CITY OF COLLEGE PARK
MARYLAND

City Manager's Requested Operating and Capital Budget for Fiscal Year 2015

CITY OF COLLEGE PARK, MARYLAND
City Manager's Requested Operating and Capital Budget for Fiscal Year 2015

The Honorable Andrew M. Fellows, Mayor

City Council

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CITY OF COLLEGE PARK, MARYLAND
City Manager's Requested Operating and Capital Budget
for Fiscal Year 2015

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INTRODUCTION

4500 KNOX ROAD
COLLEGE PARK, MD 20740-3390

OFFICE OF: City Manager
240-487-3501

March 28, 2014

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

Ladies and Gentlemen:

I am pleased to present, for your review and consideration, the City Manager's Requested Operating and Capital Budget for the fiscal year ending June 30, 2015 (Fiscal Year 2015). As directed by Mayor & Council, this document reflects the conversion of resources into the City's services.

Prior to the commencement of the budget process, City staff was provided with guidance by the City Manager, including instructions to departments to limit non-personnel operating expenditure increases to 0%.

No change is proposed in the property tax rates, which remain at $0.335 for real property and $0.838 for personal property per $100 of assessed valuation.

Budgeted property tax revenue increased $45,669 due to the flat real property assessment (second year of a triennial assessment for District 21) and the first installment of a 5-year revitalization tax credit. Intergovernmental revenues (admission & amusement and hotel/motel taxes) and other revenue sources are fairly flat. State highway user tax revenue, reduced by approximately 89% in FY 2010, decreased again for FY 2015 to $113,583. Estimated speed enforcement camera revenue increased $100,000 from FY 2014. Total operating revenues increased $345,290 or 2.4% from the FY 2014 adjusted budget.

In some years, the City has budgeted a portion of its unassigned (formerly known as "undesignated" prior to adoption of GASB 54 fund balance policy) reserve to bridge the gap between budgeted revenues and expenditures. The FY2015 requested budget does not include a use of unassigned reserve. Rather, a budgeted surplus of $30,437 is presented for reallocation during the budget worksession process.

As of July 1, 2013, the City had $4,325,009 in the unassigned reserve. The current unassigned reserve balance represents 28.85 percent of the requested FY 2015 operating budget, in excess of the Charter-mandated goal of 25%.

The Budget Document

The City's operations are reflected in the General Fund. A portion of parking meter and parking fine revenue, representing a meter rate increase in FY 2007 and a $2.50 parking ticket increase in FY 2011, is budgeted in the Parking Debt Service Fund. The Unrestricted and Restricted Capital Projects Funds are included in the Five-Year Capital Improvement Program (C.I.P.). Debt service for the parking garage tax-exempt bond is budgeted in the General Fund. Funds of the City's §401(a) pension and §457 deferred compensation plans trust fund are managed independently and are not budgeted by the City.

As the FY 2015 strategic action plan has not yet been adopted by Mayor & Council, this section will only appear in the Adopted Budget.

The Budget Process

The budget schedule for FY 2015 began on February 4, 2014 with a Mayor & Council worksession discussion of operating and capital budget parameters. The City Manager asked department heads to cut unnecessary expenditures and limit operating expenditure increases to 0 percent. Capital budget development was ongoing at the same time as the operating budget. The City Manager and Director of Finance reviewed the department submittals and made adjustments, plus and minus, to the department submittals. Responses from departments, citing potential budget impact, have been prepared for the items on the Mayor & Council wish list (contained in Appendix A); most of these items have been included in the requested budget. The City Manager's requested budget has been submitted to the Mayor & Council on March 28, 2014 along with this transmittal letter and executive summary.

Budget worksessions with the Mayor & Council are scheduled for Saturday, April 5 (Revenues, Public Works, Engineering and Public Services), and Saturday, April 12 (all other departments). A separate worksession review of the Capital Improvement Program (C.I.P.) has not yet been scheduled; however, it may be incorporated into the 2 existing worksessions. The budget ordinance is scheduled for introduction on Tuesday, April 22. The public hearing on the operating and capital budget is scheduled for Tuesday, May 13. A constant yield tax rate public hearing is required as the proposed real property tax rate of $0.335 exceeds the constant yield tax rate calculated by SDAT of $0.3306. The Mayor and Council are scheduled to adopt the FY 2015 budget ordinance on Tuesday, May 27. The effective date of the FY 2015 adopted budget is July 1, 2014.

Goals of the FY 2015 Budget

My goals for the City of College Park, listed below, form the basis for the FY 2015 requested operating and capital budgets:

- Maintain or improve the quality of life for all College Park residents
- Maintain or improve the current level of City services
- Review options to increase City-wide public safety
- Encourage development and redevelopment in College Park
- Encourage revitalization of neighborhoods
- Increase utilization of the public parking garage
- Continue the design process for expansion or relocation of City Hall
- Pursue funding of the City Hall expansion from reserves (over several years), to the extent possible, rather than borrowing
- Construct a replacement for the Public Works modular building
- Maintain expenditures at reasonable levels
- Balance the budget without excessive reliance on the use of unassigned reserve
- Ensure efficiency, accountability and responsiveness
- Create increased value for City tax dollars

Highlights of the FY 2015 Requested Budget

The City Manager's Requested Operating Budget for FY 2015 is $14,991,465 (a 2.50% increase from the FY 2014 adjusted budget), including operating revenues of $14,707,087 plus a $314,815 interfund transfer from the Parking Debt Service Fund. The FY 2015 City Manager's Requested Operating Budget includes the following revenue and expenditure highlights and changes:

General Fund Revenues

- The real property tax rate remains at $0.335 per $100 of assessed valuation. The personal property tax rate remains at $0.838 per $100 of assessed valuation.

- The FY 2015 requested budget projects an 8.8% increase in income tax revenue, from $1,425,000 to $1,550,000, based on a comparison of year-to-date receipts.

- The FY 2015 requested budget projects intergovernmental tax revenue (including admission & amusement tax, highway user tax, and hotel/motel tax) at 0.9% higher than the FY 2014 adopted budget, primarily due a projected increase in admission & amusement tax.

- Residential properties currently comprise 61.0 percent of the City's tax base. The gross residential tax base (prior to application of the homestead tax credit for owner-occupied properties) in FY 2014 was $1,243,164,832 and is projected to be $1,251,591,700 for FY 2015, an increase of 0.68%. After applying the

homestead tax credit for FY 2015, there is an increase of 4.86% in the residential taxable assessment.

- Commercial and industrial properties comprise the other 39.0 percent of the City's tax base. The commercial tax base in FY 2014 was $793,568,468 and is projected to be $799,258,672 for FY 2015, an increase of 0.72%.

- One cent of the tax rate represents $224,603, including real property tax, personal property tax at 2.5 times the real property tax rate, PILOT-UM CASL property and PILOT-UM Washington Post property.

- For FY 2015, economic development has not had a significant financial impact on tax revenue, although we have projected the second half-year assessment for the Domain College Park project, annexed into the City in FY 2014. In the future, it is hoped that economic development projects would have a much greater impact on revenue.

- The FY 2015 requested budget does not include any proposed increases in fees, charges or fines.

- The public parking garage opened in August 2009 and permanent 20-year financing settled on February 25, 2011. The FY 2014 requested budget includes a $314,815 interfund transfer from the Parking Debt Service Fund to the General Fund in order to cover the excess of debt service on the parking garage bond over parking garage-related revenues. It is hoped that, over time, revenues from the parking garage will increase to close that gap.

- Speed enforcement camera revenue is budgeted at $976,000 (ticket revenue of $1,600,000 less vendor processing charges of $624,000) and will be used for public safety purposes, including pedestrian safety improvements.

General Fund Expenditures

- FY 2015 is the second year of a 3-year collective bargaining agreement with AFSCME Local 1209C, covering certain Public Works employees. The FY 2015 requested budget includes a 1.75% cost of living adjustment ("COLA") plus merit increases. Traditionally, employees not covered by the collective bargaining agreement have received the same benefits as employees covered under the contract.

- The FY 2015 Requested Budget includes a net decrease in full-time equivalents (FTE's) of 0.87 from FY 2014, itemized as follows:

    1. An additional 0.38 FTE for a part-time Outreach Coordinator Assistant is budgeted in Youth, Family & Senior Services-Clinical Services, program 4011.

2. The Assistant City Manager position in Admin-City Manager, program 1018, is budgeted for the full year (budgeted 0.75 FTE in FY 2014).

3. The Assistant to the City Manager position in Admin-City Manager, program 1018, has not been budgeted for FY 2015.

4. The 0.50 FTE Public Safety Officer has not been budgeted for FY 2015.

- Four positions have been reclassified for FY 2015 resulting from additional duties and responsibilities.

- Health insurance rates increased 7.7% for FY 2015 following our second year with the LGIT cooperative. It is hoped that these rates will stabilize over time. All other insurance costs remained stable.

- The net result of FTE changes, merit increases, and changes in employee insurance costs increased FY 2015 personnel costs by 3.3% over FY 2014.

- The FY 2014 requested budget includes $1,150,000 for contract police, including the $400,000 police services contract (covering 3 full-time police officers) and $750,000 for part-time contract police officers.

- The parking garage tax-exempt bond was issued on February 25, 2011 and debt service on this SunTrust Bank bond is budgeted in Debt Service, program 9010.

- Plans are underway for the City to join the Reformed Contributory Pension Benefit Plan of the State Retirement and Pension System of Maryland ("MSRP") effective July 1, 2014. Pending legislative approval by the Maryland General Assembly, eligible employees who elected to join the MSRP in a binding vote will enter the plan on July 1. Employees will be required to contribute 7% of their base pay on a pre-tax basis and the City's match for FY 2015 will be 6.2%. Employees enrolling in the MSRP will 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 will be required to join the MSRP.

Mayor & Council "Wish List"

- Appendix "A" (last section in the budget document) contains the Mayor & Council Wish List, beginning on page A-1. These items, submitted by individual council members, are organized by responsible department, explained and priced-out. Most of these items have been included in the FY 2015 requested budget, and that fact has been noted.

Parking Debt Service Fund

- For FY 2015, we will continue to use the Parking Debt Service Fund to accumulate the additional parking meter revenue resulting from the July 2007 increase in meter rates and the $2.50 increase in parking ticket fines for expired meter (violation 01) and overtime parking (violation 30) implemented in FY 2011. For FY 2015, an interfund transfer from the Parking Debt Service Fund to the General Fund of $314,815 helps to offset debt service on the parking garage tax-exempt bond.

Capital Improvement Program (C.I.P.)

- The FY 2015 C.I.P. includes 28 active projects with projected 5-year expenditures of $35,098,764. Some of these projects are placeholders with no current funding. FY 2015 interfund transfer from the General Fund totals $761,225.

GFOA Distinguished Budget Presentation Award for FY2014

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 2014. 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. The budget and Comprehensive Annual Financial Report (CAFR) awards from the GFOA are the highest recognition conveyed on public entities for excellence in budgeting and financial reporting, and we are proud to be the recipient of these awards. We intend to submit the FY 2015 adopted budget to the GFOA for consideration for another award.

We encourage your thorough review of this document prior to the worksessions scheduled for April 5 and 12. I look forward to the upcoming budget discussions.

Sincerely,

Joseph L. Nagro
City Manager

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

	FY 2013 Adjusted Budget			
	General Fund	Parking Debt Service Fund	Eliminations	Consolidated
REVENUES:				
Property Taxes	$ 7,489,649	$	$	$ 7,489,649
Income Tax	1,370,000			1,370,000
Admission & Amusement Tax	560,000			560,000
State Shared Taxes	110,052			110,052
County Shared Taxes	430,000			430,000
Total Taxes	9,959,701	0	0	9,959,701
Licenses & Permits	949,550			949,550
Intergovernmental	170,014			170,014
Charges for Services	919,575	175,000		1,094,575
Fines & Fees	2,120,800	40,000		2,160,800
Investment Revenue	60,730			60,730
Property and Equipment Rental	156,073			156,073
Miscellaneous Revenues	2,880			2,880
Interfund Transfers	251,950		(251,950)	0
Use of Undesignated Reserve	146,211			146,211
TOTAL REVENUES	**14,737,484**	**215,000**	**(251,950)**	**14,700,534**
EXPENDITURES:				
Administration	1,824,648			1,824,648
Finance	856,797			856,797
Public Services	3,671,236			3,671,236
Planning, Comm. & Econ. Devel.	626,965			626,965
Youth, Family & Senior Services	1,050,129			1,050,129
Public Works	4,832,256			4,832,256
Debt Service	557,553			557,553
Interfund Transfers	1,307,900	251,950	(251,950)	1,307,900
Contingency	10,000			10,000
TOTAL EXPENDITURES	**14,737,484**	**251,950**	**(251,950)**	**14,737,484**

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.

FY 2014 Adjusted Budget				FY 2015 Requested Budget			
General Fund	Parking Debt Service Fund	Eliminations	Consolidated	General Fund	Parking Debt Service Fund	Eliminations	Consolidated
$ 7,416,516	$	$	$ 7,416,516	$ 7,462,185	$	$	$ 7,462,185
1,425,000			1,425,000	1,550,000			1,550,000
500,000			500,000	650,000			650,000
252,774			252,774	113,583			113,583
450,000			450,000	450,000			450,000
10,044,290	0	0	10,044,290	10,225,768	0	0	10,225,768
1,128,436			1,128,436	1,167,934			1,167,934
208,322			208,322	238,322			238,322
937,278	205,000		1,142,278	957,324	205,000		1,162,324
1,765,900	45,000		1,810,900	1,921,900	45,000		1,966,900
94,341			94,341	94,459			94,459
180,250			180,250	98,500			98,500
2,980			2,980	2,880			2,880
228,906		(228,906)	0	314,815		(314,815)	0
35,005			35,005	(30,437)			(30,437)
14,625,708	**250,000**	**(228,906)**	**14,646,802**	**14,991,465**	**250,000**	**(314,815)**	**14,926,650**
1,898,085			1,898,085	1,917,188			1,917,188
907,836			907,836	1,197,238			1,197,238
3,705,742			3,705,742	3,700,973			3,700,973
608,385			608,385	632,146			632,146
1,075,746			1,075,746	1,124,202			1,124,202
4,940,667			4,940,667	5,090,219			5,090,219
557,247			557,247	558,274			558,274
922,000	228,906	(228,906)	922,000	761,225	314,815	(314,815)	761,225
10,000			10,000	10,000			10,000
14,625,708	**228,906**	**(228,906)**	**14,625,708**	**14,991,465**	**314,815**	**(314,815)**	**14,991,465**

CITY OF COLLEGE PARK, MARYLAND
Comparative Operating Budget Summary - General Fund
For Fiscal Year 2015

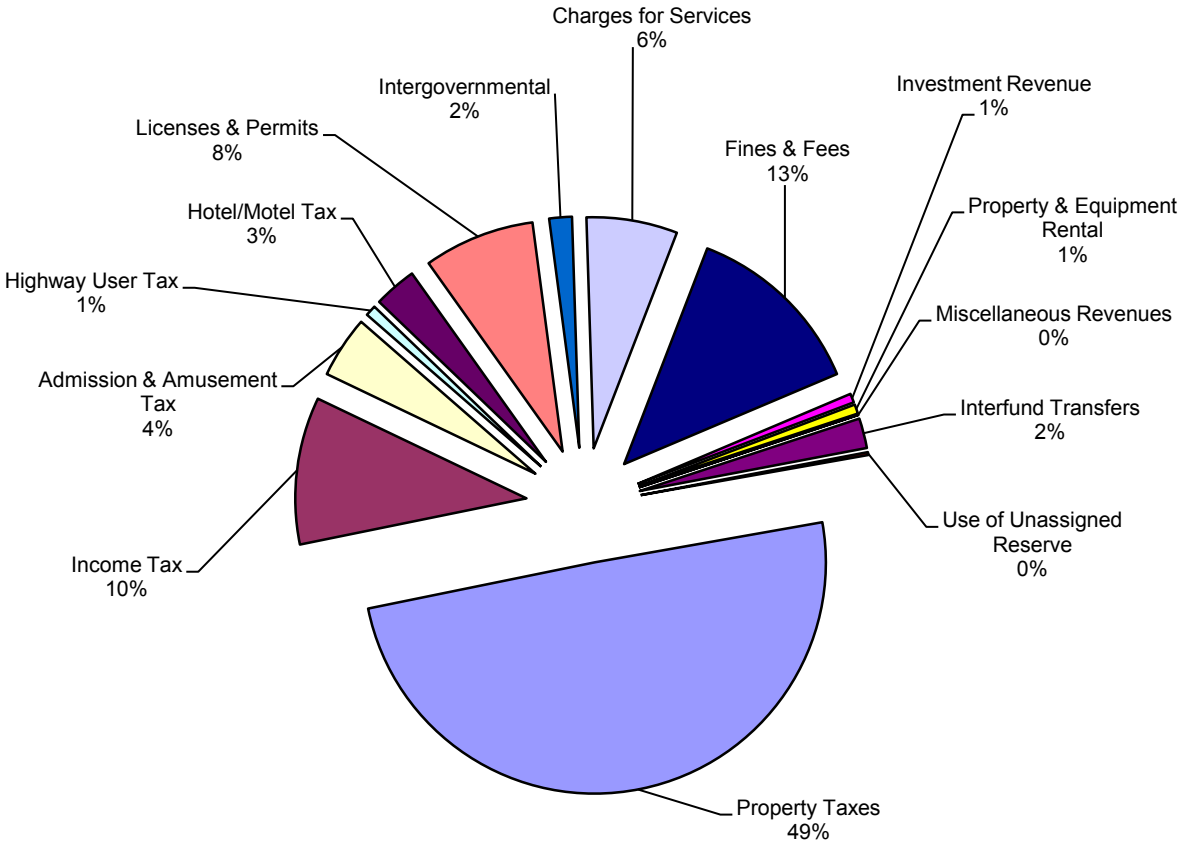
	FY 2012 Actual	FY 2013 Actual	FY 2014 Adjusted Budget	FY 2014 Y-T-D Actual	FY 2015 Budget City Manager Requested	FY 2015 Budget Adopted
REVENUES:						
Real Property Tax	$ 6,563,993	$ 6,584,456	$ 6,686,166	$ 6,304,771	$ 6,661,185	$
Personal Property Tax	875,845	887,691	730,350	709,419	801,000	
Total Property Taxes	7,439,838	7,472,147	7,416,516	7,014,190	7,462,185	0
Income Tax	1,494,195	1,582,308	1,425,000	794,221	1,550,000	
Admission & Amusement Tax	617,331	510,606	500,000	473,396	650,000	
Highway User Tax	167,363	105,579	252,774	299,928	113,583	
Hotel/Motel Tax	446,559	460,159	450,000	214,183	450,000	
Total Taxes	10,165,286	10,130,799	10,044,290	8,795,918	10,225,768	0
Licenses & Permits	1,133,899	1,054,981	1,128,436	802,215	1,167,934	
Intergovernmental	255,940	205,283	208,322	101,293	238,322	
Charges for Services	984,662	947,868	937,278	703,447	957,324	
Fines & Fees	2,044,765	1,963,264	1,765,900	1,529,848	1,921,900	
Investment Revenue	43,075	(111,862)	94,341	93,605	94,459	
Property & Equipment Rental	118,675	21,820	180,250	81,617	98,500	
Miscellaneous Revenues	7,019	1,933	2,980	1,373	2,880	
Interfund Transfers	216,886	251,950	228,906	171,680	314,815	
Use of Unassigned Reserve	0	0	35,005		(30,437)	
TOTAL REVENUES	**14,970,207**	**14,466,036**	**14,625,708**	**12,280,996**	**14,991,465**	**0**
EXPENDITURES:						
Administration	1,561,529	1,660,866	1,898,085	1,177,245	1,917,188	
Finance	759,730	790,554	907,836	631,982	1,197,238	
Public Services	3,322,597	3,762,022	3,705,742	2,258,220	3,700,973	
Planning, Comm. & Econ. Devel.	583,656	596,430	608,385	408,873	632,146	
Youth, Family & Senior Services	1,034,549	1,025,001	1,075,746	748,672	1,124,202	
Public Works	4,330,396	4,316,407	4,940,667	3,192,769	5,090,219	
Debt Service	520,426	557,441	557,247	365,164	558,274	
Interfund Transfers	2,596,835	2,827,900	922,000	922,000	761,225	
Contingency	0	0	10,000		10,000	
TOTAL EXPENDITURES	**14,709,718**	**15,536,621**	**14,625,708**	**9,704,925**	**14,991,465**	**0**
SURPLUS OR (DEFICIT)	**$ 260,489**	**$ (1,070,585)**	**$ 0**	**$ 2,576,071**	**$ 0**	**$ 0**
Fund Balance, Beginning of Year	**6,587,391**	**6,847,880**		**5,777,295**		**8,353,366**
						[projected]
Fund Balance, End of Year	**$ 6,847,880**	**$ 5,777,295**		**$ 8,353,366**		**$ 8,353,366**

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

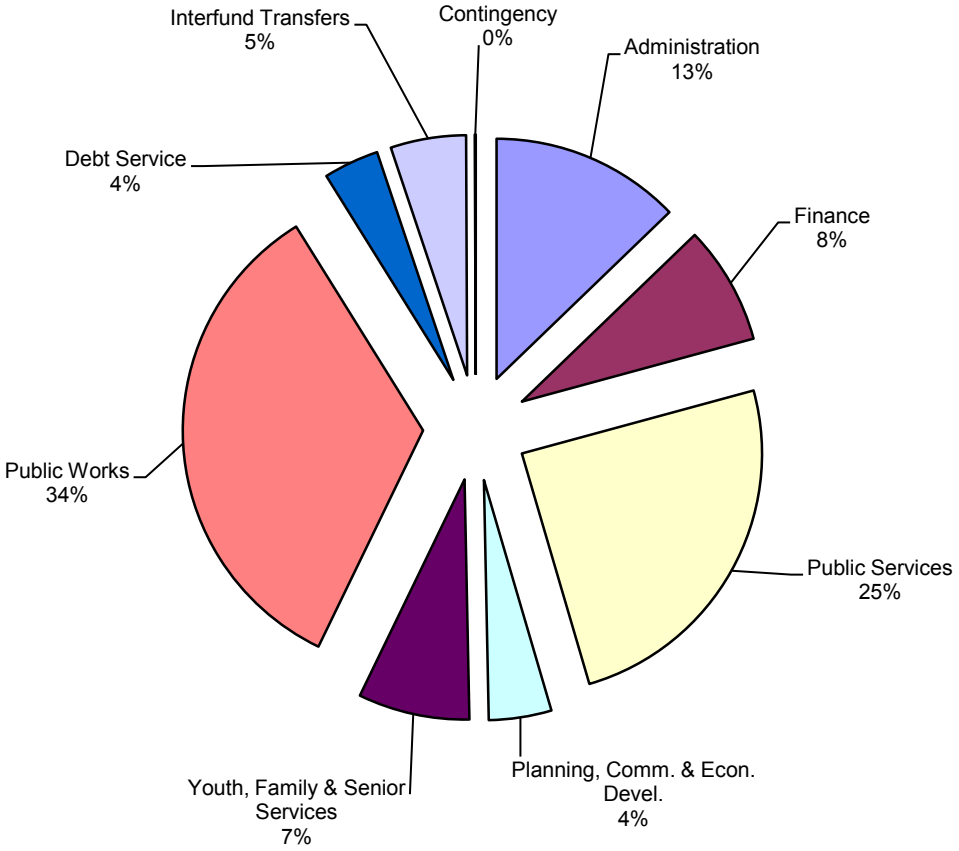
	FY 2012 Actual	FY 2013 Actual	FY 2014 Adjusted Budget	FY 2014 Actual	FY 2015 Budget City Manager Requested	FY 2015 Budget Adopted
REVENUES:						
Property Taxes	$	$	$	$	$	$
Income Tax						
Admission & Amusement Tax						
Highway User Tax						
Hotel/Motel Tax						
Total Taxes	0	0	0	0	0	0
Licenses & Permits						
Intergovernmental						
Charges for Services	166,203	209,252	205,000	144,634	205,000	
Fines & Fees	26,800	48,743	45,000	34,880	45,000	
Investment Revenue						
Property & Equipment Rental						
Miscellaneous Revenues						
Proceeds-Other Financial Sources						
Use of Undesignated Reserve						
TOTAL REVENUES	**193,003**	**257,995**	**250,000**	**179,514**	**250,000**	**0**
EXPENDITURES:						
Administration						
Finance						
Public Services						
Planning, Comm. & Econ. Devel.						
Youth, Family & Senior Services						
Public Works						
Debt Service						
Interfund Transfers	216,886	251,950	228,906	228,906	314,815	
Contingency						
TOTAL EXPENDITURES	**216,886**	**251,950**	**228,906**	**228,906**	**314,815**	**0**
SURPLUS OR (DEFICIT)	**$ (23,883)**	**$ 6,045**	**$ 21,094**	**$ (49,392)**	**$ (64,815)**	**$ 0**
Fund Balance, Beginning of Year	**822,603**	**798,720**		**804,765**		**755,373**
Fund Balance, End of Year	**$ 798,720**	**$ 804,765**		**$ 755,373**		***[projected]* $ 755,373**

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.

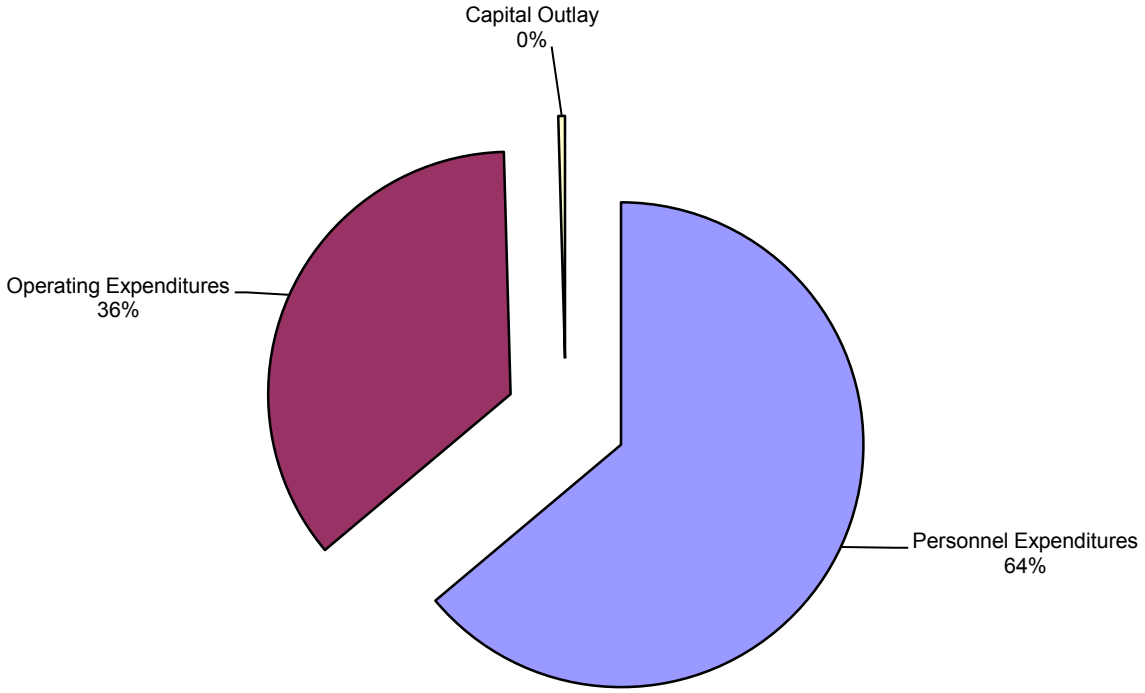
CITY OF COLLEGE PARK
FY 2015 Budgeted General Fund Revenues by Category as Percentage of Total Budgeted Revenues $14,991,465



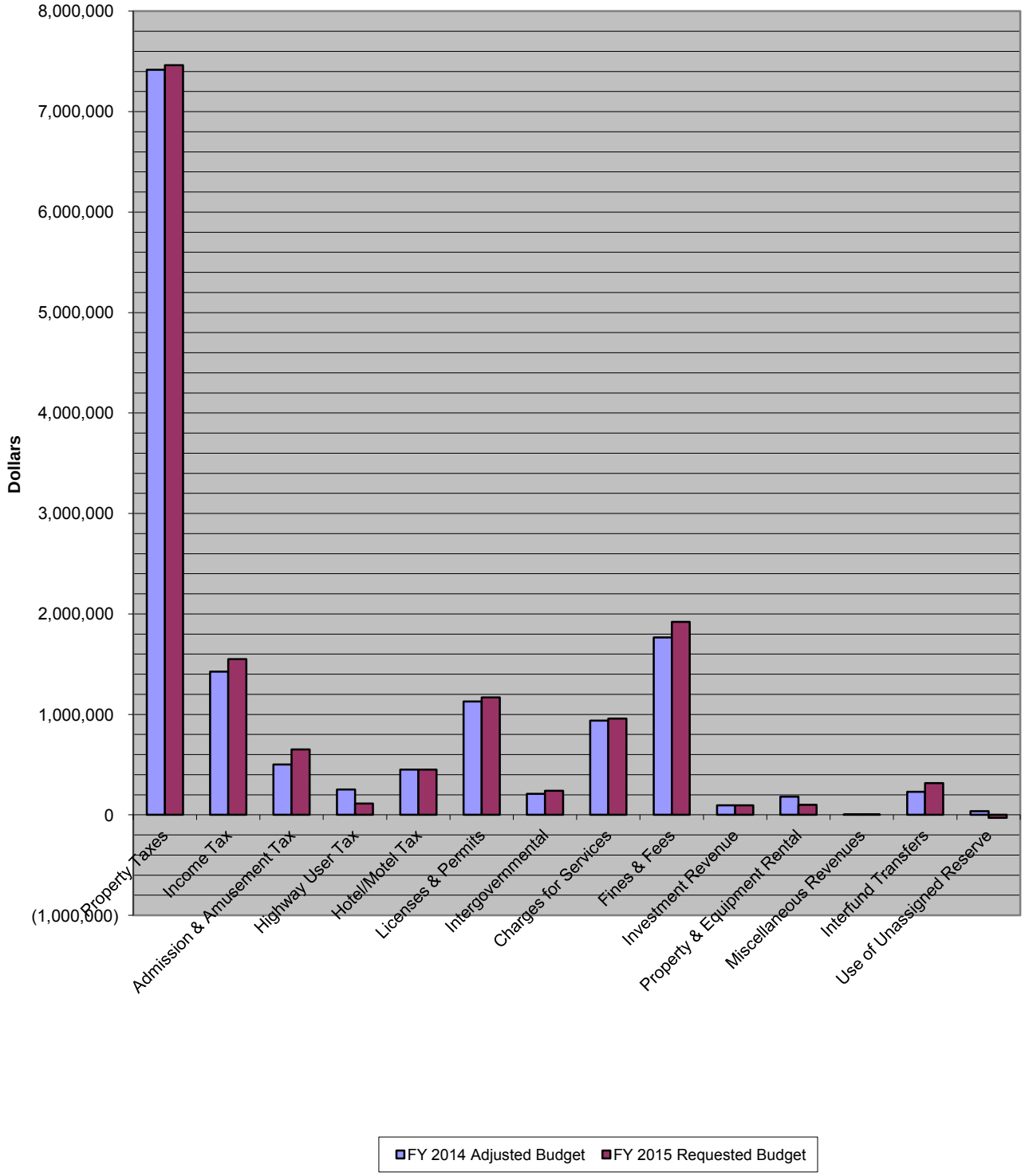
CITY OF COLLEGE PARK
FY 2015 Budgeted General Fund Expenditures by Department
as Percentage of Total Budgeted Expenditures $14,991,465



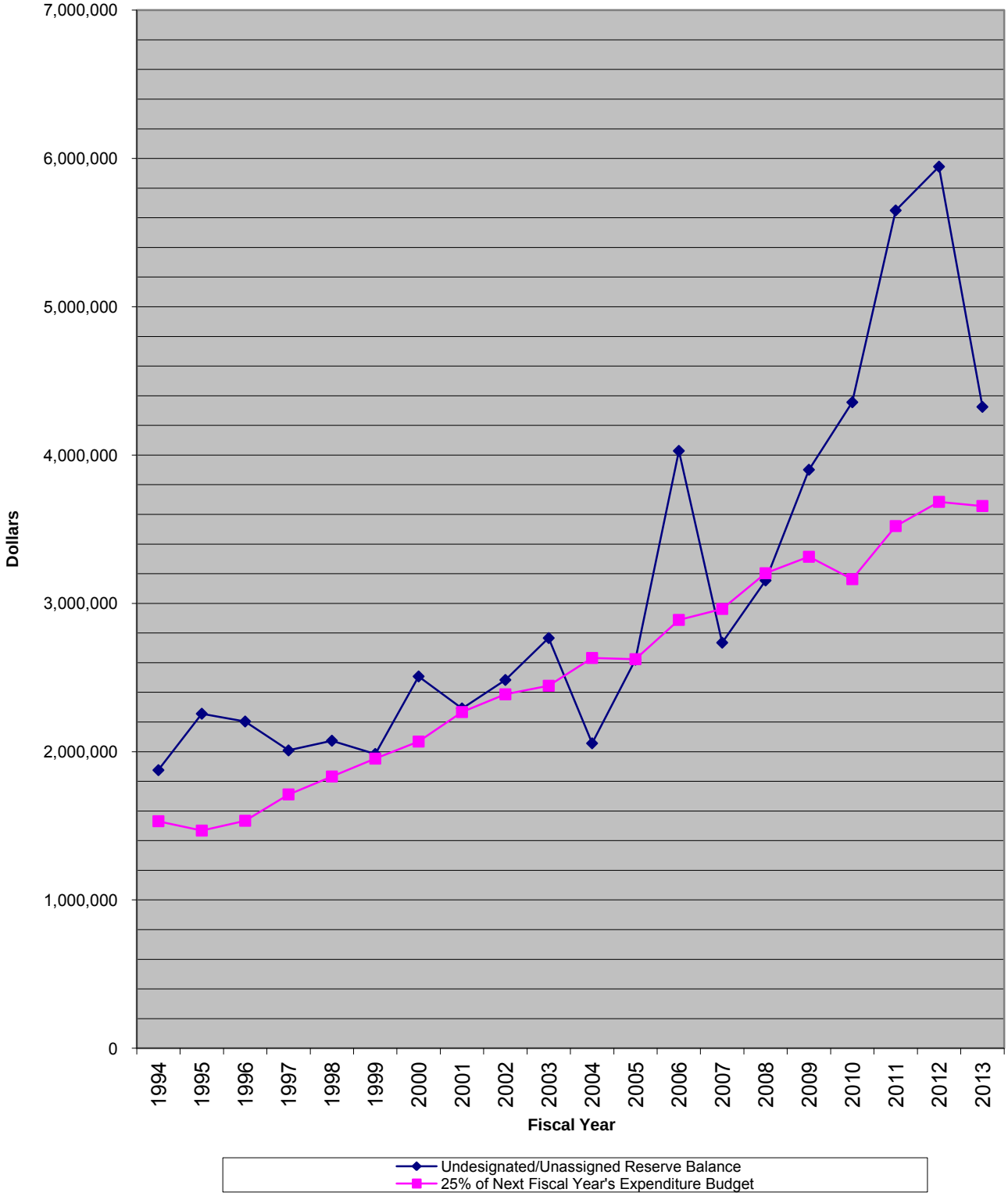
CITY OF COLLEGE PARK
FY2015 Budgeted General Fund Expenditures by Category
as Percentage of Total Budgeted Expenditures $14,991,465



CITY OF COLLEGE PARK
Comparative General Fund Budgeted Revenues
FY 2014 Adjusted Budget and FY 2015 Requested Budget



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 Mission Statement

The City of College Park encourages broad community involvement and collaboration, and is committed to enhancing the quality of life for everyone who lives, raises a family, visits, works and learns in the City; and operating a government that delivers excellent services, is open and responsive to the needs of the community, and balances the interests of all residents and visitors.

Vision

...for the City of College Park
The City of College Park will be a vibrant and prosperous residential, commercial and educational community with individuals working cooperatively. College Park will have safe and harmonious neighborhoods; a clean, attractive and healthy natural environment; efficient services; attractive pedestrian- and bicycle-friendly streetscapes; a thriving downtown; revitalized commercial districts including the Route 1 corridor and Hollywood Commercial District; and convenient transportation systems with enhanced public transit.

...for the City of College Park Government
The City of College Park will be recognized for solid collaborative working relationships with residents, students, the University of Maryland, Prince George's County and other nearby municipalities. Our cooperative relationships will help us realize our vision of prosperity and vitality for the City.

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, 2013 and ending June 30, 2014 (fiscal year 2014).

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.

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of College Park

Maryland

For the Fiscal Year Beginning

July 1, 2013

Executive Director

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, 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 adjourning 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 and State funding, calls for Purple Line construction to begin in 2015 and be completed by 2020.

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 UMCP athletic programs. Use of the Comcast Center for other events or concerts is anticipated in 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

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 Rent Stabilization program administers the rent stabilization ordinance. 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 3 full-time police officers 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

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 **S**tudents **T**aking **A**ctive **R**esponsibility. *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.

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

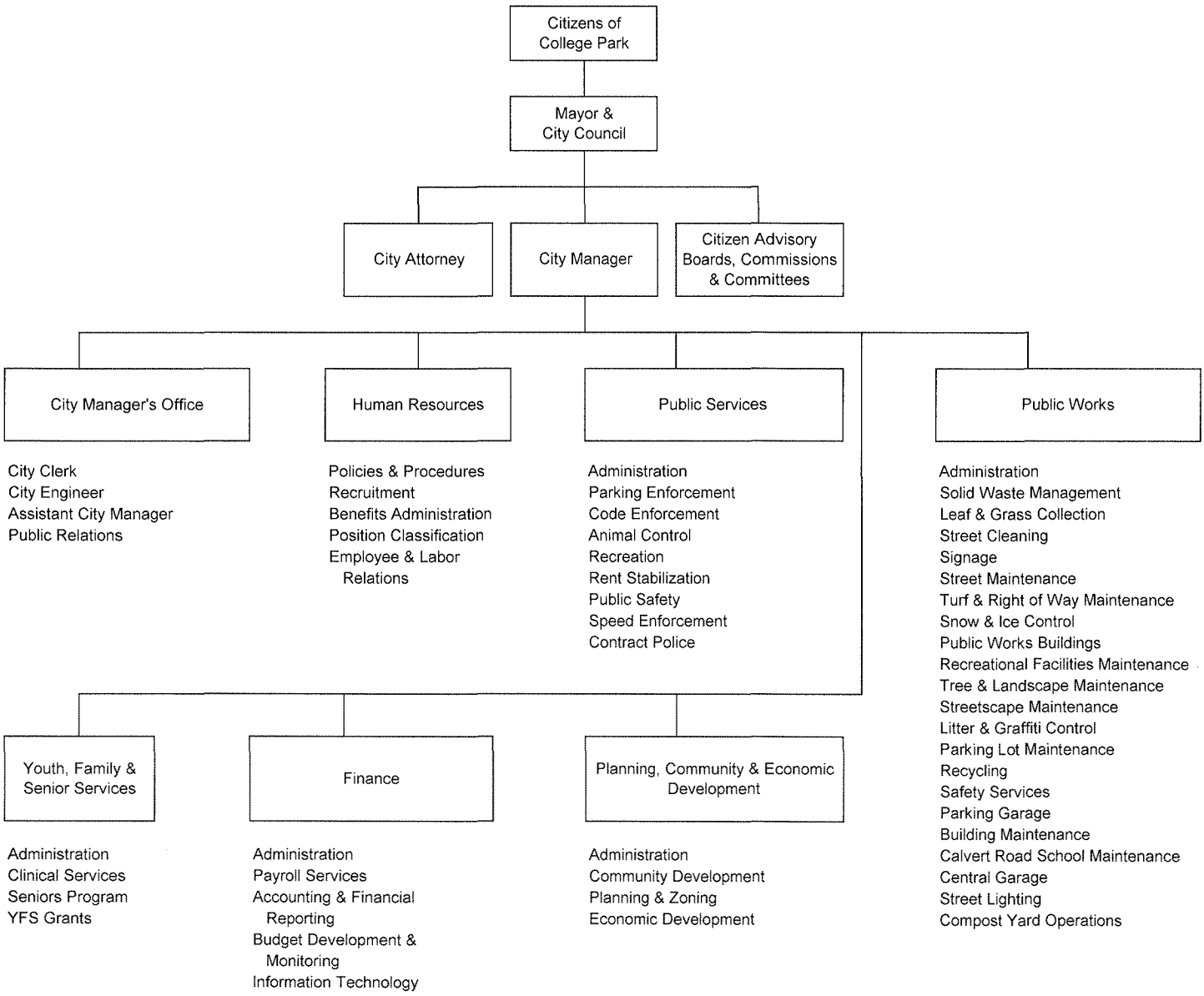
The Department of Public Works, which utilizes approximately one-half of the City's budget and comprises one-half of the City's workforce, provides full-service to City residents in the areas of solid waste management, recycling, street cleaning, signage, snow and ice removal, litter and graffiti control, 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

Title	***Name***
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
City Attorney	Suellen M. Ferguson, Esquire Council Baradel Kosmerl & Nolan, P.A. Annapolis, Maryland
Independent Auditors	[new auditors for FY2015 TBD]
<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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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"), College Park Academy ("CPA") 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

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.

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 (f/k/a 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 2015, 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,

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.

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.

Financial and Budget Policies

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.

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.

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

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.

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 1-3 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, banker's 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.

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.

Financial and Budget Policies

Debt Policy

§C7-4 of the City Charter, Borrowing and Contract Obligations, provides that the Mayor & Council may borrow money for any proper public purpose and evidence such borrowing by the issue and sale of its general obligation bonds in accordance with state law. The City may borrow up to 5% of the assessed valuation of all real property subject to City taxation in general obligation debt without the need to place such issue to referendum, to mature not more than 30 years from date of issue. The total of all City indebtedness at any one time shall not exceed 10% of the assessed valuation of all real property subject to City taxation. Based on current assessments, the City's general obligation debt limit is approximately $102 million.

Although the current practice of the City, in financing capital expenditures, is "pay-as-you-go", the City financed the 1997 renovation of City Hall with a $750,000 general obligation bond, and has entered into master lease arrangements for a computer upgrade and vehicle acquisitions, and issued an $8.3 million general obligation bond for permanent financing on the public parking garage.

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.

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.

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.

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.

Financial and Budget Policies

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

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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 requested budget includes a 1.75% cost of living adjustment ("COLA") for all regular employees, effective July 1, 2014. 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 2015 is the 2nd year of a 3-year collective bargaining agreement with AFSCME Local 1209, covering certain Public Works employees, and negotiations are in process. 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.

All full-time and part-time employees 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. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. 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. Employees hired before September 1, 2001 are 100% vested upon participation in the plan; employees hired on or after September 1, 2001 vest at 20% per year until fully vested after 5 years of participation. The plan assets, once fully vested, including all income 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.

Plans are underway for the City to join the Reformed Contributory Pension Benefit Plan of the State Retirement and Pension System of Maryland ("MSRP") effective July 1, 2014. Pending legislative approval by the Maryland General Assembly, eligible employees who elected to join the MSRP in a binding vote will enter the plan on July 1. Employees will be required to contribute 7% of their base pay on a pre-tax basis and the City's match for FY 2015 will be 6.2%. Employees enrolling in the MSRP will 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 will be required to join the MSRP.

CITY OF COLLEGE PARK, MARYLAND
Annual Salary Range by Job Classification
For the fiscal year ending June 30, 2015

Position Title	*Pay Grade*	*Annual Salary Range (including longevity steps)*
Employees not covered under the Public Works collective bargaining agreement:		
Custodial Worker	1	$27,291 - $46,900
	2	$28,727 - $49,367
Office Specialist I	3	$30,166 - $51,840
Fiscal Support Specialist I	4	$31,602 - $54,308
	5	$33,041 - $56,781
Office Specialist II Fiscal Support Specialist II Parking Enforcement Officer I Animal Control Officer I Bus Driver Custodial Supervisor Engineering Technician I Outreach Coordinator Assistant	6	$34,478 - $59,250
Parking Enforcement Officer II Animal Control Officer II Facilities Maintenance Worker	7	$35,916 - $61,722
Code Enforcement Officer I Information Technology Tech I	8	$37,353 - $64,191
Office Specialist III Human Resources Assistant I	9	$38,791 - $66,662
Code Enforcement Officer II Seniors Program Caseworker Animal Control Officer III Fiscal Support Specialist III Payroll Supervisor	10	$40,228 - $69,132

	11	$41,666	- $71,603
Information Technology Tech II Code Enforcement Officer III Administrative Assistant Human Resources Assistant II	12	$43,103	- $74,073
Safety Officer Fleet Supervisor Crew Chief Landscape Foreman Seniors Program Manager Parking Enf. Field Operations Supervisor Assistant City Clerk Administrative Asst./Recycling Coordinator Public Safety Officer	13	$45,258	- $77,776
Family Therapist Planner Economic Development Planner Billing & Collections Supervisor II	14	$48,133	- $82,717
Information Technology Tech III	15	$51,008	- $87,657
Horticulturist	16	$53,883	- $92,598
Clinical Supervisor Public Works Supervisor Assistant to the City Manager I Parking Enforcement Manager Code Enforcement Manager Senior Planner	17	$56,757	- $97,537
Programmer Analyst Assistant to the City Manager II	18	$59,633	- $102,479
City Clerk Information Systems Manager	19	$62,508	- $107,420
Deputy Director of Public Works Deputy Director of Finance Civil Engineer II	20	$65,384	- $112,362
Senior City Clerk	21	$68,258	- $117,301
Civil Engineer III	22	$71,133	- $122,242
	23	$75,446	- $129,654

Director of Finance Director of Public Works Assistant City Manager Director of Youth, Family & Senior Services Director of Planning Director of Public Services Director of Human Resources	24	$81,196	- $139,535
Employees covered under the Public Works collective bargaining agreement:			
	61	$27,291	- $46,900
Laborer	62	$28,727	- $49,367
Laborer / Driver Grounds Laborer / Driver	63	$30,166	- $51,840
	64	$31,602	- $54,308
	65	$33,041	- $56,781
Motor Equipment Operator I Supply Clerk Groundskeeper Dispatch / Administrative Clerk	66	$34,478	- $59,250
Motor Equipment Operator I + Class A	67	$35,916	- $61,722
Motor Equipment Operator II	68	$37,353	- $64,191
Garage Supply Clerk / Assistant Mechanic Motor Equipment Operator II + Class A Mechanic I	69	$38,791	- $66,662
	70	$40,228	- $69,132
Mechanic II Motor Equipment Operator III	71	$41,666	- $71,603
Lead Groundskeeper Lead Motor Equipment Operator	72	$43,103	- $74,073
	73	$45,258	- $77,776
	74	$48,133	- $82,717

75	$51,008	-	$87,657
76	$53,883	-	$92,598
77	$56,757	-	$97,537
78	$59,633	-	$102,479
79	$62,508	-	$107,420
80	$65,384	-	$112,362
81	$68,258	-	$117,301
82	$71,133	-	$122,242
83	$75,446	-	$129,654
84	$81,196	-	$139,535

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CITY OF COLLEGE PARK, MARYLAND
PAY TABLE - FY2015

The Pay Table shown below will be in effect for FY 2015. 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 $38,791. 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 1.75%% cost of living (COLA) adjustment for FY 2014. Grades 61 - 84, for employees covered under the Public Works collective bargaining agreement, include a 1.75% cost of living (COLA) adjustment for FY 2015. The FY 2015 1.75% COLA is effective July 1, 2014.

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

																			LONGEVITY STEPS		
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	3 yrs./5% 20	3 yrs./5% 23	3 yrs./5% 26
GRADE	1	27,291	27,973	28,673	29,389	30,124	30,877	31,649	32,440	33,251	34,083	34,935	35,808	36,703	37,621	38,561	39,526	40,514	42,539	44,666	46,900
	2	28,727	29,445	30,181	30,936	31,709	32,502	33,315	34,147	35,001	35,876	36,773	37,692	38,635	39,600	40,590	41,605	42,645	44,778	47,017	49,367
	3	30,166	30,920	31,693	32,485	33,298	34,130	34,983	35,858	36,754	37,673	38,615	39,580	40,570	41,584	42,624	43,689	44,782	47,021	49,372	51,840
	4	31,602	32,392	33,202	34,032	34,883	35,755	36,649	37,565	38,504	39,467	40,453	41,465	42,501	43,564	44,653	45,769	46,913	49,259	51,722	54,308
	5	33,041	33,867	34,714	35,582	36,471	37,383	38,317	39,275	40,257	41,264	42,295	43,353	44,436	45,547	46,686	47,853	49,050	51,502	54,077	56,781
	6	34,478	35,340	36,223	37,129	38,057	39,009	39,984	40,984	42,008	43,058	44,135	45,238	46,369	47,528	48,717	49,934	51,183	53,742	56,429	59,250
	7	35,916	36,814	37,734	38,678	39,645	40,636	41,652	42,693	43,760	44,854	45,976	47,125	48,303	49,511	50,748	52,017	53,318	55,983	58,783	61,722
	8	37,353	38,287	39,244	40,225	41,231	42,261	43,318	44,401	45,511	46,649	47,815	49,010	50,236	51,492	52,779	54,098	55,451	58,223	61,134	64,191
	9	38,791	39,761	40,755	41,774	42,818	43,888	44,986	46,110	47,263	48,445	49,656	50,897	52,170	53,474	54,811	56,181	57,585	60,465	63,488	66,662
	10	40,228	41,234	42,265	43,321	44,404	45,514	46,652	47,818	49,014	50,239	51,495	52,783	54,102	55,455	56,841	58,262	59,719	62,705	65,840	69,132
	11	41,666	42,708	43,775	44,870	45,991	47,141	48,320	49,528	50,766	52,035	53,336	54,669	56,036	57,437	58,873	60,345	61,853	64,946	68,193	71,603
	12	43,103	44,181	45,285	46,417	47,578	48,767	49,986	51,236	52,517	53,830	55,175	56,555	57,969	59,418	60,903	62,426	63,987	67,186	70,545	74,073
	13	45,258	46,389	47,549	48,738	49,956	51,205	52,485	53,798	55,142	56,521	57,934	59,382	60,867	62,389	63,948	65,547	67,186	70,545	74,072	77,776
	14	48,133	49,336	50,570	51,834	53,130	54,458	55,820	57,215	58,645	60,112	61,614	63,155	64,734	66,352	68,011	69,711	71,454	75,026	78,778	82,717
	15	51,008	52,283	53,590	54,930	56,303	57,711	59,154	60,632	62,148	63,702	65,295	66,927	68,600	70,315	72,073	73,875	75,722	79,508	83,483	87,657
	16	53,883	55,230	56,611	58,026	59,477	60,964	62,488	64,050	65,651	67,292	68,975	70,699	72,467	74,278	76,135	78,039	79,990	83,989	88,189	92,598
	17	56,757	58,176	59,630	61,121	62,649	64,215	65,821	67,466	69,153	70,882	72,654	74,470	76,332	78,240	80,196	82,201	84,256	88,469	92,892	97,537
	18	59,633	61,124	62,652	64,218	65,824	67,469	69,156	70,885	72,657	74,473	76,335	78,244	80,200	82,205	84,260	86,366	88,526	92,952	97,599	102,479
	19	62,508	64,071	65,672	67,314	68,997	70,722	72,490	74,302	76,160	78,064	80,016	82,016	84,066	86,168	88,322	90,530	92,793	97,433	102,305	107,420
	20	65,384	67,019	68,694	70,411	72,172	73,976	75,825	77,721	79,664	81,656	83,697	85,789	87,934	90,133	92,386	94,696	97,063	101,916	107,012	112,362
	21	68,258	69,964	71,714	73,506	75,344	77,228	79,158	81,137	83,166	85,245	87,376	89,560	91,799	94,094	96,447	98,858	101,329	106,396	111,716	117,301
	22	71,133	72,911	74,734	76,602	78,518	80,480	82,492	84,555	86,669	88,835	91,056	93,333	95,666	98,058	100,509	103,022	105,597	110,877	116,421	122,242
	23	75,446	77,332	79,265	81,247	83,278	85,360	87,494	89,682	91,924	94,222	96,577	98,992	101,466	104,003	106,603	109,268	112,000	117,600	123,480	129,654
	24	81,196	83,226	85,307	87,439	89,625	91,866	94,162	96,517	98,929	101,403	103,938	106,536	109,200	111,930	114,728	117,596	120,536	126,563	132,891	139,535

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

																			LONGEVITY STEPS		
	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	3 yrs./5% 20	3 yrs./5% 23	3 yrs./5% 26
GRADE	61	27,291	27,973	28,673	29,389	30,124	30,877	31,649	32,440	33,251	34,083	34,935	35,808	36,703	37,621	38,561	39,526	40,514	42,539	44,666	46,900
	62	28,727	29,445	30,181	30,936	31,709	32,502	33,315	34,147	35,001	35,876	36,773	37,692	38,635	39,600	40,590	41,605	42,645	44,778	47,017	49,367
	63	30,166	30,920	31,693	32,485	33,298	34,130	34,983	35,858	36,754	37,673	38,615	39,580	40,570	41,584	42,624	43,689	44,782	47,021	49,372	51,840
	64	31,602	32,392	33,202	34,032	34,883	35,755	36,649	37,565	38,504	39,467	40,453	41,465	42,501	43,564	44,653	45,769	46,913	49,259	51,722	54,308
	65	33,041	33,867	34,714	35,582	36,471	37,383	38,317	39,275	40,257	41,264	42,295	43,353	44,436	45,547	46,686	47,853	49,050	51,502	54,077	56,781
	66	34,478	35,340	36,223	37,129	38,057	39,009	39,984	40,984	42,008	43,058	44,135	45,238	46,369	47,528	48,717	49,934	51,183	53,742	56,429	59,250
	67	35,916	36,814	37,734	38,678	39,645	40,636	41,652	42,693	43,760	44,854	45,976	47,125	48,303	49,511	50,748	52,017	53,318	55,983	58,783	61,722
	68	37,353	38,287	39,244	40,225	41,231	42,261	43,318	44,401	45,511	46,649	47,815	49,010	50,236	51,492	52,779	54,098	55,451	58,223	61,134	64,191
	69	38,791	39,761	40,755	41,774	42,818	43,888	44,986	46,110	47,263	48,445	49,656	50,897	52,170	53,474	54,811	56,181	57,585	60,465	63,488	66,662
	70	40,228	41,234	42,265	43,321	44,404	45,514	46,652	47,818	49,014	50,239	51,495	52,783	54,102	55,455	56,841	58,262	59,719	62,705	65,840	69,132
	71	41,666	42,708	43,775	44,870	45,991	47,141	48,320	49,528	50,766	52,035	53,336	54,669	56,036	57,437	58,873	60,345	61,853	64,946	68,193	71,603
	72	43,103	44,181	45,285	46,417	47,578	48,767	49,986	51,236	52,517	53,830	55,175	56,555	57,969	59,418	60,903	62,426	63,987	67,186	70,545	74,073
	73	45,258	46,389	47,549	48,738	49,956	51,205	52,485	53,798	55,142	56,521	57,934	59,382	60,867	62,389	63,948	65,547	67,186	70,545	74,072	77,776
	74	48,133	49,336	50,570	51,834	53,130	54,458	55,820	57,215	58,645	60,112	61,614	63,155	64,734	66,352	68,011	69,711	71,454	75,026	78,778	82,717
	75	51,008	52,283	53,590	54,930	56,303	57,711	59,154	60,632	62,148	63,702	65,295	66,927	68,600	70,315	72,073	73,875	75,722	79,508	83,483	87,657
	76	53,883	55,230	56,611	58,026	59,477	60,964	62,488	64,050	65,651	67,292	68,975	70,699	72,467	74,278	76,135	78,039	79,990	83,989	88,189	92,598
	77	56,757	58,176	59,630	61,121	62,649	64,215	65,821	67,466	69,153	70,882	72,654	74,470	76,332	78,240	80,196	82,201	84,256	88,469	92,892	97,537
	78	59,633	61,124	62,652	64,218	65,824	67,469	69,156	70,885	72,657	74,473	76,335	78,244	80,200	82,205	84,260	86,366	88,526	92,952	97,599	102,479
	79	62,508	64,071	65,672	67,314	68,997	70,722	72,490	74,302	76,160	78,064	80,016	82,016	84,066	86,168	88,322	90,530	92,793	97,433	102,305	107,420
	80	65,384	67,019	68,694	70,411	72,172	73,976	75,825	77,721	79,664	81,656	83,697	85,789	87,934	90,133	92,386	94,696	97,063	101,916	107,012	112,362
	81	68,258	69,964	71,714	73,506	75,344	77,228	79,158	81,137	83,166	85,245	87,376	89,560	91,799	94,094	96,447	98,858	101,329	106,396	111,716	117,301
	82	71,133	72,911	74,734	76,602	78,518	80,480	82,492	84,555	86,669	88,835	91,056	93,333	95,666	98,058	100,509	103,022	105,597	110,877	116,421	122,242
	83	75,446	77,332	79,265	81,247	83,278	85,360	87,494	89,682	91,924	94,222	96,577	98,992	101,466	104,003	106,603	109,268	112,000	117,600	123,480	129,654
	84	81,196	83,226	85,307	87,439	89,625	91,866	94,162	96,517	98,929	101,403	103,938	106,536	109,200	111,930	114,728	117,596	120,536	126,563	132,891	139,535

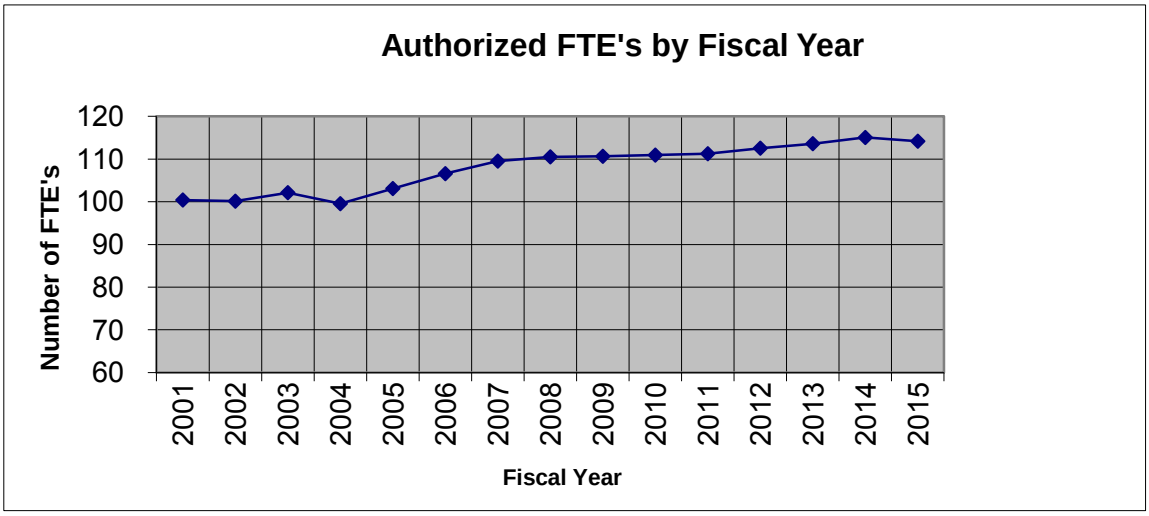
City of College Park, Maryland
Schedule of Authorized Full Time Equivalent (FTE) Positions
for the fiscal year ending June 30, 2015

		FY 2015 Authorized Full Time Equivalents (FTE's)						
Position Title	Grade	Admini-stration	Finance	Public Services	Planning	Youth, Family, Srs.	Public Works	TOTAL
Custodial Worker	1						2.00	2.00
Laborer	62						13.00	13.00
Office Specialist I	3			1.25		0.60		1.85
Grounds Laborer / Driver	63						1.00	1.00
Office Specialist II	6			2.00			1.00	3.00
Fiscal Support Specialist II	6		1.70	0.30				2.00
Parking Enforcement Officer I	6			1.50				1.50
Bus Driver	6					1.40		1.40
Custodial Supervisor	6						1.00	1.00
Engineering Technician I	6						1.00	1.00
Outreach Coordinator Assistant	6					0.38		0.38
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			4.00				4.00
Animal Control Officer II	7			1.00				1.00
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			2.00				2.00
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			2.00				2.00
Information Technology Tech II	12		1.00					1.00
Administrative Assistant	12			1.00	1.00	1.00		3.00
Human Resources Assistant II	12	1.00						1.00
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
Seniors Program Manager	13					1.00		1.00
Administrative Asst./Recycling Coord.	13						1.00	1.00
Family Therapist	14					3.13		3.13
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

Position Title	Grade	FY 2015 Authorized Full Time Equivalents (FTE's) Administration	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			7.79				7.79
Child Care Provider	N/A					0.08		0.08
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 2015 TOTALS		**7.00**	**10.70**	**30.84**	**5.20**	**10.09**	**50.35**	**114.18**

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

Fiscal Year	Authorized Full Time Equivalents (FTE's) Administration	Finance	Public Services	Planning	Youth, Family, Srs.	Public Works	TOTAL
2001	8.50	11.00	19.68	4.00	7.48	49.75	100.41
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


Authorized FTE's by Fiscal Year
Number of FTE's
120
110
100
90
80
70
60
2001
2002
2003
2004
2005
2006
2007
2008
2009
2010
2011
2012
2013
2014
2015
Fiscal Year

GENERAL FUND REVENUES

REVENUES

REVENUE FOOTNOTES		
Element/Object	**Details**	**Amount**
Taxes		
31010 Real Property Taxes	Based on proposed FY 2015 assessment from State Department of Assessments and Taxation (SDAT) for non-exempt property: Full value assessment of $2,050,850,372 less homestead tax credit adjustment of $29,283,201 @ tax rate $0.335 per $100. Full value assessment percentage increase from FY 2014 is 0.69%. FY 2015 rate of $0.335 is the same as in FY 2014. Includes remaining half-year assessment for Domain College Park property, annexed in FY 2013. Includes "tax differential only" billing for Holiday Inn properties annexed in FY 2004 (tax class 02) at $0.0302 per $100.	6,636,963
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 2015 budget is based on FY 2012-2014 actual tax credits.	(38,000)
31017 Revitalization Tax Credit	Year 1 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	(60,000)
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 2015 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 2015 assessment of $11,279,500 @ $0.335 per $100	37,786
31090 Tax Penalties & Interest, Real Property Tax	Estimate based on historical data	20,000
31110 Personal Property Tax	Based on current year's data and 10% depreciation, at FY 2014 tax rate $0.838 per $100 on $87,058,823 estimated assessed valuation. FY 2015 rate of $0.838 is the same as in FY 2014. Includes "tax differential only" billing for Holiday Inn properties at $0.0695 per $100.	800,000
31190 Tax Penalties & Interest, Personal Property Tax	Estimate based on historical data	1,000
31410 Income Tax	Estimate based on current year's data and prior year trends	1,550,000
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
31610 Highway User Tax	Estimate provided by State Highway Administration	113,583

REVENUES

REVENUE FOOTNOTES		
Element/Object	**Details**	**Amount**
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, including new Best Western College Park Hotel for FY 2014.	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.	13,000
32220 State Traders' Licenses	Estimate based on trend during previous 3 fiscal years	30,000
32310 City Building Permits	Estimate provided by Department of Public Services	6,000
32336 Rent Stabilization Fees		0
32340 Occupancy Permits	Estimate provided by Department of Public Services; covers 75.5% self-support of Code Enforcement program budget. Rates for FY 2015 (same as in FY 2014) 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 256 new units at Domain College Park (100%) and 50 rooms at Best Western College Park Hotel.	792,329
32345 Driveway Apron Permits	Estimate based on historical data	2,000
32350 Other Licenses		0
32365 Utility Easements	Verizon easement	605
32370 Bus Shelters	Based on current year data; estimate provided by Department of Finance	13,000
32375 Encroachment Permits	2 contracts @ $500	1,000
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	110,000
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	116,550
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
33240 Youth Services Grant	State grant payable through Prince George's County, covering	

REVENUES

REVENUE FOOTNOTES		
Element/Object	**Details**	**Amount**
(State Grant)	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 July-August 2014.	75,000
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 ..... 0 Knox Road monthly permits @ $50/month ..... 7,000 Hartwick Road monthly permits @ $50/month ..... 8,200 Residential zone permits, estimate 27,600	50,000
34326 Garage Permit Revenue	Estimate based on current year revenue trend; 100 permits @ $55-60/month. $55 special rate is for purchase of 4-month "semester" permit.	47,000
34340 MVA Registration Fees	Estimate provided by Department of Public Services	300
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
34420 Refuse Contracts Revenue	Estimate based on current annual billing, which occurs on August 1	230,000

REVENUES

REVENUE FOOTNOTES		
Element/Object	**Details**	**Amount**
34430-01 Recycling Revenue-White Goods	Sale of "white goods" (scrap metal and appliances), generated through Public Works-Recycling program	1,200
34430-03 Recycling Revenue-Motor Oil	Sale of motor oil collected at Public Works yard	1,750
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; reimbursement of 50% of the overtime cost for weekend litter pickup	4,290
34490 Compost Sales	Estimate provided by Department of Public Works, based on sale of 2,000 cubic yards of compost @ $21.70/cubic yard screened and $10.38/cubic yard unscreened	46,004
34491 Wood Chip Sales	Estimate provided by Department of Public Works, based on sale of 800 cubic yards of wood chips @ $8.49/cubic yard	6,792
34492 Tipping Fees Revenue	Estimate provided by Department of Public Works, based on billing for 5,500 cubic yards @ $4.75/cubic yard	26,000
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)	4,500
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	200
35930 Vehicle Booting Fees	Estimate based on current year's data	700
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.	850,000
35950 Municipal Infractions	Estimate provided by Department of Public Services	95,000
35970 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 2015 revenue estimate	1,600,000
35970 Optotraffic-Processing Charges	Vendor processing charge @ 39% of speed enforcement camera citations paid	(624,000)

REVENUES

REVENUE FOOTNOTES		
Element/Object	**Details**	**Amount**
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	34,459
36211 Property Rental-Parking Garage Retail	Lease for rental of 5,800 sf 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	100
36215 Property Rental-Old Parish House	Estimate based on current year revenues	10,000
36216 Cleaning Fee-City Buildings	Estimate based on current year revenues	400
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	Proceeds from the sale of surplus equipment; estimate provided by Department of Public Works	1,000
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	1,500
36670 CDMA Billing Fees	2% billing fee for billing and collecting dues for Downtown College Park Management Authority (DCPMA)	380
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 ..... 294,000 SunTrust Bank – bond interest ..... 264,274 Subtotal ..... 558,274 Garage pay station revenue (account 343.21) .....(75,000) Garage permit revenue (account 343.26) .....(47,000) Garage retail rent (account 362.11) .....(87,000) Interest – tenant improvement allowance (account 361.22) .....(34,459)	314,815

REVENUES

REVENUE FOOTNOTES		
Element/Object	**Details**	**Amount**
39900 Unassigned Reserve Transfer	Budgeted surplus (to be reallocated by Mayor & Council)	(30,437)

CITY OF COLLEGE PARK
REVENUE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
BASIC 31 TAXES					
SUB 0 REAL PROPERTY TAXES					
310.10 REAL PROPERTY TAX	6,483,962	6,490,936	6,608,944	6,313,779	6,636,963
310.15 HOMEOWNERS PROP TX CREDIT	35,984-	38,711-	35,000-	29,657-	38,000-
310.17 REVITALIZATION TAX CREDIT	0	0	0	0	60,000-
310.20 PILOT-HOUSING AUTHORITY	15,000	15,000	15,000	15,000	15,000
310.22 PILOT-UM CASL PROPERTY	47,359	52,115	49,436	0	49,436
310.23 PILOT-UM WASH POST PROP	38,640	38,640	37,786	0	37,786
310.90 TAX INTEREST & PENALTY	15,016	26,476	10,000	5,649	20,000
* REAL PROPERTY TAXES	6,563,993	6,584,456	6,686,166	6,304,771	6,661,185
SUB 1 PERSONAL PROPERTY TAXES					
311.10 PERSONAL PROPERTY TAX	875,083	885,971	729,550	708,376	800,000
311.90 TAX INTEREST & PENALTY	762	1,720	800	1,043	1,000
* PERSONAL PROPERTY TAXES	875,845	887,691	730,350	709,419	801,000
SUB 4 INCOME TAX					
314.10 INCOME TAX	1,494,195	1,582,308	1,425,000	794,221	1,550,000
* INCOME TAX	1,494,195	1,582,308	1,425,000	794,221	1,550,000
SUB 5 OTHER LOCAL TAXES					
315.10 ADMISSION & AMUSEMENT TAX	617,331	510,606	500,000	473,396	650,000
* OTHER LOCAL TAXES	617,331	510,606	500,000	473,396	650,000
SUB 6 STATE SHARED TAXES					
316.10 HIGHWAY USER TAX	167,363	105,579	252,774	299,928	113,583
* STATE SHARED TAXES	167,363	105,579	252,774	299,928	113,583
SUB 8 COUNTY SHARED TAXES					
318.10 HOTEL & MOTEL TAX	446,559	460,159	450,000	214,183	450,000
* COUNTY SHARED TAXES	446,559	460,159	450,000	214,183	450,000
** TAXES	10,165,286	10,130,799	10,044,290	8,795,918	10,225,768
BASIC 32 LICENSES & PERMITS					
SUB 2 BUSINESS LICENSES					
322.10 CITY LIQUOR LICENSES	15,263	14,562	11,000	399	13,000
322.20 STATE TRADERS LICENSES	30,609	28,799	30,000	2,626	30,000
* BUSINESS LICENSES	45,872	43,361	41,000	3,025	43,000
SUB 3 OTHER LICENSES & PERMITS					
323.10 CITY BUILDING PERMITS	8,025	5,850	5,000	4,450	6,000
323.36 RENT STABILIZATION FEES	1,590	1,080	0	0	0
323.40 OCCUPANCY PERMITS	776,003	677,324	766,886	629,351	792,329
323.45 DRIVEWAY APRON & CURBCUT	2,018	993	1,000	3,611	2,000
323.50 OTHER LICENSES	350	120	0	174	0
323.65 UTILITY EASEMENTS	605	605	550	605	605
323.70 BUS SHELTERS	11,627	12,458	13,000	6,432	13,000
323.75 ENCROACHMENT PERMITS	1,000	1,000	1,000	0	1,000
* OTHER LICENSES & PERMITS	801,218	699,430	787,436	644,623	814,934
SUB 4 UTILITY FRANCHISE FEES					
324.10 COMCAST CABLE	191,447	203,616	200,000	98,754	200,000
324.15 VERIZON FIOS	95,362	108,574	100,000	55,813	110,000
* UTILITY FRANCHISE FEES	286,809	312,190	300,000	154,567	310,000
** LICENSES & PERMITS	1,133,899	1,054,981	1,128,436	802,215	1,167,934
BASIC 33 INTERGOVERNMENTAL					
SUB 0 FEDERAL GRANTS					
330.35 YFS MAYSB OJJDP EARMARK	47,243	0	0	0	0
330.70 FEDERAL EMERG MGMT AGENCY	8,683	9,171	0	0	0
330.90 MISCELLANEOUS GRANTS	0	0	0	0	0
* FEDERAL GRANTS	55,926	9,171	0	0	0
SUB 2 STATE GRANTS					
332.20 POLICE PROTECTION	73,840	73,840	116,550	58,275	116,550

CITY OF COLLEGE PARK
REVENUE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
BASIC 33 INTERGOVERNMENTAL					
SUB 2 STATE GRANTS					
332.30 UNIV OF MARYLAND GRANT	5,000	5,000	5,000	5,000	5,000
332.40 YOUTH SERVICES GRANT	76,457	72,055	72,055	24,018	72,055
332.90 MISCELLANEOUS GRANTS	0	0	0	0	0
* STATE GRANTS	155,297	150,895	193,605	87,293	193,605
SUB 4 COUNTY GRANTS					
334.20 BANK STOCK TAX	10,717	10,717	10,717	0	10,717
334.30 YOUTH SERVICES GRANT	4,000	30,000	0	10,000	30,000
334.34 SPECL APPROPRIATIONS GRNT	30,000	4,500	4,000	4,000	4,000
334.90 MISCELLANEOUS GRANTS	0	0	0	0	0
* COUNTY GRANTS	44,717	45,217	14,717	14,000	44,717
SUB 6 OTHER GRANTS					
336.90 MISCELLANEOUS GRANTS	0	0	0	0	0
* OTHER GRANTS	0	0	0	0	0
** INTERGOVERNMENTAL	255,940	205,283	208,322	101,293	238,322
BASIC 34 CHARGES FOR SERVICES					
SUB 1 GENERAL GOVERNMENT CHGS					
341.10 ZONING APPLIC PROCESS FEE	1,300	8,455	2,000	5,010	7,000
341.30 ANIMAL CTRL IMPOUND FEES	125	190	100	100	100
341.31 ANIMAL CTRL BOARDING FEES	30	0	100	70	100
* GENERAL GOVERNMENT CHGS	1,455	8,645	2,200	5,180	7,200
SUB 3 HIGHWAYS AND STREETS					
343.20 PARKING METER REVENUE	370,175	340,085	350,000	231,515	350,000
343.21 GARAGE PAY STATION REV	86,442	78,962	75,000	58,759	75,000
343.25 PARKING PERMIT REVENUE	52,225	54,426	50,000	43,477	50,000
343.26 GARAGE PERMIT REVENUE	46,822	46,753	50,000	40,180	47,000
343.40 MVA REGISTRATION FEES	84-	322	500	18	300
343.50 MVA NON-RESIDENT PERMITS	1,648	1,667	2,500	1,786	2,000
* HIGHWAYS AND STREETS	557,228	522,215	528,000	375,735	524,300
SUB 4 SANITATION & WASTE REMVL					
344.10 COUNTY DISPOSAL REBATE	75,541	83,288	83,288	41,644	83,288
344.20 REFUSE CONTRACTS REVENUE	220,928	226,763	230,000	228,848	230,000
344.30 RECYCLING-WHITE GOODS	2,416	2,247	2,000	672	1,200
344.30 RECYCLING-MIXED PAPER	0	0	0	0	0
344.30 RECYCLING-MOTOR OIL	3,217	1,693	2,000	918	1,750
344.30 RECYCLING-SINGLE STREAM	11,540	2,276	2,000	0	0
344.40 SPECIAL TRASH PICKUP REV	0	0	0	0	0
344.60 CDMA LITTER REBATE	4,290	3,218	4,290	4,290	4,290
344.90 COMPOST SALES	39,746	35,872	34,000	5,609	46,004
344.91 WOOD CHIP SALES	10,081	8,911	6,000	2,257	6,792
344.92 TIPPING FEES REVENUE	28,785	22,325	22,000	26,861	26,000
344.94 DELIVERY CHG-COMPOST	11,605	10,304	8,000	1,490	10,000
344.95 DELIVERY CHG-WOOD CHIPS	4,827	4,681	3,500	1,200	4,500
* SANITATION & WASTE REMVL	412,976	401,578	397,078	313,789	413,824
SUB 5 HEALTH CHARGES					
345.10 YOUTH SVCS CLIENT FEES	13,003	15,430	10,000	8,743	12,000
345.20 OTHER YFS FEES	0	0	0	0	0
345.30 YFS TRAINING REVENUE	0	0	0	0	0
* HEALTH CHARGES	13,003	15,430	10,000	8,743	12,000
** CHARGES FOR SERVICES	984,662	947,868	937,278	703,447	957,324
BASIC 35 FINES AND FEES					
SUB 9 FINES					
359.10 ELECTION FINES	100	0	0	25	0
359.20 ANIMAL FINES REVENUE	0	300	200	0	200
359.30 VEHICLE BOOTING FEES	490	1,290	700	735	700
359.40 PARKING FINES REVENUE	729,665	857,974	750,000	701,215	850,000
359.50 MUNICIPAL INFRACTIONS	94,148	90,360	100,000	69,135	95,000

CITY OF COLLEGE PARK
REVENUE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
BASIC 35 FINES AND FEES					
SUB 9 FINES					
359.70 SPEED ENF CAMERA REVENUE	2,000,593	1,661,214	1,500,000	1,243,832	1,600,000
359.70 OPTOTR-PROCESSING CHARGES	780,231-	647,874-	585,000-	485,094-	624,000-
359.70 OPTOTR-ENGINEERING STUDY	0	0	0	0	0
359.70 STMD REPYMT-EXC OVER 10%	0	0	0	0	0
* FINES	2,044,765	1,963,264	1,765,900	1,529,848	1,921,900
** FINES AND FEES	2,044,765	1,963,264	1,765,900	1,529,848	1,921,900
BASIC 36 MISCELLANEOUS REVENUES					
SUB 1 INVESTMENT EARNINGS					
361.10 INVESTMENT EARNINGS	11,377	35,922	60,000	41,264	60,000
361.11 INVESTMENTS-MKT VALUE ADJ	2,418-	156,762-	0	337	0
361.22 TENANT IMPROVEMENT ALLOW	30,978	6,086	34,341	46,071	34,459
361.30 OTHER INTEREST	3,138	2,892	0	5,933	0
* INVESTMENT EARNINGS	43,075	111,862-	94,341	93,605	94,459
SUB 2 PROPERTY & EQUIP RENTAL					
362.11 PARKING GARAGE RETAIL	108,750	9,320	169,000	69,667	87,000
362.14 CITY HALL MEETING ROOMS	0	500	50	125	100
362.15 OLD PARISH HOUSE	8,675	10,225	10,000	10,275	10,000
362.16 CLEANING FEE-CITY BLDGS	350	625	400	425	400
362.18 DAVIS HALL	900	1,150	800	1,125	1,000
362.19 DUVALL FIELD	0	0	0	0	0
362.20 OTHER RENTALS	0	0	0	0	0
362.21 CALVERT ROAD SCHOOL FIELD	0	0	0	0	0
* PROPERTY & EQUIP RENTAL	118,675	21,820	180,250	81,617	98,500
SUB 4 SALE OF FIXED ASSETS					
364.10 SALE OF FIXED ASSETS	4,130	0	1,000	0	1,000
* SALE OF FIXED ASSETS	4,130	0	1,000	0	1,000
SUB 6 OTHER REVENUES					
366.10 MISCELLANEOUS	105	22	0	13	0
366.15 FREEDOM OF INFO ACT REQ	69	93	100	34	0
366.50 ANIMAL LICENSE COMM	1,331	1,488	1,500	1,019	1,500
366.55 CONTRIBUTIONS	1,000	0	0	0	0
366.60 CASH OVER & (SHORT)	0	0	0	0	0
366.70 CDMA BILLING FEES	384	330	380	307	380
* OTHER REVENUES	2,889	1,933	1,980	1,373	1,880
** MISCELLANEOUS REVENUES	168,769	88,109-	277,571	176,595	195,839
BASIC 39 NON-REVENUE RECEIPTS					
SUB 0 INTERFUND TRANSFERS					
390.00 INTERFUND TRANSFERS	216,886	251,950	228,906	171,680	314,815
* INTERFUND TRANSFERS	216,886	251,950	228,906	171,680	314,815
SUB 9 UNASSIGNED RESERVE TFR					
399.00 UNASSIGNED RESERVE TFR	0	0	35,005	0	30,437-
* UNASSIGNED RESERVE TFR	0	0	35,005	0	30,437-
** NON-REVENUE RECEIPTS	216,886	251,950	263,911	171,680	284,378
*** GENERAL FUND	14,970,207	14,466,036	14,625,708	12,280,996	14,991,465
	14,970,207	14,466,036	14,625,708	12,280,996	14,991,465

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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

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 proposed MSRP entry. 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

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 proposed employer contribution to the Reformed Contributory Pension Benefit Plan of the State Retirement & Pension System of Maryland ("MSRP"), effective with the City's proposed entry July 1, 2014. For FY 2015, the employer contribution is 6.20% 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 proposed 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 will be made to the MSRP upon final calculations of actuarial cost in fall 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 $0.565 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

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) and CPCUP-College Park Academy (-45).

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

Expenditure Descriptions

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), toters 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
This account includes administrative costs (-10).

Expenditure Descriptions

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

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GENERAL FUND 001

CITY OF COLLEGE PARK
EXPENDITURE BUDGET SUMMARY
FOR FISCAL YEAR 2015

	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
	DEPT 10 GENERAL GOVERNMENT					
*	GENERAL GOVERNMENT	2,321,259	2,451,420	2,805,921	1,809,227	3,114,426
	DEPT 20 PUBLIC SERVICES					
*	PUBLIC SERVICES	3,322,597	3,762,022	3,705,742	2,258,220	3,700,973
	DEPT 30 PLANNING, COMM & ECON DEV					
*	PLANNING, COMM & ECON DEV	583,656	596,430	608,385	408,873	632,146
	DEPT 40 YOUTH FAMILY &SENIOR SERV					
*	YOUTH FAMILY &SENIOR SERV	1,034,549	1,025,001	1,075,746	748,672	1,124,202
	DEPT 50 PUBLIC WORKS					
*	PUBLIC WORKS	4,330,396	4,316,407	4,940,667	3,192,769	5,090,219
	DEPT 65 CONTINGENCY					
*	CONTINGENCY	0	0	10,000	0	10,000
	DEPT 90 DEBT SERVICE					
*	DEBT SERVICE	520,426	557,441	557,247	365,164	558,274
	DEPT 91 MISCELLANEOUS CHARGES					
*	MISCELLANEOUS CHARGES	0	0	0	0	0
	DEPT 92 INTERFUND TRANSFER					
*	INTERFUND TRANSFER	2,596,835	2,827,900	922,000	922,000	761,225
**	GENERAL FUND	14,709,718	15,536,621	14,625,708	9,704,925	14,991,465
		14,709,718	15,536,621	14,625,708	9,704,925	14,991,465

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET BY ELEMENT
FOR FISCAL YEAR 2015

ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
ELEM 10 PAYROLL-WAGES					
* PAYROLL-WAGES	0	0	0	0	0
* SALARY	2,298,511	2,397,323	2,514,808	1,712,515	2,589,113
* HOURLY	3,745,507	3,855,512	4,291,318	2,915,850	4,388,440
* OVERTIME	111,399	139,882	145,420	118,913	146,670
* ELECTED & APPOINTED	49,420	49,330	51,795	41,785	66,980
* STIPEND	8,040	5,700	9,570	2,940	9,570
* AUTOMATED TRUCK INCENTIVE	2,386	1,872	1,900	1,168	2,400
* SATURDAY SHIFT DIFFERENTL	3,912	3,256	4,000	2,038	4,000
* NIGHT SHIFT DIFFERENTIAL	5,771	5,583	6,100	3,674	6,600
** PAYROLL-WAGES	6,224,946	6,458,458	7,024,911	4,798,883	7,213,773
ELEM 11 FRINGE BENEFITS					
* FICA	455,089	474,329	507,618	350,472	529,247
* EMPLOYEE ASSISTANCE PROG	2,038	2,038	2,500	1,019	2,500
* HEALTH INSURANCE	608,992	596,540	714,577	511,879	837,435
* DENTAL INSURANCE	39,964	41,311	43,220	30,427	43,187
* LIFE INSURANCE	14,311	16,725	19,413	12,287	19,771
* VISION INSURANCE	11,503	13,119	13,870	9,591	14,070
* 457 CITY MATCH CONTRIBUTN	84,503	97,157	99,072	72,596	103,764
* 401A RETIREMENT	332,716	353,605	383,154	260,167	67,138
* WORKERS COMPENSATION INS	187,351	182,065	194,409	132,900	146,935
* LONG TERM DISABILITY INS	18,266	19,063	22,012	14,428	22,193
* MSRP RETIREMENT	0	0	0	0	324,388
* MSRP PRIOR SERVICE CREDIT	0	0	0	0	250,000
* PUBLIC TRANSIT INCENTIVE	6,357	6,575	7,800	2,621	7,200
* WELLNESS PROGRAM REIMB	1,719	2,697	4,500	4,062	5,000
** FRINGE BENEFITS	1,762,809	1,805,224	2,012,145	1,402,449	2,372,828
ELEM 12 TRAVEL & TRAINING					
* NON TRAINING TRAVEL	31,669	36,023	34,020	18,988	33,345
* TRAVEL & TRAINING	84,342	87,467	114,490	39,354	113,580
* TUITION REIMBURSEMENT	1,347	4,126	5,500	0	5,500
** TRAVEL & TRAINING	117,358	127,616	154,010	58,342	152,425
ELEM 20 OVERHEAD					
* INSURANCE	1-	1-	1	0	0
* AUTOMOTIVE	1-	0	2-	5-	0
* POSTAGE	1	0	0	0	0
* UTILITIES	1	0	1	2-	0

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET BY ELEMENT
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ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
ELEM 20 OVERHEAD					
* TELEPHONE	0	2-	0	0	0
* INFORMATION TECHNOLOGY	1-	1	1-	4	0
* BUILDING MAINTENANCE	1-	1	1-	0	0
* COPIER	1	56-	2	816-	0
* ADMINISTRATIVE	0	0	0	0	0
** OVERHEAD	1-	57-	0	819-	0
ELEM 25 GRANTS & ASSISTANCE					
* CITY-UNIV PARTNERSHIP	80,000	100,000	100,000	100,000	125,000
* ANACOSTIA TRAILS HERITAGE	3,954	3,954	3,954	3,954	3,954
* COMMUNITY SERVICES GRANTS	15,000	20,000	20,000	0	20,000
* COMM EVENTS MICRO-GRANTS	0	0	0	0	5,000
* COLLEGE PK ARTS EXCHANGE	32,500	32,500	32,500	24,375	37,500
* MEALS ON WHEELS OF C P	3,500	4,000	4,000	4,000	4,000
* COLL PK BOYS & GIRLS CLUB	12,500	12,500	12,500	9,375	12,500
* PUBL SCH EDUCATION GRANTS	30,806	52,389	60,000	30,665	60,000
* COLL PARK COMM FOUNDATION	0	1,000	1,000	1,000	1,000
* CPCUP-COLLEGE PK ACADEMY	0	80,000	80,000	80,000	80,000
** GRANTS & ASSISTANCE	178,260	306,343	313,954	253,369	348,954
ELEM 30 PROFESSIONAL SERVICES					
* AUDITING & ACCOUNTING	16,810	17,973	17,810	15,660	20,000
* DESIGN & ENGINEERING	8,150	0	9,500	0	9,500
* ADMINISTRATIVE	26,645	14,209	25,341	11,993	19,970
* SUPPORT SERVICES	7,224	4,904	7,745	2,305	7,820
* CONSULTING	93,514	23,383	26,650	16,525	26,650
* APPRAISALS	0	8,000	0	0	0
* SURVEYING	4,750	2,990	8,500	450	8,500
* MATERIALS TESTING	0	0	0	0	0
* VETERINARY SERVICES	5,131	3,062	3,000	3,890	3,000
* TRANSCRIPTION SERVICES	630	0	1,500	500	1,500
* TRANSLATION SERVICES	0	0	1,500	0	1,500
* PKG TKTS HEARING OFFICER	8,100	10,032	6,656	7,168	7,200
* ACTUARIAL SERVICES	0	7,238	0	0	7,500
* INTERPRETER SERVICES	0	170	1,316	0	1,316
* OTHER	0	0	0	0	0
** PROFESSIONAL SERVICES	170,954	91,961	109,518	58,491	114,456
ELEM 32 LEGAL SERVICES					

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	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
ELEM 32 LEGAL SERVICES						
*	CITY ATTORNEY	150,658	141,718	160,000	87,599	150,000
*	LEGAL-CABLE TELEVISION	0	2,579	5,500	0	5,500
*	CITY-UNIV PARTNERSHIP	0	0	0	1,240	0
*	LEGAL-HUMAN RESOURCES	0	0	0	0	0
*	LEGAL-LITIGATION	6,644	1,426	15,000	0	10,000
*	LEGAL-RENT STABILIZATION	21,466	3,564	0	0	0
*	LEGAL-ETHICS COMMISSION	10,365	9,187	8,100	4,236	9,100
*	LEGAL-ELECTIONS	0	0	0	0	0
*	LEGAL-ADV PLANNING COMM	13,525	14,461	10,800	10,892	18,000
*	LEGAL-BOND COUNSEL	0	0	0	0	0
*	LEGAL-OTHER	0	0	0	0	0
**	LEGAL SERVICES	202,658	172,935	199,400	103,967	192,600
ELEM 34 CONTRACTUAL SERVICES						
*	TEMPORARY MANPOWER	0	0	0	0	0
*	TEMP MANPOWER-SOLID WASTE	4,001	2,055	1,650	1,284	1,650
*	TEMP MANPOWER-CURB RECYCL	1,780	441	1,320	1,748	1,320
*	TEMP MANPOWER-BRUSH	2,607	6,670	1,320	1,260	1,320
*	LITTER COLLECTION	252	205	0	205	0
*	TEMP MANPOWER-LEAF	30,941	23,420	31,350	32,004	31,350
*	TEMP MANPOWER-YARD WASTE	16,341	23,538	16,500	9,797	16,500
*	TEMP MANPOWER-OTHER	2,520	2,024	4,625	2,394	3,300
*	TEMP MANPOWER-SIGNAGE	0	63	0	0	0
*	TIPPING FEES	290,592	285,947	295,735	165,467	295,615
*	MARKETING	30,000	29,700	40,700	4,201	10,000
*	STREET SWEEPING	0	0	0	0	0
*	INTERNET STREAMING BRDCST	6,457	6,452	6,468	5,751	6,468
*	CCTV MONITORING	0	13,486	0	0	0
*	POLICE SERVICES CONTRACT	400,000	374,602	400,000	0	400,000
*	PARKING LOT MAINTENANCE	0	0	0	0	0
*	M-NCPPC CONTRCT-YOUTH CTR	0	10,000	10,000	0	10,000
*	STRIPING	16,640	16,588	31,165	14,639	31,655
*	TREE MAINTENANCE	36,300	47,834	62,800	16,314	56,800
*	TREE INSTALLATIONS	0	0	0	0	0
*	SCHEDULED MAINTENANCE	3,547	13,849	9,000	3,170	9,000

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	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
ELEM 34 CONTRACTUAL SERVICES						
*	CHILD CARE COSTS	0	0	800	0	800
*	CONTRACT BUS DRIVER	0	0	0	0	0
*	RAT CONTROL	14,250	14,610	10,000	7,360	10,000
*	CONTRACT PLOWING	0	0	5,000	0	5,000
*	CONTRACT MOWING	46,498	46,498	47,500	26,570	49,875
*	BLDG COVERAGE-AFTER HOURS	1,440	1,440	1,440	960	1,440
*	CABLING	590	354	1,500	0	1,500
*	TREE INVENTORY	0	0	0	0	0
*	MOSQUITO CONTROL	3,000	3,454	4,800	0	4,500
*	CONTRACT R-O-W MAINT	0	100	0	0	0
*	FACILITATOR SERVICES	0	0	0	0	0
*	OTHER	0	0	0	0	0
**	CONTRACTUAL SERVICES	907,756	923,330	983,673	293,124	948,093
ELEM 36 SPECIAL SERVICES						
*	PRINTING	105,925	92,776	111,139	69,135	108,959
*	CLASSIFIED ADVERTISING	16,748	20,186	19,150	6,978	17,850
*	MVA SERVICES	1,524	1,396	1,795	930	1,645
*	CATERING FOR MEETINGS	3,769	5,737	7,950	3,169	7,350
*	SPECIAL DINNERS	2,173	2,060	3,300	2,086	3,300
*	RETREAT	725	0	0	0	4,000
*	TOWING SERVICE	325	1,425	3,000	1,050	3,000
*	COURIER SERVICES	171	148	300	119	300
*	ANIMAL CTRL COST RECOVERY	2,455-	4,255-	1,500-	4,194-	5,000-
*	CABLE CAMERA OPERATOR	5,900	5,375	7,600	4,800	7,300
*	VIDEOGRAPHY & EDITING	1,100	1,550	2,000	2,060	3,000
*	DISASTER RECOVERY	0	0	4,700	0	3,600
*	PERMIT FEES	0	0	0	0	0
*	REDISTRICTING EXPENSES	0	0	0	0	0
*	NEIGHBORHOOD WATCH	3,053	1,642	5,000	218	3,000
*	MATCHING FUNDS	14,058	4,000	15,000	0	15,000
*	CODE ENFORCEMT ABATEMENTS	0	0	0	0	0
*	CODE ENF ABATEMENT REIMB	4,109-	6,061-	0	2,741-	0
*	EMPLOYEE BACKGROUND CHECK	1,091	673	1,000	537	1,000
*	HOUSING AUTH REIMBURSEMT	0	0	0	0	0

CITY OF COLLEGE PARK
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	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
ELEM 36 SPECIAL SERVICES						
*	FILES MANAGEMENT	0	0	4,266	0	0
*	REGISTRATION FEES	604	283	350	51	350
*	SWEEPER SHARED MAINT	34,674	28,023	33,500	15,426	33,500
*	DUMPSTER SERVICE	0	0	0	0	0
*	SHUTTLE-UM FOR RESIDENTS	6,000	6,000	6,000	6,000	6,000
*	PGINCCC I-NET PRORATA EXP	14,959	11,731	21,021	0	24,210
*	OTHER	4,145	1,513	1,500	2,015	1,500
**	SPECIAL SERVICES	210,380	174,202	247,071	107,639	239,864
ELEM 38 SPECIAL EVENTS						
*	FIREWORKS	29,244	27,716	33,000	10,150	33,000
*	CONCERTS	0	0	0	0	0
*	SENIOR TRIPS	20,555	15,944	16,200	10,319	16,200
*	HOLIDAY EVENTS	1,616	2,911	1,750	1,047	1,500
*	HEALTH FAIR	2,007	2,512	2,600	1,928	2,600
*	EMPLOYEE EVENTS	7,712	8,991	9,500	4,392	9,500
*	STUDENT EVENTS	1,550	1,886	2,100	905	500
*	FARMERS MARKET	0	9,300	24,475	14,563	7,140
*	AMERICA RECYCLES DAY	823	1,143	900	155-	900
*	CLEAN UP MONTH	0	0	600	600	600
*	MARTIN LUTHER KING JR DAY	3,851	0	4,000	4,184	3,000
*	FALL FESTIVAL	5,081	6,228	6,000	5,424	6,000
*	VOLUNTEER PROGRAMS	163	114	250	0	250
*	ROUTE 1 RIDE	8,000	0	0	0	0
*	VETERANS MEMORIAL EVENTS	2,396	3,240	3,650	1,571	3,200
*	SENIOR EVENTS	1,427	1,380	1,000	373	1,000
*	POLICE COMM RELATIONS	0	346	800	500	800
*	SPRING FESTIVAL	0	0	0	0	0
*	COLLEGE PARK DAY	14,203	16,068	17,000	16,453	19,000
*	DOWNTOWN EVENTS	0	0	0	0	0
*	NATIONAL NIGHT OUT	823	602	500	242	500
*	CBE EVENTS	400	577	2,500	469	2,750
*	FAMILY SUMMIT	2,335	2,880	2,900	3,457	3,400
*	SAFETY BREAKFAST	1,298	1,118	1,300	1,234	1,300
*	OTHER	15,493	14,731	15,860	3,757	15,860

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ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
ELEM 38 SPECIAL EVENTS					
** SPECIAL EVENTS	118,977	117,687	146,885	81,413	129,000
ELEM 40 REPAIR & MAINTENANCE					
* OFFICE EQUIPMENT	0	0	1,100	308	1,100
* BUILDINGS & GROUNDS	74,424	85,353	89,695	27,901	80,515
* TOOLS & EQUIPMENT	2,806	4,791	4,350	1,561	4,350
* COMPUTER SYSTEMS	0	0	1,000	0	1,000
* TELEPHONE SYSTEMS	743	1,404	1,500	135	1,500
* PARKING PAY STATIONS	0	291	0	0	0
* ALARM SYSTEM	3,498	504	2,300	2,520	2,500
* SECURITY CAMERAS	258	0	1,500	393	1,500
* BICYCLE EQUIPMENT	0	1,195	1,500	670	1,500
* RADIO MAINTENANCE	1,280	0	0	0	0
* HVAC REPAIRS	15,819	12,477	6,526	3,875	6,725
* STREETSCAPE LIGHTING	2,409	8,914	7,000	5,352	7,000
* STREETLIGHT REPAIRS	1,115	1,531	1,300	846	1,500
* METER POLE MAINTENANCE	0	0	0	0	0
* AUDIO-VISUAL EQ SERVICE	221	75	1,100	91	1,100
* GENERATOR MAINTENANCE	0	1,451	0	0	0
* WELDING SERVICES	3,325	1,229	7,400	1,886	5,400
* ELECTRICAL REPAIRS	10,970	1,320	1,000	526	1,400
* OTHER REPAIRS	0	0	0	0	0
** REPAIR & MAINTENANCE	116,868	120,535	127,271	46,064	117,090
ELEM 41 VEHICLE REPAIR & MAINT					
* INSIDE	91,818	53,993	62,500	45,014	69,000
* OUTSIDE	71,393	46,112	57,700	59,741	62,500
* TIRES	25,335	24,348	20,000	19,883	24,500
** VEHICLE REPAIR & MAINT	188,546	124,453	140,200	124,638	156,000
ELEM 42 CLEANING SERVICE					
* BUILDING	952	9,310	1,700	690	1,850
* FIELDS & GROUNDS	0	0	0	0	0
* TOOLS & EQUIPMENT	0	0	0	0	0
** CLEANING SERVICE	952	9,310	1,700	690	1,850
ELEM 45 MAINTENANCE CONTRACT					
* COMPUTER SOFTWARE SUPPORT	58,318	79,461	81,570	83,890	90,124
* COMPUTER HARDWARE SUPPORT	6,261	7,190	7,943	6,350	7,765
* COPIERS	0	0	0	0	0
* HANDHELD TICKET WRITERS	0	5,100	4,550	0	4,550

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ELEM 45 MAINTENANCE CONTRACT					
* PARKING PAY STATIONS	0	11,352	11,352	11,352	11,352
* OFFICE EQUIPMENT	1,295	720	1,305	1,725	1,725
* BUILDING SERVICES	23,393	34,467	32,270	10,764	31,395
* BACKFLOW PREVENTION VALVE	0	360	0	630	2,275
* SECURITY ALARM MONITORING	4,728	4,128	5,064	4,428	4,946
* PEST CONTROL	5,793	5,720	6,052	4,514	6,186
* OTHER	0	0	0	0	0
** MAINTENANCE CONTRACT	99,788	148,498	150,106	123,653	160,318
ELEM 47 CLOTHING & UNIFORMS					
* CLOTHING & UNIFORMS	33,133	38,603	43,383	22,865	42,645
** CLOTHING & UNIFORMS	33,133	38,603	43,383	22,865	42,645
ELEM 48 RENTAL					
* OFFICE EQUIPMENT	1,020	1,572	1,332	1,350	1,332
* TOOLS & EQUIPMENT	3,782	2,000	3,300	0	3,300
* COPIERS	27,058	26,561	30,192	22,439	30,576
* VOTING MACHINES	0	0	12,000	0	0
* STREET SWEEPER	0	0	0	0	0
* FRONT END LOADER	0	0	0	0	0
* TUB GRINDER	9,220	14,017	10,000	0	10,000
* SCREENING EQUIPMENT	9,800	9,950	20,000	9,000	12,000
* BUILDINGS	6,436	4,401	4,452	3,530	4,800
* OTHER	0	0	0	0	0
** RENTAL	57,316	58,501	81,276	36,319	62,008
ELEM 50 INSURANCE					
* LIABILITY INSURANCE	120,036	109,849	154,090	133,738	159,870
** INSURANCE	120,036	109,849	154,090	133,738	159,870
ELEM 52 AWARDS & GIFTS					
* AWARDS & GIFTS	7,421	6,118	8,700	3,610	8,600
* EMPLOYEE SERVICE AWARDS	1,450	368	1,900	268	1,900
* OTHER	1,849	885	1,240	775	1,240
** AWARDS & GIFTS	10,720	7,371	11,840	4,653	11,740
ELEM 53 CDL LICENSING FEE					
* CDL LICENSING FEE	247	102	240	0	190
** CDL LICENSING FEE	247	102	240	0	190
ELEM 54 PHYSICAL EXAMS					
* PHYSICAL EXAMS	5,339	5,442	9,106	4,878	8,816
** PHYSICAL EXAMS	5,339	5,442	9,106	4,878	8,816
ELEM 55 FINANCIAL CHARGES					
* BANK SERVICE CHARGES	7,833	5,325	7,500	3,927	6,800
* CREDIT CARD FEES	57,200	73,115	68,580	57,753	77,280

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ELEM 55 FINANCIAL CHARGES					
* ARMORED CAR SERVICE	5,357	4,940	4,800	3,932	4,800
** FINANCIAL CHARGES	70,390	83,380	80,880	65,612	88,880
ELEM 60 SUPPLIES					
* GENERAL SUPPLIES	58,270	53,096	62,015	31,652	64,295
* MEETING REFRESHMENTS	12,437	11,702	14,560	6,214	14,060
* ROAD SALT	6,327	15,774	35,800	35,628	35,800
* GROUNDS & FIELD SUPPLIES	542	1,335	9,000	493	7,100
* MAINTENANCE SUPPLIES	0	0	500	0	500
* SMALL TOOLS	5,394	5,932	4,700	1,981	5,200
* COMPUTER SUPPLIES	16,483	16,583	16,700	10,763	16,700
* AUDIO-VISUAL SUPPLIES	0	0	0	0	0
* CLEANING SUPPLIES	7,368	7,074	8,000	4,327	8,000
* SIGNS	21,533	17,810	23,275	10,417	21,725
* TOTERS & CONTAINERS	29,567	26,667	34,344	22,855	25,272
* TREES, SHRUBS & FLOWERS	17,360	19,585	25,100	8,463	25,100
* SAFETY SUPPLIES	8,018	5,359	5,055	4,546	5,205
* CENTRAL GARAGE	7,673	6,220	7,400	3,939	7,400
** SUPPLIES	190,972	187,137	246,449	141,278	236,357
ELEM 61 OFFICE SUPPLIES					
* OFFICE SUPPLIES	22,666	22,260	29,057	13,872	28,077
** OFFICE SUPPLIES	22,666	22,260	29,057	13,872	28,077
ELEM 62 POSTAGE					
* POSTAGE	40,861	27,635	34,590	9,373	36,110
** POSTAGE	40,861	27,635	34,590	9,373	36,110
ELEM 64 FUEL					
* GASOLINE	63,600	57,557	73,500	41,937	67,500
* DIESEL	125,451	119,616	148,000	85,755	135,000
* OTHER ADDITIVES	14,669	11,217	15,000	10,099	15,000
* FUEL SURCHARGE CREDIT	2,395-	1,990-	0	360-	2,000-
** FUEL	201,325	186,400	236,500	137,431	215,500
ELEM 65 UTILITIES					
* ELECTRICITY	299,336	299,882	349,963	213,060	344,050
* NATURAL GAS	13,555	14,753	24,600	18,144	24,600
* WATER & SEWER	8,605	10,733	12,900	8,201	12,900
** UTILITIES	321,496	325,368	387,463	239,405	381,550
ELEM 66 TELEPHONE & COMMUNICATION					
* TELEPHONE	27,622	29,040	30,072	19,774	30,072
* PAGER	0	0	0	0	0
* CELLULAR PHONE	32,849	28,673	37,456	20,421	36,352

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ELEM 66 TELEPHONE & COMMUNICATION					
* WIRELESS RADIO	7,626	636	0	0	17,500
* INTERNET	3,366	3,568	3,388	2,547	3,687
* CABLE TV SERVICE	118	160	135	80	168
* OTHER	0	0	0	0	0
** TELEPHONE & COMMUNICATION	71,581	62,077	71,051	42,822	87,779
ELEM 67 DUES & PUBLICATIONS					
* DUES	61,984	62,058	71,674	69,060	73,003
* PUBLICATIONS & BOOKS	9,054	9,182	11,935	7,511	10,955
** DUES & PUBLICATIONS	71,038	71,240	83,609	76,571	83,958
ELEM 68 DEPRECIATION					
* DEPRECIATION EXP	0	0	0	0	0
** DEPRECIATION	0	0	0	0	0
ELEM 69 MISCELLANEOUS CHARGE					
* MISCELLANEOUS	6,280	3,291	4,500	1,154	4,500
** MISCELLANEOUS CHARGE	6,280	3,291	4,500	1,154	4,500
ELEM 70 PRINCIPAL					
* SUNTR-PKG GARAGE T/E BOND	225,000	273,000	283,000	283,000	294,000
** PRINCIPAL	225,000	273,000	283,000	283,000	294,000
ELEM 72 INTEREST					
* SUNTR-PKG GARAGE T/E BOND	295,426	284,441	274,247	82,164	264,274
** INTEREST	295,426	284,441	274,247	82,164	264,274
ELEM 74 LOANS, LEASES, BONDS					
* ADMINISTRATIVE FEES	0	0	0	0	0
** LOANS, LEASES, BONDS	0	0	0	0	0
ELEM 85 CONTINGENCY					
* CONTINGENCY	0	0	10,000	0	10,000
** CONTINGENCY	0	0	10,000	0	10,000
ELEM 91 HEAVY AUTO EQUIPMENT					
* HEAVY AUTO EQUIPMENT	0	0	0	0	0
** HEAVY AUTO EQUIPMENT	0	0	0	0	0
ELEM 92 MACHINERY & EQUIPMENT					
* MACHINERY	0	0	0	0	0
* EQUIPMENT	3,172	27,161	3,300	4,875	3,100
* PHOTOGRAPHIC EQUIPMENT	0	0	900	0	900
* HVAC SYSTEMS	3,425	0	5,000	5,220	0
* PARKING PAY STATIONS	0	0	0	0	0
* HANDHELD TICKET WRITERS	0	0	0	0	0
* BICYCLE EQUIPMENT	0	0	0	0	0
* EMERGENCY GENERATORS	0	0	0	0	0
* ALARM SYSTEM	3,580	0	0	0	0
* VIDEO EQUIPMENT	0	0	0	0	0
* SECURITY CAMERAS	0	135,305	0	0	0

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET BY ELEMENT
FOR FISCAL YEAR 2015

ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
ELEM 92 MACHINERY & EQUIPMENT					
* CROSSWALK SIGNALS	0	34,071	0	0	25,000
* AUDIO EQUIPMENT	0	0	0	0	0
** MACHINERY & EQUIPMENT	10,177	196,537	9,200	10,095	29,000
ELEM 93 OFFICE EQUIPMENT					
* OFFICE EQUIPMENT	604	0	0	0	0
* OFFICE FURNITURE	1,112	9,242	1,500	400	4,800
** OFFICE EQUIPMENT	1,716	9,242	1,500	400	4,800
ELEM 95 SITE & BLDG IMPROVEMENTS					
* SITE IMPROVEMENTS	0	0	0	0	0
* BUILDINGS	0	0	0	0	0
** SITE & BLDG IMPROVEMENTS	0	0	0	0	0
ELEM 96 STREET IMPROVEMENT					
* CONCRETE	9,000	0	9,000	0	9,000
* STREETLIGHTS	7,488	4,585	5,000	3,310	10,525
* GUARDRAIL	0	140,000	0	0	0
** STREET IMPROVEMENT	16,488	144,585	14,000	3,310	19,525
ELEM 97 COMMUNICATIONS EQUIPMENT					
* TELEPHONE SYSTEM	768	409	1,000	0	1,000
* RADIO EQUIPMENT	0	0	0	0	0
** COMMUNICATIONS EQUIPMENT	768	409	1,000	0	1,000
ELEM 98 COMPUTER HDWE & SOFTWARE					
* COMPUTER HARDWARE	11,741	29,769	19,183	17,668	8,110
* COMPUTER SOFTWARE	27,916	1,587	6,700	4,414	4,300
** COMPUTER HDWE & SOFTWARE	39,657	31,356	25,883	22,082	12,410
ELEM 99 INTERFUND TRANSFERS					
* OPERATING CASH TRANSFERS	2,596,835	2,827,900	922,000	922,000	761,225
** INTERFUND TRANSFERS	2,596,835	2,827,900	922,000	922,000	761,225
	14,709,718	15,536,621	14,625,708	9,704,925	14,991,465

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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 and all other personnel activities; also provides counseling and information for all employees in personnel and benefit matters, including interpretation of personnel law, policies and regulations.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2013 ACTUAL	FY2014		FY2015 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.	96%	92%	97%	90%
2. Recruit and select the best possible candidates for City vacancies.	Percent of new hires successfully completing 6-month probation.	100%	80%	83%	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.	95%	90%	100%	90%
	Citywide attendance at planned employee functions; i.e., summer event, holiday party and award ceremonies. Measure by percentage attending at least 1 event.	81%	75%	86%	75%

PROGRAM NAME/NUMBER — Human Resources/1005

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY2012	FY2013	FY2014	FY2015
City Manager	0.15	0.15	0.15	0.15
Director of Human Resources	1.00	1.00	1.00	1.00
Human Resources Assistant II	1.00	1.00	1.00	1.00
Budget Total	**2.15**	**2.15**	**2.15**	**2.15**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA — PROGRAM NUMBER: 1005

	Element/Object	Details	Total
11	Fringe Benefits		
	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 2,000	
		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 establish a relationship with a primary care physician and get a baseline physical exam with recommended testing (Incentive: $25 gas card for physician verification). Budgeted amount is net of reimbursement from health insurance carrier. 1,000	5,000
12	Travel & Training		
	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

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1005
	Element/Object	**Details**	**Total**
	12-15 Tuition Reimbursement	50% tuition reimbursement for courses related to employee's position, various employees	5,500
30	Professional Services		
	30-13 Administrative	Clerical support as needed, 60 hours @ $17	1,020
	30-15 Consulting	MML annual wage and benefit survey	250
36	Special Services		
	36-10 Printing	Letterhead, envelopes, personnel regulations and administrative policies, and applications 100	
		Miscellaneous forms 100	200
	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	1,000
38	Special Events		
	38-18 Health Fair	Flu shots, estimate 73 @ $30 2,200	
		Refreshments and door prizes 400	2,600
	38-20 Employee Events	Summer event for employees and families 4,500	
		Holiday party for all employees 5,000	9,500
45	Maintenance Contract		
	45-10 Computer Software Support	The Payton Company – iapplicants hosted applicant tracking software @ $149 per month	1,788
47	Clothing & Uniforms		
	47-10 Clothing & Uniforms	City seal clothing, as needed	100
52	Awards & Gifts		
	52-10 Awards & Gifts	Employee of the Quarter, 2 per quarter @ $100 800	
		Employee of the Year, $500 + dinner 550	
		Suggestions awards 500	
		City Manager's awards 1,000	
		Spencer Harris award 200	
		Miriam Wolff award 200	
		Safe driver awards, 5 @ $25, 8 @ $50, 7 @ $75, 14 @ $100, 7 @ $150 3,500	6,750
	52-30 Employee Service Awards	Retirement recognition, estimate 2 @ $500 1,000	
		Service pins and gifts 900	1,900
	52-99 Other	Awards, plaques and engraving, 8 @ $65, 1 @ $100 620	
		Certificates and folders 50	
		Miscellaneous gifts and awards 70	740

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

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1005
	Element/Object	**Details**	**Total**
54	Physical Exams 54-10 Physical Exams	Pre-employment physicals, 10 @ $170 ..... 1,700 Second opinion @ City request, 2 @ $600 ..... 1,200 Drug and alcohol testing: Random, 32 @ $52 ..... 1,664 Follow-up, 6 @ $52 ..... 312 Post accident, 12 @ $100 1,200	6,076
60	Supplies 60-10 General Supplies	Posters, pay check stuffers ..... 100 Presentation/meeting/testing supplies ..... 600 Labor law poster certification 500	1,200
	60-11 Meeting Refreshments		100
61	Office Supplies 61-10 Office Supplies	Planners, calendars, envelopes, binders, other ..... 500 Filing supplies ..... 300 Miscellaneous 400	1,200
67	Dues & Publications 67-10 Dues	Society for Human Resources Management (SHRM), 2 @ $190 ..... 380 International Public Management Association (IPMA): Agency and member dues ..... 420 Patuxent River chapter dues ..... 50 NPELRA 180	1,030
	67-20 Publications & Books	BLR on-line service	1,000

Capital Outlay: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 10	GENERAL GOVERNMENT					
DIV 05	HUMAN RESOURCES &BENEFITS					
SUB 0	GENERAL GOVERNMENT					
ELEM 10	PAYROLL-WAGES					
1005-510.10-01	SALARY	101,253	108,739	114,739	83,121	124,904
1005-510.10-02	HOURLY	50,396	52,821	55,421	40,618	59,420
*	PAYROLL-WAGES	151,649	161,560	170,160	123,739	184,324
ELEM 11	FRINGE BENEFITS					
1005-510.11-10	FICA	10,539	11,339	11,711	8,561	12,974
1005-510.11-11	EMPLOYEE ASSISTANCE PROG	2,038	2,038	2,500	1,019	2,500
1005-510.11-12	HEALTH INSURANCE	21,983	12,612	14,276	9,445	14,183
1005-510.11-13	DENTAL INSURANCE	1,571	1,633	1,638	1,191	1,638
1005-510.11-14	LIFE INSURANCE	411	460	486	336	513
1005-510.11-15	VISION INSURANCE	258	355	407	160	223
1005-510.11-17	457 CITY MATCH CONTRIBUTN	1,563	1,833	1,903	1,841	2,816
1005-510.11-18	401A RETIREMENT	10,001	10,648	11,126	8,094	0
1005-510.11-21	WORKERS COMPENSATION INS	1,055	1,035	1,042	752	808
1005-510.11-22	LONG TERM DISABILITY INS	566	614	663	459	717
1005-510.11-25	MSRP RETIREMENT	0	0	0	0	11,406
1005-510.11-30	PUBLIC TRANSIT INCENTIVE	6,357	6,575	7,800	2,621	7,200
1005-510.11-32	WELLNESS PROGRAM REIMB	1,719	2,697	4,500	4,062	5,000
*	FRINGE BENEFITS	58,061	51,839	58,052	38,541	59,978
ELEM 12	TRAVEL & TRAINING					
1005-510.12-10	NON TRAINING TRAVEL	264	354	500	855	500
1005-510.12-11	TRAVEL & TRAINING	6,929	4,785	6,700	3,247	6,700
1005-510.12-15	TUITION REIMBURSEMENT	1,347	4,126	5,500	0	5,500
*	TRAVEL & TRAINING	8,540	9,265	12,700	4,102	12,700
ELEM 20	OVERHEAD					
1005-510.20-12	POSTAGE	721	1,119	960	702	960
1005-510.20-13	UTILITIES	1,697	1,763	1,709	1,282	2,034
1005-510.20-14	TELEPHONE	912	1,095	1,203	902	1,203
1005-510.20-17	COPIER	542	1,775	2,880	958	2,780
*	OVERHEAD	3,872	5,752	6,752	3,844	6,977
ELEM 30	PROFESSIONAL SERVICES					
1005-510.30-13	ADMINISTRATIVE	0	0	1,020	0	1,020
1005-510.30-15	CONSULTING	240	240	250	240	250
*	PROFESSIONAL SERVICES	240	240	1,270	240	1,270
ELEM 36	SPECIAL SERVICES					
1005-510.36-10	PRINTING	0	0	200	389	200
1005-510.36-11	CLASSIFIED ADVERTISING	14,357	14,540	11,500	5,121	11,500
1005-510.36-15	CATERING FOR MEETINGS	790	1,239	1,000	736	1,000
1005-510.36-38	EMPLOYEE BACKGROUND CHECK	1,091	673	1,000	537	1,000
*	SPECIAL SERVICES	16,238	16,452	13,700	6,783	13,700
ELEM 38	SPECIAL EVENTS					
1005-510.38-18	HEALTH FAIR	2,007	2,512	2,600	1,928	2,600
1005-510.38-20	EMPLOYEE EVENTS	7,712	8,991	9,500	4,392	9,500
*	SPECIAL EVENTS	9,719	11,503	12,100	6,320	12,100
ELEM 45	MAINTENANCE CONTRACT					
1005-510.45-10	COMPUTER SOFTWARE SUPPORT	0	0	0	894	1,788
*	MAINTENANCE CONTRACT	0	0	0	894	1,788
ELEM 47	CLOTHING & UNIFORMS					
1005-510.47-10	CLOTHING & UNIFORMS	163	0	100	0	100
*	CLOTHING & UNIFORMS	163	0	100	0	100
ELEM 52	AWARDS & GIFTS					
1005-510.52-10	AWARDS & GIFTS	5,310	4,679	6,750	2,924	6,750
1005-510.52-30	EMPLOYEE SERVICE AWARDS	1,450	368	1,900	268	1,900
1005-510.52-99	OTHER	417	812	740	306	740
*	AWARDS & GIFTS	7,177	5,859	9,390	3,498	9,390

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 10	GENERAL GOVERNMENT					
DIV 05	HUMAN RESOURCES &BENEFITS					
SUB 0	GENERAL GOVERNMENT					
ELEM 52	AWARDS & GIFTS					
1005-510.54-10	PHYSICAL EXAMS	2,769	4,017	6,076	3,155	6,076
*	PHYSICAL EXAMS	2,769	4,017	6,076	3,155	6,076
ELEM 60	SUPPLIES					
1005-510.60-10	GENERAL SUPPLIES	1,176	1,255	1,400	535	1,200
1005-510.60-11	MEETING REFRESHMENTS	0	0	0	10	100
*	SUPPLIES	1,176	1,255	1,400	545	1,300
ELEM 61	OFFICE SUPPLIES					
1005-510.61-10	OFFICE SUPPLIES	455	1,024	1,200	772	1,200
*	OFFICE SUPPLIES	455	1,024	1,200	772	1,200
ELEM 67	DUES & PUBLICATIONS					
1005-510.67-10	DUES	759	779	850	1,258	1,030
1005-510.67-20	PUBLICATIONS & BOOKS	800	900	1,000	128	1,000
*	DUES & PUBLICATIONS	1,559	1,679	1,850	1,386	2,030
ELEM 93	OFFICE EQUIPMENT					
1005-510.93-20	OFFICE FURNITURE	0	1,705	0	0	0
*	OFFICE EQUIPMENT	0	1,705	0	0	0
ELEM 98	COMPUTER HDWE & SOFTWARE					
1005-510.98-20	COMPUTER SOFTWARE	0	0	2,400	0	0
*	COMPUTER HDWE & SOFTWARE	0	0	2,400	0	0
**	HUMAN RESOURCES &BENEFITS	261,618	272,150	297,150	193,819	312,933

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 (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Budget Total	**0.00**	**0.00**	**0.00**	**0.00**

OPERATING EXPENDITURES: Unknown

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET	FY 2014 ACTUAL	FY 2015 BUDGET
330.70	FEMA-Disaster Exp Reimbursement	8,683	9,171	0	0	0
	TOTAL	8,683	9,171	0	0	0

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 10	GENERAL GOVERNMENT					
DIV 08	EMERGENCY RESPONSE					
SUB 0	GENERAL GOVERNMENT					
ELEM 10	PAYROLL-WAGES					
1008-510.10-01	SALARY	5,419	0	0	0	0
1008-510.10-02	HOURLY	3,855	0	0	0	0
1008-510.10-03	OVERTIME	6,064	2,799	0	0	0
1008-510.10-10	SHIFT DIFFERENTIAL-NIGHTS	26	0	0	0	0
*	PAYROLL-WAGES	15,364	2,799	0	0	0
ELEM 11	FRINGE BENEFITS					
1008-510.11-10	FICA	1,137	204	0	0	0
1008-510.11-12	HEALTH INSURANCE	1,717	481	0	0	0
1008-510.11-13	DENTAL INSURANCE	117	19	0	0	0
1008-510.11-14	LIFE INSURANCE	80	0	0	0	0
1008-510.11-15	VISION INSURANCE	26	7	0	0	0
1008-510.11-17	457 CITY MATCH CONTRIBUTN	209	56	0	0	0
1008-510.11-18	401A RETIREMENT	944	182	0	0	0
1008-510.11-21	WORKERS COMPENSATION INS	526	68	0	0	0
1008-510.11-22	LONG TERM DISABILITY INS	110	0	0	0	0
*	FRINGE BENEFITS	4,866	1,017	0	0	0
ELEM 12	TRAVEL & TRAINING					
1008-510.12-10	NON TRAINING TRAVEL	66	0	0	0	0
*	TRAVEL & TRAINING	66	0	0	0	0
ELEM 34	CONTRACTUAL SERVICES					
1008-510.34-40	TREE MAINTENANCE	540	0	0	0	0
*	CONTRACTUAL SERVICES	540	0	0	0	0
ELEM 60	SUPPLIES					
1008-510.60-10	GENERAL SUPPLIES	520	792	0	0	0
1008-510.60-60	SAFETY SUPPLIES	0	26	0	0	0
*	SUPPLIES	520	818	0	0	0
**	EMERGENCY RESPONSE	21,356	4,634	0	0	0

PROGRAM NAME/NUMBER Committee for a Better Environment/1009

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 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. Provide educational programs highlighting natural resource issues relevant to the City and the quality of life of its residents	Number of residents attending programs	0	500	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.	0	0	100	100
3. Market and track visits to the City's CBE webpage	Number of visits to the CBE webpage.	New	New	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.	20	15	10	10
5. Advise City Council on current environmental legislation.	Number of legislative issues presented	New	New	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	5	5	0	2
8. Promote award programs for businesses and residents who contribute significantly to the	Number of awards that CBE presents	1	1	1	1

environment and quality of life in College Park					

PROGRAM NAME/NUMBER Committee for a Better Environment/1009

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Budget Total	**0.00**	**0.00**	**0.00**	**0.00**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1009
	Element/Object	**Details**	**Total**
30	Professional Services 30-13 Administrative	Clerical support, minutes of CBE meetings	1,200
	30-15 Consulting	Outside consulting services	500
36	Special Services 36-10 Printing	Literature, pamphlets and brochures to promote CBE and its programs and events	1,000
38	Special Events 38-64 CBE Events	Funding for special events, including Bike to Work Day, environmental film screenings and other outreach workshops	2,750
52	Awards & Gifts 52-10 Awards & Gifts	"Green Award" recipients	650
60	Supplies 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	Dues & Publications 67-10 Dues	International Council for Local Environmental Initiatives (ICLEI)	600

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 10	GENERAL GOVERNMENT					
DIV 09	COMM FOR BETTER ENVIRONMT					
SUB 0	GENERAL GOVERNMENT					
ELEM 20	OVERHEAD					
1009-510.20-12	POSTAGE	0	191	0	0	0
*	OVERHEAD	0	191	0	0	0
ELEM 30	PROFESSIONAL SERVICES					
1009-510.30-13	ADMINISTRATIVE	742	793	1,200	505	1,200
1009-510.30-15	CONSULTING	0	0	500	0	500
*	PROFESSIONAL SERVICES	742	793	1,700	505	1,700
ELEM 36	SPECIAL SERVICES					
1009-510.36-10	PRINTING	597	0	1,500	19	1,000
*	SPECIAL SERVICES	597	0	1,500	19	1,000
ELEM 38	SPECIAL EVENTS					
1009-510.38-64	CBE EVENTS	400	577	2,500	469	2,750
*	SPECIAL EVENTS	400	577	2,500	469	2,750
ELEM 52	AWARDS & GIFTS					
1009-510.52-10	AWARDS & GIFTS	735	405	400	0	650
*	AWARDS & GIFTS	735	405	400	0	650
ELEM 60	SUPPLIES					
1009-510.60-10	GENERAL SUPPLIES	1,652	722	1,400	0	1,400
1009-510.60-11	MEETING REFRESHMENTS	309	201	500	0	500
1009-510.60-50	TREES, SHRUBS & FLOWERS	2,109	2,138	2,400	0	2,400
*	SUPPLIES	4,070	3,061	4,300	0	4,300
ELEM 67	DUES & PUBLICATIONS					
1009-510.67-10	DUES	600	0	600	600	600
*	DUES & PUBLICATIONS	600	0	600	600	600
**	COMM FOR BETTER ENVIRONMT	7,144	5,027	11,000	1,593	11,000

PROGRAM NAME/NUMBER — Mayor & Council/1010

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 2013 ACTUAL	FY 2014		FY 2015 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 Planning-Community Development, program 3011)*	Percent of residents who rate pedestrian safety as good or better	56%	No survey	No survey	60%
	Percent of residents who rate traffic safety as good or better	76%	No survey	No survey	76%
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	84%	No survey	No survey	88%
	Percent of residents who rate value for tax dollar as good or better	77%	No survey	No survey	80%

PERSONNEL EXPENDITURES: Personnel expenditures include the salaries of the Mayor and 8 council members who are not FTE's. The Mayor is paid $10,500 annually; Council members each receive $7,000 annually.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Budget Total	**0.00**	**0.00**	**0.00**	**0.00**

OPERATING EXPENDITURES: Travel & Training includes Maryland Municipal League (MML) and National League of Cities (NLC) convention expenses as well as other meetings.

EXPENDITURE SUPPORT DATA **PROGRAM NUMBER: 1010**

	Element/Object	Details	Total
10	Payroll-Wages 10-06 Stipend	Stipend for student liaison	1,650
12	Travel & Training 12-10 Non-Training Travel	Mileage reimbursement	300
	12-11 Travel & Training	National League of Cities annual conference @ Austin, TX, 2 elected officials @ $2,475 ..... 4,950 National League of Cities congressional conference @ Washington DC, 2 elected officials @ $775 ..... 1,550 Maryland Municipal League annual conference, 8 elected officials @ $1,590 ..... 12,720 Maryland Municipal League fall legislative conference @ Annapolis, 3 elected officials @ $525 ..... 1,575 Maryland Municipal League Mayors' Conference @ Annapolis ..... 200 International Town & Gown Association annual conference, location TBD, 1 attendee @ $1,750 1,750	22,745
25	Grants and Assistance 25-10 City-University Partnership	Annual development grant to College Park City-University Partnership (CPCUP), matched by the University of Maryland	125,000
	25-11 Anacostia Trails Heritage Area	Annual contribution	3,954
	25-20 Community Services Grants	Grants to non-governmental organizations, limited to $2,500 per organization. An organization is not eligible for this grant program if it receives any other City-funded grant during the fiscal year.	20,000
	25-30 College Park Arts Exchange	Direct grant for arts and cultural programs	37,500

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1010
	Element/Object	**Details**	**Total**
	25-31 Meals on Wheels of College Park	Direct grant	4,000
	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	80,000
30	Professional Services 30-38 Transcription Services	Outside transcription services as needed	1,500
	30-39 Translation Services	Translation of various documents, as needed	700
	30-65 Interpreter Services	As needed for public meetings	1,000
34	Contractual Services 34-32 Internet Streaming Broadcast	Granicus – live streaming and on-demand Internet playback of Council meetings and worksessions, $539/month	6,468
36	Special Services 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
	36-15 Catering for Meetings	Budget worksession meals ..... 750 Hosting PGCMA meeting ..... 300 Hosting "Four Cities" meetings ..... 500 Dinner for certain Mayor & Council meetings 3,000	4,550
	36-16 Special Dinners	Legislative dinner ..... 2,300 Dinner meetings with elected officials and others 1,000	3,300

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1010
	Element/Object	**Details**	**Total**
	36-18 Retreat	Retreat for Mayor & Council and department heads, including meals and facilitator, details TBD	4,000
	36-25 Cable Camera Operator	Regular Council meetings, estimate 20 @ $150 ..... 3,000 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	7,300
	36-60 Shuttle-UM for Residents	Annual MOU with UM Transportation Services for City residents (with City-issued ID) to ride Shuttle-UM at no cost	6,000 500
	36-99 Other	Miscellaneous expenses	
38	Special Events 38-99 Other	To be determined	1,000
47	Clothing & Uniforms 47-10 Clothing & Uniforms	City seal embroidered clothing for Mayor, Council members, Student Liaison	600
60	Supplies 60-10 General Supplies	General supplies	1,500
	60-11 Meeting Refreshments	Meeting refreshments	1,200
66	Telephone & Communications 66-12 Cellular Phone	Cell phone for Mayor, 1 allowance @ $65/month ..... 780 Cell phone for 1 Council member @ $40/month 480	1,260
67	Dues & Publications 67-10 Dues	Maryland Municipal League ..... 23,012 Metropolitan Washington Council of Governments ..... 22,932 Prince George's County Municipal Association ..... 2,851 National League of Cities ..... 3,258 Maryland Mayor's Association ..... 60 International Town & Gown Association (ITGA) 800	53,913
	67-20 Publications & Books	Annotated Code of Maryland, annual updates ..... 1,400 Other publications ..... 250 City Code, additional copies 200	1,850
69	Miscellaneous Charge 69-10 Miscellaneous		1,000

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
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	47,500	49,875	40,375	66,500
1010-510.10-06	STIPEND	1,500	1,500	1,650	0	1,650
*	PAYROLL-WAGES	49,000	49,000	51,525	40,375	68,150
ELEM 11	FRINGE BENEFITS					
1010-510.11-10	FICA	3,638	3,633	3,826	3,089	5,102
1010-510.11-21	WORKERS COMPENSATION INS	591	86	100	82	116
1010-510.11-25	MSRP RETIREMENT	0	0	0	0	3,699
*	FRINGE BENEFITS	4,229	3,719	3,926	3,171	8,917
ELEM 12	TRAVEL & TRAINING					
1010-510.12-10	NON TRAINING TRAVEL	0	0	300	63	300
1010-510.12-11	TRAVEL & TRAINING	11,381	18,023	22,850	5,526	22,745
*	TRAVEL & TRAINING	11,381	18,023	23,150	5,589	23,045
ELEM 20	OVERHEAD					
1010-510.20-10	INSURANCE	27,777	25,510	22,673	17,002	23,396
1010-510.20-12	POSTAGE	391	555	1,600	325	1,600
1010-510.20-13	UTILITIES	13,013	13,517	13,103	9,827	15,597
1010-510.20-14	TELEPHONE	684	821	902	677	902
1010-510.20-15	INFORMATION TECHNOLOGY	5,756	5,528	5,826	4,370	6,051
1010-510.20-16	BUILDING MAINTENANCE	60,419	67,502	71,572	53,679	72,662
1010-510.20-17	COPIER	5,227	5,308	8,928	2,822	8,618
*	OVERHEAD	113,267	118,741	124,604	88,702	128,826
ELEM 25	GRANTS & ASSISTANCE					
1010-510.25-10	CITY-UNIV PARTNERSHIP	80,000	100,000	100,000	100,000	125,000
1010-510.25-11	ANACOSTIA TRAILS HERITAGE	3,954	3,954	3,954	3,954	3,954
1010-510.25-20	COMMUNITY SERVICES GRANTS	15,000	20,000	20,000	0	20,000
1010-510.25-30	COLLEGE PK ARTS EXCHANGE	32,500	32,500	32,500	24,375	37,500
1010-510.25-31	MEALS ON WHEELS OF C P	3,500	4,000	4,000	4,000	4,000
1010-510.25-35	COLL PK BOYS & GIRLS CLUB	12,500	12,500	12,500	9,375	12,500
1010-510.25-38	PUBL SCH EDUCATION GRANTS	18,500	52,389	60,000	30,665	60,000
1010-510.25-44	COLL PARK COMM FOUNDATION	0	1,000	1,000	1,000	1,000
1010-510.25-45	CPCUP-COLLEGE PK ACADEMY	0	80,000	80,000	80,000	80,000
*	GRANTS & ASSISTANCE	165,954	306,343	313,954	253,369	343,954
ELEM 30	PROFESSIONAL SERVICES					
1010-510.30-11	DESIGN & ENGINEERING	4,150	0	0	0	0
1010-510.30-38	TRANSCRIPTION SERVICES	630	0	1,500	500	1,500
1010-510.30-39	TRANSLATION SERVICES	0	0	700	0	700
1010-510.30-65	INTERPRETER SERVICES	0	0	1,000	0	1,000
*	PROFESSIONAL SERVICES	4,780	0	3,200	500	3,200
ELEM 34	CONTRACTUAL SERVICES					
1010-510.34-32	INTERNET STREAMING BRDCST	6,457	6,452	6,468	5,751	6,468
*	CONTRACTUAL SERVICES	6,457	6,452	6,468	5,751	6,468
ELEM 36	SPECIAL SERVICES					
1010-510.36-10	PRINTING	1,696	706	1,600	1,302	1,600
1010-510.36-11	CLASSIFIED ADVERTISING	0	0	500	0	500
1010-510.36-15	CATERING FOR MEETINGS	1,570	3,703	4,550	1,528	4,550
1010-510.36-16	SPECIAL DINNERS	2,173	2,060	3,300	2,086	3,300
1010-510.36-18	RETREAT	0	0	0	0	4,000
1010-510.36-25	CABLE CAMERA OPERATOR	5,775	5,375	7,300	4,500	7,300
1010-510.36-60	SHUTTLE-UM FOR RESIDENTS	6,000	6,000	6,000	6,000	6,000
1010-510.36-99	OTHER	0	0	500	0	500
*	SPECIAL SERVICES	17,214	17,844	23,750	15,416	27,750
ELEM 38	SPECIAL EVENTS					
1010-510.38-47	ROUTE 1 RIDE	8,000	0	0	0	0
1010-510.38-99	OTHER	0	0	1,000	0	1,000
*	SPECIAL EVENTS	8,000	0	1,000	0	1,000

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 10	GENERAL GOVERNMENT					
DIV 10	MAYOR & CITY COUNCIL					
SUB 0	GENERAL GOVERNMENT					
ELEM 38	SPECIAL EVENTS					
1010-510.47-10	CLOTHING & UNIFORMS	314	0	600	381	600
*	CLOTHING & UNIFORMS	314	0	600	381	600
ELEM 52	AWARDS & GIFTS					
1010-510.52-99	OTHER	1,001	0	0	0	0
*	AWARDS & GIFTS	1,001	0	0	0	0
ELEM 60	SUPPLIES					
1010-510.60-10	GENERAL SUPPLIES	1,570	516	1,500	663	1,500
1010-510.60-11	MEETING REFRESHMENTS	836	773	1,200	484	1,200
*	SUPPLIES	2,406	1,289	2,700	1,147	2,700
ELEM 61	OFFICE SUPPLIES					
1010-510.61-10	OFFICE SUPPLIES	60	0	0	140	0
*	OFFICE SUPPLIES	60	0	0	140	0
ELEM 62	POSTAGE					
1010-510.62-10	POSTAGE	12	0	0	0	0
*	POSTAGE	12	0	0	0	0
ELEM 66	TELEPHONE & COMMUNICATION					
1010-510.66-12	CELLULAR PHONE	1,439	2,006	1,740	1,347	1,260
*	TELEPHONE & COMMUNICATION	1,439	2,006	1,740	1,347	1,260
ELEM 67	DUES & PUBLICATIONS					
1010-510.67-10	DUES	48,067	47,738	52,274	51,920	53,913
1010-510.67-20	PUBLICATIONS & BOOKS	1,950	2,245	2,150	2,174	1,850
*	DUES & PUBLICATIONS	50,017	49,983	54,424	54,094	55,763
ELEM 69	MISCELLANEOUS CHARGE					
1010-510.69-10	MISCELLANEOUS	1,216	747	1,000	250	1,000
*	MISCELLANEOUS CHARGE	1,216	747	1,000	250	1,000
**	MAYOR & CITY COUNCIL	436,747	574,147	612,041	470,232	672,633

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 2013 ACTUAL	FY 2014		FY 2015 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 (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Budget Total	**0.00**	**0.00**	**0.00**	**0.00**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1011
Element/Object		**Details**	**Total**
32	Legal Services		
	32-10 City Attorney	Estimated based on current billings	150,000
	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 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 10	GENERAL GOVERNMENT					
DIV 11	CITY ATTORNEY					
SUB 0	GENERAL GOVERNMENT					
ELEM 32	LEGAL SERVICES					
1011-510.32-10	LEGAL-CITY ATTORNEY	150,133	141,718	160,000	87,165	150,000
1011-510.32-15	CITY-UNIV PARTNERSHIP	0	0	0	1,240	0
1011-510.32-18	LEGAL-LITIGATION	6,644	1,426	15,000	0	10,000
*	LEGAL SERVICES	156,777	143,144	175,000	88,405	160,000
**	CITY ATTORNEY	156,777	143,144	175,000	88,405	160,000

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 2013 ACTUAL	FY 2014		FY 2015 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 FTE's. The Chief Supervisor is paid $480 annually. New pay arrangements, eliminating pay for board members during non-election years, are effective July 1, 2014.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Senior City Clerk	0.00	0.00	0.00	0.15
City Clerk	0.15	0.15	0.15	0.00
Budget Total	**0.15**	**0.15**	**0.15**	**0.15**

OPERATING EXPENDITURES: FY 2015 is not an election year for Mayor & Council.

EXPENDITURE SUPPORT DATA			**PROGRAM NUMBER: 1012**
Element/Object		**Details**	**Total**
12	Travel & Training 12-10 Non Training Travel	Mileage reimbursement	60

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET	FY 2014 ACTUAL	FY 2015 BUDGET
359.10	Election Fines	100	0	0	25	0
	TOTAL	100	0	0	25	0

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 10	GENERAL GOVERNMENT					
DIV 12	BOARD OF ELECTION SUPRVS					
SUB 0	GENERAL GOVERNMENT					
ELEM 10	PAYROLL-WAGES					
1012-510.10-01	SALARY	11,159	11,742	12,184	8,835	13,756
1012-510.10-05	ELECTED & APPOINTED	1,920	1,830	1,920	1,410	480
*	PAYROLL-WAGES	13,079	13,572	14,104	10,245	14,236
ELEM 11	FRINGE BENEFITS					
1012-510.11-10	FICA	982	1,025	1,040	761	1,040
1012-510.11-12	HEALTH INSURANCE	751	756	862	631	954
1012-510.11-13	DENTAL INSURANCE	40	42	42	30	42
1012-510.11-14	LIFE INSURANCE	29	32	34	24	38
1012-510.11-15	VISION INSURANCE	14	15	15	11	15
1012-510.11-17	457 CITY MATCH CONTRIBUTN	117	227	235	167	235
1012-510.11-18	401A RETIREMENT	725	763	792	574	0
1012-510.11-21	WORKERS COMPENSATION INS	23	25	28	21	25
1012-510.11-22	LONG TERM DISABILITY INS	40	44	47	33	54
1012-510.11-25	MSRP RETIREMENT	0	0	0	0	851
*	FRINGE BENEFITS	2,721	2,929	3,095	2,252	3,254
ELEM 12	TRAVEL & TRAINING					
1012-510.12-10	NON TRAINING TRAVEL	0	0	60	0	60
*	TRAVEL & TRAINING	0	0	60	0	60
ELEM 30	PROFESSIONAL SERVICES					
1012-510.30-13	ADMINISTRATIVE	3,419	68	5,871	4,671	0
*	PROFESSIONAL SERVICES	3,419	68	5,871	4,671	0
ELEM 36	SPECIAL SERVICES					
1012-510.36-10	PRINTING	55	0	100	432	0
1012-510.36-15	CATERING FOR MEETINGS	296	0	600	296	0
1012-510.36-25	CABLE CAMERA OPERATOR	125	0	150	150	0
*	SPECIAL SERVICES	476	0	850	878	0
ELEM 48	RENTAL					
1012-510.48-25	VOTING MACHINES	0	0	12,000	0	0
*	RENTAL	0	0	12,000	0	0
ELEM 60	SUPPLIES					
1012-510.60-10	GENERAL SUPPLIES	119	0	150	166	0
*	SUPPLIES	119	0	150	166	0
ELEM 67	DUES & PUBLICATIONS					
1012-510.67-20	PUBLICATIONS & BOOKS	0	0	210	186	0
*	DUES & PUBLICATIONS	0	0	210	186	0
**	BOARD OF ELECTION SUPRVS	19,814	16,569	36,340	18,398	17,550

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)
Animal Welfare Committee
Board of Election Supervisors* (1012)
Cable Television Commission* (1016)
Citizens Corps Council
College Park Airport Authority
Committee for a Better Environment* (1009)
Education Advisory Committee
Ethics Commission* (1014)
Farmers Market Committee
Neighborhood Stabilization Committee
Neighborhood Watch Steering Committee
Noise Control Board
Recreation Board* (2014)
Rent Stabilization Board* [on hiatus] (2016)
Sustainable Maryland Certified Green Team
Tree and Landscape Board
Veterans Memorial Improvement Committee

**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:*

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 Stabilization Committee:* Created in fall 2013 to follow-up on the work of the Neighborhood Stabilization and Quality of Life Workgroup, concurrent with the suspension of enforcement and administration of the Rent Stabilization Board. This workgroup 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. *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.

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 2013 ACTUAL	FY 2014		FY 2015 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	89%	90%	72%	90%
2. To encourage volunteer participation	Number of individuals serving on boards and commissions (full staffing = 127 for FY 2013, 160 for FY 2014, 159 for FY 2015)	143	143	115	143

PROGRAM NAME/NUMBER — Advisory Committees/1013

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Budget Total	**0.00**	**0.00**	**0.00**	**0.00**

OPERATING EXPENDITURES:

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

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 10	GENERAL GOVERNMENT					
DIV 13	ADVISORY COMMITTEES					
SUB 0	GENERAL GOVERNMENT					
ELEM 10	PAYROLL-WAGES					
1013-510.10-03	OVERTIME	220	0	200	0	100
1013-510.10-06	STIPEND	780	960	1,680	240	1,680
*	PAYROLL-WAGES	1,000	960	1,880	240	1,780
ELEM 11	FRINGE BENEFITS					
1013-510.11-10	FICA	67	73	144	18	137
1013-510.11-12	HEALTH INSURANCE	24	0	0	0	0
1013-510.11-13	DENTAL INSURANCE	1	0	0	0	0
1013-510.11-18	401A RETIREMENT	0	0	13	0	0
1013-510.11-21	WORKERS COMPENSATION INS	2	2	3	0	3
*	FRINGE BENEFITS	94	75	160	18	140
ELEM 20	OVERHEAD					
1013-510.20-12	POSTAGE	644	497	960	288	960
1013-510.20-17	COPIER	168	52	864	138	834
*	OVERHEAD	812	549	1,824	426	1,794
ELEM 30	PROFESSIONAL SERVICES					
1013-510.30-13	ADMINISTRATIVE	1,703	4,931	4,500	2,701	4,500
*	PROFESSIONAL SERVICES	1,703	4,931	4,500	2,701	4,500
ELEM 36	SPECIAL SERVICES					
1013-510.36-10	PRINTING	0	832	100	0	100
1013-510.36-11	CLASSIFIED ADVERTISING	506	1,141	1,000	1,140	1,200
*	SPECIAL SERVICES	506	1,973	1,100	1,140	1,300
ELEM 38	SPECIAL EVENTS					
1013-510.38-35	STUDENT EVENTS	0	536	500	455	500
*	SPECIAL EVENTS	0	536	500	455	500
ELEM 52	AWARDS & GIFTS					
1013-510.52-10	AWARDS & GIFTS	0	0	100	0	100
*	AWARDS & GIFTS	0	0	100	0	100
ELEM 60	SUPPLIES					
1013-510.60-10	GENERAL SUPPLIES	76	0	100	101	100
1013-510.60-11	MEETING REFRESHMENTS	246	377	300	141	300
*	SUPPLIES	322	377	400	242	400
ELEM 62	POSTAGE					
1013-510.62-10	POSTAGE	0	0	0	11	0
*	POSTAGE	0	0	0	11	0
**	ADVISORY COMMITTEES	4,437	9,401	10,464	5,233	10,514

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 2013 ACTUAL	FY 2014		FY 2015 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%
	Boards & commissions members	0%	100%	0%	TBD
2. Distribute and collect Financial Disclosure statements by the required deadline	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 FTE's.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Budget Total	**0.00**	**0.00**	**0.00**	**0.00**

OPERATING EXPENDITURES

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

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 10	GENERAL GOVERNMENT					
DIV 14	ETHICS COMMISSION					
SUB 0	GENERAL GOVERNMENT					
ELEM 12	TRAVEL & TRAINING					
1014-510.12-11	TRAVEL & TRAINING	0	0	2,400	0	1,200
*	TRAVEL & TRAINING	0	0	2,400	0	1,200
ELEM 30	PROFESSIONAL SERVICES					
1014-510.30-13	ADMINISTRATIVE	406	328	600	57	600
*	PROFESSIONAL SERVICES	406	328	600	57	600
ELEM 32	LEGAL SERVICES					
1014-510.32-20	LEGAL-ETHICS COMMISSION	10,365	9,187	8,100	4,236	9,100
*	LEGAL SERVICES	10,365	9,187	8,100	4,236	9,100
ELEM 36	SPECIAL SERVICES					
1014-510.36-25	CABLE CAMERA OPERATOR	0	0	150	150	0
*	SPECIAL SERVICES	0	0	150	150	0
**	ETHICS COMMISSION	10,771	9,515	11,250	4,443	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 2013 ACTUAL	FY 2014		FY 2015 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 FTE's.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Budget Total	**0.00**	**0.00**	**0.00**	**0.00**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1016
Element/Object		**Details**	**Total**
30	Professional Services 30-13 Administrative	Clerical support for 5 quarterly meetings @ $150	750
32	Legal Services 32-11 Cable Television	Legal fees for negotiation of renewal Comcast franchise agreement; City's estimated share of PGINCCC negotiating group expenditures	5,500
40	Repair & Maintenance 40-40 Audio-Visual Equipment Service	City Hall – audio and video equipment service	700
60	Supplies 60-10 General Supplies	Audio cassettes, DVDs, batteries, patch cables	1,000

Capital Outlay: None

RELATED REVENUES		FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET	FY 2014 ACTUAL	FY 2015 BUDGET
324.10	Comcast Cable Franchise Fee	191,447	203,616	200,000	98,754	200,000
324.15	Verizon FiOS Franchise Fee	95,362	108,574	100,000	55,813	110,000
	TOTAL	286,809	312,190	300,000	154,567	310,000

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
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
1016-510.10-06	STIPEND	1,200	720	1,200	720	1,200
*	PAYROLL-WAGES	1,200	720	1,300	720	1,300
ELEM 11	FRINGE BENEFITS					
1016-510.11-10	FICA	106	92	100	83	100
1016-510.11-18	401A RETIREMENT	0	0	7	0	0
1016-510.11-21	WORKERS COMPENSATION INS	2	2	4	2	2
*	FRINGE BENEFITS	108	94	111	85	102
ELEM 30	PROFESSIONAL SERVICES					
1016-510.30-13	ADMINISTRATIVE	288	277	750	216	750
*	PROFESSIONAL SERVICES	288	277	750	216	750
ELEM 32	LEGAL SERVICES					
1016-510.32-11	LEGAL-CABLE TELEVISION	0	2,579	5,500	0	5,500
*	LEGAL SERVICES	0	2,579	5,500	0	5,500
ELEM 40	REPAIR & MAINTENANCE					
1016-510.40-40	AUDIO-VISUAL EQUIPT SERV	0	0	700	91	700
*	REPAIR & MAINTENANCE	0	0	700	91	700
ELEM 60	SUPPLIES					
1016-510.60-10	GENERAL SUPPLIES	457	159	1,000	25	1,000
*	SUPPLIES	457	159	1,000	25	1,000
ELEM 66	TELEPHONE & COMMUNICATION					
1016-510.66-20	CABLE TV SERVICE	118	119	0	80	0
*	TELEPHONE & COMMUNICATION	118	119	0	80	0
**	CABLE TV COMMISSION	2,171	3,948	9,361	1,217	9,352

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 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. Provide information about City government and services to the public • Provide information for inclusion in *Municipal Scene*	Percent of residents rating the City's efforts to inform them of City government and services as good or better	73%	No survey	No survey	75%
	Percent of residents who rate usefulness of *Municipal Scene* information as good or better	65%	No survey	No survey	65%

PROGRAM NAME/NUMBER — Public Relations/1017

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ESTIMATED FY 2015
City Manager	0.10	0.10	0.10	0.10
Senior City Clerk	0.00	0.00	0.00	0.25
City Clerk	0.25	0.25	0.25	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 be a resident survey in FY 2015.

EXPENDITURE SUPPORT DATA — PROGRAM NUMBER: 1017

	Element/Object	Details	Total
30	Professional Services 30-13 Administrative	As needed	500
36	Special Services 36-10 Printing	Municipal Scene, 24 issues @ $1,506 per issue .....36,144 Invitations to special events .....250 Printing of postcards announcing online resident survey 1,000	37,394
	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
38	Special Events 38-40 Martin Luther King, Jr. Day	Martin Luther King, Jr. Day activities, net of contributions	3,000
	38-60 College Park Day (previously budgeted in account 2014-3860)	City participation expenditures .....7,000 Event planner 12,000	19,000
	38-99 Other	Reception for boards and commissions .....8,500 City/University recognition events .....500 Miscellaneous 350	9,350
52	Awards & Gifts 52-99 Other	Citizen recognition, including the Jack Perry Award	500
60	Supplies 60-10 General Supplies	Flags for City buildings and Veterans Memorial .....500 Promotional items 1,000	1,500
62	Postage 62-10 Postage	Postage for resident survey postcards @ bulk rate	850

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 10	GENERAL GOVERNMENT					
DIV 17	PUBLIC RELATIONS					
SUB 0	GENERAL GOVERNMENT					
ELEM 10	PAYROLL-WAGES					
1017-510.10-01	SALARY	65,219	68,653	69,795	50,146	73,094
1017-510.10-03	OVERTIME	139	160	0	0	0
*	PAYROLL-WAGES	65,358	68,813	69,795	50,146	73,094
ELEM 11	FRINGE BENEFITS					
1017-510.11-10	FICA	4,620	4,898	4,822	3,478	5,194
1017-510.11-12	HEALTH INSURANCE	4,421	4,650	5,284	3,926	5,937
1017-510.11-13	DENTAL INSURANCE	253	264	264	192	264
1017-510.11-14	LIFE INSURANCE	168	183	195	134	204
1017-510.11-15	VISION INSURANCE	88	94	93	69	96
1017-510.11-17	457 CITY MATCH CONTRIBUTN	717	952	965	685	965
1017-510.11-18	401A RETIREMENT	4,251	4,495	4,537	3,262	0
1017-510.11-21	WORKERS COMPENSATION INS	643	623	606	436	451
1017-510.11-22	LONG TERM DISABILITY INS	236	256	272	187	284
1017-510.11-25	MSRP RETIREMENT	0	0	0	0	4,524
*	FRINGE BENEFITS	15,397	16,415	17,038	12,369	17,919
ELEM 20	OVERHEAD					
1017-510.20-12	POSTAGE	1	1	0	178	0
1017-510.20-15	INFORMATION TECHNOLOGY	17,268	0	0	0	0
*	OVERHEAD	17,269	1	0	178	0
ELEM 30	PROFESSIONAL SERVICES					
1017-510.30-13	ADMINISTRATIVE	0	0	500	0	500
1017-510.30-15	CONSULTING	11,850	1,500	0	2,225	0
*	PROFESSIONAL SERVICES	11,850	1,500	500	2,225	500
ELEM 34	CONTRACTUAL SERVICES					
1017-510.34-25	MARKETING	30,000	29,700	30,000	0	0
*	CONTRACTUAL SERVICES	30,000	29,700	30,000	0	0
ELEM 36	SPECIAL SERVICES					
1017-510.36-10	PRINTING	34,383	34,712	35,674	23,589	37,394
1017-510.36-11	CLASSIFIED ADVERTISING	1,271	250	0	0	0
1017-510.36-26	VIDEOGRAPHY & EDITING	1,100	1,550	2,000	2,060	3,000
1017-510.36-99	OTHER	987	578	1,000	2,015	1,000
*	SPECIAL SERVICES	37,741	37,090	38,674	27,664	41,394
ELEM 38	SPECIAL EVENTS					
1017-510.38-40	MARTIN LUTHER KING JR DAY	3,851	0	4,000	4,184	3,000
1017-510.38-60	COLLEGE PARK DAY	0	0	0	0	19,000
1017-510.38-99	OTHER	7,731	7,121	9,350	384	9,350
*	SPECIAL EVENTS	11,582	7,121	13,350	4,568	31,350
ELEM 45	MAINTENANCE CONTRACT					
1017-510.45-10	COMPUTER SOFTWARE SUPPORT	200	0	0	0	0
*	MAINTENANCE CONTRACT	200	0	0	0	0
ELEM 52	AWARDS & GIFTS					
1017-510.52-99	OTHER	431	73	500	469	500
*	AWARDS & GIFTS	431	73	500	469	500
ELEM 60	SUPPLIES					
1017-510.60-10	GENERAL SUPPLIES	1,696	659	1,500	361	1,500
*	SUPPLIES	1,696	659	1,500	361	1,500
ELEM 62	POSTAGE					
1017-510.62-10	POSTAGE	0	0	0	0	850
*	POSTAGE	0	0	0	0	850
**	PUBLIC RELATIONS	191,524	161,372	171,357	97,980	167,107

PROGRAM NAME/NUMBER — City Manager/1018

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 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. Manage the City's financial resources to ensure efficiency and accountability • 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 • 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 • 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)	72%	75%	80%	80%

PROGRAM NAME/NUMBER — City Manager/1018

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
City Manager	0.75	0.75	0.75	0.75
Assistant City Manager	0.00	0.00	0.75	1.00
Assistant to the City Manager I	1.00	1.00	1.00	0.00
Office Specialist III	0.25	0.25	0.25	0.25
Budget Total	**2.00**	**2.00**	**2.75**	**2.00**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1018
	Element/Object	**Details**	**Total**
12	Travel & Training 12-10 Non-Training Travel	Staff mileage reimbursement	500
	12-11 Travel & Training	International City/County Management Association (ICMA) convention @ Charlotte, 2 @ $2,500 ..... 5,000 Maryland Municipal League (MML) annual conference, 1 @ $1,590, 1 @ $950 (no lodging) ..... 2,540 MML fall legislative conference @ Annapolis, 2 @ $525 ..... 1,050 Staff training ..... 900 Local meetings 450	9,940
36	Special Services 36-10 Printing	Copying and printing for special projects	1,000
38	Special Events 38-99 Other	As needed	300
66	Telephone & Communications 66-12 Cellular Phone	Monthly service, 2 Android @ $100	2,400
67	Dues & Publications 67-10 Dues	International City/County Management Association (ICMA): City Manager ..... 1,400 Assistant to the City Manager ..... 800 Maryland County City Manager's Association, 2 @ $125 250	2,450
	67-20 Publications & Books		500
69	Miscellaneous Charge 69-10 Miscellaneous		1,600

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 10	GENERAL GOVERNMENT					
DIV 18	CITY MANAGER					
SUB 0	GENERAL GOVERNMENT					
ELEM 10	PAYROLL-WAGES					
1018-510.10-01	SALARY	171,965	179,665	244,351	101,525	218,620
1018-510.10-02	HOURLY	11,334	10,614	9,677	7,342	10,389
1018-510.10-03	OVERTIME	0	0	100	89	100
*	PAYROLL-WAGES	183,299	190,279	254,128	108,956	229,109
ELEM 11	FRINGE BENEFITS					
1018-510.11-10	FICA	11,768	12,307	16,312	6,361	15,338
1018-510.11-12	HEALTH INSURANCE	8,634	10,560	22,397	8,298	21,053
1018-510.11-13	DENTAL INSURANCE	640	621	1,016	392	964
1018-510.11-14	LIFE INSURANCE	460	486	862	290	649
1018-510.11-15	VISION INSURANCE	250	247	383	136	339
1018-510.11-17	457 CITY MATCH CONTRIBUTN	2,649	3,099	3,389	1,858	2,998
1018-510.11-18	401A RETIREMENT	11,412	12,143	12,229	5,649	0
1018-510.11-21	WORKERS COMPENSATION INS	4,533	4,136	5,965	3,232	4,889
1018-510.11-22	LONG TERM DISABILITY INS	637	647	990	328	501
1018-510.11-25	MSRP RETIREMENT	0	0	0	0	14,185
*	FRINGE BENEFITS	40,983	44,246	63,543	26,544	60,916
ELEM 12	TRAVEL & TRAINING					
1018-510.12-10	NON TRAINING TRAVEL	234	585	500	137	500
1018-510.12-11	TRAVEL & TRAINING	6,494	5,712	10,130	3,266	9,940
*	TRAVEL & TRAINING	6,728	6,297	10,630	3,403	10,440
ELEM 20	OVERHEAD					
1018-510.20-10	INSURANCE	6,944	6,377	5,667	4,250	5,848
1018-510.20-11	AUTOMOTIVE	6,893	7,465	7,528	5,646	7,535
1018-510.20-12	POSTAGE	37	37	320	16	320
1018-510.20-13	UTILITIES	4,526	4,701	4,558	3,418	5,425
1018-510.20-14	TELEPHONE	456	547	601	451	601
1018-510.20-15	INFORMATION TECHNOLOGY	5,756	5,528	5,826	4,370	6,051
1018-510.20-16	BUILDING MAINTENANCE	13,134	14,674	15,559	11,669	15,796
1018-510.20-17	COPIER	184	237	576	5	556
*	OVERHEAD	37,930	39,566	40,635	29,825	42,132
ELEM 36	SPECIAL SERVICES					
1018-510.36-10	PRINTING	0	370	1,000	0	1,000
*	SPECIAL SERVICES	0	370	1,000	0	1,000
ELEM 38	SPECIAL EVENTS					
1018-510.38-99	OTHER	0	0	300	0	300
*	SPECIAL EVENTS	0	0	300	0	300
ELEM 62	POSTAGE					
1018-510.62-10	POSTAGE	0	44	0	0	0
*	POSTAGE	0	44	0	0	0
ELEM 66	TELEPHONE & COMMUNICATION					
1018-510.66-12	CELLULAR PHONE	1,749	1,479	1,680	920	2,400
*	TELEPHONE & COMMUNICATION	1,749	1,479	1,680	920	2,400
ELEM 67	DUES & PUBLICATIONS					
1018-510.67-10	DUES	1,425	1,474	1,960	1,299	2,450
1018-510.67-20	PUBLICATIONS & BOOKS	0	0	500	53	500
*	DUES & PUBLICATIONS	1,425	1,474	2,460	1,352	2,950
ELEM 69	MISCELLANEOUS CHARGE					
1018-510.69-10	MISCELLANEOUS	378	712	1,600	160	1,600
*	MISCELLANEOUS CHARGE	378	712	1,600	160	1,600
**	CITY MANAGER	272,492	284,467	375,976	171,160	350,847

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 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. Maintain official records and documents • Record minutes promptly and accurately	Percent of Council minutes presented for review at the next regular Council meeting	100%	100%	100%	100%

PROGRAM NAME/NUMBER — City Clerk/1019

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Senior City Clerk	0.00	0.00	0.00	0.60
City Clerk	0.60	0.60	0.60	0.00
Assistant City Clerk	0.50	0.50	0.50	0.50
Office Specialist III	0.75	0.75	0.75	0.75
Budget Total	**1.85**	**1.85**	**1.85**	**1.85**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1019
Element/Object		**Details**	**Total**
12	Travel & Training		
	12-10 Non-Training Travel	Staff mileage reimbursement	150
	12-11 Travel & Training	Maryland Municipal Clerks Association quarterly meetings 150	
		IIMC annual conference @ Hartford, CT, City Clerk 2,250	
		IIMC Region 2 conference, Assistant City Clerk 1,100	
		Other training (including Office Specialist) 400	3,900
36	Special Services		
	36-10 Printing	Letterhead, envelopes, message pads 500	
		City Code book updates 6,100	
		General Code - E-Code annual maintenance 1,195	7,795
	36-11 Classified Advertising	Charter Resolution or annexation advertising, estimate 4 @ $600	2,400
47	Clothing & Uniforms		
	47-10 Clothing & Uniforms	City seal clothing, as needed	100
61	Office Supplies		
	61-10 Office Supplies	Includes City Manager's office	1,500
67	Dues & Publication		
	67-10 Dues	International Institute of Municipal Clerks (IIMC), 1 @ $165, 1 @ $125 290	
		Maryland Municipal Clerks' Association (MMCA), 2 @ $50 100	390
	67-20 Publications & Books	Miscellaneous publications	100

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET	FY 2014 ACTUAL	FY 2015 BUDGET
366.15	Freedom of Information Act Requests	69	93	100	34	0
	TOTAL	69	93	100	34	0

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 10	GENERAL GOVERNMENT					
DIV 19	CITY CLERK					
SUB 0	GENERAL GOVERNMENT					
ELEM 10	PAYROLL-WAGES					
1019-510.10-01	SALARY	76,669	80,781	82,477	59,468	89,446
1019-510.10-02	HOURLY	34,003	32,599	29,031	20,366	31,166
1019-510.10-03	OVERTIME	0	0	0	267	0
*	PAYROLL-WAGES	110,672	113,380	111,508	80,101	120,612
ELEM 11	FRINGE BENEFITS					
1019-510.11-10	FICA	8,285	8,419	8,383	5,944	8,976
1019-510.11-12	HEALTH INSURANCE	5,898	5,798	6,901	5,108	7,649
1019-510.11-13	DENTAL INSURANCE	493	377	306	222	306
1019-510.11-14	LIFE INSURANCE	297	289	356	248	374
1019-510.11-15	VISION INSURANCE	173	135	109	80	112
1019-510.11-17	457 CITY MATCH CONTRIBUTN	1,216	1,533	1,199	1,129	1,590
1019-510.11-18	401A RETIREMENT	7,241	6,453	7,297	4,245	0
1019-510.11-21	WORKERS COMPENSATION INS	196	204	225	161	211
1019-510.11-22	LONG TERM DISABILITY INS	404	331	435	298	469
1019-510.11-25	MSRP RETIREMENT	0	0	0	0	7,458
*	FRINGE BENEFITS	24,203	23,539	25,211	17,435	27,145
ELEM 12	TRAVEL & TRAINING					
1019-510.12-10	NON TRAINING TRAVEL	0	21	150	0	150
1019-510.12-11	TRAVEL & TRAINING	3,082	3,648	4,350	2,560	3,900
*	TRAVEL & TRAINING	3,082	3,669	4,500	2,560	4,050
ELEM 20	OVERHEAD					
1019-510.20-10	INSURANCE	3,472	3,189	2,834	2,125	2,924
1019-510.20-12	POSTAGE	44	81	640	18	640
1019-510.20-13	UTILITIES	2,829	2,938	2,849	2,136	3,391
1019-510.20-14	TELEPHONE	684	821	902	677	902
1019-510.20-15	INFORMATION TECHNOLOGY	5,756	5,528	5,826	4,370	6,051
1019-510.20-16	BUILDING MAINTENANCE	13,134	14,674	15,559	11,669	15,796
1019-510.20-17	COPIER	355	294	576	225	556
*	OVERHEAD	26,274	27,525	29,186	21,220	30,260
ELEM 36	SPECIAL SERVICES					
1019-510.36-10	PRINTING	9,967	4,352	7,795	1,930	7,795
1019-510.36-11	CLASSIFIED ADVERTISING	459	2,112	2,400	717	2,400
1019-510.36-40	FILES MANAGEMENT	0	0	4,266	0	0
*	SPECIAL SERVICES	10,426	6,464	14,461	2,647	10,195
ELEM 47	CLOTHING & UNIFORMS					
1019-510.47-10	CLOTHING & UNIFORMS	0	0	100	0	100
*	CLOTHING & UNIFORMS	0	0	100	0	100
ELEM 60	SUPPLIES					
1019-510.60-10	GENERAL SUPPLIES	0	69	0	0	0
*	SUPPLIES	0	69	0	0	0
ELEM 61	OFFICE SUPPLIES					
1019-510.61-10	OFFICE SUPPLIES	1,274	1,314	1,500	408	1,500
*	OFFICE SUPPLIES	1,274	1,314	1,500	408	1,500
ELEM 62	POSTAGE					
1019-510.62-10	POSTAGE	0	73	0	0	0
*	POSTAGE	0	73	0	0	0
ELEM 67	DUES & PUBLICATIONS					
1019-510.67-10	DUES	525	370	390	285	390
1019-510.67-20	PUBLICATIONS & BOOKS	222	89	210	109	100
*	DUES & PUBLICATIONS	747	459	600	394	490
ELEM 98	COMPUTER HDWE & SOFTWARE					
1019-510.98-10	COMPUTER HARDWARE	0	0	1,080	0	0
*	COMPUTER HDWE & SOFTWARE	0	0	1,080	0	0

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 10	GENERAL GOVERNMENT					
DIV 19	CITY CLERK					
SUB 0	GENERAL GOVERNMENT					
ELEM 98	COMPUTER HDWE & SOFTWARE					
**	CITY CLERK	176,678	176,492	188,146	124,765	194,352

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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 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. Manage revenues to ensure the City receives all revenues to which it is entitled • Identify new revenue sources or ways to reduce expenditures	Percent of budgeted operating revenues actually received	99.1%	100%	84.3% to date	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

PROGRAM NAME/NUMBER — Finance Administration/1020

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
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	Travel & Training		
	12-10 Non Training Travel	Staff mileage reimbursement	160
	12-11 Travel & Training	MDGFOA, quarterly meetings, 2 attendees @ $300 600	
		MDGFOA, annual conference, 2 @ $850 1,650	
		GFOA annual conference @ Philadelphia:	
		Registration, 2 @ $385 770	
		Travel and lodging, 2 @ $1,500 3,000	6,020
66	Telephone & Communications		
	66-12 Cellular Phone	Monthly service @ $40, 1 phone	480
67	Dues & Publications		
	67-10 Dues	American Institute of CPAs (AICPA), 1 @ $225 225	
		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 @ $50 (bi-annual license renewals are on staggered schedule) 50	755
	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	Miscellaneous Charge		
	69-10 Miscellaneous		250

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

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
	DEPT 10 GENERAL GOVERNMENT					
	DIV 20 FINANCE ADMINISTRATION					
	SUB 0 GENERAL GOVERNMENT					
	ELEM 10 PAYROLL-WAGES					
1020-510.10-01	SALARY	43,224	45,514	47,796	34,137	48,796
*	PAYROLL-WAGES	43,224	45,514	47,796	34,137	48,796
	ELEM 11 FRINGE BENEFITS					
1020-510.11-10	FICA	3,149	3,318	3,019	2,377	3,453
1020-510.11-12	HEALTH INSURANCE	2,521	1,519	1,717	1,294	1,947
1020-510.11-13	DENTAL INSURANCE	176	183	184	134	184
1020-510.11-14	LIFE INSURANCE	113	123	133	92	135
1020-510.11-15	VISION INSURANCE	55	60	60	44	62
1020-510.11-17	457 CITY MATCH CONTRIBUTN	754	988	991	726	1,186
1020-510.11-18	401A RETIREMENT	2,844	2,960	3,113	2,224	0
1020-510.11-21	WORKERS COMPENSATION INS	77	82	96	68	85
1020-510.11-22	LONG TERM DISABILITY INS	159	171	186	129	190
1020-510.11-25	MSRP RETIREMENT	0	0	0	0	3,021
*	FRINGE BENEFITS	9,848	9,404	9,499	7,088	10,263
	ELEM 12 TRAVEL & TRAINING					
1020-510.12-10	NON TRAINING TRAVEL	129	122	160	25	160
1020-510.12-11	TRAVEL & TRAINING	6,255	6,305	6,370	1,491	6,020
*	TRAVEL & TRAINING	6,384	6,427	6,530	1,516	6,180
	ELEM 20 OVERHEAD					
1020-510.20-10	INSURANCE	6,944	6,377	5,667	4,250	5,848
1020-510.20-13	UTILITIES	13,013	13,517	13,103	9,827	15,597
1020-510.20-14	TELEPHONE	3,192	3,832	4,210	3,158	4,210
1020-510.20-15	INFORMATION TECHNOLOGY	5,756	5,528	5,826	4,370	6,051
1020-510.20-16	BUILDING MAINTENANCE	21,015	23,479	24,894	18,671	25,274
*	OVERHEAD	49,920	52,733	53,700	40,276	56,980
	ELEM 66 TELEPHONE & COMMUNICATION					
1020-510.66-12	CELLULAR PHONE	366	316	480	205	480
*	TELEPHONE & COMMUNICATION	366	316	480	205	480
	ELEM 67 DUES & PUBLICATIONS					
1020-510.67-10	DUES	730	1,095	750	670	755
1020-510.67-20	PUBLICATIONS & BOOKS	1,119	715	815	768	815
*	DUES & PUBLICATIONS	1,849	1,810	1,565	1,438	1,570
	ELEM 69 MISCELLANEOUS CHARGE					
1020-510.69-10	MISCELLANEOUS	127	278	250	149	250
*	MISCELLANEOUS CHARGE	127	278	250	149	250
**	FINANCE ADMINISTRATION	111,718	116,482	119,820	84,809	124,519

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 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. Ensure that payroll is processed in a timely and accurate manner	Percent of payments made timely	100%	100%	100%	100%
• Complete 1 payroll audit annually, in preparation for issuance of W-2's	Percent of payments made accurately * **Note: Subject to accurate departmental submissions*	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 help-fulness and responsiveness of payroll services	98%	98%	100%	97%

PROGRAM NAME/NUMBER — Payroll Services/1021

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
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	Travel & Training 12-11 Travel & Training	APA – quarterly meetings .....80 Other seminars & workshops 200	280
67	Dues & Publications 67-10 Dues	American Payroll Association (APA)	225
	67-20 Publications & Books	IOMA Compliance Guide, subscription .....400 ACH Participant Directory (for direct deposit) 225	625

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
	DEPT 10 GENERAL GOVERNMENT					
	DIV 21 PAYROLL SERVICES					
	SUB 0 GENERAL GOVERNMENT					
	ELEM 10 PAYROLL-WAGES					
1021-510.10-01	SALARY	16,590	17,526	18,363	13,111	18,765
1021-510.10-02	HOURLY	55,127	58,939	60,734	43,312	64,261
1021-510.10-03	OVERTIME	0	420	500	171	500
*	PAYROLL-WAGES	71,717	76,885	79,597	56,594	83,526
	ELEM 11 FRINGE BENEFITS					
1021-510.11-10	FICA	5,192	5,563	5,674	4,065	6,032
1021-510.11-12	HEALTH INSURANCE	14,021	13,654	15,571	10,742	16,230
1021-510.11-13	DENTAL INSURANCE	599	622	624	454	624
1021-510.11-14	LIFE INSURANCE	193	214	384	153	385
1021-510.11-15	VISION INSURANCE	225	239	240	176	246
1021-510.11-17	457 CITY MATCH CONTRIBUTN	833	897	899	642	932
1021-510.11-18	401A RETIREMENT	4,704	5,017	5,184	3,686	0
1021-510.11-21	WORKERS COMPENSATION INS	127	140	160	113	146
1021-510.11-22	LONG TERM DISABILITY INS	263	291	308	213	323
1021-510.11-25	MSRP RETIREMENT	0	0	0	0	5,135
*	FRINGE BENEFITS	26,157	26,637	29,044	20,244	30,053
	ELEM 12 TRAVEL & TRAINING					
1021-510.12-11	TRAVEL & TRAINING	0	225	280	0	280
*	TRAVEL & TRAINING	0	225	280	0	280
	ELEM 20 OVERHEAD					
1021-510.20-12	POSTAGE	413	376	960	350	960
1021-510.20-15	INFORMATION TECHNOLOGY	34,537	33,167	34,956	26,217	36,305
1021-510.20-17	COPIER	12	12	576	9	556
*	OVERHEAD	34,962	33,555	36,492	26,576	37,821
	ELEM 67 DUES & PUBLICATIONS					
1021-510.67-10	DUES	0	0	225	0	225
1021-510.67-20	PUBLICATIONS & BOOKS	0	0	625	0	625
*	DUES & PUBLICATIONS	0	0	850	0	850
**	PAYROLL SERVICES	132,836	137,302	146,263	103,414	152,530

PROGRAM NAME/NUMBER Accounting & Financial Reporting/1022

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 2013 ACTUAL	FY 2014		FY 2015 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 • 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	$44,900	$94,341	$93,605 to date	$94,459

• Maintain proper level of compensating balance to reduce or eliminate bank service charges; weigh earnings loss against bank charges	Bank service charges paid	$5,325	<$7,500	$3,927 to date	<$6,800

PROGRAM NAME/NUMBER — Accounting & Financial Reporting/1022

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ESTIMATED FY 2015
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	1.80	1.70	1.70
Budget Total	**4.60**	**4.60**	**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. The certified audit fee has been estimated as FY2014 will be the first year of a new bid contract. Credit card charges have increased as a result of the acceptance of credit cards at parking pay stations.

EXPENDITURE SUPPORT DATA — PROGRAM NUMBER: 1022

	Element/Object	Details	Total
12	Travel & Training 12-11 Travel & Training	MDGFOA, quarterly meetings, 1 attendee ..... 300 MDGFOA, annual conference, 1 attendee 825	1,125
20	Overhead 20-25 Administrative	2% of net speed enforcement camera revenue received	(19,520)
30	Professional Services 30-10 Auditing & Accounting	Contract for auditing services (estimated as new contract will be bid in spring 2014) ..... 17,500 Single audit, required if Federal funds received in FY2014 exceed $500,000 2,500	20,000
36	Special Services 36-10 Printing	CAFR, 100 copies ..... 400 Parking dunning notices (6,000 annually) ..... 1,000 Envelopes, security window and plain ..... 1,200 Disbursement and payroll account checks ..... 1,200 Other forms and printing 400	4,200
	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 record 900	1,095

PROGRAM NAME/NUMBER Accounting & Financial Reporting/1022

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1022
Element/Object		Details	Total
55	Financial Charges		
	55-10 Banks	Bank of America, account activity charges for months when account activity charges exceed earnings on compensating balance .....6,500 Bank of the West, service charges @ $25/month 300	6,800
	55-15 Credit Cards	Visa, MasterCard, Discover discount, $5,900 monthly .....70,800 American Express discount, $150 monthly .....1,800 Metric Group – CreditCall terminal communication fees for credit card processing and wireless charges at 11 parking pay stations @ $1,170/quarter 4,680	77,280
	55-20 Armored Car Service	Armored car service for coin and currency pickup @ $400 monthly	4,800
60	Supplies		
	60-10 General Supplies		100
61	Office Supplies		
	61-10 Office Supplies	W-2 and 1099 forms and envelopes .....300 Record retention storage boxes .....400 Calendars .....200 Computer paper, 60 boxes @ $49.....2,940 Binders, folders, dividers .....400 Miscellaneous supplies .....300 Plastic bags for bank deposit of coin and currency 800	5,340
62	Postage		
	62-10 Postage	U. S. Postal Service – first class presort fee permit .....200 U. S. Postal Service – standard mail fee permit .....200 Shipping charges, GFOA submittals and other 60	460

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET	FY 2014 ACTUAL	FY 2015 BUDGET
334.20	Bank Stock Tax	10,717	10,717	10,717	0	10,717
361.10	Investment Earnings	11,377	35,922	60,000	41,264	60,000
361.11	Investments-Market Value Adjustment	(2,418)	(156,762)	0	337	0
361.22	Interest-Tenant Improvement Allowance	30,978	6,086	34,341	46,071	34,459
361.30	Other Interest	3,138	2,892	0	5,933	0
366.70	CDMA Billing Fees	384	330	380	307	380
	TOTAL	54,176	(100,815)	105,438	93,912	105,556

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 10	GENERAL GOVERNMENT					
DIV 22	ACCTG & FINANCL REPORTING					
SUB 0	GENERAL GOVERNMENT					
ELEM 10	PAYROLL-WAGES					
1022-510.10-01	SALARY	140,936	149,390	156,100	111,331	159,843
1022-510.10-02	HOURLY	129,542	136,250	136,113	95,139	142,714
1022-510.10-03	OVERTIME	437	823	700	2,055	2,500
*	PAYROLL-WAGES	270,915	286,463	292,913	208,525	305,057
ELEM 11	FRINGE BENEFITS					
1022-510.11-10	FICA	19,750	20,532	21,398	15,256	22,355
1022-510.11-12	HEALTH INSURANCE	23,732	16,074	18,067	12,767	19,173
1022-510.11-13	DENTAL INSURANCE	2,211	2,273	2,306	1,672	2,306
1022-510.11-14	LIFE INSURANCE	688	813	1,009	627	909
1022-510.11-15	VISION INSURANCE	986	1,114	1,142	832	1,171
1022-510.11-17	457 CITY MATCH CONTRIBUTN	4,017	4,928	5,071	3,607	5,169
1022-510.11-18	401A RETIREMENT	17,790	18,332	19,214	13,690	0
1022-510.11-21	WORKERS COMPENSATION INS	481	510	591	419	535
1022-510.11-22	LONG TERM DISABILITY INS	930	1,035	1,138	781	1,175
1022-510.11-25	MSRP RETIREMENT	0	0	0	0	18,710
*	FRINGE BENEFITS	70,585	65,611	69,936	49,651	71,503
ELEM 12	TRAVEL & TRAINING					
1022-510.12-10	NON TRAINING TRAVEL	0	0	0	26	0
1022-510.12-11	TRAVEL & TRAINING	987	1,096	1,100	427	1,125
*	TRAVEL & TRAINING	987	1,096	1,100	453	1,125
ELEM 20	OVERHEAD					
1022-510.20-12	POSTAGE	4,703	4,312	7,040	3,671	7,040
1022-510.20-15	INFORMATION TECHNOLOGY	86,342	77,389	81,564	61,173	84,711
1022-510.20-17	COPIER	1,781	1,877	3,456	1,250	3,336
1022-510.20-25	ADMINISTRATIVE	26,320-	33,224-	18,300-	13,725-	19,520-
*	OVERHEAD	66,506	50,354	73,760	52,369	75,567
ELEM 30	PROFESSIONAL SERVICES					
1022-510.30-10	AUDITING & ACCOUNTING	16,810	17,973	17,810	15,660	20,000
*	PROFESSIONAL SERVICES	16,810	17,973	17,810	15,660	20,000
ELEM 36	SPECIAL SERVICES					
1022-510.36-10	PRINTING	4,296	4,345	4,200	2,876	4,200
1022-510.36-13	MVA SERVICES	1,020	855	1,245	622	1,095
*	SPECIAL SERVICES	5,316	5,200	5,445	3,498	5,295
ELEM 55	FINANCIAL CHARGES					
1022-510.55-10	BANK SERVICE CHARGES	7,833	5,325	7,500	3,927	6,800
1022-510.55-15	CREDIT CARD FEES	57,200	73,115	68,580	57,753	77,280
1022-510.55-20	ARMORED CAR SERVICE	5,357	4,940	4,800	3,932	4,800
*	FINANCIAL CHARGES	70,390	83,380	80,880	65,612	88,880
ELEM 60	SUPPLIES					
1022-510.60-10	GENERAL SUPPLIES	0	21	100	0	100
*	SUPPLIES	0	21	100	0	100
ELEM 61	OFFICE SUPPLIES					
1022-510.61-10	OFFICE SUPPLIES	4,773	5,123	5,320	2,811	5,340
*	OFFICE SUPPLIES	4,773	5,123	5,320	2,811	5,340
ELEM 62	POSTAGE					
1022-510.62-10	POSTAGE	320	236	440	155	460
*	POSTAGE	320	236	440	155	460
ELEM 67	DUES & PUBLICATIONS					
1022-510.67-20	PUBLICATIONS & BOOKS	0	0	0	166	0
*	DUES & PUBLICATIONS	0	0	0	166	0
ELEM 92	MACHINERY & EQUIPMENT					
1022-510.92-20	EQUIPMENT	0	0	0	2,725	0

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 10	GENERAL GOVERNMENT					
DIV 22	ACCTG & FINANCL REPORTING					
SUB 0	GENERAL GOVERNMENT					
ELEM 92	MACHINERY & EQUIPMENT					
*	MACHINERY & EQUIPMENT	0	0	0	2,725	0
**	ACCTG & FINANCL REPORTING	506,602	515,457	547,704	401,625	573,327

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 2013 ACTUAL	FY 2014		FY 2015 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 • 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 2012	FY 2013	FY 2014	FY 2015
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	Special Services		
	36-10 Printing	FY2015 Adopted Budget, 80 copies @ $20 ..... 1,600 FY2016 Requested Budget, 50 copies 600	2,200
	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 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 10	GENERAL GOVERNMENT					
DIV 23	BUDGET DEVEL & MONITORING					
SUB 0	GENERAL GOVERNMENT					
ELEM 10	PAYROLL-WAGES					
1023-510.10-01	SALARY	49,541	51,480	54,153	38,682	55,272
*	PAYROLL-WAGES	49,541	51,480	54,153	38,682	55,272
ELEM 11	FRINGE BENEFITS					
1023-510.11-10	FICA	3,567	3,757	3,402	2,691	3,909
1023-510.11-12	HEALTH INSURANCE	2,766	1,755	1,986	1,497	2,254
1023-510.11-13	DENTAL INSURANCE	189	197	198	144	198
1023-510.11-14	LIFE INSURANCE	128	139	150	104	153
1023-510.11-15	VISION INSURANCE	59	65	65	48	67
1023-510.11-17	457 CITY MATCH CONTRIBUTN	852	1,112	1,115	817	1,343
1023-510.11-18	401A RETIREMENT	3,222	3,353	3,527	2,519	0
1023-510.11-21	WORKERS COMPENSATION INS	87	93	108	78	96
1023-510.11-22	LONG TERM DISABILITY INS	180	194	211	146	215
1023-510.11-25	MSRP RETIREMENT	0	0	0	0	3,422
*	FRINGE BENEFITS	11,050	10,665	10,762	8,044	11,657
ELEM 20	OVERHEAD					
1023-510.20-15	INFORMATION TECHNOLOGY	23,025	22,111	23,304	17,478	24,203
1023-510.20-17	COPIER	987	807	2,880	44	2,780
*	OVERHEAD	24,012	22,918	26,184	17,522	26,983
ELEM 36	SPECIAL SERVICES					
1023-510.36-10	PRINTING	1,870	1,702	2,200	1,523	2,200
1023-510.36-11	CLASSIFIED ADVERTISING	0	0	750	0	750
*	SPECIAL SERVICES	1,870	1,702	2,950	1,523	2,950
**	BUDGET DEVEL & MONITORING	86,473	86,765	94,049	65,771	96,862

PROGRAM NAME/NUMBER — Information Technology/1024

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 2013 ACTUAL	FY 2014		FY 2015 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

PROGRAM NAME/NUMBER — Information Technology/1024

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ESTIMATED FY 2015
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	Travel & Training		
	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	Professional Services		
	30-14 Management Support Services	Outside consulting on hardware and software, as needed	5,000
34	Contractual Services		
	34-73 Cabling	All buildings, as needed	1,500
36	Special Services		
	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 2015 adopted operating budget of Prince George's I-Net (PGINCCC)	24,210
40	Repair & Maintenance		
	40-14 Computer	Computers and printers	1,000
	40-15 Telephone System	Telephone equipment repairs and programming, all buildings	1,500
45	Maintenance Contract		
	45-10 Computer Software Support	Sungard HTE software, all modules ..... 45,237 Qqest ManagerPlus fleet management, including Gasboy interface ..... 1,582 Qqest TimeForce time & attendance ..... 1,045 ESRI – ArcView GIS software, 3-user license fee (1 assigned to City Engineer, 2 concurrent users)	

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1024
Element/Object		Details	Total
		+ tree inventory ArcPad ..... 1,850 Social Solutions – Youth & Family Services casework software ..... 9,600 Comcate – customer request management software ..... 7,987 Comcate – mobile app including implementation cost of $500 and annual license fee of $2,600 ..... 3,100 MD Property View, software license fee ..... 980 County Property View data, software license fee ..... 550 Peer replication software ..... 600 MetaFile files management software, scanning licenses for Admin, Finance and Public Services ..... 7,430 Symantec Norton Anti-Virus, network subscription ..... 2,088 NTI – anti-spam software for e-mail server and encryption ..... 3,524 Revize – website content management system (CMS) maintenance ..... 1,980 Verifone (PC Charge) – cashier credit card terminals ..... 279 Constant Contact – listserv for automated event/info retrieval @ $42/month 504	88,336
	45-11 Computer Hardware Support	IBM – System i5 (AS/400) maintenance, including tape drive and software maintenance ..... 5,450 IBM – maintenance on 2 servers ..... 1,151 Ricoh – P1 network printer maintenance 1,164	7,765
	45-15 Office Equipment	National Mailing Systems – postage meter and electronic scale ..... 651 Cummins-Allison – coin sorter and counter ..... 720 Cummins-Allison – JetScan currency counter 354	1,725
	45-16 Building Services	Stanley Security Solutions – maintenance on IDenticard security and ID card system @ City Hall	805
48	Rental		
	48-10 Office Equipment	Hasler – postage meter and feeder	1,332
	48-20 Copiers	Konica Minolta bizhub 751 @ City Hall Admin. – lease + maintenance, $1,019/month ..... 12,228 Konica Minolta bizhub 552 @ Planning – lease + maintenance, $326/month ..... 3,912 Konica Minolta bizhub 283 @ Finance – lease + maintenance, $121/month ..... 1,452 Konica Minolta bizhub C224 @ Human Resources – lease + maintenance, $313/month ..... 3,756 Konica Minolta – reimbursement of personal property tax 1,200	22,548
60	Supplies		
	60-10 General Supplies	Copier toner and drums, desktop copiers @ City Hall	250
	60-11 Meeting Refreshments	Staff and I-Net meetings	360
	60-20 Computer Supplies	PC media 200	

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	Office Supplies. 61-10 Office Supplies	Copier paper, postage meter supplies	5,000
62	Postage 62-10 Postage	Postage meter usage, estimated	32,000
66	Telephone & Communications 66-10 Telephone	Telephone – local service and long distance at all buildings, provided over Avaya VoIP network phone system @ $2,000/month ..... 24,000 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	30,072
	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 Tough Tablets (6 code enforcement, 1 animal control) @ $281/month ..... 3,372 Duncan Parking Technologies – aircard service for 6 X3 handheld ticket writers @ $600/month 7,200	13,332
	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 RoamSecure sites @ $38/year ..... 76 Atlantech – website hosting, 3 domains @ $36/year ..... 108 Comcast – City Hall Wi-Fi @ $119.90/month ..... 1,439 Comcast – Public Works Wi-Fi @ $119.90/month ..... 1,439 GoDaddy – Internet certs (SSLs) 500	3,687
	66-20 Cable TV Service	Comcast – digital box rental @ $9.95/month ..... 120 Verizon – digital box rental @ $3.99/month 48	168
67	Dues & Publications 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
97	Communications Equipment 97-10 Telephone Systems	Replacement telephone equipment, all buildings	1,000
98	Computers & Software 98-10 Hardware	Replacement PCs, 6 @ $850 5,100	

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1024
	Element/Object	**Details**	**Total**
		Replacement printers, estimate 3 @ $250 .....750 Replacement monitors, estimate 2 @ $130 .....260 Other hardware replacements 2,000	8,110
	98-20 Software	Software upgrades not covered under maintenance .....4,000 Survey Monkey – annual license 300	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 ($8,110). Software includes upgrades not covered under maintenance ($4,000) and Survey Monkey license ($300).

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 10	GENERAL GOVERNMENT					
DIV 24	INFORMATION TECHNOLOGY					
SUB 0	GENERAL GOVERNMENT					
ELEM 10	PAYROLL-WAGES					
1024-510.10-01	SALARY	173,979	179,286	187,987	132,796	195,950
1024-510.10-02	HOURLY	112,553	117,274	123,610	84,972	126,047
1024-510.10-03	OVERTIME	7,517	5,730	6,000	2,821	4,000
*	PAYROLL-WAGES	294,049	302,290	317,597	220,589	325,997
ELEM 11	FRINGE BENEFITS					
1024-510.11-10	FICA	21,921	22,581	23,428	16,345	23,962
1024-510.11-12	HEALTH INSURANCE	20,868	21,625	24,381	17,485	31,518
1024-510.11-13	DENTAL INSURANCE	1,704	1,789	1,783	1,579	2,064
1024-510.11-14	LIFE INSURANCE	764	856	896	594	928
1024-510.11-15	VISION INSURANCE	820	909	912	586	725
1024-510.11-17	457 CITY MATCH CONTRIBUTN	1,597	2,101	2,197	1,650	2,816
1024-510.11-18	401A RETIREMENT	19,241	19,862	20,775	13,844	5,706
1024-510.11-21	WORKERS COMPENSATION INS	4,742	4,428	4,442	3,034	3,231
1024-510.11-22	LONG TERM DISABILITY INS	1,053	1,145	1,214	799	1,063
1024-510.11-25	MSRP RETIREMENT	0	0	0	0	14,487
*	FRINGE BENEFITS	72,710	75,296	80,028	55,916	86,500
ELEM 12	TRAVEL & TRAINING					
1024-510.12-10	NON TRAINING TRAVEL	1,589	1,043	1,550	441	1,550
1024-510.12-11	TRAVEL & TRAINING	6,424	2,670	6,200	2,436	6,200
*	TRAVEL & TRAINING	8,013	3,713	7,750	2,877	7,750
ELEM 20	OVERHEAD					
1024-510.20-12	POSTAGE	29,222-	22,940-	32,000-	14,229-	32,000-
1024-510.20-14	TELEPHONE	22,800-	27,372-	30,072-	22,554-	30,072-
1024-510.20-15	INFORMATION TECHNOLOGY	575,614-	552,780-	582,600-	436,950-	605,075-
1024-510.20-17	COPIER	12,310-	13,705-	28,798-	8,381-	27,800-
*	OVERHEAD	639,946-	616,797-	673,470-	482,114-	694,947-
ELEM 30	PROFESSIONAL SERVICES					
1024-510.30-14	SUPPORT SERVICES	4,612	2,797	5,000	428	5,000
*	PROFESSIONAL SERVICES	4,612	2,797	5,000	428	5,000
ELEM 34	CONTRACTUAL SERVICES					
1024-510.34-73	CABLING	590	354	1,500	0	1,500
*	CONTRACTUAL SERVICES	590	354	1,500	0	1,500
ELEM 36	SPECIAL SERVICES					
1024-510.36-28	DISASTER RECOVERY	0	0	4,700	0	3,600
1024-510.36-63	PGINCCC I-NET PRORATA EXP	14,959	11,731	21,021	0	24,210
*	SPECIAL SERVICES	14,959	11,731	25,721	0	27,810
ELEM 40	REPAIR & MAINTENANCE					
1024-510.40-10	OFFICE EQUIPMENT	0	0	0	308	0
1024-510.40-14	COMPUTER EQUIPMENT	0	0	1,000	0	1,000
1024-510.40-15	TELEPHONE EQUIPMENT	743	1,404	1,500	135	1,500
*	REPAIR & MAINTENANCE	743	1,404	2,500	443	2,500
ELEM 45	MAINTENANCE CONTRACT					
1024-510.45-10	COMPUTER SOFTWARE SUPPORT	58,118	79,461	81,570	82,996	88,336
1024-510.45-11	COMPUTER HARDWARE SUPPORT	6,261	7,190	7,943	6,350	7,765
1024-510.45-15	OFFICE EQUIPMENT	1,295	720	1,305	1,725	1,725
1024-510.45-16	BUILDING SERVICES	0	0	805	0	805
*	MAINTENANCE CONTRACT	65,674	87,371	91,623	91,071	98,631
ELEM 48	RENTAL					
1024-510.48-10	OFFICE EQUIPMENT	1,020	1,572	1,332	1,350	1,332
1024-510.48-20	COPIERS	19,372	19,693	22,548	16,775	22,548
*	RENTAL	20,392	21,265	23,880	18,125	23,880
ELEM 60	SUPPLIES					
1024-510.60-10	GENERAL SUPPLIES	106	394	250	3	250

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 10	GENERAL GOVERNMENT					
DIV 24	INFORMATION TECHNOLOGY					
SUB 0	GENERAL GOVERNMENT					
ELEM 60	SUPPLIES					
1024-510.60-11	MEETING REFRESHMENTS	55	149	360	169	360
1024-510.60-20	COMPUTER SUPPLIES	16,483	16,583	16,700	10,763	16,700
*	SUPPLIES	16,644	17,126	17,310	10,935	17,310
ELEM 61	OFFICE SUPPLIES					
1024-510.61-10	OFFICE SUPPLIES	4,505	4,013	6,000	2,274	5,000
*	OFFICE SUPPLIES	4,505	4,013	6,000	2,274	5,000
ELEM 62	POSTAGE					
1024-510.62-10	POSTAGE	38,009	25,312	32,000	7,500	32,000
*	POSTAGE	38,009	25,312	32,000	7,500	32,000
ELEM 66	TELEPHONE & COMMUNICATION					
1024-510.66-10	TELEPHONE	27,255	29,040	30,072	19,774	30,072
1024-510.66-12	CELLULAR PHONE	17,580	15,129	15,156	8,604	13,332
1024-510.66-14	INTERNET	3,366	3,568	3,388	2,547	3,687
1024-510.66-20	CABLE TV SERVICE	0	41	135	0	168
*	TELEPHONE & COMMUNICATION	48,201	47,778	48,751	30,925	47,259
ELEM 67	DUES & PUBLICATIONS					
1024-510.67-10	DUES	305	305	200	195	200
1024-510.67-20	PUBLICATIONS & BOOKS	0	0	200	53	200
*	DUES & PUBLICATIONS	305	305	400	248	400
ELEM 92	MACHINERY & EQUIPMENT					
1024-510.92-20	EQUIPMENT	377	0	0	0	0
*	MACHINERY & EQUIPMENT	377	0	0	0	0
ELEM 97	COMMUNICATIONS EQUIPMENT					
1024-510.97-10	TELEPHONE SYSTEM	768	409	1,000	0	1,000
*	COMMUNICATIONS EQUIPMENT	768	409	1,000	0	1,000
ELEM 98	COMPUTER HDWE & SOFTWARE					
1024-510.98-10	COMPUTER HARDWARE	11,241	12,249	8,110	6,754	8,110
1024-510.98-20	COMPUTER SOFTWARE	27,916	1,587	4,300	4,414	4,300
*	COMPUTER HDWE & SOFTWARE	39,157	13,836	12,410	11,168	12,410
**	INFORMATION TECHNOLOGY	10,238-	1,797-	0	29,615-	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 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. Assist Human Resources in budgeting for costs of insurance and health benefits	Cost of benefits insurance as a percentage of payroll	11.4% increase	<=10% increase	7.7% increase	<=10% increase

PROGRAM NAME/NUMBER — Non-Departmental Expenditures/1025

PERSONNEL EXPENDITURES: Personnel expenditures include the salary of 1 Caretaker who is not an FTE. Overtime includes $10,000 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 2012	FY 2013	FY 2014	FY 2015
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	Fringe Benefits		
	11-15 Health Insurance	PCOR fee, 139 covered participants @ $64 each	8,896
	11-27 MSRP Prior Service Credit	Installment #1 repaying the City for the purchase of prior service credit	250,000
30	Professional Services		
	30-14 Management Support Svcs.	Unemployment Tax Service @ $80 per quarter .....320 TASC FlexSystem – flexible spending account (FSA) administration, estimate 40 participants 2,500	2,820
	30-52 Actuarial Services	MSRP Retirement actuarial valuation, estimated	7,500
50	Insurance		
	50-10 Liability Insurance	General liability – primary .....9,235 General liability and auto – excess .....4,258 Public officials' liability .....40,101 Auto – primary .....25,802 Auto – physical damage .....15,715 Property .....21,291 Boiler and machinery .....1,302 Pollution legal liability .....8,309 Crime bond .....3,070 Contingency and audit .....2,000 Insurance deductibles .....7,500 Personal injury protection .....900 Uninsured motorists .....388 Metro underpass – WMATA and CSXT .....3,603 Fuel storage tanks .....705 Flood and earth movement 2,023	146,202
60	Supplies		
	60-10 General Supplies	Coffee, paper products, general supplies @ City Hall	3,200
65	Utilities		
	65-10 Electricity	City Hall	30,000

PROGRAM NAME/NUMBER **Non-Departmental Expenditures/1025**

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1025
	Element/Object	Details	Total
	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 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
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	3,600	4,800
1025-510.10-03	OVERTIME	2,789	3,055	3,000	2,706	3,500
*	PAYROLL-WAGES	7,589	7,855	7,800	6,306	8,300
ELEM 11	FRINGE BENEFITS					
1025-510.11-10	FICA	572	593	598	474	636
1025-510.11-12	HEALTH INSURANCE	180	412	0	403	8,896
1025-510.11-13	DENTAL INSURANCE	11	11	0	12	0
1025-510.11-14	LIFE INSURANCE	102	14-	0	5	0
1025-510.11-15	VISION INSURANCE	6	0	0	7	0
1025-510.11-17	457 CITY MATCH CONTRIBUTN	53	54	0	45	0
1025-510.11-18	401A RETIREMENT	7,769-	199	195	176	0
1025-510.11-21	WORKERS COMPENSATION INS	147	1,807	215	195	159
1025-510.11-22	LONG TERM DISABILITY INS	31-	347-	0	7	0
1025-510.11-27	MSRP PRIOR SERVICE CREDIT	0	0	0	0	250,000
*	FRINGE BENEFITS	6,729-	2,715	1,008	1,324	259,691
ELEM 12	TRAVEL & TRAINING					
1025-510.12-11	TRAVEL & TRAINING	39	0	0	0	0
*	TRAVEL & TRAINING	39	0	0	0	0
ELEM 20	OVERHEAD					
1025-510.20-10	INSURANCE	173,606-	159,436-	141,680-	106,260-	146,202-
1025-510.20-13	UTILITIES	56,577-	58,768-	56,970-	42,728-	67,815-
1025-510.20-14	TELEPHONE	1,368	1,642	1,804	1,353	1,804
*	OVERHEAD	228,815-	216,562-	196,846-	147,635-	212,213-
ELEM 30	PROFESSIONAL SERVICES					
1025-510.30-14	SUPPORT SERVICES	2,612	2,107	2,745	1,877	2,820
1025-510.30-52	ACTUARIAL SERVICES	0	7,238	0	0	7,500
*	PROFESSIONAL SERVICES	2,612	9,345	2,745	1,877	10,320
ELEM 50	INSURANCE					
1025-510.50-10	LIABILITY INSURANCE	118,900	101,671	141,680	122,246	146,202
*	INSURANCE	118,900	101,671	141,680	122,246	146,202
ELEM 60	SUPPLIES					
1025-510.60-10	GENERAL SUPPLIES	1,455	3,505	3,200	2,692	3,200
*	SUPPLIES	1,455	3,505	3,200	2,692	3,200
ELEM 65	UTILITIES					
1025-510.65-10	ELECTRICITY	34,374	24,409	35,913	15,144	30,000
1025-510.65-11	NATURAL GAS	1,950	2,379	3,000	3,370	3,000
1025-510.65-13	WATER & SEWER	964	1,028	1,500	654	1,500
*	UTILITIES	37,288	27,816	40,413	19,168	34,500
**	NON-DEPARTMENTAL EXP	67,661-	63,655-	0	5,978	250,000
***	GENERAL GOVERNMENT	2,321,259	2,451,420	2,805,921	1,809,227	3,114,426

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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 2013 ACTUAL	FY 2014		FY 2015 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	Percent of requests with initial response within 1 business day (as measured by cases entered in Comcate system)	95%	95%	85%	90%
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)	74%	70%	78%	78%

PROGRAM NAME/NUMBER — Public Services Administration/2010

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Director of Public Services	1.00	1.00	1.00	1.00
Office Specialist III	0.10	0.10	0.05	0.05
Administrative Assistant	0.20	0.20	0.20	0.20
Office Specialist I	0.00	0.00	0.15	0.00
Budget Total	**1.30**	**1.30**	**1.40**	**1.25**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 2010
	Element/Object	**Details**	**Total**
12	Travel & Training 12-11 Travel & Training	NFPA or International Code Council annual conference .....2,000 Maryland Municipal League (MML) annual conference (no lodging), 1 @ $650.....650 Local meetings (CEZOA, MBOA, IPI) .....300 Staff training – department wide 1,400	4,350
25	Grants & Assistance 25-23 Community Events Micro-Grants	Micro-grants for residents or groups to hold community events such as block parties; details of this program TBD	5,000
30	Professional Services 30-13 Administrative Support	Clerical support	2,000
	30-39 Translation Services	Translate department public information materials	300
36	Special Services 36-10 Printing	Flyers, committee support	2,000
40	Repair & Maintenance 40-10 Office Equipment		300
47	Clothing & Uniforms 47-10 Clothing & Uniforms	Replacement clothing, as needed .....250 Safety shoes, as needed, 1 @ $170 170	420
48	Rental 48-20 Copiers	Copier lease @ $280 monthly	3,360
60	Supplies 60-10 General Supplies	Based on current usage .....1,700 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	Office Supplies 61-10 Office Supplies	Based on current usage	1,000
65	Utilities 65-10 Electricity	Estimate based on current usage	7,600
66	Telephone & Communications 66-12 Cellular Phone	Monthly service, 1 iPhone @ $100	1,200
67	Dues & Publications 67-10 Dues	Code Enforcement & Zoning Officials Association (CEZOA), 1 @ $25 ....25 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	Miscellaneous Charge 69-10 Miscellaneous		300

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 20	PUBLIC SERVICES					
DIV 10	PUBLIC SERVICES ADMIN					
SUB 0	PUBLIC SERVICES					
ELEM 10	PAYROLL-WAGES					
2010-520.10-01	SALARY	103,755	110,940	114,377	80,388	119,463
2010-520.10-02	HOURLY	22,917	12,239	18,888	12,041	15,005
2010-520.10-03	OVERTIME	2,645	2,364	3,000	1,020	2,000
*	PAYROLL-WAGES	129,317	125,543	136,265	93,449	136,468
ELEM 11	FRINGE BENEFITS					
2010-520.11-10	FICA	9,366	9,685	9,089	7,047	10,194
2010-520.11-12	HEALTH INSURANCE	4,648	4,478	4,531	3,518	4,774
2010-520.11-13	DENTAL INSURANCE	756	750	761	380	398
2010-520.11-14	LIFE INSURANCE	308	350	392	290	374
2010-520.11-15	VISION INSURANCE	248	255	255	143	146
2010-520.11-17	457 CITY MATCH CONTRIBUTN	633	648	626	481	652
2010-520.11-18	401A RETIREMENT	7,938	8,374	8,633	6,125	7,831
2010-520.11-21	WORKERS COMPENSATION INS	3,957	3,702	3,688	2,606	2,712
2010-520.11-22	LONG TERM DISABILITY INS	428	478	502	382	523
2010-520.11-25	MSRP RETIREMENT	0	0	0	0	928
*	FRINGE BENEFITS	28,282	28,720	28,477	20,972	28,532
ELEM 12	TRAVEL & TRAINING					
2010-520.12-11	TRAVEL & TRAINING	924	557	4,350	295	4,350
*	TRAVEL & TRAINING	924	557	4,350	295	4,350
ELEM 20	OVERHEAD					
2010-520.20-10	INSURANCE	3,472	3,189	2,834	2,125	2,924
2010-520.20-12	POSTAGE	10	0	0	0	0
2010-520.20-14	TELEPHONE	3,420	4,106	4,511	3,383	4,511
2010-520.20-15	INFORMATION TECHNOLOGY	17,268	16,583	17,478	13,109	18,152
2010-520.20-16	BUILDING MAINTENANCE	26,269	29,349	31,118	23,339	31,592
*	OVERHEAD	50,439	53,227	55,941	41,956	57,179
ELEM 25	GRANTS & ASSISTANCE					
2010-520.25-23	COMM EVENTS MICRO-GRANTS	0	0	0	0	5,000
*	GRANTS & ASSISTANCE	0	0	0	0	5,000
ELEM 30	PROFESSIONAL SERVICES					
2010-520.30-13	ADMINISTRATIVE	0	536	2,000	116	2,000
2010-520.30-39	TRANSLATION SERVICES	0	0	300	0	300
*	PROFESSIONAL SERVICES	0	536	2,300	116	2,300
ELEM 36	SPECIAL SERVICES					
2010-520.36-10	PRINTING	424	223	2,000	374	2,000
*	SPECIAL SERVICES	424	223	2,000	374	2,000
ELEM 40	REPAIR & MAINTENANCE					
2010-520.40-10	OFFICE EQUIPMENT	0	0	300	0	300
2010-520.40-25	HVAC REPAIRS	240	0	0	0	0
*	REPAIR & MAINTENANCE	240	0	300	0	300
ELEM 47	CLOTHING & UNIFORMS					
2010-520.47-10	CLOTHING & UNIFORMS	173	117	420	248	420
*	CLOTHING & UNIFORMS	173	117	420	248	420
ELEM 48	RENTAL					
2010-520.48-20	COPIERS	3,411	2,972	3,360	2,423	3,360
*	RENTAL	3,411	2,972	3,360	2,423	3,360
ELEM 60	SUPPLIES					
2010-520.60-10	GENERAL SUPPLIES	1,019	2,225	2,450	1,966	2,450
2010-520.60-11	MEETING REFRESHMENTS	0	0	500	0	500
*	SUPPLIES	1,019	2,225	2,950	1,966	2,950
ELEM 61	OFFICE SUPPLIES					
2010-520.61-10	OFFICE SUPPLIES	214	143	1,000	573	1,000

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 20	PUBLIC SERVICES					
DIV 10	PUBLIC SERVICES ADMIN					
SUB 0	PUBLIC SERVICES					
ELEM 61	OFFICE SUPPLIES					
*	OFFICE SUPPLIES	214	143	1,000	573	1,000
ELEM 62	POSTAGE					
2010-520.62-10	POSTAGE	37	0	0	0	0
*	POSTAGE	37	0	0	0	0
ELEM 65	UTILITIES					
2010-520.65-10	ELECTRICITY	6,985	6,300	7,600	4,459	7,600
*	UTILITIES	6,985	6,300	7,600	4,459	7,600
ELEM 66	TELEPHONE & COMMUNICATION					
2010-520.66-12	CELLULAR PHONE	1,355	930	1,200	616	1,200
*	TELEPHONE & COMMUNICATION	1,355	930	1,200	616	1,200
ELEM 67	DUES & PUBLICATIONS					
2010-520.67-10	DUES	365	250	630	388	630
2010-520.67-20	PUBLICATIONS & BOOKS	0	0	350	105	350
*	DUES & PUBLICATIONS	365	250	980	493	980
ELEM 69	MISCELLANEOUS CHARGE					
2010-520.69-10	MISCELLANEOUS	0	0	300	0	300
*	MISCELLANEOUS CHARGE	0	0	300	0	300
**	PUBLIC SERVICES ADMIN	223,185	221,743	247,443	167,940	253,939

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 2013 ACTUAL	FY 2014 TARGET	FY 2014 ACTUAL	FY 2015 TARGET
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	56%	No survey	No survey	60%
	Percent of tickets issued without written complaint	99%	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	57%	No survey	No survey	60%
	Percent of permits issued to eligible residents (who submit required documentation) within 1 day of application	100%	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	68%	No survey	No survey	70%
	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 FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ESTIMATED FY 2015
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	5.00	4.00	4.00
Parking Enforcement Officer I	0.50	0.50	1.50	1.50
Office Specialist II	1.00	1.00	1.00	1.00
Fiscal Support Specialist II	0.70	0.70	0.30	0.30
Budget Total	**9.20**	**9.20**	**8.80**	**8.80**

OPERATING EXPENDITURES

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 2011
Element/Object		**Details**	**Total**
12	Travel & Training 12-11 Travel & Training	International Parking Institute (IPI) conference @ Las Vegas, 1 attendee @ $2,500 ....2,500 LGIT – coursework for Academy for Excellence in Local Governance, 1 attendee ....200 Local training seminars, 4 @ $125 500	3,200
30	Professional Services 30-40 Parking Tickets Hearing Officer	Estimated 4.3 hours per week @ $32/hour	7,200
	30-65 Interpreter Services	Interpreter for hearings, estimate 2 @ $158	316
36	Special Services 36-10 Printing	Parking tickets, parking permits, visitor permits ....18,000 Pay station receipt paper 7,000	25,000
	36-13 MVA Services	Motor Vehicle Administration MILES system @ $46/month	550
40	Repair & Maintenance 40-13 Tools & Equipment	Maintenance of parking meter housings, coin boxes and mechanisms, as needed	1,500
45	Maintenance Contract 45-13 Handheld Ticket Writers	Duncan Parking Technologies – maintenance on 6 X3 handheld ticket writers, 6-port charger and citation issuance	4,550
	45-14 Parking Pay Stations	Metric Parking – maintenance on 11 Aura pay stations	11,352
47	Clothing & Uniforms 47-10 Clothing & Uniforms	7 uniform rentals ....3,000 Safety shoes, 8 @ $170 ....1,360 Replacement of uniform items, as needed 1,800	6,160

PROGRAM NAME/NUMBER — Parking Enforcement/2011

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 2011
	Element/Object	Details	Total
60	Supplies 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) ..... 3,350 Replacement batteries for pay stations, 7 @ $80 each 560	4,910
61	Office Supplies 61-10 Office Supplies	Computer paper, stationary, general office supplies	1,200
62	Postage 62-10 Postage	Shipping charges, returning handheld ticket writers and meter mechanisms for repairs	1,000
66	Telephone & Communications 66-12 Cellular Phone	Monthly service @ $40, 1 phone	480
67	Dues & Publications 67-10 Dues	International Parking Institute (IPI), 1 primary @ $595, 1 associate @ $155 ..... 750 Maryland Association of Parking Administrators, 2 @ $50 100	850
	67-20 Publications & Books		150

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET	FY 2014 ACTUAL	FY 2015 BUDGET
343.20	Parking Meter Revenue	370,175	340,085	350,000	231,515	350,000
343.21	Garage Pay Station Revenue	86,442	78,962	75,000	58,759	75,000
343.25	Parking Permit Revenue	52,225	54,426	50,000	43,477	50,000
343.26	Garage Permit Revenue	46,822	46,753	50,000	40,180	47,000
343.40	MVA Registration Fees	(84)	322	500	18	300
343.50	MVA Non-Resident Permits	1,648	1,667	2,500	1,786	2,000
359.30	Vehicle Booting Fees	490	1,290	700	735	700
359.40	Parking Fines Revenue	729,665	857,974	750,000	701,215	850,000
	TOTAL	1,287,383	1,381,479	1,278,700	1,077,685	1,375,000

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 20	PUBLIC SERVICES					
DIV 11	PARKING ENFORCEMENT					
SUB 0	PUBLIC SERVICES					
ELEM 10	PAYROLL-WAGES					
2011-520.10-01	SALARY	77,161	80,364	84,237	60,087	86,289
2011-520.10-02	HOURLY	379,728	359,394	383,966	244,734	378,597
2011-520.10-03	OVERTIME	4,945	6,515	6,000	9,126	5,000
2011-520.10-10	NIGHT SHIFT DIFFERENTIAL	4,903	4,408	5,000	2,557	5,000
*	PAYROLL-WAGES	466,737	450,681	479,203	316,504	474,886
ELEM 11	FRINGE BENEFITS					
2011-520.11-10	FICA	33,957	33,788	35,633	23,662	35,419
2011-520.11-12	HEALTH INSURANCE	50,677	42,084	41,925	26,836	45,057
2011-520.11-13	DENTAL INSURANCE	2,730	2,684	2,222	1,447	2,222
2011-520.11-14	LIFE INSURANCE	1,224	1,429	1,466	964	1,473
2011-520.11-15	VISION INSURANCE	944	933	923	622	946
2011-520.11-17	457 CITY MATCH CONTRIBUTN	5,192	4,989	4,458	3,556	5,240
2011-520.11-18	401A RETIREMENT	29,685	29,448	30,175	19,311	0
2011-520.11-21	WORKERS COMPENSATION INS	15,042	13,365	13,643	8,863	9,497
2011-520.11-22	LONG TERM DISABILITY INS	1,587	1,582	1,608	1,077	1,600
2011-520.11-25	MSRP RETIREMENT	0	0	0	0	28,733
*	FRINGE BENEFITS	141,038	130,302	132,053	86,338	130,187
ELEM 12	TRAVEL & TRAINING					
2011-520.12-11	TRAVEL & TRAINING	3,496	2,682	3,000	1,359	3,200
*	TRAVEL & TRAINING	3,496	2,682	3,000	1,359	3,200
ELEM 20	OVERHEAD					
2011-520.20-10	INSURANCE	5,208	4,783	4,250	3,188	4,386
2011-520.20-11	AUTOMOTIVE	34,466	37,323	37,640	28,230	37,675
2011-520.20-12	POSTAGE	1,967	2,265	2,560	1,146	2,560
2011-520.20-13	UTILITIES	8,487	8,815	8,546	6,409	10,172
2011-520.20-14	TELEPHONE	1,368	1,642	1,804	1,353	1,804
2011-520.20-15	INFORMATION TECHNOLOGY	143,904	138,195	145,650	109,238	151,269
2011-520.20-16	BUILDING MAINTENANCE	5,254	5,870	6,224	4,668	6,318
2011-520.20-17	COPIER	1,155	1,531	3,168	1,118	3,058
*	OVERHEAD	201,809	200,424	209,842	155,350	217,242
ELEM 30	PROFESSIONAL SERVICES					
2011-520.30-40	PKG TKTS HEARING OFFICER	8,100	10,032	6,656	7,168	7,200
2011-520.30-65	INTERPRETER SERVICES	0	170	316	0	316
*	PROFESSIONAL SERVICES	8,100	10,202	6,972	7,168	7,516
ELEM 36	SPECIAL SERVICES					
2011-520.36-10	PRINTING	24,758	26,473	26,600	20,538	25,000
2011-520.36-13	MVA SERVICES	504	476	550	308	550
*	SPECIAL SERVICES	25,262	26,949	27,150	20,846	25,550
ELEM 40	REPAIR & MAINTENANCE					
2011-520.40-13	TOOLS & EQUIPMENT	1,829	2,215	1,500	225-	1,500
2011-520.40-16	PARKING PAY STATIONS	0	291	0	0	0
2011-520.40-22	MOBILE & PORTABLE RADIOS	1,280	0	0	0	0
*	REPAIR & MAINTENANCE	3,109	2,506	1,500	225-	1,500
ELEM 45	MAINTENANCE CONTRACT					
2011-520.45-13	HANDHELD TICKET WRITERS	0	5,100	4,550	0	4,550
2011-520.45-14	PARKING PAY STATIONS	0	11,352	11,352	11,352	11,352
*	MAINTENANCE CONTRACT	0	16,452	15,902	11,352	15,902
ELEM 47	CLOTHING & UNIFORMS					
2011-520.47-10	CLOTHING & UNIFORMS	2,599	5,692	6,040	2,422	6,160
*	CLOTHING & UNIFORMS	2,599	5,692	6,040	2,422	6,160
ELEM 60	SUPPLIES					
2011-520.60-10	GENERAL SUPPLIES	2,631	4,320	4,840	1,194	4,910
*	SUPPLIES	2,631	4,320	4,840	1,194	4,910

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 20	PUBLIC SERVICES					
DIV 11	PARKING ENFORCEMENT					
SUB 0	PUBLIC SERVICES					
ELEM 61	OFFICE SUPPLIES					
ELEM 61	OFFICE SUPPLIES					
2011-520.61-10	OFFICE SUPPLIES	838	371	1,200	275	1,200
*	OFFICE SUPPLIES	838	371	1,200	275	1,200
ELEM 62	POSTAGE					
2011-520.62-10	POSTAGE	206	945	720	452	1,000
*	POSTAGE	206	945	720	452	1,000
ELEM 66	TELEPHONE & COMMUNICATION					
2011-520.66-12	CELLULAR PHONE	359	508	480	421	480
*	TELEPHONE & COMMUNICATION	359	508	480	421	480
ELEM 67	DUES & PUBLICATIONS					
2011-520.67-10	DUES	630	630	850	630	850
2011-520.67-20	PUBLICATIONS & BOOKS	0	0	150	105	150
*	DUES & PUBLICATIONS	630	630	1,000	735	1,000
ELEM 69	MISCELLANEOUS CHARGE					
2011-520.69-10	MISCELLANEOUS	0	34	0	0	0
*	MISCELLANEOUS CHARGE	0	34	0	0	0
ELEM 98	COMPUTER HDWE & SOFTWARE					
2011-520.98-10	COMPUTER HARDWARE	0	0	9,993	10,914	0
*	COMPUTER HDWE & SOFTWARE	0	0	9,993	10,914	0
**	PARKING ENFORCEMENT	856,814	852,698	899,895	615,105	890,733

PROGRAM NAME/NUMBER — Code Enforcement/2012

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 2013 ACTUAL	FY 2014		FY 2015 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	54%	No survey	No survey	58%
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					
• Inspect rental properties annually	Percent of licensed rental properties inspected on schedule	99%	99%	99%	99%
• Inspect exterior of all properties bi-monthly	Percent of exterior inspections completed on schedule	99%	95%	95%	95%
• Inspect commercial properties annually	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 (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Code Enforcement Manager	1.00	1.00	1.00	1.00
Code Enforcement Officer III	3.00	2.00	2.00	3.00
Code Enforcement Officer II	1.00	2.00	2.00	1.00
Code Enforcement Officer I	2.00	2.00	3.00	3.00
Office Specialist III	0.20	0.20	0.60	0.60
Office Specialist II	1.00	1.00	1.00	1.00
Office Specialist I	1.00	1.00	1.00	0.88
Administrative Assistant	0.60	0.60	0.35	0.35
Budget Total	**9.80**	**9.80**	**10.95**	**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 @ Rosemont, IL, 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	Printing of new resident packets, inspection forms, licenses .....1,500 Permit forms, letterhead, envelopes 2,500	4,000
	36-36 Abatements	Estimated abatements (other than Public Works providing abatement services)	(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 @ $214/month	2,568

PROGRAM NAME/NUMBER — Code Enforcement/2012

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 2012
	Element/Object	Details	Total
60	Supplies		
	60-10 General Supplies	Smoke alarm giveaway program 600	
		Other supplies 100	700
	60-60 Safety Supplies		500
61	Office Supplies		
	61-10 Office Supplies	Computer paper, copier paper, office supplies	3,587
66	Telephone & Communications		
	66-12 Cellular Phone	Monthly service @ $40, 9 phones	4,320
67	Dues & Publications		
	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	Machinery & Equipment		
	92-40 Photographic Equipment	Camera equipment	900

CAPITAL OUTLAY: Photographic Equipment includes regular replacement of old camera equipment ($900), used by code enforcement officers to document violations.

RELATED REVENUES		FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET	FY 2014 ACTUAL	FY 2015 BUDGET
322.10	City Liquor Licenses	15,263	14,562	11,000	399	13,000
322.20	State Traders Licenses	30,609	28,799	30,000	2,626	30,000
323.10	City Building Permits	8,025	5,850	5,000	4,450	6,000
323.40	Occupancy Permits	776,003	677,324	766,886	629,351	792,329
359.50	Municipal Infractions	94,148	90,360	100,000	69,135	95,000
	TOTAL	924,048	816,895	912,886	705,961	936,329

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 20	PUBLIC SERVICES					
DIV 12	CODE ENFORCEMENT					
SUB 0	PUBLIC SERVICES					
ELEM 10	PAYROLL-WAGES					
2012-520.10-01	SALARY	85,533	88,311	92,455	66,716	95,116
2012-520.10-02	HOURLY	405,345	407,152	490,957	336,258	499,691
2012-520.10-03	OVERTIME	33,083	32,080	35,000	15,784	35,000
2012-520.10-10	NIGHT SHIFT DIFFERENTIAL	839	1,175	1,000	1,117	1,500
*	PAYROLL-WAGES	524,800	528,718	619,412	419,875	631,307
ELEM 11	FRINGE BENEFITS					
2012-520.11-10	FICA	38,812	38,807	45,641	30,255	46,047
2012-520.11-12	HEALTH INSURANCE	73,091	72,663	83,985	62,113	100,479
2012-520.11-13	DENTAL INSURANCE	4,962	5,037	5,136	3,385	4,986
2012-520.11-14	LIFE INSURANCE	1,287	1,471	1,856	1,030	1,481
2012-520.11-15	VISION INSURANCE	1,440	1,565	1,556	1,160	1,758
2012-520.11-17	457 CITY MATCH CONTRIBUTN	8,256	10,353	11,393	9,024	12,749
2012-520.11-18	401A RETIREMENT	32,190	32,727	37,814	23,524	0
2012-520.11-21	WORKERS COMPENSATION INS	15,431	13,600	15,784	10,360	11,208
2012-520.11-22	LONG TERM DISABILITY INS	1,649	1,721	2,002	1,250	1,843
2012-520.11-25	MSRP RETIREMENT	0	0	0	0	36,749
*	FRINGE BENEFITS	177,118	177,944	205,167	142,101	217,300
ELEM 12	TRAVEL & TRAINING					
2012-520.12-11	TRAVEL & TRAINING	5,750	10,974	10,150	3,326	10,150
*	TRAVEL & TRAINING	5,750	10,974	10,150	3,326	10,150
ELEM 20	OVERHEAD					
2012-520.20-10	INSURANCE	5,208	4,783	4,250	3,188	4,386
2012-520.20-11	AUTOMOTIVE	41,359	44,787	45,169	33,876	45,210
2012-520.20-12	POSTAGE	11,444	11,919	12,800	7,042	12,800
2012-520.20-15	INFORMATION TECHNOLOGY	97,854	93,973	99,042	74,282	102,863
2012-520.20-17	COPIER	4	10	288	30	278
*	OVERHEAD	155,869	155,472	161,549	118,418	165,537
ELEM 30	PROFESSIONAL SERVICES					
2012-520.30-13	ADMINISTRATIVE	0	0	300	0	300
*	PROFESSIONAL SERVICES	0	0	300	0	300
ELEM 36	SPECIAL SERVICES					
2012-520.36-10	PRINTING	5,815	5,012	4,000	3,060	4,000
*	SPECIAL SERVICES	5,815	5,012	4,000	3,060	4,000
ELEM 40	REPAIR & MAINTENANCE					
2012-520.40-13	TOOLS & EQUIPMENT	0	900	900	0	900
*	REPAIR & MAINTENANCE	0	900	900	0	900
ELEM 47	CLOTHING & UNIFORMS					
2012-520.47-10	CLOTHING & UNIFORMS	2,666	4,049	6,068	2,467	5,530
*	CLOTHING & UNIFORMS	2,666	4,049	6,068	2,467	5,530
ELEM 48	RENTAL					
2012-520.48-60	BUILDINGS	2,068	2,403	2,388	1,926	2,568
*	RENTAL	2,068	2,403	2,388	1,926	2,568
ELEM 60	SUPPLIES					
2012-520.60-10	GENERAL SUPPLIES	381	311	700	106	700
2012-520.60-60	SAFETY SUPPLIES	546	446	500	161	500
*	SUPPLIES	927	757	1,200	267	1,200
ELEM 61	OFFICE SUPPLIES					
2012-520.61-10	OFFICE SUPPLIES	2,250	2,550	3,587	1,769	3,587
*	OFFICE SUPPLIES	2,250	2,550	3,587	1,769	3,587
ELEM 66	TELEPHONE & COMMUNICATION					
2012-520.66-10	TELEPHONE	367	0	0	0	0
2012-520.66-12	CELLULAR PHONE	2,803	2,473	3,360	1,893	4,320

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 20	PUBLIC SERVICES					
DIV 12	CODE ENFORCEMENT					
SUB 0	PUBLIC SERVICES					
ELEM 66	TELEPHONE & COMMUNICATION					
*	TELEPHONE & COMMUNICATION	3,170	2,473	3,360	1,893	4,320
ELEM 67	DUES & PUBLICATIONS					
2012-520.67-10	DUES	750	700	725	425	725
2012-520.67-20	PUBLICATIONS & BOOKS	524	114	775	53	775
*	DUES & PUBLICATIONS	1,274	814	1,500	478	1,500
ELEM 69	MISCELLANEOUS CHARGE					
2012-520.69-10	MISCELLANEOUS	163	60	0	82	0
*	MISCELLANEOUS CHARGE	163	60	0	82	0
ELEM 92	MACHINERY & EQUIPMENT					
2012-520.92-40	PHOTOGRAPHIC EQUIPMENT	0	0	900	0	900
*	MACHINERY & EQUIPMENT	0	0	900	0	900
ELEM 98	COMPUTER HDWE & SOFTWARE					
2012-520.98-10	COMPUTER HARDWARE	0	17,520	0	0	0
*	COMPUTER HDWE & SOFTWARE	0	17,520	0	0	0
**	CODE ENFORCEMENT	881,870	909,646	1,020,481	695,662	1,049,099

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 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. Reduce problems with stray or nuisance animals by enforcing animal control ordinances	Percent of residents rating animal control services as good or better	61%	No survey	No survey	65%
• License all dogs and cats to aid in the prevention of rabies	Number of County animal licenses issued to residents in zip code 20740, according to County animal management	549	550	TBD	550
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 (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Animal Control Officer II	0.00	0.00	1.00	1.00
Animal Control Officer I	1.00	1.00	0.00	0.00
Administrative Assistant	0.00	0.00	0.05	0.05
Budget Total	**1.00**	**1.00**	**1.05**	**1.05**

OPERATING EXPENDITURES

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 2013
	Element/Object	**Details**	**Total**
12	Travel & Training 12-11 Travel & Training	Humane Society annual conference on animal control and welfare @ Las Vegas ..... 1,800 PAWS conference (local) 200	2,000
30	Professional Services 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	Contractual Services 34-69 Rat Control	Integrated pest management plan to abate rats on public property	10,000
36	Special Services 36-10 Printing	Public education materials	250
	36-23 Animal Control Cost Recovery	Animal adoption fees, microchip placement	(5,000)
40	Repair & Maintenance 40-11 Buildings & Grounds	Maintenance of animal shelter ..... 650 Repairs to animal shelter 650	1,300
42	Cleaning Service 42-10 Building	Sanitizing of animal shelter @ Public Works facility, as needed, for infectious disease control	200
47	Clothing & Uniforms 47-10 Clothing & Uniforms	Replacement of uniform items, as needed ..... 500 Safety shoes, 1 @ $170 ..... 170 Personal protective equipment 75	820
60	Supplies 60-10 General Supplies	Traps, flashlight/camera batteries, capture equipment ..... 600 Animal food ..... 400 Supplies for shelter and vehicle 1,300	2,300

PROGRAM NAME/NUMBER — Animal Control/2013

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 2013
	Element/Object	Details	Total
61	Office Supplies 61-10 Office Supplies		150
66	Telephone & Communications 66-12 Cellular Phone	Monthly service @ $40, 1 phone	480
67	Dues & Publications 67-10 Dues	MWCOG Animal Services Committee ..... 100 Humane Society, PAWS 100	200
	67-20 Publications	Reference books	100

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET	FY 2014 ACTUAL	FY 2015 BUDGET
2013-3623	Animal Control Adoption Fees	2,455	4,255	1,500	4,194	5,000
341.30	Animal Control Impound Fees	125	190	100	100	100
341.31	Animal Control Boarding Fees	30	0	100	70	100
359.20	Animal Fines	0	300	200	0	200
366.50	Animal License Commission	1,331	1,488	1,500	1,019	1,500
	TOTAL	3,941	6,233	3,400	5,383	6,900

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 20	PUBLIC SERVICES					
DIV 13	ANIMAL CONTROL					
SUB 0	PUBLIC SERVICES					
ELEM 10	PAYROLL-WAGES					
2013-520.10-02	HOURLY	34,646	39,647	43,733	31,755	47,044
2013-520.10-03	OVERTIME	1,358	3,133	3,000	1,916	3,000
2013-520.10-10	NIGHT SHIFT DIFFERENTIAL	0	0	100	0	100
*	PAYROLL-WAGES	36,004	42,780	46,833	33,671	50,144
ELEM 11	FRINGE BENEFITS					
2013-520.11-10	FICA	2,660	3,135	3,429	2,458	3,665
2013-520.11-12	HEALTH INSURANCE	4,310	6,151	6,194	5,161	7,013
2013-520.11-13	DENTAL INSURANCE	266	252	328	210	306
2013-520.11-14	LIFE INSURANCE	113	117	183	115	175
2013-520.11-15	VISION INSURANCE	93	99	115	85	112
2013-520.11-17	457 CITY MATCH CONTRIBUTN	520	369	547	375	547
2013-520.11-18	401A RETIREMENT	2,342	1,797	3,045	2,084	0
2013-520.11-21	WORKERS COMPENSATION INS	1,332	1,394	1,356	981	1,029
2013-520.11-22	LONG TERM DISABILITY INS	128	103	170	108	182
2013-520.11-25	MSRP RETIREMENT	0	0	0	0	2,905
*	FRINGE BENEFITS	11,764	13,417	15,367	11,577	15,934
ELEM 12	TRAVEL & TRAINING					
2013-520.12-11	TRAVEL & TRAINING	1,796	0	2,000	300	2,000
*	TRAVEL & TRAINING	1,796	0	2,000	300	2,000
ELEM 20	OVERHEAD					
2013-520.20-10	INSURANCE	1,736	1,594	1,417	1,063	1,462
2013-520.20-11	AUTOMOTIVE	13,786	14,929	15,056	11,292	15,070
2013-520.20-12	POSTAGE	212	275	320	45	320
2013-520.20-17	COPIER	22	45	288	22	278
*	OVERHEAD	15,756	16,843	17,081	12,422	17,130
ELEM 30	PROFESSIONAL SERVICES					
2013-520.30-30	VETERINARY SERVICES	5,131	3,062	3,000	3,890	3,000
*	PROFESSIONAL SERVICES	5,131	3,062	3,000	3,890	3,000
ELEM 34	CONTRACTUAL SERVICES					
2013-520.34-69	RAT CONTROL	14,250	14,610	10,000	7,360	10,000
*	CONTRACTUAL SERVICES	14,250	14,610	10,000	7,360	10,000
ELEM 36	SPECIAL SERVICES					
2013-520.36-10	PRINTING	367	120	250	154	250
2013-520.36-23	ANIMAL CTRL COST RECOVERY	2,455-	4,255-	1,500-	4,194-	5,000-
*	SPECIAL SERVICES	2,088-	4,135-	1,250-	4,040-	4,750-
ELEM 40	REPAIR & MAINTENANCE					
2013-520.40-11	BUILDINGS & GROUNDS	79	8,525	1,300	0	1,300
*	REPAIR & MAINTENANCE	79	8,525	1,300	0	1,300
ELEM 42	CLEANING SERVICE					
2013-520.42-10	BUILDING	0	0	200	0	200
*	CLEANING SERVICE	0	0	200	0	200
ELEM 47	CLOTHING & UNIFORMS					
2013-520.47-10	CLOTHING & UNIFORMS	360	756	820	135	820
*	CLOTHING & UNIFORMS	360	756	820	135	820
ELEM 60	SUPPLIES					
2013-520.60-10	GENERAL SUPPLIES	969	2,086	2,300	2,045	2,300
*	SUPPLIES	969	2,086	2,300	2,045	2,300
ELEM 61	OFFICE SUPPLIES					
2013-520.61-10	OFFICE SUPPLIES	58	37	150	24	150
*	OFFICE SUPPLIES	58	37	150	24	150
ELEM 66	TELEPHONE & COMMUNICATION					

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 20	PUBLIC SERVICES					
DIV 13	ANIMAL CONTROL					
SUB 0	PUBLIC SERVICES					
ELEM 66	TELEPHONE & COMMUNICATION					
2013-520.66-12	CELLULAR PHONE	363	322	480	213	480
*	TELEPHONE & COMMUNICATION	363	322	480	213	480
ELEM 67	DUES & PUBLICATIONS					
2013-520.67-10	DUES	0	50	200	50	200
2013-520.67-20	PUBLICATIONS & BOOKS	0	107	100	0	100
*	DUES & PUBLICATIONS	0	157	300	50	300
ELEM 69	MISCELLANEOUS CHARGE					
2013-520.69-10	MISCELLANEOUS	193	98	0	0	0
*	MISCELLANEOUS CHARGE	193	98	0	0	0
**	ANIMAL CONTROL	84,635	98,558	98,581	67,647	99,008

PROGRAM NAME/NUMBER — Recreation/2014

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, 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 2013 ACTUAL	FY 2014		FY 2015 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		35,000
	July 4th Fireworks			25,000	
	Bunny Brunch			200	
	Maryland Day - City tent			3,750	
	Santa Breakfast			300	
	Blues Festival			500	
	College Park Cares 5K Race			200	
	College Park Day			500	
	Senior events			75	
	National Night Out			400	
	Earth Day			130	
	Bowling			75	
	Martin Luther King Jr. Day			300	
	Total			31,430	

* 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 (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Administrative Assistant	0.00	0.10	0.15	0.15
Office Specialist III	0.10	0.00	0.05	0.05
Budget Total	**0.10**	**0.10**	**0.20**	**0.20**

OPERATING EXPENDITURES: College Park Day has been moved to Admin-Public Relations for FY 2015.

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 2014
	Element/Object	**Details**	**Total**
30	Professional Services 30-13 Administrative	Event staff ..... 1,900 Clerical support, 12 Recreation Board meetings @ $50 600	2,500
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, portajohn 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 Towers ..... 500 Spellman House 500	1,000
	38-99 Other	Fall events ..... 750 Winter events ..... 1,000 Spring events ..... 1,000 Neighborhood programs ..... 800 ASCAP performance license, annual fee ..... 330 BMI performance license, annual fee ..... 330 Maryland Day, participation costs (including rental of tables, chairs and City tent) 1,000	5,210
60	Supplies 60-10 General Supplies	Banners, flyers, etc. ..... 500 Maryland Day supplies 500	1,000
61	Office Supplies 61-10 Office Supplies		200

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 20	PUBLIC SERVICES					
DIV 14	RECREATION					
SUB 0	PUBLIC SERVICES					
ELEM 10	PAYROLL-WAGES					
2014-520.10-01	SALARY	789	0	0	0	0
2014-520.10-02	HOURLY	5,420	7,185	11,332	7,727	11,788
2014-520.10-03	OVERTIME	1,930	2,338	2,000	2,830	3,500
2014-520.10-08	SATURDAY SHIFT DIFFERENTL	9	0	0	0	0
2014-520.10-10	NIGHT SHIFT DIFFERENTIAL	3	0	0	0	0
*	PAYROLL-WAGES	8,151	9,523	13,332	10,557	15,288
ELEM 11	FRINGE BENEFITS					
2014-520.11-10	FICA	583	675	944	730	1,086
2014-520.11-12	HEALTH INSURANCE	1,416	1,799	2,712	2,685	2,901
2014-520.11-13	DENTAL INSURANCE	101	100	160	94	92
2014-520.11-14	LIFE INSURANCE	16	23	58	40	35
2014-520.11-15	VISION INSURANCE	27	33	51	36	34
2014-520.11-17	457 CITY MATCH CONTRIBUTN	68	77	78	107	104
2014-520.11-18	401A RETIREMENT	501	608	867	733	0
2014-520.11-21	WORKERS COMPENSATION INS	64	22	26	17	73
2014-520.11-22	LONG TERM DISABILITY INS	21	30	44	49	46
2014-520.11-25	MSRP RETIREMENT	0	0	0	0	729
*	FRINGE BENEFITS	2,797	3,367	4,940	4,491	5,100
ELEM 30	PROFESSIONAL SERVICES					
2014-520.30-13	ADMINISTRATIVE	1,000	859	2,500	405	2,500
*	PROFESSIONAL SERVICES	1,000	859	2,500	405	2,500
ELEM 36	SPECIAL SERVICES					
2014-520.36-10	PRINTING	0	90	1,020	40	1,020
*	SPECIAL SERVICES	0	90	1,020	40	1,020
ELEM 38	SPECIAL EVENTS					
2014-520.38-10	FIREWORKS	29,244	27,716	33,000	10,150	33,000
2014-520.38-42	FALL FESTIVAL	5,081	6,228	6,000	5,424	6,000
2014-520.38-56	SENIOR EVENTS	1,427	1,380	1,000	373	1,000
2014-520.38-60	COLLEGE PARK DAY	14,203	16,068	17,000	16,453	0
2014-520.38-99	OTHER	6,097	7,619	5,210	3,373	5,210
*	SPECIAL EVENTS	56,052	59,011	62,210	35,773	45,210
ELEM 60	SUPPLIES					
2014-520.60-10	GENERAL SUPPLIES	148	49	1,000	0	1,000
*	SUPPLIES	148	49	1,000	0	1,000
ELEM 61	OFFICE SUPPLIES					
2014-520.61-10	OFFICE SUPPLIES	22	95	200	0	200
*	OFFICE SUPPLIES	22	95	200	0	200
**	RECREATION	68,170	72,994	85,202	51,266	70,318

PROGRAM NAME/NUMBER — Rent Stabilization/2016

DESCRIPTION: Staff assigned to this program manage and implement the Rent Stabilization ordinance. This program regulates residential rent increases in order to stabilize rents; protect tenants from unwarranted rent increases; maintain diversity in the community; preserve public peace, health, safety and welfare; and advance the housing policies of the City. Enforcement of the Rent Stabilization ordinance was resumed in FY 2011 following a decision by the Maryland Court of Special Appeals, supporting the ordinance. Enforcement was suspended by City Council action in FY 2013. The City Council will decide in the fourth quarter of FY 2014 whether to resume enforcement of this ordinance or allow it to expire.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
Ensure compliance with Rent Stabilization ordinance	Percentage of regulated properties that comply with required reporting (registered and paid annual fee)	0%	0%	0%	0%

PROGRAM NAME/NUMBER — Rent Stabilization/2016

PERSONNEL EXPENDITURES: No personnel expenditures are budgeted for FY 2015.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ESTIMATED FY 2015
Administrative Assistant	0.00	0.00	0.00	0.00
Office Specialist III	0.50	0.50	0.00	0.00
Office Specialist I	0.25	0.25	0.00	0.00
Budget Total	**0.75**	**0.75**	**0.00**	**0.00**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 2016
Element/Object		**Details**	**Total**
20	Overhead 20-12 Postage	Estimated postage meter usage	0
30	Professional Services 30-13 Administrative	Clerical support for meetings @ $150/meeting	0
32	Legal Services 32-19 Rent Stabilization	Legal fees, rent stabilization	0
36	Special Services 36-10 Printing		0
60	Supplies 60-10 General Supplies 60-11 Meeting Refreshments		0 0
61	Office Supplies 61-10 Office Supplies		0

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET	FY 2014 ACTUAL	FY 2015 BUDGET
323.36	Rent Stabilization Fees	1,590	1,080	0	0	0
	TOTAL	1,590	1,080	0	0	0

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 20	PUBLIC SERVICES					
DIV 16	RENT STABILIZATION					
SUB 0	PUBLIC SERVICES					
ELEM 10	PAYROLL-WAGES					
2016-520.10-02	HOURLY	15,037	18,828	0	0	0
2016-520.10-03	OVERTIME	2,537	1,373	0	0	0
2016-520.10-06	STIPEND	1,860	360	0	0	0
*	PAYROLL-WAGES	19,434	20,561	0	0	0
ELEM 11	FRINGE BENEFITS					
2016-520.11-10	FICA	1,422	1,519	0	0	0
2016-520.11-12	HEALTH INSURANCE	2,057	2,428	0	0	0
2016-520.11-13	DENTAL INSURANCE	75	91	0	0	0
2016-520.11-14	LIFE INSURANCE	51	79	0	0	0
2016-520.11-15	VISION INSURANCE	38	48	0	0	0
2016-520.11-17	457 CITY MATCH CONTRIBUTN	0	69	0	0	0
2016-520.11-18	401A RETIREMENT	881	1,313	0	0	0
2016-520.11-21	WORKERS COMPENSATION INS	32	36	0	0	0
2016-520.11-22	LONG TERM DISABILITY INS	60	72	0	0	0
*	FRINGE BENEFITS	4,616	5,655	0	0	0
ELEM 20	OVERHEAD					
2016-520.20-12	POSTAGE	7,716	429	0	0	0
2016-520.20-17	COPIER	16	28	0	0	0
*	OVERHEAD	7,732	457	0	0	0
ELEM 30	PROFESSIONAL SERVICES					
2016-520.30-13	ADMINISTRATIVE	321	0	0	0	0
2016-520.30-15	CONSULTING	11,376	0	0	0	0
*	PROFESSIONAL SERVICES	11,697	0	0	0	0
ELEM 32	LEGAL SERVICES					
2016-520.32-19	LEGAL-RENT STABILIZATION	21,466	3,564	0	0	0
*	LEGAL SERVICES	21,466	3,564	0	0	0
ELEM 36	SPECIAL SERVICES					
2016-520.36-10	PRINTING	1,672	0	0	0	0
*	SPECIAL SERVICES	1,672	0	0	0	0
ELEM 60	SUPPLIES					
2016-520.60-10	GENERAL SUPPLIES	44	0	0	0	0
*	SUPPLIES	44	0	0	0	0
ELEM 61	OFFICE SUPPLIES					
2016-520.61-10	OFFICE SUPPLIES	743	36	0	0	0
*	OFFICE SUPPLIES	743	36	0	0	0
**	RENT STABILIZATION	67,404	30,273	0	0	0

PROGRAM NAME/NUMBER — Public Safety/2020

DESCRIPTION: The Public Safety program utilizes available public safety 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 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 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. Support continued participation in the Citizens Corps Council programs	Number of active volunteers	5	5	1	5
2. Support strategic plan goal of improving neighborhood watch activities	Number of active neighborhoods participating	7	8	7	8

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 (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Administrative Assistant	0.10	0.10	0.25	0.25
Office Specialist III	0.20	0.20	0.30	0.30
Public Safety Officer	0.50	0.50	0.50	0.00
Office Specialist I	0.00	0.00	0.10	0.00
Budget Total	**0.80**	**0.80**	**1.15**	**0.65**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 2020
	Element/Object	**Details**	**Total**
12	Travel & Training 12-11 Travel & Training	Public safety training	500
30	Professional Services 30-13 Administrative		100
36	Special Services 36-10 Printing	Flyers and other materials	500
	36-34 Neighborhood Watch	Supplies, training, assistance for Neighborhood Watch program	3,000
38	Special Events 38-57 Police Community Relations	City participation expenditures	800
	38-62 National Night Out	City participation expenditures	500
60	Supplies 60-10 General Supplies		600
	60-11 Meeting Refreshments		500
	60-60 Safety Supplies	Replenishment of supplies, homeland security trailer	500
66	Telephone & Communications 66-12 Cellular Phone	UM OIT and cellular phone charges, 11 PERT ("blue light") public safety telephones	5,200
92	Machinery & Equipment 92-53 Crosswalk Signals	Purchase and installation of 1 pair (both directions) of rectangular rapid flash beacons (RRFB) at Rhode Island Avenue and Hollywood Road	25,000

CAPITAL OUTLAY: Machinery & Equipment includes one pair (both directions) of rectangular rapid flash beacons (RRFB) at Rhode Island Avenue and Hollywood Road ($25,000).

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 20	PUBLIC SERVICES					
DIV 20	PUBLIC SAFETY					
SUB 0	PUBLIC SERVICES					
ELEM 10	PAYROLL-WAGES					
2020-520.10-02	HOURLY	37,972	40,261	59,090	39,173	28,909
2020-520.10-03	OVERTIME	2,778	2,068	2,500	2,292	3,000
*	PAYROLL-WAGES	40,750	42,329	61,590	41,465	31,909
ELEM 11	FRINGE BENEFITS					
2020-520.11-10	FICA	3,037	3,163	4,543	3,059	2,272
2020-520.11-12	HEALTH INSURANCE	2,762	2,381	5,766	3,957	6,213
2020-520.11-13	DENTAL INSURANCE	151	124	308	122	194
2020-520.11-14	LIFE INSURANCE	48	49	133	51	94
2020-520.11-15	VISION INSURANCE	93	197	258	160	79
2020-520.11-17	457 CITY MATCH CONTRIBUTN	58	80	130	200	287
2020-520.11-18	401A RETIREMENT	840	2,303	3,811	2,695	0
2020-520.11-21	WORKERS COMPENSATION INS	877	936	961	669	53
2020-520.11-22	LONG TERM DISABILITY INS	62	52	108	61	112
2020-520.11-25	MSRP RETIREMENT	0	0	0	0	1,786
*	FRINGE BENEFITS	7,928	9,285	16,018	10,974	11,090
ELEM 12	TRAVEL & TRAINING					
2020-520.12-11	TRAVEL & TRAINING	429	285	500	344	500
*	TRAVEL & TRAINING	429	285	500	344	500
ELEM 20	OVERHEAD					
2020-520.20-12	POSTAGE	0	0	320	0	320
2020-520.20-17	COPIER	0	0	288	0	278
*	OVERHEAD	0	0	608	0	598
ELEM 30	PROFESSIONAL SERVICES					
2020-520.30-13	ADMINISTRATIVE	260	146	100	0	100
*	PROFESSIONAL SERVICES	260	146	100	0	100
ELEM 34	CONTRACTUAL SERVICES					
2020-520.34-33	CCTV MONITORING	0	13,486	0	0	0
*	CONTRACTUAL SERVICES	0	13,486	0	0	0
ELEM 36	SPECIAL SERVICES					
2020-520.36-10	PRINTING	1,107	76	500	599	500
2020-520.36-34	NEIGHBORHOOD WATCH	3,053	1,642	5,000	218	3,000
*	SPECIAL SERVICES	4,160	1,718	5,500	817	3,500
ELEM 38	SPECIAL EVENTS					
2020-520.38-57	POLICE COMM RELATIONS	0	346	800	500	800
2020-520.38-62	NATIONAL NIGHT OUT	823	602	500	242	500
*	SPECIAL EVENTS	823	948	1,300	742	1,300
ELEM 47	CLOTHING & UNIFORMS					
2020-520.47-10	CLOTHING & UNIFORMS	898	0	320	0	0
*	CLOTHING & UNIFORMS	898	0	320	0	0
ELEM 60	SUPPLIES					
2020-520.60-10	GENERAL SUPPLIES	782	407	600	29	600
2020-520.60-11	MEETING REFRESHMENTS	209	245	500	39	500
2020-520.60-60	SAFETY SUPPLIES	1,494	0	500	1,389	500
*	SUPPLIES	2,485	652	1,600	1,457	1,600
ELEM 61	OFFICE SUPPLIES					
2020-520.61-10	OFFICE SUPPLIES	235	89	0	42	0
*	OFFICE SUPPLIES	235	89	0	42	0
ELEM 66	TELEPHONE & COMMUNICATION					
2020-520.66-12	CELLULAR PHONE	1,279	665	6,520	2,954	5,200
*	TELEPHONE & COMMUNICATION	1,279	665	6,520	2,954	5,200
ELEM 67	DUES & PUBLICATIONS					

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 20	PUBLIC SERVICES					
DIV 20	PUBLIC SAFETY					
SUB 0	PUBLIC SERVICES					
ELEM 67	DUES & PUBLICATIONS					
2020-520.67-10	DUES	1,300	0	1,300	0	0
*	DUES & PUBLICATIONS	1,300	0	1,300	0	0
ELEM 92	MACHINERY & EQUIPMENT					
2020-520.92-20	EQUIPMENT	0	24,500	0	0	0
2020-520.92-52	SECURITY CAMERAS	0	135,305	0	0	0
2020-520.92-53	CROSSWALK SIGNALS	0	34,071	0	0	25,000
*	MACHINERY & EQUIPMENT	0	193,876	0	0	25,000
ELEM 96	STREET IMPROVEMENT					
2020-520.96-50	GUARDRAIL	0	140,000	0	0	0
*	STREET IMPROVEMENT	0	140,000	0	0	0
**	PUBLIC SAFETY	60,547	403,479	95,356	58,795	80,797

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
- Metzerott 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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2013 ACTUAL	FY 2014		FY 2015 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 (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Police Officer-Supervisor	0.04	0.04	0.04	0.04
Police Officer	0.68	0.30	0.30	0.30
Budget Total	**0.72**	**0.34**	**0.34**	**0.34**

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	19,520
30	Professional Services 30-15 Consulting	The Traffic Group, Inc. – annual ASE program evaluation for State Highway Administration (SHA)	5,000
36	Special Services 36-10 Printing	Activity forms	2,000

Capital Outlay: None

RELATED REVENUES		FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET	FY 2014 ACTUAL	FY 2015 BUDGET
359.70	Speed Enforcement Camera Revenue	2,000,593	1,661,214	1,500,000	1,243,832	1,600,000
359.70	Optotraffic-Processing Charges	(780,231)	(647,874)	(585,000)	(485,094)	(624,000)
359.70	Optotraffic-Engineering Study	(0)	(0)	(0)	(0)	(0)
359.70	State Repayment-Excess over 10% of General Fund Revenues	(0)	(0)	(0)	(0)	(0)
	TOTAL	1,220,362	1,013,340	915,000	758,738	976,000

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 20	PUBLIC SERVICES					
DIV 25	SPEED ENFORCEMENT					
SUB 0	PUBLIC SERVICES					
ELEM 10	PAYROLL-WAGES					
2025-520.10-02	HOURLY	20,525	16,594	30,814	14,316	30,883
*	PAYROLL-WAGES	20,525	16,594	30,814	14,316	30,883
ELEM 11	FRINGE BENEFITS					
2025-520.11-10	FICA	1,570	1,269	2,357	1,095	2,363
2025-520.11-21	WORKERS COMPENSATION INS	978	916	1,876	872	1,577
*	FRINGE BENEFITS	2,548	2,185	4,233	1,967	3,940
ELEM 20	OVERHEAD					
2025-520.20-25	ADMINISTRATIVE	26,320	33,224	18,300	13,725	19,520
*	OVERHEAD	26,320	33,224	18,300	13,725	19,520
ELEM 30	PROFESSIONAL SERVICES					
2025-520.30-15	CONSULTING	0	4,500	5,000	0	5,000
*	PROFESSIONAL SERVICES	0	4,500	5,000	0	5,000
ELEM 32	LEGAL SERVICES					
2025-520.32-10	CITY ATTORNEY	525	0	0	434	0
*	LEGAL SERVICES	525	0	0	434	0
ELEM 36	SPECIAL SERVICES					
2025-520.36-10	PRINTING	63	1,245	2,000	505	2,000
*	SPECIAL SERVICES	63	1,245	2,000	505	2,000
ELEM 60	SUPPLIES					
2025-520.60-11	MEETING REFRESHMENTS	0	0	0	45	0
*	SUPPLIES	0	0	0	45	0
ELEM 98	COMPUTER HDWE & SOFTWARE					
2025-520.98-10	COMPUTER HARDWARE	500	0	0	0	0
*	COMPUTER HDWE & SOFTWARE	500	0	0	0	0
**	SPEED ENFORCEMENT	50,481	57,748	60,347	30,992	61,343

PROGRAM NAME/NUMBER — Contract Police/2030

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 3 full-time police officers at a current annual budget of $400,000. 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 for FY 2013 & 2014. Including the County contract and the part-time police officers, the FY 2015 budget provides a total of $1,150,000 for 10.45 FTE's (418 hours per week on average) of supplemental City-wide policing.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2013 ACTUAL	FY2014		FY2015 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	76%	No survey	No survey	80%
	Percent of residents who feel safe in commercial areas	69%	No survey	No survey	80%
2. Increase resident awareness of the contract police program	Percent of residents with a good or better understanding of the contract police program	54%	No survey	No survey	55%

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 FTE's 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 (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Police Officer-Supervisor	0.25	0.25	0.25	0.25
Police Officer	5.97	7.20	7.20	7.20
Budget Total	**6.22**	**7.45**	**7.45**	**7.45**

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, providing an FY 2015 total of 10.45 police officer FTE's 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	Travel & Training 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	Contractual Services 34-34 Police Services Contract	Contract with Prince George's County for 3 full-time police officers, including wages, fringe benefits, vehicle, uniforms, liability insurance; billed semi-annually	400,000
36	Special Services 36-10 Printing	Activity forms	2,000
40	Repair & Maintenance 40-13 Tools & Equipment	Calibration/certification of radar units	250
	40-21 Bicycle Equipment	Periodic bicycle maintenance ..... 500 Repairs not covered by maintenance contract 1,000	1,500
47	Clothing & Uniforms 47-10 Clothing & Uniforms	Bicycle clothing	400
50	Insurance 50-10 Liability Insurance	Liability insurance for part-time contract police officers (on City payroll)	12,108
60	Supplies 60-10 General Supplies	Cruiser signs, other supplies	1,000

61	Office Supplies 61-10 Office Supplies		500

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET	FY 2014 ACTUAL	FY 2015 BUDGET
332.20	State Aid for Police Protection	73,840	73,840	116,550	58,275	116,550
	TOTAL	73,840	73,840	116,550	58,275	116,550

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 20	PUBLIC SERVICES					
DIV 30	CONTRACT POLICE					
SUB 0	PUBLIC SERVICES					
ELEM 10	PAYROLL-WAGES					
2030-520.10-02	HOURLY	532,840	617,012	665,165	475,145	666,803
2030-520.10-03	OVERTIME	1,643	1,613	1,500	38	1,000
*	PAYROLL-WAGES	534,483	618,625	666,665	475,183	667,803
ELEM 11	FRINGE BENEFITS					
2030-520.11-10	FICA	40,889	47,326	49,702	36,352	51,087
2030-520.11-12	HEALTH INSURANCE	26	6	0	0	0
2030-520.11-13	DENTAL INSURANCE	1	0	0	0	0
2030-520.11-15	VISION INSURANCE	1	0	0	0	0
2030-520.11-18	401A RETIREMENT	15	3	0	0	0
2030-520.11-21	WORKERS COMPENSATION INS	25,598	34,157	40,570	28,942	34,088
*	FRINGE BENEFITS	66,530	81,492	90,272	65,294	85,175
ELEM 12	TRAVEL & TRAINING					
2030-520.12-10	NON TRAINING TRAVEL	25,000	29,300	25,000	15,665	25,000
*	TRAVEL & TRAINING	25,000	29,300	25,000	15,665	25,000
ELEM 34	CONTRACTUAL SERVICES					
2030-520.34-34	POLICE SERVICES CONTRACT	400,000	374,602	400,000	0	400,000
*	CONTRACTUAL SERVICES	400,000	374,602	400,000	0	400,000
ELEM 36	SPECIAL SERVICES					
2030-520.36-10	PRINTING	1,212	1,979	2,000	505	2,000
*	SPECIAL SERVICES	1,212	1,979	2,000	505	2,000
ELEM 40	REPAIR & MAINTENANCE					
2030-520.40-11	BUILDINGS & GROUNDS	535	0	0	0	0
2030-520.40-13	TOOLS & EQUIPMENT	0	0	250	0	250
2030-520.40-21	BICYCLE EQUIPMENT	0	1,195	1,500	670	1,500
*	REPAIR & MAINTENANCE	535	1,195	1,750	670	1,750
ELEM 45	MAINTENANCE CONTRACT					
2030-520.45-22	SECURITY ALARM MONITORING	300	0	0	0	0
*	MAINTENANCE CONTRACT	300	0	0	0	0
ELEM 47	CLOTHING & UNIFORMS					
2030-520.47-10	CLOTHING & UNIFORMS	0	0	400	0	400
*	CLOTHING & UNIFORMS	0	0	400	0	400
ELEM 50	INSURANCE					
2030-520.50-10	LIABILITY INSURANCE	667	7,645	10,850	11,009	12,108
*	INSURANCE	667	7,645	10,850	11,009	12,108
ELEM 60	SUPPLIES					
2030-520.60-10	GENERAL SUPPLIES	463	39	1,000	2,443	1,000
*	SUPPLIES	463	39	1,000	2,443	1,000
ELEM 61	OFFICE SUPPLIES					
2030-520.61-10	OFFICE SUPPLIES	301	6	500	44	500
*	OFFICE SUPPLIES	301	6	500	44	500
**	CONTRACT POLICE	1,029,491	1,114,883	1,198,437	570,813	1,195,736
***	PUBLIC SERVICES	3,322,597	3,762,022	3,705,742	2,258,220	3,700,973

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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 2013 ACTUAL	FY 2014		FY 2015 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 profess-sional development each year	100%	100%	100%	100%

PROGRAM NAME/NUMBER — Planning Administration/3010

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ESTIMATED FY 2015
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	Travel & Training 12-10 Non-Training Travel	Staff mileage reimbursement	700
	12-11 Travel & Training	American Planning Association national conference @ Seattle, 1 @ $2,100 ..... 2,100 Congress for the New Urbanism annual conference, 1 @ $2,100 ..... 2,100 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	Special Services 36-21 Courier Services	As needed for delivery of time-sensitive material	300
61	Office Supplies 61-10 Office Supplies		1,500
62	Postage 62-10 Postage	Shipping charges	200
66	Telephone & Communications 66-12 Cellular Phone	Cell phone allowance, $100 monthly	1,200
67	Dues & Publications 67-10 Dues	American Planning Association (APA) (2 members) ..... 530 American Institute of Certified Planners (AICP) (2 members) ..... 290 Urban Land Institute (ULI) ..... 215 National Trust for Historic Preservation ..... 50 Planning Advisory Service ..... 795 Congress for the New Urbanism (CNU) ..... 195 International Council of Shopping Centers (ICSC) 100	2,175

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

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

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
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	28,863	31,221	30,845	22,122	31,779
3010-530.10-02	HOURLY	14,586	16,088	16,068	11,489	16,393
3010-530.10-03	OVERTIME	0	0	0	223	0
*	PAYROLL-WAGES	43,449	47,309	46,913	33,834	48,172
ELEM 11	FRINGE BENEFITS					
3010-530.11-10	FICA	3,237	3,470	3,236	2,499	3,564
3010-530.11-12	HEALTH INSURANCE	2,904	2,919	3,334	2,451	3,661
3010-530.11-13	DENTAL INSURANCE	193	200	201	147	201
3010-530.11-14	LIFE INSURANCE	116	121	131	91	134
3010-530.11-15	VISION INSURANCE	54	61	61	45	62
3010-530.11-17	457 CITY MATCH CONTRIBUTN	733	759	756	537	756
3010-530.11-18	401A RETIREMENT	2,868	2,693	3,056	2,151	0
3010-530.11-21	WORKERS COMPENSATION INS	1,116	1,077	1,010	733	739
3010-530.11-22	LONG TERM DISABILITY INS	159	158	183	127	187
3010-530.11-25	MSRP RETIREMENT	0	0	0	0	2,981
*	FRINGE BENEFITS	11,380	11,458	11,968	8,781	12,285
ELEM 12	TRAVEL & TRAINING					
3010-530.12-10	NON TRAINING TRAVEL	1,148	1,697	700	240	700
3010-530.12-11	TRAVEL & TRAINING	6,914	5,004	5,730	1,071	5,800
*	TRAVEL & TRAINING	8,062	6,701	6,430	1,311	6,500
ELEM 20	OVERHEAD					
3010-530.20-10	INSURANCE	3,472	3,189	2,834	2,125	2,924
3010-530.20-12	POSTAGE	824	697	1,920	380	1,920
3010-530.20-13	UTILITIES	13,013	13,517	13,103	9,827	15,599
3010-530.20-14	TELEPHONE	1,824	2,190	2,406	1,804	2,406
3010-530.20-15	INFORMATION TECHNOLOGY	11,512	11,056	11,652	8,739	12,102
3010-530.20-16	BUILDING MAINTENANCE	13,134	14,674	15,559	11,669	15,796
3010-530.20-17	COPIER	1,853	1,648	3,456	915	3,336
*	OVERHEAD	45,632	46,971	50,930	35,459	54,083
ELEM 36	SPECIAL SERVICES					
3010-530.36-10	PRINTING	0	216	0	125	0
3010-530.36-21	COURIER SERVICES	171	148	300	119	300
*	SPECIAL SERVICES	171	364	300	244	300
ELEM 60	SUPPLIES					
3010-530.60-10	GENERAL SUPPLIES	0	10	0	0	0
*	SUPPLIES	0	10	0	0	0
ELEM 61	OFFICE SUPPLIES					
3010-530.61-10	OFFICE SUPPLIES	776	1,640	1,500	501	1,500
*	OFFICE SUPPLIES	776	1,640	1,500	501	1,500
ELEM 62	POSTAGE					
3010-530.62-10	POSTAGE	78	40	200	0	200
*	POSTAGE	78	40	200	0	200
ELEM 66	TELEPHONE & COMMUNICATION					
3010-530.66-12	CELLULAR PHONE	460	480	480	340	1,200
*	TELEPHONE & COMMUNICATION	460	480	480	340	1,200
ELEM 67	DUES & PUBLICATIONS					
3010-530.67-10	DUES	2,160	2,290	2,395	1,895	2,175
3010-530.67-20	PUBLICATIONS & BOOKS	1,047	510	900	209	800
*	DUES & PUBLICATIONS	3,207	2,800	3,295	2,104	2,975
**	PLANNING ADMINISTRATION	113,215	117,773	122,016	82,574	127,215

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, Transportation Enhancement Program (TEP) 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 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. Acquire funding from state and federal grant sources to improve the vitality and livability of the community • Prepare and submit Community Development Block Grant (CDBG), Community Legacy, Maryland Heritage Areas Authority (MHAA), Program Open Space (POS), Recreational Trails, 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	$127,000	$176,000	$ 0	$100,000
	Community Legacy grant	75,000	100,000	0	100,000
	MD Heritage Areas Auth.	0	0	0	0
	Program Open Space	51,892	50,000	0	50,000
	Recreational Trails	0	0	0	0
	Anacostia Trails Hrtge Area	0	2,000	2,000	2,000
	Safe Routes to School	0	0	0	50,000
	Chesapeake Bay Trust	0	100,000	70,000	330,000
	MWCOG Transp. Land Use Connections grant	35,000	0	0	0
	MDOT Bikeways Program	58,000	0	0	75,000
	MEA Smart Energy	0	50,000	70,361	50,000
	MDOT Bikeshare Program	187,489	0	0	0
	Natl. Fish & Wildlife Fdn.	0	0	0	Tech Assist
	TOTALS	$534,381	$478,000	$142,361	$757,000
2. Implement special projects for community development • Neighborhood improvement projects • Streetscape projects • Analyze 2010 census and 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 (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
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	0
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 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
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	89,625	89,805	73,679	49,775	79,067
3011-530.10-02	HOURLY	9,038	9,429	9,641	6,893	9,836
*	PAYROLL-WAGES	98,663	99,234	83,320	56,668	88,903
ELEM 11	FRINGE BENEFITS					
3011-530.11-10	FICA	6,514	6,931	6,002	4,031	6,537
3011-530.11-12	HEALTH INSURANCE	5,449	5,511	6,061	6,400	11,975
3011-530.11-13	DENTAL INSURANCE	313	337	326	309	408
3011-530.11-14	LIFE INSURANCE	203	195	243	150	249
3011-530.11-15	VISION INSURANCE	96	73	61	85	203
3011-530.11-17	457 CITY MATCH CONTRIBUTN	1,708	720	704	500	704
3011-530.11-18	401A RETIREMENT	5,744	3,690	5,442	3,201	0
3011-530.11-21	WORKERS COMPENSATION INS	2,994	3,024	2,360	1,532	1,787
3011-530.11-22	LONG TERM DISABILITY INS	282	197	325	205	345
3011-530.11-25	MSRP RETIREMENT	0	0	0	0	5,499
*	FRINGE BENEFITS	23,303	20,678	21,524	16,413	27,707
ELEM 30	PROFESSIONAL SERVICES					
3011-530.30-11	DESIGN & ENGINEERING	4,000	0	0	0	0
3011-530.30-15	CONSULTING	11,610	1,448	10,000	9,632	10,000
3011-530.30-16	APPRAISALS	0	8,000	0	0	0
*	PROFESSIONAL SERVICES	15,610	9,448	10,000	9,632	10,000
ELEM 36	SPECIAL SERVICES					
3011-530.36-10	PRINTING	3,055	0	0	0	0
3011-530.36-35	MATCHING FUNDS	14,058	4,000	15,000	0	15,000
*	SPECIAL SERVICES	17,113	4,000	15,000	0	15,000
ELEM 60	SUPPLIES					
3011-530.60-11	MEETING REFRESHMENTS	245	0	300	0	0
*	SUPPLIES	245	0	300	0	0
**	COMMUNITY DEVELOPMENT	154,934	133,360	130,144	82,713	141,610

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 2013 ACTUAL	FY 2014		FY 2015 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	6	10	15	15
	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 • Participate in Prince George's County Zoning and Subdivision Rewrite • Participate in M-NCPPC Bicycle Trail Master Plan • Participate in College Park Metro Area Transit District Development Plan (TDDP) update	Periodic status reports will be provided for these ongoing projects				
4. Prepare local plans as directed in the Strategic Plan • Bicycle Master Plan • Parks & Open Space Plan • Complete a 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 (FTE's)	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ESTIMATED FY 2015
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	600

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET	FY 2014 ACTUAL	FY 2015 BUDGET
341.10	Zoning Application Processing Fee	1,300	8,455	2,000	5,010	7,000
	TOTAL	1,3000	8,455	2,000	5,010	7,000

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
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	78,852	88,683	73,679	47,686	79,067
3012-530.10-02	HOURLY	9,038	9,429	9,641	6,893	9,836
*	PAYROLL-WAGES	87,890	98,112	83,320	54,579	88,903
ELEM 11	FRINGE BENEFITS					
3012-530.11-10	FICA	6,514	6,931	6,002	4,031	6,537
3012-530.11-12	HEALTH INSURANCE	5,449	5,511	6,061	6,400	11,975
3012-530.11-13	DENTAL INSURANCE	313	337	326	309	408
3012-530.11-14	LIFE INSURANCE	203	195	243	150	249
3012-530.11-15	VISION INSURANCE	96	73	61	85	203
3012-530.11-17	457 CITY MATCH CONTRIBUTN	1,708	720	704	500	704
3012-530.11-18	401A RETIREMENT	5,744	3,690	5,442	3,201	0
3012-530.11-21	WORKERS COMPENSATION INS	2,994	3,024	2,360	1,532	1,787
3012-530.11-22	LONG TERM DISABILITY INS	282	197	325	205	345
3012-530.11-25	MSRP RETIREMENT	0	0	0	0	5,499
*	FRINGE BENEFITS	23,303	20,678	21,524	16,413	27,707
ELEM 36	SPECIAL SERVICES					
3012-530.36-10	PRINTING	159	103	1,200	12-	600
*	SPECIAL SERVICES	159	103	1,200	12-	600
ELEM 60	SUPPLIES					
3012-530.60-10	GENERAL SUPPLIES	0	586	0	0	0
3012-530.60-11	MEETING REFRESHMENTS	0	0	300	0	0
*	SUPPLIES	0	586	300	0	0
**	PLANNING AND ZONING	111,352	119,479	106,344	70,980	117,210

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 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. Administer the zoning appeals and departures process in a fair and timely manner	Number of applications appealed by applicants	1	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	1	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 FTE's.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
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	Travel & Training 12-11 Travel & Training	Maryland Citizen Planners Conference, 2 APC members @ $150	300
32	Legal Services 32-24 Advisory Planning Comm.	Legal services for APC, estimate $1,500/month	18,000
60	Supplies 60-10 General Supplies	New member name plates	25
67	Dues & Publications 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 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
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	35,519	38,809	35,943	24,671	37,550
3013-530.10-02	HOURLY	18,077	18,859	19,281	13,786	19,671
3013-530.10-06	STIPEND	2,700	2,160	5,040	1,980	5,040
*	PAYROLL-WAGES	56,296	59,828	60,264	40,437	62,261
ELEM 11	FRINGE BENEFITS					
3013-530.11-10	FICA	4,145	4,292	4,251	2,942	4,600
3013-530.11-12	HEALTH INSURANCE	3,405	3,439	3,873	3,261	5,441
3013-530.11-13	DENTAL INSURANCE	219	230	229	182	247
3013-530.11-14	LIFE INSURANCE	135	141	157	104	160
3013-530.11-15	VISION INSURANCE	63	63	61	54	94
3013-530.11-17	457 CITY MATCH CONTRIBUTN	935	785	782	555	782
3013-530.11-18	401A RETIREMENT	3,496	3,115	3,596	2,420	0
3013-530.11-21	WORKERS COMPENSATION INS	1,376	1,345	1,188	814	882
3013-530.11-22	LONG TERM DISABILITY INS	187	177	215	144	222
3013-530.11-25	MSRP RETIREMENT	0	0	0	0	3,540
*	FRINGE BENEFITS	13,961	13,587	14,352	10,476	15,968
ELEM 12	TRAVEL & TRAINING					
3013-530.12-11	TRAVEL & TRAINING	0	0	300	0	300
*	TRAVEL & TRAINING	0	0	300	0	300
ELEM 32	LEGAL SERVICES					
3013-530.32-24	LEGAL-ADV PLANNING COMM	13,525	14,461	10,800	10,892	18,000
*	LEGAL SERVICES	13,525	14,461	10,800	10,892	18,000
ELEM 60	SUPPLIES					
3013-530.60-10	GENERAL SUPPLIES	14	6	25	0	25
3013-530.60-11	MEETING REFRESHMENTS	21	0	0	0	0
*	SUPPLIES	35	6	25	0	25
ELEM 67	DUES & PUBLICATIONS					
3013-530.67-10	DUES	250	250	250	250	250
3013-530.67-20	PUBLICATIONS & BOOKS	296	95	200	95	200
*	DUES & PUBLICATIONS	546	345	450	345	450
**	ADVISORY PLANNING COMM	84,363	88,227	86,191	62,150	97,004

PROGRAM NAME/NUMBER — Economic Development/3014

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 an Economic Development Plan in 2005.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2013 ACTUAL	FY 2014		FY 2015 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.	Number of roundtables held	1	1	1	1
b. Prepare and distribute a bi-monthly Development Update and Business Beat to interested parties	Number of newsletters distributed	12	12	12	12
c. Provide information and referral services to the real estate development community	Number of potential new business contacts made	30	40	35	40
	Number of new developer contacts made	25	25	15	20
d. Attend real estate networking events	Number of events attended	5	5	4	5
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	Periodic status reports will be provided				
b. Administer Revitalization Tax Credit program	Number of applications received	New	New	3	0
c. Closeout Strategic Demolition program	Periodic status reports will be provided				
d. Administer Commercial Tenant Improvement program	Number of grants awarded	New	New	1	3

3. Expand economic development through new business attraction	Number of new retail businesses	18	New	20	20
4. Expand economic development through business retention and expansion	Number of businesses expanded Number of businesses visited	0 112	1 120	0 150	1 150
5. Support economic development partnerships a. Hold Downtown College Park Management Authority (DCPMA) meetings b. Promote College Park City-University Partnership (CPCUP) vision 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	Number of meetings held	New	New	5	6
e. Attend governing board meetings for the Anacostia Trails Heritage Area (ATHA)	Number of meetings attended	4	New	4	4

PROGRAM NAME/NUMBER — Economic Development/3014

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Director of Planning	0.20	0.20	0.20	0.20
Economic Development Planner	1.00	1.00	1.00	1.00
Administrative Assistant	0.15	0.15	0.15	0.15
Planning Intern	0.30	0.20	0.20	0.20
Budget Total	**1.65**	**1.55**	**1.55**	**1.55**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA — **PROGRAM NUMBER: 3014**

Element/Object		Details	Total
12	Travel & Training 12-10 Non Training Travel	Staff mileage reimbursement	200
	12-11 Travel & Training	Workshops and Urban Land Institute (ULI) local events .....500 International Council of Shopping Centers (ICSC) regional conference and booth @ National Harbor .....1,200 International Economic Development Council (IEDC) certification (2 courses @ $500 each) 1,000	2,700
30	Professional Services 30-15 Consulting	Hosting for "Shop College Park" website	900
34	Contractual Services 34-25 Marketing	Restaurant market study and implementation .....8,000 Marketing collateral and advertising 2,000	10,000
36	Special Services 36-15 Catering for Meetings	Real estate roundtable, 1 @ $1,500 .....1,500 Stakeholders meetings, 2 @ $150 300	1,800
38	Special Events 38-36 Farmers Market	Manager, downtown farmers market on Sundays .....5,265 Market events .....3,150 Market supplies .....500 Marketing .....990 Newsletter/website .....150 County permit .....85 LESS: DCPMA FY 2015 contribution .....(3,000)	7,140
67	Dues & Publications 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	855
	67-20 Publications & Books	Downtown Idea Exchange	240

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
	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	73,512	76,963	80,336	57,123	84,843
3014-530.10-02	HOURLY	16,962	12,545	14,746	11,384	14,929
*	PAYROLL-WAGES	90,474	89,508	95,082	68,507	99,772
	ELEM 11 FRINGE BENEFITS					
3014-530.11-10	FICA	5,854	6,571	6,726	5,007	7,218
3014-530.11-12	HEALTH INSURANCE	6,367	7,875	8,982	6,558	9,918
3014-530.11-13	DENTAL INSURANCE	323	389	390	284	390
3014-530.11-14	LIFE INSURANCE	190	255	261	182	388
3014-530.11-15	VISION INSURANCE	54	60	61	44	62
3014-530.11-17	457 CITY MATCH CONTRIBUTN	992	1,222	1,225	870	1,225
3014-530.11-18	401A RETIREMENT	2,035	4,901	5,849	4,166	3,911
3014-530.11-21	WORKERS COMPENSATION INS	2,667	2,689	2,719	1,963	2,020
3014-530.11-22	LONG TERM DISABILITY INS	189	331	350	243	368
*	FRINGE BENEFITS	18,671	24,293	26,563	19,317	25,500
	ELEM 12 TRAVEL & TRAINING					
3014-530.12-10	NON TRAINING TRAVEL	146	93	300	44	200
3014-530.12-11	TRAVEL & TRAINING	844	1,687	2,700	1,515	2,700
*	TRAVEL & TRAINING	990	1,780	3,000	1,559	2,900
	ELEM 30 PROFESSIONAL SERVICES					
3014-530.30-15	CONSULTING	4,328	7,770	900	828	900
*	PROFESSIONAL SERVICES	4,328	7,770	900	828	900
	ELEM 34 CONTRACTUAL SERVICES					
3014-530.34-25	MARKETING	0	0	10,700	4,201	10,000
*	CONTRACTUAL SERVICES	0	0	10,700	4,201	10,000
	ELEM 36 SPECIAL SERVICES					
3014-530.36-10	PRINTING	111	120	0	0	0
3014-530.36-11	CLASSIFIED ADVERTISING	155	2,143	0	0	0
3014-530.36-15	CATERING FOR MEETINGS	1,113	795	1,800	609	1,800
3014-530.36-99	OTHER	3,158	935	0	0	0
*	SPECIAL SERVICES	4,537	3,993	1,800	609	1,800
	ELEM 38 SPECIAL EVENTS					
3014-530.38-36	FARMERS MARKET	0	9,300	24,475	14,563	7,140
*	SPECIAL EVENTS	0	9,300	24,475	14,563	7,140
	ELEM 67 DUES & PUBLICATIONS					
3014-530.67-10	DUES	415	710	670	635	855
3014-530.67-20	PUBLICATIONS & BOOKS	377	237	500	237	240
*	DUES & PUBLICATIONS	792	947	1,170	872	1,095
**	ECONOMIC DEVELOPMENT	119,792	137,591	163,690	110,456	149,107
***	PLANNING, COMM & ECON DEV	583,656	596,430	608,385	408,873	632,146

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 2013 ACTUAL	FY 2014		FY 2015 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 ($66,750 or less)	85%	>=51%	81% to date	>=51%

PROGRAM NAME/NUMBER — Youth & Family Administration/4010

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ESTIMATED FY 2015
Director of Youth, Family & Senior Svcs	0.60	0.60	0.60	0.60
Administrative Assistant	0.75	0.75	0.75	0.75
Office Specialist I	0.30	0.30	0.30	0.30
Budget Total	**1.65**	**1.65**	**1.65**	**1.65**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA — PROGRAM NUMBER: 4010

	Element/Object	Details	Total
12	Travel & Training		
	12-10 Non Training Travel	Staff mileage reimbursement	1,600
	12-11 Travel & Training	Maryland Municipal League (MML) convention ..... 1,590 Administrative seminars 1,150	2,740
30	Professional Services		
	30-13 Administrative	Lakeland STARS coordination	6,500
34	Contractual Services		
	34-37 M-NCPPC Contract-Youth Center`	Payment for additional coverage by M-NCPPC staff	10,000
	34-72 Building Coverage-After Hours	Building coverage, after-hours meetings	1,440
36	Special Services		
	36-10 Printing	Brochures, letterhead, envelopes, forms	2,300
38	Special Events		
	38-15 Holiday Events	Halloween Thing, Spring Egg Hunt	1,500
	38-66 Family Summit	Facilitator ..... 1,500 Printing of materials ..... 760 Meeting refreshments ..... 740 Postage ..... 100 Office supplies 300	3,400
40	Repair & Maintenance		
	40-10 Office Equipment		300
	40-11 Buildings & Grounds	Building repairs, as needed ..... 7,500 Interior painting, 3 rooms @ $700 each ..... 2,100 Repair of 1 backflow prevention valve 500	10,100
	40-17 Alarm System	Repairs not covered by maintenance contract	500
	40-25 HVAC Repairs	Repairs not covered by maintenance contract	2,000

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 4010
Element/Object		Details	Total
42	Cleaning Service 42-10 Building	Window cleaning .....300 Cleaning of ceiling fans, recreation side exposed high ceiling duct work .....1,050 Cleaning of 5 mats, 3x/year 300	1,650
45	Maintenance Contracts 45-16 Building Services	HVAC maintenance contract .....2,500 Tile maintenance contract, quarterly cleaning .....4,400 Fire extinguisher service .....200 Sprinkler system testing and recharge .....650 Carpet cleaning contract 2,600	10,350
	45-21 Backflow Prevention Valve	Annual inspection, 2 valves @ $225 each	450
	45-22 Security Alarm Monitoring	Burglar alarm, 2 systems @ $348 each .....696 Fire alarm system .....510 Air conditioning alarm system 325	1,531
	45-23 Pest Control		950
47	Clothing & Uniforms 47-10 Clothing & Uniforms	City seal clothing for staff, as needed	200
48	Rental 48-20 Copiers	Copier lease @ $154 monthly	1,848
52	Awards & Gifts 52-10 Awards & Gifts	Lakeland STARS	200
60	Supplies 60-10 General Supplies	Special event materials, photo finishing, presentation materials, promotional items, Lakeland STARS supplies	4,000
	60-11 Meeting Refreshments		1,750
61	Office Supplies 61-10 Office Supplies		2,600
62	Postage 62-10 Postage		1,000
65	Utilities 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	Telephone & Communications 66-12 Cellular Phone	Monthly service, 1 Android @ $100	1,200

PROGRAM NAME/NUMBER Youth & Family Administration/4010

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 4010
Element/Object		Details	Total
67	Dues & Publications 67-10 Dues	Maryland Association of Youth Services Bureaus .....2,000 Maryland Association of Non-Profits .....350 Human Services Coalition of Prince George's County 150	2,500
	67-20 Publications & Books		300
69	Miscellaneous Charge 69-10 Miscellaneous		700
93	Office Equipment 93-20 Office Equipment	2 replacement intern desks	3,300

CAPITAL OUTLAY: Office Equipment includes replacement intern desks ($3,300).

RELATED REVENUES		FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET	FY 2014 ACTUAL	FY 2015 BUDGET
332.40	State Youth Services Grant	76,457	72,055	72,055	24,018	72,055
334.30	County Youth Services Grant	4,000	30,000	0	10,000	30,000
334.34	County Special Appropriations Grant	30,000	4,500	4,000	4,000	4,000
	TOTAL	110,457	106,455	76,055	38,018	106,055

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
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	67,286	70,451	72,644	51,942	74,020
4010-540.10-02	HOURLY	33,844	49,254	41,555	29,258	43,238
4010-540.10-03	OVERTIME	4,443	4,846	4,500	3,619	4,500
*	PAYROLL-WAGES	105,573	124,551	118,699	84,819	121,758
ELEM 11	FRINGE BENEFITS					
4010-540.11-10	FICA	7,851	9,249	7,941	6,076	8,857
4010-540.11-12	HEALTH INSURANCE	3,486	7,321	8,714	6,836	9,834
4010-540.11-13	DENTAL INSURANCE	157	271	268	209	268
4010-540.11-14	LIFE INSURANCE	242	317	327	236	330
4010-540.11-15	VISION INSURANCE	64	181	202	153	207
4010-540.11-17	457 CITY MATCH CONTRIBUTN	1,641	1,909	1,877	1,360	1,877
4010-540.11-18	401A RETIREMENT	4,708	4,896	7,161	4,452	2,206
4010-540.11-21	WORKERS COMPENSATION INS	2,765	2,598	2,404	1,835	1,743
4010-540.11-22	LONG TERM DISABILITY INS	292	338	283	294	420
4010-540.11-25	MSRP RETIREMENT	0	0	0	0	4,583
*	FRINGE BENEFITS	21,206	27,080	29,177	21,451	30,325
ELEM 12	TRAVEL & TRAINING					
4010-540.12-10	NON TRAINING TRAVEL	1,134	985	2,100	443	1,600
4010-540.12-11	TRAVEL & TRAINING	2,133	2,107	2,700	359	2,740
*	TRAVEL & TRAINING	3,267	3,092	4,800	802	4,340
ELEM 20	OVERHEAD					
4010-540.20-10	INSURANCE	6,944	6,377	5,667	4,250	5,848
4010-540.20-12	POSTAGE	0	27	320	0	320
4010-540.20-14	TELEPHONE	3,876	4,653	5,112	3,834	5,112
4010-540.20-15	INFORMATION TECHNOLOGY	40,293	55,278	58,260	43,695	60,508
4010-540.20-16	BUILDING MAINTENANCE	52,538	58,697	62,236	46,677	63,185
4010-540.20-17	COPIER	3	14	288	1	278
*	OVERHEAD	103,654	125,046	131,883	98,457	135,251
ELEM 30	PROFESSIONAL SERVICES					
4010-540.30-13	ADMINISTRATIVE	18,506	6,271	6,000	3,322	6,500
*	PROFESSIONAL SERVICES	18,506	6,271	6,000	3,322	6,500
ELEM 34	CONTRACTUAL SERVICES					
4010-540.34-37	M-NCPPC CONTRCT-YOUTH CTR	0	10,000	10,000	0	10,000
4010-540.34-72	BLDG COVERAGE-AFTER HOURS	1,440	1,440	1,440	960	1,440
*	CONTRACTUAL SERVICES	1,440	11,440	11,440	960	11,440
ELEM 36	SPECIAL SERVICES					
4010-540.36-10	PRINTING	2,243	1,573	2,800	2,363	2,300
*	SPECIAL SERVICES	2,243	1,573	2,800	2,363	2,300
ELEM 38	SPECIAL EVENTS					
4010-540.38-15	HOLIDAY EVENTS	1,616	2,911	1,750	1,047	1,500
4010-540.38-66	FAMILY SUMMIT	2,335	2,880	2,900	3,457	3,400
4010-540.38-99	OTHER	1,665	9-	0	0	0
*	SPECIAL EVENTS	5,616	5,782	4,650	4,504	4,900
ELEM 40	REPAIR & MAINTENANCE					
4010-540.40-10	OFFICE EQUIPMENT	0	0	300	0	300
4010-540.40-11	BUILDINGS & GROUNDS	9,608	6,551	15,830	9,086	10,100
4010-540.40-17	ALARM SYSTEM	25	192	500	165	500
4010-540.40-25	HVAC REPAIRS	4,176	6,235	2,000	0	2,000
*	REPAIR & MAINTENANCE	13,809	12,978	18,630	9,251	12,900
ELEM 42	CLEANING SERVICE					
4010-540.42-10	BUILDING	100	1,235	1,500	60	1,650
*	CLEANING SERVICE	100	1,235	1,500	60	1,650
ELEM 45	MAINTENANCE CONTRACT					

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 40	YOUTH FAMILY &SENIOR SERV					
DIV 10	YOUTH & FAMILY ADMIN					
SUB 0	YOUTH FAMILY &SENIOR SERV					
ELEM 45	MAINTENANCE CONTRACT					
4010-540.45-16	BUILDING SERVICES	7,126	8,109	10,300	2,153	10,350
4010-540.45-21	BACKFLOW PREVENTION VALVE	0	0	0	630	450
4010-540.45-22	SECURITY ALARM MONITORING	1,128	1,128	1,485	1,428	1,531
4010-540.45-23	PEST CONTROL	819	855	900	668	950
*	MAINTENANCE CONTRACT	9,073	10,092	12,685	4,879	13,281
ELEM 47	CLOTHING & UNIFORMS					
4010-540.47-10	CLOTHING & UNIFORMS	37	173	200	0	200
*	CLOTHING & UNIFORMS	37	173	200	0	200
ELEM 48	RENTAL					
4010-540.48-20	COPIERS	1,848	1,694	1,848	1,439	1,848
*	RENTAL	1,848	1,694	1,848	1,439	1,848
ELEM 52	AWARDS & GIFTS					
4010-540.52-10	AWARDS & GIFTS	169	301	550	51	200
*	AWARDS & GIFTS	169	301	550	51	200
ELEM 60	SUPPLIES					
4010-540.60-10	GENERAL SUPPLIES	6,095	3,166	4,000	1,074	4,000
4010-540.60-11	MEETING REFRESHMENTS	1,780	2,330	1,750	486	1,750
*	SUPPLIES	7,875	5,496	5,750	1,560	5,750
ELEM 61	OFFICE SUPPLIES					
4010-540.61-10	OFFICE SUPPLIES	2,687	2,706	2,600	1,280	2,600
*	OFFICE SUPPLIES	2,687	2,706	2,600	1,280	2,600
ELEM 62	POSTAGE					
4010-540.62-10	POSTAGE	1,442	489	630	650	1,000
*	POSTAGE	1,442	489	630	650	1,000
ELEM 65	UTILITIES					
4010-540.65-10	ELECTRICITY	12,514	8,239	12,750	5,868	12,750
4010-540.65-11	NATURAL GAS	2,637	2,372	3,200	1,665	3,200
4010-540.65-13	WATER & SEWER	526	577	500	342	500
*	UTILITIES	15,677	11,188	16,450	7,875	16,450
ELEM 66	TELEPHONE & COMMUNICATION					
4010-540.66-12	CELLULAR PHONE	1,224	1,209	1,200	722	1,200
*	TELEPHONE & COMMUNICATION	1,224	1,209	1,200	722	1,200
ELEM 67	DUES & PUBLICATIONS					
4010-540.67-10	DUES	950	1,935	2,100	6,000	2,500
4010-540.67-20	PUBLICATIONS & BOOKS	109	786	300	209	300
*	DUES & PUBLICATIONS	1,059	2,721	2,400	6,209	2,800
ELEM 69	MISCELLANEOUS CHARGE					
4010-540.69-10	MISCELLANEOUS	795	588	700	341	700
*	MISCELLANEOUS CHARGE	795	588	700	341	700
ELEM 93	OFFICE EQUIPMENT					
4010-540.93-10	OFFICE EQUIPMENT	604	0	0	0	0
4010-540.93-20	OFFICE FURNITURE	0	3,428	0	400	3,300
*	OFFICE EQUIPMENT	604	3,428	0	400	3,300
**	YOUTH & FAMILY ADMIN	317,904	359,133	374,592	251,395	380,693

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 and sandtray. 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 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. Strengthen youth and/or family functioning through clinical interventions	Number of youth in groups and families served	139	>=75	144 to date	>=75
	Percent rating services as helpful, based on exit survey	94%	90%	100%	90%
2. Provide outreach services designed to improve family/community relationships	Number of individuals served	1,909	1,850	890 to date	1,850

PROGRAM NAME/NUMBER — Clinical Services/4011

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Director of Youth, Family & Senior Svcs	0.30	0.30	0.30	0.30
Administrative Assistant	0.25	0.25	0.25	0.25
Clinical Supervisor	1.00	1.00	1.00	1.00
Family Therapist	3.13	3.13	3.13	3.13
Outreach Coordinator Assistant	0.00	0.00	0.00	0.38
Child Care Provider	0.08	0.08	0.08	0.08
Budget Total	**4.76**	**4.76**	**4.76**	**5.14**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA — **PROGRAM NUMBER: 4011**

Element/Object		Details	Total
12	Travel & Training 12-10 Non Training Travel	Staff mileage reimbursement	1,200
	12-11 Travel & Training	Play Therapy conference @ Houston, 2 attendees @ $2,000 ....4,000 National Institute for Relationship Enhancement ....1,000 Clinical training 1,300	6,300
30	Professional Services 30-15 Consulting	Clinical consultation, 23 weeks x 2 hours @ $130/hour	6,000
34	Contractual Services 34-60 Child Care Costs	Two 10-week filial family groups @ $40 per session	800
40	Repair & Maintenance 40-40 Audio-Visual Equipment Service	Video equipment service, as needed	400
50	Insurance 50-10 Liability Insurance	MSW professional insurance, 3 @ $300 ....900 ACA professional insurance, 3 @ $220 660	1,560
60	Supplies 60-10 General Supplies	Supplies for playroom, rec room and children's waiting area	2,500
	60-11 Meeting Refreshments	Refreshments for counseling/support groups	4,000
67	Dues & Publications 67-10 Dues	Theraplay Institute ....50 Maryland Board of Professional Counselors, 3 @ 155 ....465 Maryland Board of Social Work Examiners, 3 @ $260 ....780 National Association of Social Work, 3 @ $200 ....600 American Counseling Association, 3 @ $160 ....480 Association of Play Therapy 300	2,675

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

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 4011
	Element/Object	Details	Total
	67-20 Publications & Books	Parenting books and materials, clinical books	500

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET	FY 2015 ACTUAL	FY 2015 BUDGET
345.10	Youth Services Client Fees	13,003	15,430	10,000	8,743	12,000
	TOTAL	13,003	15,430	10,000	8,743	12,000

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
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	258,931	269,735	281,219	200,382	296,210
4011-540.10-02	HOURLY	10,793	4,480	14,240	9,987	27,931
4011-540.10-03	OVERTIME	17	0	100	45	100
*	PAYROLL-WAGES	269,741	274,215	295,559	210,414	324,241
ELEM 11	FRINGE BENEFITS					
4011-540.11-10	FICA	19,316	19,584	20,752	15,184	23,512
4011-540.11-12	HEALTH INSURANCE	22,956	24,197	28,519	19,230	29,386
4011-540.11-13	DENTAL INSURANCE	1,362	1,243	1,263	1,415	1,946
4011-540.11-14	LIFE INSURANCE	298	311	362	253	375
4011-540.11-15	VISION INSURANCE	514	521	557	400	561
4011-540.11-17	457 CITY MATCH CONTRIBUTN	3,356	3,704	3,806	2,694	3,546
4011-540.11-18	401A RETIREMENT	15,708	16,041	15,453	11,078	10,239
4011-540.11-21	WORKERS COMPENSATION INS	10,119	9,119	9,028	6,434	6,724
4011-540.11-22	LONG TERM DISABILITY INS	400	432	449	343	509
4011-540.11-25	MSRP RETIREMENT	0	0	0	0	10,093
*	FRINGE BENEFITS	74,029	75,152	80,189	57,031	86,891
ELEM 12	TRAVEL & TRAINING					
4011-540.12-10	NON TRAINING TRAVEL	1,207	1,027	1,200	621	1,200
4011-540.12-11	TRAVEL & TRAINING	7,640	9,805	6,300	5,212	6,300
*	TRAVEL & TRAINING	8,847	10,832	7,500	5,833	7,500
ELEM 30	PROFESSIONAL SERVICES					
4011-540.30-15	CONSULTING	8,325	5,765	6,000	3,600	6,000
*	PROFESSIONAL SERVICES	8,325	5,765	6,000	3,600	6,000
ELEM 34	CONTRACTUAL SERVICES					
4011-540.34-60	CHILD CARE COSTS	0	0	800	0	800
*	CONTRACTUAL SERVICES	0	0	800	0	800
ELEM 36	SPECIAL SERVICES					
4011-540.36-10	PRINTING	85	0	0	0	0
*	SPECIAL SERVICES	85	0	0	0	0
ELEM 38	SPECIAL EVENTS					
4011-540.38-35	STUDENT EVENTS	1,550	1,350	1,600	450	0
*	SPECIAL EVENTS	1,550	1,350	1,600	450	0
ELEM 40	REPAIR & MAINTENANCE					
4011-540.40-40	AUDIO-VISUAL EQ SERVICE	221	75	400	0	400
*	REPAIR & MAINTENANCE	221	75	400	0	400
ELEM 50	INSURANCE					
4011-540.50-10	LIABILITY INSURANCE	469	533	1,560	483	1,560
*	INSURANCE	469	533	1,560	483	1,560
ELEM 60	SUPPLIES					
4011-540.60-10	GENERAL SUPPLIES	2,520	3,153	1,100	1,582	2,500
4011-540.60-11	MEETING REFRESHMENTS	4,963	3,243	4,000	2,232	4,000
*	SUPPLIES	7,483	6,396	5,100	3,814	6,500
ELEM 61	OFFICE SUPPLIES					
4011-540.61-10	OFFICE SUPPLIES	46	0	0	441	0
*	OFFICE SUPPLIES	46	0	0	441	0
ELEM 67	DUES & PUBLICATIONS					
4011-540.67-10	DUES	619	981	2,675	475	2,675
4011-540.67-20	PUBLICATIONS & BOOKS	658	1,248	500	904	500
*	DUES & PUBLICATIONS	1,277	2,229	3,175	1,379	3,175
ELEM 69	MISCELLANEOUS CHARGE					
4011-540.69-10	MISCELLANEOUS	445	135	0	12	0

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
	DEPT 40 YOUTH FAMILY &SENIOR SERV					
	DIV 11 CLINICAL SERVICES					
	SUB 0 YOUTH FAMILY &SENIOR SERV					
	ELEM 69 MISCELLANEOUS CHARGE					
*	MISCELLANEOUS CHARGE	445	135	0	12	0
**	CLINICAL SERVICES	372,518	376,682	401,883	283,457	437,067

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 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. Enhance the quality of life for seniors through off-site excursions	Number of participants in excursions	350	350	215 to date	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	2,210	2,200	1,460 to date	2,200
	Number of seniors assisted with transportation	3,515	3,500	2,333 to date	3,500

PROGRAM NAME/NUMBER — Seniors Program/4012

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ESTIMATED FY 2015
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	1.40
Office Specialist I	0.00	0.30	0.30	0.30
Budget Total	**3.00**	**3.30**	**3.30**	**3.30**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA — PROGRAM NUMBER: 4012

Element/Object		Details	Total
12	Travel & Training		
	12-10 Non Training Travel	Staff mileage reimbursement	1,000
	12-11 Travel & Training	Training on seniors issues	1,600
30	Professional Services		
	30-15 Consulting	Clinical consultation, quarterly	1,000
	30-65 Interpreter Services	As needed	0
36	Special Services		
	36-10 Printing	Brochures and flyers	600
38	Special Events		
	38-12 Senior Trips	Subsidized senior trips (seniors pay $15-35 per trip) Trips are scheduled on a calendar year basis; the 2014 scheduled trips are: 3 Lancaster, PA trips to Kreider Farms; the Pretzel Bakery & Canning Company with lunch in April; Mount Vernon Estate and lunch in May; Harrington Raceway & Casino in June; bay cruise and tour of St. Michaels with bag lunch in July; Rehoboth Beach, DE in August; National Harbor/Tanger Outlets in September; American Music Theatre and buffet in October, Sight & Sound Theater and buffet in Lancaster, PA 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	Repair & Maintenance		
	40-10 Office Equipment		200
45	Maintenance Contract		
	45-23 Pest Control		480

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

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 4012
	Element/Object	Details	Total
47	Clothing & Uniforms 47-10 Clothing & Uniforms	City seal clothing for staff	100
48	Rental 48-20 Copiers	Copier lease, Spellman House office @ $70 monthly	840
60	General Supplies 60-10 General Supplies	Special event materials, photos, paper goods for weekly coffee gatherings, supplies for quarterly Senior Activity Committee events, etc.	1,200
	60-11 Meeting Refreshments	Refreshments for weekly coffee, ongoing activities and monthly trips	4,000
61	Office Supplies 61-10 Office Supplies		300
62	Postage 62-10 Postage		400
66	Telephone & Communications 66-12 Cellular Phone	Cell phones for staff and senior bus, 2 @ $40/month	960
67	Dues & Publications 67-10 Dues	Maryland Board of Social Work Examiners	80
	67-20 Publications & Books		100
69	Miscellaneous 69-10 Miscellaneous		150

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
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	79,446	84,498	86,509	61,855	88,216
4012-540.10-02	HOURLY	84,692	93,104	100,694	70,920	98,473
4012-540.10-03	OVERTIME	1,217	2,539	2,500	986	2,000
*	PAYROLL-WAGES	165,355	180,141	189,703	133,761	188,689
ELEM 11	FRINGE BENEFITS					
4012-540.11-10	FICA	11,745	12,756	13,334	9,407	13,991
4012-540.11-12	HEALTH INSURANCE	15,484	16,195	17,187	16,412	25,119
4012-540.11-13	DENTAL INSURANCE	733	970	969	615	745
4012-540.11-14	LIFE INSURANCE	339	392	408	278	578
4012-540.11-15	VISION INSURANCE	192	213	209	153	316
4012-540.11-17	457 CITY MATCH CONTRIBUTN	1,932	1,999	2,007	1,310	1,486
4012-540.11-18	401A RETIREMENT	10,042	10,650	10,791	7,626	0
4012-540.11-21	WORKERS COMPENSATION INS	6,164	5,763	5,691	3,941	3,995
4012-540.11-22	LONG TERM DISABILITY INS	462	509	534	371	632
4012-540.11-25	MSRP RETIREMENT	0	0	0	0	11,541
*	FRINGE BENEFITS	47,093	49,447	51,130	40,113	58,403
ELEM 12	TRAVEL & TRAINING					
4012-540.12-10	NON TRAINING TRAVEL	633	556	1,000	284	1,000
4012-540.12-11	TRAVEL & TRAINING	588	848	1,300	971	1,600
*	TRAVEL & TRAINING	1,221	1,404	2,300	1,255	2,600
ELEM 20	OVERHEAD					
4012-540.20-11	AUTOMOTIVE	27,573	29,858	30,112	22,584	30,140
*	OVERHEAD	27,573	29,858	30,112	22,584	30,140
ELEM 30	PROFESSIONAL SERVICES					
4012-540.30-15	CONSULTING	0	1,060	1,000	0	1,000
*	PROFESSIONAL SERVICES	0	1,060	1,000	0	1,000
ELEM 36	SPECIAL SERVICES					
4012-540.36-10	PRINTING	640	1,264	600	581	600
*	SPECIAL SERVICES	640	1,264	600	581	600
ELEM 38	SPECIAL EVENTS					
4012-540.38-12	SENIOR TRIPS	20,555	15,944	16,200	10,319	16,200
*	SPECIAL EVENTS	20,555	15,944	16,200	10,319	16,200
ELEM 40	REPAIR & MAINTENANCE					
4012-540.40-10	OFFICE EQUIPMENT	0	0	200	0	200
*	REPAIR & MAINTENANCE	0	0	200	0	200
ELEM 45	MAINTENANCE CONTRACT					
4012-540.45-23	PEST CONTROL	417	438	480	304	480
*	MAINTENANCE CONTRACT	417	438	480	304	480
ELEM 47	CLOTHING & UNIFORMS					
4012-540.47-10	CLOTHING & UNIFORMS	0	249	100	0	100
*	CLOTHING & UNIFORMS	0	249	100	0	100
ELEM 48	RENTAL					
4012-540.48-20	COPIERS	466	399	456	344	840
*	RENTAL	466	399	456	344	840
ELEM 60	SUPPLIES					
4012-540.60-10	GENERAL SUPPLIES	2,226	996	1,000	862	1,200
4012-540.60-11	MEETING REFRESHMENTS	3,067	3,654	4,000	2,456	4,000
*	SUPPLIES	5,293	4,650	5,000	3,318	5,200
ELEM 61	OFFICE SUPPLIES					
4012-540.61-10	OFFICE SUPPLIES	632	735	300	287	300
*	OFFICE SUPPLIES	632	735	300	287	300

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
	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	436	418	400	513	400
*	POSTAGE	436	418	400	513	400
	ELEM 66 TELEPHONE & COMMUNICATION					
4012-540.66-12	CELLULAR PHONE	798	662	960	441	960
*	TELEPHONE & COMMUNICATION	798	662	960	441	960
	ELEM 67 DUES & PUBLICATIONS					
4012-540.67-10	DUES	0	80	80	0	80
4012-540.67-20	PUBLICATIONS & BOOKS	91	0	100	0	100
*	DUES & PUBLICATIONS	91	80	180	0	180
	ELEM 69 MISCELLANEOUS CHARGE					
4012-540.69-10	MISCELLANEOUS	50	60	150	0	150
*	MISCELLANEOUS CHARGE	50	60	150	0	150
	ELEM 93 OFFICE EQUIPMENT					
4012-540.93-20	OFFICE FURNITURE	700	2,377	0	0	0
*	OFFICE EQUIPMENT	700	2,377	0	0	0
**	SENIORS PROGRAM	271,320	289,186	299,271	213,820	306,442

PROGRAM NAME/NUMBER — YFS Grants/4015

DESCRIPTION: This grant-driven program provides accounting for program costs attributable to grant awards that enhance Youth & Family Services programming. Grant revenue is budgeted in Revenues (account 336.21, Miscellaneous Grants, for FY 2010 and account 330.35, Federal Grants, for FY 2011 and FY 2012), offsetting program expenditures plus administrative overhead.

OJJDP earmark grant activities concluded during FY 2012.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	

PROGRAM NAME/NUMBER — YFS Grants/4015

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Family Therapist	0.00	0.00	0.00	0.00
Child Care Provider	0.00	0.00	0.00	0.00
Budget Total	**0.00**	**0.00**	**0.00**	**0.00**

OPERATING EXPENDITURES: None

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET	FY 2014 ACTUAL	FY 2015 BUDGET
330.35	YFS MAYSB OJJDP Earmark	47,243	0	0	0	0
	TOTAL	47,243	0	0	0	0

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 40	YOUTH FAMILY &SENIOR SERV					
DIV 15	YFS GRANTS					
SUB 0	YOUTH FAMILY &SENIOR SERV					
ELEM 10	PAYROLL-WAGES					
4015-540.10-01	SALARY	5,965	0	0	0	0
4015-540.10-02	HOURLY	4,971	0	0	0	0
*	PAYROLL-WAGES	10,936	0	0	0	0
ELEM 11	FRINGE BENEFITS					
4015-540.11-10	FICA	837	0	0	0	0
4015-540.11-17	457 CITY MATCH CONTRIBUTN	85	0	0	0	0
4015-540.11-18	401A RETIREMENT	218	0	0	0	0
4015-540.11-21	WORKERS COMPENSATION INS	1,814	0	0	0	0
*	FRINGE BENEFITS	2,954	0	0	0	0
ELEM 25	GRANTS & ASSISTANCE					
4015-540.25-38	PUBL SCH EDUCATION GRANTS	12,306	0	0	0	0
*	GRANTS & ASSISTANCE	12,306	0	0	0	0
ELEM 30	PROFESSIONAL SERVICES					
4015-540.30-15	CONSULTING	42,785	0	0	0	0
*	PROFESSIONAL SERVICES	42,785	0	0	0	0
ELEM 36	SPECIAL SERVICES					
4015-540.36-18	RETREAT	725	0	0	0	0
*	SPECIAL SERVICES	725	0	0	0	0
ELEM 60	SUPPLIES					
4015-540.60-10	GENERAL SUPPLIES	1,116	0	0	0	0
4015-540.60-11	MEETING REFRESHMENTS	225	0	0	0	0
*	SUPPLIES	1,341	0	0	0	0
ELEM 69	MISCELLANEOUS CHARGE					
4015-540.69-10	MISCELLANEOUS	1,760	0	0	0	0
*	MISCELLANEOUS CHARGE	1,760	0	0	0	0
**	YFS GRANTS	72,807	0	0	0	0
***	YOUTH FAMILY &SENIOR SERV	1,034,549	1,025,001	1,075,746	748,672	1,124,202

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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 2013 ACTUAL	FY 2014		FY 2015 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)	63%	65%	70%	70%
2. Provide responsive service to residents	Percent of residents rating Public Works services as good or better	83%	No survey	No survey	83%

PROGRAM NAME/NUMBER — Public Works Administration/5010

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
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 III	0.00	0.00	0.00	0.00
Office Specialist II	1.00	1.00	1.00	1.00
Admin. Asst./Recycling Coordinator	0.70	0.25	0.25	0.25
Dispatch/Administrative Clerk	1.00	1.00	1.00	1.00
Supply Clerk	0.00	0.10	0.10	0.10
Budget Total	**5.35**	**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	Staff mileage reimbursement	100
	12-11 Travel & Training	American Public Works Association (APWA) annual conference @ Toronto, 1 attendee .....2,800 Managerial development training (various), 4 attendees 800	3,600
30	Professional Services		
	30-39 Translation Services	Translate departmental public information documents	500
34	Contractual Services		
	34-17 Temp Manpower-Other	Assemble and distribute resident packets, 200 hours @ $16.50	3,300
	34-75 Mosquito Control	State mosquito control services: including larviciding, adult surveillance (City funding only) and possible spraying	4,500
36	Special Services		
	36-10 Printing	Departmental forms, door hangers and work orders .....2,000 Specification packets, plans, maps, residential information packages .....500 Residential guide 8,500	11,000
	36-11 Classified Advertising	Newspaper advertising of RFP's, estimate 1 @ $1,500	1,500
	36-37 Code Enforcement Abatement Reimbursement	Reimbursement to Public Works for services and materials used in performing Code Enforcement abatements	0
38	Special Events		
	38-45 Volunteer Programs	Supplies for participation in events (Earth Day, neighborhood clean ups, etc.)	250

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5010
	Element/Object	**Details**	**Total**
	38-67 Safety Breakfast	City-wide event, safety awards presentation	1,300
40	Repair & Maintenance 40-10 Office Equipment		300
47	Clothing & Uniforms 47-10 Clothing & Uniforms	Uniform rental and cleaning, 48 employees @ $7/week .....17,475 Walk-off mats @ $35/week .....1,820 Rental return losses .....300 Rain suits, 5 @ $90 .....450 Safety shoes, 45 employees @ $170 .....7,650 Hats, 40 @ $13 520	28,215
48	Rental 48-20 Copiers	Copier lease @ $165 monthly	1,980
52	Awards & Gifts 52-10 Awards & Gifts		400
53	CDL Licensing Fee 53-10 CDL Licensing Fee	CDL license renewals, 2 @ $50 .....100 New CDL requests, 1 @ $90 90	190
60	Supplies 60-10 General Supplies	Paper goods and supplies .....1,600 Rental of 4 water coolers 1,500	3,100
	60-11 Meeting Refreshments	Various meetings	700
61	Office Supplies 61-10 Office Supplies	Paper and office supplies	3,800
66	Telephone & Communications 66-12 Cellular Phone	Monthly service, 2 Android @ $75, 2 phones @ $40, 1 allowance @ $50	3,360
	66-13 Wireless Radio	Use of UMDPS 2-way radio system .....15,000 Radio system maintenance, time and materials 2,500	17,500
67	Dues & Publications 67-10 Dues	MML Public Works Officials Association (PWOA) .....75 American Public Works Association (APWA) 925	1,000
	67-20 Publications & Books	Fleet Management magazine .....195 Other publications 125	320

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 50	PUBLIC WORKS					
DIV 10	PUBLIC WORKS ADMIN					
SUB 0	PUBLIC WORKS					
ELEM 10	PAYROLL-WAGES					
5010-550.10-01	SALARY	241,955	235,023	248,674	176,598	261,029
5010-550.10-02	HOURLY	89,355	97,805	100,856	71,032	105,262
5010-550.10-03	OVERTIME	3,164	4,707	4,000	4,434	5,000
5010-550.10-08	SATURDAY SHIFT DIFFERENTL	2	0	0	23	0
*	PAYROLL-WAGES	334,476	337,535	353,530	252,087	371,291
ELEM 11	FRINGE BENEFITS					
5010-550.11-10	FICA	25,064	24,819	24,991	18,617	27,145
5010-550.11-12	HEALTH INSURANCE	37,806	45,282	54,171	37,863	58,928
5010-550.11-13	DENTAL INSURANCE	1,881	1,846	2,045	1,141	1,592
5010-550.11-14	LIFE INSURANCE	877	998	1,051	709	1,083
5010-550.11-15	VISION INSURANCE	573	736	813	498	715
5010-550.11-17	457 CITY MATCH CONTRIBUTN	3,626	4,956	4,562	4,664	6,648
5010-550.11-18	401A RETIREMENT	20,346	21,503	23,045	16,631	10,191
5010-550.11-21	WORKERS COMPENSATION INS	9,575	8,507	8,335	5,977	6,214
5010-550.11-22	LONG TERM DISABILITY INS	1,172	1,248	1,361	914	1,423
5010-550.11-25	MSRP RETIREMENT	0	0	0	0	13,020
*	FRINGE BENEFITS	100,920	109,895	120,374	87,014	126,959
ELEM 12	TRAVEL & TRAINING					
5010-550.12-10	NON TRAINING TRAVEL	33	41	100	16	100
5010-550.12-11	TRAVEL & TRAINING	4,806	3,851	3,600	1,363	3,600
*	TRAVEL & TRAINING	4,839	3,892	3,700	1,379	3,700
ELEM 20	OVERHEAD					
5010-550.20-10	INSURANCE	27,777	25,510	22,666	17,002	23,389
5010-550.20-11	AUTOMOTIVE	34,466	37,323	37,640	28,230	37,675
5010-550.20-12	POSTAGE	96	159	1,280	68	1,280
5010-550.20-14	TELEPHONE	4,560	5,474	6,016	4,511	6,016
5010-550.20-15	INFORMATION TECHNOLOGY	80,586	82,917	87,389	65,543	90,758
5010-550.20-16	BUILDING MAINTENANCE	57,792	64,567	68,459	51,345	69,504
5010-550.20-17	COPIER	2	11	288	28	278
*	OVERHEAD	205,279	215,961	223,738	166,727	228,900
ELEM 30	PROFESSIONAL SERVICES					
5010-550.30-39	TRANSLATION SERVICES	0	0	500	0	500
*	PROFESSIONAL SERVICES	0	0	500	0	500
ELEM 34	CONTRACTUAL SERVICES					
5010-550.34-17	TEMP MANPOWER-OTHER	2,315	2,024	4,125	2,394	3,300
5010-550.34-75	MOSQUITO CONTROL	3,000	3,454	4,800	0	4,500
*	CONTRACTUAL SERVICES	5,315	5,478	8,925	2,394	7,800
ELEM 36	SPECIAL SERVICES					
5010-550.36-10	PRINTING	9,525	6,950	11,600	8,243	11,000
5010-550.36-11	CLASSIFIED ADVERTISING	0	0	3,000	0	1,500
5010-550.36-37	CODE ENF ABATEMENT REIMB	4,109-	6,061-	0	2,741-	0
*	SPECIAL SERVICES	5,416	889	14,600	5,502	12,500
ELEM 38	SPECIAL EVENTS					
5010-550.38-45	VOLUNTEER PROGRAMS	163	114	250	0	250
5010-550.38-67	SAFETY BREAKFAST	1,298	1,118	1,300	1,234	1,300
*	SPECIAL EVENTS	1,461	1,232	1,550	1,234	1,550
ELEM 40	REPAIR & MAINTENANCE					
5010-550.40-10	OFFICE EQUIPMENT	0	0	300	0	300
*	REPAIR & MAINTENANCE	0	0	300	0	300
ELEM 47	CLOTHING & UNIFORMS					
5010-550.47-10	CLOTHING & UNIFORMS	25,923	27,567	28,215	17,212	28,215
*	CLOTHING & UNIFORMS	25,923	27,567	28,215	17,212	28,215
ELEM 48	RENTAL					

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 50	PUBLIC WORKS					
DIV 10	PUBLIC WORKS ADMIN					
SUB 0	PUBLIC WORKS					
ELEM 48	RENTAL					
5010-550.48-20	COPIERS	1,961	1,803	1,980	1,458	1,980
5010-550.48-60	BUILDINGS	2,640	0	0	0	0
*	RENTAL	4,601	1,803	1,980	1,458	1,980
ELEM 52	AWARDS & GIFTS					
5010-550.52-10	AWARDS & GIFTS	707	233	400	325	400
*	AWARDS & GIFTS	707	233	400	325	400
ELEM 53	CDL LICENSING FEE					
5010-550.53-10	CDL LICENSING FEE	247	102	240	0	190
*	CDL LICENSING FEE	247	102	240	0	190
ELEM 60	SUPPLIES					
5010-550.60-10	GENERAL SUPPLIES	2,292	3,491	3,100	2,190	3,100
5010-550.60-11	MEETING REFRESHMENTS	481	580	700	152	700
*	SUPPLIES	2,773	4,071	3,800	2,342	3,800
ELEM 61	OFFICE SUPPLIES					
5010-550.61-10	OFFICE SUPPLIES	2,516	2,224	3,800	2,231	3,800
*	OFFICE SUPPLIES	2,516	2,224	3,800	2,231	3,800
ELEM 62	POSTAGE					
5010-550.62-10	POSTAGE	48	0	0	0	0
*	POSTAGE	48	0	0	0	0
ELEM 66	TELEPHONE & COMMUNICATION					
5010-550.66-12	CELLULAR PHONE	2,711	2,176	3,240	1,538	3,360
5010-550.66-13	WIRELESS RADIO	7,626	636	0	0	17,500
*	TELEPHONE & COMMUNICATION	10,337	2,812	3,240	1,538	20,860
ELEM 67	DUES & PUBLICATIONS					
5010-550.67-10	DUES	849	963	1,050	987	1,000
5010-550.67-20	PUBLICATIONS & BOOKS	195	334	320	732	320
*	DUES & PUBLICATIONS	1,044	1,297	1,370	1,719	1,320
**	PUBLIC WORKS ADMIN	705,902	714,991	770,262	543,162	814,065

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 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. Provide reliable, quality refuse service (about 234,000 collections/year)	Percent of pickups accomplished on scheduled day	99%	99%	99%	99%
	Number of complaints received for missed collections Mon.-Wed.	New	New	New	<25
	Percent of residents rating services as good or better	95%	No survey	No survey	95%
	Cost per ton of solid waste (including regular trash, special trash pick-up, tires, building materials, non-recyclable white goods)	$139.89	<$160.00	$147.80	<$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 (FTE's)	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ESTIMATED FY 2015
Crew Chief	0.48	0.48	0.48	0.48
Motor Equipment Operator I	2.95	2.90	2.90	2.90
Laborer	3.35	3.45	3.45	4.10
Budget Total	**6.78**	**6.83**	**6.83**	**7.48**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5011
Element/Object		**Details**	**Total**
34	Contractual Services		
	34-11 Temporary Manpower - Solid Waste	Temporary manpower used in the collection of solid waste, 100 hours @ $16.50 per hour	1,650
	34-20 Tipping Fees	Refuse, 4,750 tons @ $59 per ton ..... 280,250 Construction materials, 15 tons @ $60 per ton ..... 900 Tires, 5 tons @ $275 per ton ..... 1,375 Refrigerators, freezers, air conditioners; 10 tons @ $59 per ton 590	283,115
36	Special Services		
	36-10 Printing	Community education materials	400
60	Supplies		
	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 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET	FY 2014 ACTUAL	FY 2015 BUDGET
344.10	County Disposal Rebate	75,541	83,288	83,288	41,644	83,288
344.20	Refuse Contracts Revenue	220,928	226,763	230,000	228,848	230,000
	TOTAL	296,469	310,051	313,288	270,492	313,288

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 50	PUBLIC WORKS					
DIV 11	SOLID WASTE MANAGEMENT					
SUB 0	PUBLIC WORKS					
ELEM 10	PAYROLL-WAGES					
5011-550.10-02	HOURLY	232,124	253,066	278,295	189,448	302,993
5011-550.10-03	OVERTIME	2,394	4,369	3,500	750	3,500
5011-550.10-08	SATURDAY SHIFT DIFFERENTL	0	24	0	0	0
*	PAYROLL-WAGES	234,518	257,459	281,795	190,198	306,493
ELEM 11	FRINGE BENEFITS					
5011-550.11-10	FICA	17,313	18,640	20,688	13,617	22,041
5011-550.11-12	HEALTH INSURANCE	28,212	46,045	57,671	38,882	70,956
5011-550.11-13	DENTAL INSURANCE	1,897	2,647	2,779	2,017	3,150
5011-550.11-14	LIFE INSURANCE	699	1,023	1,151	735	1,261
5011-550.11-15	VISION INSURANCE	340	675	511	481	609
5011-550.11-17	457 CITY MATCH CONTRIBUTN	2,930	4,202	4,748	2,718	4,357
5011-550.11-18	401A RETIREMENT	13,608	16,041	14,916	10,209	3,000
5011-550.11-21	WORKERS COMPENSATION INS	8,728	8,503	8,908	5,971	6,824
5011-550.11-22	LONG TERM DISABILITY INS	779	959	1,084	597	1,176
5011-550.11-25	MSRP RETIREMENT	0	0	0	0	15,866
*	FRINGE BENEFITS	74,506	98,735	112,456	75,227	129,240
ELEM 20	OVERHEAD					
5011-550.20-11	AUTOMOTIVE	110,291	119,433	120,450	90,337	120,560
*	OVERHEAD	110,291	119,433	120,450	90,337	120,560
ELEM 34	CONTRACTUAL SERVICES					
5011-550.34-11	TEMP MANPOWER-SOLID WASTE	4,001	2,055	1,650	1,284	1,650
5011-550.34-20	TIPPING FEES	281,378	279,001	283,235	161,713	283,115
*	CONTRACTUAL SERVICES	285,379	281,056	284,885	162,997	284,765
ELEM 36	SPECIAL SERVICES					
5011-550.36-10	PRINTING	862	0	400	0	400
*	SPECIAL SERVICES	862	0	400	0	400
ELEM 60	SUPPLIES					
5011-550.60-10	GENERAL SUPPLIES	360	17	250	138	250
5011-550.60-45	TOTERS & CONTAINERS	29,567	26,667	13,144	19,379	25,272
*	SUPPLIES	29,927	26,684	13,394	19,517	25,522
ELEM 69	MISCELLANEOUS CHARGE					
5011-550.69-10	MISCELLANEOUS	300	0	0	0	0
*	MISCELLANEOUS CHARGE	300	0	0	0	0
**	SOLID WASTE MANAGEMENT	735,783	783,367	813,380	538,276	866,980

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 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. Provide reliable, quality leaf and grass collection services* (about 198,000 potential grass/yard waste collections/year)	Percent of weekly yard waste (Mon.-Wed.) collections completed on schedule	100%	100%	88%	90%
**Note*: Depends on weather conditions and compliance with automobile parking restrictions	Percent of residents rating leaf and grass collection as good or better	84%	No survey	No survey	85%
	Number of complaints received for missed weekly yard waste collections	0	<10	54	<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 (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Crew Chief	0.70	0.70	0.70	0.70
Supply Clerk	0.14	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	0.25	0.30	0.30
Motor Equipment Operator I+A	1.56	1.60	1.60	1.60
Motor Equipment Operator I	0.32	0.32	0.32	0.32
Laborer	2.26	1.32	1.32	1.32
Lead Groundskeeper	0.20	0.20	0.20	0.20
Budget Total	**5.47**	**4.47**	**4.52**	**4.52**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5012
	Element/Object	**Details**	**Total**
34	Contractual Services		
	34-15 Temp. Manpower – Leaf	Leaf collection, 1,900 hours contract labor @ $16.50/hour	31,350
	34-16 Temp Manpower – Yard Waste	Grass collection, 1,000 hours contract labor @ $16.50/hour	16,500
36	Special Services		
	36-10 Printing	Door hangers, leaf collection plan	300
60	Supplies		
	60-10 General Supplies	Rakes, dust masks, etc.	750
	60-40 Signs	Leaf collection signs	700

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 50	PUBLIC WORKS					
DIV 12	LEAF AND GRASS COLLECTION					
SUB 0	PUBLIC WORKS					
ELEM 10	PAYROLL-WAGES					
5012-550.10-02	HOURLY	141,770	126,925	176,387	107,378	206,441
5012-550.10-03	OVERTIME	747	1,729	1,000	135	1,000
5012-550.10-08	SATURDAY SHIFT DIFFERENTL	0	4	0	0	0
*	PAYROLL-WAGES	142,517	128,658	177,387	107,513	207,441
ELEM 11	FRINGE BENEFITS					
5012-550.11-10	FICA	10,295	9,773	13,189	7,943	15,408
5012-550.11-12	HEALTH INSURANCE	16,033	11,762	21,363	13,265	30,085
5012-550.11-13	DENTAL INSURANCE	993	1,021	1,408	925	1,670
5012-550.11-14	LIFE INSURANCE	341	427	601	355	954
5012-550.11-15	VISION INSURANCE	334	340	459	286	591
5012-550.11-17	457 CITY MATCH CONTRIBUTN	3,595	3,567	4,489	2,693	4,406
5012-550.11-18	401A RETIREMENT	8,680	8,321	11,600	7,048	362
5012-550.11-21	WORKERS COMPENSATION INS	5,268	4,383	5,628	3,373	4,638
5012-550.11-22	LONG TERM DISABILITY INS	444	488	687	394	802
5012-550.11-25	MSRP RETIREMENT	0	0	0	0	12,418
*	FRINGE BENEFITS	45,983	40,082	59,424	36,282	71,334
ELEM 20	OVERHEAD					
5012-550.20-11	AUTOMOTIVE	41,359	44,787	45,169	33,876	45,210
*	OVERHEAD	41,359	44,787	45,169	33,876	45,210
ELEM 34	CONTRACTUAL SERVICES					
5012-550.34-15	TEMP MANPOWER-LEAF	30,941	23,420	31,350	32,004	31,350
5012-550.34-16	TEMP MANPOWER-YARD WASTE	16,341	23,538	16,500	9,797	16,500
*	CONTRACTUAL SERVICES	47,282	46,958	47,850	41,801	47,850
ELEM 36	SPECIAL SERVICES					
5012-550.36-10	PRINTING	0	0	300	0	300
*	SPECIAL SERVICES	0	0	300	0	300
ELEM 60	SUPPLIES					
5012-550.60-10	GENERAL SUPPLIES	612	650	750	1,210	750
5012-550.60-40	SIGNS	450	675	700	1,110	700
*	SUPPLIES	1,062	1,325	1,450	2,320	1,450
**	LEAF AND GRASS COLLECTION	278,203	261,810	331,580	221,792	373,585

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 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. Maintain street cleanliness through scheduled sweeping *	Number of citywide sweeps completed	4 *	6	5	6
* *Note:* Resident compliance with parking requirements will affect cleaning	Percent of residents rating street cleaning as good or better	63%	No survey	No survey	65%

CONDITIONS: Adverse weather conditions may reduce number of sweeps.

* Four Cities sweeper was frequently broken and out of service; sweeper was replaced fall 2013.

PROGRAM NAME/NUMBER — Street Cleaning/5013

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Crew Chief	0.02	0.02	0.00	0.00
Motor Equipment Operator II+A	0.25	0.25	0.15	0.15
Motor Equipment Operator I	0.01	0.01	0.03	0.03
Budget Total	**0.28**	**0.28**	**0.18**	**0.18**

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 costs .....20,000 Labor costs for operator 13,500	33,500
60	Supplies 60-10 General Supplies		200
	60-40 Signs	Street sweeping signs	500

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 50	PUBLIC WORKS					
DIV 13	STREET CLEANING					
SUB 0	PUBLIC WORKS					
ELEM 10	PAYROLL-WAGES					
5013-550.10-02	HOURLY	16,884	10,764	10,202	6,976	10,462
5013-550.10-03	OVERTIME	30	129	200	0	200
*	PAYROLL-WAGES	16,914	10,893	10,402	6,976	10,662
ELEM 11	FRINGE BENEFITS					
5013-550.11-10	FICA	1,213	811	776	516	796
5013-550.11-12	HEALTH INSURANCE	3,359	576	838	408	953
5013-550.11-13	DENTAL INSURANCE	229	203	99	134	99
5013-550.11-14	LIFE INSURANCE	46	38	30	22	55
5013-550.11-15	VISION INSURANCE	69	62	38	41	38
5013-550.11-17	457 CITY MATCH CONTRIBUTN	240	123	235	59	235
5013-550.11-18	401A RETIREMENT	1,103	722	678	462	0
5013-550.11-21	WORKERS COMPENSATION INS	644	368	327	223	237
5013-550.11-22	LONG TERM DISABILITY INS	59	41	40	24	41
5013-550.11-25	MSRP RETIREMENT	0	0	0	0	647
*	FRINGE BENEFITS	6,962	2,944	3,061	1,889	3,101
ELEM 20	OVERHEAD					
5013-550.20-11	AUTOMOTIVE	27,573	29,858	30,112	22,584	30,140
*	OVERHEAD	27,573	29,858	30,112	22,584	30,140
ELEM 34	CONTRACTUAL SERVICES					
5013-550.34-20	TIPPING FEES	7,992	5,137	7,200	2,444	7,200
*	CONTRACTUAL SERVICES	7,992	5,137	7,200	2,444	7,200
ELEM 36	SPECIAL SERVICES					
5013-550.36-50	SWEEPER SHARED MAINT	34,674	28,023	33,500	15,426	33,500
*	SPECIAL SERVICES	34,674	28,023	33,500	15,426	33,500
ELEM 60	SUPPLIES					
5013-550.60-10	GENERAL SUPPLIES	107	0	200	54	200
5013-550.60-40	SIGNS	450	450	700	461	500
*	SUPPLIES	557	450	900	515	700
**	STREET CLEANING	94,672	77,305	85,175	49,834	85,303

PROGRAM NAME/NUMBER Signage/5014

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. 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 informs 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 2013 ACTUAL	FY 2014		FY 2015 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	65%	70%	70%	70%
2. Street name signs inspected quarterly	Percent of inspections completed on time	100%	100%	100%	100%

* Traffic control signs include: 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 (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
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	0.17	0.20	0.20
Motor Equipment Operator I+A	0.18	0.14	0.10	0.10
Budget Total	**1.98**	**1.94**	**1.93**	**1.93**

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	Sign poles, 30 @ $30 900	
		Street name signs, 200 @ $26 5,200	
		Traffic control signs, including stop signs 4,200	
		Parking control signs 1,800	
		Specialty signs 1,500	
		Hardware – nuts, bolts, caps, tees 1,350	
		Speed hump signs, 35 @ $45 1,575	
		U-channels, 100 @ $20 2,000	
		Replacement of missing and damaged gateway, historic district toppers and ATHA wayfinding signs 2,000	20,525

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 50	PUBLIC WORKS					
DIV 14	SIGNAGE					
SUB 0	PUBLIC WORKS					
ELEM 10	PAYROLL-WAGES					
5014-550.10-02	HOURLY	94,631	95,832	115,273	69,153	119,383
5014-550.10-03	OVERTIME	142	873	200	15	250
*	PAYROLL-WAGES	94,773	96,705	115,473	69,168	119,633
ELEM 11	FRINGE BENEFITS					
5014-550.11-10	FICA	6,862	7,220	8,519	5,097	8,829
5014-550.11-12	HEALTH INSURANCE	12,318	11,578	14,665	9,292	16,106
5014-550.11-13	DENTAL INSURANCE	541	542	631	428	631
5014-550.11-14	LIFE INSURANCE	251	284	337	206	380
5014-550.11-15	VISION INSURANCE	220	233	270	177	277
5014-550.11-17	457 CITY MATCH CONTRIBUTN	3,847	4,776	5,465	3,029	5,465
5014-550.11-18	401A RETIREMENT	6,079	6,362	7,509	4,512	0
5014-550.11-21	WORKERS COMPENSATION INS	3,491	3,246	3,648	2,160	2,665
5014-550.11-22	LONG TERM DISABILITY INS	340	369	449	271	464
5014-550.11-25	MSRP RETIREMENT	0	0	0	0	7,381
*	FRINGE BENEFITS	33,949	34,610	41,493	25,172	42,198
ELEM 20	OVERHEAD					
5014-550.20-11	AUTOMOTIVE	13,786	14,929	15,056	11,292	15,070
*	OVERHEAD	13,786	14,929	15,056	11,292	15,070
ELEM 34	CONTRACTUAL SERVICES					
5014-550.34-18	TEMP MANPOWER-SIGNAGE	0	63	0	0	0
*	CONTRACTUAL SERVICES	0	63	0	0	0
ELEM 60	SUPPLIES					
5014-550.60-10	GENERAL SUPPLIES	165	396	200	0	200
5014-550.60-15	SMALL TOOLS	1,338	307	400	35	400
5014-550.60-40	SIGNS	20,633	16,685	21,875	8,846	20,525
*	SUPPLIES	22,136	17,388	22,475	8,881	21,125
**	SIGNAGE	164,644	163,695	194,497	114,513	198,026

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 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. Maintain line and traffic control striping on City streets	Percent of line and traffic control striping completed annually	62%	90%	86% *	90%
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	83%	70%	90%	70%

* 8 areas completed; 1 area not done due to WSSC construction in Berwyn

PROGRAM NAME/NUMBER — Street Maintenance/5015

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ESTIMATED FY 2015
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	1.23	1.20	1.20
Laborer	0.00	0.75	0.75	0.75
Budget Total	**1.46**	**2.21**	**2.18**	**2.18**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA — **PROGRAM NUMBER: 5015**

Element/Object		Details	Total
34	Contractual Services 34-38 Striping	Crosswalks, 130 @ $50 ....6,500 Stop bars, 150 @ $20 ....3,000 Driveway hash-outs, 35 @ $10 ....350 On-street parking spaces, 130 @ $3 ....390 X-outs between on-street parking spaces, 15 @ $10 ....150 Psycho bars, 6 @ $100 ....600 Double yellow centerline, 16,500 LF @ $0.35/LF ....5,775 Single yellow centerline, 4,000 LF @ $0.35/LF ....1,400 White shoulder line, 16,500 LF @ $0.20/LF ....3,300 Miscellaneous gore areas (diagonal hashmarks), 500 LF @ $0.20/LF ....100 Arrow stencils, 15 @ $15 ....225 Speed humps, 130 @ $30 ....3,900 Other stencils 200	25,890
60	Supplies 60-10 General Supplies	Traffic paint, pothole patch	10,000

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 50	PUBLIC WORKS					
DIV 15	STREET MAINTENANCE					
SUB 0	PUBLIC WORKS					
ELEM 10	PAYROLL-WAGES					
5015-550.10-02	HOURLY	51,271	37,480	89,273	34,698	91,912
5015-550.10-03	OVERTIME	148	2,019	250	52	250
*	PAYROLL-WAGES	51,419	39,499	89,523	34,750	92,162
ELEM 11	FRINGE BENEFITS					
5015-550.11-10	FICA	3,740	2,937	6,546	2,552	6,628
5015-550.11-12	HEALTH INSURANCE	10,961	4,446	12,991	5,297	17,167
5015-550.11-13	DENTAL INSURANCE	659	547	1,292	474	1,564
5015-550.11-14	LIFE INSURANCE	154	164	366	148	367
5015-550.11-15	VISION INSURANCE	116	124	321	101	400
5015-550.11-17	457 CITY MATCH CONTRIBUTN	907	703	1,345	609	1,032
5015-550.11-18	401A RETIREMENT	3,361	2,581	5,858	2,287	0
5015-550.11-21	WORKERS COMPENSATION INS	1,962	1,320	2,845	1,101	2,065
5015-550.11-22	LONG TERM DISABILITY INS	183	153	347	142	356
5015-550.11-25	MSRP RETIREMENT	0	0	0	0	5,675
*	FRINGE BENEFITS	22,043	12,975	31,911	12,711	35,254
ELEM 20	OVERHEAD					
5015-550.20-11	AUTOMOTIVE	13,786	14,929	15,056	11,292	15,070
*	OVERHEAD	13,786	14,929	15,056	11,292	15,070
ELEM 34	CONTRACTUAL SERVICES					
5015-550.34-17	TEMP MANPOWER-OTHER	95	0	500	0	0
5015-550.34-38	STRIPING	14,084	13,917	25,890	9,808	25,890
*	CONTRACTUAL SERVICES	14,179	13,917	26,390	9,808	25,890
ELEM 60	SUPPLIES					
5015-550.60-10	GENERAL SUPPLIES	11,459	9,173	10,000	3,020	10,000
*	SUPPLIES	11,459	9,173	10,000	3,020	10,000
**	STREET MAINTENANCE	112,886	90,493	172,880	71,581	178,376

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 2013 ACTUAL	FY 2014		FY 2015 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	New	New	90%

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

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 (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Deputy Director of Public Works	0.05	0.05	0.05	0.05
Motor Equipment Operator II+A	0.01	0.01	0.02	0.02
Landscape Foreman	0.01	0.01	0.01	0.01
Budget Total	**0.07**	**0.07**	**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.	49,875

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 50	PUBLIC WORKS					
DIV 16	TURF & RIGHT OF WAY MAINT					
SUB 0	PUBLIC WORKS					
ELEM 10	PAYROLL-WAGES					
5016-550.10-01	SALARY	4,530	4,735	4,875	3,485	4,969
5016-550.10-02	HOURLY	4,192	1,349	1,698	1,090	1,753
5016-550.10-03	OVERTIME	0	9	20	0	20
*	PAYROLL-WAGES	8,722	6,093	6,593	4,575	6,742
ELEM 11	FRINGE BENEFITS					
5016-550.11-10	FICA	642	457	492	343	507
5016-550.11-12	HEALTH INSURANCE	886	483	600	426	696
5016-550.11-13	DENTAL INSURANCE	78	33	27	26	27
5016-550.11-14	LIFE INSURANCE	29	17	19	14	22
5016-550.11-15	VISION INSURANCE	20	10	9	8	9
5016-550.11-17	457 CITY MATCH CONTRIBUTN	156	169	193	124	193
5016-550.11-18	401A RETIREMENT	518	398	429	299	0
5016-550.11-21	WORKERS COMPENSATION INS	315	203	208	145	150
5016-550.11-22	LONG TERM DISABILITY INS	33	23	26	19	26
5016-550.11-25	MSRP RETIREMENT	0	0	0	0	416
*	FRINGE BENEFITS	2,677	1,793	2,003	1,404	2,046
ELEM 34	CONTRACTUAL SERVICES					
5016-550.34-71	CONTRACT MOWING	46,498	46,498	47,500	26,570	49,875
*	CONTRACTUAL SERVICES	46,498	46,498	47,500	26,570	49,875
**	TURF & RIGHT OF WAY MAINT	57,897	54,384	56,096	32,549	58,663

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 supplemental plowing operations in the event of heavy snow. 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 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Remove snow and ice from City's streets					
• Primary streets to bare pavement for automobile traffic	Percent of primary street lane miles cleared within 24 hours of event conclusion	*	90%	*	90%
• Secondary streets to provide travelable conditions	Percent of secondary street lane miles cleared within 24 hours of event conclusion	*	85%	*	85%
	Percent of residents rating snow removal as good or better	78%	No survey	No survey	80%

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

* No major snow events in FY 2012 or 2013

PROGRAM NAME/NUMBER — Snow and Ice Control/5017

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ESTIMATED FY 2015
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	0.30	0.35	0.35	0.35
Laborer	0.11	0.24	0.24	0.24
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	0.01
Budget Total	**0.96**	**1.14**	**1.14**	**1.14**

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 34-70 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 money .....2,000 Snow shovels, ice chippers 300	2,300
	60-12 Road Salt	Road salt, 500 tons @ $60.00/ton (MWCOG price) .....30,000 Magnesium chloride solution, 4,500 gallons @ $1.00/gallon .....4,500 Sidewalk deicer 1,300	35,800

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
366.35	FEMA-Snow Expense Reimbursement	0	0	0	0	0
	TOTAL	0	0	0	0	0

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
	DEPT 50 PUBLIC WORKS					
	DIV 17 SNOW AND ICE CONTROL					
	SUB 0 PUBLIC WORKS					
	ELEM 10 PAYROLL-WAGES					
5017-550.10-02	HOURLY	1,839	8,299	54,848	38,008	56,175
5017-550.10-03	OVERTIME	4,561	18,136	32,000	50,075	35,000
5017-550.10-08	SATURDAY SHIFT DIFFERENTL	36	0	0	0	0
*	PAYROLL-WAGES	6,436	26,435	86,848	88,083	91,175
	ELEM 11 FRINGE BENEFITS					
5017-550.11-10	FICA	470	1,952	6,489	6,479	6,753
5017-550.11-12	HEALTH INSURANCE	1,031	3,553	8,216	12,987	10,038
5017-550.11-13	DENTAL INSURANCE	52	246	535	686	552
5017-550.11-14	LIFE INSURANCE	23	122	194	232	218
5017-550.11-15	VISION INSURANCE	13	66	131	190	153
5017-550.11-17	457 CITY MATCH CONTRIBUTN	133	496	1,327	1,674	1,249
5017-550.11-18	401A RETIREMENT	400	1,725	5,642	5,540	586
5017-550.11-21	WORKERS COMPENSATION INS	243	864	2,415	2,593	1,776
5017-550.11-22	LONG TERM DISABILITY INS	30	129	214	256	218
5017-550.11-25	MSRP RETIREMENT	0	0	0	0	2,914
*	FRINGE BENEFITS	2,395	9,153	25,163	30,637	24,457
	ELEM 12 TRAVEL & TRAINING					
5017-550.12-11	TRAVEL & TRAINING	9	84	2,100	1,304	2,100
*	TRAVEL & TRAINING	9	84	2,100	1,304	2,100
	ELEM 20 OVERHEAD					
5017-550.20-11	AUTOMOTIVE	20,679	22,394	22,584	16,938	22,605
*	OVERHEAD	20,679	22,394	22,584	16,938	22,605
	ELEM 34 CONTRACTUAL SERVICES					
5017-550.34-70	CONTRACT PLOWING	0	0	5,000	0	5,000
*	CONTRACTUAL SERVICES	0	0	5,000	0	5,000
	ELEM 60 SUPPLIES					
5017-550.60-10	GENERAL SUPPLIES	314	546	2,300	2,592	2,300
5017-550.60-12	ROAD SALT	6,327	15,774	35,800	35,628	35,800
*	SUPPLIES	6,641	16,320	38,100	38,220	38,100
**	SNOW AND ICE CONTROL	36,160	74,386	179,795	175,182	183,437

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 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. Maintain Public Works buildings and assigned facilities in good condition	Percent of Public Works facilities rated in satisfactory or better condition by City employees responding to employee survey:				
	Cleanliness	New	New	89%	90%
	Maintenance/general repair	New	New	89%	90%
• Inspect facilities monthly	Number of inspections completed	11	12	11	12
2. Reduce unscheduled maintenance costs through effective preventive maintenance • Develop preventive maintenance schedule	Percent of maintenance costs that are not budgeted	13%	<20%	5%	<20%

PROGRAM NAME/NUMBER — Public Works Buildings/5018

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ESTIMATED FY 2015
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	Contractual Services 34-50 Scheduled Maintenance	Berwyn overpass, Veterans Memorial and Calvert Road underpass ....7,000 Miscellaneous repairs as needed 2,000	9,000
38	Special Events 38-55 Veterans Memorial Events	Rental of chairs and sound system, 2 events @ Veterans Memorial ....1,700 Variable message board rental 1,500	3,200
40	Repair & Maintenance 40-11 Building & Grounds Maint.	Electrical repairs, 12 hours @ $70 ....840 Plumbing repairs, 10 hours @ $65 ....650 Roofing repairs, 20 hours @ $90 ....1,800 Overhead garage door repairs ....6,750 Emergency generator maintenance ....3,500 Gas pump repairs ....1,200 General repairs 2,500	17,240
	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
45	Maintenance Contract 45-16 Building Services	Fire extinguisher inspection service	1,000
	45-21 Backflow Prevention Valve	Annual inspection	450
	45-22 Security Alarm Monitoring	3 systems @ $348 each	1,044
	45-23 Pest Control	Pest control service @ $134/month ....1,608 Termite contract 350	1,958
60	Supplies 60-10 General Supplies	Maintenance supplies	2,000
65	Utilities 65-10 Electricity	Davis Hall and modular building	14,000

PROGRAM NAME/NUMBER — Public Works Buildings/5018

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5018
Element/Object		Details	Total
	65-11 Natural Gas	Davis Hall	2,000
	65-13 Water & Sewer	All Public Works buildings	2,100
93	Office Equipment 93-20 Office Furniture	Office furniture	1,500

CAPITAL OUTLAY: Office Equipment includes replacement office furniture, as needed ($1,500).

RELATED REVENUES		FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET	FY 2014 ACTUAL	FY 2015 BUDGET
362.18	Property Rental-Davis Hall	900	1,150	800	1,125	1,000
	TOTAL	900	1,150	800	1,125	1,000

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 50	PUBLIC WORKS					
DIV 18	PUBLIC WORKS BUILDINGS					
SUB 0	PUBLIC WORKS					
ELEM 10	PAYROLL-WAGES					
5018-550.10-02	HOURLY	2,360	2,578	2,678	1,734	2,843
5018-550.10-03	OVERTIME	625	1,083	800	279	800
*	PAYROLL-WAGES	2,985	3,661	3,478	2,013	3,643
ELEM 11	FRINGE BENEFITS					
5018-550.11-10	FICA	214	267	251	147	265
5018-550.11-12	HEALTH INSURANCE	683	703	757	455	789
5018-550.11-13	DENTAL INSURANCE	51	43	28	18	28
5018-550.11-14	LIFE INSURANCE	7	11	8	5	8
5018-550.11-15	VISION INSURANCE	14	17	15	10	16
5018-550.11-17	457 CITY MATCH CONTRIBUTN	30	43	39	28	39
5018-550.11-18	401A RETIREMENT	195	239	226	131	0
5018-550.11-21	WORKERS COMPENSATION INS	110	119	102	63	75
5018-550.11-22	LONG TERM DISABILITY INS	9	12	10	6	11
5018-550.11-25	MSRP RETIREMENT	0	0	0	0	176
*	FRINGE BENEFITS	1,313	1,454	1,436	863	1,407
ELEM 20	OVERHEAD					
5018-550.20-11	AUTOMOTIVE	13,786	14,929	15,056	11,292	15,070
*	OVERHEAD	13,786	14,929	15,056	11,292	15,070
ELEM 34	CONTRACTUAL SERVICES					
5018-550.34-50	SCHEDULED MAINTENANCE	3,547	13,849	9,000	3,170	9,000
*	CONTRACTUAL SERVICES	3,547	13,849	9,000	3,170	9,000
ELEM 38	SPECIAL EVENTS					
5018-550.38-55	VETERANS MEMORIAL EVENTS	2,396	3,240	3,650	1,571	3,200
*	SPECIAL EVENTS	2,396	3,240	3,650	1,571	3,200
ELEM 40	REPAIR & MAINTENANCE					
5018-550.40-11	BUILDINGS & GROUNDS	37,121	18,748	17,990	13,568	17,240
5018-550.40-13	TOOLS & EQUIPMENT	0	70	0	69	0
5018-550.40-17	ALARM SYSTEM	0	312	300	1,237	500
5018-550.40-18	SECURITY CAMERAS	0	0	0	0	500
5018-550.40-25	HVAC REPAIRS	7,525	2,119	1,606	945	1,650
5018-550.40-42	GENERATOR MAINTENANCE	0	1,451	0	0	0
*	REPAIR & MAINTENANCE	44,646	22,700	19,896	15,819	19,890
ELEM 42	CLEANING SERVICE					
5018-550.42-10	BUILDING	662	808	0	0	0
*	CLEANING SERVICE	662	808	0	0	0
ELEM 45	MAINTENANCE CONTRACT					
5018-550.45-16	BUILDING SERVICES	682	925	1,000	985	1,000
5018-550.45-21	BACKFLOW PREVENTION VALVE	0	180	0	0	450
5018-550.45-22	SECURITY ALARM MONITORING	900	900	975	900	1,044
5018-550.45-23	PEST CONTROL	1,964	1,751	1,958	1,451	1,958
*	MAINTENANCE CONTRACT	3,546	3,756	3,933	3,336	4,452
ELEM 60	SUPPLIES					
5018-550.60-10	GENERAL SUPPLIES	1,298	3,021	2,000	1,299	2,000
*	SUPPLIES	1,298	3,021	2,000	1,299	2,000
ELEM 65	UTILITIES					
5018-550.65-10	ELECTRICITY	12,936	11,705	14,000	8,231	14,000
5018-550.65-11	NATURAL GAS	996	1,299	2,000	1,409	2,000
5018-550.65-13	WATER & SEWER	2,073	1,900	2,100	2,788	2,100
*	UTILITIES	16,005	14,904	18,100	12,428	18,100
ELEM 92	MACHINERY & EQUIPMENT					
5018-550.92-42	HVAC SYSTEMS	3,425	0	0	0	0
*	MACHINERY & EQUIPMENT	3,425	0	0	0	0

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
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	412	1,732	1,500	0	1,500
*	OFFICE EQUIPMENT	412	1,732	1,500	0	1,500
**	PUBLIC WORKS BUILDINGS	94,021	84,054	78,049	51,791	78,262

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 2013 ACTUAL	FY2014		FY2015 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	84%	No survey	No survey	85%
2. Complete maintenance tasks as outlined in the athletic field section of the Vegetation Management Plan (VMP)	Percent of tasks completed as scheduled	63%	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%	90%	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 (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Deputy Director of Public Works	0.10	0.10	0.10	0.10
Crew Chief	0.01	0.01	0.01	0.01
Motor Equipment Operator I	0.04	0.04	0.04	0.04
Landscape Foreman	0.20	0.20	0.20	0.20
Laborer	1.80	1.89	1.89	0.99
Lead Groundskeeper	0.01	0.01	0.00	0.00
Grounds Laborer/Driver	0.05	0.05	0.05	0.98
Budget Total	**2.21**	**2.30**	**2.29**	**2.32**

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 ..... 2,500 General repairs ..... 2,000 Stripe athletic fields at Duvall Field, Calvert Road School for lacrosse and soccer, 8 times @ $350 ..... 2,800 Tot lot repair parts ..... 2,500 Tot lot wood replacement materials ..... 5,500 Lomax fountain repairs 500	21,100
	40-13 Tools & Equipment	Mower blades, repairs	700
45	Maintenance Contract 45-21 Backflow Prevention Valve	Annual inspection – Duvall Field irrigation system	300
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") ..... 600 Seed/sod and fertilizer for Duvall Field, Calvert Road School field, tot lots 5,500	6,100
65	Utilities 65-10 Electricity	Duvall Field blockhouse and field lights, current usage	5,000

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

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET	FY 2014 ACTUAL	FY 2015 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 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 50	PUBLIC WORKS					
DIV 19	RECREATIONAL FACIL MAINT					
SUB 0	PUBLIC WORKS					
ELEM 10	PAYROLL-WAGES					
5019-550.10-01	SALARY	9,063	9,469	9,749	6,971	9,938
5019-550.10-02	HOURLY	67,449	61,845	75,782	53,845	81,672
5019-550.10-03	OVERTIME	19	586	200	6	200
*	PAYROLL-WAGES	76,531	71,900	85,731	60,822	91,810
ELEM 11	FRINGE BENEFITS					
5019-550.11-10	FICA	5,674	5,379	6,399	4,350	6,780
5019-550.11-12	HEALTH INSURANCE	11,953	11,829	13,550	14,907	15,866
5019-550.11-13	DENTAL INSURANCE	939	801	1,025	653	1,064
5019-550.11-14	LIFE INSURANCE	243	337	392	264	397
5019-550.11-15	VISION INSURANCE	26	61	35	83	33
5019-550.11-17	457 CITY MATCH CONTRIBUTN	1,259	1,382	1,562	1,107	1,603
5019-550.11-18	401A RETIREMENT	3,355	4,679	5,549	3,727	1,967
5019-550.11-21	WORKERS COMPENSATION INS	2,871	2,424	2,743	1,916	2,069
5019-550.11-22	LONG TERM DISABILITY INS	237	279	333	218	355
5019-550.11-25	MSRP RETIREMENT	0	0	0	0	3,844
*	FRINGE BENEFITS	26,557	27,171	31,588	27,225	33,978
ELEM 12	TRAVEL & TRAINING					
5019-550.12-11	TRAVEL & TRAINING	250	218	200	0	200
*	TRAVEL & TRAINING	250	218	200	0	200
ELEM 20	OVERHEAD					
5019-550.20-11	AUTOMOTIVE	27,573	29,858	30,112	22,584	30,140
*	OVERHEAD	27,573	29,858	30,112	22,584	30,140
ELEM 40	REPAIR & MAINTENANCE					
5019-550.40-11	BUILDINGS & GROUNDS	23,466	23,695	21,300	2,095	21,100
5019-550.40-13	TOOLS & EQUIPMENT	357	318	700	273	700
*	REPAIR & MAINTENANCE	23,823	24,013	22,000	2,368	21,800
ELEM 45	MAINTENANCE CONTRACT					
5019-550.45-16	BUILDING SERVICES	0	0	0	200	0
5019-550.45-21	BACKFLOW PREVENTION VALVE	0	0	0	0	300
*	MAINTENANCE CONTRACT	0	0	0	200	300
ELEM 48	RENTAL					
5019-550.48-11	TOOLS & EQUIPMENT	0	0	200	0	200
*	RENTAL	0	0	200	0	200
ELEM 60	SUPPLIES					
5019-550.60-10	GENERAL SUPPLIES	1,423	866	1,000	973	1,000
5019-550.60-13	GROUNDS & FIELD SUPPLIES	198	811	8,000	354	6,100
*	SUPPLIES	1,621	1,677	9,000	1,327	7,100
ELEM 65	UTILITIES					
5019-550.65-10	ELECTRICITY	3,432	3,735	5,000	2,216	5,000
5019-550.65-13	WATER & SEWER	2,611	5,355	5,000	2,464	5,000
*	UTILITIES	6,043	9,090	10,000	4,680	10,000
**	RECREATIONAL FACIL MAINT	162,398	163,927	188,831	119,206	195,528

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 2013 ACTUAL	FY 2014		FY 2015 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	70%	No survey	No survey	75%
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 (FTE's)	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ESTIMATED FY 2015
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	0.93	0.00
Laborer	1.12	1.04	1.04	1.94
Tree Inventory Intern	0.15	0.15	0.00	0.00
Engineering Intern II	0.00	0.00	0.15	0.15
Budget Total	**4.34**	**4.26**	**4.26**	**4.23**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA — **PROGRAM NUMBER: 5020**

	Element/Object	Details	Total
12	Travel & Training		
	12-10 Non Training Travel	Mileage reimbursement	75
	12-11 Travel & Training	Supervisors' training 200	
		Pesticide recertification, 3 attendees 200	
		Training of foreman and laborers 200	600
34	Contractual Services		
	34-40 Tree Maintenance	Tree maintenance 50,000	
		Stump grinding 4,000	
		Pesticide applications 800	
		Gypsy moth aerial spraying 2,000	56,800
40	Repair & Maintenance		
	40-13 Tools & Equipment	Equipment repair, blade and chain sharpening	1,000
48	Rental		
	48-11 Tools & Equipment		500
60	Supplies		
	60-10 General Supplies	Two-cycle oil, chains, blades, etc.	1,000
	60-13 Grounds & Field Supplies	Pesticides, herbicides, fertilizer	1,000
	60-15 Small Tools	Rakes, shovels, pruners, etc.	300
	60-50 Trees, Shrubs & Flowers	Seasonal flowers 8,700	
		Arbor, Earth, community service days 500	
		Replacement of trees city-wide 11,500	
		Plantings city-wide 2,000	22,700

PROGRAM NAME/NUMBER **Tree and Landscape Maintenance/5020**

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5020
	Element/Object	**Details**	**Total**
65	Utilities 65-13 Water & Sewer	City-wide plant watering	1,500
67	Dues & Publications 67-10 Dues	Professional Grounds Maintenance Society (PGMS) .....200 Society of Municipal Arborists 100	300
	67-20 Publications & Books		100

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 50	PUBLIC WORKS					
DIV 20	TREE & LANDSCAPE MAINT					
SUB 0	PUBLIC WORKS					
ELEM 10	PAYROLL-WAGES					
5020-550.10-01	SALARY	18,124	18,937	19,499	13,942	19,875
5020-550.10-02	HOURLY	128,135	151,523	159,727	113,873	168,455
5020-550.10-03	OVERTIME	453	2,947	1,000	198	1,000
*	PAYROLL-WAGES	146,712	173,407	180,226	128,013	189,330
ELEM 11	FRINGE BENEFITS					
5020-550.11-10	FICA	10,863	13,147	13,608	9,618	13,940
5020-550.11-12	HEALTH INSURANCE	17,681	14,108	19,196	14,601	32,462
5020-550.11-13	DENTAL INSURANCE	1,460	1,539	1,593	1,104	1,148
5020-550.11-14	LIFE INSURANCE	415	628	706	483	751
5020-550.11-15	VISION INSURANCE	164	188	295	196	392
5020-550.11-17	457 CITY MATCH CONTRIBUTN	2,322	3,624	2,773	2,501	3,235
5020-550.11-18	401A RETIREMENT	9,345	11,001	9,781	7,199	197
5020-550.11-21	WORKERS COMPENSATION INS	5,496	5,777	5,719	4,052	4,235
5020-550.11-22	LONG TERM DISABILITY INS	508	609	686	458	715
5020-550.11-25	MSRP RETIREMENT	0	0	0	0	11,214
*	FRINGE BENEFITS	48,254	50,621	54,357	40,212	68,289
ELEM 12	TRAVEL & TRAINING					
5020-550.12-10	NON TRAINING TRAVEL	41	14	150	29	75
5020-550.12-11	TRAVEL & TRAINING	726	1,020	600	270	600
*	TRAVEL & TRAINING	767	1,034	750	299	675
ELEM 20	OVERHEAD					
5020-550.20-11	AUTOMOTIVE	20,679	22,394	22,584	16,938	22,605
*	OVERHEAD	20,679	22,394	22,584	16,938	22,605
ELEM 34	CONTRACTUAL SERVICES					
5020-550.34-40	TREE MAINTENANCE	35,760	47,834	62,800	16,314	56,800
*	CONTRACTUAL SERVICES	35,760	47,834	62,800	16,314	56,800
ELEM 40	REPAIR & MAINTENANCE					
5020-550.40-13	TOOLS & EQUIPMENT	620	1,288	1,000	1,444	1,000
*	REPAIR & MAINTENANCE	620	1,288	1,000	1,444	1,000
ELEM 48	RENTAL					
5020-550.48-11	TOOLS & EQUIPMENT	0	0	500	0	500
*	RENTAL	0	0	500	0	500
ELEM 60	SUPPLIES					
5020-550.60-10	GENERAL SUPPLIES	1,301	947	1,000	819	1,000
5020-550.60-13	GROUNDS & FIELD SUPPLIES	344	524	1,000	139	1,000
5020-550.60-15	SMALL TOOLS	511	339	300	294	300
5020-550.60-50	TREES, SHRUBS & FLOWERS	15,251	17,447	22,700	8,463	22,700
5020-550.60-60	SAFETY SUPPLIES	0	370	0	0	0
*	SUPPLIES	17,407	19,627	25,000	9,715	25,000
ELEM 65	UTILITIES					
5020-550.65-13	WATER & SEWER	984	687	1,500	758	1,500
*	UTILITIES	984	687	1,500	758	1,500
ELEM 67	DUES & PUBLICATIONS					
5020-550.67-10	DUES	250	315	300	315	300
5020-550.67-20	PUBLICATIONS & BOOKS	0	11	100	0	100
*	DUES & PUBLICATIONS	250	326	400	315	400
**	TREE & LANDSCAPE MAINT	271,433	317,218	349,117	214,008	366,099

PROGRAM NAME/NUMBER — Engineering Services/5021

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 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. Maintain City streets in a safe and smooth condition	Percent of road miles inspected at least annually	100%	100%	100%	100%
• Inspect and rate all City streets annually as part of the Pavement Management Plan	Percent of plan implemented on schedule	100%	100%	100%	100%
	Percent of residents rating the condition of streets and sidewalks as good or better	60%	No survey	No survey	60%
	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 (FTE's)	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ESTIMATED FY 2015
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	0.00	0.20	0.20
Budget Total	**2.00**	**2.00**	**2.20**	**2.20**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA — PROGRAM NUMBER: 5021

	Element/Object	Details	Total
12	Travel & Training		
	12-10 Non-Training Travel	Staff mileage reimbursement	200
	12-11 Travel & Training	County Engineers Association conference .....420 Continuing education through ASCE, NSPE, MRMCA .....1,900 Maryland Traffic Engineers Council .....180 University of Maryland Technology Transfer Center .....700 Maryland Quality Initiative conference .....300 Maryland Asphalt Association conference .....90 Towson University Center for ESRI GIS conference, 2 attendees @ $250.....500	4,090
30	Professional Services		
	30-11 Design & Engineering	Engineering design services as needed .....3,500 Concept maps for future projects 6,000	9,500
	30-15 Consulting	Material testing laboratory services, map scanning, salt dome integrity testing	3,000
	30-20 Surveying	Topographical surveys as needed, 5 @ $1,700	8,500
60	Supplies		
	60-10 General Supplies		500
61	Office Supplies		
	61-10 Office Supplies		200
66	Telephone & Communications		
	66-12 Cellular Phone	Monthly service @ $40, 1 phone	480
67	Dues & Publications		
	67-10 Dues	Institute of Transportation Engineers .....285 American Society of Civil Engineers .....280 National Society of Professional Engineers .....250 County Engineers Association 35	850
	67-20 Publications & Books		300

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5021
Element/Object		Details	Total
96	Street Improvement 96-30 Lighting	New streetlight installations (up to 3) .....5,000 Retrofit of 13 acorn-style streetscape lights in Berwyn Commercial District from high pressure sodium (HPS) to metal halide (MH), including night sky shield, estimated cost 5,525	10,525

CAPITAL OUTLAY: Lighting includes new streetlights that may be proposed for various locations ($5,000) and retrofit of 13 existing streetscape lights in Berwyn Commercial District from HPS to MH with night sky shield ($5,525).

RELATED REVENUES		FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET	FY 2014 ACTUAL	FY 2015 BUDGET
323.45	Driveway Apron & Curbcut	2,018	993	1,000	3,611	2,000
	TOTAL	2,018	993	1,000	3,611	2,000

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
	DEPT 50 PUBLIC WORKS					
	DIV 21 ENGINEERING SERVICES					
	SUB 0 PUBLIC WORKS					
	ELEM 10 PAYROLL-WAGES					
5021-550.10-01	SALARY	104,585	103,742	111,371	79,438	113,495
5021-550.10-02	HOURLY	36,083	43,797	43,727	27,961	45,598
5021-550.10-03	OVERTIME	0	0	100	0	100
*	PAYROLL-WAGES	140,668	147,539	155,198	107,399	159,193
	ELEM 11 FRINGE BENEFITS					
5021-550.11-10	FICA	10,496	10,983	10,813	8,075	12,006
5021-550.11-12	HEALTH INSURANCE	15,005	15,079	17,175	8,870	13,314
5021-550.11-13	DENTAL INSURANCE	1,404	1,457	1,464	990	1,361
5021-550.11-14	LIFE INSURANCE	379	447	478	330	483
5021-550.11-15	VISION INSURANCE	361	400	403	212	296
5021-550.11-17	457 CITY MATCH CONTRIBUTN	2,620	3,610	3,650	2,590	3,650
5021-550.11-18	401A RETIREMENT	9,211	9,256	9,878	7,029	2,688
5021-550.11-21	WORKERS COMPENSATION INS	5,320	4,952	4,935	3,417	3,567
5021-550.11-22	LONG TERM DISABILITY INS	506	542	588	407	602
5021-550.11-25	MSRP RETIREMENT	0	0	0	0	7,026
*	FRINGE BENEFITS	45,302	46,726	49,384	31,920	44,993
	ELEM 12 TRAVEL & TRAINING					
5021-550.12-10	NON TRAINING TRAVEL	3	169	200	83	200
5021-550.12-11	TRAVEL & TRAINING	2,124	2,258	4,090	724	4,090
*	TRAVEL & TRAINING	2,127	2,427	4,290	807	4,290
	ELEM 20 OVERHEAD					
5021-550.20-11	AUTOMOTIVE	6,893	7,465	7,528	5,646	7,535
*	OVERHEAD	6,893	7,465	7,528	5,646	7,535
	ELEM 30 PROFESSIONAL SERVICES					
5021-550.30-11	DESIGN & ENGINEERING	0	0	9,500	0	9,500
5021-550.30-15	CONSULTING	3,000	1,100	3,000	0	3,000
5021-550.30-20	SURVEYING	4,750	2,990	8,500	450	8,500
*	PROFESSIONAL SERVICES	7,750	4,090	21,000	450	21,000
	ELEM 36 SPECIAL SERVICES					
5021-550.36-10	PRINTING	0	223	0	0	0
*	SPECIAL SERVICES	0	223	0	0	0
	ELEM 60 SUPPLIES					
5021-550.60-10	GENERAL SUPPLIES	224	202	500	51	500
*	SUPPLIES	224	202	500	51	500
	ELEM 61 OFFICE SUPPLIES					
5021-550.61-10	OFFICE SUPPLIES	189	123	200	0	200
*	OFFICE SUPPLIES	189	123	200	0	200
	ELEM 66 TELEPHONE & COMMUNICATION					
5021-550.66-12	CELLULAR PHONE	363	318	480	207	480
*	TELEPHONE & COMMUNICATION	363	318	480	207	480
	ELEM 67 DUES & PUBLICATIONS					
5021-550.67-10	DUES	800	908	850	533	850
5021-550.67-20	PUBLICATIONS & BOOKS	0	0	300	53	300
*	DUES & PUBLICATIONS	800	908	1,150	586	1,150
	ELEM 69 MISCELLANEOUS CHARGE					
5021-550.69-10	MISCELLANEOUS	0	19	0	0	0
*	MISCELLANEOUS CHARGE	0	19	0	0	0
	ELEM 96 STREET IMPROVEMENT					
5021-550.96-30	STREETLIGHTS	7,488	4,585	5,000	3,310	10,525
*	STREET IMPROVEMENT	7,488	4,585	5,000	3,310	10,525
**	ENGINEERING SERVICES	211,804	214,625	244,730	150,376	249,866

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 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. Maintain designated streetscape areas in an attractive and well-maintained condition	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	94%	90%	89%	90%
	• Overall appearance of downtown streetscapes	91%	90%	89%	90%
• Inspect pedestrian lighting areas monthly	Number of inspections completed	New	New	New	12

PROGRAM NAME/NUMBER — Streetscape Maintenance/5022

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
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	0.01
Budget Total	**0.18**	**0.17**	**0.17**	**0.17**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5022
	Element/Object	**Details**	**Total**
40	Repair & Maintenance		
	40-11 Buildings & Grounds	Repair or replacement of site amenities: benches, decorative street name poles, etc.	2,500
	40-30 Streetscape Lighting	Maintenance of streetscape lighting	7,000
96	Street Improvement		
	96-10 Concrete	Brick paver panel replacement along U.S. Route 1 (locations to be determined)	9,000

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

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 50	PUBLIC WORKS					
DIV 22	STREETSCAPE MAINTENANCE					
SUB 0	PUBLIC WORKS					
ELEM 10	PAYROLL-WAGES					
5022-550.10-02	HOURLY	9,049	8,317	8,665	5,632	9,207
5022-550.10-03	OVERTIME	44	100	100	16	100
*	PAYROLL-WAGES	9,093	8,417	8,765	5,648	9,307
ELEM 11	FRINGE BENEFITS					
5022-550.11-10	FICA	662	624	645	418	685
5022-550.11-12	HEALTH INSURANCE	1,791	1,372	1,677	1,043	1,814
5022-550.11-13	DENTAL INSURANCE	136	83	68	43	63
5022-550.11-14	LIFE INSURANCE	33	27	28	18	28
5022-550.11-15	VISION INSURANCE	28	30	32	21	32
5022-550.11-17	457 CITY MATCH CONTRIBUTN	102	95	110	71	116
5022-550.11-18	401A RETIREMENT	560	552	554	360	0
5022-550.11-21	WORKERS COMPENSATION INS	337	279	277	178	207
5022-550.11-22	LONG TERM DISABILITY INS	37	31	34	21	36
5022-550.11-25	MSRP RETIREMENT	0	0	0	0	569
*	FRINGE BENEFITS	3,686	3,093	3,425	2,173	3,550
ELEM 40	REPAIR & MAINTENANCE					
5022-550.40-11	BUILDINGS & GROUNDS	17	3,818-	2,500	382	2,500
5022-550.40-30	STREETSCAPE LIGHTING	2,409	8,914	7,000	5,352	7,000
*	REPAIR & MAINTENANCE	2,426	5,096	9,500	5,734	9,500
ELEM 96	STREET IMPROVEMENT					
5022-550.96-10	CONCRETE	9,000	0	9,000	0	9,000
*	STREET IMPROVEMENT	9,000	0	9,000	0	9,000
**	STREETSCAPE MAINTENANCE	24,205	16,606	30,690	13,555	31,357

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 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. To maintain downtown areas litter-free through regular litter and trash pick-up	Percent of downtown businesses rating the following services as "acceptable" or better, based on DCPMA member survey:				
	• Litter control along downtown sidewalks	91%	85%	67%	70%
	• Maintenance of downtown parking lots (including litter removal, snow plowing, striping)	83%	85%	78%	80%
	Percent of residents satisfied with the cleanliness of downtown areas	55%	No survey	No survey	60%
• Empty trash receptacles 7 times per week	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)	86%	75%	81%	75%

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 (FTE's)	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ESTIMATED FY 2014
Crew Chief	0.50	0.50	0.50	0.50
Supply Clerk	0.02	0.02	0.02	0.02
Laborer	2.96	2.86	2.82	2.82
Budget Total	**3.48**	**3.38**	**3.34**	**3.34**

OPERATING EXPENDITURES: Weekend parking lot cleaning in the downtown area is performed by Public Works staff. One-half 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	
		Graffiti remover, pokers, brooms, trash bags 4,300	
		Dog waste station supplies 1,250	6,450

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET	FY 2014 ACTUAL	FY 2015 BUDGET
344.60	CDMA Litter Rebate	4,290	3,218	4,290	3,218	4,290
	TOTAL	4,290	3,218	4,290	3,218	4,290

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 50	PUBLIC WORKS					
DIV 23	LITTER & GRAFFITI CONTROL					
SUB 0	PUBLIC WORKS					
ELEM 10	PAYROLL-WAGES					
5023-550.10-02	HOURLY	138,396	138,625	139,974	100,611	144,647
5023-550.10-03	OVERTIME	17,150	18,857	18,000	10,415	18,000
5023-550.10-08	SATURDAY SHIFT DIFFERENTL	3,865	3,228	4,000	2,015	4,000
*	PAYROLL-WAGES	159,411	160,710	161,974	113,041	166,647
ELEM 11	FRINGE BENEFITS					
5023-550.11-10	FICA	11,867	12,022	12,223	8,497	12,559
5023-550.11-12	HEALTH INSURANCE	16,240	15,639	13,257	11,679	15,098
5023-550.11-13	DENTAL INSURANCE	1,966	1,854	1,744	1,381	1,744
5023-550.11-14	LIFE INSURANCE	469	633	564	447	565
5023-550.11-15	VISION INSURANCE	199	227	152	157	156
5023-550.11-17	457 CITY MATCH CONTRIBUTN	4,744	5,082	5,272	3,806	5,272
5023-550.11-18	401A RETIREMENT	9,766	10,222	10,594	7,386	1,876
5023-550.11-21	WORKERS COMPENSATION INS	5,842	5,086	4,959	3,481	3,600
5023-550.11-22	LONG TERM DISABILITY INS	529	578	545	421	561
5023-550.11-25	MSRP RETIREMENT	0	0	0	0	7,151
*	FRINGE BENEFITS	51,622	51,343	49,310	37,255	48,582
ELEM 20	OVERHEAD					
5023-550.20-11	AUTOMOTIVE	27,573	29,858	30,112	22,584	30,140
*	OVERHEAD	27,573	29,858	30,112	22,584	30,140
ELEM 34	CONTRACTUAL SERVICES					
5023-550.34-14	LITTER COLLECTION	252	205	0	205	0
5023-550.34-76	CONTRACT R-O-W MAINT	0	100	0	0	0
*	CONTRACTUAL SERVICES	252	305	0	205	0
ELEM 60	SUPPLIES					
5023-550.60-10	GENERAL SUPPLIES	6,838	4,176	5,200	869	6,450
*	SUPPLIES	6,838	4,176	5,200	869	6,450
**	LITTER & GRAFFITI CONTROL	245,696	246,392	246,596	173,954	251,819

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 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. Maintain City parking lots in a clean condition					
• Repaint all lines annually	Percent of line inventory repainted annually	82%	90%	80% *	90%
• Inspect lots quarterly	Percent of inspections completed on schedule	75%	100%	100%	100%
2. Maintain downtown metered lots with regularly scheduled sweeping	Number of sweeps completed in downtown, high impact areas	211	200	193	200

* Maryland Book Exchange lot not striped due to site redevelopment

PROGRAM NAME/NUMBER — Parking Lot Maintenance/5024

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ESTIMATED FY 2015
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	0.14
Laborer	0.00	0.00	0.04	0.04
Budget Total	**0.33**	**0.33**	**0.37**	**0.37**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA — **PROGRAM NUMBER: 5024**

Element/Object		Details	Total
34	Contractual Services 34-38 Striping	Parking lot striping: Bagel Place lot ..... 150 Lehigh Road lot ..... 125 Sterling lot ..... 175 7-11 lot ..... 125 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 310	3,465
40	Repair & Maintenance 40-45 Welding Services	Meter pole maintenance	400
60	Supplies 60-10 General Supplies	Bumper blocks, 6 @ $35 ..... 210 Parking meter posts, 10 @ $15 ..... 150 Sakrete and U-channel ..... 100 Paint 100	560

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
	DEPT 50 PUBLIC WORKS					
	DIV 24 PARKING LOT MAINTENANCE					
	SUB 0 PUBLIC WORKS					
	ELEM 10 PAYROLL-WAGES					
5024-550.10-02	HOURLY	10,074	9,426	17,354	10,502	17,951
5024-550.10-03	OVERTIME	61	91	100	15	100
*	PAYROLL-WAGES	10,135	9,517	17,454	10,517	18,051
	ELEM 11 FRINGE BENEFITS					
5024-550.11-10	FICA	739	702	1,277	793	1,306
5024-550.11-12	HEALTH INSURANCE	1,635	1,187	2,732	1,513	3,327
5024-550.11-13	DENTAL INSURANCE	114	126	227	138	259
5024-550.11-14	LIFE INSURANCE	24	29	63	40	66
5024-550.11-15	VISION INSURANCE	27	37	63	39	73
5024-550.11-17	457 CITY MATCH CONTRIBUTN	319	310	464	335	428
5024-550.11-18	401A RETIREMENT	654	609	1,140	709	0
5024-550.11-21	WORKERS COMPENSATION INS	384	317	553	341	402
5024-550.11-22	LONG TERM DISABILITY INS	32	32	68	47	70
5024-550.11-25	MSRP RETIREMENT	0	0	0	0	1,109
*	FRINGE BENEFITS	3,928	3,349	6,587	3,955	7,040
	ELEM 20 OVERHEAD					
5024-550.20-11	AUTOMOTIVE	20,679	22,394	22,584	16,938	22,605
*	OVERHEAD	20,679	22,394	22,584	16,938	22,605
	ELEM 34 CONTRACTUAL SERVICES					
5024-550.34-38	STRIPING	2,556	2,671	3,775	2,621	3,465
*	CONTRACTUAL SERVICES	2,556	2,671	3,775	2,621	3,465
	ELEM 40 REPAIR & MAINTENANCE					
5024-550.40-45	WELDING SERVICES	490	0	400	0	400
*	REPAIR & MAINTENANCE	490	0	400	0	400
	ELEM 60 SUPPLIES					
5024-550.60-10	GENERAL SUPPLIES	448	130	700	105	560
*	SUPPLIES	448	130	700	105	560
**	PARKING LOT MAINTENANCE	38,236	38,061	51,500	34,136	52,121

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 2013 ACTUAL	FY 2014		FY 2015 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	94%	No survey	No survey	95%
	Number of complaints received	10	<10	10	<10
2. Increase residential participation in recycling	Tons of commingled recyclable materials, white goods, scrap metal and electronics recycled	1,467	1,500	1,453	1,500
	Cubic yards of brush collected	1,895	2,500	3,056	2,500
	Dollar value of wood mulch sales	New	New	New	$6,790
	Cost per ton for recycling (including commingles, white goods, scrap metals)	$249.00	<$275.00	$263.00	<$275.00

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

PROGRAM NAME/NUMBER — Recycling/5025

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ESTIMATED FY 2015
Crew Chief	0.47	0.47	0.47	0.47
Motor Equipment Operator I+A	0.85	0.85	0.89	0.89
Motor Equipment Operator I	2.85	2.85	2.85	2.85
Laborer	1.64	1.45	1.45	0.80
Lead Groundskeeper	0.01	0.01	0.01	0.01
Admin. Asst./Recycling Coordinator	0.20	0.65	0.65	0.65
Budget Total	**6.02**	**6.28**	**6.32**	**5.67**

OPERATING EXPENDITURES: Tipping fees for recyclables are volatile.

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5025
	Element/Object	**Details**	**Total**
12	Travel & Training 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 @ $185	740
34	Contractual Services 34-12 Temporary Manpower – Curbside Recycling	Temporary manpower used in the collection of mixed paper and commingles, 80 hours @ $16.50/hour	1,320
	34-13 Temporary Manpower – Brush	Temporary manpower used in the collection of brush, 80 hours @ $16.50/hour	1,320
	34-20 Tipping Fees	Single stream recyclables, 1,450 tons @ $3/ton .....4,350 Televisions and computer monitors, 5,000 units @ $0.15/each 750	5,100
36	Special Services 36-10 Printing	Public relations materials – recycling awareness	1,500
38	Special Events 38-38 America Recycles Day	Public Works and College Park Arts Exchange event, including instructors at workshop, prize money, snacks	900
	38-39 Clean Up Month	Document shredding	600
48	Rental 48-50 Tub Grinder	Tub grinder rental	10,000
60	Supplies 60-10 General Supplies	Pitch forks, rakes, brooms	200
67	Dues & Publications 67-10 Dues	Maryland Recyclers Network	250

PROGRAM NAME/NUMBER **Recycling/5025**

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET	FY 2014 ACTUAL	FY 2015 BUDGET
344.30	Recycling-White Goods	2,416	2,247	2,000	672	1,200
344.30	Recycling-Motor Oil	3,217	1,693	2,000	918	1,750
344.30	Recycling-Single Stream	11,540	2,276	2,000	0	0
344.91	Wood Chip Sales	10,081	8,911	6,000	2,257	6,792
344.95	Delivery Charge-Wood Chips	4,827	4,681	3,500	1,200	4,500
	TOTAL	32,081	19,808	15,500	5,032	14,242

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 50	PUBLIC WORKS					
DIV 25	RECYCLING					
SUB 0	PUBLIC WORKS					
ELEM 10	PAYROLL-WAGES					
5025-550.10-01	SALARY	8,185	28,412	29,889	21,086	31,286
5025-550.10-02	HOURLY	259,828	262,581	257,353	180,417	238,673
5025-550.10-03	OVERTIME	439	3,964	2,000	542	1,000
5025-550.10-07	AUTOMATED TRUCK INCENTIVE	2,386	1,872	1,900	1,168	2,400
*	PAYROLL-WAGES	270,838	296,829	291,142	203,213	273,359
ELEM 11	FRINGE BENEFITS					
5025-550.11-10	FICA	19,704	21,575	20,658	14,315	19,287
5025-550.11-12	HEALTH INSURANCE	48,609	54,541	55,688	47,942	64,284
5025-550.11-13	DENTAL INSURANCE	2,252	2,969	2,683	2,336	2,831
5025-550.11-14	LIFE INSURANCE	781	1,090	1,066	708	961
5025-550.11-15	VISION INSURANCE	625	862	916	706	942
5025-550.11-17	457 CITY MATCH CONTRIBUTN	5,658	6,101	5,714	3,478	4,592
5025-550.11-18	401A RETIREMENT	17,094	17,653	17,760	13,163	7,294
5025-550.11-21	WORKERS COMPENSATION INS	10,126	9,868	8,951	6,358	6,063
5025-550.11-22	LONG TERM DISABILITY INS	960	1,071	1,090	741	1,048
5025-550.11-25	MSRP RETIREMENT	0	0	0	0	9,748
*	FRINGE BENEFITS	105,809	115,730	114,526	89,747	117,050
ELEM 12	TRAVEL & TRAINING					
5025-550.12-10	NON TRAINING TRAVEL	42	16	50	0	50
5025-550.12-11	TRAVEL & TRAINING	481	635	740	35	740
*	TRAVEL & TRAINING	523	651	790	35	790
ELEM 20	OVERHEAD					
5025-550.20-11	AUTOMOTIVE	124,077	134,362	135,506	101,629	135,629
*	OVERHEAD	124,077	134,362	135,506	101,629	135,629
ELEM 34	CONTRACTUAL SERVICES					
5025-550.34-12	TEMP MANPOWER-CURB RECYCL	1,780	441	1,320	1,748	1,320
5025-550.34-13	TEMP MANPOWER-BRUSH	2,607	6,670	1,320	1,260	1,320
5025-550.34-20	TIPPING FEES	1,222	1,769	5,100	1,245	5,100
*	CONTRACTUAL SERVICES	5,609	8,880	7,740	4,253	7,740
ELEM 36	SPECIAL SERVICES					
5025-550.36-10	PRINTING	963	0	1,500	0	1,500
*	SPECIAL SERVICES	963	0	1,500	0	1,500
ELEM 38	SPECIAL EVENTS					
5025-550.38-38	AMERICA RECYCLES DAY	823	1,143	900	155-	900
5025-550.38-39	CLEAN UP MONTH	0	0	600	600	600
*	SPECIAL EVENTS	823	1,143	1,500	445	1,500
ELEM 48	RENTAL					
5025-550.48-50	TUB GRINDER	9,220	14,017	10,000	0	10,000
*	RENTAL	9,220	14,017	10,000	0	10,000
ELEM 60	SUPPLIES					
5025-550.60-10	GENERAL SUPPLIES	175	52	200	285	200
5025-550.60-45	TOTERS & CONTAINERS	0	0	21,200	3,476	0
*	SUPPLIES	175	52	21,400	3,761	200
ELEM 67	DUES & PUBLICATIONS					
5025-550.67-10	DUES	235	235	250	250	250
5025-550.67-20	PUBLICATIONS & BOOKS	99	0	0	0	0
*	DUES & PUBLICATIONS	334	235	250	250	250
ELEM 92	MACHINERY & EQUIPMENT					
5025-550.92-20	EQUIPMENT	0	361	0	0	0
*	MACHINERY & EQUIPMENT	0	361	0	0	0
**	RECYCLING	518,371	572,260	584,354	403,333	548,018

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 the Injured Workers Insurance Fund (IWIF) 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 2013 ACTUAL	FY 2014		FY 2015 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)	37	<175	103	<175

PROGRAM NAME/NUMBER — Safety Services/5026

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
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	Travel & Training 12-11 Travel & Training	LGIT defensive driver training course, 12 attendees @ $25 ....300 City-wide safety training (100 employees) ....900 Drug and Alcohol – Reasonable Suspicion for Supervisors training, 10 attendees @ $15 ....150 Red Cross administration/CPR training supplies ....600 OSHA-mandated blood-borne pathogens training ....100 Safety Officer training ....500 PESA quarterly seminars 450	3,000
52	Awards & Gifts 52-10 Awards & Gifts	Safety Committee's incentives and reminders	500
54	Physical Exams 54-10 Physical Exams	CDL DOT physical renewals, 15 @ $100 ....1,500 Hepatitis B shots, 2 series (3 shots/series) @ $80/shot ....480 Hearing tests, 14 @ $45 ....630 Hepatitis titers, 2 @ $65 130	2,740
60	Supplies 60-10 General Supplies	Safety Committee, Accident Review Board, etc.	250
	60-11 Meeting Refreshments		150
	60-60 Safety Supplies	First aid kits and refills ....1,130 Dust masks ....400 Gloves, vests, flags ....950 Hearing and eye protection ....1,200 Thirst quenchers, 5 cases @ $36 ....180 Drink coolers for trucks, 5 @ $25 ....125 Towels, 4 cases @ $55 220	4,205
67	Dues & Publications 67-10 Dues	Maryland Public Employees Safety Association (PESA)	100
	67-20 Publications & Books	Top Health (distributed to all employees monthly) ....630 Training videos and books 1,000	1,630

PROGRAM NAME/NUMBER **Safety Services/5026**

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 50	PUBLIC WORKS					
DIV 26	SAFETY SERVICES					
SUB 0	PUBLIC WORKS					
ELEM 10	PAYROLL-WAGES					
5026-550.10-01	SALARY	62,175	65,278	67,485	48,253	68,842
*	PAYROLL-WAGES	62,175	65,278	67,485	48,253	68,842
ELEM 11	FRINGE BENEFITS					
5026-550.11-10	FICA	4,659	4,899	5,065	3,613	5,161
5026-550.11-12	HEALTH INSURANCE	4,875	4,727	5,386	4,068	6,152
5026-550.11-13	DENTAL INSURANCE	264	277	278	202	278
5026-550.11-14	LIFE INSURANCE	160	178	189	131	192
5026-550.11-15	VISION INSURANCE	92	99	99	73	102
5026-550.11-17	457 CITY MATCH CONTRIBUTN	2,598	3,120	3,129	2,220	3,129
5026-550.11-18	401A RETIREMENT	4,041	4,243	4,387	3,137	0
5026-550.11-21	WORKERS COMPENSATION INS	2,331	2,178	2,132	1,525	1,534
5026-550.11-22	LONG TERM DISABILITY INS	223	249	263	182	268
5026-550.11-25	MSRP RETIREMENT	0	0	0	0	4,257
*	FRINGE BENEFITS	19,243	19,970	20,928	15,151	21,073
ELEM 12	TRAVEL & TRAINING					
5026-550.12-11	TRAVEL & TRAINING	2,491	2,531	3,000	1,941	3,000
*	TRAVEL & TRAINING	2,491	2,531	3,000	1,941	3,000
ELEM 20	OVERHEAD					
5026-550.20-11	AUTOMOTIVE	6,893	7,465	7,528	5,646	7,535
*	OVERHEAD	6,893	7,465	7,528	5,646	7,535
ELEM 36	SPECIAL SERVICES					
5026-550.36-13	MVA SERVICES	0	65	0	0	0
*	SPECIAL SERVICES	0	65	0	0	0
ELEM 52	AWARDS & GIFTS					
5026-550.52-10	AWARDS & GIFTS	500	500	500	310	500
*	AWARDS & GIFTS	500	500	500	310	500
ELEM 54	PHYSICAL EXAMS					
5026-550.54-10	PHYSICAL EXAMS	2,570	1,425	3,030	1,723	2,740
*	PHYSICAL EXAMS	2,570	1,425	3,030	1,723	2,740
ELEM 60	SUPPLIES					
5026-550.60-10	GENERAL SUPPLIES	30	60	400	100	250
5026-550.60-11	MEETING REFRESHMENTS	0	150	150	0	150
5026-550.60-60	SAFETY SUPPLIES	5,978	4,517	4,055	2,996	4,205
*	SUPPLIES	6,008	4,727	4,605	3,096	4,605
ELEM 61	OFFICE SUPPLIES					
5026-550.61-10	OFFICE SUPPLIES	92	31	0	0	0
*	OFFICE SUPPLIES	92	31	0	0	0
ELEM 62	POSTAGE					
5026-550.62-10	POSTAGE	17	0	0	0	0
*	POSTAGE	17	0	0	0	0
ELEM 67	DUES & PUBLICATIONS					
5026-550.67-10	DUES	0	0	100	0	100
5026-550.67-20	PUBLICATIONS & BOOKS	1,567	1,791	1,630	1,172	1,630
*	DUES & PUBLICATIONS	1,567	1,791	1,730	1,172	1,730
**	SAFETY SERVICES	101,556	103,783	108,806	77,292	110,025

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 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. Ensure that the parking garage is well maintained • Inspect parking garage monthly	Number of inspections completed	11	12	12	12

PROGRAM NAME/NUMBER — Parking Garage/5027

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL FY 2012	ACTUAL FY 2013	ACTUAL FY 2014	ESTIMATED FY 2015
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	Contractual Services 34-38 Striping	Stripe parking spaces, arrows and stencils	2,300
40	Repair & Maintenance 40-11 Buildings & Grounds	Building repairs as needed, identified during structural inspection ..... 9,000 Elevator repairs not covered under maintenance agreement, as needed 2,500	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	Maintenance Contract 45-16 Building Services	Elevator maintenance and emergency phone monitoring @ $390/month ..... 4,680 Fire extinguisher inspection and service ..... 100 Elevator smoke alarm testing 560	5,340
	45-21 Backflow Prevention Valve	Annual inspection	600
	45-22 Security Alarm Monitoring	Security alarm monitoring ..... 348 Fire alarm monitoring 475	823
48	Rental 48-11 Tools & Equipment	Mobile pressure washer to clean parking decks	2,000
60	Supplies 60-10 General Supplies	Maintenance supplies	1,000
65	Utilities 65-10 Electricity	Estimated based on current usage	20,000

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

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET	FY 2014 ACTUAL	FY 2015 BUDGET
362.11	Property Rental-Parking Garage Retail	108,750	9,320	169,000	69,667	87,000
	TOTAL	108,750	9,320	169,000	69,667	87,000

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 50	PUBLIC WORKS					
DIV 27	PARKING GARAGE					
SUB 0	PUBLIC WORKS					
ELEM 10	PAYROLL-WAGES					
5027-550.10-02	HOURLY	16,952	10,988	16,939	7,280	17,006
5027-550.10-03	OVERTIME	45	119	250	17	250
*	PAYROLL-WAGES	16,997	11,107	17,189	7,297	17,256
ELEM 11	FRINGE BENEFITS					
5027-550.11-10	FICA	1,232	836	1,289	547	1,294
5027-550.11-12	HEALTH INSURANCE	2,823	564	1,236	580	1,404
5027-550.11-13	DENTAL INSURANCE	216	82	133	65	133
5027-550.11-14	LIFE INSURANCE	49	34	48	19	75
5027-550.11-15	VISION INSURANCE	49	24	42	17	43
5027-550.11-17	457 CITY MATCH CONTRIBUTN	466	439	657	300	657
5027-550.11-18	401A RETIREMENT	1,104	728	1,120	477	0
5027-550.11-21	WORKERS COMPENSATION INS	643	368	542	229	384
5027-550.11-22	LONG TERM DISABILITY INS	65	44	66	26	66
5027-550.11-25	MSRP RETIREMENT	0	0	0	0	1,051
*	FRINGE BENEFITS	6,647	3,119	5,133	2,260	5,107
ELEM 20	OVERHEAD					
5027-550.20-14	TELEPHONE	456	547	601	451	601
*	OVERHEAD	456	547	601	451	601
ELEM 34	CONTRACTUAL SERVICES					
5027-550.34-38	STRIPING	0	0	1,500	2,210	2,300
*	CONTRACTUAL SERVICES	0	0	1,500	2,210	2,300
ELEM 40	REPAIR & MAINTENANCE					
5027-550.40-11	BUILDINGS & GROUNDS	1,905	19,344	12,500	1,393	11,500
5027-550.40-17	ALARM SYSTEM	3,303	0	1,000	894	1,000
5027-550.40-18	SECURITY CAMERAS	258	0	1,500	393	1,000
5027-550.40-25	HVAC REPAIRS	667	870	730	531	825
5027-550.40-50	ELECTRICAL REPAIRS	10,970	1,320	1,000	526	1,400
*	REPAIR & MAINTENANCE	17,103	21,534	16,730	3,737	15,725
ELEM 45	MAINTENANCE CONTRACT					
5027-550.45-16	BUILDING SERVICES	3,946	12,961	5,940	2,919	5,340
5027-550.45-21	BACKFLOW PREVENTION VALVE	0	0	0	0	600
5027-550.45-22	SECURITY ALARM MONITORING	720	720	1,125	720	823
*	MAINTENANCE CONTRACT	4,666	13,681	7,065	3,639	6,763
ELEM 48	RENTAL					
5027-550.48-11	TOOLS & EQUIPMENT	3,737	1,980	2,000	0	2,000
*	RENTAL	3,737	1,980	2,000	0	2,000
ELEM 60	SUPPLIES					
5027-550.60-10	GENERAL SUPPLIES	216	620	1,000	267	1,000
*	SUPPLIES	216	620	1,000	267	1,000
ELEM 65	UTILITIES					
5027-550.65-10	ELECTRICITY	734	14,935	20,000	13,358	20,000
*	UTILITIES	734	14,935	20,000	13,358	20,000
**	PARKING GARAGE	50,556	67,523	71,218	33,219	70,752

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 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 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. Ensure that City buildings and office interiors are well maintained • Monitor and evaluate the condition of City Hall and Old Parish House annually	Inspect facilities monthly	10	12	11	12
	Percent of City facilities other than Public Works rated in satisfactory or better condition by City employees responding to employee survey:				
	Cleanliness	New	New	95%	95%
	Maintenance/general repair	New	New	100%	100%
	Percent of maintenance costs that are not budgeted	10%	<20%	18%	<20%

PROGRAM NAME/NUMBER — Building Maintenance/5028

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Supply Clerk	0.06	0.06	0.06	0.06
Crew Chief	0.27	0.27	0.29	0.29
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**	**4.18**	**4.20**	**4.20**

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	500
	40-25 HVAC Repairs	HVAC repairs, 30 hours @ $75/hour	2,250
45	Maintenance Contract		
	45-16 Building Services	Fire extinguisher service and inspection:	
		City Hall 300	
		Old Parish House 105	
		Public Services 105	
		Elevator maintenance and emergency phone monitoring, City Hall @ $415/month 4,980	
		Elevator smoke alarm testing, City Hall 560	
		Sprinkler system testing, City Hall 650	
		Floor cleaning - carpet, stone and tile 3,200	9,900
	45-21 Backflow Prevention Valve	Annual inspection – City Hall	250
	45-22 Security Alarm Monitoring	Security alarm monitoring:	
		City Hall @ $348/year 348	
		Old Parish House @ $348/year 348	
		Public Services @ $348/year 348	
		Fire alarm monitoring – City Hall @ $42/month 504	1,548
	45-23 Pest Control	Pest control – City Hall @ $94/month 1,128	
		Pest control – Old Parish House @ $58/month 696	
		Pest control – Public Services @ $57/month 684	

PROGRAM NAME/NUMBER — Building Maintenance/5028

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5028
Element/Object		Details	Total
		Termite contract – Old Parish House 290	2,798
48	Rental 48-60 Buildings	Storage space rental, City Hall building materials @ $186/month	2,232
60	Supplies 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	8,000
65	Utilities 65-10 Electricity	Old Parish House	600
	65-11 Natural Gas	Old Parish House	1,500
	65-13 Water & Sewer	Old Parish House	300

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET	FY 2014 ACTUAL	FY 2015 BUDGET
362.14	Property Rental-City Hall Meeting Rooms	0	500	50	125	100
362.15	Property Rental-Old Parish House	8,675	10,225	10,000	10,275	10,000
362.16	Cleaning Fee-City Buildings	350	625	400	425	400
362.20	Property Rental-Other Rentals	0	0	0	0	0
	TOTAL	9,025	11,350	10,450	10,825	10,500

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 50	PUBLIC WORKS					
DIV 28	BUILDING MAINTENANCE					
SUB 0	PUBLIC WORKS					
ELEM 10	PAYROLL-WAGES					
5028-550.10-02	HOURLY	155,355	164,281	175,266	120,412	183,926
5028-550.10-03	OVERTIME	1,156	1,494	1,500	552	1,500
*	PAYROLL-WAGES	156,511	165,775	176,766	120,964	185,426
ELEM 11	FRINGE BENEFITS					
5028-550.11-10	FICA	11,383	12,057	12,625	8,914	13,581
5028-550.11-12	HEALTH INSURANCE	30,530	27,124	40,397	21,130	37,569
5028-550.11-13	DENTAL INSURANCE	2,299	2,079	2,232	1,288	1,865
5028-550.11-14	LIFE INSURANCE	454	513	705	414	727
5028-550.11-15	VISION INSURANCE	640	653	815	480	734
5028-550.11-17	457 CITY MATCH CONTRIBUTN	3,254	4,561	2,803	2,971	3,324
5028-550.11-18	401A RETIREMENT	10,275	10,792	7,857	7,948	5,673
5028-550.11-21	WORKERS COMPENSATION INS	5,901	5,468	5,504	3,821	4,145
5028-550.11-22	LONG TERM DISABILITY INS	579	591	674	449	714
5028-550.11-25	MSRP RETIREMENT	0	0	0	0	6,042
*	FRINGE BENEFITS	65,315	63,838	73,612	47,415	74,374
ELEM 20	OVERHEAD					
5028-550.20-11	AUTOMOTIVE	13,786	14,929	15,056	11,292	15,070
5028-550.20-16	BUILDING MAINTENANCE	262,690-	293,485-	311,181-	233,386-	315,923-
*	OVERHEAD	248,904-	278,556-	296,125-	222,094-	300,853-
ELEM 34	CONTRACTUAL SERVICES					
5028-550.34-17	TEMP MANPOWER-OTHER	110	0	0	0	0
*	CONTRACTUAL SERVICES	110	0	0	0	0
ELEM 40	REPAIR & MAINTENANCE					
5028-550.40-11	BUILDINGS & GROUNDS	1,693	10,625	7,175	1,292	7,175
5028-550.40-17	ALARM SYSTEM	170	0	500	224	500
5028-550.40-25	HVAC REPAIRS	3,211	3,253	2,190	2,399	2,250
5028-550.40-45	WELDING SERVICES	175	140	0	0	0
*	REPAIR & MAINTENANCE	5,249	14,018	9,865	3,915	9,925
ELEM 42	CLEANING SERVICE					
5028-550.42-10	BUILDING	190	7,267	0	630	0
*	CLEANING SERVICE	190	7,267	0	630	0
ELEM 45	MAINTENANCE CONTRACT					
5028-550.45-16	BUILDING SERVICES	7,035	8,923	10,225	4,282	9,900
5028-550.45-21	BACKFLOW PREVENTION VALVE	0	180	0	0	250
5028-550.45-22	SECURITY ALARM MONITORING	1,680	1,380	1,479	1,380	1,548
5028-550.45-23	PEST CONTROL	2,593	2,676	2,714	2,091	2,798
*	MAINTENANCE CONTRACT	11,308	13,159	14,418	7,753	14,496
ELEM 48	RENTAL					
5028-550.48-11	TOOLS & EQUIPMENT	45	20	0	0	0
5028-550.48-60	BUILDINGS	1,728	1,998	2,064	1,604	2,232
*	RENTAL	1,773	2,018	2,064	1,604	2,232
ELEM 60	SUPPLIES					
5028-550.60-10	GENERAL SUPPLIES	2,955	2,491	3,000	992	3,000
5028-550.60-15	SMALL TOOLS	300	789	1,000	139	1,000
5028-550.60-30	CLEANING SUPPLIES	7,368	7,074	8,000	4,327	8,000
*	SUPPLIES	10,623	10,354	12,000	5,458	12,000
ELEM 65	UTILITIES					
5028-550.65-10	ELECTRICITY	504	430	600	351	600
5028-550.65-11	NATURAL GAS	1,106	1,162	1,500	1,371	1,500
5028-550.65-13	WATER & SEWER	196	369	300	436	300
*	UTILITIES	1,806	1,961	2,400	2,158	2,400
ELEM 92	MACHINERY & EQUIPMENT					
5028-550.92-42	HVAC SYSTEMS	0	0	5,000	5,220	0

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 50	PUBLIC WORKS					
DIV 28	BUILDING MAINTENANCE					
SUB 0	PUBLIC WORKS					
ELEM 92	MACHINERY & EQUIPMENT					
5028-550.92-49	ALARM SYSTEM	3,580	0	0	0	0
*	MACHINERY & EQUIPMENT	3,580	0	5,000	5,220	0
**	BUILDING MAINTENANCE	7,561	166-	0	26,977-	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 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. Monitor and evaluate the condition of Calvert Road School	Inspect facility at least monthly	12	12	11	12

PROGRAM NAME/NUMBER — Calvert Road School Maintenance/5029

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Budget Total	**0.00**	**0.00**	**0.00**	**0.00**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5029
Element/Object		**Details**	**Total**
40	Repair & Maintenance 40-11 Building & Grounds	General repairs	7,500
45	Maintenance Contract 45-21 Backflow Prevention Valve	Annual inspection	225
65	Utilities 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 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 50	PUBLIC WORKS					
DIV 29	CALVERT ROAD SCHOOL MAINT					
SUB 0	PUBLIC WORKS					
ELEM 40	REPAIR & MAINTENANCE					
5029-550.40-11	BUILDINGS & GROUNDS	0	1,166	9,000	85	7,500
*	REPAIR & MAINTENANCE	0	1,166	9,000	85	7,500
ELEM 45	MAINTENANCE CONTRACT					
5029-550.45-16	BUILDING SERVICES	0	0	0	225	0
5029-550.45-21	BACKFLOW PREVENTION VALVE	0	0	0	0	225
*	MAINTENANCE CONTRACT	0	0	0	225	225
ELEM 60	SUPPLIES					
5029-550.60-10	GENERAL SUPPLIES	0	220	0	0	0
*	SUPPLIES	0	220	0	0	0
ELEM 65	UTILITIES					
5029-550.65-10	ELECTRICITY	1,925	1,762	2,100	1,313	2,100
5029-550.65-11	NATURAL GAS	426	435	500	328	500
5029-550.65-13	WATER & SEWER	1,251	817	2,000	759	2,000
*	UTILITIES	3,602	3,014	4,600	2,400	4,600
**	CALVERT ROAD SCHOOL MAINT	3,602	4,400	13,600	2,710	12,325

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 (MWCOG) 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 2013 ACTUAL	FY 2014		FY 2015 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	90%	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%	10%

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.

PROGRAM NAME/NUMBER — Central Garage/5030

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
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	Travel & Training 12-11 Travel & Training	Staff training	500
34	Contractual Services 34-20 Tipping Fees	Recycle used oil filters	200
36	Special Services 36-20 Towing Service	Towing service, as needed	3,000
40	Repair & Maintenance 40-11 Buildings & Grounds	Floor lift repairs and maintenance	2,100
	40-45 Welding Services	Certified welder to perform prefabrication, welding repairs	5,000
41	Vehicle Repair & Maintenance 41-10 Inside Repairs	Refuse truck parts 11,000	
		Open body truck parts 8,500	
		Leaf machine parts 8,500	
		Off road equipment (front end loader, bobcat, etc.) 5,500	
		Pick-up truck parts 6,000	
		Senior bus and van parts 3,000	
		Sedan fleet parts 3,500	
		Tractor parts 2,000	
		Windrow turner 8,000	
		Snow equipment parts 5,500	
		Sidewalk sweeper 1,000	
		Other parts 2,500	
		Hydraulic hose and fittings 4,000	69,000
	41-11 Outside Repairs	Refuse trucks 21,000	
		Open body trucks 12,000	
		Pick-up trucks 7,000	
		Windrow turner 8,500	
		Tire repairs 4,000	
		Sedans 5,800	
		Vehicle painting 3,000	
		Fleet car washes 1,200	62,500

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5030
	Element/Object	**Details**	**Total**
	41-20 Tires	Truck tires .....14,500 Equipment, tractors, etc. .....6,000 Sedans and pick-up trucks 4,000	24,500
45	Maintenance Contract 45-16 Building Services	Pump oil grit separator, truck wash	4,000
60	Supplies 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 equipment .....600 Solvent and service for part cleaning and tool machine .....2,850 Cleaning solution - pressure washer, truck wash, floor .....1,500 Assorted fasteners .....1,000 Hand soap with pumice .....225 Fire extinguishers, 7 @ $75 525	7,400
62	Postage 62-10 Postage	Shipping charges, returns of auto parts	200
64	Fuel 64-10 Gasoline	Based on current usage	67,500
	64-11 Diesel	Based on current usage	135,000
	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	Utilities 65-10 Electricity	Fleet garage buildings	22,000
	65-11 Natural Gas	Fleet garage buildings	14,400
69	Miscellaneous Charge 69-10 Miscellaneous	Emission tests, replacement keys, etc.	500
92	Machinery & Equipment 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 .....1,500 Motor-Alldata – medium & heavy duty trucks renewal 800	3,100

CAPITAL OUTLAY: Equipment includes annual upgrade to Autel handheld diagnostic scanner ($800) and renewal to Motor-Alldata on-line repair resource ($2,300).

RELATED REVENUES		FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET	FY 2014 ACTUAL	FY 2015 BUDGET
364.10	Sale of Fixed Assets	4,130	0	1,000	0	1,000
	TOTAL	4,130	0	1,000	0	1,000

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 50	PUBLIC WORKS					
DIV 30	CENTRAL GARAGE					
SUB 0	PUBLIC WORKS					
ELEM 10	PAYROLL-WAGES					
5030-550.10-02	HOURLY	161,914	167,526	174,220	121,834	180,362
5030-550.10-03	OVERTIME	5,158	6,327	8,000	2,259	7,000
*	PAYROLL-WAGES	167,072	173,853	182,220	124,093	187,362
ELEM 11	FRINGE BENEFITS					
5030-550.11-10	FICA	12,468	12,728	13,531	9,179	13,843
5030-550.11-12	HEALTH INSURANCE	24,477	24,001	28,710	18,695	30,950
5030-550.11-13	DENTAL INSURANCE	1,285	1,298	1,361	928	1,361
5030-550.11-14	LIFE INSURANCE	436	479	522	332	528
5030-550.11-15	VISION INSURANCE	438	467	493	334	505
5030-550.11-17	457 CITY MATCH CONTRIBUTN	1,699	1,829	1,955	1,222	1,955
5030-550.11-18	401A RETIREMENT	8,530	11,204	11,910	8,114	3,411
5030-550.11-21	WORKERS COMPENSATION INS	6,242	5,611	5,706	3,835	4,144
5030-550.11-22	LONG TERM DISABILITY INS	527	608	679	429	701
5030-550.11-25	MSRP RETIREMENT	0	0	0	0	7,970
*	FRINGE BENEFITS	56,102	58,225	64,867	43,068	65,368
ELEM 12	TRAVEL & TRAINING					
5030-550.12-10	NON TRAINING TRAVEL	0	0	0	16	0
5030-550.12-11	TRAVEL & TRAINING	0	32	500	12	500
*	TRAVEL & TRAINING	0	32	500	28	500
ELEM 20	OVERHEAD					
5030-550.20-10	INSURANCE	74,651	68,557	60,922	45,692	62,867
5030-550.20-11	AUTOMOTIVE	689,316-	746,456-	752,809-	564,607-	753,497-
*	OVERHEAD	614,665-	677,899-	691,887-	518,915-	690,630-
ELEM 34	CONTRACTUAL SERVICES					
5030-550.34-20	TIPPING FEES	0	40	200	65	200
*	CONTRACTUAL SERVICES	0	40	200	65	200
ELEM 36	SPECIAL SERVICES					
5030-550.36-20	TOWING SERVICE	325	1,425	3,000	1,050	3,000
*	SPECIAL SERVICES	325	1,425	3,000	1,050	3,000
ELEM 40	REPAIR & MAINTENANCE					
5030-550.40-11	BUILDINGS & GROUNDS	0	517	2,100	0	2,100
5030-550.40-45	WELDING SERVICES	2,660	1,089	7,000	1,886	5,000
*	REPAIR & MAINTENANCE	2,660	1,606	9,100	1,886	7,100
ELEM 41	VEHICLE REPAIR & MAINT					
5030-550.41-10	INSIDE	91,818	53,993	62,500	45,014	69,000
5030-550.41-11	OUTSIDE	71,393	46,112	57,700	59,741	62,500
5030-550.41-20	TIRES	25,335	24,348	20,000	19,883	24,500
*	VEHICLE REPAIR & MAINT	188,546	124,453	140,200	124,638	156,000
ELEM 45	MAINTENANCE CONTRACT					
5030-550.45-16	BUILDING SERVICES	4,604	3,549	4,000	0	4,000
*	MAINTENANCE CONTRACT	4,604	3,549	4,000	0	4,000
ELEM 60	SUPPLIES					
5030-550.60-14	MAINTENANCE SUPPLIES	0	0	500	0	500
5030-550.60-15	SMALL TOOLS	3,245	4,497	3,000	1,513	3,500
5030-550.60-70	CENTRAL GARAGE	7,673	6,220	7,400	3,939	7,400
*	SUPPLIES	10,918	10,717	10,900	5,452	11,400
ELEM 62	POSTAGE					
5030-550.62-10	POSTAGE	256	51	200	73	200
*	POSTAGE	256	51	200	73	200
ELEM 64	FUEL					
5030-550.64-10	GASOLINE	63,600	57,557	73,500	41,937	67,500
5030-550.64-11	DIESEL	125,451	119,616	148,000	85,755	135,000

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 50	PUBLIC WORKS					
DIV 30	CENTRAL GARAGE					
SUB 0	PUBLIC WORKS					
ELEM 64	FUEL					
5030-550.64-12	OTHER ADDITIVES	14,669	11,217	15,000	10,099	15,000
5030-550.64-15	FUEL SURCHARGE CREDIT	2,395-	1,990-	0	360-	2,000-
*	FUEL	201,325	186,400	236,500	137,431	215,500
ELEM 65	UTILITIES					
5030-550.65-10	ELECTRICITY	20,793	16,146	22,000	10,663	22,000
5030-550.65-11	NATURAL GAS	6,440	7,106	14,400	10,001	14,400
*	UTILITIES	27,233	23,252	36,400	20,664	36,400
ELEM 69	MISCELLANEOUS CHARGE					
5030-550.69-10	MISCELLANEOUS	853	560	500	160	500
*	MISCELLANEOUS CHARGE	853	560	500	160	500
ELEM 92	MACHINERY & EQUIPMENT					
5030-550.92-20	EQUIPMENT	2,795	2,300	3,300	2,150	3,100
*	MACHINERY & EQUIPMENT	2,795	2,300	3,300	2,150	3,100
**	CENTRAL GARAGE	48,024	91,436-	0	58,157-	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 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. Improve vehicular, pedestrian and bicyclist safety by providing street lighting	Percent of residents rating street lighting as good or better	63%	No survey	No survey	63%
	Number of streetlight inspections	4	3	4	3

PROGRAM NAME/NUMBER — Street Lighting/5040

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Budget Total	**0.00**	**0.00**	**0.00**	**0.00**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5040
Element/Object		**Details**	**Total**
40	Repair & Maintenance 40-31 Streetlight Repairs	City-owned streetlight pole repair	1,500
65	Utilities 65-10 Electricity	City-wide 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 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 50	PUBLIC WORKS					
DIV 40	STREET LIGHTING					
SUB 0	PUBLIC WORKS					
ELEM 40	REPAIR & MAINTENANCE					
5040-550.40-31	STREETLIGHT REPAIRS	1,115	1,531	1,300	846	1,500
*	REPAIR & MAINTENANCE	1,115	1,531	1,300	846	1,500
ELEM 65	UTILITIES					
5040-550.65-10	ELECTRICITY	205,139	212,221	230,000	151,457	230,000
*	UTILITIES	205,139	212,221	230,000	151,457	230,000
**	STREET LIGHTING	206,254	213,752	231,300	152,303	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 FY2000.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2013 ACTUAL	FY 2014		FY 2015 TARGET
			TARGET	ACTUAL	
1. Compost residential vegetative yard waste generated by residents and Public Works	Tons of vegetative waste processed (Note 1)	1,976	1,600	2,872	2,000
	Dollars in tipping fees saved	$49,412	$45,000	$71,799	$50,000
2. Generate revenues from sales	Dollar value of compost-related revenues (includes sales of product, tipping fees collected)	New	New	New	$68,000

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 (FTE's)	ACTUAL			ESTIMATED
	FY 2012	FY 2013	FY 2014	FY 2015
Admin. Asst./Recycling Coordinator	0.10	0.10	0.10	0.10
Motor Equipment Operator II+A	0.13	0.13	0.14	0.14
Motor Equipment Operator I+A	0.17	0.17	0.17	0.17
Motor Equipment Operator I	0.16	0.16	0.17	0.17
Lead Groundskeeper	0.43	0.43	0.44	0.44
Budget Total	**0.99**	**0.99**	**1.02**	**1.02**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5050
	Element/Object	**Details**	**Total**
12	Travel & Training 12-11 Travel & Training	Facility operator recertification	1,000
36	Special Services 36-43 Registration Fees	Maryland Department of Agriculture, inspection/registration fee	350
48	Rental 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	Supplies 60-10 General Supplies	Supplies, product testing, etc.	600

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET	FY 2014 ACTUAL	FY 2015 BUDGET
344.90	Compost Sales	39,746	35,872	34,000	5,609	46,004
344.92	Tipping Fees Revenue	28,785	22,325	22,000	26,861	26,000
344.94	Delivery Charge-Compost	11,605	10,304	8,000	1,490	10,000
	TOTAL	80,136	68,501	64,000	33,960	82,004

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 50	PUBLIC WORKS					
DIV 50	COMPOST YARD OPERATIONS					
SUB 0	PUBLIC WORKS					
ELEM 10	PAYROLL-WAGES					
5050-550.10-01	SALARY	3,903	4,371	4,598	3,243	4,813
5050-550.10-02	HOURLY	74,605	62,508	48,404	40,458	50,695
5050-550.10-03	OVERTIME	1,301	487	1,500	3,165	1,500
*	PAYROLL-WAGES	79,809	67,366	54,502	46,866	57,008
ELEM 11	FRINGE BENEFITS					
5050-550.11-10	FICA	5,927	5,016	4,105	3,504	4,276
5050-550.11-12	HEALTH INSURANCE	10,081	7,087	5,015	4,562	5,937
5050-550.11-13	DENTAL INSURANCE	588	572	320	320	366
5050-550.11-14	LIFE INSURANCE	235	220	170	134	267
5050-550.11-15	VISION INSURANCE	178	193	101	107	115
5050-550.11-17	457 CITY MATCH CONTRIBUTN	1,604	1,786	1,523	1,161	1,470
5050-550.11-18	401A RETIREMENT	4,930	4,118	3,577	3,069	0
5050-550.11-21	WORKERS COMPENSATION INS	2,970	2,216	1,723	1,454	1,270
5050-550.11-22	LONG TERM DISABILITY INS	279	249	206	167	215
5050-550.11-25	MSRP RETIREMENT	0	0	0	0	3,430
*	FRINGE BENEFITS	26,792	21,457	16,740	14,478	17,346
ELEM 12	TRAVEL & TRAINING					
5050-550.12-11	TRAVEL & TRAINING	1,350	425	250	0	1,000
*	TRAVEL & TRAINING	1,350	425	250	0	1,000
ELEM 20	OVERHEAD					
5050-550.20-11	AUTOMOTIVE	41,359	44,787	45,169	33,876	45,208
*	OVERHEAD	41,359	44,787	45,169	33,876	45,208
ELEM 36	SPECIAL SERVICES					
5050-550.36-10	PRINTING	0	90	0	0	0
5050-550.36-43	REGISTRATION FEES	604	283	350	51	350
*	SPECIAL SERVICES	604	373	350	51	350
ELEM 48	RENTAL					
5050-550.48-11	TOOLS & EQUIPMENT	0	0	600	0	600
5050-550.48-55	SCREENING EQUIPMENT	9,800	9,950	20,000	9,000	12,000
*	RENTAL	9,800	9,950	20,600	9,000	12,600
ELEM 60	SUPPLIES					
5050-550.60-10	GENERAL SUPPLIES	818	592	600	841	600
*	SUPPLIES	818	592	600	841	600
ELEM 62	POSTAGE					
5050-550.62-10	POSTAGE	0	27	0	19	0
*	POSTAGE	0	27	0	19	0
**	COMPOST YARD OPERATIONS	160,532	144,977	138,211	105,131	134,112
***	PUBLIC WORKS	4,330,396	4,316,407	4,940,667	3,192,769	5,090,219

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 2012	FY 2013	FY 2014	FY 2015
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 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
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
*	CONTINGENCY	0	0	10,000	0	10,000
**	CONTINGENCY	0	0	10,000	0	10,000
***	CONTINGENCY	0	0	10,000	0	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, 2014 and semi-annual interest payments are due October 15, 2014 and April 15, 2015.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2013 ACTUAL	FY 2014		FY 2015 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 2012	FY 2013	FY 2014	FY 2015
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 10/15/14, reducing outstanding principal balance from $7,369,000 to $7,075,000	294,000
72	Interest 72-30 SunTrust Bank-Parking Garage Tax-Exempt Bond	FY 2014 accrued interest on $7,369,000, 04/16/14 – 06/30/14 ..... (55,722) Semi-annual interest payment on $7,369,000, due 10/15/14 ..... 135,961 Semi-annual interest payment on $7,075,000, due 04/15/15 ..... 129,823 FY 2015 accrued interest on $7,075,000, 04/16/15 – 06/30/15 54,212	264,274

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 BUDGET	FY 2014 ACTUAL	FY 2015 BUDGET
390.00	Interfund Transfer from Parking Debt Service Fund	216,886	251,950	228,906	171,680	314,815
	TOTAL	216,886	251,950	228,906	171,680	314,815

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 90	DEBT SERVICE					
DIV 10	ADMINISTRATION					
SUB 0	DEBT SERVICE					
ELEM 70	PRINCIPAL					
9010-580.70-30	SUNTR-PKG GARAGE T/E BOND	225,000	273,000	283,000	283,000	294,000
*	PRINCIPAL	225,000	273,000	283,000	283,000	294,000
ELEM 72	INTEREST					
9010-580.72-30	SUNTR-PKG GARAGE T/E BOND	295,426	284,441	274,247	82,164	264,274
*	INTEREST	295,426	284,441	274,247	82,164	264,274
**	ADMINISTRATION	520,426	557,441	557,247	365,164	558,274
***	DEBT SERVICE	520,426	557,441	557,247	365,164	558,274

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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 2012	FY 2013	FY 2014	FY 2015
Budget Total	**0.00**	**0.00**	**0.00**	**0.00**

OPERATING EXPENDITURES

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 9210
Element/Object		**Details**	**Total**
99	Interfund Transfers		
	99-10 Operating Cash Transfer to Capital Projects Fund	Business Assistance Fund (project 113001) 25,000	
		CCTV (project 092003) 38,175	
		Duvall Field Renovation (project 053007) 25,000	
		Facilities Capital Reserve (project 991013) 25,000	
		Fire Department Capital Equipment Grants (project 012006) 45,000	
		Old Parish House Renovations #2 (project 155001) 10,000	
		Pavement Management Plan (project 045008) 600,000	
		Pavement Management Plan (recovery for City paving paid for by WSSC) ..... (300,000)	
		Randolph Macon Avenue (project 133001) 46,050	
		Vehicle Replacement Program (project 925061) 247,000	761,225

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST
DEPT 92	INTERFUND TRANSFER					
DIV 10	ADMINISTRATION					
SUB 0	OTHER					
ELEM 99	INTERFUND TRANSFERS					
9210-590.99-10	OPERATING CASH TRANSFERS	2,596,835	2,827,900	922,000	922,000	761,225
*	INTERFUND TRANSFERS	2,596,835	2,827,900	922,000	922,000	761,225
**	ADMINISTRATION	2,596,835	2,827,900	922,000	922,000	761,225
***	INTERFUND TRANSFER	2,596,835	2,827,900	922,000	922,000	761,225
****	GENERAL FUND	14,709,718	15,536,621	14,625,708	9,704,925	14,991,465
		14,709,718	15,536,621	14,625,708	9,704,925	14,991,465

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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

PREPARED 03/23/14 12:05:05
PARKING DEBT SERVICE FUND 290

CITY OF COLLEGE PARK
REVENUE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 ACTUAL	FY 2015 CITY MGR REQUEST
	BASIC 34 CHARGES FOR SERVICES					
	SUB 3 HIGHWAYS AND STREETS					
343.20	PARKING METER REVENUE	227,454	209,252	205,000	144,634	205,000
*	HIGHWAYS AND STREETS	227,454	209,252	205,000	144,634	205,000
	BASIC 35 FINES & FEES					
	SUB 9 FINES					
359.40	PARKING FINES REVENUE	42,065	48,743	45,000	34,880	45,000
*	FINES	42,065	48,743	45,000	34,880	45,000
***	PARKING DEBT SERVICE FUND	227,454	257,995	250,000	179,514	250,000

EXPENDITURES

EXPENDITURE SUPPORT DATA		Parking Debt Service Fund/290	
Element/Object		**Details**	**Amount**
99	Interfund Transfers 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 ..... 294,000 SunTrust Bank – bond interest ..... 264,274 Subtotal ..... 558,274 Garage pay station revenue (account 343.21) .....(75,000) Garage permit revenue (account 343.26) .....(47,000) Garage retail rent (account 362.11) .....(87,000) Interest – tenant improvement allowance (account 361.22) .....(34,459)	314,815

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2015

	ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 ACTUAL	FY 2015 CITY MGR REQUEST
	BASIC 70 INTERFUND TRANSFERS					
	SUB 0 INTERFUND TRANSFERS					
99-10	INTERFUND TRANSFERS	216,886	251,950	228,906	228,906	314,815
*	INTERFUND TRANSFERS	216,886	251,950	228,906	228,906	314,815
***	PARKING DEBT SERVICE FUND	216,886	251,950	228,906	228,906	314,815

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM (C.I.P.)

Capital Project Summary

Schedule of Expenditures by Project by Year

Project Number	Project Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
153002	Bikeway Planning & Infrastructure	137,446	0	87,446	50,000	0	0	0
113001	Business Assistance Fund	107,000	68,269	38,731	0	0	0	0
133003	Business Recycling Incentive Fund	25,000	0	25,000	0	0	0	0
113003	Capital Bikeshare	374,858	0	232,734	142,124	0	0	0
092003	CCTV	951,050	690,875	103,175	39,250	39,250	39,250	39,250
041003	City Hall Expansion	8,702,419	400,122	302,297	8,000,000	0	0	0
133002	Comm. Tenant Improvement Program	95,000	25,000	70,000	0	0	0	0
093001	Community Legacy Loan Repayments	660,000	210,000	0	150,000	0	0	300,000
103001	Downtown Streetscape #2	509,620	106,838	402,782	0	0	0	0
053007	Duvall Field Renovation	4,632,115	114,551	294,000	0	1,410,000	1,410,000	1,403,564
991013	Facilities Capital Reserve	356,212	81,158	0	0	0	0	275,054
012006	Fire Department Capital Equipment	439,450	394,450	45,000	0	0	0	0
091004	Green Initiatives	136,361	19,660	116,701	0	0	0	0
113004	Green Streets	185,000	35,000	0	150,000	0	0	0
085001	Guardrail Replacement	100,000	40,433	59,567	0	0	0	0
103004	Hollywood Commercial Revitalization	255,000	0	50,000	205,000	0	0	0
103002	Hollywood Gateway Park	697,723	81,356	466,367	150,000	0	0	0
073004	Hollywood Road Extended	500,000	0	500,000	0	0	0	0
063002	Homeownership Grant Program	210,000	152,500	57,500	0	0	0	0
011004	Institutional Network (I-Net)/P.E.G.	2,708,527	773,388	1,569	1,569	1,569	1,569	1,928,863
155001	Old Parish House Renovations #2	10,000	0	10,000	0	0	0	0
045008	Pavement Management Plan	3,102,328	302,328	600,000	600,000	600,000	600,000	400,000
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	185,658	992,870	0	0	0	0
133001	Randolph Macon Avenue	296,000	36,000	130,000	130,000	0	0	0
091002	Safe Routes to School	353,200	208,700	144,500	0	0	0	0
133004	Strategic Demolition Program	75,000	60,923	14,077	0	0	0	0
925061	Vehicle Replacement Program	7,354,500	110,000	1,138,000	1,534,000	1,303,500	1,097,000	2,172,000
	Total Expenditures	35,098,764	4,470,465	5,957,316	11,650,114	3,354,319	3,147,819	6,518,731

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Capital Project Summary

Schedule of Expenditures by Account by Year

Account	Account Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
25	Grants & Assistance	930,232	650,501	279,731				
30	Professional Services	1,564,569	876,186	688,383				
32	Legal	7,930	930	7,000				
34	Contractual Services	191,393	31,393	32,000	32,000	32,000	32,000	32,000
36	Special Services	101,370	95,094	1,569	1,569	1,569	1,569	
40	Repairs & Maintenance	7,258	7,258					
45	Maintenance Contract	183,111	183,111					
52	Awards & Gifts	1,700	1,700					
60	Supplies	2,651	2,651					
62	Postage	140	140					
65	Electricity	48,813	13,638	6,175	7,250	7,250	7,250	7,250
70-72	Debt Service	3,060,000	210,000	240,000	630,000	480,000	480,000	1,020,000
74	Administrative Fee	1,222	1,222					
90	Automobiles & Light Trucks	791,000	110,000	65,000	291,000	36,000	147,000	142,000
91	Medium Duty Trucks	1,244,000		200,000	150,000	360,000	264,000	270,000
91	Heavy Duty Trucks	2,030,000		580,000	290,000	290,000		870,000
91	Shared Ownership Trucks	0						
92	Machinery & Equipment	4,076,895	922,798	343,734	368,000	137,500	206,000	2,098,863
94	Land & Rights-of-Way	1,171,803	348,632	325,000	498,171			
95	Buildings, Site & Bldg. Improvemts.	15,773,658	205,383	2,384,657	8,685,000	1,410,000	1,410,000	1,678,618
96	Street Improvement	3,541,954	537,887	804,067	600,000	600,000	600,000	400,000
97	Communications Equipment	62,432	62,432					
98	Computer Equipment	209,509	209,509					
Various	Bikeshare Operating Costs	97,124			97,124			
	Total Expenditures	35,098,764	4,470,465	5,957,316	11,650,114	3,354,319	3,147,819	6,518,731

Capital Project Summary

Schedule of Funding Sources by Source by Year

Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
City Funding:							
Unrestricted C.I.P. Reserve	6,768,787	5,732,562	1,036,225	0	0	0	0
Restricted C.I.P. Reserve	137,324	112,324	25,000	0	0	0	0
Facilities Capital Reserve	52,128	52,128					
Lease Escrow-Friends Community School	118,800	118,800					
Subtotal	*7,077,039*	*6,015,814*	*1,061,225*	*0*	*0*	*0*	*0*
Debt Financing:							
Proceeds-Master Lease #3	2,000,000		2,000,000				
Subtotal	*2,000,000*	*0*	*2,000,000*	*0*	*0*	*0*	*0*
State Funding:							
State Bond	575,000	575,000					
Subtotal	*575,000*	*575,000*	*0*	*0*	*0*	*0*	*0*
Grant Funding:							
Comcast-Capital Equipt. grant	2,152,996	1,676,996	119,000	119,000	119,000	119,000	0
Verizon-Capital Equipt. grant	555,531	275,531	70,000	70,000	70,000	70,000	0
Program Open Space (POS)	2,027,951	2,027,951					
Community Development Block Grant (CDBG)	277,000	277,000					
Maryland Heritage Area Authority (MHAA) grant	5,000	5,000					
Anacostia Trails mini-grant	3,369	3,369					
Community Legacy grant	275,000	275,000					
Chesapeake Bay Trust grant	365,000	35,000	330,000				
Natl Fish & Wildlife Foundation grant	40,000		40,000				
Federal grants	1,469,220	1,469,220					
Maryland Dept. of Transportation	299,935	590	299,345				
Maryland Energy Admin. grant	70,361	70,361					
Prince George's Co. bikeshare grant	75,000	75,000					
COG Transp. Land Use Conn. grant	25,000		25,000				
Subtotal	*7,641,363*	*6,191,018*	*883,345*	*189,000*	*189,000*	*189,000*	*0*

Capital Project Summary

Schedule of Funding Sources by Source by Year (continued)

Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
Developer Contribution:							
Varsity (Capital Bikeshare)	10,000		10,000				
Domain (Capital Bikeshare)	31,000	31,000					
Keane Enterprises (Capital 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		500,000				
Kidwell (Randolph Macon Avenue)	36,000	36,000					
Subtotal	*1,247,000*	*67,000*	*555,000*	*625,000*	*0*	*0*	*0*
Utility Reimbursement:							
Prince George's County - stormwater improvements reimb.	0	0					
Subtotal	*0*	*0*	*0*	*0*	*0*	*0*	*0*
Total Funding Sources	18,540,402	12,848,832	4,499,570	814,000	189,000	189,000	0
Funding not yet determined	16,558,362	0	5,875	6,606,247	2,285,176	3,146,250	4,514,814
Total Funding	35,098,764	12,848,832	4,505,445	7,420,247	2,474,176	3,335,250	4,514,814

Capital Project Summary

Schedule of Capital Project Fund Reserves

Project Number	Project Name	Projected Reserve Balance as of 06/30/14	Transfers to the C.I.P. provided in FY 2015 Budget	Projected Reserve Balance as of 07/01/14	Planned Reserve Utilization in Fiscal Year			
					FY15	FY16	FY17	Past FY17
Fund 301 - Unrestricted								
153002	Bikeway Planning & Infrastructure	0		0				
113001	Business Assistance Fund	11,731	25,000	36,731	36,731			
133003	Business Recycling Incentive Fund	25,000		25,000	25,000			
113003	Capital Bikeshare	25,000		25,000	25,000			
092003	CCTV	9,125	38,175	47,300	47,300			
041003	City Hall Expansion	1,999,878		1,999,878	302,297	1,697,581		
133002	Comm. Tenant Improvement Program	20,000		20,000	20,000			
093001	Community Legacy Loan Repayments	0		0				
103001	Downtown Streetscape #2	0		0				
991013	Facilities Capital Reserve	250,054	25,000	275,054				275,054
012006	Fire Department Capital Equipment	0	45,000	45,000	45,000			
091004	Green Initiatives	46,340		46,340	46,340			
113004	Green Streets	0		0				
085001	Guardrail Replacement	59,567		59,567	59,567			
103004	Hollywood Commercial Revitalization	50,000		50,000	50,000			
103002	Hollywood Gateway Park	0		0				
073004	Hollywood Road Extended	0		0				
063002	Homeownership Grant Program	57,500		57,500	57,500			
011004	Institutional Network (I-Net)/P.E.G.	0		0				
155001	Old Parish House Renovations #2	0	10,000	10,000	10,000			
045008	Pavement Management Plan	0	600,000	600,000	600,000			
015002	Public Works Facility Improvements	834,342		834,342	834,342			
133001	Randolph Macon Avenue	40,900	46,050	86,950	86,950			
091002	Safe Routes to School	0		0				
133004	Strategic Demolition Program	0		0				
925061	Vehicle Replacement Program	0	247,000	247,000	247,000			
	Total Unrestricted C.I.P.	**3,429,437**	**1,036,225**	**4,465,662**	**2,493,027**	**1,697,581**	**0**	**275,054**

Schedule of Capital Project Fund Reserves (continued)

Project Number	Project Name	Estimated Reserve Balance as of 06/30/14	Transfers to the C.I.P. provided in FY 2015 Budget	Projected Reserve Balance as of 07/01/14	Planned Reserve Utilization in Fiscal Year			
					FY15	FY16	FY17	Past FY17
Fund 302 - Restricted								
053007	Duvall Field Renovation	0	25,000	25,000	25,000			
963028	Program Open Space Acquisition Projects	0		0				
	Total Restricted C.I.P.	**0**	**25,000**	**25,000**	**25,000**	**0**	**0**	**0**
GRAND TOTALS - ALL CAPITAL PROJECT FUNDS		**3,429,437**	**1,061,225**	**4,490,662**	**2,518,027**	**1,697,581**	**0**	**275,054**

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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)
153002	Bikeway Planning & Infrastructure	X			Planning initiative
113001	Business Assistance Fund	X			Planning initiative
133003	Business Recycling Incentive Fund	X			Planning initiative
113003	Capital Bikeshare	X			Membership and user fees will cover operations and maintenan
092003	CCTV	X			Monitoring, maintenance, electricity are being budgeted in the C.I.P. project. No impact on operating budget.
041003	City Hall Expansion		X		Project has not yet been designed.
133002	Comm. Tenant Improvement Program	X			Planning initiative
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
091004	Green Initiatives		X		Scope of project TBD; expect reduction in future utility costs
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
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
091002	Safe Routes to School		X		Will be evaluated under annual Pavement Management Plan
133004	Strategic Demolition Program	X			Planning initiative
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			0	

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
		Licenses and permits	Intergovern-mental grants	Charges for services	Fines and forfeitures	Investment revenue	Miscel-laneous	Total revenue	General government
2004	$ 1,066,586	$ 105,042	$ 20,395	$ -	$ -	$ 358	$ -	$ 125,795	$ 44,879
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

* **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

Expenditures (continued)						Other financing sources / uses		
Public services	Planning & development	Public works	Debt service	Capital outlay	Total expenditures	Proceeds from financing/other*	Transfers in/(out)	Fund equity, end of year
$ 25,000	$ 112,360	$ 75,013	$ 189,606	$ 866,371	$ 1,313,229	$ 12	$ 976,841	$ 856,005
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

Capital Project Summary - Bikeway Planning & Infrastructure

Name: Bikeway Planning & Infrastructure
Number: 153002
Department: Planning, Community & Economic Development
Life: Ongoing
Project Manager: Terry A. Schum, Director of Planning, Community, & Economic Development
Steve Beavers, Community Development Coordinator

First Fiscal Year Appropriated: FY15
Estimated Completion Date: Ongoing
Percent Completed: Ongoing
Estimated Total Project Cost: $137,446

Description

This project provides funding for a bicycle master plan through a technical assistance grant. Other funding will be sought for the implementation of bicycle infrastructure such as bike lanes, sharrows, trail connections and signage.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
30-15	Consulting	25,000		25,000				
95-10	Site Improvements	112,446		62,446	50,000			
	Total Expenditures	137,446	0	87,446	50,000	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
301	Unrestricted C.I.P. Reserve	0	0	0				
301	MD Dept of Transp Bikeways grant	112,446		112,446				
301	COG Transp Land Use Conn grant	25,000		25,000				
	Total Funding Sources	137,446	0	137,446	0	0	0	0

Project Fund Balance

Total funding sources	137,446	0	137,446	0	0	0	0
Less amount expended/ encumbered thru FY14	0	0					
Project Fund Balance	137,446	0	137,446	0	0	0	0

Status

Funding for bicycle signs and on-road sharrows will be sought in FY15 under the Maryland Bikeways program. A grant application will be submitted to the Transportation Planning Board for preparation of a bicycle master plan.

Impact on Operating Budget

No operating budget impact as this is a planning initiative.

Capital Project Summary - Business Assistance Fund

Name: **Business Assistance Fund**
Number: **113001**
Department: **Planning, Community & Economic Development**
Life: **Ongoing**
Project Manager: **Terry A. Schum, Director of Planning, Community & Economic Development**

First Fiscal Year Appropriated: FY11
Estimated Completion Date: Ongoing
Percent Completed: Ongoing
Estimated Total Project Cost: Ongoing

Description

This program was originally limited to sign grants to new or existing businesses. In FY14, the program was expanded to allow other tenant improvements to be eligible for up to a $5,000 grant.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
25-29	Business Assistance Fund	107,000	68,269	38,731				
	Total Expenditures	107,000	68,269	38,731	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
301	Unrestricted C.I.P. Reserve	105,000	80,000	25,000				
301	Anacostia Trails mini-grant	2,000	2,000					
	Total Funding Sources	107,000	82,000	25,000	0	0	0	0

Project Fund Balance

Total funding sources	107,000	82,000	25,000	0	0	0	0
Less amount expended/ encumbered thru FY14	(68,269)	(68,269)					
Project Fund Balance	38,731	13,731	25,000	0	0	0	0

Status

To date, 31 grants have been awarded for an average of $3,450 per grant.

Impact on Operating Budget

No operating budget impact as this is a planning initiative.

Capital Project Summary - Business Recycling Incentive Fund

Name: Business Recycling Incentive Fund
Number: 133003
Department: Public Works
Life: Ongoing
Project Manager: Loree O'Hagan, Recycling Coordinator
Steve Beavers, Community Development Coordinator

First Fiscal Year Appropriated: FY13
Estimated Completion Date: Ongoing
Percent Completed: Ongoing
Estimated Total Project Cost: Ongoing

Description

This program provides grants to new or existing businesses for capital costs related to instituting recycling. The program is predominantly targeting larger businesses, although smaller businesses are encouraged to apply. Details of this program are not yet determined.

This program is a collaborative effort between Public Works and the City's Committee for a Better Environment (CBE).

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
25-47	Business Recycling Incentive Fund	25,000		25,000				
	Total Expenditures	25,000	0	25,000	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
301	Unrestricted C.I.P. Reserve	25,000	25,000					
	Total Funding Sources	25,000	25,000	0	0	0	0	0

Project Fund Balance

Total funding sources	25,000	25,000	0	0	0	0	0
Less amount expended/ encumbered thru FY14	(0)	(0)					
Project Fund Balance	25,000	25,000	0	0	0	0	0

Status

The CBE recycling subcommittee created and distributed a recycling survey to all businesses in FY14. The subcommittee is in the process of determining next steps based on survey results.

Impact on Operating Budget

No operating budget impact as this is a planning initiative.

Capital Project Summary - Capital Bikeshare

Name:	**Capital 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 the Capital Bikeshare program in College Park with 10 stations. The University-funded portion is not shown below. A state grant, county conhtribution and developer contributions have been secured to help fund the program. Membership and user fees are used to 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 UM campus. If successful, the project could be expanded to include additional locations.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
92	Machinery & Equipment	277,734		232,734	45,000			
Various	Bikeshare Operating Costs	97,124			97,124			
	Total Expenditures	374,858	0	232,734	142,124	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
301	Unrestricted C.I.P. Reserve	25,000	25,000					
301	Developer Contribution	86,000	31,000	55,000				
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	374,858	132,959	241,899	0	0	0	0

Project Fund Balance

Total funding sources	374,858	132,959	241,899	0	0	0	0
Less amount expended/ encumbered thru FY14	0	0					
Project Fund Balance	374,858	132,959	241,899	0	0	0	0

Status

A memorandum of understanding has been signed with the University of Maryland and award of contract to the bikeshare operator approved by the City Council. Program launch has been delayed due to the unforeseen bankruptcy of the hardware/software provider.

Impact on Operating Budget

Operations and maintenance are performed by Capital Bikeshare operator, but City is responsible for excess costs over membership and user fees.

Capital Project Summary - CCTV

Name: CCTV
Number: 092003
Department: Public Services
Life: Undetermined
Project Manager: Robert W. Ryan, Director of Public Services

First Fiscal Year Appropriated: FY09
Estimated Completion Date: Undetermined
Percent Completed: 90%
Estimated Total Project Cost: $951,050

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.

The Old Town phase provided 15 CCTV cameras and 4 LPR's at 19 locations within the concurrent police jurisdiction of the University of Maryland. The CCTV cameras are monitored live by the University of Maryland Department of Public Safety ("UMDPS") at no charge (an estimated value of $96,000 per year @ $6,400 per camera). A 5-year maintenance agreement was paid in FY14 which included a 6% discount. FY15 budgeted funds covers $5,100 in Pepco electricity charges.

A record-only LPR is scheduled for installation at St. Andrews Place & Metzerott Road. Equipment has been purchased and vendor is awaiting permit issuance. No monitoring will be provided. Electricity will be provided from existing Pepco service at the site.

Record-only LPR's are scheduled for installation at the Edgewood Road & Rhode Island Avenue signalized intersection. Equipment has been purchased and vendor is awaiting permit issuance. No monitoring will be provided.

The Guilford Road phase includes 2 CCTV cameras and 1 LPR. FY15 budgeted funds cover $12,800 for UMDPS monitoring and $400 for 6 months of Pepco electricity charges.

The Lakeland Road phase includes 3 CCTV cameras and 2 LPR's. FY15 budgeted funds cover $19,200 for UMDPS monitoring and $675 for 6 months of Pepco electricity charges.

Potential future phases of this project will depend on the availability of funding.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
34-33	CCTV Monitoring	160,000	0	32,000	32,000	32,000	32,000	32,000
40-18	Security Camera Repair	1,820	1,820					
45-18	Security Camera Maintenance	171,817	171,817					
65-10	Electricity	48,813	13,638	6,175	7,250	7,250	7,250	7,250
92-52	Security Cameras	565,000	500,000	65,000				
95-10	Site Improvements	3,600	3,600					
	Total Expenditures	951,050	690,875	103,175	39,250	39,250	39,250	39,250

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
301	Unrestricted C.I.P. Reserve	238,175	200,000	38,175				
301	Federal BJRA grant	550,000	550,000					
301	Funding not yet determined	162,875		5,875	39,250	39,250	39,250	39,250
	Total Funding Sources	951,050	750,000	44,050	39,250	39,250	39,250	39,250

Project Fund Balance

	Total funding sources	951,050	750,000	44,050	39,250	39,250	39,250	39,250
	Less amount expended/ encumbered thru FY14	(690,875)	(690,875)					
	Project Fund Balance	260,175	59,125	44,050	39,250	39,250	39,250	39,250

Status

Various installations are in progress.

Impact on Operating Budget

No additional operating budget impact

Capital Project Summary - City Hall Expansion

Name: City Hall Expansion
Number: 041003
Department: Administration
Life: 12 years
Project Manager: Joseph L. Nagro, City Manager
Terry A. Schum, Director of Planning, Community & Economic Development

First Fiscal Year Appropriated: FY12
Estimated Completion Date: Undetermined
Percent Completed: 10%
Estimated Total Project Cost: $8,702,419

Description

The City is pursuing options for a new City Hall building, including expanding on the existing City Hall site or moving to the Calvert Road site. The total proposed building area is approximately 30,000 square feet and will accomodate the relocation of the Public Services department from 4601A Calvert Road.

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 FY14	FY15	FY16	FY17	FY18	Past FY18
30-11	Design & Engineering	682,234	379,937	302,297				
30-15	Consulting	19,255	19,255					
32-10	Legal	930	930					
95-20	Buildings	8,000,000			8,000,000			
	Total Expenditures	8,702,419	400,122	302,297	8,000,000	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
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	5,658,619			5,658,619			
	Total Funding Sources	8,702,419	3,043,800	0	5,658,619	0	0	0

Project Fund Balance

Total funding sources	8,702,419	3,043,800	0	5,658,619	0	0	0
Less amount expended/ encumbered thru FY14	(400,122)	(400,122)					
Project Fund Balance	8,302,297	2,643,678	0	5,658,619	0	0	0

Status

Proffitt & Associates was retained in May 2011 to prepare design and construction drawings. However, the project was put on hold pending further discussions on the location.

The FY04 State Bond and City match were fully expended for design and engineering. The legislature has extended the FY06 State Bond expiration to June 1, 2015.

Impact on Operating Budget

Unknown at this time

Capital Project Summary - Commercial Tenant Improvement Program

Name: Commercial Tenant Improvement Program
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: FY13
Estimated Completion Date: Ongoing
Percent Completed: Ongoing
Estimated Total Project Cost: Ongoing

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. Grants will be awarded in compliance with guidelines adopted by City Council in Resolution 13-R-05.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
25-43	Comm. Tenant Improvement Prog.	95,000	25,000	70,000				
	Total Expenditures	95,000	25,000	70,000	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
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 FY14	(25,000)	(25,000)					
Project Fund Balance	70,000	70,000	0	0	0	0	0

Status

The City received a $75,000 Community Legacy grant in FY13. An FY13 budget amendment added $20,000 in City match. Five applications are in review, but no funds have been expended to date.

Impact on Operating Budget

No operating budget impact as this is a planning initiative.

Capital Project Summary - Community Legacy Loan Repayments

Name: Community Legacy Loan Repayments
Number: 093001
Department: Planning, Community & Economic Development
Life: Ongoing
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development
Stephen Groh, Director of Finance

First Fiscal Year Appropriated: FY09
Estimated Completion Date: Ongoing
Percent Completed: Ongoing
Estimated Total Project Cost: Ongoing

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:

Project Description	Loan Number	Fiscal Year	Date Received	Gross Amount of Loan	Repayment Date
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	150,000.00	12/31/20
Total				450,000.00	

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
70-25	Principal-Community Legacy Loans	660,000	210,000		150,000			300,000
	Total Expenditures	660,000	210,000	0	150,000	0	0	300,000

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
301	Unrestricted C.I.P. Reserve	210,000	210,000					
301	Funding not yet determined	450,000			150,000			300,000
	Total Funding Sources	660,000	210,000	0	150,000	0	0	300,000

Project Fund Balance

Total funding sources	660,000	210,000	0	150,000	0	0	300,000
Less amount expended/ encumbered thru FY14	(210,000)	(210,000)					
Project Fund Balance	450,000	0	0	150,000	0	0	300,000

Status

This project provides consolidated record-keeping for future repayments of Community Legacy loans.

Impact on Operating Budget

No operating budget impact as this is a record-keeping project.

Capital Project Summary - Downtown Streetscape #2

Name: Downtown Streetscape #2
Number: 103001
Department: Planning, Community & Economic Development
Life: 6 years
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development

First Fiscal Year Appropriated: FY10
Estimated Completion Date: FY15
Percent Completed: 5%
Estimated Total Project Cost: $509,620

Description

This project funds comprehensive streetscape improvements in the downtown area through Federal earmark 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 FY14	FY15	FY16	FY17	FY18	Past FY18
30-11	Design & Engineering	52,282	8,782	43,500				
30-20	Surveying	1,500	1,500					
60-50	Trees, Shrubs & Flowers	745	745					
95-10	Site Improvements	427,893	68,611	359,282				
96-30	Streetlights	27,200	27,200					
	Total Expenditures	509,620	106,838	402,782	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
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	509,620	509,620	0	0	0	0	0

Project Fund Balance

Total funding sources	509,620	509,620	0	0	0	0	0
Less amount expended/ encumbered thru FY14	(106,838)	(106,838)					
Project Fund Balance	402,782	402,782	0	0	0	0	0

Status

The City was awarded a $459,620 Federal EDI earmark in FY10 and a CDBG grant for $50,000 in PY35.

Streetscape improvements are in progress.

Impact on Operating Budget

To be determined

Capital Project Summary - Duvall Field Renovation

Name: Duvall Field Renovation
Number: 053007
Department: Planning, Community & Economic Development
Life: Undetermined
Project Managers: Terry A. Schum, Director of Planning, Community & Economic Development
Brenda L. Alexander, Deputy Director of Public Works
Steven E. Halpern, City Engineer

First Fiscal Year Appropriated: FY06
Estimated Completion Date: Undetermined
Percent Completed: 25%
Estimated Total Project Cost: $4,632,115

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-]

Account	Account Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
30-11	Design & Engineering	124,636	99,636	25,000				
36-30	Permit Fees	250	250					
95-10	Site Improvements	4,238,229	14,665			1,410,000	1,410,000	1,403,564
95-20	Buildings	269,000		269,000				
	Total Expenditures	4,632,115	114,551	294,000	0	1,410,000	1,410,000	1,403,564

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
302	Restricted C.I.P. Reserve	137,324	112,324	25,000				
302	Program Open Space (POS)	933,801	933,801					
302	Developer Contribution	275,000			275,000			
302	State Bond	75,000	75,000					
302	Funding not yet determined	3,210,990				397,426	1,410,000	1,403,564
	Total Funding Sources	4,632,115	1,121,125	25,000	275,000	397,426	1,410,000	1,403,564

Project Fund Balance

Total funding sources	4,632,115	1,121,125	25,000	275,000	397,426	1,410,000	1,403,564
Less amount expended/ encumbered thru FY14	(114,551)	(114,551)					
Project Fund Balance	4,517,564	1,006,574	25,000	0	0	1,410,000	1,403,564

Status

Design and construction drawings are complete, but are being reassessed to downsize the project due to lack of funds. Matching funds from the Greenbelt Station developer have been stalled; new agreements have been negotiated and payment is expected in FY16.

The State Bond to the College Park Boys & Girls Club will expire on June 1, 2014 unless the funds are under contract. While all POS funds have been encumbered by the State Board of Public Works, additional matching funds are required before they can be utilized.

Impact on Operating Budget

Ongoing maintenance is already performed by Public Works crews. No operating budget impact is anticipated.

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 FY14	FY15	FY16	FY17	FY18	Past FY18
92-42	HVAC Systems	25,287	25,287					
95-20	Building Improvements	330,925	55,871					275,054
	Total Expenditures	356,212	81,158	0	0	0	0	275,054

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
301	Unrestricted C.I.P. Reserve	356,212	331,212	25,000				
	Total Funding Sources	356,212	331,212	25,000	0	0	0	0

Project Fund Balance

Total funding sources	356,212	331,212	25,000	0	0	0	0
Less amount expended/ encumbered thru FY14	(81,158)	(81,158)					
Project Fund Balance	275,054	250,054	25,000	0	0	0	0

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 FY15, grant awards are limited to $15,000 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 FY14	FY15	FY16	FY17	FY18	Past FY18
25-40	Fire Dept. Capital Equipt. Grants	439,450	394,450	45,000				
	Total Expenditures	439,450	394,450	45,000	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
301	Unrestricted C.I.P. Reserve	439,450	394,450	45,000				
	Total Funding Sources	439,450	394,450	45,000	0	0	0	0

Project Fund Balance

Total funding sources	439,450	394,450	45,000	0	0	0	0
Less amount expended/ encumbered thru FY14	(394,450)	(394,450)					
Project Fund Balance	45,000	0	45,000	0	0	0	0

Status

All prior year grants have been awarded by Mayor & Council and paid.

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 Initiatives

Name: Green Initiatives
Number: 091004
Department: Planning, Community & Economic Development
Life: Ongoing
Project Manager: Steve Beavers, Community Development Coordinator

First Fiscal Year Appropriated: FY09
Estimated Completion Date: Ongoing
Percent Completed: Ongoing
Estimated Total Project Cost: $136,361

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.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
30-15	Consulting	53,346	19,660	33,686				
95-10	Site Improvements	83,015		83,015				
	Total Expenditures	136,361	19,660	116,701	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
301	Unrestricted C.I.P. Reserve	66,000	66,000					
301	Maryland Energy Admin. grant	70,361	70,361					
	Total Funding Sources	136,361	136,361	0	0	0	0	0

Project Fund Balance

Total funding sources	136,361	136,361	0	0	0	0	0
Less amount expended/ encumbered thru FY14	(19,660)	(19,660)					
Project Fund Balance	116,701	116,701	0	0	0	0	0

Status

Under the MEA grant, updated energy audits of City buildings will be completed. Policies for energy reduction and renewable energy generation were adopted by the City Council and recommended improvements are underway.

The Green Team is pursuing a plan to initiate a community garden.

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 - Green Streets

Name: Green Streets
Number: 113004
Department: Planning, Community & Economic Development
Life: 6 years
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development
Steven E. Halpern, City Engineer

First Fiscal Year Appropriated: FY11
Estimated Completion Date: FY16
Percent Completed: 20%
Estimated Total Project Cost: $185,000

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.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
30-11	Design & Engineering	35,000	35,000					
95-10	Site Improvements	150,000			150,000			
	Total Expenditures	185,000	35,000	0	150,000	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
301	Unrestricted C.I.P. Reserve	0	0					
301	Chesapeake Bay Trust grant	115,000	35,000	80,000				
301	Natl Fish & Wildlife Foundation grant	40,000		40,000				
301	Funding not yet determined	30,000			30,000			
	Total Funding Sources	185,000	35,000	120,000	30,000	0	0	0

Project Fund Balance

Total funding sources	185,000	35,000	120,000	30,000	0	0	0
Less amount expended/ encumbered thru FY14	(35,000)	(35,000)					
Project Fund Balance	150,000	0	120,000	30,000	0	0	0

Status

Conceptual designs for a segment of Rhode Island Avenue south of Greenbelt Road and for Lackawanna Street were completed. A grant application to construct the Rhode Island Avenue segment was submitted to Chesapeake Bay Trust and an application to prepare a "green street" design for Rhode Island Avenue north of Greenbelt Road was submitted to the National Fish & Wildlife Foundation by the Low Impact Development Center.

Impact on Operating Budget

To be determined

Capital Project Summary - Guardrail Replacement

Name: Guardrail Replacement
Number: 085001
Department: Public Works
Life: Ongoing
Project Manager: Brenda Alexander, Deputy Director of Public Works
Steven E. Halpern, City Engineer

First Fiscal Year Appropriated: FY08
Estimated Completion Date: FY15
Percent Completed: 40%
Estimated Total Project Cost: $100,000

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-]

Account	Account Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
36-11	Classified Advertising	1,277	1,277					
96-50	Guardrail	98,723	39,156	59,567				
	Total Expenditures	100,000	40,433	59,567	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
301	Unrestricted C.I.P. Reserve	100,000	100,000					
	Total Funding Sources	100,000	100,000	0	0	0	0	0

Project Fund Balance

Total funding sources	100,000	100,000	0	0	0	0	0
Less amount expended/ encumbered thru FY14	(40,433)	(40,433)					
Project Fund Balance	59,567	59,567	0	0	0	0	0

Status

Existing funding will cover replacement and new guardrail as needed.

Impact on Operating Budget

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:**	FY16
Department:	**Planning, Community & Economic Development**	**Percent Completed:**	0%
Life:	**7 years**	**Estimated Total Project Cost:**	$255,000

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 banners.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
30-11	Design & Engineering	50,000		50,000				
95-10	Site Improvements	205,000			205,000			
	Total Expenditures	255,000	0	50,000	205,000	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
301	Unrestricted C.I.P. Reserve	50,000	50,000					
301	MD Heritage Areas Authority grant	5,000	5,000					
301	Developer Contribution	200,000			200,000			
	Total Funding Sources	255,000	55,000	0	200,000	0	0	0

Project Fund Balance

Total funding sources	255,000	55,000	0	200,000	0	0	0
Less amount expended/ encumbered thru FY14	(0)	(0)					
Project Fund Balance	255,000	55,000	0	200,000	0	0	0

Status

A Maryland Heritage Areas Authority (MHAA) grant funded design and fabrication of banners which have been installed at the Carollton Enterprises Shopping Center.

Prince George's County has completed signalization improvements at Edgewood Road & Rhode Island Avenue and a conceptual design plan will be prepared in FY15.

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:**	FY16
Department:	**Planning, Community & Economic Development**	**Percent Completed:**	10%
Life:	**7 years**	**Estimated Total Project Cost:**	$697,723

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 FY14	FY15	FY16	FY17	FY18	Past FY18
30-11	Design & Engineering	73,754	73,754					
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	616,367		466,367	150,000			
	Total Expenditures	697,723	81,356	466,367	150,000	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
301	Unrestricted C.I.P. Reserve	50,000	50,000					
301	Program Open Space (POS)	147,723	147,723					
301	Community Legacy grant	100,000	100,000					
301	Developer Contribution	150,000			150,000			
301	Chesapeake Bay Trust grant	250,000		250,000				
	Total Funding Sources	697,723	297,723	250,000	150,000	0	0	0

Project Fund Balance

Total funding sources	697,723	297,723	250,000	150,000	0	0	0
Less amount expended/ encumbered thru FY14	(81,356)	(81,356)					
Project Fund Balance	616,367	216,367	250,000	150,000	0	0	0

Status

Project design is complete and start of construction is scheduled for FY15.

Impact on Operating Budget

Once completed, Public Works crews will be responsible for maintaining the park.

Capital Project Summary - Hollywood Road Extended

Name: Hollywood Road Extended
Number: 073004
Department: Planning, Community & Economic Development
Life: Ongoing
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development

First Fiscal Year Appropriated: FY07
Estimated Completion Date: Ongoing
Percent Completed: 0%
Estimated Total Project Cost: $500,000

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 FY14	FY15	FY16	FY17	FY18	Past FY18
30-11	Design & Engineering	250,000		250,000				
94-20	Rights-of-Way	250,000		250,000				
	Total Expenditures	500,000	0	500,000	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
301	Unrestricted C.I.P. Reserve	0		0				
301	Developer Contribution	500,000		500,000				
	Total Funding Sources	500,000	0	500,000	0	0	0	0

Project Fund Balance

Total funding sources	500,000	0	500,000	0	0	0	0
Less amount expended/ encumbered thru FY14	(0)	(0)					
Project Fund Balance	500,000	0	500,000	0	0	0	0

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. 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
Number: 063002
Department: Planning, Community & Economic Development
Life: Ongoing
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development

First Fiscal Year Appropriated: FY06
Estimated Completion Date: Ongoing
Percent Completed: Ongoing
Estimated Total Project Cost: Ongoing

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-]

Account	Account Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
25-10	Grant-City University Partnership	22,500	22,500					
25-34	Homeownership Grants	187,500	130,000	57,500				
	Total Expenditures	210,000	152,500	57,500	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
301	Unrestricted C.I.P. Reserve	210,000	210,000					
	Total Funding Sources	210,000	210,000	0	0	0	0	0

Project Fund Balance

Total funding sources	210,000	210,000	0	0	0	0	0
Less amount expended/ encumbered thru FY14	(152,500)	(152,500)					
Project Fund Balance	57,500	57,500	0	0	0	0	0

Status

To date, 23 grants (7 @ $7,500 and 17 @ $5,000) have been awarded.

Impact on Operating Budget

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 FY15, 6.1% of that payment is allocable to capital and may be paid from P.E.G. funds; the remaining 93.9% 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 FY14	FY15	FY16	FY17	FY18	Past FY18
30-14	Management Support	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	96,546	90,270	1,569	1,569	1,569	1,569	
40-18	Security Cameras Maintenance	2,424	2,424					
40-25	HVAC Repairs	1,520	1,520					
40-40	Audio-Visual Equipment Maint.	1,494	1,494					
45-11	Computer Hardware Maintenance	11,294	11,294					
60-20	Computer Supplies	1,701	1,701					
60-22	Audio-Visual Supplies	205	205					
62-10	Postage	109	109					
92	Equipment (unallocated)	1,928,863						1,928,863
92-20	Equipment	523	523					
92-42	HVAC Systems	20,600	20,600					
92-50	Video Equipment	21,831	21,831					
92-52	Security Cameras	28,786	28,786					
92-55	Audio-Visual Equipment	198,670	198,670					
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	194,394	194,394					
98-20	Computer Software	15,115	15,115					
	Total Expenditures	2,708,527	773,388	1,569	1,569	1,569	1,569	1,928,863

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
301	Unrestricted C.I.P. Reserve	0	0	0				
301	Comcast-Capital Equipment grant	2,152,996	1,676,996	119,000	119,000	119,000	119,000	Unknown
301	Verizon-Capital Equipment grant	555,531	275,531	70,000	70,000	70,000	70,000	Unknown
	Total Funding Sources	2,708,527	1,952,527	189,000	189,000	189,000	189,000	0

Project Fund Balance

Total funding sources	2,708,527	1,952,527	189,000	189,000	189,000	189,000	0
Less amount expended/ encumbered thru FY14	(773,388)	(773,388)					
Project Fund Balance	1,935,139	1,179,139	189,000	189,000	189,000	189,000	0

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 FY15.

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: 5 years
Project Manager: Brenda Alexander, Deputy Director of Public Works
Janeen S. Miller, City Clerk

First Fiscal Year Appropriated: FY15
Estimated Completion Date: Unknown
Percent Completed: 0%
Estimated Total Project Cost: Unknown

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-]

Account	Account Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
95-20	Building Improvements	10,000		10,000				
	Total Expenditures	10,000	0	10,000	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
301	Unrestricted C.I.P. Reserve	10,000	0	10,000				
	Total Funding Sources	10,000	0	10,000	0	0	0	0

Project Fund Balance

Total funding sources	10,000	0	10,000	0	0	0	0
Less amount expended/ encumbered thru FY14	(0)	(0)					
Project Fund Balance	10,000	0	10,000	0	0	0	0

Status

Grant funding under Maryland Energy Administration ("MEA") will be pursued for energy efficiency improvements.

Impact on Operating Budget

Unknown at this time

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 - FY15, alternate sources of funding will need to be identified.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
96-10	Concrete	1,647,249	247,249	300,000	300,000	300,000	300,000	200,000
96-20	Pavement	1,455,079	55,079	300,000	300,000	300,000	300,000	200,000
	Total Expenditures	3,102,328	302,328	600,000	600,000	600,000	600,000	400,000

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
301	Unrestricted C.I.P. Reserve	1,000,000	400,000	600,000				
301	Utility Reimbursements	0						
301	Comm. Development Block Grant	100,000	100,000					
301	Funding not yet determined	2,002,328			202,328	600,000	600,000	600,000
	Total Funding Sources	3,102,328	500,000	600,000	202,328	600,000	600,000	600,000

Project Fund Balance

	Total funding sources	3,102,328	500,000	600,000	202,328	600,000	600,000	600,000
	Less amount expended/ encumbered in FY14	(302,328)	(302,328)					
	Project Fund Balance	2,800,000	197,672	600,000	202,328	600,000	600,000	600,000

Status

The City funding in the FY15 Pavement Management Plan covers portions of the following streets, in participation with WSSC: Roanoke Place, Berwyn Road, Quebec Street, 48th Avenue, Osage Street, Pontiac Street, 51st Avenue, Rhode Island Avenue, Mohegan Place, Potomac Avenue, Patuxent Avenue.

The CDBG funding in the FY15 Pavement Management Plan (if approved) covers portions of the following street: Norwich Road.

Paving is scheduled for summer-fall 2014. The FY15 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.

Schedule of Expenditures

[302-8020-575-]

Account	Account Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
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	946,427	373,256	75,000	498,171	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
302	Restricted C.I.P. Reserve	0	0	0				
302	Program Open Space (POS)	946,427	946,427					
	Total Funding Sources	946,427	946,427	0	0	0	0	0

Project Fund Balance

	Total funding sources	946,427	946,427	0	0	0	0	0
	Less amount expended/ encumbered thru FY14	(373,256)	(373,256)					
	Project Fund Balance	573,171	573,171	0	0	0	0	0

Status

A cdontract of sale is being executed for the lots on 47th Place.

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 FY14	FY15	FY16	FY17	FY18	Past FY18
30-11	Design & Engineering	61,256	61,256					
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	992,870		992,870				
	Total Expenditures	1,178,528	185,658	992,870	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
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	1,178,528	1,178,528	0	0	0	0	0

Project Fund Balance

Total funding sources	1,178,528	1,178,528	0	0	0	0	0
Less amount expended/ encumbered thru FY14	(185,658)	(185,658)					
Project Fund Balance	992,870	992,870	0	0	0	0	0

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 spring 2014.

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
Number: 133001
Department: Planning, Community & Economic Development
Life: 4 years
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development
Steven E. Halpern, City Engineeer

First Fiscal Year Appropriated: FY13
Estimated Completion Date: FY16
Percent Completed: 0%
Estimated Total Project Cost: $296,000

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 pending 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-]

Account	Account Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
30-11	Design & Engineering	36,000	36,000					
95-10	Site Improvements	260,000		130,000	130,000			
	Total Expenditures	296,000	36,000	130,000	130,000	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
301	Unrestricted C.I.P. Reserve	86,950	40,900	46,050				
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	46,050			46,050			
	Total Funding Sources	296,000	203,900	46,050	46,050	0	0	0

Project Fund Balance

Total funding sources	296,000	203,900	46,050	46,050	0	0	0
Less amount expended/ encumbered thru FY14	(0)	(0)					
Project Fund Balance	296,000	203,900	46,050	46,050	0	0	0

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. Bidding and construction will commence in FY15.

Impact on Operating Budget

As a City street, Randolph Macon Avenue would be evaluated annually under the Pavement Management Plan.

Capital Project Summary - Safe Routes to School

Name:	**Safe Routes to School**	**First Fiscal Year Appropriated:**	FY09
Number:	**091002**	**Estimated Completion Date:**	FY15
Department:	**Administration**	**Percent Completed:**	66%
Life:	**8 years**	**Estimated Total Project Cost:**	$353,200

Project Manager: **Terry A. Schum, Director of Planning, Community & Economic Development**
Steven E. Halpern, City Engineer

Description

This is a federally-funded project administered by the State Highway Administration (SHA) for the construction of sidewalks to provide safe routes to local elementary and middle schools.

The project will construct sidewalks on selected streets in North College Park near Hollywood Elementary School.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
30-11	Design & Engineering	8,168	8,168					
30-20	Surveying	28,266	28,266					
95-10	Site Improvements	3,063	3,063					
96-10	Concrete	313,703	169,203	144,500				
	Total Expenditures	353,200	208,700	144,500	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
301	Unrestricted C.I.P. Reserve	0	0					
301	Federal Safe Routes to School grant	353,200	353,200					
	Total Funding Sources	353,200	353,200	0	0	0	0	0

Project Fund Balance

	Total funding sources	353,200	353,200	0	0	0	0	0
	Less amount expended/ encumbered thru FY14	(208,700)	(208,700)					
	Project Fund Balance	144,500	144,500	0	0	0	0	0

Status

The City has been awarded 3 "Safe Routes to School grants" (Years "C", "D" and "E"). Years "C" and "D" have been completed, Year "E" design is complete and construction will commence in FY15.

Impact on Operating Budget

Future maintenance on installed sidewalks would be evaluated annually under the Pavement Management Plan.

Capital Project Summary - Strategic Demolition Program

Name: Strategic Demolition Program
Number: 133004
Department: Planning, Community & Economic Development
Life: Ongoing
Project Manager: Michael Steifvater, Economic Development Planner

First Fiscal Year Appropriated: FY14
Estimated Completion Date: Ongoing
Percent Completed: Ongoing
Estimated Total Project Cost: Ongoing

Description

A $75,000 grant was received from the Maryland Department of Housing & Community Development to demolish vacant properties on the U.S. Route 1 corridor. The purpose of this program is to eliminate blight from our main street and possibly set the stage for redevelopment.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
30-11	Design & Engineering	5,000	2,600	2,400				
95-10	Site Improvements	70,000	58,323	11,677				
	Total Expenditures	75,000	60,923	14,077	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
301	Unrestricted C.I.P. Reserve	0	0	0				
301	Community Legacy grant	75,000	75,000					
	Total Funding Sources	75,000	75,000	0	0	0	0	0

Project Fund Balance

	Total funding sources	75,000	75,000	0	0	0	0	0
	Less amount expended/ encumbered thru FY14	(0)	(0)					
	Project Fund Balance	75,000	75,000	0	0	0	0	0

Status

Two properties have been razed and a third is being identified.

Impact on Operating Budget

No operating budget impact as this is a planning initiative.

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 FY14	FY15	FY16	FY17	FY18	Past FY18
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	791,000	110,000	65,000	291,000	36,000	147,000	142,000
91	Medium Duty Trucks	1,244,000		200,000	150,000	360,000	264,000	270,000
91	Heavy Duty Trucks	2,030,000		580,000	290,000	290,000		870,000
91	Shared Ownership Trucks	0						
92	Machinery & Equipment	882,500		46,000	323,000	137,500	206,000	170,000
	Total Expenditures	7,354,500	110,000	1,138,000	1,534,000	1,303,500	1,097,000	2,172,000

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
301	Unrestricted C.I.P. Reserve	357,000	110,000	247,000				
301	Proceeds-Master Lease #3	2,000,000		2,000,000				
301	Funding not yet determined	4,997,500			480,000	1,248,500	1,097,000	2,172,000
	Total Funding Sources	7,354,500	110,000	2,247,000	480,000	1,248,500	1,097,000	2,172,000

Project Fund Balance

Total funding sources	7,354,500	110,000	2,247,000	480,000	1,248,500	1,097,000	2,172,000
Less amount expended/ encumbered thru FY14	(110,000)	(110,000)					
Project Fund Balance	7,244,500	0	2,247,000	480,000	1,248,500	1,097,000	2,172,000

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 FY14	FY15	FY16	FY17	FY18	Past FY18
90 - Automobiles & Light Trucks								
005	00 Ford Explorer 4x4	22,845			29,000			
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						16,000
028	08 Chevrolet Express Cargo Van	16,838						20,000
042	01 Ford 1-Ton Pickup	23,670	to be sold					
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			
047	03 Chevrolet 3/4-Ton 4x4 Pickup	20,568	to be sold					
048	03 Chevrolet 3/4-Ton 4x4 Pickup	20,568	to be sold					
049	04 Ford F-350 SD Pickup	16,949			29,000			
050	04 Ford F-350 SD Pickup	16,949			29,000			
051	06 Chevrolet C5550 Diesel Landscape	52,972						53,000
052	08 Chevrolet 3/4-Ton 4x4 Pickup	20,333					28,000	
053	09 Chevrolet Silverado Pickup	27,479						28,000
054	13 Ford F-250 3/4-Ton 4x4 Pickup	22,830						
055	13 Ford F-250 3/4-Ton 4x4 Pickup	22,830						
056	13 Ford F-250 3/4-Ton 4x4 Pickup	22,830						
103	01 Chevrolet Lumina	14,529			18,000			
237	98 Chevrolet Cavalier	12,001	18,000					
240	00 Chevrolet Cavalier	11,091	18,000					
242	01 Chevrolet Cavalier	10,921		18,000				
244	03 Chevrolet Cavalier	10,118		18,000				
246	04 Chevrolet Cavalier (b)	10,063	18,000					
247	04 Chevrolet Cavalier	10,063			18,000			
248	04 Chevrolet Cavalier	10,063			18,000			
249	04 Chevrolet Cavalier	10,063			18,000			
250	05 Chevrolet Cobalt	10,728			18,000			
251	05 Toyota Prius Hybrid	19,583			34,000			
252	06 Chevrolet Cobalt	10,848				18,000		
253	06 Chevrolet Cobalt	10,848				18,000		
254	08 Chevrolet Cobalt	12,749					18,000	
255	08 Chevrolet Cobalt	12,669					18,000	
256	08 Chevrolet Cobalt	12,749					18,000	
257	09 Chevrolet Cobalt	16,604					18,000	
258	09 Chevrolet Cobalt	16,604					18,000	
	Total Autos & Light Trucks	**738,788**	**110,000**	**65,000**	**291,000**	**36,000**	**147,000**	**142,000**
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						
300	91 GMC Top Kick Open Body	42,998	to be sold					
306	90 GMC Top Kick Dump Truck (a)	45,619		200,000				
330	91 GMC Top Kick Open Body	42,998	to be sold					
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					104,000	
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	**1,064,254**	**0**	**200,000**	**150,000**	**360,000**	**264,000**	**270,000**

Capital Project Summary - Vehicle Replacement Program
Schedule of Vehicle Replacement (continued)

Vehicle Number	Description	Original Cost	Estimated Replacement Cost FY14	FY15	FY16	FY17	FY18	Past FY18
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 Truck	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**	**0**	**870,000**
91-50 - Shared Ownership Trucks								
	25% of new Four Cities Streetsweeper	28,070						
	20% of new Greenbelt Aerial Lift Truck	7,855						
	Total Shared Ownership Trucks	**35,925**	**0**	**0**	**0**	**0**	**0**	**0**
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**	**0**	**46,000**	**323,000**	**137,500**	**206,000**	**170,000**
	GRAND TOTAL	**3,872,873**	**110,000**	**891,000**	**1,054,000**	**823,500**	**617,000**	**1,452,000**

Notes: (a) Being replaced by cab-over-engine chassis with hooklift frame to accomodate various bodies and a snowplow. This will provide a truck used 12 months per year.
(b) Vehicle totaled
^ 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 1994 - 2013

Fiscal year	Real property tax rate per $100	Personal property tax rate per $100	Operating revenues	Percentage increase/ (decrease) from prior fiscal year
1994	$ 0.550	$ 0.550	$ 5,758,906	4.81%
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%

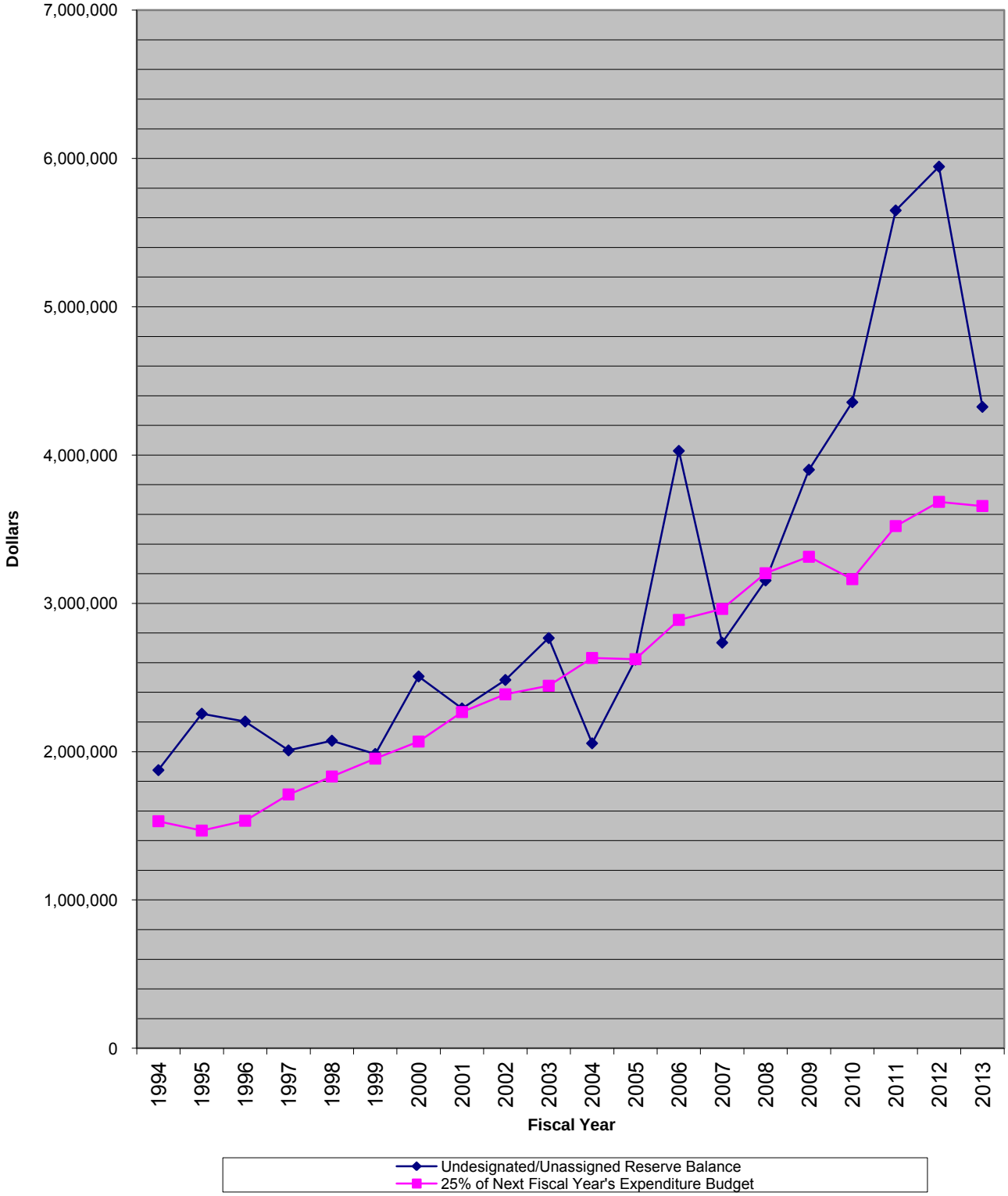
FOOTNOTES:

[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.

Operating expenditures	Surplus/ (deficit) after transfers	Undesignated/ unassigned [2] reserve balance at fiscal year end	Reserve balance as percentage of next fiscal year's expenditure budget (Goal = 25%)
$ 5,507,139	$ 251,767	$ 1,875,370	30.62%
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%

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

Fiscal year	Fund balance, beginning of fiscal year	Operating revenues	Operating expenditures	Other sources (Note 2)	Other uses (Note 3)	Adjustments	Fund balance, end of fiscal year
2003	$ 3,397,312	$ 8,839,777	$ 8,387,816	$	$ 490,771	$	$ 3,358,502
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

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

Fiscal year	Property taxes	Income taxes	Admission taxes	State shared taxes	County shared taxes	Licenses and permits	Intergov-ernmental
2004	$ 3,345,801	$ 1,139,898	$ 543,364	$ 500,087	$ 315,665	$ 647,161	$ 158,097
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

FOOTNOTE:

[1] For FY 2004, external auditors required, under GASB 31, that U. S. agencies and bank certificates of deposit held as investments be reported at fair value rather than amortized cost. As a result, 3 years of market fluctuations were booked in FY 2004. In subsequent years, investments are adjusted to fair value reporting on an annual basis. As the City generally holds investments to maturity, market value adjustments will zero out by maturity.

Charges for services	Fines and fees	Investment earnings [1]	Miscell-aneous	Total operating revenues	Transfers in	Total revenues
$ 693,272	$ 1,396,399	$ 8,956	$ 157,290	$ 8,905,990	$ -	$ 8,905,990
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

CITY OF COLLEGE PARK, MARYLAND

General Fund Expenditures and Other Uses by Function
Last Ten Fiscal Years

Fiscal year	Admini-stration	Finance	Public services	Planning and devel-opment	Public works	Youth and family
2004	$ 1,386,155	$ 628,347	$ 1,522,569	$ 353,303	$ 3,624,822	$ 644,074
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

FOOTNOTE:

[1] In FY 2004, the City entered into an agreement with Prince George's County for contract police services.

Supplemental police services[1]	Debt service	Contingency	Total operating expenditures	Transfers out	Total expenditures
$ 24,941	$ 67,262	$ -	$ 8,251,473	$ 976,841	$ 9,228,314
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

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
		Licenses and permits	Intergovern-mental grants	Charges for services	Fines and forfeitures	Investment revenue	Miscel-laneous	Total revenue	General government
2004	$ 1,066,586	$ 105,042	$ 20,395	$ -	$ -	$ 358	$ -	$ 125,795	$ 44,879
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

* **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

Expenditures (continued)						Other financing sources / uses		
Public services	Planning & development	Public works	Debt service	Capital outlay	Total expenditures	Proceeds from financing/other*	Transfers in/(out)	Fund equity, end of year
$ 25,000	$ 112,360	$ 75,013	$ 189,606	$ 866,371	$ 1,313,229	$ 12	$ 976,841	$ 856,005
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

CITY OF COLLEGE PARK, MARYLAND

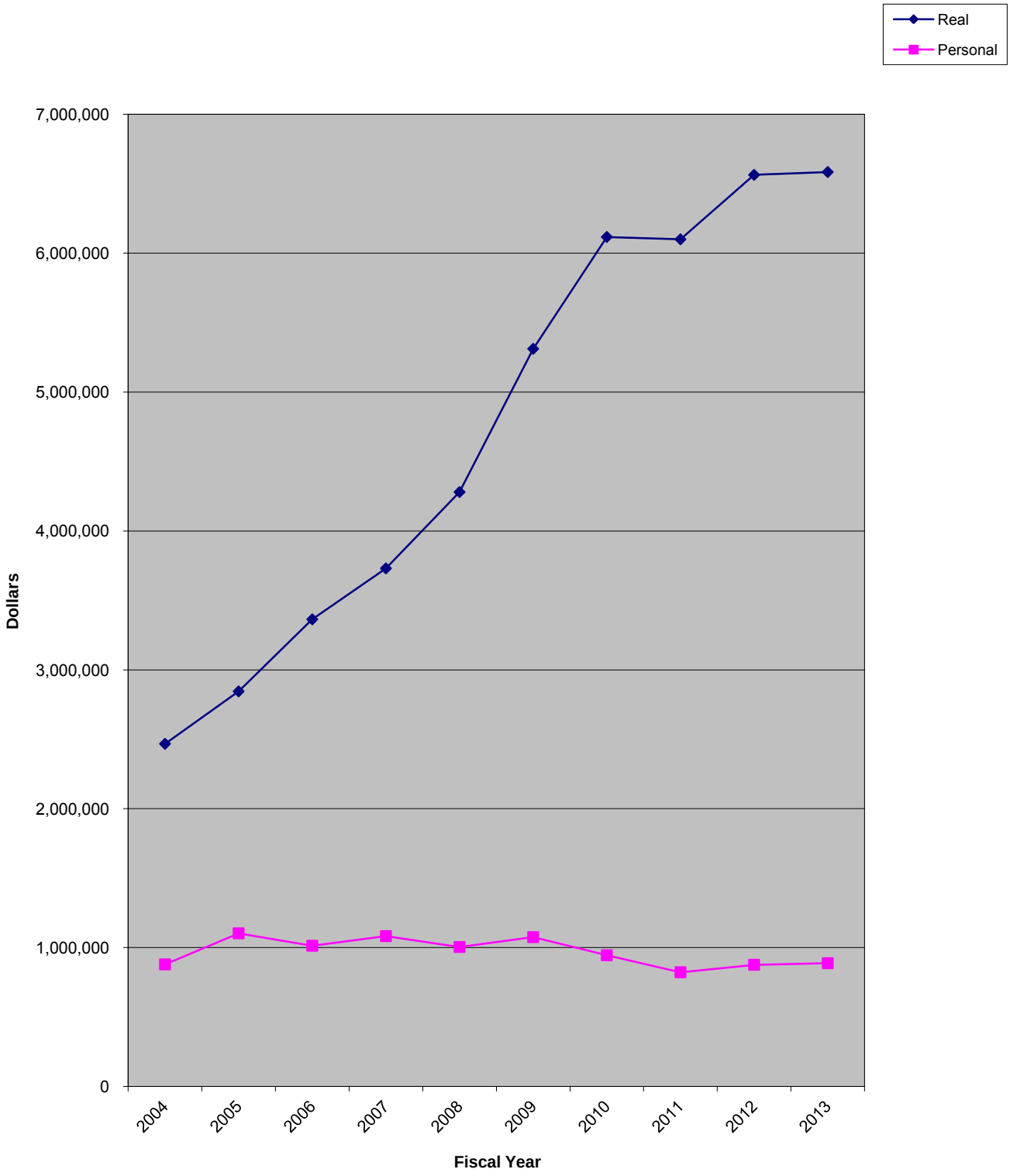
General Fund Property Tax Revenues by Source
Last Ten Fiscal Years

Fiscal year	Real property taxes	Personal property taxes	Total property taxes
2004	$ 2,466,987	$ 878,814 [1]	$ 3,345,801
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

FOOTNOTE:

[1] FY 2004 reduction in personal property taxes due to the loss of a major taxpayer.

CITY OF COLLEGE PARK, MARYLAND
Property Tax Revenues



CITY OF COLLEGE PARK, MARYLAND

Property Tax Levies and Collections
Last Ten Fiscal Years

Fiscal year	Total tax levy	Current tax collections	Percent of current taxes collected (Note 2)	Delinquent tax collections	Total tax collections
2004	$ 3,585,765	$ 3,294,950	91.89%	$ 41,046	$ 3,335,996
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

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 taxes collected could exceed 100%.

Ratio of total tax collections to total tax levy	Outstanding delinquent taxes	Ratio of delinquent taxes to total tax levy
93.03%	$ 21,823	0.61%
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%

CITY OF COLLEGE PARK, MARYLAND

Assessed Value and Estimated True Value of All Taxable Property
Last Ten Fiscal Years

		Real property [1]		Personal property	
Fiscal year	Tax year	Assessed value	Estimated value	Assessed value	Estimated value
2004	2005	$ 1,002,151,187	$ 1,002,151,187	$ 138,461,538	$ 138,461,538
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

FOOTNOTES:

[1] After application of homestead tax credit

Total property		Ratio of total assessed value to total value
Assessed value	Estimated value	
$ 1,140,612,725	$ 1,140,612,725	100.0%
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%

CITY OF COLLEGE PARK, MARYLAND

Direct and Overlapping Property Tax Rates
Last Ten Fiscal Years
(rate per $100 of assessed value)

Fiscal year	City [1]	Natl. Capital Park and Planning	Suburban Transit Commission	County Storm Water Management	George's County (full rate)	County Tax Differential	State of Maryland	Total
2005	$ 0.2680	$ 0.2790	$ 0.0260	$ 0.0540	$ 0.9600	$ (0.0180)	$ 0.1320	$ 1.7010
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

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, 2013
(amounts expressed in thousands)

Taxpayer	Type of business	Fiscal year 2013 full value assessment Real (RP)	Personal (PP)	Total	Percentage of total assessed valuation
Student Housing College Park, LLLP (The Varsity)	Real estate	$ 97,562	$ 1,057	$ 98,619	4.55%
NSHE College Park, LLC	Real estate	93,037	-	93,037	4.29%
University View Partners, LLC	Real estate	88,529	712	89,241	4.12%
8300 Baltimore Avenue, LLC	Real estate	59,000	-	59,000	2.72%
Mazza Grand Marc Apartments	Real estate	53,000	-	53,000	2.44%
IKEA Property, Inc. (RP) / IKEA Maryland, LLC (PP)	Retail	43,919	7,146	51,065	2.36%
Jefferson at College Park, LP (RP) / Wynfield Park Apartments, LP (PP)	Real estate	45,678	142	45,820	2.11%
Starview Plaza (The Enclave)	Real estate	38,942	-	38,942	1.80%
Richard S. Gatti, et al	Real estate	27,893	-	27,893	1.29%
Riverdale FDA, LLC	Real estate	26,399	-	26,399	1.22%
Knox Village Partners LLC / Knox Box Realty LLC / Vievere III	Real Estate	24,346	-	24,346	1.12%
Potomac Electric Power Company	Utility	-	21,880	21,880	1.01%
College Park Shopping Center LLC	Real estate	20,027	-	20,027	0.92%
Oprock College Park Fee LLC	Hotel	16,200	540	16,740	0.77%
CPHH, LLC (RP) / Imported Cars of Maryland (PP)	Automotive	5,787	10,262	16,049	0.74%
State of Maryland (leased)	Real estate	14,196	-	14,196	0.65%
University House at Berwyn, LP	Real estate	13,407	-	13,407	0.62%
College Park Roadside II	Real estate	11,535	-	11,535	0.53%
New Spellman House Associates, LLC	Real estate	9,853	28	9,881	0.46%
Eastern Diversified Properties, Inc. (RP) / College Park Motor Cars (PP)	Automotive	3,772	6,044	9,816	0.45%
College Park Hospitality Group, LLC	Hotel	7,504	182	7,686	0.35%
Elmer F. Sealing (RP) / Second Hotel Associates LP (PP)	Hotel	7,173	504	7,677	0.35%
8400 Baltimore Avenue, LLC	Real estate	7,500	-	7,500	0.35%
North Carolina Hospitality Group, Inc.	Hotel	6,924	485	7,409	0.34%
Jemal's Hartwick Limited Partnership	Real estate	7,400	-	7,400	0.34%
Precision Products Group, Inc.	Manufacturing	5,036	2,307	7,343	0.34%
R J Company LLC (RP) / Nebraska Book Company (PP)	Retail	5,727	931	6,658	0.31%
Royal Hospitality, Inc.	Hotel	6,240	146	6,386	0.29%
Jaykishan Hospitality Group, LLC	Hotel	5,955	323	6,278	0.29%
Baltimore Boulevard Associates Ltd. Ptshp.	Real estate	6,238	1	6,239	0.29%
Carrollton Properties, LLC	Real estate	5,860	-	5,860	0.27%
Home Depot U.S.A., Inc.	Retail	-	5,498	5,498	0.25%
Campus Village Shopping Center JV	Real estate	5,450	-	5,450	0.25%
Robert M. Watkins, Jr.	Real estate	5,169	-	5,169	0.24%
Total		$ 775,258	$ 58,188	$ 833,446	38.44%

CITY OF COLLEGE PARK, MARYLAND

Computation of Direct and Overlapping Bonded Debt
June 30, 2013
(amounts expressed in thousands)

Jurisdiction	Net debt outstanding	Percentage applicable to the City	Amount applicable to the City
City of College Park:			
Direct Debt	$ 8,102	100.000%	$ 8,102
Subtotal	8,102		8,102
Overlapping Debt (Note 1):			
Prince George's County:			
Direct Debt	956,231	3.022%	28,896
Maryland-National Capital Park and Planning Commission	47,503	3.022%	1,435
Subtotal	1,003,734		30,331
Total Direct and Overlapping Debt	$ 1,011,836		$ 38,433

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 $68,461,543,294 and the City real property assessment of $2,,068,786,227 (net of homestead tax credit). The City does not have any self-supporting debt at June 30, 2013.

CITY OF COLLEGE PARK, MARYLAND

Computation of Legal Debt Margin
June 30, 2013

	General Obligation	Total Debt
Total real property taxable assessment as of June 30, 2013 (FY 2013 assessment) before homestead tax credit applied	$ 2,256,895,322	$ 2,256,895,322
Allowable debt limit percentage per City Charter, Article C7-4	5%	10%
City debt limit	$ 112,844,766	$ 225,689,532
Outstanding debt as of June 30, 2013	8,102,000	8,102,000
Available debt margin	$ 104,742,766	$ 217,587,532

CITY OF COLLEGE PARK, MARYLAND

Debt Service Requirements
June 30, 2013

SunTrust Bank - Tax-Exempt Parking Garage Bond:
(budgeted in Debt Service, General Fund program 9010)

Fiscal year	Principal balance, beginning of fiscal year	Debt Service		Principal balance, end of fiscal year
		Principal	Interest	
2014	$ 7,652,000	$ 283,000	$ 276,497	$ 7,369,000
2015	7,369,000	294,000	265,880	7,075,000
2016	7,075,000	305,000	254,858	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
2019-2023	6,125,000	1,836,000	963,480	4,289,000
2024-2028	4,289,000	2,206,000	592,368	2,083,000
2029-2032	2,083,000	2,083,000	156,860	0
Totals		**$ 7,652,000**	**$ 2,984,903**	

Community Legacy Loans:
(budgeted in Community Legacy Loan Repayments, C.I.P. project 093001)

Fiscal year	Principal balance, beginning of fiscal year	Debt Service		Principal balance, end of fiscal year
		Principal	Interest	
2016	$ 450,000	$ 150,000	$ 0	$ 300,000
2021	300,000	150,000	0	150,000
2026	150,000	150,000	0	0
Totals		**$ 450,000**	**$ 0**	

CITY OF COLLEGE PARK, MARYLAND

Demographic Statistics
Last Seven Census Years

Fiscal year	Population	Median income	Median age	Formal education level	Unemployment rate
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
2004	$ 244,721	$ 757,430	$ 953,224	$ 1,955,375
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

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 $40,000,000 University View student housing project
[2] Includes $18,111,000 completion of University View project
[3] Includes $17,000,000 Camden College Park, phase 2
[4] Includes $6,600,000 Camden College Park, phase 2B
[5] Includes $2,400,000 The Towns at North College Park new townhomes
[6] Includes $480,000 Branchville Volunteer Fire Company 2-story addition, Mazza GrandMarc, University View II
[7] Includes $41,000,000 The Enclave and $25,000,000 Varsity student housing projects

Commercial construction (B)		Residential construction (B)		
Number of units	Value	Number of units	Value	Bank deposits (C)
27	$ 48,218 [1]	17	$ 1,154	$ 287,748
22	21,381 [2]	9	534	345,180
10	20,510 [3]	38	2,687	373,299
61	12,741 [4]	34	4,313 [5]	336,668
16	50,244 [6]	32	4,547	457,201
29	9,206	10	654	436,728
29	81,571 [7]	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

CITY OF COLLEGE PARK, MARYLAND

Miscellaneous Statistics
June 30, 2013

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

Service	Organization
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 2011	14,397
Number of votes cast, last local election	1,109
Percentage of registered voters voting, last local election	7.7%

CITY OF COLLEGE PARK, MARYLAND

Miscellaneous Statistics (continued)
June 30, 2013

Authorized full-time equivalent employees

	FY2013 Adjusted Budget	FY2014 Adopted Budget
Merit	104.38	105.63
Nonclassified	9.22	9.42
Total	113.60	115.05

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 2011 enrollment, consisting of 26,826 undergraduate and 10.805 graduate students; and a faculty (excluding graduate teaching assistants) of 3,996 and staff of 5,116. Data has not been updated since 2011.

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)
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

Glossary

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 Budget A plan of proposed capital outlays and the means of financing them

Capital Equipment 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 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

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

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

Department A separate functional and accounting entity within a certain fund type

DepreciationA method of allocating the cost of a tangible asset over its estimated useful life.

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.

Glossary

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 2015 or FY15 is the fiscal year beginning on July 1, 2014 and ending on June 30, 2015.

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

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

Glossary

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 2015 (State of Maryland 10%, Prince George's County 0%, City of College Park 4%).

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.

Glossary

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

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.

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".

Glossary

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

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; collectively, encompassing the operation of 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.

Glossary

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.

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 2015, the City's projected tax differential is 3.02 cents for real property and 6.95 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 2015 proposed 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".

Glossary

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.

APPENDIX “A”
Mayor & Council
Wish List

Appendix "A"
FY2015 Mayor & Council Wish List

		POTENTIAL FY 2015 BUDGET IMPACT
NOTE: In order to facilitate obtaining quotes for these items, they have been grouped by department with primary responsibility for the service or function. Following each item is the name of the councilmember(s) who requested that the item be priced and their cost estimate (if provided).		Wish list items already included in the Requested Budget are noted in this column with the program and account number.

Administration		
Adm-1	Increase grant funding for College Park Arts Exchange by $5,000 (from $32,500 to $37,500) (Stullich)	Additional $5,000 grant funding has been added to Admin-Mayor & Council 1010-2530.
Adm-2	Increase funding for College Park Day by $2,000 (from $17,000 to $19,000) to include portable toilets, professional sound equipment, more rides, band fees, banners/signage, advertising (Wojahn)	Additional $2,000 grant funding has been added to Admin-Public Relations 1017-3860 (new account location for College Park Day).
Adm-3	Request for $25,000 in additional grant funding (from $100,000 to $125,000) for College Park City-University Partnership (CPCUP)	Additional $25,000 grant funding has been added to Admin-Mayor & Council 1010-2510.
Adm-4	Request for $25,000 sponsorship of Junior Tennis Champions Center tennis tournament (Fellows)	

Finance		
Fin-1	Purchase the mobile app for College Park Central (Comcate), our request and complaint tracking software. This module would allow anyone with a Smartphone or tablet equipped with WiFi capability to take a photo of an issue, open a new case and submit the photo with the new case from their device. (M&C worksession request)	The Comcate mobile app costs $500 for implementation and an annual license fee of $2,600, for a total additional expenditure of $3,100. This cost has been budgeted in Finance-Info Tech 1024-4510.

Public Services		
PS-1	Purchase a mobile security camera that could be rotated among different areas of the City to handle particular security needs as they arise ($25,000). (Stullich)	Our CCTV contract vendor Avrio has provided 2 options in response to this request; however, neither is truly "mobile" or "portable": a. The PODSS PC-4G/MESH-480HD, costing $8,750 for the base PTZ camera, must be mounted to a utility pole and requires electrical power. An electrical contractor with bucket truck would be needed for installation and relocation, and the lengthy Pepco permitting process and power fees would make it comparable to a permanent installation, eliminating the option of rapid deployment. Additional cost would be added if other options were desired. b. The AV-HCS2130, costing approximately $45,000, is a 1,780 pound solar video surveillance trailer. When fully extended, it is 30 feet high, 11 feet wide and 12 feet long. This unit is considerably larger (in width and length) than our speed enforcement cameras on Baltimore Avenue. Spec sheets for both models are attached.
PS-2	Initiate a micro-grant program for residents to hold community events such as block parties ($5,000) (Wojahn)	$5,000 grant funding has been budgeted in Public Services-Admin 2010-2523.

Planning		
Plng-1	Budget for a market master for the Hollywood Farmers Market, fall 2014 and spring 2015 (Kabir)	Based on the RFQ bid submitted, cost would be $5,265.
Plng-2	Purchase Endelman property, possibly with Program Open Space funds (NCPCA, Kabir)	This 7.82 acre property, zoned R55, with a street address of 53rd Avenue (tax account 21-2297810), is assessed at $375,300 (annual City real property tax $1,257). What is the intended purpose of this request? What other City cost would be involved? This item requires worksession discussion.

Youth, Family & Senior Services		
YFS-1	Multi-purpose rental facility in Hollywood Commercial District to host youth and senior programs (NCPCA, Kabir)	From additional information obtained, it was determined that the request related to the number of vacant properties in the

		area. The request did not consider the availability of Davis Hall or the YFS Recreation facility or Park & Planning's existing Extreme Teen program at YFS. If pursued, staff would need further direction.

Engineering		
Eng-1	Purchase and install 2 rectangular rapid flash beacons (RRFB), one at Hollywood Road and the second at the entrance to the skate park in Sunnyside (Wojahn, Kabir)	Installed cost is approximately $25,000 for a pair (both directions) and would require County approval. West side of Rhode Island Avenue at skate park entrance is not in the City. 1 pair of RRFB's at Hollywood Road ($25,000) has been budgeted in Public Services-Public Safety 2020-9253.
Eng-2	Replace street lights with the type used on Lackawanna Street (NCPCA, Kabir)	In order to estimate the cost and feasibility, the City Engineer would need to know how many lights are planned, approximate locations, etc. Then, the project would need to be designed. Would these lights replace Pepco streetlights?
Eng-3	Retrofit 13 existing lights on Berwyn Road to comply with Night Sky Optical specification (Brennan).	These lights in the Berwyn Commercial District were installed in FY 2005 as part of the C.I.P. project there. According to the City Engineer, the light fixtures cannot be retrofitted as they are one-piece, not bolted together. An option being considered is to replace the high pressure sodium (HPS) lamp and ballast with metal halide (MH) including a night sky shield at a cost of approximately $425 per light (total estimated cost $5,525, not including installation). This option is being presented to the BDCA at their April meeting. The materials cost of the retrofit ($5,525) has been budgeted in Public Works-Engineering Services 5021-9630, and we would cover the installation cost ($3,900) from current operating funds.

Public Works		
PW-1	Purchase of a liquid pre-treatment system, including an 1,800 gallon tank for hooklift	Approximate cost $19,000, including hooklift plate, 1,800 gallon tank and

	truck #347. System would be used to pre-treat road surfaces with salt brine to provide more efficient snow removal. (Public Works from M&C worksession discussion)	installation, spreader equipment. Cost does not include salt brine solution. This system is currently being used successfully by SHA, Montgomery and Prince George's counties, MTA and other agencies. The vendor Consolidated Commercial Services ("CCS") is doing a free sample treatment of a section of Edgewood Road for a late-March snow event. For FY2015, we recommend budgeting $6,600 for CCS to treat all 55 lane miles of City streets for 2 snow events @ $3,300 each. That would allow us to assess the viability of purchasing and using this pre-treatment system in the future.

Rapid Deployment Wireless Camera System

PC-4G/MESH-480HD

Portable Outdoor Digital Surveillance System (PODSS)

The Avrio PoleCam is part of the overall PODSS (Portable Outdoor Digital Surveillance System) approach and is an integrated enclosure, camera, and wireless system complete in one package. The lightweight, thermoplastic enclosure is completely sealed from outside moisture or dust, and NEMA 4X rated. It has an integrated thermoelectric active cooling system which allows the POD to be deployed in environments with temperatures exceeding 130 degrees Fahrenheit. The PoleCam protects and conceals its cabling and equipment, which includes;

- A High Definition 720p 360 Degree Endless Pan IP Camera from Sony
- Ruggedized network video recorder with solid state hard drive for up to 30 days of HD recording on the edge
- Multiple communication methods, copper/fiber, 4G LTE, Mesh, WiFi
- Power over Ethernet power supplies for the cameras, radios and other peripherals
- An AC surge arrestor and AC line noise filter to protect equipment is in front of the power outlet

Technical Specifications

Communications	4G LTE, 2.4/5/4.9GHz 10Mbps up to 100Mbps (Fluidmax Mesh Protocol) WiFi 802.11 n included
Wireless Interface	IEEE 802.11 a/b/g/h/n
Security and Encryption	40 bit, 104 bit WEP keys, 128 bit, 256 bit AES keys (WPA2, end-to-end data), MAC address filtering
Camera	Sony or Axis HD Camera
Local Recording	Mini-Ruggedized PC fan-less, 480GB SSD HDD for up to 30 days of local recording
VMS	Genetec Omnicast 1 cam license (ONSSI and Milestone optional) PantaScene for Web Access included
Antenna Connector	N-type FEM
Weatherproof Ethernet	CSMA/CD 10/100 Mbps autosense
Input Power	110/120 VAC 215W
Dimensions	22" L x 13" W x 16" H
Effective Project Area	212 sq. in
Mounting Bracket	Two 4" C-Channel with slots for mounting on rear
Weight	30 lbs

AVRIO RMS GROUP
A Comick Bend Company

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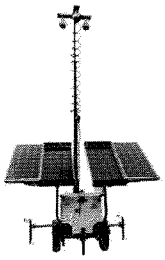
High Capacity Solar Video Surveillance Trailer AV-HCS2130



Solar Powered Video Surveillance Trailer with dual Axis Q6035-E High Definition PTZ cameras, local recording on Genetec SV-16 Platform and communications using Cellular 4G LTE.

Specifications

Trailer Platform	Heavy duty frame design welded steel trailer with 2200 lbs. rated axle
Type Support	3 telescoping manual outriggers with adjustable jacks sized to counter full mast extension
Lighting Mast Type	DOT approved lighting package to include marker lights with 4 way wire connection Heavy Duty trailer mounted Locking Mast with 320 degree rotatable collar for easy antenna and camera alignment
Mast Deployment	Electric Winches
Max Height	30' (9 m) extended height of operation
Wind Tolerance	Un-guyed system capable of withstanding high wind speeds up to 60MPH
Conduit	Spiral conduit for cable deployment
Features	Fork lift pockets for easy transportation Anti-Corrosion powder coated 14 gauge steel cab construction Standard 2" ball "On Demand" vented design for cool operation of electronics 3 X 2000 lbs jack stands with extendable locking outriggers for stability
Dimensions	Length: 144" Travel Width: 74" Deployed Width: 132" Travel Height: 79" Deployed Height: 414"
Weight	1780 lbs.
Anti-Theft Measures	Removable trailer tongue Dual locking compartment doors Wheel lock immobilizes trailer

Electrical System	
Battery	4 sealed AGM 225 Amp/Hr. batteries (Total 900 Amp/Hours) with 75 amp charger
Solar Assist	4 x 150 Watt High Efficiency Rugged Solar panel for Charge Assist (Total 600 Watts)
Solar Panel Adjustment	Hand crank, adjustable, hi-torque, ball joint- from -5° to 50°, with locking travel bar
Charge Controller	30 Amp Charge Controller with PWM charging and LCD Diagnostic screen
Connection	"Shore" power connection to single phase 120VAC line
Transfer Switch	Electronically controlled automatic switching to provide instant power to equipment
Main Power Switch	Main Power On/Off Switch
Fuse/Breaker Panel	Fuse/Breaker Panel to protect electronics
Voltage	Low and High Voltage Battery Disconnect to prevent under/over-discharge of deep cycle batteries
Cables	All cables in weather tight conduit with sealed connections to equipment boxes
Power Consumption	Normal operating mode 1 Amp 120 VAC, Charging mode 15 Amp 120VAC
Video Surveillance	Dual Axis Q6035-E HD PTZ cameras with outdoor IP67 Environmental housings
Recording	Local Genetec SV-16 NVR with capacity for up to 28 days of recording
Communications	Cellular 4G LTE using Cradlepoint IBR600 with WiFi

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