CITY OF COLLEGE PARK
MARYLAND

Adopted Operating Budget
for Fiscal Year 2014
and Five-Year Capital Improvement Program

CITY OF COLLEGE PARK, MARYLAND
Adopted Operating Budget
for Fiscal Year 2014
and Five-Year Capital Improvement Program

The Honorable Andrew M. Fellows, Mayor

City Council

Marcus D. Afzali
Robert W. Day
Fazlul Kabir
Stephanie E. Stullich
Robert T. Catlin
Monroe S. Dennis
Denise C. Mitchell
Patrick L. Wojahn

Administration

Joseph L. Nagro, City Manager
Stephen Groh, CPA, Director of Finance
Leo L. Thomas, Jr., CPA, Deputy Director of Finance

CITY OF COLLEGE PARK, MARYLAND
Adopted Operating Budget for Fiscal Year 2014
and Five-Year Capital Improvement Program

TABLE OF CONTENTS

Section	*Description*	*Starting Page Number*
I.	Introduction	
	Transmittal Letter and Executive Summary	1
	Strategic Plan, FY 2014 Action Plan	10
	Consolidated Operating Budget Summary - General Fund and Parking Debt Service Fund	15
	Comparative Operating Budget Summary - General Fund	16
	Comparative Operating Budget Summary – Parking Debt Service Fund	17
	Revenues and Expenditures Pie Charts - General Fund	18
	Comparative General Fund Budgeted Revenues Column Chart	21
	General Fund Undesignated Reserve Balance Graph	22
	Vision and Mission Statements	23
	GFOA Distinguished Budget Presentation Award - FY 2013 Budget	24
	Overview of the City and its Departments	25
	Organization Chart	30
	Principal Officials	31
II.	FY 2014 Budget Ordinance	33
III.	Financial and Budget Policies	37
IV.	Pay Plan	
	Overview of the Pay Plan	49
	Annual Salary Range by Job Classification	51
	Pay Table	56
	Schedule of Authorized Full Time Equivalent (FTE) Positions	58
V.	General Fund *(Fund 001)*	
	General Fund Revenues	61
	Expenditure Descriptions	69
	General Fund Expenditure Summary	81
	General Fund Expenditures by Department / Program *(with program number listed)*:	
	Administration:	
	Human Resources *(1005)*	93
	Emergency Response *(1008)*	99

Committee for a Better Environment *(1009)* 102
Mayor & Council *(1010)* 106
City Attorney *(1011)* 112
Board of Election Supervisors *(1012)* 115
Advisory Committees *(1013)* 119
Ethics Commission *(1014)* 123
Cable Television Commission *(1016)* 126
Public Relations *(1017)* 129
City Manager *(1018)* 132
City Clerk *(1019)* 135
Finance:
Finance Administration *(1020)* 141
Payroll Services *(1021)* 145
Accounting & Financial Reporting *(1022)* 148
Budget Development & Monitoring *(1023)* 153
Information Technology *(1024)* 156
Non-Departmental Expenditures *(1025)* 163
Public Services:
Public Services Administration *(2010)* 167
Parking Enforcement *(2011)* 172
Code Enforcement *(2012)* 178
Animal Control *(2013)* 183
Recreation *(2014)* 188
Rent Stabilization *(2016)* 192
Public Safety *(2020)* 195
Speed Enforcement *(2025)* 200
Contract Police *(2030)* 203
Planning, Community & Economic Development:
Planning Administration *(3010)* 207
Community Development *(3011)* 211
Planning & Zoning *(3012)* 214
Advisory Planning Commission *(3013)* 217
Economic Development *(3014)* 220
Youth, Family & Senior Services:
Community Resources Administration *(4010)* 225
Clinical Services *(4011)* 231
Seniors Program *(4012)* 236
YFS Grants *(4015)* 241
Public Works:
Public Works Administration *(5010)* 245
Solid Waste Management *(5011)* 250
Leaf and Grass Collection *(5012)* 253
Street Cleaning *(5013)* 256
Signage *(5014)* 259
Street Maintenance *(5015)* 262
Turf & Right of Way Maintenance *(5016)* 265
Snow and Ice Control *(5017)* 268
Public Works Buildings *(5018)* 271
Recreational Facilities Maintenance *(5019)* 276
Tree & Landscape Maintenance *(5020)* 280
Engineering Services *(5021)* 284
Streetscape Maintenance *(5022)* 288
Litter & Graffiti Control *(5023)* 291

Parking Lot Maintenance *(5024)* 294
Recycling *(5025)* 297
Safety Services *(5026)* 301
Parking Garage *(5027)* 305
Building Maintenance *(5028)* 309
Calvert Road School Maintenance *(5029)* 314
Central Garage *(5030)* 317
Street Lighting *(5040)* 323
Compost Yard Operations *(5050)* 326
Contingency *(6510)* 329
Debt Service *(9010)* 333
Interfund Transfers *(9210)* 337

VI. Parking Debt Service Fund *(Fund 290)*
Revenues 341
Expenditures 343

VII. Five-Year Capital Improvement Program (C.I.P.)
(Fund 301 - Unrestricted, Fund 302 - Restricted)
Schedule of Expenditures by Project by Year 345
Schedule of Expenditures by Account by Year 347
Schedule of Funding Sources by Source by Year 348
Schedule of Capital Project Fund Reserves 350
Impact of Capital Projects on Operating Budget 353
Capital Projects Fund Revenues, Expenditures and Fund Equity - Last Ten Fiscal Years 354

Project Summaries *(with project number listed)*:
Business Assistance Fund *(113001)* 356
Business Recycling Incentive Fund *(133003)* 357
Capital Bikeshare *(113003)* 358
CCTV *(092003)* 359
City Hall Expansion *(041003)* 360
Commercial Tenant Improvement Program *(133002)* 361
Community Legacy Loan Repayments *(093001)* 362
Downtown Streetscape #2 *(103001)* 363
Duvall Field Renovation *(053007)* 364
Facilities Capital Reserve *(991013)* 365
Fire Department Capital Equipment *(012006)* 366
Future Access Intersections with U. S. Route 1 *(073004)* 367
Green Initiatives *(091004)* 368
Green Streets *(113004)* 369
Guardrail Replacement *(085001)* 370
Hollywood Commercial Revitalization *(103004)* 371
Hollywood Gateway Park *(103002)* 372
Homeownership Grant Program *(063002)* 373
Institutional Network (I-Net)/P.E.G. *(011004)* 374
Neighborhood Improvements *(053008)* 375
North College Park Community Center *(123001)* 376

Pavement Management Plan *(045008)* 377
Program Open Space Acquisition Projects *(963028)* 378
Public Works Facility Improvements *(015002)* 379
Radio Communication System *(115005)* 380
Randolph Macon Avenue *(133001)* 381
Rhode Island Avenue (Old Town) Road Improvements *(045010)* 382
Safe Routes to School (091002) 383
Strategic Demolition Program *(143001)* 384
Trolley Trail, Phase 5 *(113002)* 385
Vehicle Replacement Program *(925061)* 386

VIII. Statistical Section
General Fund - Statistical Summary, Fiscal Years 1993 - 2012 392
General Fund Undesignated Reserve Balance Graph 394
General Fund - Fund Balance Summary – Last Ten Fiscal Years 395
General Fund Revenues and Other Financing Sources - Last Ten Fiscal Years 396
General Fund Expenditures and Other Uses by Function - Last Ten Fiscal Years 398
Capital Projects Fund Revenues, Expenditures and Fund Equity - Last Ten Fiscal Years 400
General Fund Property Tax Revenue by Source - Last Ten Fiscal Years 402
Property Tax Revenues (graph) 403
Property Tax Levies and Collections - Last Ten Fiscal Years 404
Assessed Value and Estimated True Value of All Taxable Property - Last Ten Fiscal Years 406
Property Tax Rates per $100 of Assessed Valuation, Direct and Overlapping Governments - Last Ten Fiscal Years 408
Principal Taxpayers, Grouped by Property – Assessed Valuation Greater than $5 Million 409
Computation of Direct and Overlapping Bonded Debt 410
Computation of Legal Debt Margin 411
Debt Service Requirements 412
Demographic Statistics - Last Six Census Years 413
Property Value, New Construction and Bank Deposits - Last Ten Fiscal Years 414
Miscellaneous Statistics 416

IX. Glossary 419

INTRODUCTION

4500 KNOX ROAD
COLLEGE PARK, MD 20740-3390

OFFICE OF: City Manager
240-487-3501

July 1, 2013

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, 2014 (fiscal year 2014) 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 23.

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 419.

Budget Highlights

General Fund: The adopted operating budget provides operating revenues of $14,361,797 plus $35,005 in appropriations from the unassigned reserve and a $228,906 interfund transfer from the Parking Debt Service Fund, for total General Fund revenues of $14,625,708. The FY2014 operating revenues represent an increase of $22,474 (or 0.15%) over FY2013 adopted budget operating revenues. Real property tax revenue declined $2,483 following a 5.30% decrease in assessments and a 4.04% increase in the

tax rate. Personal property taxes decreased $70,450 despite a 4.04% increase in the tax rate due to SDAT-calculated depreciation. Budgeted highway user tax revenue increased $142,722 from FY2013 to FY2014 due to a one-time State grant. 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 $14,625,708 include an FY2014 interfund transfer to the Capital Projects Fund of $922,000. The FY2014 total expenditures represent a decrease of $111,776 (or 0.76%) from FY2013 adopted budget expenditures. A Comparative Operating Budget Summary appears on page 16, providing a breakdown of revenues and expenditures for FY2014 and preceding years.

The FY2014 adopted budget includes a net increase in staffing of 1.45 full time equivalents ("FTE's") citywide. Other than some minor FTE allocation changes between departments, the major changes are the addition of an Assistant City Manager in Administration (budgeted for ¾ of the year) and 2 part-time code enforcement officers in Public Services.

The FY2014 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 FY2014 for this purpose.

Capital Improvement Program: The 5-year capital improvement program for FY2014 totals $50,959,256 and includes 31 active projects. FY2014 funding for the Capital Projects Fund is provided by an operating cash transfer of $922,000, 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 345 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 FY2014 initial revenue projections, it was decided that total expenditure increases were to be limited to

the FY2013 level with no increase. The adopted budget includes a 2.0% cost of living adjustment ("COLA") for FY2014, effective July 1, 2013. Merit increases (2.5% steps for employees in the 17 steps of the pay table plus three 5% longevity steps, subject to receipt of a satisfactory evaluation) were budgeted. As personnel expenditures comprise 61.79% of the expenditure budget, non-personnel (operating) expenditure increases were to be limited to 0%. The primary focus in preparing the FY2014 budget was to provide the same or higher level of service to College Park residents as in the past, while minimizing any potential tax rate increase. FY2014 revenues were conservatively projected by the Director of Finance and management staff, based on historical trends and known FY2014 changes. A 3.6% increase in occupancy permit application fees was adopted, effective July 1, 2014. Each department was responsible for preparing their individual program budgets.

In late February, the program expenditure budgets were submitted to the Finance department, responsible for assembling a total citywide budget for review by the City Manager. In March 2013, 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 FY2014 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, 2013 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 13-O-05, which included the changes to the proposed budget, was introduced at a regular meeting on April 23, 2013. A public hearing on the budget ordinance was held on May 14, 2013, 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 13-O-05 (pages 33-36) was adopted by the Mayor & Council on May 28, 2013. The effective date of the ordinance is July 1, 2013.

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 FY2014 proposed budget, staff reviewed all known and potential revenue sources. FY2014 is the first year of a new triennial SDAT assessment cycle for a majority of the City. Real property assessments decreased 9.76% from FY2013 prior to the application of the homestead tax credit, and decreased 5.30% 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 61.04% of the City's current assessable base and commercial properties comprise the remaining 38.96%. Projected personal property tax assessments remain relatively flat. State revenues from highway user tax increased for FY2014 due to a one-time State grant; the FY2014 level is 29.75% 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 396-397, 402-403 and 404-405. Property tax assessment data for the past 10 years appears on pages 406-407.

For FY2014, no significant changes in budgetary priorities are proposed. With revenues remaining flat and expenditures steadily increasing, the goal in preparing the budget was to minimize any increase in property tax rates.

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

For several prior years, the City has designated a portion of its unassigned reserve to balance the operating budget. This unassigned reserve transfer has rarely been needed, as the City has only recognized a substantial deficit once in over 10 years. The FY2014 budget includes a $35,005 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 356-386) 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 353.

No changes in fund balance are projected. The FY2013 adopted budget included a $146,211 use of unassigned reserve (subsequently increased to $1,646,211 by an FY2013 budget amendment); until the FY2013 certified audit is completed, we cannot estimate the amount of this designation of unassigned reserve that will be used. For FY2014, the budgeted use of unassigned reserve is $35,005.

Property Taxes

For FY2014, the City's real property tax rate is $0.33.5 per $100 of full value assessment, a 4% increase from $0.322 in FY2013. 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 FY2014 City personal property tax rate is $0.838 per $100 of assessed valuation, a 4% increase from $0.805 in FY2013. 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 $221,663 (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 $0.025 for real property and $0.057 for personal property for fiscal year 2014.

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 FY2014 Action Plan, attached on pages 11-15, was adopted on May 14, 2013. This action plan guides staff on Mayor & Council recommended priorities for the fiscal year, including short- and long-term goals.

In addition to the FY2014 Action Plan, staff recommendations for long-range financial plans and other goals not included in the Strategic Plan are listed below:

Long-Term Goal	Short-Term Goal or Component	Timeframe	Implementation
Increase City tax revenues	• 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.

Long-Term Goal	Short-Term Goal or Component	Timeframe	Implementation
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 improvements	1.5 years	Improvements to the City's Public Works facility are under review, including replacement of a modular building containing offices, staff day room, lavatories, showers and locker room, etc.
	• 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.

Long-Term Goal	Short-Term Goal or Component	Timeframe	Implementation
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 $2,256,895,322 at June 30, 2013, resulting in debt limits of $112,844,766 for general obligation debt and $225,689,532 for total debt, respectively. At June 30, 2013, the City's long-term debt included Community Legacy loans of $450,000, and a tax-exempt parking garage bond of $7,652,000, for a total of $8,102,000. The City is within the debt limitations imposed by its Charter. Debt per capita ($8,102,000 spread over 30,413 population) is $266.40. 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 (FY2012 Actual, FY2013 Target and Actual, and FY2014 Target). Numerous performance measures are derived from the biennial resident survey. For years in which a resident survey is not conducted, the actual data for those measures lists "No survey". A resident survey was done in FY2013 and will not be done in FY2014. Performance results are reported to the Mayor & Council in the budget document and should provide meaningful input during future budget processes.

Program Budgets

Each department contains various programs; and personnel, operating expenditures and capital outlay are budgeted at the program level. The performance measures relate to

each separate program. Personnel expenditures is the largest component of the City's operating budget, comprising 61.79% of the adopted FY2014 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 FY2014 and 3 previous fiscal years. Employees are assigned to only one department; however, their FTE allocation may be spread over multiple programs within that department based on their job responsibilities. The program budgets highlight significant changes in operation, personnel and operating expenditures within the program from the prior fiscal year.

GFOA Distinguished Budget Presentation Award for FY2013

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 2013. 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 FY2014 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 2014 Action Plan (Approved May 14, 2013)

This document summarizes, in a shorter format, the Strategic Plan goals and objectives and lists the action items for FY 2014. The full version of the FY 2014 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 2014, City Council and City Staff will develop an action plan for FY 2015. It is understood that some activities in the FY 2014 action plan will be repeated in the plan for FY 2015 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.

Objective 1: Improve public safety and reduce crime by utilizing contract police officers, collaborating with other police agencies, and encouraging community participation.

a. Work with UM to explore expansion of the concurrent jurisdiction area to additional areas in the City.
b. Consider expanding security cameras to additional streets.
c. Review and implement, where applicable, recommendations and considerations related to public safety from the NSQLWG and from the CPCUP Public Safety Workgroup.

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. Continue to work to find a permanent home for the College Park Academy and assess performance progress after one year of operation.
b. Measure success through outcomes achieved as a result of school grants.

Objective 3: Expand recreational, social and cultural activities for city residents.

a. Explore options for funding the creation of a micro-grant program which would incentivize and support neighborhoods in organizing block parties.

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.
b. Consider inviting outside agencies to share information and resources with seniors in home for women and men who need regular "check-ins" (separate from Youth, Family & Senior Services).
c. Create a seniors "aging in place" ad hoc committee of the Council to explore options for the creation of an "aging in place" program in College Park to help seniors remain in their homes.

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. Coordinate with the County Department of Planning, Inspections and Enforcement to streamline the county and city permitting processes.
c. Analyze options for initiating online permitting services.

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

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.
d. Develop and implement a complete streets policy with community input. A complete streets policy seeks to develop integrated, connected networks of streets that are safe and accessible for all people, regardless of age, ability, income, ethnicity or chosen mode of travel.

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.

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.

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.

Objective 1: Implement strategies to improve energy efficiency and reduce greenhouse gas emissions.

a. Develop and implement a community emissions action plan as part of the Sustainable Maryland Certified (SMC) Green Team. Obtain bronze certification through SMC program and continue to pursue projects for higher-level certifications.
b. Receive a current sustainability report from CBE to determine next steps.
c. Establish a LEED-based sustainability standard for new development projects within the City jurisdiction.
d. Promote greater use of carpooling and public transit by City staff.
e. Encourage greater City staff participation in energy efficient practices.
f. Pursue other grant resources to support activities addressing energy efficiency.
g. 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.

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 on 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.

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. Explore options for community gardening at the Endelman property in North College Park. Discuss options with property owners.
c. Proceed with construction phasing of Duvall Field renovation with community input.

Objective 4: Divert waste from landfills by continuing to increase participation in reduce/reuse/recycle programs.

a. Plan and execute a 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.

Objective 1: Effectively and fairly enforce city and county codes and ordinances.

a. Explore options for expanding noise enforcement capabilities according to recommendations from the CPCUP Public Safety Workgroup.
b. Review and implement, where applicable, NSQLWG recommendations and considerations related to code enforcement.
c. Educate residents and students about the expansion of the UMD Student Code of Conduct.

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. Create an annual report of city accomplishments which will be used to market the city.

Objective 3: Preserve and promote neighborhood resources that build a sense of community for all residents.

a. Work with residents and the Farmers' Market Committee to explore options regarding a craft fair or farmers' market in the Hollywood Commercial District.
b. Resolve long term goals for the animal welfare shelter and program.

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

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. Explore collaboration with the University of Maryland to market the city as a tourist destination.

Objective 2: Encourage revitalization of the Hollywood Commercial District.

a. Complete design of the Hollywood Commercial District streetscape plan and explore options for funding.
b. Continue to work with business owners interested in forming a Hollywood merchants association or other type of support network.

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. Work with SBA and SPTDC to assist and market current College Park businesses and to attract new businesses.
e. Explore the creation of a marketing committee (potentially consisting of residents appointed by the Council) which would solely look at the potential to develop a marketing / business plan for the city to help attract business in the area.

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.

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 University development plans and encourage future developers to set aside a certain percentage of housing for graduate students in other project opportunities.

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.

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 2012, 2013 and 2014

	FY 2012 Adjusted Budget				FY 2013 Adjusted Budget				FY 2014 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	$ 7,433,369	$	$	$ 7,433,369	$ 7,489,649	$	$	$ 7,489,649	$ 7,416,516	$	$	$ 7,416,516
Income Tax	1,275,000			1,275,000	1,370,000			1,370,000	1,425,000			1,425,000
Admission & Amusement Tax	600,000			600,000	560,000			560,000	500,000			500,000
State Shared Taxes	174,588			174,588	110,052			110,052	252,774			252,774
County Shared Taxes	430,000			430,000	430,000			430,000	450,000			450,000
Total Taxes	9,912,957	0	0	9,912,957	9,959,701	0	0	9,959,701	10,044,290	0	0	10,044,290
Licenses & Permits	949,050			949,050	949,550			949,550	1,128,436			1,128,436
Intergovernmental	170,014			170,014	170,014			170,014	208,322			208,322
Charges for Services	919,915	215,000		1,134,915	919,575	175,000		1,094,575	937,278	205,000		1,142,278
Fines & Fees	1,489,000	50,000		1,539,000	2,120,800	40,000		2,160,800	1,765,900	45,000		1,810,900
Investment Revenue	77,064			77,064	60,730			60,730	94,341			94,341
Property and Equipment Rental	155,350			155,350	156,073			156,073	180,250			180,250
Miscellaneous Revenues	5,360			5,360	2,880			2,880	2,980			2,980
Interfund Transfers	216,886		(216,886)	0	251,950		(251,950)	0	228,906		(228,906)	0
Use of Undesignated Reserve	189,210			189,210	146,211			146,211	35,005			35,005
TOTAL REVENUES	**14,084,806**	**265,000**	**(216,886)**	**14,132,920**	**14,737,484**	**215,000**	**(251,950)**	**14,700,534**	**14,625,708**	**250,000**	**(228,906)**	**14,646,802**
EXPENDITURES:												
Administration	1,648,875			1,648,875	1,824,648			1,824,648	1,898,085			1,898,085
Finance	859,001			859,001	856,797			856,797	907,836			907,836
Public Services	3,537,431			3,537,431	3,671,236			3,671,236	3,705,742			3,705,742
Planning, Comm. & Econ. Devel.	597,215			597,215	626,965			626,965	608,385			608,385
Youth, Family & Senior Services	982,369			982,369	1,050,129			1,050,129	1,075,746			1,075,746
Public Works	4,756,352			4,756,352	4,832,256			4,832,256	4,940,667			4,940,667
Debt Service	516,728			516,728	557,553			557,553	557,247			557,247
Interfund Transfers	1,176,835	216,886	(216,886)	1,176,835	1,307,900	251,950	(251,950)	1,307,900	922,000	228,906	(228,906)	922,000
Contingency	10,000			10,000	10,000			10,000	10,000			10,000
TOTAL EXPENDITURES	**14,084,806**	**216,886**	**(216,886)**	**14,084,806**	**14,737,484**	**251,950**	**(251,950)**	**14,737,484**	**14,625,708**	**228,906**	**(228,906)**	**14,625,708**

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 2014

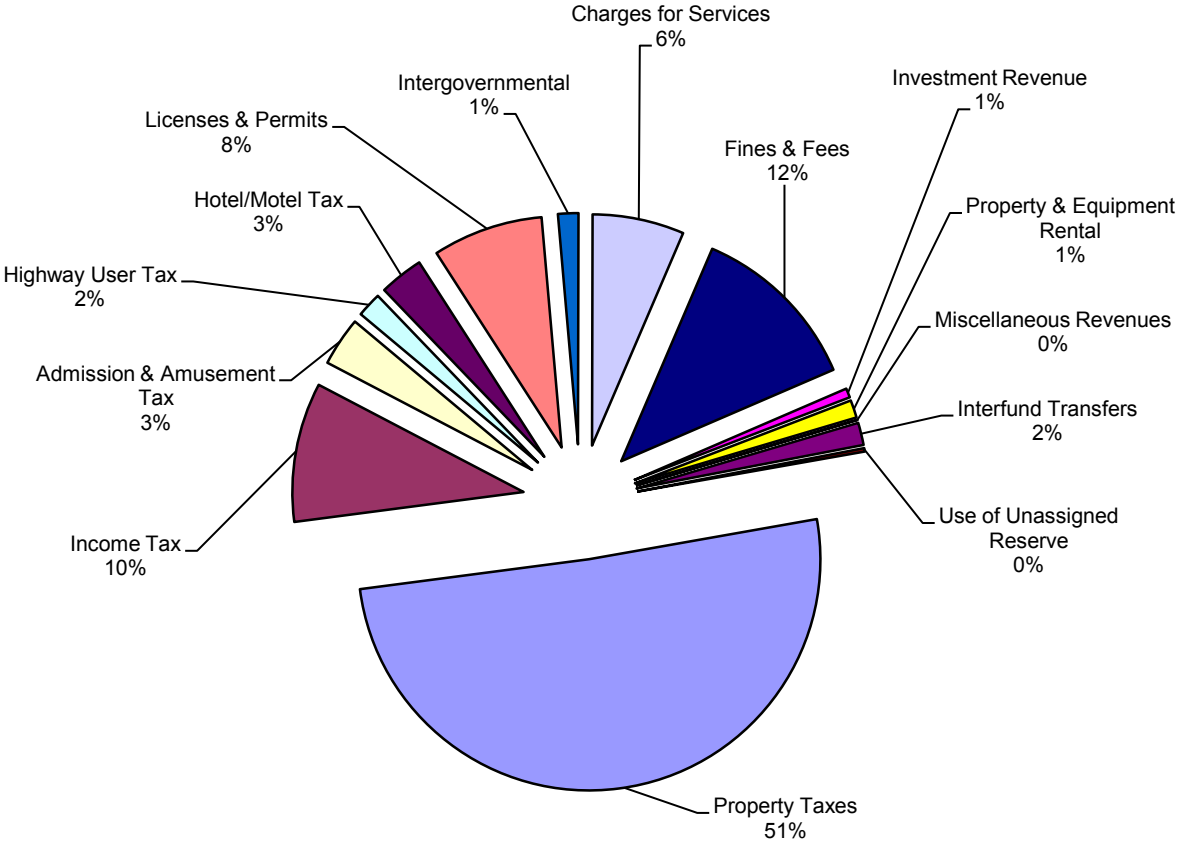
	FY 2011 Actual	FY 2012 Actual	FY 2013 Adjusted Budget	FY 2013 Y-T-D Actual	FY 2014 Budget City Manager Requested	FY 2014 Budget Adopted
REVENUES:						
Real Property Tax	$ 6,100,115	$ 6,563,993	$ 6,688,649	$ 6,584,456	$ 6,786,042	$ 6,686,166
Personal Property Tax	822,494	875,845	801,000	887,691	740,800	730,350
Total Property Taxes	6,922,609	7,439,838	7,489,649	7,472,147	7,526,842	7,416,516
Income Tax	1,377,541	1,494,195	1,370,000	1,449,209	1,425,000	1,425,000
Admission & Amusement Tax	570,539	617,331	560,000	510,606	500,000	500,000
Highway User Tax	58,693	167,363	110,052	81,076	252,774	252,774
Hotel/Motel Tax	441,699	446,559	430,000	316,564	450,000	450,000
Total Taxes	9,371,081	10,165,286	9,959,701	9,829,602	10,154,616	10,044,290
Licenses & Permits	1,004,730	1,133,899	949,550	1,054,411	1,081,550	1,128,436
Intergovernmental	219,271	255,940	170,014	171,264	208,322	208,322
Charges for Services	934,246	984,662	919,575	947,863	937,278	937,278
Fines & Fees	2,784,739	2,044,765	2,120,800	1,928,219	1,765,900	1,765,900
Investment Revenue	41,696	43,075	60,730	39,029	94,341	94,341
Property & Equipment Rental	10,300	118,675	156,073	33,555	180,250	180,250
Miscellaneous Revenues	6,014	7,019	2,880	1,927	2,980	2,980
Interfund Transfers	0	216,886	251,950	251,950	228,906	228,906
Use of Unassigned Reserve	0	0	1,646,211	0	0	35,005
TOTAL REVENUES	**14,372,077**	**14,970,207**	**16,237,484**	**14,257,820**	**14,654,143**	**14,625,708**
EXPENDITURES:						
Administration	1,423,277	1,561,529	1,824,648	1,655,108	1,931,756	1,898,085
Finance	804,229	773,221	856,797	835,130	907,836	907,836
Public Services	3,137,941	3,322,597	3,671,236	3,279,680	3,700,506	3,705,742
Planning, Comm. & Econ. Devel.	516,643	583,656	606,965	597,772	608,385	608,385
Youth, Family & Senior Services	981,825	1,034,549	1,050,129	1,019,185	1,075,746	1,075,746
Public Works	4,374,677	4,330,396	4,832,256	4,261,722	4,940,667	4,940,667
Debt Service	102,712	520,426	557,553	559,533	557,247	557,247
Interfund Transfers	1,046,335	2,596,835	2,827,900	2,827,900	922,000	922,000
Contingency	0	0	10,000	0	10,000	10,000
TOTAL EXPENDITURES	**12,387,639**	**14,723,209**	**16,237,484**	**15,036,030**	**14,654,143**	**14,625,708**
SURPLUS OR (DEFICIT)	**$ 1,984,438**	**$ 246,998**	**$ 0**	**$ (778,210)**	**$ 0**	**$ 0**
Fund Balance, Beginning of Year	**4,602,953**	**6,587,391**		**6,834,389**		**6,056,179**
						[projected]
Fund Balance, End of Year	**$ 6,587,391**	**$ 6,834,389**		**$ 6,056,179**		**$ 6,056,179**

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

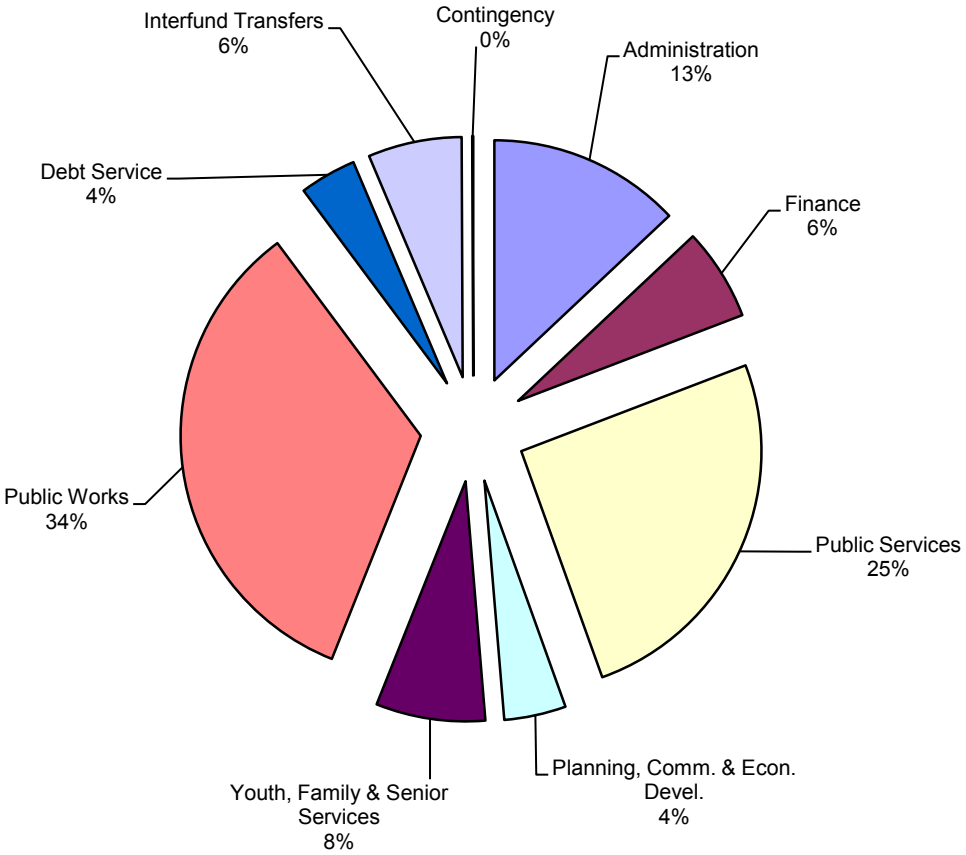
	FY 2011 Actual	FY 2012 Actual	FY 2013 Adjusted Budget	FY 2013 Actual	FY 2014 Budget City Manager Requested	FY 2014 Budget Adopted
REVENUES:						
Property Taxes	$	$	$	$	$	$
Income Tax						
Admission & Amusement Tax						
Highway User Tax						
Hotel/Motel Tax						
Total Taxes	0	0	0	0	0	0
Licenses & Permits						
Intergovernmental						
Charges for Services	211,247	166,203	175,000	209,252	205,000	205,000
Fines & Fees	49,813	26,800	40,000	48,743	45,000	45,000
Investment Revenue						
Property & Equipment Rental						
Miscellaneous Revenues						
Proceeds-Other Financial Sources						
Use of Undesignated Reserve						
TOTAL REVENUES	**261,060**	**193,003**	**215,000**	**257,995**	**250,000**	**250,000**
EXPENDITURES:						
Administration						
Finance						
Public Services						
Planning, Comm. & Econ. Devel.						
Youth, Family & Senior Services						
Public Works						
Debt Service						
Interfund Transfers		216,886	251,950	251,950	228,906	228,906
Contingency						
TOTAL EXPENDITURES	**0**	**216,886**	**251,950**	**251,950**	**228,906**	**228,906**
SURPLUS OR (DEFICIT)	**$ 261,060**	**$ (23,883)**	**$ (36,950)**	**$ 6,045**	**$ 21,094**	**$ 21,094**
Fund Balance, Beginning of Year	**561,543**	**822,603**		**798,720**		**804,765**
Fund Balance, End of Year	**$ 822,603**	**$ 798,720**		**$ 804,765**		***[projected]* $ 825,859**

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.

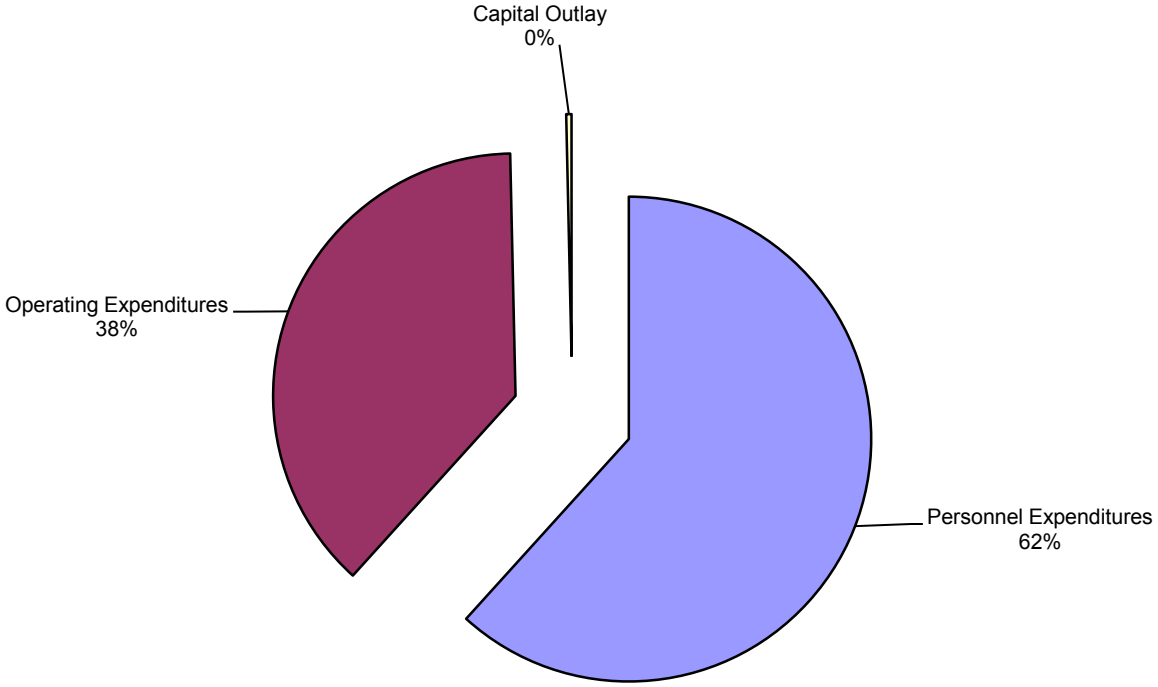
CITY OF COLLEGE PARK
FY 2014 Budgeted General Fund Revenues by Category
as Percentage of Total Budgeted Revenues $14,625,708



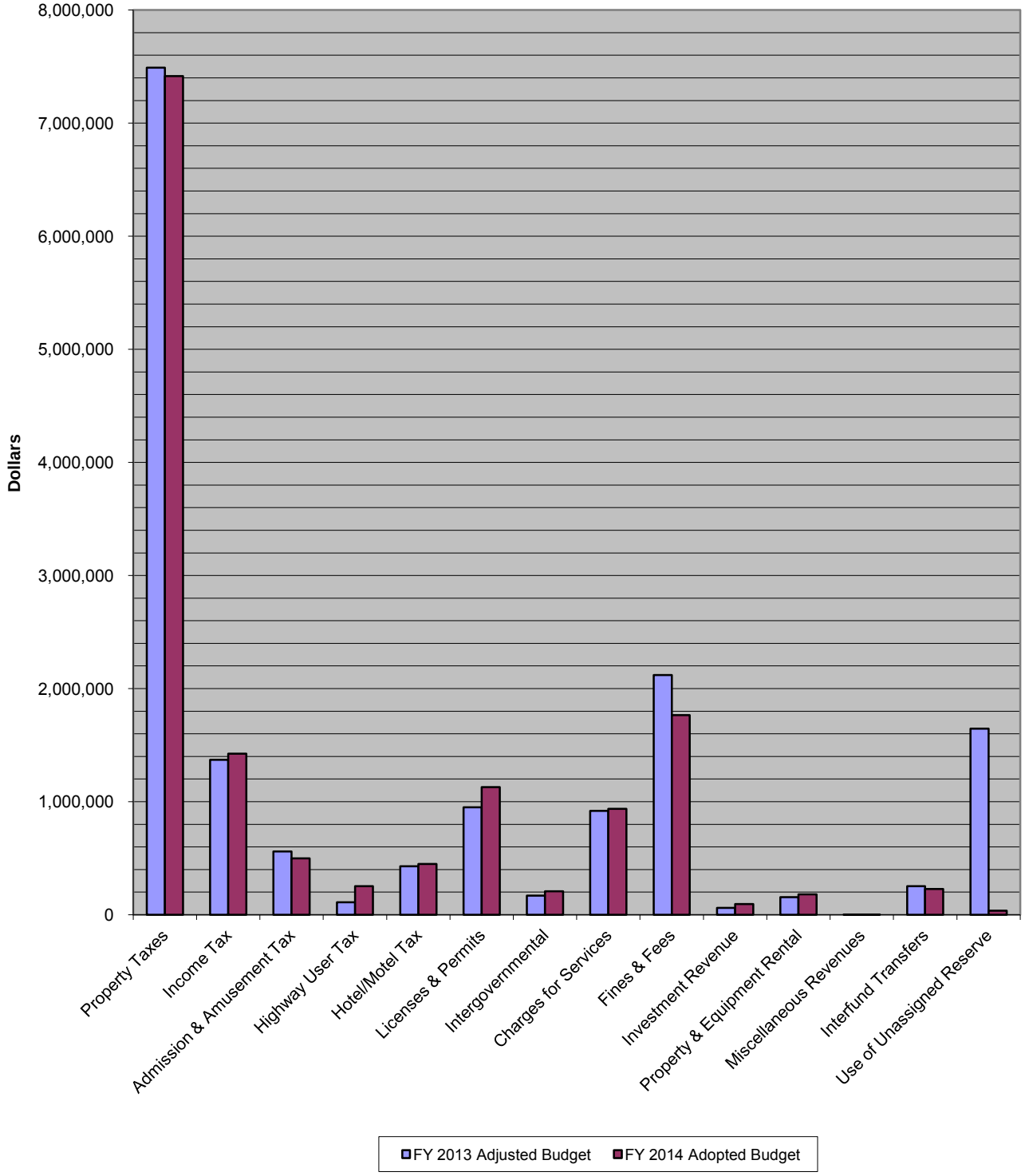
CITY OF COLLEGE PARK
FY 2014 Budgeted General Fund Expenditures by Department
as Percentage of Total Budgeted Expenditures $14,625,708



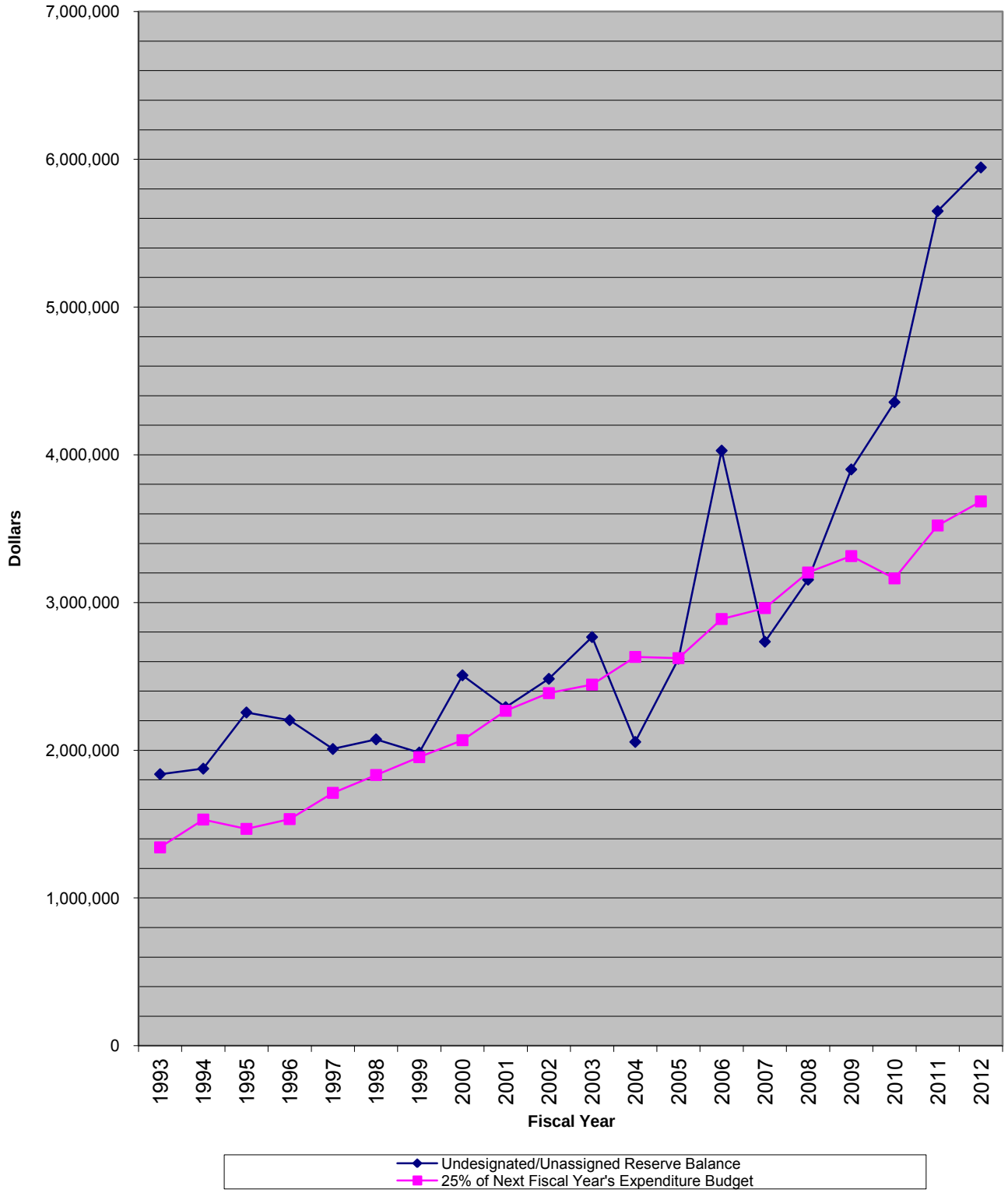
CITY OF COLLEGE PARK
FY2014 Budgeted General Fund Expenditures by Category
as Percentage of Total Budgeted Expenditures $14,625,708



CITY OF COLLEGE PARK
Comparative General Fund Budgeted Revenues
FY 2013 Adjusted Budget and FY 2014 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, 2012 and ending June 30, 2013 (fiscal year 2013).

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

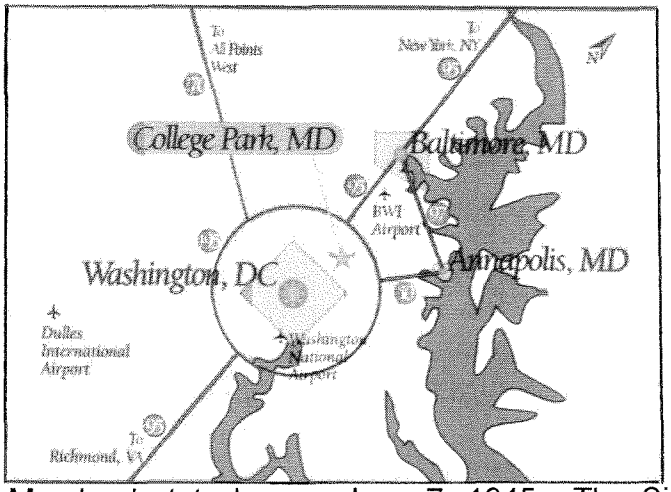
July 1, 2012

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.

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

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

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

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

The City is served by the Washington Metropolitan Area Transit Authority ("WMATA") Metro system, providing a subway link (primarily north-south) on the Green Line from the College Park and Greenbelt stations to the District of Columbia and its Maryland and Virginia suburbs, and the state Maryland Transit Administration ("MTA") MARC train system, providing a light rail link to the Baltimore metropolitan area and its subway and train system. Bus service provided by WMATA and others is extensive. Additional light rail service on the proposed Purple Line is in design by the MTA, connecting College Park to Langley Park, Silver Spring and Bethesda to the west and New Carrollton to the east. The current schedule, subject to Federal and State funding, calls for Purple Line construction to begin in 2015 and be completed by 2020.

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

Administration

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

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

Finance

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

Public Services

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

Planning, Community and Economic Development

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

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

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

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

Youth, Family & Senior Services

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

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

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

Public Works

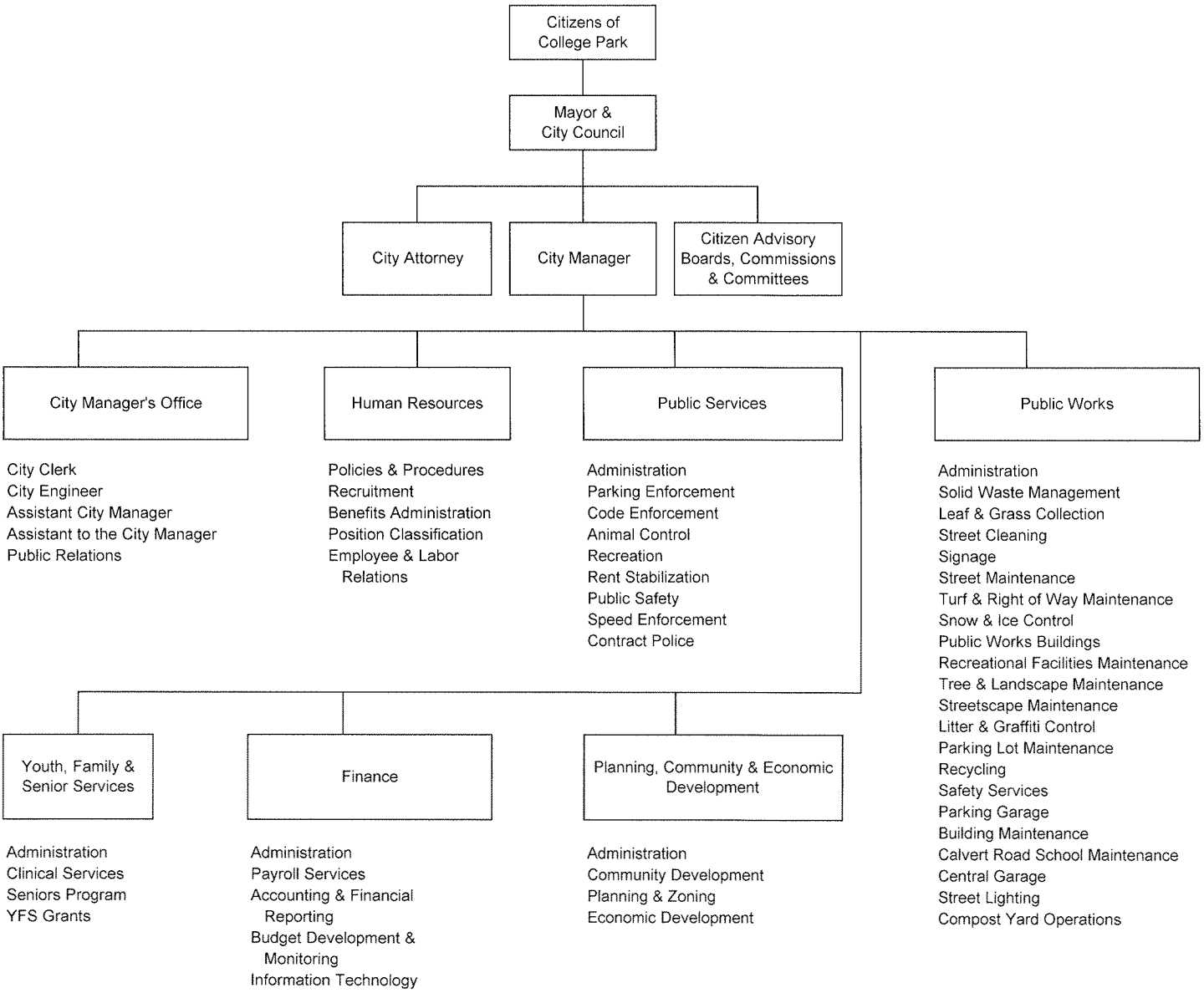
The Department of Public Works, which utilizes approximately one-half of the City's budget and comprises one-half of the City's workforce, provides full-service to City residents in the areas of solid waste management, recycling, street cleaning, signage, snow and ice removal, litter and graffiti control,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

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

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

CITY OF COLLEGE PARK, MARYLAND

Organization Chart



CITY OF COLLEGE PARK, MARYLAND

List of Principal Officials

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

This page intentionally left blank

FY2014
BUDGET ORDINANCE

ORDINANCE 13-O-05

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, MARYLAND TO ADOPT THE FISCAL YEAR 2014 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, 2013 and ending June 30, 2014, the said revenues being used to defray expenses and operations of the City of College Park, Maryland in accordance with the following schedule:

General Fund

Revenues	
Taxes	
Real Property Taxes	$ 6,686,166
Personal Property Taxes	730,350
Income Taxes	1,425,000
Other Local Taxes	500,000
State Shared Taxes	252,774
County Shared Taxes	450,000
Licenses & Permits	
Business Licenses	41,000
Other Licenses & Permits	787,436
Utility Franchise Fees	300,000
Intergovernmental	
Federal Grants	0
State Grants	193,605
County Grants	14,717
Charges for Services	
General Government Charges	2,200
Highways & Streets	528,000
Sanitation & Waste Removal	397,078
Health Charges	10,000
Fines & Fees	
Fines	1,765,900
Miscellaneous Revenues	
Investment Earnings	94,341
Property & Equipment Rental	180,250
Sale of Fixed Assets	1,000
Other Revenues	1,980
Total Operating Revenues	$ 14,361,797
Non-Revenue Receipts	
Interfund Transfer from Parking Debt Service Fund	228,906

Use of Unassigned Reserve	35,005
Total Revenues	**$ 14,625,708**
Expenditures	
General Government	$ 2,805,921
Public Services	3,705,742
Planning, Community & Economic Development	608,385
Youth, Family & Senior Services	1,075,746
Public Works	4,940,667
Contingency	10,000
Debt Service	557,247
Interfund Transfer to Capital Projects Fund	922,000
Total Expenditures	**$ 14,625,708**

Parking Debt Service Fund

Revenues	
Highways & Streets	
Parking Meter Revenue	$ 205,000
Fines	
Parking Fines Revenue	45,000
Total Revenues	**$ 250,000**
Expenditures	
Interfund Transfer to General Fund	$ 228,906
Total Expenditures	**$ 228,906**

BE IT FURTHER ORDAINED that:

1. The tax levy be, and the same is hereby set at thirty-three and 5/10 cents ($0.335) per one hundred dollars ($100.00) of full value assessment on all taxable real property located within the corporate limits of the City of College Park, Maryland;

2. The tax levy be, and the same is hereby set at eighty-three and 8/10 cents ($0.838) per one hundred dollars ($100.00) of full value assessment on all taxable personal property located within the corporate limits of the City of College Park, Maryland;

3. In addition to the projected General Fund operating revenue of $14,361,797, the sum of $228,906 is transferred from the Parking Debt Service Fund and the sum of $35,005 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 2014", with amendments; said document and any amendments thereto are incorporated herein by this reference;

6. By adoption of this Ordinance, the FY2014 Pavement Management Plan and the FY2014 Pay Plan (including Job Class Table and Pay Table) contained in the FY2014 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 re-appropriated 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 2014 in the amount of $50,959,256, as listed and described in the capital projects fund section of the "City Manager's Requested Operating and Capital Budget for Fiscal Year 2014" with amendments is hereby adopted;

9. The Parking Debt Service Fund is hereby budgeted for fiscal year 2014. 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 ninety (90) days shall be assessed a $100.00 late payment penalty;

11. Should any section of this Ordinance be determined to be invalid, such invalidity shall not affect any other sections; and

12. This Ordinance shall become effective at the expiration of twenty (20) calendar days following its adoption or July 1, 2013, 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 14th day of May, 2013 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 2014" 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 23rd day of April, 2013

Adopted on the 28th day of May, 2013

Effective on the 1st day of July, 2013

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, College Park Academy and Downtown College Park Management Authority ("DCPMA" or "CDMA").

Fiscal Year

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

Budget Preparation, Review and Adoption

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

Financial and Budget Policies

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

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

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

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

Annual Budget Calendar

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

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

Financial Reporting Basis of Accounting

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

Budget Basis of Accounting

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

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

The budget is required to present a complete financial plan for the City. For fiscal year 2014, the City's governmental funds consist of the General Fund, Parking Debt Service Fund and the Capital Projects Fund; however, only the General Fund and Parking Debt Service Fund are budgeted on an annual basis. Budgetary control over the Capital Projects Fund is established by annual appropriations from the General Fund to C.I.P. project equity accounts through the adoption of a 5-year capital improvement program by the Mayor & Council.

Budget Amendment after Adoption

§C10-5 of the City Charter provides specific rules for amendments to the budget after its adoption, depending on the nature of the amendment (i.e., supplemental appropriations, emergency appropriations, reduction of appropriations, and transfer of appropriations). The amendment is accomplished by the passing of an ordinance by extra-majority vote of

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

Budget Transfers

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

Budget Monitoring

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

Accounting Policy

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

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

As a result of GASB 34, the City depreciates fixed assets on its financial statements using the straight-line method over the estimated useful lives of the various classes of assets,

including land improvements, buildings and equipment. The City is not currently utilizing an enterprise fund for any portion of its operations. As a result, it is not required to budget for depreciation expense. Therefore, the General Fund expenditure budget does not include any depreciation expense.

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

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

Projects Included

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

Priority of Projects

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

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

Project Management

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

Financial and Budget Policies

Project Funding

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

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

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

Information Technology Purchases

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

Financial and Budget Policies

Investment Policy

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

Cash Management Policy

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

Encumbrance Policy

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

Financial and Budget Policies

Debt Policy

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

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

Balanced Operating Budget Policy

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

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

Fund Balance Policy

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

Fund Balance Retention Policy

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

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

general fund.

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

Risk Management

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

Auditing

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

Rights-of-Way Maintenance Policy

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

Financial and Budget Policies

Other Policies

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

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

This page intentionally left blank

PAY PLAN

Overview of the Pay Plan

This section of the budget includes the current pay table as well as schedules of annual salary range by job classification and authorized full time equivalent ("FTE") positions by department (for current and prior fiscal years). The pay table includes 2.50% annual increases for each of 17 steps, assuming a satisfactory performance evaluation. The adopted budget includes a 2.0% cost of living adjustment ("COLA") for all regular employees, effective July 1, 2013. 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 2014 is the 1st year of a 3-year collective bargaining agreement with AFSCME Local 1209, covering certain Public Works employees, and negotiations are in process. Historically, employees not covered under the collective bargaining agreement have been granted the same COLA and retirement benefits as covered employees.

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

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

All full-time and part-time employees scheduled to work at least 17.5 hours per week with 1 year of service are covered by a single-employer §401(a) defined contribution pension plan, administered by the ICMA Retirement Corporation. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. The City Council has the authority to establish and amend benefit and contributor provisions. The City currently contributes 6.50% of covered wages to this plan on a quarterly basis. Participants may invest in a wide array of mutual fund products. Employees hired before September 1, 2001 are 100% vested upon participation in the plan; employees hired on or after September 1, 2001 vest at 20% per year until fully vested after 5 years of participation. 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, 2014

Position Title	*Pay Grade*	*Annual Salary Range (including longevity steps)*
Employees not covered under the Public Works collective bargaining agreement:		
Custodial Worker	1	$26,821 - $46,093
	2	$28,233 - $48,519
Office Specialist I	3	$29,647 - $50,949
Fiscal Support Specialist I	4	$31,059 - $53,375
	5	$32,473 - $55,804
Office Specialist II Fiscal Support Specialist II Parking Enforcement Officer I Animal Control Officer I Bus Driver Custodial Supervisor Engineering Technician I	6	$33,885 - $58,232
Parking Enforcement Officer II Animal Control Officer II Facilities Maintenance Worker	7	$35,298 - $60,660
Code Enforcement Officer I Information Technology Tech I	8	$36,710 - $63,087
Office Specialist III Fiscal Support Specialist III Payroll Supervisor Human Resources Assistant I	9	$38,124 - $65,516
Code Enforcement Officer II Seniors Program Caseworker Animal Control Officer III	10	$39,536 - $67,943

	11	$40,949	-	$70,371
Information Technology Tech II Code Enforcement Officer III Administrative Assistant Human Resources Assistant II	12	$42,361	-	$72,798
Safety Officer Fleet Supervisor Crew Chief Landscape Foreman Seniors Program Manager Parking Enf. Field Operations Supervisor Assistant City Clerk Administrative Asst./Recycling Coordinator Public Safety Officer	13	$44,480	-	$76,438
Family Therapist Planner Economic Development Planner Billing & Collections Supervisor	14	$47,305	-	$81,294
Information Technology Tech III	15	$50,131	-	$86,150
Horticulturist	16	$52,957	-	$91,006
Clinical Supervisor Public Works Supervisor Assistant to the City Manager I Parking Enforcement Manager Code Enforcement Manager Senior Planner	17	$55,782	-	$95,861
Programmer Analyst Assistant to the City Manager II	18	$58,607	-	$100,716
City Clerk Information Systems Manager	19	$61,433	-	$105,572
Deputy Director of Public Works Deputy Director of Finance Civil Engineer II	20	$64,259	-	$110,429
	21	$67,084	-	$115,284
Director of Human Resources Civil Engineer III	22	$69,910	-	$120,140
	23	$74,149	-	$127,425

Director of Finance Director of Public Works Assistant City Manager Director of Youth, Family & Senior Services Director of Planning Director of Public Services	24	$79,800	- $137,136
Employees covered under the Public Works collective bargaining agreement:			
	61	$26,821	- $46,093
Laborer	62	$28,233	- $48,519
Laborer / Driver Grounds Laborer / Driver	63	$29,647	- $50,949
	64	$31,059	- $53,375
	65	$32,473	- $55,804
Motor Equipment Operator I Supply Clerk Groundskeeper Dispatch / Administrative Clerk	66	$33,885	- $58,232
Motor Equipment Operator I + Class A	67	$35,298	- $60,660
Motor Equipment Operator II	68	$36,710	- $63,087
Garage Supply Clerk / Assistant Mechanic Motor Equipment Operator II + Class A Mechanic I	69	$38,124	- $65,516
	70	$39,536	- $67,943
Mechanic II Motor Equipment Operator III	71	$40,949	- $70,371
Lead Groundskeeper Lead Motor Equipment Operator	72	$42,361	- $72,798
	73	$44,480	- $76,438
	74	$47,305	- $81,294

75	$50,131	-	$86,150
76	$52,957	-	$91,006
77	$55,782	-	$95,861
78	$58,607	-	$100,716
79	$61,433	-	$105,572
80	$64,259	-	$110,429
81	$67,084	-	$115,284
82	$69,910	-	$120,140
83	$74,149	-	$127,425
84	$79,800	-	$137,136

This page intentionally left blank

CITY OF COLLEGE PARK, MARYLAND
PAY TABLE - FY2014

The Pay Table shown below will be in effect for FY 2014. 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 FY 2005, each year through Step 17, there is a 2.5% merit increase for an employee receiving a satisfactory evaluation. In FY 2009, 3 longevity steps were added to the end of each grade; employees in these longevity steps will receive a 5% merit increase every 3rd year based on satisfactory evaluations.

Grades 1 - 24, for employees not covered under the Public Works collective bargaining agreement, include a 2% cost of living (COLA) adjustment for FY 2014. Grades 61 - 84, for employees covered under the Public Works collective bargaining agreement, include a 2% cost of living (COLA) adjustment for FY 2014. The FY 2014 2% COLA is effective July 1, 2013.

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	26,821	27,492	28,179	28,884	29,606	30,346	31,105	31,882	32,679	33,496	34,334	35,192	36,072	36,974	37,898	38,845	39,816	41,807	43,898	46,093
	2	28,233	28,939	29,662	30,404	31,164	31,943	32,742	33,560	34,399	35,259	36,141	37,044	37,970	38,920	39,893	40,890	41,912	44,008	46,208	48,519
	3	29,647	30,388	31,148	31,927	32,725	33,543	34,382	35,241	36,122	37,025	37,951	38,900	39,872	40,869	41,891	42,938	44,011	46,212	48,523	50,949
	4	31,059	31,835	32,631	33,447	34,283	35,140	36,019	36,919	37,842	38,788	39,758	40,752	41,771	42,815	43,886	44,983	46,107	48,413	50,833	53,375
	5	32,473	33,284	34,116	34,969	35,844	36,740	37,658	38,600	39,565	40,554	41,568	42,607	43,672	44,764	45,883	47,030	48,206	50,616	53,147	55,804
	6	33,885	34,732	35,601	36,491	37,403	38,338	39,296	40,279	41,286	42,318	43,376	44,460	45,572	46,711	47,879	49,076	50,303	52,818	55,459	58,232
	7	35,298	36,181	37,085	38,012	38,963	39,937	40,935	41,958	43,007	44,083	45,185	46,314	47,472	48,659	49,875	51,122	52,400	55,020	57,771	60,660
	8	36,710	37,628	38,569	39,533	40,521	41,534	42,573	43,637	44,728	45,846	46,992	48,167	49,371	50,605	51,871	53,167	54,497	57,221	60,082	63,087
	9	38,124	39,077	40,054	41,055	42,082	43,134	44,212	45,318	46,450	47,612	48,802	50,022	51,273	52,554	53,868	55,215	56,595	59,425	62,396	65,516
	10	39,536	40,524	41,538	42,576	43,640	44,731	45,850	46,996	48,171	49,375	50,610	51,875	53,172	54,501	55,863	57,260	58,692	61,626	64,707	67,943
	11	40,949	41,973	43,022	44,098	45,200	46,330	47,488	48,676	49,893	51,140	52,418	53,729	55,072	56,449	57,860	59,307	60,789	63,829	67,020	70,371
	12	42,361	43,420	44,506	45,618	46,759	47,928	49,126	50,354	51,613	52,903	54,226	55,582	56,971	58,395	59,855	61,352	62,885	66,030	69,331	72,798
	13	44,480	45,592	46,731	47,900	49,097	50,325	51,583	52,872	54,194	55,549	56,938	58,361	59,820	61,316	62,849	64,420	66,030	69,332	72,798	76,438
	14	47,305	48,488	49,700	50,942	52,216	53,521	54,859	56,231	57,637	59,077	60,554	62,068	63,620	65,210	66,841	68,512	70,224	73,736	77,423	81,294
	15	50,131	51,384	52,669	53,985	55,335	56,718	58,136	59,590	61,080	62,607	64,172	65,776	67,420	69,106	70,834	72,604	74,420	78,140	82,048	86,150
	16	52,957	54,281	55,638	57,029	58,454	59,916	61,414	62,949	64,523	66,136	67,789	69,484	71,221	73,001	74,826	76,697	78,615	82,545	86,673	91,006
	17	55,782	57,176	58,606	60,071	61,573	63,112	64,690	66,307	67,965	69,664	71,405	73,191	75,020	76,896	78,818	80,789	82,808	86,949	91,296	95,861
	18	58,607	60,072	61,574	63,114	64,691	66,309	67,966	69,666	71,407	73,192	75,022	76,898	78,820	80,791	82,810	84,881	87,003	91,353	95,920	100,716
	19	61,433	62,969	64,543	66,156	67,810	69,506	71,243	73,024	74,850	76,721	78,639	80,605	82,620	84,686	86,803	88,973	91,197	95,757	100,545	105,572
	20	64,259	65,865	67,512	69,200	70,930	72,703	74,520	76,383	78,293	80,250	82,257	84,313	86,421	88,581	90,796	93,066	95,392	100,162	105,170	110,429
	21	67,084	68,761	70,480	72,242	74,048	75,899	77,797	79,742	81,735	83,779	85,873	88,020	90,221	92,476	94,788	97,158	99,587	104,566	109,794	115,284
	22	69,910	71,657	73,449	75,285	77,167	79,096	81,074	83,101	85,178	87,308	89,490	91,727	94,021	96,371	98,780	101,250	103,781	108,970	114,419	120,140
	23	74,149	76,003	77,903	79,850	81,846	83,893	85,990	88,140	90,343	92,602	94,917	97,290	99,722	102,215	104,770	107,390	110,074	115,578	121,357	127,425
	24	79,800	81,795	83,840	85,936	88,084	90,286	92,543	94,857	97,228	99,659	102,150	104,704	107,322	110,005	112,755	115,574	118,463	124,386	130,606	137,136

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	26,821	27,492	28,179	28,884	29,606	30,346	31,105	31,882	32,679	33,496	34,334	35,192	36,072	36,974	37,898	38,845	39,816	41,807	43,898	46,093
	62	28,233	28,939	29,662	30,404	31,164	31,943	32,742	33,560	34,399	35,259	36,141	37,044	37,970	38,920	39,893	40,890	41,912	44,008	46,208	48,519
	63	29,647	30,388	31,148	31,927	32,725	33,543	34,382	35,241	36,122	37,025	37,951	38,900	39,872	40,869	41,891	42,938	44,011	46,212	48,523	50,949
	64	31,059	31,835	32,631	33,447	34,283	35,140	36,019	36,919	37,842	38,788	39,758	40,752	41,771	42,815	43,886	44,983	46,107	48,413	50,833	53,375
	65	32,473	33,284	34,116	34,969	35,844	36,740	37,658	38,600	39,565	40,554	41,568	42,607	43,672	44,764	45,883	47,030	48,206	50,616	53,147	55,804
	66	33,885	34,732	35,601	36,491	37,403	38,338	39,296	40,279	41,286	42,318	43,376	44,460	45,572	46,711	47,879	49,076	50,303	52,818	55,459	58,232
	67	35,298	36,181	37,085	38,012	38,963	39,937	40,935	41,958	43,007	44,083	45,185	46,314	47,472	48,659	49,875	51,122	52,400	55,020	57,771	60,660
	68	36,710	37,628	38,569	39,533	40,521	41,534	42,573	43,637	44,728	45,846	46,992	48,167	49,371	50,605	51,871	53,167	54,497	57,221	60,082	63,087
	69	38,124	39,077	40,054	41,055	42,082	43,134	44,212	45,318	46,450	47,612	48,802	50,022	51,273	52,554	53,868	55,215	56,595	59,425	62,396	65,516
	70	39,536	40,524	41,538	42,576	43,640	44,731	45,850	46,996	48,171	49,375	50,610	51,875	53,172	54,501	55,863	57,260	58,692	61,626	64,707	67,943
	71	40,949	41,973	43,022	44,098	45,200	46,330	47,488	48,676	49,893	51,140	52,418	53,729	55,072	56,449	57,860	59,307	60,789	63,829	67,020	70,371
	72	42,361	43,420	44,506	45,618	46,759	47,928	49,126	50,354	51,613	52,903	54,226	55,582	56,971	58,395	59,855	61,352	62,885	66,030	69,331	72,798
	73	44,480	45,592	46,731	47,900	49,097	50,325	51,583	52,872	54,194	55,549	56,938	58,361	59,820	61,316	62,849	64,420	66,030	69,332	72,798	76,438
	74	47,305	48,488	49,700	50,942	52,216	53,521	54,859	56,231	57,637	59,077	60,554	62,068	63,620	65,210	66,841	68,512	70,224	73,736	77,423	81,294
	75	50,131	51,384	52,669	53,985	55,335	56,718	58,136	59,590	61,080	62,607	64,172	65,776	67,420	69,106	70,834	72,604	74,420	78,140	82,048	86,150
	76	52,957	54,281	55,638	57,029	58,454	59,916	61,414	62,949	64,523	66,136	67,789	69,484	71,221	73,001	74,826	76,697	78,615	82,545	86,673	91,006
	77	55,782	57,176	58,606	60,071	61,573	63,112	64,690	66,307	67,965	69,664	71,405	73,191	75,020	76,896	78,818	80,789	82,808	86,949	91,296	95,861
	78	58,607	60,072	61,574	63,114	64,691	66,309	67,966	69,666	71,407	73,192	75,022	76,898	78,820	80,791	82,810	84,881	87,003	91,353	95,920	100,716
	79	61,433	62,969	64,543	66,156	67,810	69,506	71,243	73,024	74,850	76,721	78,639	80,605	82,620	84,686	86,803	88,973	91,197	95,757	100,545	105,572
	80	64,259	65,865	67,512	69,200	70,930	72,703	74,520	76,383	78,293	80,250	82,257	84,313	86,421	88,581	90,796	93,066	95,392	100,162	105,170	110,429
	81	67,084	68,761	70,480	72,242	74,048	75,899	77,797	79,742	81,735	83,779	85,873	88,020	90,221	92,476	94,788	97,158	99,587	104,566	109,794	115,284
	82	69,910	71,657	73,449	75,285	77,167	79,096	81,074	83,101	85,178	87,308	89,490	91,727	94,021	96,371	98,780	101,250	103,781	108,970	114,419	120,140
	83	74,149	76,003	77,903	79,850	81,846	83,893	85,990	88,140	90,343	92,602	94,917	97,290	99,722	102,215	104,770	107,390	110,074	115,578	121,357	127,425
	84	79,800	81,795	83,840	85,936	88,084	90,286	92,543	94,857	97,228	99,659	102,150	104,704	107,322	110,005	112,755	115,574	118,463	124,386	130,606	137,136

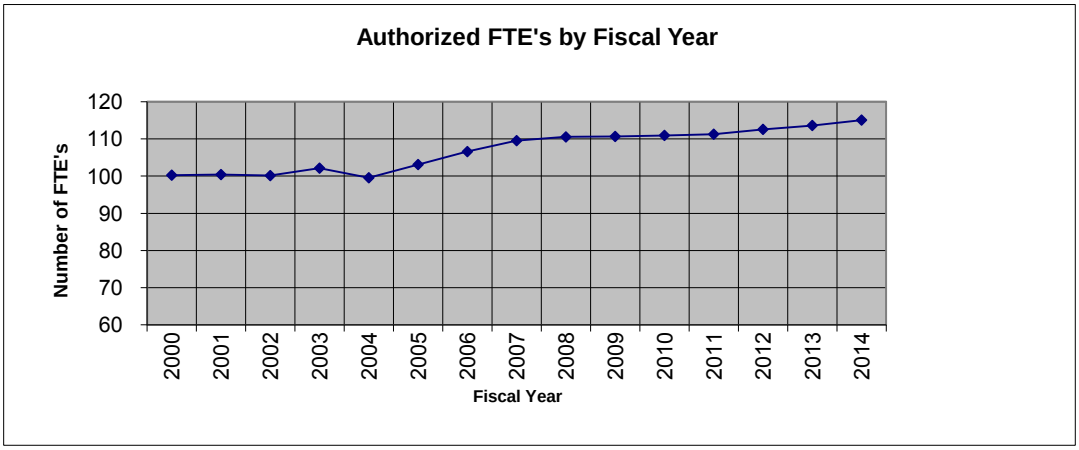
City of College Park, Maryland
Schedule of Authorized Full Time Equivalent (FTE) Positions
for the fiscal year ending June 30, 2014

		FY 2014 Authorized Full Time Equivalents (FTE's)						
Position Title	Grade	Admini-stration	Finance	Public Services	Planning	Youth, Family, Srs.	Public Works	TOTAL
Custodial Worker	1						2.00	2.00
Laborer	62						13.00	13.00
Office Specialist I	3			1.25		0.60		1.85
Grounds Laborer / Driver	63						1.00	1.00
Office Specialist II	6			2.00			1.00	3.00
Fiscal Support Specialist II	6		1.70	0.30				2.00
Parking Enforcement Officer I	6			1.50				1.50
Bus Driver	6					1.40		1.40
Custodial Supervisor	6						1.00	1.00
Engineering Technician I	6						1.00	1.00
Motor Equipment Operator I	66						8.00	8.00
Supply Clerk	66						1.00	1.00
Groundskeeper	66						1.00	1.00
Dispatch / Administrative Clerk	66						1.00	1.00
Parking Enforcement Officer II	7			4.00				4.00
Animal Control Officer II	7			1.00				1.00
Facilities Maintenance Worker	7						1.00	1.00
Motor Equipment Operator I+A	67						3.00	3.00
Code Enforcement Officer I	8			3.00				3.00
Motor Equipment Operator II	68							0.00
Office Specialist III	9	1.00		1.00				2.00
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
Assistant City Manager	24	0.75						0.75
Nonclassified								
Police Officers	N/A			7.79				7.79
Child Care Provider	N/A					0.08		0.08
Planning Intern	N/A				0.20			0.20
Engineering Intern II	N/A						0.35	0.35
City Manager	N/A	1.00						1.00
FISCAL YEAR 2014 TOTALS		**7.75**	**10.70**	**31.34**	**5.20**	**9.71**	**50.35**	**115.05**

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
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
2014	7.75	10.70	31.34	5.20	9.71	50.35	115.05



This page intentionally left blank

GENERAL FUND REVENUES

REVENUES

REVENUE FOOTNOTES		
Element/Object	**Details**	**Amount**
Taxes		
31010 Real Property Taxes	Based on proposed FY 2014 assessment from State Department of Assessments and Taxation (SDAT) for non-exempt property: Full value assessment of $2,036,733,300 less homestead tax credit adjustment of $77,491,000 @ tax rate $0.335 per $100. Full value assessment percentage decrease from FY 2013 is 9.76%. FY 2014 rate of $0.335 is a 4.0% increase over FY 2013 rate of $0.322. Includes half-year assessment for Domain College Park property, annexed in FY 2013. Includes "tax differential only" billing for Holiday Inn properties annexed in FY 2004 (tax class 02) at $0.025 per $100.	6,608,944
31015 Homeowners' Property Tax Credit	This program, initiated in FY 2010, representing a supplement of 15% to the State Homeowners' Property Tax Credit, provides partial relief from City real property tax for residents with low or moderate income. Residents must file a new application each year with SDAT to qualify for the property tax credit. FY 2014 budget is based on FY 2013 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; FY 2014 assessment of $14,756,900 @ $0.335 per $100	49,436
31023 PILOT-UM Washington Post Property	Annual payment from University of Maryland in lieu of real property taxes on former Washington Post property; FY 2014 assessment of $11,279,500 @ $0.335 per $100	37,786
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 FY 2014 tax rate $0.838 per $100 on $87,058,823 estimated assessed valuation. FY 2014 rate of $0.838 is a 4.0% increase over FY 2013 rate of $0.805. Includes "tax differential only" billing for Holiday Inn properties at $0.057 per $100.	729,550
31190 Tax Penalties & Interest, Personal Property Tax	Estimate based on historical data	800
31410 Income Tax	Estimate based on current year's data	1,425,000
31510 Admission & Amusement Tax	Estimate based on average of previous 3 fiscal years	500,000
31610 Highway User Tax	Estimate provided by State Highway Administration	252,774
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. Includes new Best Western College Park Hotel for FY 2014.	450,000

REVENUES

REVENUE FOOTNOTES		
Element/Object	**Details**	**Amount**
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
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	5,000
32336 Rent Stabilization Fees		0
32340 Occupancy Permits	Estimate provided by Department of Public Services; covers 75.1% self-support of Code Enforcement program budget. Rates for FY 2014 (with 3.6% increase over FY 2013) are: single family and townhouse $244, fraternity and sorority $580, rooming house $238, condominium unit that is not a townhouse $150, apartments (≥ 6 units) $125 per unit, 2-5 unit buildings $207 per unit, hotel/ motel $41 per unit, commercial $124. Includes 128 new units at Domain College Park (50%) and 50 rooms at Best Western College Park Hotel.	766,886
32345 Driveway Apron Permits	Estimate based on historical data	1,000
32350 Other Licenses		0
32365 Utility Easements	Verizon easement	550
32370 Bus Shelters	Based on current year data; estimate provided by Department of Finance	13,000
32375 Encroachment Permits	2 contracts @ $500	1,000
Utility Franchise Fees		
32410 Utility Franchise Fees-Comcast Cable	5% franchise fee; estimate based on current year's revenue trend	200,000
32415 Utility Franchise Fees-Verizon	5% franchise fee; estimate based on current year's revenue trend	100,000
Intergovernmental		
33220 Police Protection	State aid for police protection, allocated based on population ($2.50 per capita) and City-qualified expenditures compared to total qualified expenditures of Prince George's County and its municipalities	116,550
33230 University of Maryland Grant	Annual payment by University of Maryland in lieu of taxes for service demands placed on the City, based on 1945 agreement	5,000
33240 Youth Services Grant (State Grant)	State grant through Prince George's County, covering 75% of program costs for Youth & Family Administration and Clinical Services programs	72,055
33420 Financial Institutions	Bank stock tax, payable through Prince George's County	10,717

REVENUES

REVENUE FOOTNOTES		
Element/Object	**Details**	**Amount**
33434 Special Appropriations Grant (County Grant)	Discretionary grants, Prince George's County Council members	4,000
Charges for Services		
34110 Zoning Application Processing Fee	Estimate provided by Department of Planning	2,000
34130 Animal Control Impound Fees	Fees for redemption of impounded animals @ $25 each	100
34131 Animal Control Boarding Fees	Fees for boarding impounded animals @ $10/day	100
34320 Parking Meter Revenue	Estimate based on revenue trend over previous 3 fiscal years (excluding parking garage). $0.75 hourly rate is allocated 2/3 to General Fund, 1/3 to Parking Debt Service Fund based on additional revenue from FY 2008 50% meter rate increase being earmarked for future parking garage debt service.	350,000
34321 Garage Pay Station Revenue	Estimate based on current year revenue from parking garage. $0.75 hourly rate is allocated 2/3 to General Fund, 1/3 to Parking Debt Service Fund. Reduced for free Saturday summer parking in July-August 2013.	75,000
34325 Parking Permit Revenue	Estimates provided by Department of Public Services: 30 monthly permits in Church lot @ $40/month (less 50% payment to St. Andrew's Episcopal Church) ..... 7,200 Guilford Road monthly permits @ $50/month ..... 0 Knox Road monthly permits @ $50/month ..... 7,000 Hartwick Road monthly permits @ $50/month ..... 8,200 Residential zone permits, estimate 27,600	50,000
34326 Garage Permit Revenue	Estimate based on current year revenue trend; 100 permits @ $55-60/month. $55 special rate is for purchase of 4-month "semester" permit.	50,000
34340 MVA Registration Fees	Estimate provided by Department of Public Services	500
34350 MVA Non-Resident Permits	Estimate provided by Department of Public Services	2,500
34410 County Disposal Rebate	Estimate provided by Department of Finance	83,288
34420 Refuse Contracts Revenue	Estimate based on current annual billing, which occurs on August 1	230,000
34430-01 Recycling Revenue-White Goods	Sale of "white goods" (scrap metal and appliances), generated through Public Works-Recycling program	2,000
34430-03 Recycling Revenue-Motor Oil	Sale of motor oil collected at Public Works yard	2,000

REVENUES

REVENUE FOOTNOTES		
Element/Object	**Details**	**Amount**
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
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	34,000
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	6,000
34492 Tipping Fees Revenue	Estimate provided by Department of Public Works, based on billing for 5,263 cubic yards @ $4.75/cubic yard	22,000
34494 Delivery Charge-Compost	Estimate provided by Department of Public Works, delivery charge varies by delivery zone (7 zones)	8,000
34495 Delivery Charge-Wood Chips	Estimate provided by Department of Public Works, delivery charge varies by delivery zone (7 zones)	3,500
34510 Youth Services Client Fees	Estimate provided by Department of Youth, Family & Senior Services	10,000
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. FY 2011 parking ticket increase of $2.50 for expired meter (violation 01) and overtime parking (violation 30) goes to the Parking Debt Service Fund.	750,000
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, FY 2014 revenue estimate	1,500,000
35970 Optotraffic-Processing Charges	Vendor processing charge @ 39% of speed enforcement camera citations paid	(585,000)
Miscellaneous Revenues		
36110 Investment Earnings	Estimate based on projected earnings from new bank certificates of deposit	60,000

REVENUES

REVENUE FOOTNOTES		
Element/Object	**Details**	**Amount**
36122 Tenant Improvement Allow-Garage Retail	Interest @ 4% on $960,000 15-year allowance for tenant improvements in the parking garage retail space	34,341
36211 Property Rental-Parking Garage Retail	Lease for rental of 5,800 sf of retail space in parking garage @ $25 per square foot: monthly rent at $14,083	169,000
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	1,500
36670 CDMA Billing Fees	2% billing fee for billing and collecting dues for Downtown College Park Management Authority (DCPMA)	380
Non-Revenue Receipts		
39000 Interfund Transfers	Transfer from Parking Debt Service Fund to General Fund to cover excess of parking garage debt service over parking garage-related revenues: SunTrust Bank – bond principal ..... 283,000 SunTrust Bank – bond interest ..... 274,247 Subtotal ..... 557,247 Garage pay station revenue (account 343.21) .....(75,000) Garage permit revenue (account 343.26) .....(50,000) Garage retail rent (account 362.11) .....(169,000) Interest – tenant improvement allowance (account 361.22) .....(34,341)	228,906
39900 Unassigned Reserve Transfer	Budgeted use of unassigned reserve	35,005

CITY OF COLLEGE PARK
REVENUE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
BASIC 31 TAXES						
SUB 0 REAL PROPERTY TAXES						
310.10 REAL PROPERTY TAX	6,027,948	6,483,962	6,607,894	6,490,936	6,707,519	6,608,944
310.15 HOMEOWNERS PROP TX CREDIT	34,473-	35,984-	35,000-	38,711-	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	42,603	47,359	52,115	52,115	50,173	49,436
310.23 PILOT-UM WASH POST PROP	38,640	38,640	38,640	38,640	38,350	37,786
310.90 TAX INTEREST & PENALTY	10,397	15,016	10,000	26,476	10,000	10,000
* REAL PROPERTY TAXES	6,100,115	6,563,993	6,688,649	6,584,456	6,786,042	6,686,166
SUB 1 PERSONAL PROPERTY TAXES						
311.10 PERSONAL PROPERTY TAX	820,238	875,083	800,000	885,971	740,000	729,550
311.90 TAX INTEREST & PENALTY	2,256	762	1,000	1,720	800	800
* PERSONAL PROPERTY TAXES	822,494	875,845	801,000	887,691	740,800	730,350
SUB 4 INCOME TAX						
314.10 INCOME TAX	1,377,541	1,494,195	1,370,000	1,449,209	1,425,000	1,425,000
* INCOME TAX	1,377,541	1,494,195	1,370,000	1,449,209	1,425,000	1,425,000
SUB 5 OTHER LOCAL TAXES						
315.10 ADMISSION & AMUSEMENT TAX	570,539	617,331	560,000	510,606	500,000	500,000
* OTHER LOCAL TAXES	570,539	617,331	560,000	510,606	500,000	500,000
SUB 6 STATE SHARED TAXES						
316.10 HIGHWAY USER TAX	58,693	167,363	110,052	81,076	252,774	252,774
* STATE SHARED TAXES	58,693	167,363	110,052	81,076	252,774	252,774
SUB 8 COUNTY SHARED TAXES						
318.10 HOTEL & MOTEL TAX	441,699	446,559	430,000	316,564	450,000	450,000
* COUNTY SHARED TAXES	441,699	446,559	430,000	316,564	450,000	450,000
** TAXES	9,371,081	10,165,286	9,959,701	9,829,602	10,154,616	10,044,290
BASIC 32 LICENSES & PERMITS						
SUB 2 BUSINESS LICENSES						
322.10 CITY LIQUOR LICENSES	11,196	15,263	11,000	14,562	11,000	11,000
322.20 STATE TRADERS LICENSES	29,063	30,609	30,000	28,799	30,000	30,000
* BUSINESS LICENSES	40,259	45,872	41,000	43,361	41,000	41,000
SUB 3 OTHER LICENSES & PERMITS						
323.10 CITY BUILDING PERMITS	7,471	8,025	7,000	5,850	5,000	5,000
323.36 RENT STABILIZATION FEES	9,413	1,590	27,000	510	0	0
323.40 OCCUPANCY PERMITS	606,605	776,003	580,000	677,324	720,000	766,886
323.45 DRIVEWAY APRON & CURBCUT	2,512	2,018	2,000	993	1,000	1,000
323.50 OTHER LICENSES	470	350	0	120	0	0
323.65 UTILITY EASEMENTS	550	605	550	605	550	550
323.70 BUS SHELTERS	9,827	11,627	11,000	12,458	13,000	13,000
323.75 ENCROACHMENT PERMITS	1,000	1,000	1,000	1,000	1,000	1,000
* OTHER LICENSES & PERMITS	637,848	801,218	628,550	698,860	740,550	787,436
SUB 4 UTILITY FRANCHISE FEES						
324.10 COMCAST CABLE	244,878	191,447	190,000	203,616	200,000	200,000
324.15 VERIZON FIOS	81,745	95,362	90,000	108,574	100,000	100,000
* UTILITY FRANCHISE FEES	326,623	286,809	280,000	312,190	300,000	300,000
** LICENSES & PERMITS	1,004,730	1,133,899	949,550	1,054,411	1,081,550	1,128,436
BASIC 33 INTERGOVERNMENTAL						
SUB 0 FEDERAL GRANTS						
330.35 YFS MAYSB OJJDP EARMARK	19,257	47,243	0	0	0	0
330.70 FEDERAL EMERG MGMT AGENCY	0	8,683	0	9,171	0	0
330.90 MISCELLANEOUS GRANTS	0	0	0	0	0	0
* FEDERAL GRANTS	19,257	55,926	0	9,171	0	0
SUB 2 STATE GRANTS						
332.20 POLICE PROTECTION	73,840	73,840	73,840	73,840	116,550	116,550
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 2014

ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
BASIC 33 INTERGOVERNMENTAL						
SUB 2 STATE GRANTS						
332.40 YOUTH SERVICES GRANT	76,457	76,457	76,457	48,036	72,055	72,055
332.90 MISCELLANEOUS GRANTS	0	0	0	0	0	0
* STATE GRANTS	155,297	155,297	155,297	126,876	193,605	193,605
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	4,000	4,000	4,000	20,000	0	0
334.34 SPECL APPROPRIATIONS GRNT	30,000	30,000	0	4,500	4,000	4,000
334.90 MISCELLANEOUS GRANTS	0	0	0	0	0	0
* COUNTY GRANTS	44,717	44,717	14,717	35,217	14,717	14,717
SUB 6 OTHER GRANTS						
336.90 MISCELLANEOUS GRANTS	0	0	0	0	0	0
* OTHER GRANTS	0	0	0	0	0	0
** INTERGOVERNMENTAL	219,271	255,940	170,014	171,264	208,322	208,322
BASIC 34 CHARGES FOR SERVICES						
SUB 1 GENERAL GOVERNMENT CHGS						
341.10 ZONING APPLIC PROCESS FEE	2,470	1,300	1,300	8,455	2,000	2,000
341.30 ANIMAL CTRL IMPOUND FEES	200	125	200	190	100	100
341.31 ANIMAL CTRL BOARDING FEES	240	30	150	0	100	100
* GENERAL GOVERNMENT CHGS	2,910	1,455	1,650	8,645	2,200	2,200
SUB 3 HIGHWAYS AND STREETS						
343.20 PARKING METER REVENUE	350,964	370,175	350,000	340,085	350,000	350,000
343.21 GARAGE PAY STATION REV	79,742	86,442	75,000	78,957	75,000	75,000
343.25 PARKING PERMIT REVENUE	61,700	52,225	48,400	54,426	50,000	50,000
343.26 GARAGE PERMIT REVENUE	44,172	46,822	50,000	46,753	50,000	50,000
343.40 MVA REGISTRATION FEES	73-	84-	175	322	500	500
343.50 MVA NON-RESIDENT PERMITS	1,485	1,648	2,500	1,667	2,500	2,500
* HIGHWAYS AND STREETS	537,990	557,228	526,075	522,210	528,000	528,000
SUB 4 SANITATION & WASTE REMVL						
344.10 COUNTY DISPOSAL REBATE	73,960	75,541	73,960	83,288	83,288	83,288
344.20 REFUSE CONTRACTS REVENUE	208,497	220,928	220,000	226,763	230,000	230,000
344.30 RECYCLING-WHITE GOODS	601	2,416	1,800	2,247	2,000	2,000
344.30 RECYCLING-MIXED PAPER	0	0	0	0	0	0
344.30 RECYCLING-MOTOR OIL	2,103	3,217	2,100	1,693	2,000	2,000
344.30 RECYCLING-SINGLE STREAM	10,010	11,540	2,000	2,276	2,000	2,000
344.40 SPECIAL TRASH PICKUP REV	0	0	0	0	0	0
344.60 CDMA LITTER REBATE	4,290	4,290	4,290	3,218	4,290	4,290
344.90 COMPOST SALES	40,328	39,746	36,500	35,872	34,000	34,000
344.91 WOOD CHIP SALES	5,523	10,081	5,200	8,911	6,000	6,000
344.92 TIPPING FEES REVENUE	22,848	28,785	25,000	22,325	22,000	22,000
344.94 DELIVERY CHG-COMPOST	10,787	11,605	9,000	10,304	8,000	8,000
344.95 DELIVERY CHG-WOOD CHIPS	3,157	4,827	3,000	4,681	3,500	3,500
* SANITATION & WASTE REMVL	382,104	412,976	382,850	401,578	397,078	397,078
SUB 5 HEALTH CHARGES						
345.10 YOUTH SVCS CLIENT FEES	11,242	13,003	9,000	15,430	10,000	10,000
345.20 OTHER YFS FEES	0	0	0	0	0	0
345.30 YFS TRAINING REVENUE	0	0	0	0	0	0
* HEALTH CHARGES	11,242	13,003	9,000	15,430	10,000	10,000
** CHARGES FOR SERVICES	934,246	984,662	919,575	947,863	937,278	937,278
BASIC 35 FINES AND FEES						
SUB 9 FINES						
359.10 ELECTION FINES	50	100	0	0	0	0
359.20 ANIMAL FINES REVENUE	200	0	200	300	200	200
359.30 VEHICLE BOOTING FEES	910	490	600	1,290	700	700
359.40 PARKING FINES REVENUE	916,200	729,665	800,000	822,392	750,000	750,000
359.50 MUNICIPAL INFRACTIONS	147,374	94,148	100,000	90,360	100,000	100,000
359.70 SPEED ENF CAMERA REVENUE	3,628,256	2,000,593	2,000,000	1,662,094	1,500,000	1,500,000

PREPARED 07/30/13, 17:00:10
GENERAL FUND 001

CITY OF COLLEGE PARK
REVENUE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
	BASIC 35 FINES AND FEES						
	SUB 9 FINES						
359.70	OPTOTR-PROCESSING CHARGES	1,415,067-	780,231-	780,000-	648,217-	585,000-	585,000-
359.70	OPTOTR-ENGINEERING STUDY	8,000-	0	0	0	0	0
359.70	STMD REPYMT-EXC OVER 10%	485,184-	0	0	0	0	0
*	FINES	2,784,739	2,044,765	2,120,800	1,928,219	1,765,900	1,765,900
**	FINES AND FEES	2,784,739	2,044,765	2,120,800	1,928,219	1,765,900	1,765,900
	BASIC 36 MISCELLANEOUS REVENUES						
	SUB 1 INVESTMENT EARNINGS						
361.10	INVESTMENT EARNINGS	25,121	11,377	25,000	36,137	60,000	60,000
361.11	INVESTMENTS-MKT VALUE ADJ	8,329-	2,418-	0	0	0	0
361.22	TENANT IMPROVEMENT ALLOW	22,216	30,978	35,730	0	34,341	34,341
361.30	OTHER INTEREST	2,688	3,138	0	2,892	0	0
*	INVESTMENT EARNINGS	41,696	43,075	60,730	39,029	94,341	94,341
	SUB 2 PROPERTY & EQUIP RENTAL						
362.11	PARKING GARAGE RETAIL	0	108,750	144,873	20,955	169,000	169,000
362.14	CITY HALL MEETING ROOMS	50	0	0	500	50	50
362.15	OLD PARISH HOUSE	8,725	8,675	10,000	10,325	10,000	10,000
362.16	CLEANING FEE-CITY BLDGS	475	350	400	625	400	400
362.18	DAVIS HALL	1,050	900	800	1,150	800	800
362.19	DUVALL FIELD	0	0	0	0	0	0
362.20	OTHER RENTALS	0	0	0	0	0	0
362.21	CALVERT ROAD SCHOOL FIELD	0	0	0	0	0	0
*	PROPERTY & EQUIP RENTAL	10,300	118,675	156,073	33,555	180,250	180,250
	SUB 4 SALE OF FIXED ASSETS						
364.10	SALE OF FIXED ASSETS	4,030	4,130	1,000	0	1,000	1,000
*	SALE OF FIXED ASSETS	4,030	4,130	1,000	0	1,000	1,000
	SUB 6 OTHER REVENUES						
366.10	MISCELLANEOUS	53	105	0	31	0	0
366.15	FREEDOM OF INFO ACT REQ	119	69	100	93	100	100
366.50	ANIMAL LICENSE COMM	1,461	1,331	1,400	1,488	1,500	1,500
366.55	CONTRIBUTIONS	0	1,000	0	0	0	0
366.60	CASH OVER & (SHORT)	0	0	0	0	0	0
366.70	CDMA BILLING FEES	351	384	380	315	380	380
*	OTHER REVENUES	1,984	2,889	1,880	1,927	1,980	1,980
**	MISCELLANEOUS REVENUES	58,010	168,769	219,683	74,511	277,571	277,571
	BASIC 39 NON-REVENUE RECEIPTS						
	SUB 0 INTERFUND TRANSFERS						
390.00	INTERFUND TRANSFERS	0	216,886	251,950	251,950	228,906	228,906
*	INTERFUND TRANSFERS	0	216,886	251,950	251,950	228,906	228,906
	SUB 9 UNASSIGNED RESERVE TFR						
399.00	UNASSIGNED RESERVE TFR	0	0	1,646,211	0	0	35,005
*	UNASSIGNED RESERVE TFR	0	0	1,646,211	0	0	35,005
**	NON-REVENUE RECEIPTS	0	216,886	1,898,161	251,950	228,906	263,911
***	GENERAL FUND	14,372,077	14,970,207	16,237,484	14,257,820	14,654,143	14,625,708
		14,372,077	14,970,207	16,237,484	14,257,820	14,654,143	14,625,708

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 FY 2014, retirement contribution is 6.50% of covered wages. Contributions are accrued each bi-weekly payday and deposited with ICMA-RC quarterly.

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

Expenditure Descriptions

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

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

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

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

Expenditure Descriptions

OPERATING EXPENDITURES

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

12 Travel and Training

This account group includes expenses associated with travel to professional meetings, training, seminars and conventions by commercial carriers or automobiles, as well as lodging, meals and other required expenses. In addition, training costs and registration fees are included in this group. The City reimburses employees 50% of tuition, books and associated fees for job-related training and education. Currently, the City reimburses employees $0.565 per mile (the IRS statutory rate) for use of a personal vehicle if a City vehicle is not available. Subcategories include non-training travel (-10), travel and training (-11) and tuition reimbursement (-15).

20-xx Overhead

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

20-10 Overhead – Insurance

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

20-11 Overhead – Automobile Expenses

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

20-12 Overhead – Postage

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

Expenditure Descriptions

20-13 Overhead – Utilities-City Hall

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

20-14 Overhead – Telephone

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

20-15 Overhead – Information Technology

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

20-16 Overhead – Building Maintenance

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

20-17 Overhead – Copier

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

20-25 Overhead – Administrative

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

25-xx Grants and Assistance

This account group includes City disbursements to the College Park City-University Partnership (CPCUP) (-10), Anacostia Trails Heritage Area (-11), community services grants (-20), College Park Arts Exchange (-30), Meals on

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

30-xx Professional Services

This account group includes various types of professional services utilized by department programs. Services include auditing and accounting (-10), design and engineering (-11), administrative (-13), management support (-14), consulting (-15), appraisals (-16), surveying (-20), 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), 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), 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 (-25), street sweeping (-30), Internet streaming broadcast (-32), CCTV monitoring (-33), police services contract (-34), parking lot maintenance (-35), M-NCPPC contract-youth center (-37), striping (-38), tree maintenance (-40), tree installations (-45), scheduled maintenance (-50), child care costs (-60), contract bus driver (-65), rat control (-69), contract plowing (-70), contract mowing (-71), building coverage after-hours (-72), IT cabling (-73), tree inventory (-74), mosquito control (-75), contract right-of-way maintenance (-76), facilitator services (-77), and other contractual services (-99).

36-xx Special Services

This account group includes printing (-10), classified advertising (-11), Motor Vehicle Administration (MVA) services (-13), catering for meetings (-15), special dinners (-16), property clearance (-17), towing (-20), courier services (-21), animal control cost recovery (-23), cable camera operator (-25), videography and editing (-26), disaster recovery (-28), permit fees (-30), redistricting expenses (-32), matching funds (-35), code enforcement abatements (-36), code enforcement abatement reimbursement (-37), employment background checks

(-38), files management (-40), registration fees (-43), sweeper shared maintenance (-50), dumpster service (-55), Shuttle-UM for residents (-60), PGINCC pro-rata share expenses (-63) and other special services (-99).

38-xx Special Events

This account group supports City events such as fireworks and associated expenses (-10), senior trips (-12), holiday events (-15), health fair (-18), employee events (-20), student events (-35), farmers market (-36), America Recycles Day (38), Martin Luther King, Jr. Day (-40), fall festival (-42), volunteer programs (-45), 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

Expenditure Descriptions

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

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

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

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

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

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

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

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

62-10 Postage
This account includes postage for the postage meter and meter rental, as well as costs for priority, overnight and certified mail, and bulk mailing costs.

64-xx Vehicle Fuels and Additives
This account group includes gasoline (-10), diesel fuel (-11), other additives (-12) and fuel surcharge credit (-15) for use in the City's fleet of vehicles and

equipment.

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

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

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

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

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

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

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

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

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

74-xx Loans, Leases, Bonds
This account includes administrative costs (-10).

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

Expenditure Descriptions

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 07/30/13, 17:10:05
GENERAL FUND 001

CITY OF COLLEGE PARK
EXPENDITURE BUDGET SUMMARY
FOR FISCAL YEAR 2014

	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
	DEPT 10 GENERAL GOVERNMENT						
*	GENERAL GOVERNMENT	2,227,506	2,321,259	2,681,445	2,490,238	2,839,592	2,805,921
	DEPT 20 PUBLIC SERVICES						
*	PUBLIC SERVICES	3,137,941	3,322,597	3,671,236	3,279,680	3,700,506	3,705,742
	DEPT 30 PLANNING, COMM & ECON DEV						
*	PLANNING, COMM & ECON DEV	516,643	583,656	606,965	597,772	608,385	608,385
	DEPT 40 YOUTH FAMILY &SENIOR SERV						
*	YOUTH FAMILY &SENIOR SERV	981,825	1,034,549	1,050,129	1,019,185	1,075,746	1,075,746
	DEPT 50 PUBLIC WORKS						
*	PUBLIC WORKS	4,374,677	4,330,396	4,832,256	4,261,722	4,940,667	4,940,667
	DEPT 65 CONTINGENCY						
*	CONTINGENCY	0	0	10,000	0	10,000	10,000
	DEPT 90 DEBT SERVICE						
*	DEBT SERVICE	102,712	520,426	557,553	559,533	557,247	557,247
	DEPT 91 MISCELLANEOUS CHARGES						
*	MISCELLANEOUS CHARGES	0	0	0	0	0	0
	DEPT 92 INTERFUND TRANSFER						
*	INTERFUND TRANSFER	1,046,335	2,596,835	2,827,900	2,827,900	922,000	922,000
**	GENERAL FUND	12,387,639	14,709,718	16,237,484	15,036,030	14,654,143	14,625,708
		12,387,639	14,709,718	16,237,484	15,036,030	14,654,143	14,625,708

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET BY ELEMENT
FOR FISCAL YEAR 2014

ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
ELEM 10 PAYROLL-WAGES						
* PAYROLL-WAGES	0	0	0	0	0	0
* SALARY	2,230,460	2,298,511	2,386,684	2,403,061	2,536,889	2,514,808
* HOURLY	3,591,905	3,745,507	4,208,500	3,855,829	4,286,568	4,291,318
* OVERTIME	124,939	111,399	174,560	139,882	145,420	145,420
* ELECTED & APPOINTED	46,564	49,420	49,420	49,330	49,420	51,795
* STIPEND	5,700	8,040	16,740	5,700	9,420	9,570
* AUTOMATED TRUCK INCENTIVE	2,061	2,386	2,100	1,872	1,900	1,900
* SATURDAY SHIFT DIFFERENTL	3,747	3,912	4,100	3,256	4,000	4,000
* NIGHT SHIFT DIFFERENTIAL	5,601	5,771	6,100	5,583	6,100	6,100
** PAYROLL-WAGES	6,010,977	6,224,946	6,848,204	6,464,513	7,039,717	7,024,911
ELEM 11 FRINGE BENEFITS						
* FICA	438,792	455,089	496,516	474,329	508,929	507,618
* EMPLOYEE ASSISTANCE PROG	2,038	2,038	2,500	2,038	2,500	2,500
* HEALTH INSURANCE	671,955	608,992	677,652	596,540	717,280	714,577
* DENTAL INSURANCE	40,940	39,964	44,192	41,314	43,357	43,220
* LIFE INSURANCE	13,640	14,311	15,719	16,746	19,474	19,413
* VISION INSURANCE	12,047	11,503	13,164	13,127	13,918	13,870
* 457 CITY MATCH CONTRIBUTN	82,050	84,503	94,112	97,157	99,203	99,072
* 401A RETIREMENT	325,001	332,716	371,683	353,605	383,154	383,154
* WORKERS COMPENSATION INS	179,294	187,351	193,381	196,688	194,811	194,409
* LONG TERM DISABILITY INS	18,533	18,266	21,264	19,419	22,098	22,012
* PUBLIC TRANSIT INCENTIVE	5,184	6,357	7,200	6,575	7,800	7,800
* WELLNESS PROGRAM REIMB	2,103	1,719	3,500	2,697	4,500	4,500
** FRINGE BENEFITS	1,791,577	1,762,809	1,940,883	1,820,235	2,017,024	2,012,145
ELEM 12 TRAVEL & TRAINING						
* NON TRAINING TRAVEL	29,139	31,669	34,320	29,084	34,020	34,020
* TRAVEL & TRAINING	66,889	84,342	108,260	75,360	114,490	114,490
* TUITION REIMBURSEMENT	1,694	1,347	5,500	4,126	5,500	5,500
** TRAVEL & TRAINING	97,722	117,358	148,080	108,570	154,010	154,010
ELEM 20 OVERHEAD						
* INSURANCE	1-	1-	0	1-	1	1
* AUTOMOTIVE	1	1-	0	0	2-	2-
* POSTAGE	2-	1	0	0	0	0
* UTILITIES	1	1	0	0	1	1
* TELEPHONE	0	0	0	2-	0	0
* INFORMATION TECHNOLOGY	1	1-	0	1	1-	1-

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET BY ELEMENT
FOR FISCAL YEAR 2014

	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
ELEM 20 OVERHEAD							
*	BUILDING MAINTENANCE	0	1-	0	1	1-	1-
*	COPIER	143-	1	0	56-	2	2
*	ADMINISTRATIVE	0	0	0	0	0	0
**	OVERHEAD	143-	1-	0	57-	0	0
ELEM 25 GRANTS & ASSISTANCE							
*	CITY-UNIV PARTNERSHIP	55,000	80,000	129,500	100,000	100,000	100,000
*	ANACOSTIA TRAILS HERITAGE	0	3,954	3,954	3,954	3,954	3,954
*	COMMUNITY SERVICES GRANTS	15,000	15,000	20,000	20,000	20,000	20,000
*	COLLEGE PK ARTS EXCHANGE	32,500	32,500	32,500	32,500	32,500	32,500
*	MEALS ON WHEELS OF C P	3,500	3,500	4,000	4,000	4,000	4,000
*	COLL PK BOYS & GIRLS CLUB	12,500	12,500	12,500	12,500	12,500	12,500
*	PUBL SCH EDUCATION GRANTS	29,228	30,806	60,000	52,389	60,000	60,000
*	COMM TENANT IMPROVMT PROG	0	0	0	0	0	0
*	COLL PARK COMM FOUNDATION	0	0	1,000	1,000	1,000	1,000
*	CPCUP-COLLEGE PK ACADEMY	0	0	80,000	80,000	80,000	80,000
**	GRANTS & ASSISTANCE	147,728	178,260	343,454	306,343	313,954	313,954
ELEM 30 PROFESSIONAL SERVICES							
*	AUDITING & ACCOUNTING	13,500	16,810	17,310	15,160	17,810	17,810
*	DESIGN & ENGINEERING	0	8,150	9,500	0	9,500	9,500
*	ADMINISTRATIVE	15,769	26,645	24,220	14,165	25,341	25,341
*	SUPPORT SERVICES	5,762	7,224	7,620	4,881	7,745	7,745
*	CONSULTING	30,942	93,514	28,250	22,110	26,650	26,650
*	APPRAISALS	0	0	0	8,000	0	0
*	SURVEYING	5,648	4,750	8,500	1,960	8,500	8,500
*	VETERINARY SERVICES	2,346	5,131	3,000	3,062	3,000	3,000
*	TRANSCRIPTION SERVICES	0	630	1,500	0	1,500	1,500
*	TRANSLATION SERVICES	0	0	1,800	0	1,500	1,500
*	PKG TKTS HEARING OFFICER	7,485	8,100	8,320	10,032	6,656	6,656
*	ACTUARIAL SERVICES	0	0	0	7,238	0	0
*	INTERPRETER SERVICES	0	0	1,316	170	1,316	1,316
*	OTHER	0	0	0	0	0	0
**	PROFESSIONAL SERVICES	81,452	170,954	111,336	86,778	109,518	109,518
ELEM 32 LEGAL SERVICES							
*	CITY ATTORNEY	170,408	150,658	160,000	141,718	160,000	160,000
*	LEGAL-CABLE TELEVISION	0	0	9,500	2,579	5,500	5,500
*	LEGAL-HUMAN RESOURCES	0	0	0	0	0	0

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET BY ELEMENT
FOR FISCAL YEAR 2014

	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
ELEM 32 LEGAL SERVICES							
*	LEGAL-LITIGATION	26,524	6,644	25,000	1,426	25,000	15,000
*	LEGAL-RENT STABILIZATION	15,197	21,466	20,000	3,564	0	0
*	LEGAL-ETHICS COMMISSION	10,803	10,365	7,500	8,098	8,100	8,100
*	LEGAL-ELECTIONS	0	0	0	0	0	0
*	LEGAL-ADV PLANNING COMM	0	13,525	10,800	14,461	10,800	10,800
*	LEGAL-BOND COUNSEL	0	0	0	0	0	0
*	LEGAL-OTHER	0	0	0	0	0	0
**	LEGAL SERVICES	222,932	202,658	232,800	171,846	209,400	199,400
ELEM 34 CONTRACTUAL SERVICES							
*	TEMPORARY MANPOWER	0	0	0	0	0	0
*	TEMP MANPOWER-SOLID WASTE	2,142	4,001	1,650	2,055	1,650	1,650
*	TEMP MANPOWER-CURB RECYCL	1,536	1,780	1,320	441	1,320	1,320
*	TEMP MANPOWER-BRUSH	1,591	2,607	1,155	6,670	1,320	1,320
*	LITTER COLLECTION	95	252	0	205	0	0
*	TEMP MANPOWER-LEAF	29,319	30,941	33,000	23,420	31,350	31,350
*	TEMP MANPOWER-YARD WASTE	27,153	16,341	8,250	23,538	16,500	16,500
*	TEMP MANPOWER-OTHER	4,268	2,520	5,455	2,024	4,625	4,625
*	TEMP MANPOWER-SIGNAGE	0	0	0	63	0	0
*	TIPPING FEES	287,196	290,592	304,090	285,851	295,735	295,735
*	MARKETING	0	30,000	30,000	29,700	40,700	40,700
*	STREET SWEEPING	0	0	0	0	0	0
*	INTERNET STREAMING BRDCST	5,084	6,457	6,468	6,452	6,468	6,468
*	CCTV MONITORING	0	0	0	0	0	0
*	POLICE SERVICES CONTRACT	361,063	400,000	400,000	164,536	400,000	400,000
*	PARKING LOT MAINTENANCE	0	0	0	0	0	0
*	M-NCPPC CONTRCT-YOUTH CTR	0	0	10,000	10,000	10,000	10,000
*	STRIPING	26,998	16,640	30,910	16,588	31,165	31,165
*	TREE MAINTENANCE	71,430	36,300	62,800	32,105	62,800	62,800
*	TREE INSTALLATIONS	0	0	0	0	0	0
*	SCHEDULED MAINTENANCE	5,850	3,547	9,000	13,234	9,000	9,000
*	CHILD CARE COSTS	120	0	800	0	800	800
*	CONTRACT BUS DRIVER	0	0	0	0	0	0
*	RAT CONTROL	15,000	14,250	15,000	14,610	10,000	10,000
*	CONTRACT PLOWING	0	0	5,000	0	5,000	5,000

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET BY ELEMENT
FOR FISCAL YEAR 2014

	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
ELEM 34 CONTRACTUAL SERVICES							
*	CONTRACT MOWING	46,478	46,498	47,500	46,498	47,500	47,500
*	BLDG COVERAGE-AFTER HOURS	1,440	1,440	1,440	1,440	1,440	1,440
*	CABLING	238	590	1,500	354	1,500	1,500
*	TREE INVENTORY	0	0	0	0	0	0
*	MOSQUITO CONTROL	1,895	3,000	4,800	3,454	4,800	4,800
*	CONTRACT R-O-W MAINT	0	0	0	100	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	888,896	907,756	980,138	683,338	983,673	983,673
ELEM 36 SPECIAL SERVICES							
*	PRINTING	82,319	105,925	115,507	92,776	111,139	111,139
*	CLASSIFIED ADVERTISING	18,027	16,748	22,400	20,186	19,150	19,150
*	MVA SERVICES	1,183	1,524	2,170	1,396	1,795	1,795
*	CATERING FOR MEETINGS	3,061	3,769	8,050	5,737	7,950	7,950
*	SPECIAL DINNERS	2,834	2,173	3,300	2,060	3,300	3,300
*	RETREAT	0	725	0	0	0	0
*	TOWING SERVICE	2,833	325	3,500	1,425	3,000	3,000
*	COURIER SERVICES	249	171	300	148	300	300
*	ANIMAL CTRL COST RECOVERY	174-	2,455-	1,500-	4,255-	1,500-	1,500-
*	CABLE CAMERA OPERATOR	5,250	5,900	5,950	5,375	6,350	7,600
*	VIDEOGRAPHY & EDITING	0	1,100	3,000	1,550	2,000	2,000
*	DISASTER RECOVERY	0	0	0	0	4,700	4,700
*	PERMIT FEES	0	0	0	0	0	0
*	REDISTRICTING EXPENSES	2	0	0	0	0	0
*	NEIGHBORHOOD WATCH	0	3,053	5,000	75	5,000	5,000
*	MATCHING FUNDS	0	14,058	5,000	0	15,000	15,000
*	CODE ENFORCEMT ABATEMENTS	0	0	0	0	0	0
*	CODE ENF ABATEMENT REIMB	8,363-	4,109-	0	6,061-	0	0
*	EMPLOYEE BACKGROUND CHECK	789	1,091	1,000	673	1,000	1,000
*	HOUSING AUTH REIMBURSEMT	836-	0	0	0	0	0
*	FILES MANAGEMENT	0	0	5,955	0	4,266	4,266
*	REGISTRATION FEES	328	604	350	283	350	350
*	SWEEPER SHARED MAINT	27,779	34,674	33,500	11,732	33,500	33,500

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET BY ELEMENT
FOR FISCAL YEAR 2014

ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
ELEM 36 SPECIAL SERVICES						
* DUMPSTER SERVICE	0	0	0	0	0	0
* SHUTTLE-UM FOR RESIDENTS	6,000	6,000	6,000	6,000	6,000	6,000
* PGINCCC I-NET PRORATA EXP	16,777	14,959	14,851	11,731	21,021	21,021
* OTHER	3,934	4,145	4,000	1,513	1,500	1,500
** SPECIAL SERVICES	161,992	210,380	238,333	152,344	245,821	247,071
ELEM 38 SPECIAL EVENTS						
* FIREWORKS	27,764	29,244	33,000	26,442	33,000	33,000
* CONCERTS	0	0	0	0	0	0
* SENIOR TRIPS	6,544	20,555	16,000	15,944	16,200	16,200
* HOLIDAY EVENTS	1,813	1,616	1,750	2,911	1,750	1,750
* HEALTH FAIR	2,557	2,007	2,600	2,512	2,600	2,600
* EMPLOYEE EVENTS	7,438	7,712	9,500	8,991	9,500	9,500
* STUDENT EVENTS	1,400	1,550	2,100	1,886	2,100	2,100
* FARMERS MARKET	0	0	0	9,300	24,475	24,475
* AMERICA RECYCLES DAY	0	823	850	1,143	900	900
* CLEAN UP MONTH	0	0	0	0	600	600
* MARTIN LUTHER KING JR DAY	4,718	3,851	4,000	0	4,000	4,000
* FALL FESTIVAL	6,825	5,081	6,000	6,228	6,000	6,000
* VOLUNTEER PROGRAMS	338	163	250	114	250	250
* ROUTE 1 RIDE	0	8,000	0	0	0	0
* VETERANS MEMORIAL EVENTS	2,990	2,396	3,500	3,240	3,650	3,650
* SENIOR EVENTS	1,092	1,427	1,000	1,380	1,000	1,000
* POLICE COMM RELATIONS	835	0	800	346	800	800
* SPRING FESTIVAL	0	0	0	0	0	0
* COLLEGE PARK DAY	4,092	14,203	15,000	15,821	17,000	17,000
* DOWNTOWN EVENTS	0	0	0	0	0	0
* NATIONAL NIGHT OUT	0	823	500	612	500	500
* CBE EVENTS	1,007	400	1,000	577	2,500	2,500
* FAMILY SUMMIT	2,070	2,335	2,700	2,880	2,900	2,900
* SAFETY BREAKFAST	1,303	1,298	1,300	1,118	1,300	1,300
* OTHER	18,073	15,493	15,790	14,731	15,860	15,860
** SPECIAL EVENTS	90,859	118,977	117,640	116,176	146,885	146,885
ELEM 40 REPAIR & MAINTENANCE						
* OFFICE EQUIPMENT	279	0	1,100	0	1,100	1,100
* BUILDINGS & GROUNDS	101,843	74,424	82,085	51,146	89,695	89,695

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET BY ELEMENT
FOR FISCAL YEAR 2014

ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
ELEM 40 REPAIR & MAINTENANCE						
* TOOLS & EQUIPMENT	15,148	2,806	3,730	4,791	4,350	4,350
* COMPUTER SYSTEMS	0	0	1,000	0	1,000	1,000
* TELEPHONE SYSTEMS	510	743	1,500	1,404	1,500	1,500
* PARKING PAY STATIONS	0	0	0	291	0	0
* ALARM SYSTEM	3,356	3,498	2,300	504	2,300	2,300
* SECURITY CAMERAS	461	258	1,500	0	1,500	1,500
* BICYCLE EQUIPMENT	1,418	0	1,500	1,195	1,500	1,500
* RADIO MAINTENANCE	1,115	1,280	0	0	0	0
* HVAC REPAIRS	4,163	15,819	6,526	12,477	6,526	6,526
* STREETSCAPE LIGHTING	2,067	2,409	5,000	5,979	7,000	7,000
* STREETLIGHT REPAIRS	737	1,115	1,000	1,531	1,300	1,300
* METER POLE MAINTENANCE	0	0	0	0	0	0
* AUDIO-VISUAL EQ SERVICE	0	221	1,200	164	1,100	1,100
* GENERATOR MAINTENANCE	0	0	0	0	0	0
* WELDING SERVICES	10,675	3,325	8,400	1,229	7,400	7,400
* ELECTRICAL REPAIRS	0	10,970	1,000	1,320	1,000	1,000
* OTHER REPAIRS	0	0	0	2,490	0	0
** REPAIR & MAINTENANCE	141,772	116,868	117,841	84,521	127,271	127,271
ELEM 41 VEHICLE REPAIR & MAINT						
* INSIDE	66,422	91,818	62,500	70,304	62,500	62,500
* OUTSIDE	59,605	71,393	57,700	46,112	57,700	57,700
* TIRES	19,806	25,335	18,000	25,316	20,000	20,000
** VEHICLE REPAIR & MAINT	145,833	188,546	138,200	141,732	140,200	140,200
ELEM 42 CLEANING SERVICE						
* BUILDING	1,025	952	1,700	9,310	1,700	1,700
* FIELDS & GROUNDS	0	0	0	0	0	0
* TOOLS & EQUIPMENT	0	0	0	0	0	0
** CLEANING SERVICE	1,025	952	1,700	9,310	1,700	1,700
ELEM 45 MAINTENANCE CONTRACT						
* COMPUTER SOFTWARE SUPPORT	57,043	58,318	83,244	79,461	81,570	81,570
* COMPUTER HARDWARE SUPPORT	7,394	6,261	6,500	7,190	7,943	7,943
* COPIERS	0	0	0	0	0	0
* HANDHELD TICKET WRITERS	0	0	4,550	5,100	4,550	4,550
* PARKING PAY STATIONS	0	0	12,792	11,352	11,352	11,352
* OFFICE EQUIPMENT	1,241	1,295	1,241	720	1,305	1,305
* BUILDING SERVICES	20,132	23,393	39,332	33,847	32,270	32,270

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET BY ELEMENT
FOR FISCAL YEAR 2014

ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
ELEM 45 MAINTENANCE CONTRACT						
* PRESSURE VALVE INSPECTION	0	0	0	360	0	0
* SECURITY ALARM MONITORING	4,035	4,728	4,230	4,128	5,064	5,064
* PEST CONTROL	5,560	5,793	5,911	5,720	6,052	6,052
* OTHER	0	0	0	0	0	0
** MAINTENANCE CONTRACT	95,405	99,788	157,800	147,878	150,106	150,106
ELEM 47 CLOTHING & UNIFORMS						
* CLOTHING & UNIFORMS	34,740	33,133	42,760	35,724	43,383	43,383
** CLOTHING & UNIFORMS	34,740	33,133	42,760	35,724	43,383	43,383
ELEM 48 RENTAL						
* OFFICE EQUIPMENT	1,020	1,020	1,020	1,572	1,332	1,332
* TOOLS & EQUIPMENT	0	3,782	3,300	2,000	3,300	3,300
* COPIERS	27,181	27,058	26,103	26,561	30,192	30,192
* VOTING MACHINES	0	0	0	0	12,000	12,000
* STREET SWEEPER	5,600	0	0	0	0	0
* FRONT END LOADER	0	0	0	0	0	0
* TUB GRINDER	11,372	9,220	10,000	14,017	10,000	10,000
* SCREENING EQUIPMENT	12,205	9,800	20,000	9,950	20,000	20,000
* BUILDINGS	6,522	6,436	4,044	4,401	4,452	4,452
* OTHER	0	0	0	0	0	0
** RENTAL	63,900	57,316	64,467	58,501	81,276	81,276
ELEM 50 INSURANCE						
* LIABILITY INSURANCE	149,809	120,036	164,084	109,849	154,090	154,090
** INSURANCE	149,809	120,036	164,084	109,849	154,090	154,090
ELEM 52 AWARDS & GIFTS						
* AWARDS & GIFTS	6,372	7,421	9,100	6,118	8,700	8,700
* EMPLOYEE SERVICE AWARDS	1,124	1,450	1,900	368	1,900	1,900
* OTHER	333	1,849	1,240	885	1,240	1,240
** AWARDS & GIFTS	7,829	10,720	12,240	7,371	11,840	11,840
ELEM 53 CDL LICENSING FEE						
* CDL LICENSING FEE	50	247	240	102	240	240
** CDL LICENSING FEE	50	247	240	102	240	240
ELEM 54 PHYSICAL EXAMS						
* PHYSICAL EXAMS	5,024	5,339	9,056	5,442	9,106	9,106
** PHYSICAL EXAMS	5,024	5,339	9,056	5,442	9,106	9,106
ELEM 55 FINANCIAL CHARGES						
* BANK SERVICE CHARGES	9,246	7,833	9,900	5,325	7,500	7,500
* CREDIT CARD FEES	34,909	57,200	42,540	73,115	68,580	68,580
* ARMORED CAR SERVICE	5,070	5,357	4,680	4,940	4,800	4,800
** FINANCIAL CHARGES	49,225	70,390	57,120	83,380	80,880	80,880
ELEM 60 SUPPLIES						
* GENERAL SUPPLIES	55,381	58,270	64,090	52,196	62,015	62,015

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET BY ELEMENT
FOR FISCAL YEAR 2014

	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
ELEM 60 SUPPLIES							
*	MEETING REFRESHMENTS	12,812	12,437	14,210	11,546	14,560	14,560
*	ROAD SALT	37,196	6,327	38,300	18,461	35,800	35,800
*	GROUNDS & FIELD SUPPLIES	2,160	542	9,000	1,335	9,000	9,000
*	MAINTENANCE SUPPLIES	0	0	500	0	500	500
*	SMALL TOOLS	3,388	5,394	4,700	5,932	4,700	4,700
*	COMPUTER SUPPLIES	19,424	16,483	16,700	16,583	16,700	16,700
*	AUDIO-VISUAL SUPPLIES	0	0	0	0	0	0
*	CLEANING SUPPLIES	7,960	7,368	8,000	7,074	8,000	8,000
*	SIGNS	24,476	21,533	25,025	17,810	23,275	23,275
*	TOTERS & CONTAINERS	50,408	29,567	33,048	26,667	34,344	34,344
*	TREES, SHRUBS & FLOWERS	18,082	17,360	25,100	19,028	25,100	25,100
*	SAFETY SUPPLIES	6,888	8,018	5,055	5,359	5,055	5,055
*	CENTRAL GARAGE	7,000	7,673	7,400	6,220	7,400	7,400
**	SUPPLIES	245,175	190,972	251,128	188,211	246,449	246,449
ELEM 61 OFFICE SUPPLIES							
*	OFFICE SUPPLIES	25,719	22,666	30,982	22,056	29,057	29,057
**	OFFICE SUPPLIES	25,719	22,666	30,982	22,056	29,057	29,057
ELEM 62 POSTAGE							
*	POSTAGE	32,944	40,861	41,120	27,635	34,590	34,590
**	POSTAGE	32,944	40,861	41,120	27,635	34,590	34,590
ELEM 64 FUEL							
*	GASOLINE	56,171	63,600	73,500	55,778	73,500	73,500
*	DIESEL	106,088	125,451	148,000	114,656	148,000	148,000
*	OTHER ADDITIVES	11,133	14,669	12,500	11,217	15,000	15,000
*	FUEL SURCHARGE CREDIT	1,414-	2,395-	0	1,990-	0	0
**	FUEL	171,978	201,325	234,000	179,661	236,500	236,500
ELEM 65 UTILITIES							
*	ELECTRICITY	315,419	299,336	332,017	299,882	349,963	349,963
*	NATURAL GAS	20,001	13,555	25,600	14,753	24,600	24,600
*	WATER & SEWER	23,495	8,605	13,800	10,423	12,900	12,900
**	UTILITIES	358,915	321,496	371,417	325,058	387,463	387,463
ELEM 66 TELEPHONE & COMMUNICATION							
*	TELEPHONE	27,702	27,622	27,372	29,040	30,072	30,072
*	PAGER	0	0	0	0	0	0
*	CELLULAR PHONE	29,848	32,849	37,060	28,673	37,456	37,456
*	WIRELESS RADIO	7,626	7,626	0	636	0	0
*	INTERNET	474	3,366	3,102	3,568	3,388	3,388
*	CABLE TV SERVICE	42	118	135	160	135	135

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET BY ELEMENT
FOR FISCAL YEAR 2014

ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
ELEM 66 TELEPHONE & COMMUNICATION						
* OTHER	0	0	0	0	0	0
** TELEPHONE & COMMUNICATION	65,692	71,581	67,669	62,077	71,051	71,051
ELEM 67 DUES & PUBLICATIONS						
* DUES	61,196	61,984	69,936	62,058	71,674	71,674
* PUBLICATIONS & BOOKS	9,948	9,054	12,043	9,254	11,935	11,935
** DUES & PUBLICATIONS	71,144	71,038	81,979	71,312	83,609	83,609
ELEM 68 DEPRECIATION						
* DEPRECIATION EXP	0	0	0	0	0	0
** DEPRECIATION	0	0	0	0	0	0
ELEM 69 MISCELLANEOUS CHARGE						
* MISCELLANEOUS	4,434	6,280	4,550	3,291	4,500	4,500
** MISCELLANEOUS CHARGE	4,434	6,280	4,550	3,291	4,500	4,500
ELEM 70 PRINCIPAL						
* SUNTR-PKG GARAGE T/E BOND	0	225,000	273,000	273,000	283,000	283,000
** PRINCIPAL	0	225,000	273,000	273,000	283,000	283,000
ELEM 72 INTEREST						
* SUNTR-PKG GARAGE T/E BOND	102,712	295,426	284,553	286,533	274,247	274,247
** INTEREST	102,712	295,426	284,553	286,533	274,247	274,247
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	729	3,172	1,000	2,661	3,300	3,300
* PHOTOGRAPHIC EQUIPMENT	1,239	0	500	0	900	900
* HVAC SYSTEMS	0	3,425	0	0	5,000	5,000
* PARKING PAY STATIONS	0	0	0	0	0	0
* HANDHELD TICKET WRITERS	4,675	0	0	0	0	0
* BICYCLE EQUIPMENT	0	0	0	0	0	0
* EMERGENCY GENERATORS	0	0	0	0	0	0
* ALARM SYSTEM	0	3,580	0	0	0	0
* VIDEO EQUIPMENT	16,436	0	0	0	0	0
* SECURITY CAMERAS	0	0	0	0	0	0
* CROSSWALK SIGNALS	0	0	0	0	0	0
* AUDIO EQUIPMENT	0	0	0	0	0	0
** MACHINERY & EQUIPMENT	23,079	10,177	1,500	2,661	9,200	9,200
ELEM 93 OFFICE EQUIPMENT						

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET BY ELEMENT
FOR FISCAL YEAR 2014

ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
ELEM 93 OFFICE EQUIPMENT						
* OFFICE EQUIPMENT	0	604	0	0	0	0
* OFFICE FURNITURE	2,312	1,112	2,700	9,242	1,500	1,500
** OFFICE EQUIPMENT	2,312	1,716	2,700	9,242	1,500	1,500
ELEM 95 SITE & BLDG IMPROVEMENTS						
* SITE IMPROVEMENTS	0	0	0	0	0	0
* BUILDINGS	0	0	0	0	0	0
** SITE & BLDG IMPROVEMENTS	0	0	0	0	0	0
ELEM 96 STREET IMPROVEMENT						
* CONCRETE	0	9,000	9,000	0	9,000	9,000
* LIGHTING	7,578	7,488	5,000	1,576	5,000	5,000
* GUARDRAIL	0	0	0	130,156	0	0
** STREET IMPROVEMENT	7,578	16,488	14,000	131,732	14,000	14,000
ELEM 97 COMMUNICATIONS EQUIPMENT						
* TELEPHONE SYSTEM	547	768	1,000	409	1,000	1,000
* RADIO EQUIPMENT	0	0	0	0	0	0
** COMMUNICATIONS EQUIPMENT	547	768	1,000	409	1,000	1,000
ELEM 98 COMPUTER HDWE & SOFTWARE						
* COMPUTER HARDWARE	18,309	11,741	5,810	29,769	19,183	19,183
* COMPUTER SOFTWARE	22,162	27,916	7,800	1,587	6,700	6,700
** COMPUTER HDWE & SOFTWARE	40,471	39,657	13,610	31,356	25,883	25,883
ELEM 99 INTERFUND TRANSFERS						
* OPERATING CASH TRANSFERS	1,046,335	2,596,835	2,827,900	2,827,900	922,000	922,000
** INTERFUND TRANSFERS	1,046,335	2,596,835	2,827,900	2,827,900	922,000	922,000
	12,387,639	14,709,718	16,237,484	15,036,030	14,654,143	14,625,708

This page intentionally left blank

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	FY2012 ACTUAL	FY2013		FY2014 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.	100%	90%	96%	92%
2. Recruit and select the best possible candidates for City vacancies.	Percent of new hires successfully completing 6-month probation.	90%	80%	100%	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.	63%	75%	95%	90%
	Citywide attendance at planned employee functions; i.e., summer event, holiday party and award ceremonies. Measure by percentage attending at least 1 event.	80%	70%	81%	75%

PROGRAM NAME/NUMBER — Human Resources/1005

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY2011	FY2012	FY2013	FY2014
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 13 participants	7,800
	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	
		HR-sponsored wellness lectures on site (e.g., weight loss, health assessment, on-site exercise program) 2,000	
		Health incentive program to encourage employees to establish a relationship with a primary care physician and get a baseline physical exam with recommended testing (Suggested incentive: $25 gas card for physician verification) 1,000	4,500
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	
		IPMA and SHRM local conferences and meetings 500	
		Unlawful practices and customer service training for employees and managers 3,000	
		Other seminars and workshops 1,000	
		Training mileage 200	6,700

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1005
	Element/Object	**Details**	**Total**
	12-15 Tuition Reimbursement	50% tuition reimbursement, various employees	5,500
30	Professional Services		
	30-13 Administrative	Clerical support, 60 hours @ $17	1,020
	30-15 Consulting	MML annual wage and benefit survey	250
36	Special Services		
	36-10 Printing	Letterhead, envelopes, personnel regulations and administrative policies, and applications 100	
		Miscellaneous forms 100	200
	36-11 Classified Advertising	Recruitment classified advertising	11,500
	36-15 Catering for Meetings	Committees and workshops	1,000
	36-38 Employee Background Checks	All new employees	1,000
38	Special Events		
	38-18 Health Fair	Flu shots, estimate 73 @ $30 2,200	
		Refreshments and door prizes 400	2,600
	38-20 Employee Events	Summer event for employees and families 4,500	
		Holiday party for all employees 5,000	9,500
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

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1005
	Element/Object	**Details**	**Total**
54	Physical Exams 54-10 Physical Exams	Pre-employment physicals, 10 @ $170 ..... 1,700 Second opinion @ City request, 2 @ $600 ..... 1,200 Drug and alcohol testing: Random, 32 @ $52 ..... 1,664 Follow-up, 6 @ $52 ..... 312 Post accident, 12 @ $100 1,200	6,076
60	Supplies 60-10 General Supplies	Posters, pay check stuffers ..... 100 Presentation/meeting/testing supplies ..... 800 Labor law poster certification 500	1,400
61	Office Supplies 61-10 Office Supplies	Planners, calendars, envelopes, binders, other ..... 500 Filing supplies ..... 300 Miscellaneous 400	1,200
67	Dues & Publications 67-10 Dues	Society for Human Resources Management (SHRM), 2 @ $190 ..... 380 International Public Management Association (IPMA): Agency and member dues ..... 420 County chapter dues 50	850
	67-20 Publications & Books	BLR on-line service	1,000
98	Computers & Software 98-20 Software	iapplicants - hosted applicant tracking software, $200 per month	2,400

Capital Outlay: Software includes a hosted applicant tracking software solution ($2,400).

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 10	GENERAL GOVERNMENT						
DIV 05	HUMAN RESOURCES &BENEFITS						
SUB 0	GENERAL GOVERNMENT						
ELEM 10	PAYROLL-WAGES						
1005-510.10-01	SALARY	102,160	101,253	108,666	108,133	114,739	114,739
1005-510.10-02	HOURLY	47,720	50,396	52,008	52,870	55,421	55,421
*	PAYROLL-WAGES	149,880	151,649	160,674	161,003	170,160	170,160
ELEM 11	FRINGE BENEFITS						
1005-510.11-10	FICA	10,030	10,539	10,817	11,339	11,711	11,711
1005-510.11-11	EMPLOYEE ASSISTANCE PROG	2,038	2,038	2,500	2,038	2,500	2,500
1005-510.11-12	HEALTH INSURANCE	27,595	21,983	25,887	12,612	14,276	14,276
1005-510.11-13	DENTAL INSURANCE	1,681	1,571	1,638	1,633	1,638	1,638
1005-510.11-14	LIFE INSURANCE	407	411	446	460	486	486
1005-510.11-15	VISION INSURANCE	356	258	218	355	407	407
1005-510.11-17	457 CITY MATCH CONTRIBUTN	1,566	1,563	1,642	1,833	1,903	1,903
1005-510.11-18	401A RETIREMENT	9,686	10,001	10,444	10,648	11,126	11,126
1005-510.11-21	WORKERS COMPENSATION INS	1,051	1,055	1,027	1,035	1,042	1,042
1005-510.11-22	LONG TERM DISABILITY INS	264	566	626	614	663	663
1005-510.11-30	PUBLIC TRANSIT INCENTIVE	5,184	6,357	7,200	6,575	7,800	7,800
1005-510.11-32	WELLNESS PROGRAM REIMB	2,103	1,719	3,500	2,697	4,500	4,500
*	FRINGE BENEFITS	61,961	58,061	65,945	51,839	58,052	58,052
ELEM 12	TRAVEL & TRAINING						
1005-510.12-10	NON TRAINING TRAVEL	150	264	500	354	500	500
1005-510.12-11	TRAVEL & TRAINING	6,641	6,929	6,700	4,785	6,700	6,700
1005-510.12-15	TUITION REIMBURSEMENT	1,694	1,347	5,500	4,126	5,500	5,500
*	TRAVEL & TRAINING	8,485	8,540	12,700	9,265	12,700	12,700
ELEM 20	OVERHEAD						
1005-510.20-12	POSTAGE	1,975	721	960	1,119	960	960
1005-510.20-13	UTILITIES	1,583	1,697	1,763	1,763	1,709	1,709
1005-510.20-14	TELEPHONE	912	912	1,095	1,095	1,203	1,203
1005-510.20-17	COPIER	545	542	2,269	1,775	2,880	2,880
*	OVERHEAD	5,015	3,872	6,087	5,752	6,752	6,752
ELEM 30	PROFESSIONAL SERVICES						
1005-510.30-13	ADMINISTRATIVE	0	0	1,020	0	1,020	1,020
1005-510.30-15	CONSULTING	240	240	250	240	250	250
*	PROFESSIONAL SERVICES	240	240	1,270	240	1,270	1,270
ELEM 36	SPECIAL SERVICES						
1005-510.36-10	PRINTING	517	0	400	0	200	200
1005-510.36-11	CLASSIFIED ADVERTISING	12,827	14,357	11,500	14,540	11,500	11,500
1005-510.36-15	CATERING FOR MEETINGS	898	790	1,000	1,239	1,000	1,000
1005-510.36-38	EMPLOYEE BACKGROUND CHECK	789	1,091	1,000	673	1,000	1,000
*	SPECIAL SERVICES	15,031	16,238	13,900	16,452	13,700	13,700
ELEM 38	SPECIAL EVENTS						
1005-510.38-18	HEALTH FAIR	2,557	2,007	2,600	2,512	2,600	2,600
1005-510.38-20	EMPLOYEE EVENTS	7,438	7,712	9,500	8,991	9,500	9,500
*	SPECIAL EVENTS	9,995	9,719	12,100	11,503	12,100	12,100
ELEM 47	CLOTHING & UNIFORMS						
1005-510.47-10	CLOTHING & UNIFORMS	0	163	100	0	100	100
*	CLOTHING & UNIFORMS	0	163	100	0	100	100
ELEM 52	AWARDS & GIFTS						
1005-510.52-10	AWARDS & GIFTS	4,824	5,310	6,750	4,679	6,750	6,750
1005-510.52-30	EMPLOYEE SERVICE AWARDS	1,124	1,450	1,900	368	1,900	1,900
1005-510.52-99	OTHER	258	417	740	812	740	740
*	AWARDS & GIFTS	6,206	7,177	9,390	5,859	9,390	9,390
ELEM 54	PHYSICAL EXAMS						
1005-510.54-10	PHYSICAL EXAMS	3,399	2,769	6,226	4,017	6,076	6,076
*	PHYSICAL EXAMS	3,399	2,769	6,226	4,017	6,076	6,076

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 10	GENERAL GOVERNMENT						
DIV 05	HUMAN RESOURCES &BENEFITS						
SUB 0	GENERAL GOVERNMENT						
ELEM 60	SUPPLIES						
ELEM 60	SUPPLIES						
1005-510.60-10	GENERAL SUPPLIES	1,291	1,176	1,500	1,255	1,400	1,400
*	SUPPLIES	1,291	1,176	1,500	1,255	1,400	1,400
ELEM 61	OFFICE SUPPLIES						
1005-510.61-10	OFFICE SUPPLIES	662	455	1,400	820	1,200	1,200
*	OFFICE SUPPLIES	662	455	1,400	820	1,200	1,200
ELEM 67	DUES & PUBLICATIONS						
1005-510.67-10	DUES	730	759	850	779	850	850
1005-510.67-20	PUBLICATIONS & BOOKS	788	800	1,000	900	1,000	1,000
*	DUES & PUBLICATIONS	1,518	1,559	1,850	1,679	1,850	1,850
ELEM 69	MISCELLANEOUS CHARGE						
1005-510.69-10	MISCELLANEOUS	32	0	0	0	0	0
*	MISCELLANEOUS CHARGE	32	0	0	0	0	0
ELEM 93	OFFICE EQUIPMENT						
1005-510.93-20	OFFICE FURNITURE	0	0	1,200	1,705	0	0
*	OFFICE EQUIPMENT	0	0	1,200	1,705	0	0
ELEM 98	COMPUTER HDWE & SOFTWARE						
1005-510.98-20	COMPUTER SOFTWARE	0	0	3,500	0	2,400	2,400
*	COMPUTER HDWE & SOFTWARE	0	0	3,500	0	2,400	2,400
**	HUMAN RESOURCES &BENEFITS	263,715	261,618	297,842	271,389	297,150	297,150

PROGRAM NAME/NUMBER **Emergency Response/1008**

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

PROGRAM NAME/NUMBER — Emergency Response/1008

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Budget Total	**0.00**	**0.00**	**0.00**	**0.00**

OPERATING EXPENDITURES: Unknown

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
330.70	FEMA-Disaster Exp Reimbursement	0	8,683	0	9,171	0
	TOTAL	0	8,683	0	9,171	0

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 10	GENERAL GOVERNMENT						
DIV 08	EMERGENCY RESPONSE						
SUB 0	GENERAL GOVERNMENT						
ELEM 10	PAYROLL-WAGES						
1008-510.10-01	SALARY	0	5,419	0	0	0	0
1008-510.10-02	HOURLY	0	3,855	0	0	0	0
1008-510.10-03	OVERTIME	0	6,064	0	2,799	0	0
1008-510.10-10	SHIFT DIFFERENTIAL-NIGHTS	0	26	0	0	0	0
*	PAYROLL-WAGES	0	15,364	0	2,799	0	0
ELEM 11	FRINGE BENEFITS						
1008-510.11-10	FICA	0	1,137	0	204	0	0
1008-510.11-12	HEALTH INSURANCE	0	1,717	0	481	0	0
1008-510.11-13	DENTAL INSURANCE	0	117	0	19	0	0
1008-510.11-14	LIFE INSURANCE	0	80	0	0	0	0
1008-510.11-15	VISION INSURANCE	0	26	0	7	0	0
1008-510.11-17	457 CITY MATCH CONTRIBUTN	0	209	0	56	0	0
1008-510.11-18	401A RETIREMENT	0	944	0	182	0	0
1008-510.11-21	WORKERS COMPENSATION INS	0	526	0	68	0	0
1008-510.11-22	LONG TERM DISABILITY INS	0	110	0	0	0	0
*	FRINGE BENEFITS	0	4,866	0	1,017	0	0
ELEM 12	TRAVEL & TRAINING						
1008-510.12-10	NON TRAINING TRAVEL	0	66	0	0	0	0
*	TRAVEL & TRAINING	0	66	0	0	0	0
ELEM 34	CONTRACTUAL SERVICES						
1008-510.34-40	TREE MAINTENANCE	0	540	0	0	0	0
*	CONTRACTUAL SERVICES	0	540	0	0	0	0
ELEM 60	SUPPLIES						
1008-510.60-10	GENERAL SUPPLIES	0	520	0	792	0	0
1008-510.60-60	SAFETY SUPPLIES	0	0	0	26	0	0
*	SUPPLIES	0	520	0	818	0	0
**	EMERGENCY RESPONSE	0	21,356	0	4,634	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	FY 2012 ACTUAL	FY 2013		FY 2014 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	500	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. 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 NOTE: Public Works has incorporated the information in CBE's brochures into the fall brochure distributed to all residents. CBE intends to have all information available on its webpage and will publicize the webpage, but will not be distributing paper brochures any longer.	5,000	5,000	0	0
3. Establish relationships and partner with local and regional public interest groups, environmental organizations, citizens associations and other organizations for the purpose of gaining knowledge	Number of local and regional groups with whom CBE members cooperate and support	15	15	20	15

of issues, promoting CBE programs, and assisting the decision-making of Mayor & Council. NOTE: CBE does not join groups or pay membership fees; CBE members join in their own name and pay any fees themselves					
4. Participate in regional and local planning efforts by organizations and institutions such as M-NCPPC, SHA and UM in order to gain insight and provide citizens' perspective on issues and concerns raised by the planning entity	Number of planning efforts in which CBE members participate	8	8	5	5
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	10	15	15
6. Identify sites in College Park for beautification and/or environmental enhancement, and provide guidance, program support and assistance to the City Horticulturist in order to improve the physical environment of College Park	Number of projects that CBE initiates or assists with	5	5	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
	FY 2011	FY 2012	FY 2013	FY 2014
Budget Total	**0.00**	**0.00**	**0.00**	**0.00**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1009
	Element/Object	**Details**	**Total**
30	Professional Services 30-13 Administrative	Clerical support, minutes of CBE meetings	1,200
	30-15 Consulting	Outside consulting services	500
36	Special Services 36-10 Printing	Literature, pamphlets and brochures to promote CBE and its programs and events	1,500
38	Special Events 38-64 CBE Events	Funding for special events, including Bike to Work Day, environmental film screenings and other outreach workshops	2,500
52	Awards & Gifts 52-10 Awards & Gifts	"Green Award" recipients	400
60	Supplies 60-10 General Supplies	Program materials for various CBE programs (recycling awareness, environmental stewardship, open space utilization, etc.)	1,400
	60-11 Meeting Refreshments	Refreshments for workshops and clean-ups	500
	60-50 Trees, Shrubs & Flowers	Purchase and installation of trees, shrubs, grass, flowers, stone, benches, bike racks, trash receptacles and other plant and land-scape 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 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 10	GENERAL GOVERNMENT						
DIV 09	COMM FOR BETTER ENVIRONMT						
SUB 0	GENERAL GOVERNMENT						
ELEM 20	OVERHEAD						
1009-510.20-12	POSTAGE	0	0	0	191	0	0
*	OVERHEAD	0	0	0	191	0	0
ELEM 30	PROFESSIONAL SERVICES						
1009-510.30-13	ADMINISTRATIVE	866	742	1,200	793	1,200	1,200
1009-510.30-15	CONSULTING	0	0	500	0	500	500
*	PROFESSIONAL SERVICES	866	742	1,700	793	1,700	1,700
ELEM 36	SPECIAL SERVICES						
1009-510.36-10	PRINTING	475	597	2,000	0	1,500	1,500
1009-510.36-11	CLASSIFIED ADVERTISING	0	0	1,000	0	0	0
*	SPECIAL SERVICES	475	597	3,000	0	1,500	1,500
ELEM 38	SPECIAL EVENTS						
1009-510.38-64	CBE EVENTS	1,007	400	1,000	577	2,500	2,500
*	SPECIAL EVENTS	1,007	400	1,000	577	2,500	2,500
ELEM 52	AWARDS & GIFTS						
1009-510.52-10	AWARDS & GIFTS	525	735	800	405	400	400
*	AWARDS & GIFTS	525	735	800	405	400	400
ELEM 60	SUPPLIES						
1009-510.60-10	GENERAL SUPPLIES	1,015	1,652	1,000	722	1,400	1,400
1009-510.60-11	MEETING REFRESHMENTS	0	309	500	201	500	500
1009-510.60-50	TREES, SHRUBS & FLOWERS	2,573	2,109	2,400	1,581	2,400	2,400
*	SUPPLIES	3,588	4,070	3,900	2,504	4,300	4,300
ELEM 67	DUES & PUBLICATIONS						
1009-510.67-10	DUES	600	600	600	0	600	600
*	DUES & PUBLICATIONS	600	600	600	0	600	600
**	COMM FOR BETTER ENVIRONMT	7,061	7,144	11,000	4,470	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	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Effectively represent the City's interests at the state and county levels	Adopt legislative agenda for each session	Yes	Yes	Yes	Yes
2. Maintain effective working relationships with the University of Maryland	Meet regularly with senior UM officials to discuss issues of mutual concern	Yes	Yes	Yes	Yes
3. Improve traffic safety through inter-jurisdictional cooperation • Implement Community Development projects *(see Planning-Community Development, program 3011)*	Percent of residents who rate pedestrian safety as good or better	No survey	65%	56%	No survey
	Percent of residents who rate traffic safety as good or better	No survey	83%	76%	No survey
4. Adopt a budget that meets community needs in a responsive and efficient manner	Percent of residents who rate City services as good or better	No survey	85%	84%	No survey
	Percent of residents who rate value for tax dollar as good or better	No survey	73%	77%	No survey

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. The FY2014 budget includes a proposed 10% pay increase for the new Mayor & Council, effective January 1, 2014 (Mayor to $8,250, Council members to $5,500).

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Budget Total	**0.00**	**0.00**	**0.00**	**0.00**

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

EXPENDITURE SUPPORT DATA			**PROGRAM NUMBER: 1010**
Element/Object		**Details**	**Total**
10	Payroll-Wages 10-06 Stipend	Stipend for student liaison	1,650
12	Travel & Training 12-10 Non-Training Travel	Mileage reimbursement	300
	12-11 Travel & Training	National League of Cities annual conference @ Seattle, 2 elected officials @ $2,325 ..... 4,650 National League of Cities congressional conference @ Washington DC, 2 elected officials @ $825 ..... 1,650 Maryland Municipal League annual conference, 8 elected officials @ $1,550 ..... 12,400 Maryland Municipal League fall legislative conference @ Solomons Island, 3 elected officials @ $750 ..... 2,250 Maryland Municipal League Mayors' Conference @ Annapolis ..... 200 International Town & Gown Association annual conference, location TBD, 1 attendee @ $1,700 1,700	22,850
25	Grants and Assistance 25-10 City-University Partnership	Annual development grant to College Park City-University Partnership (CPCUP), matched by the University of Maryland	100,000
	25-11 Anacostia Trails Heritage Area	Annual contribution	3,954
	25-20 Community Services Grants	Grants to non-governmental organizations, limited to $2,500 per organization. An organization is not eligible for this grant program if it receives any other City-funded grant during the fiscal year.	20,000
	25-30 College Park Arts Exchange	Direct grant for arts and cultural programs	32,500

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1010
Element/Object		Details	Total
	25-31 Meals on Wheels of College Park	Direct grant	4,000
	25-35 College Park Boys & Girls Club	Direct grant	12,500
	25-38 Public School Education Grants	Non-competitive grants of $7,500 each to Hollywood Elementary, Paint Branch Elementary, Greenbelt Middle and Parkdale High, based on an approved application ..... 30,000 Competitive grants of $2,500 each to boundary schools outside of the City that educate at least 14 College Park youth in their school, based on an approved application ..... 17,500 Scholarships for UM summer educational camps for elementary, middle and high school College Park students ..... 6,600 Additional educational initiatives to be developed by Education Advisory Committee (EAC) that would benefit the public schools and College Park youth 5,900	60,000
	25-44 College Park Community Foundation	Direct grant	1,000
	25-45 CPCUP-College Park Academy	Direct grant	80,000
30	Professional Services 30-38 Transcription Services	Outside transcription services as needed	1,500
	30-39 Translation Services	Translation of various documents, as needed	700
	30-65 Interpreter Services	As needed for public meetings	1,000
34	Contractual Services 34-32 Internet Streaming Broadcast	Granicus – live streaming and on-demand Internet playback of Council meetings and worksessions, $539/month	6,468
36	Special Services 36-10 Printing	Letterhead, business cards, notepads ..... 1,300 Outside printing of documents, color copies ..... 300 (Weekly council packets are photocopied and copier usage is charged as Overhead-Copier 20-17)	1,600
	36-11 Classified Advertising	Publicity for resident use of Shuttle-UM	500
	36-15 Catering for Meetings	Budget worksession meals ..... 750 Hosting PGCMA meeting ..... 300 Hosting "Four Cities" meetings ..... 500 Dinner for certain Mayor & Council meetings 3,000	4,550
	36-16 Special Dinners	Legislative dinner ..... 2,300 Dinner meetings with elected officials and others 1,000	3,300

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1010
Element/Object		Details	Total
	36-25 Cable Camera Operator	Regular Council meetings, estimate 20 @ $150 ..... 3,000 Council worksessions, estimate 20 @ $150 ..... 3,000 Special meetings, estimate 4 @ $150 ..... 600 Saturday budget worksessions, 2 @ $300 ..... 600 Additional pay for Council meetings and worksessions ending after midnight, estimate 4 @ $25/hour 100	7,300
	36-60 Shuttle-UM for Residents	Annual MOU with UM Transportation Services for City residents (with City-issued ID) to ride Shuttle-UM at no cost	6,000
	36-99 Other	Miscellaneous expenses	500
38	Special Events 38-99 Other	To be determined	1,000
47	Clothing & Uniforms 47-10 Clothing & Uniforms	City seal embroidered clothing for Mayor, Council members, Student Liaison	600
60	Supplies 60-10 General Supplies	General supplies	1,500
	60-11 Meeting Refreshments	Meeting refreshments	1,200
66	Telephone & Communications 66-12 Cellular Phone	Cell phone for Mayor, 1 allowance @ $65/month ..... 780 Cell phone for 2 Council members @ $40/month 960	1,740
67	Dues & Publications 67-10 Dues	Maryland Municipal League ..... 22,496 Metropolitan Washington Council of Governments ..... 22,809 Prince George's County Municipal Association ..... 2,851 National League of Cities ..... 3,258 Maryland Mayor's Association ..... 60 International Town & Gown Association (ITGA) 800	52,274
	67-20 Publications & Books	Annotated Code of Maryland, annual updates ..... 1,500 Other publications ..... 250 City Code, additional copies 400	2,150
69	Miscellaneous Charge 69-10 Miscellaneous		1,000

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 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	44,584	47,500	47,500	47,500	47,500	49,875
1010-510.10-06	STIPEND	1,500	1,500	1,500	1,500	1,500	1,650
*	PAYROLL-WAGES	46,084	49,000	49,000	49,000	49,000	51,525
ELEM 11	FRINGE BENEFITS						
1010-510.11-10	FICA	3,410	3,638	3,643	3,633	3,643	3,826
1010-510.11-21	WORKERS COMPENSATION INS	72	591	82	86	95	100
*	FRINGE BENEFITS	3,482	4,229	3,725	3,719	3,738	3,926
ELEM 12	TRAVEL & TRAINING						
1010-510.12-10	NON TRAINING TRAVEL	40	0	300	0	300	300
1010-510.12-11	TRAVEL & TRAINING	11,915	11,381	20,700	15,636	22,850	22,850
*	TRAVEL & TRAINING	11,955	11,381	21,000	15,636	23,150	23,150
ELEM 20	OVERHEAD						
1010-510.20-10	INSURANCE	28,444	27,777	25,514	25,510	22,673	22,673
1010-510.20-12	POSTAGE	482	391	1,600	555	1,600	1,600
1010-510.20-13	UTILITIES	12,137	13,013	13,517	13,517	13,103	13,103
1010-510.20-14	TELEPHONE	684	684	821	821	902	902
1010-510.20-15	INFORMATION TECHNOLOGY	4,891	5,756	5,528	5,528	5,826	5,826
1010-510.20-16	BUILDING MAINTENANCE	62,823	60,419	67,502	67,502	71,572	71,572
1010-510.20-17	COPIER	7,039	5,227	7,816	5,308	8,928	8,928
*	OVERHEAD	116,500	113,267	122,298	118,741	124,604	124,604
ELEM 25	GRANTS & ASSISTANCE						
1010-510.25-10	CITY-UNIV PARTNERSHIP	55,000	80,000	129,500	100,000	100,000	100,000
1010-510.25-11	ANACOSTIA TRAILS HERITAGE	0	3,954	3,954	3,954	3,954	3,954
1010-510.25-20	COMMUNITY SERVICES GRANTS	15,000	15,000	20,000	20,000	20,000	20,000
1010-510.25-30	COLLEGE PK ARTS EXCHANGE	32,500	32,500	32,500	32,500	32,500	32,500
1010-510.25-31	MEALS ON WHEELS OF C P	3,500	3,500	4,000	4,000	4,000	4,000
1010-510.25-35	COLL PK BOYS & GIRLS CLUB	12,500	12,500	12,500	12,500	12,500	12,500
1010-510.25-38	PUBL SCH EDUCATION GRANTS	10,000	18,500	60,000	52,389	60,000	60,000
1010-510.25-44	COLL PARK COMM FOUNDATION	0	0	1,000	1,000	1,000	1,000
1010-510.25-45	CPCUP-COLLEGE PK ACADEMY	0	0	80,000	80,000	80,000	80,000
*	GRANTS & ASSISTANCE	128,500	165,954	343,454	306,343	313,954	313,954
ELEM 30	PROFESSIONAL SERVICES						
1010-510.30-11	DESIGN & ENGINEERING	0	4,150	0	0	0	0
1010-510.30-38	TRANSCRIPTION SERVICES	0	630	1,500	0	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	0	4,780	3,200	0	3,200	3,200
ELEM 34	CONTRACTUAL SERVICES						
1010-510.34-32	INTERNET STREAMING BRDCST	0	6,457	6,468	6,452	6,468	6,468
*	CONTRACTUAL SERVICES	0	6,457	6,468	6,452	6,468	6,468
ELEM 36	SPECIAL SERVICES						
1010-510.36-10	PRINTING	351	1,696	1,500	706	1,600	1,600
1010-510.36-11	CLASSIFIED ADVERTISING	0	0	500	0	500	500
1010-510.36-15	CATERING FOR MEETINGS	2,163	1,570	4,550	3,703	4,550	4,550
1010-510.36-16	SPECIAL DINNERS	2,834	2,173	3,300	2,060	3,300	3,300
1010-510.36-25	CABLE CAMERA OPERATOR	0	5,775	5,950	5,375	6,100	7,300
1010-510.36-60	SHUTTLE-UM FOR RESIDENTS	6,000	6,000	6,000	6,000	6,000	6,000
1010-510.36-99	OTHER	190	0	500	0	500	500
*	SPECIAL SERVICES	11,538	17,214	22,300	17,844	22,550	23,750
ELEM 38	SPECIAL EVENTS						
1010-510.38-47	ROUTE 1 RIDE	0	8,000	0	0	0	0
1010-510.38-99	OTHER	0	0	1,000	0	1,000	1,000
*	SPECIAL EVENTS	0	8,000	1,000	0	1,000	1,000
ELEM 47	CLOTHING & UNIFORMS						

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 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	0	314	600	0	600	600
*	CLOTHING & UNIFORMS	0	314	600	0	600	600
ELEM 52	AWARDS & GIFTS						
1010-510.52-99	OTHER	0	1,001	0	0	0	0
*	AWARDS & GIFTS	0	1,001	0	0	0	0
ELEM 60	SUPPLIES						
1010-510.60-10	GENERAL SUPPLIES	494	1,570	1,500	516	1,500	1,500
1010-510.60-11	MEETING REFRESHMENTS	814	836	1,200	617	1,200	1,200
*	SUPPLIES	1,308	2,406	2,700	1,133	2,700	2,700
ELEM 61	OFFICE SUPPLIES						
1010-510.61-10	OFFICE SUPPLIES	511	60	0	0	0	0
*	OFFICE SUPPLIES	511	60	0	0	0	0
ELEM 62	POSTAGE						
1010-510.62-10	POSTAGE	66	12	0	0	0	0
*	POSTAGE	66	12	0	0	0	0
ELEM 66	TELEPHONE & COMMUNICATION						
1010-510.66-12	CELLULAR PHONE	1,403	1,439	1,260	2,006	1,740	1,740
*	TELEPHONE & COMMUNICATION	1,403	1,439	1,260	2,006	1,740	1,740
ELEM 67	DUES & PUBLICATIONS						
1010-510.67-10	DUES	47,993	48,067	51,016	47,738	52,274	52,274
1010-510.67-20	PUBLICATIONS & BOOKS	1,882	1,950	2,150	2,245	2,150	2,150
*	DUES & PUBLICATIONS	49,875	50,017	53,166	49,983	54,424	54,424
ELEM 69	MISCELLANEOUS CHARGE						
1010-510.69-10	MISCELLANEOUS	930	1,216	1,000	747	1,000	1,000
*	MISCELLANEOUS CHARGE	930	1,216	1,000	747	1,000	1,000
**	MAYOR & CITY COUNCIL	372,152	436,747	631,171	571,604	608,128	612,041

PROGRAM NAME/NUMBER City Attorney/1011

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Produce legally defensible ordinances with no successful challenges	Number of successful challenges to City ordinances	0	0	0	0
2. Prosecute violators under City ordinances	Percent of cases in which convictions are achieved	90%	90%	90%	90%
3. Represent the City in all other court actions	Percent of court actions decided in City's favor	90%	90%	90%	90%

PROGRAM NAME/NUMBER — City Attorney/1011

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
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	15,000

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 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	163,628	150,133	160,000	141,718	160,000	160,000
1011-510.32-18	LEGAL-LITIGATION	26,524	6,644	25,000	1,426	25,000	15,000
*	LEGAL SERVICES	190,152	156,777	185,000	143,144	185,000	175,000
ELEM 69	MISCELLANEOUS CHARGE						
1011-510.69-10	MISCELLANEOUS	36	0	0	0	0	0
*	MISCELLANEOUS CHARGE	36	0	0	0	0	0
**	CITY ATTORNEY	190,188	156,777	185,000	143,144	185,000	175,000

PROGRAM NAME/NUMBER — Board of Election Supervisors/1012

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 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 in an election year. New pay arrangements, eliminating pay for board members during non-election years, is not effective until FY 2015.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
City Clerk	0.15	0.15	0.15	0.15
Budget Total	**0.15**	**0.15**	**0.15**	**0.15**

OPERATING EXPENDITURES: FY 2014 is an election year for Mayor & Council.

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1012
	Element/Object	**Details**	**Total**
12	Travel & Training 12-10 Non Training Travel	Mileage reimbursement	60
30	Professional Services 30-13 Administrative	Payments to 24 election workers (judges, supervisors) at Office Specialist pay rate (grade 3, step 1) for Election Day .....5,130 Payments to 13 workers for training on voting machines 741	5,871
36	Special Services 36-10 Printing	Flyers to increase voter turnout	100
	36-15 Catering for Meetings	Meals for election workers	600
	36-25 Cable Camera Operator	Live broadcast of election results	150
48	Rental 48-25 Voting Machines	Rental of voting machines, associated software costs, technical support	12,000
60	Supplies 60-10 General Supplies	Miscellaneous supplies	150
67	Dues & Publications 67-20 Publications	Regulations and Election Laws of Maryland	210

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
359.10	Election Fines	50	100	0	0	0
	TOTAL	50	100	0	0	0

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 10	GENERAL GOVERNMENT						
DIV 12	BOARD OF ELECTION SUPRVS						
SUB 0	GENERAL GOVERNMENT						
ELEM 10	PAYROLL-WAGES						
1012-510.10-01	SALARY	10,524	11,159	11,653	11,742	12,184	12,184
1012-510.10-05	ELECTED & APPOINTED	1,980	1,920	1,920	1,830	1,920	1,920
*	PAYROLL-WAGES	12,504	13,079	13,573	13,572	14,104	14,104
ELEM 11	FRINGE BENEFITS						
1012-510.11-10	FICA	937	982	997	1,025	1,040	1,040
1012-510.11-12	HEALTH INSURANCE	794	751	761	756	862	862
1012-510.11-13	DENTAL INSURANCE	42	40	42	42	42	42
1012-510.11-14	LIFE INSURANCE	29	29	32	32	34	34
1012-510.11-15	VISION INSURANCE	14	14	15	15	15	15
1012-510.11-17	457 CITY MATCH CONTRIBUTN	117	117	117	227	235	235
1012-510.11-18	401A RETIREMENT	684	725	757	763	792	792
1012-510.11-21	WORKERS COMPENSATION INS	21	23	23	25	28	28
1012-510.11-22	LONG TERM DISABILITY INS	40	40	45	44	47	47
*	FRINGE BENEFITS	2,678	2,721	2,789	2,929	3,095	3,095
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	0	3,419	3,600	68	5,871	5,871
*	PROFESSIONAL SERVICES	0	3,419	3,600	68	5,871	5,871
ELEM 36	SPECIAL SERVICES						
1012-510.36-10	PRINTING	0	55	0	0	100	100
1012-510.36-15	CATERING FOR MEETINGS	0	296	400	0	600	600
1012-510.36-25	CABLE CAMERA OPERATOR	0	125	0	0	125	150
*	SPECIAL SERVICES	0	476	400	0	825	850
ELEM 48	RENTAL						
1012-510.48-25	VOTING MACHINES	0	0	0	0	12,000	12,000
*	RENTAL	0	0	0	0	12,000	12,000
ELEM 60	SUPPLIES						
1012-510.60-10	GENERAL SUPPLIES	150	119	100	0	150	150
*	SUPPLIES	150	119	100	0	150	150
ELEM 67	DUES & PUBLICATIONS						
1012-510.67-20	PUBLICATIONS & BOOKS	0	0	0	0	210	210
*	DUES & PUBLICATIONS	0	0	0	0	210	210
**	BOARD OF ELECTION SUPRVS	15,332	19,814	20,522	16,569	36,315	36,340

PROGRAM NAME/NUMBER — Advisory Committees/1013

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

Advisory Planning Commission* (3013)
Animal Welfare Committee
Board of Election Supervisors* (1012)
Cable Television Commission* (1016)
Citizens Corps Council
College Park Airport Authority
Committee for a Better Environment* (1009)
Education Advisory Committee
Ethics Commission* (1014)
Farmers Market Committee
Neighborhood Stabilization and Quality of Life Workgroup
Neighborhood Watch Steering Committee
Noise Control Board
Recreation Board* (2014)
Rent Stabilization Board* [on hiatus] (2016)
Sustainable Maryland Certified Green Team
Tree and Landscape Board
Veterans Memorial Improvement Committee

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

Animal Welfare Committee: Coordinates local animal welfare groups and supports the animal control officer. *Citizens Corps Council*: Advises the Mayor & Council on matters of public safety and emergency management. *College Park Airport Authority:* Investigates, reviews and reports on the current and proposed future uses of the College Park Airport and its facilities. *Education Advisory Committee:* Advises Mayor & Council on issues relating to education within the City. *Farmers Market Committee:* Develops recommendations for the structure and management of a downtown farmers market. *Neighborhood Stabilization and Quality of Life Workgroup:* Created concurrent with the suspension of enforcement and administration of the Rent Stabilization Board, this workgroup seeks to engage with various stakeholders to explore ways to achieve 2 overall goals: (1) to regain a balance in types of housing and population in College Park neighborhoods; and (2) to address quality of life concerns that stem from rental housing. *Neighborhood Watch Steering Committee:* Advises Mayor & Council and reviews, enhances and further develops College Park Neighborhood Watch. *Noise Control Board:* Advises City in noise control efforts and adjudicates noise complaints. *Sustainable Maryland Certified Green Team:* Leads the City in obtaining first year certification in the Sustainable Maryland Certified program. *Tree and Landscape Board*: Educates and encourages citizens to use safe and desirable installation, removal and maintenance practices in order to promote healthy trees, shrubs and ground cover on private and public lands within the City limits. *Veterans Memorial Improvement Committee:* Advises and assists the City to ensure that the Veterans Memorial is used and maintained in a manner befitting the service and memory of those who served.

PROGRAM NAME/NUMBER — Advisory Committees/1013

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

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. To advise the Mayor and Council on policies and programs for the City • Fill vacancies promptly	Percent of positions on boards and commissions filled	91%	90%	89%	90%
2. To encourage volunteer participation	Number of individuals serving on boards and commissions (full staffing = 128 for FY 2012, 127 for FY 2013, 160 for FY 2014)	115	115	143	143

PROGRAM NAME/NUMBER — Advisory Committees/1013

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Budget Total	**0.00**	**0.00**	**0.00**	**0.00**

OPERATING EXPENDITURES:

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

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 10	GENERAL GOVERNMENT						
DIV 13	ADVISORY COMMITTEES						
SUB 0	GENERAL GOVERNMENT						
ELEM 10	PAYROLL-WAGES						
1013-510.10-02	HOURLY	101	0	0	0	0	0
1013-510.10-03	OVERTIME	274	220	500	0	200	200
1013-510.10-06	STIPEND	360	780	1,680	960	1,680	1,680
*	PAYROLL-WAGES	735	1,000	2,180	960	1,880	1,880
ELEM 11	FRINGE BENEFITS						
1013-510.11-10	FICA	50	67	167	73	144	144
1013-510.11-12	HEALTH INSURANCE	66	24	0	0	0	0
1013-510.11-13	DENTAL INSURANCE	4	1	0	0	0	0
1013-510.11-14	LIFE INSURANCE	1	0	0	0	0	0
1013-510.11-15	VISION INSURANCE	1	0	0	0	0	0
1013-510.11-18	401A RETIREMENT	12	0	33	0	13	13
1013-510.11-21	WORKERS COMPENSATION INS	1	2	4	2	3	3
1013-510.11-22	LONG TERM DISABILITY INS	1	0	0	0	0	0
*	FRINGE BENEFITS	136	94	204	75	160	160
ELEM 20	OVERHEAD						
1013-510.20-12	POSTAGE	388	644	960	497	960	960
1013-510.20-17	COPIER	86	168	756	52	864	864
*	OVERHEAD	474	812	1,716	549	1,824	1,824
ELEM 30	PROFESSIONAL SERVICES						
1013-510.30-13	ADMINISTRATIVE	2,043	1,703	3,000	4,931	4,500	4,500
*	PROFESSIONAL SERVICES	2,043	1,703	3,000	4,931	4,500	4,500
ELEM 36	SPECIAL SERVICES						
1013-510.36-10	PRINTING	0	0	100	832	100	100
1013-510.36-11	CLASSIFIED ADVERTISING	0	506	750	1,141	1,000	1,000
1013-510.36-32	REDISTRICTING EXPENSES	2	0	0	0	0	0
*	SPECIAL SERVICES	2	506	850	1,973	1,100	1,100
ELEM 38	SPECIAL EVENTS						
1013-510.38-35	STUDENT EVENTS	0	0	500	536	500	500
*	SPECIAL EVENTS	0	0	500	536	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	0	76	100	0	100	100
1013-510.60-11	MEETING REFRESHMENTS	139	246	300	377	300	300
*	SUPPLIES	139	322	400	377	400	400
**	ADVISORY COMMITTEES	3,529	4,437	8,950	9,401	10,464	10,464

PROGRAM NAME/NUMBER — Ethics Commission/1014

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Hold elected and appointed officials, including members of advisory boards and committees, to a high ethical standard • Develop and institute an ethics orientation training program	Percent of required individuals who have received ethics orientation:				
	Elected officials	100%	100%	100%	100%
	City staff	100%	100%	100%	100%
	Candidates for elected office	65%	100%	100%	100%
	Boards & commissions members	0%	100%	100%	100%
2. Distribute and collect Financial Disclosure statements by the required deadline	Percent of required statements collected timely	100%	100%	100%	100%

PROGRAM NAME/NUMBER — Ethics Commission/1014

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

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Budget Total	**0.00**	**0.00**	**0.00**	**0.00**

OPERATING EXPENDITURES

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1014
Element/Object		**Details**	**Total**
12	Travel & Training 12-11 Travel & Training	Ethics training for City employees ..... 1,200 Pre-election training seminar for candidates 1,200	2,400
30	Professional Services 30-13 Administrative	Clerical support, 6 meetings @ $100	600
32	Legal Services 32-20 Ethics Commission	Estimated	8,100
36	Special Services 36-25 Cable Camera Operator	Live streaming and archiving of pre-election training seminar	150

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 10	GENERAL GOVERNMENT						
DIV 14	ETHICS COMMISSION						
SUB 0	GENERAL GOVERNMENT						
ELEM 12	TRAVEL & TRAINING						
1014-510.12-11	TRAVEL & TRAINING	0	0	500	0	2,400	2,400
*	TRAVEL & TRAINING	0	0	500	0	2,400	2,400
ELEM 30	PROFESSIONAL SERVICES						
1014-510.30-13	ADMINISTRATIVE	313	406	600	328	600	600
*	PROFESSIONAL SERVICES	313	406	600	328	600	600
ELEM 32	LEGAL SERVICES						
1014-510.32-20	LEGAL-ETHICS COMMISSION	10,803	10,365	7,500	8,098	8,100	8,100
*	LEGAL SERVICES	10,803	10,365	7,500	8,098	8,100	8,100
ELEM 36	SPECIAL SERVICES						
1014-510.36-25	CABLE CAMERA OPERATOR	0	0	0	0	125	150
*	SPECIAL SERVICES	0	0	0	0	125	150
**	ETHICS COMMISSION	11,116	10,771	8,600	8,426	11,225	11,250

PROGRAM NAME/NUMBER — Cable Television Commission/1016

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

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

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Ensure efficient and responsive cable services by regulating and evaluating cable services	Percent of cable franchise violations acted upon by Cable TV Commission	100%	100%	100%	100%
	Percent of resident complaints acted upon by Cable TV Commission	100%	100%	100%	100%

PROGRAM NAME/NUMBER — Cable Television Commission/1016

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

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Budget Total	**0.00**	**0.00**	**0.00**	**0.00**

OPERATING EXPENDITURES: Beginning in FY 2012, 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 30-13 Administrative	Clerical support for 5 quarterly meetings @ $150	750
32	Legal Services 32-11 Cable Television	Legal fees for negotiation of renewal Comcast franchise agreement; City's estimated share of PGINCCC negotiating group expenditures	5,500
40	Repair & Maintenance 40-40 Audio-Visual Equipment Service	City Hall – audio and video equipment service	700
60	Supplies 60-10 General Supplies	Audio cassettes, DVDs, batteries, patch cables	1,000

Capital Outlay: None

RELATED REVENUES		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
324.10	Comcast Cable Franchise Fee	244,878	191,447	190,000	203,616	200,000
324.15	Verizon FiOS Franchise Fee	81,745	95,362	90,000	108,574	100,000
	TOTAL	326,623	286,809	280,000	312,190	300,000

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 10	GENERAL GOVERNMENT						
DIV 16	CABLE TV COMMISSION						
SUB 0	GENERAL GOVERNMENT						
ELEM 10	PAYROLL-WAGES						
1016-510.10-03	OVERTIME	694	0	100	0	100	100
1016-510.10-06	STIPEND	840	1,200	960	720	1,200	1,200
*	PAYROLL-WAGES	1,534	1,200	1,060	720	1,300	1,300
ELEM 11	FRINGE BENEFITS						
1016-510.11-10	FICA	115	106	82	92	100	100
1016-510.11-12	HEALTH INSURANCE	131	0	0	0	0	0
1016-510.11-13	DENTAL INSURANCE	7	0	0	0	0	0
1016-510.11-15	VISION INSURANCE	3	0	0	0	0	0
1016-510.11-17	457 CITY MATCH CONTRIBUTN	2	0	0	0	0	0
1016-510.11-18	401A RETIREMENT	14	0	7	0	7	7
1016-510.11-21	WORKERS COMPENSATION INS	27	2	3	2	4	4
*	FRINGE BENEFITS	299	108	92	94	111	111
ELEM 30	PROFESSIONAL SERVICES						
1016-510.30-13	ADMINISTRATIVE	192	288	600	277	750	750
*	PROFESSIONAL SERVICES	192	288	600	277	750	750
ELEM 32	LEGAL SERVICES						
1016-510.32-11	LEGAL-CABLE TELEVISION	0	0	9,500	2,579	5,500	5,500
*	LEGAL SERVICES	0	0	9,500	2,579	5,500	5,500
ELEM 34	CONTRACTUAL SERVICES						
1016-510.34-32	INTERNET STREAMING BRDCST	5,084	0	0	0	0	0
*	CONTRACTUAL SERVICES	5,084	0	0	0	0	0
ELEM 36	SPECIAL SERVICES						
1016-510.36-25	CABLE CAMERA OPERATOR	5,250	0	0	0	0	0
*	SPECIAL SERVICES	5,250	0	0	0	0	0
ELEM 40	REPAIR & MAINTENANCE						
1016-510.40-40	AUDIO-VISUAL EQUIPT SERV	0	0	700	0	700	700
*	REPAIR & MAINTENANCE	0	0	700	0	700	700
ELEM 60	SUPPLIES						
1016-510.60-10	GENERAL SUPPLIES	156	457	1,000	159	1,000	1,000
*	SUPPLIES	156	457	1,000	159	1,000	1,000
ELEM 66	TELEPHONE & COMMUNICATION						
1016-510.66-20	CABLE TV SERVICE	42	118	0	119	0	0
*	TELEPHONE & COMMUNICATION	42	118	0	119	0	0
**	CABLE TV COMMISSION	12,557	2,171	12,952	3,948	9,361	9,361

PROGRAM NAME/NUMBER — Public Relations/1017

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Provide information about City government and services to the public • Provide information for inclusion in *Municipal Scene*	Percent of residents rating the City's efforts to inform them of City government and services as good or better	No survey	75%	73%	No survey
	Percent of residents who rate usefulness of *Municipal Scene* information as good or better	No survey	82%	65%	No survey

PROGRAM NAME/NUMBER — Public Relations/1017

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
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: There is no resident survey in FY 2014.

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1017
Element/Object		**Details**	**Total**
30	Special Services 30-13 Administrative	As needed	500
34	Contractual Services 34-25 Marketing	Implementation of FY 2013 marketing plan	30,000
36	Special Services 36-10 Printing	Municipal Scene, 24 issues @ $1,476 per issue .....35,424 Invitations to special events 250	35,674
	36-26 Videography & Editing	Videotaping of Martin Luther King, Jr. Day activities	2,000
	36-99 Other	Flowers for condolences and Veterans Memorial	1,000
38	Special Events 38-40 Martin Luther King, Jr. Day	Martin Luther King, Jr. Day activities, net of contributions	4,000
	38-99 Other	Reception for boards and commissions .....8,500 City/University recognition events .....500 Miscellaneous 350	9,350
52	Awards & Gifts 52-99 Other	Citizen recognition	500
60	Supplies 60-10 General Supplies	Flags for City buildings and Veterans Memorial .....500 Promotional items 1,000	1,500

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 10	GENERAL GOVERNMENT						
DIV 17	PUBLIC RELATIONS						
SUB 0	GENERAL GOVERNMENT						
ELEM 10	PAYROLL-WAGES						
1017-510.10-01	SALARY	63,136	65,219	67,941	68,653	69,795	69,795
1017-510.10-03	OVERTIME	0	139	0	160	0	0
*	PAYROLL-WAGES	63,136	65,358	67,941	68,813	69,795	69,795
ELEM 11	FRINGE BENEFITS						
1017-510.11-10	FICA	4,276	4,620	4,698	4,898	4,822	4,822
1017-510.11-12	HEALTH INSURANCE	4,595	4,421	4,409	4,650	5,284	5,284
1017-510.11-13	DENTAL INSURANCE	264	253	264	264	264	264
1017-510.11-14	LIFE INSURANCE	171	168	188	183	195	195
1017-510.11-15	VISION INSURANCE	91	88	93	94	93	93
1017-510.11-17	457 CITY MATCH CONTRIBUTN	718	717	769	952	965	965
1017-510.11-18	401A RETIREMENT	4,109	4,251	4,416	4,495	4,537	4,537
1017-510.11-21	WORKERS COMPENSATION INS	643	643	617	623	606	606
1017-510.11-22	LONG TERM DISABILITY INS	239	236	265	256	272	272
*	FRINGE BENEFITS	15,106	15,397	15,719	16,415	17,038	17,038
ELEM 20	OVERHEAD						
1017-510.20-12	POSTAGE	18	1	0	1	0	0
1017-510.20-15	INFORMATION TECHNOLOGY	0	17,268	0	0	0	0
*	OVERHEAD	18	17,269	0	1	0	0
ELEM 30	PROFESSIONAL SERVICES						
1017-510.30-13	ADMINISTRATIVE	0	0	500	0	500	500
1017-510.30-15	CONSULTING	0	11,850	0	1,500	0	0
*	PROFESSIONAL SERVICES	0	11,850	500	1,500	500	500
ELEM 34	CONTRACTUAL SERVICES						
1017-510.34-25	MARKETING	0	30,000	30,000	29,700	30,000	30,000
*	CONTRACTUAL SERVICES	0	30,000	30,000	29,700	30,000	30,000
ELEM 36	SPECIAL SERVICES						
1017-510.36-10	PRINTING	33,385	34,383	36,642	34,712	35,674	35,674
1017-510.36-11	CLASSIFIED ADVERTISING	0	1,271	0	250	0	0
1017-510.36-26	VIDEOGRAPHY & EDITING	0	1,100	3,000	1,550	2,000	2,000
1017-510.36-99	OTHER	760	987	1,000	578	1,000	1,000
*	SPECIAL SERVICES	34,145	37,741	40,642	37,090	38,674	38,674
ELEM 38	SPECIAL EVENTS						
1017-510.38-40	MARTIN LUTHER KING JR DAY	4,718	3,851	4,000	0	4,000	4,000
1017-510.38-99	OTHER	8,523	7,731	9,350	7,121	9,350	9,350
*	SPECIAL EVENTS	13,241	11,582	13,350	7,121	13,350	13,350
ELEM 45	MAINTENANCE CONTRACT						
1017-510.45-10	COMPUTER SOFTWARE SUPPORT	0	200	0	0	0	0
*	MAINTENANCE CONTRACT	0	200	0	0	0	0
ELEM 52	AWARDS & GIFTS						
1017-510.52-99	OTHER	75	431	500	73	500	500
*	AWARDS & GIFTS	75	431	500	73	500	500
ELEM 60	SUPPLIES						
1017-510.60-10	GENERAL SUPPLIES	998	1,696	1,500	659	1,500	1,500
*	SUPPLIES	998	1,696	1,500	659	1,500	1,500
ELEM 62	POSTAGE						
1017-510.62-10	POSTAGE	0	0	1,750	0	0	0
*	POSTAGE	0	0	1,750	0	0	0
ELEM 98	COMPUTER HDWE & SOFTWARE						
1017-510.98-20	COMPUTER SOFTWARE	0	0	300	0	0	0
*	COMPUTER HDWE & SOFTWARE	0	0	300	0	0	0
**	PUBLIC RELATIONS	126,719	191,524	172,202	161,372	171,357	171,357

PROGRAM NAME/NUMBER City Manager/1018

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Manage the City's financial resources to ensure efficiency and accountability • Ensure that departments are managed within budget	Percent of departments ending fiscal year within budget	100%	100%	100%	100%
2. Provide effective and responsive support to Mayor and Council • Provide prompt response to Mayor and Council requests	Percent of council written or e-mail requests responded to within 2 business days	100%	100%	100%	100%
3. Provide leadership to accomplish results • Achieve performance targets	Percent of performance targets achieved by City programs (based on all performance measures over which City Manager has control, pass/fail basis)	78%	79%	72%	75%

PROGRAM NAME/NUMBER — City Manager/1018

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
City Manager	0.75	0.75	0.75	0.75
Assistant City Manager	0.00	0.00	0.00	0.75
Assistant to the City Manager I	1.00	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**	**2.75**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1018
Element/Object		**Details**	**Total**
12	Travel & Training 12-10 Non-Training Travel	Staff mileage reimbursement	500
	12-11 Travel & Training	International City/County Management Association (ICMA) convention @ Boston, 2 @ $2,540 .....5,080 Maryland Municipal League (MML) annual conference, 1 @ $1,550, 1 @ $650 (no lodging) .....2,200 MML fall legislative conference @ Solomons Island, 2 @ $750 .....1,500 Staff training .....900 Local meetings 450	10,130
36	Special Services 36-10 Printing	Copying and printing for special projects	1,000
38	Special Events 38-99 Other	As needed	300
66	Telephone & Communications 66-12 Cellular Phone	Monthly service, 1 Android @ $100 + 1 allowance @ $40	1,680
67	Dues & Publications 67-10 Dues	International City/County Management Association (ICMA): City Manager .....1,400 Assistant to the City Manager 560	1,960
	67-20 Publications & Books		500
69	Miscellaneous Charge 69-10 Miscellaneous		1,600

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 10	GENERAL GOVERNMENT						
DIV 18	CITY MANAGER						
SUB 0	GENERAL GOVERNMENT						
ELEM 10	PAYROLL-WAGES						
1018-510.10-01	SALARY	161,760	171,965	173,178	179,665	266,432	244,351
1018-510.10-02	HOURLY	10,889	11,334	11,882	10,614	9,677	9,677
1018-510.10-03	OVERTIME	0	0	100	0	100	100
*	PAYROLL-WAGES	172,649	183,299	185,160	190,279	276,209	254,128
ELEM 11	FRINGE BENEFITS						
1018-510.11-10	FICA	11,082	11,768	11,383	12,307	18,001	16,312
1018-510.11-12	HEALTH INSURANCE	9,004	8,634	8,878	10,560	25,100	22,397
1018-510.11-13	DENTAL INSURANCE	630	640	672	621	1,153	1,016
1018-510.11-14	LIFE INSURANCE	445	460	514	486	923	862
1018-510.11-15	VISION INSURANCE	242	250	266	247	431	383
1018-510.11-17	457 CITY MATCH CONTRIBUTN	2,496	2,649	3,063	3,099	3,520	3,389
1018-510.11-18	401A RETIREMENT	8,384	11,412	12,118	12,143	12,229	12,229
1018-510.11-21	WORKERS COMPENSATION INS	4,557	4,533	4,067	4,136	6,663	5,965
1018-510.11-22	LONG TERM DISABILITY INS	625	637	721	647	1,076	990
*	FRINGE BENEFITS	37,465	40,983	41,682	44,246	69,096	63,543
ELEM 12	TRAVEL & TRAINING						
1018-510.12-10	NON TRAINING TRAVEL	568	234	500	585	500	500
1018-510.12-11	TRAVEL & TRAINING	3,060	6,494	10,400	5,659	10,130	10,130
*	TRAVEL & TRAINING	3,628	6,728	10,900	6,244	10,630	10,630
ELEM 20	OVERHEAD						
1018-510.20-10	INSURANCE	7,111	6,944	6,377	6,377	5,667	5,667
1018-510.20-11	AUTOMOTIVE	6,706	6,893	7,465	7,465	7,528	7,528
1018-510.20-12	POSTAGE	16	37	320	37	320	320
1018-510.20-13	UTILITIES	4,222	4,526	4,701	4,701	4,558	4,558
1018-510.20-14	TELEPHONE	456	456	547	547	601	601
1018-510.20-15	INFORMATION TECHNOLOGY	4,891	5,756	5,528	5,528	5,826	5,826
1018-510.20-16	BUILDING MAINTENANCE	13,657	13,134	14,674	14,674	15,559	15,559
1018-510.20-17	COPIER	427	184	504	237	576	576
*	OVERHEAD	37,486	37,930	40,116	39,566	40,635	40,635
ELEM 36	SPECIAL SERVICES						
1018-510.36-10	PRINTING	466	0	1,000	370	1,000	1,000
*	SPECIAL SERVICES	466	0	1,000	370	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	88	0	0	44	0	0
*	POSTAGE	88	0	0	44	0	0
ELEM 66	TELEPHONE & COMMUNICATION						
1018-510.66-12	CELLULAR PHONE	1,936	1,749	1,800	1,479	1,680	1,680
*	TELEPHONE & COMMUNICATION	1,936	1,749	1,800	1,479	1,680	1,680
ELEM 67	DUES & PUBLICATIONS						
1018-510.67-10	DUES	1,384	1,425	1,960	1,474	1,960	1,960
1018-510.67-20	PUBLICATIONS & BOOKS	0	0	500	0	500	500
*	DUES & PUBLICATIONS	1,384	1,425	2,460	1,474	2,460	2,460
ELEM 69	MISCELLANEOUS CHARGE						
1018-510.69-10	MISCELLANEOUS	339	378	1,600	712	1,600	1,600
*	MISCELLANEOUS CHARGE	339	378	1,600	712	1,600	1,600
**	CITY MANAGER	255,441	272,492	285,018	284,414	403,610	375,976

PROGRAM NAME/NUMBER City Clerk/1019

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Maintain official records and documents • Record minutes promptly and accurately	Percent of Council minutes presented for review at the next regular Council meeting	100%	100%	100%	100%

PROGRAM NAME/NUMBER — City Clerk/1019

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
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 ..... 150 Certified Municipal Clerk Institute (IIMC), @ Ithaca, NY, Assistant City Clerk ..... 1,200 IIMC annual conference @ Milwaukee, City Clerk ..... 2,100 Region 2 conference @ Bowie, City Clerk and Assistant City Clerk ..... 700 Other training 200	4,350
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	MEDI – DocStar hosted document management system for scanning Administration and Human Resources files; includes initial setup and training. Purchase of Canon M-140 scanner is budgeted in account 1019-9810.	4,266
47	Clothing & Uniforms 47-10 Clothing & Uniforms	City seal clothing	100
61	Office Supplies 61-10 Office Supplies	Includes City Manager's office	1,500
67	Dues & Publication 67-10 Dues	International Institute of Municipal Clerks (IIMC), 1 @ $165, 1 @ $125 ..... 290 Maryland Municipal Clerks' Association (MMCA), 2 @ $50 100	390

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1019
	Element/Object	**Details**	**Total**
	67-20 Publications & Books	The Washington Post, weekday subscription ..... 110 Miscellaneous publications 100	210
98	Computers & Software 98-10 Hardware	Canon M-140 scanner for DocStar document management system	1,080

CAPITAL OUTLAY: Hardware includes a scanner for document management system ($1,080).

RELATED REVENUES		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
366.15	Freedom of Information Act Requests	119	69	100	93	100
	TOTAL	119	69	100	93	100

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 10	GENERAL GOVERNMENT						
DIV 19	CITY CLERK						
SUB 0	GENERAL GOVERNMENT						
ELEM 10	PAYROLL-WAGES						
1019-510.10-01	SALARY	72,877	76,669	79,695	80,781	82,477	82,477
1019-510.10-02	HOURLY	32,666	34,003	35,646	31,844	29,031	29,031
*	PAYROLL-WAGES	105,543	110,672	115,341	112,625	111,508	111,508
ELEM 11	FRINGE BENEFITS						
1019-510.11-10	FICA	7,738	8,285	8,651	8,419	8,383	8,383
1019-510.11-12	HEALTH INSURANCE	6,148	5,898	5,929	5,798	6,901	6,901
1019-510.11-13	DENTAL INSURANCE	515	493	514	377	306	306
1019-510.11-14	LIFE INSURANCE	290	297	320	289	356	356
1019-510.11-15	VISION INSURANCE	178	173	184	135	109	109
1019-510.11-17	457 CITY MATCH CONTRIBUTN	1,122	1,216	1,317	1,533	1,199	1,199
1019-510.11-18	401A RETIREMENT	6,910	7,241	7,546	6,453	7,297	7,297
1019-510.11-21	WORKERS COMPENSATION INS	172	196	201	204	225	225
1019-510.11-22	LONG TERM DISABILITY INS	405	404	449	331	435	435
*	FRINGE BENEFITS	23,478	24,203	25,111	23,539	25,211	25,211
ELEM 12	TRAVEL & TRAINING						
1019-510.12-10	NON TRAINING TRAVEL	0	0	150	21	150	150
1019-510.12-11	TRAVEL & TRAINING	3,640	3,082	4,000	3,648	4,350	4,350
*	TRAVEL & TRAINING	3,640	3,082	4,150	3,669	4,500	4,500
ELEM 20	OVERHEAD						
1019-510.20-10	INSURANCE	3,555	3,472	3,189	3,189	2,834	2,834
1019-510.20-12	POSTAGE	104	44	640	81	640	640
1019-510.20-13	UTILITIES	2,639	2,829	2,938	2,938	2,849	2,849
1019-510.20-14	TELEPHONE	684	684	821	821	902	902
1019-510.20-15	INFORMATION TECHNOLOGY	4,891	5,756	5,528	5,528	5,826	5,826
1019-510.20-16	BUILDING MAINTENANCE	13,657	13,134	14,674	14,674	15,559	15,559
1019-510.20-17	COPIER	81	355	504	294	576	576
*	OVERHEAD	25,611	26,274	28,294	27,525	29,186	29,186
ELEM 36	SPECIAL SERVICES						
1019-510.36-10	PRINTING	4,708	9,967	7,795	4,352	7,795	7,795
1019-510.36-11	CLASSIFIED ADVERTISING	557	459	2,400	2,112	2,400	2,400
1019-510.36-40	FILES MANAGEMENT	0	0	5,955	0	4,266	4,266
*	SPECIAL SERVICES	5,265	10,426	16,150	6,464	14,461	14,461
ELEM 47	CLOTHING & UNIFORMS						
1019-510.47-10	CLOTHING & UNIFORMS	0	0	100	0	100	100
*	CLOTHING & UNIFORMS	0	0	100	0	100	100
ELEM 60	SUPPLIES						
1019-510.60-10	GENERAL SUPPLIES	0	0	0	69	0	0
1019-510.60-11	MEETING REFRESHMENTS	63	0	0	0	0	0
*	SUPPLIES	63	0	0	69	0	0
ELEM 61	OFFICE SUPPLIES						
1019-510.61-10	OFFICE SUPPLIES	1,285	1,274	1,645	1,314	1,500	1,500
*	OFFICE SUPPLIES	1,285	1,274	1,645	1,314	1,500	1,500
ELEM 62	POSTAGE						
1019-510.62-10	POSTAGE	11	0	0	73	0	0
*	POSTAGE	11	0	0	73	0	0
ELEM 67	DUES & PUBLICATIONS						
1019-510.67-10	DUES	275	525	390	370	390	390
1019-510.67-20	PUBLICATIONS & BOOKS	296	222	210	89	210	210
*	DUES & PUBLICATIONS	571	747	600	459	600	600
ELEM 98	COMPUTER HDWE & SOFTWARE						
1019-510.98-10	COMPUTER HARDWARE	0	0	0	0	1,080	1,080
*	COMPUTER HDWE & SOFTWARE	0	0	0	0	1,080	1,080

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 10	GENERAL GOVERNMENT						
DIV 19	CITY CLERK						
SUB 0	GENERAL GOVERNMENT						
ELEM 98	COMPUTER HDWE & SOFTWARE						
**	CITY CLERK	165,467	176,678	191,391	175,737	188,146	188,146

This page intentionally left blank

FINANCE

PROGRAM NAME/NUMBER — Finance Administration/1020

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Manage revenues to ensure the City receives all revenues to which it is entitled • Identify new revenue sources or ways to reduce expenditures	Percent of budgeted operating revenues actually received	>100%	100%	97.7% to date	100%
2. Ensure that purchases comply with policy and procedures	Procurement contracts over $30,000 submitted to Mayor & Council for award	100%	100%	100%	100%
3. Ensure accountability for sound financial management through adequate policies, audit and internal controls	Number of substantiated violations identified through audit or review	0	0	0	0
	Number of external audit findings	0	0	0	0

PROGRAM NAME/NUMBER — Finance Administration/1020

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
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 @ $800 1,600	
		GFOA annual conference @ Minneapolis:	
		Registration, 2 @ $385 770	
		Travel and lodging, 2 @ $1,700 3,400	6,370
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 @ $220 220	
		Government Finance Officers Association (GFOA), 1 @ $225, 1 @ $150 375	
		Maryland Government Finance Officers Association (MDGFOA), 3 (including Fiscal Support Specialist) @ $35 105	
		Maryland Department of Licensing, 1 @ $50 (bi-annual license renewals are on staggered schedule) 50	750
	67-20 Publications & Books	CAFR submission fee for GFOA award 435	
		Budget submission fee for GFOA award 280	
		GFOA and GASB publications 100	815
69	Miscellaneous Charge		
	69-10 Miscellaneous		250

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

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 10	GENERAL GOVERNMENT						
DIV 20	FINANCE ADMINISTRATION						
SUB 0	GENERAL GOVERNMENT						
ELEM 10	PAYROLL-WAGES						
1020-510.10-01	SALARY	42,670	43,224	44,848	45,443	47,796	47,796
*	PAYROLL-WAGES	42,670	43,224	44,848	45,443	47,796	47,796
ELEM 11	FRINGE BENEFITS						
1020-510.11-10	FICA	3,097	3,149	2,923	3,318	3,019	3,019
1020-510.11-12	HEALTH INSURANCE	3,068	2,521	2,944	1,519	1,717	1,717
1020-510.11-13	DENTAL INSURANCE	184	176	184	183	184	184
1020-510.11-14	LIFE INSURANCE	117	113	125	123	133	133
1020-510.11-15	VISION INSURANCE	56	55	60	60	60	60
1020-510.11-17	457 CITY MATCH CONTRIBUTN	670	754	991	988	991	991
1020-510.11-18	401A RETIREMENT	2,791	2,844	2,915	2,960	3,113	3,113
1020-510.11-21	WORKERS COMPENSATION INS	69	77	78	82	96	96
1020-510.11-22	LONG TERM DISABILITY INS	163	159	175	171	186	186
*	FRINGE BENEFITS	10,215	9,848	10,395	9,404	9,499	9,499
ELEM 12	TRAVEL & TRAINING						
1020-510.12-10	NON TRAINING TRAVEL	153	129	160	122	160	160
1020-510.12-11	TRAVEL & TRAINING	3,771	6,255	6,470	6,131	6,370	6,370
*	TRAVEL & TRAINING	3,924	6,384	6,630	6,253	6,530	6,530
ELEM 20	OVERHEAD						
1020-510.20-10	INSURANCE	7,111	6,944	6,377	6,377	5,667	5,667
1020-510.20-13	UTILITIES	12,137	13,013	13,517	13,517	13,103	13,103
1020-510.20-14	TELEPHONE	3,192	3,192	3,832	3,832	4,210	4,210
1020-510.20-15	INFORMATION TECHNOLOGY	9,782	5,756	5,528	5,528	5,826	5,826
1020-510.20-16	BUILDING MAINTENANCE	21,852	21,015	23,479	23,479	24,894	24,894
*	OVERHEAD	54,074	49,920	52,733	52,733	53,700	53,700
ELEM 66	TELEPHONE & COMMUNICATION						
1020-510.66-12	CELLULAR PHONE	386	366	480	316	480	480
*	TELEPHONE & COMMUNICATION	386	366	480	316	480	480
ELEM 67	DUES & PUBLICATIONS						
1020-510.67-10	DUES	845	730	775	1,095	750	750
1020-510.67-20	PUBLICATIONS & BOOKS	782	1,119	815	715	815	815
*	DUES & PUBLICATIONS	1,627	1,849	1,590	1,810	1,565	1,565
ELEM 69	MISCELLANEOUS CHARGE						
1020-510.69-10	MISCELLANEOUS	553	127	250	278	250	250
*	MISCELLANEOUS CHARGE	553	127	250	278	250	250
**	FINANCE ADMINISTRATION	113,449	111,718	116,926	116,237	119,820	119,820

PROGRAM NAME/NUMBER — Payroll Services/1021

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Ensure that payroll is processed in a timely and accurate manner	Percent of payments made timely	100%	100%	100%	100%
• Complete 1 payroll audit annually, in preparation for issuance of W-2's	Percent of payments made accurately * **Note: Subject to accurate departmental submissions*	100%	95%	100%	96%
	Number of payroll audits performed (employee paycheck receipt and verification of recorded information)	1	1	1	1
2. Prepare all government filings by appropriate due dates	Number of filing delays	0	0	0	0
	Number of filing errors	0	0	0	0
3. Provide accurate and timely response to payroll questions from City employees	Percent of employees responding to employee survey satisfied with help-fulness and responsiveness of payroll services	98%	98%	100%	98%

PROGRAM NAME/NUMBER — Payroll Services/1021

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Director of Finance	0.05	0.05	0.05	0.05
Deputy Director of Finance	0.05	0.05	0.05	0.05
Billing & Collections Supervisor	0.10	0.10	0.10	0.10
Payroll Supervisor	1.00	1.00	1.00	1.00
Budget Total	**1.20**	**1.20**	**1.20**	**1.20**

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

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1021
Element/Object		**Details**	**Total**
12	Travel & Training 12-11 Travel & Training	APA – quarterly meetings ..... 80 Other seminars & workshops 200	280
67	Dues & Publications 67-10 Dues	American Payroll Association	225
	67-20 Publications & Books	IOMA Compliance Guide, subscription ..... 400 ACH Participant Directory (for direct deposit) 225	625

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 10	GENERAL GOVERNMENT						
DIV 21	PAYROLL SERVICES						
SUB 0	GENERAL GOVERNMENT						
ELEM 10	PAYROLL-WAGES						
1021-510.10-01	SALARY	15,236	16,590	17,458	17,526	18,363	18,363
1021-510.10-02	HOURLY	55,785	55,127	59,326	59,094	60,734	60,734
1021-510.10-03	OVERTIME	0	0	100	420	500	500
*	PAYROLL-WAGES	71,021	71,717	76,884	77,040	79,597	79,597
ELEM 11	FRINGE BENEFITS						
1021-510.11-10	FICA	5,077	5,192	5,456	5,563	5,674	5,674
1021-510.11-12	HEALTH INSURANCE	14,991	14,021	14,388	13,654	15,571	15,571
1021-510.11-13	DENTAL INSURANCE	607	599	624	622	624	624
1021-510.11-14	LIFE INSURANCE	193	193	214	214	384	384
1021-510.11-15	VISION INSURANCE	232	225	240	239	240	240
1021-510.11-17	457 CITY MATCH CONTRIBUTN	792	833	899	897	899	899
1021-510.11-18	401A RETIREMENT	4,611	4,704	5,004	5,017	5,184	5,184
1021-510.11-21	WORKERS COMPENSATION INS	115	127	133	140	160	160
1021-510.11-22	LONG TERM DISABILITY INS	270	263	299	291	308	308
*	FRINGE BENEFITS	26,888	26,157	27,257	26,637	29,044	29,044
ELEM 12	TRAVEL & TRAINING						
1021-510.12-11	TRAVEL & TRAINING	12	0	380	225	280	280
*	TRAVEL & TRAINING	12	0	380	225	280	280
ELEM 20	OVERHEAD						
1021-510.20-12	POSTAGE	394	413	960	376	960	960
1021-510.20-15	INFORMATION TECHNOLOGY	39,127	34,537	33,167	33,167	34,956	34,956
1021-510.20-17	COPIER	17	12	504	12	576	576
*	OVERHEAD	39,538	34,962	34,631	33,555	36,492	36,492
ELEM 67	DUES & PUBLICATIONS						
1021-510.67-10	DUES	219	0	225	0	225	225
1021-510.67-20	PUBLICATIONS & BOOKS	0	0	625	0	625	625
*	DUES & PUBLICATIONS	219	0	850	0	850	850
ELEM 69	MISCELLANEOUS CHARGE						
1021-510.69-10	MISCELLANEOUS	100	0	0	0	0	0
*	MISCELLANEOUS CHARGE	100	0	0	0	0	0
**	PAYROLL SERVICES	137,778	132,836	140,002	137,457	146,263	146,263

PROGRAM NAME/NUMBER Accounting & Financial Reporting/1022

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Ensure timely and accurate collection of taxes and other accounts receivable	Percent of personal property tax bills issued on time	100%	100%	100%	100%
	Percent of accounts receivable collected when due	90%	90%	90%	90%
2. Ensure timely and accurate collection of parking tickets	Percent of current fiscal year tickets collected in-house during current fiscal year	70%	70%	70%	70%
	Percent of current fiscal year tickets collected by collection agency during current fiscal year	5%	5%	5%	5%
3. Provide timely and accurate reports of financial condition • Issue monthly financial reports within 12 working days after the end of the month • Complete the CAFR (Comprehensive Annual Financial Report) and Maryland Uniform Financial Report (UFR) by applicable deadlines • Achieve GFOA award for the CAFR	Percent of monthly reports issued within deadlines	100%	100%	100%	100%
4. Manage the certified audit	Percent of audit deadlines met	100%	100%	100%	100%
5. Manage cash to generate revenue through sound investments, in accordance with adopted investment policy	Percent of cash invested	95%	95%	95%	95%
	Dollars of investment earnings	$45,493	$60,730	$39,029 to date	$94,341

• Maintain proper level of compensating balance to reduce or eliminate bank service charges; weigh earnings loss against bank charges	Bank service charges paid	$7,833	<$9,900	$5,325	<$7,500

PROGRAM NAME/NUMBER Accounting & Financial Reporting/1022

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Director of Finance	0.15	0.15	0.15	0.15
Deputy Director of Finance	0.75	0.75	0.75	0.75
Billing & Collections Supervisor	0.90	0.90	0.90	0.90
Fiscal Support Specialist III	1.00	1.00	1.00	1.00
Fiscal Support Specialist II	2.30	1.80	1.80	1.70
Budget Total	**5.10**	**4.60**	**4.60**	**4.50**

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

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1022
Element/Object		Details	Total
12	Travel & Training 12-11 Travel & Training	MDGFOA, quarterly meetings, 1 attendee ..... 300 MDGFOA, annual conference, 1 attendee 800	1,100
20	Overhead 20-25 Administrative	2% of net speed enforcement camera revenue received	(18,300)
30	Professional Services 30-10 Auditing & Accounting	Contract for auditing services ..... 15,660 Single audit, required if Federal funds received in FY2013 exceed $500,000 2,150	17,810
36	Special Services 36-10 Printing	CAFR, 100 copies ..... 300 Parking dunning notices (6,000 annually) ..... 1,000 Envelopes, security window and plain ..... 1,200 Disbursement and payroll account checks ..... 1,200 Other forms and printing 500	4,200
	36-13 MVA Services	Maryland MVA address requests, 650 x 12 months @ $0.025 per record ..... 195 Other states' motor vehicle address requests through third party vendor DMVRegInfo, 70 x 12 months @ $1.25 per record 1,050	1,245

PROGRAM NAME/NUMBER Accounting & Financial Reporting/1022

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1022
	Element/Object	Details	Total
55	Financial Charges 55-10 Banks	Bank of America, account activity charges for months when account activity charges exceed earnings on compensating balance ..... 7,200 Bank of the West, service charges @ $25/month 300	7,500
	55-15 Credit Cards	Visa, MasterCard, Discover discount, $5,400 monthly ..... 64,800 American Express discount, $150 monthly ..... 1,800 CreditCall – terminal communication fee for credit card processing at parking pay stations, $15/month x 11 stations 1,980	68,580
	55-20 Armored Car Service	Armored car service for coin and currency pickup @ $400 monthly	4,800
60	Supplies 60-10 General Supplies		100
61	Office Supplies 61-10 Office Supplies	W-2 and 1099 forms and envelopes ..... 300 Record retention storage boxes ..... 400 Calendars ..... 200 Computer paper, 60 boxes @ $47 ..... 2,820 Binders, folders, dividers ..... 400 Miscellaneous supplies ..... 400 Plastic bags for bank deposit of coin and currency 800	5,320
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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
334.20	Bank Stock Tax	10,717	10,717	10,717	10,717	10,717
361.10	Investment Earnings	25,121	11,377	25,000	36,137	60,000
361.11	Investments-Market Value Adjustment	(8,329)	(2,418)	0	0	0
361.22	Interest-Tenant Improvement Allowance	22,216	30,978	35,730	0	34,341
361.30	Other Interest	2,688	3,138	0	2,892	0
366.70	CDMA Billing Fees	351	384	380	315	380
	TOTAL	39,083	56,594	71,827	50,061	105,438

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 10	GENERAL GOVERNMENT						
DIV 22	ACCTG & FINANCL REPORTING						
SUB 0	GENERAL GOVERNMENT						
ELEM 10	PAYROLL-WAGES						
1022-510.10-01	SALARY	145,954	140,936	149,222	149,106	156,100	156,100
1022-510.10-02	HOURLY	131,997	129,542	133,607	135,027	136,113	136,113
1022-510.10-03	OVERTIME	275	437	500	823	700	700
*	PAYROLL-WAGES	278,226	270,915	283,329	284,956	292,913	292,913
ELEM 11	FRINGE BENEFITS						
1022-510.11-10	FICA	20,646	19,750	20,374	20,532	21,398	21,398
1022-510.11-12	HEALTH INSURANCE	29,067	23,732	26,927	16,074	18,067	18,067
1022-510.11-13	DENTAL INSURANCE	2,349	2,211	2,302	2,273	2,306	2,306
1022-510.11-14	LIFE INSURANCE	685	688	734	813	1,009	1,009
1022-510.11-15	VISION INSURANCE	1,042	986	1,115	1,114	1,142	1,142
1022-510.11-17	457 CITY MATCH CONTRIBUTN	3,373	4,017	4,862	4,928	5,071	5,071
1022-510.11-18	401A RETIREMENT	18,559	17,790	18,542	18,332	19,214	19,214
1022-510.11-21	WORKERS COMPENSATION INS	460	481	494	510	591	591
1022-510.11-22	LONG TERM DISABILITY INS	954	930	1,028	1,035	1,138	1,138
*	FRINGE BENEFITS	77,135	70,585	76,378	65,611	69,936	69,936
ELEM 12	TRAVEL & TRAINING						
1022-510.12-11	TRAVEL & TRAINING	824	987	950	1,096	1,100	1,100
*	TRAVEL & TRAINING	824	987	950	1,096	1,100	1,100
ELEM 20	OVERHEAD						
1022-510.20-12	POSTAGE	6,230	4,703	7,040	4,312	7,040	7,040
1022-510.20-15	INFORMATION TECHNOLOGY	78,255	86,342	77,389	77,389	81,564	81,564
1022-510.20-17	COPIER	2,118	1,781	3,025	1,877	3,456	3,456
1022-510.20-25	ADMINISTRATIVE	40,415-	26,320-	24,400-	0	18,300-	18,300-
*	OVERHEAD	46,188	66,506	63,054	83,578	73,760	73,760
ELEM 30	PROFESSIONAL SERVICES						
1022-510.30-10	AUDITING & ACCOUNTING	13,500	16,810	17,310	15,160	17,810	17,810
*	PROFESSIONAL SERVICES	13,500	16,810	17,310	15,160	17,810	17,810
ELEM 36	SPECIAL SERVICES						
1022-510.36-10	PRINTING	4,263	4,296	4,200	4,345	4,200	4,200
1022-510.36-11	CLASSIFIED ADVERTISING	898	0	0	0	0	0
1022-510.36-13	MVA SERVICES	679	1,020	1,620	855	1,245	1,245
*	SPECIAL SERVICES	5,840	5,316	5,820	5,200	5,445	5,445
ELEM 55	FINANCIAL CHARGES						
1022-510.55-10	BANK SERVICE CHARGES	9,246	7,833	9,900	5,325	7,500	7,500
1022-510.55-15	CREDIT CARD FEES	34,909	57,200	42,540	73,115	68,580	68,580
1022-510.55-20	ARMORED CAR SERVICE	5,070	5,357	4,680	4,940	4,800	4,800
*	FINANCIAL CHARGES	49,225	70,390	57,120	83,380	80,880	80,880
ELEM 60	SUPPLIES						
1022-510.60-10	GENERAL SUPPLIES	0	0	100	21	100	100
*	SUPPLIES	0	0	100	21	100	100
ELEM 61	OFFICE SUPPLIES						
1022-510.61-10	OFFICE SUPPLIES	5,157	4,773	5,400	5,123	5,320	5,320
*	OFFICE SUPPLIES	5,157	4,773	5,400	5,123	5,320	5,320
ELEM 62	POSTAGE						
1022-510.62-10	POSTAGE	409	320	440	236	440	440
*	POSTAGE	409	320	440	236	440	440
**	ACCTG & FINANCL REPORTING	476,504	506,602	509,901	544,361	547,704	547,704

PROGRAM NAME/NUMBER Budget Development & Monitoring/1023

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Manage the City's budget process to allocate resources in a manner that achieves Council goals and supports effective and efficient service delivery • Meet scheduled deadlines to adopt budget by May 31 • Achieve GFOA Distinguished Budget Presentation award	Percent of budget preparation deadlines met	100%	100%	100%	100%

PROGRAM NAME/NUMBER — Budget Development & Monitoring/1023

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
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	FY2014 Adopted Budget, 80 copies @ $20 ..... 1,600 FY2015 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 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 10	GENERAL GOVERNMENT						
DIV 23	BUDGET DEVEL & MONITORING						
SUB 0	GENERAL GOVERNMENT						
ELEM 10	PAYROLL-WAGES						
1023-510.10-01	SALARY	48,672	49,541	50,783	51,480	54,153	54,153
*	PAYROLL-WAGES	48,672	49,541	50,783	51,480	54,153	54,153
ELEM 11	FRINGE BENEFITS						
1023-510.11-10	FICA	3,512	3,567	3,299	3,757	3,402	3,402
1023-510.11-12	HEALTH INSURANCE	3,333	2,766	3,198	1,755	1,986	1,986
1023-510.11-13	DENTAL INSURANCE	198	189	198	197	198	198
1023-510.11-14	LIFE INSURANCE	132	128	141	139	150	150
1023-510.11-15	VISION INSURANCE	61	59	65	65	65	65
1023-510.11-17	457 CITY MATCH CONTRIBUTN	768	852	1,115	1,112	1,115	1,115
1023-510.11-18	401A RETIREMENT	3,164	3,222	3,301	3,353	3,527	3,527
1023-510.11-21	WORKERS COMPENSATION INS	78	87	88	93	108	108
1023-510.11-22	LONG TERM DISABILITY INS	185	180	198	194	211	211
*	FRINGE BENEFITS	11,431	11,050	11,603	10,665	10,762	10,762
ELEM 20	OVERHEAD						
1023-510.20-15	INFORMATION TECHNOLOGY	24,455	23,025	22,111	22,111	23,304	23,304
1023-510.20-17	COPIER	1,806	987	2,521	807	2,880	2,880
*	OVERHEAD	26,261	24,012	24,632	22,918	26,184	26,184
ELEM 36	SPECIAL SERVICES						
1023-510.36-10	PRINTING	446	1,870	2,200	1,702	2,200	2,200
1023-510.36-11	CLASSIFIED ADVERTISING	0	0	750	0	750	750
*	SPECIAL SERVICES	446	1,870	2,950	1,702	2,950	2,950
**	BUDGET DEVEL & MONITORING	86,810	86,473	89,968	86,765	94,049	94,049

PROGRAM NAME/NUMBER — Information Technology/1024

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Ensure the continuity of operations for information technology and telecommunications systems to support City government • Update the disaster recovery plan annually	Percent of system availability for networks (does not include scheduled down time)	95%	95%	95%	95%
	Percent of system availability for voice systems	100%	100%	100%	100%
2. Ensure that all telephone, copier and other information systems equipment are functioning properly Note: Measures subject to equipment delivery and software vendor delays	Percent of equipment requiring repair or replacement due to breakdown	<5%	<5%	<5%	<5%
	Percent of repairs completed within 3 working days	95%	95%	95%	95%
	Percent of non-vendor software problems resolved within 3 working days	100%	100%	100%	100%
	Percent of service requests completed by deadline	95%	95%	95%	95%
	Percent of project deadlines met	90%	90%	90%	90%
3. Maintain the City's web site	Update content, implement improvements and increase functionality	TBD	TBD	TBD	TBD

PROGRAM NAME/NUMBER — Information Technology/1024

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
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 Travel and meals for training 1,200	6,200
30	Professional Services		
	30-14 Management Support Services	Outside consulting on hardware and software, as needed	5,000
34	Contractual Services		
	34-73 Cabling	All buildings, as needed	1,500
36	Special Services		
	36-28 Disaster Recovery	United Computer Group – Vault400 SaaS offsite storage of iSeries data (72-hour iSeries replacement in event of disaster)	4,700
	36-63 PGINCCC I-Net Pro-Rata Exp	City's pro-rata share of FY 2014 adopted operating budget of Prince George's I-Net (PGINCCC)	21,021
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 ..... 43,096 Qqest ManagerPlus fleet management, including Gasboy interface ..... 1,502 Qqest TimeForce time & attendance ..... 1,045 ESRI-ArcView GIS software, 3-user license fee (1 assigned to City Engineer, 2 concurrent users) ..... 1,600 Social Solutions – YFS casework software 9,600	

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1024
	Element/Object	**Details**	**Total**
		Comcate – customer request management software .....7,545 MD Property View, software license fee .....980 County Property View data, software license fee .....550 Peer replication software .....600 MetaFile files management software, scanning licenses for Admin, Finance and Public Services .....7,430 Symantec Norton Anti-Virus, network subscription .....2,048 ESRI – ArcGIS for Public Works tree inventory ArcPad .....250 NTI – anti-spam software for e-mail server and encryption .....3,524 Revize – website content management system (CMS) maintenance 1,800	81,570
	45-11 Computer Hardware Support	IBM – System i5 (AS/400) maintenance, including tape drive .....5,192 IBM – maintenance on 2 servers .....1,151 Allied Telesis – I-Net equipment at all locations 1,600	7,943
	45-15 Office Equipment	National Mailing Systems – postage meter and electronic scale .....585 Cummins-Allison – coin sorter and counter 720	1,305
	45-16 Building Services	Stanley Security Solutions – maintenance on IDenticard security and ID card system @ City Hall	805
48	Rental 48-10 Office Equipment	Hasler – postage meter and feeder	1,332
	48-20 Copiers	Konica Minolta bizhub 751 @ City Hall Admin. – lease + maintenance, $1,019/month .....12,228 Konica Minolta bizhub 552 @ Planning – lease + maintenance, $326/month .....3,912 Konica Minolta bizhub 283 @ Finance – lease + maintenance, $121/month .....1,452 Konica Minolta bizhub C224 @ Human Resources – lease + maintenance, $313/month .....3,756 Konica Minolta – reimbursement of personal property tax 1,200	22,548
60	Supplies 60-10 General Supplies	Copier toner and drums, desktop copiers @ City Hall	250
	60-11 Meeting Refreshments	Staff and I-Net meetings	360
	60-20 Computer Supplies	PC media .....200 Backup tape cartridges .....1,500 Laser and inkjet printer toner, all printers .....9,000 Color laser printer toner and supplies .....5,200 Cables, surge protectors, miscellaneous supplies 800	16,700
61	Office Supplies. 61-10 Office Supplies	Copier paper, postage meter supplies	6,000

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1024
	Element/Object	**Details**	**Total**
62	Postage 62-10 Postage	Postage meter usage, estimated	32,000
66	Telephone & Communications 66-10 Telephone	Telephone – local service and long distance at all buildings, provided over Avaya VoIP network phone system @ $2,300/month ..... 27,600 POTS ("Plain Old Telephone Service") lines for alarm systems, elevators, other uses: City Hall, alarm system lines @ $84/month ..... 1,008 Parking Garage, alarm system and elevator monitoring lines, 2 @ $61/month 1,464	30,072
	66-12 Cellular Phone	AT&T – monthly service, 2 phones + 1 allowance @ $40 ..... 1,440 Replacement parts for AT&T phones (batteries, chargers, cases, etc.) ..... 600 Verizon Wireless – aircard service for 7 code enforcement Toughbooks @ $281/month ..... 3,372 AT&T Mobility – aircard service for 11 parking pay stations @ $212/month ..... 2,544 Duncan Parking Technologies – aircard service for 6 X3 handheld ticket writers @ $600/month 7,200	15,156
	66-14 Internet	T-1 line for Internet access provided by Prince George's I-Net (included in I-Net budgeted cost) ..... 0 GSA dot gov domain registration, annual fee ..... 125 Network Solutions – 2 domain renewals for RoamSecure sites @ $45/year ..... 90 Atlantech – website hosting, 3 domains @ $35/year ..... 105 Comcast – City Hall Wi-Fi @ $107/month ..... 1,284 Comcast – Public Works Wi-Fi @ $107/month ..... 1,284 GoDaddy – Internet certs (SSLs) 500	3,388
	66-20 Cable TV Service	Comcast – digital box rental @ $7.25/month ..... 87 Verizon – digital box rental @ $3.99/month 48	135
67	Dues & Publications 67-10 Dues	Mid-Atlantic HTE Users Group (MA-HUG)	200
	67-20 Publications & Books	AS/400 technical manuals, IBM programming and network maintenance manuals	200
97	Communications Equipment 97-10 Telephone Systems	Replacement telephone equipment, all buildings	1,000
98	Computers & Software 98-10 Hardware	Replacement PCs, 6 @ $850 ..... 5,100 Replacement printers, estimate 3 @ $250 ..... 750 Replacement monitors, estimate 2 @ $130 ..... 260 Other hardware replacements 2,000	8,110

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1024	
	Element/Object	**Details**	**Total**
	98-20 Software	Software upgrades not covered under maintenance .....4,000 Survey Monkey – annual license 300	4,300

CAPITAL OUTLAY: Telephone systems include the replacement of telephones and other related equipment in all City buildings ($1,000). Hardware includes replacement PCs, printers and monitors for units that cannot be cost-effectively repaired ($8,110). Software includes upgrades not covered under maintenance ($4,000) and Survey Monkey license ($300).

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 10	GENERAL GOVERNMENT						
DIV 24	INFORMATION TECHNOLOGY						
SUB 0	GENERAL GOVERNMENT						
ELEM 10	PAYROLL-WAGES						
1024-510.10-01	SALARY	167,760	173,979	181,402	179,286	187,987	187,987
1024-510.10-02	HOURLY	104,244	112,553	118,231	118,048	123,610	123,610
1024-510.10-03	OVERTIME	3,782	7,517	7,500	5,730	6,000	6,000
*	PAYROLL-WAGES	275,786	294,049	307,133	303,064	317,597	317,597
ELEM 11	FRINGE BENEFITS						
1024-510.11-10	FICA	20,647	21,921	22,771	22,581	23,428	23,428
1024-510.11-12	HEALTH INSURANCE	21,861	20,868	21,182	21,625	24,381	24,381
1024-510.11-13	DENTAL INSURANCE	1,760	1,704	1,783	1,789	1,783	1,783
1024-510.11-14	LIFE INSURANCE	758	764	835	856	896	896
1024-510.11-15	VISION INSURANCE	834	820	912	909	912	912
1024-510.11-17	457 CITY MATCH CONTRIBUTN	1,594	1,597	1,675	2,101	2,197	2,197
1024-510.11-18	401A RETIREMENT	15,759	19,241	20,095	19,862	20,775	20,775
1024-510.11-21	WORKERS COMPENSATION INS	4,415	4,742	4,549	4,428	4,442	4,442
1024-510.11-22	LONG TERM DISABILITY INS	1,059	1,053	1,167	1,145	1,214	1,214
*	FRINGE BENEFITS	68,687	72,710	74,969	75,296	80,028	80,028
ELEM 12	TRAVEL & TRAINING						
1024-510.12-10	NON TRAINING TRAVEL	815	1,589	1,550	1,043	1,550	1,550
1024-510.12-11	TRAVEL & TRAINING	334	6,424	6,200	2,670	6,200	6,200
*	TRAVEL & TRAINING	1,149	8,013	7,750	3,713	7,750	7,750
ELEM 20	OVERHEAD						
1024-510.20-12	POSTAGE	35,545-	29,222-	37,000-	22,940-	32,000-	32,000-
1024-510.20-14	TELEPHONE	22,800-	22,800-	27,372-	27,372-	30,072-	30,072-
1024-510.20-15	INFORMATION TECHNOLOGY	489,093-	575,614-	552,780-	552,780-	582,600-	582,600-
1024-510.20-17	COPIER	15,833-	12,310-	25,209-	13,705-	28,798-	28,798-
*	OVERHEAD	563,271-	639,946-	642,361-	616,797-	673,470-	673,470-
ELEM 30	PROFESSIONAL SERVICES						
1024-510.30-14	SUPPORT SERVICES	3,312	4,612	5,000	2,774	5,000	5,000
*	PROFESSIONAL SERVICES	3,312	4,612	5,000	2,774	5,000	5,000
ELEM 34	CONTRACTUAL SERVICES						
1024-510.34-73	CABLING	238	590	1,500	354	1,500	1,500
*	CONTRACTUAL SERVICES	238	590	1,500	354	1,500	1,500
ELEM 36	SPECIAL SERVICES						
1024-510.36-28	DISASTER RECOVERY	0	0	0	0	4,700	4,700
1024-510.36-63	PGINCCC I-NET PRORATA EXP	16,777	14,959	14,851	11,731	21,021	21,021
*	SPECIAL SERVICES	16,777	14,959	14,851	11,731	25,721	25,721
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	510	743	1,500	1,404	1,500	1,500
*	REPAIR & MAINTENANCE	510	743	2,500	1,404	2,500	2,500
ELEM 45	MAINTENANCE CONTRACT						
1024-510.45-10	COMPUTER SOFTWARE SUPPORT	57,043	58,118	83,244	79,461	81,570	81,570
1024-510.45-11	COMPUTER HARDWARE SUPPORT	7,394	6,261	6,500	7,190	7,943	7,943
1024-510.45-15	OFFICE EQUIPMENT	1,241	1,295	1,241	720	1,305	1,305
1024-510.45-16	BUILDING SERVICES	694	0	805	0	805	805
*	MAINTENANCE CONTRACT	66,372	65,674	91,790	87,371	91,623	91,623
ELEM 48	RENTAL						
1024-510.48-10	OFFICE EQUIPMENT	1,020	1,020	1,020	1,572	1,332	1,332
1024-510.48-20	COPIERS	19,583	19,372	18,459	19,693	22,548	22,548
*	RENTAL	20,603	20,392	19,479	21,265	23,880	23,880
ELEM 60	SUPPLIES						
1024-510.60-10	GENERAL SUPPLIES	33	106	250	394	250	250
1024-510.60-11	MEETING REFRESHMENTS	39	55	360	149	360	360
1024-510.60-20	COMPUTER SUPPLIES	19,072	16,483	16,700	16,583	16,700	16,700

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 10	GENERAL GOVERNMENT						
DIV 24	INFORMATION TECHNOLOGY						
SUB 0	GENERAL GOVERNMENT						
ELEM 60	SUPPLIES						
*	SUPPLIES	19,144	16,644	17,310	17,126	17,310	17,310
ELEM 61	OFFICE SUPPLIES						
1024-510.61-10	OFFICE SUPPLIES	5,806	4,505	6,500	4,013	6,000	6,000
*	OFFICE SUPPLIES	5,806	4,505	6,500	4,013	6,000	6,000
ELEM 62	POSTAGE						
1024-510.62-10	POSTAGE	30,610	38,009	37,000	25,312	32,000	32,000
*	POSTAGE	30,610	38,009	37,000	25,312	32,000	32,000
ELEM 66	TELEPHONE & COMMUNICATION						
1024-510.66-10	TELEPHONE	26,839	27,255	27,372	29,040	30,072	30,072
1024-510.66-12	CELLULAR PHONE	11,240	17,580	14,760	15,129	15,156	15,156
1024-510.66-14	INTERNET	474	3,366	3,102	3,568	3,388	3,388
1024-510.66-20	CABLE TV SERVICE	0	0	135	41	135	135
*	TELEPHONE & COMMUNICATION	38,553	48,201	45,369	47,778	48,751	48,751
ELEM 67	DUES & PUBLICATIONS						
1024-510.67-10	DUES	305	305	200	305	200	200
1024-510.67-20	PUBLICATIONS & BOOKS	0	0	200	0	200	200
*	DUES & PUBLICATIONS	305	305	400	305	400	400
ELEM 92	MACHINERY & EQUIPMENT						
1024-510.92-20	EQUIPMENT	0	377	0	0	0	0
*	MACHINERY & EQUIPMENT	0	377	0	0	0	0
ELEM 97	COMMUNICATIONS EQUIPMENT						
1024-510.97-10	TELEPHONE SYSTEM	547	768	1,000	409	1,000	1,000
*	COMMUNICATIONS EQUIPMENT	547	768	1,000	409	1,000	1,000
ELEM 98	COMPUTER HDWE & SOFTWARE						
1024-510.98-10	COMPUTER HARDWARE	12,296	11,241	5,810	12,249	8,110	8,110
1024-510.98-20	COMPUTER SOFTWARE	22,162	27,916	4,000	1,587	4,300	4,300
*	COMPUTER HDWE & SOFTWARE	34,458	39,157	9,810	13,836	12,410	12,410
**	INFORMATION TECHNOLOGY	19,586	10,238-	0	1,046-	0	0

PROGRAM NAME/NUMBER Non-Departmental Expenditures/1025

DESCRIPTION: This program provides a cost pool for non-departmental expenditures such as insurance, City Hall utilities and payroll benefits. Funding for the City Hall caretaker is included in this program. The City Hall caretaker is utilized to close the building on nights when a public meeting extends beyond 10:00 p.m. The budgeted costs in this program are allocated to benefiting programs as overhead. Most insurance coverage is purchased through the Local Government Insurance Trust (LGIT), of which the City is a charter member. Expenditures in this program 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	FY 2012 ACTUAL	FY 2013		FY 2014 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	0.0% increase	<=5% increase	11.4% increase	<=10% increase

PROGRAM NAME/NUMBER — Non-Departmental Expenditures/1025

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

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Budget Total	**0.00**	**0.00**	**0.00**	**0.00**

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

EXPENDITURE SUPPORT DATA			**PROGRAM NUMBER: 1025**
	Element/Object	**Details**	**Total**
30	Professional Services 30-14 Management Support Svcs.	Unemployment Tax Service @ $80 per quarter .....320 TASC FlexSystem – flexible spending account (FSA) administration, estimate 30 participants 2,425	2,745
50	Insurance 50-10 Liability Insurance	General liability – primary .....7,870 General liability and auto – excess .....3,707 Public officials' liability .....41,730 Auto – primary .....29,722 Auto – physical damage .....15,783 Property .....15,315 Boiler and machinery .....508 Pollution legal liability .....8,309 Crime bond .....3,143 Contingency and audit .....2,000 Insurance deductibles .....7,500 Personal injury protection .....900 Uninsured motorists .....437 Metro underpass – WMATA and CSXT .....3,281 Fuel storage tanks .....705 Flood and earth movement 770	141,680
60	Supplies 60-10 General Supplies	Coffee, paper products, general supplies @ City Hall	3,200
65	Utilities 65-10 Electricity	City Hall .....33,600 Clean Currents – renewable energy credits (RECs), 1,850 mWh @ $1.25/mWh, covering 1,850,000 kWh for all City facilities and streetlights 2,313	35,913
	65-11 Natural Gas	Estimate based on current usage	3,000
	65-13 Water & Sewer	Estimate based on current usage	1,500

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

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 10	GENERAL GOVERNMENT						
DIV 25	NON-DEPARTMENTAL EXP						
SUB 0	GENERAL GOVERNMENT						
ELEM 10	PAYROLL-WAGES						
1025-510.10-01	SALARY	4,800	4,800	4,800	4,800	4,800	4,800
1025-510.10-03	OVERTIME	3,602	2,789	4,000	3,055	3,000	3,000
*	PAYROLL-WAGES	8,402	7,589	8,800	7,855	7,800	7,800
ELEM 11	FRINGE BENEFITS						
1025-510.11-10	FICA	635	572	674	593	598	598
1025-510.11-12	HEALTH INSURANCE	445	180	0	412	0	0
1025-510.11-13	DENTAL INSURANCE	17	11	0	14	0	0
1025-510.11-14	LIFE INSURANCE	68	102	0	7	0	0
1025-510.11-15	VISION INSURANCE	8	6	0	8	0	0
1025-510.11-17	457 CITY MATCH CONTRIBUTN	61	53	0	54	0	0
1025-510.11-18	401A RETIREMENT	8,906-	7,769-	260	199	195	195
1025-510.11-21	WORKERS COMPENSATION INS	3,316	147	255	16,430	215	215
1025-510.11-22	LONG TERM DISABILITY INS	48	31-	0	9	0	0
*	FRINGE BENEFITS	4,308-	6,729-	1,189	17,726	1,008	1,008
ELEM 12	TRAVEL & TRAINING						
1025-510.12-11	TRAVEL & TRAINING	0	39	0	0	0	0
*	TRAVEL & TRAINING	0	39	0	0	0	0
ELEM 20	OVERHEAD						
1025-510.20-10	INSURANCE	177,774-	173,606-	159,436-	159,436-	141,680-	141,680-
1025-510.20-13	UTILITIES	52,770-	56,577-	58,768-	58,768-	56,970-	56,970-
1025-510.20-14	TELEPHONE	1,368	1,368	1,642	1,642	1,804	1,804
*	OVERHEAD	229,176-	228,815-	216,562-	216,562-	196,846-	196,846-
ELEM 30	PROFESSIONAL SERVICES						
1025-510.30-14	SUPPORT SERVICES	2,450	2,612	2,620	2,107	2,745	2,745
1025-510.30-52	ACTUARIAL SERVICES	0	0	0	7,238	0	0
*	PROFESSIONAL SERVICES	2,450	2,612	2,620	9,345	2,745	2,745
ELEM 50	INSURANCE						
1025-510.50-10	LIABILITY INSURANCE	148,068	118,900	159,436	101,671	141,680	141,680
*	INSURANCE	148,068	118,900	159,436	101,671	141,680	141,680
ELEM 60	SUPPLIES						
1025-510.60-10	GENERAL SUPPLIES	5,575	1,455	3,200	3,505	3,200	3,200
*	SUPPLIES	5,575	1,455	3,200	3,505	3,200	3,200
ELEM 65	UTILITIES						
1025-510.65-10	ELECTRICITY	35,114	34,374	35,817	24,409	35,913	35,913
1025-510.65-11	NATURAL GAS	2,788	1,950	4,000	2,379	3,000	3,000
1025-510.65-13	WATER & SEWER	1,189	964	1,500	1,028	1,500	1,500
*	UTILITIES	39,091	37,288	41,317	27,816	40,413	40,413
**	NON-DEPARTMENTAL EXP	29,898-	67,661-	0	48,644-	0	0
***	GENERAL GOVERNMENT	2,227,506	2,321,259	2,681,445	2,490,238	2,839,592	2,805,921

PUBLIC SERVICES

PROGRAM NAME/NUMBER — Public Services Administration/2010

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Manage department programs within approved annual budget	Percent of programs that are within budget	100%	100%	100%	100%
2. Ensure prompt response to complaints and requests from citizens, Mayor & Council, and administration	Percent of requests with initial response within 1 business day	90%	95%	95%	95%
3. Ensure achievement of department goals and planned accomplishments • Report achievements annually	Percent of targets and accomplishments achieved (based on all Public Services performance measures, pass/fail basis)	56%	50%	74%	70%

PROGRAM NAME/NUMBER — Public Services Administration/2010

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Director of Public Services	1.00	1.00	1.00	1.00
Office Specialist III	0.20	0.10	0.10	0.05
Administrative Assistant	0.30	0.20	0.20	0.20
Office Specialist I	0.00	0.00	0.00	0.15
Budget Total	**1.50**	**1.30**	**1.30**	**1.40**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 2010
	Element/Object	**Details**	**Total**
12	Travel & Training 12-11 Travel & Training	NFPA or International Code Council annual conference .....2,000 Maryland Municipal League (MML) annual conference (no lodging), 1 @ $650.....650 Local meetings (CEZOA, MBOA, IPI) .....300 Staff training – department wide 1,400	4,350
30	Professional Services 30-13 Administrative Support	Clerical support	2,000
	30-39 Translation Services	Translate department public information materials	300
36	Special Services 36-10 Printing	Flyers, committee support	2,000
40	Repair & Maintenance 40-10 Office Equipment		300
47	Clothing & Uniforms 47-10 Clothing & Uniforms	City seal clothing for administration staff .....250 Safety shoes, as needed, 1 @ $170 170	420
48	Rental 48-20 Copiers	Copier lease @ $280 monthly	3,360
60	Supplies 60-10 General Supplies	Based on current usage .....1,700 Promotional materials for UM students 750	2,450
	60-11 Meeting Refreshments		500
61	Office Supplies 61-10 Office Supplies	Based on current usage	1,000
65	Utilities 65-10 Electricity	Estimate based on current usage	7,600

PROGRAM NAME/NUMBER — Public Services Administration/2010

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 2010
	Element/Object	**Details**	**Total**
66	Telephone & Communications 66-12 Cellular Phone	Monthly service, 1 iPhone @ $100	1,200
67	Dues & Publications 67-10 Dues	Code Enforcement & Zoning Officials Association (CEZOA), 1 @ $25 ..... 25 American Association of Code Enforcement (AACE) ..... 75 International Parking Institute (IPI), associate ..... 155 Maryland Building Officials Association (MBOA) ..... 25 National Fire Protection Association (NFPA) ..... 150 Maryland Association of Parking Administrators ..... 50 International Code Council 150	630
	67-20 Publications & Books		350
69	Miscellaneous Charge 69-10 Miscellaneous		300

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 20	PUBLIC SERVICES						
DIV 10	PUBLIC SERVICES ADMIN						
SUB 0	PUBLIC SERVICES						
ELEM 10	PAYROLL-WAGES						
2010-520.10-01	SALARY	100,602	103,755	109,399	109,007	114,377	114,377
2010-520.10-02	HOURLY	27,794	22,917	15,753	12,218	18,888	18,888
2010-520.10-03	OVERTIME	3,660	2,645	3,500	2,364	3,000	3,000
*	PAYROLL-WAGES	132,056	129,317	128,652	123,589	136,265	136,265
ELEM 11	FRINGE BENEFITS						
2010-520.11-10	FICA	9,926	9,366	8,815	9,685	9,089	9,089
2010-520.11-12	HEALTH INSURANCE	6,946	4,648	4,361	4,478	4,531	4,531
2010-520.11-13	DENTAL INSURANCE	899	756	771	750	761	761
2010-520.11-14	LIFE INSURANCE	346	308	348	350	392	392
2010-520.11-15	VISION INSURANCE	291	248	260	255	255	255
2010-520.11-17	457 CITY MATCH CONTRIBUTN	698	633	626	648	626	626
2010-520.11-18	401A RETIREMENT	7,880	7,938	8,429	8,374	8,633	8,633
2010-520.11-21	WORKERS COMPENSATION INS	3,903	3,957	3,794	3,702	3,688	3,688
2010-520.11-22	LONG TERM DISABILITY INS	474	428	487	478	502	502
*	FRINGE BENEFITS	31,363	28,282	27,891	28,720	28,477	28,477
ELEM 12	TRAVEL & TRAINING						
2010-520.12-10	NON TRAINING TRAVEL	44	0	0	0	0	0
2010-520.12-11	TRAVEL & TRAINING	1,344	924	4,300	557	4,350	4,350
*	TRAVEL & TRAINING	1,388	924	4,300	557	4,350	4,350
ELEM 20	OVERHEAD						
2010-520.20-10	INSURANCE	3,555	3,472	3,189	3,189	2,834	2,834
2010-520.20-12	POSTAGE	0	10	0	0	0	0
2010-520.20-14	TELEPHONE	3,420	3,420	4,106	4,106	4,511	4,511
2010-520.20-15	INFORMATION TECHNOLOGY	4,891	17,268	16,583	16,583	17,478	17,478
2010-520.20-16	BUILDING MAINTENANCE	27,315	26,269	29,349	29,349	31,118	31,118
*	OVERHEAD	39,181	50,439	53,227	53,227	55,941	55,941
ELEM 30	PROFESSIONAL SERVICES						
2010-520.30-13	ADMINISTRATIVE	3,099	0	2,000	492	2,000	2,000
2010-520.30-39	TRANSLATION SERVICES	0	0	300	0	300	300
*	PROFESSIONAL SERVICES	3,099	0	2,300	492	2,300	2,300
ELEM 36	SPECIAL SERVICES						
2010-520.36-10	PRINTING	303	424	2,000	223	2,000	2,000
*	SPECIAL SERVICES	303	424	2,000	223	2,000	2,000
ELEM 40	REPAIR & MAINTENANCE						
2010-520.40-10	OFFICE EQUIPMENT	0	0	300	0	300	300
2010-520.40-25	HVAC REPAIRS	0	240	0	0	0	0
*	REPAIR & MAINTENANCE	0	240	300	0	300	300
ELEM 45	MAINTENANCE CONTRACT						
2010-520.45-23	PEST CONTROL	102	0	0	0	0	0
*	MAINTENANCE CONTRACT	102	0	0	0	0	0
ELEM 47	CLOTHING & UNIFORMS						
2010-520.47-10	CLOTHING & UNIFORMS	248	173	420	117	420	420
*	CLOTHING & UNIFORMS	248	173	420	117	420	420
ELEM 48	RENTAL						
2010-520.48-20	COPIERS	3,249	3,411	3,360	2,972	3,360	3,360
*	RENTAL	3,249	3,411	3,360	2,972	3,360	3,360
ELEM 60	SUPPLIES						
2010-520.60-10	GENERAL SUPPLIES	2,904	1,019	2,450	2,225	2,450	2,450
2010-520.60-11	MEETING REFRESHMENTS	0	0	500	0	500	500
*	SUPPLIES	2,904	1,019	2,950	2,225	2,950	2,950
ELEM 61	OFFICE SUPPLIES						
2010-520.61-10	OFFICE SUPPLIES	249	214	1,000	143	1,000	1,000

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 20	PUBLIC SERVICES						
DIV 10	PUBLIC SERVICES ADMIN						
SUB 0	PUBLIC SERVICES						
ELEM 61	OFFICE SUPPLIES						
*	OFFICE SUPPLIES	249	214	1,000	143	1,000	1,000
ELEM 62	POSTAGE						
2010-520.62-10	POSTAGE	0	37	0	0	0	0
*	POSTAGE	0	37	0	0	0	0
ELEM 65	UTILITIES						
2010-520.65-10	ELECTRICITY	8,640	6,985	7,600	6,300	7,600	7,600
*	UTILITIES	8,640	6,985	7,600	6,300	7,600	7,600
ELEM 66	TELEPHONE & COMMUNICATION						
2010-520.66-12	CELLULAR PHONE	1,344	1,355	1,320	930	1,200	1,200
*	TELEPHONE & COMMUNICATION	1,344	1,355	1,320	930	1,200	1,200
ELEM 67	DUES & PUBLICATIONS						
2010-520.67-10	DUES	563	365	630	250	630	630
2010-520.67-20	PUBLICATIONS & BOOKS	67	0	350	0	350	350
*	DUES & PUBLICATIONS	630	365	980	250	980	980
ELEM 69	MISCELLANEOUS CHARGE						
2010-520.69-10	MISCELLANEOUS	25	0	300	0	300	300
*	MISCELLANEOUS CHARGE	25	0	300	0	300	300
ELEM 92	MACHINERY & EQUIPMENT						
2010-520.92-50	VIDEO EQUIPMENT	366	0	0	0	0	0
*	MACHINERY & EQUIPMENT	366	0	0	0	0	0
**	PUBLIC SERVICES ADMIN	225,147	223,185	236,600	219,745	247,443	247,443

PROGRAM NAME/NUMBER — Parking Enforcement/2011

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013 TARGET	FY 2013 ACTUAL	FY 2014 TARGET
1. To apply parking enforcement actions in a fair and consistent manner	Percent of residents rating parking enforcement overall responsiveness and timeliness as good or better	New	New	56%	No survey
	Percent of tickets issued without written complaint	95%	97%	99%	98%
	Percent of tickets voided due to officer error	<1.5%	<1.5%	<1.5%	<1.5%
2. To facilitate access to parking in residential areas by issuing permits to eligible residents in a timely manner	Percent of residents rating parking enforcement in neighborhoods as good or better	New	New	57%	No survey
	Percent of permits issued to eligible residents (who submit required documentation) within 1 day of application	97%	99%	100%	99%
3. To facilitate access to parking in commercial areas by maintaining operational meters	Percent of residents rating parking enforcement in commercial areas as good or better	New	New	68%	No survey
	Percent of meters and pay stations operational (subject to connectivity availability)	90%	95%	95%	95%
4. To collect coin and currency from meters and pay stations in a timely fashion • Collected at least twice per week, or as necessary	Percent of meters and pay stations collected on schedule	99%	99%	99%	99%

PROGRAM NAME/NUMBER — Parking Enforcement/2011

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
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	5.00	5.00	5.00	4.00
Parking Enforcement Officer I	0.50	0.50	0.50	1.50
Office Specialist II	1.00	1.00	1.00	1.00
Fiscal Support Specialist II	0.70	0.70	0.70	0.30
Budget Total	**9.20**	**9.20**	**9.20**	**8.80**

OPERATING EXPENDITURES

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 2011
	Element/Object	**Details**	**Total**
12	Travel & Training 12-11 Travel & Training	International Parking Institute (IPI) conference @ Dallas, 1 attendee @ $2,300 ..... 2,300 LGIT – coursework for Academy for Excellence in Local Governance, 1 attendee ..... 200 Local training seminars, 4 @ $125 500	3,000
30	Professional Services 30-40 Parking Tickets Hearing Officer	Estimated 4 hours per week @ $32/hour	6,656
	30-65 Interpreter Services	Interpreter for hearings, estimate 2 @ $158	316
36	Special Services 36-10 Printing	Parking tickets, parking permits, visitor permits ..... 17,600 Pay station receipt paper 9,000	26,600
	36-13 MVA Services	Motor Vehicle Administration MILES system @ $46/month	550
40	Repair & Maintenance 40-13 Tools & Equipment	Maintenance of parking meter housings, coin boxes and mechanisms, as needed	1,500
45	Maintenance Contract 45-13 Handheld Ticket Writers (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 11 Aura pay stations	11,352
47	Clothing & Uniforms 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 Shoes, 7 @ $170 ..... 1,190 Replacement umbrellas, hats, gloves, badges, name bars and pins, as needed 800	6,040
60	Supplies 60-10 General	Batteries for portable radios, flashlights and handheld ticket writers ..... 1,000 Batteries for parking meters, 400 (4 cases) @ $8.20 each (all meter batteries are replaced at least once per year) ..... 3,280 Replacement batteries for pay stations, 7 @ $80 each 560	4,840
61	Office Supplies 61-10 Office Supplies	Computer paper, stationary, general office supplies	1,200
62	Postage 62-10 Postage	Shipping charges, returning handheld ticket writers and meter mechanisms for repairs	720
66	Telephone & Communications 66-12 Cellular Phone	Monthly service @ $40, 1 phone	480
67	Dues & Publications 67-10 Dues	International Parking Institute (IPI), 1 primary @ $595, 1 associate @ $155 ..... 750 Maryland Association of Parking Administrators, 2 @ $50 100	850
	67-20 Publications & Books		150
98	Computers & Software 98-10 Hardware	11 CDMA modems to upgrade Aura pay station communication from 2G to 3G, including software and installation	9,993

CAPITAL OUTLAY: Hardware includes the cost of upgrading 11 Aura pay stations to faster communication, improving customer processing time and back-office server updating ($9,993).

RELATED REVENUES		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
343.20	Parking Meter Revenue	350,964	370,175	350,000	340,085	350,000
343.21	Garage Pay Station Revenue	79,742	86,442	75,000	78,957	75,000
343.25	Parking Permit Revenue	61,700	52,225	48,400	54,426	50,000
343.26	Garage Permit Revenue	44,172	46,822	50,000	46,753	50,000
343.40	MVA Registration Fees	73	84	175	322	500
343.50	MVA Non-Resident Permits	1,485	1,648	2,500	1,667	2,500
359.30	Vehicle Booting Fees	910	490	600	1,290	700
359.40	Parking Fines Revenue	916,200	729,665	800,000	822,392	750,000
	TOTAL	1,455,246	1,287,551	1,326,675	1,345,892	1,278,700

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 20	PUBLIC SERVICES						
DIV 11	PARKING ENFORCEMENT						
SUB 0	PUBLIC SERVICES						
ELEM 10	PAYROLL-WAGES						
2011-520.10-01	SALARY	74,151	77,161	80,571	80,364	84,237	84,237
2011-520.10-02	HOURLY	356,827	379,728	391,059	360,764	383,966	383,966
2011-520.10-03	OVERTIME	3,809	4,945	6,000	6,515	6,000	6,000
2011-520.10-10	NIGHT SHIFT DIFFERENTIAL	4,895	4,903	5,000	4,408	5,000	5,000
*	PAYROLL-WAGES	439,682	466,737	482,630	452,051	479,203	479,203
ELEM 11	FRINGE BENEFITS						
2011-520.11-10	FICA	31,633	33,957	35,559	33,788	35,633	35,633
2011-520.11-12	HEALTH INSURANCE	48,689	50,677	51,415	42,084	41,925	41,925
2011-520.11-13	DENTAL INSURANCE	2,564	2,730	2,643	2,684	2,222	2,222
2011-520.11-14	LIFE INSURANCE	1,125	1,224	1,372	1,429	1,466	1,466
2011-520.11-15	VISION INSURANCE	974	944	998	933	923	923
2011-520.11-17	457 CITY MATCH CONTRIBUTN	4,857	5,192	5,188	4,989	4,458	4,458
2011-520.11-18	401A RETIREMENT	27,178	29,685	31,437	29,448	30,175	30,175
2011-520.11-21	WORKERS COMPENSATION INS	14,096	15,042	14,366	13,365	13,643	13,643
2011-520.11-22	LONG TERM DISABILITY INS	1,568	1,587	1,768	1,582	1,608	1,608
*	FRINGE BENEFITS	132,684	141,038	144,746	130,302	132,053	132,053
ELEM 12	TRAVEL & TRAINING						
2011-520.12-11	TRAVEL & TRAINING	2,723	3,496	2,700	2,682	3,000	3,000
*	TRAVEL & TRAINING	2,723	3,496	2,700	2,682	3,000	3,000
ELEM 20	OVERHEAD						
2011-520.20-10	INSURANCE	5,333	5,208	4,783	4,783	4,250	4,250
2011-520.20-11	AUTOMOTIVE	33,528	34,466	37,323	37,323	37,640	37,640
2011-520.20-12	POSTAGE	2,163	1,967	2,560	2,265	2,560	2,560
2011-520.20-13	UTILITIES	7,916	8,487	8,815	8,815	8,546	8,546
2011-520.20-14	TELEPHONE	1,368	1,368	1,642	1,642	1,804	1,804
2011-520.20-15	INFORMATION TECHNOLOGY	102,710	143,904	138,195	138,195	145,650	145,650
2011-520.20-16	BUILDING MAINTENANCE	5,463	5,254	5,870	5,870	6,224	6,224
2011-520.20-17	COPIER	1,363	1,155	2,773	1,531	3,168	3,168
*	OVERHEAD	159,844	201,809	201,961	200,424	209,842	209,842
ELEM 30	PROFESSIONAL SERVICES						
2011-520.30-40	PKG TKTS HEARING OFFICER	7,485	8,100	8,320	10,032	6,656	6,656
2011-520.30-65	INTERPRETER SERVICES	0	0	316	170	316	316
*	PROFESSIONAL SERVICES	7,485	8,100	8,636	10,202	6,972	6,972
ELEM 36	SPECIAL SERVICES						
2011-520.36-10	PRINTING	21,140	24,758	26,600	26,473	26,600	26,600
2011-520.36-13	MVA SERVICES	504	504	550	476	550	550
*	SPECIAL SERVICES	21,644	25,262	27,150	26,949	27,150	27,150
ELEM 40	REPAIR & MAINTENANCE						
2011-520.40-13	TOOLS & EQUIPMENT	12,706	1,829	1,000	2,215	1,500	1,500
2011-520.40-16	PARKING PAY STATIONS	0	0	0	291	0	0
2011-520.40-22	MOBILE & PORTABLE RADIOS	997	1,280	0	0	0	0
2011-520.40-45	WELDING SERVICES	175	0	0	0	0	0
*	REPAIR & MAINTENANCE	13,878	3,109	1,000	2,506	1,500	1,500
ELEM 45	MAINTENANCE CONTRACT						
2011-520.45-13	HANDHELD TICKET WRITERS	0	0	4,550	5,100	4,550	4,550
2011-520.45-14	PARKING PAY STATIONS	0	0	12,792	11,352	11,352	11,352
*	MAINTENANCE CONTRACT	0	0	17,342	16,452	15,902	15,902
ELEM 47	CLOTHING & UNIFORMS						
2011-520.47-10	CLOTHING & UNIFORMS	5,826	2,599	6,040	5,692	6,040	6,040
*	CLOTHING & UNIFORMS	5,826	2,599	6,040	5,692	6,040	6,040
ELEM 60	SUPPLIES						
2011-520.60-10	GENERAL SUPPLIES	2,127	2,631	4,840	4,320	4,840	4,840
*	SUPPLIES	2,127	2,631	4,840	4,320	4,840	4,840

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 20	PUBLIC SERVICES						
DIV 11	PARKING ENFORCEMENT						
SUB 0	PUBLIC SERVICES						
ELEM 61	OFFICE SUPPLIES						
ELEM 61	OFFICE SUPPLIES						
2011-520.61-10	OFFICE SUPPLIES	736	838	1,200	371	1,200	1,200
*	OFFICE SUPPLIES	736	838	1,200	371	1,200	1,200
ELEM 62	POSTAGE						
2011-520.62-10	POSTAGE	504	206	500	945	720	720
*	POSTAGE	504	206	500	945	720	720
ELEM 66	TELEPHONE & COMMUNICATION						
2011-520.66-12	CELLULAR PHONE	385	359	480	508	480	480
*	TELEPHONE & COMMUNICATION	385	359	480	508	480	480
ELEM 67	DUES & PUBLICATIONS						
2011-520.67-10	DUES	705	630	830	630	850	850
2011-520.67-20	PUBLICATIONS & BOOKS	0	0	150	0	150	150
*	DUES & PUBLICATIONS	705	630	980	630	1,000	1,000
ELEM 69	MISCELLANEOUS CHARGE						
2011-520.69-10	MISCELLANEOUS	0	0	0	34	0	0
*	MISCELLANEOUS CHARGE	0	0	0	34	0	0
ELEM 92	MACHINERY & EQUIPMENT						
2011-520.92-45	HANDHELD TICKET WRITERS	4,675	0	0	0	0	0
*	MACHINERY & EQUIPMENT	4,675	0	0	0	0	0
ELEM 98	COMPUTER HDWE & SOFTWARE						
2011-520.98-10	COMPUTER HARDWARE	0	0	0	0	9,993	9,993
*	COMPUTER HDWE & SOFTWARE	0	0	0	0	9,993	9,993
**	PARKING ENFORCEMENT	792,898	856,814	900,205	854,068	899,895	899,895

PROGRAM NAME/NUMBER — Code Enforcement/2012

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

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. To ensure the health, welfare and safety of residents by enforcing adopted property maintenance codes	Percent of residents rating code enforcement responsiveness and timeliness to inquiries and complaints as good or better	No survey	66%	54%	No survey
2. To apply enforcement actions in a fair and consistent manner	Percent of municipal infractions uncontested (complied, paid fine, failed to appear in court)	65%	68%	70%	70%
	Percent of contested citations overturned in court	10%	10%	10%	10%
3. To conduct inspections of properties regularly					
• Inspect rental properties annually	Percent of licensed rental properties inspected on schedule	99%	99%	99%	99%
• Inspect exterior of all properties bi-monthly	Percent of exterior inspections completed on schedule	95%	99%	99%	95%
• Inspect commercial properties annually	Percent of licensed commercial inspections completed on schedule	99%	99%	99%	99%

PROGRAM NAME/NUMBER — Code Enforcement/2012

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Code Enforcement Manager	1.00	1.00	1.00	1.00
Code Enforcement Officer III	1.00	3.00	2.00	2.00
Code Enforcement Officer II	3.00	1.00	2.00	2.00
Code Enforcement Officer I	2.00	2.00	2.00	3.00
Office Specialist III	0.50	0.20	0.20	0.60
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	0.35
Budget Total	**10.10**	**9.80**	**9.80**	**10.95**

OPERATING EXPENDITURES

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 2012
	Element/Object	**Details**	**Total**
12	Travel & Training 12-11 Travel & Training	CEZOA quarterly meeting, CEO staff .....550 MBOA quarterly meeting .....300 AACE conference @ Oklahoma City, 1 attendee .....2,000 CEZOA state conference, 6 @ $450 .....2,700 Administrative support training – clerical, 4 @ $200 .....800 CEO continuing education, 7 @ $100 .....700 Noise control certification training, 2 @ $800 .....1,600 Noise control recertification, 3 @ $500 1,500	10,150
30	Professional Services 30-13 Administrative	Temporary help, as needed	300
36	Special Services 36-10 Printing	Printing of new resident packets, inspection forms, licenses .....1,500 Permit forms, letterhead, envelopes 2,500	4,000
	36-36 Abatements	Estimated abatements (other than Public Works providing abatement services)	0
40	Repair & Maintenance 40-13 Tools & Equipment	Annual calibration of noise meters and calibrators, 3 @ $300 each	900
47	Clothing & Uniforms 47-10 Clothing & Uniforms	Uniform shirts for 9 code enforcement staff .....2,468 Replacement jackets, slacks for code enforcement staff, as needed, 9 @ $230 .....2,070 Safety shoes, 9 @ $170 1,530	6,068

PROGRAM NAME/NUMBER — Code Enforcement/2012

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 2012
	Element/Object	Details	Total
48	Rental 48-60 Buildings	Storage space rental, Code Enforcement archive files @ $199/month	2,388
60	Supplies 60-10 General Supplies	Smoke alarm giveaway program ..... 600 Other supplies 100	700
	60-60 Safety Supplies		500
61	Office Supplies 61-10 Office Supplies	Computer paper, copier paper, office supplies	3,587
66	Telephone & Communications 66-12 Cellular Phone	Monthly service @ $40, 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	Video camera	900

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

RELATED REVENUES		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
322.10	City Liquor Licenses	11,196	15,263	11,000	14,562	11,000
322.20	State Traders Licenses	29,063	30,609	30,000	28,799	30,000
323.10	City Building Permits	7,471	8,025	7,000	5,850	5,000
323.40	Occupancy Permits	606,605	776,003	580,000	677,324	766,886
359.50	Municipal Infractions	147,374	94,148	100,000	90,360	100,000
	TOTAL	801,709	924,048	728,000	816,895	866,000

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 20	PUBLIC SERVICES						
DIV 12	CODE ENFORCEMENT						
SUB 0	PUBLIC SERVICES						
ELEM 10	PAYROLL-WAGES						
2012-520.10-01	SALARY	83,445	85,533	87,122	88,311	92,455	92,455
2012-520.10-02	HOURLY	412,343	405,345	444,098	407,837	490,957	490,957
2012-520.10-03	OVERTIME	29,473	33,083	53,000	32,080	35,000	35,000
2012-520.10-10	NIGHT SHIFT DIFFERENTIAL	704	839	1,000	1,175	1,000	1,000
*	PAYROLL-WAGES	525,965	524,800	585,220	529,403	619,412	619,412
ELEM 11	FRINGE BENEFITS						
2012-520.11-10	FICA	38,678	38,812	42,910	38,807	45,641	45,641
2012-520.11-12	HEALTH INSURANCE	72,073	73,091	74,733	72,663	83,985	83,985
2012-520.11-13	DENTAL INSURANCE	4,874	4,962	5,222	5,037	5,136	5,136
2012-520.11-14	LIFE INSURANCE	1,278	1,287	1,377	1,471	1,856	1,856
2012-520.11-15	VISION INSURANCE	1,476	1,440	1,592	1,565	1,556	1,556
2012-520.11-17	457 CITY MATCH CONTRIBUTN	9,152	8,256	9,307	10,353	11,393	11,393
2012-520.11-18	401A RETIREMENT	33,159	32,190	36,462	32,727	37,814	37,814
2012-520.11-21	WORKERS COMPENSATION INS	15,408	15,431	15,769	13,600	15,784	15,784
2012-520.11-22	LONG TERM DISABILITY INS	1,771	1,649	1,927	1,721	2,002	2,002
*	FRINGE BENEFITS	177,869	177,118	189,299	177,944	205,167	205,167
ELEM 12	TRAVEL & TRAINING						
2012-520.12-10	NON TRAINING TRAVEL	4	0	0	0	0	0
2012-520.12-11	TRAVEL & TRAINING	5,808	5,750	9,350	7,188	10,150	10,150
*	TRAVEL & TRAINING	5,812	5,750	9,350	7,188	10,150	10,150
ELEM 20	OVERHEAD						
2012-520.20-10	INSURANCE	5,333	5,208	4,783	4,783	4,250	4,250
2012-520.20-11	AUTOMOTIVE	40,233	41,359	44,787	44,787	45,169	45,169
2012-520.20-12	POSTAGE	14,886	11,444	12,800	11,919	12,800	12,800
2012-520.20-15	INFORMATION TECHNOLOGY	92,928	97,854	93,973	93,973	99,042	99,042
2012-520.20-17	COPIER	18	4	252	10	288	288
*	OVERHEAD	153,398	155,869	156,595	155,472	161,549	161,549
ELEM 30	PROFESSIONAL SERVICES						
2012-520.30-13	ADMINISTRATIVE	1,539	0	300	0	300	300
*	PROFESSIONAL SERVICES	1,539	0	300	0	300	300
ELEM 36	SPECIAL SERVICES						
2012-520.36-10	PRINTING	4,682	5,815	4,000	5,012	4,000	4,000
*	SPECIAL SERVICES	4,682	5,815	4,000	5,012	4,000	4,000
ELEM 40	REPAIR & MAINTENANCE						
2012-520.40-13	TOOLS & EQUIPMENT	780	0	780	900	900	900
2012-520.40-21	BICYCLE EQUIPMENT	200	0	0	0	0	0
2012-520.40-22	MOBILE & PORTABLE RADIOS	118	0	0	0	0	0
*	REPAIR & MAINTENANCE	1,098	0	780	900	900	900
ELEM 47	CLOTHING & UNIFORMS						
2012-520.47-10	CLOTHING & UNIFORMS	4,191	2,666	4,720	4,049	6,068	6,068
*	CLOTHING & UNIFORMS	4,191	2,666	4,720	4,049	6,068	6,068
ELEM 48	RENTAL						
2012-520.48-60	BUILDINGS	2,112	2,068	2,112	2,403	2,388	2,388
*	RENTAL	2,112	2,068	2,112	2,403	2,388	2,388
ELEM 60	SUPPLIES						
2012-520.60-10	GENERAL SUPPLIES	1,222	381	1,100	311	700	700
2012-520.60-20	COMPUTER SUPPLIES	132	0	0	0	0	0
2012-520.60-60	SAFETY SUPPLIES	420	546	500	446	500	500
*	SUPPLIES	1,774	927	1,600	757	1,200	1,200
ELEM 61	OFFICE SUPPLIES						
2012-520.61-10	OFFICE SUPPLIES	2,378	2,250	3,587	2,550	3,587	3,587
*	OFFICE SUPPLIES	2,378	2,250	3,587	2,550	3,587	3,587

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 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	502	367	0	0	0	0
2012-520.66-12	CELLULAR PHONE	3,437	2,803	3,360	2,473	3,360	3,360
*	TELEPHONE & COMMUNICATION	3,939	3,170	3,360	2,473	3,360	3,360
ELEM 67	DUES & PUBLICATIONS						
2012-520.67-10	DUES	995	750	725	700	725	725
2012-520.67-20	PUBLICATIONS & BOOKS	119	524	775	114	775	775
*	DUES & PUBLICATIONS	1,114	1,274	1,500	814	1,500	1,500
ELEM 69	MISCELLANEOUS CHARGE						
2012-520.69-10	MISCELLANEOUS	87	163	0	60	0	0
*	MISCELLANEOUS CHARGE	87	163	0	60	0	0
ELEM 92	MACHINERY & EQUIPMENT						
2012-520.92-40	PHOTOGRAPHIC EQUIPMENT	1,239	0	500	0	900	900
*	MACHINERY & EQUIPMENT	1,239	0	500	0	900	900
ELEM 93	OFFICE EQUIPMENT						
2012-520.93-20	OFFICE FURNITURE	545	0	0	0	0	0
*	OFFICE EQUIPMENT	545	0	0	0	0	0
ELEM 98	COMPUTER HDWE & SOFTWARE						
2012-520.98-10	COMPUTER HARDWARE	1,418	0	0	17,520	0	0
*	COMPUTER HDWE & SOFTWARE	1,418	0	0	17,520	0	0
**	CODE ENFORCEMENT	889,160	881,870	962,923	906,545	1,020,481	1,020,481

PROGRAM NAME/NUMBER — Animal Control/2013

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 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	No survey	75%	61%	No survey
• License all dogs and cats to aid in the prevention of rabies	Number of County animal licenses issued to residents in zip code 20740, according to County animal management	437	460	549	550
2. Respond to nuisance animal and cruelty to animal complaints in a timely manner	Percent of complaints responded to within 30 minutes during on-duty hours	95%	95%	95%	95%
	Percent of priority complaints responded to within 8 hours during off-duty hours by City or County animal control officer	95%	95%	90%	90%

PROGRAM NAME/NUMBER — Animal Control/2013

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Animal Control Officer III	1.00	0.00	0.00	0.00
Animal Control Officer II	0.00	0.00	0.00	1.00
Animal Control Officer I	0.00	1.00	1.00	0.00
Administrative Assistant	0.00	0.00	0.00	0.05
Budget Total	**1.00**	**1.00**	**1.00**	**1.05**

OPERATING EXPENDITURES

EXPENDITURE SUPPORT DATA — PROGRAM NUMBER: 2013

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

PROGRAM NAME/NUMBER — Animal Control/2013

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 2013
Element/Object		Details	Total
		Supplies for shelter and vehicle 1,300	2,300
61	Office Supplies 61-10 Office Supplies		150
66	Telephone & Communications 66-12 Cellular Phone	Monthly service @ $40, 1 phone	480
67	Dues & Publications 67-10 Dues	MWCOG Animal Services Committee ..... 100 Humane Society, PAWS 100	200
	67-20 Publications	Reference books	100

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
2013-3623	Animal Control Adoption Fees	174	2,455	1,500	4,255	1,500
341.30	Animal Control Impound Fees	200	125	200	190	100
341.31	Animal Control Boarding Fees	240	30	150	0	100
359.20	Animal Fines	200	0	200	300	200
366.50	Animal License Commission	1,461	1,331	1,400	1,488	1,500
	TOTAL	2,275	3,941	3,450	6,233	3,400

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 20	PUBLIC SERVICES						
DIV 13	ANIMAL CONTROL						
SUB 0	PUBLIC SERVICES						
ELEM 10	PAYROLL-WAGES						
2013-520.10-02	HOURLY	44,519	34,646	37,551	39,647	43,733	43,733
2013-520.10-03	OVERTIME	1,618	1,358	1,500	3,133	3,000	3,000
2013-520.10-10	NIGHT SHIFT DIFFERENTIAL	0	0	100	0	100	100
*	PAYROLL-WAGES	46,137	36,004	39,151	42,780	46,833	46,833
ELEM 11	FRINGE BENEFITS						
2013-520.11-10	FICA	2,622	2,660	2,896	3,135	3,429	3,429
2013-520.11-12	HEALTH INSURANCE	4,431	4,310	4,250	6,151	6,194	6,194
2013-520.11-13	DENTAL INSURANCE	278	266	278	252	328	328
2013-520.11-14	LIFE INSURANCE	94	113	141	117	183	183
2013-520.11-15	VISION INSURANCE	96	93	99	99	115	115
2013-520.11-17	457 CITY MATCH CONTRIBUTN	522	520	521	369	547	547
2013-520.11-18	401A RETIREMENT	377	2,342	2,545	1,797	3,045	3,045
2013-520.11-21	WORKERS COMPENSATION INS	1,325	1,332	1,316	1,394	1,356	1,356
2013-520.11-22	LONG TERM DISABILITY INS	131	128	146	103	170	170
*	FRINGE BENEFITS	9,876	11,764	12,192	13,417	15,367	15,367
ELEM 12	TRAVEL & TRAINING						
2013-520.12-10	NON TRAINING TRAVEL	51	0	0	0	0	0
2013-520.12-11	TRAVEL & TRAINING	1,874	1,796	2,000	0	2,000	2,000
*	TRAVEL & TRAINING	1,925	1,796	2,000	0	2,000	2,000
ELEM 20	OVERHEAD						
2013-520.20-10	INSURANCE	1,778	1,736	1,594	1,594	1,417	1,417
2013-520.20-11	AUTOMOTIVE	13,411	13,786	14,929	14,929	15,056	15,056
2013-520.20-12	POSTAGE	151	212	320	275	320	320
2013-520.20-17	COPIER	0	22	252	45	288	288
*	OVERHEAD	15,340	15,756	17,095	16,843	17,081	17,081
ELEM 30	PROFESSIONAL SERVICES						
2013-520.30-30	VETERINARY SERVICES	2,346	5,131	3,000	3,062	3,000	3,000
*	PROFESSIONAL SERVICES	2,346	5,131	3,000	3,062	3,000	3,000
ELEM 34	CONTRACTUAL SERVICES						
2013-520.34-69	RAT CONTROL	15,000	14,250	15,000	14,610	10,000	10,000
*	CONTRACTUAL SERVICES	15,000	14,250	15,000	14,610	10,000	10,000
ELEM 36	SPECIAL SERVICES						
2013-520.36-10	PRINTING	217	367	250	120	250	250
2013-520.36-23	ANIMAL CTRL COST RECOVERY	174-	2,455-	1,500-	4,255-	1,500-	1,500-
*	SPECIAL SERVICES	43	2,088-	1,250-	4,135-	1,250-	1,250-
ELEM 40	REPAIR & MAINTENANCE						
2013-520.40-11	BUILDINGS & GROUNDS	0	79	1,300	0	1,300	1,300
*	REPAIR & MAINTENANCE	0	79	1,300	0	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	559	360	820	49	820	820
*	CLOTHING & UNIFORMS	559	360	820	49	820	820
ELEM 60	SUPPLIES						
2013-520.60-10	GENERAL SUPPLIES	2,169	969	2,300	1,913	2,300	2,300
*	SUPPLIES	2,169	969	2,300	1,913	2,300	2,300
ELEM 61	OFFICE SUPPLIES						
2013-520.61-10	OFFICE SUPPLIES	50	58	150	37	150	150
*	OFFICE SUPPLIES	50	58	150	37	150	150
ELEM 66	TELEPHONE & COMMUNICATION						

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 20	PUBLIC SERVICES						
DIV 13	ANIMAL CONTROL						
SUB 0	PUBLIC SERVICES						
ELEM 66	TELEPHONE & COMMUNICATION						
2013-520.66-12	CELLULAR PHONE	398	363	480	322	480	480
*	TELEPHONE & COMMUNICATION	398	363	480	322	480	480
ELEM 67	DUES & PUBLICATIONS						
2013-520.67-10	DUES	0	0	200	50	200	200
2013-520.67-20	PUBLICATIONS & BOOKS	0	0	100	107	100	100
*	DUES & PUBLICATIONS	0	0	300	157	300	300
ELEM 69	MISCELLANEOUS CHARGE						
2013-520.69-10	MISCELLANEOUS	0	193	0	98	0	0
*	MISCELLANEOUS CHARGE	0	193	0	98	0	0
ELEM 98	COMPUTER HDWE & SOFTWARE						
2013-520.98-10	COMPUTER HARDWARE	1,795	0	0	0	0	0
*	COMPUTER HDWE & SOFTWARE	1,795	0	0	0	0	0
**	ANIMAL CONTROL	95,638	84,635	92,738	89,153	98,581	98,581

PROGRAM NAME/NUMBER — Recreation/2014

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. To promote community spirit and identity by coordinating special events	Total estimated attendance at City-sponsored events:	27,600	30,000		35,000
	July 4th Fireworks			25,000	
	Bunny Brunch			200	
	Maryland Day - City tent			3,750	
	Santa Breakfast			300	
	Blues Festival			500	
	College Park Cares 5K Race			200	
	College Park Day			500	
	Senior events			75	
	National Night Out			400	
	Earth Day			130	
	Bowling			75	
	Martin Luther King Jr. Day			300	
	Total			31,430	

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

PROGRAM NAME/NUMBER — Recreation/2014

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Administrative Assistant	0.00	0.00	0.10	0.15
Office Specialist III	0.10	0.10	0.00	0.05
Budget Total	**0.10**	**0.10**	**0.10**	**0.20**

OPERATING EXPENDITURES:

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

Element/Object		Details	Total
30	Professional Services 30-13 Administrative	Event staff ..... 1,900 Clerical support, 12 Recreation Board meetings @ $50 600	2,500
36	Special Services 36-10 Printing		1,020
38	Special Events 38-10 Fireworks	July 4th celebration on University of Maryland campus, co-sponsored by University of Maryland (includes fireworks; band; stage, sound system and generator rental; fire/EMS services; staff meals, 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 Spellman House 500	1,000
	38-60 College Park Day	City participation expenditures ..... 5,000 Event planner 12,000	17,000
	38-99 Other	Fall events ..... 750 Winter events ..... 1,000 Spring events ..... 1,000 Neighborhood programs ..... 800 ASCAP performance license, annual fee ..... 330 BMI performance license, annual fee ..... 330 Maryland Day, participation costs (including rental of tables, chairs and City tent) 1,000	5,210
60	Supplies 60-10 General Supplies	Banners, flyers, etc. ..... 500 Maryland Day supplies 500	1,000
61	Office Supplies 61-10 Office Supplies		200

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 20	PUBLIC SERVICES						
DIV 14	RECREATION						
SUB 0	PUBLIC SERVICES						
ELEM 10	PAYROLL-WAGES						
2014-520.10-01	SALARY	0	789	0	0	0	0
2014-520.10-02	HOURLY	995	5,420	5,924	7,185	11,332	11,332
2014-520.10-03	OVERTIME	1	1,930	2,000	2,338	2,000	2,000
2014-520.10-08	SATURDAY SHIFT DIFFERENTL	0	9	0	0	0	0
2014-520.10-10	NIGHT SHIFT DIFFERENTIAL	2	3	0	0	0	0
*	PAYROLL-WAGES	998	8,151	7,924	9,523	13,332	13,332
ELEM 11	FRINGE BENEFITS						
2014-520.11-10	FICA	74	583	563	675	944	944
2014-520.11-12	HEALTH INSURANCE	138	1,416	1,421	1,799	2,712	2,712
2014-520.11-13	DENTAL INSURANCE	4	101	100	100	160	160
2014-520.11-14	LIFE INSURANCE	2	16	17	23	58	58
2014-520.11-15	VISION INSURANCE	1	27	30	33	51	51
2014-520.11-17	457 CITY MATCH CONTRIBUTN	15	68	52	77	78	78
2014-520.11-18	401A RETIREMENT	58	501	515	608	867	867
2014-520.11-21	WORKERS COMPENSATION INS	7	64	12	22	26	26
2014-520.11-22	LONG TERM DISABILITY INS	2	21	23	30	44	44
*	FRINGE BENEFITS	301	2,797	2,733	3,367	4,940	4,940
ELEM 12	TRAVEL & TRAINING						
2014-520.12-10	NON TRAINING TRAVEL	13	0	0	0	0	0
*	TRAVEL & TRAINING	13	0	0	0	0	0
ELEM 30	PROFESSIONAL SERVICES						
2014-520.30-13	ADMINISTRATIVE	1,382	1,000	2,600	859	2,500	2,500
*	PROFESSIONAL SERVICES	1,382	1,000	2,600	859	2,500	2,500
ELEM 36	SPECIAL SERVICES						
2014-520.36-10	PRINTING	0	0	1,020	90	1,020	1,020
*	SPECIAL SERVICES	0	0	1,020	90	1,020	1,020
ELEM 38	SPECIAL EVENTS						
2014-520.38-10	FIREWORKS	27,764	29,244	33,000	26,442	33,000	33,000
2014-520.38-42	FALL FESTIVAL	6,825	5,081	6,000	6,228	6,000	6,000
2014-520.38-56	SENIOR EVENTS	1,092	1,427	1,000	1,380	1,000	1,000
2014-520.38-60	COLLEGE PARK DAY	4,092	14,203	15,000	15,821	17,000	17,000
2014-520.38-99	OTHER	9,550	6,097	5,140	7,619	5,210	5,210
*	SPECIAL EVENTS	49,323	56,052	60,140	57,490	62,210	62,210
ELEM 60	SUPPLIES						
2014-520.60-10	GENERAL SUPPLIES	130	148	1,000	49	1,000	1,000
*	SUPPLIES	130	148	1,000	49	1,000	1,000
ELEM 61	OFFICE SUPPLIES						
2014-520.61-10	OFFICE SUPPLIES	18	22	200	95	200	200
*	OFFICE SUPPLIES	18	22	200	95	200	200
**	RECREATION	52,165	68,170	75,617	71,473	85,202	85,202

PROGRAM NAME/NUMBER — Rent Stabilization/2016

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
Ensure compliance with Rent Stabilization ordinance	Percentage of regulated properties that comply with required reporting (registered and paid annual fee)	71%	75%	0%	0%

PROGRAM NAME/NUMBER — Rent Stabilization/2016

PERSONNEL EXPENDITURES: No personnel expenditures are budgeted for FY 2014.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Administrative Assistant	0.00	0.00	0.00	0.00
Office Specialist III	0.00	0.50	0.50	0.00
Office Specialist I	0.00	0.25	0.25	0.00
Budget Total	**0.00**	**0.75**	**0.75**	**0.00**

OPERATING EXPENDITURES:

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

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
323.36	Rent Stabilization Fees	9,413	1,590	27,000	510	0
	TOTAL	9,413	1,590	27,000	510	0

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 20	PUBLIC SERVICES						
DIV 16	RENT STABILIZATION						
SUB 0	PUBLIC SERVICES						
ELEM 10	PAYROLL-WAGES						
2016-520.10-02	HOURLY	728	15,037	26,809	18,828	0	0
2016-520.10-03	OVERTIME	0	2,537	12,000	1,373	0	0
2016-520.10-06	STIPEND	840	1,860	7,560	360	0	0
*	PAYROLL-WAGES	1,568	19,434	46,369	20,561	0	0
ELEM 11	FRINGE BENEFITS						
2016-520.11-10	FICA	106	1,422	3,492	1,519	0	0
2016-520.11-12	HEALTH INSURANCE	0	2,057	2,538	2,428	0	0
2016-520.11-13	DENTAL INSURANCE	0	75	94	91	0	0
2016-520.11-14	LIFE INSURANCE	0	51	55	79	0	0
2016-520.11-15	VISION INSURANCE	0	38	50	48	0	0
2016-520.11-17	457 CITY MATCH CONTRIBUTN	0	0	0	69	0	0
2016-520.11-18	401A RETIREMENT	0	881	2,049	1,313	0	0
2016-520.11-21	WORKERS COMPENSATION INS	28	32	74	36	0	0
2016-520.11-22	LONG TERM DISABILITY INS	0	60	76	72	0	0
*	FRINGE BENEFITS	134	4,616	8,428	5,655	0	0
ELEM 12	TRAVEL & TRAINING						
2016-520.12-10	NON TRAINING TRAVEL	29	0	0	0	0	0
*	TRAVEL & TRAINING	29	0	0	0	0	0
ELEM 20	OVERHEAD						
2016-520.20-12	POSTAGE	7,629	7,716	5,000	429	0	0
2016-520.20-17	COPIER	8	16	252	28	0	0
*	OVERHEAD	7,637	7,732	5,252	457	0	0
ELEM 30	PROFESSIONAL SERVICES						
2016-520.30-13	ADMINISTRATIVE	293	321	2,700	0	0	0
2016-520.30-15	CONSULTING	5,960	11,376	0	0	0	0
*	PROFESSIONAL SERVICES	6,253	11,697	2,700	0	0	0
ELEM 32	LEGAL SERVICES						
2016-520.32-19	LEGAL-RENT STABILIZATION	15,197	21,466	20,000	3,564	0	0
*	LEGAL SERVICES	15,197	21,466	20,000	3,564	0	0
ELEM 36	SPECIAL SERVICES						
2016-520.36-10	PRINTING	2,119	1,672	1,000	0	0	0
*	SPECIAL SERVICES	2,119	1,672	1,000	0	0	0
ELEM 60	SUPPLIES						
2016-520.60-10	GENERAL SUPPLIES	0	44	400	0	0	0
2016-520.60-11	MEETING REFRESHMENTS	161	0	200	0	0	0
*	SUPPLIES	161	44	600	0	0	0
ELEM 61	OFFICE SUPPLIES						
2016-520.61-10	OFFICE SUPPLIES	700	743	500	36	0	0
*	OFFICE SUPPLIES	700	743	500	36	0	0
**	RENT STABILIZATION	33,798	67,404	84,849	30,273	0	0

PROGRAM NAME/NUMBER — Public Safety/2020

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Support continued participation in the Citizens Corps Council programs	Number of active volunteers	4	5	5	5
2. Support strategic plan goal of improving neighborhood watch activities	Number of active neighborhoods participating	7	10	7	8

PROGRAM NAME/NUMBER — Public Safety/2020

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

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Administrative Assistant	0.10	0.10	0.10	0.25
Office Specialist III	0.20	0.20	0.20	0.30
Public Safety Officer	0.00	0.50	0.50	0.50
Office Specialist I	0.00	0.00	0.00	0.10
Budget Total	**0.30**	**0.80**	**0.80**	**1.15**

OPERATING EXPENDITURES:

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

67	Dues & Subscriptions 67-10 Dues	MWCOG Street Smart safety program	1,300

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 20	PUBLIC SERVICES						
DIV 20	PUBLIC SAFETY						
SUB 0	PUBLIC SERVICES						
ELEM 10	PAYROLL-WAGES						
2020-520.10-02	HOURLY	6,873	37,972	40,885	40,328	59,090	59,090
2020-520.10-03	OVERTIME	660	2,778	2,500	2,068	2,500	2,500
*	PAYROLL-WAGES	7,533	40,750	43,385	42,396	61,590	61,590
ELEM 11	FRINGE BENEFITS						
2020-520.11-10	FICA	523	3,037	3,252	3,163	4,543	4,543
2020-520.11-12	HEALTH INSURANCE	1,679	2,762	2,436	2,381	5,766	5,766
2020-520.11-13	DENTAL INSURANCE	100	151	138	124	308	308
2020-520.11-14	LIFE INSURANCE	18	48	38	49	133	133
2020-520.11-15	VISION INSURANCE	27	93	50	197	258	258
2020-520.11-17	457 CITY MATCH CONTRIBUTN	71	58	52	80	130	130
2020-520.11-18	401A RETIREMENT	476	840	2,820	2,303	3,811	3,811
2020-520.11-21	WORKERS COMPENSATION INS	12	877	952	936	961	961
2020-520.11-22	LONG TERM DISABILITY INS	26	62	53	52	108	108
*	FRINGE BENEFITS	2,932	7,928	9,791	9,285	16,018	16,018
ELEM 12	TRAVEL & TRAINING						
2020-520.12-10	NON TRAINING TRAVEL	7	0	0	0	0	0
2020-520.12-11	TRAVEL & TRAINING	0	429	500	285	500	500
*	TRAVEL & TRAINING	7	429	500	285	500	500
ELEM 20	OVERHEAD						
2020-520.20-12	POSTAGE	0	0	320	0	320	320
2020-520.20-17	COPIER	0	0	252	0	288	288
*	OVERHEAD	0	0	572	0	608	608
ELEM 30	PROFESSIONAL SERVICES						
2020-520.30-13	ADMINISTRATIVE	40	260	100	146	100	100
*	PROFESSIONAL SERVICES	40	260	100	146	100	100
ELEM 36	SPECIAL SERVICES						
2020-520.36-10	PRINTING	386	1,107	500	76	500	500
2020-520.36-34	NEIGHBORHOOD WATCH	0	3,053	5,000	75	5,000	5,000
*	SPECIAL SERVICES	386	4,160	5,500	151	5,500	5,500
ELEM 38	SPECIAL EVENTS						
2020-520.38-57	POLICE COMM RELATIONS	835	0	800	346	800	800
2020-520.38-62	NATIONAL NIGHT OUT	0	823	500	612	500	500
*	SPECIAL EVENTS	835	823	1,300	958	1,300	1,300
ELEM 40	REPAIR & MAINTENANCE						
2020-520.40-13	TOOLS & EQUIPMENT	825	0	0	0	0	0
*	REPAIR & MAINTENANCE	825	0	0	0	0	0
ELEM 47	CLOTHING & UNIFORMS						
2020-520.47-10	CLOTHING & UNIFORMS	0	898	320	0	320	320
*	CLOTHING & UNIFORMS	0	898	320	0	320	320
ELEM 60	SUPPLIES						
2020-520.60-10	GENERAL SUPPLIES	204	782	600	407	600	600
2020-520.60-11	MEETING REFRESHMENTS	836	209	500	245	500	500
2020-520.60-60	SAFETY SUPPLIES	2,319	1,494	500	0	500	500
*	SUPPLIES	3,359	2,485	1,600	652	1,600	1,600
ELEM 61	OFFICE SUPPLIES						
2020-520.61-10	OFFICE SUPPLIES	0	235	0	89	0	0
*	OFFICE SUPPLIES	0	235	0	89	0	0
ELEM 66	TELEPHONE & COMMUNICATION						
2020-520.66-12	CELLULAR PHONE	3,276	1,279	6,520	665	6,520	6,520
*	TELEPHONE & COMMUNICATION	3,276	1,279	6,520	665	6,520	6,520
ELEM 67	DUES & PUBLICATIONS						

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 20	PUBLIC SERVICES						
DIV 20	PUBLIC SAFETY						
SUB 0	PUBLIC SERVICES						
ELEM 67	DUES & PUBLICATIONS						
2020-520.67-10	DUES	0	1,300	1,300	0	1,300	1,300
*	DUES & PUBLICATIONS	0	1,300	1,300	0	1,300	1,300
ELEM 96	STREET IMPROVEMENT						
2020-520.96-50	GUARDRAIL	0	0	0	130,156	0	0
*	STREET IMPROVEMENT	0	0	0	130,156	0	0
**	PUBLIC SAFETY	19,193	60,547	70,888	184,783	95,356	95,356

PROGRAM NAME/NUMBER — Speed Enforcement/2025

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

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

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
Administer the speed enforcement camera program to promote public safety	Percent of citations processed within established guidelines	100%	100%	100%	100%

PROGRAM NAME/NUMBER — Speed Enforcement/2025

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Police Officer-Supervisor	0.00	0.04	0.04	0.04
Police Officer	0.00	0.68	0.30	0.30
Budget Total	**0.00**	**0.72**	**0.34**	**0.34**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 2025
	Element/Object	**Details**	**Total**
20	Overhead 20-25 Administrative	2% of net speed enforcement camera revenue received	18,300
30	Professional Services 30-15 Consulting	The Traffic Group, Inc. – annual ASE program evaluation for State Highway Administration (SHA)	5,000
36	Special Services 36-10 Printing	Activity forms	2,000

Capital Outlay: None

RELATED REVENUES		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
359.70	Speed Enforcement Camera Revenue	3,628,256	2,000,593	2,000,000	1,662,094	1,500,000
359.70	Optotraffic-Processing Charges	(1,415,067)	(780,231)	(780,000)	(648,217)	(585,000)
359.70	Optotraffic-Engineering Study	(8,000)	(0)	(0)	(0)	(0)
359.70	State Repayment-Excess over 10% of General Fund Revenues	(485,184)	(0)	(0)	(0)	(0)
	TOTAL	1,720,005	1,220,362	1,220,000	1,013,877	915,000

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 20	PUBLIC SERVICES						
DIV 25	SPEED ENFORCEMENT						
SUB 0	PUBLIC SERVICES						
ELEM 10	PAYROLL-WAGES						
2025-520.10-02	HOURLY	29,980	20,525	31,134	16,594	30,814	30,814
*	PAYROLL-WAGES	29,980	20,525	31,134	16,594	30,814	30,814
ELEM 11	FRINGE BENEFITS						
2025-520.11-10	FICA	2,294	1,570	2,382	1,269	2,357	2,357
2025-520.11-14	LIFE INSURANCE	4	0	0	0	0	0
2025-520.11-17	457 CITY MATCH CONTRIBUTN	21	0	0	0	0	0
2025-520.11-18	401A RETIREMENT	141	0	0	0	0	0
2025-520.11-21	WORKERS COMPENSATION INS	1,197	978	1,639	916	1,876	1,876
2025-520.11-22	LONG TERM DISABILITY INS	5	0	0	0	0	0
*	FRINGE BENEFITS	3,662	2,548	4,021	2,185	4,233	4,233
ELEM 20	OVERHEAD						
2025-520.20-25	ADMINISTRATIVE	40,415	26,320	24,400	0	18,300	18,300
*	OVERHEAD	40,415	26,320	24,400	0	18,300	18,300
ELEM 30	PROFESSIONAL SERVICES						
2025-520.30-15	CONSULTING	3,700	0	0	4,500	5,000	5,000
*	PROFESSIONAL SERVICES	3,700	0	0	4,500	5,000	5,000
ELEM 32	LEGAL SERVICES						
2025-520.32-10	CITY ATTORNEY	6,780	525	0	0	0	0
*	LEGAL SERVICES	6,780	525	0	0	0	0
ELEM 36	SPECIAL SERVICES						
2025-520.36-10	PRINTING	135	63	2,000	1,245	2,000	2,000
2025-520.36-11	CLASSIFIED ADVERTISING	752	0	0	0	0	0
*	SPECIAL SERVICES	887	63	2,000	1,245	2,000	2,000
ELEM 60	SUPPLIES						
2025-520.60-20	COMPUTER SUPPLIES	220	0	0	0	0	0
*	SUPPLIES	220	0	0	0	0	0
ELEM 98	COMPUTER HDWE & SOFTWARE						
2025-520.98-10	COMPUTER HARDWARE	2,800	500	0	0	0	0
*	COMPUTER HDWE & SOFTWARE	2,800	500	0	0	0	0
**	SPEED ENFORCEMENT	88,444	50,481	61,555	24,524	60,347	60,347

PROGRAM NAME/NUMBER — Contract Police/2030

DESCRIPTION: This program provides supplemental police services to enhance safety and security for City residents, including a police services contract with Prince George's County and a pool of part-time officers employed by the City. The County contract, executed in FY 2009, provides 3 full-time police officers at a current annual budget of $400,000. The pool of part-time police officers was initiated in FY 2005 at a budget of $120,000 (including wages, fringe benefits, liability insurance, mileage and administrative support), increased to $250,000 for FY 2006, increased to $500,000 for FY 2007, increased to $650,000 for FY 2012, and increased to $750,000 for FY 2013. Including the County contract and the part-time police officers, the FY 2014 budget provides a total of $1,150,000 for 10.45 FTE's (418 hours per week on average) of supplemental City-wide policing.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY2013		FY2014 TARGET
			TARGET	ACTUAL	
1. Improve public safety and reduce crime by utilizing contract police officers, collaborating with other police agencies, and encouraging community participation	Percent of residents who feel safe in their neighborhood	No survey	80%	76%	No survey
	Percent of residents who feel safe in commercial areas	No survey	80%	69%	No survey
2. Increase resident awareness of the contract police program	Percent of residents with a good or better understanding of the contract police program	No survey	54%	54%	No survey

PROGRAM NAME/NUMBER — Contract Police/2030

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

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Police Officer-Supervisor	0.25	0.25	0.25	0.25
Police Officer	4.55	5.97	7.20	7.20
Budget Total	**4.80**	**6.22**	**7.45**	**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 FY 2014 total of 10.25 police officer FTE's to supplement state, county, University and Metro Transit police officers assigned to patrol in the City.

EXPENDITURE SUPPORT DATA — **PROGRAM NUMBER: 2020**

	Element/Object	Details	Total
12	Travel & Training 12-10 Non-Training Travel	Mileage reimbursement to police agencies for vehicle use by contract police officers (rate varies per contract); estimated mileage	25,000
34	Contractual Services 34-34 Police Services Contract	Contract with Prince George's County for 3 full-time police officers, including wages, fringe benefits, vehicle, uniforms, liability insurance; billed semi-annually	400,000
36	Special Services 36-10 Printing	Activity forms	2,000
40	Repair & Maintenance 40-13 Tools & Equipment	Calibration/certification of radar units	250
	40-21 Bicycle Equipment	Periodic bicycle maintenance ..... 500 Repairs not covered by maintenance contract 1,000	1,500
47	Clothing & Uniforms 47-10 Clothing & Uniforms	Bicycle clothing	400
50	Insurance 50-10 Liability Insurance	Liability insurance for part-time contract police officers (on City payroll)	10,850
60	Supplies 60-10 General Supplies	Cruiser signs, other supplies	1,000

61	Office Supplies 61-10 Office Supplies		500

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
332.20	State Aid for Police Protection	73,840	73,840	73,840	73,840	116,550
	TOTAL	73,840	73,840	73,840	73,840	116,550

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 20	PUBLIC SERVICES						
DIV 30	CONTRACT POLICE						
SUB 0	PUBLIC SERVICES						
ELEM 10	PAYROLL-WAGES						
2030-520.10-02	HOURLY	492,964	532,840	664,121	617,012	660,415	665,165
2030-520.10-03	OVERTIME	1,823	1,643	2,000	1,613	1,500	1,500
*	PAYROLL-WAGES	494,787	534,483	666,121	618,625	661,915	666,665
ELEM 11	FRINGE BENEFITS						
2030-520.11-10	FICA	37,844	40,889	50,959	47,326	49,507	49,702
2030-520.11-12	HEALTH INSURANCE	383	26	0	6	0	0
2030-520.11-13	DENTAL INSURANCE	14	1	0	0	0	0
2030-520.11-14	LIFE INSURANCE	7	0	0	0	0	0
2030-520.11-15	VISION INSURANCE	7	1	0	0	0	0
2030-520.11-17	457 CITY MATCH CONTRIBUTN	1	0	0	0	0	0
2030-520.11-18	401A RETIREMENT	5	15	0	3	0	0
2030-520.11-21	WORKERS COMPENSATION INS	19,520	25,598	35,043	34,157	40,279	40,570
2030-520.11-22	LONG TERM DISABILITY INS	5	0	0	0	0	0
*	FRINGE BENEFITS	57,786	66,530	86,002	81,492	89,786	90,272
ELEM 12	TRAVEL & TRAINING						
2030-520.12-10	NON TRAINING TRAVEL	24,000	25,000	25,000	23,599	25,000	25,000
*	TRAVEL & TRAINING	24,000	25,000	25,000	23,599	25,000	25,000
ELEM 34	CONTRACTUAL SERVICES						
2030-520.34-34	POLICE SERVICES CONTRACT	361,063	400,000	400,000	164,536	400,000	400,000
*	CONTRACTUAL SERVICES	361,063	400,000	400,000	164,536	400,000	400,000
ELEM 36	SPECIAL SERVICES						
2030-520.36-10	PRINTING	448	1,212	2,000	1,979	2,000	2,000
*	SPECIAL SERVICES	448	1,212	2,000	1,979	2,000	2,000
ELEM 40	REPAIR & MAINTENANCE						
2030-520.40-11	BUILDINGS & GROUNDS	0	535	0	0	0	0
2030-520.40-13	TOOLS & EQUIPMENT	0	0	250	0	250	250
2030-520.40-21	BICYCLE EQUIPMENT	1,018	0	1,500	1,195	1,500	1,500
*	REPAIR & MAINTENANCE	1,018	535	1,750	1,195	1,750	1,750
ELEM 45	MAINTENANCE CONTRACT						
2030-520.45-22	SECURITY ALARM MONITORING	0	300	0	0	0	0
*	MAINTENANCE CONTRACT	0	300	0	0	0	0
ELEM 47	CLOTHING & UNIFORMS						
2030-520.47-10	CLOTHING & UNIFORMS	0	0	400	0	400	400
*	CLOTHING & UNIFORMS	0	0	400	0	400	400
ELEM 50	INSURANCE						
2030-520.50-10	LIABILITY INSURANCE	1,106	667	3,088	7,645	10,850	10,850
*	INSURANCE	1,106	667	3,088	7,645	10,850	10,850
ELEM 60	SUPPLIES						
2030-520.60-10	GENERAL SUPPLIES	1,163	463	1,000	39	1,000	1,000
*	SUPPLIES	1,163	463	1,000	39	1,000	1,000
ELEM 61	OFFICE SUPPLIES						
2030-520.61-10	OFFICE SUPPLIES	127	301	500	6	500	500
*	OFFICE SUPPLIES	127	301	500	6	500	500
**	CONTRACT POLICE	941,498	1,029,491	1,185,861	899,116	1,193,201	1,198,437
***	PUBLIC SERVICES	3,137,941	3,322,597	3,671,236	3,279,680	3,700,506	3,705,742

PLANNING, COMMUNITY & ECONOMIC DEVELOPMENT

PROGRAM NAME/NUMBER — Planning Administration/3010

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 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
	FY 2011	FY 2012	FY 2013	FY 2014
Director of Planning	0.20	0.20	0.20	0.20
Senior Planner	0.10	0.10	0.10	0.10
Administrative Assistant	0.25	0.25	0.25	0.25
Budget Total	**0.55**	**0.55**	**0.55**	**0.55**

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

EXPENDITURE SUPPORT DATA — **PROGRAM NUMBER: 3010**

	Element/Object	Details	Total
12	Travel & Training 12-10 Non-Training Travel	Staff mileage reimbursement	700
	12-11 Travel & Training	American Planning Association national conference @ Atlanta, 1 @ $2,100 ..... 2,100 Congress for the New Urbanism annual conference, 1 @ $2,100 ..... 2,100 State Revitalization & Preservation Conference, 2 @ $50 ..... 100 International Council of Shopping Centers regional conference @ National Harbor ..... 230 AICP audio conferences, 4 @ $210 ..... 840 APA CD-ROM training packages 360	5,730
36	Special Services 36-21 Courier Services	As needed for delivery of time-sensitive material	300
61	Office Supplies 61-10 Office Supplies		1,500
62	Postage 62-10 Postage	Shipping charges	200
66	Telephone & Communications 66-12 Cellular Phone	Cell phone allowance, $40 monthly	480
67	Dues & Publications 67-10 Dues	American Planning Association (APA) (3 members) ..... 790 American Institute of Certified Planners (AICP) (2 members) ..... 290 Urban Land Institute (ULI) ..... 225 National Trust for Historic Preservation ..... 50 Planning Advisory Service ..... 795 Congress for the New Urbanism (CNU) ..... 195 International Council of Shopping Centers (ICSC) 50	2,395

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

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 3010
	Element/Object	Details	Total
	67-20 Publications & Books	Zoning News .....95 APA Journal .....48 Prince George's Newsletter .....225 Better Cities & Towns .....100 Other publications and books 432	900

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 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	27,805	28,863	30,387	31,221	30,845	30,845
3010-530.10-02	HOURLY	12,419	14,586	15,753	15,716	16,068	16,068
*	PAYROLL-WAGES	40,224	43,449	46,140	46,937	46,913	46,913
ELEM 11	FRINGE BENEFITS						
3010-530.11-10	FICA	3,122	3,237	3,231	3,470	3,236	3,236
3010-530.11-12	HEALTH INSURANCE	3,064	2,904	2,944	2,919	3,334	3,334
3010-530.11-13	DENTAL INSURANCE	201	193	201	200	201	201
3010-530.11-14	LIFE INSURANCE	115	116	128	121	131	131
3010-530.11-15	VISION INSURANCE	54	54	61	61	61	61
3010-530.11-17	457 CITY MATCH CONTRIBUTN	731	733	834	759	756	756
3010-530.11-18	401A RETIREMENT	2,763	2,868	3,006	2,693	3,056	3,056
3010-530.11-21	WORKERS COMPENSATION INS	1,085	1,116	1,066	1,077	1,010	1,010
3010-530.11-22	LONG TERM DISABILITY INS	160	159	180	158	183	183
*	FRINGE BENEFITS	11,295	11,380	11,651	11,458	11,968	11,968
ELEM 12	TRAVEL & TRAINING						
3010-530.12-10	NON TRAINING TRAVEL	733	1,148	700	586	700	700
3010-530.12-11	TRAVEL & TRAINING	4,869	6,914	5,710	4,526	5,730	5,730
*	TRAVEL & TRAINING	5,602	8,062	6,410	5,112	6,430	6,430
ELEM 20	OVERHEAD						
3010-530.20-10	INSURANCE	3,555	3,472	3,189	3,189	2,834	2,834
3010-530.20-12	POSTAGE	660	824	1,920	697	1,920	1,920
3010-530.20-13	UTILITIES	12,137	13,013	13,517	13,517	13,103	13,103
3010-530.20-14	TELEPHONE	1,824	1,824	2,190	2,190	2,406	2,406
3010-530.20-15	INFORMATION TECHNOLOGY	9,782	11,512	11,056	11,056	11,652	11,652
3010-530.20-16	BUILDING MAINTENANCE	13,657	13,134	14,674	14,674	15,559	15,559
3010-530.20-17	COPIER	2,177	1,853	3,025	1,648	3,456	3,456
*	OVERHEAD	43,792	45,632	49,571	46,971	50,930	50,930
ELEM 36	SPECIAL SERVICES						
3010-530.36-10	PRINTING	184	0	0	216	0	0
3010-530.36-21	COURIER SERVICES	249	171	300	148	300	300
*	SPECIAL SERVICES	433	171	300	364	300	300
ELEM 40	REPAIR & MAINT-NONCONTRCT						
3010-530.40-21	BICYCLE EQUIPMENT	200	0	0	0	0	0
*	REPAIR & MAINT-NONCONTRCT	200	0	0	0	0	0
ELEM 60	SUPPLIES						
3010-530.60-10	GENERAL SUPPLIES	0	0	0	10	0	0
*	SUPPLIES	0	0	0	10	0	0
ELEM 61	OFFICE SUPPLIES						
3010-530.61-10	OFFICE SUPPLIES	1,422	776	1,500	1,640	1,500	1,500
*	OFFICE SUPPLIES	1,422	776	1,500	1,640	1,500	1,500
ELEM 62	POSTAGE						
3010-530.62-10	POSTAGE	60	78	200	40	200	200
*	POSTAGE	60	78	200	40	200	200
ELEM 66	TELEPHONE & COMMUNICATION						
3010-530.66-12	CELLULAR PHONE	480	460	480	480	480	480
*	TELEPHONE & COMMUNICATION	480	460	480	480	480	480
ELEM 67	DUES & PUBLICATIONS						
3010-530.67-10	DUES	2,125	2,160	2,395	2,290	2,395	2,395
3010-530.67-20	PUBLICATIONS & BOOKS	773	1,047	993	510	900	900
*	DUES & PUBLICATIONS	2,898	3,207	3,388	2,800	3,295	3,295
**	PLANNING ADMINISTRATION	106,406	113,215	119,640	115,812	122,016	122,016

PROGRAM NAME/NUMBER — Community Development/3011

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Acquire funding from state and federal grant sources to improve the vitality and livability of the community • Prepare and submit Community Development Block Grant (CDBG), Community Legacy, Maryland Heritage Areas Authority (MHAA), Program Open Space (POS), Recreational Trails, and Anacostia Trails Heritage Area (ATHA) applications for selected projects • Identify funding sources and initiate new capital projects as appropriate	Dollar value of grants awarded:				
	Comm. Dev. Block Grant	$240,000*	$150,000	$127,000	$176,000
	Community Legacy grant	75,000	100,000	75,000	100,000
	MD Heritage Areas Auth.	0	50,000	0	0
	Program Open Space	36,807	50,000	51,892	50,000
	Recreational Trails	0	0	0	0
	Anacostia Trails Hrtge Area	1,000	2,000	0	2,000
	Safe Routes to School	0	50,000	0	0
	Chesapeake Bay Stewardship	0	100,000	0	100,000
	MWCOG Transp. Land Use Connections grant	0	35,000	35,000	0
	MDOT Bikeways Program	0	50,000	58,000	0
	MEA Smart Energy	0	0	0	50,000
	MDOT Bikeshare Program	0	0	187,489	0
	TOTALS	$352,807	$587,000	$534,381	$478,000
2. Implement special projects for community development • Neighborhood improvement projects • Streetscape projects • Analyze 2010 census and American Community Survey results • Watershed improvement projects • Homeownership grants	Periodic status reports will be provided for these ongoing projects				

* 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
	FY 2011	FY 2012	FY 2013	FY 2014
Director of Planning	0.20	0.20	0.20	0.20
Senior Planner	0.40	0.40	0.40	0.40
Planner	0.45	0.45	0.45	0.45
Administrative Assistant	0.15	0.15	0.15	0.15
Budget Total	**1.20**	**1.20**	**1.20**	**1.20**

OPERATING EXPENDITURES

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

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 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	75,046	89,625	88,288	98,573	73,679	73,679
3011-530.10-02	HOURLY	8,700	9,038	9,452	9,429	9,641	9,641
*	PAYROLL-WAGES	83,746	98,663	97,740	108,002	83,320	83,320
ELEM 11	FRINGE BENEFITS						
3011-530.11-10	FICA	6,196	6,514	7,082	6,931	6,002	6,002
3011-530.11-12	HEALTH INSURANCE	5,748	5,449	9,441	5,511	6,061	6,061
3011-530.11-13	DENTAL INSURANCE	326	313	449	337	326	326
3011-530.11-14	LIFE INSURANCE	227	203	232	195	243	243
3011-530.11-15	VISION INSURANCE	97	96	146	73	61	61
3011-530.11-17	457 CITY MATCH CONTRIBUTN	2,088	1,708	1,251	720	704	704
3011-530.11-18	401A RETIREMENT	5,476	5,744	3,977	3,690	5,442	5,442
3011-530.11-21	WORKERS COMPENSATION INS	2,878	2,994	2,547	3,024	2,360	2,360
3011-530.11-22	LONG TERM DISABILITY INS	317	282	325	197	325	325
*	FRINGE BENEFITS	23,353	23,303	25,450	20,678	21,524	21,524
ELEM 30	PROFESSIONAL SERVICES						
3011-530.30-11	DESIGN & ENGINEERING	0	4,000	0	0	0	0
3011-530.30-15	CONSULTING	5,000	11,610	10,000	0	10,000	10,000
3011-530.30-16	APPRAISALS	0	0	0	8,000	0	0
*	PROFESSIONAL SERVICES	5,000	15,610	10,000	8,000	10,000	10,000
ELEM 36	SPECIAL SERVICES						
3011-530.36-10	PRINTING	0	3,055	0	0	0	0
3011-530.36-35	MATCHING FUNDS	0	14,058	5,000	0	15,000	15,000
*	SPECIAL SERVICES	0	17,113	5,000	0	15,000	15,000
ELEM 60	SUPPLIES						
3011-530.60-11	MEETING REFRESHMENTS	120	245	300	0	300	300
*	SUPPLIES	120	245	300	0	300	300
**	COMMUNITY DEVELOPMENT	112,219	154,934	138,490	136,680	130,144	130,144

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	FY 2012 ACTUAL	FY 2013		FY 2014 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	14	15	6	10
	Percent of recommendations upheld by Mayor & Council	100%	100%	100%	100%
3. Coordinate and collaborate with others on planning and land use issues in the City • Participate in Prince George's County General Plan update • Participate in M-NCPPC Formula 2040 Parks & Recreation Plan • Participate in College Park Metro Area Transit District Development Plan (TDDP) update	Periodic status reports will be provided for these ongoing projects				
4. Prepare local plans as directed in the Strategic Plan • Bicycle Master Plan • Parks & Open Space Plan	Periodic status reports will be provided for these ongoing projects				

PROGRAM NAME/NUMBER — Planning and Zoning/3012

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	ESTIMATED FY 2014
Director of Planning	0.20	0.20	0.20	0.20
Senior Planner	0.40	0.40	0.40	0.40
Planner	0.45	0.45	0.45	0.45
Administrative Assistant	0.15	0.15	0.15	0.15
Budget Total	**1.20**	**1.20**	**1.20**	**1.20**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 3012
Element/Object		**Details**	**Total**
36	Special Services 36-10 Printing	Includes cost of reducing and duplicating site plans and drawings, printing local plans	1,200
60	Supplies 60-11 Meeting Refreshments	Snacks for workgroup meetings	300

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
341.10	Zoning Application Processing Fee	2,470	1,300	1,300	8,455	2,000
	TOTAL	2,470	1,300	1,300	8,455	2,000

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 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	75,046	78,852	88,288	88,683	73,679	73,679
3012-530.10-02	HOURLY	8,700	9,038	9,452	9,429	9,641	9,641
*	PAYROLL-WAGES	83,746	87,890	97,740	98,112	83,320	83,320
ELEM 11	FRINGE BENEFITS						
3012-530.11-10	FICA	6,196	6,514	7,082	6,931	6,002	6,002
3012-530.11-12	HEALTH INSURANCE	5,748	5,449	9,441	5,511	6,061	6,061
3012-530.11-13	DENTAL INSURANCE	326	313	449	337	326	326
3012-530.11-14	LIFE INSURANCE	227	203	232	195	243	243
3012-530.11-15	VISION INSURANCE	97	96	146	73	61	61
3012-530.11-17	457 CITY MATCH CONTRIBUTN	2,088	1,708	1,251	720	704	704
3012-530.11-18	401A RETIREMENT	5,476	5,744	3,977	3,690	5,442	5,442
3012-530.11-21	WORKERS COMPENSATION INS	2,878	2,994	2,547	3,024	2,360	2,360
3012-530.11-22	LONG TERM DISABILITY INS	317	282	325	197	325	325
*	FRINGE BENEFITS	23,353	23,303	25,450	20,678	21,524	21,524
ELEM 36	SPECIAL SERVICES						
3012-530.36-10	PRINTING	162	159	1,500	103	1,200	1,200
*	SPECIAL SERVICES	162	159	1,500	103	1,200	1,200
ELEM 60	SUPPLIES						
3012-530.60-10	GENERAL SUPPLIES	0	0	625	586	0	0
3012-530.60-11	MEETING REFRESHMENTS	0	0	500	0	300	300
*	SUPPLIES	0	0	1,125	586	300	300
**	PLANNING AND ZONING	107,261	111,352	125,815	119,479	106,344	106,344

PROGRAM NAME/NUMBER — Advisory Planning Commission/3013

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Administer the zoning appeals and departures process in a fair and timely manner	Number of applications appealed by applicants	1	0	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	1	0

PROGRAM NAME/NUMBER — Advisory Planning Commission/3013

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

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Director of Planning	0.20	0.20	0.20	0.20
Senior Planner	0.10	0.10	0.10	0.10
Planner	0.10	0.10	0.10	0.10
Administrative Assistant	0.30	0.30	0.30	0.30
Budget Total	**0.70**	**0.70**	**0.70**	**0.70**

OPERATING EXPENDITURES:

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

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 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	34,124	35,519	38,600	38,809	35,943	35,943
3013-530.10-02	HOURLY	17,400	18,077	18,903	18,859	19,281	19,281
3013-530.10-06	STIPEND	2,160	2,700	5,040	2,160	5,040	5,040
*	PAYROLL-WAGES	53,684	56,296	62,543	59,828	60,264	60,264
ELEM 11	FRINGE BENEFITS						
3013-530.11-10	FICA	3,962	4,145	4,460	4,292	4,251	4,251
3013-530.11-12	HEALTH INSURANCE	3,593	3,405	4,320	3,439	3,873	3,873
3013-530.11-13	DENTAL INSURANCE	229	219	256	230	229	229
3013-530.11-14	LIFE INSURANCE	139	135	151	141	157	157
3013-530.11-15	VISION INSURANCE	64	63	80	63	61	61
3013-530.11-17	457 CITY MATCH CONTRIBUTN	1,018	935	912	785	782	782
3013-530.11-18	401A RETIREMENT	3,362	3,496	3,210	3,115	3,596	3,596
3013-530.11-21	WORKERS COMPENSATION INS	1,333	1,376	1,251	1,345	1,188	1,188
3013-530.11-22	LONG TERM DISABILITY INS	195	187	212	177	215	215
*	FRINGE BENEFITS	13,895	13,961	14,852	13,587	14,352	14,352
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	LEGAL-ADV PLANNING COMM	0	13,525	10,800	14,461	10,800	10,800
*	LEGAL SERVICES	0	13,525	10,800	14,461	10,800	10,800
ELEM 60	SUPPLIES						
3013-530.60-10	GENERAL SUPPLIES	9	14	25	6	25	25
3013-530.60-11	MEETING REFRESHMENTS	33	21	0	0	0	0
*	SUPPLIES	42	35	25	6	25	25
ELEM 67	DUES & PUBLICATIONS						
3013-530.67-10	DUES	0	250	250	250	250	250
3013-530.67-20	PUBLICATIONS & BOOKS	139	296	200	95	200	200
*	DUES & PUBLICATIONS	139	546	450	345	450	450
**	ADVISORY PLANNING COMM	67,760	84,363	88,970	88,227	86,191	86,191

PROGRAM NAME/NUMBER — Economic Development/3014

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Communicate effectively with stakeholders on economic development issues • 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. • Prepare and distribute a bi-monthly Development Update and Business Beat to interested parties • Provide information and referral services to the real estate development community • Attend real estate networking events	Number of potential new business contacts made	31	50	30	40
	Number of new developer contacts made	22	30	25	25
2. Implement special projects to expand investment and revitalize commercial areas • Work with County to implement a tax increment financing (TIF) strategy for public improvements on U.S. Route 1 • Work with Hollywood commercial district property owners and businesses on a streetscape improvement plan • Implement Revitalization Area Tax Credit program • Implement Strategic	Periodic status reports will be provided for these ongoing projects				

Demolition program for derelict properties • Work with stakeholders to implement ULI TAP recommendations in TDOZ					
3. Expand economic development through new business attraction • Maintain improved web site including data and resources for businesses • Implement new tenant improvement program	Periodic status reports will be provided for these ongoing projects				
4. Expand economic development through business retention and expansion • Support "Buy Local" efforts • Maintain contact with existing businesses to assess needs • Maintain new "Shop College Park" website and monitor usage	Number of businesses expanded Number of businesses visited	1 100	2 120	0 112	1 120
5. Support economic development partnerships • Downtown College Park Management Authority (DCPMA) • College Park City-University Partnership (CPCUP) • Prince George's County Economic Development Corporation and Redevelopment Authority • Anacostia Trails Heritage Area (ATHA) • College Park Neighborhood Business Alliance (CPNBA)	Percent of coordinator's time spent on partnerships	30%	15%	15%	15%

PROGRAM NAME/NUMBER — Economic Development/3014

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
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	0.20	0.30	0.20	0.20
Budget Total	**1.55**	**1.65**	**1.55**	**1.55**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA — PROGRAM NUMBER: 3014

	Element/Object	Details	Total
12	Travel & Training		
	12-10 Non Training Travel	Staff mileage reimbursement	300
	12-11 Travel & Training	Workshops and Urban Land Institute (ULI) local events .....500 International Council of Shopping Centers (ICSC) regional conference and booth @ National Harbor .....1,200 International Economic Development Council (IEDC) certification (2 courses @ $500 each) 1,000	2,700
30	Professional Services		
	30-15 Consulting	Hosting for "Shop College Park" website	900
34	Contractual Services		
	34-25 Marketing	Design of marketing page for City website .....2,500 Design of marketing plan collateral .....2,000 Marketing collateral (trade show banners, table skirts, etc.) 6,200	10,700
36	Special Services		
	36-15 Catering for Meetings	Real estate roundtable, 1 @ $1,500 .....1,500 Stakeholders meetings, 2 @ $150 300	1,800
38	Special Events		
	38-36 Farmers Market	Manager, farmers market at City Hall on Sundays: Second half, calendar year 2013 season .....14,300 First half, calendar year 2014 season .....15,175 LESS: DCPMA 2014 contribution .....(5,000)	24,475
67	Dues & Publications		
	67-10 Dues	Urban Land Institute (ULI) .....225 International Council of Shopping Centers (ICSC) .....100 International Economic Development Council (IEDC) 345	670
	67-20 Publications & Books	Downtown Idea Exchange .....240 Other 260	500

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

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 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	69,468	73,512	77,086	76,963	80,336	80,336
3014-530.10-02	HOURLY	17,694	16,962	14,557	12,545	14,746	14,746
*	PAYROLL-WAGES	87,162	90,474	91,643	89,508	95,082	95,082
	ELEM 11 FRINGE BENEFITS						
3014-530.11-10	FICA	6,383	5,854	6,441	6,571	6,726	6,726
3014-530.11-12	HEALTH INSURANCE	7,946	6,367	7,918	7,875	8,982	8,982
3014-530.11-13	DENTAL INSURANCE	464	323	390	389	390	390
3014-530.11-14	LIFE INSURANCE	208	190	241	255	261	261
3014-530.11-15	VISION INSURANCE	145	54	61	60	61	61
3014-530.11-17	457 CITY MATCH CONTRIBUTN	600	992	1,225	1,222	1,225	1,225
3014-530.11-18	401A RETIREMENT	5,058	2,035	5,625	4,901	5,849	5,849
3014-530.11-21	WORKERS COMPENSATION INS	2,977	2,667	2,818	2,689	2,719	2,719
3014-530.11-22	LONG TERM DISABILITY INS	290	189	128	331	350	350
*	FRINGE BENEFITS	24,071	18,671	24,847	24,293	26,563	26,563
	ELEM 12 TRAVEL & TRAINING						
3014-530.12-10	NON TRAINING TRAVEL	0	146	500	76	300	300
3014-530.12-11	TRAVEL & TRAINING	350	844	1,160	1,687	2,700	2,700
*	TRAVEL & TRAINING	350	990	1,660	1,763	3,000	3,000
	ELEM 30 PROFESSIONAL SERVICES						
3014-530.30-15	CONSULTING	4,382	4,328	7,500	7,770	900	900
*	PROFESSIONAL SERVICES	4,382	4,328	7,500	7,770	900	900
	ELEM 34 CONTRACTUAL SERVICES						
3014-530.34-25	MARKETING	0	0	0	0	10,700	10,700
*	CONTRACTUAL SERVICES	0	0	0	0	10,700	10,700
	ELEM 36 SPECIAL SERVICES						
3014-530.36-10	PRINTING	0	111	0	120	0	0
3014-530.36-11	CLASSIFIED ADVERTISING	1,620	155	2,500	2,143	0	0
3014-530.36-15	CATERING FOR MEETINGS	0	1,113	2,100	795	1,800	1,800
3014-530.36-99	OTHER	2,984	3,158	2,500	935	0	0
*	SPECIAL SERVICES	4,604	4,537	7,100	3,993	1,800	1,800
	ELEM 38 SPECIAL EVENTS						
3014-530.38-36	FARMERS MARKET	0	0	0	9,300	24,475	24,475
*	SPECIAL EVENTS	0	0	0	9,300	24,475	24,475
	ELEM 60 SUPPLIES						
3014-530.60-11	MEETING REFRESHMENTS	82	0	0	0	0	0
3014-530.60-40	SIGNS	795	0	0	0	0	0
*	SUPPLIES	877	0	0	0	0	0
	ELEM 67 DUES & PUBLICATIONS						
3014-530.67-10	DUES	560	415	775	710	670	670
3014-530.67-20	PUBLICATIONS & BOOKS	991	377	525	237	500	500
*	DUES & PUBLICATIONS	1,551	792	1,300	947	1,170	1,170
**	ECONOMIC DEVELOPMENT	122,997	119,792	134,050	137,574	163,690	163,690
***	PLANNING, COMM & ECON DEV	516,643	583,656	606,965	597,772	608,385	608,385

YOUTH, FAMILY & SENIOR SERVICES

PROGRAM NAME/NUMBER Youth & Family Administration/4010

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Ensure that services are accessible to low and moderate income families (in compliance with requirements for use of City-restricted funds for facility construction)	Percent of families of 4 receiving services who are of low to moderate income ($66,750 or less)	88%	>=51%	85%	>=51%

PROGRAM NAME/NUMBER — Youth & Family Administration/4010

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	ESTIMATED FY 2014
Director of Youth, Family & Senior Svcs	0.60	0.60	0.60	0.60
Administrative Assistant	0.75	0.75	0.75	0.75
Office Specialist I	0.30	0.30	0.30	0.30
Budget Total	**1.65**	**1.65**	**1.65**	**1.65**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 4010
	Element/Object	**Details**	**Total**
12	Travel & Training		
	12-10 Non Training Travel	Staff mileage reimbursement	2,100
	12-11 Travel & Training	Maryland Municipal League (MML) convention ..... 1,550 Administrative seminars 1,150	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	2,800
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 300	2,900
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 and thermostats, clinical offices 4,250	15,830
	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 42-10 Building	Window cleaning .....250 Cleaning of ceiling fans, recreation side exposed high ceiling duct work .....950 Cleaning of 5 mats, 3x/year 300	1,500
45	Maintenance Contracts 45-16 Building Services	HVAC maintenance contract .....2,500 Tile maintenance contract, quarterly cleaning .....4,200 Fire extinguisher service .....200 Sprinkler system testing and recharge .....1,000 Carpet cleaning contract 2,400	10,300
	45-22 Security Alarm Monitoring	Burglar alarm, 2 systems .....650 Fire alarm system .....510 Air conditioning system 325	1,485
	45-23 Pest Control		900
47	Clothing & Uniforms 47-10 Clothing & Uniforms	City seal clothing for staff	200
48	Rental 48-20 Copiers	Copier lease @ $154 monthly	1,848
52	Awards & Gifts 52-10 Awards & Gifts	Lakeland STARS .....200 College Park Scholars, pens 350	550
60	Supplies 60-10 General Supplies	Special event materials, photo finishing, presentation materials, promotional items, Lakeland STARS supplies	4,000
	60-11 Meeting Refreshments		1,750
61	Office Supplies 61-10 Office Supplies		2,600
62	Postage 62-10 Postage		630
65	Utilities 65-10 Electricity	Based on current usage	12,750
	65-11 Natural Gas	Based on current usage	3,200
	65-13 Water & Sewer	Based on current usage	500
66	Telephone & Communications 66-12 Cellular Phone	Monthly service, 1 Android @ $100	1,200

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

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 4010
Element/Object		Details	Total
67	Dues & Publications		
	67-10 Dues	Maryland Association of Youth Services Bureaus 1,600	
		Maryland Association of Non-Profits 350	
		Human Services Coalition of Prince George's County 150	2,100
	67-20 Publications & Books		300
69	Miscellaneous Charge		
	69-10 Miscellaneous		700

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
332.40	State Youth Services Grant	76,457	76,457	76,457	48,036	72,055
334.30	County Youth Services Grant	4,000	4,000	4,000	20,000	0
334.34	County Special Appropriations Grant	30,000	30,000	0	4,500	4,000
	TOTAL	110,457	110,457	80,457	72,536	76,055

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 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	62,451	67,286	71,220	70,364	72,644	72,644
4010-540.10-02	HOURLY	49,620	33,844	40,740	50,132	41,555	41,555
4010-540.10-03	OVERTIME	4,484	4,443	5,000	4,846	4,500	4,500
*	PAYROLL-WAGES	116,555	105,573	116,960	125,342	118,699	118,699
ELEM 11	FRINGE BENEFITS						
4010-540.11-10	FICA	8,841	7,851	7,956	9,249	7,941	7,941
4010-540.11-12	HEALTH INSURANCE	9,523	3,486	4,414	7,321	8,714	8,714
4010-540.11-13	DENTAL INSURANCE	564	157	209	271	268	268
4010-540.11-14	LIFE INSURANCE	259	242	287	317	327	327
4010-540.11-15	VISION INSURANCE	163	64	60	181	202	202
4010-540.11-17	457 CITY MATCH CONTRIBUTN	1,734	1,641	1,877	1,909	1,877	1,877
4010-540.11-18	401A RETIREMENT	5,600	4,708	7,059	4,896	7,161	7,161
4010-540.11-21	WORKERS COMPENSATION INS	2,706	2,765	2,524	2,598	2,404	2,404
4010-540.11-22	LONG TERM DISABILITY INS	320	292	401	338	283	283
*	FRINGE BENEFITS	29,710	21,206	24,787	27,080	29,177	29,177
ELEM 12	TRAVEL & TRAINING						
4010-540.12-10	NON TRAINING TRAVEL	718	1,134	2,100	985	2,100	2,100
4010-540.12-11	TRAVEL & TRAINING	1,921	2,133	2,700	2,107	2,700	2,700
*	TRAVEL & TRAINING	2,639	3,267	4,800	3,092	4,800	4,800
ELEM 20	OVERHEAD						
4010-540.20-10	INSURANCE	7,111	6,944	6,377	6,377	5,667	5,667
4010-540.20-12	POSTAGE	189	0	320	27	320	320
4010-540.20-14	TELEPHONE	3,876	3,876	4,653	4,653	5,112	5,112
4010-540.20-15	INFORMATION TECHNOLOGY	48,909	40,293	55,278	55,278	58,260	58,260
4010-540.20-16	BUILDING MAINTENANCE	54,629	52,538	58,697	58,697	62,236	62,236
4010-540.20-17	COPIER	2	3	252	14	288	288
*	OVERHEAD	114,716	103,654	125,577	125,046	131,883	131,883
ELEM 25	GRANTS & ASSISTANCE						
4010-540.25-38	PUBL SCH EDUCATION GRANTS	19,228	0	0	0	0	0
*	GRANTS & ASSISTANCE	19,228	0	0	0	0	0
ELEM 30	PROFESSIONAL SERVICES						
4010-540.30-13	ADMINISTRATIVE	6,002	18,506	6,000	6,271	6,000	6,000
*	PROFESSIONAL SERVICES	6,002	18,506	6,000	6,271	6,000	6,000
ELEM 34	CONTRACTUAL SERVICES						
4010-540.34-37	M-NCPPC CONTRCT-YOUTH CTR	0	0	10,000	10,000	10,000	10,000
4010-540.34-72	BLDG COVERAGE-AFTER HOURS	1,440	1,440	1,440	1,440	1,440	1,440
*	CONTRACTUAL SERVICES	1,440	1,440	11,440	11,440	11,440	11,440
ELEM 36	SPECIAL SERVICES						
4010-540.36-10	PRINTING	2,689	2,243	3,000	1,573	2,800	2,800
*	SPECIAL SERVICES	2,689	2,243	3,000	1,573	2,800	2,800
ELEM 38	SPECIAL EVENTS						
4010-540.38-15	HOLIDAY EVENTS	1,813	1,616	1,750	2,911	1,750	1,750
4010-540.38-66	FAMILY SUMMIT	2,070	2,335	2,700	2,880	2,900	2,900
4010-540.38-99	OTHER	0	1,665	0	9-	0	0
*	SPECIAL EVENTS	3,883	5,616	4,450	5,782	4,650	4,650
ELEM 40	REPAIR & MAINTENANCE						
4010-540.40-10	OFFICE EQUIPMENT	279	0	300	0	300	300
4010-540.40-11	BUILDINGS & GROUNDS	2,950	9,608	13,220	6,154	15,830	15,830
4010-540.40-17	ALARM SYSTEM	1,564	25	500	192	500	500
4010-540.40-25	HVAC REPAIRS	313	4,176	2,000	6,235	2,000	2,000
*	REPAIR & MAINTENANCE	5,106	13,809	16,020	12,581	18,630	18,630
ELEM 42	CLEANING SERVICE						
4010-540.42-10	BUILDING	1,025	100	1,500	1,235	1,500	1,500

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 40	YOUTH FAMILY &SENIOR SERV						
DIV 10	YOUTH & FAMILY ADMIN						
SUB 0	YOUTH FAMILY &SENIOR SERV						
ELEM 42	CLEANING SERVICE						
*	CLEANING SERVICE	1,025	100	1,500	1,235	1,500	1,500
ELEM 45	MAINTENANCE CONTRACT						
4010-540.45-16	BUILDING SERVICES	4,529	7,126	9,850	8,109	10,300	10,300
4010-540.45-22	SECURITY ALARM MONITORING	1,044	1,128	1,200	1,128	1,485	1,485
4010-540.45-23	PEST CONTROL	792	819	900	855	900	900
*	MAINTENANCE CONTRACT	6,365	9,073	11,950	10,092	12,685	12,685
ELEM 47	CLOTHING & UNIFORMS						
4010-540.47-10	CLOTHING & UNIFORMS	204	37	200	173	200	200
*	CLOTHING & UNIFORMS	204	37	200	173	200	200
ELEM 48	RENTAL						
4010-540.48-20	COPIERS	1,863	1,848	1,848	1,694	1,848	1,848
*	RENTAL	1,863	1,848	1,848	1,694	1,848	1,848
ELEM 52	AWARDS & GIFTS						
4010-540.52-10	AWARDS & GIFTS	169	169	550	301	550	550
*	AWARDS & GIFTS	169	169	550	301	550	550
ELEM 60	SUPPLIES						
4010-540.60-10	GENERAL SUPPLIES	5,386	6,095	4,000	3,166	4,000	4,000
4010-540.60-11	MEETING REFRESHMENTS	860	1,780	1,000	2,330	1,750	1,750
*	SUPPLIES	6,246	7,875	5,000	5,496	5,750	5,750
ELEM 61	OFFICE SUPPLIES						
4010-540.61-10	OFFICE SUPPLIES	3,235	2,687	3,100	2,706	2,600	2,600
*	OFFICE SUPPLIES	3,235	2,687	3,100	2,706	2,600	2,600
ELEM 62	POSTAGE						
4010-540.62-10	POSTAGE	683	1,442	630	489	630	630
*	POSTAGE	683	1,442	630	489	630	630
ELEM 65	UTILITIES						
4010-540.65-10	ELECTRICITY	12,028	12,514	13,000	8,239	12,750	12,750
4010-540.65-11	NATURAL GAS	2,863	2,637	3,200	2,372	3,200	3,200
4010-540.65-13	WATER & SEWER	469	526	500	577	500	500
*	UTILITIES	15,360	15,677	16,700	11,188	16,450	16,450
ELEM 66	TELEPHONE & COMMUNICATION						
4010-540.66-12	CELLULAR PHONE	1,290	1,224	1,320	1,209	1,200	1,200
*	TELEPHONE & COMMUNICATION	1,290	1,224	1,320	1,209	1,200	1,200
ELEM 67	DUES & PUBLICATIONS						
4010-540.67-10	DUES	150	950	1,700	1,935	2,100	2,100
4010-540.67-20	PUBLICATIONS & BOOKS	306	109	400	786	300	300
*	DUES & PUBLICATIONS	456	1,059	2,100	2,721	2,400	2,400
ELEM 69	MISCELLANEOUS CHARGE						
4010-540.69-10	MISCELLANEOUS	668	795	800	588	700	700
*	MISCELLANEOUS CHARGE	668	795	800	588	700	700
ELEM 93	OFFICE EQUIPMENT						
4010-540.93-10	OFFICE EQUIPMENT	0	604	0	0	0	0
4010-540.93-20	OFFICE FURNITURE	0	0	0	3,428	0	0
*	OFFICE EQUIPMENT	0	604	0	3,428	0	0
**	YOUTH & FAMILY ADMIN	339,532	317,904	358,732	359,527	374,592	374,592

PROGRAM NAME/NUMBER — Clinical Services/4011

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Strengthen youth and/or family functioning through clinical interventions	Number of youth in groups and families served	111	>=75	139	>=75
	Percent rating services as helpful, based on exit survey	100%	80%	94%	90%
2. Provide outreach services designed to improve family/community relationships	Number of individuals served	1,968	1,850	1,909	1,850

PROGRAM NAME/NUMBER — Clinical Services/4011

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	ESTIMATED FY 2014
Director of Youth, Family & Senior Svcs	0.30	0.30	0.30	0.30
Administrative Assistant	0.25	0.25	0.25	0.25
Clinical Supervisor	1.00	1.00	1.00	1.00
Family Therapist	3.13	3.13	3.13	3.13
Child Care Provider	0.04	0.08	0.08	0.08
Budget Total	**4.72**	**4.76**	**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 @ Palm Springs, 2 attendees @ $2,350 ....4,700 National Institute for Relationship Enhancement ....1,000 Clinical training 600	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	400
50	Insurance		
	50-10 Liability Insurance	MSW professional insurance, 3 @ $300 ....900 ACA professional insurance, 3 @ $220 660	1,560
60	Supplies		
	60-10 General Supplies	Supplies for playroom 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 Maryland Board of Professional Counselors, 3 @ 155 ....465 Maryland Board of Social Work Examiners, 3 @ $260 ....780 National Association of Social Work, 3 @ $200 ....600 American Counseling Association, 3 @ $160 480	

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

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 4011
Element/Object		Details	Total
		Association of Play Therapy 300	2,675
	67-20 Publications & Books	Parenting books and materials, clinical books	500

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
345.10	Youth Services Client Fees	11,242	13,003	9,000	15,430	10,000
	TOTAL	11,242	13,003	9,000	15,430	10,000

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 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	252,569	258,931	258,668	269,686	281,219	281,219
4011-540.10-02	HOURLY	8,373	10,793	40,189	4,480	14,240	14,240
4011-540.10-03	OVERTIME	0	17	100	0	100	100
*	PAYROLL-WAGES	260,942	269,741	298,957	274,166	295,559	295,559
ELEM 11	FRINGE BENEFITS						
4011-540.11-10	FICA	19,388	19,316	20,918	19,584	20,752	20,752
4011-540.11-12	HEALTH INSURANCE	15,952	22,956	21,192	24,197	28,519	28,519
4011-540.11-13	DENTAL INSURANCE	1,517	1,362	1,448	1,243	1,263	1,263
4011-540.11-14	LIFE INSURANCE	295	298	340	311	362	362
4011-540.11-15	VISION INSURANCE	542	514	530	521	557	557
4011-540.11-17	457 CITY MATCH CONTRIBUTN	3,014	3,356	3,285	3,704	3,806	3,806
4011-540.11-18	401A RETIREMENT	13,846	15,708	17,529	16,041	15,453	15,453
4011-540.11-21	WORKERS COMPENSATION INS	9,983	10,119	9,855	9,119	9,028	9,028
4011-540.11-22	LONG TERM DISABILITY INS	411	400	475	432	449	449
*	FRINGE BENEFITS	64,948	74,029	75,572	75,152	80,189	80,189
ELEM 12	TRAVEL & TRAINING						
4011-540.12-10	NON TRAINING TRAVEL	872	1,207	1,200	917	1,200	1,200
4011-540.12-11	TRAVEL & TRAINING	7,286	7,640	6,300	5,085	6,300	6,300
*	TRAVEL & TRAINING	8,158	8,847	7,500	6,002	7,500	7,500
ELEM 30	PROFESSIONAL SERVICES						
4011-540.30-15	CONSULTING	6,420	8,325	6,000	5,940	6,000	6,000
*	PROFESSIONAL SERVICES	6,420	8,325	6,000	5,940	6,000	6,000
ELEM 34	CONTRACTUAL SERVICES						
4011-540.34-60	CHILD CARE COSTS	120	0	800	0	800	800
*	CONTRACTUAL SERVICES	120	0	800	0	800	800
ELEM 36	SPECIAL SERVICES						
4011-540.36-10	PRINTING	0	85	0	0	0	0
*	SPECIAL SERVICES	0	85	0	0	0	0
ELEM 38	SPECIAL EVENTS						
4011-540.38-35	STUDENT EVENTS	1,400	1,550	1,600	1,350	1,600	1,600
*	SPECIAL EVENTS	1,400	1,550	1,600	1,350	1,600	1,600
ELEM 40	REPAIR & MAINTENANCE						
4011-540.40-40	AUDIO-VISUAL EQ SERVICE	0	221	500	75	400	400
*	REPAIR & MAINTENANCE	0	221	500	75	400	400
ELEM 50	INSURANCE						
4011-540.50-10	LIABILITY INSURANCE	635	469	1,560	533	1,560	1,560
*	INSURANCE	635	469	1,560	533	1,560	1,560
ELEM 60	SUPPLIES						
4011-540.60-10	GENERAL SUPPLIES	2,439	2,520	1,100	2,426	1,100	1,100
4011-540.60-11	MEETING REFRESHMENTS	2,679	4,963	4,000	3,243	4,000	4,000
*	SUPPLIES	5,118	7,483	5,100	5,669	5,100	5,100
ELEM 61	OFFICE SUPPLIES						
4011-540.61-10	OFFICE SUPPLIES	249	46	0	0	0	0
*	OFFICE SUPPLIES	249	46	0	0	0	0
ELEM 62	POSTAGE						
4011-540.62-10	POSTAGE	13	0	0	0	0	0
*	POSTAGE	13	0	0	0	0	0
ELEM 67	DUES & PUBLICATIONS						
4011-540.67-10	DUES	1,573	619	2,675	981	2,675	2,675
4011-540.67-20	PUBLICATIONS & BOOKS	1,178	658	500	1,320	500	500
*	DUES & PUBLICATIONS	2,751	1,277	3,175	2,301	3,175	3,175

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 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	282	445	0	135	0	0
*	MISCELLANEOUS CHARGE	282	445	0	135	0	0
ELEM 92	MACHINERY & EQUIPMENT						
4011-540.92-50	VIDEO EQUIPMENT	16,070	0	0	0	0	0
*	MACHINERY & EQUIPMENT	16,070	0	0	0	0	0
**	CLINICAL SERVICES	367,106	372,518	400,764	371,323	401,883	401,883

PROGRAM NAME/NUMBER — Seniors Program/4012

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 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	2,278	2,200	2,210	2,200
	Number of seniors assisted with transportation	3,585	3,500	3,515	3,500

PROGRAM NAME/NUMBER — Seniors Program/4012

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	ESTIMATED FY 2014
Director of Youth, Family & Senior Svcs	0.10	0.10	0.10	0.10
Seniors Program Manager	1.00	1.00	1.00	1.00
Seniors Program Caseworker	0.50	0.50	0.50	0.50
Bus Driver	1.40	1.40	1.40	1.40
Office Specialist I	0.00	0.00	0.30	0.30
Budget Total	**3.00**	**3.00**	**3.30**	**3.30**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 4012
	Element/Object	**Details**	**Total**
12	Travel & Training		
	12-10 Non Training Travel	Staff mileage reimbursement	1,000
	12-11 Travel & Training	Training on seniors issues	1,300
30	Professional Services		
	30-15 Consulting	Clinical consultation, quarterly	1,000
	30-65 Interpreter Services	As needed	0
36	Special Services		
	36-10 Printing	Brochures and flyers	600
38	Special Events		
	38-12 Senior Trips	Subsidized senior trips (seniors pay $12-35 per trip) Trips are scheduled on a calendar year basis; the 2013 scheduled trips are: Cherry Blossom Odyssey lunch cruise in April; Blue Angels Air Show and Cruise in Annapolis in May; Dutch Apple Dinner Theatre ("CATS") in June; Harrington Raceway & Casino in July; Sight & Sound Dinner Theatre ("Noah") and Miller's Restaurant in August; National Arboretum and Golden Corral in September; Strasburg Railroad in October; Riverside Dinner Theatre ("White Christmas") in December ..... 13,700 Subsidies to wheelchair-bound residents to go on outings (Attick Towers, Spellman House, City-at-large) 2,500	16,200
40	Repair & Maintenance		
	40-10 Office Equipment		200
45	Maintenance Contract		
	45-23 Pest Control		480

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

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 4012
Element/Object		Details	Total
47	Clothing & Uniforms 47-10 Clothing & Uniforms	City seal clothing for staff	100
48	Rental 48-20 Copiers	Copier lease, Spellman House office @ $38 monthly	456
60	General Supplies 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 61-10 Office Supplies		300
62	Postage 62-10 Postage		400
66	Telephone & Communications 66-12 Cellular Phone	Cell phones for staff and senior bus, 2 @ $40/month	960
67	Dues & Publications 67-10 Dues	Maryland Board of Social Work Examiners	80
	67-20 Publications & Books		100
69	Miscellaneous 69-10 Miscellaneous		150

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 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	76,895	79,446	84,813	84,498	86,509	86,509
4012-540.10-02	HOURLY	82,301	84,692	97,025	92,400	100,694	100,694
4012-540.10-03	OVERTIME	718	1,217	1,500	2,539	2,500	2,500
*	PAYROLL-WAGES	159,914	165,355	183,338	179,437	189,703	189,703
ELEM 11	FRINGE BENEFITS						
4012-540.11-10	FICA	11,388	11,745	12,854	12,756	13,334	13,334
4012-540.11-12	HEALTH INSURANCE	16,818	15,484	16,129	16,195	17,187	17,187
4012-540.11-13	DENTAL INSURANCE	737	733	697	970	969	969
4012-540.11-14	LIFE INSURANCE	338	339	375	392	408	408
4012-540.11-15	VISION INSURANCE	199	192	209	213	209	209
4012-540.11-17	457 CITY MATCH CONTRIBUTN	1,896	1,932	2,007	1,999	2,007	2,007
4012-540.11-18	401A RETIREMENT	9,873	10,042	10,446	10,650	10,791	10,791
4012-540.11-21	WORKERS COMPENSATION INS	6,085	6,164	5,951	5,763	5,691	5,691
4012-540.11-22	LONG TERM DISABILITY INS	473	462	523	509	534	534
*	FRINGE BENEFITS	47,807	47,093	49,191	49,447	51,130	51,130
ELEM 12	TRAVEL & TRAINING						
4012-540.12-10	NON TRAINING TRAVEL	628	633	1,100	556	1,000	1,000
4012-540.12-11	TRAVEL & TRAINING	1,587	588	1,500	701	1,300	1,300
*	TRAVEL & TRAINING	2,215	1,221	2,600	1,257	2,300	2,300
ELEM 20	OVERHEAD						
4012-540.20-11	AUTOMOTIVE	26,822	27,573	29,858	29,858	30,112	30,112
*	OVERHEAD	26,822	27,573	29,858	29,858	30,112	30,112
ELEM 30	PROFESSIONAL SERVICES						
4012-540.30-15	CONSULTING	240	0	1,000	1,060	1,000	1,000
*	PROFESSIONAL SERVICES	240	0	1,000	1,060	1,000	1,000
ELEM 36	SPECIAL SERVICES						
4012-540.36-10	PRINTING	1,342	640	500	1,264	600	600
*	SPECIAL SERVICES	1,342	640	500	1,264	600	600
ELEM 38	SPECIAL EVENTS						
4012-540.38-12	SENIOR TRIPS	6,544	20,555	16,000	15,944	16,200	16,200
*	SPECIAL EVENTS	6,544	20,555	16,000	15,944	16,200	16,200
ELEM 40	REPAIR & MAINTENANCE						
4012-540.40-10	OFFICE EQUIPMENT	0	0	200	0	200	200
*	REPAIR & MAINTENANCE	0	0	200	0	200	200
ELEM 45	MAINTENANCE CONTRACT						
4012-540.45-23	PEST CONTROL	390	417	450	438	480	480
*	MAINTENANCE CONTRACT	390	417	450	438	480	480
ELEM 47	CLOTHING & UNIFORMS						
4012-540.47-10	CLOTHING & UNIFORMS	138	0	100	249	100	100
*	CLOTHING & UNIFORMS	138	0	100	249	100	100
ELEM 48	RENTAL						
4012-540.48-20	COPIERS	460	466	456	399	456	456
*	RENTAL	460	466	456	399	456	456
ELEM 60	SUPPLIES						
4012-540.60-10	GENERAL SUPPLIES	2,238	2,226	1,000	996	1,000	1,000
4012-540.60-11	MEETING REFRESHMENTS	4,783	3,067	4,000	3,654	4,000	4,000
*	SUPPLIES	7,021	5,293	5,000	4,650	5,000	5,000
ELEM 61	OFFICE SUPPLIES						
4012-540.61-10	OFFICE SUPPLIES	314	632	300	735	300	300
*	OFFICE SUPPLIES	314	632	300	735	300	300

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 40	YOUTH FAMILY &SENIOR SERV						
DIV 12	SENIORS PROGRAM						
SUB 0	YOUTH FAMILY &SENIOR SERV						
ELEM 62	POSTAGE						
ELEM 62	POSTAGE						
4012-540.62-10	POSTAGE	352	436	400	418	400	400
*	POSTAGE	352	436	400	418	400	400
ELEM 66	TELEPHONE & COMMUNICATION						
4012-540.66-12	CELLULAR PHONE	1,019	798	960	662	960	960
*	TELEPHONE & COMMUNICATION	1,019	798	960	662	960	960
ELEM 67	DUES & PUBLICATIONS						
4012-540.67-10	DUES	80	0	80	80	80	80
4012-540.67-20	PUBLICATIONS & BOOKS	174	91	100	0	100	100
*	DUES & PUBLICATIONS	254	91	180	80	180	180
ELEM 69	MISCELLANEOUS CHARGE						
4012-540.69-10	MISCELLANEOUS	0	50	100	60	150	150
*	MISCELLANEOUS CHARGE	0	50	100	60	150	150
ELEM 93	OFFICE EQUIPMENT						
4012-540.93-20	OFFICE FURNITURE	0	700	0	2,377	0	0
*	OFFICE EQUIPMENT	0	700	0	2,377	0	0
**	SENIORS PROGRAM	254,832	271,320	290,633	288,335	299,271	299,271

PROGRAM NAME/NUMBER — YFS Grants/4015

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

OJJDP earmark grant activities concluded during FY 2012.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	

PROGRAM NAME/NUMBER — YFS Grants/4015

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Family Therapist	1.00	0.00	0.00	0.00
Child Care Provider	0.08	0.00	0.00	0.00
Budget Total	**1.08**	**0.00**	**0.00**	**0.00**

OPERATING EXPENDITURES: None

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
330.35	YFS MAYSB OJJDP Earmark	19,257	47,243	0	0	0
	TOTAL	19,257	47,243	0	0	0

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 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	13,475	5,965	0	0	0	0
4015-540.10-02	HOURLY	0	4,971	0	0	0	0
*	PAYROLL-WAGES	13,475	10,936	0	0	0	0
ELEM 11	FRINGE BENEFITS						
4015-540.11-10	FICA	1,000	837	0	0	0	0
4015-540.11-12	HEALTH INSURANCE	929	0	0	0	0	0
4015-540.11-13	DENTAL INSURANCE	29	0	0	0	0	0
4015-540.11-15	VISION INSURANCE	17	0	0	0	0	0
4015-540.11-17	457 CITY MATCH CONTRIBUTN	175	85	0	0	0	0
4015-540.11-18	401A RETIREMENT	176	218	0	0	0	0
4015-540.11-21	WORKERS COMPENSATION INS	516	1,814	0	0	0	0
*	FRINGE BENEFITS	2,842	2,954	0	0	0	0
ELEM 12	TRAVEL & TRAINING						
4015-540.12-10	NON TRAINING TRAVEL	194	0	0	0	0	0
*	TRAVEL & TRAINING	194	0	0	0	0	0
ELEM 25	GRANTS & ASSISTANCE						
4015-540.25-38	PUBL SCH EDUCATION GRANTS	0	12,306	0	0	0	0
*	GRANTS & ASSISTANCE	0	12,306	0	0	0	0
ELEM 30	PROFESSIONAL SERVICES						
4015-540.30-15	CONSULTING	2,000	42,785	0	0	0	0
*	PROFESSIONAL SERVICES	2,000	42,785	0	0	0	0
ELEM 36	SPECIAL SERVICES						
4015-540.36-18	RETREAT	0	725	0	0	0	0
*	SPECIAL SERVICES	0	725	0	0	0	0
ELEM 60	SUPPLIES						
4015-540.60-10	GENERAL SUPPLIES	22	1,116	0	0	0	0
4015-540.60-11	MEETING REFRESHMENTS	1,451	225	0	0	0	0
*	SUPPLIES	1,473	1,341	0	0	0	0
ELEM 66	TELEPHONE & COMMUNICATION						
4015-540.66-12	CELLULAR PHONE	371	0	0	0	0	0
*	TELEPHONE & COMMUNICATION	371	0	0	0	0	0
ELEM 69	MISCELLANEOUS CHARGE						
4015-540.69-10	MISCELLANEOUS	0	1,760	0	0	0	0
*	MISCELLANEOUS CHARGE	0	1,760	0	0	0	0
**	YFS GRANTS	20,355	72,807	0	0	0	0
***	YOUTH FAMILY &SENIOR SERV	981,825	1,034,549	1,050,129	1,019,185	1,075,746	1,075,746

This page intentionally left blank

PUBLIC WORKS

PROGRAM NAME/NUMBER — Public Works Administration/5010

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 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)	72%	75%	63%	65%
2. Provide responsive service to residents	Percent of residents rating Public Works services as good or better	No survey	78%	83%	No survey

PROGRAM NAME/NUMBER — Public Works Administration/5010

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	ESTIMATED FY 2014
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	1.00	1.00	1.00
Office Specialist III	1.00	0.00	0.00	0.00
Office Specialist II	0.00	1.00	1.00	1.00
Admin. Asst./Recycling Coordinator	0.70	0.70	0.25	0.25
Dispatch/Administrative Clerk	0.90	1.00	1.00	1.00
Supply Clerk	0.00	0.00	0.10	0.10
Budget Total	**5.20**	**5.35**	**5.00**	**5.00**

OPERATING EXPENDITURES:

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

	Element/Object	Details	Total
12	Travel & Training		
	12-10 Non-Training Travel	Staff mileage reimbursement	100
	12-11 Travel & Training	American Public Works Association (APWA) annual conference @ Chicago, 1 attendee .....2,800 Managerial development training (various), 4 attendees 800	3,600
30	Professional Services		
	30-39 Translation Services	Translate departmental public information documents	500
34	Contractual Services		
	34-17 Temp Manpower-Other	Assemble and distribute resident packets, 250 hours @ $16.50	4,125
	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 Specification packets, plans, maps, residential information packages .....600 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 40-10 Office Equipment		300
47	Clothing & Uniforms 47-10 Clothing & Uniforms	Uniform rental and cleaning, 48 employees @ $7/week .....17,475 Walk-off mats @ $35/week .....1,820 Rental return losses .....300 Rain suits, 5 @ $90 .....450 Safety shoes, 45 employees @ $170 .....7,650 Hats, 40 @ $13 520	28,215
48	Rental 48-20 Copiers	Copier lease @ $165 monthly	1,980
52	Awards & Gifts 52-10 Awards & Gifts		400
53	CDL Licensing Fee 53-10 CDL Licensing Fee	CDL license renewals, 3 @ $50 .....150 New CDL requests, 1 @ $90 90	240
60	Supplies 60-10 General Supplies	Paper goods and supplies .....1,600 Rental of 4 water coolers 1,500	3,100
	60-11 Meeting Refreshments	Various meetings	700
61	Office Supplies 61-10 Office Supplies	Paper and office supplies	3,800
66	Telephone & Communications 66-12 Cellular Phone	Monthly service, 1 Android @ $100, 3 phones @ $40, 1 allowance @ $50	3,240
	66-13 Wireless Radio	FY 2014 radio maintenance is budgeted in Radio Communication System C.I.P. project 115005	0
67	Dues & Publications 67-10 Dues	MML Public Works Officials Association (PWOA) .....150 American Public Works Association (APWA) 900	1,050
	67-20 Publications & Books	Fleet Management magazine .....195 Other publications 125	320

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 10	PUBLIC WORKS ADMIN						
SUB 0	PUBLIC WORKS						
ELEM 10	PAYROLL-WAGES						
5010-550.10-01	SALARY	243,825	241,955	243,894	235,023	248,674	248,674
5010-550.10-02	HOURLY	94,729	89,355	95,305	97,574	100,856	100,856
5010-550.10-03	OVERTIME	2,739	3,164	2,000	4,707	4,000	4,000
5010-550.10-08	SATURDAY SHIFT DIFFERENTL	0	2	0	0	0	0
*	PAYROLL-WAGES	341,293	334,476	341,199	337,304	353,530	353,530
ELEM 11	FRINGE BENEFITS						
5010-550.11-10	FICA	24,275	25,064	24,347	24,819	24,991	24,991
5010-550.11-12	HEALTH INSURANCE	35,540	37,806	37,625	45,282	54,171	54,171
5010-550.11-13	DENTAL INSURANCE	1,824	1,881	2,079	1,846	2,045	2,045
5010-550.11-14	LIFE INSURANCE	862	877	944	998	1,051	1,051
5010-550.11-15	VISION INSURANCE	549	573	652	736	813	813
5010-550.11-17	457 CITY MATCH CONTRIBUTN	3,600	3,626	4,139	4,956	4,562	4,562
5010-550.11-18	401A RETIREMENT	20,970	20,346	21,478	21,503	23,045	23,045
5010-550.11-21	WORKERS COMPENSATION INS	9,837	9,575	8,726	8,507	8,335	8,335
5010-550.11-22	LONG TERM DISABILITY INS	1,158	1,172	1,321	1,248	1,361	1,361
*	FRINGE BENEFITS	98,615	100,920	101,311	109,895	120,374	120,374
ELEM 12	TRAVEL & TRAINING						
5010-550.12-10	NON TRAINING TRAVEL	5	33	100	41	100	100
5010-550.12-11	TRAVEL & TRAINING	2,795	4,806	4,000	4,534	3,600	3,600
*	TRAVEL & TRAINING	2,800	4,839	4,100	4,575	3,700	3,700
ELEM 20	OVERHEAD						
5010-550.20-10	INSURANCE	28,444	27,777	25,507	25,510	22,666	22,666
5010-550.20-11	AUTOMOTIVE	33,528	34,466	37,323	37,323	37,640	37,640
5010-550.20-12	POSTAGE	258	96	1,280	159	1,280	1,280
5010-550.20-14	TELEPHONE	4,560	4,560	5,476	5,474	6,016	6,016
5010-550.20-15	INFORMATION TECHNOLOGY	63,582	80,586	82,916	82,917	87,389	87,389
5010-550.20-16	BUILDING MAINTENANCE	60,092	57,792	64,566	64,567	68,459	68,459
5010-550.20-17	COPIER	3	2	252	11	288	288
*	OVERHEAD	190,467	205,279	217,320	215,961	223,738	223,738
ELEM 30	PROFESSIONAL SERVICES						
5010-550.30-39	TRANSLATION SERVICES	0	0	800	0	500	500
*	PROFESSIONAL SERVICES	0	0	800	0	500	500
ELEM 34	CONTRACTUAL SERVICES						
5010-550.34-17	TEMP MANPOWER-OTHER	4,268	2,315	4,455	2,024	4,125	4,125
5010-550.34-75	MOSQUITO CONTROL	1,895	3,000	4,800	3,454	4,800	4,800
*	CONTRACTUAL SERVICES	6,163	5,315	9,255	5,478	8,925	8,925
ELEM 36	SPECIAL SERVICES						
5010-550.36-10	PRINTING	3,215	9,525	11,600	6,950	11,600	11,600
5010-550.36-11	CLASSIFIED ADVERTISING	1,373	0	3,000	0	3,000	3,000
5010-550.36-37	CODE ENF ABATEMENT REIMB	8,363-	4,109-	0	6,061-	0	0
5010-550.36-39	HOUSING AUTH REIMBURSEMT	836-	0	0	0	0	0
*	SPECIAL SERVICES	4,611-	5,416	14,600	889	14,600	14,600
ELEM 38	SPECIAL EVENTS						
5010-550.38-45	VOLUNTEER PROGRAMS	338	163	250	114	250	250
5010-550.38-67	SAFETY BREAKFAST	1,303	1,298	1,300	1,118	1,300	1,300
*	SPECIAL EVENTS	1,641	1,461	1,550	1,232	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	23,574	25,923	28,940	25,395	28,215	28,215
*	CLOTHING & UNIFORMS	23,574	25,923	28,940	25,395	28,215	28,215
ELEM 48	RENTAL						

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 10	PUBLIC WORKS ADMIN						
SUB 0	PUBLIC WORKS						
ELEM 48	RENTAL						
5010-550.48-20	COPIERS	2,026	1,961	1,980	1,803	1,980	1,980
5010-550.48-60	BUILDINGS	2,640	2,640	0	0	0	0
*	RENTAL	4,666	4,601	1,980	1,803	1,980	1,980
ELEM 52	AWARDS & GIFTS						
5010-550.52-10	AWARDS & GIFTS	354	707	400	233	400	400
*	AWARDS & GIFTS	354	707	400	233	400	400
ELEM 53	CDL LICENSING FEE						
5010-550.53-10	CDL LICENSING FEE	50	247	240	102	240	240
*	CDL LICENSING FEE	50	247	240	102	240	240
ELEM 60	SUPPLIES						
5010-550.60-10	GENERAL SUPPLIES	3,535	2,292	3,100	3,491	3,100	3,100
5010-550.60-11	MEETING REFRESHMENTS	601	481	700	580	700	700
*	SUPPLIES	4,136	2,773	3,800	4,071	3,800	3,800
ELEM 61	OFFICE SUPPLIES						
5010-550.61-10	OFFICE SUPPLIES	2,769	2,516	3,800	2,224	3,800	3,800
*	OFFICE SUPPLIES	2,769	2,516	3,800	2,224	3,800	3,800
ELEM 62	POSTAGE						
5010-550.62-10	POSTAGE	52	48	0	0	0	0
*	POSTAGE	52	48	0	0	0	0
ELEM 66	TELEPHONE & COMMUNICATION						
5010-550.66-10	TELEPHONE	91	0	0	0	0	0
5010-550.66-12	CELLULAR PHONE	2,508	2,711	3,360	2,176	3,240	3,240
5010-550.66-13	WIRELESS RADIO	7,626	7,626	0	636	0	0
*	TELEPHONE & COMMUNICATION	10,225	10,337	3,360	2,812	3,240	3,240
ELEM 67	DUES & PUBLICATIONS						
5010-550.67-10	DUES	831	849	925	963	1,050	1,050
5010-550.67-20	PUBLICATIONS & BOOKS	595	195	320	334	320	320
*	DUES & PUBLICATIONS	1,426	1,044	1,245	1,297	1,370	1,370
**	PUBLIC WORKS ADMIN	683,620	705,902	734,200	713,271	770,262	770,262

PROGRAM NAME/NUMBER — Solid Waste Management/5011

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Provide reliable, quality refuse service	Percent of pickups accomplished on scheduled day	99%	99%	99%	99%
	Number of complaints received	15	<10	6	<10
	Percent of residents rating services as good or better	No survey	95%	95%	No survey
	Cost per ton of solid waste (including regular trash, special trash pick-up, tires, building materials, non-recyclable white goods)	$135.53	<$160.00	$139.89	<$160.00

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

PROGRAM NAME/NUMBER — Solid Waste Management/5011

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	ESTIMATED FY 2014
Crew Chief	0.48	0.48	0.48	0.48
Motor Equipment Operator II	1.00	0.00	0.00	0.00
Motor Equipment Operator I	1.95	2.95	2.90	2.90
Laborer	3.60	3.35	3.45	3.45
Budget Total	**7.03**	**6.78**	**6.83**	**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, 4,750 tons @ $59 per ton ..... 280,250 Construction materials, 15 tons @ $60 per ton ..... 900 Tires, 5 tons @ $240 per ton ..... 1,200 Refrigerators, freezers, air conditioners; 15 tons @ $59 per ton 885	283,235
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	Split load (248) of 65-gallon mobile carts @ $53.00 each	13,144

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
344.10	County Disposal Rebate	73,960	75,541	73,960	83,288	83,288
344.20	Refuse Contracts Revenue	208,497	220,928	220,000	226,763	230,000
	TOTAL	282,457	296,469	293,960	310,051	313,288

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 11	SOLID WASTE MANAGEMENT						
SUB 0	PUBLIC WORKS						
ELEM 10	PAYROLL-WAGES						
5011-550.10-02	HOURLY	214,915	232,124	254,646	252,469	278,295	278,295
5011-550.10-03	OVERTIME	2,902	2,394	4,000	4,369	3,500	3,500
5011-550.10-08	SATURDAY SHIFT DIFFERENTL	0	0	0	24	0	0
*	PAYROLL-WAGES	217,817	234,518	258,646	256,862	281,795	281,795
ELEM 11	FRINGE BENEFITS						
5011-550.11-10	FICA	15,988	17,313	19,273	18,640	20,688	20,688
5011-550.11-12	HEALTH INSURANCE	32,945	28,212	33,115	46,045	57,671	57,671
5011-550.11-13	DENTAL INSURANCE	1,433	1,897	2,353	2,647	2,779	2,779
5011-550.11-14	LIFE INSURANCE	580	699	815	1,023	1,151	1,151
5011-550.11-15	VISION INSURANCE	220	340	446	675	511	511
5011-550.11-17	457 CITY MATCH CONTRIBUTN	2,890	2,930	2,988	4,202	4,748	4,748
5011-550.11-18	401A RETIREMENT	13,863	13,608	14,776	16,041	14,916	14,916
5011-550.11-21	WORKERS COMPENSATION INS	8,231	8,728	8,810	8,503	8,908	8,908
5011-550.11-22	LONG TERM DISABILITY INS	805	779	992	959	1,084	1,084
*	FRINGE BENEFITS	76,955	74,506	83,568	98,735	112,456	112,456
ELEM 20	OVERHEAD						
5011-550.20-11	AUTOMOTIVE	107,289	110,291	119,433	119,433	120,450	120,450
*	OVERHEAD	107,289	110,291	119,433	119,433	120,450	120,450
ELEM 34	CONTRACTUAL SERVICES						
5011-550.34-11	TEMP MANPOWER-SOLID WASTE	2,142	4,001	1,650	2,055	1,650	1,650
5011-550.34-20	TIPPING FEES	281,189	281,378	289,340	279,001	283,235	283,235
*	CONTRACTUAL SERVICES	283,331	285,379	290,990	281,056	284,885	284,885
ELEM 36	SPECIAL SERVICES						
5011-550.36-10	PRINTING	168	862	400	0	400	400
*	SPECIAL SERVICES	168	862	400	0	400	400
ELEM 60	SUPPLIES						
5011-550.60-10	GENERAL SUPPLIES	97	360	250	17	250	250
5011-550.60-45	TOTERS & CONTAINERS	22,783	29,567	33,048	26,667	13,144	13,144
*	SUPPLIES	22,880	29,927	33,298	26,684	13,394	13,394
ELEM 69	MISCELLANEOUS CHARGE						
5011-550.69-10	MISCELLANEOUS	0	300	0	0	0	0
*	MISCELLANEOUS CHARGE	0	300	0	0	0	0
**	SOLID WASTE MANAGEMENT	708,440	735,783	786,335	782,770	813,380	813,380

PROGRAM NAME/NUMBER — Leaf and Grass Collection/5012

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 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	No survey	85%	84%	No survey
	Number of complaints received	0	<10	0	<10

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

PROGRAM NAME/NUMBER — Leaf and Grass Collection/5012

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Crew Chief	0.70	0.70	0.70	0.70
Supply Clerk	0.14	0.14	0.04	0.04
Motor Equipment Operator III	0.04	0.04	0.04	0.04
Motor Equipment Operator II+A	0.25	0.25	0.25	0.30
Motor Equipment Operator I+A	1.56	1.56	1.60	1.60
Motor Equipment Operator I	0.32	0.32	0.32	0.32
Laborer	2.26	2.26	1.32	1.32
Lead Groundskeeper	0.20	0.20	0.20	0.20
Budget Total	**5.47**	**5.47**	**4.47**	**4.52**

OPERATING EXPENDITURES:

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

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 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	141,187	141,770	195,312	128,810	176,387	176,387
5012-550.10-03	OVERTIME	188	747	1,000	1,729	1,000	1,000
5012-550.10-08	SATURDAY SHIFT DIFFERENTL	0	0	0	4	0	0
*	PAYROLL-WAGES	141,375	142,517	196,312	130,543	177,387	177,387
ELEM 11	FRINGE BENEFITS						
5012-550.11-10	FICA	10,544	10,295	14,506	9,773	13,189	13,189
5012-550.11-12	HEALTH INSURANCE	18,972	16,033	28,288	11,762	21,363	21,363
5012-550.11-13	DENTAL INSURANCE	1,087	993	1,663	1,021	1,408	1,408
5012-550.11-14	LIFE INSURANCE	375	341	548	427	601	601
5012-550.11-15	VISION INSURANCE	353	334	549	340	459	459
5012-550.11-17	457 CITY MATCH CONTRIBUTN	3,605	3,595	4,281	3,567	4,489	4,489
5012-550.11-18	401A RETIREMENT	9,317	8,680	10,979	8,321	11,600	11,600
5012-550.11-21	WORKERS COMPENSATION INS	5,390	5,268	6,710	4,383	5,628	5,628
5012-550.11-22	LONG TERM DISABILITY INS	520	444	761	488	687	687
*	FRINGE BENEFITS	50,163	45,983	68,285	40,082	59,424	59,424
ELEM 20	OVERHEAD						
5012-550.20-11	AUTOMOTIVE	40,233	41,359	44,787	44,787	45,169	45,169
*	OVERHEAD	40,233	41,359	44,787	44,787	45,169	45,169
ELEM 34	CONTRACTUAL SERVICES						
5012-550.34-15	TEMP MANPOWER-LEAF	29,319	30,941	33,000	23,420	31,350	31,350
5012-550.34-16	TEMP MANPOWER-YARD WASTE	27,153	16,341	8,250	23,538	16,500	16,500
*	CONTRACTUAL SERVICES	56,472	47,282	41,250	46,958	47,850	47,850
ELEM 36	SPECIAL SERVICES						
5012-550.36-10	PRINTING	168	0	300	0	300	300
*	SPECIAL SERVICES	168	0	300	0	300	300
ELEM 60	SUPPLIES						
5012-550.60-10	GENERAL SUPPLIES	412	612	750	650	750	750
5012-550.60-40	SIGNS	700	450	750	675	700	700
*	SUPPLIES	1,112	1,062	1,500	1,325	1,450	1,450
**	LEAF AND GRASS COLLECTION	289,523	278,203	352,434	263,695	331,580	331,580

PROGRAM NAME/NUMBER — Street Cleaning/5013

DESCRIPTION: 110 curb miles of City-maintained streets will be swept 7- 8 times annually with the shared "Four Cities" street sweeper, operated by a City of Greenbelt employee. Public Works employees post signs prior to scheduled street sweeping to encourage off-street parking. The City's small street sweeper services business districts, City-maintained parking lots, parking garage 5 times a week, weather permitting.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Maintain street cleanliness through scheduled sweeping *	Number of citywide sweeps completed	5	5-6	4 *	6
* *Note:* Resident compliance with parking requirements will affect cleaning	Percent of residents rating street cleaning as good or better	No survey	68%	63%	No survey
2. Maintain downtown metered lots with regularly scheduled sweeping	Number of sweeps completed in downtown, high impact areas	219	200	211	200

CONDITIONS: Adverse weather conditions may reduce number of sweeps.

* Four Cities sweeper was frequently out of service, but has been replaced.

PROGRAM NAME/NUMBER — Street Cleaning/5013

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Crew Chief	0.02	0.02	0.02	0.00
Motor Equipment Operator II+A	0.25	0.25	0.25	0.15
Motor Equipment Operator I	0.02	0.01	0.01	0.03
Budget Total	**0.29**	**0.28**	**0.28**	**0.18**

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

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5013
	Element/Object	**Details**	**Total**
34	Contractual Services 34-20 Tipping Fees	12 containers of street sweeping residue @ $600	7,200
36	Special Services 36-50 Sweeper Shared Maint.	City's estimated proportionate share of "Four Cities" street sweeper costs: Maintenance costs ..... 20,000 Labor costs for operator 13,500	33,500
60	Supplies 60-10 General Supplies		200
	60-40 Signs	Street sweeping signs	700

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 13	STREET CLEANING						
SUB 0	PUBLIC WORKS						
ELEM 10	PAYROLL-WAGES						
5013-550.10-02	HOURLY	17,588	16,884	15,495	10,764	10,202	10,202
5013-550.10-03	OVERTIME	16	30	200	129	200	200
*	PAYROLL-WAGES	17,604	16,914	15,695	10,893	10,402	10,402
ELEM 11	FRINGE BENEFITS						
5013-550.11-10	FICA	1,269	1,213	1,128	811	776	776
5013-550.11-12	HEALTH INSURANCE	3,969	3,359	3,172	576	838	838
5013-550.11-13	DENTAL INSURANCE	147	229	140	203	99	99
5013-550.11-14	LIFE INSURANCE	48	46	43	38	30	30
5013-550.11-15	VISION INSURANCE	56	69	49	62	38	38
5013-550.11-17	457 CITY MATCH CONTRIBUTN	341	240	328	123	235	235
5013-550.11-18	401A RETIREMENT	1,147	1,103	1,020	722	678	678
5013-550.11-21	WORKERS COMPENSATION INS	665	644	533	368	327	327
5013-550.11-22	LONG TERM DISABILITY INS	67	59	60	41	40	40
*	FRINGE BENEFITS	7,709	6,962	6,473	2,944	3,061	3,061
ELEM 20	OVERHEAD						
5013-550.20-11	AUTOMOTIVE	26,822	27,573	29,858	29,858	30,112	30,112
*	OVERHEAD	26,822	27,573	29,858	29,858	30,112	30,112
ELEM 34	CONTRACTUAL SERVICES						
5013-550.34-20	TIPPING FEES	5,347	7,992	5,400	5,137	7,200	7,200
*	CONTRACTUAL SERVICES	5,347	7,992	5,400	5,137	7,200	7,200
ELEM 36	SPECIAL SERVICES						
5013-550.36-50	SWEEPER SHARED MAINT	27,779	34,674	33,500	11,732	33,500	33,500
*	SPECIAL SERVICES	27,779	34,674	33,500	11,732	33,500	33,500
ELEM 48	RENTAL						
5013-550.48-45	STREET SWEEPER	5,600	0	0	0	0	0
*	RENTAL	5,600	0	0	0	0	0
ELEM 60	SUPPLIES						
5013-550.60-10	GENERAL SUPPLIES	0	107	200	0	200	200
5013-550.60-40	SIGNS	855	450	750	450	700	700
*	SUPPLIES	855	557	950	450	900	900
**	STREET CLEANING	91,716	94,672	91,876	61,014	85,175	85,175

PROGRAM NAME/NUMBER Signage/5014

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Respond promptly to requests for new or replacement street name, parking and traffic control signs	Percent of sign requests for traffic control signs* completed within 3 working days of entry into work order system	61%	70%	65%	70%
2. Street name signs inspected quarterly	Percent of inspections completed on time	100%	100%	100%	100%

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

PROGRAM NAME/NUMBER — Signage/5014

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Crew Chief	0.05	0.05	0.05	0.05
Supply Clerk	0.73	0.73	0.73	0.73
Motor Equipment Operator III	0.85	0.85	0.85	0.85
Motor Equipment Operator II+A	0.17	0.17	0.17	0.20
Motor Equipment Operator I+A	0.18	0.18	0.14	0.10
Budget Total	**1.98**	**1.98**	**1.94**	**1.93**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5014
Element/Object		**Details**	**Total**
60	Supplies		
	60-10 General Supplies	Sakrete	200
	60-15 Small Tools	Hand tools, wrenches, sockets, etc.	400
	60-40 Signs	Sign poles, 30 @ $30 900	
		Street name signs, 200 @ $26 5,200	
		Traffic control signs, including stop signs 4,200	
		Parking control signs 1,800	
		Specialty signs 1,850	
		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 3,000	21,875

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 14	SIGNAGE						
SUB 0	PUBLIC WORKS						
ELEM 10	PAYROLL-WAGES						
5014-550.10-02	HOURLY	97,929	94,631	110,323	96,865	115,273	115,273
5014-550.10-03	OVERTIME	77	142	200	873	200	200
*	PAYROLL-WAGES	98,006	94,773	110,523	97,738	115,473	115,473
ELEM 11	FRINGE BENEFITS						
5014-550.11-10	FICA	7,291	6,862	8,091	7,220	8,519	8,519
5014-550.11-12	HEALTH INSURANCE	13,241	12,318	14,195	11,578	14,665	14,665
5014-550.11-13	DENTAL INSURANCE	555	541	628	542	631	631
5014-550.11-14	LIFE INSURANCE	261	251	307	284	337	337
5014-550.11-15	VISION INSURANCE	222	220	264	233	270	270
5014-550.11-17	457 CITY MATCH CONTRIBUTN	4,011	3,847	5,350	4,776	5,465	5,465
5014-550.11-18	401A RETIREMENT	6,459	6,079	7,187	6,362	7,509	7,509
5014-550.11-21	WORKERS COMPENSATION INS	3,737	3,491	3,766	3,246	3,648	3,648
5014-550.11-22	LONG TERM DISABILITY INS	363	340	430	369	449	449
*	FRINGE BENEFITS	36,140	33,949	40,218	34,610	41,493	41,493
ELEM 20	OVERHEAD						
5014-550.20-11	AUTOMOTIVE	13,411	13,786	14,929	14,929	15,056	15,056
*	OVERHEAD	13,411	13,786	14,929	14,929	15,056	15,056
ELEM 34	CONTRACTUAL SERVICES						
5014-550.34-18	TEMP MANPOWER-SIGNAGE	0	0	0	63	0	0
*	CONTRACTUAL SERVICES	0	0	0	63	0	0
ELEM 40	REPAIR & MAINTENANCE						
5014-550.40-99	OTHER REPAIRS	0	0	0	2,490	0	0
*	REPAIR & MAINTENANCE	0	0	0	2,490	0	0
ELEM 60	SUPPLIES						
5014-550.60-10	GENERAL SUPPLIES	100	165	200	396	200	200
5014-550.60-15	SMALL TOOLS	46	1,338	400	307	400	400
5014-550.60-40	SIGNS	21,880	20,633	23,525	16,685	21,875	21,875
*	SUPPLIES	22,026	22,136	24,125	17,388	22,475	22,475
ELEM 69	MISCELLANEOUS CHARGE						
5014-550.69-10	MISCELLANEOUS	1,030	0	0	0	0	0
*	MISCELLANEOUS CHARGE	1,030	0	0	0	0	0
**	SIGNAGE	170,613	164,644	189,795	167,218	194,497	194,497

PROGRAM NAME/NUMBER — Street Maintenance/5015

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Maintain line and traffic control striping on City streets	Percent of line and traffic control striping completed annually	70% *	100%	62%	90%
2. Repair non-utility related potholes on City streets in a timely manner	Percent of pothole repairs completed within 3 days of entry of work order	51%	70%	83%	70%

* FY 2012: 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			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
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	1.23	1.23	1.20
Laborer	0.00	0.00	0.75	0.75
Budget Total	**1.45**	**1.46**	**2.21**	**2.18**

OPERATING EXPENDITURES:

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

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

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 15	STREET MAINTENANCE						
SUB 0	PUBLIC WORKS						
ELEM 10	PAYROLL-WAGES						
5015-550.10-02	HOURLY	27,011	51,271	86,855	37,617	89,273	89,273
5015-550.10-03	OVERTIME	129	148	250	2,019	250	250
*	PAYROLL-WAGES	27,140	51,419	87,105	39,636	89,523	89,523
ELEM 11	FRINGE BENEFITS						
5015-550.11-10	FICA	1,872	3,740	6,044	2,937	6,546	6,546
5015-550.11-12	HEALTH INSURANCE	7,914	10,961	22,676	4,446	12,991	12,991
5015-550.11-13	DENTAL INSURANCE	380	659	1,322	547	1,292	1,292
5015-550.11-14	LIFE INSURANCE	65	154	243	164	366	366
5015-550.11-15	VISION INSURANCE	92	116	311	124	321	321
5015-550.11-17	457 CITY MATCH CONTRIBUTN	578	907	1,345	703	1,345	1,345
5015-550.11-18	401A RETIREMENT	1,761	3,361	5,662	2,581	5,858	5,858
5015-550.11-21	WORKERS COMPENSATION INS	1,019	1,962	2,966	1,320	2,845	2,845
5015-550.11-22	LONG TERM DISABILITY INS	90	183	338	153	347	347
*	FRINGE BENEFITS	13,771	22,043	40,907	12,975	31,911	31,911
ELEM 20	OVERHEAD						
5015-550.20-11	AUTOMOTIVE	13,411	13,786	14,929	14,929	15,056	15,056
*	OVERHEAD	13,411	13,786	14,929	14,929	15,056	15,056
ELEM 34	CONTRACTUAL SERVICES						
5015-550.34-17	TEMP MANPOWER-OTHER	0	95	1,000	0	500	500
5015-550.34-38	STRIPING	23,083	14,084	25,890	13,917	25,890	25,890
*	CONTRACTUAL SERVICES	23,083	14,179	26,890	13,917	26,390	26,390
ELEM 40	REPAIR & MAINTENANCE						
5015-550.40-13	TOOLS & EQUIPMENT	75	0	0	0	0	0
*	REPAIR & MAINTENANCE	75	0	0	0	0	0
ELEM 60	SUPPLIES						
5015-550.60-10	GENERAL SUPPLIES	5,840	11,459	10,000	9,173	10,000	10,000
*	SUPPLIES	5,840	11,459	10,000	9,173	10,000	10,000
**	STREET MAINTENANCE	83,320	112,886	179,831	90,630	172,880	172,880

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

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 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
	FY 2011	FY 2012	FY 2013	FY 2014
Deputy Director of Public Works	0.05	0.05	0.05	0.05
Motor Equipment Operator II+A	0.01	0.01	0.01	0.02
Landscape Foreman	0.01	0.01	0.01	0.01
Budget Total	**0.07**	**0.07**	**0.07**	**0.08**

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

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

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 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	4,367	4,530	4,748	4,735	4,875	4,875
5016-550.10-02	HOURLY	1,180-	4,192	1,047	1,349	1,698	1,698
5016-550.10-03	OVERTIME	1	0	10	9	20	20
*	PAYROLL-WAGES	3,188	8,722	5,805	6,093	6,593	6,593
ELEM 11	FRINGE BENEFITS						
5016-550.11-10	FICA	405	642	423	457	492	492
5016-550.11-12	HEALTH INSURANCE	687	886	646	483	600	600
5016-550.11-13	DENTAL INSURANCE	29	78	27	33	27	27
5016-550.11-14	LIFE INSURANCE	15	29	16	17	19	19
5016-550.11-15	VISION INSURANCE	3	20	2	10	9	9
5016-550.11-17	457 CITY MATCH CONTRIBUTN	119	156	139	169	193	193
5016-550.11-18	401A RETIREMENT	370	518	378	398	429	429
5016-550.11-21	WORKERS COMPENSATION INS	215	315	197	203	208	208
5016-550.11-22	LONG TERM DISABILITY INS	21	33	23	23	26	26
*	FRINGE BENEFITS	1,864	2,677	1,851	1,793	2,003	2,003
ELEM 34	CONTRACTUAL SERVICES						
5016-550.34-71	CONTRACT MOWING	46,478	46,498	47,500	46,498	47,500	47,500
*	CONTRACTUAL SERVICES	46,478	46,498	47,500	46,498	47,500	47,500
**	TURF & RIGHT OF WAY MAINT	51,530	57,897	55,156	54,384	56,096	56,096

PROGRAM NAME/NUMBER — Snow and Ice Control/5017

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Remove snow and ice from City's streets					
• Primary streets to bare pavement for automobile traffic	Percent of primary street lane miles cleared within 24 hours of event conclusion	100%	90%	*	90%
• Secondary streets to provide travelable conditions	Percent of secondary street lane miles cleared within 24 hours of event conclusion	100%	85%	*	85%
	Percent of residents rating snow removal as good or better	No survey	75%	78%	No survey

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

* No snow events

PROGRAM NAME/NUMBER — Snow and Ice Control/5017

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	ESTIMATED FY 2014
Public Works Supervisor	0.05	0.00	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	0.05	0.05	0.05	0.05
Motor Equipment Operator I+A	0.15	0.15	0.15	0.15
Motor Equipment Operator I	0.30	0.30	0.35	0.35
Laborer	0.11	0.11	0.24	0.24
Dispatch/Administrative Clerk	0.10	0.00	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	**1.11**	**0.96**	**1.14**	**1.14**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5017
Element/Object		**Details**	**Total**
12	Travel & Training 12-11 Travel & Training	Snow Preparedness Day (in-house training)	2,100
34	Contractual Services 34-70 Contract Plowing	Contract plowing of parking lots and side streets, as needed, to supplement City crews	5,000
60	Supplies 60-10 General Supplies	Meal money .....2,000 Snow shovels, ice chippers 300	2,300
	60-12 Road Salt	Road salt, 500 tons @ $60.00/ton (MWCOG price) .....30,000 Magnesium chloride solution, 4,500 gallons @ $1.00/gallon .....4,500 Sidewalk deicer 1,300	35,800

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
366.35	FEMA-Snow Expense Reimbursement	35,274	0	0	0	0
	TOTAL	35,274	0	0	0	0

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 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	16,508	1,839	52,351	8,299	54,848	54,848
5017-550.10-03	OVERTIME	28,936	4,561	32,000	18,136	32,000	32,000
5017-550.10-08	SATURDAY SHIFT DIFFERENTL	69	36	0	0	0	0
*	PAYROLL-WAGES	45,513	6,436	84,351	26,435	86,848	86,848
ELEM 11	FRINGE BENEFITS						
5017-550.11-10	FICA	3,348	470	6,264	1,952	6,489	6,489
5017-550.11-12	HEALTH INSURANCE	6,445	1,031	8,405	3,553	8,216	8,216
5017-550.11-13	DENTAL INSURANCE	334	52	525	246	535	535
5017-550.11-14	LIFE INSURANCE	133	23	146	122	194	194
5017-550.11-15	VISION INSURANCE	67	13	115	66	131	131
5017-550.11-17	457 CITY MATCH CONTRIBUTN	782	133	1,274	496	1,327	1,327
5017-550.11-18	401A RETIREMENT	2,967	400	5,381	1,725	5,642	5,642
5017-550.11-21	WORKERS COMPENSATION INS	1,601	243	2,516	864	2,415	2,415
5017-550.11-22	LONG TERM DISABILITY INS	185	30	204	129	214	214
*	FRINGE BENEFITS	15,862	2,395	24,830	9,153	25,163	25,163
ELEM 12	TRAVEL & TRAINING						
5017-550.12-11	TRAVEL & TRAINING	728	9	2,100	84	2,100	2,100
*	TRAVEL & TRAINING	728	9	2,100	84	2,100	2,100
ELEM 20	OVERHEAD						
5017-550.20-11	AUTOMOTIVE	20,117	20,679	22,394	22,394	22,584	22,584
*	OVERHEAD	20,117	20,679	22,394	22,394	22,584	22,584
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	1,733	314	2,300	546	2,300	2,300
5017-550.60-12	ROAD SALT	37,196	6,327	38,300	18,461	35,800	35,800
*	SUPPLIES	38,929	6,641	40,600	19,007	38,100	38,100
**	SNOW AND ICE CONTROL	121,149	36,160	179,275	77,073	179,795	179,795

PROGRAM NAME/NUMBER — Public Works Buildings/5018

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

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 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%	93%	80%
• Inspect facilities monthly	Number of inspections completed	11	12	11	12
2. Reduce unscheduled maintenance costs through effective preventive maintenance • Develop preventive maintenance schedule	Percent of maintenance costs that are not budgeted	22%	<20%	13%	<20%

PROGRAM NAME/NUMBER — Public Works Buildings/5018

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Facilities Maintenance Worker	0.05	0.05	0.05	0.05
Budget Total	**0.05**	**0.05**	**0.05**	**0.05**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5018
Element/Object		**Details**	**Total**
34	Contractual Services 34-50 Scheduled Maintenance	Berwyn overpass, Veterans Memorial and Calvert Road underpass .....7,000 Miscellaneous repairs as needed 2,000	9,000
38	Special Events 38-55 Veterans Memorial Events	Rental of chairs, variable message boards, sound system, 2 events @ Veterans Memorial .....3,250 Barricade rental.....400	3,650
40	Repair & Maintenance 40-11 Building & Grounds Maint.	Electrical repairs, 12 hours @ $70 .....840 Plumbing repairs, 10 hours @ $65 .....650 Roofing repairs, 20 hours @ $90 .....1,800 Overhead garage door repairs .....6,750 VidSec Systems – surveillance cameras and recorder at Public Works yard, parts and repairs .....750 Emergency generator maintenance .....3,500 Gas pump repairs .....1,200 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 45-16 Building Services	Fire extinguisher inspection service	1,000
	45-22 Security Alarm Monitoring	3 systems @ $325 each	975
	45-23 Pest Control	Pest control service @ $134/month .....1,608 Termite contract 350	1,958
60	Supplies 60-10 General Supplies	Maintenance supplies	2,000
65	Utilities 65-10 Electricity	Davis Hall and modular building	14,000
	65-11 Natural Gas	Davis Hall	2,000

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

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

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

RELATED REVENUES		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
362.18	Property Rental-Davis Hall	1,050	900	800	1,150	800
	TOTAL	1,050	900	800	1,150	800

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 18	PUBLIC WORKS BUILDINGS						
SUB 0	PUBLIC WORKS						
ELEM 10	PAYROLL-WAGES						
5018-550.10-02	HOURLY	2,434	2,360	2,625	2,578	2,678	2,678
5018-550.10-03	OVERTIME	613	625	750	1,083	800	800
*	PAYROLL-WAGES	3,047	2,985	3,375	3,661	3,478	3,478
ELEM 11	FRINGE BENEFITS						
5018-550.11-10	FICA	216	214	242	267	251	251
5018-550.11-12	HEALTH INSURANCE	676	683	595	703	757	757
5018-550.11-13	DENTAL INSURANCE	52	51	50	43	28	28
5018-550.11-14	LIFE INSURANCE	6	7	7	11	8	8
5018-550.11-15	VISION INSURANCE	14	14	15	17	15	15
5018-550.11-17	457 CITY MATCH CONTRIBUTN	31	30	26	43	39	39
5018-550.11-18	401A RETIREMENT	199	195	220	239	226	226
5018-550.11-21	WORKERS COMPENSATION INS	113	110	106	119	102	102
5018-550.11-22	LONG TERM DISABILITY INS	8	9	10	12	10	10
*	FRINGE BENEFITS	1,315	1,313	1,271	1,454	1,436	1,436
ELEM 20	OVERHEAD						
5018-550.20-11	AUTOMOTIVE	13,411	13,786	14,929	14,929	15,056	15,056
*	OVERHEAD	13,411	13,786	14,929	14,929	15,056	15,056
ELEM 34	CONTRACTUAL SERVICES						
5018-550.34-50	SCHEDULED MAINTENANCE	5,850	3,547	9,000	13,234	9,000	9,000
*	CONTRACTUAL SERVICES	5,850	3,547	9,000	13,234	9,000	9,000
ELEM 38	SPECIAL EVENTS						
5018-550.38-55	VETERANS MEMORIAL EVENTS	2,990	2,396	3,500	3,240	3,650	3,650
*	SPECIAL EVENTS	2,990	2,396	3,500	3,240	3,650	3,650
ELEM 40	REPAIR & MAINTENANCE						
5018-550.40-11	BUILDINGS & GROUNDS	19,681	37,121	17,990	18,748	17,990	17,990
5018-550.40-13	TOOLS & EQUIPMENT	0	0	0	70	0	0
5018-550.40-17	ALARM SYSTEM	645	0	300	312	300	300
5018-550.40-18	SECURITY CAMERAS	230	0	0	0	0	0
5018-550.40-25	HVAC REPAIRS	1,402	7,525	1,606	2,119	1,606	1,606
5018-550.40-40	AUDIO-VISUAL EQ SERVICE	0	0	0	89	0	0
*	REPAIR & MAINTENANCE	21,958	44,646	19,896	21,338	19,896	19,896
ELEM 42	CLEANING SERVICE						
5018-550.42-10	BUILDING	0	662	0	808	0	0
*	CLEANING SERVICE	0	662	0	808	0	0
ELEM 45	MAINTENANCE CONTRACT						
5018-550.45-16	BUILDING SERVICES	2,015	682	1,000	925	1,000	1,000
5018-550.45-21	PRESSURE VALVE INSPECTION	0	0	0	180	0	0
5018-550.45-22	SECURITY ALARM MONITORING	900	900	900	900	975	975
5018-550.45-23	PEST CONTROL	1,851	1,964	1,910	1,751	1,958	1,958
*	MAINTENANCE CONTRACT	4,766	3,546	3,810	3,756	3,933	3,933
ELEM 60	SUPPLIES						
5018-550.60-10	GENERAL SUPPLIES	752	1,298	2,000	3,021	2,000	2,000
*	SUPPLIES	752	1,298	2,000	3,021	2,000	2,000
ELEM 65	UTILITIES						
5018-550.65-10	ELECTRICITY	16,096	12,936	15,000	11,705	14,000	14,000
5018-550.65-11	NATURAL GAS	1,848	996	2,000	1,299	2,000	2,000
5018-550.65-13	WATER & SEWER	0	2,073	2,000	1,900	2,100	2,100
*	UTILITIES	17,944	16,005	19,000	14,904	18,100	18,100
ELEM 92	MACHINERY & EQUIPMENT						
5018-550.92-42	HVAC SYSTEMS	0	3,425	0	0	0	0
*	MACHINERY & EQUIPMENT	0	3,425	0	0	0	0
ELEM 93	OFFICE EQUIPMENT						

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 18	PUBLIC WORKS BUILDINGS						
SUB 0	PUBLIC WORKS						
ELEM 93	OFFICE EQUIPMENT						
5018-550.93-20	OFFICE FURNITURE	1,767	412	1,500	1,732	1,500	1,500
*	OFFICE EQUIPMENT	1,767	412	1,500	1,732	1,500	1,500
**	PUBLIC WORKS BUILDINGS	73,800	94,021	78,281	82,077	78,049	78,049

PROGRAM NAME/NUMBER Recreational Facilities Maintenance/5019

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY2013		FY2014 TARGET
			TARGET	ACTUAL	
1. Maintain athletic and recreation facilities and fields in a safe and clean condition	Percent of residents rating cleanliness and condition of recreational facilities, tot lots and fields as good or better	No survey	85%	84%	No survey
2. Complete maintenance tasks as outlined in the athletic field section of the Vegetation Management Plan (VMP)	Percent of tasks completed as scheduled	100%	100%	63%	95%
	Number of field maintenance improvements completed that are listed in the athletic field section, concerns and improvements section, of the VMP	1	1	1	1
3. Visually inspect tot lots twice per month	Percent of inspections of tot lots completed on schedule	96%	95%	90%	95%

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

PROGRAM NAME/NUMBER — Recreational Facilities Maintenance/5019

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Deputy Director of Public Works	0.10	0.10	0.10	0.10
Crew Chief	0.01	0.01	0.01	0.01
Motor Equipment Operator I	0.04	0.04	0.04	0.04
Landscape Foreman	0.20	0.20	0.20	0.20
Laborer	1.80	1.80	1.89	1.89
Lead Groundskeeper	0.01	0.01	0.01	0.00
Grounds Laborer/Driver	0.05	0.05	0.05	0.05
Budget Total	**2.21**	**2.21**	**2.30**	**2.29**

OPERATING EXPENDITURES:

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

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

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
362.19	Property Rental-Duvall Field	0	0	0	0	0
	TOTAL	0	0	0	0	0

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 19	RECREATIONAL FACIL MAINT						
SUB 0	PUBLIC WORKS						
ELEM 10	PAYROLL-WAGES						
5019-550.10-01	SALARY	8,736	9,063	9,496	9,469	9,749	9,749
5019-550.10-02	HOURLY	59,016	67,449	73,049	62,682	75,782	75,782
5019-550.10-03	OVERTIME	28	19	200	586	200	200
*	PAYROLL-WAGES	67,780	76,531	82,745	72,737	85,731	85,731
ELEM 11	FRINGE BENEFITS						
5019-550.11-10	FICA	4,932	5,674	6,079	5,379	6,399	6,399
5019-550.11-12	HEALTH INSURANCE	12,960	11,953	14,108	11,829	13,550	13,550
5019-550.11-13	DENTAL INSURANCE	964	939	1,153	801	1,025	1,025
5019-550.11-14	LIFE INSURANCE	170	243	332	337	392	392
5019-550.11-15	VISION INSURANCE	72	26	24	61	35	35
5019-550.11-17	457 CITY MATCH CONTRIBUTN	733	1,259	1,430	1,382	1,562	1,562
5019-550.11-18	401A RETIREMENT	4,363	3,355	5,438	4,679	5,549	5,549
5019-550.11-21	WORKERS COMPENSATION INS	2,552	2,871	2,849	2,424	2,743	2,743
5019-550.11-22	LONG TERM DISABILITY INS	237	237	321	279	333	333
*	FRINGE BENEFITS	26,983	26,557	31,734	27,171	31,588	31,588
ELEM 12	TRAVEL & TRAINING						
5019-550.12-11	TRAVEL & TRAINING	113	250	200	150	200	200
*	TRAVEL & TRAINING	113	250	200	150	200	200
ELEM 20	OVERHEAD						
5019-550.20-11	AUTOMOTIVE	26,822	27,573	29,858	29,858	30,112	30,112
*	OVERHEAD	26,822	27,573	29,858	29,858	30,112	30,112
ELEM 40	REPAIR & MAINTENANCE						
5019-550.40-11	BUILDINGS & GROUNDS	17,819	23,466	21,300	23,779	21,300	21,300
5019-550.40-13	TOOLS & EQUIPMENT	211	357	700	318	700	700
*	REPAIR & MAINTENANCE	18,030	23,823	22,000	24,097	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	861	1,423	1,000	866	1,000	1,000
5019-550.60-13	GROUNDS & FIELD SUPPLIES	1,615	198	8,000	811	8,000	8,000
*	SUPPLIES	2,476	1,621	9,000	1,677	9,000	9,000
ELEM 65	UTILITIES						
5019-550.65-10	ELECTRICITY	3,800	3,432	5,000	3,735	5,000	5,000
5019-550.65-13	WATER & SEWER	9,573	2,611	6,000	5,355	5,000	5,000
*	UTILITIES	13,373	6,043	11,000	9,090	10,000	10,000
**	RECREATIONAL FACIL MAINT	155,577	162,398	186,737	164,780	188,831	188,831

PROGRAM NAME/NUMBER — Tree and Landscape Maintenance/5020

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Maintain the City's trees, shrubs and ground cover in good condition	Percent of residents rating the City's tree maintenance, landscaping and planting in public areas as good or better	No survey	75%	70%	No survey
2. Inspect and maintain landscape sites according to priority level identified in the Vegetation Management Plan (VMP)	Percent of inspections and maintenance completed on schedule	100%	100%	100%	100%
3. Provide at least 2 seasonal annual planting rotations	Percent of flower beds receiving at least 2 seasonal plantings	100%	100%	100%	100%

PROGRAM NAME/NUMBER — Tree and Landscape Maintenance/5020

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Deputy Director of Public Works	0.20	0.20	0.20	0.20
Landscape Foreman	0.70	0.70	0.70	0.70
Lead Groundskeeper	0.30	0.30	0.30	0.30
Groundskeeper	0.94	0.94	0.94	0.94
Grounds Laborer/Driver	0.93	0.93	0.93	0.93
Laborer	1.12	1.12	1.04	1.04
Tree Inventory Intern	0.00	0.15	0.15	0.00
Engineering Intern II	0.00	0.00	0.00	0.15
Budget Total	**4.19**	**4.34**	**4.26**	**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 65-13 Water & Sewer	City-wide plant watering	1,500
67	Dues & Publications 67-10 Dues	Professional Grounds Maintenance Society (PGMS) .....200 Society of Municipal Arborists 100	300
	67-20 Publications & Books		100

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 20	TREE & LANDSCAPE MAINT						
SUB 0	PUBLIC WORKS						
ELEM 10	PAYROLL-WAGES						
5020-550.10-01	SALARY	17,473	18,124	18,991	18,937	19,499	19,499
5020-550.10-02	HOURLY	149,918	128,135	155,979	151,379	159,727	159,727
5020-550.10-03	OVERTIME	585	453	1,000	2,947	1,000	1,000
*	PAYROLL-WAGES	167,976	146,712	175,970	173,263	180,226	180,226
ELEM 11	FRINGE BENEFITS						
5020-550.11-10	FICA	12,260	10,863	13,057	13,147	13,608	13,608
5020-550.11-12	HEALTH INSURANCE	36,483	17,681	27,797	14,108	19,196	19,196
5020-550.11-13	DENTAL INSURANCE	2,250	1,460	2,164	1,539	1,593	1,593
5020-550.11-14	LIFE INSURANCE	462	415	481	628	706	706
5020-550.11-15	VISION INSURANCE	297	164	360	188	295	295
5020-550.11-17	457 CITY MATCH CONTRIBUTN	2,398	2,322	2,631	3,624	2,773	2,773
5020-550.11-18	401A RETIREMENT	10,555	9,345	9,110	11,001	9,781	9,781
5020-550.11-21	WORKERS COMPENSATION INS	6,407	5,496	5,999	5,777	5,719	5,719
5020-550.11-22	LONG TERM DISABILITY INS	643	508	666	609	686	686
*	FRINGE BENEFITS	71,755	48,254	62,265	50,621	54,357	54,357
ELEM 12	TRAVEL & TRAINING						
5020-550.12-10	NON TRAINING TRAVEL	91	41	150	14	150	150
5020-550.12-11	TRAVEL & TRAINING	998	726	600	615	600	600
*	TRAVEL & TRAINING	1,089	767	750	629	750	750
ELEM 20	OVERHEAD						
5020-550.20-11	AUTOMOTIVE	20,117	20,679	22,394	22,394	22,584	22,584
*	OVERHEAD	20,117	20,679	22,394	22,394	22,584	22,584
ELEM 34	CONTRACTUAL SERVICES						
5020-550.34-40	TREE MAINTENANCE	71,430	35,760	62,800	32,105	62,800	62,800
*	CONTRACTUAL SERVICES	71,430	35,760	62,800	32,105	62,800	62,800
ELEM 40	REPAIR & MAINTENANCE						
5020-550.40-13	TOOLS & EQUIPMENT	551	620	1,000	1,288	1,000	1,000
*	REPAIR & MAINTENANCE	551	620	1,000	1,288	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	1,045	1,301	1,000	947	1,000	1,000
5020-550.60-13	GROUNDS & FIELD SUPPLIES	545	344	1,000	524	1,000	1,000
5020-550.60-15	SMALL TOOLS	220	511	300	339	300	300
5020-550.60-50	TREES, SHRUBS & FLOWERS	15,509	15,251	22,700	17,447	22,700	22,700
5020-550.60-60	SAFETY SUPPLIES	0	0	0	370	0	0
*	SUPPLIES	17,319	17,407	25,000	19,627	25,000	25,000
ELEM 65	UTILITIES						
5020-550.65-13	WATER & SEWER	1,356	984	1,500	377	1,500	1,500
*	UTILITIES	1,356	984	1,500	377	1,500	1,500
ELEM 67	DUES & PUBLICATIONS						
5020-550.67-10	DUES	250	250	300	315	300	300
5020-550.67-20	PUBLICATIONS & BOOKS	101	0	100	11	100	100
*	DUES & PUBLICATIONS	351	250	400	326	400	400
**	TREE & LANDSCAPE MAINT	351,944	271,433	352,579	300,630	349,117	349,117

PROGRAM NAME/NUMBER — Engineering Services/5021

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 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	No survey	60%	60%	No survey
	Percent of asphalt paved lane miles rated 5 or lower (1 is the highest rating on a 10-point scale)	100%	100%	100%	100%
2. Manage special projects (capital improvements, engineering projects, etc.)	Percent of projects completed on schedule	90%	90%	90%	90%

PROGRAM NAME/NUMBER — Engineering Services/5021

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	ESTIMATED FY 2014
Civil Engineer III	1.00	1.00	1.00	1.00
Engineering Technician I	1.00	1.00	1.00	1.00
Engineering Intern II	0.00	0.00	0.00	0.20
Budget Total	**2.00**	**2.00**	**2.00**	**2.20**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA — PROGRAM NUMBER: 5021

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

PROGRAM NAME/NUMBER — Engineering Services/5021

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5021
Element/Object		Details	Total
96	Street Improvement 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 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
323.45	Driveway Apron & Curbcut	2,512	2,018	2,000	993	1,000
	TOTAL	2,512	2,018	2,000	993	1,000

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 21	ENGINEERING SERVICES						
SUB 0	PUBLIC WORKS						
ELEM 10	PAYROLL-WAGES						
5021-550.10-01	SALARY	100,503	104,585	103,988	103,742	111,371	111,371
5021-550.10-02	HOURLY	34,763	36,083	37,764	43,611	43,727	43,727
5021-550.10-03	OVERTIME	75	0	100	0	100	100
*	PAYROLL-WAGES	135,341	140,668	141,852	147,353	155,198	155,198
ELEM 11	FRINGE BENEFITS						
5021-550.11-10	FICA	10,063	10,496	10,242	10,983	10,813	10,813
5021-550.11-12	HEALTH INSURANCE	15,825	15,005	15,223	15,079	17,175	17,175
5021-550.11-13	DENTAL INSURANCE	1,447	1,404	1,464	1,457	1,464	1,464
5021-550.11-14	LIFE INSURANCE	369	379	394	447	478	478
5021-550.11-15	VISION INSURANCE	366	361	403	400	403	403
5021-550.11-17	457 CITY MATCH CONTRIBUTN	2,610	2,620	3,129	3,610	3,650	3,650
5021-550.11-18	401A RETIREMENT	8,858	9,211	9,287	9,256	9,878	9,878
5021-550.11-21	WORKERS COMPENSATION INS	5,166	5,320	4,867	4,952	4,935	4,935
5021-550.11-22	LONG TERM DISABILITY INS	516	506	552	542	588	588
*	FRINGE BENEFITS	45,220	45,302	45,561	46,726	49,384	49,384
ELEM 12	TRAVEL & TRAINING						
5021-550.12-10	NON TRAINING TRAVEL	0	3	200	169	200	200
5021-550.12-11	TRAVEL & TRAINING	1,760	2,124	4,090	2,258	4,090	4,090
*	TRAVEL & TRAINING	1,760	2,127	4,290	2,427	4,290	4,290
ELEM 20	OVERHEAD						
5021-550.20-11	AUTOMOTIVE	6,706	6,893	7,465	7,465	7,528	7,528
*	OVERHEAD	6,706	6,893	7,465	7,465	7,528	7,528
ELEM 30	PROFESSIONAL SERVICES						
5021-550.30-11	DESIGN & ENGINEERING	0	0	9,500	0	9,500	9,500
5021-550.30-15	CONSULTING	3,000	3,000	3,000	1,100	3,000	3,000
5021-550.30-20	SURVEYING	5,648	4,750	8,500	1,960	8,500	8,500
*	PROFESSIONAL SERVICES	8,648	7,750	21,000	3,060	21,000	21,000
ELEM 36	SPECIAL SERVICES						
5021-550.36-10	PRINTING	0	0	0	223	0	0
*	SPECIAL SERVICES	0	0	0	223	0	0
ELEM 60	SUPPLIES						
5021-550.60-10	GENERAL SUPPLIES	360	224	500	202	500	500
*	SUPPLIES	360	224	500	202	500	500
ELEM 61	OFFICE SUPPLIES						
5021-550.61-10	OFFICE SUPPLIES	51	189	200	123	200	200
*	OFFICE SUPPLIES	51	189	200	123	200	200
ELEM 66	TELEPHONE & COMMUNICATION						
5021-550.66-12	CELLULAR PHONE	375	363	480	318	480	480
*	TELEPHONE & COMMUNICATION	375	363	480	318	480	480
ELEM 67	DUES & PUBLICATIONS						
5021-550.67-10	DUES	778	800	800	908	850	850
5021-550.67-20	PUBLICATIONS & BOOKS	42	0	400	0	300	300
*	DUES & PUBLICATIONS	820	800	1,200	908	1,150	1,150
ELEM 69	MISCELLANEOUS CHARGE						
5021-550.69-10	MISCELLANEOUS	0	0	0	19	0	0
*	MISCELLANEOUS CHARGE	0	0	0	19	0	0
ELEM 96	STREET IMPROVEMENT						
5021-550.96-30	LIGHTING	7,578	7,488	5,000	1,576	5,000	5,000
*	STREET IMPROVEMENT	7,578	7,488	5,000	1,576	5,000	5,000
**	ENGINEERING SERVICES	206,859	211,804	227,548	210,400	244,730	244,730

PROGRAM NAME/NUMBER — Streetscape Maintenance/5022

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 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	100%	90%	94%	90%
	• Overall appearance of downtown streetscapes	100%	90%	91%	90%
• Inspect pedestrian lighting areas monthly	Percent of inspections completed on schedule	83%	100%	83%	100%

PROGRAM NAME/NUMBER — Streetscape Maintenance/5022

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Landscape Foreman	0.05	0.05	0.05	0.05
Facilities Maintenance Worker	0.10	0.10	0.10	0.10
Groundskeeper	0.01	0.01	0.01	0.01
Grounds Laborer/Driver	0.01	0.01	0.01	0.01
Laborer	0.01	0.01	0.00	0.00
Budget Total	**0.18**	**0.18**	**0.17**	**0.17**

OPERATING EXPENDITURES:

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

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

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 22	STREETSCAPE MAINTENANCE						
SUB 0	PUBLIC WORKS						
ELEM 10	PAYROLL-WAGES						
5022-550.10-02	HOURLY	7,852	9,049	8,444	8,317	8,665	8,665
5022-550.10-03	OVERTIME	30	44	100	100	100	100
*	PAYROLL-WAGES	7,882	9,093	8,544	8,417	8,765	8,765
ELEM 11	FRINGE BENEFITS						
5022-550.11-10	FICA	568	662	609	624	645	645
5022-550.11-12	HEALTH INSURANCE	1,600	1,791	1,850	1,372	1,677	1,677
5022-550.11-13	DENTAL INSURANCE	129	136	139	83	68	68
5022-550.11-14	LIFE INSURANCE	20	33	24	27	28	28
5022-550.11-15	VISION INSURANCE	27	28	33	30	32	32
5022-550.11-17	457 CITY MATCH CONTRIBUTN	84	102	83	95	110	110
5022-550.11-18	401A RETIREMENT	512	560	533	552	554	554
5022-550.11-21	WORKERS COMPENSATION INS	297	337	290	279	277	277
5022-550.11-22	LONG TERM DISABILITY INS	28	37	33	31	34	34
*	FRINGE BENEFITS	3,265	3,686	3,594	3,093	3,425	3,425
ELEM 40	REPAIR & MAINTENANCE						
5022-550.40-11	BUILDINGS & GROUNDS	2,089	17	2,500	3,818-	2,500	2,500
5022-550.40-30	STREETSCAPE LIGHTING	2,067	2,409	5,000	5,979	7,000	7,000
*	REPAIR & MAINTENANCE	4,156	2,426	7,500	2,161	9,500	9,500
ELEM 60	SUPPLIES						
5022-550.60-10	GENERAL SUPPLIES	467	0	0	0	0	0
*	SUPPLIES	467	0	0	0	0	0
ELEM 96	STREET IMPROVEMENT						
5022-550.96-10	CONCRETE	0	9,000	9,000	0	9,000	9,000
*	STREET IMPROVEMENT	0	9,000	9,000	0	9,000	9,000
**	STREETSCAPE MAINTENANCE	15,770	24,205	28,638	13,671	30,690	30,690

PROGRAM NAME/NUMBER — Litter and Graffiti Control/5023

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 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	100%	85%	91%	85%
	• Maintenance of downtown parking lots (including litter removal, snow plowing, striping)	86%	85%	83%	85%
	Percent of residents satisfied with the cleanliness of downtown areas	No survey	60%	55%	No survey
• Empty trash receptacles 7 times per week	Percent of pickups accomplished on scheduled day	100%	100%	100%	100%
2. To maintain City property free of graffiti • Remove graffiti within 10 working days of reporting to Public Works	Percent of graffiti work orders completed within 10 working days after County inspection	62%	70%	86%	75%

PROGRAM NAME/NUMBER — Litter and Graffiti Control/5023

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

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Crew Chief	0.50	0.50	0.50	0.50
Supply Clerk	0.02	0.02	0.02	0.02
Laborer	3.60	2.96	2.86	2.82
Budget Total	**4.12**	**3.48**	**3.38**	**3.34**

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

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5023
Element/Object		Details	Total
60	Supplies 60-10 General Supplies	Outdoor litter receptacles, 1 @ $900 .....900 Graffiti remover, pokers, brooms, trash bags 4,300	5,200

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
344.60	CDMA Litter Rebate	4,290	4,290	4,290	3,218	4,290
	TOTAL	4,290	4,290	4,290	3,218	4,290

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 23	LITTER & GRAFFITI CONTROL						
SUB 0	PUBLIC WORKS						
ELEM 10	PAYROLL-WAGES						
5023-550.10-02	HOURLY	135,666	138,396	135,537	137,986	139,974	139,974
5023-550.10-03	OVERTIME	18,006	17,150	18,000	18,857	18,000	18,000
5023-550.10-08	SATURDAY SHIFT DIFFERENTL	3,678	3,865	4,100	3,228	4,000	4,000
*	PAYROLL-WAGES	157,350	159,411	157,637	160,071	161,974	161,974
ELEM 11	FRINGE BENEFITS						
5023-550.11-10	FICA	11,970	11,867	11,864	12,022	12,223	12,223
5023-550.11-12	HEALTH INSURANCE	25,191	16,240	12,486	15,639	13,257	13,257
5023-550.11-13	DENTAL INSURANCE	1,851	1,966	1,752	1,854	1,744	1,744
5023-550.11-14	LIFE INSURANCE	417	469	381	633	564	564
5023-550.11-15	VISION INSURANCE	234	199	102	227	152	152
5023-550.11-17	457 CITY MATCH CONTRIBUTN	4,613	4,744	5,292	5,082	5,272	5,272
5023-550.11-18	401A RETIREMENT	10,557	9,766	10,313	10,222	10,594	10,594
5023-550.11-21	WORKERS COMPENSATION INS	6,036	5,842	5,202	5,086	4,959	4,959
5023-550.11-22	LONG TERM DISABILITY INS	578	529	528	578	545	545
*	FRINGE BENEFITS	61,447	51,622	47,920	51,343	49,310	49,310
ELEM 20	OVERHEAD						
5023-550.20-11	AUTOMOTIVE	26,822	27,573	29,858	29,858	30,112	30,112
*	OVERHEAD	26,822	27,573	29,858	29,858	30,112	30,112
ELEM 34	CONTRACTUAL SERVICES						
5023-550.34-14	LITTER COLLECTION	95	252	0	205	0	0
5023-550.34-76	CONTRACT R-O-W MAINT	0	0	0	100	0	0
*	CONTRACTUAL SERVICES	95	252	0	305	0	0
ELEM 60	SUPPLIES						
5023-550.60-10	GENERAL SUPPLIES	6,089	6,838	6,100	4,176	5,200	5,200
*	SUPPLIES	6,089	6,838	6,100	4,176	5,200	5,200
**	LITTER & GRAFFITI CONTROL	251,803	245,696	241,515	245,753	246,596	246,596

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	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Maintain City parking lots in a clean condition					
• Repaint all lines annually	Percent of line inventory repainted annually	89%	90%	82%	90%
• Inspect lots quarterly	Percent of inspections completed on schedule	100%	100%	75%	100%

PROGRAM NAME/NUMBER — Parking Lot Maintenance/5024

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Crew Chief	0.05	0.05	0.05	0.05
Supply Clerk	0.05	0.05	0.05	0.05
Motor Equipment Operator III	0.01	0.01	0.01	0.01
Motor Equipment Operator II+A	0.02	0.02	0.02	0.02
Motor Equipment Operator I+A	0.06	0.06	0.06	0.06
Motor Equipment Operator I	0.14	0.14	0.14	0.14
Laborer	0.00	0.00	0.00	0.04
Budget Total	**0.33**	**0.33**	**0.33**	**0.37**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5024
Element/Object		**Details**	**Total**
34	Contractual Services 34-38 Striping	Parking lot striping: Bagel Place lot ..... 150 Lehigh Road lot ..... 125 Sterling lot ..... 190 7-11 lot ..... 125 College Park Shopping Center, upper level ..... 290 College Park Shopping Center, lower level ..... 890 Kinko's and Applebee's lot ..... 550 City Hall lot ..... 350 Maryland Book Exchange lot ..... 595 Davis Hall lot ..... 200 St. Andrew's Episcopal Church lot 310	3,775
40	Repair & Maintenance 40-45 Welding Services	Meter pole maintenance	400
60	Supplies 60-10 General Supplies	Bumper blocks, 10 @ $35 ..... 350 Parking meter posts, 10 @ $15 ..... 150 Sakrete and U-channel ..... 100 Paint 100	700

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 24	PARKING LOT MAINTENANCE						
SUB 0	PUBLIC WORKS						
ELEM 10	PAYROLL-WAGES						
5024-550.10-02	HOURLY	13,842	10,074	15,248	9,426	17,354	17,354
5024-550.10-03	OVERTIME	234	61	100	91	100	100
*	PAYROLL-WAGES	14,076	10,135	15,348	9,517	17,454	17,454
ELEM 11	FRINGE BENEFITS						
5024-550.11-10	FICA	1,007	739	1,087	702	1,277	1,277
5024-550.11-12	HEALTH INSURANCE	3,134	1,635	3,292	1,187	2,732	2,732
5024-550.11-13	DENTAL INSURANCE	146	114	219	126	227	227
5024-550.11-14	LIFE INSURANCE	49	24	43	29	63	63
5024-550.11-15	VISION INSURANCE	42	27	58	37	63	63
5024-550.11-17	457 CITY MATCH CONTRIBUTN	426	319	433	310	464	464
5024-550.11-18	401A RETIREMENT	918	654	998	609	1,140	1,140
5024-550.11-21	WORKERS COMPENSATION INS	535	384	522	317	553	553
5024-550.11-22	LONG TERM DISABILITY INS	69	32	59	32	68	68
*	FRINGE BENEFITS	6,326	3,928	6,711	3,349	6,587	6,587
ELEM 20	OVERHEAD						
5024-550.20-11	AUTOMOTIVE	20,117	20,679	22,394	22,394	22,584	22,584
*	OVERHEAD	20,117	20,679	22,394	22,394	22,584	22,584
ELEM 34	CONTRACTUAL SERVICES						
5024-550.34-38	STRIPING	2,963	2,556	4,020	2,671	3,775	3,775
*	CONTRACTUAL SERVICES	2,963	2,556	4,020	2,671	3,775	3,775
ELEM 40	REPAIR & MAINTENANCE						
5024-550.40-11	BUILDINGS & GROUNDS	1,368	0	0	0	0	0
5024-550.40-45	WELDING SERVICES	0	490	400	0	400	400
*	REPAIR & MAINTENANCE	1,368	490	400	0	400	400
ELEM 60	SUPPLIES						
5024-550.60-10	GENERAL SUPPLIES	37	448	800	130	700	700
*	SUPPLIES	37	448	800	130	700	700
**	PARKING LOT MAINTENANCE	44,887	38,236	49,673	38,061	51,500	51,500

PROGRAM NAME/NUMBER — Recycling/5025

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Provide reliable, quality service for removal of recyclable materials	Percent of collections completed on scheduled day	99%	99%	99%	99%
	Percent of residents rating recycling services as good or better	No survey	95%	94%	No survey
	Number of complaints received	19	<10	10	<10
2. Increase residential participation in recycling	Tons of commingles, mixed paper, white goods, scrap metal and electronics recycled	1,725	1,750	1,467	1,500
	Cubic yards of brush processed	1,267	3,700	1,895	2,500
	Dollar value of woodchip-related revenue (includes sales of product and delivery charges)	$8,951	$7,500	$15,827	$12,000
	Cost per ton for recycling (including commingles, white goods, scrap metals)	$201.00	<$275.00	$249.00	<$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			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
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	0.89
Motor Equipment Operator I	2.85	2.85	2.85	2.85
Laborer	0.40	1.64	1.45	1.45
Lead Groundskeeper	0.01	0.01	0.01	0.01
Admin. Asst./Recycling Coordinator	0.20	0.20	0.65	0.65
Budget Total	**4.78**	**6.02**	**6.28**	**6.32**

OPERATING EXPENDITURES: Tipping fees for recyclables are volatile.

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5025
	Element/Object	**Details**	**Total**
12	Travel & Training		
	12-10 Non-Training Travel	Metro fare to MWCOG meetings, tolls to Baltimore MRF	50
	12-11 Travel & Training	Maryland Recyclers Network conference at Maritime Institute, 4 attendees @ $185	740
34	Contractual Services		
	34-12 Temporary Manpower – Curbside Recycling	Temporary manpower used in the collection of mixed paper and commingles, 80 hours @ $16.50/hour	1,320
	34-13 Temporary Manpower – Brush	Temporary manpower used in the collection of brush, 80 hours @ $16.50/hour	1,320
	34-20 Tipping Fees	Single stream recyclables, 1,450 tons @ $3/ton .....4,350 Televisions and computer monitors, 5,000 units @ $0.15/each 750	5,100
36	Special Services		
	36-10 Printing	Public relations materials – recycling awareness	1,500
38	Special Events		
	38-38 America Recycles Day	Public Works and College Park Arts Exchange event, including instructors at workshop, prize money, snacks	900
	38-39 Clean Up Month	Document shredding	600
48	Rental		
	48-50 Tub Grinder	Tub grinder rental	10,000

PROGRAM NAME/NUMBER Recycling/5025

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5025
	Element/Object	Details	Total
60	Supplies		
	60-10 General Supplies	Pitch forks, rakes, brooms	200
	60-45 Toters & Containers	Split load (400) of 65-gallon recycling mobile carts @ $53.00 each	21,200
67	Dues & Publications		
	67-10 Dues	Maryland Recyclers Network	250

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
344.30	Recycling-White Goods	601	2,416	1,800	2,247	2,000
344.30	Recycling-Motor Oil	2,103	3,217	2,100	1,693	2,000
344.30	Recycling-Single Stream	10,010	11,540	2,000	2,276	2,000
344.91	Wood Chip Sales	5,523	10,081	5,200	8,911	6,000
	TOTAL	18,237	27,254	11,100	15,127	12,000

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 25	RECYCLING						
SUB 0	PUBLIC WORKS						
ELEM 10	PAYROLL-WAGES						
5025-550.10-01	SALARY	8,798	8,185	30,608	28,412	29,889	29,889
5025-550.10-02	HOURLY	266,052	259,828	253,406	263,269	257,353	257,353
5025-550.10-03	OVERTIME	2,452	439	2,000	3,964	2,000	2,000
5025-550.10-07	AUTOMATED TRUCK INCENTIVE	2,061	2,386	2,100	1,872	1,900	1,900
*	PAYROLL-WAGES	279,363	270,838	288,114	297,517	291,142	291,142
ELEM 11	FRINGE BENEFITS						
5025-550.11-10	FICA	20,298	19,704	20,980	21,575	20,658	20,658
5025-550.11-12	HEALTH INSURANCE	54,964	48,609	50,557	54,541	55,688	55,688
5025-550.11-13	DENTAL INSURANCE	2,427	2,252	2,384	2,969	2,683	2,683
5025-550.11-14	LIFE INSURANCE	732	781	795	1,090	1,066	1,066
5025-550.11-15	VISION INSURANCE	678	625	723	862	916	916
5025-550.11-17	457 CITY MATCH CONTRIBUTN	5,356	5,658	6,931	6,101	5,714	5,714
5025-550.11-18	401A RETIREMENT	18,139	17,094	16,786	17,653	17,760	17,760
5025-550.11-21	WORKERS COMPENSATION INS	10,543	10,126	9,797	9,868	8,951	8,951
5025-550.11-22	LONG TERM DISABILITY INS	1,016	960	1,106	1,071	1,090	1,090
*	FRINGE BENEFITS	114,153	105,809	110,059	115,730	114,526	114,526
ELEM 12	TRAVEL & TRAINING						
5025-550.12-10	NON TRAINING TRAVEL	24	42	50	16	50	50
5025-550.12-11	TRAVEL & TRAINING	400	481	700	105	740	740
*	TRAVEL & TRAINING	424	523	750	121	790	790
ELEM 20	OVERHEAD						
5025-550.20-11	AUTOMOTIVE	120,700	124,077	134,362	134,362	135,506	135,506
*	OVERHEAD	120,700	124,077	134,362	134,362	135,506	135,506
ELEM 34	CONTRACTUAL SERVICES						
5025-550.34-12	TEMP MANPOWER-CURB RECYCL	1,536	1,780	1,320	441	1,320	1,320
5025-550.34-13	TEMP MANPOWER-BRUSH	1,591	2,607	1,155	6,670	1,320	1,320
5025-550.34-20	TIPPING FEES	660	1,222	9,350	1,673	5,100	5,100
*	CONTRACTUAL SERVICES	3,787	5,609	11,825	8,784	7,740	7,740
ELEM 36	SPECIAL SERVICES						
5025-550.36-10	PRINTING	350	963	3,000	0	1,500	1,500
*	SPECIAL SERVICES	350	963	3,000	0	1,500	1,500
ELEM 38	SPECIAL EVENTS						
5025-550.38-38	AMERICA RECYCLES DAY	0	823	850	1,143	900	900
5025-550.38-39	CLEAN UP MONTH	0	0	0	0	600	600
*	SPECIAL EVENTS	0	823	850	1,143	1,500	1,500
ELEM 48	RENTAL						
5025-550.48-50	TUB GRINDER	11,372	9,220	10,000	14,017	10,000	10,000
*	RENTAL	11,372	9,220	10,000	14,017	10,000	10,000
ELEM 60	SUPPLIES						
5025-550.60-10	GENERAL SUPPLIES	792	175	200	52	200	200
5025-550.60-45	TOTERS & CONTAINERS	27,625	0	0	0	21,200	21,200
*	SUPPLIES	28,417	175	200	52	21,400	21,400
ELEM 67	DUES & PUBLICATIONS						
5025-550.67-10	DUES	235	235	235	235	250	250
5025-550.67-20	PUBLICATIONS & BOOKS	0	99	0	0	0	0
*	DUES & PUBLICATIONS	235	334	235	235	250	250
ELEM 92	MACHINERY & EQUIPMENT						
5025-550.92-20	EQUIPMENT	0	0	0	361	0	0
*	MACHINERY & EQUIPMENT	0	0	0	361	0	0
**	RECYCLING	558,801	518,371	559,395	572,322	584,354	584,354

PROGRAM NAME/NUMBER — Safety Services/5026

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 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)	6	<175	37	<175

PROGRAM NAME/NUMBER — Safety Services/5026

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Safety Officer	1.00	1.00	1.00	1.00
Budget Total	**1.00**	**1.00**	**1.00**	**1.00**

OPERATING EXPENDITURES:

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

Element/Object		Details	Total
12	Travel & Training 12-11 Travel & Training	LGIT defensive driver training course, 15 attendees @ $20 ....300 City-wide safety training (100 employees) ....900 Drug and Alcohol – Reasonable Suspicion for Supervisors training, 10 attendees @ $15 ....150 Red Cross administration/CPR training supplies ....600 OSHA-mandated blood-borne pathogens training ....100 Safety Officer training ....500 PESA quarterly seminars 450	3,000
52	Awards & Gifts 52-10 Awards & Gifts	Safety Committee's incentives and reminders	500
54	Physical Exams 54-10 Physical Exams	CDL DOT physical renewals, 16 @ $100 ....1,600 Hepatitis B shots, 3 series (3 shots/series) @ $80/shot ....720 Hearing tests, 10 @ $45 ....450 Hepatitis titers, 4 @ $65 260	3,030
60	Supplies 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 Dust masks ....400 Gloves, vests, flags ....900 Hearing and eye protection ....1,200 Thirst quenchers, 5 cases @ $36 ....180 Drink coolers for trucks, 5 @ $25 ....125 Towels, 4 cases @ $55 220	4,055
67	Dues & Publications 67-10 Dues	Maryland Public Employees Safety Association (PESA)	100
	67-20 Publications & Books	Top Health (distributed to all employees monthly) ....630 Training videos & books....1,000	1,630

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 26	SAFETY SERVICES						
SUB 0	PUBLIC WORKS						
ELEM 10	PAYROLL-WAGES						
5026-550.10-01	SALARY	61,733	62,175	66,162	65,278	67,485	67,485
*	PAYROLL-WAGES	61,733	62,175	66,162	65,278	67,485	67,485
ELEM 11	FRINGE BENEFITS						
5026-550.11-10	FICA	4,616	4,659	4,951	4,899	5,065	5,065
5026-550.11-12	HEALTH INSURANCE	5,290	4,875	5,076	4,727	5,386	5,386
5026-550.11-13	DENTAL INSURANCE	278	264	278	277	278	278
5026-550.11-14	LIFE INSURANCE	164	160	183	178	189	189
5026-550.11-15	VISION INSURANCE	96	92	99	99	99	99
5026-550.11-17	457 CITY MATCH CONTRIBUTN	2,610	2,598	3,129	3,120	3,129	3,129
5026-550.11-18	401A RETIREMENT	4,013	4,041	4,300	4,243	4,387	4,387
5026-550.11-21	WORKERS COMPENSATION INS	2,342	2,331	2,255	2,178	2,132	2,132
5026-550.11-22	LONG TERM DISABILITY INS	228	223	258	249	263	263
*	FRINGE BENEFITS	19,637	19,243	20,529	19,970	20,928	20,928
ELEM 12	TRAVEL & TRAINING						
5026-550.12-11	TRAVEL & TRAINING	1,657	2,491	3,000	2,489	3,000	3,000
*	TRAVEL & TRAINING	1,657	2,491	3,000	2,489	3,000	3,000
ELEM 20	OVERHEAD						
5026-550.20-11	AUTOMOTIVE	6,706	6,893	7,465	7,465	7,528	7,528
*	OVERHEAD	6,706	6,893	7,465	7,465	7,528	7,528
ELEM 36	SPECIAL SERVICES						
5026-550.36-13	MVA SERVICES	0	0	0	65	0	0
*	SPECIAL SERVICES	0	0	0	65	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	1,625	2,570	2,830	1,425	3,030	3,030
*	PHYSICAL EXAMS	1,625	2,570	2,830	1,425	3,030	3,030
ELEM 60	SUPPLIES						
5026-550.60-10	GENERAL SUPPLIES	340	30	400	60	400	400
5026-550.60-11	MEETING REFRESHMENTS	151	0	150	150	150	150
5026-550.60-60	SAFETY SUPPLIES	4,149	5,978	4,055	4,517	4,055	4,055
*	SUPPLIES	4,640	6,008	4,605	4,727	4,605	4,605
ELEM 61	OFFICE SUPPLIES						
5026-550.61-10	OFFICE SUPPLIES	0	92	0	31	0	0
*	OFFICE SUPPLIES	0	92	0	31	0	0
ELEM 62	POSTAGE						
5026-550.62-10	POSTAGE	17	17	0	0	0	0
*	POSTAGE	17	17	0	0	0	0
ELEM 67	DUES & PUBLICATIONS						
5026-550.67-10	DUES	0	0	100	0	100	100
5026-550.67-20	PUBLICATIONS & BOOKS	1,715	1,567	1,630	1,791	1,630	1,630
*	DUES & PUBLICATIONS	1,715	1,567	1,730	1,791	1,730	1,730
**	SAFETY SERVICES	98,230	101,556	106,821	103,741	108,806	108,806

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	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Ensure that the parking garage is well maintained • Inspect parking garage monthly	Number of inspections completed	11	12	11	12

PROGRAM NAME/NUMBER — Parking Garage/5027

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Crew Chief	0.10	0.10	0.10	0.10
Motor Equipment Operator III	0.05	0.05	0.05	0.05
Motor Equipment Operator II+A	0.12	0.12	0.12	0.12
Budget Total	**0.37**	**0.27**	**0.27**	**0.27**

OPERATING EXPENDITURES:

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

Element/Object		Details	Total
34	Contractual Services 34-38 Striping	Stripe parking spaces, arrows and stencils	1,500
40	Repair & Maintenance 40-11 Buildings & Grounds	Building repairs as needed, identified during structural inspection ..... 10,000 Elevator repairs not covered under maintenance agreement, as needed 2,500	12,500
	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 45-16 Building Services	Elevator maintenance and emergency phone monitoring @ $390/month ..... 4,680 Fire extinguisher inspection and service ..... 100 Elevator smoke alarm testing ..... 560 Backflow prevention testing 600	5,940
	45-22 Security Alarm Monitoring	Security alarm monitoring ..... 650 Fire alarm monitoring 475	1,125
48	Rental 48-11 Tools & Equipment	Mobile pressure washer to clean parking decks	2,000
60	Supplies 60-10 General Supplies	Maintenance supplies	1,000
65	Utilities 65-10 Electricity	Estimated based on current usage	20,000

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

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
362.11	Property Rental-Parking Garage Retail	0	108,750	144,873	20,955	169,000
	TOTAL	0	108,750	144,873	20,955	169,000

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 27	PARKING GARAGE						
SUB 0	PUBLIC WORKS						
ELEM 10	PAYROLL-WAGES						
5027-550.10-02	HOURLY	9,749	16,952	16,005	10,988	16,939	16,939
5027-550.10-03	OVERTIME	23	45	250	119	250	250
*	PAYROLL-WAGES	9,772	16,997	16,255	11,107	17,189	17,189
ELEM 11	FRINGE BENEFITS						
5027-550.11-10	FICA	723	1,232	1,197	836	1,289	1,289
5027-550.11-12	HEALTH INSURANCE	1,319	2,823	1,954	564	1,236	1,236
5027-550.11-13	DENTAL INSURANCE	51	216	133	82	133	133
5027-550.11-14	LIFE INSURANCE	27	49	45	34	48	48
5027-550.11-15	VISION INSURANCE	19	49	37	24	42	42
5027-550.11-17	457 CITY MATCH CONTRIBUTN	365	466	594	439	657	657
5027-550.11-18	401A RETIREMENT	641	1,104	1,060	728	1,120	1,120
5027-550.11-21	WORKERS COMPENSATION INS	370	643	553	368	542	542
5027-550.11-22	LONG TERM DISABILITY INS	38	65	62	44	66	66
*	FRINGE BENEFITS	3,553	6,647	5,635	3,119	5,133	5,133
ELEM 20	OVERHEAD						
5027-550.20-14	TELEPHONE	456	456	547	547	601	601
*	OVERHEAD	456	456	547	547	601	601
ELEM 34	CONTRACTUAL SERVICES						
5027-550.34-38	STRIPING	952	0	1,000	0	1,500	1,500
*	CONTRACTUAL SERVICES	952	0	1,000	0	1,500	1,500
ELEM 40	REPAIR & MAINTENANCE						
5027-550.40-11	BUILDINGS & GROUNDS	13,796	1,905	7,500	674	12,500	12,500
5027-550.40-17	ALARM SYSTEM	160	3,303	1,000	0	1,000	1,000
5027-550.40-18	SECURITY CAMERAS	231	258	1,500	0	1,500	1,500
5027-550.40-25	HVAC REPAIRS	858	667	730	870	730	730
5027-550.40-50	ELECTRICAL REPAIRS	0	10,970	1,000	1,320	1,000	1,000
*	REPAIR & MAINTENANCE	15,045	17,103	11,730	2,864	16,730	16,730
ELEM 45	MAINTENANCE CONTRACT						
5027-550.45-16	BUILDING SERVICES	3,905	3,946	13,730	12,341	5,940	5,940
5027-550.45-22	SECURITY ALARM MONITORING	747	720	750	720	1,125	1,125
*	MAINTENANCE CONTRACT	4,652	4,666	14,480	13,061	7,065	7,065
ELEM 48	RENTAL						
5027-550.48-11	TOOLS & EQUIPMENT	0	3,737	2,000	1,980	2,000	2,000
*	RENTAL	0	3,737	2,000	1,980	2,000	2,000
ELEM 60	SUPPLIES						
5027-550.60-10	GENERAL SUPPLIES	254	216	1,000	620	1,000	1,000
*	SUPPLIES	254	216	1,000	620	1,000	1,000
ELEM 65	UTILITIES						
5027-550.65-10	ELECTRICITY	3,087-	734	900	14,935	20,000	20,000
5027-550.65-13	WATER & SEWER	530	0	0	0	0	0
*	UTILITIES	2,557-	734	900	14,935	20,000	20,000
ELEM 66	TELEPHONE & COMMUNICATION						
5027-550.66-10	TELEPHONE	270	0	0	0	0	0
*	TELEPHONE & COMMUNICATION	270	0	0	0	0	0
**	PARKING GARAGE	32,397	50,556	53,547	48,233	71,218	71,218

PROGRAM NAME/NUMBER — Building Maintenance/5028

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Ensure that City buildings and office interiors are well maintained • Monitor and evaluate the condition of City Hall and Old Parish House annually	Inspect facilities monthly	9	12	10	12
	Percent of facilities rated in good or better condition by City employees responding to employee survey	83%	85%	78%	85%
	Percent of maintenance costs that are not budgeted	20%	<20%	10%	<20%

PROGRAM NAME/NUMBER — Building Maintenance/5028

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	ESTIMATED FY 2014
Supply Clerk	0.06	0.06	0.06	0.06
Crew Chief	0.27	0.27	0.27	0.29
Custodial Supervisor	1.00	1.00	1.00	1.00
Custodial Worker	2.00	2.00	2.00	2.00
Facilities Maintenance Worker	0.85	0.85	0.85	0.85
Budget Total	**4.18**	**4.18**	**4.18**	**4.20**

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

EXPENDITURE SUPPORT DATA — PROGRAM NUMBER: 5028

	Element/Object	Details	Total
40	Repair & Maintenance		
	40-11 Buildings & Grounds	City Hall, Old Parish House:	
		Electrical repairs, 20 hours @ $70/hour 1,400	
		Plumbing repairs, 15 hours @ $65/hour 975	
		General repairs 4,200	
		Public Services 600	7,175
	40-17 Alarm System	Alarm system repairs, as needed	500
	40-25 HVAC Repairs	HVAC repairs, 30 hours @ $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 100	
		Elevator maintenance and emergency phone monitoring, City Hall @ $400/month 4,800	
		Elevator smoke alarm testing, City Hall 560	
		Sprinkler system testing, City Hall 650	
		Floor cleaning - carpet, stone and tile 3,800	10,225
	45-22 Security Alarm Monitoring	Security alarm monitoring:	
		City Hall @ $325/year 325	
		Old Parish House @ $325/year 325	
		Public Services @ $325/year 325	
		Fire alarm monitoring – City Hall @ $42/month 504	1,479
	45-23 Pest Control	Pest control – City Hall @ $91/month 1,092	
		Pest control – Old Parish House @ $56/month 672	
		Pest control – Public Services @ $55/month 660	
		Termite contract – Old Parish House 290	2,714

PROGRAM NAME/NUMBER — Building Maintenance/5028

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5028
	Element/Object	**Details**	**Total**
48	Rental 48-60 Buildings	Storage space rental, City Hall building materials @ $172/month	2,064
60	Supplies 60-10 General Supplies	Maintenance supplies	3,000
	60-15 Small Tools	Maintenance tools	1,000
	60-30 Cleaning Supplies	Restroom paper supplies, all buildings	8,000
65	Utilities 65-10 Electricity	Old Parish House	600
	65-11 Natural Gas	Old Parish House	1,500
	65-13 Water & Sewer	Old Parish House	300
92	Machinery & Equipment 92-42 HVAC Systems	Replacement heating system boiler at Old Parish House	5,000

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
362.14	Property Rental-City Hall Meeting Rooms	50	0	0	500	50
362.15	Property Rental-Old Parish House	8,725	8,675	10,000	10,325	10,000
362.16	Cleaning Fee-City Buildings	475	350	400	625	400
362.20	Property Rental-Other Rentals	0	0	0	0	0
	TOTAL	9,250	9,025	10,400	11,450	10,450

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 28	BUILDING MAINTENANCE						
SUB 0	PUBLIC WORKS						
ELEM 10	PAYROLL-WAGES						
5028-550.10-02	HOURLY	148,904	155,355	169,997	163,399	175,266	175,266
5028-550.10-03	OVERTIME	1,418	1,156	1,500	1,494	1,500	1,500
*	PAYROLL-WAGES	150,322	156,511	171,497	164,893	176,766	176,766
ELEM 11	FRINGE BENEFITS						
5028-550.11-10	FICA	10,547	11,383	12,391	12,057	12,625	12,625
5028-550.11-12	HEALTH INSURANCE	31,806	30,530	34,095	27,124	40,397	40,397
5028-550.11-13	DENTAL INSURANCE	2,134	2,299	2,509	2,079	2,232	2,232
5028-550.11-14	LIFE INSURANCE	379	454	478	513	705	705
5028-550.11-15	VISION INSURANCE	645	640	801	653	815	815
5028-550.11-17	457 CITY MATCH CONTRIBUTN	2,622	3,254	2,518	4,561	2,803	2,803
5028-550.11-18	401A RETIREMENT	9,589	10,275	7,598	10,792	7,857	7,857
5028-550.11-21	WORKERS COMPENSATION INS	5,543	5,901	5,832	5,468	5,504	5,504
5028-550.11-22	LONG TERM DISABILITY INS	524	579	662	591	674	674
*	FRINGE BENEFITS	63,789	65,315	66,884	63,838	73,612	73,612
ELEM 12	TRAVEL & TRAINING						
5028-550.12-11	TRAVEL & TRAINING	280	0	0	0	0	0
*	TRAVEL & TRAINING	280	0	0	0	0	0
ELEM 20	OVERHEAD						
5028-550.20-11	AUTOMOTIVE	13,411	13,786	14,929	14,929	15,056	15,056
5028-550.20-16	BUILDING MAINTENANCE	273,145-	262,690-	293,485-	293,485-	311,181-	311,181-
*	OVERHEAD	259,734-	248,904-	278,556-	278,556-	296,125-	296,125-
ELEM 34	CONTRACTUAL SERVICES						
5028-550.34-17	TEMP MANPOWER-OTHER	0	110	0	0	0	0
*	CONTRACTUAL SERVICES	0	110	0	0	0	0
ELEM 40	REPAIR & MAINTENANCE						
5028-550.40-11	BUILDINGS & GROUNDS	29,497	1,693	7,175	4,667	7,175	7,175
5028-550.40-17	ALARM SYSTEM	987	170	500	0	500	500
5028-550.40-25	HVAC REPAIRS	1,590	3,211	2,190	3,253	2,190	2,190
5028-550.40-45	WELDING SERVICES	0	175	0	140	0	0
*	REPAIR & MAINTENANCE	32,074	5,249	9,865	8,060	9,865	9,865
ELEM 42	CLEANING SERVICE						
5028-550.42-10	BUILDING	0	190	0	7,267	0	0
*	CLEANING SERVICE	0	190	0	7,267	0	0
ELEM 45	MAINTENANCE CONTRACT						
5028-550.45-16	BUILDING SERVICES	8,339	7,035	9,947	8,923	10,225	10,225
5028-550.45-21	PRESSURE VALVE INSPECTION	0	0	0	180	0	0
5028-550.45-22	SECURITY ALARM MONITORING	1,344	1,680	1,380	1,380	1,479	1,479
5028-550.45-23	PEST CONTROL	2,425	2,593	2,651	2,676	2,714	2,714
*	MAINTENANCE CONTRACT	12,108	11,308	13,978	13,159	14,418	14,418
ELEM 48	RENTAL						
5028-550.48-11	TOOLS & EQUIPMENT	0	45	0	20	0	0
5028-550.48-60	BUILDINGS	1,770	1,728	1,932	1,998	2,064	2,064
*	RENTAL	1,770	1,773	1,932	2,018	2,064	2,064
ELEM 60	SUPPLIES						
5028-550.60-10	GENERAL SUPPLIES	2,106	2,955	3,000	2,491	3,000	3,000
5028-550.60-15	SMALL TOOLS	1,042	300	1,000	789	1,000	1,000
5028-550.60-30	CLEANING SUPPLIES	7,960	7,368	8,000	7,074	8,000	8,000
*	SUPPLIES	11,108	10,623	12,000	10,354	12,000	12,000
ELEM 65	UTILITIES						
5028-550.65-10	ELECTRICITY	522	504	600	430	600	600
5028-550.65-11	NATURAL GAS	1,168	1,106	1,500	1,162	1,500	1,500
5028-550.65-13	WATER & SEWER	10,207	196	300	369	300	300
*	UTILITIES	11,897	1,806	2,400	1,961	2,400	2,400

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 28	BUILDING MAINTENANCE						
SUB 0	PUBLIC WORKS						
ELEM 65	UTILITIES						
5028-550.92-42	HVAC SYSTEMS	0	0	0	0	5,000	5,000
5028-550.92-49	ALARM SYSTEM	0	3,580	0	0	0	0
*	MACHINERY & EQUIPMENT	0	3,580	0	0	5,000	5,000
**	BUILDING MAINTENANCE	23,614	7,561	0	7,006-	0	0

PROGRAM NAME/NUMBER — Calvert Road School Maintenance/5029

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Monitor and evaluate the condition of Calvert Road School	Inspect facility at least monthly	12	12	10	12

PROGRAM NAME/NUMBER — Calvert Road School Maintenance/5029

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Budget Total	**0.00**	**0.00**	**0.00**	**0.00**

OPERATING EXPENDITURES:

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

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 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	7,629	0	9,000	425	9,000	9,000
*	REPAIR & MAINTENANCE	7,629	0	9,000	425	9,000	9,000
ELEM 60	SUPPLIES						
5029-550.60-10	GENERAL SUPPLIES	0	0	0	220	0	0
*	SUPPLIES	0	0	0	220	0	0
ELEM 65	UTILITIES						
5029-550.65-10	ELECTRICITY	597	1,925	2,100	1,762	2,100	2,100
5029-550.65-11	NATURAL GAS	472	426	500	435	500	500
5029-550.65-13	WATER & SEWER	1,461-	1,251	2,000	817	2,000	2,000
*	UTILITIES	392-	3,602	4,600	3,014	4,600	4,600
**	CALVERT ROAD SCHOOL MAINT	7,237	3,602	13,600	3,659	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	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Ensure safe and reliable vehicle performance through maintenance • Follow preventive maintenance schedule	Percent of vehicle availability	90%	90%	90%	90%
	Percent of preventive maintenance completed as scheduled	90%	95%	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	100%	100%	100%
4. Ensure snow removal equipment is ready for use by November 15th	Percent of vehicles and equipment listed in snow plan prepared for use	New	95%	100%	100%

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

PROGRAM NAME/NUMBER — Central Garage/5030

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Mechanic II	1.00	1.00	1.00	1.00
Mechanic I	1.00	1.00	1.00	1.00
Garage Supply Clerk/Asst. Mechanic	1.00	1.00	1.00	1.00
Budget Total	**3.00**	**3.00**	**3.00**	**3.00**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5030
	Element/Object	**Details**	**Total**
12	Travel & Training 12-11 Travel & Training	Staff training	500
34	Contractual Services 34-20 Tipping Fees	Recycle used oil filters	200
36	Special Services 36-20 Towing Service	Towing service, as needed	3,000
40	Repair & Maintenance 40-11 Buildings & Grounds	Floor lift repairs and maintenance	2,100
	40-45 Welding Services	Certified welder to perform prefabrication, welding repairs	7,000
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 ..... 12,000 Equipment, tractors, etc. ..... 5,000 Sedans and pick-up trucks 3,000	20,000
45	Maintenance Contract 45-16 Building Services	Pump oil grit separator, truck wash	4,000
60	Supplies 60-14 Maintenance Supplies	Encapsulation for snow equipment	500
	60-15 Small Tools	Pliers, ratchets, air drill, hammer drill, screwdrivers, welding tips, drill bits	3,000
	60-70 Central Garage	Wipers, shop rags, spill kits, fender covers, oil dry, etc. ..... 700 Oxygen and acetylene for welding equipment ..... 600 Solvent and service for part cleaning and tool machine ..... 2,850 Cleaning solution - pressure washer, truck wash, floor ..... 1,500 Assorted fasteners ..... 1,000 Hand soap with pumice ..... 225 Fire extinguishers, 7 @ $75 525	7,400
62	Postage 62-10 Postage	Shipping charges, returns of auto parts	200
64	Fuel 64-10 Gasoline	Based on current usage	73,500
	64-11 Diesel	Based on current usage	148,000
	64-12 Other Additives	Based on current usage	15,000
65	Utilities 65-10 Electricity	Fleet garage buildings	22,000
	65-11 Natural Gas	Fleet garage buildings	14,400
69	Miscellaneous Charge 69-10 Miscellaneous	Emission tests, replacement keys, etc.	500
92	Machinery & Equipment 92-20 Equipment	Software upgrade to Genesis handheld diagnostic scanner ..... 1,000 Motor-Alldata – cars & light trucks renewal ..... 1,500 Motor-Alldata – medium & heavy duty trucks renewal 800	3,300

CAPITAL OUTLAY: Equipment includes annual diagnostic upgrade to Genesis handheld scanner ($1,000) and renewal to Motor-Alldata on-line repair resource ($2,300).

RELATED REVENUES		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
364.10	Sale of Fixed Assets	4,030	4,130	1,000	0	1,000
	TOTAL	4,030	4,130	1,000	0	1,000

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 30	CENTRAL GARAGE						
SUB 0	PUBLIC WORKS						
ELEM 10	PAYROLL-WAGES						
5030-550.10-02	HOURLY	134,729	161,914	170,159	165,069	174,220	174,220
5030-550.10-03	OVERTIME	11,056	5,158	7,500	6,327	8,000	8,000
*	PAYROLL-WAGES	145,785	167,072	177,659	171,396	182,220	182,220
ELEM 11	FRINGE BENEFITS						
5030-550.11-10	FICA	10,526	12,468	13,133	12,728	13,531	13,531
5030-550.11-12	HEALTH INSURANCE	29,133	24,477	25,375	24,001	28,710	28,710
5030-550.11-13	DENTAL INSURANCE	1,615	1,285	1,361	1,298	1,361	1,361
5030-550.11-14	LIFE INSURANCE	347	436	473	479	522	522
5030-550.11-15	VISION INSURANCE	524	438	493	467	493	493
5030-550.11-17	457 CITY MATCH CONTRIBUTN	1,236	1,699	1,825	1,829	1,955	1,955
5030-550.11-18	401A RETIREMENT	8,998	8,530	11,614	11,204	11,910	11,910
5030-550.11-21	WORKERS COMPENSATION INS	5,361	6,242	6,003	5,611	5,706	5,706
5030-550.11-22	LONG TERM DISABILITY INS	469	527	663	608	679	679
*	FRINGE BENEFITS	58,209	56,102	60,940	58,225	64,867	64,867
ELEM 12	TRAVEL & TRAINING						
5030-550.12-11	TRAVEL & TRAINING	199	0	500	32	500	500
*	TRAVEL & TRAINING	199	0	500	32	500	500
ELEM 20	OVERHEAD						
5030-550.20-10	INSURANCE	76,443	74,651	68,557	68,557	60,922	60,922
5030-550.20-11	AUTOMOTIVE	670,555-	689,316-	746,456-	746,456-	752,809-	752,809-
*	OVERHEAD	594,112-	614,665-	677,899-	677,899-	691,887-	691,887-
ELEM 34	CONTRACTUAL SERVICES						
5030-550.34-20	TIPPING FEES	0	0	0	40	200	200
*	CONTRACTUAL SERVICES	0	0	0	40	200	200
ELEM 36	SPECIAL SERVICES						
5030-550.36-20	TOWING SERVICE	2,833	325	3,500	1,425	3,000	3,000
*	SPECIAL SERVICES	2,833	325	3,500	1,425	3,000	3,000
ELEM 40	REPAIR & MAINTENANCE						
5030-550.40-11	BUILDINGS & GROUNDS	7,014	0	2,100	517	2,100	2,100
5030-550.40-45	WELDING SERVICES	10,500	2,660	8,000	1,089	7,000	7,000
*	REPAIR & MAINTENANCE	17,514	2,660	10,100	1,606	9,100	9,100
ELEM 41	VEHICLE REPAIR & MAINT						
5030-550.41-10	INSIDE	66,422	91,818	62,500	70,304	62,500	62,500
5030-550.41-11	OUTSIDE	59,605	71,393	57,700	46,112	57,700	57,700
5030-550.41-20	TIRES	19,806	25,335	18,000	25,316	20,000	20,000
*	VEHICLE REPAIR & MAINT	145,833	188,546	138,200	141,732	140,200	140,200
ELEM 45	MAINTENANCE CONTRACT						
5030-550.45-16	BUILDING SERVICES	650	4,604	4,000	3,549	4,000	4,000
*	MAINTENANCE CONTRACT	650	4,604	4,000	3,549	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	2,080	3,245	3,000	4,497	3,000	3,000
5030-550.60-40	SIGNS	246	0	0	0	0	0
5030-550.60-70	CENTRAL GARAGE	7,000	7,673	7,400	6,220	7,400	7,400
*	SUPPLIES	9,326	10,918	10,900	10,717	10,900	10,900
ELEM 62	POSTAGE						
5030-550.62-10	POSTAGE	62	256	200	51	200	200
*	POSTAGE	62	256	200	51	200	200
ELEM 64	FUEL						
5030-550.64-10	GASOLINE	56,171	63,600	73,500	55,778	73,500	73,500
5030-550.64-11	DIESEL	106,088	125,451	148,000	114,656	148,000	148,000
5030-550.64-12	OTHER ADDITIVES	11,133	14,669	12,500	11,217	15,000	15,000

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 30	CENTRAL GARAGE						
SUB 0	PUBLIC WORKS						
ELEM 64	FUEL						
5030-550.64-15	FUEL SURCHARGE CREDIT	1,414-	2,395-	0	1,990-	0	0
*	FUEL	171,978	201,325	234,000	179,661	236,500	236,500
ELEM 65	UTILITIES						
5030-550.65-10	ELECTRICITY	22,924	20,793	22,000	16,146	22,000	22,000
5030-550.65-11	NATURAL GAS	10,862	6,440	14,400	7,106	14,400	14,400
5030-550.65-13	WATER & SEWER	1,632	0	0	0	0	0
*	UTILITIES	35,418	27,233	36,400	23,252	36,400	36,400
ELEM 69	MISCELLANEOUS CHARGE						
5030-550.69-10	MISCELLANEOUS	324	853	500	560	500	500
*	MISCELLANEOUS CHARGE	324	853	500	560	500	500
ELEM 92	MACHINERY & EQUIPMENT						
5030-550.92-20	EQUIPMENT	729	2,795	1,000	2,300	3,300	3,300
*	MACHINERY & EQUIPMENT	729	2,795	1,000	2,300	3,300	3,300
**	CENTRAL GARAGE	5,252-	48,024	0	83,353-	0	0

PROGRAM NAME/NUMBER — Street Lighting/5040

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Improve vehicular, pedestrian and bicyclist safety by providing street lighting	Percent of residents rating street lighting as good or better	No survey	60%	63%	No survey
	Number of streetlight inspections	3	3	4	3

PROGRAM NAME/NUMBER — Street Lighting/5040

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Budget Total	**0.00**	**0.00**	**0.00**	**0.00**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5040
Element/Object		**Details**	**Total**
40	Repair & Maintenance 40-31 Streetlight Repairs	City-owned streetlight pole repair	1,300
65	Utilities 65-10 Electricity	City-wide street lighting, estimated based on current usage, utilizing Montgomery County aggregation contract rates	230,000

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 40	STREET LIGHTING						
SUB 0	PUBLIC WORKS						
ELEM 40	REPAIR & MAINTENANCE						
5040-550.40-31	STREETLIGHT REPAIRS	737	1,115	1,000	1,531	1,300	1,300
*	REPAIR & MAINTENANCE	737	1,115	1,000	1,531	1,300	1,300
ELEM 65	UTILITIES						
5040-550.65-10	ELECTRICITY	218,785	205,139	230,000	212,221	230,000	230,000
*	UTILITIES	218,785	205,139	230,000	212,221	230,000	230,000
**	STREET LIGHTING	219,522	206,254	231,000	213,752	231,300	231,300

PROGRAM NAME/NUMBER — Compost Yard Operations/5050

DESCRIPTION: This program converts raw materials in the form of leaves and grass clippings into composted material. Tipping fees associated with the disposal of these raw materials are avoided. The compost is marketed to residential and commercial entities. The City's Smartleaf® composting program received an Award of Excellence from the Maryland Municipal League in FY2000.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Compost residential vegetative yard waste generated by residents and Public Works	Tons of vegetative waste processed (Note 1)	1,736	1,600	1,976	1,600
	Dollars in tipping fees saved	$43,411	$40,000	$49,412	$45,000
2. Generate revenues from sales	Dollar value of compost-related revenues (includes sales of product, tipping fees collected and delivery charges)	$75,191	$70,000	$63,802	$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 FY 2011	ACTUAL FY 2012	ACTUAL FY 2013	ESTIMATED FY 2014
Admin. Asst./Recycling Coordinator	0.10	0.10	0.10	0.10
Motor Equipment Operator II+A	0.13	0.13	0.13	0.14
Motor Equipment Operator II	0.00	0.00	0.00	0.00
Motor Equipment Operator I+A	0.17	0.17	0.17	0.17
Motor Equipment Operator I	0.16	0.16	0.16	0.17
Lead Groundskeeper	0.43	0.43	0.43	0.44
Budget Total	**0.99**	**0.99**	**0.99**	**1.02**

OPERATING EXPENDITURES:

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

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
344.90	Compost Sales	40,328	39,746	36,500	35,872	34,000
344.92	Tipping Fees Revenue	22,848	28,785	25,000	22,325	22,000
344.94	Delivery Charge-Compost	10,787	11,605	9,000	10,304	8,000
344.95	Delivery Charge-Wood Chips	3,157	4,827	3,000	4,681	3,500
	TOTAL	77,120	84,963	73,500	73,182	67,500

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 50	PUBLIC WORKS						
DIV 50	COMPOST YARD OPERATIONS						
SUB 0	PUBLIC WORKS						
ELEM 10	PAYROLL-WAGES						
5050-550.10-01	SALARY	4,399	3,903	4,709	4,371	4,598	4,598
5050-550.10-02	HOURLY	58,661	74,605	44,848	62,478	48,404	48,404
5050-550.10-03	OVERTIME	558	1,301	1,500	487	1,500	1,500
*	PAYROLL-WAGES	63,618	79,809	51,057	67,336	54,502	54,502
ELEM 11	FRINGE BENEFITS						
5050-550.11-10	FICA	4,646	5,927	3,821	5,016	4,105	4,105
5050-550.11-12	HEALTH INSURANCE	9,103	10,081	5,666	7,087	5,015	5,015
5050-550.11-13	DENTAL INSURANCE	423	588	283	572	320	320
5050-550.11-14	LIFE INSURANCE	181	235	138	220	170	170
5050-550.11-15	VISION INSURANCE	103	178	88	193	101	101
5050-550.11-17	457 CITY MATCH CONTRIBUTN	1,080	1,604	1,409	1,786	1,523	1,523
5050-550.11-18	401A RETIREMENT	4,124	4,930	3,041	4,118	3,577	3,577
5050-550.11-21	WORKERS COMPENSATION INS	2,400	2,970	1,737	2,216	1,723	1,723
5050-550.11-22	LONG TERM DISABILITY INS	252	279	193	249	206	206
*	FRINGE BENEFITS	22,312	26,792	16,376	21,457	16,740	16,740
ELEM 12	TRAVEL & TRAINING						
5050-550.12-11	TRAVEL & TRAINING	0	1,350	250	425	250	250
*	TRAVEL & TRAINING	0	1,350	250	425	250	250
ELEM 20	OVERHEAD						
5050-550.20-11	AUTOMOTIVE	40,233	41,359	44,787	44,787	45,169	45,169
*	OVERHEAD	40,233	41,359	44,787	44,787	45,169	45,169
ELEM 36	SPECIAL SERVICES						
5050-550.36-10	PRINTING	0	0	0	90	0	0
5050-550.36-43	REGISTRATION FEES	328	604	350	283	350	350
*	SPECIAL SERVICES	328	604	350	373	350	350
ELEM 48	RENTAL						
5050-550.48-11	TOOLS & EQUIPMENT	0	0	600	0	600	600
5050-550.48-55	SCREENING EQUIPMENT	12,205	9,800	20,000	9,950	20,000	20,000
*	RENTAL	12,205	9,800	20,600	9,950	20,600	20,600
ELEM 60	SUPPLIES						
5050-550.60-10	GENERAL SUPPLIES	836	818	600	592	600	600
*	SUPPLIES	836	818	600	592	600	600
ELEM 62	POSTAGE						
5050-550.62-10	POSTAGE	17	0	0	27	0	0
*	POSTAGE	17	0	0	27	0	0
ELEM 69	MISCELLANEOUS CHARGE						
5050-550.69-10	MISCELLANEOUS	28	0	0	0	0	0
*	MISCELLANEOUS CHARGE	28	0	0	0	0	0
**	COMPOST YARD OPERATIONS	139,577	160,532	134,020	144,947	138,211	138,211
***	PUBLIC WORKS	4,374,677	4,330,396	4,832,256	4,261,722	4,940,667	4,940,667

CONTINGENCY

PROGRAM NAME/NUMBER **Contingency/6510**

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

PROGRAM NAME/NUMBER — Contingency/6510

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Budget Total	**0.00**	**0.00**	**0.00**	**0.00**

OPERATING EXPENDITURES:

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

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 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

This page intentionally left blank

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, 2013 and semi-annual interest payments are due October 15, 2013 and April 15, 2014.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2012 ACTUAL	FY 2013		FY 2014 TARGET
			TARGET	ACTUAL	
1. Ensure timely payment of principal and interest on City general obligation debt and master leases	Percent of payments made on time	100%	100%	100%	100%
	Dollars in late charges	$0	$0	$0	$0

PROGRAM NAME/NUMBER — Debt Service/9010

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Budget Total	**0.00**	**0.00**	**0.00**	**0.00**

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 9010
Element/Object		**Details**	**Total**
70	Principal 70-30 SunTrust Bank-Parking Garage Tax-Exempt Bond	Annual principal payment due 10/15/13, reducing outstanding principal balance from $7,652,000 to $7,369,000	283,000
72	Interest 72-30 SunTrust Bank-Parking Garage Tax-Exempt Bond	FY 2013 accrued interest on $7,652,000, 04/16/13 – 06/30/13 ..... (57,862) Semi-annual interest payment on $7,652,000, due 10/15/13 ..... 140,797 Semi-annual interest payment on $7,369,000, due 04/15/14 ..... 135,590 FY 2014 accrued interest on $7,369,000, 04/16/14 – 06/30/14 55,722	274,247

CAPITAL OUTLAY: None

RELATED REVENUES		FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 BUDGET	FY 2013 ACTUAL	FY 2014 BUDGET
390.00	Interfund Transfer from Parking Debt Service Fund	0	216,886	251,950	188,962	228,906
	TOTAL	0	216,886	251,950	188,962	228,906

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 90	DEBT SERVICE						
DIV 10	ADMINISTRATION						
SUB 0	DEBT SERVICE						
ELEM 70	PRINCIPAL						
9010-580.70-30	SUNTR-PKG GARAGE T/E BOND	0	225,000	273,000	273,000	283,000	283,000
*	PRINCIPAL	0	225,000	273,000	273,000	283,000	283,000
ELEM 72	INTEREST						
9010-580.72-30	SUNTR-PKG GARAGE T/E BOND	102,712	295,426	284,553	286,533	274,247	274,247
*	INTEREST	102,712	295,426	284,553	286,533	274,247	274,247
**	ADMINISTRATION	102,712	520,426	557,553	559,533	557,247	557,247
***	DEBT SERVICE	102,712	520,426	557,553	559,533	557,247	557,247

This page intentionally left blank

INTERFUND TRANSFERS

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

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

PROGRAM NAME/NUMBER — Interfund Transfers/9210

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2011	FY 2012	FY 2013	FY 2014
Budget Total	**0.00**	**0.00**	**0.00**	**0.00**

OPERATING EXPENDITURES

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 9210
Element/Object		**Details**	**Total**
99	Interfund Transfers 99-10 Operating Cash Transfer to Capital Projects Fund	Business Assistance Fund (project 113001) .....25,000 Facilities Capital Reserve (project 991013) .....25,000 Fire Department Capital Equipment Grants (project 012006) .....45,000 Hollywood Gateway Park (project 103002) .....25,000 Homeownership Grant Program (project 063002) .....10,000 Pavement Management Plan (project 045008) .....400,000 Vehicle Replacement Program (project 925061) 392,000	922,000

CAPITAL OUTLAY: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 Y-T-D ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
DEPT 92	INTERFUND TRANSFER						
DIV 10	ADMINISTRATION						
SUB 0	OTHER						
ELEM 99	INTERFUND TRANSFERS						
9210-590.99-10	OPERATING CASH TRANSFERS	1,046,335	2,596,835	2,827,900	2,827,900	922,000	922,000
*	INTERFUND TRANSFERS	1,046,335	2,596,835	2,827,900	2,827,900	922,000	922,000
**	ADMINISTRATION	1,046,335	2,596,835	2,827,900	2,827,900	922,000	922,000
***	INTERFUND TRANSFER	1,046,335	2,596,835	2,827,900	2,827,900	922,000	922,000
****	GENERAL FUND	12,387,639	14,709,718	16,237,484	15,036,030	14,654,143	14,625,708
		12,387,639	14,709,718	16,237,484	15,036,030	14,654,143	14,625,708

This page intentionally left blank

PARKING DEBT SERVICE FUND

REVENUES

REVENUE FOOTNOTES		Parking Debt Service Fund/290
Element/Object	**Details**	**Amount**
Charges for Services 34320 Parking Meter Revenue	The Parking Debt Service Fund receives the 50% increase in parking meter revenue resulting from the meter rate increase in July 2007. The accumulated funds will be used to partially cover debt service on the tax-exempt parking garage bond.	205,000
Fines and Fees 35940 Parking Fines Revenue	The Parking Debt Service Fund receives the $2.50 increase in parking ticket revenue resulting from an increase, effective July 1, 2010, in expired meter (violation 01) and overtime parking (violation 30).	45,000

PREPARED 07/30/13 16:44:47
PARKING DEBT SERVICE FUND 290

CITY OF COLLEGE PARK
REVENUE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
	BASIC 34 CHARGES FOR SERVICES						
	SUB 3 HIGHWAYS AND STREETS						
343.20	PARKING METER REVENUE	211,247	227,454	175,000	209,252	205,000	205,000
*	HIGHWAYS AND STREETS	211,247	227,454	175,000	209,252	205,000	205,000
	BASIC 35 FINES & FEES						
	SUB 9 FINES						
359.40	PARKING FINES REVENUE	49,813	42,065	40,000	48,743	45,000	45,000
*	FINES	49,813	42,065	40,000	48,743	45,000	45,000
***	PARKING DEBT SERVICE FUND	211,247	269,519	215,000	257,995	250,000	250,000

EXPENDITURES

EXPENDITURE SUPPORT DATA		Parking Debt Service Fund/290	
Element/Object		**Details**	**Amount**
99	Interfund Transfers 99-10 Transfer to General Fund	Transfer from Parking Debt Service Fund to General Fund to cover excess of parking garage debt service over parking garage-related revenues: SunTrust Bank – bond principal ..... 283,000 SunTrust Bank – bond interest ..... 274,247 Subtotal ..... 557,247 Garage pay station revenue (account 343.21) .....(75,000) Garage permit revenue (account 343.26) .....(50,000) Garage retail rent (account 362.11) .....(169,000) Interest – tenant improvement allowance (account 361.22) .....(34,341)	228,906

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2014

	ACCOUNT DESCRIPTION	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADJUSTED BUDGET	FY 2013 ACTUAL	FY 2014 CITY MGR REQUEST	FY 2014 ADOPTED BUDGET
	BASIC 70 INTERFUND TRANSFERS						
	SUB 0 INTERFUND TRANSFERS						
99-10	INTERFUND TRANSFERS	0	216,886	251,950	251,950	228,906	251,950
*	INTERFUND TRANSFERS	0	216,886	251,950	251,950	228,906	251,950
***	PARKING DEBT SERVICE FUND	0	216,886	251,950	251,950	228,906	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 FY13	FY14	FY15	FY16	FY17	Past FY17
113001	Business Assistance Fund	82,000	46,486	35,514	0	0	0	0
133003	Business Recycling Incentive Fund	25,000	0	25,000	0	0	0	0
113003	Capital Bikeshare	348,489	116,000	187,489	45,000	0	0	0
092003	CCTV	719,200	695,063	4,937	4,800	4,800	4,800	4,800
041003	City Hall Expansion	7,588,193	329,655	258,538	7,000,000	0	0	0
133002	Comm. Tenant Improvement Program	95,000	25,000	70,000	0	0	0	0
093001	Community Legacy Loan Repayments	660,000	210,000	0	0	150,000	0	300,000
103001	Downtown Streetscape #2	459,620	1,500	458,120	0	0	0	0
053007	Duvall Field Renovation	4,682,950	99,886	181,500	178,000	1,410,000	1,410,000	1,403,564
991013	Facilities Capital Reserve	331,212	55,043	9,495	0	0	0	266,674
012006	Fire Department Capital Equipment	394,450	349,450	45,000	0	0	0	0
073004	Future Access Intersections with U.S. Route 1	20,000,000	0	500,000	0	0	9,500,000	10,000,000
091004	Green Initiatives	99,686	16,000	83,686	0	0	0	0
113004	Green Streets	185,000	10,500	24,500	150,000	0	0	0
085001	Guardrail Replacement	100,000	31,940	68,060	0	0	0	0
103004	Hollywood Commercial Revitalization	255,000	0	50,000	205,000	0	0	0
103002	Hollywood Gateway Park	484,917	84,917	400,000	0	0	0	0
063002	Homeownership Grant Program	210,000	160,000	50,000	0	0	0	0
011004	Institutional Network (I-Net)/P.E.G.	2,510,265	719,580	2,732	2,732	2,732	2,732	1,779,757
053008	Neighborhood Improvements	98,363	55,538	42,825	0	0	0	0
123001	North College Park Community Center	50,000	0	50,000	0	0	0	0
045008	Pavement Management Plan	2,800,000	700,000	500,000	400,000	400,000	400,000	400,000
963028	Program Open Space Acquisition Projects	946,427	370,856	0	575,571	0	0	0
015002	Public Works Facility Improvements	1,178,528	178,528	1,000,000	0	0	0	0
115005	Radio Communication System	90,000	53,895	36,105	0	0	0	0
133001	Randolph Macon Avenue	296,000	0	166,000	130,000	0	0	0
045010	Rhode Island Avenue (Old Town) Road Improvements	579,704	100,272	479,432	0	0	0	0
091002	Safe Routes to School	353,200	217,510	135,690	0	0	0	0
133004	Strategic Demolition Program	75,000	0	75,000	0	0	0	0
113002	Trolley Trail, Phase V	41,000	783	40,217	0	0	0	0
925061	Vehicle Replacement Program	5,220,052	285,552	392,000	980,000	932,000	431,500	2,199,000
	Total Expenditures	50,959,256	4,913,954	5,371,840	9,671,103	2,899,532	11,749,032	16,353,795

This page intentionally left blank

Capital Project Summary

Schedule of Expenditures by Account by Year

Account	Account Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
25	Grants & Assistance	806,450	580,936	225,514				
30	Professional Services	1,877,114	858,913	1,011,201	7,000			
32	Legal	109	109					
34	Contractual Services	31,393	31,393					
36	Special Services	114,744	100,316	6,232	2,732	2,732	2,732	
40	Repairs & Maintenance	35,888	5,888	30,000				
45	Maintenance Contract	188,441	188,441					
52	Awards & Gifts	1,700	1,700					
60	Supplies	1,867	1,867					
62	Postage	140	140					
65	Electricity	32,816	8,679	4,937	4,800	4,800	4,800	4,800
70-72	Debt Service	660,000	210,000			150,000		300,000
74	Administrative Fee	1,222	1,222					
90	Automobiles & Light Trucks	890,000	102,000	92,000	145,000	226,000	36,000	289,000
91	Medium Duty Trucks	1,382,482	148,482	300,000	260,000	300,000		374,000
91	Heavy Duty Trucks	2,030,000			290,000	290,000	290,000	1,160,000
91	Shared Ownership Trucks	35,070	35,070					
92	Machinery & Equipment	3,833,670	1,026,553	99,860	330,000	116,000	105,500	2,155,757
94	Land	924,203	348,632		575,571			
95	Buildings, Site & Bldg. Improvemts.	34,519,404	78,049	2,795,117	7,656,000	1,410,000	10,910,000	11,670,238
96	Street Improvement	3,200,116	896,366	703,750	400,000	400,000	400,000	400,000
97	Communications Equipment	116,728	110,623	6,105				
98	Computer Equipment	178,575	178,575					
Various	Bikeshare Operating Costs	97,124		97,124				
	Total Expenditures	50,959,256	4,913,954	5,371,840	9,671,103	2,899,532	11,749,032	16,353,795

Capital Project Summary

Schedule of Funding Sources by Source by Year

Source Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
City Funding:							
Unrestricted C.I.P. Reserve	5,777,953	4,855,953	922,000	0	0	0	0
Restricted C.I.P. Reserve	112,324	112,324	0	0	0	0	0
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	*6,063,205*	*5,141,205*	*922,000*	*0*	*0*	*0*	*0*
Debt Financing:							
Proceeds-Master Lease #2	285,552	285,552					
Subtotal	*285,552*	*285,552*	*0*	*0*	*0*	*0*	*0*
State Funding:							
State Bond	575,000	575,000					
Subtotal	*575,000*	*575,000*	*0*	*0*	*0*	*0*	*0*
Grant Funding:							
Comcast-Capital Equipt. grant	2,041,259	1,558,287	120,743	120,743	120,743	120,743	Unknown
Verizon-Capital Equipt. grant	469,006	205,550	65,864	65,864	65,864	65,864	Unknown
Program Open Space (POS)	2,027,951	1,940,228	87,723				
Transportation Enhancement Program (TEP) grant	200,000	200,000					
Community Development Block Grant (CDBG)	227,000	127,000	100,000				
Maryland Heritage Area Authority (MHAA) grant	27,000	27,000					
Recreational Trails grant	19,000	19,000					
Anacostia Trails mini-grant	3,000	3,000					
Community Legacy grant	200,000	200,000					
Chesapeake Bay Trust grant	35,000	35,000					
Federal grants	1,419,220	1,419,220					
Maryland Dept. of Transportation	187,489		187,489				
Maryland Energy Admin. grant	33,686		33,686				
Maryland Dept. of Housing grant	75,000	75,000					
Prince George's Co. bikeshare grant	50,000	50,000					
M-NCPPC	25,000		25,000				
Downtown College Park Mgmt. Auth. (DCPMA) grant	4,000	4,000					
Subtotal	*7,043,611*	*5,863,285*	*620,505*	*186,607*	*186,607*	*186,607*	*0*

Capital Project Summary

Schedule of Funding Sources by Source by Year (continued)

Source Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
Developer Contribution:							
Varsity (Capital Bikeshare)	10,000	10,000					
Domain (Capital Bikeshare)	31,000	31,000					
Keane Enterprises (Capital Bikeshare)	45,000		45,000				
Greenbelt Station (Duvall Field)	275,000		275,000				
Greenbelt Station (Hollywd Comm.)	200,000		200,000				
Greenbelt Station (Hollywd Gateway)	150,000		150,000				
TBD (Future Access Int w/ Route 1)	20,000,000		500,000			9,500,000	10,000,000
Kidwell (Randolph Macon Avenue)	36,000	36,000					
Subtotal	*20,747,000*	*77,000*	*1,170,000*	*0*	*0*	*9,500,000*	*10,000,000*
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	34,737,044	11,964,718	2,712,505	186,607	186,607	9,686,607	10,000,000
Funding not yet determined	16,222,212	0	37,194	7,671,293	1,810,061	2,396,300	4,307,364
Total Funding	50,959,256	11,964,718	2,749,699	7,857,900	1,996,668	12,082,907	14,307,364

Capital Project Summary

Schedule of Capital Project Fund Reserves

Project Number	Project Name	Projected Reserve Balance as of 06/30/13	Transfers to the C.I.P. provided in FY 2014 Budget	Projected Reserve Balance as of 07/01/13	Planned Reserve Utilization in Fiscal Year			
					FY14	FY15	FY16	Past FY16
Fund 301 - Unrestricted								
113001	Business Assistance Fund	10,514	25,000	35,514	35,514			
133003	Business Recycling Incentive Fund	25,000		25,000	25,000			
113003	Capital Bikeshare	25,000		25,000	25,000			
092003	CCTV	4,937		4,937	4,937			
041003	City Hall Expansion	570,345		570,345	258,538	311,807		
133002	Comm. Tenant Improvement Program	20,000		20,000	20,000			
093001	Community Legacy Loan Repayments	0		0				
103001	Downtown Streetscape #2	0		0				
991013	Facilities Capital Reserve	251,169	25,000	276,169	9,495			266,674
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	50,000		50,000	50,000			
113004	Green Streets	0		0				
085001	Guardrail Replacement	68,060		68,060	68,060			
103004	Hollywood Commercial Revitalization	50,000		50,000	50,000			
103002	Hollywood Gateway Park	25,000	25,000	50,000	50,000			
063002	Homeownership Grant Program	40,000	10,000	50,000	50,000			
011004	Institutional Network (I-Net)/P.E.G.	0		0				
053008	Neighborhood Improvements	13,825		13,825	13,825			
123001	North College Park Community Center	25,000		25,000	25,000			
045008	Pavement Management Plan	0	400,000	400,000	400,000			
005002	Property Acquisitions	0		0				
015002	Public Works Facility Improvements	1,000,000		1,000,000	1,000,000			
115005	Radio Communication System	36,105		36,105	36,105			
133001	Randolph Macon Avenue	40,900		40,900	40,900			
045010	Rhode Island Avenue (Old Town) Road Improvements	256,756		256,756	256,756			
091002	Safe Routes to School	0		0				

Schedule of Capital Project Fund Reserves (continued)

Project Number	Project Name	Estimated Reserve Balance as of 06/30/13	Transfers to the C.I.P. provided in FY 2014 Budget	Projected Reserve Balance as of 07/01/13	Planned Reserve Utilization in Fiscal Year FY14	FY15	FY16	Past FY16
Fund 301 - Unrestricted (continued)								
133004	Strategic Demolition Program	0		0				
113002	Trolley Trail, Phase V	21,217		21,217	21,217			
925061	Vehicle Replacement Program	0	392,000	392,000	392,000			
	Total Unrestricted C.I.P.	**2,533,828**	**922,000**	**3,455,828**	**2,877,347**	**311,807**	**0**	**266,674**
Fund 302 - Restricted								
053007	Duvall Field Renovation	12,438		12,438	15,388			
963028	Program Open Space Acquisition Projects	0		0				
	Total Restricted C.I.P.	**12,438**	**0**	**12,438**	**15,388**	**0**	**0**	**0**
GRAND TOTALS - ALL CAPITAL PROJECT FUNDS		**2,546,266**	**922,000**	**3,468,266**	**2,892,735**	**311,807**	**0**	**266,674**

This page intentionally left blank

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)
113001	Business Assistance Fund	X			Planning initiative
133003	Business Recycling Incentive Fund	X			Planning initiative
113003	Capital Bikeshare	X			Membership and user fees will cover operations and maintenanc
092003	CCTV	X		4,800	Starting in FY 2015, operating budget would take over annual electricity cost.
041003	City Hall Expansion		X		Project has not yet been designed.
133002	Comm. Tenant Improvement Program	X			Planning initiative
093001	Community Legacy Loan Repayments	X			Finance project to save for future repayments.
103001	Downtown Streetscape #2		X		Scope of project TBD
053007	Duvall Field Renovation	X			Ongoing maintenance currently performed
991013	Facilities Capital Reserve	X			Finance project to save for future repairs and renovation
012006	Fire Department Capital Equipment	X			Grant program for volunteer fire companies
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
015002	Public Works Facility Improvements		X		Project has not yet been designed; scope of project TBD.
115005	Radio Communication System		X	30,000	Starting in FY 2015, operating budget would take over annual maintenance cost.
133001	Randolph Macon Avenue		X		Will be evaluated under annual Pavement Management Plan
091002	Safe Routes to School		X		Will be evaluated under annual Pavement Management Plan
133004	Strategic Demolition Program	X			Planning initiative
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			34,800	

Note: This schedule was added in FY 2010 to summarize the operating budget impact of capital projects. Previously, this impact was only shown on the individual project summaries. Over time, it is hoped that this schedule will provide more definitive budget estimates for projects listed above as "Operating Budget Impact Not Yet Determined".

CITY OF COLLEGE PARK, MARYLAND

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

Fiscal year	Fund equity, beginning of year	Revenue							Expenditures
		Licenses and permits	Intergovern-mental grants	Charges for services	Fines and forfeitures	Investment revenue	Miscel-laneous	Total revenue	General government
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
2012 [3]	3,164,971	173,265	93,395	227,454	42,065	30	31,000	567,209	221,846

* **FOOTNOTES:**

[1] Sale of land

[2] Permanent financing of $8,150,000 replaced bond anticipation notes (BANs) for public parking garage, closing on February 25, 2011. Financing proceeds will adjust negative fund equity in FY 2011.

[3] Includes Parking Debt Service Fund, beginning in FY 2008

Expenditures (continued)						Other financing sources / uses		
Public services	Planning & development	Public works	Debt service	Capital outlay	Total expenditures	Proceeds from financing/other*	Transfers in/(out)	Fund equity, end of year
$ 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
42,814	79,881	2,931	331,659	1,192,942	1,872,073	-	2,379,949	4,240,056

Capital Project Summary - Business Assistance Fund

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

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

Description

This program 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. New for FY14 is a program change that would allow other tenant improvements to be eligible for up to a $5,000 grant. Details of the FY14 program change to be determined.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
25-29	Business Assistance Fund	82,000	46,486	35,514				
	Total Expenditures	82,000	46,486	35,514	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
301	Unrestricted C.I.P. Reserve	80,000	55,000	25,000				
301	Anacostia Trails mini-grant	2,000	2,000					
	Total Funding Sources	82,000	57,000	25,000	0	0	0	0

Project Fund Balance

Total funding sources	82,000	57,000	25,000	0	0	0	0
Less amount expended/ encumbered thru FY13	(46,486)	(46,486)					
Project Fund Balance	35,514	10,514	25,000	0	0	0	0

Status

To date, 22 sign grants have been awarded.

Impact on Operating Budget

No operating budget impact as this is a planning initiative.

Capital Project Summary - Business Recycling Incentive Fund

Name: Business Recycling Incentive Fund
Number: 133003
Department: Public Works
Life: Ongoing
Project Manager: Loree O'Hagan, Recycling Coordinator
Jonathan Brown, Planner

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

Description

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

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

Schedule of Expenditures

[301-8010-570-] Account	Account Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
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 FY13	FY14	FY15	FY16	FY17	Past FY17
301	Unrestricted C.I.P. Reserve	25,000	25,000					
	Total Funding Sources	25,000	25,000	0	0	0	0	0

Project Fund Balance

Total funding sources	25,000	25,000	0	0	0	0	0
Less amount expended/ encumbered thru FY13	(0)	(0)					
Project Fund Balance	25,000	25,000	0	0	0	0	0

Status

The CBE recycling subcommittee created and distributed a recycling survey to all businesses in FY13. The subcommittee is in the process of determining next steps based on survey results.

Impact on Operating Budget

No operating budget impact as this is a planning initiative.

Capital Project Summary - Capital Bikeshare

Name:	**Capital Bikeshare**	**First Fiscal Year Appropriated:**	FY11
Number:	**113003**	**Estimated Completion Date:**	Ongoing
Department:	**Planning, Community & Economic Development**	**Percent Completed:**	Ongoing
Life:	**Ongoing**	**Estimated Total Project Cost:**	Ongoing

Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development

Description

This is a pilot project with the University of Maryland to initiate the Capital Bikeshare program in College Park with 9 medium and 2 extra-small stations, but this project only includes the City-funded portion. A state grant and developer contributions have been secured to help fund the program. Membership and user fees are used to help fund operations and maintenance of the program. Proposed station locations include downtown College Park, College Park Metro station, M Square, new student housing projects, and various locations on the UM campus.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
92	Machinery & Equipment	251,365	116,000	90,365	45,000			
Various	Bikeshare Operating Costs	97,124		97,124				
	Total Expenditures	348,489	116,000	187,489	45,000	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
301	Unrestricted C.I.P. Reserve	25,000	25,000					
301	Developer Contribution	86,000	41,000	45,000				
301	Maryland Dept. of Transportation	187,489		187,489				
301	Prince George's Co. bikeshare grant	50,000	50,000					
	Total Funding Sources	348,489	116,000	232,489	0	0	0	0

Project Fund Balance

Total funding sources	348,489	116,000	232,489	0	0	0	0
Less amount expended/ encumbered thru FY13	(116,000)	(116,000)					
Project Fund Balance	232,489	0	232,489	0	0	0	0

Status

Maryland Department of Transportation (MDOT) grant was awarded. Contract negotiations underway with Alta, the bikeshare operator. Program launch anticipated in fall 2013.

Impact on Operating Budget

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

Capital Project Summary - CCTV

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

First Fiscal Year Appropriated:	FY09
Estimated Completion Date:	Undetermined
Percent Completed:	100%
Estimated Total Project Cost:	$719,200

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 FY13	FY14	FY15	FY16	FY17	Past FY17
34-33	CCTV Monitoring	0	0					
45-18	Security Camera Maintenance	182,784	182,784					
65-10	Electricity	32,816	8,679	4,937	4,800	4,800	4,800	4,800
92-50	Video Equipment	500,000	500,000					
95-10	Site Improvements	3,600	3,600					
	Total Expenditures	719,200	695,063	4,937	4,800	4,800	4,800	4,800

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
301	Unrestricted C.I.P. Reserve	200,000	200,000	0				
301	Federal BJRA grant	500,000	500,000					
301	Funding not yet determined	19,200			4,800	4,800	4,800	4,800
	Total Funding Sources	719,200	700,000	0	4,800	4,800	4,800	4,800

Project Fund Balance

Total funding sources	719,200	700,000	0	4,800	4,800	4,800	4,800
Less amount expended/ encumbered thru FY13	(695,063)	(695,063)					
Project Fund Balance	24,137	4,937	0	4,800	4,800	4,800	4,800

Status

Phase 1 is complete. Security camera maintenance in FY13 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: 14 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: Undetermined
Percent Completed: 10%
Estimated Total Project Cost: $7,588,193

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 was designated as the match for the FY04 $100,000 State Bond in this project. $400,000 of C.I.P. Reserve has been designated as the match for the FY06 $400,000 State Bond.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
30-11	Design & Engineering	568,829	310,291	258,538				
30-15	Consulting	19,255	19,255					
32-10	Legal	109	109					
95-20	Buildings	7,000,000			7,000,000			
	Total Expenditures	7,588,193	329,655	258,538	7,000,000	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
301	Unrestricted C.I.P. Reserve	900,000	900,000					
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	6,044,393			6,044,393			
	Total Funding Sources	7,588,193	1,543,800	0	6,044,393	0	0	0

Project Fund Balance

Total funding sources	7,588,193	1,543,800	0	6,044,393	0	0	0
Less amount expended/ encumbered thru FY13	(329,655)	(329,655)					
Project Fund Balance	7,258,538	1,214,145	0	6,044,393	0	0	0

Status

Proffitt & Associates was retained in May 2011 to prepare design and construction drawings. The preliminary design and design development phases have been completed. The detailed site plan phase has been initiated. The project will be ready to bid in fall 2013.

The FY04 State Bond and City match were fully expended for design and engineering. The legislature has extended the FY06 State Bond expiration to 06/01/15.

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	FY 2005	10/05/06	150,000.00	12/31/15
Design of Public Parking Garage	60-044401-0	FY 2006	05/15/07	150,000.00	12/31/25
7306 Yale Avenue Property Acquisition	60-057001-0	FY 2007	07/24/07	150,000.00	12/31/20
Total				450,000.00	

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
70-25	Principal-Community Legacy Loans	660,000	210,000			150,000		300,000
	Total Expenditures	660,000	210,000	0	0	150,000	0	300,000

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
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	150,000	0	300,000

Project Fund Balance

Total funding sources	660,000	210,000	0	0	150,000	0	300,000
Less amount expended/ encumbered thru FY13	(210,000)	(210,000)					
Project Fund Balance	450,000	0	0	0	150,000	0	300,000

Status

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

Impact on Operating Budget

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

Capital Project Summary - Commercial Tenant Improvement Program

Name: **Commercial Tenant Improvement Program**
Number: **133002**
Department: **Planning, Community & Economic Development**
Life: **Ongoing**
Project Manager: **Terry A. Schum, Director of Planning, Community & Economic Development**
Michael Stiefvater, Economic Development Coordinator

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

Description

This incentive program is designed to attract new locally-owned and independent businesses to the City, specifically businesses that fill a void in the City's retail scene. Grants will be awarded in compliance with guidelines adopted by City Council in Resolution 13-R-05.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
25-43	Comm. Tenant Improvement Prog.	95,000	25,000	70,000				
	Total Expenditures	95,000	25,000	70,000	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
301	Unrestricted C.I.P. Reserve	20,000	20,000					
301	Community Legacy grant	75,000	75,000					
	Total Funding Sources	95,000	95,000	0	0	0	0	0

Project Fund Balance

Total funding sources	95,000	95,000	0	0	0	0	0
Less amount expended/ encumbered thru FY13	(25,000)	(25,000)					
Project Fund Balance	70,000	70,000	0	0	0	0	0

Status

The City received a $75,000 Community Legacy grant in FY13. An FY13 budget amendment added $20,000 in City match.

Impact on Operating Budget

No operating budget impact as this is a planning initiative.

Capital Project Summary - Downtown Streetscape #2

Name:	**Downtown Streetscape #2**	**First Fiscal Year Appropriated:**	FY10
Number:	**103001**	**Estimated Completion Date:**	FY14
Department:	**Planning, Community & Economic Development**	**Percent Completed:**	5%
Life:	**5 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 through Federal earmark funding. Streetscape elements may include bus stop amenities, sidewalk upgrades, crosswalks, cycle tracks, decorative pedestrian streetlights, street furniture and banners.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
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 FY13	FY14	FY15	FY16	FY17	Past FY17
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 FY13	(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. Streetscape improvements are in the design phase with construction to begin summer 2013.

Impact on Operating Budget

To be determined

Capital Project Summary - Duvall Field Renovation

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

First Fiscal Year Appropriated: FY06
Estimated Completion Date: Undetermined
Percent Completed: 25%
Estimated Total Project Cost: $4,682,950

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 FY13	FY14	FY15	FY16	FY17	Past FY17
30-11	Design & Engineering	99,636	99,636					
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	4,682,950	99,886	181,500	178,000	1,410,000	1,410,000	1,403,564

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
302	Restricted C.I.P. Reserve	112,324	112,324					
302	Program Open Space (POS)	933,801	933,801					
302	Developer Contribution	275,000		275,000				
302	State Bond	75,000	75,000					
302	Funding not yet determined	3,286,825				473,261	1,410,000	1,403,564
	Total Funding Sources	4,682,950	1,121,125	275,000	0	473,261	1,410,000	1,403,564

Project Fund Balance

Total funding sources	4,682,950	1,121,125	275,000	0	473,261	1,410,000	1,403,564
Less amount expended/ encumbered thru FY13	(99,886)	(99,886)					
Project Fund Balance	4,583,064	1,021,239	275,000	0	0	1,410,000	1,403,564

Status

A design contract was awarded in FY08 and the design and specifications are complete. Matching funds from the Greenbelt Station developer have been stalled; however, a new agreement was negotiated and payment is expected in FY14.

Community Parks & Playgrounds grant for fitness trails was unable to be reprogrammed to the concessions building and it expired. The State Bond to the College Park Boys & Girls Club will expire on 06/01/14. While all POS funds have been encumbered by the State Board of Public Works, additional matching funds are required before they can be utilized.

The project will be bid in phases, starting with field rejuvenation in 2014.

Impact on Operating Budget

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

Capital Project Summary - Facilities Capital Reserve

Name: **Facilities Capital Reserve**
Number: **991013**
Department: **Finance**
Life: **Ongoing**
Project Manager: **Stephen Groh, Director of Finance**

First Fiscal Year Appropriated: FY99
Estimated Completion Date: Ongoing
Percent Completed: Ongoing
Estimated Total Project Cost: Ongoing

Description

This project was established in FY99 to provide funding for future expenditures relating to major maintenance and repairs of City-owned buildings, including City Hall, Public Services, Youth & Family Services, Calvert Road School, Old Parish House, Davis Hall and surrounding structures. Mayor & Council have a goal of setting aside a sum certain each year, depending upon availability of funds, in order to provide a substantial reserve account over a period of years. This reserve account will grow over time to provide a ready pool of funding for major repairs and renovation of City-owned buildings and facilities.

A new roof for City Hall ($24,622) was installed in FY00. In FY05, a transfer of $34,030 from this project to Public Works Facility Improvements (project 015002) funded preliminary conceptual design for a new facility. In FY08, $31,289 from this reserve funded renovations to the kitchen at the Old Parish House. In FY11, a transfer of $18,098 from this project to Public Works Facility Improvements (project 015002) funded HVAC renovations in Davis Hall.

In FY14, $9,495 will fund a new exterior heat pump and interior air handler at Public Services. In addition, this reserve will fund a new roof for the old Public Works garage; however, pricing is not yet available.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
92-42	HVAC Systems	25,287	15,792	9,495				
95-20	Building Improvements	305,925	39,251					266,674
	Total Expenditures	331,212	55,043	9,495	0	0	0	266,674

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
301	Unrestricted C.I.P. Reserve	331,212	306,212	25,000				
	Total Funding Sources	331,212	306,212	25,000	0	0	0	0

Project Fund Balance

Total funding sources	331,212	306,212	25,000	0	0	0	0
Less amount expended/ encumbered thru FY13	(55,043)	(55,043)					
Project Fund Balance	276,169	251,169	25,000	0	0	0	0

Status

Impact on Operating Budget

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

Capital Project Summary - Fire Department Capital Equipment

Name: **Fire Department Capital Equipment**
Number: **012006**
Department: **Public Services**
Life: **Ongoing**
Project Manager: **Robert W. Ryan, Director of Public Services**
Stephen Groh, Director of Finance

First Fiscal Year Appropriated: FY01
Estimated Completion Date: Ongoing
Percent Completed: Ongoing
Estimated Total Project Cost: Ongoing

Description

This project will assist fire companies providing first response to residents of the City with funding for the purchase and/or financing of capital equipment needs. Authorization for disbursement of funds from this project require a majority vote of the Mayor & Council. For FY14, 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 FY13	FY14	FY15	FY16	FY17	Past FY17
25-40	Fire Dept. Capital Equipt. Grants	394,450	349,450	45,000				
	Total Expenditures	394,450	349,450	45,000	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
301	Unrestricted C.I.P. Reserve	394,450	349,450	45,000				
	Total Funding Sources	394,450	349,450	45,000	0	0	0	0

Project Fund Balance

Total funding sources	394,450	349,450	45,000	0	0	0	0
Less amount expended/ encumbered thru FY13	(349,450)	(349,450)					
Project Fund Balance	45,000	0	45,000	0	0	0	0

Status

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

Impact on Operating Budget

This project provides grants to fire companies to purchase new capital equipment or assist with debt service on new purchases. Once the grants are awarded, the City has no future duties or obligation with respect to the equipment purchased by the fire companies. No operating budget impact.

Capital Project Summary - 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 FY13	FY14	FY15	FY16	FY17	Past FY17
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 FY13	FY14	FY15	FY16	FY17	Past FY17
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 FY13	(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 Route 1 will be designed during FY14. 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: Jonathan Brown, Planner

First Fiscal Year Appropriated: FY09
Estimated Completion Date: Ongoing
Percent Completed: Ongoing
Estimated Total Project Cost: $99,686

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 and will be used to support implementation of the City's Sustainable Maryland Certified Green Team action plan.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
30-15	Consulting	49,686	16,000	33,686				
95-10	Site Improvements	50,000		50,000				
	Total Expenditures	99,686	16,000	83,686	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
301	Unrestricted C.I.P. Reserve	66,000	66,000					
301	Maryland Energy Admin. grant	33,686		33,686				
	Total Funding Sources	99,686	66,000	33,686	0	0	0	0

Project Fund Balance

Total funding sources	99,686	66,000	33,686	0	0	0	0
Less amount expended/ encumbered thru FY13	(16,000)	(16,000)					
Project Fund Balance	83,686	50,000	33,686	0	0	0	0

Status

The City's Committee for a Better Environment (CBE) completed an emissions inventory of City operations as well as a City-wide inventory. Energy audits of City Hall, Youth & Family Services, Davis and Old Parish House were completed in FY12. A new Maryland Energy Administration (MEA) grant program may be available to help fund improvements to reduce energy consumption in City-owned buildings.

Existing funding will also be used to start up a community garden.

Impact on Operating Budget

Ongoing maintenance of City building is performed by Public Works crews. It is anticipated that these green initiatives would reduce future utility costs.

Capital Project Summary - Green Streets

Name: Green Streets
Number: 113004
Department: Planning, Community & Economic Development
Life: 5 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: FY15
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 FY13	FY14	FY15	FY16	FY17	Past FY17
30-11	Design & Engineering	35,000	10,500	24,500				
95-10	Site Improvements	150,000			150,000			
	Total Expenditures	185,000	10,500	24,500	150,000	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
301	Unrestricted C.I.P. Reserve	0	0					
301	Chesapeake Bay Trust grant	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 FY13	(10,500)	(10,500)					
Project Fund Balance	174,500	24,500	0	150,000	0	0	0

Status

Conceptual design grant from Chesapeake Bay Trust Green Street/ Green Jobs initiative received. Contract for design services was awarded in February 2013. Grant funding for construction will be pursued.

Impact on Operating Budget

To be determined

Capital Project Summary - Guardrail Replacement

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

First Fiscal Year Appropriated: FY08
Estimated Completion Date: FY14
Percent Completed: 30%
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 FY13	FY14	FY15	FY16	FY17	Past FY17
36-11	Classified Advertising	1,277	1,277					
96-50	Guardrail	98,723	30,663	68,060				
	Total Expenditures	100,000	31,940	68,060	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
301	Unrestricted C.I.P. Reserve	100,000	100,000					
	Total Funding Sources	100,000	100,000	0	0	0	0	0

Project Fund Balance

Total funding sources	100,000	100,000	0	0	0	0	0
Less amount expended/ encumbered thru FY13	(31,940)	(31,940)					
Project Fund Balance	68,060	68,060	0	0	0	0	0

Status

Existing funding will cover replacement 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:**	FY15
Department:	**Planning, Community & Economic Development**	**Percent Completed:**	0%
Life:	**6 years**	**Estimated Total Project Cost:**	$255,000

Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development

Description

This project funds streetscape improvements in the Hollywood Commercial District, located at the intersection of Edgewood Road and Rhode Island Avenue. Project scope may include, but is not limited to, tree planting, sidewalk reconstruction, pedestrian lights and banners. Streetscape design will be initiated soon since the Prince George's County-funded intersection improvements are now complete.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
30-11	Design & Engineering	50,000		50,000				
95-10	Site Improvements	205,000			205,000			
	Total Expenditures	255,000	0	50,000	205,000	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
301	Unrestricted C.I.P. Reserve	50,000	50,000					
301	MD Heritage Areas Authority grant	5,000	5,000					
301	Developer Contribution	200,000		200,000				
	Total Funding Sources	255,000	55,000	200,000	0	0	0	0

Project Fund Balance

Total funding sources	255,000	55,000	200,000	0	0	0	0
Less amount expended/ encumbered thru FY13	(0)	(0)					
Project Fund Balance	255,000	55,000	200,000	0	0	0	0

Status

A Maryland Heritage Areas Authority (MHAA) grant funds banner design and fabrication.

Prince George's County has completed signalization improvements.

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:**	FY15
Department:	**Planning, Community & Economic Development**	**Percent Completed:**	0%
Life:	**6 years**	**Estimated Total Project Cost:**	$484,917

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.

Acquisition of a vacant lot behind 4705 Edgewood Road, funded through Program Open Space (POS) Acquisition Projects, is being explored to improve access to Hollywood Gateway Park. POS funds would cover all acquisition costs.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
30-11	Design & Engineering	77,315	77,315					
30-15	Consulting	4,765	4,765					
36-11	Classified Advertising	1,137	1,137					
52-10	Awards & Gifts	1,700	1,700					
95-10	Site Improvements	400,000		400,000				
	Total Expenditures	484,917	84,917	400,000	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
301	Unrestricted C.I.P. Reserve	50,000	25,000	25,000				
301	Program Open Space (POS)	147,723	60,000	87,723				
301	Community Legacy grant	100,000	100,000					
301	Developer Contribution	150,000		150,000				
301	Funding not yet determined	37,194		37,194				
	Total Funding Sources	484,917	185,000	299,917	0	0	0	0

Project Fund Balance

Total funding sources	484,917	185,000	299,917	0	0	0	0
Less amount expended/ encumbered thru FY13	(84,917)	(84,917)					
Project Fund Balance	400,000	100,083	299,917	0	0	0	0

Status

A design contract was awarded in FY13, to be followed by construction in FY14.

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 must be repaid to the City.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
25-10	Grant-City University Partnership	22,500	22,500					
25-34	Homeownership Grants	187,500	137,500	50,000				
	Total Expenditures	210,000	160,000	50,000	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
301	Unrestricted C.I.P. Reserve	210,000	200,000	10,000				
	Total Funding Sources	210,000	200,000	10,000	0	0	0	0

Project Fund Balance

Total funding sources	210,000	200,000	10,000	0	0	0	0
Less amount expended/ encumbered thru FY13	(160,000)	(160,000)					
Project Fund Balance	50,000	40,000	10,000	0	0	0	0

Status

To date, 24 grants (7 @ $7,500 and 17 @ $5,000) have been awarded. Marketing to real estate agents and major employers continues as well as using this program as an incentive in the City-wide marketing campaign.

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 FY14, 11.5% of that payment is allocable to capital and may be paid from P.E.G. funds; the remaining 88.5% 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 FY13	FY14	FY15	FY16	FY17	Past FY17
30-14	Management Support	48,719	48,719					
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	98,689	87,761	2,732	2,732	2,732	2,732	
40-18	Security Cameras Maintenance	2,424	2,424					
40-25	HVAC Repairs	1,520	1,520					
40-40	Audio-Visual Equipment Maint.	1,224	1,224					
45-11	Computer Hardware Maintenance	5,657	5,657					
60-20	Computer Supplies	1,701	1,701					
60-22	Audio-Visual Supplies	166	166					
62-10	Postage	109	109					
92	Equipment (unallocated)	1,779,757						1,779,757
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	197,566	197,566					
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	163,460	163,460					
98-20	Computer Software	15,115	15,115					
	Total Expenditures	2,510,265	719,580	2,732	2,732	2,732	2,732	1,779,757

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
301	Unrestricted C.I.P. Reserve	0	0	0				
301	Comcast-Capital Equipment grant	2,041,259	1,558,287	120,743	120,743	120,743	120,743	Unknown
301	Verizon-Capital Equipment grant	469,006	205,550	65,864	65,864	65,864	65,864	Unknown
	Total Funding Sources	2,510,265	1,763,837	186,607	186,607	186,607	186,607	0

Project Fund Balance

Total funding sources	2,510,265	1,763,837	186,607	186,607	186,607	186,607	0
Less amount expended/ encumbered thru FY13	(719,580)	(719,580)					
Project Fund Balance	1,790,685	1,044,257	186,607	186,607	186,607	186,607	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 FY14.

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**	**First Fiscal Year Appropriated:**	FY05
Number:	**053008**	**Estimated Completion Date:**	Ongoing
Department:	**Planning, Community & Economic Development**	**Percent Completed:**	Ongoing
Life:	**Ongoing**	**Estimated Total Project Cost:**	$98,363

Project Manager: Terry A. Schum, Director of Planning, Community, & Economic Development

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 FY13	FY14	FY15	FY16	FY17	Past FY17
30-11	Design & Engineering	2,520	2,520					
30-15	Consulting	22,133	22,133					
36-10	Printing	0						
95-10	Site Improvements	73,710	30,885	42,825				
	Total Expenditures	98,363	55,538	42,825	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
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	1,000					
301	Downtown C P Mgmt. Auth, grant	4,000	4,000					
001	Gen Fund-Comm. Services grant	2,000	2,000					
	Total Funding Sources	98,363	98,363	0	0	0	0	0

Project Fund Balance

	Total funding sources	98,363	98,363	0	0	0	0	0
	Less amount expended/ encumbered thru FY13	(55,538)	(55,538)					
	Project Fund Balance	42,825	42,825	0	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 were designed and are installed in FY12. Lakeland and Berwyn walking tour brochures and Old Town historic site markers are in the process of being completed.

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 FY13	FY14	FY15	FY16	FY17	Past FY17
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 FY13	FY14	FY15	FY16	FY17	Past FY17
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 FY13	(0)	(0)					
Project Fund Balance	50,000	25,000	25,000	0	0	0	0

Status

Alternatives to building a new community center are being explored with M-NCPPC.

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 - FY14, alternate sources of funding will need to be identified.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
36-10	Printing	1,500	1,500					
36-11	Classified Advertising	2,000	2,000					
96-10	Concrete	1,266,500	216,500	250,000	200,000	200,000	200,000	200,000
96-20	Pavement	1,530,000	480,000	250,000	200,000	200,000	200,000	200,000
	Total Expenditures	2,800,000	700,000	500,000	400,000	400,000	400,000	400,000

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
301	Unrestricted C.I.P. Reserve	1,100,000	700,000	400,000				
301	Utility Reimbursements	0						
301	Comm. Development Block Grant	100,000		100,000				
301	Funding not yet determined	1,600,000			400,000	400,000	400,000	400,000
	Total Funding Sources	2,800,000	700,000	500,000	400,000	400,000	400,000	400,000

Project Fund Balance

Total funding sources	2,800,000	700,000	500,000	400,000	400,000	400,000	400,000
Less amount expended/ encumbered in FY13	(700,000)	(700,000)					
Project Fund Balance	2,100,000	0	500,000	400,000	400,000	400,000	400,000

Status

The City funding in the FY14 Pavement Management Plan covers portions of the following streets, in participation with WSSC: Ruatan Street, Tecumseh Street, Branchville Road, 48th Avenue, 50th Place. In addition, Duvall Field driveway is included.

The CDBG funding in the FY14 Pavement Management Plan covers portions of the following street: Norwich Road.

Paving is scheduled for summer-fall 2013. The FY14 Pavement Management Plan includes up to 10 traffic-calming devices at locations to be determined.

Impact on Operating Budget

This project funds the ongoing maintenance of City streets, sidewalks, curb and gutter, and other infrastructure.

The program of planned regular resurfacing has allowed the City to avoid doing expensive major street reconstruction.

Capital Project Summary - Program Open Space Acquisition Projects

Name:	**Program Open Space Acquisition Projects**	**First Fiscal Year Appropriated:**	FY96
Number:	**963028**	**Estimated Completion Date:**	Ongoing
Department:	**Planning, Community & Economic Development**	**Percent Completed:**	Ongoing
Life:	**Ongoing**	**Estimated Total Project Cost:**	Ongoing

Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development

Description

The City typically receives an annual allocation of Program Open Space (POS) funds from the State of Maryland for the acquisition of property for recreational or open space purposes. Sites to be acquired are determined by Mayor & Council based on needs and available funding.

In FY10, POS funds were used for the purchase of property at 4703 Edgewood Road. In FY12, 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.

Acquisition of a vacant lot behind 4705 Edgewood Road is being explored to improve access to Hollywood Gateway Park. POS funds would cover all acquisition costs.

Schedule of Expenditures

[302-8020-575-]

Account	Account Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
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 FY13	FY14	FY15	FY16	FY17	Past FY17
302	Restricted C.I.P. Reserve	0	0	0				
302	Program Open Space (POS)	946,427	946,427					
	Total Funding Sources	946,427	946,427	0	0	0	0	0

Project Fund Balance

	Total funding sources	946,427	946,427	0	0	0	0	0
	Less amount expended/ encumbered thru FY13	(370,856)	(370,856)					
	Project Fund Balance	575,571	575,571	0	0	0	0	0

Status

Funds not encumbered by the State Board of Public Works are in danger of being recaptured.

Impact on Operating Budget

Maintenance is dependent on the future disposition of any property acquired. No operating budget impact at this time.

Capital Project Summary - Public Works Facility Improvements

Name: Public Works Facility Improvements
Number: 015002
Department: Public Works
Life: Ongoing
Project Manager: Robert T. Stumpff, Director of Public Works

First Fiscal Year Appropriated: FY01
Estimated Completion Date: Ongoing
Percent Completed: 5%
Estimated Total Project Cost: $ 1,178,528

Description

This project will review and propose improvements to the City's Public Works facility. HVAC improvements to Davis Hall have been completed. The next phase will provide a replacement for the modular building, containing staff day room, lavatories, showers and locker room. Future phases are not yet determined. Construction estimates will depend on the alternatives selected.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
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 FY13	FY14	FY15	FY16	FY17	Past FY17
301	Unrestricted C.I.P. Reserve	1,020,000	1,020,000	0				
301	Facilities Capital Reserve	52,128	52,128					
301	Federal Dept of Energy grant	106,400	106,400					
	Total Funding Sources	1,178,528	1,178,528	0	0	0	0	0

Project Fund Balance

Total funding sources	1,178,528	1,178,528	0	0	0	0	0
Less amount expended/ encumbered thru FY13	(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 summer 2013.

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: 4 years
Project Manager: Robert T. Stumpff, Director of Public Works

First Fiscal Year Appropriated: FY11
Estimated Completion Date: FY14
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 FY13	FY14	FY15	FY16	FY17	Past FY17
40-22	Mobile & Portable Radio Maint.	30,720	720	30,000				
97-20	Radio Equipment	59,280	53,175	6,105				
	Total Expenditures	90,000	53,895	36,105	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
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 FY13	(53,895)	(53,895)					
Project Fund Balance	36,105	36,105	0	0	0	0	0

Status

New radio system purchased from University of Maryland Department of Public Safety (UMDPS) in June 2012. Remaining funds will be used for maintenance.

Impact on Operating Budget

Beginning in FY 2015, Public Works-Admin will budget for $30,000 annual maintenance, including UMDPS system usage fee, base equipment amortization and repairs.

Capital Project Summary - Randolph Macon Avenue

Name: Randolph Macon Avenue
Number: 133001
Department: Planning, Community & Economic Development
Life: 3 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: FY15
Percent Completed: 0%
Estimated Total Project Cost: $296,000

Description

The project funds construction of the 30' right-of-way between Rhode Island Avenue and Dartmouth Avenue in the Old Town neighborhood known as Randolph Macon Avenue. The road would be one-way westbound and facilitate the infill construction of 8 single-family homes with owner-occupancy covenants. The property owner will pay for the road design and the City will be responsible for the initial construction costs A pending CDBG grant will help defray the construction costs and the property owner/developer will reimburse the City upon the sale of the individual building sites.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
30-11	Design & Engineering	36,000		36,000				
95-10	Site Improvements	260,000		130,000	130,000			
	Total Expenditures	296,000	0	166,000	130,000	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
301	Unrestricted C.I.P. Reserve	40,900	40,900					
301	Utility Reimbursements	0						
301	Comm. Development Block Grant	127,000	127,000					
301	Developer Contribution	36,000	36,000					
301	Funding not yet determined	92,100			92,100			
	Total Funding Sources	296,000	203,900	0	92,100	0	0	0

Project Fund Balance

Total funding sources	296,000	203,900	0	92,100	0	0	0
Less amount expended/ encumbered thru FY13	(0)	(0)					
Project Fund Balance	296,000	203,900	0	92,100	0	0	0

Status

A memorandum of understanding between the City and property owner/ developer has been drafted and is pending approval.

The road design is 90% complete. Construction will commence after a notice to proceed is given under the CDBG PY38 grant in approximately July 2013.

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: FY14
Percent Completed: 16%
Estimated Total Project Cost: $579,704

Description

This 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.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
30-11	Design & Engineering	96,041	96,041					
36-10	Printing	329	329					
36-11	Classified Advertising	1,277	1,277					
36-30	Permit Fees	2,625	2,625					
95-10	Site Improvements	479,432		479,432				
	Total Expenditures	579,704	100,272	479,432	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
301	Unrestricted C.I.P. Reserve	357,028	357,028	0				
301	Utility Reimbursements	22,676	22,676					
301	Transp. Enhancement Prog. grant	200,000	200,000					
	Total Funding Sources	579,704	579,704	0	0	0	0	0

Project Fund Balance

Total funding sources	579,704	579,704	0	0	0	0	0
Less amount expended/ encumbered thru FY13	(100,272)	(100,272)					
Project Fund Balance	479,432	479,432	0	0	0	0	0

Status

Construction project was bid in February 2012. Folliowing State Highway Administration (SHA) approval, construction contract was awarded to D&F Construction. Notice to proceed was given in March 2013 and construction should be completed by fall 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**	**First Fiscal Year Appropriated:**	FY09
Number:	**091002**	**Estimated Completion Date:**	FY14
Department:	**Administration**	**Percent Completed:**	66%
Life:	**5 years**	**Estimated Total Project Cost:**	$353,200

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

Description

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

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

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
30-11	Design & Engineering	18,168	18,168					
30-20	Surveying	27,076	27,076					
95-10	Site Improvements	3,063	3,063					
96-10	Concrete	304,893	169,203	135,690				
	Total Expenditures	353,200	217,510	135,690	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
301	Unrestricted C.I.P. Reserve	0	0					
301	Federal Safe Routes to School grant	353,200	353,200					
	Total Funding Sources	353,200	353,200	0	0	0	0	0

Project Fund Balance

	Total funding sources	353,200	353,200	0	0	0	0	0
	Less amount expended/ encumbered thru FY13	(217,510)	(217,510)					
	Project Fund Balance	135,690	135,690	0	0	0	0	0

Status

The City has been awarded 3 "Safe Routes to School grants" (Years "C", "D" and "E"). Years "C" and "D" have been completed, Year "E" design is near completion and construction will be completed in FY14.

Impact on Operating Budget

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

Capital Project Summary - Strategic Demolition Program

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

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

Description

A $75,000 grant was received from the Maryland Department of Housing & Community Development to demolish vacant properties on the U.S. Route 1 corridor. No City match is required. The purpose of this program is to eliminate blight from our main street and provide a more visually pleasing experience for residents and visitors.

Details of this program are not yet determined.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
30-11	Design & Engineering	5,000		5,000				
95-10	Site Improvements			70,000				
	Total Expenditures	75,000	0	75,000	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
301	Unrestricted C.I.P. Reserve	0	0	0				
301	Maryland Dept. of Housing grant	75,000	75,000					
	Total Funding Sources	75,000	75,000	0	0	0	0	0

Project Fund Balance

Total funding sources	75,000	75,000	0	0	0	0	0
Less amount expended/ encumbered thru FY13	(0)	(0)					
Project Fund Balance	75,000	75,000	0	0	0	0	0

Status

Staff is in the process of organizating program specifications, agreements and an RFP for demolition.

Impact on Operating Budget

No operating budget impact as this is a planning initiative.

Capital Project Summary - Trolley Trail, Phase V

Name: Trolley Trail, Phase V
Number: 113002
Department: Planning, Community & Economic Development
Life: 4 years
Project Manager: Steven E. Halpern, City Engineer
Jonathan Brown, Planner

First Fiscal Year Appropriated: FY11
Estimated Completion Date: FY14
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 FY13	FY14	FY15	FY16	FY17	Past FY17
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 FY13	FY14	FY15	FY16	FY17	Past FY17
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 FY13	(783)	(783)					
	Project Fund Balance	40,217	40,217	0	0	0	0	0

Status

Engineering is complete and the project will go to construction in summer 2013. The City will be piggybacking this contract on the Trolley Trail Phase IV construction contract, pending SHA approval.

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 FY13	FY14	FY15	FY16	FY17	Past FY17
90	Autos & Light Trucks	890,000	102,000	92,000	145,000	226,000	36,000	289,000
91	Medium Duty Trucks	1,382,482	148,482	300,000	260,000	300,000		374,000
91	Heavy Duty Trucks	2,030,000			290,000	290,000	290,000	1,160,000
91	Shared Ownership Trucks	35,070	35,070					
92	Machinery & Equipment	882,500			285,000	116,000	105,500	376,000
	Total Expenditures	5,220,052	285,552	392,000	980,000	932,000	431,500	2,199,000

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY13	FY14	FY15	FY16	FY17	Past FY17
301	Unrestricted C.I.P. Reserve	392,000		392,000				
301	Proceeds-Master Lease #2	285,552	285,552					
301	Funding not yet determined	4,542,500			980,000	932,000	431,500	2,199,000
	Total Funding Sources	5,220,052	285,552	392,000	980,000	932,000	431,500	2,199,000

Project Fund Balance

Total funding sources	5,220,052	285,552	392,000	980,000	932,000	431,500	2,199,000
Less amount expended/ encumbered thru FY13	(285,552)	(285,552)					
Project Fund Balance	4,934,500	0	392,000	980,000	932,000	431,500	2,199,000

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.

This page intentionally left blank

Capital Project Summary - Vehicle Replacement Program
Schedule of Vehicle Replacement

Vehicle Number	Description	Original Cost	Estimated Replacement Cost FY13	FY14	FY15	FY16	FY17	Past FY17
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 (b)	10,063	18,000					
247	04 Chevrolet Cavalier	10,063				18,000		
248	04 Chevrolet Cavalier	10,063				18,000		
249	04 Chevrolet Cavalier	10,063				18,000		
250	05 Chevrolet Cobalt	10,728				18,000		
251	05 Toyota Prius Hybrid	19,583				34,000		
252	06 Chevrolet Cobalt	10,848					18,000	
253	06 Chevrolet Cobalt	10,848					18,000	
254	08 Chevrolet Cobalt	12,749						18,000
255	08 Chevrolet Cobalt	12,669						18,000
256	08 Chevrolet Cobalt	12,749						18,000
257	09 Chevrolet Cobalt	16,604						18,000
258	09 Chevrolet Cobalt	16,604						18,000
	Total Autos & Light Trucks	**670,298**	**102,000**	**92,000**	**145,000**	**226,000**	**36,000**	**289,000**

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

Vehicle Number	Description	Original Cost	Estimated Replacement Cost FY13	FY14	FY15	FY16	FY17	Past FY17
91 - Medium Duty Trucks								
121	00 Chevrolet 3500 10-pass. Bus (wc lift)	County						
122	03 Ford E-450 Supreme 21-pass. Bus	49,455			60,000			
123	08 Ford E-450 SD 16-pass. Bus (wc lift)	County						
300	91 GMC Top Kick Open Body	42,998		150,000				
306	90 GMC Top Kick Dump Truck (a)	45,619			200,000			
330	91 GMC Top Kick Open Body	42,998		150,000				
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
348	13 Freightliner Dump Truck w/ plow		148,482					
	Total Medium Duty Trucks	**767,290**	**148,482**	**300,000**	**260,000**	**300,000**	**0**	**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**	**290,000**	**290,000**	**290,000**	**1,160,000**
91 - Shared Ownership Trucks								
	25% of new Four Cities Streetsweeper		28,070					
	20% of new Greenbelt Aerial Lift Truck		7,000					
	Total Shared Ownership Trucks	**0**	**35,070**	**0**	**0**	**0**	**0**	**0**
92 - Machinery & Equipment								
351	89 Terrain Boom Mower	32,450					52,500	
352	89 Vermeer Chipper	16,087			32,000			
370	73 Ford Tractor	3,185			25,000			
371	92 Case Wheel Loader	40,485				80,000		
373	^ 77 Ford Tractor	7,555						
424	Sullair Air Compressor	10,735					13,000	
425	95 Melroe Bobcat	34,358					40,000	
426	90 KW Windrow Turner	88,000			100,000			
429	96 ODB SCL800 Leaf Vacuum	23,265			36,000			
432	97 Case 621B Wheel Loader	82,573						170,000
433	^ 97 John Deere 455 Tractor-Mower	8,900						
434	^ 98 John Deere 455 Tractor-Mower	8,949						
436	98 ODB SCL800 Leaf Vacuum	23,965			36,000			
437	00 ODB SCL800 Leaf Vacuum	23,379			36,000			
438	08 Volvo L70F Wheel Loader	166,993						170,000
439	01 ODB SCL800 Leaf Vacuum	25,916				36,000		
440	01 Cub Cadet 3660 Z-Turn Mower	6,200			10,000			
441	01 Exmark Lazer Z Mower	6,362			10,000			
447	06 ODB SCL800 Leaf Vacuum	34,048						36,000
	Total Machinery & Equipment	**643,405**	**0**	**0**	**285,000**	**116,000**	**105,500**	**376,000**
	GRAND TOTAL	**3,471,494**	**285,552**	**392,000**	**980,000**	**932,000**	**431,500**	**2,199,000**

Notes:

(a) Being replaced by cab-over-engine chassis with hooklift frame to accomodate various bodies and a snowplow. This will provide a truck used 12 months per year.

(b) Vehicle totaled

^ Will not be replaced

This page intentionally left blank

STATISTICAL SECTION

This page intentionally left blank

CITY OF COLLEGE PARK, MARYLAND

General Fund - Statistical Summary
Fiscal Years 1993 - 2012

Fiscal year	Real property tax rate per $100	Personal property tax rate per $100	Operating revenues	Percentage increase/ (decrease) from prior fiscal year
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%
2012	0.322	0.805	14,753,324	2.40%

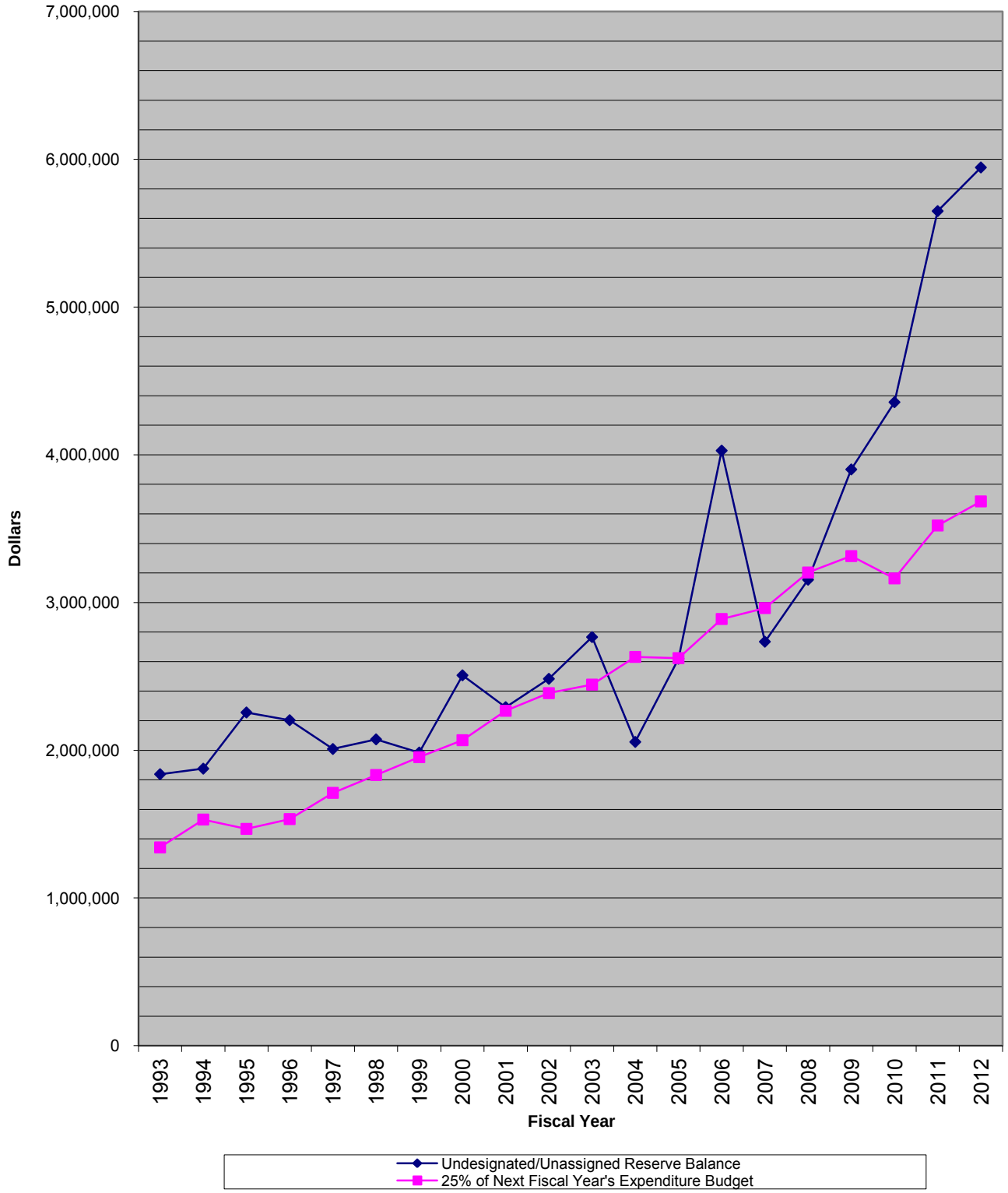
FOOTNOTES:

[1] Prior to FY 2001, real property was assessed at 40% of estimated full value. Pursuant to a change in State law, the FY 2001 rate above reflects conversion to full value assessments of real property, effective October 1, 2000.

[2] Effective June 30, 2011 per GASB Statement No. 54, fund balances of the governmental funds are classified as follows: nonspendable, restricted, committed, assigned and unassigned. The new fund balance classification "unassigned" is shown for FY 2011 above and will be used for future fiscal years as well. The fund balance classification "undesignated" will no longer be used.

Operating expenditures	Surplus/ (deficit) after transfers	Undesignated/ unassigned [2] reserve balance at fiscal year end	Reserve balance as percentage of next fiscal year's expenditure budget (Goal = 25%)
$ 5,314,304	$ 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%
12,215,429	157,946	5,944,767	40.34%

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
2003	$ 3,397,312	$ 8,839,777	$ 8,387,816	$	$ 490,771	$	$ 3,358,502
2004	3,358,502	8,905,991	8,251,475		976,841		3,036,177
2005	3,036,177	9,773,782	8,733,736		785,578	126,217 [1]	3,416,862
2006	3,416,862	11,053,754	9,077,070		780,300		4,613,246
2007	4,613,246	11,113,418	9,595,276		2,821,048		3,310,340
2008	3,310,340	11,647,913	10,330,679		992,552		3,635,022
2009	3,635,022	12,661,100	10,906,047		1,255,335		4,134,740
2010	4,134,740	12,758,641	11,314,099		978,175		4,601,107
2011	4,601,107	14,407,349	11,541,492		1,046,335		6,420,629
2012	6,420,629	14,753,324	12,215,429		2,379,949		6,578,575

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
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
2012	7,439,837	1,494,195	617,331	167,363	446,559	1,133,900	255,941

FOOTNOTE:

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

Charges for services	Fines and fees	Investment earnings	Miscell-aneous	Total operating revenues	Transfers in	Total revenues
$ 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
984,664	2,044,766	43,075	125,693	14,753,324	-	14,753,324

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
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
2012	1,561,533	773,566	2,360,095	583,652	4,352,121	1,034,545

FOOTNOTE:

[1] In FY 2004, 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
$ -	$ 67,262 [1]	$ -	$ 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
1,029,491	520,426	-	12,215,429	2,596,835	14,812,264

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
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
2012 [3]	3,164,971	173,265	93,395	227,454	42,065	30	31,000	567,209	221,846

* **FOOTNOTES:**

[1] Sale of land

[2] Permanent financing of $8,150,000 replaced bond anticipation notes (BANs) for public parking garage, closing on February 25, 2011. Financing proceeds will adjust negative fund equity in FY 2011.

[3] Includes Parking Debt Service Fund, beginning in FY 2008

Expenditures (continued)						Other financing sources / uses		
Public services	Planning & development	Public works	Debt service	Capital outlay	Total expenditures	Proceeds from financing/other*	Transfers in/(out)	Fund equity, end of year
$ 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
42,814	79,881	2,931	331,659	1,192,942	1,872,073	-	2,379,949	4,240,056

CITY OF COLLEGE PARK, MARYLAND

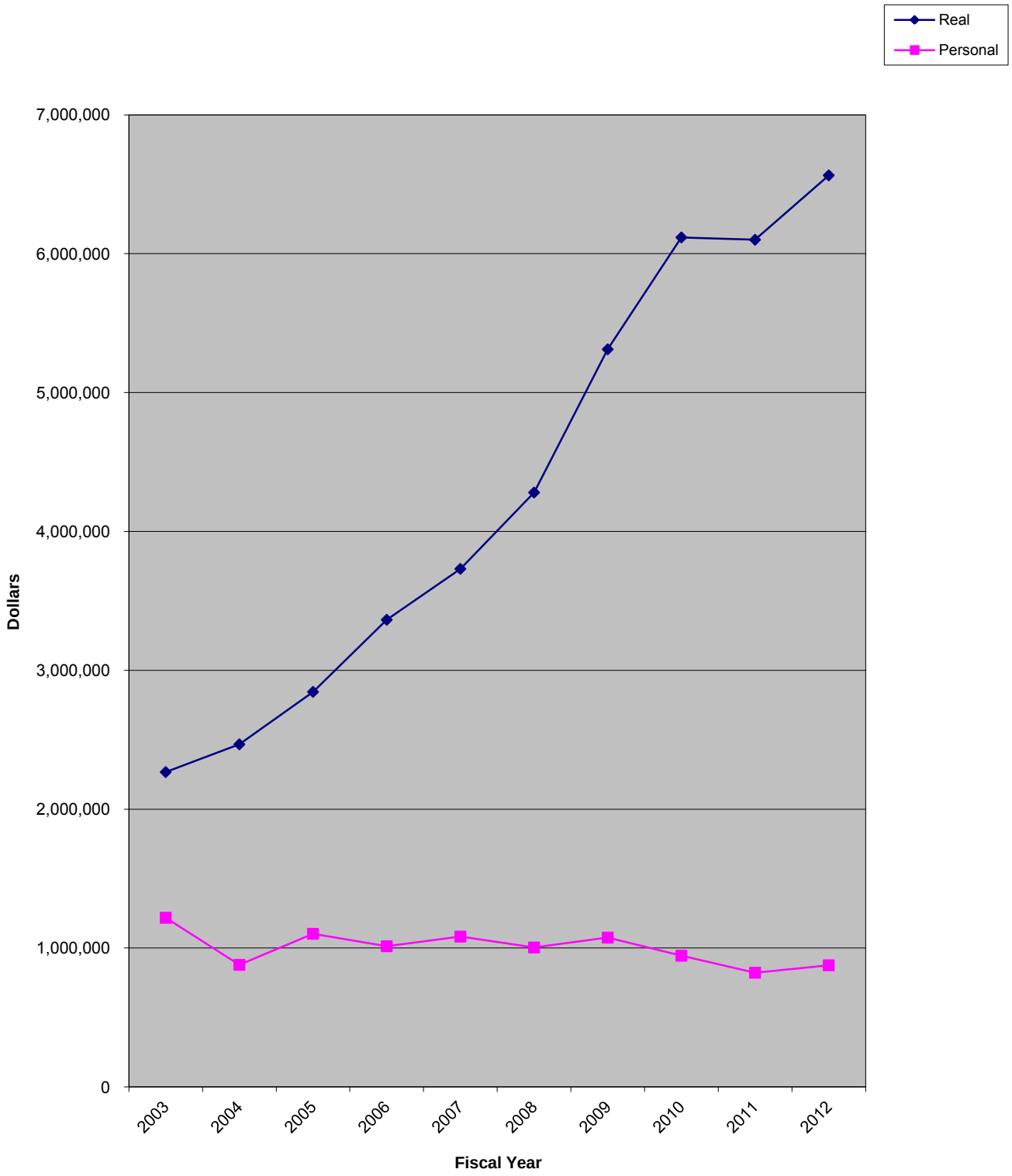
General Fund Property Tax Revenues by Source
Last Ten Fiscal Years

Fiscal year	Real property taxes	Personal property taxes	Total property taxes
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
2012	6,563,992	875,845	7,439,837

FOOTNOTE:

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

CITY OF COLLEGE PARK, MARYLAND
Property Tax Revenues



CITY OF COLLEGE PARK, MARYLAND

Property Tax Levies and Collections
Last Ten Fiscal Years

Fiscal year	Total tax levy	Current tax collections	Percent of current taxes collected (Note 2)	Delinquent tax collections	Total tax collections
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
2012	7,433,369	7,402,872	99.59%	36,965	7,439,837

NOTE 1: The collection rate for real property taxes for a given year is generally higher than the collection rate for personal property taxes as Prince George's County, who collects the City's real property tax as part of their consolidated tax billing, includes the City tax along with the County tax in their annual tax sale. The State Department of Assessments & Taxation ("SDAT") provides personal property tax assessments to the City for billing on a staggered schedule throughout the fiscal year. Billed personal property taxes unpaid at fiscal year-end are generally collected in the following fiscal year.

NOTE 2: The total tax levy includes the County's original real property assessment plus the City's estimated personal property assessment. This levy fluctuates throughout the fiscal year as improvement levies are posted and abatements are resolved by SDAT. As a result, this figure represents a "snapshot in time". The current tax collections represent taxes actually paid, which could be higher than the original levy. In that case, the percent of current taxes taxes collected could exceed 100%.

Ratio of total tax collections to total tax levy	Outstanding delinquent taxes	Ratio of delinquent taxes to total tax levy
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%
100.09%	52,856	0.71%

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
2003	2004	$ 915,267,068	$ 915,267,068	$ 154,403,100	$ 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
2012	2013	2,068,786,227	2,068,786,227	99,378,882	99,378,882

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	
$ 1,069,670,168	$ 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%
2,168,165,109	2,168,165,109	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
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
2013	0.3220	0.2790	0.0260	0.0540	0.9600	(0.0200)	0.1120	1.7330

FOOTNOTE:

[1] The City Direct Rate has no components.

CITY OF COLLEGE PARK, MARYLAND

Principal Taxpayers, Grouped by Property
Assessed Valuation Greater than $5 Million
June 30, 2013
(amounts expressed in thousands)

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

CITY OF COLLEGE PARK, MARYLAND

Computation of Direct and Overlapping Bonded Debt
June 30, 2012
(amounts expressed in thousands)

Jurisdiction	Net debt outstanding	Percentage applicable to the City	Amount applicable to the City
City of College Park:			
Direct Debt	$ 8,375	100.000%	$ 8,375
Subtotal	8,375		8,375
Overlapping Debt (Note 1):			
Prince George's County:			
Direct Debt	714,695	2.740%	19,579
Maryland-National Capital Park and Planning Commission	56,363	2.740%	1,544
Subtotal	771,058		21,123
Total Direct and Overlapping Debt	$ 779,433		$ 29,498

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 $71,074,121,012 and the City real property assessment of $1,947,088,341 (net of homestead tax credit). The City does not have any self-supporting debt at June 30, 2012.

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 (FY 2012 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, 2013

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

Fiscal year	Principal balance, beginning of fiscal year	Debt Service		Principal balance, end of fiscal year
		Principal	Interest	
2014	$ 7,652,000	$ 283,000	$ 276,497	$ 7,369,000
2015	7,369,000	294,000	265,880	7,075,000
2016	7,075,000	305,000	254,858	6,770,000
2017-2021	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		**$ 7,652,000**	**$ 2,984,904**	

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
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
2012	808,625	1,260,161	1,528,585	3,597,371

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)
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
37	4,801	13	513	522,643

CITY OF COLLEGE PARK, MARYLAND

Miscellaneous Statistics
June 30, 2013

Date of settlement	1745
Mayor & Council established	1945
Date of incorporation	1945
Form of government	
Commission	1945-1960
Council-Manager	1960-present
Area - square miles	5
Miles of streets, sidewalks and alleys	
Streets:	
Paved	52
Unimproved	1
Sidewalks	21
Alleys - unpaved	1

Providers of other services to City residents

Service	Organization
Recreation	Maryland-National Capital Park and Planning Commission (M-NCPPC)
Fire / EMS	Prince George's County Fire / Emergency Medical Services Department College Park Volunteer Fire Department, Inc. Branchville Volunteer Fire Company & Rescue Squad, Inc. Berwyn Heights Volunteer Fire Department & Rescue Squad, Inc.
Police	Prince George's County Police Department
Water and sewer	Washington Suburban Sanitary Commission (WSSC)
Electric	Potomac Electric Power Company (PEPCO)
Natural gas	Washington Gas, Maryland Division
Public education	Prince George's County Public Schools

Election data

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

Miscellaneous Statistics (continued)
June 30, 2013

Authorized full-time equivalent employees

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

Major property owner

The University of Maryland at College Park, the flagship campus of the University System of Maryland, is located within the corporate limits of the City of College Park. This University location encompasses approximately 1,250 acres with 350 buildings, providing education, housing, research and other facilities. The campus has a total academic student body of 37,631 as of fall 2011 enrollment, consisting of 26,826 undergraduate and 10.805 graduate students; and a faculty (excluding graduate teaching assistants) of 3,996 and staff of 5,116.

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)

This page intentionally left blank

GLOSSARY

Glossary

Accrual The accrual basis of accounting recognizes revenues in the accounting period in which they are earned, while expenses are recognized when the related liability is incurred.

Annual Budget A budget applicable to a single fiscal year

Appropriated Fund Balance The portion of a governmental fund's fund balance that is used to provide resources for budgeted expenditures

Appropriation A legal authorization to make expenditures and to incur obligations for specific purposes

Assessed Value A valuation set upon real estate or other property by the State Department of Assessments and Taxation (SDAT) as a basis for levying taxes

ATHA or Anacostia Trails Heritage Area A non-profit organization whose members include municipalities along the U.S. Route 1 corridor. ATHA coordinates multi-jurisdictional projects to install and standardize signage, promote tourism and fund public art in the area.

Balanced Budget The process whereby budgeted revenues must equal budgeted expenditures. In the City's case, the process allows the use of undesignated reserve to supplement budgeted revenues.

Budget A plan of financial operations embodying an estimate of proposed expenditures for a given period and the proposed means of financing those expenditures. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two situations in practice. Sometimes, it designates the financial plan presented to the appropriating governing body for adoption (i.e., the "proposed" budget); and sometimes, the term refers to the plan approved by that body (i.e., the "adopted" budget).

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

Capital Equipment Fixed assets such as vehicles, machinery, equipment, computers or furniture which have a life expectancy of more than 1 year and a value over $2,000

Capital Projects Fund A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary or trust funds

Capital Outlay Expenditures resulting in the acquisition of, or addition to, the government's general fixed assets

CDBG or Community Development Block Grant Grant funds available from the Federal government. In the past, these funds have been passed through Prince George's

County via grant application. The City opted out of the County program and into the State of Maryland's program in fiscal year 1992.

C.I.P. or Capital Improvement Program A plan for capital expenditures to be incurred each year over a fixed period of years in order to meet capital needs arising from the long-term work program or other capital needs. The program sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the resources estimated to be available to finance the projected expenditures.

Charter and City Code The codification of the City's legislation, adopted by the Mayor and Council, for the proper function and government of the City of College Park. The Charter and the various chapters of the Code contain all currently effective legislation (ordinances and certain resolutions) of a general and permanent nature enacted by the Mayor and Council, including revisions or amendments to existing legislation deemed necessary by the Mayor and Council in the course of the codification.

Constant Yield Tax Rate That tax rate which, when applied against the growth in assessed value of real property, will yield the same amount of tax revenue for the City as it received in the previous year. The constant yield tax rate is calculated by the State Department of Assessments and Taxation. If the City's proposed real property tax rate exceeds the constant yield tax rate, the City must advertise and hold a separate public hearing on the constant yield tax rate prior to adopting a budget setting the real property tax rate.

Cost The amount of money or value exchanged for property or services

DCPMA or Downtown College Park Management Authority A commercial district management authority (CDMA), created by the City and funded through assessments of downtown property owners. Their goal is to promote and market the downtown area and to provide security, maintenance and amenities. Membership includes all businesses within a defined geographic area as well as voluntary and professional members from other parts of the City.

Debt An obligation resulting from the borrowing of money

Debt Service The accounting for payments of principal and interest on long-term debt

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

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

Encumbrance A reservation of funds for an anticipated expenditure prior to actual payment for an item. Funds usually are reserved or encumbered once a contracted obligation has been signed for an item, but prior to the cash payment actually being disbursed.

Glossary

Enterprise Fund A separate fund established by the City for the operation of a business venture

Expenditure A decrease in net financial resources. Expenditures include payment in cash for current operating expenses, debt service and capital outlays.

Expenses Charges incurred, whether paid or unpaid, for operations, maintenance, interest and other charges that are presumed to benefit the current fiscal year

FY or Fiscal Year (followed by 2 or 4 digits) The fiscal year which starts on July 1 and ends on the following June 30 (in the year noted). For example, FY 2014 or FY14 is the fiscal year beginning on July 1, 2013 and ending on June 30, 2014.

Fixed Assets Assets of a long-term character that are intended to continue to be held or used. Examples of fixed assets include land, buildings, vehicles, machinery, furniture and equipment.

FTE or Full Time Equivalent The effect of a one person work year at 2,080 hours per year (40 hours per week for 52 weeks). Positions may be allocated to different programs within a department as partial FTE's.

Fund A fiscal and accounting entity with a self-balancing set of accounts which is segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations

Fund Balance The excess of a governmental fund's assets over its liabilities. The amount is the cumulative result of revenues in excess of expenditures for all years since the fund's inception.

Fund Balance – Assigned Includes the portion of the spendable fund balance intended for spending for a purpose set by the governing body

Fund Balance – Committed Includes the portion of the spendable fund balance that reflects constraints that the City has imposed upon itself by a formal action of the City Council

Fund Balance – Nonspendable The portion of fund balance that is segregated because it is not available for spending, either now or in the future, or there is a legal or contractual requirement for the funds to remain intact

Fund Balance – Unreserved The portion of fund balance in excess of the reserved amount

Glossary

Fund Balance – Restricted Includes the portion of the spendable fund balance that reflects constraints on spending because of legal restrictions stipulated by outside parties, state statutes or grant requirements

Fund Balance – Unassigned The portion of fund balance representing expendable available financial resources

General Fund The fund used to account for all financial resources, except those required to be accounted for in another fund

GAAP or Generally Accepted Accounting Principles A set of widely accepted accounting standards, set by the Financial Accounting Standards Board, and used to standardize financial accounting of public companies and governmental units. FASB was created in 1973, replacing the Accounting Principles Board and the Committee on Accounting Procedure of the American Institute of Certified Public Accountants (AICPA) before it. The FASB is a private body whose mission is to "establish and improve standards of financial accounting and reporting for the guidance and education of the public, including issuers, auditors and users of financial information".

GFOA Government Finance Officers Association of the United States and Canada

GIS Geographic Information System

Goal A long range desirable development attained by completing staged objectives within an overall strategy

Governmental Funds The funds through which most governmental functions of the City are financed. The acquisition, use and balances of the City's expendable financial resources and the related liabilities are accounted for through governmental funds.

Homestead Tax Credit A percentage rate limiting the increase in real property assessment from one fiscal year to the next, applicable only for owner-occupied properties. The state, county and city may have different homestead tax credit rates, which is the case for FY 2014 (State of Maryland 10%, Prince George's County 0%, City of College Park 4%).

Investment Policy A policy, adopted by the Mayor & Council, outlining permitted investments for City funds. As required by state law, the investment policy was subsequently approved and filed with the State Treasurer.

Levy To impose taxes, special assessments or service charges for support of the City

LGIT or Local Government Insurance Trust A public entity risk pool, of which the City is a charter member. LGIT provides the City's property, general, automobile, and public officials' legal liability insurance coverage.

Glossary

Licenses and Permits Documents issued in order to regulate various kinds of business and other activity within the community. A degree of inspection may accompany the issuing of a license or permit, as in the case of building permits. In most instances, a fee is charged in conjunction with the issuance of a license or permit, generally to cover all or part of the cost of administration.

Line Item A specific expenditure category within a departmental budget, such as travel and training, telephone, postage, office supplies, etc. Defined by an account number.

Major Funds The City's major funds include the General Fund, Capital Projects Fund (C.I.P.) and Parking Debt Service Fund.

MDGFOA Maryland Government Finance Officers Association

MLGIP or Maryland Local Government Investment Pool MLGIP, established under Article 95, Section 220 of the Annotated Code of Maryland and operated under the administrative control of the State Treasurer, is utilized by the City for a portion of its investments. Investments by MLGIP are limited to those permitted by Section 6-222 of the State Finance and Procurement Article.

MML or Maryland Municipal League An organization representing more than 150 municipal governments and 2 special taxing districts in the State of Maryland

M-NCPPC or Maryland-National Capital Park and Planning Commission A bi-county agency handling planning and zoning, parks and recreation, and other issues in Prince George's and Montgomery County, Maryland

Modified Accrual The modified accrual basis of accounting is used to record revenues and related assets when they become measurable and available to finance operations of the fiscal period. Accordingly, real and personal property taxes are recorded when billed and licenses, permits and fines are recorded when received in cash. Expenditures are recorded as they are incurred.

Motion A formal action of the Mayor and Council, enacted at a regular or special meeting

MWCOG or Metropolitan Washington Council of Governments Sometimes referred to as "COG". An organization whose membership includes counties and municipalities in the Washington Metropolitan Area. Membership in MWCOG allows the "riding" of competitively negotiated bids by other members without the necessity of bidding a particular product or service by individual municipalities.

No Survey As the resident survey is only performed every other fiscal year, performance measures in a particular year when no survey is conducted are listed as "No survey".

Glossary

Objective Something to be accomplished in specific well-defined and measurable terms and that is achievable within a specific time frame

Operating Expenditures Those expenditures related directly to the fund's primary activity except for Personnel Expenditures and Capital Outlay

Operating Expenses Includes the cost of personal services, contractual services, commodities and other charges incurred in performing an activity

Operating Revenues City revenues that have been received and set aside to finance current operating expenses

Ordinance A formal legislative enactment by the Mayor and Council

Performance Measures A series of goals and planned accomplishments, and an effectiveness measure intended to quantify a program's attainment of their prescribed goals. For each goal, where practical, a target is set initially and adjusted as needed over time to develop meaningful data on the program's service delivery or cost/benefit to the City. Data is obtained from a variety of sources, with emphasis on the tallied results of the resident survey.

Personnel Expenditures Those expenditures related to the employment of individuals for the City including wages, the City's portion of payroll taxes and associated fringe benefits

PGCMA or Prince George's County Municipal Association An organization representing municipalities in Prince George's County

POS or Program Open Space A grant program offered by the State of Maryland, administered and allocated to municipalities by Prince George's County, for the acquisition and development of property to park use

Prince George's County The county in which the City of College Park is located. The County provides real property tax billing service to the City (at no cost), and provides services to City residents such as police, fire and emergency medical services, and public education.

Program The basic operation for which costs are defined and measurable activities or functions are performed; collectively, encompassing the operation of a "department"

Public Hearing A scheduled meeting or time specifically set aside to provide an opportunity for citizens to discuss their feelings and opinions about a particular issue. Prior to a public hearing, the scheduled date and time, as well as the subject, must be advertised.

Glossary

Reserve An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose

Resolution A formal expression of opinion, will or intent voted by the Mayor & Council

Revenue Revenue is an increase in assets or financial resources which: does not increase a liability; does not represent a repayment of an expenditure already made; does not represent a cancellation of certain liabilities; and does not represent an increase in contributed capital.

RFP A Request for Proposals is required under the City's procurement policy for purchases in excess of $30,000 unless the City is riding a contract procured by another qualifying agency whose purchasing policy meets or exceeds the City's purchasing guidelines.

SDAT or State Department of Assessments and Taxation A State of Maryland agency which provides assessment information to the City and Prince George's County for the purpose of levying real and personal property taxes

SHA State Highway Administration

Tax Base The aggregate value of the items being taxed. The base of the City's property tax is set by the State Department of Assessments & Taxation at 100% of the full market value of all real property and 100% of all business personal property in the City.

Tax Differential A reduction in the Prince George's County real and personal property tax rate to City property owners for services provided by the City that the County is not required to perform. The tax differential is based on County-budgeted expenditures for a select group of services. Each year's tax differential rate is calculated by the County based on a complex formula. For fiscal year 2014, the City's projected tax differential is 2.50 cents for real property and 5.70 cents for personal property off the County's tax rates for unincorporated areas.

Tax Rate The amount of tax stated in terms of a unit of the tax base. The City's FY 2014 adopted tax rates are 33.5 cents per $100 of real property assessed valuation and 83.8 cents per $100 of personal property assessed valuation.

TBD or To Be Determined This information is not currently available.

Transfers The amount of contribution from one fund to another, or the amount transferred from one C.I.P. project to another. Budgeted transfers are made from the General Fund to the Capital Projects Fund for acquisition of certain assets or to fund certain projects. Includes "Interfund Transfers" and "Interproject Transfers".

Glossary

UMCP University of Maryland College Park, the City's largest property owner (albeit tax exempt) and largest employer, is the flagship campus of the University System of Maryland.

UMUC University of Maryland University College provides on-campus and online courses and degree programs.

Unrestricted Fund Balance The excess of the assets of a governmental fund or trust fund over its liabilities and reserved fund balance accounts. See Fund Balance.

Unassigned Reserve or Unassigned Reserve Balance Same as Unrestricted Unassigned Fund Balance. See Fund Balance.

Unrestricted Unassigned Fund Balance The portion of fund balance representing expendable available financial resources. See Fund Balance.

WMATA or Washington Metropolitan Area Transit Authority Sometimes referred to as "Metro". The regional transportation authority serving Washington, D.C., Northern Virginia and the Maryland suburbs of Washington, D.C., providing bus and subway service. College Park is served by 2 stations (College Park and Greenbelt) on Metro's Green Line.

WSSC or Washington Suburban Sanitary Commission This regional utility serving Prince George's and Montgomery counties provides water and sewer service and storm drainage to City residents.