090	\$ 178,245	\$ -	\$ -	\$ -	\$ -	\$ 309,335	\$ 15,781	
2006	721,261	151,245	467,902	-	-	-	21,595	640,742	17,028	
2007	813,952	163,102	692,355	96,000	-	1,591	-	953,048	53,393	
2008 ³	3,208,617	152,418	208,028	224,146	-	40,928	-	625,520	29,807	
2009 ³	1,676,708	170,310	408,565	193,878	-	2,624	47,677	823,054	44,429	
2010 ³	(4,475,999)	179,478	900,329	181,809	-	148	-	1,261,764	65,162	
2011 ³	(5,258,063)	193,362	817,100	211,247	49,812	66	-	1,271,587	80,507	
2012 ³	3,164,971	173,265	93,395	227,454	42,065	30	31,000	567,209	221,846	
2013 ³	4,240,056	191,223	150,017	209,291	48,743	-	-	599,274	214,855	
2014	5,868,664	190,920	521,247	204,355	52,053	-	-	968,575	31,919	

* **FOOTNOTES:**

¹ Sale of land

² Permanent financing of \$8,150,000 replaced bond anticipation notes (BANs) for public parking garage, closing on February 25, 2011. Financing proceeds will adjust negative fund equity in FY 2011.

³ Includes Parking Debt Service Fund, beginning in FY 2008

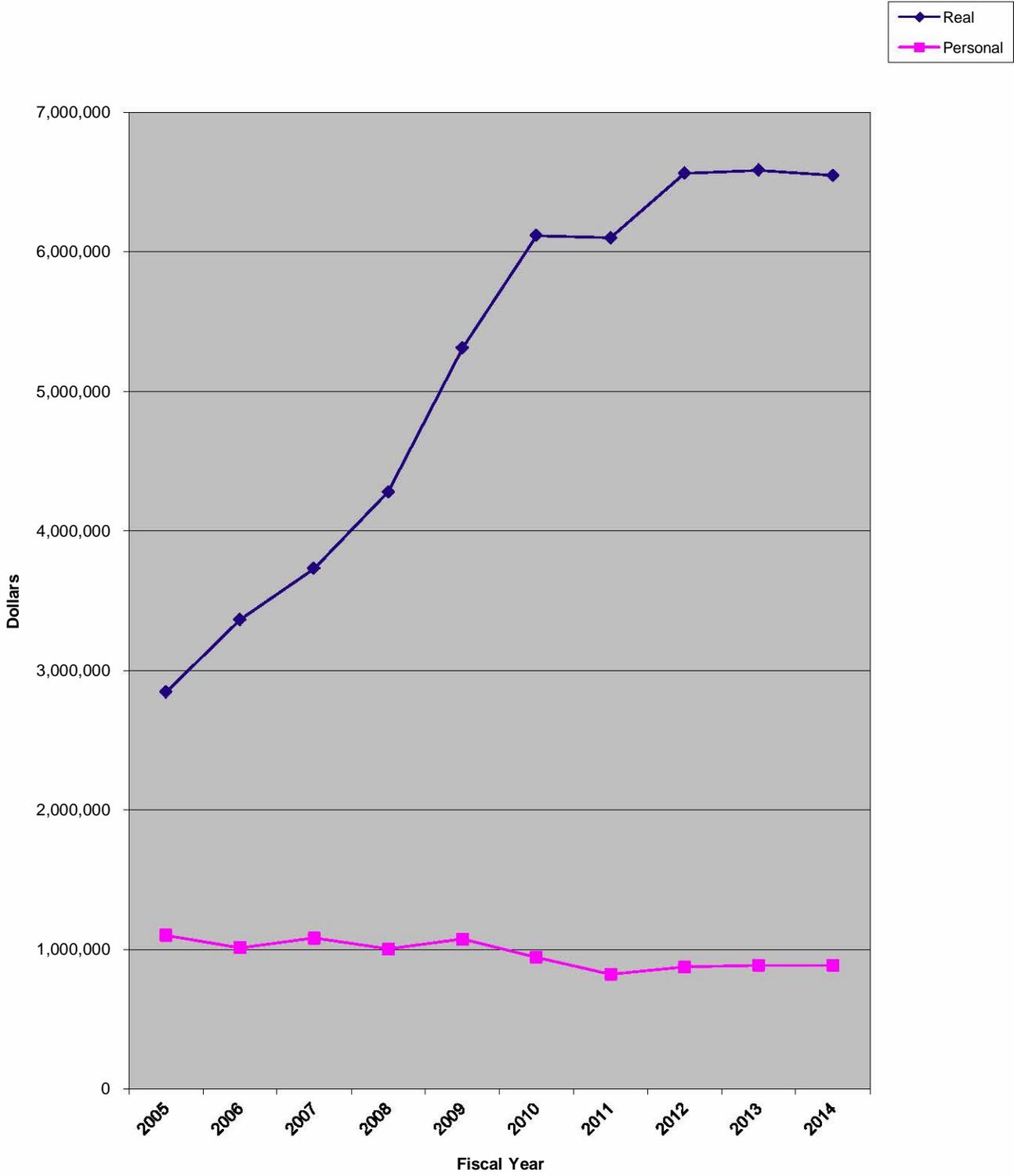
Public services	Planning & development	Expenditures (continued)			Total expenditures	Other financing sources / uses		Fund equity, end of year
		Public works	Debt service	Capital outlay		Proceeds from financing/other*	Transfers in/(out)	
\$ 15,000	\$ 146,790	\$ 63,977	\$ -	\$ 988,109	\$ 1,229,657	\$ -	\$ 785,578	\$ 721,261
123,062	195,739	632,202	-	360,320	1,328,351	-	780,300	813,952
24,987	117,700	33,322	12,750	3,147,279	3,389,431	2,010,000	2,821,048	3,208,617
24,000	212,785	1,840	339,200	2,692,349	3,299,981	150,000	992,552	1,676,708
24,000	208,212	25,494	814,330	7,539,631	8,656,096	425,000 ¹	1,255,335	(4,475,999)
31,470	486,138	15,480	385,469	2,038,284	3,022,003	-	978,175 ²	(5,258,063)
33,651	107,559	20,284	618,080	1,184,807	2,044,888	8,150,000	1,046,335	3,164,971
42,814	79,881	2,931	331,659	1,192,942	1,872,073	-	2,379,949	4,240,056
51,285	98,492	18,543	-	1,163,441	1,546,616	-	2,575,950	5,868,664
221,602	183,000	35,000	-	930,107	1,401,628	-	922,000	6,357,611

CITY OF COLLEGE PARK, MARYLAND

**General Fund Property Tax Revenues by Source
Last Ten Fiscal Years**

<u>Fiscal year</u>	<u>Real property taxes</u>	<u>Personal property taxes</u>	<u>Total property taxes</u>
2005	\$ 2,844,645	\$ 1,102,555	\$ 3,947,200
2006	3,363,585	1,013,109	4,376,694
2007	3,730,318	1,082,492	4,812,810
2008	4,280,054	1,004,104	5,284,158
2009	5,311,375	1,075,361	6,386,736
2010	6,117,028	944,763	7,061,791
2011	6,100,116	822,494	6,922,610
2012	6,563,992	875,845	7,439,837
2013	6,584,457	887,691	7,472,148
2014	6,548,180	887,440	7,435,620

CITY OF COLLEGE PARK, MARYLAND Property Tax Revenues



CITY OF COLLEGE PARK, MARYLAND

**Property Tax Levies and Collections
Last Ten Fiscal Years**

<u>Fiscal year</u>	<u>Total tax levy</u>	<u>Current tax collections</u>	<u>Percent of current taxes collected (Note 2)</u>	<u>Delinquent tax collections</u>	<u>Total tax collections</u>
2005	\$ 4,052,555	\$ 3,836,278	94.66%	\$ 100,805	\$ 3,937,083
2006	4,486,482	4,255,600	94.85%	83,229	4,338,829
2007	4,799,536	4,790,172	99.80%	22,638	4,812,810
2008	5,178,280	5,227,766	100.96%	56,392	5,284,158
2009	6,269,374	6,380,880	101.78%	5,861	6,386,741
2010	7,090,446	7,025,731	99.09%	36,060	7,061,791
2011	6,871,090	6,830,888	99.41%	91,722	6,922,610
2012	7,433,369	7,402,872	99.59%	36,965	7,439,837
2013	7,489,649	7,402,568	98.84%	69,580	7,472,148
2014	7,416,516	7,327,206	98.80%	108,414	7,435,620

NOTE 1: The collection rate for real property taxes for a given year is generally higher than the collection rate for personal property taxes as Prince George's County, who collects the City's real property tax as part of their consolidated tax billing, includes the City tax along with the County tax in their annual tax sale. The State Department of Assessments & Taxation ("SDAT") provides personal property tax assessments to the City for billing on a staggered schedule throughout the fiscal year. Billed personal property taxes unpaid at fiscal year-end are generally collected in the following fiscal year.

NOTE 2: The total tax levy includes the County's original real property assessment plus the City's estimated personal property assessment. This levy fluctuates throughout the fiscal year as improvement levies are posted and abatements are resolved by SDAT. As a result, this figure represents a "snapshot in time". The current tax collections represent taxes actually paid, which could be higher than the original levy. In that case, the percent of current taxes collected could exceed 100%.

<u>Ratio of total tax collections to total tax levy</u>	<u>Outstanding delinquent taxes</u>	<u>Ratio of delinquent taxes to total tax levy</u>
97.15%	\$ 46,021	1.14%
96.71%	58,686	1.31%
100.28%	36,048	0.75%
102.04%	13,024	0.25%
101.87%	36,447	0.58%
99.60%	49,054	0.69%
100.75%	37,668	0.55%
100.09%	52,856	0.71%
99.77%	40,842	0.55%
100.26%	26,254	0.35%

CITY OF COLLEGE PARK, MARYLAND

**Assessed Value and Estimated True Value of All Taxable Property
Last Ten Fiscal Years**

Fiscal year	Tax year	Real property ¹		Personal property	
		Assessed value	Estimated value	Assessed value	Estimated value
2005	2006	\$ 1,075,798,027	\$ 1,075,798,027	\$ 138,363,394	\$ 138,363,394
2006	2007	1,254,330,314	1,254,330,314	140,252,466	140,252,466
2007	2008	1,421,579,302	1,421,579,302	122,994,652	122,994,652
2008	2009	1,637,876,189	1,637,876,189	120,320,870	120,320,870
2009	2010	1,923,969,893	1,923,969,893	113,043,478	113,043,478
2010	2011	1,807,918,651	1,807,918,651	111,801,242	111,801,242
2011	2012	1,947,088,341	1,947,088,341	105,590,062	105,590,062
2012	2013	2,068,786,227	2,068,786,227	99,378,882	99,378,882
2013	2014	1,959,242,300	1,959,242,300	87,058,823	87,058,823
2014	2015	2,021,567,171	2,021,567,171	87,058,823	87,058,823

FOOTNOTES:

¹ After application of homestead tax credit

Total property		Ratio of total assessed value to total value
Assessed value	Estimated value	
\$ 1,214,161,421	\$ 1,214,161,421	100.0%
1,394,582,780	1,394,582,780	100.0%
1,544,573,954	1,544,573,954	100.0%
1,758,197,059	1,758,197,059	100.0%
2,037,013,371	2,037,013,371	100.0%
1,919,719,893	1,919,719,893	100.0%
2,052,678,403	2,052,678,403	100.0%
2,168,165,109	2,168,165,109	100.0%
2,046,301,123	2,046,301,123	100.0%
2,108,625,994	2,108,625,994	100.0%

CITY OF COLLEGE PARK, MARYLAND

**Direct and Overlapping Property Tax Rates
Last Ten Fiscal Years
(rate per \$100 of assessed value)**

<u>Fiscal year</u>	<u>City ¹</u>	<u>Natl. Capital Park and Planning</u>	<u>Suburban Transit Commission</u>	<u>County Storm Water Management</u>	<u>George's County (full rate)</u>	<u>County Tax Differential</u>	<u>State of Maryland</u>	<u>Total</u>
2006	\$ 0.2850	\$ 0.2790	\$ 0.0260	\$ 0.0540	\$ 0.9600	\$ (0.0180)	\$ 0.1320	\$ 1.7180
2007	0.2990	0.2790	0.0260	0.0540	0.9600	(0.0170)	0.1120	1.7130
2008	0.2990	0.2790	0.0260	0.0540	0.9600	(0.0160)	0.1120	1.7140
2009	0.3220	0.2790	0.0260	0.0540	0.9600	(0.0150)	0.1120	1.7380
2010	0.3220	0.2790	0.0260	0.0540	0.9600	(0.0140)	0.1120	1.7390
2011	0.3220	0.2790	0.0260	0.0540	0.9600	(0.0140)	0.1120	1.7390
2012	0.3220	0.2790	0.0260	0.0540	0.9600	(0.0140)	0.1120	1.7390
2013	0.3220	0.2790	0.0260	0.0540	0.9600	(0.0200)	0.1120	1.7330
2014	0.3350	0.2790	0.0260	0.0540	0.9600	(0.0250)	0.1120	1.7410
2015	0.3350	0.2790	0.0260	0.0540	0.9600	(0.0300)	0.1120	1.7360

FOOTNOTE:

¹ The City Direct Rate has no components.

CITY OF COLLEGE PARK, MARYLAND

Principal Taxpayers, Grouped by Property
Assessed Valuation Greater than \$5 Million
June 30, 2015
(amounts expressed in thousands)

Taxpayer	Type of business	Fiscal year 2015 assessment			Percentage of total assessed valuation
		Real (RP)	Personal (PP)	Total	
Student Housing College Park, LLLP (The Varsity)	Real estate	\$ 97,562	\$ 806	\$ 98,368	4.67%
University View Partners, LLC	Real estate	96,453	580	97,033	4.60%
NSHE College Park, LLC	Real estate	90,668	-	90,668	4.30%
UDR Domain College Park, LLC	Real estate	81,985	-	81,985	3.89%
Mazza Grand Marc Apartments	Real estate	56,200	-	56,200	2.67%
8300 Baltimore Avenue, LLC	Real estate	53,840	228	54,068	2.56%
IKEA Property, Inc. (RP) / IKEA Maryland, LLC (PP)	Retail	44,021	7,489	51,510	2.44%
Jefferson at College Park, LP (RP) / Wynfield Park Apartments, LP (PP)	Real estate	46,451	123	46,574	2.21%
Richard S. Gatti, et al	Real estate	30,664	-	30,664	1.45%
Riverdale FDA, LLC	Real estate	27,780	-	27,780	1.32%
Potomac Electric Power Company	Utility	-	27,177	27,177	1.29%
Starview Plaza (The Enclave)	Real estate	24,000	-	24,000	1.14%
College Park Shopping Center LLC	Real estate	22,208	-	22,208	1.05%
CPHH, LLC (RP) / Imported Cars of Maryland (PP)	Automotive	5,461	13,893	19,354	0.92%
Oprock College Park Fee LLC	Hotel	16,467	465	16,932	0.80%
University Club - UCAL LLC	Real estate	11,800	-	11,800	0.56%
College Park Roadside II	Real estate	11,541	-	11,541	0.55%
New Spellman House Associates, LLC	Real estate	10,093	32	10,125	0.48%
Eastern Diversified Properties, Inc. (RP) / College Park Motor Cars (PP)	Automotive	3,793	6,199	9,992	0.47%
Terrapin Row Prop. Owner, LLC	Real estate	9,220	-	9,220	0.44%
College Park Hospitality Group, LLC	Hotel	7,847	269	8,116	0.38%
Precision Products Group, Inc.	Manufacturing	5,225	2,843	8,068	0.38%
North Carolina Hospitality Group, Inc.	Hotel	7,362	510	7,872	0.37%
Elmer F. Sealing (RP) / Second Hotel Associates LP (PP)	Hotel	6,866	687	7,553	0.36%
Royal Hospitality, Inc.	Hotel	7,373	129	7,502	0.36%
Jemal's Hartwick Limited Partnership	Real estate	7,000	-	7,000	0.33%
Carrollton Properties, LLC	Real estate	6,341	-	6,341	0.30%
Jaykishan Hospitality Group, LLC	Hotel	5,918	356	6,274	0.30%
8400 Baltimore Avenue, LLC	Real estate	6,098	-	6,098	0.29%
Baltimore Boulevard Associates Ltd. Ptshp.	Real estate	6,060	2	6,062	0.29%
Campus Village Shopping Center JV	Real estate	5,992	-	5,992	0.28%
Campus Investors 4500 College Avenue, LLC	Real estate	5,597	-	5,597	0.27%
New Alden Berkley Associates	Real estate	5,442	13	5,455	0.26%
Total		\$ 823,328	\$ 61,801	\$ 885,129	41.98%

CITY OF COLLEGE PARK, MARYLAND

**Computation of Direct and Overlapping Bonded Debt
June 30, 2014
(amounts expressed in thousands)**

<u>Jurisdiction</u>	<u>Net debt outstanding</u>	<u>Percentage applicable to the City</u>	<u>Amount applicable to the City</u>
City of College Park:			
Direct Debt	\$ <u>7,819</u>	100.000%	\$ <u>7,819</u>
Subtotal	<u>7,819</u>		<u>7,819</u>
Overlapping Debt (Note 1):			
Prince George's County:			
Direct Debt	1,371,140	2.835%	38,879
Maryland-National Capital Park and Planning Commission	<u>66,106</u>	2.835%	<u>1,874</u>
Subtotal	<u>1,437,246</u>		<u>40,753</u>
Total Direct and Overlapping Debt	\$ <u><u>1,445,065</u></u>		\$ <u><u>48,572</u></u>

NOTE 1:

Overlapping debt is not bonded debt of the City on either a direct or contingent basis but represents the share of debt of overlapping governmental units which the residents of the City are obligated to pay through the direct tax levies of the respective governmental units. Percentage applicable to the City for the overlapping debt is based on the total County real property assessment of \$69,097,020,070 and the City real property assessment of \$1,959,242,300 (net of homestead tax credit). The City does not have any self-supporting debt at June 30, 2014.

CITY OF COLLEGE PARK, MARYLAND

**Computation of Legal Debt Margin
June 30, 2014**

	<u>General Obligation</u>	<u>Total Debt</u>
Total real property taxable assessment as of June 30, 2014 (FY 2014 assessment) before homestead tax credit applied	\$ 2,036,733,300	\$ 2,036,733,300
Allowable debt limit percentage per City Charter, Article C7-4	<u>5%</u>	<u>10%</u>
City debt limit	\$ 101,836,665	\$ 203,673,330
Outstanding debt as of June 30, 2014	<u>7,819,000</u>	<u>7,819,000</u>
Available debt margin	<u><u>\$ 94,017,665</u></u>	<u><u>\$ 195,854,330</u></u>

CITY OF COLLEGE PARK, MARYLAND

**Debt Service Requirements
June 30, 2015**

SunTrust Bank - Tax-Exempt Parking Garage Bond:
(budgeted in Debt Service, General Fund program 9010)

<u>Fiscal year</u>	<u>Principal balance, beginning of fiscal year</u>	<u>Debt Service</u>		<u>Principal balance, end of fiscal year</u>
		<u>Principal</u>	<u>Interest</u>	
2016	\$ 7,075,000	\$ 305,000	\$ 252,411	\$ 6,770,000
2017	6,770,000	317,000	243,414	6,453,000
2018	6,453,000	328,000	231,546	6,125,000
2019	6,125,000	341,000	219,236	5,784,000
2020-2024	5,784,000	1,904,000	894,609	3,880,000
2025-2029	3,880,000	2,289,000	509,605	1,591,000
2030-2032	1,591,000	1,591,000	89,258	0
<u>Totals</u>		\$ 7,075,000	\$ 2,440,079	

Community Legacy Loans:
(budgeted in Community Legacy Loan Repayments, C.I.P. project 093001)

<u>Fiscal year</u>	<u>Principal balance, beginning of fiscal year</u>	<u>Debt Service</u>		<u>Principal balance, end of fiscal year</u>
		<u>Principal</u>	<u>Interest</u>	
2016	\$ 450,000	\$ 150,000	\$ 0	\$ 300,000
2021	300,000	150,000	0	150,000
2026	150,000	150,000	0	0
<u>Totals</u>		\$ 450,000	\$ 0	

CITY OF COLLEGE PARK, MARYLAND

**Demographic Statistics
Last Seven Census Years**

<u>Fiscal year</u>	<u>Population</u>	<u>Median income</u>	<u>Median age</u>	<u>Formal education level</u>	<u>Unemployment rate</u>
1950	11,170	\$ 1,063	31.1 years	12.7 years	3.8%
1960	18,482	7,948	21.9 years	12.4 years	2.8%
1970	26,220	13,453	21.4 years	12.7 years	3.5%
1980	23,614	39,806	24.1 years	13.0 years	3.2%
1990	23,714	48,915	23.4 years	See note below	5.4%
2000	24,657	50,168	21.7 years	See note below	4.2%
2010	30,413	66,138	21.2 years	See note below	7.1%

NOTE: Beginning with the 1990 census count, the Bureau of the Census began to report formal education level using a different type of methodology. As such, the 1990 count indicated that 84.9% of those surveyed were high school graduates or higher, while 38.3% held bachelor's degrees or higher. The 2000 count reported 87.6% high school graduates or higher and 40.7% held bachelor's degrees or higher. The 2010 count reports 91.0% high school graduates or higher and 47.4% held bachelor's degrees or higher.

SOURCE: U.S. Department of Commerce, Bureau of the Census

CITY OF COLLEGE PARK, MARYLAND

**Property Value, New Construction and Bank Deposits
Last Ten Fiscal Years
(amounts expressed in thousands)**

Fiscal year	Property value (A)			
	Commercial	Residential	Exemptions	Total
2005	\$ 277,928	\$ 797,870	\$ 1,026,226	\$ 2,102,024
2006	394,343	859,987	1,075,484	2,329,814
2007	396,264	1,025,315	1,255,509	2,677,088
2008	482,758	1,155,118	1,381,546	3,019,422
2009	640,643	1,283,327	1,508,767	3,432,737
2010	649,774	1,158,145	1,514,366	3,322,285
2011	701,159	1,245,930	1,532,517	3,479,606
2012	808,625	1,260,161	1,528,585	3,597,371
2013	793,568	1,165,674	1,245,220	3,204,462
2014	799,259	1,222,308	1,249,234	3,270,801

SOURCE:

- (A) State Department of Assessments and Taxation (SDAT)
- (B) Prince George's County Department of Environment Resources, Construction Standards Division, Permits Section
Valuation greater than \$25,000
- (C) Operating Banks and Branches Data Book, FDIC

FOOTNOTES:

- ¹ Includes \$18,111,000 completion of University View project
- ² Includes \$17,000,000 Camden College Park, phase 2
- ³ Includes \$6,600,000 Camden College Park, phase 2B
- ⁴ Includes \$2,400,000 The Towns at North College Park new townhomes
- ⁵ Includes \$480,000 Branchville Volunteer Fire Company 2-story addition, Mazza GrandMarc, University View II
- ⁶ Includes \$41,000,000 The Enclave and \$25,000,000 Varsity student housing projects
- ⁷ Includes \$20,000,000 Campus Investors 4500 College Avenue

Commercial construction (B)			Residential construction (B)			Bank deposits (C)
Number of units	Value		Number of units	Value		
22	\$ 21,381	¹	9	\$ 534	\$	345,180
10	20,510	²	38	2,687		373,299
61	12,741	³	34	4,313	⁴	336,668
16	50,244	⁵	32	4,547		457,201
29	9,206		10	654		436,728
29	81,571	⁶	10	1,005		486,119
39	6,480		16	864		401,432
37	4,801		13	513		522,643
26	4,593		15	1,034		553,526
27	26,950	⁷	18	1,162		413,463

CITY OF COLLEGE PARK, MARYLAND

**Miscellaneous Statistics
June 30, 2015**

Date of settlement	1745
Mayor & Council established	1945
Date of incorporation	1945
Form of government	
Commission	1945-1960
Council-Manager	1960-present
Area - square miles	5
Miles of streets, sidewalks and alleys	
Streets:	
Paved	52
Unimproved	1
Sidewalks	21
Alleys - unpaved	1

Providers of other services to City residents

<u>Service</u>	<u>Organization</u>
Recreation	Maryland-National Capital Park and Planning Commission (M-NCPPC)
Fire / EMS	Prince George's County Fire / Emergency Medical Services Department College Park Volunteer Fire Department, Inc. Branchville Volunteer Fire Company & Rescue Squad, Inc. Berwyn Heights Volunteer Fire Department & Rescue Squad, Inc.
Police	Prince George's County Police Department
Water and sewer	Washington Suburban Sanitary Commission (WSSC)
Electric	Potomac Electric Power Company (PEPCO)
Natural gas	Washington Gas, Maryland Division
Public education	Prince George's County Public Schools

Election data

Registered voters last local election, November 2013	17,268
Number of votes cast, last local election	1,568
Percentage of registered voters voting, last local election	9.1%

CITY OF COLLEGE PARK, MARYLAND

Miscellaneous Statistics (continued)
June 30, 2015

Authorized full-time equivalent employees

	FY2015 <u>Adjusted Budget</u>	FY2016 <u>Adopted Budget</u>
Merit	104.76	104.59
Nonclassified	<u>9.42</u>	<u>11.39</u>
Total	<u>114.18</u>	<u>115.98</u>

Major property owner

The University of Maryland at College Park, the flagship campus of the University System of Maryland, is located within the corporate limits of the City of College Park. This University location encompasses approximately 1,250 acres with 350 buildings, providing education, housing, research and other facilities. The campus has a total academic student body of 37,631 as of fall 2014 enrollment, consisting of 26,826 undergraduate and 10,805 graduate students; and a faculty (excluding graduate teaching assistants) of 4,248 and staff of 5,134.

Memberships

American Institute of Certified Planners (AICP)
American Payroll Association
American Planning Association (APA)
Anacostia Trails Heritage Area (ATHA)
Council for Urban Economic Development (CUED)
Government Finance Officers Association of the U.S. and Canada (GFOA)
International City/County Management Association (ICMA)
International Council for Local Environmental Initiatives (ICLEI)
International Council of Shopping Centers (ICSC)
International Institute of Municipal Clerks (IIMC)
International Town & Gown Association (ITGA)
Maryland Association of Housing and Redevelopment Agencies
Maryland Association of Youth Services Bureaus (MAYSB)
Maryland Code Enforcement and Zoning Officials Association (CEZOA)
Maryland Downtown Development Association (MDDA)
Maryland Local Government Insurance Trust (LGIT)
Maryland Local Government Investment Pool (MLGIP)
Maryland Mayors' Association
Maryland Municipal Clerks Association
Maryland Municipal League (MML)
Maryland Government Finance Officers Association (MDGFOA)
Maryland State Retirement Agency (MSRA)
Metropolitan Washington Council of Governments (MWCOG)
National Fire Protection Association (NFPA)
National League of Cities (NLC)
National Safety Council
National Trust for Historic Preservation (NTHP)
Prince George's County Municipal Association (PGCMA)
Urban Land Institute (ULI)

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GLOSSARY & ACRONYMS

Glossary & Acronyms

Accrual The accrual basis of accounting recognizes revenues in the accounting period in which they are earned, while expenses are recognized when the related liability is incurred.

Annual Budget A budget applicable to a single fiscal year

Appropriated Fund Balance The portion of a governmental fund's fund balance that is used to provide resources for budgeted expenditures

Appropriation A legal authorization to make expenditures and to incur obligations for specific purposes

Assessed Value A valuation set upon real estate or other property by the State Department of Assessments and Taxation (SDAT) as a basis for levying taxes

ATHA or Anacostia Trails Heritage Area A non-profit organization whose members include municipalities along the U.S. Route 1 corridor. ATHA coordinates multi-jurisdictional projects to install and standardize signage, promote tourism and fund public art in the area.

Balanced Budget The process whereby budgeted revenues must equal budgeted expenditures. In the City's case, the process allows the use of undesignated reserve to supplement budgeted revenues.

Budget A plan of financial operations embodying an estimate of proposed expenditures for a given period and the proposed means of financing those expenditures. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two situations in practice. Sometimes, it designates the financial plan presented to the appropriating governing body for adoption (i.e., the "proposed" budget); and sometimes, the term refers to the plan approved by that body (i.e., the "adopted" budget).

Capital Assets Fixed assets such as vehicles, machinery, equipment, computers or furniture which have a life expectancy of more than 1 year and a value over \$2,000

Capital Budget A plan of proposed capital outlays and the means of financing them

Capital Projects Fund A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary or trust funds

Capital Outlay Expenditures resulting in the acquisition of, or addition to, the government's general fixed assets

CCTV Closed circuit security cameras, C.I.P. project 092003

Glossary & Acronyms

CDBG or Community Development Block Grant Grant funds available from the Federal government. In the past, these funds have been passed through Prince George's County via grant application. The City opted out of the County program and into the State of Maryland's program in fiscal year 1992.

C.I.P. or Capital Improvement Program A plan for capital expenditures to be incurred each year over a fixed period of years in order to meet capital needs arising from the long-term work program or other capital needs. The program sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the resources estimated to be available to finance the projected expenditures.

Charter and City Code The codification of the City's legislation, adopted by the Mayor and Council, for the proper function and government of the City of College Park. The Charter and the various chapters of the Code contain all currently effective legislation (ordinances and certain resolutions) of a general and permanent nature enacted by the Mayor and Council, including revisions or amendments to existing legislation deemed necessary by the Mayor and Council in the course of the codification.

Constant Yield Tax Rate That tax rate which, when applied against the growth in assessed value of real property, will yield the same amount of tax revenue for the City as it received in the previous year. The constant yield tax rate is calculated by the State Department of Assessments and Taxation. If the City's proposed real property tax rate exceeds the constant yield tax rate, the City must advertise and hold a separate public hearing on the constant yield tax rate prior to adopting a budget setting the real property tax rate.

Cost The amount of money or value exchanged for property or services

CPA or College Park Academy A Prince George's County public charter school operated by College Park City-University Partnership (CPCUP).

CPCUP or College Park City-University Partnership A joint development corporation formed by the City of College Park and the University of Maryland to promote economic development.

DCPMA or Downtown College Park Management Authority A commercial district management authority (CDMA), created by the City and funded through assessments of downtown property owners. Their goal is to promote and market the downtown area and to provide security, maintenance and amenities. Membership includes all businesses within a defined geographic area as well as voluntary and professional members from other parts of the City.

Debt An obligation resulting from the borrowing of money

Debt Service The accounting for payments of principal and interest on long-term debt

Glossary & Acronyms

Department A separate functional and accounting entity within a certain fund type

Depreciation A method of allocating the cost of a tangible asset over its estimated useful life. Depreciation is calculated and reflected in annual financial statements but is not used for budgeting purposes.

Encumbrance A reservation of funds for an anticipated expenditure prior to actual payment for an item. Funds usually are reserved or encumbered once a contracted obligation has been signed for an item, but prior to the cash payment actually being disbursed.

Enterprise Fund A separate fund established by the City for the operation of a business venture

Expenditure A decrease in net financial resources. Expenditures include payment in cash for current operating expenses, debt service and capital outlays.

Expenses Charges incurred, whether paid or unpaid, for operations, maintenance, interest and other charges that are presumed to benefit the current fiscal year

FY or Fiscal Year (followed by 2 or 4 digits) The fiscal year which starts on July 1 and ends on the following June 30 (in the year noted). For example, FY 2016 or FY16 is the fiscal year beginning on July 1, 2015 and ending on June 30, 2016.

Fixed Assets Assets of a long-term character that are intended to continue to be held or used. Examples of fixed assets include land, buildings, vehicles, machinery, furniture and equipment.

FTE or Full Time Equivalent The effect of a one person work year at 2,080 hours per year (40 hours per week for 52 weeks). Positions may be allocated to different programs within a department as partial FTE's.

Fund A fiscal and accounting entity with a self-balancing set of accounts which is segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations

Fund Balance The excess of a governmental fund's assets over its liabilities. The amount is the cumulative result of revenues in excess of expenditures for all years since the fund's inception.

Fund Balance – Assigned Includes the portion of the spendable fund balance intended for spending for a purpose set by the governing body

Fund Balance – Committed Includes the portion of the spendable fund balance that reflects constraints that the City has imposed upon itself by a formal action of the City Council

Glossary & Acronyms

Fund Balance – Nonspendable The portion of fund balance that is segregated because it is not available for spending, either now or in the future, or there is a legal or contractual requirement for the funds to remain intact

Fund Balance – Unreserved The portion of fund balance in excess of the reserved amount

Fund Balance – Restricted Includes the portion of the spendable fund balance that reflects constraints on spending because of legal restrictions stipulated by outside parties, state statutes or grant requirements

Fund Balance – Unassigned The portion of fund balance representing expendable available financial resources

General Fund The fund used to account for all financial resources, except those required to be accounted for in another fund

GAAP or Generally Accepted Accounting Principles A set of widely accepted accounting standards, set by the Financial Accounting Standards Board, and used to standardize financial accounting of public companies and governmental units. FASB was created in 1973, replacing the Accounting Principles Board and the Committee on Accounting Procedure of the American Institute of Certified Public Accountants (AICPA) before it. The FASB is a private body whose mission is to "establish and improve standards of financial accounting and reporting for the guidance and education of the public, including issuers, auditors and users of financial information".

GFOA Government Finance Officers Association of the United States and Canada

GIS Geographic Information System

Goal A long range desirable development attained by completing staged objectives within an overall strategy

Governmental Funds The funds through which most governmental functions of the City are financed. The acquisition, use and balances of the City's expendable financial resources and the related liabilities are accounted for through governmental funds.

Homestead Tax Credit A percentage rate limiting the increase in real property assessment from one fiscal year to the next, applicable only for owner-occupied properties. The state, county and city may have different homestead tax credit rates, which is the case for FY 2016 (State of Maryland 10%, Prince George's County 0%, City of College Park 4%).

Glossary & Acronyms

Investment Policy A policy, adopted by the Mayor & Council, outlining permitted investments for City funds. As required by state law, the investment policy was subsequently approved and filed with the State Treasurer.

Levy To impose taxes, special assessments or service charges for support of the City

LGIT or Local Government Insurance Trust A public entity risk pool, of which the City is a charter member. LGIT provides the City's property, general, automobile, and public officials' legal liability insurance coverage.

Licenses and Permits Documents issued in order to regulate various kinds of business and other activity within the community. A degree of inspection may accompany the issuing of a license or permit, as in the case of building permits. In most instances, a fee is charged in conjunction with the issuance of a license or permit, generally to cover all or part of the cost of administration.

Line Item A specific expenditure category within a departmental budget, such as travel and training, telephone, postage, office supplies, etc. Defined by an account number.

Major Funds The City's major funds include the General Fund, Capital Projects Fund (C.I.P.) and Parking Debt Service Fund.

MDGFOA Maryland Government Finance Officers Association

MLGIP or Maryland Local Government Investment Pool MLGIP, established under Article 95, Section 220 of the Annotated Code of Maryland and operated under the administrative control of the State Treasurer, is utilized by the City for a portion of its investments. Investments by MLGIP are limited to those permitted by Section 6-222 of the State Finance and Procurement Article.

MML or Maryland Municipal League An organization representing more than 150 municipal governments and 2 special taxing districts in the State of Maryland

M-NCPPC or Maryland-National Capital Park and Planning Commission A bi-county agency handling planning and zoning, parks and recreation, and other issues in Prince George's and Montgomery County, Maryland

Modified Accrual The modified accrual basis of accounting is used to record revenues and related assets when they become measurable and available to finance operations of the fiscal period. Accordingly, real and personal property taxes are recorded when billed and licenses, permits and fines are recorded when received in cash. Expenditures are recorded as they are incurred.

Motion A formal action of the Mayor and Council, enacted at a regular or special meeting

Glossary & Acronyms

MSRA Maryland State Retirement Agency, which administers the Reformed Contributory Pension Benefit Plan that the City joined effective July 1, 2014.

MSRP The Reformed Contributory Pension Benefit Plan of the State Retirement and Pension System of Maryland, a defined benefit plan that the City joined effective July 1, 2014. Participating employees (approximately 82% of all employees) must contribute 7% of their base pay on a pre-tax basis and the City's match for FY 2016 is 5.0%.

MWCOG or Metropolitan Washington Council of Governments Sometimes referred to as "COG". An organization whose membership includes counties and municipalities in the Washington Metropolitan Area. Membership in MWCOG allows the "riding" of competitively negotiated bids by other members without the necessity of bidding a particular product or service by individual municipalities.

N/A Not applicable

No Survey As the resident survey is only performed every other fiscal year, performance measures in a particular year when no survey is conducted are listed as "No survey".

Objective Something to be accomplished in specific well-defined and measurable terms and that is achievable within a specific time frame

Operating Expenditures Those expenditures related directly to the fund's primary activity except for Personnel Expenditures and Capital Outlay

Operating Expenses Includes the cost of personal services, contractual services, commodities and other charges incurred in performing an activity

Operating Revenues City revenues that have been received and set aside to finance current operating expenses

Ordinance A formal legislative enactment by the Mayor and Council

Performance Measures A series of goals and planned accomplishments, and an effectiveness measure intended to quantify a program's attainment of their prescribed goals. For each goal, where practical, a target is set initially and adjusted as needed over time to develop meaningful data on the program's service delivery or cost/benefit to the City. Data is obtained from a variety of sources, with emphasis on the tallied results of the resident survey.

Personnel Expenditures Those expenditures related to the employment of individuals for the City including wages, the City's portion of payroll taxes and associated fringe benefits

Glossary & Acronyms

PGCMA or Prince George's County Municipal Association An organization representing municipalities in Prince George's County

POS or Program Open Space A grant program offered by the State of Maryland, administered and allocated to municipalities by Prince George's County, for the acquisition and development of property to park use

Prince George's County The county in which the City of College Park is located. The County provides real property tax billing service to the City (at no cost), and provides services to City residents such as police, fire and emergency medical services, and public education.

Program The basic operation for which costs are defined and measurable activities or functions are performed. Multiple programs comprise a "department".

Public Hearing A scheduled meeting or time specifically set aside to provide an opportunity for citizens to discuss their feelings and opinions about a particular issue. Prior to a public hearing, the scheduled date and time, as well as the subject, must be advertised.

Reserve An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose

Resolution A formal expression of opinion, will or intent voted by the Mayor & Council

Revenue Revenue is an increase in assets or financial resources which: does not increase a liability; does not represent a repayment of an expenditure already made; does not represent a cancellation of certain liabilities; and does not represent an increase in contributed capital.

RFP A Request for Proposals is required under the City's procurement policy for purchases in excess of \$30,000 unless the City is riding a contract procured by another qualifying agency whose purchasing policy meets or exceeds the City's purchasing guidelines.

SDAT or State Department of Assessments and Taxation A State of Maryland agency which provides assessment information to the City and Prince George's County for the purpose of levying real and personal property taxes

SHA State Highway Administration

Tax Base The aggregate value of the items being taxed. The base of the City's property tax is set by the State Department of Assessments & Taxation at 100% of the full market value of all real property and 100% of all business personal property in the City.

Glossary & Acronyms

Tax Differential A reduction in the Prince George's County real and personal property tax rate to City property owners for services provided by the City that the County is not required to perform. The tax differential is based on County-budgeted expenditures for a select group of services. Each year's tax differential rate is calculated by the County based on a complex formula. For fiscal year 2016, City residents receive a tax differential of 3.04 cents for real property and 7.09 cents for personal property off the County's tax rates for unincorporated areas.

Tax Rate The amount of tax stated in terms of a unit of the tax base. The City's FY 2016 adopted tax rates are 33.5 cents per \$100 of real property assessed valuation and 83.8 cents per \$100 of personal property assessed valuation.

TBD or To Be Determined This information is not currently available.

Transfers The amount of contribution from one fund to another, or the amount transferred from one C.I.P. project to another. Budgeted transfers are made from the General Fund to the Capital Projects Fund for acquisition of certain assets or to fund certain projects. Includes "Interfund Transfers" and "Interproject Transfers".

UMD or UMCP University of Maryland College Park, the City's largest property owner (albeit tax exempt) and largest employer, is the flagship campus of the University System of Maryland.

UMUC University of Maryland University College provides on-campus and online courses and degree programs.

Unrestricted Fund Balance The excess of the assets of a governmental fund or trust fund over its liabilities and reserved fund balance accounts. See Fund Balance.

Unassigned Reserve or Unassigned Reserve Balance Same as Unrestricted Unassigned Fund Balance. See Fund Balance.

Unrestricted Unassigned Fund Balance The portion of fund balance representing expendable available financial resources. See Fund Balance.

WMATA or Washington Metropolitan Area Transit Authority Sometimes referred to as "Metro". The regional transportation authority serving Washington, D.C., Northern Virginia and the Maryland suburbs of Washington, D.C., providing bus and subway service. College Park is served by 2 stations (College Park and Greenbelt) on Metro's Green Line.

WSSC or Washington Suburban Sanitary Commission This regional utility serving Prince George's and Montgomery counties provides water and sewer service and storm drainage to City residents.

