# CITY OF COLLEGE PARK
# MARYLAND

## Adopted Operating Budget
## for Fiscal Year 2013
### and Five-Year Capital Improvement Program

# CITY OF COLLEGE PARK, MARYLAND
# Adopted Operating Budget for Fiscal Year 2013 and Five-Year Capital Improvement Program

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**CITY OF COLLEGE PARK, MARYLAND**
**Adopted Operating Budget for Fiscal Year 2013**
**and Five-Year Capital Improvement Program**

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# INTRODUCTION

4500 KNOX ROAD
COLLEGE PARK, MD 20740-3390

OFFICE OF: City Manager
240-487-3501

July 1, 2012

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

Ladies and Gentlemen:

I am pleased to present the Adopted Operating Budget of the City of College Park, Maryland for the fiscal year ending June 30, 2013 (fiscal year 2013) 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 24.

## The Budget Document

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

## Budget Highlights

General Fund: The adopted operating budget provides operating revenues of $14,339,323 plus $146,211 in appropriations from the unassigned reserve and a $251,950 interfund transfer from the Parking Debt Service Fund, for total General Fund revenues of $14,737,484. The FY2013 operating revenues represent an increase of $660,613 (or 4.83%) over FY2012 adopted budget operating revenues. A slight Increase in real property tax assessments generated a $101,524 increase. Personal property

taxes decreased $50,000 due to SDAT-calculated depreciation. Budgeted highway user tax revenue decreased $64,536 from FY2012 to FY2013 due to cuts in this State revenue source. Other intergovernmental revenues remained flat. Speed enforcement camera revenue, net of processing charges, is budgeted but is required by State law to be expended for public safety purposes, including pedestrian safety improvements.

Total General Fund expenditures of $14,737,484 include an FY13 interfund transfer to the Capital Projects Fund of $1,307,900, an 11.14% increase over the initial FY12 budgeted transfer (subsequently increased in FY12 by 2 budget amendments). The FY2013 total expenditures represent an increase of $652,678 (or 4.63%) over FY2012 adopted budget expenditures. A Comparative Operating Budget Summary appears on page 17, providing a breakdown of revenues and expenditures for FY2013 and preceding years.

The FY2013 adopted budget includes a net increase in staffing of 1.05 full time equivalents ("FTE's") citywide. Making up that total, Public Services staff increased 0.85 (for additional part-time contract police); Planning staff was reduced 0.10 (for Planning interns); and Youth, Family & Senior Services staff was increased 0.30 for a new part-time staff member in the Seniors Program.

The FY2013 adopted budget continues funding for a $400,000 police services contract with Prince George's County. In addition to the City's current part-time police program, utilizing County police officers employed part-time by the City, the County contract provides 3 full-time police officers on permanent assignment in the City. These police services supplement the regular police services provided to City residents by Prince George's County.

Parking Debt Service Fund: The adopted budget for this fund is $215,000, including $175,000 in parking meter revenue from the July 2007 meter rate increase, and $40,000 from the July 2010 increase in parking citations for expired and overtime parking. The accumulated funds will be used to partially cover debt service on the tax-exempt parking garage bond, and $251,950 is being transferred to the General Fund in FY13 for this purpose.

Capital Improvement Program: The 5-year capital improvement program for FY2013 totals $51,491,833 and includes 30 active projects. FY2013 funding for the Capital Projects Fund is provided by an operating cash transfer of $1,307,900, federal grants (primarily Community Development Block Grant), state grants (primarily Program Open Space), cable franchise capital equipment grants, and various other grants and loans. Summary schedules for the Capital Projects Fund begin on page 349 and are followed by individual project schedules for all active projects.

## The Budget Process

Following budget guidance from Mayor & Council, the City Manager instructed departments on applicable limitations for expenditure increases. Based on FY2013 initial

revenue projections (including the ongoing cut in State highway user tax), it was decided that total expenditure increases were to be limited to approximately 3% over FY2012. The adopted budget includes a 2.0% cost of living adjustment ("COLA") for FY2013, effective July 1, 2012. Merit increases (2.5% steps for employees in the 17 steps of the pay table plus three 5% longevity steps, subject to receipt of a satisfactory evaluation) were budgeted. As personnel expenditures comprise 59.64% of the expenditure budget, non-personnel (operating) expenditure increases were to be limited to 1%. The primary focus in preparing the FY2013 budget was to provide the same or higher level of service to College Park residents as in the past. FY2013 revenues were conservatively projected by the Director of Finance and management staff, based on historical trends and known FY2013 changes. No fee or fine increases were proposed. Each department was responsible for preparing the individual program budgets within the department.

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 2012, the City Manager and Director of Finance met with each department head to review his/her submittal and make any adjustments deemed necessary to balance the total budget. At that time, the City Manager reviewed the estimates for Mayor & Council submitted "wish list" items assigned to individual departments; some of these items were added to the City Manager's budget request. Following these meetings, the Finance department assembled the complete budget request for distribution to the Mayor & Council, City staff and the general public.

The City Manager's requested FY2013 General Fund operating budget and 5-year Capital Improvement Program (C.I.P.) were submitted to the Mayor & Council by the Charter-mandated March 31, 2012 deadline. The Mayor & Council held worksession meetings in April to review and discuss the proposed budget with the City Manager, Director of Finance and department directors and deputy directors, made changes to the proposed budget and added other items. Ordinance 12-O-05, which included the changes to the proposed budget, was introduced at a regular meeting on April 24, 2012. A public hearing on the budget ordinance was held on May 8, 2012, 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 12-O-05 (pages 33-36) was adopted by the Mayor & Council on May 22, 2012. The effective date of the ordinance is July 1, 2012.

A more detailed description of the budget process and a chart-based budget calendar is included on pages 37-40.

## Budgetary Trends

In preparing the FY2013 proposed budget, staff reviewed all known and potential revenue sources. FY2013 is the third year of a triennial SDAT assessment cycle for a majority of the City. Real property assessments increased 4.49% from FY2012 prior to the application of the homestead tax credit, and increased 6.25% after applying the homestead tax credit. The homestead tax credit, applicable to owner-occupied

residential properties only, limits the annual assessment increase to a specified percentage, set by the municipality. The City's homestead tax credit is currently set at 4%; as a result, assessment increases for owner-occupied residential properties are limited to 4%. Residential properties comprise 64.17% of the City's current assessable base and commercial properties comprise the remaining 35.83%. Projected personal property tax assessments remain relatively flat. State revenues from highway user tax decreased due to continuing State cuts; the FY13 level is 12.95% of the FY2007 highest level in the past 14 years. In the Statistical Section, summary schedules showing individual revenue components by year for the past 10 years appear on pages 398-399, 404-405 and 406-407. Property tax assessment data for the past 10 years appears on pages 408-409.

For the past several years, the City has designated a portion of its unassigned reserve to balance the operating budget. This unassigned reserve transfer has rarely been needed, as the City has only recognized a substantial deficit once in over 10 years. The FY2013 budget includes a $146,211 designation of unassigned reserve.

The capital projects listed in the C.I.P. are totally separate from any expenditure summary or detail material included in the operating budget. These projects are primarily projects of limited duration or 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 public parking garage project (where an outside developer handled all phases of design and construction) and the proposed City Hall expansion, 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 360-389) provides a description and monetary estimate (where applicable and/or available) of the project's impact on future operating budgets. A summary of the projected operating

budget impact of capital projects appears on page 357.

No changes in fund balance are projected. The FY2012 adopted budget included a $189,210 use of unassigned reserve (subsequently increased to $1,609,210 by two FY12 budget amendments); this designation of unassigned reserve is not expected to be used. For FY2013, the budgeted use of unassigned reserve is $146,211.

## Property Taxes

For FY2013, the City's real property tax rate is $0.322 per $100 of full value assessment, the same rate as in FY2012. 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 FY2013 City personal property tax rate is $0.805 per $100 of assessed valuation, the same rate as in FY2012. The City bills and collects its own personal property taxes, based on assessments provided by SDAT. As the State recommends that personal property tax be set at 2.5 times the real property tax rate, each one-cent of the real property tax rate yields $232,877 (including one cent of the real property tax rate and 2.5 cents of the personal property tax rate).

City property owners receive a tax differential on their Prince George's County tax rate, a reduction in the County tax rate for services provided by the City that the County is not required to perform. The tax differential is calculated annually by the County for all municipalities based on a complex formula, and is set at $0.020 for real property and $0.043 for personal property for fiscal year 2013.

## Short-Term and Long-Term Goals

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

In FY2009, the Mayor & Council began a strategic planning process, utilizing a consultant to facilitate a dialogue between Mayor & Council, City staff, community focus groups and the community at large. The resulting Strategic Plan 2010-2015 was presented to the public at a series of Council meetings to solicit additional feedback. Following a public hearing, the Strategic Plan 2010-2015 was adopted by Mayor & Council on August 10, 2010. Council develops annual action plans, which are subsequently adopted after public input. The FY2013 Action Plan, attached on pages 11-15, was adopted on July 10, 2012. This action plan guides staff on Mayor & Council recommended priorities for the fiscal year, including short- and long-term goals.

In addition to the FY2013 Action Plan, staff recommendations for other goals not included in the Strategic Plan are listed below:

| Long-Term Goal | Short-Term Goal or Component | Timeframe | Implementation |
|---|---|---|---|
| Increase City tax revenues | • Encourage residential property ownership by owner-occupants, providing increases in income tax and highway user tax | 2-3 years | Planning department administers a homeownership grant program, providing grants of $5,000 each to individuals purchasing former rental properties, foreclosed and short-sale properties. |
| | • Increase the City's tax base through commercial and residential development and redevelopment consistent with the Route 1 Sector Plan, TDOZ at College Park Metro, Sector Plan for Greenbelt Metro and the College Park Housing Plan | Ongoing | This is the primary mission of the City's Planning department. |
| Improve public safety services | • Continue part-time contract police program, currently budgeted at $750,000 annually | Ongoing | This Public Services program employs off-duty County police officers as part-time City employees to supplement County police services. |
| | • Continue $400,000 police services contract with Prince George's County | Ongoing | This FY2009 contract provides 3 full-time County police officers on assignment in the City. |
| U.S. Route 1 corridor revitalization | • Increase heritage-based tourism | Ongoing | The City, as a member of Anacostia Trails Heritage Area (ATHA), has installed way-finding signs to City destinations, has established historic districts in Calvert Hills and Old Town neighborhoods, and has prepared walking tour brochures of historic neighborhoods. The City has been designated as a Preserve America community. |
| Improve City services | • Expand City Hall on its current site | 2 years | The City is working with an architectural firm to design an expansion of City Hall. Pending design approval, construction could follow. Timeframe is uncertain. |
| | • Consolidate City Hall and Calvert Road operations in a new City Hall | 3 years | Public Services functions and staff are divided between the City Hall and Calvert Road locations. Consolidation would be included in the City Hall expansion, improving services to City residents. |
| | • Undertake Public Works facility | 1.5 years | Improvements to the City's Public Works |

| | | | |
|---|---|---|---|
| | improvements | | facility are under review, including replacement of a modular building containing offices, staff day room, lavatories, showers and locker room, etc. |
| | • Upgrade City facilities | Ongoing | Many City facilities suffer from space limitations, deferred maintenance issues and outdated employee work areas. Upgrades to or replacements of these facilities are needed in order to continue to provide efficient services to City residents. |
| Secure full zoning authority for the City | • The City is pursuing this issue with Prince George's County, utilizing County Council and State legislators as needed. | Unknown | Full zoning authority would give the City much greater control over the development process. Progress on this item is slow but promising. |

## Legal Debt Margin

§C7-4D of the City Charter limits the total of all general obligation indebtedness to 5% of the assessed valuation of taxable real property in the City. Total debt (including master leases) is limited to 10% of assessed valuation. The taxable real property assessment totaled $2,159,943,756 at June 30, 2012, resulting in debt limits of $107,997,188 for general obligation debt and $215,994,376 for total debt, respectively. At June 30, 2012, the City's long-term debt included Community Legacy loans of $450,000, and a tax-exempt parking garage bond of $7,925,000, for a total of $8,375,000. The City is within the debt limitations imposed by its Charter. Additional information about legal debt margin and existing debt is included in the Statistical Section of the budget.

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

## Performance Measurement

Performance measures have been formulated for all programs in an effort to assess compliance with established goals and planned accomplishments. Over a period of years, these measures are refined in order to generate meaningful measurements of our ability to provide quality City services. Statistical record-keeping by departments and the resident survey have been modified to correspond with the effectiveness measures for a particular City function or service. The performance measures tables in each program include 3 years of data (FY2011 Actual, FY2012 Target and Actual, and FY2013 Target). Numerous performance measures are derived from the resident survey. For years in which a resident survey is not conducted, the actual data for those measures lists "No survey". A resident survey was done in FY2011 and will be done in FY2013. 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 59.64% of the adopted FY2013 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 FY2013 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 FY2012

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 2012. 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 FY2013 adopted budget meets the program criteria and we intend to submit it to GFOA for consideration for another award.

## Acknowledgements

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

Sincerely,

Joseph L. Nagro
City Manager

# City of College Park Strategic Plan 2010 – 2015
# FY 2013 Action Plan (Approved July 10, 2012)

This document summarizes, in a shorter format, the Strategic Plan goals and objectives and lists out the action items for FY 2013. The full version of the FY 2013 Action Plan, with the list of responsible departments and timelines, can be found on the City's website at www.collegeparkmd.gov.

This action plan aligns with the Strategic Plan adopted by City Council August 10, 2010. As an annual road map for strategic plan implementation, this action plan intentionally focuses on a relatively manageable and strategic set of actions for approximately one fiscal year. Most of the steps included in this plan are assumed to have a finite scope (ideally within 1 year) and are strategically oriented towards change and improvement in College Park. Before the end of FY 2013, City Council and City Staff will develop an action plan for FY 2014. It is understood that some activities in the FY 2013 action plan will be repeated in the plan for FY 2014 and beyond because they span multiple years and are considered ongoing. The steps in this action plan are in addition to ongoing daily operations and recurring annual activities in the City.

City Council and City Staff will annually review and update the action plan in conjunction with the annual budget development process. Action steps that may not be completed in one year will be reconsidered and, where decided, carried forward into to the next year.

## Goal I: Consistent high quality and cost-effective public services that contribute to a safe and welcoming City for all.

1) **Objective 1: Improve public safety and reduce crime by utilizing contract police officers, collaborating with other police agencies, and encouraging community participation.**
    a. Explore the possibility of expanding the contract police program to include UMPD officers. The expansion would require UMPD to sign a Memorandum of Understanding with the City requiring the contract UMPD officers to write noise citations.
    b. Work with UM to explore expansion of the concurrent jurisdiction area to additional areas in the City.

2) **Objective 2: Improve local schools that serve City of College Park residents through collaboration with strategic partners including the Prince George's County Public Schools and the University of Maryland.**
    a. In working towards the Vision 2020 Plan, create the College Park Academy in partnership with College Park City-University Partnership (CPCUP).
    b. Determine the program details of the new EAC initiatives and scholarships.

3) **Objective 3: Expand recreational, social and cultural activities for city residents.**
    a. Continue working to establish / help establish a College Park Community Foundation to assist with fundraising for College Park Day and other city events and organizations.
    b. Explore interest among community associations in using City resources to support/create localized social events and recreational activities.

4) **Objective 4: Strengthen well-being of residents that seek assistance through youth, family and seniors program.**
   a. Expand public information about available senior programs and recreation activities to seniors in homes throughout the city.

5) **Objective 5: Improve customer / constituent service to better serve College Park residents.**
   a. Provide ongoing staff training in resident relations / constituent services and customer service, including timely responses to phone calls.
   b. Organize legislation or conduct a meeting between the City and County to discuss streamlining the permitting process.

## Goal II: Convenient transportation options that improve local travel and manage congestion.

1) **Objective 1: Advocate for state and other resources to rebuild Route 1 to improve its safety, efficiency, and appearance.**
   a. Lobby State Legislature, State Highway Administration (SHA) and County Council to allocate funding to rebuild Route 1.
   b. Work with M-NCPPC and SHA to require Route 1 developers to implement street improvements with new development or, if not feasible, pay a fee-in-lieu.
   c. Establish a Tax Increment Financing (TIF) district strategy to help fund infrastructure improvements.

2) **Objective 2: Support development of transit options that increase convenience, accessibility, and mobility.**
   a. Continue to market and brand THE BUS Route 17 as a Route 1 Main Street shuttle.
   b. Implement Route 1, Rhode Island Avenue, Campus Drive, and other bus corridor enhancements.
   c. Participate in Purple Line design and preliminary engineering for alignment and stations.
   d. Continue funding and promoting use of Shuttle-UM pass for city residents and employees. Work with DOTS to get more reliable statistics.
   e. Continue to provide input and participate in the DOTS 10-year strategic plan process where possible. Encourage DOTS to work on collaboration between Shuttle-UM and other bus services.
   f. Develop a city-wide bicycle plan.

3) **Objective 3: Develop and implement Transportation Demand Management (TDM) strategies [on Route 1].**
   a. Support establishment of a Route 1 TDM District.
   b. Require developers to prepare trip reduction plans for new development.
   c. Seek funding for infrastructure improvements including bike trails and amenities and sidewalk construction.
   d. Direct traffic to least congested arterial and connector routes with improved signage and websites.

4) **Objective 4: Improve traffic, pedestrian, and bicycle safety.**

a. Explore options to provide safer access to major arteries from all City neighborhoods.

## Goal III: Lead the College Park community in environmental conservation, protection, restoration, and energy efficiency.

1) **Objective 1: Implement strategies to improve energy efficiency and reduce greenhouse gas emissions.**
   a. Complete community emissions inventory. Develop and implement an action plan.
   b. Establish a LEED-based sustainability standard for new development projects within the City jurisdiction.
   c. Promote greater use of carpooling and public transit by City staff.
   d. Encourage greater City staff participation in energy efficient practices.
   e. Pursue other grant resources to support activities addressing energy efficiency.
   f. Continue to pursue legislation for a home energy loan program for residents to make energy efficiency improvements. If legislation passes, pursue development of the program.
   g. Obtain certification as a sustainable city through the Sustainable Maryland Certified program.

2) **Objective 2: Develop strategies to effectively manage local water resources and storm water runoff.**
   a. Review site plans for developer compliance with new storm water regulations.
   b. Incorporate best practices for storm water management into all City projects to the extent feasible.
   c. Encourage reduction of impervious surfaces in public and private property.
   d. Work with the Prince George's Police and develop education materials to discourage illegal dumping and enforce anti-dumping laws in the City.

3) **Objective 3: Increase and enhance parks and green spaces.**
   a. Develop a citywide parks and recreational facility inventory in preparation for future improvements and new green spaces.
   b. Prepare plan for the Hollywood Gateway Park with community input.
   c. Proceed with construction phasing of Duvall Field renovation with community input.

4) **Objective 4: Divert waste from landfills by continuing to increase participation in reduce/reuse/recycle programs.**
   a. Plan and execute public education program to promote recycling, with a focus on newly accepted recyclables.
   b. Promote increased business participation in recycling.

## Goal IV: Neighborhoods that are safe, peaceful, attractive and retain their community character.

1) **Objective 1: Effectively and fairly enforce city and county codes and ordinances.**
   a. Assess the effectiveness and consistency of citywide Code Enforcement by using national standards.

2) **Objective 2: Increase the rate of home ownership.**
   a. Cultivate relationships with residential realtors to increase their knowledge of College Park's assets and positive attributes.
   b. Implement the marketing plan as proposed to promote the City's assets as identified by the consultant through Phase I of this project.

3) **Objective 3: Preserve and promote neighborhood resources that build a sense of community for all residents.**
   a. Hold a third annual College Park Day and develop strategies to make it a sustainable program.
   b. Work with the City Farmers' Market Committee to pursue increased availability of local and/or organic options at the Downtown Farmers' Market.
   c. Explore the possibility of creating a North College Park Farmers' Market.

## Goal V: Expand the local economy and tax base with socially responsible development.

1) **Objective 1: Encourage revitalization of the Route 1 corridor consistent with the desires and needs of the local community.**
   a. Develop and track inventory of sites available for rent and redevelopment.
   b. Work with developers to help identify businesses for new retail space.
   c. Pursue Tax Increment Financing (TIF) to support public infrastructure improvements associated with new development.
   d. Review options for addressing paid parking on Berwyn House Road.

2) **Objective 2: Encourage revitalization of the Hollywood Commercial District.**
   a. Develop a streetscape design plan with community involvement (residents, businesses, and local property owners).
   b. Advocate for the FY 2016 M-NCPPC funding to be moved to FY 2013 or FY 2014 for a feasibility study for construction of a community center in North College Park.
   c. Continue to work with business owners interested in forming a Hollywood merchants association or other type of support network.

3) **Objective 3: Support and attract diverse locally-owned high-quality retail and restaurant businesses with unique character and a commitment to local quality of life.**
   a. Identify and promote available commercial space to prospective tenants.
   b. Market downtown College Park as a destination location.
   c. Expand the sign grant program to include façade improvements.
   d. Review and establish City priorities in relation to the East Campus development.
   e. Work with local business owners to assess the effectiveness of the pilot summer parking program through any metrics possible.

4) **Objective 4: Increase the diversity of job opportunities.**
   a. Encourage University incubator businesses to remain in College Park by marketing suitable available space.
   b. Work with Small Business Development Center to provide support to existing business owners and encourage new entrepreneurs to locate in College Park.

5) **Objective 5: Increase the diversity of available quality housing.**
   a. Identify developers to build corridor infill housing consistent with the Route 1 Corridor Sector Plan.
   b. Encourage affordable graduate student housing in early phase of East Campus development and encourage future developers to set aside a certain percentage of housing for graduate students in other project opportunities.

6) **Objective 6: Facilitate development in the College Park Metro Station area.**
   a. Work with WMATA on joint development projects.
   b. Market public property in the Transit District Overlay Zone (TDOZ)to the private sector.

7) **Objective 7: Encourage revitalization of the Berwyn Commercial District.**
   a. Evaluate Berwyn Commercial District zoning and consider expanding usage.
   b. Settle outstanding issues related to the completion of the Berwyn portion of the College Park Trolley Trail.

**CITY OF COLLEGE PARK, MARYLAND**
**Consolidated Operating Budget Summary - General Fund and Parking Debt Service Fund (see Note 1 below)**
**For Fiscal Years 2011, 2012 and 2013**

| | FY2011 Adjusted Budget | | | | FY 2012 Adjusted Budget | | | | FY 2013 Adopted Budget | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | General Fund | Parking Debt Service Fund | Eliminations | Consolidated | General Fund | Parking Debt Service Fund | Eliminations | Consolidated | General Fund | Parking Debt Service Fund | Eliminations | Consolidated |
| REVENUES: | | | | | | | | | | | | |
| Property Taxes | $ 6,871,090 | $ | $ | $ 6,871,090 | $ 7,433,369 | $ | $ | $ 7,433,369 | $ 7,489,649 | $ | $ | $ 7,489,649 |
| Income Tax | 1,275,000 | | | 1,275,000 | 1,275,000 | | | 1,275,000 | 1,370,000 | | | 1,370,000 |
| Admission & Amusement Tax | 670,000 | | | 670,000 | 600,000 | | | 600,000 | 560,000 | | | 560,000 |
| State Shared Taxes | 63,329 | | | 63,329 | 174,588 | | | 174,588 | 110,052 | | | 110,052 |
| County Shared Taxes | 450,000 | | | 450,000 | 430,000 | | | 430,000 | 430,000 | | | 430,000 |
| *Total Taxes* | 9,329,419 | 0 | 0 | 9,329,419 | 9,912,957 | 0 | 0 | 9,912,957 | 9,959,701 | 0 | 0 | 9,959,701 |
| Licenses & Permits | 919,440 | | | 919,440 | 949,050 | | | 949,050 | 949,550 | | | 949,550 |
| Intergovernmental | 246,467 | | | 246,467 | 170,014 | | | 170,014 | 170,014 | | | 170,014 |
| Charges for Services | 907,915 | 216,000 | | 1,123,915 | 919,915 | 215,000 | | 1,134,915 | 919,575 | 175,000 | | 1,094,575 |
| Fines & Fees | 1,815,320 | 70,000 | | 1,885,320 | 1,489,000 | 50,000 | | 1,539,000 | 2,120,800 | 40,000 | | 2,160,800 |
| Investment Revenue | 124,539 | | | 124,539 | 77,064 | | | 77,064 | 60,730 | | | 60,730 |
| Property and Equipment Rental | 7,200 | | | 7,200 | 155,350 | | | 155,350 | 156,073 | | | 156,073 |
| Miscellaneous Revenues | 5,010 | | | 5,010 | 5,360 | | | 5,360 | 2,880 | | | 2,880 |
| Interfund Transfers | 0 | | | 0 | 216,886 | | (216,886) | 0 | 251,950 | | (251,950) | 0 |
| Use of Undesignated Reserve | 0 | | | 0 | 189,210 | | | 189,210 | 146,211 | | | 146,211 |
| **TOTAL REVENUES** | **13,355,310** | **286,000** | **0** | **13,641,310** | **14,084,806** | **265,000** | **(216,886)** | **14,132,920** | **14,737,484** | **215,000** | **(251,950)** | **14,700,534** |
| EXPENDITURES: | | | | | | | | | | | | |
| Administration | 1,497,416 | | | 1,497,416 | 1,648,875 | | | 1,648,875 | 1,824,648 | | | 1,824,648 |
| Finance | 893,287 | | | 893,287 | 859,001 | | | 859,001 | 856,797 | | | 856,797 |
| Public Services | 3,185,808 | | | 3,185,808 | 3,537,431 | | | 3,537,431 | 3,671,236 | | | 3,671,236 |
| Planning, Comm. & Econ. Devel. | 528,245 | | | 528,245 | 597,215 | | | 597,215 | 626,965 | | | 626,965 |
| Youth, Family & Senior Services | 1,022,845 | | | 1,022,845 | 982,369 | | | 982,369 | 1,050,129 | | | 1,050,129 |
| Public Works | 4,682,114 | | | 4,682,114 | 4,756,352 | | | 4,756,352 | 4,832,256 | | | 4,832,256 |
| Debt Service | 489,260 | | | 489,260 | 516,728 | | | 516,728 | 557,553 | | | 557,553 |
| Interfund Transfers | 1,046,335 | | | 1,046,335 | 1,176,835 | 216,886 | (216,886) | 1,176,835 | 1,307,900 | 251,950 | (251,950) | 1,307,900 |
| Contingency | 10,000 | | | 10,000 | 10,000 | | | 10,000 | 10,000 | | | 10,000 |
| **TOTAL EXPENDITURES** | **13,355,310** | **0** | **0** | **13,355,310** | **14,084,806** | **216,886** | **(216,886)** | **14,084,806** | **14,737,484** | **251,950** | **(251,950)** | **14,737,484** |

Note 1:
The City's governmental funds consist of the General Fund, Parking Debt Service Fund and the Capital Projects Fund. Only the General Fund and Parking Debt Service Fund are budgeted on an annual basis by Mayor & Council. Budgetary control over the Capital Projects Fund is established by annual appropriations (interfund transfers) from the General Fund to C.I.P. project equity accounts through the adoption of a five-year capital improvement program. Specific revenue and expenditure items in the C.I.P. project accounts are estimated by City staff and are not adopted as part of the budget adoption process. Consequently, the Capital Projects Fund is not included in the Consolidated Operating Budget Summary above.

**CITY OF COLLEGE PARK, MARYLAND**
**Comparative Operating Budget Summary - General Fund**
**For Fiscal Year 2013**

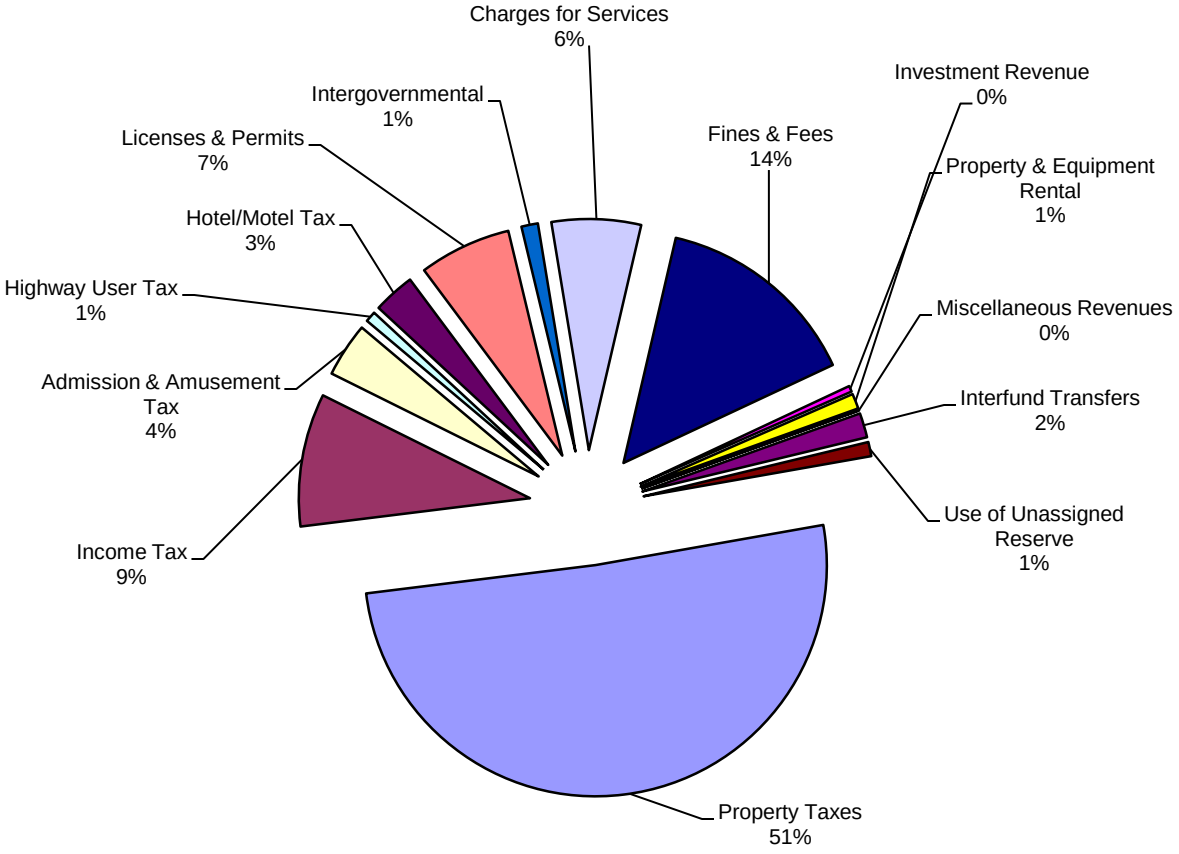
| | | | FY 2012 | | FY 2013 Budget | |
|---|---|---|---|---|---|---|
| | FY 2010 Actual | FY 2011 Actual | Adjusted Budget | Y-T-D Actual | City Manager Requested | Adopted |
| REVENUES: | | | | | | |
| Real Property Tax | $ 6,117,028 | $ 6,100,115 | $ 6,582,369 | $ 6,563,993 | $ 6,688,649 | $ 6,688,649 |
| Personal Property Tax | 944,762 | 822,494 | 851,000 | 875,845 | 801,000 | 801,000 |
| *Total Property Taxes* | 7,061,790 | 6,922,609 | 7,433,369 | 7,439,838 | 7,489,649 | 7,489,649 |
| Income Tax | 1,332,576 | 1,377,541 | 1,275,000 | 1,369,334 | 1,370,000 | 1,370,000 |
| Admission & Amusement Tax | 664,798 | 570,539 | 600,000 | 617,331 | 560,000 | 560,000 |
| Highway User Tax | 81,466 | 58,693 | 174,588 | 167,363 | 110,052 | 110,052 |
| Hotel/Motel Tax | 422,121 | 441,699 | 430,000 | 446,559 | 430,000 | 430,000 |
| *Total Taxes* | 9,562,751 | 9,371,081 | 9,912,957 | 10,040,425 | 9,959,701 | 9,959,701 |
| Licenses & Permits | 964,237 | 1,004,730 | 949,050 | 1,133,899 | 949,550 | 949,550 |
| Intergovernmental | 218,454 | 219,271 | 170,014 | 255,940 | 170,014 | 170,014 |
| Charges for Services | 909,625 | 934,246 | 919,915 | 984,662 | 919,575 | 919,575 |
| Fines & Fees | 1,056,987 | 2,784,739 | 1,489,000 | 2,155,547 | 2,120,800 | 2,120,800 |
| Investment Revenue | 36,814 | 41,696 | 77,064 | 45,493 | 60,730 | 60,730 |
| Property & Equipment Rental | 7,880 | 10,300 | 155,350 | 118,675 | 156,073 | 156,073 |
| Miscellaneous Revenues | 1,895 | 41,288 | 5,360 | 9,185 | 2,880 | 2,880 |
| Interfund Transfers | 0 | 0 | 216,886 | 216,886 | 251,950 | 251,950 |
| Use of Unassigned Reserve | 0 | 0 | 1,609,210 | 0 | (97,289) | 146,211 |
| **TOTAL REVENUES** | **12,758,643** | **14,407,351** | **15,504,806** | **14,960,712** | **14,493,984** | **14,737,484** |
| EXPENDITURES: | | | | | | |
| Administration | 1,404,722 | 1,423,277 | 1,652,875 | 1,541,110 | 1,747,424 | 1,824,648 |
| Finance | 895,913 | 804,229 | 859,001 | 762,052 | 856,337 | 856,797 |
| Public Services | 3,066,339 | 3,137,941 | 3,537,431 | 3,090,763 | 3,550,936 | 3,671,236 |
| Planning, Comm. & Econ. Devel. | 580,752 | 516,643 | 593,215 | 562,361 | 626,505 | 626,965 |
| Youth, Family & Senior Services | 980,817 | 981,825 | 982,369 | 1,030,016 | 1,050,129 | 1,050,129 |
| Public Works | 4,316,449 | 4,374,677 | 4,756,352 | 4,262,570 | 4,817,200 | 4,832,256 |
| Debt Service | 67,263 | 302,884 | 516,728 | 520,426 | 557,553 | 557,553 |
| Interfund Transfers | 978,175 | 1,046,335 | 2,596,835 | 2,596,835 | 1,277,900 | 1,307,900 |
| Contingency | 0 | | 10,000 | 0 | 10,000 | 10,000 |
| **TOTAL EXPENDITURES** | **12,290,430** | **12,587,811** | **15,504,806** | **14,366,133** | **14,493,984** | **14,737,484** |
| **SURPLUS OR (DEFICIT)** | **$ 468,213** | **$ 1,819,540** | **$ 0** | **$ 594,579** | **$ 0** | **$ 0** |
| **Fund Balance, Beginning of Year** | **4,134,740** | **4,602,953** | | **6,422,493** | | **7,017,072** |
| | | | | | | *[projected]* |
| **Fund Balance, End of Year** | **$ 4,602,953** | **$ 6,422,493** | | **$ 7,017,072** | | **$ 7,017,072** |

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

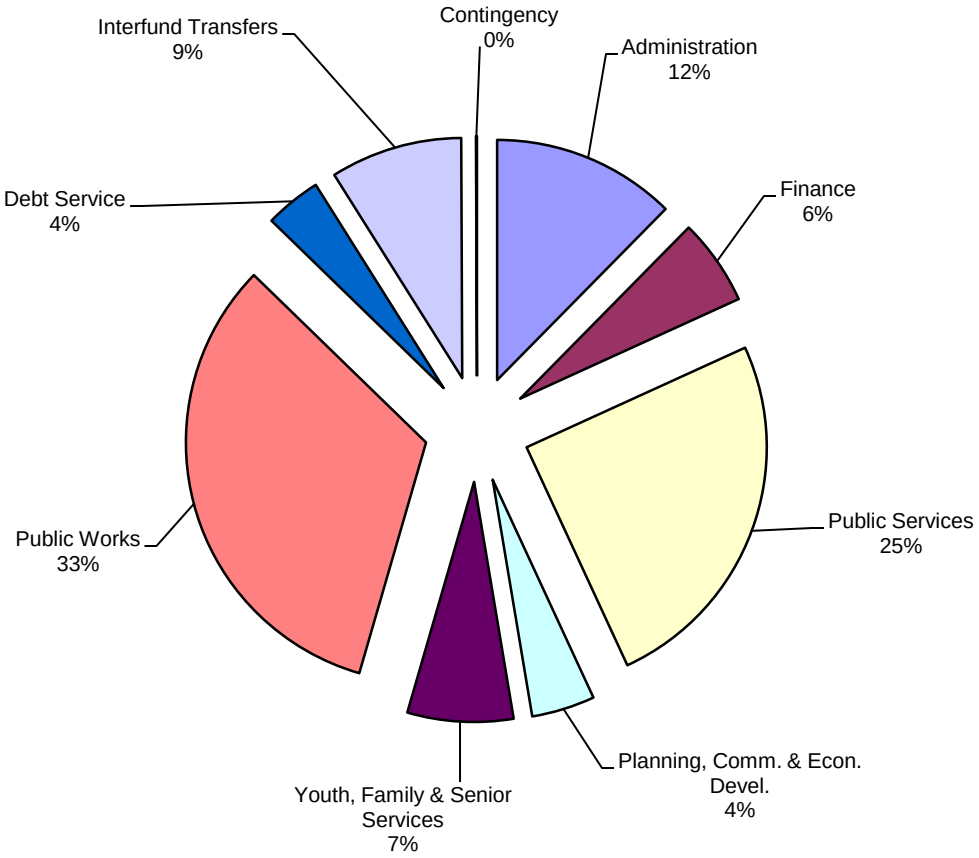
| | FY 2010 Actual | FY 2011 Actual | FY 2012 Adjusted Budget | FY 2012 Actual | FY 2013 Budget City Manager Requested | FY 2013 Budget Adopted |
|---|---|---|---|---|---|---|
| REVENUES: | | | | | | |
| Property Taxes | $ | $ | $ | $ | $ | $ |
| Income Tax | | | | | | |
| Admission & Amusement Tax | | | | | | |
| Highway User Tax | | | | | | |
| Hotel/Motel Tax | | | | | | |
| *Total Taxes* | 0 | 0 | 0 | 0 | 0 | 0 |
| Licenses & Permits | | | | | | |
| Intergovernmental | | | | | | |
| Charges for Services | 181,810 | 211,247 | 215,000 | 166,203 | 175,000 | 175,000 |
| Fines & Fees | | 49,813 | 50,000 | 26,800 | 40,000 | 40,000 |
| Investment Revenue | | | | | | |
| Property & Equipment Rental | | | | | | |
| Miscellaneous Revenues | | | | | | |
| Proceeds-Other Financial Sources | | | | | | |
| Use of Undesignated Reserve | | | | | | |
| **TOTAL REVENUES** | **181,810** | **261,060** | **265,000** | **193,003** | **215,000** | **215,000** |
| EXPENDITURES: | | | | | | |
| Administration | | | | | | |
| Finance | | | | | | |
| Public Services | | | | | | |
| Planning, Comm. & Econ. Devel. | | | | | | |
| Youth, Family & Senior Services | | | | | | |
| Public Works | | | | | | |
| Debt Service | | | | | | |
| Interfund Transfers | | | 216,886 | 216,886 | 251,950 | 251,950 |
| Contingency | | | | | | |
| **TOTAL EXPENDITURES** | **0** | **0** | **216,886** | **216,886** | **251,950** | **251,950** |
| **SURPLUS OR (DEFICIT)** | **$ 181,810** | **$ 261,060** | **$ 48,114** | **$ (23,883)** | **$ (36,950)** | **$ (36,950)** |
| **Fund Balance, Beginning of Year** | **379,733** | **561,543** | | **822,603** | | **798,720** |
| **Fund Balance, End of Year** | **$ 561,543** | **$ 822,603** | | **$ 798,720** | | *[projected]* **$ 761,770** |

Note 1:
The Parking Debt Service Fund was established in fiscal year 2008 to receive the 50% increase in parking meter revenue resulting from the meter rate increase in July 2007. Beginning in FY 2011, this fund also receives the $2.50 increase in parking tickets for expired meter and overtime parking. The accumulated funds will be used to partially cover debt service on the tax-exempt parking garage bond.

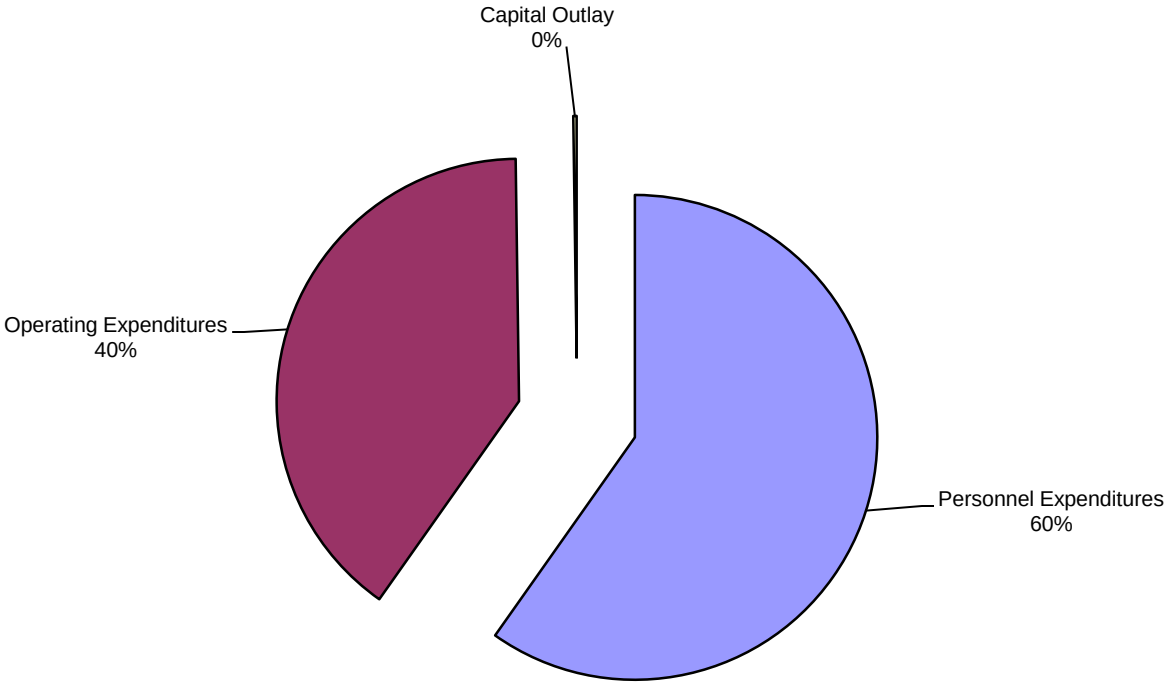
**CITY OF COLLEGE PARK**
**FY 2013 Budgeted General Fund Revenues by Category**
**as Percentage of Total Budgeted Revenues $14,737,584**



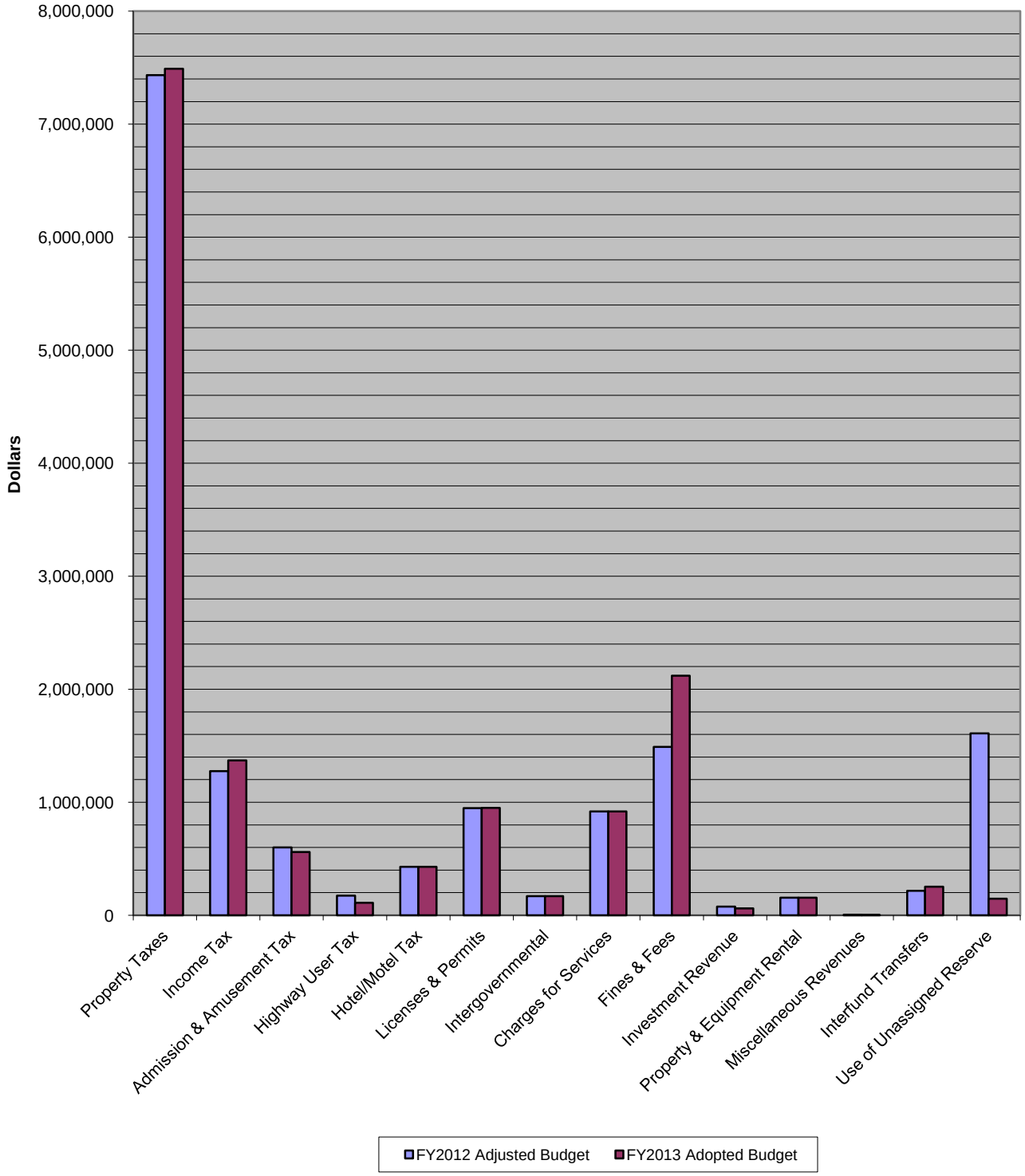
**CITY OF COLLEGE PARK**
**FY 2013 Budgeted General Fund Expenditures by Department**
**as Percentage of Total Budgeted Expenditures $14,737,584**



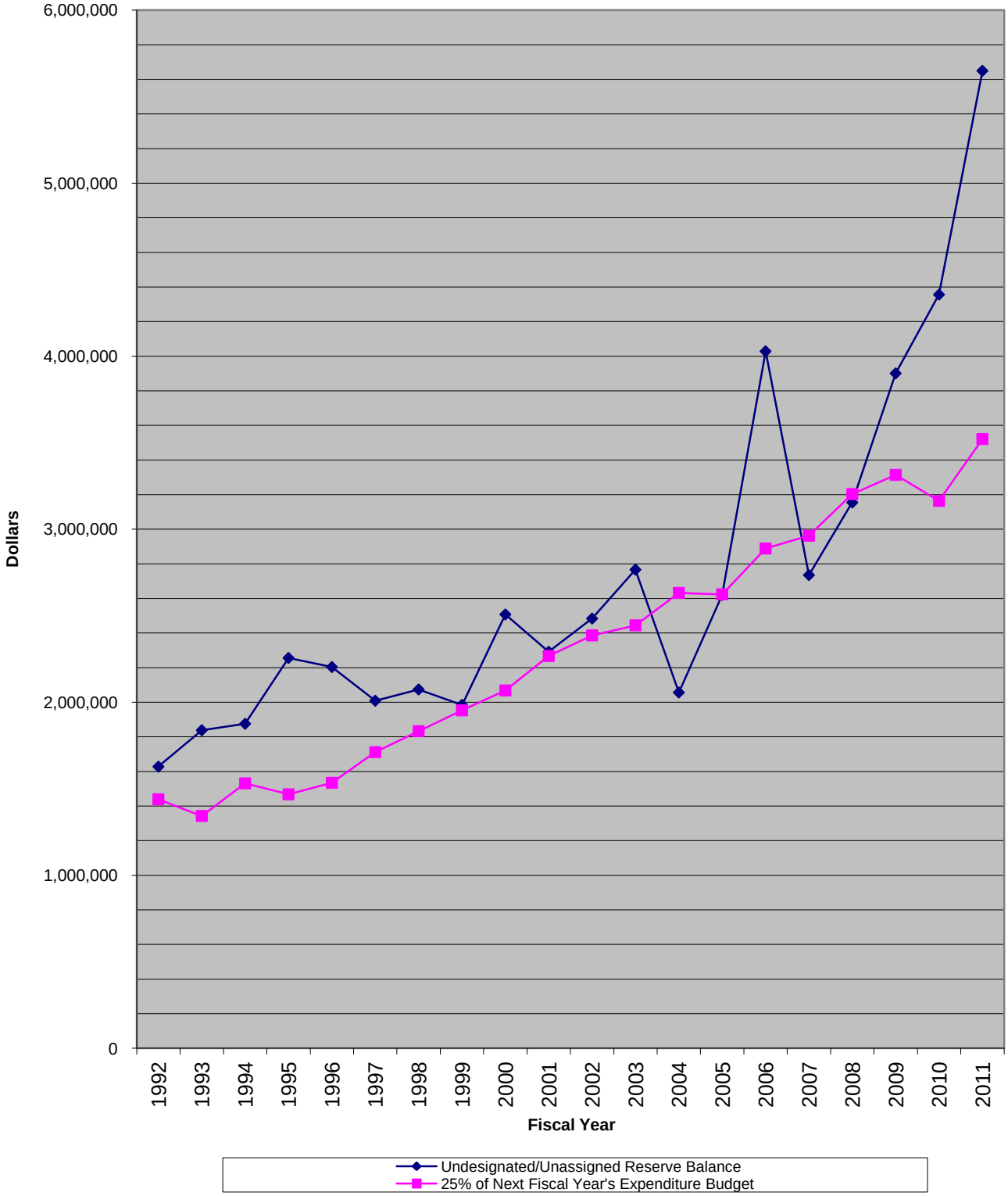
**CITY OF COLLEGE PARK**
**FY2013 Budgeted General Fund Expenditures by Category**
**as Percentage of Total Budgeted Expenditures $14,737,584**



**CITY OF COLLEGE PARK**
**Comparative General Fund Budgeted Revenues**
**FY2012 Adjusted Budget and FY2013 Adopted Budget**



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



## *City of College Park Mission Statement*

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

## *Vision*

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

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

## *Finance Department Mission Statement*

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

## Distinguished Budget Presentation Award

The Government Finance Officers Association of the United States and Canada (GFOA) presented its Distinguished Budget Presentation Award to City of College Park for its annual budget for the fiscal year beginning July 1, 2011 and ending June 30, 2012 (fiscal year 2012).

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

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

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of College Park

Maryland

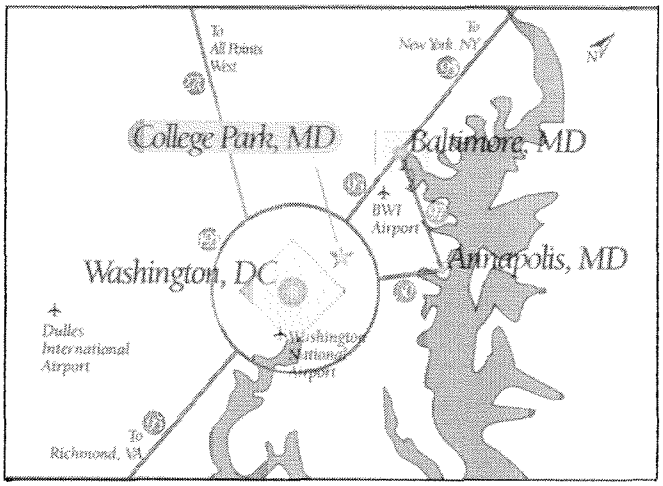
For the Fiscal Year Beginning

July 1, 2011

President Executive Director

# Overview of the City and its Departments

## About the City




The City of College Park, Maryland, located within Prince George's County, is a northern suburb of Washington, D.C. and is located approximately 7 miles northeast of the District of Columbia. Although the City is primarily located inside I-95/495, the Capital Beltway, annexations have brought the IKEA and Holiday Inn properties just north of the Capital Beltway into the City. The area that includes College Park was originally settled in 1745 and the City was incorporated as a municipality under Maryland state law on June 7, 1945. The City is the home of University of Maryland College Park ("UMCP"), the flagship campus of the University System of Maryland, with a combined undergraduate and graduate population of approximately 36,000 students and a campus spanning 1,500 acres. In addition, the City is home to University of Maryland University College ("UMUC"), which provides degree and non-degree programs and adult education on campus and through the Internet. The estimated current population of the City is 30,413. The City comprises approximately 5 square miles, and has 52 miles of paved streets and 21 miles of sidewalks.

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

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

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 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"). The City has been the recipient of the Government Finance Officers Association ("GFOA") Distinguished Budget and Excellence in Financial Reporting awards for its budget and CAFR for many years.

## Public Services

The Department of Public Services handles parking enforcement, code enforcement, animal control and public safety, as well as providing administrative support to the Recreation Board. The Parking Enforcement program is responsible for coin and currency collection from the parking meters and pay stations in the surface parking lots in the downtown area and the parking garage, and enforcement of parking regulations in residential zones, metered lots and other areas throughout the City. The Code Enforcement program enforces all City codes pertaining to property maintenance and ensures compliance with City codes through the annual rental inspection program. The Animal Control program enforces the animal control laws of the City and Prince George's County, providing public awareness and education on proper care of domestic animals. The Rent Stabilization program administers the rent stabilization ordinance. The Speed Enforcement program administers the use of automated speed monitoring systems in designated school zones and institution of higher education zones (within ½ mile of University of Maryland property). Speed enforcement began in November 2010; vehicles that exceed the posted speed limit by 12 miles per hour are issued a $40.00 civil citation. The Contract Police program provides off-duty Prince George's County police officers as part-time City employees, supplementing the County's regular police services within the City. Beginning in fiscal year 2010, the Contract Police program also includes funding for 3 full-time police officers under a contract with Prince George's County.

## Planning, Community and Economic Development

The Department of Planning, Community and Economic Development is guided by the City's Comprehensive Plan, implemented in 1995 and updated annually. The department focuses heavily on the U.S. Route 1 corridor (which runs north-south through the City) in economic and community development initiatives, and participates in project planning with the State Highway Administration for roadway, esthetic and bicycle-access improvements to the study area within the City. The City currently has limited zoning

responsibilities, but collaborates with Prince George's County, M-NCPPC and the University of Maryland in planning efforts involving projects that impact the City. The City continues to pursue obtaining full zoning authority from Prince George's County. The department participates in the U.S. Route 1 sector planning process initiated by M-NCPPC.

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

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

### Youth, Family & Senior Services

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

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

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

# Overview of the City and its Departments

## Public Works

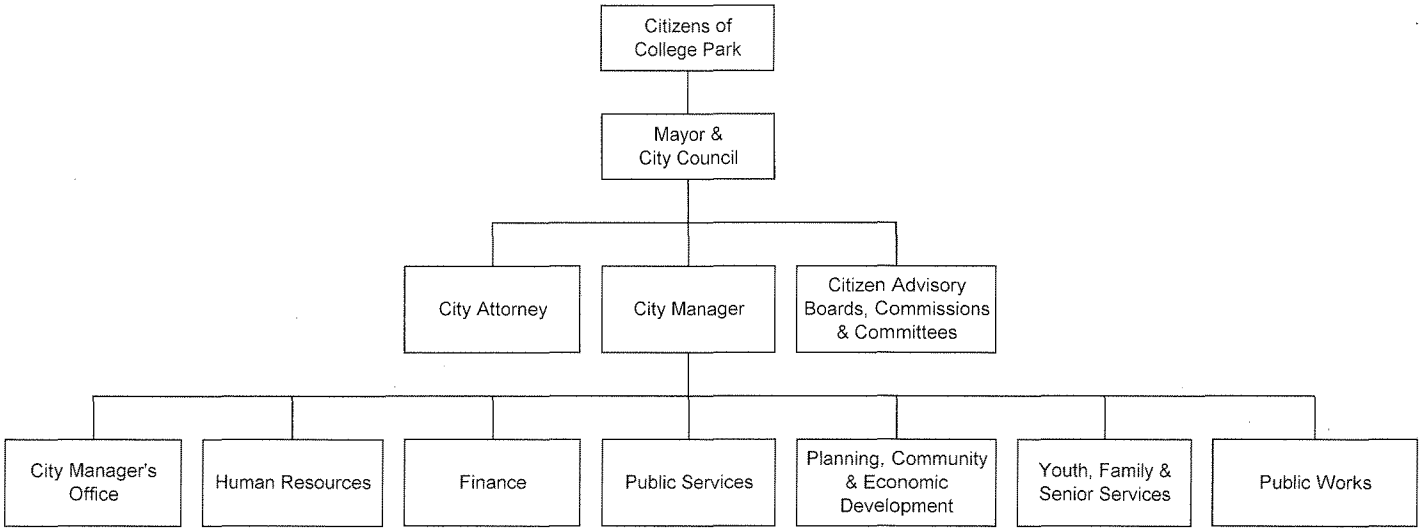
The Department of Public Works, which utilizes approximately one-half of the City's budget and comprises one-half of the City's workforce, provides full-service to City residents in the areas of solid waste management, recycling, street cleaning, signage, snow and ice removal, litter and graffiti control,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

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

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

# CITY OF COLLEGE PARK, MARYLAND

## Organization Chart




**City Manager's Office**
- City Clerk
- City Engineer
- Assistant to the City Manager
- Public Relations

**Human Resources**
- Policies & Procedures
- Recruitment
- Benefits Administration
- Position Classification
- Employee & Labor Relations

**Finance**
- Administration
- Payroll Services
- Accounting & Financial Reporting
- Budget Development & Monitoring
- Information Systems

**Public Services**
- Administration
- Parking Enforcement
- Code Enforcement
- Animal Control
- Recreation
- Rent Stabilization
- Public Safety
- Speed Enforcement
- Contract Police

**Planning, Community & Economic Development**
- Administration
- Community Development
- Planning & Zoning
- Economic Development

**Youth, Family & Senior Services**
- Administration
- Clinical Services
- Seniors Program
- YFS Grants

**Public Works**
- Administration
- Solid Waste Management
- Leaf & Grass Collection
- Street Cleaning
- Signage
- Street Maintenance
- Turf & Right of Way Maintenance
- Snow & Ice Control
- Public Works Buildings
- Recreational Facilities Maintenance
- Tree & Landscape Maintenance
- Streetscape Maintenance
- Litter & Graffiti Control
- Parking Lot Maintenance
- Recycling
- Safety Services
- Parking Garage
- Building Maintenance
- Calvert Road School Maintenance
- Central Garage
- Street Lighting
- Compost Yard Operations

# CITY OF COLLEGE PARK, MARYLAND

## List of Principal Officials

| ***Title*** | ***Name*** |
|---|---|
| Mayor | Andrew M. Fellows |
| City Council, District 1 | Fazlul Kabir<br>Patrick L. Wojahn |
| City Council, District 2 | Robert T. Catlin<br>Monroe S. Dennis |
| City Council, District 3 | Robert W. Day<br>Stephanie E. Stullich |
| City Council, District 4 | Marcus D. Afzali<br>Denise C. Mitchell |
| City Manager | Joseph L. Nagro |
| City Clerk<br>Assistant City Clerk | Janeen S. Miller, CMC<br>Yvette T. Allen |
| City Attorney | Suellen M. Ferguson, Esquire<br>Council Baradel Kosmerl & Nolan, P.A.<br>Annapolis, Maryland |
| Independent Auditors | Barbacane, Thornton & Company LLP<br>Wilmington, Delaware |
| Department Directors and Deputy Directors | |
| Finance | Stephen Groh, CPA, Director<br>Leo L. Thomas, Jr., CPA, Deputy Director |
| Public Services | Robert W. Ryan, Director |
| Planning, Comm. & Econ. Development | Terry A. Schum, Director |
| Human Resources | Jill R. Clements, Director |
| Youth, Family & Senior Services | M. Margaret Higgins, Director |
| Public Works | Robert T. Stumpff, Director<br>Brenda L. Alexander, Deputy Director |

# FY2013
# BUDGET ORDINANCE

**ORDINANCE 12-O-05**
(amended 05/22/12)

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, MARYLAND TO ADOPT THE FISCAL YEAR 2013 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, 2012 and ending June 30, 2013, 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

| | As Introduced | As Adopted |
|---|---|---|
| **Revenues** | | |
| Taxes | | |
| Real Property Taxes | $ 6,688,649 | $ 6,688,649 |
| Personal Property Taxes | 801,000 | 801,000 |
| Income Taxes | 1,370,000 | 1,370,000 |
| Other Local Taxes | 560,000 | 560,000 |
| State Shared Taxes | 110,052 | 110,052 |
| County Shared Taxes | 430,000 | 430,000 |
| Licenses & Permits | | |
| Business Licenses | 41,000 | 41,000 |
| Other Licenses & Permits | 628,550 | 628,550 |
| Utility Franchise Fees | 280,000 | 280,000 |
| Intergovernmental | | |
| Federal Grants | 0 | 0 |
| State Grants | 155,297 | 155,297 |
| County Grants | 14,717 | 14,717 |
| Charges for Services | | |
| General Government Charges | 1,650 | 1,650 |
| Highways & Streets | 526,075 | 526,075 |
| Sanitation & Waste Removal | 382,850 | 382,850 |
| Health Charges | 9,000 | 9,000 |
| Fines & Fees | | |
| Fines | 2,120,800 | 2,120,800 |
| Miscellaneous Revenues | | |
| Investment Earnings | 60,730 | 60,730 |
| Property & Equipment Rental | 156,073 | 156,073 |
| Sale of Fixed Assets | 1,000 | 1,000 |
| Other Revenues | 1,880 | 1,880 |
| *Total Operating Revenues* | $ 14,339,323 | $ 14,339,323 |

| | | |
|---|---|---|
| Non-Revenue Receipts | | |
| Interfund Transfer from Parking Debt Service Fund | 251,950 | 251,950 |
| Use of Unassigned Reserve | 150,311 | 146,211 |
| *Total Revenues* | **$ 14,741,584** | **$ 14,737,484** |
| **Expenditures** | | |
| General Government | $ 2,685,545 | $ 2,681,445 |
| Public Services | 3,671,236 | 3,671,236 |
| Planning, Community & Economic Development | 626,965 | 626,965 |
| Youth, Family & Senior Services | 1,050,129 | 1,050,129 |
| Public Works | 4,832,256 | 4,832,256 |
| Contingency | 10,000 | 10,000 |
| Debt Service | 557,553 | 557,553 |
| Interfund Transfer to Capital Projects Fund | 1,307,900 | 1,307,900 |
| *Total Expenditures* | **$ 14,741,584** | **$ 14,737,484** |

Parking Debt Service Fund

| | As Introduced | As Adopted |
|---|---|---|
| **Revenues** | | |
| Highways & Streets | | |
| Parking Meter Revenue | $ 175,000 | $ 175,000 |
| Fines | | |
| Parking Fines Revenue | 40,000 | 40,000 |
| *Total Revenues* | **$ 215,000** | **$ 215,000** |
| **Expenditures** | | |
| Interfund Transfer to General Fund | $ 251,950 | $ 251,950 |
| *Total Expenditures* | **$ 251,950** | **$ 251,950** |

BE IT FURTHER ORDAINED that:

1. The tax levy be, and the same is hereby set at thirty-two and 2/10 cents ($0.322) per one hundred dollars ($100.00) of full value assessment on all taxable real property located within the corporate limits of the City of College Park, Maryland;

2. The tax levy be, and the same is hereby set at eighty and 5/10 cents ($0.805) 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 $14,339,323, the sum of $251,950 is transferred from the Parking Debt Service Fund and the sum of $146,211 is appropriated from prior years' unassigned fund balance;

4. The net speed enforcement camera revenues, after recovery of the costs of implementing and administering the program, are allocated solely for public safety purposes, including pedestrian safety programs;

5. The above listing of revenues and expenditures represents a summary of the detailed material contained in a document entitled "City Manager's Requested Operating and Capital Budget for Fiscal Year 2013", with amendments; said document and any amendments thereto are incorporated herein by this reference;

6. By adoption of this Ordinance, the FY2013 Pavement Management Plan and the FY2013 Pay Plan (including Job Class Table and Pay Table) contained in the FY2013 requested operating budget with amendments, if any, are hereby adopted by this reference;

7. 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;

8. The Capital Budget and the Five Year Capital Improvement Plan for Fiscal Year 2013 in the amount of $51,491,833, as listed and described in the capital projects fund section of the "City Manager's Requested Operating and Capital Budget for Fiscal Year 2013" with amendments is hereby adopted;

9. The Parking Debt Service Fund is hereby budgeted for fiscal year 2013. This fund was established in fiscal year 2008 to receive 50% of the additional parking meter revenue generated from the FY2008 increase in parking meter rates. Beginning in FY2011, this fund also receives the $2.50 increase in parking tickets for expired meter and overtime parking. The revenues retained in the Parking Debt Service Fund will be used to offset debt service costs on the parking garage debt;

10. Personal property tax accounts delinquent for a period of 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 20 calendar days following its adoption or July 1, 2012, whichever is later.

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

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

A public hearing was held on this budget Ordinance at 7:00 p.m. on the 8th day of May, 2012 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 2013" was available for inspection by the public by at least two (2) weeks, and was held in connection with a regular Council meeting. All persons interested had an opportunity to be heard. After the public hearing, the Council may adopt the proposed budget Ordinance, with or without amendment, without the need for further advertising or public hearings.

Introduced on the 24th day of April, 2012

Adopted on the 22nd day of May, 2012

Effective on the 1st day of July, 2012

Andrew M. Fellows, Mayor

ATTEST:

Janeen S. Miller, CMC, City Clerk

APPROVED AS TO FORM:

Suellen M. Ferguson, City Attorney

# FINANCIAL AND BUDGET POLICIES

# Financial and Budget Policies

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

## Fund Structure

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

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

## Fiscal Year

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

## Budget Preparation, Review and Adoption

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

## Financial and Budget Policies

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

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

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

## Financial and Budget Policies

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

### Annual Budget Calendar

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

| | |
|---|---|
| mid May | Possible worksession discussion of potential budget amendments. |
| late May | Budget ordinance is adopted, with or without amendments. |
| May 31 | Budget ordinance is required to be adopted by this date. |
| July 1 | Adopted budget is effective for new fiscal year. |

### 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 unassigned (f/k/a undesignated) fund balance, if necessary. The budget is required to present a complete financial plan for the City. For fiscal year 2013, the City's governmental funds consist of the General Fund, Parking Debt Service Fund and the Capital Projects Fund; however, only the General Fund and Parking Debt Service Fund are budgeted on an annual basis. Budgetary control over the Capital Projects Fund is established by annual appropriations from the General Fund C.I.P. project equity accounts through the adoption of a 5-year capital improvement program by the Mayor & Council.

### Budget Amendment after Adoption

§C10-5 of the City Charter provides specific rules for amendments to the budget after its adoption, depending on the nature of the amendment (i.e., supplemental appropriations, emergency appropriations, reduction of appropriations, and transfer of appropriations). The amendment is accomplished by the passing of an ordinance by extra-majority vote of the Mayor & Council, which must be advertised and a public hearing held, in the same manner as the original budget ordinance. An extra-majority vote of Mayor & Council (6 affirmative votes) is required for passage of all budget amendment ordinances.

### Budget Transfers

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

# Financial and Budget Policies

## Budget Monitoring

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

## Accounting Policy

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

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

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

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

## Capital Improvement Program ("C.I.P.")

*Projects Included*

The Capital Improvement Program ("C.I.P.") process encourages participation by citizens and civic associations. Projects which meet the following criteria shall be included in the

## Financial and Budget Policies

C.I.P.: all construction and new infrastructure construction in excess of $30,000; vehicle acquisitions; major studies employing outside consultants in excess of $30,000, often relating to a potential C.I.P. project; any equipment or furnishings acquisition in excess of $30,000 or projects to furnish new buildings, acquisition of land and/or buildings; and grant programs providing carryover of appropriations from one fiscal year to another. Infrastructure is defined, for purposes of this policy, as street work including asphalt, concrete, sidewalks, curbs, gutters, bridges and storm drainage.

*Priority of Projects*

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

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

*Project Management*

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

*Project Funding*

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

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

The funding preference for capital projects is pay-as-you-go. The City will leverage City

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

### Information Technology Purchases

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

### Investment Policy

Investments of the City of College Park are governed by State regulations and the City's adopted investment policy. As a general practice, funds are invested in instruments with maturities of 1-3 years. The City is authorized to invest in obligations of the U.S. government and agencies, mutual funds that invest in U.S. government securities, bank certificates of deposit, repurchase agreements fully collateralized by U.S. government and agency securities, banker's acceptances and the Maryland Local Government Investment Pool ("MLGIP"). MLGIP was established under Article 95, Section 22G of the Annotated Code of Maryland and is under the administrative control of the State Treasurer. PNC Institutional Investments is currently contracted to operate MLGIP and may invest in any instrument permitted by Section 6-222 of the State Finance and Procurement Article. All investments other than the MLGIP must be in U.S. full faith and credit obligations, be collateralized by U.S. full faith and credit obligations, or be covered by Federal depository insurance.

### Cash Management Policy

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

### Encumbrance Policy

Purchase orders are issued for purchases to be encumbered. This action provides a budgetary reduction in the program account(s). Under current policies and procedures,

all purchases in excess of $3,000, with the exception of utilities, debt service, payroll taxes and insurance, require an approved purchase order. All encumbrances lapse at the end of the fiscal year except for capital projects fund encumbrances that are project-dependent.

### Debt Policy

§C7-4 of the City Charter, Borrowing and Contract Obligations, provides that the Mayor & Council may borrow money for any proper public purpose and evidence such borrowing by the issue and sale of its general obligation bonds in accordance with state law. The City may borrow up to 5% of the assessed valuation of all real property subject to City taxation in general obligation debt without the need to place such issue to referendum, to mature not more than 30 years from date of issue. The total of all City indebtedness at any one time shall not exceed 10% of the assessed valuation of all real property subject to City taxation. Based on current assessments, the City's general obligation debt limit is approximately $97 million.

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

### Balanced Operating Budget Policy

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

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

### Fund Balance Policy

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

# Financial and Budget Policies

## Fund Balance Retention Policy

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

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

In the event that the General Fund undesignated reserve falls below the 25% goal, the Director of Finance and City Manager will consider budgetary methods to increase the reserve to the desired goal. These may include delaying planned purchases, freezing vacant staff positions or other measures. Falling below the 25% goal has only occurred 3 times in the last 20 years (1991, 2004, 2007). In FY2007, the City purchased 2 residential properties adjoining a City-owned surface parking lot for $1.6 million from the undesignated reserve for the construction of the public parking garage.

## Risk Management

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

## Auditing

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

## Rights-of-Way Maintenance Policy

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

regardless of right-of-way ownership.

### Other Policies

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

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

# PAY PLAN

## Overview of the Pay Plan

This section of the budget includes the current pay table as well as schedules of annual salary range by job classification and authorized full time equivalent ("FTE") positions by department (for current and prior fiscal years). The pay table includes 2.50% annual increases for each of 17 steps, assuming a satisfactory performance evaluation. The requested budget includes a 2.0% cost of living adjustment ("COLA") for all regular employees effective July 1, 2012. Pre-tax employee benefits are provided through an IRS-approved section 125 cafeteria plan, which allows employee deductions for health, dental and vision insurance, public transit incentive, and flexible spending accounts for medical spending and dependent care on a pre-tax basis.

Fiscal year 2013 is the 3rd year of a 3-year collective bargaining agreement with AFSCME Local 1209, covering certain Public Works employees. Historically, employees not covered under the collective bargaining agreement have been granted the same COLA and retirement benefits as covered employees.

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

To address employees at the end of the 17-step pay table, 3 longevity steps were added in FY2009. These additional steps provide a 5% merit increase every 3rd year based on satisfactory evaluations.

All full-time and part-time employees scheduled to work at least 17.5 hours per week with 1 year of service are covered by a single-employer §401(a) defined contribution pension plan, administered by the ICMA Retirement Corporation. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. The City Council has the authority to establish and amend benefit and contributor provisions. The City currently contributes 6.50% of covered wages to this plan on a quarterly basis. Participants may invest in a wide array of mutual fund products. Employees hired before September 1, 2001 are 100% vested upon participation in the plan; employees hired on or after September 1, 2001 vest at 20% per year until fully vested after 5 years of participation. 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.

## Overview of the Pay Plan

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

**CITY OF COLLEGE PARK, MARYLAND**
**Annual Salary Range by Job Classification**
**For the fiscal year ending June 30, 2013**

| *Position Title* | *Pay Grade* | *Annual Salary Range (including longevity steps)* |
|---|---|---|
| **Employees not covered under the Public Works collective bargaining agreement:** | | |
| Custodial Worker | 1 | $26,295 - $45,189 |
| | 2 | $27,680 - $47,567 |
| Office Specialist I | 3 | $29,066 - $49,950 |
| Fiscal Support Specialist I | 4 | $30,450 - $52,328 |
| | 5 | $31,836 - $54,710 |
| Office Specialist II<br>Fiscal Support Specialist II<br>Parking Enforcement Officer I<br>Animal Control Officer I<br>Bus Driver<br>Custodial Supervisor<br>Engineering Technician I | 6 | $33,221 - $57,090 |
| Parking Enforcement Officer II<br>Animal Control Officer II<br>Facilities Maintenance Worker | 7 | $34,606 - $59,471 |
| Code Enforcement Officer I<br>Information Technology Tech I | 8 | $35,990 - $61,850 |
| Office Specialist III<br>Fiscal Support Specialist III<br>Payroll Supervisor<br>Human Resources Assistant I | 9 | $37,377 - $64,232 |
| Code Enforcement Officer II<br>Seniors Program Caseworker<br>Animal Control Officer III | 10 | $38,761 - $66,611 |
| | 11 | $40,146 - $68,991 |

| | | | |
|---|---|---|---|
| Information Technology Tech II<br>Code Enforcement Officer III<br>Administrative Assistant<br>Human Resources Assistant II | 12 | $41,531 | - $71,370 |
| Safety Officer<br>Fleet Supervisor<br>Crew Chief<br>Landscape Foreman<br>Seniors Program Manager<br>Parking Enf. Field Operations Supervisor<br>Assistant City Clerk<br>Administrative Asst./Recycling Coordinator<br>Public Safety Officer | 13 | $43,607 | - $74,939 |
| Family Therapist<br>Planner<br>Economic Development Planner<br>Billing & Collections Supervisor | 14 | $46,377 | - $79,700 |
| Information Technology Tech III | 15 | $49,148 | - $84,461 |
| Horticulturist | 16 | $51,918 | - $89,222 |
| Clinical Supervisor<br>Public Works Supervisor<br>Assistant to the City Manager I<br>Parking Enforcement Manager<br>Code Enforcement Manager<br>Senior Planner | 17 | $54,688 | - $93,981 |
| Programmer Analyst<br>Assistant to the City Manager II | 18 | $57,458 | - $98,742 |
| City Clerk<br>Information Systems Manager | 19 | $60,228 | - $103,502 |
| Deputy Director of Public Works<br>Deputy Director of Finance<br>Civil Engineer II | 20 | $62,999 | - $108,263 |
| | 21 | $65,769 | - $113,023 |
| Director of Human Resources<br>Civil Engineer III | 22 | $68,539 | - $117,784 |
| | 23 | $72,695 | - $124,926 |

| | | | |
|---|---|---|---|
| Director of Finance<br>Director of Public Works<br>Assistant City Manager<br>Director of Youth, Family & Senior Services<br>Director of Planning<br>Director of Public Services | 24 | $78,235 | - $134,447 |
| **Employees covered under the Public Works collective bargaining agreement:** | | | |
| | 61 | $26,295 | - $45,189 |
| Laborer | 62 | $27,680 | - $47,567 |
| Laborer / Driver<br>Grounds Laborer / Driver | 63 | $29,066 | - $49,950 |
| | 64 | $30,450 | - $52,328 |
| | 65 | $31,836 | - $54,710 |
| Motor Equipment Operator I<br>Supply Clerk<br>Groundskeeper<br>Dispatch / Administrative Clerk | 66 | $33,221 | - $57,090 |
| Motor Equipment Operator I + Class A | 67 | $34,606 | - $59,471 |
| Motor Equipment Operator II | 68 | $35,990 | - $61,850 |
| Garage Supply Clerk / Assistant Mechanic<br>Motor Equipment Operator II + Class A<br>Mechanic I | 69 | $37,377 | - $64,232 |
| | 70 | $38,761 | - $66,611 |
| Mechanic II<br>Motor Equipment Operator III | 71 | $40,146 | - $68,991 |
| Lead Groundskeeper<br>Lead Motor Equipment Operator | 72 | $41,531 | - $71,370 |
| | 73 | $43,607 | - $74,939 |
| | 74 | $46,377 | - $79,700 |
| | 75 | $49,148 | - $84,461 |

| | | | |
|---|---|---|---|
| 76 | $51,918 | - | $89,222 |
| 77 | $54,688 | - | $93,981 |
| 78 | $57,458 | - | $98,742 |
| 79 | $60,228 | - | $103,502 |
| 80 | $62,999 | - | $108,263 |
| 81 | $65,769 | - | $113,023 |
| 82 | $68,539 | - | $117,784 |
| 83 | $72,695 | - | $124,926 |
| 84 | $78,235 | - | $134,447 |

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# CITY OF COLLEGE PARK, MARYLAND
## PAY TABLE - FY2013

The Pay Table shown below will be in effect for FY2013. 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 $36,102. This is the entry salary for that grade. Since FY2005, each year through Step 17, there is a 2.5% merit increase for an employee receiving a satisfactory evaluation. In FY2009, 3 longevity steps were added to the end of each grade; employees in these longevity steps will receive a 5% merit increase every 3rd year based on satisfactory evaluations.

Grades 1 - 24, for employees not covered under the Public Works collective bargaining agreement, include a 2.0% cost of living (COLA) adjustment effective July 1, 2012. Grades 61 - 84, for employees covered under the Public Works collective bargaining agreement, include a 2.0% cost of living (COLA) adjustment, effective July 1, 2012.

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

| | | | | | | | | | | | | | | | | | | | LONGEVITY STEPS | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| STEP | Entry 1 | 1 yr./2.5% 2 | 1 yr./2.5% 3 | 1 yr./2.5% 4 | 1 yr./2.5% 5 | 1 yr./2.5% 6 | 1 yr./2.5% 7 | 1 yr./2.5% 8 | 1 yr./2.5% 9 | 1 yr./2.5% 10 | 1 yr./2.5% 11 | 1 yr./2.5% 12 | 1 yr./2.5% 13 | 1 yr./2.5% 14 | 1 yr./2.5% 15 | 1 yr./2.5% 16 | 1 yr./2.5% 17 | 3 yrs./5% 20 | 3 yrs./5% 23 | 3 yrs./5% 26 |
| GRADE 1 | 26,295 | 26,953 | 27,627 | 28,317 | 29,025 | 29,751 | 30,495 | 31,257 | 32,038 | 32,839 | 33,660 | 34,502 | 35,364 | 36,249 | 37,155 | 38,084 | 39,036 | 40,988 | 43,037 | 45,189 |
| 2 | 27,680 | 28,372 | 29,081 | 29,808 | 30,553 | 31,317 | 32,100 | 32,902 | 33,725 | 34,568 | 35,432 | 36,318 | 37,226 | 38,157 | 39,110 | 40,088 | 41,090 | 43,145 | 45,302 | 47,567 |
| 3 | 29,066 | 29,793 | 30,537 | 31,301 | 32,083 | 32,885 | 33,708 | 34,550 | 35,414 | 36,299 | 37,207 | 38,137 | 39,090 | 40,068 | 41,069 | 42,096 | 43,149 | 45,306 | 47,571 | 49,950 |
| 4 | 30,450 | 31,211 | 31,992 | 32,791 | 33,611 | 34,451 | 35,313 | 36,195 | 37,100 | 38,028 | 38,979 | 39,953 | 40,952 | 41,976 | 43,025 | 44,101 | 45,203 | 47,463 | 49,837 | 52,328 |
| 5 | 31,836 | 32,632 | 33,448 | 34,284 | 35,141 | 36,019 | 36,920 | 37,843 | 38,789 | 39,759 | 40,753 | 41,771 | 42,816 | 43,886 | 44,983 | 46,108 | 47,261 | 49,624 | 52,105 | 54,710 |
| 6 | 33,221 | 34,051 | 34,903 | 35,775 | 36,669 | 37,586 | 38,526 | 39,489 | 40,476 | 41,488 | 42,525 | 43,588 | 44,678 | 45,795 | 46,940 | 48,113 | 49,316 | 51,782 | 54,371 | 57,090 |
| 7 | 34,606 | 35,471 | 36,358 | 37,267 | 38,199 | 39,154 | 40,132 | 41,136 | 42,164 | 43,218 | 44,299 | 45,406 | 46,541 | 47,705 | 48,897 | 50,120 | 51,373 | 53,942 | 56,639 | 59,471 |
| 8 | 35,990 | 36,890 | 37,812 | 38,758 | 39,727 | 40,720 | 41,738 | 42,781 | 43,851 | 44,947 | 46,071 | 47,223 | 48,403 | 49,613 | 50,853 | 52,125 | 53,428 | 56,099 | 58,904 | 61,850 |
| 9 | 37,377 | 38,311 | 39,269 | 40,250 | 41,257 | 42,288 | 43,345 | 44,429 | 45,540 | 46,678 | 47,845 | 49,041 | 50,267 | 51,524 | 52,812 | 54,132 | 55,486 | 58,260 | 61,173 | 64,232 |
| 10 | 38,761 | 39,730 | 40,723 | 41,741 | 42,785 | 43,854 | 44,951 | 46,074 | 47,226 | 48,407 | 49,617 | 50,858 | 52,129 | 53,432 | 54,768 | 56,137 | 57,541 | 60,418 | 63,439 | 66,611 |
| 11 | 40,146 | 41,150 | 42,179 | 43,233 | 44,314 | 45,422 | 46,557 | 47,721 | 48,914 | 50,137 | 51,391 | 52,675 | 53,992 | 55,342 | 56,726 | 58,144 | 59,597 | 62,577 | 65,706 | 68,991 |
| 12 | 41,531 | 42,569 | 43,633 | 44,724 | 45,842 | 46,988 | 48,163 | 49,367 | 50,601 | 51,866 | 53,163 | 54,492 | 55,854 | 57,250 | 58,682 | 60,149 | 61,652 | 64,735 | 67,972 | 71,370 |
| 13 | 43,607 | 44,698 | 45,815 | 46,960 | 48,134 | 49,338 | 50,571 | 51,836 | 53,131 | 54,460 | 55,821 | 57,217 | 58,647 | 60,113 | 61,616 | 63,157 | 64,736 | 67,972 | 71,371 | 74,939 |
| 14 | 46,377 | 47,537 | 48,725 | 49,943 | 51,192 | 52,472 | 53,784 | 55,128 | 56,506 | 57,919 | 59,367 | 60,851 | 62,372 | 63,932 | 65,530 | 67,168 | 68,848 | 72,290 | 75,904 | 79,700 |
| 15 | 49,148 | 50,377 | 51,636 | 52,927 | 54,250 | 55,606 | 56,996 | 58,421 | 59,882 | 61,379 | 62,913 | 64,486 | 66,098 | 67,751 | 69,445 | 71,181 | 72,960 | 76,608 | 80,439 | 84,461 |
| 16 | 51,918 | 53,216 | 54,547 | 55,910 | 57,308 | 58,741 | 60,209 | 61,715 | 63,257 | 64,839 | 66,460 | 68,121 | 69,824 | 71,570 | 73,359 | 75,193 | 77,073 | 80,927 | 84,973 | 89,222 |
| 17 | 54,688 | 56,055 | 57,457 | 58,893 | 60,365 | 61,875 | 63,421 | 65,007 | 66,632 | 68,298 | 70,005 | 71,755 | 73,549 | 75,388 | 77,273 | 79,205 | 81,185 | 85,244 | 89,506 | 93,981 |
| 18 | 57,458 | 58,894 | 60,367 | 61,876 | 63,423 | 65,008 | 66,634 | 68,300 | 70,007 | 71,757 | 73,551 | 75,390 | 77,275 | 79,206 | 81,187 | 83,216 | 85,297 | 89,562 | 94,040 | 98,742 |
| 19 | 60,228 | 61,734 | 63,277 | 64,859 | 66,481 | 68,143 | 69,846 | 71,592 | 73,382 | 75,217 | 77,097 | 79,025 | 81,000 | 83,025 | 85,101 | 87,228 | 89,409 | 93,880 | 98,574 | 103,502 |
| 20 | 62,999 | 64,574 | 66,188 | 67,843 | 69,539 | 71,277 | 73,059 | 74,886 | 76,758 | 78,677 | 80,644 | 82,660 | 84,726 | 86,844 | 89,015 | 91,241 | 93,522 | 98,198 | 103,108 | 108,263 |
| 21 | 65,769 | 67,413 | 69,098 | 70,826 | 72,596 | 74,411 | 76,271 | 78,178 | 80,133 | 82,136 | 84,189 | 86,294 | 88,451 | 90,663 | 92,929 | 95,253 | 97,634 | 102,516 | 107,641 | 113,023 |
| 22 | 68,539 | 70,252 | 72,009 | 73,809 | 75,654 | 77,545 | 79,484 | 81,471 | 83,508 | 85,596 | 87,736 | 89,929 | 92,177 | 94,482 | 96,844 | 99,265 | 101,746 | 106,834 | 112,175 | 117,784 |
| 23 | 72,695 | 74,512 | 76,375 | 78,284 | 80,242 | 82,248 | 84,304 | 86,411 | 88,572 | 90,786 | 93,056 | 95,382 | 97,767 | 100,211 | 102,716 | 105,284 | 107,916 | 113,312 | 118,977 | 124,926 |
| 24 | 78,235 | 80,191 | 82,196 | 84,251 | 86,357 | 88,516 | 90,729 | 92,997 | 95,322 | 97,705 | 100,148 | 102,651 | 105,217 | 107,848 | 110,544 | 113,308 | 116,140 | 121,947 | 128,045 | 134,447 |

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

| | | | | | | | | | | | | | | | | | | | LONGEVITY STEPS | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | STEP | Entry 1 | 1 yr./2.5% 2 | 1 yr./2.5% 3 | 1 yr./2.5% 4 | 1 yr./2.5% 5 | 1 yr./2.5% 6 | 1 yr./2.5% 7 | 1 yr./2.5% 8 | 1 yr./2.5% 9 | 1 yr./2.5% 10 | 1 yr./2.5% 11 | 1 yr./2.5% 12 | 1 yr./2.5% 13 | 1 yr./2.5% 14 | 1 yr./2.5% 15 | 1 yr./2.5% 16 | 1 yr./2.5% 17 | 3 yrs./5% 20 | 3 yrs./5% 23 | 3 yrs./5% 26 |
| GRADE | 61 | 26,295 | 26,953 | 27,627 | 28,317 | 29,025 | 29,751 | 30,495 | 31,257 | 32,038 | 32,839 | 33,660 | 34,502 | 35,364 | 36,249 | 37,155 | 38,084 | 39,036 | 40,988 | 43,037 | 45,189 |
| | 62 | 27,680 | 28,372 | 29,081 | 29,808 | 30,553 | 31,317 | 32,100 | 32,902 | 33,725 | 34,568 | 35,432 | 36,318 | 37,226 | 38,157 | 39,110 | 40,088 | 41,090 | 43,145 | 45,302 | 47,567 |
| | 63 | 29,066 | 29,793 | 30,537 | 31,301 | 32,083 | 32,885 | 33,708 | 34,550 | 35,414 | 36,299 | 37,207 | 38,137 | 39,090 | 40,068 | 41,069 | 42,096 | 43,149 | 45,306 | 47,571 | 49,950 |
| | 64 | 30,450 | 31,211 | 31,992 | 32,791 | 33,611 | 34,451 | 35,313 | 36,195 | 37,100 | 38,028 | 38,979 | 39,953 | 40,952 | 41,976 | 43,025 | 44,101 | 45,203 | 47,463 | 49,837 | 52,328 |
| | 65 | 31,836 | 32,632 | 33,448 | 34,284 | 35,141 | 36,019 | 36,920 | 37,843 | 38,789 | 39,759 | 40,753 | 41,771 | 42,816 | 43,886 | 44,983 | 46,108 | 47,261 | 49,624 | 52,105 | 54,710 |
| | 66 | 33,221 | 34,051 | 34,903 | 35,775 | 36,669 | 37,586 | 38,526 | 39,489 | 40,476 | 41,488 | 42,525 | 43,588 | 44,678 | 45,795 | 46,940 | 48,113 | 49,316 | 51,782 | 54,371 | 57,090 |
| | 67 | 34,606 | 35,471 | 36,358 | 37,267 | 38,199 | 39,154 | 40,132 | 41,136 | 42,164 | 43,218 | 44,299 | 45,406 | 46,541 | 47,705 | 48,897 | 50,120 | 51,373 | 53,942 | 56,639 | 59,471 |
| | 68 | 35,990 | 36,890 | 37,812 | 38,758 | 39,727 | 40,720 | 41,738 | 42,781 | 43,851 | 44,947 | 46,071 | 47,223 | 48,403 | 49,613 | 50,853 | 52,125 | 53,428 | 56,099 | 58,904 | 61,850 |
| | 69 | 37,377 | 38,311 | 39,269 | 40,250 | 41,257 | 42,288 | 43,345 | 44,429 | 45,540 | 46,678 | 47,845 | 49,041 | 50,267 | 51,524 | 52,812 | 54,132 | 55,486 | 58,260 | 61,173 | 64,232 |
| | 70 | 38,761 | 39,730 | 40,723 | 41,741 | 42,785 | 43,854 | 44,951 | 46,074 | 47,226 | 48,407 | 49,617 | 50,858 | 52,129 | 53,432 | 54,768 | 56,137 | 57,541 | 60,418 | 63,439 | 66,611 |
| | 71 | 40,146 | 41,150 | 42,179 | 43,233 | 44,314 | 45,422 | 46,557 | 47,721 | 48,914 | 50,137 | 51,391 | 52,675 | 53,992 | 55,342 | 56,726 | 58,144 | 59,597 | 62,577 | 65,706 | 68,991 |
| | 72 | 41,531 | 42,569 | 43,633 | 44,724 | 45,842 | 46,988 | 48,163 | 49,367 | 50,601 | 51,866 | 53,163 | 54,492 | 55,854 | 57,250 | 58,682 | 60,149 | 61,652 | 64,735 | 67,972 | 71,370 |
| | 73 | 43,607 | 44,698 | 45,815 | 46,960 | 48,134 | 49,338 | 50,571 | 51,836 | 53,131 | 54,460 | 55,821 | 57,217 | 58,647 | 60,113 | 61,616 | 63,157 | 64,736 | 67,972 | 71,371 | 74,939 |
| | 74 | 46,377 | 47,537 | 48,725 | 49,943 | 51,192 | 52,472 | 53,784 | 55,128 | 56,506 | 57,919 | 59,367 | 60,851 | 62,372 | 63,932 | 65,530 | 67,168 | 68,848 | 72,290 | 75,904 | 79,700 |
| | 75 | 49,148 | 50,377 | 51,636 | 52,927 | 54,250 | 55,606 | 56,996 | 58,421 | 59,882 | 61,379 | 62,913 | 64,486 | 66,098 | 67,751 | 69,445 | 71,181 | 72,960 | 76,608 | 80,439 | 84,461 |
| | 76 | 51,918 | 53,216 | 54,547 | 55,910 | 57,308 | 58,741 | 60,209 | 61,715 | 63,257 | 64,839 | 66,460 | 68,121 | 69,824 | 71,570 | 73,359 | 75,193 | 77,073 | 80,927 | 84,973 | 89,222 |
| | 77 | 54,688 | 56,055 | 57,457 | 58,893 | 60,365 | 61,875 | 63,421 | 65,007 | 66,632 | 68,298 | 70,005 | 71,755 | 73,549 | 75,388 | 77,273 | 79,205 | 81,185 | 85,244 | 89,506 | 93,981 |
| | 78 | 57,458 | 58,894 | 60,367 | 61,876 | 63,423 | 65,008 | 66,634 | 68,300 | 70,007 | 71,757 | 73,551 | 75,390 | 77,275 | 79,206 | 81,187 | 83,216 | 85,297 | 89,562 | 94,040 | 98,742 |
| | 79 | 60,228 | 61,734 | 63,277 | 64,859 | 66,481 | 68,143 | 69,846 | 71,592 | 73,382 | 75,217 | 77,097 | 79,025 | 81,000 | 83,025 | 85,101 | 87,228 | 89,409 | 93,880 | 98,574 | 103,502 |
| | 80 | 62,999 | 64,574 | 66,188 | 67,843 | 69,539 | 71,277 | 73,059 | 74,886 | 76,758 | 78,677 | 80,644 | 82,660 | 84,726 | 86,844 | 89,015 | 91,241 | 93,522 | 98,198 | 103,108 | 108,263 |
| | 81 | 65,769 | 67,413 | 69,098 | 70,826 | 72,596 | 74,411 | 76,271 | 78,178 | 80,133 | 82,136 | 84,189 | 86,294 | 88,451 | 90,663 | 92,929 | 95,253 | 97,634 | 102,516 | 107,641 | 113,023 |
| | 82 | 68,539 | 70,252 | 72,009 | 73,809 | 75,654 | 77,545 | 79,484 | 81,471 | 83,508 | 85,596 | 87,736 | 89,929 | 92,177 | 94,482 | 96,844 | 99,265 | 101,746 | 106,834 | 112,175 | 117,784 |
| | 83 | 72,695 | 74,512 | 76,375 | 78,284 | 80,242 | 82,248 | 84,304 | 86,411 | 88,572 | 90,786 | 93,056 | 95,382 | 97,767 | 100,211 | 102,716 | 105,284 | 107,916 | 113,312 | 118,977 | 124,926 |
| | 84 | 78,235 | 80,191 | 82,196 | 84,251 | 86,357 | 88,516 | 90,729 | 92,997 | 95,322 | 97,705 | 100,148 | 102,651 | 105,217 | 107,848 | 110,544 | 113,308 | 116,140 | 121,947 | 128,045 | 134,447 |

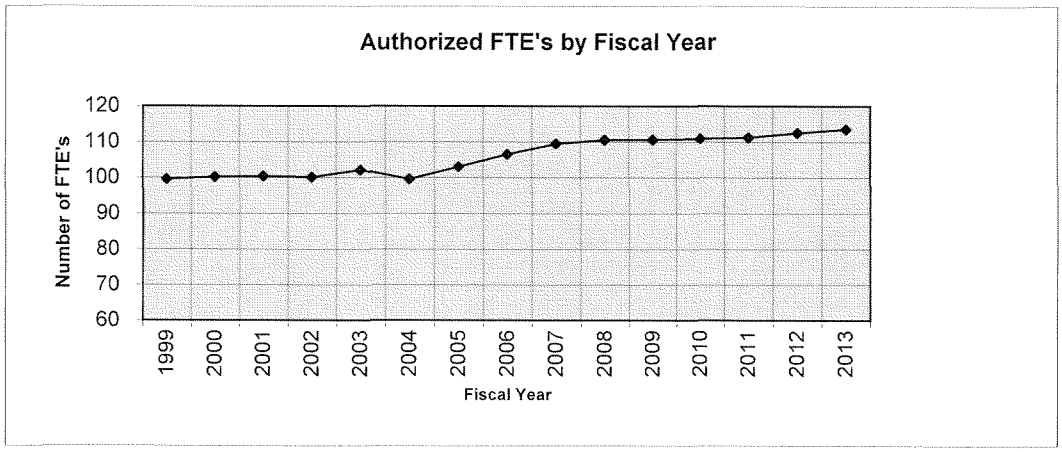
**City of College Park, Maryland**
**Schedule of Authorized Full Time Equivalent (FTE) Positions**
**for the fiscal year ending June 30, 2013**

| | | FY2013 Authorized Full Time Equivalents (FTE's) | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Position Title | Grade | Admini-stration | Finance | Public Services | Planning | Youth, Family, Srs. | Public Works | TOTAL |
| Custodial Worker | 1 | | | | | | 2.00 | 2.00 |
| Laborer | 62 | | | | | | 13.00 | 13.00 |
| Office Specialist I | 3 | | | 1.25 | | 0.60 | | 1.85 |
| Grounds Laborer / Driver | 63 | | | | | | 1.00 | 1.00 |
| Office Specialist II | 6 | | | 2.00 | | | 1.00 | 3.00 |
| Fiscal Support Specialist II | 6 | | 1.80 | 0.70 | | | | 2.50 |
| Parking Enforcement Officer I | 6 | | | 0.50 | | | | 0.50 |
| Bus Driver | 6 | | | | | 1.40 | | 1.40 |
| Custodial Supervisor | 6 | | | | | | 1.00 | 1.00 |
| Engineering Technician I | 6 | | | | | | 1.00 | 1.00 |
| Animal Control Officer I | 6 | | | 1.00 | | | | 1.00 |
| Motor Equipment Operator I | 66 | | | | | | 8.00 | 8.00 |
| Supply Clerk | 66 | | | | | | 1.00 | 1.00 |
| Groundskeeper | 66 | | | | | | 1.00 | 1.00 |
| Dispatch / Administrative Clerk | 66 | | | | | | 1.00 | 1.00 |
| Parking Enforcement Officer II | 7 | | | 5.00 | | | | 5.00 |
| Facilities Maintenance Worker | 7 | | | | | | 1.00 | 1.00 |
| Motor Equipment Operator I+A | 67 | | | | | | 3.00 | 3.00 |
| Code Enforcement Officer I | 8 | | | 2.00 | | | | 2.00 |
| Motor Equipment Operator II | 68 | | | | | | | 0.00 |
| Office Specialist III | 9 | 1.00 | | 1.00 | | | | 2.00 |
| Fiscal Support Specialist III | 9 | | 1.00 | | | | | 1.00 |
| Payroll Supervisor | 9 | | 1.00 | | | | | 1.00 |
| Motor Equipment Operator II+A | 68 | | | | | | 1.00 | 1.00 |
| Mechanic I | 69 | | | | | | 1.00 | 1.00 |
| Garage Supply Clerk / Asst. Mechanic | 69 | | | | | | 1.00 | 1.00 |
| Code Enforcement Officer II | 10 | | | 2.00 | | | | 2.00 |
| Seniors Program Caseworker | 10 | | | | | 0.50 | | 0.50 |
| Motor Equipment Operator III | 71 | | | | | | 1.00 | 1.00 |
| Mechanic II | 71 | | | | | | 1.00 | 1.00 |
| Code Enforcement Officer III | 12 | | | 2.00 | | | | 2.00 |
| Information Technology Tech II | 12 | | 1.00 | | | | | 1.00 |
| Administrative Assistant | 12 | | | 1.00 | 1.00 | 1.00 | | 3.00 |
| Human Resources Assistant II | 12 | 1.00 | | | | | | 1.00 |
| Lead Groundskeeper | 72 | | | | | | 1.00 | 1.00 |
| Safety Officer | 13 | | | | | | 1.00 | 1.00 |
| Crew Chief | 13 | | | | | | 3.00 | 3.00 |
| Landscape Foreman | 13 | | | | | | 1.00 | 1.00 |
| Parking Enf. Field Operations Supervisor | 13 | | | 1.00 | | | | 1.00 |
| Assistant City Clerk | 13 | 1.00 | | | | | | 1.00 |
| Seniors Program Manager | 13 | | | | | 1.00 | | 1.00 |
| Administrative Asst./Recycling Coord. | 13 | | | | | | 1.00 | 1.00 |
| Public Safety Officer | 13 | | | 0.50 | | | | 0.50 |
| Family Therapist | 14 | | | | | 3.13 | | 3.13 |
| Planner | 14 | | | | 1.00 | | | 1.00 |
| Economic Development Planner | 14 | | | | 1.00 | | | 1.00 |
| Billing & Collections Supervisor | 14 | | 1.00 | | | | | 1.00 |
| Information Technology Tech III | 15 | | 1.00 | | | | | 1.00 |
| Clinical Supervisor | 17 | | | | | 1.00 | | 1.00 |
| Public Works Supervisor | 17 | | | | | | 1.00 | 1.00 |
| Parking Enforcement Manager | 17 | | | 1.00 | | | | 1.00 |
| Code Enforcement Manager | 17 | | | 1.00 | | | | 1.00 |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Senior Planner | 17 | | | | 1.00 | | | 1.00 |
| Assistant to the City Manager I | 17 | 1.00 | | | | | | 1.00 |
| Programmer Analyst | 18 | | 1.00 | | | | | 1.00 |
| City Clerk | 19 | 1.00 | | | | | | 1.00 |
| Information Technology Manager | 19 | | 1.00 | | | | | 1.00 |
| Deputy Director of Public Works | 20 | | | | | | 1.00 | 1.00 |
| Deputy Director of Finance | 20 | | 1.00 | | | | | 1.00 |
| Director of Human Resources | 22 | 1.00 | | | | | | 1.00 |
| Civil Engineer III | 22 | | | | | | 1.00 | 1.00 |
| Director of Finance | 24 | | 1.00 | | | | | 1.00 |
| Director of Public Works | 24 | | | | | | 1.00 | 1.00 |
| Director of Youth, Family & Senior Svcs. | 24 | | | | | 1.00 | | 1.00 |
| Director of Planning | 24 | | | | 1.00 | | | 1.00 |
| Director of Public Services | 24 | | | 1.00 | | | | 1.00 |
| **Nonclassified** | | | | | | | | |
| Police Officers | N/A | | | 7.79 | | | | 7.79 |
| Child Care Provider | N/A | | | | | 0.08 | | 0.08 |
| Planning Intern | N/A | | | | 0.20 | | | 0.20 |
| Tree Inventory Intern | N/A | | | | | | 0.15 | 0.15 |
| City Manager | N/A | 1.00 | | | | | | 1.00 |
| **FISCAL YEAR 2013 TOTALS** | | **7.00** | **10.80** | **30.74** | **5.20** | **9.71** | **50.15** | **113.60** |

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

| | Authorized Full Time Equivalents (FTE's) | | | | | | |
|---|---|---|---|---|---|---|---|
| Fiscal Year | Admini-stration | Finance | Public Services | Planning | Youth, Family, Srs. | Public Works | TOTAL |
| 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 |
| 2009 | 7.00 | 11.80 | 28.47 | 5.00 | 8.63 | 49.75 | 110.65 |
| 2010 | 7.00 | 11.80 | 28.50 | 5.00 | 8.63 | 50.00 | 110.93 |
| 2011 | 7.00 | 11.30 | 27.00 | 5.50 | 10.45 | 50.00 | 111.25 |
| 2012 | 7.00 | 10.80 | 29.89 | 5.30 | 9.41 | 50.15 | 112.55 |
| 2013 | 7.00 | 10.80 | 30.74 | 5.20 | 9.71 | 50.15 | 113.60 |



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# GENERAL FUND REVENUES

CITY OF COLLEGE PARK
REVENUE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|
| BASIC 31 TAXES | | | | | | |
| SUB 0 REAL PROPERTY TAXES | | | | | | |
| 310.10 REAL PROPERTY TAX | 6,050,032 | 6,027,948 | 6,506,370 | 6,483,962 | 6,607,894 | 6,607,894 |
| 310.15 HOMEOWNERS PROP TX CREDIT | 37,435- | 34,473- | 35,000- | 35,984- | 35,000- | 35,000- |
| 310.20 PILOT-HOUSING AUTHORITY | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 |
| 310.22 PILOT-UM CASL PROPERTY | 37,847 | 42,603 | 47,359 | 47,359 | 52,115 | 52,115 |
| 310.23 PILOT-UM WASH POST PROP | 25,163 | 38,640 | 38,640 | 38,640 | 38,640 | 38,640 |
| 310.90 TAX INTEREST & PENALTY | 26,421 | 10,397 | 10,000 | 15,016 | 10,000 | 10,000 |
| * REAL PROPERTY TAXES | 6,117,028 | 6,100,115 | 6,582,369 | 6,563,993 | 6,688,649 | 6,688,649 |
| SUB 1 PERSONAL PROPERTY TAXES | | | | | | |
| 311.10 PERSONAL PROPERTY TAX | 942,475 | 820,238 | 850,000 | 875,083 | 800,000 | 800,000 |
| 311.90 TAX INTEREST & PENALTY | 2,287 | 2,256 | 1,000 | 762 | 1,000 | 1,000 |
| * PERSONAL PROPERTY TAXES | 944,762 | 822,494 | 851,000 | 875,845 | 801,000 | 801,000 |
| SUB 4 INCOME TAX | | | | | | |
| 314.10 INCOME TAX | 1,332,576 | 1,377,541 | 1,275,000 | 1,369,334 | 1,370,000 | 1,370,000 |
| * INCOME TAX | 1,332,576 | 1,377,541 | 1,275,000 | 1,369,334 | 1,370,000 | 1,370,000 |
| SUB 5 OTHER LOCAL TAXES | | | | | | |
| 315.10 ADMISSION & AMUSEMENT TAX | 664,798 | 570,539 | 600,000 | 617,331 | 560,000 | 560,000 |
| * OTHER LOCAL TAXES | 664,798 | 570,539 | 600,000 | 617,331 | 560,000 | 560,000 |
| SUB 6 STATE SHARED TAXES | | | | | | |
| 316.10 HIGHWAY USER TAX | 81,466 | 58,693 | 174,588 | 167,363 | 110,052 | 110,052 |
| * STATE SHARED TAXES | 81,466 | 58,693 | 174,588 | 167,363 | 110,052 | 110,052 |
| SUB 8 COUNTY SHARED TAXES | | | | | | |
| 318.10 HOTEL & MOTEL TAX | 422,121 | 441,699 | 430,000 | 446,559 | 430,000 | 430,000 |
| * COUNTY SHARED TAXES | 422,121 | 441,699 | 430,000 | 446,559 | 430,000 | 430,000 |
| ** TAXES | 9,562,751 | 9,371,081 | 9,912,957 | 10,040,425 | 9,959,701 | 9,959,701 |
| BASIC 32 LICENSES & PERMITS | | | | | | |
| SUB 2 BUSINESS LICENSES | | | | | | |
| 322.10 CITY LIQUOR LICENSES | 9,895 | 11,196 | 11,000 | 15,263 | 11,000 | 11,000 |
| 322.20 STATE TRADERS LICENSES | 31,815 | 29,063 | 30,000 | 30,609 | 30,000 | 30,000 |
| * BUSINESS LICENSES | 41,710 | 40,259 | 41,000 | 45,872 | 41,000 | 41,000 |
| SUB 3 OTHER LICENSES & PERMITS | | | | | | |
| 323.10 CITY BUILDING PERMITS | 7,400 | 7,471 | 7,000 | 8,025 | 7,000 | 7,000 |
| 323.36 RENT STABILIZATION FEES | 0 | 9,413 | 28,500 | 1,590 | 27,000 | 27,000 |
| 323.40 OCCUPANCY PERMITS | 597,925 | 606,605 | 540,000 | 776,003 | 580,000 | 580,000 |
| 323.45 DRIVEWAY APRON & CURBCUT | 1,858 | 2,512 | 2,000 | 2,018 | 2,000 | 2,000 |
| 323.50 OTHER LICENSES | 0 | 470 | 0 | 350 | 0 | 0 |
| 323.65 UTILITY EASEMENTS | 550 | 550 | 550 | 605 | 550 | 550 |
| 323.70 BUS SHELTERS | 9,028 | 9,827 | 9,000 | 11,627 | 11,000 | 11,000 |
| 323.75 ENCROACHMENT PERMITS | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| * OTHER LICENSES & PERMITS | 617,761 | 637,848 | 588,050 | 801,218 | 628,550 | 628,550 |
| SUB 4 UTILITY FRANCHISE FEES | | | | | | |
| 324.10 COMCAST CABLE | 246,497 | 244,878 | 250,000 | 191,447 | 190,000 | 190,000 |
| 324.15 VERIZON FIOS | 58,269 | 81,745 | 70,000 | 95,362 | 90,000 | 90,000 |
| * UTILITY FRANCHISE FEES | 304,766 | 326,623 | 320,000 | 286,809 | 280,000 | 280,000 |
| ** LICENSES & PERMITS | 964,237 | 1,004,730 | 949,050 | 1,133,899 | 949,550 | 949,550 |
| BASIC 33 INTERGOVERNMENTAL | | | | | | |
| SUB 0 FEDERAL GRANTS | | | | | | |
| 330.35 YFS MAYSB OJJDP EARMARK | 0 | 19,257 | 0 | 47,243 | 0 | 0 |
| 330.70 FEDERAL EMERG MGMT AGENCY | 0 | 0 | 0 | 8,683 | 0 | 0 |
| 330.90 MISCELLANEOUS GRANTS | 0 | 0 | 0 | 0 | 0 | 0 |
| * FEDERAL GRANTS | 0 | 19,257 | 0 | 55,926 | 0 | 0 |
| SUB 2 STATE GRANTS | | | | | | |
| 332.20 POLICE PROTECTION | 92,901 | 73,840 | 73,840 | 73,840 | 73,840 | 73,840 |
| 332.30 UNIV OF MARYLAND GRANT | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |

CITY OF COLLEGE PARK
REVENUE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|
| BASIC 33 INTERGOVERNMENTAL | | | | | | |
| SUB 2 STATE GRANTS | | | | | | |
| 332.40 YOUTH SERVICES GRANT | 81,687 | 76,457 | 76,457 | 76,457 | 76,457 | 76,457 |
| 332.90 MISCELLANEOUS GRANTS | 0 | 0 | 0 | 0 | 0 | 0 |
| * STATE GRANTS | 179,588 | 155,297 | 155,297 | 155,297 | 155,297 | 155,297 |
| SUB 4 COUNTY GRANTS | | | | | | |
| 334.20 BANK STOCK TAX | 10,717 | 10,717 | 10,717 | 10,717 | 10,717 | 10,717 |
| 334.30 YOUTH SERVICES GRANT | 4,500 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| 334.34 SPECL APPROPRIATIONS GRNT | 0 | 30,000 | 0 | 30,000 | 0 | 0 |
| 334.90 MISCELLANEOUS GRANTS | 0 | 0 | 0 | 0 | 0 | 0 |
| * COUNTY GRANTS | 15,217 | 44,717 | 14,717 | 44,717 | 14,717 | 14,717 |
| SUB 6 OTHER GRANTS | | | | | | |
| 336.21 YFS-MD MULTICULT YC GRANT | 23,649 | 0 | 0 | 0 | 0 | 0 |
| 336.90 MISCELLANEOUS GRANTS | 0 | 0 | 0 | 0 | 0 | 0 |
| * OTHER GRANTS | 23,649 | 0 | 0 | 0 | 0 | 0 |
| ** INTERGOVERNMENTAL | 218,454 | 219,271 | 170,014 | 255,940 | 170,014 | 170,014 |
| BASIC 34 CHARGES FOR SERVICES | | | | | | |
| SUB 1 GENERAL GOVERNMENT CHGS | | | | | | |
| 341.10 ZONING APPLIC PROCESS FEE | 1,855 | 2,470 | 1,500 | 1,300 | 1,300 | 1,300 |
| 341.30 ANIMAL CTRL IMPOUND FEES | 0 | 200 | 200 | 125 | 200 | 200 |
| 341.31 ANIMAL CTRL BOARDING FEES | 0 | 240 | 150 | 30 | 150 | 150 |
| 341.32 ANIMAL CTRL ADOPTION FEES | 0 | 0 | 0 | 0 | 0 | 0 |
| * GENERAL GOVERNMENT CHGS | 1,855 | 2,910 | 1,850 | 1,455 | 1,650 | 1,650 |
| SUB 3 HIGHWAYS AND STREETS | | | | | | |
| 343.20 PARKING METER REVENUE | 372,480 | 350,964 | 350,000 | 370,175 | 350,000 | 350,000 |
| 343.21 GARAGE PAY STATION REV | 70,398 | 79,742 | 80,000 | 86,442 | 75,000 | 75,000 |
| 343.25 PARKING PERMIT REVENUE | 55,024 | 61,700 | 60,000 | 52,225 | 48,400 | 48,400 |
| 343.26 GARAGE PERMIT REVENUE | 28,752 | 44,172 | 38,000 | 46,822 | 50,000 | 50,000 |
| 343.40 MVA REGISTRATION FEES | 47 | 73- | 65 | 84- | 175 | 175 |
| 343.50 MVA NON-RESIDENT PERMITS | 4,054 | 1,485 | 2,500 | 1,648 | 2,500 | 2,500 |
| * HIGHWAYS AND STREETS | 530,755 | 537,990 | 530,565 | 557,228 | 526,075 | 526,075 |
| SUB 4 SANITATION & WASTE REMVL | | | | | | |
| 344.10 COUNTY DISPOSAL REBATE | 73,960 | 73,960 | 73,960 | 75,541 | 73,960 | 73,960 |
| 344.20 REFUSE CONTRACTS REVENUE | 202,333 | 208,497 | 215,000 | 220,928 | 220,000 | 220,000 |
| 344.30 RECYCLING-WHITE GOODS | 1,893 | 601 | 1,600 | 2,416 | 1,800 | 1,800 |
| 344.30 RECYCLING-MIXED PAPER | 0 | 0 | 0 | 0 | 0 | 0 |
| 344.30 RECYCLING-MOTOR OIL | 1,793 | 2,103 | 2,100 | 3,217 | 2,100 | 2,100 |
| 344.30 RECYCLING-SINGLE STREAM | 0 | 10,010 | 3,600 | 11,540 | 2,000 | 2,000 |
| 344.40 SPECIAL TRASH PICKUP REV | 0 | 0 | 0 | 0 | 0 | 0 |
| 344.50 PROPERTY CLEARANCE | 0 | 0 | 0 | 0 | 0 | 0 |
| 344.60 CDMA LITTER REBATE | 3,218 | 4,290 | 4,290 | 4,290 | 4,290 | 4,290 |
| 344.90 COMPOST SALES | 34,819 | 40,328 | 36,750 | 39,746 | 36,500 | 36,500 |
| 344.91 WOOD CHIP SALES | 4,130 | 5,523 | 4,200 | 10,081 | 5,200 | 5,200 |
| 344.92 TIPPING FEES REVENUE | 30,128 | 22,848 | 24,000 | 28,785 | 25,000 | 25,000 |
| 344.94 DELIVERY CHG-COMPOST | 9,137 | 10,787 | 8,500 | 11,605 | 9,000 | 9,000 |
| 344.95 DELIVERY CHG-WOOD CHIPS | 2,436 | 3,157 | 3,500 | 4,827 | 3,000 | 3,000 |
| * SANITATION & WASTE REMVL | 363,847 | 382,104 | 377,500 | 412,976 | 382,850 | 382,850 |
| SUB 5 HEALTH CHARGES | | | | | | |
| 345.10 YOUTH SVCS CLIENT FEES | 13,168 | 11,242 | 10,000 | 13,003 | 9,000 | 9,000 |
| 345.20 OTHER YFS FEES | 0 | 0 | 0 | 0 | 0 | 0 |
| 345.30 YFS TRAINING REVENUE | 0 | 0 | 0 | 0 | 0 | 0 |
| * HEALTH CHARGES | 13,168 | 11,242 | 10,000 | 13,003 | 9,000 | 9,000 |
| ** CHARGES FOR SERVICES | 909,625 | 934,246 | 919,915 | 984,662 | 919,575 | 919,575 |
| BASIC 35 FINES AND FEES | | | | | | |
| SUB 9 FINES | | | | | | |
| 359.10 ELECTION FINES | 100 | 50 | 0 | 100 | 0 | 0 |
| 359.20 ANIMAL FINES REVENUE | 0 | 200 | 250 | 0 | 200 | 200 |
| 359.30 VEHICLE BOOTING FEES | 980 | 910 | 750 | 490 | 600 | 600 |

CITY OF COLLEGE PARK
REVENUE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| | BASIC 35 FINES AND FEES | | | | | | |
| | SUB 9 FINES | | | | | | |
| 359.40 | PARKING FINES REVENUE | 935,291 | 916,200 | 900,000 | 744,322 | 800,000 | 800,000 |
| 359.50 | MUNICIPAL INFRACTIONS | 120,541 | 147,374 | 100,000 | 94,148 | 100,000 | 100,000 |
| 359.55 | RED LIGHT CAMERAS | 75 | 0 | 0 | 0 | 0 | 0 |
| 359.70 | SPEED ENF CAMERA REVENUE | 0 | 3,628,256 | 800,000 | 2,158,175 | 2,000,000 | 2,000,000 |
| 359.70 | OPTOTR-PROCESSING CHARGES | 0 | 1,415,067- | 312,000- | 841,688- | 780,000- | 780,000- |
| 359.70 | OPTOTR-ENGINEERING STUDY | 0 | 8,000- | 0 | 0 | 0 | 0 |
| 359.70 | STMD REPYMT-EXC OVER 10% | 0 | 485,184- | 0 | 0 | 0 | 0 |
| * | FINES | 1,056,987 | 2,784,739 | 1,489,000 | 2,155,547 | 2,120,800 | 2,120,800 |
| ** | FINES AND FEES | 1,056,987 | 2,784,739 | 1,489,000 | 2,155,547 | 2,120,800 | 2,120,800 |
| | BASIC 36 MISCELLANEOUS REVENUES | | | | | | |
| | SUB 1 INVESTMENT EARNINGS | | | | | | |
| 361.10 | INVESTMENT EARNINGS | 59,502 | 25,121 | 40,000 | 11,377 | 25,000 | 25,000 |
| 361.11 | INVESTMENTS-MKT VALUE ADJ | 25,624- | 8,329- | 0 | 0 | 0 | 0 |
| 361.20 | SPECIAL ASSESSMENTS | 0 | 0 | 0 | 0 | 0 | 0 |
| 361.22 | TENANT IMPROVEMENT ALLOW | 0 | 22,216 | 37,064 | 30,978 | 35,730 | 35,730 |
| 361.30 | OTHER INTEREST | 2,936 | 2,688 | 0 | 3,138 | 0 | 0 |
| * | INVESTMENT EARNINGS | 36,814 | 41,696 | 77,064 | 45,493 | 60,730 | 60,730 |
| | SUB 2 PROPERTY & EQUIP RENTAL | | | | | | |
| 362.10 | CALVERT ROAD SCHOOL | 0 | 0 | 0 | 0 | 0 | 0 |
| 362.11 | PARKING GARAGE RETAIL | 0 | 0 | 145,000 | 108,750 | 144,873 | 144,873 |
| 362.14 | CITY HALL MEETING ROOMS | 0 | 50 | 100 | 0 | 0 | 0 |
| 362.15 | OLD PARISH HOUSE | 7,000 | 8,725 | 9,000 | 8,675 | 10,000 | 10,000 |
| 362.16 | CLEANING FEE-CITY BLDGS | 375 | 475 | 450 | 350 | 400 | 400 |
| 362.18 | DAVIS HALL | 400 | 1,050 | 800 | 900 | 800 | 800 |
| 362.19 | DUVALL FIELD | 80 | 0 | 0 | 0 | 0 | 0 |
| 362.20 | OTHER RENTALS | 25 | 0 | 0 | 0 | 0 | 0 |
| 362.21 | CALVERT ROAD SCHOOL FIELD | 0 | 0 | 0 | 0 | 0 | 0 |
| * | PROPERTY & EQUIP RENTAL | 7,880 | 10,300 | 155,350 | 118,675 | 156,073 | 156,073 |
| | SUB 4 SALE OF FIXED ASSETS | | | | | | |
| 364.10 | SALE OF FIXED ASSETS | 0 | 4,030 | 1,000 | 6,296 | 1,000 | 1,000 |
| * | SALE OF FIXED ASSETS | 0 | 4,030 | 1,000 | 6,296 | 1,000 | 1,000 |
| | SUB 6 OTHER REVENUES | | | | | | |
| 366.10 | MISCELLANEOUS | 25 | 53 | 0 | 105 | 0 | 0 |
| 366.15 | FREEDOM OF INFO ACT REQ | 235 | 119 | 100 | 69 | 100 | 100 |
| 366.35 | FEMA-SNOW EXPENSE REIMB | 0 | 35,274 | 0 | 0 | 0 | 0 |
| 366.50 | ANIMAL LICENSE COMM | 1,363 | 1,461 | 1,400 | 1,331 | 1,400 | 1,400 |
| 366.55 | CONTRIBUTIONS | 0 | 0 | 0 | 1,000 | 0 | 0 |
| 366.60 | CASH OVER & (SHORT) | 10 | 0 | 0 | 0 | 0 | 0 |
| 366.70 | CDMA BILLING FEES | 262 | 351 | 360 | 384 | 380 | 380 |
| 366.72 | DCPMA INTERN CONTRIBUTION | 0 | 0 | 2,500 | 0 | 0 | 0 |
| * | OTHER REVENUES | 1,895 | 37,258 | 4,360 | 2,889 | 1,880 | 1,880 |
| ** | MISCELLANEOUS REVENUES | 46,589 | 93,284 | 237,774 | 173,353 | 219,683 | 219,683 |
| | BASIC 39 NON-REVENUE RECEIPTS | | | | | | |
| | SUB 0 INTERFUND TRANSFERS | | | | | | |
| 390.00 | INTERFUND TRANSFERS | 0 | 0 | 216,886 | 216,886 | 251,950 | 251,950 |
| * | INTERFUND TRANSFERS | 0 | 0 | 216,886 | 216,886 | 251,950 | 251,950 |
| | SUB 9 UNASSIGNED RESERVE TFR | | | | | | |
| 399.00 | UNASSIGNED RESERVE TFR | 0 | 0 | 1,609,210 | 0 | 97,289- | 146,211 |
| * | UNASSIGNED RESERVE TFR | 0 | 0 | 1,609,210 | 0 | 97,289- | 146,211 |
| ** | NON-REVENUE RECEIPTS | 0 | 0 | 1,826,096 | 216,886 | 154,661 | 398,161 |
| *** | GENERAL FUND | 12,758,643 | 14,407,351 | 15,504,806 | 14,960,712 | 14,493,984 | 14,737,484 |
| | | 12,758,643 | 14,407,351 | 15,504,806 | 14,960,712 | 14,493,984 | 14,737,484 |

# REVENUES

| REVENUE FOOTNOTES | | |
|---|---|---|
| **Element/Object** | **Details** | **Amount** |
| **Taxes** | | |
| 31010 Real Property Taxes | Based on proposed FY2013 assessment from State Department of Assessments and Taxation (SDAT) for non-exempt property: Full value assessment of $2,256,895,322 (less homestead tax credit adjustment of $188,109,095) @ tax rate $0.322 per $100. Full value assessment percentage increase from FY2012 is 4.49%. Rate of $0.322 is the same as in FY2012. Includes "tax differential only" billing for Holiday Inn properties, annexed in FY2004 (tax class 02), at $0.020 per $100. | 6,607,894 |
| 31015 Homeowners' Property Tax Credit | This program, initiated in FY10, representing a supplement of 15% to the State Homeowners' Property Tax Credit, provides partial relief from City real property tax for residents with low or moderate income. Residents must file a new application each year with SDAT to qualify for the property tax credit. FY13 budget is based on FY12 actual tax credits. | (35,000) |
| 31020 PILOT-Housing Authority | Annual payment from College Park Housing Authority in lieu of real property taxes on Attick Towers | 15,000 |
| 31022 PILOT-UM CASL Property | Annual payment from University of Maryland in lieu of real property taxes on 52nd Avenue (former Litton) property; FY13 assessment of $16,184,800 @ $0.322 per $100 | 52,115 |
| 31023 PILOT-UM Washington Post Property | Annual payment from University of Maryland in lieu of real property taxes on former Washington Post property; FY13 assessment of $12,000,000 @ $0.322 per $100 | 38,640 |
| 31090 Tax Penalties & Interest, Real Property Tax | Estimate based on historical data | 10,000 |
| 31110 Personal Property Tax | Based on current year's data and 10% depreciation, at FY13 tax rate $0.805 per $100 on $99,378,882 estimated assessed valuation. Rate of $0.805 is the same as in FY2012. Includes "tax differential only" billing for Holiday Inn properties at $0.050 per $100. | 800,000 |
| 31190 Tax Penalties & Interest, Personal Property Tax | Estimate based on historical data | 1,000 |
| 31410 Income Tax | Estimate based on current year's data | 1,370,000 |
| 31510 Admission & Amusement Tax | Estimate based on average of previous 3 fiscal years | 560,000 |
| 31610 Highway User Tax | Estimate provided by State Highway Administration | 110,052 |
| 31810 Hotel & Motel Tax | City receives 50% of the 5% tax collected by Prince George's County; estimate based on trend during previous 3 fiscal years. | 430,000 |
| **Licenses & Permits** | | |
| 32210 City Liquor Licenses | Estimate based on current annual billing, which occurs on April 1. City license rates are 20% of the County rate. | 11,000 |

# REVENUES

| REVENUE FOOTNOTES | | |
|---|---|---|
| **Element/Object** | **Details** | **Amount** |
| 32220 State Traders' Licenses | Estimate based on trend during previous 3 fiscal years | 30,000 |
| 32310 City Building Permits | Estimate provided by Department of Public Services | 7,000 |
| 32336 Rent Stabilization Fees | Estimate provided by Department of Public Services | 27,000 |
| 32340 Occupancy Permits | Estimate provided by Department of Public Services; covers 61.5% self-support of Code Enforcement program budget. Rates for FY13 are: single family and townhouse $235, fraternity and sorority $560, rooming house $230, condominium unit that is not a townhouse $145, apartments (≥ 6 units) $120 per unit, 2-5 unit buildings $200 per unit, hotel/ motel $40 per unit, commercial $120. | 580,000 |
| 32345 Driveway Apron Permits | Estimate based on historical data | 2,000 |
| 32350 Other Licenses | | 0 |
| 32365 Utility Easements | Verizon easement | 550 |
| 32370 Bus Shelters | Based on current year data; estimate provided by Department of Finance | 11,000 |
| 32375 Encroachment Permits | 2 contracts @ $500 | 1,000 |
| **Utility Franchise Fees** | | |
| 32410 Utility Franchise Fees-Comcast Cable | 5% franchise fee; estimate based on current year's revenue trend | 190,000 |
| 32415 Utility Franchise Fees-Verizon | 5% franchise fee; estimate based on current year's revenue trend | 90,000 |
| **Intergovernmental** | | |
| 33220 Police Protection | State aid for police protection, allocated based on population ($2.50 per capita) and City-qualified expenditures compared to total qualified expenditures of Prince George's County and its municipalities | 73,840 |
| 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 Youth & Family Administration and Clinical Services programs | 76,457 |
| 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 | 4,000 |

# REVENUES

| REVENUE FOOTNOTES | | |
|---|---|---|
| **Element/Object** | **Details** | **Amount** |
| **Charges for Services** | | |
| 34110 Zoning Application Processing Fee | Estimate provided by Department of Planning | 1,300 |
| 34130 Animal Control Impound Fees | Fees for redemption of impounded animals @ $25 each | 200 |
| 34131 Animal Control Boarding Fees | Fees for boarding impounded animals @ $10/day | 150 |
| 34320 Parking Meter Revenue | Estimate based on revenue trend over previous 3 fiscal years (excluding parking garage). $0.75 hourly rate is allocated 2/3 to General Fund, 1/3 to Parking Debt Service Fund based on additional revenue from FY2008 50% meter rate increase being earmarked for future parking garage debt service. | 350,000 |
| 34321 Garage Pay Station Revenue | Estimate based on current year revenue from parking garage. $0.75 hourly rate is allocated 2/3 to General Fund, 1/3 to Parking Debt Service Fund. Reduced for free Saturday summer parking in July-August 2012. | 75,000 |
| 34325 Parking Permit Revenue | Estimates provided by Department of Public Services:<br>30 monthly permits in Church lot @ $40/month (less 50% payment to St. Andrew's Episcopal Church) ..... 7,200<br>Guilford Road monthly permits @ $50/month ..... 0<br>Knox Road monthly permits @ $50/month ..... 7,000<br>Hartwick Road monthly permits @ $50/month ..... 8,200<br>Residential zone permits, estimate ..... 26,000 | 48,400 |
| 34326 Garage Permit Revenue | Estimate based on current year revenue trend; 100 permits @ $55-60/month. $55 special rate is for purchase of 4-month "semester" permit. | 50,000 |
| 34340 MVA Registration Fees | Estimate provided by Department of Public Services | 175 |
| 34350 MVA Non-Resident Permits | Estimate provided by Department of Public Services | 2,500 |
| 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 August 1 | 220,000 |
| 34430-01 Recycling Revenue-White Goods | Sale of "white goods" (scrap metal and appliances), generated through Public Works-Recycling program | 1,800 |
| 34430-03 Recycling Revenue-Motor Oil | Sale of motor oil collected at Public Works yard | 2,100 |
| 34430-04 Recycling Revenue-Single Stream | Rebate payments for all recyclables (commingles and mixed paper), collected as "single stream" through Public Works-Recycling program | 2,000 |

# REVENUES

| REVENUE FOOTNOTES | | |
|---|---|---|
| **Element/Object** | **Details** | **Amount** |
| 34460 CDMA Litter Rebate | Estimate based on current year billings; reimbursement of 50% of the cost of weekend litter pickup | 4,290 |
| 34490 Compost Sales | Estimate provided by Department of Public Works, based on sale of 2,000 cubic yards of compost @ $18.00/cubic yard screened and $8.00/cubic yard unscreened | 36,500 |
| 34491 Wood Chip Sales | Estimate provided by Department of Public Works, based on sale of 743 cubic yards of wood chips @ $7.00/cubic yard | 5,200 |
| 34492 Tipping Fees Revenue | Estimate provided by Department of Public Works, based on billing for 5,263 cubic yards @ $4.75/cubic yard | 25,000 |
| 34494 Delivery Charge-Compost | Estimate provided by Department of Public Works, delivery charge varies by delivery zone (7 zones) | 9,000 |
| 34495 Delivery Charge-Wood Chips | Estimate provided by Department of Public Works, delivery charge varies by delivery zone (7 zones) | 3,000 |
| 34510 Youth Services Client Fees | Estimate provided by Department of Youth, Family & Senior Services | 9,000 |
| **Fines and Fees** | | |
| 35910 Election Fines | Fines assessed by Board of Election Supervisors | 0 |
| 35920 Animal Fines Revenue | Estimate provided by Department of Public Services | 200 |
| 35930 Vehicle Booting Fees | Estimate based on current year's data | 600 |
| 35940 Parking Fines Revenue | Estimate using historical data from prior fiscal years. FY11 parking ticket increase of $2.50 for expired meter (violation 01) and overtime parking (violation 30) goes to the Parking Debt Service Fund. | 800,000 |
| 35950 Municipal Infractions | Estimate provided by Department of Public Services | 100,000 |
| 35955 Red Light Cameras | No current contract with Prince George's County to certify tickets | 0 |
| 35970 Speed Enforcement Cameras | Civil citations @ $40 for speed in excess of 11 mph over posted speed limit in school and institution of higher education zones, FY13 revenue estimate | 2,000,000 |
| 35970 Optotraffic-Processing Charges | Vendor processing charge @ 39% of speed enforcement camera citations paid | (780,000) |
| **Miscellaneous Revenues** | | |
| 36110 Investment Earnings | Estimate based on current year's data, adjusted for decline in interest rates for various investments | 25,000 |
| 36122 Tenant Improvement Allow-Garage Retail | Interest @ 4% on $960,000 15-year allowance for tenant improvements in the parking garage retail space | 35,730 |

# REVENUES

| REVENUE FOOTNOTES | | |
|---|---|---|
| **Element/Object** | **Details** | **Amount** |
| 36211 Property Rental-Parking Garage Retail | Lease for rental of 5,800 sf of retail space in parking garage @ $25 per square foot:<br>Half rent July 2012–September 2012, 3 @ $6,042 ..... 18,126<br>Full rent October 2012–June 2013, 9 @ $12,083 ..... 108,747<br>Repayment of FY12 deferred rent, October 2012–June 2013, 9 @ $2,000 ..... 18,000 | 144,873 |
| 36214 Property Rental-City Hall Meeting Rooms | Estimate based on current year revenues | 0 |
| 36215 Property Rental-Old Parish House | Estimate based on current year revenues | 10,000 |
| 36216 Cleaning Fee-City Buildings | Estimate based on current year revenues | 400 |
| 36218 Property Rental-Davis Hall | Estimate based on current year revenues | 800 |
| 36219 Property Rental-Duvall Field | Estimate based on current year revenues | 0 |
| 36410 Sale of Fixed Assets | Proceeds from the sale of surplus equipment; estimate provided by Department of Public Works | 1,000 |
| 36610 Miscellaneous | | 0 |
| 36615 Freedom of Information Act Requests | Estimate provided by Department of Finance | 100 |
| 36650 Animal License Commission | Estimate provided by Department of Public Services | 1,400 |
| 36670 CDMA Billing Fees | 2% billing fee for billing and collecting dues for Downtown College Park Management Authority (DCPMA) | 380 |
| **Non-Revenue Receipts**<br>39000 Interfund Transfers | Transfer from Parking Debt Service Fund to General Fund to cover excess of parking garage debt service over parking garage-related revenues:<br>SunTrust Bank – bond principal ..... 273,000<br>SunTrust Bank – bond interest ..... 284,553<br>Subtotal ..... 557,553<br>Garage pay station revenue (account 343.21) ..... (75,000)<br>Garage permit revenue (account 343.26) ..... (50,000)<br>Garage retail rent (account 362.11) ..... (144,873)<br>Interest – tenant improvement allowance (account 361.22) ..... (35,730) | 251,950 |
| 39900 Unassigned Reserve Transfer | Budgeted use of unassigned reserve | 146,211 |

# EXPENDITURE DESCRIPTIONS

## Expenditure Descriptions

## PERSONNEL EXPENDITURES

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

10-01 Wages – Salaried Employees
This account includes wages and salaries paid to full and part time salaried employees who are eligible for City benefits. The wages and salaries are subject to payroll taxes.

10-02 Wages – Hourly Employees
This account includes wages and salaries paid to full and part time employees who are eligible for City benefits. The wages and salaries are subject to payroll taxes.

10-03 Overtime
This account includes overtime wages paid to hourly employees. The wages are subject to payroll taxes.

10-05 Wages – Elected and Appointed Officials
This account includes the monthly salaries paid to the Mayor & Council and the wages and salaries paid to members of various boards and commissions. The wages and salaries are subject to payroll taxes.

10-06 Stipend
This account includes payments to members of the Advisory Planning Commission, Noise Control Board, Cable Television Commission and Rent Stabilization Board. The payments are subject to payroll taxes.

10-07 Automated Truck Incentive
This account includes incentive payments to Public Works employees for operating the automated refuse truck, either alone (at $2.00 per hour) or with 1 other employee (at $1.00 per hour).

10-08 Saturday Shift Differential
This account includes payments (at $3.00 per hour differential) to Public Works employees whose schedule includes Saturday hours. This payment does not apply to overtime hours.

10-10 Night Shift Differential
This account includes payments (at $1.00 per hour differential) to Public Services

employees whose schedule includes hours worked after 5:00 p.m. and before 6:00 a.m. daily. This payment does not apply to overtime hours as an employee cannot receive 2 incentive pays for the same hours.

11-10 FICA Taxes
This account includes the City's share of Social Security and Medicare taxes for its employees.

11-11 Employee Assistance Program
This account includes the cost of providing a confidential employee assistance program for all employees through an outside vendor.

11-12 Health Insurance
This account includes the City's share of premiums for health insurance coverage for eligible employees, which varies depending on the plan selected by the employee.

11-13 Dental Insurance
This account includes the City's share of premiums for dental insurance for eligible employees, which varies depending on the plan selected by the employee.

11-14 Life Insurance
This account includes premiums for life insurance coverage for eligible employees equal to the greater of their annual salary, rounded up to the next $1,000, or $60,000.

11-15 Vision Insurance
This account includes claims reimbursement to an outside vendor for eligible employees who use the plan.

11-17 City Match for §457 Employee Contribution
This account includes the City's match for employee contributions to a §457 deferred compensation plan administered by the ICMA Retirement Corporation, ranging from $20 to $120 per pay period based on years of service and employee contribution level.

11-18 Retirement
This account includes the City's contribution to a §401(a) defined contribution retirement plan administered by the ICMA Retirement Corporation. For FY2013, retirement contribution is 6.50% of covered wages. Contributions are accrued each bi-weekly payday and deposited with ICMA-RC quarterly.

## Expenditure Descriptions

11-20 Unemployment Insurance
This account includes payments to the Maryland Unemployment Insurance Fund for reimbursement of actual unemployment benefits paid to former employees.

11-21 Workers Compensation Insurance
This account includes premiums for workers compensation insurance at rates based on occupational classification.

11-22 Long Term Disability Insurance
This account includes premiums for long-term disability insurance for eligible employees.

11-30 Public Transit Incentive
This account includes payments to employees participating in the $50 per month public transit incentive program, encouraging greater use of public transportation.

11-32 Wellness Program
This account includes payments to employees, limited to $75 per employee per fiscal year, to reimburse for membership or participation fees at a recognized fitness center, gym, weight loss or wellness program.

## Expenditure Descriptions

## OPERATING EXPENDITURES

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

12 Travel and Training

This account group includes expenses associated with travel to professional meetings, training, seminars and conventions by commercial carriers or automobiles, as well as lodging, meals and other required expenses. In addition, training costs and registration fees are included in this group. The City reimburses employees 50% of tuition, books and associated fees for job-related training and education. Currently, the City reimburses employees $0.50 per mile (the IRS statutory rate) for use of a personal vehicle if a City vehicle is not available. Subcategories include non-training travel (-10), travel and training (-11) and tuition reimbursement (-15).

20-xx Overhead

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

20-10 Overhead – Insurance

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

20-11 Overhead – Automobile Expenses

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

20-12 Overhead – Postage

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

account.

20-13 Overhead – Utilities-City Hall
This account represents charges to various programs located in City Hall for utility costs. The actual disbursements are recorded in the Finance-Non-departmental program (1025) and allocated by percentage to programs based on square feet. Entries to this account are by journal entry on a monthly basis.

20-14 Overhead – Telephone
This account represents charges to all City programs for all local and long distance telephones expenditures. Allocation includes local service costs, long distance, modem lines, data lines between City facilities, as well as maintenance fees. The actual disbursements are recorded in the Finance-Information Technology program (1024) and allocated by percentage to programs based on phone extensions. Entries to this account are by journal entry on a monthly basis.

20-15 Overhead – Information Technology
This account represents charges to various programs for computer hardware and software maintenance and other associated computer costs. The actual disbursements are recorded in the Finance-Information Technology program (1024) and allocated by percentage to utilizing programs. Entries to this account are by journal entry on a monthly basis.

20-16 Overhead – Building Maintenance
This account represents charges to various programs for building maintenance costs. Salaries and other costs are recorded in the Public Works-Building Maintenance (5028) programs and allocated by percentage to utilizing programs. Entries to this account are by journal entry on a monthly basis.

20-17 Overhead – Copier
This account represents charges to City Hall programs for copier costs, including maintenance and copier toner. Disbursements are recorded in the Finance-Information Technology program (1024) and allocated to utilizing departments monthly based on actual usage (copier meter readings).

20-25 Overhead – Administrative
The account represents a charge to Speed Enforcement (Public Services program 2025) for administrative support provided by Accounting & Financial Reporting (Finance program 1022). The charge is calculated based on 2% of the net speed enforcement camera revenue received.

25-xx Grants and Assistance
This account group includes City disbursements to the College Park City-

University Partnership (-10), Anacostia Trails Heritage Area (-11), community services grants (-20), Business Assistance Fund (-29), College Park Arts Exchange (-30), Meals on Wheels of College Park (-31), homeownership grants (-34), College Park Boys & Girls Club (-35), public school education grants (-38), fire department capital equipment grants (-40) and parking garage retail tenant improvement allowance (-42).

30-xx Professional Services

This account group includes various types of professional services utilized by department programs. Services include auditing and accounting (-10), design and engineering (-11), administrative (-13), management support (-14), consulting (-15), appraisals (-16), surveying (-20), 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), interpreter services (-65) and other professional services (-99).

32-xx Legal Services

This account includes retainer and legal fees to the City Attorney and other legal services provided to the boards and commissions; City Attorney (-10), cable television (-11), human resources (-17), litigation (-18), rent stabilization (-19), Ethics Commission (-20), elections (-21), parking garage (-22), Advisory Planning Commission (-24) and bond counsel (-40).

34-xx Other Contractual Services

This account group includes various contractual services, primarily for Public Works, such as temporary manpower-solid waste (-11), temporary manpower-curbside recycling (-12), temporary manpower-brush collection (-13), temporary manpower-litter collection (-14), temporary manpower-leaf collection (-15), temporary manpower-yard waste (-16), temporary manpower-other (-17), tipping fees (-20), marketing services (-25), street sweeping (-30), Internet streaming broadcast (-32), CCTV monitoring (-33), police services contract (-34), parking lot maintenance (-35), M-NCPPC contract-youth center (-37), striping (-38), tree maintenance (-40), tree installations (-45), scheduled maintenance (-50), child care costs (-60), contract bus driver (-65), rat control (-69), contract plowing (-70), contract mowing (-71), building coverage after-hours (-72), IT cabling (-73), tree inventory (-74), mosquito control (-75), contract right-of-way maintenance (-76), facilitator services (-77), 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), towing (-20), courier services (-21),

animal control cost recovery (-23), cable camera operator (-25), videography and editing (-26), permit fees (-30), redistricting expenses (-32), matching funds (-35), code enforcement abatements (-36), code enforcement abatement reimbursement (-37), employment background checks (-38), files management (-40), registration fees (-43), sweeper shared maintenance (-50), dumpster service (-55), Shuttle-UM for residents (-60), PGINCC pro-rata share expenses (-63) and other special services (-99).

38-xx Special Events

This account group supports City events such as fireworks and associated expenses (-10), senior trips (-12), holiday events (-15), health fair (-18), employee events (-20), student events (-35), America Recycles Day (38), Martin Luther King, Jr. Day (-40), fall festival (-42), volunteer programs (-45), UM new student orientation (-50), Veterans Memorial events (-55), senior events (-56), police community relations (-57), spring festival (-59), College Park Day (-60), downtown events (-61), National Night Out (-62), Earth Day (-63), CBE events (-64), family summit (-66), safety breakfast (-67) and other special events (-99).

40-xx Repairs and Maintenance

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), alarm system (-17), security cameras (-18), bicycle equipment (-21), mobile and portable radios (-22), HVAC repairs (-25), streetscape lighting (-30), streetlight repairs (-31), meter pole maintenance (-35), audio-visual equipment (-40), welding service (-45), electrical repairs (-50) and miscellaneous repairs (-99).

41-xx Vehicle Repairs

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

42-xx Cleaning Services

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

45-xx Maintenance Contract

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

47-10 Clothing and Uniforms

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

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

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

50-10 Insurance
This account includes insurance premiums for liability, property, vehicle damage and other insurance.

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

53-10 CDL Licensing Fee
This account includes reimbursement to City employees for the licensing fee incurred in obtaining and renewing a commercial driver's license.

54-10 Physical Examinations
This account includes the cost of pre-employment physical examinations required of all new hires.

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

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

61-10 Office Supplies
This account includes office supply purchases for all departments and programs.

## Expenditure Descriptions

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), other additives (-12) and fuel surcharge credit (-15) for use in the City's fleet of vehicles and equipment.

65-10 Electricity
This account includes the cost of electricity for City buildings and facilities, including streetlights.

65-11 Natural Gas
This account includes the cost of heating the City's buildings with natural gas.

65-13 Water and Sewer
This account includes the cost of water and sewer services for City buildings and facilities.

66-xx Telephone and Communications
This account group includes monthly service for telephones systems at City facilities (-10), pager service (-11), cellular phones (-12), wireless radios (-13), Internet access (-14), cable television (-20) and other communications (-99).

67-xx Dues and Publications
This account includes dues for membership in governmental and professional organizations (-10), as well as subscriptions to journals and purchases of books and other publications (-20).

68-10 Depreciation Expense
This account includes the allocation of the cost of property over its economic useful life. The recording of depreciation expense is required under generally accepted accounting principles (GAAP) when an enterprise fund is employed by a governmental unit.

69-xx Miscellaneous Charges
This account includes miscellaneous expenditures that cannot be logically classified to other expenditure accounts (-10).

70 Principal
This account includes principal payments on City leases, loans, notes or bonds.

## Expenditure Descriptions

72 Interest
This account includes interest paid by the City on leases, loans, notes or bonds.

74-xx Loans, Leases, Bonds
This account includes administrative costs (-10), structuring fee for tax exempt bond anticipation note (-28) structuring fee for taxable bond anticipation note (-29) and upfront fee for tax exempt parking garage bond (-30).

85-10 Contingency
This account includes expenditures charged to contingency.

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

## Expenditure Descriptions

## CAPITAL EXPENDITURES

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

90-xx Automobiles and Light Trucks
This account includes capital expenditures for automobiles (-10) and light trucks (-20).

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

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

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

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

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

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

## Expenditure Descriptions

97-xx Communications Equipment

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

98-xx Computers and Software

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

# GENERAL FUND EXPENDITURE SUMMARY

PREPARED 08/21/12, 15:37:20
GENERAL FUND 001

CITY OF COLLEGE PARK
EXPENDITURE BUDGET SUMMARY
FOR FISCAL YEAR 2013

| | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| | DEPT 10 GENERAL GOVERNMENT | | | | | | |
| * | GENERAL GOVERNMENT | 2,300,635 | 2,227,506 | 2,511,876 | 2,303,162 | 2,603,761 | 2,681,445 |
| | DEPT 20 PUBLIC SERVICES | | | | | | |
| * | PUBLIC SERVICES | 3,066,339 | 3,137,941 | 3,537,431 | 3,090,763 | 3,550,936 | 3,671,236 |
| | DEPT 30 PLANNING, COMM & ECON DEV | | | | | | |
| * | PLANNING, COMM & ECON DEV | 580,752 | 516,643 | 593,215 | 562,361 | 626,505 | 626,965 |
| | DEPT 40 YOUTH FAMILY &SENIOR SERV | | | | | | |
| * | YOUTH FAMILY &SENIOR SERV | 980,817 | 981,825 | 982,369 | 1,030,016 | 1,050,129 | 1,050,129 |
| | DEPT 50 PUBLIC WORKS | | | | | | |
| * | PUBLIC WORKS | 4,316,449 | 4,374,677 | 4,756,352 | 4,262,570 | 4,817,200 | 4,832,256 |
| | DEPT 65 CONTINGENCY | | | | | | |
| * | CONTINGENCY | 0 | 0 | 10,000 | 0 | 10,000 | 10,000 |
| | DEPT 90 DEBT SERVICE | | | | | | |
| * | DEBT SERVICE | 67,263 | 302,884 | 516,728 | 520,426 | 557,553 | 557,553 |
| | DEPT 91 MISCELLANEOUS CHARGES | | | | | | |
| * | MISCELLANEOUS CHARGES | 0 | 0 | 0 | 0 | 0 | 0 |
| | DEPT 92 INTERFUND TRANSFER | | | | | | |
| * | INTERFUND TRANSFER | 978,175 | 1,046,335 | 2,596,835 | 2,596,835 | 1,277,900 | 1,307,900 |
| ** | GENERAL FUND | 12,290,430 | 12,587,811 | 15,504,806 | 14,366,133 | 14,493,984 | 14,737,484 |
| | | 12,290,430 | 12,587,811 | 15,504,806 | 14,366,133 | 14,493,984 | 14,737,484 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET BY ELEMENT
FOR FISCAL YEAR 2013

| | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| ELEM 10 PAYROLL-WAGES | | | | | | | |
| * | PAYROLL-WAGES | 0 | 0 | 0 | 0 | 0 | 0 |
| * | SALARY | 2,184,928 | 2,230,460 | 2,300,168 | 2,295,643 | 2,386,684 | 2,386,684 |
| * | HOURLY | 3,628,724 | 3,591,905 | 4,041,901 | 3,743,062 | 4,119,942 | 4,208,500 |
| * | OVERTIME | 157,996 | 124,939 | 137,860 | 111,399 | 156,560 | 174,560 |
| * | ELECTED & APPOINTED | 44,420 | 46,564 | 49,420 | 49,420 | 49,420 | 49,420 |
| * | STIPEND | 3,900 | 5,700 | 16,740 | 8,040 | 16,740 | 16,740 |
| * | AUTOMATED TRUCK INCENTIVE | 2,064 | 2,061 | 2,500 | 2,386 | 2,100 | 2,100 |
| * | SATURDAY SHIFT DIFFERENTL | 3,956 | 3,747 | 4,400 | 3,912 | 4,100 | 4,100 |
| * | NIGHT SHIFT DIFFERENTIAL | 6,506 | 5,601 | 6,100 | 5,771 | 6,100 | 6,100 |
| ** | PAYROLL-WAGES | 6,032,494 | 6,010,977 | 6,559,089 | 6,219,633 | 6,741,646 | 6,848,204 |
| ELEM 11 FRINGE BENEFITS | | | | | | | |
| * | FICA | 441,325 | 438,792 | 475,805 | 455,089 | 488,364 | 496,516 |
| * | EMPLOYEE ASSISTANCE PROG | 2,264 | 2,038 | 2,500 | 2,038 | 2,500 | 2,500 |
| * | HEALTH INSURANCE | 642,218 | 671,955 | 712,509 | 609,025 | 677,652 | 677,652 |
| * | DENTAL INSURANCE | 39,671 | 40,940 | 43,355 | 39,964 | 44,192 | 44,192 |
| * | LIFE INSURANCE | 14,494 | 13,640 | 14,939 | 14,311 | 15,719 | 15,719 |
| * | VISION INSURANCE | 14,684 | 12,047 | 13,022 | 11,503 | 13,164 | 13,164 |
| * | 457 CITY MATCH CONTRIBUTN | 82,663 | 82,050 | 81,342 | 84,503 | 94,112 | 94,112 |
| * | RETIREMENT | 341,434 | 325,001 | 358,578 | 332,716 | 371,683 | 371,683 |
| * | WORKERS COMPENSATION INS | 201,284 | 179,294 | 202,915 | 187,351 | 188,091 | 193,381 |
| * | LONG TERM DISABILITY INS | 18,324 | 18,533 | 20,828 | 18,266 | 21,264 | 21,264 |
| * | PUBLIC TRANSIT INCENTIVE | 4,185 | 5,184 | 6,000 | 6,357 | 7,200 | 7,200 |
| * | CHURCH LOT PKG INCENTIVE | 0 | 0 | 0 | 0 | 0 | 0 |
| * | WELLNESS PROGRAM REIMB | 2,294 | 2,103 | 1,900 | 1,719 | 2,500 | 3,500 |
| ** | FRINGE BENEFITS | 1,804,840 | 1,791,577 | 1,933,693 | 1,762,842 | 1,926,441 | 1,940,883 |
| ELEM 12 TRAVEL & TRAINING | | | | | | | |
| * | NON TRAINING TRAVEL | 30,926 | 29,139 | 33,883 | 29,941 | 34,320 | 34,320 |
| * | TRAVEL & TRAINING | 91,672 | 66,889 | 108,000 | 83,912 | 108,260 | 108,260 |
| * | TUITION REIMBURSEMENT | 5,783 | 1,694 | 5,500 | 1,347 | 5,500 | 5,500 |
| ** | TRAVEL & TRAINING | 128,381 | 97,722 | 147,383 | 115,200 | 148,080 | 148,080 |
| ELEM 20 OVERHEAD | | | | | | | |
| * | INSURANCE | 3 | 1- | 0 | 1- | 0 | 0 |
| * | AUTOMOTIVE | 3- | 1 | 0 | 1- | 0 | 0 |
| * | POSTAGE | 2 | 2- | 0 | 1 | 0 | 0 |
| * | UTILITIES | 1- | 1 | 0 | 1 | 0 | 0 |
| * | TELEPHONE | 0 | 0 | 0 | 0 | 0 | 0 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET BY ELEMENT
FOR FISCAL YEAR 2013

| ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|
| ELEM 20 OVERHEAD | | | | | | |
| * INFORMATION TECHNOLOGY | 3- | 1 | 0 | 1- | 0 | 0 |
| * BUILDING MAINTENANCE | 0 | 0 | 0 | 1- | 0 | 0 |
| * COPIER | 1,592- | 143- | 0 | 1 | 0 | 0 |
| * ADMINISTRATIVE | 0 | 0 | 0 | 0 | 0 | 0 |
| ** OVERHEAD | 1,594- | 143- | 0 | 1- | 0 | 0 |
| ELEM 25 GRANTS & ASSISTANCE | | | | | | |
| * CITY-UNIV PARTNERSHIP | 70,000 | 55,000 | 80,000 | 80,000 | 129,500 | 129,500 |
| * ANACOSTIA TRAILS HERITAGE | 5,454 | 0 | 2,727 | 3,954 | 3,954 | 3,954 |
| * COMMUNITY SERVICES GRANTS | 17,500 | 15,000 | 15,000 | 15,000 | 20,000 | 20,000 |
| * BUSINESS ASSISTANCE FUND | 7,669 | 0 | 0 | 0 | 0 | 0 |
| * COLLEGE PK ARTS EXCHANGE | 32,590 | 32,500 | 32,500 | 32,500 | 32,500 | 32,500 |
| * MEALS ON WHEELS OF C P | 0 | 3,500 | 3,500 | 3,500 | 3,500 | 4,000 |
| * COLL PK BOYS & GIRLS CLUB | 20,000 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 |
| * PUBL SCH EDUCATION GRANTS | 14,700 | 29,228 | 25,000 | 24,783 | 60,000 | 60,000 |
| * COLL PARK COMM FOUNDATION | 0 | 0 | 0 | 0 | 0 | 1,000 |
| * CPCUP-COLLEGE PK ACADEMY | 0 | 0 | 0 | 0 | 0 | 80,000 |
| ** GRANTS & ASSISTANCE | 167,913 | 147,728 | 171,227 | 172,237 | 261,954 | 343,454 |
| ELEM 30 PROFESSIONAL SERVICES | | | | | | |
| * AUDITING & ACCOUNTING | 13,920 | 13,500 | 16,810 | 16,810 | 17,310 | 17,310 |
| * DESIGN & ENGINEERING | 5,302 | 0 | 14,500 | 4,150 | 9,500 | 9,500 |
| * ADMINISTRATIVE | 16,217 | 15,769 | 23,800 | 26,645 | 24,220 | 24,220 |
| * SUPPORT SERVICES | 3,830 | 5,762 | 7,540 | 4,902 | 7,620 | 7,620 |
| * CONSULTING | 27,481 | 30,942 | 52,950 | 78,689 | 28,250 | 28,250 |
| * APPRAISALS | 0 | 0 | 0 | 0 | 0 | 0 |
| * SURVEYING | 4,036 | 5,648 | 8,500 | 2,250 | 8,500 | 8,500 |
| * VETERINARY SERVICES | 2,837 | 2,346 | 2,500 | 5,131 | 3,000 | 3,000 |
| * TRANSCRIPTION SERVICES | 395 | 0 | 1,500 | 630 | 1,500 | 1,500 |
| * TRANSLATION SERVICES | 1,434 | 0 | 2,400 | 0 | 1,800 | 1,800 |
| * PKG TKTS HEARING OFFICER | 9,645 | 7,485 | 7,800 | 8,100 | 8,320 | 8,320 |
| * MEDIATION SERVICES | 0 | 0 | 0 | 0 | 0 | 0 |
| * LOBBYING | 0 | 0 | 0 | 0 | 0 | 0 |
| * INTERPRETER SERVICES | 0 | 0 | 1,316 | 0 | 1,316 | 1,316 |
| * PUBLIC SAFETY STUDY | 0 | 0 | 0 | 0 | 0 | 0 |
| * OTHER | 0 | 0 | 0 | 0 | 0 | 0 |
| ** PROFESSIONAL SERVICES | 85,097 | 81,452 | 139,616 | 147,307 | 111,336 | 111,336 |
| ELEM 32 LEGAL SERVICES | | | | | | |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET BY ELEMENT
FOR FISCAL YEAR 2013

| | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| ELEM 32 LEGAL SERVICES | | | | | | | |
| * | CITY ATTORNEY | 155,996 | 170,408 | 150,000 | 150,658 | 160,000 | 160,000 |
| * | LEGAL-CABLE TELEVISION | 0 | 0 | 1,000 | 0 | 4,000 | 9,500 |
| * | LEGAL-HUMAN RESOURCES | 5,000 | 0 | 0 | 0 | 0 | 0 |
| * | LEGAL-LITIGATION | 22,614 | 26,524 | 25,000 | 6,644 | 25,000 | 25,000 |
| * | RENT STABILIZATION | 2,719 | 15,197 | 40,000 | 21,466 | 20,000 | 20,000 |
| * | LEGAL-ETHICS COMMISSION | 5,085 | 10,803 | 7,500 | 10,365 | 7,500 | 7,500 |
| * | LEGAL-ELECTIONS | 0 | 0 | 0 | 0 | 0 | 0 |
| * | ADVISORY PLANNING COMM | 0 | 0 | 10,800 | 13,525 | 10,800 | 10,800 |
| * | LEGAL-BOND COUNSEL | 0 | 0 | 0 | 0 | 0 | 0 |
| * | LEGAL-OTHER | 0 | 0 | 0 | 0 | 0 | 0 |
| ** | LEGAL SERVICES | 191,414 | 222,932 | 234,300 | 202,658 | 227,300 | 232,800 |
| ELEM 34 CONTRACTUAL SERVICES | | | | | | | |
| * | TEMPORARY MANPOWER | 0 | 0 | 0 | 0 | 0 | 0 |
| * | TEMP MANPOWER-SOLID WASTE | 866 | 2,142 | 1,320 | 4,001 | 1,650 | 1,650 |
| * | TEMP MANPOWER-CURB RECYCL | 1,457 | 1,536 | 1,320 | 1,780 | 1,320 | 1,320 |
| * | TEMP MANPOWER-BRUSH | 819 | 1,591 | 990 | 2,607 | 1,155 | 1,155 |
| * | LITTER COLLECTION | 63 | 95 | 0 | 252 | 0 | 0 |
| * | TEMP MANPOWER-LEAF | 30,618 | 29,319 | 33,000 | 30,941 | 33,000 | 33,000 |
| * | TEMP MANPOWER-YARD WASTE | 4,867 | 27,153 | 6,600 | 16,341 | 8,250 | 8,250 |
| * | TEMP MANPOWER-OTHER | 4,640 | 4,268 | 5,550 | 2,520 | 5,455 | 5,455 |
| * | TIPPING FEES | 295,106 | 287,196 | 307,985 | 290,592 | 304,090 | 304,090 |
| * | MARKETING SERVICES | 0 | 0 | 30,000 | 15,000 | 30,000 | 30,000 |
| * | STREET SWEEPING | 0 | 0 | 0 | 0 | 0 | 0 |
| * | INTERNET STREAMING BRDCST | 0 | 5,084 | 6,468 | 6,457 | 6,468 | 6,468 |
| * | POLICE SERVICES CONTRACT | 291,141 | 361,063 | 400,000 | 166,900 | 400,000 | 400,000 |
| * | PARKING LOT MAINTENANCE | 1,200 | 0 | 0 | 0 | 0 | 0 |
| * | M-NCPPC CONTRCT-YOUTH CTR | 0 | 0 | 0 | 0 | 10,000 | 10,000 |
| * | STRIPING | 17,859 | 26,998 | 30,050 | 15,480 | 30,910 | 30,910 |
| * | TREE MAINTENANCE | 44,270 | 71,430 | 62,800 | 20,170 | 62,800 | 62,800 |
| * | TREE INSTALLATIONS | 0 | 0 | 0 | 0 | 0 | 0 |
| * | SCHEDULED MAINTENANCE | 7,918 | 5,850 | 9,000 | 2,994 | 9,000 | 9,000 |
| * | CHILD CARE COSTS | 295 | 120 | 800 | 0 | 800 | 800 |
| * | CONTRACT BUS DRIVER | 5,541 | 0 | 0 | 0 | 0 | 0 |
| * | RAT CONTROL | 19,560 | 15,000 | 15,000 | 14,250 | 15,000 | 15,000 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET BY ELEMENT
FOR FISCAL YEAR 2013

| | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| ELEM 34 CONTRACTUAL SERVICES | | | | | | | |
| * | CONTRACT PLOWING | 0 | 0 | 5,000 | 0 | 5,000 | 5,000 |
| * | CONTRACT MOWING | 46,045 | 46,478 | 46,500 | 46,498 | 47,500 | 47,500 |
| * | BLDG COVERAGE-AFTER HOURS | 1,320 | 1,440 | 1,440 | 1,440 | 1,440 | 1,440 |
| * | CABLING | 155 | 238 | 1,500 | 590 | 1,500 | 1,500 |
| * | TREE INVENTORY | 0 | 0 | 0 | 0 | 0 | 0 |
| * | MOSQUITO CONTROL | 535 | 1,895 | 2,500 | 3,000 | 4,800 | 4,800 |
| * | CONTRACT R-O-W MAINT | 0 | 0 | 0 | 0 | 0 | 0 |
| * | FACILITATOR SERVICES | 0 | 0 | 0 | 0 | 0 | 0 |
| * | WEED CONTROL | 0 | 0 | 0 | 0 | 0 | 0 |
| * | OTHER | 0 | 0 | 0 | 0 | 0 | 0 |
| ** | CONTRACTUAL SERVICES | 774,275 | 888,896 | 967,823 | 641,813 | 980,138 | 980,138 |
| ELEM 36 SPECIAL SERVICES | | | | | | | |
| * | PRINTING | 98,752 | 82,319 | 111,807 | 102,649 | 115,507 | 115,507 |
| * | CLASSIFIED ADVERTISING | 21,518 | 18,027 | 25,000 | 16,748 | 22,400 | 22,400 |
| * | MVA SERVICES | 1,427 | 1,183 | 2,295 | 1,524 | 2,170 | 2,170 |
| * | CATERING FOR MEETINGS | 5,580 | 3,061 | 8,400 | 3,769 | 8,050 | 8,050 |
| * | SPECIAL DINNERS | 2,065 | 2,834 | 3,000 | 2,173 | 3,300 | 3,300 |
| * | RETREAT | 0 | 0 | 0 | 725 | 0 | 0 |
| * | TOWING SERVICE | 2,715 | 2,833 | 3,500 | 325 | 3,500 | 3,500 |
| * | COURIER SERVICES | 32 | 249 | 300 | 171 | 300 | 300 |
| * | ANIMAL CTRL COST RECOVERY | 0 | 174- | 750- | 2,455- | 1,500- | 1,500- |
| * | CABLE CAMERA OPERATOR | 2,200 | 5,250 | 6,075 | 5,900 | 5,950 | 5,950 |
| * | VIDEOGRAPHY & EDITING | 0 | 0 | 3,000 | 1,100 | 3,000 | 3,000 |
| * | PERMIT FEES | 0 | 0 | 0 | 0 | 0 | 0 |
| * | REDISTRICTING EXPENSES | 0 | 2 | 0 | 0 | 0 | 0 |
| * | NEIGHBORHOOD WATCH | 0 | 0 | 5,000 | 3,053 | 5,000 | 5,000 |
| * | MATCHING FUNDS | 25,208 | 0 | 21,000 | 14,058 | 25,000 | 25,000 |
| * | CODE ENFORCEMT ABATEMENTS | 0 | 0 | 0 | 0 | 0 | 0 |
| * | CODE ENF ABATEMENT REIMB | 7,455- | 8,363- | 0 | 4,109- | 0 | 0 |
| * | EMPLOYEE BACKGROUND CHECK | 180 | 789 | 750 | 1,091 | 1,000 | 1,000 |
| * | HOUSING AUTH REIMBURSEMT | 0 | 836- | 0 | 0 | 0 | 0 |
| * | FILES MANAGEMENT | 0 | 0 | 0 | 0 | 5,955 | 5,955 |
| * | REGISTRATION FEES | 292 | 328 | 350 | 604 | 350 | 350 |
| * | SWEEPER SHARED MAINT | 33,607 | 27,779 | 33,500 | 15,674 | 33,500 | 33,500 |

CITY OF COLLEGE PARK
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|---|---|---|---|---|---|---|---|
| ELEM 36 SPECIAL SERVICES | | | | | | | |
| * | DUMPSTER SERVICE | 0 | 0 | 0 | 0 | 0 | 0 |
| * | GREENBELT BRIDGE SURVEY | 0 | 0 | 0 | 0 | 0 | 0 |
| * | SHUTTLE-UM FOR RESIDENTS | 5,000 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| * | PGINCCC I-NET PRORATA EXP | 19,311 | 16,777 | 17,330 | 14,959 | 14,851 | 14,851 |
| * | OTHER | 2,959 | 3,934 | 4,500 | 4,145 | 4,000 | 4,000 |
| ** | SPECIAL SERVICES | 213,391 | 161,992 | 251,057 | 188,104 | 258,333 | 258,333 |
| ELEM 38 SPECIAL EVENTS | | | | | | | |
| * | FIREWORKS | 31,958 | 27,764 | 32,950 | 29,244 | 33,000 | 33,000 |
| * | CONCERTS | 0 | 0 | 0 | 0 | 0 | 0 |
| * | SENIOR TRIPS | 11,648 | 6,544 | 16,000 | 20,555 | 16,000 | 16,000 |
| * | HOLIDAY EVENTS | 1,348 | 1,813 | 1,750 | 1,616 | 1,750 | 1,750 |
| * | HEALTH FAIR | 2,318 | 2,557 | 2,600 | 2,007 | 2,600 | 2,600 |
| * | EMPLOYEE EVENTS | 7,306 | 7,438 | 9,500 | 7,712 | 9,500 | 9,500 |
| * | STUDENT EVENTS | 1,900 | 1,400 | 2,100 | 1,550 | 2,100 | 2,100 |
| * | AMERICA RECYCLES DAY | 0 | 0 | 850 | 823 | 850 | 850 |
| * | MARTIN LUTHER KING JR DAY | 3,095 | 4,718 | 4,000 | 3,851 | 4,000 | 4,000 |
| * | FALL FESTIVAL | 4,820 | 6,825 | 5,000 | 5,081 | 6,000 | 6,000 |
| * | VOLUNTEER PROGRAMS | 15 | 338 | 750 | 163 | 750 | 250 |
| * | ROUTE 1 RIDE | 0 | 0 | 8,000 | 8,000 | 0 | 0 |
| * | VETERANS MEMORIAL EVENTS | 2,771 | 2,990 | 3,500 | 2,396 | 3,500 | 3,500 |
| * | SENIOR EVENTS | 706 | 1,092 | 1,000 | 1,427 | 1,000 | 1,000 |
| * | POLICE COMM RELATIONS | 0 | 835 | 800 | 0 | 800 | 800 |
| * | SPRING FESTIVAL | 4,923 | 0 | 0 | 0 | 0 | 0 |
| * | COLLEGE PARK DAY | 0 | 4,092 | 15,000 | 14,203 | 15,000 | 15,000 |
| * | DOWNTOWN EVENTS | 0 | 0 | 0 | 0 | 0 | 0 |
| * | NATIONAL NIGHT OUT | 137 | 0 | 500 | 823 | 500 | 500 |
| * | CBE EVENTS | 562 | 1,007 | 1,000 | 400 | 1,000 | 1,000 |
| * | FAMILY SUMMIT | 2,326 | 2,070 | 2,700 | 2,335 | 2,700 | 2,700 |
| * | SAFETY BREAKFAST | 955 | 1,303 | 1,300 | 1,298 | 1,300 | 1,300 |
| * | MARCH TO REBUILD ROUTE 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| * | OTHER | 17,839 | 18,073 | 15,768 | 15,493 | 15,790 | 15,790 |
| ** | SPECIAL EVENTS | 94,627 | 90,859 | 125,068 | 118,977 | 118,140 | 117,640 |
| ELEM 40 REPAIR & MAINTENANCE | | | | | | | |
| * | OFFICE EQUIPMENT | 1,297 | 279 | 1,100 | 0 | 1,100 | 1,100 |
| * | BUILDINGS & GROUNDS | 66,730 | 101,843 | 79,200 | 68,126 | 82,085 | 82,085 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET BY ELEMENT
FOR FISCAL YEAR 2013

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|---|---|---|---|---|---|---|
| ELEM 40 REPAIR & MAINTENANCE | | | | | | |
| * TOOLS & EQUIPMENT | 4,678 | 15,148 | 5,030 | 2,806 | 3,730 | 3,730 |
| * COMPUTER SYSTEMS | 0 | 0 | 1,000 | 0 | 1,000 | 1,000 |
| * TELEPHONE SYSTEMS | 210 | 510 | 1,500 | 743 | 1,500 | 1,500 |
| * ALARM SYSTEM | 670 | 3,356 | 1,750 | 3,498 | 2,300 | 2,300 |
| * SECURITY CAMERAS | 0 | 461 | 2,500 | 258 | 1,500 | 1,500 |
| * BICYCLE EQUIPMENT | 20- | 1,418 | 500 | 0 | 1,500 | 1,500 |
| * RADIO MAINTENANCE | 1,013 | 1,115 | 1,073 | 1,280 | 0 | 0 |
| * HVAC REPAIRS | 2,836 | 4,163 | 6,380 | 16,164 | 6,526 | 6,526 |
| * STREETSCAPE LIGHTING | 1,436 | 2,067 | 5,000 | 2,409 | 5,000 | 5,000 |
| * STREETLIGHT REPAIRS | 36 | 737 | 800 | 1,115 | 1,000 | 1,000 |
| * METER POLE MAINTENANCE | 0 | 0 | 0 | 0 | 0 | 0 |
| * AUDIO-VISUAL EQ SERVICE | 691 | 0 | 1,500 | 221 | 1,200 | 1,200 |
| * WELDING SERVICES | 10,550 | 10,675 | 10,500 | 3,325 | 8,400 | 8,400 |
| * ELECTRICAL REPAIRS | 0 | 0 | 0 | 10,970 | 1,000 | 1,000 |
| * OTHER REPAIRS | 0 | 0 | 0 | 0 | 0 | 0 |
| ** REPAIR & MAINTENANCE | 90,127 | 141,772 | 117,833 | 110,915 | 117,841 | 117,841 |
| ELEM 41 VEHICLE REPAIR & MAINT | | | | | | |
| * INSIDE | 44,453 | 66,422 | 57,000 | 91,818 | 62,500 | 62,500 |
| * OUTSIDE | 64,872 | 59,605 | 56,100 | 71,393 | 57,700 | 57,700 |
| * TIRES | 17,007 | 19,806 | 17,000 | 25,335 | 18,000 | 18,000 |
| ** VEHICLE REPAIR & MAINT | 126,332 | 145,833 | 130,100 | 188,546 | 138,200 | 138,200 |
| ELEM 42 CLEANING SERVICE | | | | | | |
| * BUILDING | 2,035 | 1,025 | 1,400 | 952 | 1,700 | 1,700 |
| * FIELDS & GROUNDS | 0 | 0 | 0 | 0 | 0 | 0 |
| * TOOLS & EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0 |
| ** CLEANING SERVICE | 2,035 | 1,025 | 1,400 | 952 | 1,700 | 1,700 |
| ELEM 45 MAINTENANCE CONTRACT | | | | | | |
| * COMPUTER SOFTWARE SUPPORT | 58,418 | 57,043 | 64,360 | 58,318 | 83,244 | 83,244 |
| * COMPUTER HARDWARE SUPPORT | 7,720 | 7,394 | 6,194 | 6,261 | 6,500 | 6,500 |
| * COPIERS | 0 | 0 | 0 | 0 | 0 | 0 |
| * HANDHELD TICKET WRITERS | 4,485 | 0 | 4,550 | 4,963 | 4,550 | 4,550 |
| * PARKING PAY STATIONS | 0 | 0 | 9,360 | 8,528 | 12,792 | 12,792 |
| * OFFICE EQUIPMENT | 713 | 1,241 | 1,241 | 1,295 | 1,241 | 1,241 |
| * BUILDING SERVICES | 24,094 | 20,132 | 30,003 | 23,393 | 39,332 | 39,332 |
| * SECURITY ALARM MONITORING | 3,747 | 4,035 | 4,156 | 4,428 | 4,230 | 4,230 |
| * PEST CONTROL | 5,102 | 5,560 | 5,827 | 5,793 | 5,911 | 5,911 |

CITY OF COLLEGE PARK
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|---|---|---|---|---|---|---|
| ELEM 45 MAINTENANCE CONTRACT | | | | | | |
| * OTHER | 0 | 0 | 0 | 0 | 0 | 0 |
| ** MAINTENANCE CONTRACT | 104,279 | 95,405 | 125,691 | 112,979 | 157,800 | 157,800 |
| ELEM 47 CLOTHING & UNIFORMS | | | | | | |
| * CLOTHING & UNIFORMS | 35,161 | 34,740 | 42,700 | 33,133 | 42,760 | 42,760 |
| ** CLOTHING & UNIFORMS | 35,161 | 34,740 | 42,700 | 33,133 | 42,760 | 42,760 |
| ELEM 48 RENTAL | | | | | | |
| * OFFICE EQUIPMENT | 1,275 | 1,020 | 1,020 | 1,020 | 1,020 | 1,020 |
| * TOOLS & EQUIPMENT | 0 | 0 | 1,300 | 3,782 | 3,300 | 3,300 |
| * COPIERS | 26,155 | 27,181 | 24,852 | 27,058 | 26,103 | 26,103 |
| * STREET SWEEPER | 0 | 5,600 | 0 | 0 | 0 | 0 |
| * FRONT END LOADER | 0 | 0 | 0 | 0 | 0 | 0 |
| * TUB GRINDER | 12,235 | 11,372 | 10,000 | 9,220 | 10,000 | 10,000 |
| * SCREENING EQUIPMENT | 17,825 | 12,205 | 20,000 | 9,800 | 20,000 | 20,000 |
| * BUILDINGS | 6,800 | 6,522 | 6,564 | 3,796 | 4,044 | 4,044 |
| * OTHER | 0 | 0 | 0 | 0 | 0 | 0 |
| ** RENTAL | 64,290 | 63,900 | 63,736 | 54,676 | 64,467 | 64,467 |
| ELEM 50 INSURANCE | | | | | | |
| * LIABILITY INSURANCE | 155,129 | 149,809 | 178,254 | 120,036 | 164,084 | 164,084 |
| ** INSURANCE | 155,129 | 149,809 | 178,254 | 120,036 | 164,084 | 164,084 |
| ELEM 52 AWARDS & GIFTS | | | | | | |
| * AWARDS & GIFTS | 6,838 | 6,372 | 8,750 | 7,421 | 9,100 | 9,100 |
| * EMPLOYEE SERVICE AWARDS | 1,046 | 1,124 | 1,900 | 1,450 | 1,900 | 1,900 |
| * OTHER | 1,256 | 333 | 1,500 | 1,849 | 1,240 | 1,240 |
| ** AWARDS & GIFTS | 9,140 | 7,829 | 12,150 | 10,720 | 12,240 | 12,240 |
| ELEM 53 CDL LICENSING FEE | | | | | | |
| * CDL LICENSING FEE | 100 | 50 | 590 | 247 | 240 | 240 |
| ** CDL LICENSING FEE | 100 | 50 | 590 | 247 | 240 | 240 |
| ELEM 54 PHYSICAL EXAMS | | | | | | |
| * PHYSICAL EXAMS | 5,810 | 5,024 | 11,530 | 5,339 | 9,056 | 9,056 |
| ** PHYSICAL EXAMS | 5,810 | 5,024 | 11,530 | 5,339 | 9,056 | 9,056 |
| ELEM 55 FINANCIAL CHARGES | | | | | | |
| * BANK SERVICE CHARGES | 8,803 | 9,246 | 9,900 | 7,833 | 9,900 | 9,900 |
| * CREDIT CARD FEES | 28,203 | 34,909 | 36,584 | 57,200 | 42,540 | 42,540 |
| * ARMORED CAR SERVICE | 4,852 | 5,070 | 4,200 | 5,357 | 4,680 | 4,680 |
| ** FINANCIAL CHARGES | 41,858 | 49,225 | 50,684 | 70,390 | 57,120 | 57,120 |
| ELEM 60 SUPPLIES | | | | | | |
| * GENERAL SUPPLIES | 64,235 | 55,381 | 63,220 | 58,270 | 62,090 | 64,090 |
| * MEETING REFRESHMENTS | 13,692 | 12,812 | 10,910 | 12,437 | 14,210 | 14,210 |
| * ROAD SALT | 62,835 | 37,196 | 38,300 | 6,327 | 38,300 | 38,300 |
| * GROUNDS & FIELD SUPPLIES | 1,102 | 2,160 | 9,000 | 542 | 9,000 | 9,000 |
| * MAINTENANCE SUPPLIES | 0 | 0 | 500 | 0 | 500 | 500 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET BY ELEMENT
FOR FISCAL YEAR 2013

| ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|
| ELEM 60 SUPPLIES | | | | | | |
| * SMALL TOOLS | 3,660 | 3,388 | 4,700 | 5,394 | 4,700 | 4,700 |
| * COMPUTER SUPPLIES | 18,476 | 19,424 | 16,700 | 16,483 | 16,700 | 16,700 |
| * CLEANING SUPPLIES | 8,217 | 7,960 | 7,500 | 7,368 | 8,000 | 8,000 |
| * SIGNS | 14,425 | 24,476 | 26,825 | 21,533 | 25,025 | 25,025 |
| * TOTERS & CONTAINERS | 50,577 | 50,408 | 28,000 | 29,567 | 33,048 | 33,048 |
| * TREES, SHRUBS & FLOWERS | 19,565 | 18,082 | 21,100 | 17,360 | 21,100 | 25,100 |
| * SAFETY SUPPLIES | 7,648 | 6,888 | 5,055 | 8,018 | 5,055 | 5,055 |
| * CENTRAL GARAGE | 7,262 | 7,000 | 7,250 | 7,673 | 7,400 | 7,400 |
| ** SUPPLIES | 271,694 | 245,175 | 239,060 | 190,972 | 245,128 | 251,128 |
| ELEM 61 OFFICE SUPPLIES | | | | | | |
| * OFFICE SUPPLIES | 26,763 | 25,719 | 30,587 | 22,666 | 30,982 | 30,982 |
| ** OFFICE SUPPLIES | 26,763 | 25,719 | 30,587 | 22,666 | 30,982 | 30,982 |
| ELEM 62 POSTAGE | | | | | | |
| * POSTAGE | 32,865 | 32,944 | 44,016 | 40,861 | 41,120 | 41,120 |
| ** POSTAGE | 32,865 | 32,944 | 44,016 | 40,861 | 41,120 | 41,120 |
| ELEM 64 FUEL | | | | | | |
| * GASOLINE | 43,120 | 56,171 | 55,500 | 63,600 | 73,500 | 73,500 |
| * DIESEL | 86,839 | 106,088 | 120,000 | 125,451 | 148,000 | 148,000 |
| * OTHER ADDITIVES | 10,352 | 11,133 | 12,500 | 14,669 | 12,500 | 12,500 |
| * FUEL SURCHARGE CREDIT | 0 | 1,414- | 0 | 2,395- | 0 | 0 |
| ** FUEL | 140,311 | 171,978 | 188,000 | 201,325 | 234,000 | 234,000 |
| ELEM 65 UTILITIES | | | | | | |
| * ELECTRICITY | 359,287 | 315,419 | 341,863 | 299,336 | 332,017 | 332,017 |
| * NATURAL GAS | 30,063 | 20,001 | 25,810 | 13,555 | 25,600 | 25,600 |
| * WATER & SEWER | 9,311 | 23,495 | 14,800 | 8,605 | 13,800 | 13,800 |
| ** UTILITIES | 398,661 | 358,915 | 382,473 | 321,496 | 371,417 | 371,417 |
| ELEM 66 TELEPHONE & COMMUNICATION | | | | | | |
| * TELEPHONE | 34,824 | 27,702 | 27,336 | 27,622 | 27,372 | 27,372 |
| * PAGER | 0 | 0 | 0 | 0 | 0 | 0 |
| * CELLULAR PHONE | 26,144 | 29,848 | 44,536 | 32,849 | 37,060 | 37,060 |
| * WIRELESS RADIO | 8,199 | 7,626 | 8,500 | 7,626 | 0 | 0 |
| * INTERNET | 450 | 474 | 320 | 3,366 | 3,102 | 3,102 |
| * CABLE TV SERVICE | 0 | 42 | 0 | 118 | 135 | 135 |
| * OTHER | 0 | 0 | 0 | 0 | 0 | 0 |
| ** TELEPHONE & COMMUNICATION | 69,617 | 65,692 | 80,692 | 71,581 | 67,669 | 67,669 |
| ELEM 67 DUES & PUBLICATIONS | | | | | | |
| * DUES | 61,454 | 61,196 | 67,029 | 61,984 | 69,936 | 69,936 |
| * PUBLICATIONS & BOOKS | 11,074 | 9,948 | 12,942 | 9,054 | 12,043 | 12,043 |
| ** DUES & PUBLICATIONS | 72,528 | 71,144 | 79,971 | 71,038 | 81,979 | 81,979 |
| ELEM 68 DEPRECIATION | | | | | | |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET BY ELEMENT
FOR FISCAL YEAR 2013

| ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|
| ELEM 68 DEPRECIATION | | | | | | |
| * DEPRECIATION EXP | 0 | 0 | 0 | 0 | 0 | 0 |
| ** DEPRECIATION | 0 | 0 | 0 | 0 | 0 | 0 |
| ELEM 69 MISCELLANEOUS CHARGE | | | | | | |
| * MISCELLANEOUS | 2,821 | 4,434 | 4,450 | 6,230 | 4,550 | 4,550 |
| ** MISCELLANEOUS CHARGE | 2,821 | 4,434 | 4,450 | 6,230 | 4,550 | 4,550 |
| ELEM 70 PRINCIPAL | | | | | | |
| * BANK OF AMER-CITY HALL DV | 53,394 | 192,010 | 0 | 0 | 0 | 0 |
| * SUNTR-PKG GARAGE T/E BOND | 0 | 0 | 222,000 | 225,000 | 273,000 | 273,000 |
| ** PRINCIPAL | 53,394 | 192,010 | 222,000 | 225,000 | 273,000 | 273,000 |
| ELEM 72 INTEREST | | | | | | |
| * BANK OF AMER-CITY HALL DV | 13,869 | 8,162 | 0 | 0 | 0 | 0 |
| * SUNTR-PKG GARAGE T/E BOND | 0 | 102,712 | 294,728 | 295,426 | 284,553 | 284,553 |
| ** INTEREST | 13,869 | 110,874 | 294,728 | 295,426 | 284,553 | 284,553 |
| ELEM 74 LOANS, LEASES, BONDS | | | | | | |
| * ADMINISTRATIVE FEES | 0 | 0 | 0 | 0 | 0 | 0 |
| ** LOANS, LEASES, BONDS | 0 | 0 | 0 | 0 | 0 | 0 |
| ELEM 85 CONTINGENCY | | | | | | |
| * CONTINGENCY | 0 | 0 | 10,000 | 0 | 10,000 | 10,000 |
| ** CONTINGENCY | 0 | 0 | 10,000 | 0 | 10,000 | 10,000 |
| ELEM 91 HEAVY AUTO EQUIPMENT | | | | | | |
| * HEAVY AUTO EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0 |
| ** HEAVY AUTO EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0 |
| ELEM 92 MACHINERY & EQUIPMENT | | | | | | |
| * MACHINERY | 0 | 0 | 0 | 0 | 0 | 0 |
| * EQUIPMENT | 2,670 | 729 | 1,000 | 3,172 | 1,000 | 1,000 |
| * PHOTOGRAPHIC EQUIPMENT | 875 | 1,239 | 500 | 0 | 500 | 500 |
| * HVAC SYSTEMS | 0 | 0 | 0 | 3,425 | 0 | 0 |
| * PARKING PAY STATIONS | 18,049 | 0 | 0 | 0 | 0 | 0 |
| * HANDHELD TICKET WRITERS | 44,200 | 4,675 | 0 | 0 | 0 | 0 |
| * BICYCLE EQUIPMENT | 1,344 | 0 | 0 | 0 | 0 | 0 |
| * EMERGENCY GENERATORS | 0 | 0 | 0 | 0 | 0 | 0 |
| * ALARM SYSTEM | 0 | 0 | 0 | 0 | 0 | 0 |
| * VIDEO EQUIPMENT | 0 | 16,436 | 0 | 0 | 0 | 0 |
| * AUDIO EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0 |
| ** MACHINERY & EQUIPMENT | 67,138 | 23,079 | 1,500 | 6,597 | 1,500 | 1,500 |
| ELEM 93 OFFICE EQUIPMENT | | | | | | |
| * OFFICE EQUIPMENT | 0 | 0 | 0 | 604 | 0 | 0 |
| * OFFICE FURNITURE | 1,958 | 2,312 | 1,500 | 1,112 | 2,700 | 2,700 |
| * COPIERS | 0 | 0 | 0 | 0 | 0 | 0 |
| ** OFFICE EQUIPMENT | 1,958 | 2,312 | 1,500 | 1,716 | 2,700 | 2,700 |
| ELEM 95 SITE & BLDG IMPROVEMENTS | | | | | | |
| * SITE IMPROVEMENTS | 940 | 0 | 0 | 0 | 0 | 0 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET BY ELEMENT
FOR FISCAL YEAR 2013

| ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|
| ELEM 95 SITE & BLDG IMPROVEMENTS | | | | | | |
| * BUILDINGS | 0 | 0 | 0 | 0 | 0 | 0 |
| ** SITE & BLDG IMPROVEMENTS | 940 | 0 | 0 | 0 | 0 | 0 |
| ELEM 96 STREET IMPROVEMENT | | | | | | |
| * CONCRETE | 0 | 0 | 9,000 | 0 | 9,000 | 9,000 |
| * LIGHTING | 4,342 | 7,578 | 5,000 | 7,488 | 5,000 | 5,000 |
| ** STREET IMPROVEMENT | 4,342 | 7,578 | 14,000 | 7,488 | 14,000 | 14,000 |
| ELEM 97 COMMUNICATIONS EQUIPMENT | | | | | | |
| * TELEPHONE SYSTEM | 0 | 547 | 1,000 | 768 | 1,000 | 1,000 |
| * RADIO EQUIPMENT | 2,580 | 0 | 0 | 0 | 0 | 0 |
| ** COMMUNICATIONS EQUIPMENT | 2,580 | 547 | 1,000 | 768 | 1,000 | 1,000 |
| ELEM 98 COMPUTER HDWE & SOFTWARE | | | | | | |
| * COMPUTER HARDWARE | 9,764 | 18,309 | 6,070 | 11,741 | 5,810 | 5,810 |
| * COMPUTER SOFTWARE | 17,911 | 22,162 | 44,000 | 17,690 | 7,800 | 7,800 |
| ** COMPUTER HDWE & SOFTWARE | 27,675 | 40,471 | 50,070 | 29,431 | 13,610 | 13,610 |
| ELEM 99 INTERFUND TRANSFERS | | | | | | |
| * OPERATING CASH TRANSFERS | 978,175 | 1,046,335 | 2,596,835 | 2,596,835 | 1,277,900 | 1,307,900 |
| * DEBT FINANCING TRANSFERS | 0 | 0 | 0 | 0 | 0 | 0 |
| ** INTERFUND TRANSFERS | 978,175 | 1,046,335 | 2,596,835 | 2,596,835 | 1,277,900 | 1,307,900 |
| | 12,290,430 | 12,587,811 | 15,504,806 | 14,366,133 | 14,493,984 | 14,737,484 |

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# ADMINISTRATION

## PROGRAM NAME/NUMBER — Human Resources/1005

**DESCRIPTION**: This program plans, manages and administers the human resources programs and activities for the City. Programs and activities include recruitment, policies and procedures, position classification, benefits evaluation and administration, employee relations, labor relations and all other personnel activities; also provides counseling and information for all employees in personnel and benefit matters, including interpretation of personnel law, policies and regulations.

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Provide HR services to employees in a timely, responsible and effective manner. | Conduct an annual survey to measure use of and satisfaction with HR services. Measure by percentage of scores satisfactory and above. | 94% | 90% | 100% | 90% |
| 2. Recruit and select the best possible candidates for City vacancies. | Percent of new hires successfully completing 6-month probation. | 100% | 80% | 90% | 80% |
| | HR participates in new hire interviews. | 100% | 100% | 100% | 100% |
| 3. Improve employee understanding and responsiveness to each other's needs and responsibilities. | Attendance at a training workshop for managers and staff. | 85% | 80% | 63% | 75% |
| | Citywide attendance at planned employee functions; i.e., summer event, holiday party and award ceremonies. Measure by percentage attending at least 1 event. | 80% | 60% | 80% | 70% |

## PROGRAM NAME/NUMBER — Human Resources/1005

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL FY10 | ACTUAL FY11 | ACTUAL FY12 | ESTIMATED FY13 |
|---|---|---|---|---|
| City Manager | 0.15 | 0.15 | 0.15 | 0.15 |
| Director of Human Resources | 1.00 | 1.00 | 1.00 | 1.00 |
| Human Resources Assistant II | 1.00 | 1.00 | 1.00 | 1.00 |
| | | | | |
| Budget Total | **2.15** | **2.15** | **2.15** | **2.15** |

**OPERATING EXPENDITURES:** Beginning in FY2010, 50% tuition reimbursement for all participating employees was consolidated in Human Resources account 1005-1215, Tuition Reimbursement.

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 1005 |
|---|---|---|---|
| | **Element/Object** | **Details** | **Total** |
| 11 | Fringe Benefits | | |
| | 11-11 Employee Assistance Plan | Employee Assistance Program | 2,500 |
| | 11-30 Public Transit Incentive | Incentive to encourage employees to use public transportation, whenever possible, to commute to work; up to $50 per month, estimate 12 participants | 7,200 |
| | 11-32 Wellness Program | Reimbursement for employees who join a qualified fitness program, gym or other program (such as smoking cessation or weight loss) with a goal of improving their long-term health. One-time per year reimbursement up to $75 for full-time employees; prorated amount for part-time employees; estimate 20 participants ..... 1,500<br>HR-sponsored wellness lectures on site (e.g., weight loss, health assessment, on-site exercise program) ..... 2,000 | 3,500 |
| 12 | Travel & Training | | |
| | 12-10 Non-Training Travel | Reimbursement of travel expenses for employment candidates and expenses of professionals sitting on interview panels | 500 |
| | 12-11 Travel & Training | IPMA or SHRM national conference ..... 2,000<br>IPMA and SHRM local conferences and meetings ..... 500<br>Unlawful practices and customer service training for employees and managers ..... 3,000<br>Other seminars and workshops ..... 1,000<br>Training mileage ..... 200 | 6,700 |
| | 12-15 Tuition Reimbursement | 50% tuition reimbursement, various employees | 5,500 |
| 30 | Professional Services | | |
| | 30-13 Administrative | Clerical support, 60 hours @ $17 | 1,020 |

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 1005 |
|---|---|---|---|
| | **Element/Object** | **Details** | **Total** |
| | 30-15 Consulting | MML annual wage and benefit survey | 250 |
| 36 | Special Services | | |
| | 36-10 Printing | Letterhead, envelopes, personnel regulations and administrative policies, and applications ..... 200 | |
| | | Miscellaneous forms ..... 200 | 400 |
| | 36-11 Classified Advertising | Recruitment classified advertising | 11,500 |
| | 36-15 Catering for Meetings | Committees and workshops | 1,000 |
| | 36-38 Employee Background Checks | All new employees | 1,000 |
| 38 | Special Events | | |
| | 38-18 Health Fair | Flu shots, estimate 73 @ $30 ..... 2,200 | |
| | | Refreshments and door prizes ..... 400 | 2,600 |
| | 38-20 Employee Events | Summer event for employees and families ..... 4,500 | |
| | | Holiday party for all employees ..... 5,000 | 9,500 |
| 47 | Clothing & Uniforms | | |
| | 47-10 Clothing & Uniforms | City seal clothing | 100 |
| 52 | Awards & Gifts | | |
| | 52-10 Awards & Gifts | Employee of the Quarter, 2 per quarter @ $100 ..... 800 | |
| | | Employee of the Year, $500 + dinner ..... 550 | |
| | | Suggestions awards ..... 500 | |
| | | City Manager's awards ..... 1,000 | |
| | | Spencer Harris award ..... 200 | |
| | | Miriam Wolff award ..... 200 | |
| | | Safe driver awards, 5 @ $25, 8 @ $50, 7 @ $75, 14 @ $100, 7 @ $150 ..... 3,500 | 6,750 |
| | 52-30 Employee Service Awards | Retirement recognition, estimate 2 @ $500 ..... 1,000 | |
| | | Service pins and gifts ..... 900 | 1,900 |
| | 52-99 Other | Awards, plaques and engraving, 8 @ $65, 1 @ $100 ..... 620 | |
| | | Certificates and folders ..... 50 | |
| | | Miscellaneous gifts and awards ..... 70 | 740 |
| 54 | Physical Exams | | |
| | 54-10 Physical Exams | Pre-employment physicals, 10 @ $155 ..... 1,550 | |
| | | Second opinion @ City request, 3 @ $500 ..... 1,500 | |
| | | Drug and alcohol testing: | |
| | | Random, 32 @ $52 ..... 1,664 | |
| | | Follow-up, 6 @ $52 ..... 312 | |
| | | Post accident, 12 @ $100 ..... 1,200 | 6,226 |
| 60 | Supplies | | |
| | 60-10 General Supplies | Posters, pay check stuffers ..... 200 | |
| | | Presentation/meeting/testing supplies ..... 800 | |

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 1005 |
|---|---|---|---|
| Element/Object | | Details | Total |
| | | Labor law poster certification ..... 500 | 1,500 |
| 61 | Office Supplies<br>61-10 Office Supplies | Planners, calendars, envelopes, binders, other ..... 500<br>Filing supplies ..... 400<br>Miscellaneous ..... 500 | 1,400 |
| 67 | Dues & Publications<br>67-10 Dues | Society for Human Resources Management (SHRM),<br>2 @ $190 ..... 380<br>International Public Management Association (IPMA):<br>Agency and member dues ..... 420<br>County chapter dues ..... 50 | 850 |
| | 67-20 Publications & Books | BLR on-line service | 1,000 |
| 93 | Office Equipment<br>93-20 Office Furniture | Fireproof 4-drawer file cabinet for employee files | 1,200 |
| 98 | Computers & Software<br>98-20 Software | NeoGov applicant tracking software, annual license fee | 3,500 |

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| | DEPT 10 GENERAL GOVERNMENT | | | | | | |
| | DIV 05 HUMAN RESOURCES &BENEFITS | | | | | | |
| | SUB 0 GENERAL GOVERNMENT | | | | | | |
| | ELEM 10 PAYROLL-WAGES | | | | | | |
| 1005-510.10-01 | SALARY | 98,156 | 102,160 | 104,179 | 103,716 | 108,666 | 108,666 |
| 1005-510.10-02 | HOURLY | 46,696 | 47,720 | 50,702 | 49,819 | 52,008 | 52,008 |
| * | PAYROLL-WAGES | 144,852 | 149,880 | 154,881 | 153,535 | 160,674 | 160,674 |
| | ELEM 11 FRINGE BENEFITS | | | | | | |
| 1005-510.11-10 | FICA | 9,997 | 10,030 | 10,357 | 10,539 | 10,817 | 10,817 |
| 1005-510.11-11 | EMPLOYEE ASSISTANCE PROG | 2,264 | 2,038 | 2,500 | 2,038 | 2,500 | 2,500 |
| 1005-510.11-12 | HEALTH INSURANCE | 28,535 | 27,595 | 26,948 | 21,983 | 25,887 | 25,887 |
| 1005-510.11-13 | DENTAL INSURANCE | 1,249 | 1,681 | 1,638 | 1,571 | 1,638 | 1,638 |
| 1005-510.11-14 | LIFE INSURANCE | 420 | 407 | 430 | 411 | 446 | 446 |
| 1005-510.11-15 | VISION INSURANCE | 442 | 356 | 402 | 258 | 218 | 218 |
| 1005-510.11-17 | 457 CITY MATCH CONTRIBUTN | 1,539 | 1,566 | 1,564 | 1,563 | 1,642 | 1,642 |
| 1005-510.11-18 | RETIREMENT | 8,543 | 9,686 | 10,067 | 10,001 | 10,444 | 10,444 |
| 1005-510.11-21 | WORKERS COMPENSATION INS | 1,139 | 1,051 | 1,105 | 1,055 | 1,027 | 1,027 |
| 1005-510.11-22 | LONG TERM DISABILITY INS | 532 | 264 | 603 | 566 | 626 | 626 |
| 1005-510.11-30 | PUBLIC TRANSIT INCENTIVE | 4,185 | 5,184 | 6,000 | 6,357 | 7,200 | 7,200 |
| 1005-510.11-32 | WELLNESS PROGRAM REIMB | 2,294 | 2,103 | 1,900 | 1,719 | 2,500 | 3,500 |
| * | FRINGE BENEFITS | 61,139 | 61,961 | 63,514 | 58,061 | 64,945 | 65,945 |
| | ELEM 12 TRAVEL & TRAINING | | | | | | |
| 1005-510.12-10 | NON TRAINING TRAVEL | 534 | 150 | 1,000 | 264 | 500 | 500 |
| 1005-510.12-11 | TRAVEL & TRAINING | 5,011 | 6,641 | 6,700 | 6,929 | 6,700 | 6,700 |
| 1005-510.12-15 | TUITION REIMBURSEMENT | 5,783 | 1,694 | 5,500 | 1,347 | 5,500 | 5,500 |
| * | TRAVEL & TRAINING | 11,328 | 8,485 | 13,200 | 8,540 | 12,700 | 12,700 |
| | ELEM 20 OVERHEAD | | | | | | |
| 1005-510.20-12 | POSTAGE | 2,864 | 1,975 | 833 | 721 | 960 | 960 |
| 1005-510.20-13 | UTILITIES | 1,878 | 1,583 | 1,697 | 1,697 | 1,703 | 1,763 |
| 1005-510.20-14 | TELEPHONE | 230 | 912 | 912 | 912 | 1,095 | 1,095 |
| 1005-510.20-17 | COPIER | 915 | 545 | 2,170 | 542 | 2,269 | 2,269 |
| * | OVERHEAD | 5,887 | 5,015 | 5,612 | 3,872 | 6,027 | 6,087 |
| | ELEM 30 PROFESSIONAL SERVICES | | | | | | |
| 1005-510.30-13 | ADMINISTRATIVE | 0 | 0 | 1,200 | 0 | 1,020 | 1,020 |
| 1005-510.30-15 | CONSULTING | 240 | 240 | 250 | 240 | 250 | 250 |
| * | PROFESSIONAL SERVICES | 240 | 240 | 1,450 | 240 | 1,270 | 1,270 |
| | ELEM 32 LEGAL SERVICES | | | | | | |
| 1005-510.32-17 | LEGAL-HUMAN RESOURCES | 5,000 | 0 | 0 | 0 | 0 | 0 |
| * | LEGAL SERVICES | 5,000 | 0 | 0 | 0 | 0 | 0 |
| | ELEM 36 SPECIAL SERVICES | | | | | | |
| 1005-510.36-10 | PRINTING | 218 | 517 | 800 | 0 | 400 | 400 |
| 1005-510.36-11 | CLASSIFIED ADVERTISING | 16,226 | 12,827 | 15,000 | 14,357 | 11,500 | 11,500 |
| 1005-510.36-15 | CATERING FOR MEETINGS | 1,282 | 898 | 1,000 | 790 | 1,000 | 1,000 |
| 1005-510.36-38 | EMPLOYEE BACKGROUND CHECK | 180 | 789 | 750 | 1,091 | 1,000 | 1,000 |
| * | SPECIAL SERVICES | 17,906 | 15,031 | 17,550 | 16,238 | 13,900 | 13,900 |
| | ELEM 38 SPECIAL EVENTS | | | | | | |
| 1005-510.38-18 | HEALTH FAIR | 2,318 | 2,557 | 2,600 | 2,007 | 2,600 | 2,600 |
| 1005-510.38-20 | EMPLOYEE EVENTS | 7,306 | 7,438 | 9,500 | 7,712 | 9,500 | 9,500 |
| * | SPECIAL EVENTS | 9,624 | 9,995 | 12,100 | 9,719 | 12,100 | 12,100 |
| | ELEM 47 CLOTHING & UNIFORMS | | | | | | |
| 1005-510.47-10 | CLOTHING & UNIFORMS | 0 | 0 | 100 | 163 | 100 | 100 |
| * | CLOTHING & UNIFORMS | 0 | 0 | 100 | 163 | 100 | 100 |
| | ELEM 52 AWARDS & GIFTS | | | | | | |
| 1005-510.52-10 | AWARDS & GIFTS | 5,331 | 4,824 | 6,750 | 5,310 | 6,750 | 6,750 |
| 1005-510.52-30 | EMPLOYEE SERVICE AWARDS | 1,046 | 1,124 | 1,900 | 1,450 | 1,900 | 1,900 |
| 1005-510.52-99 | OTHER | 796 | 258 | 1,000 | 417 | 740 | 740 |
| * | AWARDS & GIFTS | 7,173 | 6,206 | 9,650 | 7,177 | 9,390 | 9,390 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 10 | GENERAL GOVERNMENT | | | | | | |
| DIV 05 | HUMAN RESOURCES &BENEFITS | | | | | | |
| SUB 0 | GENERAL GOVERNMENT | | | | | | |
| ELEM 54 | PHYSICAL EXAMS | | | | | | |
| ELEM 54 | PHYSICAL EXAMS | | | | | | |
| 1005-510.54-10 | PHYSICAL EXAMS | 3,205 | 3,399 | 7,700 | 2,769 | 6,226 | 6,226 |
| * | PHYSICAL EXAMS | 3,205 | 3,399 | 7,700 | 2,769 | 6,226 | 6,226 |
| ELEM 60 | SUPPLIES | | | | | | |
| 1005-510.60-10 | GENERAL SUPPLIES | 468 | 1,291 | 1,500 | 1,176 | 1,500 | 1,500 |
| * | SUPPLIES | 468 | 1,291 | 1,500 | 1,176 | 1,500 | 1,500 |
| ELEM 61 | OFFICE SUPPLIES | | | | | | |
| 1005-510.61-10 | OFFICE SUPPLIES | 1,054 | 662 | 1,400 | 455 | 1,400 | 1,400 |
| * | OFFICE SUPPLIES | 1,054 | 662 | 1,400 | 455 | 1,400 | 1,400 |
| ELEM 67 | DUES & PUBLICATIONS | | | | | | |
| 1005-510.67-10 | DUES | 750 | 730 | 850 | 759 | 850 | 850 |
| 1005-510.67-20 | PUBLICATIONS & BOOKS | 441 | 788 | 1,000 | 800 | 1,000 | 1,000 |
| * | DUES & PUBLICATIONS | 1,191 | 1,518 | 1,850 | 1,559 | 1,850 | 1,850 |
| ELEM 69 | MISCELLANEOUS CHARGE | | | | | | |
| 1005-510.69-10 | MISCELLANEOUS | 0 | 32 | 0 | 0 | 0 | 0 |
| * | MISCELLANEOUS CHARGE | 0 | 32 | 0 | 0 | 0 | 0 |
| ELEM 93 | OFFICE EQUIPMENT | | | | | | |
| 1005-510.93-20 | OFFICE FURNITURE | 0 | 0 | 0 | 0 | 1,200 | 1,200 |
| * | OFFICE EQUIPMENT | 0 | 0 | 0 | 0 | 1,200 | 1,200 |
| ELEM 98 | COMPUTER HDWE & SOFTWARE | | | | | | |
| 1005-510.98-20 | COMPUTER SOFTWARE | 0 | 0 | 0 | 0 | 3,500 | 3,500 |
| * | COMPUTER HDWE & SOFTWARE | 0 | 0 | 0 | 0 | 3,500 | 3,500 |
| ** | HUMAN RESOURCES &BENEFITS | 269,067 | 263,715 | 290,507 | 263,504 | 296,782 | 297,842 |

**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 |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| | | | | |
| | | | | |
| Budget Total | **0.00** | **0.00** | **0.00** | **0.00** |

### OPERATING EXPENDITURES: Unknown

### Capital Outlay: None

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 330.70 | FEMA-Hurricane Exp.Reimbursement | 0 | 0 | 0 | 8,683 | 0 |
| | | | | | | |
| | TOTAL | 0 | 0 | 0 | 8,683 | 0 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 10 | GENERAL GOVERNMENT | | | | | | |
| DIV 08 | EMERGENCY RESPONSE | | | | | | |
| SUB 0 | GENERAL GOVERNMENT | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 1008-510.10-01 | SALARY | 0 | 0 | 0 | 5,419 | 0 | 0 |
| 1008-510.10-02 | HOURLY | 0 | 0 | 0 | 3,855 | 0 | 0 |
| 1008-510.10-03 | OVERTIME | 0 | 0 | 0 | 6,064 | 0 | 0 |
| 1008-510.10-10 | SHIFT DIFFERENTIAL-NIGHTS | 0 | 0 | 0 | 26 | 0 | 0 |
| * | PAYROLL-WAGES | 0 | 0 | 0 | 15,364 | 0 | 0 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 1008-510.11-10 | FICA | 0 | 0 | 0 | 1,137 | 0 | 0 |
| 1008-510.11-12 | HEALTH INSURANCE | 0 | 0 | 0 | 1,717 | 0 | 0 |
| 1008-510.11-13 | DENTAL INSURANCE | 0 | 0 | 0 | 117 | 0 | 0 |
| 1008-510.11-14 | LIFE INSURANCE | 0 | 0 | 0 | 80 | 0 | 0 |
| 1008-510.11-15 | VISION INSURANCE | 0 | 0 | 0 | 26 | 0 | 0 |
| 1008-510.11-17 | 457 CITY MATCH CONTRIBUTN | 0 | 0 | 0 | 209 | 0 | 0 |
| 1008-510.11-18 | RETIREMENT | 0 | 0 | 0 | 944 | 0 | 0 |
| 1008-510.11-21 | WORKERS COMPENSATION INS | 0 | 0 | 0 | 526 | 0 | 0 |
| 1008-510.11-22 | LONG TERM DISABILITY INS | 0 | 0 | 0 | 110 | 0 | 0 |
| * | FRINGE BENEFITS | 0 | 0 | 0 | 4,866 | 0 | 0 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 1008-510.12-10 | NON TRAINING TRAVEL | 0 | 0 | 0 | 66 | 0 | 0 |
| * | TRAVEL & TRAINING | 0 | 0 | 0 | 66 | 0 | 0 |
| ELEM 34 | CONTRACTUAL SERVICES | | | | | | |
| 1008-510.34-40 | TREE MAINTENANCE | 0 | 0 | 0 | 540 | 0 | 0 |
| * | CONTRACTUAL SERVICES | 0 | 0 | 0 | 540 | 0 | 0 |
| ELEM 60 | SUPPLIES | | | | | | |
| 1008-510.60-10 | GENERAL SUPPLIES | 0 | 0 | 0 | 520 | 0 | 0 |
| * | SUPPLIES | 0 | 0 | 0 | 520 | 0 | 0 |
| ** | EMERGENCY RESPONSE | 0 | 0 | 0 | 21,356 | 0 | 0 |

## PROGRAM NAME/NUMBER Committee for a Better Environment/1009

**DESCRIPTION**: The Committee for a Better Environment (CBE) was established to advise the Mayor & Council on environmental issues affecting the lives of College Park residents and shall initiate and implement beautification efforts. The planned programs include Earth Day, Arbor Day, Maryland 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 | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Provide educational programs, including programs in the elementary schools, highlighting natural resource issues relevant to the City and the quality of life of its residents, such as protecting the earth and taking responsibility for its safekeeping. | Number of residents attending programs | 400 | 500 | 400 | 500 |
| 2. Develop and distribute informational and educational brochures to local elementary school children and City residents to raise awareness about environmental issues such as (but not limited to) energy conservation, recycling, littering, etc.<br><br>Encourage the downloading of brochures available online, thereby eventually reducing the number of printed copies. Do so by improving and marketing the CBE page on the City's website, thus reducing reliance on paper copies. | Number of pamphlets delivered to elementary schools and distributed to residents | 5,000 | 5,000 | 5,000 | 15,000 |
| 3. Establish relationships and partner with local and regional public interest groups, environmental organizations, citizens associations and other organizations for the pur- | Number of local and regional groups with whom CBE members cooperate and support | 15 | 15 | 15 | 15 |

| | | | | | |
|---|---|---|---|---|---|
| pose of gaining knowledge of issues, promoting CBE programs, and assisting the decision-making of Mayor & Council.<br>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 | 8 | 10 | 8 | 8 |
| 5. Promote green technologies for homes and businesses, grass/leaf recycling, Smartleaf® compost program, bikeways and trailways, energy conservation and similar issues | Number of programs that CBE assists or promotes | 7 | 6 | 8 | 10 |
| 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 | 10 | 5 | 5 |
| 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 |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| | | | | |
| | | | | |
| Budget Total | **0.00** | **0.00** | **0.00** | **0.00** |

### OPERATING EXPENDITURES:

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 1009 |
|---|---|---|---|
| | **Element/Object** | **Details** | **Total** |
| 30 | Professional Services | | |
| | 30-13 Administrative | Clerical support, minutes of CBE meetings | 1,200 |
| | 30-15 Consulting | Outside consulting services | 500 |
| 36 | Special Services | | |
| | 36-10 Printing | Literature, pamphlets and brochures to promote CBE and its programs and events | 2,000 |
| | 36-11 Classified Advertising | Newspaper advertising of programs and events | 1,000 |
| 38 | Special Events | | |
| | 38-64 CBE Events | Funding for special events, including Bike to Work Day, environmental film screenings and other outreach workshops | 1,000 |
| 52 | Awards & Gifts | | |
| | 52-10 Awards & Gifts | "Green Award" recipients | 800 |
| 60 | Supplies | | |
| | 60-10 General Supplies | Program materials for various CBE programs (recycling awareness, environmental stewardship, open space utilization, etc.) | 1,000 |
| | 60-11 Meeting Refreshments | Refreshments for workshops and clean-ups | 500 |
| | 60-50 Trees, Shrubs & Flowers | Purchase and installation of trees, shrubs, grass, flowers, stone, benches, bike racks, trash receptacles and other plant and landscape materials | 2,400 |
| 67 | Dues & Publications | | |
| | 67-10 Dues | International Council for Local Environmental Initiatives (ICLEI) | 600 |

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 10 | GENERAL GOVERNMENT | | | | | | |
| DIV 09 | COMM FOR BETTER ENVIRONMT | | | | | | |
| SUB 0 | GENERAL GOVERNMENT | | | | | | |
| ELEM 30 | PROFESSIONAL SERVICES | | | | | | |
| 1009-510.30-13 | ADMINISTRATIVE | 781 | 866 | 1,200 | 742 | 1,200 | 1,200 |
| 1009-510.30-15 | CONSULTING | 0 | 0 | 2,500 | 0 | 500 | 500 |
| * | PROFESSIONAL SERVICES | 781 | 866 | 3,700 | 742 | 1,700 | 1,700 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 1009-510.36-10 | PRINTING | 1,818 | 475 | 1,000 | 597 | 2,000 | 2,000 |
| 1009-510.36-11 | CLASSIFIED ADVERTISING | 0 | 0 | 0 | 0 | 1,000 | 1,000 |
| 1009-510.36-15 | CATERING FOR MEETINGS | 55 | 0 | 0 | 0 | 0 | 0 |
| * | SPECIAL SERVICES | 1,873 | 475 | 1,000 | 597 | 3,000 | 3,000 |
| ELEM 38 | SPECIAL EVENTS | | | | | | |
| 1009-510.38-64 | CBE EVENTS | 562 | 1,007 | 1,000 | 400 | 1,000 | 1,000 |
| * | SPECIAL EVENTS | 562 | 1,007 | 1,000 | 400 | 1,000 | 1,000 |
| ELEM 52 | AWARDS & GIFTS | | | | | | |
| 1009-510.52-10 | AWARDS & GIFTS | 591 | 525 | 800 | 735 | 800 | 800 |
| * | AWARDS & GIFTS | 591 | 525 | 800 | 735 | 800 | 800 |
| ELEM 60 | SUPPLIES | | | | | | |
| 1009-510.60-10 | GENERAL SUPPLIES | 522 | 1,015 | 1,000 | 1,652 | 1,000 | 1,000 |
| 1009-510.60-11 | MEETING REFRESHMENTS | 0 | 0 | 500 | 309 | 500 | 500 |
| 1009-510.60-50 | TREES, SHRUBS & FLOWERS | 2,385 | 2,573 | 2,400 | 2,109 | 2,400 | 2,400 |
| * | SUPPLIES | 2,907 | 3,588 | 3,900 | 4,070 | 3,900 | 3,900 |
| ELEM 67 | DUES & PUBLICATIONS | | | | | | |
| 1009-510.67-10 | DUES | 600 | 600 | 600 | 600 | 600 | 600 |
| * | DUES & PUBLICATIONS | 600 | 600 | 600 | 600 | 600 | 600 |
| ** | COMM FOR BETTER ENVIRONMT | 7,314 | 7,061 | 11,000 | 7,144 | 11,000 | 11,000 |

## PROGRAM NAME/NUMBER — Mayor & Council/1010

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Effectively represent the City's interests at the state and county levels | Adopt legislative agenda for each session | New | New | Yes | Yes |
| 2. Maintain effective working relationships with the University of Maryland | Meet regularly with senior UM officials to discuss issues of mutual concern | New | New | Yes | Yes |
| 3. Improve traffic safety through inter-jurisdictional cooperation<br>• Implement Community Development projects *(see Planning-Community Development, program 3011)* | Percent of residents who rate pedestrian safety as good or better | 63% | No survey | No survey | 65% |
| | Percent of residents who rate traffic safety as good or better | 81% | No survey | No survey | 83% |
| 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 | 85% | No survey | No survey | 85% |
| | Percent of residents who rate value for tax dollar as good or better | 71% | No survey | No survey | 73% |

## PROGRAM NAME/NUMBER — Mayor & 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 $7,500 annually; Council members each receive $5,000 annually.

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| | | | | |
| | | | | |
| Budget Total | **0.00** | **0.00** | **0.00** | **0.00** |

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

| **EXPENDITURE SUPPORT DATA** | | | **PROGRAM NUMBER: 1010** |
|---|---|---|---|
| | **Element/Object** | **Details** | **Total** |
| 10 | Payroll-Wages<br>10-06 Stipend | Stipend for student liaison | 1,500 |
| 12 | Travel & Training<br>12-10 Non-Training Travel | Mileage reimbursement | 300 |
| | 12-11 Travel & Training | National League of Cities annual conference @ Boston, 2 Council members @ $1,950 ..... 3,900<br>National League of Cities congressional conference @ Washington DC, 2 Council members @ $800 ..... 1,600<br>Maryland Municipal League annual conference, 7 Council members + Mayor @ $1,400 ..... 11,200<br>Maryland Municipal League fall legislative conference @ Hagerstown, 2 Council members + Mayor @ $800 ..... 2,400<br>Maryland Municipal League mayors' conference @ Annapolis ..... 200<br>International Town & Gown Association annual conference, location TBD, 1 attendee @ $1,400 ..... 1,400 | 20,700 |
| 25 | Grants and Assistance<br>25-10 City-University Partnership | Grants to College Park City-University Partnership (CPCUP) are matched by the University of Maryland:<br>Annual development grant ..... 100,000<br>Annual contribution to support Maryland Neighborhood Conservation Initiatives (NCI) program administered by CPCUP and Housing Authority of the City of College Park (final payment on $59,500 5-year contribution) ..... 14,500<br>Reimbursement to CPCUP for Housing Authority PILOT (year 5 of 5-year program) ..... 15,000 | 129,500 |
| | 25-11 Anacostia Trails Heritage Area | Annual contribution | 3,954 |
| | 25-20 Community Services | Grants to non-governmental organizations, limited to $2,500 | |

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 1010 |
|---|---|---|---|
| | **Element/Object** | **Details** | **Total** |
| | Grants | per organization. An organization is not eligible for this grant program if it receives any other City-funded grant during the fiscal year. | 20,000 |
| | 25-30 College Park Arts Exchange | Direct grant for arts and cultural programs | 32,500 |
| | 25-31 Meals on Wheels of College Park | Direct grant | 4,000 |
| | 25-35 College Park Boys & Girls Club | Direct grant | 12,500 |
| | 25-38 Public School Education Grants | Non-competitive grants of $7,500 each to Hollywood Elementary, Paint Branch Elementary, Greenbelt Middle and Parkdale High, based on an approved application ..... 30,000<br>Competitive grants of $2,500 each to boundary schools outside of the City that educate at least 14 College Park youth in their school, based on an approved application ..... 17,500<br>Scholarships for UM summer educational camps for elementary, middle and high school College Park students ..... 6,000<br>Additional educational initiatives to be developed by Education Advisory Committee (EAC) that would benefit the public schools and College Park youth ..... 5,900 | 60,000 |
| | 25-44 College Park Community Foundation | Direct grant | 1,000 |
| | 25-45 CPCUP-College Park Academy | Direct grant | 80,000 |
| 30 | Professional Services<br>30-38 Transcription Services | Outside transcription services as needed | 1,500 |
| | 30-39 Translation Services | Translation of various documents, as needed | 700 |
| | 30-65 Interpreter Services | As needed for public meetings | 1,000 |
| 34 | Contractual Services<br>34-32 Internet Streaming Broadcast (previously budgeted in 1016-3432) | Granicus – live streaming and on-demand Internet playback of Council meetings and worksessions, $539/month | 6,468 |
| 36 | Special Services<br>36-10 Printing | Letterhead, business cards, notepads, color copies ..... 1,000<br>Outside printing of documents ..... 500<br>(Weekly council packets are photocopied and copier usage is charged as Overhead-Copier 20-17) | 1,500 |

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 1010 |
|---|---|---|---|
| | **Element/Object** | **Details** | **Total** |
| | 36-11 Classified Advertising | Publicity for resident use of Shuttle-UM | 500 |
| | 36-15 Catering for Meetings | Budget worksession meals ..... 750<br>Hosting PGCMA meeting ..... 300<br>Hosting "Four Cities" meetings ..... 500<br>Dinner for certain Mayor & Council meetings ..... 3,000 | 4,550 |
| | 36-16 Special Dinners | Legislative dinner ..... 2,300<br>Dinner meetings with elected officials and others ..... 1,000 | 3,300 |
| | 36-25 Cable Camera Operator (previously budgeted in 1016-3625) | Regular Council meetings, estimate 20 @ $125 ..... 2,500<br>Council worksessions, estimate 20 @ $125 ..... 2,500<br>Special meetings, estimate 2 @ $125 ..... 250<br>Saturday budget worksessions, 2 @ $250 ..... 500<br>Additional pay for Council meetings and worksessions ending after midnight, estimate 8 @ $25/hour ..... 200 | 5,950 |
| | 36-60 Shuttle-UM for Residents | Annual MOU with UM Transportation Services for City residents (with City-issued ID) to ride Shuttle-UM at no cost | 6,000 |
| | 36-99 Other | Miscellaneous expenses | 500 |
| 38 | Special Events<br>38-99 Other | To be determined | 1,000 |
| 47 | Clothing & Uniforms<br>47-10 Clothing & Uniforms | City seal embroidered clothing for Mayor, Council members, Student Liaison | 600 |
| 60 | Supplies<br>60-10 General Supplies | General supplies | 1,500 |
| | 60-11 Meeting Refreshments | Meeting refreshments | 1,200 |
| 66 | Telephone & Communications<br>66-12 Cellular Phone | Cell phone for Mayor, 1 allowance @ $65/month ..... 780<br>Cell phone for 1 Council member @ $40/month ..... 480 | 1,260 |
| 67 | Dues & Publications<br>67-10 Dues | Maryland Municipal League ..... 22,000<br>Metropolitan Washington Council of Governments ..... 22,047<br>Prince George's County Municipal Association ..... 2,851<br>National League of Cities ..... 3,258<br>Maryland Mayor's Association ..... 60<br>International Town & Gown Association (ITGA) ..... 800 | 51,016 |
| | 67-20 Publications & Books | Annotated Code of Maryland, annual updates ..... 1,500<br>Other publications ..... 250<br>City Code, additional copies ..... 400 | 2,150 |
| 69 | Miscellaneous Charge<br>69-10 Miscellaneous | | 1,000 |

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 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 | 42,500 | 44,584 | 47,500 | 47,500 | 47,500 | 47,500 |
| 1010-510.10-06 | STIPEND | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 |
| * | PAYROLL-WAGES | 44,000 | 46,084 | 49,000 | 49,000 | 49,000 | 49,000 |
| | ELEM 11 FRINGE BENEFITS | | | | | | |
| 1010-510.11-10 | FICA | 3,251 | 3,410 | 3,643 | 3,638 | 3,643 | 3,643 |
| 1010-510.11-21 | WORKERS COMPENSATION INS | 75 | 72 | 85 | 591 | 82 | 82 |
| * | FRINGE BENEFITS | 3,326 | 3,482 | 3,728 | 4,229 | 3,725 | 3,725 |
| | ELEM 12 TRAVEL & TRAINING | | | | | | |
| 1010-510.12-10 | NON TRAINING TRAVEL | 0 | 40 | 300 | 0 | 300 | 300 |
| 1010-510.12-11 | TRAVEL & TRAINING | 14,328 | 11,915 | 19,150 | 10,951 | 20,700 | 20,700 |
| * | TRAVEL & TRAINING | 14,328 | 11,955 | 19,450 | 10,951 | 21,000 | 21,000 |
| | ELEM 20 OVERHEAD | | | | | | |
| 1010-510.20-10 | INSURANCE | 29,599 | 28,444 | 27,781 | 27,777 | 25,514 | 25,514 |
| 1010-510.20-12 | POSTAGE | 640 | 482 | 2,083 | 391 | 1,600 | 1,600 |
| 1010-510.20-13 | UTILITIES | 14,398 | 12,137 | 13,013 | 13,013 | 13,057 | 13,517 |
| 1010-510.20-14 | TELEPHONE | 2,300 | 684 | 684 | 684 | 821 | 821 |
| 1010-510.20-15 | INFORMATION TECHNOLOGY | 4,915 | 4,891 | 5,756 | 5,756 | 5,528 | 5,528 |
| 1010-510.20-16 | BUILDING MAINTENANCE | 68,359 | 62,823 | 67,317 | 60,419 | 67,502 | 67,502 |
| 1010-510.20-17 | COPIER | 8,134 | 7,039 | 11,818 | 5,227 | 7,816 | 7,816 |
| * | OVERHEAD | 128,345 | 116,500 | 128,452 | 113,267 | 121,838 | 122,298 |
| | ELEM 25 GRANTS & ASSISTANCE | | | | | | |
| 1010-510.25-10 | CITY-UNIV PARTNERSHIP | 45,000 | 55,000 | 80,000 | 80,000 | 129,500 | 129,500 |
| 1010-510.25-11 | ANACOSTIA TRAILS HERITAGE | 5,454 | 0 | 2,727 | 3,954 | 3,954 | 3,954 |
| 1010-510.25-20 | COMMUNITY SERVICES GRANTS | 17,500 | 15,000 | 15,000 | 15,000 | 20,000 | 20,000 |
| 1010-510.25-30 | COLLEGE PK ARTS EXCHANGE | 32,590 | 32,500 | 32,500 | 32,500 | 32,500 | 32,500 |
| 1010-510.25-31 | MEALS ON WHEELS OF C P | 0 | 3,500 | 3,500 | 3,500 | 3,500 | 4,000 |
| 1010-510.25-35 | COLL PK BOYS & GIRLS CLUB | 20,000 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 |
| 1010-510.25-38 | PUBL SCH EDUCATION GRANTS | 14,700 | 10,000 | 25,000 | 18,500 | 60,000 | 60,000 |
| 1010-510.25-44 | COLL PARK COMM FOUNDATION | 0 | 0 | 0 | 0 | 0 | 1,000 |
| 1010-510.25-45 | CPCUP-COLLEGE PK ACADEMY | 0 | 0 | 0 | 0 | 0 | 80,000 |
| * | GRANTS & ASSISTANCE | 135,244 | 128,500 | 171,227 | 165,954 | 261,954 | 343,454 |
| | ELEM 30 PROFESSIONAL SERVICES | | | | | | |
| 1010-510.30-11 | DESIGN & ENGINEERING | 0 | 0 | 5,000 | 4,150 | 0 | 0 |
| 1010-510.30-38 | TRANSCRIPTION SERVICES | 395 | 0 | 1,500 | 630 | 1,500 | 1,500 |
| 1010-510.30-39 | TRANSLATION SERVICES | 0 | 0 | 700 | 0 | 700 | 700 |
| 1010-510.30-65 | INTERPRETER SERVICES | 0 | 0 | 1,000 | 0 | 1,000 | 1,000 |
| * | PROFESSIONAL SERVICES | 395 | 0 | 8,200 | 4,780 | 3,200 | 3,200 |
| | ELEM 34 CONTRACTUAL SERVICES | | | | | | |
| 1010-510.34-32 | INTERNET STREAMING BRDCST | 0 | 0 | 6,468 | 6,457 | 6,468 | 6,468 |
| * | CONTRACTUAL SERVICES | 0 | 0 | 6,468 | 6,457 | 6,468 | 6,468 |
| | ELEM 36 SPECIAL SERVICES | | | | | | |
| 1010-510.36-10 | PRINTING | 1,297 | 351 | 7,000 | 1,696 | 1,500 | 1,500 |
| 1010-510.36-11 | CLASSIFIED ADVERTISING | 0 | 0 | 500 | 0 | 500 | 500 |
| 1010-510.36-15 | CATERING FOR MEETINGS | 3,982 | 2,163 | 4,400 | 1,570 | 4,550 | 4,550 |
| 1010-510.36-16 | SPECIAL DINNERS | 2,065 | 2,834 | 3,000 | 2,173 | 3,300 | 3,300 |
| 1010-510.36-25 | CABLE CAMERA OPERATOR | 0 | 0 | 5,950 | 5,775 | 5,950 | 5,950 |
| 1010-510.36-60 | SHUTTLE-UM FOR RESIDENTS | 5,000 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| 1010-510.36-99 | OTHER | 0 | 190 | 500 | 0 | 500 | 500 |
| * | SPECIAL SERVICES | 12,344 | 11,538 | 27,350 | 17,214 | 22,300 | 22,300 |
| | ELEM 38 SPECIAL EVENTS | | | | | | |
| 1010-510.38-47 | ROUTE 1 RIDE | 0 | 0 | 8,000 | 8,000 | 0 | 0 |
| 1010-510.38-99 | OTHER | 1,399 | 0 | 1,000 | 0 | 1,000 | 1,000 |
| * | SPECIAL EVENTS | 1,399 | 0 | 9,000 | 8,000 | 1,000 | 1,000 |
| | ELEM 47 CLOTHING & UNIFORMS | | | | | | |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 10 | GENERAL GOVERNMENT | | | | | | |
| DIV 10 | MAYOR & CITY COUNCIL | | | | | | |
| SUB 0 | GENERAL GOVERNMENT | | | | | | |
| ELEM 47 | CLOTHING & UNIFORMS | | | | | | |
| 1010-510.47-10 | CLOTHING & UNIFORMS | 218 | 0 | 600 | 314 | 600 | 600 |
| * | CLOTHING & UNIFORMS | 218 | 0 | 600 | 314 | 600 | 600 |
| ELEM 52 | AWARDS & GIFTS | | | | | | |
| 1010-510.52-99 | OTHER | 0 | 0 | 0 | 1,001 | 0 | 0 |
| * | AWARDS & GIFTS | 0 | 0 | 0 | 1,001 | 0 | 0 |
| ELEM 60 | SUPPLIES | | | | | | |
| 1010-510.60-10 | GENERAL SUPPLIES | 1,522 | 494 | 1,500 | 1,570 | 1,500 | 1,500 |
| 1010-510.60-11 | MEETING REFRESHMENTS | 956 | 814 | 600 | 836 | 1,200 | 1,200 |
| * | SUPPLIES | 2,478 | 1,308 | 2,100 | 2,406 | 2,700 | 2,700 |
| ELEM 61 | OFFICE SUPPLIES | | | | | | |
| 1010-510.61-10 | OFFICE SUPPLIES | 0 | 511 | 0 | 60 | 0 | 0 |
| * | OFFICE SUPPLIES | 0 | 511 | 0 | 60 | 0 | 0 |
| ELEM 62 | POSTAGE | | | | | | |
| 1010-510.62-10 | POSTAGE | 0 | 66 | 0 | 12 | 0 | 0 |
| * | POSTAGE | 0 | 66 | 0 | 12 | 0 | 0 |
| ELEM 66 | TELEPHONE & COMMUNICATION | | | | | | |
| 1010-510.66-12 | CELLULAR PHONE | 1,742 | 1,403 | 1,980 | 1,439 | 1,260 | 1,260 |
| * | TELEPHONE & COMMUNICATION | 1,742 | 1,403 | 1,980 | 1,439 | 1,260 | 1,260 |
| ELEM 67 | DUES & PUBLICATIONS | | | | | | |
| 1010-510.67-10 | DUES | 47,387 | 47,993 | 48,059 | 48,067 | 51,016 | 51,016 |
| 1010-510.67-20 | PUBLICATIONS & BOOKS | 1,882 | 1,882 | 2,150 | 1,950 | 2,150 | 2,150 |
| * | DUES & PUBLICATIONS | 49,269 | 49,875 | 50,209 | 50,017 | 53,166 | 53,166 |
| ELEM 69 | MISCELLANEOUS CHARGE | | | | | | |
| 1010-510.69-10 | MISCELLANEOUS | 207 | 930 | 1,000 | 1,166 | 1,000 | 1,000 |
| * | MISCELLANEOUS CHARGE | 207 | 930 | 1,000 | 1,166 | 1,000 | 1,000 |
| ** | MAYOR & CITY COUNCIL | 393,295 | 372,152 | 478,764 | 436,267 | 549,211 | 631,171 |

## 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 | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Produce legally defensible ordinances with no successful challenges | Number of successful challenges to City ordinances | 0 | 0 | 0 | 0 |
| 2. Prosecute violators under City ordinances | Percent of cases in which convictions are achieved | 90% | 90% | 90% | 90% |
| 3. Represent the City in all other court actions | Percent of court actions decided in City's favor | 90% | 90% | 90% | 90% |

## PROGRAM NAME/NUMBER — City Attorney/1011

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| | | | | |
| | | | | |
| 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 | 160,000 |
| | 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 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 10 | GENERAL GOVERNMENT | | | | | | |
| DIV 11 | CITY ATTORNEY | | | | | | |
| SUB 0 | GENERAL GOVERNMENT | | | | | | |
| ELEM 32 | LEGAL SERVICES | | | | | | |
| 1011-510.32-10 | LEGAL-CITY ATTORNEY | 155,996 | 163,628 | 150,000 | 150,133 | 160,000 | 160,000 |
| 1011-510.32-18 | LEGAL-LITIGATION | 22,614 | 26,524 | 25,000 | 6,644 | 25,000 | 25,000 |
| * | LEGAL SERVICES | 178,610 | 190,152 | 175,000 | 156,777 | 185,000 | 185,000 |
| ELEM 69 | MISCELLANEOUS CHARGE | | | | | | |
| 1011-510.69-10 | MISCELLANEOUS | 0 | 36 | 0 | 0 | 0 | 0 |
| * | MISCELLANEOUS CHARGE | 0 | 36 | 0 | 0 | 0 | 0 |
| ** | CITY ATTORNEY | 178,610 | 190,188 | 175,000 | 156,777 | 185,000 | 185,000 |

## 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 authors the contents of the election packet that is distributed to persons desiring to run for office in College Park; reviews and validates petitions of candidacy; places notices using usual and customary methods which might include local newspapers regarding voter registration, candidacy and election information; issues absentee ballots to qualified voters; hires and trains election workers; prepares election material; conducts the elections; tallies the ballots; and certifies the results to Mayor & Council. The Board also receives and reviews campaign finance and election forms and coordinates with the Ethics Commission when necessary. The Board is supported by the City Clerk's office.

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Conduct local elections in a fair and efficient manner | Number of effective challenges to elections | 0 | 0 | 0 | 0 |

## PROGRAM NAME/NUMBER — Board of Election Supervisors/1012

**PERSONNEL EXPENDITURES:** Personnel expenditures include the salary of the Chief Supervisor of Elections and 4 board members who are not FTE's. The Chief Supervisor is paid $480 annually; board members each receive $360 annually. New pay arrangement, eliminating pay for board members during non-election years, is not effective until FY14.

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| City Clerk | 0.15 | 0.15 | 0.15 | 0.15 |
| | | | | |
| Budget Total | **0.15** | **0.15** | **0.15** | **0.15** |

**OPERATING EXPENDITURES:** FY2013 is not an election year for Mayor & Council. However, funds have been budgeted for a possible special election.

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 1012 |
|---|---|---|---|
| **Element/Object** | | **Details** | **Total** |
| 12 | Travel & Training<br>12-10 Non Training Travel | Mileage reimbursement | 60 |
| 30 | Professional Services<br>30-13 Administrative | Payments to election workers (judges, supervisors) at Office Specialist pay rate (grade 3, step 1), possible special election | 3,600 |
| 36 | Special Services<br>36-15 Catering for Meetings | Meals for election workers, possible special election | 400 |
| 60 | Supplies<br>60-10 General Supplies | Miscellaneous supplies | 100 |

**Capital Outlay:** None

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 359.10 | Election Fines | 100 | 50 | 0 | 100 | 0 |
| | | | | | | |
| | TOTAL | 100 | 50 | 0 | 0 | 0 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 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 | 9,894 | 10,524 | 11,146 | 11,159 | 11,653 | 11,653 |
| 1012-510.10-05 | ELECTED & APPOINTED | 1,920 | 1,980 | 1,920 | 1,920 | 1,920 | 1,920 |
| * | PAYROLL-WAGES | 11,814 | 12,504 | 13,066 | 13,079 | 13,573 | 13,573 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 1012-510.11-10 | FICA | 896 | 937 | 969 | 982 | 997 | 997 |
| 1012-510.11-12 | HEALTH INSURANCE | 758 | 794 | 793 | 751 | 761 | 761 |
| 1012-510.11-13 | DENTAL INSURANCE | 38 | 42 | 42 | 40 | 42 | 42 |
| 1012-510.11-14 | LIFE INSURANCE | 29 | 29 | 31 | 29 | 32 | 32 |
| 1012-510.11-15 | VISION INSURANCE | 19 | 14 | 14 | 14 | 15 | 15 |
| 1012-510.11-17 | 457 CITY MATCH CONTRIBUTN | 115 | 117 | 117 | 117 | 117 | 117 |
| 1012-510.11-18 | RETIREMENT | 643 | 684 | 725 | 725 | 757 | 757 |
| 1012-510.11-21 | WORKERS COMPENSATION INS | 21 | 21 | 23 | 23 | 23 | 23 |
| 1012-510.11-22 | LONG TERM DISABILITY INS | 36 | 40 | 43 | 40 | 45 | 45 |
| * | FRINGE BENEFITS | 2,555 | 2,678 | 2,757 | 2,721 | 2,789 | 2,789 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 1012-510.12-10 | NON TRAINING TRAVEL | 0 | 0 | 60 | 0 | 60 | 60 |
| * | TRAVEL & TRAINING | 0 | 0 | 60 | 0 | 60 | 60 |
| ELEM 30 | PROFESSIONAL SERVICES | | | | | | |
| 1012-510.30-13 | ADMINISTRATIVE | 3,187 | 0 | 3,500 | 3,419 | 3,600 | 3,600 |
| * | PROFESSIONAL SERVICES | 3,187 | 0 | 3,500 | 3,419 | 3,600 | 3,600 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 1012-510.36-10 | PRINTING | 0 | 0 | 600 | 55 | 0 | 0 |
| 1012-510.36-15 | CATERING FOR MEETINGS | 261 | 0 | 400 | 296 | 400 | 400 |
| 1012-510.36-25 | CABLE CAMERA OPERATOR | 100 | 0 | 125 | 125 | 0 | 0 |
| * | SPECIAL SERVICES | 361 | 0 | 1,125 | 476 | 400 | 400 |
| ELEM 60 | SUPPLIES | | | | | | |
| 1012-510.60-10 | GENERAL SUPPLIES | 158 | 150 | 100 | 119 | 100 | 100 |
| * | SUPPLIES | 158 | 150 | 100 | 119 | 100 | 100 |
| ELEM 67 | DUES & PUBLICATIONS | | | | | | |
| 1012-510.67-20 | PUBLICATIONS & BOOKS | 0 | 0 | 210 | 0 | 0 | 0 |
| * | DUES & PUBLICATIONS | 0 | 0 | 210 | 0 | 0 | 0 |
| ** | BOARD OF ELECTION SUPRVS | 18,075 | 15,332 | 20,818 | 19,814 | 20,522 | 20,522 |

## PROGRAM NAME/NUMBER — Advisory Committees/1013

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

Advisory Planning Commission* (3013)
Animal Welfare Committee
Cable Television Commission* (1016)
College Park Airport Authority
Education Advisory Committee
Farmers Market Committee
Noise Control Board
Rent Stabilization Board* (2016)
Tree and Landscape Board
Animal Control Board
Board of Election Supervisors* (1012)
Citizens Corps Council
Committee for a Better Environment* (1009)
Ethics Commission* (1014)
Neighborhood Watch Steering Committee
Recreation Board* (2014)
Sustainable Maryland Certified Green Team
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 & 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. *College Park Airport Authority:* Investigates, reviews and reports on the current and proposed future uses of the College Park Airport and its facilities. *Education Advisory Committee:* Advises Mayor & Council on issues relating to education within the City. *Farmers Market Committee:* Develops recommendations for the structure and management of a downtown farmers market. *Neighborhood Watch Steering Committee:* Advises Mayor & Council and reviews, enhances and further develops College Park Neighborhood Watch. *Noise Control Board:* Advises City in noise control efforts and adjudicates noise complaints. *Sustainable Maryland Certified Green Team:* Leads the City in obtaining first year certification in the Sustainable Maryland Certified program. *Tree and Landscape Board*: Educates and encourages citizens to use safe and desirable installation, removal and maintenance practices in order to promote healthy trees, shrubs and ground cover on private and public lands within the City limits. *Veterans Memorial Improvement Committee:* Advises and assists the City to ensure that the Veterans Memorial is used and maintained in a manner befitting the service and memory of those who served.

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

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. To advise the Mayor and Council on policies and programs for the City<br>• Fill vacancies promptly | Percent of positions on boards and commissions filled | 92% | 90% | 91% | 90% |
| 2. To encourage volunteer participation | Number of individuals serving on boards and commissions (full staffing = 128 for FY11 & FY12, 127 for FY13) | 119 | 115 | 115 | 115 |

## PROGRAM NAME/NUMBER — Advisory Committees/1013

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| | | | | |
| | | | | |
| 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<br>30-13 Administrative | Clerical support for the various boards and commissions without separate program budgets | 3,000 |
| 36 | Special Services<br>36-10 Printing | Meeting notices, minutes, other printing | 100 |
| | 36-11 Classified Advertising | Publicity (Education Advisory Committee request) | 750 |
| 38 | Special Events<br>38-35 Student Events | Parental/family involvement programs (Education Advisory Committee request) | 500 |
| 52 | Prizes & Awards<br>52-10 Prizes & Awards | Veterans Memorial Improvement Committee – gifts for speakers | 100 |
| 60 | Supplies<br>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 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 10 | GENERAL GOVERNMENT | | | | | | |
| DIV 13 | ADVISORY COMMITTEES | | | | | | |
| SUB 0 | GENERAL GOVERNMENT | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 1013-510.10-02 | HOURLY | 0 | 101 | 0 | 0 | 0 | 0 |
| 1013-510.10-03 | OVERTIME | 600 | 274 | 500 | 220 | 500 | 500 |
| 1013-510.10-06 | STIPEND | 0 | 360 | 1,680 | 780 | 1,680 | 1,680 |
| * | PAYROLL-WAGES | 600 | 735 | 2,180 | 1,000 | 2,180 | 2,180 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 1013-510.11-10 | FICA | 40 | 50 | 167 | 67 | 167 | 167 |
| 1013-510.11-12 | HEALTH INSURANCE | 207 | 66 | 0 | 24 | 0 | 0 |
| 1013-510.11-13 | DENTAL INSURANCE | 13 | 4 | 0 | 1 | 0 | 0 |
| 1013-510.11-14 | LIFE INSURANCE | 3 | 1 | 0 | 0 | 0 | 0 |
| 1013-510.11-15 | VISION INSURANCE | 2 | 1 | 0 | 0 | 0 | 0 |
| 1013-510.11-18 | RETIREMENT | 39 | 12 | 33 | 0 | 33 | 33 |
| 1013-510.11-21 | WORKERS COMPENSATION INS | 1 | 1 | 4 | 2 | 4 | 4 |
| 1013-510.11-22 | LONG TERM DISABILITY INS | 4 | 1 | 0 | 0 | 0 | 0 |
| * | FRINGE BENEFITS | 309 | 136 | 204 | 94 | 204 | 204 |
| ELEM 20 | OVERHEAD | | | | | | |
| 1013-510.20-12 | POSTAGE | 387 | 388 | 833 | 644 | 960 | 960 |
| 1013-510.20-17 | COPIER | 250 | 86 | 482 | 168 | 756 | 756 |
| * | OVERHEAD | 637 | 474 | 1,315 | 812 | 1,716 | 1,716 |
| ELEM 30 | PROFESSIONAL SERVICES | | | | | | |
| 1013-510.30-13 | ADMINISTRATIVE | 1,229 | 2,043 | 2,500 | 1,703 | 3,000 | 3,000 |
| * | PROFESSIONAL SERVICES | 1,229 | 2,043 | 2,500 | 1,703 | 3,000 | 3,000 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 1013-510.36-10 | PRINTING | 139 | 0 | 100 | 0 | 100 | 100 |
| 1013-510.36-11 | CLASSIFIED ADVERTISING | 813 | 0 | 750 | 506 | 750 | 750 |
| 1013-510.36-25 | CABLE CAMERA OPERATOR | 100 | 0 | 0 | 0 | 0 | 0 |
| 1013-510.36-32 | REDISTRICTING EXPENSES | 0 | 2 | 0 | 0 | 0 | 0 |
| * | SPECIAL SERVICES | 1,052 | 2 | 850 | 506 | 850 | 850 |
| ELEM 38 | SPECIAL EVENTS | | | | | | |
| 1013-510.38-35 | STUDENT EVENTS | 300 | 0 | 500 | 0 | 500 | 500 |
| * | SPECIAL EVENTS | 300 | 0 | 500 | 0 | 500 | 500 |
| ELEM 52 | AWARDS & GIFTS | | | | | | |
| 1013-510.52-10 | AWARDS & GIFTS | 0 | 0 | 100 | 0 | 100 | 100 |
| * | AWARDS & GIFTS | 0 | 0 | 100 | 0 | 100 | 100 |
| ELEM 60 | SUPPLIES | | | | | | |
| 1013-510.60-10 | GENERAL SUPPLIES | 113 | 0 | 100 | 76 | 100 | 100 |
| 1013-510.60-11 | MEETING REFRESHMENTS | 136 | 139 | 300 | 246 | 300 | 300 |
| * | SUPPLIES | 249 | 139 | 400 | 322 | 400 | 400 |
| ** | ADVISORY COMMITTEES | 4,376 | 3,529 | 8,049 | 4,437 | 8,950 | 8,950 |

## 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 | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Hold elected and appointed officials, including members of advisory boards and committees, to a high ethical standard<br>• Develop and institute an ethics orientation training program | Percent of required individuals who have received ethics orientation: | | | | |
| | Elected officials | 100% | 100% | 100% | 100% |
| | City staff | 100% | 100% | 100% | 100% |
| | Candidates for elected office | New | 100% | 65% | 100% |
| | Boards & commissions members | New | 100% | 0% | 100% |
| 2. Distribute and collect Financial Disclosure statements by the required deadline | Percent of required statements collected timely | New | 100% | 100% | 100% |

## PROGRAM NAME/NUMBER — Ethics Commission/1014

**PERSONNEL EXPENDITURES:** No salary or stipend is paid to 7 commission members who are not FTE's.

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| | | | | |
| | | | | |
| Budget Total | **0.00** | **0.00** | **0.00** | **0.00** |

## OPERATING EXPENDITURES

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 1014 |
|---|---|---|---|
| **Element/Object** | | **Details** | **Total** |
| 12 | Travel & Training<br>12-11 Travel & Training | Ethics training programs | 500 |
| 30 | Professional Services<br>30-13 Administrative | Clerical support, 6 meetings @ $100 | 600 |
| 32 | Legal Services<br>32-20 Ethics Commission | Estimated | 7,500 |

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| | DEPT 10 GENERAL GOVERNMENT | | | | | | |
| | DIV 14 ETHICS COMMISSION | | | | | | |
| | SUB 0 GENERAL GOVERNMENT | | | | | | |
| | ELEM 10 PAYROLL-WAGES | | | | | | |
| 1014-510.10-03 | OVERTIME | 59 | 0 | 0 | 0 | 0 | 0 |
| * | PAYROLL-WAGES | 59 | 0 | 0 | 0 | 0 | 0 |
| | ELEM 11 FRINGE BENEFITS | | | | | | |
| 1014-510.11-10 | FICA | 4 | 0 | 0 | 0 | 0 | 0 |
| 1014-510.11-12 | HEALTH INSURANCE | 21 | 0 | 0 | 0 | 0 | 0 |
| 1014-510.11-13 | DENTAL INSURANCE | 1 | 0 | 0 | 0 | 0 | 0 |
| 1014-510.11-18 | RETIREMENT | 4 | 0 | 0 | 0 | 0 | 0 |
| * | FRINGE BENEFITS | 30 | 0 | 0 | 0 | 0 | 0 |
| | ELEM 12 TRAVEL & TRAINING | | | | | | |
| 1014-510.12-11 | TRAVEL & TRAINING | 660 | 0 | 500 | 0 | 500 | 500 |
| * | TRAVEL & TRAINING | 660 | 0 | 500 | 0 | 500 | 500 |
| | ELEM 30 PROFESSIONAL SERVICES | | | | | | |
| 1014-510.30-13 | ADMINISTRATIVE | 187 | 313 | 600 | 406 | 600 | 600 |
| * | PROFESSIONAL SERVICES | 187 | 313 | 600 | 406 | 600 | 600 |
| | ELEM 32 LEGAL SERVICES | | | | | | |
| 1014-510.32-20 | LEGAL-ETHICS COMMISSION | 5,085 | 10,803 | 7,500 | 10,365 | 7,500 | 7,500 |
| * | LEGAL SERVICES | 5,085 | 10,803 | 7,500 | 10,365 | 7,500 | 7,500 |
| ** | ETHICS COMMISSION | 6,021 | 11,116 | 8,600 | 10,771 | 8,600 | 8,600 |

## 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 & 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 | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Ensure efficient and responsive cable services by regulating and evaluating cable services | Percent of cable franchise violations acted upon by Cable TV Commission | 100% | 100% | 100% | 100% |
| | Percent of resident complaints acted upon by Cable TV Commission | 100% | 100% | 100% | 100% |

## PROGRAM NAME/NUMBER — Cable Television Commission/1016

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

Beginning in FY2008, overtime was added to this program to cover City staff to operate audio/visual equipment in the council chambers. Staff serves as backup for the contract cable camera operator and assist with daytime a/v needs.

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| | | | | |
| | | | | |
| Budget Total | **0.00** | **0.00** | **0.00** | **0.00** |

**OPERATING EXPENDITURES:** Beginning in FY12, expenditures for camera operator and live streaming and on-demand Internet playback of Council meetings and worksessions were transferred to Mayor & Council (Administration program 1010).

| **EXPENDITURE SUPPORT DATA** | | | **PROGRAM NUMBER: 1016** |
|---|---|---|---|
| **Element/Object** | | **Details** | **Total** |
| 30 | Professional Services<br>30-13 Administrative | Clerical support for 4 quarterly meetings @ $150 | 600 |
| 32 | Legal Services<br>32-11 Cable Television | Legal fees for negotiation of renewal Comcast franchise agreement; City's estimated share of PGINCCC negotiating group expenditures | 9,500 |
| 40 | Repair & Maintenance<br>40-40 Audio-Visual Equipment Service | City Hall – audio and video equipment service | 700 |
| 60 | Supplies<br>60-10 General Supplies | Audio cassettes, DVDs, batteries, patch cables | 1,000 |

**Capital Outlay:** None

| **RELATED REVENUES** | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 324.10 | Comcast Cable Franchise Fee | 246,497 | 244,878 | 250,000 | 191,447 | 190,000 |
| 324.15 | Verizon FiOS Franchise Fee | 58,269 | 81,745 | 70,000 | 95,362 | 90,000 |
| | | | | | | |
| | TOTAL | 304,766 | 326,623 | 320,000 | 286,809 | 280,000 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 10 | GENERAL GOVERNMENT | | | | | | |
| DIV 16 | CABLE TV COMMISSION | | | | | | |
| SUB 0 | GENERAL GOVERNMENT | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 1016-510.10-02 | HOURLY | 68 | 0 | 0 | 0 | 0 | 0 |
| 1016-510.10-03 | OVERTIME | 0 | 694 | 200 | 0 | 100 | 100 |
| 1016-510.10-06 | STIPEND | 420 | 840 | 960 | 1,200 | 960 | 960 |
| * | PAYROLL-WAGES | 488 | 1,534 | 1,160 | 1,200 | 1,060 | 1,060 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 1016-510.11-10 | FICA | 37 | 115 | 89 | 106 | 82 | 82 |
| 1016-510.11-12 | HEALTH INSURANCE | 0 | 131 | 0 | 0 | 0 | 0 |
| 1016-510.11-13 | DENTAL INSURANCE | 0 | 7 | 0 | 0 | 0 | 0 |
| 1016-510.11-15 | VISION INSURANCE | 0 | 3 | 0 | 0 | 0 | 0 |
| 1016-510.11-17 | 457 CITY MATCH CONTRIBUTN | 2 | 2 | 0 | 0 | 0 | 0 |
| 1016-510.11-18 | RETIREMENT | 4 | 14 | 13 | 0 | 7 | 7 |
| 1016-510.11-21 | WORKERS COMPENSATION INS | 4 | 27 | 7 | 2 | 3 | 3 |
| * | FRINGE BENEFITS | 47 | 299 | 109 | 108 | 92 | 92 |
| ELEM 30 | PROFESSIONAL SERVICES | | | | | | |
| 1016-510.30-13 | ADMINISTRATIVE | 181 | 192 | 600 | 288 | 600 | 600 |
| * | PROFESSIONAL SERVICES | 181 | 192 | 600 | 288 | 600 | 600 |
| ELEM 32 | LEGAL SERVICES | | | | | | |
| 1016-510.32-11 | LEGAL-CABLE TELEVISION | 0 | 0 | 1,000 | 0 | 4,000 | 9,500 |
| * | LEGAL SERVICES | 0 | 0 | 1,000 | 0 | 4,000 | 9,500 |
| ELEM 34 | CONTRACTUAL SERVICES | | | | | | |
| 1016-510.34-32 | INTERNET STREAMING BRDCST | 0 | 5,084 | 0 | 0 | 0 | 0 |
| * | CONTRACTUAL SERVICES | 0 | 5,084 | 0 | 0 | 0 | 0 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 1016-510.36-25 | CABLE CAMERA OPERATOR | 2,000 | 5,250 | 0 | 0 | 0 | 0 |
| * | SPECIAL SERVICES | 2,000 | 5,250 | 0 | 0 | 0 | 0 |
| ELEM 40 | REPAIR & MAINTENANCE | | | | | | |
| 1016-510.40-40 | AUDIO-VISUAL EQUIPT SERV | 170 | 0 | 500 | 0 | 700 | 700 |
| * | REPAIR & MAINTENANCE | 170 | 0 | 500 | 0 | 700 | 700 |
| ELEM 60 | SUPPLIES | | | | | | |
| 1016-510.60-10 | GENERAL SUPPLIES | 187 | 156 | 1,000 | 457 | 1,000 | 1,000 |
| * | SUPPLIES | 187 | 156 | 1,000 | 457 | 1,000 | 1,000 |
| ELEM 66 | TELEPHONE & COMMUNICATION | | | | | | |
| 1016-510.66-20 | CABLE TV SERVICE | 0 | 42 | 0 | 118 | 0 | 0 |
| * | TELEPHONE & COMMUNICATION | 0 | 42 | 0 | 118 | 0 | 0 |
| ** | CABLE TV COMMISSION | 3,073 | 12,557 | 4,369 | 2,171 | 7,452 | 12,952 |

## PROGRAM NAME/NUMBER — Public Relations/1017

**DESCRIPTION**: This program provides information to citizens through responses to telephone inquiries and the semi-monthly publication of the *Municipal Scene,* as well as updates to the City Code and Charter. Duties include dispensing service recognition awards to employees and Council; hosting receptions for City boards, commissions and committees, special meetings; 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 | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Provide information about City government and services to the public<br>• Provide information for inclusion in *Municipal Scene* | Percent of residents rating the City's efforts to inform them of City government and services as good or better | 74% | No survey | No survey | 75% |
| | Percent of residents who rate usefulness of *Municipal Scene* information as good or better | 80% | No survey | No survey | 82% |

## PROGRAM NAME/NUMBER — Public Relations/1017

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL FY10 | ACTUAL FY11 | ACTUAL FY12 | ESTIMATED FY13 |
|---|---|---|---|---|
| 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 | **0.85** | **0.85** | **0.85** | **0.85** |

**OPERATING EXPENDITURES:** For FY2013, the bi-annual resident survey will be conducted online with English and Spanish versions. Residents will receive a postcard with access information; residents without Internet access may request and complete a paper survey form. Conducting the survey online saves design and tabulation cost, translation cost, postage and business reply mail fees.

**EXPENDITURE SUPPORT DATA — PROGRAM NUMBER: 1017**

| | Element/Object | Details | Total |
|---|---|---|---|
| 30 | Special Services<br>30-13 Administrative | As needed | 500 |
| 34 | Contractual Services<br>34-25 Marketing | Implementation of FY12 marketing plan | 30,000 |
| 36 | Special Services<br>36-10 Printing | Municipal Scene, 24 issues @ $1,433 per issue ..... 34,392<br>Printing of postcards announcing online resident survey ..... 1,000<br>Invitations to special events ..... 250<br>Special mailings ..... 1,000 | 36,642 |
| | 36-26 Videography & Editing | Videotaping of Martin Luther King, Jr. Day activities | 3,000 |
| | 36-99 Other | Flowers for condolences and Veterans Memorial | 1,000 |
| 38 | Special Events<br>38-40 Martin Luther King, Jr. Day | Martin Luther King, Jr. Day activities, net of contributions | 4,000 |
| | 38-99 Other | Reception for boards and commissions ..... 8,500<br>City/University recognition events ..... 500<br>Miscellaneous ..... 350 | 9,350 |
| 52 | Awards & Gifts<br>52-99 Other | Citizen recognition | 500 |
| 60 | Supplies<br>60-10 General Supplies | Flags for City buildings and Veterans Memorial ..... 500<br>Promotional items ..... 1,000 | 1,500 |
| 62 | Postage<br>62-10 Postage | Postage for resident survey postcards @ bulk rate ..... 750 | |

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 1017 |
|---|---|---|---|
| Element/Object | | Details | Total |
| | | Special mailings ..... 1,000 | 1,750 |
| 98 | Computers & Software<br>98-20 Software | Survey Monkey, annual license | 300 |

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 10 | GENERAL GOVERNMENT | | | | | | |
| DIV 17 | PUBLIC RELATIONS | | | | | | |
| SUB 0 | GENERAL GOVERNMENT | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 1017-510.10-01 | SALARY | 61,211 | 63,136 | 65,512 | 65,219 | 67,941 | 67,941 |
| 1017-510.10-03 | OVERTIME | 0 | 0 | 0 | 139 | 0 | 0 |
| * | PAYROLL-WAGES | 61,211 | 63,136 | 65,512 | 65,358 | 67,941 | 67,941 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 1017-510.11-10 | FICA | 4,117 | 4,276 | 4,359 | 4,620 | 4,698 | 4,698 |
| 1017-510.11-12 | HEALTH INSURANCE | 4,463 | 4,595 | 4,590 | 4,421 | 4,409 | 4,409 |
| 1017-510.11-13 | DENTAL INSURANCE | 246 | 264 | 264 | 253 | 264 | 264 |
| 1017-510.11-14 | LIFE INSURANCE | 175 | 171 | 183 | 168 | 188 | 188 |
| 1017-510.11-15 | VISION INSURANCE | 115 | 91 | 91 | 88 | 93 | 93 |
| 1017-510.11-17 | 457 CITY MATCH CONTRIBUTN | 712 | 718 | 717 | 717 | 769 | 769 |
| 1017-510.11-18 | RETIREMENT | 3,981 | 4,109 | 4,258 | 4,251 | 4,416 | 4,416 |
| 1017-510.11-21 | WORKERS COMPENSATION INS | 698 | 643 | 670 | 643 | 617 | 617 |
| 1017-510.11-22 | LONG TERM DISABILITY INS | 220 | 239 | 255 | 236 | 265 | 265 |
| * | FRINGE BENEFITS | 14,727 | 15,106 | 15,387 | 15,397 | 15,719 | 15,719 |
| ELEM 20 | OVERHEAD | | | | | | |
| 1017-510.20-12 | POSTAGE | 13 | 18 | 0 | 1 | 0 | 0 |
| 1017-510.20-14 | TELEPHONE | 920 | 0 | 0 | 0 | 0 | 0 |
| 1017-510.20-15 | INFORMATION TECHNOLOGY | 0 | 0 | 17,268 | 17,268 | 11,056 | 0 |
| * | OVERHEAD | 933 | 18 | 17,268 | 17,269 | 11,056 | 0 |
| ELEM 30 | PROFESSIONAL SERVICES | | | | | | |
| 1017-510.30-13 | ADMINISTRATIVE | 0 | 0 | 500 | 0 | 500 | 500 |
| 1017-510.30-15 | CONSULTING | 0 | 0 | 15,000 | 5,025 | 0 | 0 |
| * | PROFESSIONAL SERVICES | 0 | 0 | 15,500 | 5,025 | 500 | 500 |
| ELEM 34 | CONTRACTUAL SERVICES | | | | | | |
| 1017-510.34-25 | MARKETING | 0 | 0 | 30,000 | 15,000 | 30,000 | 30,000 |
| * | CONTRACTUAL SERVICES | 0 | 0 | 30,000 | 15,000 | 30,000 | 30,000 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 1017-510.36-10 | PRINTING | 33,246 | 33,385 | 34,642 | 34,383 | 36,642 | 36,642 |
| 1017-510.36-11 | CLASSIFIED ADVERTISING | 3,713 | 0 | 0 | 1,271 | 0 | 0 |
| 1017-510.36-26 | VIDEOGRAPHY & EDITING | 0 | 0 | 3,000 | 1,100 | 3,000 | 3,000 |
| 1017-510.36-99 | OTHER | 579 | 760 | 1,000 | 987 | 1,000 | 1,000 |
| * | SPECIAL SERVICES | 37,538 | 34,145 | 38,642 | 37,741 | 40,642 | 40,642 |
| ELEM 38 | SPECIAL EVENTS | | | | | | |
| 1017-510.38-40 | MARTIN LUTHER KING JR DAY | 3,095 | 4,718 | 4,000 | 3,851 | 4,000 | 4,000 |
| 1017-510.38-45 | VOLUNTEER PROGRAMS | 0 | 0 | 500 | 0 | 500 | 0 |
| 1017-510.38-99 | OTHER | 6,561 | 8,523 | 9,350 | 7,731 | 9,350 | 9,350 |
| * | SPECIAL EVENTS | 9,656 | 13,241 | 13,850 | 11,582 | 13,850 | 13,350 |
| ELEM 45 | MAINTENANCE CONTRACT | | | | | | |
| 1017-510.45-10 | COMPUTER SOFTWARE SUPPORT | 0 | 0 | 0 | 200 | 0 | 0 |
| * | MAINTENANCE CONTRACT | 0 | 0 | 0 | 200 | 0 | 0 |
| ELEM 52 | AWARDS & GIFTS | | | | | | |
| 1017-510.52-99 | OTHER | 460 | 75 | 500 | 431 | 500 | 500 |
| * | AWARDS & GIFTS | 460 | 75 | 500 | 431 | 500 | 500 |
| ELEM 60 | SUPPLIES | | | | | | |
| 1017-510.60-10 | GENERAL SUPPLIES | 918 | 998 | 1,500 | 1,696 | 1,500 | 1,500 |
| * | SUPPLIES | 918 | 998 | 1,500 | 1,696 | 1,500 | 1,500 |
| ELEM 62 | POSTAGE | | | | | | |
| 1017-510.62-10 | POSTAGE | 5 | 0 | 0 | 0 | 1,750 | 1,750 |
| * | POSTAGE | 5 | 0 | 0 | 0 | 1,750 | 1,750 |
| ELEM 98 | COMPUTER HDWE & SOFTWARE | | | | | | |
| 1017-510.98-20 | COMPUTER SOFTWARE | 0 | 0 | 0 | 0 | 300 | 300 |
| * | COMPUTER HDWE & SOFTWARE | 0 | 0 | 0 | 0 | 300 | 300 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 10 | GENERAL GOVERNMENT | | | | | | |
| DIV 17 | PUBLIC RELATIONS | | | | | | |
| SUB 0 | GENERAL GOVERNMENT | | | | | | |
| ELEM 98 | COMPUTER HDWE & SOFTWARE | | | | | | |
| ** | PUBLIC RELATIONS | 125,448 | 126,719 | 198,159 | 169,699 | 183,758 | 172,202 |

## PROGRAM NAME/NUMBER City Manager/1018

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Manage the City's financial resources to ensure efficiency and accountability<br>• Ensure that departments are managed within budget | Percent of departments ending fiscal year within budget | 100% | 100% | 100% | 100% |
| 2. Provide effective and responsive support to Mayor and Council<br>• Provide prompt response to Mayor and Council requests | Percent of council written or e-mail requests responded to within 2 business days | New | New | 100% | 100% |
| 3. Provide leadership to accomplish results<br>• Achieve performance targets | Percent of performance targets achieved by City programs (based on all performance measures over which City Manager has control, pass/fail basis) | 79% | 80% | 78% | 79% |

## PROGRAM NAME/NUMBER — City Manager/1018

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| City Manager | 0.75 | 0.75 | 0.75 | 0.75 |
| Assistant to the City Manager II | 1.00 | 0.00 | 0.00 | 0.00 |
| Assistant to the City Manager I | 0.00 | 1.00 | 1.00 | 1.00 |
| Office Specialist III | 0.25 | 0.25 | 0.25 | 0.25 |
| | | | | |
| Budget Total | **2.00** | **2.00** | **2.00** | **2.00** |

### OPERATING EXPENDITURES:

**EXPENDITURE SUPPORT DATA** — **PROGRAM NUMBER: 1018**

| Element/Object | | Details | Total |
|---|---|---|---|
| 12 | Travel & Training<br>12-10 Non-Training Travel | Staff mileage reimbursement | 500 |
| | 12-11 Travel & Training | International City/County Management Association (ICMA) convention @ Phoenix, 2 @ $2,700 ..... 5,400<br>Maryland Municipal League (MML) annual conference, 1 @ $1,400, 1 @ $600 (no lodging) ..... 2,000<br>MML fall legislative conference @ Hagerstown, 2 @ $800 ..... 1,600<br>Staff training ..... 900<br>Local meetings ..... 500 | 10,400 |
| 36 | Special Services<br>36-10 Printing | Copying and printing for special projects | 1,000 |
| 38 | Special Events<br>38-99 Other | As needed | 300 |
| 66 | Telephone & Communications<br>66-12 Cellular Phone | Monthly service, 1 Android @ $110 + 1 allowance @ $40 | 1,800 |
| 67 | Dues & Publications<br>67-10 Dues | International City/County Management Association (ICMA):<br>City Manager ..... 1,400<br>Assistant to the City Manager ..... 560 | 1,960 |
| | 67-20 Publications & Books | | 500 |
| 69 | Miscellaneous Charge<br>69-10 Miscellaneous | | 1,600 |

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 10 | GENERAL GOVERNMENT | | | | | | |
| DIV 18 | CITY MANAGER | | | | | | |
| SUB 0 | GENERAL GOVERNMENT | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 1018-510.10-01 | SALARY | 137,617 | 161,760 | 166,855 | 171,965 | 173,178 | 173,178 |
| 1018-510.10-02 | HOURLY | 9,888 | 10,889 | 11,365 | 11,334 | 11,882 | 11,882 |
| 1018-510.10-03 | OVERTIME | 0 | 0 | 250 | 0 | 100 | 100 |
| * | PAYROLL-WAGES | 147,505 | 172,649 | 178,470 | 183,299 | 185,160 | 185,160 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 1018-510.11-10 | FICA | 9,294 | 11,082 | 11,108 | 11,768 | 11,383 | 11,383 |
| 1018-510.11-12 | HEALTH INSURANCE | 9,448 | 9,004 | 9,190 | 8,634 | 8,878 | 8,878 |
| 1018-510.11-13 | DENTAL INSURANCE | 503 | 630 | 672 | 640 | 672 | 672 |
| 1018-510.11-14 | LIFE INSURANCE | 387 | 445 | 494 | 460 | 514 | 514 |
| 1018-510.11-15 | VISION INSURANCE | 225 | 242 | 260 | 250 | 266 | 266 |
| 1018-510.11-17 | 457 CITY MATCH CONTRIBUTN | 2,259 | 2,496 | 2,607 | 2,649 | 3,063 | 3,063 |
| 1018-510.11-18 | RETIREMENT | 9,653 | 8,384 | 11,714 | 11,412 | 12,118 | 12,118 |
| 1018-510.11-21 | WORKERS COMPENSATION INS | 4,701 | 4,557 | 4,473 | 4,533 | 4,067 | 4,067 |
| 1018-510.11-22 | LONG TERM DISABILITY INS | 487 | 625 | 694 | 637 | 721 | 721 |
| * | FRINGE BENEFITS | 36,957 | 37,465 | 41,212 | 40,983 | 41,682 | 41,682 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 1018-510.12-10 | NON TRAINING TRAVEL | 8 | 568 | 500 | 234 | 500 | 500 |
| 1018-510.12-11 | TRAVEL & TRAINING | 7,168 | 3,060 | 10,600 | 6,494 | 10,400 | 10,400 |
| * | TRAVEL & TRAINING | 7,176 | 3,628 | 11,100 | 6,728 | 10,900 | 10,900 |
| ELEM 20 | OVERHEAD | | | | | | |
| 1018-510.20-10 | INSURANCE | 7,400 | 7,111 | 6,944 | 6,944 | 6,377 | 6,377 |
| 1018-510.20-11 | AUTOMOTIVE | 6,927 | 6,706 | 6,893 | 6,893 | 7,465 | 7,465 |
| 1018-510.20-12 | POSTAGE | 7 | 16 | 0 | 37 | 320 | 320 |
| 1018-510.20-13 | UTILITIES | 5,008 | 4,222 | 4,525 | 4,526 | 4,541 | 4,701 |
| 1018-510.20-14 | TELEPHONE | 1,840 | 456 | 456 | 456 | 547 | 547 |
| 1018-510.20-15 | INFORMATION TECHNOLOGY | 4,915 | 4,891 | 5,756 | 5,756 | 5,528 | 5,528 |
| 1018-510.20-16 | BUILDING MAINTENANCE | 14,861 | 13,657 | 14,635 | 13,134 | 14,674 | 14,674 |
| 1018-510.20-17 | COPIER | 127 | 427 | 482 | 184 | 504 | 504 |
| * | OVERHEAD | 41,085 | 37,486 | 39,691 | 37,930 | 39,956 | 40,116 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 1018-510.36-10 | PRINTING | 66 | 466 | 1,000 | 0 | 1,000 | 1,000 |
| * | SPECIAL SERVICES | 66 | 466 | 1,000 | 0 | 1,000 | 1,000 |
| ELEM 38 | SPECIAL EVENTS | | | | | | |
| 1018-510.38-99 | OTHER | 0 | 0 | 300 | 0 | 300 | 300 |
| * | SPECIAL EVENTS | 0 | 0 | 300 | 0 | 300 | 300 |
| ELEM 62 | POSTAGE | | | | | | |
| 1018-510.62-10 | POSTAGE | 185 | 88 | 0 | 0 | 0 | 0 |
| * | POSTAGE | 185 | 88 | 0 | 0 | 0 | 0 |
| ELEM 66 | TELEPHONE & COMMUNICATION | | | | | | |
| 1018-510.66-12 | CELLULAR PHONE | 1,374 | 1,936 | 2,040 | 1,749 | 1,800 | 1,800 |
| * | TELEPHONE & COMMUNICATION | 1,374 | 1,936 | 2,040 | 1,749 | 1,800 | 1,800 |
| ELEM 67 | DUES & PUBLICATIONS | | | | | | |
| 1018-510.67-10 | DUES | 1,107 | 1,384 | 1,960 | 1,425 | 1,960 | 1,960 |
| 1018-510.67-20 | PUBLICATIONS & BOOKS | 80 | 0 | 500 | 0 | 500 | 500 |
| * | DUES & PUBLICATIONS | 1,187 | 1,384 | 2,460 | 1,425 | 2,460 | 2,460 |
| ELEM 69 | MISCELLANEOUS CHARGE | | | | | | |
| 1018-510.69-10 | MISCELLANEOUS | 1,093 | 339 | 1,600 | 378 | 1,600 | 1,600 |
| * | MISCELLANEOUS CHARGE | 1,093 | 339 | 1,600 | 378 | 1,600 | 1,600 |
| ** | CITY MANAGER | 236,628 | 255,441 | 277,873 | 272,492 | 284,858 | 285,018 |

## PROGRAM NAME/NUMBER City Clerk/1019

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Maintain official records and documents<br>• Record minutes promptly and accurately | Percent of Council minutes presented for review at the next regular Council meeting | 100% | 100% | 100% | 100% |

## PROGRAM NAME/NUMBER — City Clerk/1019

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL FY10 | ACTUAL FY11 | ACTUAL FY12 | ESTIMATED FY13 |
|---|---|---|---|---|
| City Clerk | 0.60 | 0.60 | 0.60 | 0.60 |
| Assistant City Clerk | 0.50 | 0.50 | 0.50 | 0.50 |
| Office Specialist III | 0.75 | 0.75 | 0.75 | 0.75 |
| | | | | |
| Budget Total | **1.85** | **1.85** | **1.85** | **1.85** |

### OPERATING EXPENDITURES:

**EXPENDITURE SUPPORT DATA — PROGRAM NUMBER: 1019**

| Element/Object | | Details | Total |
|---|---|---|---|
| 12 | Travel & Training | | |
| | 12-10 Non-Training Travel | Staff mileage reimbursement | 150 |
| | 12-11 Travel & Training | Maryland Municipal Clerks Association quarterly meetings ..... 300 | |
| | | Certified Municipal Clerk Institute (IIMC), @ Virginia Beach, Assistant City Clerk ..... 1,000 | |
| | | IIMC annual conference @ Atlantic City, City Clerk ..... 1,930 | |
| | | Region 2 conference @ Atlantic City, City Clerk ..... 570 | |
| | | Other training ..... 200 | 4,000 |
| 36 | Special Services | | |
| | 36-10 Printing | Letterhead, envelopes, message pads ..... 500 | |
| | | City Code book updates ..... 6,100 | |
| | | General Code - E-Code annual maintenance ..... 1,195 | 7,795 |
| | 36-11 Classified Advertising | Charter Resolution or annexation advertising, estimate 4 @ $600 | 2,400 |
| | 36-40 Files Management | ShoreScan – hosted document management system for scanning Administration files, includes initial training and setup | 5,955 |
| 47 | Clothing & Uniforms | | |
| | 47-10 Clothing & Uniforms | City seal clothing | 100 |
| 61 | Office Supplies | | |
| | 61-10 Office Supplies | Includes City Manager's office | 1,645 |
| 67 | Dues & Publication | | |
| | 67-10 Dues | International Institute of Municipal Clerks (IIMC), 1 @ $165, 1 @ $125 ..... 290 | |
| | | Maryland Municipal Clerks' Association (MMCA), 2 @ $50 ..... 100 | 390 |
| | 67-20 Publications & Books | The Washington Post, weekday subscription ..... 110 | |

## PROGRAM NAME/NUMBER City Clerk/1019

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 1019 |
|---|---|---|---|
| Element/Object | | Details | Total |
| | | Miscellaneous publications ..... 100 | 210 |

**Capital Outlay:** None

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 366.15 | Freedom of Information Act Requests | 235 | 119 | 100 | 69 | 100 |
| | | | | | | |
| | TOTAL | 235 | 119 | 100 | 69 | 100 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 10 | GENERAL GOVERNMENT | | | | | | |
| DIV 19 | CITY CLERK | | | | | | |
| SUB 0 | GENERAL GOVERNMENT | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 1019-510.10-01 | SALARY | 70,909 | 72,877 | 76,593 | 76,669 | 79,695 | 79,695 |
| 1019-510.10-02 | HOURLY | 30,920 | 32,666 | 34,094 | 34,003 | 35,646 | 35,646 |
| * | PAYROLL-WAGES | 101,829 | 105,543 | 110,687 | 110,672 | 115,341 | 115,341 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 1019-510.11-10 | FICA | 7,418 | 7,738 | 8,114 | 8,285 | 8,651 | 8,651 |
| 1019-510.11-12 | HEALTH INSURANCE | 6,074 | 6,148 | 6,141 | 5,898 | 5,929 | 5,929 |
| 1019-510.11-13 | DENTAL INSURANCE | 485 | 515 | 514 | 493 | 514 | 514 |
| 1019-510.11-14 | LIFE INSURANCE | 297 | 290 | 309 | 297 | 320 | 320 |
| 1019-510.11-15 | VISION INSURANCE | 236 | 178 | 178 | 173 | 184 | 184 |
| 1019-510.11-17 | 457 CITY MATCH CONTRIBUTN | 1,127 | 1,122 | 1,121 | 1,216 | 1,317 | 1,317 |
| 1019-510.11-18 | RETIREMENT | 6,670 | 6,910 | 7,244 | 7,241 | 7,546 | 7,546 |
| 1019-510.11-21 | WORKERS COMPENSATION INS | 176 | 172 | 197 | 196 | 201 | 201 |
| 1019-510.11-22 | LONG TERM DISABILITY INS | 377 | 405 | 431 | 404 | 449 | 449 |
| * | FRINGE BENEFITS | 22,860 | 23,478 | 24,249 | 24,203 | 25,111 | 25,111 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 1019-510.12-10 | NON TRAINING TRAVEL | 0 | 0 | 150 | 0 | 150 | 150 |
| 1019-510.12-11 | TRAVEL & TRAINING | 2,433 | 3,640 | 3,650 | 3,082 | 4,000 | 4,000 |
| * | TRAVEL & TRAINING | 2,433 | 3,640 | 3,800 | 3,082 | 4,150 | 4,150 |
| ELEM 20 | OVERHEAD | | | | | | |
| 1019-510.20-10 | INSURANCE | 3,700 | 3,555 | 3,472 | 3,472 | 3,189 | 3,189 |
| 1019-510.20-12 | POSTAGE | 131 | 104 | 417 | 44 | 640 | 640 |
| 1019-510.20-13 | UTILITIES | 3,130 | 2,639 | 2,829 | 2,829 | 2,838 | 2,938 |
| 1019-510.20-14 | TELEPHONE | 2,070 | 684 | 684 | 684 | 821 | 821 |
| 1019-510.20-15 | INFORMATION TECHNOLOGY | 4,915 | 4,891 | 5,756 | 5,756 | 5,528 | 5,528 |
| 1019-510.20-16 | BUILDING MAINTENANCE | 14,861 | 13,657 | 14,635 | 13,134 | 14,674 | 14,674 |
| 1019-510.20-17 | COPIER | 217 | 81 | 482 | 355 | 504 | 504 |
| * | OVERHEAD | 29,024 | 25,611 | 28,275 | 26,274 | 28,194 | 28,294 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 1019-510.36-10 | PRINTING | 4,633 | 4,708 | 6,195 | 9,967 | 7,795 | 7,795 |
| 1019-510.36-11 | CLASSIFIED ADVERTISING | 531 | 557 | 4,000 | 459 | 2,400 | 2,400 |
| 1019-510.36-40 | FILES MANAGEMENT | 0 | 0 | 0 | 0 | 5,955 | 5,955 |
| * | SPECIAL SERVICES | 5,164 | 5,265 | 10,195 | 10,426 | 16,150 | 16,150 |
| ELEM 47 | CLOTHING & UNIFORMS | | | | | | |
| 1019-510.47-10 | CLOTHING & UNIFORMS | 0 | 0 | 300 | 0 | 100 | 100 |
| * | CLOTHING & UNIFORMS | 0 | 0 | 300 | 0 | 100 | 100 |
| ELEM 60 | SUPPLIES | | | | | | |
| 1019-510.60-10 | GENERAL SUPPLIES | 90 | 0 | 0 | 0 | 0 | 0 |
| 1019-510.60-11 | MEETING REFRESHMENTS | 0 | 63 | 0 | 0 | 0 | 0 |
| * | SUPPLIES | 90 | 63 | 0 | 0 | 0 | 0 |
| ELEM 61 | OFFICE SUPPLIES | | | | | | |
| 1019-510.61-10 | OFFICE SUPPLIES | 875 | 1,285 | 1,500 | 1,274 | 1,645 | 1,645 |
| * | OFFICE SUPPLIES | 875 | 1,285 | 1,500 | 1,274 | 1,645 | 1,645 |
| ELEM 62 | POSTAGE | | | | | | |
| 1019-510.62-10 | POSTAGE | 0 | 11 | 0 | 0 | 0 | 0 |
| * | POSTAGE | 0 | 11 | 0 | 0 | 0 | 0 |
| ELEM 67 | DUES & PUBLICATIONS | | | | | | |
| 1019-510.67-10 | DUES | 340 | 275 | 390 | 525 | 390 | 390 |
| 1019-510.67-20 | PUBLICATIONS & BOOKS | 181 | 296 | 340 | 222 | 210 | 210 |
| * | DUES & PUBLICATIONS | 521 | 571 | 730 | 747 | 600 | 600 |
| ELEM 69 | MISCELLANEOUS CHARGE | | | | | | |
| 1019-510.69-10 | MISCELLANEOUS | 19 | 0 | 0 | 0 | 0 | 0 |
| * | MISCELLANEOUS CHARGE | 19 | 0 | 0 | 0 | 0 | 0 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 10 | GENERAL GOVERNMENT | | | | | | |
| DIV 19 | CITY CLERK | | | | | | |
| SUB 0 | GENERAL GOVERNMENT | | | | | | |
| ELEM 69 | MISCELLANEOUS CHARGE | | | | | | |
| ** | CITY CLERK | 162,815 | 165,467 | 179,736 | 176,678 | 191,291 | 191,391 |

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# FINANCE

## PROGRAM NAME/NUMBER — Finance Administration/1020

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Manage revenues to ensure the City receives all revenues to which it is entitled<br>• Identify new revenue sources or ways to reduce expenditures | Percent of budgeted revenues actually received | 108% | 100% | >100% | 100% |
| 2. Ensure that purchases comply with policy and procedures | Procurement contracts over $30,000 submitted to Mayor & Council for award | New | New | 100% | 100% |
| 3. Ensure accountability for sound financial management through adequate policies, audit and internal controls | Number of substantiated violations identified through audit or review | 0 | 0 | 0 | 0 |
| | Number of external audit findings | 0 | 0 | 0 | 0 |

## PROGRAM NAME/NUMBER — Finance Administration/1020

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL FY10 | ACTUAL FY11 | ACTUAL FY12 | ESTIMATED FY13 |
|---|---|---|---|---|
| Director of Finance | 0.30 | 0.30 | 0.30 | 0.30 |
| Deputy Director of Finance | 0.10 | 0.10 | 0.10 | 0.10 |
| | | | | |
| | | | | |
| Budget Total | **0.40** | **0.40** | **0.40** | **0.40** |

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

**EXPENDITURE SUPPORT DATA — PROGRAM NUMBER: 1020**

| Element/Object | | Details | Total |
|---|---|---|---|
| 12 | Travel & Training | | |
| | 12-10 Non Training Travel | Staff mileage reimbursement | 160 |
| | 12-11 Travel & Training | MDGFOA, quarterly meetings, 2 attendees @ $300 ..... 600 | |
| | | MDGFOA, annual conference, 2 @ $650 ..... 1,300 | |
| | | GFOA annual conference @ San Francisco: | |
| | | Registration, 2 @ $385 ..... 770 | |
| | | Travel and lodging, 2 @ $1,900 ..... 3,800 | 6,470 |
| 66 | Telephone & Communications | | |
| | 66-12 Cellular Phone | Monthly service @ $40, 1 phone | 480 |
| 67 | Dues & Publications | | |
| | 67-10 Dues | American Institute of CPAs (AICPA), 1 @ $215 ..... 215 | |
| | | Government Finance Officers Association (GFOA), 1 @ $225, 1 @ $150 ..... 375 | |
| | | Maryland Government Finance Officers Association (MDGFOA), 3 (including Fiscal Support Specialist) @ $35 ..... 105 | |
| | | Maryland Department of Licensing, 1 @ $80 (bi-annual license renewals are on staggered schedule) ..... 80 | 775 |
| | 67-20 Publications & Books | CAFR submission fee for GFOA award ..... 435 | |
| | | Budget submission fee for GFOA award ..... 280 | |
| | | GFOA and GASB publications ..... 100 | 815 |
| 69 | Miscellaneous Charge | | |
| | 69-10 Miscellaneous | | 250 |

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 10 | GENERAL GOVERNMENT | | | | | | |
| DIV 20 | FINANCE ADMINISTRATION | | | | | | |
| SUB 0 | GENERAL GOVERNMENT | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 1020-510.10-01 | SALARY | 43,786 | 42,670 | 43,747 | 43,727 | 44,848 | 44,848 |
| * | PAYROLL-WAGES | 43,786 | 42,670 | 43,747 | 43,727 | 44,848 | 44,848 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 1020-510.11-10 | FICA | 3,043 | 3,097 | 2,879 | 3,149 | 2,923 | 2,923 |
| 1020-510.11-12 | HEALTH INSURANCE | 3,000 | 3,068 | 3,065 | 2,521 | 2,944 | 2,944 |
| 1020-510.11-13 | DENTAL INSURANCE | 173 | 184 | 184 | 176 | 184 | 184 |
| 1020-510.11-14 | LIFE INSURANCE | 120 | 117 | 122 | 113 | 125 | 125 |
| 1020-510.11-15 | VISION INSURANCE | 73 | 56 | 56 | 55 | 60 | 60 |
| 1020-510.11-17 | 457 CITY MATCH CONTRIBUTN | 656 | 670 | 665 | 754 | 991 | 991 |
| 1020-510.11-18 | RETIREMENT | 2,739 | 2,791 | 2,844 | 2,844 | 2,915 | 2,915 |
| 1020-510.11-21 | WORKERS COMPENSATION INS | 73 | 69 | 77 | 77 | 78 | 78 |
| 1020-510.11-22 | LONG TERM DISABILITY INS | 153 | 163 | 170 | 159 | 175 | 175 |
| * | FRINGE BENEFITS | 10,030 | 10,215 | 10,062 | 9,848 | 10,395 | 10,395 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 1020-510.12-10 | NON TRAINING TRAVEL | 131 | 153 | 150 | 129 | 160 | 160 |
| 1020-510.12-11 | TRAVEL & TRAINING | 4,847 | 3,771 | 5,900 | 6,255 | 6,470 | 6,470 |
| * | TRAVEL & TRAINING | 4,978 | 3,924 | 6,050 | 6,384 | 6,630 | 6,630 |
| ELEM 20 | OVERHEAD | | | | | | |
| 1020-510.20-10 | INSURANCE | 7,400 | 7,111 | 6,944 | 6,944 | 6,377 | 6,377 |
| 1020-510.20-13 | UTILITIES | 14,398 | 12,137 | 13,013 | 13,013 | 13,057 | 13,517 |
| 1020-510.20-14 | TELEPHONE | 3,450 | 3,192 | 3,192 | 3,192 | 3,832 | 3,832 |
| 1020-510.20-15 | INFORMATION TECHNOLOGY | 9,831 | 9,782 | 5,756 | 5,756 | 5,528 | 5,528 |
| 1020-510.20-16 | BUILDING MAINTENANCE | 23,777 | 21,852 | 23,415 | 21,015 | 23,479 | 23,479 |
| * | OVERHEAD | 58,856 | 54,074 | 52,320 | 49,920 | 52,273 | 52,733 |
| ELEM 66 | TELEPHONE & COMMUNICATION | | | | | | |
| 1020-510.66-12 | CELLULAR PHONE | 386 | 386 | 600 | 366 | 480 | 480 |
| * | TELEPHONE & COMMUNICATION | 386 | 386 | 600 | 366 | 480 | 480 |
| ELEM 67 | DUES & PUBLICATIONS | | | | | | |
| 1020-510.67-10 | DUES | 645 | 845 | 765 | 730 | 775 | 775 |
| 1020-510.67-20 | PUBLICATIONS & BOOKS | 782 | 782 | 885 | 1,119 | 815 | 815 |
| * | DUES & PUBLICATIONS | 1,427 | 1,627 | 1,650 | 1,849 | 1,590 | 1,590 |
| ELEM 69 | MISCELLANEOUS CHARGE | | | | | | |
| 1020-510.69-10 | MISCELLANEOUS | 114 | 553 | 250 | 127 | 250 | 250 |
| * | MISCELLANEOUS CHARGE | 114 | 553 | 250 | 127 | 250 | 250 |
| ** | FINANCE ADMINISTRATION | 119,577 | 113,449 | 114,679 | 112,221 | 116,466 | 116,926 |

## 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 | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Ensure that payroll is processed in a timely and accurate manner | Percent of payments made timely | 100% | 100% | 100% | 100% |
| • Complete 1 payroll audit annually, in preparation for issuance of W-2's | Percent of payments made accurately * **Note: Subject to accurate departmental submissions* | 100% | 95% | 100% | 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 help-fulness and responsiveness of payroll services | 98% | 98% | 98% | 98% |

## PROGRAM NAME/NUMBER — Payroll Services/1021

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL FY10 | ACTUAL FY11 | ACTUAL FY12 | ESTIMATED FY13 |
|---|---|---|---|---|
| Director of Finance | 0.05 | 0.05 | 0.05 | 0.05 |
| Deputy Director of Finance | 0.05 | 0.05 | 0.05 | 0.05 |
| Billing & Collections Supervisor | 0.00 | 0.10 | 0.10 | 0.10 |
| Payroll Supervisor | 1.00 | 1.00 | 1.00 | 1.00 |
| Fiscal Support Specialist III | 0.10 | 0.00 | 0.00 | 0.00 |
| | | | | |
| Budget Total | **1.20** | **1.20** | **1.20** | **1.20** |

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

**EXPENDITURE SUPPORT DATA** — **PROGRAM NUMBER: 1021**

| Element/Object | | Details | Total |
|---|---|---|---|
| 12 | Travel & Training<br>12-11 Travel & Training | APA – quarterly meetings ..... 80<br>Other seminars & workshops ..... 300 | 380 |
| 67 | Dues & Publications<br>67-10 Dues | American Payroll Association | 225 |
| | 67-20 Publications & Books | IOMA Compliance Guide, subscription ..... 400<br>ACH Participant Directory (for direct deposit) ..... 225 | 625 |

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| | DEPT 10 GENERAL GOVERNMENT | | | | | | |
| | DIV 21 PAYROLL SERVICES | | | | | | |
| | SUB 0 GENERAL GOVERNMENT | | | | | | |
| | ELEM 10 PAYROLL-WAGES | | | | | | |
| 1021-510.10-01 | SALARY | 9,779 | 15,236 | 16,583 | 16,590 | 17,458 | 17,458 |
| 1021-510.10-02 | HOURLY | 59,655 | 55,785 | 55,596 | 55,674 | 59,326 | 59,326 |
| 1021-510.10-03 | OVERTIME | 2 | 0 | 100 | 0 | 100 | 100 |
| * | PAYROLL-WAGES | 69,436 | 71,021 | 72,279 | 72,264 | 76,884 | 76,884 |
| | ELEM 11 FRINGE BENEFITS | | | | | | |
| 1021-510.11-10 | FICA | 5,000 | 5,077 | 5,121 | 5,192 | 5,456 | 5,456 |
| 1021-510.11-12 | HEALTH INSURANCE | 14,658 | 14,991 | 14,973 | 14,021 | 14,388 | 14,388 |
| 1021-510.11-13 | DENTAL INSURANCE | 587 | 607 | 624 | 599 | 624 | 624 |
| 1021-510.11-14 | LIFE INSURANCE | 201 | 193 | 202 | 193 | 214 | 214 |
| 1021-510.11-15 | VISION INSURANCE | 264 | 232 | 232 | 225 | 240 | 240 |
| 1021-510.11-17 | 457 CITY MATCH CONTRIBUTN | 779 | 792 | 789 | 833 | 899 | 899 |
| 1021-510.11-18 | RETIREMENT | 4,537 | 4,611 | 4,705 | 4,704 | 5,004 | 5,004 |
| 1021-510.11-21 | WORKERS COMPENSATION INS | 121 | 115 | 128 | 127 | 133 | 133 |
| 1021-510.11-22 | LONG TERM DISABILITY INS | 254 | 270 | 281 | 263 | 299 | 299 |
| * | FRINGE BENEFITS | 26,401 | 26,888 | 27,055 | 26,157 | 27,257 | 27,257 |
| | ELEM 12 TRAVEL & TRAINING | | | | | | |
| 1021-510.12-11 | TRAVEL & TRAINING | 199 | 12 | 380 | 0 | 380 | 380 |
| * | TRAVEL & TRAINING | 199 | 12 | 380 | 0 | 380 | 380 |
| | ELEM 20 OVERHEAD | | | | | | |
| 1021-510.20-12 | POSTAGE | 363 | 394 | 417 | 413 | 960 | 960 |
| 1021-510.20-14 | TELEPHONE | 920 | 0 | 0 | 0 | 0 | 0 |
| 1021-510.20-15 | INFORMATION TECHNOLOGY | 39,324 | 39,127 | 34,537 | 34,537 | 33,167 | 33,167 |
| 1021-510.20-17 | COPIER | 15 | 17 | 241 | 12 | 504 | 504 |
| * | OVERHEAD | 40,622 | 39,538 | 35,195 | 34,962 | 34,631 | 34,631 |
| | ELEM 67 DUES & PUBLICATIONS | | | | | | |
| 1021-510.67-10 | DUES | 0 | 219 | 225 | 0 | 225 | 225 |
| 1021-510.67-20 | PUBLICATIONS & BOOKS | 504 | 0 | 625 | 0 | 625 | 625 |
| * | DUES & PUBLICATIONS | 504 | 219 | 850 | 0 | 850 | 850 |
| | ELEM 69 MISCELLANEOUS CHARGE | | | | | | |
| 1021-510.69-10 | MISCELLANEOUS | 0 | 100 | 0 | 0 | 0 | 0 |
| * | MISCELLANEOUS CHARGE | 0 | 100 | 0 | 0 | 0 | 0 |
| ** | PAYROLL SERVICES | 137,162 | 137,778 | 135,759 | 133,383 | 140,002 | 140,002 |

## 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 | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Ensure timely and accurate collection of taxes and other accounts receivable | Percent of personal property tax bills issued on time | 100% | 100% | 100% | 100% |
| | Percent of accounts receivable collected when due | 90% | 90% | 90% | 90% |
| 2. Ensure timely and accurate collection of parking tickets | Percent of current fiscal year tickets collected in-house during current fiscal year | 70% | 70% | 70% | 70% |
| | Percent of current fiscal year tickets collected by collection agency during current fiscal year | 5% | 5% | 5% | 5% |
| 3. Provide timely and accurate reports of financial condition<br>• Issue monthly financial reports within 12 working days after the end of the month<br>• Complete the CAFR (Comprehensive Annual Financial Report) and Maryland Uniform Financial Report (UFR) by applicable deadlines<br>• Achieve GFOA award for the CAFR | Percent of monthly reports issued within deadlines | 100% | 100% | 100% | 100% |
| 4. Manage the certified audit | Percent of audit deadlines met | 100% | 100% | 100% | 100% |
| 5. Manage cash to generate revenue through sound investments, in accordance with adopted investment policy | Percent of cash invested | 95% | 95% | 95% | 95% |
| | Dollars of investment earnings | $25,327 | $40,000 | $45,493 | $60,730 |

| | | | | | |
|---|---|---|---|---|---|
| • Maintain proper level of compensating balance to reduce or eliminate bank service charges; weigh earnings loss against bank charges | Bank service charges paid | $9,246 | <$10,800 | $7,833 | <$9,900 |

## PROGRAM NAME/NUMBER — Accounting & Financial Reporting/1022

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| 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 | 0.90 | 0.90 | 0.90 |
| Fiscal Support Specialist III | 1.90 | 1.00 | 1.00 | 1.00 |
| Fiscal Support Specialist II | 1.80 | 2.30 | 1.80 | 1.80 |
| | | | | |
| Budget Total | **5.60** | **5.10** | **4.60** | **4.60** |

**OPERATING EXPENDITURES:** Bank charges include service charges for the parking ticket collection account with Bank of the West; service charges for the City's core accounts have been reduced through compensating balances (set at appropriate levels to maximize the interrelationship between loss of investment earnings and charges for services) at Bank of America. Office supplies include W-2 and 1099 forms, computer paper, filing supplies and storage boxes. Travel and Training included in this program is for staff training in technical procedures. Printing cost includes the printing of the CAFR, disbursement and payroll checks, security envelopes, etc. Postage includes mailing of dunning notices and statements. The certified audit fee is for year 3 of a 3-year audit contract (with an optional 4th year). Credit card charges have increased as a result of the acceptance of credit cards at parking pay stations.

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 1022 |
|---|---|---|---|
| **Element/Object** | | **Details** | **Total** |
| 12 | Travel & Training<br>12-11 Travel & Training | MDGFOA, quarterly meetings, 1 attendee ..... 300<br>MDGFOA, annual conference, 1 attendee ..... 650 | 950 |
| 20 | Overhead<br>20-25 Administrative | 2% of net speed enforcement camera revenue received | (24,400) |
| 30 | Professional Services<br>30-10 Auditing & Accounting | Contract for auditing services ..... 15,160<br>Single audit, required if Federal funds received in FY2012 exceed $500,000 ..... 2,150 | 17,310 |
| 36 | Special Services<br>36-10 Printing | CAFR, 100 copies ..... 300<br>Parking dunning notices (6,000 annually) ..... 1,000<br>Envelopes, security window and plain ..... 1,200<br>Disbursement and payroll account checks ..... 1,200<br>Other forms and printing ..... 500 | 4,200 |
| | 36-13 MVA Services | Maryland MVA address requests, 600 x 12 months @ $0.025 per record ..... 180<br>New Jersey MVA address requests, 10 x 12 months @ $4.50 per record ..... 540<br>Other states' motor vehicle address requests through third party vendor DMVRegInfo, 60 x 12 months @ | |

## PROGRAM NAME/NUMBER Accounting & Financial Reporting/1022

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 1022 |
|---|---|---|---|
| Element/Object | | Details | Total |
| | | $1.25 per record ..... 900 | 1,620 |
| 55 | Financial Charges | | |
| | 55-10 Banks | Bank of America, account activity charges for months when account activity charges exceed earnings on compensating balance ..... 9,600 | |
| | | Bank of the West, service charges @ $25/month ..... 300 | 9,900 |
| | 55-15 Credit Cards | Visa, MasterCard, Discover discount, $3,200 monthly ..... 38,400 | |
| | | American Express discount, $150 monthly ..... 1,800 | |
| | | CreditCall – terminal communication fee for credit card processing at parking pay stations, $15/month x 13 stations ..... 2,340 | 42,540 |
| | 55-20 Armored Car Service | Armored car service for coin and currency pickup @ $390 monthly | 4,680 |
| 60 | Supplies | | |
| | 60-10 General Supplies | | 100 |
| 61 | Office Supplies | | |
| | 61-10 Office Supplies | W-2 and 1099 forms and envelopes ..... 300 | |
| | | Record retention storage boxes ..... 500 | |
| | | Calendars ..... 200 | |
| | | Computer paper, 60 boxes @ $45 ..... 2,700 | |
| | | Binders, folders, dividers ..... 400 | |
| | | Miscellaneous supplies ..... 500 | |
| | | Plastic bags for bank deposit of coin and currency ..... 800 | 5,400 |
| 62 | Postage | | |
| | 62-10 Postage | U. S. Postal Service – first class presort fee permit ..... 190 | |
| | | U. S. Postal Service – standard mail fee permit ..... 190 | |
| | | Shipping charges, GFOA submittals and other ..... 60 | 440 |

**Capital Outlay:** None

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 334.20 | Bank Stock Tax | 10,717 | 10,717 | 10,717 | 10,717 | 10,717 |
| 361.10 | Investment Earnings | 59,502 | 25,121 | 40,000 | 11,377 | 25,000 |
| 361.11 | Investments-Market Value Adjustment | (25,624) | (8,329) | 0 | 0 | 0 |
| 361.22 | Interest-Tenant Improvement Allowance | 0 | 22,216 | 37,064 | 30,978 | 35,730 |
| 361.30 | Other Interest | 2,936 | 2,688 | 0 | 3,138 | 0 |
| 366.70 | CDMA Billing Fees | 262 | 351 | 360 | 384 | 380 |
| | | | | | | |
| | TOTAL | 47,793 | 39,083 | 51,077 | 56,594 | 71,827 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 10 | GENERAL GOVERNMENT | | | | | | |
| DIV 22 | ACCTG & FINANCL REPORTING | | | | | | |
| SUB 0 | GENERAL GOVERNMENT | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 1022-510.10-01 | SALARY | 147,330 | 145,954 | 140,840 | 140,936 | 149,222 | 149,222 |
| 1022-510.10-02 | HOURLY | 170,804 | 131,997 | 129,189 | 130,051 | 133,607 | 133,607 |
| 1022-510.10-03 | OVERTIME | 134 | 275 | 500 | 437 | 500 | 500 |
| 1022-510.10-10 | SHIFT DIFFERENTIAL-NIGHTS | 37 | 0 | 0 | 0 | 0 | 0 |
| * | PAYROLL-WAGES | 318,305 | 278,226 | 270,529 | 271,424 | 283,329 | 283,329 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 1022-510.11-10 | FICA | 22,786 | 20,646 | 19,496 | 19,750 | 20,374 | 20,374 |
| 1022-510.11-12 | HEALTH INSURANCE | 37,622 | 29,067 | 27,843 | 23,732 | 26,927 | 26,927 |
| 1022-510.11-13 | DENTAL INSURANCE | 3,029 | 2,349 | 2,302 | 2,211 | 2,302 | 2,302 |
| 1022-510.11-14 | LIFE INSURANCE | 859 | 685 | 702 | 688 | 734 | 734 |
| 1022-510.11-15 | VISION INSURANCE | 1,481 | 1,042 | 1,020 | 986 | 1,115 | 1,115 |
| 1022-510.11-17 | 457 CITY MATCH CONTRIBUTN | 3,937 | 3,373 | 3,252 | 4,017 | 4,862 | 4,862 |
| 1022-510.11-18 | RETIREMENT | 20,358 | 18,559 | 17,710 | 17,790 | 18,542 | 18,542 |
| 1022-510.11-21 | WORKERS COMPENSATION INS | 552 | 460 | 482 | 481 | 494 | 494 |
| 1022-510.11-22 | LONG TERM DISABILITY INS | 1,084 | 954 | 981 | 930 | 1,028 | 1,028 |
| * | FRINGE BENEFITS | 91,708 | 77,135 | 73,788 | 70,585 | 76,378 | 76,378 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 1022-510.12-10 | NON TRAINING TRAVEL | 11 | 0 | 0 | 0 | 0 | 0 |
| 1022-510.12-11 | TRAVEL & TRAINING | 288 | 824 | 900 | 987 | 950 | 950 |
| * | TRAVEL & TRAINING | 299 | 824 | 900 | 987 | 950 | 950 |
| ELEM 20 | OVERHEAD | | | | | | |
| 1022-510.20-12 | POSTAGE | 6,548 | 6,230 | 6,667 | 4,703 | 7,040 | 7,040 |
| 1022-510.20-14 | TELEPHONE | 4,370 | 0 | 0 | 0 | 0 | 0 |
| 1022-510.20-15 | INFORMATION TECHNOLOGY | 78,648 | 78,255 | 86,342 | 86,342 | 77,389 | 77,389 |
| 1022-510.20-17 | COPIER | 1,859 | 2,118 | 2,411 | 1,781 | 3,025 | 3,025 |
| 1022-510.20-25 | ADMINISTRATIVE | 0 | 40,415- | 0 | 26,320- | 24,400- | 24,400- |
| * | OVERHEAD | 91,425 | 46,188 | 95,420 | 66,506 | 63,054 | 63,054 |
| ELEM 30 | PROFESSIONAL SERVICES | | | | | | |
| 1022-510.30-10 | AUDITING & ACCOUNTING | 13,920 | 13,500 | 16,810 | 16,810 | 17,310 | 17,310 |
| * | PROFESSIONAL SERVICES | 13,920 | 13,500 | 16,810 | 16,810 | 17,310 | 17,310 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 1022-510.36-10 | PRINTING | 5,029 | 4,263 | 4,200 | 4,296 | 4,200 | 4,200 |
| 1022-510.36-11 | CLASSIFIED ADVERTISING | 0 | 898 | 0 | 0 | 0 | 0 |
| 1022-510.36-13 | MVA SERVICES | 930 | 679 | 1,620 | 1,020 | 1,620 | 1,620 |
| * | SPECIAL SERVICES | 5,959 | 5,840 | 5,820 | 5,316 | 5,820 | 5,820 |
| ELEM 55 | FINANCIAL CHARGES | | | | | | |
| 1022-510.55-10 | BANK SERVICE CHARGES | 8,803 | 9,246 | 9,900 | 7,833 | 9,900 | 9,900 |
| 1022-510.55-15 | CREDIT CARD FEES | 28,203 | 34,909 | 36,584 | 57,200 | 42,540 | 42,540 |
| 1022-510.55-20 | ARMORED CAR SERVICE | 4,852 | 5,070 | 4,200 | 5,357 | 4,680 | 4,680 |
| * | FINANCIAL CHARGES | 41,858 | 49,225 | 50,684 | 70,390 | 57,120 | 57,120 |
| ELEM 60 | SUPPLIES | | | | | | |
| 1022-510.60-10 | GENERAL SUPPLIES | 528 | 0 | 100 | 0 | 100 | 100 |
| * | SUPPLIES | 528 | 0 | 100 | 0 | 100 | 100 |
| ELEM 61 | OFFICE SUPPLIES | | | | | | |
| 1022-510.61-10 | OFFICE SUPPLIES | 5,808 | 5,157 | 5,700 | 4,773 | 5,400 | 5,400 |
| * | OFFICE SUPPLIES | 5,808 | 5,157 | 5,700 | 4,773 | 5,400 | 5,400 |
| ELEM 62 | POSTAGE | | | | | | |
| 1022-510.62-10 | POSTAGE | 221 | 409 | 420 | 320 | 440 | 440 |
| * | POSTAGE | 221 | 409 | 420 | 320 | 440 | 440 |
| ELEM 67 | DUES & PUBLICATIONS | | | | | | |
| 1022-510.67-10 | DUES | 35 | 0 | 0 | 0 | 0 | 0 |
| * | DUES & PUBLICATIONS | 35 | 0 | 0 | 0 | 0 | 0 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 10 | GENERAL GOVERNMENT | | | | | | |
| DIV 22 | ACCTG & FINANCL REPORTING | | | | | | |
| SUB 0 | GENERAL GOVERNMENT | | | | | | |
| ELEM 67 | DUES & PUBLICATIONS | | | | | | |
| ** | ACCTG & FINANCL REPORTING | 570,066 | 476,504 | 520,171 | 507,111 | 509,901 | 509,901 |

## 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 | FY2011 ACTUAL | FY2012 | | FY2013 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<br>• Meet scheduled deadlines to adopt budget by May 31<br>• Achieve GFOA Distinguished Budget Presentation award | Percent of budget preparation deadlines met | 100% | 100% | 100% | 100% |

## PROGRAM NAME/NUMBER — Budget Development & Monitoring/1023

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| Director of Finance | 0.35 | 0.35 | 0.35 | 0.35 |
| Deputy Director of Finance | 0.10 | 0.10 | 0.10 | 0.10 |
| | | | | |
| | | | | |
| Budget Total | **0.45** | **0.45** | **0.45** | **0.45** |

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

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 1023 |
|---|---|---|---|
| **Element/Object** | | **Details** | **Total** |
| 36 | Special Services | | |
| | 36-10 Printing | FY2013 Adopted Budget, 80 copies @ $20 ..... 1,600<br>FY2014 Requested Budget, 50 copies ..... 600 | 2,200 |
| | 36-11 Classified Advertising | Advertising, budget ordinances and constant yield tax rate | 750 |

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 10 | GENERAL GOVERNMENT | | | | | | |
| DIV 23 | BUDGET DEVEL & MONITORING | | | | | | |
| SUB 0 | GENERAL GOVERNMENT | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 1023-510.10-01 | SALARY | 47,779 | 48,672 | 49,566 | 49,541 | 50,783 | 50,783 |
| * | PAYROLL-WAGES | 47,779 | 48,672 | 49,566 | 49,541 | 50,783 | 50,783 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 1023-510.11-10 | FICA | 3,452 | 3,512 | 3,253 | 3,567 | 3,299 | 3,299 |
| 1023-510.11-12 | HEALTH INSURANCE | 3,258 | 3,333 | 3,329 | 2,766 | 3,198 | 3,198 |
| 1023-510.11-13 | DENTAL INSURANCE | 186 | 198 | 198 | 189 | 198 | 198 |
| 1023-510.11-14 | LIFE INSURANCE | 137 | 132 | 138 | 128 | 141 | 141 |
| 1023-510.11-15 | VISION INSURANCE | 79 | 61 | 61 | 59 | 65 | 65 |
| 1023-510.11-17 | 457 CITY MATCH CONTRIBUTN | 753 | 768 | 763 | 852 | 1,115 | 1,115 |
| 1023-510.11-18 | RETIREMENT | 3,106 | 3,164 | 3,222 | 3,222 | 3,301 | 3,301 |
| 1023-510.11-21 | WORKERS COMPENSATION INS | 82 | 78 | 88 | 87 | 88 | 88 |
| 1023-510.11-22 | LONG TERM DISABILITY INS | 173 | 185 | 193 | 180 | 198 | 198 |
| * | FRINGE BENEFITS | 11,226 | 11,431 | 11,245 | 11,050 | 11,603 | 11,603 |
| ELEM 20 | OVERHEAD | | | | | | |
| 1023-510.20-15 | INFORMATION TECHNOLOGY | 24,577 | 24,455 | 23,025 | 23,025 | 22,111 | 22,111 |
| 1023-510.20-17 | COPIER | 642 | 1,806 | 1,206 | 987 | 2,521 | 2,521 |
| * | OVERHEAD | 25,219 | 26,261 | 24,231 | 24,012 | 24,632 | 24,632 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 1023-510.36-10 | PRINTING | 430 | 446 | 2,600 | 1,870 | 2,200 | 2,200 |
| 1023-510.36-11 | CLASSIFIED ADVERTISING | 0 | 0 | 750 | 0 | 750 | 750 |
| * | SPECIAL SERVICES | 430 | 446 | 3,350 | 1,870 | 2,950 | 2,950 |
| ** | BUDGET DEVEL & MONITORING | 84,654 | 86,810 | 88,392 | 86,473 | 89,968 | 89,968 |

## PROGRAM NAME/NUMBER — Information Technology/1024

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Ensure the continuity of operations for information technology and telecommunications systems to support City government<br>• 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<br>Note: Measures subject to equipment delivery and software vendor delays | Percent of equipment requiring repair or replacement due to breakdown | <5% | <5% | <5% | <5% |
| | Percent of repairs completed within 3 working days | 95% | 95% | 95% | 95% |
| | Percent of non-vendor software problems resolved within 3 working days | 100% | 100% | 100% | 100% |
| | Percent of service requests completed by deadline | 95% | 95% | 95% | 95% |
| | Percent of project deadlines met | 90% | 90% | 90% | 90% |
| 3. Maintain the City's web site | Update content, implement improvements and increase functionality | TBD | TBD | TBD | TBD |

## PROGRAM NAME/NUMBER — Information Technology/1024

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL FY10 | ACTUAL FY11 | ACTUAL FY12 | ESTIMATED FY13 |
|---|---|---|---|---|
| Director of Finance | 0.15 | 0.15 | 0.15 | 0.15 |
| Information Systems Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Programmer Analyst | 1.00 | 1.00 | 1.00 | 1.00 |
| Information Systems Technician III | 1.00 | 1.00 | 1.00 | 1.00 |
| Information Systems Technician II | 1.00 | 1.00 | 1.00 | 1.00 |
| | | | | |
| Budget Total | **4.15** | **4.15** | **4.15** | **4.15** |

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

**EXPENDITURE SUPPORT DATA** — **PROGRAM NUMBER: 1024**

| | Element/Object | Details | Total |
|---|---|---|---|
| 12 | Travel & Training | | |
| | 12-10 Non Training Travel | Staff mileage reimbursement | 1,550 |
| | 12-11 Travel & Training | IT training (Cisco, ESRI, iSeries) ..... 5,000<br>Travel and meals for training ..... 1,200 | 6,200 |
| 30 | Professional Services | | |
| | 30-14 Management Support Services | Outside consulting on hardware and software, as needed | 5,000 |
| 34 | Contractual Services | | |
| | 34-73 Cabling | All buildings, as needed | 1,500 |
| 36 | Special Services | | |
| | 36-63 PGINCCC I-Net Pro-Rata Exp | City's pro-rata share of FY13 adopted operating budget of Prince George's I-Net (PGINCCC) | 14,851 |
| 40 | Repair & Maintenance | | |
| | 40-14 Computer | Computers and printers | 1,000 |
| | 40-15 Telephone System | Telephone equipment repairs and programming, all buildings | 1,500 |
| 45 | Maintenance Contract | | |
| | 45-10 Computer Software Support | Sungard HTE software, all modules ..... 46,000<br>Qqest fleet management, including Gasboy interface ..... 389<br>Qqest TimeForce time & attendance ..... 1,045<br>ESRI-ArcView GIS software, 3-user license fee (1 assigned to City Engineer, 2 concurrent users) ..... 1,600<br>Social Solutions (YFS casework software) ..... 9,600<br>Comcate (customer request management software) ..... 6,400<br>MD Property View, software license fee ..... 980<br>County Property View data, software license fee ..... 550 | |

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 1024 |
|---|---|---|---|
| Element/Object | | Details | Total |
| | | MetaFile files management software, scanning licenses for Finance and Public Services ..... 7,430<br>Symantec Norton Anti-Virus, network subscription ..... 4,200<br>ESRI ArcGIS for Public Works tree inventory ArcPad ..... 250<br>NTI – anti-spam software for e-mail server ..... 3,000<br>Website content management system (CMS) maint. ..... 1,800 | 83,244 |
| | 45-11 Computer Hardware Support | IBM – System i5 (AS/400) maintenance, including tape drive ..... 4,900<br>Allied Telesyn, I-Net equipment at all locations ..... 1,600 | 6,500 |
| | 45-15 Office Equipment | National Mailing Systems – postage meter and electronic scale ..... 528<br>Cummins-Allison – coin sorter and counter ..... 713 | 1,241 |
| | 45-16 Building Services | Stanley Security Solutions – maintenance on IDenticard security and ID card system @ City Hall | 805 |
| 48 | Rental | | |
| | 48-10 Office Equipment | Hasler – postage meter and feeder | 1,020 |
| | 48-20 Copiers | Konica Minolta bizhub 751 @ City Hall Admin. – lease + maintenance, $1,052/month ..... 12,624<br>Konica Minolta bizhub 600 @ Planning – lease + maintenance, $290/month ..... 3,480<br>Konica Minolta bizhub 200 @ Finance – lease + maintenance, $120/month ..... 1,440<br>Konica Minolta – reimbursement of personal property tax ..... 915 | 18,459 |
| 60 | Supplies | | |
| | 60-10 General Supplies | Copier toner and drums, desktop copiers @ City Hall | 250 |
| | 60-11 Meeting Refreshments | Staff and I-Net meetings | 360 |
| | 60-20 Computer Supplies | PC media ..... 200<br>Backup tape cartridges ..... 1,500<br>Laser and inkjet printer toner, all printers ..... 9,000<br>Color laser printer toner and supplies ..... 5,200<br>Cables, surge protectors, miscellaneous supplies ..... 800 | 16,700 |
| 61 | Office Supplies. | | |
| | 61-10 Office Supplies | Copier paper, postage meter supplies | 6,500 |
| 62 | Postage | | |
| | 62-10 Postage | Postage meter usage, estimated ..... 32,000<br>Postage for Public Services-Rent Stabilization ..... 5,000 | 37,000 |
| 66 | Telephone & Communications | | |
| | 66-10 Telephone | Telephone – local service and long distance at all buildings, provided over Avaya VoIP network phone system @ $2,100/month ..... 25,200<br>POTS ("Plain Old Telephone Service") lines for | |

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 1024 |
|---|---|---|---|
| Element/Object | | Details | Total |
| | | alarm systems, elevators, other uses:<br>City Hall, alarm system lines @ $77/month ..... 924<br>Parking Garage, alarm system and elevator monitoring lines, 4 @ $26/month ..... 1,248 | 27,372 |
| | 66-12 Cellular Phone | AT&T – monthly service @ $40, 3 phones ..... 1,440<br>Replacement parts for AT&T phones (batteries, chargers, cases, etc.) ..... 600<br>Verizon Wireless – aircard service for code enforcement Toughbooks, 6 @ $42/month each ..... 3,024<br>AT&T Mobility – aircard service for 13 parking pay stations @ $208/month ..... 2,496<br>Duncan Parking Technologies – aircard service for 6 X3 handheld ticket writers @ $600/month ..... 7,200 | 14,760 |
| | 66-14 Internet | T-1 line for Internet access provided by Prince George's I-Net (included in I-Net budgeted cost) ..... 0<br>GSA dot gov domain registration, annual fee ..... 125<br>Network Solutions – 2 domain renewals for RoamSecure sites @ $45/year ..... 90<br>Atlantech – website hosting, 3 domains @ $35/year ..... 105<br>Comcast – City Hall Wi-Fi @ $107/month ..... 1,284<br>Comcast – Public Works Wi-Fi @ $107/month ..... 1,284<br>GoDaddy – Internet certs (SSLs) ..... 214 | 3,102 |
| | 66-20 Cable TV Service | Comcast – digital box rental @ $7.25/month ..... 87<br>Verizon – digital box rental @ $3.99/month ..... 48 | 135 |
| 67 | Dues & Publications<br>67-10 Dues | Mid-Atlantic HTE Users Group (MA-HUG) | 200 |
| | 67-20 Publications & Books | AS/400 technical manuals, IBM programming and network maintenance manuals | 200 |
| 97 | Communications Equipment<br>97-10 Telephone Systems | Replacement telephone equipment, all buildings | 1,000 |
| 98 | Computers & Software<br>98-10 Hardware | Replacement PCs, 4 @ $700 ..... 2,800<br>Replacement printers, estimate 3 @ $250 ..... 750<br>Replacement monitors, estimate 2 @ $130 ..... 260<br>Other hardware replacements ..... 2,000 | 5,810 |
| | 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 PCs, printers and monitors for units that cannot be cost-effectively repaired ($5,810). Software includes upgrades not covered under maintenance ($4,000).

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 10 | GENERAL GOVERNMENT | | | | | | |
| DIV 24 | INFORMATION TECHNOLOGY | | | | | | |
| SUB 0 | GENERAL GOVERNMENT | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 1024-510.10-01 | SALARY | 163,478 | 167,760 | 173,933 | 173,979 | 181,402 | 181,402 |
| 1024-510.10-02 | HOURLY | 94,136 | 104,244 | 111,941 | 111,995 | 118,231 | 118,231 |
| 1024-510.10-03 | OVERTIME | 1,991 | 3,782 | 2,250 | 7,517 | 7,500 | 7,500 |
| * | PAYROLL-WAGES | 259,605 | 275,786 | 288,124 | 293,491 | 307,133 | 307,133 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 1024-510.11-10 | FICA | 19,473 | 20,647 | 21,308 | 21,921 | 22,771 | 22,771 |
| 1024-510.11-12 | HEALTH INSURANCE | 12,113 | 21,861 | 21,967 | 20,868 | 21,182 | 21,182 |
| 1024-510.11-13 | DENTAL INSURANCE | 1,445 | 1,760 | 1,783 | 1,704 | 1,783 | 1,783 |
| 1024-510.11-14 | LIFE INSURANCE | 762 | 758 | 795 | 764 | 835 | 835 |
| 1024-510.11-15 | VISION INSURANCE | 568 | 834 | 837 | 820 | 912 | 912 |
| 1024-510.11-17 | 457 CITY MATCH CONTRIBUTN | 1,465 | 1,594 | 1,597 | 1,597 | 1,675 | 1,675 |
| 1024-510.11-18 | RETIREMENT | 15,012 | 15,759 | 18,859 | 19,241 | 20,095 | 20,095 |
| 1024-510.11-21 | WORKERS COMPENSATION INS | 4,350 | 4,415 | 4,759 | 4,742 | 4,549 | 4,549 |
| 1024-510.11-22 | LONG TERM DISABILITY INS | 957 | 1,059 | 1,113 | 1,053 | 1,167 | 1,167 |
| * | FRINGE BENEFITS | 56,145 | 68,687 | 73,018 | 72,710 | 74,969 | 74,969 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 1024-510.12-10 | NON TRAINING TRAVEL | 1,320 | 815 | 1,550 | 1,589 | 1,550 | 1,550 |
| 1024-510.12-11 | TRAVEL & TRAINING | 6,971 | 334 | 5,580 | 6,424 | 6,200 | 6,200 |
| * | TRAVEL & TRAINING | 8,291 | 1,149 | 7,130 | 8,013 | 7,750 | 7,750 |
| ELEM 20 | OVERHEAD | | | | | | |
| 1024-510.20-12 | POSTAGE | 28,933- | 35,545- | 41,666- | 29,222- | 37,000- | 37,000- |
| 1024-510.20-14 | TELEPHONE | 23,000- | 22,800- | 22,800- | 22,800- | 27,372- | 27,372- |
| 1024-510.20-15 | INFORMATION TECHNOLOGY | 491,549- | 489,093- | 575,614- | 575,614- | 552,780- | 552,780- |
| 1024-510.20-17 | COPIER | 17,670- | 15,833- | 24,114- | 12,310- | 25,209- | 25,209- |
| * | OVERHEAD | 561,152- | 563,271- | 664,194- | 639,946- | 642,361- | 642,361- |
| ELEM 30 | PROFESSIONAL SERVICES | | | | | | |
| 1024-510.30-14 | SUPPORT SERVICES | 1,500 | 3,312 | 5,000 | 2,290 | 5,000 | 5,000 |
| * | PROFESSIONAL SERVICES | 1,500 | 3,312 | 5,000 | 2,290 | 5,000 | 5,000 |
| ELEM 34 | CONTRACTUAL SERVICES | | | | | | |
| 1024-510.34-73 | CABLING | 155 | 238 | 1,500 | 590 | 1,500 | 1,500 |
| * | CONTRACTUAL SERVICES | 155 | 238 | 1,500 | 590 | 1,500 | 1,500 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 1024-510.36-63 | PGINCCC I-NET PRORATA EXP | 19,311 | 16,777 | 17,330 | 14,959 | 14,851 | 14,851 |
| * | SPECIAL SERVICES | 19,311 | 16,777 | 17,330 | 14,959 | 14,851 | 14,851 |
| ELEM 40 | REPAIR & MAINTENANCE | | | | | | |
| 1024-510.40-14 | COMPUTER EQUIPMENT | 0 | 0 | 1,000 | 0 | 1,000 | 1,000 |
| 1024-510.40-15 | TELEPHONE EQUIPMENT | 210 | 510 | 1,500 | 743 | 1,500 | 1,500 |
| 1024-510.40-25 | HVAC REPAIRS | 0 | 0 | 0 | 345 | 0 | 0 |
| * | REPAIR & MAINTENANCE | 210 | 510 | 2,500 | 1,088 | 2,500 | 2,500 |
| ELEM 45 | MAINTENANCE CONTRACT | | | | | | |
| 1024-510.45-10 | COMPUTER SOFTWARE SUPPORT | 58,418 | 57,043 | 64,360 | 58,118 | 83,244 | 83,244 |
| 1024-510.45-11 | COMPUTER HARDWARE SUPPORT | 7,720 | 7,394 | 6,194 | 6,261 | 6,500 | 6,500 |
| 1024-510.45-13 | HANDHELD TICKET WRITERS | 4,485 | 0 | 4,550 | 4,963 | 0 | 0 |
| 1024-510.45-14 | PARKING PAY STATIONS | 0 | 0 | 9,360 | 8,528 | 0 | 0 |
| 1024-510.45-15 | OFFICE EQUIPMENT | 713 | 1,241 | 1,241 | 1,295 | 1,241 | 1,241 |
| 1024-510.45-16 | BUILDING SERVICES | 805 | 694 | 1,305 | 0 | 805 | 805 |
| * | MAINTENANCE CONTRACT | 72,141 | 66,372 | 87,010 | 79,165 | 91,790 | 91,790 |
| ELEM 48 | RENTAL | | | | | | |
| 1024-510.48-10 | OFFICE EQUIPMENT | 1,275 | 1,020 | 1,020 | 1,020 | 1,020 | 1,020 |
| 1024-510.48-20 | COPIERS | 18,474 | 19,583 | 17,364 | 19,372 | 18,459 | 18,459 |
| * | RENTAL | 19,749 | 20,603 | 18,384 | 20,392 | 19,479 | 19,479 |
| ELEM 60 | SUPPLIES | | | | | | |
| 1024-510.60-10 | GENERAL SUPPLIES | 0 | 33 | 250 | 106 | 250 | 250 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 10 | GENERAL GOVERNMENT | | | | | | |
| DIV 24 | INFORMATION TECHNOLOGY | | | | | | |
| SUB 0 | GENERAL GOVERNMENT | | | | | | |
| ELEM 60 | SUPPLIES | | | | | | |
| 1024-510.60-11 | MEETING REFRESHMENTS | 252 | 39 | 360 | 55 | 360 | 360 |
| 1024-510.60-20 | COMPUTER SUPPLIES | 18,476 | 19,072 | 16,700 | 16,483 | 16,700 | 16,700 |
| * | SUPPLIES | 18,728 | 19,144 | 17,310 | 16,644 | 17,310 | 17,310 |
| ELEM 61 | OFFICE SUPPLIES | | | | | | |
| 1024-510.61-10 | OFFICE SUPPLIES | 5,820 | 5,806 | 6,500 | 4,505 | 6,500 | 6,500 |
| * | OFFICE SUPPLIES | 5,820 | 5,806 | 6,500 | 4,505 | 6,500 | 6,500 |
| ELEM 62 | POSTAGE | | | | | | |
| 1024-510.62-10 | POSTAGE | 30,514 | 30,610 | 41,666 | 38,009 | 37,000 | 37,000 |
| * | POSTAGE | 30,514 | 30,610 | 41,666 | 38,009 | 37,000 | 37,000 |
| ELEM 66 | TELEPHONE & COMMUNICATION | | | | | | |
| 1024-510.66-10 | TELEPHONE | 24,319 | 26,839 | 26,976 | 27,255 | 27,372 | 27,372 |
| 1024-510.66-12 | CELLULAR PHONE | 9,432 | 11,240 | 19,956 | 17,580 | 14,760 | 14,760 |
| 1024-510.66-14 | INTERNET | 450 | 474 | 320 | 3,366 | 3,102 | 3,102 |
| 1024-510.66-20 | CABLE TV SERVICE | 0 | 0 | 0 | 0 | 135 | 135 |
| * | TELEPHONE & COMMUNICATION | 34,201 | 38,553 | 47,252 | 48,201 | 45,369 | 45,369 |
| ELEM 67 | DUES & PUBLICATIONS | | | | | | |
| 1024-510.67-10 | DUES | 305 | 305 | 200 | 305 | 200 | 200 |
| 1024-510.67-20 | PUBLICATIONS & BOOKS | 256 | 0 | 200 | 0 | 200 | 200 |
| * | DUES & PUBLICATIONS | 561 | 305 | 400 | 305 | 400 | 400 |
| ELEM 92 | MACHINERY & EQUIPMENT | | | | | | |
| 1024-510.92-20 | EQUIPMENT | 0 | 0 | 0 | 377 | 0 | 0 |
| * | MACHINERY & EQUIPMENT | 0 | 0 | 0 | 377 | 0 | 0 |
| ELEM 97 | COMMUNICATIONS EQUIPMENT | | | | | | |
| 1024-510.97-10 | TELEPHONE SYSTEM | 0 | 547 | 1,000 | 768 | 1,000 | 1,000 |
| * | COMMUNICATIONS EQUIPMENT | 0 | 547 | 1,000 | 768 | 1,000 | 1,000 |
| ELEM 98 | COMPUTER HDWE & SOFTWARE | | | | | | |
| 1024-510.98-10 | COMPUTER HARDWARE | 9,764 | 12,296 | 6,070 | 11,241 | 5,810 | 5,810 |
| 1024-510.98-20 | COMPUTER SOFTWARE | 17,792 | 22,162 | 44,000 | 17,690 | 4,000 | 4,000 |
| * | COMPUTER HDWE & SOFTWARE | 27,556 | 34,458 | 50,070 | 28,931 | 9,810 | 9,810 |
| ** | INFORMATION TECHNOLOGY | 6,665- | 19,586 | 0 | 9,508- | 0 | 0 |

## PROGRAM NAME/NUMBER — Non-Departmental Expenditures/1025

**DESCRIPTION**: This program provides a cost pool for non-departmental expenditures such as insurance, City Hall utilities and payroll benefits. Funding for the City Hall caretaker is included in this program. The City Hall caretaker is utilized to close the building on nights when a public meeting extends beyond 10:00 p.m. The budgeted costs in this program are allocated to benefiting programs as overhead. Most insurance coverage, 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 | FY2011 ACTUAL | FY2012 | | FY2013 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 | 1.6% increase | <=12% increase | 0.0% increase | <=5% increase |

## PROGRAM NAME/NUMBER — Non-Departmental Expenditures/1025

**PERSONNEL EXPENDITURES:** Personnel expenditures include the salary of 1 Caretaker who is not an FTE. Overtime includes $10,000 plus fringe benefits for a Public Works employee to open/close Davis Hall for evening City and community meetings.

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| | | | | |
| | | | | |
| 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<br>30-14 Management Support Svcs. | Unemployment Tax Service @ $80 per quarter ..... 320<br>HFS Benefits – flexible spending account (FSA) administration, estimate 30 participants ..... 2,300 | 2,620 |
| 50 | Insurance<br>50-10 Liability Insurance | General liability – primary ..... 9,509<br>General liability and auto – excess ..... 6,720<br>Public officials' liability ..... 43,334<br>Auto – primary ..... 30,135<br>Auto – physical damage ..... 16,415<br>Property ..... 22,836<br>Boiler and machinery ..... 1,747<br>Pollution legal liability ..... 8,339<br>Crime bond ..... 3,143<br>Contingency and audit ..... 2,000<br>Insurance deductibles ..... 7,500<br>Personal injury protection ..... 1,500<br>Uninsured motorists ..... 451<br>Metro underpass – WMATA and CSXT ..... 3,445<br>Fuel storage tanks ..... 705<br>Flood and earth movement ..... 1,657 | 159,436 |
| 60 | Supplies<br>60-10 General Supplies | Coffee, paper products, general supplies @ City Hall | 3,200 |
| 65 | Utilities<br>65-10 Electricity | City Hall ..... 33,600<br>Clean Currents – renewable energy credits (RECs), 1,642 mWh @ $1.35/mWh, covering 1,641,886 kWh for all City facilities and streetlights ..... 2,217 | 35,817 |
| | 65-11 Natural Gas | Estimate based on current usage | 4,000 |
| | 65-13 Water & Sewer | Estimate based on current usage | 1,500 |

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| | DEPT 10 GENERAL GOVERNMENT | | | | | | |
| | DIV 25 NON-DEPARTMENTAL EXP | | | | | | |
| | SUB 0 GENERAL GOVERNMENT | | | | | | |
| | ELEM 10 PAYROLL-WAGES | | | | | | |
| 1025-510.10-01 | SALARY | 4,400 | 4,800 | 4,813 | 4,800 | 4,800 | 4,800 |
| 1025-510.10-03 | OVERTIME | 3,643 | 3,602 | 5,000 | 2,789 | 4,000 | 4,000 |
| * | PAYROLL-WAGES | 8,043 | 8,402 | 9,813 | 7,589 | 8,800 | 8,800 |
| | ELEM 11 FRINGE BENEFITS | | | | | | |
| 1025-510.11-10 | FICA | 639 | 635 | 751 | 572 | 674 | 674 |
| 1025-510.11-12 | HEALTH INSURANCE | 548 | 445 | 0 | 213 | 0 | 0 |
| 1025-510.11-13 | DENTAL INSURANCE | 10 | 17 | 0 | 11 | 0 | 0 |
| 1025-510.11-14 | LIFE INSURANCE | 70 | 68 | 0 | 102 | 0 | 0 |
| 1025-510.11-15 | VISION INSURANCE | 6 | 8 | 0 | 6 | 0 | 0 |
| 1025-510.11-17 | 457 CITY MATCH CONTRIBUTN | 39 | 61 | 0 | 53 | 0 | 0 |
| 1025-510.11-18 | RETIREMENT | 237 | 8,906- | 325 | 7,769- | 260 | 260 |
| 1025-510.11-21 | WORKERS COMPENSATION INS | 33,293 | 3,316 | 317 | 147 | 255 | 255 |
| 1025-510.11-22 | LONG TERM DISABILITY INS | 142 | 48 | 0 | 31- | 0 | 0 |
| * | FRINGE BENEFITS | 34,984 | 4,308- | 1,393 | 6,696- | 1,189 | 1,189 |
| | ELEM 12 TRAVEL & TRAINING | | | | | | |
| 1025-510.12-11 | TRAVEL & TRAINING | 0 | 0 | 0 | 39 | 0 | 0 |
| * | TRAVEL & TRAINING | 0 | 0 | 0 | 39 | 0 | 0 |
| | ELEM 20 OVERHEAD | | | | | | |
| 1025-510.20-10 | INSURANCE | 184,992- | 177,774- | 173,606- | 173,606- | 159,436- | 159,436- |
| 1025-510.20-13 | UTILITIES | 62,601- | 52,770- | 56,577- | 56,577- | 56,768- | 58,768- |
| 1025-510.20-14 | TELEPHONE | 0 | 1,368 | 1,368 | 1,368 | 1,642 | 1,642 |
| * | OVERHEAD | 247,593- | 229,176- | 228,815- | 228,815- | 214,562- | 216,562- |
| | ELEM 30 PROFESSIONAL SERVICES | | | | | | |
| 1025-510.30-14 | SUPPORT SERVICES | 2,330 | 2,450 | 2,540 | 2,612 | 2,620 | 2,620 |
| * | PROFESSIONAL SERVICES | 2,330 | 2,450 | 2,540 | 2,612 | 2,620 | 2,620 |
| | ELEM 50 INSURANCE | | | | | | |
| 1025-510.50-10 | LIABILITY INSURANCE | 153,529 | 148,068 | 173,606 | 118,900 | 159,436 | 159,436 |
| * | INSURANCE | 153,529 | 148,068 | 173,606 | 118,900 | 159,436 | 159,436 |
| | ELEM 60 SUPPLIES | | | | | | |
| 1025-510.60-10 | GENERAL SUPPLIES | 5,106 | 5,575 | 1,000 | 1,455 | 1,200 | 3,200 |
| * | SUPPLIES | 5,106 | 5,575 | 1,000 | 1,455 | 1,200 | 3,200 |
| | ELEM 65 UTILITIES | | | | | | |
| 1025-510.65-10 | ELECTRICITY | 29,783 | 35,114 | 34,963 | 34,374 | 35,817 | 35,817 |
| 1025-510.65-11 | NATURAL GAS | 3,681 | 2,788 | 4,000 | 1,950 | 4,000 | 4,000 |
| 1025-510.65-13 | WATER & SEWER | 1,256 | 1,189 | 1,500 | 964 | 1,500 | 1,500 |
| * | UTILITIES | 34,720 | 39,091 | 40,463 | 37,288 | 41,317 | 41,317 |
| ** | NON-DEPARTMENTAL EXP | 8,881- | 29,898- | 0 | 67,628- | 0 | 0 |
| *** | GENERAL GOVERNMENT | 2,300,635 | 2,227,506 | 2,511,876 | 2,303,162 | 2,603,761 | 2,681,445 |

# PUBLIC SERVICES

## PROGRAM NAME/NUMBER — Public Services Administration/2010

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 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 addressed within 1 business day | 90% | 95% | 90% | 95% * |
| 3. Ensure achievement of department goals and planned accomplishments<br>• Report achievements annually | Percent of targets and accomplishments achieved (based on all Public Services performance measures, pass/fail basis) | 50% | 70% | 56% | 50% |

* pending implementation of new customer request management software

## PROGRAM NAME/NUMBER — Public Services Administration/2010

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| Director of Public Services | 1.00 | 1.00 | 1.00 | 1.00 |
| Office Specialist III | 0.20 | 0.20 | 0.10 | 0.10 |
| Administrative Assistant | 0.30 | 0.30 | 0.20 | 0.20 |
| | | | | |
| Budget Total | **1.50** | **1.50** | **1.30** | **1.30** |

### OPERATING EXPENDITURES:

**EXPENDITURE SUPPORT DATA** — **PROGRAM NUMBER: 2010**

| | Element/Object | Details | Total |
|---|---|---|---|
| 12 | Travel & Training<br>12-11 Travel & Training | NFPA or International Code Council annual conference ..... 2,000<br>Maryland Municipal League (MML) annual conference (no lodging), 1 @ $600 ..... 600<br>Local meetings (CEZOA, MBOA, IPI) ..... 300<br>Staff training – department wide ..... 1,400 | 4,300 |
| 30 | Professional Services<br>30-13 Administrative Support | Clerical support | 2,000 |
| | 30-39 Translation Services | Translate department public information materials | 300 |
| 36 | Special Services<br>36-10 Printing | Flyers, committee support | 2,000 |
| 40 | Repair & Maintenance<br>40-10 Office Equipment | | 300 |
| 47 | Clothing & Uniforms<br>47-10 Clothing & Uniforms | City seal clothing for administration staff ..... 250<br>Safety shoes, 1 @ $170 ..... 170 | 420 |
| 48 | Rental<br>48-20 Copiers | Copier lease @ $280 monthly | 3,360 |
| 60 | Supplies<br>60-10 General Supplies | Based on current usage ..... 1,700<br>Promotional materials for UM students ..... 750 | 2,450 |
| | 60-11 Meeting Refreshments | | 500 |
| 61 | Office Supplies<br>61-10 Office Supplies | Based on current usage | 1,000 |
| 65 | Utilities<br>65-10 Electricity | Estimate based on current usage | 7,600 |

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 2010 |
|---|---|---|---|
| | **Element/Object** | **Details** | **Total** |
| 66 | Telephone & Communications<br>66-12 Cellular Phone | Monthly service, 1 iPhone @ $110 | 1,320 |
| 67 | Dues & Publications<br>67-10 Dues | Code Enforcement & Zoning Officials Association (CEZOA), 1 @ $25 ..... 25<br>American Association of Code Enforcement (AACE) ..... 75<br>International Parking Institute (IPI), associate ..... 155<br>Maryland Building Officials Association (MBOA) ..... 25<br>National Fire Protection Association (NFPA) ..... 150<br>Maryland Association of Parking Administrators ..... 50<br>International Code Council ..... 150 | 630 |
| | 67-20 Publications & Books | | 350 |
| 69 | Miscellaneous Charge<br>69-10 Miscellaneous | | 300 |

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 20 | PUBLIC SERVICES | | | | | | |
| DIV 10 | PUBLIC SERVICES ADMIN | | | | | | |
| SUB 0 | PUBLIC SERVICES | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 2010-520.10-01 | SALARY | 97,939 | 100,602 | 107,254 | 103,755 | 109,399 | 109,399 |
| 2010-520.10-02 | HOURLY | 35,132 | 27,794 | 15,067 | 22,452 | 15,753 | 15,753 |
| 2010-520.10-03 | OVERTIME | 1,696 | 3,660 | 3,500 | 2,645 | 3,500 | 3,500 |
| * | PAYROLL-WAGES | 134,767 | 132,056 | 125,821 | 128,852 | 128,652 | 128,652 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 2010-520.11-10 | FICA | 9,326 | 9,926 | 8,697 | 9,366 | 8,815 | 8,815 |
| 2010-520.11-12 | HEALTH INSURANCE | 6,766 | 6,946 | 4,498 | 4,648 | 4,361 | 4,361 |
| 2010-520.11-13 | DENTAL INSURANCE | 825 | 899 | 771 | 756 | 771 | 771 |
| 2010-520.11-14 | LIFE INSURANCE | 355 | 346 | 340 | 308 | 348 | 348 |
| 2010-520.11-15 | VISION INSURANCE | 320 | 291 | 250 | 248 | 260 | 260 |
| 2010-520.11-17 | 457 CITY MATCH CONTRIBUTN | 798 | 698 | 626 | 633 | 626 | 626 |
| 2010-520.11-18 | RETIREMENT | 7,617 | 7,880 | 8,245 | 7,938 | 8,429 | 8,429 |
| 2010-520.11-21 | WORKERS COMPENSATION INS | 708 | 3,903 | 4,240 | 3,957 | 3,794 | 3,794 |
| 2010-520.11-22 | LONG TERM DISABILITY INS | 450 | 474 | 476 | 428 | 487 | 487 |
| * | FRINGE BENEFITS | 27,165 | 31,363 | 28,143 | 28,282 | 27,891 | 27,891 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 2010-520.12-10 | NON TRAINING TRAVEL | 55 | 44 | 0 | 0 | 0 | 0 |
| 2010-520.12-11 | TRAVEL & TRAINING | 2,240 | 1,344 | 4,300 | 924 | 4,300 | 4,300 |
| * | TRAVEL & TRAINING | 2,295 | 1,388 | 4,300 | 924 | 4,300 | 4,300 |
| ELEM 20 | OVERHEAD | | | | | | |
| 2010-520.20-10 | INSURANCE | 3,700 | 3,555 | 3,472 | 3,472 | 3,189 | 3,189 |
| 2010-520.20-12 | POSTAGE | 58 | 0 | 0 | 10 | 0 | 0 |
| 2010-520.20-14 | TELEPHONE | 0 | 3,420 | 3,420 | 3,420 | 4,106 | 4,106 |
| 2010-520.20-15 | INFORMATION TECHNOLOGY | 4,915 | 4,891 | 17,268 | 17,268 | 16,583 | 16,583 |
| 2010-520.20-16 | BUILDING MAINTENANCE | 29,721 | 27,315 | 29,269 | 26,269 | 29,349 | 29,349 |
| * | OVERHEAD | 38,394 | 39,181 | 53,429 | 50,439 | 53,227 | 53,227 |
| ELEM 30 | PROFESSIONAL SERVICES | | | | | | |
| 2010-520.30-13 | ADMINISTRATIVE | 208 | 3,099 | 2,000 | 0 | 2,000 | 2,000 |
| 2010-520.30-39 | TRANSLATION SERVICES | 0 | 0 | 300 | 0 | 300 | 300 |
| * | PROFESSIONAL SERVICES | 208 | 3,099 | 2,300 | 0 | 2,300 | 2,300 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 2010-520.36-10 | PRINTING | 1,392 | 303 | 2,000 | 424 | 2,000 | 2,000 |
| * | SPECIAL SERVICES | 1,392 | 303 | 2,000 | 424 | 2,000 | 2,000 |
| ELEM 40 | REPAIR & MAINTENANCE | | | | | | |
| 2010-520.40-10 | OFFICE EQUIPMENT | 0 | 0 | 300 | 0 | 300 | 300 |
| 2010-520.40-11 | BUILDINGS & GROUNDS | 3,808 | 0 | 0 | 0 | 0 | 0 |
| 2010-520.40-25 | HVAC REPAIRS | 280 | 0 | 0 | 240 | 0 | 0 |
| * | REPAIR & MAINTENANCE | 4,088 | 0 | 300 | 240 | 300 | 300 |
| ELEM 45 | MAINTENANCE CONTRACT | | | | | | |
| 2010-520.45-16 | BUILDING SERVICES | 77 | 0 | 0 | 0 | 0 | 0 |
| 2010-520.45-22 | SECURITY ALARM MONITORING | 333 | 0 | 0 | 0 | 0 | 0 |
| 2010-520.45-23 | PEST CONTROL | 601 | 102 | 0 | 0 | 0 | 0 |
| * | MAINTENANCE CONTRACT | 1,011 | 102 | 0 | 0 | 0 | 0 |
| ELEM 47 | CLOTHING & UNIFORMS | | | | | | |
| 2010-520.47-10 | CLOTHING & UNIFORMS | 0 | 248 | 400 | 173 | 420 | 420 |
| * | CLOTHING & UNIFORMS | 0 | 248 | 400 | 173 | 420 | 420 |
| ELEM 48 | RENTAL | | | | | | |
| 2010-520.48-20 | COPIERS | 3,228 | 3,249 | 3,204 | 3,411 | 3,360 | 3,360 |
| * | RENTAL | 3,228 | 3,249 | 3,204 | 3,411 | 3,360 | 3,360 |
| ELEM 60 | SUPPLIES | | | | | | |
| 2010-520.60-10 | GENERAL SUPPLIES | 2,686 | 2,904 | 2,450 | 1,019 | 2,450 | 2,450 |
| 2010-520.60-11 | MEETING REFRESHMENTS | 91 | 0 | 500 | 0 | 500 | 500 |
| * | SUPPLIES | 2,777 | 2,904 | 2,950 | 1,019 | 2,950 | 2,950 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 20 | PUBLIC SERVICES | | | | | | |
| DIV 10 | PUBLIC SERVICES ADMIN | | | | | | |
| SUB 0 | PUBLIC SERVICES | | | | | | |
| ELEM 60 | SUPPLIES | | | | | | |
| 2010-520.61-10 | OFFICE SUPPLIES | 555 | 249 | 1,000 | 214 | 1,000 | 1,000 |
| * | OFFICE SUPPLIES | 555 | 249 | 1,000 | 214 | 1,000 | 1,000 |
| ELEM 62 | POSTAGE | | | | | | |
| 2010-520.62-10 | POSTAGE | 10 | 0 | 0 | 37 | 0 | 0 |
| * | POSTAGE | 10 | 0 | 0 | 37 | 0 | 0 |
| ELEM 65 | UTILITIES | | | | | | |
| 2010-520.65-10 | ELECTRICITY | 7,868 | 8,640 | 7,600 | 6,985 | 7,600 | 7,600 |
| * | UTILITIES | 7,868 | 8,640 | 7,600 | 6,985 | 7,600 | 7,600 |
| ELEM 66 | TELEPHONE & COMMUNICATION | | | | | | |
| 2010-520.66-10 | TELEPHONE | 2,497 | 0 | 0 | 0 | 0 | 0 |
| 2010-520.66-12 | CELLULAR PHONE | 944 | 1,344 | 1,440 | 1,355 | 1,320 | 1,320 |
| * | TELEPHONE & COMMUNICATION | 3,441 | 1,344 | 1,440 | 1,355 | 1,320 | 1,320 |
| ELEM 67 | DUES & PUBLICATIONS | | | | | | |
| 2010-520.67-10 | DUES | 350 | 563 | 630 | 365 | 630 | 630 |
| 2010-520.67-20 | PUBLICATIONS & BOOKS | 79 | 67 | 350 | 0 | 350 | 350 |
| * | DUES & PUBLICATIONS | 429 | 630 | 980 | 365 | 980 | 980 |
| ELEM 69 | MISCELLANEOUS CHARGE | | | | | | |
| 2010-520.69-10 | MISCELLANEOUS | 651 | 25 | 300 | 0 | 300 | 300 |
| * | MISCELLANEOUS CHARGE | 651 | 25 | 300 | 0 | 300 | 300 |
| ELEM 92 | MACHINERY & EQUIPMENT | | | | | | |
| 2010-520.92-50 | VIDEO EQUIPMENT | 0 | 366 | 0 | 0 | 0 | 0 |
| * | MACHINERY & EQUIPMENT | 0 | 366 | 0 | 0 | 0 | 0 |
| ** | PUBLIC SERVICES ADMIN | 228,279 | 225,147 | 234,167 | 222,720 | 236,600 | 236,600 |

## 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 13 residential zones in which permit-only parking regulations are enforced. Metered spaces in the City total 862, of which 513 spaces are monitored by 13 pay-by-space pay stations at various locations in the downtown area. Parking enforcement officers patrol both the lots and the garage from 8:00 a.m. to 10:00 p.m., Monday through Saturday. For the convenience of City residents, Maryland Motor Vehicle Administration (MVA) tag renewal stickers and non-resident permits are sold at City Hall, as are Prince George's County animal licenses.

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 TARGET | FY2012 ACTUAL | FY2013 TARGET |
| 1. To apply parking enforcement actions in a fair and consistent manner | Percent of tickets issued without written complaint | 95% | 95% | 95% | 97% |
| | Percent of tickets voided due to officer error | <1.5% | <1.5% | <1.5% | <1.5% |
| 2. To facilitate access to parking in residential areas by issuing permits to eligible residents in a timely manner | Percent of permits issued to eligible residents (who submit required documentation) within 1 day of application | 97% | 99% | 97% | 99% |
| 3. To facilitate access to parking in commercial areas by maintaining operational meters | Percent of meters and pay stations operational | 99% | 99% | 90% | 95% |
| 4. To collect coin and currency from meters and pay stations in a timely fashion<br>• Collected at least twice per week, or as necessary | Percent of meters and pay stations collected on schedule | 98% | 99% | 99% | 99% |

## PROGRAM NAME/NUMBER — Parking Enforcement/2011

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| Parking Enforcement Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Parking Enf. Field Operations Supervisor | 1.00 | 1.00 | 1.00 | 1.00 |
| Parking Enforcement Officer II | 6.00 | 5.00 | 5.00 | 5.00 |
| Parking Enforcement Officer I | 0.50 | 0.50 | 0.50 | 0.50 |
| Fiscal Support Specialist II | 0.70 | 0.70 | 0.70 | 0.70 |
| Office Specialist II | 1.00 | 1.00 | 1.00 | 1.00 |
| | | | | |
| Budget Total | **10.20** | **9.20** | **9.20** | **9.20** |

### OPERATING EXPENDITURES

**EXPENDITURE SUPPORT DATA** — **PROGRAM NUMBER: 2011**

| | Element/Object | Details | Total |
|---|---|---|---|
| 12 | Travel & Training<br>12-11 Travel & Training | International Parking Institute (IPI) conference @ Ft. Lauderdale, 1 attendee @ $2,000 ..... 2,000<br>LGIT – coursework for Academy for Excellence in Local Governance, 1 attendee ..... 200<br>Local training seminars, 4 @ $125 ..... 500 | 2,700 |
| 30 | Professional Services<br>30-40 Parking Tickets Hearing Officer | Estimated 5 hours per week @ $32/hour | 8,320 |
| | 30-65 Interpreter Services | Interpreter for hearings, estimate 2 @ $158 | 316 |
| 36 | Special Services<br>36-10 Printing | Parking tickets, parking permits, visitor permits ..... 17,600<br>Pay station receipt paper ..... 9,000 | 26,600 |
| | 36-13 MVA Services | Motor Vehicle Administration MILES system @ $46/month | 550 |
| 40 | Repair & Maintenance<br>40-13 Tools & Equipment | Maintenance of parking meter housings, coin boxes and mechanisms, as needed | 1,000 |
| 45 | Maintenance Contract<br>45-13 Handheld Ticket Writers (previously budgeted in 1024-4513) | Duncan Parking Technologies – maintenance on 6 X3 handheld ticket writers, 6-port charger and citation issuance | 4,550 |
| | 45-14 Parking Pay Stations (previously budgeted in 1024-4514) | Metric Parking – maintenance on 13 Aura pay stations | 12,792 |
| 47 | Clothing & Uniforms<br>47-10 Clothing & Uniforms | 7 uniform rentals ..... 3,000 | |

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 2011 |
|---|---|---|---|
| Element/Object | | Details | Total |
| | | 3-season jackets, as needed, 7 @ $150 ..... 1,050<br>Shoes, 7 @ $170 ..... 1,190<br>Replacement umbrellas, hats, gloves, badges, name bars and pins, as needed ..... 800 | 6,040 |
| 60 | Supplies<br>60-10 General | Batteries for portable radios, flashlights and handheld ticket writers ..... 1,000<br>Batteries for parking meters, 400 (4 cases) @ $8.20 each (all meter batteries are replaced at least once per year) ..... 3,280<br>Replacement batteries for pay stations, 7 @ $80 each ..... 560 | 4,840 |
| 61 | Office Supplies<br>61-10 Office Supplies | Computer paper, stationary, general office supplies | 1,200 |
| 62 | Postage<br>62-10 Postage | Shipping charges, returning handheld ticket writers and meter mechanisms for repairs | 500 |
| 66 | Telephone & Communications<br>66-12 Cellular Phone | Monthly service @ $40, 1 phone | 480 |
| 67 | Dues & Publications<br>67-10 Dues | International Parking Institute (IPI), 1 primary @ $575, 1 associate @ $155 ..... 730<br>Maryland Association of Parking Administrators, 2 @ $50 ..... 100 | 830 |
| | 67-20 Publications & Books | | 150 |

**Capital Outlay:** None

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 343.20 | Parking Meter Revenue | 372,480 | 350,964 | 350,000 | 370,175 | 350,000 |
| 343.21 | Garage Pay Station Revenue | 70,398 | 79,742 | 80,000 | 86,442 | 75,000 |
| 343.25 | Parking Permit Revenue | 55,024 | 61,700 | 60,000 | 52,225 | 48,400 |
| 343.26 | Garage Permit Revenue | 28,752 | 44,172 | 38,000 | 46,822 | 50,000 |
| 343.40 | MVA Registration Fees | 47 | 73 | 65 | 84 | 175 |
| 343.50 | MVA Non-Resident Permits | 4,054 | 1,485 | 2,500 | 1,648 | 2,500 |
| 359.30 | Vehicle Booting Fees | 980 | 910 | 750 | 490 | 600 |
| 359.40 | Parking Fines Revenue | 935,291 | 916,200 | 900,000 | 744,322 | 800,000 |
| | | | | | | |
| | TOTAL | 1,467,026 | 1,454,406 | 1,431,315 | 1,302,208 | 1,326,675 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 20 | PUBLIC SERVICES | | | | | | |
| DIV 11 | PARKING ENFORCEMENT | | | | | | |
| SUB 0 | PUBLIC SERVICES | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 2011-520.10-01 | SALARY | 73,879 | 74,151 | 77,065 | 77,161 | 80,571 | 80,571 |
| 2011-520.10-02 | HOURLY | 401,780 | 356,827 | 374,810 | 378,798 | 391,059 | 391,059 |
| 2011-520.10-03 | OVERTIME | 6,174 | 3,809 | 6,000 | 4,945 | 6,000 | 6,000 |
| 2011-520.10-10 | NIGHT SHIFT DIFFERENTIAL | 5,599 | 4,895 | 5,000 | 4,903 | 5,000 | 5,000 |
| * | PAYROLL-WAGES | 487,432 | 439,682 | 462,875 | 465,807 | 482,630 | 482,630 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 2011-520.11-10 | FICA | 36,265 | 31,633 | 34,026 | 33,957 | 35,559 | 35,559 |
| 2011-520.11-12 | HEALTH INSURANCE | 48,795 | 48,689 | 53,481 | 50,677 | 51,415 | 51,415 |
| 2011-520.11-13 | DENTAL INSURANCE | 3,022 | 2,564 | 2,643 | 2,730 | 2,643 | 2,643 |
| 2011-520.11-14 | LIFE INSURANCE | 1,305 | 1,125 | 1,218 | 1,224 | 1,372 | 1,372 |
| 2011-520.11-15 | VISION INSURANCE | 1,406 | 974 | 980 | 944 | 998 | 998 |
| 2011-520.11-17 | 457 CITY MATCH CONTRIBUTN | 6,973 | 4,857 | 4,927 | 5,192 | 5,188 | 5,188 |
| 2011-520.11-18 | RETIREMENT | 31,576 | 27,178 | 30,153 | 29,685 | 31,437 | 31,437 |
| 2011-520.11-21 | WORKERS COMPENSATION INS | 15,494 | 14,096 | 15,711 | 15,042 | 14,366 | 14,366 |
| 2011-520.11-22 | LONG TERM DISABILITY INS | 1,643 | 1,568 | 1,695 | 1,587 | 1,768 | 1,768 |
| * | FRINGE BENEFITS | 146,479 | 132,684 | 144,834 | 141,038 | 144,746 | 144,746 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 2011-520.12-11 | TRAVEL & TRAINING | 2,500 | 2,723 | 2,700 | 3,496 | 2,700 | 2,700 |
| * | TRAVEL & TRAINING | 2,500 | 2,723 | 2,700 | 3,496 | 2,700 | 2,700 |
| ELEM 20 | OVERHEAD | | | | | | |
| 2011-520.20-10 | INSURANCE | 5,550 | 5,333 | 5,208 | 5,208 | 4,783 | 4,783 |
| 2011-520.20-11 | AUTOMOTIVE | 34,637 | 33,528 | 34,466 | 34,466 | 37,323 | 37,323 |
| 2011-520.20-12 | POSTAGE | 2,403 | 2,163 | 2,500 | 1,967 | 2,560 | 2,560 |
| 2011-520.20-13 | UTILITIES | 9,390 | 7,916 | 8,487 | 8,487 | 8,515 | 8,815 |
| 2011-520.20-14 | TELEPHONE | 3,220 | 1,368 | 1,368 | 1,368 | 1,642 | 1,642 |
| 2011-520.20-15 | INFORMATION TECHNOLOGY | 103,225 | 102,710 | 143,904 | 143,904 | 138,195 | 138,195 |
| 2011-520.20-16 | BUILDING MAINTENANCE | 5,944 | 5,463 | 5,854 | 5,254 | 5,870 | 5,870 |
| 2011-520.20-17 | COPIER | 1,526 | 1,363 | 2,170 | 1,155 | 2,773 | 2,773 |
| * | OVERHEAD | 165,895 | 159,844 | 203,957 | 201,809 | 201,661 | 201,961 |
| ELEM 30 | PROFESSIONAL SERVICES | | | | | | |
| 2011-520.30-40 | PKG TKTS HEARING OFFICER | 9,645 | 7,485 | 7,800 | 8,100 | 8,320 | 8,320 |
| 2011-520.30-65 | INTERPRETER SERVICES | 0 | 0 | 316 | 0 | 316 | 316 |
| * | PROFESSIONAL SERVICES | 9,645 | 7,485 | 8,116 | 8,100 | 8,636 | 8,636 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 2011-520.36-10 | PRINTING | 16,648 | 21,140 | 16,600 | 24,758 | 26,600 | 26,600 |
| 2011-520.36-13 | MVA SERVICES | 497 | 504 | 675 | 504 | 550 | 550 |
| * | SPECIAL SERVICES | 17,145 | 21,644 | 17,275 | 25,262 | 27,150 | 27,150 |
| ELEM 40 | REPAIR & MAINTENANCE | | | | | | |
| 2011-520.40-13 | TOOLS & EQUIPMENT | 3,451 | 12,706 | 2,000 | 1,829 | 1,000 | 1,000 |
| 2011-520.40-22 | MOBILE & PORTABLE RADIOS | 1,013 | 997 | 1,073 | 1,280 | 0 | 0 |
| 2011-520.40-45 | WELDING SERVICES | 0 | 175 | 0 | 0 | 0 | 0 |
| * | REPAIR & MAINTENANCE | 4,464 | 13,878 | 3,073 | 3,109 | 1,000 | 1,000 |
| ELEM 45 | MAINTENANCE CONTRACT | | | | | | |
| 2011-520.45-13 | HANDHELD TICKET WRITERS | 0 | 0 | 0 | 0 | 4,550 | 4,550 |
| 2011-520.45-14 | PARKING PAY STATIONS | 0 | 0 | 0 | 0 | 12,792 | 12,792 |
| * | MAINTENANCE CONTRACT | 0 | 0 | 0 | 0 | 17,342 | 17,342 |
| ELEM 47 | CLOTHING & UNIFORMS | | | | | | |
| 2011-520.47-10 | CLOTHING & UNIFORMS | 5,119 | 5,826 | 5,880 | 2,599 | 6,040 | 6,040 |
| * | CLOTHING & UNIFORMS | 5,119 | 5,826 | 5,880 | 2,599 | 6,040 | 6,040 |
| ELEM 60 | SUPPLIES | | | | | | |
| 2011-520.60-10 | GENERAL SUPPLIES | 5,939 | 2,127 | 5,520 | 2,631 | 4,840 | 4,840 |
| * | SUPPLIES | 5,939 | 2,127 | 5,520 | 2,631 | 4,840 | 4,840 |
| ELEM 61 | OFFICE SUPPLIES | | | | | | |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 20 | PUBLIC SERVICES | | | | | | |
| DIV 11 | PARKING ENFORCEMENT | | | | | | |
| SUB 0 | PUBLIC SERVICES | | | | | | |
| ELEM 61 | OFFICE SUPPLIES | | | | | | |
| 2011-520.61-10 | OFFICE SUPPLIES | 1,460 | 736 | 1,500 | 838 | 1,200 | 1,200 |
| * | OFFICE SUPPLIES | 1,460 | 736 | 1,500 | 838 | 1,200 | 1,200 |
| ELEM 62 | POSTAGE | | | | | | |
| 2011-520.62-10 | POSTAGE | 311 | 504 | 600 | 206 | 500 | 500 |
| * | POSTAGE | 311 | 504 | 600 | 206 | 500 | 500 |
| ELEM 66 | TELEPHONE & COMMUNICATION | | | | | | |
| 2011-520.66-12 | CELLULAR PHONE | 376 | 385 | 600 | 359 | 480 | 480 |
| * | TELEPHONE & COMMUNICATION | 376 | 385 | 600 | 359 | 480 | 480 |
| ELEM 67 | DUES & PUBLICATIONS | | | | | | |
| 2011-520.67-10 | DUES | 705 | 705 | 830 | 630 | 830 | 830 |
| 2011-520.67-20 | PUBLICATIONS & BOOKS | 0 | 0 | 150 | 0 | 150 | 150 |
| * | DUES & PUBLICATIONS | 705 | 705 | 980 | 630 | 980 | 980 |
| ELEM 92 | MACHINERY & EQUIPMENT | | | | | | |
| 2011-520.92-44 | PARKING PAY STATIONS | 18,049 | 0 | 0 | 0 | 0 | 0 |
| 2011-520.92-45 | HANDHELD TICKET WRITERS | 44,200 | 4,675 | 0 | 0 | 0 | 0 |
| * | MACHINERY & EQUIPMENT | 62,249 | 4,675 | 0 | 0 | 0 | 0 |
| ELEM 98 | COMPUTER HDWE & SOFTWARE | | | | | | |
| 2011-520.98-20 | COMPUTER SOFTWARE | 119 | 0 | 0 | 0 | 0 | 0 |
| * | COMPUTER HDWE & SOFTWARE | 119 | 0 | 0 | 0 | 0 | 0 |
| ** | PARKING ENFORCEMENT | 909,838 | 792,898 | 857,910 | 855,884 | 899,905 | 900,205 |

## PROGRAM NAME/NUMBER — Code Enforcement/2012

**DESCRIPTION**: This program enforces all City codes pertaining to property maintenance, both residential and commercial; implements new ordinances adopted by the Mayor & Council; ensures that properties within the City comply with the Code through the use of the annual rental inspection program, patrol inspection program, and enforcement of the litter and noise ordinances. When necessary, the City will issue warnings and municipal infractions, file judgments, and place liens on property in order to secure compliance with the Code. The City inspects all residential rental and commercial structures annually. In 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 | FY2011 ACTUAL | FY2012 | | FY2013 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 | 64% | No survey | No survey | 66% |
| 2. To apply enforcement actions in a fair and consistent manner | Percent of municipal infractions uncontested (complied, paid fine, failed to appear in court) | 65% | 68% | 65% | 68% |
| | Percent of citations overturned in court | 10% | 10% | 10% | 10% |
| 3. To conduct inspections of properties regularly<br>• Inspect rental properties annually | Percent of licensed rental properties inspected on schedule | 99% | 99% | 99% | 99% |
| • Inspect exterior of all properties bi-monthly | Percent of exterior inspections completed on schedule | 85% | 99% | 95% | 99% |
| • Inspect commercial properties annually | Percent of licensed commercial inspections completed on schedule | 99% | 99% | 99% | 99% |

## PROGRAM NAME/NUMBER — Code Enforcement/2012

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL FY10 | ACTUAL FY11 | ACTUAL FY12 | ESTIMATED FY13 |
|---|---|---|---|---|
| Code Enforcement Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Code Enforcement Officer III | 1.00 | 1.00 | 3.00 | 2.00 |
| Code Enforcement Officer II | 2.00 | 3.00 | 1.00 | 2.00 |
| Code Enforcement Officer I | 3.00 | 2.00 | 2.00 | 2.00 |
| Office Specialist III | 0.50 | 0.50 | 0.20 | 0.20 |
| Office Specialist II | 1.00 | 1.00 | 1.00 | 1.00 |
| Office Specialist I | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Assistant | 0.60 | 0.60 | 0.60 | 0.60 |
| | | | | |
| Budget Total | **10.10** | **10.10** | **9.80** | **9.80** |

### OPERATING EXPENDITURES

**EXPENDITURE SUPPORT DATA — PROGRAM NUMBER: 2012**

| | Element/Object | Details | Total |
|---|---|---|---|
| 12 | Travel & Training<br>12-11 Travel & Training | CEZOA quarterly meeting, CEO staff ..... 550<br>MBOA quarterly meeting ..... 300<br>AACE conference @ St. Charles, MO, 1 attendee ..... 1,800<br>CEZOA state conference, 6 @ $450 ..... 2,700<br>Administrative support training – clerical, 4 @ $250 ..... 1,000<br>CEO continuing education, 7 @ $100 ..... 700<br>Noise control certification training, 1 @ $800 ..... 800<br>Noise control recertification, 3 @ $500 ..... 1,500 | 9,350 |
| 30 | Professional Services<br>30-13 Administrative | Temporary help, as needed | 300 |
| 36 | Special Services<br>36-10 Printing | Printing of new resident packets, inspection forms, licenses ..... 1,500<br>Permit forms, letterhead, envelopes ..... 2,500 | 4,000 |
| | 36-36 Abatements | Estimated abatements (other than Public Works providing abatement services) | 0 |
| 40 | Repair & Maintenance<br>40-13 Tools & Equipment | Annual calibration of noise meters and calibrators, 3 @ $260 each | 780 |
| 47 | Clothing & Uniforms<br>47-10 Clothing & Uniforms | Uniform shirts for 7 code enforcement staff ..... 1,920<br>Replacement jackets, slacks for code enforcement staff, as needed, 7 @ $230 ..... 1,610<br>Safety shoes, 7 @ $170 ..... 1,190 | 4,720 |
| 48 | Rental<br>48-60 Buildings | Storage space rental, Code Enforcement archive files | |

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 2012 |
|---|---|---|---|
| Element/Object | | Details | Total |
| | | @ $176/month | 2,112 |
| 60 | Supplies | | |
| | 60-10 General Supplies | Smoke detector giveaway program ..... 600 | |
| | | Other supplies ..... 500 | 1,100 |
| | 60-60 Safety Supplies | | 500 |
| 61 | Office Supplies | | |
| | 61-10 Office Supplies | Computer paper, copier paper, office supplies | 3,587 |
| 66 | Telephone & Communications | | |
| | 66-12 Cellular Phone | Monthly service @ $40, 7 phones | 3,360 |
| 67 | Dues & Publications | | |
| | 67-10 Dues | Code Enforcement & Zoning Officials Association (CEZOA), 7 @ $25 ..... 175 | |
| | | American Association for Code Enforcement (AACE), 7 @ $75 ..... 525 | |
| | | Maryland Building Officials Association, 1 @ $25 ..... 25 | 725 |
| | 67-20 Publications & Books | Prince George's County zoning updates ..... 150 | |
| | | Books – International Code ..... 325 | |
| | | Life safety codes and handbook ..... 200 | |
| | | Reference manuals – clerical ..... 100 | 775 |
| 92 | Machinery & Equipment | | |
| | 92-40 Photographic Equipment | Replacement camera equipment | 500 |

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

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 322.10 | City Liquor Licenses | 9,895 | 11,196 | 11,000 | 15,263 | 11,000 |
| 322.20 | State Traders Licenses | 31,815 | 29,063 | 30,000 | 30,609 | 30,000 |
| 323.10 | City Building Permits | 7,400 | 7,471 | 7,000 | 8,025 | 7,000 |
| 323.40 | Occupancy Permits | 597,925 | 606,605 | 540,000 | 776,003 | 580,000 |
| 359.50 | Municipal Infractions | 120,541 | 147,374 | 100,000 | 94,148 | 100,000 |
| | | | | | | |
| | TOTAL | 767,576 | 801,959 | 688,000 | 924,048 | 728,000 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 20 | PUBLIC SERVICES | | | | | | |
| DIV 12 | CODE ENFORCEMENT | | | | | | |
| SUB 0 | PUBLIC SERVICES | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 2012-520.10-01 | SALARY | 80,853 | 83,445 | 85,414 | 85,533 | 87,122 | 87,122 |
| 2012-520.10-02 | HOURLY | 405,132 | 412,343 | 433,299 | 409,800 | 444,098 | 444,098 |
| 2012-520.10-03 | OVERTIME | 18,041 | 29,473 | 25,000 | 33,083 | 35,000 | 53,000 |
| 2012-520.10-10 | NIGHT SHIFT DIFFERENTIAL | 870 | 704 | 1,000 | 839 | 1,000 | 1,000 |
| * | PAYROLL-WAGES | 504,896 | 525,965 | 544,713 | 529,255 | 567,220 | 585,220 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 2012-520.11-10 | FICA | 37,006 | 38,678 | 39,899 | 38,812 | 41,533 | 42,910 |
| 2012-520.11-12 | HEALTH INSURANCE | 71,763 | 72,073 | 73,196 | 73,091 | 74,733 | 74,733 |
| 2012-520.11-13 | DENTAL INSURANCE | 4,669 | 4,874 | 4,858 | 4,962 | 5,222 | 5,222 |
| 2012-520.11-14 | LIFE INSURANCE | 1,305 | 1,278 | 1,349 | 1,287 | 1,377 | 1,377 |
| 2012-520.11-15 | VISION INSURANCE | 1,599 | 1,476 | 1,473 | 1,440 | 1,592 | 1,592 |
| 2012-520.11-17 | 457 CITY MATCH CONTRIBUTN | 8,844 | 9,152 | 8,656 | 8,256 | 9,307 | 9,307 |
| 2012-520.11-18 | RETIREMENT | 30,906 | 33,159 | 35,007 | 32,190 | 36,462 | 36,462 |
| 2012-520.11-21 | WORKERS COMPENSATION INS | 13,199 | 15,408 | 16,695 | 15,431 | 15,146 | 15,769 |
| 2012-520.11-22 | LONG TERM DISABILITY INS | 1,646 | 1,771 | 1,884 | 1,649 | 1,927 | 1,927 |
| * | FRINGE BENEFITS | 170,937 | 177,869 | 183,017 | 177,118 | 187,299 | 189,299 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 2012-520.12-10 | NON TRAINING TRAVEL | 3 | 4 | 0 | 0 | 0 | 0 |
| 2012-520.12-11 | TRAVEL & TRAINING | 6,985 | 5,808 | 9,800 | 5,750 | 9,350 | 9,350 |
| * | TRAVEL & TRAINING | 6,988 | 5,812 | 9,800 | 5,750 | 9,350 | 9,350 |
| ELEM 20 | OVERHEAD | | | | | | |
| 2012-520.20-10 | INSURANCE | 5,550 | 5,333 | 5,208 | 5,208 | 4,783 | 4,783 |
| 2012-520.20-11 | AUTOMOTIVE | 41,565 | 40,233 | 41,359 | 41,359 | 44,787 | 44,787 |
| 2012-520.20-12 | POSTAGE | 13,757 | 14,886 | 14,165 | 11,444 | 12,800 | 12,800 |
| 2012-520.20-15 | INFORMATION TECHNOLOGY | 93,394 | 92,928 | 97,854 | 97,854 | 93,973 | 93,973 |
| 2012-520.20-17 | COPIER | 10 | 18 | 241 | 4 | 252 | 252 |
| * | OVERHEAD | 154,276 | 153,398 | 158,827 | 155,869 | 156,595 | 156,595 |
| ELEM 30 | PROFESSIONAL SERVICES | | | | | | |
| 2012-520.30-13 | ADMINISTRATIVE | 25 | 1,539 | 300 | 0 | 300 | 300 |
| * | PROFESSIONAL SERVICES | 25 | 1,539 | 300 | 0 | 300 | 300 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 2012-520.36-10 | PRINTING | 7,593 | 4,682 | 4,000 | 5,815 | 4,000 | 4,000 |
| * | SPECIAL SERVICES | 7,593 | 4,682 | 4,000 | 5,815 | 4,000 | 4,000 |
| ELEM 40 | REPAIR & MAINTENANCE | | | | | | |
| 2012-520.40-13 | TOOLS & EQUIPMENT | 0 | 780 | 780 | 0 | 780 | 780 |
| 2012-520.40-21 | BICYCLE EQUIPMENT | 0 | 200 | 0 | 0 | 0 | 0 |
| 2012-520.40-22 | MOBILE & PORTABLE RADIOS | 0 | 118 | 0 | 0 | 0 | 0 |
| * | REPAIR & MAINTENANCE | 0 | 1,098 | 780 | 0 | 780 | 780 |
| ELEM 47 | CLOTHING & UNIFORMS | | | | | | |
| 2012-520.47-10 | CLOTHING & UNIFORMS | 4,908 | 4,191 | 4,720 | 2,666 | 4,720 | 4,720 |
| * | CLOTHING & UNIFORMS | 4,908 | 4,191 | 4,720 | 2,666 | 4,720 | 4,720 |
| ELEM 48 | RENTAL | | | | | | |
| 2012-520.48-60 | BUILDINGS | 2,288 | 2,112 | 2,112 | 2,068 | 2,112 | 2,112 |
| * | RENTAL | 2,288 | 2,112 | 2,112 | 2,068 | 2,112 | 2,112 |
| ELEM 60 | SUPPLIES | | | | | | |
| 2012-520.60-10 | GENERAL SUPPLIES | 1,073 | 1,222 | 1,100 | 381 | 1,100 | 1,100 |
| 2012-520.60-20 | COMPUTER SUPPLIES | 0 | 132 | 0 | 0 | 0 | 0 |
| 2012-520.60-60 | SAFETY SUPPLIES | 266 | 420 | 500 | 546 | 500 | 500 |
| * | SUPPLIES | 1,339 | 1,774 | 1,600 | 927 | 1,600 | 1,600 |
| ELEM 61 | OFFICE SUPPLIES | | | | | | |
| 2012-520.61-10 | OFFICE SUPPLIES | 2,217 | 2,378 | 3,587 | 2,250 | 3,587 | 3,587 |
| * | OFFICE SUPPLIES | 2,217 | 2,378 | 3,587 | 2,250 | 3,587 | 3,587 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 20 | PUBLIC SERVICES | | | | | | |
| DIV 12 | CODE ENFORCEMENT | | | | | | |
| SUB 0 | PUBLIC SERVICES | | | | | | |
| ELEM 66 | TELEPHONE & COMMUNICATION | | | | | | |
| ELEM 66 | TELEPHONE & COMMUNICATION | | | | | | |
| 2012-520.66-10 | TELEPHONE | 588 | 502 | 360 | 367 | 0 | 0 |
| 2012-520.66-12 | CELLULAR PHONE | 3,426 | 3,437 | 4,200 | 2,803 | 3,360 | 3,360 |
| * | TELEPHONE & COMMUNICATION | 4,014 | 3,939 | 4,560 | 3,170 | 3,360 | 3,360 |
| ELEM 67 | DUES & PUBLICATIONS | | | | | | |
| 2012-520.67-10 | DUES | 905 | 995 | 725 | 750 | 725 | 725 |
| 2012-520.67-20 | PUBLICATIONS & BOOKS | 506 | 119 | 775 | 524 | 775 | 775 |
| * | DUES & PUBLICATIONS | 1,411 | 1,114 | 1,500 | 1,274 | 1,500 | 1,500 |
| ELEM 69 | MISCELLANEOUS CHARGE | | | | | | |
| 2012-520.69-10 | MISCELLANEOUS | 0 | 87 | 0 | 163 | 0 | 0 |
| * | MISCELLANEOUS CHARGE | 0 | 87 | 0 | 163 | 0 | 0 |
| ELEM 92 | MACHINERY & EQUIPMENT | | | | | | |
| 2012-520.92-40 | PHOTOGRAPHIC EQUIPMENT | 675 | 1,239 | 500 | 0 | 500 | 500 |
| * | MACHINERY & EQUIPMENT | 675 | 1,239 | 500 | 0 | 500 | 500 |
| ELEM 93 | OFFICE EQUIPMENT | | | | | | |
| 2012-520.93-20 | OFFICE FURNITURE | 0 | 545 | 0 | 0 | 0 | 0 |
| * | OFFICE EQUIPMENT | 0 | 545 | 0 | 0 | 0 | 0 |
| ELEM 98 | COMPUTER HDWE & SOFTWARE | | | | | | |
| 2012-520.98-10 | COMPUTER HARDWARE | 0 | 1,418 | 0 | 0 | 0 | 0 |
| * | COMPUTER HDWE & SOFTWARE | 0 | 1,418 | 0 | 0 | 0 | 0 |
| ** | CODE ENFORCEMENT | 861,567 | 889,160 | 920,016 | 886,325 | 942,923 | 962,923 |

## PROGRAM NAME/NUMBER — Animal Control/2013

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Reduce problems with stray or nuisance animals by enforcing animal control ordinances | Percent of residents rating animal control services as good or better | 75% | No survey | No survey | 75% |
| • License all dogs and cats to aid in the prevention of rabies | Number of County animal licenses issued to City residents | New | New | 437 | 460 |
| 2. Respond to nuisance animal and cruelty to animal complaints in a timely manner | Percent of complaints responded to within 30 minutes during on-duty hours | 90% | 95% | 95% | 95% |
| | Percent of priority complaints responded to within 8 hours during off-duty hours | 90% | 95% | 95% | 95% |

## PROGRAM NAME/NUMBER — Animal Control/2013

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| Animal Control Officer III | 1.00 | 1.00 | 0.00 | 0.00 |
| Animal Control Officer I | 0.00 | 0.00 | 1.00 | 1.00 |
| | | | | |
| Budget Total | **1.00** | **1.00** | **1.00** | **1.00** |

### OPERATING EXPENDITURES

**EXPENDITURE SUPPORT DATA** — **PROGRAM NUMBER: 2013**

| | Element/Object | Details | Total |
|---|---|---|---|
| 12 | Travel & Training<br>12-11 Travel & Training | Humane Society annual conference on animal welfare @ Nashville ..... 1,800<br>PAWS conference (local) ..... 200 | 2,000 |
| 30 | Professional Services<br>30-30 Veterinary Services | For humane care of impounded animals. (Costs are partially covered from adoption fees in Animal Control Cost Recovery, account 2013-3623.) | 3,000 |
| 34 | Contractual Services<br>34-69 Rat Control | Integrated pest management plan to abate rats on public property | 15,000 |
| 36 | Special Services<br>36-10 Printing | Public education materials | 250 |
| | 36-23 Animal Control Cost Recovery | Animal adoption fees, microchip placement | (1,500) |
| 40 | Repair & Maintenance<br>40-11 Buildings & Grounds | Maintenance of animal shelter ..... 650<br>Repairs to animal shelter ..... 650 | 1,300 |
| 42 | Cleaning Service<br>42-10 Building | Sanitizing of animal shelter @ Public Works facility, as needed, for infectious disease control | 200 |
| 47 | Clothing & Uniforms<br>47-10 Clothing & Uniforms | Uniforms ..... 500<br>Safety shoes, 1 @ $170 ..... 170<br>Fall/spring jacket, 1 @ $75 ..... 75<br>Personal protective equipment ..... 75 | 820 |
| 60 | Supplies<br>60-10 General Supplies | Traps, flashlight/camera batteries, capture equipment ..... 600<br>Animal food ..... 400<br>Supplies for shelter and vehicle ..... 1,300 | 2,300 |

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

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

**Capital Outlay**: None

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 341.30 | Animal Control Impound Fees | 0 | 200 | 200 | 125 | 200 |
| 341.31 | Animal Control Boarding Fees | 0 | 240 | 150 | 30 | 150 |
| 359.20 | Animal Fines | 0 | 200 | 250 | 0 | 200 |
| 366.50 | Animal License Commission | 1,363 | 1,461 | 1,400 | 1,331 | 1,400 |
| | | | | | | |
| | TOTAL | 1,363 | 2,101 | 4,000 | 1,486 | 1,950 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 20 | PUBLIC SERVICES | | | | | | |
| DIV 13 | ANIMAL CONTROL | | | | | | |
| SUB 0 | PUBLIC SERVICES | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 2013-520.10-02 | HOURLY | 37,898 | 44,519 | 37,735 | 34,646 | 37,551 | 37,551 |
| 2013-520.10-03 | OVERTIME | 1,083 | 1,618 | 1,500 | 1,358 | 1,500 | 1,500 |
| 2013-520.10-10 | NIGHT SHIFT DIFFERENTIAL | 0 | 0 | 100 | 0 | 100 | 100 |
| * | PAYROLL-WAGES | 38,981 | 46,137 | 39,335 | 36,004 | 39,151 | 39,151 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 2013-520.11-10 | FICA | 2,957 | 2,622 | 2,909 | 2,660 | 2,896 | 2,896 |
| 2013-520.11-12 | HEALTH INSURANCE | 756 | 4,431 | 4,424 | 4,310 | 4,250 | 4,250 |
| 2013-520.11-13 | DENTAL INSURANCE | 177 | 278 | 278 | 266 | 278 | 278 |
| 2013-520.11-14 | LIFE INSURANCE | 111 | 94 | 106 | 113 | 141 | 141 |
| 2013-520.11-15 | VISION INSURANCE | 119 | 96 | 96 | 93 | 99 | 99 |
| 2013-520.11-17 | 457 CITY MATCH CONTRIBUTN | 92 | 522 | 521 | 520 | 521 | 521 |
| 2013-520.11-18 | RETIREMENT | 2,067 | 377 | 2,557 | 2,342 | 2,545 | 2,545 |
| 2013-520.11-21 | WORKERS COMPENSATION INS | 1,609 | 1,325 | 1,510 | 1,332 | 1,316 | 1,316 |
| 2013-520.11-22 | LONG TERM DISABILITY INS | 137 | 131 | 147 | 128 | 146 | 146 |
| * | FRINGE BENEFITS | 8,025 | 9,876 | 12,548 | 11,764 | 12,192 | 12,192 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 2013-520.12-10 | NON TRAINING TRAVEL | 24 | 51 | 0 | 0 | 0 | 0 |
| 2013-520.12-11 | TRAVEL & TRAINING | 1,521 | 1,874 | 2,000 | 1,796 | 2,000 | 2,000 |
| * | TRAVEL & TRAINING | 1,545 | 1,925 | 2,000 | 1,796 | 2,000 | 2,000 |
| ELEM 20 | OVERHEAD | | | | | | |
| 2013-520.20-10 | INSURANCE | 1,850 | 1,778 | 1,736 | 1,736 | 1,594 | 1,594 |
| 2013-520.20-11 | AUTOMOTIVE | 13,855 | 13,411 | 13,786 | 13,786 | 14,929 | 14,929 |
| 2013-520.20-12 | POSTAGE | 53 | 151 | 417 | 212 | 320 | 320 |
| 2013-520.20-17 | COPIER | 0 | 0 | 0 | 22 | 252 | 252 |
| * | OVERHEAD | 15,758 | 15,340 | 15,939 | 15,756 | 17,095 | 17,095 |
| ELEM 30 | PROFESSIONAL SERVICES | | | | | | |
| 2013-520.30-30 | VETERINARY SERVICES | 2,837 | 2,346 | 2,500 | 5,131 | 3,000 | 3,000 |
| * | PROFESSIONAL SERVICES | 2,837 | 2,346 | 2,500 | 5,131 | 3,000 | 3,000 |
| ELEM 34 | CONTRACTUAL SERVICES | | | | | | |
| 2013-520.34-69 | RAT CONTROL | 19,560 | 15,000 | 15,000 | 14,250 | 15,000 | 15,000 |
| * | CONTRACTUAL SERVICES | 19,560 | 15,000 | 15,000 | 14,250 | 15,000 | 15,000 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 2013-520.36-10 | PRINTING | 752 | 217 | 250 | 367 | 250 | 250 |
| 2013-520.36-23 | ANIMAL CTRL COST RECOVERY | 0 | 174- | 750- | 2,455- | 1,500- | 1,500- |
| * | SPECIAL SERVICES | 752 | 43 | 500- | 2,088- | 1,250- | 1,250- |
| ELEM 40 | REPAIR & MAINTENANCE | | | | | | |
| 2013-520.40-11 | BUILDINGS & GROUNDS | 546 | 0 | 1,300 | 79 | 1,300 | 1,300 |
| * | REPAIR & MAINTENANCE | 546 | 0 | 1,300 | 79 | 1,300 | 1,300 |
| ELEM 42 | CLEANING SERVICE | | | | | | |
| 2013-520.42-10 | BUILDING | 0 | 0 | 200 | 0 | 200 | 200 |
| * | CLEANING SERVICE | 0 | 0 | 200 | 0 | 200 | 200 |
| ELEM 47 | CLOTHING & UNIFORMS | | | | | | |
| 2013-520.47-10 | CLOTHING & UNIFORMS | 665 | 559 | 800 | 360 | 820 | 820 |
| * | CLOTHING & UNIFORMS | 665 | 559 | 800 | 360 | 820 | 820 |
| ELEM 60 | SUPPLIES | | | | | | |
| 2013-520.60-10 | GENERAL SUPPLIES | 1,887 | 2,169 | 2,250 | 969 | 2,300 | 2,300 |
| * | SUPPLIES | 1,887 | 2,169 | 2,250 | 969 | 2,300 | 2,300 |
| ELEM 61 | OFFICE SUPPLIES | | | | | | |
| 2013-520.61-10 | OFFICE SUPPLIES | 53 | 50 | 100 | 58 | 150 | 150 |
| * | OFFICE SUPPLIES | 53 | 50 | 100 | 58 | 150 | 150 |
| ELEM 66 | TELEPHONE & COMMUNICATION | | | | | | |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 20 | PUBLIC SERVICES | | | | | | |
| DIV 13 | ANIMAL CONTROL | | | | | | |
| SUB 0 | PUBLIC SERVICES | | | | | | |
| ELEM 66 | TELEPHONE & COMMUNICATION | | | | | | |
| 2013-520.66-12 | CELLULAR PHONE | 491 | 398 | 600 | 363 | 480 | 480 |
| * | TELEPHONE & COMMUNICATION | 491 | 398 | 600 | 363 | 480 | 480 |
| ELEM 67 | DUES & PUBLICATIONS | | | | | | |
| 2013-520.67-10 | DUES | 0 | 0 | 200 | 0 | 200 | 200 |
| 2013-520.67-20 | PUBLICATIONS & BOOKS | 0 | 0 | 100 | 0 | 100 | 100 |
| * | DUES & PUBLICATIONS | 0 | 0 | 300 | 0 | 300 | 300 |
| ELEM 69 | MISCELLANEOUS CHARGE | | | | | | |
| 2013-520.69-10 | MISCELLANEOUS | 0 | 0 | 0 | 193 | 0 | 0 |
| * | MISCELLANEOUS CHARGE | 0 | 0 | 0 | 193 | 0 | 0 |
| ELEM 92 | MACHINERY & EQUIPMENT | | | | | | |
| 2013-520.92-40 | PHOTOGRAPHIC EQUIPMENT | 200 | 0 | 0 | 0 | 0 | 0 |
| * | MACHINERY & EQUIPMENT | 200 | 0 | 0 | 0 | 0 | 0 |
| ELEM 98 | COMPUTER HDWE & SOFTWARE | | | | | | |
| 2013-520.98-10 | COMPUTER HARDWARE | 0 | 1,795 | 0 | 0 | 0 | 0 |
| * | COMPUTER HDWE & SOFTWARE | 0 | 1,795 | 0 | 0 | 0 | 0 |
| ** | ANIMAL CONTROL | 91,300 | 95,638 | 92,372 | 84,635 | 92,738 | 92,738 |

## PROGRAM NAME/NUMBER — Recreation/2014

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. To promote community spirit and identity by coordinating special events | Total estimated attendance at City-sponsored events:<br>July 4th Fireworks<br>Bunny Brunch<br>Maryland Day - City tent<br>Santa Breakfast<br>Blues Festival<br>College Park Cares 10K Race<br>College Park Day<br>Senior events<br>National Night Out<br>Earth Day<br>Other | 27,600 | 30,000 | See Note * below | See Note * below |

* Note: In the future, we will break out the attendance at the events. For July 4th, we will use the UMPD estimated fireworks attendance. For Maryland Day – City tent, we will use 5% of the UMPD estimated Maryland Day attendance. For all other events listed, we will attempt to collect attendance figures using ticket stubs.

## PROGRAM NAME/NUMBER — Recreation/2014

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL FY10 | ACTUAL FY11 | ACTUAL FY12 | ESTIMATED FY13 |
|---|---|---|---|---|
| Administrative Assistant | 0.00 | 0.00 | 0.00 | 0.10 |
| Office Specialist III | 0.30 | 0.10 | 0.10 | 0.00 |
| | | | | |
| Budget Total | **0.30** | **0.10** | **0.10** | **0.10** |

### OPERATING EXPENDITURES:

**EXPENDITURE SUPPORT DATA — PROGRAM NUMBER: 2014**

| Element/Object | | Details | Total |
|---|---|---|---|
| 30 | Professional Services<br>30-13 Administrative | Event staff ..... 2,000<br>Clerical support, 12 Recreation Board meetings @ $50 ..... 600 | 2,600 |
| 36 | Special Services<br>36-10 Printing | | 1,020 |
| 38 | Special Events<br>38-10 Fireworks | July 4th celebration on University of Maryland campus, co-sponsored by University of Maryland (includes fireworks; band; stage, sound system and generator rental; fire/EMS services; staff meals, porta-john rental) | 33,000 |
| | 38-42 Fall Festival | City sponsor expenditures; co-sponsored by UM Campus Recreation, M-NCPPC and DC Blues Society @ Ritchie Coliseum | 6,000 |
| | 38-56 Senior Events | Attick Towers ..... 500<br>Spellman House ..... 500 | 1,000 |
| | 38-60 College Park Day | City participation expenditures ..... 5,000<br>Event planner ..... 10,000 | 15,000 |
| | 38-99 Other | Fall events ..... 750<br>Winter events ..... 750<br>Spring events ..... 500<br>M-NCPPC summer playground programs ..... 500<br>Neighborhood programs ..... 1,000<br>ASCAP performance license, annual fee ..... 320<br>BMI performance license, annual fee ..... 320<br>Maryland Day, participation costs (including rental of tables and chairs in City tent) ..... 1,000 | 5,140 |
| 60 | Supplies<br>60-10 General Supplies | Banners, flyers, etc. ..... 500<br>Maryland Day supplies ..... 500 | 1,000 |

## PROGRAM NAME/NUMBER

**Recreation/2014**

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 2014 |
|---|---|---|---|
| Element/Object | | Details | Total |
| 61 | Office Supplies<br>61-10 Office Supplies | | 200 |

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 20 | PUBLIC SERVICES | | | | | | |
| DIV 14 | RECREATION | | | | | | |
| SUB 0 | PUBLIC SERVICES | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 2014-520.10-01 | SALARY | 0 | 0 | 0 | 789 | 0 | 0 |
| 2014-520.10-02 | HOURLY | 3,760 | 995 | 5,666 | 5,420 | 5,924 | 5,924 |
| 2014-520.10-03 | OVERTIME | 155 | 1 | 500 | 1,930 | 2,000 | 2,000 |
| 2014-520.10-08 | SATURDAY SHIFT DIFFERENTL | 0 | 0 | 0 | 9 | 0 | 0 |
| 2014-520.10-10 | NIGHT SHIFT DIFFERENTIAL | 0 | 2 | 0 | 3 | 0 | 0 |
| * | PAYROLL-WAGES | 3,915 | 998 | 6,166 | 8,151 | 7,924 | 7,924 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 2014-520.11-10 | FICA | 291 | 74 | 416 | 583 | 563 | 563 |
| 2014-520.11-12 | HEALTH INSURANCE | 456 | 138 | 1,479 | 1,416 | 1,421 | 1,421 |
| 2014-520.11-13 | DENTAL INSURANCE | 4 | 4 | 100 | 101 | 100 | 100 |
| 2014-520.11-14 | LIFE INSURANCE | 9 | 2 | 16 | 16 | 17 | 17 |
| 2014-520.11-15 | VISION INSURANCE | 2 | 1 | 27 | 27 | 30 | 30 |
| 2014-520.11-17 | 457 CITY MATCH CONTRIBUTN | 58 | 15 | 52 | 68 | 52 | 52 |
| 2014-520.11-18 | RETIREMENT | 19 | 58 | 401 | 501 | 515 | 515 |
| 2014-520.11-21 | WORKERS COMPENSATION INS | 18 | 7 | 11 | 64 | 12 | 12 |
| 2014-520.11-22 | LONG TERM DISABILITY INS | 12 | 2 | 22 | 21 | 23 | 23 |
| * | FRINGE BENEFITS | 869 | 301 | 2,524 | 2,797 | 2,733 | 2,733 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 2014-520.12-10 | NON TRAINING TRAVEL | 0 | 13 | 0 | 0 | 0 | 0 |
| * | TRAVEL & TRAINING | 0 | 13 | 0 | 0 | 0 | 0 |
| ELEM 30 | PROFESSIONAL SERVICES | | | | | | |
| 2014-520.30-13 | ADMINISTRATIVE | 1,509 | 1,382 | 2,600 | 1,000 | 2,600 | 2,600 |
| * | PROFESSIONAL SERVICES | 1,509 | 1,382 | 2,600 | 1,000 | 2,600 | 2,600 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 2014-520.36-10 | PRINTING | 0 | 0 | 1,020 | 0 | 1,020 | 1,020 |
| * | SPECIAL SERVICES | 0 | 0 | 1,020 | 0 | 1,020 | 1,020 |
| ELEM 38 | SPECIAL EVENTS | | | | | | |
| 2014-520.38-10 | FIREWORKS | 31,958 | 27,764 | 32,950 | 29,244 | 33,000 | 33,000 |
| 2014-520.38-42 | FALL FESTIVAL | 4,820 | 6,825 | 5,000 | 5,081 | 6,000 | 6,000 |
| 2014-520.38-56 | SENIOR EVENTS | 706 | 1,092 | 1,000 | 1,427 | 1,000 | 1,000 |
| 2014-520.38-59 | SPRING FESTIVAL | 4,923 | 0 | 0 | 0 | 0 | 0 |
| 2014-520.38-60 | COLLEGE PARK DAY | 0 | 4,092 | 15,000 | 14,203 | 15,000 | 15,000 |
| 2014-520.38-99 | OTHER | 9,879 | 9,550 | 5,118 | 6,097 | 5,140 | 5,140 |
| * | SPECIAL EVENTS | 52,286 | 49,323 | 59,068 | 56,052 | 60,140 | 60,140 |
| ELEM 60 | SUPPLIES | | | | | | |
| 2014-520.60-10 | GENERAL SUPPLIES | 145 | 130 | 1,000 | 148 | 1,000 | 1,000 |
| * | SUPPLIES | 145 | 130 | 1,000 | 148 | 1,000 | 1,000 |
| ELEM 61 | OFFICE SUPPLIES | | | | | | |
| 2014-520.61-10 | OFFICE SUPPLIES | 0 | 18 | 200 | 22 | 200 | 200 |
| * | OFFICE SUPPLIES | 0 | 18 | 200 | 22 | 200 | 200 |
| ELEM 67 | DUES & PUBLICATIONS | | | | | | |
| 2014-520.67-10 | DUES | 50 | 0 | 0 | 0 | 0 | 0 |
| * | DUES & PUBLICATIONS | 50 | 0 | 0 | 0 | 0 | 0 |
| ** | RECREATION | 58,774 | 52,165 | 72,578 | 68,170 | 75,617 | 75,617 |

## PROGRAM NAME/NUMBER — Rent Stabilization/2016

**DESCRIPTION**: Staff assigned to this program manage and implement the Rent Stabilization ordinance. This program regulates residential rent increases in order to stabilize rents; protect tenants from unwarranted rent increases; maintain diversity in the community; preserve public peace, health, safety and welfare; and advance the housing policies of the City. Enforcement of the Rent Stabilization ordinance was resumed in FY11 following a decision by the Maryland Court of Special Appeals, supporting the ordinance.

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| Ensure compliance with Rent Stabilization ordinance | Percentage of regulated properties that comply with required reporting (registered and paid annual fee) | 50% | 75% | 71% | 75% |

## PROGRAM NAME/NUMBER — Rent Stabilization/2016

**PERSONNEL EXPENDITURES:** Personnel expenditures include a stipend of $60 per meeting attended where quorum exists (18 meetings estimated) paid to 7 commission members who are not FTE's. For FY13, staff cost equivalent to 0.25 FTE was budgeted as overtime in this program.

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| Administrative Assistant | 0.50 | 0.00 | 0.00 | 0.00 |
| Office Specialist III | 0.00 | 0.00 | 0.50 | 0.50 |
| Office Specialist I | 0.00 | 0.00 | 0.25 | 0.25 |
| | | | | |
| Budget Total | **0.50** | **0.00** | **0.75** | **0.75** |

**OPERATING EXPENDITURES:**

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 2016 |
|---|---|---|---|
| Element/Object | | Details | Total |
| 20 | Overhead<br>20-12 Postage | Estimated postage meter usage | 5,000 |
| 30 | Professional Services<br>30-13 Administrative | Clerical support, 18 meetings @ $150/meeting | 2,700 |
| 32 | Legal Services<br>32-19 Rent Stabilization | Legal fees, rent stabilization (estimated) | 20,000 |
| 36 | Special Services<br>36-10 Printing | | 1,000 |
| 60 | Supplies<br>60-10 General Supplies | | 400 |
| | 60-11 Meeting Refreshments | | 200 |
| 61 | Office Supplies<br>61-10 Office Supplies | | 500 |

**Capital Outlay:** None

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 323.36 | Rent Stabilization Fees | 0 | 9,413 | 28,500 | 1,590 | 27,000 |
| | | | | | | |
| | TOTAL | 0 | 8,490 | 28,500 | 1,590 | 27,000 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 20 | PUBLIC SERVICES | | | | | | |
| DIV 16 | RENT STABILIZATION | | | | | | |
| SUB 0 | PUBLIC SERVICES | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 2016-520.10-02 | HOURLY | 97 | 728 | 25,817 | 15,037 | 26,809 | 26,809 |
| 2016-520.10-03 | OVERTIME | 0 | 0 | 12,500 | 2,537 | 12,000 | 12,000 |
| 2016-520.10-06 | STIPEND | 0 | 840 | 7,560 | 1,860 | 7,560 | 7,560 |
| * | PAYROLL-WAGES | 97 | 1,568 | 45,877 | 19,434 | 46,369 | 46,369 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 2016-520.11-10 | FICA | 7 | 106 | 3,454 | 1,422 | 3,492 | 3,492 |
| 2016-520.11-12 | HEALTH INSURANCE | 26 | 0 | 2,642 | 2,057 | 2,538 | 2,538 |
| 2016-520.11-13 | DENTAL INSURANCE | 2 | 0 | 94 | 75 | 94 | 94 |
| 2016-520.11-14 | LIFE INSURANCE | 0 | 0 | 52 | 51 | 55 | 55 |
| 2016-520.11-15 | VISION INSURANCE | 0 | 0 | 48 | 38 | 50 | 50 |
| 2016-520.11-17 | 457 CITY MATCH CONTRIBUTN | 1 | 0 | 0 | 0 | 0 | 0 |
| 2016-520.11-18 | RETIREMENT | 6 | 0 | 2,027 | 881 | 2,049 | 2,049 |
| 2016-520.11-21 | WORKERS COMPENSATION INS | 0 | 28 | 74 | 32 | 74 | 74 |
| 2016-520.11-22 | LONG TERM DISABILITY INS | 0 | 0 | 73 | 60 | 76 | 76 |
| * | FRINGE BENEFITS | 42 | 134 | 8,464 | 4,616 | 8,428 | 8,428 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 2016-520.12-10 | NON TRAINING TRAVEL | 0 | 29 | 0 | 0 | 0 | 0 |
| * | TRAVEL & TRAINING | 0 | 29 | 0 | 0 | 0 | 0 |
| ELEM 20 | OVERHEAD | | | | | | |
| 2016-520.20-12 | POSTAGE | 0 | 7,629 | 10,000 | 7,716 | 5,000 | 5,000 |
| 2016-520.20-17 | COPIER | 0 | 8 | 0 | 16 | 252 | 252 |
| * | OVERHEAD | 0 | 7,637 | 10,000 | 7,732 | 5,252 | 5,252 |
| ELEM 30 | PROFESSIONAL SERVICES | | | | | | |
| 2016-520.30-13 | ADMINISTRATIVE | 0 | 293 | 2,700 | 321 | 2,700 | 2,700 |
| 2016-520.30-15 | CONSULTING | 0 | 5,960 | 10,000 | 11,376 | 0 | 0 |
| * | PROFESSIONAL SERVICES | 0 | 6,253 | 12,700 | 11,697 | 2,700 | 2,700 |
| ELEM 32 | LEGAL SERVICES | | | | | | |
| 2016-520.32-19 | RENT STABILIZATION | 2,719 | 15,197 | 40,000 | 21,466 | 20,000 | 20,000 |
| * | LEGAL SERVICES | 2,719 | 15,197 | 40,000 | 21,466 | 20,000 | 20,000 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 2016-520.36-10 | PRINTING | 0 | 2,119 | 1,000 | 1,672 | 1,000 | 1,000 |
| * | SPECIAL SERVICES | 0 | 2,119 | 1,000 | 1,672 | 1,000 | 1,000 |
| ELEM 60 | SUPPLIES | | | | | | |
| 2016-520.60-10 | GENERAL SUPPLIES | 0 | 0 | 400 | 44 | 400 | 400 |
| 2016-520.60-11 | MEETING REFRESHMENTS | 0 | 161 | 200 | 0 | 200 | 200 |
| * | SUPPLIES | 0 | 161 | 600 | 44 | 600 | 600 |
| ELEM 61 | OFFICE SUPPLIES | | | | | | |
| 2016-520.61-10 | OFFICE SUPPLIES | 0 | 700 | 500 | 743 | 500 | 500 |
| * | OFFICE SUPPLIES | 0 | 700 | 500 | 743 | 500 | 500 |
| ** | RENT STABILIZATION | 2,858 | 33,798 | 119,141 | 67,404 | 84,849 | 84,849 |

## PROGRAM NAME/NUMBER — Public Safety/2020

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Support continued participation in the Citizens Corps Council programs | Number of active volunteers | 1 | 5 | 4 | 5 |
| 2. Support strategic plan goal of improving neighborhood watch activities | Number of active neighborhoods participating | 7 | 10 | 7 | 10 |

**PERSONNEL EXPENDITURES:** Since FY2009, salaries for administrative support to the Contract Police program have been budgeted in this program (in order to qualify for reimbursement under State Aid for Police Protection).

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| Administrative Assistant | 0.10 | 0.10 | 0.10 | 0.10 |
| Office Specialist III | 0.20 | 0.20 | 0.20 | 0.20 |
| Public Safety Officer | 0.00 | 0.00 | 0.50 | 0.50 |
| | | | | |
| Budget Total | **0.30** | **0.30** | **0.80** | **0.80** |

**OPERATING EXPENDITURES:**

| **EXPENDITURE SUPPORT DATA** | | | **PROGRAM NUMBER: 2020** |
|---|---|---|---|
| | **Element/Object** | **Details** | **Total** |
| 12 | Travel & Training<br>12-11 Travel & Training | Public safety training | 500 |
| 30 | Professional Services<br>30-13 Administrative | | 100 |
| 36 | Special Services<br>36-10 Printing | Flyers and other materials | 500 |
| | 36-34 Neighborhood Watch | Supplies, training, assistance for new neighborhood watch program | 5,000 |
| 38 | Special Events<br>38-57 Police Community Relations | City participation expenditures | 800 |
| | 38-62 National Night Out | City participation expenditures | 500 |
| 47 | Clothing & Uniforms<br>47-10 Clothing & Uniforms | Clothing for Public Safety Officer, as needed ..... 150<br>Safety shoes, 1 @ $170 ..... 170 | 320 |
| 60 | Supplies<br>60-10 General Supplies | | 600 |
| | 60-11 Meeting Refreshments | | 500 |
| | 60-60 Safety Supplies | Replenishment of supplies, homeland security trailer | 500 |
| 66 | Telephone & Communications<br>66-12 Cellular Phone | UM OIT and cellular phone charges, 11 PERT ("blue light") public safety telephones ..... 5,200<br>Monthly service, 1 iPhone @ $110 ..... 1,320 | 6,520 |

| | | | |
|---|---|---|---|
| 67 | Dues & Subscriptions<br>67-10 Dues | MWCOG Street Smart safety program | 1,300 |

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 20 | PUBLIC SERVICES | | | | | | |
| DIV 20 | PUBLIC SAFETY | | | | | | |
| SUB 0 | PUBLIC SERVICES | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 2020-520.10-02 | HOURLY | 12,176 | 6,873 | 43,136 | 37,906 | 40,885 | 40,885 |
| 2020-520.10-03 | OVERTIME | 322 | 660 | 1,000 | 2,778 | 2,500 | 2,500 |
| * | PAYROLL-WAGES | 12,498 | 7,533 | 44,136 | 40,684 | 43,385 | 43,385 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 2020-520.11-10 | FICA | 893 | 523 | 3,299 | 3,037 | 3,252 | 3,252 |
| 2020-520.11-12 | HEALTH INSURANCE | 2,220 | 1,679 | 5,178 | 2,762 | 2,436 | 2,436 |
| 2020-520.11-13 | DENTAL INSURANCE | 88 | 100 | 277 | 151 | 138 | 138 |
| 2020-520.11-14 | LIFE INSURANCE | 33 | 18 | 37 | 48 | 38 | 38 |
| 2020-520.11-15 | VISION INSURANCE | 33 | 27 | 94 | 93 | 50 | 50 |
| 2020-520.11-17 | 457 CITY MATCH CONTRIBUTN | 142 | 71 | 52 | 58 | 52 | 52 |
| 2020-520.11-18 | RETIREMENT | 341 | 476 | 919 | 840 | 2,820 | 2,820 |
| 2020-520.11-21 | WORKERS COMPENSATION INS | 21 | 12 | 1,400 | 877 | 952 | 952 |
| 2020-520.11-22 | LONG TERM DISABILITY INS | 42 | 26 | 51 | 62 | 53 | 53 |
| * | FRINGE BENEFITS | 3,813 | 2,932 | 11,307 | 7,928 | 9,791 | 9,791 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 2020-520.12-10 | NON TRAINING TRAVEL | 0 | 7 | 0 | 0 | 0 | 0 |
| 2020-520.12-11 | TRAVEL & TRAINING | 32 | 0 | 500 | 429 | 500 | 500 |
| * | TRAVEL & TRAINING | 32 | 7 | 500 | 429 | 500 | 500 |
| ELEM 20 | OVERHEAD | | | | | | |
| 2020-520.20-12 | POSTAGE | 0 | 0 | 0 | 0 | 320 | 320 |
| 2020-520.20-17 | COPIER | 0 | 0 | 0 | 0 | 252 | 252 |
| * | OVERHEAD | 0 | 0 | 0 | 0 | 572 | 572 |
| ELEM 30 | PROFESSIONAL SERVICES | | | | | | |
| 2020-520.30-13 | ADMINISTRATIVE | 0 | 40 | 100 | 260 | 100 | 100 |
| * | PROFESSIONAL SERVICES | 0 | 40 | 100 | 260 | 100 | 100 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 2020-520.36-10 | PRINTING | 1,940 | 386 | 500 | 1,107 | 500 | 500 |
| 2020-520.36-34 | NEIGHBORHOOD WATCH | 0 | 0 | 5,000 | 3,053 | 5,000 | 5,000 |
| * | SPECIAL SERVICES | 1,940 | 386 | 5,500 | 4,160 | 5,500 | 5,500 |
| ELEM 38 | SPECIAL EVENTS | | | | | | |
| 2020-520.38-57 | POLICE COMM RELATIONS | 0 | 835 | 800 | 0 | 800 | 800 |
| 2020-520.38-62 | NATIONAL NIGHT OUT | 137 | 0 | 500 | 823 | 500 | 500 |
| * | SPECIAL EVENTS | 137 | 835 | 1,300 | 823 | 1,300 | 1,300 |
| ELEM 40 | REPAIR & MAINTENANCE | | | | | | |
| 2020-520.40-13 | TOOLS & EQUIPMENT | 70 | 825 | 300 | 0 | 0 | 0 |
| * | REPAIR & MAINTENANCE | 70 | 825 | 300 | 0 | 0 | 0 |
| ELEM 47 | CLOTHING & UNIFORMS | | | | | | |
| 2020-520.47-10 | CLOTHING & UNIFORMS | 0 | 0 | 0 | 898 | 320 | 320 |
| * | CLOTHING & UNIFORMS | 0 | 0 | 0 | 898 | 320 | 320 |
| ELEM 60 | SUPPLIES | | | | | | |
| 2020-520.60-10 | GENERAL SUPPLIES | 456 | 204 | 600 | 782 | 600 | 600 |
| 2020-520.60-11 | MEETING REFRESHMENTS | 0 | 836 | 500 | 209 | 500 | 500 |
| 2020-520.60-60 | SAFETY SUPPLIES | 1,795 | 2,319 | 500 | 1,494 | 500 | 500 |
| * | SUPPLIES | 2,251 | 3,359 | 1,600 | 2,485 | 1,600 | 1,600 |
| ELEM 61 | OFFICE SUPPLIES | | | | | | |
| 2020-520.61-10 | OFFICE SUPPLIES | 0 | 0 | 0 | 235 | 0 | 0 |
| * | OFFICE SUPPLIES | 0 | 0 | 0 | 235 | 0 | 0 |
| ELEM 66 | TELEPHONE & COMMUNICATION | | | | | | |
| 2020-520.66-12 | CELLULAR PHONE | 3,276 | 3,276 | 5,200 | 1,279 | 6,520 | 6,520 |
| * | TELEPHONE & COMMUNICATION | 3,276 | 3,276 | 5,200 | 1,279 | 6,520 | 6,520 |
| ELEM 67 | DUES & PUBLICATIONS | | | | | | |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 20 | PUBLIC SERVICES | | | | | | |
| DIV 20 | PUBLIC SAFETY | | | | | | |
| SUB 0 | PUBLIC SERVICES | | | | | | |
| ELEM 67 | DUES & PUBLICATIONS | | | | | | |
| 2020-520.67-10 | DUES | 0 | 0 | 1,300 | 1,300 | 1,300 | 1,300 |
| * | DUES & PUBLICATIONS | 0 | 0 | 1,300 | 1,300 | 1,300 | 1,300 |
| ** | PUBLIC SAFETY | 24,017 | 19,193 | 71,243 | 60,481 | 70,888 | 70,888 |

## PROGRAM NAME/NUMBER — Speed Enforcement/2025

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

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

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| Administer the speed enforcement camera program to promote public safety | Percent of citations processed within established guidelines | 100% | 99% | 100% | 100% |

## PROGRAM NAME/NUMBER — Speed Enforcement/2025

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| Police Officer-Supervisor | 0.00 | 0.00 | 0.04 | 0.04 |
| Police Officer | 0.00 | 0.00 | 0.68 | 0.30 |
| | | | | |
| Budget Total | **0.00** | **0.00** | **0.72** | **0.34** |

### OPERATING EXPENDITURES:

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 2025 |
|---|---|---|---|
| | **Element/Object** | **Details** | **Total** |
| 20 | Overhead<br>20-25 Administrative | 2% of net speed enforcement camera revenue received | 24,400 |
| 36 | Special Services<br>36-10 Printing | Activity forms | 2,000 |

**Capital Outlay:** None

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 359.70 | Speed Enforcement Camera Revenue | 0 | 3,628,256 | 800,000 | 2,158,175 | 2,000,000 |
| 359.70 | Optotraffic-Processing Charges | (0) | (1,415,067) | (312,000) | (841,688) | (780,000) |
| 359.70 | Optotraffic-Engineering Study | (0) | (8,000) | (0) | (0) | (0) |
| 359.70 | State Repayment-Excess over 10% of General Fund Revenues | (0) | (485,184) | (0) | (0) | (0) |
| | | | | | | |
| | TOTAL | 0 | 1,720,005 | 488,000 | 1,316,487 | 1,220,000 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 20 | PUBLIC SERVICES | | | | | | |
| DIV 25 | SPEED ENFORCEMENT | | | | | | |
| SUB 0 | PUBLIC SERVICES | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 2025-520.10-02 | HOURLY | 0 | 29,980 | 74,993 | 20,525 | 31,134 | 31,134 |
| * | PAYROLL-WAGES | 0 | 29,980 | 74,993 | 20,525 | 31,134 | 31,134 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 2025-520.11-10 | FICA | 0 | 2,294 | 5,737 | 1,570 | 2,382 | 2,382 |
| 2025-520.11-14 | LIFE INSURANCE | 0 | 4 | 0 | 0 | 0 | 0 |
| 2025-520.11-17 | 457 CITY MATCH CONTRIBUTN | 0 | 21 | 0 | 0 | 0 | 0 |
| 2025-520.11-18 | RETIREMENT | 0 | 141 | 0 | 0 | 0 | 0 |
| 2025-520.11-21 | WORKERS COMPENSATION INS | 0 | 1,197 | 3,429 | 978 | 1,639 | 1,639 |
| 2025-520.11-22 | LONG TERM DISABILITY INS | 0 | 5 | 0 | 0 | 0 | 0 |
| * | FRINGE BENEFITS | 0 | 3,662 | 9,166 | 2,548 | 4,021 | 4,021 |
| ELEM 20 | OVERHEAD | | | | | | |
| 2025-520.20-25 | ADMINISTRATIVE | 0 | 40,415 | 0 | 26,320 | 24,400 | 24,400 |
| * | OVERHEAD | 0 | 40,415 | 0 | 26,320 | 24,400 | 24,400 |
| ELEM 30 | PROFESSIONAL SERVICES | | | | | | |
| 2025-520.30-15 | CONSULTING | 0 | 3,700 | 0 | 0 | 0 | 0 |
| * | PROFESSIONAL SERVICES | 0 | 3,700 | 0 | 0 | 0 | 0 |
| ELEM 32 | LEGAL SERVICES | | | | | | |
| 2025-520.32-10 | CITY ATTORNEY | 0 | 6,780 | 0 | 525 | 0 | 0 |
| * | LEGAL SERVICES | 0 | 6,780 | 0 | 525 | 0 | 0 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 2025-520.36-10 | PRINTING | 0 | 135 | 2,000 | 63 | 2,000 | 2,000 |
| 2025-520.36-11 | CLASSIFIED ADVERTISING | 0 | 752 | 0 | 0 | 0 | 0 |
| * | SPECIAL SERVICES | 0 | 887 | 2,000 | 63 | 2,000 | 2,000 |
| ELEM 60 | SUPPLIES | | | | | | |
| 2025-520.60-20 | COMPUTER SUPPLIES | 0 | 220 | 0 | 0 | 0 | 0 |
| * | SUPPLIES | 0 | 220 | 0 | 0 | 0 | 0 |
| ELEM 98 | COMPUTER HDWE & SOFTWARE | | | | | | |
| 2025-520.98-10 | COMPUTER HARDWARE | 0 | 2,800 | 0 | 500 | 0 | 0 |
| * | COMPUTER HDWE & SOFTWARE | 0 | 2,800 | 0 | 500 | 0 | 0 |
| ** | SPEED ENFORCEMENT | 0 | 88,444 | 86,159 | 50,481 | 61,555 | 61,555 |

## PROGRAM NAME/NUMBER — Contract Police/2030

**DESCRIPTION**: This program provides supplemental police services to enhance safety and security for City residents, including a police services contract with Prince George's County and a pool of part-time officers employed by the City. The County contract, executed in FY2009, provides 3 full-time police officers at a current annual budget of $400,000. The pool of part-time police officers was added in FY2005 at an initial budget of $120,000 (including wages, fringe benefits, liability insurance, mileage and administrative support), increased to $250,000 for FY2006, increased to $500,000 for FY2007, increased to $650,000 for FY2012, and increased to $750,000 for FY2013. Including the County contract and the part-time police officers, the FY2013 budget provides a total of $1,150,000 for 10.45 FTE's (418 hours per week on average) of supplemental City-wide policing.

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Improve public safety and reduce crime by utilizing contract police officers, collaborating with other police agencies, and encouraging community participation | Percent of residents who feel safe in their neighborhood | 77% | No survey | No survey | 80% |
| | Percent of residents who feel safe in commercial areas | 78% | No survey | No survey | 80% |
| 2. Increase resident awareness of the contract police program | Percent of residents with a good or better understanding of the contract police program | 52% | No survey | No survey | 54% |

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

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| Police Officer-Supervisor | 0.25 | 0.25 | 0.25 | 0.25 |
| Police Officer-Lieutenant | 0.00 | 0.25 | 0.25 | 0.25 |
| Police Officer-Sergeant | 0.25 | 0.00 | 0.00 | 0.00 |
| Police Officer | 4.30 | 4.30 | 5.72 | 6.95 |
| | | | | |
| Budget Total | **4.80** | **4.80** | **6.22** | **7.45** |

**OPERATING EXPENDITURES:** Beginning in FY2009, 3 full-time police officers, under a police services contract with Prince George's County, supplement the pool of part-time contract police officers, providing an FY2013 total of 10.45 police officer FTE's to supplement state, county, University and Metro Transit police officers assigned to patrol in the City.

| **EXPENDITURE SUPPORT DATA** | | | **PROGRAM NUMBER: 2020** |
|---|---|---|---|
| | **Element/Object** | **Details** | **Total** |
| 12 | Travel & Training<br>12-10 Non-Training Travel | Mileage reimbursement to police agencies for vehicle use by contract police officers (rate varies per contract); estimated mileage | 25,000 |
| 34 | Contractual Services<br>34-34 Police Services Contract | Contract with Prince George's County for 3 full-time police officers, including wages, fringe benefits, vehicle, uniforms, liability insurance; billed semi-annually | 400,000 |
| 36 | Special Services<br>36-10 Printing | Activity forms | 2,000 |
| 40 | Repair & Maintenance<br>40-13 Tools & Equipment | Calibration/certification of radar units | 250 |
| | 40-21 Bicycle Equipment | Periodic bicycle maintenance ..... 500<br>Repairs not covered by maintenance contract ..... 1,000 | 1,500 |
| 47 | Clothing & Uniforms<br>47-10 Clothing & Uniforms | Bicycle clothing | 400 |
| 50 | Insurance<br>50-10 Liability Insurance | Liability insurance for part-time contract police officers (on City payroll) | 3,088 |

| | | | |
|---|---|---|---|
| 60 | Supplies<br>60-10 General Supplies | Cruiser signs, other supplies | 1,000 |
| 61 | Office Supplies<br>61-10 Office Supplies | | 500 |

**Capital Outlay:** None

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 332.20 | State Aid for Police Protection | 92,901 | 73,840 | 73,840 | 73,840 | 73,840 |
| | | | | | | |
| | TOTAL | 92,901 | 73,840 | 73,840 | 73,840 | 73,840 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 20 | PUBLIC SERVICES | | | | | | |
| DIV 30 | CONTRACT POLICE | | | | | | |
| SUB 0 | PUBLIC SERVICES | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 2030-520.10-02 | HOURLY | 505,384 | 492,964 | 579,205 | 532,840 | 575,563 | 664,121 |
| 2030-520.10-03 | OVERTIME | 2,509 | 1,823 | 1,000 | 1,643 | 2,000 | 2,000 |
| * | PAYROLL-WAGES | 507,893 | 494,787 | 580,205 | 534,483 | 577,563 | 666,121 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 2030-520.11-10 | FICA | 38,854 | 37,844 | 44,386 | 40,889 | 44,184 | 50,959 |
| 2030-520.11-12 | HEALTH INSURANCE | 14 | 383 | 0 | 26 | 0 | 0 |
| 2030-520.11-13 | DENTAL INSURANCE | 1 | 14 | 0 | 1 | 0 | 0 |
| 2030-520.11-14 | LIFE INSURANCE | 0 | 7 | 0 | 0 | 0 | 0 |
| 2030-520.11-15 | VISION INSURANCE | 0 | 7 | 0 | 1 | 0 | 0 |
| 2030-520.11-17 | 457 CITY MATCH CONTRIBUTN | 0 | 1 | 0 | 0 | 0 | 0 |
| 2030-520.11-18 | RETIREMENT | 3 | 5 | 0 | 15 | 0 | 0 |
| 2030-520.11-21 | WORKERS COMPENSATION INS | 21,192 | 19,520 | 26,516 | 25,598 | 30,376 | 35,043 |
| 2030-520.11-22 | LONG TERM DISABILITY INS | 0 | 5 | 0 | 0 | 0 | 0 |
| * | FRINGE BENEFITS | 60,064 | 57,786 | 70,902 | 66,530 | 74,560 | 86,002 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 2030-520.12-10 | NON TRAINING TRAVEL | 24,180 | 24,000 | 25,000 | 23,272 | 25,000 | 25,000 |
| 2030-520.12-11 | TRAVEL & TRAINING | 265 | 0 | 0 | 0 | 0 | 0 |
| * | TRAVEL & TRAINING | 24,445 | 24,000 | 25,000 | 23,272 | 25,000 | 25,000 |
| ELEM 30 | PROFESSIONAL SERVICES | | | | | | |
| 2030-520.30-13 | ADMINISTRATIVE | 333 | 0 | 0 | 0 | 0 | 0 |
| * | PROFESSIONAL SERVICES | 333 | 0 | 0 | 0 | 0 | 0 |
| ELEM 34 | CONTRACTUAL SERVICES | | | | | | |
| 2030-520.34-34 | POLICE SERVICES CONTRACT | 291,141 | 361,063 | 400,000 | 166,900 | 400,000 | 400,000 |
| * | CONTRACTUAL SERVICES | 291,141 | 361,063 | 400,000 | 166,900 | 400,000 | 400,000 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 2030-520.36-10 | PRINTING | 905 | 448 | 2,000 | 1,212 | 2,000 | 2,000 |
| 2030-520.36-99 | OTHER | 500 | 0 | 0 | 0 | 0 | 0 |
| * | SPECIAL SERVICES | 1,405 | 448 | 2,000 | 1,212 | 2,000 | 2,000 |
| ELEM 40 | REPAIR & MAINTENANCE | | | | | | |
| 2030-520.40-11 | BUILDINGS & GROUNDS | 0 | 0 | 0 | 535 | 0 | 0 |
| 2030-520.40-13 | TOOLS & EQUIPMENT | 0 | 0 | 250 | 0 | 250 | 250 |
| 2030-520.40-21 | BICYCLE EQUIPMENT | 20- | 1,018 | 500 | 0 | 1,500 | 1,500 |
| * | REPAIR & MAINTENANCE | 20- | 1,018 | 750 | 535 | 1,750 | 1,750 |
| ELEM 45 | MAINTENANCE CONTRACT | | | | | | |
| 2030-520.45-22 | SECURITY ALARM MONITORING | 0 | 0 | 0 | 300 | 0 | 0 |
| * | MAINTENANCE CONTRACT | 0 | 0 | 0 | 300 | 0 | 0 |
| ELEM 47 | CLOTHING & UNIFORMS | | | | | | |
| 2030-520.47-10 | CLOTHING & UNIFORMS | 393 | 0 | 400 | 0 | 400 | 400 |
| * | CLOTHING & UNIFORMS | 393 | 0 | 400 | 0 | 400 | 400 |
| ELEM 50 | INSURANCE | | | | | | |
| 2030-520.50-10 | LIABILITY INSURANCE | 1,111 | 1,106 | 3,088 | 667 | 3,088 | 3,088 |
| * | INSURANCE | 1,111 | 1,106 | 3,088 | 667 | 3,088 | 3,088 |
| ELEM 60 | SUPPLIES | | | | | | |
| 2030-520.60-10 | GENERAL SUPPLIES | 552 | 1,163 | 1,000 | 463 | 1,000 | 1,000 |
| * | SUPPLIES | 552 | 1,163 | 1,000 | 463 | 1,000 | 1,000 |
| ELEM 61 | OFFICE SUPPLIES | | | | | | |
| 2030-520.61-10 | OFFICE SUPPLIES | 23 | 127 | 500 | 301 | 500 | 500 |
| * | OFFICE SUPPLIES | 23 | 127 | 500 | 301 | 500 | 500 |
| ELEM 92 | MACHINERY & EQUIPMENT | | | | | | |
| 2030-520.92-46 | BICYCLE EQUIPMENT | 496 | 0 | 0 | 0 | 0 | 0 |
| * | MACHINERY & EQUIPMENT | 496 | 0 | 0 | 0 | 0 | 0 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 20 | PUBLIC SERVICES | | | | | | |
| DIV 30 | CONTRACT POLICE | | | | | | |
| SUB 0 | PUBLIC SERVICES | | | | | | |
| ELEM 92 | MACHINERY & EQUIPMENT | | | | | | |
| 2030-520.97-20 | RADIO EQUIPMENT | 1,870 | 0 | 0 | 0 | 0 | 0 |
| * | COMMUNICATIONS EQUIPMENT | 1,870 | 0 | 0 | 0 | 0 | 0 |
| ** | CONTRACT POLICE | 889,706 | 941,498 | 1,083,845 | 794,663 | 1,085,861 | 1,185,861 |
| *** | PUBLIC SERVICES | 3,066,339 | 3,137,941 | 3,537,431 | 3,090,763 | 3,550,936 | 3,671,236 |

# PLANNING, COMMUNITY & ECONOMIC DEVELOPMENT

## PROGRAM NAME/NUMBER — Planning Administration/3010

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Manage department programs within approved annual budget | Percent of programs within budget | 100% | 100% | 100% | 100% |
| 2. Promote a highly professional, skilled workforce to meet City planning needs | Percent of staff who receive at least 16 hours of profess-sional development each year | 100% | 100% | 100% | 100% |

## PROGRAM NAME/NUMBER — Planning Administration/3010

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| Director of Planning | 0.20 | 0.20 | 0.20 | 0.20 |
| Senior Planner | 0.10 | 0.10 | 0.10 | 0.10 |
| Administrative Assistant | 0.25 | 0.25 | 0.25 | 0.25 |
| | | | | |
| Budget Total | **0.55** | **0.55** | **0.55** | **0.55** |

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

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 3010 |
|---|---|---|---|
| **Element/Object** | | **Details** | **Total** |
| 12 | Travel & Training<br>12-10 Non-Training Travel | Staff mileage reimbursement | 700 |
| | 12-11 Travel & Training | American Planning Association national conference @ Chicago, 2 @ $2,100 ..... 4,200<br>State Revitalization & Preservation Conference, 2 @ $50 ..... 100<br>International Council of Shopping Centers regional conference @ National Harbor ..... 210<br>AICP audio conferences, 4 @ $210 ..... 840<br>APA CD-ROM training packages ..... 360 | 5,710 |
| 36 | Special Services<br>36-21 Courier Services | As needed for delivery of time-sensitive material | 300 |
| 61 | Office Supplies<br>61-10 Office Supplies | | 1,500 |
| 62 | Postage<br>62-10 Postage | Shipping charges | 200 |
| 66 | Telephone & Communications<br>66-12 Cellular Phone | Cell phone allowance, $40 monthly | 480 |
| 67 | Dues & Publications<br>67-10 Dues | American Planning Association (APA) (3 members) ..... 790<br>American Institute of Certified Planners (AICP) (2 members) ..... 290<br>Urban Land Institute (ULI) ..... 225<br>National Trust for Historic Preservation ..... 50<br>Planning Advisory Service ..... 795<br>Congress for the New Urbanism ..... 195<br>International Council of Shopping Centers (ICSC) ..... 50 | 2,395 |

| EXPENDITURE SUPPORT DATA | | PROGRAM NUMBER: 3010 | |
|---|---|---|---|
| | **Element/Object** | **Details** | **Total** |
| | 67-20 Publications & Books | Zoning News ..... 90<br>APA Journal ..... 48<br>Prince George's Newsletter ..... 255<br>Better Cities & Towns ..... 100<br>Other publications and books ..... 500 | 993 |

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 30 | PLANNING, COMM & ECON DEV | | | | | | |
| DIV 10 | PLANNING ADMINISTRATION | | | | | | |
| SUB 0 | PLANNING, COMM & ECON DEV | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 3010-530.10-01 | SALARY | 27,059 | 27,805 | 28,902 | 28,863 | 30,387 | 30,387 |
| 3010-530.10-02 | HOURLY | 15,893 | 12,419 | 15,067 | 15,064 | 15,753 | 15,753 |
| * | PAYROLL-WAGES | 42,952 | 40,224 | 43,969 | 43,927 | 46,140 | 46,140 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 3010-530.11-10 | FICA | 3,078 | 3,122 | 3,138 | 3,237 | 3,231 | 3,231 |
| 3010-530.11-12 | HEALTH INSURANCE | 2,997 | 3,064 | 3,060 | 2,904 | 2,944 | 2,944 |
| 3010-530.11-13 | DENTAL INSURANCE | 189 | 201 | 201 | 193 | 201 | 201 |
| 3010-530.11-14 | LIFE INSURANCE | 119 | 115 | 123 | 116 | 128 | 128 |
| 3010-530.11-15 | VISION INSURANCE | 70 | 54 | 54 | 54 | 61 | 61 |
| 3010-530.11-17 | 457 CITY MATCH CONTRIBUTN | 728 | 731 | 730 | 733 | 834 | 834 |
| 3010-530.11-18 | RETIREMENT | 2,712 | 2,763 | 2,871 | 2,868 | 3,006 | 3,006 |
| 3010-530.11-21 | WORKERS COMPENSATION INS | 237 | 1,085 | 1,158 | 1,116 | 1,066 | 1,066 |
| 3010-530.11-22 | LONG TERM DISABILITY INS | 151 | 160 | 171 | 159 | 180 | 180 |
| * | FRINGE BENEFITS | 10,281 | 11,295 | 11,506 | 11,380 | 11,651 | 11,651 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 3010-530.12-10 | NON TRAINING TRAVEL | 1,488 | 733 | 800 | 1,148 | 700 | 700 |
| 3010-530.12-11 | TRAVEL & TRAINING | 7,368 | 4,869 | 6,300 | 6,914 | 5,710 | 5,710 |
| * | TRAVEL & TRAINING | 8,856 | 5,602 | 7,100 | 8,062 | 6,410 | 6,410 |
| ELEM 20 | OVERHEAD | | | | | | |
| 3010-530.20-10 | INSURANCE | 3,700 | 3,555 | 3,472 | 3,472 | 3,189 | 3,189 |
| 3010-530.20-12 | POSTAGE | 1,576 | 660 | 1,667 | 824 | 1,920 | 1,920 |
| 3010-530.20-13 | UTILITIES | 14,398 | 12,137 | 13,013 | 13,013 | 13,057 | 13,517 |
| 3010-530.20-14 | TELEPHONE | 3,680 | 1,824 | 1,824 | 1,824 | 2,190 | 2,190 |
| 3010-530.20-15 | INFORMATION TECHNOLOGY | 9,831 | 9,782 | 11,512 | 11,512 | 11,056 | 11,056 |
| 3010-530.20-16 | BUILDING MAINTENANCE | 14,861 | 13,657 | 14,635 | 13,134 | 14,674 | 14,674 |
| 3010-530.20-17 | COPIER | 2,372 | 2,177 | 2,411 | 1,853 | 3,025 | 3,025 |
| * | OVERHEAD | 50,418 | 43,792 | 48,534 | 45,632 | 49,111 | 49,571 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 3010-530.36-10 | PRINTING | 294 | 184 | 0 | 0 | 0 | 0 |
| 3010-530.36-21 | COURIER SERVICES | 0 | 249 | 300 | 171 | 300 | 300 |
| * | SPECIAL SERVICES | 294 | 433 | 300 | 171 | 300 | 300 |
| ELEM 40 | REPAIR & MAINT-NONCONTRCT | | | | | | |
| 3010-530.40-21 | BICYCLE EQUIPMENT | 0 | 200 | 0 | 0 | 0 | 0 |
| * | REPAIR & MAINT-NONCONTRCT | 0 | 200 | 0 | 0 | 0 | 0 |
| ELEM 60 | SUPPLIES | | | | | | |
| 3010-530.60-10 | GENERAL SUPPLIES | 394 | 0 | 0 | 0 | 0 | 0 |
| 3010-530.60-11 | MEETING REFRESHMENTS | 207 | 0 | 0 | 0 | 0 | 0 |
| * | SUPPLIES | 601 | 0 | 0 | 0 | 0 | 0 |
| ELEM 61 | OFFICE SUPPLIES | | | | | | |
| 3010-530.61-10 | OFFICE SUPPLIES | 1,828 | 1,422 | 1,700 | 776 | 1,500 | 1,500 |
| * | OFFICE SUPPLIES | 1,828 | 1,422 | 1,700 | 776 | 1,500 | 1,500 |
| ELEM 62 | POSTAGE | | | | | | |
| 3010-530.62-10 | POSTAGE | 206 | 60 | 200 | 78 | 200 | 200 |
| * | POSTAGE | 206 | 60 | 200 | 78 | 200 | 200 |
| ELEM 66 | TELEPHONE & COMMUNICATION | | | | | | |
| 3010-530.66-12 | CELLULAR PHONE | 480 | 480 | 480 | 460 | 480 | 480 |
| * | TELEPHONE & COMMUNICATION | 480 | 480 | 480 | 460 | 480 | 480 |
| ELEM 67 | DUES & PUBLICATIONS | | | | | | |
| 3010-530.67-10 | DUES | 2,175 | 2,125 | 2,470 | 2,160 | 2,395 | 2,395 |
| 3010-530.67-20 | PUBLICATIONS & BOOKS | 947 | 773 | 1,093 | 1,047 | 993 | 993 |
| * | DUES & PUBLICATIONS | 3,122 | 2,898 | 3,563 | 3,207 | 3,388 | 3,388 |
| ELEM 92 | MACHINERY & EQUIPMENT | | | | | | |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| | DEPT 30 PLANNING, COMM & ECON DEV | | | | | | |
| | DIV 10 PLANNING ADMINISTRATION | | | | | | |
| | SUB 0 PLANNING, COMM & ECON DEV | | | | | | |
| | ELEM 92 MACHINERY & EQUIPMENT | | | | | | |
| 3010-530.92-46 | BICYCLE EQUIPMENT | 848 | 0 | 0 | 0 | 0 | 0 |
| * | MACHINERY & EQUIPMENT | 848 | 0 | 0 | 0 | 0 | 0 |
| ** | PLANNING ADMINISTRATION | 119,886 | 106,406 | 117,352 | 113,693 | 119,180 | 119,640 |

## PROGRAM NAME/NUMBER — Community Development/3011

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Acquire funding from state and federal grant sources to improve the vitality and livability of the community<br>• Prepare and submit Community Development Block Grant (CDBG), Community Legacy, Maryland Heritage Areas Authority (MHAA), Program Open Space (POS), Recreational Trails, and Anacostia Trails Heritage Area (ATHA) applications for selected projects<br>• Identify funding sources and initiate new capital projects as appropriate | Dollar value of grants awarded: | | | | |
| | Comm. Dev. Block Grant | $100,000 | $150,000 | $240,000* | $150,000 |
| | Community Legacy grant | 100,000 | 0 | 75,000 | 100,000 |
| | MD Heritage Areas Auth. | 10,000 | 66,000 | 0 | 50,000 |
| | Program Open Space | 78,699 | 36,807 | 36,807 | 50,000 |
| | Recreational Trails | 19,000 | 30,000 | 0 | 0 |
| | Anacostia Trails Hrtge. Area | 0 | 2,000 | 1,000 | 2,000 |
| | Safe Routes to School | 161,000 | 100,000 | 0 | 50,000 |
| | Chesapeake Bay Stewardship | 35,000 | 100,000 | 0 | 100,000 |
| | MWCOG Transp. Land Use Connections grant | 0 | 0 | 0 | 35,000 |
| | MDOT Bikeways Program | 0 | 0 | 0 | 50,000 |
| | TOTALS | $503,699 | $484,807 | $352,807 | $587,000 |
| 2. Implement special projects for community development<br>• Neighborhood improvement projects<br>• Streetscape projects<br>• Analyze 2010 census and American Community Survey results<br>• Watershed improvement projects<br>• Homeownership grants | Periodic status reports will be provided for these ongoing projects | | | | |

* includes additional grant of $140,000 in reprogrammed funds

## PROGRAM NAME/NUMBER — Community Development/3011

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| Director of Planning | 0.20 | 0.20 | 0.20 | 0.20 |
| Senior Planner | 0.40 | 0.40 | 0.40 | 0.40 |
| Planner | 0.45 | 0.45 | 0.45 | 0.45 |
| Administrative Assistant | 0.15 | 0.15 | 0.15 | 0.15 |
| | | | | |
| Budget Total | **1.20** | **1.20** | **1.20** | **1.20** |

### OPERATING EXPENDITURES

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 3011 |
|---|---|---|---|
| | **Element/Object** | **Details** | **Total** |
| 30 | Professional Services | | |
| | 30-15 Consulting | Consulting services, as needed, in support of strategic plan activities, projects or grant applications | 10,000 |
| | 30-16 Appraisals | Appraisals of development properties, as needed | 0 |
| 36 | Special Services | | |
| | 36-35 Matching Funds | Funds for matching grant opportunities (previously budgeted in Economic Development 3014-3635) | 25,000 |
| 60 | Supplies | | |
| | 60-11 Meeting Refreshments | Snacks for community meetings, as needed | 300 |

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 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 | 73,870 | 75,046 | 78,304 | 78,852 | 88,288 | 88,288 |
| 3011-530.10-02 | HOURLY | 8,436 | 8,700 | 9,040 | 9,038 | 9,452 | 9,452 |
| * | PAYROLL-WAGES | 82,306 | 83,746 | 87,344 | 87,890 | 97,740 | 97,740 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 3011-530.11-10 | FICA | 6,115 | 6,196 | 6,391 | 6,514 | 7,082 | 7,082 |
| 3011-530.11-12 | HEALTH INSURANCE | 5,640 | 5,748 | 5,741 | 5,449 | 9,441 | 9,441 |
| 3011-530.11-13 | DENTAL INSURANCE | 307 | 326 | 326 | 313 | 449 | 449 |
| 3011-530.11-14 | LIFE INSURANCE | 236 | 227 | 243 | 203 | 232 | 232 |
| 3011-530.11-15 | VISION INSURANCE | 127 | 97 | 97 | 96 | 146 | 146 |
| 3011-530.11-17 | 457 CITY MATCH CONTRIBUTN | 2,076 | 2,088 | 2,086 | 1,708 | 1,251 | 1,251 |
| 3011-530.11-18 | RETIREMENT | 5,390 | 5,476 | 5,710 | 5,744 | 3,977 | 3,977 |
| 3011-530.11-21 | WORKERS COMPENSATION INS | 582 | 2,878 | 3,080 | 2,994 | 2,547 | 2,547 |
| 3011-530.11-22 | LONG TERM DISABILITY INS | 299 | 317 | 340 | 282 | 325 | 325 |
| * | FRINGE BENEFITS | 20,772 | 23,353 | 24,014 | 23,303 | 25,450 | 25,450 |
| ELEM 30 | PROFESSIONAL SERVICES | | | | | | |
| 3011-530.30-15 | CONSULTING | 7,500 | 5,000 | 11,500 | 6,610 | 10,000 | 10,000 |
| * | PROFESSIONAL SERVICES | 7,500 | 5,000 | 11,500 | 6,610 | 10,000 | 10,000 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 3011-530.36-10 | PRINTING | 0 | 0 | 3,000 | 1,055 | 0 | 0 |
| 3011-530.36-21 | COURIER SERVICES | 32 | 0 | 0 | 0 | 0 | 0 |
| 3011-530.36-35 | MATCHING FUNDS | 0 | 0 | 21,000 | 14,058 | 25,000 | 25,000 |
| * | SPECIAL SERVICES | 32 | 0 | 24,000 | 15,113 | 25,000 | 25,000 |
| ELEM 60 | SUPPLIES | | | | | | |
| 3011-530.60-11 | MEETING REFRESHMENTS | 0 | 120 | 0 | 245 | 300 | 300 |
| * | SUPPLIES | 0 | 120 | 0 | 245 | 300 | 300 |
| ** | COMMUNITY DEVELOPMENT | 110,610 | 112,219 | 146,858 | 133,161 | 158,490 | 158,490 |

## 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 | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Review and comment on land use and zoning applications, plans, policies and legislation affecting the City | Generated externally | | | | |
| 2. Process variance and departure and other applications through the Advisory Planning Commission | Number of applications processed<br><br>Percent of recommendations upheld by Mayor & Council | 15<br><br>100% | 10<br><br>100% | 14<br><br>100% | 15<br><br>100% |
| 3. Coordinate and collaborate with others on planning and land use issues in the City<br>• Participate in Greenbelt Sector Plan update<br>• Implement new state-enabled authority for zoning matters<br>• Participate in College Park Metro Area Transit District Development Plan (TDDP) update | Periodic status reports will be provided for these ongoing projects | | | | |
| 4. Prepare local plans as directed in the Strategic Plan<br>• Bicycle Master Plan<br>• Parks & Open Space Plan<br>• Sustainable Communities Plan | Periodic status reports will be provided for these ongoing projects | | | | |

## PROGRAM NAME/NUMBER — Planning and Zoning/3012

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL FY10 | ACTUAL FY11 | ACTUAL FY12 | ESTIMATED FY13 |
|---|---|---|---|---|
| Director of Planning | 0.20 | 0.20 | 0.20 | 0.20 |
| Senior Planner | 0.40 | 0.40 | 0.40 | 0.40 |
| Planner | 0.45 | 0.45 | 0.45 | 0.45 |
| Administrative Assistant | 0.15 | 0.15 | 0.15 | 0.15 |
| | | | | |
| Budget Total | **1.20** | **1.20** | **1.20** | **1.20** |

### OPERATING EXPENDITURES:

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 3012 |
|---|---|---|---|
| **Element/Object** | | **Details** | **Total** |
| 36 | Special Services<br>36-10 Printing | Includes cost of reducing and duplicating site plans and drawings, printing local plans ..... 1,200<br>Purchase of Central US1 Sector Plans, 25 copies @ $12 ..... 300 | 1,500 |
| 60 | Supplies<br>60-10 General Supplies | Outdoor signs for posting public hearing notices related to new planning and zoning authority, 20 @ $31.25 | 625 |
| | 60-11 Meeting Refreshments | Snacks for workgroup meetings | 500 |

**Capital Outlay:** None

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 341.10 | Zoning Application Processing Fee | 1,855 | 2,470 | 1,500 | 1,300 | 1,300 |
| | | | | | | |
| | TOTAL | 1,855 | 2,470 | 1,500 | 1,300 | 1,300 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 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 | 73,632 | 75,046 | 78,304 | 78,852 | 88,288 | 88,288 |
| 3012-530.10-02 | HOURLY | 8,436 | 8,700 | 9,040 | 9,038 | 9,452 | 9,452 |
| * | PAYROLL-WAGES | 82,068 | 83,746 | 87,344 | 87,890 | 97,740 | 97,740 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 3012-530.11-10 | FICA | 6,098 | 6,196 | 6,391 | 6,514 | 7,082 | 7,082 |
| 3012-530.11-12 | HEALTH INSURANCE | 5,618 | 5,748 | 5,741 | 5,449 | 9,441 | 9,441 |
| 3012-530.11-13 | DENTAL INSURANCE | 306 | 326 | 326 | 313 | 449 | 449 |
| 3012-530.11-14 | LIFE INSURANCE | 236 | 227 | 243 | 203 | 232 | 232 |
| 3012-530.11-15 | VISION INSURANCE | 127 | 97 | 97 | 96 | 146 | 146 |
| 3012-530.11-17 | 457 CITY MATCH CONTRIBUTN | 2,066 | 2,088 | 2,086 | 1,708 | 1,251 | 1,251 |
| 3012-530.11-18 | RETIREMENT | 5,375 | 5,476 | 5,710 | 5,744 | 3,977 | 3,977 |
| 3012-530.11-21 | WORKERS COMPENSATION INS | 582 | 2,878 | 3,080 | 2,994 | 2,547 | 2,547 |
| 3012-530.11-22 | LONG TERM DISABILITY INS | 299 | 317 | 340 | 282 | 325 | 325 |
| * | FRINGE BENEFITS | 20,707 | 23,353 | 24,014 | 23,303 | 25,450 | 25,450 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 3012-530.36-10 | PRINTING | 112 | 162 | 1,200 | 159 | 1,500 | 1,500 |
| * | SPECIAL SERVICES | 112 | 162 | 1,200 | 159 | 1,500 | 1,500 |
| ELEM 60 | SUPPLIES | | | | | | |
| 3012-530.60-10 | GENERAL SUPPLIES | 0 | 0 | 0 | 0 | 625 | 625 |
| 3012-530.60-11 | MEETING REFRESHMENTS | 63 | 0 | 0 | 0 | 500 | 500 |
| * | SUPPLIES | 63 | 0 | 0 | 0 | 1,125 | 1,125 |
| ELEM 61 | OFFICE SUPPLIES | | | | | | |
| 3012-530.61-10 | OFFICE SUPPLIES | 71 | 0 | 0 | 0 | 0 | 0 |
| * | OFFICE SUPPLIES | 71 | 0 | 0 | 0 | 0 | 0 |
| ** | PLANNING AND ZONING | 103,021 | 107,261 | 112,558 | 111,352 | 125,815 | 125,815 |

## PROGRAM NAME/NUMBER — Advisory Planning Commission/3013

**DESCRIPTION**: The Advisory Planning Commission is a 7-member commission created in January 1992 to develop a comprehensive, long-range plan for the future development and revitalization of College Park. The Commission is also charged with making recommendations to Mayor & Council, as needed, on zoning applications, land use issues and plans, grant requests and capital improvements. The Commission assumed authority for holding hearings for zoning appeals and departures in April 1997. In 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 | FY2011 ACTUAL | FY2012 | | FY2013 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 | 1 | 0 |
| | Percent of decisions accepted by Mayor & Council | 100% | 100% | 100% | 100% |
| 2. Hear and decide fire code appeals | Number of fire code appeals heard | 0 | 0 | 0 | 0 |

## PROGRAM NAME/NUMBER — Advisory Planning Commission/3013

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

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| Director of Planning | 0.20 | 0.20 | 0.20 | 0.20 |
| Senior Planner | 0.10 | 0.10 | 0.10 | 0.10 |
| Planner | 0.10 | 0.10 | 0.10 | 0.10 |
| Administrative Assistant | 0.30 | 0.30 | 0.30 | 0.30 |
| | | | | |
| Budget Total | **0.70** | **0.70** | **0.70** | **0.70** |

**OPERATING EXPENDITURES:**

| **EXPENDITURE SUPPORT DATA** | | | **PROGRAM NUMBER: 3013** |
|---|---|---|---|
| **Element/Object** | | **Details** | **Total** |
| 12 | Travel & Training<br>12-11 Travel & Training | Maryland Citizen Planners Conference, 2 APC members @ $150 | 300 |
| 32 | Legal Services<br>32-24 Advisory Planning Comm. | Legal services for APC, estimate $900/month | 10,800 |
| 60 | Supplies<br>60-10 General Supplies | New member name plates | 25 |
| 67 | Dues & Publications<br>67-10 Dues | Maryland Citizen Planners Association | 250 |
| | 67-20 Publications & Books | Training publications | 200 |

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 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 | 33,341 | 34,124 | 35,537 | 35,519 | 38,600 | 38,600 |
| 3013-530.10-02 | HOURLY | 16,875 | 17,400 | 18,080 | 18,077 | 18,903 | 18,903 |
| 3013-530.10-03 | OVERTIME | 43 | 0 | 0 | 0 | 0 | 0 |
| 3013-530.10-06 | STIPEND | 1,980 | 2,160 | 5,040 | 2,700 | 5,040 | 5,040 |
| * | PAYROLL-WAGES | 52,239 | 53,684 | 58,657 | 56,296 | 62,543 | 62,543 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 3013-530.11-10 | FICA | 3,862 | 3,962 | 4,243 | 4,145 | 4,460 | 4,460 |
| 3013-530.11-12 | HEALTH INSURANCE | 3,524 | 3,593 | 3,588 | 3,405 | 4,320 | 4,320 |
| 3013-530.11-13 | DENTAL INSURANCE | 215 | 229 | 229 | 219 | 256 | 256 |
| 3013-530.11-14 | LIFE INSURANCE | 144 | 139 | 150 | 135 | 151 | 151 |
| 3013-530.11-15 | VISION INSURANCE | 83 | 64 | 64 | 63 | 80 | 80 |
| 3013-530.11-17 | 457 CITY MATCH CONTRIBUTN | 1,011 | 1,018 | 1,017 | 935 | 912 | 912 |
| 3013-530.11-18 | RETIREMENT | 3,294 | 3,362 | 3,498 | 3,496 | 3,210 | 3,210 |
| 3013-530.11-21 | WORKERS COMPENSATION INS | 294 | 1,333 | 1,431 | 1,376 | 1,251 | 1,251 |
| 3013-530.11-22 | LONG TERM DISABILITY INS | 182 | 195 | 209 | 187 | 212 | 212 |
| * | FRINGE BENEFITS | 12,609 | 13,895 | 14,429 | 13,961 | 14,852 | 14,852 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 3013-530.12-11 | TRAVEL & TRAINING | 0 | 0 | 300 | 0 | 300 | 300 |
| * | TRAVEL & TRAINING | 0 | 0 | 300 | 0 | 300 | 300 |
| ELEM 32 | LEGAL SERVICES | | | | | | |
| 3013-530.32-24 | ADVISORY PLANNING COMM | 0 | 0 | 10,800 | 13,525 | 10,800 | 10,800 |
| * | LEGAL SERVICES | 0 | 0 | 10,800 | 13,525 | 10,800 | 10,800 |
| ELEM 60 | SUPPLIES | | | | | | |
| 3013-530.60-10 | GENERAL SUPPLIES | 19 | 9 | 100 | 14 | 25 | 25 |
| 3013-530.60-11 | MEETING REFRESHMENTS | 442 | 33 | 200 | 21 | 0 | 0 |
| * | SUPPLIES | 461 | 42 | 300 | 35 | 25 | 25 |
| ELEM 67 | DUES & PUBLICATIONS | | | | | | |
| 3013-530.67-10 | DUES | 250 | 0 | 250 | 250 | 250 | 250 |
| 3013-530.67-20 | PUBLICATIONS & BOOKS | 139 | 139 | 300 | 296 | 200 | 200 |
| * | DUES & PUBLICATIONS | 389 | 139 | 550 | 546 | 450 | 450 |
| ** | ADVISORY PLANNING COMM | 65,698 | 67,760 | 85,036 | 84,363 | 88,970 | 88,970 |

## 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 City adopted an Economic Development Plan in 2005.

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Communicate effectively with stakeholders on economic development issues<br>• Conduct 1 real estate roundtable of City brokers, developers and property owners to share information on leasing and development opportunities, real estate transactions, market trends, etc.<br>• Prepare and distribute a bi-monthly Development Update and Business Beat to interested parties<br>• Provide information and referral services to the real estate development community<br>• Attend real estate networking events | Number of potential new business contacts made | New | New | 31 | 50 |
| | Number of new developer contacts made | New | New | 22 | 30 |
| 2. Implement special projects to expand investment and revitalize commercial areas<br>• Work with County to implement a tax increment financing (TIF) strategy for public improvements on U.S. Route 1<br>• Work with Hollywood commercial district property owners and businesses on a streetscape improvement plan<br>• Implement Revitalization Area Tax Credit program | Periodic status reports will be provided for these ongoing projects | | | | |

| | | | | | |
|---|---|---|---|---|---|
| • Work with stakeholders to explore implementation of ULI TAP recommendations in TDOZ | | | | | |
| 3. Expand economic development through new business attraction<br>• Maintain improved web site including data and resources for businesses | Periodic status reports will be provided for these ongoing projects | | | | |
| 4. Expand economic development through business retention and expansion<br>• Support "Buy Local" efforts<br>• Maintain contact with existing businesses to assess needs<br>• Upgrade "Shop College Park" website and increase usage | Number of businesses expanded<br><br>Number of businesses visited | 2<br><br>50 * | 1<br><br>75 * | 1<br><br>100 | 2<br><br>120 |
| 5. Support economic development partnerships<br>• Downtown College Park Management Authority (DCPMA)<br>• College Park City-University Partnership (CPCUP)<br>• Prince George's County Economic Development Corporation and Redevelopment Authority<br>• Anacostia Trails Heritage Area (ATHA)<br>• College Park Neighborhood Business Alliance (CPNBA) | Percent of coordinator's time spent on partnerships | 30% | 30% | 30% | 15% |

* due to vacancy in Economic Development position

## PROGRAM NAME/NUMBER — Economic Development/3014

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL FY10 | ACTUAL FY11 | ACTUAL FY12 | ESTIMATED FY13 |
|---|---|---|---|---|
| Director of Planning | 0.20 | 0.20 | 0.20 | 0.20 |
| Economic Development Planner | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Assistant | 0.15 | 0.15 | 0.15 | 0.15 |
| Planning Intern | 0.00 | 0.20 | 0.30 | 0.20 |
| | | | | |
| Budget Total | **1.35** | **1.55** | **1.65** | **1.55** |

### OPERATING EXPENDITURES:

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

| Element/Object | | Details | Total |
|---|---|---|---|
| 12 | Travel & Training | | |
| | 12-10 Non Training Travel | Staff mileage reimbursement | 500 |
| | 12-11 Travel & Training | Workshops and Urban Land Institute (ULI) local events ..... 500<br>International Council of Shopping Centers (ICSC) regional conference and booth @ National Harbor ..... 660 | 1,160 |
| 30 | Professional Services | | |
| | 30-15 Consulting | Upgrade destination website for speed and functionality and continue hosting | 7,500 |
| 36 | Special Services | | |
| | 36-11 Classified Advertising | City marketing ad in Urban Land Institute (ULI) magazine | 2,500 |
| | 36-15 Catering for Meetings | Real estate roundtable, 1 @ $1,500 ..... 1,500<br>Stakeholders meetings, 4 @ $150 ..... 600 | 2,100 |
| | 36-99 Other | College Park Neighborhood Business Alliance (CPNBA) matching grant for 1 or more events | 2,500 |
| 67 | Dues & Publications | | |
| | 67-10 Dues | Urban Land Institute (ULI) ..... 225<br>Maryland Economic Development Association (MEDA) ..... 200<br>Maryland Downtown Development Association (MDDA) ..... 50<br>International Council of Shopping Centers (ICSC) ..... 100<br>American Independent Business Alliance (AMIBA) ..... 200 | 775 |
| | 67-20 Publications & Books | Washington Business Journal ..... 100<br>Smith Travel Research Hotel Report..... 425 | 525 |

**Capital Outlay:** None

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 366.72 | DCPMA Intern Contribution | 0 | 0 | 2,500 | 0 | 0 |
| | | | | | | |
| | TOTAL | 0 | 0 | 2,500 | 0 | 0 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 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 | 70,651 | 69,468 | 74,866 | 73,512 | 77,086 | 77,086 |
| 3014-530.10-02 | HOURLY | 13,221 | 17,694 | 16,549 | 16,962 | 14,557 | 14,557 |
| * | PAYROLL-WAGES | 83,872 | 87,162 | 91,415 | 90,474 | 91,643 | 91,643 |
| | ELEM 11 FRINGE BENEFITS | | | | | | |
| 3014-530.11-10 | FICA | 6,241 | 6,383 | 6,603 | 5,854 | 6,441 | 6,441 |
| 3014-530.11-12 | HEALTH INSURANCE | 7,845 | 7,946 | 8,243 | 6,367 | 7,918 | 7,918 |
| 3014-530.11-13 | DENTAL INSURANCE | 450 | 464 | 479 | 323 | 390 | 390 |
| 3014-530.11-14 | LIFE INSURANCE | 230 | 208 | 234 | 190 | 241 | 241 |
| 3014-530.11-15 | VISION INSURANCE | 197 | 145 | 150 | 54 | 61 | 61 |
| 3014-530.11-17 | 457 CITY MATCH CONTRIBUTN | 599 | 600 | 600 | 992 | 1,225 | 1,225 |
| 3014-530.11-18 | RETIREMENT | 5,186 | 5,058 | 5,460 | 2,035 | 5,625 | 5,625 |
| 3014-530.11-21 | WORKERS COMPENSATION INS | 760 | 2,977 | 3,223 | 2,667 | 2,818 | 2,818 |
| 3014-530.11-22 | LONG TERM DISABILITY INS | 290 | 290 | 327 | 189 | 128 | 128 |
| * | FRINGE BENEFITS | 21,798 | 24,071 | 25,319 | 18,671 | 24,847 | 24,847 |
| | ELEM 12 TRAVEL & TRAINING | | | | | | |
| 3014-530.12-10 | NON TRAINING TRAVEL | 0 | 0 | 300 | 146 | 500 | 500 |
| 3014-530.12-11 | TRAVEL & TRAINING | 1,649 | 350 | 1,500 | 844 | 1,160 | 1,160 |
| * | TRAVEL & TRAINING | 1,649 | 350 | 1,800 | 990 | 1,660 | 1,660 |
| | ELEM 25 GRANTS & ASSISTANCE | | | | | | |
| 3014-530.25-10 | CITY-UNIV PARTNERSHIP | 25,000 | 0 | 0 | 0 | 0 | 0 |
| 3014-530.25-29 | BUSINESS ASSISTANCE FUND | 7,669 | 0 | 0 | 0 | 0 | 0 |
| * | GRANTS & ASSISTANCE | 32,669 | 0 | 0 | 0 | 0 | 0 |
| | ELEM 30 PROFESSIONAL SERVICES | | | | | | |
| 3014-530.30-15 | CONSULTING | 9,331 | 4,382 | 4,500 | 4,328 | 7,500 | 7,500 |
| * | PROFESSIONAL SERVICES | 9,331 | 4,382 | 4,500 | 4,328 | 7,500 | 7,500 |
| | ELEM 36 SPECIAL SERVICES | | | | | | |
| 3014-530.36-10 | PRINTING | 980 | 0 | 0 | 111 | 0 | 0 |
| 3014-530.36-11 | CLASSIFIED ADVERTISING | 0 | 1,620 | 1,000 | 155 | 2,500 | 2,500 |
| 3014-530.36-15 | CATERING FOR MEETINGS | 0 | 0 | 2,600 | 1,113 | 2,100 | 2,100 |
| 3014-530.36-35 | MATCHING FUNDS | 25,208 | 0 | 0 | 0 | 0 | 0 |
| 3014-530.36-99 | OTHER | 1,880 | 2,984 | 3,000 | 3,158 | 2,500 | 2,500 |
| * | SPECIAL SERVICES | 28,068 | 4,604 | 6,600 | 4,537 | 7,100 | 7,100 |
| | ELEM 60 SUPPLIES | | | | | | |
| 3014-530.60-11 | MEETING REFRESHMENTS | 2,437 | 82 | 0 | 0 | 0 | 0 |
| 3014-530.60-40 | SIGNS | 0 | 795 | 0 | 0 | 0 | 0 |
| * | SUPPLIES | 2,437 | 877 | 0 | 0 | 0 | 0 |
| | ELEM 67 DUES & PUBLICATIONS | | | | | | |
| 3014-530.67-10 | DUES | 813 | 560 | 805 | 415 | 775 | 775 |
| 3014-530.67-20 | PUBLICATIONS & BOOKS | 900 | 991 | 972 | 377 | 525 | 525 |
| * | DUES & PUBLICATIONS | 1,713 | 1,551 | 1,777 | 792 | 1,300 | 1,300 |
| ** | ECONOMIC DEVELOPMENT | 181,537 | 122,997 | 131,411 | 119,792 | 134,050 | 134,050 |
| *** | PLANNING, COMM & ECON DEV | 580,752 | 516,643 | 593,215 | 562,361 | 626,505 | 626,965 |

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# YOUTH, FAMILY & SENIOR SERVICES

## PROGRAM NAME/NUMBER Youth & Family Administration/4010

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Ensure that services are accessible to low and moderate income families (in compliance with requirements for use of City-restricted funds for facility construction) | Percent of families of 4 receiving services who are of low to moderate income ($64,000 or less) | 87% | >=51% | 92% | >=51% |

## PROGRAM NAME/NUMBER — Youth & Family Administration/4010

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| Director of Youth, Family & Senior Svcs | 0.60 | 0.60 | 0.60 | 0.60 |
| Administrative Assistant | 0.75 | 0.75 | 0.75 | 0.75 |
| Office Specialist I | 0.00 | 0.30 | 0.30 | 0.30 |
| | | | | |
| Budget Total | **1.35** | **1.65** | **1.65** | **1.65** |

### OPERATING EXPENDITURES:

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 4010 |
|---|---|---|---|
| | **Element/Object** | **Details** | **Total** |
| 12 | Travel & Training | | |
| | 12-10 Non Training Travel | Staff mileage reimbursement | 2,100 |
| | 12-11 Travel & Training | Maryland Municipal League (MML) convention ..... 1,400 | |
| | | Administrative seminars ..... 1,300 | 2,700 |
| 30 | Professional Services | | |
| | 30-13 Administrative | Lakeland STARS coordination | 6,000 |
| 34 | Contractual Services | | |
| | 34-37 M-NCPPC Contract-Youth Center' | Payment for additional coverage by M-NCPPC staff | 10,000 |
| | 34-72 Building Coverage-After Hours | Building coverage, after-hours meetings | 1,440 |
| 36 | Special Services | | |
| | 36-10 Printing | Brochures, letterhead, envelopes, forms | 3,000 |
| 38 | Special Events | | |
| | 38-15 Holiday Events | Halloween Thing, Spring Egg Hunt | 1,750 |
| | 38-66 Family Summit | Facilitator ..... 1,200 | |
| | | Printing of materials ..... 760 | |
| | | Meeting refreshments ..... 540 | |
| | | Postage ..... 100 | |
| | | Office supplies ..... 100 | 2,700 |
| 40 | Repair & Maintenance | | |
| | 40-10 Office Equipment | | 300 |
| | 40-11 Buildings & Grounds | Building repairs, as needed ..... 7,500 | |
| | | Interior painting ..... 2,000 | |
| | | Exterior trim painting ..... 2,080 | |
| | | Duct re-routing, conference room ..... 1,640 | 13,220 |
| | 40-17 Alarm System | Repairs not covered by maintenance contract | 500 |

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 4010 |
|---|---|---|---|
| | **Element/Object** | **Details** | **Total** |
| | 40-25 HVAC Repairs | Repairs not covered by maintenance contract | 2,000 |
| 42 | Cleaning Service<br>42-10 Building | Window cleaning ..... 250<br>Cleaning of ceiling fans, recreation side exposed high ceiling duct work ..... 950<br>Cleaning of 5 mats, 3x/year ..... 300 | 1,500 |
| 45 | Maintenance Contracts<br>45-16 Building Services | HVAC maintenance contract ..... 2,500<br>Tile maintenance contract ..... 4,000<br>Fire extinguisher service ..... 100<br>Sprinkler system testing and recharge ..... 1,000<br>Carpet cleaning contract ..... 2,250 | 9,850 |
| | 45-22 Security Alarm Monitoring | Burglar alarm, 2 systems ..... 700<br>Fire alarm system ..... 500 | 1,200 |
| | 45-23 Pest Control | | 900 |
| 47 | Clothing & Uniforms<br>47-10 Clothing & Uniforms | City seal clothing for staff | 200 |
| 48 | Rental<br>48-20 Copiers | Copier lease @ $154 monthly | 1,848 |
| 52 | Awards & Gifts<br>52-10 Awards & Gifts | Lakeland STARS ..... 200<br>College Park Scholars, pens ..... 350 | 550 |
| 60 | Supplies<br>60-10 General Supplies | Special event materials, photo finishing, presentation materials, promotional items, Lakeland STARS supplies | 4,000 |
| | 60-11 Meeting Refreshments | | 1,000 |
| 61 | Office Supplies<br>61-10 Office Supplies | | 3,100 |
| 62 | Postage<br>62-10 Postage | | 630 |
| 65 | Utilities<br>65-10 Electricity | Based on current usage | 13,000 |
| | 65-11 Natural Gas | Based on current usage | 3,200 |
| | 65-13 Water & Sewer | Based on current usage | 500 |

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 4010 |
|---|---|---|---|
| | **Element/Object** | **Details** | **Total** |
| 66 | Telephone & Communications<br>66-12 Cellular Phone | Monthly service, 1 Android @ $110 | 1,320 |
| 67 | Dues & Publications<br>67-10 Dues | Maryland Association of Youth Services Bureaus ..... 1,200<br>Maryland Association of Non-Profits ..... 350<br>Human Services Coalition of Prince George's County ..... 150 | 1,700 |
| | 67-20 Publications & Books | | 400 |
| 69 | Miscellaneous Charge<br>69-10 Miscellaneous | | 800 |

**Capital Outlay:** None

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 332.40 | State Youth Services Grant | 81,687 | 76,457 | 76,457 | 76,457 | 76,457 |
| 334.30 | County Youth Services Grant | 4,500 | 4,000 | 4,000 | 4,000 | 4,000 |
| 334.34 | County Special Appropriations Grant | 0 | 30,000 | 0 | 30,000 | 0 |
| | | | | | | |
| | TOTAL | 86,187 | 110,457 | 80,457 | 110,457 | 80,457 |

EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 40 | YOUTH FAMILY &SENIOR SERV | | | | | | |
| DIV 10 | YOUTH & FAMILY ADMIN | | | | | | |
| SUB 0 | YOUTH FAMILY &SENIOR SERV | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 4010-540.10-01 | SALARY | 65,150 | 62,451 | 67,483 | 67,460 | 71,220 | 71,220 |
| 4010-540.10-02 | HOURLY | 35,167 | 49,620 | 42,166 | 32,615 | 40,740 | 40,740 |
| 4010-540.10-03 | OVERTIME | 4,469 | 4,484 | 5,000 | 4,443 | 5,000 | 5,000 |
| * | PAYROLL-WAGES | 104,786 | 116,555 | 114,649 | 104,518 | 116,960 | 116,960 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 4010-540.11-10 | FICA | 7,440 | 8,841 | 8,069 | 7,851 | 7,956 | 7,956 |
| 4010-540.11-12 | HEALTH INSURANCE | 14,047 | 9,523 | 10,600 | 3,486 | 4,414 | 4,414 |
| 4010-540.11-13 | DENTAL INSURANCE | 866 | 564 | 580 | 157 | 209 | 209 |
| 4010-540.11-14 | LIFE INSURANCE | 273 | 259 | 282 | 242 | 287 | 287 |
| 4010-540.11-15 | VISION INSURANCE | 216 | 163 | 198 | 64 | 60 | 60 |
| 4010-540.11-17 | 457 CITY MATCH CONTRIBUTN | 1,554 | 1,734 | 1,564 | 1,641 | 1,877 | 1,877 |
| 4010-540.11-18 | RETIREMENT | 6,457 | 5,600 | 4,711 | 4,708 | 7,059 | 7,059 |
| 4010-540.11-21 | WORKERS COMPENSATION INS | 2,856 | 2,706 | 2,704 | 2,765 | 2,524 | 2,524 |
| 4010-540.11-22 | LONG TERM DISABILITY INS | 344 | 320 | 393 | 292 | 401 | 401 |
| * | FRINGE BENEFITS | 34,053 | 29,710 | 29,101 | 21,206 | 24,787 | 24,787 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 4010-540.12-10 | NON TRAINING TRAVEL | 1,863 | 718 | 2,100 | 1,134 | 2,100 | 2,100 |
| 4010-540.12-11 | TRAVEL & TRAINING | 2,988 | 1,921 | 2,700 | 2,133 | 2,700 | 2,700 |
| * | TRAVEL & TRAINING | 4,851 | 2,639 | 4,800 | 3,267 | 4,800 | 4,800 |
| ELEM 20 | OVERHEAD | | | | | | |
| 4010-540.20-10 | INSURANCE | 7,400 | 7,111 | 6,944 | 6,944 | 6,377 | 6,377 |
| 4010-540.20-12 | POSTAGE | 8 | 189 | 417 | 0 | 320 | 320 |
| 4010-540.20-14 | TELEPHONE | 0 | 3,876 | 3,876 | 3,876 | 4,653 | 4,653 |
| 4010-540.20-15 | INFORMATION TECHNOLOGY | 49,155 | 48,909 | 40,293 | 40,293 | 55,278 | 55,278 |
| 4010-540.20-16 | BUILDING MAINTENANCE | 59,443 | 54,629 | 58,538 | 52,538 | 58,697 | 58,697 |
| 4010-540.20-17 | COPIER | 7 | 2 | 0 | 3 | 252 | 252 |
| * | OVERHEAD | 116,013 | 114,716 | 110,068 | 103,654 | 125,577 | 125,577 |
| ELEM 25 | GRANTS & ASSISTANCE | | | | | | |
| 4010-540.25-38 | PUBL SCH EDUCATION GRANTS | 0 | 19,228 | 0 | 0 | 0 | 0 |
| * | GRANTS & ASSISTANCE | 0 | 19,228 | 0 | 0 | 0 | 0 |
| ELEM 30 | PROFESSIONAL SERVICES | | | | | | |
| 4010-540.30-13 | ADMINISTRATIVE | 8,577 | 6,002 | 6,000 | 18,506 | 6,000 | 6,000 |
| * | PROFESSIONAL SERVICES | 8,577 | 6,002 | 6,000 | 18,506 | 6,000 | 6,000 |
| ELEM 34 | CONTRACTUAL SERVICES | | | | | | |
| 4010-540.34-37 | M-NCPPC CONTRCT-YOUTH CTR | 0 | 0 | 0 | 0 | 10,000 | 10,000 |
| 4010-540.34-72 | BLDG COVERAGE-AFTER HOURS | 1,320 | 1,440 | 1,440 | 1,440 | 1,440 | 1,440 |
| * | CONTRACTUAL SERVICES | 1,320 | 1,440 | 1,440 | 1,440 | 11,440 | 11,440 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 4010-540.36-10 | PRINTING | 3,075 | 2,689 | 3,000 | 2,243 | 3,000 | 3,000 |
| 4010-540.36-11 | CLASSIFIED ADVERTISING | 235 | 0 | 0 | 0 | 0 | 0 |
| * | SPECIAL SERVICES | 3,310 | 2,689 | 3,000 | 2,243 | 3,000 | 3,000 |
| ELEM 38 | SPECIAL EVENTS | | | | | | |
| 4010-540.38-15 | HOLIDAY EVENTS | 1,348 | 1,813 | 1,750 | 1,616 | 1,750 | 1,750 |
| 4010-540.38-66 | FAMILY SUMMIT | 2,326 | 2,070 | 2,700 | 2,335 | 2,700 | 2,700 |
| 4010-540.38-99 | OTHER | 0 | 0 | 0 | 1,665 | 0 | 0 |
| * | SPECIAL EVENTS | 3,674 | 3,883 | 4,450 | 5,616 | 4,450 | 4,450 |
| ELEM 40 | REPAIR & MAINTENANCE | | | | | | |
| 4010-540.40-10 | OFFICE EQUIPMENT | 1,297 | 279 | 300 | 0 | 300 | 300 |
| 4010-540.40-11 | BUILDINGS & GROUNDS | 10,907 | 2,950 | 7,500 | 9,608 | 13,220 | 13,220 |
| 4010-540.40-17 | ALARM SYSTEM | 0 | 1,564 | 700 | 25 | 500 | 500 |
| 4010-540.40-25 | HVAC REPAIRS | 302 | 313 | 2,000 | 4,176 | 2,000 | 2,000 |
| * | REPAIR & MAINTENANCE | 12,506 | 5,106 | 10,500 | 13,809 | 16,020 | 16,020 |
| ELEM 42 | CLEANING SERVICE | | | | | | |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 40 | YOUTH FAMILY &SENIOR SERV | | | | | | |
| DIV 10 | YOUTH & FAMILY ADMIN | | | | | | |
| SUB 0 | YOUTH FAMILY &SENIOR SERV | | | | | | |
| ELEM 42 | CLEANING SERVICE | | | | | | |
| 4010-540.42-10 | BUILDING | 2,035 | 1,025 | 1,200 | 100 | 1,500 | 1,500 |
| * | CLEANING SERVICE | 2,035 | 1,025 | 1,200 | 100 | 1,500 | 1,500 |
| ELEM 45 | MAINTENANCE CONTRACT | | | | | | |
| 4010-540.45-16 | BUILDING SERVICES | 7,640 | 4,529 | 9,400 | 7,126 | 9,850 | 9,850 |
| 4010-540.45-22 | SECURITY ALARM MONITORING | 1,110 | 1,044 | 1,150 | 1,128 | 1,200 | 1,200 |
| 4010-540.45-23 | PEST CONTROL | 768 | 792 | 840 | 819 | 900 | 900 |
| * | MAINTENANCE CONTRACT | 9,518 | 6,365 | 11,390 | 9,073 | 11,950 | 11,950 |
| ELEM 47 | CLOTHING & UNIFORMS | | | | | | |
| 4010-540.47-10 | CLOTHING & UNIFORMS | 30 | 204 | 60 | 37 | 200 | 200 |
| * | CLOTHING & UNIFORMS | 30 | 204 | 60 | 37 | 200 | 200 |
| ELEM 48 | RENTAL | | | | | | |
| 4010-540.48-20 | COPIERS | 1,894 | 1,863 | 1,848 | 1,848 | 1,848 | 1,848 |
| * | RENTAL | 1,894 | 1,863 | 1,848 | 1,848 | 1,848 | 1,848 |
| ELEM 52 | AWARDS & GIFTS | | | | | | |
| 4010-540.52-10 | AWARDS & GIFTS | 32 | 169 | 200 | 169 | 550 | 550 |
| * | AWARDS & GIFTS | 32 | 169 | 200 | 169 | 550 | 550 |
| ELEM 60 | SUPPLIES | | | | | | |
| 4010-540.60-10 | GENERAL SUPPLIES | 4,105 | 5,386 | 3,500 | 6,095 | 4,000 | 4,000 |
| 4010-540.60-11 | MEETING REFRESHMENTS | 1,159 | 860 | 700 | 1,780 | 1,000 | 1,000 |
| * | SUPPLIES | 5,264 | 6,246 | 4,200 | 7,875 | 5,000 | 5,000 |
| ELEM 61 | OFFICE SUPPLIES | | | | | | |
| 4010-540.61-10 | OFFICE SUPPLIES | 2,529 | 3,235 | 2,500 | 2,687 | 3,100 | 3,100 |
| * | OFFICE SUPPLIES | 2,529 | 3,235 | 2,500 | 2,687 | 3,100 | 3,100 |
| ELEM 62 | POSTAGE | | | | | | |
| 4010-540.62-10 | POSTAGE | 841 | 683 | 630 | 1,442 | 630 | 630 |
| * | POSTAGE | 841 | 683 | 630 | 1,442 | 630 | 630 |
| ELEM 65 | UTILITIES | | | | | | |
| 4010-540.65-10 | ELECTRICITY | 10,616 | 12,028 | 13,000 | 12,514 | 13,000 | 13,000 |
| 4010-540.65-11 | NATURAL GAS | 3,836 | 2,863 | 3,200 | 2,637 | 3,200 | 3,200 |
| 4010-540.65-13 | WATER & SEWER | 517 | 469 | 500 | 526 | 500 | 500 |
| * | UTILITIES | 14,969 | 15,360 | 16,700 | 15,677 | 16,700 | 16,700 |
| ELEM 66 | TELEPHONE & COMMUNICATION | | | | | | |
| 4010-540.66-10 | TELEPHONE | 2,283 | 0 | 0 | 0 | 0 | 0 |
| 4010-540.66-12 | CELLULAR PHONE | 970 | 1,290 | 1,440 | 1,224 | 1,320 | 1,320 |
| * | TELEPHONE & COMMUNICATION | 3,253 | 1,290 | 1,440 | 1,224 | 1,320 | 1,320 |
| ELEM 67 | DUES & PUBLICATIONS | | | | | | |
| 4010-540.67-10 | DUES | 950 | 150 | 1,700 | 950 | 1,700 | 1,700 |
| 4010-540.67-20 | PUBLICATIONS & BOOKS | 1,164 | 306 | 400 | 109 | 400 | 400 |
| * | DUES & PUBLICATIONS | 2,114 | 456 | 2,100 | 1,059 | 2,100 | 2,100 |
| ELEM 69 | MISCELLANEOUS CHARGE | | | | | | |
| 4010-540.69-10 | MISCELLANEOUS | 523 | 668 | 700 | 795 | 800 | 800 |
| * | MISCELLANEOUS CHARGE | 523 | 668 | 700 | 795 | 800 | 800 |
| ELEM 93 | OFFICE EQUIPMENT | | | | | | |
| 4010-540.93-10 | OFFICE EQUIPMENT | 0 | 0 | 0 | 604 | 0 | 0 |
| * | OFFICE EQUIPMENT | 0 | 0 | 0 | 604 | 0 | 0 |
| ** | YOUTH & FAMILY ADMIN | 332,092 | 339,532 | 326,976 | 316,849 | 358,732 | 358,732 |

## PROGRAM NAME/NUMBER — Clinical Services/4011

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Strengthen youth and/or family functioning through clinical interventions | Number of youth in groups and families served | 116 | >=75 | 111 | >=75 |
| | Percent rating services as helpful, based on exit survey | 100% | 80% | 100% | 80% |
| 2. Provide outreach services designed to improve family/community relationships | Number of individuals served | 1,863 | 1,850 | 1,968 | 1,850 |

## PROGRAM NAME/NUMBER — Clinical Services/4011

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL FY10 | ACTUAL FY11 | ACTUAL FY12 | ESTIMATED FY13 |
|---|---|---|---|---|
| Director of Youth, Family & Senior Svcs | 0.30 | 0.30 | 0.30 | 0.30 |
| Administrative Assistant | 0.25 | 0.25 | 0.25 | 0.25 |
| Office Specialist III | 0.00 | 0.00 | 0.00 | 0.00 |
| Clinical Supervisor | 1.00 | 1.00 | 1.00 | 1.00 |
| Family Therapist | 3.13 | 3.13 | 3.13 | 3.13 |
| Child Care Provider | 0.00 | 0.04 | 0.08 | 0.08 |
| | | | | |
| Budget Total | **4.68** | **4.72** | **4.76** | **4.76** |

### OPERATING EXPENDITURES:

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

| | Element/Object | Details | Total |
|---|---|---|---|
| 12 | Travel & Training | | |
| | 12-10 Non Training Travel | Staff mileage reimbursement | 1,200 |
| | 12-11 Travel & Training | Play Therapy conference @ Cleveland, 2 attendees @ $1,750 ..... 3,500<br>National Institute for Relationship Enhancement ..... 1,800<br>Clinical training ..... 1,000 | 6,300 |
| 30 | Professional Services | | |
| | 30-15 Consulting | Clinical consultation, 23 weeks x 2 hours @ $130/hour | 6,000 |
| 34 | Contractual Services | | |
| | 34-60 Child Care Costs | Two 10-week filial family groups @ $40 per session | 800 |
| 38 | Special Events | | |
| | 38-35 Student Events | Co-sponsor of school assembly events at College Park schools | 1,600 |
| 40 | Repair & Maintenance | | |
| | 40-40 Audio-Visual Equipment Service | Video equipment service, as needed | 500 |
| 50 | Insurance | | |
| | 50-10 Liability Insurance | MSW professional insurance, 3 @ $300 ..... 900<br>ACA professional insurance, 3 @ $220 ..... 660 | 1,560 |
| 60 | Supplies | | |
| | 60-10 General Supplies | Supplies for playroom and children's waiting area | 1,100 |
| | 60-11 Meeting Refreshments | Refreshments for counseling/support groups | 4,000 |
| 67 | Dues & Publications | | |
| | 67-10 Dues | Theraplay Institute ..... 50<br>Maryland Board of Professional Counselors, 3 @ 155 ..... 465<br>Maryland Board of Social Work Examiners, 3 @ $260 ..... 780 | |

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 4011 |
|---|---|---|---|
| Element/Object | | Details | Total |
| | | National Association of Social Work, 3 @ $200 ..... 600<br>American Counseling Association, 3 @ $160 ..... 480<br>Association of Play Therapy ..... 300 | 2,675 |
| | 67-20 Publications & Books | Parenting books and materials, clinical books | 500 |

**Capital Outlay:** None

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 345.10 | Youth Services Client Fees | 13,168 | 11,242 | 10,000 | 13,003 | 9,000 |
| | | | | | | |
| | TOTAL | 13,168 | 11,242 | 10,000 | 13,003 | 9,000 |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| | DEPT 40 YOUTH FAMILY &SENIOR SERV | | | | | | |
| | DIV 11 CLINICAL SERVICES | | | | | | |
| | SUB 0 YOUTH FAMILY &SENIOR SERV | | | | | | |
| | ELEM 10 PAYROLL-WAGES | | | | | | |
| 4011-540.10-01 | SALARY | 266,015 | 252,569 | 272,234 | 261,330 | 258,668 | 258,668 |
| 4011-540.10-02 | HOURLY | 11,149 | 8,373 | 14,467 | 10,793 | 40,189 | 40,189 |
| 4011-540.10-03 | OVERTIME | 189 | 0 | 0 | 17 | 100 | 100 |
| * | PAYROLL-WAGES | 277,353 | 260,942 | 286,701 | 272,140 | 298,957 | 298,957 |
| | ELEM 11 FRINGE BENEFITS | | | | | | |
| 4011-540.11-10 | FICA | 19,929 | 19,388 | 20,586 | 19,316 | 20,918 | 20,918 |
| 4011-540.11-12 | HEALTH INSURANCE | 11,228 | 15,952 | 20,037 | 22,956 | 21,192 | 21,192 |
| 4011-540.11-13 | DENTAL INSURANCE | 1,404 | 1,517 | 1,580 | 1,362 | 1,448 | 1,448 |
| 4011-540.11-14 | LIFE INSURANCE | 319 | 295 | 328 | 298 | 340 | 340 |
| 4011-540.11-15 | VISION INSURANCE | 595 | 542 | 573 | 514 | 530 | 530 |
| 4011-540.11-17 | 457 CITY MATCH CONTRIBUTN | 2,767 | 3,014 | 3,520 | 3,356 | 3,285 | 3,285 |
| 4011-540.11-18 | RETIREMENT | 15,818 | 13,846 | 16,069 | 15,708 | 17,529 | 17,529 |
| 4011-540.11-21 | WORKERS COMPENSATION INS | 10,883 | 9,983 | 10,734 | 10,119 | 9,855 | 9,855 |
| 4011-540.11-22 | LONG TERM DISABILITY INS | 404 | 411 | 456 | 400 | 475 | 475 |
| * | FRINGE BENEFITS | 63,347 | 64,948 | 73,883 | 74,029 | 75,572 | 75,572 |
| | ELEM 12 TRAVEL & TRAINING | | | | | | |
| 4011-540.12-10 | NON TRAINING TRAVEL | 391 | 872 | 500 | 1,207 | 1,200 | 1,200 |
| 4011-540.12-11 | TRAVEL & TRAINING | 8,547 | 7,286 | 6,300 | 7,640 | 6,300 | 6,300 |
| * | TRAVEL & TRAINING | 8,938 | 8,158 | 6,800 | 8,847 | 7,500 | 7,500 |
| | ELEM 30 PROFESSIONAL SERVICES | | | | | | |
| 4011-540.30-15 | CONSULTING | 7,280 | 6,420 | 5,200 | 8,325 | 6,000 | 6,000 |
| * | PROFESSIONAL SERVICES | 7,280 | 6,420 | 5,200 | 8,325 | 6,000 | 6,000 |
| | ELEM 34 CONTRACTUAL SERVICES | | | | | | |
| 4011-540.34-60 | CHILD CARE COSTS | 275 | 120 | 800 | 0 | 800 | 800 |
| * | CONTRACTUAL SERVICES | 275 | 120 | 800 | 0 | 800 | 800 |
| | ELEM 36 SPECIAL SERVICES | | | | | | |
| 4011-540.36-10 | PRINTING | 0 | 0 | 0 | 85 | 0 | 0 |
| * | SPECIAL SERVICES | 0 | 0 | 0 | 85 | 0 | 0 |
| | ELEM 38 SPECIAL EVENTS | | | | | | |
| 4011-540.38-35 | STUDENT EVENTS | 1,600 | 1,400 | 1,600 | 1,550 | 1,600 | 1,600 |
| * | SPECIAL EVENTS | 1,600 | 1,400 | 1,600 | 1,550 | 1,600 | 1,600 |
| | ELEM 40 REPAIR & MAINTENANCE | | | | | | |
| 4011-540.40-40 | AUDIO-VISUAL EQ SERVICE | 521 | 0 | 1,000 | 221 | 500 | 500 |
| * | REPAIR & MAINTENANCE | 521 | 0 | 1,000 | 221 | 500 | 500 |
| | ELEM 50 INSURANCE | | | | | | |
| 4011-540.50-10 | LIABILITY INSURANCE | 489 | 635 | 1,560 | 469 | 1,560 | 1,560 |
| * | INSURANCE | 489 | 635 | 1,560 | 469 | 1,560 | 1,560 |
| | ELEM 60 SUPPLIES | | | | | | |
| 4011-540.60-10 | GENERAL SUPPLIES | 1,081 | 2,439 | 1,100 | 2,520 | 1,100 | 1,100 |
| 4011-540.60-11 | MEETING REFRESHMENTS | 1,091 | 2,679 | 2,000 | 4,963 | 4,000 | 4,000 |
| * | SUPPLIES | 2,172 | 5,118 | 3,100 | 7,483 | 5,100 | 5,100 |
| | ELEM 61 OFFICE SUPPLIES | | | | | | |
| 4011-540.61-10 | OFFICE SUPPLIES | 0 | 249 | 0 | 46 | 0 | 0 |
| * | OFFICE SUPPLIES | 0 | 249 | 0 | 46 | 0 | 0 |
| | ELEM 62 POSTAGE | | | | | | |
| 4011-540.62-10 | POSTAGE | 0 | 13 | 0 | 0 | 0 | 0 |
| * | POSTAGE | 0 | 13 | 0 | 0 | 0 | 0 |
| | ELEM 67 DUES & PUBLICATIONS | | | | | | |
| 4011-540.67-10 | DUES | 1,991 | 1,573 | 2,675 | 619 | 2,675 | 2,675 |
| 4011-540.67-20 | PUBLICATIONS & BOOKS | 778 | 1,178 | 500 | 658 | 500 | 500 |
| * | DUES & PUBLICATIONS | 2,769 | 2,751 | 3,175 | 1,277 | 3,175 | 3,175 |

EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| | DEPT 40 YOUTH FAMILY &SENIOR SERV | | | | | | |
| | DIV 11 CLINICAL SERVICES | | | | | | |
| | SUB 0 YOUTH FAMILY &SENIOR SERV | | | | | | |
| | ELEM 67 DUES & PUBLICATIONS | | | | | | |
| 4011-540.69-10 | MISCELLANEOUS | 60 | 282 | 0 | 445 | 0 | 0 |
| * | MISCELLANEOUS CHARGE | 60 | 282 | 0 | 445 | 0 | 0 |
| | ELEM 92 MACHINERY & EQUIPMENT | | | | | | |
| 4011-540.92-50 | VIDEO EQUIPMENT | 0 | 16,070 | 0 | 0 | 0 | 0 |
| * | MACHINERY & EQUIPMENT | 0 | 16,070 | 0 | 0 | 0 | 0 |
| ** | CLINICAL SERVICES | 364,804 | 367,106 | 383,819 | 374,917 | 400,764 | 400,764 |

## PROGRAM NAME/NUMBER — Seniors Program/4012

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Enhance the quality of life for seniors through off-site excursions | Number of participants in excursions | 350 | 350 | 350 | 350 |
| | Percent of participants rating services good or better, based on exit survey | 100% | 100% | 100% | 100% |
| 2. Provide transportation within an 8-mile radius at the request of City seniors | Number of trips provided | 2,110 | 2,200 | 2,276 | 2,200 |
| | Number of seniors assisted with transportation | 3,666 | 3,500 | 3,585 | 3,500 |

## PROGRAM NAME/NUMBER — Seniors Program/4012

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| Director of Youth, Family & Senior Svcs | 0.10 | 0.10 | 0.10 | 0.10 |
| Seniors Program Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Seniors Program Caseworker | 0.50 | 0.50 | 0.50 | 0.50 |
| Bus Driver | 1.00 | 1.40 | 1.40 | 1.40 |
| Office Specialist I | 0.00 | 0.00 | 0.00 | 0.30 |
| | | | | |
| Budget Total | **2.60** | **3.00** | **3.00** | **3.30** |

### OPERATING EXPENDITURES:

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 4012 |
|---|---|---|---|
| | **Element/Object** | **Details** | **Total** |
| 12 | Travel & Training | | |
| | 12-10 Non Training Travel | Staff mileage reimbursement | 1,100 |
| | 12-11 Travel & Training | Training on seniors issues | 1,500 |
| 30 | Professional Services | | |
| | 30-15 Consulting | Clinical consultation, quarterly | 1,000 |
| | 30-65 Interpreter Services | As needed | 0 |
| 36 | Special Services | | |
| | 36-10 Printing | Brochures and flyers | 500 |
| 38 | Special Events | | |
| | 38-12 Senior Trips | Subsidized senior trips (seniors pay $20-34 per trip) Trips are scheduled on a calendar year basis; the 2012 scheduled trips are: Harrington Raceway & Casino, April; Ocean City Beach & Boardwalk, May; Spirit of Washington, June; Arena Stage, July; Sight & Sound Dinner Theatre, "Jonah", August; Chesapeake Bay Lighthouse Cruise, September; Toby's Dinner Theatre, "The Color Purple", October; Rainbow Dinner Theatre, "Christmas in Paradise", November ..... 13,500<br>Subsidies to wheelchair-bound residents to go on outings (Attick Towers, Spellman House, City-at-large) ..... 2,500 | 16,000 |
| 40 | Repair & Maintenance | | |
| | 40-10 Office Equipment | | 200 |
| 45 | Maintenance Contract | | |
| | 45-23 Pest Control | | 450 |

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 4012 |
|---|---|---|---|
| Element/Object | | Details | Total |
| | | | |
| 47 | Clothing & Uniforms<br>47-10 Clothing & Uniforms | City seal clothing for staff | 100 |
| 48 | Rental<br>48-20 Copiers | Copier lease, Spellman House office @ $38 monthly | 456 |
| 60 | General Supplies<br>60-10 General Supplies | Cups and paper goods for weekly coffee gatherings, supplies for quarterly Senior Activity Committee local events | 1,000 |
| | 60-11 Meeting Refreshments | Refreshments for weekly coffee, ongoing activities and monthly trips | 4,000 |
| 61 | Office Supplies<br>61-10 Office Supplies | | 300 |
| 62 | Postage<br>62-10 Postage | | 400 |
| 66 | Telephone & Communications<br>66-12 Cellular Phone | Cell phones for staff and senior bus, 2 @ $40/month | 960 |
| 67 | Dues & Publications<br>67-10 Dues | Maryland Board of Social Work Examiners | 80 |
| | 67-20 Publications & Books | | 100 |
| 69 | Miscellaneous<br>69-10 Miscellaneous | | 100 |

**CAPITAL OUTLAY:** None

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| | DEPT 40 YOUTH FAMILY &SENIOR SERV | | | | | | |
| | DIV 12 SENIORS PROGRAM | | | | | | |
| | SUB 0 YOUTH FAMILY &SENIOR SERV | | | | | | |
| | ELEM 10 PAYROLL-WAGES | | | | | | |
| 4012-540.10-01 | SALARY | 78,874 | 76,895 | 79,355 | 79,446 | 84,813 | 84,813 |
| 4012-540.10-02 | HOURLY | 74,876 | 82,301 | 85,883 | 84,838 | 97,025 | 97,025 |
| 4012-540.10-03 | OVERTIME | 1,708 | 718 | 1,000 | 1,217 | 1,500 | 1,500 |
| * | PAYROLL-WAGES | 155,458 | 159,914 | 166,238 | 165,501 | 183,338 | 183,338 |
| | ELEM 11 FRINGE BENEFITS | | | | | | |
| 4012-540.11-10 | FICA | 10,888 | 11,388 | 11,567 | 11,745 | 12,854 | 12,854 |
| 4012-540.11-12 | HEALTH INSURANCE | 16,610 | 16,818 | 16,960 | 15,484 | 16,129 | 16,129 |
| 4012-540.11-13 | DENTAL INSURANCE | 719 | 737 | 770 | 733 | 697 | 697 |
| 4012-540.11-14 | LIFE INSURANCE | 357 | 338 | 356 | 339 | 375 | 375 |
| 4012-540.11-15 | VISION INSURANCE | 263 | 199 | 202 | 192 | 209 | 209 |
| 4012-540.11-17 | 457 CITY MATCH CONTRIBUTN | 1,820 | 1,896 | 1,955 | 1,932 | 2,007 | 2,007 |
| 4012-540.11-18 | RETIREMENT | 9,809 | 9,873 | 9,918 | 10,042 | 10,446 | 10,446 |
| 4012-540.11-21 | WORKERS COMPENSATION INS | 6,396 | 6,085 | 6,451 | 6,164 | 5,951 | 5,951 |
| 4012-540.11-22 | LONG TERM DISABILITY INS | 452 | 473 | 498 | 462 | 523 | 523 |
| * | FRINGE BENEFITS | 47,314 | 47,807 | 48,677 | 47,093 | 49,191 | 49,191 |
| | ELEM 12 TRAVEL & TRAINING | | | | | | |
| 4012-540.12-10 | NON TRAINING TRAVEL | 565 | 628 | 1,100 | 633 | 1,100 | 1,100 |
| 4012-540.12-11 | TRAVEL & TRAINING | 2,176 | 1,587 | 1,500 | 588 | 1,500 | 1,500 |
| * | TRAVEL & TRAINING | 2,741 | 2,215 | 2,600 | 1,221 | 2,600 | 2,600 |
| | ELEM 20 OVERHEAD | | | | | | |
| 4012-540.20-11 | AUTOMOTIVE | 27,710 | 26,822 | 27,573 | 27,573 | 29,858 | 29,858 |
| * | OVERHEAD | 27,710 | 26,822 | 27,573 | 27,573 | 29,858 | 29,858 |
| | ELEM 30 PROFESSIONAL SERVICES | | | | | | |
| 4012-540.30-15 | CONSULTING | 0 | 240 | 1,000 | 0 | 1,000 | 1,000 |
| * | PROFESSIONAL SERVICES | 0 | 240 | 1,000 | 0 | 1,000 | 1,000 |
| | ELEM 34 CONTRACTUAL SERVICES | | | | | | |
| 4012-540.34-65 | CONTRACT BUS DRIVER | 5,541 | 0 | 0 | 0 | 0 | 0 |
| * | CONTRACTUAL SERVICES | 5,541 | 0 | 0 | 0 | 0 | 0 |
| | ELEM 36 SPECIAL SERVICES | | | | | | |
| 4012-540.36-10 | PRINTING | 1,082 | 1,342 | 800 | 640 | 500 | 500 |
| * | SPECIAL SERVICES | 1,082 | 1,342 | 800 | 640 | 500 | 500 |
| | ELEM 38 SPECIAL EVENTS | | | | | | |
| 4012-540.38-12 | SENIOR TRIPS | 11,648 | 6,544 | 16,000 | 20,555 | 16,000 | 16,000 |
| * | SPECIAL EVENTS | 11,648 | 6,544 | 16,000 | 20,555 | 16,000 | 16,000 |
| | ELEM 40 REPAIR & MAINTENANCE | | | | | | |
| 4012-540.40-10 | OFFICE EQUIPMENT | 0 | 0 | 200 | 0 | 200 | 200 |
| * | REPAIR & MAINTENANCE | 0 | 0 | 200 | 0 | 200 | 200 |
| | ELEM 45 MAINTENANCE CONTRACT | | | | | | |
| 4012-540.45-23 | PEST CONTROL | 366 | 390 | 450 | 417 | 450 | 450 |
| * | MAINTENANCE CONTRACT | 366 | 390 | 450 | 417 | 450 | 450 |
| | ELEM 47 CLOTHING & UNIFORMS | | | | | | |
| 4012-540.47-10 | CLOTHING & UNIFORMS | 81 | 138 | 100 | 0 | 100 | 100 |
| * | CLOTHING & UNIFORMS | 81 | 138 | 100 | 0 | 100 | 100 |
| | ELEM 48 RENTAL | | | | | | |
| 4012-540.48-20 | COPIERS | 476 | 460 | 456 | 466 | 456 | 456 |
| * | RENTAL | 476 | 460 | 456 | 466 | 456 | 456 |
| | ELEM 60 SUPPLIES | | | | | | |
| 4012-540.60-10 | GENERAL SUPPLIES | 1,058 | 2,238 | 1,100 | 2,226 | 1,000 | 1,000 |
| 4012-540.60-11 | MEETING REFRESHMENTS | 3,956 | 4,783 | 4,200 | 3,067 | 4,000 | 4,000 |
| * | SUPPLIES | 5,014 | 7,021 | 5,300 | 5,293 | 5,000 | 5,000 |

EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 40 | YOUTH FAMILY &SENIOR SERV | | | | | | |
| DIV 12 | SENIORS PROGRAM | | | | | | |
| SUB 0 | YOUTH FAMILY &SENIOR SERV | | | | | | |
| ELEM 61 | OFFICE SUPPLIES | | | | | | |
| ELEM 61 | OFFICE SUPPLIES | | | | | | |
| 4012-540.61-10 | OFFICE SUPPLIES | 793 | 314 | 300 | 632 | 300 | 300 |
| * | OFFICE SUPPLIES | 793 | 314 | 300 | 632 | 300 | 300 |
| ELEM 62 | POSTAGE | | | | | | |
| 4012-540.62-10 | POSTAGE | 264 | 352 | 400 | 436 | 400 | 400 |
| * | POSTAGE | 264 | 352 | 400 | 436 | 400 | 400 |
| ELEM 66 | TELEPHONE & COMMUNICATION | | | | | | |
| 4012-540.66-12 | CELLULAR PHONE | 1,039 | 1,019 | 1,200 | 798 | 960 | 960 |
| * | TELEPHONE & COMMUNICATION | 1,039 | 1,019 | 1,200 | 798 | 960 | 960 |
| ELEM 67 | DUES & PUBLICATIONS | | | | | | |
| 4012-540.67-10 | DUES | 0 | 80 | 80 | 0 | 80 | 80 |
| 4012-540.67-20 | PUBLICATIONS & BOOKS | 107 | 174 | 100 | 91 | 100 | 100 |
| * | DUES & PUBLICATIONS | 107 | 254 | 180 | 91 | 180 | 180 |
| ELEM 69 | MISCELLANEOUS CHARGE | | | | | | |
| 4012-540.69-10 | MISCELLANEOUS | 11 | 0 | 100 | 50 | 100 | 100 |
| * | MISCELLANEOUS CHARGE | 11 | 0 | 100 | 50 | 100 | 100 |
| ELEM 93 | OFFICE EQUIPMENT | | | | | | |
| 4012-540.93-20 | OFFICE FURNITURE | 653 | 0 | 0 | 700 | 0 | 0 |
| * | OFFICE EQUIPMENT | 653 | 0 | 0 | 700 | 0 | 0 |
| ** | SENIORS PROGRAM | 260,298 | 254,832 | 271,574 | 271,466 | 290,633 | 290,633 |

## PROGRAM NAME/NUMBER — YFS Grants/4015

**DESCRIPTION**: This grant-driven program provides accounting for program costs attributable to grant awards that enhance Youth & Family Services programming. Grant revenue is budgeted in Revenues (account 336.21, Miscellaneous Grants, for FY10 and account 330.35, Federal Grants, for FY11 and FY12), offsetting program expenditures plus administrative overhead.

OJJDP earmark grant activities concluded during FY12.

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| | | | | | |
| | | | | | |
| | | | | | |

## PROGRAM NAME/NUMBER — YFS Grants/4015

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| Family Therapist | 0.00 | 1.00 | 0.00 | 0.00 |
| Child Care Provider | 0.00 | 0.08 | 0.00 | 0.00 |
| | | | | |
| Budget Total | **0.00** | **1.08** | **0.00** | **0.00** |

### OPERATING EXPENDITURES:

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 4015 |
|---|---|---|---|
| | **Element/Object** | **Details** | **Total** |
| 12 | Travel & Training | | |
| | 12-10 Non Training Travel | | 0 |
| | 12-11 Travel & Training | | 0 |
| 25 | Grants & Assistance | | |
| | 25-38 Public School Education Grants | | 0 |
| 30 | Professional Services | | |
| | 30-15 Consulting | | 0 |
| | 30-65 Interpreter Services | | 0 |
| 36 | Special Services | | |
| | 36-10 Printing | | 0 |
| 60 | General Supplies | | |
| | 60-10 General Supplies | | 0 |
| | 60-11 Meeting Refreshments | | 0 |
| 61 | Office Supplies | | |
| | 61-10 Office Supplies | | 0 |
| 62 | Postage | | |
| | 62-10 Postage | | 0 |

### CAPITAL OUTLAY: None

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 330.35 | YFS MAYSB OJJDP Earmark | 0 | 19,257 | 0 | 47,243 | 0 |
| 336.21 | YFS MD Multicultural Youth Ctr Grant | 23,649 | 0 | 0 | 0 | 0 |
| | | | | | | |
| | TOTAL | 23,649 | 13,636 | 0 | 47,243 | 0 |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 40 | YOUTH FAMILY &SENIOR SERV | | | | | | |
| DIV 15 | YFS GRANTS | | | | | | |
| SUB 0 | YOUTH FAMILY &SENIOR SERV | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 4015-540.10-01 | SALARY | 15,694 | 13,475 | 0 | 5,965 | 0 | 0 |
| 4015-540.10-02 | HOURLY | 1,341 | 0 | 0 | 4,971 | 0 | 0 |
| * | PAYROLL-WAGES | 17,035 | 13,475 | 0 | 10,936 | 0 | 0 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 4015-540.11-10 | FICA | 1,278 | 1,000 | 0 | 837 | 0 | 0 |
| 4015-540.11-12 | HEALTH INSURANCE | 318 | 929 | 0 | 0 | 0 | 0 |
| 4015-540.11-13 | DENTAL INSURANCE | 100 | 29 | 0 | 0 | 0 | 0 |
| 4015-540.11-14 | LIFE INSURANCE | 11 | 0 | 0 | 0 | 0 | 0 |
| 4015-540.11-15 | VISION INSURANCE | 68 | 17 | 0 | 0 | 0 | 0 |
| 4015-540.11-17 | 457 CITY MATCH CONTRIBUTN | 239 | 175 | 0 | 85 | 0 | 0 |
| 4015-540.11-18 | RETIREMENT | 500 | 176 | 0 | 218 | 0 | 0 |
| 4015-540.11-21 | WORKERS COMPENSATION INS | 697 | 516 | 0 | 1,814 | 0 | 0 |
| 4015-540.11-22 | LONG TERM DISABILITY INS | 13 | 0 | 0 | 0 | 0 | 0 |
| * | FRINGE BENEFITS | 3,224 | 2,842 | 0 | 2,954 | 0 | 0 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 4015-540.12-10 | NON TRAINING TRAVEL | 337 | 194 | 0 | 0 | 0 | 0 |
| * | TRAVEL & TRAINING | 337 | 194 | 0 | 0 | 0 | 0 |
| ELEM 25 | GRANTS & ASSISTANCE | | | | | | |
| 4015-540.25-38 | PUBL SCH EDUCATION GRANTS | 0 | 0 | 0 | 6,283 | 0 | 0 |
| * | GRANTS & ASSISTANCE | 0 | 0 | 0 | 6,283 | 0 | 0 |
| ELEM 30 | PROFESSIONAL SERVICES | | | | | | |
| 4015-540.30-15 | CONSULTING | 0 | 2,000 | 0 | 42,785 | 0 | 0 |
| * | PROFESSIONAL SERVICES | 0 | 2,000 | 0 | 42,785 | 0 | 0 |
| ELEM 34 | CONTRACTUAL SERVICES | | | | | | |
| 4015-540.34-60 | CHILD CARE COSTS | 20 | 0 | 0 | 0 | 0 | 0 |
| * | CONTRACTUAL SERVICES | 20 | 0 | 0 | 0 | 0 | 0 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 4015-540.36-10 | PRINTING | 15 | 0 | 0 | 0 | 0 | 0 |
| 4015-540.36-18 | RETREAT | 0 | 0 | 0 | 725 | 0 | 0 |
| * | SPECIAL SERVICES | 15 | 0 | 0 | 725 | 0 | 0 |
| ELEM 60 | SUPPLIES | | | | | | |
| 4015-540.60-10 | GENERAL SUPPLIES | 558 | 22 | 0 | 1,116 | 0 | 0 |
| 4015-540.60-11 | MEETING REFRESHMENTS | 2,128 | 1,451 | 0 | 225 | 0 | 0 |
| * | SUPPLIES | 2,686 | 1,473 | 0 | 1,341 | 0 | 0 |
| ELEM 61 | OFFICE SUPPLIES | | | | | | |
| 4015-540.61-10 | OFFICE SUPPLIES | 42 | 0 | 0 | 0 | 0 | 0 |
| * | OFFICE SUPPLIES | 42 | 0 | 0 | 0 | 0 | 0 |
| ELEM 62 | POSTAGE | | | | | | |
| 4015-540.62-10 | POSTAGE | 264 | 0 | 0 | 0 | 0 | 0 |
| * | POSTAGE | 264 | 0 | 0 | 0 | 0 | 0 |
| ELEM 66 | TELEPHONE & COMMUNICATION | | | | | | |
| 4015-540.66-12 | CELLULAR PHONE | 0 | 371 | 0 | 0 | 0 | 0 |
| * | TELEPHONE & COMMUNICATION | 0 | 371 | 0 | 0 | 0 | 0 |
| ELEM 69 | MISCELLANEOUS CHARGE | | | | | | |
| 4015-540.69-10 | MISCELLANEOUS | 0 | 0 | 0 | 1,760 | 0 | 0 |
| * | MISCELLANEOUS CHARGE | 0 | 0 | 0 | 1,760 | 0 | 0 |
| ** | YFS GRANTS | 23,623 | 20,355 | 0 | 66,784 | 0 | 0 |
| *** | YOUTH FAMILY &SENIOR SERV | 980,817 | 981,825 | 982,369 | 1,030,016 | 1,050,129 | 1,050,129 |

# PUBLIC WORKS

## PROGRAM NAME/NUMBER — Public Works Administration/5010

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 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) | 75% | 75% | 72% | 75% |
| 2. Provide responsive service to residents | Percent of residents rating Public Works services as good or better | 77% | No survey | No survey | 78% |

## PROGRAM NAME/NUMBER — Public Works Administration/5010

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL FY10 | ACTUAL FY11 | ACTUAL FY12 | ESTIMATED FY13 |
|---|---|---|---|---|
| Director of Public Works | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy Director of Public Works | 0.65 | 0.65 | 0.65 | 0.65 |
| Public Works Supervisor | 0.95 | 0.95 | 1.00 | 1.00 |
| Office Specialist III | 1.00 | 1.00 | 0.00 | 0.00 |
| Office Specialist II | 0.00 | 0.00 | 1.00 | 1.00 |
| Admin. Asst./Recycling Coordinator | 0.70 | 0.70 | 0.70 | 0.25 |
| Dispatch/Administrative Clerk | 0.90 | 0.90 | 1.00 | 1.00 |
| Supply Clerk | 0.00 | 0.00 | 0.00 | 0.10 |
| | | | | |
| Budget Total | **5.20** | **5.20** | **5.35** | **5.00** |

### OPERATING EXPENDITURES:

**EXPENDITURE SUPPORT DATA** — **PROGRAM NUMBER: 5010**

| | Element/Object | Details | Total |
|---|---|---|---|
| 12 | Travel & Training | | |
| | 12-10 Non-Training Travel | Staff mileage reimbursement | 100 |
| | 12-11 Travel & Training | American Public Works Association (APWA) annual conference @ Anaheim, CA, 1 attendee ..... 3,200<br>Managerial development training (various), 4 attendees ..... 800 | 4,000 |
| 30 | Professional Services | | |
| | 30-39 Translation Services | Translate departmental public information documents | 800 |
| 34 | Contractual Services | | |
| | 34-17 Temp Manpower-Other | Assemble and distribute resident packets, 270 hours @ $16.50 | 4,455 |
| | 34-75 Mosquito Control | State mosquito control services: including larviciding, adult surveillance (City funding only) and possible spraying | 4,800 |
| 36 | Special Services | | |
| | 36-10 Printing | Departmental forms, door hangers and work orders ..... 2,500<br>Specification packets, plans, maps, residential information packages ..... 600<br>Residential guide ..... 8,500 | 11,600 |
| | 36-11 Classified Advertising | Newspaper advertising of RFP's, estimate 2 @ $1,500 | 3,000 |
| | 36-37 Code Enforcement Abatement Reimbursement | Reimbursement to Public Works for services and materials used in performing Code Enforcement abatements | 0 |
| 38 | Special Events | | |
| | 38-45 Volunteer Programs | Supplies for participation in events (Earth Day, neighborhood clean ups, etc.) | 250 |

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 5010 |
|---|---|---|---|
| | **Element/Object** | **Details** | **Total** |
| | 38-67 Safety Breakfast | City-wide event, safety awards presentation | 1,300 |
| 40 | Repair & Maintenance<br>40-10 Office Equipment | | 300 |
| 47 | Clothing & Uniforms<br>47-10 Clothing & Uniforms | Uniform rental and cleaning, 50 employees @ $7/week ..... 18,200<br>Walk-off mats @ $35/week ..... 1,820<br>Rental return losses ..... 300<br>Rain suits, 5 @ $90 ..... 450<br>Safety shoes, 45 employees @ $170 ..... 7,650<br>Hats, 40 @ $13 ..... 520 | 28,940 |
| 48 | Rental<br>48-20 Copiers | Copier lease @ $165 monthly | 1,980 |
| 52 | Awards & Gifts<br>52-10 Awards & Gifts | | 400 |
| 53 | CDL Licensing Fee<br>53-10 CDL Licensing Fee | CDL license renewals, 3 @ $50 ..... 150<br>New CDL requests, 1 @ $90 ..... 90 | 240 |
| 60 | Supplies<br>60-10 General Supplies | Paper goods and supplies ..... 1,600<br>Rental of 4 water coolers ..... 1,500 | 3,100 |
| | 60-11 Meeting Refreshments | Various meetings | 700 |
| 61 | Office Supplies<br>61-10 Office Supplies | Paper and office supplies | 3,800 |
| 66 | Telephone & Communications<br>66-12 Cellular Phone | Monthly service, 1 Android @ $110, 3 phones @ $40, 1 allowance @ $50 | 3,360 |
| | 66-13 Wireless Radio | FY13 radio maintenance included in FY12 purchase of UM radio communication system | 0 |
| 67 | Dues & Publications<br>67-10 Dues | MML Public Works Officials Association (PWOA) ..... 150<br>American Public Works Association (APWA) ..... 775 | 925 |
| | 67-20 Publications & Books | Fleet Management magazine ..... 195<br>Other publications ..... 125 | 320 |

**Capital Outlay:**

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 50 | PUBLIC WORKS | | | | | | |
| DIV 10 | PUBLIC WORKS ADMIN | | | | | | |
| SUB 0 | PUBLIC WORKS | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 5010-550.10-01 | SALARY | 235,964 | 243,825 | 251,595 | 244,321 | 243,894 | 243,894 |
| 5010-550.10-02 | HOURLY | 99,805 | 94,729 | 87,361 | 89,527 | 95,305 | 95,305 |
| 5010-550.10-03 | OVERTIME | 37 | 2,739 | 2,000 | 3,164 | 2,000 | 2,000 |
| 5010-550.10-08 | SATURDAY SHIFT DIFFERENTL | 48 | 0 | 0 | 2 | 0 | 0 |
| * | PAYROLL-WAGES | 335,854 | 341,293 | 340,956 | 337,014 | 341,199 | 341,199 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 5010-550.11-10 | FICA | 24,863 | 24,275 | 24,692 | 25,064 | 24,347 | 24,347 |
| 5010-550.11-12 | HEALTH INSURANCE | 36,343 | 35,540 | 37,455 | 37,806 | 37,625 | 37,625 |
| 5010-550.11-13 | DENTAL INSURANCE | 1,770 | 1,824 | 1,974 | 1,881 | 2,079 | 2,079 |
| 5010-550.11-14 | LIFE INSURANCE | 968 | 862 | 945 | 877 | 944 | 944 |
| 5010-550.11-15 | VISION INSURANCE | 697 | 549 | 635 | 573 | 652 | 652 |
| 5010-550.11-17 | 457 CITY MATCH CONTRIBUTN | 3,602 | 3,600 | 3,200 | 3,626 | 4,139 | 4,139 |
| 5010-550.11-18 | RETIREMENT | 21,511 | 20,970 | 22,313 | 20,346 | 21,478 | 21,478 |
| 5010-550.11-21 | WORKERS COMPENSATION INS | 4,984 | 9,837 | 10,055 | 9,575 | 8,726 | 8,726 |
| 5010-550.11-22 | LONG TERM DISABILITY INS | 1,222 | 1,158 | 1,320 | 1,172 | 1,321 | 1,321 |
| * | FRINGE BENEFITS | 95,960 | 98,615 | 102,589 | 100,920 | 101,311 | 101,311 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 5010-550.12-10 | NON TRAINING TRAVEL | 3 | 5 | 0 | 33 | 100 | 100 |
| 5010-550.12-11 | TRAVEL & TRAINING | 6,744 | 2,795 | 5,300 | 4,806 | 4,000 | 4,000 |
| * | TRAVEL & TRAINING | 6,747 | 2,800 | 5,300 | 4,839 | 4,100 | 4,100 |
| ELEM 20 | OVERHEAD | | | | | | |
| 5010-550.20-10 | INSURANCE | 29,599 | 28,444 | 27,774 | 27,777 | 25,507 | 25,507 |
| 5010-550.20-11 | AUTOMOTIVE | 34,637 | 33,528 | 34,466 | 34,466 | 37,323 | 37,323 |
| 5010-550.20-12 | POSTAGE | 127 | 258 | 1,250 | 96 | 1,280 | 1,280 |
| 5010-550.20-14 | TELEPHONE | 0 | 4,560 | 4,560 | 4,560 | 5,476 | 5,476 |
| 5010-550.20-15 | INFORMATION TECHNOLOGY | 63,901 | 63,582 | 80,587 | 80,586 | 71,860 | 82,916 |
| 5010-550.20-16 | BUILDING MAINTENANCE | 65,387 | 60,092 | 64,392 | 57,792 | 64,566 | 64,566 |
| 5010-550.20-17 | COPIER | 4 | 3 | 0 | 2 | 252 | 252 |
| * | OVERHEAD | 193,655 | 190,467 | 213,029 | 205,279 | 206,264 | 217,320 |
| ELEM 30 | PROFESSIONAL SERVICES | | | | | | |
| 5010-550.30-39 | TRANSLATION SERVICES | 1,434 | 0 | 1,400 | 0 | 800 | 800 |
| * | PROFESSIONAL SERVICES | 1,434 | 0 | 1,400 | 0 | 800 | 800 |
| ELEM 34 | CONTRACTUAL SERVICES | | | | | | |
| 5010-550.34-17 | TEMP MANPOWER-OTHER | 4,530 | 4,268 | 5,550 | 2,315 | 4,455 | 4,455 |
| 5010-550.34-75 | MOSQUITO CONTROL | 535 | 1,895 | 2,500 | 3,000 | 4,800 | 4,800 |
| * | CONTRACTUAL SERVICES | 5,065 | 6,163 | 8,050 | 5,315 | 9,255 | 9,255 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 5010-550.36-10 | PRINTING | 15,935 | 3,215 | 12,600 | 9,525 | 11,600 | 11,600 |
| 5010-550.36-11 | CLASSIFIED ADVERTISING | 0 | 1,373 | 3,000 | 0 | 3,000 | 3,000 |
| 5010-550.36-37 | CODE ENF ABATEMENT REIMB | 7,455- | 8,363- | 0 | 4,109- | 0 | 0 |
| 5010-550.36-39 | HOUSING AUTH REIMBURSEMT | 0 | 836- | 0 | 0 | 0 | 0 |
| * | SPECIAL SERVICES | 8,480 | 4,611- | 15,600 | 5,416 | 14,600 | 14,600 |
| ELEM 38 | SPECIAL EVENTS | | | | | | |
| 5010-550.38-45 | VOLUNTEER PROGRAMS | 15 | 338 | 250 | 163 | 250 | 250 |
| 5010-550.38-67 | SAFETY BREAKFAST | 955 | 1,303 | 1,300 | 1,298 | 1,300 | 1,300 |
| * | SPECIAL EVENTS | 970 | 1,641 | 1,550 | 1,461 | 1,550 | 1,550 |
| ELEM 40 | REPAIR & MAINTENANCE | | | | | | |
| 5010-550.40-10 | OFFICE EQUIPMENT | 0 | 0 | 300 | 0 | 300 | 300 |
| * | REPAIR & MAINTENANCE | 0 | 0 | 300 | 0 | 300 | 300 |
| ELEM 47 | CLOTHING & UNIFORMS | | | | | | |
| 5010-550.47-10 | CLOTHING & UNIFORMS | 23,727 | 23,574 | 29,340 | 25,923 | 28,940 | 28,940 |
| * | CLOTHING & UNIFORMS | 23,727 | 23,574 | 29,340 | 25,923 | 28,940 | 28,940 |
| ELEM 48 | RENTAL | | | | | | |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 50 | PUBLIC WORKS | | | | | | |
| DIV 10 | PUBLIC WORKS ADMIN | | | | | | |
| SUB 0 | PUBLIC WORKS | | | | | | |
| ELEM 48 | RENTAL | | | | | | |
| 5010-550.48-20 | COPIERS | 2,083 | 2,026 | 1,980 | 1,961 | 1,980 | 1,980 |
| 5010-550.48-60 | BUILDINGS | 2,640 | 2,640 | 2,640 | 0 | 0 | 0 |
| * | RENTAL | 4,723 | 4,666 | 4,620 | 1,961 | 1,980 | 1,980 |
| ELEM 52 | AWARDS & GIFTS | | | | | | |
| 5010-550.52-10 | AWARDS & GIFTS | 384 | 354 | 400 | 707 | 400 | 400 |
| * | AWARDS & GIFTS | 384 | 354 | 400 | 707 | 400 | 400 |
| ELEM 53 | CDL LICENSING FEE | | | | | | |
| 5010-550.53-10 | CDL LICENSING FEE | 100 | 50 | 590 | 247 | 240 | 240 |
| * | CDL LICENSING FEE | 100 | 50 | 590 | 247 | 240 | 240 |
| ELEM 60 | SUPPLIES | | | | | | |
| 5010-550.60-10 | GENERAL SUPPLIES | 3,665 | 3,535 | 3,100 | 2,292 | 3,100 | 3,100 |
| 5010-550.60-11 | MEETING REFRESHMENTS | 774 | 601 | 700 | 481 | 700 | 700 |
| * | SUPPLIES | 4,439 | 4,136 | 3,800 | 2,773 | 3,800 | 3,800 |
| ELEM 61 | OFFICE SUPPLIES | | | | | | |
| 5010-550.61-10 | OFFICE SUPPLIES | 3,393 | 2,769 | 3,400 | 2,516 | 3,800 | 3,800 |
| * | OFFICE SUPPLIES | 3,393 | 2,769 | 3,400 | 2,516 | 3,800 | 3,800 |
| ELEM 62 | POSTAGE | | | | | | |
| 5010-550.62-10 | POSTAGE | 0 | 52 | 0 | 48 | 0 | 0 |
| * | POSTAGE | 0 | 52 | 0 | 48 | 0 | 0 |
| ELEM 66 | TELEPHONE & COMMUNICATION | | | | | | |
| 5010-550.66-10 | TELEPHONE | 3,624 | 91 | 0 | 0 | 0 | 0 |
| 5010-550.66-12 | CELLULAR PHONE | 1,726 | 2,508 | 4,200 | 2,711 | 3,360 | 3,360 |
| 5010-550.66-13 | WIRELESS RADIO | 8,199 | 7,626 | 8,500 | 7,626 | 0 | 0 |
| * | TELEPHONE & COMMUNICATION | 13,549 | 10,225 | 12,700 | 10,337 | 3,360 | 3,360 |
| ELEM 67 | DUES & PUBLICATIONS | | | | | | |
| 5010-550.67-10 | DUES | 813 | 831 | 910 | 849 | 925 | 925 |
| 5010-550.67-20 | PUBLICATIONS & BOOKS | 687 | 595 | 362 | 195 | 320 | 320 |
| * | DUES & PUBLICATIONS | 1,500 | 1,426 | 1,272 | 1,044 | 1,245 | 1,245 |
| ELEM 97 | COMMUNICATIONS EQUIPMENT | | | | | | |
| 5010-550.97-20 | RADIO EQUIPMENT | 710 | 0 | 0 | 0 | 0 | 0 |
| * | COMMUNICATIONS EQUIPMENT | 710 | 0 | 0 | 0 | 0 | 0 |
| ** | PUBLIC WORKS ADMIN | 700,690 | 683,620 | 744,896 | 705,800 | 723,144 | 734,200 |

## PROGRAM NAME/NUMBER — Solid Waste Management/5011

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Provide reliable, quality refuse service | Percent of pickups accomplished on scheduled day | 99% | 99% | 99% | 99% |
| | Number of complaints received | 7 | <10 | 15 | <10 |
| | Percent of residents rating services as good or better | 95% | No survey | No survey | 95% |
| | Cost per ton of solid waste (including regular trash, special trash pick-up, tires, building materials, non-recyclable white goods) | $155.36 | <$160.00 | $135.53 | <$160.00 |

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

## PROGRAM NAME/NUMBER — Solid Waste Management/5011

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL FY10 | ACTUAL FY11 | ACTUAL FY12 | ESTIMATED FY13 |
|---|---|---|---|---|
| Crew Chief | 0.48 | 0.48 | 0.48 | 0.48 |
| Motor Equipment Operator II | 1.00 | 1.00 | 0.00 | 0.00 |
| Motor Equipment Operator I | 2.70 | 1.95 | 2.95 | 2.90 |
| Laborer | 3.00 | 3.60 | 3.35 | 3.45 |
| | | | | |
| Budget Total | **7.18** | **7.03** | **6.78** | **6.83** |

### OPERATING EXPENDITURES:

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 5011 |
|---|---|---|---|
| | **Element/Object** | **Details** | **Total** |
| 34 | Contractual Services | | |
| | 34-11 Temporary Manpower - Solid Waste | Temporary manpower used in the collection of solid waste, 100 hours @ $16.50 per hour | 1,650 |
| | 34-20 Tipping Fees | Refuse, 4,850 tons @ $59 per ton ..... 286,150<br>Construction materials, 18 tons @ $60 per ton ..... 1,080<br>Tires, 7 tons @ $175 per ton ..... 1,225<br>Refrigerators, freezers, air conditioners; 15 tons @ $59 per ton ..... 885 | 289,340 |
| 36 | Special Services | | |
| | 36-10 Printing | Community education materials | 400 |
| 60 | Supplies | | |
| | 60-10 General Supplies | Brooms, pitch forks and shovels | 250 |
| | 60-45 Refuse Containers | Truckload (648) of 65-gallon mobile carts @ $51.00 each | 33,048 |

**Capital Outlay:** None

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 344.10 | County Disposal Rebate | 73,960 | 73,960 | 73,960 | 75,541 | 73,960 |
| 344.20 | Refuse Contracts Revenue | 202,333 | 208,497 | 215,000 | 220,928 | 220,000 |
| | | | | | | |
| | TOTAL | 276,293 | 282,457 | 288,960 | 296,469 | 293,960 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 50 | PUBLIC WORKS | | | | | | |
| DIV 11 | SOLID WASTE MANAGEMENT | | | | | | |
| SUB 0 | PUBLIC WORKS | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 5011-550.10-02 | HOURLY | 230,982 | 214,915 | 241,115 | 231,140 | 254,646 | 254,646 |
| 5011-550.10-03 | OVERTIME | 7,309 | 2,902 | 5,000 | 2,394 | 4,000 | 4,000 |
| * | PAYROLL-WAGES | 238,291 | 217,817 | 246,115 | 233,534 | 258,646 | 258,646 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 5011-550.11-10 | FICA | 17,162 | 15,988 | 18,257 | 17,313 | 19,273 | 19,273 |
| 5011-550.11-12 | HEALTH INSURANCE | 33,823 | 32,945 | 34,277 | 28,212 | 33,115 | 33,115 |
| 5011-550.11-13 | DENTAL INSURANCE | 1,406 | 1,433 | 1,451 | 1,897 | 2,353 | 2,353 |
| 5011-550.11-14 | LIFE INSURANCE | 682 | 580 | 677 | 699 | 815 | 815 |
| 5011-550.11-15 | VISION INSURANCE | 354 | 220 | 306 | 340 | 446 | 446 |
| 5011-550.11-17 | 457 CITY MATCH CONTRIBUTN | 3,261 | 2,890 | 2,425 | 2,930 | 2,988 | 2,988 |
| 5011-550.11-18 | RETIREMENT | 15,067 | 13,863 | 13,016 | 13,608 | 14,776 | 14,776 |
| 5011-550.11-21 | WORKERS COMPENSATION INS | 9,654 | 8,231 | 9,525 | 8,728 | 8,810 | 8,810 |
| 5011-550.11-22 | LONG TERM DISABILITY INS | 854 | 805 | 939 | 779 | 992 | 992 |
| * | FRINGE BENEFITS | 82,263 | 76,955 | 80,873 | 74,506 | 83,568 | 83,568 |
| ELEM 20 | OVERHEAD | | | | | | |
| 5011-550.20-11 | AUTOMOTIVE | 200,895 | 107,289 | 110,291 | 110,291 | 119,433 | 119,433 |
| * | OVERHEAD | 200,895 | 107,289 | 110,291 | 110,291 | 119,433 | 119,433 |
| ELEM 34 | CONTRACTUAL SERVICES | | | | | | |
| 5011-550.34-11 | TEMP MANPOWER-SOLID WASTE | 866 | 2,142 | 1,320 | 4,001 | 1,650 | 1,650 |
| 5011-550.34-20 | TIPPING FEES | 264,200 | 281,189 | 292,585 | 281,378 | 289,340 | 289,340 |
| * | CONTRACTUAL SERVICES | 265,066 | 283,331 | 293,905 | 285,379 | 290,990 | 290,990 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 5011-550.36-10 | PRINTING | 0 | 168 | 400 | 549 | 400 | 400 |
| * | SPECIAL SERVICES | 0 | 168 | 400 | 549 | 400 | 400 |
| ELEM 60 | SUPPLIES | | | | | | |
| 5011-550.60-10 | GENERAL SUPPLIES | 90 | 97 | 250 | 360 | 250 | 250 |
| 5011-550.60-45 | TOTERS & CONTAINERS | 22,478 | 22,783 | 28,000 | 29,567 | 33,048 | 33,048 |
| * | SUPPLIES | 22,568 | 22,880 | 28,250 | 29,927 | 33,298 | 33,298 |
| ELEM 69 | MISCELLANEOUS CHARGE | | | | | | |
| 5011-550.69-10 | MISCELLANEOUS | 0 | 0 | 0 | 300 | 0 | 0 |
| * | MISCELLANEOUS CHARGE | 0 | 0 | 0 | 300 | 0 | 0 |
| ** | SOLID WASTE MANAGEMENT | 809,083 | 708,440 | 759,834 | 734,486 | 786,335 | 786,335 |

## PROGRAM NAME/NUMBER — Leaf and Grass Collection/5012

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Provide reliable, quality leaf and grass collection services* | Percent of collections completed on schedule | 100% | 100% | 100% | 100% |
| **Note*: Depends on weather conditions and compliance with automobile parking restrictions | Percent of residents rating leaf and grass collection as good or better | 83% | No survey | No survey | 85% |
| | Number of complaints received | 0 | <10 | 0 | <10 |

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

## PROGRAM NAME/NUMBER — Leaf and Grass Collection/5012

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| Crew Chief | 0.70 | 0.70 | 0.70 | 0.70 |
| Supply Clerk | 0.14 | 0.14 | 0.14 | 0.04 |
| Motor Equipment Operator III | 0.03 | 0.04 | 0.04 | 0.04 |
| Motor Equipment Operator II+A | 0.00 | 0.25 | 0.25 | 0.25 |
| Motor Equipment Operator I+A | 1.81 | 1.56 | 1.56 | 1.60 |
| Motor Equipment Operator I | 0.32 | 0.32 | 0.32 | 0.32 |
| Laborer | 2.03 | 2.26 | 2.26 | 1.32 |
| Lead Groundskeeper | 0.20 | 0.20 | 0.20 | 0.20 |
| | | | | |
| Budget Total | **5.23** | **5.47** | **5.47** | **4.47** |

### OPERATING EXPENDITURES:

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 5012 |
|---|---|---|---|
| **Element/Object** | | **Details** | **Total** |
| 34 | Contractual Services | | |
| | 34-15 Temp. Manpower – Leaf | Leaf collection, 2,000 hours contract labor @ $16.50/hour | 33,000 |
| | 34-16 Temp Manpower – Yard Waste | Grass collection, 500 hours contract labor @ $16.50/hour | 8,250 |
| 36 | Special Services | | |
| | 36-10 Printing | Door hangers, leaf collection plan | 300 |
| 60 | Supplies | | |
| | 60-10 General Supplies | Rakes, dust masks, etc. | 750 |
| | 60-40 Signs | Leaf collection signs | 750 |

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 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 | 156,480 | 141,187 | 223,262 | 138,129 | 195,312 | 195,312 |
| 5012-550.10-03 | OVERTIME | 580 | 188 | 600 | 747 | 1,000 | 1,000 |
| 5012-550.10-08 | SATURDAY SHIFT DIFFERENTL | 23 | 0 | 0 | 0 | 0 | 0 |
| * | PAYROLL-WAGES | 157,083 | 141,375 | 223,862 | 138,876 | 196,312 | 196,312 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 5012-550.11-10 | FICA | 11,602 | 10,544 | 16,621 | 10,295 | 14,506 | 14,506 |
| 5012-550.11-12 | HEALTH INSURANCE | 21,138 | 18,972 | 33,256 | 16,033 | 28,288 | 28,288 |
| 5012-550.11-13 | DENTAL INSURANCE | 1,233 | 1,087 | 1,790 | 993 | 1,663 | 1,663 |
| 5012-550.11-14 | LIFE INSURANCE | 429 | 375 | 628 | 341 | 548 | 548 |
| 5012-550.11-15 | VISION INSURANCE | 518 | 353 | 520 | 334 | 549 | 549 |
| 5012-550.11-17 | 457 CITY MATCH CONTRIBUTN | 3,956 | 3,605 | 3,806 | 3,595 | 4,281 | 4,281 |
| 5012-550.11-18 | RETIREMENT | 10,237 | 9,317 | 10,894 | 8,680 | 10,979 | 10,979 |
| 5012-550.11-21 | WORKERS COMPENSATION INS | 6,555 | 5,390 | 8,732 | 5,268 | 6,710 | 6,710 |
| 5012-550.11-22 | LONG TERM DISABILITY INS | 537 | 520 | 869 | 444 | 761 | 761 |
| * | FRINGE BENEFITS | 56,205 | 50,163 | 77,116 | 45,983 | 68,285 | 68,285 |
| ELEM 20 | OVERHEAD | | | | | | |
| 5012-550.20-11 | AUTOMOTIVE | 34,637 | 40,233 | 41,359 | 41,359 | 44,787 | 44,787 |
| * | OVERHEAD | 34,637 | 40,233 | 41,359 | 41,359 | 44,787 | 44,787 |
| ELEM 34 | CONTRACTUAL SERVICES | | | | | | |
| 5012-550.34-15 | TEMP MANPOWER-LEAF | 30,618 | 29,319 | 33,000 | 30,941 | 33,000 | 33,000 |
| 5012-550.34-16 | TEMP MANPOWER-YARD WASTE | 4,867 | 27,153 | 6,600 | 16,341 | 8,250 | 8,250 |
| * | CONTRACTUAL SERVICES | 35,485 | 56,472 | 39,600 | 47,282 | 41,250 | 41,250 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 5012-550.36-10 | PRINTING | 300 | 168 | 300 | 0 | 300 | 300 |
| * | SPECIAL SERVICES | 300 | 168 | 300 | 0 | 300 | 300 |
| ELEM 60 | SUPPLIES | | | | | | |
| 5012-550.60-10 | GENERAL SUPPLIES | 760 | 412 | 750 | 612 | 750 | 750 |
| 5012-550.60-40 | SIGNS | 0 | 700 | 750 | 450 | 750 | 750 |
| * | SUPPLIES | 760 | 1,112 | 1,500 | 1,062 | 1,500 | 1,500 |
| ** | LEAF AND GRASS COLLECTION | 284,470 | 289,523 | 383,737 | 274,562 | 352,434 | 352,434 |

## PROGRAM NAME/NUMBER — Street Cleaning/5013

**DESCRIPTION**: 110 curb miles of City-maintained streets will be swept 5-6 times annually with the shared "Four Cities" street sweeper, operated by a City of Greenbelt employee. Public Works employees post signs prior to scheduled street sweeping to encourage off-street parking. The City's small street sweeper services downtown, City-maintained parking lots, parking garage and Trolley Trail 5 times a week, weather permitting.

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Maintain street cleanliness through scheduled sweeping * | Number of citywide sweeps completed | 5 | 5-6 | 5 | 5-6 |
| * *Note:* Resident compliance with parking requirements will affect cleaning | Percent of residents rating street cleaning as good or better | 67% | No survey | No survey | 68% |
| 2. Maintain downtown metered lots with regularly scheduled sweeping | Number of sweeps completed in downtown, high impact areas | 202 | 200 | 219 | 200 |

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 |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| Crew Chief | 0.02 | 0.02 | 0.02 | 0.02 |
| Motor Equipment Operator II+A | 0.00 | 0.25 | 0.25 | 0.25 |
| Motor Equipment Operator I+A | 0.25 | 0.00 | 0.00 | 0.00 |
| Motor Equipment Operator I | 0.02 | 0.02 | 0.01 | 0.01 |
| | | | | |
| Budget Total | **0.29** | **0.29** | **0.28** | **0.28** |

**OPERATING EXPENDITURES:** The City's shared cost of the "Four Cities" street sweeper includes a proportionate share of the labor cost for an operator.

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 5013 |
|---|---|---|---|
| **Element/Object** | | **Details** | **Total** |
| 34 | Contractual Services<br>34-20 Tipping Fees | 9 containers of street sweeping residue @ $600 | 5,400 |
| 36 | Special Services<br>36-50 Sweeper Shared Maint. | City's estimated proportionate share of "Four Cities" street sweeper costs:<br>Maintenance costs ..... 20,000<br>Labor costs for operator ..... 13,500 | 33,500 |
| 60 | Supplies<br>60-10 General Supplies | | 200 |
| | 60-40 Signs | Street sweeping signs | 750 |

### Capital Outlay:

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 50 | PUBLIC WORKS | | | | | | |
| DIV 13 | STREET CLEANING | | | | | | |
| SUB 0 | PUBLIC WORKS | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 5013-550.10-02 | HOURLY | 12,555 | 17,588 | 15,163 | 16,884 | 15,495 | 15,495 |
| 5013-550.10-03 | OVERTIME | 575 | 16 | 200 | 30 | 200 | 200 |
| * | PAYROLL-WAGES | 13,130 | 17,604 | 15,363 | 16,914 | 15,695 | 15,695 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 5013-550.11-10 | FICA | 946 | 1,269 | 1,100 | 1,213 | 1,128 | 1,128 |
| 5013-550.11-12 | HEALTH INSURANCE | 2,901 | 3,969 | 3,480 | 3,359 | 3,172 | 3,172 |
| 5013-550.11-13 | DENTAL INSURANCE | 111 | 147 | 126 | 229 | 140 | 140 |
| 5013-550.11-14 | LIFE INSURANCE | 37 | 48 | 42 | 46 | 43 | 43 |
| 5013-550.11-15 | VISION INSURANCE | 49 | 56 | 49 | 69 | 49 | 49 |
| 5013-550.11-17 | 457 CITY MATCH CONTRIBUTN | 269 | 341 | 319 | 240 | 328 | 328 |
| 5013-550.11-18 | RETIREMENT | 856 | 1,147 | 999 | 1,103 | 1,020 | 1,020 |
| 5013-550.11-21 | WORKERS COMPENSATION INS | 534 | 665 | 594 | 644 | 533 | 533 |
| 5013-550.11-22 | LONG TERM DISABILITY INS | 46 | 67 | 59 | 59 | 60 | 60 |
| * | FRINGE BENEFITS | 5,749 | 7,709 | 6,768 | 6,962 | 6,473 | 6,473 |
| ELEM 20 | OVERHEAD | | | | | | |
| 5013-550.20-11 | AUTOMOTIVE | 20,782 | 26,822 | 27,573 | 27,573 | 29,858 | 29,858 |
| * | OVERHEAD | 20,782 | 26,822 | 27,573 | 27,573 | 29,858 | 29,858 |
| ELEM 34 | CONTRACTUAL SERVICES | | | | | | |
| 5013-550.34-20 | TIPPING FEES | 2,987 | 5,347 | 5,400 | 7,992 | 5,400 | 5,400 |
| * | CONTRACTUAL SERVICES | 2,987 | 5,347 | 5,400 | 7,992 | 5,400 | 5,400 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 5013-550.36-50 | SWEEPER SHARED MAINT | 33,607 | 27,779 | 33,500 | 15,674 | 33,500 | 33,500 |
| * | SPECIAL SERVICES | 33,607 | 27,779 | 33,500 | 15,674 | 33,500 | 33,500 |
| ELEM 48 | RENTAL | | | | | | |
| 5013-550.48-45 | STREET SWEEPER | 0 | 5,600 | 0 | 0 | 0 | 0 |
| * | RENTAL | 0 | 5,600 | 0 | 0 | 0 | 0 |
| ELEM 60 | SUPPLIES | | | | | | |
| 5013-550.60-10 | GENERAL SUPPLIES | 7 | 0 | 200 | 107 | 200 | 200 |
| 5013-550.60-15 | SMALL TOOLS | 210 | 0 | 0 | 0 | 0 | 0 |
| 5013-550.60-40 | SIGNS | 825 | 855 | 750 | 450 | 750 | 750 |
| * | SUPPLIES | 1,042 | 855 | 950 | 557 | 950 | 950 |
| ** | STREET CLEANING | 77,297 | 91,716 | 89,554 | 75,672 | 91,876 | 91,876 |

## PROGRAM NAME/NUMBER — Signage/5014

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 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 * | 59% | 75% | 61% | 70% |
| 2. Street name signs inspected quarterly | Percent of inspections completed on time | 100% | 100% | 100% | 100% |

* Traffic control signs include stop, 4-way, all way, speed limit, yield, do not enter, one way, wrong way, no through trucks or traffic, no outlet.

## PROGRAM NAME/NUMBER — Signage/5014

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY12 |
| Crew Chief | 0.05 | 0.05 | 0.05 | 0.05 |
| Supply Clerk | 0.65 | 0.73 | 0.73 | 0.73 |
| Motor Equipment Operator III | 0.85 | 0.85 | 0.85 | 0.85 |
| Motor Equipment Operator II+A | 0.18 | 0.17 | 0.17 | 0.17 |
| Motor Equipment Operator I+A | 0.18 | 0.18 | 0.18 | 0.14 |
| | | | | |
| Budget Total | **1.91** | **1.98** | **1.98** | **1.94** |

### OPERATING EXPENDITURES:

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 5014 |
|---|---|---|---|
| **Element/Object** | | **Details** | **Total** |
| 60 | Supplies | | |
| | 60-10 General Supplies | Sakrete | 200 |
| | 60-15 Small Tools | Hand tools, wrenches, sockets, etc. | 400 |
| | 60-40 Signs | Sign poles, 30 @ $30 ..... 900 | |
| | | Street name signs, 200 @ $26 ..... 5,200 | |
| | | Traffic control signs, including stop signs ..... 4,200 | |
| | | Parking control signs ..... 1,800 | |
| | | Specialty signs ..... 1,850 | |
| | | Hardware – nuts, bolts, caps, tees ..... 1,350 | |
| | | Speed hump signs, 35 @ $45 ..... 1,575 | |
| | | U-channels, 100 @ $20 ..... 2,000 | |
| | | Replacement of missing and damaged gateway, historic district toppers and ATHA wayfinding signs ..... 4,650 | 23,525 |

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 50 | PUBLIC WORKS | | | | | | |
| DIV 14 | SIGNAGE | | | | | | |
| SUB 0 | PUBLIC WORKS | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 5014-550.10-02 | HOURLY | 95,160 | 97,929 | 110,496 | 93,094 | 110,323 | 110,323 |
| 5014-550.10-03 | OVERTIME | 363 | 77 | 200 | 142 | 200 | 200 |
| * | PAYROLL-WAGES | 95,523 | 98,006 | 110,696 | 93,236 | 110,523 | 110,523 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 5014-550.11-10 | FICA | 7,016 | 7,291 | 8,099 | 6,862 | 8,091 | 8,091 |
| 5014-550.11-12 | HEALTH INSURANCE | 12,337 | 13,241 | 14,973 | 12,318 | 14,195 | 14,195 |
| 5014-550.11-13 | DENTAL INSURANCE | 531 | 555 | 639 | 541 | 628 | 628 |
| 5014-550.11-14 | LIFE INSURANCE | 276 | 261 | 308 | 251 | 307 | 307 |
| 5014-550.11-15 | VISION INSURANCE | 258 | 222 | 259 | 220 | 264 | 264 |
| 5014-550.11-17 | 457 CITY MATCH CONTRIBUTN | 3,853 | 4,011 | 4,521 | 3,847 | 5,350 | 5,350 |
| 5014-550.11-18 | RETIREMENT | 6,219 | 6,459 | 7,198 | 6,079 | 7,187 | 7,187 |
| 5014-550.11-21 | WORKERS COMPENSATION INS | 3,923 | 3,737 | 4,302 | 3,491 | 3,766 | 3,766 |
| 5014-550.11-22 | LONG TERM DISABILITY INS | 347 | 363 | 430 | 340 | 430 | 430 |
| * | FRINGE BENEFITS | 34,760 | 36,140 | 40,729 | 33,949 | 40,218 | 40,218 |
| ELEM 20 | OVERHEAD | | | | | | |
| 5014-550.20-11 | AUTOMOTIVE | 6,927 | 13,411 | 13,786 | 13,786 | 14,929 | 14,929 |
| * | OVERHEAD | 6,927 | 13,411 | 13,786 | 13,786 | 14,929 | 14,929 |
| ELEM 40 | REPAIR & MAINTENANCE | | | | | | |
| 5014-550.40-45 | WELDING SERVICES | 400 | 0 | 0 | 0 | 0 | 0 |
| * | REPAIR & MAINTENANCE | 400 | 0 | 0 | 0 | 0 | 0 |
| ELEM 60 | SUPPLIES | | | | | | |
| 5014-550.60-10 | GENERAL SUPPLIES | 832 | 100 | 200 | 165 | 200 | 200 |
| 5014-550.60-15 | SMALL TOOLS | 168 | 46 | 400 | 1,338 | 400 | 400 |
| 5014-550.60-40 | SIGNS | 12,478 | 21,880 | 25,325 | 20,633 | 23,525 | 23,525 |
| * | SUPPLIES | 13,478 | 22,026 | 25,925 | 22,136 | 24,125 | 24,125 |
| ELEM 69 | MISCELLANEOUS CHARGE | | | | | | |
| 5014-550.69-10 | MISCELLANEOUS | 0 | 1,030 | 0 | 0 | 0 | 0 |
| * | MISCELLANEOUS CHARGE | 0 | 1,030 | 0 | 0 | 0 | 0 |
| ** | SIGNAGE | 151,088 | 170,613 | 191,136 | 163,107 | 189,795 | 189,795 |

## 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 | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Maintain line and traffic control striping on City streets | Percent of line and traffic control striping completed at least annually | 69% * | 100% | 70% ^ | 100% |
| 2. Repair non-utility related potholes on City streets in a timely manner | Percent of pothole repairs completed within 3 days of entry of work order | 65% | 70% | 51% | 70% |

* FY11: Remainder not done due to WSSC street repairs in Calvert Hills
^ FY12: Remainder not done due to WSSC work in North College Park

## PROGRAM NAME/NUMBER — Street Maintenance/5015

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL FY10 | ACTUAL FY11 | ACTUAL FY12 | ESTIMATED FY13 |
|---|---|---|---|---|
| Crew Chief | 0.20 | 0.20 | 0.20 | 0.20 |
| Motor Equipment Operator I+A | 0.03 | 0.03 | 0.03 | 0.03 |
| Motor Equipment Operator I | 1.22 | 1.22 | 1.23 | 1.23 |
| Laborer | 0.00 | 0.00 | 0.00 | 0.75 |
| | | | | |
| Budget Total | **1.45** | **1.45** | **1.46** | **2.21** |

### OPERATING EXPENDITURES:

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

| Element/Object | | Details | Total |
|---|---|---|---|
| 34 | Contractual Services<br>34-17 Temp Manpower-Other | Regular maintenance of storm drains (3 times per year): Roanoke Place & 51st Avenue, Roanoke Place at CSX right-of-way, and Branchville Road at CSX right-of-way | 1,000 |
| | 34-38 Striping | Crosswalks, 130 @ $50 ..... 6,500<br>Stop bars, 150 @ $20 ..... 3,000<br>Driveway hash-outs, 35 @ $10 ..... 350<br>On-street parking spaces, 130 @ $3 ..... 390<br>X-outs between on-street parking spaces, 15 @ $10 ..... 150<br>Psycho bars, 6 @ $100 ..... 600<br>Double yellow centerline, 16,500 LF @ $0.35/LF ..... 5,775<br>Single yellow centerline, 4,000 LF @ $0.35/LF ..... 1,400<br>White shoulder line, 16,500 LF @ $0.20/LF ..... 3,300<br>Miscellaneous gore areas (diagonal hashmarks), 500 LF @ $0.20/LF ..... 100<br>Arrow stencils, 15 @ $15 ..... 225<br>Speed humps, 130 @ $30 ..... 3,900<br>Other stencils ..... 200 | 25,890 |
| 60 | Supplies<br>60-10 General Supplies | Traffic paint, pothole patch | 10,000 |

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 50 | PUBLIC WORKS | | | | | | |
| DIV 15 | STREET MAINTENANCE | | | | | | |
| SUB 0 | PUBLIC WORKS | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 5015-550.10-02 | HOURLY | 30,237 | 27,011 | 59,917 | 52,008 | 86,855 | 86,855 |
| 5015-550.10-03 | OVERTIME | 141 | 129 | 150 | 148 | 250 | 250 |
| 5015-550.10-08 | SATURDAY SHIFT DIFFERENTL | 24 | 0 | 0 | 0 | 0 | 0 |
| * | PAYROLL-WAGES | 30,402 | 27,140 | 60,067 | 52,156 | 87,105 | 87,105 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 5015-550.11-10 | FICA | 2,058 | 1,872 | 4,077 | 3,740 | 6,044 | 6,044 |
| 5015-550.11-12 | HEALTH INSURANCE | 8,125 | 7,914 | 18,701 | 10,961 | 22,676 | 22,676 |
| 5015-550.11-13 | DENTAL INSURANCE | 458 | 380 | 1,030 | 659 | 1,322 | 1,322 |
| 5015-550.11-14 | LIFE INSURANCE | 95 | 65 | 167 | 154 | 243 | 243 |
| 5015-550.11-15 | VISION INSURANCE | 155 | 92 | 282 | 116 | 311 | 311 |
| 5015-550.11-17 | 457 CITY MATCH CONTRIBUTN | 720 | 578 | 928 | 907 | 1,345 | 1,345 |
| 5015-550.11-18 | RETIREMENT | 1,943 | 1,761 | 3,905 | 3,361 | 5,662 | 5,662 |
| 5015-550.11-21 | WORKERS COMPENSATION INS | 1,224 | 1,019 | 2,333 | 1,962 | 2,966 | 2,966 |
| 5015-550.11-22 | LONG TERM DISABILITY INS | 119 | 90 | 233 | 183 | 338 | 338 |
| * | FRINGE BENEFITS | 14,897 | 13,771 | 31,656 | 22,043 | 40,907 | 40,907 |
| ELEM 20 | OVERHEAD | | | | | | |
| 5015-550.20-11 | AUTOMOTIVE | 6,927 | 13,411 | 13,786 | 13,786 | 14,929 | 14,929 |
| * | OVERHEAD | 6,927 | 13,411 | 13,786 | 13,786 | 14,929 | 14,929 |
| ELEM 34 | CONTRACTUAL SERVICES | | | | | | |
| 5015-550.34-17 | TEMP MANPOWER-OTHER | 0 | 0 | 0 | 95 | 1,000 | 1,000 |
| 5015-550.34-38 | STRIPING | 15,247 | 23,083 | 25,950 | 12,924 | 25,890 | 25,890 |
| * | CONTRACTUAL SERVICES | 15,247 | 23,083 | 25,950 | 13,019 | 26,890 | 26,890 |
| ELEM 40 | REPAIR & MAINTENANCE | | | | | | |
| 5015-550.40-13 | TOOLS & EQUIPMENT | 0 | 75 | 0 | 0 | 0 | 0 |
| * | REPAIR & MAINTENANCE | 0 | 75 | 0 | 0 | 0 | 0 |
| ELEM 60 | SUPPLIES | | | | | | |
| 5015-550.60-10 | GENERAL SUPPLIES | 8,259 | 5,840 | 10,000 | 11,459 | 10,000 | 10,000 |
| * | SUPPLIES | 8,259 | 5,840 | 10,000 | 11,459 | 10,000 | 10,000 |
| ** | STREET MAINTENANCE | 75,732 | 83,320 | 141,459 | 112,463 | 179,831 | 179,831 |

## PROGRAM NAME/NUMBER — Turf & Right of Way Maintenance/5016

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Maintenance of grass on all City rights-of-way and recreational facilities | Number of visual inspections by crew chief | 14 | 14 | 14 | 14 |
| | Number of complaints about grass and weeds on City-maintained property | 0 | <6 | 0 | <6 |

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

## PROGRAM NAME/NUMBER — Turf & Right of Way Maintenance/5016

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

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| Deputy Director of Public Works | 0.05 | 0.05 | 0.05 | 0.05 |
| Motor Equipment Operator III | 0.01 | 0.00 | 0.00 | 0.00 |
| Motor Equipment Operator II+A | 0.00 | 0.01 | 0.01 | 0.01 |
| Landscape Foreman | 0.01 | 0.01 | 0.01 | 0.01 |
| | | | | |
| Budget Total | **0.07** | **0.07** | **0.07** | **0.07** |

**OPERATING EXPENDITURES:** Since FY04, maintenance of all right-of-way turf is performed by a private contractor.

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 5016 |
|---|---|---|---|
| **Element/Object** | | **Details** | **Total** |
| 34 | Contractual Services<br>34-71 Contract Mowing | Contract provides 14 mowings (every other week) at 33 locations between April and the end of October, including edging, trimming and application of herbicide. Duvall and Calvert Road School athletic fields are mowed weekly. Contractor provides all labor, materials and equipment. Contract supervision and inspection is provided by Public Works staff. | 47,500 |

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 50 | PUBLIC WORKS | | | | | | |
| DIV 16 | TURF & RIGHT OF WAY MAINT | | | | | | |
| SUB 0 | PUBLIC WORKS | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 5016-550.10-01 | SALARY | 4,253 | 4,367 | 4,541 | 4,530 | 4,748 | 4,748 |
| 5016-550.10-02 | HOURLY | 1,077 | 1,180- | 1,015 | 4,192 | 1,047 | 1,047 |
| 5016-550.10-03 | OVERTIME | 5 | 1 | 10 | 0 | 10 | 10 |
| * | PAYROLL-WAGES | 5,335 | 3,188 | 5,566 | 8,722 | 5,805 | 5,805 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 5016-550.11-10 | FICA | 379 | 405 | 396 | 642 | 423 | 423 |
| 5016-550.11-12 | HEALTH INSURANCE | 526 | 687 | 576 | 886 | 646 | 646 |
| 5016-550.11-13 | DENTAL INSURANCE | 25 | 29 | 27 | 78 | 27 | 27 |
| 5016-550.11-14 | LIFE INSURANCE | 16 | 15 | 15 | 29 | 16 | 16 |
| 5016-550.11-15 | VISION INSURANCE | 2 | 3 | 2 | 20 | 2 | 2 |
| 5016-550.11-17 | 457 CITY MATCH CONTRIBUTN | 126 | 119 | 113 | 156 | 139 | 139 |
| 5016-550.11-18 | RETIREMENT | 348 | 370 | 363 | 518 | 378 | 378 |
| 5016-550.11-21 | WORKERS COMPENSATION INS | 77 | 215 | 216 | 315 | 197 | 197 |
| 5016-550.11-22 | LONG TERM DISABILITY INS | 20 | 21 | 22 | 33 | 23 | 23 |
| * | FRINGE BENEFITS | 1,519 | 1,864 | 1,730 | 2,677 | 1,851 | 1,851 |
| ELEM 34 | CONTRACTUAL SERVICES | | | | | | |
| 5016-550.34-71 | CONTRACT MOWING | 46,045 | 46,478 | 46,500 | 46,498 | 47,500 | 47,500 |
| * | CONTRACTUAL SERVICES | 46,045 | 46,478 | 46,500 | 46,498 | 47,500 | 47,500 |
| ** | TURF & RIGHT OF WAY MAINT | 52,899 | 51,530 | 53,796 | 57,897 | 55,156 | 55,156 |

## PROGRAM NAME/NUMBER — Snow and Ice Control/5017

**DESCRIPTION**: Public Works employees plow and salt City streets and parking lots to clear snow and ice. Contractors may provide supplemental plowing operations in the event of heavy snow. Public Works has the capability to store road salt; the City sells salt to neighboring jurisdictions that lack this storage capability. This program budget assumes 4 "events"; each event includes the use of 16 employees, each with 12 hours of overtime pay.

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Remove snow and ice from City's streets | | | | | |
| • Primary streets to bare pavement for automobile traffic | Percent of primary street lane miles cleared within 24 hours of event conclusion | 100% | 90% | 100% | 90% |
| • Secondary streets to provide travelable conditions | Percent of secondary street lane miles cleared within 24 hours of event conclusion | 100% | 85% | 100% | 85% |
| | Percent of residents rating snow removal as good or better | 72% | No survey | No survey | 75% |

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

## PROGRAM NAME/NUMBER — Snow and Ice Control/5017

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| Public Works Supervisor | 0.05 | 0.05 | 0.00 | 0.00 |
| Crew Chief | 0.15 | 0.15 | 0.15 | 0.15 |
| Motor Equipment Operator III | 0.05 | 0.05 | 0.05 | 0.05 |
| Motor Equipment Operator II+A | 0.00 | 0.05 | 0.05 | 0.05 |
| Motor Equipment Operator I+A | 0.20 | 0.15 | 0.15 | 0.15 |
| Motor Equipment Operator I | 0.25 | 0.30 | 0.30 | 0.35 |
| Laborer | 0.07 | 0.11 | 0.11 | 0.24 |
| Dispatch/Administrative Clerk | 0.10 | 0.10 | 0.00 | 0.00 |
| Landscape Foreman | 0.04 | 0.04 | 0.04 | 0.04 |
| Lead Groundskeeper | 0.05 | 0.05 | 0.05 | 0.05 |
| Groundskeeper | 0.05 | 0.05 | 0.05 | 0.05 |
| Grounds Laborer/Driver | 0.01 | 0.01 | 0.01 | 0.01 |
| | | | | |
| Budget Total | **1.02** | **1.11** | **0.96** | **1.14** |

### OPERATING EXPENDITURES:

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 5017 |
|---|---|---|---|
| **Element/Object** | | **Details** | **Total** |
| 12 | Travel & Training<br>12-11 Travel & Training | Snow Preparedness Day (in-house training) | 2,100 |
| 34 | Contractual Services<br>34-70 Contract Plowing | Contract plowing of parking lots and side streets, as needed, to supplement City crews | 5,000 |
| 60 | Supplies<br>60-10 General Supplies | Meal money ..... 2,000<br>Snow shovels, ice chippers ..... 300 | 2,300 |
| | 60-12 Road Salt | Road salt, 500 tons @ $65.00/ton (MWCOG price) ..... 32,500<br>Magnesium chloride solution, 4,500 gallons @ $1.00/gallon ..... 4,500<br>Sidewalk deicer ..... 1,300 | 38,300 |

**Capital Outlay:** None

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 366.35 | FEMA-Snow Expense Reimbursement | 0 | 35,274 | 0 | 0 | 0 |
| | | | | | | |
| | TOTAL | 0 | 35,274 | 0 | 0 | 0 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 50 | PUBLIC WORKS | | | | | | |
| DIV 17 | SNOW AND ICE CONTROL | | | | | | |
| SUB 0 | PUBLIC WORKS | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 5017-550.10-02 | HOURLY | 46,017 | 16,508 | 44,998 | 1,839 | 52,351 | 52,351 |
| 5017-550.10-03 | OVERTIME | 84,571 | 28,936 | 32,000 | 4,561 | 32,000 | 32,000 |
| 5017-550.10-08 | SATURDAY SHIFT DIFFERENTL | 0 | 69 | 0 | 36 | 0 | 0 |
| * | PAYROLL-WAGES | 130,588 | 45,513 | 76,998 | 6,436 | 84,351 | 84,351 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 5017-550.11-10 | FICA | 9,811 | 3,348 | 5,735 | 470 | 6,264 | 6,264 |
| 5017-550.11-12 | HEALTH INSURANCE | 8,128 | 6,445 | 8,018 | 1,031 | 8,405 | 8,405 |
| 5017-550.11-13 | DENTAL INSURANCE | 434 | 334 | 405 | 52 | 525 | 525 |
| 5017-550.11-14 | LIFE INSURANCE | 123 | 133 | 126 | 23 | 146 | 146 |
| 5017-550.11-15 | VISION INSURANCE | 152 | 67 | 102 | 13 | 115 | 115 |
| 5017-550.11-17 | 457 CITY MATCH CONTRIBUTN | 1,408 | 782 | 1,006 | 133 | 1,274 | 1,274 |
| 5017-550.11-18 | RETIREMENT | 8,240 | 2,967 | 5,000 | 400 | 5,381 | 5,381 |
| 5017-550.11-21 | WORKERS COMPENSATION INS | 5,253 | 1,601 | 2,586 | 243 | 2,516 | 2,516 |
| 5017-550.11-22 | LONG TERM DISABILITY INS | 147 | 185 | 175 | 30 | 204 | 204 |
| * | FRINGE BENEFITS | 33,696 | 15,862 | 23,153 | 2,395 | 24,830 | 24,830 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 5017-550.12-11 | TRAVEL & TRAINING | 1,150 | 728 | 2,100 | 9 | 2,100 | 2,100 |
| * | TRAVEL & TRAINING | 1,150 | 728 | 2,100 | 9 | 2,100 | 2,100 |
| ELEM 20 | OVERHEAD | | | | | | |
| 5017-550.20-11 | AUTOMOTIVE | 13,855 | 20,117 | 20,679 | 20,679 | 22,394 | 22,394 |
| * | OVERHEAD | 13,855 | 20,117 | 20,679 | 20,679 | 22,394 | 22,394 |
| ELEM 34 | CONTRACTUAL SERVICES | | | | | | |
| 5017-550.34-70 | CONTRACT PLOWING | 0 | 0 | 5,000 | 0 | 5,000 | 5,000 |
| * | CONTRACTUAL SERVICES | 0 | 0 | 5,000 | 0 | 5,000 | 5,000 |
| ELEM 60 | SUPPLIES | | | | | | |
| 5017-550.60-10 | GENERAL SUPPLIES | 3,893 | 1,733 | 2,300 | 314 | 2,300 | 2,300 |
| 5017-550.60-12 | ROAD SALT | 62,835 | 37,196 | 38,300 | 6,327 | 38,300 | 38,300 |
| * | SUPPLIES | 66,728 | 38,929 | 40,600 | 6,641 | 40,600 | 40,600 |
| ** | SNOW AND ICE CONTROL | 246,017 | 121,149 | 168,530 | 36,160 | 179,275 | 179,275 |

## PROGRAM NAME/NUMBER — Public Works Buildings/5018

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

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Maintain Public Works buildings and assigned facilities in good condition | Percent of facilities rated in satisfactory or better condition by City employees responding to employee survey | 86% | 80% | 86% | 80% |
| • Inspect facilities monthly | Number of inspections completed | 12 | 12 | 11 | 12 |
| 2. Reduce unscheduled maintenance costs through effective preventive maintenance<br>• Develop preventive maintenance schedule | Percent of maintenance costs that are unscheduled | 32% * | <15% | 22% | <20% |

* Due to sewer line repair in Public Works yard

## PROGRAM NAME/NUMBER — Public Works Buildings/5018

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| Facilities Maintenance Worker | 0.05 | 0.05 | 0.05 | 0.05 |
| | | | | |
| Budget Total | **0.05** | **0.05** | **0.05** | **0.05** |

### OPERATING EXPENDITURES:

**EXPENDITURE SUPPORT DATA** — **PROGRAM NUMBER: 5018**

| | Element/Object | Details | Total |
|---|---|---|---|
| 34 | Contractual Services<br>34-50 Scheduled Maintenance | Berwyn overpass, Veterans Memorial and Calvert Road underpass ..... 7,000<br>Miscellaneous repairs as needed ..... 2,000 | 9,000 |
| 38 | Special Events<br>38-55 Veterans Memorial Events | Barricade rental, Veterans Memorial events ..... 500<br>Rental of chairs, variable message boards, sound system, 2 events @ Veterans Memorial ..... 3,000 | 3,500 |
| 40 | Repair & Maintenance<br>40-11 Building & Grounds Maint. | Electrical repairs, 12 hours @ $70 ..... 840<br>Plumbing repairs, 10 hours @ $65 ..... 650<br>Roofing repairs, 20 hours @ $90 ..... 1,800<br>Overhead garage door repairs ..... 6,750<br>VidSec Systems – surveillance cameras and recorder at Public Works yard, parts and repairs ..... 750<br>Emergency generator maintenance ..... 3,500<br>Gas pump repairs ..... 1,200<br>General repairs ..... 2,500 | 17,990 |
| | 40-17 Alarm System | Alarm system repairs, as needed | 300 |
| | 40-25 HVAC Repairs | HVAC repairs, 22 hours @ $73 | 1,606 |
| 45 | Maintenance Contract<br>45-16 Building Services | Fire extinguisher inspection service | 1,000 |
| | 45-22 Security Alarm Monitoring | 3 systems @ $300 each | 900 |
| | 45-23 Pest Control | Pest control service @ $130/month ..... 1,560<br>Termite contract ..... 350 | 1,910 |
| 60 | Supplies<br>60-10 General Supplies | Maintenance supplies | 2,000 |
| 65 | Utilities<br>65-10 Electricity | Davis Hall and modular building | 15,000 |

## PROGRAM NAME/NUMBER — Public Works Buildings/5018

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

**Capital Outlay:** Office Equipment includes replacement office furniture, as needed ($1,500).

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 362.18 | Property Rental-Davis Hall | 400 | 1,050 | 800 | 900 | 800 |
| | | | | | | |
| | TOTAL | 400 | 1,050 | 800 | 900 | 800 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 50 | PUBLIC WORKS | | | | | | |
| DIV 18 | PUBLIC WORKS BUILDINGS | | | | | | |
| SUB 0 | PUBLIC WORKS | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 5018-550.10-02 | HOURLY | 2,503 | 2,434 | 2,574 | 2,360 | 2,625 | 2,625 |
| 5018-550.10-03 | OVERTIME | 260 | 613 | 800 | 625 | 750 | 750 |
| 5018-550.10-08 | SATURDAY SHIFT DIFFERENTL | 1 | 0 | 0 | 0 | 0 | 0 |
| * | PAYROLL-WAGES | 2,764 | 3,047 | 3,374 | 2,985 | 3,375 | 3,375 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 5018-550.11-10 | FICA | 196 | 216 | 240 | 214 | 242 | 242 |
| 5018-550.11-12 | HEALTH INSURANCE | 646 | 676 | 619 | 683 | 595 | 595 |
| 5018-550.11-13 | DENTAL INSURANCE | 48 | 52 | 50 | 51 | 50 | 50 |
| 5018-550.11-14 | LIFE INSURANCE | 7 | 6 | 7 | 7 | 7 | 7 |
| 5018-550.11-15 | VISION INSURANCE | 18 | 14 | 13 | 14 | 15 | 15 |
| 5018-550.11-17 | 457 CITY MATCH CONTRIBUTN | 30 | 31 | 26 | 30 | 26 | 26 |
| 5018-550.11-18 | RETIREMENT | 176 | 199 | 219 | 195 | 220 | 220 |
| 5018-550.11-21 | WORKERS COMPENSATION INS | 112 | 113 | 121 | 110 | 106 | 106 |
| 5018-550.11-22 | LONG TERM DISABILITY INS | 8 | 8 | 10 | 9 | 10 | 10 |
| * | FRINGE BENEFITS | 1,241 | 1,315 | 1,305 | 1,313 | 1,271 | 1,271 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 5018-550.12-10 | NON TRAINING TRAVEL | 4 | 0 | 0 | 0 | 0 | 0 |
| * | TRAVEL & TRAINING | 4 | 0 | 0 | 0 | 0 | 0 |
| ELEM 20 | OVERHEAD | | | | | | |
| 5018-550.20-11 | AUTOMOTIVE | 0 | 13,411 | 13,786 | 13,786 | 14,929 | 14,929 |
| * | OVERHEAD | 0 | 13,411 | 13,786 | 13,786 | 14,929 | 14,929 |
| ELEM 34 | CONTRACTUAL SERVICES | | | | | | |
| 5018-550.34-17 | TEMP MANPOWER-OTHER | 110 | 0 | 0 | 0 | 0 | 0 |
| 5018-550.34-50 | SCHEDULED MAINTENANCE | 7,918 | 5,850 | 9,000 | 2,994 | 9,000 | 9,000 |
| * | CONTRACTUAL SERVICES | 8,028 | 5,850 | 9,000 | 2,994 | 9,000 | 9,000 |
| ELEM 38 | SPECIAL EVENTS | | | | | | |
| 5018-550.38-55 | VETERANS MEMORIAL EVENTS | 2,771 | 2,990 | 3,500 | 2,396 | 3,500 | 3,500 |
| * | SPECIAL EVENTS | 2,771 | 2,990 | 3,500 | 2,396 | 3,500 | 3,500 |
| ELEM 40 | REPAIR & MAINTENANCE | | | | | | |
| 5018-550.40-11 | BUILDINGS & GROUNDS | 16,667 | 19,681 | 18,450 | 37,121 | 17,990 | 17,990 |
| 5018-550.40-17 | ALARM SYSTEM | 205 | 645 | 300 | 0 | 300 | 300 |
| 5018-550.40-18 | SECURITY CAMERAS | 0 | 230 | 0 | 0 | 0 | 0 |
| 5018-550.40-25 | HVAC REPAIRS | 1,135 | 1,402 | 1,460 | 7,525 | 1,606 | 1,606 |
| * | REPAIR & MAINTENANCE | 18,007 | 21,958 | 20,210 | 44,646 | 19,896 | 19,896 |
| ELEM 42 | CLEANING SERVICE | | | | | | |
| 5018-550.42-10 | BUILDING | 0 | 0 | 0 | 662 | 0 | 0 |
| * | CLEANING SERVICE | 0 | 0 | 0 | 662 | 0 | 0 |
| ELEM 45 | MAINTENANCE CONTRACT | | | | | | |
| 5018-550.45-16 | BUILDING SERVICES | 693 | 2,015 | 1,000 | 682 | 1,000 | 1,000 |
| 5018-550.45-22 | SECURITY ALARM MONITORING | 864 | 900 | 900 | 900 | 900 | 900 |
| 5018-550.45-23 | PEST CONTROL | 1,491 | 1,851 | 1,874 | 1,964 | 1,910 | 1,910 |
| * | MAINTENANCE CONTRACT | 3,048 | 4,766 | 3,774 | 3,546 | 3,810 | 3,810 |
| ELEM 60 | SUPPLIES | | | | | | |
| 5018-550.60-10 | GENERAL SUPPLIES | 1,541 | 752 | 2,000 | 1,298 | 2,000 | 2,000 |
| * | SUPPLIES | 1,541 | 752 | 2,000 | 1,298 | 2,000 | 2,000 |
| ELEM 65 | UTILITIES | | | | | | |
| 5018-550.65-10 | ELECTRICITY | 16,034 | 16,096 | 15,000 | 12,936 | 15,000 | 15,000 |
| 5018-550.65-11 | NATURAL GAS | 1,894 | 1,848 | 2,000 | 996 | 2,000 | 2,000 |
| 5018-550.65-13 | WATER & SEWER | 0 | 0 | 2,000 | 2,073 | 2,000 | 2,000 |
| * | UTILITIES | 17,928 | 17,944 | 19,000 | 16,005 | 19,000 | 19,000 |
| ELEM 92 | MACHINERY & EQUIPMENT | | | | | | |
| 5018-550.92-42 | HVAC SYSTEMS | 0 | 0 | 0 | 3,425 | 0 | 0 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 50 | PUBLIC WORKS | | | | | | |
| DIV 18 | PUBLIC WORKS BUILDINGS | | | | | | |
| SUB 0 | PUBLIC WORKS | | | | | | |
| ELEM 92 | MACHINERY & EQUIPMENT | | | | | | |
| * | MACHINERY & EQUIPMENT | 0 | 0 | 0 | 3,425 | 0 | 0 |
| ELEM 93 | OFFICE EQUIPMENT | | | | | | |
| 5018-550.93-20 | OFFICE FURNITURE | 1,305 | 1,767 | 1,500 | 412 | 1,500 | 1,500 |
| * | OFFICE EQUIPMENT | 1,305 | 1,767 | 1,500 | 412 | 1,500 | 1,500 |
| ** | PUBLIC WORKS BUILDINGS | 56,637 | 73,800 | 77,449 | 93,468 | 78,281 | 78,281 |

## PROGRAM NAME/NUMBER — Recreational Facilities Maintenance/5019

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 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 | 85% | No survey | No survey | 85% |
| 2. Complete maintenance tasks as outlined in the athletic field section of the Vegetation Management Plan (VMP) | Percent of tasks completed as scheduled | 100% | 100% | 100% | 100% |
| | Number of field maintenance improvements completed that are listed in the athletic field section, concerns and improvements section, of the VMP | 1 | 1 | 1 | 1 |
| 3. Visually inspect tot lots twice per month | Percent of inspections of tot lots completed on schedule | 100% | 95% | 96% | 95% |

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

## PROGRAM NAME/NUMBER — Recreational Facilities Maintenance/5019

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL FY10 | ACTUAL FY11 | ACTUAL FY12 | ESTIMATED FY13 |
|---|---|---|---|---|
| Deputy Director of Public Works | 0.10 | 0.10 | 0.10 | 0.10 |
| Crew Chief | 0.01 | 0.01 | 0.01 | 0.01 |
| Motor Equipment Operator III | 0.01 | 0.00 | 0.00 | 0.00 |
| Motor Equipment Operator I+A | 0.00 | 0.00 | 0.00 | 0.00 |
| Motor Equipment Operator I | 0.05 | 0.04 | 0.04 | 0.04 |
| Landscape Foreman | 0.20 | 0.20 | 0.20 | 0.20 |
| Laborer | 1.80 | 1.80 | 1.80 | 1.89 |
| Lead Groundskeeper | 0.01 | 0.01 | 0.01 | 0.01 |
| Grounds Laborer/Driver | 0.05 | 0.05 | 0.05 | 0.05 |
| | | | | |
| Budget Total | **2.23** | **2.21** | **2.21** | **2.30** |

### OPERATING EXPENDITURES:

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 5019 |
|---|---|---|---|
| **Element/Object** | | **Details** | **Total** |
| 12 | Travel & Training<br>12-11 Travel & Training | Staff training | 200 |
| 40 | Repair & Maintenance<br>40-11 Buildings & Grounds | Electrical repairs – blockhouse, field lights, tot lot lights ..... 4,000<br>Irrigation system at Duvall Field and Calvert Road field:<br>Winterization and start-up ..... 800<br>Replacement of damaged heads and wiring ..... 500<br>Fence repairs – all lots ..... 2,500<br>General repairs ..... 2,000<br>Stripe athletic fields at Duvall Field, Calvert Road School for lacrosse and soccer, 8 times @ $350 ..... 2,800<br>Tot lot repair parts ..... 2,500<br>Tot lot wood replacement materials ..... 5,700<br>Lomax fountain repairs ..... 500 | 21,300 |
| | 40-13 Tools & Equipment | Mower blades, repairs | 700 |
| 48 | Rental<br>48-11 Tools & Equipment | Power seeder | 200 |
| 60 | Supplies<br>60-10 General Supplies | Two-cycle oil, weedeater string, trash bags | 1,000 |
| | 60-13 Grounds & Field Supplies | Baseball field materials (lime and "field-dry") ..... 600<br>Seed/sod and fertilizer for Duvall Field, Calvert Road School field, tot lots ..... 5,800<br>Baseball infield mix ..... 1,600 | 8,000 |
| 65 | Utilities<br>65-10 Electricity | Duvall Field blockhouse and field lights, current usage | 5,000 |

**PROGRAM NAME/NUMBER** **Recreational Facilities Maintenance/5019**

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 5019 |
|---|---|---|---|
| Element/Object | | Details | Total |
| | 65-13 Water & Sewer | Water for Duvall Field and blockhouse | 6,000 |

**Capital Outlay:** None

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 362.19 | Property Rental-Duvall Field | 80 | 0 | 0 | 0 | 0 |
| | | | | | | |
| | TOTAL | 80 | 0 | 0 | 0 | 0 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 50 | PUBLIC WORKS | | | | | | |
| DIV 19 | RECREATIONAL FACIL MAINT | | | | | | |
| SUB 0 | PUBLIC WORKS | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 5019-550.10-01 | SALARY | 8,506 | 8,736 | 9,082 | 9,063 | 9,496 | 9,496 |
| 5019-550.10-02 | HOURLY | 67,065 | 59,016 | 77,278 | 67,343 | 73,049 | 73,049 |
| 5019-550.10-03 | OVERTIME | 79 | 28 | 200 | 19 | 200 | 200 |
| * | PAYROLL-WAGES | 75,650 | 67,780 | 86,560 | 76,425 | 82,745 | 82,745 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 5019-550.11-10 | FICA | 5,409 | 4,932 | 6,173 | 5,674 | 6,079 | 6,079 |
| 5019-550.11-12 | HEALTH INSURANCE | 16,720 | 12,960 | 19,569 | 11,953 | 14,108 | 14,108 |
| 5019-550.11-13 | DENTAL INSURANCE | 1,174 | 964 | 1,366 | 939 | 1,153 | 1,153 |
| 5019-550.11-14 | LIFE INSURANCE | 215 | 170 | 242 | 243 | 332 | 332 |
| 5019-550.11-15 | VISION INSURANCE | 111 | 72 | 101 | 26 | 24 | 24 |
| 5019-550.11-17 | 457 CITY MATCH CONTRIBUTN | 650 | 733 | 845 | 1,259 | 1,430 | 1,430 |
| 5019-550.11-18 | RETIREMENT | 4,062 | 4,363 | 5,640 | 3,355 | 5,438 | 5,438 |
| 5019-550.11-21 | WORKERS COMPENSATION INS | 2,851 | 2,552 | 3,370 | 2,871 | 2,849 | 2,849 |
| 5019-550.11-22 | LONG TERM DISABILITY INS | 269 | 237 | 336 | 237 | 321 | 321 |
| * | FRINGE BENEFITS | 31,461 | 26,983 | 37,642 | 26,557 | 31,734 | 31,734 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 5019-550.12-11 | TRAVEL & TRAINING | 0 | 113 | 200 | 250 | 200 | 200 |
| * | TRAVEL & TRAINING | 0 | 113 | 200 | 250 | 200 | 200 |
| ELEM 20 | OVERHEAD | | | | | | |
| 5019-550.20-11 | AUTOMOTIVE | 13,855 | 26,822 | 27,573 | 27,573 | 29,858 | 29,858 |
| * | OVERHEAD | 13,855 | 26,822 | 27,573 | 27,573 | 29,858 | 29,858 |
| ELEM 40 | REPAIR & MAINTENANCE | | | | | | |
| 5019-550.40-11 | BUILDINGS & GROUNDS | 15,354 | 17,819 | 23,000 | 17,168 | 21,300 | 21,300 |
| 5019-550.40-13 | TOOLS & EQUIPMENT | 451 | 211 | 700 | 357 | 700 | 700 |
| * | REPAIR & MAINTENANCE | 15,805 | 18,030 | 23,700 | 17,525 | 22,000 | 22,000 |
| ELEM 48 | RENTAL | | | | | | |
| 5019-550.48-11 | TOOLS & EQUIPMENT | 0 | 0 | 200 | 0 | 200 | 200 |
| * | RENTAL | 0 | 0 | 200 | 0 | 200 | 200 |
| ELEM 60 | SUPPLIES | | | | | | |
| 5019-550.60-10 | GENERAL SUPPLIES | 911 | 861 | 1,000 | 1,423 | 1,000 | 1,000 |
| 5019-550.60-13 | GROUNDS & FIELD SUPPLIES | 32 | 1,615 | 8,000 | 198 | 8,000 | 8,000 |
| * | SUPPLIES | 943 | 2,476 | 9,000 | 1,621 | 9,000 | 9,000 |
| ELEM 65 | UTILITIES | | | | | | |
| 5019-550.65-10 | ELECTRICITY | 5,015 | 3,800 | 5,600 | 3,432 | 5,000 | 5,000 |
| 5019-550.65-13 | WATER & SEWER | 3,415 | 9,573 | 6,500 | 2,611 | 6,000 | 6,000 |
| * | UTILITIES | 8,430 | 13,373 | 12,100 | 6,043 | 11,000 | 11,000 |
| ** | RECREATIONAL FACIL MAINT | 146,144 | 155,577 | 196,975 | 155,994 | 186,737 | 186,737 |

## PROGRAM NAME/NUMBER — Tree and Landscape Maintenance/5020

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Maintain the City's trees, shrubs and ground cover in good condition | Percent of residents rating the City's tree maintenance, landscaping and planting in public areas as good or better | 75% | No survey | No survey | 75% |
| 2. Inspect and maintain landscape sites according to priority level identified in the Vegetation Management Plan (VMP) | Percent of inspections and maintenance completed on schedule | 100% | 100% | 100% | 100% |
| 3. Provide at least 2 seasonal annual planting rotations | Percent of flower beds receiving at least 2 seasonal plantings | 100% | 100% | 100% | 100% |

## PROGRAM NAME/NUMBER — Tree and Landscape Maintenance/5020

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| Deputy Director of Public Works | 0.20 | 0.20 | 0.20 | 0.20 |
| Landscape Foreman | 0.70 | 0.70 | 0.70 | 0.70 |
| Lead Groundskeeper | 0.30 | 0.30 | 0.30 | 0.30 |
| Groundskeeper | 0.94 | 0.94 | 0.94 | 0.94 |
| Grounds Laborer/Driver | 1.93 | 0.93 | 0.93 | 0.93 |
| Laborer | 0.18 | 1.12 | 1.12 | 1.04 |
| Tree Inventory Intern | 0.00 | 0.00 | 0.15 | 0.15 |
| | | | | |
| Budget Total | **4.25** | **4.19** | **4.34** | **4.26** |

### OPERATING EXPENDITURES:

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 5020 |
|---|---|---|---|
| | **Element/Object** | **Details** | **Total** |
| 12 | Travel & Training | | |
| | 12-10 Non Training Travel | Mileage reimbursement, tree inventory intern | 150 |
| | 12-11 Travel & Training | Supervisors' training ..... 200 | |
| | | Pesticide recertification, 3 attendees ..... 200 | |
| | | Training of foreman and laborers ..... 200 | 600 |
| 34 | Contractual Services | | |
| | 34-40 Tree Maintenance | Tree maintenance ..... 55,000 | |
| | | Stump grinding ..... 5,000 | |
| | | Pesticide applications ..... 800 | |
| | | Gypsy moth aerial spraying ..... 2,000 | 62,800 |
| 40 | Repair & Maintenance | | |
| | 40-13 Tools & Equipment | Equipment repair, blade and chain sharpening | 1,000 |
| 48 | Rental | | |
| | 48-11 Tools & Equipment | | 500 |
| 60 | Supplies | | |
| | 60-10 General Supplies | Two-cycle oil, chains, blades, etc. | 1,000 |
| | 60-13 Grounds & Field Supplies | Pesticides, herbicides, fertilizer | 1,000 |
| | 60-15 Small Tools | Rakes, shovels, pruners, etc. | 300 |
| | 60-50 Trees, Shrubs & Flowers | Seasonal flowers ..... 8,700 | |
| | | Arbor, Earth, community service days ..... 500 | |
| | | Replacement of trees city-wide ..... 11,500 | |
| | | Plantings city-wide ..... 2,000 | 22,700 |

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

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

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| | DEPT 50 PUBLIC WORKS | | | | | | |
| | DIV 20 TREE & LANDSCAPE MAINT | | | | | | |
| | SUB 0 PUBLIC WORKS | | | | | | |
| | ELEM 10 PAYROLL-WAGES | | | | | | |
| 5020-550.10-01 | SALARY | 17,012 | 17,473 | 18,165 | 18,124 | 18,991 | 18,991 |
| 5020-550.10-02 | HOURLY | 142,586 | 149,918 | 160,866 | 127,594 | 155,979 | 155,979 |
| 5020-550.10-03 | OVERTIME | 767 | 585 | 1,000 | 453 | 1,000 | 1,000 |
| 5020-550.10-08 | SATURDAY SHIFT DIFFERENTL | 169 | 0 | 0 | 0 | 0 | 0 |
| * | PAYROLL-WAGES | 160,534 | 167,976 | 180,031 | 146,171 | 175,970 | 175,970 |
| | ELEM 11 FRINGE BENEFITS | | | | | | |
| 5020-550.11-10 | FICA | 11,573 | 12,260 | 13,252 | 10,863 | 13,057 | 13,057 |
| 5020-550.11-12 | HEALTH INSURANCE | 26,652 | 36,483 | 38,180 | 17,681 | 27,797 | 27,797 |
| 5020-550.11-13 | DENTAL INSURANCE | 1,829 | 2,250 | 2,392 | 1,460 | 2,164 | 2,164 |
| 5020-550.11-14 | LIFE INSURANCE | 469 | 462 | 491 | 415 | 481 | 481 |
| 5020-550.11-15 | VISION INSURANCE | 433 | 297 | 352 | 164 | 360 | 360 |
| 5020-550.11-17 | 457 CITY MATCH CONTRIBUTN | 1,960 | 2,398 | 2,581 | 2,322 | 2,631 | 2,631 |
| 5020-550.11-18 | RETIREMENT | 8,806 | 10,555 | 11,524 | 9,345 | 9,110 | 9,110 |
| 5020-550.11-21 | WORKERS COMPENSATION INS | 5,951 | 6,407 | 7,026 | 5,496 | 5,999 | 5,999 |
| 5020-550.11-22 | LONG TERM DISABILITY INS | 592 | 643 | 682 | 508 | 666 | 666 |
| * | FRINGE BENEFITS | 58,265 | 71,755 | 76,480 | 48,254 | 62,265 | 62,265 |
| | ELEM 12 TRAVEL & TRAINING | | | | | | |
| 5020-550.12-10 | NON TRAINING TRAVEL | 0 | 91 | 150 | 41 | 150 | 150 |
| 5020-550.12-11 | TRAVEL & TRAINING | 732 | 998 | 600 | 726 | 600 | 600 |
| * | TRAVEL & TRAINING | 732 | 1,089 | 750 | 767 | 750 | 750 |
| | ELEM 20 OVERHEAD | | | | | | |
| 5020-550.20-11 | AUTOMOTIVE | 20,782 | 20,117 | 20,679 | 20,679 | 22,394 | 22,394 |
| * | OVERHEAD | 20,782 | 20,117 | 20,679 | 20,679 | 22,394 | 22,394 |
| | ELEM 34 CONTRACTUAL SERVICES | | | | | | |
| 5020-550.34-40 | TREE MAINTENANCE | 44,270 | 71,430 | 62,800 | 19,630 | 62,800 | 62,800 |
| * | CONTRACTUAL SERVICES | 44,270 | 71,430 | 62,800 | 19,630 | 62,800 | 62,800 |
| | ELEM 40 REPAIR & MAINTENANCE | | | | | | |
| 5020-550.40-13 | TOOLS & EQUIPMENT | 706 | 551 | 1,000 | 620 | 1,000 | 1,000 |
| * | REPAIR & MAINTENANCE | 706 | 551 | 1,000 | 620 | 1,000 | 1,000 |
| | ELEM 48 RENTAL | | | | | | |
| 5020-550.48-11 | TOOLS & EQUIPMENT | 0 | 0 | 500 | 0 | 500 | 500 |
| * | RENTAL | 0 | 0 | 500 | 0 | 500 | 500 |
| | ELEM 60 SUPPLIES | | | | | | |
| 5020-550.60-10 | GENERAL SUPPLIES | 1,252 | 1,045 | 1,000 | 1,301 | 1,000 | 1,000 |
| 5020-550.60-13 | GROUNDS & FIELD SUPPLIES | 1,070 | 545 | 1,000 | 344 | 1,000 | 1,000 |
| 5020-550.60-15 | SMALL TOOLS | 238 | 220 | 300 | 511 | 300 | 300 |
| 5020-550.60-50 | TREES, SHRUBS & FLOWERS | 17,180 | 15,509 | 18,700 | 15,251 | 18,700 | 22,700 |
| * | SUPPLIES | 19,740 | 17,319 | 21,000 | 17,407 | 21,000 | 25,000 |
| | ELEM 65 UTILITIES | | | | | | |
| 5020-550.65-13 | WATER & SEWER | 1,111 | 1,356 | 2,000 | 984 | 1,500 | 1,500 |
| * | UTILITIES | 1,111 | 1,356 | 2,000 | 984 | 1,500 | 1,500 |
| | ELEM 67 DUES & PUBLICATIONS | | | | | | |
| 5020-550.67-10 | DUES | 225 | 250 | 300 | 250 | 300 | 300 |
| 5020-550.67-20 | PUBLICATIONS & BOOKS | 0 | 101 | 100 | 0 | 100 | 100 |
| * | DUES & PUBLICATIONS | 225 | 351 | 400 | 250 | 400 | 400 |
| | ELEM 92 MACHINERY & EQUIPMENT | | | | | | |
| 5020-550.92-20 | EQUIPMENT | 279 | 0 | 0 | 0 | 0 | 0 |
| * | MACHINERY & EQUIPMENT | 279 | 0 | 0 | 0 | 0 | 0 |
| ** | TREE & LANDSCAPE MAINT | 306,644 | 351,944 | 365,640 | 254,762 | 348,579 | 352,579 |

## PROGRAM NAME/NUMBER — Engineering Services/5021

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Maintain City streets in a safe and smooth condition | Percent of road miles inspected at least annually | 100% | 100% | 100% | 100% |
| • Inspect and rate all City streets annually as part of the Pavement Management Plan | Percent of plan implemented on schedule | 100% | 100% | 100% | 100% |
| | Percent of residents rating the condition of streets and sidewalks as good or better | 59% | No survey | No survey | 60% |
| | Percent of asphalt paved lane miles rated 5 or lower (1 is the highest rating on a 10-point scale) | 100% | 100% | 100% | 100% |
| 2. Manage special projects (capital improvements, engineering projects, etc.) | Percent of projects completed on schedule | 90% | 90% | 90% | 90% |

## PROGRAM NAME/NUMBER — Engineering Services/5021

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| Civil Engineer III | 1.00 | 1.00 | 1.00 | 1.00 |
| Engineering Technician I | 1.00 | 1.00 | 1.00 | 1.00 |
| | | | | |
| Budget Total | **2.00** | **2.00** | **2.00** | **2.00** |

### OPERATING EXPENDITURES:

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 5021 |
|---|---|---|---|
| | **Element/Object** | **Details** | **Total** |
| 12 | Travel & Training | | |
| | 12-10 Non-Training Travel | Staff mileage reimbursement | 200 |
| | 12-11 Travel & Training | County Engineers Association conference ..... 420<br>American Society of Civil Engineers, continuing education ..... 1,900<br>Maryland Traffic Engineers Council ..... 180<br>University of Maryland Technology Transfer Center ..... 700<br>Maryland Quality Initiative conference ..... 300<br>Maryland Asphalt Association conference ..... 90<br>Towson University Center for GIS conference, 2 attendees @ $250 ..... 500 | 4,090 |
| 30 | Professional Services | | |
| | 30-11 Design & Engineering | Engineering design services as needed ..... 3,500<br>Concept maps for future projects ..... 6,000 | 9,500 |
| | 30-15 Consulting | Material testing laboratory services, map scanning | 3,000 |
| | 30-20 Surveying | Topographical surveys as needed, 5 @ $1,700 | 8,500 |
| 60 | Supplies | | |
| | 60-10 General Supplies | | 500 |
| 61 | Office Supplies | | |
| | 61-10 Office Supplies | | 200 |
| 66 | Telephone & Communications | | |
| | 66-12 Cellular Phone | Monthly service @ $40, 1 phone | 480 |
| 67 | Dues & Publications | | |
| | 67-10 Dues | Institute of Transportation Engineers ..... 265<br>American Society of Civil Engineers ..... 265<br>National Society of Professional Engineers ..... 245<br>County Engineers Association ..... 25 | 800 |
| | 67-20 Publications & Books | | 400 |

## PROGRAM NAME/NUMBER — Engineering Services/5021

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 5021 |
|---|---|---|---|
| Element/Object | | Details | Total |
| 96 | Street Improvement<br>96-30 Lighting | New streetlight installations (up to 3) | 5,000 |

**Capital Outlay:** Lighting includes new streetlights ($5,000) that may be proposed for various locations.

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 323.45 | Driveway Apron & Curbcut | 1,858 | 2,512 | 2,000 | 2,018 | 2,000 |
| | | | | | | |
| | TOTAL | 1,858 | 2,262 | 2,000 | 2,018 | 2,000 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| | DEPT 50 PUBLIC WORKS | | | | | | |
| | DIV 21 ENGINEERING SERVICES | | | | | | |
| | SUB 0 PUBLIC WORKS | | | | | | |
| | ELEM 10 PAYROLL-WAGES | | | | | | |
| 5021-550.10-01 | SALARY | 97,841 | 100,503 | 101,949 | 104,585 | 103,988 | 103,988 |
| 5021-550.10-02 | HOURLY | 33,652 | 34,763 | 36,121 | 36,155 | 37,764 | 37,764 |
| 5021-550.10-03 | OVERTIME | 0 | 75 | 200 | 0 | 100 | 100 |
| * | PAYROLL-WAGES | 131,493 | 135,341 | 138,270 | 140,740 | 141,852 | 141,852 |
| | ELEM 11 FRINGE BENEFITS | | | | | | |
| 5021-550.11-10 | FICA | 9,794 | 10,063 | 9,780 | 10,496 | 10,242 | 10,242 |
| 5021-550.11-12 | HEALTH INSURANCE | 15,061 | 15,825 | 15,806 | 15,005 | 15,223 | 15,223 |
| 5021-550.11-13 | DENTAL INSURANCE | 1,381 | 1,447 | 1,464 | 1,404 | 1,464 | 1,464 |
| 5021-550.11-14 | LIFE INSURANCE | 327 | 369 | 383 | 379 | 394 | 394 |
| 5021-550.11-15 | VISION INSURANCE | 483 | 366 | 366 | 361 | 403 | 403 |
| 5021-550.11-17 | 457 CITY MATCH CONTRIBUTN | 2,605 | 2,610 | 2,607 | 2,620 | 3,129 | 3,129 |
| 5021-550.11-18 | RETIREMENT | 8,624 | 8,858 | 9,053 | 9,211 | 9,287 | 9,287 |
| 5021-550.11-21 | WORKERS COMPENSATION INS | 5,534 | 5,166 | 5,412 | 5,320 | 4,867 | 4,867 |
| 5021-550.11-22 | LONG TERM DISABILITY INS | 419 | 516 | 538 | 506 | 552 | 552 |
| * | FRINGE BENEFITS | 44,228 | 45,220 | 45,409 | 45,302 | 45,561 | 45,561 |
| | ELEM 12 TRAVEL & TRAINING | | | | | | |
| 5021-550.12-10 | NON TRAINING TRAVEL | 0 | 0 | 223 | 3 | 200 | 200 |
| 5021-550.12-11 | TRAVEL & TRAINING | 1,520 | 1,760 | 4,090 | 2,124 | 4,090 | 4,090 |
| * | TRAVEL & TRAINING | 1,520 | 1,760 | 4,313 | 2,127 | 4,290 | 4,290 |
| | ELEM 20 OVERHEAD | | | | | | |
| 5021-550.20-11 | AUTOMOTIVE | 6,927 | 6,706 | 6,893 | 6,893 | 7,465 | 7,465 |
| * | OVERHEAD | 6,927 | 6,706 | 6,893 | 6,893 | 7,465 | 7,465 |
| | ELEM 30 PROFESSIONAL SERVICES | | | | | | |
| 5021-550.30-11 | DESIGN & ENGINEERING | 5,302 | 0 | 9,500 | 0 | 9,500 | 9,500 |
| 5021-550.30-15 | CONSULTING | 3,130 | 3,000 | 3,000 | 0 | 3,000 | 3,000 |
| 5021-550.30-20 | SURVEYING | 4,036 | 5,648 | 8,500 | 2,250 | 8,500 | 8,500 |
| * | PROFESSIONAL SERVICES | 12,468 | 8,648 | 21,000 | 2,250 | 21,000 | 21,000 |
| | ELEM 60 SUPPLIES | | | | | | |
| 5021-550.60-10 | GENERAL SUPPLIES | 75 | 360 | 500 | 224 | 500 | 500 |
| * | SUPPLIES | 75 | 360 | 500 | 224 | 500 | 500 |
| | ELEM 61 OFFICE SUPPLIES | | | | | | |
| 5021-550.61-10 | OFFICE SUPPLIES | 242 | 51 | 200 | 189 | 200 | 200 |
| * | OFFICE SUPPLIES | 242 | 51 | 200 | 189 | 200 | 200 |
| | ELEM 66 TELEPHONE & COMMUNICATION | | | | | | |
| 5021-550.66-12 | CELLULAR PHONE | 482 | 375 | 600 | 363 | 480 | 480 |
| * | TELEPHONE & COMMUNICATION | 482 | 375 | 600 | 363 | 480 | 480 |
| | ELEM 67 DUES & PUBLICATIONS | | | | | | |
| 5021-550.67-10 | DUES | 823 | 778 | 770 | 800 | 800 | 800 |
| 5021-550.67-20 | PUBLICATIONS & BOOKS | 410 | 42 | 400 | 0 | 400 | 400 |
| * | DUES & PUBLICATIONS | 1,233 | 820 | 1,170 | 800 | 1,200 | 1,200 |
| | ELEM 96 STREET IMPROVEMENT | | | | | | |
| 5021-550.96-30 | LIGHTING | 4,342 | 7,578 | 5,000 | 7,488 | 5,000 | 5,000 |
| * | STREET IMPROVEMENT | 4,342 | 7,578 | 5,000 | 7,488 | 5,000 | 5,000 |
| ** | ENGINEERING SERVICES | 203,010 | 206,859 | 223,355 | 206,376 | 227,548 | 227,548 |

## PROGRAM NAME/NUMBER — Streetscape Maintenance/5022

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Maintain designated streetscape areas in an attractive and well-maintained condition | Percent of downtown businesses rating the following services as "acceptable" or better, based on DCPMA member survey | | | | |
| | • Maintenance of median landscape plantings and street trees | 95% | 90% | 100% | 90% |
| | • Overall appearance of downtown streetscapes | 95% | 85% | 100% | 90% |
| • Inspect pedestrian lighting areas monthly | Percent of inspections completed on schedule | 100% | 100% | 83% | 100% |

## PROGRAM NAME/NUMBER — Streetscape Maintenance/5022

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| Landscape Foreman | 0.05 | 0.05 | 0.05 | 0.05 |
| Facilities Maintenance Worker | 0.00 | 0.10 | 0.10 | 0.10 |
| Groundskeeper | 0.01 | 0.01 | 0.01 | 0.01 |
| Grounds Laborer/Driver | 0.01 | 0.01 | 0.01 | 0.01 |
| Laborer | 0.00 | 0.01 | 0.01 | 0.00 |
| | | | | |
| Budget Total | **0.07** | **0.18** | **0.18** | **0.17** |

### OPERATING EXPENDITURES:

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 5022 |
|---|---|---|---|
| | **Element/Object** | **Details** | **Total** |
| 40 | Repair & Maintenance | | |
| | 40-11 Buildings & Grounds | Repair or replacement of site amenities: benches, decorative street name poles, etc. | 2,500 |
| | 40-30 Streetscape Lighting | Maintenance of streetscape lighting | 5,000 |
| 96 | Street Improvement | | |
| | 96-10 Concrete | Brick paver panel replacement along U.S. Route 1 (locations to be determined) | 9,000 |

**Capital Outlay:** Concrete includes brick paver panel replacement along U. S. Route 1.

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 50 | PUBLIC WORKS | | | | | | |
| DIV 22 | STREETSCAPE MAINTENANCE | | | | | | |
| SUB 0 | PUBLIC WORKS | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 5022-550.10-02 | HOURLY | 3,076 | 7,852 | 8,581 | 9,049 | 8,444 | 8,444 |
| 5022-550.10-03 | OVERTIME | 11 | 30 | 100 | 44 | 100 | 100 |
| * | PAYROLL-WAGES | 3,087 | 7,882 | 8,681 | 9,093 | 8,544 | 8,544 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 5022-550.11-10 | FICA | 234 | 568 | 627 | 662 | 609 | 609 |
| 5022-550.11-12 | HEALTH INSURANCE | 310 | 1,600 | 1,649 | 1,791 | 1,850 | 1,850 |
| 5022-550.11-13 | DENTAL INSURANCE | 39 | 129 | 144 | 136 | 139 | 139 |
| 5022-550.11-14 | LIFE INSURANCE | 8 | 20 | 24 | 33 | 24 | 24 |
| 5022-550.11-15 | VISION INSURANCE | 7 | 27 | 31 | 28 | 33 | 33 |
| 5022-550.11-17 | 457 CITY MATCH CONTRIBUTN | 37 | 84 | 94 | 102 | 83 | 83 |
| 5022-550.11-18 | RETIREMENT | 204 | 512 | 568 | 560 | 533 | 533 |
| 5022-550.11-21 | WORKERS COMPENSATION INS | 129 | 297 | 339 | 337 | 290 | 290 |
| 5022-550.11-22 | LONG TERM DISABILITY INS | 10 | 28 | 33 | 37 | 33 | 33 |
| * | FRINGE BENEFITS | 978 | 3,265 | 3,509 | 3,686 | 3,594 | 3,594 |
| ELEM 40 | REPAIR & MAINTENANCE | | | | | | |
| 5022-550.40-11 | BUILDINGS & GROUNDS | 1,782 | 2,089 | 2,500 | 17 | 2,500 | 2,500 |
| 5022-550.40-30 | STREETSCAPE LIGHTING | 1,436 | 2,067 | 5,000 | 2,409 | 5,000 | 5,000 |
| * | REPAIR & MAINTENANCE | 3,218 | 4,156 | 7,500 | 2,426 | 7,500 | 7,500 |
| ELEM 60 | SUPPLIES | | | | | | |
| 5022-550.60-10 | GENERAL SUPPLIES | 0 | 467 | 0 | 0 | 0 | 0 |
| * | SUPPLIES | 0 | 467 | 0 | 0 | 0 | 0 |
| ELEM 96 | STREET IMPROVEMENT | | | | | | |
| 5022-550.96-10 | CONCRETE | 0 | 0 | 9,000 | 0 | 9,000 | 9,000 |
| * | STREET IMPROVEMENT | 0 | 0 | 9,000 | 0 | 9,000 | 9,000 |
| ** | STREETSCAPE MAINTENANCE | 7,283 | 15,770 | 28,690 | 15,205 | 28,638 | 28,638 |

## PROGRAM NAME/NUMBER — Litter and Graffiti Control/5023

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. To maintain downtown areas litter-free through regular litter and trash pick-up | Percent of downtown businesses rating the following services as "acceptable" or better, based on DCPMA member survey: | | | | |
| | • Litter control along downtown sidewalks | 95% | 85% | 100% | 85% |
| | • Maintenance of downtown parking lots (including litter removal, snow plowing, striping) | 82% | 85% | 86% | 85% |
| | Percent of residents satisfied with the cleanliness of downtown areas | 53% | No survey | No survey | 60% |
| • Empty trash receptacles 7 times per week | Percent of pickups accomplished on scheduled day | 100% | 99% | 100% | 100% |
| 2. To maintain City property free of graffiti • Remove graffiti within 10 working days of reporting to Public Works | Percent of graffiti work orders completed within 10 working days after County inspection | 50% | 70% | 62% | 70% |

## PROGRAM NAME/NUMBER — Litter and Graffiti Control/5023

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

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL FY10 | ACTUAL FY11 | ACTUAL FY12 | ESTIMATED FY13 |
|---|---|---|---|---|
| Crew Chief | 0.62 | 0.50 | 0.50 | 0.50 |
| Supply Clerk | 0.02 | 0.02 | 0.02 | 0.02 |
| Motor Equipment Operator I | 0.02 | 0.00 | 0.00 | 0.00 |
| Custodial Worker | 1.00 | 0.00 | 0.00 | 0.00 |
| Laborer | 2.89 | 3.60 | 2.96 | 2.86 |
| | | | | |
| Budget Total | **4.55** | **4.12** | **3.48** | **3.38** |

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

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 5023 |
|---|---|---|---|
| **Element/Object** | | **Details** | **Total** |
| 60 | Supplies<br>60-10 General Supplies | Outdoor litter receptacles, 2 @ $900 ..... 1,800<br>Graffiti remover, pokers, brooms, trash bags ..... 4,300 | 6,100 |

**Capital Outlay:** None

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 344.60 | CDMA Litter Rebate | 3,218 | 4,290 | 4,290 | 4,290 | 4,290 |
| | | | | | | |
| | TOTAL | 3,218 | 4,290 | 4,290 | 4,290 | 4,290 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| | DEPT 50 PUBLIC WORKS | | | | | | |
| | DIV 23 LITTER & GRAFFITI CONTROL | | | | | | |
| | SUB 0 PUBLIC WORKS | | | | | | |
| | ELEM 10 PAYROLL-WAGES | | | | | | |
| 5023-550.10-02 | HOURLY | 146,648 | 135,666 | 132,344 | 137,579 | 135,537 | 135,537 |
| 5023-550.10-03 | OVERTIME | 11,635 | 18,006 | 18,000 | 17,150 | 18,000 | 18,000 |
| 5023-550.10-08 | SATURDAY SHIFT DIFFERENTL | 3,552 | 3,678 | 4,400 | 3,865 | 4,100 | 4,100 |
| * | PAYROLL-WAGES | 161,835 | 157,350 | 154,744 | 158,594 | 157,637 | 157,637 |
| | ELEM 11 FRINGE BENEFITS | | | | | | |
| 5023-550.11-10 | FICA | 12,157 | 11,970 | 11,470 | 11,867 | 11,864 | 11,864 |
| 5023-550.11-12 | HEALTH INSURANCE | 20,465 | 25,191 | 18,470 | 16,240 | 12,486 | 12,486 |
| 5023-550.11-13 | DENTAL INSURANCE | 1,695 | 1,851 | 1,404 | 1,966 | 1,752 | 1,752 |
| 5023-550.11-14 | LIFE INSURANCE | 472 | 417 | 373 | 469 | 381 | 381 |
| 5023-550.11-15 | VISION INSURANCE | 304 | 234 | 193 | 199 | 102 | 102 |
| 5023-550.11-17 | 457 CITY MATCH CONTRIBUTN | 4,570 | 4,613 | 4,241 | 4,744 | 5,292 | 5,292 |
| 5023-550.11-18 | RETIREMENT | 9,908 | 10,557 | 9,857 | 9,766 | 10,313 | 10,313 |
| 5023-550.11-21 | WORKERS COMPENSATION INS | 6,729 | 6,036 | 5,823 | 5,842 | 5,202 | 5,202 |
| 5023-550.11-22 | LONG TERM DISABILITY INS | 595 | 578 | 515 | 529 | 528 | 528 |
| * | FRINGE BENEFITS | 56,895 | 61,447 | 52,346 | 51,622 | 47,920 | 47,920 |
| | ELEM 20 OVERHEAD | | | | | | |
| 5023-550.20-11 | AUTOMOTIVE | 6,927 | 26,822 | 27,573 | 27,573 | 29,858 | 29,858 |
| * | OVERHEAD | 6,927 | 26,822 | 27,573 | 27,573 | 29,858 | 29,858 |
| | ELEM 34 CONTRACTUAL SERVICES | | | | | | |
| 5023-550.34-14 | LITTER COLLECTION | 63 | 95 | 0 | 252 | 0 | 0 |
| * | CONTRACTUAL SERVICES | 63 | 95 | 0 | 252 | 0 | 0 |
| | ELEM 60 SUPPLIES | | | | | | |
| 5023-550.60-10 | GENERAL SUPPLIES | 5,541 | 6,089 | 7,000 | 6,838 | 6,100 | 6,100 |
| * | SUPPLIES | 5,541 | 6,089 | 7,000 | 6,838 | 6,100 | 6,100 |
| ** | LITTER & GRAFFITI CONTROL | 231,261 | 251,803 | 241,663 | 244,879 | 241,515 | 241,515 |

## PROGRAM NAME/NUMBER — Parking Lot Maintenance/5024

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Maintain City parking lots in a clean condition | | | | | |
| • Repaint all lines annually | Percent of line inventory repainted annually | 75% | 100% | 89% | 90% |
| • Inspect lots quarterly | Percent of inspections completed on schedule | 100% | 100% | 100% | 100% |

## PROGRAM NAME/NUMBER — Parking Lot Maintenance/5024

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| Crew Chief | 0.05 | 0.05 | 0.05 | 0.05 |
| Supply Clerk | 0.05 | 0.05 | 0.05 | 0.05 |
| Motor Equipment Operator III | 0.00 | 0.01 | 0.01 | 0.01 |
| Motor Equipment Operator II+A | 0.00 | 0.02 | 0.02 | 0.02 |
| Motor Equipment Operator I+A | 0.08 | 0.06 | 0.06 | 0.06 |
| Motor Equipment Operator I | 0.12 | 0.14 | 0.14 | 0.14 |
| Laborer | 0.01 | 0.00 | 0.00 | 0.00 |
| | | | | |
| Budget Total | **0.31** | **0.33** | **0.33** | **0.33** |

### OPERATING EXPENDITURES:

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

| | Element/Object | Details | Total |
|---|---|---|---|
| 34 | Contractual Services<br>34-38 Striping | Parking lot striping:<br>Bagel Place lot ..... 200<br>Lehigh Road lot ..... 125<br>Sterling lot ..... 190<br>7-11 lot ..... 125<br>College Park Shopping Center, upper level ..... 290<br>College Park Shopping Center, lower level ..... 885<br>Kinko's and Applebee's lot ..... 750<br>City Hall lot ..... 350<br>Maryland Book Exchange lot ..... 595<br>Davis Hall lot ..... 200<br>St. Andrew's Episcopal Church lot ..... 310 | 4,020 |
| 40 | Repair & Maintenance<br>40-45 Welding Services | Meter pole maintenance | 400 |
| 60 | Supplies<br>60-10 General Supplies | Bumper blocks, 10 @ $35 ..... 350<br>Parking meter posts, 10 @ $15 ..... 150<br>Sakrete and U-channel ..... 200<br>Paint ..... 100 | 800 |

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 50 | PUBLIC WORKS | | | | | | |
| DIV 24 | PARKING LOT MAINTENANCE | | | | | | |
| SUB 0 | PUBLIC WORKS | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 5024-550.10-02 | HOURLY | 10,164 | 13,842 | 15,142 | 10,074 | 15,248 | 15,248 |
| 5024-550.10-03 | OVERTIME | 46 | 234 | 50 | 61 | 100 | 100 |
| * | PAYROLL-WAGES | 10,210 | 14,076 | 15,192 | 10,135 | 15,348 | 15,348 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 5024-550.11-10 | FICA | 735 | 1,007 | 1,068 | 739 | 1,087 | 1,087 |
| 5024-550.11-12 | HEALTH INSURANCE | 2,026 | 3,134 | 3,786 | 1,635 | 3,292 | 3,292 |
| 5024-550.11-13 | DENTAL INSURANCE | 95 | 146 | 173 | 114 | 219 | 219 |
| 5024-550.11-14 | LIFE INSURANCE | 35 | 49 | 42 | 24 | 43 | 43 |
| 5024-550.11-15 | VISION INSURANCE | 33 | 42 | 46 | 27 | 58 | 58 |
| 5024-550.11-17 | 457 CITY MATCH CONTRIBUTN | 326 | 426 | 385 | 319 | 433 | 433 |
| 5024-550.11-18 | RETIREMENT | 666 | 918 | 987 | 654 | 998 | 998 |
| 5024-550.11-21 | WORKERS COMPENSATION INS | 421 | 535 | 590 | 384 | 522 | 522 |
| 5024-550.11-22 | LONG TERM DISABILITY INS | 44 | 69 | 59 | 32 | 59 | 59 |
| * | FRINGE BENEFITS | 4,381 | 6,326 | 7,136 | 3,928 | 6,711 | 6,711 |
| ELEM 20 | OVERHEAD | | | | | | |
| 5024-550.20-11 | AUTOMOTIVE | 20,782 | 20,117 | 20,679 | 20,679 | 22,394 | 22,394 |
| * | OVERHEAD | 20,782 | 20,117 | 20,679 | 20,679 | 22,394 | 22,394 |
| ELEM 34 | CONTRACTUAL SERVICES | | | | | | |
| 5024-550.34-38 | STRIPING | 2,612 | 2,963 | 3,400 | 2,556 | 4,020 | 4,020 |
| * | CONTRACTUAL SERVICES | 2,612 | 2,963 | 3,400 | 2,556 | 4,020 | 4,020 |
| ELEM 40 | REPAIR & MAINTENANCE | | | | | | |
| 5024-550.40-11 | BUILDINGS & GROUNDS | 0 | 1,368 | 0 | 0 | 0 | 0 |
| 5024-550.40-45 | WELDING SERVICES | 280 | 0 | 500 | 490 | 400 | 400 |
| * | REPAIR & MAINTENANCE | 280 | 1,368 | 500 | 490 | 400 | 400 |
| ELEM 60 | SUPPLIES | | | | | | |
| 5024-550.60-10 | GENERAL SUPPLIES | 565 | 37 | 1,100 | 448 | 800 | 800 |
| * | SUPPLIES | 565 | 37 | 1,100 | 448 | 800 | 800 |
| ** | PARKING LOT MAINTENANCE | 38,830 | 44,887 | 48,007 | 38,236 | 49,673 | 49,673 |

## PROGRAM NAME/NUMBER — Recycling/5025

**DESCRIPTION**: This program coordinates recycling efforts for the City. During fiscal year 2008, the City began collecting recyclable materials (mixed paper, cardboard, glass, metal cans and plastics) mixed together, single stream. Collection of recyclable materials occurs on the same day as refuse collection. The City collects and recycles white goods (hot water heaters, stoves, washing machines, etc.) at metal recycling centers. Electronics recycling began in FY2008, and is taken to a facility for processing. A used oil collection container is available for residents at Davis Hall to recycle motor oil. Brush collection occurs on Thursdays and Fridays and is processed to make wood mulch, which is available for sale.

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Provide reliable, quality service for removal of recyclable materials | Percent of collections completed on scheduled day | 99% | 99% | 99% | 99% |
| | Percent of residents rating recycling services as good or better | 95% | No survey | No survey | 95% |
| | Number of complaints received | 7 | <10 | 19 | <10 |
| 2. Increase residential participation in recycling | Tons of commingles, mixed paper, white goods, scrap metal and electronics recycled | 1,458 | 1,500 | 1,725 | 1,750 |
| | Cubic yards of brush recycled | 3,692 | 3,700 | 1,267 | 3,700 |
| | Dollar value of woodchip-related revenue (includes sales of product and delivery charges) | $6,792 | $7,500 | $8,951 | $7,500 |
| | Cost per ton for recycling (including commingles, white goods, scrap metals) | $255.00 | <$275.00 | $201.00 | <$275.00 |

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

## PROGRAM NAME/NUMBER — Recycling/5025

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL FY10 | ACTUAL FY11 | ACTUAL FY12 | ESTIMATED FY13 |
|---|---|---|---|---|
| Crew Chief | 0.47 | 0.47 | 0.47 | 0.47 |
| Motor Equipment Operator II | 0.00 | 0.00 | 0.00 | 0.00 |
| Motor Equipment Operator I+A | 0.85 | 0.85 | 0.85 | 0.85 |
| Motor Equipment Operator I | 2.15 | 2.85 | 2.85 | 2.85 |
| Laborer | 1.00 | 0.40 | 1.64 | 1.45 |
| Lead Groundskeeper | 0.01 | 0.01 | 0.01 | 0.01 |
| Admin. Asst./Recycling Coordinator | 0.20 | 0.20 | 0.20 | 0.65 |
| | | | | |
| Budget Total | **4.68** | **4.78** | **6.02** | **6.28** |

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

**EXPENDITURE SUPPORT DATA — PROGRAM NUMBER: 5025**

| | Element/Object | Details | Total |
|---|---|---|---|
| 12 | Travel & Training | | |
| | 12-10 Non-Training Travel | Metro fare to MWCOG meetings, tolls to Baltimore MRF | 50 |
| | 12-11 Travel & Training | Maryland Recyclers Network conference at UMCP, 4 attendees @ $175 | 700 |
| 34 | Contractual Services | | |
| | 34-12 Temporary Manpower – Curbside Recycling | Temporary manpower used in the collection of mixed paper and commingles, 80 hours @ $16.50/hour | 1,320 |
| | 34-13 Temporary Manpower – Brush | Temporary manpower used in the collection of brush, 70 hours @ $16.50/hour | 1,155 |
| | 34-20 Tipping Fees | Single stream recyclables, 1,450 tons @ $5/ton ..... 7,250<br>Televisions and computer monitors, 12,000 pounds @ $0.10/lb. ..... 1,200<br>Oversized stumps, logs, etc. ..... 900 | 9,350 |
| 36 | Special Services | | |
| | 36-10 Printing | Public relations materials – recycling awareness | 3,000 |
| 38 | Special Events | | |
| | 38-38 America Recycles Day | Public Works and College Park Arts Exchange event, including instructors at workshop, prize money, snacks | 850 |
| 48 | Rental | | |
| | 48-50 Tub Grinder | Tub grinder rental | 10,000 |
| 60 | Supplies | | |
| | 60-10 General Supplies | Pitch forks, rakes, brooms | 200 |

## PROGRAM NAME/NUMBER Recycling/5025

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 5025 |
|---|---|---|---|
| Element/Object | | Details | Total |
| 67 | Dues & Publications<br>67-10 Dues | Maryland Recyclers Network | 235 |

**Capital Outlay:** None

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 344.30 | Recycling-White Goods | 1,893 | 601 | 1,600 | 2,416 | 1,800 |
| 344.30 | Recycling-Motor Oil | 1,793 | 2,103 | 2,100 | 3,217 | 2,100 |
| 344.30 | Recycling-Single Stream | 0 | 10,010 | 3,600 | 11,540 | 2,000 |
| 344.91 | Wood Chip Sales | 4,130 | 5,523 | 4,200 | 10,081 | 5,200 |
| | | | | | | |
| | TOTAL | 7,816 | 18,237 | 11,500 | 27,254 | 11,100 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 50 | PUBLIC WORKS | | | | | | |
| DIV 25 | RECYCLING | | | | | | |
| SUB 0 | PUBLIC WORKS | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 5025-550.10-01 | SALARY | 7,119 | 8,798 | 9,147 | 8,185 | 30,608 | 30,608 |
| 5025-550.10-02 | HOURLY | 223,234 | 266,052 | 243,845 | 259,662 | 253,406 | 253,406 |
| 5025-550.10-03 | OVERTIME | 1,583 | 2,452 | 3,000 | 439 | 2,000 | 2,000 |
| 5025-550.10-07 | AUTOMATED TRUCK INCENTIVE | 2,064 | 2,061 | 2,500 | 2,386 | 2,100 | 2,100 |
| 5025-550.10-08 | SATURDAY SHIFT DIFFERENTL | 92 | 0 | 0 | 0 | 0 | 0 |
| * | PAYROLL-WAGES | 234,092 | 279,363 | 258,492 | 270,672 | 288,114 | 288,114 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 5025-550.11-10 | FICA | 17,521 | 20,298 | 18,752 | 19,704 | 20,980 | 20,980 |
| 5025-550.11-12 | HEALTH INSURANCE | 49,229 | 54,964 | 49,928 | 48,609 | 50,557 | 50,557 |
| 5025-550.11-13 | DENTAL INSURANCE | 2,131 | 2,427 | 2,234 | 2,252 | 2,384 | 2,384 |
| 5025-550.11-14 | LIFE INSURANCE | 705 | 732 | 709 | 781 | 795 | 795 |
| 5025-550.11-15 | VISION INSURANCE | 770 | 678 | 639 | 625 | 723 | 723 |
| 5025-550.11-17 | 457 CITY MATCH CONTRIBUTN | 4,562 | 5,356 | 5,094 | 5,658 | 6,931 | 6,931 |
| 5025-550.11-18 | RETIREMENT | 15,578 | 18,139 | 16,420 | 17,094 | 16,786 | 16,786 |
| 5025-550.11-21 | WORKERS COMPENSATION INS | 9,905 | 10,543 | 10,006 | 10,126 | 9,797 | 9,797 |
| 5025-550.11-22 | LONG TERM DISABILITY INS | 892 | 1,016 | 985 | 960 | 1,106 | 1,106 |
| * | FRINGE BENEFITS | 101,293 | 114,153 | 104,767 | 105,809 | 110,059 | 110,059 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 5025-550.12-10 | NON TRAINING TRAVEL | 4 | 24 | 0 | 42 | 50 | 50 |
| 5025-550.12-11 | TRAVEL & TRAINING | 1,062 | 400 | 700 | 481 | 700 | 700 |
| * | TRAVEL & TRAINING | 1,066 | 424 | 700 | 523 | 750 | 750 |
| ELEM 20 | OVERHEAD | | | | | | |
| 5025-550.20-11 | AUTOMOTIVE | 152,403 | 120,700 | 124,077 | 124,077 | 134,362 | 134,362 |
| * | OVERHEAD | 152,403 | 120,700 | 124,077 | 124,077 | 134,362 | 134,362 |
| ELEM 34 | CONTRACTUAL SERVICES | | | | | | |
| 5025-550.34-12 | TEMP MANPOWER-CURB RECYCL | 1,457 | 1,536 | 1,320 | 1,780 | 1,320 | 1,320 |
| 5025-550.34-13 | TEMP MANPOWER-BRUSH | 819 | 1,591 | 990 | 2,607 | 1,155 | 1,155 |
| 5025-550.34-20 | TIPPING FEES | 27,919 | 660 | 10,000 | 1,222 | 9,350 | 9,350 |
| * | CONTRACTUAL SERVICES | 30,195 | 3,787 | 12,310 | 5,609 | 11,825 | 11,825 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 5025-550.36-10 | PRINTING | 835 | 350 | 3,000 | 0 | 3,000 | 3,000 |
| * | SPECIAL SERVICES | 835 | 350 | 3,000 | 0 | 3,000 | 3,000 |
| ELEM 38 | SPECIAL EVENTS | | | | | | |
| 5025-550.38-38 | AMERICA RECYCLES DAY | 0 | 0 | 850 | 823 | 850 | 850 |
| * | SPECIAL EVENTS | 0 | 0 | 850 | 823 | 850 | 850 |
| ELEM 48 | RENTAL | | | | | | |
| 5025-550.48-50 | TUB GRINDER | 12,235 | 11,372 | 10,000 | 9,220 | 10,000 | 10,000 |
| * | RENTAL | 12,235 | 11,372 | 10,000 | 9,220 | 10,000 | 10,000 |
| ELEM 60 | SUPPLIES | | | | | | |
| 5025-550.60-10 | GENERAL SUPPLIES | 285 | 792 | 150 | 175 | 200 | 200 |
| 5025-550.60-45 | TOTERS & CONTAINERS | 28,099 | 27,625 | 0 | 0 | 0 | 0 |
| * | SUPPLIES | 28,384 | 28,417 | 150 | 175 | 200 | 200 |
| ELEM 67 | DUES & PUBLICATIONS | | | | | | |
| 5025-550.67-10 | DUES | 235 | 235 | 235 | 235 | 235 | 235 |
| 5025-550.67-20 | PUBLICATIONS & BOOKS | 119 | 0 | 0 | 99 | 0 | 0 |
| * | DUES & PUBLICATIONS | 354 | 235 | 235 | 334 | 235 | 235 |
| ** | RECYCLING | 560,857 | 558,801 | 514,581 | 517,242 | 559,395 | 559,395 |

## PROGRAM NAME/NUMBER — Safety Services/5026

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Maintain a safe, accident-free work environment | Number of days lost city-wide due to work-related injuries or accidents (based on 225 working days per employee) | 185 | <175 | 6 | <175 |

## PROGRAM NAME/NUMBER — Safety Services/5026

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL FY09 | ACTUAL FY11 | ACTUAL FY12 | ESTIMATED FY13 |
|---|---|---|---|---|
| Safety Officer | 1.00 | 1.00 | 1.00 | 1.00 |
| Supply Clerk | 0.02 | 0.00 | 0.00 | 0.00 |
| | | | | |
| Budget Total | **1.02** | **1.00** | **1.00** | **1.00** |

### OPERATING EXPENDITURES:

**EXPENDITURE SUPPORT DATA** — **PROGRAM NUMBER: 5026**

| Element/Object | | Details | Total |
|---|---|---|---|
| 12 | Travel & Training<br>12-11 Travel & Training | LGIT defensive driver training course, 15 attendees @ $20 ... 300<br>City-wide safety training (100 employees) ... 900<br>Drug and Alcohol – Reasonable Suspicion for Supervisors training, 10 attendees @ $15 ... 150<br>Red Cross administration/CPR training supplies ... 600<br>OSHA-mandated blood-borne pathogens training ... 100<br>Safety Officer training ... 500<br>PESA quarterly seminars ... 450 | 3,000 |
| 52 | Awards & Gifts<br>52-10 Awards & Gifts | Safety Committee's incentives and reminders | 500 |
| 54 | Physical Exams<br>54-10 Physical Exams | CDL DOT physical renewals, 14 @ $100 ... 1,400<br>Hepatitis B shots, 3 series (3 shots/series) @ $80/shot ... 720<br>Hearing tests, 10 @ $45 ... 450<br>Hepatitis titers, 4 @ $65 ... 260 | 2,830 |
| 60 | Supplies<br>60-10 General Supplies | Safety Committee, Accident Review Board, etc. | 400 |
| | 60-11 Meeting Refreshments | | 150 |
| | 60-60 Safety Supplies | First aid kits and refills ... 1,030<br>Dust masks ... 400<br>Gloves, vests, flags ... 900<br>Hearing and eye protection ... 1,200<br>Thirst quenchers, 5 cases @ $36 ... 180<br>Drink coolers for trucks, 5 @ $25 ... 125<br>Towels, 4 cases @ $55 ... 220 | 4,055 |
| 67 | Dues & Publications<br>67-10 Dues | Maryland Public Employees Safety Association (PESA) | 100 |

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

| EXPENDITURE SUPPORT DATA | | PROGRAM NUMBER: 5026 |
|---|---|---|
| Element/Object | Details | Total |
| 67-20 Publications & Books | Top Health (distributed to all employees monthly) ..... 630<br>Training videos & books ..... 1,000 | 1,630 |

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 50 | PUBLIC WORKS | | | | | | |
| DIV 26 | SAFETY SERVICES | | | | | | |
| SUB 0 | PUBLIC WORKS | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 5026-550.10-01 | SALARY | 58,656 | 61,733 | 62,631 | 62,175 | 66,162 | 66,162 |
| 5026-550.10-02 | HOURLY | 1,088 | 0 | 0 | 0 | 0 | 0 |
| 5026-550.10-03 | OVERTIME | 1 | 0 | 0 | 0 | 0 | 0 |
| 5026-550.10-08 | SATURDAY SHIFT DIFFERENTL | 24 | 0 | 0 | 0 | 0 | 0 |
| * | PAYROLL-WAGES | 59,769 | 61,733 | 62,631 | 62,175 | 66,162 | 66,162 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 5026-550.11-10 | FICA | 4,480 | 4,616 | 4,680 | 4,659 | 4,951 | 4,951 |
| 5026-550.11-12 | HEALTH INSURANCE | 5,417 | 5,290 | 5,284 | 4,875 | 5,076 | 5,076 |
| 5026-550.11-13 | DENTAL INSURANCE | 270 | 278 | 278 | 264 | 278 | 278 |
| 5026-550.11-14 | LIFE INSURANCE | 172 | 164 | 175 | 160 | 183 | 183 |
| 5026-550.11-15 | VISION INSURANCE | 132 | 96 | 96 | 92 | 99 | 99 |
| 5026-550.11-17 | 457 CITY MATCH CONTRIBUTN | 2,657 | 2,610 | 2,607 | 2,598 | 3,129 | 3,129 |
| 5026-550.11-18 | RETIREMENT | 3,900 | 4,013 | 4,071 | 4,041 | 4,300 | 4,300 |
| 5026-550.11-21 | WORKERS COMPENSATION INS | 2,502 | 2,342 | 2,435 | 2,331 | 2,255 | 2,255 |
| 5026-550.11-22 | LONG TERM DISABILITY INS | 217 | 228 | 244 | 223 | 258 | 258 |
| * | FRINGE BENEFITS | 19,747 | 19,637 | 19,870 | 19,243 | 20,529 | 20,529 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 5026-550.12-10 | NON TRAINING TRAVEL | 5 | 0 | 0 | 0 | 0 | 0 |
| 5026-550.12-11 | TRAVEL & TRAINING | 1,711 | 1,657 | 3,000 | 2,491 | 3,000 | 3,000 |
| * | TRAVEL & TRAINING | 1,716 | 1,657 | 3,000 | 2,491 | 3,000 | 3,000 |
| ELEM 20 | OVERHEAD | | | | | | |
| 5026-550.20-11 | AUTOMOTIVE | 0 | 6,706 | 6,893 | 6,893 | 7,465 | 7,465 |
| * | OVERHEAD | 0 | 6,706 | 6,893 | 6,893 | 7,465 | 7,465 |
| ELEM 47 | CLOTHING & UNIFORMS | | | | | | |
| 5026-550.47-10 | CLOTHING & UNIFORMS | 20 | 0 | 0 | 0 | 0 | 0 |
| * | CLOTHING & UNIFORMS | 20 | 0 | 0 | 0 | 0 | 0 |
| ELEM 52 | AWARDS & GIFTS | | | | | | |
| 5026-550.52-10 | AWARDS & GIFTS | 500 | 500 | 500 | 500 | 500 | 500 |
| * | AWARDS & GIFTS | 500 | 500 | 500 | 500 | 500 | 500 |
| ELEM 54 | PHYSICAL EXAMS | | | | | | |
| 5026-550.54-10 | PHYSICAL EXAMS | 2,605 | 1,625 | 3,830 | 2,570 | 2,830 | 2,830 |
| * | PHYSICAL EXAMS | 2,605 | 1,625 | 3,830 | 2,570 | 2,830 | 2,830 |
| ELEM 60 | SUPPLIES | | | | | | |
| 5026-550.60-10 | GENERAL SUPPLIES | 67 | 340 | 400 | 30 | 400 | 400 |
| 5026-550.60-11 | MEETING REFRESHMENTS | 0 | 151 | 150 | 0 | 150 | 150 |
| 5026-550.60-60 | SAFETY SUPPLIES | 5,587 | 4,149 | 4,055 | 5,978 | 4,055 | 4,055 |
| * | SUPPLIES | 5,654 | 4,640 | 4,605 | 6,008 | 4,605 | 4,605 |
| ELEM 61 | OFFICE SUPPLIES | | | | | | |
| 5026-550.61-10 | OFFICE SUPPLIES | 0 | 0 | 0 | 92 | 0 | 0 |
| * | OFFICE SUPPLIES | 0 | 0 | 0 | 92 | 0 | 0 |
| ELEM 62 | POSTAGE | | | | | | |
| 5026-550.62-10 | POSTAGE | 0 | 17 | 0 | 17 | 0 | 0 |
| * | POSTAGE | 0 | 17 | 0 | 17 | 0 | 0 |
| ELEM 67 | DUES & PUBLICATIONS | | | | | | |
| 5026-550.67-10 | DUES | 0 | 0 | 100 | 0 | 100 | 100 |
| 5026-550.67-20 | PUBLICATIONS & BOOKS | 1,112 | 1,715 | 1,430 | 1,567 | 1,630 | 1,630 |
| * | DUES & PUBLICATIONS | 1,112 | 1,715 | 1,530 | 1,567 | 1,730 | 1,730 |
| ** | SAFETY SERVICES | 91,123 | 98,230 | 102,859 | 101,556 | 106,821 | 106,821 |

## PROGRAM NAME/NUMBER — Parking Garage/5027

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Ensure that the parking garage is well maintained<br>• Inspect parking garage monthly | Number of inspections completed | 12 | 12 | 11 | 12 |

## PROGRAM NAME/NUMBER — Parking Garage/5027

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL FY10 | ACTUAL FY11 | ACTUAL FY12 | ESTIMATED FY13 |
|---|---|---|---|---|
| Crew Chief | 0.10 | 0.10 | 0.10 | 0.10 |
| Motor Equipment Operator III | 0.05 | 0.05 | 0.05 | 0.05 |
| Motor Equipment Operator II+A | 0.00 | 0.12 | 0.12 | 0.12 |
| Motor Equipment Operator I+A | 0.12 | 0.00 | 0.00 | 0.00 |
| Laborer | 0.02 | 0.10 | 0.00 | 0.00 |
| | | | | |
| Budget Total | **0.29** | **0.37** | **0.27** | **0.27** |

### OPERATING EXPENDITURES:

**EXPENDITURE SUPPORT DATA — PROGRAM NUMBER: 5027**

| Element/Object | | Details | Total |
|---|---|---|---|
| 34 | Contractual Services<br>34-38 Striping | Stripe parking spaces, arrows and stencils | 1,000 |
| 40 | Repair & Maintenance<br>40-11 Buildings & Grounds | Building repairs as needed ..... 5,000<br>Elevator repairs not covered under maintenance agreement, as needed ..... 2,500 | 7,500 |
| | 40-17 Alarm System Repairs | As needed | 1,000 |
| | 40-18 Security Cameras | Kipp Visual Systems – security camera system, estimated time and materials | 1,500 |
| | 40-25 HVAC Repairs | HVAC repairs, 10 hours @ $73/hour | 730 |
| | 40-50 Electrical Repairs | Replacement fixtures, ballasts, bulbs, etc. | 1,000 |
| 45 | Maintenance Contract<br>45-16 Building Services | Elevator maintenance and emergency phone monitoring @ $295/month ..... 3,545<br>Fire extinguisher inspection and service ..... 225<br>Elevator smoke alarm testing ..... 560<br>Backflow prevention testing ..... 600<br>Structural inspection of precast concrete (on a 3-year cycle) ..... 8,800 | 13,730 |
| | 45-22 Security Alarm Monitoring | Security alarm monitoring ..... 300<br>Fire alarm monitoring ..... 450 | 750 |
| 48 | Rental<br>48-11 Tools & Equipment | Mobile pressure washer to clean parking decks | 2,000 |
| 60 | Supplies<br>60-10 General Supplies | Maintenance supplies | 1,000 |

## PROGRAM NAME/NUMBER — Parking Garage/5027

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 5027 |
|---|---|---|---|
| Element/Object | | Details | Total |
| | | | |
| 65 | Utilities<br>65-10 Electricity | Estimated based on current usage | 900 |

**Capital Outlay:** None

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 362.11 | Property Rental-Parking Garage Retail | 0 | 0 | 145,000 | 108,750 | 144,873 |
| | | | | | | |
| | TOTAL | 0 | 0 | 145,000 | 108,750 | 144,873 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 50 | PUBLIC WORKS | | | | | | |
| DIV 27 | PARKING GARAGE | | | | | | |
| SUB 0 | PUBLIC WORKS | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 5027-550.10-02 | HOURLY | 11,370 | 9,749 | 15,648 | 16,952 | 16,005 | 16,005 |
| 5027-550.10-03 | OVERTIME | 247 | 23 | 250 | 45 | 250 | 250 |
| * | PAYROLL-WAGES | 11,617 | 9,772 | 15,898 | 16,997 | 16,255 | 16,255 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 5027-550.11-10 | FICA | 866 | 723 | 1,161 | 1,232 | 1,197 | 1,197 |
| 5027-550.11-12 | HEALTH INSURANCE | 1,105 | 1,319 | 2,478 | 2,823 | 1,954 | 1,954 |
| 5027-550.11-13 | DENTAL INSURANCE | 57 | 51 | 97 | 216 | 133 | 133 |
| 5027-550.11-14 | LIFE INSURANCE | 32 | 27 | 44 | 49 | 45 | 45 |
| 5027-550.11-15 | VISION INSURANCE | 25 | 19 | 37 | 49 | 37 | 37 |
| 5027-550.11-17 | 457 CITY MATCH CONTRIBUTN | 418 | 365 | 516 | 466 | 594 | 594 |
| 5027-550.11-18 | RETIREMENT | 761 | 641 | 1,036 | 1,104 | 1,060 | 1,060 |
| 5027-550.11-21 | WORKERS COMPENSATION INS | 483 | 370 | 616 | 643 | 553 | 553 |
| 5027-550.11-22 | LONG TERM DISABILITY INS | 40 | 38 | 61 | 65 | 62 | 62 |
| * | FRINGE BENEFITS | 3,787 | 3,553 | 6,046 | 6,647 | 5,635 | 5,635 |
| ELEM 20 | OVERHEAD | | | | | | |
| 5027-550.20-14 | TELEPHONE | 0 | 456 | 456 | 456 | 547 | 547 |
| * | OVERHEAD | 0 | 456 | 456 | 456 | 547 | 547 |
| ELEM 34 | CONTRACTUAL SERVICES | | | | | | |
| 5027-550.34-35 | PARKING LOT MAINTENANCE | 1,200 | 0 | 0 | 0 | 0 | 0 |
| 5027-550.34-38 | STRIPING | 0 | 952 | 700 | 0 | 1,000 | 1,000 |
| * | CONTRACTUAL SERVICES | 1,200 | 952 | 700 | 0 | 1,000 | 1,000 |
| ELEM 40 | REPAIR & MAINTENANCE | | | | | | |
| 5027-550.40-11 | BUILDINGS & GROUNDS | 3,212 | 13,796 | 7,500 | 1,905 | 7,500 | 7,500 |
| 5027-550.40-17 | ALARM SYSTEM | 0 | 160 | 250 | 3,303 | 1,000 | 1,000 |
| 5027-550.40-18 | SECURITY CAMERAS | 0 | 231 | 2,500 | 258 | 1,500 | 1,500 |
| 5027-550.40-25 | HVAC REPAIRS | 0 | 858 | 730 | 667 | 730 | 730 |
| 5027-550.40-50 | ELECTRICAL REPAIRS | 0 | 0 | 0 | 10,970 | 1,000 | 1,000 |
| * | REPAIR & MAINTENANCE | 3,212 | 15,045 | 10,980 | 17,103 | 11,730 | 11,730 |
| ELEM 45 | MAINTENANCE CONTRACT | | | | | | |
| 5027-550.45-16 | BUILDING SERVICES | 718 | 3,905 | 4,630 | 3,946 | 13,730 | 13,730 |
| 5027-550.45-22 | SECURITY ALARM MONITORING | 420 | 747 | 750 | 720 | 750 | 750 |
| * | MAINTENANCE CONTRACT | 1,138 | 4,652 | 5,380 | 4,666 | 14,480 | 14,480 |
| ELEM 48 | RENTAL | | | | | | |
| 5027-550.48-11 | TOOLS & EQUIPMENT | 0 | 0 | 0 | 3,737 | 2,000 | 2,000 |
| * | RENTAL | 0 | 0 | 0 | 3,737 | 2,000 | 2,000 |
| ELEM 60 | SUPPLIES | | | | | | |
| 5027-550.60-10 | GENERAL SUPPLIES | 4,716 | 254 | 1,000 | 216 | 1,000 | 1,000 |
| 5027-550.60-40 | SIGNS | 550 | 0 | 0 | 0 | 0 | 0 |
| * | SUPPLIES | 5,266 | 254 | 1,000 | 216 | 1,000 | 1,000 |
| ELEM 65 | UTILITIES | | | | | | |
| 5027-550.65-10 | ELECTRICITY | 26,637 | 3,087- | 1,000 | 734 | 900 | 900 |
| 5027-550.65-13 | WATER & SEWER | 147 | 530 | 0 | 0 | 0 | 0 |
| * | UTILITIES | 26,784 | 2,557- | 1,000 | 734 | 900 | 900 |
| ELEM 66 | TELEPHONE & COMMUNICATION | | | | | | |
| 5027-550.66-10 | TELEPHONE | 1,017 | 270 | 0 | 0 | 0 | 0 |
| * | TELEPHONE & COMMUNICATION | 1,017 | 270 | 0 | 0 | 0 | 0 |
| ** | PARKING GARAGE | 54,021 | 32,397 | 41,460 | 50,556 | 53,547 | 53,547 |

## PROGRAM NAME/NUMBER — Building Maintenance/5028

**DESCRIPTION**: This program is responsible for heating, ventilation and air conditioning systems (HVAC), elevator maintenance, minor repairs, alarm monitoring service, and pest control at City Hall and Old Parish House. Maintenance personnel inspect Old Parish House to identify repairs. This program includes operating expenditures associated with custodial maintenance of all City buildings. This program also includes utilities at 4703 Edgewood Road, purchased with Program Open Space (POS) funding in August 2009. 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 | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Ensure that City buildings and office interiors are well maintained<br>• Monitor and evaluate the condition of City Hall and Old Parish House annually | Inspect facilities monthly | 12 | 12 | 9 | 12 |
| | Percent of facilities rated in good or better condition by City employees responding to employee survey | 83% | 85% | 83% | 85% |
| | Percent of maintenance costs that are unscheduled | 18% | <20% | 20% | <20% |

## PROGRAM NAME/NUMBER — Building Maintenance/5028

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL FY10 | ACTUAL FY11 | ACTUAL FY12 | ESTIMATED FY13 |
|---|---|---|---|---|
| Supply Clerk | 0.12 | 0.06 | 0.06 | 0.06 |
| Crew Chief | 0.15 | 0.27 | 0.27 | 0.27 |
| Custodial Supervisor | 1.00 | 1.00 | 1.00 | 1.00 |
| Custodial Worker | 2.00 | 2.00 | 2.00 | 2.00 |
| Facilities Maintenance Worker | 0.95 | 0.85 | 0.85 | 0.85 |
| | | | | |
| Budget Total | **4.22** | **4.18** | **4.18** | **4.18** |

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

**EXPENDITURE SUPPORT DATA** — **PROGRAM NUMBER: 5028**

| | Element/Object | Details | Total |
|---|---|---|---|
| 40 | Repair & Maintenance | | |
| | 40-11 Buildings & Grounds | City Hall, Old Parish House: | |
| | | Electrical repairs, 20 hours @ $70/hour ..... 1,400 | |
| | | Plumbing repairs, 15 hours @ $65/hour ..... 975 | |
| | | General repairs ..... 4,200 | |
| | | Public Services ..... 600 | 7,175 |
| | 40-17 Alarm System | Alarm system repairs, as needed | 500 |
| | 40-25 HVAC Repairs | HVAC repairs, 30 hours @ $73/hour | 2,190 |
| 45 | Maintenance Contract | | |
| | 45-16 Building Services | Fire extinguisher service and inspection: | |
| | | City Hall ..... 225 | |
| | | Old Parish House ..... 90 | |
| | | Public Services ..... 90 | |
| | | Elevator maintenance and emergency phone monitoring, City Hall @ $386/month ..... 4,632 | |
| | | Elevator smoke alarm testing, City Hall ..... 560 | |
| | | Sprinkler system testing, City Hall ..... 650 | |
| | | Floor cleaning - carpet, stone and tile ..... 3,700 | 9,947 |
| | 45-22 Security Alarm Monitoring | Security alarm monitoring: | |
| | | City Hall @ $300/year ..... 300 | |
| | | Old Parish House @ $300/year ..... 300 | |
| | | Public Services @ $300/year ..... 300 | |
| | | Fire alarm monitoring – City Hall @ $40/month ..... 480 | 1,380 |
| | 45-23 Pest Control | Pest control – City Hall @ $90/month ..... 1,080 | |
| | | Pest control – Old Parish House @ $54/month ..... 648 | |
| | | Pest control – Public Services @ $54/month ..... 648 | |
| | | Termite contract – Old Parish House ..... 275 | 2,651 |

## PROGRAM NAME/NUMBER — Building Maintenance/5028

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 5028 |
|---|---|---|---|
| Element/Object | | Details | Total |
| | | | |
| 48 | Rental<br>48-60 Buildings | Storage space rental, City Hall building materials @ $161/month | 1,932 |
| 60 | Supplies<br>60-10 General Supplies | Maintenance supplies | 3,000 |
| | 60-15 Small Tools | Maintenance tools | 1,000 |
| | 60-30 Cleaning Supplies | Restroom paper supplies, all buildings | 8,000 |
| 65 | Utilities<br>65-10 Electricity | Old Parish House | 600 |
| | 65-11 Natural Gas | Old Parish House | 1,500 |
| | 65-13 Water & Sewer | Old Parish House | 300 |

**Capital Outlay:** None

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 362.14 | Property Rental-City Hall Meeting Rooms | 0 | 50 | 100 | 0 | 0 |
| 362.15 | Property Rental-Old Parish House | 7,000 | 8,725 | 9,000 | 8,675 | 10,000 |
| 362.16 | Cleaning Fee-City Buildings | 375 | 475 | 450 | 350 | 400 |
| 362.20 | Property Rental-Other Rentals | 25 | 0 | 0 | 0 | 0 |
| | | | | | | |
| | TOTAL | 7,400 | 9,250 | 9,550 | 9,025 | 10,400 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| | DEPT 50 PUBLIC WORKS | | | | | | |
| | DIV 28 BUILDING MAINTENANCE | | | | | | |
| | SUB 0 PUBLIC WORKS | | | | | | |
| | ELEM 10 PAYROLL-WAGES | | | | | | |
| 5028-550.10-02 | HOURLY | 141,297 | 148,904 | 165,865 | 156,232 | 169,997 | 169,997 |
| 5028-550.10-03 | OVERTIME | 1,993 | 1,418 | 1,500 | 1,156 | 1,500 | 1,500 |
| 5028-550.10-08 | SATURDAY SHIFT DIFFERENTL | 23 | 0 | 0 | 0 | 0 | 0 |
| * | PAYROLL-WAGES | 143,313 | 150,322 | 167,365 | 157,388 | 171,497 | 171,497 |
| | ELEM 11 FRINGE BENEFITS | | | | | | |
| 5028-550.11-10 | FICA | 10,281 | 10,547 | 12,021 | 11,383 | 12,391 | 12,391 |
| 5028-550.11-12 | HEALTH INSURANCE | 30,688 | 31,806 | 36,556 | 30,530 | 34,095 | 34,095 |
| 5028-550.11-13 | DENTAL INSURANCE | 2,035 | 2,134 | 2,421 | 2,299 | 2,509 | 2,509 |
| 5028-550.11-14 | LIFE INSURANCE | 420 | 379 | 466 | 454 | 478 | 478 |
| 5028-550.11-15 | VISION INSURANCE | 775 | 645 | 731 | 640 | 801 | 801 |
| 5028-550.11-17 | 457 CITY MATCH CONTRIBUTN | 2,502 | 2,622 | 2,346 | 3,254 | 2,518 | 2,518 |
| 5028-550.11-18 | RETIREMENT | 9,160 | 9,589 | 9,209 | 10,275 | 7,598 | 7,598 |
| 5028-550.11-21 | WORKERS COMPENSATION INS | 5,895 | 5,543 | 6,494 | 5,901 | 5,832 | 5,832 |
| 5028-550.11-22 | LONG TERM DISABILITY INS | 527 | 524 | 646 | 579 | 662 | 662 |
| * | FRINGE BENEFITS | 62,283 | 63,789 | 70,890 | 65,315 | 66,884 | 66,884 |
| | ELEM 12 TRAVEL & TRAINING | | | | | | |
| 5028-550.12-11 | TRAVEL & TRAINING | 472 | 280 | 0 | 0 | 0 | 0 |
| * | TRAVEL & TRAINING | 472 | 280 | 0 | 0 | 0 | 0 |
| | ELEM 20 OVERHEAD | | | | | | |
| 5028-550.20-11 | AUTOMOTIVE | 13,855 | 13,411 | 13,786 | 13,786 | 14,929 | 14,929 |
| 5028-550.20-16 | BUILDING MAINTENANCE | 297,214- | 273,145- | 292,690- | 262,690- | 293,485- | 293,485- |
| * | OVERHEAD | 283,359- | 259,734- | 278,904- | 248,904- | 278,556- | 278,556- |
| | ELEM 34 CONTRACTUAL SERVICES | | | | | | |
| 5028-550.34-17 | TEMP MANPOWER-OTHER | 0 | 0 | 0 | 110 | 0 | 0 |
| * | CONTRACTUAL SERVICES | 0 | 0 | 0 | 110 | 0 | 0 |
| | ELEM 40 REPAIR & MAINTENANCE | | | | | | |
| 5028-550.40-11 | BUILDINGS & GROUNDS | 6,336 | 29,497 | 7,850 | 1,693 | 7,175 | 7,175 |
| 5028-550.40-17 | ALARM SYSTEM | 465 | 987 | 500 | 170 | 500 | 500 |
| 5028-550.40-25 | HVAC REPAIRS | 1,119 | 1,590 | 2,190 | 3,211 | 2,190 | 2,190 |
| 5028-550.40-45 | WELDING SERVICES | 0 | 0 | 0 | 175 | 0 | 0 |
| * | REPAIR & MAINTENANCE | 7,920 | 32,074 | 10,540 | 5,249 | 9,865 | 9,865 |
| | ELEM 42 CLEANING SERVICE | | | | | | |
| 5028-550.42-10 | BUILDING | 0 | 0 | 0 | 190 | 0 | 0 |
| * | CLEANING SERVICE | 0 | 0 | 0 | 190 | 0 | 0 |
| | ELEM 45 MAINTENANCE CONTRACT | | | | | | |
| 5028-550.45-16 | BUILDING SERVICES | 10,488 | 8,339 | 9,668 | 7,035 | 9,947 | 9,947 |
| 5028-550.45-22 | SECURITY ALARM MONITORING | 1,020 | 1,344 | 1,356 | 1,380 | 1,380 | 1,380 |
| 5028-550.45-23 | PEST CONTROL | 1,876 | 2,425 | 2,663 | 2,593 | 2,651 | 2,651 |
| * | MAINTENANCE CONTRACT | 13,384 | 12,108 | 13,687 | 11,008 | 13,978 | 13,978 |
| | ELEM 48 RENTAL | | | | | | |
| 5028-550.48-11 | TOOLS & EQUIPMENT | 0 | 0 | 0 | 45 | 0 | 0 |
| 5028-550.48-60 | BUILDINGS | 1,872 | 1,770 | 1,812 | 1,728 | 1,932 | 1,932 |
| * | RENTAL | 1,872 | 1,770 | 1,812 | 1,773 | 1,932 | 1,932 |
| | ELEM 60 SUPPLIES | | | | | | |
| 5028-550.60-10 | GENERAL SUPPLIES | 1,866 | 2,106 | 3,500 | 2,955 | 3,000 | 3,000 |
| 5028-550.60-15 | SMALL TOOLS | 681 | 1,042 | 1,000 | 300 | 1,000 | 1,000 |
| 5028-550.60-30 | CLEANING SUPPLIES | 8,217 | 7,960 | 7,500 | 7,368 | 8,000 | 8,000 |
| 5028-550.60-40 | SIGNS | 440 | 0 | 0 | 0 | 0 | 0 |
| * | SUPPLIES | 11,204 | 11,108 | 12,000 | 10,623 | 12,000 | 12,000 |
| | ELEM 65 UTILITIES | | | | | | |
| 5028-550.65-10 | ELECTRICITY | 534 | 522 | 600 | 504 | 600 | 600 |
| 5028-550.65-11 | NATURAL GAS | 1,831 | 1,168 | 1,710 | 1,106 | 1,500 | 1,500 |
| 5028-550.65-13 | WATER & SEWER | 353 | 10,207 | 300 | 196 | 300 | 300 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| | DEPT 50 PUBLIC WORKS | | | | | | |
| | DIV 28 BUILDING MAINTENANCE | | | | | | |
| | SUB 0 PUBLIC WORKS | | | | | | |
| | ELEM 65 UTILITIES | | | | | | |
| * | UTILITIES | 2,718 | 11,897 | 2,610 | 1,806 | 2,400 | 2,400 |
| | ELEM 66 TELEPHONE & COMMUNICATION | | | | | | |
| 5028-550.66-10 | TELEPHONE | 496 | 0 | 0 | 0 | 0 | 0 |
| * | TELEPHONE & COMMUNICATION | 496 | 0 | 0 | 0 | 0 | 0 |
| | ELEM 95 SITE & BLDG IMPROVEMENTS | | | | | | |
| 5028-550.95-10 | SITE IMPROVEMENTS | 940 | 0 | 0 | 0 | 0 | 0 |
| * | SITE & BLDG IMPROVEMENTS | 940 | 0 | 0 | 0 | 0 | 0 |
| ** | BUILDING MAINTENANCE | 38,757- | 23,614 | 0 | 4,558 | 0 | 0 |

## PROGRAM NAME/NUMBER — Calvert Road School Maintenance/5029

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Monitor and evaluate the condition of Calvert Road School | Inspect facility at least monthly | 12 | 12 | 12 | 12 |

## PROGRAM NAME/NUMBER — Calvert Road School Maintenance/5029

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| | | | | |
| | | | | |
| Budget Total | **0.00** | **0.00** | **0.00** | **0.00** |

### OPERATING EXPENDITURES:

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 5029 |
|---|---|---|---|
| | **Element/Object** | **Details** | **Total** |
| 40 | Repair & Maintenance<br>40-11 Building & Grounds | General repairs | 9,000 |
| 65 | Utilities<br>65-10 Electricity | Based on current usage | 2,100 |
| | 65-11 Natural Gas | Based on current usage | 500 |
| | 65-13 Water & Sewer | Field irrigation, Calvert Road School field ..... 1,500<br>Public Services offices ..... 500 | 2,000 |

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 50 | PUBLIC WORKS | | | | | | |
| DIV 29 | CALVERT ROAD SCHOOL MAINT | | | | | | |
| SUB 0 | PUBLIC WORKS | | | | | | |
| ELEM 40 | REPAIR & MAINTENANCE | | | | | | |
| 5029-550.40-11 | BUILDINGS & GROUNDS | 5,532 | 7,629 | 9,000 | 0 | 9,000 | 9,000 |
| * | REPAIR & MAINTENANCE | 5,532 | 7,629 | 9,000 | 0 | 9,000 | 9,000 |
| ELEM 65 | UTILITIES | | | | | | |
| 5029-550.65-10 | ELECTRICITY | 4,250 | 597 | 2,100 | 1,925 | 2,100 | 2,100 |
| 5029-550.65-11 | NATURAL GAS | 3,118 | 472 | 500 | 426 | 500 | 500 |
| 5029-550.65-13 | WATER & SEWER | 1,003 | 1,461- | 2,000 | 1,251 | 2,000 | 2,000 |
| * | UTILITIES | 8,371 | 392- | 4,600 | 3,602 | 4,600 | 4,600 |
| ** | CALVERT ROAD SCHOOL MAINT | 13,903 | 7,237 | 13,600 | 3,602 | 13,600 | 13,600 |

## PROGRAM NAME/NUMBER — Central Garage/5030

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

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Ensure safe and reliable vehicle performance through maintenance<br>• Follow preventive maintenance schedule | Percent of vehicle availability | 90% | 90% | 90% | 90% |
| | Percent of preventive maintenance completed as scheduled | 90% | 95% | 90% | 95% |
| 2. Maintain motorized off-road equipment | Percent of equipment availability | 90% | 90% | 90% | 90% |
| 3. Ensure leaf collection equipment is available for use at beginning of leaf season (Nov. 1st) | Percent of leaf vacuums and towing vehicles ready for use | New | New | New | 100% |
| 4. Ensure snow removal equipment is ready for use by November 15th | Percent of vehicles and equipment listed in snow plan prepared for use | New | New | New | 95% |

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 FY10 | ACTUAL FY11 | ACTUAL FY12 | ESTIMATED FY13 |
|---|---|---|---|---|
| Fleet Supervisor | 1.00 | 0.00 | 0.00 | 0.00 |
| Mechanic II | 1.00 | 1.00 | 1.00 | 1.00 |
| Mechanic I | 0.00 | 1.00 | 1.00 | 1.00 |
| Garage Supply Clerk/Asst. Mechanic | 1.00 | 1.00 | 1.00 | 1.00 |
| | | | | |
| Budget Total | **3.00** | **3.00** | **3.00** | **3.00** |

### OPERATING EXPENDITURES:

**EXPENDITURE SUPPORT DATA** — **PROGRAM NUMBER: 5030**

| | Element/Object | Details | Total |
|---|---|---|---|
| 12 | Travel & Training | | |
| | 12-11 Travel & Training | Staff training | 500 |
| 36 | Special Services | | |
| | 36-20 Towing Service | Towing service, as needed | 3,500 |
| 40 | Repair & Maintenance | | |
| | 40-11 Buildings & Grounds | Floor lift repairs and maintenance | 2,100 |
| | 40-45 Welding Services | Certified welder to perform prefabrication, welding repairs | 8,000 |
| 41 | Vehicle Repair & Maintenance | | |
| | 41-10 Inside Repairs | Refuse truck parts ..... 10,000 | |
| | | Open body truck parts ..... 8,000 | |
| | | Leaf machine parts ..... 8,000 | |
| | | Off road equipment (front end loader, bobcat, etc.) ..... 5,000 | |
| | | Pick-up truck parts ..... 5,500 | |
| | | Senior bus and van parts ..... 2,500 | |
| | | Sedan fleet parts ..... 3,000 | |
| | | Tractor parts ..... 2,000 | |
| | | Windrow turner ..... 7,000 | |
| | | Snow equipment parts ..... 5,000 | |
| | | Sidewalk sweeper ..... 1,000 | |
| | | Other parts ..... 2,000 | |
| | | Hydraulic hose and fittings ..... 3,500 | 62,500 |
| | 41-11 Outside Repairs | Refuse trucks ..... 20,000 | |
| | | Open body trucks ..... 11,000 | |
| | | Pick-up trucks ..... 6,000 | |
| | | Windrow turner ..... 7,500 | |
| | | Tire repairs ..... 4,000 | |
| | | Sedans ..... 5,000 | |
| | | Vehicle painting ..... 3,000 | |
| | | Fleet car washes ..... 1,200 | 57,700 |

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 5030 |
|---|---|---|---|
| Element/Object | | Details | Total |
| | 41-20 Tires | Truck tires ..... 6,000<br>Equipment, tractors, etc. ..... 8,000<br>Sedans and pick-up trucks ..... 4,000 | 18,000 |
| 45 | Maintenance Contract<br>45-16 Building Services | Pump oil grit separator, truck wash | 4,000 |
| 60 | Supplies<br>60-14 Maintenance Supplies | Encapsulation for snow equipment | 500 |
| | 60-15 Small Tools | Pliers, ratchets, air drill, hammer drill, screwdrivers, welding tips, drill bits | 3,000 |
| | 60-70 Central Garage | Wipers, shop rags, spill kits, fender covers, oil dry, etc. ..... 700<br>Oxygen and acetylene for welding equipment ..... 600<br>Solvent and service for part cleaning and tool machine ..... 2,850<br>Cleaning solution - pressure washer, truck wash, floor ..... 1,500<br>Assorted fasteners ..... 1,000<br>Hand soap with pumice ..... 225<br>Fire extinguishers, 7 @ $75 ..... 525 | 7,400 |
| 62 | Postage<br>62-10 Postage | Shipping charges, returns of auto parts | 200 |
| 64 | Fuel<br>64-10 Gasoline | Based on current usage | 73,500 |
| | 64-11 Diesel | Based on current usage | 148,000 |
| | 64-12 Other Additives | Based on current usage | 12,500 |
| 65 | Utilities<br>65-10 Electricity | Fleet garage buildings | 22,000 |
| | 65-11 Natural Gas | Fleet garage buildings | 14,400 |
| 69 | Miscellaneous Charge<br>69-10 Miscellaneous | Emission tests, replacement keys, etc. | 500 |
| 92 | Machinery & Equipment<br>92-20 Equipment | Software upgrade to Genesis handheld diagnostic scanner | 1,000 |

**Capital Outlay:** Equipment includes annual diagnostic upgrade to Genesis handheld scanner ($1,000).

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 364.10 | Sale of Fixed Assets | 0 | 4,030 | 1,000 | 6,296 | 1,000 |
| | | | | | | |
| | TOTAL | 0 | 4,030 | 1,000 | 6,296 | 1,000 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 50 | PUBLIC WORKS | | | | | | |
| DIV 30 | CENTRAL GARAGE | | | | | | |
| SUB 0 | PUBLIC WORKS | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 5030-550.10-02 | HOURLY | 117,548 | 134,729 | 163,285 | 163,044 | 170,159 | 170,159 |
| 5030-550.10-03 | OVERTIME | 4,063 | 11,056 | 6,000 | 5,158 | 7,500 | 7,500 |
| * | PAYROLL-WAGES | 121,611 | 145,785 | 169,285 | 168,202 | 177,659 | 177,659 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 5030-550.11-10 | FICA | 9,564 | 10,526 | 12,483 | 12,468 | 13,133 | 13,133 |
| 5030-550.11-12 | HEALTH INSURANCE | 24,223 | 29,133 | 26,374 | 24,477 | 25,375 | 25,375 |
| 5030-550.11-13 | DENTAL INSURANCE | 1,344 | 1,615 | 1,912 | 1,285 | 1,361 | 1,361 |
| 5030-550.11-14 | LIFE INSURANCE | 327 | 347 | 456 | 436 | 473 | 473 |
| 5030-550.11-15 | VISION INSURANCE | 579 | 524 | 643 | 438 | 493 | 493 |
| 5030-550.11-17 | 457 CITY MATCH CONTRIBUTN | 970 | 1,236 | 1,304 | 1,699 | 1,825 | 1,825 |
| 5030-550.11-18 | RETIREMENT | 8,549 | 8,998 | 8,079 | 8,530 | 11,614 | 11,614 |
| 5030-550.11-21 | WORKERS COMPENSATION INS | 5,176 | 5,361 | 6,543 | 6,242 | 6,003 | 6,003 |
| 5030-550.11-22 | LONG TERM DISABILITY INS | 412 | 469 | 636 | 527 | 663 | 663 |
| * | FRINGE BENEFITS | 51,144 | 58,209 | 58,430 | 56,102 | 60,940 | 60,940 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 5030-550.12-11 | TRAVEL & TRAINING | 105 | 199 | 500 | 0 | 500 | 500 |
| * | TRAVEL & TRAINING | 105 | 199 | 500 | 0 | 500 | 500 |
| ELEM 20 | OVERHEAD | | | | | | |
| 5030-550.20-10 | INSURANCE | 79,547 | 76,443 | 74,651 | 74,651 | 68,557 | 68,557 |
| 5030-550.20-11 | AUTOMOTIVE | 692,743- | 670,555- | 689,316- | 689,316- | 746,456- | 746,456- |
| * | OVERHEAD | 613,196- | 594,112- | 614,665- | 614,665- | 677,899- | 677,899- |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 5030-550.36-20 | TOWING SERVICE | 2,715 | 2,833 | 3,500 | 325 | 3,500 | 3,500 |
| * | SPECIAL SERVICES | 2,715 | 2,833 | 3,500 | 325 | 3,500 | 3,500 |
| ELEM 40 | REPAIR & MAINTENANCE | | | | | | |
| 5030-550.40-11 | BUILDINGS & GROUNDS | 2,586 | 7,014 | 2,100 | 0 | 2,100 | 2,100 |
| 5030-550.40-45 | WELDING SERVICES | 9,870 | 10,500 | 10,000 | 2,660 | 8,000 | 8,000 |
| * | REPAIR & MAINTENANCE | 12,456 | 17,514 | 12,100 | 2,660 | 10,100 | 10,100 |
| ELEM 41 | VEHICLE REPAIR & MAINT | | | | | | |
| 5030-550.41-10 | INSIDE | 44,453 | 66,422 | 57,000 | 91,818 | 62,500 | 62,500 |
| 5030-550.41-11 | OUTSIDE | 64,872 | 59,605 | 56,100 | 71,393 | 57,700 | 57,700 |
| 5030-550.41-20 | TIRES | 17,007 | 19,806 | 17,000 | 25,335 | 18,000 | 18,000 |
| * | VEHICLE REPAIR & MAINT | 126,332 | 145,833 | 130,100 | 188,546 | 138,200 | 138,200 |
| ELEM 45 | MAINTENANCE CONTRACT | | | | | | |
| 5030-550.45-16 | BUILDING SERVICES | 3,673 | 650 | 4,000 | 4,604 | 4,000 | 4,000 |
| * | MAINTENANCE CONTRACT | 3,673 | 650 | 4,000 | 4,604 | 4,000 | 4,000 |
| ELEM 60 | SUPPLIES | | | | | | |
| 5030-550.60-14 | MAINTENANCE SUPPLIES | 0 | 0 | 500 | 0 | 500 | 500 |
| 5030-550.60-15 | SMALL TOOLS | 2,363 | 2,080 | 3,000 | 3,245 | 3,000 | 3,000 |
| 5030-550.60-40 | SIGNS | 132 | 246 | 0 | 0 | 0 | 0 |
| 5030-550.60-70 | CENTRAL GARAGE | 7,262 | 7,000 | 7,250 | 7,673 | 7,400 | 7,400 |
| * | SUPPLIES | 9,757 | 9,326 | 10,750 | 10,918 | 10,900 | 10,900 |
| ELEM 62 | POSTAGE | | | | | | |
| 5030-550.62-10 | POSTAGE | 44 | 62 | 100 | 256 | 200 | 200 |
| * | POSTAGE | 44 | 62 | 100 | 256 | 200 | 200 |
| ELEM 64 | FUEL | | | | | | |
| 5030-550.64-10 | GASOLINE | 43,120 | 56,171 | 55,500 | 63,600 | 73,500 | 73,500 |
| 5030-550.64-11 | DIESEL | 86,839 | 106,088 | 120,000 | 125,451 | 148,000 | 148,000 |
| 5030-550.64-12 | OTHER ADDITIVES | 10,352 | 11,133 | 12,500 | 14,669 | 12,500 | 12,500 |
| 5030-550.64-15 | FUEL SURCHARGE CREDIT | 0 | 1,414- | 0 | 2,395- | 0 | 0 |
| * | FUEL | 140,311 | 171,978 | 188,000 | 201,325 | 234,000 | 234,000 |
| ELEM 65 | UTILITIES | | | | | | |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 50 | PUBLIC WORKS | | | | | | |
| DIV 30 | CENTRAL GARAGE | | | | | | |
| SUB 0 | PUBLIC WORKS | | | | | | |
| ELEM 65 | UTILITIES | | | | | | |
| 5030-550.65-10 | ELECTRICITY | 23,138 | 22,924 | 22,000 | 20,793 | 22,000 | 22,000 |
| 5030-550.65-11 | NATURAL GAS | 15,703 | 10,862 | 14,400 | 6,440 | 14,400 | 14,400 |
| 5030-550.65-13 | WATER & SEWER | 1,509 | 1,632 | 0 | 0 | 0 | 0 |
| * | UTILITIES | 40,350 | 35,418 | 36,400 | 27,233 | 36,400 | 36,400 |
| ELEM 69 | MISCELLANEOUS CHARGE | | | | | | |
| 5030-550.69-10 | MISCELLANEOUS | 143 | 324 | 500 | 853 | 500 | 500 |
| * | MISCELLANEOUS CHARGE | 143 | 324 | 500 | 853 | 500 | 500 |
| ELEM 92 | MACHINERY & EQUIPMENT | | | | | | |
| 5030-550.92-20 | EQUIPMENT | 2,391 | 729 | 1,000 | 2,795 | 1,000 | 1,000 |
| * | MACHINERY & EQUIPMENT | 2,391 | 729 | 1,000 | 2,795 | 1,000 | 1,000 |
| ** | CENTRAL GARAGE | 102,164- | 5,252- | 0 | 49,154 | 0 | 0 |

## PROGRAM NAME/NUMBER — Street Lighting/5040

**DESCRIPTION**: This program provides for pedestrian and street lighting and park lighting, which meets the Prince George's County lighting standard. Pepco currently provides replacement and repair of Pepco streetlights; these maintenance costs are billed with the utility cost. Conversion of streetlights to lower-wattage, higher-illumination lamps was completed.

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Improve vehicular, pedestrian and bicyclist safety by providing street lighting | Percent of residents rating street lighting as good or better | 59% | No survey | No survey | 60% |
| | Number of streetlight inspections | 2 | 2 | 3 | 3 |

## PROGRAM NAME/NUMBER — Street Lighting/5040

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| | | | | |
| | | | | |
| 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<br>40-31 Streetlight Repairs | City-owned streetlight pole repair | 1,000 |
| 65 | Utilities<br>65-10 Electricity | City-wide street lighting, estimated based on current usage, utilizing Montgomery County aggregation contract rates | 230,000 |

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 50 | PUBLIC WORKS | | | | | | |
| DIV 40 | STREET LIGHTING | | | | | | |
| SUB 0 | PUBLIC WORKS | | | | | | |
| ELEM 40 | REPAIR & MAINTENANCE | | | | | | |
| 5040-550.40-31 | STREETLIGHT REPAIRS | 36 | 737 | 800 | 1,115 | 1,000 | 1,000 |
| * | REPAIR & MAINTENANCE | 36 | 737 | 800 | 1,115 | 1,000 | 1,000 |
| ELEM 65 | UTILITIES | | | | | | |
| 5040-550.65-10 | ELECTRICITY | 235,412 | 218,785 | 240,000 | 205,139 | 230,000 | 230,000 |
| * | UTILITIES | 235,412 | 218,785 | 240,000 | 205,139 | 230,000 | 230,000 |
| ** | STREET LIGHTING | 235,448 | 219,522 | 240,800 | 206,254 | 231,000 | 231,000 |

## 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 | FY2011 ACTUAL | FY2012 | | FY2013 TARGET |
| | | | TARGET | ACTUAL | |
| 1. Compost residential vegetative yard waste generated by residents and Public Works | Tons of vegetative waste processed (Note 1) | 1,521 | 1,600 | 1,736 | 1,600 |
| | Dollars in tipping fees saved | $38,678 | $40,000 | $43,411 | $40,000 |
| 2. Generate revenues from sales | Dollar value of compost-related revenues (includes sales of product, tipping fees collected and delivery charges) | $66,668 | $70,000 | $75,191 | $70,000 |

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

## PROGRAM NAME/NUMBER — Compost Yard Operations/5050

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| Admin. Asst./Recycling Coordinator | 0.10 | 0.10 | 0.10 | 0.10 |
| Motor Equipment Operator II+A | 0.00 | 0.13 | 0.13 | 0.13 |
| Motor Equipment Operator II | 0.00 | 0.00 | 0.00 | 0.00 |
| Motor Equipment Operator I+A | 0.30 | 0.17 | 0.17 | 0.17 |
| Motor Equipment Operator I | 0.15 | 0.16 | 0.16 | 0.16 |
| Lead Groundskeeper | 0.43 | 0.43 | 0.43 | 0.43 |
| | | | | |
| Budget Total | **0.98** | **0.99** | **0.99** | **0.99** |

### OPERATING EXPENDITURES:

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 5050 |
|---|---|---|---|
| | **Element/Object** | **Details** | **Total** |
| 12 | Travel & Training<br>12-11 Travel & Training | Staff training | 250 |
| 36 | Special Services<br>36-43 Registration Fees | Maryland Department of Agriculture, inspection/registration fee | 350 |
| 48 | Rental<br>48-11 Equipment | Vibratory roller for street millings | 600 |
| | 48-55 Screening Equipment | Rental of screening equipment, 2 months @ $10,000/month | 20,000 |
| 60 | Supplies<br>60-10 General Supplies | Order forms, supplies, etc. | 600 |

**Capital Outlay:** None

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 344.90 | Compost Sales | 34,819 | 40,328 | 36,750 | 39,746 | 36,500 |
| 344.92 | Tipping Fees Revenue | 30,128 | 22,848 | 24,000 | 28,785 | 25,000 |
| 344.94 | Delivery Charge-Compost | 9,137 | 10,787 | 8,500 | 11,605 | 9,000 |
| 344.95 | Delivery Charge-Wood Chips | 2,436 | 3,157 | 3,500 | 4,827 | 3,000 |
| | | | | | | |
| | TOTAL | 80,650 | 82,643 | 76,950 | 84,963 | 73,500 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 50 | PUBLIC WORKS | | | | | | |
| DIV 50 | COMPOST YARD OPERATIONS | | | | | | |
| SUB 0 | PUBLIC WORKS | | | | | | |
| ELEM 10 | PAYROLL-WAGES | | | | | | |
| 5050-550.10-01 | SALARY | 4,281 | 4,399 | 4,573 | 3,903 | 4,709 | 4,709 |
| 5050-550.10-02 | HOURLY | 57,260 | 58,661 | 44,118 | 74,654 | 44,848 | 44,848 |
| 5050-550.10-03 | OVERTIME | 912 | 558 | 800 | 1,301 | 1,500 | 1,500 |
| * | PAYROLL-WAGES | 62,453 | 63,618 | 49,491 | 79,858 | 51,057 | 51,057 |
| ELEM 11 | FRINGE BENEFITS | | | | | | |
| 5050-550.11-10 | FICA | 4,703 | 4,646 | 3,696 | 5,927 | 3,821 | 3,821 |
| 5050-550.11-12 | HEALTH INSURANCE | 7,027 | 9,103 | 5,367 | 10,081 | 5,666 | 5,666 |
| 5050-550.11-13 | DENTAL INSURANCE | 296 | 423 | 245 | 588 | 283 | 283 |
| 5050-550.11-14 | LIFE INSURANCE | 176 | 181 | 136 | 235 | 138 | 138 |
| 5050-550.11-15 | VISION INSURANCE | 94 | 103 | 65 | 178 | 88 | 88 |
| 5050-550.11-17 | 457 CITY MATCH CONTRIBUTN | 1,030 | 1,080 | 794 | 1,604 | 1,409 | 1,409 |
| 5050-550.11-18 | RETIREMENT | 4,017 | 4,124 | 3,252 | 4,930 | 3,041 | 3,041 |
| 5050-550.11-21 | WORKERS COMPENSATION INS | 2,578 | 2,400 | 1,935 | 2,970 | 1,737 | 1,737 |
| 5050-550.11-22 | LONG TERM DISABILITY INS | 224 | 252 | 190 | 279 | 193 | 193 |
| * | FRINGE BENEFITS | 20,145 | 22,312 | 15,680 | 26,792 | 16,376 | 16,376 |
| ELEM 12 | TRAVEL & TRAINING | | | | | | |
| 5050-550.12-11 | TRAVEL & TRAINING | 0 | 0 | 250 | 1,350 | 250 | 250 |
| * | TRAVEL & TRAINING | 0 | 0 | 250 | 1,350 | 250 | 250 |
| ELEM 20 | OVERHEAD | | | | | | |
| 5050-550.20-11 | AUTOMOTIVE | 13,855 | 40,233 | 41,360 | 41,359 | 44,787 | 44,787 |
| * | OVERHEAD | 13,855 | 40,233 | 41,360 | 41,359 | 44,787 | 44,787 |
| ELEM 36 | SPECIAL SERVICES | | | | | | |
| 5050-550.36-10 | PRINTING | 18 | 0 | 0 | 0 | 0 | 0 |
| 5050-550.36-43 | REGISTRATION FEES | 292 | 328 | 350 | 604 | 350 | 350 |
| * | SPECIAL SERVICES | 310 | 328 | 350 | 604 | 350 | 350 |
| ELEM 48 | RENTAL | | | | | | |
| 5050-550.48-11 | TOOLS & EQUIPMENT | 0 | 0 | 600 | 0 | 600 | 600 |
| 5050-550.48-55 | SCREENING EQUIPMENT | 17,825 | 12,205 | 20,000 | 9,800 | 20,000 | 20,000 |
| * | RENTAL | 17,825 | 12,205 | 20,600 | 9,800 | 20,600 | 20,600 |
| ELEM 60 | SUPPLIES | | | | | | |
| 5050-550.60-10 | GENERAL SUPPLIES | 345 | 836 | 600 | 818 | 600 | 600 |
| * | SUPPLIES | 345 | 836 | 600 | 818 | 600 | 600 |
| ELEM 62 | POSTAGE | | | | | | |
| 5050-550.62-10 | POSTAGE | 0 | 17 | 0 | 0 | 0 | 0 |
| * | POSTAGE | 0 | 17 | 0 | 0 | 0 | 0 |
| ELEM 69 | MISCELLANEOUS CHARGE | | | | | | |
| 5050-550.69-10 | MISCELLANEOUS | 0 | 28 | 0 | 0 | 0 | 0 |
| * | MISCELLANEOUS CHARGE | 0 | 28 | 0 | 0 | 0 | 0 |
| ** | COMPOST YARD OPERATIONS | 114,933 | 139,577 | 128,331 | 160,581 | 134,020 | 134,020 |
| *** | PUBLIC WORKS | 4,316,449 | 4,374,677 | 4,756,352 | 4,262,570 | 4,817,200 | 4,832,256 |

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# CONTINGENCY

**PROGRAM NAME/NUMBER** **Contingency/6510**

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

## PROGRAM NAME/NUMBER — Contingency/6510

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| | | | | |
| | | | | |
| Budget Total | **0.00** | **0.00** | **0.00** | **0.00** |

### OPERATING EXPENDITURES:

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 6510 |
|---|---|---|---|
| **Element/Object** | | **Details** | **Total** |
| 85 | Contingency<br>85-10 Contingency | | 10,000 |

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 65 | CONTINGENCY | | | | | | |
| DIV 10 | CONTINGENCY | | | | | | |
| SUB 0 | GENERAL GOVERNMENT | | | | | | |
| ELEM 85 | CONTINGENCY | | | | | | |
| 6510-510.85-10 | CONTINGENCY | 0 | 0 | 10,000 | 0 | 10,000 | 10,000 |
| * | CONTINGENCY | 0 | 0 | 10,000 | 0 | 10,000 | 10,000 |
| ** | CONTINGENCY | 0 | 0 | 10,000 | 0 | 10,000 | 10,000 |
| *** | CONTINGENCY | 0 | 0 | 10,000 | 0 | 10,000 | 10,000 |

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# DEBT SERVICE

## PROGRAM NAME/NUMBER — Debt Service/9010

**DESCRIPTION**: This program provides debt service on the $8,150,000 SunTrust Bank – Parking Garage Tax-Exempt Bond dated February 25, 2011. This 20-year bond bears interest at 3.68%. Annual principal payment is due October 15, 2012 and semi-annual interest payments are due October 15, 2012 and April 15, 2013. This tax-exempt bond replaced bond anticipation notes (BANs) previously budgeted in the Public Parking Garage C.I.P. project 033002.

## GOALS & PERFORMANCE MEASURES:

| GOALS AND PLANNED ACCOMPLISHMENTS | PERFORMANCE MEASURES | | | | |
|---|---|---|---|---|---|
| | EFFECTIVENESS MEASURES | FY2011 ACTUAL | FY2012 | | FY2013 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 |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| | | | | |
| | | | | |
| Budget Total | **0.00** | **0.00** | **0.00** | **0.00** |

### OPERATING EXPENDITURES:

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 9010 |
|---|---|---|---|
| **Element/Object** | | **Details** | **Total** |
| 70 | Principal<br>70-30 SunTrust Bank-Parking Garage Tax-Exempt Bond | Annual principal payment due 10/15/12, reducing outstanding balance from $7,925,000 to $7,652,000 | 273,000 |
| 72 | Interest<br>72-30 SunTrust Bank-Parking Garage Tax-Exempt Bond | FY2012 accrued interest on $7,925,000, 04/16/12 – 06/30/12 .....(59,926)<br>Semi-annual interest payment on $7,925,000, due 10/15/12 ..... 145,820<br>Semi-annual interest payment on $7,652,000, due 04/15/13 ..... 140,797<br>FY2013 accrued interest on $7,652,000, 04/16/13 – 06/30/13 ..... 57,862 | 284,553 |

**Capital Outlay:** None

| RELATED REVENUES | | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 ACTUAL | FY 2013 BUDGET |
|---|---|---|---|---|---|---|
| | | | | | | |
| 390.00 | Interfund Transfer from Parking Debt Service Fund | 0 | 0 | 216,886 | 216,886 | 251,950 |
| | | | | | | |
| | TOTAL | 0 | 0 | 216,886 | 216,886 | 251,950 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 90 | DEBT SERVICE | | | | | | |
| DIV 10 | ADMINISTRATION | | | | | | |
| SUB 0 | DEBT SERVICE | | | | | | |
| ELEM 70 | PRINCIPAL | | | | | | |
| 9010-580.70-20 | BANK OF AMER-CITY HALL DV | 53,394 | 192,010 | 0 | 0 | 0 | 0 |
| 9010-580.70-30 | SUNTR-PKG GARAGE T/E BOND | 0 | 0 | 222,000 | 225,000 | 273,000 | 273,000 |
| * | PRINCIPAL | 53,394 | 192,010 | 222,000 | 225,000 | 273,000 | 273,000 |
| ELEM 72 | INTEREST | | | | | | |
| 9010-580.72-20 | BANK OF AMER-CITY HALL DV | 13,869 | 8,162 | 0 | 0 | 0 | 0 |
| 9010-580.72-30 | SUNTR-PKG GARAGE T/E BOND | 0 | 102,712 | 294,728 | 295,426 | 284,553 | 284,553 |
| * | INTEREST | 13,869 | 110,874 | 294,728 | 295,426 | 284,553 | 284,553 |
| ** | ADMINISTRATION | 67,263 | 302,884 | 516,728 | 520,426 | 557,553 | 557,553 |
| *** | DEBT SERVICE | 67,263 | 302,884 | 516,728 | 520,426 | 557,553 | 557,553 |

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# INTERFUND TRANSFERS

**PROGRAM NAME/NUMBER** **Interfund Transfers/9210**

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

## PROGRAM NAME/NUMBER — Interfund Transfers/9210

### PERSONNEL EXPENDITURES:

| Authorized Positions in Full Time Equivalents (FTE's) | ACTUAL | | | ESTIMATED |
|---|---|---|---|---|
| | FY10 | FY11 | FY12 | FY13 |
| | | | | |
| | | | | |
| Budget Total | **0.00** | **0.00** | **0.00** | **0.00** |

### OPERATING EXPENDITURES

| EXPENDITURE SUPPORT DATA | | | PROGRAM NUMBER: 9210 |
|---|---|---|---|
| **Element/Object** | | **Details** | **Total** |
| 99 | Interfund Transfers | | |
| | 99-10 Operating Cash Transfer to Capital Projects Fund | Business Recycling Incentive Fund (project 133003) ..... 25,000 | |
| | | Business Sign Assistance Fund (project 113001) ..... 25,000 | |
| | | City Hall Expansion (project 041003) ..... 500,000 | |
| | | Duvall Field Renovation (project 053007) ..... 5,000 | |
| | | Facilities Capital Reserve (project 991013) ..... 25,000 | |
| | | Fire Department Capital Equipment Grants (project 012006) ..... 45,000 | |
| | | Homeownership Grant Program (project 063002) ..... 50,000 | |
| | | Pavement Management Plan (project 045008) ..... 592,000 | |
| | | Randolph Macon Avenue (project 133001) ..... 40,900 | 1,307,900 |

**Capital Outlay:** None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 Y-T-D ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| DEPT 92 | INTERFUND TRANSFER | | | | | | |
| DIV 10 | ADMINISTRATION | | | | | | |
| SUB 0 | OTHER | | | | | | |
| ELEM 99 | INTERFUND TRANSFERS | | | | | | |
| 9210-590.99-10 | OPERATING CASH TRANSFERS | 978,175 | 1,046,335 | 2,596,835 | 2,596,835 | 1,277,900 | 1,307,900 |
| * | INTERFUND TRANSFERS | 978,175 | 1,046,335 | 2,596,835 | 2,596,835 | 1,277,900 | 1,307,900 |
| ** | ADMINISTRATION | 978,175 | 1,046,335 | 2,596,835 | 2,596,835 | 1,277,900 | 1,307,900 |
| *** | INTERFUND TRANSFER | 978,175 | 1,046,335 | 2,596,835 | 2,596,835 | 1,277,900 | 1,307,900 |
| **** | GENERAL FUND | 12,290,430 | 12,587,811 | 15,504,806 | 14,366,133 | 14,493,984 | 14,737,484 |
| | | 12,290,430 | 12,587,811 | 15,504,806 | 14,366,133 | 14,493,984 | 14,737,484 |

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# PARKING DEBT SERVICE FUND

# REVENUES

| REVENUE FOOTNOTES | | Parking Debt Service Fund/290 |
|---|---|---|
| **Element/Object** | **Details** | **Amount** |
| | | |
| **Charges for Services**<br>34320 Parking Meter Revenue | The Parking Debt Service Fund receives the 50% increase in parking meter revenue resulting from the meter rate increase in July 2007. The accumulated funds will be used to partially cover debt service on the tax-exempt parking garage bond. | 175,000 |
| **Fines and Fees**<br>35940 Parking Fines Revenue | The Parking Debt Service Fund receives the $2.50 increase in parking ticket revenue resulting from an increase, effective July 1, 2010, in expired meter (violation 01) and overtime parking (violation 30). | 40,000 |

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PARKING DEBT SERVICE FUND 290

CITY OF COLLEGE PARK
REVENUE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| | BASIC 34 CHARGES FOR SERVICES | | | | | | |
| | SUB 3 HIGHWAYS AND STREETS | | | | | | |
| 343.20 | PARKING METER REVENUE | 181,810 | 211,247 | 215,000 | 227,454 | 175,000 | 175,000 |
| * | HIGHWAYS AND STREETS | 181,810 | 211,247 | 215,000 | 227,454 | 175,000 | 175,000 |
| | BASIC 35 FINES & FEES | | | | | | |
| | SUB 9 FINES | | | | | | |
| 359.40 | PARKING FINES REVENUE | 0 | 49,813 | 50,000 | 42,065 | 40,000 | 40,000 |
| * | FINES | 0 | 49,813 | 50,000 | 42,065 | 40,000 | 40,000 |
| *** | PARKING DEBT SERVICE FUND | 181,810 | 261,060 | 265,000 | 269,519 | 215,000 | 215,000 |

# EXPENDITURES

| EXPENDITURE SUPPORT DATA | | Parking Debt Service Fund/290 |
|---|---|---|
| **Element/Object** | **Details** | **Amount** |
| 99 | Interfund Transfers<br>99-10 Transfer to General Fund | Transfer from Parking Debt Service Fund to General Fund to cover excess of parking garage debt service over parking garage-related revenues:<br>SunTrust Bank – bond principal ..... 273,000<br>SunTrust Bank – bond interest ..... 284,553<br>Subtotal ..... 557,553<br>Garage pay station revenue (account 343.21) .... (75,000)<br>Garage permit revenue (account 343.26) ..... (50,000)<br>Garage retail rent (account 362.11) ..... (144,873)<br>Interest – tenant improvement allowance (account 361.22) ..... (35,730) |
| | | 251,950 |

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2013

| | ACCOUNT DESCRIPTION | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 ADJUSTED BUDGET | FY 2012 ACTUAL | FY 2013 CITY MGR REQUEST | FY 2013 ADOPTED BUDGET |
|---|---|---|---|---|---|---|---|
| | BASIC 70 INTERFUND TRANSFERS | | | | | | |
| | SUB 0 INTERFUND TRANSFERS | | | | | | |
| 99-10 | INTERFUND TRANSFERS | 0 | 0 | 216,886 | 216,886 | 251,950 | 251,950 |
| * | INTERFUND TRANSFERS | 0 | 0 | 216,886 | 216,886 | 251,950 | 251,950 |
| *** | PARKING DEBT SERVICE FUND | 0 | 0 | 216,886 | 216,886 | 251,950 | 251,950 |

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

## Capital Project Summary

### Schedule of Expenditures by Project by Year

| Project Number | Project Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 133003 | Business Recycling Incentive Fund | 25,000 | | 25,000 | | | | |
| 113001 | Business Sign Assistance Fund | 55,000 | 26,986 | 28,014 | | | | |
| 113003 | Capital Bikeshare | 568,351 | | 487,851 | 31,000 | 49,500 | | |
| 092003 | CCTV | 700,000 | 625,616 | 4,800 | 4,800 | 4,800 | 4,800 | 55,184 |
| 041003 | City Hall Expansion | 7,370,335 | 111,797 | 258,538 | 7,000,000 | | | |
| 093001 | Community Legacy Loan Repayments | 660,000 | 210,000 | | | | 150,000 | 300,000 |
| 103001 | Downtown Streetscape #2 | 459,620 | 1,500 | 458,120 | | | | |
| 053007 | Duvall Field Renovation | 4,680,000 | 96,936 | 186,500 | 178,000 | 1,405,000 | 1,410,000 | 1,403,564 |
| 991013 | Facilities Capital Reserve | 306,310 | 46,626 | | | | | 259,684 |
| 012006 | Fire Department Capital Equipment | 349,500 | 304,500 | 45,000 | | | | |
| 073004 | Future Access Intersections with U. S. Route 1 | 20,000,000 | | 500,000 | | | 9,500,000 | 10,000,000 |
| 091004 | Green Initiatives | 66,000 | 16,015 | 49,985 | | | | |
| 113004 | Green Streets | 185,000 | | 35,000 | 150,000 | | | |
| 085001 | Guardrail Replacement | 100,000 | 30,663 | 69,337 | | | | |
| 103004 | Hollywood Commercial Revitalization | 305,000 | | 50,000 | 255,000 | | | |
| 103002 | Hollywood Gateway Park | 380,831 | 1,700 | 379,131 | | | | |
| 063002 | Homeownership Grant Program | 200,000 | 150,000 | 50,000 | | | | |
| 011004 | Institutional Network (I-Net)/P.E.G. | 2,248,758 | 679,324 | 12,651 | 12,651 | 12,651 | 12,651 | 1,518,830 |
| 053008 | Neighborhood Improvements | 94,363 | 75,773 | 18,590 | | | | |
| 123001 | North College Park Community Center | 50,000 | | 50,000 | | | | |
| 045008 | Pavement Management Plan | 3,292,000 | 700,000 | 592,000 | 500,000 | 500,000 | 500,000 | 500,000 |
| 963028 | Program Open Space Acquisition Projects | 946,427 | 370,856 | | 575,571 | | | |
| 005002 | Property Acquisitions | 427,000 | 427,000 | | | | | |
| 015002 | Public Works Facility Improvements | 1,178,528 | 178,528 | 1,000,000 | | | | |
| 115005 | Radio Communication System | 90,000 | | 90,000 | | | | |
| 133001 | Randolph Macon Avenue | 251,800 | | 135,900 | 115,900 | | | |
| 045010 | Rhode Island Avenue (Old Town) Road Improvements | 698,995 | 98,995 | 600,000 | | | | |
| 091002 | Safe Routes to School | 353,180 | 194,302 | 158,878 | | | | |
| 113002 | Trolley Trail, Phase V | 41,000 | 783 | 40,217 | | | | |
| 925061 | Vehicle Replacement Program | 5,408,835 | 577,335 | 36,000 | 1,895,500 | 156,000 | 1,005,000 | 1,739,000 |
| | **Total Expenditures** | 51,491,833 | 4,925,235 | 5,361,512 | 10,718,422 | 2,127,951 | 12,582,451 | 15,776,262 |

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## Capital Project Summary

### Schedule of Expenditures by Account by Year

| Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 25 | Grants & Assistance | 629,500 | 481,486 | 148,014 | | | | |
| 30 | Professional Services | 1,568,804 | 519,411 | 1,042,393 | 7,000 | | | |
| 34 | Contractual Services | 31,393 | 31,393 | | | | | |
| 36 | Special Services | 159,116 | 83,012 | 24,151 | 16,151 | 16,151 | 16,151 | 3,500 |
| 40 | Repairs & Maintenance | 3,018 | 3,018 | | | | | |
| 45 | Maintenance Contract | 123,157 | 123,157 | | | | | |
| 52 | Awards & Gifts | 1,700 | 1,700 | | | | | |
| 60 | Supplies | 1,701 | 1,701 | | | | | |
| 62 | Postage | 140 | 140 | | | | | |
| 65 | Electricity | 28,516 | 4,516 | 4,800 | 4,800 | 4,800 | 4,800 | 4,800 |
| 70-72 | Debt Service | 991,335 | 541,335 | | | | 150,000 | 300,000 |
| 74 | Administrative Fee | 1,222 | 1,222 | | | | | |
| 90 | Automobiles & Light Trucks | 890,000 | 146,000 | 36,000 | 234,000 | 100,000 | 85,000 | 289,000 |
| 91 | Medium Duty Trucks | 1,334,000 | | | 660,000 | | 300,000 | 374,000 |
| 91 | Heavy Duty Trucks | 2,030,000 | | | 580,000 | | 580,000 | 870,000 |
| 91 | Shared Ownership Trucks | 100,000 | 100,000 | | | | | |
| 92 | Machinery & Equipment | 3,713,948 | 897,883 | 451,851 | 448,000 | 101,000 | 40,000 | 1,775,214 |
| 94 | Land | 1,339,203 | 763,632 | | 575,571 | | | |
| 95 | Buildings, Site & Bldg. Improvemts. | 34,557,548 | 106,934 | 2,771,466 | 7,696,400 | 1,409,500 | 10,910,000 | 11,663,248 |
| 96 | Street Improvement | 3,675,203 | 896,366 | 792,837 | 496,500 | 496,500 | 496,500 | 496,500 |
| 97 | Communications Equipment | 147,448 | 57,448 | 90,000 | | | | |
| 98 | Computer Equipment | 164,881 | 164,881 | | | | | |
| | **Total Expenditures** | 51,491,833 | 4,925,235 | 5,361,512 | 10,718,422 | 2,127,951 | 12,582,451 | 15,776,262 |

## Capital Project Summary

### Schedule of Funding Sources by Source by Year

| Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|
| **City Funding:** | | | | | | | |
| Unrestricted C.I.P. Reserve | 4,089,064 | 2,745,264 | 1,302,900 | 40,900 | | | |
| Restricted C.I.P. Reserve | 112,324 | 107,324 | 5,000 | | | | |
| General Fund-Comm. Services grant | 2,000 | 2,000 | | | | | |
| Facilities Capital Reserve | 52,128 | 52,128 | | | | | |
| Lease Escrow-Friends Community School | 118,800 | 118,800 | | | | | |
| *Subtotal* | *4,374,316* | *3,025,516* | *1,307,900* | *40,900* | *0* | *0* | *0* |
| **Debt Financing:** | | | | | | | |
| Community Legacy loan | 425,000 | 425,000 | | | | | |
| Proceeds-Master Lease #2 | 284,466 | 246,000 | 36,000 | 2,466 | | | |
| *Subtotal* | *709,466* | *671,000* | *36,000* | *2,466* | *0* | *0* | *0* |
| **State Funding:** | | | | | | | |
| State Bond | 575,000 | 575,000 | | | | | |
| *Subtotal* | *575,000* | *575,000* | *0* | *0* | *0* | *0* | *0* |
| **Grant Funding:** | | | | | | | |
| Comcast-Capital Equipt. grant | 1,882,232 | 1,437,544 | 111,172 | 111,172 | 111,172 | 111,172 | Unknown |
| Verizon-Capital Equipt. grant | 366,526 | 139,686 | 56,710 | 56,710 | 56,710 | 56,710 | Unknown |
| Program Open Space (POS) | 2,036,059 | 1,940,228 | 95,831 | | | | |
| Transportation Enhancement Program (TEP) grant | 200,000 | 200,000 | | | | | |
| Community Development Block Grant (CDBG) | 150,000 | | 150,000 | | | | |
| Maryland Heritage Area Authority (MHAA) grant | 27,000 | 27,000 | | | | | |
| Recreational Trails grant | 19,000 | 19,000 | | | | | |
| Anacostia Trails mini grant | 1,000 | 750 | 250 | | | | |
| Community Legacy grant | 125,000 | 125,000 | | | | | |
| Chesapeake Bay Trust grant | 35,000 | 35,000 | | | | | |
| Federal grants | 1,419,200 | 1,258,200 | 161,000 | | | | |
| Maryland Dept. of Transportation | 374,979 | | 374,979 | | | | |
| University of Maryland | 46,872 | | 46,872 | | | | |
| M-NCPPC | 25,000 | | 25,000 | | | | |
| Comm. Parks & Playgrounds grant | 326,000 | 146,000 | 180,000 | | | | |
| *Subtotal* | *7,033,868* | *5,328,408* | *1,201,814* | *167,882* | *167,882* | *167,882* | *0* |

## Capital Project Summary

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

| Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|
| **Developer Contribution:** | | | | | | | |
| Varsity (Capital Bikeshare) | 10,000 | 10,000 | | | | | |
| Domain (Capital Bikeshare) | 31,000 | | 31,000 | | | | |
| Mosaic (Capital Bikeshare) | 31,000 | | | 31,000 | | | |
| M Square (Capital Bikeshare) | 49,500 | | | | 49,500 | | |
| Greenbelt Station (Duvall Field) | 275,000 | | 275,000 | | | | |
| Greenbelt Station (Hollywood Comm.) | 250,000 | | 250,000 | | | | |
| Greenbelt Station (Hollywood Gateway | 100,000 | | 100,000 | | | | |
| TBD (Future Access Int w/ Route 1) | 20,000,000 | | 500,000 | | | 9,500,000 | 10,000,000 |
| Kidwell (Randolph Macon Avenue) | 20,000 | | 20,000 | | | | |
| *Subtotal* | *20,766,500* | *10,000* | *1,176,000* | *31,000* | *49,500* | *9,500,000* | *10,000,000* |
| **Assessment Project:** | | | | | | | |
| Assessment project | 432,563 | | 432,563 | | | | |
| *Subtotal* | *432,563* | *0* | *432,563* | *0* | *0* | *0* | *0* |
| **Utility Reimbursement:** | | | | | | | |
| Prince George's County - stormwater improvements reimb. | 22,676 | 22,676 | | | | | |
| *Subtotal* | *22,676* | *22,676* | *0* | *0* | *0* | *0* | *0* |
| **Total Funding Sources** | 33,914,389 | 9,632,600 | 4,154,277 | 242,248 | 217,382 | 9,667,882 | 10,000,000 |
| Funding not yet determined | 17,577,444 | 1,000,000 | 0 | 8,769,569 | 800,311 | 3,065,000 | 3,942,564 |
| **Total Funding** | 51,491,833 | 10,632,600 | 4,154,277 | 9,011,817 | 1,017,693 | 12,732,882 | 13,942,564 |

## Capital Project Summary

### Schedule of Capital Project Fund Reserves

| Project Number | Project Name | Projected Reserve Balance as of 06/30/12 | Transfers to the C.I.P. provided in FY2013 Budget | Projected Reserve Balance as of 07/01/12 | Planned Reserve Utilization in Fiscal Year | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | FY13 | FY14 | FY15 | Past FY15 |
| **Fund 301 - Unrestricted** | | | | | | | | |
| 133003 | Business Recycling Incentive Fund | 0 | 25,000 | 25,000 | 25,000 | | | |
| 113001 | Business Sign Assistance Fund | 0 | 25,000 | 25,000 | 25,000 | | | |
| 113003 | Capital Bikeshare | 25,000 | | 25,000 | 25,000 | | | |
| 092003 | CCTV | 74,384 | | 74,384 | 4,800 | 4,800 | 4,800 | TBD |
| 041003 | City Hall Expansion | 0 | 500,000 | 500,000 | 258,538 | 241,462 | | |
| 093001 | Community Legacy Loan Repayments | 0 | | 0 | | | | |
| 103001 | Downtown Streetscape #2 | 0 | | 0 | | | | |
| 991013 | Facilities Capital Reserve | 234,684 | 25,000 | 259,684 | | | | 259,684 |
| 012006 | Fire Department Capital Equipment | 0 | 45,000 | 45,000 | 45,000 | | | |
| 073004 | Future Access Intersections with U. S. Route 1 | 0 | | 0 | | | | |
| 091004 | Green Initiatives | 49,985 | | 49,985 | 49,985 | | | |
| 113004 | Green Streets | 0 | | 0 | | | | |
| 085001 | Guardrail Replacement | 69,337 | | 69,337 | 69,337 | | | |
| 103004 | Hollywood Commercial Revitalization | 50,000 | | 50,000 | 50,000 | | | |
| 103002 | Hollywood Gateway Park | 23,300 | | 23,300 | 23,300 | | | |
| 063002 | Homeownership Grant Program | 0 | 50,000 | 50,000 | 50,000 | | | |
| 011004 | Institutional Network (I-Net)/P.E.G. | 0 | | 0 | | | | |
| 053008 | Neighborhood Improvements | 0 | | 0 | | | | |
| 123001 | North College Park Community Center | 25,000 | | 25,000 | 25,000 | | | |
| 045008 | Pavement Management Plan | 0 | 592,000 | 592,000 | 592,000 | | | |
| 005002 | Property Acquisitions | 0 | | 0 | | | | |
| 015002 | Public Works Facility Improvements | 0 | | 0 | | | | |
| 115005 | Radio Communication System | 90,000 | | 90,000 | 90,000 | | | |
| 133001 | Randolph Macon Avenue | 0 | 40,900 | 40,900 | 40,900 | | | |
| 045010 | Rhode Island Avenue (Old Town) Road Improvements | 0 | | 0 | | | | |
| 091002 | Safe Routes to School | 0 | | 0 | | | | |
| 113002 | Trolley Trail, Phase V | 22,000 | | 22,000 | 22,000 | | | |

## Capital Project Summary

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

| Project Number | Project Name | Estimated Reserve Balance as of 06/30/12 | Transfers to the C.I.P. provided in FY2013 Budget | Projected Reserve Balance as of 07/01/12 | Planned Reserve Utilization in Fiscal Year FY13 | FY14 | FY15 | Past FY15 |
|---|---|---|---|---|---|---|---|---|
| **Fund 301 - Unrestricted (continued)** | | | | | | | | |
| 925061 | Vehicle Replacement Program | 0 | | 0 | | | | |
| | **Total Unrestricted C.I.P.** | **663,690** | **1,302,900** | **1,966,590** | **1,395,860** | **246,262** | **4,800** | **259,684** |
| **Fund 302 - Restricted** | | | | | | | | |
| 053007 | Duvall Field Renovation | 10,388 | 5,000 | 15,388 | 15,388 | | | |
| 963028 | Program Open Space Acquisition Projects | 0 | | 0 | | | | |
| | **Total Restricted C.I.P.** | **10,388** | **5,000** | **15,388** | **15,388** | **0** | **0** | **0** |
| GRAND TOTALS - ALL CAPITAL PROJECT FUNDS | | **674,078** | **1,307,900** | **1,981,978** | **1,411,248** | **246,262** | **4,800** | **259,684** |

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## Capital Project Summary

### Impact of Capital Projects on Operating Budget

| Project Number | Project Name | No Additional Operating Budget Impact | Operating Budget Impact Not Yet Determined | Annual Operating Budget Increase / (Decrease) | Explanation and Comments (TBD = to be determined) |
|---|---|---|---|---|---|
| 133003 | Business Recycling Incentive Fund | X | | | Planning initiative |
| 113001 | Business Sign Assistance Fund | X | | | Planning initiative |
| 113003 | Capital Bikeshare | X | | | Membership fees will cover operations and maintenance. |
| 092003 | CCTV | X | | | Maintenance for 6+ years is covered by C.I.P. project funding. |
| 041003 | City Hall Expansion | | X | | Project has not yet been designed. |
| 093001 | Community Legacy Loan Repayments | X | | | Finance project to save for future repayments. |
| 103001 | Downtown Streetscape #2 | | X | | Scope of project TBD |
| 053007 | Duvall Field Renovation | X | | | Ongoing maintenance currently performed |
| 991013 | Facilities Capital Reserve | X | | | Finance project to save for future repairs and renovation |
| 012006 | Fire Department Capital Equipment | X | | | Grant program for volunteer fire companies |
| 073004 | Future Access Intersections with U. S. Route 1 | | X | | Scope of project TBD |
| 091004 | Green Initiatives | | X | | Scope of project TBD; expect reduction in future utility costs |
| 113004 | Green Streets | | X | | Scope of project TBD |
| 085001 | Guardrail Replacement | | X | | Reduction in maintenance costs on deteriorating guardrails |
| 103004 | Hollywood Commercial Revitalization | | X | | Ongoing maintenance will be required; costs should be minimal |
| 103002 | Hollywood Gateway Park | | X | | Ongoing maintenance will be required; scope of project TBD. |
| 063002 | Homeownership Grant Program | X | | | Grant program for purchasers of former rentals, foreclosures and short sale properties |
| 011004 | Institutional Network (I-Net)/P.E.G. | X | | | Funds audio/visual equipment upgrades and replacement |
| 053008 | Neighborhood Improvements | X | | | Planning initiative; funding covers replacement signs |
| 123001 | North College Park Community Center | X | | | Planning initiative |
| 045008 | Pavement Management Plan | | X | | Designed to avoid expensive major street reconstruction |
| 963028 | Program Open Space Acquisition Projects | X | | | Finance project to account for POS property acquisitions |
| 005002 | Property Acquisitions | X | | | Finance project to account for property acquisitions |
| 015002 | Public Works Facility Improvements | | X | | Project has not yet been designed. |
| 115005 | Radio Communication System | | X | | Maintenance on new system would replace current system maintenance contract. |
| 133001 | Randolph Macon Avenue | | X | | Will be evaluated under annual Pavement Management Plan |
| 091002 | Safe Routes to School | | X | | Will be evaluated under annual Pavement Management Plan |
| 113002 | Trolley Trail, Phase V | | X | | TBD |
| 925061 | Vehicle Replacement Program | | X | | Scheduled replacement of vehicles should reduce repair costs of aging vehicles and equipment. |
| | **Net Increase / (Decrease) in Annual Operating Budget** | | | 0 | |

Note: This schedule was added in FY2010 to summarize the operating budget impact of capital projects. Previously, this impact was only shown on the individual project summaries. Over time, it is hoped that this schedule will provide more definitive budget estimates for projects listed above as "Operating Budget Impact Not Yet Determined".

## CITY OF COLLEGE PARK, MARYLAND

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

| Fiscal year | Fund equity, beginning of year | Revenue | | | | | | | Expenditures |
|---|---|---|---|---|---|---|---|---|---|
| | | Licenses and permits | Intergovern-mental grants | Charges for services | Fines and forfeitures | Investment revenue | Miscel-laneous | Total revenue | General government |
| 2002 | $ (1,450) | $ 84,597 | $ 356,145 | $ - | $ - | $ - | $ 118,800 | $ 559,542 | $ 18,808 |
| 2003 | 914,350 | 95,531 | 608,426 | - | - | 3,988 | - | 707,945 | 13,802 |
| 2004 | 1,066,586 | 105,042 | 20,395 | - | - | 358 | - | 125,795 | 44,879 |
| 2005 | 856,005 | 131,090 | 178,245 | - | - | - | - | 309,335 | 15,781 |
| 2006 | 721,261 | 151,245 | 467,902 | - | - | - | 21,595 | 640,742 | 17,028 |
| 2007 | 813,952 | 163,102 | 692,355 | 96,000 | - | 1,591 | - | 953,048 | 53,393 |
| 2008 [3] | 3,208,617 | 152,418 | 208,028 | 224,146 | - | 40,928 | - | 625,520 | 29,807 |
| 2009 [3] | 1,676,708 | 170,310 | 408,565 | 193,878 | - | 2,624 | 47,677 | 823,054 | 44,429 |
| 2010 [3] | (4,475,999) | 179,478 | 900,329 | 181,809 | - | 148 | - | 1,261,764 | 65,162 |
| 2011 [3] | (5,258,063) | 193,362 | 817,100 | 211,247 | 49,812 | 66 | - | 1,271,587 | 80,507 |

* **FOOTNOTES:**

[1] Sale of land

[2] Permanent financing of $8,150,000 replaced bond anticipation notes (BANs) for public parking garage, closing on February 25, 2011. Financing proceeds will adjust negative fund equity in FY2011.

[3] Includes Parking Debt Service Fund, beginning in FY2008

| Expenditures (continued) | | | | | | Other financing sources / uses | | |
|---|---|---|---|---|---|---|---|---|
| Public services | Planning & development | Public works | Debt service | Capital outlay | Total expenditures | Proceeds from financing/other* | Transfers in/(out) | Fund equity, end of year |
| $ - | $ 70,429 | $ 47,072 | $ 130,355 | $ 636,417 | $ 903,081 | $ 769,500 | $ 489,839 | $ 914,350 |
| 21,000 | 40,393 | 52,754 | 284,036 | 634,495 | 1,046,480 | - | 490,771 | 1,066,586 |
| 25,000 | 112,360 | 75,013 | 189,606 | 866,371 | 1,313,229 | 12 | 976,841 | 856,005 |
| 15,000 | 146,790 | 63,977 | - | 988,109 | 1,229,657 | - | 785,578 | 721,261 |
| 123,062 | 195,739 | 632,202 | - | 360,320 | 1,328,351 | - | 780,300 | 813,952 |
| 24,987 | 117,700 | 33,322 | 12,750 | 3,147,279 | 3,389,431 | 2,010,000 | 2,821,048 | 3,208,617 |
| 24,000 | 212,785 | 1,840 | 339,200 | 2,692,349 | 3,299,981 | 150,000 | 992,552 | 1,676,708 |
| 24,000 | 208,212 | 25,494 | 814,330 | 7,539,631 | 8,656,096 | 425,000 [1] | 1,255,335 | (4,475,999) |
| 31,470 | 486,138 | 15,480 | 385,469 | 2,038,284 | 3,022,003 | - | 978,175 [2] | (5,258,063) |
| 33,651 | 107,559 | 20,284 | 618,080 | 1,184,807 | 2,044,888 | 8,150,000 | 1,046,335 | 3,164,971 |

## Capital Project Summary - Business Recycling Incentive Fund

**Name:** Business Recycling Incentive Fund
**Number:** 133003
**Department:** Planning, Community & Economic Development
**Life:** Ongoing
**Project Manager:** Terry A. Schum, Director of Planning, Community & Economic Development

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

### Description

This program provides grants to new or existing businesses for capital costs related to instituting recycling. Grants are awarded for 50% of the capital cost, up to $2,500. Further details of this program TBD.

### Schedule of Expenditures

| [301-8010-570-] Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 25-47 | Business Recycling Incentive Fund | 25,000 | | 25,000 | | | | |
| | **Total Expenditures** | 25,000 | 0 | 25,000 | 0 | 0 | 0 | 0 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 25,000 | | 25,000 | | | | |
| | **Total Funding Sources** | 25,000 | 0 | 25,000 | 0 | 0 | 0 | 0 |

### Project Fund Balance

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Total funding sources | 25,000 | 0 | 25,000 | 0 | 0 | 0 | 0 |
| Less amount expended/ encumbered thru FY12 | 0 | 0 | | | | | |
| **Project Fund Balance** | 25,000 | 0 | 25,000 | 0 | 0 | 0 | 0 |

### Status

### Impact on Operating Budget

No operating budget impact as this is a planning initiative.

## Capital Project Summary - Business Sign Assistance Fund

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

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

### Description

This program provides grants to new or existing businesses for new or replacement signs that meet all sign design standards. Grants are awarded for 50% of the cost of the sign, up to $2,500.

### Schedule of Expenditures

| [301-8010-570-] Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 25-29 | Business Sign Assistance Fund | 55,000 | 26,986 | 28,014 | | | | |
| | **Total Expenditures** | 55,000 | 26,986 | 28,014 | 0 | 0 | 0 | 0 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 55,000 | 30,000 | 25,000 | | | | |
| | **Total Funding Sources** | 55,000 | 30,000 | 25,000 | 0 | 0 | 0 | 0 |

### Project Fund Balance

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Total funding sources | 55,000 | 30,000 | 25,000 | 0 | 0 | 0 | 0 |
| Less amount expended/ encumbered thru FY12 | (26,986) | (26,986) | | | | | |
| **Project Fund Balance** | 28,014 | 3,014 | 25,000 | 0 | 0 | 0 | 0 |

### Status

Including the prior General Fund program, a total of 17 sign grants have been awarded to date.

An FY12 budget amendment added $10,000 in funding to this project.

### Impact on Operating Budget

No operating budget impact as this is a planning initiative.

## Capital Project Summary - Capital Bikeshare

**Name:** Capital Bikeshare
**Number:** 113003
**Department:** Planning, Community & Economic Development
**Life:** Ongoing
**Project Manager:** Elisa Vitale, Senior Planner

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

### Description

This is a pilot project with the University of Maryland to initiate the Capital Bikeshare program in College Park with 9 medium and 2 extra-small stations. A state grant and developer contributions are being sought to help fund the program. Membership fees are used to fund operations and maintenance of the program. Proposed station locations include downtown College Park, College Park Metro station, Hollywood commercial district, new housing projects, M Square and various locations on the UM campus.

### Schedule of Expenditures

[301-8010-570-]

| Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 92 | Machinery & Equipment | 523,351 | | 451,851 | 26,500 | 45,000 | | |
| 95-10 | Site Improvements | 45,000 | | 36,000 | 4,500 | 4,500 | | |
| | **Total Expenditures** | 568,351 | 0 | 487,851 | 31,000 | 49,500 | 0 | 0 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 25,000 | 25,000 | | | | | |
| 301 | Developer Contribution | 121,500 | 10,000 | 31,000 | 31,000 | 49,500 | | |
| 301 | Maryland Dept. of Transportation | 374,979 | | 374,979 | | | | |
| 301 | University of Maryland | 46,872 | | 46,872 | | | | |
| | **Total Funding Sources** | 568,351 | 35,000 | 452,851 | 31,000 | 49,500 | 0 | 0 |

### Project Fund Balance

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Total funding sources | 568,351 | 35,000 | 452,851 | 31,000 | 49,500 | 0 | 0 |
| Less amount expended/ encumbered thru FY12 | (0) | (0) | | | | | |
| **Project Fund Balance** | 568,351 | 35,000 | 452,851 | 31,000 | 49,500 | 0 | 0 |

### Status

MDOT grant request is pending approval.

### Impact on Operating Budget

Membership fees are used to fund operations and maintenance. No operating budget impact.

## Capital Project Summary - CCTV

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

**First Fiscal Year Appropriated:** FY09
**Estimated Completion Date:** Undetermined
**Percent Completed:** 100%
**Estimated Total Project Cost:** $700,000

### Description

This project provided 15 closed circuit television (CCTV) cameras and 4 license plate recognition units at 19 locations within the concurrent police jurisdiction of the University of Maryland. The CCTV cameras are monitored live by the University of Maryland Department of Public Safety at no charge (an estimated value of $90,000 per year @ $6,000 per camera).

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

### Schedule of Expenditures

[301-8010-570-]

| Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 34-33 | CCTV Monitoring | 0 | 0 | | | | | |
| 45-18 | Security Camera Maintenance | 117,500 | 117,500 | | | | | TBD |
| 65-10 | Electricity | 28,516 | 4,516 | 4,800 | 4,800 | 4,800 | 4,800 | 4,800 |
| 92-50 | Video Equipment | 550,384 | 500,000 | | | | | 50,384 |
| 95-10 | Site Improvements | 3,600 | 3,600 | | | | | |
| | **Total Expenditures** | 700,000 | 625,616 | 4,800 | 4,800 | 4,800 | 4,800 | 55,184 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 200,000 | 200,000 | 0 | | | | |
| 301 | Federal BJRA grant | 500,000 | 500,000 | | | | | |
| | **Total Funding Sources** | 700,000 | 700,000 | 0 | 0 | 0 | 0 | 0 |

### Project Fund Balance

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Total funding sources | 700,000 | 700,000 | 0 | 0 | 0 | 0 | 0 |
| Less amount expended/ encumbered thru FY12 | (625,616) | (625,616) | | | | | |
| **Project Fund Balance** | 74,384 | 74,384 | 0 | 0 | 0 | 0 | 0 |

### Status

Phase 1 is complete. Security camera maintenance in FY12 covers a 5-year contract with a 6% discount.

### Impact on Operating Budget

Existing funds cover $25,000 annual maintenance cost and $4,800 annual electricity cost. No additional operating budget impact.

## Capital Project Summary - City Hall Expansion

**Name:** City Hall Expansion
**Number:** 041003
**Department:** Administration
**Life:** 11 years
**Project Manager:** Joseph L. Nagro, City Manager
Terry A. Schum, Director of Planning, Community & Economic Development

**First Fiscal Year Appropriated:** FY13
**Estimated Completion Date:** FY14
**Percent Completed:** 10%
**Estimated Total Project Cost:** $7,370,335

### Description

The City is pursuing an addition and alterations to the existing City Hall building. The total proposed building area of the existing building and expansion is approximately 28,700 square feet and will accommodate the relocation of the Public Services department from 4601A Calvert Road.

The $118,800 lease escrow from Friends Community School has been designated as a match for the FY2004 $100,000 State Bond in this project. $400,000 of City savings has been designated as a match for the FY2006 $400,000 State Bond.

### Schedule of Expenditures

[301-8010-570-]

| Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 30-11 | Design & Engineering | 351,080 | 92,542 | 258,538 | | | | |
| 30-15 | Consulting | 19,255 | 19,255 | | | | | |
| 95-20 | Buildings | 7,000,000 | | | 7,000,000 | | | |
| | **Total Expenditures** | 7,370,335 | 111,797 | 258,538 | 7,000,000 | 0 | 0 | 0 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 500,000 | 0 | 500,000 | | | | |
| 301 | Lease escrow-Friends Comm. School | 118,800 | 118,800 | | | | | |
| 301 | Community Legacy grants | 25,000 | 25,000 | | | | | |
| 301 | State Bond | 500,000 | 500,000 | | | | | |
| 301 | Funding not yet determined | 6,226,535 | | | 6,226,535 | | | |
| | **Total Funding Sources** | 7,370,335 | 643,800 | 500,000 | 6,226,535 | 0 | 0 | 0 |

### Project Fund Balance

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Total funding sources | 7,370,335 | 643,800 | 500,000 | 6,226,535 | 0 | 0 | 0 |
| Less amount expended/ encumbered thru FY12 | (111,797) | (111,797) | | | | | |
| **Project Fund Balance** | 7,258,538 | 532,003 | 500,000 | 6,226,535 | 0 | 0 | 0 |

### Status

Proffitt & Associates was retained in May 2011 to prepare design and construction drawings. The preliminary design phase has been completed.

State Bonds require a $500,000 match. The FY2004 $100,000 State Bond was encumbered in May 2011 for design and engineering; the FY2006 State Bond must be encumbered by June 2013 for design, engineering and/or construction.

### Impact on Operating Budget

Unknown at this time

## Capital Project Summary - Community Legacy Loan Repayments

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

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

### Description

This project consolidates repayment of Community Legacy loans received for multiple projects. As loan proceeds received are attributable to specific projects and repayment periods extend many years, the applicable project will generally be completed and closed before the Community Legacy loan is repaid. Funding for repayment will be budgeted in the fiscal year containing the loan due date listed below:

| Project Description | Loan Number | Fiscal Year | Date Received | Gross Amount of Loan | Repayment Date |
|---|---|---|---|---|---|
| 7308 Yale Avenue Property Acquisition | 60-033901-0 | FY2005 | 10/05/06 | 150,000.00 | 12/31/15 |
| Design of Public Parking Garage | 60-044401-0 | FY2006 | 05/15/07 | 150,000.00 | 12/31/25 |
| 7306 Yale Avenue Property Acquisition | 60-057001-0 | FY2007 | 07/24/07 | 150,000.00 | 12/31/20 |
| Total | | | | 450,000.00 | |

### Schedule of Expenditures

[301-8010-570-]

| Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 70-25 | Principal-Community Legacy Loans | 660,000 | 210,000 | | | | 150,000 | 300,000 |
| | **Total Expenditures** | 660,000 | 210,000 | 0 | 0 | 0 | 150,000 | 300,000 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 210,000 | 210,000 | | | | | |
| 301 | Funding not yet determined | 450,000 | | | | | 150,000 | 300,000 |
| | **Total Funding Sources** | 660,000 | 210,000 | 0 | 0 | 0 | 150,000 | 300,000 |

### Project Fund Balance

| | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|
| Total funding sources | 660,000 | 210,000 | 0 | 0 | 0 | 150,000 | 300,000 |
| Less amount expended/ encumbered thru FY12 | (210,000) | (210,000) | | | | | |
| **Project Fund Balance** | 450,000 | 0 | 0 | 0 | 0 | 150,000 | 300,000 |

### Status

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

### Impact on Operating Budget

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

## Capital Project Summary - Downtown Streetscape #2

| | | | |
|---|---|---|---|
| **Name:** | **Downtown Streetscape #2** | **First Fiscal Year Appropriated:** | FY10 |
| **Number:** | **103001** | **Estimated Completion Date:** | FY13 |
| **Department:** | **Planning, Community & Economic Development** | **Percent Completed:** | 5% |
| **Life:** | **4 years** | **Estimated Total Project Cost:** | $459,620 |

**Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development**

### Description

This project funds comprehensive streetscape improvements in the downtown area. Streetscape elements may include bus stop amenities, sidewalk upgrades, crosswalks, cycle tracks, decorative pedestrian streetlights, street furniture and banners.

### Schedule of Expenditures

[301-8010-570-]

| Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 30-11 | Design & Engineering | 43,500 | | 43,500 | | | | |
| 30-20 | Surveying | 1,500 | 1,500 | | | | | |
| 95-10 | Site Improvements | 414,620 | | 414,620 | | | | |
| | **Total Expenditures** | 459,620 | 1,500 | 458,120 | 0 | 0 | 0 | 0 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 0 | 0 | 0 | | | | |
| 301 | Federal EDI earmark | 459,620 | 459,620 | | | | | |
| | **Total Funding Sources** | 459,620 | 459,620 | 0 | 0 | 0 | 0 | 0 |

### Project Fund Balance

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Total funding sources | 459,620 | 459,620 | 0 | 0 | 0 | 0 | 0 |
| | Less amount expended/ encumbered thru FY12 | (1,500) | (1,500) | | | | | |
| | **Project Fund Balance** | 458,120 | 458,120 | 0 | 0 | 0 | 0 | 0 |

### Status

The City was awarded a $459,620 Federal EDI earmark in FY10 and is working with State Highway Administation (SHA) on a resurfacing and rehabilitation project, and with University of Maryland on a cycle track and streetlighting project.

### Impact on Operating Budget

To be determined

## Capital Project Summary - Duvall Field Renovation

| | | | |
|---|---|---|---|
| **Name:** | **Duvall Field Renovation** | **First Fiscal Year Appropriated:** | FY06 |
| **Number:** | **053007** | **Estimated Completion Date:** | Undetermined |
| **Department:** | **Planning, Community & Economic Development** | **Percent Completed:** | 25% |
| **Life:** | **Undetermined** | **Estimated Total Project Cost:** | $4,680,000 |

**Project Managers:** **Terry A. Schum, Director of Planning, Community & Economic Development**
**Brenda L. Alexander, Deputy Director of Public Works**
**Steven E. Halpern, City Engineer**

### Description

This project provides for a comprehensive renovation of this multi-use recreational facility to address deferred maintenance, field rejuvenation, equipment storage, spectator seating, parking, access issues and other amenities. The work will be constructed in phases, based on available funds.

### Schedule of Expenditures

[302-8020-575-]

| Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 30-11 | Design & Engineering | 96,686 | 96,686 | | | | | |
| 30-35 | Construction Management | 14,000 | | 7,000 | 7,000 | | | |
| 36-10 | Printing | 1,500 | | 1,500 | | | | |
| 36-11 | Classified Advertising | 2,000 | | 2,000 | | | | |
| 36-30 | Permit Fees | 250 | 250 | | | | | |
| 95-10 | Site Improvements | 4,223,564 | | | | 1,410,000 | 1,410,000 | 1,403,564 |
| 95-20 | Buildings | 342,000 | | 171,000 | 171,000 | | | |
| | **Total Expenditures** | 4,680,000 | 96,936 | 181,500 | 178,000 | 1,410,000 | 1,410,000 | 1,403,564 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 302 | Restricted C.I.P. Reserve | 112,324 | 107,324 | 5,000 | | | | |
| 302 | Program Open Space (POS) | 933,801 | 933,801 | | | | | |
| 302 | Comm. Parks & Playgrounds grant | 326,000 | 146,000 | 180,000 | | | | |
| 302 | Developer Contribution | 275,000 | | 275,000 | | | | |
| 302 | State Bond | 75,000 | 75,000 | | | | | |
| 302 | Funding not yet determined | 2,957,875 | | | | 144,311 | 1,410,000 | 1,403,564 |
| | **Total Funding Sources** | 4,680,000 | 1,262,125 | 460,000 | 0 | 144,311 | 1,410,000 | 1,403,564 |

### Project Fund Balance

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Total funding sources | 4,680,000 | 1,262,125 | 460,000 | 0 | 144,311 | 1,410,000 | 1,403,564 |
| | Less amount expended/ encumbered thru FY12 | (96,936) | (96,936) | | | | | |
| | **Project Fund Balance** | 4,583,064 | 1,165,189 | 460,000 | 0 | 0 | 1,410,000 | 1,403,564 |

### Status

A design contract was awarded in FY2008 and the design and specifications are complete. Matching funds from the Greenbelt Station developer have been stalled; however, a new agreement is being negotiated.

In the proposed first phase beginning in FY13, estimated at $342,000, the concession building will be replaced using the State bond bill, reprogrammed Community Parks & Playgrounds grant and a small amount of Program Open Space funds. $85,000 may be required in City matching funds. While all POS funds have been encumbered by the State Board of Public Works, additional matching funds are required before they can be utilized.

### Impact on Operating Budget

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

## Capital Project Summary - Facilities Capital Reserve

**Name:** Facilities Capital Reserve
**Number:** 991013
**Department:** Finance
**Life:** Ongoing
**Project Manager:** Stephen Groh, Director of Finance

**First Fiscal Year Appropriated:** FY99
**Estimated Completion Date:** Ongoing
**Percent Completed:** Ongoing
**Estimated Total Project Cost:** Ongoing

### Description

This project was established in 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) funded preliminary conceptual design for a new facility. In FY2008, $31,289 from this reserve funded renovations to the kitchen at the Old Parish House. In FY2011, a transfer of $18,000 from this project to Public Works Facility Improvements (project 015002) funded HVAC renovations in Davis Hall.

### Schedule of Expenditures

[301-8010-570-]

| Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 92-42 | HVAC Systems | 7,375 | 7,375 | | | | | |
| 95-20 | Building Improvements | 298,935 | 39,251 | | | | | 259,684 |
| | **Total Expenditures** | 306,310 | 46,626 | 0 | 0 | 0 | 0 | 259,684 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 306,310 | 281,310 | 25,000 | | | | |
| | **Total Funding Sources** | 306,310 | 281,310 | 25,000 | 0 | 0 | 0 | 0 |

### Project Fund Balance

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Total funding sources | 306,310 | 281,310 | 25,000 | 0 | 0 | 0 | 0 |
| Less amount expended/ encumbered thru FY12 | (46,626) | (46,626) | | | | | |
| **Project Fund Balance** | 259,684 | 234,684 | 25,000 | 0 | 0 | 0 | 0 |

### Status

No anticipated use of this reserve for FY13.

### Impact on Operating Budget

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

## Capital Project Summary - Fire Department Capital Equipment

**Name:** Fire Department Capital Equipment
**Number:** 012006
**Department:** Public Services
**Life:** Ongoing
**Project Manager:** Robert W. Ryan, Director of Public Services
Stephen Groh, Director of Finance

**First Fiscal Year Appropriated:** FY01
**Estimated Completion Date:** Ongoing
**Percent Completed:** Ongoing
**Estimated Total Project Cost:** Ongoing

### Description

This project will assist fire companies providing first response to residents of the City with funding for the purchase and/or financing of capital equipment needs. Authorization for disbursement of funds from this project require a majority vote of the Mayor & Council. For FY2013, grant awards are limited to $15,000 per fire company; eligible fire companies are College Park Volunteer Fire Department, Branchville Volunteer Fire Company & Rescue Squad, and Berwyn Heights Volunteer Fire Department.

### Schedule of Expenditures

[301-8010-570-]

| Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 25-40 | Fire Dept. Capital Equipt. Grants | 349,500 | 304,500 | 45,000 | | | | |
| | **Total Expenditures** | 349,500 | 304,500 | 45,000 | 0 | 0 | 0 | 0 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 349,500 | 304,500 | 45,000 | | | | |
| | **Total Funding Sources** | 349,500 | 304,500 | 45,000 | 0 | 0 | 0 | 0 |

### Project Fund Balance

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Total funding sources | 349,500 | 304,500 | 45,000 | 0 | 0 | 0 | 0 |
| Less amount expended/ encumbered thru FY12 | (304,500) | (304,500) | | | | | |
| **Project Fund Balance** | 45,000 | 0 | 45,000 | 0 | 0 | 0 | 0 |

### Status

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

### Impact on Operating Budget

This project provides grants to fire companies to purchase new capital equipment or assist with debt service on new purchases. Once the grants are awarded, the City has no future duties or obligation with respect to the equipment purchased by the fire companies. No operating budget impact.

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

| | | | |
|---|---|---|---|
| **Name:** | **Future Access Intersections with U. S. Route 1** | **First Fiscal Year Appropriated:** | FY07 |
| **Number:** | **073004** | **Estimated Completion Date:** | Ongoing |
| **Department:** | **Planning, Community & Economic Development** | **Percent Completed:** | 0% |
| **Life:** | **Ongoing** | **Estimated Total Project Cost:** | $20,000,000 |

**Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development**

### Description

This project provides for the acquisition, design and construction of new local streets on the west side of U. S. Route 1 at proposed new signalized intersections. Proposed new streets include Hollywood Road, 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 FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 30-11 | Design & Engineering | 500,000 | | 500,000 | | | | |
| 30-35 | Construction Management | 0 | | | | | TBD | TBD |
| 95-10 | Site Improvements | 19,500,000 | | | | | 9,500,000 | 10,000,000 |
| | **Total Expenditures** | 20,000,000 | 0 | 500,000 | 0 | 0 | 9,500,000 | 10,000,000 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 0 | | 0 | | | | |
| 301 | Developer Contribution | 20,000,000 | | 500,000 | | | 9,500,000 | 10,000,000 |
| | **Total Funding Sources** | 20,000,000 | 0 | 500,000 | 0 | 0 | 9,500,000 | 10,000,000 |

### Project Fund Balance

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Total funding sources | 20,000,000 | 0 | 500,000 | 0 | 0 | 9,500,000 | 10,000,000 |
| Less amount expended/ encumbered thru FY12 | (0) | (0) | | | | | |
| **Project Fund Balance** | 20,000,000 | 0 | 500,000 | 0 | 0 | 9,500,000 | 10,000,000 |

### Status

$500,000 will be placed in escrow by the developer of Mazza Grandmarc Apartments for the acquisition, design and construction of Hollywood Road. It is anticipated that Hollywood Road west of U. S. Route 1 will be designed during FY13. Construction timetable has yet to be determined.

### Impact on Operating Budget

Once constructed, streets will be evaluated annually as part of the Pavement Management Plan.

New roadways will have a 15-year life expectancy, reducing ongoing routine maintenance.

## Capital Project Summary - Green Initiatives

**Name:** Green Initiatives
**Number:** 091004
**Department:** Planning, Community & Economic Development
**Life:** Ongoing
**Project Manager:** Elisa Vitale, Senior Planner

**First Fiscal Year Appropriated:** FY09
**Estimated Completion Date:** Ongoing
**Percent Completed:** Ongoing
**Estimated Total Project Cost:** $66,000

### Description

This project funds ongoing green initiatives, such as improving the energy efficiency in City buildings through the use of efficient lighting fixtures and bulbs, motion-sensor lights, reusable air filters and low-flow plumbing.

This project may also provide matching funds for environmentally-focused grants.

### Schedule of Expenditures

[301-8010-570-]

| Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 30-15 | Consulting | 16,015 | 16,015 | | | | | |
| 95-10 | Site Improvements | 49,985 | | 49,985 | | | | |
| | **Total Expenditures** | 66,000 | 16,015 | 49,985 | 0 | 0 | 0 | 0 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 66,000 | 66,000 | | | | | |
| | **Total Funding Sources** | 66,000 | 66,000 | 0 | 0 | 0 | 0 | 0 |

### Project Fund Balance

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Total funding sources | 66,000 | 66,000 | 0 | 0 | 0 | 0 | 0 |
| Less amount expended/ encumbered thru FY12 | (16,015) | (16,015) | | | | | |
| **Project Fund Balance** | 49,985 | 49,985 | 0 | 0 | 0 | 0 | 0 |

### Status

The City's Committee for a Better Environment (CBE) has completed an emissions inventory of City operations. Also, a City-wide inventory is in process. A staff committee was created to further study green initiatives, which meets quarterly. Energy audits of City Hall, Youth & Family Services, Davis Hall and Old Parish House to identify opportunities for improved energy efficiency and recommend improvements, are underway and will be completed in FY12.

### Impact on Operating Budget

Ongoing maintenance of City building is performed by Public Works crews. It is anticipated that these green initiatives would reduce future utility costs.

## Capital Project Summary - Green Streets

**Name:** Green Streets
**Number:** 113004
**Department:** Planning, Community & Economic Development
**Life:** 4 years
**Project Manager:** Terry A. Schum, Director of Planning, Community & Economic Development
Steven E. Halpern, City Engineer

**First Fiscal Year Appropriated:** FY11
**Estimated Completion Date:** FY14
**Percent Completed:** 10%
**Estimated Total Project Cost:** $185,000

### Description

This project funds a "green street" demonstration project to reconstruct Rhode Island Avenue between Greenbelt Road and Tecumseh Avenue to address best management practices for storm drainage. Improvements could include pervious pavement, bioretention cells, bioswales and/or landscaping.

In addition, "green street" features, such as pervious pavement, bioretention cells, bioswales and/or landscaping, have been transferred to this project from Lackawanna Streetscape (project 053009).

### Schedule of Expenditures

| [301-8010-570-] Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 30-11 | Design & Engineering | 35,000 | | 35,000 | | | | |
| 95-10 | Site Improvements | 150,000 | | | 150,000 | | | |
| | **Total Expenditures** | 185,000 | 0 | 35,000 | 150,000 | 0 | 0 | 0 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 0 | 0 | | | | | |
| 301 | Chesapeake Bay Trust | 35,000 | 35,000 | | | | | |
| 301 | Funding not yet determined | 150,000 | | | 150,000 | | | |
| | **Total Funding Sources** | 185,000 | 35,000 | 0 | 150,000 | 0 | 0 | 0 |

### Project Fund Balance

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Total funding sources | 185,000 | 35,000 | 0 | 150,000 | 0 | 0 | 0 |
| Less amount expended/ encumbered thru FY12 | 0 | 0 | | | | | |
| **Project Fund Balance** | 185,000 | 35,000 | 0 | 150,000 | 0 | 0 | 0 |

### Status

Conceptual design grant from Chesapeake Bay Trust Green Street/ Green Jobs initiative received. RFP for design services to be issued in FY12.

### Impact on Operating Budget

To be determined

## Capital Project Summary - Guardrail Replacement

**Name:** Guardrail Replacement
**Number:** 085001
**Department:** Public Works
**Life:** Ongoing
**Project Manager:** Robert T. Stumpff, Director of Public Works
Brenda Alexander, Deputy Director of Public Works

**First Fiscal Year Appropriated:** FY08
**Estimated Completion Date:** Ongoing
**Percent Completed:** Ongoing
**Estimated Total Project Cost:** $100,000

### Description

This project would replace deteriorating City-owned guardrails throughout the City at dead-ends and along roadways. Engineering was done in-house but improvements would be contracted.

### Schedule of Expenditures

[301-8010-570-]

| Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 96-50 | Guardrail | 100,000 | 30,663 | 69,337 | | | | |
| | **Total Expenditures** | 100,000 | 30,663 | 69,337 | 0 | 0 | 0 | 0 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 100,000 | 100,000 | 0 | | | | |
| | **Total Funding Sources** | 100,000 | 100,000 | 0 | 0 | 0 | 0 | 0 |

### Project Fund Balance

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Total funding sources | 100,000 | 100,000 | 0 | 0 | 0 | 0 | 0 |
| Less amount expended/ encumbered thru FY12 | (30,663) | (30,663) | | | | | |
| **Project Fund Balance** | 69,337 | 69,337 | 0 | 0 | 0 | 0 | 0 |

### Status

Existing funding will cover repair at Attick Towers entrance, new installation on Autoville Drive, and expansion of guardrail on Edmonston Road.

### Impact on Operating Budget

Reduce maintenance costs on deteriorating guardrails.

## Capital Project Summary - Hollywood Commercial Revitalization

| | | | |
|---|---|---|---|
| **Name:** | **Hollywood Commercial Revitalization** | **First Fiscal Year Appropriated:** | FY10 |
| **Number:** | **103004** | **Estimated Completion Date:** | FY14 |
| **Department:** | **Planning, Community & Economic Development** | **Percent Completed:** | 0% |
| **Life:** | **5 years** | **Estimated Total Project Cost:** | $305,000 |

**Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development**

### Description

This project funds streetscape improvements in the Hollywood Commercial District, located at the intersection of Edgewood Road and Rhode Island Avenue. Project scope may include, but is not limited to, tree planting, sidewalk reconstruction, pedestrian lights and banners. Streetscape design will be initiated following completion of Prince George's County-funded intersection improvements.

### Schedule of Expenditures

[301-8010-570-]

| Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 30-11 | Design & Engineering | 50,000 | | 50,000 | | | | |
| 95-10 | Site Improvements | 255,000 | | | 255,000 | | | |
| | **Total Expenditures** | 305,000 | 0 | 50,000 | 255,000 | 0 | 0 | 0 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 50,000 | 50,000 | | | | | |
| 301 | MD Heritage Areas Authority grant | 5,000 | 5,000 | | | | | |
| 301 | Developer Contribution | 250,000 | | 250,000 | | | | |
| | **Total Funding Sources** | 305,000 | 55,000 | 250,000 | 0 | 0 | 0 | 0 |

### Project Fund Balance

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Total funding sources | 305,000 | 55,000 | 250,000 | 0 | 0 | 0 | 0 |
| Less amount expended/ encumbered thru FY12 | (0) | (0) | | | | | |
| **Project Fund Balance** | 305,000 | 55,000 | 250,000 | 0 | 0 | 0 | 0 |

### Status

An FY11 MHAA grant was awarded for design and installation of banners in Hollywood, to be matched by City funding as part of this project.
An RFP for design services is being prepared.

### Impact on Operating Budget

Ongoing maintenance to be performed by Public Works crews.

## Capital Project Summary - Hollywood Gateway Park

| | | | |
|---|---|---|---|
| **Name:** | **Hollywood Gateway Park** | **First Fiscal Year Appropriated:** | FY10 |
| **Number:** | **103002** | **Estimated Completion Date:** | Undetermined |
| **Department:** | **Planning, Community & Economic Development** | **Percent Completed:** | 0% |
| **Life:** | **Undetermined** | **Estimated Total Project Cost:** | $380,831 |

**Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development**

### Description

This project funds site improvements to the property at 4703 Edgewood Road, acquired by the City in FY10 with Program Open Space (POS) funding. A design competition with UM landscape architecture students was held to generate initial design concepts and ideas. The park and gateway will have an ecological and educational theme.

### Schedule of Expenditures

[301-8010-570-]

| Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 30-11 | Design & Engineering | 16,500 | | 16,500 | | | | |
| 52-10 | Awards & Gifts | 1,700 | 1,700 | | | | | |
| 95-10 | Site Improvements | 362,631 | | 362,631 | | | | |
| | **Total Expenditures** | 380,831 | 1,700 | 379,131 | 0 | 0 | 0 | 0 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 25,000 | 25,000 | 0 | | | | |
| 301 | Program Open Space (POS) | 155,831 | 60,000 | 95,831 | | | | |
| 301 | Community Legacy grant | 100,000 | 100,000 | | | | | |
| 301 | Developer Contribution | 100,000 | | 100,000 | | | | |
| | **Total Funding Sources** | 380,831 | 185,000 | 195,831 | 0 | 0 | 0 | 0 |

### Project Fund Balance

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Total funding sources | 380,831 | 185,000 | 195,831 | 0 | 0 | 0 | 0 |
| Less amount expended/ encumbered thru FY12 | (1,700) | (1,700) | | | | | |
| **Project Fund Balance** | 379,131 | 183,300 | 195,831 | 0 | 0 | 0 | 0 |

### Status

The property at 4703 Edgewood Road was purchased by the City in FY10. A design competition was held in spring 2011. A design contract will be awarded in FY12 followed by construction in FY13.

### Impact on Operating Budget

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

## Capital Project Summary - Homeownership Grant Program

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

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

### Description

Initiated in FY2006, this project provides home ownership grants to police officers, City employees and persons purchasing former rentals, foreclosures and short sale properties in the City. Grants are provided at settlement for downpayment or closing costs. Recipients must agree to occupy the property for a minimum of 5 years. If the property is sold or ceases to be owner-occupied during the 5 years, a prorated portion of the grant is repaid to the City.

### Schedule of Expenditures

[301-8010-570-]

| Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 25-10 | Grant-City University Partnership | 22,500 | 22,500 | | | | | |
| 25-34 | Homeownership Grants | 177,500 | 127,500 | 50,000 | | | | |
| | **Total Expenditures** | 200,000 | 150,000 | 50,000 | 0 | 0 | 0 | 0 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 200,000 | 150,000 | 50,000 | | | | |
| | **Total Funding Sources** | 200,000 | 150,000 | 50,000 | 0 | 0 | 0 | 0 |

### Project Fund Balance

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Total funding sources | 200,000 | 150,000 | 50,000 | 0 | 0 | 0 | 0 |
| Less amount expended/ encumbered thru FY12 | (150,000) | (150,000) | | | | | |
| **Project Fund Balance** | 50,000 | 0 | 50,000 | 0 | 0 | 0 | 0 |

### Status

To date, 19 grants (7 @ $7,500 and 12 @ $5,000) have been awarded. Marketing to real estate agents and major employers continues.

An FY12 budget amendment added $10,000 in funding to this project.

### Impact on Operating Budget

No operating budget impact as this is a planning initiative.

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

**Name:** Institutional Network (I-Net)/P.E.G.
**Number:** 011004
**Department:** Finance
**Life:** Ongoing
**Project Managers:** Stephen Groh, Director of Finance
Sarah Price, Information Systems Manager

**First Fiscal Year Appropriated:** FY01
**Estimated Completion Date:** Ongoing
**Percent Completed:** Ongoing
**Estimated Total Project Cost:** Ongoing

### Description

This project will accumulate funds paid to the City as capital equipment support grant payments under the provisions of cable franchise agreements, to cover public, educational and government (P.E.G.) capital costs, including capital for studio facilities, studio and portable production equipment, editing equipment and program playback equipment, institutional network equipment, and dark fiber.

Beginning in FY08, the City pays up to 1/3 of its 3% capital equipment grant from Comcast and Verizon to the Prince George's I-Net, according to the terms of the I-Net governance agreement adopted by the Mayor & Council and the I-Net's adopted budget. For FY13, 46.0% of that payment is allocable to capital and may be paid from P.E.G. funds; the remaining 54.0% covers I-Net operating costs and is budgeted in the General Fund, Information Technology program 1024. The accumulated funds from all I-Net members will cover purchases and maintenance of shared equipment at Comcast hub sites throughout Prince George's County.

### Schedule of Expenditures

[301-8010-570-]

| Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 30-14 | Management Support | 44,339 | 44,339 | | | | | |
| 30-15 | Consulting | 27,861 | 27,861 | | | | | |
| 34-73 | Cabling | 31,393 | 31,393 | | | | | |
| 36-11 | Classified Advertising | 1,011 | 1,011 | | | | | |
| 36-63 | PGINCCC I-Net Pro-Rata Share | 122,752 | 72,148 | 12,651 | 12,651 | 12,651 | 12,651 | |
| 40-18 | Security Cameras Maintenance | 2,424 | 2,424 | | | | | |
| 40-40 | Audio-Visual Equipment Maint. | 594 | 594 | | | | | |
| 45-11 | Computer Hardware Maintenance | 5,657 | 5,657 | | | | | |
| 60-20 | Computer Supplies | 1,701 | 1,701 | | | | | |
| 62-10 | Postage | 109 | 109 | | | | | |
| 92 | Equipment (unallocated) | 1,518,830 | | | | | | 1,518,830 |
| 92-20 | Equipment | 523 | 523 | | | | | |
| 92-42 | HVAC Systems | 20,600 | 20,600 | | | | | |
| 92-50 | Video Equipment | 21,831 | 21,831 | | | | | |
| 92-52 | Security Cameras | 28,071 | 28,071 | | | | | |
| 92-55 | Audio-Visual Equipment | 193,313 | 193,313 | | | | | |
| 92-60 | Audio Equipment | 4,170 | 4,170 | | | | | |
| 95-10 | Site Improvements | 1,250 | 1,250 | | | | | |
| 97-10 | Telephone Systems | 57,448 | 57,448 | | | | | |
| 98-10 | Computer Hardware | 150,219 | 150,219 | | | | | |
| 98-20 | Computer Software | 14,662 | 14,662 | | | | | |
| | **Total Expenditures** | 2,248,758 | 679,324 | 12,651 | 12,651 | 12,651 | 12,651 | 1,518,830 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 0 | 0 | 0 | | | | |
| 301 | Comcast-Capital Equipment grant | 1,882,232 | 1,437,544 | 111,172 | 111,172 | 111,172 | 111,172 | Unknown |
| 301 | Verizon-Capital Equipment grant | 366,526 | 139,686 | 56,710 | 56,710 | 56,710 | 56,710 | Unknown |
| | **Total Funding Sources** | 2,248,758 | 1,577,230 | 167,882 | 167,882 | 167,882 | 167,882 | 0 |

### Project Fund Balance

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Total funding sources | 2,248,758 | 1,577,230 | 167,882 | 167,882 | 167,882 | 167,882 | 0 |
| Less amount expended/ encumbered thru FY12 | (679,324) | (679,324) | | | | | |
| **Project Fund Balance** | 1,569,434 | 897,906 | 167,882 | 167,882 | 167,882 | 167,882 | 0 |

### Status

During FY11, the City replaced most of the audio and video equipment in the Council Chambers, including cameras, control boards, audio mixers and broadcast lighting.

No major upgrades are anticipated in FY13.

### Impact on Operating Budget

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

## Capital Project Summary - Neighborhood Improvements

**Name:** Neighborhood Improvements
**Number:** 053008
**Department:** Planning, Community & Economic Development
**Life:** Ongoing
**Project Manager:** Terry A. Schum, Director of Planning, Community, & Economic Development

**First Fiscal Year Appropriated:** FY05
**Estimated Completion Date:** Ongoing
**Percent Completed:** Ongoing
**Estimated Total Project Cost:** $94,363

### Description

This project provides funding for design and construction for various neighborhood improvement projects, including walking tour brochures, historic district signs, wayfinding signs, neighborhood gateway signs and banners.

### Schedule of Expenditures

[301-8010-570-]

| Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 30-11 | Design & Engineering | 2,520 | 2,520 | | | | | |
| 30-15 | Consulting | 21,483 | 21,483 | | | | | |
| 36-10 | Printing | 4,000 | 2,000 | 2,000 | | | | |
| 95-10 | Site Improvements | 66,360 | 49,770 | 16,590 | | | | |
| | **Total Expenditures** | 94,363 | 75,773 | 18,590 | 0 | 0 | 0 | 0 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 69,363 | 69,363 | 0 | | | | |
| 301 | MD Heritage Areas Authority grant | 22,000 | 22,000 | | | | | |
| 301 | Anacostia Trails mini grant | 1,000 | 750 | 250 | | | | |
| 001 | Gen Fund-Comm. Services grant | 2,000 | 2,000 | | | | | |
| | **Total Funding Sources** | 94,363 | 94,113 | 250 | 0 | 0 | 0 | 0 |

### Project Fund Balance

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Total funding sources | 94,363 | 94,113 | 250 | 0 | 0 | 0 | 0 |
| Less amount expended/ encumbered thru FY12 | (75,773) | (75,773) | | | | | |
| **Project Fund Balance** | 18,590 | 18,340 | 250 | 0 | 0 | 0 | 0 |

### Status

Wayfinding signs in Berwyn and Hollywood and historic district signs for Old Town and Calvert Hills were designed, fabricated and installed in FY11. Neighborhood gateway signs have been designed and are in fabrication. Lakeland and Berwyn walking tour brochures and Old Town historic site markers are in the process of being finalized.

### Impact on Operating Budget

Damaged or missing signs will need to be replaced.

## Capital Project Summary - North College Park Community Center

**Name:** North College Park Community Center
**Number:** 123001
**Department:** Planning, Community & Economic Development
**Life:** Undetermined
**Project Manager:** Terry A. Schum, Director of Planning, Community & Economic Development

**First Fiscal Year Appropriated:** FY12
**Estimated Completion Date:** Undetermined
**Percent Completed:** 0%
**Estimated Total Project Cost:** $50,000

### Description

The North College Park neighborhoods have expressed interest in having a community center. A first step would be a feasibility study to assess specific community needs, develop programmatic requirements and determine location and cost parameters.

### Schedule of Expenditures

| [301-8010-570-] Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 30-15 | Consulting | 50,000 | | 50,000 | | | | |
| | **Total Expenditures** | 50,000 | 0 | 50,000 | 0 | 0 | 0 | 0 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 25,000 | 25,000 | | | | | |
| 301 | M-NCPPC | 25,000 | | 25,000 | | | | |
| | **Total Funding Sources** | 50,000 | 25,000 | 25,000 | 0 | 0 | 0 | 0 |

### Project Fund Balance

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Total funding sources | 50,000 | 25,000 | 25,000 | 0 | 0 | 0 | 0 |
| Less amount expended/ encumbered thru FY12 | 0 | (0) | | | | | |
| **Project Fund Balance** | 50,000 | 25,000 | 25,000 | 0 | 0 | 0 | 0 |

### Status

Possible cost sharing with M-NCPPC for a feasibility study in FY13 is being explored.

### Impact on Operating Budget

No operating budget impact as this is a planning initiative.

## Capital Project Summary - Pavement Management Plan

**Name:** Pavement Management Plan
**Number:** 045008
**Department:** Public Works
**Life:** Ongoing
**Project Manager:** Steven E. Halpern, City Engineer

**First Fiscal Year Appropriated:** FY04
**Estimated Completion Date:** Ongoing
**Percent Completed:** Ongoing
**Estimated Total Project Cost:** Ongoing

### Description

This plan maintains the City's street network and appurtenances as outlined in the annual Pavement Management Plan (PMP), prepared by the City Engineer. This plan is based on an on-site visual inspection of every street in the City and is updated annually. Streets are rated on a scale of 1-10, "10" being the worse case. It has been several years since the City has had a street rated "10". Funding for residential and other special requests, including new traffic-calming devices, are also covered under this project. This project is reset to -0- each fiscal year. Adoption of the budget ordinance specifically references approval of the Pavement Management Plan as presented to Mayor & Council.

In previous years, the Pavement Management Plan has been funded through State highway user tax revenues. Due to cuts in these funds for FY10 - FY13, alternate sources of funding will need to be identified.

### Schedule of Expenditures

[301-8010-570-]

| Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 36-10 | Printing | 9,000 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 |
| 36-11 | Classified Advertising | 12,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 96-10 | Concrete | 1,045,000 | 216,500 | 228,500 | 150,000 | 150,000 | 150,000 | 150,000 |
| 96-20 | Pavement | 2,226,000 | 480,000 | 360,000 | 346,500 | 346,500 | 346,500 | 346,500 |
| | **Total Expenditures** | 3,292,000 | 700,000 | 592,000 | 500,000 | 500,000 | 500,000 | 500,000 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 1,292,000 | 700,000 | 592,000 | | | | |
| 301 | Utility Reimbursements | 0 | | | | | | |
| 301 | Comm. Development Block Grant | 0 | | 0 | | | | |
| 301 | Funding not yet determined | 2,000,000 | | | 500,000 | 500,000 | 500,000 | 500,000 |
| | **Total Funding Sources** | 3,292,000 | 700,000 | 592,000 | 500,000 | 500,000 | 500,000 | 500,000 |

### Project Fund Balance

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Total funding sources | 3,292,000 | 700,000 | 592,000 | 500,000 | 500,000 | 500,000 | 500,000 |
| | Less amount expended/ encumbered in FY12 | (700,000) | (700,000) | | | | | |
| | **Project Fund Balance** | 2,592,000 | 0 | 592,000 | 500,000 | 500,000 | 500,000 | 500,000 |

### Status

The City funding in the FY2013 Pavement Management Plan covers portions of the following streets: Blackfoot Place, 49th Avenue; and, in participation with WSSC, Baylor Avenue, Cornell Avenue, Guilford Drive.

The CDBG funding in the FY2013 Pavement Management Plan covers portions of the following streets: No CDBG funding for PMP in FY13 as CDBG funds have been allocated to Randolph Macon Avenue (project 133001).

Paving is scheduled for summer-fall 2012. The FY2013 Pavement Management Plan includes up to 10 traffic-calming devices at locations to be determined.

### Impact on Operating Budget

This project funds the ongoing maintenance of City streets, sidewalks, curb and gutter, and other infrastructure.

The program of planned regular resurfacing has allowed the City to avoid doing expensive major street reconstruction.

## Capital Project Summary - Program Open Space Acquisition Projects

**Name:** Program Open Space Acquisition Projects
**Number:** 963028
**Department:** Planning, Community & Economic Development
**Life:** Ongoing
**Project Manager:** Terry A. Schum, Director of Planning, Community & Economic Development

| | |
|---|---|
| **First Fiscal Year Appropriated:** | FY96 |
| **Estimated Completion Date:** | Ongoing |
| **Percent Completed:** | Ongoing |
| **Estimated Total Project Cost:** | Ongoing |

### Description

The City typically receives an annual allocation of Program Open Space (POS) funds from the State of Maryland for the acquisition of property for recreational or open space purposes. Sites to be acquired are determined by Mayor & Council based on needs and available funding.

In FY10, POS funds were used for the purchase of property at 4703 Edgewood Road. In FY12, all of the City's POS funds were allocated to development and purchase of 8200 Baltimore Avenue, but the project was cancelled by the Mayor & Council.

No acquisitions are planned at this time.

### Schedule of Expenditures

[302-8020-575-]

| Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 30-15 | Consulting | 3,174 | 3,174 | | | | | |
| 30-16 | Appraisals | 19,050 | 19,050 | | | | | |
| 94-10 | Land | 924,203 | 348,632 | | 575,571 | | | |
| | **Total Expenditures** | 946,427 | 370,856 | 0 | 575,571 | 0 | 0 | 0 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 302 | Restricted C.I.P. Reserve | 0 | 0 | 0 | | | | |
| 302 | Program Open Space (POS) | 946,427 | 946,427 | 0 | | | | |
| | **Total Funding Sources** | 946,427 | 946,427 | 0 | 0 | 0 | 0 | 0 |

### Project Fund Balance

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Total funding sources | 946,427 | 946,427 | 0 | 0 | 0 | 0 | 0 |
| Less amount expended/ encumbered thru FY12 | (370,856) | (370,856) | | | | | |
| **Project Fund Balance** | 575,571 | 575,571 | 0 | 0 | 0 | 0 | 0 |

### Status

### 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
Terry A. Schum, Director of Planning, Community & Economic Development

**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. Upon sale of the Lee property to StarView Plaza in June 2009, the Community Legacy $425,000 loan was repaid to Maryland Department of Housing & Community Development.

No current activity in this project.

### Schedule of Expenditures

[301-8010-570-]

| Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 30-15 | Consulting | 2,000 | 2,000 | | | | | |
| 94-10 | Land | 415,000 | 415,000 | | | | | |
| 95-10 | Site Improvements | 10,000 | 10,000 | | | | | |
| | **Total Expenditures** | 427,000 | 427,000 | 0 | 0 | 0 | 0 | 0 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 2,000 | 2,000 | 0 | | | | |
| 301 | Community Legacy loan | 425,000 | 425,000 | | | | | |
| | **Total Funding Sources** | 427,000 | 427,000 | 0 | 0 | 0 | 0 | 0 |

### Project Fund Balance

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Total funding sources | 427,000 | 427,000 | 0 | 0 | 0 | 0 | 0 |
| Less amount expended/ encumbered thru FY12 | (427,000) | (427,000) | 0 | | | | |
| **Project Fund Balance** | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

### Status

No current activity in this project.

### 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 Works Facility Improvements

**Name:** Public Works Facility Improvements
**Number:** 015002
**Department:** Public Works
**Life:** Ongoing
**Project Manager:** Robert T. Stumpff, Director of Public Works

**First Fiscal Year Appropriated:** FY01
**Estimated Completion Date:** Ongoing
**Percent Completed:** 5%
**Estimated Total Project Cost:** $ 1,178,528

### Description

This project will review and propose improvements to the City's Public Works facility. HVAC improvements to Davis Hall have been completed. The next phase will provide a replacement for the modular building, containing staff day room, lavatories, showers and locker room. Future phases are not yet determined. Construction estimates will depend on the alternatives selected.

### Schedule of Expenditures

[301-8010-570-]

| Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 30-11 | Design & Engineering | 54,126 | 54,126 | | | | | |
| 36-10 | Printing | 259 | 259 | | | | | |
| 36-30 | Permit Fees | 890 | 890 | | | | | |
| 62-10 | Postage | 31 | 31 | | | | | |
| 74-10 | Administrative Fee | 1,222 | 1,222 | | | | | |
| 92-42 | HVAC Systems | 122,000 | 122,000 | | | | | |
| 95-20 | Buildings & Improvements | 1,000,000 | | 1,000,000 | | | | |
| | **Total Expenditures** | 1,178,528 | 178,528 | 1,000,000 | 0 | 0 | 0 | 0 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 20,000 | 20,000 | 0 | | | | |
| 301 | Facilities Capital Reserve | 52,128 | 52,128 | | | | | |
| 301 | Federal DOE grant | 106,400 | 106,400 | | | | | |
| 301 | Funding not yet determined | 1,000,000 | 1,000,000 | | | | | |
| | **Total Funding Sources** | 1,178,528 | 1,178,528 | 0 | 0 | 0 | 0 | 0 |

### Project Fund Balance

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Total funding sources | 1,178,528 | 1,178,528 | 0 | 0 | 0 | 0 | 0 |
| Less amount expended/ encumbered thru FY12 | (178,528) | (178,528) | | | | | |
| **Project Fund Balance** | 1,000,000 | 1,000,000 | 0 | 0 | 0 | 0 | 0 |

### Status

A federal grant from U. S. Department of Energy funded energy-saving improvements to Davis Hall, including new HVAC units, insulation and lowering of the ceiling in the Davis Hall multi-purpose room.

A concept plan and site plan for replacement of the modular building has been developed and was presented to Mayor & Council. An RFP is being prepared for issuance in spring 2012.

A planned FY12 budget amendment will provide $1,000,000 in funding for the replacement of the modular building, using FY11 surplus funds.

### Impact on Operating Budget

As current Public Works buildings are maintained by City staff (Public Works program 5018, Public Works Buildings), any replacement of these outdated buildings would likely generate reduced maintenance and energy use requirements.

## Capital Project Summary - Radio Communication System

**Name:** Radio Communication System
**Number:** 115005
**Department:** Public Works
**Life:** 3 years
**Project Manager:** Robert T. Stumpff, Director of Public Works

**First Fiscal Year Appropriated:** FY11
**Estimated Completion Date:** FY13
**Percent Completed:** 0%
**Estimated Total Project Cost:** $90,000

### Description

Effective December 31, 2012, the FCC is requiring that all radios be narrow banded, 12.5 MHz. This project funds the upgrade of the City's radio communication system, including handhelds and mobile radios.

### Schedule of Expenditures

| [301-8010-570-] Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 97-20 | Radio Equipment | 90,000 | | 90,000 | | | | |
| | **Total Expenditures** | 90,000 | 0 | 90,000 | 0 | 0 | 0 | 0 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 90,000 | 90,000 | | | | | |
| | **Total Funding Sources** | 90,000 | 90,000 | 0 | 0 | 0 | 0 | 0 |

### Project Fund Balance

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Total funding sources | 90,000 | 90,000 | 0 | 0 | 0 | 0 | 0 |
| Less amount expended/ encumbered thru FY12 | (0) | (0) | | | | | |
| **Project Fund Balance** | 90,000 | 90,000 | 0 | 0 | 0 | 0 | 0 |

### Status

Staff is investigating options for radio communication system replacement.

### Impact on Operating Budget

No operating budget impact as current radio system is under maintenance contract. A new maintenance contract will cover newly-acquired equipment.

## Capital Project Summary - Randolph Macon Avenue

**Name:** Randolph Macon Avenue
**Number:** 133001
**Department:** Planning, Community & Economic Development
**Life:** 2 years
**Project Manager:** Terry A. Schum, Director of Planning, Community & Economic Development
Steven E. Halpern, City Engineeer

**First Fiscal Year Appropriated:** FY13
**Estimated Completion Date:** FY14
**Percent Completed:** 0%
**Estimated Total Project Cost:** $251,800

### Description

The project funds construction of the 30' right-of-way between Rhode Island Avenue and Dartmouth Avenue in the Old Town neighborhood known as Randolph Macon Avenue. The road would be one-way westbound and facilitate the infill construction of 8 single-family homes with owner-occupancy covenants. The property owner will pay for the road design and the City will be responsible for the construction. A pending CDBG grant will help defray the construction costs and the property owner/developer will reimburse the City upon the sale of the individual building sites.

### Schedule of Expenditures

[301-8010-570-]

| Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 30-11 | Design & Engineering | 20,000 | | 20,000 | | | | |
| 95-10 | Site Improvements | 231,800 | | 115,900 | 115,900 | | | |
| | **Total Expenditures** | 251,800 | 0 | 135,900 | 115,900 | 0 | 0 | 0 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 81,800 | | 40,900 | 40,900 | | | |
| 301 | Utility Reimbursements | 0 | | | | | | |
| 301 | Comm. Development Block Grant | 150,000 | | 150,000 | | | | |
| 301 | Developer Contribution | 20,000 | | 20,000 | | | | |
| | **Total Funding Sources** | 251,800 | 0 | 210,900 | 40,900 | 0 | 0 | 0 |

### Project Fund Balance

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Total funding sources | 251,800 | 0 | 210,900 | 40,900 | 0 | 0 | 0 |
| Less amount expended/ encumbered thru FY12 | 0 | 0 | | | | | |
| **Project Fund Balance** | 251,800 | 0 | 210,900 | 40,900 | 0 | 0 | 0 |

### Status

This project is dependent upon receiving CDBG funding. A memorandum of understanding between the City and property owner/developer will need to be executed.

City cost of $81,800 should be repaid upon sale of individual building sites.

### Impact on Operating Budget

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

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

**Name:** Rhode Island Avenue (Old Town) Road Improvements
**Number:** 045010
**Department:** Public Works
**Life:** 10 years
**Project Manager:** Steven E. Halpern, City Engineer

**First Fiscal Year Appropriated:** FY04
**Estimated Completion Date:** FY13
**Percent Completed:** 16%
**Estimated Total Project Cost:** $698,995

### 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 (funded by a TEP grant), designated College Park Trolley Trail Phase IV.

City funding in FY2010 covered estimated cost for cross streets and State-owned property.

### Schedule of Expenditures

[301-8010-570-]

| Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 30-11 | Design & Engineering | 96,041 | 96,041 | | | | | |
| 30-35 | Construction Management | 35,000 | | 35,000 | | | | |
| 36-10 | Printing | 829 | 329 | 500 | | | | |
| 36-11 | Classified Advertising | 2,000 | | 2,000 | | | | |
| 36-30 | Permit Fees | 2,625 | 2,625 | | | | | |
| 95-10 | Site Improvements | 562,500 | | 562,500 | | | | |
| | **Total Expenditures** | 698,995 | 98,995 | 600,000 | 0 | 0 | 0 | 0 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 43,756 | 43,756 | 0 | | | | |
| 301 | Utility Reimbursements | 22,676 | 22,676 | | | | | |
| 301 | Transp. Enhancement Prog. grant | 200,000 | 200,000 | | | | | |
| 301 | Assessment Project | 432,563 | | 432,563 | | | | |
| | **Total Funding Sources** | 698,995 | 266,432 | 432,563 | 0 | 0 | 0 | 0 |

### Project Fund Balance

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Total funding sources | 698,995 | 266,432 | 432,563 | 0 | 0 | 0 | 0 |
| Less amount expended/ encumbered thru FY12 | (98,995) | (98,995) | | | | | |
| **Project Fund Balance** | 600,000 | 167,437 | 432,563 | 0 | 0 | 0 | 0 |

### Status

Project was bid in February 2012; bid submittals are due May 2012. Bid submittals require State Highway Administration (SHA) approval. Once assessment project costs are determined, the City will follow the Code-prescribed process for assessment projects as match for the TEP grant.

Construction should be completed by June 2013.

### 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 - Safe Routes to School

**Name:** Safe Routes to School
**Number:** 091002
**Department:** Administration
**Life:** 5 years
**Project Manager:** Terry A. Schum, Director of Planning, Community & Economic Development
Steven E. Halpern, City Engineer

**First Fiscal Year Appropriated:** FY09
**Estimated Completion Date:** FY13
**Percent Completed:** 66%
**Estimated Total Project Cost:** $353,180

### Description

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

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

### Schedule of Expenditures

[301-8010-570-]

| Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 30-11 | Design & Engineering | 18,168 | 8,168 | 10,000 | | | | |
| 30-20 | Surveying | 27,746 | 13,868 | 13,878 | | | | |
| 95-10 | Site Improvements | 3,063 | 3,063 | | | | | |
| 96-10 | Concrete | 304,203 | 169,203 | 135,000 | | | | |
| | **Total Expenditures** | 353,180 | 194,302 | 158,878 | 0 | 0 | 0 | 0 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 0 | 0 | | | | | |
| 301 | Federal Safe Routes to School grant | 353,180 | 192,180 | 161,000 | | | | |
| | **Total Funding Sources** | 353,180 | 192,180 | 161,000 | 0 | 0 | 0 | 0 |

### Project Fund Balance

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Total funding sources | 353,180 | 192,180 | 161,000 | 0 | 0 | 0 | 0 |
| Less amount expended/ encumbered thru FY12 | (194,302) | (194,302) | | | | | |
| **Project Fund Balance** | 158,878 | (2,122) | 161,000 | 0 | 0 | 0 | 0 |

### Status

The City has been awarded 3 "Safe Routes to School grants" (Years "C", "D" and "E"). Years "C" and "D" have been completed, Year "E" design is underway.

### Impact on Operating Budget

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

## Capital Project Summary - Trolley Trail, Phase V

**Name:** Trolley Trail, Phase V
**Number:** 113002
**Department:** Planning, Community & Economic Development
**Life:** 3 years
**Project Manager:** Elisa Vitale, Senior Planner
Steven E. Halpern, City Engineer

**First Fiscal Year Appropriated:** FY11
**Estimated Completion Date:** FY13
**Percent Completed:** 10%
**Estimated Total Project Cost:** $41,000

### Description

This project funds improvements to Rhode Island Avenue between Pierce Avenue and Berwyn House Road. The project includes an 8-foot asphalt trail, on-road shared bike lane, crosswalks, ADA ramps, and landscape planters.

### Schedule of Expenditures

[301-8010-570-]

| Account | Account Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 30-11 | Design & Engineering | 1,560 | 783 | 777 | | | | |
| 30-20 | Surveying | 2,200 | | 2,200 | | | | |
| 95-10 | Site Improvements | 37,240 | | 37,240 | | | | |
| | **Total Expenditures** | 41,000 | 783 | 40,217 | 0 | 0 | 0 | 0 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 22,000 | 22,000 | | | | | |
| 301 | Recreational Trails grant | 19,000 | 19,000 | | | | | |
| | **Total Funding Sources** | 41,000 | 41,000 | 0 | 0 | 0 | 0 | 0 |

### Project Fund Balance

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Total funding sources | 41,000 | 41,000 | 0 | 0 | 0 | 0 | 0 |
| Less amount expended/ encumbered thru FY12 | (783) | (783) | | | | | |
| **Project Fund Balance** | 40,217 | 40,217 | 0 | 0 | 0 | 0 | 0 |

### Status

Engineering is complete and the project is ready to be bid.

### Impact on Operating Budget

To be determined

## 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 FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 70-13 | Principal-Master Lease #2 | 324,301 | 324,301 | | | | | |
| 72-13 | Interest-Master Lease #2 | 7,034 | 7,034 | | | | | |
| 90 | Autos & Light Trucks | 890,000 | 146,000 | 36,000 | 234,000 | 100,000 | 85,000 | 289,000 |
| 91 | Medium Duty Trucks | 1,334,000 | | | 660,000 | | 300,000 | 374,000 |
| 91 | Heavy Duty Trucks | 2,030,000 | | | 580,000 | | 580,000 | 870,000 |
| 91 | Shared Ownership Trucks | 100,000 | 100,000 | | | | | |
| 92 | Machinery & Equipment | 723,500 | | | 421,500 | 56,000 | 40,000 | 206,000 |
| | **Total Expenditures** | 5,408,835 | 577,335 | 36,000 | 1,895,500 | 156,000 | 1,005,000 | 1,739,000 |

### Schedule of Funding Sources

| Fund | Source Name | Total | Thru FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| 301 | Unrestricted C.I.P. Reserve | 331,335 | 331,335 | | | | | |
| 301 | Proceeds-Master Lease #2 | 284,466 | 246,000 | 36,000 | 2,466 | | | |
| 301 | Funding not yet determined | 4,793,034 | | | 1,893,034 | 156,000 | 1,005,000 | 1,739,000 |
| | **Total Funding Sources** | 5,408,835 | 577,335 | 36,000 | 1,895,500 | 156,000 | 1,005,000 | 1,739,000 |

### Project Fund Balance

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Total funding sources | 5,408,835 | 577,335 | 36,000 | 1,895,500 | 156,000 | 1,005,000 | 1,739,000 |
| | Less amount expended/ encumbered thru FY12 | (577,335) | (577,335) | | | | | |
| | **Project Fund Balance** | 4,831,500 | 0 | 36,000 | 1,895,500 | 156,000 | 1,005,000 | 1,739,000 |

### Status

This project is ongoing, subject to annual funding.

### Impact on Operating Budget

Maintenance of City vehicles and equipment is performed and budgeted by the City's Central Garage, Public Works program 5030 in the General Fund.

Scheduled replacement of vehicles should reduce repair costs of aging vehicles and equipment. No operating budget impact is anticipated.

## Capital Project Summary - Vehicle Replacement Program
## Schedule of Vehicle Replacement

| Vehicle Number | Description | Original Cost | Estimated Replacement Cost FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| **90 - Automobiles & Light Trucks** | | | | | | | | |
| 005 | 00 Ford Explorer 4x4 | 22,845 | | | | | 29,000 | |
| 006 | 04 Chevrolet Tahoe 4x4 | 29,452 | | | | 29,000 | | |
| 007 | 06 Chevrolet Trailblazer | 19,949 | | | | | | 29,000 |
| 008 | 09 Chevrolet Equinox AWD | 21,631 | | | | | | 25,000 |
| 026 | 03 Ford 138 Econoline Van (Animal Ctl) | 26,090 | | | | 35,000 | | |
| 027 | 06 Chevrolet Savanna Cargo Van | 13,828 | | | | | | 16,000 |
| 028 | 08 Chevrolet Express Cargo Van | 16,838 | | | | | | 20,000 |
| 042 | 01 Ford 1-Ton Pickup | 23,670 | 28,000 | | | | | |
| 043 | 01 Ford 1-Ton Pickup | 23,670 | 28,000 | | | | | |
| 044 | 01 Ford 1-Ton Pickup | 23,670 | 28,000 | | | | | |
| 045 | 01 Ford 1-Ton Diesel Pickup | 27,730 | 34,000 | | | | | |
| 046 | 02 Ford 3/4-Ton Pickup | 22,813 | 28,000 | | | | | |
| 047 | 03 Chevrolet 3/4-Ton 4x4 Pickup | 20,568 | | | 28,000 | | | |
| 048 | 03 Chevrolet 3/4-Ton 4x4 Pickup | 20,568 | | | 28,000 | | | |
| 049 | 04 Ford F-350 SD Pickup | 16,949 | | | | | 28,000 | |
| 050 | 04 Ford F-350 SD Pickup | 16,949 | | | | | 28,000 | |
| 051 | 06 Chevrolet C5550 Diesel Landscape | 52,972 | | | | | | 53,000 |
| 052 | 08 Chevrolet 3/4-Ton 4x4 Pickup | 20,333 | | | | | | 28,000 |
| 053 | 09 Chevrolet Silverado Pickup | 27,479 | | | | | | 28,000 |
| 103 | 01 Chevrolet Lumina | 14,529 | | | 18,000 | | | |
| 237 | 98 Chevrolet Cavalier | 12,001 | | 18,000 | | | | |
| 240 | 00 Chevrolet Cavalier | 11,091 | | 18,000 | | | | |
| 242 | 01 Chevrolet Cavalier | 10,921 | | | 18,000 | | | |
| 244 | 03 Chevrolet Cavalier | 10,118 | | | 18,000 | | | |
| 246 | 04 Chevrolet Cavalier | 10,063 | | | 18,000 | | | |
| 247 | 04 Chevrolet Cavalier | 10,063 | | | 18,000 | | | |
| 248 | 04 Chevrolet Cavalier | 10,063 | | | 18,000 | | | |
| 249 | 04 Chevrolet Cavalier | 10,063 | | | 18,000 | | | |
| 250 | 05 Chevrolet Cobalt | 10,728 | | | 18,000 | | | |
| 251 | 05 Toyota Prius (hybrid) | 19,583 | | | 34,000 | | | |
| 252 | 06 Chevrolet Cobalt | 10,848 | | | | 18,000 | | |
| 253 | 06 Chevrolet Cobalt | 10,848 | | | | 18,000 | | |
| 254 | 08 Chevrolet Cobalt | 12,749 | | | | | | 18,000 |
| 255 | 08 Chevrolet Cobalt | 12,669 | | | | | | 18,000 |
| 256 | 08 Chevrolet Cobalt | 12,749 | | | | | | 18,000 |
| 257 | 09 Chevrolet Cobalt | 16,604 | | | | | | 18,000 |
| 258 | 09 Chevrolet Cobalt | 16,604 | | | | | | 18,000 |
| | **Total Autos & Light Trucks** | **670,298** | **146,000** | **36,000** | **234,000** | **100,000** | **85,000** | **289,000** |

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

| Vehicle Number | Description | Original Cost | Estimated Replacement Cost FY12 | FY13 | FY14 | FY15 | FY16 | Past FY16 |
|---|---|---|---|---|---|---|---|---|
| **91 - Medium Duty Trucks** | | | | | | | | |
| 121 | 00 Chevrolet 3500 10-pass. Bus (wc lift) | County | | | | | | |
| 122 | 03 Ford E-450 Supreme 21-pass. Bus | 49,455 | | | 60,000 | | | |
| 123 | 08 Ford E-450 SD 16-pass. Bus (wc lift) | County | | | | | | |
| 300 | 91 GMC Top Kick Open Body (a) | 42,998 | | | 200,000 | | | |
| 306 | 90 GMC Top Kick Dump Truck (a) | 45,619 | | | 200,000 | | | |
| 330 | 91 GMC Top Kick Open Body (a) | 42,998 | | | 200,000 | | | |
| 338 | 00 International 4900/Galion Dump Truck | 81,635 | | | | | 100,000 | |
| 339 | 00 International 4900/Galion Dump Truck | 81,635 | | | | | 100,000 | |
| 340 | 00 International 4900/J&J Dump Truck | 81,635 | | | | | 100,000 | |
| 346 | 04 International 7400/Galion Dump Truck | 93,273 | | | | | | 110,000 |
| 347 | 05 International 7400/Stellar Hooklift Truck | 144,817 | | | | | | 160,000 |
| 366 | 09 Ford F450-D Tymco 210 Streetsweeper | 103,225 | | | | | | 104,000 |
| | **Total Medium Duty Trucks** | **767,290** | **0** | **0** | **660,000** | **0** | **300,000** | **374,000** |
| **91 - Heavy Duty Trucks** | | | | | | | | |
| 327 | 94 Ford/Pak-Mor 25yd RL Refuse Truck | 74,942 | | | 290,000 | | | |
| 328 | 94 Ford/Pak-Mor 25yd RL Refuse Truck | 74,942 | | | 290,000 | | | |
| 343 | 01 Peterbilt/Leach 31yd RL Refuse Truck | 142,575 | | | | | 290,000 | |
| 344 | 02 Peterbilt/Leach 31yd RL Refuse Truck | 142,575 | | | | | 290,000 | |
| 345 | ^ 04 Peterbilt/G&H 30yd Split Body Recycling Truck | 176,833 | | | | | | |
| 501 | 08 Crane Carrier/McNeilus 32yd RL Refuse Truck | 257,062 | | | | | | 290,000 |
| 502 | 08 Crane Carrier/McNeilus 32yd RL Refuse Truck | 257,062 | | | | | | 290,000 |
| 503 | 08 Autocar/Labrie 33yd ASL Refuse Truck | 264,510 | | | | | | 290,000 |
| | **Total Heavy Duty Trucks** | **1,390,501** | **0** | **0** | **580,000** | **0** | **580,000** | **870,000** |
| **91 - Shared Ownership Trucks** | | | | | | | | |
| | 25% of new Four Cities Streetsweeper | | 70,000 | | | | | |
| | 20% of new Greenbelt Aerial Lift Truck | | 30,000 | | | | | |
| | **Total Shared Ownership Trucks** | **0** | **100,000** | **0** | **0** | **0** | **0** | **0** |
| **92 - Machinery & Equipment** | | | | | | | | |
| 351 | 89 Terrain Boom Mower | 32,450 | | | 52,500 | | | |
| 352 | 89 Vermeer Chipper | 16,087 | | | 32,000 | | | |
| 370 | 73 Ford Tractor | 3,185 | | | 25,000 | | | |
| 371 | 92 Case Wheel Loader | 40,485 | | | 80,000 | | | |
| 373 | ^ 77 Ford Tractor | 7,555 | | | | | | |
| 424 | Sullair Air Compressor | 10,735 | | | 13,000 | | | |
| 425 | 95 Melroe Bobcat | 34,358 | | | | | 40,000 | |
| 426 | 90 KW Windrow Turner | 88,000 | | | 100,000 | | | |
| 429 | 96 ODB SCL800 Leaf Vacuum | 23,265 | | | 36,000 | | | |
| 432 | ^ 97 Case 621B Wheel Loader | 82,573 | | | | | | |
| 433 | ^ 97 John Deere 455 Tractor-Mower | 8,900 | | | | | | |
| 434 | 98 John Deere 455 Tractor-Mower | 8,949 | | | 11,000 | | | |
| 436 | 98 ODB SCL800 Leaf Vacuum | 23,965 | | | 36,000 | | | |
| 437 | 00 ODB SCL800 Leaf Vacuum | 23,379 | | | 36,000 | | | |
| 438 | 08 Volvo L70F Wheel Loader | 166,993 | | | | | | 170,000 |
| 439 | 01 ODB SCL800 Leaf Vacuum | 25,916 | | | | 36,000 | | |
| 440 | 01 Cub Cadet 3660 Z-Turn Mower | 6,200 | | | | 10,000 | | |
| 441 | 01 Exmark Lazer Z Mower | 6,362 | | | | 10,000 | | |
| 447 | 06 ODB SCL800 Leaf Vacuum | 34,048 | | | | | | 36,000 |
| | **Total Machinery & Equipment** | **643,405** | **0** | **0** | **421,500** | **56,000** | **40,000** | **206,000** |
| | **GRAND TOTAL** | **3,471,494** | **246,000** | **36,000** | **1,895,500** | **156,000** | **1,005,000** | **1,739,000** |

Notes:

(a) Being replaced by cab-over-engine chassis with hooklift frame to accomodate various bodies and a snowplow. This will provide a truck used 12 months per year.

^ Will not be replaced

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# STATISTICAL SECTION

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## CITY OF COLLEGE PARK, MARYLAND

### General Fund - Statistical Summary
### Fiscal Years 1992 - 2011

| Fiscal year | Real property tax rate per $100 | Personal property tax rate per $100 | Operating revenues | Percentage increase/ (decrease) from prior fiscal year |
|---|---|---|---|---|
| 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 [1] | 0.570 | 8,206,595 | 3.55% |
| 2002 | 0.240 | 0.600 | 8,425,339 | 2.67% |
| 2003 | 0.250 | 0.625 | 8,839,777 | 4.92% |
| 2004 | 0.268 | 0.650 | 8,905,991 | 0.75% |
| 2005 | 0.268 | 0.650 | 9,773,782 | 9.74% |
| 2006 | 0.285 | 0.713 | 11,053,754 | 13.10% |
| 2007 | 0.299 | 0.748 | 11,113,418 | 0.54% |
| 2008 | 0.299 | 0.748 | 11,647,913 | 4.81% |
| 2009 | 0.322 | 0.805 | 12,661,100 | 8.70% |
| 2010 | 0.322 | 0.805 | 12,758,641 | 0.77% |
| 2011 | 0.322 | 0.805 | 14,407,349 | 12.92% |

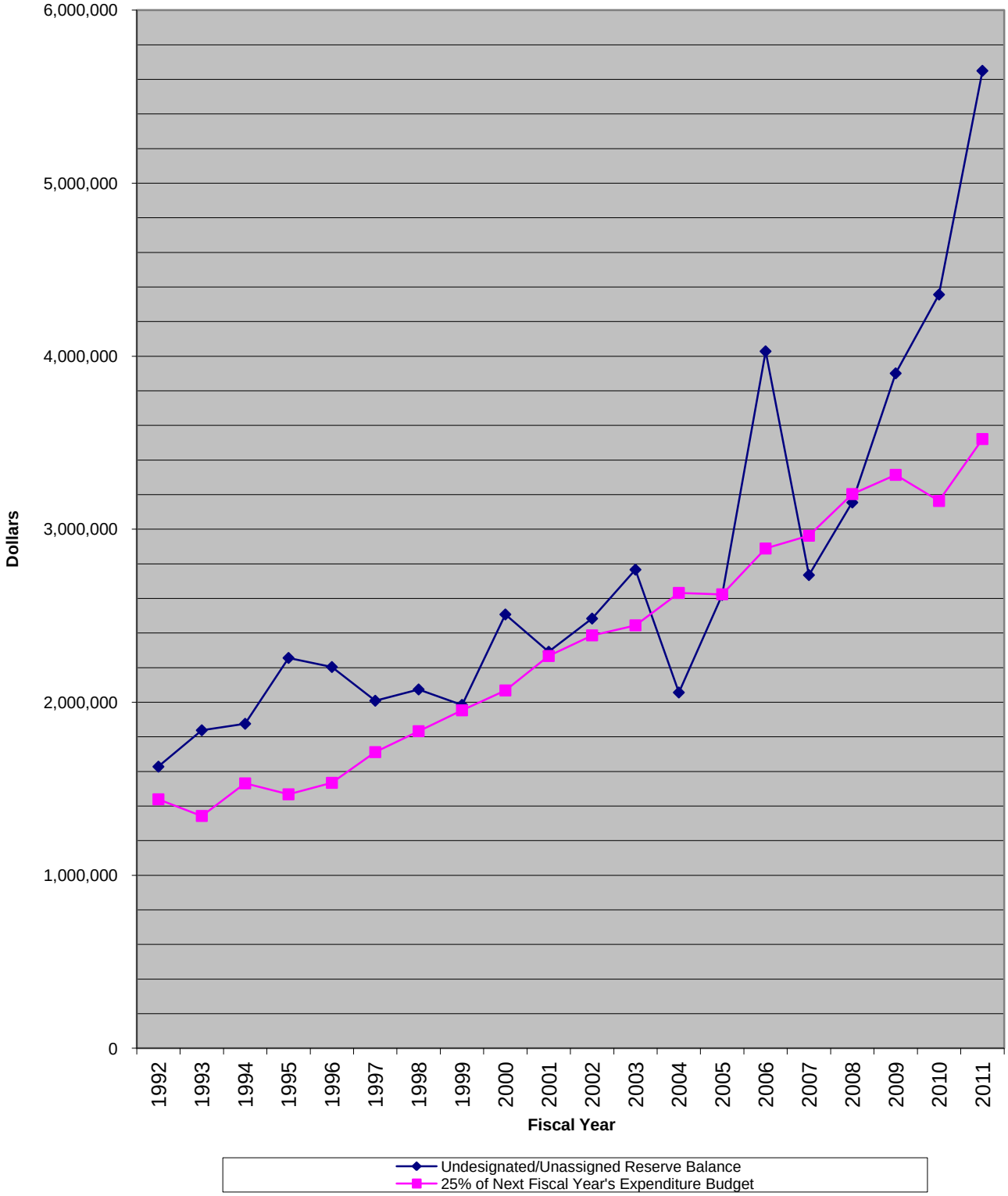
**FOOTNOTES:**

[1] 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.

[2] Effective June 30, 2011 per GASB Statement No. 54, fund balances of the governmental funds are classified as follows: nonspendable, restricted, committed, assigned and unassigned. The new fund balance classification "unassigned" is shown for FY2011 above and will be used for future fiscal years as well. The fund balance classification "undesignated" will no longer be used.

| Operating expenditures | Surplus/ (deficit) after transfers | Undesignated/ unassigned [2] reserve balance at fiscal year end | Reserve balance as percentage of next fiscal year's expenditure budget (Goal = 25%) |
|---|---|---|---|
| $ 5,567,248 | $ (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% |
| 7,963,668 | 312,842 | 2,291,676 | 25.27% |
| 7,862,662 | 72,838 | 2,483,508 | 26.02% |
| 8,387,816 | (38,810) | 2,766,147 | 28.29% |
| 8,251,475 | (322,327) | 2,056,242 | 19.53% |
| 8,733,736 | 254,468 | 2,619,714 | 24.96% |
| 9,077,070 | 1,196,384 | 4,028,163 | 34.86% |
| 9,595,276 | (1,302,906) | 2,734,819 | 23.08% |
| 10,330,679 | 324,682 | 3,154,391 | 24.62% |
| 10,906,047 | 499,718 | 3,900,880 | 29.43% |
| 11,314,099 | 466,367 | 4,356,077 | 34.43% |
| 11,541,492 | 1,819,522 | 5,649,562 | 40.11% |

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



CITY OF COLLEGE PARK, MARYLAND

**General Fund - Fund Balance Summary**
**Last Ten Fiscal Years**

| Fiscal year | Fund balance, beginning of fiscal year | Operating revenues | Operating expenditures | Other sources | Other uses | Adjustments | Fund balance, end of fiscal year |
|---|---|---|---|---|---|---|---|
| 2002 | $ 3,324,474 | $ 8,425,339 | $ 7,862,662 | $ | $ 489,839 | $ | $ 3,397,312 |
| 2003 | 3,397,312 | 8,839,777 | 8,387,816 | | 490,771 | | 3,358,502 |
| 2004 | 3,358,502 | 8,905,991 | 8,251,475 | | 976,841 | | 3,036,177 |
| 2005 | 3,036,177 | 9,773,782 | 8,733,736 | | 785,578 | 126,217 [1] | 3,416,862 |
| 2006 | 3,416,862 | 11,053,754 | 9,077,070 | | 780,300 | | 4,613,246 |
| 2007 | 4,613,246 | 11,113,418 | 9,595,276 | | 2,821,048 | | 3,310,340 |
| 2008 | 3,310,340 | 11,647,913 | 10,330,679 | | 992,552 | | 3,635,022 |
| 2009 | 3,635,022 | 12,661,100 | 10,906,047 | | 1,255,335 | | 4,134,740 |
| 2010 | 4,134,740 | 12,758,641 | 11,314,099 | | 978,175 | | 4,601,107 |
| 2011 | 4,601,107 | 14,407,349 | 11,541,492 | | 1,046,335 | | 6,420,629 |

**FOOTNOTES:**

[1] restatement of revenue for collectible parking tickets

CITY OF COLLEGE PARK, MARYLAND

**General Fund Revenues and Other Financing Sources**
**Last Ten Fiscal Years**

| Fiscal year | Property taxes | Income taxes | Admission taxes | State shared taxes | County shared taxes | Licenses and permits | Intergov-ernmental |
|---|---|---|---|---|---|---|---|
| 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 |
| 2007 | 4,812,810 | 1,270,633 | 707,816 | 808,134 | 492,018 | 690,761 | 185,234 |
| 2008 | 5,284,158 | 1,294,274 | 660,862 | 783,296 | 488,936 | 771,988 | 188,589 |
| 2009 | 6,386,736 | 1,274,166 | 689,308 | 718,819 | 448,394 | 894,393 | 176,565 |
| 2010 | 7,061,791 | 1,332,576 | 664,798 | 81,466 | 422,121 | 964,236 | 218,454 |
| 2011 | 6,922,610 | 1,377,541 | 570,539 | 58,693 | 441,699 | 1,004,730 | 254,545 |

**FOOTNOTE:**

[1] 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 are adjusted to fair value reporting on an annual basis.

| Charges for services | Fines and fees | Investment earnings | Miscell-aneous | Total operating revenues | Transfers in | Total revenues |
|---|---|---|---|---|---|---|
| $ 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 [1] | 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 |
| 830,490 | 962,210 | 195,067 | 158,245 | 11,113,418 | - | 11,113,418 |
| 812,384 | 1,095,272 | 229,065 | 39,089 | 11,647,913 | - | 11,647,913 |
| 823,703 | 1,054,227 | 145,901 | 48,888 | 12,661,100 | - | 12,661,100 |
| 909,624 | 1,056,987 | 36,814 | 9,774 | 12,758,641 | - | 12,758,641 |
| 934,245 | 2,784,738 | 41,696 | 16,313 | 14,407,349 | - | 14,407,349 |

## CITY OF COLLEGE PARK, MARYLAND

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

| Fiscal year | Administration | Finance | Public services | Planning and development | Public works | Youth and family |
|---|---|---|---|---|---|---|
| 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 | 1,522,569 | 353,303 | 3,624,822 | 644,074 |
| 2005 | 1,159,602 | 684,813 | 1,711,271 | 412,019 | 3,652,284 | 742,260 |
| 2006 | 1,315,386 | 612,945 | 1,690,588 | 531,138 | 3,727,144 | 707,118 |
| 2007 | 1,196,537 | 723,575 | 1,878,097 | 473,676 | 3,964,867 | 752,987 |
| 2008 | 1,309,351 | 816,172 | 2,023,822 | 498,054 | 4,263,915 | 835,414 |
| 2009 | 1,404,308 | 858,874 | 2,061,857 | 538,445 | 4,335,050 | 902,642 |
| 2010 | 1,404,724 | 895,913 | 2,176,636 | 580,748 | 4,317,396 | 981,712 |
| 2011 | 1,423,277 | 804,231 | 2,196,446 | 516,648 | 4,374,679 | 981,828 |

**FOOTNOTE:**

[1] In FY2004, the City entered into an agreement with Prince George's County for contract police services.

| Supplemental police services | Debt service | Contingency | Total operating expenditures | Transfers out | Total expenditures |
|---|---|---|---|---|---|
| $ - | $ 67,263 [1] | $ 3,200 | $ 7,862,662 | $ 489,839 | $ 8,352,501 |
| - | 67,262 | - | 8,387,816 | 490,771 | 8,878,587 |
| 24,941 [1] | 67,262 | - | 8,251,474 | 976,841 | 9,228,315 |
| 136,572 | 234,915 | - | 8,733,736 | 785,578 | 9,519,314 |
| 244,138 | 235,613 | 13,000 | 9,077,070 | 780,300 | 9,857,370 |
| 384,798 | 220,739 | - | 9,595,276 | 2,821,048 | 12,416,324 |
| 516,689 | 67,262 | - | 10,330,679 | 992,552 | 11,323,231 |
| 729,757 | 67,263 | 7,851 | 10,906,047 | 1,255,335 | 12,161,382 |
| 889,707 | 67,263 | - | 11,314,099 | 978,175 | 12,292,274 |
| 941,499 | 302,884 | - | 11,541,492 | 1,046,335 | 12,587,827 |

## CITY OF COLLEGE PARK, MARYLAND

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

| Fiscal year | Fund equity, beginning of year | Revenue | | | | | | | Expenditures |
|---|---|---|---|---|---|---|---|---|---|
| | | Licenses and permits | Intergovern-mental grants | Charges for services | Fines and forfeitures | Investment revenue | Miscel-laneous | Total revenue | General government |
| 2002 | $ (1,450) | $ 84,597 | $ 356,145 | $ - | $ - | $ - | $ 118,800 | $ 559,542 | $ 18,808 |
| 2003 | 914,350 | 95,531 | 608,426 | - | - | 3,988 | - | 707,945 | 13,802 |
| 2004 | 1,066,586 | 105,042 | 20,395 | - | - | 358 | - | 125,795 | 44,879 |
| 2005 | 856,005 | 131,090 | 178,245 | - | - | - | - | 309,335 | 15,781 |
| 2006 | 721,261 | 151,245 | 467,902 | - | - | - | 21,595 | 640,742 | 17,028 |
| 2007 | 813,952 | 163,102 | 692,355 | 96,000 | - | 1,591 | - | 953,048 | 53,393 |
| 2008 [3] | 3,208,617 | 152,418 | 208,028 | 224,146 | - | 40,928 | - | 625,520 | 29,807 |
| 2009 [3] | 1,676,708 | 170,310 | 408,565 | 193,878 | - | 2,624 | 47,677 | 823,054 | 44,429 |
| 2010 [3] | (4,475,999) | 179,478 | 900,329 | 181,809 | - | 148 | - | 1,261,764 | 65,162 |
| 2011 [3] | (5,258,063) | 193,362 | 817,100 | 211,247 | 49,812 | 66 | - | 1,271,587 | 80,507 |

* **FOOTNOTES:**

[1] Sale of land

[2] Permanent financing of $8,150,000 replaced bond anticipation notes (BANs) for public parking garage, closing on February 25, 2011. Financing proceeds will adjust negative fund equity in FY2011.

[3] Includes Parking Debt Service Fund, beginning in FY2008

| Expenditures (continued) | | | | | | Other financing sources / uses | | |
|---|---|---|---|---|---|---|---|---|
| Public services | Planning & development | Public works | Debt service | Capital outlay | Total expenditures | Proceeds from financing/other* | Transfers in/(out) | Fund equity, end of year |
| $ - | $ 70,429 | $ 47,072 | $ 130,355 | $ 636,417 | $ 903,081 | $ 769,500 | $ 489,839 | $ 914,350 |
| 21,000 | 40,393 | 52,754 | 284,036 | 634,495 | 1,046,480 | - | 490,771 | 1,066,586 |
| 25,000 | 112,360 | 75,013 | 189,606 | 866,371 | 1,313,229 | 12 | 976,841 | 856,005 |
| 15,000 | 146,790 | 63,977 | - | 988,109 | 1,229,657 | - | 785,578 | 721,261 |
| 123,062 | 195,739 | 632,202 | - | 360,320 | 1,328,351 | - | 780,300 | 813,952 |
| 24,987 | 117,700 | 33,322 | 12,750 | 3,147,279 | 3,389,431 | 2,010,000 | 2,821,048 | 3,208,617 |
| 24,000 | 212,785 | 1,840 | 339,200 | 2,692,349 | 3,299,981 | 150,000 | 992,552 | 1,676,708 |
| 24,000 | 208,212 | 25,494 | 814,330 | 7,539,631 | 8,656,096 | 425,000 [1] | 1,255,335 | (4,475,999) |
| 31,470 | 486,138 | 15,480 | 385,469 | 2,038,284 | 3,022,003 | - | 978,175 [2] | (5,258,063) |
| 33,651 | 107,559 | 20,284 | 618,080 | 1,184,807 | 2,044,888 | 8,150,000 | 1,046,335 | 3,164,971 |

## CITY OF COLLEGE PARK, MARYLAND

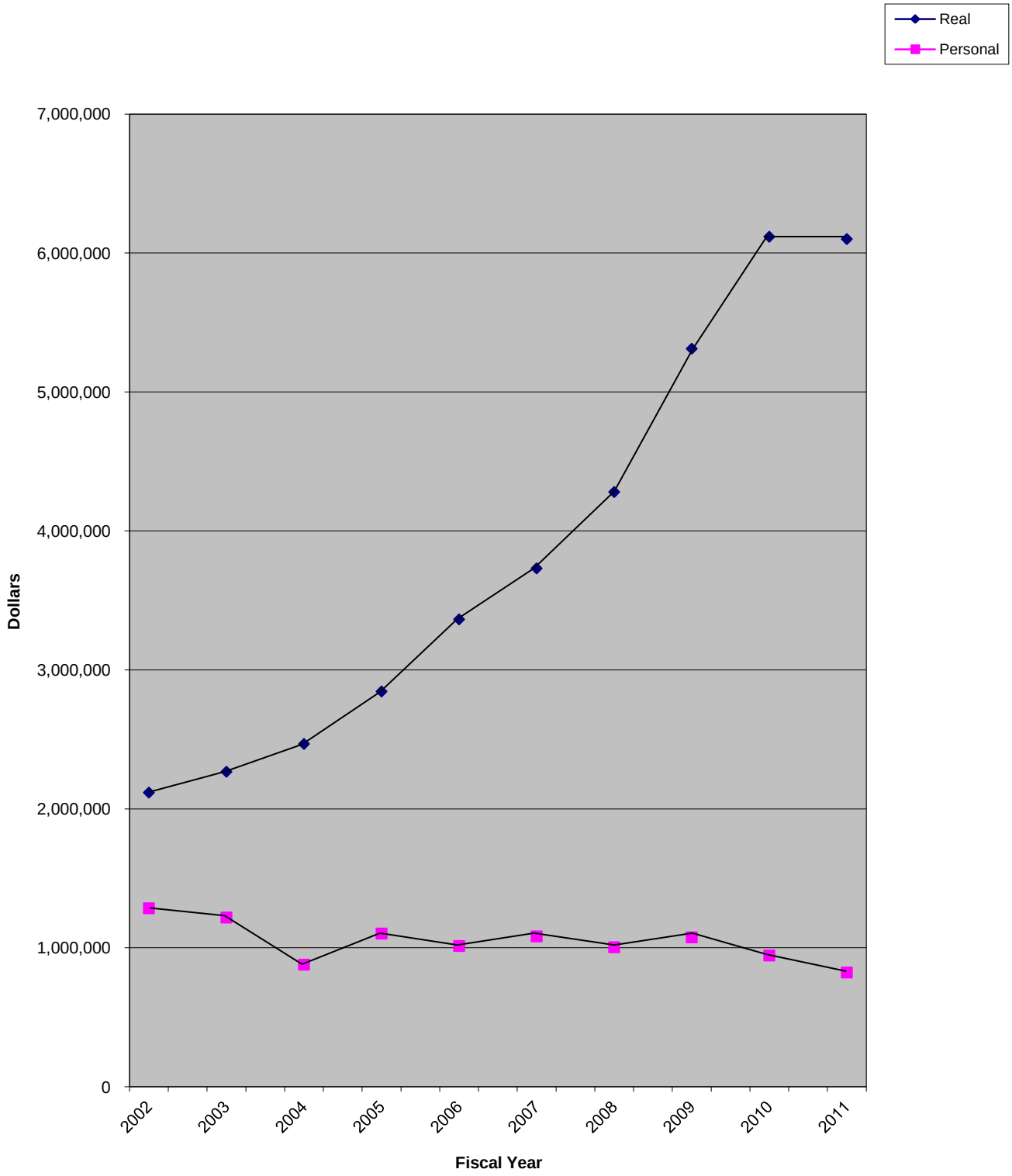
### General Fund Property Tax Revenues by Source
### Last Ten Fiscal Years

| Fiscal year | Real property taxes | Personal property taxes | Total property taxes |
|---|---|---|---|
| 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 [1] | 3,345,801 |
| 2005 | 2,844,645 | 1,102,555 | 3,947,200 |
| 2006 | 3,363,585 | 1,013,109 | 4,376,694 |
| 2007 | 3,730,318 | 1,082,492 | 4,812,810 |
| 2008 | 4,280,054 | 1,004,104 | 5,284,158 |
| 2009 | 5,311,375 | 1,075,361 | 6,386,736 |
| 2010 | 6,117,028 | 944,763 | 7,061,791 |
| 2011 | 6,100,116 | 822,494 | 6,922,610 |

**FOOTNOTE:**

[1] FY2004 reduction in personal property taxes due to the loss of a major taxpayer.

## CITY OF COLLEGE PARK, MARYLAND
## Property Tax Revenues



## CITY OF COLLEGE PARK, MARYLAND

### Property Tax Levies and Collections
### Last Ten Fiscal Years

| Fiscal year | Total tax levy | Current tax collections | Percent of current taxes collected | Delinquent tax collections | Total tax collections |
|---|---|---|---|---|---|
| 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 |
| 2007 | 4,799,536 | 4,790,172 | 99.80% | 22,638 | 4,812,810 |
| 2008 | 5,178,280 | 5,227,766 | 100.96% | 56,392 | 5,284,158 |
| 2009 | 6,269,374 | 6,380,880 | 101.78% | 5,861 | 6,386,741 |
| 2010 | 7,090,446 | 7,025,731 | 99.09% | 36,060 | 7,061,791 |
| 2011 | 6,871,090 | 6,830,888 | 99.41% | 91,722 | 6,922,610 |

**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.

| Ratio of total tax collections to total tax levy | Outstanding delinquent taxes | Ratio of delinquent taxes to total tax levy |
|---|---|---|
| 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% |
| 100.28% | 36,048 | 0.75% |
| 102.04% | 13,024 | 0.25% |
| 101.87% | 36,447 | 0.58% |
| 99.60% | 49,054 | 0.69% |
| 100.75% | 37,668 | 0.55% |

## CITY OF COLLEGE PARK, MARYLAND

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

| | | Real property [2] | | Personal property | |
|---|---|---|---|---|---|
| Fiscal year | Tax year | Assessed value | Estimated value | Assessed value | Estimated value |
| 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 [1] | 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 |
| 2007 | 2008 | 1,421,579,302 | 1,421,579,302 | 122,994,652 | 122,994,652 |
| 2008 | 2009 | 1,637,876,189 | 1,637,876,189 | 120,320,870 | 120,320,870 |
| 2009 | 2010 | 1,923,969,893 | 1,923,969,893 | 113,043,478 | 113,043,478 |
| 2010 | 2011 | 1,807,918,651 | 1,807,918,651 | 111,801,242 | 111,801,242 |
| 2011 | 2012 | 1,947,088,341 | 1,947,088,341 | 105,590,062 | 105,590,062 |

**FOOTNOTES:**

[1] Reduction in personal property tax assessment due to the loss of a major taxpayer

[2] After application of homestead tax credit

| Total property | | Ratio of total assessed value to total value |
|---|---|---|
| Assessed value | Estimated value | |
| $ 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% |
| 1,544,573,954 | 1,544,573,954 | 100.00% |
| 1,758,197,059 | 1,758,197,059 | 100.00% |
| 2,037,013,371 | 2,037,013,371 | 100.00% |
| 1,919,719,893 | 1,919,719,893 | 100.00% |
| 2,052,678,403 | 2,052,678,403 | 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 [1] | Natl. Capital Park and Planning | Suburban Transit Commission | County Storm Water Management | George's County (full rate) | County Tax Differential | State of Maryland | Total |
|---|---|---|---|---|---|---|---|---|
| 2003 | $ 0.2500 | $ 0.2440 | $ 0.0260 | $ 0.0540 | $ 0.9620 | $ (0.0180) | $ 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 |
| 2008 | 0.2990 | 0.2790 | 0.0260 | 0.0540 | 0.9600 | (0.0160) | 0.1120 | 1.7140 |
| 2009 | 0.3220 | 0.2790 | 0.0260 | 0.0540 | 0.9600 | (0.0150) | 0.1120 | 1.7380 |
| 2010 | 0.3220 | 0.2790 | 0.0260 | 0.0540 | 0.9600 | (0.0140) | 0.1120 | 1.7390 |
| 2011 | 0.3220 | 0.2790 | 0.0260 | 0.0540 | 0.9600 | (0.0140) | 0.1120 | 1.7390 |
| 2012 | 0.3220 | 0.2790 | 0.0260 | 0.0540 | 0.9600 | (0.0140) | 0.1120 | 1.7390 |

**FOOTNOTE:**

[1] The City Direct Rate has no components.

CITY OF COLLEGE PARK, MARYLAND

**Principal Taxpayers, Grouped by Property**
**Assessed Valuation Greater than $4 Million**
**June 30, 2012**
**(amounts expressed in thousands)**

| Taxpayer | Type of business | Fiscal year 2012 full value assessment Real (RP) | Personal (PP) | Total | Percentage of total assessed valuation |
|---|---|---|---|---|---|
| NSHE College Park, LLC | Real estate | $ 91,777 | $ - | $ 91,777 | 4.47% |
| University View Partners, LLC | Real estate | 87,841 | 926 | 88,767 | 4.32% |
| 8300 Baltimore Avenue, LLC | Real estate | 62,876 | - | 62,876 | 3.06% |
| Mazza Grand Marc Apartments | Real estate | 57,776 | - | 57,776 | 2.81% |
| IKEA Property, Inc. (RP) / IKEA Maryland, LLC (PP) | Retail | 43,915 | 7,288 | 51,203 | 2.49% |
| Jefferson at College Park, LP (RP) / Wynfield Park Apartments, LP (PP) | Real estate | 45,678 | 128 | 45,806 | 2.23% |
| Richard S. Gatti, et al | Real estate | 27,893 | - | 27,893 | 1.36% |
| Riverdale FDA, LLC | Real estate | 25,388 | - | 25,388 | 1.24% |
| Knox Village Partners LLC / Knox Box Realty LLC / Vievere III | Real Estate | 23,371 | - | 23,371 | 1.14% |
| Potomac Electric Power Company | Utility | - | 21,831 | 21,831 | 1.06% |
| College Park Shopping Center Limited Partnership | Real estate | 19,677 | - | 19,677 | 0.96% |
| CPHH, LLC (RP) / Imported Cars of Maryland (PP) | Automotive | 5,737 | 13,515 | 19,252 | 0.94% |
| Oprock College Park Fee LLC | Hotel | 17,000 | 649 | 17,649 | 0.86% |
| State of Maryland (leased) | Real estate | 14,136 | - | 14,136 | 0.69% |
| University House at Berwyn, LP | Real estate | 12,977 | - | 12,977 | 0.63% |
| College Park Roadside II | Real estate | 11,530 | - | 11,530 | 0.56% |
| New Spellman House Associates, LLC | Real estate | 9,569 | 14 | 9,583 | 0.47% |
| Eastern Diversified Properties, Inc. (RP) / College Park Motor Cars (PP) | Automotive | 3,709 | 5,715 | 9,424 | 0.46% |
| Baltimore Boulevard Associates Ltd. Ptshp. | Real estate | 9,158 | 1 | 9,159 | 0.45% |
| North Carolina Hospitality Group, Inc. | Hotel | 8,467 | 476 | 8,943 | 0.44% |
| Elmer F. Sealing (RP) / Second Hotel Associates LP (PP) | Hotel | 7,173 | 414 | 7,587 | 0.37% |
| 8400 Baltimore Avenue, LLC | Real estate | 7,500 | - | 7,500 | 0.37% |
| Jemal's Hartwick Limited Partnership | Real estate | 7,400 | - | 7,400 | 0.36% |
| Precision Products Group, Inc. | Manufacturing | 4,956 | 2,411 | 7,367 | 0.36% |
| College Park Hospitality Group, LLC | Hotel | 6,809 | 234 | 7,043 | 0.34% |
| R J Company LLC (RP) / Nebraska Book Company (PP) | Retail | 5,701 | 946 | 6,647 | 0.32% |
| Royal Hospitality, Inc. | Hotel | 6,446 | 196 | 6,642 | 0.32% |
| Jaykishan Hospitality Group, LLC | Hotel | 5,955 | 271 | 6,226 | 0.30% |
| Carrollton Properties, LLC | Real estate | 5,730 | - | 5,730 | 0.28% |
| Campus Village Shopping Center JV | Real estate | 5,450 | - | 5,450 | 0.27% |
| Home Depot U.S.A., Inc. | Retail | - | 5,239 | 5,239 | 0.26% |
| Robert M. Watkins, Jr. | Real estate | 4,934 | - | 4,934 | 0.24% |
| New Alden Berkley Associates, LLC | Real estate | 4,838 | 61 | 4,899 | 0.24% |
| Washington Gas Light Company | Utility | - | 4,774 | 4,774 | 0.23% |
| BLK Real Estate, LLC (RP) / Queenstown Motor Company (PP) | Automotive | 4,140 | 102 | 4,242 | 0.21% |
| Crown Real Properties LC | Automotive | 4,016 | - | 4,016 | 0.20% |
| Total | | $ 659,523 | $ 65,191 | $ 724,714 | 35.31% |

## CITY OF COLLEGE PARK, MARYLAND

### Computation of Direct and Overlapping Bonded Debt
### June 30, 2011
### (amounts expressed in thousands)

| Jurisdiction | Net debt outstanding | Percentage applicable to the City | Amount applicable to the City |
|---|---|---|---|
| City of College Park: | | | |
| Direct Debt | $ 8,925 | 100.000% | $ 8,925 |
| Subtotal | 8,925 | | 8,925 |
| Overlapping Debt (Note 1): | | | |
| Prince George's County: | | | |
| Direct Debt | 714,420 | 2.538% | 18,132 |
| Maryland-National Capital Park and Planning Commission | 65,925 | 2.538% | 1,673 |
| Subtotal | 780,345 | | 19,805 |
| Total Direct and Overlapping Debt | $ 789,270 | | $ 28,730 |

**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 $71,233,599,565 and the City real property assessment of $1,807,918,651 (net of homestead tax credit). The City does not have any self-supporting debt at June 30, 2011.

## CITY OF COLLEGE PARK, MARYLAND

### Computation of Legal Debt Margin
### June 30, 2012

| | General Obligation | Total Debt |
|---|---|---|
| Total real property taxable assessment as of June 30, 2012 (FY2012 assessment) before homestead tax credit applied | $ 2,159,943,756 | $ 2,159,943,756 |
| Allowable debt limit percentage per City Charter, Article C7-4 | 5% | 10% |
| City debt limit | $ 107,997,188 | $ 215,994,376 |
| Outstanding debt as of June 30, 2012 | 8,375,000 | 8,375,000 |
| Available debt margin | $ 99,622,188 | $ 207,619,376 |

CITY OF COLLEGE PARK, MARYLAND

Debt Service Requirements
June 30, 2012

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

| Fiscal year | Principal balance, beginning of fiscal year | Debt Service | | Principal balance, end of fiscal year |
|---|---|---|---|---|
| | | Principal | Interest | |
| 2013 | $ 7,925,000 | $ 273,000 | $ 286,727 | $ 7,652,000 |
| 2014 | 7,652,000 | 283,000 | 276,497 | 7,369,000 |
| 2015 | 7,369,000 | 294,000 | 265,880 | 7,075,000 |
| 2016 | 7,075,000 | 305,000 | 254,858 | 6,770,000 |
| 2017-2021 | 6,770,000 | 1,706,000 | 1,093,825 | 5,064,000 |
| 2022-2026 | 5,064,000 | 2,050,000 | 749,046 | 3,014,000 |
| 2027-2031 | 3,014,000 | 2,464,000 | 334,678 | 550,000 |
| 2032 | 550,000 | 550,000 | 10,120 | 0 |
| **Totals** | | **$ 7,925,000** | **$ 3,271,630** | |

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

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

## CITY OF COLLEGE PARK, MARYLAND

### Demographic Statistics
### Last Seven Census Years

| Fiscal year | Population | Median income | Median age | Formal education level | Unemployment rate |
|---|---|---|---|---|---|
| 1950 | 11,170 | $ 1,063 | 31.1 years | 12.7 years | 3.8% |
| 1960 | 18,482 | 7,948 | 21.9 years | 12.4 years | 2.8% |
| 1970 | 26,220 | 13,453 | 21.4 years | 12.7 years | 3.5% |
| 1980 | 23,614 | 39,806 | 24.1 years | 13.0 years | 3.2% |
| 1990 | 23,714 | 48,915 | 23.4 years | See note below | 5.4% |
| 2000 | 24,657 | 50,168 | 21.7 years | See note below | 4.2% |
| 2010 | 30,413 | 66,138 | 21.2 years | See note below | 7.1% |

**NOTE:** Beginning with the 1990 census count, the Bureau of the Census began to report formal education level using a different type of methodology. As such, the 1990 count indicated that 84.9% of those surveyed were high school graduates or higher, while 38.3% held bachelor's degrees or higher. The 2000 count reported 87.6% high school graduates or higher and 40.7% held bachelor's degrees or higher. The 2010 count reports 91.0% high school graduates or higher and 47.4% held bachelor's degrees or higher.

**SOURCE:** U.S. Department of Commerce, Bureau of the Census

## CITY OF COLLEGE PARK, MARYLAND

### Property Value, New Construction and Bank Deposits
### Last Ten Fiscal Years
### (amounts expressed in thousands)

| Fiscal year | Property value (A) | | | |
|---|---|---|---|---|
| | Commercial | Residential | Exemptions | Total |
| 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 |
| 2007 | 396,264 | 1,025,315 | 1,255,509 | 2,677,088 |
| 2008 | 482,758 | 1,155,118 | 1,381,546 | 3,019,422 |
| 2009 | 640,643 | 1,283,327 | 1,508,767 | 3,432,737 |
| 2010 | 649,774 | 1,158,145 | 1,514,366 | 3,322,285 |
| 2011 | 701,159 | 1,245,930 | 1,532,517 | 3,479,606 |

**SOURCE:**

(A) State Department of Assessments and Taxation (SDAT)
(B) Prince George's County Department of Environment Resources, Construction Standards Division, Permits Section Valuation greater than $25,000
(C) Operating Banks and Branches Data Book, FDIC

**FOOTNOTES:**

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

| Commercial construction (B) | | Residential construction (B) | | |
|---|---|---|---|---|
| Number of units | Value | Number of units | Value | Bank deposits (C) |
| 13 | $ 1,568 | 4 | $ 338 | $ 267,642 |
| 16 | 813 | 13 | 515 | 311,109 |
| 27 | 48,218 [1] | 17 | 1,154 | 287,748 |
| 22 | 21,381 [2] | 9 | 534 | 345,180 |
| 10 | 20,510 [3] | 38 | 2,687 | 373,299 |
| 61 | 12,741 [4] | 34 | 4,313 [5] | 336,668 |
| 16 | 50,244 [6] | 32 | 4,547 | 457,201 |
| 29 | 9,206 | 10 | 654 | 436,728 |
| 29 | 81,571 [7] | 10 | 1,005 | 486,119 |
| 39 | 6,480 | 16 | 864 | 401,432 |

## CITY OF COLLEGE PARK, MARYLAND

### Miscellaneous Statistics
### June 30, 2012

| | |
|---|---|
| Date of settlement | 1745 |
| Mayor & Council established | 1945 |
| Date of incorporation | 1945 |
| Form of government | |
| Commission | 1945-1960 |
| Council-Manager | 1960-present |
| Area - square miles | 5 |
| Miles of streets, sidewalks and alleys | |
| Streets: | |
| Paved | 52 |
| Unimproved | 1 |
| Sidewalks | 21 |
| Alleys - unpaved | 1 |

Providers of other services to City residents

| Service | Organization |
|---|---|
| Recreation | Maryland-National Capital Park and Planning Commission (M-NCPPC) |
| Fire / EMS | Prince George's County Fire / Emergency Medical Services Department<br>College Park Volunteer Fire Department, Inc.<br>Branchville Volunteer Fire Company & Rescue Squad, Inc.<br>Berwyn Heights Volunteer Fire Department & Rescue Squad, Inc. |
| Police | Prince George's County Police Department |
| Water and sewer | Washington Suburban Sanitary Commission (WSSC) |
| Electric | Potomac Electric Power Company (PEPCO) |
| Natural gas | Washington Gas, Maryland Division |
| Public education | Prince George's County Public Schools |

Election data

| | |
|---|---|
| Registered voters last local election, November 2011 | 14,397 |
| Number of votes cast, last local election | 1,109 |
| Percentage of registered voters voting, last local election | 7.7% |

**Miscellaneous Statistics (continued)**
**June 30, 2012**

Authorized full-time equivalent employees

| | FY2012 Adjusted Budget | FY2013 Adopted Budget |
|---|---|---|
| Merit | 104.08 | 103.15 |
| Nonclassified | 8.47 | 9.22 |
| Total | 112.55 | 113.60 |

Major property owner

The University of Maryland at College Park, the flagship campus of the University System of Maryland, is located within the corporate limits of the City of College Park. This University location encompasses approximately 1,250 acres with 350 buildings, providing education, housing, research and other facilities. The campus has a total academic student body of 37,631 as of fall 2011 enrollment, consisting of 26,826 undergraduate and 10.805 graduate students; and a faculty (excluding graduate teaching assistants) of 3,996 and staff of 5,116.

Memberships

American Institute of Certified Planners (AICP)
American Payroll Association
American Planning Association (APA)
Anacostia Trails Heritage Area (ATHA)
Council for Urban Economic Development (CUED)
Government Finance Officers Association of the U.S. and Canada (GFOA)
International City/County Management Association (ICMA)
International Council for Local Environmental Initiatives (ICLEI)
International Council of Shopping Centers (ICSC)
International Institute of Municipal Clerks (IIMC)
International Town & Gown Association (ITGA)
Maryland Association of Housing and Redevelopment Agencies
Maryland Association of Youth Services Bureaus (MAYSB)
Maryland Code Enforcement and Zoning Officials Association (CEZOA)
Maryland Downtown Development Association (MDDA)
Maryland Local Government Insurance Trust (LGIT)
Maryland Local Government Investment Pool (MLGIP)
Maryland Mayors' Association
Maryland Municipal Clerks Association
Maryland Municipal League (MML)
Maryland Government Finance Officers Association (MDGFOA)
Metropolitan Washington Council of Governments (MWCOG)
National Fire Protection Association (NFPA)
National League of Cities (NLC)
National Safety Council
National Trust for Historic Preservation (NTHP)
Prince George's County Municipal Association (PGCMA)
Urban Land Institute (ULI)

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# GLOSSARY

# Glossary

**Accrual** The accrual basis of accounting recognizes revenues in the accounting period in which they are earned, while expenses are recognized when the related liability is incurred.

**Annual Budget** A budget applicable to a single fiscal year

**Appropriated Fund Balance** The portion of a governmental fund's fund balance that is used to provide resources for budgeted expenditures

**Appropriation** A legal authorization to make expenditures and to incur obligations for specific purposes

**Assessed Value** A valuation set upon real estate or other property by the State Department of Assessments and Taxation (SDAT) as a basis for levying taxes

**ATHA or Anacostia Trails Heritage Area** A non-profit organization whose members include municipalities along the U.S. Route 1 corridor. ATHA coordinates multi-jurisdictional projects to install and standardize signage, promote tourism and fund public art in the area.

**Balanced Budget** The process whereby budgeted revenues must equal budgeted expenditures. In the City's case, the process allows the use of undesignated reserve to supplement budgeted revenues.

**Budget** A plan of financial operations embodying an estimate of proposed expenditures for a given period and the proposed means of financing those expenditures. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two situations in practice. Sometimes, it designates the financial plan presented to the appropriating governing body for adoption (i.e., the "proposed" budget); and sometimes, the term refers to the plan approved by that body (i.e., the "adopted" budget).

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

**Capital Equipment** Fixed assets such as vehicles, machinery, equipment, computers or furniture which have a life expectancy of more than 1 year and a value over $2,000

**Capital Projects Fund** A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary or trust funds

**Capital Outlay** Expenditures resulting in the acquisition of, or addition to, the government's general fixed assets

**CDBG or Community Development Block Grant** Grant funds available from the Federal government. In the past, these funds have been passed through Prince George's County via grant application. The City opted out of the County program and into the State of Maryland's program in fiscal year 1992.

**C.I.P. or Capital Improvement Program** A plan for capital expenditures to be incurred each year over a fixed period of years in order to meet capital needs arising from the long-term work program or other capital needs. The program sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the resources estimated to be available to finance the projected expenditures.

**Charter and City Code** The codification of the City's legislation, adopted by the Mayor and Council, for the proper function and government of the City of College Park. The Charter and the various chapters of the Code contain all currently effective legislation (ordinances and certain resolutions) of a general and permanent nature enacted by the Mayor and Council, including revisions or amendments to existing legislation deemed necessary by the Mayor and Council in the course of.the codification.

**Constant Yield Tax Rate** That tax rate which, when applied against the growth in assessed value of real property, will yield the same amount of tax revenue for the City as it received in the previous year. The

constant yield tax rate is calculated by the State Department of Assessments and Taxation. If the City's proposed real property tax rate exceeds the constant yield tax rate, the City must advertise and hold a separate public hearing on the constant yield tax rate prior to adopting a budget setting the real property tax rate.

**Cost** The amount of money or value exchanged for property or services

**DCPMA or Downtown College Park Management Authority** A commercial district management authority (CDMA), created by the City and funded through assessments of downtown property owners. Their goal is to promote and market the downtown area and to provide security, maintenance and amenities. Membership includes all businesses within a defined geographic area as well as voluntary and professional members from other parts of the City.

**Debt** An obligation resulting from the borrowing of money

**Debt Service** The accounting for payments of principal and interest on long-term debt

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

**Encumbrance** A reservation of funds for an anticipated expenditure prior to actual payment for an item. Funds usually are reserved or encumbered once a contracted obligation has been signed for an item, but prior to the cash payment actually being disbursed.

**Enterprise Fund** A separate fund established by the City for the operation of a business venture

**Expenditure** A decrease in net financial resources. Expenditures include payment in cash for current operating expenses, debt service and capital outlays.

**Expenses** Charges incurred, whether paid or unpaid, for operations, maintenance, interest and other charges that are presumed to benefit the current fiscal year

**FY or Fiscal Year (followed by 2 or 4 digits)** The fiscal year which starts on July 1 and ends on the following June 30 (in the year noted). For example, FY2013 or FY13 is the fiscal year beginning on July 1, 2012 and ending on June 30, 2013.

**Fixed Assets** Assets of a long-term character that are intended to continue to be held or used. Examples of fixed assets include land, buildings, vehicles, machinery, furniture and equipment.

**FTE or Full Time Equivalent** The effect of a one person work year at 2,080 hours per year (40 hours per week for 52 weeks). Positions may be allocated to different programs within a department as partial FTE's.

**Fund** A fiscal and accounting entity with a self-balancing set of accounts which is segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations

**Fund Balance** The excess of a governmental fund's assets over its liabilities. The amount is the cumulative result of revenues in excess of expenditures for all years since the fund's inception.

**Fund Balance – Assigned** Includes the portion of the spendable fund balance intended for spending for a purpose set by the governing body

**Fund Balance – Committed** Includes the portion of the spendable fund balance that reflects constraints that the City has imposed upon itself by a formal action of the City Council

# Glossary

**Fund Balance – Nonspendable** The portion of fund balance that is segregated because it is not available for spending, either now or in the future, or there is a legal or contractual requirement for the funds to remain intact

**Fund Balance – Unreserved** The portion of fund balance in excess of the reserved amount

**Fund Balance – Restricted** Includes the portion of the spendable fund balance that reflects constraints on spending because of legal restrictions stipulated by outside parties, state statutes or grant requirements

**Fund Balance – Unassigned** The portion of fund balance representing expendable available financial resources

**General Fund** The fund used to account for all financial resources, except those required to be accounted for in another fund

**GAAP or Generally Accepted Accounting Principles** A set of widely accepted accounting standards, set by the Financial Accounting Standards Board, and used to standardize financial accounting of public companies and governmental units. FASB was created in 1973, replacing the Accounting Principles Board and the Committee on Accounting Procedure of the American Institute of Certified Public Accountants (AICPA) before it. The FASB is a private body whose mission is to "establish and improve standards of financial accounting and reporting for the guidance and education of the public, including issuers, auditors and users of financial information".

**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 FY2013 (State of Maryland 10%, Prince George's County 0%, City of College Park 4%).

**Investment Policy** A policy, adopted by the Mayor & Council, outlining permitted investments for City funds. As required by state law, the investment policy was subsequently approved and filed with the State Treasurer.

**Levy** To impose taxes, special assessments or service charges for support of the City

**LGIT or Local Government Insurance Trust** A public entity risk pool, of which the City is a charter member. LGIT provides the City's property, general, automobile, and public officials' legal liability insurance coverage.

**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.

# Glossary

**MLGIP or Maryland Local Government Investment Pool** MLGIP, established under Article 95, Section 220 of the Annotated Code of Maryland and operated under the administrative control of the State Treasurer, is utilized by the City for a portion of its investments. Investments by MLGIP are limited to those permitted by Section 6-222 of the State Finance and Procurement Article.

**MML or Maryland Municipal League** An organization representing more than 150 municipal governments and 2 special taxing districts in the State of Maryland

**M-NCPPC or Maryland-National Capital Park and Planning Commission** A bi-county agency handling planning and zoning, parks and recreation, and other issues in Prince George's and Montgomery County, Maryland

**Modified Accrual** The modified accrual basis of accounting is used to record revenues and related assets when they become measurable and available to finance operations of the fiscal period. Accordingly, real and personal property taxes are recorded when billed and licenses, permits and fines are recorded when received in cash. Expenditures are recorded as they are incurred.

**Motion** A formal action of the Mayor and Council, enacted at a regular or special meeting

**MWCOG or Metropolitan Washington Council of Governments** Sometimes referred to as "COG". An organization whose membership includes counties and municipalities in the Washington Metropolitan Area. Membership in MWCOG allows the "riding" of competitively negotiated bids by other members without the necessity of bidding a particular product or service by individual municipalities.

**No Survey** As the resident survey is only performed every other fiscal year, performance measures in a particular year when no survey is conducted are listed as "No survey".

**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

# Glossary

**POS or Program Open Space** A grant program offered by the State of Maryland, administered and allocated to municipalities by Prince George's County, for the acquisition and development of property to park use

**Prince George's County** The county in which the City of College Park is located. The County provides real property tax billing service to the City (at no cost), and provides services to City residents such as police, fire and emergency medical services, and public education.

**Program** The basic operation for which costs are defined and measurable activities or functions are performed; collectively, encompassing the operation of a "department"

**Public Hearing** A scheduled meeting or time specifically set aside to provide an opportunity for citizens to discuss their feelings and opinions about a particular issue. Prior to a public hearing, the scheduled date and time, as well as the subject, must be advertised.

**Reserve** An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose

**Resolution** A formal expression of opinion, will or intent voted by the Mayor & Council

**Revenue** Revenue is an increase in assets or financial resources which: does not increase a liability; does not represent a repayment of an expenditure already made; does not represent a cancellation of certain liabilities; and does not represent an increase in contributed capital.

**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 2013, the City's projected tax differential is 2.0 cents for real property and 4.3 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 FY2013 projected tax rates are 32.2 cents per $100 of real property assessed valuation and 80.5 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".

**Unrestricted Fund Balance** The excess of the assets of a governmental fund or trust fund over its liabilities and reserved fund balance accounts. See FUND BALANCE.

# Glossary

**Unassigned Reserve or Unassigned Reserve Balance** Same as Unrestricted Unassigned Fund Balance. See FUND BALANCE.

**Unrestricted Unassigned Fund Balance** The portion of fund balance representing expendable available financial resources. See FUND BALANCE.

**WMATA or Washington Metropolitan Area Transit Authority** Sometimes referred to as "Metro". The regional transportation authority serving Washington, D.C., Northern Virginia and the Maryland suburbs of Washington, D.C., providing bus and subway service

**WSSC or Washington Suburban Sanitary Commission** This regional utility serving Prince George's and Montgomery counties provides water and sewer service and storm drainage to City residents.