

MAY 13, 2014
CITY OF COLLEGE PARK
COUNCIL CHAMBERS

7:00 P.M.
PUBLIC HEARING
CONSTANT YIELD TAX RATE FOR FISCAL YEAR 2015

7:10 P.M.
PUBLIC HEARING ON ORDINANCE 14-O-02
AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK,
MARYLAND TO ADOPT THE FISCAL YEAR 2015 OPERATING AND CAPITAL BUDGET
FOR FISCAL YEAR 2015

7:30 P.M.
MAYOR AND COUNCIL MEETING
AGENDA

MEDITATION

PLEDGE OF ALLEGIANCE: Councilmember Kabir

ROLL CALL

MINUTES: Special Session on April 15, 2014; Regular Meeting on April 22, 2014; confidential minutes of the Closed Sessions on February 25, March 11 and April 15, 2014.

ANNOUNCEMENTS

ACKNOWLEDGMENT OF DIGNITARIES

ACKNOWLEDGMENT OF NEWLY APPOINTED BOARD AND COMMITTEE MEMBERS

AWARDS

PROCLAMATIONS: Honoring Pastor Stephen L. Wright, Sr. for 15 years of service to First Baptist Church of College Park

AMENDMENTS TO THE AGENDA

CITY MANAGER'S REPORT: Joe Nagro

STUDENT LIAISON'S REPORT: Catherine McGrath

COMMENTS FROM THE AUDIENCE ON NON-AGENDA ITEMS

PRESENTATIONS

CONSENT AGENDA

- 14-R-08 Resolution of the Mayor and Council of the City of College Park supporting Maryland Department of Housing and Community Development Neighborhood BusinessWorks Program financing to The Board and Brew. Motion by:
To: Approve
Second:
Aye: _____ Nay: _____
Other:
- 14-G-49 Approval of the purchase of three replacement automobiles: One 2014 Ford Focus S Standard Sedan from Hertrich Fleet Services, Inc., Denton, MD at a cost of \$16,690.00 from the State of Maryland BPO 001B4400359, and two 2014 Honda Insight Hybrid Sedans from Criswell Honda, Germantown, MD at \$19,490.00 each from the State of Maryland BPO 001B440367, for a total cost for the three vehicles of \$55,670, which is funded in the FY '14 budget in CIP program number 925061.

ACTION ITEMS

- 14-G-50 Motion to voice no objection to the application for a new Class B, Beer and Wine License for the use of Ben and Brian Games, LLC, t/a The Board and Brew, 8150 Baltimore Avenue, Suite F2&G, College Park, subject to the applicant entering into a Property Use Agreement with the City in substantially the form as attached, authorization for the City Manager to sign the PUA, and for staff to testify at the BOLC hearing. Motion by: Dennis
To: Adopt
Second:
Aye: _____
Nay: _____
Other: _____
- 14-G-51 Support for Preliminary Plan of Subdivision 4-13020 for University Bible Fellowship Church subject to conditions. Motion by: Mitchell
To: Adopt
Second:
Aye: _____ Nay: _____
Other: _____
- 14-R-09 A Resolution Of The Mayor And Council Of The City Of College Park Setting Forth Our Commitment To Pursue Policy Goals Under The Healthy Eating Active Living (HEAL) Cities Campaign Motion by: Mitchell
To: Adopt
Second:
Aye: _____ Nay: _____
Other: _____
- 14-G-52 Approval of a letter to State Highway Administration on undergrounding utilities on US 1 between Paint Branch Parkway and Greenbelt Road Motion by: Stullich
To: Adopt
Second:
Aye: _____ Nay: _____
Other: _____
- 14-R-10 Resolution of the Mayor and Council of the City of College Park, Maryland Adopting Program Guidelines for the Commercial and Multi-Family Recycling Grant Program Motion by: Stullich
To: Adopt
Second:
Aye: _____ Nay: _____
Other: _____

14-G-53 Appointments to Boards and Committees

Motion by:
To: Adopt
Second:
Aye: ___ Nay: ___
Other: _____

COUNCIL COMMENTS

COMMENTS FROM THE AUDIENCE

ADJOURN

In accordance with the Americans With Disabilities Act, if you need special assistance, you may contact the City Clerk's Office at 240-487-3501 and describe the assistance that is necessary. This agenda is subject to change. For current information, please contact the City Clerk.

**PUBLIC
HEARING
7:00 PM
CONSTANT
YIELD**



**NOTICE OF PUBLIC HEARING
CONSTANT YIELD TAX RATE
TUESDAY, MAY 13, 2014
7:00 P.M.
2ND FLOOR COUNCIL CHAMBERS
CITY OF COLLEGE PARK, MARYLAND**

The Mayor and Council of the City of College Park, Maryland proposes to increase real property taxes.

1. For the tax year beginning July 1, 2014, the estimated real property assessable base will increase by 1.3%, from \$1,994,723,205 to \$2,021,307,835.
2. If the City of College Park, Maryland maintains the current tax rate of \$0.335 per \$100 of assessment, real property tax revenues will increase by 1.3% resulting in \$89,059 of new real property tax revenues.
3. In order to fully offset the effect of increasing assessments, the real property tax rate should be reduced to \$0.331, the constant yield tax rate.
4. The City is considering not reducing its real property tax rate enough to fully offset increasing assessments. The City proposes to adopt a real property tax rate of \$0.335 per \$100 of assessment. This tax rate is 1.3% higher than the constant yield tax rate and will generate \$89,059 in additional property tax revenues.

A public hearing on the proposed real property tax increase will be held at 7:00 p.m. on Tuesday, May 13, 2014 in the Council Chambers, College Park City Hall, 4500 Knox Road, College Park, Maryland. The hearing is open to the public, and public testimony is encouraged. Persons with questions regarding this hearing may call Stephen Groh, Director of Finance, at 240-487-3510 for further information.

Bulletin Board 4/25/14
Cable 4/25/14
website 4/28/14

The Gazette

Serving Maryland Communities since 1959

9030 Comprint Court, Gaithersburg, MD 20877 301-670-2560

This is to certify that the annexed advertisement of **CITY OF COLLEGE PARK REAL PROPERTY TAX INCREASE** published in the **PRINCE GEORGE'S NORTHERN** Gazette newspapers, a weekly newspaper published in **PRINCE GEORGE'S** County, Maryland. The Ad appeared once a week for 1 week(s), before 4/26/14.

Copy of Ad Attached
Ad Order Number
11319716

Publication Date(s)
4/24/14

CITY OF COLLEGE PARK, MARYLAND NOTICE OF A PROPOSED REAL PROPERTY TAX INCREASE

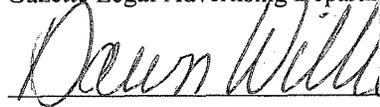
The Mayor & Council of the City of College Park, Maryland proposes to increase real property taxes.

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The hearing is open to the public, and public testimony is encouraged. Persons with questions regarding this hearing may call Stephen Groh, Director of Finance, at 240-487-3510 for further information.

Gazette Legal Advertising Department



Notary Public



My Commission Expires: November

1910399



CITY OF COLLEGE PARK, MARYLAND

**CONSTANT YIELD TAX RATE
FOR FISCAL YEAR 2015**

EXPLANATION AND CALCULATIONS

**Handout for
Constant Yield Public Hearing
Tuesday, May 13, 2014
7:00 p.m.**

CITY OF COLLEGE PARK, MARYLAND NOTICE OF A PROPOSED REAL PROPERTY TAX INCREASE

The Mayor & Council of the City of College Park, Maryland proposes to increase real property taxes.

1. For the tax year beginning July 1, 2014, the estimated real property assessable base will increase by 1.3%, from \$1,994,723,205 to \$2,021,307,835.

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The hearing is open to the public, and public testimony is encouraged.

Persons with questions regarding this hearing may call Stephen Groh, Director of Finance, at 240-487-3510 for further information.

The above advertisement appeared in the College Park Gazette on Thursday, April 24, 2014.

2014 Constant Yield Tax Rate Certification

Taxing authority: **College Park
in Prince George's County**

1	1-Jul-2013	Gross assessable real property base	\$	2,037,002,236
2	1-Jul-2013	Homestead Tax Credit	-	<u>42,279,031</u>
3	1-Jul-2013	Net assessable real property base		1,994,723,205
4	1-Jul-2013	Actual local tax rate (per \$100)	x	<u>0.3350</u>
5	1-Jul-2013	Potential revenue	\$	6,682,323
6	1-Jul-2014	Estimated assessable base	\$	2,094,731,806
7	1-Jan-2014	Half year new construction	-	25,140,770
8	1-Jul-2014	Estimated full year new construction*	-	19,000,000
9	1-Jul-2014	Estimated abatements and deletions**	-	<u><u>29,283,201</u></u>
10	1-Jul-2014	Net assessable real property base	\$	2,021,307,835

11	1-Jul-2013	Potential revenue	\$	6,682,323
12	1-Jul-2014	Net assessable real property base	÷	2,021,307,835
13	1-Jul-2014	Constant yield tax rate	\$	0.3306

Certified by


 Director

* Includes one-quarter year new construction where applicable.

**Actual + estimated as of July 1, 2014, including Homestead Tax Credit.

CYTR #1

Calculations for Decreasing Constant Yield Tax Rate Advertisement

Part 1: For the tax year beginning July 1, 2014, the estimated real property assessable base will increase by ❶% from \$❷ to \$❸.

$$\text{❶} = \frac{(\text{Line 10} - \text{Line 3})}{(\text{Line 3})}$$

$$\text{❷} = \text{Line 3}$$

$$\text{❸} = \text{Line 10}$$

Part 2: If county/city/town maintains the current real property tax rate of \$❹ per \$100 of assessment, real property tax revenues will increase by ❺% resulting in \$❻ of new real property tax revenues.

$$\text{❹} = \text{Line 4}$$

$$\text{❻} = \frac{\text{Line 10} \times \text{Line 4}}{100} - \frac{\text{Line 3} \times \text{Line 4}}{100}$$

$$\text{❺} = \frac{\text{❻}}{\frac{\text{Line 3} \times \text{Line 4}}{100}}$$

Part 4: This tax rate is ❽% higher than the constant yield tax rate and will generate \$❾ in additional real property tax revenues.

$$\text{❽} = \frac{(\text{Proposed Rate} - \text{Line 13})}{\text{Line 13}}$$

❾ = If your proposed rate is the same as your current rate, use❻. Otherwise use this:

$$= \frac{\text{Line 10} \times \text{Proposed Rate}}{100} - \frac{\text{Line 10} \times \text{Line 13}}{100}$$

NOTE: Line numbers correspond with the line numbers of form CYTR #1.



State of Maryland

DEPARTMENT OF ASSESSMENTS AND TAXATION

Office of the Director

MARTIN O'MALLEY
Governor

ROBERT E. YOUNG
Director

February 14, 2014

MEMORANDUM

To: All Municipal Taxing Authorities
From: Robert E. Young, Director
Re: 2014/15 Constant Yield Tax Rate - Instructions

The Department of Assessments and Taxation is charged with administering the Constant Yield Tax Rate law. The law is found in two separate sections of the Tax-Property Article, §§ 2-205 and 6-308. The latter section contains the provisions that must be followed by taxing authorities. We are here to answer your questions and assist you in complying with this law.

Municipal corporations may set any tax rate for personal property without regard to the constant yield tax rate process. However, failure to comply with the constant yield tax rate law could have serious consequences for your jurisdiction. If the notice requirements are not fulfilled, the Department must notify the Attorney General who has required jurisdictions to lower their real property tax rates.

Concept

The constant yield tax rate is calculated by the Department for each taxing authority in the State. It represents the real property tax rate for the coming tax year that will generate the same amount of revenue that was generated during the current tax year. As assessments increase, the constant yield tax rate decreases. Implicit in this concept is the idea that *a tax rate at or below the existing tax rate is a tax increase if it is higher than the constant yield tax rate*. When a taxing authority plans to impose a real property tax rate that is higher than the constant yield tax rate, it must advertise the tax increase and hold a public hearing. If the taxing authority plans to set a real property tax rate at the current level, but above the constant yield tax rate, it must be advertised and a hearing must be held.

For the upcoming tax year, the assessable base of some taxing authorities has decreased. Therefore, the Constant Yield Tax Rate for those jurisdictions will actually be higher than the property tax rate for the current year. However, the legal requirements for adopting a tax rate above the Constant Yield Tax Rate remain the same. Accordingly, any taxing authority that is proposing a tax rate above the Constant Yield Tax Rate must comply with the enclosed instructions.

If the taxing authority plans to set a real property tax rate that is equal to or less than the Constant Yield Tax Rate, then the Constant Yield Tax Rate statute **does not** require a notice or a hearing.

Procedures

The law establishes very strict procedures governing the advertisement and the public hearing. Further, the law requires that the Department of Assessments and Taxation monitor the advertising and hearing process and report to the Attorney General any apparent violations. In the past, violations have resulted in jurisdictions being ordered to reduce the tax rate after tax bills had been issued. To avoid violating the law, you must comply with the following procedures:

1. **Notice or Advertisement (2 options):** (1) Mail the proper notice to each real property taxpayer who resides in your jurisdiction; or (2) place an advertisement in a newspaper of general circulation in your jurisdiction. If you want to mail the notice to each resident, please contact the Department for prior approval and guidance.
2. **Form of the Notice or Advertisement:** The language is specified word for word in the statute. An ad that deviates from the statutory requirements does not meet the requirements of the law and will be referred to the Attorney General for action. A sample notice with instructions and calculations for the arithmetic (Form CYTR #3) are included in this package. The wording in the statute is required and may not be modified. No part of this notice may be omitted. Additional language consistent with the intent of the law will be permitted (e.g. information regarding access to the hearing for the disabled). *Additional language designed to recast a tax rate in excess of the constant yield tax rate as anything other than a tax increase is contrary to the intent of the constant yield tax rate law and is not acceptable. It does not matter whether the additional language is within or outside the border of the required notice.* In order to minimize your advertising costs and avoid needless litigation, please use only the language required by law. If you have any question about the acceptability of additional language, contact Cynthia Barkley at the address on the following page.

If you are using the same tax rate as last year, please note that the percentage change in Section 1 and Section 2 of the advertisement will be the same but may be different than Section 4. Even though the calculations for the new real property tax revenues generated in Section 2 and Section 4 will vary due to rounding, please use the figure from Section 2 in both sections. Please use whole dollars in the advertisement and round to one decimal place in the percent changes.

We will gladly review any advertisement prior to publication. The advertisement will be checked for any errors in the text and calculations, and any additional language will be reviewed. If you wish, we will write your advertisement for you if you furnish us with your proposed tax rate(s). We will attempt to get the advertisement back to you by the next work day. Whenever possible, you will receive a response from us the same day we receive it. Please contact Cynthia Barkley for additional information.

3. **Style and Placement of the Advertisement:** The ad must be at least 1/8th of a page with 12 point type. The notice must not be placed on pages with legal notices or classified advertisements. The headline must be in bold face with all capital letters. The text of the advertisement must be in regular face with mixed case letters. Be sure to emphasize these requirements with the newspaper. The sample notice enclosed shows the correct form for the advertisement.

-
4. **Timing of the Advertisement and Hearing:** The hearing must be held on or after the 7th day and on or before the 21st day after the notice is published. Do not count the day of the notice or advertisement, but count the day of the hearing and all intervening calendar days, including Saturdays, Sundays, and holidays. This means that the advertisement must appear between one and three weeks before the hearing. The hearing must be held on or before June 17th before the date required by law for imposition of the property tax. This means that the absolute latest the advertisement can be published is June 10th for a June 17th hearing.

 5. **Reporting to the Department:** The taxing authority must provide a copy of the *entire* newspaper page that carried the notice or evidence that the notice was mailed to each property taxpayer. A photocopy of the newspaper page or just the advertisement itself are not acceptable. Please use the enclosed Form CYTR #2. This must be sent to the Department within 15 days of the date of the advertisement. We strongly recommend that you send the Department a copy of the notice as soon as it is published, especially if the Department has not reviewed the advertisement prior to publication. We review all advertisements as soon as they are received so that if the advertisement does not conform to the law you may have time to republish it and hold a new hearing before the June 17th deadline. Failure to properly report to the Department is noncompliance that must be referred to the Attorney General.

 6. **Setting the Rate:** The real property tax rate must be set at the constant yield tax rate hearing, or at a later time if the day, time, and location the tax rate will be set is announced at the hearing. The personal property tax rate can be set at any time consistent with law.

Enclosed is the Constant Yield Tax Rate Certification (Form CYTR #1) which shows the constant yield tax rate and the associated steps in its calculation for your jurisdiction. Personal property is not part of the constant yield tax rate calculation.

Please remember that the constant yield tax rate uses an estimate of assessable real property made in February, several months before tax rates are typically set. Every effort is made to provide reliable estimates of revenue for the upcoming year. However, these estimates may be affected by subsequent reductions in assessments by the local Property Tax Assessment Appeal Board or the Maryland Tax Court for certain properties. The Department issues revised estimates on a county basis in late March which may be obtained by contacting this office or from our web site at www.dat.state.md.us/sdatweb/stats.

Questions or Problems:

Cynthia Barkley, Special Assistant
State of Maryland, Department of Assessments and Taxation
301 West Preston Street, Room 808
Baltimore, Maryland 21201
Phone: (410) 767-4884
Fax: (410) 333-5873
Email: cbarkley@dat.state.md.us

Enclosures: Sample Notice
Form CYTR #1 (Constant Yield Tax Rate Certification)
Form CYTR #2 (Reporting Form)
Form CYTR #3 (Advertisement Calculation Instructions)

MUNICIPAL NEWSPAPER NOTICE REQUIREMENTS

Headline must be all capital letters and bold type as shown.
Remainder must be both upper and lower case characters.
Notices must be 12 point. Municipal advertisements must be
a minimum of 1/8 page in size and
must not be placed with legal notices or classified ads.

.....(NAME OF JURISDICTION) NOTICE OF A PROPOSED REAL PROPERTY TAX INCREASE

The (name of taxing authority) of (name of jurisdiction)
proposes to increase real property taxes.

1. For the tax year beginning July 1, 2014, the estimated real property assessable base will increase by%, from \$..... to \$.....
2. If (name of jurisdiction) maintains the current tax rate of \$..... per \$100 of assessment, real property tax revenues will increase by% resulting in \$..... of new real property tax revenues.
3. In order to fully offset the effect of increasing assessments, the real property tax rate should be reduced to \$....., the constant yield tax rate.
4. The (county, city, town, etc.) is considering not reducing its real property tax rate enough to fully offset increasing assessments. The (county, city, town, etc.) proposes to adopt a real property tax rate of \$..... per \$100 of assessment. This tax rate is% higher than the constant yield tax rate and will generate \$..... in additional property tax revenues.

A public hearing on the proposed real property tax rate increase will be held at (time) on (date) at (location).

The hearing is open to the public, and public testimony is encouraged.

Persons with questions regarding this hearing may call (phone number) for further information.

Sample Notice

**PUBLIC
HEARING**

7:10 PM

14-0-02

FY 15 BUDGET



**NOTICE OF PUBLIC HEARING
ORDINANCE 14-O-02
TUESDAY, MAY 13, 2014
7:10 P.M.
2ND FLOOR COUNCIL CHAMBERS
CITY HALL, 4500 KNOX ROAD**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF
COLLEGE PARK, MARYLAND TO ADOPT THE FISCAL YEAR 2015
OPERATING AND CAPITAL BUDGET OF THE CITY OF COLLEGE
PARK, MARYLAND**

The budget ordinance was introduced on April 22, 2014. The full ordinance is available on the City's website at www.collegeparkmd.gov or from the Clerk's Office, telephone 240-487-3501.

*M/S 4/24/14
Cable 4/25/14
Incorporated into notice*



CITY OF COLLEGE PARK MUCENE

4500 KNOX ROAD, COLLEGE PARK, MARYLAND 20740 • 240-487-3500

April 24, 2014

City Hall Bulletin Board

MAYOR AND COUNCIL MEETINGS

TUESDAY, MAY 6, 2014

7:30 P.M. MAYOR AND COUNCIL WORKSESSION

SATURDAY, MAY 10, 2014

7:30 A.M. COUNCIL/STAFF RETREAT AT FRIENDS COMMUNITY SCHOOL

TUESDAY, MAY 13, 2014

7:00 P.M. PUBLIC HEARING ON CONSTANT YIELD TAX RATE
7:10 P.M. PUBLIC HEARING ON PROPOSED FY 15 BUDGET
7:30 P.M. MAYOR AND COUNCIL REGULAR MEETING

TUESDAY, MAY 20, 2014

7:30 P.M. MAYOR AND COUNCIL WORKSESSION

TUESDAY, MAY 27, 2014

7:30 P.M. MAYOR AND COUNCIL REGULAR MEETING

TUESDAY, JUNE 3, 2014

7:30 P.M. MAYOR AND COUNCIL WORKSESSION

TUESDAY, JUNE 17, 2014

7:30 P.M. MAYOR AND COUNCIL REGULAR MEETING

NOTICE OF A PROPOSED REAL PROPERTY TAX INCREASE

NOTICE OF FAIR SUMMARY EMERGENCY ORDINANCE 14-O-01

An Emergency Ordinance of the Mayor and Council of the City of College Park amending the Franchise Agreement with Comcast of Maryland, Inc.

This Emergency Ordinance was introduced, adopted and will become effective on April 8, 2014.

Copies of this Emergency Ordinance may be obtained from the City Clerk's Office at 4500 Knox Road, College Park, Maryland 20740, by calling 240-487-3501 or at www.collegeparkmd.gov.

NOTICE OF PUBLIC HEARING ORDINANCE 14-O-02

TUESDAY, MAY 13, 2014 - 7:10 P.M.

2ND FLOOR COUNCIL CHAMBERS
CITY HALL, 4500 KNOX ROAD

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, MARYLAND TO ADOPT THE FISCAL YEAR 2015 OPERATING AND CAPITAL BUDGET OF THE CITY OF COLLEGE PARK, MARYLAND

The budget ordinance was introduced on April 22, 2014. The full ordinance is available on the City's website at www.collegeparkmd.gov or from the Clerk's Office, telephone 240-487-3501.

THE LAST APRIL CLEANUP DAY

APRIL 26 - FROM 7:30 AM - 12:00 PM

DEPARTMENT OF PUBLIC WORKS, 9217 51ST AVENUE

There is one last Saturday left for College Park residents to participate in the Saturday clean-up month:

When: 4/26, 7:30 am - 12 noon. You must show proof of residency in the City of College Park to drop-off bulky refuse, brush and yard waste, and electronics recycling. Compost/mulch sales and donations to Community Forklift and American Rescue Workers are open to the public.

Where: Department of Public Works, 9217 51st Avenue
What: Drop-off bulky trash, electronics and molded/block Styrofoam® for recycling, and yard waste and brush.

Electronics that may be recycled include, but are not limited to: TVs, computers, monitors, keyboards, mice, speakers, VCRs, CD, DVD & MP3 players, cell phones & PDAs, printers, scanners, fax machines, telephones, radios, stereos, electric tools, game systems, handheld games, microwaves, and cords/cables. Number 6 expanded polystyrene foam, commonly known as Styrofoam®, cannot be contaminated with tape, stickers, food, or other impurities. *Additionally, we can only accept molded foam such as blocks used in packaging - no food or beverage containers or packing peanuts.*

Hazardous materials will not be accepted (shingles, propane tanks, etc.)

Councilmember P.J. Brennan (District 2) 4500 Knox Road.....	301-220-1640
Councilmember Monroe S. Dennis (District 2) 8117 51st Avenue.....	301-474-6270
Councilmember Robert W. Day (District 3) 7410 Baylor Avenue.....	301-741-1962
Councilmember Stephanie Stullich (District 3) 7400 Dartmouth Avenue.....	301-742-4442
Councilmember Alan Y. Hew (District 4) 9118 Autoville Drive.....	240-391-8678
Councilmember Denise C. Mitchell (District 4) 3501 Marlborough Way.....	240-460-7620

OTHER FREQUENTLY CALLED NUMBERS

EMERGENCY: FIRE-AMBULANCE-POLICE.....	911
NON-EMERGENCY POLICE SERVICES	
Prince George's Co. Police (Hyattsville Station).....	301-699-2630
Prince George's Co. Police Non-Emergency Svcs.....	301-352-1200
Prince George's Co. Park Police.....	301-459-9088
State Police (College Park Barrack).....	301-345-3101
University of Maryland Police.....	301-405-3555
College Park Community Center.....	301-441-2647
5051 Pierce Avenue, College Park	
Branchville Vol. Fire & Rescue Squad.....	301-474-1550
4905 Branchville Road, College Park	www.bvfc011.com
College Park Vol. Fire Department.....	301-901-9112
8115 Baltimore Avenue, College Park	www.cpvfd.org
PEPCO - Power Outages, Lines Down.....	1-877-737-2662
WSSC: Water Mains.....	301-206-4002
Prince George's County Storm Drains.....	301-499-8520

CLIP AND SAVE



CITY OF COLLEGE PARK, MARYLAND

**REVISED OPERATING
AND CAPITAL BUDGET
FOR FISCAL YEAR 2015**

SUMMARY AND HIGHLIGHTS

**Handout for
Budget Public Hearing
Tuesday, May 14, 2014
7:10 p.m.**

CITY OF COLLEGE PARK, MARYLAND

Handout for Budget Public Hearing on
Revised Operating and Capital Budget
for Fiscal Year 2015

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ORDINANCE 14-O-02

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF
COLLEGE PARK, MARYLAND TO ADOPT THE FISCAL YEAR 2015
OPERATING AND CAPITAL BUDGET OF THE CITY OF COLLEGE PARK,
MARYLAND**

BE IT ORDAINED, by the Mayor and Council of the City of College Park, Maryland, that the following sums and amounts are hereby appropriated for the fiscal year beginning July 1, 2014 and ending June 30, 2015, the said revenues being used to defray expenses and operations of the City of College Park, Maryland in accordance with the following schedule:

General Fund

Revenues

Taxes

Real Property Taxes	\$ 6,661,185
Personal Property Taxes	801,000
Income Taxes	1,550,000
Other Local Taxes	650,000
State Shared Taxes	113,583
County Shared Taxes	450,000

Licenses & Permits

Business Licenses	43,000
Other Licenses & Permits	814,934
Utility Franchise Fees	310,000

Intergovernmental

Federal Grants	0
State Grants	193,605
County Grants	44,717

Charges for Services

General Government Charges	7,200
Highways & Streets	524,300
Sanitation & Waste Removal	413,824
Health Charges	12,000

Fines & Fees

Fines	1,921,900
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Miscellaneous Revenues

Investment Earnings	94,459
Property & Equipment Rental	98,500
Sale of Fixed Assets	1,000
Other Revenues	1,880

Total Operating Revenues \$ 14,707,087

Non-Revenue Receipts

Interfund Transfer from Parking Debt Service Fund	314,815
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Use of Unassigned Reserve 73,002

Total Revenues **\$ 15,094,904**

Expenditures

General Government	\$ 3,160,265
Public Services	3,725,973
Planning, Community & Economic Development	638,146
Youth, Family & Senior Services	1,124,202
Public Works	5,096,819
Contingency	10,000
Debt Service	558,274
Interfund Transfer to Capital Projects Fund	<u>781,225</u>

Total Expenditures **\$ 15,094,904**

Parking Debt Service Fund

Revenues

Highways & Streets	
Parking Meter Revenue	\$ 205,000
Fines	
Parking Fines Revenue	<u>45,000</u>

Total Revenues **\$ 250,000**

Expenditures

Interfund Transfer to General Fund	\$ <u>314,815</u>
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Total Expenditures **\$ 314,815**

BE IT FURTHER ORDAINED that:

1. The tax levy be, and the same is hereby set at thirty-three and 5/10 cents (\$0.335) per one hundred dollars (\$100.00) of full value assessment on all taxable real property located within the corporate limits of the City of College Park, Maryland;
2. The tax levy be, and the same is hereby set at eighty-three and 8/10 cents (\$0.838) per one hundred dollars (\$100.00) of full value assessment on all taxable personal property located within the corporate limits of the City of College Park, Maryland;
3. In addition to the projected General Fund operating revenue of \$14,707,087, the sum of \$314,815 is transferred from the Parking Debt Service Fund and the sum of \$73,002 is appropriated from prior years' unassigned fund balance;

4. The net speed enforcement camera revenues, after recovery of the costs of implementing and administering the program, are allocated solely for public safety purposes, including pedestrian safety programs;
5. The above listing of revenues and expenditures represents a summary of the detailed material contained in a document entitled "City Manager's Requested Operating and Capital Budget for Fiscal Year 2015", with amendments; said document and any amendments thereto are incorporated herein by this reference;
6. By adoption of this Ordinance, the FY2015 Pavement Management Plan and the FY2015 Pay Plan (including Job Class Table and Pay Table) contained in the FY2015 requested operating budget with amendments, if any, are hereby adopted by this reference;
7. By adoption of this Ordinance, the City includes its employees in the Employees' Pension System of the State of Maryland as of July 1, 2014 and authorizes payment of retirement benefits into the said pension system, and further authorizes payment for eligibility service and creditable service in the said pension system equal to 60% of an eligible employee's period of employment with the City prior to July 1, 2014, on the terms and conditions set forth in State law;
8. The Unrestricted Capital Projects Fund and Restricted Capital Projects Fund reserve accounts shall be re-appropriated as required in order to fund the projects included in the Capital Improvement Plan as adopted by this Ordinance;
9. The Capital Budget and the Five Year Capital Improvement Plan for Fiscal Year 2015 in the amount of \$35,118,764, as listed and described in the capital projects fund section of the "City Manager's Requested Operating and Capital Budget for Fiscal Year 2015" with amendments is hereby adopted;
10. The Parking Debt Service Fund is hereby budgeted for fiscal year 2015. This fund was established in fiscal year 2008 to receive 50% of the additional parking meter revenue generated from the FY2008 increase in parking meter rates. Beginning in FY2011, this fund also receives the \$2.50 increase in parking tickets for expired meter and overtime parking. The revenues retained in the Parking Debt Service Fund will be used to offset debt service costs on the parking garage debt;
11. Personal property tax accounts delinquent for a period of ninety (90) days shall be assessed a \$100.00 late payment penalty;
12. Should any section of this Ordinance be determined to be invalid, such invalidity shall not affect any other sections; and
13. This Ordinance shall become effective at the expiration of twenty (20) calendar days following its adoption or July 1, 2014, whichever is later.

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

A public hearing will be held on this budget Ordinance at 7:10 p.m. on the 13th day of May, 2014 in the Council Chambers, City Hall, 4500 Knox Road, College Park, Maryland. The public hearing followed the date the "City Manager's Requested Operating and Capital Budget for Fiscal Year 2015" was available for inspection by the public by at least two (2) weeks, and will be held in connection with a regular Council meeting. All persons interested will have an opportunity to be heard. After the public hearing, the Council may adopt the proposed budget Ordinance, with or without amendment, without the need for further advertising or public hearings.

Introduced on the 22nd day of April, 2014

Adopted on the _____ day of May, 2014

Effective on the 1st day of July, 2014

Andrew M. Fellows, Mayor

ATTEST:

Janeen S. Miller, CMC, City Clerk

APPROVED AS TO FORM:

Suellen M. Ferguson, City Attorney

CITY OF COLLEGE PARK, MARYLAND
Summary of Changes between FY2015 Requested and Revised Budgets
(not a part of Ordinance 14-O-02)

Program	Description	Increase (Decrease)
Revenues- Unassigned Reserve Transfer 399.00	Use of Unassigned Reserve per Requested Budget (Budgeted Surplus)	\$ (30,437)
Admin-M&C-1010	Increase dues to include Other Dues for NLC constituency groups	300
Admin-M&C-1010	Increase dues to include U.S. Conference of Mayors	3,489
Admin-M&C-1010	Add lobbying expense, a contractual position on retainer, for assistance with state legislation	30,000
Admin-M&C-1010	Increase cost of retreat for M&C and department heads from \$4,000 to \$5,500	1,500
Admin-Public Relations-1017	Add marketing, details to be determined	10,000
Admin-Public Relations-1017	Increase Special Events-Other to add \$550 to Miscellaneous for ½ cost of SGA flags for downtown businesses on game days	550
Public Services- Animal Control- 2013	Funding for a possible City contribution to a feasibility study for a north County animal shelter	25,000
Planning-Econ Developmt-3014	Funding for Hollywood Farmers Market for fall 2014 and spring 2015, market master \$5,265 + marketing \$735	6,000
Public Works- Snow & Ice Control-5017	Contract pre-treatment of 55 lane miles of City streets with salt brine solution for 2 snow events @ \$3,300 per event, in order to assess the viability of purchasing and using this pre-treatment system in the future	6,600
Interfund Transfers-9210	Additional C.I.P. transfer to CCTV project to fund purchase and installation of PTZ security camera at Hartwick Road & Princeton Avenue	20,000
Revenues- Unassigned Reserve Transfer 399.00	Use of Unassigned Reserve per Revised Budget	\$ 73,002

CITY OF COLLEGE PARK
 REVENUE BUDGET WORKSHEET
 FOR FISCAL YEAR 2015

ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST	FY 2015 REVISED BUDGET
BASIC 31 TAXES						
SUB 0 REAL PROPERTY TAXES						
310.10 REAL PROPERTY TAX	6,483,962	6,490,936	6,608,944	6,380,555	6,636,963	6,636,963
310.15 HOMEOWNERS PROP TX CREDIT	35,984-	38,711-	35,000-	30,876-	38,000-	38,000-
310.17 REVITALIZATION TAX CREDIT	0	0	0	0	60,000-	60,000-
310.20 PILOT-HOUSING AUTHORITY	15,000	15,000	15,000	15,000	15,000	15,000
310.22 PILOT-UM CASL PROPERTY	47,359	52,115	49,436	0	49,436	49,436
310.23 PILOT-UM WASH POST PROP	38,640	38,640	37,786	37,786	37,786	37,786
310.90 TAX INTEREST & PENALTY	15,016	26,476	10,000	15,615	20,000	20,000
* REAL PROPERTY TAXES	6,563,993	6,584,456	6,686,166	6,418,080	6,661,185	6,661,185
SUB 1 PERSONAL PROPERTY TAXES						
311.10 PERSONAL PROPERTY TAX	875,083	885,971	729,550	762,145	800,000	800,000
311.90 TAX INTEREST & PENALTY	762	1,720	800	1,069	1,000	1,000
* PERSONAL PROPERTY TAXES	875,845	887,691	730,350	763,214	801,000	801,000
SUB 4 INCOME TAX						
314.10 INCOME TAX	1,494,195	1,582,308	1,425,000	811,376	1,550,000	1,550,000
* INCOME TAX	1,494,195	1,582,308	1,425,000	811,376	1,550,000	1,550,000
SUB 5 OTHER LOCAL TAXES						
315.10 ADMISSION & AMUSEMENT TAX	617,331	510,606	500,000	559,166	650,000	650,000
* OTHER LOCAL TAXES	617,331	510,606	500,000	559,166	650,000	650,000
SUB 6 STATE SHARED TAXES						
316.10 HIGHWAY USER TAX	167,363	105,579	252,774	299,928	113,583	113,583
* STATE SHARED TAXES	167,363	105,579	252,774	299,928	113,583	113,583
SUB 8 COUNTY SHARED TAXES						
318.10 HOTEL & MOTEL TAX	446,559	460,159	450,000	218,069	450,000	450,000
* COUNTY SHARED TAXES	446,559	460,159	450,000	218,069	450,000	450,000
** TAXES	10,165,286	10,130,799	10,044,290	9,069,833	10,225,768	10,225,768
BASIC 32 LICENSES & PERMITS						
SUB 2 BUSINESS LICENSES						
322.10 CITY LIQUOR LICENSES	15,263	14,562	11,000	14,005	13,000	13,000
322.20 STATE TRADERS LICENSES	30,609	28,799	30,000	4,383	30,000	30,000
* BUSINESS LICENSES	45,872	43,361	41,000	18,388	43,000	43,000
SUB 3 OTHER LICENSES & PERMITS						
323.10 CITY BUILDING PERMITS	8,025	5,850	5,000	5,400	6,000	6,000
323.36 RENT STABILIZATION FEES	1,590	1,080	0	0	0	0
323.40 OCCUPANCY PERMITS	776,003	677,324	766,886	681,858	792,329	792,329
323.45 DRIVEWAY APRON & CURBCUT	2,018	993	1,000	4,194	2,000	2,000
323.50 OTHER LICENSES	350	120	0	174	0	0
323.65 UTILITY EASEMENTS	605	605	550	605	605	605
323.70 BUS SHELTERS	11,627	12,458	13,000	6,432	13,000	13,000
323.75 ENCROACHMENT PERMITS	1,000	1,000	1,000	0	1,000	1,000
* OTHER LICENSES & PERMITS	801,218	699,430	787,436	698,663	814,934	814,934
SUB 4 UTILITY FRANCHISE FEES						
324.10 COMCAST CABLE	191,447	203,616	200,000	147,891	200,000	200,000
324.15 VERIZON FIOS	95,362	108,574	100,000	84,240	110,000	110,000
* UTILITY FRANCHISE FEES	286,809	312,190	300,000	232,131	310,000	310,000
** LICENSES & PERMITS	1,133,899	1,054,981	1,128,436	949,182	1,167,934	1,167,934
BASIC 33 INTERGOVERNMENTAL						
SUB 0 FEDERAL GRANTS						
330.35 YFS MAYSE OJUDP EARMARK	47,243	0	0	0	0	0
330.70 FEDERAL EMERG MGMT AGENCY	8,683	9,171	0	0	0	0
330.90 MISCELLANEOUS GRANTS	0	0	0	0	0	0
* FEDERAL GRANTS	55,926	9,171	0	0	0	0
SUB 2 STATE GRANTS						
332.20 POLICE PROTECTION	73,840	73,840	116,550	87,413	116,550	116,550

CITY OF COLLEGE PARK
 REVENUE BUDGET WORKSHEET
 FOR FISCAL YEAR 2015

ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST	FY 2015 REVISED BUDGET
BASIC 33 INTERGOVERNMENTAL						
SUB 2 STATE GRANTS						
332.30 UNIV OF MARYLAND GRANT	5,000	5,000	5,000	5,000	5,000	5,000
332.40 YOUTH SERVICES GRANT	76,457	72,055	72,055	48,036	72,055	72,055
332.90 MISCELLANEOUS GRANTS	0	0	0	0	0	0
* STATE GRANTS	155,297	150,895	193,605	140,449	193,605	193,605
SUB 4 COUNTY GRANTS						
334.20 BANK STOCK TAX	10,717	10,717	10,717	0	10,717	10,717
334.30 YOUTH SERVICES GRANT	4,000	30,000	0	20,000	30,000	30,000
334.34 SPECL APPROPRIATIONS GRNT	30,000	4,500	4,000	4,000	4,000	4,000
334.90 MISCELLANEOUS GRANTS	0	0	0	0	0	0
* COUNTY GRANTS	44,717	45,217	14,717	24,000	44,717	44,717
SUB 6 OTHER GRANTS						
336.90 MISCELLANEOUS GRANTS	0	0	0	0	0	0
* OTHER GRANTS	0	0	0	0	0	0
** INTERGOVERNMENTAL	255,940	205,283	208,322	164,449	238,322	238,322
BASIC 34 CHARGES FOR SERVICES						
SUB 1 GENERAL GOVERNMENT CHGS						
341.10 ZONING APPLIC PROCESS FEE	1,300	8,455	2,000	5,210	7,000	7,000
341.30 ANIMAL CTRL IMPOUND FEES	125	190	100	100	100	100
341.31 ANIMAL CTRL BOARDING FEES	30	0	100	70	100	100
* GENERAL GOVERNMENT CHGS	1,455	8,645	2,200	5,380	7,200	7,200
SUB 3 HIGHWAYS AND STREETS						
343.20 PARKING METER REVENUE	370,175	340,085	350,000	271,362	350,000	350,000
343.21 GARAGE PAY STATION REV	86,442	78,962	75,000	69,463	75,000	75,000
343.25 PARKING PERMIT REVENUE	52,225	54,426	50,000	48,188	50,000	50,000
343.26 GARAGE PERMIT REVENUE	46,822	46,753	50,000	46,670	47,000	47,000
343.40 MVA REGISTRATION FEES	84	322	500	18	300	300
343.50 MVA NON-RESIDENT PERMITS	1,648	1,667	2,500	2,214	2,000	2,000
* HIGHWAYS AND STREETS	557,228	522,215	528,000	437,915	524,300	524,300
SUB 4 SANITATION & WASTE REMVL						
344.10 COUNTY DISPOSAL REBATE	75,541	83,288	83,288	62,466	83,288	83,288
344.20 REFUSE CONTRACTS REVENUE	220,928	226,763	230,000	232,938	230,000	230,000
344.30 RECYCLING-WHITE GOODS	2,416	2,247	2,000	996	1,200	1,200
344.30 RECYCLING-MIXED PAPER	0	0	0	0	0	0
344.30 RECYCLING-MOTOR OIL	3,217	1,693	2,000	1,054	1,750	1,750
344.30 RECYCLING-SINGLE STREAM	11,540	2,276	2,000	0	0	0
344.40 SPECIAL TRASH PICKUP REV	0	0	0	0	0	0
344.60 CDMA LITTER REBATE	4,290	3,218	4,290	4,290	4,290	4,290
344.90 COMPOST SALES	39,746	35,872	34,000	5,722	46,004	46,004
344.91 WOOD CHIP SALES	10,081	8,911	6,000	2,257	6,792	6,792
344.92 TIPPING FEES REVENUE	28,785	22,325	22,000	26,861	26,000	26,000
344.94 DELIVERY CHG-COMPOST	11,605	10,304	8,000	1,490	10,000	10,000
344.95 DELIVERY CHG-WOOD CHIPS	4,827	4,681	3,500	1,200	4,500	4,500
* SANITATION & WASTE REMVL	412,976	401,578	397,078	339,274	413,824	413,824
SUB 5 HEALTH CHARGES						
345.10 YOUTH SVCS CLIENT FEES	13,003	15,430	10,000	10,078	12,000	12,000
345.20 OTHER YFS FEES	0	0	0	0	0	0
345.30 YFS TRAINING REVENUE	0	0	0	0	0	0
* HEALTH CHARGES	13,003	15,430	10,000	10,078	12,000	12,000
** CHARGES FOR SERVICES	984,662	947,868	937,278	792,647	957,324	957,324
BASIC 35 FINES AND FEES						
SUB 9 FINES						
359.10 ELECTION FINES	100	0	0	25	0	0
359.20 ANIMAL FINES REVENUE	0	300	200	0	200	200
359.30 VEHICLE BOOTING FEES	490	1,290	700	840	700	700
359.40 PARKING FINES REVENUE	729,665	857,974	750,000	799,031	850,000	850,000
359.50 MUNICIPAL INFRACTIONS	94,148	90,360	100,000	76,090	95,000	95,000

CITY OF COLLEGE PARK
 REVENUE BUDGET WORKSHEET
 FOR FISCAL YEAR 2015

ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST	FY 2015 REVISED BUDGET
BASIC 35 FINES AND FEES						
SUB 9 FINES						
359.70 SPEED ENF CAMERA REVENUE	2,000,593	1,661,214	1,500,000	1,401,098	1,600,000	1,600,000
359.70 OPTOTR-PROCESSING CHARGES	780,231-	647,874-	585,000-	546,428-	624,000-	624,000-
359.70 OPTOTR-ENGINEERING STUDY	0	0	0	0	0	0
359.70 STMD REPYMT-EXC OVER 10%	0	0	0	0	0	0
* FINES	2,044,765	1,963,264	1,765,900	1,730,656	1,921,900	1,921,900
** FINES AND FEES	2,044,765	1,963,264	1,765,900	1,730,656	1,921,900	1,921,900
BASIC 36 MISCELLANEOUS REVENUES						
SUB 1 INVESTMENT EARNINGS						
361.10 INVESTMENT EARNINGS	11,377	35,922	60,000	47,973	60,000	60,000
361.11 INVESTMENTS-MKT VALUE ADJ	2,418-	156,762-	0	337	0	0
361.22 TENANT IMPROVEMENT ALLOW	30,978	6,086	34,341	49,025	34,459	34,459
361.30 OTHER INTEREST	3,138	2,892	0	5,933	0	0
* INVESTMENT EARNINGS	43,075	111,862-	94,341	103,268	94,459	94,459
SUB 2 PROPERTY & EQUIP RENTAL						
362.11 PARKING GARAGE RETAIL	108,750	9,320	169,000	76,917	87,000	87,000
362.14 CITY HALL MEETING ROOMS	0	500	50	125	100	100
362.15 OLD PARISH HOUSE	8,675	10,225	10,000	10,275	10,000	10,000
362.16 CLEANING FEE-CITY BLDGS	350	625	400	425	400	400
362.18 DAVIS HALL	900	1,150	800	1,300	1,000	1,000
362.19 DUVALL FIELD	0	0	0	0	0	0
362.20 OTHER RENTALS	0	0	0	0	0	0
362.21 CALVERT ROAD SCHOOL FIELD	0	0	0	0	0	0
* PROPERTY & EQUIP RENTAL	118,675	21,820	180,250	89,042	98,500	98,500
SUB 4 SALE OF FIXED ASSETS						
364.10 SALE OF FIXED ASSETS	4,130	0	1,000	0	1,000	1,000
* SALE OF FIXED ASSETS	4,130	0	1,000	0	1,000	1,000
SUB 6 OTHER REVENUES						
366.10 MISCELLANEOUS	105	22	0	13	0	0
366.15 FREEDOM OF INFO ACT REQ	69	93	100	34	0	0
366.50 ANIMAL LICENSE COMM	1,331	1,488	1,500	1,324	1,500	1,500
366.55 CONTRIBUTIONS	1,000	0	0	0	0	0
366.60 CASH OVER & (SHORT)	0	0	0	0	0	0
366.70 CDMA BILLING FEES	384	330	380	307	380	380
* OTHER REVENUES	2,889	1,933	1,980	1,678	1,880	1,880
** MISCELLANEOUS REVENUES	168,769	88,109-	277,571	193,988	195,839	195,839
BASIC 39 NON-REVENUE RECEIPTS						
SUB 0 INTERFUND TRANSFERS						
390.00 INTERFUND TRANSFERS	216,886	251,950	228,906	190,755	314,815	314,815
* INTERFUND TRANSFERS	216,886	251,950	228,906	190,755	314,815	314,815
SUB 9 UNASSIGNED RESERVE TFR						
399.00 UNASSIGNED RESERVE TFR	0	0	35,005	0	30,437-	73,002
* UNASSIGNED RESERVE TFR	0	0	35,005	0	30,437-	73,002
** NON-REVENUE RECEIPTS	216,886	251,950	263,911	190,755	284,378	387,817
*** GENERAL FUND	14,970,207	14,466,036	14,625,708	13,091,510	14,991,465	15,094,904
	14,970,207	14,466,036	14,625,708	13,091,510	14,991,465	15,094,904

REVENUES

REVENUE FOOTNOTES		
Element/Object	Details	Amount
Taxes		
31010 Real Property Taxes	Based on proposed FY 2015 assessment from State Department of Assessments and Taxation (SDAT) for non-exempt property: Full value assessment of \$2,050,850,372 less homestead tax credit adjustment of \$29,283,201 @ tax rate \$0.335 per \$100. Full value assessment percentage increase from FY 2014 is 0.69%. FY 2015 rate of \$0.335 is the same as in FY 2014. Includes remaining half-year assessment for Domain College Park property, annexed in FY 2013. Includes "tax differential only" billing for Holiday Inn properties annexed in FY 2004 (tax class 02) at \$0.0302 per \$100.	6,636,963
31015 Homeowners' Property Tax Credit	This program, initiated in FY 2010, representing a supplement of 15% to the State Homeowners' Property Tax Credit, provides partial relief from City real property tax for residents with low or moderate income. Residents must file a new application each year with SDAT to qualify for the property tax credit. FY 2015 budget is based on FY 2012-2014 actual tax credits.	(38,000)
31017 Revitalization Tax Credit	Year 1 of a 5-year revitalization tax credit for Student Housing College Park, LLLP (The Varsity) totaling \$500,000, approved by Mayor & Council on June 18, 2013	(60,000)
31020 PILOT-Housing Authority	Annual payment from College Park Housing Authority in lieu of real property taxes on Attick Towers	15,000
31022 PILOT-UM CASL Property	Annual payment from University of Maryland in lieu of real property taxes on 52nd Avenue (former Litton) property; FY 2015 assessment of \$14,756,900 @ \$0.335 per \$100	49,436
31023 PILOT-UM Washington Post Property	Annual payment from University of Maryland in lieu of real property taxes on former Washington Post property; FY 2015 assessment of \$11,279,500 @ \$0.335 per \$100	37,786
31090 Tax Penalties & Interest, Real Property Tax	Estimate based on historical data	20,000
31110 Personal Property Tax	Based on current year's data and 10% depreciation, at FY 2014 tax rate \$0.838 per \$100 on \$87,058,823 estimated assessed valuation. FY 2015 rate of \$0.838 is the same as in FY 2014. Includes "tax differential only" billing for Holiday Inn properties at \$0.0695 per \$100.	800,000
31190 Tax Penalties & Interest, Personal Property Tax	Estimate based on historical data	1,000
31410 Income Tax	Estimate based on current year's data and prior year trends	1,550,000
31510 Admission & Amusement Tax	Estimate based on average of previous 3 fiscal years, increased to cover potential attendance increase resulting from UMD's entry into the Big Ten	650,000
31610 Highway User Tax	Estimate provided by State Highway Administration	113,583

REVENUES

REVENUE FOOTNOTES		
Element/Object	Details	Amount
31810 Hotel & Motel Tax	City receives 50% of the 5% tax collected by Prince George's County; estimate based on trend during previous 3 fiscal years, including new Best Western College Park Hotel for FY 2014.	450,000
Licenses & Permits		
32210 City Liquor Licenses	Estimate based on current annual billing, which occurs on April 1. City license rates are 20% of the County rate.	13,000
32220 State Traders' Licenses	Estimate based on trend during previous 3 fiscal years	30,000
32310 City Building Permits	Estimate provided by Department of Public Services	6,000
32336 Rent Stabilization Fees		0
32340 Occupancy Permits	Estimate provided by Department of Public Services; covers 75.5% self-support of Code Enforcement program budget. Rates for FY 2015 (same as in FY 2014) are: single family and townhouse \$244, fraternity and sorority \$580, rooming house \$238, condominium unit that is not a townhouse \$150, apartments (≥ 6 units) \$125 per unit, 2-5 unit buildings \$207 per unit, hotel/ motel \$41 per unit, commercial \$124. Includes 256 new units at Domain College Park (100%) and 50 rooms at Best Western College Park Hotel.	792,329
32345 Driveway Apron Permits	Estimate based on historical data	2,000
32350 Other Licenses		0
32365 Utility Easements	Verizon easement	605
32370 Bus Shelters	Based on current year data; estimate provided by Department of Finance	13,000
32375 Encroachment Permits	2 contracts @ \$500	1,000
Utility Franchise Fees		
32410 Utility Franchise Fees-Comcast Cable	5% franchise fee; estimate based on current year's revenue trend	200,000
32415 Utility Franchise Fees-Verizon	5% franchise fee; estimate based on current year's revenue trend	110,000
Intergovernmental		
33220 Police Protection	State aid for police protection, allocated based on population (\$2.50 per capita) and City-qualified expenditures compared to total qualified expenditures of Prince George's County and its municipalities	116,550
33230 University of Maryland Grant	Annual payment by University of Maryland in lieu of taxes for service demands placed on the City, based on 1945 agreement	5,000
33240 Youth Services Grant	State grant payable through Prince George's County, covering	

REVENUES

REVENUE FOOTNOTES		
Element/Object	Details	Amount
(State Grant)	75% of program costs for Youth & Family Administration and Clinical Services programs	72,055
33420 Financial Institutions	Bank stock tax, payable through Prince George's County	10,717
33430 Youth Services Grant (County Grant)	Discretionary County grant	30,000
33434 Special Appropriations Grant (County Grant)	Discretionary grants, Prince George's County Council members	4,000
Charges for Services		
34110 Zoning Application Processing Fee	Estimate provided by Department of Planning	7,000
34130 Animal Control Impound Fees	Fees for redemption of impounded animals @ \$25 each	100
34131 Animal Control Boarding Fees	Fees for boarding impounded animals @ \$10/day	100
34320 Parking Meter Revenue	Estimate based on revenue trend over previous 3 fiscal years (excluding parking garage). \$0.75 hourly rate is allocated 2/3 to General Fund, 1/3 to Parking Debt Service Fund based on additional revenue from FY 2008 50% meter rate increase being earmarked for future parking garage debt service.	350,000
34321 Garage Pay Station Revenue	Estimate based on current year revenue from parking garage. \$0.75 hourly rate is allocated 2/3 to General Fund, 1/3 to Parking Debt Service Fund. Reduced for free Saturday summer parking in July-August 2014.	75,000
34325 Parking Permit Revenue	Estimates provided by Department of Public Services: 30 monthly permits in Church lot @ \$40/month (less 50% payment to St. Andrew's Episcopal Church) 7,200 Guilford Road monthly permits @ \$50/month 0 Knox Road monthly permits @ \$50/month 7,000 Hartwick Road monthly permits @ \$50/month 8,200 Residential zone permits, estimate 27,600	50,000
34326 Garage Permit Revenue	Estimate based on current year revenue trend; 100 permits @ \$55-60/month. \$55 special rate is for purchase of 4-month "semester" permit.	47,000
34340 MVA Registration Fees	Estimate provided by Department of Public Services	300
34350 MVA Non-Resident Permits	Estimate provided by Department of Public Services	2,000
34410 County Disposal Rebate	Estimate provided by Department of Finance	83,288
34420 Refuse Contracts Revenue	Estimate based on current annual billing, which occurs on August 1	230,000

REVENUES

REVENUE FOOTNOTES		
Element/Object	Details	Amount
34430-01 Recycling Revenue- White Goods	Sale of "white goods" (scrap metal and appliances), generated through Public Works-Recycling program	1,200
34430-03 Recycling Revenue- Motor Oil	Sale of motor oil collected at Public Works yard	1,750
34430-04 Recycling Revenue- Single Stream	Rebate payments for all recyclables (commingles and mixed paper), collected as "single stream" through Public Works-Recycling program	0
34460 CDMA Litter Rebate	Estimate based on current year billings; reimbursement of 50% of the overtime cost for weekend litter pickup	4,290
34490 Compost Sales	Estimate provided by Department of Public Works, based on sale of 2,000 cubic yards of compost @ \$21.70/cubic yard screened and \$10.38/cubic yard unscreened	46,004
34491 Wood Chip Sales	Estimate provided by Department of Public Works, based on sale of 800 cubic yards of wood chips @ \$8.49/cubic yard	6,792
34492 Tipping Fees Revenue	Estimate provided by Department of Public Works, based on billing for 5,500 cubic yards @ \$4.75/cubic yard	26,000
34494 Delivery Charge- Compost	Estimate provided by Department of Public Works, delivery charge varies by delivery zone (7 zones)	10,000
34495 Delivery Charge- Wood Chips	Estimate provided by Department of Public Works, delivery charge varies by delivery zone (7 zones)	4,500
34510 Youth Services Client Fees	Estimate provided by Department of Youth, Family & Senior Services	12,000
Fines and Fees		
35910 Election Fines	Fines assessed by Board of Election Supervisors	0
35920 Animal Fines Revenue	Estimate provided by Department of Public Services	200
35930 Vehicle Booting Fees	Estimate based on current year's data	700
35940 Parking Fines Revenue	Estimate using historical data from prior fiscal years. FY 2011 parking ticket increase of \$2.50 for expired meter (violation 01) and overtime parking (violation 30) goes to the Parking Debt Service Fund.	850,000
35950 Municipal Infractions	Estimate provided by Department of Public Services	95,000
35970 Speed Enforcement Cameras	Civil citations @ \$40 for speed in excess of 11 mph over posted speed limit in school and institution of higher education zones, FY 2015 revenue estimate	1,600,000
35970 Optotraffic-Processing Charges	Vendor processing charge @ 39% of speed enforcement camera citations paid	(624,000)

REVENUES

REVENUE FOOTNOTES		
Element/Object	Details	Amount
Miscellaneous Revenues		
36110 Investment Earnings	Estimate based on projected earnings from bank certificates of deposit and Federal agencies	60,000
36122 Tenant Improvement Allow-Garage Retail	Interest @ 4% on \$960,000 15-year allowance for tenant improvements in the parking garage retail space	34,459
36211 Property Rental-Parking Garage Retail	Lease for rental of 5,800 sf of retail space in parking garage @ \$15 per square foot: monthly rent at \$7,250	87,000
36214 Property Rental-City Hall Meeting Rooms	Estimate based on current year revenues	100
36215 Property Rental-Old Parish House	Estimate based on current year revenues	10,000
36216 Cleaning Fee-City Buildings	Estimate based on current year revenues	400
36218 Property Rental-Davis Hall	Estimate based on current year revenues	1,000
36219 Property Rental-Duvall Field	Estimate based on current year revenues	0
36410 Sale of Fixed Assets	Proceeds from the sale of surplus equipment; estimate provided by Department of Public Works	1,000
36610 Miscellaneous		0
36615 Freedom of Information Act Requests	Estimate provided by Department of Finance	0
36650 Animal License Commission	Estimate provided by Department of Public Services	1,500
36670 CDMA Billing Fees	2% billing fee for billing and collecting dues for Downtown College Park Management Authority (DCPMA)	380
Non-Revenue Receipts		
39000 Interfund Transfers	Transfer from Parking Debt Service Fund to General Fund to cover excess of parking garage debt service over parking garage-related revenues: SunTrust Bank – bond principal 294,000 SunTrust Bank – bond interest 264,274 Subtotal 558,274 Garage pay station revenue (account 343.21) (75,000) Garage permit revenue (account 343.26) (47,000) Garage retail rent (account 362.11) (87,000) Interest – tenant improvement allowance (account 361.22) (34,459)	314,815

REVENUES

REVENUE FOOTNOTES		
Element/Object	Details	Amount
39900 Unassigned Reserve Transfer	Budgeted use of unassigned reserve	73,002

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET SUMMARY
 FOR FISCAL YEAR 2015

ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST	FY 2015 REVISED BUDGET
DEPT 10 GENERAL GOVERNMENT						
* GENERAL GOVERNMENT	2,321,259	2,451,420	2,805,921	2,028,365	3,114,426	3,160,265
DEPT 20 PUBLIC SERVICES						
* PUBLIC SERVICES	3,322,597	3,762,022	3,705,742	2,499,674	3,700,973	3,725,973
DEPT 30 PLANNING, COMM & ECON DEV						
* PLANNING, COMM & ECON DEV	583,656	596,430	608,385	455,238	632,146	638,146
DEPT 40 YOUTH FAMILY & SENIOR SERV						
* YOUTH FAMILY & SENIOR SERV	1,034,549	1,025,001	1,075,746	844,708	1,124,202	1,124,202
DEPT 50 PUBLIC WORKS						
* PUBLIC WORKS	4,330,396	4,316,407	4,940,667	3,560,405	5,090,219	5,096,819
DEPT 65 CONTINGENCY						
* CONTINGENCY	0	0	10,000	0	10,000	10,000
DEPT 90 DEBT SERVICE						
* DEBT SERVICE	520,426	557,441	557,247	500,753	558,274	558,274
DEPT 91 MISCELLANEOUS CHARGES						
* MISCELLANEOUS CHARGES	0	0	0	0	0	0
DEPT 92 INTERFUND TRANSFER						
* INTERFUND TRANSFER	2,596,835	2,827,900	922,000	922,000	761,225	781,225
** GENERAL FUND	14,709,718	15,536,621	14,625,708	10,811,143	14,991,465	15,094,904
	14,709,718	15,536,621	14,625,708	10,811,143	14,991,465	15,094,904

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

ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST	FY 2015 REVISED BUDGET
ELEM 10 PAYROLL-WAGES						
* PAYROLL-WAGES	0	0	0	0	0	0
* SALARY	2,298,511	2,397,323	2,514,808	1,899,468	2,589,113	2,589,113
* HOURLY	3,745,507	3,855,512	4,291,318	3,218,596	4,388,440	4,388,440
* OVERTIME	111,399	139,882	145,420	133,986	146,670	146,670
* ELECTED & APPOINTED	49,420	49,330	51,795	53,069	66,980	66,980
* STIPEND	8,040	5,700	9,570	3,480	9,570	9,570
* AUTOMATED TRUCK INCENTIVE	2,386	1,872	1,900	1,280	2,400	2,400
* SATURDAY SHIFT DIFFERENTIAL	3,912	3,256	4,000	2,254	4,000	4,000
* NIGHT SHIFT DIFFERENTIAL	5,771	5,583	6,100	4,096	6,600	6,600
** PAYROLL-WAGES	6,224,946	6,458,458	7,024,911	5,316,229	7,213,773	7,213,773
ELEM 11 FRINGE BENEFITS						
* FICA	455,089	474,329	507,618	388,593	529,247	529,247
* EMPLOYEE ASSISTANCE PROG	2,038	2,038	2,500	2,038	2,500	2,500
* HEALTH INSURANCE	608,992	596,540	714,577	581,027	837,435	837,435
* DENTAL INSURANCE	39,964	41,311	43,220	33,928	43,187	43,187
* LIFE INSURANCE	14,311	16,725	19,413	13,774	19,771	19,771
* VISION INSURANCE	11,503	13,119	13,870	10,745	14,070	14,070
457 CITY MATCH CONTRIBUTN	84,503	97,157	99,072	80,585	103,764	103,764
* 401A RETIREMENT	332,716	353,605	383,154	286,438	67,138	67,138
* WORKERS COMPENSATION INS	187,351	182,065	194,409	143,180	146,935	146,935
* LONG TERM DISABILITY INS	18,266	19,063	22,012	16,158	22,193	22,193
* MSRP RETIREMENT	0	0	0	0	324,388	324,388
* MSRP PRIOR SERVICE CREDIT	0	0	0	0	250,000	250,000
* PUBLIC TRANSIT INCENTIVE	6,357	6,575	7,800	3,021	7,200	7,200
* WELLNESS PROGRAM REIMB	1,719	2,697	4,500	3,263	5,000	5,000
** FRINGE BENEFITS	1,762,809	1,805,224	2,012,145	1,562,750	2,372,828	2,372,828
ELEM 12 TRAVEL & TRAINING						
* NON TRAINING TRAVEL	31,669	36,023	34,020	26,006	33,345	33,345
* TRAVEL & TRAINING	84,342	87,467	114,490	43,801	113,580	113,580
* TUITION REIMBURSEMENT	1,347	4,126	5,500	0	5,500	5,500
** TRAVEL & TRAINING	117,358	127,616	154,010	69,807	152,425	152,425
ELEM 20 OVERHEAD						
* INSURANCE	1-	1-	1	1	0	0
* AUTOMOTIVE	1-	0	2-	2	0	0
* POSTAGE	1	0	0	0	0	0
* UTILITIES	1	0	1	1-	0	0

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

ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST	FY 2015 REVISED BUDGET
ELEM 20 OVERHEAD						
* TELEPHONE	0	2-	0	0	0	0
* INFORMATION TECHNOLOGY	1-	1	1-	0	0	0
* BUILDING MAINTENANCE	1-	1	1-	0	0	0
* COPIER	1	56-	2	875-	0	0
* ADMINISTRATIVE	0	0	0	0	0	0
** OVERHEAD	1-	57-	0	873-	0	0
ELEM 25 GRANTS & ASSISTANCE						
* CITY-UNIV PARTNERSHIP	80,000	100,000	100,000	100,000	125,000	125,000
* ANACOSTIA TRAILS HERITAGE	3,954	3,954	3,954	3,954	3,954	3,954
* COMMUNITY SERVICES GRANTS	15,000	20,000	20,000	19,998	20,000	20,000
* COMM EVENTS MICRO-GRANTS	0	0	0	0	5,000	5,000
* COLLEGE PK ARTS EXCHANGE	32,500	32,500	32,500	32,500	37,500	37,500
* MEALS ON WHEELS OF C P	3,500	4,000	4,000	4,000	4,000	4,000
* COLL PK BOYS & GIRLS CLUB	12,500	12,500	12,500	12,500	12,500	12,500
* PUBL SCH EDUCATION GRANTS	30,806	52,389	60,000	43,795	60,000	60,000
* COLL PARK COMM FOUNDATION	0	1,000	1,000	1,000	1,000	1,000
* CPCUP-COLLEGE PK ACADEMY	0	80,000	80,000	80,000	80,000	80,000
** GRANTS & ASSISTANCE	178,260	306,343	313,954	297,747	348,954	348,954
ELEM 30 PROFESSIONAL SERVICES						
* AUDITING & ACCOUNTING	16,810	17,973	17,810	15,660	20,000	20,000
* DESIGN & ENGINEERING	8,150	0	9,500	0	9,500	9,500
* ADMINISTRATIVE	26,645	14,209	25,341	12,920	19,970	19,970
* SUPPORT SERVICES	7,224	4,904	7,745	2,594	7,820	7,820
* CONSULTING	93,514	23,383	26,650	17,245	26,650	51,650
* APPRAISALS	0	8,000	0	0	0	0
* SURVEYING	4,750	2,990	8,500	450	8,500	8,500
* MATERIALS TESTING	0	0	0	0	0	0
* VETERINARY SERVICES	5,131	3,062	3,000	4,010	3,000	3,000
* TRANSCRIPTION SERVICES	630	0	1,500	500	1,500	1,500
* TRANSLATION SERVICES	0	0	1,500	0	1,500	1,500
* PKG TKTS HEARING OFFICER	8,100	10,032	6,656	8,160	7,200	7,200
* ACTUARIAL SERVICES	0	7,238	0	0	7,500	7,500
* LOBBYING	0	0	0	0	0	30,000
* INTERPRETER SERVICES	0	170	1,316	0	1,316	1,316
* OTHER	0	0	0	0	0	0

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

ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST	FY 2015 REVISED BUDGET
ELEM 30 PROFESSIONAL SERVICES						
** PROFESSIONAL SERVICES	170,954	91,961	109,518	61,539	114,456	169,456
ELEM 32 LEGAL SERVICES						
* CITY ATTORNEY	150,658	141,718	160,000	108,250	150,000	150,000
* LEGAL-CABLE TELEVISION	0	2,579	5,500	0	5,500	5,500
* CITY-UNIV PARTNERSHIP	0	0	0	2,015	0	0
* LEGAL-HUMAN RESOURCES	0	0	0	1,535	0	0
* LEGAL-LITIGATION	6,644	1,426	15,000	0	10,000	10,000
* LEGAL-RENT STABILIZATION	21,466	3,564	0	0	0	0
* LEGAL-ETHICS COMMISSION	10,365	9,187	8,100	5,128	9,100	9,100
* LEGAL-ELECTIONS	0	0	0	0	0	0
* LEGAL-ADV PLANNING COMM	13,525	14,461	10,800	15,496	18,000	18,000
* LEGAL-BOND COUNSEL	0	0	0	0	0	0
* LEGAL-OTHER	0	0	0	0	0	0
** LEGAL SERVICES	202,658	172,935	199,400	132,424	192,600	192,600
ELEM 34 CONTRACTUAL SERVICES						
* TEMPORARY MANPOWER	0	0	0	0	0	0
* TEMP MANPOWER-SOLID WASTE	4,001	2,055	1,650	1,284	1,650	1,650
* TEMP MANPOWER-CURB RECYCL	1,780	441	1,320	1,748	1,320	1,320
* TEMP MANPOWER-BRUSH	2,607	6,670	1,320	1,260	1,320	1,320
* LITTER COLLECTION	252	205	0	205	0	0
* TEMP MANPOWER-LEAF	30,941	23,420	31,350	32,004	31,350	31,350
* TEMP MANPOWER-YARD WASTE	16,341	23,538	16,500	11,009	16,500	16,500
* TEMP MANPOWER-OTHER	2,520	2,024	4,625	2,394	3,300	3,300
* TEMP MANPOWER-SIGNAGE	0	63	0	0	0	0
* TIPPING FEES	290,592	285,947	295,735	203,383	295,615	295,615
* MARKETING	30,000	29,700	40,700	4,201	10,000	20,000
* STREET SWEEPING	0	0	0	0	0	0
* ROADWAY PRE-TREATMENT	0	0	0	0	0	6,600
* INTERNET STREAMING BRDCST	6,457	6,452	6,468	5,751	6,468	6,468
* CCTV MONITORING	0	13,486	0	0	0	0
* POLICE SERVICES CONTRACT	400,000	374,602	400,000	0	400,000	400,000
* PARKING LOT MAINTENANCE	0	0	0	0	0	0
* M-NCPPC CONTRCT-YOUTH CTR	0	10,000	10,000	10,000	10,000	10,000
* STRIPING	16,640	16,588	31,165	14,639	31,655	31,655
* TREE MAINTENANCE	36,300	47,834	62,800	15,924	56,800	56,800

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

ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST	FY 2015 REVISED BUDGET
ELEM 34 CONTRACTUAL SERVICES						
* TREE INSTALLATIONS	0	0	0	0	0	0
* SCHEDULED MAINTENANCE	3,547	13,849	9,000	3,170	9,000	9,000
* CHILD CARE COSTS	0	0	800	0	800	800
* CONTRACT BUS DRIVER	0	0	0	0	0	0
* RAT CONTROL	14,250	14,610	10,000	8,210	10,000	10,000
* CONTRACT PLOWING	0	0	5,000	0	5,000	5,000
* CONTRACT MOWING	46,498	46,498	47,500	26,570	49,875	49,875
* BLDG COVERAGE-AFTER HOURS	1,440	1,440	1,440	960	1,440	1,440
* CABLING	590	354	1,500	0	1,500	1,500
* TREE INVENTORY	0	0	0	0	0	0
* MOSQUITO CONTROL	3,000	3,454	4,800	0	4,500	4,500
* CONTRACT R-O-W MAINT	0	100	0	0	0	0
* FACILITATOR SERVICES	0	0	0	0	0	0
* OTHER	0	0	0	0	0	0
** CONTRACTUAL SERVICES	907,756	923,330	983,673	342,712	948,093	964,693
ELEM 36 SPECIAL SERVICES						
* PRINTING	105,925	92,776	111,139	73,904	108,959	108,959
* CLASSIFIED ADVERTISING	16,748	20,186	19,150	7,701	17,850	17,850
* MVA SERVICES	1,524	1,396	1,795	1,092	1,645	1,645
* CATERING FOR MEETINGS	3,769	5,737	7,950	3,477	7,350	7,350
* SPECIAL DINNERS	2,173	2,060	3,300	2,086	3,300	3,300
* RETREAT	725	0	0	0	4,000	5,500
* TOWING SERVICE	325	1,425	3,000	1,050	3,000	3,000
* COURIER SERVICES	171	148	300	119	300	300
* ANIMAL CTRL COST RECOVERY	2,455-	4,255-	1,500-	4,469-	5,000-	5,000-
* CABLE CAMERA OPERATOR	5,900	5,375	7,600	5,700	7,300	7,300
* VIDEOGRAPHY & EDITING	1,100	1,550	2,000	2,060	3,000	3,000
* DISASTER RECOVERY	0	0	4,700	0	3,600	3,600
* PERMIT FEES	0	0	0	0	0	0
* REDISTRICTING EXPENSES	0	0	0	0	0	0
* NEIGHBORHOOD WATCH	3,053	1,642	5,000	218	3,000	3,000
* MATCHING FUNDS	14,058	4,000	15,000	0	15,000	15,000
* CODE ENFORCEMT ABATEMENTS	0	0	0	0	0	0
* CODE ENF ABATEMENT REIMB	4,109-	6,061-	0	2,811-	0	0

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

ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST	FY 2015 REVISED BUDGET
ELEM 36 SPECIAL SERVICES						
* EMPLOYEE BACKGROUND CHECK	1,091	673	1,000	663	1,000	1,000
* HOUSING AUTH REIMBURSEMT	0	0	0	0	0	0
* FILES MANAGEMENT	0	0	4,266	0	0	0
* REGISTRATION FEES	604	283	350	51	350	350
* SWEEPER SHARED MAINT	34,674	28,023	33,500	15,426	33,500	33,500
* DUMPSTER SERVICE	0	0	0	0	0	0
* SHUTTLE-UM FOR RESIDENTS	6,000	6,000	6,000	6,000	6,000	6,000
* PGINCCC I-NET PRORATA EXP	14,959	11,731	21,021	0	24,210	24,210
* OTHER	4,145	1,513	1,500	2,065	1,500	1,500
** SPECIAL SERVICES	210,380	174,202	247,071	114,332	239,864	241,364
ELEM 38 SPECIAL EVENTS						
* FIREWORKS	29,244	27,716	33,000	10,150	33,000	33,000
* CONCERTS	0	0	0	0	0	0
* SENIOR TRIPS	20,555	15,944	16,200	15,363	16,200	16,200
* HOLIDAY EVENTS	1,616	2,911	1,750	1,377	1,500	1,500
* HEALTH FAIR	2,007	2,512	2,600	1,928	2,600	2,600
* EMPLOYEE EVENTS	7,712	8,991	9,500	5,867	9,500	9,500
* STUDENT EVENTS	1,550	1,886	2,100	1,355	500	500
* FARMERS MARKET	0	9,300	24,475	13,586	7,140	13,140
* AMERICA RECYCLES DAY	823	1,143	900	155-	900	900
* CLEAN UP MONTH	0	0	600	600	600	600
* MARTIN LUTHER KING JR DAY	3,851	0	4,000	4,184	3,000	3,000
* FALL FESTIVAL	5,081	6,228	6,000	5,424	6,000	6,000
* VOLUNTEER PROGRAMS	163	114	250	0	250	250
* ROUTE 1 RIDE	8,000	0	0	0	0	0
* VETERANS MEMORIAL EVENTS	2,396	3,240	3,650	1,571	3,200	3,200
* SENIOR EVENTS	1,427	1,380	1,000	373	1,000	1,000
* POLICE COMM RELATIONS	0	346	800	500	800	800
* SPRING FESTIVAL	0	0	0	0	0	0
* COLLEGE PARK DAY	14,203	16,068	17,000	16,453	19,000	19,000
* DOWNTOWN EVENTS	0	0	0	0	0	0
* NATIONAL NIGHT OUT	823	602	500	242	500	500
* CBE EVENTS	400	577	2,500	619	2,750	2,750
* FAMILY SUMMIT	2,335	2,880	2,900	3,457	3,400	3,400

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

ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST	FY 2015 REVISED BUDGET
ELEM 38 SPECIAL EVENTS						
* SAFETY BREAKFAST	1,298	1,118	1,300	1,244	1,300	1,300
* OTHER	15,493	14,731	15,860	5,546	15,860	16,410
** SPECIAL EVENTS	118,977	117,687	146,885	89,684	129,000	135,550
ELEM 40 REPAIR & MAINTENANCE						
* OFFICE EQUIPMENT	0	0	1,100	308	1,100	1,100
* BUILDINGS & GROUNDS	74,424	85,353	89,695	33,099	80,515	80,515
* TOOLS & EQUIPMENT	2,806	4,791	4,350	1,710	4,350	4,350
* COMPUTER SYSTEMS	0	0	1,000	0	1,000	1,000
* TELEPHONE SYSTEMS	743	1,404	1,500	135	1,500	1,500
* PARKING PAY STATIONS	0	291	0	0	0	0
* ALARM SYSTEM	3,498	504	2,300	3,319	2,500	2,500
* SECURITY CAMERAS	258	0	1,500	393	1,500	1,500
* BICYCLE EQUIPMENT	0	1,195	1,500	670	1,500	1,500
* RADIO MAINTENANCE	1,280	0	0	0	0	0
* HVAC REPAIRS	15,819	12,477	6,526	3,875	6,725	6,725
* STREETScape LIGHTING	2,409	8,914	7,000	6,980	7,000	7,000
* STREETLIGHT REPAIRS	1,115	1,531	1,300	846	1,500	1,500
* METER POLE MAINTENANCE	0	0	0	0	0	0
* AUDIO-VISUAL EQ SERVICE	221	75	1,100	91	1,100	1,100
* GENERATOR MAINTENANCE	0	1,451	0	0	0	0
* WELDING SERVICES	3,325	1,229	7,400	1,886	5,400	5,400
* ELECTRICAL REPAIRS	10,970	1,320	1,000	1,631	1,400	1,400
* OTHER REPAIRS	0	0	0	0	0	0
** REPAIR & MAINTENANCE	116,868	120,535	127,271	54,943	117,090	117,090
ELEM 41 VEHICLE REPAIR & MAINT						
* INSIDE	91,818	53,993	62,500	47,364	69,000	69,000
* OUTSIDE	71,393	46,112	57,700	62,970	62,500	62,500
* TIRES	25,335	24,348	20,000	23,221	24,500	24,500
** VEHICLE REPAIR & MAINT	188,546	124,453	140,200	133,555	156,000	156,000
ELEM 42 CLEANING SERVICE						
* BUILDING	952	9,310	1,700	690	1,850	1,850
* FIELDS & GROUNDS	0	0	0	0	0	0
* TOOLS & EQUIPMENT	0	0	0	0	0	0
** CLEANING SERVICE	952	9,310	1,700	690	1,850	1,850
ELEM 45 MAINTENANCE CONTRACT						
* COMPUTER SOFTWARE SUPPORT	58,318	79,461	81,570	85,676	90,124	90,124
* COMPUTER HARDWARE SUPPORT	6,261	7,190	7,943	6,350	7,765	7,765

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

ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST	FY 2015 REVISED BUDGET
ELEM 45 MAINTENANCE CONTRACT						
* COPIERS	0	0	0	0	0	0
* HANDHELD TICKET WRITERS	0	5,100	4,550	5,100	4,550	4,550
* PARKING PAY STATIONS	0	11,352	11,352	11,352	11,352	11,352
* OFFICE EQUIPMENT	1,295	720	1,305	1,725	1,725	1,725
* BUILDING SERVICES	23,393	34,467	32,270	12,225	31,395	31,395
* BACKFLOW PREVENTION VALVE	0	360	0	630	2,275	2,275
* SECURITY ALARM MONITORING	4,728	4,128	5,064	4,428	4,946	4,946
* PEST CONTROL	5,793	5,720	6,052	5,153	6,186	6,186
* OTHER	0	0	0	0	0	0
** MAINTENANCE CONTRACT	99,788	148,498	150,106	132,639	160,318	160,318
ELEM 47 CLOTHING & UNIFORMS						
* CLOTHING & UNIFORMS	33,133	38,603	43,383	25,856	42,645	42,645
** CLOTHING & UNIFORMS	33,133	38,603	43,383	25,856	42,645	42,645
ELEM 48 RENTAL						
* OFFICE EQUIPMENT	1,020	1,572	1,332	1,350	1,332	1,332
* TOOLS & EQUIPMENT	3,782	2,000	3,300	0	3,300	3,300
* COPIERS	27,058	26,561	30,192	24,958	30,576	30,576
* VOTING MACHINES	0	0	12,000	0	0	0
* STREET SWEEPER	0	0	0	0	0	0
* FRONT END LOADER	0	0	0	0	0	0
* TUB GRINDER	9,220	14,017	10,000	6,975	10,000	10,000
* SCREENING EQUIPMENT	9,800	9,950	20,000	9,000	12,000	12,000
* BUILDINGS	6,436	4,401	4,452	3,930	4,800	4,800
* OTHER	0	0	0	0	0	0
** RENTAL	57,316	58,501	81,276	46,213	62,008	62,008
ELEM 50 INSURANCE						
* LIABILITY INSURANCE	120,036	109,849	154,090	137,013	159,870	159,870
** INSURANCE	120,036	109,849	154,090	137,013	159,870	159,870
ELEM 52 AWARDS & GIFTS						
* AWARDS & GIFTS	7,421	6,118	8,700	3,928	8,600	8,600
* EMPLOYEE SERVICE AWARDS	1,450	368	1,900	268	1,900	1,900
* OTHER	1,849	885	1,240	900	1,240	1,240
** AWARDS & GIFTS	10,720	7,371	11,840	5,096	11,740	11,740
ELEM 53 CDL LICENSING FEE						
* CDL LICENSING FEE	247	102	240	0	190	190
** CDL LICENSING FEE	247	102	240	0	190	190
ELEM 54 PHYSICAL EXAMS						
* PHYSICAL EXAMS	5,339	5,442	9,106	5,405	8,816	8,816
** PHYSICAL EXAMS	5,339	5,442	9,106	5,405	8,816	8,816
ELEM 55 FINANCIAL CHARGES						

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

ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST	FY 2015 REVISED BUDGET
ELEM 55 FINANCIAL CHARGES						
* BANK SERVICE CHARGES	7,833	5,325	7,500	4,231	6,800	6,800
* CREDIT CARD FEES	57,200	73,115	68,580	64,342	77,280	77,280
* ARMORED CAR SERVICE	5,357	4,940	4,800	4,394	4,800	4,800
** FINANCIAL CHARGES	70,390	83,380	80,880	72,967	88,880	88,880
ELEM 60 SUPPLIES						
* GENERAL SUPPLIES	58,270	53,096	62,015	35,361	64,295	64,295
* MEETING REFRESHMENTS	12,437	11,702	14,560	6,549	14,060	14,060
* ROAD SALT	6,327	15,774	35,800	42,551	35,800	35,800
* GROUNDS & FIELD SUPPLIES	542	1,335	9,000	493	7,100	7,100
* MAINTENANCE SUPPLIES	0	0	500	0	500	500
* SMALL TOOLS	5,394	5,932	4,700	2,035	5,200	5,200
* COMPUTER SUPPLIES	16,483	16,583	16,700	13,947	16,700	16,700
* AUDIO-VISUAL SUPPLIES	0	0	0	0	0	0
* CLEANING SUPPLIES	7,368	7,074	8,000	4,327	8,000	8,000
* SIGNS	21,533	17,810	23,275	10,549	21,725	21,725
* TOTERS & CONTAINERS	29,567	26,667	34,344	22,855	25,272	25,272
* TREES, SHRUBS & FLOWERS	17,360	19,585	25,100	16,311	25,100	25,100
* SAFETY SUPPLIES	8,018	5,359	5,055	4,891	5,205	5,205
* CENTRAL GARAGE	7,673	6,220	7,400	4,113	7,400	7,400
** SUPPLIES	190,972	187,137	246,449	163,982	236,357	236,357
ELEM 61 OFFICE SUPPLIES						
* OFFICE SUPPLIES	22,666	22,260	29,057	15,877	28,077	28,077
** OFFICE SUPPLIES	22,666	22,260	29,057	15,877	28,077	28,077
ELEM 62 POSTAGE						
* POSTAGE	40,861	27,635	34,590	17,007	36,110	36,110
** POSTAGE	40,861	27,635	34,590	17,007	36,110	36,110
ELEM 64 FUEL						
* GASOLINE	63,600	57,557	73,500	47,606	67,500	67,500
* DIESEL	125,451	119,616	148,000	96,560	135,000	135,000
* OTHER ADDITIVES	14,669	11,217	15,000	10,469	15,000	15,000
* FUEL SURCHARGE CREDIT	2,395-	1,990-	0	360-	2,000-	2,000-
** FUEL	201,325	186,400	236,500	154,275	215,500	215,500
ELEM 65 UTILITIES						
* ELECTRICITY	299,336	299,882	349,963	241,147	344,050	344,050
* NATURAL GAS	13,555	14,753	24,600	21,859	24,600	24,600
* WATER & SEWER	8,605	10,733	12,900	8,818	12,900	12,900
** UTILITIES	321,496	325,368	387,463	271,824	381,550	381,550
ELEM 66 TELEPHONE & COMMUNICATION						
* TELEPHONE	27,622	29,040	30,072	22,010	30,072	30,072

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

ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST	FY 2015 REVISED BUDGET
ELEM 66 TELEPHONE & COMMUNICATION						
* PAGER	0	0	0	0	0	0
* CELLULAR PHONE	32,849	28,673	37,456	23,178	36,352	36,352
* WIRELESS RADIO	7,626	636	0	0	17,500	17,500
* INTERNET	3,366	3,568	3,388	2,909	3,687	3,687
* CABLE TV SERVICE	118	160	135	90	168	168
* OTHER	0	0	0	0	0	0
** TELEPHONE & COMMUNICATION	71,581	62,077	71,051	48,187	87,779	87,779
ELEM 67 DUES & PUBLICATIONS						
* DUES	61,984	62,058	71,674	70,321	73,003	76,792
* PUBLICATIONS & BOOKS	9,054	9,182	11,935	7,790	10,955	10,955
** DUES & PUBLICATIONS	71,038	71,240	83,609	78,111	83,958	87,747
ELEM 68 DEPRECIATION						
* DEPRECIATION EXP	0	0	0	0	0	0
** DEPRECIATION	0	0	0	0	0	0
ELEM 69 MISCELLANEOUS CHARGE						
* MISCELLANEOUS	6,280	3,291	4,500	1,258	4,500	4,500
** MISCELLANEOUS CHARGE	6,280	3,291	4,500	1,258	4,500	4,500
ELEM 70 PRINCIPAL						
* SUNTR-PKG GARAGE T/E BOND	225,000	273,000	283,000	283,000	294,000	294,000
** PRINCIPAL	225,000	273,000	283,000	283,000	294,000	294,000
ELEM 72 INTEREST						
* SUNTR-PKG GARAGE T/E BOND	295,426	284,441	274,247	217,753	264,274	264,274
** INTEREST	295,426	284,441	274,247	217,753	264,274	264,274
ELEM 74 LOANS, LEASES, BONDS						
* ADMINISTRATIVE FEES	0	0	0	0	0	0
** LOANS, LEASES, BONDS	0	0	0	0	0	0
ELEM 85 CONTINGENCY						
* CONTINGENCY	0	0	10,000	0	10,000	10,000
** CONTINGENCY	0	0	10,000	0	10,000	10,000
ELEM 91 HEAVY AUTO EQUIPMENT						
* HEAVY AUTO EQUIPMENT	0	0	0	0	0	0
** HEAVY AUTO EQUIPMENT	0	0	0	0	0	0
ELEM 92 MACHINERY & EQUIPMENT						
* MACHINERY	0	0	0	0	0	0
* EQUIPMENT	3,172	27,161	3,300	4,875	3,100	3,100
* PHOTOGRAPHIC EQUIPMENT	0	0	900	0	900	900
* HVAC SYSTEMS	3,425	0	5,000	5,220	0	0
* PARKING PAY STATIONS	0	0	0	0	0	0
* HANDHELD TICKET WRITERS	0	0	0	0	0	0
* BICYCLE EQUIPMENT	0	0	0	0	0	0
* EMERGENCY GENERATORS	0	0	0	0	0	0
* ALARM SYSTEM	3,580	0	0	0	0	0

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

ACCOUNT DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ADJUSTED BUDGET	FY 2014 Y-T-D ACTUAL	FY 2015 CITY MGR REQUEST	FY 2015 REVISED BUDGET
ELEM 92 MACHINERY & EQUIPMENT						
* VIDEO EQUIPMENT	0	0	0	0	0	0
* SECURITY CAMERAS	0	135,305	0	0	0	0
* CROSSWALK SIGNALS	0	34,071	0	0	25,000	25,000
* AUDIO EQUIPMENT	0	0	0	0	0	0
** MACHINERY & EQUIPMENT	10,177	196,537	9,200	10,095	29,000	29,000
ELEM 93 OFFICE EQUIPMENT						
* OFFICE EQUIPMENT	604	0	0	0	0	0
* OFFICE FURNITURE	1,112	9,242	1,500	1,654	4,800	4,800
** OFFICE EQUIPMENT	1,716	9,242	1,500	1,654	4,800	4,800
ELEM 95 SITE & BLDG IMPROVEMENTS						
* SITE IMPROVEMENTS	0	0	0	0	0	0
* BUILDINGS	0	0	0	0	0	0
** SITE & BLDG IMPROVEMENTS	0	0	0	0	0	0
ELEM 96 STREET IMPROVEMENT						
* CONCRETE	9,000	0	9,000	0	9,000	9,000
* STREETLIGHTS	7,488	4,585	5,000	3,310	10,525	10,525
* GUARDRAIL	0	140,000	0	0	0	0
** STREET IMPROVEMENT	16,488	144,585	14,000	3,310	19,525	19,525
ELEM 97 COMMUNICATIONS EQUIPMENT						
* TELEPHONE SYSTEM	768	409	1,000	0	1,000	1,000
* RADIO EQUIPMENT	0	0	0	0	0	0
** COMMUNICATIONS EQUIPMENT	768	409	1,000	0	1,000	1,000
ELEM 98 COMPUTER HDWE & SOFTWARE						
* COMPUTER HARDWARE	11,741	29,769	19,183	17,668	8,110	8,110
* COMPUTER SOFTWARE	27,916	1,587	6,700	4,414	4,300	4,300
** COMPUTER HDWE & SOFTWARE	39,657	31,356	25,883	22,082	12,410	12,410
ELEM 99 INTERFUND TRANSFERS						
* OPERATING CASH TRANSFERS	2,596,835	2,827,900	922,000	922,000	761,225	781,225
** INTERFUND TRANSFERS	2,596,835	2,827,900	922,000	922,000	761,225	781,225
	14,709,718	15,536,621	14,625,708	10,811,143	14,991,465	15,094,904

PROGRAM NAME/NUMBER

Interfund Transfers/9210

PERSONNEL EXPENDITURES:

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

OPERATING EXPENDITURES

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 9210	
Element/Object	Details	Total	
99	Interfund Transfers		
	99-10 Operating Cash Transfer to Capital Projects Fund		
	Business Assistance Fund (project 113001)	25,000	
	CCTV (project 092003)	58,175	
	Duvall Field Renovation (project 053007)	25,000	
	Facilities Capital Reserve (project 991013)	25,000	
	Fire Department Capital Equipment Grants (project 012006)	45,000	
	Old Parish House Renovations #2 (project 155001)	10,000	
	Pavement Management Plan (project 045008)	600,000	
	Pavement Management Plan (recovery for City paving paid by WSSC)	(300,000)	
	Randolph Macon Avenue (project 133001)	46,050	
	Vehicle Replacement Program (project 925061)	247,000	
			781,225

CAPITAL OUTLAY: None

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

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

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

Director of Finance	24	\$81,196 - \$139,535
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:**

	61	\$27,291 - \$46,900
Laborer	62	\$28,727 - \$49,367
Laborer / Driver	63	\$30,166 - \$51,840
Grounds Laborer / Driver		
	64	\$31,602 - \$54,308
	65	\$33,041 - \$56,781
Motor Equipment Operator I	66	\$34,478 - \$59,250
Supply Clerk		
Groundskeeper		
Dispatch / Administrative Clerk		
Motor Equipment Operator I + Class A	67	\$35,916 - \$61,722
Motor Equipment Operator II	68	\$37,353 - \$64,191
Garage Supply Clerk / Assistant Mechanic	69	\$38,791 - \$66,662
Motor Equipment Operator II + Class A		
Mechanic I		
	70	\$40,228 - \$69,132
Mechanic II	71	\$41,666 - \$71,603
Motor Equipment Operator III		
Lead Groundskeeper	72	\$43,103 - \$74,073
Lead Motor Equipment Operator		
	73	\$45,258 - \$77,776
	74	\$48,133 - \$82,717

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

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**CITY OF COLLEGE PARK, MARYLAND
PAY TABLE - FY2015**

The Pay Table shown below will be in effect for FY 2015. The grades are shown down the left side and the steps are across the top. For example, Grade 9, Step 1 shows an annual salary of \$38,791. This is the entry salary for that grade. Since FY 2005, each year through Step 17, there is a 2.5% merit increase for an employee receiving a satisfactory evaluation. In FY 2009, 3 longevity steps were added to the end of each grade; employees in these longevity steps will receive a 5% merit increase every 3rd year based on satisfactory evaluations.

Grades 1 - 24, for employees not covered under the Public Works collective bargaining agreement, include a 1.75% cost of living (COLA) adjustment for FY 2014. Grades 61 - 84, for employees covered under the Public Works collective bargaining agreement, include a 1.75% cost of living (COLA) adjustment for FY 2015. The FY 2015 1.75% COLA is effective July 1, 2014.

Employees not covered under the Public Works collective bargaining agreement (Grades 1-24):																					
GRADE	STEP	Entry	1 yr./2.5%	LONGEVITY STEPS																	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	3 yrs./5%	3 yrs./5%	3 yrs./5%
1	1	27,291	27,973	28,673	29,389	30,124	30,877	31,649	32,440	33,251	34,083	34,935	35,808	36,703	37,621	38,561	39,526	40,514	42,539	44,666	46,900
2	2	28,727	29,445	30,181	30,936	31,709	32,502	33,315	34,147	35,001	35,876	36,773	37,692	38,635	39,600	40,590	41,605	42,645	44,778	47,017	49,367
3	3	30,166	30,920	31,693	32,485	33,298	34,130	34,983	35,858	36,754	37,673	38,615	39,580	40,570	41,584	42,624	43,689	44,782	47,021	49,372	51,840
4	4	31,602	32,392	33,202	34,032	34,883	35,755	36,649	37,565	38,504	39,467	40,453	41,465	42,501	43,564	44,653	45,769	46,913	49,259	51,722	54,308
5	5	33,041	33,867	34,714	35,582	36,471	37,383	38,317	39,275	40,257	41,264	42,295	43,353	44,436	45,547	46,686	47,853	49,050	51,502	54,077	56,781
6	6	34,478	35,340	36,223	37,129	38,057	39,009	39,984	40,984	42,008	43,058	44,135	45,238	46,369	47,528	48,717	49,934	51,183	53,742	56,429	59,250
7	7	35,916	36,814	37,734	38,678	39,645	40,636	41,652	42,693	43,760	44,854	45,976	47,125	48,303	49,511	50,748	52,017	53,318	55,983	58,783	61,722
8	8	37,353	38,287	39,244	40,225	41,231	42,261	43,318	44,401	45,511	46,649	47,815	49,010	50,236	51,492	52,779	54,098	55,451	58,223	61,134	64,191
9	9	38,791	39,761	40,755	41,774	42,818	43,888	44,986	46,110	47,263	48,445	49,656	50,897	52,170	53,474	54,811	56,181	57,585	60,465	63,488	66,662
10	10	40,228	41,234	42,265	43,321	44,404	45,514	46,652	47,818	49,014	50,239	51,495	52,783	54,102	55,455	56,841	58,262	59,719	62,705	65,840	69,132
11	11	41,666	42,708	43,775	44,870	45,991	47,141	48,320	49,528	50,766	52,035	53,336	54,669	56,036	57,437	58,873	60,345	61,853	64,946	68,193	71,603
12	12	43,103	44,181	45,285	46,417	47,578	48,767	49,986	51,236	52,517	53,830	55,175	56,555	57,969	59,418	60,903	62,426	63,987	67,186	70,545	74,073
13	13	45,258	46,389	47,549	48,738	49,956	51,205	52,485	53,798	55,142	56,521	57,934	59,382	60,867	62,389	63,948	65,547	67,186	70,545	74,072	77,776
14	14	48,133	49,336	50,570	51,834	53,130	54,458	55,820	57,215	58,645	60,112	61,614	63,155	64,734	66,352	68,011	69,711	71,454	75,026	78,778	82,717
15	15	51,008	52,283	53,590	54,930	56,303	57,711	59,154	60,632	62,148	63,702	65,295	66,927	68,600	70,315	72,073	73,875	75,722	79,508	83,483	87,657
16	16	53,883	55,230	56,611	58,026	59,477	60,964	62,488	64,050	65,651	67,292	68,975	70,699	72,467	74,278	76,135	78,039	79,990	83,989	88,189	92,598
17	17	56,757	58,176	59,630	61,121	62,649	64,215	65,821	67,466	69,153	70,882	72,654	74,470	76,332	78,240	80,196	82,201	84,256	88,469	92,892	97,537
18	18	59,633	61,124	62,652	64,218	65,824	67,469	69,156	70,885	72,657	74,473	76,335	78,244	80,200	82,205	84,260	86,366	88,526	92,952	97,599	102,479
19	19	62,508	64,071	65,672	67,314	68,997	70,722	72,490	74,302	76,160	78,064	80,016	82,016	84,066	86,168	88,322	90,530	92,793	97,433	102,305	107,420
20	20	65,384	67,019	68,694	70,411	72,172	73,976	75,825	77,721	79,664	81,656	83,697	85,789	87,934	90,133	92,386	94,696	97,063	101,916	107,012	112,362
21	21	68,258	69,964	71,714	73,506	75,344	77,228	79,158	81,137	83,166	85,245	87,376	89,560	91,799	94,094	96,447	98,858	101,329	106,396	111,716	117,301
22	22	71,133	72,911	74,734	76,602	78,518	80,480	82,492	84,555	86,669	88,835	91,056	93,333	95,666	98,058	100,509	103,022	105,597	110,877	116,421	122,242
23	23	75,446	77,332	79,265	81,247	83,278	85,360	87,494	89,682	91,924	94,222	96,577	98,992	101,466	104,003	106,603	109,268	112,000	117,600	123,480	129,654
24	24	81,196	83,226	85,307	87,439	89,625	91,866	94,162	96,517	98,929	101,403	103,938	106,536	109,200	111,930	114,728	117,596	120,536	126,563	132,891	139,535

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

GRADE	STEP	LONGEVITY STEPS																		
		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
61	27,291	27,973	28,673	29,389	30,124	30,877	31,649	32,440	33,251	34,083	34,935	35,808	36,703	37,621	38,561	39,526	40,514	42,539	44,666	46,900
62	28,727	29,445	30,181	30,936	31,709	32,502	33,315	34,147	35,001	35,876	36,773	37,692	38,635	39,604	40,599	41,605	42,645	44,778	47,017	49,367
63	30,166	30,920	31,693	32,485	33,298	34,130	34,983	35,858	36,754	37,673	38,615	39,580	40,570	41,584	42,624	43,689	44,782	47,021	49,372	51,840
64	31,602	32,392	33,202	34,032	34,883	35,755	36,649	37,565	38,504	39,467	40,453	41,465	42,501	43,564	44,653	45,769	46,913	49,259	51,722	54,308
65	33,041	33,867	34,714	35,582	36,471	37,383	38,317	39,275	40,257	41,264	42,295	43,353	44,436	45,547	46,686	47,853	49,050	51,502	54,077	56,781
66	34,478	35,340	36,223	37,129	38,057	39,009	39,984	40,984	42,008	43,058	44,135	45,238	46,369	47,528	48,717	49,934	51,183	53,742	56,429	59,250
67	35,916	36,814	37,734	38,678	39,645	40,636	41,652	42,693	43,760	44,854	45,976	47,125	48,303	49,511	50,748	52,017	53,318	55,983	58,783	61,722
68	37,353	38,287	39,244	40,225	41,231	42,261	43,318	44,401	45,511	46,649	47,815	49,010	50,236	51,492	52,779	54,098	55,451	58,223	61,134	64,191
69	38,791	39,761	40,755	41,774	42,818	43,888	44,986	46,110	47,263	48,445	49,656	50,897	52,170	53,474	54,811	56,181	57,585	60,465	63,488	66,662
70	40,228	41,234	42,265	43,321	44,404	45,514	46,652	47,818	49,014	50,239	51,495	52,783	54,102	55,455	56,841	58,262	59,719	62,705	65,840	69,132
71	41,666	42,708	43,775	44,870	45,991	47,141	48,320	49,528	50,766	52,035	53,336	54,669	56,036	57,437	58,873	60,345	61,853	64,946	68,193	71,603
72	43,103	44,181	45,285	46,417	47,578	48,767	49,986	51,236	52,517	53,830	55,175	56,555	57,969	59,418	60,903	62,426	63,987	67,186	70,545	74,073
73	45,258	46,389	47,549	48,738	49,956	51,205	52,485	53,798	55,142	56,521	57,934	59,382	60,867	62,389	63,948	65,547	67,186	70,545	74,072	77,776
74	48,133	49,336	50,570	51,834	53,130	54,458	55,820	57,215	58,645	60,112	61,614	63,155	64,734	66,352	68,011	69,711	71,454	75,026	78,778	82,717
75	51,008	52,283	53,590	54,930	56,303	57,711	59,154	60,632	62,148	63,702	65,295	66,927	68,600	70,315	72,073	73,875	75,722	79,508	83,483	87,657
76	53,883	55,230	56,611	58,026	59,477	60,964	62,488	64,050	65,651	67,292	68,975	70,699	72,467	74,278	76,135	78,039	79,990	83,989	88,189	92,598
77	56,757	58,176	59,630	61,121	62,649	64,215	65,821	67,466	69,153	70,882	72,654	74,470	76,332	78,240	80,196	82,201	84,256	88,469	92,892	97,537
78	59,633	61,124	62,652	64,218	65,824	67,469	69,156	70,885	72,657	74,473	76,335	78,244	80,200	82,205	84,260	86,366	88,526	92,952	97,599	102,479
79	62,508	64,071	65,672	67,314	68,997	70,722	72,490	74,302	76,160	78,064	80,016	82,016	84,066	86,168	88,322	90,530	92,793	97,433	102,305	107,420
80	65,384	67,019	68,694	70,411	72,172	73,976	75,825	77,721	79,664	81,656	83,697	85,789	87,934	90,133	92,386	94,696	97,063	101,916	107,012	112,362
81	68,258	69,964	71,714	73,506	75,344	77,228	79,158	81,137	83,166	85,245	87,376	89,560	91,799	94,094	96,447	98,858	101,329	106,396	111,716	117,301
82	71,133	72,911	74,734	76,602	78,518	80,480	82,492	84,555	86,669	88,835	91,056	93,333	95,666	98,058	100,509	103,022	105,597	110,877	116,421	122,242
83	75,446	77,332	79,265	81,247	83,278	85,360	87,494	89,682	91,924	94,222	96,577	98,992	101,466	104,003	106,603	109,268	112,000	117,600	123,480	129,654
84	81,196	83,226	85,307	87,439	89,625	91,866	94,162	96,517	98,929	101,403	103,938	106,536	109,200	111,930	114,728	117,596	120,536	126,563	132,891	139,535

CITY OF COLLEGE PARK
 REVENUE BUDGET WORKSHEET
 FOR FISCAL YEAR 2015

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

REVENUES

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

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2015

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

EXPENDITURES

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

Capital Project Summary

Schedule of Expenditures by Project by Year								
Project Number	Project Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
153002	Bikeway Planning & Infrastructure	137,446	0	87,446	50,000	0	0	0
113001	Business Assistance Fund	107,000	68,269	38,731	0	0	0	0
133003	Business Recycling Incentive Fund	25,000	0	25,000	0	0	0	0
113003	Capital Bikeshare	374,858	0	232,734	142,124	0	0	0
092003	CCTV	971,050	690,875	123,175	39,250	39,250	39,250	39,250
041003	City Hall Expansion	8,702,419	400,122	302,297	8,000,000	0	0	0
133002	Comm. Tenant Improvement Program	95,000	25,000	70,000	0	0	0	0
093001	Community Legacy Loan Repayments	660,000	210,000	0	150,000	0	0	300,000
103001	Downtown Streetscape #2	509,620	106,838	402,782	0	0	0	0
053007	Duvall Field Renovation	4,632,115	114,551	294,000	0	1,410,000	1,410,000	1,403,564
991013	Facilities Capital Reserve	356,212	81,158	0	0	0	0	275,054
012006	Fire Department Capital Equipment	439,450	394,450	45,000	0	0	0	0
091004	Green Initiatives	136,361	19,660	116,701	0	0	0	0
113004	Green Streets	185,000	35,000	0	150,000	0	0	0
085001	Guardrail Replacement	100,000	40,433	59,567	0	0	0	0
103004	Hollywood Commercial Revitalization	255,000	0	50,000	205,000	0	0	0
103002	Hollywood Gateway Park	697,723	81,356	466,367	150,000	0	0	0
073004	Hollywood Road Extended	500,000	0	500,000	0	0	0	0
063002	Homeownership Grant Program	210,000	152,500	57,500	0	0	0	0
011004	Institutional Network (I-Net)/P.E.G.	2,708,527	773,388	1,569	1,569	1,569	1,569	1,928,863
155001	Old Parish House Renovations #2	10,000	0	10,000	0	0	0	0
045008	Pavement Management Plan	3,102,328	302,328	600,000	600,000	600,000	600,000	400,000
963028	Program Open Space Acquisition Projects	946,427	373,256	75,000	498,171	0	0	0
015002	Public Works Facility Improvements	1,178,528	185,658	992,870	0	0	0	0
133001	Randolph Macon Avenue	296,000	36,000	130,000	130,000	0	0	0
091002	Safe Routes to School	353,200	208,700	144,500	0	0	0	0
133004	Strategic Demolition Program	75,000	60,923	14,077	0	0	0	0
925061	Vehicle Replacement Program	7,354,500	110,000	1,138,000	1,534,000	1,303,500	1,097,000	2,172,000
	Total Expenditures	<u>35,118,764</u>	<u>4,470,465</u>	<u>5,977,316</u>	<u>11,650,114</u>	<u>3,354,319</u>	<u>3,147,819</u>	<u>6,518,731</u>

Capital Project Summary

Schedule of Expenditures by Account by Year

Account	Account Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
25	Grants & Assistance	930,232	650,501	279,731				
30	Professional Services	1,564,569	876,186	688,383				
32	Legal	7,930	930	7,000				
34	Contractual Services	191,393	31,393	32,000	32,000	32,000	32,000	32,000
36	Special Services	101,370	95,094	1,569	1,569	1,569	1,569	
40	Repairs & Maintenance	7,258	7,258					
45	Maintenance Contract	183,111	183,111					
52	Awards & Gifts	1,700	1,700					
60	Supplies	2,651	2,651					
62	Postage	140	140					
65	Electricity	48,813	13,638	6,175	7,250	7,250	7,250	7,250
70-72	Debt Service	3,060,000	210,000	240,000	630,000	480,000	480,000	1,020,000
74	Administrative Fee	1,222	1,222					
90	Automobiles & Light Trucks	791,000	110,000	65,000	291,000	36,000	147,000	142,000
91	Medium Duty Trucks	1,244,000		200,000	150,000	360,000	264,000	270,000
91	Heavy Duty Trucks	2,030,000		580,000	290,000	290,000		870,000
91	Shared Ownership Trucks	0						
92	Machinery & Equipment	4,096,895	922,798	363,734	368,000	137,500	206,000	2,098,863
94	Land & Rights-of-Way	1,171,803	348,632	325,000	498,171			
95	Buildings, Site & Bldg. Improvemts.	15,773,658	205,383	2,384,657	8,885,000	1,410,000	1,410,000	1,678,618
96	Street Improvement	3,541,954	537,887	804,067	600,000	600,000	600,000	400,000
97	Communications Equipment	62,432	62,432					
98	Computer Equipment	209,509	209,509					
Various	Bikeshare Operating Costs	97,124			97,124			
Total Expenditures		<u>35,118,764</u>	<u>4,470,465</u>	<u>5,977,316</u>	<u>11,650,114</u>	<u>3,354,319</u>	<u>3,147,819</u>	<u>6,518,731</u>

Capital Project Summary

Schedule of Funding Sources by Source by Year

Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
City Funding:							
Unrestricted C.I.P. Reserve	6,788,787	5,732,562	1,056,225	0	0	0	0
Restricted C.I.P. Reserve	137,324	112,324	25,000	0	0	0	0
Facilities Capital Reserve	52,128	52,128					
Lease Escrow-Friends Community School	118,800	118,800					
<i>Subtotal</i>	<u>7,097,039</u>	<u>6,015,814</u>	<u>1,081,225</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Debt Financing:							
Proceeds-Master Lease #3	2,000,000		2,000,000				
<i>Subtotal</i>	<u>2,000,000</u>	<u>0</u>	<u>2,000,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
State Funding:							
State Bond	575,000	575,000					
<i>Subtotal</i>	<u>575,000</u>	<u>575,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Grant Funding:							
Comcast-Capital Equipt. grant	2,152,996	1,676,996	119,000	119,000	119,000	119,000	0
Verizon-Capital Equipt. grant	555,531	275,531	70,000	70,000	70,000	70,000	0
Program Open Space (POS)	2,027,951	2,027,951					
Community Development Block Grant (CDBG)	277,000	277,000					
Maryland Heritage Area Authority (MHAA) grant	5,000	5,000					
Anacostia Trails mini-grant	3,369	3,369					
Community Legacy grant	275,000	275,000					
Chesapeake Bay Trust grant	365,000	35,000	330,000				
Natl Fish & Wildlife Foundation grant	40,000		40,000				
Federal grants	1,469,220	1,469,220					
Maryland Dept. of Transportation	299,935	590	299,345				
Maryland Energy Admin. grant	70,361	70,361					
Prince George's Co. bikeshare grant	75,000	75,000					
COG Transp. Land Use Conn. grant	25,000		25,000				
<i>Subtotal</i>	<u>7,641,363</u>	<u>6,191,018</u>	<u>883,345</u>	<u>189,000</u>	<u>189,000</u>	<u>189,000</u>	<u>0</u>

Capital Project Summary

Schedule of Funding Sources by Source by Year (continued)

Source Name	Total	Thru FY14	FY15	FY16	FY17	FY18	Past FY18
<u>Developer Contribution:</u>							
Varsity (Capital Bikeshare)	10,000		10,000				
Domain (Capital Bikeshare)	31,000	31,000					
Keane Enterprises (Capital Bikeshare)	45,000		45,000				
Greenbelt Station (Duvall Field)	275,000			275,000			
Greenbelt Station (Hollywd Comm.)	200,000			200,000			
Greenbelt Station (Hollywd Gateway)	150,000			150,000			
Mazza (Hollywood Road Extended)	500,000		500,000				
Kidwell (Randolph Macon Avenue)	36,000	36,000					
<i>Subtotal</i>	<u>1,247,000</u>	<u>67,000</u>	<u>555,000</u>	<u>625,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Utility Reimbursement:</u>							
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>
Total Funding Sources	18,560,402	12,848,832	4,519,570	814,000	189,000	189,000	0
Funding not yet determined	16,558,362	0	5,875	6,606,247	2,285,176	3,146,250	4,514,814
Total Funding	<u>35,118,764</u>	<u>12,848,832</u>	<u>4,525,445</u>	<u>7,420,247</u>	<u>2,474,176</u>	<u>3,335,250</u>	<u>4,514,814</u>

Capital Project Summary

Schedule of Capital Project Fund Reserves

Project Number	Project Name	Projected Reserve Balance as of 06/30/14	Transfers to the C.I.P. provided in FY 2015 Budget	Projected Reserve Balance as of 07/01/14	Planned Reserve Utilization in Fiscal Year			
					FY15	FY16	FY17	Past FY17
Fund 301 - Unrestricted								
153002	Bikeway Planning & Infrastructure	0		0				
113001	Business Assistance Fund	11,731	25,000	36,731	36,731			
133003	Business Recycling Incentive Fund	25,000		25,000	25,000			
113003	Capital Bikeshare	25,000		25,000	25,000			
092003	CCTV	9,125	58,175	67,300	67,300			
041003	City Hall Expansion	1,999,878		1,999,878	302,297	1,697,581		
133002	Comm. Tenant Improvement Program	20,000		20,000	20,000			
093001	Community Legacy Loan Repayments	0		0				
103001	Downtown Streetscape #2	0		0				
991013	Facilities Capital Reserve	250,054	25,000	275,054				275,054
012006	Fire Department Capital Equipment	0	45,000	45,000	45,000			
091004	Green Initiatives	46,340		46,340	46,340			
113004	Green Streets	0		0				
085001	Guardrail Replacement	59,567		59,567	59,567			
103004	Hollywood Commercial Revitalization	50,000		50,000	50,000			
103002	Hollywood Gateway Park	0		0				
073004	Hollywood Road Extended	0		0				
063002	Homeownership Grant Program	57,500		57,500	57,500			
011004	Institutional Network (I-Net)/P.E.G.	0		0				
155001	Old Parish House Renovations #2	0	10,000	10,000	10,000			
045008	Pavement Management Plan	0	600,000	600,000	600,000			
015002	Public Works Facility Improvements	834,342		834,342	834,342			
133001	Randolph Macon Avenue	40,900	46,050	86,950	86,950			
091002	Safe Routes to School	0		0				
133004	Strategic Demolition Program	0		0				
925061	Vehicle Replacement Program	0	247,000	247,000	247,000			
Total Unrestricted C.I.P.		3,429,437	1,056,225	4,485,662	2,513,027	1,697,581	0	275,054

Capital Project Summary

Schedule of Capital Project Fund Reserves (continued)

Project Number	Project Name	Estimated Reserve Balance as of 06/30/14	Transfers to the C.I.P. provided in FY 2015 Budget	Projected Reserve Balance as of 07/01/14	Planned Reserve Utilization in Fiscal Year			
					FY15	FY16	FY17	Past FY17
Fund 302 - Restricted								
053007	Duvall Field Renovation	0	25,000	25,000	25,000			
963028	Program Open Space Acquisition Projects	0		0				
	Total Restricted C.I.P.	0	25,000	25,000	25,000	0	0	0
GRAND TOTALS - ALL CAPITAL PROJECT FUNDS					2,538,027	1,697,581	0	275,054

MINUTES

MINUTES
Special Session of the College Park City Council
Council Chambers
Tuesday, April 15, 2014
10:22 p.m.

PRESENT: Mayor Fellows; Councilmembers Kabir, Wojahn, Brennan, Stullich, Day, Hew and Mitchell.

ABSENT: Councilmember Dennis.

ALSO PRESENT: Joseph Nagro, City Manager; Bill Gardiner, Assistant City Manager; Janeen Miller, City Clerk; Suellen Ferguson, City Attorney.

During a regularly scheduled Worksession of the College Park City Council, a motion was made by Councilmember Brennan and seconded by Councilmember Kabir to enter into a Special Session to approve a letter to the State Highway Administration regarding improvements to pedestrian safety on US Route 1 in response to a fatality over the weekend. The motion passed 7 – 0 – 0 and the Council entered into a Special Session at 10:22 p.m.

ACTION ITEMS

14-G-47 Approval of a letter to State Highway Administration regarding pedestrian safety on US 1.

A motion was made by Councilmember Brennan and seconded by Councilmember Day to approve a letter to the State Highway Administration about pedestrian safety on US Route 1.

Councilmember Brennan said this is an appropriate and immediate first step in addressing the tragic fatality that occurred over the weekend, and that the Council will continue to address this and other safety issues in the long term.

There were no comments from the audience.

The motion passed 7 – 0 – 0.

ADJOURN:

A motion was made by Councilmember Stullich and seconded by Councilmember Day to adjourn the Special Session. With a vote of 7 – 0 – 0, Mayor Fellows adjourned the Special Session at 10:23 p.m.

Janeen S. Miller, CMC
City Clerk

Date
Approved

MINUTES
Regular Meeting of the College Park City Council
Tuesday, April 22, 2014
7:30 p.m. – 8:48 p.m.

PRESENT: Mayor Fellows; Councilmembers Kabir, Wojahn, Brennan, Dennis, Stullich (arrived at 7:43 p.m.), Day, Hew and Mitchell.

ABSENT: None

ALSO PRESENT: Joe Nagro, City Manager; Janeen Miller, City Clerk; Bill Gardiner, Assistant City Manager; Bob Ryan, Director of Public Services; Steve Groh, Director of Finance

Mayor Fellows opened the Regular Meeting at 7:30 p.m. Councilmember Mitchell led the Pledge of Allegiance.

Minutes: A motion was made by Councilmember Mitchell and seconded by Councilmember Kabir to approve the minutes of the Regular Meeting on April 8, 2014. The motion passed 7 – 0 – 0.

Announcements:

Councilmember Kabir announced that the District 1 and District 4 Councilmembers are hosting a Budget Town Hall on Wednesday, April 23 at Davis Hall. He also mentioned the two Farmers Markets that are opening this weekend: Saturday in north College Park and Sunday at City Hall.

Councilmember Brennan announced the City's position in the national Mayors Water Challenge. He also described his meeting last week with the seniors at Attick Towers.

Councilmember Day announced the Calvert Hills Citizens Association meeting Wednesday, April 23 at the Old Parish House.

Mayor Fellows recognized Gloria Aparicio-Blackwell, newly appointed to the Neighborhood Stabilization and Quality of Life Workgroup.

Proclamations: Mayor Fellows read the proclamation for Arbor Day 2014.

Amendments to the Agenda: None.

City Manager's Report: Mr. Nagro announced that the Public Works yard is open on Saturday from 7:30 a.m. to 12 noon. The current number of people who have signed up for the City's listserv, College Park Connected, is 717. There is a revised version of 14-O-03 in the red folders for introduction tonight.

Student Liaison's Report: Catherine McGrath said the SGA is introducing a resolution asking University administrators and the City of College Park to address pedestrian safety in light of the

pedestrian accident this week. This is the fourth pedestrian incident in 10 months; three have been fatalities.

(Councilmember Stullich arrived.)

Comments from the Audience on Non-Agenda Items:

Dave Dorsch, 4607 Calvert Road: Commented on the tragic accident on US 1. He suggested a fence in the median to inhibit jaywalking and a railing at the curb outside Cornerstone. Students challenge traffic late at night. They should take responsibility for their own safety.

Ms. McGrath said that part of the problem is that on-campus, cars always stop for pedestrians, so they become somewhat conditioned that cars will stop for them even when they are off-campus. This should be a multi-faceted safety approach.

PRESENTATIONS:

Maryland Day 2015, Cheryl Plainte, Associate Director, UMD Marketing: Ms. Plainte invited everyone to attend Saturday's Maryland Day event.

Emissions Reduction and Sustainability in College Park: Matthew Popkin, a Masters Candidate in Public Policy, presented an overview of his comprehensive strategy on emissions reduction and sustainability in College Park. The final report will be provided in May.

CONSENT AGENDA:

A motion was made by Councilmember Day and seconded by Councilmember Mitchell to adopt the Consent Agenda, which consisted of the following:

14-G-45 Award of FY '14 Community Services Grants as follows: The National Museum of Language, Inc. for language camp and events: \$2,333; Lakeland Community Heritage Project for Lakeland Heritage events: \$2,333; American Legion Auxiliary, College Park Unit 217 for scholarships for Miss College Park pageant participants: \$2,333; Pregnancy Aid Centers, Inc. for their food pantry program: \$2,333; Boy Scout Troop 298 to subsidize boy scout program: \$1,500; Cub Scout Pack 298 to subsidize cub scout program: \$1,500; College Park Woods Swim Club for senior summer day camp: \$2,333; Embry Center for Family Life for Lakeland All-Stars basketball program: \$2,333; College Park Church of the Nazarene for College Park community library: \$1,500; and Holy Redeemer Catholic Church for the Safe Haven program: \$1,500, for a total of \$19,998.

The motion passed 8 – 0 – 0.

ACTION ITEMS

14-O-02 Introduction of 14-O-02, an Ordinance of the Mayor and Council of the City of College Park, Maryland to adopt the Fiscal Year 2015 Operating and Capital Budget of the City of College Park, MD

A motion was made by Councilmember Mitchell and seconded by Councilmember Stullich to introduce 14-O-02, an Ordinance of the Mayor and Council of the City of College Park, Maryland to adopt the Fiscal Year 2015 Operating and Capital Budget of the City of College Park, MD.

The public hearing will be held on May 13, 2014 at 7:10 p.m. in the Council Chambers of City Hall.

14-O-03 Introduction of 14-O-03, An Ordinance Of The Mayor And Council Of The City Of College Park, Amending Chapter 87, "Building Construction" To Add §87-25, "Installation And Maintenance Of Underground Utilities In City Rights Of Way" And Chapter 110, "Fees and Penalties."

A motion was made by Councilmember Wojahn and seconded by Councilmember Day to introduce 14-O-03, An Ordinance Of The Mayor And Council Of The City Of College Park, Amending Chapter 87, "Building Construction" To Add §87-25, "Installation And Maintenance Of Underground Utilities In City Rights Of Way" And Chapter 110, "Fees and Penalties."

The public hearing will be held on May 27 at 7:15 p.m.

14-G-46 Appointments to Boards and Committees

A motion was made by Councilmember Wojahn and seconded by Councilmember Brennan to appoint Tricia Homer to the Education Advisory Committee, Richard Morrison to the Neighborhood Stabilization Committee, and Nick Brennan to the Neighborhood Watch Steering Committee. The motion passed 8 – 0 – 0.

COUNCIL COMMENTS:

Councilmember Wojahn asked his colleagues to suggest ideas for the FY '15 Action Plan prior to the May 10 Council/Staff retreat. Mr. Nagro mentioned this is a discussion item on the May 20 agenda. Councilmember Stullich discussed the draft agenda for the retreat, which does not include developing the FY '15 Action Plan, and her thoughts about how to handle Strategic Plan discussions in the future.

ADJOURN: A motion was made by Councilmember Stullich and seconded by Councilmember Day to adjourn the meeting. With a vote of 8 – 0 – 0, Mayor Fellows adjourned the meeting at 8:48 p.m.

Janeen S. Miller, CMC City Clerk	Date Approved
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Pursuant to §C6-3 of the College Park City Charter, at 10:29 p.m. on April 15, 2014, in the Council Chambers of City Hall, a motion was made by Councilmember Mitchell and seconded by Councilmember Brennan to enter into an Executive Session to “Consult with Counsel on a legal matter.”

The motion passed 7 – 0 – 0.

Present: Mayor Andrew Fellows; Councilmembers Kabir, Wojahn, Brennan, Stulich, Day, Hew and Mitchell.

Absent: Councilmember Dennis

Also Present: Joe Nagro, City Manager; Bill Gardiner, Assistant City Manager; Janeen Miller, City Clerk; Suellen Ferguson, City Attorney; Catherine McGrath, Student Liaison.

After a brief recess, the closed session began at 10:36 p.m.

Topics Discussed: The City Attorney advised the City Council about legal issues relating to a referendum petition form, the City Charter and state law.

Actions Taken: None.

Adjourn: A motion was made by Councilmember Brennan and seconded by Councilmember Kabir to adjourn the Executive Session, and with a vote of 7 – 0 – 0, Mayor Fellows adjourned the Executive Session at 11:03 p.m.

PROCLAMATION

**A PROCLAMATION OF THE MAYOR AND COUNCIL
OF THE CITY OF COLLEGE PARK, MARYLAND
HONORING PASTOR STEPHEN L. WRIGHT, SR.
ON HIS FIFTEEN YEARS OF SERVICE TO
FIRST BAPTIST CHURCH OF COLLEGE PARK, MARYLAND**

WHEREAS, Pastor Stephen L. Wright, Jr. has served as Senior Minister with the historic First Baptist Church of College Park, Maryland since December 1998; and

WHEREAS, Pastor Wright is a native of Washington, D.C., is a third generation pastor and preacher, the son of the late Reverend Lee and Mrs. Gracie Wright; and

WHEREAS, Pastor Wright was licensed to preach the Gospel of Jesus Christ on March 29, 1981 at the First Baptist Church in St. Clairsville, Ohio, where he was ordained November 26, 1983. He served as an Associate Minister at the Mt. Gilead Baptist Church in Washington, DC from 1986 until 1994, when he accepted the position of Youth Director at the First Baptist Church of College Park, Maryland; and

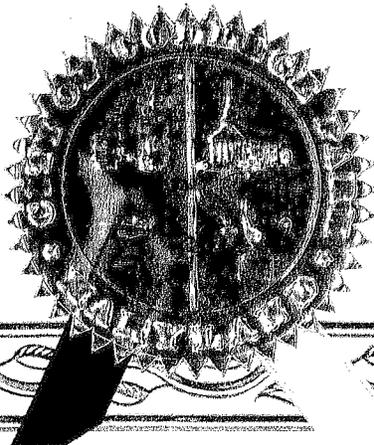
WHEREAS, Pastor Wright earned a Bachelor of Arts Theology degree and a Diploma in Theological Studies, from the Washington Baptist Seminary, Washington, DC. In addition, Pastor Wright completed the requirements for Special Recognition in the Youth Workers Division and Recognition in the Ministers Division of the National Baptist Congress of Christian Education, auxiliary to the National Baptist Convention, USA, Inc.; and

WHEREAS, Pastor Wright has been recognized for his dedication and service to the church and community with numerous official commendations.

NOW, THEREFORE, I, Andrew M. Fellows, as Mayor of the City of College Park, Maryland, join his colleagues, family and friends in extending the best wishes of the City Council, staff and residents to Pastor Stephen L. Wright on his 15-year anniversary!

PROCLAIMED this 13th day of May 2014.

Andrew M. Fellows
Mayor



14-R-08

**RESOLUTION
OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK,
MARYLAND SUPPORTING MARYLAND DEPARTMENT OF HOUSING AND
COMMUNITY DEVELOPMENT NEIGHBORHOOD BUSINESSWORKS
PROGRAM FINANCING TO THE BOARD AND BREW**

WHEREAS, the Mayor and Council of the City of College Park is interested in promoting the revitalization of our community by encouraging the development and/or expansion of for-profit and nonprofit small businesses; and

WHEREAS, the Board and Brew applied to the Neighborhood BusinessWorks Program for financing to build out a retail space in order to open a board game café at 8150 Baltimore Avenue; and

WHEREAS, this Project is located in a State-approved locally designated revitalization area and conforms to the local zoning code; and

WHEREAS, the regulations of the Neighborhood BusinessWorks Program require that all projects receiving financing be approved and supported by the appropriate governing body of the locality in which the project is situated; now, therefore,

BE IT RESOLVED THAT, the Mayor and Council of the City of College Park hereby endorses the financing to The Board and Brew; and

BE IT FURTHER RESOLVED THAT, copies of this Resolution be sent to Michael Haloskey, Director, Neighborhood BusinessWorks Program at the Maryland Department of Housing and Community Development, 100 Community Place, Crownsville, MD 21032.

READ AND PASSED THIS 13th day of May, 2014.

BY ORDER: I hereby certify that Resolution Number 14-R-08 is true and correct and duly adopted by the Mayor and Council of the City of College Park.

ATTEST/WITNESS:

CITY OF COLLEGE PARK, MARYLAND

Janeen S. Miller
City Clerk

By: _____
Name: Andrew M. Fellows
Title: Mayor
Date: May 13, 2014

14-G-49

14-G-50

MOTION BY COUNCILMEMBER DENNIS

14-G-50

I move that the Council voice no objection to the application of Brian McClimens and Benjamin Epstein for use of Ben And Brian Games, LLC, t/a The Board And Brew, to the issuance of a Class B, Beer and Wine Liquor License, for the property located at Suite F2 and G, 8150 Baltimore Avenue, College Park, Maryland 20740, subject to the Licensee entering into a Property Use Agreement in substantially the form as attached. The City Manager is authorized to sign the Agreement and City staff is authorized to present the City's position to the Board of License Commissioners.

DISCUSSION

An application for the issuance of a Class B, Beer and Wine License has been submitted to the Prince George's County Board of License Commissioners ("BOLC") by Brian McClimens and Benjamin Epstein for use of Ben and Brian Games, LLC, t/a The Board And Brew. The BOLC hearing is scheduled for May 27, 2014. The business plan for Board and Brew, including space for playing board games that Licensee would provide, is a new concept in the City.

The City Attorney and Director of Public Services met with the applicant to discuss a Property Use Agreement ("PUA"). The Council discussed the new PUA in a work session with Mr. McClimens and Mr. Epstein. During discussion, an alcohol to food ratio of 25/75 % was determined to be acceptable to the Licensee. The PUA requires an ID scanner system and incorporates an Alcohol Service Policy for Licensee's employees.

PROPERTY USE AGREEMENT

THIS PROPERTY USE AGREEMENT (the "Agreement") is made as of the _____ day of _____, 2014, by and between BEN AND BRIAN GAMES, LLC, t/a THE BOARD AND BREW, and Brian McClimens and Benjamin Epstein, Managing Members, (collectively "Licensee"); and the CITY OF COLLEGE PARK, a Maryland municipal corporation (the "City").

WITNESSETH

WHEREAS, Student Housing College Park, LLP,, is the owner of the real property located at Suite F2 and G, 8150 Baltimore Avenue, College Park, Maryland 20740 (the "Property"); and

WHEREAS, Licensee is a tenant at the Property

WHEREAS, the Property is located within the corporate limits of the City of College Park, Maryland; and

WHEREAS, Licensee has applied to the Board of Liquor License Commissioners of Prince George's County, for a Class B, Beer and Wine License License ("License") for the Property, which will be operated as The Board and Brew;

WHEREAS, the Licensee has requested the support of the City for the issuance of the License for the Property; and

WHEREAS, in consideration of the covenants contained in this Agreement, the City will voice no objection to the Licensee's application and hearing for issuance of the License to the Property, subject to the terms, conditions and restrictions contained herein.

NOW THEREFORE, in consideration of the foregoing, the mutual promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Repair and Maintenance of the Property. Licensee shall, from and after the date hereof, continue to keep the Property under its control in good order and repair, and free of debris and graffiti.

2. Restrictions. Except with the express written consent of the City, which consent may be withheld in the City's sole and absolute discretion, during the period that Licensee is using or has any interest in the Property, and is using the License, the use of the Property shall be restricted to the operation of The Board and Brew ("Restaurant") or another substantially similar casual dining restaurant, which receives not more than twenty-five percent (25%) of its average daily receipts over any three consecutive monthly periods from the sale of alcoholic beverages, and which complies strictly with the restrictions and requirements of the State of Maryland/Prince George's County Class B License. The calculation of the percentage of alcoholic beverages sold shall include the full cost of any such beverage, and not just the alcohol contained in the beverage. Licensee will provide the City, by January 25 of each year, with summaries of each month's receipts for the sales of alcoholic beverages and food for the preceding calendar year, and, at any time, such information in such form as the City may reasonably require to permit the verification of sales required in this paragraph 2 of this Agreement. Such information need not be prepared by an accountant or auditor, but must be accompanied by a general affidavit signed by the Licensees

affirming the accuracy of the information provided. Licensees may be required by the City to provide information to permit verification of the sales ratios required in this paragraph, including daily register receipts and the identity of, and invoices from, its alcohol and food suppliers. Any such information provided by Licensee that is claimed to be confidential shall be so marked by Licensee and the City will treat such record as confidential as allowed by law.

3. Use of Property. Except as otherwise set forth herein, those uses of the Property permitted by the applicable zoning for the Property shall be permitted uses for the purposes of this Agreement. In addition, the Property shall be subject to all of the restrictions imposed by the applicable zoning of the Property.

4. Noises and Nuisances. Licensee shall not permit any nuisance to be maintained, allowed or permitted on any part of the Property, and no use of the Property shall be made or permitted which may be noxious or detrimental to health or which may become an annoyance or nuisance to persons or businesses on surrounding property.

5. Operations. Licensee shall maintain and operate the Restaurant in a manner that all seats are available for dining, no area is designated solely for the consumption of alcoholic beverages, and no sales of alcoholic beverages for off-sale consumption shall be allowed, except for partially consumed bottles of wine purchased at the Restaurant and allowed off premises pursuant to Maryland law. Alcoholic beverages shall not be sold or served prior to 11:00 a.m. or after 11:00 p.m., Monday through Wednesday and Sunday, or prior

to 11:00 a.m. or after 2:00 a.m. Thursday through Saturday. Food from a regular menu must be served at all times that the premises are open for business. At all times, at least 80% of the items listed on the regular menu shall be available for customers to order. The proposed menu provided by Licensee is attached as Exhibit A. Licensee shall ensure music levels that allow patron conversation in a normal tone of voice, and prohibit disruptive or rowdy behavior that disturbs the peaceful enjoyment of the facility by Licensee's patrons and other persons visiting the facility.

Cover and door charges will not be charged by Licensee. The parties recognize that Licensee may charge an hourly fee for use of games. Licensee intends to provide open mike nights, trivia nights and Magic Tournaments. In the event that Licensee seeks to charge a cover or door charge or to provide entertainment, Licensee will obtain all required licenses and request a modification of this Agreement with the City. Alcoholic beverages shall be served only to diners sitting at tables or counters inside the restaurant facility, and patrons standing waiting for a table. The parties recognize that, during private parties, not all patrons may be seated, but that food will be served. The minimum price for alcoholic beverages, including 16 oz. beers, shall be \$2.00. Licensee may not sell alcohol in pitchers. Licensee will maintain all dining areas, including tables and chairs, inside the facility. Licensee shall ensure that the interior of the restaurant, including service areas, remain clean and graffiti free. The interior and exterior of the Property shall be rodent free. Licensee shall not allow grease, dirt, trash or graffiti to accumulate on any portion of the exterior of the Property that Licensee controls.

Licensee agrees to fully comply with all applicable laws, including without limitation Subtitle 12, "Health", of the Prince George's County Code, and the Code of the City of College Park. Licensee shall not engage in window advertising of the sale of beer, wine, or liquor nor off-premises leafleting of cars or on public right of way promoting the sale of beer, wine or liquor. All off-premises advertising of specials, happy hours or reduced prices for beer, wine or liquor shall be limited to promotions coupling the sale or service of food with the sale of alcoholic beverages. Licensee shall use a scanner system, as allowed by law, designed to recognize false identification prior to making alcoholic beverage sales. The scanner shall be used for all persons who appear to be under the age of thirty five (35) years. Licensee will not accept State of Maryland vertical type licenses as proof of age.

Licensee shall not rent the facilities to individuals or businesses involved in promoting or making a business or profit from producing musical, band or disc jockey events. Licensee shall not provide tables, such as a beer pong table, whose purpose is for use in drinking games. Licensee shall not sponsor or support drinking games within the Property.

6. Enforcement. The City shall have the right to enforce, by any proceeding at law or in equity, including injunction, all restrictions, terms, conditions, covenants and agreements imposed upon the Property and/or Licensee pursuant to the provisions of this Agreement. The parties agree that if Licensee should breach the terms of the Agreement, the City would not have an adequate remedy at law and would be entitled to bring an action in equity for

specific performance of the terms of this Agreement. In the event of a violation of paragraph 2 of this Agreement, Licensee shall have sixty (60) days from the date of notification of the violation to adjust his operations and achieve compliance, as measured during the sixty (60) day period, with the requirements of paragraph 2 of this Agreement. In the event the City is required to enforce this Agreement and Licensee is determined to have violated any provision of this Agreement, Licensee will reimburse the City for all costs of the proceeding including reasonable attorney's fees. Should Licensee prevail in any action brought by the City to enforce a provision of this Agreement, the City shall reimburse Licensee for all costs of the proceeding including reasonable attorney's fees.

7. Waiver. Neither any failure nor any delay on the part of the City in exercising any right, power or remedy hereunder or under applicable law shall operate as a waiver thereof nor shall a single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any other right, power or remedy.

8. Assignment of License. In consideration for the City voicing no objection to Licensee's application for the new License, Licensee agrees that it shall not sell, transfer, or otherwise assign its rights under the License to any entity or individual for use or operation within the City without the express prior written consent of the City, which consent will not be unreasonably withheld.

9. Assignment. This Agreement shall be binding upon, and shall inure to the benefit of, the respective affiliates, transferees, successors and assigns of the parties hereto.

10. Scope and Duration of Restrictions. The restrictions, conditions and covenants imposed by this Agreement shall be valid only so long as Licensee maintains a License at the Restaurant, or some other substantially similar casual dining restaurant.

11. Security. Pursuant to Article 2B, §6-201(r)(19), Licensee may be required to obtain a License for special entertainment or to obtain an exemption. Prior to seeking a License for special entertainment or an exemption, Licensee agrees that it shall first present to the City its plans for entertainment as well as for any required security. For any activities authorized by such a license or exemption, the Licensee shall have and maintain a Security Plan to prevent the Property and any such activities from posing a threat to the peace and safety of the surrounding area. The Security Plan shall, at minimum, comply with the requirements of the Board of License Commissioners. Any required Security Plan for the Licensee is subject to review and revision annually or upon request by Prince George's County Police, the University of Maryland Police or the City of College Park.

a. Licensee shall diligently enforce ID policies through trained and certified managers and employees. Licensee agrees to take all necessary measures to ensure that under age persons do not obtain alcoholic beverages.

b. All employees for whom the Board of License Commissioners requires TIPS training will be trained within two weeks of hire.

c. All serving, bar, security and management employees will be 18 years or older.

d. The provisions of applicant's Alcohol Service Policy is attached hereto as Exhibit B and incorporated herein by reference.

12. Notices. All notices given hereunder shall be in writing and shall be deemed to have been given when hand delivered against receipt of three (3) days after deposit with the United States Postal Service, as registered or certified mail, return receipt requested, postage prepaid, addressed:

(i) If to Licensee:
Benjamin Epstein
Brian McClimens
BEN AND BRIAN GAMES, LLC
Suite F2 and G
8150 Baltimore Avenue
College Park, Maryland 20740

(ii) If to the City:

Joseph L. Nagro
City Manager
City of College Park
4500 Knox Road
College Park, Maryland 20740

with copy to:

Suellen M. Ferguson, Esquire
Council, Baradel, Kosmerl & Nolan P.A.
125 West Street, 4th Floor
P.O. Box 2289
Annapolis, MD 21404

13. Amendments. This Agreement may not be amended or modified except in writing executed by all parties hereto, and no waiver of any provision or consent hereunder shall be effective unless executed in writing by the waiving or consenting party.

14. Severability. The provisions of this Agreement shall be deemed severable, so that if any provision hereof is declared invalid, all other provisions of this Agreement shall continue in full force and effect.

15. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Maryland.

16. Counterparts. This Agreement may be executed in any number of counterparts each of which shall constitute an original and all of which together shall constitute one agreement.

17. Headlines. The headings or titles herein are for convenience of reference only and shall not affect the meaning or interpretation of the contents of this Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year first above written.

WITNESS/ATTEST

BEN AND BRIAN GAMES, LLC

Benjamin Epstein, Managing Member

Brian McClimens, Managing Member

WITNESS/ATTEST

CITY OF COLLEGE PARK

Janeen S. Miller, CMC, City Clerk

By: _____
Joseph L. Nagro, City Manager

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

By: _____
Suellen M. Ferguson, City Attorney

14-G-51

**Preliminary Plan of Subdivision 4-13020
for University Bible Fellowship Church**

I move that the City Council recommend approval of Preliminary Plan of Subdivision 4-13020 for University Bible Fellowship Church subject to the following conditions:

Prior to the issuance of a Use and Occupancy permit:

- 1. Provide 10 inverted u-shaped bicycle racks (parking for 20 bicycles).**
- 2. Eliminate the curb-cuts and driveways to the parsonage and chancery and provide sidewalk access from these structures to the parking lot.**
- 3. Eliminate the existing southeastern parking space along the property frontage.**
- 4. Extend the sidewalk (5-foot wide) along the entire frontage of the property.**

The applicant may use the fee-in-lieu paid for Metzerott Road improvements, if approved by the Prince George's County Department of Public Works and Transportation.

Comments:

- The property is 2.34 acres and located at 3600-3604 Metzerott Road, outside the City Limits.
- The proposal is to expand an existing 7,722-square-foot church with a 4,896-square-foot addition, and consolidate two existing lots into one lot.
- The addition will be located at the rear of the existing church.
- The purpose of the addition is to serve the existing members with a dining hall, offices and classrooms.
- The Planning Board hearing date is May 15, 2014.

Attachment:

Maryland-National Capital Park and Planning Commission Technical Staff Report



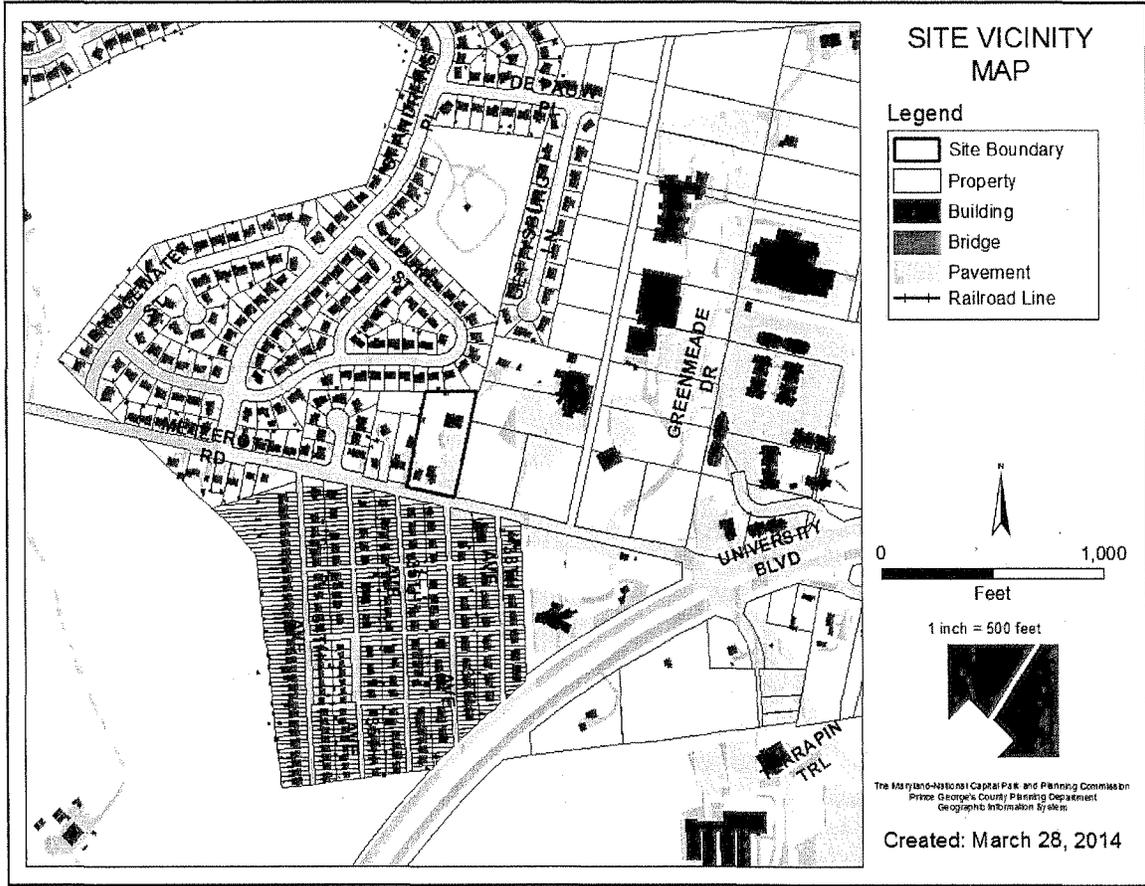
Note: Staff reports can be accessed at www.mncppc.org/pgco/planning/plan.htm.

Preliminary Plan 4-13020

Application	General Data	
<p>Project Name: University Bible Fellowship Church</p> <p>Location: On the north side of Metzerott Road, approximately 1,200 feet west of its intersection with University Boulevard (MD 193).</p> <p>Applicant/Address: University Bible Fellowship Church 3600, 3602 & 3604 Metzerott Road College Park, MD 20740</p> <p>Agent: Landplan Associates, Inc. 966 Hungerford Drive, Suite 6A Rockville, MD 20850</p>	Planning Board Hearing Date:	05/15/14
	Staff Report Date:	05/07/14
	Date Accepted:	03/28/14
	Planning Board Action Limit:	06/06/14
	Mandatory Action Timeframe:	70 days
	Plan Acreage:	2.34
	Zone:	R-R
	Gross Floor Area:	12,618 sq. ft.
	Lot:	0
	Parcels:	1
	Planning Area:	66
	Tier:	Developed
	Council District:	03
	Election District	21
Municipality:	N/A	
200-Scale Base Map:	211NE03	

Purpose of Application	Notice Dates	
To expand the existing 7,722-square-foot church use with a 4,896-square-foot addition, and consolidate two existing lots into one 2.34-acre development parcel.	Informational Mailing	10/17/13
	Acceptance Mailing:	03/26/14
	Sign Posting Deadline:	05/06/14

Staff Recommendation		Staff Reviewer: Williamayah Phone Number: 301-952-3554 E-mail: william.mayah@ppd.mncppc.org	
APPROVAL	APPROVAL WITH CONDITIONS	DISAPPROVAL	DISCUSSION
	X		



THE MARYLAND-NATIONAL CAPITAL
PARK AND PLANNING COMMISSION

PRINCE GEORGE'S COUNTY PLANNING BOARD

STAFF REPORT

SUBJECT: Preliminary Plan of Subdivision 4-13020
University Bible Fellowship Church, Parcel 1

OVERVIEW

The subject property is located on Tax Map 25 in Grid B-4 and consists of two-acreage parcels, which originally composed Lot 3, Block 1, Acredale, recorded in Plat Book BDS 1-4 in the County Land Records. Lot 3 was legally divided by deed (Liber 1433 Folio 231) in 1951, resulting in the creation of these two-acreage parcels. The property consists of 2.34 acres within the Rural-Residential (R-R) Zone and is currently developed with a 4,307-square-foot church, a 2,331-square-foot parsonage, and a 1,084-square-foot chancery. The applicant is proposing to expand the existing 7,722-square-foot church use with a 4,896-square-foot addition (12,618 total square feet), and consolidate the two existing acreage parcels into one 2.34-acre development parcel. Section 24-107 of the Subdivision Regulations states that the development of more than five thousand (5,000) square feet of gross floor area (GFA), which constitutes at least ten percent (10%) of the total area of the site, must be constructed pursuant to a building permit issued on or before December 31, 1991, to be exempt from the Preliminary Plan of Subdivision (PPS) requirement. The building permit for the existing church was issued on February 10, 1992. The cumulative development of the existing 4,307-square-foot church and the proposed 4,896-square-foot addition, therefore, requires a new PPS.

The October 1989 *Langley Park-College Park-Greenbelt Approved Master Plan and Adopted Sectional Map Amendment* retained this property in the R-R Zone. The property is located in the Hollywood-College Park Woods Subcommunity as identified in the master plan. The property contains no regulated environmental features such as streams, wetlands, or associated 100-year floodplain, and is exempt from the Woodland Conservation Ordinance (WCO). The subject site is within one mile of the City of College Park. This preliminary plan was referred to the City of College Park for review, however, at the writing of this staff report, a referral from the City of College Park had not been received.

SETTING

The property is located on the north side of Metzert Road, approximately 1,200 feet west of University Boulevard (MD 193), and abuts the municipal boundary of the City of College Park. The neighboring properties to the east and west are zoned R-R and are developed with single-family dwellings. The neighboring properties to the north, and to the south (across Metzert Road), are zoned R-55 and are also developed with single-family dwellings.

FINDINGS AND REASONS FOR STAFF RECOMMENDATION

1. **Development Data Summary**—The following information relates to the subject preliminary plan application and the proposed development.

	EXISTING	PROPOSED
Zone	R-R	R-R
Use(s)	Church/Parsonage (7,722 of/163 seats)	Church/Parsonage/Chancery (12,618/163 seats)
Acreage	1.6	2.34
Lots	0	0
Outlots	0	0
Parcels	1	1
Dwelling Units	(1-Parsonage)	(1-Parsonage)
Public Safety Mitigation Fee	No	No
Variance	No	No
Variation	No	No

Pursuant to Section 24-119(d)(2) of the Subdivision Regulations, this case was heard before the Subdivision and Development Review Committee (SDRC) meeting on April 11, 2014.

2. **Community Planning**—The 2002 *Prince George’s County Approved General Plan* (General Plan) designates the property within the Developed Tier. The General Plan states on page 31 that “The vision for the Developed Tier is a network of sustainable, transit-supporting, mixed-use pedestrian-oriented, medium- to high-density neighborhoods.” The PPS is consistent with the 2002 General Plan Development Pattern policies for Corridor Nodes in the Developed Tier. Approval of this application does not violate the General Plan’s growth goals for the year 2025, upon review of Prince George’s County’s current General Plan Growth Policy Update.

The 1989 *Approved Master Plan for Langley Park-College Park-Greenbelt* and Vicinity recommends low suburban land uses on the subject property and retained the property in the R-R Zone. The institutional use is permitted within the R-R Zone; therefore, there the PPS is not inconsistent with the master plan and general plan.

3. **Urban Design**—A church is a permitted use in the R-R Zone pursuant to Section 27-441(b)(2), Uses Permitted, of the Zoning Ordinance. Churches on land of over two acres are permitted within the R-R Zone without requirement for a detailed site plan approval. A grading permit (Permit number 17444-2013-G) is currently pending for the proposed building expansion. At time of the building permit, the subject site will be reviewed for conformance with the requirements of the Zoning Ordinance including lot coverage, setbacks, building height, and parking and loading requirements.

2010 Prince George’s County Landscape Manual

The subject proposal indicates an increase in gross floor area and an expansion of the existing parking lot; therefore the property will be subject to the requirements of the *2010 Prince George’s County Landscape Manual*. Specifically, the site is subject to Section 4.2 Landscaped Strips along Streets Requirement; Section 4.3, Parking Lot Requirements; Section 4.4 Screening Requirements;

Section 4.7 Buffering Incompatible Uses; and Section 4.9 Sustainable Landscape Requirements. Compliance with these regulations will be evaluated at time of permit review.

An Alternative Compliance application AC-91093-02 from Section 4.7, Buffering Incompatible Uses, has been submitted in connection with the pending grading permit. The church is a medium-impact use. A Type 'C' buffer inclusive of a 40-foot-wide building setback and a 30-foot-wide landscape yard is required between the church and the adjacent residences. In the western portion of the site, approximately 40 feet north of the property frontage, an existing drive aisle and parking lot encroach into the required 30-foot-wide planting strip. The applicant indicates that on-site access can be consolidated and the existing drive aisle in the western portion of the site could be removed, as it is currently unused. With the removal of this unused driveway and the provision of additional plantings in this area, the Alternative Compliance Committee believes that the Alternative Compliance request will be acceptable. Approval of the alternative compliance request will be required prior to the approval for the building permit by M-NCPPC.

Tree Canopy Ordinance

The Tree Canopy Coverage Ordinance requires 15 percent tree canopy coverage for properties in the R-R Zone. Therefore, the subject 2.34-acre property must provide 15,421 square feet of site area covered by tree canopy. This requirement can be met either through the preservation of the existing trees, the proposed on-site landscaping, or a combination of both, and will be evaluated at the time of permit review.

4. **Environmental**—This PPS has been reviewed for conformance to the environmental regulations within Division 5 of the Subdivision Regulations and the appropriate area master plan. This property is exempt from the provisions of the WCO because, although the gross tract area of the subject property is greater than 40,000 square feet, there are less than 10,000 square feet of existing woodland and it has no previously approved tree conservation plan. A Standard Letter of Exemption (S-185-12) was issued for the site on October 2, 2012 and expires on October 2, 2014. A Type 1 Tree Conservation Plan (TCP1) is not required. A Natural Resource Inventory Equivalence Letter (NRI-116-12) was reviewed and approved on September 26, 2012. No other previous environmental reviews or tree conservation plan approvals have occurred on this site.

Conformance to the Master Plan

The master plan for this area is the 1989 *Langley Park-College Park-Greenbelt Approved Master Plan and Adopted Sectional Map Amendment*. In the approved *Langley Park-College Park-Greenbelt* master plan and sectional map amendment, the Environmental Infrastructure Section contains goals, policies, recommendations, and strategies. The following guidelines are applicable to the subject site. The text in **BOLD** is from the master plan and the plain text provides comments on plan conformance.

Guideline 5: Developers shall be encouraged to capitalize on natural assets through the retention and protection of trees, streams, and other ecological features.

The site contains no ecological features. Some existing vegetation is being preserved in the northwestern corner of the property.

Guideline 10: Developers shall be encouraged to include careful site planning and construction techniques which are designed to reduce the adverse impact of point and nonpoint source noise that exceeds the State's current maximum allowable levels for receiving land uses.

The developer is encouraged to mitigate source point noise levels such that they do not exceed the State's current maximum allowable levels for adjoining and affronting properties.

Conformance with the Green Infrastructure Plan

According to the 2005 *Approved Countywide Green Infrastructure Plan*, the site contains no Regulated, Evaluation and Network Gap Areas within the designated network of the plan.

Conformance with the 2010 Water Resources Functional Master Plan

The 2010 Approved Water Resources Functional Master Plan contains policies and strategies related to the sustainability, protection and preservation of drinking water, stormwater, and wastewater systems within the county, on a county wide level. These policies are not intended to be implemented on individual properties or projects and instead will be reviewed periodically on a countywide level. As such, each property reviewed and found to be consistent with the various countywide and area master plans, county ordinances for stormwater management, 100-year floodplain and woodland conservation, and programs implemented by the Prince George's County Department of Permitting, Inspections & Enforcement (DPIE), Prince George's County Department of Health, Prince George's County Department of Environmental Resources (DER), Prince George's Soil Conservation District, Maryland-National Park and Planning Commission (M-NCPPC) and Washington Suburban and Sanitary Commission (WSSC) are also deemed to be consistent with this master plan.

Environmental Review

According to mapping research and as documented with the approved NRI, no regulated environmental features or woodland are found on the property. This site is within the Piscataway watershed which flows into the Potomac River basin. The predominant soils found to occur on-site, according to the US Department of Agriculture (USDA) Natural Resource Conservation Service (NRCS) Web Soil Survey (WSS) include Downer-Hammonton-Urban land complex (5-15% slopes). According to available information Marlboro clay and Christiana complexes are absent from this property. The minimization of light intrusion from this site, located in the Developed Tier, is a concern. The use of alternative lighting technologies and the limiting of total light output should be demonstrated. Full cut-off optic light fixtures should be used, and is recommended.

5. **Stormwater Management**—The Department of Permitting, Inspections and Enforcement (DPIE) has determined that on-site stormwater management is required. A Stormwater Management Concept Plan, 32724-2012-01, for the site was approved with conditions on June 13, 2013, and is valid until June 13, 2016. The approval letter states that project will pay a fee-in-lieu of providing on-site attenuation/quality control measures. An approved Stormwater Management Concept plan dated February 6, 2012, was submitted with the application for this site without an accompanied letter; however, this plan has been superseded by a subsequent '-01' revision. Prior to signature approval of the PPS, the applicant should submit a copy of the most recent revision to the approved Stormwater Management Concept Plan and Letter of Approval to the Environmental Planning Section for review. Development must be in accordance with the approved plan or any subsequent revisions, as well as the approved PPS.

The approved stormwater management plan is required to be designed in conformance with any approved watershed management plan pursuant to Subtitle 32, water Resources and Protection; Division 3, Stormwater Management Plan; and Section 172, Watershed Management Planning, of

the Prince George's County Code. As such, the requirement of Section 24-130(b)(4) of the Subdivision Regulations, which requires that a subdivision be in conformance with any watershed management plan, has been addressed with the approval of the stormwater management concept plan by DPIE.

6. **Parks and Recreation**—In accordance with Section 24-134(a) of the Subdivision Regulations, mandatory dedication of parkland is not required for the subject site because it consists of nonresidential development.
7. **Trails**—This PPS has been reviewed for conformance with Section 24-123 of the Subdivision Regulations and the 2009 *Approved Countywide Master Plan of Transportation* (MPOT) in order to implement planned trails, bikeways, and pedestrian improvements. The subject property is located in a General Plan Corridor or Center. However, because the total square footage of gross floor area for the proposed addition is less than 5,000 square feet, it is therefore not subject to Section 24-124.01 of the Subdivision Regulations (CB-2-2012).

The subject property is in the Developed Tier. The Complete Streets Policy of the MPOT recommends that all road frontage improvements and road capital improvement projects within the Developed and Developing Tiers should be designed to accommodate all modes of transportation; and that continuous sidewalks and on-road bicycle facilities should be included to the extent feasible and practicable.

The subject property has frontage on Metzerott Road, an 80-foot-wide collector roadway which is maintained by Prince George's County. Sections of the roadway are improved with sidewalks, mostly where curb and gutter, or drainage improvements have been made. There is an existing curb along a portion of the sites frontage and in the northwest corner of the property is an unsignalized mid-block crosswalk over Metzerott Road. The MPOT recommends that Metzerott Road should contain two travel lanes with continuous sidewalks and bicycle lanes. Sidewalk improvements will also allow a safe connection to the nearby crosswalk at the northwest corner of the property. Bicycle lanes may be constructed by the county in the future within the two-lane road configuration. The PPS shows public right-of-way dedication along the subject property frontage. The proposed right-of-way dedication is sufficient for sidewalks and bicycle facilities to be constructed in accordance with the county's road standards, and is recommended.

Vehicles also park on the shoulder of the road where bicyclists may be present. The on-street parking requires bicyclists to maneuver towards the vehicle travel lane. The road may be reconfigured and it is recommended that bicycle lanes be constructed by the applicant along the subject property frontage in conjunction with the installation of a "BIKE LANE" sign (MUTCD R3-17) at the beginning of the bicycle lane, unless modified by DPW&T.

The subject property is in approximately 1,440 feet north of the University of Maryland, abuts the City of College Park, and is approximately 3,000 feet west of the Paint Branch Trail System. The applicant should provide bicycle parking on the subject property due to the numerous bicyclists in the area. The applicant should provide u-shaped bicycle parking racks that are located close to the main entrance of the church. Bicycle parking racks should be anchored into a concrete base. The applicant, in discussions with the City of College Park, has proffered this improvement. The number of bike parking spaces will be determined by agreement between the City of College Park and the applicant, and has not been made a condition of this approval.

Based on the preceding analysis, adequate bicycle and pedestrian transportation facilities would exist to serve the proposed subdivision as required under Section 24-123 of the Subdivision Regulations, with conditions.

8. **Transportation**—This PPS is for an addition to an existing church and additional parking. The existing building consists of 7,722 square feet, and an addition of 4,896 square feet is proposed. The existing church has 163 seats. The church addition is for ancillary purposes and will not change the capacity of the sanctuary or add worship facilities.

The findings and recommendations outlined below are based upon a review of materials and analyses conducted by the staff of the Transportation Planning Section, consistent with the “Transportation Review Guidelines, Part 1.”

According to the applicant no additional church seating will be provided by the expansion. The expansion is intended for kitchen and dining areas for the existing congregation only. It is estimated that the church expansion will generate three additional trips during the AM and PM peak hours. Any development that generates five or fewer peak-hour trips may be considered to be *de minimus* by the Planning Board. Based on the fact that the subject application is considered to be *de minimus*, the Transportation Planning Sections concludes that adequate transportation facilities would exist to serve the proposed subdivision as required under Section 24-124 of the Subdivision Regulations if the application is approved.

Metzerott Road is listed in the 2009 *Approved Countywide Master Plan of Transportation* (MPOT) as a collector roadway with a master plan right-of-way of 80 feet. Right-of-way dedication of 40 feet from the centerline of the roadway is required, and is reflected on the plan. However, deed research has revealed apparent minor discrepancies between the deed descriptions of the frontage boundary and what is represented on the plan. Prior to signature approval of the plan, the applicant should resolve these discrepancies and revise the plan drawing as necessary.

There is an existing primary driveway apron onto Metzerott Road which serves the church, along with two other points of driveway access that serve the parsonage and chancery. Although Metzerott Road is a master plan collector and is not regulated for access in the Subdivision Regulations, the applicant has indicated that they will evaluate their ability to consolidate the three points of vehicular access, to the extent practicable. On-street parking exists along Metzerott Road. The access and on-site circulation is acceptable.

Based on the preceding findings, adequate transportation facilities would exist to serve the proposed subdivision as required under Section 24-124 of the Prince George's County Code, with conditions.

9. **Schools**—The PPS is exempt from review for impact on school facilities in accordance with Section 24-122.02 of the Subdivision Regulations and the “Adequate Public Facilities Regulations for Schools” (County Council Resolutions CR-23-2001 and CR-38-2002) because it is a nonresidential use.
10. **Fire and Rescue**—The Special Projects Section has reviewed this preliminary plan for adequacy of fire and rescue services in accordance with Section 24-122.01(e)(1)(E) of the Subdivision Regulation.

Section 24-122.01(e)(1)(E) states that “A statement by the Fire Chief that the response time for the first due station in the vicinity of the property proposed for subdivision is a maximum of seven (7) minutes travel time. The Fire Chief shall submit monthly reports chronicling actual response times for call for service during the preceding month.”

The proposed project is served by Branchville Fire/EMS Co. 11. This first due response station, located at 4905 Branchville Road, is within the maximum of seven (7) minutes travel time.

Capital Improvement Program (CIP)

There are no CIP projects for public safety facilities proposed in the vicinity of the subject site.

The above findings are in conformance with the 2008 *Approved Public Safety Facilities Master Plan* and the “Guidelines for the Analysis of Development Impact on Fire and Rescue Facilities.”

11. **Police Facilities**—The proposed development is within the service area of Police District I, Hyattsville. There is 267,660 square feet of space in all of the facilities used by the Prince George’s County Police Department and the July 1, 2012 (U.S. Census Bureau) county population estimate is 881,138. Using the 141 square feet per 1,000 residents, it calculates to 124,240 square feet of space for police. The current amount of space (267,660 square feet) is within the guideline.
12. **Water and Sewer Categories**— Section 24-122.01(b)(1) states that “the location of the property within the appropriate service area of the Ten-Year Water and Sewerage Plan is deemed sufficient evidence of the immediate or planned availability of public water and sewerage for preliminary or final plat approval.”

The 2008 Water and Sewer Plan placed this property in Water and Sewer Categories 3, Community System and the site will therefore, be served by public systems. Water and sewer lines abut the site along Metzert Road.

13. **Health Department**—The PPS was referred to the Prince George’s County Health Department for review. Review comments had not been received at the time of the writing of the technical staff report.
14. **Public Utility Easement (PUE)**—In accordance with Section 24-122(a) of the Subdivision Regulations, when utility easements are required by a public utility company, the subdivider should include the following statement in the dedication documents recorded on the final plat:

“Utility easements are granted pursuant to the declaration recorded among the County Land Records in Liber 3703 at Folio 748.”

The PPS correctly delineates a ten-foot-wide public utility easement along the public right-of-way as required, which will be reflected on the final plat prior to approval.

15. **Historic**—A Phase 1 archaeological survey is not recommended on the subject site. A search of current and historic photographs, topographic and historic maps, and locations of currently known archeological sites indicates the probability of archeological sites within the subject property is low. This proposal will not impact any historic sites, historic resources, documented properties, or known archeological sites.

16. **Use Conversion**—The subject application is not proposing any residential development; however, if a residential land use were proposed, a new PPS is recommended. There exists different adequate public facility tests comparatively between residential and nonresidential uses, and there are other considerations for a residential subdivision not considered in the review of commercial, industrial, and mixed-use development including the recreational components, noise, and access.

RECOMMENDATION

APPROVAL, subject to the following conditions:

1. Prior to signature approval of the preliminary plan of subdivision the plan shall be revised to make the following technical corrections:
 - a. Label the proposed parcel as “Parcel 1.”
 - b. Add a written scale to the graphic scale on the bottom-left corner of the plan.
 - c. Provide all bearings and distances for the right-of-way dedication to Metzert Road.
 - d. Provide the full length of the northern property boundary.
 - e. Remove all proposed development from the plan.
 - f. Delete the Stormwater Management Concept Approval box below the Zoning Requirement table.
 - g. Remove all stormwater management facilities from the plan drawing.
 - h. Remove the M-NCPPC approval space that is at the bottom-right corner of the plan and add the standard Preliminary Plan approval block.
 - i. Remove the “Loading Space Requirements” section from the plan.
 - j. Remove the “Additional Notes” section from the plan.
 - k. Remove the “Lot Coverage Calculation” section from the plan.
 - l. Remove the “Site & Parking Calculations” section from the plan.
 - m. Remove stormwater management, soils, and limit of disturbance references from the legend.
 - n. Revise Note 6 to provide Gross Tract Area and Net Tract Area, instead of Total Acreage.
 - o. Remove General Notes 7, 12, 13, and 17.
 - p. Revise General Note 21 to reflect the most recent Stormwater Management Concept Plan revision and approval date.

- q. The following note shall be added to the plan: "This Preliminary plan of Subdivision is exempt from the requirements of Section 24-124.01 of the Subdivision Regulations (CB-2-2012) because the total square footage of gross floor area (GFA) for the proposed addition is less than 5,000 square feet."
 - r. Add a note to the plan providing the existing gross floor area (GFA) (including the church, chancery, and parsonage) and the proposed GFA.
 - s. Verify previous right-of-way dedication along Metzertott Road.
 - t. Show all existing or proposed water and sewer lines and service connections on the plan.
 - u. Revise the legal description and property line of abutting land to the east.
 - v. List disposition of all existing structure as "To Remain" or "To Be Removed."
 - w. Revise the total acreage to 2.34 acres.
2. Development of this site shall be in conformance with the Stormwater Management Concept Plan, 32724-2012-01 and any subsequent revisions.
 3. Prior to signature approval of the PPS, the applicant, the applicant's heirs, successors, and/or assignees shall submit a copy of the most recent revision to the approved Stormwater Management Concept Plan and Letter of Approval to the Environmental Planning Section for review for this project.
 4. Prior to issuance of a building permit, the applicant, the applicant's heirs, successors, and/or assignees shall construct a sidewalk, minimum of five feet wide, with concrete curb and gutter, along the entire property frontage of Metzertott Road, unless modified by DPW&T.
 5. At the time of final plat, the applicant and the applicant's heirs, successors, and/or assignees, shall dedicate a ten-foot public utility easement (PUE) along the public right-of-way as delineated on the approved PPS.
 6. At the time of final plat approval, the applicant shall dedicate public right-of-way of 40 feet from the centerline of Metzertott Road along the property frontage, as shown on the approved preliminary plan of subdivision.
 7. Total development shall be limited to additional uses which generate no more than three AM peak-hour trips and three PM peak-hour trips. Any development generating an impact greater than that identified herein above shall require a new determination of adequacy of transportation facilities.
 8. Any residential development of the subject property shall require approval of a new preliminary plan of subdivision prior to approval of any building permits.
 9. Prior to the issuance of a building permit, the applicant, the applicant's heirs, successors, and/or assignees shall fulfill the following requirements listed in order of priority, unless modified by Department of Public Works and Transportation (DPW&T):

- a. Construct a bicycle lane, minimum five-foot-wide, in conjunction with a “BIKE LANE” sign (MUTCD R3-17) at the beginning of the bicycle lane, along the entire subject property frontage of Metzerott Road.
 - b. Provide the installation of the “SHARE THE ROAD” sign (MUTCD W16-1P combined with W11-1 sign assembly) along the property frontage.
10. Prior to approval of building permits, the applicant and the applicant’s heirs, successors, and/or assignees shall provide full cut-off optic light fixtures throughout the site to reduce light intrusion.

14-R-09

**MOTION BY COUNCILMEMBER MITCHELL
HEAL CITIES AND TOWNS CAMPAIGN**

14-R-09

MOTION:

I move to adopt Resolution 14-R-09, A Resolution Of The Mayor And Council Of The City Of College Park, Maryland Setting Forth Our Commitment To Pursue Policy Goals Under The Healthy Eating Active Living Cities CAMPAIGN, which is an initiative of the Institute for Public Health Innovation in partnership with the Maryland Municipal League (MML).

COMMENTS:

Adopting this resolution will allow us to participate in the inaugural class of HEAL Cities and be recognized at the MML convention in June for our commitment to being a Healthy Eating and Active Living community. Specifically, it will help the City to:

- Develop a Complete Streets policy to ensure that our streets are safe for all users including pedestrians, bicycles and the handicapped.
- Provide our residents access to more nutritious and sustainable food through community gardens and urban agriculture.
- Promote the acceptance of Supplemental Nutrition Assistance Program/Electronic Benefits Transfer (SNAP/EBT) at our farmers markets.
- Establish a wellness policy to promote healthy living among our employees.

**A RESOLUTION OF THE MAYOR AND COUNCIL
OF THE CITY OF COLLEGE PARK, MARYLAND
SETTING FORTH OUR COMMITMENT TO PURSUE POLICY GOALS
UNDER THE HEALTHY EATING ACTIVE LIVING CITIES CAMPAIGN**

- WHEREAS**, in January 2013, the Maryland Municipal League entered into a memorandum of understanding with the Institute for Public Health Innovation to work collaboratively on the HEAL Cities & Towns Campaign; and
- WHEREAS**, The City of College Park has the ability to affect the health of its residents; and
- WHEREAS**, planning and constructing a built environment that encourages walking, biking, and other forms of physical activity can promote health; and
- WHEREAS**, high rates of costly chronic disease among both children and adults are correlated to environments with few or no options for healthy eating and active living; and
- WHEREAS**, more than half of Maryland's adults are overweight or obese and therefore at risk for many chronic conditions including diabetes, heart disease, cancer, arthritis, stroke, and, hypertension; and
- WHEREAS**, one in three youth in Maryland is overweight or obese; and
- WHEREAS**, more children are being diagnosed with diseases linked to overweight and obesity previously seen only in adults, such as Type 2 diabetes and heart disease; and
- WHEREAS**, the current generation of children are expected to have shorter lives than their parents due to the consequences of obesity; and
- WHEREAS**, obesity takes a tremendous toll on the health, productivity of all Marylanders; and
- WHEREAS**, the annual cost to Maryland—in medical bills, workers compensation and lost productivity— for overweight, obesity, and physical inactivity exceeds \$3 billion; and
- WHEREAS**, supporting the health of residents and the local workforce would decrease chronic disease and health care costs and increase productivity;
- NOW, THEREFORE, BE IT RESOLVED** that the City of College Park Council hereby recognize that obesity is a serious public health threat to the health and wellbeing of adults, children and families in College Park and a commitment is needed to put healthy choices within reach of all residents. While individual lifestyle changes are

necessary, individual effort alone is insufficient to combat obesity's rising tide. Significant societal and environmental changes are needed to support individual efforts to make healthier choices. To that end, the City of College Park adopts this Healthy Eating Active Living resolution:

Physical Activity, Active Transportation, and Land Use

BE IT FURTHER RESOLVED that the City of College Park Council and relevant staff responsible for the design, construction and maintenance of neighborhood streets should make every effort to:

- Ensure streets are safe for all users (motorists, bicycles, pedestrians, and the handicapped) by adopting a Complete Streets policy.

Access to Affordable Nutritious Foods

BE IT FURTHER RESOLVED that the City of College Park Council and relevant staff should make every effort to:

- Promote Farmers Markets and encourage SNAP/EBT to be accepted at those markets.
- Develop and promote community gardens and urban agriculture by identifying vacant land and a process for conversion to community gardens or urban agriculture.

Municipal Workplace Wellness

BE IT FURTHER RESOLVED that, in order to promote employee wellness and set an example for other local employers, the City of College Park Council and relevant staff pledge to adopt and implement a workplace wellness policy that will:

- Involve municipal staff by convening a workplace wellness committee with representatives from each department. The wellness committee will consider further actions for implementation by the Human Resources Department in conjunction with the City Manager's Office.

Implementation

BE IT FURTHER RESOLVED that the City Manager should report back to the City Council annually regarding steps taken to implement the Resolution, additional steps planned, and any desired actions that would need to be taken by the Council.

BE IT FURTHER RESOLVED that College Park Staff shall work with HEAL Cities & Towns Campaign Staff to explore HEAL policies and to identify those policies that are suitable for the City's unique local circumstances.

BE IT FURTHER RESOLVED that the City Manager will report back to this Council with recommendations not later than 180 days from the date of this Resolution.

ADOPTED by the Mayor and City Council of the City of College Park, Maryland at a regular meeting on the _____ day of _____, 2014

EFFECTIVE the _____ day of _____, 2014

WITNESS:

COLLEGE PARK, MARYLAND

Janeen S. Miller, CMC, City Clerk

Andrew M Fellows, Mayor

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:**

Suellen M. Ferguson, City Attorney

14-G-52

Motion for Councilmember Stulich

Agenda Item 14-G-52

I move that the City Council approve a letter to the State Highway Administration (SHA) regarding the submission of an application for the reconstruction of US Route 1 under the Transportation Investment Generating Economic Recovery (TIGER) discretionary grant program of the federal government and committing the City to pay for the design and bidding package for the undergrounding of utilities not to exceed \$300,000 if the TIGER application is submitted in 2015.

Comments:

- The Route 1 reconstruction project is currently in the design phase but is not funded for construction.
- The City supports the undergrounding of utilities as part of this project and can make a commitment to fund the design for undergrounding utilities in an amount not to exceed \$300,000 if a TIGER application is submitted.
- The City cannot make a commitment to pay for the construction of underground utilities at this time. The City will make a final determination after the design is completed and the TIGER application prepared.
- If approved, a TIGER grant would help fund the total cost of the project and lower the costs for the City and SHA.

Attachment:

1. Draft letter to SHA

May 13, 2014

Ms. Melinda B. Peters
Administrator
State Highway Administration
707 N. Calvert Road – Mail Stop C-102
Baltimore, Maryland 21202

Re: Route 1 Improvement Project
PG624 US 1@ College Park

Dear Ms. Peters,

The reconstruction of US 1 has been a priority for the City of College Park for decades. We understand that it is a challenging project and that the need to relocate the existing utilities is a complicating and costly factor. The City believes that the investment made in placing the utilities underground will reap economic as well as aesthetic benefits, and this is a one-time opportunity. Unfortunately, the City has been unable to identify the funds necessary to fund the additional construction costs for this undergrounding effort.

The Route 1 project has been identified by state officials as a good candidate for a federal Transportation Investment Generating Economic Recovery (TIGER) discretionary grant and the City urges the SHA to submit a Route 1 TIGER application if a notice of funding availability is released in 2015. The City recognizes that applying for this grant is an opportunity to obtain funding assistance for the undergrounding of utilities as well as other project costs. The City would like to be a joint applicant with SHA and to work with other stakeholders to obtain financial commitments for the application.

At this time, the City can commit to paying for the design and bidding package for the undergrounding of utilities in an amount not to exceed \$300,000. This amount is almost double the cost estimate provided by KCI Technologies Inc. in their Feasibility Study dated January 17, 2014. This commitment, however, is contingent upon the SHA filing a 2015 TIGER application, if offered. Should the SHA elect not to submit a TIGER application for the Route 1 project, the City would require reimbursement of the design funds paid. This would not be enforced if a TIGER application is submitted but is not successful.

The City is aware of the potential for project delays due to the TIGER grant application process, and placing the utilities underground. Therefore, we recommend the concurrent design for both the aerial and underground relocation of the utilities. We understand that currently there is no construction schedule for Route 1, as the 2014 – 2019 Consolidated Transportation Program does not include any construction funding for the Route 1 project. Working together, we hope that we can change the trajectory of this project and enable it to proceed in a manner we can all be proud of.

Thank you for your consideration of this request, and I look forward to your favorable response. Please contact Ms. Terry Schum, Planning Director, to discuss the proposal in more detail.

Sincerely,

Andrew M. Fellows
Mayor

cc: 21st Delegation
County Councilmember Eric Olson
Carlo Colella, VP for Administration & Finance, UM

14-R-10

MOTION:

I Move For The Adoption Of Resolution 14-R-10, A Resolution Of The Mayor And Council Of The City Of College Park Maryland Adopting Program Guidelines For The Commercial And Multi-Family Recycling Grant Program.

DISCUSSION:

The Commercial and Multi-Family Recycling Grant Program is designed to facilitate the expansion of recycling by commercial and multi-family establishments in College Park. It will be administered by City staff with the assistance of the Business Recycling Subcommittee of the Committee for a Better Environment, and the City Council will make all grant awards.

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE
CITY OF COLLEGE PARK MARYLAND
ADOPTING PROGRAM GUIDELINES FOR THE COMMERCIAL
AND MULTI-FAMILY RECYCLING GRANT PROGRAM**

WHEREAS, the Mayor and Council have determined that it is in the public interest to encourage commercial establishments to increase their recycling in order to reduce the cost and volume of materials sent to the landfill; and

WHEREAS, the Mayor and Council have decided to approve the creation of the Commercial and Multi-Family Recycling Grant Program, a small, competitive grant program to provide funding to facilitate the expansion of recycling by commercial and multi-family establishments at their facilities in College Park; and

WHEREAS, to ensure the proper administration of the program and grant funds, the Mayor and Council have determined that it is appropriate to adopt guidelines and an application form for the Commercial and Multi-Family Recycling Grant Program. The program will be administered by City staff with the assistance of the Business Recycling Subcommittee of the Committee for a Better Environment, and the City Council will make all grant awards.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the City of College Park that the Commercial and Multi-Family Recycling Grant Program to provide funding to facilitate the expansion of recycling by commercial and multi-family establishments be and it is hereby established; and it is further

RESOLVED, that the Commercial and Multi-Family Recycling Grant Guidelines and Application be and they are hereby approved in substantially the form attached.

CAPS : Indicate matter added to existing law.
[Brackets] : Indicate matter deleted from law.
Asterisks * * * : Indicate matter remaining unchanged in existing law but not set forth in Resolution

ADOPTED by the Mayor and City Council of the City of College Park, at a regular meeting on the _____ day of _____, 2014.

EFFECTIVE the _____ day of _____, 2014.

WITNESS:

CITY OF COLLEGE PARK

Janeen S. Miller, CMC, City Clerk

Andrew M. Fellows, Mayor

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:**

Suellen M. Ferguson, City Attorney

City of College Park
Department of Public Works
Davis Hall 9217 51st Avenue
College Park, MD 20740-1947



City of College Park

COMMERCIAL AND MULTI-FAMILY RECYCLING GRANT GUIDELINES

PROGRAM OVERVIEW

Program Description

The Commercial and Multi-Family Recycling Grant is a citywide program that reimburses existing, qualified businesses for certain expenses to enable or expand recycling of material generated at their facilities. The City of College Park (the "City") wants to help commercial establishments expand their recycling in order to reduce the cost and volume of materials sent to the landfill. The total amount of City funding available for FY15 is \$25,000.

Grants will be awarded on a competitive basis with a submission deadline for the initial round of review. Subsequent rounds of review will be announced should funding remain available after the initial round.

Examples of projects that could be eligible to receive a recycling grant include:

- Specialized recycling dumpsters or carts for collections.
- Interior recycling bins, compaction equipment, or related signage for use by employees and/or customers.
- Partnering with neighboring businesses to reconfigure trash collection area and create shared space for recycling dumpster or carts, pad, and/or enclosure.
- Purchase of new equipment that is required for a specific recycling collection service.

Applicants are encouraged to develop creative, innovative, lasting and collaborative proposals that increase recycling and could be replicated.

The program is administered by the City and operates on a reimbursement basis. All payments to contractors and City and County departments are the full responsibility of the applicant. The City will verify actual costs incurred by the grantee prior to reimbursement. The program application identifies the conditions and responsibilities for the grant and must be signed by all applicants and partnering businesses (if applicable). The general rules, guidelines, grant terms and conditions, and process are described below.

ELIGIBILITY REQUIREMENTS

Applicants must meet the following criteria in order to be eligible for the Program:

- The commercial establishment is located within the municipal boundaries of the City of College Park.
- 100 percent of the material to be recycled is generated at the applicant's College Park property.
- If the applicant is not the owner of the building, they must possess a fully executed lease that extends, or allows for renewal, two years beyond the submittal deadline.
- The applicant and the property on which the improvements will be made (if applicable) are in good standing with the City (no outstanding code violations, current with all taxes, licenses, etc.).

APPLICATION PROCESS

1. Applicant will prepare and submit the City application and the documentation required in Section 1 of the Submittal Requirements to the City's Recycling Coordinator by the submittal deadline.
2. The Recycling Coordinator will conduct a preliminary review of the application, description, and legal documents and make an initial determination on whether the application is complete and meets the eligibility requirements. The applicant will be notified whether the application is complete and accepted for review, or if the application is deemed incomplete or ineligible.
3. Applications that meet the eligibility requirements will be referred to the Business Recycling Subcommittee of the Committee for a Better Environment (CBE) for review.
4. If the application is accepted for further review, the applicant may be requested to meet with the Business Recycling Subcommittee to discuss the application. *Applications accepted for review are not guaranteed an award of any grant funds from the City.*
5. All applications deemed complete and eligible will be ranked by the Business Recycling Subcommittee based on the criteria listed in the Evaluation of Applications section below. The Business Recycling Subcommittee will provide to the City Council a list of the completed applications reviewed, and a list of the specific applications and specific amounts recommended for funding. The City Council shall award the grants it deems appropriate. A notice of the final decision will be sent to each applicant within 10 days of the Council decision.
6. If the City offers to award funding to an applicant, the applicant will be provided additional guidance and documentation to complete the improvements, schedule an inspection of the completed improvements or purchases, and to receive reimbursement. The applicant shall

submit the documentation required in Section 3 of the Submittal Requirements prior to disbursement of grant funds.

SUBMITTAL REQUIREMENTS

1. Preliminary Submittal – Application, Description, and Legal Documents

- Completed and signed application form.
- Copy of Prince George's County (the "County") Use and Occupancy Permit.
- In the case of an applicant in leased premises, a signed affidavit that the lease extends or allows for renewal at least two years beyond the submittal deadline.
- Written consent of property owner, if applicant does not own property and the proposed project requires property owner consent.
- Completed College Park Business Recycling Survey
- List of all improvements or equipment to be purchased, a cost estimate for each, the estimated total project cost, and the requested amount of grant funding.

2. Secondary Submittal (If applicable)

- Copies of any construction plans and drawings
- Copies of agreements with contractors
- Construction schedule
- Completed W-9 form

3. Closeout Submittal

- Proof of any required inspections and approvals from the County and/or the City.
- Receipt, review and acceptance of all invoices or other evidence of payment for improvements and equipment and any other supporting records required by the City.

GRANT TERMS

If contractors are needed for the improvements, they must be licensed and insured to do business in the State of Maryland. The applicant is responsible for selecting a qualified contractor and executing the corresponding construction agreement.

All work must be completed within 120 days of notification to the applicant of the grant award in order for the City to provide reimbursement. The City may extend the 120-day period for good cause.

Grant funds will be disbursed directly to the applicant upon the following:

- Proof that any required inspections and approvals from the County and/or the City have been completed.
- Receipt, review, and acceptance of all invoices or other evidence of payment for all improvements and equipment and any other supporting records required by the City.
- A final walkthrough by the Recycling Coordinator or designee to inspect the completed improvements or equipment.

ELIGIBLE COSTS

The program is intended to fund improvements and equipment that enable commercial establishments to recycle glass, metal, paper products, grease, oil, food, and/or any other recyclable material in order to decrease the volume of material sent to the landfill. These improvements may include the purchase of capital equipment designed for recycling, or facility changes to create space for the safe, temporary storage of recyclable materials prior to collection. Other eligible costs are construction-related permit fees required for the improvements and the labor and material costs related to the eligible improvements. Receipts must be provided for all materials. **Recycling collection services are not eligible costs for the grant reimbursement.**

The following terms apply to the eligible improvements:

- All improvements must comply with all City and County building codes and zoning regulations.
- All improvements must obtain required construction-related permits.
- All improvement or equipment costs incurred prior to the grant award will not be eligible for reimbursement.

EVALUATION OF APPLICATIONS

Applications will be reviewed after the submittal deadline. Only complete applications will be reviewed and no late submissions will be allowed. Applications that meet the eligibility requirements will be ranked on the following criteria. The maximum score for an application is 35 points.

Evaluation Criteria

1. Collaborative or innovative approach to overcome existing barriers to recycling. Collaboration can be with neighboring businesses, customers, and/or residents. Innovative approaches can include shared space, unique design, incentives that increase recycling, new equipment. Maximum 9 Points
2. Percentage of total project cost covered by business and percentage requested in grant funding. Maximum 5 points
3. Estimated volume and type of material that will be recycled due to the grant, based on evidence of the volume of materials purchased or sold by the business, and/or the volume of recyclable material generated by the business and currently sent to the landfill. *Note: products that historically have been difficult to recycle may receive a high rating in this category even if the volume is low compared to other types of materials.* Maximum 5 Points
4. Estimated percentage of current waste that the business will recycle due to the grant. Maximum 5 points
5. Ability to replicate the project at similar businesses. Maximum 4 points
6. Probability that the project will continue two or more years after the grant award. Maximum 3 points
7. Effective plan for communicating with and gaining cooperation of employees and customers. Maximum 2 points
8. The business is at least 50% locally-owned, with "local" defined as the Baltimore-Washington metropolitan area and is not part of a national franchise. 2 points

Total Maximum Points: 35

MAINTENANCE OBLIGATION

Applicant shall maintain the improvements to the property in good condition and in accordance with all applicable building codes. The commercial establishment recycling program shall continue for at least 12 months, and the recipient of the award shall provide quarterly reports to the City regarding the volume of materials recycled and other related metrics.

City of College Park
 Department of Public Works
 Davis Hall 9217 51st Avenue
 College Park, MD 20740-1947



COMMERCIAL AND MULTI-FAMILY RECYCLING GRANT

Submittal Deadline: (TBD; anticipated in July-August 2014)

The Commercial and Multi-Family Recycling Grant is a City of College Park program that reimburses qualified entities for certain expenses to expand recycling and reduce their landfill costs due to recyclable materials sent to the landfill. The total amount of City funding available for FY15 is \$25,000. Contact Loree O'Hagan, the City's Recycling Coordinator, at 240-487-3593 if you have any questions.

Please complete the form electronically or print legibly and return it to the address above or by email to lohagan@collegetparkmd.gov.

1. APPLICANT INFORMATION (If joint application, the lead entity completes below, and the other partnering business owners will complete the Participating Entities Form)		
Business Name:		
<input type="checkbox"/> Corporation (d/b/a)	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship
Mailing Address:		
City:	State:	Zip Code:
Business Owner:		
Phone:	Email:	
Contact Person (if different):		
Phone:	Email:	
2. PROPERTY INFORMATION		
Property Address:		
Property Owner:		
Property Owner's Address:		
City:	State:	Zip Code:
Contact Person:		
Phone:	Email:	

3. PROJECT INFORMATION

Describe the proposed project to increase recycling at your facility. What are the current barrier(s) to recycling? How does the project address these barriers? How will the program continue after the first year? What businesses or properties are involved? What volume and percentage of recyclable materials will the project facilitate? See the evaluation criteria for other information to include. Use additional pages if necessary.

Target materials to recycle:

How are these materials currently disposed of?

Estimated monthly increase in recycling (pounds):

Estimated total cost of improvements:

Applicant contribution:

Grant request:

Estimated time to completion after notice to proceed:

I/We hereby affirm that I/we have full legal capacity to authorize the filing of this application and that all information and exhibits herewith submitted are true and correct to the best of my/our knowledge. The applicant invites the City to make all reasonable inspections, investigations, and take pictures of the subject property during the process period associated with the application. I authorize the use of any pictures taken by the City.

I/We have read and understand the Commercial and Multi-family Recycling Grant guidelines and requirements. I/we understand that any improvements completed prior to the notice of grant award will not be eligible for reimbursement. I/we agree to maintain all improvements of the property in good condition and in accordance with all applicable building codes. In consideration for receiving this grant, I/we do hereby agree to release the City, its agents, servants and employees, from any liability for, and shall indemnify and hold the City, its agents, servants and employees, harmless from and against, any and all claims, demands, actions, causes of action, suits, and any proceedings by others, and all liability for damages, including attorneys fees, incurred by reason of or arising from participation in the Commercial and Multi-Family Recycling Grant Program. If funded, I/we agree to provide monthly reports to the City for one year after the installation of the improvements, with information regarding the volume of recycling materials collected and a summary of the effectiveness of the project.

Applicant Signature

Date

Additional Business Owner Signature

Date

If this is an application with other businesses or properties, please complete the Partner Form.

Partner Form

COMPLETE ONLY IF PROPOSAL INVOLVES MORE THAN ONE COMMERCIAL PARTICIPANT

APPLICANT NAME:	
1. Participating Businesses Name:	
Mailing Address:	
Phone:	Email:
Name of Business Owner:	
Signature Confirming participation in the Commercial and Multi-family Recycling Grant application.	
Date:	
2. Participating Businesses Name:	
Mailing Address:	
Phone:	Email:
Name of Business Owner:	
Signature Confirming participation in the Commercial and Multi-family Recycling Grant application.	
Date:	
3. Participating Businesses Name:	
Mailing Address:	
Phone:	Email:
Name of Business Owner:	
Signature Confirming participation in the Commercial and Multi-family Recycling Grant application.	
Date:	
4. Participating Businesses Name:	
Mailing Address:	
Phone:	Email:
Name of Business Owner:	
Signature Confirming participation in the Commercial and Multi-family Recycling Grant application.	
Date:	

SUBMITTAL REQUIREMENTS

1. *Preliminary Submittal*

- Completed and signed Application form.
- Completed and signed Participating Entities form (if applicable)
- Written consent of property owner if applicant does not own property and if project involves permanent installations.
- List of proposed project improvements with a cost estimate.
- Estimated construction schedule / implementation schedule.
- Copy of Prince George's County (the "County") Use and Occupancy Permit.
- Completion of City's Business Recycling Survey, if not previously completed

2. *Secondary Submittal TO BE COMPLETED ONLY IF PROJECT IS ACCEPTED FOR GRANT FUNDING BY THE CITY and IF APPLICABLE*

- Copies of any construction plans and drawings, if applicable.
- Copies of agreements with contractors, if applicable.
- Construction schedule.
- Completed W-9 form.

3. *Closeout Submittal TO BE COMPLETED ONLY IF PROJECT IS ACCEPTED FOR GRANT FUNDING BY THE CITY*

- Copy of any required inspections and approvals from the County and/or the City.
- Receipt, review and acceptance of all invoices or other evidence of payment for improvements and any other supporting records required by the City.

Note: Applying for a Commercial and Multi-Family Recycling Grant does not obligate the City to approve a grant for the specified project. Only after the review and approval of the application will the City approve a grant. The project shall comply with the Program Guidelines and only upon approved final inspections by the City will the grant funds be distributed.

14-G-53

Appointments to Boards and Committees

14-G-53

Mayor:

- Bob Catlin to the College Park Housing Authority

Stullich:

- Doug Schontz to the Neighborhood Stabilization Committee
- Doug Schontz to the Sustainable Maryland Certified Green Team