

# **CITY OF COLLEGE PARK MARYLAND**



## **Adopted Operating Budget for Fiscal Year 2008 and Five-Year Capital Improvement Program**



**CITY OF COLLEGE PARK, MARYLAND**  
**Adopted Operating Budget**  
**for Fiscal Year 2008**  
**and Five-Year Capital Improvement Program**

The Honorable Stephen A. Brayman, Mayor

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**CITY OF COLLEGE PARK, MARYLAND**  
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**and Five-Year Capital Improvement Program**

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# INTRODUCTION



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COLLEGE PARK, MD. 20740-3390

OFFICE OF: **City Manager**  
**301-864-8667**

July 1, 2007

The Honorable Stephen A. Brayman, Mayor  
Members of the City Council  
Citizens of College Park  
College Park, Maryland 20740

Ladies and Gentlemen:

I am pleased to present the Adopted Operating Budget of the City of College Park, Maryland for the fiscal year ending June 30, 2008 (fiscal year 2008) and the Five-Year Capital Improvement Program ("C.I.P."). This document and the process leading to its publication establish the programs and objectives that the City will pursue in the coming fiscal year. As directed by the Mayor & Council, this document reflects the conversion of resources into City services. The document also works to fulfill the City's vision and mission statements, as presented on page 17.

### **The Budget Document**

The City's operations are reflected in the General Fund. The individual capital projects in the Unrestricted and Restricted Capital Projects Funds comprise the 5-year Capital Improvement Program (C.I.P.). Debt service on general obligation debt to finance the 1997 renovation of City Hall is budgeted in the General Fund, debt service on a master lease for the purchase of vehicles and equipment is budgeted in the Vehicle Replacement C.I.P. project. Funds of the City's pension and deferred compensation plans trust fund are managed independently and are not budgeted by the City. A glossary of terms and abbreviations used in this document begins on page 417.

### **The Budget Process**

In January 2007, Mayor & Council provided budget guidance to the City Manager. Later that month, with the distribution of budget worksheets by the Finance department, the departments were provided budget guidance by the City Manager. Additionally, Mayor & Council submitted "wish lists" to the City Manager for pricing by the applicable department.

Fiscal year 2008 is the 1st year of a 3-year collective bargaining agreement with AFSCME Local 1209, covering certain Public Works employees; that contract provided for a 3.00% cost of living adjustment ("COLA"), effective July 1, 2007. In addition, the pay table was changed in FY2005 to provide a 2.50% annual increase for each of 17 steps, assuming a satisfactory performance evaluation. Historically, employees not covered under the collective bargaining agreement have been granted the same COLA and retirement benefits as covered employees. As the components of the FY2008 pay plan were known prior to commencing the FY2008 budget process, departments could concentrate on budgeting for non-personnel expenditures.

Instructions from the City Manager to management staff specified that FY2008 expenditure increases be limited to approximately 4% over FY2007. In order to accommodate the 5% projected increase in personnel expenditures comprising 62% of the expenditure budget (representing merit increases and a 3.00% COLA), operating expenditure increases were to be limited to 1%. The primary focus in preparing the FY2008 budget was to provide the same or higher level of service to College Park residents as in the past. FY2008 revenues were conservatively projected by the Director of Finance and management staff, based on historical trends and known FY2008 changes. Each department was responsible for preparing the individual program budgets within the department.

Various City boards, commissions and committees have separate program budgets (in Administration; Public Services; and Planning, Community & Economic Development). In addition, smaller committees are budgeted, collectively, in Administration-Advisory Committees (program 1013). Most of these boards, commissions and committees submit budget requests to their respective staff liaison for incorporation into the requested budget.

In late February, the program expenditure budgets were submitted to the Finance department, responsible for assembling a total citywide budget for review by the City Manager. In March 2007, the City Manager and Director of Finance met with each department head to review his/her submittal and make any adjustments deemed necessary to balance the total budget. At this time, the City Manager reviewed the estimates for the Mayor & Council "wish list" items assigned to individual departments. Some of these items were added to the City Manager's budget request. Following these meetings, the Finance department assembled the complete budget request for distribution to the Mayor & Council, City staff and the general public.

The City Manager's requested FY2008 General Fund operating budget and 5-year Capital Improvement Program (C.I.P.) were submitted to the Mayor & Council prior to the March 31, 2007 deadline. The Mayor & Council held several worksession meetings in April to review and discuss the proposed budget with the City Manager, Director of Finance and department directors and deputy directors, made changes to the proposed budget and added other items and projects. Ordinance 07-O-03, which included the changes to the proposed budget, was introduced on April 24, 2007. A public hearing on the budget ordinance was held on May 8, 2007, its notice having been advertised in a newspaper of general circulation in the City, and all persons interested had an

opportunity to be heard. Ordinance 07-O-3 (pages 27-30) was adopted by the Mayor & Council on May 22, 2007 with amendments. The effective date of the ordinance is July 1, 2007.

An annual budget calendar is included on pages 32-33, providing a chart-based summary of the annual budget process.

### **Budget Highlights**

General Fund: The adopted operating budget provides operating revenues of \$11,567,009 plus \$282,529 in appropriations from the undesignated fund balance, for total General Fund revenues of \$11,849,538. The FY2008 operating revenues represent an increase of \$296,822 (or 2.63%) over FY2007 budgeted operating revenues. Significant increases in real property assessments generated a \$507,832 increase in real property tax revenues over FY2007. Major intergovernmental revenue increases include \$62,000 in income tax, \$50,000 in admission and amusement tax and \$40,000 in hotel/motel tax.

Total General Fund expenditures of \$11,849,538 include an interfund transfer to the Capital Projects Fund of \$992,552. The FY2008 total expenditures represent a decrease of \$1,377,286 (or 10.41%) from the FY2007 adjusted budgeted expenditures. The FY2007 adopted budget was amended in May 2007 to increase the undesignated reserve transfer by \$1,672,982, covering the purchase of land for the proposed public parking garage. A Comparative Operating Budget Summary appears on page 11, providing a breakdown of revenues and expenditures for FY2008 and preceding years.

The FY2008 adopted budget includes a net increase in staffing of 1.00 full time equivalents ("FTE's") citywide. An additional 0.50 FTE for a Parking Enforcement Officer I was added in Public Services-Parking Enforcement. An additional 0.50 FTE for a Family Therapist was added in Community Resources-Clinical Services.

Capital Improvement Program: The 5-year capital improvement program for FY2008 totals \$30,254,714 and includes 34 active projects. FY2008 funding for the Capital Projects Fund is provided by an operating cash transfer of \$992,552 from the General Fund. In addition to City funds and financing sources, the capital projects are funded through federal grants (Community Development Block Grant), state grants (Program Open Space), a cable franchise capital equipment grant, and various other grants and loans. Summary schedules for the Capital Projects Fund begin on page 340 and are followed by individual project schedules for all active projects.

### **Budgetary Trends and Parameters**

In preparing the FY2008 proposed budget, staff reviewed all known and potential revenue sources. Real property assessments increased 24.70% from FY2007, prior to the application of the homestead tax credit; 13.33% after applying the homestead tax

credit. The homestead tax credit, applicable to owner-occupied residential properties only, limits the annual assessment increase to a specified percentage, set by the municipality. During fiscal year 2005, Mayor & Council amended the City Code to reduce the homestead tax credit from 10% to 1% for fiscal year 2006 and succeeding years, in an effort to encourage owner-occupants to purchase residential properties in the City. As a result, assessment increases for owner-occupied residential properties are limited to 1%. Residential properties comprise 77.06% of the City's assessable base and increased 34.33% from FY2007. Commercial properties comprise 22.94% of the base and increased 0.49% from FY2007. Projected personal property tax assessments remain relatively flat. Projected state revenues from highway user tax remain constant. A \$50,000 increase has been projected in Admission & Amusement Tax based on the success of the University of Maryland athletic programs, the major taxpayer for this revenue item. Most other revenue line items are budgeted at levels similar to FY2007. In order to smooth the significant variations in projected vehicle acquisitions from year to year, the City borrowed \$1,500,000 for a 5-year Master Lease #2 on June 21, 2007, with funds to be drawn as needed to cover future purchases of vehicles and equipment.

For the past several years, the City has designated a portion of its undesignated reserve to balance the operating budget. In fact, this undesignated reserve transfer has rarely been needed, as the City has only recognized a substantial deficit once in over 10 years. Although the use of undesignated reserve transfers to balance the budget is permitted by the City Charter, it is hoped that such transfers will be reduced or eliminated in future years as the City seeks new and expanded sources of revenue and greater reliance on increased tax base.

Personnel expenditures account for 62% of the General Fund expenditures and the pay plan provides for merit increases and contract-mandated COLA's. The merit increases (2.50% per year for each of 17 steps) and the COLA raise the program expenditures 3 - 5% before considering increased costs in other areas, such as fuel, utilities, contracted services, etc. This trend is expected to continue. Our goal is to increase economic development in the City in order to provide substantial new sources of revenue.

The capital projects listed in the C.I.P. are totally separate from any expenditure summary or detail material included in the operating budget. These projects are primarily projects of limited duration or on-going programs reported in the C.I.P. (rather than the operating budget) in order to provide multi-year reporting with no lapse of appropriation at fiscal year-end. Several grant programs are examples of this preference that the grant funds remain available until expended, regardless of which fiscal year the expenditure takes place in. Vehicle replacement, although scheduled by fiscal year, is often timed based on availability of state, county or municipal contracts that the City may "piggyback". Most member jurisdictions in the Metropolitan Washington Council of Governments ("MWCOG" or "COG") enable other members to "ride" their contracts. The use of piggyback contracts, permitted by the City's purchasing policy if the other jurisdiction's purchasing policy meets or exceeds the City's purchasing policy in terms of encouraging competitive bids, saves the City time and money as detailed specifications do not have to be written. In addition, the City saves advertising costs for issuance of its own Request

for Proposal ("RFP"). Larger jurisdictions such as states or counties generate greater competition among vendors, generally providing lower prices. Certain refuse and recycling trucks may not be delivered for 6 - 9 months from order date. As a result, vehicle replacement in the current fiscal year C.I.P. may extend over several years.

With the exception of the proposed downtown parking garage project (where an outside developer is scheduled to handle all phases of design and construction), the City does not currently undertake large projects such as constructing buildings or major infrastructure. As a result, it is estimated that the current C.I.P. projects will not have a significant impact on the City's current and future operating budgets. In most cases, the projects undertaken by the City are reconstruction or renovation to existing facilities or infrastructure that the City already has the responsibility to maintain. In some cases, it is anticipated that the completion of the C.I.P. project will result in a reduction in operating expenditures in the future. Each of the C.I.P. project summaries (pages 350-383) provides a description and monetary estimate (where applicable and/or available) of the project's impact on future operating budgets.

No changes in fund balance are projected. The FY2007 adjusted budget utilized a designation of fund balance of \$1,956,637, which includes \$1,672,982 for the purchase of 2 Yale Avenue properties needed for the proposed downtown parking garage. At the present time, although the FY2007 audit has not commenced, the estimated FY2007 deficit is \$1,419,062 (see page 11, FY2007 Y-T-D Actual column). Additional accrued revenues, expenditures and auditor adjustments are not expected to substantially affect this projected deficit. The portion of the \$1,956,637 FY2007 designation of fund balance not utilized will revert to the undesignated reserve, effective June 30, 2007, upon issuance of the auditors' certified audit report in November 2007. For FY2008, the undesignated reserve transfer is \$282,529; that sum is designated at July 1, 2007.

### **Property Taxes**

For FY2008, the City's real property tax rate is \$0.299 per \$100 of full value assessment, the same rate as FY2007. All real property assessments are provided by the State Department of Assessments & Taxation ("SDAT") based on a triennial assessment cycle. City real property taxes are billed to property owners on Prince George's County's consolidated real property tax bill, along with State, County, M-NCPPC and other taxes and charges. The County does not charge the City for billing its real property taxes and tax payments are remitted to the City monthly. The FY2008 City personal property tax rate is \$0.748 per \$100 of assessed valuation, the same rate as FY2007. The City bills and collects its own personal property taxes, based on assessments provided by SDAT. Each one-cent of the real property tax rate yields \$142,417; each one-cent of the personal property tax rate yields \$12,299. By state law, the personal property tax rate must equal 2.5 times the real property tax rate.

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

municipalities based on a complex formula, and is set at \$0.016 for real property and \$0.040 for personal property for fiscal year 2008.

### **Pay Plan**

All regular employees receive a 3.00% cost of living adjustment (COLA) effective July 1, 2007. The Pay Plan section of this budget (pages 41-49) 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). Overtime has been conservatively budgeted in affected programs. Pre-tax employee benefits are provided through an IRS-approved section 125 cafeteria plan, which allows employee deductions for health, dental and vision insurance, Metrochek (transit incentive) and flexible spending accounts for medical spending and dependent care on a pre-tax basis.

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 will vest at 20% per year until fully vested after 5 years of participation. Voluntary contributions by employees, limited to 10% of after-tax compensation, and rollovers from other plans in which the employee was a vested participant are permitted. Both employee contributions and amounts rolled into the plan are immediately 100% vested. 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 - 100 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, 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 and rights purchased, are the exclusive property of the participants and are not assets of the City.

## Short-Term Goals and Policies

1. Revitalize College Park neighborhoods  
The City Council authorized a neighborhood planning process with the Planning department working with local civic associations. Funds for neighborhood improvement projects and the development of pattern books to guide home improvement projects have been budgeted.
2. Encourage residential property ownership by owner-occupants, thereby providing increases in income tax and highway user tax  
The Planning department administers a homeownership grant program in the C.I.P., initially funded in FY2006 with \$100,000, to provide grants of \$7,500 each to individuals purchasing former rental properties. Similar grants are provided to City employees and police officers buying and occupying homes in College Park.
3. Improve vehicular, pedestrian and bicyclist safety along U. S. Route 1  
Various initiatives are underway with the State, County and University of Maryland to address traffic safety issues in the City. New C.I.P. projects were added in FY2007 to call for improvements to U. S. Route 1 and Rhode Island Avenue, the City's two major north-south arteries. The final phase of the north-south Trolley Trail is proposed for FY2008.
4. Encourage private sector development for the University of Maryland's proposed research park, providing taxable assessment increase  
The Planning department is involved with the University in the review of the various components of the project.
5. Engage in joint planning between the City and the University of Maryland on issues affecting both parties  
The City participates with the University on its Facilities Council and the jointly-sponsored and funded City-University Partnership, a non-profit joint development corporation. The City is included in preliminary planning efforts for the University's proposed East Campus development, a mix of residential, commercial and hotel uses across from the University's North Gate at U. S. Route 1 and Paint Branch Parkway. Although the project would be constructed on state-owned (tax exempt) land, the improvements would be constructed by the private sector and, thus, would be taxable.
6. Increase publicly-accessible parking in the downtown area  
The City is working with a developer to construct a public parking garage on City-owned land in the downtown area. During FY2007, the City purchased 2 residential lots that adjoin a City-owned surface parking lot. It is expected that construction will commence during the upcoming fiscal year. Although financing details have yet to be determined, the City expects to issue approximately \$9 million in 15 - 20 year general obligation debt to finance this project.
7. Upgrade recreation facilities  
A multi-year program to renovate the citywide facility at Duvall Field is underway. City funding, combined with Program Open Space grants and a developer contribution, will cover the costs of the upgrade.
8. Strengthen and improve code enforcement efforts  
Recent increases in code enforcement staffing are intended to expand enforcement efforts in the neighborhoods, including property inspection, noise

control and zoning code enforcement. City staff work with the City's contract police officers and University police to provide enhanced services.

9. Improve public safety services

An FY2007-funded police services study has been completed and is scheduled to be presented for public comment. Alternative recommendations are provided for implementation by Mayor & Council in the future.

10. Attract new customers to the City

The Planning department is in the process of working with a consultant to create a destination website for shoppers and others interested in visiting College Park. In addition, Downtown College Park Management Authority ("DCPMA") has published a new and improved downtown guide to local businesses.

### **Long-Term Goals and Policies**

1. Promote economic development

Various Planning department initiatives and staff resources are devoted to this goal, including the City's participation with the University of Maryland in the City-University Partnership. The City has budgeted funds for charrettes and is considering pursuing tax increment financing in an effort to promote development.

Revitalize the U. S. Route 1 corridor

The City is pursuing this goal through various means and has funded numerous initiatives in the operating and capital budgets.

2. Encourage mixed-use development where appropriate

Through the detailed site plan review process, the City uses every effort available to encourage mixed-use development where appropriate.

3. Increase the City's tax base through commercial and residential development consistent with the Sector Plan and the College Park Housing Plan

This is the primary mission of the City's Planning department.

4. Secure full zoning authority for the City

The City continues to pursue this issue with Prince George's County, utilizing County Council and State legislators as needed.

5. Implement better transit service along U. S. Route 1

Options are being explored by Mayor & Council, City staff, M-NCPPC, State legislators and University officials, including the possibility of expanding existing service or seeking a new service provider.

6. Continue to engage State Highway Administration (SHA) in efforts to provide a completely-rebuilt U. S. Route 1, including landscaped medians, sidewalks, bike lanes and underground placement of utilities

The City is utilizing marches, media advertising, political clout and other tactics to pursue this long-sought goal. Prince George's County has upgraded this project on their transportation priority list, a necessary requirement for SHA funding. Progress on this item is slow but promising.

7. Revitalize neighborhood commercial areas

Current efforts are underway in the Berwyn and Hollywood commercial districts to improve streetscapes and to increase business retention and recruitment.

8. Increase heritage-based tourism

The City, as a member of Anacostia Trails Heritage Area (“ATHA”), has installed wayfinding signs to City destinations, has established historic districts in the Old Town and Calvert Hills neighborhoods, and is preparing walking tour brochures of historic neighborhoods.

9. Support development in the College Park/University of Maryland Metro station area  
The City is working with WMATA, Prince George’s County and the University of Maryland to facilitate appropriate redevelopment and to attract new development.
10. Upgrade City facilities  
Many City facilities suffer from space limitations, deferred maintenance issues and outdated employee work areas. Upgrades to or replacements of these facilities are needed in order to continue to provide efficient services to City residents.
11. Create a more vibrant college town  
Support the construction of new student housing in appropriate locations as well as new businesses and services to meet the needs of both the students and non-student population.

### **Legal Debt Margin**

§C7-4D of the City Charter limits the total of all general obligation indebtedness to 5% of the assessed valuation of taxable real property in the City. Total debt (including master leases) is limited to 10% of assessed valuation. The taxable real property assessment totaled \$1,383,742,094 at June 30, 2007, resulting in debt limits of \$69,187,105 (general obligation) and \$138,374,209 (total debt), respectively. At June 30, 2007, the City’s long-term debt included a general obligation bond (for City Hall renovation in 1997) of \$342,632 and a master lease (for vehicle acquisitions) of \$1,500,000, for a total of \$1,842,632. The City is within the debt limitations imposed by its Charter.

The City utilizes 5-year equipment master leases for the purchase of vehicles and major equipment. This allows for more stable budgeting for vehicle acquisition costs over multiple years. Such master leases are not general obligation indebtedness of the City.

### **Performance Measurement**

Performance measures have been formulated for all programs in an effort to assess compliance with established goals and planned accomplishments. Over a period of years, these measures are refined in order to generate meaningful measurements of our ability to provide quality City services. Statistical record-keeping by departments and the resident survey have been modified to correspond with the effectiveness measures for a particular City function or service. The performance measures tables in each program include 3 years of data (FY2006 Actual, FY2007 Target and Actual, and FY2008 Target). Numerous performance measures are derived from the resident survey. As the resident survey was converted to bi-annual in fiscal year 2003 and no survey was conducted in FY2007, the actual data for those measures lists “No survey”. A resident

survey was done in FY2006 and will be done again in FY2008. Performance results are reported to the Mayor & Council in the budget document and should provide meaningful input during future budget processes.

### **Program Budgets**

Each department contains various programs; and personnel, operating expenditures and capital outlay are budgeted at the program level. The performance measures relate to each separate program. Personnel expenditures is the largest component of the City's operating budget, comprising 62% of the adopted FY2008 budget, and the salary and fringe benefits are allocated to individual programs based on an estimated percentage breakdown of the individual staff member's man hours. These are expressed as percentages of "Authorized Positions in Full Time Equivalents" ("FTE's"), and each program contains a summary of FTE's by position for FY2008 and 3 previous fiscal years. The program budgets highlight significant changes in operation, personnel and operating expenditures within the program from the prior fiscal year.

### **GFOA Distinguished Budget Presentation Award for FY2007**

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 2007. In order to receive this annual award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device. The City has been the recipient of this award for annual budgets prepared since fiscal year 1990. We believe that the FY2008 adopted budget meets the program criteria and we intend to submit it to GFOA for consideration for another award.

### **Acknowledgements**

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

Sincerely,



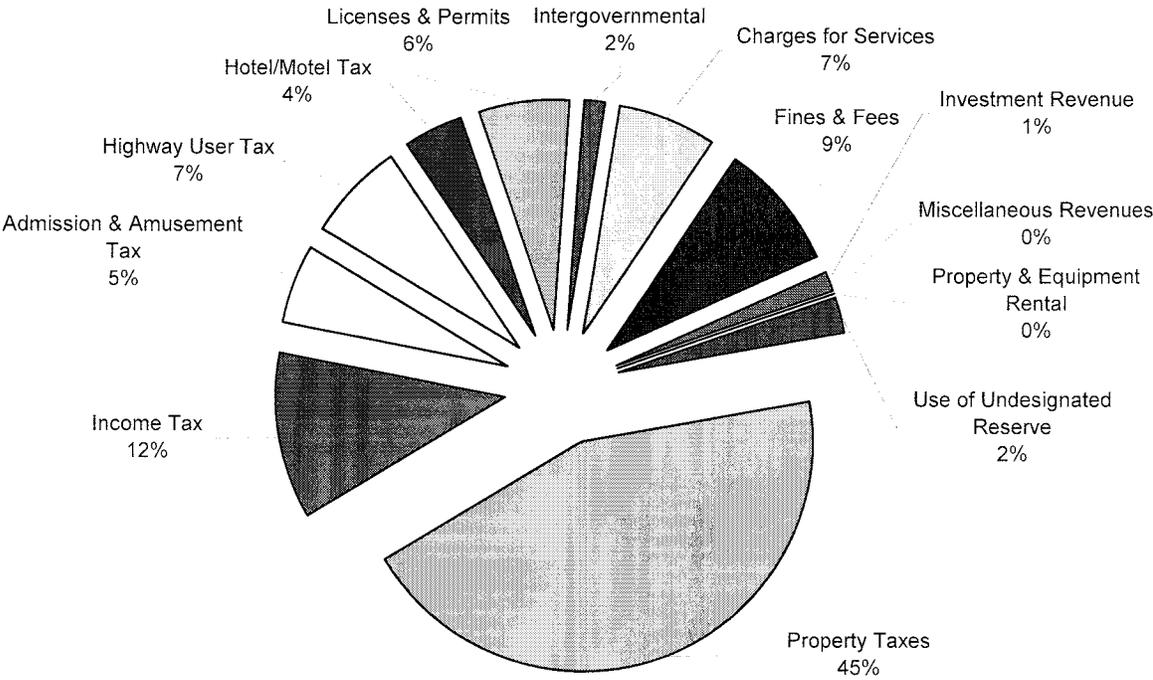
Joseph L. Nagro  
City Manager

**CITY OF COLLEGE PARK, MARYLAND**  
**Comparative Operating Budget Summary - General Fund (see Note 1 below)**  
**For Fiscal Year 2008**

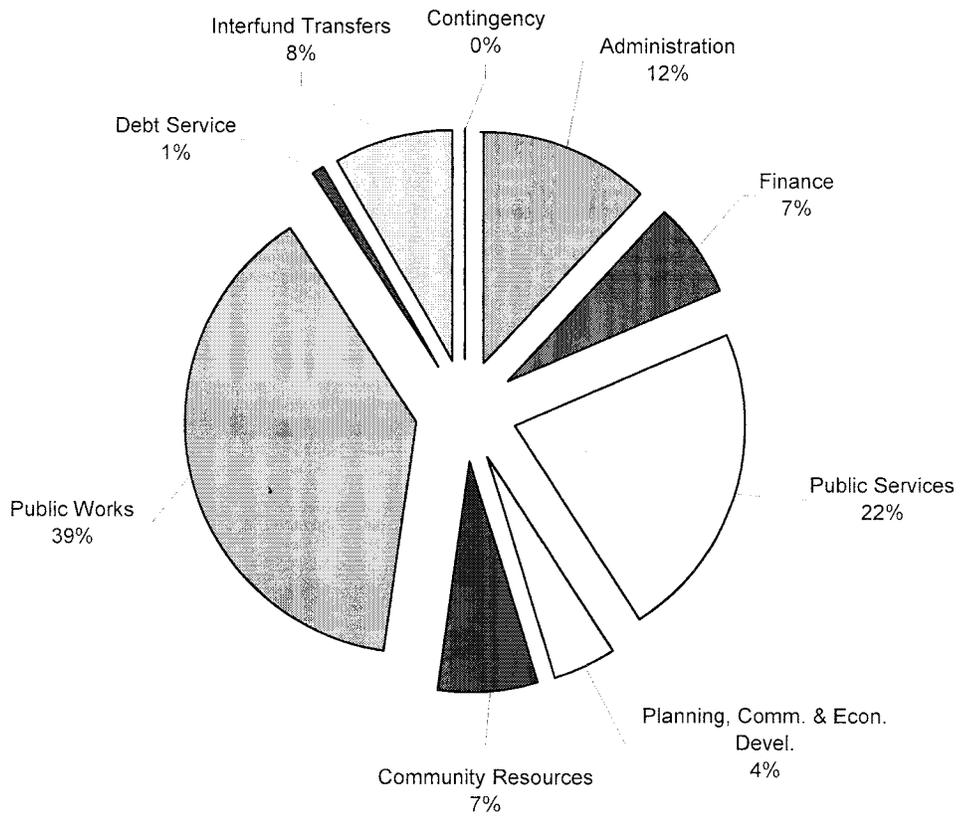
	FY 2005 Actual	FY 2006 Actual	FY 2007		FY 2008 Budget	
			Adjusted Budget	Y-T-D Actual	City Manager Requested	Adopted
<b>REVENUES:</b>						
Real Property Tax	\$ 2,844,645	\$ 3,363,585	\$ 3,798,448	\$ 3,730,318	\$ 4,306,280	\$ 4,306,280
Personal Property Tax	1,102,555	1,013,109	1,050,088	1,082,492	921,000	921,000
<i>Total Property Taxes</i>	<u>3,947,200</u>	<u>4,376,694</u>	<u>4,848,536</u>	<u>4,812,810</u>	<u>5,227,280</u>	<u>5,227,280</u>
Income Tax	1,214,258	1,197,276	1,338,000	1,181,974	1,400,000	1,400,000
Admission & Amusement Tax	491,118	659,170	600,000	676,316	650,000	650,000
Highway User Tax	611,618	769,173	849,645	808,134	821,797	821,797
Hotel/Motel Tax	459,846	505,170	460,000	332,753	500,000	500,000
<i>Total Taxes</i>	<u>6,724,040</u>	<u>7,507,483</u>	<u>8,096,181</u>	<u>7,811,987</u>	<u>8,599,077</u>	<u>8,599,077</u>
Licenses & Permits	644,625	722,395	782,092	690,761	726,100	746,150
Intergovernmental	152,415	183,707	179,597	170,919	183,597	183,597
Charges for Services	691,240	828,081	818,740	830,490	807,335	808,535
Fines & Fees	1,239,728	1,158,070	1,164,000	986,138	1,061,000	1,061,000
Investment Revenue	175,931	97,773	130,000	245,560	150,000	150,000
Property & Equipment Rental	134,905	136,245	72,800	135,035	7,250	7,250
Miscellaneous Revenues	10,898	420,000	26,777	23,188	11,400	11,400
Proceeds-Other Financial Sources	0	0	0	0	0	0
Use of Undesignated Reserve	0	0	1,956,637	TBD	173,692	282,529
<b>TOTAL REVENUES</b>	<b><u>9,773,782</u></b>	<b><u>11,053,754</u></b>	<b><u>13,226,824</u></b>	<b><u>10,894,078</u></b>	<b><u>11,719,451</u></b>	<b><u>11,849,538</u></b>
<b>EXPENDITURES:</b>						
Administration	1,159,626	1,315,384	1,307,363	1,193,957	1,389,531	1,415,504
Finance	684,813	612,946	764,346	687,211	798,425	799,511
Public Services	1,844,843	1,934,325	2,507,428	2,249,205	2,611,236	2,612,798
Planning, Comm. & Econ. Devel.	412,019	531,140	540,606	450,656	535,217	522,261
Community Resources	742,261	707,115	758,608	751,407	835,164	842,525
Public Works	3,652,284	3,726,325	4,289,399	3,938,917	4,495,062	4,587,123
Debt Service	234,915	235,613	221,026	220,739	67,264	67,264
Interfund Transfers	785,578	780,300	2,821,048	2,821,048	977,552	992,552
Contingency	0	13,000	17,000	0	10,000	10,000
<b>TOTAL EXPENDITURES</b>	<b><u>9,516,339</u></b>	<b><u>9,856,148</u></b>	<b><u>13,226,824</u></b>	<b><u>12,313,140</u></b>	<b><u>11,719,451</u></b>	<b><u>11,849,538</u></b>
<b>SURPLUS OR (DEFICIT)</b>	<b>\$ 257,443</b>	<b>\$ 1,197,606</b>	<b>\$ <u>0</u></b>	<b>\$ (1,419,062)</b>	<b>\$ <u>0</u></b>	<b>\$ 0</b>
<b>Fund Balance, Beginning of Year</b>	<b>3,036,177</b>	<b>3,419,837</b>		<b>4,617,443</b>		<b>3,198,381</b>
Restatement of revenue for collectible parking tickets	<u>126,217</u>					
<b>Fund Balance, End of Year</b>	<b><u>\$ 3,419,837</u></b>	<b><u>\$ 4,617,443</u></b>		<b><u>\$ [projected]</u></b>		<b><u>\$ [projected]</u></b>

Note 1: The City's governmental funds consist of the General Fund and the Capital Projects Fund; only the General Fund is 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 Comparative Operating Budget Summary above.

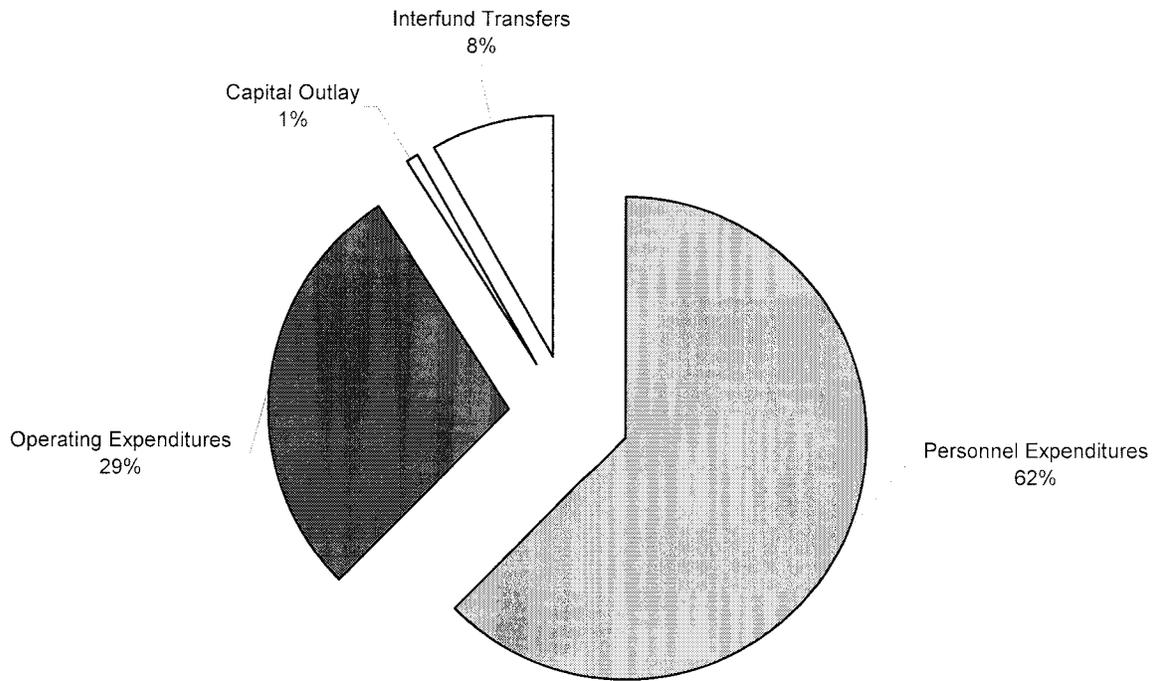
**FY 2008 Budgeted General Fund Revenues  
by Category as Percentage of Total Revenues \$11,849,538**



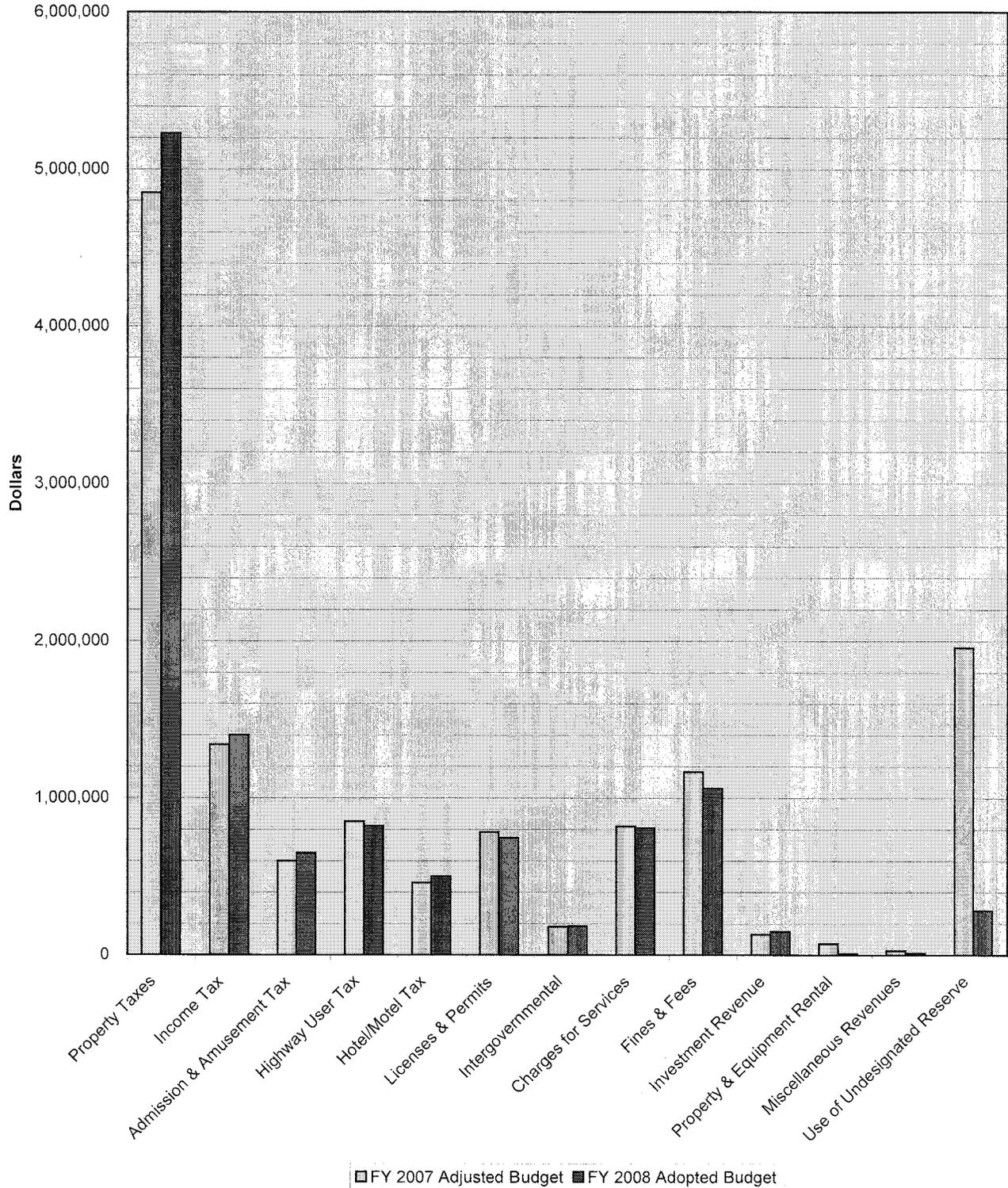
**FY 2008 Budgeted General Fund Expenditures  
by Department as Percentage of Total Expenditures \$11,849,538**



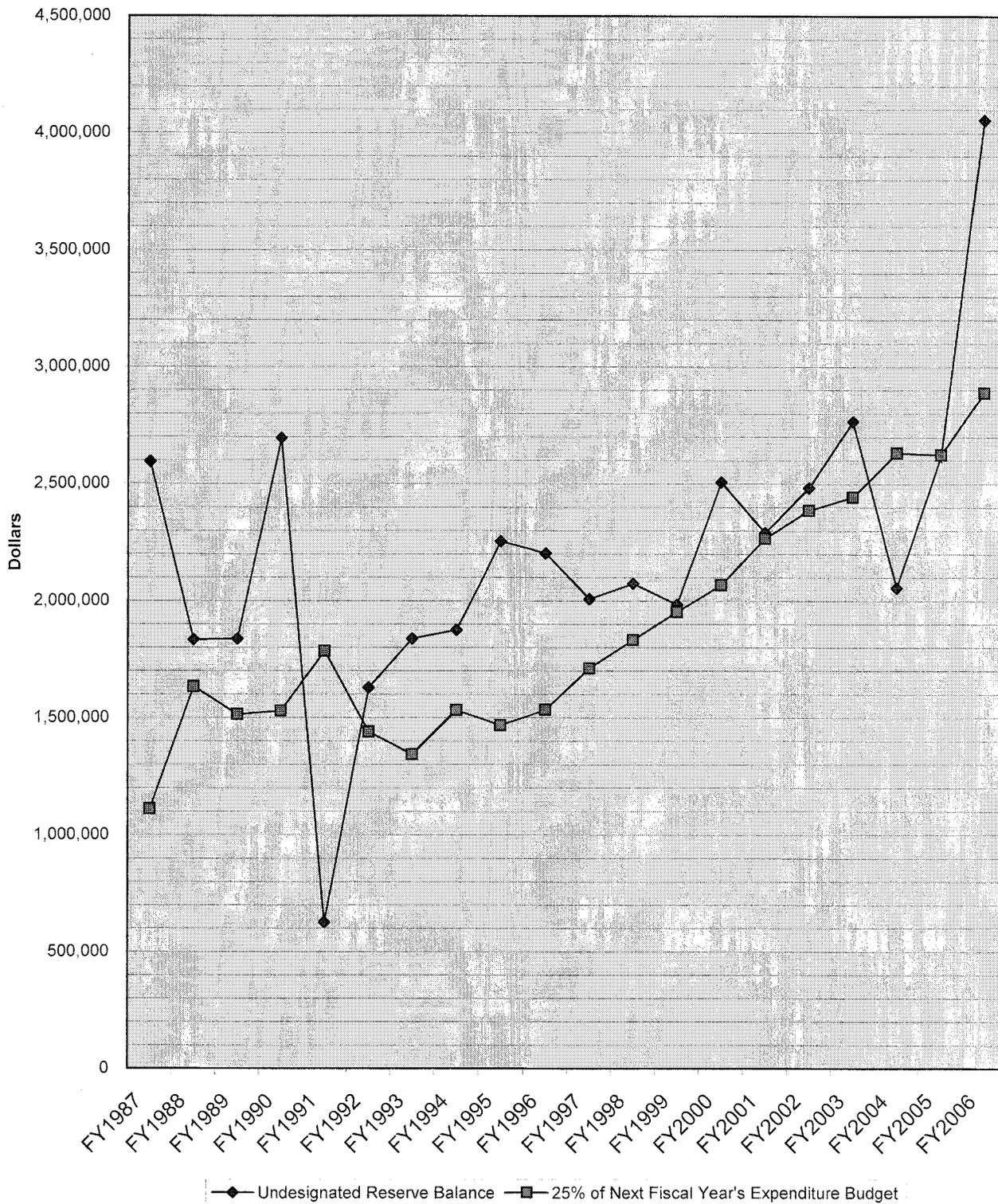
**FY 2008 Budgeted General Fund Expenditures  
by Category as Percentage of Total Expenditures \$11,849,538**



**Comparative General Fund Budgeted Revenues  
FY 2007 Adjusted Budget and FY 2008 Adopted Budget**



**General Fund Undesignated Reserve Balance  
(Compared to Goal of 25% of Next Fiscal Year's Expenditure Budget)**





### **City of College Park Vision**

In the twenty-first century, the City of College Park will be a vibrant and prosperous residential, commercial and educational community with citizens working cooperatively to revitalize the City. The City will have safe and harmonious neighborhoods, a clean, attractive and healthy natural environment, efficient public facilities and services, visually pleasing, pedestrian-oriented streetscapes, a true Town Center downtown, mixed-use commercial areas and convenient transportation systems.

### **City of College Park Mission Statement**

Enhance the quality of life for the community of College Park through leadership and the provision of services that addresses its needs. Promote an identity for the City which provides a positive image while maximizing the City's natural and human resources.

### **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, 2006 and ending June 30, 2007 (fiscal year 2007).

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

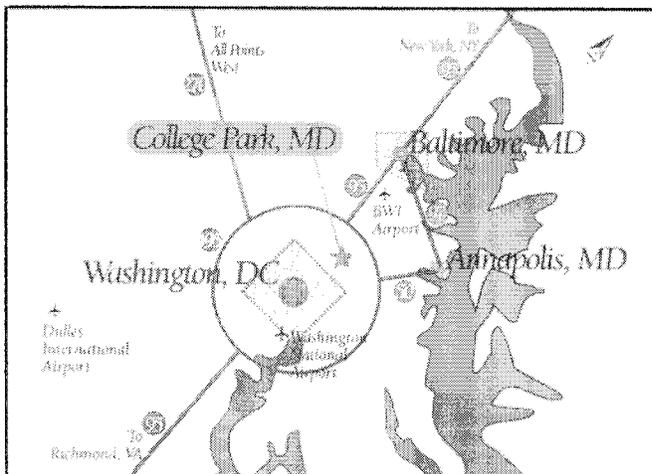
The award is valid for a period of one year only. We believe that our current budget continues to conform to program requirements, and we intend to submit our adopted budget to GFOA to determine its eligibility for another award.



# OVERVIEW OF THE CITY AND ITS DEPARTMENTS

## 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, Holiday Inn and Wynfield Park 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 33,000 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 24,657. The City comprises approximately 5 square miles, and has 52 miles of paved streets and 21 miles of sidewalks.

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 Washington Post opened a printing plant in the City in fiscal year 1998.

The City contains approximately 5,000 households, divided among a number of established neighborhoods. Civic associations in these neighborhoods are active, and participate with the City in various types of activities and events. Rental properties catering to student rentals are prevalent in several neighborhoods adjoining the University of Maryland campus; code enforcement and noise control issues are especially prevalent in these neighborhoods. The City's housing stock is primarily "single family" with a limited number of apartments or townhouses; most homes were built prior to 1960. Historic district designation is in process for the "Old Town" and "Calvert Hills" neighborhoods. The City has funded market studies of the Hollywood and Berwyn commercial areas in an effort to initiate much-needed development.

The City is served by the Washington Metropolitan Area Transit Authority ("WMATA") Metro system, providing a subway link (primarily north-south) from the College Park and Greenbelt stations to the District of Columbia and its Maryland and Virginia suburbs, and

## **Overview of the City and its Departments**

the state Mass Transit Administration's 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 (the Purple Line and MAGLEV), providing east-west access to other Maryland suburbs, has been proposed and is currently under review.

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 citizens 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.

## **Overview of the City and its Departments**

### **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").

### **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 collection from the 604 parking meters in the downtown area, 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 rent stabilization ordinance. The Contract Police program administers the City's contract with Prince George's County for contract police officers, supplementing the County's regular police services within the City.

### **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

## Overview of the City and its Departments

("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.

### Community Resources

The Department of Community Resources 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, videotape 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

## Overview of the City and its Departments

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.

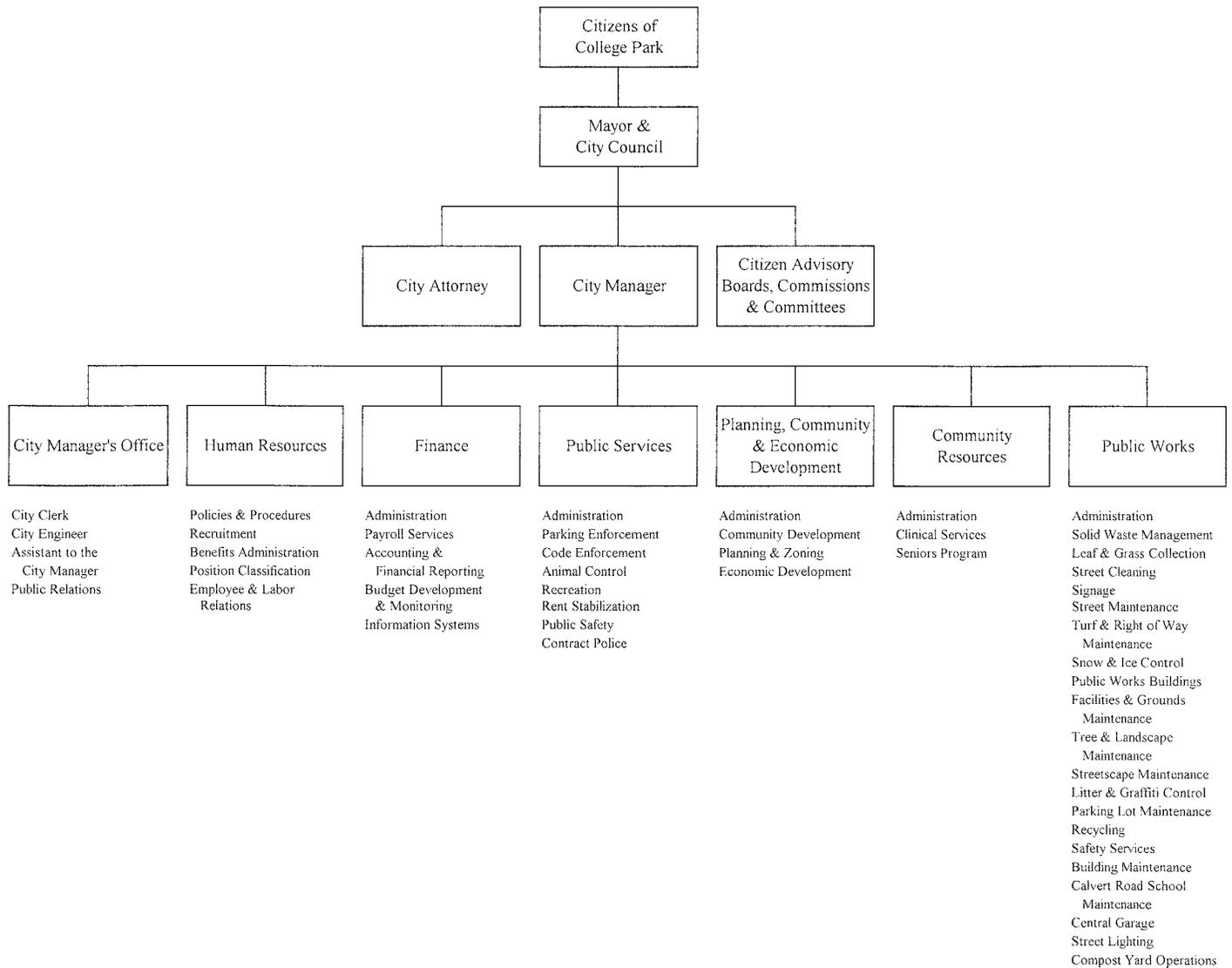
The department continues its involvement in playground reconstruction, and assists with citizen and student volunteer programs throughout the year.

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**ORGANIZATION CHART  
AND PRINCIPAL  
OFFICIALS**

# CITY OF COLLEGE PARK, MARYLAND

## Organization Chart



# CITY OF COLLEGE PARK, MARYLAND

## List of Principal Officials

<u>Title</u>	<u>Name</u>
Mayor	Stephen A. Brayman
City Council, District 1	John M. Krouse David L. Milligan
City Council, District 2	Robert T. Catlin John E. Perry
City Council, District 3	Andrew M. Fellows Stephanie Stulich
City Council, District 4	Mary C. Cook Karen E. Hampton
City Manager Assistant to the City Manager	Joseph L. Nagro Sara N. Imhulse
City Clerk Assistant City Clerk	Janeen S. Miller Yvette T. Allen
City Attorney	Suellen M. Ferguson, Esquire Council Baradel Kosmerl & Nolan, P.A. Annapolis, Maryland
Independent Auditors	SB & Company, LLC Hunt Valley, Maryland
<u>Department Directors and Deputy Directors</u>	
Finance	Stephen Groh, CPA, Director Leo L. Thomas, Jr., CPA, Deputy Director
Public Services	Robert W. Ryan, Director
Planning, Comm. & Econ. Development	Terry A. Schum, Director
Human Resources	Carole Sheringham, PHR, IPMA-CP, Director
Community Resources	M. Margaret Higgins, Director
Public Works	Robert T. Stumpff, Director Brenda L. Alexander, Deputy Director

**FY2008  
BUDGET ORDINANCE**

**ORDINANCE 07-O-03**

**An Ordinance of the Mayor and Council of the City of  
College Park, Maryland to Adopt the Fiscal Year 2008  
Operating and Capital Budget of the City of College Park, Maryland**

BE IT ORDAINED, by the Mayor and Council of the City of College Park, Maryland, that the following sums and amounts are hereby appropriated for the fiscal year beginning July 1, 2007 and ending June 30, 2008, the said revenues being used to defray expenses and operations of the City of College Park, Maryland in accordance with the following schedule:

General Fund

	<u>As Introduced</u>	<u>As Adopted</u>
<b>Revenues</b>		
Taxes		
Real Property Taxes	\$ 4,306,280	\$ 4,306,280
Personal Property Taxes	921,000	921,000
Income Taxes	1,400,000	1,400,000
Other Local Taxes	650,000	650,000
State Shared Taxes	821,797	821,797
County Shared Taxes	500,000	500,000
Licenses & Permits		
Business Licenses	43,500	43,500
Other Licenses & Permits	462,650	462,650
Utility Franchise Fees	240,000	240,000
Intergovernmental		
Federal Grants	0	0
State Grants	165,880	165,880
County Grants	17,717	17,717
Charges for Services		
General Government Charges	3,500	3,500
Highways & Streets	471,285	471,285
Sanitation & Waste Removal	320,750	320,750
Health Charges	13,000	13,000
Fines & Fees		
Fines	1,061,000	1,061,000
Miscellaneous Revenues		
Investment Earnings	150,000	150,000
Property & Equipment Rental	7,250	7,250
Sale of Fixed Assets	10,000	10,000
Other Revenues	<u>1,400</u>	<u>1,400</u>
<i>Total Operating Revenues</i>	\$ 11,567,009	\$ 11,567,009

Non-Revenue Receipts		
Use of Undesignated Reserve/Current Year Surplus	<u>247,529</u>	<u>282,529</u>
<i>Total Revenues</i>	<b><u>\$ 11,814,538</u></b>	<b><u>\$ 11,849,538</u></b>

**Expenditures**

General Government	\$ 2,215,015	\$ 2,215,015
Public Services	2,612,798	2,612,798
Planning, Community & Economic Development	522,261	522,261
Community Resources	842,525	842,525
Public Works	4,552,123	4,587,123
Contingency	10,000	10,000
Debt Service	67,264	67,264
Interfund Transfer to Capital Projects Fund	<u>992,552</u>	<u>992,552</u>
<i>Total Expenditures</i>	<b><u>\$ 11,814,538</u></b>	<b><u>\$ 11,849,538</u></b>

BE IT FURTHER ORDAINED that:

1. The tax levy be, and the same is hereby set at twenty-nine and 9/10 cents (\$0.299) per one hundred dollars (\$100.00) of full value assessment on all taxable real property located within the corporate limits of the City of College Park, Maryland;
2. The tax levy be, and the same is hereby set at seventy-four and 8/10 cents (\$0.748) per one hundred dollars (\$100.00) of full value assessment on all taxable personal property located within the corporate limits of the City of College Park, Maryland;
3. In addition to the projected General Fund operating revenue of \$11,567,009, the amount of \$282,529 is appropriated from prior years' undesignated fund balance;
4. The above listing of revenues and expenditures represents a summary of the detailed material contained in a document entitled "City Manager's Requested Operating and Capital Budget for Fiscal Year 2008", with amendments; said document and any amendments thereto are incorporated herein by this reference;
5. By adoption of this Ordinance, the FY2008 Pavement Management Plan and the FY2008 Pay Plan (including Job Class Table and Pay Table) contained in the FY2008 requested operating budget with amendments, if any, are hereby adopted by this reference;
6. The Unrestricted Capital Projects Fund and Restricted Capital Projects Fund reserve accounts shall be reappropriated as required in order to fund the projects included in the Capital Improvement Plan as adopted by this Ordinance;

7. The Capital Budget and the Five Year Capital Improvement Plan for Fiscal Year 2008 in the amount of \$30,254,714, as listed and described in the capital projects fund section of the “City Manager’s Requested Operating and Capital Budget for Fiscal Year 2008”, with amendments, is hereby adopted;
8. The Parking Enterprise Fund, established in fiscal year 2004 to receive parking district special revenues and transfer the same, when paid, to the Public Parking Garage capital project, is not budgeted for fiscal year 2008. Future uses, if any, of this fund are not yet determined;
9. By adoption of this Ordinance, a Parking Debt Service Fund is hereby established to receive the increase in parking meter revenues expected to be generated from the proposed meter rate increase, effective July 1, 2007, from \$0.50/\$0.55 per hour to \$0.75 per hour. The revenues retained in the Parking Debt Service Fund would be used to offset future debt service costs on the proposed public parking garage financing;
10. Personal property tax accounts delinquent for a period of ninety (90) days shall be assessed a \$100.00 late payment penalty;
11. Should any section of this Ordinance be determined to be invalid, such invalidity shall not affect any other sections; and
12. This Ordinance shall become effective at the expiration of twenty (20) calendar days following its adoption or July 1, 2007, whichever is later.

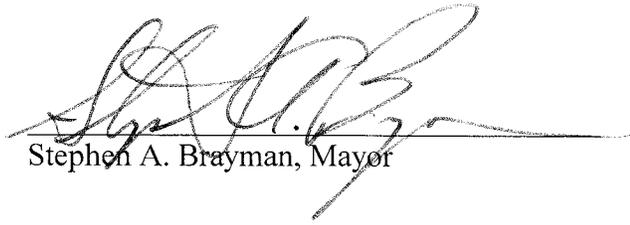
AND BE IT FURTHER ORDAINED by the Mayor and Council of the City of College Park, Maryland that, upon introduction of this Ordinance, the City Clerk shall distribute a copy of same to each council member and shall publish a fair summary of this Ordinance in a newspaper having general circulation in the City, together with a notice setting out the time and place for a public hearing hereon and for its consideration by the Council.

A public hearing was held on the budget Ordinance at 7:35 p.m. on the 8th day of May, 2007 in the Council Chambers, City Hall, 4500 Knox Road, College Park, Maryland. The public hearing followed the date the “City Manager’s Requested Operating and Capital Budget for Fiscal Year 2008” was available for inspection by the public by at least two (2) weeks, and was held in connection with a regular Council meeting. All persons interested had an opportunity to be heard. After the public hearing, the Council may adopt the proposed budget with or without amendment in the form of an ordinance, without the need for further advertising or public hearings.

Introduced on the 24th day of April, 2007

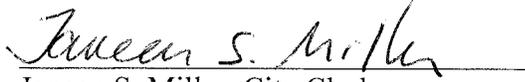
Adopted on the 22nd day of May, 2007

Effective on the 1st day of July, 2007



Stephen A. Brayman, Mayor

ATTEST:



Janeen S. Miller, City Clerk

APPROVED AS TO FORM:



Robert H. Levan, City Attorney

**FINANCIAL AND  
BUDGET POLICIES**

## **Financial and Budget Policies**

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

### **Fund Structure**

The City's operations are comprised of the General Fund 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 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 program. The Parking Enterprise Fund, established in fiscal year 2004 to account for certain parking district revenues, is not budgeted for fiscal year 2008. Future uses, if any, of this fund are not yet determined. 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, 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, possibly 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. Revenues are projected by the Director of Finance for intergovernmental revenues and the individual department heads project their respective revenue items. In budgeting revenues, a conservative approach is taken. For most revenue line items, actual data over the past 5 years is analyzed to identify inherent trends, and adjustment is made for known events

## Financial and Budget Policies

predicted to occur in the coming fiscal year. Intergovernmental revenues are particularly difficult to predict, as their source and calculation is handled at the State or County level, and the City is not privy to these calculations. 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. Following the individual meetings with the departments, the Finance department staff 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 April, Mayor & Council hold several budget work sessions, open to the public, at which each department must justify its budget requests. No public testimony is allowed at the work session meetings. During these work sessions, 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

December	Mayor & Council provide budget guidance to City Manager
January	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 Systems
late February	Operating budget worksheets are returned to Finance
early March	Department requests are reviewed by City Manager and Finance Director; 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 should be included in requested budget
March 31	City Manager Requested Operating & Capital Budget is submitted to Mayor & Council and is available to the public
early April	Mayor & Council review operating budget with City Manager, Finance Director and department heads at 2 or more work-sessions (open to the public)

## Financial and Budget Policies

	Mayor & Council review C.I.P. with City Manager, Finance Director and certain department heads at 1 or more work-sessions (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
mid May	Possible worksession discussion of potential budget amendments
late May	Budget ordinance is adopted, with or without amendment
May 31	Budget ordinance is required to be adopted by this date
July 1	Adopted budget is effective for new fiscal year

### Budget Basis of Accounting

The budget is prepared on a basis that conforms to generally accepted accounting principles (GAAP) except for the inclusion of an appropriation from the undesignated fund balance, if necessary. The budget is required to present a complete financial plan for the City. For fiscal year 2008, the City's governmental funds consist of the General Fund and the Capital Projects Fund; however, only the General Fund is budgeted on an annual basis. Budgetary control over the Capital Projects Fund is established by annual appropriations from the General Fund C.I.P. project equity accounts through the adoption of a 5 -year capital improvement program by the Mayor and 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;

## **Financial and Budget Policies**

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.

### **Accounting Policy**

The General Fund budget and the Five-Year Capital Improvement Program reflect the modified accrual basis of accounting. Under this basis, revenues are recorded for the fiscal year in which they are susceptible to accrual (i.e., both measurable and available). Available means collectible within the fiscal year or soon enough thereafter to be used to pay liabilities of the fiscal year. Expenditures are recorded in the fiscal year in which the fund liability is incurred, if measurable.

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 undesignated fund balance, if necessary.

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

## Financial and Budget Policies

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.

## **Financial and Budget Policies**

### **Information Technology Purchases**

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

### **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. Mercantile-Safe Deposit & Trust Company 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 two 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, 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 in excess of \$69 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 (\$520,000, final payment in August 2003) and vehicle acquisitions (\$769,500, final payment in May 2007). In fact, the City currently has a very low debt load of \$342,632, consisting of a general obligation bond for City Hall renovation with 7 years remaining, and a new \$1,500,000 master lease, which closed June 21, 2007, providing escrowed funding for vehicle and equipment purchases during the next 3 years.

### **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 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.

## **Financial and Budget Policies**

### **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.

### **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

## Financial and Budget Policies

- 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

**CITY OF COLLEGE PARK, MARYLAND**  
**Annual Salary Range by Job Classification**  
**For the fiscal year ending June 30, 2008**

<u>Position Title</u>	<u>Pay Grade</u>	<u>Annual Salary Range</u>
<b>Employees not covered under the Public Works collective bargaining agreement:</b>		
Custodial Worker	1	\$23,941 - \$35,540
	2	\$25,201 - \$37,411
Office Specialist I	3	\$26,463 - \$39,285
Fiscal Support Specialist I	4	\$27,723 - \$41,156
	5	\$28,985 - \$43,029
Office Specialist II	6	\$30,246 - \$44,900
Fiscal Support Specialist II		
Parking Enforcement Officer I		
Animal Control Officer I		
Bus Driver		
Custodial Supervisor		
Engineering Technician I		
Parking Enforcement Officer II	7	\$31,507 - \$46,773
Animal Control Officer II		
Facilities Maintenance Worker		
Code Enforcement Officer I	8	\$32,768 - \$48,644
Information Systems Technician I		
Office Specialist III	9	\$34,030 - \$50,517
Fiscal Support Specialist III		
Payroll Supervisor		
Human Resources Assistant		
Code Enforcement Officer II	10	\$35,290 - \$52,388
Seniors Program Caseworker		
Animal Control Officer III		
	11	\$36,551 - \$54,261

Information Systems Technician II Code Enforcement Officer III Administrative Assistant	12	\$37,812 - \$56,132
Safety Officer Fleet Supervisor Crew Chief Landscape Foreman Seniors Program Manager Parking Enf. Field Operations Supervisor Assistant City Clerk Administrative Asst./Recycling Coordinator Billing and Collections Supervisor	13	\$39,703 - \$58,939
Family Therapist Planner Economic Development Planner	14	\$42,225 - \$62,683
	15	\$44,747 - \$66,427
Horticulturist	16	\$47,269 - \$70,172
Clinical Supervisor Public Works Supervisor Assistant to the City Manager Parking Enforcement Manager Code Enforcement Manager	17	\$49,791 - \$73,915
Programmer Analyst	18	\$52,313 - \$77,659
City Clerk Information Systems Manager	19	\$54,835 - \$81,403
Deputy Director of Public Works Deputy Director of Finance Civil Engineer II	20	\$57,358 - \$85,148
	21	\$59,879 - \$88,891
Human Resources Director	22	\$62,402 - \$92,636
	23	\$66,186 - \$98,253
Director of Finance Director of Public Works Assistant City Manager Director of Community Resources Director of Planning Director of Public Services	24	\$71,230 - \$105,741

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

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	61	\$23,941 - \$35,540
Laborer	62	\$25,201 - \$37,411
Laborer / Driver Grounds Laborer / Driver	63	\$26,463 - \$39,285
	64	\$27,723 - \$41,156
	65	\$28,985 - \$43,029
Motor Equipment Operator I Supply Clerk Groundskeeper Dispatch / Administrative Clerk	66	\$30,246 - \$44,900
Motor Equipment Operator I + Class A	67	\$31,507 - \$46,773
Motor Equipment Operator II	68	\$32,768 - \$48,644
Garage Supply Clerk / Assistant Mechanic Motor Equipment Operator II + Class A	69	\$34,030 - \$50,517
	70	\$35,290 - \$52,388
Mechanic II Motor Equipment Operator III	71	\$36,551 - \$54,261
Lead Groundskeeper Lead Motor Equipment Operator	72	\$37,812 - \$56,132
	73	\$39,703 - \$58,939
	74	\$42,225 - \$62,683
	75	\$44,747 - \$66,427
	76	\$47,269 - \$70,172
	77	\$49,791 - \$73,915
	78	\$52,313 - \$77,659
	79	\$54,835 - \$81,403

80	\$57,358 - \$85,148
81	\$59,879 - \$88,891
82	\$62,402 - \$92,636
83	\$66,186 - \$98,253
84	\$71,230 - \$105,741

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**CITY OF COLLEGE PARK, MARYLAND  
PAY TABLE - FY2008**

The Pay Table shown below will be in effect for FY2008. 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 \$33,039. This is the entry salary for that grade. Beginning in FY2005, each year through Step 17, there is a 2.5% merit increase for an employee receiving a satisfactory evaluation. Prior to FY2005, steps 2 - 6 were 5% every year and steps 7 - 17 were 1% every year.

Grades 1 - 24, for employees not covered under the Public Works collective bargaining agreement, include a 3.0% cost of living adjustment (COLA), effective July 1, 2007. Grades 61-84, for employees covered under the Public Works collective bargaining agreement, include a 3.0% cost of living adjustment (COLA), effective July 1, 2007.

<b>Employees not covered under the Public Works collective bargaining agreement:</b>																		
<b>STEP</b>	<b>Entry</b>	<b>1 yr./2.5%</b>																
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	
<b>GRADE</b>	1	23,941	24,539	25,153	25,782	26,426	27,087	27,764	28,458	29,170	29,899	30,646	31,412	32,198	33,003	33,828	34,674	35,540
	2	25,201	25,831	26,477	27,139	27,817	28,513	29,225	29,956	30,705	31,473	32,259	33,066	33,893	34,740	35,608	36,499	37,411
	3	26,463	27,125	27,803	28,498	29,210	29,941	30,689	31,456	32,243	33,049	33,875	34,722	35,590	36,480	37,392	38,327	39,285
	4	27,723	28,416	29,127	29,855	30,601	31,366	32,151	32,954	33,778	34,623	35,488	36,376	37,285	38,217	39,172	40,152	41,156
	5	28,985	29,710	30,453	31,214	31,994	32,794	33,614	34,454	35,316	36,199	37,103	38,031	38,982	39,956	40,955	41,979	43,029
	6	30,246	31,002	31,777	32,572	33,386	34,221	35,076	35,953	36,852	37,773	38,717	39,685	40,678	41,694	42,737	43,805	44,900
	7	31,507	32,295	33,102	33,930	34,778	35,648	36,539	37,452	38,389	39,348	40,332	41,340	42,374	43,433	44,519	45,632	46,773
	8	32,768	33,587	34,427	35,287	36,169	37,074	38,000	38,951	39,924	40,922	41,945	42,994	44,069	45,171	46,300	47,457	48,644
	9	34,030	34,880	35,752	36,646	37,562	38,501	39,464	40,451	41,462	42,498	43,561	44,650	45,766	46,910	48,083	49,285	50,517
	10	35,290	36,172	37,077	38,004	38,954	39,928	40,926	41,949	42,998	44,072	45,174	46,304	47,461	48,648	49,864	51,111	52,388
	11	36,551	37,465	38,402	39,362	40,346	41,355	42,388	43,448	44,534	45,648	46,789	47,959	49,158	50,387	51,646	52,937	54,261
	12	37,812	38,757	39,726	40,719	41,737	42,781	43,850	44,946	46,070	47,222	48,402	49,612	50,853	52,124	53,427	54,763	56,132
	13	39,703	40,695	41,713	42,755	43,824	44,920	46,043	47,194	48,374	49,583	50,823	52,093	53,396	54,731	56,099	57,501	58,939
	14	42,225	43,280	44,362	45,471	46,608	47,773	48,968	50,192	51,447	52,733	54,051	55,402	56,787	58,207	59,662	61,154	62,683
	15	44,747	45,866	47,012	48,188	49,392	50,627	51,893	53,190	54,520	55,883	57,280	58,712	60,180	61,684	63,226	64,807	66,427
	16	47,269	48,451	49,662	50,904	52,177	53,481	54,818	56,188	57,593	59,033	60,509	62,022	63,572	65,161	66,790	68,460	70,172
	17	49,791	51,036	52,312	53,620	54,960	56,334	57,742	59,186	60,666	62,182	63,737	65,330	66,963	68,638	70,354	72,112	73,915
	18	52,313	53,621	54,961	56,335	57,744	59,187	60,667	62,184	63,738	65,332	66,965	68,639	70,355	72,114	73,917	75,765	77,659
	19	54,835	56,206	57,611	59,052	60,528	62,041	63,592	65,182	66,811	68,482	70,194	71,949	73,747	75,591	77,481	79,418	81,403
	20	57,358	58,792	60,261	61,768	63,312	64,895	66,517	68,180	69,885	71,632	73,423	75,258	77,140	79,068	81,045	83,071	85,148
	21	59,879	61,376	62,911	64,484	66,096	67,748	69,442	71,178	72,957	74,781	76,651	78,567	80,531	82,545	84,608	86,723	88,891
	22	62,402	63,962	65,561	67,200	68,880	70,602	72,367	74,176	76,030	77,931	79,879	81,876	83,923	86,021	88,172	90,376	92,636
	23	66,186	67,840	69,536	71,275	73,056	74,883	76,755	78,674	80,641	82,657	84,723	86,841	89,012	91,238	93,518	95,856	98,253
	24	71,230	73,010	74,836	76,707	78,624	80,590	82,605	84,670	86,786	88,956	91,180	93,459	95,796	98,191	100,646	103,162	105,741

Employees covered under the Public Works collective bargaining agreement:

STEP	Entry	1 yr./2.5%															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
61	23,941	24,539	25,153	25,782	26,426	27,087	27,764	28,458	29,170	29,899	30,646	31,412	32,198	33,003	33,828	34,674	35,540
62	25,201	25,831	26,477	27,139	27,817	28,513	29,225	29,956	30,705	31,473	32,259	33,066	33,893	34,740	35,608	36,499	37,411
63	26,463	27,125	27,803	28,498	29,210	29,941	30,689	31,456	32,243	33,049	33,875	34,722	35,590	36,480	37,392	38,327	39,285
64	27,723	28,416	29,127	29,855	30,601	31,366	32,151	32,954	33,778	34,623	35,488	36,376	37,285	38,217	39,172	40,152	41,156
65	28,985	29,710	30,453	31,214	31,994	32,794	33,614	34,454	35,316	36,199	37,103	38,031	38,982	39,956	40,955	41,979	43,029
66	30,246	31,002	31,777	32,572	33,386	34,221	35,076	35,953	36,852	37,773	38,717	39,685	40,678	41,694	42,737	43,805	44,900
67	31,507	32,295	33,102	33,930	34,778	35,648	36,539	37,452	38,389	39,348	40,332	41,340	42,374	43,433	44,519	45,632	46,773
68	32,768	33,587	34,427	35,287	36,169	37,074	38,000	38,951	39,924	40,922	41,945	42,994	44,069	45,171	46,300	47,457	48,644
69	34,030	34,880	35,752	36,646	37,562	38,501	39,464	40,451	41,462	42,498	43,561	44,650	45,766	46,910	48,083	49,285	50,517
70	35,290	36,172	37,077	38,004	38,954	39,928	40,926	41,949	42,998	44,072	45,174	46,304	47,461	48,648	49,864	51,111	52,388
71	36,551	37,465	38,402	39,362	40,346	41,355	42,388	43,448	44,534	45,648	46,789	47,959	49,158	50,387	51,646	52,937	54,261
72	37,812	38,757	39,726	40,719	41,737	42,781	43,850	44,946	46,070	47,222	48,402	49,612	50,853	52,124	53,427	54,763	56,132
73	39,703	40,695	41,713	42,755	43,824	44,920	46,043	47,194	48,374	49,583	50,823	52,093	53,396	54,731	56,099	57,501	58,939
74	42,225	43,280	44,362	45,471	46,608	47,773	48,968	50,192	51,447	52,733	54,051	55,402	56,787	58,207	59,662	61,154	62,683
75	44,747	45,866	47,012	48,188	49,392	50,627	51,893	53,190	54,520	55,883	57,280	58,712	60,180	61,684	63,226	64,807	66,427
76	47,269	48,451	49,662	50,904	52,177	53,481	54,818	56,188	57,593	59,033	60,509	62,022	63,572	65,161	66,790	68,460	70,172
77	49,791	51,036	52,312	53,620	54,960	56,334	57,742	59,186	60,666	62,182	63,737	65,330	66,963	68,638	70,354	72,112	73,915
78	52,313	53,621	54,961	56,335	57,744	59,187	60,667	62,184	63,738	65,332	66,965	68,639	70,355	72,114	73,917	75,765	77,659
79	54,835	56,206	57,611	59,052	60,528	62,041	63,592	65,182	66,811	68,482	70,194	71,949	73,747	75,591	77,481	79,418	81,403
80	57,358	58,792	60,261	61,768	63,312	64,895	66,517	68,180	69,885	71,632	73,423	75,258	77,140	79,068	81,045	83,071	85,148
81	59,879	61,376	62,911	64,484	66,096	67,748	69,442	71,178	72,957	74,781	76,651	78,567	80,531	82,545	84,608	86,723	88,891
82	62,402	63,962	65,561	67,200	68,880	70,602	72,367	74,176	76,030	77,931	79,879	81,876	83,923	86,021	88,172	90,376	92,636
83	66,186	67,840	69,536	71,275	73,056	74,883	76,755	78,674	80,641	82,657	84,723	86,841	89,012	91,238	93,518	95,856	98,253
84	71,230	73,010	74,836	76,707	78,624	80,590	82,605	84,670	86,786	88,956	91,180	93,459	95,796	98,191	100,646	103,162	105,741

**City of College Park, Maryland**  
**Schedule of Authorized Full Time Equivalent (FTE) Positions**  
**for the fiscal year ending June 30, 2008**

Position Title	Grade	FY2008 Authorized Full Time Equivalents (FTE's)						TOTAL
		Admini- stration	Finance	Public Services	Planning	Community Resources	Public Works	
Custodial Worker	1						2.00	2.00
Laborer	62						13.00	13.00
Office Specialist I	3			1.00				1.00
Laborer / Driver	63						0.00	0.00
Grounds Laborer / Driver	63						1.00	1.00
Office Specialist II	6		0.50	1.00				1.50
Fiscal Support Specialist II	6		1.30	0.70				2.00
Parking Enforcement Officer I	6			1.50				1.50
Bus Driver	6					1.45		1.45
Custodial Supervisor	6						1.00	1.00
Engineering Technician I	6						0.75	0.75
Motor Equipment Operator I	66						7.00	7.00
Supply Clerk	66						1.00	1.00
Groundskeeper	66						1.00	1.00
Dispatch / Administrative Clerk	66						1.00	1.00
Parking Enforcement Officer II	7			5.00				5.00
Animal Control Officer II	7			1.00				1.00
Facilities Maintenance Worker	7						1.00	1.00
Motor Equipment Operator I+A	67						4.00	4.00
Code Enforcement Officer I	8			3.00				3.00
Information Systems Technician I	8			1.00				1.00
Motor Equipment Operator II	68						1.00	1.00
Office Specialist III	9	1.00		1.00		1.00	1.00	4.00
Fiscal Support Specialist III	9		2.00					2.00
Payroll Supervisor	9		1.00					1.00
Human Resources Assistant	9	1.00						1.00
Motor Equipment Operator II+A	69						1.00	1.00
Garage Supply Clerk / Asst. Mechanic	69						1.00	1.00
Code Enforcement Officer II	10			3.00				3.00
Seniors Program Caseworker	10					0.50		0.50
Mechanic II	71						1.00	1.00
Information Systems Technician II	12		2.00					2.00
Administrative Assistant	12			1.50	1.00			2.50
Lead Groundskeeper	72						1.00	1.00
Safety Officer	13						1.00	1.00
Fleet Supervisor	13						1.00	1.00
Crew Chief	13						3.00	3.00
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
Billing & Collections Supervisor	13		1.00					1.00
Family Therapist	14					2.50		2.50
Planner	14				2.00			2.00
Economic Development Planner	14				1.00			1.00
Horticulturist	16						1.00	1.00
Clinical Supervisor	17					1.00		1.00
Public Works Supervisor	17						1.00	1.00
Assistant to the City Manager	17	1.00						1.00
Parking Enforcement Manager	17			1.00				1.00
Code Enforcement Manager	17			1.00				1.00

Programmer Analyst	18		1.00				1.00
City Clerk	19	1.00					1.00
Information Systems 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
Civil Engineer II	20					1.00	1.00
Human Resources Director	22	1.00					1.00
Director of Finance	24		1.00				1.00
Director of Public Works	24					1.00	1.00
Director of Community Resources	24					1.00	1.00
Director of Planning	24				1.00		1.00
Director of Public Services	24			1.00			1.00

**Nonclassified**

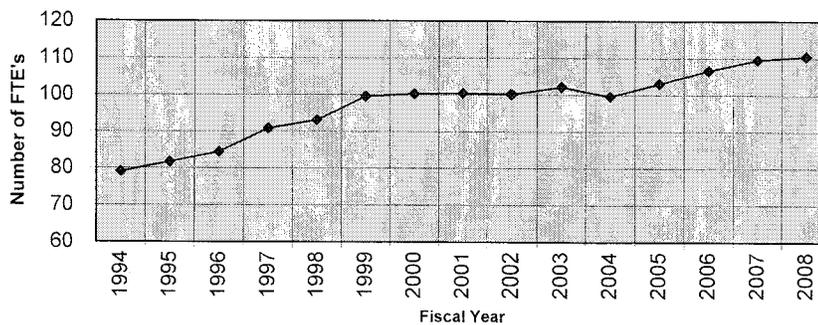
Police Officers	N/A			4.77			4.77
Seasonal Labor	N/A			0.05			0.05
City Manager	N/A	1.00					1.00

<b>FISCAL YEAR 2008 TOTALS</b>	<b>7.00</b>	<b>11.80</b>	<b>28.52</b>	<b>5.00</b>	<b>8.45</b>	<b>49.75</b>	<b>110.52</b>
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**City of College Park, Maryland  
Schedule of Authorized Full Time Equivalent (FTE) Positions**

Fiscal Year	Authorized Full Time Equivalents (FTE's)						TOTAL
	Admini- stration	Finance	Public Services	Planning	Community Resources	Public Works	
1994	3.50	6.00	17.85	3.50	7.53	40.67	79.05
1995	4.84	7.08	17.43	4.83	7.53	40.00	81.71
1996	5.50	7.00	17.60	4.50	7.23	42.58	84.41
1997	7.50	7.45	18.26	4.76	7.23	45.58	90.78
1998	7.50	8.00	19.25	4.50	7.23	46.58	93.06
1999	6.00	9.00	18.75	5.00	7.23	53.58	99.56
2000	8.50	10.00	19.68	5.00	7.48	49.58	100.24
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

**Authorized FTE's by Fiscal Year**



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# REVENUES

CITY OF COLLEGE PARK  
 REVENUE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
<b>BASIC 31 TAXES</b>						
<b>SUB 0 REAL PROPERTY TAXES</b>						
310.10 REAL PROPERTY TAX	2,820,332	3,316,105	3,750,448	3,680,506	4,258,280	4,258,280
310.20 PILOT-HOUSING AUTHORITY	15,000	15,000	15,000	15,000	15,000	15,000
310.22 PILOT-UM CASL PROPERTY	0	18,000	24,000	24,000	24,000	24,000
310.90 TAX INTEREST & PENALTY	9,313	14,480	9,000	14,478	9,000	9,000
* REAL PROPERTY TAXES	2,844,645	3,363,585	3,798,448	3,733,984	4,306,280	4,306,280
<b>SUB 1 PERSONAL PROPERTY TAXES</b>						
311.10 PERSONAL PROPERTY TAX	1,101,752	1,009,989	1,049,088	1,077,348	920,000	920,000
311.90 TAX INTEREST & PENALTY	803	3,120	1,000	5,143	1,000	1,000
* PERSONAL PROPERTY TAXES	1,102,555	1,013,109	1,050,088	1,082,491	921,000	921,000
<b>SUB 4 INCOME TAX</b>						
314.10 INCOME TAX	1,214,258	1,197,276	1,338,000	1,177,530	1,400,000	1,400,000
* INCOME TAX	1,214,258	1,197,276	1,338,000	1,177,530	1,400,000	1,400,000
<b>SUB 5 OTHER LOCAL TAXES</b>						
315.10 ADMISSION & AMUSEMENT TAX	491,118	659,170	600,000	641,338	650,000	650,000
* OTHER LOCAL TAXES	491,118	659,170	600,000	641,338	650,000	650,000
<b>SUB 6 STATE SHARED TAXES</b>						
316.10 HIGHWAY USER TAX	611,618	769,173	849,645	728,736	821,797	821,797
* STATE SHARED TAXES	611,618	769,173	849,645	728,736	821,797	821,797
<b>SUB 8 COUNTY SHARED TAXES</b>						
318.10 HOTEL & MOTEL TAX	459,846	505,170	460,000	229,417	500,000	500,000
* COUNTY SHARED TAXES	459,846	505,170	460,000	229,417	500,000	500,000
** TAXES	6,724,040	7,507,483	8,096,181	7,593,496	8,599,077	8,599,077
<b>BASIC 32 LICENSES &amp; PERMITS</b>						
<b>SUB 2 BUSINESS LICENSES</b>						
322.10 CITY LIQUOR LICENSES	11,063	11,429	11,492	10,755	11,500	11,500
322.20 STATE TRADERS LICENSES	38,892	31,189	39,000	24,653	32,000	32,000
* BUSINESS LICENSES	49,955	42,618	50,492	35,408	43,500	43,500
<b>SUB 3 OTHER LICENSES &amp; PERMITS</b>						
323.10 CITY BUILDING PERMITS	6,175	10,080	7,000	7,625	7,000	7,000
323.36 RENT STABILIZATION FEES	0	4,020	24,000	2,218	24,000	24,000
323.40 OCCUPANCY PERMITS	340,075	386,829	450,000	360,495	400,000	420,000
323.45 DRIVEWAY APRON PERMITS	2,089	6,646	3,000	2,120	2,000	2,000
323.50 OTHER LICENSES	100	5	100	200	100	100
323.65 UTILITY EASEMENTS	500	500	500	550	500	550
323.70 CULVER AMH. BUS SHELTERS	5,826	9,577	6,000	4,347	8,000	8,000
323.75 ENCROACHMENT PERMITS	1,000	1,000	1,000	1,000	1,000	1,000
* OTHER LICENSES & PERMITS	355,765	418,657	491,600	378,555	442,600	462,650

CITY OF COLLEGE PARK  
 REVENUE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
BASIC 32 LICENSES & PERMITS						
SUB 3 OTHER LICENSES & PERMITS						
324.10 COMCAST CABLE	238,905	261,120	240,000	193,242	240,000	240,000
324.55 VERIZON-FRANCH APPLIC FEE	0	0	0	4,000	0	0
* UTILITY FRANCHISE FEES	238,905	261,120	240,000	197,242	240,000	240,000
** LICENSES & PERMITS	644,625	722,395	782,092	611,205	726,100	746,150
BASIC 33 INTERGOVERNMENTAL						
SUB 2 STATE GRANTS						
332.20 POLICE PROTECTION	0	72,110	71,000	73,137	75,000	75,000
332.30 UNIV OF MARYLAND GRANT	5,000	5,000	5,000	5,000	5,000	5,000
332.40 YOUTH SERVICES GRANT	85,880	85,880	85,880	57,252	85,880	85,880
332.57 MD HERITAGE AREA AUTH	11,250	0	0	0	0	0
* STATE GRANTS	102,130	162,990	161,880	135,389	165,880	165,880
SUB 4 COUNTY GRANTS						
334.20 BANK STOCK TAX	10,717	10,717	10,717	0	10,717	10,717
334.30 YOUTH SERVICES GRANT	10,000	10,000	7,000	10,500	7,000	7,000
334.38 YFS COUNTY TRUANCY GRANT	29,568	0	0	0	0	0
* COUNTY GRANTS	50,285	20,717	17,717	10,500	17,717	17,717
** INTERGOVERNMENTAL	152,415	183,707	179,597	145,889	183,597	183,597
BASIC 34 CHARGES FOR SERVICES						
SUB 1 GENERAL GOVERNMENT CHGS						
341.10 ZONING APPLIC PROCESS FEE	5,870	2,380	3,500	3,900	3,500	3,500
* GENERAL GOVERNMENT CHGS	5,870	2,380	3,500	3,900	3,500	3,500
SUB 3 HIGHWAYS AND STREETS						
343.20 PARKING METER REVENUE	326,163	445,610	450,000	421,744	425,000	425,000
343.25 PARKING PERMIT REVENUE	36,640	52,391	45,000	52,609	45,000	45,000
343.40 MVA REGISTRATION FEES	114	57	85	38	85	85
343.50 MVA NON-RESIDENT PERMITS	1,288	1,337	1,200	1,180	1,200	1,200
* HIGHWAYS AND STREETS	364,205	499,395	496,285	475,571	471,285	471,285
SUB 4 SANITATION & WASTE REMVL						
344.10 COUNTY DISPOSAL REBATE	73,960	73,960	73,960	55,470	73,960	73,960
344.20 REFUSE CONTRACTS REVENUE	175,094	172,388	174,505	183,803	175,000	175,000
344.30 RECYCLING REVENUE	1,669	2,547	1,700	2,223	800	2,000
344.40 SPECIAL TRASH PICKUP REV	623	592	0	367	0	0
344.50 PROPERTY CLEARANCE	109	8	0	44	0	0
344.60 CDMA LITTER REBATE	4,290	4,290	4,290	3,218	4,290	4,290
344.90 MULCH & COMPOST REVENUE	25,027	24,180	23,000	26,652	28,500	28,500
344.92 TIPPING FEES REVENUE	16,745	21,975	20,000	29,534	27,500	27,500
344.94 DELIVERY CHARGE	8,461	9,616	8,500	10,685	9,500	9,500

CITY OF COLLEGE PARK  
 REVENUE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
BASIC 34 CHARGES FOR SERVICES						
SUB 4 SANITATION & WASTE REMVL						
* SANITATION & WASTE REMVL	305,978	309,556	305,955	311,996	319,550	320,750
SUB 5 HEALTH CHARGES						
345.10 YOUTH SVCS CLIENT FEES	15,187	16,210	13,000	19,909	13,000	13,000
345.30 YFS TRAINING REVENUE	0	540	0	0	0	0
* HEALTH CHARGES	15,187	16,750	13,000	19,909	13,000	13,000
** CHARGES FOR SERVICES	691,240	828,081	818,740	811,376	807,335	808,535
BASIC 35 FINES AND FEES						
SUB 9 FINES						
359.10 ELECTION FINES	0	0	0	125	0	0
359.20 ANIMAL FINES REVENUE	993	150	1,000	250	200	200
359.30 VEHICLE BOOTING FEES	1,190	1,120	1,000	1,219	800	800
359.40 PARKING FINES REVENUE	1,163,534	1,086,490	1,100,000	907,865	1,000,000	1,000,000
359.50 MUNICIPAL INFRACTIONS	27,800	39,338	27,000	52,930	30,000	30,000
359.55 RED LIGHT CAMERAS	46,211	30,972	35,000	24,509	30,000	30,000
* FINES	1,239,728	1,158,070	1,164,000	986,898	1,061,000	1,061,000
** FINES AND FEES	1,239,728	1,158,070	1,164,000	986,898	1,061,000	1,061,000
BASIC 36 MISCELLANEOUS REVENUES						
SUB 1 INVESTMENT EARNINGS						
361.10 INVESTMENT EARNINGS	105,640	170,949	130,000	126,388	150,000	150,000
361.11 INVESTMENTS-MKT VALUE ADJ	70,291	73,176-	0	22,002	0	0
* INVESTMENT EARNINGS	175,931	97,773	130,000	148,390	150,000	150,000
SUB 2 PROPERTY & EQUIP RENTAL						
362.10 CALVERT ROAD SCHOOL	128,000	128,000	64,000	128,000	0	0
362.14 CITY HALL MEETINGS ROOMS	0	125	200	25	100	100
362.15 OLD PARISH HOUSE	6,325	6,725	8,000	5,375	6,500	6,500
362.16 OPH CLEANING FEE	100	550	400	300	400	400
362.18 DAVIS HALL	250	350	200	1,275	250	250
362.19 DUVALL FIELD	230	495	0	0	0	0
362.21 CALVERT ROAD SCHOOL FIELD	0	0	0	60	0	0
* PROPERTY & EQUIP RENTAL	134,905	136,245	72,800	135,035	7,250	7,250
SUB 4 SALE OF FIXED ASSETS						
364.10 SALE OF FIXED ASSETS	9,420	380,943	7,500	3,320	10,000	10,000
* SALE OF FIXED ASSETS	9,420	380,943	7,500	3,320	10,000	10,000
SUB 6 OTHER REVENUES						
366.10 MISCELLANEOUS	10	1,505	0	0	0	0
366.15 FREEDOM OF INFO ACT REQ	65	120	50	134	50	50
366.50 ANIMAL LICENSE COMM	1,055	1,324	1,000	1,483	1,000	1,000

CITY OF COLLEGE PARK  
 REVENUE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
BASIC 36 MISCELLANEOUS REVENUES						
SUB 6 OTHER REVENUES						
366.60 CASH OVER & (SHORT)	0	17	0	0	0	0
366.70 CDMA BILLING FEES	348	335	350	348	350	350
366.76 LGIT-EQUITY CREDIT DIST	0	35,756	17,877	17,878	0	0
* OTHER REVENUES	1,478	39,057	19,277	19,843	1,400	1,400
** MISCELLANEOUS REVENUES	321,734	654,018	229,577	306,588	168,650	168,650
BASIC 39 NON-REVENUE RECEIPTS						
SUB 9 UNDESIGNATED RESERVE TFR						
399.00 UNDESIGNATED RESERVE TFR	0	0	1,956,637	0	173,692	282,529
* UNDESIGNATED RESERVE TFR	0	0	1,956,637	0	173,692	282,529
** NON-REVENUE RECEIPTS	0	0	1,956,637	0	173,692	282,529
*** GENERAL FUND	9,773,782	11,053,754	13,226,824	10,455,452	11,719,451	11,849,538
	9,773,782	11,053,754	13,226,824	10,455,452	11,719,451	11,849,538

# REVENUES

REVENUE FOOTNOTES		
Element/Object	Details	Amount
<b>Taxes</b>		
31010 Real Property Taxes	Based on proposed FY2008 assessment from State Department of Assessments and Taxation (SDAT) for non-exempt property: Full value assessment of \$1,727,303,428 (less homestead tax credit adjustment of approximately \$305,724,126) @ tax rate \$0.299 per \$100. Full value assessment percentage increase from FY2007 is 24.70%. Budgeted real property tax includes 70% of real property tax from current assessment on FY2004 IKEA annexation (per annexation agreement) and projected half-year improvement levy from Roadside/Camden commercial and residential development north of IKEA retail store site (tax class 01) and tax differential only billing for Holiday Inn properties, also annexed in FY2004 (tax class 02).	4,258,280
31020 PILOT-Housing Authority	Annual payment from College Park Housing Authority in lieu of real property taxes	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	24,000
31090 Tax Penalties & Interest, Real Property Tax	Estimate based on historical data	9,000
31110 Personal Property Tax	Based on current year's data and 10% depreciation, at tax rate \$0.748 per \$100 on \$122,994,652 estimated assessed valuation. Includes 70% of estimated personal property taxes from FY2004 IKEA annexation (per annexation agreement) and tax differential only billing for FY2004 annexation of Holiday Inn properties.	920,000
31190 Tax Penalties & Interest, Personal Property Tax	Estimate based on historical data	1,000
31410 Income Tax	Conservative estimate based on current year's data; includes 5% projected annual increase for FY2007 and FY2008	1,400,000
31510 Admission & Amusement Tax	Estimate based on average of previous 3 fiscal years, adjusted to reflect FY2007 increased revenue from UM athletic programs	650,000
31610 Highway User Tax	Estimate provided by State Highway Administration	821,797
31810 Hotel & Motel Tax	City receives 50% of the tax collected by Prince George's County; estimate based on trend during previous 3 fiscal years.	500,000
<b>Licenses &amp; Permits</b>		
32210 City Liquor Licenses	Estimate based on current annual billing, which occurs on April 1	11,500
32220 State Traders' Licenses	Estimate based on trend during previous 3 fiscal years	32,000
32310 City Building Permits	Estimate provided by Department of Public Services	7,000
32336 Rent Stabilization Fees	Estimate provided by Department of Public Services	24,000

## REVENUES

<b>REVENUE FOOTNOTES</b>		
<b>Element/Object</b>	<b>Details</b>	<b>Amount</b>
32340 Occupancy Permits	Estimate provided by Department of Public Services; covers 51% self-support of Code Enforcement program budget. Rates are: single family and townhouse \$210, fraternity and sorority \$500, rooming house \$200, condominium unit \$100, apartments ( $\geq 6$ units) \$100 per unit, 2-5 unit buildings \$175 per unit, hotel/motel \$25 per unit, commercial \$100	420,000
32345 Driveway Apron Permits	Estimate based on historical data	2,000
32350 Other Licenses		100
32365 Utility Easements	Verizon easement	550
32370 Culver Amherst Bus Shelters	Based on current year data; estimate provided by Department of Finance	8,000
32375 Encroachment Permits	Current contracts, 2 @ \$500	1,000
<b>Utility Franchise Fees</b>		
32410 Utility Franchise Fees- Comcast Cable	Estimate based on current year's revenue trend	240,000
<b>Intergovernmental</b>		
33220 Police Protection	State aid for police protection, allocated 90% based on population (\$2.50 per capita) plus 10% based on City-qualified expenditures compared to total qualified expenditures of Prince George's County and its municipalities	75,000
33230 University of Maryland Grant	Annual payment by University of Maryland in lieu of taxes for service demands placed on the City, based on 1945 agreement	5,000
33240 Youth Services Grant (State Grant)	State grant through Prince George's County, covering 75% of program costs for Community Resources Administration and Clinical Services programs	85,880
33420 Financial Institutions	Bank stock tax, payable through Prince George's County	10,717
33430 Youth Services Grant (County Grant)	Discretionary grants, Prince George's County Council members	7,000
<b>Charges for Services</b>		
34110 Zoning Application Processing Fee	Estimate provided by Department of Planning	3,500
34320 Parking Meter Revenue	Estimate based on revenue trend over previous 3 fiscal years. Proposed rate increase for FY2008 increases hourly rates from \$0.50 (427 meters in private lots) and \$0.55 (186 meters on City-owned lots and streets) to \$0.75. Projected \$212,500 increase will be deposited in a newly-created Parking Debt Service Fund (rather than the General Fund) in order to cover future debt service on the proposed Downtown Parking Garage.	425,000

## REVENUES

<b>REVENUE FOOTNOTES</b>		
<b>Element/Object</b>	<b>Details</b>	<b>Amount</b>
34325 Parking Permit Revenue	Estimate provided by Department of Public Services. Includes \$50 monthly permits in City-owned lots, \$30 monthly permits in "church" lot, plus monthly permit spaces on 4300 block of Knox Road and Pontiac Street	45,000
34340 MVA Registration Fees	Estimate provided by Department of Public Services	85
34350 MVA Non-Resident Permits	Estimate provided by Department of Public Services	1,200
34410 County Disposal Rebate	Estimate provided by Department of Finance	73,960
34420 Refuse Contracts Revenue	Estimate based on current annual billing, which occurs on October 1	175,000
34430 Recycling Revenue	Sale of white goods (scrap metal and appliances) and mixed paper rebate, generated through Public Works-Recycling program	2,000
34460 CDMA Litter Rebate	Estimate based on current year billings; reimbursement of 50% of the cost of weekend litter pickup	4,290
34490 Mulch & Compost Revenue	Estimate provided by Department of Public Works, based on sale of 2,200 cubic yards @ \$13	28,500
34492 Tipping Fees Revenue	Estimate provided by Department of Public Works, based on billing for 6,200 cubic yards @ \$4.50	27,500
34494 Delivery Charge	Estimate provided by Department of Public Works	9,500
34510 Youth Services Client Fees	Estimate provided by Department of Community Resources	13,000
<b>Fines and Fees</b>		
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	800
35940 Parking Fines Revenue	Estimate based on historical data from prior fiscal years; reduction from FY2007 based on reduced receivable of outstanding tickets	1,000,000
35950 Municipal Infractions	Estimate provided by Department of Public Services	30,000
35955 Red Light Cameras	Estimated revenue, existing red light enforcement camera	30,000
<b>Miscellaneous Revenues</b>		
36110 Investment Earnings	Estimate based on current year's data	150,000
36210 Property Rental-Calvert Road School	Current lease terminates in June 2007. Future uses of the building have not been determined.	0

## REVENUES

<b>REVENUE FOOTNOTES</b>		
<b>Element/Object</b>	<b>Details</b>	<b>Amount</b>
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	6,500
36216 Old Parish House Cleaning Fee	Estimate based on current year revenues	400
36218 Property Rental-Davis Hall	Estimate based on current year revenues	250
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; assumes purchase of new refuse and recycling vehicles and disposal of existing vehicles	10,000
36610 Miscellaneous		0
36615 Freedom of Information Act Requests	Estimate provided by Department of Finance	50
36650 Animal License Commission	Estimate provided by Department of Public Services	1,000
36670 CDMA Billing Fees	2% billing fee for billing and collecting dues for Downtown College Park Management Authority (DCPMA)	350
<b>Non-Revenue Receipts</b>		
39900 Undesignated Reserve Transfer	Transfer from undesignated reserve	282,529

**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 and 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 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 Shift Differential – Saturday Work

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 Shift Differential – Night Work

This account includes payments (at \$1.00 per hour differential) to Public Services

## Expenditure Descriptions

employees whose schedule includes hours worked after 5:00 p.m. and before 8:00 a.m. daily. This payment does not apply to overtime 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 their annual salary, rounded up to the next \$1,000.
- 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, increased for FY2008 from \$20 per pay period to a range of \$20-100, based on years of service and employee contribution level.
- 11-18 Retirement  
This account includes the City's contribution to a §401(a) defined contribution retirement plan administered by the ICMA Retirement Corporation. For FY2008, retirement contribution is 6.5% of covered wages. 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.

## Expenditure Descriptions

- 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.
- 11-30 Public Transit Incentive  
This account includes payments to employees participating in the pre-tax public transit program, encouraging greater use of public transportation.
- 11-31 Church Lot Parking Incentive  
This account includes the cost of DCPMA gift certificates issued as an incentive to employees who elect to park in the St. Andrew's Church lot rather than the City Hall parking lot, thus freeing up metered parking spaces.
- 11-32 Wellness Program  
This account includes payments to employees, limited to \$55 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. Currently, the City reimburses employees \$0.485 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) and travel and training (-11).

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 Systems 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 the programs at City Hall for all local and long distance telephones expenditures at that building. 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 Systems program (1024) and allocated by percentage to City Hall programs based on available phone lines. Entries to this account are by journal entry on a monthly basis.
- 20-15 Overhead – Information Systems  
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 Systems 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 Systems program (1024) and allocated to utilizing departments monthly based on actual usage (copier meter readings).
- 25-xx Grants and Assistance  
This account group includes City disbursements to the College Park City-University Partnership (-10), Anacostia Trails Heritage Area (-11), community services grants (-20), College Park Arts Exchange (-30), homeownership grants (-34), College Park Boys & Girls Club (-35), rental equipment coupons (-36), I-Net contribution (-37), public school education grants (-38) and fire department capital equipment grants (-40).
- 30-xx Professional Services  
This account group includes various types of professional services utilized by

## **Expenditure Descriptions**

department programs. Services include auditing and accounting (-10), design and engineering (-11), administrative (-13), management support services (-14), consulting (-15), appraisals (-16), surveying (-20), 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), financial advisor (-51), actuarial services (-52), lobbying (-54), executive search (-60), interpreter services (-65), public safety study (-70), 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 TV (-11), litigation (-18), rent stabilization (-19), Ethics Commission (-20), elections (-21), downtown redevelopment project (-22), 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-leaf collection (-15), temporary manpower-grass collection (-16), temporary manpower-other (-17), tipping fees (-20), street sweeping (-30), street and parking lot maintenance (-35), striping (-38), tree maintenance (-40), tree installations (-45), scheduled maintenance (-50), child care costs (-60), family care (-61), 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), contract weed control (-78), 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 service (-20), cable camera operator (-25), videography and editing (-26), permit fees (-30), welcoming packets (-31), matching funds (-35), code enforcement abatements (-36), employment background checks (-38), files management (-40), moving expense (-42), registration fees (-43), sweeper shared maintenance (-50), dumpster service (-55), 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), employee events (-20), student events (-35), Martin Luther King, Jr. Day (-40), fall festival (-42), volunteer

## **Expenditure Descriptions**

programs (-45), UM new student orientation (-50), Veterans Memorial events (-55), senior events (-56), Terp Trot (-60), downtown events (-61), National Night Out (-62), Earth Day (-63), CBE events (-64), arts and cultural activities (-65), family summit (-66), safety breakfast (-67), March to Rebuild Route 1 (-68), and other special events (-99).

**40-xx**    Repairs and Maintenance

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), 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 welding, 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), office equipment (-15), building services (-16), vehicles (-17), security alarm monitoring (-22), pest control services (-23), and other contracts (-99).

**47**        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.

**48-xx**    Rental

This account group includes rental of office equipment (-10), tools and machinery (-11), copiers (-20), computer equipment (-30), 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.

**52-10**    Awards and Gifts

## Expenditure Descriptions

This account includes disbursements for awards and gifts. 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 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 and terminal rentals (-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), communications supplies (-16), computer supplies (-20), cleaning supplies (-30), signs (-40), totes and containers (-45), trees, shrubs and flowers (-50), safety supplies (-60), and Central Garage shop supplies (-70).

61-10 Office Supplies

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

62-10 Postage

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

64-xx Vehicle Fuels and Additives

This account group includes gasoline (-10), diesel fuel (-11), and other additives (-12) for use in the City's fleet.

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

## Expenditure Descriptions

- 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, installation and cabling for telephones systems at City facilities (-10), pager service (-11), cellular phones (-12), two-way radios (-13), Internet access (-14), cable TV (-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), as well as direct expenditures for various Community Resources grant programs.
- 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.
- 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 and 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 Pickup Trucks

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

91-xx Heavy Automotive Equipment

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

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), handheld ticket writers (-45), bicycle equipment (-46), emergency generators (-48), video equipment (-50), and audio equipment (-60).

93 Office Equipment

This account includes the capital purchases of office equipment (-10), office furniture (-20) and copiers (-30). Computers and software are charged to account 98.

94 Land

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

95 Site and Building Improvements

This account includes site improvements (-10) and buildings (-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), 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 TV 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, modems, backup systems, data ports and switches, peripheral equipment, computer operating systems and application software. Subcategories include hardware (-10), software (-20), and computer peripherals (-30).

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# EXPENDITURE SUMMARY

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET SUMMARY  
 FOR FISCAL YEAR 2008

ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT						
* GENERAL GOVERNMENT	1,844,439	1,928,330	2,071,709	1,845,299	2,187,956	2,215,015
DEPT 20 PUBLIC SERVICES						
* PUBLIC SERVICES	1,844,843	1,934,325	2,507,428	2,209,483	2,611,236	2,612,798
DEPT 30 PLANNING, COMM & ECON DEV						
* PLANNING, COMM & ECON DEV	412,019	531,140	540,606	450,815	535,217	522,261
DEPT 40 COMMUNITY RESOURCES						
* COMMUNITY RESOURCES	742,261	707,115	758,608	740,554	835,164	842,525
DEPT 50 PUBLIC WORKS						
* PUBLIC WORKS	3,652,284	3,726,325	4,289,399	3,765,045	4,495,062	4,587,123
DEPT 65 CONTINGENCY						
* CONTINGENCY	0	13,000	17,000	0	10,000	10,000
DEPT 90 DEBT SERVICE						
* DEBT SERVICE	234,915	235,613	221,026	220,739	67,264	67,264
DEPT 92 INTERFUND TRANSFER						
* INTERFUND TRANSFER	785,578	780,300	2,821,048	2,821,048	977,552	992,552
** GENERAL FUND	9,516,339	9,856,148	13,226,824	12,052,983	11,719,451	11,849,538
	9,516,339	9,856,148	13,226,824	12,052,983	11,719,451	11,849,538

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT  
 FOR FISCAL YEAR 2008

ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
ELEM 10 PAYROLL-WAGES						
* SALARY	1,525,675	1,679,874	1,892,947	1,849,568	1,996,949	1,996,949
* HOURLY	2,773,554	2,768,236	3,357,204	2,983,544	3,470,101	3,470,101
* OVERTIME	107,048	89,205	120,231	107,948	135,000	151,563
* ELECTED & APPOINTED	45,738	45,638	45,842	44,112	45,842	48,692
* STIPEND	3,150	3,250	10,500	4,850	10,500	12,600
* AUTOMATED TRUCK INCENTIVE	2,038	2,122	2,500	2,112	2,500	2,500
* SHIFT DIFFERENTIAL-SAT WK	1,480	1,700	1,100	3,035	3,500	3,500
* SHIFT DIFFERENTIAL-NIGHTS	2,754	5,696	10,500	6,115	8,140	8,140
** PAYROLL-WAGES	4,461,437	4,595,721	5,440,824	5,001,284	5,672,532	5,694,045
ELEM 11 FRINGE BENEFITS						
* FICA	329,186	343,412	405,870	367,745	418,318	419,964
* EMPLOYEE ASSISTANCE PROG	2,206	2,200	2,500	2,355	2,500	2,500
* HEALTH INSURANCE	367,687	428,673	542,931	474,741	549,584	549,584
* DENTAL INSURANCE	25,274	27,885	32,853	29,899	30,482	30,482
* LIFE INSURANCE	13,128	13,794	16,184	14,482	16,229	16,229
* VISION INSURANCE	8,722	11,759	8,531	11,910	13,206	13,206
* 457 CITY MATCH CONTRIBUTN	40,038	40,153	46,929	41,096	73,000	73,000
* RETIREMENT	249,830	241,172	290,900	266,868	318,324	319,400
* WORKERS COMPENSATION INS	318,666	128,147	232,898	181,537	244,149	245,208
* LONG TERM DISABILITY INS	17,213	18,160	21,145	21,904	24,531	24,531
* PUBLIC TRANSIT INCENTIVE	0	0	0	0	3,000	3,000
* CHURCH LOT PKG INCENTIVE	0	1,200	1,200	600	1,200	1,200
* WELLNESS PROGRAM REIMB	0	752	550	718	935	935
** FRINGE BENEFITS	1,371,950	1,257,307	1,602,491	1,413,855	1,695,458	1,699,239
ELEM 12 TRAVEL & TRAINING						

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT  
 FOR FISCAL YEAR 2008

ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
ELEM 12 TRAVEL & TRAINING						
* NON TRAINING TRAVEL	13,400	15,415	20,085	6,329	20,795	20,795
* TRAVEL & TRAINING	76,155	91,972	112,876	79,867	122,746	122,746
** TRAVEL & TRAINING	89,555	107,387	132,961	86,196	143,541	143,541
ELEM 20 OVERHEAD						
* INSURANCE	1	0	0	0	0	0
* AUTOMOTIVE	1-	0	0	3-	0	0
* POSTAGE	1	2-	0	0	0	0
* UTILITIES	0	0	0	1-	0	0
* TELEPHONE	0	0	0	0	0	0
* INFORMATION SYSTEMS	0	0	0	1-	0	0
* BUILDING MAINTENANCE	0	1	0	0	0	0
* COPIER	1	1	0	0	0	0
** OVERHEAD	2	0	0	5-	0	0
ELEM 25 GRANTS & ASSISTANCE						
* CITY-UNIV PARTNERSHIP	0	50,000	50,000	50,000	25,000	25,000
* ANACOSTIA TRAILS HERITAGE	2,727	2,727	2,727	2,727	2,727	2,727
* COMMUNITY SERVICES GRANTS	12,000	10,500	15,000	15,000	21,000	21,000
* COLLEGE PK ARTS EXCHANGE	0	25,000	29,000	29,000	29,000	32,500
* WEST COLL PK CITIZ ASSOC	0	95,236	0	0	0	0
* COLL PK BOYS & GIRLS CLUB	0	0	0	0	20,000	20,000
* RENTAL EQUIPMENT COUPONS	0	0	0	0	1,500	1,500
* PUBL SCH EDUCATION GRANTS	0	0	0	0	0	15,000
** GRANTS & ASSISTANCE	14,727	183,463	96,727	96,727	99,227	117,727
ELEM 30 PROFESSIONAL SERVICES						
* AUDITING & ACCOUNTING	13,000	13,000	15,000	12,920	13,420	13,420
* DESIGN & ENGINEERING	2,434	32,345	15,000	4,943	15,000	15,000

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT  
 FOR FISCAL YEAR 2008

ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
ELEM 30 PROFESSIONAL SERVICES						
* ADMINISTRATIVE	37,072	43,338	29,322	25,826	29,505	29,505
* SUPPORT SERVICES	14,207	7,640	10,700	4,620	10,700	10,700
* CONSULTING	60,143	61,515	57,218	11,838	42,018	27,018
* APPRAISALS	0	0	0	750	0	0
* SURVEYING	2,050	1,676	8,500	4,792	8,500	8,500
* VETERINARY SERVICES	1,311	652	1,000	3,922	1,452	1,452
* TRANSCRIPTION SERVICES	1,928	0	1,000	1,410	1,000	1,000
* TRANSLATION SERVICES	420	1,645	4,000	100	4,503	4,503
* PKG TKTS HEARING OFFICER	8,825	7,825	10,000	5,013	9,000	9,000
* MEDIATION SERVICES	0	0	0	0	0	5,000
* ACTUARIAL SERVICES	5,200	750	0	0	0	0
* LOBBYING	0	0	5,000	0	5,000	5,000
* INTERPRETER SERVICES	157	0	516	0	516	516
* PUBLIC SAFETY STUDY	0	0	60,000	58,276	0	0
** PROFESSIONAL SERVICES	146,747	170,386	217,256	134,410	140,614	130,614
ELEM 32 LEGAL SERVICES						
* CITY ATTORNEY	177,724	149,524	190,000	162,310	190,000	190,000
* CABLE TELEVISION	0	0	2,000	0	2,000	2,000
* LITIGATION	43,900	73,642	50,000	10,139	25,000	25,000
* RENT STABILIZATION	16,767	11,322	8,400	16,842	15,000	15,000
* ETHICS COMMISSION	516	9,664	6,000	2,155	5,000	5,000
* BOND COUNSEL	5,000	0	0	0	0	0
** LEGAL SERVICES	243,907	244,152	256,400	191,446	237,000	237,000
ELEM 34 CONTRACTUAL SERVICES						
* TEMP MANPOWER-SOLID WASTE	25,227	9,205	8,250	880	4,200	4,200

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT  
 FOR FISCAL YEAR 2008

ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
ELEM 34 CONTRACTUAL SERVICES						
* TEMP MANPOWER-CURB RECYCL	641	2,123	6,600	1,320	4,060	4,060
* TEMP MANPOWER-BRUSH	1,191	1,212	3,300	550	2,100	2,100
* TEMP MANPOWER-LEAF	17,759	24,178	19,800	33,935	35,280	35,280
* TEMP MANPOWER-GRASS	8,602	199	2,640	660	2,688	2,688
* TEMP MANPOWER-OTHER	17,181	10,218	2,700	7,989	5,180	5,180
* TIPPING FEES	287,885	294,089	314,460	231,604	337,970	322,370
* PARKING LOT MAINTENANCE	27,054	5,280	0	0	0	0
* STRIPING	2,759	35,935	40,710	31,735	40,589	40,589
* TREE MAINTENANCE	46,060	49,885	47,300	19,930	47,300	67,300
* TREE INSTALLATIONS	7,405	2,095	7,200	6,330	7,200	7,200
* SCHEDULED MAINTENANCE	7,013	8,748	11,500	9,532	9,000	9,000
* CHILD CARE COSTS	500	786	400	328	600	600
* FAMILY CARE	0	0	1,200	0	0	0
* CONTRACT BUS DRIVER	2,722	6,148	3,000	2,942	3,000	3,000
* RAT CONTROL	10,065	7,170	10,000	10,305	20,000	20,000
* CONTRACT PLOWING	0	0	5,500	0	5,500	5,500
* CONTRACT MOWING	33,356	37,455	42,170	36,146	42,711	42,711
* BLDG COVERAGE-AFTER HOURS	1,200	1,200	1,200	1,200	1,320	1,320
* CABLING	500	0	0	0	0	0
* TREE INVENTORY	0	0	0	0	1,200	1,200
* MOSQUITO CONTROL	1,267	1,175	2,000	1,396	2,000	2,000
* CONTRACT R-O-W MAINT	0	0	0	0	4,200	4,200
* WEED CONTROL	0	0	0	0	0	22,000

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT  
 FOR FISCAL YEAR 2008

ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
ELEM 34 CONTRACTUAL SERVICES						
** CONTRACTUAL SERVICES	498,387	497,101	529,930	396,782	576,098	602,498
ELEM 36 SPECIAL SERVICES						
* PRINTING	76,837	93,189	91,512	71,802	103,547	104,547
* CLASSIFIED ADVERTISING	31,882	31,059	32,250	27,954	37,250	37,250
* MVA SERVICES	1,581	1,279	6,390	315	3,630	3,630
* CATERING FOR MEETINGS	1,372	2,946	2,400	3,246	2,600	2,600
* SPECIAL DINNERS	0	0	2,000	2,286	4,000	4,000
* RETREAT	0	0	1,000	0	1,400	1,400
* TOWING SERVICE	1,490	1,038	2,000	2,190	2,000	2,000
* CABLE CAMERA OPERATOR	2,200	2,125	2,900	2,050	2,900	2,900
* VIDEOGRAPHY & EDITING	0	0	3,000	1,500	3,000	3,000
* WELCOMING PACKETS	0	0	0	0	1,200	1,200
* MATCHING FUNDS	0	20,000	0	3,000-	25,000	60,000
* CODE ENFORCEMT ABATEMENTS	14,987	14,894-	1,000	0	1,000	1,000
* EMPLOYEE BACKGROUND CHECK	1,004	708	750	581	750	750
* FILES MANAGEMENT	8,000	0	0	0	0	0
* MOVING EXPENSE	1,500	0	0	0	0	0
* REGISTRATION FEES	0	286	350	0	350	350
* SWEEPER SHARED MAINT	9,884	6,062	17,000	12,405	17,000	17,000
* DUMPSTER SERVICE	8,246	0	1,000	0	1,000	0
* PGINCC PRO-RATA SHARE EXP	1,500	1,500	1,500	0	1,500	1,500
* OTHER	862	1,489	1,100	1,752	1,100	1,100
** SPECIAL SERVICES	161,345	146,787	166,152	123,081	209,227	244,227
ELEM 38 SPECIAL EVENTS						
* FIREWORKS	20,492	21,079	32,000	9,995	32,000	32,000

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT  
 FOR FISCAL YEAR 2008

ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
ELEM 38 SPECIAL EVENTS						
* SENIOR TRIPS	12,086	14,451	11,400	12,193	12,000	12,000
* HOLIDAY EVENTS	8,931	7,803	9,000	8,142	9,000	9,000
* EMPLOYEE EVENTS	2,949	2,764	3,000	1,504	3,000	3,000
* STUDENT EVENTS	2,062	1,973	2,800	2,292	2,800	2,800
* MARTIN LUTHER KING JR DAY	1,524	555	2,000	2,301	2,600	2,600
* FALL FESTIVAL	4,063	5,315	5,000	6,603	5,000	5,000
* VOLUNTEER PROGRAMS	1,141	1,146	2,000	1,605	1,500	1,500
* UM NEW STUDENT ORIENTATN	0	728	0	0	0	0
* VETERANS MEMORIAL EVENTS	1,034	625	950	843	950	950
* SENIOR EVENTS	1,000	800	1,300	400	1,300	1,300
* TERP TROT	826	1,325	1,400	1,508	1,400	1,400
* DOWNTOWN EVENTS	3,974	5,240	4,000	2,013	4,000	4,000
* NATIONAL NIGHT OUT	1,167	308	1,400	234	1,400	1,400
* CBE EVENTS	0	0	0	0	2,500	2,500
* ARTS & CULTURE PROGRAMS	24,000	0	0	0	0	0
* FAMILY SUMMIT	0	0	0	0	3,100	3,100
* SAFETY BREAKFAST	0	899	1,200	736	1,200	1,200
* MARCH TO REBUILD ROUTE 1	0	1,708	2,000	136	2,000	2,000
* OTHER	13,234	18,335	18,030	12,560	16,530	16,530
** SPECIAL EVENTS	98,483	85,054	97,480	63,065	102,280	102,280
ELEM 40 REPAIR & MAINTENANCE						
* OFFICE EQUIPMENT	1,643	619	1,400	328	1,400	1,400
* BUILDINGS & GROUNDS	58,811	87,319	63,735	40,961	75,335	75,335
* TOOLS & EQUIPMENT	10,823	18,447	10,595	3,311	12,135	12,135

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT  
 FOR FISCAL YEAR 2008

ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
ELEM 40 REPAIR & MAINTENANCE						
* COMPUTER EQUIPMENT	349	402	1,000	393	1,000	1,000
* TELEPHONE SYSTEMS	2,633	1,544	3,000	3,134	3,000	3,000
* MOBILE & PORTABLE RADIOS	1,216	1,385	800	1,255	980	980
* HVAC REPAIRS	5,704	9,378	9,355	6,745	9,155	9,155
* STREETSCAPE LIGHTING	3,215	2,886	3,500	3,519	5,000	5,000
* STREETLIGHT REPAIRS	0	0	0	473	600	600
* AUDIO-VISUAL EQ SERVICE	0	390	2,000	780	2,000	2,000
* WELDING SERVICES	6,720	7,920	7,500	10,368	8,000	8,000
* OTHER REPAIRS	150	0	0	0	0	0
** REPAIR & MAINTENANCE	91,264	130,290	102,885	71,267	118,605	118,605
ELEM 41 VEHICLE REPAIR & MAINT						
* INSIDE	53,589	72,066	64,500	50,248	68,000	68,000
* OUTSIDE	75,087	77,920	67,850	70,629	70,650	70,650
* TIRES	15,286	19,602	18,600	17,888	18,600	18,600
** VEHICLE REPAIR & MAINT	143,962	169,588	150,950	138,765	157,250	157,250
ELEM 42 CLEANING SERVICE						
* BUILDING	3,628	748	1,200	0	750	750
* TOOLS & EQUIPMENT	0	125	0	0	0	0
** CLEANING SERVICE	3,628	873	1,200	0	750	750
ELEM 45 MAINTENANCE CONTRACT						
* COMPUTER SOFTWARE SUPPORT	53,932	48,009	55,625	51,986	58,510	58,510
* COMPUTER HARDWARE SUPPORT	7,191	6,174	8,279	4,821	9,719	9,719
* COPIERS	717	754	845	906	945	945
* HANDHELD TICKET WRITERS	0	3,860	3,860	3,860	3,860	3,860
* OFFICE EQUIPMENT	1,444	1,504	1,445	1,764	1,533	1,533
* BUILDING SERVICES	9,219	15,161	20,594	17,123	21,048	21,048

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT  
 FOR FISCAL YEAR 2008

ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
ELEM 45 MAINTENANCE CONTRACT						
* SECURITY ALARM MONITORING	2,760	3,442	3,025	3,508	3,051	3,051
* PEST CONTROL	4,947	4,945	7,014	4,990	7,468	7,468
** MAINTENANCE CONTRACT	80,210	83,849	100,687	88,958	106,134	106,134
ELEM 47 CLOTHING & UNIFORMS						
* CLOTHING & UNIFORMS	36,883	41,126	46,190	34,837	51,650	51,650
** CLOTHING & UNIFORMS	36,883	41,126	46,190	34,837	51,650	51,650
ELEM 48 RENTAL						
* OFFICE EQUIPMENT	840	1,140	1,140	840	1,140	1,140
* TOOLS & EQUIPMENT	318	400	1,450	454	1,750	1,750
* COPIERS	23,042	23,011	23,567	22,927	23,687	23,687
* TUB GRINDER	5,878	6,447	7,200	11,545	7,200	10,000
* SCREENING EQUIPMENT	19,289	19,078	20,000	18,600	20,000	20,000
* BUILDINGS	4,200	5,789	5,808	5,898	6,024	6,024
** RENTAL	53,567	55,865	59,165	60,264	59,801	62,601
ELEM 50 INSURANCE						
* LIABILITY INSURANCE	114,142	129,097	145,960	140,054	158,543	158,543
** INSURANCE	114,142	129,097	145,960	140,054	158,543	158,543
ELEM 52 AWARDS & GIFTS						
* AWARDS & GIFTS	5,150	4,679	7,425	6,379	8,175	8,175
* EMPLOYEE SERVICE AWARDS	1,042	265	1,200	0	1,900	1,900
* OTHER	967	778	1,430	632	1,680	1,680
** AWARDS & GIFTS	7,159	5,722	10,055	7,011	11,755	11,755
ELEM 53 CDL LICENSING FEE						
* CDL LICENSING FEE	200	252	760	217	570	570
** CDL LICENSING FEE	200	252	760	217	570	570
ELEM 54 PHYSICAL EXAMS						
* PHYSICAL EXAMS	9,773	11,420	12,700	8,350	13,995	13,995
** PHYSICAL EXAMS	9,773	11,420	12,700	8,350	13,995	13,995
ELEM 55 FINANCIAL CHARGES						
* BANK SERVICE CHARGES	4,930	1,338	5,300	51	2,300	2,300

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT  
 FOR FISCAL YEAR 2008

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ELEM 55 FINANCIAL CHARGES						
* CREDIT CARD FEES	13,024	13,550	12,180	11,637	13,380	13,380
* ARMORED CAR SERVICE	1,959	2,172	2,160	2,177	2,160	2,160
** FINANCIAL CHARGES	19,913	17,060	19,640	13,865	17,840	17,840
ELEM 60 SUPPLIES						
* GENERAL SUPPLIES	57,683	58,820	68,735	62,570	64,265	64,265
* MEETING REFRESHMENTS	6,933	7,762	8,580	9,030	9,440	9,440
* ROAD SALT	35,891	7,644	31,615	28,082	31,300	31,300
* GROUNDS & FIELD SUPPLIES	3,586	3,545	6,200	5,682	9,000	9,000
* MAINTENANCE SUPPLIES	2,050	95	500	496	500	500
* SMALL TOOLS	3,710	3,476	10,280	5,736	6,750	6,750
* COMPUTER SUPPLIES	13,721	14,105	16,800	13,769	16,800	16,800
* CLEANING SUPPLIES	0	0	0	0	7,250	7,250
* SIGNS	20,388	27,885	24,945	19,730	22,915	22,915
* TOTERS & CONTAINERS	23,794	29,551	27,422	20,886	83,874	85,460
* TREES, SHRUBS & FLOWERS	9,877	9,572	15,200	6,549	15,200	15,200
* SAFETY SUPPLIES	6,810	5,320	5,748	4,027	5,680	5,680
* CENTRAL GARAGE	6,690	8,460	6,150	6,017	7,150	7,150
** SUPPLIES	191,133	176,235	222,175	182,574	280,124	281,710
ELEM 61 OFFICE SUPPLIES						
* OFFICE SUPPLIES	25,438	27,361	29,920	21,697	30,322	30,322
** OFFICE SUPPLIES	25,438	27,361	29,920	21,697	30,322	30,322
ELEM 62 POSTAGE						
* POSTAGE	26,568	35,092	32,852	28,593	38,246	38,246
** POSTAGE	26,568	35,092	32,852	28,593	38,246	38,246
ELEM 64 FUEL						
* GASOLINE	28,069	35,678	32,200	38,318	37,000	37,000
* DIESEL	61,163	81,812	75,000	76,014	90,000	90,000

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT  
 FOR FISCAL YEAR 2008

ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
ELEM 64 FUEL						
* OTHER ADDITIVES	9,634	8,762	10,000	8,713	10,000	10,000
** FUEL	98,866	126,252	117,200	123,045	137,000	137,000
ELEM 65 UTILITIES						
* ELECTRICITY	221,365	233,527	287,512	291,945	321,023	324,623
* NATURAL GAS	22,128	25,112	25,550	27,422	27,900	37,000
* WATER & SEWER	6,414	8,597	10,150	5,764	9,850	12,650
** UTILITIES	249,907	267,236	323,212	325,131	358,773	374,273
ELEM 66 TELEPHONE & COMMUNICATION						
* TELEPHONE	40,192	40,356	41,620	41,146	41,684	41,684
* PAGER	855	579	563	252	140	140
* CELLULAR PHONE	10,167	14,137	18,767	20,066	28,192	28,199
* WIRELESS RADIO	8,220	6,773	7,600	7,018	7,600	7,600
* INTERNET	11,862	9,774	6,953	6,627	3,539	3,539
* CABLE TV SERVICE	105	139	135	124	135	135
** TELEPHONE & COMMUNICATION	71,401	71,758	75,638	75,233	81,290	81,297
ELEM 67 DUES & PUBLICATIONS						
* DUES	56,990	56,105	59,841	60,283	63,044	63,044
* PUBLICATIONS & BOOKS	8,672	10,005	11,919	10,945	12,446	12,446
** DUES & PUBLICATIONS	65,662	66,110	71,760	71,228	75,490	75,490
ELEM 69 MISCELLANEOUS CHARGE						
* MISCELLANEOUS	5,448	6,615	5,350	6,148	5,500	5,500
* PGC YMCA GRANT-GOURDINE	0	850-	0	0	0	0
* COUNTY TRUANCY GRANT EXP	27,544	432-	0	0	0	0
** MISCELLANEOUS CHARGE	32,992	5,333	5,350	6,148	5,500	5,500
ELEM 70 PRINCIPAL						
* SUNTRUST BK-MSTR LEASE #1	154,207	159,524	151,152	150,934	0	0
* BANK OF AMER-CITY HALL DV	39,068	41,587	44,790	44,269	47,584	47,584
** PRINCIPAL	193,275	201,111	195,942	195,203	47,584	47,584
ELEM 72 INTEREST						

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT  
 FOR FISCAL YEAR 2008

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ELEM 72 INTEREST						
* SUNTRUST BK-MSTR LEASE #1	13,445	8,826	2,610	2,542	0	0
* BANK OF AMER-CITY HALL DV	28,195	25,676	22,474	22,994	19,680	19,680
** INTEREST	41,640	34,502	25,084	25,536	19,680	19,680
ELEM 85 CONTINGENCY						
* CONTINGENCY	0	13,000	17,000	0	10,000	10,000
** CONTINGENCY	0	13,000	17,000	0	10,000	10,000
ELEM 92 MACHINERY & EQUIPMENT						
* EQUIPMENT	2,959	21,846	28,500	15,721	3,600	3,600
* PHOTOGRAPHIC EQUIPMENT	0	0	500	404	500	500
* HANDHELD TICKET WRITERS	37,600	0	0	0	0	0
* BICYCLE EQUIPMENT	0	9,632	0	0	5,000	5,000
* VIDEO EQUIPMENT	0	5,668	0	458	0	0
* AUDIO EQUIPMENT	0	0	0	311	0	0
** MACHINERY & EQUIPMENT	40,559	37,146	29,000	16,894	9,100	9,100
ELEM 93 OFFICE EQUIPMENT						
* OFFICE EQUIPMENT	0	1,869	0	1,067	0	0
* OFFICE FURNITURE	6,880	8,219	2,500	3,543	2,500	2,500
* COPIERS	0	400	0	0	0	0
** OFFICE EQUIPMENT	6,880	10,488	2,500	4,610	2,500	2,500
ELEM 95 SITE & BLDG IMPROVEMENTS						
* BUILDINGS	0	4,100	0	578	0	0
** SITE & BLDG IMPROVEMENTS	0	4,100	0	578	0	0
ELEM 96 STREET IMPROVEMENT						
* CONCRETE	5,598	4,965	33,000	31,635	35,000	35,000
* LIGHTING	1,273	13,449	15,000	12,932	15,000	15,000
** STREET IMPROVEMENT	6,871	18,414	48,000	44,567	50,000	50,000
ELEM 97 COMMUNICATIONS EQUIPMENT						
* TELEPHONE SYSTEM	0	964	1,000	632	1,000	1,000
* RADIO EQUIPMENT	2,400	4,807	4,000	5,675	4,000	4,000

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT  
 FOR FISCAL YEAR 2008

ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
ELEM 97 COMMUNICATIONS EQUIPMENT						
** COMMUNICATIONS EQUIPMENT	2,400	5,771	5,000	6,307	5,000	5,000
ELEM 98 COMPUTER HDWE & SOFTWARE						
* COMPUTER HARDWARE	19,761	38,757	10,730	31,561	14,420	14,420
* COMPUTER SOFTWARE	10,167	4,682	4,000	2,601	4,000	4,000
** COMPUTER HDWE & SOFTWARE	29,928	43,439	14,730	34,162	18,420	18,420
ELEM 99 INTERFUND TRANSFERS						
* OPERATING CASH TRANSFERS	785,578	780,300	2,821,048	2,821,048	977,552	992,552
** INTERFUND TRANSFERS	785,578	780,300	2,821,048	2,821,048	977,552	992,552
	9,516,339	9,856,148	13,226,824	12,052,983	11,719,451	11,849,538

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# ADMINISTRATION

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 05 HUMAN RESOURCES & BENEFITS							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1005-510.10-01	SALARY	72,348	85,510	88,972	89,955	94,206	94,206
1005-510.10-02	HOURLY	32,160	34,926	36,568	36,468	38,607	38,607
1005-510.10-03	OVERTIME	251	228	0	237	400	400
*	PAYROLL-WAGES	104,759	120,664	125,540	126,660	133,213	133,213
ELEM 11 FRINGE BENEFITS							
1005-510.11-10	FICA	7,648	8,769	9,291	9,184	9,787	9,787
1005-510.11-11	EMPLOYEE ASSISTANCE PROG	2,206	2,200	2,500	2,355	2,500	2,500
1005-510.11-12	HEALTH INSURANCE	10,558	9,986	8,829	11,637	9,776	9,776
1005-510.11-13	DENTAL INSURANCE	656	945	1,045	569	498	498
1005-510.11-14	LIFE INSURANCE	342	402	441	415	448	448
1005-510.11-15	VISION INSURANCE	163	202	185	346	347	347
1005-510.11-17	457 CITY MATCH CONTRIBUTN	1,062	1,122	1,121	1,206	3,422	3,422
1005-510.11-18	RETIREMENT	6,605	7,842	8,160	8,236	8,659	8,659
1005-510.11-21	WORKERS COMPENSATION INS	1,083	1,132	1,404	1,492	1,531	1,531
1005-510.11-22	LONG TERM DISABILITY INS	448	529	579	631	676	676
1005-510.11-30	PUBLIC TRANSIT INCENTIVE	0	0	0	0	3,000	3,000
1005-510.11-31	CHURCH LOT PKG INCENTIVE	0	1,200	1,200	600	1,200	1,200
1005-510.11-32	WELLNESS PROGRAM REIMB	0	752	550	718	935	935
*	FRINGE BENEFITS	30,771	35,081	35,305	37,389	42,779	42,779
ELEM 12 TRAVEL & TRAINING							
1005-510.12-10	NON TRAINING TRAVEL	1,063	691	1,000	41	1,000	1,000
1005-510.12-11	TRAVEL & TRAINING	3,369	3,583	3,800	3,622	4,950	4,950
*	TRAVEL & TRAINING	4,432	4,274	4,800	3,663	5,950	5,950
ELEM 20 OVERHEAD							
1005-510.20-12	POSTAGE	729	789	1,056	429	855	855
1005-510.20-13	UTILITIES	851	1,104	1,078	1,078	1,275	1,275
1005-510.20-14	TELEPHONE	240	240	220	220	226	226
1005-510.20-17	COPIER	1,834	2,084	2,654	1,477	2,464	2,464
*	OVERHEAD	3,654	4,217	5,008	3,204	4,820	4,820
ELEM 30 PROFESSIONAL SERVICES							
1005-510.30-13	ADMINISTRATIVE	1,238	0	600	1,114	1,800	1,800
*	PROFESSIONAL SERVICES	1,238	0	600	1,114	1,800	1,800
ELEM 36 SPECIAL SERVICES							
1005-510.36-10	PRINTING	863	998	1,000	874	1,000	1,000
1005-510.36-11	CLASSIFIED ADVERTISING	25,111	26,824	20,000	23,630	25,000	25,000
1005-510.36-15	CATERING FOR MEETINGS	554	519	650	332	650	650
1005-510.36-38	EMPLOYEE BACKGROUND CHECK	1,004	708	750	581	750	750
*	SPECIAL SERVICES	27,532	29,049	22,400	25,417	27,400	27,400

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 05 HUMAN RESOURCES & BENEFITS							
SUB 0 GENERAL GOVERNMENT							
ELEM 36 SPECIAL SERVICES							
1005-510.38-20	EMPLOYEE EVENTS	2,949	2,764	3,000	1,504	3,000	3,000
*	SPECIAL EVENTS	2,949	2,764	3,000	1,504	3,000	3,000
ELEM 52 AWARDS & GIFTS							
1005-510.52-10	AWARDS & GIFTS	4,605	4,279	6,625	5,272	6,375	6,375
1005-510.52-30	EMPLOYEE SERVICE AWARDS	1,042	265	1,200	0	1,900	1,900
1005-510.52-99	OTHER	584	652	930	526	1,180	1,180
*	AWARDS & GIFTS	6,231	5,196	8,755	5,798	9,455	9,455
ELEM 54 PHYSICAL EXAMS							
1005-510.54-10	PHYSICAL EXAMS	9,773	11,420	12,700	8,350	10,060	10,060
*	PHYSICAL EXAMS	9,773	11,420	12,700	8,350	10,060	10,060
ELEM 60 SUPPLIES							
1005-510.60-10	GENERAL SUPPLIES	892	778	1,050	688	1,050	1,050
*	SUPPLIES	892	778	1,050	688	1,050	1,050
ELEM 61 OFFICE SUPPLIES							
1005-510.61-10	OFFICE SUPPLIES	1,220	1,369	1,500	1,150	1,500	1,500
*	OFFICE SUPPLIES	1,220	1,369	1,500	1,150	1,500	1,500
ELEM 62 POSTAGE							
1005-510.62-10	POSTAGE	0	0	50	9	50	50
*	POSTAGE	0	0	50	9	50	50
ELEM 67 DUES & PUBLICATIONS							
1005-510.67-10	DUES	685	669	725	685	735	735
1005-510.67-20	PUBLICATIONS & BOOKS	1,002	713	1,300	774	1,360	1,360
*	DUES & PUBLICATIONS	1,687	1,382	2,025	1,459	2,095	2,095
**	HUMAN RESOURCES & BENEFITS	195,138	216,194	222,733	216,405	243,172	243,172

**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	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Provide employee benefits services in a timely, responsive and efficient manner.	Percent of employees receiving annual benefits briefing	100%	90%	100%	90%
2. Conduct an annual employee satisfaction survey.	Percent of employees responding to employee survey rating HR services as good or better	97%	90%	99%	90%
3. Manage the recruitment process to attract and hire qualified candidates for City positions.	External recruitments resulting in an average pool of at least 10 applicants	88%	80%	79%	N/A
	Percentage of new hires successfully completing probation	New	New	New	80%

**PROGRAM NAME/NUMBER**

**Human Resources/1005**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
City Manager	0.15	0.15	0.15	0.15
Human Resources Manager	0.00	0.00	0.00	0.00
Human Resources Director	1.00	1.00	1.00	1.00
Human Resources Clerk	1.00	0.00	0.00	0.00
Human Resources Assistant	0.00	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	<u>Fringe Benefits</u>		
	11-11 Employee Assistance Plan	Employee Assistance Program	2,500
	11-30 Public Transit Incentive	Incentive to encourage employees to use public transportation whenever possible to commute to work; up to \$50 per month, estimate 5 participants	3,000
	11-31 Church Lot Parking Incentive	\$20 per month DCPMA gift certificate; estimate 5 participants	1,200
	11-32 Wellness Program	Reimbursement for employees participating in a qualified fitness program; up to \$55 per year, estimate 17 participants	935
12	<u>Travel &amp; Training</u>		
	12-10 Non-Training Travel	Reimbursement of travel expenses for employment candidates and expenses of professionals sitting on interview panels	1,000
	12-11 Travel & Training	SHRM or IPMA national or regional conference ..... 1,500 SHRM or IPMA local conference ..... 150 Local SHRM or IPMA association meetings ..... 200 Other seminars and workshops ..... 300 Training mileage ..... 50 50% tuition reimbursement for Human Resources Assistant ..... 1,000 Education/training activities, all employees ..... 1,500 Professional recertification, Human Resources Director ..... 250	4,950
30	<u>Professional Services</u>		
	30-13 Administrative	Clerical support, 120 hours @ \$15	1,800
36	<u>Special Services</u>		
	36-10 Printing	Letterhead, notepaper, envelopes, personnel regulations and administrative policies, and applications ..... 600 Miscellaneous forms ..... 400	1,000

**PROGRAM NAME/NUMBER**

**Human Resources/1005**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1005</b>	
<b>Element/Object</b>	<b>Details</b>	<b>Total</b>	
36-11 Classified Advertising	Recruitment classified ads	25,000	
36-15 Catering for Meetings	Committees and workshops	650	
36-38 Employment Background Checks	All new employees	750	
38 <u>Special Events</u> 38-20 Employee Events	Summer employees' day (picnic)	3,000	
52 <u>Awards &amp; Gifts</u> 52-10 Awards & Gifts	Employee of the Quarter, 2 per quarter @ \$100 ..... 800 Employee of the Year, \$500 + dinner ..... 550 Suggestions awards ..... 1,000 City Manager's awards ..... 1,200 Spencer Harris award ..... 100 Miriam Wolff award ..... 100 Safe driver awards, 6 @ \$25, 9 @ \$50, 15 @ \$75, 9 @ \$100 ..... 2,625	6,375	
52-30 Employee Service Awards	Retirement recognition, estimate 2 @ \$500 ..... 1,000 Service pins, bowls and gifts ..... 900	1,900	
52-99 Other	Awards, plaques and engraving, 12 @ \$65, 1 @ \$100 ..... 880 Certificates and folders ..... 150 Miscellaneous gifts and awards ..... 150	1,180	
54 <u>Physical Exams</u> 54-10 Physical Exams	Pre-employment physicals, 16 @ \$110 ..... 1,760 Second opinion @ City request ..... 1,500 Flu shots, estimate 60 @ \$30 ..... 1,800 Drug and alcohol testing: Random, 32 @ \$100 ..... 3,200 Follow-up, 6 @ \$100 ..... 600 Post accident, 12 @ \$100 ..... 1,200 [NOTE: For FY2008, CDL renewals, Hepatitis B shots and hearing tests (previously budgeted in this account) have been transferred to Public Works-Safety Services, account 5026-5410]	10,060	
60 <u>Supplies</u> 60-10 General Supplies	Posters, pay check stuffers ..... 200 Presentation/meeting/testing supplies ..... 600 Labor law poster certification ..... 250	1,050	
61 <u>Office Supplies</u> 61-10 Office Supplies	Planners, calendars, envelopes, binders, other ..... 600 Filing supplies ..... 400 Miscellaneous ..... 500	1,500	
62 <u>Postage</u> 62-10 Postage	UPS and FedEx shipping charges	50	
67 <u>Dues &amp; Publications</u>			

**PROGRAM NAME/NUMBER**

**Human Resources/1005**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1005</b>	
<b>Element/Object</b>	<b>Details</b>	<b>Total</b>	
67-10 Dues	Society for Human Resources Management (SHRM), 2 @ \$180 .....	360	735
	International Personnel Management Association (IPMA): Agency dues .....	325	
	County chapter dues .....	50	
67-20 Publications & Books	Maryland Employment Law Letter .....	330	1,360
	Human Resources Executive .....	100	
	BLR – Personnel Problems .....	480	
	Employee booklets and pamphlets .....	350	
	Miscellaneous .....	100	

**Capital Outlay: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 08 EMERGENCY RESPONSE							
SUB 0 GENERAL GOVERNMENT							
ELEM 60 SUPPLIES							
1008-510.60-10	GENERAL SUPPLIES	409	0	0	0	0	0
*	SUPPLIES	409	0	0	0	0	0
**	EMERGENCY RESPONSE	409	0	0	0	0	0

**PROGRAM NAME/NUMBER**

**Emergency Response/1008**

**DESCRIPTION:** This program, used in FY2001 to record the City's expenditures for "Y2K Preparedness" was reactivated (and renamed) for FY2003 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
	FY05	FY06	FY07	FY08
Budget Total	0.00	0.00	0.00	0.00

**OPERATING EXPENDITURES:** Unknown

**Capital Outlay:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 09 COMM FOR BETTER ENVIRONMT							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1009-510.10-03	OVERTIME	77	0	0	0	0	0
*	PAYROLL-WAGES	77	0	0	0	0	0
ELEM 11 FRINGE BENEFITS							
1009-510.11-10	FICA	6	0	0	0	0	0
1009-510.11-12	HEALTH INSURANCE	5	0	0	0	0	0
1009-510.11-17	457 CITY MATCH CONTRIBUTN	1	0	0	0	0	0
1009-510.11-18	RETIREMENT	5	0	0	0	0	0
1009-510.11-21	WORKERS COMPENSATION INS	8	0	0	0	0	0
1009-510.11-22	LONG TERM DISABILITY INS	1	0	0	0	0	0
*	FRINGE BENEFITS	26	0	0	0	0	0
ELEM 30 PROFESSIONAL SERVICES							
1009-510.30-13	ADMINISTRATIVE	858	1,103	2,000	1,124	1,200	1,200
1009-510.30-15	CONSULTING	0	0	0	0	800	800
*	PROFESSIONAL SERVICES	858	1,103	2,000	1,124	2,000	2,000
ELEM 36 SPECIAL SERVICES							
1009-510.36-10	PRINTING	989	914	4,000	760	1,500	1,500
1009-510.36-15	CATERING FOR MEETINGS	54	0	0	295	0	0
*	SPECIAL SERVICES	1,043	914	4,000	1,055	1,500	1,500
ELEM 38 SPECIAL EVENTS							
1009-510.38-64	CBE EVENTS	0	0	0	0	2,500	2,500
*	SPECIAL EVENTS	0	0	0	0	2,500	2,500
ELEM 52 AWARDS & GIFTS							
1009-510.52-10	AWARDS & GIFTS	50	0	0	400	1,000	1,000
*	AWARDS & GIFTS	50	0	0	400	1,000	1,000
ELEM 60 SUPPLIES							
1009-510.60-10	GENERAL SUPPLIES	867	560	2,500	715	1,500	1,500
1009-510.60-50	TREES, SHRUBS & FLOWERS	235	0	3,000	298	3,000	3,000
*	SUPPLIES	1,102	560	5,500	1,013	4,500	4,500
ELEM 67 DUES & PUBLICATIONS							
1009-510.67-10	DUES	0	0	0	600	0	0
*	DUES & PUBLICATIONS	0	0	0	600	0	0
**	COMM FOR BETTER ENVIRONMT	3,156	2,577	11,500	4,192	11,500	11,500

**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, College Park 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	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Provide educational programs in the elementary schools, highlighting natural resource issues relevant to the City and the quality of life of its residents	Number of residents attending programs	450	500	500	550
2. Develop and distribute brochures to local elementary school children to raise awareness about recycling, pollution and energy efficiency. Update and continue to distribute informational pamphlets to residents in order to (1) increase energy efficiency; (2) reduce noise; (3) encourage use of paper yard waste bags; (4) increase participation in commingled recycling pick-up; and other issues identified by Mayor & Council or Public Works. As part of CBE's environmental mission, the organization will encourage the downloading of brochures available online, thereby eventually reducing the number of printed copies.	Number of pamphlets printed for distribution to residents	5,000	8,000	5,000	3,000
	Improve and market CBE page on City website; less reliance on paper copies. Number of "hits" per day on CBE page	New	TBD	50	100
3. Establish relationships and partner with local and regional public interest groups, environmental organizations, citizens associations and other	Number of local and regional groups with whom CBE members cooperate and support	14	14	15	20

**PROGRAM NAME/NUMBER**

**Committee for a Better Environment/1009**

organizations for the purpose of gaining knowledge of issues, promoting CBE programs, and assisting the decision-making of Mayor & Council. NOTE: CBE does not join groups or pay membership fees; CBE members join in their own name and pay any fees themselves					
4. Participate in regional and local planning efforts by organizations and institutions such as M-NCPPC, SHA and UM in order to gain insight and provide citizens' perspective on issues and concerns raised by the planning entity	Number of planning efforts in which CBE members participate	5	6	7	7
5. Promote green technologies for homes and businesses, grass/leaf recycling, Smartleaf® compost program, bikeways and trailways, energy conservation and similar issues to improve the environment and quality of life in College Park	Number of programs that CBE assists or promotes	6	5	6	6
6. Identify sites in College Park for beautification and/or environmental enhancement, and provide guidance, program support and assistance to the City Horticulturist in order to improve the physical environment of College Park	Number of projects that CBE initiates or assists with	5	5	4	7
7. Initiate and promote awards programs to recognize businesses and residents who contribute significantly to the environment and quality of life in College Park	Number of awards programs that CBE initiates and maintains	1	1	1	1

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

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Budget Total	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1009
Element/Object	Details	Total	
30 <u>Professional Services</u> 30-13 Administrative	Clerical support, minutes of CBE meetings	1,200	
30-15 Consulting	Outside consulting services	800	
36 <u>Special Services</u> 36-10 Printing	Literature, pamphlets, brochures, newspaper advertisements, etc. to promote CBE and its programs and events	1,500	
38 <u>Special Events</u> 38-64 CBE Events	Funding for special events, including Bike to Work Day, environmental film screenings and other outreach workshops	2,500	
52 <u>Awards &amp; Gifts</u> 52-10 Awards & Gifts	"Green Award" recipients	1,000	
60 <u>Supplies</u> 60-10 General Supplies	Program materials for various CBE programs (recycling awareness, environmental stewardship, open space utilization, etc.)	1,500	
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	3,000	

**Capital Outlay: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 10 MAYOR & CITY COUNCIL							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1010-510.10-05	ELECTED & APPOINTED	41,800	41,800	41,800	40,334	41,800	44,650
*	PAYROLL-WAGES	41,800	41,800	41,800	40,334	41,800	44,650
ELEM 11 FRINGE BENEFITS							
1010-510.11-10	FICA	3,198	3,198	3,206	3,086	3,206	3,425
1010-510.11-21	WORKERS COMPENSATION INS	204	118	134	130	151	161
*	FRINGE BENEFITS	3,402	3,316	3,340	3,216	3,357	3,586
ELEM 12 TRAVEL & TRAINING							
1010-510.12-10	NON TRAINING TRAVEL	0	151	300	0	300	300
1010-510.12-11	TRAVEL & TRAINING	10,867	12,965	18,400	15,515	18,400	18,400
*	TRAVEL & TRAINING	10,867	13,116	18,700	15,515	18,700	18,700
ELEM 20 OVERHEAD							
1010-510.20-10	INSURANCE	21,033	21,540	22,265	22,265	24,278	24,278
1010-510.20-12	POSTAGE	1,513	1,563	1,584	1,691	1,710	1,710
1010-510.20-13	UTILITIES	6,521	8,468	8,266	8,266	9,778	9,778
1010-510.20-14	TELEPHONE	2,400	2,400	2,200	2,200	2,260	2,260
1010-510.20-15	INFORMATION SYSTEMS	4,024	4,445	4,304	4,304	4,486	4,486
1010-510.20-16	BUILDING MAINTENANCE	35,283	43,281	39,146	39,146	55,228	58,352
1010-510.20-17	COPIER	8,803	8,500	8,779	9,918	9,036	9,036
*	OVERHEAD	79,577	90,197	86,544	87,790	106,776	109,900
ELEM 25 GRANTS & ASSISTANCE							
1010-510.25-11	ANACOSTIA TRAILS HERITAGE	2,727	2,727	2,727	2,727	2,727	2,727
1010-510.25-20	COMMUNITY SERVICES GRANTS	12,000	10,500	15,000	15,000	21,000	21,000
1010-510.25-30	COLLEGE PK ARTS EXCHANGE	0	25,000	29,000	29,000	29,000	32,500
1010-510.25-33	WEST COLL PK CITIZ ASSOC	0	95,236	0	0	0	0
1010-510.25-35	COLL PK BOYS & GIRLS CLUB	0	0	0	0	20,000	20,000
1010-510.25-38	PUBL SCH EDUCATION GRANTS	0	0	0	0	0	15,000
*	GRANTS & ASSISTANCE	14,727	133,463	46,727	46,727	72,727	91,227
ELEM 30 PROFESSIONAL SERVICES							
1010-510.30-38	TRANSCRIPTION SERVICES	1,400	0	1,000	1,410	1,000	1,000
1010-510.30-39	TRANSLATION SERVICES	0	0	2,000	0	2,000	2,000
1010-510.30-54	LOBBYING	0	0	5,000	0	5,000	5,000
*	PROFESSIONAL SERVICES	1,400	0	8,000	1,410	8,000	8,000
ELEM 34 CONTRACTUAL SERVICES							
1010-510.34-61	FAMILY CARE	0	0	1,200	0	0	0
*	CONTRACTUAL SERVICES	0	0	1,200	0	0	0
ELEM 36 SPECIAL SERVICES							

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 10 MAYOR & CITY COUNCIL							
SUB 0 GENERAL GOVERNMENT							
ELEM 36 SPECIAL SERVICES							
1010-510.36-10	PRINTING	778	225	1,000	895	1,000	1,000
1010-510.36-15	CATERING FOR MEETINGS	716	2,157	1,550	2,454	1,550	1,550
1010-510.36-16	SPECIAL DINNERS	0	0	2,000	2,286	4,000	4,000
1010-510.36-18	RETREAT	0	0	1,000	0	1,400	1,400
1010-510.36-99	OTHER	341	345	500	279	500	500
*	SPECIAL SERVICES	1,835	2,727	6,050	5,914	8,450	8,450
ELEM 38 SPECIAL EVENTS							
1010-510.38-68	MARCH TO REBUILD ROUTE 1	0	1,708	2,000	136	2,000	2,000
*	SPECIAL EVENTS	0	1,708	2,000	136	2,000	2,000
ELEM 47 CLOTHING & UNIFORMS							
1010-510.47-10	CLOTHING & UNIFORMS	0	1,913	1,200	1,146	1,200	1,200
*	CLOTHING & UNIFORMS	0	1,913	1,200	1,146	1,200	1,200
ELEM 60 SUPPLIES							
1010-510.60-10	GENERAL SUPPLIES	2,427	1,148	2,000	1,486	2,250	2,250
1010-510.60-11	MEETING REFRESHMENTS	1,039	1,277	1,800	1,105	1,800	1,800
*	SUPPLIES	3,466	2,425	3,800	2,591	4,050	4,050
ELEM 61 OFFICE SUPPLIES							
1010-510.61-10	OFFICE SUPPLIES	0	127	0	0	0	0
*	OFFICE SUPPLIES	0	127	0	0	0	0
ELEM 62 POSTAGE							
1010-510.62-10	POSTAGE	0	0	0	19	0	0
*	POSTAGE	0	0	0	19	0	0
ELEM 66 TELEPHONE & COMMUNICATION							
1010-510.66-12	CELLULAR PHONE	2,359	2,861	3,840	2,488	3,840	3,840
*	TELEPHONE & COMMUNICATION	2,359	2,861	3,840	2,488	3,840	3,840
ELEM 67 DUES & PUBLICATIONS							
1010-510.67-10	DUES	44,717	42,873	44,366	46,280	46,532	46,532
1010-510.67-20	PUBLICATIONS & BOOKS	1,286	1,630	1,500	1,307	2,000	2,000
*	DUES & PUBLICATIONS	46,003	44,503	45,866	47,587	48,532	48,532
ELEM 69 MISCELLANEOUS CHARGE							
1010-510.69-10	MISCELLANEOUS	1,112	2,862	2,000	1,578	2,000	2,000
*	MISCELLANEOUS CHARGE	1,112	2,862	2,000	1,578	2,000	2,000
ELEM 92 MACHINERY & EQUIPMENT							
1010-510.92-60	AUDIO EQUIPMENT	0	0	0	311	0	0

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 10 MAYOR & CITY COUNCIL							
SUB 0 GENERAL GOVERNMENT							
ELEM 92 MACHINERY & EQUIPMENT							
*	MACHINERY & EQUIPMENT	0	0	0	311	0	0
ELEM 93 OFFICE EQUIPMENT							
1010-510.93-20	OFFICE FURNITURE	1,250	0	0	0	0	0
*	OFFICE EQUIPMENT	1,250	0	0	0	0	0
**	MAYOR & CITY COUNCIL	207,798	341,018	271,067	256,762	321,432	346,135

**PROGRAM NAME/NUMBER**

**Mayor and 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 public hearing. Community needs and problems are addressed by enacting ordinances and charter changes. The Mayor and 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 and Council also represent the City before other political boards such as the Maryland General Assembly and Prince George’s County Council. The Mayor and 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 meeting for all non-agenda items. Citizens may address agenda items when these items are under deliberation. All formal meetings are broadcast to the community on cable television, channel 71.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Effectively represent the City’s interests at the state and county levels • Adopt legislative package for each session	Number of position letters sent to legislative officials on behalf of the City	48	30	32	30
2. Maintain effective working relationships with the University of Maryland	Number of jointly sponsored projects	25	25	22	24
3. Improve traffic safety through inter-jurisdictional cooperation • Implement Community Development projects (see <i>Planning-Community Development, program 3011</i> )	Percent of residents who rate pedestrian safety as good or better	60%	No survey	No survey	60%
	Percent of residents who rate traffic safety as good or better	79%	No survey	No survey	79%
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	67%	No survey	No survey	70%
	Percent of residents who rate value for tax dollar as good or better	52%	No survey	No survey	55%

**PROGRAM NAME/NUMBER**

**Mayor and Council/1010**

**PERSONNEL EXPENDITURES:** Personnel expenditures include the salaries of the Mayor and 8 council members who are not FTE's. The Mayor is paid \$6,600 annually; Council members each receive \$4,400 annually. Budgeted funds include a proposed increase for Mayor to \$7,500 and Council members to \$5,000, effective January 1, 2008.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
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.

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1010</b>	
Element/Object	Details	Total	
12	Travel & Training 12-10 Non-Training Travel	Mileage reimbursement for meetings in Upper Marlboro, Annapolis and other locations	300
	12-11 Travel & Training	National League of Cities annual convention @ New Orleans, 4 elected officials @ \$ 1,650 ..... 6,600 National League of Cities congressional convention @ Washington, DC, 1 Council member @ \$400 ..... 400 Maryland Municipal League annual conference, 7 Council members + Mayor @ \$1,200..... 9,600 Maryland Municipal League fall legislative conference @ Greenbelt, 2 Council members + Mayor @ \$500 ..... 1,500 Maryland Municipal League Mayors' conference @ Annapolis ..... 300	18,400
25	Grants and Assistance 25-11 Anacostia Trails Heritage Area	Annual contribution	2,727
	25-20 Community Services Grants	Grants to non-governmental organizations, limited to \$3,000 per organization. An organization is not eligible for this grant program if it receives any other City-funded grant (other than public school education grant) during the fiscal year.	21,000
	25-30 College Park Arts Exchange	Direct grant for arts and cultural programs	32,500
	25-35 College Park Boys & Girls Club	Direct grant	20,000
	25-38 Public School Education Grants	Grants to public schools serving College Park children. \$10,000 for schools within City limits (Hollywood and Paint Branch Elementary); additional \$5,000 for other schools serving at least 14 College Park youth.	15,000

**PROGRAM NAME/NUMBER**

**Mayor and Council/1010**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1010</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
30	<u>Professional Services</u>		
	30-38 Transcription Services	Outside transcription services as required	1,000
	30-39 Translation Services	Translation of various documents, as needed	2,000
	30-54 Lobbying	To support City lobbying efforts at the state and county levels	5,000
36	<u>Special Services</u>		
	36-10 Printing	Business cards, notepads, color copies ..... 500 Outside printing of documents ..... 500 (Weekly council packets are photocopied and copier usage is charged as Overhead-Copier 20-17)	1,000
	36-15 Catering for Meetings	Budget session meals (4) ..... 500 Hosting PGCMA meetings (2) ..... 600 Hosting "Four Cities" meetings ..... 150 Dinner for certain Mayor & Council meetings ..... 300	1,550
	36-16 Special Dinners	Legislative dinner ..... 2,000 Dinner meetings with elected officials and others ..... 2,000	4,000
	36-18 Retreat	Mayor & Council all-day retreat for discussion of vision and goals at Samuel Riggs IV Alumni Center, including room rental, breakfast, lunch and snack	1,400
	36-99 Other	Miscellaneous expenses	500
38	<u>Special Events</u>		
	38-68 March to Rebuild Route 1	Flyers, signs, banners	2,000
47	<u>Clothing &amp; Uniforms</u>		
	47-10 Clothing & Uniforms	City seal embroidered clothing for Mayor, Councilmembers, Student Liaison	1,200
60	<u>Supplies</u>		
	60-10 General Supplies	Miscellaneous supplies, including paper, water pitchers, name plates, etc. for Council meetings ..... 2,000 Engraved metal lapel pins for councilmembers ..... 250	2,250
	60-11 Meeting Refreshments	Meeting snacks	1,800
66	<u>Telephone &amp; Communications</u>		
	66-12 Cellular Phone	Cell phone for Mayor @ \$120 monthly ..... 1,440 Cell phone for 4 Council members @ \$50 monthly each ..... 2,400	3,840
67	<u>Dues &amp; Publications</u>		
	67-10 Dues	Maryland Municipal League ..... 21,934 Metropolitan Washington Council of Governments ..... 20,093 Prince George's County Municipal Association ..... 1,900 National League of Cities ..... 1,720	

**PROGRAM NAME/NUMBER**

**Mayor and Council/1010**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1010</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
	67-20 Publications & Books	Maryland Mayor's Association ..... 60	46,532
		Washington Area Housing Trust Fund (MWCOG) ..... 825	
		Annotated Code of Maryland, annual updates ..... 1,350	2,000
		Other publications ..... 250	
		City Code, additional copies ..... 400	
69	<u>Miscellaneous Charge</u> 69-10 Miscellaneous		2,000

**Capital Outlay: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 11 CITY ATTORNEY							
SUB 0 GENERAL GOVERNMENT							
ELEM 30 PROFESSIONAL SERVICES							
1011-510.30-15	CONSULTING	0	0	0	2,788	0	0
*	PROFESSIONAL SERVICES	0	0	0	2,788	0	0
ELEM 32 LEGAL SERVICES							
1011-510.32-10	CITY ATTORNEY	177,724	149,524	190,000	162,310	190,000	190,000
1011-510.32-18	LITIGATION	43,900	73,642	50,000	10,139	25,000	25,000
1011-510.32-40	BOND COUNSEL	5,000	0	0	0	0	0
*	LEGAL SERVICES	226,624	223,166	240,000	172,449	215,000	215,000
**	CITY ATTORNEY	226,624	223,166	240,000	175,237	215,000	215,000

**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	FY2006 ACTUAL	FY2007		FY2008 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	N/A	100%	N/A	100%
3. Represent the City in all other court actions	Percent of court actions decided in City's favor	N/A	90%%	N/A	90%

**PROGRAM NAME/NUMBER**

**City Attorney/1011**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
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		190,000
32-18 Litigation	Reserve for legal fees associated with pending litigation		25,000

**Capital Outlay:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 12 BOARD OF ELECTION SUPRVS							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1012-510.10-01	SALARY	10,254	7,508	8,093	8,155	8,544	8,544
1012-510.10-05	ELECTED & APPOINTED	1,638	1,638	1,642	1,378	1,642	1,642
*	PAYROLL-WAGES	11,892	9,146	9,735	9,533	10,186	10,186
ELEM 11 FRINGE BENEFITS							
1012-510.11-10	FICA	902	689	745	717	765	765
1012-510.11-12	HEALTH INSURANCE	233	133	152	151	152	152
1012-510.11-13	DENTAL INSURANCE	63	51	0	0	0	0
1012-510.11-14	LIFE INSURANCE	25	22	29	27	29	29
1012-510.11-15	VISION INSURANCE	11	11	13	0	0	0
1012-510.11-17	457 CITY MATCH CONTRIBUTN	16	33	78	79	98	98
1012-510.11-18	RETIREMENT	345	376	536	540	565	565
1012-510.11-21	WORKERS COMPENSATION INS	55	26	32	32	37	37
1012-510.11-22	LONG TERM DISABILITY INS	32	29	37	41	44	44
*	FRINGE BENEFITS	1,682	1,370	1,622	1,587	1,690	1,690
ELEM 12 TRAVEL & TRAINING							
1012-510.12-10	NON TRAINING TRAVEL	0	0	0	21	60	60
*	TRAVEL & TRAINING	0	0	0	21	60	60
ELEM 30 PROFESSIONAL SERVICES							
1012-510.30-13	ADMINISTRATIVE	0	3,619	2,182	2,033	3,605	3,605
*	PROFESSIONAL SERVICES	0	3,619	2,182	2,033	3,605	3,605
ELEM 36 SPECIAL SERVICES							
1012-510.36-10	PRINTING	0	1,177	150	114	150	150
1012-510.36-15	CATERING FOR MEETINGS	0	261	200	165	400	400
1012-510.36-25	CABLE CAMERA OPERATOR	0	100	100	0	100	100
*	SPECIAL SERVICES	0	1,538	450	279	650	650
ELEM 60 SUPPLIES							
1012-510.60-10	GENERAL SUPPLIES	0	131	0	0	2,200	2,200
*	SUPPLIES	0	131	0	0	2,200	2,200
ELEM 67 DUES & PUBLICATIONS							
1012-510.67-10	DUES	0	0	0	0	252	252
1012-510.67-20	PUBLICATIONS & BOOKS	0	365	252	0	0	0
*	DUES & PUBLICATIONS	0	365	252	0	252	252
**	BOARD OF ELECTION SUPRVS	13,574	16,169	14,241	13,453	18,643	18,643

**PROGRAM NAME/NUMBER**

**Board of Election Supervisors/1012**

**DESCRIPTION:** This program is responsible for the City's elections. Polling locations and their hours of operation are designated by the Board with the approval of Mayor & Council, as specified in the City Code. The Board coordinates City elections with Prince George's County, including obtaining copies of current voter registration lists. The Board approves the contents of the election packet that is distributed to persons desiring to run for office in College Park; reviews and validates the petitions of candidates; places notices in 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	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Conduct local elections in a fair and efficient manner	Number of effective challenges to elections	0	0	0	0
2. Encourage a high level of voter registration	Percent of eligible voters who are registered	Total registered 10,833	5% increase	Total registered 12,638	5% increase

**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 \$390 annually; board members each receive \$312 annually.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
City Clerk	0.15	0.15	0.15	0.15
Budget Total	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>

**OPERATING EXPENDITURES:** FY2008 is an election year for Mayor & Council.

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1012</b>	
Element/Object	Details	Total	
12 <u>Travel &amp; Training</u> 12-10 Non Training Travel	Mileage reimbursement for pickup and return of election documents	60	
30 <u>Professional Services</u> 30-13 Administrative	Payments to 25 election workers (judges, supervisors)	3,605	
32 <u>Legal Services</u> 32-21 Elections	Monitoring and investigation of election irregularities	0	
36 <u>Special Services</u> 36-10 Printing	Printing of ballots, flyers and notices to increase voter turnout	150	
36-15 Catering for Meetings	Meals for election workers	400	
36-25 Cable Camera Operator	Live broadcast of election results	100	
60 <u>Supplies</u> 60-10 General Supplies	Banners ..... 2,000 Miscellaneous supplies ..... 200	2,200	
67 <u>Dues &amp; Publications</u> 67-20 Publications	Regulations & Elections Laws of Maryland	252	

**Capital Outlay:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 13 ADVISORY COMMITTEES							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1013-510.10-03	OVERTIME	0	0	0	381	0	0
*	PAYROLL-WAGES	0	0	0	381	0	0
ELEM 11 FRINGE BENEFITS							
1013-510.11-10	FICA	0	0	0	26	0	0
1013-510.11-12	HEALTH INSURANCE	0	0	0	118	0	0
1013-510.11-13	DENTAL INSURANCE	0	0	0	9	0	0
1013-510.11-14	LIFE INSURANCE	0	0	0	2	0	0
1013-510.11-18	RETIREMENT	0	0	0	19	0	0
1013-510.11-21	WORKERS COMPENSATION INS	0	0	0	1	0	0
1013-510.11-22	LONG TERM DISABILITY INS	0	0	0	3	0	0
*	FRINGE BENEFITS	0	0	0	178	0	0
ELEM 20 OVERHEAD							
1013-510.20-12	POSTAGE	793	333	528	485	285	285
1013-510.20-17	COPIER	663	319	408	258	411	411
*	OVERHEAD	1,456	652	936	743	696	696
ELEM 30 PROFESSIONAL SERVICES							
1013-510.30-13	ADMINISTRATIVE	4,723	3,690	5,000	3,540	5,000	5,000
1013-510.30-38	TRANSCRIPTION SERVICES	528	0	0	0	0	0
*	PROFESSIONAL SERVICES	5,251	3,690	5,000	3,540	5,000	5,000
ELEM 36 SPECIAL SERVICES							
1013-510.36-10	PRINTING	0	0	100	0	100	100
1013-510.36-11	CLASSIFIED ADVERTISING	500	641	1,000	434	1,000	1,000
*	SPECIAL SERVICES	500	641	1,100	434	1,100	1,100
ELEM 38 SPECIAL EVENTS							
1013-510.38-35	STUDENT EVENTS	662	423	1,200	692	1,200	1,200
*	SPECIAL EVENTS	662	423	1,200	692	1,200	1,200
ELEM 60 SUPPLIES							
1013-510.60-10	GENERAL SUPPLIES	142	0	100	224	100	100
1013-510.60-11	MEETING REFRESHMENTS	87-	160-	300	217	300	300
*	SUPPLIES	55	160-	400	441	400	400
ELEM 62 POSTAGE							
1013-510.62-10	POSTAGE	37	0	0	0	0	0
*	POSTAGE	37	0	0	0	0	0
**	ADVISORY COMMITTEES	7,961	5,246	8,636	6,409	8,396	8,396

**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 Control Board
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)
Housing Authority of the City of College Park	Landlords' Forum
Noise Control Board	Recreation Board* (2014)
Rent Stabilization Board* (2016)	Tenants' Committee
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 Control Board: Resolves official or private complaints regarding animal control and recommends rules, regulations and procedures to Mayor and Council in order to enhance animal control within the City. 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 (includes Neighborhood Watch and CERT). 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 and Council on issues relating to education within the City. Housing Authority of the City of College Park: Responsible for the operation of the senior citizen housing complex at Attick Towers. Landlords' Forum: Provides a forum for landlords to communicate with Mayor & Council. Noise Control Board: Advises City in noise control efforts and adjudicates noise complaints. Tenants' Committee: Provides a forum for improving the quality of life for renters in the City. 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:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 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	91%	90%	91%	90%
2. To encourage citizen participation	Number of citizens serving on boards and commissions	117	129	102	112

**PROGRAM NAME/NUMBER**

Advisory Committees/1013

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
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	5,000	
36 Special Services 36-10 Printing	Meeting notices, minutes, other printing	100	
36-11 Classified Advertising	Publicity (Education Advisory Committee request)	1,000	
38 Special Events 38-35 Student Events	Parental/family involvement programs (Education Advisory Committee request)	1,200	
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 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 14 ETHICS COMMISSION							
SUB 0 GENERAL GOVERNMENT							
ELEM 12 TRAVEL & TRAINING							
1014-510.12-11	TRAVEL & TRAINING	240	71	500	0	500	500
*	TRAVEL & TRAINING	240	71	500	0	500	500
ELEM 30 PROFESSIONAL SERVICES							
1014-510.30-13	ADMINISTRATIVE	491	768	600	313	600	600
*	PROFESSIONAL SERVICES	491	768	600	313	600	600
ELEM 32 LEGAL SERVICES							
1014-510.32-20	ETHICS COMMISSION	516	9,664	6,000	2,155	5,000	5,000
*	LEGAL SERVICES	516	9,664	6,000	2,155	5,000	5,000
ELEM 36 SPECIAL SERVICES							
1014-510.36-25	CABLE CAMERA OPERATOR	100	0	0	0	0	0
*	SPECIAL SERVICES	100	0	0	0	0	0
ELEM 67 DUES & PUBLICATIONS							
1014-510.67-10	DUES	0	0	150	0	150	150
*	DUES & PUBLICATIONS	0	0	150	0	150	150
**	ETHICS COMMISSION	1,347	10,503	7,250	2,468	6,250	6,250

**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	FY2006 ACTUAL	FY2007		FY2008 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%	89%	100%
	Members of boards and committees	Unknown	40%	TBD	40%
	City employees	100%	100%	100%	100%
	Number of alleged ethics violations adjudicated	0	0	0	0
Number of validated election violations	0	0	0	0	

**PROGRAM NAME/NUMBER****Ethics Commission/1014****PERSONNEL EXPENDITURES:** No salary or stipend is paid to 8 commission members who are not FTE's.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Budget Total	0.00	0.00	0.00	0.00

**OPERATING EXPENDITURES**

<b>EXPENDITURE SUPPORT DATA</b>			<b>PROGRAM NUMBER: 1014</b>
	<b>Element/Object</b>	<b>Details</b>	<b>Total</b>
12	<u>Travel &amp; Training</u> 12-11 Travel & Training	Ethics training programs (details to be determined)	500
30	<u>Professional Services</u> 30-13 Administrative	Clerical support, 6 meetings @ \$100	600
32	<u>Legal Services</u> 32-20 Ethics Commission	Estimated	5,000
67	<u>Dues &amp; Publications</u> 67-10 Dues	To provide for networking and information	150

**Capital Outlay:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 16 CABLE TV COMMISSION							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1016-510.10-03	OVERTIME	0	0	0	984	1,300	1,300
1016-510.10-05	ELECTED & APPOINTED	2,300	2,200	2,400	2,400	2,400	2,400
*	PAYROLL-WAGES	2,300	2,200	2,400	3,384	3,700	3,700
ELEM 11 FRINGE BENEFITS							
1016-510.11-10	FICA	176	169	184	203	283	283
1016-510.11-18	RETIREMENT	0	0	0	0	85	85
1016-510.11-21	WORKERS COMPENSATION INS	11	6	8	9	66	66
*	FRINGE BENEFITS	187	175	192	212	434	434
ELEM 30 PROFESSIONAL SERVICES							
1016-510.30-13	ADMINISTRATIVE	348	535	480	434	600	600
1016-510.30-65	INTERPRETER SERVICES	0	0	200	0	200	200
*	PROFESSIONAL SERVICES	348	535	680	434	800	800
ELEM 32 LEGAL SERVICES							
1016-510.32-11	CABLE TELEVISION	0	0	2,000	0	2,000	2,000
*	LEGAL SERVICES	0	0	2,000	0	2,000	2,000
ELEM 36 SPECIAL SERVICES							
1016-510.36-25	CABLE CAMERA OPERATOR	2,100	2,025	2,800	2,050	2,800	2,800
1016-510.36-26	VIDEOGRAPHY & EDITING	0	0	3,000	1,500	3,000	3,000
1016-510.36-63	PGINCC PRO-RATA SHARE EXP	1,500	1,500	1,500	0	1,500	1,500
*	SPECIAL SERVICES	3,600	3,525	7,300	3,550	7,300	7,300
ELEM 40 REPAIR & MAINTENANCE							
1016-510.40-40	AUDIO-VISUAL EQ SERVICE	0	0	1,000	0	1,000	1,000
*	REPAIR & MAINTENANCE	0	0	1,000	0	1,000	1,000
ELEM 60 SUPPLIES							
1016-510.60-10	GENERAL SUPPLIES	95	248	600	127	600	600
*	SUPPLIES	95	248	600	127	600	600
**	CABLE TV COMMISSION	6,530	6,683	14,172	7,707	15,834	15,834

**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 and is the prime responsibility of this Commission, whose responsibilities include reviewing cable operations and communicating problems and citizen inquiries to the cable franchisee. 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 franchisee 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 and 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.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 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	New	New	100%	100%
	Percent of resident complaints acted upon by Cable TV Commission	New	New	100%	100%
2. Residents are satisfied with their cable TV service and signal	Percent of cable customers rating cable TV service as good or better, based on resident survey	29%	No survey	No survey	40%
	Percent of cable customers rating cable TV signal quality as good or better, based on resident survey	37%	No survey	No survey	40%

**PROGRAM NAME/NUMBER**

**Cable Television Commission/1016**

**PERSONNEL EXPENDITURES:** Personnel expenditures include the salary of 5 commission members who are not FTE's. Each commission member is paid \$600 annually.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Budget Total	0.00	0.00	0.00	0.00

**OPERATING EXPENDITURES:** For FY2008, overtime has been added to this program to cover City staff being trained to operate audio/visual equipment in the council chambers. Staff will serve as backup for the contract cable camera operator and assist with daytime a/v needs.

<b>EXPENDITURE SUPPORT DATA</b>			<b>PROGRAM NUMBER: 1016</b>
Element/Object	Details	Total	
30	<u>Professional Services</u> 30-13 Administrative 30-65 Interpreter Services	Clerical support for 4 quarterly meetings @ \$150 Interpreter for broadcast of Council meetings, as needed	600 200
32	<u>Legal Services</u> 32-11 Cable Television	Legal fees in monitoring cable franchise agreements, meeting FCC rate increase filing requirements, review of other telecommunication agreements and franchises	2,000
36	<u>Special Services</u> 36-25 Cable Camera Operator 36-26 Videography & Editing 36-63 PGINCC Pro-rata Share Expenses	Cable camera operator for Council meetings ending before midnight, estimate 27 @ \$100 ..... 2,700 Cable camera operator for Council meetings ending after midnight, estimate 4 @ \$25 per hour ..... 100 Labor or contract for videotaping of City events and editing for cable broadcast Estimated pro-rata share of expenses of Prince George's Institutional Network Coordinating Committee (PGINCC)	2,800 3,000 1,500
40	<u>Repair &amp; Maintenance</u> 40-40 Audio-Visual Equipment Service	City Hall – audio and video equipment service	1,000
60	<u>Supplies</u> 60-10 General Supplies	Audio cassettes, videotapes, batteries, patch cables	600

**Capital Outlay:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 17 PUBLIC RELATIONS							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1017-510.10-01	SALARY	24,480	47,253	48,989	50,287	52,411	52,411
1017-510.10-02	HOURLY	19,869	0	0	0	0	0
1017-510.10-03	OVERTIME	77	0	0	0	0	0
*	PAYROLL-WAGES	44,426	47,253	48,989	50,287	52,411	52,411
ELEM 11 FRINGE BENEFITS							
1017-510.11-10	FICA	3,373	3,427	3,643	3,470	3,628	3,628
1017-510.11-12	HEALTH INSURANCE	2,040	2,530	2,791	2,741	2,893	2,893
1017-510.11-13	DENTAL INSURANCE	248	255	179	172	151	151
1017-510.11-14	LIFE INSURANCE	127	152	173	166	176	176
1017-510.11-15	VISION INSURANCE	60	74	73	101	101	101
1017-510.11-17	457 CITY MATCH CONTRIBUTN	300	368	443	449	619	619
1017-510.11-18	RETIREMENT	2,173	2,892	3,201	3,310	3,423	3,423
1017-510.11-21	WORKERS COMPENSATION INS	600	664	826	885	891	891
1017-510.11-22	LONG TERM DISABILITY INS	165	201	226	251	267	267
*	FRINGE BENEFITS	9,086	10,563	11,555	11,545	12,149	12,149
ELEM 20 OVERHEAD							
1017-510.20-12	POSTAGE	20	44	0	0	0	0
1017-510.20-14	TELEPHONE	960	960	880	880	904	904
1017-510.20-17	COPIER	0	9	0	1	0	0
*	OVERHEAD	980	1,013	880	881	904	904
ELEM 30 PROFESSIONAL SERVICES							
1017-510.30-13	ADMINISTRATIVE	2,025	0	1,500	0	1,500	1,500
*	PROFESSIONAL SERVICES	2,025	0	1,500	0	1,500	1,500
ELEM 36 SPECIAL SERVICES							
1017-510.36-10	PRINTING	35,984	38,918	36,162	32,644	37,294	37,294
1017-510.36-11	CLASSIFIED ADVERTISING	502	0	0	0	0	0
1017-510.36-31	WELCOMING PACKETS	0	0	0	0	1,200	1,200
1017-510.36-99	OTHER	502	600	600	498	600	600
*	SPECIAL SERVICES	36,988	39,518	36,762	33,142	39,094	39,094
ELEM 38 SPECIAL EVENTS							
1017-510.38-15	HOLIDAY EVENTS	7,096	6,455	7,500	6,825	7,500	7,500
1017-510.38-40	MARTIN LUTHER KING JR DAY	1,524	555	0	0	0	0
1017-510.38-45	VOLUNTEER PROGRAMS	337	338	500	28	500	500
1017-510.38-99	OTHER	8,932	11,247	10,850	8,120	9,350	9,350
*	SPECIAL EVENTS	17,889	18,595	18,850	14,973	17,350	17,350
ELEM 52 AWARDS & GIFTS							
1017-510.52-99	OTHER	383	126	500	106	500	500

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 17 PUBLIC RELATIONS							
SUB 0 GENERAL GOVERNMENT							
ELEM 52 AWARDS & GIFTS							
*	AWARDS & GIFTS	383	126	500	106	500	500
ELEM 60 SUPPLIES							
1017-510.60-10	GENERAL SUPPLIES	0	211	1,000	1,493	3,550	3,550
*	SUPPLIES	0	211	1,000	1,493	3,550	3,550
**	PUBLIC RELATIONS	111,777	117,279	120,036	112,427	127,458	127,458

**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 employees and Council; hosting receptions for City boards, commissions and committees, special meetings and an annual legislators' dinner; supporting special services (i.e., service recognition to City board, commission and committee members); as well as funding bereavement items (i.e., cards and gifts to employees during major illnesses or hospitalizations).

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Provide information about City government and services to the public <ul style="list-style-type: none"> <li>• Provide information for inclusion in <i>Municipal Scene</i></li> </ul>	Percent of residents rating the ease of getting information about City government and services as good or better	49%	No survey	No survey	50
	Percent of residents who rate usefulness of <i>Municipal Scene</i> information as good or better	55%	No survey	No survey	57
2. Respond to resident inquiries in a timely and responsive manner	Percent of residents who rate timeliness and responsiveness of handling inquiries as good or better	50%	No survey	No survey	53
	Respond appropriately in writing to every letter that merits a response	100%	100%	100%	100%

**PROGRAM NAME/NUMBER**

**Public Relations/1017**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
City Manager	0.10	0.10	0.10	0.10
City Clerk	0.25	0.25	0.25	0.25
Assistant City Clerk	0.50	0.50	0.50	0.50
Budget Total	<b>0.85</b>	<b>0.85</b>	<b>0.85</b>	<b>0.85</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1017	
Element/Object	Details	Total	
30 Special Services 30-13 Administrative	Intern to verify facts in draft "History of College Park" document	1,500	
36 Special Services 36-10 Printing	Municipal Scene, 4 issues @ \$1,506 per issue + 20 issues @ \$1,551 per issue ..... 37,044 Invitations to special events ..... 250	37,294	
36-17 Welcoming Packets	Welcoming packets for new residents, coordinated and delivered by participating civic associations (program details to be determined)	1,200	
36-99 Other	Flowers for condolences and Veteran's Memorial	600	
38 Special Events 38-15 Holiday Events	Employee holiday event	7,500	
38-45 Volunteer Programs	Participant supplies	500	
38-99 Other	Reception for boards and commissions ..... 8,000 City/University recognition events ..... 1,000 Miscellaneous ..... 350	9,350	
52 Awards & Gifts 52-99 Other	Citizen recognition	500	
60 Supplies 60-10 General Supplies	Flags for City buildings and Veterans Memorial ..... 1,000 Miniature College Park flags for promotional distribution ... 2,550	3,550	

**Capital Outlay: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 18 CITY MANAGER							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1018-510.10-01	SALARY	134,232	141,511	135,326	141,595	145,738	145,738
1018-510.10-02	HOURLY	40,493	42,337	44,851	37,021	37,313	37,313
1018-510.10-03	OVERTIME	47	154	250	0	250	250
*	PAYROLL-WAGES	174,772	184,002	180,427	178,616	183,301	183,301
ELEM 11 FRINGE BENEFITS							
1018-510.11-10	FICA	14,707	12,839	13,017	12,370	13,020	13,020
1018-510.11-12	HEALTH INSURANCE	13,986	15,943	17,523	12,543	11,637	11,637
1018-510.11-13	DENTAL INSURANCE	836	948	986	760	674	674
1018-510.11-14	LIFE INSURANCE	515	586	636	571	618	618
1018-510.11-15	VISION INSURANCE	190	254	237	416	489	489
1018-510.11-17	457 CITY MATCH CONTRIBUTN	1,300	1,456	1,434	1,371	2,509	2,509
1018-510.11-18	RETIREMENT	10,521	9,729	11,728	10,274	11,980	11,980
1018-510.11-21	WORKERS COMPENSATION INS	15,292	4,837	5,590	5,975	5,925	5,925
1018-510.11-22	LONG TERM DISABILITY INS	669	775	831	862	932	932
*	FRINGE BENEFITS	58,016	47,367	51,982	45,142	47,784	47,784
ELEM 12 TRAVEL & TRAINING							
1018-510.12-10	NON TRAINING TRAVEL	680	80	250	145	250	250
1018-510.12-11	TRAVEL & TRAINING	3,063	6,022	7,100	5,007	8,900	8,900
*	TRAVEL & TRAINING	3,743	6,102	7,350	5,152	9,150	9,150
ELEM 20 OVERHEAD							
1018-510.20-10	INSURANCE	5,258	5,385	5,566	5,566	6,070	6,070
1018-510.20-11	AUTOMOTIVE	5,625	5,799	6,432	6,432	6,880	6,792
1018-510.20-12	POSTAGE	333	312	264	78	285	285
1018-510.20-13	UTILITIES	2,552	2,945	2,875	2,875	3,401	3,401
1018-510.20-14	TELEPHONE	1,920	1,920	1,760	1,760	1,808	1,808
1018-510.20-15	INFORMATION SYSTEMS	8,048	8,890	8,609	8,609	4,486	4,486
1018-510.20-16	BUILDING MAINTENANCE	6,300	7,729	8,897	8,897	12,006	12,685
1018-510.20-17	COPIER	994	1,029	1,225	768	1,027	1,027
*	OVERHEAD	31,030	34,009	35,628	34,985	35,963	36,554
ELEM 30 PROFESSIONAL SERVICES							
1018-510.30-11	DESIGN & ENGINEERING	1,200	0	3,000	0	3,000	3,000
1018-510.30-13	ADMINISTRATIVE	248	0	960	0	0	0
1018-510.30-15	CONSULTING	0	3,250	0	0	4,000	4,000
1018-510.30-39	TRANSLATION SERVICES	0	0	0	0	250	250
*	PROFESSIONAL SERVICES	1,448	3,250	3,960	0	7,250	7,250
ELEM 36 SPECIAL SERVICES							
1018-510.36-10	PRINTING	396	2,598	1,000	140	6,500	6,500
1018-510.36-42	MOVING EXPENSE	1,500	0	0	0	0	0

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 18 CITY MANAGER							
SUB 0 GENERAL GOVERNMENT							
ELEM 36 SPECIAL SERVICES							
*	SPECIAL SERVICES	1,896	2,598	1,000	140	6,500	6,500
ELEM 38 SPECIAL EVENTS							
	1018-510.38-40 MARTIN LUTHER KING JR DAY	0	0	2,000	2,301	2,600	2,600
	1018-510.38-99 OTHER	101	0	300	0	300	300
*	SPECIAL EVENTS	101	0	2,300	2,301	2,900	2,900
ELEM 61 OFFICE SUPPLIES							
	1018-510.61-10 OFFICE SUPPLIES	905	1,455	1,250	549	0	0
*	OFFICE SUPPLIES	905	1,455	1,250	549	0	0
ELEM 62 POSTAGE							
	1018-510.62-10 POSTAGE	658	3,018	0	0	5,400	5,400
*	POSTAGE	658	3,018	0	0	5,400	5,400
ELEM 66 TELEPHONE & COMMUNICATION							
	1018-510.66-12 CELLULAR PHONE	876	464	780	708	1,260	1,260
*	TELEPHONE & COMMUNICATION	876	464	780	708	1,260	1,260
ELEM 67 DUES & PUBLICATIONS							
	1018-510.67-10 DUES	808	879	2,050	1,210	2,130	2,130
	1018-510.67-20 PUBLICATIONS & BOOKS	1,013	163	500	166	500	500
*	DUES & PUBLICATIONS	1,821	1,042	2,550	1,376	2,630	2,630
ELEM 69 MISCELLANEOUS CHARGE							
	1018-510.69-10 MISCELLANEOUS	2,129	1,164	1,500	1,029	1,500	1,500
*	MISCELLANEOUS CHARGE	2,129	1,164	1,500	1,029	1,500	1,500
**	CITY MANAGER	277,395	284,471	288,727	269,998	303,638	304,229

**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	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Manage the City's financial resources to ensure efficiency and accountability • Ensure that programs are managed within budget	Percent of programs 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 councilgrams responded to within promised target (30 days or as otherwise specified)	95%	95%	95%	95%
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)	74%	80%	75%	76%



**PROGRAM NAME/NUMBER**

**City Manager/1018**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1018</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
66	<u>Telephone &amp; Communications</u> 66-12 Cellular Phone	Monthly service, 1 phone @ \$65 + 1 allowance @ \$40	1,260
67	<u>Dues &amp; Publications</u> 67-10 Dues	International City/County Management Association (ICMA): City Manager ..... 930 Assistant to the City Manager ..... 500 National League of Cities (NLC) ..... 100 International Council for Local Environmental Initiatives (ICLEI) ..... 600	2,130
	67-20 Publications & Books		500
69	<u>Miscellaneous Charge</u> 69-10 Miscellaneous		1,500

**Capital Outlay: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 19 CITY CLERK							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1019-510.10-01	SALARY	43,453	53,522	57,396	58,040	61,104	61,104
1019-510.10-02	HOURLY	19,867	0	0	0	0	0
1019-510.10-03	OVERTIME	160	0	0	0	0	0
*	PAYROLL-WAGES	63,480	53,522	57,396	58,040	61,104	61,104
ELEM 11 FRINGE BENEFITS							
1019-510.11-10	FICA	4,889	4,075	4,355	4,184	4,376	4,376
1019-510.11-12	HEALTH INSURANCE	2,493	2,121	2,355	2,311	2,397	2,397
1019-510.11-13	DENTAL INSURANCE	384	327	130	124	108	108
1019-510.11-14	LIFE INSURANCE	176	169	203	193	206	206
1019-510.11-15	VISION INSURANCE	84	90	95	78	78	78
1019-510.11-17	457 CITY MATCH CONTRIBUTN	325	393	574	575	652	652
1019-510.11-18	RETIREMENT	2,907	3,083	3,770	3,835	4,011	4,011
1019-510.11-21	WORKERS COMPENSATION INS	318	152	186	193	222	222
1019-510.11-22	LONG TERM DISABILITY INS	228	223	265	292	311	311
*	FRINGE BENEFITS	11,804	10,633	11,933	11,785	12,361	12,361
ELEM 12 TRAVEL & TRAINING							
1019-510.12-10	NON TRAINING TRAVEL	0	109	100	0	100	100
1019-510.12-11	TRAVEL & TRAINING	1,368	2,778	3,100	2,836	3,200	3,200
*	TRAVEL & TRAINING	1,368	2,887	3,200	2,836	3,300	3,300
ELEM 20 OVERHEAD							
1019-510.20-10	INSURANCE	2,629	2,693	2,783	2,783	3,035	3,035
1019-510.20-12	POSTAGE	413	510	528	244	570	570
1019-510.20-13	UTILITIES	1,985	1,841	1,797	1,797	2,126	2,126
1019-510.20-14	TELEPHONE	2,160	2,160	1,980	1,980	2,034	2,034
1019-510.20-15	INFORMATION SYSTEMS	8,048	4,445	4,304	4,304	4,486	4,486
1019-510.20-16	BUILDING MAINTENANCE	6,300	7,729	8,897	8,897	12,006	12,685
1019-510.20-17	COPIER	69	463	408	365	411	411
*	OVERHEAD	21,604	19,841	20,697	20,370	24,668	25,347
ELEM 30 PROFESSIONAL SERVICES							
1019-510.30-13	ADMINISTRATIVE	5,354	2,874	3,000	2,703	3,000	3,000
*	PROFESSIONAL SERVICES	5,354	2,874	3,000	2,703	3,000	3,000
ELEM 36 SPECIAL SERVICES							
1019-510.36-10	PRINTING	475	551	5,550	3,839	5,550	5,550
1019-510.36-11	CLASSIFIED ADVERTISING	0	0	5,000	1,957	5,000	5,000
*	SPECIAL SERVICES	475	551	10,550	5,796	10,550	10,550
ELEM 61 OFFICE SUPPLIES							
1019-510.61-10	OFFICE SUPPLIES	1,181	773	1,500	625	2,500	2,500

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 19 CITY CLERK							
SUB 0 GENERAL GOVERNMENT							
ELEM 61 OFFICE SUPPLIES							
*	OFFICE SUPPLIES	1,181	773	1,500	625	2,500	2,500
ELEM 67 DUES & PUBLICATIONS							
	1019-510.67-10 DUES	511	616	360	325	360	360
	1019-510.67-20 PUBLICATIONS & BOOKS	140	381	365	203	365	365
*	DUES & PUBLICATIONS	651	997	725	528	725	725
ELEM 69 MISCELLANEOUS CHARGE							
	1019-510.69-10 MISCELLANEOUS	0	0	0	177	0	0
*	MISCELLANEOUS CHARGE	0	0	0	177	0	0
ELEM 92 MACHINERY & EQUIPMENT							
	1019-510.92-40 PHOTOGRAPHIC EQUIPMENT	0	0	0	404	0	0
*	MACHINERY & EQUIPMENT	0	0	0	404	0	0
ELEM 93 OFFICE EQUIPMENT							
	1019-510.93-20 OFFICE FURNITURE	2,000	0	0	0	0	0
*	OFFICE EQUIPMENT	2,000	0	0	0	0	0
**	CITY CLERK	107,917	92,078	109,001	103,264	118,208	118,887

**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 channel, 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	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Maintain official records and documents • Record minutes promptly and accurately	Percent of Council minutes distributed to Council for review within 10 days of meeting; except June, July, August and December (prior to next meeting)	100%	100%	100%	100%

**PROGRAM NAME/NUMBER**

**City Clerk/1019**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
City Clerk	0.60	0.60	0.60	0.60
Office Specialist III	0.00	0.00	0.00	0.00
Assistant City Clerk	0.50	0.50	0.50	0.50
<b>Budget Total</b>	<b>1.10</b>	<b>1.10</b>	<b>1.10</b>	<b>1.10</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1019
Element/Object	Details		Total
12	<u>Travel &amp; Training</u> 12-10 Non-Training Travel	Staff mileage reimbursement	100
	12-11 Travel & Training	Maryland Municipal League convention, 1 @ \$ 1,200 ..... 1,200 Maryland Municipal Clerks Association quarterly meetings ..... 300 Certified Municipal Clerk Institute (IIMC) district conference @ Virginia Beach, VA, 1 @ \$1,600 ..... 1,600 Miscellaneous classes ..... 100	3,200
30	<u>Professional Services</u> 30-13 Administrative	Coverage for annual and sick leave	3,000
36	<u>Special Services</u> 36-10 Printing	Letterhead, envelopes, message pads ..... 500 City Code book updates ..... 4,500 General Code - E-Code annual maintenance ..... 550	5,550
	36-11 Classified Advertising	Charter Resolution advertising, estimate 2 @ \$2,500	5,000
61	<u>Office Supplies</u> 61-10 Office Supplies	Includes \$1,000 previously budgeted for City Manager's office	2,500
67	<u>Dues &amp; Publication</u> 67-10 Dues	International Institute of Municipal Clerks (IIMC), 2 @ \$125 ..... 250 Maryland Municipal Clerks' Association (MMCA), 2 @ \$55 ..... 110	360
	67-20 Publications & Books	Prince George's Enquirer-Gazette ..... 100 MML directories ..... 80 The Washington Post, weekday subscription ..... 110 Miscellaneous publications ..... 75	365

**PROGRAM NAME/NUMBER**

**City Clerk/1019**

**Capital Outlay: None**

# FINANCE

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 20 FINANCE ADMINISTRATION							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1020-510.10-01	SALARY	32,576	34,090	35,860	35,739	37,860	37,860
*	PAYROLL-WAGES	32,576	34,090	35,860	35,739	37,860	37,860
ELEM 11 FRINGE BENEFITS							
1020-510.11-10	FICA	2,343	2,545	2,675	2,571	2,698	2,698
1020-510.11-12	HEALTH INSURANCE	1,852	2,018	2,219	2,222	2,465	2,465
1020-510.11-13	DENTAL INSURANCE	130	148	155	152	143	143
1020-510.11-14	LIFE INSURANCE	107	113	127	117	128	128
1020-510.11-15	VISION INSURANCE	32	38	34	62	62	62
1020-510.11-17	457 CITY MATCH CONTRIBUTN	209	209	209	214	365	365
1020-510.11-18	RETIREMENT	2,103	2,220	2,331	2,323	2,461	2,461
1020-510.11-21	WORKERS COMPENSATION INS	157	95	115	117	136	136
1020-510.11-22	LONG TERM DISABILITY INS	140	149	166	177	193	193
*	FRINGE BENEFITS	7,073	7,535	8,031	7,955	8,651	8,651
ELEM 12 TRAVEL & TRAINING							
1020-510.12-10	NON TRAINING TRAVEL	141	180	0	211	0	0
1020-510.12-11	TRAVEL & TRAINING	5,373	1,398	4,970	4,331	4,940	4,940
*	TRAVEL & TRAINING	5,514	1,578	4,970	4,542	4,940	4,940
ELEM 20 OVERHEAD							
1020-510.20-10	INSURANCE	5,258	5,385	5,566	5,566	6,070	6,070
1020-510.20-12	POSTAGE	1	0	0	0	0	0
1020-510.20-13	UTILITIES	5,671	8,468	8,266	8,266	9,778	9,778
1020-510.20-14	TELEPHONE	3,600	3,600	3,300	3,300	3,390	3,390
1020-510.20-15	INFORMATION SYSTEMS	8,048	8,890	8,609	8,609	8,972	8,972
1020-510.20-16	BUILDING MAINTENANCE	10,081	12,366	14,235	14,235	19,210	20,296
1020-510.20-17	COPIER	12	0	0	0	0	0
*	OVERHEAD	32,671	38,709	39,976	39,976	47,420	48,506
ELEM 61 OFFICE SUPPLIES							
1020-510.61-10	OFFICE SUPPLIES	99	68	150	0	100	100
*	OFFICE SUPPLIES	99	68	150	0	100	100
ELEM 66 TELEPHONE & COMMUNICATION							
1020-510.66-12	CELLULAR PHONE	337	448	600	363	600	600
*	TELEPHONE & COMMUNICATION	337	448	600	363	600	600
ELEM 67 DUES & PUBLICATIONS							
1020-510.67-10	DUES	740	660	675	725	680	680
1020-510.67-20	PUBLICATIONS & BOOKS	477	870	935	829	965	965
*	DUES & PUBLICATIONS	1,217	1,530	1,610	1,554	1,645	1,645

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10	GENERAL GOVERNMENT						
DIV 20	FINANCE ADMINISTRATION						
SUB 0	GENERAL GOVERNMENT						
ELEM 69	MISCELLANEOUS CHARGE						
ELEM 69	MISCELLANEOUS CHARGE						
1020-510.69-10	MISCELLANEOUS	435	360	200	450	250	250
*	MISCELLANEOUS CHARGE	435	360	200	450	250	250
**	FINANCE ADMINISTRATION	79,922	84,318	91,397	90,579	101,466	102,552

**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	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Manage revenues to ensure the City receives all revenues to which it is entitled <ul style="list-style-type: none"> <li>• Identify new revenue sources or ways to reduce expenditures</li> </ul>	Percent of projected revenues actually received	>100%	100%	97% to date	100%
2. Ensure that purchases comply with policy and procedures	Percent of purchases made in compliance with policy and procedures	90%	90%	90%	90%
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
	FY05	FY06	FY07	FY08
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	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>

**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 through meetings sponsored by the Government Finance Officers Association (GFOA) and Maryland Government Finance Officers Association (MGFOA). Both the Director and Deputy Director of Finance require concurrent training, as they are members of the same government accounting associations that sponsor these seminars.

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1020</b>	
Element/Object	Details	Total	
12 <u>Travel &amp; Training</u> 12-11 Travel & Training	MDGFOA, quarterly meetings, 2 attendees @ \$400 ..... 800 MDGFOA, annual conference, 2 @ \$500 ..... 1,000 GFOA annual conference @ Ft. Lauderdale, FL: Registration, 2 @ \$350 ..... 700 Travel and lodging, 2 @ \$1,220 ..... 2,440	4,940	
61 <u>Office Supplies</u> 61-10 Office Supplies		100	
66 <u>Telephone &amp; Communications</u> 66-12 Cellular Phone	Monthly service @ \$50, 1 phone	600	
67 <u>Dues &amp; Publications</u> 67-10 Dues	American Institute of CPAs (AICPA), 1 @ \$185 ..... 185 Government Finance Officers Association (GFOA), 1 @ \$210, 1 @ \$140 ..... 350 Maryland Government Finance Officers Association (MDGFOA), 3 @ \$35 ..... 105 Maryland Department of Licensing, 1 @ \$40 (bi-annual license renewals are on staggered schedule) ..... 40	680	
67-20 Publications & Books	CAFR submission fee for GFOA award ..... 425 Budget submission fee for GFOA award ..... 250 Maryland Municipal League directories ..... 90 GFOA and GASB publications ..... 200	965	
69 <u>Miscellaneous Charge</u> 69-10 Miscellaneous		250	

**PROGRAM NAME/NUMBER**

**Finance Administration/1020**

**Capital Outlay: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 21 PAYROLL SERVICES							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1021-510.10-01	SALARY	7,479	7,926	8,324	8,295	8,788	8,788
1021-510.10-02	HOURLY	45,647	48,224	50,807	50,635	53,640	53,640
1021-510.10-03	OVERTIME	42	77	150	33	150	150
*	PAYROLL-WAGES	53,168	56,227	59,281	58,963	62,578	62,578
ELEM 11 FRINGE BENEFITS							
1021-510.11-10	FICA	3,775	4,112	4,319	4,247	4,484	4,484
1021-510.11-12	HEALTH INSURANCE	7,439	10,150	11,153	11,063	12,026	12,026
1021-510.11-13	DENTAL INSURANCE	339	450	455	455	456	456
1021-510.11-14	LIFE INSURANCE	176	186	208	196	211	211
1021-510.11-15	VISION INSURANCE	96	117	103	294	295	295
1021-510.11-17	457 CITY MATCH CONTRIBUTN	626	626	626	626	939	939
1021-510.11-18	RETIREMENT	3,476	3,671	3,860	3,839	4,074	4,074
1021-510.11-21	WORKERS COMPENSATION INS	259	157	189	194	225	225
1021-510.11-22	LONG TERM DISABILITY INS	230	247	273	294	318	318
*	FRINGE BENEFITS	16,416	19,716	21,186	21,208	23,028	23,028
ELEM 12 TRAVEL & TRAINING							
1021-510.12-11	TRAVEL & TRAINING	833	304	780	398	780	780
*	TRAVEL & TRAINING	833	304	780	398	780	780
ELEM 20 OVERHEAD							
1021-510.20-12	POSTAGE	338	315	264	321	285	285
1021-510.20-14	TELEPHONE	960	960	880	880	904	904
1021-510.20-15	INFORMATION SYSTEMS	32,193	35,559	34,435	34,435	35,889	35,889
1021-510.20-17	COPIER	100	90	204	74	205	205
*	OVERHEAD	33,591	36,924	35,783	35,710	37,283	37,283
ELEM 62 POSTAGE							
1021-510.62-10	POSTAGE	0	24	0	0	0	0
*	POSTAGE	0	24	0	0	0	0
ELEM 67 DUES & PUBLICATIONS							
1021-510.67-10	DUES	165	165	165	165	165	165
1021-510.67-20	PUBLICATIONS & BOOKS	243	382	382	439	432	432
*	DUES & PUBLICATIONS	408	547	547	604	597	597
**	PAYROLL SERVICES	104,416	113,742	117,577	116,883	124,266	124,266

**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	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Ensure that payroll is processed in a timely and accurate manner • Complete 1 payroll audit annually, in preparation for issuance of W-2's	Percent of payments made timely	100%	100%	100%	100%
	Percent of payments made accurately * <i>*Note: Subject to accurate departmental submissions</i>	100%	95%	100%	95%
	Number of payroll audits performed (employee paycheck receipt and verification of recorded information)	1	1	1	1
2. Prepare all government filings by appropriate due dates	Number of filing delays	0	0	0	0
	Number of filing errors	0	0	0	0
3. Provide accurate and timely response to payroll questions from City employees	Percent of employees responding to employee survey satisfied with helpfulness and responsiveness of payroll services	98%	96%	100%	98%

**PROGRAM NAME/NUMBER**

**Payroll Services/1021**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Director of Finance	0.05	0.05	0.05	0.05
Deputy Director of Finance	0.05	0.05	0.05	0.05
Payroll Supervisor	1.00	1.00	1.00	1.00
Fiscal Support Specialist III	0.10	0.10	0.10	0.10
Budget Total	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>

**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.

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1021</b>	
Element/Object	Details		Total
12	<u>Travel &amp; Training</u> 12-11 Travel & Training	APA – quarterly meetings ..... 80 Other seminars & workshops ..... 700	780
67	<u>Dues &amp; Publications</u> 67-10 Dues	American Payroll Association	165
	67-20 Publications & Books	IOMA Compliance Guide, subscription ..... 265 ACH Participant Directory ..... 167	432

**Capital Outlay:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 22 ACCTG & FINANCL REPORTING							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1022-510.10-01	SALARY	60,002	64,010	121,526	121,132	128,301	128,301
1022-510.10-02	HOURLY	174,780	182,413	146,904	143,588	154,059	154,059
1022-510.10-03	OVERTIME	390	126	500	336	500	500
*	PAYROLL-WAGES	235,172	246,549	268,930	265,056	282,860	282,860
ELEM 11 FRINGE BENEFITS							
1022-510.11-10	FICA	17,282	18,477	20,305	19,749	21,072	21,072
1022-510.11-12	HEALTH INSURANCE	19,339	23,264	22,282	22,090	24,330	24,330
1022-510.11-13	DENTAL INSURANCE	1,364	1,827	1,790	2,303	2,243	2,243
1022-510.11-14	LIFE INSURANCE	775	799	894	839	901	901
1022-510.11-15	VISION INSURANCE	420	519	440	1,463	1,468	1,468
1022-510.11-17	457 CITY MATCH CONTRIBUTN	2,761	2,897	3,181	2,663	3,494	3,494
1022-510.11-18	RETIREMENT	14,544	15,540	16,666	16,601	17,583	17,583
1022-510.11-21	WORKERS COMPENSATION INS	1,147	692	869	878	1,028	1,028
1022-510.11-22	LONG TERM DISABILITY INS	1,012	1,063	1,168	1,269	1,361	1,361
*	FRINGE BENEFITS	58,644	65,078	67,595	67,855	73,480	73,480
ELEM 12 TRAVEL & TRAINING							
1022-510.12-10	NON TRAINING TRAVEL	0	1	0	0	0	0
1022-510.12-11	TRAVEL & TRAINING	3,424	2,654	4,080	2,104	4,200	4,200
*	TRAVEL & TRAINING	3,424	2,655	4,080	2,104	4,200	4,200
ELEM 20 OVERHEAD							
1022-510.20-12	POSTAGE	7,469	7,516	8,184	5,306	7,410	7,410
1022-510.20-14	TELEPHONE	4,560	4,560	4,180	4,180	4,294	4,294
1022-510.20-15	INFORMATION SYSTEMS	64,385	71,118	68,870	68,870	71,777	71,777
1022-510.20-17	COPIER	989	1,079	1,021	1,047	1,232	1,232
*	OVERHEAD	77,403	84,273	82,255	79,403	84,713	84,713
ELEM 30 PROFESSIONAL SERVICES							
1022-510.30-10	AUDITING & ACCOUNTING	13,000	13,000	15,000	12,920	13,420	13,420
1022-510.30-13	ADMINISTRATIVE	0	0	300	0	300	300
*	PROFESSIONAL SERVICES	13,000	13,000	15,300	12,920	13,720	13,720
ELEM 36 SPECIAL SERVICES							
1022-510.36-10	PRINTING	3,261	3,926	5,200	2,654	4,000	4,000
1022-510.36-11	CLASSIFIED ADVERTISING	0	757	0	0	0	0
1022-510.36-13	MVA SERVICES	1,325	1,111	5,790	168	3,030	3,030
*	SPECIAL SERVICES	4,586	5,794	10,990	2,822	7,030	7,030
ELEM 47 CLOTHING & UNIFORMS							
1022-510.47-10	CLOTHING & UNIFORMS	725	222	300	742	750	750
*	CLOTHING & UNIFORMS	725	222	300	742	750	750

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 22 ACCTG & FINANCL REPORTING							
SUB 0 GENERAL GOVERNMENT							
ELEM 47 CLOTHING & UNIFORMS							
1022-510.55-10	BANK SERVICE CHARGES	4,930	1,338	5,300	51	2,300	2,300
1022-510.55-15	CREDIT CARD FEES	13,024	13,550	12,180	11,637	13,380	13,380
1022-510.55-20	ARMORED CAR SERVICE	1,959	2,172	2,160	2,177	2,160	2,160
*	FINANCIAL CHARGES	19,913	17,060	19,640	13,865	17,840	17,840
ELEM 60 SUPPLIES							
1022-510.60-10	GENERAL SUPPLIES	45	5	100	16	100	100
*	SUPPLIES	45	5	100	16	100	100
ELEM 61 OFFICE SUPPLIES							
1022-510.61-10	OFFICE SUPPLIES	5,012	6,008	5,420	2,383	5,780	5,780
*	OFFICE SUPPLIES	5,012	6,008	5,420	2,383	5,780	5,780
ELEM 62 POSTAGE							
1022-510.62-10	POSTAGE	228	174	4,852	16	2,646	2,646
*	POSTAGE	228	174	4,852	16	2,646	2,646
ELEM 92 MACHINERY & EQUIPMENT							
1022-510.92-20	EQUIPMENT	0	0	0	460	0	0
*	MACHINERY & EQUIPMENT	0	0	0	460	0	0
**	ACCTG & FINANCL REPORTING	418,152	440,818	479,462	447,642	493,119	493,119

**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	FY2006 ACTUAL	FY2007		FY2008 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%	93%	90%
2. Ensure timely and accurate collection of parking tickets	Percent of current fiscal year tickets collected in-house during current fiscal year	72%	75%	65%	70%
	Percent of current fiscal year tickets collected by collection agency during current fiscal year	1%	5%	1%	5%
3. Provide timely and accurate reports of financial condition <ul style="list-style-type: none"> <li>• Issue monthly financial reports within 12 working days after the end of the month</li> <li>• Complete the CAFR (Comprehensive Annual Financial Report) and Maryland Uniform Financial Report (UFR) by November 1</li> <li>• Achieve GFOA award for the CAFR</li> </ul>	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	\$97,773	\$130,000	\$138,036	\$150,000

**PROGRAM NAME/NUMBER**

**Accounting & Financial Reporting/1022**

<ul style="list-style-type: none"><li>• Maintain proper level of compensating balance to reduce or eliminate bank service charges; weigh earnings loss against bank charges</li></ul>	Bank service charges paid	\$1,338	\$5,300	\$51	\$2,300
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**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
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	1.00	1.00	1.00	1.00
Fiscal Support Specialist III	1.90	1.90	1.90	1.90
Fiscal Support Specialist II	1.00	1.30	1.30	1.30
Fiscal Support Specialist I	1.00	0.00	0.00	0.00
Office Specialist II	0.00	0.50	0.50	0.50
Budget Total	<b>5.80</b>	<b>5.60</b>	<b>5.60</b>	<b>5.60</b>

**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 and tuition reimbursement. Printing cost includes the printing of the CAFR, disbursement and payroll checks, security envelopes, etc. Postage includes MVA tape handling and mailing of dunning notices and statements. The audit fee is based on a 3-year audit contract, bid in spring 2006.

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1022</b>	
Element/Object	Details	Total	
12 Travel & Training 12-11 Travel & Training	MDGFOA, quarterly meetings, 1 @ \$400 ..... 400 MDGFOA, annual conference, 1 @ \$500 ..... 500 Career development, 50% tuition reimbursement, 3 staff members ..... 3,000 Travel reimbursement, MDGFOA conferences ..... 300	4,200	
30 Professional Services 30-10 Auditing & Accounting	Contract for auditing services, year 2 of 3-year contract (assumes that single audit will not be required as Federal funds received will be less than \$500,000)	13,420	
30-13 Administrative	Support staff as needed	300	
36 Special Services 36-10 Printing	CAFR, 100 copies ..... 300 Parking dunning notices (6,000 annually) ..... 1,200 Envelopes, security window and plain ..... 1,200 Disbursement and payroll account checks ..... 1,000 Other forms and printing ..... 300	4,000	
36-13 MVA Services	Maryland MVA address requests, 600 x 12 months @ \$0.025 per record ..... 180 New Jersey MVA address requests,		

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1022</b>	
<b>Element/Object</b>	<b>Details</b>	<b>Total</b>	
	25 x 12 months @ \$4.50 per record ..... 1,350 Other states' motor vehicle address requests through DMVRegInfo, 100 x 12 months @ \$1.25 per record ..... 1,500	3,030	
47	<u>Clothing &amp; Uniforms</u> 47-10 Clothing & Uniforms	City seal embroidered clothing for staff	750
55	<u>Financial Charges</u> 55-10 Banks	Bank of America, account activity charges for months when account activity charges exceed earnings on compensating balance ..... 2,000 Bank of the West, service charges @ \$25/month ..... 300	2,300
	55-15 Credit Cards	Visa, MasterCard discount, \$1,000 monthly ..... 12,000 American Express discount, \$75 monthly ..... 900 Discover Card discount, \$40 monthly ..... 480	13,380
	55-20 Armored Car Service	Armored car service for parking meter coin pickup @ \$180 monthly	2,160
60	<u>Supplies</u> 60-10 General Supplies		100
61	<u>Office Supplies</u> 61-10 Office Supplies	W-2 and 1099 forms and envelopes ..... 300 Record retention storage boxes ..... 500 Calendars ..... 180 Computer paper, 60 boxes @ \$50 ..... 3,000 Binders, folders, dividers ..... 600 Miscellaneous supplies..... 600 Plastic bags for bank deposit of parking meter coin ..... 600	5,780
62	<u>Postage</u> 62-10 Postage	U. S. Postal Service – first class presort fee permit ..... 160 U. S. Postal Service – standard mail fee permit ..... 160 Monthly dunning notices for delinquent parking fines, 500 per month @ \$0.371 bulk rate ..... 2,226 Shipping charges, GFOA submittals and other ..... 100	2,646

**Capital Outlay: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 23 BUDGET DEVEL & MONITORING							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1023-510.10-01	SALARY	36,704	38,722	40,664	40,526	42,931	42,931
*	PAYROLL-WAGES	36,704	38,722	40,664	40,526	42,931	42,931
ELEM 11 FRINGE BENEFITS							
1023-510.11-10	FICA	2,660	2,888	3,035	2,915	3,058	3,058
1023-510.11-12	HEALTH INSURANCE	2,047	2,198	2,417	2,418	2,678	2,678
1023-510.11-13	DENTAL INSURANCE	143	160	168	164	154	154
1023-510.11-14	LIFE INSURANCE	121	128	144	133	145	145
1023-510.11-15	VISION INSURANCE	36	42	39	70	70	70
1023-510.11-17	457 CITY MATCH CONTRIBUTN	235	235	235	241	417	417
1023-510.11-18	RETIREMENT	2,386	2,517	2,643	2,634	2,790	2,790
1023-510.11-21	WORKERS COMPENSATION INS	178	108	130	133	155	155
1023-510.11-22	LONG TERM DISABILITY INS	159	169	188	201	219	219
*	FRINGE BENEFITS	7,965	8,445	8,999	8,909	9,686	9,686
ELEM 20 OVERHEAD							
1023-510.20-15	INFORMATION SYSTEMS	20,120	22,224	21,522	21,522	22,430	22,430
1023-510.20-17	COPIER	792	903	1,225	1,044	1,027	1,027
*	OVERHEAD	20,912	23,127	22,747	22,566	23,457	23,457
ELEM 36 SPECIAL SERVICES							
1023-510.36-10	PRINTING	1,934	2,232	2,500	458	2,500	2,500
1023-510.36-11	CLASSIFIED ADVERTISING	359	374	1,000	513	1,000	1,000
*	SPECIAL SERVICES	2,293	2,606	3,500	971	3,500	3,500
**	BUDGET DEVEL & MONITORING	67,874	72,900	75,910	72,972	79,574	79,574

**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	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Manage the City's budget process to allocate resources in a manner that achieves Council goals and supports effective and efficient service delivery <ul style="list-style-type: none"> <li>• Meet scheduled deadlines to adopt budget by May 31</li> <li>• Achieve GFOA Distinguished Budget Presentation award</li> </ul>	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
	FY05	FY06	FY07	FY08
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	<b>0.45</b>	<b>0.45</b>	<b>0.45</b>	<b>0.45</b>

**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 newspapers.

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1023</b>	
Element/Object	Details	Total	
36 <u>Special Services</u>			
36-10 Printing	FY2009 Requested Budget, 50 copies ..... 500 FY2009 Adopted Budget, 100 copies @ \$20 ..... 2,000		2,500
36-11 Classified Advertising	Advertising, budget ordinances and constant yield tax rate		1,000

**Capital Outlay:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 24 INFORMATION SYSTEMS							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1024-510.10-01	SALARY	91,712	141,942	141,410	132,837	146,861	146,861
1024-510.10-02	HOURLY	122,861	73,137	91,226	87,646	92,777	92,777
1024-510.10-03	OVERTIME	3,774	859	2,000	1,632	2,000	2,000
*	PAYROLL-WAGES	218,347	215,938	234,636	222,115	241,638	241,638
ELEM 11 FRINGE BENEFITS							
1024-510.11-10	FICA	16,062	16,657	17,753	16,703	18,544	18,544
1024-510.11-12	HEALTH INSURANCE	9,601	9,279	14,210	8,707	14,851	14,851
1024-510.11-13	DENTAL INSURANCE	1,061	1,199	1,553	1,204	1,461	1,461
1024-510.11-14	LIFE INSURANCE	646	682	824	701	807	807
1024-510.11-15	VISION INSURANCE	276	334	358	480	686	686
1024-510.11-17	457 CITY MATCH CONTRIBUTN	1,826	1,764	2,164	1,446	1,851	1,851
1024-510.11-18	RETIREMENT	14,117	8,973	12,779	10,277	13,357	13,357
1024-510.11-21	WORKERS COMPENSATION INS	8,514	4,334	6,725	6,284	6,810	6,810
1024-510.11-22	LONG TERM DISABILITY INS	843	905	1,074	1,058	1,221	1,221
*	FRINGE BENEFITS	52,946	44,127	57,440	46,860	59,588	59,588
ELEM 12 TRAVEL & TRAINING							
1024-510.12-10	NON TRAINING TRAVEL	2,408	2,042	1,400	1,464	1,600	1,600
1024-510.12-11	TRAVEL & TRAINING	4,431	5,240	8,600	2,385	8,600	8,600
*	TRAVEL & TRAINING	6,839	7,282	10,000	3,849	10,200	10,200
ELEM 20 OVERHEAD							
1024-510.20-12	POSTAGE	24,220-	28,414-	26,400-	25,889-	28,500-	28,500-
1024-510.20-14	TELEPHONE	24,000-	24,000-	22,000-	22,000-	22,600-	22,600-
1024-510.20-15	INFORMATION SYSTEMS	402,406-	444,490-	430,439-	430,439-	448,607-	448,607-
1024-510.20-17	COPIER	16,994-	17,291-	20,417-	17,262-	20,537-	20,537-
*	OVERHEAD	467,620-	514,195-	499,256-	495,590-	520,244-	520,244-
ELEM 30 PROFESSIONAL SERVICES							
1024-510.30-14	SUPPORT SERVICES	14,007	7,440	10,500	4,420	10,500	10,500
*	PROFESSIONAL SERVICES	14,007	7,440	10,500	4,420	10,500	10,500
ELEM 34 CONTRACTUAL SERVICES							
1024-510.34-73	CABLING	500	0	0	0	0	0
*	CONTRACTUAL SERVICES	500	0	0	0	0	0
ELEM 36 SPECIAL SERVICES							
1024-510.36-15	CATERING FOR MEETINGS	0	9	0	0	0	0
1024-510.36-40	FILES MANAGEMENT	8,000	0	0	0	0	0
*	SPECIAL SERVICES	8,000	9	0	0	0	0
ELEM 40 REPAIR & MAINTENANCE							

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 24 INFORMATION SYSTEMS							
SUB 0 GENERAL GOVERNMENT							
ELEM 40 REPAIR & MAINTENANCE							
1024-510.40-11	BUILDINGS & GROUNDS	0	35	0	0	0	0
1024-510.40-14	COMPUTER EQUIPMENT	349	402	1,000	393	1,000	1,000
1024-510.40-15	TELEPHONE EQUIPMENT	2,413	1,324	3,000	3,134	3,000	3,000
*	REPAIR & MAINTENANCE	2,762	1,761	4,000	3,527	4,000	4,000
ELEM 45 MAINTENANCE CONTRACT							
1024-510.45-10	COMPUTER SOFTWARE SUPPORT	53,932	48,009	55,625	51,986	58,510	58,510
1024-510.45-11	COMPUTER HARDWARE SUPPORT	7,191	6,174	8,279	4,821	9,719	9,719
1024-510.45-12	COPIERS	592	596	720	688	720	720
1024-510.45-13	HANDHELD TICKET WRITERS	0	3,860	3,860	3,860	3,860	3,860
1024-510.45-15	OFFICE EQUIPMENT	1,444	1,504	1,445	1,764	1,533	1,533
1024-510.45-16	BUILDING SERVICES	0	638	638	750	638	638
*	MAINTENANCE CONTRACT	63,159	60,781	70,567	63,869	74,980	74,980
ELEM 48 RENTAL							
1024-510.48-10	OFFICE EQUIPMENT	840	1,140	1,140	840	1,140	1,140
1024-510.48-20	COPIERS	11,261	12,343	13,667	13,882	13,787	13,787
*	RENTAL	12,101	13,483	14,807	14,722	14,927	14,927
ELEM 60 SUPPLIES							
1024-510.60-10	GENERAL SUPPLIES	916	1,466	250	124	250	250
1024-510.60-20	COMPUTER SUPPLIES	13,506	14,105	16,800	13,769	16,800	16,800
*	SUPPLIES	14,422	15,571	17,050	13,893	17,050	17,050
ELEM 61 OFFICE SUPPLIES							
1024-510.61-10	OFFICE SUPPLIES	4,925	5,818	6,500	4,825	6,500	6,500
*	OFFICE SUPPLIES	4,925	5,818	6,500	4,825	6,500	6,500
ELEM 62 POSTAGE							
1024-510.62-10	POSTAGE	24,137	30,478	26,400	27,012	28,500	28,500
*	POSTAGE	24,137	30,478	26,400	27,012	28,500	28,500
ELEM 66 TELEPHONE & COMMUNICATION							
1024-510.66-10	TELEPHONE	21,333	21,597	22,000	22,519	22,600	22,600
1024-510.66-11	PAGER	711	424	423	105	0	0
1024-510.66-12	CELLULAR PHONE	451	1,641	1,900	4,056	6,452	6,452
1024-510.66-14	INTERNET	11,575	9,654	6,953	6,627	3,539	3,539
*	TELEPHONE & COMMUNICATION	34,070	33,316	31,276	33,307	32,591	32,591
ELEM 67 DUES & PUBLICATIONS							
1024-510.67-10	DUES	150	195	150	195	150	150
1024-510.67-20	PUBLICATIONS & BOOKS	87	0	200	0	200	200
*	DUES & PUBLICATIONS	237	195	350	195	350	350

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 24 INFORMATION SYSTEMS							
SUB 0 GENERAL GOVERNMENT							
ELEM 67 DUES & PUBLICATIONS							
1024-510.93-10	OFFICE EQUIPMENT	0	336	0	0	0	0
1024-510.93-30	COPIERS	0	400	0	0	0	0
*	OFFICE EQUIPMENT	0	736	0	0	0	0
ELEM 97 COMMUNICATIONS EQUIPMENT							
1024-510.97-10	TELEPHONE SYSTEM	0	964	1,000	632	1,000	1,000
*	COMMUNICATIONS EQUIPMENT	0	964	1,000	632	1,000	1,000
ELEM 98 COMPUTER HDWE & SOFTWARE							
1024-510.98-10	COMPUTER HARDWARE	16,381	19,490	10,730	31,561	14,420	14,420
1024-510.98-20	COMPUTER SOFTWARE	8,167	4,682	4,000	2,601	4,000	4,000
*	COMPUTER HDWE & SOFTWARE	24,548	24,172	14,730	34,162	18,420	18,420
**	INFORMATION SYSTEMS	13,380	52,124-	0	22,202-	0	0

**PROGRAM NAME/NUMBER**

**Information Systems/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 Systems, Postage, Telephone, Copier), resulting in a zero budget total.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 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%	100%	95%	95%
	Percent of project deadlines met	90%	100%	90%	90%
	Implement internal I-Net to connect all City facilities for data communications	100%	N/A	N/A	N/A
3. Maintain the City's web site	Update content, implement improvements and increase functionality	In process	TBD	Major update	TBD

**PROGRAM NAME/NUMBER**

**Information Systems/1024**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Director of Finance	0.15	0.15	0.15	0.15
Information Systems Manager	1.00	1.00	1.00	1.00
Information Systems Technician I	1.00	0.00	0.00	0.00
Information Systems Technician II	0.50	2.00	2.00	2.00
Programmer Analyst	1.00	1.00	1.00	1.00
Budget Total	<b>3.65</b>	<b>4.15</b>	<b>4.15</b>	<b>4.15</b>

**OPERATING EXPENDITURES:** Maintenance contract includes citywide service contracts on various office equipment, computers and software, automated time clock systems and hand-held parking ticket writers. Postage covers postage meter use. Telephone includes all phone service provided to departments in City Hall, including long distance, local service and special lines for fax machines and credit card terminals. Travel & Training includes network courses and training in desktop applications for all City staff.

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1024</b>	
	<b>Element/Object</b>	<b>Details</b>	<b>Total</b>
12	<u>Travel &amp; Training</u> 12-10 Non-Training Travel	Staff mileage reimbursement for local meetings	1,600
	12-11 Travel & Training	Mid-Atlantic HTE Users Group (MA-HUG) annual conference, 2 @ \$1,200 ..... 2,400 Desktop applications training, 20 attendees @ \$250 ..... 5,000 Travel and meals for training ..... 1,200	8,600
30	<u>Professional Services</u> 30-14 Management Support Services	Contract services of web technician for improving site, as needed ..... 2,500 Outside consulting on hardware and software, as needed ..... 8,000	10,500
40	<u>Repair &amp; Maintenance</u> 40-14 Computer	Computers and printers	1,000
	40-15 Telephone System	Telephone equipment repairs and programming, all buildings	3,000
45	<u>Maintenance Contract</u> 45-10 Computer Software Support	Sungard HTE software, all modules ..... 42,000 Public Works software: Qquest fleet management ..... 659 Kronos time & attendance ..... 2,055 Gasboy interface to Qquest ..... 450 CCAR work orders, 5-user network license fee ..... 480 Federal OSHA Regsoft update service ..... 80 ESRI-ArcView GIS software, 3-user license fee (1 assigned to City Engineer, 2 concurrent users) ..... 1,738	

**PROGRAM NAME/NUMBER**

**Information Systems/1024**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1024</b>	
<b>Element/Object</b>	<b>Details</b>	<b>Total</b>	
	MD Property View, software license fee ..... 980 County Property View data, software license fee ..... 550 WatchGuard firewall software ..... 200 MetaFile files management software ..... 5,517 Symantec Norton Anti-Virus, network subscription ..... 2,010 Systran translation software, annual fee ..... 810 Dameware, network application software ..... 162 Visix – Axis TV (character generator) software ..... 819		58,510
45-11 Computer Hardware Support	AS/400 system maintenance ..... 2,283 AS/400, 2 network line printers ..... 4,596 AS/400, 1 Ultrium LTO backup drive ..... 1,250 Allied Telesyn, I-Net equipment at all locations ..... 1,590		9,719
45-12 Copiers	Toshiba – Finance department copier maintenance		720
45-13 Handheld Ticket Writers	AutoCite – maintenance on 8 handheld ticket writers		3,860
45-15 Office Equipment	Neopost – postage meter and electronic scale ..... 655 Whitaker – check signer ..... 178 Cummins – coin sorter and counter ..... 700		1,533
45-16 Building Services	IDenticard security and ID card system – annual maintenance		638
48 <u>Rental</u>			
48-10 Office Equipment	Neopost – postage meter and feeder		1,140
48-20 Copiers	Minolta digital copier lease – City Hall, \$827 monthly plus estimated 515,000 copies @ \$0.0075/copy		13,787
60 <u>Supplies</u>			
60-10 General Supplies	Copier toner and drums, desktop copiers @ City Hall		250
60-20 Computer Supplies	PC media ..... 200 Backup tape cartridges ..... 1,000 Laser and inkjet printer toner, all printers ..... 9,000 Color laser printer toner and supplies – Administration, Planning, Public Services and Public Works ..... 5,200 Cables, surge protectors, miscellaneous supplies ..... 1,400		16,800
61 <u>Office Supplies.</u>			
61-10 Office Supplies	Copier paper, postage meter supplies		6,500
62 <u>Postage</u>			
62-10 Postage	Postage meter usage, increased to cover proposed May 2006 postal rate increase		28,500
66 <u>Telephone &amp; Communications</u>			
66-10 Telephone	Telephone – local service and long distance at City Hall		22,600
66-12 Cellular Phone	Monthly service @ \$50, 2 phones ..... 1,200 Replacement parts for all Nextel phones (batteries, chargers, cases, etc.) ..... 500		

**PROGRAM NAME/NUMBER**

**Information Systems/1024**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1024</b>	
<b>Element/Object</b>	<b>Details</b>	<b>Total</b>	
66-14 Internet	Verizon Wireless aircard for code enforcement Toughbooks, 6 @ \$66 per month .....	4,752	6,452
	T1 line for Internet access by all AS/400 users, \$569 monthly (fixed rate contract) for 6 months (prior to migration to County I-Net T1) .....	3,414	
	GSA dot gov domain registration, annual fee .....	125	3,539
67 <u>Dues &amp; Publications</u>			
67-10 Dues	Mid-Atlantic HTE Users Group (MA-HUG), 2 @ \$75		150
67-20 Publications & Books	AS/400 technical manuals, IBM programming and network maintenance manuals		200
97 <u>Communications Equipment</u>			
97-10 Telephone Systems	Replacement telephone equipment, all buildings		1,000
98 <u>Computers &amp; Software</u>			
98-10 Hardware	Replacement PC's, 10 @ \$830 .....	8,300	
	Replacement printers, estimate 6 @ \$200 .....	1,200	
	Replacement monitors, estimate 12 @ \$160 .....	1,920	
	Other hardware replacements .....	2,000	
	Notebook PC, available for staff sign-out .....	1,000	14,420
98-20 Software	Software upgrades not covered under maintenance		4,000

**Capital Outlay:** Telephone systems include the replacement of telephones and other related equipment in all City buildings (\$1,000). Hardware includes replacement PC's, printers and monitors for units that cannot be cost-effectively repaired or upgraded (\$14,420). Software includes upgrades not covered under maintenance (\$4,000).

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 25 NON-DEPARTMENTAL EXP							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1025-510.10-01	SALARY	2,700	6,269	4,813	4,800	4,813	4,813
1025-510.10-02	HOURLY	13,624	0	0	0	0	0
1025-510.10-03	OVERTIME	0	1,408	0	5,515	0	0
*	PAYROLL-WAGES	16,324	7,677	4,813	10,315	4,813	4,813
ELEM 11 FRINGE BENEFITS							
1025-510.11-10	FICA	1,249	582	368	774	368	368
1025-510.11-12	HEALTH INSURANCE	3-	280	0	734	0	0
1025-510.11-13	DENTAL INSURANCE	8	14	0	23	0	0
1025-510.11-14	LIFE INSURANCE	124	178	0	14	0	0
1025-510.11-15	VISION INSURANCE	1,643	3,377	0	978-	0	0
1025-510.11-17	457 CITY MATCH CONTRIBUTN	0	18	0	46	0	0
1025-510.11-18	RETIREMENT	1,578-	6,275-	0	6,539-	0	0
1025-510.11-21	WORKERS COMPENSATION INS	1,751	34,018-	322	30,243-	318	318
1025-510.11-22	LONG TERM DISABILITY INS	253	143	0	22	0	0
*	FRINGE BENEFITS	3,447	35,701-	690	36,147-	686	686
ELEM 20 OVERHEAD							
1025-510.20-10	INSURANCE	131,453-	134,628-	139,156-	139,156-	151,739-	151,739-
1025-510.20-13	UTILITIES	28,354-	36,817-	35,940-	35,940-	42,512-	42,512-
*	OVERHEAD	159,807-	171,445-	175,096-	175,096-	194,251-	194,251-
ELEM 30 PROFESSIONAL SERVICES							
1025-510.30-14	SUPPORT SERVICES	200	200	200	200	200	200
1025-510.30-52	ACTUARIAL SERVICES	5,200	750	0	0	0	0
*	PROFESSIONAL SERVICES	5,400	950	200	200	200	200
ELEM 50 INSURANCE							
1025-510.50-10	LIABILITY INSURANCE	112,057	126,951	139,156	136,482	151,739	151,739
*	INSURANCE	112,057	126,951	139,156	136,482	151,739	151,739
ELEM 60 SUPPLIES							
1025-510.60-10	GENERAL SUPPLIES	2,184	2,548	2,350	2,361	2,400	2,400
*	SUPPLIES	2,184	2,548	2,350	2,361	2,400	2,400
ELEM 65 UTILITIES							
1025-510.65-10	ELECTRICITY	18,267	17,868	21,637	28,596	28,413	28,413
1025-510.65-11	NATURAL GAS	2,716	3,899	5,250	3,711	5,000	5,000
1025-510.65-13	WATER & SEWER	481	545	1,000	681	1,000	1,000
*	UTILITIES	21,464	22,312	27,887	32,988	34,413	34,413
**	NON-DEPARTMENTAL EXP	1,069	46,708-	0	28,897-	0	0

CITY OF COLLEGE PARK  
EXPENDITURE BUDGET WORKSHEET  
FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 10	GENERAL GOVERNMENT						
DIV 25	NON-DEPARTMENTAL EXP						
SUB 0	GENERAL GOVERNMENT						
ELEM 65	UTILITIES						
***	GENERAL GOVERNMENT	1,844,439	1,928,330	2,071,709	1,845,299	2,187,956	2,215,015

**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, with the exception of health insurance, is purchased through the Local Government Insurance Trust (LGIT), of which the City is a charter member. Expenditures in this program are charged out to other programs through various overhead accounts (Insurance, Utilities), resulting in a zero budget total.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 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	10% increase	<=15% increase	10% increase	<=15% increase

**PROGRAM NAME/NUMBER**

**Non-Departmental Expenditures/1025**

**PERSONNEL EXPENDITURES:** Personnel expenditures include the salary of 1 Caretaker who is not an FTE.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
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	
30 Professional Services 30-14 Management Support Svcs.	Unemployment Tax Service @ \$50 per quarter	200	
50 Insurance 50-10 Liability Insurance	General liability – primary ..... 18,853 General liability and auto – excess ..... 13,068 Public officials’ liability ..... 16,827 Auto – primary ..... 25,094 Auto – physical damage ..... 19,141 Property ..... 30,611 Boiler and machinery ..... 1,228 Pollution legal liability ..... 8,224 Crime bond ..... 3,188 Contingency and audit ..... 2,000 Insurance deductibles ..... 7,500 Personal injury protection ..... 1,200 Uninsured motorists ..... 505 Metro underpass – WMATA and CSXT ..... 3,400 Fuel storage tanks ..... 900	151,739	
60 Supplies 60-10 General Supplies	Coffee, coffee supplies, bottled water @ City Hall	2,400	
65 Utilities 65-10 Electricity	Estimate based on current usage ..... 26,000 Wind power, 10% premium ..... 2,413	28,413	
65-11 Natural Gas	Estimate based on current usage	5,000	
65-13 Water & Sewer	Estimate based on current usage	1,000	

**Capital Outlay:** None

# PUBLIC SERVICES

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 10 ADMINISTRATION							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2010-520.10-01	SALARY	58,691	59,829	85,470	85,168	90,235	90,235
2010-520.10-02	HOURLY	21,164	13,539	12,487	12,513	13,285	13,285
2010-520.10-03	OVERTIME	1,054	923	1,200	1,158	1,200	1,200
*	PAYROLL-WAGES	80,909	74,291	99,157	98,839	104,720	104,720
ELEM 11 FRINGE BENEFITS							
2010-520.11-10	FICA	6,151	5,766	7,688	7,308	7,997	7,997
2010-520.11-12	HEALTH INSURANCE	1,550	1,153	3,595	3,389	3,986	3,986
2010-520.11-13	DENTAL INSURANCE	195	216	431	324	292	292
2010-520.11-14	LIFE INSURANCE	291	236	348	323	350	350
2010-520.11-15	VISION INSURANCE	124	98	116	236	237	237
2010-520.11-17	457 CITY MATCH CONTRIBUTN	796	569	704	715	704	704
2010-520.11-18	RETIREMENT	3,967	4,792	5,699	6,598	6,873	6,873
2010-520.11-21	WORKERS COMPENSATION INS	6,721	3,369	320	327	379	379
2010-520.11-22	LONG TERM DISABILITY INS	380	310	452	490	527	527
*	FRINGE BENEFITS	20,175	16,509	19,353	19,710	21,345	21,345
ELEM 12 TRAVEL & TRAINING							
2010-520.12-10	NON TRAINING TRAVEL	0	110	0	719	0	0
2010-520.12-11	TRAVEL & TRAINING	1,854	3,451	4,300	4,007	4,300	4,300
*	TRAVEL & TRAINING	1,854	3,561	4,300	4,726	4,300	4,300
ELEM 20 OVERHEAD							
2010-520.20-10	INSURANCE	2,629	2,693	2,783	2,783	3,035	3,035
2010-520.20-12	POSTAGE	593	301	264	411	285	285
2010-520.20-15	INFORMATION SYSTEMS	4,024	4,445	4,304	4,304	4,486	4,486
2010-520.20-16	BUILDING MAINTENANCE	12,601	15,458	17,794	17,793	24,012	25,371
*	OVERHEAD	19,847	22,897	25,145	25,291	31,818	33,177
ELEM 30 PROFESSIONAL SERVICES							
2010-520.30-13	ADMINISTRATIVE	208	1,093	0	3,985	0	0
2010-520.30-39	TRANSLATION SERVICES	0	1,030	1,000	55	1,253	1,253
*	PROFESSIONAL SERVICES	208	2,123	1,000	4,040	1,253	1,253
ELEM 36 SPECIAL SERVICES							
2010-520.36-10	PRINTING	3,458	3,488	3,000	4,425	3,392	3,392
2010-520.36-15	CATERING FOR MEETINGS	48	0	0	0	0	0
*	SPECIAL SERVICES	3,506	3,488	3,000	4,425	3,392	3,392
ELEM 38 SPECIAL EVENTS							
2010-520.38-50	UM NEW STUDENT ORIENTATN	0	728	0	0	0	0
*	SPECIAL EVENTS	0	728	0	0	0	0

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 10 ADMINISTRATION							
SUB 0 PUBLIC SERVICES							
ELEM 40 REPAIR & MAINTENANCE							
ELEM 40 REPAIR & MAINTENANCE							
2010-520.40-10	OFFICE EQUIPMENT	251	89	300	178	300	300
2010-520.40-11	BUILDINGS & GROUNDS	400	5,785	600	2,641	600	600
2010-520.40-13	TOOLS & EQUIPMENT	0	0	250	0	250	250
2010-520.40-25	HVAC REPAIRS	327	1,844	500	328	500	500
*	REPAIR & MAINTENANCE	978	7,718	1,650	3,147	1,650	1,650
ELEM 42 CLEANING SERVICE							
2010-520.42-10	BUILDING	203	0	0	0	0	0
*	CLEANING SERVICE	203	0	0	0	0	0
ELEM 45 MAINTENANCE CONTRACT							
2010-520.45-16	BUILDING SERVICES	116	121	280	277	280	280
2010-520.45-22	SECURITY ALARM MONITORING	240	734	270	839	270	270
2010-520.45-23	PEST CONTROL	678	528	564	458	564	564
*	MAINTENANCE CONTRACT	1,034	1,383	1,114	1,574	1,114	1,114
ELEM 47 CLOTHING & UNIFORMS							
2010-520.47-10	CLOTHING & UNIFORMS	649	1,183	640	0	650	650
*	CLOTHING & UNIFORMS	649	1,183	640	0	650	650
ELEM 48 RENTAL							
2010-520.48-20	COPIERS	3,927	3,556	3,300	3,015	3,300	3,300
*	RENTAL	3,927	3,556	3,300	3,015	3,300	3,300
ELEM 60 SUPPLIES							
2010-520.60-10	GENERAL SUPPLIES	587	1,199	2,450	4,203	2,450	2,450
2010-520.60-11	MEETING REFRESHMENTS	194	549	500	497	500	500
2010-520.60-20	COMPUTER SUPPLIES	77	0	0	0	0	0
*	SUPPLIES	858	1,748	2,950	4,700	2,950	2,950
ELEM 61 OFFICE SUPPLIES							
2010-520.61-10	OFFICE SUPPLIES	2,072	2,079	1,600	1,079	1,600	1,600
*	OFFICE SUPPLIES	2,072	2,079	1,600	1,079	1,600	1,600
ELEM 62 POSTAGE							
2010-520.62-10	POSTAGE	53	27	0	43	0	0
*	POSTAGE	53	27	0	43	0	0
ELEM 65 UTILITIES							
2010-520.65-10	ELECTRICITY	5,392	3,490	4,000	5,627	6,000	6,000
*	UTILITIES	5,392	3,490	4,000	5,627	6,000	6,000

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 10 ADMINISTRATION							
SUB 0 PUBLIC SERVICES							
ELEM 66 TELEPHONE & COMMUNICATION							
ELEM 66 TELEPHONE & COMMUNICATION							
2010-520.66-10	TELEPHONE	4,024	4,288	3,600	4,429	3,600	3,600
2010-520.66-12	CELLULAR PHONE	401	613	600	666	600	600
*	TELEPHONE & COMMUNICATION	4,425	4,901	4,200	5,095	4,200	4,200
ELEM 67 DUES & PUBLICATIONS							
2010-520.67-10	DUES	285	210	835	340	835	835
2010-520.67-20	PUBLICATIONS & BOOKS	217	285	350	168	350	350
*	DUES & PUBLICATIONS	502	495	1,185	508	1,185	1,185
ELEM 69 MISCELLANEOUS CHARGE							
2010-520.69-10	MISCELLANEOUS	301	296	400	290	400	400
*	MISCELLANEOUS CHARGE	301	296	400	290	400	400
ELEM 93 OFFICE EQUIPMENT							
2010-520.93-20	OFFICE FURNITURE	0	235	0	1,643	0	0
*	OFFICE EQUIPMENT	0	235	0	1,643	0	0
**	ADMINISTRATION	146,893	150,708	172,994	183,752	189,877	191,236

**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 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	FY2006 ACTUAL	FY2007		FY2008 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 answered within 1 business day	90%	95%	91%	95%
3. Ensure achievement of department goals and planned accomplishments • Report achievements annually	Percent of targets and accomplishments achieved	90%	95%	91%	95%

**PROGRAM NAME/NUMBER****Public Services Administration/2010****PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalent (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Director of Public Services	0.75	0.75	1.00	1.00
Office Specialist III	1.00	0.35	0.35	0.35
Budget Total	<b>1.75</b>	<b>1.10</b>	<b>1.35</b>	<b>1.35</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2010	
Element/Object	Details	Total	
12	<u>Travel &amp; Training</u> 12-11 Travel & Training	Maryland Municipal League (MML) annual conference ..... 1,200 Local meetings (CEZOA, MBOA, IPI) ..... 300 American Association of Code Enforcement conference @ Atlanta ..... 1,800 Staff training – department wide ..... 1,000	4,300
30	<u>Professional Services</u> 30-39 Translation Services	Translate department public information materials into Spanish	1,253
36	<u>Special Services</u> 36-10 Printing	Flyers, committee support	3,392
40	<u>Repair &amp; Maintenance</u> 40-10 Office Equipment		300
	40-11 Buildings & Grounds	Electrical and plumbing repairs	600
	40-13 Tools & Equipment		250
	40-25 HVAC Repairs		500
45	<u>Maintenance Contract</u> 45-16 Building Services	Fire extinguisher inspection and service ..... 75 Other services ..... 205	280
	45-22 Security Alarm Monitoring		270
	45-23 Pest Control	Monthly charge of \$47	564
47	<u>Clothing &amp; Uniforms</u> 47-10 Clothing & Uniforms	Work clothing for administration staff ..... 500 Safety shoes, 1 @ \$150 ..... 150	650
48	<u>Rental</u> 48-20 Copiers	Copier lease @ \$275 monthly	3,300

**PROGRAM NAME/NUMBER**

**Public Services Administration/2010**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 2010</b>	
<b>Element/Object</b>	<b>Details</b>	<b>Total</b>	
60	<u>Supplies</u> 60-10 General Supplies	Based on current usage ..... 1,700 Promotional materials for UM students ..... 750	2,450
	60-11 Meeting Refreshments		500
61	<u>Office Supplies</u> 61-10 Office Supplies	Based on current usage	1,600
65	<u>Utilities</u> 65-10 Electricity	Estimate based on current usage	6,000
66	<u>Telephone &amp; Communications</u> 66-10 Telephone	Based on current usage	3,600
	66-12 Cellular Phone	Monthly service @ \$50, 1 phone	600
67	<u>Dues &amp; Publications</u> 67-10 Dues	Code Enforcement & Zoning Officials Association (CEZOA), 1 @ \$25 ..... 25 American Association of Code Enforcement (AACE) ..... 60 International Parking Institute (IPI), associate ..... 155 Maryland Building Officials Association (MBOA) ..... 25 National Fire Protection Association (NFPA) ..... 150 Maryland Association of Parking Administrators ..... 50 Other organizations ..... 370	835
	67-20 Publications & Books		350
69	<u>Miscellaneous Charge</u> 69-10 Miscellaneous		400

**Capital Outlay: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 11 PARKING ENFORCEMENT							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2011-520.10-01	SALARY	55,662	58,495	61,413	61,228	64,836	64,836
2011-520.10-02	HOURLY	339,910	340,685	361,564	358,937	396,553	396,553
2011-520.10-03	OVERTIME	8,074	7,008	8,000	6,061	8,000	8,000
2011-520.10-10	SHIFT DIFFERENTIAL-NIGHTS	2,428	5,129	9,000	5,563	7,040	7,040
*	PAYROLL-WAGES	406,074	411,317	439,977	431,789	476,429	476,429
ELEM 11 FRINGE BENEFITS							
2011-520.11-10	FICA	30,389	30,984	33,114	31,849	35,115	35,115
2011-520.11-12	HEALTH INSURANCE	32,455	38,389	43,589	43,132	46,547	46,547
2011-520.11-13	DENTAL INSURANCE	2,323	2,635	2,743	2,918	2,770	2,770
2011-520.11-14	LIFE INSURANCE	1,227	1,326	1,494	1,396	1,503	1,503
2011-520.11-15	VISION INSURANCE	712	897	836	1,893	1,901	1,901
2011-520.11-17	457 CITY MATCH CONTRIBUTN	3,093	2,958	3,494	3,118	5,320	5,320
2011-520.11-18	RETIREMENT	25,864	26,142	26,713	27,094	30,111	30,111
2011-520.11-21	WORKERS COMPENSATION INS	36,625	16,001	20,705	20,080	22,234	22,389
2011-520.11-22	LONG TERM DISABILITY INS	1,599	1,758	1,952	2,119	2,273	2,273
*	FRINGE BENEFITS	134,287	121,090	134,640	133,599	147,774	147,929
ELEM 12 TRAVEL & TRAINING							
2011-520.12-10	NON TRAINING TRAVEL	26	0	0	20	0	0
2011-520.12-11	TRAVEL & TRAINING	3,028	3,501	4,550	2,196	3,300	3,300
*	TRAVEL & TRAINING	3,054	3,501	4,550	2,216	3,300	3,300
ELEM 20 OVERHEAD							
2011-520.20-10	INSURANCE	3,944	4,039	4,175	4,175	4,552	4,552
2011-520.20-11	AUTOMOTIVE	28,125	28,998	32,161	32,161	34,402	33,958
2011-520.20-12	POSTAGE	2,089	2,226	2,112	2,106	2,280	2,280
2011-520.20-13	UTILITIES	4,253	5,523	5,392	5,391	6,376	6,376
2011-520.20-14	TELEPHONE	3,360	3,360	3,080	3,080	3,164	3,164
2011-520.20-15	INFORMATION SYSTEMS	80,481	88,898	86,088	86,088	94,207	94,207
2011-520.20-16	BUILDING MAINTENANCE	3,780	4,637	5,338	5,338	4,802	5,074
2011-520.20-17	COPIER	1,270	1,512	1,633	1,321	1,643	1,643
*	OVERHEAD	127,302	139,193	139,979	139,660	151,426	151,254
ELEM 30 PROFESSIONAL SERVICES							
2011-520.30-40	PKG TKTS HEARING OFFICER	8,825	7,825	10,000	5,013	9,000	9,000
2011-520.30-65	INTERPRETER SERVICES	157	0	316	0	316	316
*	PROFESSIONAL SERVICES	8,982	7,825	10,316	5,013	9,316	9,316
ELEM 36 SPECIAL SERVICES							
2011-520.36-10	PRINTING	11,059	13,998	11,100	10,955	11,400	11,400
2011-520.36-13	MVA SERVICES	256	168	600	147	600	600
*	SPECIAL SERVICES	11,315	14,166	11,700	11,102	12,000	12,000

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 11 PARKING ENFORCEMENT							
SUB 0 PUBLIC SERVICES							
ELEM 36 SPECIAL SERVICES							
2011-520.40-13	TOOLS & EQUIPMENT	8,402	15,319	7,800	1,541	8,300	8,300
2011-520.40-22	MOBILE & PORTABLE RADIOS	608	805	800	1,255	980	980
*	REPAIR & MAINTENANCE	9,010	16,124	8,600	2,796	9,280	9,280
ELEM 47 CLOTHING & UNIFORMS							
2011-520.47-10	CLOTHING & UNIFORMS	5,724	5,739	6,160	4,580	7,590	7,590
*	CLOTHING & UNIFORMS	5,724	5,739	6,160	4,580	7,590	7,590
ELEM 60 SUPPLIES							
2011-520.60-10	GENERAL SUPPLIES	6,919	5,696	6,940	6,857	6,940	6,940
*	SUPPLIES	6,919	5,696	6,940	6,857	6,940	6,940
ELEM 61 OFFICE SUPPLIES							
2011-520.61-10	OFFICE SUPPLIES	1,231	491	1,600	715	1,400	1,400
*	OFFICE SUPPLIES	1,231	491	1,600	715	1,400	1,400
ELEM 62 POSTAGE							
2011-520.62-10	POSTAGE	368	158	500	555	600	600
*	POSTAGE	368	158	500	555	600	600
ELEM 66 TELEPHONE & COMMUNICATION							
2011-520.66-12	CELLULAR PHONE	315	367	600	355	600	600
*	TELEPHONE & COMMUNICATION	315	367	600	355	600	600
ELEM 67 DUES & PUBLICATIONS							
2011-520.67-10	DUES	755	755	805	765	805	805
2011-520.67-20	PUBLICATIONS & BOOKS	0	32	50	0	150	150
*	DUES & PUBLICATIONS	755	787	855	765	955	955
ELEM 92 MACHINERY & EQUIPMENT							
2011-520.92-45	HANDHELD TICKET WRITERS	37,600	0	0	0	0	0
*	MACHINERY & EQUIPMENT	37,600	0	0	0	0	0
ELEM 97 COMMUNICATIONS EQUIPMENT							
2011-520.97-20	RADIO EQUIPMENT	0	0	0	510	0	0
*	COMMUNICATIONS EQUIPMENT	0	0	0	510	0	0
ELEM 98 COMPUTER HDWE & SOFTWARE							
2011-520.98-10	COMPUTER HARDWARE	1,880	0	0	0	0	0
*	COMPUTER HDWE & SOFTWARE	1,880	0	0	0	0	0
**	PARKING ENFORCEMENT	754,816	726,454	766,417	740,512	827,610	827,593

CITY OF COLLEGE PARK  
EXPENDITURE BUDGET WORKSHEET  
FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 20	PUBLIC SERVICES						
DIV 11	PARKING ENFORCEMENT						
SUB 0	PUBLIC SERVICES						
ELEM 98	COMPUTER HDWE & SOFTWARE						

**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 9 residential zones in which permit-only parking regulations are enforced. Parking meters in the City total 613 and are patrolled by parking enforcement officers between the hours of 8:00 a.m. and 10:00 p.m. Monday through Saturday. For the convenience of City residents, State Motor Vehicle Administration tag renewal stickers and non-resident permits are sold at City Hall, as are Prince George's County animal licenses. This program also supports traffic safety efforts by maintaining City speed display signs.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. To apply parking enforcement actions in a fair and consistent manner	Percent of tickets issued without written complaint	97%	98%	97%	98%
	Percent of tickets voided due to officer error	<2%	<1.5%	<2%	<1.5%
2. To facilitate access to parking in residential areas by issuing permits to eligible residents in a timely manner	Percent of permits issued to eligible residents (who submit required documentation) within 1 day of application	99%	99%	99%	99%
3. To facilitate access to parking in commercial areas by maintaining operational meters	Percent of meters operational	99%	99%	99%	99%
4. To collect coin from meters in a timely fashion • Collected at least twice per week, or as necessary	Percent of meters collected on schedule	99%	99%	98%	99%

**PROGRAM NAME/NUMBER**

**Parking Enforcement/2011**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Parking Enforcement Manager	0.00	0.00	0.00	1.00
Parking Enforcement Supervisor	1.00	1.00	1.00	0.00
Parking Enf. Field Operations Supervisor	0.00	0.00	0.00	1.00
Asst. Parking Enforcement Supervisor	1.00	1.00	1.00	0.00
Parking Enforcement Officer II	5.00	5.75	5.00	5.00
Parking Enforcement Officer I	0.75	0.25	1.00	1.50
Information Systems Technician I	0.00	0.00	0.00	1.00
Computer Technician	1.00	1.00	1.00	0.00
Fiscal Support Specialist II	0.00	0.70	0.70	0.70
Administrative Computer Specialist	1.00	0.00	0.00	0.00
Budget Total	9.75	9.70	9.70	10.20

**OPERATING EXPENDITURES**

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 2011
Element/Object	Details		Total
12	<u>Travel &amp; Training</u> 12-11 Travel & Training	International Parking Institute (IPI) conference @ Dallas, 1 attendee @ \$2,300 ..... 2,300 Local training seminars, 8 @ \$125 ..... 1,000	3,300
30	<u>Professional Services</u> 30-40 Parking Tickets Hearing Officer  30-65 Interpreter Services	Estimated 7 hours per week @ \$25 per hour  Sign language interpreter for hearings, estimate 2 @ \$158	9,000  316
36	<u>Special Services</u> 36-10 Printing  36-13 MVA Services	Parking tickets, parking permits, visitor permits  Motor Vehicle Administration MILES system @ \$50 monthly	11,400  600
40	<u>Repair &amp; Maintenance</u> 40-13 Tools & Equipment  40-22 Radio Maintenance	Maintenance of parking meters, estimate ..... 3,500 Replacement of parking meter housings and mechanisms, as needed (estimate 12-15 per year) ..... 4,800  Maintenance contract, UMPD portable radios ..... 580 Radio accessories replacement (holsters, mics, etc.) ..... 400	8,300  980
47	<u>Clothing &amp; Uniforms</u> 47-10 Clothing & Uniforms	8 uniform rentals ..... 4,000 Winter and spring jackets, 8 @ \$150 ..... 1,200 Shoes, 8 @ \$150 ..... 1,200 Umbrellas, 7 @ \$30 ..... 210	

**PROGRAM NAME/NUMBER**

**Parking Enforcement/2011**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 2011</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
		Hats and gloves ..... 600 Badges, name bars, collar pins ..... 380	7,590
60	<u>Supplies</u> 60-10 General	Batteries for portable radios, flashlights and handheld ticket writers ..... 1,200 Batteries for parking meters, 700 (7 cases) @ \$8.20 each (all meter batteries are replaced at least once per year) ..... 5,740	6,940
61	<u>Office Supplies</u> 61-10 Office Supplies	Computer paper, stationary, general office supplies	1,400
62	<u>Postage</u> 62-10 Postage	Shipping charges, returning handheld ticket writers and meter mechanisms for repairs	600
66	<u>Telephone &amp; Communications</u> 66-12 Cellular Phone	Monthly service @ \$50, 1 phone	600
67	<u>Dues &amp; Publications</u> 67-10 Dues	International Parking Institute (IPI), 1 primary @ \$550, 1 associate @ \$155 ..... 705 Maryland Association of Parking Administrators, 2 @ \$50 ..... 100	805
	67-20 Publications & Books		150

**Capital Outlay: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 12 CODE ENFORCEMENT							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2012-520.10-01	SALARY	69,433	71,274	75,137	74,936	75,544	75,544
2012-520.10-02	HOURLY	275,889	305,139	379,783	348,772	381,475	381,475
2012-520.10-03	OVERTIME	10,301	19,718	14,500	20,375	20,000	20,000
2012-520.10-10	SHIFT DIFFERENTIAL-NIGHTS	326	567	1,400	552	1,000	1,000
*	PAYROLL-WAGES	355,949	396,698	470,820	444,635	478,019	478,019
ELEM 11 FRINGE BENEFITS							
2012-520.11-10	FICA	26,504	29,625	35,229	32,626	34,686	34,686
2012-520.11-12	HEALTH INSURANCE	23,352	34,185	51,639	51,991	61,039	61,039
2012-520.11-13	DENTAL INSURANCE	2,299	2,931	4,100	4,021	4,220	4,220
2012-520.11-14	LIFE INSURANCE	1,054	1,194	1,496	1,293	1,444	1,444
2012-520.11-15	VISION INSURANCE	566	742	780	1,636	1,587	1,587
2012-520.11-17	457 CITY MATCH CONTRIBUTN	3,504	3,580	4,719	3,180	7,847	7,847
2012-520.11-18	RETIREMENT	18,769	21,764	24,326	24,259	29,385	29,385
2012-520.11-21	WORKERS COMPENSATION INS	29,521	16,208	19,930	18,359	19,714	19,736
2012-520.11-22	LONG TERM DISABILITY INS	1,372	1,577	1,953	1,950	2,191	2,191
*	FRINGE BENEFITS	106,941	111,806	144,172	139,315	162,113	162,135
ELEM 12 TRAVEL & TRAINING							
2012-520.12-10	NON TRAINING TRAVEL	204	0	0	2	0	0
2012-520.12-11	TRAVEL & TRAINING	7,833	11,180	10,475	7,651	12,550	12,550
*	TRAVEL & TRAINING	8,037	11,180	10,475	7,653	12,550	12,550
ELEM 20 OVERHEAD							
2012-520.20-10	INSURANCE	3,944	4,039	4,175	4,175	4,552	4,552
2012-520.20-11	AUTOMOTIVE	33,750	34,797	38,593	38,593	41,283	40,749
2012-520.20-12	POSTAGE	7,999	9,439	8,448	11,555	9,405	9,405
2012-520.20-15	INFORMATION SYSTEMS	64,385	71,118	68,870	68,870	85,235	85,235
2012-520.20-17	COPIER	232	124	204	43	205	205
*	OVERHEAD	110,310	119,517	120,290	123,236	140,680	140,146
ELEM 25 GRANTS & ASSISTANCE							
2012-520.25-36	RENTAL EQUIPMENT COUPONS	0	0	0	0	1,500	1,500
*	GRANTS & ASSISTANCE	0	0	0	0	1,500	1,500
ELEM 30 PROFESSIONAL SERVICES							
2012-520.30-13	ADMINISTRATIVE	5,565	2,054	2,000	1,290	2,000	2,000
2012-520.30-39	TRANSLATION SERVICES	293	0	0	0	0	0
*	PROFESSIONAL SERVICES	5,858	2,054	2,000	1,290	2,000	2,000
ELEM 36 SPECIAL SERVICES							
2012-520.36-10	PRINTING	3,077	3,481	3,550	2,146	3,550	3,550
2012-520.36-36	CODE ENFORCEMT ABATEMENTS	14,987	14,894-	1,000	0	1,000	1,000

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 12 CODE ENFORCEMENT							
SUB 0 PUBLIC SERVICES							
ELEM 36 SPECIAL SERVICES							
*	SPECIAL SERVICES	18,064	11,413-	4,550	2,146	4,550	4,550
ELEM 40 REPAIR & MAINTENANCE							
	2012-520.40-13 TOOLS & EQUIPMENT	690	859	345	0	1,035	1,035
	2012-520.40-22 MOBILE & PORTABLE RADIOS	304	290	0	0	0	0
*	REPAIR & MAINTENANCE	994	1,149	345	0	1,035	1,035
ELEM 47 CLOTHING & UNIFORMS							
	2012-520.47-10 CLOTHING & UNIFORMS	4,293	4,786	4,730	4,859	4,800	4,800
*	CLOTHING & UNIFORMS	4,293	4,786	4,730	4,859	4,800	4,800
ELEM 48 RENTAL							
	2012-520.48-60 BUILDINGS	0	1,649	1,992	2,042	2,112	2,112
*	RENTAL	0	1,649	1,992	2,042	2,112	2,112
ELEM 60 SUPPLIES							
	2012-520.60-10 GENERAL SUPPLIES	2,491	1,590	1,000	1,739	1,000	1,000
	2012-520.60-20 COMPUTER SUPPLIES	138	0	0	0	0	0
	2012-520.60-60 SAFETY SUPPLIES	260	426	500	0	500	500
*	SUPPLIES	2,889	2,016	1,500	1,739	1,500	1,500
ELEM 61 OFFICE SUPPLIES							
	2012-520.61-10 OFFICE SUPPLIES	1,696	2,547	2,600	2,498	2,942	2,942
*	OFFICE SUPPLIES	1,696	2,547	2,600	2,498	2,942	2,942
ELEM 62 POSTAGE							
	2012-520.62-10 POSTAGE	0	30	0	0	0	0
*	POSTAGE	0	30	0	0	0	0
ELEM 66 TELEPHONE & COMMUNICATION							
	2012-520.66-10 TELEPHONE	49	87	360	101	360	360
	2012-520.66-12 CELLULAR PHONE	1,871	2,280	3,600	2,970	3,600	3,600
*	TELEPHONE & COMMUNICATION	1,920	2,367	3,960	3,071	3,960	3,960
ELEM 67 DUES & PUBLICATIONS							
	2012-520.67-10 DUES	825	495	700	1,095	700	700
	2012-520.67-20 PUBLICATIONS & BOOKS	370	379	675	67	675	675
*	DUES & PUBLICATIONS	1,195	874	1,375	1,162	1,375	1,375
ELEM 69 MISCELLANEOUS CHARGE							
	2012-520.69-10 MISCELLANEOUS	0	70	0	0	0	0
*	MISCELLANEOUS CHARGE	0	70	0	0	0	0

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 12 CODE ENFORCEMENT							
SUB 0 PUBLIC SERVICES							
ELEM 92 MACHINERY & EQUIPMENT							
ELEM 92 MACHINERY & EQUIPMENT							
2012-520.92-20	EQUIPMENT	0	0	3,300	2,550	0	0
2012-520.92-40	PHOTOGRAPHIC EQUIPMENT	0	0	500	0	500	500
*	MACHINERY & EQUIPMENT	0	0	3,800	2,550	500	500
ELEM 93 OFFICE EQUIPMENT							
2012-520.93-10	OFFICE EQUIPMENT	0	719	0	267	0	0
*	OFFICE EQUIPMENT	0	719	0	267	0	0
ELEM 98 COMPUTER HDWE & SOFTWARE							
2012-520.98-10	COMPUTER HARDWARE	0	19,267	0	0	0	0
*	COMPUTER HDWE & SOFTWARE	0	19,267	0	0	0	0
**	CODE ENFORCEMENT	618,146	665,316	772,609	736,463	819,636	819,124

**PROGRAM NAME/NUMBER****Code Enforcement/2012**

**DESCRIPTION:** This program enforces all City codes pertaining to property maintenance, both residential and commercial, within the incorporated limits of the City, 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 FY2003, 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.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 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 services in their neighborhood as good or better	51%	No survey	No survey	55%
2. To apply enforcement actions in a fair and consistent manner	Percent of municipal infractions uncontested (complied, paid fine, failed to appear in court)	60%	60%	60%	60%
	Percent of citations overturned in court	26%	10%	15%	10%
3. To conduct inspections of properties regularly <ul style="list-style-type: none"> <li>● Inspect rental properties annually</li> <li>● Inspect exterior of all properties monthly</li> <li>● Inspect commercial properties annually</li> </ul>	Percent of licensed rental properties inspected on schedule	98%	99%	98%	99%
	Percent of exterior inspections completed on schedule	55%	90%	85%	90%
	Percent of 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
	FY05	FY06	FY07	FY08
Code Enforcement Manager	0.00	0.00	0.00	1.00
Code Enforcement Supervisor	1.00	1.00	1.00	0.00
Code Enforcement Officer II	4.50	5.00	6.00	3.00
Code Enforcement Officer I	0.00	0.00	0.00	3.00
Office Specialist III	0.00	0.05	0.05	0.05
Office Specialist II	1.00	1.00	1.00	1.00
Office Specialist I	0.00	0.50	1.00	1.00
Code Enforcement Admin. Assistant	1.00	1.00	0.00	0.00
Administrative Assistant	0.00	0.00	1.00	1.00
Budget Total	<b>7.50</b>	<b>8.55</b>	<b>10.05</b>	<b>10.05</b>

**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 @ Atlanta, 2 attendees @ \$1,800 ..... 3,600 CEZOA state conference, 7 @ \$450 ..... 3,150 MML code enforcement conference, 7 @ \$225 ..... 1,575 Training seminars ..... 325 CEO continuing education, 7 @ \$100 ..... 700 Noise control certification training, 3 @ \$650 ..... 1,950 Noise control recertification, 1 @ \$400 ..... 400	12,550
25	Grants & Assistance 25-36 Rental Equipment Coupons	Discount coupons for pressure washer rental, residents and businesses cited for graffiti (program details to be determined)	1,500
30	Professional Services 30-13 Administrative	Temporary help	2,000
36	Special Services 36-10 Printing  36-36 Abatements	Printing of new resident packets, inspection forms, licenses ..... 1,500 Permit forms, letterhead, envelopes ..... 2,050  Estimated abatements	3,550  1,000
40	Repair & Maintenance 40-13 Tools & Equipment	Annual calibration of noise meters, 3 @ \$345 each	1,035
47	Clothing & Uniforms 47-10 Clothing & Uniforms	Uniform shirts for 7 code enforcement staff .....	2,000

**PROGRAM NAME/NUMBER**

**Code Enforcement/2012**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 2012</b>	
	<b>Element/Object</b>	<b>Details</b>	<b>Total</b>
		Jackets, slacks for code enforcement staff, 7 @ \$250 ..... 1,750 Safety shoes, 7 @ \$150 ..... 1,050	4,800
48	<u>Rental</u> 48-60 Buildings	Storage space rental, Code Enforcement archive files @ \$176 monthly	2,112
60	<u>Supplies</u> 60-10 General Supplies  60-60 Safety Supplies	Film, film developing, other supplies ..... 500 Smoke detector giveaway program ..... 500	1,000  500
61	<u>Office Supplies</u> 61-10 Office Supplies	Computer paper, copier paper, office supplies	2,942
66	<u>Telephone &amp; Communications</u> 66-10 Telephone  66-12 Cellular Phone	Noise control telephone  Monthly service @ \$50, 6 phones	360  3,600
67	<u>Dues &amp; Publications</u> 67-10 Dues  67-20 Publications & Books	Code Enforcement & Zoning Officials Association (CEZOA), 6 @ \$25 ..... 150 American Association for Code Enforcement (AACE), 6 @ \$75 ..... 450 Maryland Building Officials Association, 4 @ \$25 ..... 100  Prince George's County zoning updates ..... 150 Books – International Code ..... 325 Life safety codes and handbook ..... 200	700   675
92	<u>Machinery &amp; Equipment</u> 92-40 Photographic Equipment	Replacement camera equipment	500

**Capital Outlay:** Photographic Equipment includes regular replacement of old camera equipment (\$500), used by code enforcement officers to document violations.

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 13 ANIMAL CONTROL							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2013-520.10-02	HOURLY	39,384	22,953	31,441	30,594	33,451	33,451
2013-520.10-03	OVERTIME	833	1,934	500	6,373	3,000	3,000
2013-520.10-10	SHIFT DIFFERENTIAL-NIGHTS	0	0	100	0	100	100
*	PAYROLL-WAGES	40,217	24,887	32,041	36,967	36,551	36,551
ELEM 11 FRINGE BENEFITS							
2013-520.11-10	FICA	2,975	1,951	2,383	2,757	2,771	2,771
2013-520.11-12	HEALTH INSURANCE	3,451	2,408	3,496	3,412	3,580	3,580
2013-520.11-13	DENTAL INSURANCE	260	107	135	134	135	135
2013-520.11-14	LIFE INSURANCE	131	74	110	103	113	113
2013-520.11-15	VISION INSURANCE	80	71	86	155	156	156
2013-520.11-17	457 CITY MATCH CONTRIBUTN	522	2	0	0	0	0
2013-520.11-18	RETIREMENT	2,570	98	2,083	1,859	2,376	2,376
2013-520.11-21	WORKERS COMPENSATION INS	4,038	1,362	2,136	2,327	2,344	2,347
2013-520.11-22	LONG TERM DISABILITY INS	172	98	145	156	171	171
*	FRINGE BENEFITS	14,199	6,171	10,574	10,903	11,646	11,649
ELEM 12 TRAVEL & TRAINING							
2013-520.12-10	NON TRAINING TRAVEL	0	0	0	27	0	0
2013-520.12-11	TRAVEL & TRAINING	1,170	2,575	3,195	2,526	3,195	3,195
*	TRAVEL & TRAINING	1,170	2,575	3,195	2,553	3,195	3,195
ELEM 20 OVERHEAD							
2013-520.20-10	INSURANCE	1,314	1,346	1,392	1,392	1,517	1,517
2013-520.20-11	AUTOMOTIVE	11,250	11,599	12,864	12,864	13,761	13,583
2013-520.20-12	POSTAGE	235	242	0	88	285	285
*	OVERHEAD	12,799	13,187	14,256	14,344	15,563	15,385
ELEM 30 PROFESSIONAL SERVICES							
2013-520.30-13	ADMINISTRATIVE	0	440	0	0	0	0
2013-520.30-30	VETERINARY SERVICES	1,311	652	1,000	3,922	1,452	1,452
2013-520.30-39	TRANSLATION SERVICES	127	0	0	0	0	0
*	PROFESSIONAL SERVICES	1,438	1,092	1,000	3,922	1,452	1,452
ELEM 34 CONTRACTUAL SERVICES							
2013-520.34-69	RAT CONTROL	10,065	7,170	10,000	10,305	20,000	20,000
*	CONTRACTUAL SERVICES	10,065	7,170	10,000	10,305	20,000	20,000
ELEM 36 SPECIAL SERVICES							
2013-520.36-10	PRINTING	639	320	500	0	250	250
*	SPECIAL SERVICES	639	320	500	0	250	250
ELEM 40 REPAIR & MAINTENANCE							

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 13 ANIMAL CONTROL							
SUB 0 PUBLIC SERVICES							
ELEM 40 REPAIR & MAINTENANCE							
2013-520.40-11	BUILDINGS & GROUNDS	429	0	1,000	228	1,000	1,000
2013-520.40-22	MOBILE & PORTABLE RADIOS	304	290	0	0	0	0
*	REPAIR & MAINTENANCE	733	290	1,000	228	1,000	1,000
ELEM 42 CLEANING SERVICE							
2013-520.42-10	BUILDING	380	0	500	0	250	250
2013-520.42-12	TOOLS & EQUIPMENT	0	125	0	0	0	0
*	CLEANING SERVICE	380	125	500	0	250	250
ELEM 47 CLOTHING & UNIFORMS							
2013-520.47-10	CLOTHING & UNIFORMS	875	1,197	1,000	400	1,000	1,000
*	CLOTHING & UNIFORMS	875	1,197	1,000	400	1,000	1,000
ELEM 60 SUPPLIES							
2013-520.60-10	GENERAL SUPPLIES	2,533	855	2,000	1,791	2,250	2,250
*	SUPPLIES	2,533	855	2,000	1,791	2,250	2,250
ELEM 61 OFFICE SUPPLIES							
2013-520.61-10	OFFICE SUPPLIES	133	39	100	83	100	100
*	OFFICE SUPPLIES	133	39	100	83	100	100
ELEM 66 TELEPHONE & COMMUNICATION							
2013-520.66-12	CELLULAR PHONE	367	366	600	412	600	600
*	TELEPHONE & COMMUNICATION	367	366	600	412	600	600
ELEM 67 DUES & PUBLICATIONS							
2013-520.67-10	DUES	200	0	175	25	275	275
2013-520.67-20	PUBLICATIONS & BOOKS	0	138	125	65	25	25
*	DUES & PUBLICATIONS	200	138	300	90	300	300
ELEM 95 SITE & BLDG IMPROVEMENTS							
2013-520.95-20	BUILDINGS	0	1,350	0	578	0	0
*	SITE & BLDG IMPROVEMENTS	0	1,350	0	578	0	0
**	ANIMAL CONTROL	85,748	59,762	77,066	82,576	94,157	93,982

**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. 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	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Reduce problems with stray or nuisance animals by enforcing animal control ordinances <ul style="list-style-type: none"> <li>• License all dogs and cats to aid in the prevention of rabies</li> </ul>	Percent of residents rating animal control services as good or better	51%	No survey	No survey	65%
	Percent of captured dogs and cats that are licensed	3%	25%	3%	25%
2. Respond to nuisance animal and cruelty to animal complaints in a timely manner	Percent of complaints responded to within 30 minutes during business hours	95%	95%	95%	95%
	Percent of priority complaints responded to within 2 hours during non-business hours	90%	95%	95%	95%

**PROGRAM NAME/NUMBER**

**Animal Control/2013**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Animal Control Officer III	1.00	1.00	0.00	0.00
Animal Control Officer II	0.00	0.00	0.00	1.00
Animal Control Officer I	0.00	0.00	1.00	0.00
Budget Total	1.00	1.00	1.00	1.00

**OPERATING EXPENDITURES**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2013	
Element/Object	Details	Total	
12 <u>Travel &amp; Training</u> 12-11 Travel & Training	Humane Society conference on animal welfare ..... 1,800 Animal cruelty investigation training, level II ..... 895 PAWS conference ..... 500	3,195	
30 <u>Professional Services</u> 30-30 Veterinary Services	For humane care of impounded animals	1,452	
34 <u>Contractual Services</u> 34-69 Rat Control	4th year of integrated pest management plan to identify areas of infestation in the City, educate the public, and abate rats on public property; increased for FY2008	20,000	
36 <u>Special Services</u> 36-10 Printing	Public education materials	250	
40 <u>Repair &amp; Maintenance</u> 40-11 Buildings & Grounds	Maintenance of animal shelter ..... 500 Repairs to animal shelter ..... 500	1,000	
42 <u>Cleaning Service</u> 42-10 Building	Sanitizing of animal shelter @ Public Works facility	250	
47 <u>Clothing &amp; Uniforms</u> 47-10 Clothing & Uniforms	Uniforms ..... 500 Safety shoes, 1 @ \$150 ..... 150 Winter coat, 1 @ \$90 ..... 90 Fall/spring jacket, 1 @ \$75 ..... 75 Personal protective equipment ..... 185	1,000	
60 <u>Supplies</u> 60-10 General Supplies	Traps, flashlight batteries, capture equipment ..... 600 Animal food ..... 400 Supplies for shelter and vehicle ..... 1,250	2,250	

**PROGRAM NAME/NUMBER**

**Animal Control/2013**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 2013</b>	
	<b>Element/Object</b>	<b>Details</b>	<b>Total</b>
61	<u>Office Supplies</u> 61-10 Office Supplies		100
66	<u>Telephone &amp; Communications</u> 66-12 Cellular Phone	Monthly service @ \$50, 1 phone	600
67	<u>Dues &amp; Publications</u> 67-10 Dues	MWCOG Animal Services Committee ..... 100 Humane Society, PAWS ..... 175	275
	67-20 Publications & Books	Animal People	25

**Capital Outlay: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 14 RECREATION							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2014-520.10-01	SALARY	5,877	0	0	0	0	0
2014-520.10-02	HOURLY	3,838	9,758	11,991	10,726	12,717	12,717
2014-520.10-03	OVERTIME	1,961	2,406	2,500	2,267	2,500	2,500
*	PAYROLL-WAGES	11,676	12,164	14,491	12,993	15,217	15,217
ELEM 11 FRINGE BENEFITS							
2014-520.11-10	FICA	892	937	1,108	952	1,147	1,147
2014-520.11-12	HEALTH INSURANCE	132	279	2,215	2,284	2,550	2,550
2014-520.11-13	DENTAL INSURANCE	1	18	146	81	65	65
2014-520.11-14	LIFE INSURANCE	14	34	38	36	39	39
2014-520.11-15	VISION INSURANCE	9	23	26	3	0	0
2014-520.11-17	457 CITY MATCH CONTRIBUTN	58	141	156	162	156	156
2014-520.11-18	RETIREMENT	143	810	163	847	903	903
2014-520.11-21	WORKERS COMPENSATION INS	1,093	501	150	69	52	52
2014-520.11-22	LONG TERM DISABILITY INS	18	45	49	54	58	58
*	FRINGE BENEFITS	2,360	2,788	4,051	4,488	4,970	4,970
ELEM 30 PROFESSIONAL SERVICES							
2014-520.30-13	ADMINISTRATIVE	730	1,255	0	784	0	0
*	PROFESSIONAL SERVICES	730	1,255	0	784	0	0
ELEM 36 SPECIAL SERVICES							
2014-520.36-10	PRINTING	400	206	500	0	1,021	1,021
*	SPECIAL SERVICES	400	206	500	0	1,021	1,021
ELEM 38 SPECIAL EVENTS							
2014-520.38-10	FIREWORKS	20,492	21,079	32,000	9,995	32,000	32,000
2014-520.38-42	FALL FESTIVAL	4,063	5,315	5,000	6,603	5,000	5,000
2014-520.38-56	SENIOR EVENTS	1,000	800	1,300	400	1,300	1,300
2014-520.38-60	TERP TROT	826	1,325	1,400	1,508	1,400	1,400
2014-520.38-61	DOWNTOWN EVENTS	3,974	5,240	4,000	2,013	4,000	4,000
2014-520.38-65	ARTS & CULTURE PROGRAMS	24,000	0	0	0	0	0
2014-520.38-99	OTHER	3,443	7,088	6,880	4,440	6,880	6,880
*	SPECIAL EVENTS	57,798	40,847	50,580	24,959	50,580	50,580
ELEM 47 CLOTHING & UNIFORMS							
2014-520.47-10	CLOTHING & UNIFORMS	0	367	0	34	0	0
*	CLOTHING & UNIFORMS	0	367	0	34	0	0
ELEM 60 SUPPLIES							
2014-520.60-10	GENERAL SUPPLIES	925	1,935	800	1,865	800	800
*	SUPPLIES	925	1,935	800	1,865	800	800

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 14 RECREATION							
SUB 0 PUBLIC SERVICES							
ELEM 61 OFFICE SUPPLIES							
ELEM 61 OFFICE SUPPLIES							
2014-520.61-10	OFFICE SUPPLIES	12	0	200	0	200	200
*	OFFICE SUPPLIES	12	0	200	0	200	200
ELEM 67 DUES & PUBLICATIONS							
2014-520.67-10	DUES	0	225	0	225	0	0
*	DUES & PUBLICATIONS	0	225	0	225	0	0
**	RECREATION	73,901	59,787	70,622	45,348	72,788	72,788

**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; and coordinating special City-sponsored events such as the Fourth of July celebration and fireworks, Terp Trot, summer playground programs, and other planned events. Maintenance support is provided to the Recreation programs by Public Works-Facilities & Grounds Maintenance, program 5019.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. To promote community spirit and identity by coordinating special events	Total attendance at sponsored events	Estimated 40,000	35,000	Estimated 30,000	35,000
2. Represent the interest of the City's residents to ensure recreational opportunities that meet their needs	Percent of residents rating publicly sponsored recreational opportunities as good or better	Average 24%*	No survey	No survey	Average 25%

\*

FY2006 resident survey:

<b>FY2006 ACTUAL</b>
--------------------------

July 4th	47%
Halloween Thing	19%
Easter Bunny Lunch	16%
Spring Egg Hunt	18%
Maryland Day	45%
Santa Brunch	17%
International Fall Festival	20%
College Park Cares 10K Race	19%
Terp Trot 5K Race	19%
Taste of College Park	22%
<b>Average</b>	<b>24%</b>

**PROGRAM NAME/NUMBER**

**Recreation/2014**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Office Specialist III	0.00	0.30	0.30	0.30
Recreation Assistant	0.05	0.05	0.05	0.05
Budget Total	<b>0.05</b>	<b>0.35</b>	<b>0.35</b>	<b>0.35</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2014	
Element/Object	Details	Total	
36 Special Services 36-10 Printing		1,021	
38 Special Events 38-10 Fireworks	July 4th celebration on University of Maryland campus, co-sponsored by University of Maryland	32,000	
38-42 Fall Festival	City participation expenditures; co-sponsored by UM Campus Recreation and private-sector partners	5,000	
38-56 Senior Events	Attick Towers ..... 650 Spellman House ..... 650	1,300	
38-60 Terp Trot	City participation expenditures; co-sponsored by UM Student Entertainment Enterprises (held on UM family weekend)	1,400	
38-61 Downtown Events	City participation expenditures; co-sponsored with DCPMA	4,000	
38-99 Other	Fall events ..... 1,700 Winter events ..... 1,700 Spring events ..... 700 M-NCPPC summer playground programs ..... 500 Neighborhood programs ..... 1,000 ASCAP performance license, annual fee ..... 280 Maryland Day, participation costs ..... 1,000	6,880	
60 Supplies 60-10 General Supplies	Banners, flyers, etc. .... 300 Maryland Day supplies ..... 500	800	
61 Office Supplies 61-10 Office Supplies	Copier paper, office supplies	200	

**Capital Outlay: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 16 RENT STABILIZATION							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2016-520.10-02	HOURLY	0	10,852	18,958	20,296	19,731	19,731
2016-520.10-03	OVERTIME	0	368	6,596	172	500	500
2016-520.10-06	STIPEND	0	0	4,200	2,100	4,200	5,040
*	PAYROLL-WAGES	0	11,220	29,754	22,568	24,431	25,271
ELEM 11 FRINGE BENEFITS							
2016-520.11-10	FICA	0	757	2,004	1,361	1,545	1,609
2016-520.11-12	HEALTH INSURANCE	0	916	1,584	1,706	1,679	1,679
2016-520.11-13	DENTAL INSURANCE	0	72	124	124	217	217
2016-520.11-14	LIFE INSURANCE	0	5	0	0	0	0
2016-520.11-15	VISION INSURANCE	0	11	0	0	0	0
2016-520.11-17	457 CITY MATCH CONTRIBUTN	0	234	521	520	521	521
2016-520.11-18	RETIREMENT	0	222	1,661	1,330	1,316	1,316
2016-520.11-21	WORKERS COMPENSATION INS	0	33	88	71	87	90
2016-520.11-22	LONG TERM DISABILITY INS	0	7	0	0	0	0
*	FRINGE BENEFITS	0	2,257	5,982	5,112	5,365	5,432
ELEM 20 OVERHEAD							
2016-520.20-12	POSTAGE	0	1,945	528	345	1,710	1,710
2016-520.20-17	COPIER	0	256	206	166	413	413
*	OVERHEAD	0	2,201	734	511	2,123	2,123
ELEM 30 PROFESSIONAL SERVICES							
2016-520.30-15	CONSULTING	15,000	0	0	0	0	0
*	PROFESSIONAL SERVICES	15,000	0	0	0	0	0
ELEM 32 LEGAL SERVICES							
2016-520.32-19	RENT STABILIZATION	16,767	11,322	8,400	16,842	15,000	15,000
*	LEGAL SERVICES	16,767	11,322	8,400	16,842	15,000	15,000
ELEM 36 SPECIAL SERVICES							
2016-520.36-10	PRINTING	0	196	0	244	0	0
*	SPECIAL SERVICES	0	196	0	244	0	0
ELEM 60 SUPPLIES							
2016-520.60-10	GENERAL SUPPLIES	0	0	200	0	400	400
2016-520.60-11	MEETING REFRESHMENTS	0	0	400	0	200	200
*	SUPPLIES	0	0	600	0	600	600
ELEM 61 OFFICE SUPPLIES							
2016-520.61-10	OFFICE SUPPLIES	0	227	0	27	0	0
*	OFFICE SUPPLIES	0	227	0	27	0	0

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 20	PUBLIC SERVICES						
DIV 16	RENT STABILIZATION						
SUB 0	PUBLIC SERVICES						
ELEM 93	OFFICE EQUIPMENT						
ELEM 93	OFFICE EQUIPMENT						
2016-520.93-20	OFFICE FURNITURE	0	737	0	0	0	0
*	OFFICE EQUIPMENT	0	737	0	0	0	0
**	RENT STABILIZATION	31,767	28,160	45,470	45,304	47,519	48,426

**PROGRAM NAME/NUMBER**

**Rent Stabilization/2016**

**DESCRIPTION:** This program manages the Rent Stabilization ordinance. It 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.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
Ensure compliance with Rent Stabilization ordinance	Percentage of regulated properties that comply with required reporting	New	99%	75%	99%

**PROGRAM NAME/NUMBER****Rent Stabilization/2016**

**PERSONNEL EXPENDITURES:** Personnel expenditures includes 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
	FY05	FY06	FY07	FY08
Administrative Assistant	0.00	0.00	0.50	0.50
Budget Total	0.00	0.00	0.50	0.50

**OPERATING EXPENDITURES**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2016	
Element/Object	Details	Total	
32 <u>Legal Services</u> 32-19 Rent Stabilization	Legal fees, rent stabilization	15,000	
60 <u>Supplies</u> 60-10 General Supplies		400	
60-11 Meeting Refreshments		200	

**Capital Outlay:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 20 PUBLIC SAFETY							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2020-520.10-01	SALARY	19,350	20,156	0	0	0	0
2020-520.10-02	HOURLY	79,581	155,002	0	0	0	0
2020-520.10-03	OVERTIME	1,011	950	0	592	150	150
*	PAYROLL-WAGES	99,942	176,108	0	592	150	150
ELEM 11 FRINGE BENEFITS							
2020-520.11-10	FICA	7,659	13,499	0	44	11	11
2020-520.11-12	HEALTH INSURANCE	383	492	0	55	0	0
2020-520.11-13	DENTAL INSURANCE	67	80	0	4	0	0
2020-520.11-14	LIFE INSURANCE	78	98	0	1	0	0
2020-520.11-15	VISION INSURANCE	28	54	0	3	0	0
2020-520.11-17	457 CITY MATCH CONTRIBUTN	186	256	0	5	0	0
2020-520.11-18	RETIREMENT	1,434	2,040	0	39	10	10
2020-520.11-21	WORKERS COMPENSATION INS	9,886	8,954	0	39	0	0
2020-520.11-22	LONG TERM DISABILITY INS	101	130	0	2	0	0
*	FRINGE BENEFITS	19,822	25,603	0	192	21	21
ELEM 12 TRAVEL & TRAINING							
2020-520.12-10	NON TRAINING TRAVEL	5,855	8,098	0	0	0	0
2020-520.12-11	TRAVEL & TRAINING	442	3,578	1,800	841	1,850	1,850
*	TRAVEL & TRAINING	6,297	11,676	1,800	841	1,850	1,850
ELEM 30 PROFESSIONAL SERVICES							
2020-520.30-13	ADMINISTRATIVE	0	50	100	202	100	100
*	PROFESSIONAL SERVICES	0	50	100	202	100	100
ELEM 36 SPECIAL SERVICES							
2020-520.36-10	PRINTING	1,348	3,442	500	478	500	500
*	SPECIAL SERVICES	1,348	3,442	500	478	500	500
ELEM 38 SPECIAL EVENTS							
2020-520.38-62	NATIONAL NIGHT OUT	1,167	308	1,400	234	1,400	1,400
*	SPECIAL EVENTS	1,167	308	1,400	234	1,400	1,400
ELEM 50 INSURANCE							
2020-520.50-10	LIABILITY INSURANCE	1,403	1,512	0	0	0	0
*	INSURANCE	1,403	1,512	0	0	0	0
ELEM 60 SUPPLIES							
2020-520.60-10	GENERAL SUPPLIES	75	1,539	0	59	0	0
2020-520.60-11	MEETING REFRESHMENTS	87	136	0	0	0	0
2020-520.60-60	SAFETY SUPPLIES	2,380	488	1,000	0	1,000	1,000
*	SUPPLIES	2,542	2,163	1,000	59	1,000	1,000

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 20 PUBLIC SAFETY							
SUB 0 PUBLIC SERVICES							
ELEM 60 SUPPLIES							
2020-520.61-10	OFFICE SUPPLIES	25	45	0	0	0	0
*	OFFICE SUPPLIES	25	45	0	0	0	0
ELEM 66 TELEPHONE & COMMUNICATION							
2020-520.66-10	TELEPHONE	0	0	0	78	0	0
2020-520.66-12	CELLULAR PHONE	126	122	240	3,082	4,860	4,860
*	TELEPHONE & COMMUNICATION	126	122	240	3,160	4,860	4,860
ELEM 92 MACHINERY & EQUIPMENT							
2020-520.92-20	EQUIPMENT	0	6,990	0	0	0	0
2020-520.92-46	BICYCLE EQUIPMENT	0	9,632	0	0	0	0
*	MACHINERY & EQUIPMENT	0	16,622	0	0	0	0
ELEM 93 OFFICE EQUIPMENT							
2020-520.93-20	OFFICE FURNITURE	0	4,400	0	0	0	0
*	OFFICE EQUIPMENT	0	4,400	0	0	0	0
ELEM 97 COMMUNICATIONS EQUIPMENT							
2020-520.97-20	RADIO EQUIPMENT	900	2,087	0	0	0	0
*	COMMUNICATIONS EQUIPMENT	900	2,087	0	0	0	0
**	PUBLIC SAFETY	133,572	244,138	5,040	5,758	9,881	9,881

**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 provides public crime prevention training and safety events, including the National Night Out. Contract police expenditures, budgeted in this program for fiscal years 2005 and 2006, were transferred to a new program for FY2007, entitled Contract Police (program 2030).

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Support continued participation in the Citizens Corps Council programs	Number of active neighborhoods participating	12	16	12	14

**PROGRAM NAME/NUMBER****Public Safety/2020****PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Director of Public Services	0.25	0.25	0.00	0.00
Office Specialist III	0.00	0.30	0.00	0.00
Police Officer-Supervisor	0.25	0.25	0.00	0.00
Police Officer	1.10	2.33	0.00	0.00
Budget Total	<b>1.60</b>	<b>3.13</b>	<b>0.00</b>	<b>0.00</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 2020
Element/Object	Details		Total
12 <u>Travel &amp; Training</u> 12-11 Travel & Training	Public safety training		1,850
30 <u>Professional Services</u> 30-13 Administrative			100
36 <u>Special Services</u> 36-10 Printing	Neighborhood Watch fliers and other materials		500
38 <u>Special Events</u> 38-62 National Night Out	City participation expenditures		1,400
60 <u>Supplies</u> 60-60 Safety Supplies	Replenishment of supplies, homeland security trailer		1,000
66 <u>Telephone &amp; Communications</u> 66-12 Cellular Phone	UM OIT and cellular phone charges, 11 PERT ("blue light") public safety telephones		4,860

**Capital Outlay: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 30 CONTRACT POLICE							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2030-520.10-02	HOURLY	0	0	448,653	259,936	449,046	449,046
2030-520.10-03	OVERTIME	0	0	1,000	4,259	5,000	5,000
* 2030-520.10-03	PAYROLL-WAGES	0	0	449,653	264,195	454,046	454,046
ELEM 11 FRINGE BENEFITS							
2030-520.11-10	FICA	0	0	34,399	20,352	34,718	34,718
2030-520.11-12	HEALTH INSURANCE	0	0	2,215	2,272	2,550	2,550
2030-520.11-13	DENTAL INSURANCE	0	0	146	87	65	65
2030-520.11-14	LIFE INSURANCE	0	0	38	34	39	39
2030-520.11-15	VISION INSURANCE	0	0	26	0	0	0
2030-520.11-17	457 CITY MATCH CONTRIBUTN	0	0	156	144	156	156
2030-520.11-18	RETIREMENT	0	0	65	741	1,065	1,065
2030-520.11-21	WORKERS COMPENSATION INS	0	0	29,379	16,792	28,937	28,937
2030-520.11-22	LONG TERM DISABILITY INS	0	0	49	51	58	58
* 2030-520.11-22	FRINGE BENEFITS	0	0	66,473	40,473	67,588	67,588
ELEM 12 TRAVEL & TRAINING							
2030-520.12-10	NON TRAINING TRAVEL	0	0	13,600	997	14,000	14,000
* 2030-520.12-10	TRAVEL & TRAINING	0	0	13,600	997	14,000	14,000
ELEM 30 PROFESSIONAL SERVICES							
2030-520.30-70	PUBLIC SAFETY STUDY	0	0	60,000	58,276	0	0
* 2030-520.30-70	PROFESSIONAL SERVICES	0	0	60,000	58,276	0	0
ELEM 36 SPECIAL SERVICES							
2030-520.36-10	PRINTING	0	0	1,000	903	2,000	2,000
* 2030-520.36-10	SPECIAL SERVICES	0	0	1,000	903	2,000	2,000
ELEM 40 REPAIR & MAINTENANCE							
2030-520.40-13	TOOLS & EQUIPMENT	0	0	200	0	250	250
* 2030-520.40-13	REPAIR & MAINTENANCE	0	0	200	0	250	250
ELEM 50 INSURANCE							
2030-520.50-10	LIABILITY INSURANCE	0	0	5,384	2,706	5,384	5,384
* 2030-520.50-10	INSURANCE	0	0	5,384	2,706	5,384	5,384
ELEM 60 SUPPLIES							
2030-520.60-10	GENERAL SUPPLIES	0	0	700	955	1,000	1,000
* 2030-520.60-10	SUPPLIES	0	0	700	955	1,000	1,000
ELEM 61 OFFICE SUPPLIES							
2030-520.61-10	OFFICE SUPPLIES	0	0	200	0	500	500
* 2030-520.61-10	OFFICE SUPPLIES	0	0	200	0	500	500

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 30 CONTRACT POLICE							
SUB 0 PUBLIC SERVICES							
ELEM 61 OFFICE SUPPLIES							
2030-520.62-10	POSTAGE	0	0	0	25	0	0
*	POSTAGE	0	0	0	25	0	0
ELEM 92 MACHINERY & EQUIPMENT							
2030-520.92-46	BICYCLE EQUIPMENT	0	0	0	0	5,000	5,000
*	MACHINERY & EQUIPMENT	0	0	0	0	5,000	5,000
ELEM 97 COMMUNICATIONS EQUIPMENT							
2030-520.97-20	RADIO EQUIPMENT	0	0	0	1,240	0	0
*	COMMUNICATIONS EQUIPMENT	0	0	0	1,240	0	0
**	CONTRACT POLICE	0	0	597,210	369,770	549,768	549,768
***	PUBLIC SERVICES	1,844,843	1,934,325	2,507,428	2,209,483	2,611,236	2,612,798

**PROGRAM NAME/NUMBER**

**Contract Police/2030**

**DESCRIPTION:** Supplemental police services, under contract with Prince George's County Police, were added in FY2005 in the amount of \$120,000 (including wages, fringe benefits, liability insurance, mileage and administrative support) to enhance safety and security for City residents. Contract police expenditures were budgeted in Public Services program 2020 for fiscal years 2005 and 2006. Contract police services were increased to \$250,000 for FY2006 through a \$0.005 increase in the real property tax rate, and increased to \$500,000 for FY2007. The FY2008 budget anticipates the availability of contract police officers from various agencies in order to sustain the \$500,000 program.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Ensure the focus and coordination of all public safety resources to increase safety and security within the City	Percent of residents who feel safe in their neighborhood	80%	No survey	No survey	80%
	Percent of residents who feel safe in commercial areas	73%	No survey	No survey	70%

**PROGRAM NAME/NUMBER**

**Contract Police/2030**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Office Specialist III	0.00	0.00	0.30	0.30
Police Officer-Supervisor	0.00	0.00	0.25	0.25
Police Officer	0.00	0.00	4.52	4.52
<b>Budget Total</b>	<b>0.00</b>	<b>0.00</b>	<b>5.07</b>	<b>5.07</b>

**OPERATING EXPENDITURES:**

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	14,000	
36 Special Services 36-10 Printing	Activity forms	2,000	
40 Repair & Maintenance 40-13 Tools & Equipment	Calibration/certification of radar units	250	
50 Insurance 50-10 Liability Insurance	Liability insurance for contract police officers ..... 3,088 Supplemental vehicle insurance ..... 2,296	5,384	
60 Supplies 60-10 General Supplies	Cruiser signs, etc.	1,000	
61 Office Supplies 61-10 Office Supplies		500	
92 Machinery & Equipment 92-46 Bicycle Equipment	3 police bicycles and related equipment for contract police officers	5,000	

**Capital Outlay:** Bicycle Equipment includes 3 police bicycles for contract police officers (\$5,000).

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PLANNING,  
COMMUNITY &  
ECONOMIC  
DEVELOPMENT

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 30 PLANNING, COMM & ECON DEV							
DIV 10 ADMINISTRATION							
SUB 0 PLANNING, COMM & ECON DEV							
ELEM 10 PAYROLL-WAGES							
3010-530.10-01	SALARY	16,873	16,997	18,287	18,224	19,306	19,306
3010-530.10-02	HOURLY	10,705	10,159	11,493	11,866	12,676	12,676
*	PAYROLL-WAGES	27,578	27,156	29,780	30,090	31,982	31,982
ELEM 11 FRINGE BENEFITS							
3010-530.11-10	FICA	1,884	2,088	2,185	2,168	2,305	2,305
3010-530.11-12	HEALTH INSURANCE	1,858	2,012	2,213	2,193	2,380	2,380
3010-530.11-13	DENTAL INSURANCE	104	147	153	155	157	157
3010-530.11-14	LIFE INSURANCE	88	93	105	99	108	108
3010-530.11-15	VISION INSURANCE	36	43	39	85	85	85
3010-530.11-17	457 CITY MATCH CONTRIBUTN	235	235	235	250	652	652
3010-530.11-18	RETIREMENT	1,729	1,862	1,942	1,962	2,085	2,085
3010-530.11-21	WORKERS COMPENSATION INS	129	80	96	99	116	116
3010-530.11-22	LONG TERM DISABILITY INS	115	123	137	150	163	163
*	FRINGE BENEFITS	6,178	6,683	7,105	7,161	8,051	8,051
ELEM 12 TRAVEL & TRAINING							
3010-530.12-10	NON TRAINING TRAVEL	517	990	1,000	876	1,000	1,000
3010-530.12-11	TRAVEL & TRAINING	6,060	5,663	6,100	2,981	5,700	5,700
*	TRAVEL & TRAINING	6,577	6,653	7,100	3,857	6,700	6,700
ELEM 20 OVERHEAD							
3010-530.20-10	INSURANCE	2,629	2,693	2,783	2,783	3,034	3,034
3010-530.20-12	POSTAGE	1,481	2,573	2,112	2,617	2,565	2,565
3010-530.20-13	UTILITIES	6,521	8,468	8,266	8,266	9,778	9,778
3010-530.20-14	TELEPHONE	3,840	3,840	3,520	3,520	3,616	3,616
3010-530.20-15	INFORMATION SYSTEMS	12,072	13,335	12,913	12,913	8,972	8,972
3010-530.20-16	BUILDING MAINTENANCE	7,561	9,275	10,676	10,676	12,006	12,685
3010-530.20-17	COPIER	991	884	2,450	764	2,463	2,463
*	OVERHEAD	35,095	41,068	42,720	41,539	42,434	43,113
ELEM 30 PROFESSIONAL SERVICES							
3010-530.30-15	CONSULTING	10,000	0	0	0	0	0
3010-530.30-16	APPRAISALS	0	0	0	750	0	0
*	PROFESSIONAL SERVICES	10,000	0	0	750	0	0
ELEM 36 SPECIAL SERVICES							
3010-530.36-10	PRINTING	545	842	300	162	300	300
*	SPECIAL SERVICES	545	842	300	162	300	300
ELEM 60 SUPPLIES							
3010-530.60-10	GENERAL SUPPLIES	314	210	300	16	300	300
3010-530.60-11	MEETING REFRESHMENTS	0	96	0	0	0	0

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 30 PLANNING, COMM & ECON DEV							
DIV 10 ADMINISTRATION							
SUB 0 PLANNING, COMM & ECON DEV							
ELEM 60 SUPPLIES							
*	SUPPLIES	314	306	300	16	300	300
ELEM 61 OFFICE SUPPLIES							
3010-530.61-10	OFFICE SUPPLIES	1,074	648	1,500	1,070	1,500	1,500
*	OFFICE SUPPLIES	1,074	648	1,500	1,070	1,500	1,500
ELEM 62 POSTAGE							
3010-530.62-10	POSTAGE	140	116	200	18	200	200
*	POSTAGE	140	116	200	18	200	200
ELEM 66 TELEPHONE & COMMUNICATION							
3010-530.66-12	CELLULAR PHONE	556	484	483	480	480	483
*	TELEPHONE & COMMUNICATION	556	484	483	480	480	483
ELEM 67 DUES & PUBLICATIONS							
3010-530.67-10	DUES	1,831	1,857	1,835	1,837	1,955	1,955
3010-530.67-20	PUBLICATIONS & BOOKS	513	991	1,000	1,325	1,000	1,000
*	DUES & PUBLICATIONS	2,344	2,848	2,835	3,162	2,955	2,955
ELEM 69 MISCELLANEOUS CHARGE							
3010-530.69-10	MISCELLANEOUS	61	15	0	74	0	0
*	MISCELLANEOUS CHARGE	61	15	0	74	0	0
**	ADMINISTRATION	90,462	86,819	92,323	88,379	94,902	95,584

**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	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Manage department programs within approved annual budget	Percent of programs within budget	100%	100%	100%	100%
2. Promote a highly professional, skilled workforce to meet City planning needs	Percent of staff who receive at least 16 hours of professional development each year	100%	100%	100%	100%



**PROGRAM NAME/NUMBER**

**Planning Administration/3010**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 3010</b>	
<b>Element/Object</b>	<b>Details</b>		<b>Total</b>
67-20 Publications & Books	National Trust for Historic Preservation .....	100	
	Planning Advisory Service .....	695	
	Congress for the New Urbanism .....	185	1,955
	Zoning News .....	75	
	APA Journal .....	48	
	Prince George's Newsletter .....	240	
	Personal Secretary's Report .....	40	
	New Urban News .....	79	
	Other publications and books .....	518	1,000

**Capital Outlay:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 30 PLANNING, COMM & ECON DEV							
DIV 11 COMMUNITY DEVELOPMENT							
SUB 0 PLANNING, COMM & ECON DEV							
ELEM 10 PAYROLL-WAGES							
3011-530.10-01	SALARY	61,576	64,627	65,719	64,994	68,831	68,831
3011-530.10-02	HOURLY	6,208	6,522	6,896	7,119	7,606	7,606
*	PAYROLL-WAGES	67,784	71,149	72,615	72,113	76,437	76,437
ELEM 11 FRINGE BENEFITS							
3011-530.11-10	FICA	4,433	5,187	5,440	5,350	5,671	5,671
3011-530.11-12	HEALTH INSURANCE	3,623	3,983	4,329	4,409	4,748	4,748
3011-530.11-13	DENTAL INSURANCE	221	259	271	267	254	254
3011-530.11-14	LIFE INSURANCE	203	227	256	240	258	258
3011-530.11-15	VISION INSURANCE	92	113	108	105	85	85
3011-530.11-17	457 CITY MATCH CONTRIBUTN	588	653	652	693	1,773	1,773
3011-530.11-18	RETIREMENT	3,030	4,196	4,756	4,723	5,004	5,004
3011-530.11-21	WORKERS COMPENSATION INS	1,291	195	234	238	277	277
3011-530.11-22	LONG TERM DISABILITY INS	265	301	335	361	389	389
*	FRINGE BENEFITS	13,746	15,114	16,381	16,386	18,459	18,459
ELEM 30 PROFESSIONAL SERVICES							
3011-530.30-11	DESIGN & ENGINEERING	0	0	0	4,719	0	0
3011-530.30-15	CONSULTING	318	35,000	10,000	38	0	0
*	PROFESSIONAL SERVICES	318	35,000	10,000	4,757	0	0
ELEM 36 SPECIAL SERVICES							
3011-530.36-10	PRINTING	0	0	500	0	500	500
*	SPECIAL SERVICES	0	0	500	0	500	500
ELEM 60 SUPPLIES							
3011-530.60-10	GENERAL SUPPLIES	0	0	500	112	500	500
3011-530.60-11	MEETING REFRESHMENTS	216	610	300	313	300	300
*	SUPPLIES	216	610	800	425	800	800
ELEM 67 DUES & PUBLICATIONS							
3011-530.67-20	PUBLICATIONS & BOOKS	379	0	0	0	0	0
*	DUES & PUBLICATIONS	379	0	0	0	0	0
**	COMMUNITY DEVELOPMENT	82,443	121,873	100,296	93,681	96,196	96,196

**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 Area 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	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Acquire funding from state and federal grant sources to improve the vitality and livability of the community <ul style="list-style-type: none"> <li>• Prepare and submit Community Development Block Grant (CDBG), Community Legacy, Community Parks &amp; Playgrounds, Maryland Heritage Area Authority (MHAA), Program Open Space (POS), Recreational Trails, Transportation Enhancement Program (TEP) and Anacostia Trails Heritage Area (ATHA) applications for selected projects</li> <li>• Identify funding sources and initiate new capital projects as appropriate</li> </ul>	Dollar value and percentage of grants awarded:				
	Comm. Dev. Block Grants	\$108,000	\$150,000	\$150,000	\$120,000
	Community Legacy	150,000	725,000	150,000	150,000
	Comm. Pks. & Playgrounds	0	293,825	146,000	0
	MD Heritage Area Authority	0	50,000	22,000	85,500
	Program Open Space	212,559	550,000	638,793	396,000
	Recreational Trails	0	30,000	16,000	50,000
	Transp. Enhancement Prog.	0	0	0	200,000
	Anacostia Trails Hrtge. Area	0	0	0	3,000
	TOTALS	\$470,559 24%	\$1,798,825 100%	\$1,122,793 62%	\$1,004,500 100%
2. Implement special projects for community development <ul style="list-style-type: none"> <li>• Neighborhood improvement plans</li> <li>• New Neighbors Home Ownership Assistance Program</li> <li>• Develop Pattern Book for College Park neighborhoods</li> </ul>	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
	FY05	FY06	FY07	FY08
Director of Planning	0.20	0.20	0.20	0.20
Planner	0.90	0.90	0.90	0.90
Office Specialist III	0.15	0.15	0.00	0.00
Administrative Assistant	0.00	0.00	0.15	0.15
Budget Total	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>

**OPERATING EXPENDITURES**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 3011	
Element/Object	Details	Total	
36	Special Services 36-10 Printing		500
60	Supplies 60-10 General Supplies		500
	60-11 Meeting Refreshments		300

**Capital Outlay:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 30 PLANNING, COMM & ECON DEV							
DIV 12 PLANNING AND ZONING							
SUB 0 PLANNING, COMM & ECON DEV							
ELEM 10 PAYROLL-WAGES							
3012-530.10-01	SALARY	44,627	62,889	65,719	64,994	68,831	68,831
3012-530.10-02	HOURLY	6,208	6,522	6,896	7,119	7,606	7,606
*	PAYROLL-WAGES	50,835	69,411	72,615	72,113	76,437	76,437
ELEM 11 FRINGE BENEFITS							
3012-530.11-10	FICA	4,433	5,187	5,440	5,350	5,671	5,671
3012-530.11-12	HEALTH INSURANCE	3,623	3,983	4,329	4,409	4,748	4,748
3012-530.11-13	DENTAL INSURANCE	221	259	271	267	254	254
3012-530.11-14	LIFE INSURANCE	203	227	256	240	258	258
3012-530.11-15	VISION INSURANCE	92	113	108	105	85	85
3012-530.11-17	457 CITY MATCH CONTRIBUTN	588	653	652	693	1,773	1,773
3012-530.11-18	RETIREMENT	3,030	4,196	4,756	4,723	5,004	5,004
3012-530.11-21	WORKERS COMPENSATION INS	1,291	195	234	238	277	277
3012-530.11-22	LONG TERM DISABILITY INS	265	301	335	361	389	389
*	FRINGE BENEFITS	13,746	15,114	16,381	16,386	18,459	18,459
ELEM 30 PROFESSIONAL SERVICES							
3012-530.30-15	CONSULTING	0	0	0	2,775	15,000	0
*	PROFESSIONAL SERVICES	0	0	0	2,775	15,000	0
ELEM 36 SPECIAL SERVICES							
3012-530.36-10	PRINTING	446	1,044	600	133	600	600
*	SPECIAL SERVICES	446	1,044	600	133	600	600
ELEM 60 SUPPLIES							
3012-530.60-10	GENERAL SUPPLIES	329	199	500	80	500	500
*	SUPPLIES	329	199	500	80	500	500
ELEM 61 OFFICE SUPPLIES							
3012-530.61-10	OFFICE SUPPLIES	474	476	0	0	0	0
*	OFFICE SUPPLIES	474	476	0	0	0	0
ELEM 67 DUES & PUBLICATIONS							
3012-530.67-20	PUBLICATIONS & BOOKS	0	65	0	0	0	0
*	DUES & PUBLICATIONS	0	65	0	0	0	0
**	PLANNING AND ZONING	65,830	86,309	90,096	91,487	110,996	95,996

**PROGRAM NAME/NUMBER**

**Planning and Zoning/3012**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Director of Planning	0.20	0.20	0.20	0.20
Planner	0.90	0.90	0.90	0.90
Office Specialist III	0.15	0.15	0.00	0.00
Administrative Assistant	0.00	0.00	0.15	0.15
Budget Total	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 3012	
Element/Object	Details	Total	
36 <u>Special Services</u> 36-10 Printing	Includes cost of reducing and duplicating site plans and drawings	600	
60 <u>Supplies</u> 60-10 General Supplies	Purchase of plans and maps from M-NCPPC	500	

**Capital Outlay:** None

**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 and departures 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 others.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 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 applications through the Advisory Planning Commission	Number of applications processed	17	20	29	35
	Percent of recommendations upheld by Mayor & Council	100%	100%	100%	100%
3. Coordinate and collaborate with others on planning and land use issues in the City <ul style="list-style-type: none"> <li>• Attend University of Maryland Facilities Council and Facility Plan implementation meetings</li> <li>• Work with County Council to implement state-enabled authority for detailed site plans</li> <li>• Prepare a form-based code as a supplement to the Route 1 Sector Plan</li> <li>• Work with M-NCPPC on Route 1 Sector Plan revision and new mixed-use zoning tool</li> </ul>	Periodic status reports will be provided for these ongoing projects				

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 30 PLANNING, COMM & ECON DEV							
DIV 13 ADVISORY PLANNING COMM							
SUB 0 PLANNING, COMM & ECON DEV							
ELEM 10 PAYROLL-WAGES							
3013-530.10-01	SALARY	27,041	27,729	28,828	28,615	30,312	30,312
3013-530.10-02	HOURLY	12,418	13,044	13,791	14,238	15,212	15,212
3013-530.10-06	STIPEND	3,150	3,250	6,300	2,750	6,300	7,560
*	PAYROLL-WAGES	42,609	44,023	48,919	45,603	51,824	53,084
ELEM 11 FRINGE BENEFITS							
3013-530.11-10	FICA	2,921	3,266	3,646	3,374	3,812	3,909
3013-530.11-12	HEALTH INSURANCE	2,250	2,450	2,683	2,685	2,906	2,906
3013-530.11-13	DENTAL INSURANCE	130	172	179	180	178	178
3013-530.11-14	LIFE INSURANCE	124	133	151	142	154	154
3013-530.11-15	VISION INSURANCE	54	65	60	89	85	85
3013-530.11-17	457 CITY MATCH CONTRIBUTN	351	365	365	386	939	939
3013-530.11-18	RETIREMENT	2,213	2,585	2,783	2,798	2,972	2,972
3013-530.11-21	WORKERS COMPENSATION INS	417	124	157	151	187	192
3013-530.11-22	LONG TERM DISABILITY INS	161	176	197	214	232	232
*	FRINGE BENEFITS	8,621	9,336	10,221	10,019	11,465	11,567
ELEM 12 TRAVEL & TRAINING							
3013-530.12-11	TRAVEL & TRAINING	65	435	435	130	435	435
*	TRAVEL & TRAINING	65	435	435	130	435	435
ELEM 60 SUPPLIES							
3013-530.60-10	GENERAL SUPPLIES	0	44	100	70	100	100
3013-530.60-11	MEETING REFRESHMENTS	0	111	100	114	200	200
*	SUPPLIES	0	155	200	184	300	300
ELEM 61 OFFICE SUPPLIES							
3013-530.61-10	OFFICE SUPPLIES	0	0	0	18	0	0
*	OFFICE SUPPLIES	0	0	0	18	0	0
ELEM 67 DUES & PUBLICATIONS							
3013-530.67-10	DUES	250	0	250	250	250	250
3013-530.67-20	PUBLICATIONS & BOOKS	316	154	500	248	500	500
*	DUES & PUBLICATIONS	566	154	750	498	750	750
**	ADVISORY PLANNING COMM	51,861	54,103	60,525	56,452	64,774	66,136

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

**DESCRIPTION:** The Advisory Planning Commission is a seven-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 FY2002, the Mayor & Council transferred the duties and responsibilities of the Board of Housing Hygiene to the Commission, and in FY2006, emergency legislation was passed to facilitate the hearing of fire code appeals. In FY2007, 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	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Administer the zoning appeals and departures process in a fair and timely manner	Number of applications appealed by applicants	0	0	0	0
	Percent of decisions accepted by Mayor & Council	100%	100%	100%	100%
2. Hear and decide fire code and fence appeals	Number of fire code and fence appeals heard	25	0	11	15

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

**PERSONNEL EXPENDITURES:** Personnel expenditures includes a stipend of \$60 per meeting attended where quorum exists (18 meetings estimated) paid to 7 commission members who are not FTE's.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Director of Planning	0.20	0.20	0.20	0.20
Office Specialist III	0.30	0.30	0.00	0.00
Administrative Assistant	0.00	0.00	0.30	0.30
Planner	0.20	0.20	0.20	0.20
Budget Total	<b>0.70</b>	<b>0.70</b>	<b>0.70</b>	<b>0.70</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 3013	
Element/Object	Details	Total	
12	<u>Travel &amp; Training</u> 12-11 Travel & Training	Maryland Citizen Planners Conference, 2 APC members @ \$150 ..... 300 Urban planning certificate course ..... 135	435
60	<u>Supplies</u> 60-10 General Supplies		100
	60-11 Meeting Refreshments		200
67	<u>Dues &amp; Publications</u> 67-10 Dues	Maryland Citizen Planners Association	250
	67-20 Publications & Books	Planning Commissioner's Journal ..... 125 Planning Commissioner's Guide: Welcome to the Planning Commission ..... 100 Other publications ..... 275	500

**Capital Outlay:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 30 PLANNING, COMM & ECON DEV							
DIV 14 ECONOMIC DEVELOPMENT							
SUB 0 PLANNING, COMM & ECON DEV							
ELEM 10 PAYROLL-WAGES							
3014-530.10-01	SALARY	61,606	68,260	69,000	50,016	63,457	63,457
3014-530.10-02	HOURLY	6,209	6,521	6,896	7,119	7,606	7,606
*	PAYROLL-WAGES	67,815	74,781	75,896	57,135	71,063	71,063
ELEM 11 FRINGE BENEFITS							
3014-530.11-10	FICA	4,900	5,310	5,561	4,191	5,210	5,210
3014-530.11-12	HEALTH INSURANCE	5,113	5,368	5,905	4,673	6,351	6,351
3014-530.11-13	DENTAL INSURANCE	364	396	414	317	373	373
3014-530.11-14	LIFE INSURANCE	181	242	268	178	239	239
3014-530.11-15	VISION INSURANCE	85	128	116	189	241	241
3014-530.11-17	457 CITY MATCH CONTRIBUTN	625	705	704	218	600	600
3014-530.11-18	RETIREMENT	4,394	4,720	4,939	1,882	4,625	4,625
3014-530.11-21	WORKERS COMPENSATION INS	319	202	243	188	256	256
3014-530.11-22	LONG TERM DISABILITY INS	236	317	350	269	362	362
*	FRINGE BENEFITS	16,217	17,388	18,500	12,105	18,257	18,257
ELEM 12 TRAVEL & TRAINING							
3014-530.12-10	NON TRAINING TRAVEL	0	250	300	0	300	300
3014-530.12-11	TRAVEL & TRAINING	1,273	2,454	2,295	205	2,800	2,800
*	TRAVEL & TRAINING	1,273	2,704	2,595	205	3,100	3,100
ELEM 25 GRANTS & ASSISTANCE							
3014-530.25-10	CITY-UNIV PARTNERSHIP	0	50,000	50,000	50,000	25,000	25,000
*	GRANTS & ASSISTANCE	0	50,000	50,000	50,000	25,000	25,000
ELEM 30 PROFESSIONAL SERVICES							
3014-530.30-15	CONSULTING	30,000	7,938	40,000	862	15,000	15,000
*	PROFESSIONAL SERVICES	30,000	7,938	40,000	862	15,000	15,000
ELEM 36 SPECIAL SERVICES							
3014-530.36-10	PRINTING	3,240	7,499	7,500	65	7,500	7,500
3014-530.36-11	CLASSIFIED ADVERTISING	600	0	0	0	0	0
3014-530.36-35	MATCHING FUNDS	0	20,000	0	3,000-	25,000	25,000
3014-530.36-99	OTHER	0	307	0	542	0	0
*	SPECIAL SERVICES	3,840	27,806	7,500	2,393-	32,500	32,500
ELEM 60 SUPPLIES							
3014-530.60-10	GENERAL SUPPLIES	506	0	0	0	0	0
3014-530.60-11	MEETING REFRESHMENTS	102	96	1,300	1,224	1,600	1,600
*	SUPPLIES	608	96	1,300	1,224	1,600	1,600
ELEM 67 DUES & PUBLICATIONS							
3014-530.67-10	DUES	1,121	821	875	620	1,050	1,050

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 30 PLANNING, COMM & ECON DEV							
DIV 14 ECONOMIC DEVELOPMENT							
SUB 0 PLANNING, COMM & ECON DEV							
ELEM 67 DUES & PUBLICATIONS							
3014-530.67-20	PUBLICATIONS & BOOKS	549	502	700	600	779	779
*	DUES & PUBLICATIONS	1,670	1,323	1,575	1,220	1,829	1,829
ELEM 92 MACHINERY & EQUIPMENT							
3014-530.92-50	VIDEO EQUIPMENT	0	0	0	458	0	0
*	MACHINERY & EQUIPMENT	0	0	0	458	0	0
**	ECONOMIC DEVELOPMENT	121,423	182,036	197,366	120,816	168,349	168,349
***	PLANNING, COMM & ECON DEV	412,019	531,140	540,606	450,815	535,217	522,261

**PROGRAM NAME/NUMBER**

**Economic Development/3014**

**DESCRIPTION:** This program was established in FY1997 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 establishment of an economic development program was a key recommendation in the City’s Comprehensive Plan.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Expand economic development through new development and revitalization <ul style="list-style-type: none"> <li>• Conduct 2 real estate roundtables of City brokers, developers and property owners to share information on leasing and development opportunities, real estate transactions, market trends, etc.</li> <li>• Write and distribute a monthly economic development newsletter to interested parties</li> <li>• Provide information and referral services to the real estate development community</li> <li>• Work with consultant and developer to implement downtown redevelopment project</li> <li>• Work with County to identify catalyst projects in TDOZ</li> </ul>	Net number of new businesses attracted	11	5	12	5
	Number of new approved commercial development projects	0	2	4	3
	Number of new approved residential development projects	2	2	11	3
	Number of projects that are mixed-use	2	5	1	5
2. Implement special projects to expand investment and revitalize commercial areas <ul style="list-style-type: none"> <li>• Work with County Council on zoning text amendment to resolve retail leasing constraints in Berwyn</li> <li>• Work with County to</li> </ul>	Periodic status reports will be provided for these ongoing projects				

**PROGRAM NAME/NUMBER****Economic Development/3014**

implement tax increment financing (TIF) district on U. S. Route 1 <ul style="list-style-type: none"> <li>• Work with Hollywood commercial district property owners and businesses to address visibility, access, lack of identity, façade and sign improvements</li> </ul>					
3. Expand economic development through new business attraction <ul style="list-style-type: none"> <li>• Improve City web site for economic development purposes</li> <li>• Brand the City as business-friendly</li> <li>• Improve environment to be more attractive to entrepreneurs</li> </ul>	Periodic status reports will be provided for these ongoing projects				
4. Expand economic development through business retention and expansion <ul style="list-style-type: none"> <li>• Establish an image-building event</li> <li>• Maintain contact with existing businesses to assess needs</li> <li>• Hold 2 industry-specific roundtables to promote networking and better address the needs of businesses</li> </ul>	Number of businesses expanded  Number of businesses visited	0  8	2  8	4  67	2  25
5. Support revitalization partnerships: <ul style="list-style-type: none"> <li>• Downtown College Park Management Authority</li> <li>• College Park City-University Partnership</li> <li>• Prince George's County Redevelopment Authority</li> <li>• Anacostia Trails Heritage Area</li> </ul>	Percent of coordinator's time spent on partnerships	25%	25%	15%	25%

**PROGRAM NAME/NUMBER**

**Economic Development/3014**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Director of Planning	0.20	0.20	0.20	0.20
Economic Development Planner	1.00	1.00	1.00	1.00
Office Specialist III	0.15	0.15	0.00	0.00
Administrative Assistant	0.00	0.00	0.15	0.15
<b>Budget Total</b>	<b>1.35</b>	<b>1.35</b>	<b>1.35</b>	<b>1.35</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 3014	
Element/Object	Details	Total	
12	<u>Travel &amp; Training</u> 12-10 Non Training Travel  12-11 Travel & Training	Staff mileage reimbursement  International Economic Development Council (IEDC), annual conference ..... 1,500 International Council of Shopping Centers (ICSC), regional meeting ..... 1,100 Real estate trends workshop ..... 200	300   2,800
25	<u>Grants &amp; Assistance</u> 25-10 City-University Partnership	Grant to the College Park City-University Partnership to be used in support of U. S. Route 1 revitalization activities; a matching grant is provided by the University of Maryland	25,000
30	<u>Professional Services</u> 30-15 Consulting	Web site design consultation ..... 10,000 Graduate student intern stipend ..... 5,000	15,000
36	<u>Special Services</u> 36-10 Printing  36-35 Matching Funds	Printing and distribution of marketing information  Funds for matching grant opportunities	7,500  25,000
60	<u>Supplies</u> 60-11 Meeting Refreshments	Real estate roundtable, 2 @ \$500 ..... 1,000 Business roundtables, 2 @ 150 ..... 300 Host 1 ATHA meeting ..... 300	1,600
67	<u>Dues &amp; Publications</u> 67-10 Dues  67-20 Publications & Books	American Planning Association (APA) ..... 200 Maryland Economic Development Association (MEDA) ..... 150 International Economic Development Council (IEDC) ..... 325 International Council of Shopping Centers ..... 100 Urban Land Institute (ULI) ..... 275  Washington Business Journal ..... 100	1,050

**PROGRAM NAME/NUMBER**

**Economic Development/3014**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 3014</b>	
<b>Element/Object</b>	<b>Details</b>		<b>Total</b>
	Baltimore Business Journal .....	70	
	Smith Travel Research Hotel Report.....	400	
	Downtown Idea Exchange .....	209	779

**Capital Outlay:** None

# COMMUNITY RESOURCES

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 40 COMMUNITY RESOURCES							
DIV 10 ADMINISTRATION							
SUB 0 COMMUNITY RESOURCES							
ELEM 10 PAYROLL-WAGES							
4010-540.10-01	SALARY	49,540	48,946	55,121	53,613	58,194	58,194
4010-540.10-02	HOURLY	31,556	20,762	32,472	25,304	34,755	34,755
4010-540.10-03	OVERTIME	1,817	4,049	2,000	4,183	3,000	3,000
*	PAYROLL-WAGES	82,913	73,757	89,593	83,100	95,949	95,949
ELEM 11 FRINGE BENEFITS							
4010-540.11-10	FICA	6,005	5,583	6,509	6,073	7,008	7,008
4010-540.11-12	HEALTH INSURANCE	7,750	6,818	10,124	10,372	10,888	10,888
4010-540.11-13	DENTAL INSURANCE	515	504	732	741	717	717
4010-540.11-14	LIFE INSURANCE	270	242	283	271	289	289
4010-540.11-15	VISION INSURANCE	125	112	116	137	93	93
4010-540.11-17	457 CITY MATCH CONTRIBUTN	824	519	704	398	1,564	1,564
4010-540.11-18	RETIREMENT	5,315	4,260	3,713	4,448	5,744	5,744
4010-540.11-21	WORKERS COMPENSATION INS	539	347	753	3,881	4,446	4,446
4010-540.11-22	LONG TERM DISABILITY INS	352	320	370	409	435	435
*	FRINGE BENEFITS	21,695	18,705	23,304	26,730	31,184	31,184
ELEM 12 TRAVEL & TRAINING							
4010-540.12-10	NON TRAINING TRAVEL	2,049	2,321	1,200	1,539	1,200	1,200
4010-540.12-11	TRAVEL & TRAINING	3,689	3,135	2,600	2,914	2,600	2,600
*	TRAVEL & TRAINING	5,738	5,456	3,800	4,453	3,800	3,800
ELEM 20 OVERHEAD							
4010-540.20-10	INSURANCE	5,258	5,385	5,566	5,566	6,070	6,070
4010-540.20-12	POSTAGE	67	108	264	67	285	285
4010-540.20-15	INFORMATION SYSTEMS	48,289	53,339	51,653	51,653	44,861	44,861
4010-540.20-16	BUILDING MAINTENANCE	25,202	32,461	37,366	37,366	48,024	50,741
4010-540.20-17	COPIER	71	17	0	14	0	0
*	OVERHEAD	78,887	91,310	94,849	94,666	99,240	101,957
ELEM 30 PROFESSIONAL SERVICES							
4010-540.30-13	ADMINISTRATIVE	8,741	14,785	9,000	8,170	9,000	9,000
4010-540.30-15	CONSULTING	965	0	0	1,000	0	0
4010-540.30-46	MEDIATION SERVICES	0	0	0	0	0	5,000
*	PROFESSIONAL SERVICES	9,706	14,785	9,000	9,170	9,000	14,000
ELEM 34 CONTRACTUAL SERVICES							
4010-540.34-72	BLDG COVERAGE-AFTER HOURS	1,200	1,200	1,200	1,200	1,320	1,320
*	CONTRACTUAL SERVICES	1,200	1,200	1,200	1,200	1,320	1,320
ELEM 36 SPECIAL SERVICES							
4010-540.36-10	PRINTING	2,532	2,280	1,000	2,474	840	840
*	SPECIAL SERVICES	2,532	2,280	1,000	2,474	840	840

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 40 COMMUNITY RESOURCES							
DIV 10 ADMINISTRATION							
SUB 0 COMMUNITY RESOURCES							
ELEM 36 SPECIAL SERVICES							
4010-540.38-15	HOLIDAY EVENTS	1,835	1,348	1,500	1,317	1,500	1,500
4010-540.38-66	FAMILY SUMMIT	0	0	0	0	3,100	3,100
*	SPECIAL EVENTS	1,835	1,348	1,500	1,317	4,600	4,600
ELEM 40 REPAIR & MAINT-NONCONTRCT							
4010-540.40-10	OFFICE EQUIPMENT	1,392	530	600	150	600	600
4010-540.40-11	BUILDINGS & GROUNDS	19,370	29,744	5,000	2,293	7,500	7,500
4010-540.40-15	TELEPHONE SYSTEMS	220	220	0	0	0	0
4010-540.40-25	HVAC REPAIRS	1,420	5,439	3,500	2,754	4,000	4,000
4010-540.40-40	AUDIO-VISUAL EQ SERVICE	0	390	0	780	0	0
*	REPAIR & MAINT-NONCONTRCT	22,402	36,323	9,100	5,977	12,100	12,100
ELEM 42 CLEANING SERVICE							
4010-540.42-10	BUILDING	784	748	700	0	500	500
*	CLEANING SERVICE	784	748	700	0	500	500
ELEM 45 MAINTENANCE CONTRACT							
4010-540.45-16	BUILDING SERVICES	2,893	2,919	7,495	5,789	7,660	7,660
4010-540.45-22	SECURITY ALARM MONITORING	900	948	1,000	948	1,000	1,000
4010-540.45-23	PEST CONTROL	633	660	700	684	780	780
*	MAINTENANCE CONTRACT	4,426	4,527	9,195	7,421	9,440	9,440
ELEM 47 CLOTHING & UNIFORMS							
4010-540.47-10	CLOTHING & UNIFORMS	0	0	60	50	60	60
*	CLOTHING & UNIFORMS	0	0	60	50	60	60
ELEM 48 RENTAL							
4010-540.48-20	COPIERS	3,927	3,556	3,300	3,015	3,300	3,300
*	RENTAL	3,927	3,556	3,300	3,015	3,300	3,300
ELEM 60 SUPPLIES							
4010-540.60-10	GENERAL SUPPLIES	2,609	3,905	3,300	4,606	3,000	3,000
4010-540.60-11	MEETING REFRESHMENTS	1,896	1,003	1,000	1,649	1,260	1,260
*	SUPPLIES	4,505	4,908	4,300	6,255	4,260	4,260
ELEM 61 OFFICE SUPPLIES							
4010-540.61-10	OFFICE SUPPLIES	3,371	2,279	2,700	3,023	2,600	2,600
*	OFFICE SUPPLIES	3,371	2,279	2,700	3,023	2,600	2,600
ELEM 62 POSTAGE							
4010-540.62-10	POSTAGE	790	756	700	610	700	700
*	POSTAGE	790	756	700	610	700	700

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 40 COMMUNITY RESOURCES							
DIV 10 ADMINISTRATION							
SUB 0 COMMUNITY RESOURCES							
ELEM 62 POSTAGE							
4010-540.65-10	ELECTRICITY	6,269	5,852	7,500	7,841	8,000	8,000
4010-540.65-11	NATURAL GAS	2,166	2,946	2,250	3,467	2,250	2,250
4010-540.65-13	WATER & SEWER	364	385	350	348	350	350
*	UTILITIES	8,799	9,183	10,100	11,656	10,600	10,600
ELEM 66 TELEPHONE & COMMUNICATION							
4010-540.66-10	TELEPHONE	7,725	8,015	7,000	7,627	7,000	7,000
4010-540.66-12	CELLULAR PHONE	389	701	600	932	600	600
*	TELEPHONE & COMMUNICATION	8,114	8,716	7,600	8,559	7,600	7,600
ELEM 67 DUES & PUBLICATIONS							
4010-540.67-10	DUES	1,325	2,520	1,475	1,460	1,600	1,600
4010-540.67-20	PUBLICATIONS & BOOKS	433	724	500	628	500	500
*	DUES & PUBLICATIONS	1,758	3,244	1,975	2,088	2,100	2,100
ELEM 69 MISCELLANEOUS CHARGE							
4010-540.69-10	MISCELLANEOUS	707	838	600	1,063	600	600
4010-540.69-35	PGC YMCA GRANT-GOURDINE	0	850-	0	0	0	0
4010-540.69-60	COUNTY TRUANCY GRANT EXP	27,544	432-	0	0	0	0
*	MISCELLANEOUS CHARGE	28,251	444-	600	1,063	600	600
ELEM 92 MACHINERY & EQUIPMENT							
4010-540.92-20	EQUIPMENT	0	400	0	0	0	0
*	MACHINERY & EQUIPMENT	0	400	0	0	0	0
ELEM 93 OFFICE EQUIPMENT							
4010-540.93-10	OFFICE EQUIPMENT	0	0	0	800	0	0
*	OFFICE EQUIPMENT	0	0	0	800	0	0
**	ADMINISTRATION	291,633	283,037	274,576	273,627	299,793	307,510

**PROGRAM NAME/NUMBER**

**Community Resources Administration/4010**

**DESCRIPTION:** This program provides management and oversight of Department activities, promotes community outreach and enhanced family functioning and advises Mayor and 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 Week activities, the Job Connection, and Babysitting Corps; staff support for the City's Education Advisory Committee (EAC), disseminate client surveys to families who have concluded counseling; participate in *Lakeland STARS* outreach program; and participate in family-related issues at county and state level.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Increase awareness of the availability of services	Publicize program services at least quarterly	8	6	8	6
2. 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 receiving services who are of low to moderate income (\$35,000 or less)	59%	>=51%	57%	>=51%

**PROGRAM NAME/NUMBER****Community Resources Administration/4010****PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Director of Community Resources	0.60	0.60	0.60	0.60
Office Specialist III	0.75	0.75	0.75	0.75
Bus Driver	0.25	0.25	0.25	0.25
Budget Total	<b>1.60</b>	<b>1.60</b>	<b>1.60</b>	<b>1.60</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 4010	
Element/Object	Details	Total	
12	<u>Travel &amp; Training</u> 12-10 Non-Training Travel	Staff mileage reimbursement	1,200
	12-11 Travel & Training	Maryland Municipal League (MML) convention..... 1,200 Administrative seminars ..... 700 Other training ..... 700	2,600
30	<u>Professional Services</u> 30-13 Administrative	Coverage for annual and sick leave ..... 2,600 Evening receptionist, 3 evenings per week ..... 6,400	9,000
	30-46 Mediation Services	As needed	5,000
34	<u>Contractual Services</u> 34-72 Building Coverage-After Hours	Building coverage, after-hours meetings	1,320
36	<u>Special Services</u> 36-10 Printing	Brochures, letterhead, envelopes, forms, flyers to College Park households	840
38	<u>Special Events</u> 38-15 Holiday Events	Halloween Thing, Spring Egg Hunt	1,500
	38-66 Family Summit	Facilitator ..... 1,000 Printing of materials ..... 1,160 Meeting refreshments ..... 740 Postage ..... 100 Office supplies ..... 100	3,100
40	<u>Repair &amp; Maintenance</u> 40-10 Office Equipment		600
	40-11 Buildings & Grounds	Building repairs	7,500
	40-25 HVAC Repairs	Repairs not covered by maintenance contract	4,000

**PROGRAM NAME/NUMBER**

**Community Resources Administration/4010**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 4010</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
42	<u>Cleaning Service</u> 42-10 Building	Window cleaning	500
45	<u>Maintenance Contracts</u> 45-16 Building Services	HVAC maintenance contract ..... 3,000 Tile maintenance contract ..... 2,800 Fire extinguisher service ..... 150 Sprinkler system testing and recharge ..... 900 Carpet cleaning contract ..... 810	7,660
	45-22 Security Alarm Monitoring	Burglar alarm system ..... 504 Fire alarm system ..... 496	1,000
	45-23 Pest Control		780
47	<u>Clothing &amp; Uniforms</u> 47-10 Clothing & Uniforms	City seal polo shirts for staff	60
48	<u>Rental</u> 48-20 Copiers	Copier lease @ \$275 monthly	3,300
60	<u>Supplies</u> 60-10 General Supplies	Special event materials, photo finishing, presentation materials, promotional items	3,000
	60-11 Meeting Refreshments		1,260
61	<u>Office Supplies</u> 61-10 Office Supplies		2,600
62	<u>Postage</u> 62-10 Postage		700
65	<u>Utilities</u> 65-10 Electricity	Based on current usage	8,000
	65-11 Natural Gas	Based on current usage	2,250
	65-13 Water & Sewer	Based on current usage	350
66	<u>Telephone &amp; Communications</u> 66-10 Telephone	Based on current usage	7,000
	66-12 Cellular Phone	Monthly service @ \$50, 1 phone	600
67	<u>Dues &amp; Publications</u> 67-10 Dues	Maryland Association of Youth Services Bureaus ..... 1,200 Maryland Children Action Network/ Advocates for Children & Youth ..... 150 Maryland Association of Non-Profits ..... 250	1,600

**PROGRAM NAME/NUMBER**

**Community Resources Administration/4010**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 4010</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
	67-20 Publications & Books		500
69	<u>Miscellaneous Charge</u> 69-10 Miscellaneous		600

**Capital Outlay:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 40 COMMUNITY RESOURCES							
DIV 11 CLINICAL SERVICES							
SUB 0 COMMUNITY RESOURCES							
ELEM 10 PAYROLL-WAGES							
4011-540.10-01	SALARY	177,875	143,016	183,659	174,989	214,035	214,035
4011-540.10-02	HOURLY	1,922	7,053	8,370	8,434	9,058	9,058
4011-540.10-03	OVERTIME	0	166	0	226	200	200
*	PAYROLL-WAGES	179,797	150,235	192,029	183,649	223,293	223,293
ELEM 11 FRINGE BENEFITS							
4011-540.11-10	FICA	12,966	11,255	14,085	13,549	16,448	16,448
4011-540.11-12	HEALTH INSURANCE	9,894	7,201	14,734	7,804	13,566	13,566
4011-540.11-13	DENTAL INSURANCE	787	540	988	706	907	907
4011-540.11-14	LIFE INSURANCE	251	190	352	329	520	520
4011-540.11-15	VISION INSURANCE	96	75	134	58	284	284
4011-540.11-17	457 CITY MATCH CONTRIBUTN	1,708	858	1,330	1,105	1,955	1,955
4011-540.11-18	RETIREMENT	10,596	6,614	7,776	8,395	11,466	11,466
4011-540.11-21	WORKERS COMPENSATION INS	12,366	6,982	10,573	11,790	14,235	14,235
4011-540.11-22	LONG TERM DISABILITY INS	328	254	461	499	783	783
*	FRINGE BENEFITS	48,992	33,969	50,433	44,235	60,164	60,164
ELEM 12 TRAVEL & TRAINING							
4011-540.12-10	NON TRAINING TRAVEL	0	47	200	0	200	200
4011-540.12-11	TRAVEL & TRAINING	5,090	7,339	5,356	5,539	5,356	5,356
*	TRAVEL & TRAINING	5,090	7,386	5,556	5,539	5,556	5,556
ELEM 30 PROFESSIONAL SERVICES							
4011-540.30-15	CONSULTING	2,660	14,427	4,218	4,375	4,218	4,218
*	PROFESSIONAL SERVICES	2,660	14,427	4,218	4,375	4,218	4,218
ELEM 34 CONTRACTUAL SERVICES							
4011-540.34-60	CHILD CARE COSTS	500	786	400	328	600	600
*	CONTRACTUAL SERVICES	500	786	400	328	600	600
ELEM 38 SPECIAL EVENTS							
4011-540.38-35	STUDENT EVENTS	1,400	1,550	1,600	1,600	1,600	1,600
*	SPECIAL EVENTS	1,400	1,550	1,600	1,600	1,600	1,600
ELEM 40 REPAIR & MAINT-NONCONTRCT							
4011-540.40-40	AUDIO-VISUAL EQ SERVICE	0	0	1,000	0	1,000	1,000
*	REPAIR & MAINT-NONCONTRCT	0	0	1,000	0	1,000	1,000
ELEM 50 INSURANCE							
4011-540.50-10	LIABILITY INSURANCE	682	634	1,420	866	1,420	1,420
*	INSURANCE	682	634	1,420	866	1,420	1,420
ELEM 60 SUPPLIES							

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 40 COMMUNITY RESOURCES							
DIV 11 CLINICAL SERVICES							
SUB 0 COMMUNITY RESOURCES							
ELEM 60 SUPPLIES							
4011-540.60-10	GENERAL SUPPLIES	1,516	1,761	1,900	957	1,900	1,900
4011-540.60-11	MEETING REFRESHMENTS	579	822	400	658	400	400
*	SUPPLIES	2,095	2,583	2,300	1,615	2,300	2,300
ELEM 62 POSTAGE							
4011-540.62-10	POSTAGE	0	0	0	22	0	0
*	POSTAGE	0	0	0	22	0	0
ELEM 67 DUES & PUBLICATIONS							
4011-540.67-10	DUES	1,329	993	1,725	1,242	1,900	1,900
4011-540.67-20	PUBLICATIONS & BOOKS	915	1,079	600	1,266	610	610
*	DUES & PUBLICATIONS	2,244	2,072	2,325	2,508	2,510	2,510
ELEM 69 MISCELLANEOUS CHARGE							
4011-540.69-10	MISCELLANEOUS	0	30	0	0	0	0
*	MISCELLANEOUS CHARGE	0	30	0	0	0	0
ELEM 92 MACHINERY & EQUIPMENT							
4011-540.92-50	VIDEO EQUIPMENT	0	350	0	0	0	0
*	MACHINERY & EQUIPMENT	0	350	0	0	0	0
ELEM 98 COMPUTER HDWE & SOFTWARE							
4011-540.98-20	COMPUTER SOFTWARE	2,000	0	0	0	0	0
*	COMPUTER HDWE & SOFTWARE	2,000	0	0	0	0	0
**	CLINICAL SERVICES	245,460	214,022	261,281	244,737	302,661	302,661

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

**DESCRIPTION:** This program provides family-focused individual, family and group counseling, play therapy, crisis intervention, youth substance abuse assessment and referral, suicide prevention, and information and referral to community residents (core services). 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 including meetings with school counselors. Quality of service is monitored through client surveys, weekly supervision, videotape review, clinical consultation, and related training.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Strengthen the ability of families to function through counseling	Number of families served	89	>=75	104	>=75
	Percent rating services as helpful, based on exit survey	100%	80%	100%	80%
2. Provide education and outreach services designed to improve family and individual relationships	Number of individuals served	1,724	1,500	2,357	1,500
	Percent of workshop and group participants satisfied with services	100%	80%	100%	80%

**PROGRAM NAME/NUMBER**

**Clinical Services/4011**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Director of Community Resources	0.30	0.30	0.30	0.30
Office Specialist III	0.25	0.25	0.25	0.25
Clinical Supervisor	1.00	1.00	1.00	1.00
Family Therapist	2.00	2.00	2.00	2.50
Budget Total	<b>3.55</b>	<b>3.55</b>	<b>3.55</b>	<b>4.05</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 4011	
Element/Object	Details	Total	
12	<u>Travel &amp; Training</u> 12-10 Non-Training Travel	Staff mileage reimbursement	200
	12-11 Travel & Training	Play Therapy conference in Hollywood, CA (3 staff members): Travel ..... 900 Accommodations ..... 1,680 Registration fees ..... 1,500 National Institute for Relationship Enhancement ..... 800 Clinical training, such as autism, resilience ..... 476	5,356
30	<u>Professional Services</u> 30-15 Consulting	Clinical consultation, 22.2 weeks x 2 hours @ \$95/hour	4,218
34	<u>Contractual Services</u> 34-60 Child Care Costs	2 10-week groups @ \$30/session	600
38	<u>Special Events</u> 38-35 Student Events	Co-sponsor of school assembly events at College Park schools	1,600
40	<u>Repair &amp; Maintenance</u> 40-40 Audio-Visual Equipment Service	Video equipment service, as needed	1,000
50	<u>Insurance</u> 50-10 Liability Insurance	MSW professional insurance, 4 @ \$300 ..... 1,200 ACA professional insurance ..... 220	1,420
60	<u>Supplies</u> 60-10 General Supplies	Supplies for playroom and children's waiting area ..... 1,200 Videotapes ..... 700	1,900
	60-11 Meeting Refreshments	Refreshments for clinical training for outside agencies	400

**PROGRAM NAME/NUMBER**

**Clinical Services/4011**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 4011</b>	
	<b>Element/Object</b>	<b>Details</b>	<b>Total</b>
67	<u>Dues &amp; Publications</u>		
	67-10 Dues	Maryland Board of Professional Counselors..... 140 Maryland Board of Social Work Examiners ..... 350 National Association of Social Work, 4 @ \$200 ..... 800 American Counseling Association, 1 @ \$160 ..... 160 Association of Play Therapy ..... 450	1,900
	67-20 Publications & Books	Family Therapy Networker ..... 60 STEP Parenting books and materials, clinical books ..... 550	610

**Capital Outlay:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 40 COMMUNITY RESOURCES							
DIV 12 SENIORS PROGRAM							
SUB 0 COMMUNITY RESOURCES							
ELEM 10 PAYROLL-WAGES							
4012-540.10-01	SALARY	16,721	64,315	68,814	67,589	68,800	68,800
4012-540.10-02	HOURLY	103,022	56,507	64,609	60,286	68,059	68,059
4012-540.10-03	OVERTIME	612	848	600	1,257	1,000	1,000
*	PAYROLL-WAGES	120,355	121,670	134,023	129,132	137,859	137,859
ELEM 11 FRINGE BENEFITS							
4012-540.11-10	FICA	8,850	8,782	9,679	9,314	9,913	9,913
4012-540.11-12	HEALTH INSURANCE	8,528	10,345	11,206	11,290	12,003	12,003
4012-540.11-13	DENTAL INSURANCE	636	523	549	524	501	501
4012-540.11-14	LIFE INSURANCE	321	337	374	344	375	375
4012-540.11-15	VISION INSURANCE	165	190	181	318	327	327
4012-540.11-17	457 CITY MATCH CONTRIBUTN	1,498	1,582	1,616	1,593	1,825	1,825
4012-540.11-18	RETIREMENT	6,414	7,780	8,329	8,395	8,567	8,567
4012-540.11-21	WORKERS COMPENSATION INS	11,880	5,983	8,380	8,551	9,078	9,078
4012-540.11-22	LONG TERM DISABILITY INS	417	444	491	523	565	565
*	FRINGE BENEFITS	38,709	35,966	40,805	40,852	43,154	43,154
ELEM 12 TRAVEL & TRAINING							
4012-540.12-10	NON TRAINING TRAVEL	273	335	400	190	450	450
4012-540.12-11	TRAVEL & TRAINING	2,240	2,353	1,600	3,128	2,000	2,000
*	TRAVEL & TRAINING	2,513	2,688	2,000	3,318	2,450	2,450
ELEM 20 OVERHEAD							
4012-540.20-11	AUTOMOTIVE	22,500	23,198	25,728	25,728	27,522	27,166
*	OVERHEAD	22,500	23,198	25,728	25,728	27,522	27,166
ELEM 34 CONTRACTUAL SERVICES							
4012-540.34-65	CONTRACT BUS DRIVER	2,722	6,148	3,000	2,942	3,000	3,000
*	CONTRACTUAL SERVICES	2,722	6,148	3,000	2,942	3,000	3,000
ELEM 36 SPECIAL SERVICES							
4012-540.36-10	PRINTING	1,012	430	300	255	600	600
*	SPECIAL SERVICES	1,012	430	300	255	600	600
ELEM 38 SPECIAL EVENTS							
4012-540.38-12	SENIOR TRIPS	12,086	14,451	11,400	12,193	12,000	12,000
*	SPECIAL EVENTS	12,086	14,451	11,400	12,193	12,000	12,000
ELEM 40 REPAIR & MAINT-NONCONTRCT							
4012-540.40-10	OFFICE EQUIPMENT	0	0	200	0	200	200
*	REPAIR & MAINT-NONCONTRCT	0	0	200	0	200	200
ELEM 45 MAINTENANCE CONTRACT							

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 40 COMMUNITY RESOURCES							
DIV 12 SENIORS PROGRAM							
SUB 0 COMMUNITY RESOURCES							
ELEM 45 MAINTENANCE CONTRACT							
4012-540.45-12	COPIERS	125	158	125	218	225	225
4012-540.45-23	PEST CONTROL	0	0	0	316	350	350
*	MAINTENANCE CONTRACT	125	158	125	534	575	575
ELEM 47 CLOTHING & UNIFORMS							
4012-540.47-10	CLOTHING & UNIFORMS	24	94	200	795	100	100
*	CLOTHING & UNIFORMS	24	94	200	795	100	100
ELEM 60 SUPPLIES							
4012-540.60-10	GENERAL SUPPLIES	1,154	520	700	1,382	700	700
4012-540.60-11	MEETING REFRESHMENTS	2,217	2,628	2,000	2,586	2,400	2,400
*	SUPPLIES	3,371	3,148	2,700	3,968	3,100	3,100
ELEM 61 OFFICE SUPPLIES							
4012-540.61-10	OFFICE SUPPLIES	360	429	600	437	600	600
*	OFFICE SUPPLIES	360	429	600	437	600	600
ELEM 62 POSTAGE							
4012-540.62-10	POSTAGE	142	285	150	242	150	150
*	POSTAGE	142	285	150	242	150	150
ELEM 66 TELEPHONE & COMMUNICATION							
4012-540.66-10	TELEPHONE	0	0	0	14	0	0
4012-540.66-12	CELLULAR PHONE	802	1,114	1,320	972	1,200	1,200
4012-540.66-14	INTERNET	287	120	0	0	0	0
*	TELEPHONE & COMMUNICATION	1,089	1,234	1,320	986	1,200	1,200
ELEM 67 DUES & PUBLICATIONS							
4012-540.67-20	PUBLICATIONS & BOOKS	37	109	100	309	100	100
*	DUES & PUBLICATIONS	37	109	100	309	100	100
ELEM 69 MISCELLANEOUS CHARGE							
4012-540.69-10	MISCELLANEOUS	123	48	100	301	100	100
*	MISCELLANEOUS CHARGE	123	48	100	301	100	100
ELEM 93 OFFICE EQUIPMENT							
4012-540.93-20	OFFICE FURNITURE	0	0	0	198	0	0
*	OFFICE EQUIPMENT	0	0	0	198	0	0
**	SENIORS PROGRAM	205,168	210,056	222,751	222,190	232,710	232,354
***	COMMUNITY RESOURCES	742,261	707,115	758,608	740,554	835,164	842,525

**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, staff is located 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	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Enhance the quality of life for seniors through off-site excursions	Number of participants in excursions	345	345	369	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	2,431	2,200	2,506	2,300
	Number of seniors assisted with transportation	3,937	3,400	3,651	3,450
3. Increase public awareness of availability of services	Publicize senior services or seniors programs quarterly	4	4	4	4

**PROGRAM NAME/NUMBER**

**Seniors Program/4012**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Director of Community Resources	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	1.20	1.20	1.20	1.20
Budget Total	<b>2.80</b>	<b>2.80</b>	<b>2.80</b>	<b>2.80</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 4012	
Element/Object	Details	Total	
12	Travel & Training 12-10 Non-Training Travel 12-11 Travel & Training	Staff mileage reimbursement Staff training	450 2,000
34	Contractual Services 34-65 Contract Bus Driver	Use of contract driver to fill in during staff absences, cover special events and outings	3,000
36	Printing 36-10 Printing	Brochures, flyers, calendars	600
38	Special Events 38-12 Senior Trips	Subsidized senior trips (seniors contribute \$10 – \$30 per trip) Trips are scheduled on a calendar year basis; the 2007 scheduled trips (all of which are subsidized) are: “Fiddler on the Roof” play and lunch at Toby’s Dinner Theatre, Columbia, April 2007 – seniors pay \$30; Charles Town Races & Slots, May 2007 – seniors pay \$20, “In the Beginning” play and lunch at Sight & Sound Millennium Theatre, Strasburg, PA, June 2007 – seniors pay \$35; Longwood Gardens and lunch, Kennett Square, PA, July 2007 – seniors pay \$25; “Chicago” or “A Funny Thing Happened on the Way to the Forum” and lunch at Riverside Dinner Theater, Fredericksburg, VA, August 2007 – seniors pay \$25; Shenandoah Valley vineyards and craft festival, September 2007 – seniors pay \$15; historic Savage Mill, October 2007 – seniors pay \$15; “Miracle on 34th Street” at Timonium Dinner Theatre, November 2007 – seniors pay \$30 ..... 9,500 Subsidies to wheelchair-bound residents to attend M-NCPPC senior trips (Attick Towers 4, Spellman House 4, City at large 4) ..... 2,500	12,000

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

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 4012</b>	
	<b>Element/Object</b>	<b>Details</b>	<b>Total</b>
40	<u>Repair &amp; Maintenance</u> 40-10 Office Equipment		200
45	<u>Maintenance Contract</u> 45-12 Copiers  45-23 Pest Control	Copier maintenance, Spellman House office	225  350
47	<u>Clothing &amp; Uniforms</u> 47-10 Clothing & Uniforms	City seal polo shirts for staff members	100
60	<u>General Supplies</u> 60-10 General Supplies  60-11 Meeting Refreshments	Cups and paper goods for weekly coffee gatherings  Coffee and pastries for weekly coffee and monthly trip gathering	700  2,400
61	<u>Office Supplies</u> 61-10 Office Supplies		600
62	<u>Postage</u> 62-10 Postage		150
66	<u>Telephone &amp; Communications</u> 66-12 Cellular Phone	3 cell phones, staff and senior bus	1,200
67	<u>Dues &amp; Publications</u> 67-20 Publications & Books		100
69	<u>Miscellaneous</u> 69-10 Miscellaneous		100

**CAPITAL OUTLAY: None.**

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# PUBLIC WORKS

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 10 ADMINISTRATION							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5010-550.10-01	SALARY	201,091	179,629	242,225	239,302	253,909	253,909
5010-550.10-02	HOURLY	105,757	114,330	82,588	88,798	87,192	87,192
5010-550.10-03	OVERTIME	3,716	3,962	3,500	1,373	3,500	3,500
*	PAYROLL-WAGES	310,564	297,921	328,313	329,473	344,601	344,601
ELEM 11 FRINGE BENEFITS							
5010-550.11-10	FICA	22,144	22,933	24,125	24,354	25,043	25,043
5010-550.11-12	HEALTH INSURANCE	29,528	32,597	34,511	35,565	36,680	36,680
5010-550.11-13	DENTAL INSURANCE	1,466	1,304	1,257	1,413	1,212	1,212
5010-550.11-14	LIFE INSURANCE	963	962	1,132	1,075	1,137	1,137
5010-550.11-15	VISION INSURANCE	444	526	504	703	560	560
5010-550.11-17	457 CITY MATCH CONTRIBUTN	2,382	2,088	2,007	2,111	3,937	3,937
5010-550.11-18	RETIREMENT	18,246	16,052	21,444	20,897	22,503	22,503
5010-550.11-21	WORKERS COMPENSATION INS	21,024	10,197	7,144	7,112	7,528	7,528
5010-550.11-22	LONG TERM DISABILITY INS	1,257	1,272	1,479	1,624	1,714	1,714
*	FRINGE BENEFITS	97,454	87,931	93,603	94,854	100,314	100,314
ELEM 12 TRAVEL & TRAINING							
5010-550.12-10	NON TRAINING TRAVEL	4	0	112	64	112	112
5010-550.12-11	TRAVEL & TRAINING	4,429	2,788	6,950	4,901	7,375	7,375
*	TRAVEL & TRAINING	4,433	2,788	7,062	4,965	7,487	7,487
ELEM 20 OVERHEAD							
5010-550.20-10	INSURANCE	21,033	21,540	22,265	22,265	24,278	24,278
5010-550.20-11	AUTOMOTIVE	28,125	28,998	32,161	32,161	34,402	33,958
5010-550.20-12	POSTAGE	148	196	264	146	285	285
5010-550.20-15	INFORMATION SYSTEMS	48,289	57,784	55,958	55,957	58,320	58,320
5010-550.20-16	BUILDING MAINTENANCE	18,901	21,641	35,586	35,587	52,828	55,816
5010-550.20-17	COPIER	175	23	0	2	0	0
*	OVERHEAD	116,671	130,182	146,234	146,118	170,113	172,657
ELEM 30 PROFESSIONAL SERVICES							
5010-550.30-13	ADMINISTRATIVE	2,853	0	1,600	134	800	800
5010-550.30-39	TRANSLATION SERVICES	0	615	1,000	45	1,000	1,000
*	PROFESSIONAL SERVICES	2,853	615	2,600	179	1,800	1,800
ELEM 34 CONTRACTUAL SERVICES							
5010-550.34-17	TEMP MANPOWER-OTHER	3,973	1,992	2,000	2,296	2,400	2,400
5010-550.34-75	MOSQUITO CONTROL	1,267	1,175	2,000	1,396	2,000	2,000
*	CONTRACTUAL SERVICES	5,240	3,167	4,000	3,692	4,400	4,400
ELEM 36 SPECIAL SERVICES							
5010-550.36-10	PRINTING	4,221	4,124	4,100	6,896	8,500	8,500

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 10 ADMINISTRATION							
SUB 0 PUBLIC WORKS							
ELEM 36 SPECIAL SERVICES							
5010-550.36-11	CLASSIFIED ADVERTISING	4,810	2,463	5,250	1,420	5,250	5,250
5010-550.36-99	OTHER	19	237	0	433	0	0
*	SPECIAL SERVICES	9,050	6,824	9,350	8,749	13,750	13,750
ELEM 38 SPECIAL EVENTS							
5010-550.38-45	VOLUNTEER PROGRAMS	804	808	1,500	1,577	1,000	1,000
5010-550.38-67	SAFETY BREAKFAST	0	899	1,200	736	1,200	1,200
5010-550.38-99	OTHER	758	0	0	0	0	0
*	SPECIAL EVENTS	1,562	1,707	2,700	2,313	2,200	2,200
ELEM 40 REPAIR & MAINTENANCE							
5010-550.40-10	OFFICE EQUIPMENT	0	0	300	0	300	300
5010-550.40-11	BUILDINGS & GROUNDS	0	0	0	68	0	0
5010-550.40-99	OTHER REPAIRS	150	0	0	0	0	0
*	REPAIR & MAINTENANCE	150	0	300	68	300	300
ELEM 47 CLOTHING & UNIFORMS							
5010-550.47-10	CLOTHING & UNIFORMS	24,281	25,625	31,900	22,231	35,500	35,500
*	CLOTHING & UNIFORMS	24,281	25,625	31,900	22,231	35,500	35,500
ELEM 48 RENTAL							
5010-550.48-20	COPIERS	3,927	3,556	3,300	3,015	3,300	3,300
5010-550.48-60	BUILDINGS	2,400	2,400	2,400	2,400	2,400	2,400
*	RENTAL	6,327	5,956	5,700	5,415	5,700	5,700
ELEM 52 AWARDS & GIFTS							
5010-550.52-10	AWARDS & GIFTS	95	0	400	309	400	400
*	AWARDS & GIFTS	95	0	400	309	400	400
ELEM 53 CDL LICENSING FEE							
5010-550.53-10	CDL LICENSING FEE	200	252	760	217	570	570
*	CDL LICENSING FEE	200	252	760	217	570	570
ELEM 60 SUPPLIES							
5010-550.60-10	GENERAL SUPPLIES	3,096	2,701	3,700	3,943	3,000	3,000
5010-550.60-11	MEETING REFRESHMENTS	690	433	480	635	480	480
*	SUPPLIES	3,786	3,134	4,180	4,578	3,480	3,480
ELEM 61 OFFICE SUPPLIES							
5010-550.61-10	OFFICE SUPPLIES	1,379	2,401	2,000	2,890	2,000	2,000
*	OFFICE SUPPLIES	1,379	2,401	2,000	2,890	2,000	2,000
ELEM 62 POSTAGE							

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 10 ADMINISTRATION							
SUB 0 PUBLIC WORKS							
ELEM 62 POSTAGE							
5010-550.62-10	POSTAGE	15	26	0	22	0	0
*	POSTAGE	15	26	0	22	0	0
ELEM 66 TELEPHONE & COMMUNICATION							
5010-550.66-10	TELEPHONE	6,526	5,830	8,000	5,826	7,500	7,500
5010-550.66-11	PAGER	144	155	140	147	140	140
5010-550.66-12	CELLULAR PHONE	1,317	2,676	3,604	2,582	2,900	2,904
5010-550.66-13	WIRELESS RADIO	8,220	6,773	7,600	7,018	7,600	7,600
5010-550.66-20	CABLE TV SERVICE	105	139	135	124	135	135
*	TELEPHONE & COMMUNICATION	16,312	15,573	19,479	15,697	18,275	18,279
ELEM 67 DUES & PUBLICATIONS							
5010-550.67-10	DUES	75	841	965	1,054	1,010	1,010
5010-550.67-20	PUBLICATIONS & BOOKS	113	316	285	350	285	285
*	DUES & PUBLICATIONS	188	1,157	1,250	1,404	1,295	1,295
ELEM 69 MISCELLANEOUS CHARGE							
5010-550.69-10	MISCELLANEOUS	157	0	0	0	0	0
*	MISCELLANEOUS CHARGE	157	0	0	0	0	0
ELEM 93 OFFICE EQUIPMENT							
5010-550.93-10	OFFICE EQUIPMENT	0	814	0	0	0	0
*	OFFICE EQUIPMENT	0	814	0	0	0	0
ELEM 97 COMMUNICATIONS EQUIPMENT							
5010-550.97-20	RADIO EQUIPMENT	1,500	2,720	4,000	3,925	4,000	4,000
*	COMMUNICATIONS EQUIPMENT	1,500	2,720	4,000	3,925	4,000	4,000
**	ADMINISTRATION	602,217	588,793	663,831	647,099	716,185	718,733

**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 meet increased demand with significant reductions in manpower costs through innovations instituted by the department. Program directives include providing technical and other educational training seminars, 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	FY2006 ACTUAL	FY2007		FY2008 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)	78%	80%	78%	80%
2. Provide responsive service to residents	Percent of residents rating Public Works services as good or better	65%	No survey	No survey	80%
3. Present at least 1 automated system to Council for approval	Cost savings in the area of manpower	\$17,000	\$6,000	\$0*	\$6,000

\* No automated systems were presented.

**PROGRAM NAME/NUMBER****Public Works Administration/5010****PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Director of Public Works	1.00	1.00	1.00	1.00
Deputy Director of Public Works	1.00	1.00	1.00	1.00
Public Works Supervisor	0.95	0.95	0.95	0.95
Horticulturist	0.20	0.00	0.00	0.00
Office Specialist II	1.00	1.00	0.00	0.00
Office Specialist III	1.00	1.00	1.00	1.00
Admin. Asst./Recycling Coordinator	0.00	0.00	1.00	1.00
Dispatch/Administrative Clerk	0.90	0.90	0.90	0.90
Budget Total	<b>6.05</b>	<b>5.85</b>	<b>5.85</b>	<b>5.85</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5010	
Element/Object	Details	Total	
12	<u>Travel &amp; Training</u> 12-10 Non-Training Travel	Staff mileage reimbursement	112
	12-11 Travel & Training	APWA annual conference, 2 attendees @ \$2,000 ..... 4,000 MML annual conference, 2 attendees @ \$1,200 ..... 2,400 Travel for training, 360 miles ..... 175 Managerial development training (various), 6 attendees ..... 800	7,375
30	<u>Professional Services</u> 30-13 Administrative	Administrative support, 40 hours @ \$20	800
	30-39 Translation Services	Translate departmental public information documents into Spanish	1,000
34	<u>Contractual Services</u> 34-17 Temporary Manpower	Assemble and distribute resident packets	2,400
	34-75 Mosquito Control	State mosquito control services: including larviciding, adult surveillance and possible spraying	2,000
36	<u>Special Services</u> 36-10 Printing	Departmental forms, door hangers and work orders ..... 4,400 Specification packets, plans, maps, residential information packages ..... 600 Public Works handbooks for residents, including plastic delivery bags ..... 3,500	8,500
	36-11 Classified Advertising	Newspaper advertising of RFP's, estimate 3 @ \$1,750	5,250

**PROGRAM NAME/NUMBER**

**Public Works Administration/5010**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 5010</b>	
	<b>Element/Object</b>	<b>Details</b>	<b>Total</b>
38	<u>Special Events</u> 38-45 Volunteer Programs  38-67 Safety Breakfast (former account: 38-99 Other)	Supplies for participation in Maryland Day, fall festival, downtown events, stream cleanups, etc.	1,000  1,200
40	<u>Repair &amp; Maintenance</u> 40-10 Office Equipment		300
47	<u>Clothing &amp; Uniforms</u> 47-10 Clothing & Uniforms	Uniform rental and cleaning, 50 persons @ \$8/week ..... 20,800 Mats @ \$35/week ..... 1,820 Rental return losses ..... 300 Rain suits, 50 @ \$35 ..... 1,750 Safety shoes @ \$170 per employee ..... 8,500 Safety green summer t-shirts, 3 per person @ \$10 each ..... 1,200 Hats, 50 @ \$13 ..... 650 Winter coveralls, 12 @ \$40 (City share, 50/50 cost split between employee and City) ..... 480	35,500
48	<u>Rental</u> 48-20 Copiers  48-60 Building	Copier lease @ \$275 monthly  Space lease for repeaters, former UMPD radio system	3,300  2,400
52	<u>Awards &amp; Gifts</u> 52-10 Awards & Gifts		400
53	<u>CDL Licensing Fee</u> 53-10 CDL Licensing Fee	CDL license renewals, 6 @ \$50 ..... 300 New CDL requests, 3 @ \$90 ..... 270	570
60	<u>Supplies</u> 60-10 General Supplies  60-11 Meeting Refreshments	Paper goods and supplies ..... 1,500 Rental of 4 water coolers, water and cups ..... 1,500  Various meetings	3,000  480
61	<u>Office Supplies</u> 61-10 Office Supplies	Paper and office supplies	2,000
66	<u>Telephone &amp; Communications</u> 66-10 Telephone  66-11 Pagers  66-12 Cellular Phone  66-13 Wireless Radio	Public Works facilities and Davis Hall public phone  Pager service  Monthly service @ \$50 per month, 4 phones + 1 allowance  Radio system maintenance contract	7,500  140  2,904  7,600

**PROGRAM NAME/NUMBER**

**Public Works Administration/5010**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 5010</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
	66-20 Cable TV	Basic cable service	135
67	<u>Dues &amp; Publications</u>		
	67-10 Dues	Maryland Recycling Coalition ..... 175 MML PWOA ..... 150 American Public Works Association (APWA) ..... 685	1,010
	67-20 Publications & Books	MML directories ..... 60 Fleet Management magazine ..... 140 Other publications ..... 85	285
97	<u>Telephone &amp; Communications</u>		
	97-20 Radio Equipment	Replacement mobile and/or portable radios, 5 @ \$800	4,000

**Capital Outlay:** Radio Equipment includes 5 replacement radios, mobile or portable (\$4,000).

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 11 SOLID WASTE MANAGEMENT							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5011-550.10-02	HOURLY	243,623	247,337	255,411	275,370	273,225	273,225
5011-550.10-03	OVERTIME	4,642	3,927	5,000	3,976	10,500	10,500
5011-550.10-07	AUTOMATED TRUCK INCENTIVE	2,038	2,122	2,500	2,112	2,500	2,500
5011-550.10-08	SHIFT DIFFERENTIAL-SAT WK	416	0	0	0	0	0
*	PAYROLL-WAGES	250,719	253,386	262,911	281,458	286,225	286,225
ELEM 11 FRINGE BENEFITS							
5011-550.11-10	FICA	17,693	18,618	19,503	20,471	21,252	21,252
5011-550.11-12	HEALTH INSURANCE	31,227	34,776	47,222	34,416	27,237	27,237
5011-550.11-13	DENTAL INSURANCE	1,657	1,345	1,349	1,304	1,210	1,210
5011-550.11-14	LIFE INSURANCE	775	765	893	897	919	919
5011-550.11-15	VISION INSURANCE	553	584	646	279	140	140
5011-550.11-17	457 CITY MATCH CONTRIBUTN	1,998	2,204	2,477	2,329	3,989	3,989
5011-550.11-18	RETIREMENT	13,198	11,668	14,087	15,375	18,726	18,726
5011-550.11-21	WORKERS COMPENSATION INS	25,299	13,352	17,568	18,570	18,727	18,782
5011-550.11-22	LONG TERM DISABILITY INS	1,014	1,014	1,172	1,360	1,393	1,393
*	FRINGE BENEFITS	93,414	84,326	104,917	95,001	93,593	93,648
ELEM 12 TRAVEL & TRAINING							
5011-550.12-11	TRAVEL & TRAINING	75	929	500	19	500	500
*	TRAVEL & TRAINING	75	929	500	19	500	500
ELEM 20 OVERHEAD							
5011-550.20-11	AUTOMOTIVE	168,751	173,985	192,963	192,963	206,415	196,956
*	OVERHEAD	168,751	173,985	192,963	192,963	206,415	196,956
ELEM 34 CONTRACTUAL SERVICES							
5011-550.34-11	TEMP MANPOWER-SOLID WASTE	25,227	9,205	8,250	880	4,200	4,200
5011-550.34-20	TIPPING FEES	304,315	301,124	303,960	233,591	303,470	303,470
*	CONTRACTUAL SERVICES	329,542	310,329	312,210	234,471	307,670	307,670
ELEM 36 SPECIAL SERVICES							
5011-550.36-10	PRINTING	88	300	400	288	400	400
5011-550.36-55	DUMPSTER SERVICE	853	0	1,000	0	1,000	0
*	SPECIAL SERVICES	941	300	1,400	288	1,400	400
ELEM 60 SUPPLIES							
5011-550.60-10	GENERAL SUPPLIES	151	261	250	237	250	250
5011-550.60-45	TOTERS & CONTAINERS	24,220	22,414	26,980	21,816	25,500	25,500
*	SUPPLIES	24,371	22,675	27,230	22,053	25,750	25,750
**	SOLID WASTE MANAGEMENT	867,813	845,930	902,131	826,253	921,553	911,149

**PROGRAM NAME/NUMBER****Solid Waste Management/5011**

**DESCRIPTION:** This program manages the collection and disposal of all residential household refuse generated within the City. Household refuse is collected based on a designated route, one time per week, Monday, Tuesday or Wednesday. Back door pick-up services are provided to elderly and disabled residents. Bulky items are collected on regular trash days and by appointment on Thursday and Friday. The department collects building materials, refrigerators, air conditioners and tires (at a charge determined by the Mayor and Council). Each single-family residence is provided one refuse cart. Damaged carts are repaired or replaced as necessary. Solid waste is transported to Prince George's County landfill. The City has designated the month of April as "cleanup month"; during April, the Public Works facility is open on Saturdays for residents to drop off household refuse. For FY2008, a fall "cleanup" has been added; the Public Works facility will be open on 4 Saturdays in late September-early October for drop off of household refuse.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Provide reliable, quality refuse service	Percent of pickups accomplished on scheduled day	99%	99%	99%	99%
	Number of complaints per 1,000 customers	<1	<2	<1	<2
	Percent of residents rating services as good or better	85%	No survey	No survey	85%
	Cost per ton of solid waste (including regular trash, special trash pick-up, tires, building materials, non-recyclable white goods)	\$141.60	<\$145.00	\$142.59	<\$146.00

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

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

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Crew Chief	0.95	0.95	0.95	0.95
Motor Equipment Operator II	1.05	0.80	0.90	0.90
Motor Equipment Operator I	2.15	3.25	2.80	2.80
Laborer/Driver	3.95	1.60	0.95	0.00
Laborer	0.00	0.80	1.90	2.95
Budget Total	<b>8.10</b>	<b>7.40</b>	<b>7.50</b>	<b>7.60</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5011	
Element/Object	Details	Total	
12	<u>Travel &amp; Training</u> 12-11 Travel & Training	Operational training for staff	500
34	<u>Contractual Services</u> 34-11 Temporary Manpower - Solid Waste  34-20 Tipping Fees	Temporary manpower used in the collection of solid waste, 300 hours @ \$14.00 per hour  Refuse, 6,000 tons @ \$49 per ton ..... 294,000 Building materials, 80 tons @ \$58 per ton ..... 4,640 Tires, 8 tons @ \$175 per ton ..... 1,400 Refrigerators, freezers, air conditioners; 70 tons @ \$49 per ton ..... 3,430	4,200       303,470
36	<u>Special Services</u> 36-10 Printing  36-55 Dumpster Service	Community education materials  Use of outside dumpster service, as needed	400  0
60	<u>Supplies</u> 60-10 General Supplies  60-45 Refuse Containers	Brooms, pitch forks and shovels  Hardware and replacement parts for carts ..... 750 Mobile carts, 450 @ \$55 ..... 24,750	250   25,500

**Capital Outlay: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 12 LEAF AND GRASS COLLECTION							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5012-550.10-02	HOURLY	182,266	161,463	223,679	126,501	224,794	224,794
5012-550.10-03	OVERTIME	2,931	921	4,000	415	2,500	2,500
*	PAYROLL-WAGES	185,197	162,384	227,679	126,916	227,294	227,294
ELEM 11 FRINGE BENEFITS							
5012-550.11-10	FICA	13,937	11,975	17,037	9,365	16,701	16,701
5012-550.11-12	HEALTH INSURANCE	20,853	20,356	37,096	18,294	45,774	45,774
5012-550.11-13	DENTAL INSURANCE	1,364	1,260	2,376	1,027	1,994	1,994
5012-550.11-14	LIFE INSURANCE	569	512	791	407	759	759
5012-550.11-15	VISION INSURANCE	398	408	555	168	47	47
5012-550.11-17	457 CITY MATCH CONTRIBUTN	2,109	1,791	2,946	1,358	3,415	3,415
5012-550.11-18	RETIREMENT	9,596	7,453	12,975	6,805	11,281	11,281
5012-550.11-21	WORKERS COMPENSATION INS	19,152	8,449	15,258	8,481	15,033	15,033
5012-550.11-22	LONG TERM DISABILITY INS	744	674	1,032	617	1,145	1,145
*	FRINGE BENEFITS	68,722	52,878	90,066	46,522	96,149	96,149
ELEM 20 OVERHEAD							
5012-550.20-11	AUTOMOTIVE	28,125	28,998	32,161	32,161	34,402	33,958
*	OVERHEAD	28,125	28,998	32,161	32,161	34,402	33,958
ELEM 34 CONTRACTUAL SERVICES							
5012-550.34-15	TEMP MANPOWER-LEAF	17,759	24,178	19,800	33,935	35,280	35,280
5012-550.34-16	TEMP MANPOWER-GRASS	8,602	199	2,640	660	2,688	2,688
5012-550.34-17	TEMP MANPOWER-OTHER	183	330	0	413	0	0
*	CONTRACTUAL SERVICES	26,544	24,707	22,440	35,008	37,968	37,968
ELEM 60 SUPPLIES							
5012-550.60-10	GENERAL SUPPLIES	996	1,656	1,900	971	1,200	1,200
5012-550.60-40	SIGNS	920	463	1,100	0	1,100	1,100
*	SUPPLIES	1,916	2,119	3,000	971	2,300	2,300
**	LEAF AND GRASS COLLECTION	310,504	271,086	375,346	241,578	398,113	397,669

**PROGRAM NAME/NUMBER**

**Leaf and Grass Collection/5012**

**DESCRIPTION:** Contract personnel supplement Public Works employees with these activities. The 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 curbside prior to collection date; 4) Four-man crews operate leaf machines and collect leaves; 5) Leaves are transported to the City's compost yard for recycling. Inclement weather may adversely affect these operations. The grass clipping and leaf waste collection program operates January through October 31; bagged grass clipping and leaf waste is collected curbside on regular trash collection days.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Provide reliable, quality leaf and grass collection services*  *Note: Depends on weather conditions and compliance with automobile parking restrictions	Percent of collections completed on schedule	100%	90%	100%	90%
	Percent of residents rating leaf and grass collection as good or better	72%	No survey	No survey	75%
	Number of complaints per 1,000 customers	1	<5	<1	<5

CONDITIONS: Automobiles must be off the street on pick-up days; snow and/or ice may affect goal completion; residential curbside collection information is disseminated in the *Municipal Scene*.

**PROGRAM NAME/NUMBER**

Leaf and Grass Collection/5012

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Crew Chief	0.70	0.65	0.75	0.75
Supply Clerk	0.20	0.20	0.20	0.20
Horticulturist	0.00	0.00	0.00	0.20
Motor Equipment Operator II+A	0.00	0.00	0.00	0.02
Motor Equipment Operator II	0.95	1.00	0.03	0.00
Motor Equipment Operator I+A	0.00	0.00	0.00	1.70
Motor Equipment Operator I	1.25	3.35	2.80	1.68
Laborer/Driver	2.75	0.80	1.49	0.00
Laborer	2.00	2.75	0.97	1.82
Lead Groundskeeper	0.10	0.20	0.20	0.00
Lead Motor Equipment Operator	0.55	0.00	0.00	0.00
Budget Total	<b>8.50</b>	<b>8.95</b>	<b>6.44</b>	<b>6.37</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5012	
Element/Object	Details	Total	
34	<u>Contractual Services</u>		
	34-15 Temp. Manpower – Leaf	Leaf collection, 360 hours per week for 7 weeks, contract labor @ \$14.00 per hour	35,280
	34-16 Temp Manpower – Grass	Grass collection, 24 hours per week for 8 weeks, contract labor @ \$14.00 per hour	2,688
60	<u>Supplies</u>		
	60-10 General Supplies	Bags, rakes, dust masks, etc.	1,200
	60-40 Signs	Leaf collection signs	1,100

**Capital Outlay: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 13 STREET CLEANING							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5013-550.10-02	HOURLY	13,451	25,517	10,305	22,946	12,050	12,050
5013-550.10-03	OVERTIME	30	102	0	122	0	0
*	PAYROLL-WAGES	13,481	25,619	10,305	23,068	12,050	12,050
ELEM 11 FRINGE BENEFITS							
5013-550.11-10	FICA	971	1,899	767	1,684	866	866
5013-550.11-12	HEALTH INSURANCE	1,818	3,229	1,112	3,680	2,618	2,618
5013-550.11-13	DENTAL INSURANCE	43	119	39	130	84	84
5013-550.11-14	LIFE INSURANCE	42	79	36	74	41	41
5013-550.11-15	VISION INSURANCE	22	45	18	0	0	0
5013-550.11-17	457 CITY MATCH CONTRIBUTN	126	287	109	277	271	271
5013-550.11-18	RETIREMENT	951	1,660	670	1,502	783	783
5013-550.11-21	WORKERS COMPENSATION INS	1,136	1,329	691	1,534	795	795
5013-550.11-22	LONG TERM DISABILITY INS	54	106	48	111	61	61
*	FRINGE BENEFITS	5,163	8,753	3,490	8,992	5,519	5,519
ELEM 20 OVERHEAD							
5013-550.20-11	AUTOMOTIVE	16,875	17,399	19,296	19,296	20,641	20,375
*	OVERHEAD	16,875	17,399	19,296	19,296	20,641	20,375
ELEM 34 CONTRACTUAL SERVICES							
5013-550.34-20	TIPPING FEES	0	0	7,200	0	6,000	6,000
*	CONTRACTUAL SERVICES	0	0	7,200	0	6,000	6,000
ELEM 36 SPECIAL SERVICES							
5013-550.36-10	PRINTING	0	0	0	0	0	1,000
5013-550.36-50	SWEEPER SHARED MAINT	9,884	6,062	17,000	12,405	17,000	17,000
5013-550.36-55	DUMPSTER SERVICE	7,393	0	0	0	0	0
*	SPECIAL SERVICES	17,277	6,062	17,000	12,405	17,000	18,000
ELEM 60 SUPPLIES							
5013-550.60-10	GENERAL SUPPLIES	25	188	250	38	250	250
5013-550.60-40	SIGNS	1,090	530	1,100	0	1,100	1,100
*	SUPPLIES	1,115	718	1,350	38	1,350	1,350
ELEM 92 MACHINERY & EQUIPMENT							
5013-550.92-20	EQUIPMENT	0	0	0	4,995	0	0
*	MACHINERY & EQUIPMENT	0	0	0	4,995	0	0
**	STREET CLEANING	53,911	58,551	58,641	68,794	62,560	63,294

**PROGRAM NAME/NUMBER**

**Street Cleaning/5013**

**DESCRIPTION:** 110 miles of City-owned streets will be swept 4 to 5 times annually with the shared "Four Cities" street sweeper; operator supplied by City of Greenbelt. Public Works employees post signs notifying residents of scheduled street sweeping schedule. The City's small street sweeper services downtown and City-maintained parking lots 5 times a week, weather permitting.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Maintain street cleanliness through regular sweeping *  * Note: Resident compliance with parking requirements will affect cleaning	Number of sweeps completed	4	3-4	5	5-6
	Number of sweeps completed in downtown, high impact areas	125	140	190	140
	Percent of residents rating street cleaning as good or better	63%	No survey	No survey	70%

CONDITIONS: Adverse weather conditions may reduce number of sweeps.

**PROGRAM NAME/NUMBER**

**Street Cleaning/5013**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Crew Chief	0.00	0.05	0.01	0.01
Lead Motor Equipment Operator	0.45	0.00	0.00	0.00
Motor Equipment Operator II	0.00	0.40	0.15	0.00
Motor Equipment Operator I+A	0.00	0.00	0.00	0.25
Motor Equipment Operator I	0.00	0.00	0.05	0.00
<b>Budget Total</b>	<b>0.45</b>	<b>0.45</b>	<b>0.21</b>	<b>0.26</b>

**OPERATING EXPENDITURES:** Beginning in FY2007, the City's shared cost of the "Four Cities" street sweeper includes a proportionate share of the labor cost for a driver.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5013	
Element/Object	Details	Total	
34 Contractual Services 34-20 Tipping Fees	10 containers of street sweeping residue @ \$600	6,000	
36 Special Services 36-10 Printing	Public awareness materials	1,000	
36-50 Sweeper Shared Maint.	City's estimated proportionate share of "Four Cities" street sweeper costs: Maintenance costs ..... 5,000 Labor costs ..... 12,000	17,000	
60 Supplies 60-10 General Supplies		250	
60-40 Signs	Street sweeping signs	1,100	

**Capital Outlay:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 14 SIGNAGE							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5014-550.10-02	HOURLY	78,018	69,233	101,332	85,060	116,454	116,454
5014-550.10-03	OVERTIME	920	66	0	70	500	500
*	PAYROLL-WAGES	78,938	69,299	101,332	85,130	116,954	116,954
ELEM 11 FRINGE BENEFITS							
5014-550.11-10	FICA	5,905	5,258	7,640	6,311	8,598	8,598
5014-550.11-12	HEALTH INSURANCE	7,285	6,170	8,906	9,755	16,631	16,631
5014-550.11-13	DENTAL INSURANCE	495	450	513	433	518	518
5014-550.11-14	LIFE INSURANCE	247	201	354	270	394	394
5014-550.11-15	VISION INSURANCE	152	134	189	138	154	154
5014-550.11-17	457 CITY MATCH CONTRIBUTN	822	831	1,142	1,067	3,744	3,744
5014-550.11-18	RETIREMENT	4,731	4,363	6,630	5,533	7,430	7,430
5014-550.11-21	WORKERS COMPENSATION INS	8,253	3,561	6,835	5,653	7,763	7,763
5014-550.11-22	LONG TERM DISABILITY INS	324	268	463	407	594	594
*	FRINGE BENEFITS	28,214	21,236	32,672	29,567	45,826	45,826
ELEM 20 OVERHEAD							
5014-550.20-11	AUTOMOTIVE	5,625	5,799	6,432	6,432	6,880	6,792
*	OVERHEAD	5,625	5,799	6,432	6,432	6,880	6,792
ELEM 34 CONTRACTUAL SERVICES							
5014-550.34-17	TEMP MANPOWER-OTHER	366	0	0	0	0	0
*	CONTRACTUAL SERVICES	366	0	0	0	0	0
ELEM 60 SUPPLIES							
5014-550.60-10	GENERAL SUPPLIES	76	109	200	242	200	200
5014-550.60-15	SMALL TOOLS	407	308	400	822	400	400
5014-550.60-40	SIGNS	18,378	26,892	22,745	19,730	20,715	20,715
*	SUPPLIES	18,861	27,309	23,345	20,794	21,315	21,315
**	SIGNAGE	132,004	123,643	163,781	141,923	190,975	190,887

**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 CCAR, an automated work order system. Engineering and the City Council approve the installation of new traffic control signs. Public Services advise 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	FY2006 ACTUAL	FY2007		FY2008 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 of CCAR work order	100%	80%	78%	80%
2. Implement program to use international symbol signage for all applicable new sign installations and replacements	Percent of new and replacement signs that can utilize international symbols (after exhausting current sign inventory)	New	70%	100%*	100%

\* Note: All existing "No Parking" and "Do Not Enter" signs have been used as of December 2006. All new and replacement installations for these signs will be ordered using international symbols.

**PROGRAM NAME/NUMBER**

**Signage/5014**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Crew Chief	0.10	0.05	0.06	0.07
Supply Clerk	0.65	0.65	0.65	0.65
Motor Equipment Operator II+A	0.00	0.00	0.00	0.92
Motor Equipment Operator II	0.35	0.35	0.75	0.00
Motor Equipment Operator I+A	0.00	0.00	0.00	0.67
Motor Equipment Operator I	0.00	0.35	0.62	0.10
Laborer/Driver	0.40	0.15	0.10	0.00
Laborer	0.00	0.15	0.01	0.01
Budget Total	<b>1.50</b>	<b>1.70</b>	<b>2.19</b>	<b>2.42</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5014	
	Element/Object	Details	Total
34	Contractual Services 34-17 Temp. Manpower - Other	Temporary manpower used to cover vacancies and leave	0
60	Supplies 60-10 General Supplies	Sakrete	200
	60-15 Small Tools	Hand tools, wrenches, sockets, hammers, etc.	400
	60-40 Signs	Sign poles, 40 @ \$30 ..... 1,200 Street name signs, 215 @ \$26 ..... 5,590 Traffic control signs, including stop signs ..... 4,355 Traffic paint, 10 gallons @ \$12 ..... 120 Parking control signs ..... 1,800 Specialty signs ..... 1,850 Hardware – nuts, bolts, caps, tees ..... 1,350 Speed hump signs, 30 @ \$45 ..... 1,350 U-channels, 150 @ \$14 ..... 2,100 Public awareness, seasonal signs ..... 1,000	20,715

**Capital Outlay:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 15 STREET MAINTENANCE							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5015-550.10-02	HOURLY	4,625	2,540	1,508	5,453	2,021	2,021
5015-550.10-03	OVERTIME	124	34	0	2	0	0
*	PAYROLL-WAGES	4,749	2,574	1,508	5,455	2,021	2,021
ELEM 11 FRINGE BENEFITS							
5015-550.11-10	FICA	346	193	111	385	147	147
5015-550.11-12	HEALTH INSURANCE	585	379	285	1,128	439	439
5015-550.11-13	DENTAL INSURANCE	38	32	18	86	21	21
5015-550.11-14	LIFE INSURANCE	17	9	5	18	7	7
5015-550.11-15	VISION INSURANCE	11	7	3	30	0	0
5015-550.11-17	457 CITY MATCH CONTRIBUTN	45	35	21	52	26	26
5015-550.11-18	RETIREMENT	283	151	99	287	89	89
5015-550.11-21	WORKERS COMPENSATION INS	494	137	102	365	134	134
5015-550.11-22	LONG TERM DISABILITY INS	22	12	7	28	10	10
*	FRINGE BENEFITS	1,841	955	651	2,379	873	873
ELEM 20 OVERHEAD							
5015-550.20-11	AUTOMOTIVE	11,250	11,599	12,864	12,864	13,761	6,792
*	OVERHEAD	11,250	11,599	12,864	12,864	13,761	6,792
ELEM 34 CONTRACTUAL SERVICES							
5015-550.34-17	TEMP MANPOWER-OTHER	183	0	0	0	0	0
5015-550.34-38	STRIPING	0	34,410	37,005	25,687	35,574	35,574
5015-550.34-78	WEED CONTROL	0	0	0	0	0	22,000
*	CONTRACTUAL SERVICES	183	34,410	37,005	25,687	35,574	57,574
ELEM 36 SPECIAL SERVICES							
5015-550.36-35	MATCHING FUNDS	0	0	0	0	0	35,000
*	SPECIAL SERVICES	0	0	0	0	0	35,000
ELEM 60 SUPPLIES							
5015-550.60-10	GENERAL SUPPLIES	706	1,051	1,100	584	3,200	3,200
*	SUPPLIES	706	1,051	1,100	584	3,200	3,200
ELEM 92 MACHINERY & EQUIPMENT							
5015-550.92-20	EQUIPMENT	0	0	6,500	4,525	0	0
*	MACHINERY & EQUIPMENT	0	0	6,500	4,525	0	0
**	STREET MAINTENANCE	18,729	50,589	59,628	51,494	55,429	105,460

**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	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Maintain line and traffic control striping on City streets	Percent of line and traffic control striping completed at least annually	100%	85%	75%	85%
2. Repair potholes on City streets in a timely manner	Percent of pothole repairs completed within 3 days of entry of work order	39%	50%	86%	75%

**PROGRAM NAME/NUMBER**

Street Maintenance/5015

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Crew Chief	0.05	0.05	0.01	0.01
Motor Equipment Operator II	0.05	0.05	0.00	0.00
Motor Equipment Operator I+A	0.00	0.00	0.00	0.02
Motor Equipment Operator I	0.00	0.00	0.02	0.01
Laborer/Driver	0.05	0.00	0.00	0.00
Laborer	0.00	0.05	0.01	0.02
Budget Total	<b>0.15</b>	<b>0.15</b>	<b>0.04</b>	<b>0.06</b>

**OPERATING EXPENDITURES:** Beginning in FY2006, striping was transferred to this program from Public Works-Engineering Services (program 5021).

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5015		
Element/Object	Details	Total		
34	<u>Contractual Services</u> 34-38 Striping	Crosswalks, 130 @ \$50 ..... 6,500 Stop bars, 465 @ \$20 ..... 9,300 Driveway hash-outs, 64 @ \$8 ..... 512 On-street parking spaces, 189 @ \$3 ..... 567 X-outs between on-street parking spaces, 45 @ \$8 ..... 360 Psycho bars, 6 @ \$100 ..... 600 Double yellow centerline, 16,500 LF @ \$0.35/LF ..... 5,775 Single yellow centerline, 4,000 LF @ \$0.20/LF ..... 800 White shoulder line, 16,500 LF @ \$0.20/LF ..... 3,300 Miscellaneous gore areas (diagonal hashmarks), 500 LF @ \$0.20/LF ..... 100 Yellow curb, 11,000 LF @ \$0.40/LF ..... 4,400 Arrow stencils, 15 @ \$15 ..... 225 Black-out, 500 LF @ \$0.15/LF ..... 75 Speed humps, 102 @ \$30 ..... 3,060	35,574	
	34-78 Weed Control	Weed control at cracks between roadway and gutter	22,000	
36	<u>Special Services</u> 36-35 Matching Funds	Matching funds (up to \$35,000) to cover ½ of cost of repaving circular driveway at Hollywood Elementary School (pending Board of Education approval)	35,000	
60	<u>Supplies</u> 60-10 General Supplies	Pothole patch; traffic paint	3,200	

**Capital Outlay:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 16 TURF & RIGHT OF WAY MAINT							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5016-550.10-01	SALARY	1,557	1,894	2,325	2,051	2,400	2,400
5016-550.10-02	HOURLY	0	132	0	413	0	0
*	PAYROLL-WAGES	1,557	2,026	2,325	2,464	2,400	2,400
ELEM 11 FRINGE BENEFITS							
5016-550.11-10	FICA	111	155	182	178	171	171
5016-550.11-12	HEALTH INSURANCE	103	71	51	188	213	213
5016-550.11-13	DENTAL INSURANCE	5	6	7	6	7	7
5016-550.11-14	LIFE INSURANCE	5	6	8	9	8	8
5016-550.11-15	VISION INSURANCE	2	3	4	1	0	0
5016-550.11-17	457 CITY MATCH CONTRIBUTN	14	18	26	26	26	26
5016-550.11-18	RETIREMENT	54	9	154	79	156	156
5016-550.11-21	WORKERS COMPENSATION INS	165	110	159	168	158	158
5016-550.11-22	LONG TERM DISABILITY INS	6	8	11	13	12	12
*	FRINGE BENEFITS	465	386	602	668	751	751
ELEM 34 CONTRACTUAL SERVICES							
5016-550.34-71	CONTRACT MOWING	33,356	37,455	42,170	36,146	42,711	42,711
5016-550.34-76	CONTRACT R-O-W MAINT	0	0	0	0	4,200	4,200
*	CONTRACTUAL SERVICES	33,356	37,455	42,170	36,146	46,911	46,911
**	TURF & RIGHT OF WAY MAINT	35,378	39,867	45,097	39,278	50,062	50,062

**PROGRAM NAME/NUMBER****Turf & Right of Way Maintenance/5016**

**DESCRIPTION:** This program, which runs from April through October, supervises the contract mowing services performed by a private contractor.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Maintenance of grass on all City rights-of-way, recreational facilities, and surrounding all City buildings	Number of visual inspections by crew chief	14	14	14	14
	Number of complaints about grass and weeds	2	<6	4	<6

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

**PROGRAM NAME/NUMBER**

**Turf & Right of Way Maintenance/5016**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Horticulturist	0.05	0.05	0.05	0.05
Budget Total	<b>0.05</b>	<b>0.05</b>	<b>0.05</b>	<b>0.05</b>

**OPERATING EXPENDITURES:** Beginning in FY2004, maintenance of all turf and right-of-way is performed by a private contractor.

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 5016</b>	
	<b>Element/Object</b>	<b>Details</b>	<b>Total</b>
34	<u>Contractual Services</u> 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 the City Horticulturist.	42,711
	34-76 Contract Right-of-Way Maintenance	Clean-up of hillside at Hollywood Elementary School, south to Muskogee Street	4,200

**Capital Outlay:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 17 SNOW AND ICE CONTROL							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5017-550.10-01	SALARY	733	0	2,870	0	3,033	3,033
5017-550.10-02	HOURLY	6,461	1,771	48,219	11,222	47,685	47,685
5017-550.10-03	OVERTIME	38,355	18,601	32,000	19,151	35,000	42,500
*	PAYROLL-WAGES	45,549	20,372	83,089	30,373	85,718	93,218
ELEM 11 FRINGE BENEFITS							
5017-550.11-10	FICA	3,365	1,511	6,224	2,242	6,387	6,960
5017-550.11-12	HEALTH INSURANCE	4,272	2,668	8,452	3,714	8,205	8,205
5017-550.11-13	DENTAL INSURANCE	276	115	338	178	284	284
5017-550.11-14	LIFE INSURANCE	122	76	180	117	170	170
5017-550.11-15	VISION INSURANCE	81	57	115	38	73	73
5017-550.11-17	457 CITY MATCH CONTRIBUTN	371	166	553	285	839	839
5017-550.11-18	RETIREMENT	2,628	1,158	5,253	1,856	5,278	5,766
5017-550.11-21	WORKERS COMPENSATION INS	4,300	803	4,586	1,819	4,616	4,946
5017-550.11-22	LONG TERM DISABILITY INS	159	99	235	177	257	257
*	FRINGE BENEFITS	15,574	6,653	25,936	10,426	26,109	27,500
ELEM 12 TRAVEL & TRAINING							
5017-550.12-11	TRAVEL & TRAINING	853	1,029	750	759	4,375	4,375
*	TRAVEL & TRAINING	853	1,029	750	759	4,375	4,375
ELEM 20 OVERHEAD							
5017-550.20-11	AUTOMOTIVE	11,250	11,599	12,864	12,864	13,761	13,583
*	OVERHEAD	11,250	11,599	12,864	12,864	13,761	13,583
ELEM 34 CONTRACTUAL SERVICES							
5017-550.34-17	TEMP MANPOWER-OTHER	0	0	0	110	0	0
5017-550.34-70	CONTRACT PLOWING	0	0	5,500	0	5,500	5,500
*	CONTRACTUAL SERVICES	0	0	5,500	110	5,500	5,500
ELEM 60 SUPPLIES							
5017-550.60-10	GENERAL SUPPLIES	2,130	1,217	3,700	1,312	3,700	3,700
5017-550.60-12	ROAD SALT	35,891	7,644	31,615	28,082	31,300	31,300
*	SUPPLIES	38,021	8,861	35,315	29,394	35,000	35,000
ELEM 92 MACHINERY & EQUIPMENT							
5017-550.92-20	EQUIPMENT	1,619	13,228	12,000	0	0	0
*	MACHINERY & EQUIPMENT	1,619	13,228	12,000	0	0	0
**	SNOW AND ICE CONTROL	112,866	61,742	175,454	83,926	170,463	179,176

**PROGRAM NAME/NUMBER**

**Snow and Ice Control/5017**

**DESCRIPTION:** Public Works crewmembers 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. As Public Works has the capability to store 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 12 staff members, each with 16 hours of overtime pay.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Remove snow and ice from City's streets <ul style="list-style-type: none"><li>• Primary streets to bare pavement for automobile traffic</li><li>• Secondary streets to provide travelable conditions</li></ul>	Percent of primary street lane miles cleared within 24 hours of event conclusion	100%	90%	100%	90%
	Percent of secondary street lane miles cleared within 24 hours of event conclusion	100%	80%	100%	80%
	Percent of residents rating snow removal as good or better	76%	No survey	No survey	80%

CONDITIONS: Equipment failure, duration of event, and availability of employees may impact results.

**PROGRAM NAME/NUMBER**

**Snow and Ice Control/5017**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Public Works Supervisor	0.05	0.05	0.05	0.05
Crew Chief	0.15	0.15	0.15	0.15
Motor Equipment Operator II+A	0.00	0.00	0.00	0.05
Motor Equipment Operator II	0.15	0.15	0.10	0.05
Motor Equipment Operator I+A	0.00	0.00	0.00	0.20
Motor Equipment Operator I	0.35	0.55	0.50	0.35
Laborer/Driver	0.31	0.15	0.15	0.00
Laborer	0.01	0.12	0.20	0.13
Dispatch/Administrative Clerk	0.10	0.10	0.10	0.10
Lead Groundskeeper	0.05	0.05	0.05	0.05
Groundskeeper	0.01	0.01	0.01	0.05
Grounds Laborer/Driver	0.01	0.01	0.02	0.05
Budget Total	<b>1.19</b>	<b>1.34</b>	<b>1.33</b>	<b>1.23</b>

**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) ..... 775 APWA snow conference, 2 attendees @ \$1,800 ..... 3,600	4,375	
34 Contractual Services 34-70 Contract Plowing	Contract plowing of parking lots and side streets, as needed, to supplement City crews	5,500	
60 Supplies 60-10 General Supplies	Meal money ..... 3,400 Snow shovels, ice chippers ..... 300	3,700	
60-12 Road Salt	Road salt, 500 tons @ \$51.00/ton (MWCOG price) ..... 25,500 Magnesium chloride solution, 4,500 gallons @ \$1.00/gallon ..... 4,500 Sidewalk deicer ..... 1,300	31,300	

**Capital Outlay: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 18 PUBLIC WORKS BUILDINGS							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5018-550.10-02	HOURLY	6,581	6,186	42,302	10,420	868	868
5018-550.10-03	OVERTIME	80	670	2,000	883	2,200	2,200
5018-550.10-08	SHIFT DIFFERENTIAL-SAT WK	0	0	0	1	0	0
*	PAYROLL-WAGES	6,661	6,856	44,302	11,304	3,068	3,068
ELEM 11 FRINGE BENEFITS							
5018-550.11-10	FICA	485	499	3,249	811	229	229
5018-550.11-12	HEALTH INSURANCE	987	1,694	10,010	2,839	169	169
5018-550.11-13	DENTAL INSURANCE	52	76	528	135	10	10
5018-550.11-14	LIFE INSURANCE	21	21	150	38	3	3
5018-550.11-15	VISION INSURANCE	14	17	126	5	0	0
5018-550.11-17	457 CITY MATCH CONTRIBUTN	70	85	735	145	5	5
5018-550.11-18	RETIREMENT	426	416	2,222	724	200	200
5018-550.11-21	WORKERS COMPENSATION INS	701	351	2,924	750	155	155
5018-550.11-22	LONG TERM DISABILITY INS	27	27	195	58	4	4
*	FRINGE BENEFITS	2,783	3,186	20,139	5,505	775	775
ELEM 20 OVERHEAD							
5018-550.20-11	AUTOMOTIVE	5,625	5,799	6,432	6,432	6,880	0
*	OVERHEAD	5,625	5,799	6,432	6,432	6,880	0
ELEM 34 CONTRACTUAL SERVICES							
5018-550.34-17	TEMP MANPOWER-OTHER	0	110	0	0	0	0
5018-550.34-50	SCHEDULED MAINTENANCE	5,765	8,748	9,500	8,300	9,000	9,000
*	CONTRACTUAL SERVICES	5,765	8,858	9,500	8,300	9,000	9,000
ELEM 38 SPECIAL EVENTS							
5018-550.38-55	VETERANS MEMORIAL EVENTS	1,034	625	950	843	950	950
*	SPECIAL EVENTS	1,034	625	950	843	950	950
ELEM 40 REPAIR & MAINTENANCE							
5018-550.40-11	BUILDINGS & GROUNDS	13,169	18,598	17,375	9,666	22,225	22,225
5018-550.40-25	HVAC REPAIRS	1,908	1,301	2,800	1,705	2,100	2,100
*	REPAIR & MAINTENANCE	15,077	19,899	20,175	11,371	24,325	24,325
ELEM 42 CLEANING SERVICE							
5018-550.42-10	BUILDING	300	0	0	0	0	0
*	CLEANING SERVICE	300	0	0	0	0	0
ELEM 45 MAINTENANCE CONTRACT							
5018-550.45-16	BUILDING SERVICES	732	800	805	816	855	855
5018-550.45-22	SECURITY ALARM MONITORING	720	812	810	773	810	810
5018-550.45-23	PEST CONTROL	1,848	1,924	1,790	1,721	1,790	1,790

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 18 PUBLIC WORKS BUILDINGS							
SUB 0 PUBLIC WORKS							
ELEM 45 MAINTENANCE CONTRACT							
*	MAINTENANCE CONTRACT	3,300	3,536	3,405	3,310	3,455	3,455
ELEM 60 SUPPLIES							
	5018-550.60-10 GENERAL SUPPLIES	5,401	6,167	5,000	3,236	2,250	2,250
	5018-550.60-15 SMALL TOOLS	0	0	2,400	1,058	1,000	1,000
*	SUPPLIES	5,401	6,167	7,400	4,294	3,250	3,250
ELEM 92 MACHINERY & EQUIPMENT							
	5018-550.92-20 EQUIPMENT	0	0	0	2,591	0	0
	5018-550.92-50 VIDEO EQUIPMENT	0	5,318	0	0	0	0
*	MACHINERY & EQUIPMENT	0	5,318	0	2,591	0	0
ELEM 93 OFFICE EQUIPMENT							
	5018-550.93-20 OFFICE FURNITURE	3,308	2,847	2,500	1,702	2,500	2,500
*	OFFICE EQUIPMENT	3,308	2,847	2,500	1,702	2,500	2,500
ELEM 95 SITE & BLDG IMPROVEMENTS							
	5018-550.95-20 BUILDINGS	0	2,750	0	0	0	0
*	SITE & BLDG IMPROVEMENTS	0	2,750	0	0	0	0
**	PUBLIC WORKS BUILDINGS	49,254	65,841	114,803	55,652	54,203	47,323

**PROGRAM NAME/NUMBER****Public Works Buildings/5018**

**DESCRIPTION:** Public Works is responsible for maintaining seven buildings along with other facilities, including the Berwyn Road pedestrian overpass, Calvert Road Metro station underpass, Lake Artemesia connector trail and the Veterans Memorial. Maintenance activities include electrical, plumbing and roofing repairs, along with general facility maintenance.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Maintain Public Works buildings and assigned facilities in good condition <ul style="list-style-type: none"> <li>● Inspect facilities at least 2 times per year</li> </ul>	Percent of facilities rated in good or better condition by City employees responding to employee survey	83%	80%	87%	88%
	Percent of inspections completed on schedule	100%	100%	100%	100%
2. Reduce unscheduled maintenance costs through effective preventive maintenance <ul style="list-style-type: none"> <li>● Develop preventive maintenance schedule</li> </ul>	Percent of maintenance costs that are unscheduled	9%	<10%	11%	<15%

**PROGRAM NAME/NUMBER**

**Public Works Buildings/5018**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Motor Equipment Operator II	0.05	0.05	0.00	0.00
Motor Equipment Operator I	0.20	0.25	0.01	0.01
Laborer/Driver	0.00	0.00	0.05	0.00
Grounds Laborer/Driver	0.00	0.00	0.02	0.00
Laborer	0.00	0.05	0.05	0.02
Custodial Worker	0.00	0.20	1.00	0.00
Facilities Maintenance Worker	0.00	0.00	0.33	0.00
<b>Budget Total</b>	<b>0.25</b>	<b>0.55</b>	<b>1.46</b>	<b>0.03</b>

**OPERATING EXPENDITURES:**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 5018</b>	
<b>Element/Object</b>	<b>Details</b>	<b>Total</b>	
34	<u>Contractual Services</u> 34-17 Temp. Manpower - Other	Temporary manpower used to cover vacancies and leave	0
	34-50 Scheduled Maintenance	Berwyn overpass, Veterans Memorial and Calvert Road underpass ..... 7,000 Miscellaneous repairs as needed ..... 2,000	9,000
38	<u>Special Events</u> 38-55 Veterans Memorial Events	Barricade rental for parades, Veterans Memorial events ..... 500 Sound system and operator, 2 events @ Veterans Memorial ..... 450	950
40	<u>Repair &amp; Maintenance</u> 40-11 Building & Grounds Maint.	Electrical repairs, 40 hours @ \$70 ..... 2,800 Plumbing repairs, 25 hours @ \$65 ..... 1,625 Carpentry repairs, 20 hours @ \$50 ..... 1,000 Roofing repairs, 70 hours @ \$90 ..... 6,300 Painting, 20 hours @ \$65 ..... 1,300 General repairs ..... 1,500 Gutter/window cleaning ..... 800 Emergency generator maintenance ..... 800 Gas pump repairs ..... 1,100 Enclose air compressor ..... 5,000	22,225
	40-25 HVAC Repairs	30 hours @ \$70	2,100
45	<u>Maintenance Contract</u> 45-16 Building Services	Fire extinguisher inspection service	855
	45-22 Security Alarm Monitoring	\$270 per building	810
	45-23 Pest Control	Pest control service @ \$130 per month .....	1,560

**PROGRAM NAME/NUMBER**

**Public Works Buildings/5018**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 5018</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
		Termite contract ..... 230	1,790
60	<u>Supplies</u> 60-10 General Supplies	Maintenance supplies	2,250
	60-15 Small Tools	Maintenance tools	1,000
93	<u>Office Equipment</u> 93-20 Office Furniture	Replacement furniture and file cabinets	2,500

**Capital Outlay:** Office Equipment includes replacement furniture and file cabinets (\$2,500).

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 19 FACILITIES & GROUND MAINT							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5019-550.10-01	SALARY	6,228	7,576	9,301	8,199	9,599	9,599
5019-550.10-02	HOURLY	57,918	62,576	62,368	58,733	77,013	77,013
5019-550.10-03	OVERTIME	179	64	0	23	0	0
*	PAYROLL-WAGES	64,325	70,216	71,669	66,955	86,612	86,612
ELEM 11 FRINGE BENEFITS							
5019-550.11-10	FICA	4,622	4,919	5,068	4,776	6,357	6,357
5019-550.11-12	HEALTH INSURANCE	8,503	18,645	22,210	14,069	14,955	14,955
5019-550.11-13	DENTAL INSURANCE	750	907	931	1,044	1,065	1,065
5019-550.11-14	LIFE INSURANCE	194	230	252	212	289	289
5019-550.11-15	VISION INSURANCE	145	198	191	101	191	191
5019-550.11-17	457 CITY MATCH CONTRIBUTN	403	361	146	888	1,426	1,426
5019-550.11-18	RETIREMENT	3,395	2,532	4,672	2,498	5,253	5,253
5019-550.11-21	WORKERS COMPENSATION INS	6,799	3,536	4,816	4,431	5,784	5,784
5019-550.11-22	LONG TERM DISABILITY INS	251	304	331	319	441	441
*	FRINGE BENEFITS	25,062	31,632	38,617	28,338	35,761	35,761
ELEM 12 TRAVEL & TRAINING							
5019-550.12-11	TRAVEL & TRAINING	45	0	200	59	200	200
*	TRAVEL & TRAINING	45	0	200	59	200	200
ELEM 20 OVERHEAD							
5019-550.20-11	AUTOMOTIVE	0	0	0	0	0	13,583
*	OVERHEAD	0	0	0	0	0	13,583
ELEM 34 CONTRACTUAL SERVICES							
5019-550.34-17	TEMP MANPOWER-OTHER	1,517	3,936	0	1,980	1,680	1,680
*	CONTRACTUAL SERVICES	1,517	3,936	0	1,980	1,680	1,680
ELEM 40 REPAIR & MAINTENANCE							
5019-550.40-11	BUILDINGS & GROUND	21,229	23,655	26,335	15,498	26,560	26,560
5019-550.40-13	TOOLS & EQUIPMENT	693	498	800	554	800	800
*	REPAIR & MAINTENANCE	21,922	24,153	27,135	16,052	27,360	27,360
ELEM 48 RENTAL							
5019-550.48-11	TOOLS & EQUIPMENT	0	0	200	54	500	500
*	RENTAL	0	0	200	54	500	500
ELEM 60 SUPPLIES							
5019-550.60-10	GENERAL SUPPLIES	628	858	1,000	826	1,400	1,400
5019-550.60-13	GROUND & FIELD SUPPLIES	2,408	2,446	5,200	4,474	8,000	8,000
*	SUPPLIES	3,036	3,304	6,200	5,300	9,400	9,400

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 19 FACILITIES & GROUNDS MAINT							
SUB 0 PUBLIC WORKS							
ELEM 65 UTILITIES							
ELEM 65 UTILITIES							
5019-550.65-10	ELECTRICITY	126	4,656	5,250	5,056	5,775	5,775
5019-550.65-13	WATER & SEWER	3,689	5,300	5,000	3,117	5,000	5,000
*	UTILITIES	3,815	9,956	10,250	8,173	10,775	10,775
ELEM 92 MACHINERY & EQUIPMENT							
5019-550.92-20	EQUIPMENT	0	650	0	600	0	0
*	MACHINERY & EQUIPMENT	0	650	0	600	0	0
**	FACILITIES & GROUNDS MAINT	119,722	143,847	154,271	127,511	172,288	185,871

**PROGRAM NAME/NUMBER****Facilities & Grounds 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 2-3 times per year.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 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	66%	No survey	No survey	65%
<ul style="list-style-type: none"> <li>● Inspect all facilities and fields at least 4 times per year</li> </ul>	Percent of inspections of facilities and fields completed on schedule	100%	100%	100%	100%
<ul style="list-style-type: none"> <li>● Visually inspect tot lots twice per month</li> </ul>	Percent of inspections of tot lots completed on schedule	97%	90%	100%	90%

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

**PROGRAM NAME/NUMBER**

**Facilities & Grounds Maintenance/5019**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Crew Chief	0.00	0.05	0.01	0.01
Horticulturist	0.20	0.20	0.20	0.20
Motor Equipment Operator II	0.00	0.05	0.00	0.00
Motor Equipment Operator I+A	0.00	0.00	0.00	0.02
Motor Equipment Operator I	0.05	0.10	0.06	0.01
Laborer/Driver	0.99	0.05	0.00	0.00
Laborer	0.99	2.03	0.97	2.23
Lead Groundskeeper	0.01	0.01	0.01	0.01
Grounds Laborer/Driver	0.00	0.00	0.97	0.00
Budget Total	2.24	2.49	2.22	2.48

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5019	
Element/Object	Details	Total	
12	<u>Travel &amp; Training</u> 12-11 Travel & Training	Staff training	200
34	<u>Contractual Services</u> 34-17 Temp. Manpower – Other	Temporary manpower used to cover vacancies and leave	1,680
40	<u>Repair &amp; Maintenance</u> 40-11 Buildings & Grounds	Electrical repairs – blockhouse, field lights, tot lot lights ..... 5,000 Irrigation system at Duvall Field and Calvert Road field: Winterization and start-up ..... 800 Replacement of damaged heads and wiring ..... 800 Fence repairs – all lots ..... 2,500 General repairs ..... 2,500 Stripe athletic fields at Duvall Field, Calvert Road School for football and soccer, 16 times @ \$360 ..... 5,760 Tot lot repair parts ..... 3,500 Tot lot wood replacement materials ..... 5,100 Lomax fountain repairs ..... 600	26,560
	40-13 Tools & Equipment	Mower blades, repairs	800
48	<u>Rental</u> 48-11 Tools & Equipment	Power seeder	500
60	<u>Supplies</u> 60-10 General Supplies	Two-cycle oil, weedeater cord, trash bags	1,400
	60-13 Grounds & Field Supplies	Baseball field materials (lime and “field-dry”) ..... 600 Seed/sod and fertilizer for Duvall Field, Calvert Road School field ..... 5,800	

**PROGRAM NAME/NUMBER**

**Facilities & Grounds Maintenance/5019**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 5019</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
		Baseball infield mix ..... 1,600	8,000
65	<u>Utilities</u>		
	65-10 Electricity	Duvall Field blockhouse and field lights, current usage	5,775
	65-13 Water & Sewer	Water for Duvall Field and blockhouse	5,000

**Capital Outlay:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 20 TREE & LANDSCAPE MAINT.							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5020-550.10-01	SALARY	18,323	28,226	34,415	30,340	35,515	35,515
5020-550.10-02	HOURLY	70,411	72,277	98,697	69,431	92,276	92,276
5020-550.10-03	OVERTIME	345	715	1,500	1,390	1,500	1,500
*	PAYROLL-WAGES	89,079	101,218	134,612	101,161	129,291	129,291
ELEM 11 FRINGE BENEFITS							
5020-550.11-10	FICA	6,476	7,467	10,084	7,286	9,364	9,364
5020-550.11-12	HEALTH INSURANCE	12,865	14,861	19,602	14,020	22,407	22,407
5020-550.11-13	DENTAL INSURANCE	634	765	1,058	636	844	844
5020-550.11-14	LIFE INSURANCE	294	329	472	302	428	428
5020-550.11-15	VISION INSURANCE	217	243	338	302	340	340
5020-550.11-17	457 CITY MATCH CONTRIBUTN	1,187	1,398	2,044	1,216	1,523	1,523
5020-550.11-18	RETIREMENT	4,527	4,622	7,144	4,401	5,486	5,486
5020-550.11-21	WORKERS COMPENSATION INS	9,325	5,433	9,055	6,759	8,521	8,521
5020-550.11-22	LONG TERM DISABILITY INS	385	434	614	456	651	651
*	FRINGE BENEFITS	35,910	35,552	50,411	35,378	49,564	49,564
ELEM 12 TRAVEL & TRAINING							
5020-550.12-11	TRAVEL & TRAINING	414	611	800	437	800	800
*	TRAVEL & TRAINING	414	611	800	437	800	800
ELEM 20 OVERHEAD							
5020-550.20-11	AUTOMOTIVE	16,875	17,399	19,296	19,296	20,641	20,375
*	OVERHEAD	16,875	17,399	19,296	19,296	20,641	20,375
ELEM 34 CONTRACTUAL SERVICES							
5020-550.34-17	TEMP MANPOWER-OTHER	1,769	3,850	0	3,190	1,100	1,100
5020-550.34-40	TREE MAINTENANCE	46,060	49,885	47,300	19,930	47,300	67,300
5020-550.34-45	TREE INSTALLATIONS	7,405	2,095	7,200	6,330	7,200	7,200
5020-550.34-74	TREE INVENTORY	0	0	0	0	1,200	1,200
*	CONTRACTUAL SERVICES	55,234	55,830	54,500	29,450	56,800	76,800
ELEM 36 SPECIAL SERVICES							
5020-550.36-10	PRINTING	27	0	0	0	0	0
*	SPECIAL SERVICES	27	0	0	0	0	0
ELEM 40 REPAIR & MAINTENANCE							
5020-550.40-13	TOOLS & EQUIPMENT	1,038	1,771	1,200	1,216	1,500	1,500
*	REPAIR & MAINTENANCE	1,038	1,771	1,200	1,216	1,500	1,500
ELEM 48 RENTAL							
5020-550.48-11	TOOLS & EQUIPMENT	318	0	500	0	500	500
*	RENTAL	318	0	500	0	500	500

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 20 TREE & LANDSCAPE MAINT.							
SUB 0 PUBLIC WORKS							
ELEM 48 RENTAL							
5020-550.60-10	GENERAL SUPPLIES	815	1,707	1,000	1,130	1,200	1,200
5020-550.60-13	GROUNDS & FIELD SUPPLIES	1,178	1,099	1,000	1,208	1,000	1,000
5020-550.60-15	SMALL TOOLS	338	265	200	310	300	300
5020-550.60-50	TREES, SHRUBS & FLOWERS	9,642	9,572	12,200	6,251	12,200	12,200
*	SUPPLIES	11,973	12,643	14,400	8,899	14,700	14,700
ELEM 61 OFFICE SUPPLIES							
5020-550.61-10	OFFICE SUPPLIES	66	41	300	98	300	300
*	OFFICE SUPPLIES	66	41	300	98	300	300
ELEM 67 DUES & PUBLICATIONS							
5020-550.67-10	DUES	350	425	700	425	650	650
5020-550.67-20	PUBLICATIONS & BOOKS	37	0	150	0	150	150
*	DUES & PUBLICATIONS	387	425	850	425	800	800
ELEM 92 MACHINERY & EQUIPMENT							
5020-550.92-20	EQUIPMENT	0	0	0	0	900	900
*	MACHINERY & EQUIPMENT	0	0	0	0	900	900
**	TREE & LANDSCAPE MAINT.	211,321	225,490	276,869	196,360	275,796	295,530

**PROGRAM NAME/NUMBER**

**Tree and Landscape Maintenance/5020**

**DESCRIPTION:** This program provides for monitoring and maintaining the City’s urban forest and removing storm damage debris. Crews regularly install various plant materials around City buildings, recreational facilities and roadsides. The Maryland Department of Agriculture monitors gypsy moth populations, and results are sent to the horticulturist for review. The City also strives to promote public awareness and appreciation of the urban forest through participation in Community Service Day, Arbor Day, Scholars Day and other on-going projects. Cooperation with the Committee for a Better Environment and the Tree and Landscape Board assure maximum use of all of our resources in the City’s beautification efforts. The City has been designated “Tree City USA” for over a decade, and received designation as a “Plant City” by Maryland Community Forest Council.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Maintain the City’s trees, shrubs and ground cover in good condition  ● Inspect all landscape areas at least twice per year ● Complete planned landscaping, turf renovation and pruning  ● Provide at least 2 seasonal plantings for beds	Percent of residents rating the City’s tree maintenance, landscaping and planting in public areas as good or better	70%	No survey	No survey	70%
	Percent of inspections completed on schedule	100%	100%	100%	100%
	Percent of planned landscaping, turf renovation and pruning completed as scheduled	96%	90%	90%	90%
	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			ESTIMATED
	FY05	FY06	FY07	FY08
Horticulturist	0.50	0.69	0.74	0.74
Lead Groundskeeper	0.30	0.30	0.30	0.30
Groundskeeper	0.94	0.94	0.94	0.94
Grounds Laborer/Driver	0.94	0.94	1.94	0.94
Laborer	0.00	0.00	0.00	0.75
Budget Total	<b>2.68</b>	<b>2.87</b>	<b>3.92</b>	<b>3.67</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5020	
Element/Object	Details	Total	
12	<u>Travel &amp; Training</u> 12-11 Travel & Training	Supervisors' training ..... 300 Pesticide recertification, 3 attendees ..... 300 Training of foreman and laborers ..... 200	800
34	<u>Contractual Services</u> 34-17 Temp. Manpower - Other  34-40 Tree Maintenance  34-45 Tree Installations  34-74 Tree Inventory	Temporary manpower used to cover vacancies and leave  Tree maintenance ..... 60,000 Stump grinding ..... 4,500 Pesticide applications ..... 800 Gypsy moth egg mass survey and spraying – Maryland Department of Agriculture ..... 2,000  New tree installations  Student intern for pilot program area, 80 hours @ \$15	1,100  67,300 7,200 1,200
40	<u>Repair &amp; Maintenance</u> 40-13 Tools & Equipment	Equipment repair, blade and chain sharpening	1,500
48	<u>Rental</u> 48-11 Tools & Equipment		500
60	<u>Supplies</u> 60-10 General Supplies  60-13 Grounds & Field Supplies  60-15 Small Tools  60-50 Trees, Shrubs & Flowers	Two-cycle oil, chains, blades, etc.  Pesticides, herbicides, fertilizer  Rakes, shovels, pruners, etc.  Seasonal flowers ..... 6,200 Arbor, Earth, community service days ..... 500 Replacement of trees city-wide ..... 3,000	1,200 1,000 300 6,200 500 3,000

**PROGRAM NAME/NUMBER**

**Tree and Landscape Maintenance/5020**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 5020</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
		Plantings city-wide .....	2,500
			12,200
61	<u>Office Supplies</u> 61-10 Office Supplies		300
67	<u>Dues &amp; Publications</u> 67-10 Dues	Professional Grounds Maintenance Society (PGMS) ..... 400 Society of Municipal Arborists ..... 100 Other ..... 150	650
	67-20 Publications & Books		150
92	<u>Machinery &amp; Equipment</u> 92-20 Equipment	Pole saw, weedeater	900

**Capital Outlay:** Equipment includes a pole saw and weedeater (\$900).

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 21 ENGINEERING SERVICES							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5021-550.10-01	SALARY	71,704	78,923	82,895	82,618	85,382	85,382
5021-550.10-02	HOURLY	0	638	22,084	13,913	23,250	23,250
5021-550.10-03	OVERTIME	0	180	0	336	0	0
*	PAYROLL-WAGES	71,704	79,741	104,979	96,867	108,632	108,632
ELEM 11 FRINGE BENEFITS							
5021-550.11-10	FICA	5,495	6,123	8,057	7,431	8,335	8,335
5021-550.11-12	HEALTH INSURANCE	878	1,032	4,703	1,029	1,011	1,011
5021-550.11-13	DENTAL INSURANCE	450	738	1,028	780	783	783
5021-550.11-14	LIFE INSURANCE	224	266	295	280	287	287
5021-550.11-15	VISION INSURANCE	72	94	86	158	156	156
5021-550.11-17	457 CITY MATCH CONTRIBUTN	518	531	1,043	830	1,173	1,173
5021-550.11-18	RETIREMENT	4,718	5,250	5,454	5,497	7,127	7,127
5021-550.11-21	WORKERS COMPENSATION INS	7,788	4,280	7,101	6,539	7,236	7,236
5021-550.11-22	LONG TERM DISABILITY INS	293	351	383	421	435	435
*	FRINGE BENEFITS	20,436	18,665	28,150	22,965	26,543	26,543
ELEM 12 TRAVEL & TRAINING							
5021-550.12-10	NON TRAINING TRAVEL	0	10	223	13	223	223
5021-550.12-11	TRAVEL & TRAINING	1,624	1,350	3,590	3,269	4,090	4,090
*	TRAVEL & TRAINING	1,624	1,360	3,813	3,282	4,313	4,313
ELEM 20 OVERHEAD							
5021-550.20-11	AUTOMOTIVE	0	5,799	6,432	6,432	6,880	6,792
*	OVERHEAD	0	5,799	6,432	6,432	6,880	6,792
ELEM 30 PROFESSIONAL SERVICES							
5021-550.30-11	DESIGN & ENGINEERING	1,234	32,345	12,000	224	12,000	12,000
5021-550.30-13	ADMINISTRATIVE	3,690	11,072	0	0	0	0
5021-550.30-15	CONSULTING	1,200	900	3,000	0	3,000	3,000
5021-550.30-20	SURVEYING	2,050	1,676	8,500	4,792	8,500	8,500
*	PROFESSIONAL SERVICES	8,174	45,993	23,500	5,016	23,500	23,500
ELEM 34 CONTRACTUAL SERVICES							
5021-550.34-35	PARKING LOT MAINTENANCE	18,639	0	0	0	0	0
*	CONTRACTUAL SERVICES	18,639	0	0	0	0	0
ELEM 36 SPECIAL SERVICES							
5021-550.36-10	PRINTING	65	0	0	0	0	0
*	SPECIAL SERVICES	65	0	0	0	0	0
ELEM 60 SUPPLIES							
5021-550.60-10	GENERAL SUPPLIES	350	8	500	867	500	500

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 21 ENGINEERING SERVICES							
SUB 0 PUBLIC WORKS							
ELEM 60 SUPPLIES							
*	SUPPLIES	350	8	500	867	500	500
ELEM 61 OFFICE SUPPLIES							
5021-550.61-10	OFFICE SUPPLIES	203	41	200	227	200	200
*	OFFICE SUPPLIES	203	41	200	227	200	200
ELEM 66 TELEPHONE & COMMUNICATION							
5021-550.66-12	CELLULAR PHONE	0	0	0	0	600	600
*	TELEPHONE & COMMUNICATION	0	0	0	0	600	600
ELEM 67 DUES & PUBLICATIONS							
5021-550.67-10	DUES	768	806	760	760	760	760
5021-550.67-20	PUBLICATIONS & BOOKS	0	0	400	63	400	400
*	DUES & PUBLICATIONS	768	806	1,160	823	1,160	1,160
ELEM 92 MACHINERY & EQUIPMENT							
5021-550.92-20	EQUIPMENT	1,984-	0	0	0	0	0
*	MACHINERY & EQUIPMENT	1,984-	0	0	0	0	0
ELEM 96 STREET IMPROVEMENT							
5021-550.96-30	LIGHTING	1,273	13,449	15,000	12,932	15,000	15,000
*	STREET IMPROVEMENT	1,273	13,449	15,000	12,932	15,000	15,000
**	ENGINEERING SERVICES	121,252	165,862	183,734	149,411	187,328	187,240

**DESCRIPTION:** Effective July 1, 2004, this program is being 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, design assistance, 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 street 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	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Maintain City streets in a safe and smooth condition • Inspect and rate all City streets annually as part of the Pavement Management Plan	Percent of road miles inspected at least annually	100%	100%	100%	100%
	Percent of plan implemented on schedule	100%	100%	100%	100%
	Percent of residents rating the condition of streets and sidewalks as good or better	46%	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	95%	90%	90%	90%



**PROGRAM NAME/NUMBER**

**Engineering Services/5021**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 5021</b>	
<b>Element/Object</b>	<b>Details</b>		<b>Total</b>
		National Society of Professional Engineers ..... 235	
		County Engineers Association ..... 25	760
	67-20 Publications & Books		400
96	<u>Street Improvement</u> 96-30 Lighting	New streetlight installations (up to 15)	15,000

**Capital Outlay:** Lighting includes new streetlights (\$15,000) that may be proposed for various locations.

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 22 STREETScape MAINTENANCE							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5022-550.10-01	SALARY	145	379	465	409	480	480
5022-550.10-02	HOURLY	3,763	3,695	3,198	2,411	2,737	2,737
5022-550.10-03	OVERTIME	1	27	0	12	0	0
*	PAYROLL-WAGES	3,909	4,101	3,663	2,832	3,217	3,217
ELEM 11 FRINGE BENEFITS							
5022-550.11-10	FICA	277	294	265	199	228	228
5022-550.11-12	HEALTH INSURANCE	768	1,000	800	618	808	808
5022-550.11-13	DENTAL INSURANCE	40	50	38	28	30	30
5022-550.11-14	LIFE INSURANCE	16	16	13	9	11	11
5022-550.11-15	VISION INSURANCE	13	10	9	8	2	2
5022-550.11-17	457 CITY MATCH CONTRIBUTN	65	60	57	41	42	42
5022-550.11-18	RETIREMENT	234	220	239	164	192	192
5022-550.11-21	WORKERS COMPENSATION INS	408	230	246	188	212	212
5022-550.11-22	LONG TERM DISABILITY INS	22	22	17	13	16	16
*	FRINGE BENEFITS	1,843	1,902	1,684	1,268	1,541	1,541
ELEM 40 REPAIR & MAINTENANCE							
5022-550.40-11	BUILDINGS & GROUNDS	0	0	1,500	871	1,500	1,500
5022-550.40-30	STREETScape LIGHTING	3,215	2,886	3,500	3,519	5,000	5,000
*	REPAIR & MAINTENANCE	3,215	2,886	5,000	4,390	6,500	6,500
ELEM 96 STREET IMPROVEMENT							
5022-550.96-10	CONCRETE	5,598	4,965	33,000	31,635	35,000	35,000
*	STREET IMPROVEMENT	5,598	4,965	33,000	31,635	35,000	35,000
**	STREETScape MAINTENANCE	14,565	13,854	43,347	40,125	46,258	46,258

**PROGRAM NAME/NUMBER**

**Streetscape Maintenance/5022**

**DESCRIPTION:** This program maintains pavers and lighting on the Calvert Road, U. S. Route 1 and Knox Road Plaza streetscapes in order to reflect the "Main Street" esthetics as initiated by the Mayor & Council in the late 1980's. In these streetscapes, staff weed, clean under and repair grates, repair light fixtures and replace light bulbs.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Maintain designated streetscape areas in an attractive and well-maintained condition  • Inspect streetscape areas at least 3 times per year	Percent of downtown businesses rating streetscape appearance and maintenance as acceptable or better, based on DCPMA member survey	75%	75%	25%*	60%
	Percent of inspections completed on schedule	100%	100%	100%	100%

\* Based on 4 responses to DCPMA member survey, April 2007

**PROGRAM NAME/NUMBER**

**Streetscape Maintenance/5022**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Horticulturist	0.00	0.01	0.01	0.01
Laborer/Driver	0.00	0.05	0.00	0.00
Facilities Maintenance Worker	0.00	0.00	0.00	0.05
Groundskeeper	0.05	0.05	0.05	0.01
Grounds Laborer/Driver	0.05	0.05	0.05	0.01
Budget Total	<b>0.10</b>	<b>0.16</b>	<b>0.11</b>	<b>0.08</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5022	
Element/Object	Details	Total	
34 Contractual Services 34-17 Temp. Manpower - Other	Temporary manpower used to cover vacancies and leave	0	
40 Repair & Maintenance 40-11 Buildings & Grounds	Repair of benches, decorative street name poles, etc.	1,500	
40-30 Streetscape Lighting	Maintenance of streetscape lighting	5,000	
96 Street Improvement 96-10 Concrete	Brick paver panel replacement, various locations on both sides of U. S. Route 1 between Hartwick Road and Guilford Road/Drive	35,000	

**Capital Outlay:** Concrete includes brick paver panel replacement at various locations on U. S. Route 1 (\$35,000).

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 23 LITTER & GRAFFITI CONTROL							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5023-550.10-02	HOURLY	94,326	105,199	99,004	116,405	106,239	106,239
5023-550.10-03	OVERTIME	10,204	9,967	18,235	15,170	15,200	31,763
5023-550.10-08	SHIFT DIFFERENTIAL-SAT WK	1,064	1,700	1,100	3,034	3,500	3,500
*	PAYROLL-WAGES	105,594	116,866	118,339	134,609	124,939	141,502
ELEM 11 FRINGE BENEFITS							
5023-550.11-10	FICA	7,529	9,619	8,963	10,063	9,444	10,711
5023-550.11-12	HEALTH INSURANCE	10,320	11,071	8,780	13,891	9,558	9,558
5023-550.11-13	DENTAL INSURANCE	838	1,158	1,020	1,311	1,050	1,050
5023-550.11-14	LIFE INSURANCE	327	399	348	410	356	356
5023-550.11-15	VISION INSURANCE	232	327	258	247	154	154
5023-550.11-17	457 CITY MATCH CONTRIBUTN	872	1,564	1,559	2,003	2,659	2,659
5023-550.11-18	RETIREMENT	6,486	8,120	7,757	8,228	8,190	9,266
5023-550.11-21	WORKERS COMPENSATION INS	10,552	6,477	7,588	8,900	7,905	8,711
5023-550.11-22	LONG TERM DISABILITY INS	425	530	453	620	542	542
*	FRINGE BENEFITS	37,581	39,265	36,726	45,673	39,858	43,007
ELEM 20 OVERHEAD							
5023-550.20-11	AUTOMOTIVE	5,625	5,799	6,432	6,432	6,880	6,792
*	OVERHEAD	5,625	5,799	6,432	6,432	6,880	6,792
ELEM 34 CONTRACTUAL SERVICES							
5023-550.34-35	PARKING LOT MAINTENANCE	8,415	5,280	0	0	0	0
*	CONTRACTUAL SERVICES	8,415	5,280	0	0	0	0
ELEM 60 SUPPLIES							
5023-550.60-10	GENERAL SUPPLIES	1,003	3,882	3,500	4,043	4,000	4,000
*	SUPPLIES	1,003	3,882	3,500	4,043	4,000	4,000
**	LITTER & GRAFFITI CONTROL	158,218	171,092	164,997	190,757	175,677	195,301

**PROGRAM NAME/NUMBER**

**Litter and Graffiti Control/5023**

**DESCRIPTION:** This program collects and disposes of litter and removes graffiti. Litter crews remove 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 on Saturdays 6 months 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. City crews carry graffiti remover with them and are encouraged to stop and remove graffiti.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. To maintain downtown areas litter-free through regular litter and trash pick-up  ● Remove trash 5 times per week	Percent of downtown businesses rating litter control as acceptable or better, based on DCPMA member survey	75%	75%	0%*	50%
	Percent of residents satisfied with the cleanliness of downtown areas	52%	No survey	No survey	50%
	Percent of pickups accomplished on scheduled day	100%	99%	100%	99%
2. To maintain City property free of graffiti  ● Remove graffiti within 10 working days of reporting to Public Works	Number of graffiti incidents reported	New	TBD	10	10
	Percent of graffiti work orders completed within 10 working days	100%	95%	100%	95%

\* Based on 4 responses to DCPMA member survey, April 2007

**PROGRAM NAME/NUMBER**

**Litter and Graffiti Control/5023**

**PERSONNEL EXPENDITURES:** Beginning in FY2008, includes overtime for additional quarterly litter removal on City property and rights-of-way.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Crew Chief	0.05	0.05	0.05	0.05
Motor Equipment Operator I	0.50	0.35	0.00	0.00
Laborer/Driver	0.20	0.15	0.00	0.00
Laborer	2.00	2.15	2.94	3.07
Budget Total	<b>2.75</b>	<b>2.70</b>	<b>2.99</b>	<b>3.12</b>

**OPERATING EXPENDITURES:** Beginning in FY2007, weekend parking lot cleaning in the downtown area, previously performed by an outside contractor, was assigned to 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 <u>Supplies</u> 60-10 General Supplies	Litter receptacles, graffiti remover, pokers, brooms, trash bags, etc.	4,000	

**Capital Outlay:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 24 PARKING LOT MAINTENANCE							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5024-550.10-02	HOURLY	10,737	11,063	9,801	14,184	11,306	11,306
5024-550.10-03	OVERTIME	256	74	0	10	0	0
*	PAYROLL-WAGES	10,993	11,137	9,801	14,194	11,306	11,306
ELEM 11 FRINGE BENEFITS							
5024-550.11-10	FICA	811	852	749	1,049	830	830
5024-550.11-12	HEALTH INSURANCE	1,142	835	757	1,953	2,368	2,368
5024-550.11-13	DENTAL INSURANCE	71	68	59	87	60	60
5024-550.11-14	LIFE INSURANCE	37	34	35	49	38	38
5024-550.11-15	VISION INSURANCE	23	19	19	33	36	36
5024-550.11-17	457 CITY MATCH CONTRIBUTN	122	131	115	169	474	474
5024-550.11-18	RETIREMENT	646	672	647	877	703	703
5024-550.11-21	WORKERS COMPENSATION INS	1,147	710	667	948	756	756
5024-550.11-22	LONG TERM DISABILITY INS	48	46	45	74	58	58
*	FRINGE BENEFITS	4,047	3,367	3,093	5,239	5,323	5,323
ELEM 20 OVERHEAD							
5024-550.20-11	AUTOMOTIVE	22,500	23,198	25,728	25,728	27,522	20,375
*	OVERHEAD	22,500	23,198	25,728	25,728	27,522	20,375
ELEM 34 CONTRACTUAL SERVICES							
5024-550.34-17	TEMP MANPOWER-OTHER	824	0	0	0	0	0
5024-550.34-38	STRIPING	2,759	1,525	3,705	6,048	5,015	5,015
*	CONTRACTUAL SERVICES	3,583	1,525	3,705	6,048	5,015	5,015
ELEM 60 SUPPLIES							
5024-550.60-10	GENERAL SUPPLIES	2,869	2,174	2,695	2,624	2,125	2,125
5024-550.60-15	SMALL TOOLS	24	0	30	43	50	50
*	SUPPLIES	2,893	2,174	2,725	2,667	2,175	2,175
**	PARKING LOT MAINTENANCE	44,016	41,401	45,052	53,876	51,341	44,194

**PROGRAM NAME/NUMBER**

**Parking Lot Maintenance/5024**

**DESCRIPTION:** This program maintains City-owned and leased parking lots. Lots are re-stripped annually. Parking meter posts and bumper blocks are repaired on a regular basis. This program responds to special requests from the Department of Public Services.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Maintain City parking lots in a clean, attractive condition • Repaint all lines annually	Percent of line inventory repainted annually	100%	100%	75%	100%

**PROGRAM NAME/NUMBER**

**Parking Lot Maintenance/5024**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Crew Chief	0.05	0.05	0.05	0.05
Supply Clerk	0.15	0.15	0.15	0.15
Motor Equipment Operator II+A				0.01
Motor Equipment Operator I+A				0.02
Motor Equipment Operator I	0.00	0.00	0.02	0.02
Budget Total	<b>0.20</b>	<b>0.20</b>	<b>0.22</b>	<b>0.25</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5024	
Element/Object	Details	Total	
34	<u>Contractual Services</u>		
	34-17 Temp. Manpower - Other	Temporary manpower used to cover vacancies and leave	0
	34-38 Striping	Parking lot striping: Maryland Book Exchange lot .....575 Bagel Place lot ..... 125 Lehigh Road lot ..... 125 Sterling lot ..... 190 7-11 lot ..... 135 College Park Shopping Center, upper level .....240 College Park Shopping Center, lower level .....650 Kinko's and Applebee's lot .....500 City Hall lot .....325 Duvall Field lot .....400 Duvall Field auxiliary lot ..... 125 Davis Hall lot .....400 Calvert Road School lots .....400 Knox Road special lot .....250 Youth & Family Services lot .....350 St. Andrew's Episcopal Church lot .....225	5,015
60	<u>Supplies</u>		
	60-10 General Supplies	Bumper blocks, 40 @ \$35 .....1,400 Parking meter posts, 15 @ \$15 .....225 Sakrete and U-channel .....500	2,125
	60-15 Small Tools		50

**Capital Outlay:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 25 RECYCLING							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5025-550.10-02	HOURLY	243,801	231,918	227,325	234,397	221,593	221,593
5025-550.10-03	OVERTIME	1,048	1,333	1,200	1,459	1,500	1,500
*	PAYROLL-WAGES	244,849	233,251	228,525	235,856	223,093	223,093
ELEM 11 FRINGE BENEFITS							
5025-550.11-10	FICA	17,468	17,250	16,972	17,230	16,254	16,254
5025-550.11-12	HEALTH INSURANCE	29,791	31,562	33,105	30,371	32,725	32,725
5025-550.11-13	DENTAL INSURANCE	1,761	1,550	1,598	1,501	1,296	1,296
5025-550.11-14	LIFE INSURANCE	762	743	804	747	748	748
5025-550.11-15	VISION INSURANCE	507	539	500	452	676	676
5025-550.11-17	457 CITY MATCH CONTRIBUTN	2,693	2,853	2,503	2,699	4,278	4,278
5025-550.11-18	RETIREMENT	13,256	13,579	14,917	14,434	12,901	12,901
5025-550.11-21	WORKERS COMPENSATION INS	24,840	12,306	15,352	15,684	13,087	13,087
5025-550.11-22	LONG TERM DISABILITY INS	995	985	1,049	1,129	1,129	1,129
*	FRINGE BENEFITS	92,073	81,367	86,800	84,247	83,094	83,094
ELEM 12 TRAVEL & TRAINING							
5025-550.12-11	TRAVEL & TRAINING	0	650	600	942	600	600
*	TRAVEL & TRAINING	0	650	600	942	600	600
ELEM 20 OVERHEAD							
5025-550.20-11	AUTOMOTIVE	129,376	127,589	141,508	141,506	151,373	149,412
*	OVERHEAD	129,376	127,589	141,508	141,506	151,373	149,412
ELEM 34 CONTRACTUAL SERVICES							
5025-550.34-12	TEMP MANPOWER-CURB RECYCL	641	2,123	6,600	1,320	4,060	4,060
5025-550.34-13	TEMP MANPOWER-BRUSH	1,191	1,212	3,300	550	2,100	2,100
5025-550.34-20	TIPPING FEES	16,430-	7,035-	3,300	1,987-	28,500	12,900
*	CONTRACTUAL SERVICES	14,598-	3,700-	13,200	117-	34,660	19,060
ELEM 36 SPECIAL SERVICES							
5025-550.36-10	PRINTING	0	0	0	0	2,600	2,600
*	SPECIAL SERVICES	0	0	0	0	2,600	2,600
ELEM 48 RENTAL							
5025-550.48-50	TUB GRINDER	5,878	6,447	7,200	11,545	7,200	10,000
*	RENTAL	5,878	6,447	7,200	11,545	7,200	10,000
ELEM 60 SUPPLIES							
5025-550.60-10	GENERAL SUPPLIES	1,803	1,860	2,600	347	150	150
5025-550.60-15	SMALL TOOLS	0	200	150	215	0	0
5025-550.60-45	TOTERS & CONTAINERS	426-	7,137	442	930-	58,374	59,960
*	SUPPLIES	1,377	9,197	3,192	368-	58,524	60,110

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 25	RECYCLING						
SUB 0	PUBLIC WORKS						
ELEM 60	SUPPLIES						
**	RECYCLING	458,955	454,801	481,025	473,611	561,144	547,969

**PROGRAM NAME/NUMBER****Recycling/5025**

**DESCRIPTION:** This program coordinates recycling efforts for the City; recycling paper, cardboard, glass, metal cans and plastics. Collection of commingles and mixed-paper occurs on the same day as refuse collection. The City will continue to recycle white goods (hot water heaters, stoves, washing machines, etc.); these items are sold to recycling centers. A collection container to recycle used motor oil is available for residents at Davis Hall. Brush collection occurs on Thursdays and Fridays, and is ground up to make wood mulch, which is available to residents.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Provide reliable, quality service for removal of recyclable materials	Percent of collections completed on scheduled day	99%	100%	99%	99%
	Percent of residents rating recycling services as good or better	85%	No survey	No survey	85%
	Number of complaints per 1,000 customers	<1	<3	<1	<3
2. Increase residential participation in recycling	Tons of commingles, mixed paper, white goods, scrap metals recycled	1,322	1,350	1,279	1,300
	Cubic yards of brush recycled	2,063	2,100	1,834	2,100
	Cost per ton for recycling (including paper, commingles, white goods, scrap metals)	\$205.61	<\$235.00	\$237.58	<\$240.00

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			ESTIMATED
	FY05	FY06	FY07	FY08
Crew Chief	0.95	0.95	0.96	0.95
Motor Equipment Operator II	1.25	0.00	0.01	0.00
Motor Equipment Operator I+A	0.00	0.00	0.00	0.97
Motor Equipment Operator I	3.10	3.30	3.81	1.90
Laborer/Driver	0.95	1.05	0.01	0.00
Laborer	0.00	0.90	1.00	2.00
Lead Groundskeeper	0.01	0.01	0.01	0.01
<b>Budget Total</b>	<b>6.26</b>	<b>6.21</b>	<b>5.80</b>	<b>5.83</b>

**OPERATING EXPENDITURES:** Tipping fees for recyclables are volatile.

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 5025</b>	
	<b>Element/Object</b>	<b>Details</b>	<b>Total</b>
12	<u>Travel &amp; Training</u> 12-11 Travel & Training	Staff training	600
34	<u>Contractual Services</u> 34-12 Temporary Manpower – Curbside Recycling	Temporary manpower used in the collection of mixed paper and commingles, 290 hours @ \$14 per hour	4,060
	34-13 Temporary Manpower – Brush	Temporary manpower used in the collection of brush, 150 hours @ \$14 per hour	2,100
	34-20 Tipping Fees	Mixed paper, 900 tons @ \$0 per ton ..... 0 Commingles, 480 tons @ \$25.00 per ton ..... 12,000 Oversized stumps, logs, etc. .... 900	12,900
36	<u>Special Services</u> 36-10 Printing	Public relations materials – recycling awareness	2,600
48	<u>Rental</u> 48-50 Tub Grinder	Tub grinder rental	10,000
60	<u>Supplies</u> 60-10 General Supplies	Pitch forks, rakes, brooms, dust pans, etc.	150
	60-45 Recycling Containers	1,080 wheeled 35-gallon recycling containers ..... 39,960 5-gallon buckets and 18-gallon bins ..... 20,000	59,960

**Capital Outlay:**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 26 SAFETY SERVICES							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5026-550.10-01	SALARY	43,525	47,504	49,911	50,922	52,693	52,693
*	PAYROLL-WAGES	43,525	47,504	49,911	50,922	52,693	52,693
ELEM 11 FRINGE BENEFITS							
5026-550.11-10	FICA	3,281	3,561	3,739	3,813	3,935	3,935
5026-550.11-12	HEALTH INSURANCE	3,398	3,593	3,952	3,916	4,250	4,250
5026-550.11-13	DENTAL INSURANCE	256	249	261	249	217	217
5026-550.11-14	LIFE INSURANCE	148	156	176	163	178	178
5026-550.11-15	VISION INSURANCE	80	94	86	155	156	156
5026-550.11-17	457 CITY MATCH CONTRIBUTN	515	522	521	600	1,043	1,043
5026-550.11-18	RETIREMENT	2,829	3,088	3,244	3,310	3,425	3,425
5026-550.11-21	WORKERS COMPENSATION INS	4,651	2,536	3,344	3,403	3,477	3,477
5026-550.11-22	LONG TERM DISABILITY INS	191	205	230	247	269	269
*	FRINGE BENEFITS	15,349	14,004	15,553	15,856	16,950	16,950
ELEM 12 TRAVEL & TRAINING							
5026-550.12-11	TRAVEL & TRAINING	2,574	2,436	3,300	1,151	3,300	3,300
*	TRAVEL & TRAINING	2,574	2,436	3,300	1,151	3,300	3,300
ELEM 47 CLOTHING & UNIFORMS							
5026-550.47-10	CLOTHING & UNIFORMS	312	0	0	0	0	0
*	CLOTHING & UNIFORMS	312	0	0	0	0	0
ELEM 52 AWARDS & GIFTS							
5026-550.52-10	AWARDS & GIFTS	400	400	400	398	400	400
*	AWARDS & GIFTS	400	400	400	398	400	400
ELEM 54 PHYSICAL EXAMS							
5026-550.54-10	PHYSICAL EXAMS	0	0	0	0	3,935	3,935
*	PHYSICAL EXAMS	0	0	0	0	3,935	3,935
ELEM 60 SUPPLIES							
5026-550.60-10	GENERAL SUPPLIES	0	220	400	65	400	400
5026-550.60-11	MEETING REFRESHMENTS	0	161	0	32	0	0
5026-550.60-60	SAFETY SUPPLIES	4,170	4,406	4,248	4,027	4,180	4,180
*	SUPPLIES	4,170	4,787	4,648	4,124	4,580	4,580
ELEM 67 DUES & PUBLICATIONS							
5026-550.67-10	DUES	100	100	100	0	100	100
5026-550.67-20	PUBLICATIONS & BOOKS	545	727	1,050	2,138	1,100	1,100
*	DUES & PUBLICATIONS	645	827	1,150	2,138	1,200	1,200
ELEM 98 COMPUTER HDWE & SOFTWARE							

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 26	SAFETY SERVICES						
SUB 0	PUBLIC WORKS						
ELEM 98	COMPUTER HDWE & SOFTWARE						
5026-550.98-10	COMPUTER HARDWARE	1,500	0	0	0	0	0
*	COMPUTER HDWE & SOFTWARE	1,500	0	0	0	0	0
**	SAFETY SERVICES	68,475	69,958	74,962	74,589	83,058	83,058

**PROGRAM NAME/NUMBER**

**Safety Services/5026**

**DESCRIPTION:** This is a pro-active program 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	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Maintain a safe, accident-free work environment	Number days lost City-wide due to work-related injuries or accidents (based on 225 working days per employee)	137	Reduction of 10%	11	20

**PROGRAM NAME/NUMBER**

**Safety Services/5026**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Safety Officer	1.00	1.00	1.00	1.00
Budget Total	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

**OPERATING EXPENDITURES:** For FY2008, CDL physical exams, hepatitis shots and hearing exams have been transferred to this program from Administration-Human Resources.

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 5026</b>	
Element/Object	Details		Total
12 Travel & Training 12-11 Travel & Training	LGIT defensive driver training course, 20 attendees @ \$20 ..... 400 City-wide safety training (100 employees) ..... 1,100 Drug and Alcohol – Reasonable Suspicion for Supervisors training, 20 attendees @ \$15 ..... 300 Red Cross administration/CPR training supplies ..... 600 OSHA-mandated blood-borne pathogens training ..... 100 Safety Officer training ..... 500 PESA seminars, 10 employees ..... 300		3,300
52 Awards & Gifts 52-10 Awards & Gifts	Safety incentives and reminders		400
54 Physical Exams 54-10 Physical Exams (previously budgeted in Human Resources 1005-5410)	CDL renewals, 16 @ \$150 ..... 2,400 Hepatitis B shots, 12 @ \$80 ..... 960 Hearing tests, 10 @ \$45 ..... 450 Hepatitis titers, 5 @ \$25 ..... 125		3,935
60 Supplies 60-10 General Supplies  60-60 Safety Supplies	Safety Committee, Accident Review Board, etc.  First aid kits and refills ..... 1,030 Dust masks ..... 400 Gloves, vests, flags ..... 900 Hearing and eye protection ..... 1,200 Thirst quenchers, 5 cases @ \$36 ..... 180 Drink coolers for trucks, 10 @ \$25 ..... 250 Towels, 4 cases @ \$55 ..... 220		4,180
67 Dues & Publications 67-10 Dues  67-20 Publications & Books	Maryland Public Employees Safety Association  Top Health (distributed to all employees monthly) ..... 550 Safety newsletters ..... 250 Training videos ..... 300		1,100

**Capital Outlay:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 28 BUILDING MAINTENANCE							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5028-550.10-02	HOURLY	60,143	92,910	89,026	108,381	132,621	132,621
5028-550.10-03	OVERTIME	2,256	1,375	1,000	457	1,200	1,200
*	PAYROLL-WAGES	62,399	94,285	90,026	108,838	133,821	133,821
ELEM 11 FRINGE BENEFITS							
5028-550.11-10	FICA	4,670	6,808	6,552	7,899	9,561	9,561
5028-550.11-12	HEALTH INSURANCE	7,129	18,122	23,061	22,793	29,974	29,974
5028-550.11-13	DENTAL INSURANCE	642	1,313	1,360	1,570	1,735	1,735
5028-550.11-14	LIFE INSURANCE	199	278	315	362	445	445
5028-550.11-15	VISION INSURANCE	153	260	230	826	851	851
5028-550.11-17	457 CITY MATCH CONTRIBUTN	982	1,238	1,392	1,359	2,060	2,060
5028-550.11-18	RETIREMENT	3,859	4,727	4,516	5,556	8,698	8,698
5028-550.11-21	WORKERS COMPENSATION INS	6,533	4,874	6,010	7,270	8,805	8,805
5028-550.11-22	LONG TERM DISABILITY INS	258	365	411	550	676	676
*	FRINGE BENEFITS	24,425	37,985	43,847	48,185	62,805	62,805
ELEM 12 TRAVEL & TRAINING							
5028-550.12-10	NON TRAINING TRAVEL	180	0	0	0	0	0
5028-550.12-11	TRAVEL & TRAINING	0	0	150	0	950	950
*	TRAVEL & TRAINING	180	0	150	0	950	950
ELEM 20 OVERHEAD							
5028-550.20-11	AUTOMOTIVE	0	0	0	0	0	13,583
5028-550.20-16	BUILDING MAINTENANCE	126,009-	154,576-	177,935-	177,935-	240,122-	253,705-
*	OVERHEAD	126,009-	154,576-	177,935-	177,935-	240,122-	240,122-
ELEM 34 CONTRACTUAL SERVICES							
5028-550.34-17	TEMP MANPOWER-OTHER	8,366	0	700	0	0	0
*	CONTRACTUAL SERVICES	8,366	0	700	0	0	0
ELEM 40 REPAIR & MAINTENANCE							
5028-550.40-11	BUILDINGS & GROUNDS	4,214	8,551	8,425	6,890	8,450	8,450
5028-550.40-25	HVAC REPAIRS	2,049	794	2,555	1,958	2,555	2,555
*	REPAIR & MAINTENANCE	6,263	9,345	10,980	8,848	11,005	11,005
ELEM 42 CLEANING SERVICE							
5028-550.42-10	BUILDING	1,961	0	0	0	0	0
*	CLEANING SERVICE	1,961	0	0	0	0	0
ELEM 45 MAINTENANCE CONTRACT							
5028-550.45-16	BUILDING SERVICES	4,293	8,459	10,176	8,251	9,115	9,115
5028-550.45-22	SECURITY ALARM MONITORING	900	948	945	948	971	971
5028-550.45-23	PEST CONTROL	1,788	1,833	3,960	1,811	3,984	3,984

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 28 BUILDING MAINTENANCE							
SUB 0 PUBLIC WORKS							
ELEM 45 MAINTENANCE CONTRACT							
*	MAINTENANCE CONTRACT	6,981	11,240	15,081	11,010	14,070	14,070
ELEM 48 RENTAL							
5028-550.48-60	BUILDINGS	1,800	1,740	1,416	1,456	1,512	1,512
*	RENTAL	1,800	1,740	1,416	1,456	1,512	1,512
ELEM 60 SUPPLIES							
5028-550.60-10	GENERAL SUPPLIES	8,822	7,680	9,000	9,794	4,000	4,000
5028-550.60-15	SMALL TOOLS	0	0	3,600	1,741	1,500	1,500
5028-550.60-30	CLEANING SUPPLIES	0	0	0	0	7,250	7,250
*	SUPPLIES	8,822	7,680	12,600	11,535	12,750	12,750
ELEM 65 UTILITIES							
5028-550.65-10	ELECTRICITY	426	493	625	580	685	685
5028-550.65-11	NATURAL GAS	1,725	1,839	1,550	1,966	1,600	1,600
5028-550.65-13	WATER & SEWER	295	177	300	203	300	300
*	UTILITIES	2,446	2,509	2,475	2,749	2,585	2,585
ELEM 66 TELEPHONE & COMMUNICATION							
5028-550.66-10	TELEPHONE	535	539	660	552	624	624
*	TELEPHONE & COMMUNICATION	535	539	660	552	624	624
ELEM 93 OFFICE EQUIPMENT							
5028-550.93-20	OFFICE FURNITURE	322	0	0	0	0	0
*	OFFICE EQUIPMENT	322	0	0	0	0	0
**	BUILDING MAINTENANCE	1,509-	10,747	0	15,238	0	0

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

**DESCRIPTION:** This program is responsible for heating, ventilation and air conditioning systems (HVAC), elevator maintenance, painting and 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 and personnel expenditures associated with the 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	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Ensure that City buildings and office interiors are well maintained <ul style="list-style-type: none"> <li>● Monitor and evaluate the condition of City Hall and Old Parish House annually</li> </ul>	Inspect facilities at least 2 times per year	2	2	2	2
	Percent of maintenance costs that are unscheduled	3%	<5%	4%	<5%

**PROGRAM NAME/NUMBER**

**Building Maintenance/5028**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Custodial Supervisor	0.00	1.00	1.00	1.00
Maintenance Worker	2.00	0.00	0.00	0.00
Custodial Worker	0.00	1.80	1.00	2.00
Facilities Maintenance Worker	0.00	0.00	0.67	0.95
<b>Budget Total</b>	<b>2.00</b>	<b>2.80</b>	<b>2.67</b>	<b>3.95</b>

**OPERATING EXPENDITURES:** Building repairs and utilities at Public Services and Youth & Family Services are reflected in their respective Administration budgets. Utilities at City Hall are included in Finance-Non Departmental (program 1025).

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 5028</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
12	<u>Travel &amp; Training</u> 12-11 Travel & Training	Staff training	950
34	<u>Contractual Services</u> 34-17 Temp. Manpower – Other	Temporary manpower used to cover vacancies and leave	0
40	<u>Repair &amp; Maintenance</u> 40-11 Buildings & Grounds	City Hall, Old Parish House: Electrical repairs, 50 hours @ \$70 ..... 3,500 Plumbing repairs, 30 hours @ \$65 ..... 1,950 General repairs ..... 3,000	8,450
	40-25 HVAC Repairs	35 hours @ \$73	2,555
45	<u>Maintenance Contract</u> 45-16 Building Services	Piano tuning and repair, Old Parish House ..... 250 Fire extinguisher service and inspection - City Hall ..... 225 Fire extinguisher service and inspection – Old Parish House ..... 90 Elevator inspection and emergency phone monitoring @ \$300 monthly ..... 3,600 Window washing, City Hall and Old Parish House ..... 800 Sprinkler system testing, City Hall ..... 650 Interior painting, City Hall ..... 2,500 Carpet cleaning, City Hall ..... 1,000	9,115
	45-22 Security Alarm Monitoring	Security alarm monitoring – City Hall ..... 265 Fire alarm monitoring – City Hall ..... 441 Security alarm monitoring – Old Parish House ..... 265	971
	45-23 Pest Control	Pest control – City Hall @ \$110 monthly ..... 1,320 Pest control – Old Parish House @ \$47 monthly ..... 564 Termite control – Old Parish House ..... 2,100	3,984

**PROGRAM NAME/NUMBER**

**Building Maintenance/5028**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 5028</b>	
	<b>Element/Object</b>	<b>Details</b>	<b>Total</b>
48	<u>Rental</u> 48-60 Buildings	Storage space rental, City Hall building materials, @ \$126/month	1,512
60	<u>Supplies</u> 60-10 General Supplies	Maintenance supplies	4,000
	60-15 Small Tools	Maintenance tools	1,500
	60-30 Cleaning Supplies	Janitorial supplies, all buildings (previously included in 5028-6010)	7,250
65	<u>Utilities</u> 65-10 Electricity	Old Parish House, estimate based on current usage	685
	65-11 Natural Gas	Old Parish House	1,600
	65-13 Water & Sewer	Old Parish House	300
66	<u>Telephone &amp; Communications</u> 66-10 Telephone	Elevator phone service – City Hall @ \$25 monthly ..... 300 Telephone – Old Parish House @ \$27 monthly ..... 324	624

**Capital Outlay: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 29 CALVERT ROAD SCHOOL MAINT							
SUB 0 PUBLIC WORKS							
ELEM 34 CONTRACTUAL SERVICES							
5029-550.34-50	SCHEDULED MAINTENANCE	1,248	0	2,000	1,232	0	0
*	CONTRACTUAL SERVICES	1,248	0	2,000	1,232	0	0
ELEM 40 REPAIR & MAINTENANCE							
5029-550.40-11	BUILDINGS & GROUNDS	0	0	0	0	4,000	4,000
*	REPAIR & MAINTENANCE	0	0	0	0	4,000	4,000
ELEM 65 UTILITIES							
5029-550.65-10	ELECTRICITY	0	0	0	0	400	4,000
5029-550.65-11	NATURAL GAS	0	0	0	0	900	10,000
5029-550.65-13	WATER & SEWER	0	0	0	0	200	3,000
*	UTILITIES	0	0	0	0	1,500	17,000
**	CALVERT ROAD SCHOOL MAINT	1,248	0	2,000	1,232	5,500	21,000

**PROGRAM NAME/NUMBER**

**Calvert Road School Maintenance/5029**

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

**PROGRAM NAME/NUMBER**

**Calvert Road School Maintenance/5029**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Budget Total	0.00	0.00	0.00	0.00

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5029	
Element/Object	Details	Total	
40 <u>Repair &amp; Maintenance</u> 40-11 Building & Grounds	General repairs	4,000	
65 <u>Utilities</u> 65-10 Electricity	Estimated	4,000	
65-11 Natural Gas	Estimated	10,000	
65-13 Water & Sewer	Field irrigation, Public Services offices	3,000	

**Capital Outlay:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 30 CENTRAL GARAGE							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5030-550.10-02	HOURLY	140,288	146,007	154,883	153,780	161,369	161,369
5030-550.10-03	OVERTIME	9,367	4,215	9,000	6,684	9,500	2,000
*	PAYROLL-WAGES	149,655	150,222	163,883	160,464	170,869	163,369
ELEM 11 FRINGE BENEFITS							
5030-550.11-10	FICA	10,736	11,096	12,047	11,789	12,648	12,074
5030-550.11-12	HEALTH INSURANCE	18,297	23,170	26,144	25,173	28,118	28,118
5030-550.11-13	DENTAL INSURANCE	875	1,022	1,069	1,029	1,012	1,012
5030-550.11-14	LIFE INSURANCE	449	471	539	489	544	544
5030-550.11-15	VISION INSURANCE	232	289	259	875	900	900
5030-550.11-17	457 CITY MATCH CONTRIBUTN	1,006	1,017	1,043	1,074	1,564	1,564
5030-550.11-18	RETIREMENT	9,662	9,818	10,652	10,450	11,107	10,619
5030-550.11-21	WORKERS COMPENSATION INS	15,293	7,931	10,780	10,493	11,067	10,737
5030-550.11-22	LONG TERM DISABILITY INS	586	624	708	743	822	822
*	FRINGE BENEFITS	57,136	55,438	63,241	62,115	67,782	66,390
ELEM 12 TRAVEL & TRAINING							
5030-550.12-11	TRAVEL & TRAINING	0	1,500	1,500	14	1,500	1,500
*	TRAVEL & TRAINING	0	1,500	1,500	14	1,500	1,500
ELEM 20 OVERHEAD							
5030-550.20-10	INSURANCE	56,525	57,890	59,837	59,837	65,248	65,248
5030-550.20-11	AUTOMOTIVE	562,503-	579,950-	643,211-	643,212-	688,049-	679,157-
*	OVERHEAD	505,978-	522,060-	583,374-	583,375-	622,801-	613,909-
ELEM 36 SPECIAL SERVICES							
5030-550.36-20	TOWING SERVICE	1,490	1,038	2,000	2,190	2,000	2,000
*	SPECIAL SERVICES	1,490	1,038	2,000	2,190	2,000	2,000
ELEM 40 REPAIR & MAINTENANCE							
5030-550.40-11	BUILDINGS & GROUNDS	0	951	3,500	2,806	3,500	3,500
5030-550.40-45	WELDING SERVICES	6,720	7,920	7,500	10,368	8,000	8,000
*	REPAIR & MAINTENANCE	6,720	8,871	11,000	13,174	11,500	11,500
ELEM 41 VEHICLE REPAIR & MAINT							
5030-550.41-10	INSIDE	53,589	72,066	64,500	50,248	68,000	68,000
5030-550.41-11	OUTSIDE	75,087	77,920	67,850	70,629	70,650	70,650
5030-550.41-20	TIRES	15,286	19,602	18,600	17,888	18,600	18,600
*	VEHICLE REPAIR & MAINT	143,962	169,588	150,950	138,765	157,250	157,250
ELEM 45 MAINTENANCE CONTRACT							
5030-550.45-16	BUILDING SERVICES	1,185	2,224	1,200	1,240	2,500	2,500
*	MAINTENANCE CONTRACT	1,185	2,224	1,200	1,240	2,500	2,500

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 30 CENTRAL GARAGE							
SUB 0 PUBLIC WORKS							
ELEM 45 MAINTENANCE CONTRACT							
5030-550.60-14	MAINTENANCE SUPPLIES	2,050	95	500	496	500	500
5030-550.60-15	SMALL TOOLS	2,941	2,703	3,500	1,547	3,500	3,500
5030-550.60-70	CENTRAL GARAGE	6,690	8,460	6,150	6,017	7,150	7,150
*	SUPPLIES	11,681	11,258	10,150	8,060	11,150	11,150
ELEM 64 FUEL							
5030-550.64-10	GASOLINE	28,069	35,678	32,200	38,318	37,000	37,000
5030-550.64-11	DIESEL	61,163	81,812	75,000	76,014	90,000	90,000
5030-550.64-12	OTHER ADDITIVES	9,634	8,762	10,000	8,713	10,000	10,000
*	FUEL	98,866	126,252	117,200	123,045	137,000	137,000
ELEM 65 UTILITIES							
5030-550.65-10	ELECTRICITY	23,917	27,649	35,000	34,276	36,750	36,750
5030-550.65-11	NATURAL GAS	15,521	16,428	16,500	18,278	18,150	18,150
5030-550.65-13	WATER & SEWER	1,585	2,190	3,500	1,415	3,000	3,000
*	UTILITIES	41,023	46,267	55,000	53,969	57,900	57,900
ELEM 69 MISCELLANEOUS CHARGE							
5030-550.69-10	MISCELLANEOUS	423	932	550	1,186	650	650
*	MISCELLANEOUS CHARGE	423	932	550	1,186	650	650
ELEM 92 MACHINERY & EQUIPMENT							
5030-550.92-20	EQUIPMENT	3,324	578	6,700	0	2,700	2,700
*	MACHINERY & EQUIPMENT	3,324	578	6,700	0	2,700	2,700
**	CENTRAL GARAGE	9,487	52,108	0	19,153-	0	0

**PROGRAM NAME/NUMBER**

**Central Garage/5030**

**DESCRIPTION:** The City’s central garage provides equipment maintenance for a fleet of approximately 106 units, including passenger vehicles, heavy equipment and other motorized equipment. FleetPro, a contract service, provides a preventive maintenance program that helps to promote a long service life for the fleet. Regular preventive maintenance of vehicles is performed according to mileage and/or time since last service. Major repairs are sometimes 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	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Ensure safe and reliable vehicle performance through maintenance • Follow preventive maintenance schedule	Percent of vehicle availability	90%	90%	95%	90%
	Percent of preventive maintenance completed as scheduled	95%	95%	95%	95%
2. Maintain motorized off-road equipment	Percent of equipment availability	95%	90%	90%	90%

**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
	FY05	FY06	FY07	FY08
Fleet Supervisor	1.00	1.00	1.00	1.00
Mechanic II	1.00	1.00	1.00	1.00
Garage Supply Clerk/Asst. Mechanic	1.00	1.00	1.00	1.00
Budget Total	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5030	
Element/Object	Details	Total	
12 <u>Travel &amp; Training</u> 12-11 Travel & Training	Staff training, equipment repair	1,500	
36 <u>Special Services</u> 36-20 Towing Service	Towing service, as needed	2,000	
40 <u>Repair &amp; Maintenance</u> 40-11 Buildings & Grounds	Garage overhead door repairs, as needed	3,500	
40-45 Welding Services	Certified welder to perform prefabrication, welding repairs	8,000	
41 <u>Vehicle Repair &amp; Maintenance</u> 41-10 Inside Repairs	Refuse truck parts ..... 12,000 Open body truck parts ..... 10,000 Leaf machine parts ..... 10,000 Off road equipment (front end loader, bobcat, etc.) ..... 6,500 Pick-up truck parts ..... 6,000 Senior bus and van parts ..... 2,500 Sedan fleet parts ..... 3,000 Tractor parts ..... 2,000 Windrow turner ..... 5,500 Snow equipment parts ..... 4,000 Green Machine ..... 1,000 Other parts ..... 2,000 Hydraulic hose and fittings ..... 3,500	68,000	
41-11 Outside Repairs	Fleet-Pro preventive maintenance program ..... 32,000 Refuse trucks ..... 14,000 Open body trucks ..... 7,000 Pick-up trucks ..... 3,500 Windrow turner ..... 3,400 Tire repairs ..... 5,150 Sedans ..... 2,500 Vehicle painting ..... 2,000 Fleet car washes ..... 1,100	70,650	

**PROGRAM NAME/NUMBER**

**Central Garage/5030**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 5030</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
	41-20 Tires	Truck tires ..... 5,400 Equipment, tractors, etc. .... 8,600 Sedans and pick-up trucks ..... 4,600	18,600
45	<u>Maintenance Contract</u> 45-16 Building Services	Pump oil grit separator, truck wash	2,500
60	<u>Supplies</u> 60-14 Maintenance Supplies  60-15 Small Tools  60-70 Central Garage	Encapsulation for snow equipment  Pliers, ratchets, air drill, hammer drill, screwdrivers, welding tips, drill bits  Wipers, shop rags, spill kits, fender covers, oil dry, etc. .... 700 Oxygen and acetylene for welding equipment ..... 1,000 Solvent and service for part cleaning and tool machine ..... 2,850 Cleaning solution - pressure washer, truck wash, floor ..... 1,500 Assorted fasteners ..... 500 Hand soap with pumice ..... 225 Fire extinguishers 5 @ \$75 ..... 375	500  3,500  7,150
64	<u>Fuel</u> 64-10 Gasoline  64-11 Diesel  64-12 Other Additives	Based on current usage  Based on current usage  Based on current usage	37,000  90,000  10,000
65	<u>Utilities</u> 65-10 Electricity  65-11 Natural Gas  65-13 Water & Sewer	All Public Works buildings  All Public Works buildings  All Public Works buildings and city-wide flower watering	36,750  18,150  3,000
69	<u>Miscellaneous Charge</u> 69-10 Miscellaneous	Emission tests, replacement keys, etc.	650
92	<u>Machinery &amp; Equipment</u> 92-20 Equipment	Software upgrade to Genesis handheld scanner ..... 1,200 Saw to cut hydraulic hoses ..... 1,500	2,700

**Capital Outlay:** Equipment includes annual diagnostic upgrade to Genesis handheld scanner (\$1,200) and a saw to cut lengths of hydraulic hose (\$1,500).

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 40 STREET LIGHTING							
SUB 0 PUBLIC WORKS							
ELEM 40 REPAIR & MAINTENANCE							
5040-550.40-31	STREETLIGHT REPAIRS	0	0	0	473	600	600
*	REPAIR & MAINTENANCE	0	0	0	473	600	600
ELEM 65 UTILITIES							
5040-550.65-10	ELECTRICITY	166,968	173,519	213,500	209,969	235,000	235,000
*	UTILITIES	166,968	173,519	213,500	209,969	235,000	235,000
**	STREET LIGHTING	166,968	173,519	213,500	210,442	235,600	235,600

**PROGRAM NAME/NUMBER**

**Street Lighting/5040**

**DESCRIPTION:** This program provides street lighting, outdoor building lighting and park lighting for City facilities that meets the Prince George's County lighting standard. Under contract with the City, PEPCO currently provides replacement of streetlights. Costs for this replacement service are paid as part of overhead expenses for electricity by the City. Conversion of streetlights to lower-wattage, higher-illumination lamps is complete.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Improve vehicular and traffic safety by providing street lighting • Report all outages to PEPCO within 2 business days	Percent of residents rating street lighting as good or better	64%	No survey	No survey	70%

**PROGRAM NAME/NUMBER**

**Street Lighting/5040**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
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 pole repair	600	
65 Utilities 65-10 Electricity	City-wide street lighting, estimated based on current usage	235,000	

**Capital Outlay:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 50 COMPOST YARD OPERATIONS							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5050-550.10-01	SALARY	1,557	947	0	0	0	0
5050-550.10-02	HOURLY	44,070	47,389	38,818	47,109	32,176	32,176
5050-550.10-03	OVERTIME	2,113	1,750	3,000	374	2,750	2,750
*	PAYROLL-WAGES	47,740	50,086	41,818	47,483	34,926	34,926
ELEM 11 FRINGE BENEFITS							
5050-550.11-10	FICA	3,632	3,778	3,170	3,592	2,651	2,651
5050-550.11-12	HEALTH INSURANCE	4,386	4,958	4,385	4,518	2,718	2,718
5050-550.11-13	DENTAL INSURANCE	206	175	163	167	57	57
5050-550.11-14	LIFE INSURANCE	147	166	138	151	109	109
5050-550.11-15	VISION INSURANCE	96	112	86	47	8	8
5050-550.11-17	457 CITY MATCH CONTRIBUTN	501	542	417	471	355	355
5050-550.11-18	RETIREMENT	3,033	2,965	2,746	2,953	2,302	2,302
5050-550.11-21	WORKERS COMPENSATION INS	5,113	2,706	2,764	3,190	2,276	2,276
5050-550.11-22	LONG TERM DISABILITY INS	191	220	179	228	164	164
*	FRINGE BENEFITS	17,305	15,622	14,048	15,317	10,640	10,640
ELEM 12 TRAVEL & TRAINING							
5050-550.12-11	TRAVEL & TRAINING	429	0	500	0	500	500
*	TRAVEL & TRAINING	429	0	500	0	500	500
ELEM 20 OVERHEAD							
5050-550.20-11	AUTOMOTIVE	11,250	11,599	12,864	12,864	13,763	13,583
*	OVERHEAD	11,250	11,599	12,864	12,864	13,763	13,583
ELEM 36 SPECIAL SERVICES							
5050-550.36-43	REGISTRATION FEES	0	286	350	0	350	350
*	SPECIAL SERVICES	0	286	350	0	350	350
ELEM 48 RENTAL							
5050-550.48-11	TOOLS & EQUIPMENT	0	400	750	400	750	750
5050-550.48-55	SCREENING EQUIPMENT	19,289	19,078	20,000	18,600	20,000	20,000
*	RENTAL	19,289	19,478	20,750	19,000	20,750	20,750
ELEM 60 SUPPLIES							
5050-550.60-10	GENERAL SUPPLIES	877	533	600	385	600	600
*	SUPPLIES	877	533	600	385	600	600
**	COMPOST YARD OPERATIONS	96,890	97,604	90,930	95,049	81,529	81,349
***	PUBLIC WORKS	3,652,284	3,726,325	4,289,399	3,765,045	4,495,062	4,587,123

**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	FY2006 ACTUAL	FY2007		FY2008 TARGET
			TARGET	ACTUAL	
1. Reduce solid waste through composting	Tons of solid waste diverted	2,326	2,400	2,682	2,400
	Dollars in tipping fees saved	\$58,157	\$60,000	\$67,047	\$60,000
2. Generate revenues from sales	Dollar value of compost-related revenues (includes sales of product, tipping fees collected and delivery charges)	\$48,775	\$42,000	\$50,301	\$45,000

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

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY05	FY06	FY07	FY08
Horticulturist	0.05	0.05	0.00	0.00
Motor Equipment Operator II	0.15	0.15	0.06	0.05
Motor Equipment Operator I+A	0.00	0.00	0.00	0.15
Motor Equipment Operator I	0.40	0.50	0.31	0.12
Lead Groundskeeper	0.53	0.43	0.43	0.43
Laborer/Driver	0.40	0.00	0.20	0.00
Budget Total	<b>1.53</b>	<b>1.13</b>	<b>1.00</b>	<b>0.75</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5050
Element/Object	Details		Total
12	<u>Travel &amp; Training</u> 12-11 Travel & Training	Staff training	500
36	<u>Special Services</u> 36-43 Registration Fees	Maryland Department of Agriculture, inspection/registration fee	350
48	<u>Rental</u> 48-11 Equipment	Vibratory roller for street millings	750
	48-55 Screening Equipment	Rental of screening equipment, 2 months @ \$10,000/month	20,000
60	<u>Supplies</u> 60-10 General Supplies	Order forms, supplies, etc.	600

**Capital Outlay: None**

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# CONTINGENCY

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
	DEPT 65 CONTINGENCY						
	DIV 10 CONTINGENCY						
	SUB 0 GENERAL GOVERNMENT						
	ELEM 85 CONTINGENCY						
6510-510.85-10	CONTINGENCY	0	13,000	17,000	0	10,000	10,000
*	CONTINGENCY	0	13,000	17,000	0	10,000	10,000
**	CONTINGENCY	0	13,000	17,000	0	10,000	10,000
***	CONTINGENCY	0	13,000	17,000	0	10,000	10,000

**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
	FY05	FY06	FY07	FY08
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

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# DEBT SERVICE

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
DEPT 90 DEBT SERVICE							
DIV 10 ADMINISTRATION							
SUB 0 DEBT SERVICE							
ELEM 70 PRINCIPAL							
9010-580.70-12	SUNTRUST BK-MSTR LEASE #1	154,207	159,524	151,152	150,934	0	0
9010-580.70-20	BANK OF AMER-CITY HALL DV	39,068	41,587	44,790	44,269	47,584	47,584
*	PRINCIPAL	193,275	201,111	195,942	195,203	47,584	47,584
ELEM 72 INTEREST							
9010-580.72-12	SUNTRUST BK-MSTR LEASE #1	13,445	8,826	2,610	2,542	0	0
9010-580.72-20	BANK OF AMER-CITY HALL DV	28,195	25,676	22,474	22,994	19,680	19,680
*	INTEREST	41,640	34,502	25,084	25,536	19,680	19,680
**	ADMINISTRATION	234,915	235,613	221,026	220,739	67,264	67,264
***	DEBT SERVICE	234,915	235,613	221,026	220,739	67,264	67,264

**PROGRAM NAME/NUMBER**

**Debt Service/9010**

**DESCRIPTION:** This program provides debt service on the \$600,000 13-year City Hall Development Refunding Note Series 2000 from Bank of America dated August 9, 2000; final payment is due July 31, 2013 (fiscal year 2014).

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2006 ACTUAL	FY2007		FY2008 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
	FY05	FY06	FY07	FY08
Budget Total	0.00	0.00	0.00	0.00

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 9010	
Element/Object	Details	Total	
70 <u>Principal</u> 70-20 Bank of America- City Hall Development Refunding Note	Blended monthly payments on 13-year note	47,584	
72 <u>Interest</u> 72-20 Bank of America- City Hall Development Refunding Note	Blended monthly payments on 13-year note	19,680	

**Capital Outlay:** None

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# INTERFUND TRANSFERS

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2008

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ADJUSTED BUDGET	FY 2007 Y-T-D ACTUAL	FY 2008 CITY MGR REQUEST	FY 2008 ADOPTED BUDGET
	DEPT 92 INTERFUND TRANSFER						
	DIV 10 ADMINISTRATION						
	SUB 0 OTHER						
	ELEM 99 INTERFUND TRANSFERS						
9210-590.99-10	OPERATING CASH TRANSFERS	785,578	780,300	2,821,048	2,821,048	977,552	992,552
*	INTERFUND TRANSFERS	785,578	780,300	2,821,048	2,821,048	977,552	992,552
**	ADMINISTRATION	785,578	780,300	2,821,048	2,821,048	977,552	992,552
***	INTERFUND TRANSFER	785,578	780,300	2,821,048	2,821,048	977,552	992,552
****	GENERAL FUND	9,516,339	9,856,148	13,226,824	12,052,983	11,719,451	11,849,538
		9,516,339	9,856,148	13,226,824	12,052,983	11,719,451	11,849,538

**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
	FY05	FY06	FY07	FY08
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	Downtown Streetlights #2 (project 083003) .....	40,000	
	Facilities Capital Reserve (project 991013) .....	25,000	
	Fire Department Capital Equipment Grants (project 012006) .....	24,000	
	Form-Based Code (project 073008) .....	15,000	
	Guardrail Replacement (project 085001) .....	20,000	
	Neighborhood Improvements (project 053008) .....	10,000	
	New Sidewalk Construction (project 083002) .....	15,000	
	Pattern Books for Neighborhoods (project 073007) .....	25,000	
	Pavement Management Plan (project 045008) .....	489,000	
	Vehicle Replacement (project 925061) .....	329,552	
			992,552

**Capital Outlay: None**

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FIVE-YEAR CAPITAL  
IMPROVEMENT  
PROGRAM

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### Capital Project Summary

Schedule of Expenditures by Project by Year								
Project Number	Project Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
043001	ATHA/Route 1 Corridor Signage	106,000	106,000					
025002	Calvert Road School Renovations	118,800		118,800				
045006	Columbia Avenue Road Improvements	238,229	238,229					
083003	Downtown Streetlights #2	246,000		80,000	83,000	83,000		
053007	Duvall Field Renovation	1,958,397		110,000	1,015,524	832,873		
991013	Facilities Capital Reserve	250,000	70,325					179,675
012006	Fire Department Capital Equipment	183,000	159,000	24,000				
073008	Form-Based Code	90,000		90,000				
073004	Future Access Intersections with U. S. Route 1	20,025,000 *		25,000	TBD	TBD	TBD	TBD
041012	Gateway Signs	84,000	27,534	56,466				
085001	Guardrail Replacement	80,000		20,000	20,000	20,000	20,000	
063002	Homeownership Grant Program	100,000	15,000	42,500	42,500			
055003	IKEA Medians	55,000		55,000				
011004	Institutional Network (I-Net)/P.E.G.	1,418,971	141,157	50,415	51,667	51,667	51,667	1,072,398
053009	Lackawanna Streetscape	275,000	40,013	234,987				
042010	Master Meter Program	350,000				133,000	123,000	94,000
053008	Neighborhood Improvements	51,363	2,211	49,152				
041003	New City Hall	7,600,000		600,000	7,000,000			
083002	New Sidewalk Construction	243,360		21,000	7,500	214,860		
041007	Old Parish House Maintenance	99,216	99,216					
073007	Pattern Books for Neighborhoods	50,000		50,000				
045008	Pavement Management Plan	2,943,500	572,000	497,500	468,500	468,500	468,500	468,500
963028	Program Open Space Acquisition Projects	546,435	2,150	275,000	269,285			
005002	Property Acquisitions	425,000	412,451		12,549			
033002	Public Parking Garage	2,169,370	2,040,485	128,885	TBD			
072001	Public Safety Phones #3	52,000		52,000				
015002	Public Works Facility Improvements	2,283,651	54,030	343,127	1,886,494			
045010	Rhode Island Avenue (Old Town) Road Improvements	490,936	62,287	428,649				
073005	Rhode Island Avenue Service Road Improvements	1,110,000		80,000	530,000	500,000		

**Capital Project Summary**

Schedule of Expenditures by Project by Year (continued)								
Project Number	Project Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
065001	Skate Spot	250,000		250,000				
035003	Trolley Trail Bank Landscaping	50,000	30,154	19,846				
073009	Trolley Trail Lights	30,000	30,000					
073006	U. S. Route 1 Improvements	120,000,000 *		TBD	TBD	TBD	TBD	TBD
925061	Vehicle Replacement Program	6,281,486	851,000	755,052	1,216,552	1,131,053	1,106,052	1,221,777
	<b>Subtotal</b>	<u>170,254,714</u>						
	LESS: Totals not allocated to specific fiscal years* (TBD)	(140,000,000)						
	<b>Total Expenditures</b>	<u>30,254,714</u>	<u>4,953,242</u>	<u>4,457,379</u>	<u>12,603,571</u>	<u>3,434,953</u>	<u>1,769,219</u>	<u>3,036,350</u>

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## Capital Project Summary

### Schedule of Expenditures by Account by Year

Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
25	Grants & Assistance	488,416	174,000	116,915	94,167	51,667	51,667	
30	Professional Services	2,591,241	535,959	1,535,914	489,168	15,700	8,000	6,500
32	Legal	198,418	114,533	83,885				
34	Contractual Services	26,658	26,658					
36	Special Services	32,226	12,626	5,600	3,500	3,500	3,500	3,500
45	Maintenance Contract	5,657	5,657					
60	Supplies	1,295	1,295					
62	Postage	13	13					
70	Debt Service	1,687,986	40,000	329,552	329,552	329,553	329,552	329,777
74	Administrative Fee	3,750	3,750					
90	Automobiles & Light Trucks	701,000	26,000	50,500	79,500	48,500	251,500	245,000
91	Medium Duty Trucks	1,163,000	125,000	175,000	237,000		276,000	350,000
91	Heavy Duty Trucks	1,725,000	700,000		400,000	200,000	200,000	225,000
92	Machinery & Equipment	2,474,229	14,831	200,000	170,500	683,000	169,000	1,236,898
94	Land	2,616,682	2,072,397	275,000	269,285			
95	Buildings, Site & Bldg. Improvemts.	13,291,705	477,445	1,123,013	10,063,399	1,428,173	20,000	179,675
96	Street Improvement	3,142,860	570,500	510,000	467,500	674,860	460,000	460,000
97	Communications Equipment	52,000		52,000				
98	Computer Equipment	52,578	52,578					
<b>Total Expenditures</b>		<u>30,254,714</u>	<u>4,953,242</u>	<u>4,457,379</u>	<u>12,603,571</u>	<u>3,434,953</u>	<u>1,769,219</u>	<u>3,036,350</u>

NOTE: Project expenditure totals without allocation to specific fiscal years are not included in this summary.

## Capital Project Summary

### Schedule of Funding Sources by Source by Year

Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
<b>City Funding:</b>							
Unrestricted C.I.P. Reserve	4,643,634	3,651,082	992,552				
Restricted C.I.P. Reserve	50,000	50,000					
Parking Enterprise Fund transfer	96,000	96,000					
Facilities Capital Reserve	45,703	45,703					
Lease Escrow-Friends Community School	118,800	118,800					
<i>Subtotal</i>	<u>4,954,137</u>	<u>3,961,585</u>	<u>992,552</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Debt Financing:</b>							
Community Legacy loan	915,000	915,000					
Proceeds-Master Lease #2	1,500,000	780,469	425,500	294,031			
<i>Subtotal</i>	<u>2,415,000</u>	<u>1,695,469</u>	<u>425,500</u>	<u>294,031</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>State Funding:</b>							
State Bond	575,000	500,000	75,000				
<i>Subtotal</i>	<u>575,000</u>	<u>500,000</u>	<u>75,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>County Funding:</b>							
Prince George's County Redevelopment Authority	26,000	26,000					
<i>Subtotal</i>	<u>26,000</u>	<u>26,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Grant Funding:</b>							
Comcast-Capital Equipt. grant	1,408,971	788,971	155,000	155,000	155,000	155,000	
Verizon-Capital Equipt. grant	10,000	10,000					
Program Open Space (POS)	1,377,925	981,925	396,000				
Transportation Enhancement Program (TEP) grant	200,000		200,000				
Community Development Block Grant (CDBG)	353,237	233,237	120,000				
Maryland Heritage Area Authority (MHAA) grant	50,500		50,500				
County Special Appropriations grant	260,000	260,000					
Recreational Trails grant	24,000	16,000	8,000				
Federal grant	800,000		800,000				
Comm. Parks & Playgrounds grant	146,000	146,000					
<i>Subtotal</i>	<u>4,630,633</u>	<u>2,436,133</u>	<u>1,729,500</u>	<u>155,000</u>	<u>155,000</u>	<u>155,000</u>	<u>0</u>

## Capital Project Summary

### Schedule of Funding Sources by Source by Year (continued)

Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
<b>Other Funding:</b>							
Downtown College Park Management Authority (DCPMA)	11,000	11,000					
Developer Contribution	1,255,907	15,000	1,240,907				
<i>Subtotal</i>	<u>1,266,907</u>	<u>26,000</u>	<u>1,240,907</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Assessment Project:</b>							
Assessment project	290,936	62,287	228,649				
<i>Subtotal</i>	<u>290,936</u>	<u>62,287</u>	<u>228,649</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Utility Reimbursement:</b>							
Prince George's County - stormwater improvements reimb.	4,000	4,000					
<i>Subtotal</i>	<u>4,000</u>	<u>4,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Funding Sources</b>	<u>14,162,613</u>	<u>8,711,474</u>	<u>4,692,108</u>	<u>449,031</u>	<u>155,000</u>	<u>155,000</u>	<u>0</u>

NOTE: Project expenditure totals without allocation to specific fiscal years are not included in this summary.

### Capital Project Summary

#### Schedule of Capital Project Fund Reserves

Project Number	Project Name	Projected Reserve Balance as of 06/30/07	Transfers to the C.I.P. provided in FY2008 Budget	Projected Reserve Balance as of 07/01/07	Planned Reserve Utilization in Fiscal Year			
					FY08	FY09	FY10	Past FY10
<b>Fund 301 - Unrestricted</b>								
043001	ATHA/Route 1 Corridor Signage	0		0				
025002	Calvert Road School Renovations	0		0				
045006	Columbia Avenue Road Improvements	0		0				
083003	Downtown Streetlights #2	0	40,000	40,000	40,000			
991013	Facilities Capital Reserve	154,675	25,000	179,675				179,675
012006	Fire Department Capital Equipment	0	24,000	24,000	24,000			
073008	Form-Based Code	75,000	15,000	90,000	90,000			
073004	Future Access Intersections with U. S. Route 1	25,000		25,000	25,000			
041012	Gateway Signs	41,466		41,466	41,466			
085001	Guardrail Replacement	0	20,000	20,000	20,000			
063002	Homeownership Grant Program	85,000		85,000	42,500	42,500		
055003	IKEA Medians	0		0				
011004	Institutional Network (I-Net)/P.E.G.	0		0				
053009	Lackawanna Streetscape	9,987		9,987	9,987			
042010	Master Meter Program	0		0				
053008	Neighborhood Improvements	39,152	10,000	49,152	49,152			
041003	New City Hall	0		0				
083002	New Sidewalk Construction	0	15,000	15,000	15,000			
041007	Old Parish House Maintenance	4,306		4,306	4,306			
073007	Pattern Books for Neighborhoods	25,000	25,000	50,000	50,000			
045008	Pavement Management Plan	0	489,000	489,000	489,000			
005002	Property Acquisitions	0		0				
033002	Public Parking Garage	0		0				
072001	Public Safety Phones #3	52,000		52,000	52,000			
015002	Public Works Facility Improvements	0		0				
045010	Rhode Island Avenue (Old Town) Road Improvements	0		0				

**Capital Project Summary**

**Schedule of Capital Project Fund Reserves (continued)**

Project Number	Project Name	Estimated Reserve Balance as of 06/30/07	Transfers to the C.I.P. provided in FY2008 Budget	Projected Reserve Balance as of 07/01/07	Planned Reserve Utilization in Fiscal Year			
					FY08	FY09	FY10	Past FY10
073005	Rhode Island Avenue Service Road Improvements	0		0				
065001	Skate Spot	0		0				
035003	Trolley Trail Bank Landscaping	19,846		19,846	19,846			
073009	Trolley Trail Lights	0		0				
073006	U. S. Route 1 Improvements	0		0				
925061	Vehicle Replacement Program	70,531	329,552	400,083	40,083			
	<b>Total Unrestricted C.I.P.</b>	<b>601,963</b>	<b>992,552</b>	<b>1,594,515</b>	<b>1,012,340</b>	<b>42,500</b>	<b>0</b>	<b>179,675</b>
<b>Fund 302 - Restricted</b>								
053007	Duvall Field Renovation	50,000		50,000	50,000			
963028	Program Open Space Acquisition Projects	0		0				
	<b>Total Restricted C.I.P.</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTALS - ALL CAPITAL PROJECT FUNDS</b>		<b>651,963</b>	<b>992,552</b>	<b>1,644,515</b>	<b>1,062,340</b>	<b>42,500</b>	<b>0</b>	<b>179,675</b>

CITY OF COLLEGE PARK, MARYLAND

Capital Projects Fund Revenues, Expenditures and Fund Equity  
Last Ten Fiscal Years

Fiscal year	Fund equity, beginning of year	Revenue					Total revenue	General government	Public services	Planning and development
		Licenses and permits	Intergovernmental grants	Investment revenue	Miscellaneous					
1997	\$ 1,334,322	\$ -	\$ 196,286	\$ -	\$ -	\$ 196,286	\$ -	\$ -	\$ -	
1998	645,720	-	122,661	-	-	122,661	-	-	-	
1999	454,988	-	100,000	-	14,424	114,424	-	-	-	
2000	605,751	-	212,573	-	12,109	224,682	-	-	-	
2001	284,750	67,113	14,918	-	152	82,183	-	-	-	
2002	(1,450)	84,597	356,145	-	118,800	559,542	18,808	-	70,429	
2003	914,350	95,531	608,426	3,988	-	707,945	13,802	21,000	40,393	
2004	1,066,586	105,042	20,395	358	-	125,795	44,879	25,000	112,360	
2005	856,005	131,090	178,245	-	-	309,335	15,781	15,000	146,790	
2006	721,261	151,245	467,902	-	21,595	640,742	17,028	123,062	195,739	

Expenditures					Other financing sources / uses			Fund equity, end of year
Public works	Community resources	Debt service	Capital outlay	Total expenditures	Proceeds from financing	Transfers in	Transfers out	
\$ -	\$ -	\$ -	\$ 1,756,180	\$ 1,756,180	\$ -	\$ 1,143,616	\$ 272,324	\$ 645,720
-	-	-	709,701	709,701	42,308	366,000	12,000	454,988
-	-	120,712	743,225	863,937	414,357	517,919	32,000	605,751
-	-	139,889	869,831	1,009,720	105,643	358,394	-	284,750
-	-	116,333	782,136	898,469	-	530,086	-	(1,450)
47,072	-	130,355	636,417	903,081	769,500	489,839	-	914,350
52,754	-	284,036	634,495	1,046,480	-	490,771	-	1,066,586
75,013	-	189,606	866,371	1,313,229	12	976,841	-	856,005
63,977	-	-	988,109	1,229,657	-	785,578	-	721,261
632,202	-	-	360,320	1,328,351	-	780,300	-	813,952

**Capital Project Summary - ATHA/Route 1 Corridor Signage**

<b>Name:</b> ATHA/Route 1 Corridor Signage	<b>First Fiscal Year Appropriated:</b>	FY04
<b>Number:</b> 043001	<b>Estimated Completion Date:</b>	FY07
<b>Department:</b> Planning, Community & Economic Development	<b>Percent Completed:</b>	95%
<b>Life:</b> 4 years	<b>Estimated Total Project Cost:</b>	\$106,000
<b>Project Manager:</b> Terry A. Schum, Director of Planning, Community & Economic Development		

**Description**

This project includes the fabrication and installation of pedestrian-oriented directional signs, interpretive signs and banners in selected locations. This project implements the Wayfinding Graphics Master Plan prepared with a federal grant for the Route 1 corridor and the Anacostia Trails Heritage Area (ATHA). This project is coordinated through the Prince George's County Redevelopment Authority.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
70-25	Principal-Community Legacy loan	40,000	40,000					
95-10	Site Improvements	66,000	66,000					
<b>Total Expenditures</b>		<u>106,000</u>	<u>106,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	40,000	40,000	0				
301	Community Legacy loan	40,000	40,000					
301	Prince George's County Redevelopment Authority	26,000	26,000					
<b>Total Funding Sources</b>		<u>106,000</u>	<u>106,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	40,000	40,000	0					
Community Legacy loan	40,000	40,000						
Prince George's County Redevelopment Authority	26,000	26,000						
Less amount expended/ encumbered thru FY07	<u>(106,000)</u>	<u>(106,000)</u>						
<b>Remaining appropriations</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

Signs are currently being installed. Project to be completed by June 2007. Excess expenditures of \$40,000, following repayment of the Community Legacy loan, were covered from the undesignated C.I.P. pool in FY2007.

Once installed under this project, signage would be maintained under Public Works program 5014, Signage. Operating budget impact, covering replacement of vandalized or stolen signs, is estimated at \$1,000.

**Capital Project Summary - Calvert Road School Renovations**

**Name:** Calvert Road School Renovations  
**Number:** 025002  
**Department:** Public Works  
**Life:** Unknown  
**Project Manager:** Joseph L. Nagro, City Manager

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

**Description**

This project would fund renovations and improvements to the Calvert Road School. Funding consists of \$118,800, the proceeds of an escrow account under the lease to Friends Community School.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
30-11	Design & Engineering	118,800		118,800				
95-10	Site Improvements	0			TBD			
<b>Total Expenditures</b>		<u>118,800</u>	<u>0</u>	<u>118,800</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	0	0	0				
301	Lease Escrow-Friends Comm. School	118,800	118,800					
301	Funding not yet determined	0			TBD			
<b>Total Funding Sources</b>		<u>118,800</u>	<u>118,800</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	0	0	0					
Lease Escrow-Friends Comm. School	118,800	118,800						
Funding not yet determined	0				TBD			
Less amount expended/ encumbered thru FY07	(0)	(0)						
<b>Remaining appropriations</b>	<u>118,800</u>	<u>118,800</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

Planned renovations have been placed on hold pending the resolution of the mixed-use development proposals for the current City Hall site. See projects 041003, New City Hall, and 033002, Public Parking Garage, for additional information. The Calvert Road School site has been chosen as the preferred location for a relocated City Hall.

The funding in this project has been allocated as a match for the \$100,000 State Bond in New City Hall (project 041003).

**Impact on Operating Budget**

The City, as lessor of this property, has certain duties to maintain the property as specified in the lease with Friends Community School. During the lease term, City maintenance funds are budgeted in General Fund program 5029, Public Works-Calvert Road School Maintenance.

Plans for this site, upon termination of the current lease, are undetermined at this time; operating budget impact is unknown at this time.

**Capital Project Summary - Columbia Avenue Road Improvements**

**Name:** Columbia Avenue Road Improvements  
**Number:** 045006  
**Department:** Public Works  
**Life:** 4 years  
**Project Manager:** Steven E. Halpern, City Engineer

**First Fiscal Year Appropriated:** FY04  
**Estimated Completion Date:** FY07  
**Percent Completed:** 99%  
**Estimated Total Project Cost:** \$238,229

**Description**

This project is funded by the City and Community Development Block Grant (CDBG) funds. Project includes rebuilding Columbia Avenue from College Avenue to Norwich Road.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
30-11	Design & Engineering	38,865	38,865					
36-10	Printing	90	90					
36-11	Classified Advertising	3,400	3,400					
36-30	Permit Fees	150	150					
95-10	Site Improvements	195,724	195,724					
<b>Total Expenditures</b>		<u>238,229</u>	<u>238,229</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	132,400	132,400					
301	Comm. Development Block Grant	150,000	150,000					
301	Prince George's County-stormwater	4,000	4,000					
<b>Total Funding Sources</b>		<u>286,400</u>	<u>286,400</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	132,400	132,400						
Comm. Development Block Grant	150,000	150,000						
Prince George's County-stormwater	4,000	4,000						
Less amount expended/ encumbered thru FY07	(238,229)	(238,229)						
<b>Remaining appropriations</b>	<u>48,171</u>	<u>48,171</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

Project will be completed by June 2007.

**Impact on Operating Budget**

As a City street, Columbia Avenue is currently maintained by the City. Once the reconstruction is complete, the roadway will be evaluated annually under the Pavement Management Plan.

The rebuilt roadway will have a 15-year life expectancy, reducing ongoing routine maintenance.

**Capital Project Summary - Downtown Streetlights #2**

<b>Name:</b> Downtown Streetlights #2	<b>First Fiscal Year Appropriated:</b>	FY08
<b>Number:</b> 083003	<b>Estimated Completion Date:</b>	FY10
<b>Department:</b> Planning, Community & Economic Development	<b>Percent Completed:</b>	0%
<b>Life:</b> 3 years	<b>Estimated Total Project Cost:</b>	\$246,000
<b>Project Manager:</b> Terry A. Schum, Director of Planning, Community & Economic Development Steven E. Halpern, City Engineer		

**Description**

This project includes installation of 23 downtown streetlights to match existing streetlights recently installed under the Downtown Streetlights #1 C.I.P. project. Lights would be installed on both sides of the 4500 block of College Avenue, on U. S. Route 1 in front of Maryland Book Exchange, and on the west side of U. S. Route 1 between the UM South Gate and Lehigh Road.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
30-11	Design & Engineering	30,000		30,000				
36-10	Printing	0		0				
36-11	Classified Advertising	2,100		2,100				
95-10	Site Improvements	213,900		47,900	83,000	83,000		
<b>Total Expenditures</b>		<u>246,000</u>	<u>0</u>	<u>80,000</u>	<u>83,000</u>	<u>83,000</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	40,000		40,000				
301	MD Heritage Area Auth. grant	40,000		40,000				
301	Funding not yet determined	166,000			83,000	83,000		
<b>Total Funding Sources</b>		<u>246,000</u>	<u>0</u>	<u>80,000</u>	<u>83,000</u>	<u>83,000</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	40,000		40,000					
MD Heritage Area Auth. grant	40,000		40,000					
Funding not yet determined	166,000				83,000	83,000		
Less amount expended/ encumbered thru FY07	(0)	(0)						
<b>Remaining appropriations</b>	<u>492,000</u>	<u>0</u>	<u>80,000</u>	<u>83,000</u>	<u>83,000</u>	<u>83,000</u>	<u>0</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

The FY08 Maryland Heritage Area Authority (MHAA) grant requires a \$40,000 City match.

To be determined

**Capital Project Summary - Duvall Field Renovation**

<b>Name:</b> Duvall Field Renovation	<b>First Fiscal Year Appropriated:</b> FY06
<b>Number:</b> 053007	<b>Estimated Completion Date:</b> FY10
<b>Department:</b> Planning, Community & Economic Development	<b>Percent Completed:</b> 30%
<b>Life:</b> 4 years	<b>Estimated Total Project Cost:</b> \$1,958,397
<b>Project Managers:</b> Terry A. Schum, Director of Planning, Community & Economic Development Brenda L. Alexander, Deputy Director of Public Works Steven E. Halpern, City Engineer	

**Description**

This project provides for a comprehensive renovation of this multi-use recreational facility to address deferred maintenance, field rejuvenation, equipment storage, spectator seating, parking, access issues and other amenities.

This project will be constructed in phases:

Phase 1: Field renovation; perimeter walking trail with fitness stations; lighting, fencing, signage, landscaping upgrades; additional restroom facilities; estimated cost \$1,108,800

Phase 2: New concession building with restroom facilities and storage area, spectator seating, parking improvements; estimated cost \$849,597

**Schedule of Expenditures**

[302-8020-575-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
30-11	Design & Engineering	110,000		110,000				
30-35	Construction Management	14,000			6,300	7,700		
95-10	Site Improvements	1,834,397			1,009,224	825,173		
<b>Total Expenditures</b>		<u>1,958,397</u>	<u>0</u>	<u>110,000</u>	<u>1,015,524</u>	<u>832,873</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
302	Restricted C.I.P. Reserve	50,000	50,000					
302	Program Open Space (POS)	831,490	633,490	198,000				
302	Comm. Parks & Playgrounds grant	146,000	146,000					
302	Developer Contribution	855,907		855,907				
302	State Bond	75,000		75,000				
<b>Total Funding Sources</b>		<u>1,958,397</u>	<u>829,490</u>	<u>1,128,907</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Restricted C.I.P. Reserve	50,000	50,000	0					
Program Open Space (POS)	831,490	633,490	198,000					
Comm. Parks & Playgrounds grant	146,000	146,000						
Developer Contribution	855,907	0	855,907					
State Bond	75,000		75,000					
Less amount expended/ encumbered thru FY07	(0)	(0)						
<b>Remaining appropriations</b>	<u>1,958,397</u>	<u>829,490</u>	<u>1,128,907</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

An RFP for design consultant is being advertised; anticipate contract award by June 2007. Funding for construction is contingent upon receipt of development funds from Greenbelt Station agreement. The Community Parks & Playgrounds grant is for the fitness trail and additional restroom facilities.

Program Open Space (POS) funding requires a match, allocated from developer contribution: FY04 \$7,397, FY05 \$51,874, FY06 \$35,426, FY07 \$106,466. FY08 POS funding uses City funds (Restricted C.I.P. Reserve) for the \$50,000 match. State Bond requires a \$75,000 match, allocated from developer contribution. Community Parks & Playgrounds grant does not require a match.

**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**

<b>Name:</b> Facilities Capital Reserve	<b>First Fiscal Year Appropriated:</b>	FY99
<b>Number:</b> 991013	<b>Estimated Completion Date:</b>	Ongoing
<b>Department:</b> Finance	<b>Percent Completed:</b>	Ongoing
<b>Life:</b> Ongoing	<b>Estimated Total Project Cost:</b>	Ongoing
<b>Project Manager:</b> Stephen Groh, Director of Finance		

**Description**

This project was established in FY1999 to provide funding for future expenditures relating to major maintenance and repairs of City-owned buildings, including City Hall, Public Services, Community Resources, 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 FY2000. In FY2005, a transfer of \$34,030 from this project to Public Works Facility Improvements (project 015002) funds preliminary conceptual design for a new facility. In FY2007, a transfer of \$11,673 from this project to Old Parish House Maintenance (project 041007) funds ADA improvements.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
95-20	Building Improvements	250,000	70,325					179,675
<b>Total Expenditures</b>		<u>250,000</u>	<u>70,325</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>179,675</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	250,000	225,000	25,000				
<b>Total Funding Sources</b>		<u>250,000</u>	<u>225,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	250,000	225,000	25,000				
Less amount expended/ encumbered thru FY07	(70,325)	(70,325)					
<b>Remaining appropriation</b>	<u>179,675</u>	<u>154,675</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

As this project funds major repairs and renovations, no operating budget impact would be generated by this project.

**Capital Project Summary - Fire Department Capital Equipment**

<b>Name:</b> Fire Department Capital Equipment	<b>First Fiscal Year Appropriated:</b>	FY01
<b>Number:</b> 012006	<b>Estimated Completion Date:</b>	Ongoing
<b>Department:</b> Public Services	<b>Percent Completed:</b>	Ongoing
<b>Life:</b> Ongoing	<b>Estimated Total Project Cost:</b>	Ongoing
<b>Project Manager:</b> Robert W. Ryan, Director of Public Services		
Stephen Groh, Director of Finance		

**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 FY2008, grant awards are limited to \$8,000 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-]								
<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>Past FY11</u>
25-40	Fire Dept. Capital Equipt. Grants	183,000	159,000	24,000				
<b>Total Expenditures</b>		<u>183,000</u>	<u>159,000</u>	<u>24,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

<u>Fund</u>	<u>Source Name</u>	<u>Total</u>	<u>Thru FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>Past FY11</u>
301	Unrestricted C.I.P. Reserve	183,000	159,000	24,000				
<b>Total Funding Sources</b>		<u>183,000</u>	<u>159,000</u>	<u>24,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	183,000	159,000	24,000					
Less amount expended/ encumbered thru FY07	(159,000)	(159,000)						
<b>Remaining appropriations</b>	<u>24,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

All prior year grants have been awarded 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 - Form-Based Code**

<b>Name:</b> Form-Based Code	<b>First Fiscal Year Appropriated:</b> FY07
<b>Number:</b> 073008	<b>Estimated Completion Date:</b> FY08
<b>Department:</b> Planning, Community & Economic Development	<b>Percent Completed:</b> 0%
<b>Life:</b> 1 year	<b>Estimated Total Project Cost:</b> \$90,000
<b>Project Manager:</b> Terry A. Schum, Director of Planning, Community & Economic Development	

**Description**

This project will engage the services of a consultant to lead a revisioning process within the U. S. Route 1 Development District Overlay Zone (DDOZ). The product should be a redevelopment plan that can be implemented through Prince George's County's planned Route 1 Sector Plan amendment.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
30-15	Consulting	90,000		90,000				
<b>Total Expenditures</b>		<u>90,000</u>	<u>0</u>	<u>90,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	90,000	75,000	15,000				
<b>Total Funding Sources</b>		<u>90,000</u>	<u>75,000</u>	<u>15,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	90,000	75,000	15,000				
Less amount expended/ encumbered thru FY07	(0)	(0)					
<b>Remaining appropriations</b>	<u>90,000</u>	<u>75,000</u>	<u>15,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

An FY2007 budget amendment transferred \$75,000 in operating budget funding to this project.

No operating budget impact as this is a planning initiative.

**Capital Project Summary - Future Access Intersections with U. S. Route 1**

<b>Name:</b> Future Access Intersections with U. S. Route 1	<b>First Fiscal Year Appropriated:</b> FY07
<b>Number:</b> 073004	<b>Estimated Completion Date:</b> Ongoing
<b>Department:</b> Planning, Community & Economic Development	<b>Percent Completed:</b> 0%
<b>Life:</b> Ongoing	<b>Estimated Total Project Cost:</b> \$20,025,000
<b>Project Manager:</b> Terry A. Schum, Director of Planning, Community & Economic Development Steven E. Halpern, City Engineer	

**Description**

This project acquires property needed and constructs new local streets on the west side of U. S. Route 1 at proposed new signalized intersections. Proposed new streets include Hollywood Road, Pontiac Street, Navahoe Street and the relocation of Cherokee Street on the west side of Route 1 to align with existing Cherokee Street on the east side of Route 1. This project will provide safe access for new development as it occurs along the Route 1 corridor. Cost of projects will be borne by the development community.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
32	Legal	25,000		25,000				
30-35	Construction Management	0		TBD	TBD	TBD	TBD	TBD
95-10	Site Improvements	20,000,000		TBD	TBD	TBD	TBD	TBD
<b>Total Expenditures</b>		<u>20,025,000</u>	<u>0</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	25,000	25,000					
301	Developer Contribution	0		TBD	TBD	TBD	TBD	TBD
<b>Total Funding Sources</b>		<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	25,000	25,000						
Developer Contribution	0			TBD	TBD	TBD	TBD	TBD
Less amount expended/ encumbered thru FY07	0	0						
<b>Remaining appropriations</b>	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

\$500,000 will be placed in escrow for the construction of Hollywood Road by the developer of Mazza Grand Marc Apartments. These roads will be constructed as needed when development occurs.

**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 - Gateway Signs**

<b>Name:</b> Gateway Signs	<b>First Fiscal Year Appropriated:</b>	FY04
<b>Number:</b> 041012	<b>Estimated Completion Date:</b>	FY08
<b>Department:</b> Administration	<b>Percent Completed:</b>	50%
<b>Life:</b> 4 years	<b>Estimated Total Project Cost:</b>	\$84,000
<b>Project Manager:</b> Terry A. Schum, Director of Planning, Community & Economic Development		

**Description**

This project provides for the design and installation of 1 gateway sign and 10 pole-mounted signs at entrance points to the City.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
30-11	Design & Engineering	27,534	27,534					
95-10	Site Improvements	56,466		56,466				
<b>Total Expenditures</b>		<u>84,000</u>	<u>27,534</u>	<u>56,466</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	69,000	69,000	0				
301	Developer Contribution	15,000	15,000					
<b>Total Funding Sources</b>		<u>84,000</u>	<u>84,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	69,000	69,000	0					
Developer Contribution	15,000	15,000						
Less amount expended/ encumbered thru FY07	(27,534)	(27,534)						
<b>Remaining appropriations</b>	<u>56,466</u>	<u>56,466</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

Permit applications have been filed with State Highway Administration (SHA) for sign installation in their right-of-way. Installation is pending.

**Impact on Operating Budget**

Maintenance to be performed by Public Works. Operating budget impact, covering replacement of vandalized signs, is estimated at \$1,700.

**Capital Project Summary - Guardrail Replacement**

<b>Name:</b> Guardrail Replacement	<b>First Fiscal Year Appropriated:</b>	FY08
<b>Number:</b> 085001	<b>Estimated Completion Date:</b>	Ongoing
<b>Department:</b> Public Works	<b>Percent Completed:</b>	0%
<b>Life:</b> Ongoing	<b>Estimated Total Project Cost:</b>	\$80,000
<b>Project Manager:</b> Robert T. Stumpff, Director of Public Works		

**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 FY07	FY08	FY09	FY10	FY11	Past FY11
95-10	Site Improvements	80,000		20,000	20,000	20,000	20,000	
<b>Total Expenditures</b>		<u>80,000</u>	<u>0</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	20,000		20,000				
301	Funding not yet determined	60,000			20,000	20,000	20,000	
<b>Total Funding Sources</b>		<u>80,000</u>	<u>0</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	20,000		20,000					
Funding not yet determined	60,000				20,000	20,000	20,000	
Less amount expended/ encumbered thru FY07	(0)	(0)						
<b>Remaining appropriations</b>	<u>80,000</u>	<u>0</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

FY08 funding should cover metal guardrails at approximately 6-7 locations.

Reduce maintenance costs on deteriorating guardrails, specifically at Narragansett Parkway (which has wood guardrails).

**Capital Project Summary - Homeownership Grant Program**

<b>Name:</b> Homeownership Grant Program	<b>First Fiscal Year Appropriated:</b> FY06
<b>Number:</b> 063002	<b>Estimated Completion Date:</b> Ongoing
<b>Department:</b> Planning, Community & Economic Development	<b>Percent Completed:</b> Ongoing
<b>Life:</b> Ongoing	<b>Estimated Total Project Cost:</b> Ongoing
<b>Project Manager:</b> Dorothy Friedman, Planner	

**Description**

Initiated in FY2006, this project provides home ownership grants to police officers, City employees and persons purchasing former rental in the City. Grants of either \$5,000 or \$7,500, depending upon eligibility, are provided at settlement for a 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 owned-occupied during the 5 years, a prorated portion of the grant must be repaid.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
25-34	Homeownership Grants	100,000	15,000	42,500	42,500			
<b>Total Expenditures</b>		<u>100,000</u>	<u>15,000</u>	<u>42,500</u>	<u>42,500</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	100,000	100,000	0				
<b>Total Funding Sources</b>		<u>100,000</u>	<u>100,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	100,000	100,000	0					
Less amount expended/ encumbered thru FY07	(0)	(0)						
<b>Remaining appropriations</b>	<u>100,000</u>	<u>100,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

To date, 5 grants have been awarded. Marketing to real estate agents and major employers continues.

No operating budget impact

**Capital Project Summary - IKEA Medians**

<b>Name:</b> IKEA Medians	<b>First Fiscal Year Appropriated:</b>	FY05
<b>Number:</b> 055003	<b>Estimated Completion Date:</b>	FY08
<b>Department:</b> Public Works	<b>Percent Completed:</b>	0%
<b>Life:</b> 3 years	<b>Estimated Total Project Cost:</b>	\$55,000
<b>Project Manager:</b> Brenda L. Alexander, Deputy Director of Public Works Jan Van Zutphen, City Horticulturist		

**Description**

This project provides funding for landscaping of a Route 1 median adjacent to the Route 1 IKEA entrance, included as part of the annexation agreement for the IKEA parcel. A draft landscaping plan was recorded with the annexation agreement. The plan and any revisions will have to be approved by the State Highway Administration (SHA) before installation can commence.

FY2005 City funding of \$55,000 has been replaced by a developer contribution of \$55,000.

**Schedule of Expenditures**

[301-8010-570-]								
<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>Past FY11</u>
95-10	Site Improvements	55,000		55,000				
<b>Total Expenditures</b>		<u>55,000</u>	<u>0</u>	<u>55,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

<u>Fund</u>	<u>Source Name</u>	<u>Total</u>	<u>Thru FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>Past FY11</u>
301	Unrestricted C.I.P. Reserve	0	0	0				
301	Developer Contribution	55,000		55,000				
<b>Total Funding Sources</b>		<u>55,000</u>	<u>0</u>	<u>55,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	0	0	0					
Developer Contribution	55,000		55,000					
Less amount expended/ encumbered thru FY07	(0)	(0)						
<b>Remaining appropriations</b>	<u>55,000</u>	<u>0</u>	<u>55,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

Original landscape plan was rejected by SHA; new plan will be submitted to SHA in summer 2007. Project to be bid and constructed in fall 2007.

**Impact on Operating Budget**

Once median landscaping is completed by the City and accepted by State Highway Administration (SHA), future maintenance will be performed by the City in accordance with the IKEA property annexation agreement.

New landscaping plantings (seasonal flower rotations, weeding, mulching) are estimated to cost an additional \$2,500 annually.

**Capital Project Summary - Institutional Network (I-Net)/P.E.G.**

<b>Name:</b> Institutional Network (I-Net)/P.E.G.	<b>First Fiscal Year Appropriated:</b>	FY01
<b>Number:</b> 011004	<b>Estimated Completion Date:</b>	Ongoing
<b>Department:</b> Finance	<b>Percent Completed:</b>	Ongoing
<b>Life:</b> Ongoing	<b>Estimated Total Project Cost:</b>	Ongoing
<b>Project Managers:</b> 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.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
25-37	I-Net Contribution	205,416	0	50,415	51,667	51,667	51,667	Unknown
30-14	Management Support	40,539	40,539					
34-73	Cabling	26,658	26,658					
45-11	Computer Hardware Maintenance	5,657	5,657					
60-20	Computer Supplies	894	894					
92	Equipment	1,072,398						1,072,398
92-50	Video Equipment	10,820	10,820					
92-60	Audio Equipment	4,011	4,011					
98-10	Computer Hardware	50,864	50,864					
98-20	Computer Software	1,714	1,714					
<b>Total Expenditures</b>		<u>1,418,971</u>	<u>141,157</u>	<u>50,415</u>	<u>51,667</u>	<u>51,667</u>	<u>51,667</u>	<u>1,072,398</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	0	0	0				
301	Comcast-Capital Equipment grant	1,408,971	788,971	155,000	155,000	155,000	155,000	Unknown
301	Verizon-Capital Equipment grant	10,000	10,000					
<b>Total Funding Sources</b>		<u>1,418,971</u>	<u>798,971</u>	<u>155,000</u>	<u>155,000</u>	<u>155,000</u>	<u>155,000</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	0	0	0					
Comcast-Capital Equipment grant	1,408,971	788,971	155,000	155,000	155,000	155,000	155,000	Unknown
Verizon-Capital Equipment grant	10,000	10,000						
Less amount expended/ encumbered thru FY07	(141,157)	(141,157)						
<b>Remaining appropriations</b>	<u>1,277,814</u>	<u>657,814</u>	<u>155,000</u>	<u>155,000</u>	<u>155,000</u>	<u>155,000</u>	<u>155,000</u>	<u>0</u>

**Status**

Future use of P.E.G. funds is undetermined at this time.

Beginning in FY08, the City will pay 1/3 of its 3% capital equipment grant to the Prince George's I-Net, according to the terms of the I-Net governance agreement adopted by Mayor & Council. The accumulated funds from all I-Net members will cover purchase and maintenance of shared equipment at Comcast hub sites throughout Prince George's County.

**Impact on Operating Budget**

Upgrades to or replacement of audio/visual equipment would reduce current maintenance requirements. I-Net equipment is maintained by Information Systems staff (General Fund, program 1024). No operating budget impact is anticipated.

**Capital Project Summary - Lackawanna Streetscape**

<b>Name:</b> Lackawanna Streetscape	<b>First Fiscal Year Appropriated:</b> FY05
<b>Number:</b> 053009	<b>Estimated Completion Date:</b> FY08
<b>Department:</b> Planning, Community & Economic Development	<b>Percent Completed:</b> 15%
<b>Life:</b> 3 years	<b>Estimated Total Project Cost:</b> \$275,000
<b>Project Manager:</b> Terry A. Schum, Director of Planning, Community & Economic Development Steven E. Halpern, City Engineer	

**Description**

This project funds streetscape improvements on Lackawanna Street from Narragansett Parkway to 53rd Avenue. Scope includes street lighting, landscaping, enhanced sidewalks and Metro gateway feature.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
30-11	Design & Engineering	40,000	40,000					
30-35	Construction Management	14,987		14,987				
62-10	Postage	13	13					
95-10	Site Improvements	220,000		220,000				
<b>Total Expenditures</b>		<u>275,000</u>	<u>40,013</u>	<u>234,987</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	50,000	50,000					
301	County Special Apprpr. Grant	10,000	10,000					
301	Developer Contribution	215,000		215,000				
<b>Total Funding Sources</b>		<u>275,000</u>	<u>60,000</u>	<u>215,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	50,000	50,000						
County Special Apprpr. Grant	10,000	10,000						
Developer Contribution	215,000			215,000				
Less amount expended/ encumbered thru FY07	(0)	(0)						
<b>Remaining appropriations</b>	<u>275,000</u>	<u>60,000</u>	<u>215,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

Design contract has been awarded. Funding for construction is contingent upon receipt of Greenbelt Station developer contribution.

**Impact on Operating Budget**

Once completed, new sidewalks will be evaluated annually under the Pavement Management Plan. New landscaping will be maintained by existing Public Works crews. Utility costs for additional streetlights are estimated at \$100 per light; number of new lights has yet to be determined.

**Capital Project Summary - Master Meter Program**

<b>Name:</b> Master Meter Program	<b>First Fiscal Year Appropriated:</b>	N/A
<b>Number:</b> 042010	<b>Estimated Completion Date:</b>	FY12
<b>Department:</b> Public Services	<b>Percent Completed:</b>	0%
<b>Life:</b> 8 years	<b>Estimated Total Project Cost:</b>	\$350,000
<b>Project Manager:</b> James C. Miller, Parking Enforcement Manager		

**Description**

Revitalization of downtown metered parking areas in an effort to provide for current and future parking demands, through replacement of existing parking meters with mixed-use parking devices, to include "Pay and Display" and/or "Multi-Space" parking meters. Details and timing of this project are undetermined at this time, but would be coordinated with proposed publicly-accessible parking upgrades in the downtown area (public parking garage or increased publicly-accessible parking as part of a mixed-use development).

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
30-35	Construction Management	7,500				3,000	3,000	1,500
92-10	Machinery	342,500				130,000	120,000	92,500
<b>Total Expenditures</b>		<u>350,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>133,000</u>	<u>123,000</u>	<u>94,000</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	0	0	0				
301	Funding not yet determined	350,000				133,000	123,000	94,000
<b>Total Funding Sources</b>		<u>350,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>133,000</u>	<u>123,000</u>	<u>94,000</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	0	0	0					
Funding not yet determined	350,000					133,000	123,000	94,000
Less amount expended/ encumbered thru FY07	(0)	(0)						
<b>Remaining appropriations</b>	<u>350,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>133,000</u>	<u>123,000</u>	<u>94,000</u>

**Status**

This project is deferred until the proposed downtown public parking garage is completed.

**Impact on Operating Budget**

Maintenance of existing meters and poles are budgeted in Public Services-Parking Enforcement, program 2011 in the General Fund. Replacement of existing meters with new mixed-use devices is expected to reduce future maintenance requirements.

As the scope of this project has not yet been determined, operating budget impact is unknown at this time.

**Capital Project Summary - Neighborhood Improvements**

<b>Name:</b> Neighborhood Improvements	<b>First Fiscal Year Appropriated:</b> FY05
<b>Number:</b> 053008	<b>Estimated Completion Date:</b> Ongoing
<b>Department:</b> Planning, Community & Economic Development	<b>Percent Completed:</b> Ongoing
<b>Life:</b> Ongoing	<b>Estimated Total Project Cost:</b> \$51,363
<b>Project Manager:</b> Terry A. Schum, Director of Planning, Community, & Economic Development	

**Description**

This project provides funding for design and construction for various neighborhood improvement projects in conjunction with the neighborhood planning initiative. The neighborhoods of North College Park are currently working with the Planning Department to prepare neighborhood plans. Neighborhood planning will begin in Berwyn in FY2008.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
95-10	Site Improvements	51,363	2,211	49,152				
<b>Total Expenditures</b>		<u>51,363</u>	<u>2,211</u>	<u>49,152</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	51,363	41,363	10,000				
<b>Total Funding Sources</b>		<u>51,363</u>	<u>41,363</u>	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	51,363	41,363	10,000				
Less amount expended/ encumbered thru FY07	(2,211)	(2,211)					
<b>Remaining appropriations</b>	<u>49,152</u>	<u>39,152</u>	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

Neighborhood gateway signs and community wayfinding signs are currently being designed.

**Impact on Operating Budget**

No operating budget impact as this is a planning initiative. The results of this process may promote additional C.I.P. projects in the future.

**Capital Project Summary - New City Hall**

<b>Name:</b> New City Hall	<b>First Fiscal Year Appropriated:</b>	N/A
<b>Number:</b> 041003	<b>Estimated Completion Date:</b>	FY10
<b>Department:</b> Administration	<b>Percent Completed:</b>	0%
<b>Life:</b> 6 years	<b>Estimated Total Project Cost:</b>	\$7,600,000
<b>Project Manager:</b> Joseph L. Nagro, City Manager		

**Description**

This project includes the possible sale of the City Hall property for a mixed-use development including publicly-accessible parking, and relocation of City Hall to the Calvert Road School site. A development consultant is assisting Mayor & Council with the complex development and financing alternatives presented. A variety of financing mechanisms are under consideration.

The \$118,800 funding in Calvert Road School Renovations (project 025002) has been allocated as a match for the \$100,000 State Bond in this project.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
30-11	Design & Engineering	600,000		600,000				
30-35	Construction Management	150,000			150,000			
95-20	Buildings	6,850,000			6,850,000			
	<b>Total Expenditures</b>	<u>7,600,000</u>	<u>0</u>	<u>600,000</u>	<u>7,000,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	0	0	0				
301	State Bond	500,000	500,000					
301	Funding not yet determined	7,100,000			7,100,000			
	<b>Total Funding Sources</b>	<u>7,600,000</u>	<u>500,000</u>	<u>0</u>	<u>7,100,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	0	0	0					
State Bond	500,000	500,000						
Funding not yet determined	7,100,000				7,100,000			
Less amount expended/ encumbered thru FY07	(0)	(0)						
<b>Remaining appropriations</b>	<u>7,600,000</u>	<u>500,000</u>	<u>0</u>	<u>7,100,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

Plans for this project are tentative at this time. State Bond requires a \$500,000 City match.

**Impact on Operating Budget**

Project has not yet been designed; operating budget impact is unknown at this time.

**Capital Project Summary - New Sidewalk Construction**

<b>Name:</b> New Sidewalk Construction	<b>First Fiscal Year Appropriated:</b>	FY08
<b>Number:</b> 083002	<b>Estimated Completion Date:</b>	FY10
<b>Department:</b> Planning, Community & Economic Development	<b>Percent Completed:</b>	0%
<b>Life:</b> 3 years	<b>Estimated Total Project Cost:</b>	\$243,360
<b>Project Manager:</b> Terry A. Schum, Director of Planning, Community & Economic Development Steven E. Halpern, City Engineer		

**Description**

This project would construct new sidewalks, phased over 3 years based on funding availability. Projected costs and proposed locations are:

FY08	Old Parish House - south side of Knox Road and west side of Dartmouth Avenue	21,000	
FY09	North side of Berwyn Road from U. S. Route 1 to 48th Avenue	7,500	
FY10	North College Park to include the following, in order:		
	Edgewood Road	19,000	
	Cherokee Street	21,000	
	Muskogee Street from Rhode Island Avenue to 49th Avenue	14,000	
	Hollywood Road	91,000	
	Fox Street	69,860	214,860
	<b>Total</b>		<u>243,360</u>

The sites in North College Park were identified by the community as part of the Neighborhood Improvements C.I.P. project. Projected cost estimate do not include any possible streetlight relocations.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
96-10	Concrete	243,360		21,000	7,500	214,860		
	<b>Total Expenditures</b>	<u>243,360</u>	<u>0</u>	<u>21,000</u>	<u>7,500</u>	<u>214,860</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	15,000		15,000				
301	MD Heritage Area Auth. grant	10,500		10,500				
301	Funding not yet determined	217,860			3,000	214,860		
	<b>Total Funding Sources</b>	<u>243,360</u>	<u>0</u>	<u>25,500</u>	<u>3,000</u>	<u>214,860</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	15,000		15,000					
MD Heritage Area Auth. grant	10,500		10,500					
Funding not yet determined	217,860				3,000	214,860		
Less amount expended/ encumbered thru FY07	(0)	(0)						
<b>Remaining appropriations</b>	<u>243,360</u>	<u>0</u>	<u>25,500</u>	<u>3,000</u>	<u>214,860</u>	<u>0</u>	<u>0</u>	

**Status**

**Impact on Operating Budget**

The FY08 Maryland Heritage Area Authority (MHAA) grant requires a \$10,500 City match.

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

**Capital Project Summary - Old Parish House Maintenance**

**Name:** Old Parish House Maintenance  
**Number:** 041007  
**Department:** Administration  
**Life:** 3 years  
**Project Manager:** Steven E. Halpern, City Engineer

**First Fiscal Year Appropriated:** FY04  
**Estimated Completion Date:** FY07  
**Percent Completed:** 75%  
**Estimated Total Project Cost:** \$99,216

**Description**

This project would fund improvements to the Old Parish House in order to address compliance with the Americans with Disabilities Act (ADA), including the following issues:

1. Construction of a wheelchair ramp to access the building
2. Renovation of 1 of the existing 2 bathrooms to be ADA-compliant
3. Minor kitchen remodeling to accommodate new ADA access

**Schedule of Expenditures**

[301-8010-570-]

Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
30-11	Design & Engineering	16,652	16,652					
36-10	Printing	111	111					
36-11	Classified Advertising	2,259	2,259					
95-20	Building Improvements	80,194	80,194					
<b>Total Expenditures</b>		<u>99,216</u>	<u>99,216</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	4,306	4,306	0				
301	Comm. Development Block Grant	83,237	83,237					
301	Facilities Capital Reserve	11,673	11,673					
<b>Total Funding Sources</b>		<u>99,216</u>	<u>99,216</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	4,306	4,306	0					
Comm. Development Block Grant	83,237	83,237						
Facilities Capital Reserve	11,673	11,673	0					
Less amount expended/ encumbered thru FY07	<u>(99,216)</u>	<u>(99,216)</u>						
<b>Remaining appropriations</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

Construction is scheduled for spring 2007.  
  
 Excess expenditures (estimated at \$4,306) will be covered from the undesignated C.I.P. pool at the completion of the project.

**Impact on Operating Budget**

As this building is currently maintained by City staff (Public Works program 5028, Building Maintenance), any renovations to this building would likely generate a reduced maintenance requirement.

**Capital Project Summary - Pattern Books for Neighborhoods**

<b>Name:</b> Pattern Books for Neighborhoods	<b>First Fiscal Year Appropriated:</b>	FY07
<b>Number:</b> 073007	<b>Estimated Completion Date:</b>	FY08
<b>Department:</b> Planning, Community & Economic Development	<b>Percent Completed:</b>	0%
<b>Life:</b> 1 year	<b>Estimated Total Project Cost:</b>	\$50,000
<b>Project Manager:</b> Terry A. Schum, Director of Planning, Community & Economic Development		

**Description**

This is an ongoing project in conjunction with the neighborhood planning process. Publications will be prepared by a design consultant to provide design recommendations and guidelines for common home improvement projects such as enclosing a carport, adding a front porch or deck, building a new addition or raising the roof for a second story. Representative housing types for each neighborhood will be selected and specific recommendations will be illustrated to help homeowners plan their projects in a manner compatible with the neighborhood.

**Schedule of Expenditures**

[301-8010-570-]								
<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>Past FY11</u>
30-15	Consulting	50,000		50,000				
<b>Total Expenditures</b>		<u>50,000</u>	<u>0</u>	<u>50,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

<u>Fund</u>	<u>Source Name</u>	<u>Total</u>	<u>Thru FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>Past FY11</u>
301	Unrestricted C.I.P. Reserve	50,000	25,000	25,000				
<b>Total Funding Sources</b>		<u>50,000</u>	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	50,000	25,000	25,000					
Less amount expended/ encumbered thru FY07	(0)	(0)						
<b>Remaining appropriations</b>	<u>50,000</u>	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

An FY2007 budget amendment transferred \$25,000 in operating budget funding to this project.

No operating budget impact as this is a planning initiative.

A Request for Qualifications (RFQ) is being drafted to hire a design consultant.

**Capital Project Summary - Pavement Management Plan**

<b>Name:</b> Pavement Management Plan	<b>First Fiscal Year Appropriated:</b>	FY04
<b>Number:</b> 045008	<b>Estimated Completion Date:</b>	Ongoing
<b>Department:</b> Public Works	<b>Percent Completed:</b>	Ongoing
<b>Life:</b> Ongoing	<b>Estimated Total Project Cost:</b>	Ongoing
<b>Project Manager:</b> Steven E. Halpern, City Engineer		

**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. This project was previously budgeted in the General Fund, Public Works-Street Maintenance, program 5015. Approval of the C.I.P. as part of the adopted budget ordinance reflects implementation of the FY2008 Pavement Management Plan as presented to Mayor & Council.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
30-35	Construction Management	25,000	0	5,000	5,000	5,000	5,000	5,000
36-10	Printing	9,000	1,500	1,500	1,500	1,500	1,500	1,500
36-11	Classified Advertising	10,000	0	2,000	2,000	2,000	2,000	2,000
96-10	Concrete	1,170,000	170,000	200,000	200,000	200,000	200,000	200,000
96-20	Pavement	1,729,500	400,500	289,000	260,000	260,000	260,000	260,000
<b>Total Expenditures</b>		<u>2,943,500</u>	<u>572,000</u>	<u>497,500</u>	<u>468,500</u>	<u>468,500</u>	<u>468,500</u>	<u>468,500</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	1,029,500	540,500	489,000				
301	Utility Reimbursements	0	0					
301	Funding not yet determined	1,914,000			508,500	468,500	468,500	468,500
<b>Total Funding Sources</b>		<u>2,943,500</u>	<u>540,500</u>	<u>489,000</u>	<u>508,500</u>	<u>468,500</u>	<u>468,500</u>	<u>468,500</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	1,029,500	540,500	489,000					
Utility Reimbursements	0	0						
Funding not yet determined	1,914,000				508,500	468,500	468,500	468,500
Less amount expended/ encumbered in FY07	(572,000)	(572,000)						
<b>Remaining appropriations</b>	<u>2,371,500</u>	<u>(31,500)</u>	<u>489,000</u>	<u>508,500</u>	<u>468,500</u>	<u>468,500</u>	<u>468,500</u>	<u>468,500</u>

**Status**

Duke Street, 49th Avenue, Delaware Street, Creighton Drive, Knoxville Drive and Harvard Road are included in the FY2008 Pavement Management Plan. Concrete work is scheduled for July 2007; asphalt work is scheduled for September 2007.

The FY2008 Pavement Management Plan includes up to 10 traffic-calming devices.

**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**

<b>Name:</b> Program Open Space Acquisition Projects	<b>First Fiscal Year Appropriated:</b>	FY96
<b>Number:</b> 963028	<b>Estimated Completion Date:</b>	Ongoing
<b>Department:</b> Planning, Community & Economic Development	<b>Percent Completed:</b>	Ongoing
<b>Life:</b> Ongoing	<b>Estimated Total Project Cost:</b>	Ongoing
<b>Project Manager:</b> Terry A. Schum, Director of Planning, Community & Economic Development		

**Description**

Each year, the City receives an allocation of Program Open Space funds from the State of Maryland for the acquisition of property for recreational or open space purposes to be determined.

**Schedule of Expenditures**

[302-8020-575-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
30-16	Appraisals	2,150	2,150					
94-10	Land	544,285		275,000	269,285			
<b>Total Expenditures</b>		<u>546,435</u>	<u>2,150</u>	<u>275,000</u>	<u>269,285</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
302	Restricted C.I.P. Reserve	0	0	0				
302	Program Open Space (POS)	546,435	348,435	198,000				
<b>Total Funding Sources</b>		<u>546,435</u>	<u>348,435</u>	<u>198,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Restricted C.I.P. Reserve	0	0	0					
Program Open Space (POS)	546,435	348,435	198,000					
Less amount expended/ encumbered thru FY07	(2,150)	(2,150)						
<b>Remaining appropriations</b>	<u>544,285</u>	<u>346,285</u>	<u>198,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

This project requires continued Program Open Space funding and willing sellers. Sites to be acquired will be determined by Mayor & Council during Program Open Space application process.

**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 - Property Acquisitions**

**Name:** Property Acquisitions  
**Number:** 005002  
**Department:** Finance  
**Life:** Ongoing  
**Project Manager:** Stephen Groh, Director of Finance

**First Fiscal Year Appropriated:** FY00  
**Estimated Completion Date:** Ongoing  
**Percent Completed:** Ongoing  
**Estimated Total Project Cost:** Ongoing

**Description**

This project includes the FY2003 purchase of the Lee property at 8800 Baltimore Avenue for development purposes. Once the Lee property is sold or transferred to a developer, the proceeds will be used to repay the \$425,000 Community Legacy loan.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
94-10	Land	402,451	402,451					
95-10	Site Improvements	22,549	10,000		12,549			
<b>Total Expenditures</b>		<u>425,000</u>	<u>412,451</u>	<u>0</u>	<u>12,549</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	0	0	0				
301	Community Legacy loan	425,000	425,000					
<b>Total Funding Sources</b>		<u>425,000</u>	<u>425,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	0	0	0					
Community Legacy loan	425,000	425,000						
Less amount expended/ encumbered thru FY07	(412,451)	(412,451)	0					
<b>Remaining appropriations</b>	<u>12,549</u>	<u>12,549</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

City acquisition of property under this project is of limited duration in connection with a specific intended purpose. Once the intended purpose is accomplished, the property will be sold or transferred. Property maintenance during the holding period is limited to grass mowing. No operating budget impact is anticipated.

**Capital Project Summary - Public Parking Garage**

<b>Name:</b> Public Parking Garage	<b>First Fiscal Year Appropriated:</b>	FY03
<b>Number:</b> 033002	<b>Estimated Completion Date:</b>	FY09
<b>Department:</b> Planning, Community & Economic Development	<b>Percent Completed:</b>	20%
<b>Life:</b> 7 years	<b>Estimated Total Project Cost:</b>	TBD
<b>Project Managers:</b> Terry A. Schum, Director of Planning, Community & Economic Development Joseph L. Nagro, City Manager		

**Description**

This project includes the design and construction of a 300± space public parking garage in downtown College Park. The proposed site includes the Special Lot and 2 adjacent properties at 7306 and 7308 Yale Avenue. This project is a component of the proposed downtown redevelopment project in conjunction with a private developer.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
30-11	Design & Engineering	13,977	13,977	TBD				
30-15	Consulting	294,624	224,624	70,000				
30-16	Appraisals	8,600	8,600					
30-20	Surveying	2,300	2,300					
30-35	Construction Management	0			TBD			
32-22	Legal	170,178	111,293	58,885				
32-40	Bond Counsel	3,240	3,240					
36-11	Classified Advertising	2,755	2,755					
74-10	Administrative Fee	3,750	3,750					
94-10	Land	1,669,946	1,669,946					
95-20	Buildings	0			TBD			
<b>Total Expenditures</b>		<u>2,169,370</u>	<u>2,040,485</u>	<u>128,885</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	1,965,982	1,965,982					
301	Parking Enterprise Fund transfer	96,000	96,000					
301	Downtown College Park Mgmt. Auth.	11,000	11,000					
301	Community Legacy loan	450,000	450,000					
301	Comm. Development Block Grant	120,000		120,000				
301	Federal grant	800,000		800,000				
301	Funding not yet determined	0			TBD			
<b>Total Funding Sources</b>		<u>3,442,982</u>	<u>2,522,982</u>	<u>920,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	1,965,982	1,965,982	0					
Parking Enterprise Fund transfer	96,000	96,000						
Downtown College Park Mgmt. Auth.	11,000	11,000						
Community Legacy loan	450,000	450,000						
Comm. Development Block Grant	120,000			120,000				
Federal grant	800,000			800,000				
Funding not yet determined	0				TBD			
Less amount expended/ encumbered thru FY07	(2,040,485)	(2,040,485)						
<b>Remaining appropriations</b>	<u>1,402,497</u>	<u>482,497</u>	<u>920,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

In July-August 2006, the City purchased properties at 7306 and 7308 Yale Avenue at a cost of \$831,600 each, funded from the undesignated reserve. Development negotiations are still underway for the various components of the proposed downtown redevelopment project, including the public parking garage.

Project has not yet been designed; operating budget impact is unknown at this time.

**Capital Project Summary - Public Safety Phones #3**

<b>Name:</b> Public Safety Phones #3	<b>First Fiscal Year Appropriated:</b>	FY07
<b>Number:</b> 072001	<b>Estimated Completion Date:</b>	FY08
<b>Department:</b> Public Services	<b>Percent Completed:</b>	0%
<b>Life:</b> 1 year	<b>Estimated Total Project Cost:</b>	\$52,000
<b>Project Manager:</b> Robert W. Ryan, Director of Public Services		

**Description**

This project would fund the purchase and installation of 4 PERT emergency phones in College Park, to supplement existing emergency phones on the University of Maryland campus. The locations for the new emergency phones are:

1. West side of the Greenbelt Metro station
2. Pierce and Rhode Island Avenues near the College Park Trolley Trail
3. Berwyn Road at the Trolley Trail
4. Paint Branch Parkway and Rhode Island Avenue at the Trolley Trail and sound barrier wall

The emergency phones would be purchased from and installed by a University-contracted vendor. Location #4, within the University's concurrent jurisdiction, will be connected to the University Police '911' center. All other locations will be connected to the Prince George's County '911' center. Locations #2, 3 and 4 are part of the Trolley Trail public safety project to provide emergency phones at major roadway intersections with the Trolley Trail.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
97-10	Telephone Systems	52,000		52,000				
<b>Total Expenditures</b>		<u>52,000</u>	<u>0</u>	<u>52,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	52,000	52,000					
<b>Total Funding Sources</b>		<u>52,000</u>	<u>52,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	52,000	52,000						
Less amount expended/ encumbered thru FY07	(0)	(0)						
<b>Remaining appropriations</b>	<u>52,000</u>	<u>52,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

Following Mayor & Council contract award, installation is projected for fall 2007.

**Impact on Operating Budget**

University of Maryland covers maintenance of the phones; the City is responsible for cell phone and UM OIT charges of \$1,872 annually for these 4 PERT phones.

**Capital Project Summary - Public Works Facility Improvements**

<b>Name:</b> Public Works Facility Improvements	<b>First Fiscal Year Appropriated:</b>	FY01
<b>Number:</b> 015002	<b>Estimated Completion Date:</b>	FY09
<b>Department:</b> Public Works	<b>Percent Completed:</b>	0%
<b>Life:</b> 8 years	<b>Estimated Total Project Cost:</b>	\$ 2,283,651
<b>Project Manager:</b> Robert T. Stumpff, Director of Public Works Steven E. Halpern, City Engineer		

**Description**

This project will review and propose improvements to the City's Public Works facility. Possible components include new offices; public meeting rooms; staff day room, lavatories, showers and locker room; vehicle and equipment storage, etc. Construction estimates will depend on the alternative(s) selected.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
30-11	Design & Engineering	397,157	54,030	343,127				
30-35	Construction Management	297,868			297,868			
95-20	Buildings	1,588,626			1,588,626			
<b>Total Expenditures</b>		<u>2,283,651</u>	<u>54,030</u>	<u>343,127</u>	<u>1,886,494</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	20,000	20,000	0				
301	Facilities Capital Reserve	34,030	34,030					
301	Funding not yet determined	2,229,621		343,127	1,886,494			
<b>Total Funding Sources</b>		<u>2,283,651</u>	<u>54,030</u>	<u>343,127</u>	<u>1,886,494</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	20,000	20,000	0					
Facilities Capital Reserve	34,030	34,030						
Funding not yet determined	2,229,621		343,127	1,886,494				
Less amount expended/ encumbered thru FY07	(54,030)	(54,030)						
<b>Remaining appropriations</b>	<u>2,229,621</u>	<u>0</u>	<u>343,127</u>	<u>1,886,494</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

RFP to be issued to create a concept master plan.

**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.

As this project has not yet been designed, operating budget impact is unknown.

**Capital Project Summary - Rhode Island Avenue (Old Town) Road Improvements**

<b>Name:</b> Rhode Island Avenue (Old Town) Road Improvements	<b>First Fiscal Year Appropriated:</b>	FY04
<b>Number:</b> 045010	<b>Estimated Completion Date:</b>	FY09
<b>Department:</b> Public Works	<b>Percent Completed:</b>	45%
<b>Life:</b> 5 years	<b>Estimated Total Project Cost:</b>	\$490,936
<b>Project Manager:</b> Steven E. Halpern, City Engineer		

**Description**

This project, funded as an assessment project, would reconstruct Rhode Island Avenue from Paint Branch Parkway to Calvert Road, including an off-road bicycle trail.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
30-11	Design & Engineering	59,962	59,962					
30-35	Construction Management	24,000		24,000				
36-30	Permit Fees	2,325	2,325					
95-10	Site Improvements	404,649		404,649				
<b>Total Expenditures</b>		<u>490,936</u>	<u>62,287</u>	<u>428,649</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	0	0	0				
301	Transp. Enhancement Prog. grant	200,000		200,000				
301	Assessment Project	290,936	62,287	228,649				
<b>Total Funding Sources</b>		<u>490,936</u>	<u>62,287</u>	<u>428,649</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	0	0	0					
Transp. Enhancement Prog. grant	200,000		200,000					
Assessment Project	290,936	62,287	228,649					
Less amount expended/ encumbered thru FY07	(62,287)	(62,287)						
<b>Remaining appropriations</b>	<u>228,649</u>	<u>0</u>	<u>428,649</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

Design is complete. Mayor & Council will schedule an assessment public hearing in fall 2007. Construction is scheduled to begin in spring 2008.

A Transportation Enhancement Program (TEP) grant application has been approved to cover the costs associated with the bicycle trail. The assessment project would cover the 100% required TEP match.

**Impact on Operating Budget**

As a City street, Rhode Island Avenue is currently maintained by the City. Once the reconstruction is complete, the roadway will be evaluated annually under the Pavement Management Plan.

The rebuilt roadway will have a 15-year life expectancy, reducing ongoing routine maintenance.

**Capital Project Summary - Rhode Island Avenue Service Road Improvements**

<b>Name:</b> Rhode Island Avenue Service Road Improvements	<b>First Fiscal Year Appropriated:</b> FY07
<b>Number:</b> 073005	<b>Estimated Completion Date:</b> FY10
<b>Department:</b> Planning, Community & Economic Development	<b>Percent Completed:</b> 0%
<b>Life:</b> 3 years	<b>Estimated Total Project Cost:</b> \$1,110,000
<b>Project Manager:</b> Terry A. Schum, Director of Planning, Community & Economic Development Steven E. Halpern, City Engineer	

**Description**

This project would fund improvements to the Rhode Island Avenue service roads between Greenbelt Road and Muskogee Street. The project includes roadway improvements, guardrails, curb and gutter, sidewalks, signage, landscaping, drainage and parking.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
30-11	Design & Engineering	80,000		80,000				
30-35	Construction Management	30,000			30,000			
95-10	Site Improvements	1,000,000			500,000	500,000		
<b>Total Expenditures</b>		<u>1,110,000</u>	<u>0</u>	<u>80,000</u>	<u>530,000</u>	<u>500,000</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	0		0				
301	Developer Contribution	115,000		115,000	TBD			
301	Funding not yet determined	995,000			495,000	500,000		
<b>Total Funding Sources</b>		<u>1,110,000</u>	<u>0</u>	<u>115,000</u>	<u>495,000</u>	<u>500,000</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	0	0	0					
Developer Contribution	115,000		115,000	TBD				
Funding not yet determined	995,000			495,000	500,000			
Less amount expended/ encumbered thru FY07	0	0						
<b>Remaining appropriations</b>	<u>1,110,000</u>	<u>0</u>	<u>115,000</u>	<u>495,000</u>	<u>500,000</u>	<u>0</u>	<u>0</u>	

**Status**

Funding is contingent upon receipt of Greenbelt Station developer contribution. Consultant recommendations for improvements are pending and will be made in conjunction with the County's Rhode Island Avenue project.

**Impact on Operating Budget**

Roadway improvements will be evaluated annually under the Pavement Management Plan.

New landscaping will be maintained by existing Public Works crews. No significant operating budget impact.

**Capital Project Summary - Skate Spot**

<b>Name:</b> Skate Spot	<b>First Fiscal Year Appropriated:</b>	N/A
<b>Number:</b> 065001	<b>Estimated Completion Date:</b>	Undetermined
<b>Department:</b> Public Works	<b>Percent Completed:</b>	5%
<b>Life:</b> Undetermined	<b>Estimated Total Project Cost:</b>	\$250,000
<b>Project Manager:</b> Sara Imhulse, Assistant to the City Manager		
Terry A. Schum, Director of Planning, Community & Economic Development		

**Description**

This project would fund the construction of a skate spot at Sunnyside Neighborhood Park, a facility owned and operated by Maryland-National Capital Park & Planning Commission (M-NCPPC).

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
95-10	Site Improvements	250,000		250,000				
<b>Total Expenditures</b>		<u>250,000</u>	<u>0</u>	<u>250,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	0	0	0				
301	County Special Appopr. Grant	250,000	250,000					
<b>Total Funding Sources</b>		<u>250,000</u>	<u>250,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	0	0	0					
County Special Appopr. Grant	250,000	250,000						
Less amount expended/ encumbered thru FY07	(0)	(0)						
<b>Remaining appropriations</b>	<u>250,000</u>	<u>250,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

A request has been submitted to M-NCPPC to construct an unstaffed skateboard park on their property in the Sunnyside neighborhood. MOU is being developed with M-NCPPC, who will be responsible for design and construction of the facility, with input from the community.

**Impact on Operating Budget**

If facility is built at Sunnyside Neighborhood Park as anticipated, all future maintenance will be borne by M-NCPPC.

**Capital Project Summary - Trolley Trail Bank Landscaping**

<b>Name:</b> Trolley Trail Bank Landscaping	<b>First Fiscal Year Appropriated:</b> FY03
<b>Number:</b> 035003	<b>Estimated Completion Date:</b> FY08
<b>Department:</b> Public Works	<b>Percent Completed:</b> 70%
<b>Life:</b> 5 years	<b>Estimated Total Project Cost:</b> \$50,000
<b>Project Manager:</b> Brenda L. Alexander, Deputy Director of Public Works	

**Description**

This project would provide landscaping improvements to stabilize the banks along the College Park Trolley Trail between Berwyn House Road and Patuxent Avenue. Landscaping improvements would include ground cover, bulbs, shrubs and trees.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
30-11	Design & Engineering	1,326	1,326					
30-40	Tree Maintenance	5,400	5,400					
36-10	Printing	36	36					
60-50	Trees, Shrubs & Flowers	36	401					
95-10	Site Improvements	42,837	22,991	19,846				
<b>Total Expenditures</b>		<u>50,000</u>	<u>30,154</u>	<u>19,846</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	50,000	50,000	0				
<b>Total Funding Sources</b>		<u>50,000</u>	<u>50,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	50,000	50,000	0					
Less amount expended/ encumbered thru FY07	(30,154)	(30,154)						
<b>Remaining appropriations</b>	<u>19,846</u>	<u>19,846</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

Project should be completed in spring 2008.

**Impact on Operating Budget**

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

**Capital Project Summary - Trolley Trail Lights**

**Name:** Trolley Trail Lights  
**Number:** 073009  
**Department:** Public Works  
**Life:** 1 year  
**Project Manager:** Steven E. Halpern, City Engineer

**First Fiscal Year Appropriated:** FY07  
**Estimated Completion Date:** FY08  
**Percent Completed:** 0%  
**Estimated Total Project Cost:** \$30,000

**Description**

This project would fund the installation of 12 100W HPS lights along the College Park Trolley Trail between Paint Branch Parkway and Pierce Avenue in Lakeland.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
95-10	Site Improvements	30,000	30,000					
<b>Total Expenditures</b>		<u>30,000</u>	<u>30,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	6,000	6,000	0				
301	Recreational Trails grant	24,000	16,000	8,000				
<b>Total Funding Sources</b>		<u>30,000</u>	<u>22,000</u>	<u>8,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	6,000	6,000	0					
Recreational Trails grant	24,000	16,000	8,000					
Less amount expended/ encumbered thru FY07	(30,000)	(30,000)						
<b>Remaining appropriations</b>	<u>0</u>	<u>(8,000)</u>	<u>8,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

In FY2007, \$6,000 was transferred to this project from the undesignated C.I.P. pool.

Utility costs are estimated at \$100 per light; total \$1,200 annually.

Awaiting PEPCO streetlight installation

**Capital Project Summary - U. S. Route 1 Improvements**

<b>Name:</b> U. S. Route 1 Improvements	<b>First Fiscal Year Appropriated:</b>	FY07
<b>Number:</b> 073006	<b>Estimated Completion Date:</b>	Undetermined
<b>Department:</b> Planning, Community & Economic Development	<b>Percent Completed:</b>	0%
<b>Life:</b> TBD	<b>Estimated Total Project Cost:</b>	\$120,000,000
<b>Project Manager:</b> Terry A. Schum, Director of Planning, Community & Economic Development Steven E. Halpern, City Engineer		

**Description**

This special assessment project would assist with the funding of improvements within the State Highway Administration (SHA) right-of-way. Proposed improvements along the Route 1 corridor call for road widening, new curb and gutter, landscaping and sidewalks. This project would design and construct these improvements in targeted areas that are experiencing new development. The center median would be constructed later by SHA.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
30-11	Design & Engineering	10,000,000		TBD	TBD	TBD	TBD	TBD
30-35	Construction Management	0		TBD	TBD	TBD	TBD	TBD
94-20	Rights-of-Way	31,000,000		TBD	TBD	TBD	TBD	TBD
95-10	Site Improvements	79,000,000		TBD	TBD	TBD	TBD	TBD
<b>Total Expenditures</b>		<u>120,000,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Assessment Project	44,000,000		TBD	TBD	TBD	TBD	TBD
301	State Highway Administration (SHA)	31,000,000		TBD	TBD	TBD	TBD	TBD
301	Developer Contribution	44,000,000		TBD	TBD	TBD	TBD	TBD
301	Funding not yet determined	1,000,000		TBD	TBD	TBD	TBD	TBD
<b>Total Funding Sources</b>		<u>120,000,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Assessment Project	44,000,000		TBD	TBD	TBD	TBD	TBD
State Highway Administration (SHA)	31,000,000		TBD	TBD	TBD	TBD	TBD
Developer Contribution	44,000,000		TBD	TBD	TBD	TBD	TBD
Funding not yet determined	1,000,000		TBD	TBD	TBD	TBD	TBD
Less amount expended/ encumbered thru FY07	(0)	(0)					
<b>Remaining appropriations</b>	<u>120,000,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

Conceptual design is complete. The future of the project is dependent on funding.

No operating budget impact as U. S. Route 1 is a state-maintained road.

**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 FY07	FY08	FY09	FY10	FY11	Past FY11
70-13	Principal-Master Lease #2	1,500,002		277,762	288,524	299,562	311,021	323,133
72-13	Interest-Master Lease #2	147,984		51,790	41,028	29,991	18,531	6,644
90	Autos & Light Trucks	701,000	26,000	50,500	79,500	48,500	251,500	245,000
91	Medium Duty Trucks	1,163,000	125,000	175,000	237,000	0	276,000	350,000
91	Heavy Duty Trucks	1,725,000	700,000	0	400,000	200,000	200,000	225,000
92	Machinery & Equipment	1,044,500	0	200,000	170,500	553,000	49,000	72,000
	<b>Total Expenditures</b>	<u>6,281,486</u>	<u>851,000</u>	<u>755,052</u>	<u>1,216,552</u>	<u>1,131,053</u>	<u>1,106,052</u>	<u>1,221,777</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY07	FY08	FY09	FY10	FY11	Past FY11
301	Unrestricted C.I.P. Reserve	400,083	70,531	329,552				
301	Proceeds-Master Lease #2	1,500,000	780,469	425,500	294,031			
301	Funding not yet determined	4,381,403			922,521	1,131,053	1,106,052	1,221,777
	<b>Total Funding Sources</b>	<u>6,281,486</u>	<u>851,000</u>	<u>755,052</u>	<u>1,216,552</u>	<u>1,131,053</u>	<u>1,106,052</u>	<u>1,221,777</u>

**Project Fund Balance**

Unrestricted C.I.P. Reserve	400,083	70,531	329,552					
Proceeds-Master Lease #2	1,500,000	780,469	425,500	294,031				
Funding not yet determined	4,381,403	0	0	922,521	1,131,053	1,106,052	1,221,777	
Less amount expended/ encumbered thru FY07	0	(0)						
<b>Remaining appropriations</b>	<u>6,281,486</u>	<u>851,000</u>	<u>755,052</u>	<u>1,216,552</u>	<u>1,131,053</u>	<u>1,106,052</u>	<u>1,221,777</u>	

**Status**

This project is ongoing, subject to annual funding.

An FY2007 budget amendment transferred \$70,531 of General Fund budgeted debt service to this project.

Remaining FY07 and FY08 vehicle purchases would be funded through a 5-year master lease (Master Lease #2). An additional borrowing (Master Lease #3) would fund remaining vehicle purchases in FY09 and future years.

**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 increased 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					Past FY11
			Thru FY07	FY08	FY09	FY10	FY11	
<b>90 - Automobiles &amp; Light Trucks</b>								
005	00 Ford Explorer 4x4	22,845					29,500	
006	04 Chevrolet Tahoe 4x4	29,452					31,000	
007	06 Chevrolet Trailblazer	19,949						24,000
026	03 Ford 138 Econoline Van (Animal Ctl)	26,090						31,000
027	06 Chevrolet Savanna Cargo Van	13,828						16,000
040	98 Chevrolet Pickup	16,239		24,500				
041	98 Chevrolet Diesel Crew Cab Pickup	27,781			36,500			
042	01 Ford 1-Ton Pickup	23,670					26,000	
043	01 Ford 1-Ton Pickup	23,670					26,000	
044	01 Ford 1-Ton Pickup	23,670					26,000	
045	01 Ford 1-Ton Diesel Pickup	27,730					26,000	
046	02 Ford 3/4-Ton Pickup	22,813					27,000	
047	03 Chevrolet 3/4-Ton 4x4 Pickup	20,568						26,000
048	03 Chevrolet 3/4-Ton 4x4 Pickup	20,568						26,000
049	04 Ford F-350 SD Pickup	16,949						26,000
050	04 Ford F-350 SD Pickup	16,949						26,000
103	01 Chevrolet Lumina	14,529				18,500		
237	98 Chevrolet Cavalier	12,001		13,000				
238	98 Chevrolet Cavalier	12,001	13,000					
239	98 Chevrolet Cavalier	12,001	13,000					
240	00 Chevrolet Cavalier	11,091			13,000			
241	00 Chevrolet Cavalier	11,091		13,000				
242	01 Chevrolet Cavalier	10,921			15,000			
243	01 Chevrolet Cavalier	10,921			15,000			
244	03 Chevrolet Cavalier	10,118				15,000		
245	03 Chevrolet Cavalier	10,118				15,000		
246	04 Chevrolet Cavalier	10,063					15,000	
247	04 Chevrolet Cavalier	10,063					15,000	
248	04 Chevrolet Cavalier	10,063					15,000	
249	04 Chevrolet Cavalier	10,063					15,000	
250	05 Chevrolet Cobalt	10,728						15,000
251	05 Toyota Prius (hybrid)	19,583						25,000
252	06 Chevrolet Cobalt	10,848						15,000
253	06 Chevrolet Cobalt	10,848						15,000
<b>Total Autos &amp; Light Trucks</b>		<b>559,822</b>	<b>26,000</b>	<b>50,500</b>	<b>79,500</b>	<b>48,500</b>	<b>251,500</b>	<b>245,000</b>

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

Vehicle Number	Description	Original Cost	Estimated Replacement Cost					Past FY11
			Thru FY07	FY08	FY09	FY10	FY11	
<b>91 - Medium Duty Trucks</b>								
122	03 Ford E-450 Supreme 21-pass. Bus	49,455						80,000
300	91 GMC Top Kick Open Body	42,998			80,000			
306	90 GMC Top Kick Dump Truck	45,619			77,000			
307	90 GMC Top Kick Dump Truck	35,369		75,000				
330	91 GMC Top Kick Open Body	42,998			80,000			
336	82 Ford 7000 Open Body	28,224						
338	00 International 4900/Galion Dump Truck	81,635					92,000	
339	00 International 4900/Galion Dump Truck	81,635					92,000	
340	00 International 4900/Galion Dump Truck	81,635					92,000	
346	04 International 7400/Galion Dump Truck	93,273						110,000
347	05 International 7400/Stellar Hooklift Truck	144,817						160,000
364	79 Ford 800 Flusher Tank Truck	46,386		100,000				
365	93 GMC 3500/Tymco Streetsweeper	50,760	125,000					
	<b>Total Medium Duty Trucks</b>	<b>824,804</b>	<b>125,000</b>	<b>175,000</b>	<b>237,000</b>	<b>0</b>	<b>276,000</b>	<b>350,000</b>
<b>91 - Heavy Duty Trucks</b>								
326	91 GMC/Heil Refuse Truck	75,900	240,000					
327	94 Ford/Pak-Mor Refuse Truck	74,942			200,000			
328	94 Ford/Pak-Mor Refuse Truck	74,942			200,000			
341	00 International/Labrie Comingle Truck	118,499	230,000					
342	01 Volvo/Labrie Automated Refuse Truck	191,000	230,000					
343	01 Peterbilt/Leach Rear Load Refuse Truck	142,575				200,000		
344	02 Peterbilt/Leach Rear Load Refuse Truck	142,575					200,000	
345	04 Peterbilt/G&H Split Body Recycling Truck	176,833						225,000
	<b>Total Heavy Duty Trucks</b>	<b>997,266</b>	<b>700,000</b>	<b>0</b>	<b>400,000</b>	<b>200,000</b>	<b>200,000</b>	<b>225,000</b>
<b>92 - Machinery &amp; Equipment</b>								
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 Front End Loader	40,485				200,000		
373	77 Ford Tractor	7,555			25,000			
424	Sullair Air Compressor	10,735					13,000	
425	95 Melroe Bobcat	34,358				40,000		
426	90 KW Windrow Turner	88,000				250,000		
429	96 ODB SCL800 Leaf Vacuum	23,265			36,000			
432	97 Case 621B Front End Loader	82,573		200,000				
433	97 John Deere 455 Tractor-Mower	8,900				13,500		
434	98 John Deere 455 Tractor-Mower	8,949				13,500		
436	98 ODB SCL800 Leaf Vacuum	23,965				36,000		
437	00 ODB SCL800 Leaf Vacuum	23,379					36,000	
439	01 ODB SCL800 Leaf Vacuum	25,916						36,000
447	06 ODB SCL800 Leaf Vacuum	34,048						36,000
	<b>Total Machinery &amp; Equipment</b>	<b>463,850</b>	<b>0</b>	<b>200,000</b>	<b>170,500</b>	<b>553,000</b>	<b>49,000</b>	<b>72,000</b>
	<b>GRAND TOTAL</b>	<b>2,845,742</b>	<b>851,000</b>	<b>425,500</b>	<b>887,000</b>	<b>801,500</b>	<b>776,500</b>	<b>892,000</b>

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STATISTICAL  
SECTION

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**CITY OF COLLEGE PARK, MARYLAND**

**General Fund - Statistical Summary  
Fiscal Years 1987 - 2006**

<u>Fiscal year</u>	<u>Real property tax rate per \$100</u>	<u>Personal property tax rate per \$100</u>	<u>Operating revenues</u>	<u>Percentage increase/ (decrease) from prior fiscal year</u>
1987	\$ 0.550	\$ 0.550	\$ 3,718,396	Base
1988	0.550	0.550	4,541,474	22.14%
1989	0.550	0.550	5,037,850	10.93%
1990	0.550	0.550	5,339,391	5.99%
1991	0.550	0.550	5,742,923	7.56%
1992	0.550	0.550	5,217,933	(9.14%)
1993	0.550	0.550	5,494,598	5.30%
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 <sup>1</sup>	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%

Footnotes:

<sup>1</sup> Prior to FY2001, real property was assessed at 40% of estimated full value. Pursuant to a change in State law, the FY2001 rate above reflects conversion to full value assessments of real property, effective October 1, 2000.

<u>Operating expenditures</u>	<u>Surplus/ (deficit) after transfers</u>	<u>Undesignated reserve balance at fiscal year end</u>	<u>Reserve balance as percentage of next fiscal year's expenditure budget (Goal = 25%)</u>
\$ 3,366,676	\$ 351,720	\$ 2,593,739	57.29%
3,808,085	774,645	1,833,933	28.64%
4,353,761	(767,777)	1,836,942	30.34%
4,901,861	255,195	2,694,027	36.61%
5,643,033	(1,243,540)	626,045	9.82%
5,567,248	(354,315)	1,627,631	28.28%
5,314,304	210,337	1,837,968	32.81%
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%
7,963,667	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%
8,251,492	(322,342)	2,056,242	19.53%
8,730,761	257,443	2,619,715	24.96%
9,075,848	1,197,606	4,056,114	35.11%

**CITY OF COLLEGE PARK, MARYLAND**

**Fund Balance Summary  
Last Ten Fiscal Years**

<u>Fiscal year</u>	<u>Fund balance, beginning of fiscal year</u>	<u>Operating revenues</u>	<u>Operating expenditures</u>
1997	\$ 2,462,078	\$ 6,301,287	\$ 6,027,921
1998	2,598,989	6,583,120	6,049,512
1999	2,778,597	7,175,737	6,707,208
2000	2,761,207	7,925,257	7,188,809
2001	3,011,632 <sup>3</sup>	8,206,595	7,963,667
2002	3,324,474	8,425,339	7,862,662
2003	3,397,312	8,839,777	8,387,816
2004	3,358,502	8,905,988	8,251,472
2005	3,036,177	9,773,782	8,730,761
2006	3,419,837	11,053,754	9,075,848

**FOOTNOTES:**

- <sup>1</sup> adjustment to restate compensated absences payable
- <sup>2</sup> includes \$750,000 in MEDCO bond proceeds (for City Hall renovation)
- <sup>3</sup> restatement of fund equity upon Enterprise Fund termination
- <sup>4</sup> proceeds - Bank of America refinance of MEDCO bond
- <sup>5</sup> restatement of revenue for collectible parking tickets

<u>Other sources</u>	<u>Other uses</u>	<u>Adjustments</u>	<u>Fund balance, end of fiscal year</u>
\$ 950,000 <sup>2</sup>	\$ 1,086,455	\$	\$ 2,598,989
12,000	366,000		2,778,597
32,000	517,919		2,761,207
	358,394		3,139,261
600,000 <sup>4</sup>	530,086		3,324,474
	489,839		3,397,312
	490,771		3,358,502
	976,841		3,036,177
	785,578	126,217 <sup>5</sup>	3,419,837
	780,300		4,617,443

**CITY OF COLLEGE PARK, MARYLAND**

**General Fund Revenues and Other Financing Sources  
Last Ten Fiscal Years**

<u>Fiscal year</u>	<u>Property taxes</u>	<u>Income taxes</u>	<u>Admission taxes</u>	<u>State shared taxes</u>	<u>County shared taxes</u>	<u>Licenses and permits</u>	<u>Intergovernmental</u>
1997	\$ 2,341,033	\$ 949,509	\$ 274,011	\$ 524,785	\$ 182,465	\$ 237,780	\$ 174,970
1998	2,324,653	941,943	329,257	604,870	206,065	256,144	106,596
1999	2,411,428	1,203,500	264,531	680,458	227,629	358,094	106,441
2000	3,019,959	1,361,375	346,147	647,422	259,274	325,931	132,696
2001	3,063,096	1,256,345	320,016	689,707	291,194	326,097	142,130
2002	3,401,674	1,128,335	399,209	665,029	291,054	488,901	159,832
2003	3,485,238	1,056,841	483,890	592,363	329,669	517,141	133,597
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

Footnotes:

<sup>1</sup> For FY2004, 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 FY2004. In subsequent years, investments will be adjusted to fair value reporting on an annual basis.

<u>Charges for services</u>	<u>Fines and fees</u>	<u>Investment earnings</u>	<u>Miscell- aneous</u>	<u>Total operating revenues</u>	<u>Proceeds from financing</u>	<u>Transfers in</u>	<u>Total revenues</u>
\$ 418,252	\$ 929,687	\$ 146,387	\$ 122,408	\$ 6,301,287	\$ 750,000	\$ 200,000	\$ 7,251,287
475,630	1,045,212	166,000	126,750	6,583,120	-	12,000	6,595,120
452,963	1,141,617	162,876	166,200	7,175,737	-	32,000	7,207,737
465,026	938,339	151,455	277,633	7,925,257	-	-	7,925,257
639,166	1,162,301	181,571	134,972	8,206,595	600,000	-	8,806,595
619,336	972,429	173,584	125,956	8,425,339	-	-	8,425,339
558,057	1,347,044	150,500	185,437	8,839,777	-	-	8,839,777
693,272	1,396,399	8,956 <sup>1</sup>	157,290	8,905,991	-	-	8,905,991
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

**CITY OF COLLEGE PARK, MARYLAND**

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

<u>Fiscal year</u>	<u>Admini- stration</u>	<u>Finance</u>	<u>Public services</u>	<u>Planning and devel- opment</u>	<u>Public works</u>	<u>Community resources</u>
1997	\$ 812,578	\$ 380,072	\$ 912,856	\$ 261,147	\$ 3,194,833	\$ 411,449
1998	865,128	334,295	922,810	278,437	3,154,243	409,262
1999	900,504	403,080	1,116,062	360,693	3,405,651	432,603
2000	893,022	491,216	1,130,915	411,237	3,676,321	483,423
2001	950,669	476,373	1,159,312	443,513	3,725,790	537,506
2002	1,097,147	539,873	1,268,701	427,402	3,906,502	552,574
2003	1,236,622	647,389	1,436,195	424,823	3,947,431	628,094
2004	1,386,155	628,347	1,522,572	353,303	3,624,836	644,074
2005	1,159,626	684,813	1,711,271	412,019	3,652,284	742,261
2006	1,315,384	612,946	1,690,187	531,140	3,726,325	707,115

Footnotes:

- <sup>1</sup> Includes \$600,000 payoff of the FY1997 City Hall renovation loan from Maryland Economic Development Corporation (MEDCO), refinanced in FY2001 with Bank of America, N.A.
- <sup>2</sup> In FY2004, the City entered into an agreement with Prince George's County for contract police services.

<u>Supplemental police services</u>	<u>Debt service</u>	<u>Contingency</u>	<u>Total operating expenditures</u>	<u>Transfers out</u>	<u>Total expenditures</u>
\$ -	\$ 15,978	\$ 39,008	\$ 6,027,921	\$ 1,086,455	\$ 7,114,376
-	85,337	-	6,049,512	366,000	6,415,512
-	78,908	9,707	6,707,208	517,919	7,225,127
-	81,075	21,600	7,188,809	358,394	7,547,203
-	665,504 <sup>1</sup>	5,000	7,963,668	530,086	8,493,754
-	67,263	3,200	7,862,662	489,839	8,352,501
-	67,262	-	8,387,816	490,771	8,878,587
24,941 <sup>2</sup>	67,262	-	8,251,492	976,841	9,228,333
133,572	234,915	-	8,730,761	785,578	9,516,339
244,138	235,613	13,000	9,075,848	780,300	9,856,148

CITY OF COLLEGE PARK, MARYLAND

Capital Projects Fund Revenues, Expenditures and Fund Equity  
Last Ten Fiscal Years

Fiscal year	Fund equity, beginning of year	Revenue					Total revenue	General government	Public services	Planning and development
		Licenses and permits	Intergovernmental grants	Investment revenue	Miscellaneous					
1997	\$ 1,334,322	\$ -	\$ 196,286	\$ -	\$ -	\$ 196,286	\$ -	\$ -	\$ -	
1998	645,720	-	122,661	-	-	122,661	-	-	-	
1999	454,988	-	100,000	-	14,424	114,424	-	-	-	
2000	605,751	-	212,573	-	12,109	224,682	-	-	-	
2001	284,750	67,113	14,918	-	152	82,183	-	-	-	
2002	(1,450)	84,597	356,145	-	118,800	559,542	18,808	-	70,429	
2003	914,350	95,531	608,426	3,988	-	707,945	13,802	21,000	40,393	
2004	1,066,586	105,042	20,395	358	-	125,795	44,879	25,000	112,360	
2005	856,005	131,090	178,245	-	-	309,335	15,781	15,000	146,790	
2006	721,261	151,245	467,902	-	21,595	640,742	17,028	123,062	195,739	

Expenditures					Other financing sources / uses			Fund equity, end of year
Public works	Community resources	Debt service	Capital outlay	Total expenditures	Proceeds from financing	Transfers in	Transfers out	
\$ -	\$ -	\$ -	\$ 1,756,180	\$ 1,756,180	\$ -	\$ 1,143,616	\$ 272,324	\$ 645,720
-	-	-	709,701	709,701	42,308	366,000	12,000	454,988
-	-	120,712	743,225	863,937	414,357	517,919	32,000	605,751
-	-	139,889	869,831	1,009,720	105,643	358,394	-	284,750
-	-	116,333	782,136	898,469	-	530,086	-	(1,450)
47,072	-	130,355	636,417	903,081	769,500	489,839	-	914,350
52,754	-	284,036	634,495	1,046,480	-	490,771	-	1,066,586
75,013	-	189,606	866,371	1,313,229	12	976,841	-	856,005
63,977	-	-	988,109	1,229,657	-	785,578	-	721,261
632,202	-	-	360,320	1,328,351	0	780,300	-	813,952

**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
1997	\$ 1,828,502	\$ 512,531	\$ 2,341,033
1998	1,846,978	477,675	2,324,653
1999	1,923,280	488,148	2,411,428
2000	1,947,837	1,072,122 <sup>1</sup>	3,019,959
2001	1,963,357	1,099,739	3,063,096
2002	2,117,005	1,284,669	3,401,674
2003	2,267,304	1,217,934	3,485,238
2004	2,466,987	878,814 <sup>2</sup>	3,345,801
2005	2,844,645	1,102,555	3,947,200
2006	3,363,585	1,013,109	4,376,694

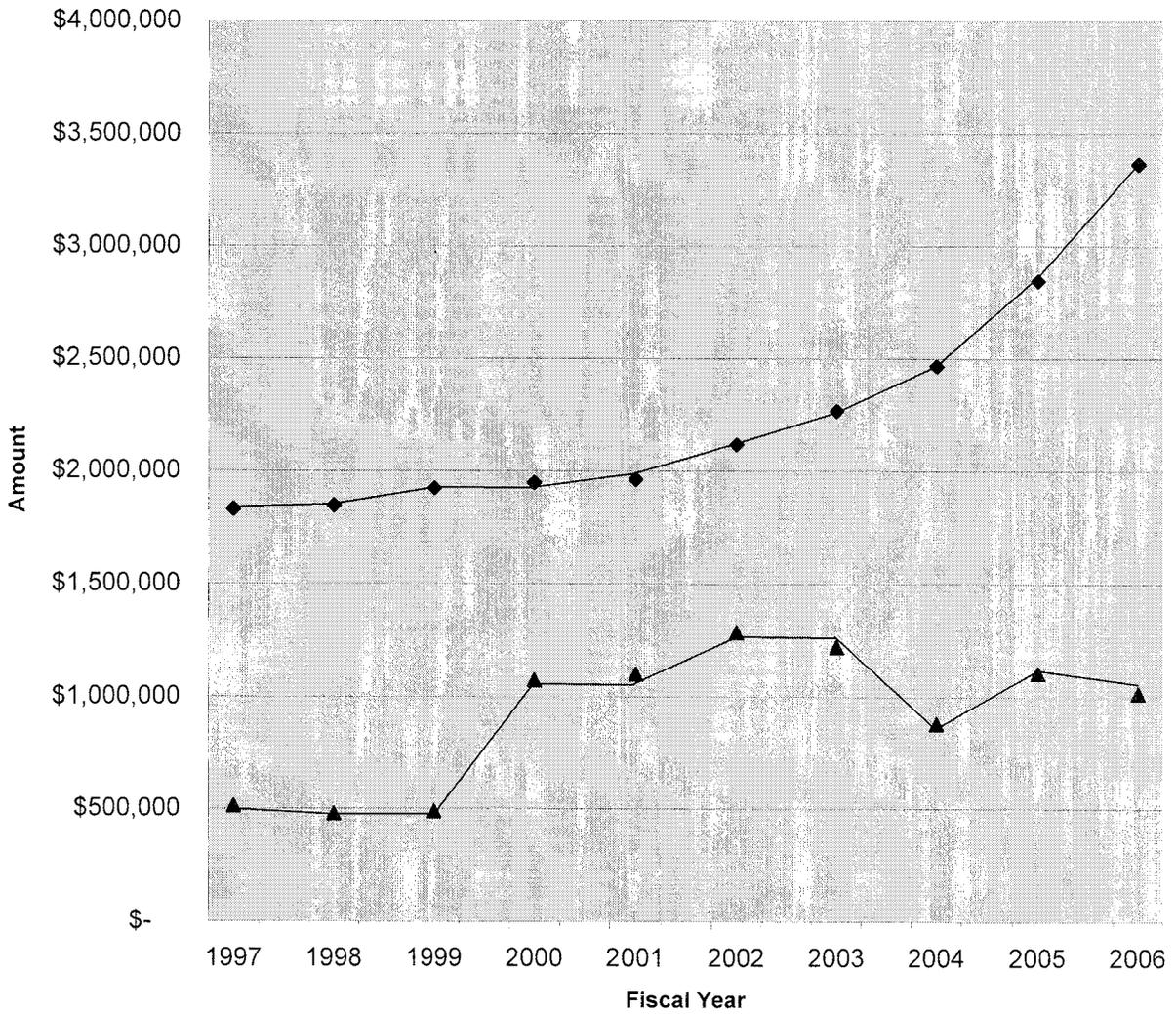
Footnotes:

<sup>1</sup> FY2000 significant increase in personal property taxes resulted from the FY1999 opening of The Washington Post College Park printing plant, the City's largest single taxpayer for personal property tax.

<sup>2</sup> FY2004 reduction in personal property taxes due to the loss of a major taxpayer.

# CITY OF COLLEGE PARK Property Tax Revenues

- ◆ Real
- ▲ Personal



**CITY OF COLLEGE PARK, MARYLAND**

**Property Tax Levies and Collections  
Last Ten Fiscal Years**

<u>Fiscal year</u>	<u>Total tax levy</u>	<u>Current tax collections</u>	<u>Percent of current taxes collected</u>	<u>Delinquent tax collections</u>	<u>Total tax collections</u>
1997	\$ 2,372,718	\$ 2,325,354	98.00%	\$ 15,679	\$ 2,341,033
1998	2,368,214	2,307,467	97.43%	17,186	2,324,653
1999	2,404,829	2,407,790	100.12%	3,638	2,411,428
2000	3,007,120	2,997,842	99.69%	12,214	3,010,056
2001	3,034,783	3,001,376	98.90%	52,390	3,053,766
2002	3,351,898	3,356,898	100.15%	32,387	3,389,285
2003	3,253,187	3,466,973	106.57%	7,812	3,474,785
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

Note: 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.

<u>Ratio of total tax collections to total tax levy</u>	<u>Outstanding delinquent taxes</u>	<u>Ratio of delinquent taxes to total tax levy</u>
98.66%	\$ 52,614	2.22%
98.16%	29,421	1.24%
100.27%	26,846	1.12%
100.10%	76,626	2.55%
100.63%	26,146	0.86%
101.12%	24,280	0.72%
106.81%	32,106	0.99%
93.03%	21,823	0.61%
97.15%	46,021	1.14%
96.71%	58,686	1.31%

**CITY OF COLLEGE PARK, MARYLAND**

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

Fiscal year	Tax year	Real property		Personal property	
		Assessed value	Estimated value	Assessed value	Estimated value
1997	1998	\$ 319,922,800	\$ 799,856,130	\$ 90,858,320	\$ 90,858,320
1998	1999	323,449,910	808,666,820	89,112,690	89,112,690
1999	2000	337,984,560	845,004,020	88,008,720	88,008,720
2000	2001	342,212,580	855,575,740	185,352,260 <sup>1</sup>	185,352,260
2001	2002	870,518,672 <sup>2</sup>	870,518,672	184,210,667	184,210,667
2002	2003	896,624,353	896,624,353	200,000,000	200,000,000
2003	2004	915,267,068	915,267,068	154,403,100 <sup>3</sup>	154,403,100
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

Footnotes:

<sup>1</sup> FY2000 significant increase resulted from the FY1999 opening of The Washington Post College Park printing plant, the City's largest single taxpayer for personal property tax.

<sup>2</sup> Prior to FY2001, real property was assessed at 40% of estimated full value. Pursuant to a change in State law, the FY2001 assessed value reflects the conversion to full value assessments of real property effective October 1, 2000.

<sup>3</sup> Reduction in personal property tax assessment due to the loss of a major taxpayer

Total property		Ratio of total assessed value to total value
Assessed value	Estimated value	
\$ 410,781,120	\$ 890,714,450	46.12%
412,562,600	897,779,510	45.95%
425,993,280	933,012,740	45.66%
527,564,840	1,040,928,000	50.68%
1,054,729,339	1,054,729,339	100.00%
1,096,624,353	1,096,624,353	100.00%
1,069,670,168	1,069,670,168	100.00%
1,140,612,725	1,140,612,725	100.00%
1,214,161,421	1,214,161,421	100.00%
1,394,582,780	1,394,582,780	100.00%

**CITY OF COLLEGE PARK, MARYLAND**

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

Fiscal year	City	Maryland-Natl. Capital Park and Planning	Washington Suburban Transit Commission	County Storm Water Management	Prince George's County (full rate)	County Tax Differential	Pre-TRIM County Debt Service	State of Maryland	Total
1998	\$ 0.5700	\$ 0.6100	\$ 0.0650	\$ 0.1350	\$ 2.4210	\$ (0.1700)	\$ 0.0210	\$ 0.2100	\$ 3.8620
1999	0.5700	0.6100	0.0650	0.1350	2.4000	(0.1650)	0.0140	0.2100	3.8390
2000	0.5700	0.6100	0.0650	0.1350	2.4000	(0.1330)	0.0110	0.2100	3.8680
2001 <sup>1</sup>	0.2280	0.2440	0.0260	0.0540	0.9620	(0.0404)	0.0020	0.0840	1.5596
2002	0.2400	0.2440	0.0260	0.0540	0.9620	(0.0280)	0.0020	0.0840	1.5840
2003	0.2500	0.2440	0.0260	0.0540	0.9620	(0.0180)	- <sup>2</sup>	0.0840	1.6020
2004	0.2680	0.2790	0.0260	0.0540	0.9600	(0.0160)	-	0.1320	1.7030
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

Footnotes:

<sup>1</sup> Prior to FY2001, real property was assessed at 40% of estimated full value. Pursuant to a change in State law, the FY2001 rates reflect the conversion to full value assessments of real property effective October 1, 2000.

<sup>2</sup> Effective FY2003, the County no longer levies a separate tax to pay the cost of Pre-TRIM County Debt Service.

**CITY OF COLLEGE PARK, MARYLAND**

**Principal Taxpayers, Grouped by Property  
Assessed Valuation Greater than \$3 Million  
June 30, 2006  
(amounts expressed in thousands)**

Taxpayer	Type of business	Fiscal year 2006 full value assessment			Percentage of total assessed valuation
		Real (RP)	Personal (PP)	Total	
The Washington Post Company	Printing	\$ 23,746	\$ 33,368	\$ 57,114	4.70%
University View Partners, LLC	Real estate	55,788	-	55,788	4.59%
IKEA Property, Inc.	Retail	33,331	7,624	40,955	3.37%
Richard S. Gatti, et al	Real estate	31,964	-	31,964	2.63%
Jefferson at College Park, LP	Real estate	28,881	-	28,881	2.38%
Potomac Electric Power Company	Utility	-	17,815	17,815	1.47%
Riverdale FDA, LLC	Real estate	13,812	-	13,812	1.14%
CPHH, LLC (RP) / Imported Cars of Maryland (PP)	Automotive	3,033	9,008	12,041	0.99%
College Park Shopping Center Limited Partnership	Real estate	10,841	-	10,841	0.89%
New Spellman House Associates, LLC	Real estate	9,417	299	9,716	0.80%
Precision Products Group, Inc.	Manufacturing	3,971	5,547	9,518	0.78%
Collmar, LLC	Hotel	7,085	702	7,787	0.64%
Crown Real Properties LC (RP) / Norman Motor Company (PP)	Automotive	1,868	4,944	6,812	0.56%
University House at Berwyn, LP	Real estate	6,467	55	6,522	0.54%
Verizon - Maryland	Utility	-	5,641	5,641	0.46%
North Carolina Hospitality Group, Inc.	Hotel	4,818	541	5,359	0.44%
Eastern Diversified Properties, Inc. (RP) / College Park Motor Cars (PP)	Automotive	2,382	2,952	5,334	0.44%
State of Maryland (leased)	Real estate	5,239	-	5,239	0.43%
Jordan-Kitt Music, Inc.	Retail	1,391	3,827	5,218	0.43%
Jaykishan Hospitality Group, LLC	Hotel	4,826	257	5,083	0.42%
BLK Real Estate, LLC (RP) / Queenstown Motor Company (PP)	Automotive	2,344	2,655	4,999	0.41%
Baltimore Boulevard Associates Ltd. Ptshp.	Real estate	4,922	-	4,922	0.41%
Elmer F. Sealing (RP) / Second Hotel Associates LP (PP)	Hotel	4,258	190	4,448	0.37%
College Park Hospitality Group, LLC	Hotel	4,227	38	4,265	0.35%
NSHE College Park, LLC	Retail	4,143	-	4,143	0.34%
Washington Gas Light Company	Utility	-	4,125	4,125	0.34%
Royal Hospitality Inc.	Hotel	3,479	98	3,577	0.29%
James A., Robert J. & Mary Chaney (RP) / Nebraska Book Company (PP)	Retail	2,357	1,170	3,527	0.29%
Catherine L. Kidwell, et al	Real estate	3,423	-	3,423	0.28%
Barnes & Noble College Bookstore	Retail	-	3,287	3,287	0.27%
Robert J. & Kathleen C. Hass	Real estate	3,284	-	3,284	0.27%
8400 Baltimore Avenue, LLC	Real estate	3,205	-	3,205	0.26%
Robert M. Watkins, Jr.	Real estate	3,061	-	3,061	0.25%
<b>Total</b>		<b>\$ 287,563</b>	<b>\$ 104,143</b>	<b>\$ 391,706</b>	<b>32.26%</b>

CITY OF COLLEGE PARK, MARYLAND

Special Assessment Billings and Collections  
Last Ten Fiscal Years

<u>Fiscal year</u>	<u>Special assessment billings</u>	<u>Special assessment collections</u>
1997	\$ 3,026	\$ 4,320
1998	1,284	2,694
1999	643	1,174
2000	1,287	1,930
2001	1,287	1,287
2002	-	-
2003	-	-
2004	-	-
2005	-	-
2006	-	-

Note: Special assessments collections includes prepayments and delinquencies.

**CITY OF COLLEGE PARK, MARYLAND**

**Computation of Direct and Overlapping Bonded Debt  
June 30, 2006  
(amounts expressed in thousands)**

Jurisdiction	Net debt outstanding	Percentage applicable to the City	Amount applicable to the City
City of College Park:			
Direct Debt	\$ 538	100.000%	\$ 538
Subtotal	538		538
Overlapping Debt (Note 1):			
Prince George's County:			
Direct Debt	709,849	2.465%	17,500
Washington Suburban			
Sanitary Commission	2,655	2.465%	65
Maryland-National Capital			
Park and Planning Commission	106,535	2.465%	2,626
Subtotal	819,039		20,192
Total Direct and Overlapping Debt	\$ 819,577		\$ 20,730

**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 \$50,878,801,474 and the City real property assessment of \$1,254,330,314. The City does not have any self-supporting debt at June 30, 2006.

**CITY OF COLLEGE PARK, MARYLAND**

**Computation of Legal Debt Margin  
June 30, 2007**

	<u>General Obligation</u>	<u>Total Debt</u>
Total real property taxable assessment as of June 30, 2007 (FY2007 assessment)	\$ 1,383,742,094	\$ 1,383,742,094
Allowable debt limit percentage per City Charter, Article C7-4	<u>5%</u>	<u>10%</u>
City debt limit	\$ 69,187,105	138,374,209
Outstanding debt as of June 30, 2007	<u>342,632</u>	<u>1,842,632</u>
Available debt margin	\$ <u>68,844,473</u>	\$ <u>136,531,577</u>

**CITY OF COLLEGE PARK, MARYLAND**

**Debt Service Requirements  
June 30, 2007**

**Bank of America - City Hall Development Bond:**

<u>Fiscal year</u>	<u>Principal balance, beginning of fiscal year</u>	<u>Debt Service</u>		<u>Principal balance, end of fiscal year</u>
		<u>Interest</u>	<u>Principal</u>	
2008	\$ 342,632	\$ 19,909	\$ 47,354	\$ 295,278
2009	295,278	16,845	50,418	244,860
2010	244,860	13,638	53,625	191,235
2011	191,235	10,230	57,033	134,202
2012	134,202	6,620	60,643	73,559
2013	73,559	2,747	64,516	9,043
2014	9,043	66	9,043	0
<b><u>Totals</u></b>		<b>\$ 70,055</b>	<b>\$ 342,632</b>	

**SunTrust Bank - Master Lease #2:**

<u>Fiscal year</u>	<u>Principal balance, beginning of fiscal year</u>	<u>Debt Service</u>		<u>Principal balance, end of fiscal year</u>
		<u>Interest</u>	<u>Principal</u>	
2008	\$ 1,500,000	\$ 54,690	\$ 276,645	\$ 1,223,355
2009	1,223,355	43,476	287,859	935,496
2010	935,496	31,808	299,527	635,969
2011	635,969	19,667	311,668	324,301
2012	324,301	7,034	324,301	0
<b><u>Totals</u></b>		<b>\$ 156,675</b>	<b>\$ 1,500,000</b>	

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**CITY OF COLLEGE PARK, MARYLAND**

**Demographic Statistics  
Last Six Census Years**

<u>Fiscal year</u>	<u>Population</u>	<u>Median income</u>	<u>Median age</u>	<u>Formal education level</u>	<u>Unemployment rate</u>
1950	11,170	\$ 1,063	31.1 years	12.7 years	3.8%
1960	18,482	7,948	21.9 years	12.4 years	2.8%
1970	26,220	13,453	21.4 years	12.7 years	3.5%
1980	23,614	39,806	24.1 years	13.0 years	3.2%
1990	23,714	48,915	23.4 years	See note	5.4%
2000	24,657	50,168	21.7 years	See note	4.2%

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.

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 (1)			
	Commercial	Residential	Exemptions	Total
1997	189,499	610,357	487,190	1,287,046
1998	218,714	589,953	497,490	1,306,157
1999	250,055	594,949	503,328	1,348,332
2000	256,428	599,148	510,245	1,365,821
2001	216,237	654,282	523,839	1,394,358
2002	225,474	671,150	534,550	1,431,174
2003	227,693	687,574	557,915	1,473,182
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

Source:

- (1) State Department of Assessments and Taxation (SDAT)
- (2) Prince George's County Department of Environment Resources, Construction Standards Division, Permits Section Valuation greater than \$25,000
- (3) Operating Banks and Branches Data Book, FDIC

- \* includes \$40,000,000 University View student housing project
- \*\* includes \$18,111,000 completion of University View project
- \*\*\* includes \$17,000,000 Camden @ College Park, Phase 2

<u>Commercial construction (2)</u>		<u>Residential construction (2)</u>		<u>Bank deposits (3)</u>
<u>Number of units</u>	<u>Value</u>	<u>Number of units</u>	<u>Value</u>	
10	646	16	1,170	155,954
9	565	10	670	161,615
19	3,063	13	715	155,471
12	4,381	-	-	168,958
11	3,959	9	553	204,121
13	1,568	4	338	267,642
16	813	13	515	311,109
27	48,218 *	17	1,154	287,748
22	21,381 **	9	534	345,180
10	20,510 ***	38	2,687	373,299

**CITY OF COLLEGE PARK, MARYLAND**

**Miscellaneous Statistics  
June 30, 2007**

Date of settlement	1745
Mayor & Council established	1945
Date of incorporation	1945
Form of government	
Commission	1945-1960
Council-Manager	1960-present
Area - square miles	5
Miles of streets, sidewalks and alleys	
Streets:	
Paved	52
Unimproved	1
Sidewalks	21
Alleys - unpaved	1

Providers of other services to City residents

<u>Service</u>	<u>Organization</u>
Recreation	Maryland-National Capital Park and Planning Commission (M-NCPPC)
Fire / EMS	Prince George's County Fire / Emergency Medical Services Department College Park Volunteer Fire Department, Inc. Branchville Volunteer Fire Company & Rescue Squad, Inc. Berwyn Heights Volunteer Fire Department & Rescue Squad, Inc.
Police	Prince George's County Police Department
Water and sewer	Washington Suburban Sanitary Commission (WSSC)
Electric	Potomac Electric Power Company (PEPCO)
Natural gas	Washington Gas, Maryland Division
Public education	Prince George's County Public Schools

Election data

Registered voters last local election, November 2005	10,833
Number of votes cast, last local election	1,379
Percentage of registered voters voting, last local election	12.7%

**CITY OF COLLEGE PARK, MARYLAND**

**Miscellaneous Statistics (continued)  
June 30, 2007**

Authorized full-time equivalent employees

	FY2007 <u>Adopted Budget</u>	FY2008 <u>Adopted Budget</u>
Merit	103.70	104.70
Nonclassified	<u>5.82</u>	<u>5.82</u>
Total	<u>109.52</u>	<u>110.52</u>

Major property owner

The University of Maryland at College Park, the University's flagship campus, 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 35,102 as of fall 2006 enrollment, consisting of 25,154 undergraduate and 9,948 graduate students; and a faculty (excluding graduate teaching assistants) of 3,674 and staff of 4,675.

Memberships

American Payroll Association  
American Planning Association  
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 Institute of Municipal Clerks (IIMC)  
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  
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  
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 account 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 \$500

**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

## Glossary

**Fund Balance – Unreserved, Designated** Segregation of a portion of fund balance to indicate tentative plans or intentions for future financial resource use. An example is utilization as a (potential) transfer to a succeeding fiscal year budget.

**Fund Balance – Unreserved, Undesignated** 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".

**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 FY2008 (State of Maryland 10%, Prince George's County 4%, City of College Park 1%).

**Investment Policy** A policy, adopted by the Mayor & Council, outlining permitted investments for City funds. As required by state law, the investment policy was subsequently approved and filed with the State Treasurer.

**Levy** To impose taxes, special assessments or service charges for support of the City

**LGIT or Local Government Insurance Trust** A public entity risk pool, of which the City is a charter member. LGIT provides the City's property, general, automobile, and public officials' legal liability insurance coverage.

**Licenses and Permits** Documents issued in order to regulate various kinds of business and other activity within the community. A degree of inspection may accompany the issuing of a license or permit, as in the case of building permits. In most instances, a fee is charged in conjunction with the issuance of a license or permit, generally to cover all or part of the cost of administration.

**Line Item** A specific expenditure category within a departmental budget, such as travel and training, telephone, postage, office supplies, etc. Defined by an account number.

**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.

## Glossary

**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".

**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.

## Glossary

**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.

**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 and 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.

**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 2008, the City’s tax differential is 1.6 cents for real property and 4.0 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 FY2008 adopted tax rates are 29.9 cents per \$100 of real property assessed valuation and 74.8 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”.

**Unreserved 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.

**Undesignated Reserve or Undesignated Reserve Balance** Same as Undesignated Unreserved Fund Balance. See FUND BALANCE.

**Undesignated Unreserved Fund Balance** The portion of fund balance representing expendable available financial resources. See FUND BALANCE.

## Glossary

**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

**WSSC or Washington Suburban Sanitary Commission** This regional utility provides water and sewer service and storm drainage to City residents.

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