

# **CITY OF COLLEGE PARK MARYLAND**



## **City Manager's Proposed Operating and Capital Budget for Fiscal Year 2017**



**CITY OF COLLEGE PARK, MARYLAND**  
**City Manager's Proposed**  
**Operating and Capital Budget**  
**for Fiscal Year 2017**

The Honorable Patrick L. Wojahn, Mayor

City Council

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**CITY OF COLLEGE PARK, MARYLAND**  
**City Manager's Proposed Operating Budget for Fiscal Year 2017**  
**and Five-Year Capital Improvement Program**

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# INTRODUCTION



4500 KNOX ROAD  
COLLEGE PARK, MD 20740-3390

OFFICE OF: City Manager  
240-487-3501

March 31, 2016

Honorable Mayor Patrick L. Wojahn  
Members of the City Council  
Citizens of College Park  
College Park, Maryland 20740

Ladies and Gentlemen:

I am pleased to present, for your review and consideration, the Proposed Operating and Capital Budget for the fiscal year ending June 30, 2017 (fiscal year 2017). As directed by Mayor & Council, this document reflects the conversion of resources into the City's services.

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

Budgeted property tax revenue increased \$728,846 due to the higher real property assessment (first year of a triennial assessment for District 21). Of the shared taxes, admission & amusement taxes increased slightly and hotel/motel taxes increased \$200,000. State highway user tax revenue, reduced by approximately 89% in FY 2010, increased slightly due to an increased supplemental state transportation grant for FY 2017. Occupancy permit revenue increased \$69,218 as a result of new apartment developments opening in FY 2017. Net estimated speed enforcement camera revenue increased \$315,000 based on current trends. Total operating revenues increased \$1,607,196 or 10.0% from the FY 2016 adjusted budget. Revenue changes from the FY 2016 adjusted budget are described in more detail in the "Highlights of the FY 2017 Proposed Budget" section later in this letter.

In some years, the City has budgeted a portion of its unassigned (formerly known as "undesignated" prior to the adoption of GASB 54 fund balance policy) reserve to bridge the gap between budgeted revenues and expenditures. The FY 2017 proposed budget does not include a use of unassigned reserve.

As of July 1, 2015, the City had \$4,794,694 in its unassigned reserve, representing 29.38 percent of the adjusted FY 2016 operating budget. This percentage slightly exceeds the Charter-mandated goal of 25%.

## **The Budget Document**

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

A new section entitled "Budget Highlights" has been added to the first page of each program narrative, pointing out the significant changes in the program between the FY 2016 and FY 2017 budgets.

As the FY 2017 strategic action plan has not yet been adopted by Mayor & Council, this section will only appear in the Adopted Budget.

## **The Budget Process**

The budget schedule for FY 2017 began in late January 2016 with a Mayor & Council worksession discussion of operating and capital budget parameters. The City Manager asked department heads to cut unnecessary expenditures and limit operating expenditure increases to 0 percent. Capital budget development was ongoing at the same time as the operating budget. The City Manager and Director of Finance reviewed the department submittals and made adjustments, plus and minus, to the department submittals. Responses from departments, citing potential budget impact, have been prepared for the items on the Mayor & Council wish list (contained in Appendix A); some of these items have been included in the proposed budget. The Proposed Budget will be submitted to the Mayor & Council by March 31, 2016 along with this transmittal letter and executive summary. The Proposed Budget will be posted to the City's website at [www.collegeparkmd.gov](http://www.collegeparkmd.gov) under the Government tab, then Document Center, then Finance, then Budget. Copies of the printed budget and CD copies are available at City Hall and Davis Hall.

Budget worksessions with the Mayor & Council are scheduled for Saturday, April 9 and Saturday, April 16 (if needed). A separate worksession review of the Capital Improvement Program (C.I.P.) has not yet been scheduled; however, it may be incorporated into the 2 existing worksessions. The budget ordinance is scheduled for introduction on Monday, April 25. The public hearing on the operating and capital budget is scheduled for Tuesday, May 10. A constant yield tax rate public hearing, scheduled for Tuesday, May 10, is required as the proposed real property tax rate of \$0.335 exceeds the constant yield tax rate calculated by State Department of Assessments & Taxation (SDAT) of \$0.320. The Mayor and Council are scheduled to adopt the FY 2017 budget ordinance on Tuesday, May 24. The effective date of the FY 2017 adopted budget is July 1, 2016.

## Goals of the FY 2017 Budget

My goals for the City of College Park, listed below, form the basis for the FY 2017 proposed operating and capital budgets:

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

## Highlights of the FY 2017 Proposed Budget

The Proposed Operating Budget for FY 2017 is \$17,879,479 (a 9.6% increase from the FY 2016 adjusted budget), including operating revenues of \$17,667,792 and a \$211,687 interfund transfer from the Parking Debt Service Fund. The FY 2017 Proposed Operating Budget includes the following revenue and expenditure highlights and changes:

### ***General Fund Revenues***

- Real property tax revenue increased \$728,846 due to the higher assessment in the first year of a new triennial assessment for District 21, the City's largest property district. The real property tax rate remains at \$0.335 per \$100 of assessed valuation. The personal property tax rate remains at \$0.838 per \$100 of assessed valuation.
- The FY 2017 Proposed Budget projects a 3.8% increase in income tax revenue, from \$1,600,000 to \$1,660,000, based on a comparison of year-to-date receipts.
- The FY 2017 Proposed Budget projects increases in admission & amusement tax (\$30,000), highway user tax (\$28,515) and hotel/motel tax (\$200,000). The City has been working with Prince George's County for many years in order to encourage Marriott Inn & Conference Center, located on State-owned property, to collect (from hotel guests) and remit hotel/motel tax. As hotel/motel tax is a County tax, of which the City receives 50% of the amount collected, the

enforcement mechanism remains with the County. This issue was resolved successfully effective July 1, 2015.

- Occupancy permit revenue increased \$69,218 due to the addition of 418 Terrapin Row and 235 Monument Village apartment units, scheduled to open in summer 2016.
- We anticipate receiving approximately \$40,000 in reimbursement from Federal Emergency Management Agency (FEMA) for snow-related expenditures during the January 2016 snowstorm. FEMA reimbursement is a lengthy process involving multiple agencies and layers of approval, which could take up to one year.
- Residential properties currently comprise 71.2 percent of the City's tax base. The gross residential tax base (prior to application of the homestead tax credit for owner-occupied properties) in FY 2016 was \$1,239,961,514 and is projected to be \$1,675,036,218 for FY 2017, an increase of 35.1%. After applying the homestead tax credit for FY 2017, there is an increase of 33.7% in the residential taxable assessment.
- Commercial and industrial properties comprise the other 28.8 percent of the City's tax base. The commercial tax base in FY 2016 was \$865,023,664 and is projected to be \$677,232,001 for FY 2017, a decrease of 21.7%, primarily the result of property tax appeals by large commercial property owners.
- One cent of the tax rate equals \$259,813, including real property tax, personal property tax at 2.5 times the real property tax rate, PILOT-UM CASL property and PILOT-UM Washington Post property.
- We have not projected any FY 2017 real property tax from the improvements at the Terrapin Row and Monument Village projects, although it is possible that we may receive a partial-year assessment.
- The FY 2017 proposed budget does not include any increases in fees, charges or fines.
- The public parking garage opened in August 2009 and permanent 20-year financing settled on February 25, 2011. The 2011 bond was refunded on June 16, 2015, reducing the interest rate from 3.68% to 2.71%, generating considerable debt service savings. The FY 2017 Proposed Budget includes a \$211,687 interfund transfer from the Parking Debt Service Fund to the General Fund in order to cover the excess of debt service on the refunded parking garage bond over parking garage-related revenues. It is hoped that, over time, revenues from the parking garage will increase to close that gap.

- Speed enforcement camera revenue is budgeted at a net of \$1,830,000 (ticket revenue of \$3,000,000 less vendor processing charges of \$1,170,000) and must be used for public safety purposes, including pedestrian safety improvements.

### ***General Fund Expenditures***

- FY 2017 will be the first year of a new 3-year collective bargaining agreement with AFSCME Local 1209C, covering certain Public Works employees. Negotiations on the new contract are underway but have not been completed. The FY 2017 Proposed Budget includes an undisclosed cost of living adjustment (“COLA”) based on Mayor & Council bargaining parameters. Merit increases are provided, assuming satisfactory performance evaluation. Traditionally, employees not covered by the collective bargaining agreement have received the same benefits as employees covered under the contract.
- The FY 2017 Proposed Budget includes a net decrease in full-time equivalents (FTEs) of 0.30 from the FY 2016 adopted budget (from 115.98 to 115.68), itemized as follows:
  1. An FY 2016 budget amendment removed 2 unfilled FTEs at Public Works (Crew Chief and Custodial Worker) and transferred 1 FTE to Administration for a new Communications Coordinator position.
  2. Hours were increased for an Office Specialist I at YF&SS-Seniors Program, increasing the FTE 0.33 from 0.30 to 0.63.
  3. The 0.50 FTE Seniors Program Caseworker position at YF&SS-Seniors Program was upgraded to full-time in order to assist in implementing new initiatives proposed in the Aging-in-Place Task Force report.
  4. Budgeted hours were reduced 0.13 FTE for part-time Clinical Supervisor and Family Therapists at YF&SS-Clinical Services who work flexible schedules.
- Three positions at Public Works were renamed.
- No positions were reclassified for FY 2017.
- Health insurance rates increased 11.8% for FY 2017 following the fourth year in the LGIT cooperative. It is hoped that these rates will stabilize over time. All other insurance costs remained stable.
- The net result of FTE changes, merit increases, and changes in employee insurance costs increased FY 2017 personnel costs by \$446,849 or 4.6% over FY 2016.

- Major new items in the FY 2017 proposed budget include an employee engagement study, customer service training, a seed grant to the Greater College Park Sustainability and Resiliency Financing Initiative, a statistically significant community survey, new Laserfiche scanning software and scanning of paper documents back to 1945, postage for resident mailings, increase in budgeted translation services, SunGard citizen request tracking software to replace Comcate, consultant review of code enforcement related chapters in the City Code, an updated public safety study, a new roof and HVAC system at Youth & Family Services, and various equipment purchases.
- The FY 2017 Proposed Budget includes \$1,289,818 for contract police, including the \$266,667 police services contract (covering 2 full-time police officers) and \$971,003 for part-time contract police officers.
- The SunTrust Bank tax-exempt parking garage bond was refunded on June 16, 2015 and debt service on the new STI Institutional & Government, Inc. (an affiliate of SunTrust Bank) bond is budgeted in Debt Service, program 9010.
- The City joined the Reformed Contributory Pension Plan of the Maryland State Retirement and Pension System (“MSRP”) effective July 1, 2014. Employees are required to contribute 7% of their base pay on a pre-tax basis and the City’s match for FY 2017 will be 5.0%. Employees who enrolled in the MSRP will not receive a contribution to their existing §401(a) defined contribution plan but may still participate in the §457 deferred compensation plan. Employees hired on or after July 1, 2014 are required to join the MSRP.

### ***Mayor & Council “Wish List”***

- Appendix “A” (last section in the budget document) contains the Mayor & Council Wish List, beginning on page A-1. These items, submitted by individual council members, are organized by responsible department, explained and priced-out. Some of these items have been included in the FY 2017 proposed budget, and that fact has been noted.

### ***Parking Debt Service Fund***

- For FY 2017, we will continue to use the Parking Debt Service Fund to accumulate the additional parking meter revenue resulting from the July 2007 increase in meter rates and the \$2.50 increase in parking ticket fines for expired meter (violation 01) and overtime parking (violation 30) implemented in FY 2011. For FY 2017, an interfund transfer from the Parking Debt Service Fund to the General Fund of \$211,687 helps to offset debt service on the tax-exempt parking garage bond. As a result of the refinancing of the tax-exempt parking garage bond, reducing debt service, FY 2017 budgeted revenues in the Parking Debt Service Fund exceed the interfund transfer to the General Fund.

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

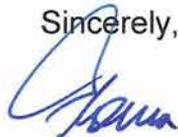
- The FY 2017 C.I.P. includes 26 active projects with projected 5-year expenditures of \$49,459,954. Some of these projects are placeholders with no current funding. FY 2017 interfund transfer from the General Fund totals \$2,533,030.

**GFOA Distinguished Budget Presentation Award for FY2016**

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 2016. In order to receive this annual award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device. The City has been the recipient of this award for annual budgets prepared since fiscal year 1990. The budget and Comprehensive Annual Financial Report (CAFR) awards from the GFOA are the highest recognition conveyed on public entities for excellence in budgeting and financial reporting, and we are proud to be the recipient of these awards. We intend to submit the FY 2017 adopted budget to the GFOA for consideration for another award.

We encourage your thorough review of this document prior to the worksessions scheduled for April 9 and 16. I look forward to the upcoming budget discussions.

Sincerely,



Scott Somers  
City Manager

**CITY OF COLLEGE PARK, MARYLAND**  
**Consolidated Operating Budget Summary - General Fund and Parking Debt Service Fund (see Note 1 below)**  
**For Fiscal Years 2015, 2016 and 2017**

	FY 2015 Adjusted Budget				FY 2016 Adjusted Budget				FY 2017 Proposed 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
<b>REVENUES:</b>												
Property Taxes	\$ 7,462,185	\$	\$	\$ 7,462,185	\$ 7,781,376	\$	\$	\$ 7,781,376	\$ 8,611,222	\$	\$	\$ 8,611,222
Income Tax	1,550,000			1,550,000	1,600,000			1,600,000	1,660,000			1,660,000
Admission & Amusement Tax	650,000			650,000	650,000			650,000	680,000			680,000
State Shared Taxes	113,583			113,583	419,266			419,266	447,781			447,781
County Shared Taxes	450,000			450,000	450,000			450,000	650,000			650,000
<b>Total Taxes</b>	<b>10,225,768</b>	<b>0</b>	<b>0</b>	<b>10,225,768</b>	<b>10,900,642</b>	<b>0</b>	<b>0</b>	<b>10,900,642</b>	<b>12,049,003</b>	<b>0</b>	<b>0</b>	<b>12,049,003</b>
Licenses & Permits	1,167,934			1,167,934	1,193,935			1,193,935	1,265,653			1,265,653
Intergovernmental	238,322			238,322	261,772			261,772	341,772			341,772
Charges for Services	957,324	205,000		1,162,324	999,078	205,000		1,204,078	1,006,574	220,000		1,226,574
Fines & Fees	1,921,900	45,000		1,966,900	2,510,600	45,000		2,555,600	2,770,400	50,500		2,820,900
Investment Revenue	94,459			94,459	93,019			93,019	132,520			132,520
Property and Equipment Rental	98,500			98,500	99,850			99,850	100,500			100,500
Miscellaneous Revenues	2,880			2,880	1,700			1,700	1,370			1,370
Interfund Transfers	314,815		(314,815)	0	257,392		(257,392)	0	211,687		(211,687)	0
Use of Undesignated Reserve	373,002			373,002	0			0	0			0
<b>TOTAL REVENUES</b>	<b>15,394,904</b>	<b>250,000</b>	<b>(314,815)</b>	<b>15,330,089</b>	<b>16,317,988</b>	<b>250,000</b>	<b>(257,392)</b>	<b>16,310,596</b>	<b>17,879,479</b>	<b>270,500</b>	<b>(211,687)</b>	<b>17,938,292</b>
<b>EXPENDITURES:</b>												
Administration	1,963,027			1,963,027	2,111,697			2,111,697	2,175,171			2,175,171
Finance	1,197,238			1,197,238	991,278			991,278	1,032,106			1,032,106
Public Services	3,725,973			3,725,973	4,019,776			4,019,776	4,270,615			4,270,615
Planning, Comm. & Econ. Devel.	638,146			638,146	664,463			664,463	695,728			695,728
Youth, Family & Senior Services	1,124,202			1,124,202	1,114,881			1,114,881	1,172,946			1,172,946
Public Works	5,096,819			5,096,819	5,189,982			5,189,982	5,464,676			5,464,676
Debt Service	558,274			558,274	557,411			557,411	525,207			525,207
Interfund Transfers	1,081,225	314,815	(314,815)	1,081,225	1,658,500	257,392	(257,392)	1,658,500	2,533,030	211,687	(211,687)	2,533,030
Contingency	10,000			10,000	10,000			10,000	10,000			10,000
<b>TOTAL EXPENDITURES</b>	<b>15,394,904</b>	<b>314,815</b>	<b>(314,815)</b>	<b>15,394,904</b>	<b>16,317,988</b>	<b>257,392</b>	<b>(257,392)</b>	<b>16,317,988</b>	<b>17,879,479</b>	<b>211,687</b>	<b>(211,687)</b>	<b>17,879,479</b>

**Note 1:**

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

**CITY OF COLLEGE PARK, MARYLAND**  
**Comparative Operating Budget Summary - General Fund**  
**For Fiscal Years 2014, 2015, 2016 and 2017**

	FY 2014 Actual	FY 2015 Actual	FY 2016		FY 2017 Budget	
			Adjusted Budget	Y-T-D Actual	City Manager Proposed	Adopted
<b>REVENUES:</b>						
Real Property Tax	\$ 6,548,181	\$ 6,664,433	\$ 6,929,876	\$ 7,211,518	\$ 7,658,722	\$
Personal Property Tax	887,440	978,181	851,500	938,063	952,500	
<i>Total Property Taxes</i>	<u>7,435,621</u>	<u>7,642,614</u>	<u>7,781,376</u>	<u>8,149,581</u>	<u>8,611,222</u>	<u>0</u>
Income Tax	1,617,918	1,636,074	1,600,000	837,309	1,660,000	
Admission & Amusement Tax	665,076	673,023	650,000	589,561	680,000	
Highway User Tax	345,278	361,857	419,266	387,436	447,781	
Hotel/Motel Tax	469,993	529,324	450,000	479,935	650,000	
<i>Total Taxes</i>	<u>10,533,886</u>	<u>10,842,892</u>	<u>10,900,642</u>	<u>10,443,822</u>	<u>12,049,003</u>	<u>0</u>
Licenses & Permits	1,160,580	1,232,599	1,193,935	778,679	1,265,653	
Intergovernmental	234,656	256,736	261,772	135,574	341,772	
Charges for Services	960,580	988,596	999,078	811,285	1,006,574	
Fines & Fees	1,992,281	3,001,290	2,510,600	2,136,780	2,770,400	
Investment Revenue	198,972	156,313	93,019	66,704	132,520	
Property & Equipment Rental	105,492	100,550	99,850	79,717	100,500	
Miscellaneous Revenues	1,602	1,670	1,700	1,597	1,370	
Interfund Transfers	0	0	257,392	0	211,687	
Use of Unassigned Reserve	0	0	0	0	0	
<b>TOTAL REVENUES</b>	<u><b>15,188,049</b></u>	<u><b>16,580,646</b></u>	<u><b>16,317,988</b></u>	<u><b>14,454,158</b></u>	<u><b>17,879,479</b></u>	<u><b>0</b></u>
<b>EXPENDITURES:</b>						
Administration	1,661,450	2,111,537	2,111,697	1,366,345	2,175,171	
Finance	896,854	3,633,906	991,278	662,676	1,032,106	
Public Services	3,588,543	3,708,983	4,019,776	2,436,244	4,270,615	
Planning, Comm. & Econ. Devel.	595,804	613,974	664,463	421,479	695,728	
Youth, Family & Senior Services	1,064,723	1,027,995	1,114,881	741,292	1,172,946	
Public Works	4,725,728	4,680,475	5,189,982	3,269,777	5,464,676	
Debt Service	557,218	590,826	557,411	56,024	525,207	
Interfund Transfers	922,000	1,081,225	1,658,500	1,658,500	2,533,030	
Contingency	0	0	10,000	0	10,000	
<b>TOTAL EXPENDITURES</b>	<u><b>14,012,320</b></u>	<u><b>17,448,921</b></u>	<u><b>16,317,988</b></u>	<u><b>10,612,337</b></u>	<u><b>17,879,479</b></u>	<u><b>0</b></u>
<b>SURPLUS OR (DEFICIT)</b>	<u><b>\$ 1,175,729</b></u>	<u><b>\$ (868,275)</b></u>	<u><b>\$ 0</b></u>	<u><b>\$ 3,841,821</b></u>	<u><b>\$ 0</b></u>	<u><b>\$ 0</b></u>
<b>Fund Balance, Beginning of Year</b>	<u><b>5,505,421</b></u>	<u><b>6,681,150</b></u>		<u><b>5,812,875</b></u>		<u><b>9,654,696</b></u>
<b>Fund Balance, End of Year</b>	<u><b>\$ 6,681,150</b></u>	<u><b>\$ 5,812,875</b></u>		<u><b>\$ 9,654,696</b></u>		<u><b>\$ 9,654,696</b></u>

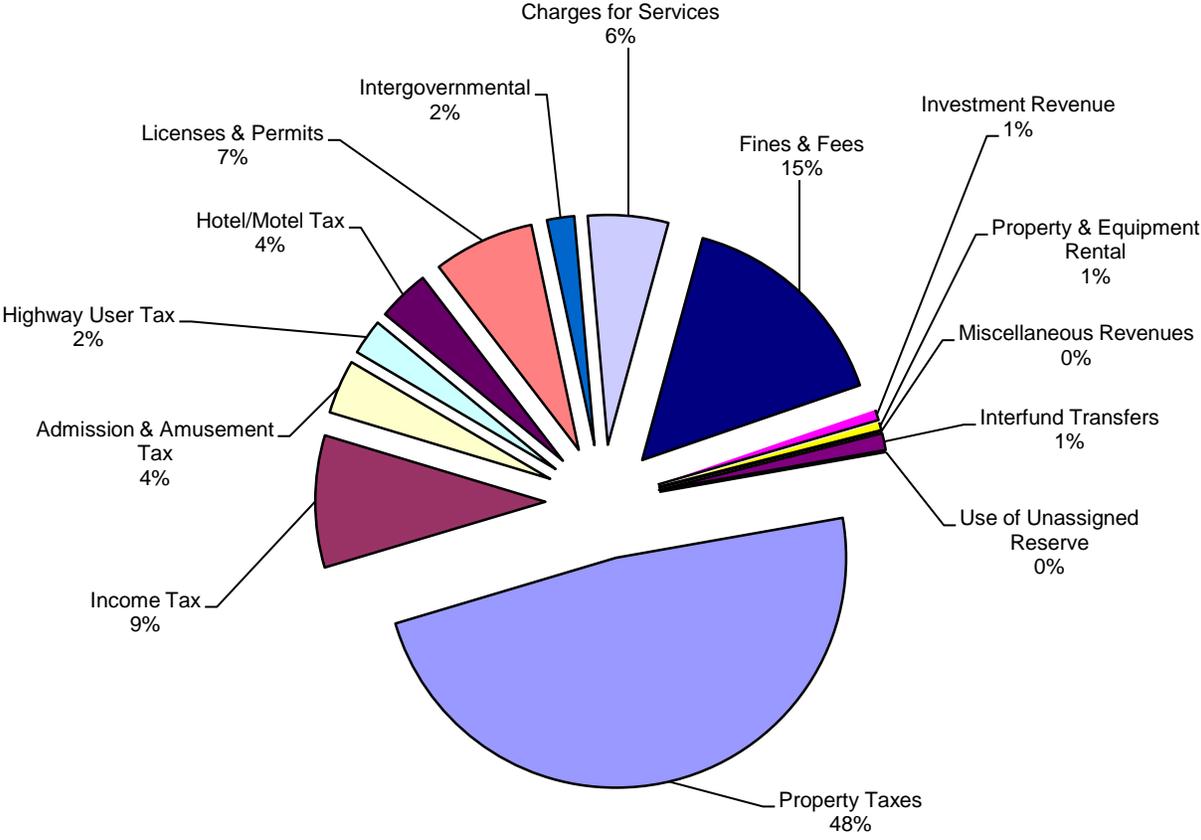
**CITY OF COLLEGE PARK, MARYLAND**  
**Comparative Operating Budget Summary - Parking Debt Service Fund (see Note 1 below)**  
**For Fiscal Years 2014, 2015, 2016 and 2017**

	FY 2014 Actual	FY 2015 Actual	FY 2016		FY 2017 Budget	
			Adjusted Budget	Actual	City Manager Proposed	Adopted
<b>REVENUES:</b>						
Property Taxes	\$	\$	\$	\$	\$	\$
Income Tax						
Admission & Amusement Tax						
Highway User Tax						
Hotel/Motel Tax						
<i>Total Taxes</i>	0	0	0	0	0	0
Licenses & Permits						
Intergovernmental						
Charges for Services	204,355	212,593	205,000	168,609	220,000	
Fines & Fees	52,053	51,473	45,000	33,708	50,500	
Investment Revenue						
Property & Equipment Rental						
Miscellaneous Revenues						
Proceeds-Other Financial Sources						
Use of Undesignated Reserve						
<b>TOTAL REVENUES</b>	<b>256,408</b>	<b>264,066</b>	<b>250,000</b>	<b>202,317</b>	<b>270,500</b>	<b>0</b>
<b>EXPENDITURES:</b>						
Administration						
Finance						
Public Services						
Planning, Comm. & Econ. Devel.						
Youth, Family & Senior Services						
Public Works						
Debt Service						
Interfund Transfers	0	0	257,392	0	211,687	
Contingency						
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>257,392</b>	<b>0</b>	<b>211,687</b>	<b>0</b>
<b>SURPLUS OR (DEFICIT)</b>	<b>\$ 256,408</b>	<b>\$ 264,066</b>	<b>\$ (7,392)</b>	<b>\$ 202,317</b>	<b>\$ 58,813</b>	<b>\$ 0</b>
<b>Fund Balance, Beginning of Year</b>	<b>804,765</b>	<b>1,061,173</b>		<b>1,325,239</b>		<b>1,527,556</b>
<b>Fund Balance, End of Year</b>	<b>\$ 1,061,173</b>	<b>\$ 1,325,239</b>		<b>\$ 1,527,556</b>	<i>[projected]</i>	<b>\$ 1,527,556</b>

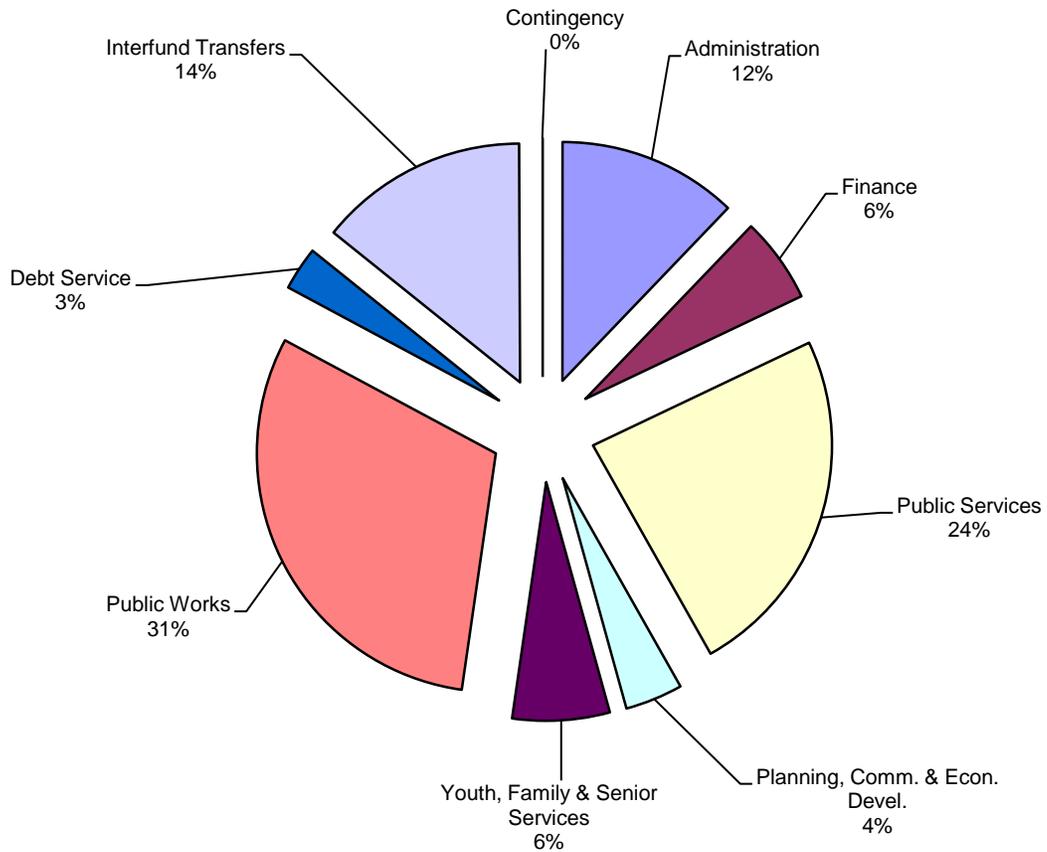
**Note 1:**

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.

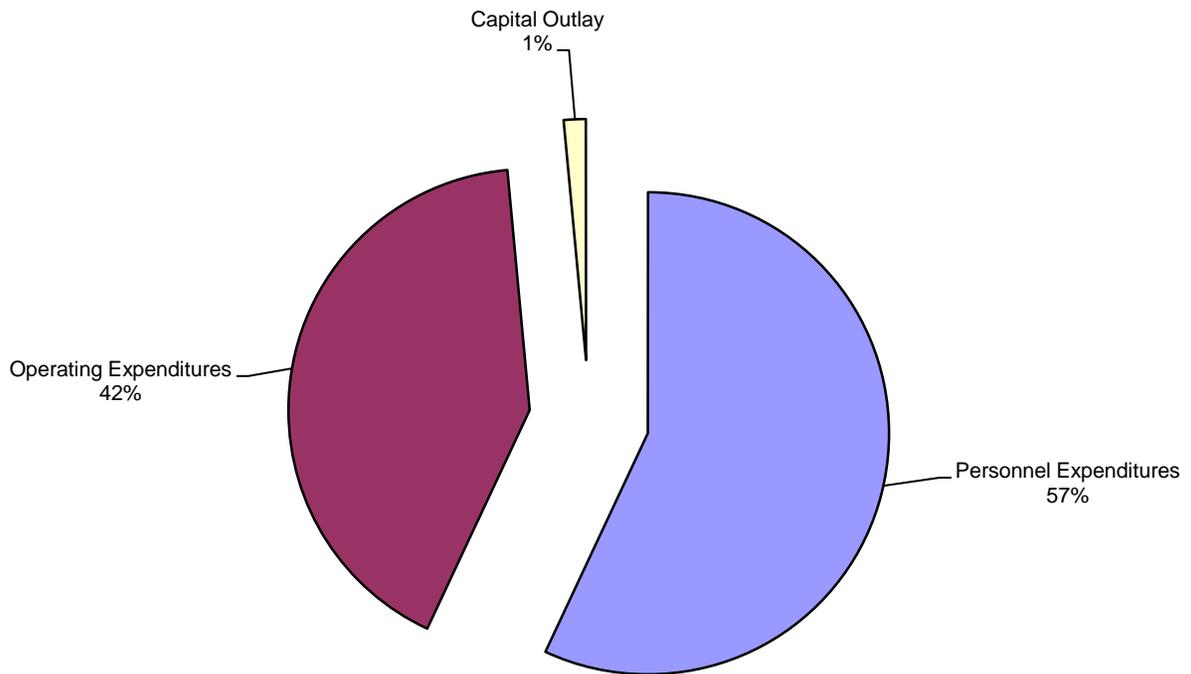
**CITY OF COLLEGE PARK  
 FY 2017 Budgeted General Fund Revenues by Category  
 as Percentage of Total Budgeted Revenues \$17,879,479**



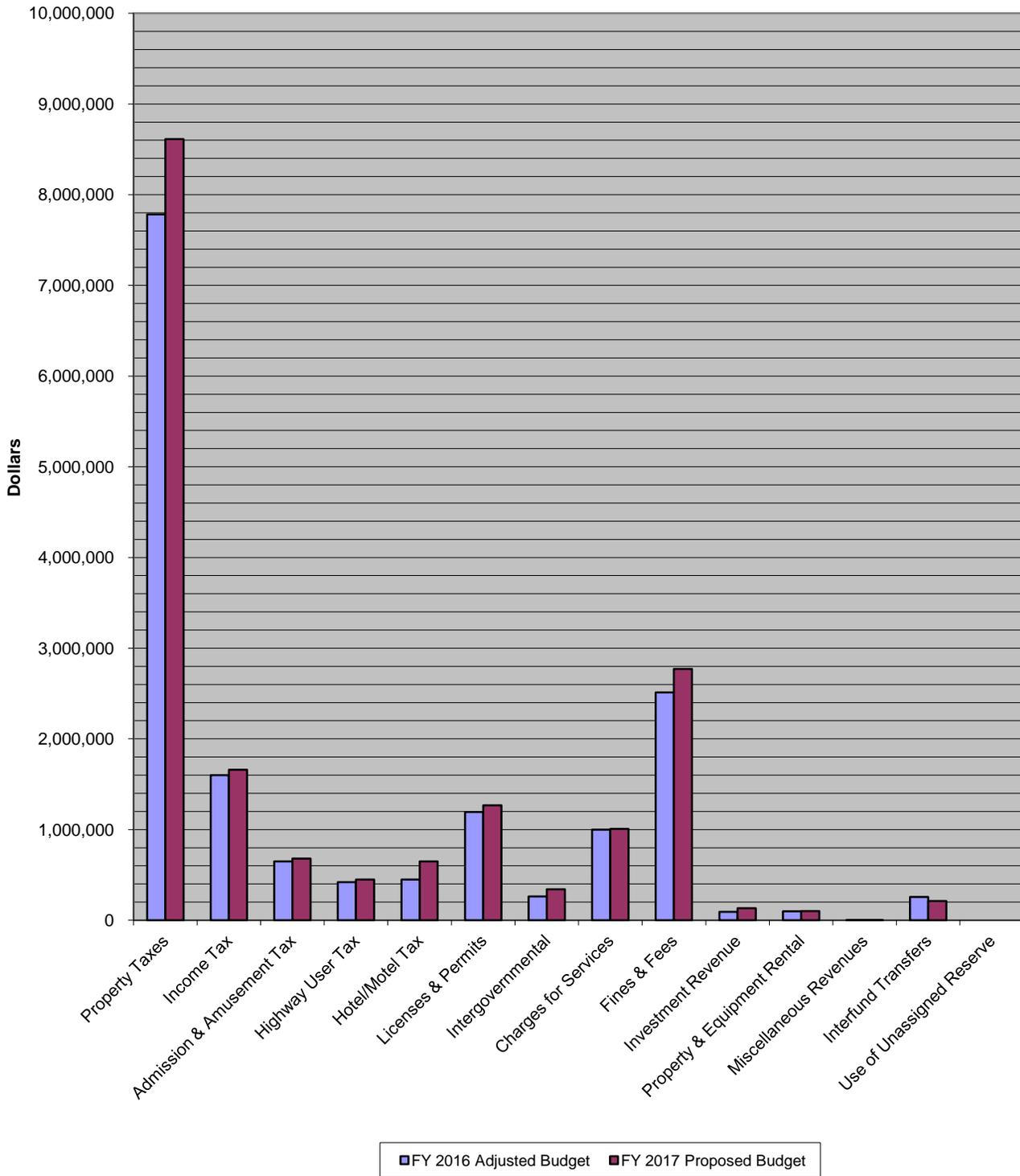
**CITY OF COLLEGE PARK**  
**FY 2017 Budgeted General Fund Expenditures by Department**  
**as Percentage of Total Budgeted Expenditures \$17,879,479**



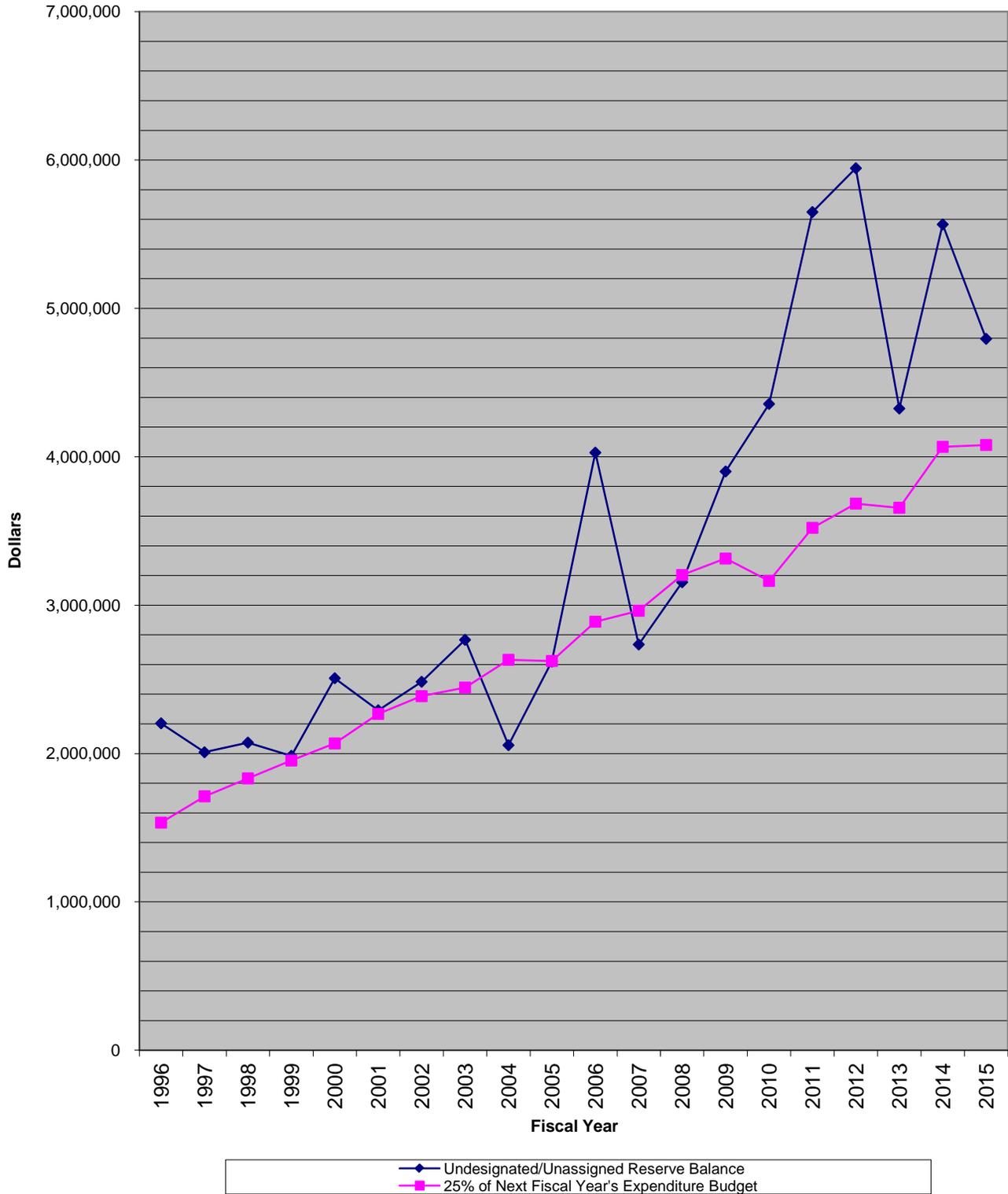
**CITY OF COLLEGE PARK**  
**FY2017 Budgeted General Fund Expenditures by Category**  
**as Percentage of Total Budgeted Expenditures \$17,879,479**



**CITY OF COLLEGE PARK**  
**Comparative General Fund Budgeted Revenues**  
**FY 2016 Adjusted Budget and FY 2017 Proposed Budget**



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





## City Vision

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

## City Goals

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

### **Goal 1: One College Park**

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

### **Goal 2: Environmental Sustainability**

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

### **Goal 3: High Quality Development and Reinvestment**

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

### **Goal 4: Quality Infrastructure**

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

### **Goal 5: Effective Leadership**

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

### **Goal 6: Excellent Services**

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

## **City Mission**

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

## **City Values**

### **Open and Effective Government**

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

### **High-Performing, Dedicated and Valued Employees**

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

### **Sustainability and Long-Term Planning**

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

### **Fiscal Responsibility**

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

### **Collaboration**

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

## **Finance Department Mission Statement**

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

## Distinguished Budget Presentation Award

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

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

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



## Overview of the City and its Departments

### About the City



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

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

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

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

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

## Overview of the City and its Departments

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

The City is served by the Washington Metropolitan Area Transit Authority ("WMATA") Metro system, providing a subway link (primarily north-south) on the Green Line from the College Park and Greenbelt stations to the District of Columbia and its Maryland and Virginia suburbs, and the state Maryland Transit Administration ("MTA") MARC train system, providing a light rail link to the Baltimore metropolitan area and its subway and train system. Bus service provided by WMATA and others is extensive. Additional light rail service on the proposed Purple Line is in design by the MTA, connecting College Park to Langley Park, Silver Spring and Bethesda to the west and New Carrollton to the east. The current schedule, subject to federal, state and county funding, calls for Purple Line construction to begin in 2016 and be completed by 2022.

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 Xfinity Center is the home for the Terrapins men's basketball team and other UMD athletic programs. Use of the Xfinity Center for other events or concerts is under consideration for the future.

### **Administration**

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

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

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

### **Finance**

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

### **Public Services**

The Department of Public Services handles parking enforcement, code enforcement, animal control and public safety, as well as providing administrative support to the Recreation Board. The Parking Enforcement program is responsible for coin and currency collection from the parking meters and pay stations in the surface parking lots in the downtown area and the parking garage, and enforcement of parking regulations in residential zones, metered lots and other areas throughout the City. The Code Enforcement program enforces all City codes pertaining to property maintenance and ensures compliance with City codes through the annual rental inspection program. The Animal Control program enforces the animal control laws of the City and Prince George's County, providing public awareness and education on proper care of domestic animals. The Speed Enforcement program administers the use of automated speed monitoring systems in designated school zones and institution of higher education zones (within ½ mile of University of Maryland property). Speed enforcement began in November 2010; vehicles that exceed the posted speed limit by 12 miles per hour are issued a \$40.00 civil citation. The Contract Police program provides off-duty Prince George's County police officers as part-time City employees, supplementing the County's regular police services within the City. Beginning in fiscal year 2010, the Contract Police program also includes funding for full-time police officers (2 officers for FY 2017) under a contract with Prince George's County.

### **Planning, Community and Economic Development**

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

## Overview of the City and its Departments

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

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

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

### Youth, Family & Senior Services

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

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

## Overview of the City and its Departments

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

### **Public Works**

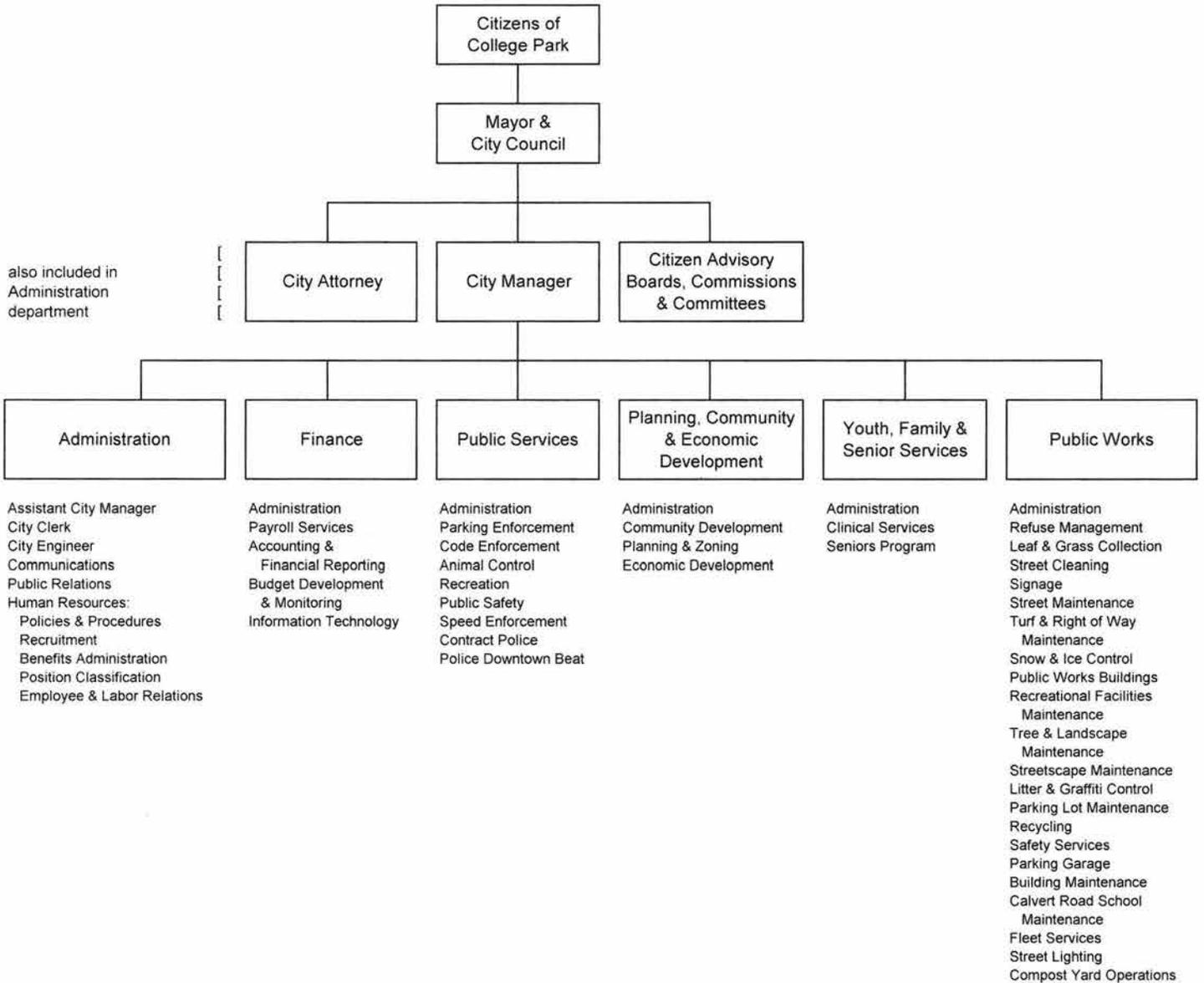
The Department of Public Works, which utilizes approximately one-half of the City's budget and comprises one-half of the City's workforce, provides full-service to City residents in the areas of solid waste management, recycling, street cleaning, signage, snow and ice removal, litter and graffiti control,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

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

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

# CITY OF COLLEGE PARK, MARYLAND

## Organization Chart



# CITY OF COLLEGE PARK, MARYLAND

## List of Principal Officials

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

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# FINANCIAL AND BUDGET POLICIES

## **Financial and Budget Policies**

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

### **Fund Structure**

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

In addition, the City maintains accounting records and performs record-keeping, billing and/or payroll services for other entities not included in the City's financial statements, including Guilford Run Fund, Neighborhood Watch Fund, Veterans Memorial Fund, Housing Authority of the City of College Park, College Park City-University Partnership ("CPCUP") 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 Proposed Operating and Capital Budget which is submitted to Mayor & Council by March 31. Copies of the proposed budget are made available to the public upon submittal to the Mayor & Council in printed form, on CD, and is posted to the City's website. In April, Mayor & Council hold several budget worksessions, open to the public, televised and streamed over the Internet, at which each department must justify its budget requests. During these budget

## Financial and Budget Policies

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

### Annual Budget Calendar

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

## Financial and Budget Policies

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

### Financial Reporting Basis of Accounting

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

### Budget Basis of Accounting

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

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

The budget is required to present a complete financial plan for the City. For fiscal year 2017, the City's governmental funds consist of the General Fund, Parking Debt Service Fund and the Capital Projects Fund; however, only the General Fund and Parking Debt Service Fund are budgeted on an annual basis. Budgetary control over the Capital Projects Fund is established by annual appropriations from the General Fund to C.I.P. project equity accounts through the adoption of a 5-year capital improvement program by the Mayor & Council.

### Budget Amendment after Adoption

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

## **Financial and Budget Policies**

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

### **Budget Transfers**

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

### **Budget Monitoring**

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

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

#### *Projects Included*

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

## Financial and Budget Policies

### *Priority of Projects*

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

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

### *Project Management*

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

### *Project Funding*

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

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

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

## **Financial and Budget Policies**

### **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.

### **Accounting Policy**

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

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

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

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

### **Balanced Operating Budget Policy**

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

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

## **Financial and Budget Policies**

### **Cash Management Policy**

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

### **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, 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.

### **Encumbrance Policy**

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

### **Fund Balance Policy**

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

## Financial and Budget Policies

“undesigned reserve” was changed to “unassigned reserve”.

### Fund Balance Retention Policy

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

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

In the event that the General Fund unassigned reserve falls below the 25% goal, the Director of Finance and City Manager will consider budgetary methods to increase the reserve to the desired goal. These may include delaying planned purchases, freezing vacant staff positions or other measures. Falling below the 25% goal has only occurred 4 times in the past 25 years (1991, 2004, 2007, 2015), and none were the result of operating deficits. 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. In FY 2015, our auditors recorded the MSRP purchase of prior service credit in full for financial statement purposes, rather than having it recorded in installments for budgetary purposes. By FY 2015 budget amendment, we used the same methodology for budgetary purposes, thus eliminating the need to budget \$250,000 each year for the repayment to the General Fund.

### Investment Policy

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

## Financial and Budget Policies

### Rights-of-Way Maintenance Policy

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

### Other Policies

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

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

### 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.

## **Financial and Budget Policies**

### **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.

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# PAY PLAN

## Overview of the Pay Plan

This section of the budget includes the current pay table as well as schedules of annual salary range by job classification and authorized full time equivalent (“FTE”) positions by department (for current and prior fiscal years). The pay table includes 2.50% annual increases for each of 17 steps, assuming a satisfactory performance evaluation. 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 2017 will be the 1st year of a new 3-year collective bargaining agreement with AFSCME Local 1209, covering certain Public Works employees. Negotiations are underway for the new contract but have not been completed. An FY 2017 cost of living adjustment (“COLA”) has not been determined. Historically, employees not covered under the collective bargaining agreement have been granted the same COLA and retirement benefits as covered employees.

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

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

The City joined the Reformed Contributory Pension Benefit Plan of the State Retirement and Pension System of Maryland (“MSRP”) effective July 1, 2014. The City purchased 60% prior service credit for those employees who elected to join the MSRP. Employees will be required to contribute 7% of their base pay on a pre-tax basis and the City’s match for FY 2017 will be 5.0%. Employees enrolled in the MSRP do not receive a contribution to their existing §401(a) defined contribution plan but may still participate in the §457 deferred compensation plan. Employees hired on or after July 1, 2014 are required to join the MSRP.

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

## Overview of the Pay Plan

of mutual fund products. The plan assets, once fully vested, including all income earned and contributions paid, are the exclusive property of the participants and are not assets of the City.

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

**CITY OF COLLEGE PARK, MARYLAND**  
**Annual Salary Range by Job Classification**  
**For the fiscal year ending June 30, 2017**

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

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

	23	\$76,955 - \$132,247
Director of Finance	24	\$82,820 - \$142,326
Director of Public Works		
Assistant City Manager		
Director of Youth, Family & Senior Services		
Director of Planning		
Director of Public Services		
Director of Human Resources		

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

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

74	\$49,095	-	\$84,370
75	\$52,029	-	\$89,412
76	\$54,961	-	\$94,451
77	\$57,892	-	\$99,487
78	\$60,825	-	\$104,528
79	\$63,758	-	\$109,568
80	\$66,691	-	\$114,609
81	\$69,623	-	\$119,647
82	\$72,556	-	\$124,688
83	\$76,955	-	\$132,247
84	\$82,820	-	\$142,326

**CITY OF COLLEGE PARK, MARYLAND  
PAY TABLE - FY 2017 (not finalized)**

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

Grades 1 - 24 are for employees not covered under the Public Works collective bargaining agreement. Grades 61 - 84 are for employees covered under the Public Works collective bargaining agreement. Negotiations for a new 3-year collective bargaining agreement are in process but have not been completed. No decision has been made on a cost of living adjustment ("COLA") for fiscal year 2017. The Pay Table below is the FY 2016 table.

Employees not covered under the Public Works collective bargaining agreement (Grades 1-24):																		LONGEVITY STEPS		
STEP	Entry 1	1 yr./2.5% 2	1 yr./2.5% 3	1 yr./2.5% 4	1 yr./2.5% 5	1 yr./2.5% 6	1 yr./2.5% 7	1 yr./2.5% 8	1 yr./2.5% 9	1 yr./2.5% 10	1 yr./2.5% 11	1 yr./2.5% 12	1 yr./2.5% 13	1 yr./2.5% 14	1 yr./2.5% 15	1 yr./2.5% 16	1 yr./2.5% 17	3 yrs./5% 20	3 yrs./5% 23	3 yrs./5% 26
GRADE 1	27,837	28,533	29,246	29,977	30,727	31,495	32,282	33,089	33,917	34,765	35,634	36,525	37,438	38,374	39,333	40,316	41,324	43,390	45,560	47,838
2	29,302	30,035	30,785	31,555	32,344	33,153	33,981	34,831	35,702	36,594	37,509	38,447	39,408	40,393	41,403	42,438	43,499	45,674	47,958	50,356
3	30,770	31,539	32,328	33,136	33,964	34,813	35,684	36,576	37,490	38,428	39,388	40,373	41,382	42,417	43,477	44,564	45,678	47,962	50,360	52,878
4	32,235	33,041	33,867	34,714	35,581	36,471	37,383	38,317	39,275	40,257	41,264	42,295	43,352	44,436	45,547	46,686	47,853	50,246	52,758	55,396
5	33,702	34,545	35,408	36,293	37,201	38,131	39,084	40,061	41,063	42,089	43,141	44,220	45,325	46,459	47,620	48,811	50,031	52,532	55,159	57,917
6	35,167	36,046	36,947	37,871	38,818	39,788	40,783	41,803	42,848	43,919	45,017	46,142	47,296	48,478	49,690	50,932	52,206	54,816	57,557	60,435
7	36,634	37,550	38,489	39,451	40,437	41,448	42,484	43,546	44,635	45,751	46,895	48,067	49,269	50,500	51,763	53,057	54,383	57,103	59,958	62,956
8	38,100	39,053	40,029	41,030	42,055	43,107	44,184	45,289	46,421	47,582	48,771	49,991	51,240	52,521	53,834	55,180	56,560	59,388	62,357	65,475
9	39,567	40,556	41,570	42,609	43,675	44,766	45,886	47,033	48,209	49,414	50,649	51,915	53,213	54,544	55,907	57,305	58,737	61,674	64,758	67,996
10	41,033	42,059	43,110	44,188	45,293	46,425	47,586	48,775	49,995	51,245	52,526	53,839	55,185	56,564	57,979	59,428	60,914	63,959	67,157	70,515
11	42,499	43,561	44,651	45,767	46,911	48,084	49,286	50,518	51,781	53,075	54,402	55,762	57,156	58,585	60,050	61,551	63,090	66,245	69,557	73,035
12	43,965	45,064	46,191	47,345	48,529	49,742	50,986	52,261	53,567	54,906	56,279	57,686	59,128	60,606	62,121	63,674	65,266	68,530	71,956	75,554
13	45,431	46,570	47,737	48,933	50,156	51,407	52,688	53,999	55,341	56,714	58,119	59,556	61,026	62,529	64,066	65,638	67,246	70,590	74,170	77,886
14	46,897	48,076	49,283	50,518	51,781	53,075	54,399	55,754	57,139	58,554	59,999	61,475	62,982	64,520	66,089	67,689	69,321	72,755	76,425	80,231
15	48,363	49,582	50,839	52,124	53,437	54,778	56,147	57,544	58,970	60,425	61,909	63,422	64,964	66,535	68,135	69,764	71,422	74,957	78,737	82,661
16	49,829	51,098	52,395	53,720	55,073	56,454	57,863	59,299	60,764	62,257	63,778	65,327	66,904	68,508	70,139	71,796	73,479	77,034	80,934	84,979
17	51,295	52,614	53,961	55,336	56,739	58,170	59,628	61,113	62,624	64,151	65,703	67,280	68,882	70,509	72,161	73,838	75,540	79,115	83,245	87,520
18	52,761	54,130	55,527	56,952	58,404	59,883	61,388	62,919	64,475	66,056	67,662	69,293	70,949	72,630	74,336	76,067	77,823	81,418	85,678	90,193
19	54,227	55,646	57,093	58,568	60,069	61,596	63,149	64,728	66,338	67,979	69,650	71,351	73,082	74,843	76,634	78,455	80,306	83,921	88,251	92,896
20	55,693	57,152	58,637	60,148	61,685	63,248	64,837	66,451	68,090	69,754	71,443	73,167	74,926	76,719	78,546	80,407	82,292	85,927	90,487	95,372
21	57,159	58,658	60,183	61,733	63,308	64,908	66,533	68,183	69,858	71,557	73,290	75,057	76,858	78,693	80,562	82,465	84,392	88,047	92,827	97,942
22	58,625	60,154	61,703	63,273	64,863	66,483	68,133	69,803	71,493	73,212	74,960	76,737	78,544	80,381	82,248	84,145	86,072	89,747	94,647	99,882
23	60,091	61,650	63,229	64,829	66,459	68,109	69,789	71,489	73,208	74,956	76,733	78,540	80,377	82,244	84,141	86,068	88,025	91,720	96,750	102,165
24	61,557	63,156	64,775	66,414	68,073	69,752	71,451	73,170	74,909	76,678	78,477	80,306	82,165	84,054	85,973	87,922	89,891	93,616	98,786	104,341

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

STEP	1 yr./2.5%																	LONGEVITY STEPS		
	Entry 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	20	23	26
61	27,837	28,533	29,246	29,977	30,727	31,495	32,282	33,089	33,917	34,765	35,634	36,525	37,438	38,374	39,333	40,316	41,324	43,390	45,560	47,838
62	29,302	30,035	30,785	31,555	32,344	33,153	33,981	34,831	35,702	36,594	37,509	38,447	39,408	40,393	41,403	42,438	43,499	45,674	47,958	50,356
63	30,770	31,539	32,328	33,136	33,964	34,813	35,684	36,576	37,490	38,428	39,388	40,373	41,382	42,417	43,477	44,564	45,678	47,962	50,360	52,878
64	32,235	33,041	33,867	34,714	35,581	36,471	37,383	38,317	39,275	40,257	41,264	42,295	43,352	44,436	45,547	46,686	47,853	50,246	52,758	55,396
65	33,702	34,545	35,408	36,293	37,201	38,131	39,084	40,061	41,063	42,089	43,141	44,220	45,325	46,459	47,620	48,811	50,031	52,532	55,159	57,917
66	35,167	36,046	36,947	37,871	38,818	39,788	40,783	41,803	42,848	43,919	45,017	46,142	47,296	48,478	49,690	50,932	52,206	54,816	57,557	60,435
67	36,634	37,550	38,489	39,451	40,437	41,448	42,484	43,546	44,635	45,751	46,895	48,067	49,269	50,500	51,763	53,057	54,383	57,103	59,958	62,956
68	38,100	39,053	40,029	41,030	42,055	43,107	44,184	45,289	46,421	47,582	48,771	49,991	51,240	52,521	53,834	55,180	56,560	59,388	62,357	65,475
69	39,567	40,556	41,570	42,609	43,675	44,766	45,886	47,033	48,209	49,414	50,649	51,915	53,213	54,544	55,907	57,305	58,737	61,674	64,758	67,996
70	41,033	42,059	43,110	44,188	45,293	46,425	47,586	48,775	49,995	51,245	52,526	53,839	55,185	56,564	57,979	59,428	60,914	63,959	67,157	70,515
71	42,499	43,561	44,651	45,767	46,911	48,084	49,286	50,518	51,781	53,075	54,402	55,762	57,156	58,585	60,050	61,551	63,090	66,245	69,557	73,035
72	43,965	45,064	46,191	47,345	48,529	49,742	50,986	52,261	53,567	54,906	56,279	57,686	59,128	60,606	62,121	63,674	65,266	68,530	71,956	75,554
73	46,163	47,317	48,500	49,713	50,955	52,229	53,535	54,873	56,245	57,651	59,093	60,570	62,084	63,636	65,227	66,858	68,529	71,956	75,553	79,331
74	49,095	50,322	51,580	52,870	54,192	55,546	56,935	58,359	59,817	61,313	62,846	64,417	66,027	67,678	69,370	71,104	72,882	76,526	80,352	84,370
75	52,029	53,330	54,663	56,030	57,430	58,866	60,338	61,846	63,392	64,977	66,602	68,267	69,973	71,723	73,516	75,354	77,237	81,099	85,154	89,412
76	54,961	56,335	57,743	59,187	60,667	62,183	63,738	65,331	66,965	68,639	70,355	72,114	73,916	75,764	77,658	79,600	81,590	85,669	89,953	94,451
77	57,892	59,339	60,823	62,343	63,902	65,499	67,137	68,815	70,536	72,299	74,107	75,959	77,858	79,805	81,800	83,845	85,941	90,238	94,750	99,487
78	60,825	62,346	63,904	65,502	67,139	68,818	70,538	72,302	74,109	75,962	77,861	79,808	81,803	83,848	85,944	88,093	90,295	94,810	99,550	104,528
79	63,758	65,352	66,986	68,660	70,377	72,136	73,940	75,788	77,683	79,625	81,616	83,656	85,747	87,891	90,088	92,341	94,649	99,382	104,351	109,568
80	66,691	68,358	70,067	71,819	73,614	75,455	77,341	79,275	81,257	83,288	85,370	87,504	89,692	91,934	94,233	96,588	99,003	103,953	109,151	114,609
81	69,623	71,364	73,148	74,976	76,851	78,772	80,741	82,760	84,829	86,950	89,123	91,351	93,635	95,976	98,375	100,835	103,356	108,524	113,950	119,647
82	72,556	74,370	76,229	78,135	80,088	82,090	84,143	86,246	88,402	90,613	92,878	95,200	97,580	100,019	102,520	105,083	107,710	113,095	118,750	124,688
83	76,955	78,879	80,851	82,872	84,944	87,068	89,244	91,475	93,762	96,106	98,509	100,972	103,496	106,083	108,735	111,454	114,240	119,952	125,950	132,247
84	82,820	84,891	87,013	89,186	91,418	93,703	96,046	98,447	100,908	103,431	106,017	108,667	111,384	114,168	117,022	119,948	122,947	129,094	135,549	142,326

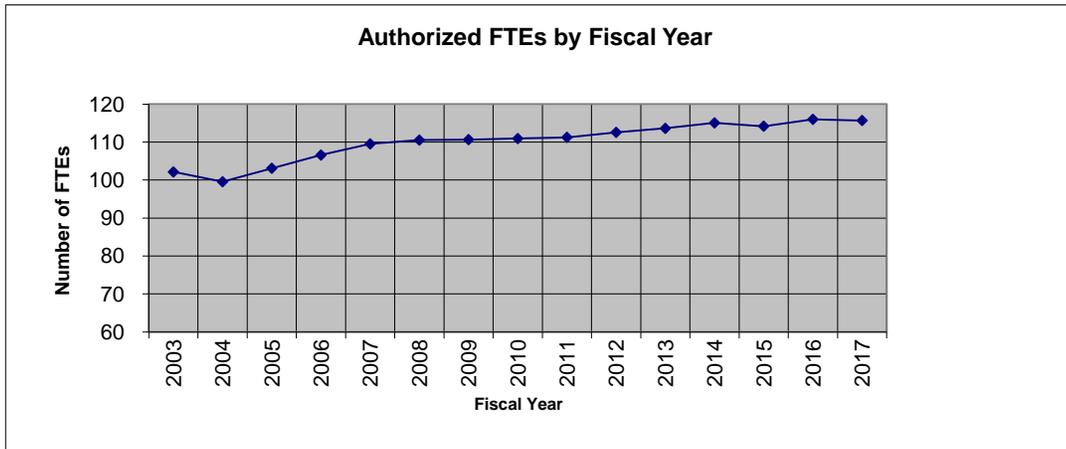
**City of College Park, Maryland**  
**Schedule of Authorized Full Time Equivalent (FTE) Positions**  
**for the fiscal year ending June 30, 2017**

Position Title	Grade	FY 2017 Authorized Full Time Equivalents (FTEs)						TOTAL
		Admini- stration	Finance	Public Services	Planning	Youth, Family, Srs.	Public Works	
<b>Merit:</b>								
Custodial Worker	1						1.00	1.00
Laborer	62						13.00	13.00
Office Specialist I	3					0.93		0.93
Laborer/Driver	63						1.00	1.00
Office Specialist II	6			2.88			1.00	3.88
Fiscal Support Specialist II	6		1.70	0.30				2.00
Parking Enforcement Officer I	6			0.50				0.50
Bus Driver	6					1.59		1.59
Custodial Supervisor	6						1.00	1.00
Engineering Technician I	6						1.00	1.00
Outreach Coordinator Assistant	6					0.75		0.75
Motor Equipment Operator I	66						8.00	8.00
Supply Clerk	66						1.00	1.00
Groundskeeper	66						1.00	1.00
Dispatch / Administrative Clerk	66						1.00	1.00
Parking Enforcement Officer II	7			5.00				5.00
Facilities Maintenance Worker	7						1.00	1.00
Motor Equipment Operator I+A	67						3.00	3.00
Code Enforcement Officer I	8			3.00				3.00
Motor Equipment Operator II	68							0.00
Office Specialist III	9	1.00		1.00				2.00
Motor Equipment Operator II+A	69						1.00	1.00
Garage Supply Clerk / Asst. Mechanic	69						1.00	1.00
Code Enforcement Officer II	10			1.00				1.00
Animal Control Officer III	10			1.00				1.00
Fiscal Support Specialist III	10		1.00					1.00
Payroll Supervisor	10		1.00					1.00
Seniors Program Caseworker	10					1.00		1.00
Motor Equipment Operator III	71						1.00	1.00
Mechanic II	71						1.00	1.00
Code Enforcement Officer III	12			3.00				3.00
Information Technology Tech II	12		1.00					1.00
Administrative Assistant	12			1.00	1.00	1.00		3.00
Lead Groundskeeper	72						1.00	1.00
Safety Officer	13						1.00	1.00
Crew Chief	13						2.00	2.00
Landscape Foreman	13						1.00	1.00
Fleet Supervisor	13						1.00	1.00
Parking Enf. Field Operations Supervisor	13			1.00				1.00
Assistant City Clerk	13	1.00						1.00
Human Resources Generalist	13	1.00						1.00
Seniors Program Manager	13					1.00		1.00
Communications Coordinator	13	1.00						1.00
Sustainability Coordinator	13						1.00	1.00
Family Therapist	14					2.89		2.89
Planner	14				1.00			1.00
Economic Development Planner	14				1.00			1.00
Billing & Collections Supervisor II	14		1.00					1.00
Information Technology Tech III	15		1.00					1.00

		FY 2017 Authorized Full Time Equivalents (FTEs)						
Position Title	Grade	Admini- stration	Finance	Public Services	Planning	Youth, Family, Srs.	Public Works	TOTAL
Clinical Supervisor	17					0.75		0.75
Parking Enforcement Manager	17			1.00				1.00
Code Enforcement Manager	17			1.00				1.00
Senior Planner	17				1.00			1.00
Programmer Analyst	18		1.00					1.00
Information Technology Manager	19		1.00					1.00
Asst Dir of Public Works-Administration	20						1.00	1.00
Asst Dir of Public Works-Oper. & Facil.	20						1.00	1.00
Deputy Director of Finance	20		1.00					1.00
Senior City Clerk	21	1.00						1.00
Civil Engineer III	22						1.00	1.00
Director of Finance	24		1.00					1.00
Director of Public Works	24						1.00	1.00
Director of Youth, Family & Senior Svcs.	24					1.00		1.00
Director of Planning	24				1.00			1.00
Director of Public Services	24			1.00				1.00
Director of Human Resources	24	1.00						1.00
Assistant City Manager	24	1.00						1.00
Subtotals		7.00	10.70	22.68	5.00	10.91	48.00	104.29
<b>Nonclassified:</b>								
Police Officers	N/A			9.62				9.62
Child Care Provider	N/A					0.16		0.16
Group Co-Facilitator	N/A					0.06		0.06
Planning Intern	N/A				0.20			0.20
Engineering Intern II	N/A						0.35	0.35
City Manager	N/A	1.00						1.00
Subtotals		1.00	0.00	9.62	0.20	0.22	0.35	11.39
<b>FISCAL YEAR 2017 TOTALS</b>		<b>8.00</b>	<b>10.70</b>	<b>32.30</b>	<b>5.20</b>	<b>11.13</b>	<b>48.35</b>	<b>115.68</b>

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

Fiscal Year	Authorized Full Time Equivalents (FTEs)						TOTAL
	Admini- stration	Finance	Public Services	Planning	Youth, Family, Srs.	Public Works	
2003	9.00	11.00	20.30	5.00	7.25	49.58	102.13
2004	8.00	11.00	20.30	4.00	7.25	49.00	99.55
2005	8.00	11.50	21.65	5.00	7.95	49.00	103.10
2006	8.00	11.80	23.83	5.00	7.95	50.00	106.58
2007	7.00	11.80	28.02	5.00	7.95	49.75	109.52
2008	7.00	11.80	28.52	5.00	8.45	49.75	110.52
2009	7.00	11.80	28.47	5.00	8.63	49.75	110.65
2010	7.00	11.80	28.50	5.00	8.63	50.00	110.93
2011	7.00	11.30	27.00	5.50	10.45	50.00	111.25
2012	7.00	10.80	29.89	5.30	9.41	50.15	112.55
2013	7.00	10.80	30.74	5.20	9.71	50.15	113.60
2014	7.75	10.70	31.34	5.20	9.71	50.35	115.05
2015	7.00	10.70	30.84	5.20	10.09	50.35	114.18
2016	7.00	10.70	32.30	5.20	10.43	50.35	115.98
2017	8.00	10.70	32.30	5.20	11.13	48.35	115.68



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# GENERAL FUND REVENUES

# REVENUES

REVENUE FOOTNOTES		
Element/Object	Details	Amount
<b>Taxes</b>		
31010 Real Property Taxes	Based on proposed FY 2017 assessment from State Department of Assessments and Taxation (SDAT) for non-exempt property: Full value assessment of \$2,352,268,219 less homestead tax credit adjustment of \$47,906,624 @ tax rate \$0.335 per \$100. Full value assessment percentage increase from FY 2016 is 11.75%. FY 2017 rate of \$0.335 is the same as in FY 2016. Includes "tax differential only" billing for Holiday Inn properties annexed in FY 2004 (tax class 02) at \$0.031 per \$100.	7,665,659
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 2017 budget is based on FY 2012-2016 actual tax credits.	(35,000)
31017 Revitalization Tax Credit	Year 3 of a 5-year revitalization tax credit for Student Housing College Park, LLLP (The Varsity) totaling \$500,000, approved by Mayor & Council on June 18, 2013	(100,000)
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 2017 assessment of \$14,759,667 @ \$0.335 per \$100	49,445
31023 PILOT-UM Washington Post Property	Annual payment from University of Maryland in lieu of real property taxes on former Washington Post property; FY 2016 assessment of \$11,527,667 @ \$0.335 per \$100	38,618
31090 Tax Penalties & Interest, Real Property Tax	Estimate based on historical data	25,000
31110 Personal Property Tax	Based on current year's data and 10% depreciation, at FY 2017 tax rate \$0.838 per \$100 on \$87,058,823 estimated assessed valuation. FY 2017 rate of \$0.838 is the same as in FY 2016. Includes "tax differential only" billing for Holiday Inn properties at \$0.073 per \$100.	950,000
31190 Tax Penalties & Interest, Personal Property Tax	Estimate based on historical data	2,500
31410 Income Tax	Estimate based on current year's data and prior year trends; projecting 4% increase for FY 2017	1,660,000
31510 Admission & Amusement Tax	Estimate based on average of previous 3 fiscal years, increased to cover potential attendance increase resulting from UMD's entry into the Big Ten	680,000

## REVENUES

<b>REVENUE FOOTNOTES</b>		
<b>Element/Object</b>	<b>Details</b>	<b>Amount</b>
31610 Highway User Tax	Estimate provided by State Highway Administration (SHA) ..... 119,408 Supplemental state transportation grant to municipalities (estimated) ..... 328,373	447,781
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 and the reporting by Marriott Inn & Conference Center	650,000
<b>Licenses &amp; Permits</b>		
32210 City Liquor Licenses	Estimate based on current annual billing, which occurs on April 1. City license rates are 20% of the County rate.	14,000
32220 State Traders' Licenses	Estimate based on trend during previous 3 fiscal years	29,000
32310 City Building Permits	Estimate provided by Department of Public Services	10,000
32340 Occupancy Permits	Estimate provided by Department of Public Services; covers 76.5% self-support of Code Enforcement program budget. Rates for FY 2017 (same as in FY 2016) 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 418 new units at Terrapin Row and 235 new units at Monument Village	884,548
32345 Driveway Apron Permits	Estimate based on historical data	2,000
32350 Other Licenses		0
32365 Utility Easements	Verizon easement	605
32370 Bus Shelters	Based on current year data; estimate provided by Department of Finance	10,000
32375 Encroachment Permits	1 contract @ \$500	500
<b>Utility Franchise Fees</b>		
32410 Utility Franchise Fees-Comcast Cable	5% franchise fee; estimate based on current year's revenue trend	200,000
32415 Utility Franchise Fees-Verizon	5% franchise fee; estimate based on current year's revenue trend	115,000
<b>Intergovernmental</b>		
33070 Federal Emergency Management Agency	Estimated reimbursement for January 2016 snow event	40,000
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	180,000

## REVENUES

<b>REVENUE FOOTNOTES</b>		
<b>Element/Object</b>	<b>Details</b>	<b>Amount</b>
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 payable through Prince George's County, covering 75% of program costs for Youth & Family Administration and Clinical Services programs	72,055
33420 Financial Institutions	Bank stock tax, payable through Prince George's County	10,717
33430 Youth Services Grant (County Grant)	Discretionary County grant	30,000
33434 Special Appropriations Grant (County Grant)	Discretionary grants, Prince George's County Council members	4,000
<b>Charges for Services</b>		
34110 Zoning Application Processing Fee	Estimate provided by Department of Planning	5,000
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 of meter and pay station revenue (excluding parking garage) based on revenue trend over previous 3 fiscal years. \$0.75 hourly rate is allocated 2/3 to General Fund, 1/3 to Parking Debt Service Fund as additional revenue from FY 2008 50% meter rate increase has been earmarked for future parking garage debt service.	330,000
34321 Garage Pay Station Revenue	Estimate based on current year revenue from pay stations in parking garage. \$0.75 hourly rate is allocated 2/3 to General Fund, 1/3 to Parking Debt Service Fund. Reduced for free Saturday summer parking in June-August.	105,000
34325 Parking Permit Revenue	Estimates provided by Department of Public Services: 35 monthly permits in Church lot @ \$40/month (less 50% payment to St. Andrew's Episcopal Church) ..... 7,200 Knox Road monthly permits @ \$50/month ..... 6,000 Hartwick Road monthly permits @ \$50/month ..... 10,000 Calvert Road lot monthly permits @ \$40/month ..... 11,200 Pontiac Street monthly permits @ \$40/month ..... 4,320 Residential zone permits, estimate ..... 29,280	68,000
34326 Garage Permit Revenue	Estimate based on current year revenue trend; 125 permits @ \$60/month for downtown merchants, \$80/month for other permit holders	90,000
34340 MVA Registration Fees	Estimate provided by Department of Public Services	200

## REVENUES

<b>REVENUE FOOTNOTES</b>		
<b>Element/Object</b>	<b>Details</b>	<b>Amount</b>
34350 MVA Non-Resident Permits	Estimate provided by Department of Public Services	1,700
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	200,000
34430-01 Recycling Revenue-Scrap Metal	Sale of scrap metal and appliances, generated through Public Works-Recycling program	1,080
34430-03 Recycling Revenue-Motor Oil	Sale of motor oil collected at Public Works yard	0
34430-04 Recycling Revenue-Single Stream	Rebate payments for all recyclables (commingles and mixed paper), collected as "single stream" through Public Works-Recycling program	0
34460 CDMA Litter Rebate	Estimate based on current year billings; partial reimbursement of overtime cost for weekend litter pickup	4,290
34490 Compost Sales	Estimate provided by Department of Public Works, based on sale of 2,120 cubic yards of screened compost @ \$26.42/cubic yard	56,010
34491 Wood Chip Sales	Estimate provided by Department of Public Works, based on sale of 1,100 cubic yards of wood chips @ \$11.32/cubic yard	12,000
34492 Tipping Fees Revenue	Estimate provided by Department of Public Works, based on billing for 5,000 cubic yards @ \$4.75/cubic yard	23,750
34493 Leaf Mulch Sales	Estimate provided by Department of Public Works, based on sale of 80 cubic yards of leaf mulch @ \$13.20/cubic yard	1,056
34494 Delivery Charge-Compost	Estimate provided by Department of Public Works, delivery charge varies by delivery zone (7 zones)	9,000
34495 Delivery Charge-Wood Chips	Estimate provided by Department of Public Works, delivery charge varies by delivery zone (7 zones)	4,000
34510 Youth Services Client Fees	Estimate provided by Department of Youth, Family & Senior Services	12,000
<b>Fines and Fees</b>		
35910 Election Fines	Fines assessed by Board of Election Supervisors	0
35920 Animal Fines Revenue	Estimate provided by Department of Public Services	0
35930 Vehicle Booting Fees	Estimate based on current year's data	400
35940 Parking Fines Revenue	Estimate using historical data from prior fiscal years. FY 2011 parking ticket increase of \$2.50 for expired meter (violation 01) and overtime parking (violation 30) goes to the Parking Debt Service Fund.	900,000

## REVENUES

<b>REVENUE FOOTNOTES</b>		
<b>Element/Object</b>	<b>Details</b>	<b>Amount</b>
35950 Municipal Infractions	Estimate provided by Department of Public Services	40,000
35970-01 Speed Enforcement Cameras	Civil citations @ \$40 for speed in excess of 11 mph over posted speed limit in school and institution of higher education zones; FY 2017 revenue estimate	3,000,000
35970-02 Optotraffic-Processing Charges	Vendor processing charge @ 39% of speed enforcement camera citations paid	(1,170,000)
35970-03 Optotraffic-Engineering Study	As needed for new locations	(0)
35970-05 State of Maryland Repayment	Repayment to the Comptroller of net speed enforcement camera revenue in excess of 10% of General Fund revenue	0
<b>Miscellaneous Revenues</b>		
36110 Investment Earnings	Estimate based on projected earnings from bank certificates of deposit, Federal agencies and the Maryland Local Government Investment Pool (MLGIP)	101,000
36122 Tenant Improvement Allow-Garage Retail	Interest @ 4% on \$960,000 20-year allowance for tenant improvements in the parking garage retail space	31,520
36211 Property Rental-Parking Garage Retail	Lease for rental of 5,800 square feet of retail space in parking garage @ \$15 per square foot: monthly rent at \$7,250	87,000
36214 Property Rental-City Hall Meeting Rooms	Estimate based on current year revenues	250
36215 Property Rental-Old Parish House	Estimate based on current year revenues	11,000
36216 Cleaning Fee-City Buildings	Estimate based on current year revenues	750
36218 Property Rental-Davis Hall	Estimate based on current year revenues	1,500
36219 Property Rental-Duvall Field	Estimate based on current year revenues	0
36410 Sale of Fixed Assets	Beginning in FY 2016, proceeds from the sale of surplus equipment have been transferred to C.I.P. project 925051, Vehicle Replacement	0
36610 Miscellaneous		0
36615 Freedom of Information Act Requests	Estimate provided by Department of Finance	0
36650 Animal License Commission	Estimate provided by Department of Public Services	1,000

# REVENUES

<b>REVENUE FOOTNOTES</b>		
<b>Element/Object</b>	<b>Details</b>	<b>Amount</b>
36670 CDMA Billing Fees	2% billing fee for billing and collecting dues for Downtown College Park Management Authority (DCPMA)	370
<b>Non-Revenue Receipts</b> 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: STI Institutional & Government, Inc. – bond principal ..... 340,000 STI Institutional & Government, Inc. – bond interest ..... <u>185,207</u> Subtotal ..... 525,207 Garage pay station revenue (account 343.21) .....(105,000) Garage permit revenue (account 343.26) .....(90,000) Garage retail rent (account 362.11) .....(87,000) Interest – tenant improvement allowance (account 361.22) .....(31,520)	211,687
39900 Unassigned Reserve Transfer	Use of unassigned reserve	0

CITY OF COLLEGE PARK  
 REVENUE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
<b>BASIC 31 TAXES</b>					
<b>SUB 0 REAL PROPERTY TAXES</b>					
310.10 REAL PROPERTY TAX	6,436,013	6,662,870	6,920,654	7,200,761	7,665,659
310.15 HOMEOWNERS PROP TX CREDIT	31,925-	30,945-	38,000-	29,488-	35,000-
310.17 REVITALIZATION TAX CREDIT	0	60,000-	80,000-	80,000-	100,000-
310.20 PILOT-HOUSING AUTHORITY	15,000	15,000	15,000	15,000	15,000
310.22 PILOT-UM CASL PROPERTY	49,436	49,436	49,436	49,436	49,445
310.23 PILOT-UM WASH POST PROP	37,786	37,786	37,786	37,786	38,618
310.90 TAX INTEREST & PENALTY	41,871	9,714-	25,000	18,023	25,000
* REAL PROPERTY TAXES	6,548,181	6,664,433	6,929,876	7,211,518	7,658,722
<b>SUB 1 PERSONAL PROPERTY TAXES</b>					
311.10 PERSONAL PROPERTY TAX	886,010	976,973	850,000	935,423	950,000
311.90 TAX INTEREST & PENALTY	1,430	1,208	1,500	2,640	2,500
* PERSONAL PROPERTY TAXES	887,440	978,181	851,500	938,063	952,500
<b>SUB 4 INCOME TAX</b>					
314.10 INCOME TAX	1,617,918	1,636,074	1,600,000	837,309	1,660,000
* INCOME TAX	1,617,918	1,636,074	1,600,000	837,309	1,660,000
<b>SUB 5 OTHER LOCAL TAXES</b>					
315.10 ADMISSION & AMUSEMENT TAX	665,076	673,023	650,000	589,561	680,000
* OTHER LOCAL TAXES	665,076	673,023	650,000	589,561	680,000
<b>SUB 6 STATE SHARED TAXES</b>					
316.10 HIGHWAY USER TAX	345,278	361,857	419,266	387,436	447,781
* STATE SHARED TAXES	345,278	361,857	419,266	387,436	447,781
<b>SUB 8 COUNTY SHARED TAXES</b>					
318.10 HOTEL & MOTEL TAX	469,993	529,324	450,000	479,935	650,000
* COUNTY SHARED TAXES	469,993	529,324	450,000	479,935	650,000
** TAXES	10,533,886	10,842,892	10,900,642	10,443,822	12,049,003
<b>BASIC 32 LICENSES &amp; PERMITS</b>					
<b>SUB 2 BUSINESS LICENSES</b>					
322.10 CITY LIQUOR LICENSES	14,005	13,908	14,000	0	14,000
322.20 STATE TRADERS LICENSES	28,421	27,857	29,000	3,280	29,000
* BUSINESS LICENSES	42,426	41,765	43,000	3,280	43,000
<b>SUB 3 OTHER LICENSES &amp; PERMITS</b>					
323.10 CITY BUILDING PERMITS	6,650	13,300	7,000	8,200	10,000
323.36 RENT STABILIZATION FEES	0	0	0	0	0
323.40 OCCUPANCY PERMITS	781,970	839,739	815,330	599,679	884,548
323.45 DRIVEWAY APRON & CURBCUT	5,839	13,245	5,000	6,406	2,000
323.50 OTHER LICENSES	374	324	0	100	0
323.65 UTILITY EASEMENTS	605	605	605	0	605
323.70 BUS SHELTERS	10,317	5,905	7,500	7,583	10,000
323.75 ENCROACHMENT PERMITS	1,000	500	500	0	500
* OTHER LICENSES & PERMITS	806,755	873,618	835,935	621,968	907,653
<b>SUB 4 UTILITY FRANCHISE FEES</b>					
324.10 COMCAST CABLE	198,062	198,629	200,000	94,599	200,000
324.15 VERIZON FIOS	113,337	118,587	115,000	58,832	115,000
* UTILITY FRANCHISE FEES	311,399	317,216	315,000	153,431	315,000
** LICENSES & PERMITS	1,160,580	1,232,599	1,193,935	778,679	1,265,653
<b>BASIC 33 INTERGOVERNMENTAL</b>					
<b>SUB 0 FEDERAL GRANTS</b>					
330.70 FEDERAL EMERG MGMT AGENCY	0	0	0	0	40,000
330.90 MISCELLANEOUS GRANTS	0	0	0	0	0
* FEDERAL GRANTS	0	0	0	0	40,000
<b>SUB 2 STATE GRANTS</b>					
332.20 POLICE PROTECTION	112,884	132,610	140,000	74,546	180,000
332.30 UNIV OF MARYLAND GRANT	5,000	5,000	5,000	5,000	5,000

CITY OF COLLEGE PARK  
 REVENUE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
<b>BASIC 33 INTERGOVERNMENTAL</b>					
<b>SUB 2 STATE GRANTS</b>					
332.40 STATE YOUTH SERV GRANT	72,055	72,055	72,055	51,028	72,055
332.44 MD DEPT OF ENVIRONMENT	0	2,354	0	0	0
332.90 MISCELLANEOUS GRANTS	0	0	0	0	0
* STATE GRANTS	189,939	212,019	217,055	130,574	257,055
<b>SUB 4 COUNTY GRANTS</b>					
334.20 BANK STOCK TAX	10,717	10,717	10,717	0	10,717
334.30 COUNTY YOUTH SERV GRANT	30,000	30,000	30,000	0	30,000
334.34 SPECL APPROPRIATIONS GRNT	4,000	4,000	4,000	0	4,000
334.37 ANIMAL CONTROL GRANT	0	0	0	5,000	0
334.90 MISCELLANEOUS GRANTS	0	0	0	0	0
* COUNTY GRANTS	44,717	44,717	44,717	5,000	44,717
<b>SUB 6 OTHER GRANTS</b>					
336.90 MISCELLANEOUS GRANTS	0	0	0	0	0
* OTHER GRANTS	0	0	0	0	0
** INTERGOVERNMENTAL	234,656	256,736	261,772	135,574	341,772
<b>BASIC 34 CHARGES FOR SERVICES</b>					
<b>SUB 1 GENERAL GOVERNMENT CHGS</b>					
341.10 ZONING APPLIC PROCESS FEE	5,960	4,900	7,000	900	5,000
341.30 ANIMAL CTRL IMPOUND FEES	175	175	100	235	100
341.31 ANIMAL CTRL BOARDING FEES	80	30	100	20	100
* GENERAL GOVERNMENT CHGS	6,215	5,105	7,200	1,155	5,200
<b>SUB 3 HIGHWAYS AND STREETS</b>					
343.20 PARKING METER REVENUE	328,109	325,502	350,000	248,940	330,000
343.21 GARAGE PAY STATION REV	83,898	107,890	100,000	90,913	105,000
343.25 PARKING PERMIT REVENUE	55,591	66,172	55,000	83,193	68,000
343.26 GARAGE PERMIT REVENUE	56,902	82,112	80,000	77,875	90,000
343.40 MVA REGISTRATION FEES	21	94	100	340	200
343.50 MVA NON-RESIDENT PERMITS	1,806	2,383	2,000	1,346	1,700
* HIGHWAYS AND STREETS	526,327	583,965	587,100	502,607	594,900
<b>SUB 4 SANITATION &amp; WASTE REMVL</b>					
344.10 COUNTY DISPOSAL REBATE	83,288	83,288	83,288	41,644	83,288
344.20 REFUSE CONTRACTS REVENUE	234,488	205,727	200,000	203,078	200,000
344.30 RECYCLING-SCRAP METAL	996	1,842	1,500	878	1,080
344.30 RECYCLING-MIXED PAPER	0	0	0	0	0
344.30 RECYCLING-MOTOR OIL	1,284	803	1,200	0	0
344.30 RECYCLING-SINGLE STREAM	0	0	0	0	0
344.40 SPECIAL TRASH PICKUP REV	0	0	0	0	0
344.60 CDMA LITTER REBATE	6,435	4,290	4,290	1,073	4,290
344.90 COMPOST SALES	38,920	42,485	50,000	26,838	56,010
344.91 WOOD CHIP SALES	9,553	8,092	9,300	40	12,000
344.92 TIPPING FEES REVENUE	26,861	28,942	28,500	23,270	23,750
344.93 LEAF MULCH SALES	0	0	0	0	1,056
344.94 DELIVERY CHG-COMPOST	9,330	8,630	10,000	4,708	9,000
344.95 DELIVERY CHG-WOOD CHIPS	4,551	3,363	4,700	0	4,000
* SANITATION & WASTE REMVL	415,706	387,462	392,778	301,529	394,474
<b>SUB 5 HEALTH CHARGES</b>					
345.10 YOUTH SVCS CLIENT FEES	12,332	12,064	12,000	5,994	12,000
345.20 OTHER YFS FEES	0	0	0	0	0
345.30 YFS TRAINING REVENUE	0	0	0	0	0
* HEALTH CHARGES	12,332	12,064	12,000	5,994	12,000
** CHARGES FOR SERVICES	960,580	988,596	999,078	811,285	1,006,574
<b>BASIC 35 FINES AND FEES</b>					
<b>SUB 9 FINES</b>					
359.10 ELECTION FINES	25	0	0	25	0
359.20 ANIMAL FINES REVENUE	0	0	100	0	0
359.30 VEHICLE BOOTING FEES	1,155	665	500	490	400

CITY OF COLLEGE PARK  
 REVENUE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
<b>BASIC 35 FINES AND FEES</b>					
SUB 9 FINES					
359.40 PARKING FINES REVENUE	926,862	927,832	900,000	665,186	900,000
359.50 MUNICIPAL INFRACTIONS	131,109	67,853	95,000	30,663	40,000
359.70 SPEED ENF CAMERA REVENUE	1,529,721	3,972,115	2,500,000	2,361,337	3,000,000
359.70 OPTOTR-PROCESSING CHARGES	596,591-	1,549,125-	975,000-	920,921-	1,170,000-
359.70 OPTOTR-ENGINEERING STUDY	0	0	10,000-	0	0
359.70 STMD REPYMT-EXC OVER 10%	0	418,050-	0	0	0
* FINES	1,992,281	3,001,290	2,510,600	2,136,780	2,770,400
** FINES AND FEES	1,992,281	3,001,290	2,510,600	2,136,780	2,770,400
<b>BASIC 36 MISCELLANEOUS REVENUES</b>					
SUB 1 INVESTMENT EARNINGS					
361.10 INVESTMENT EARNINGS	69,174	66,868	60,000	41,802	101,000
361.11 INVESTMENTS-MKT VALUE ADJ	67,257	52,985	0	0	0
361.22 TENANT IMPROVEMENT ALLOW	54,904	34,459	33,019	24,902	31,520
361.30 OTHER INTEREST	7,637	2,001	0	0	0
* INVESTMENT EARNINGS	198,972	156,313	93,019	66,704	132,520
SUB 2 PROPERTY & EQUIP RENTAL					
362.11 PARKING GARAGE RETAIL	91,417	87,000	87,000	65,250	87,000
362.14 CITY HALL MEETING ROOMS	175	250	200	475	250
362.15 OLD PARISH HOUSE	11,550	11,000	11,000	10,042	11,000
362.16 CLEANING FEE-CITY BLDGS	650	900	650	1,150	750
362.18 DAVIS HALL	1,700	1,400	1,000	2,800	1,500
362.19 DUVALL FIELD	0	0	0	0	0
362.20 OTHER RENTALS	0	0	0	0	0
362.21 CALVERT ROAD SCHOOL FIELD	0	0	0	0	0
* PROPERTY & EQUIP RENTAL	105,492	100,550	99,850	79,717	100,500
SUB 4 SALE OF FIXED ASSETS					
364.10 SALE OF FIXED ASSETS	0	0	0	0	0
* SALE OF FIXED ASSETS	0	0	0	0	0
SUB 6 OTHER REVENUES					
366.10 MISCELLANEOUS	41	31	0	6	0
366.15 FREEDOM OF INFO ACT REQ	34	60	0	386	0
366.50 ANIMAL LICENSE COMM	1,201	1,202	1,300	944	1,000
366.55 CONTRIBUTIONS	0	0	0	0	0
366.60 CASH OVER & (SHORT)	0	0	0	0	0
366.70 CDMA BILLING FEES	326	377	400	261	370
* OTHER REVENUES	1,602	1,670	1,700	1,597	1,370
** MISCELLANEOUS REVENUES	306,066	258,533	194,569	148,018	234,390
<b>BASIC 39 NON-REVENUE RECEIPTS</b>					
SUB 0 INTERFUND TRANSFERS					
390.00 INTERFUND TRANSFERS	0	0	257,392	0	211,687
* INTERFUND TRANSFERS	0	0	257,392	0	211,687
SUB 9 UNASSIGNED RESERVE TFR					
399.00 UNASSIGNED RESERVE TFR	0	0	0	0	0
* UNASSIGNED RESERVE TFR	0	0	0	0	0
** NON-REVENUE RECEIPTS	0	0	257,392	0	211,687
*** GENERAL FUND	15,188,049	16,580,646	16,317,988	14,454,158	17,879,479
	15,188,049	16,580,646	16,317,988	14,454,158	17,879,479

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# EXPENDITURE DESCRIPTIONS

## Expenditure Descriptions

### PERSONNEL EXPENDITURES

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

10-01 Wages – Salaried Employees

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

10-02 Wages – Hourly Employees

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

10-03 Overtime

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

10-05 Wages – Elected and Appointed Officials

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

10-06 Stipend

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

10-07 Automated Truck Incentive

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

10-08 Saturday Shift Differential

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

10-10 Night Shift Differential

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

## Expenditure Descriptions

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

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

## Expenditure Descriptions

for reimbursement of actual unemployment benefits paid to former employees.

- 11-21 Workers Compensation Insurance  
This account includes premiums for workers compensation insurance at rates based on occupational classification.
- 11-22 Long Term Disability Insurance  
This account includes premiums for long-term disability insurance for eligible employees.
- 11-25 MSRP Retirement  
This account includes the City's employer contribution to the Reformed Contributory Pension Benefit Plan of the State Retirement & Pension System of Maryland ("MSRP"), effective with the City's entry July 1, 2014. For FY 2016, the employer contribution is 5.00% of base pay for covered employees. Contributions are accrued each bi-weekly payday.
- 11-27 MSRP Prior Service Credit  
This account includes the City's payments to the MSRP for the purchase of 60% of eligibility service and 60% of creditable service for those employees electing to join the MSRP on July 1, 2014. Although full payment was made to the MSRP upon final calculations of actuarial cost in December 2014, this account will budget for multi-year payments to repay the City's advance payment.
- 11-30 Public Transit Incentive  
This account includes payments to employees participating in the \$50 per month public transit incentive program, encouraging greater use of public transportation.
- 11-32 Wellness Program  
This account includes payments to employees, limited to \$75 per employee per fiscal year, to reimburse for membership or participation fees at a recognized fitness center, gym, weight loss or wellness program.

## Expenditure Descriptions

### OPERATING EXPENDITURES

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

#### 12 Travel and Training

This account group includes expenses associated with travel to professional meetings, training, seminars and conventions by commercial carriers or automobiles, as well as lodging, meals and other required expenses. In addition, training costs and registration fees are included in this group. The City reimburses employees 50% of tuition, books and associated fees for job-related training and education. Currently, the City reimburses employees \$0.54 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 – Fleet Services

This account represents charges to various programs for Public Works-Fleet Services costs. Actual disbursements are posted to the Fleet Services (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 3% of the net speed enforcement camera revenue received.

25-xx Grants and Assistance

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

## **Expenditure Descriptions**

Park Arts Exchange (-30), Meals on Wheels of College Park (-31), homeownership grants (-34), College Park Boys & Girls Club (-35), public school education grants (-38), fire department capital equipment grants (-40), University of Maryland program contributions (-41), College Park Community Foundation (-44), CPCUP-College Park Academy (-45) and education improvement fund (-46).

### **30-xx Professional Services**

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

### **32-xx Legal Services**

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

### **34-xx Other Contractual Services**

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

### **36-xx Special Services**

This account group includes printing (-10), classified advertising (-11), Motor Vehicle Administration (MVA) services (-13), catering for meetings (-15), special dinners (-16), property clearance (-17), retreat (-18), towing (-20), courier

## Expenditure Descriptions

services (-21), animal control cost recovery (-23), cable camera operator (-25), videography and editing (-26), disaster recovery (-28), permit fees (-30), redistricting expenses (-32), Neighborhood Watch (-34), matching funds (-35), code enforcement abatements (-36), code enforcement abatement reimbursement (-37), employment background checks (-38), files management (-40), registration fees (-43), sweeper shared maintenance (-50), dumpster service (-55), Shuttle-UM for residents (-60), PGINCC pro-rata share expenses (-63) and other special services (-99).

### 38-xx Special Events

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

### 40-xx Repairs and Maintenance Non-Contract

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

### 41-xx Vehicle Repairs

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

### 42-xx Cleaning Services

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

### 45-xx Maintenance Contract

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

## Expenditure Descriptions

- 47-10 Clothing and Uniforms  
This account includes purchases or rentals of uniforms, work boots, jackets, gloves, hats and rain suits for City employees required, by their department, to be uniformed.
- 48-xx Rental  
This account group includes rental of office equipment (-10), tools and machinery (-11), copiers (-20), voting machines (-25), computer equipment (-30), street sweeper (-45), front end loader (-48), tub grinder (-50), screening equipment (-55), building (-60) and other rentals (-99).
- 50-10 Insurance  
This account includes insurance premiums for liability, property, vehicle damage and other insurance.
- 52-xx Awards and Gifts  
This account includes disbursements for awards and gifts (-10) and employee service awards (-30). Examples include congratulatory awards and plaques, gifts and flowers for illness or bereavement. Awards to employees are subject to payroll taxes and are, therefore, processed through payroll accounts.
- 53-10 CDL Licensing Fee  
This account includes reimbursement to City employees for the licensing fee incurred in obtaining and renewing a commercial driver's license.
- 54-10 Physical Examinations  
This account includes the cost of pre-employment physical examinations required of all new hires.
- 55-xx Financial Charges  
This account includes bank service charges for account maintenance (-10), credit card fees (-15) and armored car service (-20).
- 60-xx Supplies  
This account group includes various supply categories, such as general supplies (-10), meeting refreshments (-11), road salt (-12), grounds and field supplies (-13), equipment maintenance supplies (-14), small tools (-15), computer supplies (-20), cleaning supplies (-30), signs (-40), totes and containers (-45), trees, shrubs and flowers (-50), safety supplies (-60) and Fleet Services shop supplies (-70).
- 61-10 Office Supplies  
This account includes office supply purchases for all departments and programs.

## Expenditure Descriptions

- 62-10 Postage  
This account includes postage for the postage meter and meter rental, as well as costs for priority, overnight and certified mail, and bulk mailing costs.
- 64-xx Vehicle Fuels and Additives  
This account group includes gasoline (-10), diesel fuel (-11), other additives (-12) and fuel surcharge credit (-15) for use in the City's fleet of vehicles and equipment.
- 65-10 Electricity  
This account includes the cost of electricity for City buildings and facilities, including streetlights.
- 65-11 Natural Gas  
This account includes the cost of heating the City's buildings with natural gas.
- 65-13 Water and Sewer  
This account includes the cost of water and sewer services for City buildings and facilities.
- 66-xx Telephone and Communications  
This account group includes monthly service for telephones systems at City facilities (-10), pager service (-11), cellular phones (-12), wireless radios (-13), Internet access (-14), cable television (-20) and other communications (-99).
- 67-xx Dues and Publications  
This account includes dues for membership in governmental and professional organizations (-10), as well as subscriptions to journals and purchases of books and other publications (-20).
- 68-10 Depreciation Expense  
This account includes the allocation of the cost of property over its economic useful life. The recording of depreciation expense is required under generally accepted accounting principles (GAAP) when an enterprise fund is employed by a governmental unit.
- 69-xx Miscellaneous Charges  
This account includes miscellaneous expenditures that cannot be logically classified to other expenditure accounts (-10).
- 70 Principal  
This account includes principal payments on City leases, loans, notes or bonds.

## Expenditure Descriptions

- 72     Interest  
This account includes interest paid by the City on leases, loans, notes or bonds.
- 74-xx   Loans, Leases, Bonds  
This account includes administrative costs (-10).
- 85-10   Contingency  
This account includes expenditures charged to contingency.
- 99     Transfers  
This account includes permanent transfers between City funds, as directed in the adopted budget or through ordinances adopted by the Mayor & Council, including interfund transfers (-10), C.I.P. interproject transfers (-20) and facilities capital reserve transfers (-30).

## Expenditure Descriptions

### CAPITAL EXPENDITURES

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

90-xx Automobiles and Light Trucks

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

91-xx Heavy Automotive Equipment

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

92-xx Machinery and Equipment

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

93-xx Office Equipment

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

94-xx Land

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

95-xx Site and Building Improvements

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

96-xx Street Improvements

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

## Expenditure Descriptions

97-xx Communications Equipment

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

98-xx Computers and Software

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

**GENERAL FUND  
EXPENDITURE  
SUMMARY**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET SUMMARY  
 FOR FISCAL YEAR 2017

ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 10 GENERAL GOVERNMENT					
* GENERAL GOVERNMENT	2,558,304	5,745,443	3,102,975	2,029,021	3,207,277
DEPT 20 PUBLIC SERVICES					
* PUBLIC SERVICES	3,588,543	3,708,983	4,019,776	2,436,244	4,270,615
DEPT 30 PLANNING, COMM & ECON DEV					
* PLANNING, COMM & ECON DEV	595,804	613,974	664,463	421,479	695,728
DEPT 40 YOUTH FAMILY & SENIOR SERV					
* YOUTH FAMILY & SENIOR SERV	1,064,723	1,027,995	1,114,881	741,292	1,172,946
DEPT 50 PUBLIC WORKS					
* PUBLIC WORKS	4,725,728	4,680,475	5,189,982	3,269,777	5,464,676
DEPT 65 CONTINGENCY					
* CONTINGENCY	0	0	10,000	0	10,000
DEPT 90 DEBT SERVICE					
* DEBT SERVICE	557,218	590,826	557,411	56,024	525,207
DEPT 91 MISCELLANEOUS CHARGES					
* MISCELLANEOUS CHARGES	0	0	0	0	0
DEPT 92 INTERFUND TRANSFER					
* INTERFUND TRANSFER	922,000	1,081,225	1,658,500	1,658,500	2,533,030
** GENERAL FUND	14,012,320	17,448,921	16,317,988	10,612,337	17,879,479
	14,012,320	17,448,921	16,317,988	10,612,337	17,879,479

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT  
 FOR FISCAL YEAR 2017

ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
ELEM 10 PAYROLL-WAGES					
* PAYROLL-WAGES	0	0	0	0	0
* SALARY	2,431,343	2,913,613	2,641,496	1,776,212	2,591,082
* HOURLY	4,104,894	4,205,363	4,677,452	3,036,150	4,963,224
* OVERTIME	155,653	143,282	145,720	142,924	179,920
* ELECTED & APPOINTED	58,740	66,981	68,420	57,017	66,980
* STIPEND	5,670	6,150	14,570	5,820	11,250
* AUTOMATED TRUCK INCENTIVE	1,686	990	1,500	129	0
* SATURDAY SHIFT DIFFERENTIAL	2,959	2,889	4,000	1,872	4,000
* NIGHT SHIFT DIFFERENTIAL	5,518	5,607	6,900	3,882	6,400
** PAYROLL-WAGES	6,766,463	7,344,875	7,560,058	5,024,006	7,822,856
ELEM 11 FRINGE BENEFITS					
* FICA	495,163	530,189	541,752	369,625	559,515
* EMPLOYEE ASSISTANCE PROG	2,038	2,038	2,500	1,529	2,500
* HEALTH INSURANCE	753,885	805,106	937,319	599,037	1,031,773
* DENTAL INSURANCE	41,853	41,432	47,105	33,226	53,664
* LIFE INSURANCE	17,910	6,351	10,443	3,847	6,033
* VISION INSURANCE	13,413	10,733	11,563	8,286	13,675
* 457 CITY MATCH CONTRIBUTN	102,859	100,562	97,074	70,458	100,434
* 401A RETIREMENT	357,770	60,898	55,231	35,206	57,572
* WORKERS COMPENSATION INS	174,979	141,236	163,365	102,848	210,784
* LONG TERM DISABILITY INS	20,532	21,460	23,129	14,618	24,043
* MSRP RETIREMENT	6,855	310,173	279,365	185,149	288,554
* MSRP PRIOR SERVICE CREDIT	0	2,631,128	0	0	0
* CITY MGR AUTO ALLOWANCE	0	0	0	2,400	4,800
* PUBLIC TRANSIT INCENTIVE	3,542	4,761	7,200	1,550	6,000
* WELLNESS PROGRAM REIMB	4,315	6,236	5,000	4,513	5,750
** FRINGE BENEFITS	1,995,114	4,672,303	2,181,046	1,432,292	2,365,097
ELEM 12 TRAVEL & TRAINING					
* NON TRAINING TRAVEL	37,422	29,687	34,120	16,216	33,920
* TRAVEL & TRAINING	89,238	97,603	125,174	40,495	132,220
* TUITION REIMBURSEMENT	4,623	3,228	5,500	0	5,500
** TRAVEL & TRAINING	131,283	130,518	164,794	56,711	171,640
ELEM 20 OVERHEAD					
* INSURANCE	0	1-	0	3	0
* FLEET SERVICES	3-	3	0	2-	0
* POSTAGE	1	210-	0	3-	0

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT  
 FOR FISCAL YEAR 2017

ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
ELEM 20 OVERHEAD					
* UTILITIES	1	2-	0	0	0
* TELEPHONE	2-	2-	0	0	0
* INFORMATION TECHNOLOGY	0	2	0	1	0
* BUILDING MAINTENANCE	0	1-	0	2-	0
* COPIER	933-	180-	0	231-	0
* ADMINISTRATIVE	0	0	0	0	0
** OVERHEAD	936-	391-	0	234-	0
ELEM 25 GRANTS & ASSISTANCE					
* CITY-UNIV PARTNERSHIP	100,000	125,000	125,000	125,000	125,000
* ANACOSTIA TRAILS HERITAGE	3,954	3,954	3,954	3,954	5,954
* COMMUNITY SERVICES GRANTS	19,998	18,500	20,000	17,500	20,000
* COMM EVENTS MICRO-GRANTS	0	1,550	5,000	211	5,000
* COLLEGE PK ARTS EXCHANGE	32,500	37,500	39,000	29,250	39,000
* MEALS ON WHEELS OF C P	4,000	4,000	6,500	6,500	6,500
* COLL PK BOYS & GIRLS CLUB	12,500	12,500	12,500	9,375	12,500
* PUBL SCH EDUCATION GRANTS	56,279	57,764	60,000	34,488	60,000
* UNIV OF MD PROGRM CONTRIB	0	0	7,000	0	27,000
* COLL PARK COMM FOUNDATION	1,000	0	1,000	1,000	1,000
* CPCUP-COLLEGE PK ACADEMY	80,000	80,000	0	0	0
* EDUCATION IMPROVEMT FUND	0	0	80,000	0	0
** GRANTS & ASSISTANCE	310,231	340,768	359,954	227,278	301,954
ELEM 30 PROFESSIONAL SERVICES					
* AUDITING & ACCOUNTING	15,660	15,250	18,109	15,777	18,652
* DESIGN & ENGINEERING	10,615	427	6,500	0	6,500
* ADMINISTRATIVE	17,075	14,353	23,290	13,646	18,750
* SUPPORT SERVICES	3,241	5,407	10,100	2,206	10,160
* CONSULTING	20,965	23,737	40,490	18,902	90,490
* APPRAISALS	5,000	2,900	5,000	0	5,000
* CLINICAL SUPERVISION	0	0	0	3,990	0
* FEASIBILITY STUDY	0	25,000	0	0	0
* SURVEYING	450	0	5,100	0	5,100
* MATERIALS TESTING	1,680	0	0	0	0
* VETERINARY SERVICES	4,529	4,481	3,000	2,557	3,000
* TRANSCRIPTION SERVICES	500	1,455	1,500	1,960	2,000
* TRANSLATION SERVICES	0	0	1,300	125	5,600

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT  
 FOR FISCAL YEAR 2017

ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
ELEM 30 PROFESSIONAL SERVICES					
* PKG TKTS HEARING OFFICER	10,096	11,008	10,000	6,633	10,000
* SPEED CAM HEARING OFFICER	70	140	9,100	298	2,100
* FINANCIAL ADVISOR	0	18,000	0	0	0
* ACTUARIAL SERVICES	2,983	5,024	0	0	0
* LOBBYING	0	20,000	25,000	12,500	30,000
* COMPENSATION STUDY	0	0	50,000	0	0
* EXECUTIVE SEARCH	0	25,234	0	12,583	0
* INTERPRETER SERVICES	0	280	1,316	0	1,316
* PUBLIC SAFETY STUDY	0	0	0	0	67,500
* OTHER	0	0	0	0	0
** PROFESSIONAL SERVICES	92,864	172,696	209,805	91,177	276,168
ELEM 32 LEGAL SERVICES					
* CITY ATTORNEY	141,229	124,701	147,500	107,297	160,000
* LEGAL-CABLE TELEVISION	2,965	6,073	4,000	1,939	3,700
* CITY-UNIV PARTNERSHIP	2,015	6,939	4,000	3,228	6,000
* LEGAL-HUMAN RESOURCES	2,961	0	0	0	0
* LEGAL-LITIGATION	0	0	10,000	4,002	10,000
* LEGAL-ETHICS COMMISSION	8,380	1,096	9,100	3,756	6,000
* LEGAL-ELECTIONS	0	0	0	0	0
* LEGAL-ADV PLANNING COMM	18,629	15,980	18,000	12,496	20,400
* BOND COUNSEL	0	13,080	0	0	0
* LEGAL-OTHER	0	0	0	0	0
** LEGAL SERVICES	176,179	167,869	192,600	132,718	206,100
ELEM 34 CONTRACTUAL SERVICES					
* TEMP MANPOWER-SOLID WASTE	2,024	721	2,040	5,219	2,160
* TEMP MANPOWER-CURB RECYCL	1,827	1,173	1,360	2,414	1,440
* TEMP MANPOWER-BRUSH	1,370	820	1,360	0	1,260
* TEMP MANPOWER-LITTER COLL	205	888	0	0	0
* TEMP MANPOWER-LEAF	32,004	29,061	30,175	33,530	32,400
* TEMP MANPOWER-YARD WASTE	18,018	15,561	18,700	5,374	16,200
* TEMP MANPOWER-OTHER	2,394	3,472	3,570	3,577	3,570
* TEMP MANPOWER-SIGNAGE	0	0	0	0	0
* TIPPING FEES	285,331	287,857	295,615	219,332	324,835
* MARKETING	4,723	10,486	20,000	8,025	10,200
* STREET SWEEPING	0	0	0	0	0

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT  
 FOR FISCAL YEAR 2017

ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
ELEM 34 CONTRACTUAL SERVICES					
* ROADWAY PRE-TREATMENT	0	0	6,600	6,600	19,000
* INTERNET STREAMING BRDCST	6,274	6,387	6,468	5,929	7,668
* CCTV CAMERA MONITORING	0	0	132,300	93,789	136,563
* POLICE SERVICES CONTRACT	388,434	319,416	266,667	0	266,667
* PARKING LOT MAINTENANCE	0	0	0	0	0
* M-NCPPC CONTRCT-YOUTH CTR	10,000	10,000	10,000	10,000	10,000
* STRIPING	14,639	20,318	29,100	19,296	40,660
* TREE MAINTENANCE	31,774	29,308	51,800	13,575	51,300
* TREE INSTALLATIONS	0	0	0	0	0
* STRATEGIC PLAN	0	28,953	0	161	0
* SCHEDULED MAINTENANCE	12,423	7,354	9,000	147	9,000
* CHILD CARE COSTS	0	0	800	0	400
* CONTRACT BUS DRIVER	0	0	0	0	0
* RAT CONTROL	9,910	9,936	10,000	6,400	10,000
* CONTRACT PLOWING	0	0	5,000	0	5,000
* CONTRACT MOWING	46,498	46,498	46,500	26,570	49,491
* BLDG COVERAGE-AFTER HOURS	1,440	720	1,440	1,440	1,440
* CABLING	0	0	1,500	0	1,500
* TREE INVENTORY	0	0	0	0	0
* MOSQUITO CONTROL	4,697	4,930	5,400	0	5,400
* CONTRACT R-O-W MAINT	0	0	0	0	0
* FACILITATOR SERVICES	0	0	0	0	0
* OTHER	0	0	0	0	0
** CONTRACTUAL SERVICES	873,985	833,859	955,395	461,378	1,006,154
ELEM 36 SPECIAL SERVICES					
* PRINTING	93,019	90,801	108,609	48,505	73,865
* CLASSIFIED ADVERTISING	9,134	7,489	17,150	7,693	16,550
* MVA SERVICES	1,374	1,627	1,645	850	1,887
* CATERING FOR MEETINGS	6,082	4,088	7,850	1,437	7,650
* SPECIAL DINNERS	2,086	2,192	3,500	2,613	3,650
* RETREAT	4,390	0	7,500	528	7,500
* TOWING SERVICE	1,050	2,550	2,000	325	1,000
* COURIER SERVICES	119	0	300	0	0
* MSRP ADMINISTRATIVE FEES	0	0	17,000	0	14,580

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT  
 FOR FISCAL YEAR 2017

ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
ELEM 36 SPECIAL SERVICES					
* ANIMAL CTRL COST RECOVERY	4,839-	3,595-	5,000-	2,490-	5,000-
* CABLE CAMERA OPERATOR	6,900	6,175	7,450	4,675	9,960
* VIDEOGRAPHY & EDITING	2,060	2,570	3,000	2,800	0
* DISASTER RECOVERY	4,020	6,390	3,600	1,987	4,095
* PERMIT FEES	0	0	0	0	0
* NEIGHBORHOOD WATCH	218	421	1,000	194	1,000
* MATCHING FUNDS	7,300	16,190	15,000	0	15,000
* CODE ENFORCEMENT ABATEMENTS	0	300	0	364	0
* CODE ENF ABATEMENT REIMB	4,865-	5,781-	0	20,247-	0
* EMPLOYEE BACKGROUND CHECK	697	699	1,200	768	1,200
* FILES MANAGEMENT	0	150	300	0	15,950
* REGISTRATION FEES	287	304	350	96	375
* DCPMA REIMBURSEMENT	0	12,000-	12,000-	6,000-	12,000-
* SWEEPER SHARED MAINT	27,816	25,473	33,500	13,298	33,500
* DUMPSTER SERVICE	0	0	0	0	0
* SHUTTLE-UM FOR RESIDENTS	6,000	6,000	6,000	6,000	6,000
* PGINCCC I-NET PRORATA EXP	21,237	21,707	22,306	0	20,251
* OTHER	2,345	783	3,500	869	1,500
** SPECIAL SERVICES	186,430	174,533	245,760	64,265	218,513
ELEM 38 SPECIAL EVENTS					
* FIREWORKS	31,307	27,912	33,000	0	33,500
* CONCERTS	0	0	0	0	0
* SENIOR TRIPS	16,007	16,869	16,200	14,021	17,000
* HOLIDAY EVENTS	2,185	3,181	2,000	1,313	2,000
* HEALTH FAIR	1,928	3,040	2,600	2,479	4,255
* EMPLOYEE EVENTS	9,251	9,492	9,500	626	9,500
* STUDENT EVENTS	3,024	220	1,700	450	1,350
* DOWNTOWN FARMERS MARKET	18,610	5,465	6,945	4,736	6,945
* HOLLYWOOD FARMERS MARKET	0	6,386	8,000	5,570	8,000
* AMERICA RECYCLES DAY	70-	982	0	0	0
* CLEAN UP MONTH	600	600	600	0	600
* MARTIN LUTHER KING JR DAY	4,184	3,939	4,500	4,552	7,700
* FALL FESTIVAL	5,524	7,375	6,000	7,028	6,000
* VOLUNTEER PROGRAMS	0	248	250	150	250

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT  
 FOR FISCAL YEAR 2017

ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
ELEM 38 SPECIAL EVENTS					
* VETERANS MEMORIAL EVENTS	3,196	3,451	3,200	865	3,250
* SENIOR EVENTS	553	775	4,000	600	1,000
* POLICE COMM RELATIONS	500	0	800	0	800
* COLLEGE PARK DAY	19,468	24,583	28,800	23,108	28,800
* NATIONAL NIGHT OUT	242	720	1,000	701	1,000
* CBE EVENTS	2,702	1,196	2,750	0	2,750
* FAMILY SUMMIT	3,457	3,159	3,400	0	3,400
* SAFETY BREAKFAST	1,244	1,146	1,500	1,358	1,500
* OTHER	12,950	14,273	16,430	5,171	16,430
** SPECIAL EVENTS	136,862	135,012	153,175	72,728	156,030
ELEM 40 REPAIR & MAINTENANCE					
* OFFICE EQUIPMENT	1,342	0	1,050	240	1,050
* BUILDINGS & GROUNDS	64,678	54,133	74,115	31,864	107,115
* TOOLS & EQUIPMENT	2,869	2,098	6,275	3,140	6,075
* COMPUTER SYSTEMS	0	0	1,000	0	1,000
* TELEPHONE SYSTEMS	345	0	1,500	0	1,500
* PARKING PAY STATIONS	0	543	1,000	783	1,000
* ALARM SYSTEM	3,990	4,613	2,600	1,553	2,500
* SECURITY CAMERAS	1,272	1,273	1,500	231	1,500
* BICYCLE EQUIPMENT	670	142	1,500	0	1,500
* RADIO MAINTENANCE	0	0	0	0	0
* HVAC REPAIRS	6,805	6,136	7,475	5,423	7,360
* STREETScape LIGHTING	8,988	4,996	7,500	567	7,500
* STREETLIGHT REPAIRS	1,063	1,395	1,500	340	1,500
* METER POLE MAINTENANCE	0	0	0	0	0
* AUDIO-VISUAL EQ SERVICE	322	1,048	400	1,051	1,200
* GENERATOR MAINTENANCE	0	0	3,500	3,241	3,500
* WELDING SERVICES	3,776	0	4,400	0	2,400
* ELECTRICAL REPAIRS	2,546	6,938	1,400	0	1,000
* OTHER REPAIRS	0	0	0	0	0
** REPAIR & MAINTENANCE	98,666	83,315	116,715	48,433	147,700
ELEM 41 VEHICLE REPAIR & MAINT					
* INSIDE	134,834	85,720	74,000	78,852	73,000
* OUTSIDE	108,121	88,897	82,000	61,196	80,000
* TIRES	25,821	30,909	26,000	20,187	30,000

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT  
 FOR FISCAL YEAR 2017

ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
ELEM 41 VEHICLE REPAIR & MAINT					
** VEHICLE REPAIR & MAINT	268,776	205,526	182,000	160,235	183,000
ELEM 42 CLEANING SERVICE					
* BUILDING	2,075	1,425	2,150	0	11,150
* FIELDS & GROUNDS	0	0	0	0	0
* TOOLS & EQUIPMENT	0	0	0	0	0
** CLEANING SERVICE	2,075	1,425	2,150	0	11,150
ELEM 45 MAINTENANCE CONTRACT					
* COMPUTER SOFTWARE SUPPORT	88,945	92,247	91,822	81,845	85,820
* COMPUTER HARDWARE SUPPORT	6,350	7,575	7,235	6,579	8,986
* COPIERS	0	0	0	0	0
* HANDHELD TICKET WRITERS	5,100	5,100	5,100	0	5,100
* PARKING PAY STATIONS	11,352	12,487	13,736	13,112	13,736
* OFFICE EQUIPMENT	1,725	2,523	1,725	1,871	1,871
* BUILDING SERVICES	23,963	25,476	33,367	16,195	24,632
* BACKFLOW PREVENTION VALVE	630	2,465	1,650	525	1,850
* SECURITY ALARM MONITORING	4,428	4,428	4,608	4,608	4,790
* PEST CONTROL	6,383	7,923	7,246	5,019	6,512
* OTHER	0	0	0	0	0
** MAINTENANCE CONTRACT	148,876	160,224	166,489	129,754	153,297
ELEM 47 CLOTHING & UNIFORMS					
* CLOTHING & UNIFORMS	35,117	39,426	44,405	24,536	44,727
** CLOTHING & UNIFORMS	35,117	39,426	44,405	24,536	44,727
ELEM 48 RENTAL					
* OFFICE EQUIPMENT	1,693	1,420	1,332	1,114	1,500
* TOOLS & EQUIPMENT	2,195	2,256	3,500	47	8,000
* MESSAGE BOARDS	0	12,604	0	0	0
* COPIERS	31,220	32,359	34,740	23,890	32,920
* VOTING MACHINES	0	0	15,000	15,433	0
* STREET SWEEPER	0	0	0	0	0
* FRONT END LOADER	0	0	0	0	0
* TUB GRINDER	6,975	8,224	10,000	0	10,000
* SCREENING EQUIPMENT	9,000	9,950	12,000	11,357	13,000
* BUILDINGS	4,764	5,302	5,196	4,077	5,592
* OTHER	0	0	0	0	0
** RENTAL	55,847	72,115	81,768	55,918	71,012
ELEM 50 INSURANCE					
* LIABILITY INSURANCE	137,066	136,936	162,901	139,124	157,447
** INSURANCE	137,066	136,936	162,901	139,124	157,447
ELEM 52 AWARDS & GIFTS					

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT  
 FOR FISCAL YEAR 2017

ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
ELEM 52 AWARDS & GIFTS					
* AWARDS & GIFTS	5,263	5,427	8,700	4,120	9,350
* EMPLOYEE SERVICE AWARDS	1,042	3,084	1,900	912	1,900
* OTHER	1,167	824	1,240	680	1,240
** AWARDS & GIFTS	7,472	9,335	11,840	5,712	12,490
ELEM 53 CDL LICENSING FEE					
* CDL LICENSING FEE	81	100	240	0	340
** CDL LICENSING FEE	81	100	240	0	340
ELEM 54 PHYSICAL EXAMS					
* PHYSICAL EXAMS	6,380	4,963	9,266	4,422	9,166
** PHYSICAL EXAMS	6,380	4,963	9,266	4,422	9,166
ELEM 55 FINANCIAL CHARGES					
* BANK SERVICE CHARGES	5,154	3,895	6,300	2,824	6,300
* CREDIT CARD FEES	88,325	92,520	88,080	68,350	96,480
* ARMORED CAR SERVICE	5,298	5,322	5,280	4,096	5,400
** FINANCIAL CHARGES	98,777	101,737	99,660	75,270	108,180
ELEM 60 SUPPLIES					
* GENERAL SUPPLIES	56,004	65,613	77,345	45,755	84,225
* MEETING REFRESHMENTS	10,150	11,725	14,260	6,531	12,760
* ROAD SALT	62,761	49,851	38,025	45,833	52,825
* GROUNDS & FIELD SUPPLIES	688	1,224	5,250	834	5,150
* MAINTENANCE SUPPLIES	0	0	500	0	500
* SMALL TOOLS	3,131	4,047	5,200	3,133	5,200
* COMPUTER SUPPLIES	18,713	18,745	16,700	17,948	16,300
* AUDIO-VISUAL SUPPLIES	0	0	0	0	0
* CLEANING SUPPLIES	5,973	7,482	7,500	4,025	7,500
* SIGNS	13,915	30,193	28,950	15,024	31,000
* TOTERS & CONTAINERS	22,855	23,167	25,272	22,855	56,405
* TREES, SHRUBS & FLOWERS	16,882	18,496	24,400	8,709	24,400
* SAFETY SUPPLIES	5,913	7,136	5,705	3,193	5,705
* CENTRAL GARAGE	6,827	3,339	7,440	3,813	7,440
** SUPPLIES	223,812	241,018	256,547	177,653	309,410
ELEM 61 OFFICE SUPPLIES					
* OFFICE SUPPLIES	22,116	22,514	27,437	11,801	26,937
** OFFICE SUPPLIES	22,116	22,514	27,437	11,801	26,937
ELEM 62 POSTAGE					
* POSTAGE	27,182	27,610	33,300	9,899	49,815
** POSTAGE	27,182	27,610	33,300	9,899	49,815
ELEM 64 FUEL					
* GASOLINE	60,368	45,890	65,100	23,480	56,000
* DIESEL	121,785	94,138	120,250	44,940	105,000

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT  
 FOR FISCAL YEAR 2017

ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
ELEM 64 FUEL					
* OTHER ADDITIVES	12,588	15,892	15,000	12,836	16,500
* FUEL SURCHARGE CREDIT	1,915-	1,665-	2,000-	635-	2,000-
** FUEL	192,826	154,255	198,350	80,621	175,500
ELEM 65 UTILITIES					
* ELECTRICITY	311,998	320,518	350,826	203,685	336,726
* NATURAL GAS	23,117	18,934	22,200	11,595	24,200
* WATER & SEWER	14,999	16,961	19,250	13,927	18,850
** UTILITIES	350,114	356,413	392,276	229,207	379,776
ELEM 66 TELEPHONE & COMMUNICATION					
* TELEPHONE	26,489	27,231	26,892	20,974	27,000
* CELLULAR PHONE	28,796	28,600	35,552	25,363	35,512
* WIRELESS RADIO	0	18,440	18,500	2,447	18,500
* INTERNET	3,444	3,653	5,716	4,247	8,881
* CABLE TV SERVICE	119	119	168	80	168
* OTHER	0	0	0	0	0
** TELEPHONE & COMMUNICATION	58,848	78,043	86,828	53,111	90,061
ELEM 67 DUES & PUBLICATIONS					
* DUES	71,086	71,885	77,803	71,621	78,594
* PUBLICATIONS & BOOKS	10,197	8,263	11,495	2,729	9,185
** DUES & PUBLICATIONS	81,283	80,148	89,298	74,350	87,779
ELEM 68 DEPRECIATION					
* DEPRECIATION EXP	0	0	0	0	0
** DEPRECIATION	0	0	0	0	0
ELEM 69 MISCELLANEOUS CHARGE					
* MISCELLANEOUS	1,577	2,655	4,800	4,291	4,750
** MISCELLANEOUS CHARGE	1,577	2,655	4,800	4,291	4,750
ELEM 70 PRINCIPAL					
* SUNTR-PKG GARAGE T/E BOND	283,000	294,000	305,000	0	340,000
** PRINCIPAL	283,000	294,000	305,000	0	340,000
ELEM 72 INTEREST					
* SUNTR-PKG GARAGE T/E BOND	274,218	260,746	252,411	56,024	185,207
** INTEREST	274,218	260,746	252,411	56,024	185,207
ELEM 74 LOANS, LEASES, BONDS					
* ADMINISTRATIVE FEES	0	5,000	0	0	0
** LOANS, LEASES, BONDS	0	5,000	0	0	0
ELEM 85 CONTINGENCY					
* CONTINGENCY	0	0	10,000	0	10,000
** CONTINGENCY	0	0	10,000	0	10,000
ELEM 91 HEAVY AUTO EQUIPMENT					
* HEAVY AUTO EQUIPMENT	0	0	0	0	0
** HEAVY AUTO EQUIPMENT	0	0	0	0	0
ELEM 92 MACHINERY & EQUIPMENT					
* MACHINERY	0	0	35,000	0	0
* EQUIPMENT	5,850	9,089	2,600	1,440	13,100

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT  
 FOR FISCAL YEAR 2017

ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
ELEM 92 MACHINERY & EQUIPMENT					
* PHOTOGRAPHIC EQUIPMENT	0	240	450	271	450
* HVAC SYSTEMS	5,220	0	13,000	16,167	63,000
* PARKING PAY STATIONS	0	0	0	0	0
* HANDHELD TICKET WRITERS	0	0	0	0	0
* BICYCLE EQUIPMENT	0	0	0	0	2,500
* EMERGENCY GENERATORS	0	0	0	0	0
* ALARM SYSTEM	0	0	0	0	0
* VIDEO EQUIPMENT	0	0	0	0	0
* SECURITY CAMERAS	0	0	0	0	0
* CROSSWALK SIGNALS	0	25,488	26,000	23,072	26,000
* AUDIO EQUIPMENT	0	0	0	0	0
** MACHINERY & EQUIPMENT	11,070	34,817	77,050	40,950	105,050
ELEM 93 OFFICE EQUIPMENT					
* OFFICE EQUIPMENT	0	0	0	0	0
* OFFICE FURNITURE	2,280	10,610	1,500	1,249	8,000
** OFFICE EQUIPMENT	2,280	10,610	1,500	1,249	8,000
ELEM 95 SITE & BLDG IMPROVEMENTS					
* SITE IMPROVEMENTS	0	0	0	0	12,000
* BUILDINGS	0	0	0	0	43,000
** SITE & BLDG IMPROVEMENTS	0	0	0	0	55,000
ELEM 96 STREET IMPROVEMENT					
* CONCRETE	9,000	0	6,000	0	3,000
* STREETLIGHTS	4,910	2,527	5,000	219	5,000
* GUARDRAIL	0	0	0	0	0
** STREET IMPROVEMENT	13,910	2,527	11,000	219	8,000
ELEM 97 COMMUNICATIONS EQUIPMENT					
* TELEPHONE SYSTEM	0	663	1,000	44	1,000
* RADIO EQUIPMENT	0	0	0	0	0
** COMMUNICATIONS EQUIPMENT	0	663	1,000	44	1,000
ELEM 98 COMPUTER HDWE & SOFTWARE					
* COMPUTER HARDWARE	20,082	7,544	8,370	6,281	20,140
* COMPUTER SOFTWARE	394	1,989	4,300	2,414	67,003
** COMPUTER HDWE & SOFTWARE	20,476	9,533	12,670	8,695	87,143
ELEM 99 INTERFUND TRANSFERS					
* OPERATING CASH TRANSFERS	922,000	1,081,225	1,658,500	1,658,500	2,533,030
** INTERFUND TRANSFERS	922,000	1,081,225	1,658,500	1,658,500	2,533,030
	14,012,320	17,448,921	16,317,988	10,612,337	17,879,479

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# ADMINISTRATION

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

**BUDGET HIGHLIGHTS:** Most components of this budget remain the same, with a few exceptions. Professional Services are decreased by \$50,000 due to the compensation study budgeted in FY 2016. However, for FY 2017, \$5,000 for additional on-site customer service strategy, goals and training for all employees and \$20,000 for an employee engagement survey are anticipated. Temporary clerical support has been eliminated. Wellness program costs are increased, offset by a reduction in public transit incentive (as less employees are currently enrolled).

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2015 ACTUAL	FY2016		FY2017 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%	TBD*	90%
2. Recruit and select the best possible candidates for City vacancies.	Percent of new hires successfully completing 6-month probation.	88%	80%	TBD*	80%
	HR participates in new hire interviews.	100%	100%	100%	100%
3. Improve employee understanding and responsiveness to each other's needs and responsibilities.	Attendance at a training workshop for managers and staff.	95%	95%	99%	95%
	Citywide attendance at planned employee functions; i.e., summer event, holiday party and award ceremonies. Measure by percentage attending at least 1 event.	85%	85%	85%	85%**

\* Survey will be conducted in April 2016

\*\*Summer picnic was cancelled in 2015.

**PROGRAM NAME/NUMBER**

**Human Resources/1005**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY2014	FY2015	FY2016	FY2017
City Manager	0.15	0.15	0.15	0.15
Director of Human Resources	1.00	1.00	1.00	1.00
Human Resources Generalist	0.00	0.00	1.00	1.00
Human Resources Assistant II	1.00	1.00	0.00	0.00
<b>Budget Total</b>	<b>2.15</b>	<b>2.15</b>	<b>2.15</b>	<b>2.15</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1005	
Element/Object	Details	Total	
11	<u>Fringe Benefits</u>		
	11-11 Employee Assistance Plan	Employee Assistance Program	2,500
	11-30 Public Transit Incentive	Incentive to encourage employees to use public transportation, whenever possible, to commute to work; up to \$50 per month, estimate 10 participants	6,000
	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 30 participants .....2,250	
		HR-sponsored wellness lectures on site (e.g., weight loss, health assessment, on-site exercise program) .....2,000	
		Health incentive program to encourage employees to visit a dentist and to participate in various wellness programs. Budgeted amount is net of reimbursement from health insurance carrier. .... 1,500	5,750
12	<u>Travel &amp; Training</u>		
	12-10 Non-Training Travel	Reimbursement of travel expenses for employment candidates and expenses of professionals sitting on interview panels	500
	12-11 Travel & Training	IPMA or SHRM national conference .....2,000 IPMA and SHRM local conferences and meetings .....500 Unlawful practices and supervisory training for employees and managers .....3,000 Other seminars and workshops .....1,000 Training mileage .....200	6,700

**PROGRAM NAME/NUMBER**

**Human Resources/1005**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1005</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
	12-15 Tuition Reimbursement	50% tuition reimbursement for courses related to employee's position, various employees	5,500
30	<u>Professional Services</u> 30-15 Consulting	MML annual wage and benefit survey .....250 Employee engagement survey .....20,000 Customer service strategy, goals and training .....5,000	25,250
36	<u>Special Services</u> 36-10 Printing	As needed	0
	36-11 Classified Advertising	Recruitment classified advertising	11,500
	36-15 Catering for Meetings	Committees and workshops	1,000
	36-38 Employee Background Checks	All new employees	1,200
38	<u>Special Events</u> 38-18 Health Fair	Flu shots, estimate 73 @ \$35 .....2,555 Health fair vendors .....1,000 Refreshments and door prizes .....700	4,255
	38-20 Employee Events	Summer event for employees and families .....4,500 Holiday party for all employees .....5,000	9,500
45	<u>Maintenance Contract</u> 45-10 Computer Software Support	The Payton Company – hosted applicant tracking software @ \$160 per month	1,920
47	<u>Clothing &amp; Uniforms</u> 47-10 Clothing & Uniforms	City seal clothing, as needed	100
52	<u>Awards &amp; Gifts</u> 52-10 Awards & Gifts	Employee of the Quarter, 2 per quarter @ \$100 .....800 Employee of the Year, \$500 + dinner .....550 Suggestions awards .....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

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1005</b>	
<b>Element/Object</b>	<b>Details</b>	<b>Total</b>	
54	<u>Physical Exams</u> 54-10 Physical Exams	Pre-employment physicals, 12 @ \$161 ..... 1,932 Second opinion @ City request, 1 @ \$600 ..... 600 Drug and alcohol testing: Random, 32 @ \$79 ..... 2,528 Post accident, 12 @ \$79 ..... 948	6,008
60	<u>Supplies</u> 60-10 General Supplies	Posters, pay check stuffers ..... 100 Presentation/meeting/testing supplies ..... 300 Labor law poster certification ..... 500	900
	60-11 Meeting Refreshments		100
61	<u>Office Supplies</u> 61-10 Office Supplies	Planners, calendars, envelopes, binders, other ..... 300 Filing supplies ..... 300 Miscellaneous ..... 400	1,000
67	<u>Dues &amp; Publications</u> 67-10 Dues	Society for Human Resources Management (SHRM), 2 @ \$190 ..... 380 International Public Management Association (IPMA): Agency and member dues ..... 420 Patuxent River chapter dues ..... 50	850

**Capital Outlay: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 10 GENERAL GOVERNMENT						
DIV 05 HUMAN RESOURCES						
SUB 0 GENERAL GOVERNMENT						
ELEM 10 PAYROLL-WAGES						
1005-510.10-01	SALARY	120,569	120,552	125,606	90,039	133,501
1005-510.10-02	HOURLY	56,798	61,020	66,886	47,131	70,039
1005-510.10-03	OVERTIME	0	275	0	118	250
*	PAYROLL-WAGES	177,367	181,847	192,492	137,288	203,790
ELEM 11 FRINGE BENEFITS						
1005-510.11-10	FICA	12,176	13,187	13,130	9,875	13,453
1005-510.11-11	EMPLOYEE ASSISTANCE PROG	2,038	2,038	2,500	1,529	2,500
1005-510.11-12	HEALTH INSURANCE	13,875	15,739	17,427	13,995	21,815
1005-510.11-13	DENTAL INSURANCE	1,642	1,724	1,893	1,302	1,921
1005-510.11-14	LIFE INSURANCE	488	178	0	14	35
1005-510.11-15	VISION INSURANCE	220	189	199	136	205
1005-510.11-17	457 CITY MATCH CONTRIBUTN	2,661	2,783	2,431	2,387	3,620
1005-510.11-18	401A RETIREMENT	11,110	0	0	0	0
1005-510.11-21	WORKERS COMPENSATION INS	973	799	710	532	1,010
1005-510.11-22	LONG TERM DISABILITY INS	659	701	743	491	783
1005-510.11-25	MSRP RETIREMENT	258	11,209	9,624	6,699	10,177
1005-510.11-30	PUBLIC TRANSIT INCENTIVE	3,542	4,761	7,200	1,550	6,000
1005-510.11-32	WELLNESS PROGRAM REIMB	4,315	6,236	5,000	4,513	5,750
*	FRINGE BENEFITS	53,957	59,544	60,857	43,023	67,269
ELEM 12 TRAVEL & TRAINING						
1005-510.12-10	NON TRAINING TRAVEL	929	353	500	918	500
1005-510.12-11	TRAVEL & TRAINING	5,334	5,348	6,700	4,485	6,700
1005-510.12-15	TUITION REIMBURSEMENT	4,623	3,228	5,500	0	5,500
*	TRAVEL & TRAINING	10,886	8,929	12,700	5,403	12,700
ELEM 20 OVERHEAD						
1005-510.20-12	POSTAGE	1,023	340	960	55	900
1005-510.20-13	UTILITIES	1,709	2,034	2,290	1,717	2,196
1005-510.20-14	TELEPHONE	1,203	1,203	1,074	807	1,080
1005-510.20-17	COPIER	1,462	1,007	3,032	695	2,825
*	OVERHEAD	5,397	4,584	7,356	3,274	7,001
ELEM 30 PROFESSIONAL SERVICES						
1005-510.30-13	ADMINISTRATIVE	0	0	1,020	0	0
1005-510.30-15	CONSULTING	240	240	250	240	25,250
1005-510.30-55	COMPENSATION STUDY	0	0	50,000	0	0
*	PROFESSIONAL SERVICES	240	240	51,270	240	25,250
ELEM 32 LEGAL SERVICES						
1005-510.32-17	LEGAL-HUMAN RESOURCES	2,961	0	0	0	0
*	LEGAL SERVICES	2,961	0	0	0	0
ELEM 36 SPECIAL SERVICES						
1005-510.36-10	PRINTING	389	208	0	34	0
1005-510.36-11	CLASSIFIED ADVERTISING	5,591	3,794	11,500	3,490	11,500
1005-510.36-15	CATERING FOR MEETINGS	1,095	480	1,000	309	1,000
1005-510.36-38	EMPLOYEE BACKGROUND CHECK	697	699	1,200	768	1,200
*	SPECIAL SERVICES	7,772	5,181	13,700	4,601	13,700
ELEM 38 SPECIAL EVENTS						
1005-510.38-18	HEALTH FAIR	1,928	3,040	2,600	2,479	4,255
1005-510.38-20	EMPLOYEE EVENTS	9,251	9,492	9,500	626	9,500
*	SPECIAL EVENTS	11,179	12,532	12,100	3,105	13,755
ELEM 45 MAINTENANCE CONTRACT						
1005-510.45-10	COMPUTER SOFTWARE SUPPORT	1,341	1,818	1,920	1,431	1,920
*	MAINTENANCE CONTRACT	1,341	1,818	1,920	1,431	1,920
ELEM 47 CLOTHING & UNIFORMS						
1005-510.47-10	CLOTHING & UNIFORMS	131	14-	100	0	100
*	CLOTHING & UNIFORMS	131	14-	100	0	100

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 10 GENERAL GOVERNMENT						
DIV 05 HUMAN RESOURCES						
SUB 0 GENERAL GOVERNMENT						
ELEM 47 CLOTHING & UNIFORMS						
1005-510.52-10	AWARDS & GIFTS	4,220	4,118	6,750	3,138	6,750
1005-510.52-30	EMPLOYEE SERVICE AWARDS	1,042	3,084	1,900	912	1,900
1005-510.52-99	OTHER	625	709	740	195	740
*	AWARDS & GIFTS	5,887	7,911	9,390	4,245	9,390
ELEM 54 PHYSICAL EXAMS						
1005-510.54-10	PHYSICAL EXAMS	4,337	3,364	6,008	2,770	6,008
*	PHYSICAL EXAMS	4,337	3,364	6,008	2,770	6,008
ELEM 60 SUPPLIES						
1005-510.60-10	GENERAL SUPPLIES	1,071	1,394	1,200	806	900
1005-510.60-11	MEETING REFRESHMENTS	10	0	100	0	100
*	SUPPLIES	1,081	1,394	1,300	806	1,000
ELEM 61 OFFICE SUPPLIES						
1005-510.61-10	OFFICE SUPPLIES	952	661	1,000	89	1,000
*	OFFICE SUPPLIES	952	661	1,000	89	1,000
ELEM 62 POSTAGE						
1005-510.62-10	POSTAGE	41	0	0	0	0
*	POSTAGE	41	0	0	0	0
ELEM 67 DUES & PUBLICATIONS						
1005-510.67-10	DUES	1,298	1,150	850	770	850
1005-510.67-20	PUBLICATIONS & BOOKS	219	0	1,000	63	0
*	DUES & PUBLICATIONS	1,517	1,150	1,850	833	850
**	HUMAN RESOURCES	285,046	289,141	372,043	207,108	363,733

**PROGRAM NAME/NUMBER**

**Communications/1006**

**DESCRIPTION:** This program was added in FY 2016 to include program expenditures related to the new Communications Coordinator budgeted position. Other functions are TBD.

**BUDGET HIGHLIGHTS:** This is a new program in the FY 2017 budget. The preparation and printing of the Resident Information Guide has been transferred to this program from Public Works-Administration, program 5010.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2015 ACTUAL	FY2016		FY2017 TARGET
			TARGET	ACTUAL	
TBD					

**PROGRAM NAME/NUMBER**

**Communications/1006**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Communications Coordinator	0.00	0.00	1.00	1.00
Budget Total	0.00	0.00	1.00	1.00

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1006
Element/Object	Details	Total	
36 <u>Special Services</u> 36-10 Printing	Resident Information Guide	8,000	
60 <u>Supplies</u> 60-10 General Supplies		500	

**CAPITAL OUTLAY:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 10 GENERAL GOVERNMENT						
DIV 06 COMMUNICATIONS						
SUB 0 GENERAL GOVERNMENT						
ELEM 10 PAYROLL-WAGES						
1006-510.10-01	SALARY	0	0	16,571	0	51,096
*	PAYROLL-WAGES	0	0	16,571	0	51,096
ELEM 11 FRINGE BENEFITS						
1006-510.11-10	FICA	0	0	1,267	0	3,909
1006-510.11-12	HEALTH INSURANCE	0	0	6,334	0	16,163
1006-510.11-13	DENTAL INSURANCE	0	0	371	0	1,178
1006-510.11-14	LIFE INSURANCE	0	0	56	0	94
1006-510.11-15	VISION INSURANCE	0	0	76	0	248
1006-510.11-17	457 CITY MATCH CONTRIBUTN	0	0	173	0	521
1006-510.11-21	WORKERS COMPENSATION INS	0	0	27	0	103
1006-510.11-22	LONG TERM DISABILITY INS	0	0	64	0	197
1006-510.11-25	MSRP RETIREMENT	0	0	829	0	2,555
*	FRINGE BENEFITS	0	0	9,197	0	24,968
ELEM 36 SPECIAL SERVICES						
1006-510.36-10	PRINTING	0	0	0	0	8,000
*	SPECIAL SERVICES	0	0	0	0	8,000
ELEM 60 SUPPLIES						
1006-510.60-10	GENERAL SUPPLIES	0	0	0	0	500
*	SUPPLIES	0	0	0	0	500
**	COMMUNICATIONS	0	0	25,768	0	84,564

**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.

**BUDGET HIGHLIGHTS:** No change

**PROGRAM NAME/NUMBER**

**Emergency Response/1008**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Budget Total	0.00	0.00	0.00	0.00

**OPERATING EXPENDITURES:** Unknown

**CAPITAL OUTLAY:** None

<b>RELATED REVENUES</b>		FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 ACTUAL	FY 2017 BUDGET
330.70	FEMA-Disaster Exp Reimbursement	0	0	0	0	0
	TOTAL	0	0	0	0	0

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

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

**BUDGET HIGHLIGHTS:** No change

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Provide educational programs highlighting environmental issues relevant to the City and the quality of life of its residents	Number of residents attending programs	300	400	300	400
2. Maintain informational brochures and distribute at events. Topics include environmental issues such as energy conservation, recycling and littering.	Number of pamphlets distributed. NOTE: Public Works has incorporated this info into the fall booklet distributed to all residents.	100	100	100	100
3. Market and track visits to the City's CBE webpage	Number of visits to the CBE webpage.	200	400	200	400
4. Partner with local and regional public interest groups, environmental organizations and citizens associations to share knowledge and promote CBE programs.	Number of local and regional groups with whom CBE members cooperate and support, such as CCRIC, UMD Sustainability, College Park Arts Exchange, PG Sierra Club and Zero Waste Maryland.	10	10	10	10
5. Advise City Council on current environmental legislation.	Number of legislative issues presented	2	4	2	4
6. Conduct workshops to promote green initiatives such as: composting, native planting, energy saving, rain gardens and rain barrels.	Number of programs that CBE assists or promotes	15	15	15	15
7. Provide program support and assistance to the City in order to improve the physical environment.	Number of projects that CBE initiates or assists	3	4	3	4
8. Promote award programs for businesses and residents who con-	Number of awards that CBE presents	1	1	1	1

**PROGRAM NAME/NUMBER**

**Committee for a Better Environment/1009**

tribute significantly to the environment and quality of life in College Park					
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**PROGRAM NAME/NUMBER****Committee for a Better Environment/1009****PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Budget Total	0.00	0.00	0.00	0.00

**OPERATING EXPENDITURES:**

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

**CAPITAL OUTLAY: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 10 GENERAL GOVERNMENT						
DIV 09 COMM FOR BETTER ENVIRONMT						
SUB 0 GENERAL GOVERNMENT						
ELEM 30 PROFESSIONAL SERVICES						
1009-510.30-13	ADMINISTRATIVE	793	777	1,200	460	1,200
1009-510.30-15	CONSULTING	2,280	645	500	300	500
*	PROFESSIONAL SERVICES	3,073	1,422	1,700	760	1,700
ELEM 36 SPECIAL SERVICES						
1009-510.36-10	PRINTING	19	438	1,000	0	1,000
1009-510.36-25	CABLE TV CAMERA OPERATOR	150	0	0	0	0
*	SPECIAL SERVICES	169	438	1,000	0	1,000
ELEM 38 SPECIAL EVENTS						
1009-510.38-64	CBE EVENTS	2,702	1,196	2,750	0	2,750
*	SPECIAL EVENTS	2,702	1,196	2,750	0	2,750
ELEM 52 AWARDS & GIFTS						
1009-510.52-10	AWARDS & GIFTS	0	0	650	0	650
*	AWARDS & GIFTS	0	0	650	0	650
ELEM 60 SUPPLIES						
1009-510.60-10	GENERAL SUPPLIES	1,315	741	1,400	378	1,400
1009-510.60-11	MEETING REFRESHMENTS	0	378	500	75	500
1009-510.60-50	TREES, SHRUBS & FLOWERS	963	5,026	2,400	54	2,400
*	SUPPLIES	2,278	6,145	4,300	507	4,300
ELEM 67 DUES & PUBLICATIONS						
1009-510.67-10	DUES	600	600	600	600	600
*	DUES & PUBLICATIONS	600	600	600	600	600
**	COMM FOR BETTER ENVIRONMT	8,822	9,801	11,000	1,867	11,000

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

**BUDGET HIGHLIGHTS:** Travel & Training is budgeted based on Council responses to a recent survey of FY 2017 conference opportunities. City lobbyist has increased \$5,000 to reflect a 12-month contract, approved by Council in November 2015. Expenditures for live broadcast and streaming of Council meetings and worksessions have increased due to an increase in the Granicus monthly fee (first increase since 2010) and a rate increase for the camera operator (last increased in 2013). A new scanning system is proposed (included in the Information Technology budget) and this budget includes scanning cost for meeting and worksession materials dating back to 1945. Membership dues for ITGA have been reduced due to a joint membership with UMD. The subscription cost for Annotated Code of Maryland has been reduced by switching to an online subscription. A \$20,000 seed grant for Greater College Park Sustainability and Resiliency Financing Initiative has been provided at the request of the UMD Environmental Financing Center.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Effectively represent the City’s interests at the state and county levels	Adopt legislative agenda for each session	Yes	Yes	Yes	Yes
2. Maintain effective working relationships with the University of Maryland	Meet regularly with senior UM officials to discuss issues of mutual concern	Yes	Yes	Yes	Yes
3. Improve traffic safety through inter-jurisdictional cooperation ● Implement Community Development projects (see <i>Planning-Community Development, program 3011</i> )	Percent of residents who rate pedestrian safety as good or better	57%	No survey	No survey	60%
	Percent of residents who rate traffic safety as good or better	Not on survey	No survey	No survey	60%

**PROGRAM NAME/NUMBER**

**Mayor & Council/1010**

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	78%	No survey	No survey	80%
	Percent of residents who rate value for tax dollar as good or better	64%	No survey	No survey	65%



**PROGRAM NAME/NUMBER**

**Mayor & Council/1010**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1010</b>	
<b>Element/Object</b>	<b>Details</b>	<b>Total</b>	
25-31 Meals on Wheels of College Park	Direct grant		6,500
25-35 College Park Boys & Girls Club	Direct grant		12,500
25-38 Public School Education Grants	Non-competitive grants of \$7,500 each to Hollywood Elementary, Paint Branch Elementary, Greenbelt Middle and Parkdale High, based on an approved application ..... 30,000 Competitive grants of \$2,500 each to boundary schools outside of the City that educate at least 14 College Park youth in their school, based on an approved application ..... 17,500 Scholarships for UM summer educational camps for elementary, middle and high school College Park students ..... 6,600 Additional educational initiatives to be developed by Education Advisory Committee (EAC) that would benefit the public schools and College Park youth ..... 5,900		60,000
25-41 Univ of Maryland Program Contributions	Seed grant to Greater College Park Sustainability and Resiliency Financing Initiative through UMD Environmental Finance Center		20,000
25-44 College Park Community Foundation	Direct grant		1,000
30 <u>Professional Services</u>			
30-38 Transcription Services	Outside transcription services as needed		2,000
30-54 Lobbying	12-month contract for assistance with state legislation		30,000
30-65 Interpreter Services	As needed for public meetings		1,000
34 <u>Contractual Services</u>			
34-32 Internet Streaming Broadcast	Granicus – live streaming and on-demand Internet playback of Council meetings and worksessions, \$639/month		7,668
36 <u>Special Services</u>			
36-10 Printing	Letterhead, business cards, notepads ..... 1,300 Outside printing of documents, color copies ..... 300 (Weekly council packets are photocopied and copier usage is charged as Overhead-Copier 20-17)		1,600
36-15 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 ..... 2,650 Dinner meetings with elected officials and others ..... 1,000		3,650

**PROGRAM NAME/NUMBER**

**Mayor & Council/1010**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1010</b>	
<b>Element/Object</b>	<b>Details</b>	<b>Total</b>	
36-18 Retreat	Retreat for Mayor & Council, including meals and facilitator	7,500	
36-25 Cable TV Camera Operator	Regular Council meetings, estimate 20 @ \$200 ..... 4,000 Council worksessions, estimate 20 @ \$200 ..... 4,000 Special meetings, estimate 4 @ \$200 ..... 800 Saturday budget worksessions, 2 @ \$400 ..... 800 Additional pay for Council meetings and worksessions ending after midnight, estimate 4 @ \$40/hour ..... 160	9,760	
36-40 Files Management	Scanning of Council meeting materials (agendas, minutes, backup), 1945-present	9,650	
36-60 Shuttle-UM for Residents	Annual MOU with UMD Transportation Services for City residents (with City-issued ID) to ride Shuttle-UM at no cost	6,000	
36-99 Other	Miscellaneous expenses	500	
38 <u>Special Events</u> 38-99 Other	To be determined	1,000	
47 <u>Clothing &amp; Uniforms</u> 47-10 Clothing & Uniforms	City seal embroidered clothing for Mayor, Council members, Student Liaison	600	
60 <u>Supplies</u> 60-10 General Supplies	General supplies	1,500	
60-11 Meeting Refreshments	Meeting refreshments	1,200	
66 <u>Telephone &amp; Communications</u> 66-12 Cellular Phone	Cell phone for Mayor, 1 allowance @ \$60/month	720	
67 <u>Dues &amp; Publications</u> 67-10 Dues	Maryland Municipal League (MML) ..... 24,406 Metropolitan Washington Council of Governments, membership dues and Regional Environmental Fund ..... 25,994 Prince George's County Municipal Association ..... 2,851 National League of Cities (NLC) ..... 3,258 NLC constituency groups ..... 300 U.S. Conference of Mayors ..... 3,489 Maryland Mayor's Association ..... 60 International Town & Gown Association (ITGA) (1/2 of joint City-UMD membership) ..... 400	60,758	
67-20 Publications & Books	Annotated Code of Maryland, online subscription ..... 750 Other publications ..... 250	1,000	
69 <u>Miscellaneous Charge</u> 69-10 Miscellaneous		1,000	

**CAPITAL OUTLAY: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 10 GENERAL GOVERNMENT						
DIV 10 MAYOR & CITY COUNCIL						
SUB 0 GENERAL GOVERNMENT						
ELEM 10 PAYROLL-WAGES						
1010-510.10-05	ELECTED & APPOINTED	57,000	66,501	66,500	55,417	66,500
1010-510.10-06	STIPEND	1,650	1,650	6,650	0	1,650
*	PAYROLL-WAGES	58,650	68,151	73,150	55,417	68,150
ELEM 11 FRINGE BENEFITS						
1010-510.11-10	FICA	4,361	5,088	5,116	4,244	5,102
1010-510.11-21	WORKERS COMPENSATION INS	113	116	109	91	134
1010-510.11-25	MSRP RETIREMENT	0	3,689	3,710	2,422	2,632
*	FRINGE BENEFITS	4,474	8,893	8,935	6,757	7,868
ELEM 12 TRAVEL & TRAINING						
1010-510.12-10	NON TRAINING TRAVEL	101	63	300	0	300
1010-510.12-11	TRAVEL & TRAINING	16,240	25,468	32,907	8,491	31,150
*	TRAVEL & TRAINING	16,341	25,531	33,207	8,491	31,450
ELEM 20 OVERHEAD						
1010-510.20-10	INSURANCE	22,669	23,392	23,616	17,710	22,303
1010-510.20-12	POSTAGE	526	848	1,600	1,217	1,500
1010-510.20-13	UTILITIES	13,103	15,597	17,554	13,166	16,840
1010-510.20-14	TELEPHONE	902	902	807	605	810
1010-510.20-15	INFORMATION TECHNOLOGY	5,826	6,051	6,261	4,696	7,113
1010-510.20-16	BUILDING MAINTENANCE	71,572	72,662	75,215	56,411	97,306
1010-510.20-17	COPIER	3,994	4,909	9,400	4,119	8,759
*	OVERHEAD	118,592	124,361	134,453	97,924	154,631
ELEM 25 GRANTS & ASSISTANCE						
1010-510.25-10	CITY-UNIV PARTNERSHIP	100,000	125,000	125,000	125,000	125,000
1010-510.25-11	ANACOSTIA TRAILS HERITAGE	3,954	3,954	3,954	3,954	5,954
1010-510.25-20	COMMUNITY SERVICES GRANTS	19,998	18,500	20,000	17,500	20,000
1010-510.25-30	COLLEGE PK ARTS EXCHANGE	32,500	37,500	39,000	29,250	39,000
1010-510.25-31	MEALS ON WHEELS OF C P	4,000	4,000	6,500	6,500	6,500
1010-510.25-35	COLL PK BOYS & GIRLS CLUB	12,500	12,500	12,500	9,375	12,500
1010-510.25-38	PUBL SCH EDUCATION GRANTS	56,279	57,699	60,000	34,488	60,000
1010-510.25-41	UNIV OF MD PROGRM CONTRIB	0	0	0	0	20,000
1010-510.25-44	COLL PARK COMM FOUNDATION	1,000	0	1,000	1,000	1,000
1010-510.25-45	CPCUP-COLLEGE PK ACADEMY	80,000	80,000	0	0	0
1010-510.25-46	EDUCATION IMPROVEMT FUND	0	0	80,000	0	0
*	GRANTS & ASSISTANCE	310,231	339,153	347,954	227,067	289,954
ELEM 30 PROFESSIONAL SERVICES						
1010-510.30-15	CONSULTING	0	5,000	0	0	0
1010-510.30-38	TRANSCRIPTION SERVICES	500	1,455	1,500	1,960	2,000
1010-510.30-39	TRANSLATION SERVICES	0	0	700	125	0
1010-510.30-54	LOBBYING	0	20,000	25,000	12,500	30,000
1010-510.30-60	EXECUTIVE SEARCH	0	25,234	0	12,583	0
1010-510.30-65	INTERPRETER SERVICES	0	140	1,000	0	1,000
*	PROFESSIONAL SERVICES	500	51,829	28,200	27,168	33,000
ELEM 34 CONTRACTUAL SERVICES						
1010-510.34-32	INTERNET STREAMING BRDCST	6,274	6,387	6,468	5,929	7,668
1010-510.34-48	STRATEGIC PLAN	0	28,953	0	161	0
*	CONTRACTUAL SERVICES	6,274	35,340	6,468	6,090	7,668
ELEM 36 SPECIAL SERVICES						
1010-510.36-10	PRINTING	1,302	751	1,600	2,056	1,600
1010-510.36-11	CLASSIFIED ADVERTISING	0	0	500	0	0
1010-510.36-15	CATERING FOR MEETINGS	3,002	3,250	4,550	694	4,550
1010-510.36-16	SPECIAL DINNERS	2,086	2,192	3,500	2,613	3,650
1010-510.36-18	RETREAT	4,390	0	7,500	528	7,500
1010-510.36-25	CABLE TV CAMERA OPERATOR	6,450	6,175	7,300	4,375	9,760
1010-510.36-40	FILES MANAGEMENT	0	0	0	0	9,650
1010-510.36-60	SHUTTLE-UM FOR RESIDENTS	6,000	6,000	6,000	6,000	6,000
1010-510.36-99	OTHER	0	0	500	500	500

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 10 GENERAL GOVERNMENT						
DIV 10 MAYOR & CITY COUNCIL						
SUB 0 GENERAL GOVERNMENT						
ELEM 36 SPECIAL SERVICES						
*	SPECIAL SERVICES	23,230	18,368	31,450	16,766	43,210
ELEM 38 SPECIAL EVENTS						
1010-510.38-99	OTHER	0	0	1,000	0	1,000
*	SPECIAL EVENTS	0	0	1,000	0	1,000
ELEM 47 CLOTHING & UNIFORMS						
1010-510.47-10	CLOTHING & UNIFORMS	528	272	600	0	600
*	CLOTHING & UNIFORMS	528	272	600	0	600
ELEM 52 AWARDS & GIFTS						
1010-510.52-99	OTHER	73	0	0	0	0
*	AWARDS & GIFTS	73	0	0	0	0
ELEM 60 SUPPLIES						
1010-510.60-10	GENERAL SUPPLIES	767	914	1,500	1,242	1,500
1010-510.60-11	MEETING REFRESHMENTS	744	1,215	1,200	640	1,200
*	SUPPLIES	1,511	2,129	2,700	1,882	2,700
ELEM 61 OFFICE SUPPLIES						
1010-510.61-10	OFFICE SUPPLIES	140	0	0	0	0
*	OFFICE SUPPLIES	140	0	0	0	0
ELEM 66 TELEPHONE & COMMUNICATION						
1010-510.66-12	CELLULAR PHONE	1,732	1,461	1,260	746	720
*	TELEPHONE & COMMUNICATION	1,732	1,461	1,260	746	720
ELEM 67 DUES & PUBLICATIONS						
1010-510.67-10	DUES	51,920	56,106	58,962	58,262	60,758
1010-510.67-20	PUBLICATIONS & BOOKS	2,174	94	1,850	30	1,000
*	DUES & PUBLICATIONS	54,094	56,200	60,812	58,292	61,758
ELEM 69 MISCELLANEOUS CHARGE						
1010-510.69-10	MISCELLANEOUS	250	589	1,000	350	1,000
*	MISCELLANEOUS CHARGE	250	589	1,000	350	1,000
**	MAYOR & CITY COUNCIL	596,620	732,277	731,189	506,950	703,709

**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.

**BUDGET HIGHLIGHTS:** Proposing an increase in budgeted legal fees based on YTD actuals

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Produce legally defensible ordinances with no successful challenges	Number of successful challenges to City ordinances	0	0	0	0
2. Prosecute violators under City ordinances	Percent of cases in which convictions are achieved	90%	90%	90%	90%
3. Represent the City in all other court actions	Percent of court actions decided in City's favor	90%	90%	90%	90%

**PROGRAM NAME/NUMBER**

**City Attorney/1011**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
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
	32-15 City-University Partnership	Estimated based on current billings	6,000
	32-18 Litigation	Reserve for legal fees associated with pending litigation	10,000

**CAPITAL OUTLAY:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 10	GENERAL GOVERNMENT					
DIV 11	CITY ATTORNEY					
SUB 0	GENERAL GOVERNMENT					
ELEM 32	LEGAL SERVICES					
1011-510.32-10	LEGAL-CITY ATTORNEY	140,795	123,848	147,500	107,297	160,000
1011-510.32-15	CITY-UNIV PARTNERSHIP	2,015	6,939	4,000	3,228	6,000
1011-510.32-18	LEGAL-LITIGATION	0	0	10,000	4,002	10,000
*	LEGAL SERVICES	142,810	130,787	161,500	114,527	176,000
**	CITY ATTORNEY	142,810	130,787	161,500	114,527	176,000

**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.

**BUDGET HIGHLIGHTS:** FY 2017 is not an election year.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Conduct local elections in a fair and efficient manner	Number of effective challenges to elections	0	0	0	0

**PROGRAM NAME/NUMBER**

**Board of Election Supervisors/1012**

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

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Senior City Clerk	0.00	0.15	0.15	0.15
City Clerk	0.15	0.00	0.00	0.00
Budget Total	0.15	0.15	0.15	0.15

**OPERATING EXPENDITURES:** FY 2017 is not an election year for Mayor & Council.

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

**CAPITAL OUTLAY:** None

RELATED REVENUES		FY 2014	FY 2015	FY 2016	FY 2016	FY 2017
		ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET
359.10	Election Fines	25	0	0	25	0
	TOTAL	25	0	0	25	0

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 10 GENERAL GOVERNMENT						
DIV 12 BOARD OF ELECTION SUPRVS						
SUB 0 GENERAL GOVERNMENT						
ELEM 10 PAYROLL-WAGES						
1012-510.10-01	SALARY	12,508	13,746	14,394	10,153	15,081
1012-510.10-05	ELECTED & APPOINTED	1,740	480	1,920	1,600	480
*	PAYROLL-WAGES	14,248	14,226	16,314	11,753	15,561
ELEM 11 FRINGE BENEFITS						
1012-510.11-10	FICA	1,053	1,044	1,200	848	1,115
1012-510.11-12	HEALTH INSURANCE	901	991	1,019	1,591	2,491
1012-510.11-13	DENTAL INSURANCE	42	44	46	67	97
1012-510.11-14	LIFE INSURANCE	35	5	0	0	0
1012-510.11-15	VISION INSURANCE	15	13	13	19	27
1012-510.11-17	457 CITY MATCH CONTRIBUTN	224	117	118	82	117
1012-510.11-18	401A RETIREMENT	794	0	0	0	0
1012-510.11-21	WORKERS COMPENSATION INS	28	24	27	19	31
1012-510.11-22	LONG TERM DISABILITY INS	48	52	56	37	58
1012-510.11-25	MSRP RETIREMENT	19	833	720	494	754
*	FRINGE BENEFITS	3,159	3,123	3,199	3,157	4,690
ELEM 12 TRAVEL & TRAINING						
1012-510.12-10	NON TRAINING TRAVEL	0	0	60	0	60
*	TRAVEL & TRAINING	0	0	60	0	60
ELEM 30 PROFESSIONAL SERVICES						
1012-510.30-13	ADMINISTRATIVE	4,671	68	5,220	4,808	0
*	PROFESSIONAL SERVICES	4,671	68	5,220	4,808	0
ELEM 36 SPECIAL SERVICES						
1012-510.36-10	PRINTING	432	0	400	117	0
1012-510.36-15	CATERING FOR MEETINGS	296	0	500	283	0
1012-510.36-25	CABLE TV CAMERA OPERATOR	150	0	150	300	0
*	SPECIAL SERVICES	878	0	1,050	700	0
ELEM 48 RENTAL						
1012-510.48-25	VOTING MACHINES	0	0	15,000	15,433	0
*	RENTAL	0	0	15,000	15,433	0
ELEM 60 SUPPLIES						
1012-510.60-10	GENERAL SUPPLIES	166	0	200	224	0
*	SUPPLIES	166	0	200	224	0
ELEM 67 DUES & PUBLICATIONS						
1012-510.67-20	PUBLICATIONS & BOOKS	186	0	210	349	0
*	DUES & PUBLICATIONS	186	0	210	349	0
**	BOARD OF ELECTION SUPRVS	23,308	17,417	41,253	36,424	20,311

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

Aging-in-Place Task Force: Identifies City and County resources that support our aging population, needs of the aging population who desire to age-in-place, gaps between current resources and needs, and strategies to address the gaps. Animal Welfare Committee: Coordinates local animal welfare groups and supports the animal control officer. Citizens Corps Council: Advises the Mayor & Council on matters of public safety and emergency management. College Park Airport Authority: Investigates, reviews and reports on the current and proposed future uses of the College Park Airport and its facilities. Education Advisory Committee: Advises Mayor & Council on issues relating to education within the City. Neighborhood Quality of Life Committee: Seeks to engage with various stakeholders to explore ways to achieve 2 overall goals: (1) to regain a balance in types of housing and population in College Park neighborhoods; and (2) to address quality of life concerns that stem from rental housing. Neighborhood Watch Steering Committee: Advises Mayor & Council and reviews, enhances and further develops College Park Neighborhood Watch. Noise Control Board: Advises City in noise control efforts and adjudicates noise complaints. Old Town Local Advisory Commission: Assists and advises the Prince George's County Historic Preservation Commission (HPC) in the performance of its decisions concerning applications for Historic Area Work Permits for building additions, modifications and other work that alters buildings and environmental settings within the Old Town local historic district. 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.

**BUDGET HIGHLIGHTS:** Farmers Market Committee and Sustainable Maryland Certified Green Team have been removed from this program as they were dissolved by Council action in 2015; clerical support has been reduced accordingly. Also eliminated are all costs associated with the Aging-in-Place Task Force as the Task Force is working on its final report to Council and should be dissolved prior to July 1, 2016. It is understood that the Task Force could recommend the formation of a new committee to carry out its recommendations, but any new programs involving the City's senior residents would likely be budgeted under YF&SS Seniors Program. The Education Advisory Committee \$2,000 annual request has been reallocated to different line items to more accurately reflect their FY 2017 workplan.

**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 2015 ACTUAL	FY 2016		FY 2017 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	85%	90%	85%	90%
2. To encourage volunteer participation	Number of individuals serving on boards and commissions (full staffing = 159 for FY 2015, 169 for FY 2016, 145 for FY 2017)	143	143	143	131

**PROGRAM NAME/NUMBER**

**Advisory Committees/1013**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
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	4,000	
36 Special Services 36-10 Printing	Meeting notices, minutes, other printing	100	
36-11 Classified Advertising	Publicity (Education Advisory Committee request)	300	
38 Special Events 38-35 Student Events	Parental/family involvement programs (Education Advisory Committee request)	850	
52 Prizes & Awards 52-10 Prizes & Awards	Veterans Memorial Committee – gifts for speakers ..... 100 “Celebrate College Park” 5th grade essay awards (Education Advisory Committee request) .....550	650	
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 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 10 GENERAL GOVERNMENT						
DIV 13 ADVISORY COMMITTEES						
SUB 0 GENERAL GOVERNMENT						
ELEM 10 PAYROLL-WAGES						
1013-510.10-02	HOURLY	0	91	0	47	0
1013-510.10-03	OVERTIME	0	0	100	0	100
1013-510.10-06	STIPEND	480	0	1,680	1,920	1,680
*	PAYROLL-WAGES	480	91	1,780	1,967	1,780
ELEM 11 FRINGE BENEFITS						
1013-510.11-10	FICA	37	7	137	150	137
1013-510.11-21	WORKERS COMPENSATION INS	1	0	3	3	3
1013-510.11-25	MSRP RETIREMENT	0	4	0	2	0
*	FRINGE BENEFITS	38	11	140	155	140
ELEM 20 OVERHEAD						
1013-510.20-12	POSTAGE	471	148	960	192	600
1013-510.20-17	COPIER	141	101	910	134	565
*	OVERHEAD	612	249	1,870	326	1,165
ELEM 30 PROFESSIONAL SERVICES						
1013-510.30-13	ADMINISTRATIVE	4,223	3,570	4,500	2,604	4,000
*	PROFESSIONAL SERVICES	4,223	3,570	4,500	2,604	4,000
ELEM 36 SPECIAL SERVICES						
1013-510.36-10	PRINTING	0	0	600	480	100
1013-510.36-11	CLASSIFIED ADVERTISING	1,140	1,140	1,200	0	300
*	SPECIAL SERVICES	1,140	1,140	1,800	480	400
ELEM 38 SPECIAL EVENTS						
1013-510.38-35	STUDENT EVENTS	455	220	500	0	850
1013-510.38-56	SENIOR EVENTS	0	0	3,000	0	0
*	SPECIAL EVENTS	455	220	3,500	0	850
ELEM 52 AWARDS & GIFTS						
1013-510.52-10	AWARDS & GIFTS	0	0	100	0	650
*	AWARDS & GIFTS	0	0	100	0	650
ELEM 60 SUPPLIES						
1013-510.60-10	GENERAL SUPPLIES	101	36	100	0	100
1013-510.60-11	MEETING REFRESHMENTS	141	86	800	122	300
*	SUPPLIES	242	122	900	122	400
ELEM 62 POSTAGE						
1013-510.62-10	POSTAGE	11	0	0	0	0
*	POSTAGE	11	0	0	0	0
ELEM 69 MISCELLANEOUS CHARGE						
1013-510.69-10	MISCELLANEOUS	0	1	0	0	0
*	MISCELLANEOUS CHARGE	0	1	0	0	0
**	ADVISORY COMMITTEES	7,201	5,404	14,590	5,654	9,385

**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.

**BUDGET HIGHLIGHTS:** Despite an increase in the hourly rate for the ethics attorney, overall legal expenditures reduced based on actual expenditures during the last 2 years.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Hold elected and appointed officials, including members of advisory boards and committees, to a high ethical standard • Develop and institute an ethics orientation training program	Percent of required individuals who have received ethics orientation:				
	Elected officials	100%	100%	100%	100%
	City staff	100%	100%	100%	100%
	Candidates for elected office	100%	100%	100%	100%
2. Distribute and collect Financial Disclosure statements by the required deadline	Board and committee members	0%	100%	0%	TBD
	Percent of required statements collected timely	100%	100%	100%	100%

**PROGRAM NAME/NUMBER**

**Ethics Commission/1014**

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

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Budget Total	0.00	0.00	0.00	0.00

**OPERATING EXPENDITURES**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1014	
Element/Object	Details	Total	
12 <u>Travel &amp; Training</u> 12-11 Travel & Training	Ethics training for City employees, board and committee members	1,200	
30 <u>Professional Services</u> 30-13 Administrative	Clerical support, 4 meetings @ \$75	300	
32 <u>Legal Services</u> 32-20 Ethics Commission	Estimated based on current billings	6,000	

**CAPITAL OUTLAY:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 10 GENERAL GOVERNMENT						
DIV 14 ETHICS COMMISSION						
SUB 0 GENERAL GOVERNMENT						
ELEM 12 TRAVEL & TRAINING						
1014-510.12-11	TRAVEL & TRAINING	0	0	1,200	0	1,200
*	TRAVEL & TRAINING	0	0	1,200	0	1,200
ELEM 30 PROFESSIONAL SERVICES						
1014-510.30-13	ADMINISTRATIVE	125	57	600	79	300
*	PROFESSIONAL SERVICES	125	57	600	79	300
ELEM 32 LEGAL SERVICES						
1014-510.32-20	LEGAL-ETHICS COMMISSION	8,380	1,096	9,100	3,756	6,000
*	LEGAL SERVICES	8,380	1,096	9,100	3,756	6,000
ELEM 36 SPECIAL SERVICES						
1014-510.36-25	CABLE TV CAMERA OPERATOR	150	0	0	0	0
*	SPECIAL SERVICES	150	0	0	0	0
**	ETHICS COMMISSION	8,655	1,153	10,900	3,835	7,500

**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.

**BUDGET HIGHLIGHTS:** No significant changes

**GOALS & PERFORMANCE MEASURES:**

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

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

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

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Budget Total	0.00	0.00	0.00	0.00

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1016
Element/Object	Details	Total	
30 Professional Services 30-13 Administrative	Clerical support for 5 quarterly meetings @ \$150	750	
32 Legal Services 32-11 Cable Television	Legal fees for negotiation of renewal Comcast franchise agreement; City's estimated share of PGINCCC negotiating group expenditures	3,700	
40 Repair & Maintenance 40-40 Audio-Visual Equipment Service	City Hall – audio and video equipment service	400	
60 Supplies 60-10 General Supplies	Audio cassettes, DVDs, batteries, patch cables	500	

**Capital Outlay:** None

RELATED REVENUES		FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 ACTUAL	FY 2017 BUDGET
324.10	Comcast Cable Franchise Fee	198,062	198,629	200,000	94,599	200,000
324.15	Verizon FiOS Franchise Fee	113,337	118,587	115,000	58,832	115,000
	TOTAL	311,399	317,216	315,000	153,431	315,000

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 10 GENERAL GOVERNMENT						
DIV 16 CABLE TV COMMISSION						
SUB 0 GENERAL GOVERNMENT						
ELEM 10 PAYROLL-WAGES						
1016-510.10-03	OVERTIME	0	0	100	0	100
1016-510.10-06	STIPEND	900	1,260	1,200	780	1,200
*	PAYROLL-WAGES	900	1,260	1,300	780	1,300
ELEM 11 FRINGE BENEFITS						
1016-510.11-10	FICA	106	101	100	60	100
1016-510.11-21	WORKERS COMPENSATION INS	3	2	2	1	2
*	FRINGE BENEFITS	109	103	102	61	102
ELEM 30 PROFESSIONAL SERVICES						
1016-510.30-13	ADMINISTRATIVE	288	422	750	216	750
*	PROFESSIONAL SERVICES	288	422	750	216	750
ELEM 32 LEGAL SERVICES						
1016-510.32-11	LEGAL-CABLE TELEVISION	2,965	6,073	4,000	1,939	3,700
*	LEGAL SERVICES	2,965	6,073	4,000	1,939	3,700
ELEM 40 REPAIR & MAINTENANCE						
1016-510.40-40	AUDIO-VISUAL EQUIPT SERV	91	0	0	0	400
*	REPAIR & MAINTENANCE	91	0	0	0	400
ELEM 60 SUPPLIES						
1016-510.60-10	GENERAL SUPPLIES	39	119	500	72	500
*	SUPPLIES	39	119	500	72	500
ELEM 66 TELEPHONE & COMMUNICATION						
1016-510.66-20	CABLE TV SERVICE	119	119	0	80	0
*	TELEPHONE & COMMUNICATION	119	119	0	80	0
**	CABLE TV COMMISSION	4,511	8,096	6,652	3,148	6,752

**DESCRIPTION:** This program provides information to citizens through responses to telephone inquiries and the semi-monthly publication of the *Municipal Scene* (no longer printed by the Gazette), 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).

**BUDGET HIGHLIGHTS:** A consultant-driven statistically significant community survey has been added for FY 2017. The *Municipal Scene* contract with the Gazette Newspapers has been deleted. Martin Luther King, Jr. Day activities have been reclassified to Public Services-Recreation (program 2014). Additional funding has been provided for resident mailings postage and translation services.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Provide information about City government and services to the public ● Provide information for inclusion in <i>Municipal Scene</i>	Percent of residents rating the City's efforts to inform them of City government and services as good or better	Not on survey	No survey	No survey	75%
	Percent of residents who rate usefulness of <i>Municipal Scene</i> information as good or better	63%	No survey	No survey	65%

**PROGRAM NAME/NUMBER**

**Public Relations/1017**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
City Manager	0.10	0.10	0.10	0.10
Senior City Clerk	0.00	0.25	0.25	0.25
City Clerk	0.25	0.00	0.00	0.00
Assistant City Clerk	0.50	0.50	0.50	0.50
Budget Total	<b>0.85</b>	<b>0.85</b>	<b>0.85</b>	<b>0.85</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1017	
Element/Object	Details	Total	
25	<u>Grants &amp; Assistance</u> 25-41 Univ of Maryland Program Contributions	City contribution to Interfraternity Council (IFC) tailgate program or other UMD programs	7,000
30	<u>Professional Services</u> 30-13 Administrative	As needed	500
	30-15 Consulting	Statistically significant community survey	30,000
	30-39 Translation Services	Translation of various documents, as needed	5,000
36	<u>Special Services</u> 36-10 Printing	Invitations to special events	250
	36-99 Other	Flowers for condolences and Veterans Memorial	1,000
38	<u>Special Events</u> 38-60 College Park Day (previously budgeted in account 2014-3860)	City participation expenditures .....8,800 Event planner ..... 11,000 Additional stage, performers, rentals .....4,500 City staff payroll .....4,500	28,800
	38-99 Other	Reception for boards and commissions .....8,500 City/University recognition events .....500 Miscellaneous .....900	9,900
52	<u>Awards &amp; Gifts</u> 52-99 Other	Resident recognition	500
60	<u>Supplies</u> 60-10 General Supplies	Flags for City buildings and Veterans Memorial .....500 Promotional items .....2,500	3,000
62	<u>Postage</u> 62-10 Postage	Postage for bi-monthly Municipal Scene ..... 1,000 Postage for 2 resident mailings, as needed ..... 15,000	16,000

**PROGRAM NAME/NUMBER**

**Public Relations/1017**

**CAPITAL OUTLAY:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 10 GENERAL GOVERNMENT						
DIV 17 PUBLIC RELATIONS						
SUB 0 GENERAL GOVERNMENT						
ELEM 10 PAYROLL-WAGES						
1017-510.10-01	SALARY	70,222	73,646	72,177	53,120	77,786
1017-510.10-02	HOURLY	0	0	0	107	0
1017-510.10-03	OVERTIME	0	104	0	948	0
*	PAYROLL-WAGES	70,222	73,750	72,177	54,175	77,786
ELEM 11 FRINGE BENEFITS						
1017-510.11-10	FICA	4,963	5,201	5,043	3,928	5,330
1017-510.11-12	HEALTH INSURANCE	5,612	6,117	6,993	6,346	9,613
1017-510.11-13	DENTAL INSURANCE	264	277	343	276	389
1017-510.11-14	LIFE INSURANCE	194	29	0	9	24
1017-510.11-15	VISION INSURANCE	95	83	90	78	111
1017-510.11-17	457 CITY MATCH CONTRIBUTN	947	747	510	656	958
1017-510.11-18	401A RETIREMENT	4,463	0	0	0	0
1017-510.11-21	WORKERS COMPENSATION INS	559	446	381	314	556
1017-510.11-22	LONG TERM DISABILITY INS	266	277	279	187	299
1017-510.11-25	MSRP RETIREMENT	101	4,442	3,609	2,599	3,889
*	FRINGE BENEFITS	17,464	17,619	17,248	14,393	21,169
ELEM 20 OVERHEAD						
1017-510.20-12	POSTAGE	197	4	0	100	300
1017-510.20-17	COPIER	0	0	0	111	282
*	OVERHEAD	197	4	0	211	582
ELEM 25 GRANTS & ASSISTANCE						
1017-510.25-41	UNIV OF MD PROGRM CONTRIB	0	0	7,000	0	7,000
*	GRANTS & ASSISTANCE	0	0	7,000	0	7,000
ELEM 30 PROFESSIONAL SERVICES						
1017-510.30-13	ADMINISTRATIVE	0	0	500	0	500
1017-510.30-15	CONSULTING	2,225	0	0	0	30,000
1017-510.30-39	TRANSLATION SERVICES	0	0	0	0	5,000
*	PROFESSIONAL SERVICES	2,225	0	500	0	35,500
ELEM 34 CONTRACTUAL SERVICES						
1017-510.34-25	MARKETING	0	7,245	10,000	0	0
*	CONTRACTUAL SERVICES	0	7,245	10,000	0	0
ELEM 36 SPECIAL SERVICES						
1017-510.36-10	PRINTING	35,221	33,442	36,394	273	250
1017-510.36-11	CLASSIFIED ADVERTISING	0	0	0	684	0
1017-510.36-26	VIDEOGRAPHY & EDITING	2,060	2,570	3,000	2,800	0
1017-510.36-99	OTHER	2,345	783	3,000	369	1,000
*	SPECIAL SERVICES	39,626	36,795	42,394	4,126	1,250
ELEM 38 SPECIAL EVENTS						
1017-510.38-40	MARTIN LUTHER KING JR DAY	4,184	3,939	4,500	4,552	0
1017-510.38-60	COLLEGE PARK DAY	0	24,583	28,800	23,108	28,800
1017-510.38-99	OTHER	7,049	7,650	9,900	0	9,900
*	SPECIAL EVENTS	11,233	36,172	43,200	27,660	38,700
ELEM 52 AWARDS & GIFTS						
1017-510.52-99	OTHER	469	115	500	485	500
*	AWARDS & GIFTS	469	115	500	485	500
ELEM 60 SUPPLIES						
1017-510.60-10	GENERAL SUPPLIES	1,547	1,191	1,500	0	3,000
*	SUPPLIES	1,547	1,191	1,500	0	3,000
ELEM 62 POSTAGE						
1017-510.62-10	POSTAGE	0	0	0	0	16,000
*	POSTAGE	0	0	0	0	16,000
**	PUBLIC RELATIONS	142,983	172,891	194,519	101,050	201,487

**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.

**BUDGET HIGHLIGHTS:** No significant changes other than the addition of the ITGA annual conference

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Manage the City's financial resources to ensure efficiency and accountability <ul style="list-style-type: none"> <li>• Ensure that departments are managed within budget</li> </ul>	Percent of departments ending fiscal year within budget	100%	100%	100%	100%
2. Provide effective and responsive support to Mayor and Council <ul style="list-style-type: none"> <li>• Provide prompt response to Mayor and Council requests</li> </ul>	Percent of council written or e-mail requests responded to within 2 business days	100%	100%	100%	100%
3. Provide leadership to accomplish results <ul style="list-style-type: none"> <li>• Achieve performance targets</li> </ul>	Percent of performance targets achieved by City programs (based on all performance measures over which City Manager has control, pass/fail basis)	75%	80%	TBD	80%



**PROGRAM NAME/NUMBER**

**City Manager/1018**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1018</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
69	<u>Miscellaneous Charge</u> 69-10 Miscellaneous		1,600

**CAPITAL OUTLAY:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 10 GENERAL GOVERNMENT						
DIV 18 CITY MANAGER						
SUB 0 GENERAL GOVERNMENT						
ELEM 10 PAYROLL-WAGES						
1018-510.10-01	SALARY	162,169	421,835	199,499	147,411	205,892
1018-510.10-02	HOURLY	10,202	10,103	10,845	7,157	11,086
1018-510.10-03	OVERTIME	103	22	100	27	100
*	PAYROLL-WAGES	172,474	431,960	210,444	154,595	217,078
ELEM 11 FRINGE BENEFITS						
1018-510.11-10	FICA	11,077	23,981	13,792	11,325	13,040
1018-510.11-12	HEALTH INSURANCE	14,303	26,021	33,499	19,343	29,508
1018-510.11-13	DENTAL INSURANCE	658	1,015	1,447	767	1,115
1018-510.11-14	LIFE INSURANCE	483	291	42	86	200
1018-510.11-15	VISION INSURANCE	228	288	337	207	309
1018-510.11-17	457 CITY MATCH CONTRIBUTN	2,732	2,880	1,176	2,844	4,445
1018-510.11-18	401A RETIREMENT	7,763	0	0	0	0
1018-510.11-21	WORKERS COMPENSATION INS	4,592	4,882	4,364	3,278	5,937
1018-510.11-22	LONG TERM DISABILITY INS	467	842	812	521	834
1018-510.11-25	MSRP RETIREMENT	313	13,761	10,517	7,862	10,849
1018-510.11-29	CITY MGR AUTO ALLOWANCE	0	0	0	2,400	4,800
*	FRINGE BENEFITS	42,616	73,961	65,986	48,633	71,037
ELEM 12 TRAVEL & TRAINING						
1018-510.12-10	NON TRAINING TRAVEL	276	65	550	19	550
1018-510.12-11	TRAVEL & TRAINING	6,270	6,843	13,260	4,231	14,300
*	TRAVEL & TRAINING	6,546	6,908	13,810	4,250	14,850
ELEM 20 OVERHEAD						
1018-510.20-10	INSURANCE	5,667	5,848	5,903	4,428	5,576
1018-510.20-11	FLEET SERVICES	7,528	7,535	7,830	5,873	7,714
1018-510.20-12	POSTAGE	16	15	320	2	300
1018-510.20-13	UTILITIES	4,558	5,425	6,106	4,579	5,857
1018-510.20-14	TELEPHONE	601	601	538	403	540
1018-510.20-15	INFORMATION TECHNOLOGY	5,826	6,051	6,261	4,696	7,113
1018-510.20-16	BUILDING MAINTENANCE	15,559	15,796	16,351	12,263	21,154
1018-510.20-17	COPIER	9	22	606	53	565
*	OVERHEAD	39,764	41,293	43,915	32,297	48,819
ELEM 36 SPECIAL SERVICES						
1018-510.36-10	PRINTING	140	0	1,000	542	1,000
*	SPECIAL SERVICES	140	0	1,000	542	1,000
ELEM 38 SPECIAL EVENTS						
1018-510.38-99	OTHER	0	0	300	0	300
*	SPECIAL EVENTS	0	0	300	0	300
ELEM 60 SUPPLIES						
1018-510.60-10	GENERAL SUPPLIES	300	0	0	0	0
*	SUPPLIES	300	0	0	0	0
ELEM 61 OFFICE SUPPLIES						
1018-510.61-10	OFFICE SUPPLIES	18	0	0	0	0
*	OFFICE SUPPLIES	18	0	0	0	0
ELEM 66 TELEPHONE & COMMUNICATION						
1018-510.66-12	CELLULAR PHONE	1,496	1,931	2,400	1,060	2,400
*	TELEPHONE & COMMUNICATION	1,496	1,931	2,400	1,060	2,400
ELEM 67 DUES & PUBLICATIONS						
1018-510.67-10	DUES	2,075	2,216	2,350	2,283	2,350
1018-510.67-20	PUBLICATIONS & BOOKS	53	18	500	0	250
*	DUES & PUBLICATIONS	2,128	2,234	2,850	2,283	2,600
ELEM 69 MISCELLANEOUS CHARGE						
1018-510.69-10	MISCELLANEOUS	287	568	1,600	550	1,600
*	MISCELLANEOUS CHARGE	287	568	1,600	550	1,600

CITY OF COLLEGE PARK  
EXPENDITURE BUDGET WORKSHEET  
FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 10	GENERAL GOVERNMENT					
DIV 18	CITY MANAGER					
SUB 0	GENERAL GOVERNMENT					
ELEM 69	MISCELLANEOUS CHARGE					
**	CITY MANAGER	265,769	558,855	342,305	244,210	359,684

**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.

**BUDGET HIGHLIGHTS:** Travel & Training budget has increased due to location of IIMC annual conference, training for Administration new employee and attendance by Assistant City Clerk at MML annual conference, which is a requirement of her position on the Board of Directors of the Maryland Municipal Clerk's Association. Also budgeted is an increase in City Code updates and classified advertising to reflect a major amendment to the City Charter.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 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%	95%	100%

**PROGRAM NAME/NUMBER**

**City Clerk/1019**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Senior City Clerk	0.00	0.60	0.60	0.60
City Clerk	0.60	0.00	0.00	0.00
Assistant City Clerk	0.50	0.50	0.50	0.50
Office Specialist III	0.75	0.75	0.75	0.75
<b>Budget Total</b>	<b>1.85</b>	<b>1.85</b>	<b>1.85</b>	<b>1.85</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1019	
Element/Object	Details	Total	
12	<u>Travel &amp; Training</u> 12-10 Non-Training Travel  12-11 Travel & Training	Staff mileage reimbursement  Maryland Municipal Clerks Association quarterly meetings .....200 International Institute of Municipal Clerks (IIMC) annual conference @ Montreal, City Clerk .....2,550 IIMC Region 2 conference, Assistant City Clerk ..... 1,500 Maryland Municipal League (MML) annual conference for Assistant City Clerk ..... 1,700 Other training (including Office Specialist) ..... 750	300          6,700
36	<u>Special Services</u> 36-10 Printing  36-11 Classified Advertising	Letterhead, envelopes, message pads ..... 500 City Code updates ..... 10,000 General Code - E-Code annual maintenance ..... 1,195  Charter Resolution or annexation advertising, estimate 5 @ \$800	11,695       4,000
47	<u>Clothing &amp; Uniforms</u> 47-10 Clothing & Uniforms	City seal clothing, as needed	100
61	<u>Office Supplies</u> 61-10 Office Supplies	Includes City Manager's office	1,500
67	<u>Dues &amp; Publication</u> 67-10 Dues  67-20 Publications & Books	International Institute of Municipal Clerks (IIMC), 1 @ \$165, 1 @ \$125 .....290 Maryland Municipal Clerks' Association (MMCA), 2 @ \$50 ..... 100  Miscellaneous publications	390   100

**CAPITAL OUTLAY: None**

<b>RELATED REVENUES</b>		<b>FY 2014 ACTUAL</b>	<b>FY 2015 ACTUAL</b>	<b>FY 2016 BUDGET</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>
366.15	Freedom of Information Act Requests	34	60	0	386	0
	<b>TOTAL</b>	<b>34</b>	<b>60</b>	<b>0</b>	<b>386</b>	<b>0</b>

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 10 GENERAL GOVERNMENT						
DIV 19 CITY CLERK						
SUB 0 GENERAL GOVERNMENT						
ELEM 10 PAYROLL-WAGES						
1019-510.10-01	SALARY	83,821	90,474	92,692	66,625	98,016
1019-510.10-02	HOURLY	28,977	29,722	32,536	21,470	33,258
1019-510.10-03	OVERTIME	309	66	0	80	0
*	PAYROLL-WAGES	113,107	120,262	125,228	88,175	131,274
ELEM 11 FRINGE BENEFITS						
1019-510.11-10	FICA	8,389	8,848	9,168	6,425	9,513
1019-510.11-12	HEALTH INSURANCE	7,272	7,910	8,228	9,323	19,236
1019-510.11-13	DENTAL INSURANCE	306	322	339	378	795
1019-510.11-14	LIFE INSURANCE	360	136	126	49	71
1019-510.11-15	VISION INSURANCE	111	98	98	108	227
1019-510.11-17	457 CITY MATCH CONTRIBUTN	1,548	1,122	1,124	779	1,121
1019-510.11-18	401A RETIREMENT	6,228	0	0	0	0
1019-510.11-21	WORKERS COMPENSATION INS	219	208	205	144	264
1019-510.11-22	LONG TERM DISABILITY INS	428	457	483	327	505
1019-510.11-25	MSRP RETIREMENT	168	7,327	6,261	4,316	6,564
*	FRINGE BENEFITS	25,029	26,428	26,032	21,849	38,296
ELEM 12 TRAVEL & TRAINING						
1019-510.12-10	NON TRAINING TRAVEL	0	23	300	0	300
1019-510.12-11	TRAVEL & TRAINING	4,662	1,107	3,900	1,040	6,700
*	TRAVEL & TRAINING	4,662	1,130	4,200	1,040	7,000
ELEM 20 OVERHEAD						
1019-510.20-10	INSURANCE	2,834	2,924	2,952	2,214	2,788
1019-510.20-12	POSTAGE	32	56	640	17	600
1019-510.20-13	UTILITIES	2,849	3,391	3,816	2,862	3,661
1019-510.20-14	TELEPHONE	902	902	807	605	810
1019-510.20-15	INFORMATION TECHNOLOGY	5,826	6,051	6,261	4,696	7,113
1019-510.20-16	BUILDING MAINTENANCE	15,559	15,796	16,351	12,263	21,154
1019-510.20-17	COPIER	535	15	606	0	565
*	OVERHEAD	28,537	29,135	31,433	22,657	36,691
ELEM 36 SPECIAL SERVICES						
1019-510.36-10	PRINTING	1,930	5,643	7,795	3,348	11,695
1019-510.36-11	CLASSIFIED ADVERTISING	1,440	1,798	3,200	3,519	4,000
*	SPECIAL SERVICES	3,370	7,441	10,995	6,867	15,695
ELEM 47 CLOTHING & UNIFORMS						
1019-510.47-10	CLOTHING & UNIFORMS	0	0	100	0	100
*	CLOTHING & UNIFORMS	0	0	100	0	100
ELEM 61 OFFICE SUPPLIES						
1019-510.61-10	OFFICE SUPPLIES	626	924	1,500	594	1,500
*	OFFICE SUPPLIES	626	924	1,500	594	1,500
ELEM 67 DUES & PUBLICATIONS						
1019-510.67-10	DUES	285	395	390	390	390
1019-510.67-20	PUBLICATIONS & BOOKS	109	0	100	0	100
*	DUES & PUBLICATIONS	394	395	490	390	490
**	CITY CLERK	175,725	185,715	199,978	141,572	231,046

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**FINANCE**

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

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

**BUDGET HIGHLIGHTS:** No significant change

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Manage revenues to ensure the City receives all revenues to which it is entitled <ul style="list-style-type: none"> <li>● Identify new revenue sources or ways to reduce expenditures</li> </ul>	Percent of budgeted operating revenues actually received	over 100%	100%	90.0% 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



CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 10 GENERAL GOVERNMENT						
DIV 20 FINANCE ADMINISTRATION						
SUB 0 GENERAL GOVERNMENT						
ELEM 10 PAYROLL-WAGES						
1020-510.10-01	SALARY	49,180	157,437	49,836	35,386	53,421
*	PAYROLL-WAGES	49,180	157,437	49,836	35,386	53,421
ELEM 11 FRINGE BENEFITS						
1020-510.11-10	FICA	3,404	9,996	3,042	2,469	3,672
1020-510.11-12	HEALTH INSURANCE	1,847	2,013	3,936	2,308	8,082
1020-510.11-13	DENTAL INSURANCE	184	194	204	146	589
1020-510.11-14	LIFE INSURANCE	133	19	0	0	0
1020-510.11-15	VISION INSURANCE	61	49	50	35	124
1020-510.11-17	457 CITY MATCH CONTRIBUTN	1,071	1,188	1,190	833	456
1020-510.11-18	401A RETIREMENT	3,045	0	0	0	0
1020-510.11-21	WORKERS COMPENSATION INS	92	84	81	58	107
1020-510.11-22	LONG TERM DISABILITY INS	183	185	192	129	205
1020-510.11-25	MSRP RETIREMENT	68	2,953	2,492	1,723	2,671
*	FRINGE BENEFITS	10,088	16,681	11,187	7,701	15,906
ELEM 12 TRAVEL & TRAINING						
1020-510.12-10	NON TRAINING TRAVEL	83	83	160	26	160
1020-510.12-11	TRAVEL & TRAINING	5,682	5,478	7,020	637	7,400
*	TRAVEL & TRAINING	5,765	5,561	7,180	663	7,560
ELEM 20 OVERHEAD						
1020-510.20-10	INSURANCE	5,667	5,848	5,903	4,428	5,576
1020-510.20-13	UTILITIES	13,103	15,597	17,554	13,166	16,840
1020-510.20-14	TELEPHONE	4,210	4,210	3,765	2,824	3,780
1020-510.20-15	INFORMATION TECHNOLOGY	5,826	6,051	6,261	4,696	7,113
1020-510.20-16	BUILDING MAINTENANCE	24,894	25,274	26,162	19,621	33,846
*	OVERHEAD	53,700	56,980	59,645	44,735	67,155
ELEM 62 POSTAGE						
1020-510.62-10	POSTAGE	0	0	0	6	0
*	POSTAGE	0	0	0	6	0
ELEM 66 TELEPHONE & COMMUNICATION						
1020-510.66-12	CELLULAR PHONE	311	314	480	395	720
*	TELEPHONE & COMMUNICATION	311	314	480	395	720
ELEM 67 DUES & PUBLICATIONS						
1020-510.67-10	DUES	670	872	771	1,175	536
1020-510.67-20	PUBLICATIONS & BOOKS	768	715	815	715	815
*	DUES & PUBLICATIONS	1,438	1,587	1,586	1,890	1,351
ELEM 69 MISCELLANEOUS CHARGE						
1020-510.69-10	MISCELLANEOUS	149	0	250	28	200
*	MISCELLANEOUS CHARGE	149	0	250	28	200
**	FINANCE ADMINISTRATION	120,631	238,560	130,164	90,804	146,313

**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.**BUDGET HIGHLIGHTS:** No significant changes**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Ensure that payroll is processed in a timely and accurate manner <ul style="list-style-type: none"> <li>• Complete 1 payroll audit annually, in preparation for issuance of W-2's</li> </ul>	Percent of payments made timely	100%	100%	100%	100%
	Percent of payments made accurately * <i>*Note: Subject to accurate departmental submissions</i>	100%	96%	100%	96%
	Number of payroll audits performed (employee paycheck receipt and verification of recorded information)	1	1	1	1
2. Prepare all government filings by appropriate due dates	Number of filing delays	0	0	0	0
	Number of filing errors	0	0	0	0
3. Provide accurate and timely response to payroll questions from City employees	Percent of employees responding to employee survey satisfied with helpfulness and responsiveness of payroll services	94%	95%	TBD*	95%

\*Survey will be conducted in April 2016

**PROGRAM NAME/NUMBER**

**Payroll Services/1021**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
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	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>

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

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1021	
Element/Object	Details	Total	
12 <u>Travel &amp; Training</u> 12-11 Travel & Training	APA – quarterly meetings .....80 Other seminars & workshops .....200	280	
67 <u>Dues &amp; Publications</u> 67-10 Dues  67-20 Publications & Books	American Payroll Association (APA)  IOMA Compliance Guide, subscription .....400 ACH Participant Directory (for direct deposit) .....225	225  625	
98 <u>Computers &amp; Software</u> 98-20 Software	PayrollMate – annual software subscription for CPCUP and Housing Authority payroll processing	325	

**CAPITAL OUTLAY:** Software includes PayrollMate payroll processing software (\$325).

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 10 GENERAL GOVERNMENT						
DIV 21 PAYROLL SERVICES						
SUB 0 GENERAL GOVERNMENT						
ELEM 10 PAYROLL-WAGES						
1021-510.10-01	SALARY	18,383	18,760	19,531	13,817	18,704
1021-510.10-02	HOURLY	61,541	64,417	65,546	46,246	70,095
1021-510.10-03	OVERTIME	257	0	500	0	200
*	PAYROLL-WAGES	80,181	83,177	85,577	60,063	88,999
ELEM 11 FRINGE BENEFITS						
1021-510.11-10	FICA	5,716	6,063	6,052	4,307	6,364
1021-510.11-12	HEALTH INSURANCE	15,394	18,185	20,375	11,643	18,783
1021-510.11-13	DENTAL INSURANCE	625	649	659	473	711
1021-510.11-14	LIFE INSURANCE	221	33	0	0	0
1021-510.11-15	VISION INSURANCE	242	205	204	192	298
1021-510.11-17	457 CITY MATCH CONTRIBUTN	902	577	595	416	463
1021-510.11-18	401A RETIREMENT	5,049	0	0	0	0
1021-510.11-21	WORKERS COMPENSATION INS	153	144	140	98	179
1021-510.11-22	LONG TERM DISABILITY INS	304	314	328	220	341
1021-510.11-25	MSRP RETIREMENT	116	5,019	4,254	2,924	4,440
*	FRINGE BENEFITS	28,722	31,189	32,607	20,273	31,579
ELEM 12 TRAVEL & TRAINING						
1021-510.12-10	NON TRAINING TRAVEL	18	0	0	0	0
1021-510.12-11	TRAVEL & TRAINING	289	127	280	45	280
*	TRAVEL & TRAINING	307	127	280	45	280
ELEM 20 OVERHEAD						
1021-510.20-12	POSTAGE	470	479	960	379	900
1021-510.20-15	INFORMATION TECHNOLOGY	34,956	36,305	37,568	28,176	42,681
1021-510.20-17	COPIER	13	23	606	22	565
*	OVERHEAD	35,439	36,807	39,134	28,577	44,146
ELEM 67 DUES & PUBLICATIONS						
1021-510.67-10	DUES	0	0	225	0	225
1021-510.67-20	PUBLICATIONS & BOOKS	0	426	625	0	625
*	DUES & PUBLICATIONS	0	426	850	0	850
ELEM 98 COMPUTER HDWE & SOFTWARE						
1021-510.98-20	COMPUTER SOFTWARE	0	0	0	0	325
*	COMPUTER HDWE & SOFTWARE	0	0	0	0	325
**	PAYROLL SERVICES	144,649	151,726	158,448	108,958	166,179

**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.

**BUDGET HIGHLIGHTS:** Credit card charges increased due to higher use of credit cards for online parking ticket payments, pay station use and cashier transactions.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Ensure timely and accurate collection of taxes and other accounts receivable	Percent of personal property tax bills issued on time	100%	100%	100%	100%
	Percent of accounts receivable collected when due	90%	90%	90%	90%
2. Ensure timely and accurate collection of parking tickets	Percent of current fiscal year tickets collected in-house during current fiscal year	70%	70%	70%	70%
	Percent of current fiscal year tickets collected by collection agency during current fiscal year	5%	5%	5%	5%
3. Provide timely and accurate reports of financial condition <ul style="list-style-type: none"> <li>● Issue monthly financial reports within 12 working days after the end of the month</li> <li>● Complete the CAFR (Comprehensive Annual Financial Report) and Maryland Uniform Financial Report (UFR) by applicable deadlines</li> <li>● Achieve GFOA award for the CAFR</li> </ul>	Percent of monthly reports issued within deadlines	100%	100%	100%	100%
4. Manage the certified audit	Percent of audit deadlines met	100%	100%	100%	100%
5. Manage cash to generate revenue through sound investments, in accord-	Percent of cash invested	95%	95%	95%	95%

**PROGRAM NAME/NUMBER**

**Accounting & Financial Reporting/1022**

ance with adopted investment policy ● Maintain proper level of compensating balance to reduce or eliminate bank service charges; weigh earnings loss against bank charges	Dollars of investment earnings	\$101,327	\$93,019	\$66,704 to date	\$132,520
	Bank service charges paid	\$3,895	<\$6,300	\$2,824 to date	<\$6,300

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Director of Finance	0.15	0.15	0.15	0.15
Deputy Director of Finance	0.75	0.75	0.75	0.75
Billing & Collections Supervisor	0.90	0.90	0.90	0.90
Fiscal Support Specialist III	1.00	1.00	1.00	1.00
Fiscal Support Specialist II	1.70	1.70	1.70	1.70
Budget Total	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>

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

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1022</b>	
Element/Object	Details	Total	
12 Travel & Training 12-11 Travel & Training	MDGFOA, quarterly meetings, 1 attendee .....300 MDGFOA, annual conference, 1 attendee .....975	1,275	
20 Overhead 20-25 Administrative	3% of net speed enforcement camera revenue received	(54,900)	
30 Professional Services 30-10 Auditing & Accounting	Contract for auditing services ..... 16,320 Single audit, required if Federal funds received in FY2016 exceed \$500,000 .....2,332	18,652	
36 Special Services 36-10 Printing	CAFR, 50 copies .....300 Parking dunning notices (4,200 annually) ..... 700 Envelopes, security window and plain ..... 1,200 Disbursement and payroll account checks ..... 1,400 Other forms and printing ..... 400	4,000	
36-13 MVA Services	Maryland MVA address requests, 650 x 12 months @ \$0.025 per record ..... 195 Other states’ motor vehicle address requests through third party vendor Law Enforcement Systems, 60 x 12 months @ \$1.25 per record .....900	1,095	
36-40 Files Management	Onsite document shredding @ City Hall, 2 @ \$150	300	

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1022</b>	
<b>Element/Object</b>	<b>Details</b>	<b>Total</b>	
55	<u>Financial Charges</u> 55-10 Banks	Bank of America, account activity charges for months when account activity charges exceed earnings on compensating balance .....6,000 Bank of the West, service charges @ \$25/month ..... 300	6,300
	55-15 Credit Cards	Visa, MasterCard, Discover discount, \$7,500 monthly ..... 90,000 American Express discount, \$150 monthly ..... 1,800 Amano McGann – CreditCall terminal communication fees for credit card processing and wireless charges at 11 parking pay stations @ \$1,170/quarter .....4,680	96,480
	55-20 Armored Car Service	Armored car service for coin and currency pickup @ \$450 monthly	5,400
60	<u>Supplies</u> 60-10 General Supplies		100
61	<u>Office Supplies</u> 61-10 Office Supplies	W-2 and 1099 forms and envelopes ..... 300 Record retention storage boxes .....400 Calendars .....200 Green bar computer paper, 60 boxes @ \$45.....2,700 Binders, folders, dividers ..... 400 Miscellaneous supplies .....300 Plastic bags for bank deposit of coin and currency ..... 600	4,900
62	<u>Postage</u> 62-10 Postage	U. S. Postal Service – bulk rate permit for surveys ..... 700 U. S. Postal Service – standard mail fee permit .....225 Shipping charges, GFOA submittals and other ..... 100	1,025

**CAPITAL OUTLAY: None**

<b>RELATED REVENUES</b>		<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>
334.20	Bank Stock Tax	10,717	10,717	10,717	0	10,717
361.10	Investment Earnings	69,174	66,868	60,000	41,802	101,000
361.11	Investments-Market Value Adjustment	67,257	52,985	0	0	0
361.22	Interest-Tenant Improvement Allowance	54,904	34,459	33,019	24,902	31,520
361.30	Other Interest	7,637	2,001	0	0	0
366.70	CDMA Billing Fees	326	377	400	261	370
	<b>TOTAL</b>	<b>210,015</b>	<b>167,407</b>	<b>104,136</b>	<b>66,965</b>	<b>143,607</b>

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 10 GENERAL GOVERNMENT						
DIV 22 ACCTG & FINANCL REPORTING						
SUB 0 GENERAL GOVERNMENT						
ELEM 10 PAYROLL-WAGES						
1022-510.10-01	SALARY	156,193	159,707	166,525	117,601	168,357
1022-510.10-02	HOURLY	135,041	142,554	148,733	103,888	156,781
1022-510.10-03	OVERTIME	2,474	2,301	2,500	2,266	4,000
*	PAYROLL-WAGES	293,708	304,562	317,758	223,755	329,138
ELEM 11 FRINGE BENEFITS						
1022-510.11-10	FICA	21,529	22,553	22,953	16,404	23,764
1022-510.11-12	HEALTH INSURANCE	18,171	20,774	35,507	23,180	39,835
1022-510.11-13	DENTAL INSURANCE	2,304	2,409	2,515	1,786	2,748
1022-510.11-14	LIFE INSURANCE	904	312	285	104	160
1022-510.11-15	VISION INSURANCE	1,144	893	901	634	999
1022-510.11-17	457 CITY MATCH CONTRIBUTN	5,184	6,903	7,091	5,019	6,941
1022-510.11-18	401A RETIREMENT	18,819	0	0	0	0
1022-510.11-21	WORKERS COMPENSATION INS	569	527	519	364	662
1022-510.11-22	LONG TERM DISABILITY INS	1,118	1,146	1,216	806	1,250
1022-510.11-25	MSRP RETIREMENT	426	18,449	15,763	10,870	16,257
*	FRINGE BENEFITS	70,168	73,966	86,750	59,167	92,616
ELEM 12 TRAVEL & TRAINING						
1022-510.12-10	NON TRAINING TRAVEL	26	0	0	0	0
1022-510.12-11	TRAVEL & TRAINING	737	451	1,225	463	1,275
*	TRAVEL & TRAINING	763	451	1,225	463	1,275
ELEM 20 OVERHEAD						
1022-510.20-12	POSTAGE	5,166	4,859	7,040	3,381	6,600
1022-510.20-15	INFORMATION TECHNOLOGY	81,564	84,711	87,658	65,743	99,588
1022-510.20-17	COPIER	1,885	1,616	3,638	1,150	3,390
1022-510.20-25	ADMINISTRATIVE	30,594	72,690	30,500	22,869	54,900
*	OVERHEAD	58,021	18,496	67,836	47,405	54,678
ELEM 30 PROFESSIONAL SERVICES						
1022-510.30-10	AUDITING & ACCOUNTING	15,660	15,250	18,109	15,777	18,652
*	PROFESSIONAL SERVICES	15,660	15,250	18,109	15,777	18,652
ELEM 36 SPECIAL SERVICES						
1022-510.36-10	PRINTING	4,326	3,335	4,300	2,905	4,000
1022-510.36-13	MVA SERVICES	873	1,123	1,095	514	1,095
1022-510.36-40	FILES MANAGEMENT	0	150	300	0	300
*	SPECIAL SERVICES	5,199	4,608	5,695	3,419	5,395
ELEM 55 FINANCIAL CHARGES						
1022-510.55-10	BANK SERVICE CHARGES	5,154	3,895	6,300	2,824	6,300
1022-510.55-15	CREDIT CARD FEES	88,325	92,520	88,080	68,350	96,480
1022-510.55-20	ARMORED CAR SERVICE	5,298	5,322	5,280	4,096	5,400
*	FINANCIAL CHARGES	98,777	101,737	99,660	75,270	108,180
ELEM 60 SUPPLIES						
1022-510.60-10	GENERAL SUPPLIES	0	54	100	9	100
*	SUPPLIES	0	54	100	9	100
ELEM 61 OFFICE SUPPLIES						
1022-510.61-10	OFFICE SUPPLIES	4,846	4,581	5,200	2,784	4,900
*	OFFICE SUPPLIES	4,846	4,581	5,200	2,784	4,900
ELEM 62 POSTAGE						
1022-510.62-10	POSTAGE	155	64	500	982	1,025
*	POSTAGE	155	64	500	982	1,025
ELEM 67 DUES & PUBLICATIONS						
1022-510.67-20	PUBLICATIONS & BOOKS	166	0	0	0	0
*	DUES & PUBLICATIONS	166	0	0	0	0
ELEM 92 MACHINERY & EQUIPMENT						

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 10 GENERAL GOVERNMENT						
DIV 22 ACCTG & FINANCL REPORTING						
SUB 0 GENERAL GOVERNMENT						
ELEM 92 MACHINERY & EQUIPMENT						
1022-510.92-20	EQUIPMENT	2,725	6,664	0	640	0
*	MACHINERY & EQUIPMENT	2,725	6,664	0	640	0
**	ACCTG & FINANCL REPORTING	550,188	530,433	602,833	429,671	615,959

**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.

**BUDGET HIGHLIGHTS:** No significant changes

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Manage the City's budget process to allocate resources in a manner that achieves Council goals and supports effective and efficient service delivery <ul style="list-style-type: none"><li>• Meet scheduled deadlines to adopt budget by May 31</li><li>• Achieve GFOA Distinguished Budget Presentation award</li></ul>	Percent of budget preparation deadlines met	100%	100%	100%	100%

**PROGRAM NAME/NUMBER**

**Budget Development & Monitoring/1023**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Director of Finance	0.35	0.35	0.35	0.40
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 Proposed 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	FY2017 Adopted Budget, 65 copies @ \$23 ..... 1,500 FY2018 Proposed Budget, 35 copies @ \$23 ..... 800	2,300	
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 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 10 GENERAL GOVERNMENT						
DIV 23 BUDGET DEVEL & MONITORING						
SUB 0 GENERAL GOVERNMENT						
ELEM 10 PAYROLL-WAGES						
1023-510.10-01	SALARY	54,218	55,279	56,451	40,089	53,421
*	PAYROLL-WAGES	54,218	55,279	56,451	40,089	53,421
ELEM 11 FRINGE BENEFITS						
1023-510.11-10	FICA	3,855	3,959	3,428	2,793	3,672
1023-510.11-12	HEALTH INSURANCE	2,137	2,331	4,275	2,551	8,081
1023-510.11-13	DENTAL INSURANCE	198	208	219	157	589
1023-510.11-14	LIFE INSURANCE	150	22	0	0	0
1023-510.11-15	VISION INSURANCE	66	54	54	39	124
1023-510.11-17	457 CITY MATCH CONTRIBUTN	1,209	1,344	1,346	942	456
1023-510.11-18	401A RETIREMENT	3,450	0	0	0	0
1023-510.11-21	WORKERS COMPENSATION INS	105	95	92	65	107
1023-510.11-22	LONG TERM DISABILITY INS	208	209	218	146	205
1023-510.11-25	MSRP RETIREMENT	77	3,345	2,823	1,952	2,671
*	FRINGE BENEFITS	11,455	11,567	12,455	8,645	15,905
ELEM 20 OVERHEAD						
1023-510.20-15	INFORMATION TECHNOLOGY	23,304	24,203	25,045	18,784	28,454
1023-510.20-17	COPIER	740	609	3,032	110	2,825
*	OVERHEAD	24,044	24,812	28,077	18,894	31,279
ELEM 36 SPECIAL SERVICES						
1023-510.36-10	PRINTING	1,790	1,531	2,100	1,511	2,300
1023-510.36-11	CLASSIFIED ADVERTISING	631	0	750	0	750
*	SPECIAL SERVICES	2,421	1,531	2,850	1,511	3,050
**	BUDGET DEVEL & MONITORING	92,138	93,189	99,833	69,139	103,655

**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.

**BUDGET HIGHLIGHTS:** Supervision of this program has been transferred from the Director of Finance to the Assistant City Manager. Laserfiche scanning software, maintenance and licenses have been added, as well as SunGard Click2Gov3 citizen request tracking software (replacing Comcate). Other software products have minor increases in annual cost.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Ensure the continuity of operations for information technology and telecommunications systems to support City government • Update the disaster recovery plan annually	Percent of system availability for networks (does not include scheduled down time)	95%	95%	95%	95%
	Percent of system availability for voice systems	100%	100%	100%	100%
2. Ensure that all telephone, copier and other information systems equipment are functioning properly Note: Measures subject to equipment delivery and software vendor delays	Percent of equipment requiring repair or replacement due to breakdown	<5%	<5%	<5%	<5%
	Percent of repairs completed within 3 working days	95%	95%	95%	95%
	Percent of non-vendor software problems resolved within 3 working days	100%	100%	100%	100%
	Percent of service requests completed by deadline	95%	95%	95%	95%
	Percent of project deadlines met	90%	90%	90%	90%
3. Maintain the City's web site	Update content, implement improvements and increase functionality	TBD	TBD	TBD	TBD

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Director of Finance	0.15	0.15	0.15	0.00
Assistant City Manager	0.00	0.00	0.00	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	<b>4.15</b>	<b>4.15</b>	<b>4.15</b>	<b>4.15</b>

**OPERATING EXPENDITURES:** Maintenance contract includes citywide service contracts on various office equipment, computers and software 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.

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1024</b>	
Element/Object	Details	Total	
12	<u>Travel &amp; Training</u> 12-10 Non Training Travel  12-11 Travel & Training	Staff mileage reimbursement  IT training (New Horizons training coupons for City staff; Cisco, ESRI, iSeries for IT staff) ..... 5,000 Travel and meals for training ..... 1,200	1,550  6,200
30	<u>Professional Services</u> 30-14 Support Services	Outside consulting on hardware and software, as needed	5,000
34	<u>Contractual Services</u> 34-73 Cabling	All buildings, as needed	1,500
36	<u>Special Services</u> 36-28 Disaster Recovery  36-63 PGINCCC I-Net Pro-Rata Exp	United Computer Group – Vault400 SaaS offsite storage of iSeries data (72-hour iSeries replacement in event of disaster) and license  City's pro-rata share of FY 2017 adopted operating budget of Prince George's I-Net (PGINCCC)	4,095  20,251
40	<u>Repair &amp; Maintenance</u> 40-14 Computer  40-15 Telephone System	Computers and printers  Telephone equipment repairs and programming, all buildings	1,000  1,500
45	<u>Maintenance Contract</u> 45-10 Computer Software Support	Sungard HTE software, all modules ..... 47,992 Qqest ManagerPlus fleet management, including Gasboy interface ..... 1,582 Qqest TimeForce time & attendance ..... 1,045	

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1024</b>		
<b>Element/Object</b>	<b>Details</b>	<b>Total</b>		
	ESRI – ArcView GIS software, 3-user license fee (1 assigned to City Engineer, 2 concurrent users) + tree inventory ArcPad ..... 1,850 Social Solutions – Youth & Family Services casework software ..... 9,600 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 ..... 9,054 Symantec Norton Anti-Virus, network subscription ..... 2,313 NTI – anti-spam software for e-mail server and encryption ..... 3,524 Revize – website content management system (CMS) maintenance ..... 1,800 Constant Contact – listserv for automated event/info retrieval @ \$60/month ..... 720 Adobe InDesign, annual license for Public Works ..... 240 Adobe Illustrator, annual license for Admin ..... 250 Achievelt – project management software ..... 1,800	83,900		
45-11 Computer Hardware Support	IBM – System i5 (AS/400) maintenance, including tape drive and software maintenance ..... 6,671 IBM – maintenance on 2 servers ..... 1,151 Ricoh – P1 network printer maintenance ..... 1,164	8,986		
45-15 Office Equipment	National Mailing Systems – postage meter and electronic scale ..... 794 Cummins-Allison – coin sorter and counter ..... 720 Cummins-Allison – JetScan currency counter ..... 357	1,871		
45-16 Building Services	Kipp Visual Systems – time and materials maintenance on IDenticard security and ID card system @ City Hall and Davis Hall	500		
48	<u>Rental</u> 48-10 Office Equipment 48-20 Copiers	Hasler – postage meter and feeder  Konica Minolta bizhub 751 @ City Hall Admin. – lease + maintenance, \$1,019/month ..... 12,228 Konica Minolta bizhub 552 @ Planning – lease + maintenance, \$390/month ..... 4,680 Konica Minolta bizhub 283 @ Finance – lease + maintenance, \$175/month ..... 2,100 Konica Minolta bizhub C224 @ Human Resources – lease + maintenance, \$255/month ..... 3,040 Konica Minolta – reimbursement of personal property tax ..... 1,200	23,248	
60	<u>Supplies</u> 60-11 Meeting Refreshments 60-20 Computer Supplies	Staff and I-Net meetings  PC media ..... 200 Backup tape cartridges ..... 1,500	360	

**PROGRAM NAME/NUMBER**

**Information Technology/1024**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1024</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
		Laser and inkjet printer toner and drums, all printers .....9,000 Color laser printer toner and supplies .....5,200 Cables, surge protectors, miscellaneous supplies .....400	16,300
61	<u>Office Supplies.</u> 61-10 Office Supplies	Copier paper, postage meter supplies	5,000
62	<u>Postage</u> 62-10 Postage	Postage meter usage, estimated	30,000
66	<u>Telephone &amp; Communications</u> 66-10 Telephone	Telephone – local service and long distance at all buildings, provided over Avaya VoIP network phone system @ \$2,250/month	27,000
	66-12 Cellular Phone	Monthly service, 3 Android @ \$60 each .....2,160 Replacement parts for cell phones (batteries, chargers, cases, etc.) .....600 Verizon Wireless – aircard service for 7 Public Services devices (5 code enforcement, 1 animal control, 1 parking enforcement) @ \$281/month .....3,372 Verizon Wireless – cellular service for Parking Enforcement smart phones, used to monitor pay stations, 7 @ \$50/month (replaces aircard service for handheld ticket writers) .....4,200	10,332
	66-14 Internet	GSA dot gov domain registration, annual fee ..... 125 Network Solutions – 2 domain renewals for Everbridge (replacing Roam Secure) sites @ \$38/year .....76 Atlantech – website hosting, 3 domains @ \$36/year ..... 108 Comcast – City Hall Wi-Fi @ \$124.90/month ..... 1,499 Comcast – Old Parish House Wi-Fi @ \$125.80/month ..... 1,510 Comcast – Public Works Wi-Fi @ \$124.90/month ..... 1,499 Comcast – Public Services Wi-Fi @ \$125.80/month ..... 1,510 Comcast – Youth & Family Wi-Fi @ \$125.80/month ..... 1,510 GoDaddy – Internet certs (SSLs) .....250 Digicert – Internet certs (SSLs), 2 @ \$397 .....794	8,881
	66-20 Cable TV Service	Comcast – digital cable box rental @ \$9.95/month ..... 120 Verizon – digital cable box rental @ \$3.99/month .....48	168
67	<u>Dues &amp; Publications</u> 67-10 Dues	Mid-Atlantic HTE Users Group (MA-HUG)	200
	67-20 Publications & Books	AS/400 technical manuals, IBM programming and network maintenance manuals	200
97	<u>Communications Equipment</u> 97-10 Telephone Systems	Replacement telephone equipment, all buildings	1,000

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1024</b>	
<b>Element/Object</b>	<b>Details</b>	<b>Total</b>	
98	<u>Computers &amp; Software</u>		
	98-10 Hardware	Replacement PCs, 6 @ \$850 .....5,100 Replacement printers, estimate 3 @ \$250 ..... 750 Replacement monitors, estimate 4 @ \$130 .....520 Network server, other components for Laserfiche scanning .....7,000 Other hardware replacements .....6,770	20,140
	98-20 Software	Laserfiche – scanning software, maintenance and support, 4 user licenses (Admin and Planning) ..... 10,700 SunGard NaviLine Click2Gov3 citizen request tracking software, including licenses, installation and training .....51,678 Software upgrades not covered under maintenance .....4,000 Survey Monkey – annual license .....300	66,678

**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 (\$13,140) and network server and other components for Laserfiche scanning (\$7,000). Software includes Laserfiche scanning software, SunGard citizen request tracking software, upgrades not covered under maintenance, and Survey Monkey license (\$66,678).

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 10 GENERAL GOVERNMENT						
DIV 24 INFORMATION TECHNOLOGY						
SUB 0 GENERAL GOVERNMENT						
ELEM 10 PAYROLL-WAGES						
1024-510.10-01	SALARY	189,535	195,987	205,231	144,286	208,408
1024-510.10-02	HOURLY	119,066	126,915	129,797	91,088	133,771
1024-510.10-03	OVERTIME	3,934	3,991	4,000	2,325	4,000
*	PAYROLL-WAGES	312,535	326,893	339,028	237,699	346,179
ELEM 11 FRINGE BENEFITS						
1024-510.11-10	FICA	23,098	23,791	24,414	17,309	25,202
1024-510.11-12	HEALTH INSURANCE	26,595	38,888	41,387	28,926	46,371
1024-510.11-13	DENTAL INSURANCE	2,154	2,456	2,580	1,848	2,762
1024-510.11-14	LIFE INSURANCE	873	402	427	163	243
1024-510.11-15	VISION INSURANCE	784	660	661	474	728
1024-510.11-17	457 CITY MATCH CONTRIBUTN	2,471	2,882	2,954	2,428	3,096
1024-510.11-18	401A RETIREMENT	18,608	5,744	6,015	4,244	6,148
1024-510.11-21	WORKERS COMPENSATION INS	3,931	3,205	3,242	2,269	4,809
1024-510.11-22	LONG TERM DISABILITY INS	1,103	1,223	1,293	872	1,316
1024-510.11-25	MSRP RETIREMENT	324	14,320	12,125	8,416	12,379
*	FRINGE BENEFITS	79,941	93,571	95,098	66,949	103,054
ELEM 12 TRAVEL & TRAINING						
1024-510.12-10	NON TRAINING TRAVEL	684	1,070	1,550	551	1,550
1024-510.12-11	TRAVEL & TRAINING	2,996	1,776	6,200	2,250	6,200
*	TRAVEL & TRAINING	3,680	2,846	7,750	2,801	7,750
ELEM 20 OVERHEAD						
1024-510.20-12	POSTAGE	22,499-	23,566-	32,000-	14,492-	30,000-
1024-510.20-14	TELEPHONE	30,072-	30,072-	26,892-	20,169-	27,000-
1024-510.20-15	INFORMATION TECHNOLOGY	582,600-	605,077-	626,127-	469,595-	711,345-
1024-510.20-17	COPIER	12,844-	11,925-	30,318-	8,858-	28,248-
*	OVERHEAD	648,015-	670,640-	715,337-	513,114-	796,593-
ELEM 30 PROFESSIONAL SERVICES						
1024-510.30-14	SUPPORT SERVICES	428	1,830	5,000	95	5,000
*	PROFESSIONAL SERVICES	428	1,830	5,000	95	5,000
ELEM 34 CONTRACTUAL SERVICES						
1024-510.34-73	CABLING	0	0	1,500	0	1,500
*	CONTRACTUAL SERVICES	0	0	1,500	0	1,500
ELEM 36 SPECIAL SERVICES						
1024-510.36-28	DISASTER RECOVERY	4,020	6,390	3,600	1,987	4,095
1024-510.36-63	PGINCC I-NET PRORATA EXP	21,237	21,707	22,306	0	20,251
*	SPECIAL SERVICES	25,257	28,097	25,906	1,987	24,346
ELEM 40 REPAIR & MAINTENANCE						
1024-510.40-10	OFFICE EQUIPMENT	308	0	0	0	0
1024-510.40-14	COMPUTER EQUIPMENT	0	0	1,000	0	1,000
1024-510.40-15	TELEPHONE EQUIPMENT	345	0	1,500	0	1,500
*	REPAIR & MAINTENANCE	653	0	2,500	0	2,500
ELEM 45 MAINTENANCE CONTRACT						
1024-510.45-10	COMPUTER SOFTWARE SUPPORT	87,604	90,429	89,902	80,414	83,900
1024-510.45-11	COMPUTER HARDWARE SUPPORT	6,350	7,575	7,235	6,579	8,986
1024-510.45-15	OFFICE EQUIPMENT	1,725	2,523	1,725	1,871	1,871
1024-510.45-16	BUILDING SERVICES	0	0	805	0	500
*	MAINTENANCE CONTRACT	95,679	100,527	99,667	88,864	95,257
ELEM 48 RENTAL						
1024-510.48-10	OFFICE EQUIPMENT	1,693	1,420	1,332	1,114	1,500
1024-510.48-20	COPIERS	22,418	22,742	25,068	16,686	23,248
*	RENTAL	24,111	24,162	26,400	17,800	24,748
ELEM 60 SUPPLIES						
1024-510.60-10	GENERAL SUPPLIES	122	0	250	0	0

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 10 GENERAL GOVERNMENT						
DIV 24 INFORMATION TECHNOLOGY						
SUB 0 GENERAL GOVERNMENT						
ELEM 60 SUPPLIES						
1024-510.60-11	MEETING REFRESHMENTS	169	69	360	111	360
1024-510.60-20	COMPUTER SUPPLIES	18,713	18,745	16,700	17,948	16,300
*	SUPPLIES	19,004	18,814	17,310	18,059	16,660
ELEM 61 OFFICE SUPPLIES						
1024-510.61-10	OFFICE SUPPLIES	4,045	3,894	5,000	2,157	5,000
*	OFFICE SUPPLIES	4,045	3,894	5,000	2,157	5,000
ELEM 62 POSTAGE						
1024-510.62-10	POSTAGE	25,000	25,024	30,000	7,999	30,000
*	POSTAGE	25,000	25,024	30,000	7,999	30,000
ELEM 66 TELEPHONE & COMMUNICATION						
1024-510.66-10	TELEPHONE	26,489	27,231	26,892	20,974	27,000
1024-510.66-12	CELLULAR PHONE	12,744	13,689	13,332	6,957	10,332
1024-510.66-14	INTERNET	3,444	3,653	5,716	4,247	8,881
1024-510.66-20	CABLE TV SERVICE	0	0	168	0	168
*	TELEPHONE & COMMUNICATION	42,677	44,573	46,108	32,178	46,381
ELEM 67 DUES & PUBLICATIONS						
1024-510.67-10	DUES	195	195	200	195	200
1024-510.67-20	PUBLICATIONS & BOOKS	53	0	200	0	200
*	DUES & PUBLICATIONS	248	195	400	195	400
ELEM 97 COMMUNICATIONS EQUIPMENT						
1024-510.97-10	TELEPHONE SYSTEM	0	663	1,000	44	1,000
*	COMMUNICATIONS EQUIPMENT	0	663	1,000	44	1,000
ELEM 98 COMPUTER HDWE & SOFTWARE						
1024-510.98-10	COMPUTER HARDWARE	9,168	7,305	8,370	6,281	20,140
1024-510.98-20	COMPUTER SOFTWARE	394	1,989	4,300	2,414	66,678
*	COMPUTER HDWE & SOFTWARE	9,562	9,294	12,670	8,695	86,818
**	INFORMATION TECHNOLOGY	5,195-	9,743	0	27,592-	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 benefitting 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).

**BUDGET HIGHLIGHTS:** Annual repayment for purchase of MSRP prior service credit has been eliminated. FY 2016 budget for this item was deleted by Budget Amendment 15-O-05. Liability insurance premiums decreased by \$8,195.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Assist Human Resources in budgeting for costs of insurance and health benefits	Increase in cost of benefits insurance	4.5%	<=10%	10.2%	<=12%

**PROGRAM NAME/NUMBER**

**Non-Departmental Expenditures/1025**

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

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Budget Total	0.00	0.00	0.00	0.00

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

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1025	
Element/Object	Details	Total	
11 <u>Fringe Benefits</u> 11-12 Health Insurance	PCOR (Patient-Centered Outcomes Research) fee under Affordable Care Act, approximately 140 covered participants @ \$30 each	4,200	
30 <u>Professional Services</u> 30-14 Support Services	Unemployment Tax Service @ \$85 per quarter .....340 TASC FlexSystem – flexible spending account (FSA) administration, estimate 40 participants .....2,820	3,160	
36 <u>Special Services</u> 36-22 MSRP Administrative Fees	Estimated administrative fees, 94 employees @ \$155	14,580	
50 <u>Insurance</u> 50-10 Liability Insurance	General liability – primary .....10,034 General liability and auto – excess .....4,481 Public officials’ liability .....40,960 Auto – primary .....24,010 Auto – physical damage .....10,939 Property .....19,548 Boiler and machinery .....764 Pollution legal liability .....8,892 Crime bond .....3,070 Contingency and audit .....2,000 Insurance deductibles .....7,500 Personal injury protection .....774 Uninsured motorists .....434 Metro underpass – WMATA and CSXT .....3,611 Fuel storage tanks .....705 Flood and earth movement .....1,667	139,389	
60 <u>Supplies</u> 60-10 General Supplies	Coffee, paper products, general supplies @ City Hall	3,800	

**PROGRAM NAME/NUMBER**

**Non-Departmental Expenditures/1025**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 1025</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
65	<u>Utilities</u>		
	65-10 Electricity	City Hall .....26,400	
		Renewable Choice Energy – renewable energy credits (RECs), 1,850 mWh @ \$1.23/mWh, covering 1,850,000 kWh for all City facilities and streetlights .....2,276	28,676
	65-11 Natural Gas	Estimate based on current usage	3,500
	65-13 Water & Sewer	Estimate based on current usage	1,800

**CAPITAL OUTLAY: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
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	4,000	4,800
1025-510.10-03	OVERTIME	4,081	4,404	4,000	4,477	6,000
*	PAYROLL-WAGES	8,881	9,204	8,800	8,477	10,800
ELEM 11 FRINGE BENEFITS						
1025-510.11-10	FICA	667	692	675	631	827
1025-510.11-12	HEALTH INSURANCE	17,265	16,440	6,394	6,605	4,200
1025-510.11-13	DENTAL INSURANCE	14	18	0	328-	0
1025-510.11-14	LIFE INSURANCE	58	3,133-	0	0	0
1025-510.11-15	VISION INSURANCE	124	7	0	2	0
1025-510.11-17	457 CITY MATCH CONTRIBUTN	65	47	0	56	0
1025-510.11-18	401A RETIREMENT	1,501-	0	0	4,437-	0
1025-510.11-21	WORKERS COMPENSATION INS	2,471	1,205	163	171	253
1025-510.11-22	LONG TERM DISABILITY INS	130-	7-	0	12	0
1025-510.11-27	MSRP PRIOR SERVICE CREDIT	0	2,631,128	0	0	0
*	FRINGE BENEFITS	19,033	2,646,397	7,232	2,712	5,280
ELEM 20 OVERHEAD						
1025-510.20-10	INSURANCE	141,680-	146,202-	147,584-	110,688-	139,389-
1025-510.20-13	UTILITIES	56,970-	67,815-	76,322-	57,242-	73,216-
1025-510.20-14	TELEPHONE	1,804	1,804	1,614	1,210	1,620
*	OVERHEAD	196,846-	212,213-	222,292-	166,720-	210,985-
ELEM 30 PROFESSIONAL SERVICES						
1025-510.30-14	SUPPORT SERVICES	2,813	3,577	3,100	2,111	3,160
1025-510.30-52	ACTUARIAL SERVICES	2,983	5,024	0	0	0
*	PROFESSIONAL SERVICES	5,796	8,601	3,100	2,111	3,160
ELEM 36 SPECIAL SERVICES						
1025-510.36-22	MSRP ADMINISTRATIVE FEES	0	0	17,000	0	14,580
*	SPECIAL SERVICES	0	0	17,000	0	14,580
ELEM 50 INSURANCE						
1025-510.50-10	LIABILITY INSURANCE	125,574	123,898	147,584	123,187	139,389
*	INSURANCE	125,574	123,898	147,584	123,187	139,389
ELEM 60 SUPPLIES						
1025-510.60-10	GENERAL SUPPLIES	3,825	4,509	3,800	2,824	3,800
*	SUPPLIES	3,825	4,509	3,800	2,824	3,800
ELEM 65 UTILITIES						
1025-510.65-10	ELECTRICITY	22,805	24,642	30,276	15,355	28,676
1025-510.65-11	NATURAL GAS	4,055	3,694	3,000	2,336	3,500
1025-510.65-13	WATER & SEWER	1,320	1,523	1,500	1,414	1,800
*	UTILITIES	28,180	29,859	34,776	19,105	33,976
**	NON-DEPARTMENTAL EXP	5,557-	2,610,255	0	8,304-	0
***	GENERAL GOVERNMENT	2,558,304	5,745,443	3,102,975	2,029,021	3,207,277

# PUBLIC SERVICES

**PROGRAM NAME/NUMBER****Public Services Administration/2010**

**DESCRIPTION:** This program directs the operation of Parking Enforcement, Code Enforcement, Animal Control, Recreation, 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 and Martin Luther King, Jr. Day. 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.

**BUDGET HIGHLIGHTS:** No significant changes

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Manage department programs within approved annual budget	Percent of programs that are within budget	100%	100%	100%	100%
2. Ensure prompt response to complaints and requests from citizens, Mayor & Council, and administration	Average response time in business days for initial response, as measured by cases entered in citizen request tracking system	0.81 days	<1.50 days	1.20 days	<1.50 days
3. Ensure achievement of department goals and planned accomplishments ● Report achievements annually	Percent of targets and accomplishments achieved (based on all Public Services performance measures, pass/fail basis)	63%	70%	TBD	70%

**PROGRAM NAME/NUMBER**

**Public Services Administration/2010**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Director of Public Services	1.00	1.00	1.00	1.00
Office Specialist III	0.05	0.05	0.05	0.05
Administrative Assistant	0.20	0.20	0.20	0.20
Office Specialist I	0.15	0.00	0.00	0.00
<b>Budget Total</b>	<b>1.40</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2010	
Element/Object	Details	Total	
12	<u>Travel &amp; Training</u> 12-11 Travel & Training NFPA, AACE or International Code Council annual conference .....2,000 Maryland Municipal League (MML) annual conference (no lodging), 1 @ \$975.....975 Local meetings (CEZOA, MBOA, IPI) .....300	3,275	
25	<u>Grants &amp; Assistance</u> 25-23 Community Events Micro-Grants Micro-grants for residents or groups to hold community events such as block parties	5,000	
30	<u>Professional Services</u> 30-13 Administrative Support Clerical support 30-39 Translation Services Translate department public information materials	1,000  300	
36	<u>Special Services</u> 36-10 Printing Flyers, committee support	1,000	
40	<u>Repair &amp; Maintenance</u> 40-10 Office Equipment	300	
47	<u>Clothing &amp; Uniforms</u> 47-10 Clothing & Uniforms Replacement clothing, as needed .....250 Safety shoes, as needed, 1 @ \$170 .....170	420	
48	<u>Rental</u> 48-20 Copiers Copier lease @ \$320 monthly	3,840	
60	<u>Supplies</u> 60-10 General Supplies Based on current usage .....1,700 Promotional materials for UMD students .....750  60-11 Meeting Refreshments	2,450  500	

**PROGRAM NAME/NUMBER**

**Public Services Administration/2010**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 2010</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
61	<u>Office Supplies</u> 61-10 Office Supplies	Based on current usage	1,000
65	<u>Utilities</u> 65-10 Electricity	Estimate based on current usage	7,000
66	<u>Telephone &amp; Communications</u> 66-12 Cellular Phone	Monthly service, 1 iPhone @ \$100	1,200
67	<u>Dues &amp; Publications</u> 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	<u>Miscellaneous Charge</u> 69-10 Miscellaneous		300
93	<u>Office Equipment</u> 93-20 Office Furniture	Replacement office chairs	3,000

**CAPITAL OUTLAY:** Office Equipment includes replacement office chairs (\$3,000).

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 20 PUBLIC SERVICES						
DIV 10 PUBLIC SERVICES ADMIN						
SUB 0 PUBLIC SERVICES						
ELEM 10 PAYROLL-WAGES						
2010-520.10-01	SALARY	113,196	122,993	125,060	87,879	128,797
2010-520.10-02	HOURLY	15,810	15,034	15,665	10,996	16,057
2010-520.10-03	OVERTIME	1,571	1,824	2,000	1,528	2,500
*	PAYROLL-WAGES	130,577	139,851	142,725	100,403	147,354
ELEM 11 FRINGE BENEFITS						
2010-520.11-10	FICA	9,937	10,406	8,906	7,420	9,033
2010-520.11-12	HEALTH INSURANCE	4,857	4,729	5,154	2,757	4,294
2010-520.11-13	DENTAL INSURANCE	488	364	380	392	585
2010-520.11-14	LIFE INSURANCE	400	270	358	133	207
2010-520.11-15	VISION INSURANCE	182	111	111	95	144
2010-520.11-17	457 CITY MATCH CONTRIBUTN	744	3,309	3,320	2,320	3,311
2010-520.11-18	401A RETIREMENT	8,595	7,883	8,195	5,759	8,437
2010-520.11-21	WORKERS COMPENSATION INS	3,363	2,712	2,774	1,950	3,764
2010-520.11-22	LONG TERM DISABILITY INS	528	501	543	359	557
2010-520.11-25	MSRP RETIREMENT	21	912	783	535	803
*	FRINGE BENEFITS	29,115	31,197	30,524	21,720	31,135
ELEM 12 TRAVEL & TRAINING						
2010-520.12-11	TRAVEL & TRAINING	976	1,493	3,000	110	3,275
*	TRAVEL & TRAINING	976	1,493	3,000	110	3,275
ELEM 20 OVERHEAD						
2010-520.20-10	INSURANCE	2,834	2,924	2,952	2,214	2,788
2010-520.20-14	TELEPHONE	4,511	4,511	4,034	3,025	4,050
2010-520.20-15	INFORMATION TECHNOLOGY	17,478	18,152	18,784	14,088	21,340
2010-520.20-16	BUILDING MAINTENANCE	31,118	31,592	32,703	24,527	42,307
*	OVERHEAD	55,941	57,179	58,473	43,854	70,485
ELEM 25 GRANTS & ASSISTANCE						
2010-520.25-23	COMM EVENTS MICRO-GRANTS	0	1,550	5,000	211	5,000
*	GRANTS & ASSISTANCE	0	1,550	5,000	211	5,000
ELEM 30 PROFESSIONAL SERVICES						
2010-520.30-13	ADMINISTRATIVE	116	0	1,000	0	1,000
2010-520.30-39	TRANSLATION SERVICES	0	0	300	0	300
*	PROFESSIONAL SERVICES	116	0	1,300	0	1,300
ELEM 36 SPECIAL SERVICES						
2010-520.36-10	PRINTING	374	491	1,000	231	1,000
*	SPECIAL SERVICES	374	491	1,000	231	1,000
ELEM 40 REPAIR & MAINTENANCE						
2010-520.40-10	OFFICE EQUIPMENT	0	0	300	0	300
*	REPAIR & MAINTENANCE	0	0	300	0	300
ELEM 47 CLOTHING & UNIFORMS						
2010-520.47-10	CLOTHING & UNIFORMS	248	0	420	67	420
*	CLOTHING & UNIFORMS	248	0	420	67	420
ELEM 48 RENTAL						
2010-520.48-20	COPIERS	3,583	3,735	3,840	2,781	3,840
*	RENTAL	3,583	3,735	3,840	2,781	3,840
ELEM 60 SUPPLIES						
2010-520.60-10	GENERAL SUPPLIES	2,856	2,936	2,450	1,733	2,450
2010-520.60-11	MEETING REFRESHMENTS	0	0	500	0	500
*	SUPPLIES	2,856	2,936	2,950	1,733	2,950
ELEM 61 OFFICE SUPPLIES						
2010-520.61-10	OFFICE SUPPLIES	573	135	1,000	82	1,000
*	OFFICE SUPPLIES	573	135	1,000	82	1,000

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 20 PUBLIC SERVICES						
DIV 10 PUBLIC SERVICES ADMIN						
SUB 0 PUBLIC SERVICES						
ELEM 65 UTILITIES						
ELEM 65 UTILITIES						
2010-520.65-10	ELECTRICITY	6,618	6,998	7,000	4,194	7,000
*	UTILITIES	6,618	6,998	7,000	4,194	7,000
ELEM 66 TELEPHONE & COMMUNICATION						
2010-520.66-12	CELLULAR PHONE	922	915	1,200	714	1,200
*	TELEPHONE & COMMUNICATION	922	915	1,200	714	1,200
ELEM 67 DUES & PUBLICATIONS						
2010-520.67-10	DUES	413	275	630	125	630
2010-520.67-20	PUBLICATIONS & BOOKS	105	0	350	0	350
*	DUES & PUBLICATIONS	518	275	980	125	980
ELEM 69 MISCELLANEOUS CHARGE						
2010-520.69-10	MISCELLANEOUS	0	0	300	125-	300
*	MISCELLANEOUS CHARGE	0	0	300	125-	300
ELEM 93 OFFICE EQUIPMENT						
2010-520.93-20	OFFICE FURNITURE	0	0	0	0	3,000
*	OFFICE EQUIPMENT	0	0	0	0	3,000
**	PUBLIC SERVICES ADMIN	232,417	246,755	260,012	176,100	280,539

**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 867, 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.

**BUDGET HIGHLIGHTS:** No significant changes

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. To apply parking enforcement actions in a fair and consistent manner	Percent of residents rating parking enforcement overall responsiveness and timeliness as good or better	51%	No survey	No survey	51%
	Percent of tickets issued without written complaint	98%	98%	98%	98%
	Percent of tickets voided due to officer error	<1.5%	<1.5%	<1.5%	<1.5%
2. To facilitate access to parking in residential areas by issuing permits to eligible residents in a timely manner	Percent of residents rating parking enforcement in neighborhoods as good or better	49%	No survey	No survey	49%
	Percent of permits issued to eligible residents (who submit required documentation) within 1 day of application	99%	99%	99%	99%
3. To facilitate access to parking in commercial areas by maintaining operational meters	Percent of residents rating parking enforcement in commercial areas as good or better	59%	No survey	No survey	59%
	Percent of meters and pay stations operational (subject to connectivity availability)	95%	95%	95%	95%
4. To collect coin and currency from meters and pay stations in a timely fashion ● Collected at least twice per week, or as necessary	Percent of meters and pay stations collected on schedule	99%	99%	99%	99%

**PROGRAM NAME/NUMBER**

**Parking Enforcement/2011**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Parking Enforcement Manager	1.00	1.00	1.00	1.00
Pkg. Enf. Field Operations Supervisor	1.00	1.00	1.00	1.00
Parking Enforcement Officer II	4.00	4.00	4.00	5.00
Parking Enforcement Officer I	1.50	1.50	1.50	0.50
Office Specialist II	1.00	1.00	1.00	1.00
Fiscal Support Specialist II	0.30	0.30	0.30	0.30
Budget Total	<b>8.80</b>	<b>8.80</b>	<b>8.80</b>	<b>8.80</b>

**OPERATING EXPENDITURES**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2011	
Element/Object	Details	Total	
12	<u>Travel &amp; Training</u> 12-11 Travel & Training	International Parking Institute (IPI) conference @ New Orleans, 1 attendee @ \$2,500 .....2,500 LGIT – coursework for Academy for Excellence in Local Governance, 1 attendee .....200 Local training seminars, 4 @ \$125 .....500	3,200
30	<u>Professional Services</u> 30-40 Parking Tickets Hearing Officer  30-65 Interpreter Services	Estimated 5.50 hours per week @ \$35/hour  Interpreter for hearings, estimate 2 @ \$158	10,000  316
36	<u>Special Services</u> 36-10 Printing  36-13 MVA Services	Parking tickets, parking permits, visitor permits ..... 18,000 Pay station receipt paper .....7,000  Motor Vehicle Administration MILES system @ \$66/month	25,000  792
40	<u>Repair &amp; Maintenance</u> 40-13 Tools & Equipment  40-16 Pay Stations	Maintenance of parking meter housings, coin boxes and mechanisms, as needed  Repairs not covered by maintenance agreement	1,500  1,000
45	<u>Maintenance Contract</u> 45-13 Handheld Ticket Writers  45-14 Parking Pay Stations	Duncan Parking Technologies – maintenance on 6 X3 handheld ticket writers, 6-port charger and citation issuance  Amano McGann – maintenance on 11 Aura pay stations	5,100  13,736
47	<u>Clothing &amp; Uniforms</u> 47-10 Clothing & Uniforms	7 uniform rentals .....3,000 Safety shoes, 8 @ \$170 .....1,360	

**PROGRAM NAME/NUMBER**

**Parking Enforcement/2011**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 2011</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
		Replacement of uniform items, as needed .....840	5,200
60	<u>Supplies</u> 60-10 General	Batteries for portable radios, flashlights and handheld ticket writers .....1,000 Batteries for parking meters, 400 (4 cases) @ \$8.20 each (all meter batteries are replaced at least once per year) .....2,500 Replacement batteries for pay stations, 7 @ \$100 each .....700	4,200
61	<u>Office Supplies</u> 61-10 Office Supplies	Computer paper, stationary, general office supplies	1,000
62	<u>Postage</u> 62-10 Postage	Shipping charges, returning handheld ticket writers and meter mechanisms for repairs	1,000
66	<u>Telephone &amp; Communications</u> 66-12 Cellular Phone	Monthly service @ \$60, 2 phones	1,440
67	<u>Dues &amp; Publications</u> 67-10 Dues	International Parking Institute (IPI), 1 primary @ \$595 .....595 Maryland Association of Parking Administrators, 2 @ \$50 .....100	695
	67-20 Publications & Books		150

**CAPITAL OUTLAY: None**

<b>RELATED REVENUES</b>		<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>
343.20	Parking Meter Revenue	328,109	325,502	350,000	248,940	330,000
343.21	Garage Pay Station Revenue	83,898	107,890	100,000	90,913	105,000
343.25	Parking Permit Revenue	55,591	66,172	55,000	83,193	68,000
343.26	Garage Permit Revenue	56,902	82,112	80,000	77,875	90,000
343.40	MVA Registration Fees	21	(94)	100	340	200
343.50	MVA Non-Resident Permits	1,806	2,383	2,000	1,346	1,700
359.30	Vehicle Booting Fees	1,155	665	500	490	400
359.40	Parking Fines Revenue	926,862	927,832	900,000	665,186	900,000
	<b>TOTAL</b>	<b>1,454,344</b>	<b>1,513,462</b>	<b>1,487,600</b>	<b>1,168,283</b>	<b>1,495,300</b>

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 20 PUBLIC SERVICES						
DIV 11 PARKING ENFORCEMENT						
SUB 0 PUBLIC SERVICES						
ELEM 10 PAYROLL-WAGES						
2011-520.10-01	SALARY	86,396	86,422	88,077	62,143	93,670
2011-520.10-02	HOURLY	349,690	374,644	395,413	278,677	413,750
2011-520.10-03	OVERTIME	11,327	11,634	5,000	6,827	10,000
2011-520.10-10	NIGHT SHIFT DIFFERENTIAL	3,831	3,844	5,000	2,806	4,500
*	PAYROLL-WAGES	451,244	476,544	493,490	350,453	521,920
ELEM 11 FRINGE BENEFITS						
2011-520.11-10	FICA	33,629	35,689	37,060	26,545	39,508
2011-520.11-12	HEALTH INSURANCE	39,621	37,304	39,002	25,716	39,281
2011-520.11-13	DENTAL INSURANCE	2,056	1,819	1,794	1,257	1,669
2011-520.11-14	LIFE INSURANCE	1,417	906	1,056	411	593
2011-520.11-15	VISION INSURANCE	877	668	645	467	699
2011-520.11-17	457 CITY MATCH CONTRIBUTN	5,106	4,670	4,732	3,675	6,022
2011-520.11-18	401A RETIREMENT	26,482	6	0	0	0
2011-520.11-21	WORKERS COMPENSATION INS	11,518	9,347	9,649	6,817	13,439
2011-520.11-22	LONG TERM DISABILITY INS	1,573	1,694	1,795	1,210	1,878
2011-520.11-25	MSRP RETIREMENT	621	27,935	24,175	16,620	25,371
*	FRINGE BENEFITS	122,900	120,038	119,908	82,718	128,460
ELEM 12 TRAVEL & TRAINING						
2011-520.12-11	TRAVEL & TRAINING	1,359	2,730	3,200	1,027	3,200
*	TRAVEL & TRAINING	1,359	2,730	3,200	1,027	3,200
ELEM 20 OVERHEAD						
2011-520.20-10	INSURANCE	4,250	4,386	4,428	3,321	4,182
2011-520.20-11	FLEET SERVICES	37,640	37,675	39,151	29,363	38,569
2011-520.20-12	POSTAGE	2,056	2,179	2,560	1,169	2,400
2011-520.20-13	UTILITIES	8,546	10,172	11,448	8,586	10,982
2011-520.20-14	TELEPHONE	1,804	1,804	1,614	1,210	1,620
2011-520.20-15	INFORMATION TECHNOLOGY	145,650	151,269	156,531	117,399	177,836
2011-520.20-16	BUILDING MAINTENANCE	6,224	6,318	6,540	4,905	8,461
2011-520.20-17	COPIER	1,608	1,514	3,335	952	3,107
*	OVERHEAD	207,778	215,317	225,607	166,905	247,157
ELEM 30 PROFESSIONAL SERVICES						
2011-520.30-40	PKG TKTS HEARING OFFICER	10,096	11,008	10,000	6,633	10,000
2011-520.30-65	INTERPRETER SERVICES	0	140	316	0	316
*	PROFESSIONAL SERVICES	10,096	11,148	10,316	6,633	10,316
ELEM 36 SPECIAL SERVICES						
2011-520.36-10	PRINTING	27,246	26,830	25,000	17,728	25,000
2011-520.36-13	MVA SERVICES	476	504	550	336	792
*	SPECIAL SERVICES	27,722	27,334	25,550	18,064	25,792
ELEM 40 REPAIR & MAINTENANCE						
2011-520.40-13	TOOLS & EQUIPMENT	106-	1,322	1,500	798	1,500
2011-520.40-16	PARKING PAY STATIONS	0	543	1,000	783	1,000
*	REPAIR & MAINTENANCE	106-	1,865	2,500	1,581	2,500
ELEM 45 MAINTENANCE CONTRACT						
2011-520.45-13	HANDHELD TICKET WRITERS	5,100	5,100	5,100	0	5,100
2011-520.45-14	PARKING PAY STATIONS	11,352	12,487	13,736	13,112	13,736
*	MAINTENANCE CONTRACT	16,452	17,587	18,836	13,112	18,836
ELEM 47 CLOTHING & UNIFORMS						
2011-520.47-10	CLOTHING & UNIFORMS	4,590	5,761	5,200	2,313	5,200
*	CLOTHING & UNIFORMS	4,590	5,761	5,200	2,313	5,200
ELEM 60 SUPPLIES						
2011-520.60-10	GENERAL SUPPLIES	2,414	1,226	4,060	1,218	4,200
*	SUPPLIES	2,414	1,226	4,060	1,218	4,200
ELEM 61 OFFICE SUPPLIES						

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 20 PUBLIC SERVICES						
DIV 11 PARKING ENFORCEMENT						
SUB 0 PUBLIC SERVICES						
ELEM 61 OFFICE SUPPLIES						
2011-520.61-10	OFFICE SUPPLIES	482	979	1,000	257	1,000
*	OFFICE SUPPLIES	482	979	1,000	257	1,000
ELEM 62 POSTAGE						
2011-520.62-10	POSTAGE	583	1,342	1,000	504	1,000
*	POSTAGE	583	1,342	1,000	504	1,000
ELEM 66 TELEPHONE & COMMUNICATION						
2011-520.66-12	CELLULAR PHONE	631	632	960	556	1,440
*	TELEPHONE & COMMUNICATION	631	632	960	556	1,440
ELEM 67 DUES & PUBLICATIONS						
2011-520.67-10	DUES	630	630	695	630	695
2011-520.67-20	PUBLICATIONS & BOOKS	105	0	150	0	150
*	DUES & PUBLICATIONS	735	630	845	630	845
ELEM 98 COMPUTER HDWE & SOFTWARE						
2011-520.98-10	COMPUTER HARDWARE	10,914	0	0	0	0
*	COMPUTER HDWE & SOFTWARE	10,914	0	0	0	0
**	PARKING ENFORCEMENT	857,794	883,133	912,472	645,971	971,866

**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.

**BUDGET HIGHLIGHTS:** Consultant funding has been provided for assistance in updating City Code chapters to comply with recognized model codes such as the International Code Council and the National Fire Protection Association.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 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	47%	No survey	No survey	50%
2. To apply enforcement actions in a fair and consistent manner	Percent of municipal infractions uncontested (complied, paid fine, failed to appear in court)	70%	70%	70%	70%
	Percent of contested citations overturned in court	10%	10%	10%	10%
3. To conduct inspections of properties regularly <ul style="list-style-type: none"> <li>● Inspect rental properties annually</li> <li>● Inspect exterior of all properties bi-monthly</li> <li>● Inspect commercial properties annually</li> </ul>	Percent of licensed rental properties inspected on schedule	99%	99%	99%	99%
	Percent of exterior inspections completed on schedule	95%	95%	95%	95%
	Percent of licensed commercial inspections completed on schedule	99%	99%	99%	99%

**PROGRAM NAME/NUMBER**

**Code Enforcement/2012**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Code Enforcement Manager	1.00	1.00	1.00	1.00
Code Enforcement Officer III	2.00	3.00	3.00	3.00
Code Enforcement Officer II	2.00	1.00	1.00	1.00
Code Enforcement Officer I	3.00	3.00	3.00	3.00
Office Specialist III	0.60	0.60	0.60	0.60
Office Specialist II	1.00	1.00	1.88	1.88
Office Specialist I	1.00	0.88	0.00	0.00
Administrative Assistant	0.35	0.35	0.35	0.35
<b>Budget Total</b>	<b>10.95</b>	<b>10.83</b>	<b>10.83</b>	<b>10.83</b>

**OPERATING EXPENDITURES**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2012	
Element/Object	Details	Total	
12	<u>Travel &amp; Training</u> 12-11 Travel & Training CEZOA quarterly meeting, CEO staff ..... 550 MBOA quarterly meeting ..... 300 AACE conference @ New Orleans, 2 @ \$2,000 ..... 4,000 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	12,150	
30	<u>Professional Services</u> 30-13 Administrative Temporary help, as needed 30-15 Consulting Technical code consulting to assist Code Enforcement staff and City Attorney in reviewing applicable City Code chapters to bring them up to date and in general parity with nationally recognized model codes such as those published by the International Code Council and the National Fire Protection Association	300  5,000	
36	<u>Special Services</u> 36-10 Printing Printing of new resident packets, inspection forms, licenses ..... 2,000 Permit forms, letterhead, envelopes ..... 3,000 36-36 Abatements Estimated abatements (other than Public Works providing abatement services)	5,000  (0)	
40	<u>Repair &amp; Maintenance</u> 40-13 Tools & Equipment Annual calibration of noise meters and calibrators, 3 @ \$300 each	900	

**PROGRAM NAME/NUMBER**

**Code Enforcement/2012**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 2012</b>	
<b>Element/Object</b>	<b>Details</b>	<b>Total</b>	
47	<u>Clothing &amp; Uniforms</u> 47-10 Clothing & Uniforms	Replacement of uniform clothing, as needed .....4,000 Safety shoes, 9 @ \$170 ..... 1,530	5,530
48	<u>Rental</u> 48-60 Buildings	Storage space rental, Code Enforcement archive files @ \$251/month	3,012
60	<u>Supplies</u> 60-10 General Supplies	Smoke alarm giveaway program ..... 600 Other supplies ..... 100	700
	60-60 Safety Supplies		500
61	<u>Office Supplies</u> 61-10 Office Supplies	Computer paper, copier paper, office supplies	3,587
66	<u>Telephone &amp; Communications</u> 66-12 Cellular Phone	Monthly service @ \$60, 9 phones	6,480
67	<u>Dues &amp; Publications</u> 67-10 Dues	Code Enforcement & Zoning Officials Association (CEZOA), 7 @ \$25 ..... 175 American Association for Code Enforcement (AACE), 7 @ \$75 .....525 Maryland Building Officials Association, 1 @ \$25 .....25	725
	67-20 Publications & Books	Prince George’s County zoning updates ..... 150 Books – International Code .....325 Life safety codes and handbook .....200 Reference manuals – clerical ..... 100	775
92	<u>Machinery &amp; Equipment</u> 92-20 Equipment	Replacement of 3 noise meters, nearing end of life, @ \$600 each	1,800
	92-40 Photographic Equipment	Camera equipment	450

**CAPITAL OUTLAY:** Equipment includes the replacement of 3 noise meters purchased in 2007, used by 8 code enforcement officers to document noise violations (\$1,800). Photographic Equipment includes as needed replacement of old camera equipment (\$450), used by code enforcement officers to document code violations.

**PROGRAM NAME/NUMBER**

**Code Enforcement/2012**

<b>RELATED REVENUES</b>		<b>FY 2014 ACTUAL</b>	<b>FY 2015 ACTUAL</b>	<b>FY 2016 BUDGET</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>
322.10	City Liquor Licenses	14,005	13,908	14,000	0	14,000
322.20	State Traders Licenses	28,421	27,857	29,000	3,280	29,000
323.10	City Building Permits	6,650	13,300	7,000	8,200	10,000
323.40	Occupancy Permits	781,970	839,739	815,330	599,679	884,548
359.50	Municipal Infractions	131,109	67,853	95,000	30,663	40,000
	<b>TOTAL</b>	<b>962,155</b>	<b>962,657</b>	<b>960,330</b>	<b>641,822</b>	<b>977,548</b>

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 20 PUBLIC SERVICES						
DIV 12 CODE ENFORCEMENT						
SUB 0 PUBLIC SERVICES						
ELEM 10 PAYROLL-WAGES						
2012-520.10-01	SALARY	93,440	194,120	101,031	70,968	104,223
2012-520.10-02	HOURLY	481,238	511,339	525,919	370,523	545,350
2012-520.10-03	OVERTIME	22,269	19,988	35,000	19,743	35,000
2012-520.10-10	NIGHT SHIFT DIFFERENTIAL	1,687	1,763	1,800	1,076	1,800
*	PAYROLL-WAGES	598,634	727,210	663,750	462,310	686,373
ELEM 11 FRINGE BENEFITS						
2012-520.11-10	FICA	42,891	51,827	47,766	33,010	48,751
2012-520.11-12	HEALTH INSURANCE	90,611	102,792	109,824	74,408	115,875
2012-520.11-13	DENTAL INSURANCE	4,764	5,244	5,404	5,382	7,662
2012-520.11-14	LIFE INSURANCE	1,486	813	771	297	433
2012-520.11-15	VISION INSURANCE	1,637	1,393	1,368	1,285	1,917
2012-520.11-17	457 CITY MATCH CONTRIBUTN	12,760	13,166	13,660	9,903	14,535
2012-520.11-18	401A RETIREMENT	32,476	453	2,568	1,117	1,346
2012-520.11-21	WORKERS COMPENSATION INS	13,401	11,148	11,488	7,926	15,646
2012-520.11-22	LONG TERM DISABILITY INS	1,783	1,979	2,106	1,411	2,176
2012-520.11-25	MSRP RETIREMENT	783	35,483	29,373	21,729	31,443
*	FRINGE BENEFITS	202,592	224,298	224,328	156,468	239,784
ELEM 12 TRAVEL & TRAINING						
2012-520.12-11	TRAVEL & TRAINING	6,536	5,577	10,150	4,052	12,150
*	TRAVEL & TRAINING	6,536	5,577	10,150	4,052	12,150
ELEM 20 OVERHEAD						
2012-520.20-10	INSURANCE	4,250	4,386	4,428	3,321	4,182
2012-520.20-11	FLEET SERVICES	45,169	45,210	46,982	35,236	46,282
2012-520.20-12	POSTAGE	11,453	13,371	12,800	7,293	12,000
2012-520.20-15	INFORMATION TECHNOLOGY	99,042	102,863	106,442	79,831	120,929
2012-520.20-17	COPIER	33	15	303	55	282
*	OVERHEAD	159,947	165,845	170,955	125,736	183,675
ELEM 30 PROFESSIONAL SERVICES						
2012-520.30-13	ADMINISTRATIVE	0	0	300	0	300
2012-520.30-15	CONSULTING	0	0	0	0	5,000
*	PROFESSIONAL SERVICES	0	0	300	0	5,300
ELEM 36 SPECIAL SERVICES						
2012-520.36-10	PRINTING	4,812	5,041	5,000	6,646	5,000
2012-520.36-36	CODE ENFORCMT ABATEMENTS	0	300	0	364	0
*	SPECIAL SERVICES	4,812	5,341	5,000	7,010	5,000
ELEM 40 REPAIR & MAINTENANCE						
2012-520.40-13	TOOLS & EQUIPMENT	1,100	0	900	1,400	900
*	REPAIR & MAINTENANCE	1,100	0	900	1,400	900
ELEM 47 CLOTHING & UNIFORMS						
2012-520.47-10	CLOTHING & UNIFORMS	5,420	2,351	5,530	2,155	5,530
*	CLOTHING & UNIFORMS	5,420	2,351	5,530	2,155	5,530
ELEM 48 RENTAL						
2012-520.48-60	BUILDINGS	2,602	2,892	2,772	2,259	3,012
*	RENTAL	2,602	2,892	2,772	2,259	3,012
ELEM 60 SUPPLIES						
2012-520.60-10	GENERAL SUPPLIES	437	816	700	263	700
2012-520.60-60	SAFETY SUPPLIES	358	365	500	153	500
*	SUPPLIES	795	1,181	1,200	416	1,200
ELEM 61 OFFICE SUPPLIES						
2012-520.61-10	OFFICE SUPPLIES	2,609	2,862	3,587	1,900	3,587
*	OFFICE SUPPLIES	2,609	2,862	3,587	1,900	3,587
ELEM 66 TELEPHONE & COMMUNICATION						

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 20 PUBLIC SERVICES						
DIV 12 CODE ENFORCEMENT						
SUB 0 PUBLIC SERVICES						
ELEM 66 TELEPHONE & COMMUNICATION						
2012-520.66-12	CELLULAR PHONE	2,694	3,201	4,320	3,157	6,480
*	TELEPHONE & COMMUNICATION	2,694	3,201	4,320	3,157	6,480
ELEM 67 DUES & PUBLICATIONS						
2012-520.67-10	DUES	600	613	725	425	725
2012-520.67-20	PUBLICATIONS & BOOKS	709	127	775	0	775
*	DUES & PUBLICATIONS	1,309	740	1,500	425	1,500
ELEM 69 MISCELLANEOUS CHARGE						
2012-520.69-10	MISCELLANEOUS	82	110	0	38	0
*	MISCELLANEOUS CHARGE	82	110	0	38	0
ELEM 92 MACHINERY & EQUIPMENT						
2012-520.92-20	EQUIPMENT	0	0	0	0	1,800
2012-520.92-40	PHOTOGRAPHIC EQUIPMENT	0	240	450	271	450
*	MACHINERY & EQUIPMENT	0	240	450	271	2,250
ELEM 93 OFFICE EQUIPMENT						
2012-520.93-20	OFFICE FURNITURE	0	598	0	0	0
*	OFFICE EQUIPMENT	0	598	0	0	0
ELEM 98 COMPUTER HDWE & SOFTWARE						
2012-520.98-10	COMPUTER HARDWARE	0	239	0	0	0
*	COMPUTER HDWE & SOFTWARE	0	239	0	0	0
**	CODE ENFORCEMENT	989,132	1,142,685	1,094,742	767,597	1,156,741

**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 are transported to the City animal shelter and are either returned to their owner or placed for adoption. Injured wildlife, un-tipped feral cats and illegal animals 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.

**BUDGET HIGHLIGHTS:** No significant changes

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Reduce problems with stray or nuisance animals by enforcing animal control ordinances • License all dogs and cats to aid in the prevention of rabies	Percent of residents rating animal control services as good or better	64%	No survey	No survey	No survey
	Number of County animal licenses issued to residents in zip code 20740, according to County animal management	599	575	TBD*	575
2. Respond to nuisance animal and cruelty to animal complaints in a timely manner	Percent of complaints responded to within 30 minutes during on-duty hours	95%	95%	95%	95%
3. Increase resident awareness of animal control program	Percent of residents with a good or better understanding of animal control program	New	New	New	TBD

\*Note: County data not available until summer 2016.

**PROGRAM NAME/NUMBER**

**Animal Control/2013**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Animal Control Officer III	0.00	0.00	1.00	1.00
Animal Control Officer II	1.00	1.00	0.00	0.00
Administrative Assistant	0.05	0.05	0.05	0.05
Budget Total	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>

**OPERATING EXPENDITURES**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2013	
Element/Object	Details	Total	
12	<u>Travel &amp; Training</u> 12-11 Travel & Training	Humane Society annual conference on animal control and welfare @ Daytona, FL ..... 1,800 PAWS conference (local) ..... 200	2,000
30	<u>Professional Services</u> 30-14 Support Services	Contract animal caretaker to cover shelter care when Animal Control Officer and volunteers are not available	2,000
	30-30 Veterinary Services	For humane care of impounded animals. (Costs are partially covered from adoption fees in Animal Control Cost Recovery, account 2013-3623.)	3,000
34	<u>Contractual Services</u> 34-69 Rat Control	Integrated pest management plan to abate rats on public property	10,000
36	<u>Special Services</u> 36-10 Printing	Public education materials	250
	36-23 Animal Control Cost Recovery	Animal adoption fees, microchip placement	(5,000)
40	<u>Repair &amp; Maintenance</u> 40-11 Buildings & Grounds	Maintenance of animal shelter ..... 500 Repairs to animal shelter ..... 500	1,000
42	<u>Cleaning Service</u> 42-10 Building	Sanitizing of animal shelter @ Public Works facility, as needed, for infectious disease control	500
47	<u>Clothing &amp; Uniforms</u> 47-10 Clothing & Uniforms	Replacement of uniform items, as needed ..... 500 Safety shoes, 1 @ \$170 ..... 170 Personal protective equipment ..... 75	745
60	<u>Supplies</u> 60-10 General Supplies	Traps, flashlight/camera batteries, capture equipment ..... 600 Animal food ..... 400	

**PROGRAM NAME/NUMBER**

**Animal Control/2013**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 2013</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
		Supplies for shelter, vehicle and Petco adoption habitat ..... 1,300	2,300
61	<u>Office Supplies</u> 61-10 Office Supplies		150
66	<u>Telephone &amp; Communications</u> 66-12 Cellular Phone	Monthly service @ \$60, 1 phone	720
67	<u>Dues &amp; Publications</u> 67-10 Dues	MWCOG Animal Services Committee ..... 100 Humane Society, PAWS ..... 100	200
	67-20 Publications	Periodicals, reference books	100

**CAPITAL OUTLAY:** None

<b>RELATED REVENUES</b>		<b>FY 2014 ACTUAL</b>	<b>FY 2015 ACTUAL</b>	<b>FY 2016 BUDGET</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>
2013-3623	Animal Control Adoption Fees	4,839	3,595	5,000	2,490	5,000
341.30	Animal Control Impound Fees	175	175	100	235	100
341.31	Animal Control Boarding Fees	80	30	100	20	100
359.20	Animal Fines	0	0	100	0	0
366.50	Animal License Commission	1,201	1,202	1,300	944	1,000
	<b>TOTAL</b>	<b>6,295</b>	<b>5,002</b>	<b>6,600</b>	<b>3,689</b>	<b>6,200</b>

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 20 PUBLIC SERVICES						
DIV 13 ANIMAL CONTROL						
SUB 0 PUBLIC SERVICES						
ELEM 10 PAYROLL-WAGES						
2013-520.10-02	HOURLY	44,740	46,983	49,110	34,974	52,289
2013-520.10-03	OVERTIME	2,869	3,759	3,000	2,247	4,000
2013-520.10-10	NIGHT SHIFT DIFFERENTIAL	0	0	100	0	100
*	PAYROLL-WAGES	47,609	50,742	52,210	37,221	56,389
ELEM 11 FRINGE BENEFITS						
2013-520.11-10	FICA	3,478	3,726	3,813	2,730	4,127
2013-520.11-12	HEALTH INSURANCE	7,159	7,162	7,737	5,341	8,227
2013-520.11-13	DENTAL INSURANCE	294	305	324	259	385
2013-520.11-14	LIFE INSURANCE	169	136	168	65	94
2013-520.11-15	VISION INSURANCE	115	92	93	69	105
2013-520.11-17	457 CITY MATCH CONTRIBUTN	538	555	562	391	561
2013-520.11-18	401A RETIREMENT	2,918	0	0	0	0
2013-520.11-21	WORKERS COMPENSATION INS	1,263	1,024	1,048	745	1,489
2013-520.11-22	LONG TERM DISABILITY INS	159	180	189	129	201
2013-520.11-25	MSRP RETIREMENT	66	2,885	2,455	1,702	2,614
*	FRINGE BENEFITS	16,159	16,065	16,389	11,431	17,803
ELEM 12 TRAVEL & TRAINING						
2013-520.12-11	TRAVEL & TRAINING	1,275	1,319	2,000	17-	2,000
*	TRAVEL & TRAINING	1,275	1,319	2,000	17-	2,000
ELEM 20 OVERHEAD						
2013-520.20-10	INSURANCE	1,417	1,462	1,476	1,107	1,394
2013-520.20-11	FLEET SERVICES	15,056	15,070	15,661	11,745	15,427
2013-520.20-12	POSTAGE	177	254	320	91	300
2013-520.20-17	COPIER	42	45	303	39	282
*	OVERHEAD	16,692	16,831	17,760	12,982	17,403
ELEM 30 PROFESSIONAL SERVICES						
2013-520.30-14	SUPPORT SERVICES	0	0	2,000	0	2,000
2013-520.30-18	FEASIBILITY STUDY	0	25,000	0	0	0
2013-520.30-30	VETERINARY SERVICES	4,529	4,481	3,000	2,557	3,000
*	PROFESSIONAL SERVICES	4,529	29,481	5,000	2,557	5,000
ELEM 34 CONTRACTUAL SERVICES						
2013-520.34-69	RAT CONTROL	9,910	9,936	10,000	6,400	10,000
*	CONTRACTUAL SERVICES	9,910	9,936	10,000	6,400	10,000
ELEM 36 SPECIAL SERVICES						
2013-520.36-10	PRINTING	154	222	250	0	250
2013-520.36-23	ANIMAL CTRL COST RECOVERY	4,839-	3,595-	5,000-	2,490-	5,000-
*	SPECIAL SERVICES	4,685-	3,373-	4,750-	2,490-	4,750-
ELEM 40 REPAIR & MAINTENANCE						
2013-520.40-11	BUILDINGS & GROUNDS	0	729	1,000	8-	1,000
*	REPAIR & MAINTENANCE	0	729	1,000	8-	1,000
ELEM 42 CLEANING SERVICE						
2013-520.42-10	BUILDING	0	0	500	0	500
*	CLEANING SERVICE	0	0	500	0	500
ELEM 47 CLOTHING & UNIFORMS						
2013-520.47-10	CLOTHING & UNIFORMS	548	201	745	232	745
*	CLOTHING & UNIFORMS	548	201	745	232	745
ELEM 60 SUPPLIES						
2013-520.60-10	GENERAL SUPPLIES	2,296	1,444	2,300	1,453	2,300
2013-520.60-11	MEETING REFRESHMENTS	0	0	500	0	0
*	SUPPLIES	2,296	1,444	2,800	1,453	2,300
ELEM 61 OFFICE SUPPLIES						
2013-520.61-10	OFFICE SUPPLIES	24	67	150	9	150

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 20 PUBLIC SERVICES						
DIV 13 ANIMAL CONTROL						
SUB 0 PUBLIC SERVICES						
ELEM 61 OFFICE SUPPLIES						
*	OFFICE SUPPLIES	24	67	150	9	150
ELEM 66 TELEPHONE & COMMUNICATION						
2013-520.66-12	CELLULAR PHONE	321	320	480	267	720
*	TELEPHONE & COMMUNICATION	321	320	480	267	720
ELEM 67 DUES & PUBLICATIONS						
2013-520.67-10	DUES	50	50	200	50	200
2013-520.67-20	PUBLICATIONS & BOOKS	0	20	100	1	100
*	DUES & PUBLICATIONS	50	70	300	51	300
**	ANIMAL CONTROL	94,728	123,832	104,584	70,088	109,560

**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); UMD Campus Recreation; and coordinating special City co-sponsored events such as the Fourth of July celebration and fireworks, College Park Day, Blues Festival, summer playground programs, and other planned events. Maintenance support is provided to the Recreation programs by Public Works-Recreational Facilities Maintenance, program 5019.

**BUDGET HIGHLIGHTS:** Martin Luther King, Jr. Day activities have been moved to this program from Admin-Public Relations for FY 2017.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. To promote community spirit and identity by coordinating special events	Total estimated attendance at City-sponsored events *	29,000	32,000	29,000	32,000

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

**PROGRAM NAME/NUMBER**

**Recreation/2014**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Administrative Assistant	0.10	0.15	0.15	0.15
Office Specialist III	0.00	0.05	0.05	0.05
<b>Budget Total</b>	<b>0.10</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>

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

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2014	
Element/Object	Details	Total	
30 Professional Services 30-13 Administrative	Event staff .....500 Clerical support, 12 Recreation Board meetings @ \$50 .....600	1,100	
36 Special Services 36-10 Printing		1,020	
38 Special Events 38-10 Fireworks	July 4th celebration on University of Maryland campus, co-sponsored by University of Maryland (includes fireworks; band; stage, sound system and generator rental; fire/EMS services; staff meals, portable toilet rental)	33,500	
38-40 Martin Luther King, Jr. Day	Martin Luther King, Jr. Day activities, net of contributions .....4,700 Videotaping, editing, duplicate DVDs .....3,000	7,700	
38-42 Fall Festival	City sponsor expenditures; co-sponsored by UM Campus Recreation, M-NCPPC and DC Blues Society @ Ritchie Coliseum	6,000	
38-56 Senior Events	Attick Towers .....500 Spellman House .....500	1,000	
38-99 Other	Fall events .....750 Winter events .....1,000 Spring events .....1,000 Neighborhood programs .....800 ASCAP performance license, annual fee .....340 BMI performance license, annual fee .....340 Maryland Day, participation costs (including rental of tables, chairs and City tent) .....1,000	5,230	
60 Supplies 60-10 General Supplies	Banners, flyers, etc. ....500 Maryland Day supplies .....500	1,000	

**PROGRAM NAME/NUMBER**

**Recreation/2014**

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

**CAPITAL OUTLAY: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 20 PUBLIC SERVICES						
DIV 14 RECREATION						
SUB 0 PUBLIC SERVICES						
ELEM 10 PAYROLL-WAGES						
2014-520.10-02	HOURLY	11,410	12,528	12,320	9,016	12,639
2014-520.10-03	OVERTIME	4,629	5,183	3,500	5,837	7,000
*	PAYROLL-WAGES	16,039	17,711	15,820	14,853	19,639
ELEM 11 FRINGE BENEFITS						
2014-520.11-10	FICA	1,121	1,256	1,122	1,059	1,421
2014-520.11-12	HEALTH INSURANCE	3,762	3,795	3,190	2,278	2,475
2014-520.11-13	DENTAL INSURANCE	126	81	56	178	200
2014-520.11-14	LIFE INSURANCE	53	13	8	7	5
2014-520.11-15	VISION INSURANCE	51	28	18	37	39
2014-520.11-17	457 CITY MATCH CONTRIBUTN	167	186	144	145	143
2014-520.11-18	401A RETIREMENT	1,049	73	0	61	0
2014-520.11-21	WORKERS COMPENSATION INS	27	33	71	28	160
2014-520.11-22	LONG TERM DISABILITY INS	65	53	48	41	49
2014-520.11-25	MSRP RETIREMENT	20	762	616	432	632
*	FRINGE BENEFITS	6,441	6,280	5,273	4,266	5,124
ELEM 30 PROFESSIONAL SERVICES						
2014-520.30-13	ADMINISTRATIVE	473	755	1,100	406	1,100
*	PROFESSIONAL SERVICES	473	755	1,100	406	1,100
ELEM 36 SPECIAL SERVICES						
2014-520.36-10	PRINTING	570	568	1,020	555	1,020
*	SPECIAL SERVICES	570	568	1,020	555	1,020
ELEM 38 SPECIAL EVENTS						
2014-520.38-10	FIREWORKS	31,307	27,912	33,000	0	33,500
2014-520.38-40	MARTIN LUTHER KING JR DAY	0	0	0	0	7,700
2014-520.38-42	FALL FESTIVAL	5,524	7,375	6,000	7,028	6,000
2014-520.38-56	SENIOR EVENTS	553	775	1,000	600	1,000
2014-520.38-60	COLLEGE PARK DAY	19,468	0	0	0	0
2014-520.38-99	OTHER	5,901	6,623	5,230	5,171	5,230
*	SPECIAL EVENTS	62,753	42,685	45,230	12,799	53,430
ELEM 60 SUPPLIES						
2014-520.60-10	GENERAL SUPPLIES	0	99	1,000	1,232	1,000
*	SUPPLIES	0	99	1,000	1,232	1,000
ELEM 61 OFFICE SUPPLIES						
2014-520.61-10	OFFICE SUPPLIES	2	142	200	47	200
*	OFFICE SUPPLIES	2	142	200	47	200
ELEM 67 DUES & PUBLICATIONS						
2014-520.67-10	DUES	0	10	0	0	0
*	DUES & PUBLICATIONS	0	10	0	0	0
**	RECREATION	86,278	68,250	69,643	34,158	81,513

**PROGRAM NAME/NUMBER**

**Public Safety/2020**

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

**BUDGET HIGHLIGHTS:** An update to the 2007 police services study is budgeted. Cost of monitoring of CCTV cameras by UMD DPS increased.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Support continued participation in the Citizens Corps Council programs	Number of active volunteers	4	6	2	6
2. Support strategic plan goal of improving neighborhood watch activities	Number of active neighborhoods participating	7	8	7	8
3. Develop CERT program	Number of active volunteers	3	6	0	6

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

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

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Administrative Assistant	0.25	0.25	0.25	0.25
Office Specialist III	0.30	0.30	0.30	0.30
Public Safety Officer	0.50	0.00	0.00	0.00
Office Specialist I	0.10	0.00	0.00	0.00
Budget Total	<b>1.15</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2020	
Element/Object	Details	Total	
12 Travel & Training 12-11 Travel & Training		500	
30 Professional Services 30-13 Administrative		100	
30-15 Consulting	Contract trainer for community risk reduction programs	3,000	
30-70 Public Safety Study	Update to 2007 public safety study, estimated cost	67,500	
34 Contractual Services 34-33 CCTV Monitoring	Monitoring of CCTV cameras by UMD DPS (21 cameras @ \$6,503)	136,563	
36 Special Services 36-10 Printing	Flyers and other materials	750	
36-34 Neighborhood Watch	Supplies, copying, assistance for Neighborhood Watch program	1,000	
38 Special Events 38-57 Police Community Relations	City participation expenditures	800	
38-62 National Night Out	City participation expenditures	1,000	
60 Supplies 60-10 General Supplies		600	
60-11 Meeting Refreshments		500	
60-60 Safety Supplies	Replenishment of supplies, emergency management trailer	1,000	

**PROGRAM NAME/NUMBER**

**Public Safety/2020**

65	<u>Utilities</u> 65-10 Electricity	Electricity for approximately 40 CCTV devices (cameras and LPRs) @ various locations, estimate \$800/month	9,600
66	<u>Telephone &amp; Communications</u> 66-12 Cellular Phone	UMD DPS, OIT and cellular phone charges for 11 PERT ("blue light") public safety telephones ..... 2,600 Verizon Wireless – aircard service for 6 CCTV sites @ \$25/month each ..... 1,800	4,400
92	<u>Machinery &amp; Equipment</u> 92-53 Crosswalk Signals	Purchase and installation of 1 pair (both directions) of rectangular rapid flash beacons (RRFB) on Rhode Island Avenue at a location TBD	26,000

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

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 20 PUBLIC SERVICES						
DIV 20 PUBLIC SAFETY						
SUB 0 PUBLIC SERVICES						
ELEM 10 PAYROLL-WAGES						
2020-520.10-02	HOURLY	58,765	30,144	30,447	21,639	31,392
2020-520.10-03	OVERTIME	3,318	3,440	3,000	2,961	4,500
*	PAYROLL-WAGES	62,083	33,584	33,447	24,600	35,892
ELEM 11 FRINGE BENEFITS						
2020-520.11-10	FICA	4,351	2,649	2,378	1,802	2,624
2020-520.11-12	HEALTH INSURANCE	5,706	6,348	6,788	2,755	4,344
2020-520.11-13	DENTAL INSURANCE	174	142	136	301	437
2020-520.11-14	LIFE INSURANCE	80	47	50	20	28
2020-520.11-15	VISION INSURANCE	221	51	49	79	119
2020-520.11-17	457 CITY MATCH CONTRIBUTN	299	355	353	247	352
2020-520.11-18	401A RETIREMENT	3,787	237	0	0	0
2020-520.11-21	WORKERS COMPENSATION INS	870	136	53	39	70
2020-520.11-22	LONG TERM DISABILITY INS	93	112	117	79	121
2020-520.11-25	MSRP RETIREMENT	40	1,806	1,522	1,054	1,570
*	FRINGE BENEFITS	15,621	11,883	11,446	6,376	9,665
ELEM 12 TRAVEL & TRAINING						
2020-520.12-11	TRAVEL & TRAINING	344	3,100	500	0	500
*	TRAVEL & TRAINING	344	3,100	500	0	500
ELEM 20 OVERHEAD						
2020-520.20-12	POSTAGE	0	0	320	0	300
2020-520.20-17	COPIER	0	0	303	0	282
*	OVERHEAD	0	0	623	0	582
ELEM 30 PROFESSIONAL SERVICES						
2020-520.30-13	ADMINISTRATIVE	0	0	100	0	100
2020-520.30-15	CONSULTING	0	0	3,000	0	3,000
2020-520.30-70	PUBLIC SAFETY STUDY	0	0	0	0	67,500
*	PROFESSIONAL SERVICES	0	0	3,100	0	70,600
ELEM 34 CONTRACTUAL SERVICES						
2020-520.34-33	CCTV CAMERA MONITORING	0	0	132,300	93,789	136,563
*	CONTRACTUAL SERVICES	0	0	132,300	93,789	136,563
ELEM 36 SPECIAL SERVICES						
2020-520.36-10	PRINTING	599	608	750	176	750
2020-520.36-34	NEIGHBORHOOD WATCH	218	421	1,000	194	1,000
*	SPECIAL SERVICES	817	1,029	1,750	370	1,750
ELEM 38 SPECIAL EVENTS						
2020-520.38-57	POLICE COMM RELATIONS	500	0	800	0	800
2020-520.38-62	NATIONAL NIGHT OUT	242	720	1,000	701	1,000
*	SPECIAL EVENTS	742	720	1,800	701	1,800
ELEM 47 CLOTHING & UNIFORMS						
2020-520.47-10	CLOTHING & UNIFORMS	117	0	0	0	0
*	CLOTHING & UNIFORMS	117	0	0	0	0
ELEM 60 SUPPLIES						
2020-520.60-10	GENERAL SUPPLIES	1,037	929	600	91	600
2020-520.60-11	MEETING REFRESHMENTS	39	473	500	303	500
2020-520.60-60	SAFETY SUPPLIES	1,389	820	1,000	103	1,000
*	SUPPLIES	2,465	2,222	2,100	497	2,100
ELEM 61 OFFICE SUPPLIES						
2020-520.61-10	OFFICE SUPPLIES	49	398	0	47	0
*	OFFICE SUPPLIES	49	398	0	47	0
ELEM 65 UTILITIES						
2020-520.65-10	ELECTRICITY	0	0	9,600	2,604	9,600
*	UTILITIES	0	0	9,600	2,604	9,600

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 20 PUBLIC SERVICES						
DIV 20 PUBLIC SAFETY						
SUB 0 PUBLIC SERVICES						
ELEM 65 UTILITIES						
2020-520.66-12	CELLULAR PHONE	3,153	650	4,400	7,947	4,400
*	TELEPHONE & COMMUNICATION	3,153	650	4,400	7,947	4,400
ELEM 92 MACHINERY & EQUIPMENT						
2020-520.92-53	CROSSWALK SIGNALS	0	25,488	26,000	23,072	26,000
*	MACHINERY & EQUIPMENT	0	25,488	26,000	23,072	26,000
**	PUBLIC SAFETY	85,391	79,074	227,066	160,003	299,452

**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
- Metzertott Road within City boundaries from University Boulevard to Adelphi Road
- Greenbelt Road from Route 1, Baltimore Avenue, to Rhode Island Avenue
- Route 1, Baltimore Avenue, from Beechwood Road to Indian Lane
- University Boulevard within the City boundaries from Adelphi Road to 49th Avenue

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

**BUDGET HIGHLIGHTS:** No significant changes

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
Administer the speed enforcement camera program to promote public safety	Percent of citations processed within established guidelines	100%	100%	100%	100%

**PROGRAM NAME/NUMBER****Speed Enforcement/2025****PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Police Officer-Supervisor	0.04	0.04	0.04	0.04
Police Officer	0.30	0.30	0.60	0.60
Budget Total	0.34	0.34	0.64	0.64

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 2025
Element/Object	Details	Total	
20 <u>Overhead</u> 20-25 Administrative	3% of net speed enforcement camera revenue received	54,900	
30 <u>Professional Services</u> 30-15 Consulting	The Traffic Group, Inc. – annual ASE program evaluation for State Highway Administration (SHA)	5,000	
30-41 Speed Enforcement Tickets Hearing Officer	Review officer for speed enforcement camera tickets, 5 hours/month @ \$35/hour	2,100	
36 <u>Special Services</u> 36-10 Printing	Activity forms	2,000	
40 <u>Repair &amp; Maintenance</u> 40-13 Tools & Equipment	State-required calibration of speed enforcement cameras, 5 “Oscar” type @ \$125 + 4 trailer type @ \$250	1,625	

**Capital Outlay: None**

RELATED REVENUES		FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 ACTUAL	FY 2017 BUDGET
359.70-01	Speed Enforcement Camera Revenue	1,529,721	3,972,115	2,500,000	2,361,337	3,000,000
359.70-02	Optotrafic-Processing Charges	(596,591)	(1,549,125)	(975,000)	(920,921)	(1,170,000)
359.70-03	Optotrafic-Engineering Study	(0)	(0)	(10,000)	(0)	(0)
359.70-05	State Repayment-Excess over 10% of General Fund Revenues	(0)	(418,050)	(0)	(0)	(0)
	TOTAL	933,130	2,004,940	1,515,000	1,440,416	1,830,000

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 20 PUBLIC SERVICES						
DIV 25 SPEED ENFORCEMENT						
SUB 0 PUBLIC SERVICES						
ELEM 10 PAYROLL-WAGES						
2025-520.10-02	HOURLY	17,755	45,217	66,142	22,569	0
2025-520.10-03	OVERTIME	0	564	0	211	0
*	PAYROLL-WAGES	17,755	45,781	66,142	22,780	0
ELEM 11 FRINGE BENEFITS						
2025-520.11-10	FICA	1,358	3,502	5,060	1,742	0
2025-520.11-12	HEALTH INSURANCE	0	0	0	23	0
2025-520.11-13	DENTAL INSURANCE	0	0	0	1	0
2025-520.11-15	VISION INSURANCE	0	0	0	1	0
2025-520.11-17	457 CITY MATCH CONTRIBUTN	0	0	0	2	0
2025-520.11-21	WORKERS COMPENSATION INS	1,048	2,413	3,992	1,363	0
*	FRINGE BENEFITS	2,406	5,915	9,052	3,132	0
ELEM 20 OVERHEAD						
2025-520.20-25	ADMINISTRATIVE	30,594	72,690	30,500	22,869	54,900
*	OVERHEAD	30,594	72,690	30,500	22,869	54,900
ELEM 30 PROFESSIONAL SERVICES						
2025-520.30-15	CONSULTING	0	4,500	15,000	0	5,000
2025-520.30-41	SPEED CAM HEARING OFFICER	70	140	9,100	298	2,100
*	PROFESSIONAL SERVICES	70	4,640	24,100	298	7,100
ELEM 32 LEGAL SERVICES						
2025-520.32-10	CITY ATTORNEY	434	853	0	0	0
*	LEGAL SERVICES	434	853	0	0	0
ELEM 36 SPECIAL SERVICES						
2025-520.36-10	PRINTING	505	167	2,000	0	2,000
2025-520.36-11	CLASSIFIED ADVERTISING	332	757	0	0	0
*	SPECIAL SERVICES	837	924	2,000	0	2,000
ELEM 40 REPAIR & MAINTENANCE						
2025-520.40-13	TOOLS & EQUIPMENT	0	0	1,625	0	1,625
*	REPAIR & MAINTENANCE	0	0	1,625	0	1,625
ELEM 48 RENTAL						
2025-520.48-15	MESSAGE BOARDS	0	12,604	0	0	0
*	RENTAL	0	12,604	0	0	0
ELEM 60 SUPPLIES						
2025-520.60-11	MEETING REFRESHMENTS	45	0	0	0	0
*	SUPPLIES	45	0	0	0	0
ELEM 61 OFFICE SUPPLIES						
2025-520.61-10	OFFICE SUPPLIES	0	0	0	18	0
*	OFFICE SUPPLIES	0	0	0	18	0
**	SPEED ENFORCEMENT	52,141	143,407	133,419	49,097	65,625

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

**BUDGET HIGHLIGHTS:** No significant changes

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY2016		FY2017 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	72%	No survey	No survey	72%
	Percent of residents who feel safe in commercial areas	57%	No survey	No survey	57%
2. Increase resident awareness of the contract police program	Percent of residents with a good or better understanding of the contract police program	56%	No survey	No survey	56%

**PROGRAM NAME/NUMBER**

**Contract Police/2030**

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

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Police Officer-Supervisor	0.25	0.25	0.25	0.25
Police Officer	7.20	7.20	8.50	8.50
Budget Total	7.45	7.45	8.75	8.75

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

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2020	
Element/Object	Details	Total	
12 <u>Travel &amp; Training</u> 12-10 Non-Training Travel	Mileage reimbursement to police agencies for vehicle use by contract police officers (rate varies per contract); estimated mileage	25,000	
34 <u>Contractual Services</u> 34-34 Police Services Contract	Contract with Prince George’s County for 2 full-time police officers, including wages, fringe benefits, vehicle, uniforms, liability insurance; billed semi-annually	266,667	
36 <u>Special Services</u> 36-10 Printing	Activity forms	2,000	
40 <u>Repair &amp; Maintenance</u> 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 <u>Clothing &amp; Uniforms</u> 47-10 Clothing & Uniforms	Bicycle clothing	400	
50 <u>Insurance</u> 50-10 Liability Insurance	Liability insurance for part-time contract police officers (on City payroll)	16,498	
60 <u>Supplies</u> 60-10 General Supplies	Cruiser signs, other supplies	1,000	

**PROGRAM NAME/NUMBER**

**Contract Police/2030**

61	<u>Office Supplies</u> 61-10 Office Supplies		500
92	<u>Machinery &amp; Equipment</u> 92-20 Equipment	Laser/lidar portable speed monitor for traffic enforcement in pedestrian safety areas	1,500
	92-46 Bicycle Equipment	2 replacement police bicycles @ \$1,250 each	2,500

**CAPITAL OUTLAY:** Equipment includes 1 laser/lidar portable speed monitor unit (\$1,500). Bicycle Equipment includes 2 replacement police bicycles to enhance bike patrols on the Trolley Trail and neighborhood streets (\$2,500).

<b>RELATED REVENUES</b>		FY 2014	FY 2015	FY 2016	FY 2016	FY 2017
		ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET
332.20	State Aid for Police Protection	112,884	132,610	140,000	74,546	180,000
	<b>TOTAL</b>	112,884	132,610	140,000	74,546	180,000

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 20 PUBLIC SERVICES						
DIV 30 CONTRACT POLICE						
SUB 0 PUBLIC SERVICES						
ELEM 10 PAYROLL-WAGES						
2030-520.10-02	HOURLY	666,723	577,935	784,615	432,063	850,064
2030-520.10-03	OVERTIME	38	113	1,000	457	1,000
*	PAYROLL-WAGES	666,761	578,048	785,615	432,520	851,064
ELEM 11 FRINGE BENEFITS						
2030-520.11-10	FICA	51,008	44,222	58,236	33,089	62,606
2030-520.11-21	WORKERS COMPENSATION INS	38,727	31,139	47,374	26,091	58,333
*	FRINGE BENEFITS	89,735	75,361	105,610	59,180	120,939
ELEM 12 TRAVEL & TRAINING						
2030-520.12-10	NON TRAINING TRAVEL	30,908	24,854	25,000	13,009	25,000
*	TRAVEL & TRAINING	30,908	24,854	25,000	13,009	25,000
ELEM 34 CONTRACTUAL SERVICES						
2030-520.34-34	POLICE SERVICES CONTRACT	388,434	319,416	266,667	0	266,667
*	CONTRACTUAL SERVICES	388,434	319,416	266,667	0	266,667
ELEM 36 SPECIAL SERVICES						
2030-520.36-10	PRINTING	505	1,208	2,000	907	2,000
*	SPECIAL SERVICES	505	1,208	2,000	907	2,000
ELEM 40 REPAIR & MAINTENANCE						
2030-520.40-13	TOOLS & EQUIPMENT	0	0	250	0	250
2030-520.40-21	BICYCLE EQUIPMENT	670	142	1,500	0	1,500
*	REPAIR & MAINTENANCE	670	142	1,750	0	1,750
ELEM 47 CLOTHING & UNIFORMS						
2030-520.47-10	CLOTHING & UNIFORMS	0	0	400	0	400
*	CLOTHING & UNIFORMS	0	0	400	0	400
ELEM 50 INSURANCE						
2030-520.50-10	LIABILITY INSURANCE	11,009	12,712	13,977	15,712	16,498
*	INSURANCE	11,009	12,712	13,977	15,712	16,498
ELEM 60 SUPPLIES						
2030-520.60-10	GENERAL SUPPLIES	2,443	541	1,000	0	1,000
*	SUPPLIES	2,443	541	1,000	0	1,000
ELEM 61 OFFICE SUPPLIES						
2030-520.61-10	OFFICE SUPPLIES	197	148	500	96	500
*	OFFICE SUPPLIES	197	148	500	96	500
ELEM 92 MACHINERY & EQUIPMENT						
2030-520.92-20	EQUIPMENT	0	0	0	0	1,500
2030-520.92-46	BICYCLE EQUIPMENT	0	0	0	0	2,500
*	MACHINERY & EQUIPMENT	0	0	0	0	4,000
**	CONTRACT POLICE	1,190,662	1,012,430	1,202,519	521,424	1,289,818

**PROGRAM NAME/NUMBER**

**Police Downtown Beat/2031**

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

**BUDGET HIGHLIGHTS:** No significant changes

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY2016		FY2017 TARGET
			TARGET	ACTUAL	
Reduce jaywalking on Baltimore Avenue	Number of jaywalking tickets issued	New	New	TBD	TBD

**PROGRAM NAME/NUMBER**

**Police Downtown Beat/2031**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Police Officer	0.00	0.00	0.23	0.23
Budget Total	0.00	0.00	0.23	0.23

**OPERATING EXPENDITURES:**

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

**CAPITAL OUTLAY:** None

RELATED REVENUES		FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 ACTUAL	FY 2017 BUDGET
2031-3645	DCPMA Reimbursement	0	12,000	12,000	6,000	12,000
	TOTAL	0	12,000	12,000	6,000	12,000

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 20 PUBLIC SERVICES						
DIV 31 POLICE DOWNTOWN BEAT						
SUB 0 PUBLIC SERVICES						
ELEM 10 PAYROLL-WAGES						
2031-520.10-02	HOURLY	0	18,945	24,031	15,663	24,016
*	PAYROLL-WAGES	0	18,945	24,031	15,663	24,016
ELEM 11 FRINGE BENEFITS						
2031-520.11-10	FICA	0	1,449	1,838	1,198	1,837
2031-520.11-21	WORKERS COMPENSATION INS	0	1,023	1,450	945	1,648
*	FRINGE BENEFITS	0	2,472	3,288	2,143	3,485
ELEM 36 SPECIAL SERVICES						
2031-520.36-45	DCPMA REIMBURSEMENT	0	12,000-	12,000-	6,000-	12,000-
*	SPECIAL SERVICES	0	12,000-	12,000-	6,000-	12,000-
**	POLICE DOWNTOWN BEAT	0	9,417	15,319	11,806	15,501
***	PUBLIC SERVICES	3,588,543	3,708,983	4,019,776	2,436,244	4,270,615

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.

**BUDGET HIGHLIGHTS:** Cost for conversion of previously scanned Metafile documents into new Laserfiche scanning software system is provided.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Manage department programs within approved annual budget	Percent of programs within budget	100%	100%	100%	100%
2. Promote a highly professional, skilled workforce to meet City planning needs	Percent of staff who receive at least 16 hours of professional development each year	100%	100%	100%	100%

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
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	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>

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

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 3010</b>	
Element/Object	Details		Total
12 <u>Travel &amp; Training</u> 12-10 Non-Training Travel	Staff mileage reimbursement		800
12-11 Travel & Training	American Planning Association national conference @ New York, NY, 1 @ \$2,500 .....2,500 Congress for the New Urbanism annual conference @ location TBD, 1 @ \$2,000 .....2,000 State Revitalization & Preservation Conference, 2 @ \$50 ..... 100 APA MD-DE regional conference ..... 300 AICP audio & web conferences, 4 @ \$215 ..... 860 Sustainability conference ..... 340		6,100
36 <u>Special Services</u> 36-40 Files Management	Cost for conversion of Metafile scanned documents into Laserfiche scanning software		6,000
61 <u>Office Supplies</u> 61-10 Office Supplies			1,200
62 <u>Postage</u> 62-10 Postage	Shipping charges		150
66 <u>Telephone &amp; Communications</u> 66-12 Cellular Phone	Cell phone allowance, \$40 monthly		500
67 <u>Dues &amp; Publications</u> 67-10 Dues	American Planning Association (APA) (2 members) ..... 675 American Institute of Certified Planners (AICP) (2 members) ..... 300 Urban Land Institute (ULI) ..... 220 National Trust for Historic Preservation ..... 50 Planning Advisory Service ..... 795 Congress for the New Urbanism (CNU) ..... 195 American Pedestrian & Bicycle Association (APBA) ..... 110 Toastmasters Club ..... 92		2,437

**PROGRAM NAME/NUMBER**

**Planning Administration/3010**

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

**CAPITAL OUTLAY:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
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	30,998	31,777	32,449	23,463	33,355
3010-530.10-02	HOURLY	16,041	16,369	17,557	12,388	17,947
3010-530.10-03	OVERTIME	223	0	0	0	0
*	PAYROLL-WAGES	47,262	48,146	50,006	35,851	51,302
ELEM 11 FRINGE BENEFITS						
3010-530.11-10	FICA	3,495	3,541	3,389	2,640	3,453
3010-530.11-12	HEALTH INSURANCE	3,488	3,638	3,904	1,970	3,074
3010-530.11-13	DENTAL INSURANCE	202	211	223	160	236
3010-530.11-14	LIFE INSURANCE	131	19	0	0	0
3010-530.11-15	VISION INSURANCE	62	46	46	33	50
3010-530.11-17	457 CITY MATCH CONTRIBUTN	757	757	758	531	756
3010-530.11-18	401A RETIREMENT	2,960	0	0	0	0
3010-530.11-21	WORKERS COMPENSATION INS	940	733	738	534	997
3010-530.11-22	LONG TERM DISABILITY INS	181	182	193	129	197
3010-530.11-25	MSRP RETIREMENT	67	2,912	2,500	1,723	2,565
*	FRINGE BENEFITS	12,283	12,039	11,751	7,720	11,328
ELEM 12 TRAVEL & TRAINING						
3010-530.12-10	NON TRAINING TRAVEL	1,376	432	800	241	800
3010-530.12-11	TRAVEL & TRAINING	4,855	3,977	5,800	1,365	6,100
*	TRAVEL & TRAINING	6,231	4,409	6,600	1,606	6,900
ELEM 20 OVERHEAD						
3010-530.20-10	INSURANCE	2,834	2,924	2,952	2,214	2,788
3010-530.20-12	POSTAGE	827	527	1,920	530	1,800
3010-530.20-13	UTILITIES	13,103	15,597	17,554	13,166	16,840
3010-530.20-14	TELEPHONE	2,406	2,406	2,151	1,614	2,160
3010-530.20-15	INFORMATION TECHNOLOGY	11,652	12,102	12,523	9,392	14,227
3010-530.20-16	BUILDING MAINTENANCE	15,559	15,796	16,351	12,263	21,154
3010-530.20-17	COPIER	1,417	1,839	3,638	1,171	3,390
*	OVERHEAD	47,798	51,191	57,089	40,350	62,359
ELEM 30 PROFESSIONAL SERVICES						
3010-530.30-11	DESIGN & ENGINEERING	3,000	1,138-	0	0	0
*	PROFESSIONAL SERVICES	3,000	1,138-	0	0	0
ELEM 36 SPECIAL SERVICES						
3010-530.36-10	PRINTING	264	0	0	208	0
3010-530.36-21	COURIER SERVICES	119	0	300	0	0
3010-530.36-40	FILES MANAGEMENT	0	0	0	0	6,000
*	SPECIAL SERVICES	383	0	300	208	6,000
ELEM 61 OFFICE SUPPLIES						
3010-530.61-10	OFFICE SUPPLIES	781	1,110	1,500	507	1,200
*	OFFICE SUPPLIES	781	1,110	1,500	507	1,200
ELEM 62 POSTAGE						
3010-530.62-10	POSTAGE	10	117	200	6	150
*	POSTAGE	10	117	200	6	150
ELEM 66 TELEPHONE & COMMUNICATION						
3010-530.66-12	CELLULAR PHONE	484	484	1,200	332	500
*	TELEPHONE & COMMUNICATION	484	484	1,200	332	500
ELEM 67 DUES & PUBLICATIONS						
3010-530.67-10	DUES	2,395	2,400	2,285	1,997	2,437
3010-530.67-20	PUBLICATIONS & BOOKS	728	661	800	143	800
*	DUES & PUBLICATIONS	3,123	3,061	3,085	2,140	3,237
ELEM 69 MISCELLANEOUS CHARGE						
3010-530.69-10	MISCELLANEOUS	0	100	0	0	0
*	MISCELLANEOUS CHARGE	0	100	0	0	0

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 30	PLANNING, COMM & ECON DEV					
DIV 10	PLANNING ADMINISTRATION					
SUB 0	PLANNING, COMM & ECON DEV					
ELEM 69	MISCELLANEOUS CHARGE					
**	PLANNING ADMINISTRATION	121,355	119,519	131,731	88,720	142,976

**PROGRAM NAME/NUMBER**

**Community Development/3011**

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

**BUDGET HIGHLIGHTS:** No significant changes

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Acquire funding from state and federal grant sources to improve the vitality and livability of the community and initiate new capital projects as appropriate	Dollar value of grants awarded:				
	Comm. Dev. Block Grant	\$ 0	\$120,000	\$ 0	\$200,000
	Community Legacy grant	0	0	100,000	100,000
	MD Heritage Areas Auth.	0	50,000	0	47,500
	Program Open Space	129,169	77,000	116,100	100,000
	Recreational Trails	0	0	0	0
	Anacostia Trails Hrtge Area	2,000	2,000	0	2,000
	Safe Routes to School	0	0	36,000	50,000
	Chesapeake Bay Trust	397,140	0	0	0
	MWCOG Transp. Land Use Connections grant	30,000	30,000	30,000	30,000
	MDOT Bikeways Program	79,622	75,000	95,000	50,000
	MEA Smart Energy	0	242,000	40,650	99,600
	TOTALS		\$637,931	\$596,000	\$417,750
2. Implement special projects for community development <ul style="list-style-type: none"> <li>● Neighborhood improvement projects</li> <li>● Streetscape projects</li> <li>● Analyze American Community Survey results</li> <li>● Watershed improvement projects</li> <li>● Homeownership grants</li> <li>● Permaculture and community gardens</li> <li>● Bikeshare</li> </ul>	Periodic status reports will be provided for these ongoing projects				

**PROGRAM NAME/NUMBER****Community Development/3011****PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
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	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>

**OPERATING EXPENDITURES**

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 3011
Element/Object	Details	Total	
30	<u>Professional Services</u> 30-15 Consulting	Consulting services, as needed, in support of strategic plan activities, projects or grant applications	10,000
	30-16 Appraisals	Appraisals of properties, as needed	5,000
36	<u>Special Services</u> 36-35 Matching Funds	Funds for matching grant opportunities	15,000

**CAPITAL OUTLAY: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
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	69,696	78,882	80,986	57,323	84,208
3011-530.10-02	HOURLY	9,654	9,826	10,534	7,433	10,768
*	PAYROLL-WAGES	79,350	88,708	91,520	64,756	94,976
ELEM 11 FRINGE BENEFITS						
3011-530.11-10	FICA	5,848	6,451	6,483	4,736	6,618
3011-530.11-12	HEALTH INSURANCE	9,955	11,900	12,765	6,458	10,068
3011-530.11-13	DENTAL INSURANCE	421	426	437	313	449
3011-530.11-14	LIFE INSURANCE	226	85	75	29	0
3011-530.11-15	VISION INSURANCE	139	149	149	107	161
3011-530.11-17	457 CITY MATCH CONTRIBUTN	705	705	706	494	704
3011-530.11-18	401A RETIREMENT	4,685	0	0	0	0
3011-530.11-21	WORKERS COMPENSATION INS	2,028	1,757	1,790	1,268	2,452
3011-530.11-22	LONG TERM DISABILITY INS	303	335	353	237	365
3011-530.11-25	MSRP RETIREMENT	123	5,375	4,576	3,176	4,749
*	FRINGE BENEFITS	24,433	27,183	27,334	16,818	25,566
ELEM 30 PROFESSIONAL SERVICES						
3011-530.30-15	CONSULTING	9,632	3,000	10,000	13,035	10,000
3011-530.30-16	APPRAISALS	5,000	2,900	5,000	0	5,000
*	PROFESSIONAL SERVICES	14,632	5,900	15,000	13,035	15,000
ELEM 36 SPECIAL SERVICES						
3011-530.36-35	MATCHING FUNDS	7,300	16,190	15,000	0	15,000
*	SPECIAL SERVICES	7,300	16,190	15,000	0	15,000
ELEM 60 SUPPLIES						
3011-530.60-11	MEETING REFRESHMENTS	0	392	0	0	0
*	SUPPLIES	0	392	0	0	0
**	COMMUNITY DEVELOPMENT	125,715	138,373	148,854	94,609	150,542

**PROGRAM NAME/NUMBER**

**Planning and Zoning/3012**

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

**BUDGET HIGHLIGHTS:** No significant changes

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Review and comment on land use and zoning applications, plans, policies and legislation affecting the City	Generated externally				
2. Process variance and departure and other applications through the Advisory Planning Commission	Number of applications processed	15	10	10	12
	Percent of recommendations upheld by Mayor & Council	100%	100%	100%	100%
3. Coordinate and collaborate with others on planning and land use issues in the City <ul style="list-style-type: none"> <li>● Participate in Prince George’s County Zoning and Subdivision Rewrite</li> <li>● Participate in M-NCPPC Bicycle Trail Master Plan</li> <li>● Participate in UMD &amp; ATHA Bicycle Coordinating Committee</li> </ul>	Periodic status reports will be provided for these ongoing projects				
4. Prepare local plans as directed in the Strategic Plan <ul style="list-style-type: none"> <li>● Bicycle Facilities</li> <li>● Parks, Playgrounds &amp; Open Space</li> <li>● Complete and Green Streets</li> </ul>	Periodic status reports will be provided for these ongoing projects				

**PROGRAM NAME/NUMBER**

**Planning and Zoning/3012**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
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 and purchasing M-NCPPC documents	300	

**CAPITAL OUTLAY:** None

RELATED REVENUES		FY 2014	FY 2015	FY 2016	FY 2016	FY 2017
		ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET
341.10	Zoning Application Processing Fee	5,960	4,900	7,000	900	5,000
	TOTAL	5,960	4,900	7,000	900	5,000

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
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	69,611	77,959	80,986	57,323	84,208
3012-530.10-02	HOURLY	9,654	9,826	10,534	7,433	10,768
*	PAYROLL-WAGES	79,265	87,785	91,520	64,756	94,976
ELEM 11 FRINGE BENEFITS						
3012-530.11-10	FICA	5,848	6,451	6,483	4,736	6,618
3012-530.11-12	HEALTH INSURANCE	9,793	11,900	12,765	6,458	10,068
3012-530.11-13	DENTAL INSURANCE	421	426	437	313	449
3012-530.11-14	LIFE INSURANCE	226	85	75	29	0
3012-530.11-15	VISION INSURANCE	139	149	149	107	161
3012-530.11-17	457 CITY MATCH CONTRIBUTN	705	705	706	494	704
3012-530.11-18	401A RETIREMENT	4,685	0	0	0	0
3012-530.11-21	WORKERS COMPENSATION INS	2,028	1,757	1,790	1,268	2,452
3012-530.11-22	LONG TERM DISABILITY INS	303	335	353	237	365
3012-530.11-25	MSRP RETIREMENT	123	5,375	4,576	3,176	4,749
*	FRINGE BENEFITS	24,271	27,183	27,334	16,818	25,566
ELEM 36 SPECIAL SERVICES						
3012-530.36-10	PRINTING	12-	99	300	61	300
*	SPECIAL SERVICES	12-	99	300	61	300
**	PLANNING AND ZONING	103,524	115,067	119,154	81,635	120,842

**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.

**BUDGET HIGHLIGHTS:** APC stipend includes 4 extra meetings. Legal fees increased based on YTD actuals.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Administer the zoning appeals and departures process in a fair and timely manner	Number of applications appealed by applicants	2	0	1	0
	Percent of decisions accepted by Mayor & Council	100%	100%	78%	100%
2. Hear and decide code enforcement appeals	Number of code enforcement appeals heard	0	0	2	0

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

**PERSONNEL EXPENDITURES:** Personnel expenditures include a stipend of \$60 per meeting attended where quorum exists (16 meetings estimated) paid to 7 commission members who are not FTEs.

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
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	<b>0.70</b>	<b>0.70</b>	<b>0.70</b>	<b>0.70</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 3013
	Element/Object	Details	Total
12	<u>Travel &amp; Training</u> 12-11 Travel & Training	Maryland Citizen Planners Conference, 4 APC members @ \$150	600
32	<u>Legal Services</u> 32-24 Advisory Planning Comm.	Legal services for APC, estimate \$1,700/month	20,400
36	<u>Special Services</u> 36-25 Cable TV Camera Operator	Broadcast and live streaming of "listening session"	200
60	<u>Supplies</u> 60-10 General Supplies	New member name plates	25
67	<u>Dues &amp; Publications</u> 67-10 Dues	Maryland Citizen Planners Association	250
	67-20 Publications & Books	Training publications	200

**CAPITAL OUTLAY:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 30 PLANNING, COMM & ECON DEV						
DIV 13 ADVISORY PLANNING COMM						
SUB 0 PLANNING, COMM & ECON DEV						
ELEM 10 PAYROLL-WAGES						
3013-530.10-01	SALARY	35,154	37,286	38,402	27,607	39,592
3013-530.10-02	HOURLY	19,309	19,649	21,069	14,865	21,537
3013-530.10-06	STIPEND	2,640	3,240	5,040	3,120	6,720
*	PAYROLL-WAGES	57,103	60,175	64,511	45,592	67,849
ELEM 11 FRINGE BENEFITS						
3013-530.11-10	FICA	4,160	4,427	4,472	3,347	4,669
3013-530.11-12	HEALTH INSURANCE	4,804	5,407	5,806	2,919	4,561
3013-530.11-13	DENTAL INSURANCE	250	259	271	194	283
3013-530.11-14	LIFE INSURANCE	152	34	17	6	0
3013-530.11-15	VISION INSURANCE	79	68	69	49	75
3013-530.11-17	457 CITY MATCH CONTRIBUTN	783	783	784	549	782
3013-530.11-18	401A RETIREMENT	3,380	0	0	0	0
3013-530.11-21	WORKERS COMPENSATION INS	1,060	870	882	633	1,197
3013-530.11-22	LONG TERM DISABILITY INS	208	216	229	154	235
3013-530.11-25	MSRP RETIREMENT	80	3,460	2,974	2,051	3,056
*	FRINGE BENEFITS	14,956	15,524	15,504	9,902	14,858
ELEM 12 TRAVEL & TRAINING						
3013-530.12-11	TRAVEL & TRAINING	0	489	600	0	600
*	TRAVEL & TRAINING	0	489	600	0	600
ELEM 32 LEGAL SERVICES						
3013-530.32-24	LEGAL-ADV PLANNING COMM	18,629	15,980	18,000	12,496	20,400
*	LEGAL SERVICES	18,629	15,980	18,000	12,496	20,400
ELEM 36 SPECIAL SERVICES						
3013-530.36-25	CABLE CAMERA OPERATOR	0	0	0	0	200
*	SPECIAL SERVICES	0	0	0	0	200
ELEM 60 SUPPLIES						
3013-530.60-10	GENERAL SUPPLIES	0	0	25	162	25
*	SUPPLIES	0	0	25	162	25
ELEM 67 DUES & PUBLICATIONS						
3013-530.67-10	DUES	250	250	250	250	250
3013-530.67-20	PUBLICATIONS & BOOKS	95	188	200	0	200
*	DUES & PUBLICATIONS	345	438	450	250	450
**	ADVISORY PLANNING COMM	91,033	92,606	99,090	68,402	104,382

**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 its first Economic Development Plan in 2005.

**BUDGET HIGHLIGHTS:** No significant changes

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Communicate effectively with stakeholders on economic development issues a. Conduct 1 real estate roundtable of City brokers, developers and property owners to share information on leasing and development opportunities, real estate transactions, market trends, etc. b. Prepare and distribute a bi-monthly Development Update and Business Beat to interested parties c. Provide information and referral services to the real estate development community d. Attend real estate networking events	Number of roundtables held	1	1	0	1
	Editions of newsletters distributed (689 subscribers)	12	12	8	12
	Number of potential new business contacts made	40	40	47	40
	Number of new developer contacts made	15	20	23	20
	Number of events attended	3	4	4	4
2. Administer and implement special projects to expand investment and revitalize commercial areas a. Work with Hollywood commercial district property owners and businesses on implementation of a street-scape improvement plan b. Administer Revitalization Tax Credit program c. Administer Business Attraction & Expansion Fund	Periodic status reports will be provided				
	Number of applications received	1	1	1	1
	Number of grants awarded	1	2	2	0

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

3. Reduce the commercial vacancy rate, determined by square footage, through initiatives to attract new businesses	Vacancy percentage:				
	Citywide	4.9	4.5	5.1	4.8
	Berwyn	27.0	15.0	24.2	22.0
	Downtown	12.5	9.5	4.4	8.7
	Hollywood	5.2	5.0	10.1	7.1
	Lower Midtown	7.1	7.0	4.1	6.1
	Upper Midtown	3.0	3.0	12.0	6.0
	Uptown	0.0	0.0	0.0	0.0
4. Expand economic development through business retention and expansion a. Administer Business Retention Fund	Number of businesses expanded	0	1	1	1
	Number of grants awarded	9	5	8	8
5. Support economic development partnerships a. Hold Downtown College Park Management Authority (DCPMA) meetings b. Promote College Park City-University Partnership (CPCUP) vision c. Meet with local economic development agencies	Number of meetings held	6	6	6	6
	Number of meetings attended	New	New	1	4



**PROGRAM NAME/NUMBER**

**Economic Development/3014**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 3014</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
		Other costs .....	1,500
			8,000
67	<u>Dues &amp; Publications</u>		
	67-10 Dues	International Council of Shopping Centers (ICSC) .....	200
		International Economic Development Council (IEDC) .....	405
		Prince George's Chamber of Commerce .....	350
		BISNOW (2 members) .....	168
			1,123
	67-20 Publications & Books	Downtown Idea Exchange	240

**CAPITAL OUTLAY: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
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	80,858	84,981	89,669	48,610	90,353
3014-530.10-02	HOURLY	15,171	15,691	15,654	7,432	17,182
*	PAYROLL-WAGES	96,029	100,672	105,323	56,042	107,535
ELEM 11 FRINGE BENEFITS						
3014-530.11-10	FICA	7,020	7,380	7,307	4,213	7,745
3014-530.11-12	HEALTH INSURANCE	9,372	9,716	10,594	2,317	19,136
3014-530.11-13	DENTAL INSURANCE	391	401	419	357	711
3014-530.11-14	LIFE INSURANCE	263	127	180	41	102
3014-530.11-15	VISION INSURANCE	61	46	46	128	298
3014-530.11-17	457 CITY MATCH CONTRIBUTN	1,227	1,193	1,229	494	704
3014-530.11-18	401A RETIREMENT	5,839	3,927	4,190	0	0
3014-530.11-21	WORKERS COMPENSATION INS	2,520	2,034	2,083	1,081	2,802
3014-530.11-22	LONG TERM DISABILITY INS	349	352	386	92	389
3014-530.11-25	MSRP RETIREMENT	48	2,087	1,787	2,799	5,056
*	FRINGE BENEFITS	27,090	27,263	28,221	11,522	36,943
ELEM 12 TRAVEL & TRAINING						
3014-530.12-10	NON TRAINING TRAVEL	139	492	300	0	300
3014-530.12-11	TRAVEL & TRAINING	2,242	2,252	2,700	493	2,700
*	TRAVEL & TRAINING	2,381	2,744	3,000	493	3,000
ELEM 30 PROFESSIONAL SERVICES						
3014-530.30-11	DESIGN & ENGINEERING	1,615	0	0	0	0
3014-530.30-15	CONSULTING	828	882	900	882	900
*	PROFESSIONAL SERVICES	2,443	882	900	882	900
ELEM 34 CONTRACTUAL SERVICES						
3014-530.34-25	MARKETING	4,723	3,241	10,000	8,025	10,200
*	CONTRACTUAL SERVICES	4,723	3,241	10,000	8,025	10,200
ELEM 36 SPECIAL SERVICES						
3014-530.36-10	PRINTING	0	270	0	0	0
3014-530.36-15	CATERING FOR MEETINGS	1,689	358	1,800	151	2,100
*	SPECIAL SERVICES	1,689	628	1,800	151	2,100
ELEM 38 SPECIAL EVENTS						
3014-530.38-36	DOWNTOWN FARMERS MARKET	18,610	5,465	6,945	4,736	6,945
3014-530.38-37	HOLLYWOOD FARMERS MARKET	0	6,386	8,000	5,570	8,000
*	SPECIAL EVENTS	18,610	11,851	14,945	10,306	14,945
ELEM 67 DUES & PUBLICATIONS						
3014-530.67-10	DUES	850	891	1,205	455	1,123
3014-530.67-20	PUBLICATIONS & BOOKS	362	237	240	237	240
*	DUES & PUBLICATIONS	1,212	1,128	1,445	692	1,363
**	ECONOMIC DEVELOPMENT	154,177	148,409	165,634	88,113	176,986
***	PLANNING, COMM & ECON DEV	595,804	613,974	664,463	421,479	695,728

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**YOUTH, FAMILY &  
SENIOR SERVICES**

**PROGRAM NAME/NUMBER**

**Youth & Family Administration/4010**

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

**BUDGET HIGHLIGHTS:** In order to centralize budgeted expenditures, Youth & Family Services building services, maintenance contracts and utilities have been transferred to Public Works-Building Maintenance, program 5028.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Ensure that services are accessible to low and moderate income families (in compliance with requirements for use of City-restricted funds for facility construction)	Percent of families of 4 receiving services who are of low to moderate income (\$68,000 or less)	90%	>=51%	83% to date	>=51%

**PROGRAM NAME/NUMBER**

**Youth & Family Administration/4010**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Director of Youth, Family & Senior Svcs	0.60	0.60	0.60	0.50
Administrative Assistant	0.75	0.75	0.75	0.75
Outreach Coordinator Assistant	0.00	0.00	0.63	0.75
Office Specialist I	0.30	0.30	0.30	0.30
Bus Driver	0.00	0.00	0.04	0.04
<b>Budget Total</b>	<b>1.65</b>	<b>1.65</b>	<b>2.32</b>	<b>2.34</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 4010	
Element/Object	Details	Total	
12	<u>Travel &amp; Training</u> 12-10 Non Training Travel	Staff mileage reimbursement	1,600
	12-11 Travel & Training	Maryland Municipal League (MML) convention ..... 1,700 Administrative seminars ..... 800	2,500
30	<u>Professional Services</u> 30-13 Administrative	Lakeland STARS coordination	9,000
34	<u>Contractual Services</u> 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	<u>Special Services</u> 36-10 Printing	Brochures, letterhead, envelopes, forms	1,400
38	<u>Special Events</u> 38-15 Holiday Events	Halloween Thing, Spring Egg Hunt	2,000
	38-66 Family Summit	Facilitator ..... 1,500 Printing of materials ..... 760 Meeting refreshments ..... 740 Postage ..... 100 Office supplies ..... 300	3,400
40	<u>Repair &amp; Maintenance</u> 40-10 Office Equipment	Repairs as needed	300
42	<u>Cleaning Service</u> 42-10 Building	Window cleaning ..... 300 Cleaning of ceiling fans, recreation side exposed high ceiling duct work ..... 1,050 Cleaning of 5 mats, 3x/year ..... 300	

**PROGRAM NAME/NUMBER**

**Youth & Family Administration/4010**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 4010</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
		Tile cleaning, 6x/year .....6,000 Carpet cleaning .....3,000	10,650
47	<u>Clothing &amp; Uniforms</u> 47-10 Clothing & Uniforms	City seal clothing for staff, as needed	200
48	<u>Rental</u> 48-20 Copiers	Copier lease @ \$186 monthly	2,232
52	<u>Awards &amp; Gifts</u> 52-10 Awards & Gifts	Lakeland STARS	200
60	<u>Supplies</u> 60-10 General Supplies	Special event materials, photo finishing, presentation materials, promotional items, Lakeland STARS supplies	4,000
	60-11 Meeting Refreshments		1,250
61	<u>Office Supplies</u> 61-10 Office Supplies		2,600
62	<u>Postage</u> 62-10 Postage		1,000
66	<u>Telephone &amp; Communications</u> 66-12 Cellular Phone	Monthly service, 1 iPhone @ \$100	1,200
67	<u>Dues &amp; Publications</u> 67-10 Dues	Maryland Association of Youth Services Bureaus .....1,500 Maryland Association of Non-Profits .....350 Human Services Coalition of Prince George's County .....150	2,000
	67-20 Publications & Books		300
69	<u>Miscellaneous Charge</u> 69-10 Miscellaneous		1,000

**CAPITAL OUTLAY: None**

<b>RELATED REVENUES</b>		<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>
334.30	County Youth Services Grant	30,000	30,000	30,000	0	30,000
334.34	County Special Appropriations Grant	4,000	4,000	4,000	0	4,000
	<b>TOTAL</b>	<b>34,000</b>	<b>34,000</b>	<b>34,000</b>	<b>0</b>	<b>34,000</b>

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
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	72,659	76,013	75,600	54,500	67,619
4010-540.10-02	HOURLY	43,114	46,376	69,156	50,981	76,514
4010-540.10-03	OVERTIME	5,162	4,987	4,500	3,820	5,000
*	PAYROLL-WAGES	120,935	127,376	149,256	109,301	149,133
ELEM 11 FRINGE BENEFITS						
4010-540.11-10	FICA	8,719	9,209	9,980	8,010	9,908
4010-540.11-12	HEALTH INSURANCE	9,774	12,373	14,254	11,488	16,625
4010-540.11-13	DENTAL INSURANCE	289	298	278	353	440
4010-540.11-14	LIFE INSURANCE	340	136	126	53	71
4010-540.11-15	VISION INSURANCE	211	183	177	131	182
4010-540.11-17	457 CITY MATCH CONTRIBUTN	1,918	1,917	1,882	1,346	1,564
4010-540.11-18	401A RETIREMENT	6,425	2,233	2,303	1,632	2,413
4010-540.11-21	WORKERS COMPENSATION INS	2,367	1,926	2,252	1,757	2,901
4010-540.11-22	LONG TERM DISABILITY INS	419	423	428	303	403
4010-540.11-25	MSRP RETIREMENT	103	4,509	4,916	3,525	4,798
*	FRINGE BENEFITS	30,565	33,207	36,596	28,598	39,305
ELEM 12 TRAVEL & TRAINING						
4010-540.12-10	NON TRAINING TRAVEL	1,025	900	1,600	768	1,600
4010-540.12-11	TRAVEL & TRAINING	1,966	4,143	2,742	20	2,500
*	TRAVEL & TRAINING	2,991	5,043	4,342	788	4,100
ELEM 20 OVERHEAD						
4010-540.20-10	INSURANCE	5,667	5,848	5,903	4,428	5,576
4010-540.20-12	POSTAGE	0	0	320	0	300
4010-540.20-14	TELEPHONE	5,112	5,112	4,572	3,429	4,590
4010-540.20-15	INFORMATION TECHNOLOGY	58,260	60,508	62,613	46,960	71,135
4010-540.20-16	BUILDING MAINTENANCE	62,236	63,185	65,405	49,053	84,614
4010-540.20-17	COPIER	2	29	303	13	282
*	OVERHEAD	131,277	134,682	139,116	103,883	166,497
ELEM 25 GRANTS & ASSISTANCE						
4010-540.25-38	PUBL SCH EDUCATION GRANTS	0	65	0	0	0
*	GRANTS & ASSISTANCE	0	65	0	0	0
ELEM 30 PROFESSIONAL SERVICES						
4010-540.30-13	ADMINISTRATIVE	6,386	8,704	7,000	5,073	9,000
4010-540.30-15	CONSULTING	0	240	0	0	0
*	PROFESSIONAL SERVICES	6,386	8,944	7,000	5,073	9,000
ELEM 34 CONTRACTUAL SERVICES						
4010-540.34-37	M-NCPPC CONTRCT-YOUTH CTR	10,000	10,000	10,000	10,000	10,000
4010-540.34-72	BLDG COVERAGE-AFTER HOURS	1,440	720	1,440	1,440	1,440
*	CONTRACTUAL SERVICES	11,440	10,720	11,440	11,440	11,440
ELEM 36 SPECIAL SERVICES						
4010-540.36-10	PRINTING	3,053	1,217	1,800	158	1,400
*	SPECIAL SERVICES	3,053	1,217	1,800	158	1,400
ELEM 38 SPECIAL EVENTS						
4010-540.38-15	HOLIDAY EVENTS	2,185	3,181	2,000	1,313	2,000
4010-540.38-66	FAMILY SUMMIT	3,457	3,159	3,400	0	3,400
*	SPECIAL EVENTS	5,642	6,340	5,400	1,313	5,400
ELEM 40 REPAIR & MAINTENANCE						
4010-540.40-10	OFFICE EQUIPMENT	1,034	0	300	240	300
4010-540.40-11	BUILDINGS & GROUNDS	14,331	6,645	9,100	9,385	0
4010-540.40-17	ALARM SYSTEM	593	669	500	0	0
4010-540.40-25	HVAC REPAIRS	670	975	2,000	2,878	0
*	REPAIR & MAINTENANCE	16,628	8,289	11,900	12,503	300
ELEM 42 CLEANING SERVICE						

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 40 YOUTH FAMILY & SENIOR SERV						
DIV 10 YOUTH & FAMILY ADMIN						
SUB 0 YOUTH FAMILY & SENIOR SERV						
ELEM 42 CLEANING SERVICE						
4010-540.42-10	BUILDING	1,445	1,425	1,650	0	10,650
*	CLEANING SERVICE	1,445	1,425	1,650	0	10,650
ELEM 45 MAINTENANCE CONTRACT						
4010-540.45-16	BUILDING SERVICES	3,221	4,794	10,700	5,667	0
4010-540.45-21	BACKFLOW PREVENTION VALVE	630	500	450	0	0
4010-540.45-22	SECURITY ALARM MONITORING	1,428	1,428	1,416	1,416	0
4010-540.45-23	PEST CONTROL	897	1,022	950	483	0
*	MAINTENANCE CONTRACT	6,176	7,744	13,516	7,566	0
ELEM 47 CLOTHING & UNIFORMS						
4010-540.47-10	CLOTHING & UNIFORMS	0	423	200	189	200
*	CLOTHING & UNIFORMS	0	423	200	189	200
ELEM 48 RENTAL						
4010-540.48-20	COPIERS	2,272	2,304	2,232	1,734	2,232
*	RENTAL	2,272	2,304	2,232	1,734	2,232
ELEM 52 AWARDS & GIFTS						
4010-540.52-10	AWARDS & GIFTS	223	347	200	0	200
*	AWARDS & GIFTS	223	347	200	0	200
ELEM 60 SUPPLIES						
4010-540.60-10	GENERAL SUPPLIES	2,416	6,877	4,000	3,559	4,000
4010-540.60-11	MEETING REFRESHMENTS	1,172	1,195	1,250	737	1,250
*	SUPPLIES	3,588	8,072	5,250	4,296	5,250
ELEM 61 OFFICE SUPPLIES						
4010-540.61-10	OFFICE SUPPLIES	2,372	2,210	2,600	1,017	2,600
*	OFFICE SUPPLIES	2,372	2,210	2,600	1,017	2,600
ELEM 62 POSTAGE						
4010-540.62-10	POSTAGE	755	471	1,000	293	1,000
*	POSTAGE	755	471	1,000	293	1,000
ELEM 65 UTILITIES						
4010-540.65-10	ELECTRICITY	8,585	8,935	12,750	6,817	0
4010-540.65-11	NATURAL GAS	3,265	2,836	3,200	2,288	0
4010-540.65-13	WATER & SEWER	666	711	500	1,533	0
*	UTILITIES	12,516	12,482	16,450	10,638	0
ELEM 66 TELEPHONE & COMMUNICATION						
4010-540.66-12	CELLULAR PHONE	1,091	1,244	1,200	920	1,200
*	TELEPHONE & COMMUNICATION	1,091	1,244	1,200	920	1,200
ELEM 67 DUES & PUBLICATIONS						
4010-540.67-10	DUES	6,000	1,000	2,500	1,350	2,000
4010-540.67-20	PUBLICATIONS & BOOKS	209	192	300	494	300
*	DUES & PUBLICATIONS	6,209	1,192	2,800	1,844	2,300
ELEM 69 MISCELLANEOUS CHARGE						
4010-540.69-10	MISCELLANEOUS	542	912	1,000	806	1,000
*	MISCELLANEOUS CHARGE	542	912	1,000	806	1,000
ELEM 93 OFFICE EQUIPMENT						
4010-540.93-20	OFFICE FURNITURE	2,280	5,145	0	943	0
*	OFFICE EQUIPMENT	2,280	5,145	0	943	0
**	YOUTH & FAMILY ADMIN	368,386	379,854	414,948	303,303	413,207

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

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

**BUDGET HIGHLIGHTS:** No significant changes

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Strengthen youth and/or family functioning through clinical interventions	Number of youth in groups and families served	162	>=75	76 to date	>=75
	Percent rating services as helpful, based on exit survey	100%	90%	TBD	90%
2. Provide outreach services designed to improve family/community relationships	Number of individuals served	1,204	1,000	654 to date	800

**PROGRAM NAME/NUMBER**

**Clinical Services/4011**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
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	0.75
Family Therapist	3.13	3.13	2.89	2.89
Outreach Coordinator Assistant	0.00	0.38	0.00	0.00
Group Co-Facilitator	0.00	0.00	0.06	0.06
Child Care Provider	0.08	0.08	0.16	0.16
<b>Budget Total</b>	<b>4.76</b>	<b>5.14</b>	<b>4.66</b>	<b>4.41</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 4011	
Element/Object	Details	Total	
12	<u>Travel &amp; Training</u> 12-10 Non Training Travel  12-11 Travel & Training	Staff mileage reimbursement  Play Therapy conference @ Louisville, 1 attendee @ \$2,000 .....2,000 National Institute for Relationship Enhancement .....1,000 Brief strategic family therapy .....2,000 Clinical training .....2,200	1,200       7,200
30	<u>Professional Services</u> 30-15 Consulting	Clinical consultation, 30 weeks x 2 hours @ \$130/hour	7,800
34	<u>Contractual Services</u> 34-60 Child Care Costs	One 10-week filial family group @ \$40 per session	400
38	<u>Special Events</u> 38-35 Student Events	School assembly events	500
40	<u>Repair &amp; Maintenance</u> 40-40 Audio-Visual Equipment Service	Video equipment service, as needed	800
50	<u>Insurance</u> 50-10 Liability Insurance	MSW professional insurance, 3 @ \$300 .....900 ACA professional insurance, 3 @ \$220 .....660	1,560
60	<u>Supplies</u> 60-10 General Supplies  60-11 Meeting Refreshments	Supplies for playroom, rec room and children's waiting area  Refreshments for counseling/support groups	2,500  3,500
67	<u>Dues &amp; Publications</u> 67-10 Dues	Theraplay Institute .....50 Maryland Board of Professional Counselors, 2.5 @ \$200 .....500	

**PROGRAM NAME/NUMBER**

**Clinical Services/4011**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 4011</b>	
<b>Element/Object</b>	<b>Details</b>	<b>Total</b>	
	Maryland Board of Social Work Examiners, 3 @ \$320 .....	960	
	Association of Play Therapy .....	300	1,810
67-20 Publications & Books	Parenting books and materials, clinical books		500

**CAPITAL OUTLAY:** None

<b>RELATED REVENUES</b>		<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>
332.40	State Youth Services Grant	72,055	72,055	72,055	51,028	72,055
345.10	Youth Services Client Fees	12,332	12,064	12,000	5,994	12,000
	<b>TOTAL</b>	<b>84,387</b>	<b>84,119</b>	<b>84,055</b>	<b>57,022</b>	<b>84,055</b>

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
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	273,373	212,971	265,606	145,934	250,270
4011-540.10-02	HOURLY	14,301	35,530	21,545	15,994	22,413
4011-540.10-03	OVERTIME	114	125	100	74	150
*	PAYROLL-WAGES	287,788	248,626	287,251	162,002	272,833
ELEM 11 FRINGE BENEFITS						
4011-540.11-10	FICA	20,840	18,245	21,227	12,168	19,831
4011-540.11-12	HEALTH INSURANCE	27,511	16,218	24,432	6,681	14,210
4011-540.11-13	DENTAL INSURANCE	1,950	1,298	1,806	551	840
4011-540.11-14	LIFE INSURANCE	365	208	42	27	24
4011-540.11-15	VISION INSURANCE	552	443	582	244	378
4011-540.11-17	457 CITY MATCH CONTRIBUTN	3,727	2,790	2,118	1,603	2,633
4011-540.11-18	401A RETIREMENT	15,902	7,249	4,632	2,386	3,142
4011-540.11-21	WORKERS COMPENSATION INS	8,110	5,283	6,019	3,397	7,506
4011-540.11-22	LONG TERM DISABILITY INS	489	351	472	131	204
4011-540.11-25	MSRP RETIREMENT	181	7,326	9,999	5,352	9,454
*	FRINGE BENEFITS	79,627	59,411	71,329	32,540	58,222
ELEM 12 TRAVEL & TRAINING						
4011-540.12-10	NON TRAINING TRAVEL	1,080	386	1,200	86	1,200
4011-540.12-11	TRAVEL & TRAINING	15,879	16,579	5,800	7,578	7,200
*	TRAVEL & TRAINING	16,959	16,965	7,000	7,664	8,400
ELEM 30 PROFESSIONAL SERVICES						
4011-540.30-15	CONSULTING	5,760	3,360	7,800	4,085	7,800
4011-540.30-17	CLINICAL SUPERVISION	0	0	0	3,990	0
*	PROFESSIONAL SERVICES	5,760	3,360	7,800	8,075	7,800
ELEM 34 CONTRACTUAL SERVICES						
4011-540.34-60	CHILD CARE COSTS	0	0	800	0	400
*	CONTRACTUAL SERVICES	0	0	800	0	400
ELEM 38 SPECIAL EVENTS						
4011-540.38-35	STUDENT EVENTS	2,569	0	1,200	450	500
*	SPECIAL EVENTS	2,569	0	1,200	450	500
ELEM 40 REPAIR & MAINTENANCE						
4011-540.40-40	AUDIO-VISUAL EQ SERVICE	231	1,048	400	1,051	800
*	REPAIR & MAINTENANCE	231	1,048	400	1,051	800
ELEM 47 CLOTHING & UNIFORMS						
4011-540.47-10	CLOTHING & UNIFORMS	0	60	0	0	0
*	CLOTHING & UNIFORMS	0	60	0	0	0
ELEM 50 INSURANCE						
4011-540.50-10	LIABILITY INSURANCE	483	326	1,340	225	1,560
*	INSURANCE	483	326	1,340	225	1,560
ELEM 60 SUPPLIES						
4011-540.60-10	GENERAL SUPPLIES	2,936	2,997	2,500	2,050	2,500
4011-540.60-11	MEETING REFRESHMENTS	3,529	3,883	4,000	1,704	3,500
*	SUPPLIES	6,465	6,880	6,500	3,754	6,000
ELEM 61 OFFICE SUPPLIES						
4011-540.61-10	OFFICE SUPPLIES	441	657	0	0	0
*	OFFICE SUPPLIES	441	657	0	0	0
ELEM 67 DUES & PUBLICATIONS						
4011-540.67-10	DUES	570	1,622	2,360	435	1,810
4011-540.67-20	PUBLICATIONS & BOOKS	1,557	2,649	500	390	500
*	DUES & PUBLICATIONS	2,127	4,271	2,860	825	2,310
ELEM 69 MISCELLANEOUS CHARGE						

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 40	YOUTH FAMILY & SENIOR SERV					
DIV 11	CLINICAL SERVICES					
SUB 0	YOUTH FAMILY & SENIOR SERV					
ELEM 69	MISCELLANEOUS CHARGE					
4011-540.69-10	MISCELLANEOUS	12	0	0	0	0
*	MISCELLANEOUS CHARGE	12	0	0	0	0
**	CLINICAL SERVICES	402,462	341,604	386,480	216,586	358,825

**PROGRAM NAME/NUMBER**

**Seniors Program/4012**

**DESCRIPTION:** This program provides direct services to College Park residents aged 62 and older. Program staff provides case management and advocacy services for seniors in interfacing with other agencies, including Medicare, Social Security, health insurance companies, prescription drug programs, collection agencies, physicians and Social Services. Staff serves as liaison to other community resources and can provide assistance in understanding business and other correspondence. Additionally, staff coordinates day trips, local outings and periodic College Park senior socials. They provide support services to help resolve family and interpersonal issues and provide information and referral to other community, County and State resources, including other transportation resources. Limited City bus transportation is coordinated for local Prince George’s County medical appointments and to grocery stores at local shopping centers.

**BUDGET HIGHLIGHTS:** The Seniors Program Caseworker position has been upgraded from part-time to full-time in order to assist in implementing new initiatives proposed in the Aging-in-Place Task Force report.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Enhance the quality of life for seniors through off-site excursions	Number of excursion participants	350	350	225 to date	350
	Percent of participants rating services good or better, based on exit survey	100%	100%	100%	100%
2. Provide transportation within an 8-mile radius at the request of City seniors	Number of trips provided	2,192	2,200	1,622 to date	2,200
	Number of seniors assisted with transportation	3,486	3,500	2,101 to date	3,500

**PROGRAM NAME/NUMBER**

**Seniors Program/4012**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Director of Youth, Family & Senior Svcs	0.10	0.10	0.10	0.20
Seniors Program Manager	1.00	1.00	1.00	1.00
Seniors Program Caseworker	0.50	0.50	0.50	1.00
Bus Driver	1.40	1.40	1.55	1.55
Office Specialist I	0.30	0.30	0.30	0.63
<b>Budget Total</b>	<b>3.30</b>	<b>3.30</b>	<b>3.45</b>	<b>4.38</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 4012	
Element/Object	Details	Total	
12	<u>Travel &amp; Training</u> 12-10 Non Training Travel	Staff mileage reimbursement	1,200
	12-11 Travel & Training	Training on seniors issues	1,400
30	<u>Professional Services</u> 30-13 Administrative	Additional administrative services, as needed	500
	30-15 Consulting	Clinical consultation, quarterly	1,040
	30-65 Interpreter Services	As needed	0
36	<u>Special Services</u> 36-10 Printing	Brochures and flyers	600
38	<u>Special Events</u> 38-12 Senior Trips	Subsidized senior trips (seniors pay \$15-35 per trip) Trips are scheduled on a calendar year basis; the 2016 scheduled trips are: Harrington Raceway and Casino with lunch in April, Art studio and Cockeysville Market in May, Riverboat and crab feast in June, Ocean City in July, "Samson" at Sight and Sound Theatre in Lancaster PA in August, "Phantom" at Dutch Apple Theatre in September, National Harbor and Tanger Outlets in October, "Green Holly" at Rainbow Theatre in November ..... 14,400 Subsidies to wheelchair-bound residents to go on outings (Attick Towers, Spellman House, City-at-large) .....2,600	17,000
40	<u>Repair &amp; Maintenance</u> 40-10 Office Equipment		200

**PROGRAM NAME/NUMBER**

**Seniors Program/4012**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 4012</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
45	<u>Maintenance Contract</u> 45-23 Pest Control		1,480
47	<u>Clothing &amp; Uniforms</u> 47-10 Clothing & Uniforms	Uniform rental and cleaning, 6 employees @ \$11.70/week	3,650
48	<u>Rental</u> 48-20 Copiers	Copier lease, Spellman House office @ \$110 monthly	1,320
60	<u>General Supplies</u> 60-10 General Supplies	Special event materials, photos, paper goods for weekly coffee gatherings, supplies for quarterly Senior Activity Committee events, etc.	2,000
	60-11 Meeting Refreshments	Refreshments for weekly coffee, ongoing activities and monthly trips	3,700
61	<u>Office Supplies</u> 61-10 Office Supplies		600
62	<u>Postage</u> 62-10 Postage		400
66	<u>Telephone &amp; Communications</u> 66-12 Cellular Phone	Cell phones for staff and senior bus, 2 @ \$60/month	1,440
67	<u>Dues &amp; Publications</u> 67-10 Dues	Maryland Board of Social Work Examiners ..... 80 Certified Senior Advisor .....200	280
	67-20 Publications & Books		100
69	<u>Miscellaneous</u> 69-10 Miscellaneous		150

**CAPITAL OUTLAY: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
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	86,632	88,636	93,901	66,446	110,153
4012-540.10-02	HOURLY	95,444	101,154	106,642	72,597	144,300
4012-540.10-03	OVERTIME	1,256	382	2,000	488	2,000
*	PAYROLL-WAGES	183,332	190,172	202,543	139,531	256,453
ELEM 11 FRINGE BENEFITS						
4012-540.11-10	FICA	13,161	14,090	14,881	10,455	18,805
4012-540.11-12	HEALTH INSURANCE	21,686	14,414	14,257	9,694	33,758
4012-540.11-13	DENTAL INSURANCE	738	470	504	373	1,233
4012-540.11-14	LIFE INSURANCE	400	165	168	61	188
4012-540.11-15	VISION INSURANCE	209	181	187	131	390
4012-540.11-17	457 CITY MATCH CONTRIBUTN	1,733	1,452	1,490	1,022	1,799
4012-540.11-18	401A RETIREMENT	10,051	340	0	1,018	2,886
4012-540.11-21	WORKERS COMPENSATION INS	4,966	3,946	4,198	2,870	6,741
4012-540.11-22	LONG TERM DISABILITY INS	527	530	575	379	811
4012-540.11-25	MSRP RETIREMENT	213	9,582	8,689	5,814	9,935
*	FRINGE BENEFITS	53,684	45,170	44,949	31,817	76,546
ELEM 12 TRAVEL & TRAINING						
4012-540.12-10	NON TRAINING TRAVEL	598	916	1,400	567	1,200
4012-540.12-11	TRAVEL & TRAINING	1,270	943	1,600	913	1,400
*	TRAVEL & TRAINING	1,868	1,859	3,000	1,480	2,600
ELEM 20 OVERHEAD						
4012-540.20-11	FLEET SERVICES	30,112	30,140	31,321	23,491	30,855
*	OVERHEAD	30,112	30,140	31,321	23,491	30,855
ELEM 30 PROFESSIONAL SERVICES						
4012-540.30-13	ADMINISTRATIVE	0	0	0	0	500
4012-540.30-15	CONSULTING	0	780	1,040	360	1,040
*	PROFESSIONAL SERVICES	0	780	1,040	360	1,540
ELEM 36 SPECIAL SERVICES						
4012-540.36-10	PRINTING	581	1,037	600	158	600
*	SPECIAL SERVICES	581	1,037	600	158	600
ELEM 38 SPECIAL EVENTS						
4012-540.38-12	SENIOR TRIPS	16,007	16,869	16,200	14,021	17,000
*	SPECIAL EVENTS	16,007	16,869	16,200	14,021	17,000
ELEM 40 REPAIR & MAINTENANCE						
4012-540.40-10	OFFICE EQUIPMENT	0	0	200	0	200
*	REPAIR & MAINTENANCE	0	0	200	0	200
ELEM 45 MAINTENANCE CONTRACT						
4012-540.45-23	PEST CONTROL	423	2,056	1,480	1,232	1,480
*	MAINTENANCE CONTRACT	423	2,056	1,480	1,232	1,480
ELEM 47 CLOTHING & UNIFORMS						
4012-540.47-10	CLOTHING & UNIFORMS	0	3,576	3,650	3,171	3,650
*	CLOTHING & UNIFORMS	0	3,576	3,650	3,171	3,650
ELEM 48 RENTAL						
4012-540.48-20	COPIERS	658	1,347	1,320	989	1,320
*	RENTAL	658	1,347	1,320	989	1,320
ELEM 60 SUPPLIES						
4012-540.60-10	GENERAL SUPPLIES	923	3,059	1,500	1,174	2,000
4012-540.60-11	MEETING REFRESHMENTS	4,149	3,498	3,700	2,735	3,700
*	SUPPLIES	5,072	6,557	5,200	3,909	5,700
ELEM 61 OFFICE SUPPLIES						
4012-540.61-10	OFFICE SUPPLIES	555	795	500	598	600

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 40 YOUTH FAMILY & SENIOR SERV						
DIV 12 SENIORS PROGRAM						
SUB 0 YOUTH FAMILY & SENIOR SERV						
ELEM 61 OFFICE SUPPLIES						
*	OFFICE SUPPLIES	555	795	500	598	600
ELEM 62 POSTAGE						
4012-540.62-10	POSTAGE	513	551	400	49	400
*	POSTAGE	513	551	400	49	400
ELEM 66 TELEPHONE & COMMUNICATION						
4012-540.66-12	CELLULAR PHONE	663	681	720	597	1,440
*	TELEPHONE & COMMUNICATION	663	681	720	597	1,440
ELEM 67 DUES & PUBLICATIONS						
4012-540.67-10	DUES	175	80	80	0	280
4012-540.67-20	PUBLICATIONS & BOOKS	212	0	100	0	100
*	DUES & PUBLICATIONS	387	80	180	0	380
ELEM 69 MISCELLANEOUS CHARGE						
4012-540.69-10	MISCELLANEOUS	20	0	150	0	150
*	MISCELLANEOUS CHARGE	20	0	150	0	150
ELEM 93 OFFICE EQUIPMENT						
4012-540.93-20	OFFICE FURNITURE	0	4,867	0	0	0
*	OFFICE EQUIPMENT	0	4,867	0	0	0
**	SENIORS PROGRAM	293,875	306,537	313,453	221,403	400,914
***	YOUTH FAMILY & SENIOR SERV	1,064,723	1,027,995	1,114,881	741,292	1,172,946

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# PUBLIC WORKS

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

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

**BUDGET HIGHLIGHTS:** Preparation and printing of the Resident Information Guide has been transferred to Administration-Communications.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 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)	67%	70%	TBD	70%
2. Provide responsive service to residents	Percent of residents rating Public Works services as good or better	80%	No survey	No survey	80%

**PROGRAM NAME/NUMBER**

**Public Works Administration/5010**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Director of Public Works	1.00	1.00	1.00	1.00
Assistant Director-Administration	0.65	0.65	0.65	0.65
Assistant Director-Operations & Facil.	1.00	1.00	1.00	1.00
Office Specialist II	1.00	1.00	1.00	1.00
Administrative Asst./Recycling Coord.	0.25	0.25	0.00	0.00
Sustainability Coordinator	0.00	0.00	0.25	0.25
Dispatch/Administrative Clerk	1.00	1.00	1.00	1.00
Supply Clerk	0.10	0.10	0.10	0.10
<b>Budget Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5010	
Element/Object	Details	Total	
12	<u>Travel &amp; Training</u> 12-10 Non-Training Travel	Staff mileage reimbursement	75
	12-11 Travel & Training	American Public Works Association (APWA) annual conference @ Minneapolis, 1 attendee .....2,500 Managerial development training (various), 4 attendees .....800	3,300
30	<u>Professional Services</u> 30-39 Translation Services	Translate departmental public information documents	300
34	<u>Contractual Services</u> 34-17 Temp Manpower-Other	Assemble and distribute resident packets, 210 hours @ \$17.00	3,570
	34-75 Mosquito Control	State mosquito control services: including larviciding, adult surveillance (City funding only) and possible spraying	5,400
36	<u>Special Services</u> 36-10 Printing	Departmental forms, door hangers.....2,000 Specification packets, plans, maps, residential information packages .....500	2,500
	36-37 Code Enforcement Abatement Reimbursement	Reimbursement to Public Works for services and materials used in performing Code Enforcement abatements	0
38	<u>Special Events</u> 38-45 Volunteer Programs	Supplies for participation in events (Good Neighbor Day, Earth Day, neighborhood clean ups, etc.)	250
	38-67 Safety Breakfast	City-wide event, safety awards presentation	1,500

**PROGRAM NAME/NUMBER**

**Public Works Administration/5010**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 5010</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
40	<u>Repair &amp; Maintenance</u> 40-10 Office Equipment		250
47	<u>Clothing &amp; Uniforms</u> 47-10 Clothing & Uniforms	Uniform rental and cleaning, 43 employees @ \$7/week .....15,652 Walk-off mats @ \$35/week .....1,820 Rental return losses .....300 Rain suits, 15 @ \$100 .....1,500 Safety shoes, 47 employees @ \$170 .....7,990 Hats, 40 @ \$13 .....520	27,782
48	<u>Rental</u> 48-20 Copiers	Copier lease @ \$190 monthly	2,280
52	<u>Awards &amp; Gifts</u> 52-10 Awards & Gifts		500
53	<u>CDL Licensing Fee</u> 53-10 CDL Licensing Fee	CDL license renewals, 5 @ \$50 .....250 New CDL requests, 1 @ \$90 .....90	340
60	<u>Supplies</u> 60-10 General Supplies  60-11 Meeting Refreshments	Paper goods and supplies .....1,600 Rental of 4 water coolers .....1,500  Various meetings	3,100  700
61	<u>Office Supplies</u> 61-10 Office Supplies	Paper and office supplies	3,500
62	<u>Postage</u> 62-10 Postage		40
66	<u>Telephone &amp; Communications</u> 66-12 Cellular Phone  66-13 Wireless Radio	Monthly service, 3 Android @ \$70, 2 phones @ \$30  Use of UMDPS 2-way radio system .....15,000 Radio system maintenance, time and materials .....3,500	3,240  18,500
67	<u>Dues &amp; Publications</u> 67-10 Dues  67-20 Publications & Books	MML Public Works Officials Association (PWOA) .....75 American Public Works Association (APWA) .....960  Fleet Management magazine .....200 Other publications .....400	1,035  600

**CAPITAL OUTLAY: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50 PUBLIC WORKS						
DIV 10 PUBLIC WORKS ADMIN						
SUB 0 PUBLIC WORKS						
ELEM 10 PAYROLL-WAGES						
5010-550.10-01	SALARY	250,306	255,965	285,760	171,134	183,661
5010-550.10-02	HOURLY	99,265	108,041	106,918	78,880	214,883
5010-550.10-03	OVERTIME	6,704	6,866	5,000	5,204	8,000
5010-550.10-08	SATURDAY SHIFT DIFFERENTIAL	23	0	0	0	0
*	PAYROLL-WAGES	356,298	370,872	397,678	255,218	406,544
ELEM 11 FRINGE BENEFITS						
5010-550.11-10	FICA	26,309	27,347	26,760	19,159	28,913
5010-550.11-12	HEALTH INSURANCE	54,178	60,112	66,152	27,293	55,942
5010-550.11-13	DENTAL INSURANCE	1,571	1,668	1,889	908	2,151
5010-550.11-14	LIFE INSURANCE	1,026	608	719	267	301
5010-550.11-15	VISION INSURANCE	687	596	630	293	603
5010-550.11-17	457 CITY MATCH CONTRIBUTN	6,554	5,077	4,179	1,874	2,301
5010-550.11-18	401A RETIREMENT	23,185	10,158	10,375	7,404	10,581
5010-550.11-21	WORKERS COMPENSATION INS	7,732	6,139	6,404	4,073	8,730
5010-550.11-22	LONG TERM DISABILITY INS	1,306	1,356	1,477	823	1,533
5010-550.11-25	MSRP RETIREMENT	284	12,802	11,225	5,607	11,838
*	FRINGE BENEFITS	122,832	125,863	129,810	67,701	122,893
ELEM 12 TRAVEL & TRAINING						
5010-550.12-10	NON TRAINING TRAVEL	16	11	75	8	75
5010-550.12-11	TRAVEL & TRAINING	3,243	2,940	3,300	1,212	3,300
*	TRAVEL & TRAINING	3,259	2,951	3,375	1,220	3,375
ELEM 20 OVERHEAD						
5010-550.20-10	INSURANCE	22,669	23,392	23,610	17,710	22,299
5010-550.20-11	FLEET SERVICES	37,640	37,675	39,151	29,363	38,569
5010-550.20-12	POSTAGE	86	276	1,280	63	1,200
5010-550.20-14	TELEPHONE	6,014	6,014	5,378	4,034	5,400
5010-550.20-15	INFORMATION TECHNOLOGY	87,390	90,762	93,919	70,439	106,703
5010-550.20-16	BUILDING MAINTENANCE	68,460	69,503	71,945	53,959	93,075
5010-550.20-17	COPIER	30	1	303	3	282
*	OVERHEAD	222,289	227,623	235,586	175,571	267,528
ELEM 30 PROFESSIONAL SERVICES						
5010-550.30-39	TRANSLATION SERVICES	0	0	300	0	300
*	PROFESSIONAL SERVICES	0	0	300	0	300
ELEM 34 CONTRACTUAL SERVICES						
5010-550.34-17	TEMP MANPOWER-OTHER	2,394	3,472	3,570	3,240	3,570
5010-550.34-75	MOSQUITO CONTROL	4,697	4,930	5,400	0	5,400
*	CONTRACTUAL SERVICES	7,091	8,402	8,970	3,240	8,970
ELEM 36 SPECIAL SERVICES						
5010-550.36-10	PRINTING	8,243	7,149	10,500	8,885	2,500
5010-550.36-37	CODE ENF ABATEMENT REIMB	4,865-	5,781-	0	20,247-	0
*	SPECIAL SERVICES	3,378	1,368	10,500	11,362-	2,500
ELEM 38 SPECIAL EVENTS						
5010-550.38-45	VOLUNTEER PROGRAMS	0	248	250	150	250
5010-550.38-67	SAFETY BREAKFAST	1,244	1,146	1,500	1,358	1,500
*	SPECIAL EVENTS	1,244	1,394	1,750	1,508	1,750
ELEM 40 REPAIR & MAINTENANCE						
5010-550.40-10	OFFICE EQUIPMENT	0	0	250	0	250
*	REPAIR & MAINTENANCE	0	0	250	0	250
ELEM 47 CLOTHING & UNIFORMS						
5010-550.47-10	CLOTHING & UNIFORMS	23,535	26,796	27,460	16,316	27,782
*	CLOTHING & UNIFORMS	23,535	26,796	27,460	16,316	27,782
ELEM 48 RENTAL						
5010-550.48-20	COPIERS	2,289	2,231	2,280	1,700	2,280

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50 PUBLIC WORKS						
DIV 10 PUBLIC WORKS ADMIN						
SUB 0 PUBLIC WORKS						
ELEM 48 RENTAL						
*	RENTAL	2,289	2,231	2,280	1,700	2,280
ELEM 52 AWARDS & GIFTS						
5010-550.52-10	AWARDS & GIFTS	325	462	400	732	500
*	AWARDS & GIFTS	325	462	400	732	500
ELEM 53 CDL LICENSING FEE						
5010-550.53-10	CDL LICENSING FEE	81	100	240	0	340
*	CDL LICENSING FEE	81	100	240	0	340
ELEM 60 SUPPLIES						
5010-550.60-10	GENERAL SUPPLIES	3,500	3,404	3,100	2,555	3,100
5010-550.60-11	MEETING REFRESHMENTS	152	536	700	104	700
*	SUPPLIES	3,652	3,940	3,800	2,659	3,800
ELEM 61 OFFICE SUPPLIES						
5010-550.61-10	OFFICE SUPPLIES	3,404	2,763	3,500	1,548	3,500
*	OFFICE SUPPLIES	3,404	2,763	3,500	1,548	3,500
ELEM 62 POSTAGE						
5010-550.62-10	POSTAGE	5	7	0	24	40
*	POSTAGE	5	7	0	24	40
ELEM 66 TELEPHONE & COMMUNICATION						
5010-550.66-12	CELLULAR PHONE	2,239	2,748	3,120	1,470	3,240
5010-550.66-13	WIRELESS RADIO	0	18,440	18,500	2,447	18,500
*	TELEPHONE & COMMUNICATION	2,239	21,188	21,620	3,917	21,740
ELEM 67 DUES & PUBLICATIONS						
5010-550.67-10	DUES	987	936	1,025	1,035	1,035
5010-550.67-20	PUBLICATIONS & BOOKS	732	572	600	267	600
*	DUES & PUBLICATIONS	1,719	1,508	1,625	1,302	1,635
**	PUBLIC WORKS ADMIN	753,640	797,468	849,144	521,294	875,727

**PROGRAM NAME/NUMBER****Refuse 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.

**BUDGET HIGHLIGHTS:** This budget includes a mixed truckload of refuse totes.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Provide reliable, quality refuse service (over 200,000 collections/year)	Percent of pickups accomplished on scheduled day	99%	99%	99%	99%
	Number of complaints received for missed collections Mon.-Wed.	30	<50	24	<50
	Percent of residents rating services as good or better	91%	No survey	No survey	92%
	Cost per ton of solid waste (including regular trash, special trash pick-up, tires, building materials, non-recyclable scrap metal)	\$151.02	<\$160.00	\$171.00	<\$180.00

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

**PROGRAM NAME/NUMBER**

**Refuse Management/5011**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Crew Chief	0.48	0.48	0.48	0.48
Motor Equipment Operator I+A	0.00	0.00	0.85	0.87
Motor Equipment Operator I	2.90	2.90	2.38	1.95
Laborer/Driver	0.00	0.00	0.00	0.95
Laborer	3.45	4.10	3.27	1.65
Budget Total	<b>6.83</b>	<b>7.48</b>	<b>6.98</b>	<b>5.90</b>

**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, 120 hours @ \$18.00 per hour		2,160
34-20 Tipping Fees	Refuse, 4,200 tons @ \$59 per ton ..... 247,800 Special collection material, 560 tons @ \$59 per ton ..... 33,040 Tires, 2 tons @ \$275 per ton ..... 550 Refrigerators, freezers, air conditioners; 5 tons @ \$59 per ton ..... 295		281,685
36 Special Services			
36-10 Printing	Community education materials		400
60 Supplies			
60-10 General Supplies	Brooms, pitch forks and shovels		250
60-45 Toters & Containers	1 mixed truckload : 477 65-gallon mobile carts, @ \$43.74 each ..... 20,864 261 35-gallon mobile carts, @ \$33.89 each ..... 8,846 One time setup fee ..... 650		30,360

**CAPITAL OUTLAY:** None

RELATED REVENUES		FY 2014	FY 2015	FY 2016	FY 2016	FY 2017
		ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET
344.10	County Disposal Rebate	83,288	83,288	83,288	41,644	83,288
344.20	Refuse Contracts Revenue	234,488	205,727	200,000	203,078	200,000
	TOTAL	317,776	289,015	283,288	244,722	283,288

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50 PUBLIC WORKS						
DIV 11 REFUSE MANAGEMENT						
SUB 0 PUBLIC WORKS						
ELEM 10 PAYROLL-WAGES						
5011-550.10-02	HOURLY	268,911	275,151	267,087	170,558	254,090
5011-550.10-03	OVERTIME	2,238	3,167	3,200	7,436	4,000
5011-550.10-07	AUTOMATED TRUCK INCENTIVE	3	0	0	0	0
*	PAYROLL-WAGES	271,152	278,318	270,287	177,994	258,090
ELEM 11 FRINGE BENEFITS						
5011-550.11-10	FICA	19,383	20,126	19,435	12,627	18,314
5011-550.11-12	HEALTH INSURANCE	55,738	57,594	62,430	48,183	77,495
5011-550.11-13	DENTAL INSURANCE	2,852	2,789	2,908	2,245	3,921
5011-550.11-14	LIFE INSURANCE	1,092	798	1,061	342	510
5011-550.11-15	VISION INSURANCE	694	559	532	350	702
5011-550.11-17	457 CITY MATCH CONTRIBUTN	3,989	3,775	3,192	2,579	4,122
5011-550.11-18	401A RETIREMENT	14,237	5,192	2,814	2,342	3,018
5011-550.11-21	WORKERS COMPENSATION INS	7,749	6,153	5,874	3,801	7,376
5011-550.11-22	LONG TERM DISABILITY INS	911	925	962	501	977
5011-550.11-25	MSRP RETIREMENT	243	11,822	11,189	6,965	10,383
*	FRINGE BENEFITS	106,888	109,733	110,397	79,935	126,818
ELEM 12 TRAVEL & TRAINING						
5011-550.12-11	TRAVEL & TRAINING	0	0	0	178	0
*	TRAVEL & TRAINING	0	0	0	178	0
ELEM 20 OVERHEAD						
5011-550.20-11	FLEET SERVICES	120,449	120,560	125,281	93,963	123,420
*	OVERHEAD	120,449	120,560	125,281	93,963	123,420
ELEM 34 CONTRACTUAL SERVICES						
5011-550.34-11	TEMP MANPOWER-SOLID WASTE	2,024	721	2,040	5,219	2,160
5011-550.34-20	TIPPING FEES	279,283	277,423	281,665	198,192	281,685
*	CONTRACTUAL SERVICES	281,307	278,144	283,705	203,411	283,845
ELEM 36 SPECIAL SERVICES						
5011-550.36-10	PRINTING	0	0	400	0	400
*	SPECIAL SERVICES	0	0	400	0	400
ELEM 60 SUPPLIES						
5011-550.60-10	GENERAL SUPPLIES	138	246	250	0	250
5011-550.60-45	TOTERS & CONTAINERS	19,379	19,379	25,272	19,379	30,360
*	SUPPLIES	19,517	19,625	25,522	19,379	30,610
**	REFUSE MANAGEMENT	799,313	806,380	815,592	574,860	823,183

**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.

**BUDGET HIGHLIGHTS:** No significant changes

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Provide reliable, quality leaf and grass collection services* (about 8,950 grass/yard waste collections per year)  *Note: Depends on weather conditions and compliance with automobile parking restrictions	Percent of weekly yard waste (Mon.-Wed.) collections completed on schedule	94%	90%	91%	94%
	Percent of residents rating leaf and grass collection as good or better	82%	No survey	No survey	83%
	Number of complaints received for missed weekly yard waste collections per 1,000 collections	2	<10	5	<10

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

**PROGRAM NAME/NUMBER**

**Leaf and Grass Collection/5012**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Crew Chief	0.70	0.70	0.70	0.14
Supply Clerk	0.04	0.04	0.04	0.04
Motor Equipment Operator III	0.04	0.04	0.04	0.30
Motor Equipment Operator II+A	0.30	0.30	0.30	0.30
Motor Equipment Operator I+A	1.60	1.60	1.64	1.64
Motor Equipment Operator I	0.32	0.32	0.32	0.32
Laborer	1.32	1.32	1.32	1.32
Lead Groundskeeper	0.20	0.20	0.20	0.20
<b>Budget Total</b>	<b>4.52</b>	<b>4.52</b>	<b>4.56</b>	<b>4.26</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5012
Element/Object	Details	Total	
34	<u>Contractual Services</u> 34-15 Temp. Manpower – Leaf	Leaf collection, 1,800 hours contract labor @ \$18/hour	32,400
	34-16 Temp Manpower – Yard Waste	Grass collection, 900 hours contract labor @ \$18/hour	16,200
36	<u>Special Services</u> 36-10 Printing	Door hangers, yellow stickers for resident-provided containers	450
60	<u>Supplies</u> 60-10 General Supplies	Rakes, dust masks, etc.	750
	60-40 Signs	Leaf collection signs	1,200

**CAPITAL OUTLAY: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50 PUBLIC WORKS						
DIV 12 LEAF AND GRASS COLLECTION						
SUB 0 PUBLIC WORKS						
ELEM 10 PAYROLL-WAGES						
5012-550.10-02	HOURLY	133,639	147,726	216,399	116,697	203,948
5012-550.10-03	OVERTIME	178	86	750	308	750
*	PAYROLL-WAGES	133,817	147,812	217,149	117,005	204,698
ELEM 11 FRINGE BENEFITS						
5012-550.11-10	FICA	10,052	10,950	16,086	8,503	14,932
5012-550.11-12	HEALTH INSURANCE	16,012	17,840	32,727	19,256	42,235
5012-550.11-13	DENTAL INSURANCE	1,109	1,264	2,082	1,224	2,070
5012-550.11-14	LIFE INSURANCE	454	337	556	122	309
5012-550.11-15	VISION INSURANCE	343	261	454	274	506
5012-550.11-17	457 CITY MATCH CONTRIBUTN	3,501	3,610	4,376	3,350	3,937
5012-550.11-18	401A RETIREMENT	8,732	622	642	591	671
5012-550.11-21	WORKERS COMPENSATION INS	4,001	3,270	4,749	2,540	5,881
5012-550.11-22	LONG TERM DISABILITY INS	510	552	835	434	784
5012-550.11-25	MSRP RETIREMENT	150	8,416	10,326	5,326	9,682
*	FRINGE BENEFITS	44,864	47,122	72,833	41,620	81,007
ELEM 20 OVERHEAD						
5012-550.20-11	FLEET SERVICES	45,169	45,210	46,982	35,236	46,282
*	OVERHEAD	45,169	45,210	46,982	35,236	46,282
ELEM 34 CONTRACTUAL SERVICES						
5012-550.34-15	TEMP MANPOWER-LEAF	32,004	29,061	30,175	33,530	32,400
5012-550.34-16	TEMP MANPOWER-YARD WASTE	18,018	15,561	18,700	5,374	16,200
*	CONTRACTUAL SERVICES	50,022	44,622	48,875	38,904	48,600
ELEM 36 SPECIAL SERVICES						
5012-550.36-10	PRINTING	0	0	300	435	450
*	SPECIAL SERVICES	0	0	300	435	450
ELEM 60 SUPPLIES						
5012-550.60-10	GENERAL SUPPLIES	1,225	708	750	499	750
5012-550.60-40	SIGNS	1,110	460	1,200	745	1,200
*	SUPPLIES	2,335	1,168	1,950	1,244	1,950
**	LEAF AND GRASS COLLECTION	276,207	285,934	388,089	234,444	382,987

**PROGRAM NAME/NUMBER**

**Street Cleaning/5013**

**DESCRIPTION:** 110 curb miles of City-maintained streets are scheduled to be swept 6-7 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.

**BUDGET HIGHLIGHTS:** No significant changes

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Maintain street cleanliness through scheduled sweeping <i>Note:</i> Resident compliance with parking requirements will affect cleaning	Number of citywide sweeps completed	2*	6	4	6
	Percent of residents rating street cleaning as good or better	67%	No survey	No survey	67%

CONDITIONS: Adverse weather conditions may reduce number of sweeps.

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

**PROGRAM NAME/NUMBER**

**Street Cleaning/5013**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Motor Equipment Operator II+A	0.15	0.15	0.00	0.00
Motor Equipment Operator I	0.03	0.03	0.03	0.03
Budget Total	<b>0.18</b>	<b>0.18</b>	<b>0.03</b>	<b>0.03</b>

**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 ..... 19,000 Labor costs for operator ..... 14,500	33,500	
60 Supplies 60-10 General Supplies		200	
60-40 Signs	Street sweeping signs	2,100	
65 Utilities 65-13 Water & Sewer	Water for dust control during street sweeping	450	

**CAPITAL OUTLAY:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50 PUBLIC WORKS						
DIV 13 STREET CLEANING						
SUB 0 PUBLIC WORKS						
ELEM 10 PAYROLL-WAGES						
5013-550.10-02	HOURLY	9,301	8,327	1,400	2,615	1,467
5013-550.10-03	OVERTIME	0	0	100	0	100
*	PAYROLL-WAGES	9,301	8,327	1,500	2,615	1,567
ELEM 11 FRINGE BENEFITS						
5013-550.11-10	FICA	688	625	112	192	115
5013-550.11-12	HEALTH INSURANCE	592	731	30	384	30
5013-550.11-13	DENTAL INSURANCE	174	71	33	24	35
5013-550.11-14	LIFE INSURANCE	33	5	5	4	3
5013-550.11-15	VISION INSURANCE	54	20	7	6	7
5013-550.11-17	457 CITY MATCH CONTRIBUTN	82	225	0	55	0
5013-550.11-18	401A RETIREMENT	589	0	0	0	0
5013-550.11-21	WORKERS COMPENSATION INS	275	185	32	57	45
5013-550.11-22	LONG TERM DISABILITY INS	36	34	5	19	6
5013-550.11-25	MSRP RETIREMENT	24	503	70	131	73
*	FRINGE BENEFITS	2,547	2,399	294	872	314
ELEM 20 OVERHEAD						
5013-550.20-11	FLEET SERVICES	30,112	30,140	31,321	23,491	30,855
*	OVERHEAD	30,112	30,140	31,321	23,491	30,855
ELEM 34 CONTRACTUAL SERVICES						
5013-550.34-20	TIPPING FEES	4,219	7,484	7,200	934	7,200
*	CONTRACTUAL SERVICES	4,219	7,484	7,200	934	7,200
ELEM 36 SPECIAL SERVICES						
5013-550.36-50	SWEEPER SHARED MAINT	27,816	25,473	33,500	13,298	33,500
*	SPECIAL SERVICES	27,816	25,473	33,500	13,298	33,500
ELEM 60 SUPPLIES						
5013-550.60-10	GENERAL SUPPLIES	54	50	200	0	200
5013-550.60-40	SIGNS	461	1,535	2,100	0	2,100
*	SUPPLIES	515	1,585	2,300	0	2,300
ELEM 65 UTILITIES						
5013-550.65-13	WATER & SEWER	0	0	450	294	450
*	UTILITIES	0	0	450	294	450
**	STREET CLEANING	74,510	75,408	76,565	41,504	76,186

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

**BUDGET HIGHLIGHTS:** Minor increases in cost of materials

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 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	83%	75%	80%	75%
2. Street name signs inspected quarterly	Percent of inspections completed on time:				
	Street name	75%	100%	75%	100%
	Regulatory	New	100%	90%	90%

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

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Crew Chief	0.05	0.05	0.05	0.10
Supply Clerk	0.73	0.73	0.73	0.72
Motor Equipment Operator III	0.85	0.85	0.85	0.30
Motor Equipment Operator II+A	0.20	0.20	0.25	0.25
Motor Equipment Operator I+A	0.10	0.10	0.10	0.10
Motor Equipment Operator I	0.00	0.00	0.00	0.60
Budget Total	<b>1.93</b>	<b>1.93</b>	<b>1.98</b>	<b>2.07</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5014	
Element/Object	Details	Total	
60	<b>Supplies</b>		
	60-10 General Supplies	Bollards, barricades, Sakrete	650
	60-15 Small Tools	Hand tools, wrenches, sockets, etc.	400
	60-40 Signs	Square sign poles, 50 @ \$48 .....2,400	
		Street name signs, 200 @ \$35 .....7,000	
		Regulatory traffic control signs, white on red and black on white .....4,500	
		Warning signs, black on yellow .....4,500	
		Parking control signs .....1,800	
		Specialty signs .....1,500	
		Hardware – nuts, bolts, caps, tees .....1,400	
		U-channels, 100 @ \$22 .....2,200	
		Replacement of missing and damaged gateway, historic district toppers and ATHA wayfinding signs .....2,000	27,300

**CAPITAL OUTLAY:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50 PUBLIC WORKS						
DIV 14 SIGNAGE						
SUB 0 PUBLIC WORKS						
ELEM 10 PAYROLL-WAGES						
5014-550.10-02	HOURLY	92,942	96,892	124,180	62,673	122,409
5014-550.10-03	OVERTIME	29	37	200	37	100
*	PAYROLL-WAGES	92,971	96,929	124,380	62,710	122,509
ELEM 11 FRINGE BENEFITS						
5014-550.11-10	FICA	6,803	7,106	9,135	4,559	8,964
5014-550.11-12	HEALTH INSURANCE	13,951	15,517	18,103	11,245	18,151
5014-550.11-13	DENTAL INSURANCE	628	775	713	711	1,260
5014-550.11-14	LIFE INSURANCE	317	164	139	81	66
5014-550.11-15	VISION INSURANCE	258	239	245	197	369
5014-550.11-17	457 CITY MATCH CONTRIBUTN	4,552	4,440	5,558	2,205	4,338
5014-550.11-18	401A RETIREMENT	5,924	32	0	0	0
5014-550.11-21	WORKERS COMPENSATION INS	2,682	2,149	2,710	1,369	3,539
5014-550.11-22	LONG TERM DISABILITY INS	409	407	479	232	471
5014-550.11-25	MSRP RETIREMENT	97	5,605	6,209	3,058	6,121
*	FRINGE BENEFITS	35,621	36,434	43,291	23,657	43,279
ELEM 20 OVERHEAD						
5014-550.20-11	FLEET SERVICES	15,056	15,070	15,661	11,745	15,427
*	OVERHEAD	15,056	15,070	15,661	11,745	15,427
ELEM 60 SUPPLIES						
5014-550.60-10	GENERAL SUPPLIES	0	384	200	622	650
5014-550.60-15	SMALL TOOLS	261	247	400	0	400
5014-550.60-40	SIGNS	11,946	28,198	25,250	14,279	27,300
*	SUPPLIES	12,207	28,829	25,850	14,901	28,350
**	SIGNAGE	155,855	177,262	209,182	113,013	209,565

**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.

**BUDGET HIGHLIGHTS:** Minor price increases from striping contractor

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Maintain line and traffic control striping on City streets	Percent of line and traffic control striping completed annually	80%*	85%	85%	85%
2. Repair non-utility related potholes on City streets in a timely manner	Percent of pothole repairs completed within 3 days of entry of work order	79%	70%	80%	70%

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

**PROGRAM NAME/NUMBER**

**Street Maintenance/5015**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Crew Chief	0.20	0.20	0.20	0.10
Motor Equipment Operator III	0.00	0.00	0.00	0.19
Motor Equipment Operator I+A	0.03	0.03	0.03	0.03
Motor Equipment Operator I	1.20	1.20	1.20	1.35
Laborer	0.75	0.75	0.75	0.00
<b>Budget Total</b>	<b>2.18</b>	<b>2.18</b>	<b>2.18</b>	<b>1.67</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5015	
Element/Object	Details	Total	
34	<u>Contractual Services</u> 34-38 Striping Crosswalks, 95 @ \$100 .....9,500 Stop bars, 100 @ \$40 .....4,000 Driveway hash-outs, 35 @ \$12 .....420 On-street parking spaces, 115 @ \$5 .....575 X-outs between on-street parking spaces, 15 @ \$12 ..... 180 Psycho bars, 4 @ \$100 .....400 Double yellow centerline, 15,000 LF @ \$0.45/LF .....6,750 Single yellow centerline, 2,500 LF @ \$0.35/LF .....875 White shoulder line, 17,000 LF @ \$0.25/LF .....4,250 Miscellaneous gore areas (diagonal hashmarks), 500 LF @ \$0.20/LF ..... 100 Arrow stencils, 10 @ \$20 .....200 Speed humps, 100 @ \$75 .....7,500 Other stencils .....200	34,950	
60	<u>Supplies</u> 60-10 General Supplies Traffic paint, pothole patch	11,000	

**CAPITAL OUTLAY: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50 PUBLIC WORKS						
DIV 15 STREET MAINTENANCE						
SUB 0 PUBLIC WORKS						
ELEM 10 PAYROLL-WAGES						
5015-550.10-02	HOURLY	51,167	54,275	95,706	33,241	75,623
5015-550.10-03	OVERTIME	402	11	200	5	200
*	PAYROLL-WAGES	51,569	54,286	95,906	33,246	75,823
ELEM 11 FRINGE BENEFITS						
5015-550.11-10	FICA	3,782	3,932	6,961	2,389	5,411
5015-550.11-12	HEALTH INSURANCE	8,015	9,103	15,606	6,521	17,298
5015-550.11-13	DENTAL INSURANCE	674	727	1,424	468	999
5015-550.11-14	LIFE INSURANCE	207	175	332	57	130
5015-550.11-15	VISION INSURANCE	142	92	160	84	191
5015-550.11-17	457 CITY MATCH CONTRIBUTN	871	690	957	457	1,236
5015-550.11-18	401A RETIREMENT	3,314	245	0	56	0
5015-550.11-21	WORKERS COMPENSATION INS	1,473	1,189	2,101	718	2,179
5015-550.11-22	LONG TERM DISABILITY INS	194	217	369	125	291
5015-550.11-25	MSRP RETIREMENT	66	2,964	4,785	1,573	3,781
*	FRINGE BENEFITS	18,738	19,334	32,695	12,448	31,516
ELEM 20 OVERHEAD						
5015-550.20-11	FLEET SERVICES	15,056	15,070	15,661	11,745	15,427
*	OVERHEAD	15,056	15,070	15,661	11,745	15,427
ELEM 34 CONTRACTUAL SERVICES						
5015-550.34-38	STRIPING	9,808	14,153	23,390	16,484	34,950
*	CONTRACTUAL SERVICES	9,808	14,153	23,390	16,484	34,950
ELEM 60 SUPPLIES						
5015-550.60-10	GENERAL SUPPLIES	7,990	13,323	11,000	2,402	11,000
5015-550.60-15	SMALL TOOLS	0	630	0	0	0
*	SUPPLIES	7,990	13,953	11,000	2,402	11,000
**	STREET MAINTENANCE	103,161	116,796	178,652	76,325	168,716

**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.

**BUDGET HIGHLIGHTS:** The current mowing contract will expire during the fiscal year and will be re-bid; budgeting for a 3% price increase in the new contract.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Maintenance of grass on all City rights-of-way and recreational facilities	Number of visual inspections by crew chief	14	14	14	14
	Percent of work orders for obstructed signs or line-of-sight issues completed within 5 working days	69%*	90%	91%	90%

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

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

**PROGRAM NAME/NUMBER**

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

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

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Assistant Director, Operations	0.05	0.05	0.05	0.04
Motor Equipment Operator II+A	0.02	0.02	0.02	0.02
Landscape Foreman	0.01	0.01	0.01	0.01
Budget Total	<b>0.08</b>	<b>0.08</b>	<b>0.08</b>	<b>0.08</b>

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

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5016	
Element/Object	Details	Total	
34 Contractual Services 34-71 Contract Mowing	Contract provides 14 mowings (every other week) at 33 locations between April and the end of October, including edging, trimming and application of herbicide. Duvall and Calvert Road School athletic fields are mowed weekly. Contractor provides all labor, materials and equipment. Contract supervision and inspection is provided by Public Works staff.	49,491	

**CAPITAL OUTLAY:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50 PUBLIC WORKS						
DIV 16 TURF & RIGHT OF WAY MAINT						
SUB 0 PUBLIC WORKS						
ELEM 10 PAYROLL-WAGES						
5016-550.10-01	SALARY	4,881	4,969	5,259	3,579	4,149
5016-550.10-02	HOURLY	1,476	1,520	1,825	684	1,923
5016-550.10-03	OVERTIME	0	3	20	0	20
*	PAYROLL-WAGES	6,357	6,492	7,104	4,263	6,092
ELEM 11 FRINGE BENEFITS						
5016-550.11-10	FICA	476	487	506	319	439
5016-550.11-12	HEALTH INSURANCE	618	728	824	616	885
5016-550.11-13	DENTAL INSURANCE	33	24	28	15	22
5016-550.11-14	LIFE INSURANCE	19	4	2	1	1
5016-550.11-15	VISION INSURANCE	10	6	8	4	7
5016-550.11-17	457 CITY MATCH CONTRIBUTN	174	62	69	36	94
5016-550.11-18	401A RETIREMENT	405	0	0	0	0
5016-550.11-21	WORKERS COMPENSATION INS	185	144	155	93	175
5016-550.11-22	LONG TERM DISABILITY INS	25	25	27	15	23
5016-550.11-25	MSRP RETIREMENT	9	393	354	206	304
*	FRINGE BENEFITS	1,954	1,873	1,973	1,305	1,950
ELEM 34 CONTRACTUAL SERVICES						
5016-550.34-71	CONTRACT MOWING	46,498	46,498	46,500	26,570	49,491
*	CONTRACTUAL SERVICES	46,498	46,498	46,500	26,570	49,491
**	TURF & RIGHT OF WAY MAINT	54,809	54,863	55,577	32,138	57,533

**PROGRAM NAME/NUMBER**

**Snow and Ice Control/5017**

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

**BUDGET HIGHLIGHTS:** No significant changes

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Remove snow and ice from City’s streets <ul style="list-style-type: none"><li>• Primary streets to bare pavement for automobile traffic</li><li>• Secondary streets to provide travelable conditions</li></ul>	Percent of primary street lane miles cleared within 24 hours of event conclusion	100%	90%	100%	90%
	Percent of secondary street lane miles cleared within 24 hours of event conclusion	92%	85%	90%	85%
	Percent of residents rating snow removal as good or better	75%	No survey	No survey	75%

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

**PROGRAM NAME/NUMBER**

**Snow and Ice Control/5017**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Crew Chief	0.15	0.15	0.15	0.10
Supply Clerk	0.00	0.00	0.00	0.01
Motor Equipment Operator III	0.05	0.05	0.05	0.05
Motor Equipment Operator II+A	0.05	0.05	0.05	0.05
Motor Equipment Operator I+A	0.15	0.15	0.15	0.15
Motor Equipment Operator I	0.35	0.35	0.40	0.35
Laborer/Driver	0.00	0.00	0.00	0.05
Laborer	0.24	0.24	0.25	0.35
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	0.00	0.00
Facilities Maintenance Worker	0.00	0.00	0.00	0.05
Custodial Supervisor	0.00	0.00	0.00	0.05
Custodial Worker	0.00	0.00	0.00	0.05
<b>Budget Total</b>	<b>1.14</b>	<b>1.14</b>	<b>1.19</b>	<b>1.40</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5017	
Element/Object	Details	Total	
12 <u>Travel &amp; Training</u> 12-11 Travel & Training	Snow Preparedness Day (in-house training)	2,100	
34 <u>Contractual Services</u> 34-31 Roadway Pre-Treatment	Contract pre-treatment of 55 lane miles of City streets with salt brine solution for 2 snow events @ \$9,500 per event	19,000	
34-70 Contract Plowing	Contract plowing of parking lots and side streets, as needed, to supplement City crews	5,000	
60 <u>Supplies</u> 60-10 General Supplies	Meal money .....2,000 Snow shovels, ice chippers .....300	2,300	
60-12 Road Salt	Road salt, 720 tons @ \$65.00/ton (MWCOG price) .....46,800 Magnesium chloride solution, 4,500 gallons @ \$1.05/gallon .....4,725 Sidewalk deicer .....1,300	52,825	

**CAPITAL OUTLAY:** None

<b>RELATED REVENUES</b>		<b>FY 2014 ACTUAL</b>	<b>FY 2015 ACTUAL</b>	<b>FY 2016 BUDGET</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>
366.35	FEMA-Snow Expense Reimbursement	0	0	0	0	40,000
	<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40,000</b>

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50 PUBLIC WORKS						
DIV 17 SNOW AND ICE CONTROL						
SUB 0 PUBLIC WORKS						
ELEM 10 PAYROLL-WAGES						
5017-550.10-02	HOURLY	41,240	28,028	58,594	26,129	69,388
5017-550.10-03	OVERTIME	57,445	44,136	35,000	55,303	50,000
*	PAYROLL-WAGES	98,685	72,164	93,594	81,432	119,388
ELEM 11 FRINGE BENEFITS						
5017-550.11-10	FICA	7,257	5,302	6,927	5,986	8,813
5017-550.11-12	HEALTH INSURANCE	14,814	10,720	11,037	11,481	15,684
5017-550.11-13	DENTAL INSURANCE	789	554	611	640	796
5017-550.11-14	LIFE INSURANCE	303	68	149	125	110
5017-550.11-15	VISION INSURANCE	219	126	118	134	171
5017-550.11-17	457 CITY MATCH CONTRIBUTN	1,933	1,136	1,180	1,229	1,300
5017-550.11-18	401A RETIREMENT	6,194	404	504	712	642
5017-550.11-21	WORKERS COMPENSATION INS	2,817	1,488	1,790	1,586	2,957
5017-550.11-22	LONG TERM DISABILITY INS	336	249	218	333	267
5017-550.11-25	MSRP RETIREMENT	0	1,724	2,542	1,330	2,978
*	FRINGE BENEFITS	34,662	21,771	25,076	23,556	33,718
ELEM 12 TRAVEL & TRAINING						
5017-550.12-11	TRAVEL & TRAINING	1,304	867	2,100	816	2,100
*	TRAVEL & TRAINING	1,304	867	2,100	816	2,100
ELEM 20 OVERHEAD						
5017-550.20-11	FLEET SERVICES	22,584	22,605	23,491	17,618	23,141
*	OVERHEAD	22,584	22,605	23,491	17,618	23,141
ELEM 34 CONTRACTUAL SERVICES						
5017-550.34-17	TEMP MANPOWER-OTHER	0	0	0	142	0
5017-550.34-31	ROADWAY PRE-TREATMENT	0	0	6,600	6,600	19,000
5017-550.34-70	CONTRACT PLOWING	0	0	5,000	0	5,000
*	CONTRACTUAL SERVICES	0	0	11,600	6,742	24,000
ELEM 60 SUPPLIES						
5017-550.60-10	GENERAL SUPPLIES	2,742	2,326	2,300	1,956	2,300
5017-550.60-12	ROAD SALT	62,761	49,851	38,025	45,833	52,825
*	SUPPLIES	65,503	52,177	40,325	47,789	55,125
ELEM 69 MISCELLANEOUS CHARGE						
5017-550.69-10	MISCELLANEOUS	0	0	0	2,013	0
*	MISCELLANEOUS CHARGE	0	0	0	2,013	0
**	SNOW AND ICE CONTROL	222,738	169,584	196,186	179,966	257,472

**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.

**BUDGET HIGHLIGHTS:** No significant changes other than furniture for the new modular building and a new electrical line to service diesel vehicle heaters

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Maintain Public Works buildings and assigned facilities in good condition  ● Inspect facilities monthly	Percent of Public Works facilities rated in satisfactory or better condition by City employees responding to employee survey:				
	Cleanliness	88%	90%	88%	90%
	Maintenance/general repair	88%	90%	88%	90%
	Number of inspections completed	12	12	12	12
2. Reduce unscheduled maintenance costs through effective preventive maintenance ● Develop preventive maintenance schedule	Percent of maintenance costs that are not budgeted	18%	<20%	20%	<20%

**PROGRAM NAME/NUMBER**

**Public Works Buildings/5018**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Facilities Maintenance Worker	0.05	0.05	0.05	0.05
<b>Budget Total</b>	<b>0.05</b>	<b>0.05</b>	<b>0.05</b>	<b>0.05</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5018	
Element/Object	Details	Total	
34	<u>Contractual Services</u> 34-50 Scheduled Maintenance	Berwyn overpass, Veterans Memorial and Calvert Road underpass .....7,000 Miscellaneous repairs as needed .....2,000	9,000
38	<u>Special Events</u> 38-55 Veterans Memorial Events	Rental of chairs and sound system, 2 events @ Veterans Memorial .....1,750 Variable message board rental .....1,500	3,250
40	<u>Repair &amp; Maintenance</u> 40-11 Building & Grounds Maint.	Electrical repairs, 12 hours @ \$70 .....840 Plumbing repairs, 10 hours @ \$65 .....650 Roofing repairs, 20 hours @ \$100 .....2,000 Overhead garage door repairs .....6,750 Fuel pump repairs .....1,200 General repairs .....2,500	13,940
	40-17 Alarm System	Alarm system repairs, as needed	500
	40-18 Security Cameras	Surveillance camera and recorder repairs	500
	40-25 HVAC Repairs	HVAC repairs, 22 hours @ \$80	1,760
	40-42 Generator Maintenance	Emergency generator maintenance	3,500
45	<u>Maintenance Contract</u> 45-16 Building Services	Fire extinguisher inspection service	200
	45-21 Backflow Prevention Valve	Annual inspection	200
	45-22 Security Alarm Monitoring	3 systems @ \$324 each	972
	45-23 Pest Control	Pest control service @ \$80/month .....960 Termite contract .....350	1,310
60	<u>Supplies</u> 60-10 General Supplies	Maintenance supplies	2,000

**PROGRAM NAME/NUMBER**

**Public Works Buildings/5018**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 5018</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
65	<u>Utilities</u> 65-10 Electricity	Davis Hall and modular building	10,500
	65-11 Natural Gas	Davis Hall	3,500
	65-13 Water & Sewer	All Public Works buildings	7,500
93	<u>Office Equipment</u> 93-20 Office Furniture	Office furniture for new modular building	5,000
95	<u>Site &amp; Building Improvements</u> 95-10 Site Improvements	Replace obsolete electrical line from Fleet Garage to parking area to provide power for the diesel engine heaters of 6 dump trucks with snow plows and 8 trash trucks	12,000

**CAPITAL OUTLAY:** Office Furniture includes new office furniture for the modular building (\$5,000). Site Improvements includes the replacement of an obsolete electric line to provide power to plug in diesel engine trucks during the winter months (\$12,000).

<b>RELATED REVENUES</b>		<b>FY 2014 ACTUAL</b>	<b>FY 2015 ACTUAL</b>	<b>FY 2016 BUDGET</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>
362.18	Property Rental-Davis Hall	1,700	1,400	1,000	2,800	1,500
	<b>TOTAL</b>	<b>1,700</b>	<b>1,400</b>	<b>1,000</b>	<b>2,800</b>	<b>1,500</b>

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50 PUBLIC WORKS						
DIV 18 PUBLIC WORKS BUILDINGS						
SUB 0 PUBLIC WORKS						
ELEM 10 PAYROLL-WAGES						
5018-550.10-02	HOURLY	2,431	2,983	2,926	4,792	2,991
5018-550.10-03	OVERTIME	655	616	800	367	800
*	PAYROLL-WAGES	3,086	3,599	3,726	5,159	3,791
ELEM 11 FRINGE BENEFITS						
5018-550.11-10	FICA	225	265	274	375	277
5018-550.11-12	HEALTH INSURANCE	704	761	678	1,194	909
5018-550.11-13	DENTAL INSURANCE	25	26	31	55	32
5018-550.11-14	LIFE INSURANCE	9	6	8	5	5
5018-550.11-15	VISION INSURANCE	14	11	11	17	12
5018-550.11-17	457 CITY MATCH CONTRIBUTN	42	47	39	96	39
5018-550.11-18	401A RETIREMENT	197	0	0	11	0
5018-550.11-21	WORKERS COMPENSATION INS	86	79	76	111	101
5018-550.11-22	LONG TERM DISABILITY INS	10	12	11	11	12
5018-550.11-25	MSRP RETIREMENT	4	180	146	229	150
*	FRINGE BENEFITS	1,316	1,387	1,274	2,104	1,537
ELEM 20 OVERHEAD						
5018-550.20-11	FLEET SERVICES	15,056	15,070	15,661	11,745	15,427
*	OVERHEAD	15,056	15,070	15,661	11,745	15,427
ELEM 34 CONTRACTUAL SERVICES						
5018-550.34-50	SCHEDULED MAINTENANCE	12,423	7,354	9,000	147	9,000
*	CONTRACTUAL SERVICES	12,423	7,354	9,000	147	9,000
ELEM 38 SPECIAL EVENTS						
5018-550.38-55	VETERANS MEMORIAL EVENTS	3,196	3,451	3,200	865	3,250
*	SPECIAL EVENTS	3,196	3,451	3,200	865	3,250
ELEM 40 REPAIR & MAINTENANCE						
5018-550.40-11	BUILDINGS & GROUNDS	20,661	16,581	13,740	10,461	13,940
5018-550.40-13	TOOLS & EQUIPMENT	69	0	0	0	0
5018-550.40-17	ALARM SYSTEM	1,427	704	500	0	500
5018-550.40-18	SECURITY CAMERAS	0	85	500	0	500
5018-550.40-25	HVAC REPAIRS	2,454	2,790	1,650	1,355	1,760
5018-550.40-42	GENERATOR MAINTENANCE	0	0	3,500	3,241	3,500
*	REPAIR & MAINTENANCE	24,611	20,160	19,890	15,057	20,200
ELEM 45 MAINTENANCE CONTRACT						
5018-550.45-16	BUILDING SERVICES	985	1,006	200	200	200
5018-550.45-21	BACKFLOW PREVENTION VALVE	0	450	200	350	200
5018-550.45-22	SECURITY ALARM MONITORING	900	900	972	972	972
5018-550.45-23	PEST CONTROL	2,146	2,012	2,018	1,350	1,310
*	MAINTENANCE CONTRACT	4,031	4,368	3,390	2,872	2,682
ELEM 60 SUPPLIES						
5018-550.60-10	GENERAL SUPPLIES	2,545	3,097	2,000	2,157	2,000
*	SUPPLIES	2,545	3,097	2,000	2,157	2,000
ELEM 65 UTILITIES						
5018-550.65-10	ELECTRICITY	12,179	12,780	14,000	8,725	10,500
5018-550.65-11	NATURAL GAS	1,718	1,783	2,000	1,001	3,500
5018-550.65-13	WATER & SEWER	7,352	6,950	8,400	2,059	7,500
*	UTILITIES	21,249	21,513	24,400	11,785	21,500
ELEM 92 MACHINERY & EQUIPMENT						
5018-550.92-42	HVAC SYSTEMS	0	0	6,000	10,182	0
*	MACHINERY & EQUIPMENT	0	0	6,000	10,182	0
ELEM 93 OFFICE EQUIPMENT						
5018-550.93-20	OFFICE FURNITURE	0	0	1,500	0	5,000
*	OFFICE EQUIPMENT	0	0	1,500	0	5,000

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50	PUBLIC WORKS					
DIV 18	PUBLIC WORKS BUILDINGS					
SUB 0	PUBLIC WORKS					
	ELEM 95 SITE & BLDG IMPROVEMENTS					
	ELEM 95 SITE & BLDG IMPROVEMENTS					
5018-550.95-10	SITE IMPROVEMENTS	0	0	0	0	12,000
*	SITE & BLDG IMPROVEMENTS	0	0	0	0	12,000
**	PUBLIC WORKS BUILDINGS	87,513	79,999	90,041	62,073	96,387

**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.

**BUDGET HIGHLIGHTS:** Reduced budget as FY 2016 budget included replacement of Old Town playground structure

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY2016		FY2017 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	75%	No survey	No survey	80%
2. Complete maintenance tasks as outlined in the athletic field section of the Vegetation Management Plan (VMP)	Percent of tasks completed as scheduled	100%	95%	95%	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	99%	95%	96%	95%

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

**PROGRAM NAME/NUMBER**

**Recreational Facilities Maintenance/5019**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Assistant Director-Administration	0.10	0.10	0.10	0.10
Crew Chief	0.01	0.01	0.00	0.00
Motor Equipment Operator I	0.04	0.04	0.02	0.02
Landscape Foreman	0.20	0.20	0.20	0.20
Laborer	1.89	0.99	1.97	1.97
Grounds Laborer/Driver	0.05	0.98	0.00	0.00
<b>Budget Total</b>	<b>2.29</b>	<b>2.32</b>	<b>2.29</b>	<b>2.29</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5019	
Element/Object	Details	Total	
12 <u>Travel &amp; Training</u> 12-11 Travel & Training	Staff training	200	
40 <u>Repair &amp; Maintenance</u> 40-11 Buildings & Grounds	Electrical repairs – blockhouse, field lights, tot lot lights ..... 4,000 Irrigation system at Duvall Field and Calvert Road field: Winterization and start-up ..... 800 Replacement of damaged heads and wiring ..... 500 Fence repairs – all lots ..... 2,000 General repairs ..... 2,000 Stripe athletic fields at Duvall Field, Calvert Road School for lacrosse and soccer, 8 times @ \$600 ..... 4,800 Tot lot repair parts ..... 2,500 Tot lot wood replacement materials ..... 4,500 Lomax fountain repairs ..... 500	21,600	
40-13 Tools & Equipment	Mower blades, repairs	500	
45 <u>Maintenance Contract</u> 45-21 Backflow Prevention Valve	Annual inspection – Duvall Field irrigation system	200	
48 <u>Rental</u> 48-11 Tools & Equipment	Power seeder	200	
60 <u>Supplies</u> 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”) ..... 400 Seed/sod and fertilizer for Duvall Field, Calvert Road School field, tot lots ..... 4,000	4,400	
65 <u>Utilities</u> 65-10 Electricity	Duvall Field blockhouse and field lights, current usage	3,750	

**PROGRAM NAME/NUMBER**

**Recreational Facilities Maintenance/5019**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 5019</b>	
<b>Element/Object</b>	<b>Details</b>	<b>Total</b>	
65-13 Water & Sewer	Water for Duvall Field and blockhouse	5,000	

**CAPITAL OUTLAY:** None

<b>RELATED REVENUES</b>		<b>FY 2014 ACTUAL</b>	<b>FY 2015 ACTUAL</b>	<b>FY 2016 BUDGET</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>
362.19	Property Rental-Duvall Field	0	0	0	0	0
	<b>TOTAL</b>	0	0	0	0	0

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50 PUBLIC WORKS						
DIV 19 RECREATIONAL FACIL MAINT						
SUB 0 PUBLIC WORKS						
ELEM 10 PAYROLL-WAGES						
5019-550.10-01	SALARY	9,763	9,935	10,518	7,159	10,371
5019-550.10-02	HOURLY	78,294	70,674	76,243	50,819	80,724
5019-550.10-03	OVERTIME	10	59	100	2	100
*	PAYROLL-WAGES	88,067	80,668	86,861	57,980	91,195
ELEM 11 FRINGE BENEFITS						
5019-550.11-10	FICA	6,237	5,826	6,272	4,197	6,558
5019-550.11-12	HEALTH INSURANCE	22,375	20,302	21,921	17,115	27,283
5019-550.11-13	DENTAL INSURANCE	917	686	547	471	703
5019-550.11-14	LIFE INSURANCE	389	272	367	130	206
5019-550.11-15	VISION INSURANCE	123	151	97	77	110
5019-550.11-17	457 CITY MATCH CONTRIBUTN	1,574	965	698	505	696
5019-550.11-18	401A RETIREMENT	5,277	62	0	14	0
5019-550.11-21	WORKERS COMPENSATION INS	2,506	1,795	1,895	1,264	2,624
5019-550.11-22	LONG TERM DISABILITY INS	321	264	334	197	350
5019-550.11-25	MSRP RETIREMENT	156	4,937	4,338	2,881	4,555
*	FRINGE BENEFITS	39,875	35,260	36,469	26,851	43,085
ELEM 12 TRAVEL & TRAINING						
5019-550.12-11	TRAVEL & TRAINING	135	273	200	100	200
*	TRAVEL & TRAINING	135	273	200	100	200
ELEM 20 OVERHEAD						
5019-550.20-11	FLEET SERVICES	30,112	30,140	31,321	23,491	30,855
*	OVERHEAD	30,112	30,140	31,321	23,491	30,855
ELEM 40 REPAIR & MAINTENANCE						
5019-550.40-11	BUILDINGS & GROUNDS	9,615	16,319	20,000	2,401	21,600
5019-550.40-13	TOOLS & EQUIPMENT	303	100	700	172	500
*	REPAIR & MAINTENANCE	9,918	16,419	20,700	2,573	22,100
ELEM 45 MAINTENANCE CONTRACT						
5019-550.45-16	BUILDING SERVICES	200	0	0	0	0
5019-550.45-21	BACKFLOW PREVENTION VALVE	0	175	200	0	200
*	MAINTENANCE CONTRACT	200	175	200	0	200
ELEM 48 RENTAL						
5019-550.48-11	TOOLS & EQUIPMENT	0	0	200	0	200
*	RENTAL	0	0	200	0	200
ELEM 60 SUPPLIES						
5019-550.60-10	GENERAL SUPPLIES	1,052	162	1,000	464	1,000
5019-550.60-13	GROUNDS & FIELD SUPPLIES	354	809	4,500	623	4,400
*	SUPPLIES	1,406	971	5,500	1,087	5,400
ELEM 65 UTILITIES						
5019-550.65-10	ELECTRICITY	3,151	2,844	4,500	1,745	3,750
5019-550.65-13	WATER & SEWER	2,559	5,452	5,000	5,311	5,000
*	UTILITIES	5,710	8,296	9,500	7,056	8,750
ELEM 92 MACHINERY & EQUIPMENT						
5019-550.92-10	MACHINERY	0	0	35,000	0	0
*	MACHINERY & EQUIPMENT	0	0	35,000	0	0
**	RECREATIONAL FACIL MAINT	175,423	172,202	225,951	119,138	201,985

**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.

**BUDGET HIGHLIGHTS:** No significant changes other than new Tree Canopy Enhancement Program

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 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	65%	No survey	No survey	70%
2. Inspect and maintain landscape sites according to priority level identified in the Vegetation Management Plan (VMP)	Percent of inspections and maintenance completed on schedule	100%	100%	100%	100%
3. Provide at least 2 seasonal annual planting rotations	Percent of flower beds receiving at least 2 seasonal plantings	100%	100%	100%	100%

**PROGRAM NAME/NUMBER**

**Tree and Landscape Maintenance/5020**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Assistant Director-Administration	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	0.00	0.00	0.00
Laborer	1.04	1.94	1.94	1.94
Tree Inventory Intern	0.00	0.00	0.00	0.00
Engineering Intern II	0.15	0.15	0.15	0.15
Budget Total	4.26	4.23	4.23	4.23

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5020	
Element/Object	Details	Total	
12	<u>Travel &amp; Training</u> 12-10 Non Training Travel	Mileage reimbursement	75
	12-11 Travel & Training	Supervisors' training .....200 Fertilizer & Pesticide recertification, 3 attendees .....200 Training of foreman and laborers .....200	600
34	<u>Contractual Services</u> 34-40 Tree Maintenance	Tree maintenance .....45,000 Stump grinding .....3,500 Pesticide applications .....800 Gypsy moth aerial spraying .....2,000	51,300
40	<u>Repair &amp; Maintenance</u> 40-13 Tools & Equipment	Equipment repair, blade and chain sharpening	1,300
48	<u>Rental</u> 48-11 Tools & Equipment		500
60	<u>Supplies</u> 60-10 General Supplies	Two-cycle oil, chains, blades, etc.	1,000
	60-13 Grounds & Field Supplies	Pesticides, herbicides, fertilizer	750
	60-15 Small Tools	Rakes, shovels, pruners, etc.	300
	60-50 Trees, Shrubs & Flowers	Seasonal flowers .....7,500 Arbor, Earth, community service days .....500 Replacement of trees city-wide .....11,000 Plantings city-wide .....2,000 Tree Canopy Enhancement Program, to reimburse for tree planting on private property in order to	

**PROGRAM NAME/NUMBER**

**Tree and Landscape Maintenance/5020**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 5020</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
		enhance the tree canopy in the City (details of program TBD) .....1,000	22,000
65	<u>Utilities</u> 65-13 Water & Sewer	City-wide plant watering	1,000
67	<u>Dues &amp; Publications</u> 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 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50 PUBLIC WORKS						
DIV 20 TREE & LANDSCAPE MAINT						
SUB 0 PUBLIC WORKS						
ELEM 10 PAYROLL-WAGES						
5020-550.10-01	SALARY	19,527	19,870	21,035	14,316	20,743
5020-550.10-02	HOURLY	158,808	158,052	171,277	115,187	174,618
5020-550.10-03	OVERTIME	223	543	750	493	750
*	PAYROLL-WAGES	178,558	178,465	193,062	129,996	196,111
ELEM 11 FRINGE BENEFITS						
5020-550.11-10	FICA	13,488	12,590	14,172	9,506	14,252
5020-550.11-12	HEALTH INSURANCE	20,715	22,742	36,441	25,647	39,743
5020-550.11-13	DENTAL INSURANCE	1,435	1,048	1,550	1,165	1,683
5020-550.11-14	LIFE INSURANCE	694	426	600	186	337
5020-550.11-15	VISION INSURANCE	270	250	421	292	452
5020-550.11-17	457 CITY MATCH CONTRIBUTN	3,428	2,438	2,748	1,875	2,245
5020-550.11-18	401A RETIREMENT	10,252	766	0	0	0
5020-550.11-21	WORKERS COMPENSATION INS	5,205	3,736	4,223	2,829	5,646
5020-550.11-22	LONG TERM DISABILITY INS	658	576	605	439	733
5020-550.11-25	MSRP RETIREMENT	190	9,499	9,375	6,339	9,527
*	FRINGE BENEFITS	56,335	54,071	70,135	48,278	74,618
ELEM 12 TRAVEL & TRAINING						
5020-550.12-10	NON TRAINING TRAVEL	29	0	75	0	75
5020-550.12-11	TRAVEL & TRAINING	675	780	600	246	600
*	TRAVEL & TRAINING	704	780	675	246	675
ELEM 20 OVERHEAD						
5020-550.20-11	FLEET SERVICES	22,584	22,605	23,491	17,618	23,141
*	OVERHEAD	22,584	22,605	23,491	17,618	23,141
ELEM 34 CONTRACTUAL SERVICES						
5020-550.34-40	TREE MAINTENANCE	31,774	29,308	51,800	13,575	51,300
*	CONTRACTUAL SERVICES	31,774	29,308	51,800	13,575	51,300
ELEM 40 REPAIR & MAINTENANCE						
5020-550.40-13	TOOLS & EQUIPMENT	1,503	676	1,300	770	1,300
*	REPAIR & MAINTENANCE	1,503	676	1,300	770	1,300
ELEM 48 RENTAL						
5020-550.48-11	TOOLS & EQUIPMENT	0	0	500	0	500
*	RENTAL	0	0	500	0	500
ELEM 60 SUPPLIES						
5020-550.60-10	GENERAL SUPPLIES	1,422	1,181	1,000	618	1,000
5020-550.60-13	GROUNDS & FIELD SUPPLIES	334	415	750	211	750
5020-550.60-15	SMALL TOOLS	383	535	300	160	300
5020-550.60-50	TREES, SHRUBS & FLOWERS	15,919	13,470	22,000	8,655	22,000
*	SUPPLIES	18,058	15,601	24,050	9,644	24,050
ELEM 65 UTILITIES						
5020-550.65-13	WATER & SEWER	758	775	1,000	982	1,000
*	UTILITIES	758	775	1,000	982	1,000
ELEM 67 DUES & PUBLICATIONS						
5020-550.67-10	DUES	315	175	300	175	300
5020-550.67-20	PUBLICATIONS & BOOKS	0	29	100	0	100
*	DUES & PUBLICATIONS	315	204	400	175	400
**	TREE & LANDSCAPE MAINT	310,589	302,485	366,413	221,284	373,095

**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.

**BUDGET HIGHLIGHTS:** No significant changes

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Maintain City streets in a safe and smooth condition • Inspect and rate all City streets annually as part of the Pavement Management Plan	Percent of road miles inspected at least annually	100%	100%	100%	100%
	Percent of plan implemented on schedule	100%	100%	100%	100%
	Percent of residents rating the condition of streets and sidewalks as good or better	54%	No survey	No survey	55%
	Percent of asphalt paved lane miles rated 5 or lower (1 is the highest rating on a 10-point scale)	100%	100%	100%	100%
2. Manage special projects (capital improvements, engineering projects, etc.)	Percent of projects completed on schedule	90%	90%	90%	90%

**PROGRAM NAME/NUMBER**

**Engineering Services/5021**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
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	0.20	0.20	0.20	0.20
<b>Budget Total</b>	<b>2.20</b>	<b>2.20</b>	<b>2.20</b>	<b>2.20</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5021	
Element/Object	Details	Total	
12	<u>Travel &amp; Training</u>		
	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	<u>Professional Services</u>		
	30-11 Design & Engineering	Engineering design services as needed .....3,500 Concept maps for future projects .....3,000	6,500
	30-15 Consulting	Map scanning, other services as needed	2,000
	30-20 Surveying	Topographical surveys as needed, 3 @ \$1,700	5,100
	30-22 Materials Testing	As needed	0
60	<u>Supplies</u>		
	60-10 General Supplies		500
61	<u>Office Supplies</u>		
	61-10 Office Supplies		200
66	<u>Telephone &amp; Communications</u>		
	66-12 Cellular Phone	Monthly service @ \$60, 1 phone	720
67	<u>Dues &amp; Publications</u>		
	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

**PROGRAM NAME/NUMBER**

**Engineering Services/5021**

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

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

<b>RELATED REVENUES</b>		<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>
323.45	Driveway Apron & Curbcut	5,839	13,245	5,000	6,406	2,000
	<b>TOTAL</b>	5,839	13,245	5,000	6,406	2,000

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50 PUBLIC WORKS						
DIV 21 ENGINEERING SERVICES						
SUB 0 PUBLIC WORKS						
ELEM 10 PAYROLL-WAGES						
5021-550.10-01	SALARY	111,335	113,671	115,903	81,776	124,400
5021-550.10-02	HOURLY	39,682	41,185	49,572	30,214	51,644
5021-550.10-03	OVERTIME	0	0	100	0	100
*	PAYROLL-WAGES	151,017	154,856	165,575	111,990	176,144
ELEM 11 FRINGE BENEFITS						
5021-550.11-10	FICA	11,345	11,571	11,089	8,345	11,363
5021-550.11-12	HEALTH INSURANCE	12,647	13,815	14,587	11,927	18,541
5021-550.11-13	DENTAL INSURANCE	1,365	1,427	1,485	1,064	1,547
5021-550.11-14	LIFE INSURANCE	476	179	168	65	94
5021-550.11-15	VISION INSURANCE	292	253	253	182	275
5021-550.11-17	457 CITY MATCH CONTRIBUTN	3,654	3,654	3,660	2,562	3,650
5021-550.11-18	401A RETIREMENT	9,703	2,687	2,806	1,964	2,940
5021-550.11-21	WORKERS COMPENSATION INS	4,391	3,456	3,628	2,456	5,088
5021-550.11-22	LONG TERM DISABILITY INS	580	588	614	413	653
5021-550.11-25	MSRP RETIREMENT	159	6,868	5,795	3,980	6,220
*	FRINGE BENEFITS	44,612	44,498	44,085	32,958	50,371
ELEM 12 TRAVEL & TRAINING						
5021-550.12-10	NON TRAINING TRAVEL	90	15	200	8	200
5021-550.12-11	TRAVEL & TRAINING	993	1,387	4,090	552	4,090
*	TRAVEL & TRAINING	1,083	1,402	4,290	560	4,290
ELEM 20 OVERHEAD						
5021-550.20-11	FLEET SERVICES	7,528	7,535	7,830	5,873	7,714
*	OVERHEAD	7,528	7,535	7,830	5,873	7,714
ELEM 30 PROFESSIONAL SERVICES						
5021-550.30-11	DESIGN & ENGINEERING	6,000	1,565	6,500	0	6,500
5021-550.30-15	CONSULTING	0	3,000	2,000	0	2,000
5021-550.30-20	SURVEYING	450	0	5,100	0	5,100
5021-550.30-22	MATERIALS TESTING	1,680	0	0	0	0
*	PROFESSIONAL SERVICES	8,130	4,565	13,600	0	13,600
ELEM 36 SPECIAL SERVICES						
5021-550.36-10	PRINTING	0	0	0	196	0
*	SPECIAL SERVICES	0	0	0	196	0
ELEM 47 CLOTHING & UNIFORMS						
5021-550.47-10	CLOTHING & UNIFORMS	0	0	0	93	0
*	CLOTHING & UNIFORMS	0	0	0	93	0
ELEM 60 SUPPLIES						
5021-550.60-10	GENERAL SUPPLIES	51	232	500	500	500
*	SUPPLIES	51	232	500	500	500
ELEM 61 OFFICE SUPPLIES						
5021-550.61-10	OFFICE SUPPLIES	0	121	200	51	200
*	OFFICE SUPPLIES	0	121	200	51	200
ELEM 62 POSTAGE						
5021-550.62-10	POSTAGE	0	17	0	0	0
*	POSTAGE	0	17	0	0	0
ELEM 66 TELEPHONE & COMMUNICATION						
5021-550.66-12	CELLULAR PHONE	315	330	480	245	720
*	TELEPHONE & COMMUNICATION	315	330	480	245	720
ELEM 67 DUES & PUBLICATIONS						
5021-550.67-10	DUES	558	1,169	850	844	850
5021-550.67-20	PUBLICATIONS & BOOKS	53	86	300	0	300
*	DUES & PUBLICATIONS	611	1,255	1,150	844	1,150

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50	PUBLIC WORKS					
DIV 21	ENGINEERING SERVICES					
SUB 0	PUBLIC WORKS					
ELEM 96	STREET IMPROVEMENT					
ELEM 96	STREET IMPROVEMENT					
5021-550.96-30	STREETLIGHTS	4,910	2,527	5,000	219	5,000
*	STREET IMPROVEMENT	4,910	2,527	5,000	219	5,000
**	ENGINEERING SERVICES	218,257	217,338	242,710	153,529	259,689

**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.

**BUDGET HIGHLIGHTS:** No significant changes other than a reduction in brick paver panel replacement

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 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	90%	90%	TBD*	90%
	• Overall appearance of downtown streetscapes	86%	88%	TBD*	88%
• Inspect pedestrian lighting areas monthly	Number of inspections completed	12	12	12	12

\*Survey will be conducted in April 2016

**PROGRAM NAME/NUMBER**

**Streetscape Maintenance/5022**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
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	0.00	0.00
Laborer	0.00	0.00	0.01	0.01
<b>Budget Total</b>	<b>0.17</b>	<b>0.17</b>	<b>0.17</b>	<b>0.17</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5022
Element/Object	Details		Total
40	<u>Repair &amp; Maintenance</u> 40-11 Buildings & Grounds	Repair or replacement of site amenities: benches, decorative street name poles, etc.	2,000
	40-30 Streetscape Lighting	Maintenance of streetscape lighting	7,500
96	<u>Street Improvement</u> 96-10 Concrete	Brick paver panel replacement along U.S. Route 1	3,000

**CAPITAL OUTLAY:** Concrete includes brick paver panel replacement along U.S. Route 1 (\$3,000).

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50 PUBLIC WORKS						
DIV 22 STREETScape MAINTENANCE						
SUB 0 PUBLIC WORKS						
ELEM 10 PAYROLL-WAGES						
5022-550.10-02	HOURLY	8,177	15,247	9,442	14,312	9,692
5022-550.10-03	OVERTIME	23	32	100	12	100
*	PAYROLL-WAGES	8,200	15,279	9,542	14,324	9,792
ELEM 11 FRINGE BENEFITS						
5022-550.11-10	FICA	607	1,146	712	1,063	725
5022-550.11-12	HEALTH INSURANCE	1,567	2,376	1,542	2,258	2,015
5022-550.11-13	DENTAL INSURANCE	61	124	66	109	71
5022-550.11-14	LIFE INSURANCE	27	22	28	14	16
5022-550.11-15	VISION INSURANCE	30	45	24	36	26
5022-550.11-17	457 CITY MATCH CONTRIBUTN	105	327	110	279	110
5022-550.11-18	401A RETIREMENT	512	0	0	0	0
5022-550.11-21	WORKERS COMPENSATION INS	235	338	208	309	282
5022-550.11-22	LONG TERM DISABILITY INS	31	56	36	46	37
5022-550.11-25	MSRP RETIREMENT	13	927	472	710	485
*	FRINGE BENEFITS	3,188	5,361	3,198	4,824	3,767
ELEM 40 REPAIR & MAINTENANCE						
5022-550.40-11	BUILDINGS & GROUNDS	394	0	2,000	0	2,000
5022-550.40-30	STREETScape LIGHTING	8,988	4,996	7,500	567	7,500
*	REPAIR & MAINTENANCE	9,382	4,996	9,500	567	9,500
ELEM 96 STREET IMPROVEMENT						
5022-550.96-10	CONCRETE	9,000	0	6,000	0	3,000
*	STREET IMPROVEMENT	9,000	0	6,000	0	3,000
**	STREETScape MAINTENANCE	29,770	25,636	28,240	19,715	26,059

**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.

**BUDGET HIGHLIGHTS:** No significant changes other than purchase and installation of 10 combination trash/recycle containers in recreational areas

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2014 ACTUAL	FY 2015		FY 2016 TARGET
			TARGET	ACTUAL	
1. To maintain downtown areas litter-free through regular litter and trash pick-up  ● Empty trash receptacles 7 times per week	Percent of downtown businesses rating the following services as "acceptable" or better, based on DCPMA member survey:				
	● Litter control along downtown sidewalks	95%	80%	TBD*	95%
	● Maintenance of downtown parking lots (including litter removal, snow plowing, striping)	81%	80%	TBD*	81%
	Percent of residents satisfied with the cleanliness of downtown areas	56%	No survey	No survey	60%
	Percent of pickups accomplished on scheduled day	100%	100%	100%	100%
2. To maintain City property free of graffiti ● Remove graffiti within 10 working days of reporting to Public Works	Percent of graffiti work orders completed within 10 working days after County police inspection (if deemed gang-related)	84%	80%	82%	80%

\*Survey will be conducted in April 2016

**PROGRAM NAME/NUMBER**

**Litter and Graffiti Control/5023**

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

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Crew Chief	0.50	0.50	0.50	0.28
Supply Clerk	0.02	0.02	0.02	0.02
Laborer	2.82	2.82	2.82	2.82
Budget Total	3.34	3.34	3.34	3.12

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

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5023	
Element/Object	Details	Total	
60 <u>Supplies</u> 60-10 General Supplies	Outdoor litter receptacles, 1 @ \$1,000 ..... 1,000 10 combination trash/recycle containers for recreational areas throughout the City, installed ..... 15,000 Graffiti remover, pokers, brooms, trash bags ..... 4,300 Dog waste station supplies ..... 1,700	22,000	

**CAPITAL OUTLAY:** None

RELATED REVENUES		FY 2014	FY 2015	FY 2016	FY 2016	FY 2017
		ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET
344.60	CDMA Litter Rebate	6,435	4,290	4,290	1,073	4,290
	TOTAL	6,435	4,290	4,290	1,073	4,290

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50 PUBLIC WORKS						
DIV 23 LITTER & GRAFFITI CONTROL						
SUB 0 PUBLIC WORKS						
ELEM 10 PAYROLL-WAGES						
5023-550.10-02	HOURLY	144,631	151,767	152,150	103,390	140,564
5023-550.10-03	OVERTIME	15,230	15,893	18,000	10,284	17,000
5023-550.10-08	SATURDAY SHIFT DIFFERENTIAL	2,936	2,889	4,000	1,872	4,000
*	PAYROLL-WAGES	162,797	170,549	174,150	115,546	161,564
ELEM 11 FRINGE BENEFITS						
5023-550.11-10	FICA	12,287	12,804	13,107	8,652	12,199
5023-550.11-12	HEALTH INSURANCE	17,474	18,689	17,025	14,488	15,414
5023-550.11-13	DENTAL INSURANCE	1,907	1,889	1,935	1,165	1,636
5023-550.11-14	LIFE INSURANCE	629	415	476	192	265
5023-550.11-15	VISION INSURANCE	223	181	136	127	149
5023-550.11-17	457 CITY MATCH CONTRIBUTN	5,375	5,320	5,286	3,236	4,583
5023-550.11-18	401A RETIREMENT	10,474	1,357	1,957	910	2,039
5023-550.11-21	WORKERS COMPENSATION INS	4,556	3,667	3,685	2,482	4,515
5023-550.11-22	LONG TERM DISABILITY INS	591	580	587	372	541
5023-550.11-25	MSRP RETIREMENT	181	7,936	6,102	4,402	5,460
*	FRINGE BENEFITS	53,697	52,838	50,296	36,026	46,801
ELEM 20 OVERHEAD						
5023-550.20-11	FLEET SERVICES	30,112	30,140	31,321	23,491	30,855
*	OVERHEAD	30,112	30,140	31,321	23,491	30,855
ELEM 34 CONTRACTUAL SERVICES						
5023-550.34-14	TEMP MANPOWER-LITTER COLL	205	888	0	0	0
*	CONTRACTUAL SERVICES	205	888	0	0	0
ELEM 60 SUPPLIES						
5023-550.60-10	GENERAL SUPPLIES	4,392	6,014	19,210	12,778	22,000
*	SUPPLIES	4,392	6,014	19,210	12,778	22,000
**	LITTER & GRAFFITI CONTROL	251,203	260,429	274,977	187,841	261,220

**PROGRAM NAME/NUMBER**

**Parking Lot Maintenance/5024**

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

**BUDGET HIGHLIGHTS:** No significant changes

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Maintain City parking lots in a clean condition <ul style="list-style-type: none"><li>• Repaint all lines annually</li><li>• Inspect lots quarterly</li></ul>	Percent of line inventory repainted annually	90%	90%	90%	90%
	Percent of inspections completed on schedule	100%	100%	75%	100%
2. Maintain downtown metered lots with regularly scheduled sweeping	Number of sweeps completed in downtown, high impact areas	201	200	195	200

**PROGRAM NAME/NUMBER**

**Parking Lot Maintenance/5024**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Crew Chief	0.05	0.05	0.05	0.01
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	0.16	0.16
Laborer	0.04	0.04	0.04	0.04
Budget Total	<b>0.37</b>	<b>0.37</b>	<b>0.39</b>	<b>0.35</b>

**OPERATING EXPENDITURES:**

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

**CAPITAL OUTLAY: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50 PUBLIC WORKS						
DIV 24 PARKING LOT MAINTENANCE						
SUB 0 PUBLIC WORKS						
ELEM 10 PAYROLL-WAGES						
5024-550.10-02	HOURLY	15,004	15,399	19,531	10,895	17,362
5024-550.10-03	OVERTIME	17	2	100	52	100
*	PAYROLL-WAGES	15,021	15,401	19,631	10,947	17,462
ELEM 11 FRINGE BENEFITS						
5024-550.11-10	FICA	1,123	1,141	1,427	789	1,250
5024-550.11-12	HEALTH INSURANCE	2,075	1,659	3,281	1,781	3,579
5024-550.11-13	DENTAL INSURANCE	205	240	271	182	267
5024-550.11-14	LIFE INSURANCE	59	41	52	17	24
5024-550.11-15	VISION INSURANCE	55	50	46	39	64
5024-550.11-17	457 CITY MATCH CONTRIBUTN	456	353	444	197	349
5024-550.11-18	401A RETIREMENT	932	4	0	2	0
5024-550.11-21	WORKERS COMPENSATION INS	441	344	428	240	504
5024-550.11-22	LONG TERM DISABILITY INS	67	61	75	37	67
5024-550.11-25	MSRP RETIREMENT	67	927	977	533	868
*	FRINGE BENEFITS	5,480	4,820	7,001	3,817	6,972
ELEM 20 OVERHEAD						
5024-550.20-11	FLEET SERVICES	22,584	22,605	23,491	17,618	23,141
*	OVERHEAD	22,584	22,605	23,491	17,618	23,141
ELEM 34 CONTRACTUAL SERVICES						
5024-550.34-38	STRIPING	2,621	2,706	3,410	2,812	3,410
*	CONTRACTUAL SERVICES	2,621	2,706	3,410	2,812	3,410
ELEM 40 REPAIR & MAINTENANCE						
5024-550.40-45	WELDING SERVICES	0	0	400	0	400
*	REPAIR & MAINTENANCE	0	0	400	0	400
ELEM 60 SUPPLIES						
5024-550.60-10	GENERAL SUPPLIES	167	0	350	0	350
*	SUPPLIES	167	0	350	0	350
**	PARKING LOT MAINTENANCE	45,873	45,532	54,283	35,194	51,735

**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; this material is processed to make wood mulch, which is available for sale.

**BUDGET HIGHLIGHTS:** Tipping fees at the County recycling facility (MRF) have increased and this budget includes a mixed truckload of recycling totes.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 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	90%	No survey	No survey	90%
	Number of complaints received for missed collections Mon.-Wed.	14	<50	18	<50
2. Increase residential participation in recycling	Tons of commingled recyclable materials, white goods, scrap metal and electronics recycled	1,450	1,500	1,403	1,450
	Cubic yards of brush collected	3,564	2,500	3,515	2,750
	Dollar value of wood mulch product sales	\$9,507	\$9,300	\$8,100	\$8,000
	Cost per ton for recycling (including commingles, white goods, scrap metals)	\$277.00	<\$285.00	\$435.00*	<\$450.00

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

\*Due to increase in County tipping fee from \$3.00/ton to over \$25.00/ton

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Crew Chief	0.47	0.47	0.47	0.47
Motor Equipment Operator I+A	0.89	0.89	0.00	0.00
Motor Equipment Operator I	2.85	2.85	3.32	3.80
Laborer	1.45	0.80	1.63	2.15
Lead Groundskeeper	0.01	0.01	0.01	0.01
Admin. Asst./Recycling Coordinator	0.65	0.65	0.65	0.00
Sustainability Coordinator	0.00	0.00	0.00	0.65
<b>Budget Total</b>	<b>6.32</b>	<b>5.67</b>	<b>6.08</b>	<b>7.08</b>

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

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5025	
Element/Object	Details	Total	
12	<u>Travel &amp; Training</u> 12-10 Non-Training Travel	Metro fare to MWCOG meetings, tolls to Baltimore MRF	50
	12-11 Travel & Training	Maryland Recyclers Network conference at Maritime Institute, 4 attendees @ \$200	800
34	<u>Contractual Services</u> 34-12 Temporary Manpower – Curbside Recycling	Temporary manpower used in the collection of mixed paper and commingles, 80 hours @ \$18/hour	1,440
	34-13 Temporary Manpower – Brush	Temporary manpower used in the collection of brush, 70 hours @ \$18/hour	1,260
	34-20 Tipping Fees	Single stream recyclables, 1,400 tons @ \$25.00/ton .....35,000 Televisions and computer monitors, 5,000 units @ \$0.15/each .....750	35,750
36	<u>Special Services</u> 36-10 Printing	Public relations materials – recycling awareness	1,250
38	<u>Special Events</u> 38-39 Clean Up Month	Document shredding	600
48	<u>Rental</u> 48-50 Tub Grinder	Tub grinder rental	10,000
60	<u>Supplies</u> 60-10 General Supplies	Pitch forks, rakes, gaylord boxes	2,200
	60-45 Toters & Containers	1 mixed truckload: 243 95-gallon mobile carts @ \$48.86 ..... 11,873 324 65-gallon mobile carts @ \$43.74 ..... 14,172	26,045

**PROGRAM NAME/NUMBER**

**Recycling/5025**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 5025</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
67	<u>Dues &amp; Publications</u> 67-10 Dues	Maryland Recyclers Network	250

**CAPITAL OUTLAY: None**

<b>RELATED REVENUES</b>		<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>
344.30	Recycling-Scrap Metal	996	1,842	1,500	878	1,080
344.30	Recycling-Motor Oil	1,284	803	1,200	0	0
344.30	Recycling-Single Stream	0	0	0	0	0
344.91	Wood Chip Sales	9,553	8,092	9,300	40	12,000
344.95	Delivery Charge-Wood Chips	4,551	3,363	4,700	0	4,000
<b>TOTAL</b>		<b>16,384</b>	<b>14,100</b>	<b>16,700</b>	<b>918</b>	<b>17,080</b>

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50 PUBLIC WORKS						
DIV 25 RECYCLING						
SUB 0 PUBLIC WORKS						
ELEM 10 PAYROLL-WAGES						
5025-550.10-01	SALARY	29,761	31,194	32,682	20,777	0
5025-550.10-02	HOURLY	258,074	283,824	248,860	210,277	344,004
5025-550.10-03	OVERTIME	956	1,534	1,000	5,945	3,000
5025-550.10-07	AUTOMATED TRUCK INCENTIVE	1,683	990	1,500	129	0
*	PAYROLL-WAGES	290,474	317,542	284,042	237,128	347,004
ELEM 11 FRINGE BENEFITS						
5025-550.11-10	FICA	20,452	22,450	19,787	16,833	24,678
5025-550.11-12	HEALTH INSURANCE	68,832	77,624	79,965	58,119	97,144
5025-550.11-13	DENTAL INSURANCE	3,201	3,404	3,365	2,754	3,796
5025-550.11-14	LIFE INSURANCE	1,048	784	910	376	621
5025-550.11-15	VISION INSURANCE	948	725	749	543	714
5025-550.11-17	457 CITY MATCH CONTRIBUTN	4,904	4,278	3,551	2,932	3,724
5025-550.11-18	401A RETIREMENT	18,401	6,517	5,986	4,611	6,271
5025-550.11-21	WORKERS COMPENSATION INS	8,268	6,997	6,181	5,069	9,958
5025-550.11-22	LONG TERM DISABILITY INS	1,084	1,088	1,019	774	1,322
5025-550.11-25	MSRP RETIREMENT	296	12,952	9,472	8,104	12,376
*	FRINGE BENEFITS	127,434	136,819	130,985	100,115	160,604
ELEM 12 TRAVEL & TRAINING						
5025-550.12-10	NON TRAINING TRAVEL	12	24	50	15	50
5025-550.12-11	TRAVEL & TRAINING	600	390	800	0	800
*	TRAVEL & TRAINING	612	414	850	15	850
ELEM 20 OVERHEAD						
5025-550.20-11	FLEET SERVICES	135,506	135,630	140,945	105,709	138,850
*	OVERHEAD	135,506	135,630	140,945	105,709	138,850
ELEM 34 CONTRACTUAL SERVICES						
5025-550.34-12	TEMP MANPOWER-CURB RECYCL	1,827	1,173	1,360	2,414	1,440
5025-550.34-13	TEMP MANPOWER-BRUSH	1,370	820	1,360	0	1,260
5025-550.34-20	TIPPING FEES	1,764	2,810	6,550	20,141	35,750
*	CONTRACTUAL SERVICES	4,961	4,803	9,270	22,555	38,450
ELEM 36 SPECIAL SERVICES						
5025-550.36-10	PRINTING	576	546	2,500	895	1,250
*	SPECIAL SERVICES	576	546	2,500	895	1,250
ELEM 38 SPECIAL EVENTS						
5025-550.38-38	AMERICA RECYCLES DAY	70-	982	0	0	0
5025-550.38-39	CLEAN UP MONTH	600	600	600	0	600
*	SPECIAL EVENTS	530	1,582	600	0	600
ELEM 48 RENTAL						
5025-550.48-50	TUB GRINDER	6,975	8,224	10,000	0	10,000
*	RENTAL	6,975	8,224	10,000	0	10,000
ELEM 60 SUPPLIES						
5025-550.60-10	GENERAL SUPPLIES	285	383	200	792	2,200
5025-550.60-45	TOTERS & CONTAINERS	3,476	3,788	0	3,476	26,045
*	SUPPLIES	3,761	4,171	200	4,268	28,245
ELEM 67 DUES & PUBLICATIONS						
5025-550.67-10	DUES	250	250	250	175	250
*	DUES & PUBLICATIONS	250	250	250	175	250
**	RECYCLING	571,079	609,981	579,642	470,860	726,103

**PROGRAM NAME/NUMBER**

**Safety Services/5026**

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

**BUDGET HIGHLIGHTS:** No significant changes

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 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)	177	<175	64	<150

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Safety Officer	1.00	1.00	1.00	1.00
Budget Total	1.00	1.00	1.00	1.00

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5026	
Element/Object	Details	Total	
12 <u>Travel &amp; Training</u> 12-11 Travel & Training	LGIT defensive driver training course, 12 attendees @ \$25 .....300 City-wide safety training (100 employees) .....900 Drug and Alcohol – Reasonable Suspicion for Supervisors training ..... 150 Red Cross administration/CPR training supplies .....600 OSHA-mandated blood-borne pathogens training ..... 100 Safety Officer training .....500 PESA seminars .....250	2,800	
52 <u>Awards &amp; Gifts</u> 52-10 Awards & Gifts	Safety Committee’s incentives and reminders	600	
54 <u>Physical Exams</u> 54-10 Physical Exams	CDL DOT physical renewals, 19 @ \$100 ..... 1,900 Hepatitis B shots, 2 series (3 shots/series) @ \$83/shot .....498 Hearing tests, 14 @ \$45 .....630 Hepatitis titers, 2 @ \$65 ..... 130	3,158	
60 <u>Supplies</u> 60-10 General Supplies  60-11 Meeting Refreshments  60-60 Safety Supplies	Safety Committee, Accident Review Board, etc.   First aid kits and refills ..... 1,130 Dust masks .....400 Gloves, vests, flags .....950 Hearing and eye protection ..... 1,200 Thirst quenchers, 5 cases @ \$36 ..... 180 Drink coolers for trucks, 5 @ \$25 ..... 125 Towels, 4 cases @ \$55 .....220	250  150  4,205	
67 <u>Dues &amp; Publications</u> 67-10 Dues  67-20 Publications & Books	Maryland Public Employees Safety Association (PESA)  Top Health (distributed to all employees monthly) .....680 Training videos and books .....1,000	100  1,680	

**PROGRAM NAME/NUMBER**

**Safety Services/5026**

**CAPITAL OUTLAY:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50 PUBLIC WORKS						
DIV 26 SAFETY SERVICES						
SUB 0 PUBLIC WORKS						
ELEM 10 PAYROLL-WAGES						
5026-550.10-01	SALARY	67,581	68,947	70,231	49,552	71,790
*	PAYROLL-WAGES	67,581	68,947	70,231	49,552	71,790
ELEM 11 FRINGE BENEFITS						
5026-550.11-10	FICA	5,063	5,159	5,242	3,701	5,357
5026-550.11-12	HEALTH INSURANCE	5,818	6,372	6,787	4,861	7,419
5026-550.11-13	DENTAL INSURANCE	279	293	308	221	326
5026-550.11-14	LIFE INSURANCE	189	28	0	0	0
5026-550.11-15	VISION INSURANCE	101	89	89	64	96
5026-550.11-17	457 CITY MATCH CONTRIBUTN	3,132	3,132	3,137	2,196	3,129
5026-550.11-18	401A RETIREMENT	4,292	0	0	0	0
5026-550.11-21	WORKERS COMPENSATION INS	1,956	1,526	1,530	1,080	2,063
5026-550.11-22	LONG TERM DISABILITY INS	259	260	271	182	276
5026-550.11-25	MSRP RETIREMENT	96	4,162	3,512	2,412	3,590
*	FRINGE BENEFITS	21,185	21,021	20,876	14,717	22,256
ELEM 12 TRAVEL & TRAINING						
5026-550.12-11	TRAVEL & TRAINING	2,415	1,118	2,800	208	2,800
*	TRAVEL & TRAINING	2,415	1,118	2,800	208	2,800
ELEM 20 OVERHEAD						
5026-550.20-11	FLEET SERVICES	7,528	7,535	7,830	5,873	7,714
*	OVERHEAD	7,528	7,535	7,830	5,873	7,714
ELEM 36 SPECIAL SERVICES						
5026-550.36-13	MVA SERVICES	25	0	0	0	0
*	SPECIAL SERVICES	25	0	0	0	0
ELEM 52 AWARDS & GIFTS						
5026-550.52-10	AWARDS & GIFTS	495	500	600	250	600
*	AWARDS & GIFTS	495	500	600	250	600
ELEM 54 PHYSICAL EXAMS						
5026-550.54-10	PHYSICAL EXAMS	2,043	1,599	3,258	1,652	3,158
*	PHYSICAL EXAMS	2,043	1,599	3,258	1,652	3,158
ELEM 60 SUPPLIES						
5026-550.60-10	GENERAL SUPPLIES	100	70	250	40	250
5026-550.60-11	MEETING REFRESHMENTS	0	0	150	0	150
5026-550.60-60	SAFETY SUPPLIES	4,166	5,951	4,205	2,937	4,205
*	SUPPLIES	4,266	6,021	4,605	2,977	4,605
ELEM 61 OFFICE SUPPLIES						
5026-550.61-10	OFFICE SUPPLIES	0	67	0	0	0
*	OFFICE SUPPLIES	0	67	0	0	0
ELEM 67 DUES & PUBLICATIONS						
5026-550.67-10	DUES	0	0	100	0	100
5026-550.67-20	PUBLICATIONS & BOOKS	1,602	2,249	1,680	40	1,680
*	DUES & PUBLICATIONS	1,602	2,249	1,780	40	1,780
**	SAFETY SERVICES	107,140	109,057	111,980	75,269	114,703

**PROGRAM NAME/NUMBER**

**Parking Garage/5027**

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

**BUDGET HIGHLIGHTS:** This budget increased due to the major building repairs planned for FY 2017, as scheduled in a multi-year report by the precast concrete contractor. Electricity decreased \$5,500 due to the conversion to LED lighting.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Ensure that the parking garage is well maintained <ul style="list-style-type: none"><li>Inspect parking garage monthly</li></ul>	Number of inspections completed	12	12	12	12

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Crew Chief	0.10	0.10	0.10	0.02
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	<b>0.27</b>	<b>0.27</b>	<b>0.27</b>	<b>0.19</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5027
Element/Object	Details	Total	
34 Contractual Services 34-38 Striping	Stripe parking spaces, arrows and stencils	2,300	
40 Repair & Maintenance 40-11 Buildings & Grounds	Planned building repairs, including replacement of all expansion joints and other work identified during structural inspection .....39,800 Elevator repairs not covered under maintenance agreement, as needed ..... 1,000 General repairs ..... 1,500	42,300	
40-17 Alarm System Repairs	As needed	1,000	
40-18 Security Cameras	Security camera system as needed	1,000	
40-25 HVAC Repairs	HVAC repairs, 10 hours @ \$80/hour	800	
40-50 Electrical Repairs	Replacement fixtures, ballasts, bulbs, etc.	1,000	
45 Maintenance Contract 45-16 Building Services	Elevator maintenance and emergency phone monitoring @ \$300/month .....3,600 Fire extinguisher inspection and service ..... 100 Elevator smoke alarm testing .....975	4,675	
45-21 Backflow Prevention Valve	Annual inspection	600	
45-22 Security Alarm Monitoring	Security alarm monitoring .....324 Fire alarm monitoring .....444	768	
48 Rental 48-11 Tools & Equipment	Mobile pressure washer to clean parking decks	2,300	
60 Supplies 60-10 General Supplies	Maintenance supplies	500	
60-40 Signs	Signs	400	

**PROGRAM NAME/NUMBER**

**Parking Garage/5027**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 5027</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
65	Utilities 65-10 Electricity	Estimated based on current usage, including savings due to conversion to LED lighting	14,500

**CAPITAL OUTLAY:** None

<b>RELATED REVENUES</b>		<b>FY 2014 ACTUAL</b>	<b>FY 2015 ACTUAL</b>	<b>FY 2016 BUDGET</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>
362.11	Property Rental-Parking Garage Retail	91,417	87,000	87,000	65,250	87,000
	<b>TOTAL</b>	<b>91,417</b>	<b>87,000</b>	<b>87,000</b>	<b>65,250</b>	<b>87,000</b>

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50 PUBLIC WORKS						
DIV 27 PARKING GARAGE						
SUB 0 PUBLIC WORKS						
ELEM 10 PAYROLL-WAGES						
5027-550.10-02	HOURLY	11,887	13,017	17,621	4,686	12,856
5027-550.10-03	OVERTIME	20	11	100	5	100
*	PAYROLL-WAGES	11,907	13,028	17,721	4,691	12,956
ELEM 11 FRINGE BENEFITS						
5027-550.11-10	FICA	889	977	1,322	353	964
5027-550.11-12	HEALTH INSURANCE	984	1,372	1,544	357	1,281
5027-550.11-13	DENTAL INSURANCE	134	165	159	42	74
5027-550.11-14	LIFE INSURANCE	40	5	0	0	0
5027-550.11-15	VISION INSURANCE	33	30	37	9	30
5027-550.11-17	457 CITY MATCH CONTRIBUTN	486	438	659	183	594
5027-550.11-18	401A RETIREMENT	763	0	0	0	0
5027-550.11-21	WORKERS COMPENSATION INS	332	289	386	103	372
5027-550.11-22	LONG TERM DISABILITY INS	53	49	68	19	49
5027-550.11-25	MSRP RETIREMENT	15	776	881	215	643
*	FRINGE BENEFITS	3,729	4,101	5,056	1,281	4,007
ELEM 20 OVERHEAD						
5027-550.20-14	TELEPHONE	601	601	538	403	540
*	OVERHEAD	601	601	538	403	540
ELEM 34 CONTRACTUAL SERVICES						
5027-550.34-38	STRIPING	2,210	3,459	2,300	0	2,300
*	CONTRACTUAL SERVICES	2,210	3,459	2,300	0	2,300
ELEM 40 REPAIR & MAINTENANCE						
5027-550.40-11	BUILDINGS & GROUNDS	12,416	10,850	11,500	336	42,300
5027-550.40-17	ALARM SYSTEM	1,250	924	1,000	818	1,000
5027-550.40-18	SECURITY CAMERAS	1,272	1,188	1,000	231	1,000
5027-550.40-25	HVAC REPAIRS	531	958	825	200	800
5027-550.40-50	ELECTRICAL REPAIRS	2,546	6,938	1,400	0	1,000
*	REPAIR & MAINTENANCE	18,015	20,858	15,725	1,585	46,100
ELEM 45 MAINTENANCE CONTRACT						
5027-550.45-16	BUILDING SERVICES	5,137	3,529	5,755	2,600	4,675
5027-550.45-21	BACKFLOW PREVENTION VALVE	0	975	400	0	600
5027-550.45-22	SECURITY ALARM MONITORING	720	720	768	768	768
*	MAINTENANCE CONTRACT	5,857	5,224	6,923	3,368	6,043
ELEM 48 RENTAL						
5027-550.48-11	TOOLS & EQUIPMENT	2,195	2,225	2,200	0	2,300
*	RENTAL	2,195	2,225	2,200	0	2,300
ELEM 60 SUPPLIES						
5027-550.60-10	GENERAL SUPPLIES	402	210	750	72	500
5027-550.60-40	SIGNS	398	0	400	0	400
*	SUPPLIES	800	210	1,150	72	900
ELEM 65 UTILITIES						
5027-550.65-10	ELECTRICITY	18,188	21,530	20,000	9,537	14,500
*	UTILITIES	18,188	21,530	20,000	9,537	14,500
**	PARKING GARAGE	63,502	71,236	71,613	20,937	89,646

**PROGRAM NAME/NUMBER**

**Building Maintenance/5028**

**DESCRIPTION:** This program is responsible for heating, ventilation and air conditioning systems (HVAC), elevator maintenance, minor repairs, alarm monitoring service, and pest control at City Hall, Public Services, Youth & Family Services and Old Parish House. An architectural/structural evaluation was performed at the Old Parish House to plan for current and future maintenance and upgrades. 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.

**BUDGET HIGHLIGHTS:** Building repairs and utilities at Youth & Family Services have been consolidated into this program for FY 2017. A replacement HVAC system and roof at Youth & Family Services are budgeted.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Ensure that City buildings and office interiors are well maintained <ul style="list-style-type: none"> <li>• Monitor and evaluate the condition of City Hall and Old Parish House annually</li> </ul>	Inspect facilities monthly	12	12	12	12
	Percent of City facilities other than Public Works rated in satisfactory or better condition by City employees responding to employee survey:				
	Cleanliness	96%	95%	95%	95%
	Maintenance/general repair	96%	100%	90%	95%
	Percent of maintenance costs that are not budgeted	13%	<20%	15%	<20%

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Supply Clerk	0.06	0.06	0.06	0.06
Crew Chief	0.29	0.29	0.30	0.30
Custodial Supervisor	1.00	1.00	1.00	0.95
Custodial Worker	2.00	2.00	2.00	0.95
Facilities Maintenance Worker	0.85	0.85	0.85	0.80
<b>Budget Total</b>	<b>4.20</b>	<b>4.20</b>	<b>4.21</b>	<b>3.06</b>

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

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 5028</b>	
Element/Object	Details	Total	
40 <u>Repair &amp; Maintenance</u> 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 Youth & Family Services: General repairs .....7,000 Exterior painting .....2,500		16,675
40-17 Alarm System	Alarm system repairs, as needed		1,000
40-25 HVAC Repairs	HVAC repairs, 60 hours @ \$80/hour		4,800
45 <u>Maintenance Contract</u> 45-16 Building Services	Fire extinguisher service and inspection: City Hall .....300 Old Parish House .....105 Public Services .....120 Youth & Family Services .....200 Elevator maintenance and emergency phone monitoring, City Hall @ \$426/month .....5,112 Elevator smoke alarm testing, City Hall .....560 HVAC maintenance contract, Y&FS.....2,500 Sprinkler system testing: City Hall.....910 Youth & Family Services .....650 Floor cleaning – carpet, stone and tile .....3,200 Piano tuning, Old Parish House, quarterly .....600		14,257
45-21 Backflow Prevention Valve	Annual inspection: City Hall .....200 Youth & Family Services .....450		650

**PROGRAM NAME/NUMBER**

**Building Maintenance/5028**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 5028</b>	
<b>Element/Object</b>	<b>Details</b>	<b>Total</b>	
45-22 Security Alarm Monitoring	Security alarm monitoring: City Hall @ \$324/year .....324 Old Parish House @ \$504/year .....504 Public Services @ \$324/year .....324 Youth & Family Services, 2 systems @ \$325 each .....650 Fire alarm monitoring City Hall @ \$40/month .....480 Youth & Family Services .....444 Air conditioning system, Y&FS .....324	3,050	
45-23 Pest Control	Pest control – City Hall @ \$94/month ..... 1,128 Pest control – Old Parish House @ \$58/month .....696 Pest control – Public Services @ \$57/month .....684 Pest control – Youth & Family Services @ \$77/month .....924 Termite contract – Old Parish House .....290	3,722	
48 <u>Rental</u> 48-60 Buildings	Storage space rental, City Hall building materials @ \$215/month	2,580	
60 <u>Supplies</u> 60-10 General Supplies	Maintenance supplies	3,000	
60-15 Small Tools	Maintenance tools	1,000	
60-30 Cleaning Supplies	Restroom paper supplies, all buildings	7,500	
65 <u>Utilities</u> 65-10 Electricity	Old Parish House .....600 Youth & Family Services ..... 10,000	10,600	
65-11 Natural Gas	Old Parish House ..... 1,500 Youth & Family Services .....3,200	4,700	
65-13 Water & Sewer	Old Parish House .....400 Youth & Family Services ..... 700	1,100	
92 <u>Machinery &amp; Equipment</u> 92-42 HVAC Systems	New HVAC system for Youth & Family Services	63,000	
95 <u>Site &amp; Building Improvements</u> 95-20 Building Improvements	New roof at Youth & Family Services, estimated cost	43,000	

**CAPITAL OUTLAY:** HVAC Systems includes a new system at Youth & Family Services to replace the original system as it is at the end of its useful life and replacement parts are difficult to obtain (\$63,000). Building Improvements includes a new roof at Youth & Family Services (\$43,000).

<b>RELATED REVENUES</b>		<b>FY 2014 ACTUAL</b>	<b>FY 2015 ACTUAL</b>	<b>FY 2016 BUDGET</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>
362.14	Property Rental-City Hall Meeting Rooms	175	250	200	475	250
362.15	Property Rental-Old Parish House	11,550	11,000	11,000	10,042	11,000
362.16	Cleaning Fee-City Buildings	650	900	650	1,150	750
362.20	Property Rental-Other Rentals	0	0	0	0	0
	<b>TOTAL</b>	<b>12,375</b>	<b>12,150</b>	<b>11,850</b>	<b>11,667</b>	<b>12,000</b>

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50 PUBLIC WORKS						
DIV 28 BUILDING MAINTENANCE						
SUB 0 PUBLIC WORKS						
ELEM 10 PAYROLL-WAGES						
5028-550.10-02	HOURLY	167,957	170,140	180,732	114,279	160,273
5028-550.10-03	OVERTIME	1,353	1,770	1,500	540	1,500
*	PAYROLL-WAGES	169,310	171,910	182,232	114,819	161,773
ELEM 11 FRINGE BENEFITS						
5028-550.11-10	FICA	12,541	12,760	13,444	8,528	11,946
5028-550.11-12	HEALTH INSURANCE	28,995	27,418	32,610	21,539	34,121
5028-550.11-13	DENTAL INSURANCE	1,666	1,458	1,618	944	1,347
5028-550.11-14	LIFE INSURANCE	580	401	599	174	307
5028-550.11-15	VISION INSURANCE	633	423	466	276	432
5028-550.11-17	457 CITY MATCH CONTRIBUTN	4,197	3,943	3,365	2,374	3,238
5028-550.11-18	401A RETIREMENT	10,947	2,120	2,178	1,536	2,165
5028-550.11-21	WORKERS COMPENSATION INS	4,911	3,795	3,986	2,497	4,669
5028-550.11-22	LONG TERM DISABILITY INS	622	622	697	393	616
5028-550.11-25	MSRP RETIREMENT	197	8,406	7,412	4,410	6,396
*	FRINGE BENEFITS	65,289	61,346	66,375	42,671	65,237
ELEM 20 OVERHEAD						
5028-550.20-11	FLEET SERVICES	15,056	15,070	15,661	11,745	15,427
5028-550.20-16	BUILDING MAINTENANCE	311,181-	315,923-	327,023-	245,267-	423,071-
*	OVERHEAD	296,125-	300,853-	311,362-	233,522-	407,644-
ELEM 34 CONTRACTUAL SERVICES						
5028-550.34-17	TEMP MANPOWER-OTHER	0	0	0	195	0
*	CONTRACTUAL SERVICES	0	0	0	195	0
ELEM 40 REPAIR & MAINTENANCE						
5028-550.40-11	BUILDINGS & GROUNDS	7,104	2,367	7,175	9,054	16,675
5028-550.40-17	ALARM SYSTEM	720	2,316	600	735	1,000
5028-550.40-25	HVAC REPAIRS	3,150	1,413	3,000	990	4,800
*	REPAIR & MAINTENANCE	10,974	6,096	10,775	10,779	22,475
ELEM 42 CLEANING SERVICE						
5028-550.42-10	BUILDING	630	0	0	0	0
*	CLEANING SERVICE	630	0	0	0	0
ELEM 45 MAINTENANCE CONTRACT						
5028-550.45-16	BUILDING SERVICES	9,972	10,096	10,907	7,728	14,257
5028-550.45-21	BACKFLOW PREVENTION VALVE	0	175	200	175	650
5028-550.45-22	SECURITY ALARM MONITORING	1,380	1,380	1,452	1,452	3,050
5028-550.45-23	PEST CONTROL	2,917	2,833	2,798	1,954	3,722
*	MAINTENANCE CONTRACT	14,269	14,484	15,357	11,309	21,679
ELEM 48 RENTAL						
5028-550.48-11	TOOLS & EQUIPMENT	0	31	0	47	0
5028-550.48-60	BUILDINGS	2,162	2,410	2,424	1,818	2,580
*	RENTAL	2,162	2,441	2,424	1,865	2,580
ELEM 60 SUPPLIES						
5028-550.60-10	GENERAL SUPPLIES	1,820	3,560	3,000	1,419	3,000
5028-550.60-15	SMALL TOOLS	188	754	1,000	226	1,000
5028-550.60-30	CLEANING SUPPLIES	5,973	7,482	7,500	4,025	7,500
*	SUPPLIES	7,981	11,796	11,500	5,670	11,500
ELEM 65 UTILITIES						
5028-550.65-10	ELECTRICITY	462	468	600	323	10,600
5028-550.65-11	NATURAL GAS	1,684	1,447	1,500	1,057	4,700
5028-550.65-13	WATER & SEWER	1,471	343	400	211	1,100
*	UTILITIES	3,617	2,258	2,500	1,591	16,400
ELEM 92 MACHINERY & EQUIPMENT						
5028-550.92-42	HVAC SYSTEMS	5,220	0	7,000	5,985	63,000
*	MACHINERY & EQUIPMENT	5,220	0	7,000	5,985	63,000

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50 PUBLIC WORKS						
DIV 28 BUILDING MAINTENANCE						
SUB 0 PUBLIC WORKS						
ELEM 92 MACHINERY & EQUIPMENT						
5028-550.93-20	OFFICE FURNITURE	0	0	0	306	0
*	OFFICE EQUIPMENT	0	0	0	306	0
ELEM 95 SITE & BLDG IMPROVEMENTS						
5028-550.95-20	BUILDINGS	0	0	0	0	43,000
*	SITE & BLDG IMPROVEMENTS	0	0	0	0	43,000
**	BUILDING MAINTENANCE	16,673-	30,522-	13,199-	38,332-	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.

**BUDGET HIGHLIGHTS:** No significant changes

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Monitor and evaluate the condition of Calvert Road School	Number of monthly inspections	12	12	12	12

**PROGRAM NAME/NUMBER**

**Calvert Road School Maintenance/5029**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Budget Total	0.00	0.00	0.00	0.00

**OPERATING EXPENDITURES:**

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

**CAPITAL OUTLAY: None**

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50 PUBLIC WORKS						
DIV 29 CALVERT ROAD SCHOOL MAINT						
SUB 0 PUBLIC WORKS						
ELEM 40 REPAIR & MAINTENANCE						
5029-550.40-11	BUILDINGS & GROUNDS	157	642	7,500	226	7,500
*	REPAIR & MAINTENANCE	157	642	7,500	226	7,500
ELEM 45 MAINTENANCE CONTRACT						
5029-550.45-16	BUILDING SERVICES	225	0	0	0	0
5029-550.45-21	BACKFLOW PREVENTION VALVE	0	190	200	0	200
*	MAINTENANCE CONTRACT	225	190	200	0	200
ELEM 65 UTILITIES						
5029-550.65-10	ELECTRICITY	1,902	2,017	2,100	1,654	2,100
5029-550.65-11	NATURAL GAS	437	452	500	346	500
5029-550.65-13	WATER & SEWER	873	1,207	2,000	2,123	2,000
*	UTILITIES	3,212	3,676	4,600	4,123	4,600
**	CALVERT ROAD SCHOOL MAINT	3,594	4,508	12,300	4,349	12,300

**PROGRAM NAME/NUMBER****Fleet Services/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.

**BUDGET HIGHLIGHTS:** Repairs and utilities decreased based on current usage; new equipment purchases are budgeted.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Ensure safe and reliable vehicle performance through maintenance • Follow preventive maintenance schedule	Percent of vehicle availability	90%	90%	90%	90%
	Percent of preventive maintenance completed as scheduled	95%	95%	95%	95%
2. Maintain motorized off-road equipment	Percent of equipment availability	90%	90%	90%	90%
3. Ensure leaf collection equipment is available for use at beginning of leaf season (Nov. 1st)	Percent of leaf vacuums and towing vehicles ready for use	100%	100%	100%	100%
4. Ensure snow removal equipment is ready for use by November 15th	Percent of vehicles and equipment listed in snow plan prepared for use	100%	100%	100%	100%

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

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
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
<b>Budget Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5030	
Element/Object	Details	Total	
12 <u>Travel &amp; Training</u> 12-11 Travel & Training	Staff training	500	
34 <u>Contractual Services</u> 34-20 Tipping Fees	Recycle used oil filters	200	
36 <u>Special Services</u> 36-20 Towing Service	Towing service, as needed	1,000	
40 <u>Repair &amp; Maintenance</u> 40-11 Buildings & Grounds	Floor lift repairs and maintenance	2,100	
40-45 Welding Services	Certified welder to perform prefabrication, welding repairs	2,000	
41 <u>Vehicle Repair &amp; Maintenance</u> 41-10 Inside Repairs	Refuse truck parts ..... 11,500 Open body truck parts ..... 8,500 Leaf machine parts ..... 9,000 Off road equipment (front end loader, bobcat, etc.) ..... 6,000 Pick-up truck parts ..... 6,000 Senior bus and van parts ..... 4,000 Sedan fleet parts ..... 4,000 Tractor parts ..... 2,000 Windrow turner ..... 8,000 Snow equipment parts ..... 6,000 Sidewalk sweeper ..... 1,000 Other parts ..... 3,000 Hydraulic hose and fittings ..... 4,000	73,000	
41-11 Outside Repairs	Refuse trucks ..... 25,000 Open body trucks ..... 15,000 Pick-up trucks ..... 8,000 Senior bus and van parts ..... 8,000 Windrow turner ..... 8,500 Tire repairs ..... 5,000 Sedans ..... 6,000 Vehicle painting ..... 2,575 Fleet car washes ..... 1,200		

**PROGRAM NAME/NUMBER**

**Fleet Services/5030**

<b>EXPENDITURE SUPPORT DATA</b>		<b>PROGRAM NUMBER: 5030</b>	
<b>Element/Object</b>		<b>Details</b>	<b>Total</b>
	41-20 Tires	Fire extinguisher inspection .....725 Truck tires .....20,000 Equipment, tractors, etc. ....6,000 Sedans and pick-up trucks .....4,000	80,000   30,000
45	<u>Maintenance Contract</u> 45-16 Building Services	Pump 3 oil grit separators, truck wash & 2 @ fleet garage	5,000
60	<u>Supplies</u> 60-14 Maintenance Supplies  60-15 Small Tools  60-70 Central Garage	Encapsulation for snow equipment  Pliers, ratchets, air drill, hammer drill, screwdrivers, welding tips, drill bits  Wipers, shop rags, spill kits, fender covers, oil dry, etc. ....700 Oxygen and acetylene for welding equipment .....640 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	500          7,440
62	<u>Postage</u> 62-10 Postage	Shipping charges, returns of auto parts	200
64	<u>Fuel</u> 64-10 Gasoline  64-11 Diesel  64-12 Other Additives  64-15 Fuel Surcharge Credit	Based on current usage  Based on current usage  Based on current usage  Billed charge for delivery of compost or wood mulch outside City limits, \$5/delivery trip (represents a credit against fuel costs)	56,000  105,000  16,500  (2,000)
65	<u>Utilities</u> 65-10 Electricity  65-11 Natural Gas	Fleet garage buildings  Fleet garage buildings	20,000  12,000
69	<u>Miscellaneous Charge</u> 69-10 Miscellaneous	Emission tests, replacement keys, etc.	500
92	<u>Machinery &amp; Equipment</u> 92-20 Equipment	Autel – annual software upgrade to handheld diagnostic scanner (to read deficiency codes in sedans and pick-up trucks) .....800 Motor-Alldata – cars & light trucks renewal ..... 1,000 Motor-Alldata – medium & heavy duty trucks renewal ..... 1,000 Scan tool for heavy duty trucks, including software .....2,000 Tire balancing machine .....5,000	     9,800

**CAPITAL OUTLAY:** Equipment includes annual upgrade to Autel handheld diagnostic scanner (\$800), renewal to Motor-Alldata on-line repair resources (\$2,000), purchase of a new scan tool with software for diagnosis to repair heavy duty truck issues (\$2,000), and a tire balancing machine (\$5,000).

<b>RELATED REVENUES</b>		<b>FY 2014 ACTUAL</b>	<b>FY 2015 ACTUAL</b>	<b>FY 2016 BUDGET</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>
364.10	Sale of Fixed Assets	0	0	0	0	0
	<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50 PUBLIC WORKS						
DIV 30 FLEET SERVICES						
SUB 0 PUBLIC WORKS						
ELEM 10 PAYROLL-WAGES						
5030-550.10-02	HOURLY	171,952	169,083	187,222	141,104	210,059
5030-550.10-03	OVERTIME	3,070	4,881	7,000	1,953	6,000
*	PAYROLL-WAGES	175,022	173,964	194,222	143,057	216,059
ELEM 11 FRINGE BENEFITS						
5030-550.11-10	FICA	13,035	12,828	14,168	10,559	15,911
5030-550.11-12	HEALTH INSURANCE	27,000	29,676	51,585	20,106	33,778
5030-550.11-13	DENTAL INSURANCE	1,292	1,366	2,599	1,018	1,547
5030-550.11-14	LIFE INSURANCE	488	169	168	68	116
5030-550.11-15	VISION INSURANCE	465	373	623	265	427
5030-550.11-17	457 CITY MATCH CONTRIBUTN	1,729	1,201	1,046	1,082	1,695
5030-550.11-18	401A RETIREMENT	11,320	2,577	0	3,228	4,873
5030-550.11-21	WORKERS COMPENSATION INS	4,980	3,793	4,181	3,057	6,178
5030-550.11-22	LONG TERM DISABILITY INS	621	626	722	477	808
5030-550.11-25	MSRP RETIREMENT	184	7,963	9,361	4,599	6,805
*	FRINGE BENEFITS	61,114	60,572	84,453	44,459	72,138
ELEM 12 TRAVEL & TRAINING						
5030-550.12-10	NON TRAINING TRAVEL	32	0	0	0	0
5030-550.12-11	TRAVEL & TRAINING	41	21	500	0	500
*	TRAVEL & TRAINING	73	21	500	0	500
ELEM 20 OVERHEAD						
5030-550.20-10	INSURANCE	60,922	62,867	63,461	47,596	59,937
5030-550.20-11	FLEET SERVICES	752,809-	753,497-	783,026-	587,270-	771,374-
*	OVERHEAD	691,887-	690,630-	719,565-	539,674-	711,437-
ELEM 30 PROFESSIONAL SERVICES						
5030-550.30-15	CONSULTING	0	2,090	0	0	0
*	PROFESSIONAL SERVICES	0	2,090	0	0	0
ELEM 34 CONTRACTUAL SERVICES						
5030-550.34-20	TIPPING FEES	65	140	200	65	200
*	CONTRACTUAL SERVICES	65	140	200	65	200
ELEM 36 SPECIAL SERVICES						
5030-550.36-20	TOWING SERVICE	1,050	2,550	2,000	325	1,000
*	SPECIAL SERVICES	1,050	2,550	2,000	325	1,000
ELEM 40 REPAIR & MAINTENANCE						
5030-550.40-11	BUILDINGS & GROUNDS	0	0	2,100	9	2,100
5030-550.40-45	WELDING SERVICES	3,776	0	4,000	0	2,000
*	REPAIR & MAINTENANCE	3,776	0	6,100	9	4,100
ELEM 41 VEHICLE REPAIR & MAINT						
5030-550.41-10	INSIDE	134,834	85,720	74,000	78,852	73,000
5030-550.41-11	OUTSIDE	108,121	88,897	82,000	61,196	80,000
5030-550.41-20	TIRES	25,821	30,909	26,000	20,187	30,000
*	VEHICLE REPAIR & MAINT	268,776	205,526	182,000	160,235	183,000
ELEM 45 MAINTENANCE CONTRACT						
5030-550.45-16	BUILDING SERVICES	4,223	6,051	5,000	0	5,000
*	MAINTENANCE CONTRACT	4,223	6,051	5,000	0	5,000
ELEM 60 SUPPLIES						
5030-550.60-10	GENERAL SUPPLIES	42	0	0	0	0
5030-550.60-14	MAINTENANCE SUPPLIES	0	0	500	0	500
5030-550.60-15	SMALL TOOLS	2,299	1,881	3,500	2,747	3,500
5030-550.60-70	CENTRAL GARAGE	6,827	3,339	7,440	3,813	7,440
*	SUPPLIES	9,168	5,220	11,440	6,560	11,440
ELEM 62 POSTAGE						
5030-550.62-10	POSTAGE	90	17	200	29	200

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50 PUBLIC WORKS						
DIV 30 FLEET SERVICES						
SUB 0 PUBLIC WORKS						
ELEM 62 POSTAGE						
*	POSTAGE	90	17	200	29	200
ELEM 64 FUEL						
5030-550.64-10	GASOLINE	60,368	45,890	65,100	23,480	56,000
5030-550.64-11	DIESEL	121,785	94,138	120,250	44,940	105,000
5030-550.64-12	OTHER ADDITIVES	12,588	15,892	15,000	12,836	16,500
5030-550.64-15	FUEL SURCHARGE CREDIT	1,915-	1,665-	2,000-	635-	2,000-
*	FUEL	192,826	154,255	198,350	80,621	175,500
ELEM 65 UTILITIES						
5030-550.65-10	ELECTRICITY	15,976	16,027	20,000	7,280	20,000
5030-550.65-11	NATURAL GAS	11,958	8,722	12,000	4,567	12,000
*	UTILITIES	27,934	24,749	32,000	11,847	32,000
ELEM 69 MISCELLANEOUS CHARGE						
5030-550.69-10	MISCELLANEOUS	235	375	500	631	500
*	MISCELLANEOUS CHARGE	235	375	500	631	500
ELEM 92 MACHINERY & EQUIPMENT						
5030-550.92-20	EQUIPMENT	3,125	2,425	2,600	800	9,800
*	MACHINERY & EQUIPMENT	3,125	2,425	2,600	800	9,800
**	FLEET SERVICES	55,590	52,675-	0	91,036-	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.

**BUDGET HIGHLIGHTS:** No significant changes

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Improve vehicular, pedestrian and bicyclist safety by providing street lighting	Percent of residents rating street lighting as good or better	56%	No survey	No survey	65%
	Number of streetlight inspections	3	3	3	3

**PROGRAM NAME/NUMBER**

**Street Lighting/5040**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Budget Total	0.00	0.00	0.00	0.00

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5040	
Element/Object	Details	Total	
40	<u>Repair &amp; Maintenance</u> 40-31 Streetlight Repairs	City-owned streetlight pole repair	1,500
65	<u>Utilities</u> 65-10 Electricity	Citywide street lighting, estimated based on current usage, utilizing Montgomery County aggregation contract rates. New 2017 contract includes 50% wind power.	230,000

**CAPITAL OUTLAY:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50	PUBLIC WORKS					
DIV 40	STREET LIGHTING					
SUB 0	PUBLIC WORKS					
ELEM 40	REPAIR & MAINTENANCE					
5040-550.40-31	STREETLIGHT REPAIRS	1,063	1,395	1,500	340	1,500
*	REPAIR & MAINTENANCE	1,063	1,395	1,500	340	1,500
ELEM 65	UTILITIES					
5040-550.65-10	ELECTRICITY	222,132	224,277	230,000	145,451	230,000
*	UTILITIES	222,132	224,277	230,000	145,451	230,000
**	STREET LIGHTING	223,195	225,672	231,500	145,791	231,500

**PROGRAM NAME/NUMBER**

**Compost Yard Operations/5050**

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

**BUDGET HIGHLIGHTS:** Rental equipment increased slightly due to required cleaning of sediment pond. Facility operator is scheduled for recertification.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 TARGET
			TARGET	ACTUAL	
1. Compost residential vegetative yard waste generated by residents and Public Works	Tons of vegetative waste processed (Note 1)	2,748	2,000	2,667	2,000
	Dollars in tipping fees saved	\$68,704	\$50,000	\$66,675	\$50,000
2. Generate revenues from sales	Dollar value of compost-related revenues (includes sales of product, tipping fees collected)	\$83,317	\$78,050	\$71,427	\$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 (FTEs)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Assistant Director-Administration	0.00	0.00	0.00	0.01
Admin. Asst./Recycling Coordinator	0.10	0.10	0.10	0.00
Sustainability Coordinator	0.00	0.00	0.00	0.10
Motor Equipment Operator III	0.00	0.00	0.00	0.10
Motor Equipment Operator II+A	0.14	0.14	0.24	0.24
Motor Equipment Operator I+A	0.17	0.17	0.17	0.15
Motor Equipment Operator I	0.17	0.17	0.17	0.17
Lead Groundskeeper	0.44	0.44	0.44	0.44
<b>Budget Total</b>	<b>1.02</b>	<b>1.02</b>	<b>1.12</b>	<b>1.21</b>

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5050
Element/Object	Details	Total	
12 <u>Travel &amp; Training</u> 12-11 Travel & Training	Facility operator recertification	1,000	
36 <u>Special Services</u> 36-43 Registration Fees	Maryland Department of Agriculture, inspection/registration fee	375	
48 <u>Rental</u> 48-11 Equipment	Excavator to clean sediment pond	5,000	
48-55 Screening Equipment	Rental of screening equipment, 1 month @ \$13,000/month	13,000	
60 <u>Supplies</u> 60-10 General Supplies	Supplies, product testing, etc.	600	

**CAPITAL OUTLAY: None**

RELATED REVENUES		FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 ACTUAL	FY 2017 BUDGET
344.90	Compost Sales	38,920	42,485	50,000	26,838	56,010
344.92	Tipping Fees Revenue	26,861	28,942	28,500	23,270	23,750
344.93	Leaf Mulch Sales	0	0	0	0	1,056
344.94	Delivery Charge-Compost	9,330	8,630	10,000	4,708	9,000
	<b>TOTAL</b>	<b>75,111</b>	<b>80,057</b>	<b>88,500</b>	<b>54,816</b>	<b>89,816</b>

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 50 PUBLIC WORKS						
DIV 50 COMPOST YARD OPERATIONS						
SUB 0 PUBLIC WORKS						
ELEM 10 PAYROLL-WAGES						
5050-550.10-01	SALARY	4,578	4,799	5,028	3,196	1,037
5050-550.10-02	HOURLY	69,612	72,020	59,071	42,341	72,690
5050-550.10-03	OVERTIME	3,166	473	1,300	544	1,300
*	PAYROLL-WAGES	77,356	77,292	65,399	46,081	75,027
ELEM 11 FRINGE BENEFITS						
5050-550.11-10	FICA	5,826	5,766	4,896	3,322	5,380
5050-550.11-12	HEALTH INSURANCE	9,310	6,850	6,598	7,592	12,652
5050-550.11-13	DENTAL INSURANCE	581	374	398	545	908
5050-550.11-14	LIFE INSURANCE	224	106	74	17	40
5050-550.11-15	VISION INSURANCE	194	106	85	130	214
5050-550.11-17	457 CITY MATCH CONTRIBUTN	1,938	2,318	1,668	1,498	2,290
5050-550.11-18	401A RETIREMENT	5,058	10	66	45	0
5050-550.11-21	WORKERS COMPENSATION INS	2,153	1,686	1,427	995	2,148
5050-550.11-22	LONG TERM DISABILITY INS	274	271	247	137	283
5050-550.11-25	MSRP RETIREMENT	65	4,651	3,154	2,172	3,686
*	FRINGE BENEFITS	25,623	22,138	18,613	16,453	27,601
ELEM 12 TRAVEL & TRAINING						
5050-550.12-11	TRAVEL & TRAINING	920	627	0	0	1,000
*	TRAVEL & TRAINING	920	627	0	0	1,000
ELEM 20 OVERHEAD						
5050-550.20-11	FLEET SERVICES	45,169	45,210	46,982	35,236	46,282
*	OVERHEAD	45,169	45,210	46,982	35,236	46,282
ELEM 36 SPECIAL SERVICES						
5050-550.36-43	REGISTRATION FEES	287	304	350	96	375
*	SPECIAL SERVICES	287	304	350	96	375
ELEM 48 RENTAL						
5050-550.48-11	TOOLS & EQUIPMENT	0	0	600	0	5,000
5050-550.48-55	SCREENING EQUIPMENT	9,000	9,950	12,000	11,357	13,000
*	RENTAL	9,000	9,950	12,600	11,357	18,000
ELEM 60 SUPPLIES						
5050-550.60-10	GENERAL SUPPLIES	1,066	381	600	391	600
*	SUPPLIES	1,066	381	600	391	600
ELEM 62 POSTAGE						
5050-550.62-10	POSTAGE	19	0	0	7	0
*	POSTAGE	19	0	0	7	0
**	COMPOST YARD OPERATIONS	159,440	155,902	144,544	109,621	168,885
***	PUBLIC WORKS	4,725,728	4,680,475	5,189,982	3,269,777	5,464,676

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# CONTINGENCY

**PROGRAM NAME/NUMBER**

**Contingency/6510**

**DESCRIPTION:** This program provides appropriated contingency funds for unanticipated operating expenses and services.

**BUDGET HIGHLIGHTS:** No significant changes

**PROGRAM NAME/NUMBER**

**Contingency/6510**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Budget Total	0.00	0.00	0.00	0.00

**OPERATING EXPENDITURES:**

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

**CAPITAL OUTLAY:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 65	CONTINGENCY					
DIV 10	CONTINGENCY					
SUB 0	GENERAL GOVERNMENT					
ELEM 85	CONTINGENCY					
6510-510.85-10	CONTINGENCY	0	0	10,000	0	10,000
*	CONTINGENCY	0	0	10,000	0	10,000
**	CONTINGENCY	0	0	10,000	0	10,000
***	CONTINGENCY	0	0	10,000	0	10,000

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# DEBT SERVICE

**PROGRAM NAME/NUMBER****Debt Service/9010**

**DESCRIPTION:** This program provides debt service on the \$7,075,000 STI Institutional & Government, Inc. – Tax-Exempt Parking Garage Refunding Bond of 2015 dated June 16, 2015. This 16-year bond bears interest at 2.71%. Annual principal payment is due October 15, 2016 and semi-annual interest payments are due October 15, 2016 and April 15, 2017. STI Institutional & Government, Inc. is an affiliate of SunTrust Bank.

**BUDGET HIGHLIGHTS:** The SunTrust Bank Tax-Exempt Parking Garage Bond of 2011 was refunded effective June 16, 2015, reducing the interest rate from 3.68% to 2.71%, yielding significant interest savings over the term of the bond.

**GOALS & PERFORMANCE MEASURES:**

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY 2015 ACTUAL	FY 2016		FY 2017 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 2014	FY 2015	FY 2016	FY 2017
Budget Total	0.00	0.00	0.00	0.00

**OPERATING EXPENDITURES:**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 9010	
Element/Object	Details	Total	
70	<u>Principal</u> 70-30 SunTrust Bank-Parking Garage Tax-Exempt Bond	Annual principal payment due 10/15/16, reducing outstanding principal balance from \$7,075,000 to \$6,735,000	340,000
72	<u>Interest</u> 72-30 SunTrust Bank-Parking Garage Tax-Exempt Bond	FY 2016 accrued interest on \$7,075,000, 04/16/16 – 06/30/16 ..... (39,922) Semi-annual interest payment on \$7,075,000, due 10/15/16 ..... 95,866 Semi-annual interest payment on \$6,735,000, due 04/15/17 ..... 91,259 FY 2017 accrued interest on \$6,735,000, 04/16/17 – 06/30/17 ..... 38,004	185,207

**CAPITAL OUTLAY:** None

RELATED REVENUES		FY 2014	FY 2015	FY 2016	FY 2016	FY 2017
		ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET
390.00	Interfund Transfer from Parking Debt Service Fund	0	0	257,392	0	211,687
	TOTAL	0	0	257,392	0	211,687

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 90 DEBT SERVICE						
DIV 10 ADMINISTRATION						
SUB 0 DEBT SERVICE						
ELEM 30 PROFESSIONAL SERVICES						
9010-580.30-51	FINANCIAL ADVISOR	0	18,000	0	0	0
*	PROFESSIONAL SERVICES	0	18,000	0	0	0
ELEM 32 LEGAL SERVICES						
9010-580.32-40	BOND COUNSEL	0	13,080	0	0	0
*	LEGAL SERVICES	0	13,080	0	0	0
ELEM 70 PRINCIPAL						
9010-580.70-30	SUNTR-PKG GARAGE T/E BOND	283,000	294,000	305,000	0	340,000
*	PRINCIPAL	283,000	294,000	305,000	0	340,000
ELEM 72 INTEREST						
9010-580.72-30	SUNTR-PKG GARAGE T/E BOND	274,218	260,746	252,411	56,024	185,207
*	INTEREST	274,218	260,746	252,411	56,024	185,207
ELEM 74 LOANS, LEASES, BONDS						
9010-580.74-10	ADMINISTRATIVE FEES	0	5,000	0	0	0
*	LOANS, LEASES, BONDS	0	5,000	0	0	0
**	ADMINISTRATION	557,218	590,826	557,411	56,024	525,207
***	DEBT SERVICE	557,218	590,826	557,411	56,024	525,207

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# INTERFUND TRANSFERS

**PROGRAM NAME/NUMBER**

**Interfund Transfers/9210**

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

**BUDGET HIGHLIGHTS:** No significant changes

**PROGRAM NAME/NUMBER**

**Interfund Transfers/9210**

**PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY 2014	FY 2015	FY 2016	FY 2017
Budget Total	0.00	0.00	0.00	0.00

**OPERATING EXPENDITURES**

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 9210	
Element/Object	Details		Total
99	<u>Interfund Transfers</u>		
	99-10 Operating Cash Transfer to Capital Projects Fund		
	Business Retention Fund (project 113001) .....	30,000	
	City Hall Expansion (project 041003) .....	1,000,000	
	Facilities Capital Reserve (project 991013) .....	25,000	
	Fire Department Capital Equipment Grants (project 012006) .....	60,000	
	Green Streets (project 113004) .....	50,000	
	Hollywood Commercial Revitalization (project 103004) .....	63,000	
	Old Parish House Renovations #2 (project 155001) .....	10,000	
	Parking Enforcement Equipment Replacement (project 162002) .....	25,000	
	Pavement Management Plan (project 045008) .....	721,000	
	Randolph Macon Avenue (project 133001) .....	126,050	
	Vehicle Replacement Program (project 925061) .....	422,980	
			2,533,030

**CAPITAL OUTLAY:** None

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 Y-T-D ACTUAL	FY 2017 CITY MGR PROPOSED
DEPT 92	INTERFUND TRANSFER					
DIV 10	ADMINISTRATION					
SUB 0	OTHER					
ELEM 99	INTERFUND TRANSFERS					
9210-590.99-10	OPERATING CASH TRANSFERS	922,000	1,081,225	1,658,500	1,658,500	2,533,030
*	INTERFUND TRANSFERS	922,000	1,081,225	1,658,500	1,658,500	2,533,030
**	ADMINISTRATION	922,000	1,081,225	1,658,500	1,658,500	2,533,030
***	INTERFUND TRANSFER	922,000	1,081,225	1,658,500	1,658,500	2,533,030
****	GENERAL FUND	14,012,320	17,448,921	16,317,988	10,612,337	17,879,479
		14,012,320	17,448,921	16,317,988	10,612,337	17,879,479

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**PARKING DEBT  
SERVICE FUND**

## REVENUES

<b>REVENUE FOOTNOTES</b>		<b>Parking Debt Service Fund/290</b>
<b>Element/Object</b>	<b>Details</b>	<b>Amount</b>
<b>Charges for Services</b> 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.	220,000
<b>Fines and Fees</b> 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).	50,500

CITY OF COLLEGE PARK  
 REVENUE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 ACTUAL	FY 2017 CITY MGR PROPOSED
BASIC 34 CHARGES FOR SERVICES					
SUB 3 HIGHWAYS AND STREETS					
343.20 PARKING METER REVENUE	204,355	212,593	205,000	168,609	220,000
* HIGHWAYS AND STREETS	204,355	212,593	205,000	168,609	220,000
BASIC 35 FINES & FEES					
SUB 9 FINES					
359.40 PARKING FINES REVENUE	52,053	51,473	45,000	33,708	50,500
* FINES	52,053	51,473	45,000	33,708	50,500
*** PARKING DEBT SERVICE FUND	204,355	264,066	250,000	202,317	270,500

**EXPENDITURES**

<b>EXPENDITURE SUPPORT DATA</b>		<b>Parking Debt Service Fund/290</b>		
<b>Element/Object</b>	<b>Details</b>	<b>Amount</b>		
99	<u>Interfund Transfers</u> 99-10 Transfer to General Fund	Transfer from Parking Debt Service Fund to General Fund to cover excess of parking garage debt service over parking garage-related revenues: STI Institutional & Government, Inc. – bond principal ..... 340,000 STI Institutional & Government, Inc. – bond interest ..... <u>185,207</u> Subtotal ..... 525,207 Garage pay station revenue (account 343.21) ... (105,000) Garage permit revenue (account 343.26) ..... (90,000) Garage retail rent (account 362.11) ..... (87,000) Interest – tenant improvement allowance (account 361.22) ..... (31,520)	211,687	

CITY OF COLLEGE PARK  
 EXPENDITURE BUDGET WORKSHEET  
 FOR FISCAL YEAR 2017

ACCOUNT DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADJUSTED BUDGET	FY 2016 ACTUAL	FY 2017 CITY MGR PROPOSED
BASIC 70 INTERFUND TRANSFERS					
SUB 0 INTERFUND TRANSFERS					
99-10 INTERFUND TRANSFERS	0	0	257,392	0	211,687
* INTERFUND TRANSFERS	0	0	257,392	0	211,687
*** PARKING DEBT SERVICE FUND	0	0	257,392	0	211,687

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

### Capital Project Summary

Schedule of Expenditures by Project by Year								
Project Number	Project Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
113003	Bikeshare	639,858	0	452,734	187,124	0	0	0
133003	Business Recycling Incentive Fund	25,000	2,752	22,248	0	0	0	0
113001	Business Retention Fund	167,000	137,000	30,000	0	0	0	0
092003	CCTV	960,141	927,451	32,690	0	0	0	0
041003	City Hall Expansion	8,727,954	425,657	302,297	8,000,000	0	0	0
093001	Community Legacy Loan Repayments	660,000	360,000	0	0	0	0	300,000
163001	Complete Streets	262,524	60,000	202,524	0	0	0	0
053007	Duvall Field Renovation	748,708	165,324	120,000	463,384	0	0	0
991013	Facilities Capital Reserve	406,212	81,158	0	0	0	0	325,054
012006	Fire Department Capital Equipment	551,950	491,950	60,000	0	0	0	0
113004	Green Streets	257,140	49,100	208,040	0	0	0	0
085001	Guardrail Replacement	100,000	40,433	30,000	29,567	0	0	0
103004	Hollywood Commercial Revitalization	1,130,974	30,974	100,000	500,000	500,000	0	0
103002	Hollywood Gateway Park	727,778	122,948	454,830	150,000	0	0	0
073004	Hollywood Road Extended	500,000	67,000	0	433,000	0	0	0
063002	Homeownership Grant Program	210,000	187,500	22,500	0	0	0	0
011004	Institutional Network (I-Net)/P.E.G.	3,105,472	892,021	7,921	7,921	7,921	7,921	2,181,767
155001	Old Parish House Renovations #2	70,000	18,000	52,000	0	0	0	0
162002	Parking Enf. Equipt. Replacement	50,000	0	50,000	0	0	0	0
045008	Pavement Management Plan	3,842,000	721,000	721,000	600,000	600,000	600,000	600,000
963028	Program Open Space Acquisition Projects	1,031,815	373,256	0	658,559	0	0	0
015002	Public Works Facility Improvements	1,178,528	205,665	972,863	0	0	0	0
133001	Randolph Macon Avenue	620,000	120,000	500,000	0	0	0	0
143001	Route 1 Underground Utilities	15,180,000	311,871	300,000	655,000	0	13,913,129	0
091004	Sustainability Initiatives	348,999	232,449	116,550	0	0	0	0
925061	Vehicle Replacement Program	7,957,901	919,500	1,235,980	1,288,980	1,367,980	943,980	2,201,481
<b>Total Expenditures</b>		<u>49,459,954</u>	<u>6,943,009</u>	<u>5,994,177</u>	<u>12,973,535</u>	<u>2,475,901</u>	<u>15,465,030</u>	<u>5,608,302</u>

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**Capital Project Summary**

**Schedule of Expenditures by Account by Year**

<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>Past FY20</u>
25	Grants & Assistance	953,274	818,526	134,748				
30	Professional Services	2,854,400	1,567,103	632,297	655,000			
32	Legal	11,359	11,359					
34	Contractual Services	31,393	31,393					
36	Special Services	133,662	101,978	7,921	7,921	7,921	7,921	
40	Repairs & Maintenance	12,773	12,773					
45	Maintenance Contract	187,416	187,416					
52	Awards & Gifts	1,700	1,700					
60	Supplies	3,923	3,923					
62	Postage	140	140					
65	Electricity	19,784	19,784					
70-72	Debt Service	2,774,901	360,000	422,980	422,980	422,980	422,980	722,981
74	Administrative Fee	1,222	1,222					
90	Automobiles & Light Trucks	1,027,000	131,000	312,000	90,000	159,000	85,000	250,000
91	Medium Duty Trucks	1,460,000	200,000	150,000	400,000	280,000	110,000	320,000
91	Heavy Duty Trucks	2,320,000	580,000	290,000	290,000	290,000	290,000	580,000
91	Shared Ownership Trucks	45,000						45,000
92	Machinery & Equipment	4,979,380	1,189,689	596,424	176,000	216,000	36,000	2,765,267
94	Land & Rights-of-Way	1,440,191	348,632		1,091,559			
95	Buildings, Site & Bldg. Improvemts.	26,806,195	257,821	2,696,807	9,113,384	500,000	13,913,129	325,054
96	Street Improvement	3,957,623	777,056	751,000	629,567	600,000	600,000	600,000
97	Communications Equipment	74,833	74,833					
98	Computer Equipment	266,661	266,661					
Various	Bikeshare Operating Costs	97,124			97,124			
<b>Total Expenditures</b>		<u>49,459,954</u>	<u>6,943,009</u>	<u>5,994,177</u>	<u>12,973,535</u>	<u>2,475,901</u>	<u>15,465,030</u>	<u>5,608,302</u>

## Capital Project Summary

### Schedule of Funding Sources by Source by Year

Source Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
<b>City Funding:</b>							
Unrestricted C.I.P. Reserve	11,952,238	7,727,287	2,533,030	422,980	422,980	422,980	422,981
Restricted C.I.P. Reserve	137,324	137,324	0	0	0	0	0
Facilities Capital Reserve	52,128	52,128					
Lease Escrow-Friends Community School	118,800	118,800					
<i>Subtotal</i>	<u>12,260,490</u>	<u>8,035,539</u>	<u>2,533,030</u>	<u>422,980</u>	<u>422,980</u>	<u>422,980</u>	<u>422,981</u>
<b>Debt Financing:</b>							
Proceeds-Master Lease #3	2,000,000	2,000,000					
<i>Subtotal</i>	<u>2,000,000</u>	<u>2,000,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>State Funding:</b>							
State Bond	775,000	575,000	200,000				
<i>Subtotal</i>	<u>775,000</u>	<u>575,000</u>	<u>200,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Grant Funding:</b>							
Comcast-Capital Equipt. grant	2,380,517	1,912,517	117,000	117,000	117,000	117,000	0
Verizon-Capital Equipt. grant	724,955	424,955	75,000	75,000	75,000	75,000	0
Program Open Space (POS)	1,570,091	1,570,091					
Community Development Block Grant (CDBG)	127,000	127,000					
Maryland Heritage Area Authority (MHAA) grant	0						
Anacostia Trails mini-grant	3,369	3,369					
Community Legacy grant	125,000	125,000					
Chesapeake Bay Trust grant	291,846	291,846					
Federal grants	811,366	781,366	30,000				
State Highway Administration (SHA)	3,325,000					3,325,000	
Maryland Dept. of Transportation	259,013	590	258,423				
Maryland Energy Admin. grant	152,051	52,451	99,600				
Prince George's Co. bikeshare grant	250,000	250,000					
Pr. Geo. Co. stormwater stewardship	66,180	66,180					
University of Maryland	70,000	70,000					
COG Transp. Land Use Conn. grant	90,000	60,000	30,000				
Pepco lighting upgrade rebate	130,948	130,948					
<i>Subtotal</i>	<u>10,377,336</u>	<u>5,866,313</u>	<u>610,023</u>	<u>192,000</u>	<u>192,000</u>	<u>3,517,000</u>	<u>0</u>

**Capital Project Summary**

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

Source Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
<b>Developer Contribution:</b>							
Varsity (Bikeshare)	10,000	10,000					
Domain (Bikeshare)	31,000	31,000					
M Square (Bikeshare)	45,000		45,000				
Keane Enterprises (Bikeshare)	45,000	45,000					
The Hotel (Bikeshare)	45,000		45,000				
Greenbelt Station (Duvall Field)	275,000	275,000					
Greenbelt Station (Hollywd Comm.)	200,000	200,000					
Greenbelt Station (Hollywd Gateway)	150,000	150,000					
Mazza (Hollywood Road Extended)	500,000	67,000		433,000			
Monument (Rt 1 Underground Utilities)	60,000	60,000					
TownPlace Suites (Rt 1 Undergr Util)	5,000	5,000					
Keane Ent. (Rt 1 Underground Utilities)	200,000					200,000	
Sigma Chi (OPH Renovations #2)	50,000	50,000					
Woodlawn Dev (Complete Streets)	21,000	21,000					
<i>Subtotal</i>	<u>1,637,000</u>	<u>914,000</u>	<u>90,000</u>	<u>433,000</u>	<u>0</u>	<u>200,000</u>	<u>0</u>
<b>Utility Reimbursement:</b>							
Prince George's County - stormwater improvements reimb.	0	0					
<i>Subtotal</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Funding Sources</b>	27,049,826	17,390,852	3,433,053	1,047,980	614,980	4,139,980	422,981
Funding not yet determined	22,410,128	0	280,000	5,124,128	1,986,500	12,341,000	2,678,500
<b>Total Funding</b>	<u>49,459,954</u>	<u>17,390,852</u>	<u>3,713,053</u>	<u>6,172,108</u>	<u>2,601,480</u>	<u>16,480,980</u>	<u>3,101,481</u>

## Capital Project Summary

### Schedule of Capital Project Fund Reserves

Project Number	Project Name	Projected Reserve Balance as of 06/30/16	Transfers to the C.I.P. provided in FY 2017 Budget	Projected Reserve Balance as of 07/01/16	Planned Reserve Utilization in Fiscal Year			
					FY17	FY18	FY19	Past FY19
<b>Fund 301 - Unrestricted</b>								
113003	Bikeshare	25,000		25,000	25,000			
133003	Business Recycling Incentive Fund	22,248		22,248	22,248			
113001	Business Retention Fund	0	30,000	30,000	30,000			
092003	CCTV	32,690		32,690	32,690			
041003	City Hall Expansion	2,202,343	1,000,000	3,202,343	302,297	2,900,046		
093001	Community Legacy Loan Repayments	0		0				
163001	Complete Streets	0		0				
991013	Facilities Capital Reserve	300,054	25,000	325,054				325,054
012006	Fire Department Capital Equipment	0	60,000	60,000	60,000			
113004	Green Streets	0	50,000	50,000	50,000			
085001	Guardrail Replacement	59,567		59,567	30,000	29,567		
103004	Hollywood Commercial Revitalization	69,026	63,000	132,026	100,000	32,026		
103002	Hollywood Gateway Park	0		0				
073004	Hollywood Road Extended	0		0				
063002	Homeownership Grant Program	22,500		22,500	22,500			
011004	Institutional Network (I-Net)/P.E.G.	0		0				
155001	Old Parish House Renovations #2	0	10,000	10,000	10,000			
162002	Parking Enf. Equipt. Replacement	25,000	25,000	50,000	50,000			
045008	Pavement Management Plan	0	721,000	721,000	721,000			
015002	Public Works Facility Improvements	972,863		972,863	972,863			
133001	Randolph Macon Avenue	0	126,050	126,050	126,050			
143001	Route 1 Underground Utilities	0		0				
091004	Sustainability Initiatives	0		0				
925061	Vehicle Replacement Program	0	422,980	422,980	422,980			
<b>Total Unrestricted C.I.P.</b>		<b>3,731,291</b>	<b>2,533,030</b>	<b>6,264,321</b>	<b>2,977,628</b>	<b>2,961,639</b>	<b>0</b>	<b>325,054</b>

**Capital Project Summary**

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

Project Number	Project Name	Estimated Reserve Balance as of 06/30/16	Transfers to the C.I.P. provided in FY 2017 Budget	Projected Reserve Balance as of 07/01/16	Planned Reserve Utilization in Fiscal Year			
					FY17	FY18	FY19	Past FY19
<b>Fund 302 - Restricted</b>								
053007	Duvall Field Renovation	0		0				
963028	Program Open Space Acquisition Projects	0		0				
	<b>Total Restricted C.I.P.</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>GRAND TOTALS - ALL CAPITAL PROJECT FUNDS</b>					<u><u>3,731,291</u></u>	<u><u>2,533,030</u></u>	<u><u>6,264,321</u></u>	
					<u><u>2,977,628</u></u>	<u><u>2,961,639</u></u>	<u><u>0</u></u>	<u><u>325,054</u></u>

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### Capital Project Summary

Impact of Capital Projects on Operating Budget					
Project Number	Project Name	No Additional Operating Budget Impact	Operating Budget Impact Not Yet Determined	Annual Operating Budget Increase / (Decrease)	Explanation and Comments (TBD = to be determined)
113003	Bikeshare	X			Membership and user fees will help fund operations and maintenance. Total costs TBD.
133003	Business Recycling Incentive Fund	X			Planning initiative
113001	Business Retention Fund	X			Planning initiative
092003	CCTV			150,563	Monitoring, maintenance, electricity, cellular phone charges are budgeted in General Fund, program 2020.
041003	City Hall Expansion		X		Project has not yet been designed.
093001	Community Legacy Loan Repayments	X			Finance project to save for future repayments.
053007	Duvall Field Renovation	X			Ongoing maintenance currently performed
991013	Facilities Capital Reserve	X			Finance project to save for future repairs and renovation
012006	Fire Department Capital Equipment	X			Grant program for volunteer fire companies
113004	Green Streets		X		Scope of project TBD
085001	Guardrail Replacement		X		Reduction in maintenance costs on deteriorating guardrails
103004	Hollywood Commercial Revitalization		X		Ongoing maintenance will be required; costs should be minimal
103002	Hollywood Gateway Park		X		Ongoing maintenance will be required; scope of project TBD.
073004	Hollywood Road Extended		X		Scope of project TBD
063002	Homeownership Grant Program	X			Grant program for purchasers of former rentals, foreclosures and short sale properties
011004	Institutional Network (I-Net)/P.E.G.	X			Funds audio/visual equipment upgrades and replacement
155001	Old Parish House Renovations #2		X		Scope of project TBD
162002	Parking Enf. Equipt. Replacement	X			Finance project to save for future equipment purchases
045008	Pavement Management Plan		X		Designed to avoid expensive major street reconstruction
963028	Program Open Space Acquisition Projects	X			Finance project to account for POS property acquisitions
015002	Public Works Facility Improvements		X		Construction of new modular building is in process, scheduled for completion in July 2016; future costs TBD.
133001	Randolph Macon Avenue		X		Will be evaluated under annual Pavement Management Plan
143001	Route 1 Underground Utilities	X			Planning initiative
091004	Sustainability Initiatives		X		Scope of project TBD; expect reduction in future utility costs
925061	Vehicle Replacement Program		X		Scheduled replacement of vehicles should reduce repair costs of aging vehicles and equipment.
<b>Net Increase / (Decrease) in Annual Operating Budget</b>				<b>150,563</b>	

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							Total revenue	Expenditures General government
		Licenses and permits	Intergovernmental grants	Charges for services	Fines and forfeitures	Investment revenue	Miscellaneous			
2006	\$ 721,621	\$ 151,245	\$ 467,902	\$ -	\$ -	\$ -	\$ 21,595	\$ 640,742	\$ 17,028	
2007	814,312	163,102	692,355	96,000	-	1,591	-	953,048	53,393	
2008	<sup>3</sup> 3,208,977	152,418	208,028	224,146	-	40,928	-	625,520	29,807	
2009	<sup>3</sup> 1,677,068	170,310	408,565	193,878	-	2,624	47,677	823,054	44,429	
2010	<sup>3</sup> (4,475,639)	179,478	900,329	181,809	-	148	-	1,261,764	65,162	
2011	<sup>3</sup> (5,257,703)	193,362	817,100	211,247	49,812	66	-	1,271,587	80,507	
2012	<sup>3</sup> 3,164,971	173,265	93,395	227,454	42,065	30	31,000	567,209	221,846	
2013	<sup>3</sup> 4,240,056	191,223	150,017	209,291	48,743	-	-	599,274	214,855	
2014	5,868,664	190,920	521,247	204,355	52,053	-	-	968,575	31,919	
2015	6,357,611	194,599	622,189	947,848	51,473	-	49,223	1,865,332	37,464	

\* **FOOTNOTES:**

<sup>1</sup> Sale of land

<sup>2</sup> 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.

<sup>3</sup> Includes Parking Debt Service Fund, beginning in FY 2008

Expenditures (continued)						Other financing sources / uses		Fund equity, end of year
Public services	Planning & development	Public works	Debt service	Capital outlay	Total expenditures	Proceeds from financing/other*	Transfers in/(out)	
\$ 123,062	\$ 195,739	\$ 632,202	\$ -	\$ 360,320	\$ 1,328,351	\$ -	\$ 780,300	\$ 814,312
24,987	117,700	33,322	12,750	3,147,279	3,389,431	2,010,000	2,821,048	3,208,977
24,000	212,785	1,840	339,200	2,692,349	3,299,981	150,000	992,552	1,677,068
24,000	208,212	25,494	814,330	7,539,631	8,656,096	425,000 <sup>1</sup>	1,255,335	(4,475,639)
31,470	486,138	15,480	385,469	2,038,284	3,022,003	-	978,175 <sup>2</sup>	(5,257,703)
33,651	107,559	20,284	618,080	1,184,807	2,044,888	8,150,000	1,046,335	3,165,331
42,814	79,881	2,931	331,659	1,192,942	1,872,073	-	2,379,949	4,240,056
51,285	98,492	18,543	-	1,163,441	1,546,616	-	2,575,950	5,868,664
221,602	183,000	35,000	-	930,107	1,401,628	-	922,000	6,357,611
49,202	227,717	10,576	-	1,171,474	1,496,433	-	1,081,225	7,807,735

**Capital Project Summary - Bikeshare**

<b>Name:</b> Bikeshare	<b>First Fiscal Year Appropriated:</b>	FY11
<b>Number:</b> 113003	<b>Estimated Completion Date:</b>	Ongoing
<b>Department:</b> Planning, Community & Economic Development	<b>Percent Completed:</b>	Ongoing
<b>Life:</b> Ongoing	<b>Estimated Total Project Cost:</b>	Ongoing
<b>Project Manager:</b> Terry A. Schum, Director of Planning, Community & Economic Development		

**Description**

This is a pilot project with the University of Maryland to initiate a Bikeshare program in College Park with 10 stations. The University-funded portion is not shown below. A state grant, county contribution and developer contributions have been secured to help fund the program. Membership and user fees will help fund operations and maintenance of the program. Proposed station locations include downtown College Park, College Park Metro station, new student housing projects, and various locations on the UMD campus. If successful, the project could be expanded to include additional locations.

**Schedule of Expenditures**

[301-8010-570-]								
<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>Past FY20</u>
92	Machinery & Equipment	542,734		452,734	90,000			
Various	Bikeshare Operating Costs	97,124			97,124			
<b>Total Expenditures</b>		<u>639,858</u>	<u>0</u>	<u>452,734</u>	<u>187,124</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

<u>Fund</u>	<u>Source Name</u>	<u>Total</u>	<u>Thru FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>Past FY20</u>
301	Unrestricted C.I.P. Reserve	25,000	25,000					
301	Developer Contribution	176,000	86,000	90,000				
301	MD Dept of Transp Bikeways grant	187,489	590	186,899				
301	Anacostia Trails mini-grant	1,369	1,369					
301	Prince George's Co. bikeshare grant	250,000	250,000					
<b>Total Funding Sources</b>		<u>639,858</u>	<u>362,959</u>	<u>276,899</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Total funding sources	639,858	362,959	276,899	0	0	0	0
Less amount expended/ encumbered thru FY16	0	0					
<b>Project Fund Balance</b>	<u>639,858</u>	<u>362,959</u>	<u>276,899</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

A contract with Zagster has been executed by the City and UMD. Installation of stations is scheduled for summer 2016.

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

**Capital Project Summary - Business Recycling Incentive Fund**

<b>Name:</b> Business Recycling Incentive Fund <b>Number:</b> 133003 <b>Department:</b> Public Works <b>Life:</b> Ongoing <b>Project Manager:</b> Janet McCaslin, Sustainability Coordinator Steve Beavers, Community Development Coordinator	<b>First Fiscal Year Appropriated:</b> <b>Estimated Completion Date:</b> <b>Percent Completed:</b> <b>Estimated Total Project Cost:</b>	FY13 Ongoing Ongoing Ongoing
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**Description**

This program provides grants to businesses and multi-family properties for capital costs related to starting or expanding a recycling program. The grant guidelines and application form were approved by the City Council in May 2014.

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

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
25-47	Business Recycling Incentive Fund	24,324	2,076	22,248				
36-10	Printing	676	676					
<b>Total Expenditures</b>		<u>25,000</u>	<u>2,752</u>	<u>22,248</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
301	Unrestricted C.I.P. Reserve	25,000	25,000					
<b>Total Funding Sources</b>		<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Total funding sources	25,000	25,000	0	0	0	0	0
Less amount expended/ encumbered thru FY16	(2,752)	(2,752)					
<b>Project Fund Balance</b>	<u>22,248</u>	<u>22,248</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

The Ad-Hoc Business Recycling Committee provided 2 rounds to accept grant applications in FY15. Two businesses applied for the grant in the first round and were awarded funds by Mayor & Council. Three businesses applied in the second round and one was awarded a grant.

No operating budget impact as this is a planning initiative.

**Capital Project Summary - Business Retention Fund**

<b>Name:</b> Business Retention Fund	<b>First Fiscal Year Appropriated:</b>	FY11
<b>Number:</b> 113001	<b>Estimated Completion Date:</b>	Ongoing
<b>Department:</b> Planning, Community & Economic Development	<b>Percent Completed:</b>	Ongoing
<b>Life:</b> Ongoing	<b>Estimated Total Project Cost:</b>	Ongoing
<b>Project Manager:</b> Terry A. Schum, Director of Planning, Community & Economic Development		

**Description**

This program provides matching grants up to \$5,000 for tenant improvements for existing businesses. It is limited to independent and locally-owned businesses and requires a dollar-for-dollar match.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
25-29	Business Retention Fund	167,000	137,000	30,000				
<b>Total Expenditures</b>		<u>167,000</u>	<u>137,000</u>	<u>30,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
301	Unrestricted C.I.P. Reserve	165,000	135,000	30,000				
301	Anacostia Trails mini-grant	2,000	2,000					
<b>Total Funding Sources</b>		<u>167,000</u>	<u>137,000</u>	<u>30,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Total funding sources	167,000	137,000	30,000	0	0	0	0
Less amount expended/ encumbered thru FY16	(137,000)	(137,000)					
<b>Project Fund Balance</b>	<u>30,000</u>	<u>0</u>	<u>30,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

In FY16, 8 grants totaling \$30,000 were awarded and \$81,000 in private funds leveraged.

No operating budget impact as this is a planning initiative.

**Capital Project Summary - CCTV**

<b>Name:</b> CCTV	<b>First Fiscal Year Appropriated:</b> FY09
<b>Number:</b> 092003	<b>Estimated Completion Date:</b> Undetermined
<b>Department:</b> Public Services	<b>Percent Completed:</b> 90%
<b>Life:</b> Undetermined	<b>Estimated Total Project Cost:</b> \$960,141
<b>Project Manager:</b> Robert W. Ryan, Director of Public Services	

**Description**

This project consolidates record-keeping for purchase, installation and operation of closed circuit television ("CCTV") cameras and license plate recognition units ("LPR") at various locations, funded through this project and a previous designation of speed enforcement camera revenue. Through FY15, some operating costs (security camera repair and maintenance, electricity costs) have been paid from this project. Starting in FY16, all operating costs are budgeted in Public Services-Public Safety, program 2020.

The following chart summarizes the various locations. Abbreviations are "PTZ" for pan-tilt-zoom camera, "LPR" for license plate reader. LPRs are record-only and are not monitored.

Location	Number of Cameras			UMDPS PTZ Monitoring
	PTZ	Fixed Cam	LPR	
Old Town "MESH" Wireless	15		4	Yes
Hartwick Road & Princeton Avenue	1			Yes
Guilford Road, Calvert Hills	2		1	Yes
Lakeland Road & Baltimore Avenue	3		2	Yes
Rhode Island Avenue & Edgewood Road			4	
Metzerott Road & St. Andrews Place		1	1	
Lakeland & Berwyn Trolley Trail	6		1	
Davis Field	1			
<b>Total</b>	<b>28</b>	<b>1</b>	<b>13</b>	

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

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
34-33	CCTV Monitoring	0	0					
40-18	Security Camera Repair	1,820	1,820					
45-18	Security Camera Maintenance	171,817	171,817					
65-10	Electricity	19,784	19,784					
92-52	Security Cameras	763,120	730,430	32,690				
95-10	Site Improvements	3,600	3,600					
<b>Total Expenditures</b>		<b>960,141</b>	<b>927,451</b>	<b>32,690</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
301	Unrestricted C.I.P. Reserve	285,175	285,175					
301	Federal BJAG grant	674,966	674,966					
301	Funding not yet determined	0						
<b>Total Funding Sources</b>		<b>960,141</b>	<b>960,141</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Project Fund Balance**

Total funding sources	960,141	960,141	0	0	0	0	0
Less amount expended/ encumbered thru FY16	(927,451)	(927,451)					
<b>Project Fund Balance</b>	<b>32,690</b>	<b>32,690</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Status**

**Impact on Operating Budget**

Various installations are in progress.

Operating budget impact is reflected in Public Safety, program 2020 in General Fund.

**Capital Project Summary - City Hall Expansion**

<b>Name:</b> City Hall Expansion	<b>First Fiscal Year Appropriated:</b> FY12
<b>Number:</b> 041003	<b>Estimated Completion Date:</b> Undetermined
<b>Department:</b> Administration	<b>Percent Completed:</b> 10%
<b>Life:</b> 13 years	<b>Estimated Total Project Cost:</b> \$8,727,954
<b>Project Manager:</b> Scott Somers, City Manager	
Terry A. Schum, Director of Planning, Community & Economic Development	

**Description**

A new City Hall will be built on the existing City Hall site and will accommodate the relocation of the Public Services department from 4601A Calvert Road in approximately 30,000 square feet. The site will be expanded to include the U.S. Route 1 frontage owned by the University of Maryland College Park Foundation and may include another 40,000 square feet of office space for the University's use.

The \$118,800 lease escrow from Friends Community School was designated as the match for the FY04 \$100,000 State Bond in this project. \$400,000 of C.I.P. Reserve was designated as the match for the FY06 \$400,000 State Bond.

**Schedule of Expenditures**

[301-8010-570-]								
<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>Past FY20</u>
30-11	Design & Engineering	705,840	403,543	302,297				
30-15	Consulting	19,255	19,255					
32-10	Legal	2,859	2,859					
95-20	Buildings	8,000,000			8,000,000			
	<b>Total Expenditures</b>	<u>8,727,954</u>	<u>425,657</u>	<u>302,297</u>	<u>8,000,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

<u>Fund</u>	<u>Source Name</u>	<u>Total</u>	<u>Thru FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>Past FY20</u>
301	Unrestricted C.I.P. Reserve	3,628,000	2,628,000	1,000,000				
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	4,456,154			4,456,154			
	<b>Total Funding Sources</b>	<u>8,727,954</u>	<u>3,271,800</u>	<u>1,000,000</u>	<u>4,456,154</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Total funding sources	8,727,954	3,271,800	1,000,000	4,456,154	0	0	0
Less amount expended/ encumbered thru FY16	(425,657)	(425,657)					
<b>Project Fund Balance</b>	<u>8,302,297</u>	<u>2,846,143</u>	<u>1,000,000</u>	<u>4,456,154</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

Proffitt & Associates was retained in May 2011 to prepare design and construction drawings for an addition to City Hall, but this project has been cancelled. The City and University have begun to work together on a new design for the site.

Unknown at this time

The FY04 State Bond and City match were fully expended for design and engineering. The FY06 State Bond was extended to June 1, 2017.

**Capital Project Summary - Community Legacy Loan Repayments**

<b>Name:</b> Community Legacy Loan Repayments	<b>First Fiscal Year Appropriated:</b>	FY09
<b>Number:</b> 093001	<b>Estimated Completion Date:</b>	Ongoing
<b>Department:</b> Planning, Community & Economic Development	<b>Percent Completed:</b>	Ongoing
<b>Life:</b> Ongoing	<b>Estimated Total Project Cost:</b>	Ongoing
<b>Project Manager:</b> Terry A. Schum, Director of Planning, Community & Economic Development Stephen Groh, Director of Finance		

**Description**

This project consolidates repayment of Community Legacy loans received for multiple projects. As loan proceeds received are attributable to specific projects and repayment periods extend many years, the applicable project will generally be completed and closed before the Community Legacy loan is repaid. Funding for repayment will be budgeted in the fiscal year containing the loan due date listed below:

Project Description	Loan Number	Fiscal Year	Date Received	Gross Amount of Loan	Repayment Date
Design of Public Parking Garage	60-044401-0	FY 2006	05/15/07	150,000	12/31/25
7306 Yale Avenue Property Acquisition	60-057001-0	FY 2007	07/24/07	150,000	12/31/20
<b>Total</b>				<u>300,000</u>	

**Schedule of Expenditures**

Account	Account Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
[301-8010-570-] 70-25	Principal-Community Legacy Loans	660,000	360,000					300,000
	<b>Total Expenditures</b>	<u>660,000</u>	<u>360,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>300,000</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
301	Unrestricted C.I.P. Reserve	360,000	360,000					
301	Funding not yet determined	300,000						300,000
	<b>Total Funding Sources</b>	<u>660,000</u>	<u>360,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>300,000</u>

**Project Fund Balance**

Total funding sources	660,000	360,000	0	0	0	0	300,000
Less amount expended/ encumbered thru FY16	(360,000)	(360,000)					
<b>Project Fund Balance</b>	<u>300,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>300,000</u>

**Status**

**Impact on Operating Budget**

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

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

**Capital Project Summary - Complete Streets**

<b>Name:</b> Complete Streets	<b>First Fiscal Year Appropriated:</b>	FY16
<b>Number:</b> 163001	<b>Estimated Completion Date:</b>	Ongoing
<b>Department:</b> Planning, Community & Economic Development	<b>Percent Completed:</b>	Ongoing
<b>Life:</b> Ongoing	<b>Estimated Total Project Cost:</b>	\$262,524
<b>Project Manager:</b> Terry A. Schum, Director of Planning, Community, & Economic Development Steve Beavers, Community Development Coordinator		

**Description**

This is a new program established to implement a complete streets policy, expected to be adopted by the City Council in FY16. It consolidates projects that improve facilities for walking and bicycling within City rights-of-way.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
30-15	Consulting	90,000	60,000	30,000				
95-10	Site Improvements	172,524		172,524				
<b>Total Expenditures</b>		<u>262,524</u>	<u>60,000</u>	<u>202,524</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
301	Unrestricted C.I.P. Reserve	50,000	50,000					
301	Developer Contribution	21,000	21,000					
301	MD Dept of Transp Bikeways grant	71,524		71,524				
301	COG Transp Land Use Conn grant	90,000	60,000	30,000				
301	Safe Routes to School Fed grant	30,000		30,000				
<b>Total Funding Sources</b>		<u>262,524</u>	<u>131,000</u>	<u>131,524</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Total funding sources	262,524	131,000	131,524	0	0	0	0
Less amount expended/ encumbered thru FY16	(60,000)	(60,000)					
<b>Project Fund Balance</b>	<u>202,524</u>	<u>71,000</u>	<u>131,524</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

A technical assistance grant was received from the Metropolitan Washington Council of Governments (COG) Transportation Planning Board for preparation of a complete streets policy and plan which is now underway. A second grant was received for design of bicycle boulevards. State grants are being pursued for implementation.

Unknown at this time

**Capital Project Summary - Duvall Field Renovation**

<b>Name:</b> Duvall Field Renovation	<b>First Fiscal Year Appropriated:</b> FY06
<b>Number:</b> 053007	<b>Estimated Completion Date:</b> Undetermined
<b>Department:</b> Planning, Community & Economic Development	<b>Percent Completed:</b> 25%
<b>Life:</b> Undetermined	<b>Estimated Total Project Cost:</b> \$748,708
<b>Project Managers:</b> Terry A. Schum, Director of Planning, Community & Economic Development Brenda L. Alexander, Assistant Director of Public Works-Administration	

**Description**

This project provides for a comprehensive renovation of this multi-use recreational facility to address deferred maintenance, field rejuvenation, equipment storage, spectator seating, parking, access issues and other amenities. The work will be constructed in phases, based on available funds. The first phase will replace the concession building and seating area.

**Schedule of Expenditures**

[302-8020-575-]								
Account	Account Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
30-11	Design & Engineering	148,513	148,513					
36-30	Permit Fees	2,146	2,146					
95-10	Site Improvements	478,049	14,665		463,384			
95-20	Buildings	120,000		120,000				
<b>Total Expenditures</b>		<u>748,708</u>	<u>165,324</u>	<u>120,000</u>	<u>463,384</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
302	Restricted C.I.P. Reserve	137,324	137,324					
302	Program Open Space (POS)	261,384	261,384					
302	Developer Contribution	275,000	275,000					
302	State Bond	75,000	75,000					
302	Funding not yet determined	0						
<b>Total Funding Sources</b>		<u>748,708</u>	<u>748,708</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Total funding sources	748,708	748,708	0	0	0	0	0
Less amount expended/ encumbered thru FY16	(165,324)	(165,324)					
<b>Project Fund Balance</b>	<u>583,384</u>	<u>583,384</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

Matching funds from the Greenbelt Station developer have been received, enabling this project to move forward. Design of the first phase is complete and construction is slated for summer 2016.

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

The State Bond to the College Park Boys & Girls Club has been extended to June 1, 2016.

**Capital Project Summary - Facilities Capital Reserve**

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

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

**Description**

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

A new roof for City Hall (\$24,622) was installed in FY00. In FY05, a transfer of \$34,030 from this project to Public Works Facility Improvements (project 015002) funded preliminary conceptual design for a new facility. In FY08, \$31,289 from this reserve funded renovations to the kitchen at the Old Parish House. In FY11, a transfer of \$18,098 from this project to Public Works Facility Improvements (project 015002) funded HVAC renovations in Davis Hall. In FY14, \$9,495 funded a new heat pump and air handler at Public Services and \$16,620 funded a new roof for the old Public Works garage.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
92-42	HVAC Systems	25,287	25,287					
95-20	Building Improvements	380,925	55,871					325,054
<b>Total Expenditures</b>		<u>406,212</u>	<u>81,158</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>325,054</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
301	Unrestricted C.I.P. Reserve	406,212	381,212	25,000				
<b>Total Funding Sources</b>		<u>406,212</u>	<u>381,212</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Total funding sources	406,212	381,212	25,000	0	0	0	0
Less amount expended/ encumbered thru FY16	(81,158)	(81,158)					
<b>Project Fund Balance</b>	<u>325,054</u>	<u>300,054</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

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

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

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

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

**Description**

This project will assist fire companies providing first response to residents of the City with funding for the purchase and/or financing of capital equipment needs. Authorization for disbursement of funds from this project require a majority vote of the Mayor & Council. For FY17, grant awards are limited to \$20,000 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 FY16	FY17	FY18	FY19	FY20	Past FY20
25-40	Fire Dept. Capital Equipt. Grants	551,950	491,950	60,000				
<b>Total Expenditures</b>		<u>551,950</u>	<u>491,950</u>	<u>60,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
301	Unrestricted C.I.P. Reserve	551,950	491,950	60,000				
<b>Total Funding Sources</b>		<u>551,950</u>	<u>491,950</u>	<u>60,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Total funding sources	551,950	491,950	60,000	0	0	0	0
Less amount expended/ encumbered thru FY16	(491,950)	(491,950)					
<b>Project Fund Balance</b>	<u>60,000</u>	<u>0</u>	<u>60,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

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

**Capital Project Summary - Green Streets**

<b>Name:</b> Green Streets	<b>First Fiscal Year Appropriated:</b>	FY11
<b>Number:</b> 113004	<b>Estimated Completion Date:</b>	FY17
<b>Department:</b> Planning, Community & Economic Development	<b>Percent Completed:</b>	20%
<b>Life:</b> 7 years	<b>Estimated Total Project Cost:</b>	\$257,140
<b>Project Manager:</b> Terry A. Schum, Director of Planning, Community & Economic Development Steven E. Halpern, City Engineer		

**Description**

This project funds the implementation of "green street" projects on selected streets. Best management practices for storm water management will be pursued including use of pervious pavement, bioretention cells, bioswales and native landscaping. Current projects include installation of bioretention facilities on Rhode Island Avenue south of Greenbelt Road and at Narragansett Parkway and Muskogee Street.

**Schedule of Expenditures**

[301-8010-570-]								
<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>Past FY20</u>
30-11	Design & Engineering	49,100	49,100					
95-10	Site Improvements	208,040		208,040				
	<b>Total Expenditures</b>	<u>257,140</u>	<u>49,100</u>	<u>208,040</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

<u>Fund</u>	<u>Source Name</u>	<u>Total</u>	<u>Thru FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>Past FY20</u>
301	Unrestricted C.I.P. Reserve	50,000	0	50,000				
301	Chesapeake Bay Trust grant	140,960	140,960					
301	Pr. Geo. Co. stormwater stewardship	66,180	66,180					
	<b>Total Funding Sources</b>	<u>257,140</u>	<u>207,140</u>	<u>50,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Total funding sources	257,140	207,140	50,000	0	0	0	0
Less amount expended/ encumbered thru FY16	(49,100)	(49,100)					
<b>Project Fund Balance</b>	<u>208,040</u>	<u>158,040</u>	<u>50,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

Grants have been received from the Chesapeake Bay Trust and Prince George's County stewardship program for construction of 2 projects to be completed in FY17.

To be determined

**Capital Project Summary - Guardrail Replacement**

<b>Name:</b> Guardrail Replacement	<b>First Fiscal Year Appropriated:</b>	FY08
<b>Number:</b> 085001	<b>Estimated Completion Date:</b>	FY18
<b>Department:</b> Public Works	<b>Percent Completed:</b>	40%
<b>Life:</b> Ongoing	<b>Estimated Total Project Cost:</b>	\$100,000
<b>Project Manager:</b> Brenda Alexander, Assistant Director of Public Works-Administration Steven E. Halpern, City Engineer		

**Description**

This project would replace deteriorating City-owned guardrails throughout the City at dead-ends and along roadways. Engineering was done in-house but improvements would be contracted.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
36-11	Classified Advertising	1,277	1,277					
96-50	Guardrail	98,723	39,156	30,000	29,567			
<b>Total Expenditures</b>		<u>100,000</u>	<u>40,433</u>	<u>30,000</u>	<u>29,567</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
301	Unrestricted C.I.P. Reserve	100,000	100,000					
<b>Total Funding Sources</b>		<u>100,000</u>	<u>100,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Total funding sources	100,000	100,000	0	0	0	0	0
Less amount expended/ encumbered thru FY16	(40,433)	(40,433)					
<b>Project Fund Balance</b>	<u>59,567</u>	<u>59,567</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

Existing funding will cover repair and replacement and new guardrail if needed.

**Impact on Operating Budget**

Reduce maintenance costs on deteriorating guardrails.

**Capital Project Summary - Hollywood Commercial Revitalization**

<b>Name:</b> Hollywood Commercial Revitalization	<b>First Fiscal Year Appropriated:</b>	FY10
<b>Number:</b> 103004	<b>Estimated Completion Date:</b>	FY19
<b>Department:</b> Planning, Community & Economic Development	<b>Percent Completed:</b>	0%
<b>Life:</b> 8 years	<b>Estimated Total Project Cost:</b>	\$1,130,974
<b>Project Manager:</b> Terry A. Schum, Director of Planning, Community & Economic Development		

**Description**

This project funds streetscape improvements in the Hollywood Commercial District, located at the intersection of Edgewood Road and Rhode Island Avenue. Project scope may include, but is not limited to, tree planting, sidewalk reconstruction, pedestrian lights and signage.

**Schedule of Expenditures**

[301-8010-570-]								
<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>Past FY20</u>
30-11	Design & Engineering	30,974	30,974					
95-10	Site Improvements	1,100,000		100,000	500,000	500,000		
<b>Total Expenditures</b>		<u>1,130,974</u>	<u>30,974</u>	<u>100,000</u>	<u>500,000</u>	<u>500,000</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

<u>Fund</u>	<u>Source Name</u>	<u>Total</u>	<u>Thru FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>Past FY20</u>
301	Unrestricted C.I.P. Reserve	163,000	100,000	63,000				
301	Developer Contribution	200,000	200,000					
301	State Bond	200,000		200,000				
301	Funding not yet determined	567,974			67,974	500,000		
<b>Total Funding Sources</b>		<u>1,130,974</u>	<u>300,000</u>	<u>263,000</u>	<u>67,974</u>	<u>500,000</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Total funding sources	1,130,974	300,000	263,000	67,974	500,000	0	0
Less amount expended/ encumbered thru FY16	(30,974)	(30,974)					
<b>Project Fund Balance</b>	<u>1,100,000</u>	<u>269,026</u>	<u>263,000</u>	<u>67,974</u>	<u>500,000</u>	<u>0</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

A conceptual design plan was completed in FY15 and final design will commence in FY16. Construction will be phased based on funding availability.

Ongoing maintenance to be performed by Public Works crews.

A \$200,000 State Bond has been requested for roadway and landscaping improvements, and a \$63,000 City match is provided.

**Capital Project Summary - Hollywood Gateway Park**

<b>Name:</b> Hollywood Gateway Park	<b>First Fiscal Year Appropriated:</b>	FY10
<b>Number:</b> 103002	<b>Estimated Completion Date:</b>	FY17
<b>Department:</b> Planning, Community & Economic Development	<b>Percent Completed:</b>	10%
<b>Life:</b> 8 years	<b>Estimated Total Project Cost:</b>	\$727,778
<b>Project Manager:</b> Terry A. Schum, Director of Planning, Community & Economic Development		

**Description**

This project develops property at 4703 Edgewood Road, acquired by the City in FY10 with Program Open Space (POS) funding, into the Hollywood "Wind & Weather" Park. The park will feature a pavilion with a green roof and rain barrels, permeable pathways, native plants, rain garden, weather station and wind-driven sculpture.

**Schedule of Expenditures**

[301-8010-570-]								
<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>Past FY20</u>
30-11	Design & Engineering	114,892	114,892					
30-15	Consulting	4,765	4,765					
36-11	Classified Advertising	1,137	1,137					
52-10	Awards & Gifts	1,700	1,700					
95-10	Site Improvements	604,830		454,830	150,000			
95-17	Public Art	454	454					
	<b>Total Expenditures</b>	<u>727,778</u>	<u>122,948</u>	<u>454,830</u>	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

<u>Fund</u>	<u>Source Name</u>	<u>Total</u>	<u>Thru FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>Past FY20</u>
301	Unrestricted C.I.P. Reserve	50,000	50,000					
301	Program Open Space (POS)	276,892	276,892					
301	Community Legacy grant	100,000	100,000					
301	Developer Contribution	150,000	150,000					
301	Chesapeake Bay Trust grant	150,886	150,886					
	<b>Total Funding Sources</b>	<u>727,778</u>	<u>727,778</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Total funding sources	727,778	727,778	0	0	0	0	0
Less amount expended/ encumbered thru FY16	(122,948)	(122,948)					
<b>Project Fund Balance</b>	<u>604,830</u>	<u>604,830</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

Project design is complete and start of construction is unknown.

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

**Capital Project Summary - Hollywood Road Extended**

<b>Name:</b> Hollywood Road Extended	<b>First Fiscal Year Appropriated:</b>	FY07
<b>Number:</b> 073004	<b>Estimated Completion Date:</b>	Ongoing
<b>Department:</b> Planning, Community & Economic Development	<b>Percent Completed:</b>	0%
<b>Life:</b> Ongoing	<b>Estimated Total Project Cost:</b>	\$500,000
<b>Project Manager:</b> Terry A. Schum, Director of Planning, Community & Economic Development		

**Description**

This project provides for right-of-way acquisition, design and construction for an extension of Hollywood Road on the west side of U.S. Route 1 at the signalized intersection. This project improves access for the Mazza Grandmarc apartments and funding is provided by the developer under an agreement and Declaration of Covenants with the City.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
30-11	Design & Engineering	67,000	67,000					
94-20	Rights-of-Way	433,000			433,000			
<b>Total Expenditures</b>		<u>500,000</u>	<u>67,000</u>	<u>0</u>	<u>433,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
301	Unrestricted C.I.P. Reserve	0		0				
301	Developer Contribution	500,000	67,000		433,000			
<b>Total Funding Sources</b>		<u>500,000</u>	<u>67,000</u>	<u>0</u>	<u>433,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Total funding sources	500,000	67,000	0	433,000	0	0	0
Less amount expended/ encumbered thru FY16	(67,000)	(67,000)					
<b>Project Fund Balance</b>	<u>433,000</u>	<u>0</u>	<u>0</u>	<u>433,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

\$500,000 is in escrow for this project. The City has authorized the owner of Mazza Grandmarc apartments to proceed with a feasibility study for the design of Hollywood Road extended. Preliminary alignments are being prepared for review by the City Council. Construction will be determined based on the results of the feasibility study.

**Impact on Operating Budget**

Once constructed, streets will be evaluated annually as part of the Pavement Management Plan.  
  
New roadways will have a 15-year life expectancy, reducing ongoing routine maintenance.

**Capital Project Summary - Homeownership Grant Program**

<b>Name:</b> Homeownership Grant Program	<b>First Fiscal Year Appropriated:</b>	FY06
<b>Number:</b> 063002	<b>Estimated Completion Date:</b>	Ongoing
<b>Department:</b> Planning, Community & Economic Development	<b>Percent Completed:</b>	Ongoing
<b>Life:</b> Ongoing	<b>Estimated Total Project Cost:</b>	Ongoing
<b>Project Manager:</b> Terry A. Schum, Director of Planning, Community & Economic Development		

**Description**

Initiated in FY2006, this project provides home ownership grants to police officers, City employees and persons purchasing former rentals, foreclosures and short sale properties in the City. Grants are provided at settlement for downpayment or closing costs. Recipients must agree to occupy the property for a minimum of 5 years. If the property is sold or ceases to be owner-occupied during the 5 years, a prorated portion of the grant must be repaid to the City.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
25-10	Grant-City University Partnership	22,500	22,500					
25-34	Homeownership Grants	187,500	165,000	22,500				
<b>Total Expenditures</b>		<u>210,000</u>	<u>187,500</u>	<u>22,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
301	Unrestricted C.I.P. Reserve	210,000	210,000					
<b>Total Funding Sources</b>		<u>210,000</u>	<u>210,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
Total funding sources	210,000	210,000	0	0	0	0	0
Less amount expended/ encumbered thru FY16	(187,500)	(187,500)					
<b>Project Fund Balance</b>	<u>22,500</u>	<u>22,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

To date, 30 grants (6 @ \$7,500 and 24 @ \$5,000) have been awarded.

No operating budget impact as this is a planning initiative.

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

<b>Name:</b> Institutional Network (I-Net)/P.E.G.	<b>First Fiscal Year Appropriated:</b>	FY01
<b>Number:</b> 011004	<b>Estimated Completion Date:</b>	Ongoing
<b>Department:</b> Finance	<b>Percent Completed:</b>	Ongoing
<b>Life:</b> Ongoing	<b>Estimated Total Project Cost:</b>	Ongoing
<b>Project Managers:</b> Stephen Groh, Director of Finance Sarah Price, Information Systems Manager		

**Description**

This project will accumulate funds paid to the City as capital equipment support grant payments under the provisions of cable franchise agreements, to cover public, educational and government (P.E.G.) capital costs, including capital for studio facilities, studio and portable production equipment, editing equipment and program playback equipment, institutional network equipment, and dark fiber.

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 FY17, 28.1% of that payment is allocable to capital and may be paid from P.E.G. funds; the remaining 71.9% covers I-Net operating costs and is budgeted in the General Fund, Information Technology program 1024. The accumulated funds from all I-Net members will cover purchases and maintenance of shared equipment at the County's Largo Government Center and Comcast hub sites throughout the County.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
30-14	Support Services	55,404	55,404					
30-15	Consulting	27,861	27,861					
34-73	Cabling	31,393	31,393					
36-11	Classified Advertising	1,011	1,011					
36-63	PGINCCC I-Net Pro-Rata Share	126,266	94,582	7,921	7,921	7,921	7,921	
40-18	Security Cameras Maintenance	2,424	2,424					
40-25	HVAC Repairs	6,490	6,490					
40-40	Audio-Visual Equipment Maint.	2,039	2,039					
45-11	Computer Hardware Maintenance	15,599	15,599					
60-20	Computer Supplies	1,701	1,701					
60-22	Audio-Visual Supplies	205	205					
62-10	Postage	109	109					
92	Equipment (unallocated)	2,181,767						2,181,767
92-20	Equipment	523	523					
92-42	HVAC Systems	25,395	25,395					
92-50	Video Equipment	21,986	21,986					
92-52	Security Cameras	46,037	46,037					
92-55	Audio-Visual Equipment	211,417	211,417					
92-60	Audio Equipment	5,101	5,101					
95-10	Site Improvements	1,250	1,250					
97-10	Telephone Systems	74,833	74,833					
98-10	Computer Hardware	235,456	235,456					
98-20	Computer Software	31,205	31,205					
<b>Total Expenditures</b>		<u>3,105,472</u>	<u>892,021</u>	<u>7,921</u>	<u>7,921</u>	<u>7,921</u>	<u>7,921</u>	<u>2,181,767</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
301	Unrestricted C.I.P. Reserve	0	0	0				
301	Comcast-Capital Equipment grant	2,380,517	1,912,517	117,000	117,000	117,000	117,000	Unknown
301	Verizon-Capital Equipment grant	724,955	424,955	75,000	75,000	75,000	75,000	Unknown
<b>Total Funding Sources</b>		<u>3,105,472</u>	<u>2,337,472</u>	<u>192,000</u>	<u>192,000</u>	<u>192,000</u>	<u>192,000</u>	<u>0</u>

**Project Fund Balance**

Total funding sources	3,105,472	2,337,472	192,000	192,000	192,000	192,000	0
Less amount expended/ encumbered thru FY16	(892,021)	(892,021)					
<b>Project Fund Balance</b>	<u>2,213,451</u>	<u>1,445,451</u>	<u>192,000</u>	<u>192,000</u>	<u>192,000</u>	<u>192,000</u>	<u>0</u>

**Status**

During FY11, the City replaced most of the audio and video equipment in the Council Chambers, including cameras, control boards, audio mixers and broadcast lighting.

No major upgrades are anticipated in FY17.

**Impact on Operating Budget**

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

**Capital Project Summary - Old Parish House Renovations #2**

<b>Name:</b> Old Parish House Renovations #2	<b>First Fiscal Year Appropriated:</b>	FY15
<b>Number:</b> 155001	<b>Estimated Completion Date:</b>	Unknown
<b>Department:</b> Public Works	<b>Percent Completed:</b>	10%
<b>Life:</b> 6 years	<b>Estimated Total Project Cost:</b>	Unknown
<b>Project Manager:</b> Brenda Alexander, Assistant Director of Public Works-Administration Miriam Bader, Senior Planner		

**Description**

This project funds repairs and upgrades to the Old Parish House, a City-owned facility at 4711 Knox Road. Work will be done in phases, dependent on available funding and according to the maintenance plan and program completed in FY16. This plan is part of a Historic Structures Report that evaluates character-defining features, structural integrity and provides work priorities and cost estimates.

**Schedule of Expenditures**

[301-8010-570-]								
<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>Past FY20</u>
30-15	Consulting	18,000	18,000					
95-20	Building Improvements	52,000		52,000				
<b>Total Expenditures</b>		<u>70,000</u>	<u>18,000</u>	<u>52,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

<u>Fund</u>	<u>Source Name</u>	<u>Total</u>	<u>Thru FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>Past FY20</u>
301	Unrestricted C.I.P. Reserve	20,000	10,000	10,000				
301	Developer Contribution	50,000	50,000					
<b>Total Funding Sources</b>		<u>70,000</u>	<u>60,000</u>	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Total funding sources	70,000	60,000	10,000	0	0	0	0
Less amount expended/ encumbered thru FY16	(18,000)	(18,000)					
<b>Project Fund Balance</b>	<u>52,000</u>	<u>42,000</u>	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

Historic Structures Report has been completed by consultant.

Unknown at this time

**Capital Project Summary - Parking Enforcement Equipment Replacement**

**Name:** Parking Enforcement Equipment Replacement  
**Number:** 162002  
**Department:** Public Services  
**Life:** Ongoing  
**Project Manager:** James C. Miller, Parking Enforcement Manager

**First Fiscal Year Appropriated:** FY16  
**Estimated Completion Date:** Ongoing  
**Percent Completed:** Ongoing  
**Estimated Total Project Cost:** \$50,000

**Description**

This project provides funding for replacement of Parking Enforcement equipment, including handheld ticket writers and pay stations. Over fiscal years 2016 and 2017, this project will accumulate funds for the FY17 replacement of approximately 7 handheld ticket writers.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
92-45	Handheld Ticket Writers	50,000		50,000				
<b>Total Expenditures</b>		<u>50,000</u>	<u>0</u>	<u>50,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
301	Unrestricted C.I.P. Reserve	50,000	25,000	25,000				
<b>Total Funding Sources</b>		<u>50,000</u>	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Total funding sources	50,000	25,000	25,000	0	0	0	0
Less amount expended/ encumbered thru FY16	0	0					
<b>Project Fund Balance</b>	<u>50,000</u>	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

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

**Capital Project Summary - Pavement Management Plan**

**Name:** Pavement Management Plan  
**Number:** 045008  
**Department:** Public Works  
**Life:** Ongoing  
**Project Manager:** Steven E. Halpern, City Engineer

**First Fiscal Year Appropriated:** FY04  
**Estimated Completion Date:** Ongoing  
**Percent Completed:** Ongoing  
**Estimated Total Project Cost:** Ongoing

**Description**

This plan maintains the City's street network and appurtenances as outlined in the annual Pavement Management Plan (PMP), prepared by the City Engineer. This plan is based on an on-site visual inspection of every street in the City and is updated annually. Streets are rated on a scale of 1-10, "10" being the worse case. It has been several years since the City has had a street rated "10". Funding for residential and other special requests, including new traffic-calming devices, are also covered under this project. This project is reset to -0- each fiscal year. Adoption of the budget ordinance specifically references approval of the Pavement Management Plan as presented to Mayor & Council.

In previous years, the Pavement Management Plan has been funded through State highway user tax revenues. Due to cuts in these funds for FY10 - FY16, alternate sources of funding will need to be identified.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
96-10	Concrete	2,022,000	411,000	411,000	300,000	300,000	300,000	300,000
96-20	Pavement	1,820,000	310,000	310,000	300,000	300,000	300,000	300,000
<b>Total Expenditures</b>		<u>3,842,000</u>	<u>721,000</u>	<u>721,000</u>	<u>600,000</u>	<u>600,000</u>	<u>600,000</u>	<u>600,000</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
301	Unrestricted C.I.P. Reserve	1,442,000	721,000	721,000				
301	Utility Reimbursements	0	0					
301	Comm. Development Block Grant	0	0					
301	Funding not yet determined	2,400,000			600,000	600,000	600,000	600,000
<b>Total Funding Sources</b>		<u>3,842,000</u>	<u>721,000</u>	<u>721,000</u>	<u>600,000</u>	<u>600,000</u>	<u>600,000</u>	<u>600,000</u>

**Project Fund Balance**

Total funding sources	3,842,000	721,000	721,000	600,000	600,000	600,000	600,000
Less amount expended/ encumbered in FY16	(721,000)	(721,000)					
<b>Project Fund Balance</b>	<u>3,121,000</u>	<u>0</u>	<u>721,000</u>	<u>600,000</u>	<u>600,000</u>	<u>600,000</u>	<u>600,000</u>

**Status**

The City funding in the FY17 Pavement Management Plan tentatively covers portions of the following streets: Norwich Road (Princeton Avenue to Columbia Avenue), Dickinson Avenue (College Avenue to Norwich Road), 50th Place (Fox Street to Kenesaw Street).

The CDBG funding (if approved) in the FY17 Pavement Management Plan covers portions of the following streets: None at this time

Paving is scheduled for spring 2017. The FY17 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**

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

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

In FY10, POS funds were used for the purchase of property at 4703 Edgewood Road. In FY12, funds were allocated to purchase 8200 Baltimore Avenue, but this project was subsequently cancelled by the Mayor & Council.

The City is investigating possible purchase of property adjoining the Veterans Memorial.

**Schedule of Expenditures**

[302-8020-575-]								
Account	Account Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
30-15	Consulting	3,174	3,174					
30-16	Appraisals	21,450	21,450					
94-10	Land	1,007,191	348,632		658,559			
<b>Total Expenditures</b>		<u>1,031,815</u>	<u>373,256</u>	<u>0</u>	<u>658,559</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
302	Restricted C.I.P. Reserve	0	0	0				
302	Program Open Space (POS)	1,031,815	1,031,815					
<b>Total Funding Sources</b>		<u>1,031,815</u>	<u>1,031,815</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Total funding sources	1,031,815	1,031,815	0	0	0	0	0
Less amount expended/ encumbered thru FY16	(373,256)	(373,256)					
<b>Project Fund Balance</b>	<u>658,559</u>	<u>658,559</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

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

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

<b>Name:</b> Public Works Facility Improvements	<b>First Fiscal Year Appropriated:</b> FY01
<b>Number:</b> 015002	<b>Estimated Completion Date:</b> Ongoing
<b>Department:</b> Public Works	<b>Percent Completed:</b> 25%
<b>Life:</b> Ongoing	<b>Estimated Total Project Cost:</b> \$ 1,178,528
<b>Project Manager:</b> Robert T. Stumpff, Director of Public Works	

**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 FY16	FY17	FY18	FY19	FY20	Past FY20
30-11	Design & Engineering	81,263	81,263					
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	972,863		972,863				
<b>Total Expenditures</b>		<u>1,178,528</u>	<u>205,665</u>	<u>972,863</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
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					
<b>Total Funding Sources</b>		<u>1,178,528</u>	<u>1,178,528</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Total funding sources	1,178,528	1,178,528	0	0	0	0	0
Less amount expended/ encumbered thru FY16	(205,665)	(205,665)					
<b>Project Fund Balance</b>	<u>972,863</u>	<u>972,863</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

A federal grant from U. S. Department of Energy funded energy-saving improvements to Davis Hall, including new HVAC units, insulation and lowering of the ceiling in the Davis Hall multi-purpose room.

A contract for replacement of the modular building was awarded in November 2015. Modular building should be completed by July 2016.

**Impact on Operating Budget**

As current Public Works buildings are maintained by City staff (Public Works program 5018, Public Works Buildings), replacement of the outdated modular building would likely generate reduced maintenance and energy use requirements.

**Capital Project Summary - Randolph Macon Avenue**

<b>Name:</b> Randolph Macon Avenue	<b>First Fiscal Year Appropriated:</b>	FY13
<b>Number:</b> 133001	<b>Estimated Completion Date:</b>	FY17
<b>Department:</b> Planning, Community & Economic Development	<b>Percent Completed:</b>	0%
<b>Life:</b> 5 years	<b>Estimated Total Project Cost:</b>	\$620,000
<b>Project Manager:</b> Terry A. Schum, Director of Planning, Community & Economic Development Steven E. Halpern, City Engineer		

**Description**

The project funds construction of the 30' right-of-way between Rhode Island Avenue and Dartmouth Avenue in the Old Town neighborhood known as Randolph Macon Avenue. The road will be one-way westbound and facilitate the infill construction of 7 single-family homes with owner-occupancy covenants. The property owner will pay for the road design and the City will be responsible for roadway construction and sidewalk. A CDBG grant will help defray the construction costs and the property owner/developer will reimburse the City upon the sale of the individual building sites.

**Schedule of Expenditures**

[301-8010-570-]								
<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>Past FY20</u>
30-11	Design & Engineering	120,000	120,000					
95-10	Site Improvements	500,000		500,000				
<b>Total Expenditures</b>		<u>620,000</u>	<u>120,000</u>	<u>500,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

<u>Fund</u>	<u>Source Name</u>	<u>Total</u>	<u>Thru FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>Past FY20</u>
301	Unrestricted C.I.P. Reserve	213,000	86,950	126,050				
301	Utility Reimbursements	0						
301	Comm. Development Block Grant	127,000	127,000					
301	Funding not yet determined	280,000		280,000				
<b>Total Funding Sources</b>		<u>620,000</u>	<u>213,950</u>	<u>406,050</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Total funding sources	620,000	213,950	406,050	0	0	0	0
Less amount expended/ encumbered thru FY16	(120,000)	(120,000)					
<b>Project Fund Balance</b>	<u>500,000</u>	<u>93,950</u>	<u>406,050</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

A revised memorandum of understanding between the City and property owner/developer is pending approval.

The roadway design is complete and construction is scheduled to commence in spring 2016.

**Impact on Operating Budget**

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

**Capital Project Summary - Route 1 Underground Utilities**

<b>Name:</b> Route 1 Underground Utilities	<b>First Fiscal Year Appropriated:</b>	FY14
<b>Number:</b> 143001	<b>Estimated Completion Date:</b>	Unknown
<b>Department:</b> Public Works	<b>Percent Completed:</b>	0%
<b>Life:</b> 5 years	<b>Estimated Total Project Cost:</b>	Unknown
<b>Project Manager:</b> Terry A. Schum, Director of Planning, Community & Economic Development		

**Description**

This project would design and construct the undergrounding of utilities as part of the reconstruction of U.S. Route 1 by State Highway Administration (SHA), contingent on funding availability.

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
30-11	Design & Engineering	1,172,464	217,464	300,000	655,000			
30-18	Feasibility Study	94,407	94,407					
95-10	Site Improvements	13,913,129					13,913,129	
<b>Total Expenditures</b>		<u>15,180,000</u>	<u>311,871</u>	<u>300,000</u>	<u>655,000</u>	<u>0</u>	<u>13,913,129</u>	<u>0</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
301	Unrestricted C.I.P. Reserve	300,000	300,000					
301	Developer Contribution	265,000	65,000				200,000	
301	University of Maryland Contribution	70,000	70,000					
301	State Highway Administration (SHA)	3,325,000					3,325,000	
301	Funding not yet determined	11,220,000					11,220,000	
<b>Total Funding Sources</b>		<u>15,180,000</u>	<u>435,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>14,745,000</u>	<u>0</u>

**Project Fund Balance**

Total funding sources	15,180,000	435,000	0	0	0	14,745,000	0
Less amount expended/ encumbered thru FY16	(311,871)	(311,871)					
<b>Project Fund Balance</b>	<u>14,868,129</u>	<u>123,129</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>14,745,000</u>	<u>0</u>

**Status**

**Impact on Operating Budget**

A feasibility study was completed in FY14. The design contract for underground plans is 70% complete. This study is being managed by SHA and paid for by the City.

Unknown at this time

**Capital Project Summary - Sustainability Initiatives**

<b>Name:</b> Sustainability Initiatives	<b>First Fiscal Year Appropriated:</b> FY09
<b>Number:</b> 091004	<b>Estimated Completion Date:</b> Ongoing
<b>Department:</b> Planning, Community & Economic Development	<b>Percent Completed:</b> Ongoing
<b>Life:</b> Ongoing	<b>Estimated Total Project Cost:</b> \$348,999
<b>Project Manager:</b> Steve Beavers, Community Development Coordinator Bill Gardiner, Assistant City Manager	

**Description**

This project funds ongoing green initiatives to reduce energy consumption and increase the use of renewable energy. The City received a \$70,361 grant from the Maryland Energy Administration ("MEA") to prepare and implement an energy action plan; other grant applications have been submitted.

This project also provides support for implementation of a new City operations sustainability plan.

**Schedule of Expenditures**

[301-8010-570-]								
<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>Past FY20</u>
30-15	Consulting	30,038	30,038					
60-13	Grounds & Field Supplies	810	810					
60-24	Community Garden Supplies	1,168	1,168					
60-40	Signs	39	39					
92-41	Appliances	895	895					
92-42	HVAC Systems	618	618					
95-10	Site Improvements	1,800	1,800					
95-15	Lighting Improvements	178,232	161,282	16,950				
95-18	Fencing	6,735	6,735					
95-20	Buildings & Improvements	111,764	12,164	99,600				
96-30	Streetlights	16,900	16,900					
	<b>Total Expenditures</b>	<u>348,999</u>	<u>232,449</u>	<u>116,550</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule of Funding Sources**

<u>Fund</u>	<u>Source Name</u>	<u>Total</u>	<u>Thru FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>Past FY20</u>
301	Unrestricted C.I.P. Reserve	66,000	66,000					
301	Maryland Energy Admin. grant	152,051	52,451	99,600				
301	Pepco lighting upgrade rebate	130,948	130,948					
	<b>Total Funding Sources</b>	<u>348,999</u>	<u>249,399</u>	<u>99,600</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Project Fund Balance**

Total funding sources	348,999	249,399	99,600	0	0	0	0
Less amount expended/ encumbered thru FY16	(232,449)	(232,449)					
<b>Project Fund Balance</b>	<u>116,550</u>	<u>16,950</u>	<u>99,600</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Status**

Policies for energy reduction and renewable energy generation were adopted by the City Council and recommended improvements are underway.

The Green Team initiated a community garden in FY15 and is considering locations for additional gardens.

**Impact on Operating Budget**

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

**Capital Project Summary - Vehicle Replacement Program**

**Name:** Vehicle Replacement Program  
**Number:** 925061  
**Department:** Public Works  
**Life:** Ongoing  
**Project Manager:** Robert T. Stumpff, Director of Public Works

**First Fiscal Year Appropriated:** FY92  
**Estimated Completion Date:** Ongoing  
**Percent Completed:** Ongoing  
**Estimated Total Project Cost:** Ongoing

**Description**

Vehicle replacement is determined by ratings established using the Department of Public Works' vehicle replacement analysis report. This project is designed to be replenished annually from the General Fund based on the depreciation of the City's fleet. This project summary has been updated to reflect original cost of each vehicle, with replacement value based on estimated inflation rates. Replacement is calculated based on estimated life of classes of vehicles, taking into account maintenance history records for each vehicle:

	Estimated Life in Years
Automobiles	7
Light trucks	9
Medium duty trucks	9
Heavy duty trucks	10
Machinery and equipment	15

**Schedule of Expenditures**

[301-8010-570-]								
Account	Account Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
32-40	Legal-Bond Counsel	8,500	8,500					
70-15	Principal-Master Lease #3	2,000,000		382,456	391,033	399,803	408,770	417,938
72-15	Interest-Master Lease #3	114,901		40,524	31,947	23,177	14,210	5,043
90	Autos & Light Trucks	1,027,000	131,000	312,000	90,000	159,000	85,000	250,000
91	Medium Duty Trucks	1,460,000	200,000	150,000	400,000	280,000	110,000	320,000
91	Heavy Duty Trucks	2,320,000	580,000	290,000	290,000	290,000	290,000	580,000
91	Shared Ownership Trucks	45,000	0	0	0	0	0	45,000
92	Machinery & Equipment	982,500	0	61,000	86,000	216,000	36,000	583,500
<b>Total Expenditures</b>		<u>7,957,901</u>	<u>919,500</u>	<u>1,235,980</u>	<u>1,288,980</u>	<u>1,367,980</u>	<u>943,980</u>	<u>2,201,481</u>

**Schedule of Funding Sources**

Fund	Source Name	Total	Thru FY16	FY17	FY18	FY19	FY20	Past FY20
301	Unrestricted C.I.P. Reserve	2,771,901	657,000	422,980	422,980	422,980	422,980	422,981
301	Proceeds-Master Lease #3	2,000,000	2,000,000					
301	Funding not yet determined	3,186,000				886,500	521,000	1,778,500
<b>Total Funding Sources</b>		<u>7,957,901</u>	<u>2,657,000</u>	<u>422,980</u>	<u>422,980</u>	<u>1,309,480</u>	<u>943,980</u>	<u>2,201,481</u>

**Project Fund Balance**

Total funding sources	7,957,901	2,657,000	422,980	422,980	1,309,480	943,980	2,201,481
Less amount expended/ encumbered thru FY16	(919,500)	(919,500)					
<b>Project Fund Balance</b>	<u>7,038,401</u>	<u>1,737,500</u>	<u>422,980</u>	<u>422,980</u>	<u>1,309,480</u>	<u>943,980</u>	<u>2,201,481</u>

**Status**

This project is ongoing, subject to annual funding.  
  
 A new \$2,000,000 5-year master lease will be initiated in FY16 to fund current and future vehicle purchases.

**Impact on Operating Budget**

Maintenance of City vehicles and equipment is performed and budgeted by the City's Central Garage, Public Works program 5030 in the General Fund.

Scheduled replacement of vehicles should reduce repair costs of aging vehicles and equipment. No operating budget impact is anticipated.

**Capital Project Summary - Vehicle Replacement Program  
Schedule of Vehicle Replacement**

Vehicle Number	Description	Original Cost	Estimated Replacement Cost					Past FY20
			FY16	FY17	FY18	FY19	FY20	
<b>90 - Automobiles &amp; Light Trucks</b>								
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		
026	03 Ford 138 Econoline Van (Animal Ctl)	26,090		50,000				
027	06 Chevrolet Savanna Cargo Van	13,828						20,000
028	08 Chevrolet Express Cargo Van	16,838						20,000
043	01 Ford 1-Ton Pickup	23,670	28,000					
044	01 Ford 1-Ton Pickup	23,670	28,000					
045	01 Ford 1-Ton Diesel Pickup (a)	27,730		60,000				
046	02 Ford 3/4-Ton Pickup	22,813		29,000				
049	04 Ford F-350 SD Pickup	16,949			30,000			
050	04 Ford F-350 SD Pickup	16,949		29,000				
051	06 Chevrolet C5550 Diesel Landscape	52,972					55,000	
052	08 Chevrolet 3/4-Ton 4x4 Pickup	20,333				30,000		
053	09 Chevrolet Silverado Pickup	27,479					30,000	
054	13 Ford F-250 3/4-Ton 4x4 Pickup	28,359						34,000
055	13 Ford F-250 3/4-Ton 4x4 Pickup	22,830						34,000
056	13 Ford F-250 3/4-Ton 4x4 Pickup	22,830						34,000
057	15 Ford F-250 3/4-Ton 4x4 Pickup	33,696						36,000
103	01 Chevrolet Lumina	14,529		23,000				
242	01 Chevrolet Cavalier	10,921	23,000					
244	03 Chevrolet Cavalier	10,118	23,000					
247	04 Chevrolet Cavalier	10,063		23,000				
248	04 Chevrolet Cavalier	10,063		23,000				
249	04 Chevrolet Cavalier	10,063		23,000				
250	05 Chevrolet Cobalt	10,728			20,000			
251	05 Toyota Prius Hybrid	19,583		23,000				
252	06 Chevrolet Cobalt	10,848			20,000			
253	06 Chevrolet Cobalt	10,848			20,000			
254	08 Chevrolet Cobalt	12,749				20,000		
255	08 Chevrolet Cobalt	12,669				20,000		
256	08 Chevrolet Cobalt	12,749				20,000		
257	09 Chevrolet Cobalt	16,604				20,000		
258	09 Chevrolet Cobalt	16,604				20,000		
259	14 Honda Insight Hybrid	19,590						24,000
260	14 Honda Insight Hybrid	19,590						24,000
261	14 Ford Focus	16,690						24,000
<b>Total Autos &amp; Light Trucks</b>		<b>714,291</b>	<b>131,000</b>	<b>312,000</b>	<b>90,000</b>	<b>159,000</b>	<b>85,000</b>	<b>250,000</b>
<b>91 - Medium Duty Trucks</b>								
121	00 Chevrolet 3500 10-pass. Bus (wc lift)	County						
122	03 Ford E-450 Supreme 21-pass. Bus	49,455			100,000			
123	08 Ford E-450 SD 16-pass. Bus (wc lift)	County						
306	90 GMC Top Kick Dump Truck	45,619	200,000					
338	00 International 4900/Galion Dump Truck	81,635		150,000				
339	00 International 4900/Galion Dump Truck	81,635			150,000			
340	00 International 4900/J&J Dump Truck	81,635			150,000			
346	04 International 7400/Galion Dump Truck	93,273					110,000	
347	05 International 7400/Stellar Hooklift Truck	144,817				160,000		
366	09 Ford F450-D Tymco 210 Streetsweeper	103,225				120,000		
348	13 Freightliner Dump Truck w/ plow	148,482						160,000
349	13 Freightliner Dump Truck w/ plow	148,482						160,000
<b>Total Medium Duty Trucks</b>		<b>978,258</b>	<b>200,000</b>	<b>150,000</b>	<b>400,000</b>	<b>280,000</b>	<b>110,000</b>	<b>320,000</b>

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

Vehicle Number	Description	Original Cost	Estimated Replacement Cost					Past FY20
			FY16	FY17	FY18	FY19	FY20	
<b>91-10 - Heavy Duty Trucks</b>								
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 Trk	176,833					290,000	
501	08 Crane Carrier/McNeilus 32yd RL Refuse Trk	257,062						290,000
502	08 Crane Carrier/McNeilus 32yd RL Refuse Trk	257,062						290,000
503	08 Autocar/Labrie 33yd ASL Refuse Truck	264,510	290,000					
	<b>Total Heavy Duty Trucks</b>	<b>1,390,501</b>	<b>580,000</b>	<b>290,000</b>	<b>290,000</b>	<b>290,000</b>	<b>290,000</b>	<b>580,000</b>
<b>91-50 - Shared Ownership Trucks</b>								
	25% of Four Cities Streetsweeper	28,070						35,000
	20% of Greenbelt Aerial Lift Truck	7,855						10,000
	<b>Total Shared Ownership Trucks</b>	<b>35,925</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>45,000</b>
<b>92 - Machinery &amp; Equipment</b>								
351	89 Terrain Boom Mower	32,450						52,500
352	89 Vermeer Chipper	16,087						32,000
370	73 Ford Tractor	3,185		25,000				
371	92 Case 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						200,000
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
	<b>Total Machinery &amp; Equipment</b>	<b>643,405</b>	<b>0</b>	<b>61,000</b>	<b>86,000</b>	<b>216,000</b>	<b>36,000</b>	<b>583,500</b>
	<b>GRAND TOTAL</b>	<b>3,762,380</b>	<b>911,000</b>	<b>813,000</b>	<b>866,000</b>	<b>945,000</b>	<b>521,000</b>	<b>1,778,500</b>

Notes: (a) Being replaced with a 1-ton dump truck for landscape crew  
^ Will not be replaced

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**STATISTICAL  
SECTION**

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**CITY OF COLLEGE PARK, MARYLAND**

**General Fund - Statistical Summary  
Fiscal Years 1996 - 2015**

<u>Fiscal year</u>	<u>Real property tax rate per \$100</u>	<u>Personal property tax rate per \$100</u>	<u>Operating revenues</u>	<u>Percentage increase/ (decrease) from prior fiscal year</u>
1996	\$ 0.570	\$ 0.570	\$ 6,035,656	0.22%
1997	0.570	0.570	6,301,287	4.40%
1998	0.570	0.570	6,583,120	4.47%
1999	0.570	0.570	7,175,737	9.00%
2000	0.570	0.570	7,925,257	10.45%
2001	0.228 <sup>1</sup>	0.570	8,206,595	3.55%
2002	0.240	0.600	8,425,339	2.67%
2003	0.250	0.625	8,839,777	4.92%
2004	0.268	0.650	8,905,991	0.75%
2005	0.268	0.650	9,773,782	9.74%
2006	0.285	0.713	11,053,754	13.10%
2007	0.299	0.748	11,113,418	0.54%
2008	0.299	0.748	11,647,913	4.81%
2009	0.322	0.805	12,661,100	8.70%
2010	0.322	0.805	12,758,641	0.77%
2011	0.322	0.805	14,407,349	12.92%
2012	0.322	0.805	14,753,324	2.40%
2013	0.322	0.805	14,214,088	-3.66%
2014	0.335	0.838	15,188,049	6.85%
2015	0.335	0.838	16,580,646	9.17%

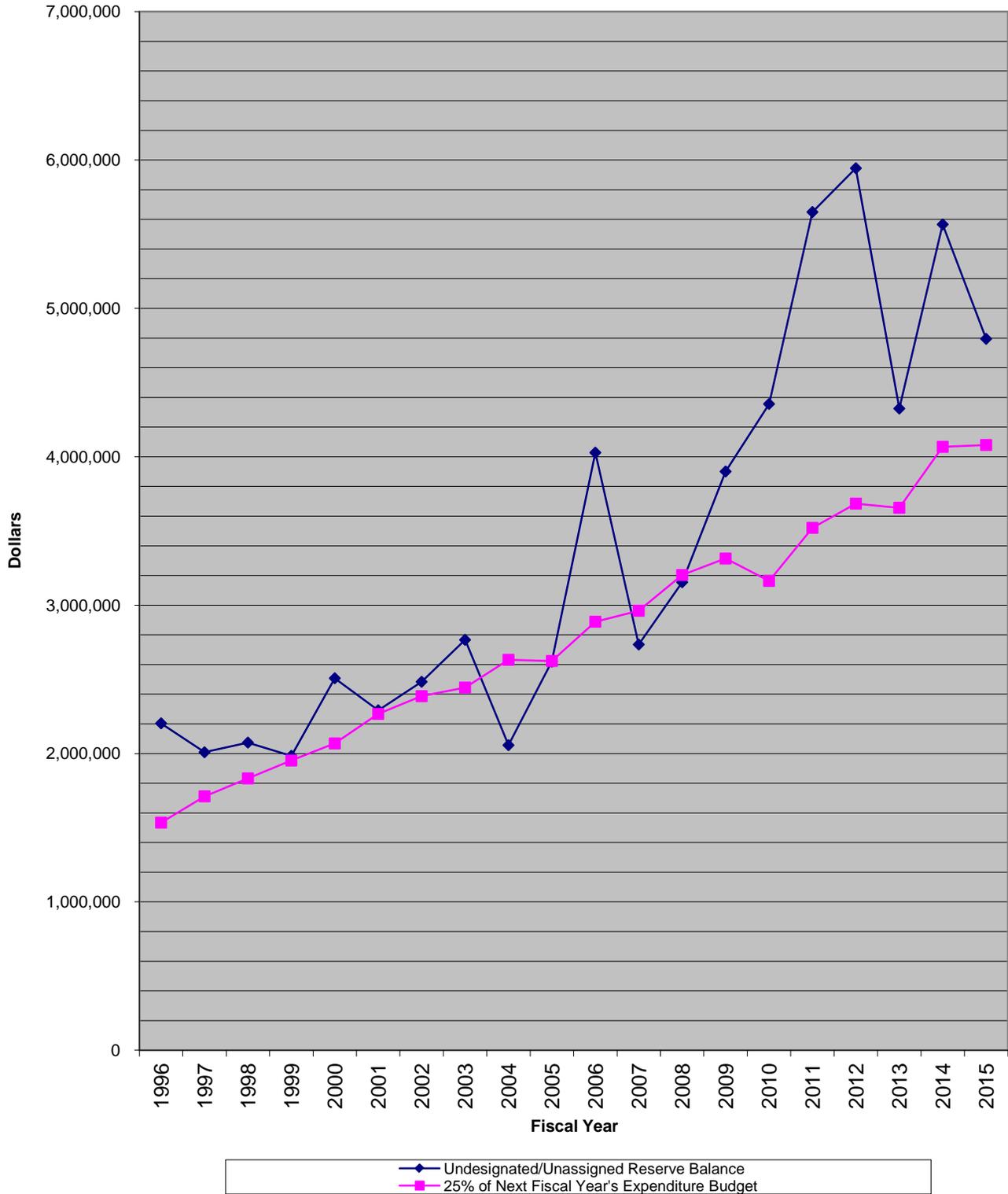
**FOOTNOTES:**

<sup>1</sup> 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.

<sup>2</sup> Effective June 30, 2011 per GASB Statement No. 54, fund balances of the governmental funds are classified as follows: nonspendable, restricted, committed, assigned and unassigned. The new fund balance classification "unassigned" is shown for FY 2011 above and will be used for future fiscal years as well. The fund balance classification "undesignated" will no longer be used.

<u>Operating expenditures</u>	<u>Surplus/ (deficit) after transfers</u>	<u>Undesignated/ unassigned <sup>2</sup> reserve balance at fiscal year end</u>	<u>Reserve balance as percentage of next fiscal year's expenditure budget (Goal = 25%)</u>
\$ 5,608,751	\$ (123,095)	\$ 2,203,477	30.51%
6,027,921	136,911	2,008,559	29.34%
6,049,512	179,608	2,073,906	28.29%
6,707,208	(17,390)	1,984,668	25.40%
7,188,809	378,054	2,507,355	30.31%
7,963,668	312,842	2,291,676	25.27%
7,862,662	72,838	2,483,508	26.02%
8,387,816	(38,810)	2,766,147	28.29%
8,251,475	(322,327)	2,056,242	19.53%
8,733,736	254,468	2,619,714	24.96%
9,077,070	1,196,384	4,028,163	34.86%
9,595,276	(1,302,906)	2,734,819	23.08%
10,330,679	324,682	3,154,391	24.62%
10,906,047	499,718	3,900,880	29.43%
11,314,099	466,367	4,356,077	34.43%
11,541,492	1,819,522	5,649,562	40.11%
12,215,429	157,946	5,944,767	40.34%
12,711,292	(1,073,154)	4,325,009	29.57%
14,012,320	1,175,735	5,566,179	36.87%
17,448,921	(868,264)	4,794,694	29.38%

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



CITY OF COLLEGE PARK, MARYLAND

General Fund - Fund Balance Summary  
Last Ten Fiscal Years

Fiscal year	Fund balance, beginning of fiscal year	Operating revenues	Operating expenditures	Other sources (Note 1)	Other uses (Note 2)	Adjustments	Fund balance, end of fiscal year
2006	\$ 3,416,862	\$ 11,053,754	\$ 9,077,070		\$ 780,300		\$ 4,613,246
2007	4,613,246	11,113,418	9,595,276		2,821,048		3,310,340
2008	3,310,340	11,647,913	10,330,679		992,552		3,635,022
2009	3,635,022	12,661,100	10,906,047		1,255,335		4,134,740
2010	4,134,740	12,758,641	11,314,099		978,175		4,601,107
2011	4,601,107	14,407,349	11,541,492		1,046,335		6,420,629
2012	6,420,629	14,753,324	12,215,429	216,886	2,596,835		6,578,575
2013	6,578,575	14,214,088	12,711,292	251,950	2,827,900		5,505,421
2014	5,505,421	15,188,049	14,012,320		922,000		5,759,150
2015	5,759,150	16,580,646	17,448,921		1,081,225		3,809,650

**FOOTNOTES:**

- <sup>1</sup> Interfund transfer from Parking Debt Service Fund
- <sup>2</sup> Interfund transfer to Capital Projects Fund

**CITY OF COLLEGE PARK, MARYLAND**

**General Fund Revenues and Other Financing Sources  
Last Ten Fiscal Years**

<u>Fiscal year</u>	<u>Property taxes</u>	<u>Income taxes</u>	<u>Admission taxes</u>	<u>State shared taxes</u>	<u>County shared taxes</u>	<u>Licenses and permits</u>	<u>Intergovernmental</u>
2006	\$ 4,376,694	\$ 1,197,276	\$ 659,170	\$ 769,173	\$ 505,170	\$ 722,395	\$ 183,707
2007	4,812,810	1,270,633	707,816	808,134	492,018	690,761	185,234
2008	5,284,158	1,294,274	660,862	783,296	488,936	771,988	188,589
2009	6,386,736	1,274,166	689,308	718,819	448,394	894,393	176,565
2010	7,061,791	1,332,576	664,798	81,466	422,121	964,236	218,454
2011	6,922,610	1,377,541	570,539	58,693	441,699	1,004,730	254,545
2012	7,439,837	1,494,195	617,331	167,363	446,559	1,133,900	255,941
2013	7,472,148	1,582,308	510,606	105,579	460,159	1,054,982	205,283
2014	7,435,620	1,617,918	665,076	345,278	469,993	1,160,580	234,656
2015	7,642,614	1,636,074	673,023	361,857	529,324	1,232,599	256,736

	<u>Charges for services</u>	<u>Fines and fees</u>	<u>Investment earnings <sup>1</sup></u>	<u>Miscell- aneous</u>	<u>Total operating revenues</u>	<u>Transfers in</u>	<u>Total revenues</u>
\$	828,080	\$ 1,158,071	\$ 97,773	\$ 556,245	\$ 11,053,754	\$ -	\$ 11,053,754
	830,490	962,210	195,067	158,245	11,113,418	-	11,113,418
	812,384	1,095,272	229,065	39,089	11,647,913	-	11,647,913
	823,703	1,054,227	145,901	48,888	12,661,100	-	12,661,100
	909,624	1,056,987	36,814	9,774	12,758,641	-	12,758,641
	934,245	2,784,738	41,696	16,313	14,407,349	-	14,407,349
	984,664	2,044,766	43,075	125,693	14,753,324	216,886	14,970,210
	947,868	1,963,264	(111,862)	23,753	14,214,088	251,950	14,466,038
	960,579	1,992,281	198,972	107,096	15,188,049	-	15,188,049
	988,596	3,001,290	156,323	102,210	16,580,646	-	16,580,646

**CITY OF COLLEGE PARK, MARYLAND**

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

<u>Fiscal year</u>	<u>Admini- stration</u>	<u>Finance</u>	<u>Public services</u>	<u>Planning and devel- opment</u>	<u>Public works</u>	<u>Youth and family</u>
2006	\$ 1,315,386	\$ 612,945	\$ 1,690,588	\$ 531,138	\$ 3,727,144	\$ 707,118
2007	1,196,537	723,575	1,878,097	473,676	3,964,867	752,987
2008	1,309,351	816,172	2,023,822	498,054	4,263,915	835,414
2009	1,404,308	858,874	2,061,857	538,445	4,335,050	902,642
2010	1,404,724	895,913	2,176,636	580,748	4,317,396	981,712
2011	1,423,277	804,231	2,196,446	516,648	4,374,679	981,828
2012	1,561,533	773,566	2,360,095	583,652	4,352,121	1,034,545
2013	1,660,869	790,554	2,647,142	596,427	4,318,979	1,024,998
2014	1,661,451	896,847	2,397,883	595,802	4,725,720	1,064,727
2015	2,111,537	3,633,908	2,687,135	613,974	4,680,463	1,027,995

<u>Supplemental police services</u>	<u>Debt service</u>	<u>Contingency</u>	<u>Total operating expenditures</u>	<u>Transfers out</u>	<u>Total expenditures</u>
\$ 244,138	\$ 235,613	\$ 13,000	\$ 9,077,070	\$ 780,300	\$ 9,857,370
384,798	220,739	-	9,595,276	2,821,048	12,416,324
516,689	67,262	-	10,330,679	992,552	11,323,231
729,757	67,263	7,851	10,906,047	1,255,335	12,161,382
889,707	67,263	-	11,314,099	978,175	12,292,274
941,499	302,884	-	11,541,492	1,046,335	12,587,827
1,029,491	520,426	-	12,215,429	2,596,835	14,812,264
1,114,882	557,441	-	12,711,292	2,827,900	15,539,192
1,190,672	557,218	-	13,090,320	922,000	14,012,320
1,021,858	590,826	-	16,367,696	1,081,225	17,448,921

**CITY OF COLLEGE PARK, MARYLAND**

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

Fiscal year	Fund equity, beginning of year	Revenue							Total revenue	Expenditures General government
		Licenses and permits	Intergovernmental grants	Charges for services	Fines and forfeitures	Investment revenue	Miscellaneous			
2006	\$ 721,621	\$ 151,245	\$ 467,902	\$ -	\$ -	\$ -	\$ 21,595	\$ 640,742	\$ 17,028	
2007	814,312	163,102	692,355	96,000	-	1,591	-	953,048	53,393	
2008	<sup>3</sup> 3,208,977	152,418	208,028	224,146	-	40,928	-	625,520	29,807	
2009	<sup>3</sup> 1,677,068	170,310	408,565	193,878	-	2,624	47,677	823,054	44,429	
2010	<sup>3</sup> (4,475,639)	179,478	900,329	181,809	-	148	-	1,261,764	65,162	
2011	<sup>3</sup> (5,257,703)	193,362	817,100	211,247	49,812	66	-	1,271,587	80,507	
2012	<sup>3</sup> 3,164,971	173,265	93,395	227,454	42,065	30	31,000	567,209	221,846	
2013	<sup>3</sup> 4,240,056	191,223	150,017	209,291	48,743	-	-	599,274	214,855	
2014	5,868,664	190,920	521,247	204,355	52,053	-	-	968,575	31,919	
2015	6,357,611	194,599	622,189	947,848	51,473	-	49,223	1,865,332	37,464	

\* **FOOTNOTES:**

<sup>1</sup> Sale of land

<sup>2</sup> 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.

<sup>3</sup> Includes Parking Debt Service Fund, beginning in FY 2008

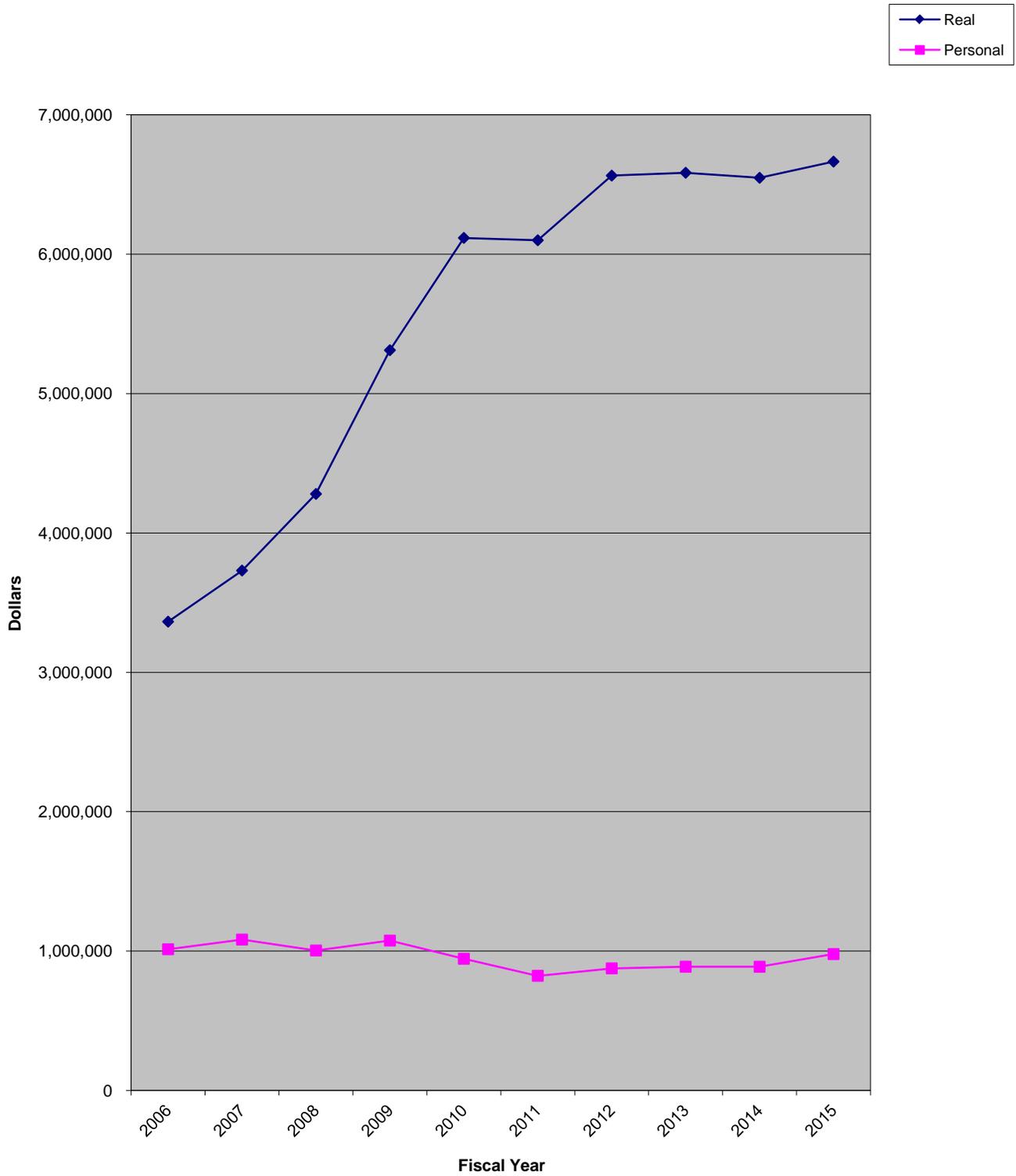
Public services	Planning & development	Expenditures (continued)				Total expenditures	Other financing sources / uses		Fund equity, end of year
		Public works	Debt service	Capital outlay	Proceeds from financing/other*		Transfers in/(out)		
\$ 123,062	\$ 195,739	\$ 632,202	\$ -	\$ 360,320	\$ 1,328,351	\$ -	\$ 780,300	\$ 814,312	
24,987	117,700	33,322	12,750	3,147,279	3,389,431	2,010,000	2,821,048	3,208,977	
24,000	212,785	1,840	339,200	2,692,349	3,299,981	150,000	992,552	1,677,068	
24,000	208,212	25,494	814,330	7,539,631	8,656,096	425,000 <sup>1</sup>	1,255,335	(4,475,639)	
31,470	486,138	15,480	385,469	2,038,284	3,022,003	-	978,175 <sup>2</sup>	(5,257,703)	
33,651	107,559	20,284	618,080	1,184,807	2,044,888	8,150,000	1,046,335	3,165,331	
42,814	79,881	2,931	331,659	1,192,942	1,872,073	-	2,379,949	4,240,056	
51,285	98,492	18,543	-	1,163,441	1,546,616	-	2,575,950	5,868,664	
221,602	183,000	35,000	-	930,107	1,401,628	-	922,000	6,357,611	
49,202	227,717	10,576	-	1,171,474	1,496,433	-	1,081,225	7,807,735	

**CITY OF COLLEGE PARK, MARYLAND**

**General Fund Property Tax Revenues by Source  
Last Ten Fiscal Years**

<u>Fiscal year</u>	<u>Real property taxes</u>	<u>Personal property taxes</u>	<u>Total property taxes</u>
2006	\$ 3,363,585	\$ 1,013,109	\$ 4,376,694
2007	3,730,318	1,082,492	4,812,810
2008	4,280,054	1,004,104	5,284,158
2009	5,311,375	1,075,361	6,386,736
2010	6,117,028	944,763	7,061,791
2011	6,100,116	822,494	6,922,610
2012	6,563,992	875,845	7,439,837
2013	6,584,457	887,691	7,472,148
2014	6,548,180	887,440	7,435,620
2015	6,664,433	978,181	7,642,614

# CITY OF COLLEGE PARK, MARYLAND Property Tax Revenues



**CITY OF COLLEGE PARK, MARYLAND**

**Property Tax Levies and Collections  
Last Ten Fiscal Years**

<u>Fiscal year</u>	<u>Total tax levy</u>	<u>Current tax collections</u>	<u>Percent of current taxes collected (Note 2)</u>	<u>Delinquent tax collections</u>	<u>Total tax collections</u>
2006	\$ 4,486,482	\$ 4,255,600	94.85%	\$ 83,229	\$ 4,338,829
2007	4,799,536	4,790,172	99.80%	22,638	4,812,810
2008	5,178,280	5,227,766	100.96%	56,392	5,284,158
2009	6,269,374	6,380,880	101.78%	5,861	6,386,741
2010	7,090,446	7,025,731	99.09%	36,060	7,061,791
2011	6,871,090	6,830,888	99.41%	91,722	6,922,610
2012	7,433,369	7,402,872	99.59%	36,965	7,439,837
2013	7,489,649	7,402,568	98.84%	69,580	7,472,148
2014	7,416,516	7,327,206	98.80%	108,414	7,435,620
2015	7,462,185	7,614,850	102.05%	27,764	7,642,614

**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%.

<u>Ratio of total tax collections to total tax levy</u>	<u>Outstanding delinquent taxes</u>	<u>Ratio of delinquent taxes to total tax levy</u>
96.71%	\$ 58,686	1.31%
100.28%	36,048	0.75%
102.04%	13,024	0.25%
101.87%	36,447	0.58%
99.60%	49,054	0.69%
100.75%	37,668	0.55%
100.09%	52,856	0.71%
99.77%	40,842	0.55%
100.26%	26,254	0.35%
102.42%	24,478	0.33%

**CITY OF COLLEGE PARK, MARYLAND**

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

Fiscal year	Tax year	Real property <sup>1</sup>		Personal property	
		Assessed value	Estimated value	Assessed value	Estimated value
2006	2007	\$ 1,254,330,314	\$ 1,254,330,314	\$ 140,252,466	\$ 140,252,466
2007	2008	1,421,579,302	1,421,579,302	122,994,652	122,994,652
2008	2009	1,637,876,189	1,637,876,189	120,320,870	120,320,870
2009	2010	1,923,969,893	1,923,969,893	113,043,478	113,043,478
2010	2011	1,807,918,651	1,807,918,651	111,801,242	111,801,242
2011	2012	1,947,088,341	1,947,088,341	105,590,062	105,590,062
2012	2013	2,068,786,227	2,068,786,227	99,378,882	99,378,882
2013	2014	1,959,242,300	1,959,242,300	87,058,823	87,058,823
2014	2015	2,021,567,171	2,021,567,171	87,058,823	87,058,823
2015	2016	2,081,761,516	2,081,761,516	87,058,823	87,058,823

**FOOTNOTES:**

<sup>1</sup> After application of homestead tax credit

Total property		Ratio of total assessed value to total value
Assessed value	Estimated value	
\$ 1,394,582,780	\$ 1,394,582,780	100.0%
1,544,573,954	1,544,573,954	100.0%
1,758,197,059	1,758,197,059	100.0%
2,037,013,371	2,037,013,371	100.0%
1,919,719,893	1,919,719,893	100.0%
2,052,678,403	2,052,678,403	100.0%
2,168,165,109	2,168,165,109	100.0%
2,046,301,123	2,046,301,123	100.0%
2,108,625,994	2,108,625,994	100.0%
2,168,820,339	2,168,820,339	100.0%

**CITY OF COLLEGE PARK, MARYLAND**

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

<u>Fiscal year</u>	<u>City <sup>1</sup></u>	<u>Natl. Capital Park and Planning</u>	<u>Suburban Transit Commission</u>	<u>County Storm Water Management</u>	<u>George's County (full rate)</u>	<u>County Tax Differential</u>	<u>State of Maryland</u>	<u>Total</u>
2007	\$ 0.2990	\$ 0.2790	\$ 0.0260	\$ 0.0540	\$ 0.9600	\$ (0.0170)	\$ 0.1120	\$ 1.7130
2008	0.2990	0.2790	0.0260	0.0540	0.9600	(0.0160)	0.1120	1.7140
2009	0.3220	0.2790	0.0260	0.0540	0.9600	(0.0150)	0.1120	1.7380
2010	0.3220	0.2790	0.0260	0.0540	0.9600	(0.0140)	0.1120	1.7390
2011	0.3220	0.2790	0.0260	0.0540	0.9600	(0.0140)	0.1120	1.7390
2012	0.3220	0.2790	0.0260	0.0540	0.9600	(0.0140)	0.1120	1.7390
2013	0.3220	0.2790	0.0260	0.0540	0.9600	(0.0200)	0.1120	1.7330
2014	0.3350	0.2790	0.0260	0.0540	0.9600	(0.0250)	0.1120	1.7410
2015	0.3350	0.2790	0.0260	0.0540	0.9600	(0.0300)	0.1120	1.7360
2016	0.3350	0.2940	0.0260	0.0540	1.0000	(0.0300)	0.1120	1.7910

**FOOTNOTE:**

<sup>1</sup> The City Direct Rate has no components.

CITY OF COLLEGE PARK, MARYLAND

Principal Taxpayers, Grouped by Property  
Assessed Valuation Greater than \$5 Million  
June 30, 2015  
(amounts expressed in thousands)

Taxpayer	Type of business	Fiscal year 2015 assessment			Percentage of total assessed valuation
		Real (RP)	Personal (PP)	Total	
Student Housing College Park, LLLP (The Varsity)	Real estate	\$ 97,562	\$ 806	\$ 98,368	4.67%
University View Partners, LLC	Real estate	96,453	580	97,033	4.60%
NSHE College Park, LLC	Real estate	90,668	-	90,668	4.30%
UDR Domain College Park, LLC	Real estate	81,985	-	81,985	3.89%
Mazza Grand Marc Apartments	Real estate	56,200	-	56,200	2.67%
8300 Baltimore Avenue, LLC	Real estate	53,840	228	54,068	2.56%
IKEA Property, Inc. (RP) / IKEA Maryland, LLC (PP)	Retail	44,021	7,489	51,510	2.44%
Jefferson at College Park, LP (RP) / Wynfield Park Apartments, LP (PP)	Real estate	46,451	123	46,574	2.21%
Richard S. Gatti, et al	Real estate	30,664	-	30,664	1.45%
Riverdale FDA, LLC	Real estate	27,780	-	27,780	1.32%
Potomac Electric Power Company	Utility	-	27,177	27,177	1.29%
Starview Plaza (The Enclave)	Real estate	24,000	-	24,000	1.14%
College Park Shopping Center LLC	Real estate	22,208	-	22,208	1.05%
CPHH, LLC (RP) / Imported Cars of Maryland (PP)	Automotive	5,461	13,893	19,354	0.92%
Oprock College Park Fee LLC	Hotel	16,467	465	16,932	0.80%
University Club - UCAL LLC	Real estate	11,800	-	11,800	0.56%
College Park Roadside II	Real estate	11,541	-	11,541	0.55%
New Spellman House Associates, LLC	Real estate	10,093	32	10,125	0.48%
Eastern Diversified Properties, Inc. (RP) / College Park Motor Cars (PP)	Automotive	3,793	6,199	9,992	0.47%
Terrapin Row Prop. Owner, LLC	Real estate	9,220	-	9,220	0.44%
College Park Hospitality Group, LLC	Hotel	7,847	269	8,116	0.38%
Precision Products Group, Inc.	Manufacturing	5,225	2,843	8,068	0.38%
North Carolina Hospitality Group, Inc.	Hotel	7,362	510	7,872	0.37%
Elmer F. Sealing (RP) / Second Hotel Associates LP (PP)	Hotel	6,866	687	7,553	0.36%
Royal Hospitality, Inc.	Hotel	7,373	129	7,502	0.36%
Jemal's Hartwick Limited Partnership	Real estate	7,000	-	7,000	0.33%
Carrollton Properties, LLC	Real estate	6,341	-	6,341	0.30%
Jaykishan Hospitality Group, LLC	Hotel	5,918	356	6,274	0.30%
8400 Baltimore Avenue, LLC	Real estate	6,098	-	6,098	0.29%
Baltimore Boulevard Associates Ltd. Ptshp.	Real estate	6,060	2	6,062	0.29%
Campus Village Shopping Center JV	Real estate	5,992	-	5,992	0.28%
Campus Investors 4500 College Avenue, LLC	Real estate	5,597	-	5,597	0.27%
New Alden Berkley Associates	Real estate	5,442	13	5,455	0.26%
<b>Total</b>		<b>\$ 823,328</b>	<b>\$ 61,801</b>	<b>\$ 885,129</b>	<b>41.98%</b>

**CITY OF COLLEGE PARK, MARYLAND**

**Computation of Direct and Overlapping Bonded Debt  
June 30, 2015  
(amounts expressed in thousands)**

<u>Jurisdiction</u>	<u>Net debt outstanding</u>	<u>Percentage applicable to the City</u>	<u>Amount applicable to the City</u>
City of College Park:			
Direct Debt	\$ <u>7,525</u>	100.000%	\$ <u>7,525</u>
Subtotal	<u>7,525</u>		<u>7,525</u>
Overlapping Debt (Note 1):			
Prince George's County:			
Direct Debt	1,506,558	2.847%	42,894
Maryland-National Capital Park and Planning Commission	<u>57,536</u>	2.847%	<u>1,638</u>
Subtotal	<u>1,564,094</u>		<u>44,532</u>
Total Direct and Overlapping Debt	\$ <u><u>1,571,619</u></u>		\$ <u><u>52,057</u></u>

**NOTE 1:**

Overlapping debt is not bonded debt of the City on either a direct or contingent basis but represents the share of debt of overlapping governmental units which the residents of the City are obligated to pay through the direct tax levies of the respective governmental units. Percentage applicable to the City for the overlapping debt is based on the total County real property assessment of \$71,003,583,705 and the City real property assessment of \$2,021,567,171 (net of homestead tax credit). The City does not have any self-supporting debt at June 30, 2015.

**CITY OF COLLEGE PARK, MARYLAND**

**Computation of Legal Debt Margin  
June 30, 2015**

	<u>General Obligation</u>	<u>Total Debt</u>
Total real property taxable assessment as of June 30, 2015 (FY 2015 assessment) before homestead tax credit applied	\$ 2,050,850,372	\$ 2,050,850,372
Allowable debt limit percentage per City Charter, Article C7-4	<u>5%</u>	<u>10%</u>
City debt limit	\$ 102,542,519	\$ 205,085,037
Outstanding debt as of June 30, 2015	<u>7,525,000</u>	<u>7,525,000</u>
Available debt margin	<u>\$ 95,017,519</u>	<u>\$ 197,560,037</u>

**CITY OF COLLEGE PARK, MARYLAND**

**Debt Service Requirements  
June 30, 2015**

**STI Institutional & Government, Inc. - Tax-Exempt Parking Garage Refunding Bond of 2015:**

(budgeted in Debt Service, General Fund program 9010)

<u>Fiscal year</u>	<u>Principal balance, beginning of fiscal year</u>	<u>Debt Service</u>		<u>Principal balance, end of fiscal year</u>
		<u>Principal</u>	<u>Interest</u>	
2016	\$ 7,075,000	\$ 0	\$ 159,244	\$ 7,075,000
2017	7,075,000	340,000	187,126	6,735,000
2018	6,735,000	382,000	177,342	6,353,000
2019	6,353,000	393,000	166,841	5,960,000
2020	5,960,000	403,000	156,055	5,557,000
2021-2025	5,557,000	2,189,000	607,867	3,368,000
2026-2030	3,368,000	2,505,000	290,309	863,000
2031-2032	863,000	863,000	20,366	0
<b><u>Totals</u></b>		<b><u>\$ 7,075,000</u></b>	<b><u>\$ 1,765,150</u></b>	

**Community Legacy Loans:**

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

<u>Fiscal year</u>	<u>Principal balance, beginning of fiscal year</u>	<u>Debt Service</u>		<u>Principal balance, end of fiscal year</u>
		<u>Principal</u>	<u>Interest</u>	
2021	\$ 300,000	\$ 150,000	\$ 0	\$ 150,000
2026	150,000	150,000	0	0
<b><u>Totals</u></b>		<b><u>\$ 300,000</u></b>	<b><u>\$ 0</u></b>	

**CITY OF COLLEGE PARK, MARYLAND**

**Demographic Statistics  
Last Seven Census Years**

<u>Fiscal year</u>	<u>Population</u>	<u>Median income</u>	<u>Median age</u>	<u>Formal education level</u>	<u>Unemployment rate</u>
1950	11,170	\$ 1,063	31.1 years	12.7 years	3.8%
1960	18,482	7,948	21.9 years	12.4 years	2.8%
1970	26,220	13,453	21.4 years	12.7 years	3.5%
1980	23,614	39,806	24.1 years	13.0 years	3.2%
1990	23,714	48,915	23.4 years	See note below	5.4%
2000	24,657	50,168	21.7 years	See note below	4.2%
2010	30,413	66,138	21.2 years	See note below	7.1%

**NOTE:** Beginning with the 1990 census count, the Bureau of the Census began to report formal education level using a different type of methodology. As such, the 1990 count indicated that 84.9% of those surveyed were high school graduates or higher, while 38.3% held bachelor's degrees or higher. The 2000 count reported 87.6% high school graduates or higher and 40.7% held bachelor's degrees or higher. The 2010 count reports 91.0% high school graduates or higher and 47.4% held bachelor's degrees or higher.

**SOURCE:** U.S. Department of Commerce, Bureau of the Census

**CITY OF COLLEGE PARK, MARYLAND**

**Property Value, New Construction and Bank Deposits  
Last Ten Fiscal Years  
(amounts expressed in thousands)**

Fiscal year	Property value (A)			
	Commercial	Residential	Exemptions	Total
2006	\$ 394,343	\$ 859,987	\$ 1,075,484	\$ 2,329,814
2007	396,264	1,025,315	1,255,509	2,677,088
2008	482,758	1,155,118	1,381,546	3,019,422
2009	640,643	1,283,327	1,508,767	3,432,737
2010	649,774	1,158,145	1,514,366	3,322,285
2011	701,159	1,245,930	1,532,517	3,479,606
2012	808,625	1,260,161	1,528,585	3,597,371
2013	793,568	1,165,674	1,245,220	3,204,462
2014	799,259	1,222,308	1,249,234	3,270,801
2015	865,024	1,216,738	1,253,088	3,334,850

**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:**

- <sup>1</sup> Includes \$17,000,000 Camden College Park, phase 2
- <sup>2</sup> Includes \$6,600,000 Camden College Park, phase 2B
- <sup>3</sup> Includes \$2,400,000 The Towns at North College Park new townhomes
- <sup>4</sup> Includes \$480,000 Branchville Volunteer Fire Company 2-story addition, Mazza GrandMarc, University View II
- <sup>5</sup> Includes \$41,000,000 The Enclave and \$25,000,000 Varsity student housing projects
- <sup>6</sup> Includes \$20,000,000 Campus Investors 4500 College Avenue

Commercial construction (B)			Residential construction (B)			Bank deposits (C)
Number of units	Value		Number of units	Value		
10	\$ 20,510	<sup>1</sup>	38	\$ 2,687	\$	373,299
61	12,741	<sup>2</sup>	34	4,313	<sup>3</sup>	336,668
16	50,244	<sup>4</sup>	32	4,547		457,201
29	9,206		10	654		436,728
29	81,571	<sup>5</sup>	10	1,005		486,119
39	6,480		16	864		401,432
37	4,801		13	513		522,643
26	4,593		15	1,034		553,526
27	26,950	<sup>6</sup>	18	1,162		413,463
26	5,066		17	757		486,569

CITY OF COLLEGE PARK, MARYLAND

Miscellaneous Statistics  
June 30, 2016

Date of settlement	1745
Mayor & Council established	1945
Date of incorporation	1945
Form of government	
Commission	1945-1960
Council-Manager	1960-present
Area - square miles	5
Miles of streets, sidewalks and alleys	
Streets:	
Paved	52
Unimproved	1
Sidewalks	21
Alleys - unpaved	1

Providers of other services to City residents

<u>Service</u>	<u>Organization</u>
Recreation	Maryland-National Capital Park and Planning Commission (M-NCPPC)
Fire / EMS	Prince George's County Fire / Emergency Medical Services Department College Park Volunteer Fire Department, Inc. Branchville Volunteer Fire Company & Rescue Squad, Inc. Berwyn Heights Volunteer Fire Department & Rescue Squad, Inc.
Police	Prince George's County Police Department
Water and sewer	Washington Suburban Sanitary Commission (WSSC)
Electric	Potomac Electric Power Company (PEPCO)
Natural gas	Washington Gas, Maryland Division
Public education	Prince George's County Public Schools

Election data

Registered voters last local election, November 2015	17,188
Number of votes cast, last local election	2,222
Percentage of registered voters voting, last local election	12.9%

CITY OF COLLEGE PARK, MARYLAND

Miscellaneous Statistics (continued)  
June 30, 2016

Authorized full-time equivalent employees

	FY2016 <u>Adopted Budget</u>	FY2017 <u>Proposed Budget</u>
Merit	104.59	104.29
Nonclassified	<u>11.39</u>	<u>11.39</u>
Total	<u>115.98</u>	<u>115.68</u>

Major property owner

The University of Maryland at College Park, the flagship campus of the University System of Maryland, is located within the corporate limits of the City of College Park. This University location encompasses approximately 1,500 acres with 350 buildings, providing education, housing, research and other facilities. The campus has a total academic student body of 38,140 as of fall 2015 enrollment, consisting of 27,443 undergraduate and 10,697 graduate students; and a faculty (excluding graduate teaching assistants) of 4,509 and staff of 5,315.

Memberships

American Institute of Certified Planners (AICP)  
 American Payroll Association  
 American Planning Association (APA)  
 Anacostia Trails Heritage Area (ATHA)  
 Council for Urban Economic Development (CUED)  
 Government Finance Officers Association of the U.S. and Canada (GFOA)  
 International City/County Management Association (ICMA)  
 International Council for Local Environmental Initiatives (ICLEI)  
 International Council of Shopping Centers (ICSC)  
 International Institute of Municipal Clerks (IIMC)  
 International Town & Gown Association (ITGA)  
 Maryland Association of Housing and Redevelopment Agencies  
 Maryland Association of Youth Services Bureaus (MAYSB)  
 Maryland Code Enforcement and Zoning Officials Association (CEZOA)  
 Maryland Downtown Development Association (MDDA)  
 Maryland Local Government Insurance Trust (LGIT)  
 Maryland Local Government Investment Pool (MLGIP)  
 Maryland Mayors' Association  
 Maryland Municipal Clerks Association  
 Maryland Municipal League (MML)  
 Maryland Government Finance Officers Association (MDGFOA)  
 Maryland State Retirement Agency (MSRA)  
 Metropolitan Washington Council of Governments (MWCOG)  
 National Fire Protection Association (NFPA)  
 National League of Cities (NLC)  
 National Safety Council  
 National Trust for Historic Preservation (NTHP)  
 Prince George's County Municipal Association (PGCMA)  
 Urban Land Institute (ULI)

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# GLOSSARY & ACRONYMS

## Glossary & Acronyms

**Accrual** The accrual basis of accounting recognizes revenues in the accounting period in which they are earned, while expenses are recognized when the related liability is incurred.

**Annual Budget** A budget applicable to a single fiscal year

**Appropriated Fund Balance** The portion of a governmental fund's fund balance that is used to provide resources for budgeted expenditures

**Appropriation** A legal authorization to make expenditures and to incur obligations for specific purposes

**Assessed Value** A valuation set upon real estate or other property by the State Department of Assessments and Taxation (SDAT) as a basis for levying taxes

**ATHA or Anacostia Trails Heritage Area** A non-profit organization whose members include municipalities along the U.S. Route 1 corridor. ATHA coordinates multi-jurisdictional projects to install and standardize signage, promote tourism and fund public art in the area.

**Balanced Budget** The process whereby budgeted revenues must equal budgeted expenditures. In the City's case, the process allows the use of undesignated reserve to supplement budgeted revenues.

**Budget** A plan of financial operations embodying an estimate of proposed expenditures for a given period and the proposed means of financing those expenditures. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two situations in practice. Sometimes, it designates the financial plan presented to the appropriating governing body for adoption (i.e., the "proposed" budget); and sometimes, the term refers to the plan approved by that body (i.e., the "adopted" budget).

**Capital Assets** Fixed assets such as vehicles, machinery, equipment, computers or furniture which have a life expectancy of more than 1 year and a value over \$2,000

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

**Capital Expenditures** Fixed assets such as vehicles, machinery, equipment, furniture, computer hardware and software which have a life expectancy of more than one year and a value over \$5,000

**Capital Outlay** Expenditures resulting in the acquisition of, or addition to, the government's general fixed assets

## Glossary & Acronyms

**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

**CCTV** Closed circuit security cameras, C.I.P. project 092003

**CDBG or Community Development Block Grant** Grant funds available from the Federal government. In the past, these funds have been passed through Prince George's County via grant application. The City opted out of the County program and into the State of Maryland's program in fiscal year 1992.

**C.I.P. or Capital Improvement Program** A plan for capital expenditures to be incurred each year over a fixed period of years in order to meet capital needs arising from the long-term work program or other capital needs. The program sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the resources estimated to be available to finance the projected expenditures.

**Charter and City Code** The codification of the City's legislation, adopted by the Mayor and Council, for the proper function and government of the City of College Park. The Charter and the various chapters of the Code contain all currently effective legislation (ordinances and certain resolutions) of a general and permanent nature enacted by the Mayor and Council, including revisions or amendments to existing legislation deemed necessary by the Mayor and Council in the course of the codification.

**Constant Yield Tax Rate** That tax rate which, when applied against the growth in assessed value of real property, will yield the same amount of tax revenue for the City as it received in the previous year. The constant yield tax rate is calculated by the State Department of Assessments and Taxation. If the City's proposed real property tax rate exceeds the constant yield tax rate, the City must advertise and hold a separate public hearing on the constant yield tax rate prior to adopting a budget setting the real property tax rate.

**Cost** The amount of money or value exchanged for property or services

**CPA or College Park Academy** A Prince George's County public charter school operated by College Park City-University Partnership (CPCUP).

**CPCUP or College Park City-University Partnership** A joint development corporation formed by the City of College Park and the University of Maryland to promote economic development.

**DCPMA or Downtown College Park Management Authority** A commercial district management authority (CDMA), created by the City and funded through assessments of downtown property owners. Their goal is to promote and market the downtown area and to provide security, maintenance and amenities. Membership includes all businesses

## Glossary & Acronyms

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

**Depreciation** A method of allocating the cost of a tangible asset over its estimated useful life. Depreciation is calculated and reflected in annual financial statements but is not used for budgeting purposes.

**Encumbrance** A reservation of funds for an anticipated expenditure prior to actual payment for an item. Funds usually are reserved or encumbered once a contracted obligation has been signed for an item, but prior to the cash payment actually being disbursed.

**Enterprise Fund** A separate fund established by the City for the operation of a business venture

**Expenditure** A decrease in net financial resources. Expenditures include payment in cash for current operating expenses, debt service and capital outlays.

**Expenses** Charges incurred, whether paid or unpaid, for operations, maintenance, interest and other charges that are presumed to benefit the current fiscal year

**FY or Fiscal Year (followed by 2 or 4 digits)** The fiscal year which starts on July 1 and ends on the following June 30 (in the year noted). For example, FY 2017 or FY17 is the fiscal year beginning on July 1, 2016 and ending on June 30, 2017.

**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.

## Glossary & Acronyms

**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

**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".

**GASB** Government Accounting Standards Board

**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.

## Glossary & Acronyms

**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 2017 (State of Maryland 10%, Prince George's County 0%, City of College Park 4%).

**Investment Policy** A policy, adopted by the Mayor & Council, outlining permitted investments for City funds. As required by state law, the investment policy was subsequently approved and filed with the State Treasurer.

**Levy** To impose taxes, special assessments or service charges for support of the City

**LGIT or Local Government Insurance Trust** A public entity risk pool, of which the City is a charter member. LGIT provides the City's property, general, automobile, and public officials' legal liability insurance coverage.

**Licenses and Permits** Documents issued in order to regulate various kinds of business and other activity within the community. A degree of inspection may accompany the issuing of a license or permit, as in the case of building permits. In most instances, a fee is charged in conjunction with the issuance of a license or permit, generally to cover all or part of the cost of administration.

**Line Item** A specific expenditure category within a departmental budget, such as travel and training, telephone, postage, office supplies, etc. Defined by an account number.

**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

## Glossary & Acronyms

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

**MSRA** Maryland State Retirement Agency, which administers the Reformed Contributory Pension Benefit Plan that the City joined effective July 1, 2014.

**MSRP** The Reformed Contributory Pension Benefit Plan of the State Retirement and Pension System of Maryland, a defined benefit plan that the City joined effective July 1, 2014. Participating employees (approximately 82% of all employees) must contribute 7% of their base pay on a pre-tax basis and the City's match for FY 2017 is 5.0%.

**MWCOG or Metropolitan Washington Council of Governments** Sometimes referred to as "COG". An organization whose membership includes counties and municipalities in the Washington Metropolitan Area. Membership in MWCOG allows the "riding" of competitively negotiated bids by other members without the necessity of bidding a particular product or service by individual municipalities.

**N/A** Not applicable

**No Survey** As the resident survey is only performed every other fiscal year, performance measures in a particular year when no survey is conducted are listed as "No survey".

**Objective** Something to be accomplished in specific well-defined and measurable terms and that is achievable within a specific time frame

**Operating Expenditures** Those expenditures related directly to the fund's primary activity except for Personnel Expenditures and Capital Outlay

**Operating Expenses** Includes the cost of personal services, contractual services, commodities and other charges incurred in performing an activity

**Operating Revenues** City revenues that have been received and set aside to finance current operating expenses

**Ordinance** A formal legislative enactment by the Mayor and Council

**Performance Measures** A series of goals and planned accomplishments, and an effectiveness measure intended to quantify a program's attainment of their prescribed goals. For each goal, where practical, a target is set initially and adjusted as needed over time to develop meaningful data on the program's service delivery or cost/benefit to the

## Glossary & Acronyms

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. Multiple programs comprise a "department".

**Public Hearing** A scheduled meeting or time specifically set aside to provide an opportunity for citizens to discuss their feelings and opinions about a particular issue. Prior to a public hearing, the scheduled date and time, as well as the subject, must be advertised.

**Reserve** An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose

**Resolution** A formal expression of opinion, will or intent voted by the Mayor & Council

**Revenue** Revenue is an increase in assets or financial resources which: does not increase a liability; does not represent a repayment of an expenditure already made; does not represent a cancellation of certain liabilities; and does not represent an increase in contributed capital.

**RFP** A Request for Proposals is required under the City's procurement policy for purchases in excess of \$30,000 unless the City is riding a contract procured by another qualifying agency whose purchasing policy meets or exceeds the City's purchasing guidelines.

**SDAT or State Department of Assessments and Taxation** A State of Maryland agency which provides assessment information to the City and Prince George's County for the purpose of levying real and personal property taxes

## Glossary & Acronyms

**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 2017, City residents receive a tax differential of 3.10 cents for real property and 7.29 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 2017 tax rates are 33.5 cents per \$100 of real property assessed valuation and 83.8 cents per \$100 of personal property assessed valuation.

**TBD or To Be Determined** This information is not currently available.

**Transfers** The amount of contribution from one fund to another, or the amount transferred from one C.I.P. project to another. Budgeted transfers are made from the General Fund to the Capital Projects Fund for acquisition of certain assets or to fund certain projects. Includes "Interfund Transfers" and "Interproject Transfers".

**UMD or UMCP** University of Maryland College Park, the City's largest property owner (albeit tax exempt) and largest employer, is the flagship campus of the University System of Maryland.

**UMUC** University of Maryland University College provides on-campus and online courses and degree programs.

**Unrestricted Fund Balance** The excess of the assets of a governmental fund or trust fund over its liabilities and reserved fund balance accounts. See Fund Balance.

**Unassigned Reserve or Unassigned Reserve Balance** Same as Unrestricted Unassigned Fund Balance. See Fund Balance.

**Unrestricted Unassigned Fund Balance** The portion of fund balance representing expendable available financial resources. See Fund Balance.

**WMATA or Washington Metropolitan Area Transit Authority** Sometimes referred to as "Metro". The regional transportation authority serving Washington, D.C., Northern Virginia and the Maryland suburbs of Washington, D.C., providing bus and subway

## Glossary & Acronyms

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.

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APPENDIX “A”  
Mayor & Council  
Wish List

**Appendix “A”  
FY2017 Mayor & Council Wish List**

		POTENTIAL FY 2017 BUDGET IMPACT
<p><b>NOTE:</b> In order to facilitate obtaining quotes for these items, they have been grouped by department with primary responsibility for the service or function. Following each item is the name of the councilmember(s) or organization who requested that the item be priced and their cost estimate (if provided).</p>		<p>Wish list items already included in the Proposed Budget are noted in this column with the program and account number.</p>

<b>Administration</b>		
Adm-1	Contribute to CPCUP homeownership grant program for UMD faculty and staff (\$15,000-45,000) (Brennan)	See attached CPCUP letter.
Adm-2	Internship program for Council members, 2nd year (\$5,000) (Kabir)	
Adm-3	Purchase a portable microphone system for community/City events (\$500) (Brennan)	We will purchase in FY 2016
Adm-4	Discretionary fund for committee activity (Brennan)	The budget for promotional items in Admin-Public Relations 1017-6010 has been increased.
Adm-5	New City Hall (Kujawa)	A significant interfund transfer for the City Hall Expansion C.I.P. project has been provided, which will reduce the amount the City has to borrow for the project.
Adm-6	Resources to support staff going paperless (Kujawa)	Laserfiche scanning software has been proposed, which is the first step in going paperless in the City Clerk's office.
Adm-7	College Park clothing, including t-shirts celebrating neighborhoods for sale to residents and visitors. Also, other College Park giveaways. (Nagle)	Requires more discussion among staff. For other giveaways, see response to Adm-4.
Adm-8	Contribution to ATHA Heritage Center Fund (\$1,000-2,500) (Wojahn)	Contribution of \$2,000 is included in Admin-Mayor & Council 1010-2511.

<b>Finance</b>		

<b>Information Tech</b>		
IT-1	Provide \$20,000 for a contest for UMD students to develop an app that would benefit College Park residents (Wojahn)	

IT-2	Code enforcement software upgrade (Kujawa)	Implementation of the recommendations in the Business Process Review (BPR) is ongoing.

<b>Public Services</b>		
PS-1	"Political-type" signs to be placed during peak construction periods across the City to remind residents that they need to obtain proper permits. (Cook)	Staff does not recommend placing additional signs in the right-of-way as Public Services is trying to reduce signs. Staff will investigate other ways to disseminate this information to residents.

<b>Planning</b>		
PInG-1	Purchase of Stone Industrial property for use as community center, dog park, community meeting space, possible work space for City employees (Nagle)	This 17-acre property is under contract for purchase by an industrial user (EcoZenyth). The asking price was \$6 million. Staff is seeking more details about the contract but these are not public yet.
PInG-2	Funding to complete LiveCollegePark project and website (Brennan)	The website will be hosted in-house so no funding is needed for this purpose. An estimate for design and graphic enhancements is pending but it is anticipated that this work will be able to be completed with funds on hand in this year's budget.
PInG-3	Beautification and landscaping in Hollywood (Kabir)	Landscaping and other enhancements to the Hollywood Commercial District will be addressed in the bond bill funding requested for the streetscape project. Other landscaping and beautification needs, once identified, might be addressed through a Good Neighbor Day or CBE project.
PInG-4	Distribute Bike Map/Plan, that connects routes in College Park to routes outside the City (Nagle)	M-NCPPC has 2 existing trail system maps that show College Park on and off-road trails and their connections to trails outside the city. A new online ArcGIS map is being created under the City's current bike boulevard project (COG TLC grant) which will show all bike facilities inside and just outside the City. It will also be printable. No additional funding should be needed.

PIng-5	Task force to expose gaps in pedestrian and bicycle connectivity and explore ways to improve connectivity (Nagle)	Under the next COG TLC grant-funding round (spring 2016), staff is proposing to request the preparation of an inventory/map of all City streets showing right-of-way widths, presence of curb and gutter, width of sidewalks, if any, bike facilities, traffic calming devices and other features. This tool is needed to implement the City's pending Complete Streets policy. Once this information is available, gaps will be readily identifiable and staff will review to determine next steps.
PIng-6	Apply for a Safe Routes to School grant to install additional sidewalks in Berwyn (Brennan)	Staff intends to submit a Safe Routes to School grant application. If Council and residents concur, sidewalks in Berwyn will be included in the application.

<b><u>Youth, Family &amp; Senior Services</u></b>		

<b><u>Engineering</u></b>		
Eng-1	Pedestrian crossing signals for Metzert Road (Kujawa)	See Eng-2
Eng-2	RRFB on Rhode Island Avenue at Indian Lane/Fox Street (Kabir)	1 RRFB is budgeted in Public Services-Public Safety 2020-9253 at a location TBD. Staff recommends an analysis of where these are needed most.
Eng-3	Develop Sidewalk Plan, modeled after paving plan, setting forth priorities for bringing sidewalk to all streets (Nagle)	This plan would require using an intern to develop a sidewalk database, applying it to the current Pavement Management format, create an attribute table and populate with fixed data, design and establish rating criteria, test system for 1 subdivision and make adjustments as needed, then apply City-wide. No cost estimate available at this time.

<b><u>Public Works</u></b>		
PW-1	Purchase of College Park Woods Swim Club property for use as a community center (pool would be filled in) (Kujawa, Cook)	Staff is investigating this request with an architect.
PW-2	Installation of 10 new or replacement trash cans throughout the City (\$15,000) (Brennan)	These are budgeted in Public Works-Litter & Graffiti Control 5023-6010

PW-3	Restoration of rain garden at Duvall Field (Kabir)	Rain garden will be planted.
PW-4	New cars/replacements for Code Enforcement (Kujawa)	Vehicle replacement is budgeted annually in the C.I.P., with funding provided by a master lease and City interfund transfer funds.
PW-5	Cistern at Public Works yard (Brennan)	<p>The purpose of the cistern would be to supplement our current water source. Harvested rainwater could be used to fill a water tank for street sweeping dust control or watering plants. The cistern would not replace the use of a water meter, because of the fluctuation in rainfall.</p> <p>The cost to purchase a 650-gallon cistern is \$2,000, pump is \$1,000, down spout diverter and hoses are \$250, for a total cost of \$3,250.</p> <p>The average volume of water used from the 3" water meter is 83,700 gallons, which includes use by the street sweeper and landscape watering. The average annual cost for the water meter use is \$815, including a \$260/year service charge and \$555/year charge for water.</p>
PW-6	Signs for leaf pickup/snow removal (Kujawa)	Signs are budgeted annually in the appropriate Public Works program budgets.



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# COLLEGE PARK CITY-UNIVERSITY PARTNERSHIP

March 18, 2016

Mayor Wojahn and City Council  
 City of College Park  
 4500 Knox Road  
 College Park, MD 20740

RE: Homeownership program funding request

Dear Mayor Wojahn and City Council Members,

In an effort to improve our local economy, reduce commutes, and encourage more people to live near work, the College Park City-University Partnership launched a Homeownership Program in 2015. The program provides \$15,000 forgivable loans to full-time, benefits-eligible employees of the University of Maryland to purchase a home in College Park. The home must be their permanent residence.

We launched the program during the summer, and by the end of 2015, we had five new homeowners - in each council district - who work at the University take advantage of the program. There are two more homebuyers closing in the next couple of weeks. There is considerable interest from many additional employees and a number of employees are house-hunting now. Each home purchased through our program represents another home that did not convert to a rental property, and each homebuyer helps bolster the City's economy and improve commuting patterns.

In August 2015, the Maryland National Capital Park and Planning Commission released a study done by the Robert Charles Lesser Company: "Prince George's County Retail Market Analysis." This is an important economic development study, and the key recommendation, as outlined on page 1 of the report is: "the strategy with the greatest potential for growing the County's retail sales is to attract new households that both live and work in Prince George's County."

Because the University of Maryland is the City's largest employer, incentivizing their employees to live and work in our community will, over time, attract even more of their University colleagues to call College Park home. More university employees living locally reduces traffic and contributes toward stability in our neighborhoods. Each employee living locally becomes an ambassador for our community to their university colleagues. Today, only 4 percent of the University faculty and staff live in College Park, only 18 percent live in "neighboring towns," and only 30 percent live in Prince George's County. With 70 percent of University employees living outside the County, we need to bolster strategies such as this to attract them and their economic potential to our community.

We were able to start the program through an award of \$100,000 from the Maryland Department of Housing and Community Development's Community Legacy program, and \$50,000 from the University of Maryland. We have already committed nearly three-quarters of the forgivable loans we have funding for. Because the program is popular and successful, we are seeking to grow it and make it sustainable into the future.

We respectfully request \$50,000 in grant funding for this program, which will match the University's contribution and extend our program for additional University employees to purchase houses locally. Thank you.

Sincerely,

Eric Olson  
 Executive Director

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