



CITY OF COLLEGE PARK
ADOPTED OPERATING
BUDGETS & CIP
FOR FISCAL YEAR 2020



CITY OF COLLEGE PARK

ADOPTED OPERATING BUDGETS & CIP

FISCAL YEAR 2020

The Honorable Patrick L. Wojahn, Mayor

City Council

P. J. Brennan
Kate Kennedy
Robert W. Day
Monroe S. Dennis

Fazlul Kabir
Dustyn Burkart Kujawa
John Rigg
Denise C. Mitchell

Administration

Scott Somers
City Manager

Gary Fields, CPA
Finance Director

Leo L. Thomas, Jr., CPA
Assistant Finance Director

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BUDGET MESSAGE FISCAL YEAR 2020



July 1, 2019

Mayor & City Council and Residents of the City of College Park:

I am pleased to submit the City of College Park's Fiscal Year 2019-2020 (FY2020) Adopted Budget. Included are the City's General Fund, Debt Service Fund, Capital Projects Fund and the Five-Year Capital Improvement Program (CIP) for Fiscal Years 2020-2024.

I believe this budget meets the goal of living within the City's means, while providing for increased productivity and use of innovation. The department directors work diligently to manage the services within budget constraints and provide a wide array of vital services to the community. This budget provides for a high level of municipal services, planned growth and necessary improvements to the City's infrastructure, while staying within the constraints of limited resources.

With a focus on providing excellent customer service, the City continues to look for opportunities to update processes, implement efficiencies, seek alternative sources of revenue, and improve service delivery and the quality of life to and for the residents, businesses, and visitors of College Park.

THE BUDGET PROCESS

The City operates on a fiscal year, running from July 1 to June 30. The budget process begins in December with guidelines issued to department directors by the City Manager. Departmental requests are prepared and submitted in January. The City Manager meets with each department director to discuss their requests. Changes and revisions to the requests and revenue projections are incorporated into the Adopted Budget which is submitted to the Mayor & Council in March.

The Mayor and Council held two worksessions to review and discuss the budget with the City Manager and directors. A budget ordinance is introduced at a regular meeting of the City Council in April and a public hearing on that ordinance is held in May. A budget ordinance is required by Charter to be adopted by May 31.

The basis of budgeting for all funds conforms to generally accepted accounting principles. The Budget is organized by groups of accounts known as Funds. Each Fund is considered a separate accounting entity with its own assets, liabilities, equity (fund balance), revenues and expenses.

THE CURRENT FISCAL YEAR - FY2019

Results of Operations

Based on the latest projections, it is anticipated that revenues will exceed expenditures by \$895,000 at the end of FY2019. This is primarily a result of conservative budgetary methods and careful spending. This \$895,000 surplus will increase total fund balance in the General Fund to \$7.2 million as of June 30, 2019.

A planned transfer of \$4.9 million of excess fund balance from the General Fund (over the 25% retention goal) to the Capital Projects Fund was made effective June 30, 2018. This significantly reduced the General Fund's fund balance, but still exceeded the retention goal by 5% at the end of FY2018.

THE ADOPTED FY2020 BUDGET

In terms of the overall approach to the budget, the following considerations guided budget recommendations:

- Limit budget expenditures to prior year levels or minimal, inflationary increases.
- No new staff unless specifically justified. One full-time position, an Events Coordinator, and a part-time Elections Clerk are new requests for FY2020.
- Seek expenditure reductions wherever possible.
- Pursue alternative revenue sources for all services as well as total cost identification for fee setting purposes.
- Actively seek enhancements to existing programs and proactively look for new ways to deliver quality, efficient services.

GENERAL FUND

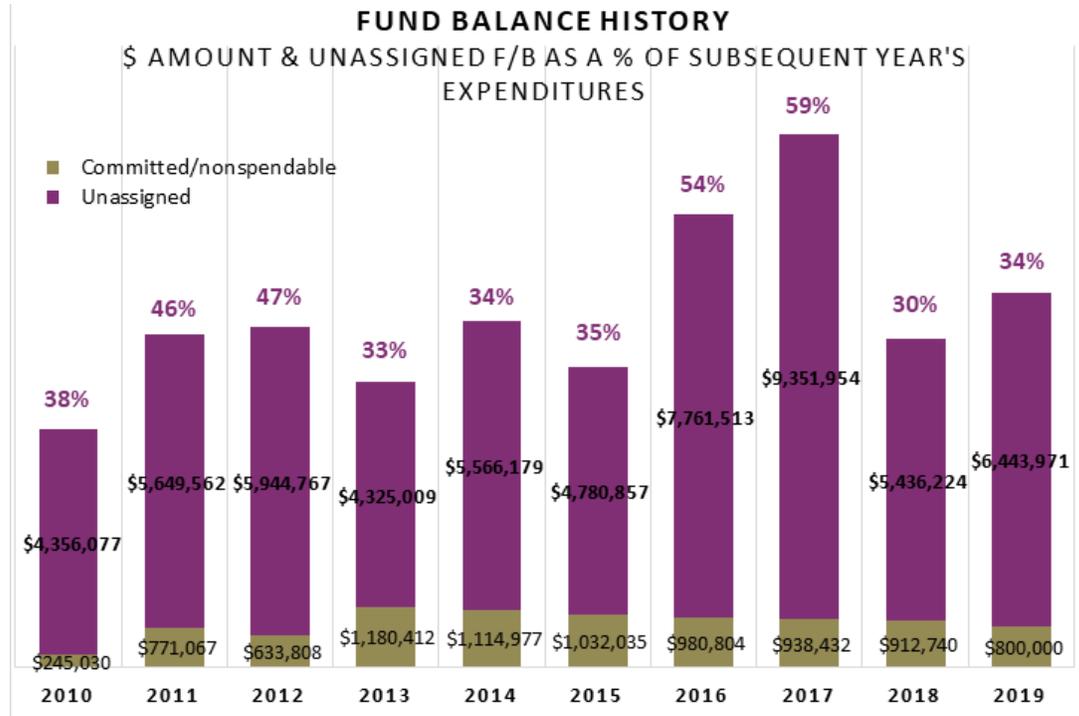
Summary

The General Fund is the primary operating fund of the City. It accounts for all tax-related revenue, license and permit fees, charges for services, fines and other miscellaneous revenues. It provides funding for all services and operational expenditures of the City, including debt service and capital expenditures, except for certain capital projects which have funding from other sources dedicated to those specific projects.

Fund Balance

As a measure of fiscal health local governments and analysts look at fund balance levels as a percentage of total expenditures. Sufficient reserves should be maintained to: better plan for contingencies; maintain credit worthiness with banks and rating agencies; allow for the ability to fund smaller capital projects without incurring debt; generate investment income; and ensure cash availability and liquidity.

The Government Finance Officers Association (GFOA) recommends, at a minimum, that general purpose governments maintain an unrestricted fund balance of no less than two months operating expenditures or 16.7%. In College Park that equates to a fund balance of \$3.1 million based on FY2020 adopted expenditures. However, as mentioned, College Park has a retention goal of unassigned fund balance of 25%, or \$4.67 million. The City's projected June 30, 2019 unassigned fund balance of \$6.44 million exceeds the goal by 9%.



The chart shows a historical perspective of the City's fund balance both in dollars and as a percentage of the subsequent year's expenditures.

FY2020 General Fund Budget Overview

Typical of most municipalities, College Park's largest funding source is tax revenue, accounting for 70% of all revenues (48% from general property taxes and 22% from other taxes, such as State income tax and hotel/motel tax). Fines and fees, primarily from speed enforcement camera revenue, account for 16% of total revenue.

Real estate property tax, the largest single source of revenue for the City, is budgeted based on assessed value data received from the State Department of Assessments and Taxation (SDAT). SDAT also provides the City with a constant yield tax rate certification. This certification calculates the "constant yield tax rate." The constant yield tax rate is the property tax rate that, when applied to new assessments (for FY2020), will result in the City receiving the same revenue in the coming taxable year (FY2020) that was produced in the prior taxable year (FY2019).

Concerning the real estate property tax rate, the goal has been to recommend the constant yield rate for FY2020. The current constant yield certification calculates a constant yield rate of \$0.3264 (32.64 cents).

This FY2020 adopted budget presents a balanced budget with a tax rate of \$0.325 (32.5 cents), less than the constant yield rate and a 1 cent reduction of the current tax rate of 33.5 cents. This marks the first reduction in the real estate property tax rate since FY2001.

Real estate property tax is reduced by revitalization tax credits (RTCs) that have been granted for certain developments that were deemed to provide a substantial economic benefit for the City. There are three RTCs (Monument Village, The Hotel, and 8321 College Park Hotel) impacting the FY2020 budget totaling \$404,000. The RTC for The Hotel accounts for 81% (\$326,000) of the total credit.

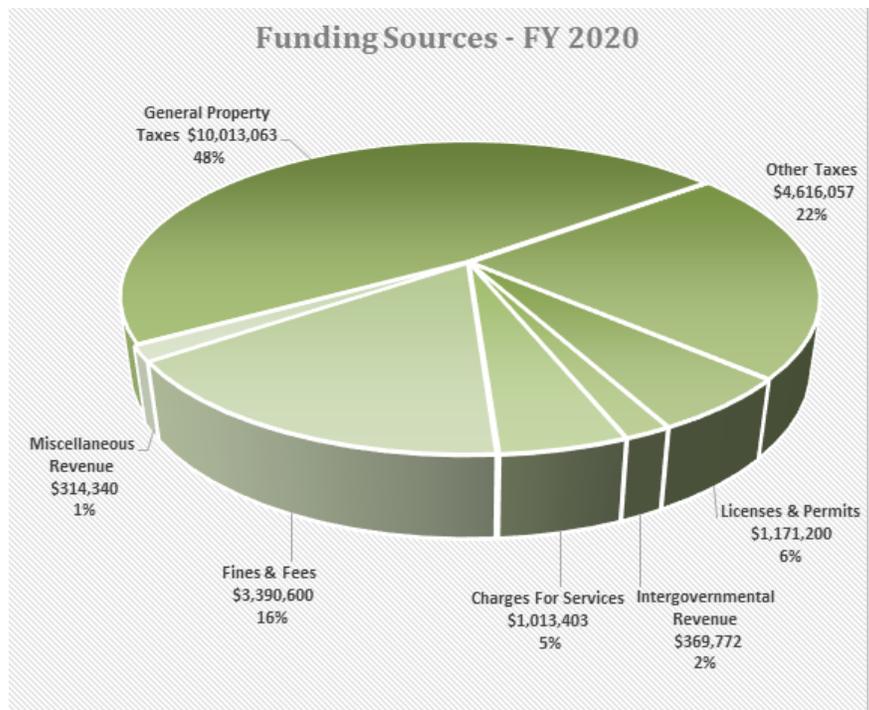
Certain other revenues, such as Highway User Tax and State Aid for Police Protection, are also based on projections from State agencies; however, most revenue is budget based on trend analysis considering the past several years, with emphasis on FY2018 actual results and projections for FY2019. These trends are adjusted for known economic factors that may affect FY2020 revenue.

The following economic factors are considered and assumed for FY2020: the economy will remain relatively stable; inflation will be moderate, providing a slight increase in intergovernmental revenues and charges for service; and short-term interest rates will see small increases from their historically low levels and are anticipated to increase further in coming years.

Revenue and Other Financing Sources

The budgeted revenue reflects an increase of \$265,000 or 1.3% over last year's budget. This is primarily attributable to the \$524,000 increase in real estate property tax revenue resulting from increased assessed values netted with the \$250,000 reduction in the transfer from the Debt Service Fund. That transfer was made in FY2019 to reduce the large reserve balance that has accumulated in the Debt Service Fund as a result of excess transfers from the General Fund over the past several years.

Other significant revenue fluctuations include a \$161,000 increase in Other Taxes, primarily from a \$131,000 increase in Highway User tax as reported from the State. A decrease is projected in Fines & Fees of \$190,000 or 5.3% based declining revenue from parking fines and speed enforcement cameras.



Revenue by Category	FY2019 Adjusted Budget	FY2020 Adopted Budget	Increase (Decrease)	% Change
General Property Taxes	\$ 9,432,417	\$10,013,063	\$580,646	6.2%
Other Taxes	4,454,672	4,616,057	161,385	3.6%
Licenses & Permits	1,163,200	1,171,200	8,000	0.7%
Intergovernmental Revenue	364,291	369,772	5,481	1.5%
Charges for Services	1,062,098	1,013,403	(48,695)	-4.6%
Fines & Fees	3,580,200	3,390,600	(189,600)	-5.3%
Miscellaneous	316,335	314,340	(1,995)	-0.6%
Interfund Transfers	250,000	-	(250,000)	-100.0%
Total Revenue Budget	\$20,623,213	\$20,888,435	\$265,222	1.3%

Expenditures, Transfers and Contingency

The General Fund budget provides for all salaries and wages, employee benefits, operating expenditures, capital outlay of less than \$10,000, and contingency. It also provides for significant capital expenditures, projects and debt service through interfund transfers.

The FY2020 budget proposes total expenditures, transfers and contingency of \$20,888,435, an increase of 1.3% or \$265,000 compared to the FY2019 budget.

The largest decrease, \$600,000 in transfers to the Capital Projects Fund, is primarily due to eliminating a \$1.0 million transfer made in FY2019 to fund the new city hall project. Groundbreaking will occur in FY2020 for the facility and it will be funded by the remaining project reserves and a general obligation bond to be issued in FY2020, so another transfer was not deemed necessary.

Departmental expenditures reflect an increase of \$866,000 or 4.9%, primarily from increases in personnel costs (\$510,000) detailed below and a adopted increase of \$204,000 in the Contract Police budget to increase patrols in the City.

	FY2019 Adjusted Budget	FY2020 Adopted Budget	Increase (Decrease)	% Change
Expenditures:				
General Government & Administration	\$4,500,477	\$4,848,585	\$348,108	7.7%
Public Services	4,953,564	5,341,208	387,644	7.8%
Planning, Community & Economic Development	988,340	995,299	6,959	0.7%
Youth, Family & Senior Services	1,286,344	1,312,226	25,882	2.0%
Public Works	6,101,707	6,266,166	164,459	2.7%
Total Departmental Expenditures	17,830,432	18,763,484	933,052	5.2%
Transfers:				
To Capital Projects Fund	2,692,781	2,024,951	(667,830)	-24.8%
To Debt Service Fund	-	-	-	0.0%
Contingency	100,000	100,000	-	0.0%
Total Expenditures, Transfers & Contingency	\$20,623,213	\$20,888,435	265,222	1.3%

Personnel costs

Personnel costs (salaries, wages and benefits) represent the largest cost for the General Fund - \$11.95 million for FY2020. This accounts for 64% of total departmental expenditures; 57% of total expenditures, transfers and contingency. This is an increase of \$493,000 or 4.3% over the FY2019 budget.

The increase is mainly a result of salary increases associated with merit raises and cost of living adjustments; health insurance increases; increase in workers compensation; and a new Events Coordinator position requested in the Communications budget, a part-time Elections Clerk and a part-time Assistant Parent Leader in Youth, Family and Senior Services – Clinical budget.

Comparative personnel/FTE tables are included with each department/program budget.

Capital outlay

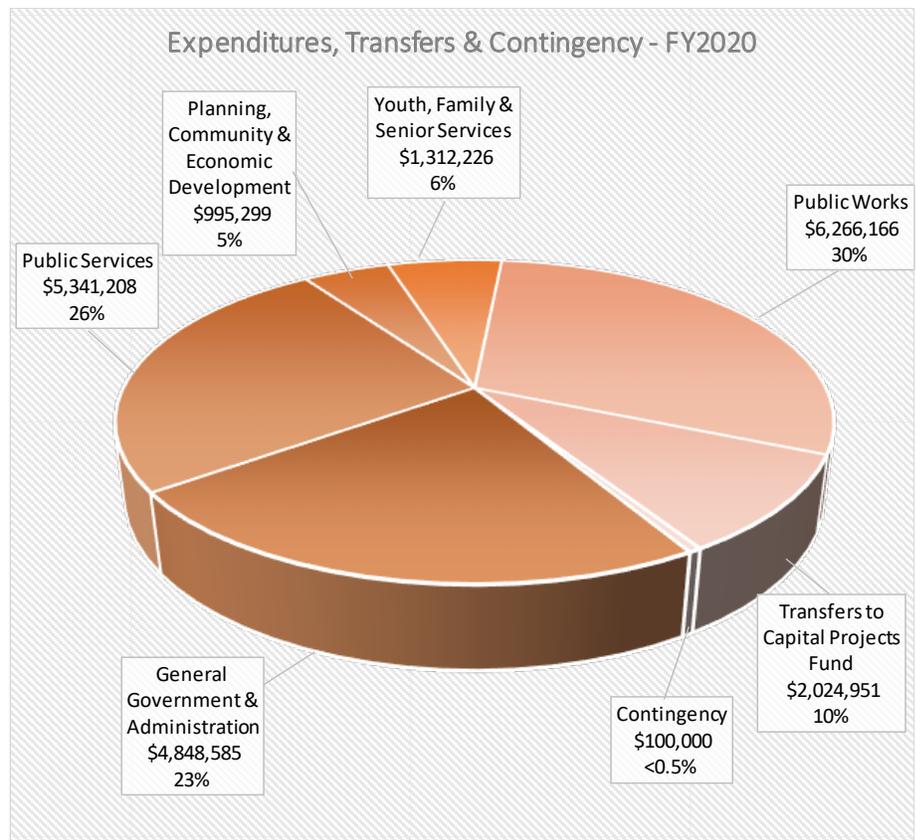
General Fund capital outlay within departments for FY2020 totals \$49,700. This is for minor capital expenditures, with individual costs of less than \$10,000. Departmental capital items exceeding the \$10,000 threshold are included in the Capital Projects Fund. They are funded, along with other CIP projects, by the General Fund through a transfer to the Capital Projects Fund.

Expenditures by Functional Area

City operations are categorized into five functional areas: General Government & Administration; Public Services; Planning, Community & Economic Development; Youth, Family & Senior Services; and Public Works. A functional area is defined as a logical grouping of activities or processes in the organization representing similar operational goals or functions. Within the first four functional sections are the departments/programs that comprise the function. The Public Works function has five divisions (Solid Waste Management, Streets & Parking Management, Buildings & Grounds, Engineering and Fleet Services) with departments/programs organized under each.

The budget is organized by functional section, with more detailed information about each program budget included within the function, or divisions for Public

Works. This includes a description of the program; significant accomplishments and budget highlights; personnel and expenditure summaries; detailed explanations for certain expenses; performance measures; and a detail program budget.



Functional sections and their departments/programs

General Government & Administration: Includes Mayor & Council, City Manager, City Clerk, Finance, Human Resources, Information Technology, Communications & Public Relations, City Attorney, Non-departmental costs (Utilities, insurance), Elections and other advisory boards and committees.

Public Services: Includes Administration, Parking Enforcement, Code Enforcement, Animal Control, Speed Enforcement and Contract Police.

Planning, Community & Economic Development: Includes Administration, Community Development, Planning & Zoning and Economic Development.

Youth, Family & Senior Services: Includes Administration, Clinical Services and Senior Services.

Public Works: Includes Administration; Solid Waste Management (Refuse Management, Leaf & Grass Collection, Litter & Graffiti Control, Recycling, and Compost Yard Operations); Streets & Parking Management (Street Cleaning, Signage, Street Maintenance, Snow & Ice Control, Parking Lot Maintenance, and Parking Garage); Buildings & Grounds (Public Works Buildings, Recreational Facilities Maintenance, Building Maintenance, Turf & Right of Way Maintenance, and Tree & Landscape Maintenance); Engineering; and Fleet Maintenance.

Interfund Transfers and Contingency

Interfund transfers represent payments from the General Fund to the Capital Projects Fund for the City's share/cost of capital items and to the Debt Service Fund to provide for the debt service requirements on the Parking Garage Bond. Debt service for the Vehicle Replacement Program is also paid from the Capital Projects Fund.

Contingency is an appropriation for unanticipated or unforeseen expenditures and/or to provide funding for items that might arise under certain circumstances. The FY2020 contingency line remains at \$100,000. There are no current plans to spend these funds.

DEBT SERVICE FUND

This Fund is used to account for the City's long-term debt obligations, except for the SunTrust Master Lease accounted for in the Capital Projects Fund. Besides this lease, the long-term debt of the City consists of the 2015 Parking Garage Refunding Bond and a Community Legacy Loan.

Debt service on the Parking Garage Bond is due in semi-annual installments, including interest, totaling \$560,000 annually, through October 15, 2031. This bond is secured by the full faith and credit of the City. The current outstanding balance is \$5.96 million. The principal payment due in October 2019 will bring the balance to \$5.56 million.

The Community Legacy loan, outstanding balance of \$300,000, has no payments due until FY2021. It is due in equal installments of \$150,000 on December 31, 2020 and 2025, with no interest.

The Debt Service Fund still has a significant reserve balance projected at the end of FY2019 of \$1.58 million. There is no retention goal set for this fund. To continue to maximize resources, the FY2020 budget proposes to again use the balance to provide for the required debt service on the Parking Garage bond. Additionally, the fund will be used to cover the cost of a parking garage-related capital item (garage gate payment system) through a \$250,000 transfer to the Capital Projects Fund.

The FY2020 Adopted Budget leaves the Debt Service Fund with a fund balance of almost \$1 million, almost 2 years of debt service.

CAPITAL PROJECTS FUND

This fund is used for capital outlay of more than \$10,000. This fund summarizes the more detailed 5-year Capital Improvements Program (CIP). The CIP includes one-time capital expenditures referred to as "departmental capital", and significant capital projects that span more than one fiscal year for completion, typically referred to as "CIP". Some CIP projects, such as City Hall Expansion, were initially created to accumulate funds for future expenditures on the project.

For CIP projects, there are detailed, multi-year financial plans behind the CIP summary. Individual project sheets have a brief description of the project; funding sources and expenditure projections; and reserve balances for each project. They also include the impact the project may have on City operations upon

completion, estimated total cost if known, and staff responsible for the project.

The FY2020 Adopted Budget column in the CIP is the basis for the appropriation request in the Capital Projects Fund budget.

Capital projects are funded by the General Fund, grants, State funds and developer contributions. Funding other than General Fund is not always committed or guaranteed and may be estimated in the budget.

The FY2020 Capital Project Fund budget totals \$9.82 million. The General Fund will fund \$2,024,951 of that amount through an operating transfer.

The Vehicle Replacement Fund CIP accounts for the debt service on the 2016 SunTrust Master Lease, a five-year loan for vehicle replacement and acquisition. Monthly payments are \$35,038 including interest, at a rate of 1.98%. The outstanding balance as of June 30, 2019 is \$824,000.

CLOSING

In closing, I am proud to present a balanced and prudent budget that addresses both current and future expenditures. The City of College Park provides vital public services to a population of over 32,000 residents. All City service departments strive to give residents and businesses as much “bang for the buck” as possible. I remain confident that the City’s management team and staff will continue to meet the constant challenges facing our City.

Producing the annual budget is a major collective task. This document represents the culmination of hundreds of hours of work by City staff and the Mayor & Council. I extend a sincere thank you to all staff for their hard work and assistance with the myriad tasks involved with developing and producing the FY2020 budget. I would like to give a special thank you to Gary Fields, Finance Director, for his hard work and dedication.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Scott Somers". The signature is stylized and cursive.

Scott Somers
City Manager

OVERVIEW OF THE CITY OF COLLEGE PARK



ABOUT THE CITY

The City of College Park, Maryland, located within Prince George's County, is a northern suburb of Washington, D.C. and is located approximately 7 miles northeast of the District of Columbia. Although the City is primarily located inside I-95/495, the Capital Beltway, annexations have brought the IKEA and Holiday Inn properties just north of the Capital Beltway into the City. The area that includes College Park was originally settled in 1745 and the City was incorporated as a municipality under Maryland state law on June 7, 1945. The City is the home of University of Maryland College Park ("UMCP"), the flagship campus of the University System of Maryland, with a combined undergraduate and graduate population of approximately 38,140 students and a campus spanning 1,500 acres. In addition, the City is home to University of Maryland University College ("UMUC"), which provides degree and non-degree programs and adult education on campus and through the Internet. The estimated current population of the City is 32,301. The City comprises approximately 5 square miles, and has 52 miles of paved streets and 21 miles of sidewalks.



The City contains approximately 8,000 households, divided among a number of established neighborhoods. Civic associations in these neighborhoods are active, and participate with the City in various types of activities and events. Rental properties catering to student rentals are prevalent in several neighborhoods adjoining the University of Maryland campus; code enforcement and noise control issues are especially prevalent in these neighborhoods. The City's housing stock is primarily "single family" with a limited number of market rate apartments and townhouses; most homes were built prior to 1960. Over the last 5 years, there has been significant growth in private sector student housing on the west side of U.S. Route 1, adding approximately 3,300 beds. The Calvert Hills neighborhood is a National Register historic district; the Old Town neighborhood is a Prince George's County local historic district and a National Register historic district.

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



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

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

the Purple Line to begin service in 2022.



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

GENERAL GOVERNMENT & ADMINISTRATION

General Government & Administration includes the offices/departments of the Mayor & Council, City Manager, City Clerk, Finance, Human Resources, Communications and Public Relations, Information Technology, City Attorney, and Elections and other boards, committees and commissions. The City Manager is the chief administrative officer of the City, with primary responsibility for the preparation, submittal and administration of the operating and capital budgets; the handling of citizen concerns and complaints; the enforcement of the City Charter and laws of the City; the direction and supervision of all departments; and the advising of the Mayor & Council on City affairs. The City Council is the legislative body of the City, and is empowered by the City Charter to

make all City policy. The Council is elected by district every 2 years. The City is divided into 4 districts, with 2 Council members elected from each district, for a total of 8. The Mayor is elected at large on the same election schedule as the City Council. The Mayor and Council together form a body of 9 elected officials.

PUBLIC SERVICES

The Department of Public Services handles parking enforcement, code enforcement, animal control, speed enforcement and contract police. The Parking Enforcement program is responsible for coin and currency collection from the parking meters and pay stations in the surface parking lots in the downtown area and the parking garage, and enforcement of parking regulations in residential zones, metered lots and other areas throughout the City. The Code Enforcement program enforces all City codes pertaining to property maintenance and ensures compliance with City codes through the annual rental inspection program. The Animal Control program enforces the animal control laws of the City and Prince George's County, providing public awareness and education on proper care of domestic animals. The Speed Enforcement program administers the use of automated speed monitoring systems in designated school zones and institution of higher education zones (within 1/2 mile of University of Maryland property). Vehicles that exceed the posted speed limit by 12 miles per hour are issued a \$40 civil citation. The Contract Police program provides off-duty Prince George's County police officers as part-time City employees, supplementing the County's regular police services within the City. The Contract Police program also includes funding for 2 full-time police officers under a contract with Prince George's County.



PLANNING, COMMUNITY AND ECONOMIC DEVELOPMENT

The Department of Planning, Community and Economic Development is guided by the City's Comprehensive Plan. The department focuses heavily on the U.S. Route 1 corridor (which runs north-south through the City) in economic and community development initiatives, and participates in project planning with the State Highway Administration for roadway, aesthetic and bicycle-

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

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

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



YOUTH, FAMILY & SENIOR SERVICES

The Department of Youth, Family & Senior Services strengthens families and supports seniors through a variety of programs. The department promotes community outreach and enhanced family functioning through its clinical programs, school assembly events, parent education and support groups, and client advocacy. In addition to child-focused family counseling, the department facilitates youth groups in local schools, a Hispanic Parent Support group, and other groups to help enhance the knowledge and skills of residents addressing a variety of issues. Quality of service delivery is monitored through weekly supervision, video review, clinical consultation, and related training.

The Youth and Family program is also engaged in the Lakeland STARS program, a partnership since 1996 with the University of Maryland's College Park Scholars, area residents and a local elementary school. The program provides tutoring, mentoring and recreational activities (on campus and in the community), increasing the students' academics and self-esteem, and increasing their sense of community.

The department's Seniors Program supports City seniors by providing individual support and case management, assistance and advocacy for senior citizens, information and referrals. Limited bus transportation to medical appointments and shopping trips is also provided by the program as is the well-attended City-subsidized senior trips and the biweekly activities from the newly established Seniors Social Center.



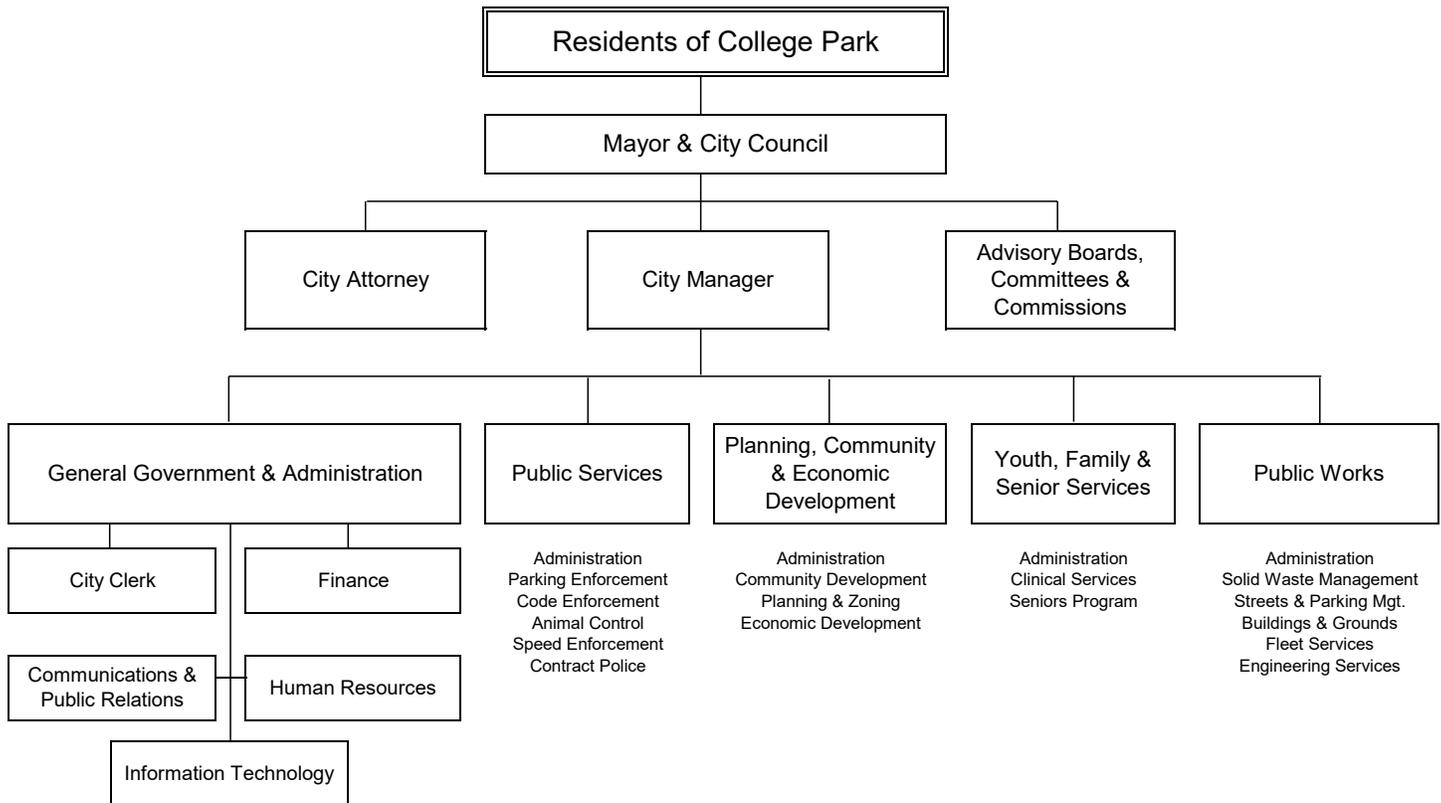
PUBLIC WORKS

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

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

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

ORGANIZATION CHART



PRINCIPAL OFFICIALS



Mayor and City Council

Mayor	Patrick L. Wojahn
City Council, District 1	Fazlul Kabir Kate Kennedy
City Council, District 2	P. J. Brennan Monroe S. Dennis
City Council, District 3	Robert W. Day John Rigg
City Council, District 4	Denise C. Mitchell Dustyn Burkart Kujawa

Staff

City Manager	Scott Somers
Assistant City Manager	Bill Gardiner
City Clerk	Janeen S. Miller
Finance Director	Gary Fields, CPA
Assistant Finance Director	Leo L. Thomas, Jr., CPA
Public Services Director	Robert W. Ryan
Planning, Community and Economic Development Director	Terry A. Schum
Human Resources Director	Jill R. Clements
Youth, Family and Senior Services Director	Peggy Higgins
Public Works Director	Robert L. Marsili, Jr.

CITY VISION, GOALS, MISSION AND VALUES



CITY VISION

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

CITY GOALS

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

Goal 1: One College Park

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

Goal 2: Environmental Sustainability

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

Goal 3: High Quality Development and Reinvestment

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

Goal 4: Quality Infrastructure

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

Goal 5: Effective Leadership

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

Goal 6: Excellent Services

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

CITY MISSION

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

CITY VALUES

Open and Effective Government

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

High-Performing, Dedicated and Valued Employees

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

Sustainability and Long-Term Planning

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

Fiscal Responsibility

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

Collaboration

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

FINANCE DEPARTMENT MISSION STATEMENT

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

STRATEGIC PLAN - ACTION PLAN



This document summarizes, in a shorter format, the Strategic Plan goals and objectives. The full version of the Strategic Plan 2015-2020, with the list of responsible departments and timelines, can be found on the City's website at www.collegeparkmd.gov/citymanager#strategicplan.

1	Goal	One College Park
1.1	Action Item	Increase positive interaction among neighbors, including long-term residents and UMD students, faculty and staff
1.2	Action Item	Promote cooperation among neighborhoods and the City as a whole
1.3	Action Item	Facilitate a range of quality housing options that respect neighborhoods
1.4	Action Item	Develop communications and community engagement plans that will significantly improve the City's impact and capacity in these areas
1.4.5	Action Item	Research and implement measures that allow residents to age in place
1.4.6	Action Item	Increase owner-occupancy of the existing single-family homes
1.5	Action Item	Develop a marketing plan for the City
2	Goal	Environmental Sustainability
2.1	Action Item	Execute the permaculture plan in partnership with residents and organizations
2.2	Action Item	Develop a plan for community gardens in partnership with residents and organizations
2.3	Action Item	Adopt a City Operations Sustainability Plan that will reduce solid waste and increase recycling; increase fleet efficiency; increase energy efficiency of facilities; and reduce electrical demand; and annually monitor City progress
2.4	Action Item	Develop a Community Sustainability Plan that includes support for solar energy
2.5	Action Item	Partner with the UMD Partnership in Active Learning for Sustainability (PALS)
2.6	Action Item	Stormwater public private partnership with Prince George's County
2.7	Action Item	Complete purchase and development of Hollywood Gateway Park
3	Goal	High Quality Development and Reinvestment
3.1	Action Item	Promote and focus economic investment in these priority development areas, and include public art in the development plans or as separate initiatives (added November 2015)
3.1.1	Action Item	1. Downtown College Park (from the City limits south of Guilford Drive to College Avenue) to implement the University District Vision Plan
3.1.2	Action Item	2. College Park Metro station area
3.1.3	Action Item	3. Baltimore Avenue corridor area to create walkable nodes and promote residential infill
3.1.4	Action Item	4. Hollywood Commercial District to evaluate options for redevelopment

3.1.5	Action Item	5. City-owned Calvert Road property to create a strategy for redevelopment and use
3.1.6	Action Item	6. Berwyn Commercial District to revise zoning to allow more neighborhood-serving uses; work with community and M-NCPPC
3.1.7	Action Item	7. North core of the Greenbelt Metro Station development to work with stakeholders to maximize the benefits and minimize the negative impacts on College Park residents (including proposed Greenbelt FBI location and accompanying retail)
3.2	Action Item	Monitor plans and progress of the University of Maryland Innovation District with the goal of ensuring long-term economic benefits and job growth for the City of College Park
3.3	Action Item	Support and attract diverse, locally-owned retail and restaurant establishments

4	Goal	Quality Infrastructure
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4.1	Action Item	Implement a comprehensive network of trails and sidewalks
4.2	Action Item	Facilitate Phase 1 of Baltimore Avenue reconstruction and sidewalk project
4.3	Action Item	Facilitate sidewalk project on Baltimore Avenue from Greenbelt Road to I-495
4.4	Action Item	Build a new City Hall
4.5	Action Item	Expand parks, playgrounds, and open space
4.6	Action Item	Ensure effective public safety infrastructure and evaluate surveillance cameras and locations
4.7	Action Item	Implement a bikeshare program

5	Goal	Effective Leadership
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5.1	Action Item	Develop a highly effective partnership between Council and staff
5.2	Action Item	Develop a continuous learning program for staff
5.3	Action Item	Prepare for staff retirements

5	Goal	Effective Leadership
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6.1	Action Item	Establish meaningful and effective performance measures and assess department performance
6.2	Action Item	Streamline City department business processes involving multiple steps and departments by evaluating service procedures and by utilizing technology more effectively
6.3	Action Item	Implement online payment for City services
6.4	Action Item	Implement online payment for permits and enable online submission of permit applications.
6.5	Action Item	Support a new north County animal care facility
6.6	Action Item	Improve public schools serving College Park children through collaboration with strategic partners, including Prince George's County Public Schools, local PTAs and the University of Maryland
6.7	Action Item	Conduct Citywide Compensation and Job Classification Review
6.8	Action Item	Research ordinances in other jurisdictions to regulate parties and large gatherings

GFOA DISTINGUISHED BUDGET PRESENTATION AWARD



The Government Finance Officers Association of the United States and Canada (GFOA) presented its Distinguished Budget Presentation Award to City of College Park for its annual budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019 (fiscal year 2019).

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

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





GENERAL FUND SUMMARY



GENERAL FUND - SUMMARY

	FY 2017	FY 2018	FY 2019		FY 2020	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 19 to FY 20	
						\$	%
Revenue:							
General Property Taxes	\$ 9,194,940	\$ 9,410,533	\$ 9,432,417	\$ 9,459,358	\$ 10,013,063	\$ 580,646	6.2%
Other Taxes	4,551,251	4,366,574	4,454,672	4,384,672	4,616,057	161,385	3.6%
Licenses & Permits	1,163,724	1,229,689	1,163,200	1,162,700	1,171,200	8,000	0.7%
Intergovernmental Revenue	283,901	326,094	364,291	364,291	369,772	5,481	1.5%
Charges For Services	1,006,186	1,083,395	1,062,098	1,058,328	1,013,403	(48,695)	-4.6%
Fines & Fees	2,513,161	3,533,307	3,580,200	3,400,500	3,390,600	(189,600)	-5.3%
Miscellaneous Revenue	137,343	277,303	316,335	310,536	314,340	(1,995)	-0.6%
Transfer from Debt Service Fund		-	250,000	250,000	-	(250,000)	-100.0%
Total Revenue & Other Funding Sources	18,850,506	20,226,895	20,623,213	20,390,385	20,888,435	265,222	1.3%
Expenditures:							
General Government & Administration							
Mayor & Council	694,487	667,963	694,670	688,651	784,695	90,025	13.0%
City Manager	319,836	417,839	452,983	485,061	487,089	34,106	7.5%
City Clerk	226,325	302,997	361,315	352,899	369,591	8,276	2.3%
City Attorney	217,911	238,733	216,000	211,000	216,000	-	0.0%
Finance	1,037,052	925,209	942,997	918,802	962,239	19,242	2.0%
Human Resources	315,826	423,237	498,576	464,637	499,593	1,017	0.2%
Communications & Public Relations	262,870	176,913	209,868	200,785	398,300	188,432	89.8%
Information Technology	755,336	693,800	881,414	890,336	838,998	(42,416)	-4.8%
Non-Departmental Expenses	184,274	187,802	208,099	202,064	198,705	(9,394)	-4.5%
Elections and Other Boards & Comm.	42,900	49,545	34,556	22,667	93,376	58,820	170.2%
Less allocated costs (IT & Non-Dept)	(985,593)	-	-	-	-	-	0.0%
Total General Government & Admin.	3,071,224	4,084,038	4,500,477	4,436,903	4,848,585	348,108	7.7%
Public Services	4,125,497	4,450,696	4,953,564	4,744,378	5,341,208	387,644	7.8%
Planning, Community & Economic Development	689,151	693,467	988,340	820,772	995,299	6,959	0.7%
Youth, Family & Senior Services	1,172,850	1,070,907	1,286,344	1,187,267	1,312,226	25,882	2.0%
Public Works	6,477,274	5,301,305	6,101,707	5,551,704	6,266,166	164,459	2.7%
Less allocated costs (Building Maintenance & Fleet Services)	(1,194,445)	-	-	-	-	-	0.0%
Total Public Works	5,282,829	5,301,305	6,101,707	5,551,704	6,266,166	164,459	2.7%
Total Expenditures	14,341,551	15,600,413	17,830,432	16,741,024	18,763,484	933,052	5.2%
Transfers to Capital Proj. Fund - Current	2,435,440	3,108,495	2,692,781	2,754,054	2,024,951	(667,830)	-24.8%
Transfers to Capital Proj. Fund - Excess f/b		4,900,000	-	-	-	-	-
Transfers to Debt Service Fund	525,453	559,394	-	-	-	-	0.0%
Contingency	-	-	100,000	-	100,000	-	0.0%
Total Expenditures, Transfers & Contingency	17,302,444	24,168,302	20,623,213	19,495,078	20,888,435	265,222	1.3%
Excess Revenues over Expenditures	1,548,062	\$ (3,941,407)	\$ (0)	\$ 895,307	\$ 0	\$ 0	
Fund Balance - beginning of year	8,742,309	10,290,371		6,348,964			
Fund Balance - end of year	\$ 10,290,371	\$ 6,348,964		\$ 7,244,271			

GENERAL FUND REVENUE



Code	ACTUAL		ADJUSTED	Estimated	ADOPTED	FY 19 to FY 20	
001-0000-			BUDGET	FY Total	BUDGET	\$	%
General Property Taxes							
310.10 Real Property Tax	\$ 8,208,505	\$ 8,494,732	\$ 8,800,000	\$ 9,000,000	\$ 9,324,313	\$ 524,313	6.0%
310.15 Homeowners Property Tax Credit	(33,700)	(30,435)	(35,000)	(35,000)	(35,000)	-	0.0%
310.17 Revitalization Tax Credit	(100,000)	(120,000)	(559,883)	(587,885)	(404,149)	155,734	-27.8%
310.20 Pilot-Housing Authority	15,000	15,000	15,000	15,000	15,000	-	0.0%
310.22 Pilot-UMD CASL Property	49,445	49,454	49,500	49,463	49,600	100	0.2%
310.23 Pilot-UMD Washington Post Prop.	38,618	39,449	39,500	40,280	40,000	500	1.3%
310.90 Tax Interest & Penalty (Refunds)	(21,561)	(3,875)	20,000	5,000	20,000	-	0.0%
311.10 Personal Property Tax	1,035,312	962,679	1,100,000	970,000	1,000,000	(100,000)	-9.1%
311.90 Tax Interest & Penalty	3,321	3,529	3,300	2,500	3,300	-	0.0%
Total General Property Taxes	9,194,940	9,410,533	9,432,417	9,459,358	10,013,063	580,646	6.2%
Other Taxes							
314.10 Income Tax	2,271,510	2,056,670	2,050,000	2,050,000	2,075,000	25,000	1.2%
315.10 Admission & Amusement Tax	793,210	683,090	800,000	700,000	775,000	(25,000)	-3.1%
316.10 Highway User Tax	425,086	444,166	484,672	484,672	616,057	131,385	27.1%
318.10 Hotel & Motel Tax	1,061,445	1,182,648	1,120,000	1,150,000	1,150,000	30,000	2.7%
Total Other Taxes	4,551,251	4,366,574	4,454,672	4,384,672	4,616,057	161,385	3.6%
Licenses & Permits							
322.10 City Liquor Licenses	17,905	22,083	16,000	16,000	18,000	2,000	12.5%
322.20 State Traders Licenses	26,264	3,030	28,000	26,000	26,000	(2,000)	-7.1%
323.10 City Building Permits	14,875	9,650	10,000	10,000	10,000	-	0.0%
323.40 Occupancy Permits	780,614	881,815	785,000	800,000	800,000	15,000	1.9%
323.45 Driveway Apron & Curbcut	2,580	6,998	3,000	4,500	4,000	1,000	33.3%
323.50 Other Licenses	100	100	200	200	200	-	0.0%
323.65 Utility Easements	2,000	-	1,000	1,000	1,000	-	0.0%
323.70 Bus Shelters	15,560	14,624	10,000	12,000	12,000	2,000	20.0%
324.10 Comcast Cable	191,161	174,743	195,000	175,000	180,000	(15,000)	-7.7%
324.15 Verizon FIOS	112,665	116,646	115,000	118,000	120,000	5,000	4.3%
Total Licenses & Permits	1,163,724	1,229,689	1,163,200	1,162,700	1,171,200	8,000	0.7%
Intergovernmental Revenue							
State Grants							
332.20 Police Protection	162,129	199,653	244,519	244,519	250,000	5,481	2.2%
332.30 University of Maryland Grant	5,000	5,000	5,000	5,000	5,000	-	0.0%
332.40 State Youth Services Grant	72,055	72,055	72,055	72,055	72,055	-	0.0%
332.47 Community Parks & Playgrounds	-	1,000	-	-	-	-	0.0%
Total State Grants	239,184	277,708	321,574	321,574	327,055	5,481	1.7%
County Grants							
334.20 Bank Stock Tax	10,717	10,717	10,717	10,717	10,717	-	0.0%
334.30 County Youth Services Grant	30,000	30,000	30,000	30,000	30,000	-	0.0%
334.34 Special Appropriations Grant	4,000	6,225	2,000	2,000	2,000	-	0.0%
334.37 Animal Control Grant/Misc. Grant	-	1,444	-	-	-	-	0.0%
Total County Grants	44,717	48,386	42,717	42,717	42,717	-	0.0%
Total Intergovernmental Revenue	283,901	326,094	364,291	364,291	369,772	5,481	1.5%
Charges For Services							
General Government Charges							
341.10 Zoning Application Process Fee	7,010	3,200	3,000	3,200	3,200	200	6.7%
341.30 Animal Control Impound Fees	300	275	250	250	250	-	0.0%
341.31 Animal Control Boarding Fees	60	40	50	50	50	-	0.0%
Total Gen. Government Charges	7,370	3,515	3,300	3,500	3,500	200	6.1%
Highways & Streets							
343.20 Parking Meter Revenue	316,058	353,903	320,000	320,000	325,000	5,000	1.6%
343.21 Garage Pay Station Revenue	83,436	75,818	82,000	82,000	32,000	(50,000)	-61.0%
343.25 Parking Permit Revenue	126,098	123,036	125,000	125,000	125,000	-	0.0%
343.26 Garage Permit Revenue	98,705	116,733	125,000	115,000	125,000	-	0.0%
343.50 MVA Non-Resident Permits (net)	1,612	1,922	2,525	1,200	1,200	(1,325)	-52.5%
Total Highways & Streets	625,909	671,412	654,525	643,200	608,200	(46,325)	-7.1%
Charges For Services (continued)							
Sanitation & Waste Removal							
344.10 County Disposal Rebate	\$ 83,288	\$ 83,288	\$ 83,288	\$ 83,288	\$ 83,288	\$ -	0.0%

Acct. Code	FY 2017	FY 2018	FY 2019		FY 2020 ADOPTED BUDGET	Change in Budget FY 19 to FY 20	
			ADJUSTED BUDGET	Estimated FY Total		\$	%
001-0000-	ACTUAL	ACTUAL			BUDGET		
344.20	Refuse Contracts Revenue	194,821	198,350	201,000	205,000	201,000	- 0.0%
344.30	Recycling-Scrap Metal	1,597	1,381	1,150	1,150	1,100	(50) -4.3%
344.60	CDMA Litter Rebate	1,073	4,290	1,000	4,290	4,290	3,290 329.0%
344.90	Compost Sales	39,487	41,510	35,000	35,000	35,000	- 0.0%
344.91	Wood Chip Sales	7,147	6,525	7,500	6,500	6,500	(1,000) -13.3%
344.92	Tipping Fees Revenue	21,729	43,299	49,875	50,000	45,000	(4,875) -9.8%
344.93	Leaf Mulch Sales	59	660	460	400	525	65 14.1%
344.94	Delivery Charges-Compost	7,090	10,740	8,000	8,000	8,000	- 0.0%
344.95	Delivery Charges-Wood Chips	2,905	4,000	3,000	3,000	3,000	- 0.0%
	Total Sanitation & Waste Removal	359,196	394,043	390,273	396,628	387,703	(2,570) -0.7%
	<u>Health Charges</u>						
345.10	Youth Services Client Fees	13,711	14,425	14,000	15,000	14,000	- 0.0%
	Total Health Charges	13,711	14,425	14,000	15,000	14,000	- 0.0%
	Total Charges For Services	1,006,186	1,083,395	1,062,098	1,058,328	1,013,403	(48,695) -4.6%
	<u>Fines & Fees</u>						
359.10	Election Fines	250	300	-	-	-	- -
359.30	Vehicle Booting Fees	140	245	400	500	600	200 50.0%
359.40	Parking Fines	851,552	728,203	850,000	735,000	750,000	(100,000) -11.8%
359.50	Municipal Infractions	65,065	80,305	65,000	65,000	65,000	- 0.0%
359.70	Speed Enf Camera	2,616,646	2,724,254	2,664,800	2,600,000	2,575,000	(89,800) -3.4%
359.70	Optotraffic-Processing Charges	(1,020,492)	<i>Moved to Exp.</i>				-
	Total Fines & Fees	2,513,161	3,533,307	3,580,200	3,400,500	3,390,600	(189,600) -5.3%
	<u>Miscellaneous Revenues</u>						
	<u>Investment Earnings</u>						
361.10	Investment Earnings	138,778	154,164	140,000	155,500	165,000	25,000 17.9%
361.11	Investments-Market Value Adjust.	(128,184)	-	25,000	-	-	(25,000) -100.0%
361.22	Tenant Improve. Allow.-Garage Retail	31,520	36,413	25,000	23,000	25,000	- 0.0%
361.30	Other Interest	2,808	2,980	2,000	2,000	2,000	- 0.0%
	Total Investment Earnings	44,922	193,557	192,000	180,500	192,000	- 0.0%
	<u>Property & Equipment Rental</u>						
362.11	Parking Garage Retail	87,000	57,675	87,000	87,000	87,000	- 0.0%
362.14	City Hall Meeting Rooms	150	600	250	400	250	- 0.0%
362.15	Old Parish House	1,750					
362.16	Facility Management Fee-City Bldgs.	150	1,150	-	-	-	- 0.0%
362.18	Davis Hall	550	7,175	4,500	5,000	5,000	500 11.1%
362.19	Duvall Field	-	100	-	-	-	- 0.0%
	Total Property & Equipment Rental	89,600	66,700	91,750	92,400	92,250	500 0.5%
	<u>Other</u>						
364.10	Sale Of Fixed Assets	150	-	-	6,632	-	- 0.0%
366.10	Miscellaneous	1,496	364	250	400	250	- 0.0%
366.22	College Park Day Sponsorships		14,625	18,000	15,000	16,000	(2,000) -11.1%
366.23	Sale of City Logo items & apparel		-	1,000	-	-	(1,000) -100.0%
366.24	DCPMA Reimbursement - Police			12,000	12,000	12,000	- 0.0%
366.15	Freedom of Information Act Requests	20	-	20	905	25	5 25.0%
366.50	Animal License Commission	1,155	856	1,000	1,384	1,000	- 0.0%
366.70	CDMA Billing Fees		651	315	315	315	- 0.0%
366.80	Notary fees		550		1,000	500	500 100.0%
	Total Other	2,821	17,046	32,585	37,636	30,090	(2,495) -7.7%
	Total Miscellaneous Revenue	137,343	277,303	316,335	310,536	314,340	(1,995) -0.6%
390.00	Transfer from Debt Service Fund	-	-	250,000	250,000	-	(250,000) -100.0%
	Total Revenue & Other Sources	\$ 18,850,506	\$ 20,226,895	\$ 20,623,213	\$ 20,390,385	\$ 20,888,435	\$ 265,222 1.3%

REVENUE DETAIL - DESCRIPTIONS & CALCULATIONS



The following provides narrative information on significant revenue sources that aren't self-evident from their title or to show how the revenue projection is calculated/estimated. Revenue accounts not included here either require no further description than their title and/or amounts for FY2020 are based on trend analysis/ general estimates.

GENERAL PROPERTY TAXES:

310.10 Real Property Taxes **\$9,324,313**

Taxes levied and becoming due during the fiscal year, determined by applying the adopted tax rate to the assessed value of all taxable real estate within the City, including land, houses, buildings, structures and improvements. The budgeted amount is an estimate based on the assessed value provided by the State Department of Assessments and Taxation (SDAT). FY2020 estimated assessable real property base of \$2,869,019,254 (net of adjustments for: half-year new construction, \$31.4 million; estimated full year new construction, \$2.7 million; and estimated abatements and deletions, including the Homestead Tax Credit, \$180.4 million) @ \$0.325 per \$100 tax rate = \$9,324,313. Net assessable real property base assessment is a 9.6% increase over FY2019.

310.15 Homeowners' Property Tax Credit **(\$35,000)**

This program is a supplement of 15% to the State Homeowners' Property Tax Credit. It 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. FY2020 budget is based on FY2018 and 2019 actual tax credits.

310.17 Revitalization Tax Credit **(\$404,149)**

The purpose of revitalization tax credit program is to provide financial incentives to encourage economic development and redevelopment by creating revitalization districts in the City. A revitalization tax credit is a credit against the City's real property tax issued pursuant to Section 9-318(g) of the Tax-Property Article, Annotated Code of Maryland and Chapter 175, "Taxation", Article IV "Revitalization Tax Credit" of the Code of the City of College Park. Tax credits are paid after the total gross tax is paid, i.e. their credit is paid from the taxes paid – there is no credit if there are no additional taxes.

FY2020 credits includes: \$26,672 for Monument village; \$51,598 for 8321 College Park Hotel (1st year of 5 year credit); and \$325,880 for The Hotel (2nd year of a 5 year credit). The last two tax credits were approved by the City Council on September 22, 2015 and are based on a declining percentage of the increased market value of the development over the value of the property before redevelopment. The total credit for The Hotel is estimated at \$1.23 million; the total credit for 8321 College Park Hotel is estimated at \$155,000.

310.20 PILOT-Housing Authority **\$15,000**

Received from College Park Housing Authority as payment in lieu of real property taxes on Attick Towers.

310.22 PILOT-UM CASL Property **\$49,600**

Received from University of Maryland as payment in lieu of real property taxes on 52nd Avenue (former Litton) property.

310.23 PILOT-UM Washington Post Property **\$40,000**

Annual payment from University of Maryland in lieu of real property taxes on former Washington Post property.

311.10 Personal Property Tax **\$1,000,000**

Determined by applying the adopted tax rate to the assessed value of inventory, furnishings and fixtures on all businesses located within the City. Assessed values are determined by the State from annual reports filed by each business entity. FY2020 estimate based on \$119,331,000 estimated assessed valuation of personal property @ \$0.838 per \$100 tax rate (same rate as prior year).

OTHER TAXES:

314.10 Income Tax **\$2,075,000**

The State Comptroller distributes an amount that equals the greater of a) 8.5% of the State income tax liability of College Park residents; b) 17% of Prince George’s County income tax liability of College Park residents; or c) 0.37% of the Maryland taxable income of City residents. Estimate based on current year’s projected receipts.

315.10 Admission & Amusement Tax **\$775,000**

Tax on revenue derived from entertainment and amusement activities such as motion pictures, coin operated amusements and athletic events. This includes University of Maryland athletic events, which accounts for the majority of this revenue. Estimate based on 3-year historical trends.

316.10 Highway User Tax **\$616,057**

Allocation of Highway User Revenue (HUR) from Maryland Department of Transportation’s State Highway Administration (SHA). This revenue must be used exclusively for the construction, reconstruction or maintenance of roads and streets. Estimates are provided by the SHA based on the most recent registration and mileage data on file.

318.10 Hotel & Motel Tax **\$1,150,000**

An allocation of the County-imposed hotel tax (not a separate/additional City tax). City receives one-half of the 7% tax collected by Prince George’s County. Estimate based on 2-year trends.

LICENSES & PERMITS:

322.10 City Liquor Licenses **\$18,000**

Estimate based on current annual billing, which occurs on April 1. City license rates are 20% of the County rate.

323.40 Occupancy Permits **\$800,000**

Revenue from inspection related fees for rental properties. Estimates based on fee schedule provided by Department of Public Services. Rates per inspection are: single family and townhouse \$244; fraternity and sorority \$580; rooming house \$238; condominiums \$150; apartments (> 6 units) \$125 per unit, 2-5 unit buildings \$207 per unit; hotel/motel \$41 per unit, commercial \$124.

323.70 Bus Shelters **\$12,000**

Franchise fees from advertising on bus shelters. Estimate based on 2-year trends.

324.10 & 324.15 Utility Franchise Fees **\$180,000 &
\$120,000**

Franchise Fees-Comcast Cable & Verizon. 5% franchise fee on city based gross revenues of the cable company. Estimate based on 3-year trends.

INTERGOVERNMENTAL:

332.20 Police Protection **\$250,000**

Funding from the State at a rate of \$2.50 per capita population and a portion from the County allocated to its municipalities based on City-qualified police expenditures compared to total qualified expenditures of Prince George's County and its municipalities. FY2020 based on amended estimates provided by the Governor's Office of Crime Control and Prevention.

332.30 University of Maryland Grant **\$5,000**

Annual payment in lieu of taxes by University of Maryland in lieu of taxes for service demands placed on the City, based on a 1945 agreement. (Amount has not changed in 74 years).

332.40 Youth Services Grant (State Grant) **\$72,055**

State grant payable through Prince George's County, to assist with certain program costs in Youth & Family Services. The Department of Juvenile Justice allocates specific amounts to various programs which must be matched by at least 25% local funds.

334.30 Youth Services Grant (County Grant) **\$30,000**

Discretionary County grant related to services provided by Youth & Family Services

CHARGES FOR SERVICES:

343.20 Parking Meter Revenue **\$325,000**

Revenue from parking meters and parking pay stations (excluding parking garage). Rates are \$0.05 per four minutes or \$0.75 hourly rate. Allocated 2/3 to General Fund, 1/3 to Parking Debt Service Fund. FY2020 estimate based on 2-year trends.

343.21 Garage Pay Station Revenue **\$32,000**

From pay stations in parking garage. \$0.75 hourly rate allocated 2/3 to General Fund, 1/3 to Parking Debt Service Fund. Estimate based on 2-year trends. (Note: Free Saturday allowed June-August). The FY2020 revenue has been reduced by \$50,000 in consideration of changing the rate structure to provide free parking for the first hour.

343.25 Parking Permit Revenue **\$125,000**

Monthly parking permits sold for various City-managed parking lots at \$40/month. Lots located at St. Andrews Church (revenue is split with St. Andrew's Episcopal Church); Knox Road; Hartwick Road; Calvert Road; Pontiac Street; and Zone 11 (Terrapin Row). Additionally, residential zone parking permits sold for \$10/annually. Estimate based on 3-year trends.

343.26 Garage Permit Revenue **\$125,000**

Monthly permits sold for the City’s parking garage. There are 125 total permits available, with 25 permits allocated for downtown merchants and employees @ \$60/mo.; and 100 permits for the general public @ \$125/month. Estimates based on trends and accounting for rate increase adopted last year.

344.10 County Disposal Rebate **\$83,288**

Fixed annual rebate.

344.20 Refuse Contracts Revenue **\$201,000**

Annual billings for rental collections. Estimates based on 3-year trends.

344.90 Compost Sales **\$35,000**

Estimate provided by Department of Public Works, based on sale of SMARTLEAF compost @ \$26.42/cubic yard and \$15/cu. yard for entities that tip leaves at the City’s facility. (Rates per Ordinance 17-O-05, effective May 2017).

344.91 Wood Chip Sales **\$6,500**

Estimate provided by Department of Public Works, based on sale of wood chips @ \$12/cubic yard.

344.92 Tipping Fees Revenue **\$45,000**

Tipping fees paid by other municipalities for dumping their yard waste cuttings at the City’s compost yard. Estimate provided by Department of Public Works, based on rate of \$8.75/cubic yard.

FINES AND FEES

359.40 Parking Fines **\$750,000**

Parking violations issued by City’s Parking Enforcement officers. Estimate based on 2-year trends.

359.50 Municipal Infractions **\$65,000**

Code violations issued by City’s Code Enforcement officers. Estimate based on 2-year trends.

359.70-01 Speed Enforcement Cameras **\$2,575,000**

Revenue from City’s speed enforcement camera program. Tickets are \$40 regardless of timeliness of payment. FY2020 projection based on new contract with processing company and consideration of trend of declining ticket issuance.

359.70-02 Optotraffic-Processing Charges **Moved to Program 2025
Speed Enforcement**

No longer applicable under new speed camera contract. In FY2018 and prior years the vendor processing charge was calculated @ 39% of speed enforcement camera citations paid and netted against the speed enforcement camera revenue. Due to a change in State law, this method of charging costs based on the revenue generated is no longer allowed. A new contract was negotiated with the processing charges based on a fixed rental fee for each camera, regardless of the ticket revenue generated.

359.70-05 State of Maryland Repayment -

Repayment to the Comptroller of net speed enforcement camera revenue in excess of 10% of General Fund revenue, if necessary. Not anticipated for FY2020.

MISCELLANEOUS REVENUES

361.10/361.11 Investment Earnings & market value adjustment \$165,000

Estimate based on projected earnings from investments in qualified CDs, Federal agencies and the Maryland Local Government Investment Pool (MLGIP).

362.11 Property Rental-Parking Garage Retail \$87,000

Lease for rental of 5,800 square feet of retail space in parking garage @ \$15 per square foot: monthly rent at \$7,250.

362.15 Property Rental-Old Parish House (OPH) \$ -

OPH rental revenue is restricted for repairs, maintenance and improvements to the building and beginning in FY2018 has been moved to CIP – OPH Renovations (Project #155001) to better account for their usage.

366.22 College Park Day Sponsorships \$16,000

Sponsorships to help defray the cost of College Park Day (Budgeted in Communications & Public Relations (1006). Prior to FY2018 the sponsorships were a direct reduction of the costs in that budget.

366.70 CDMA Billing Fees \$315

2% billing fee for billing and collecting dues for Downtown College Park Management Authority (DCPMA)

EXPENDITURES BY TYPE



	FY 2017	FY 2018	FY 2019		FY 2020
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET
Salaries, wages & other pay:					
Salaries & wages	\$ 7,310,791	\$ 7,587,426	\$ 8,408,429	\$ 8,052,104	\$ 8,874,055
Overtime	142,284	183,663	185,600	151,100	189,150
Elected, Appointed & Stipend pay	75,552	78,434	84,190	80,456	86,455
Shift differentials	8,157	7,463	9,000	7,700	9,000
Total salaries, wages & other pay	7,536,784	7,856,986	8,687,219	8,291,360	9,158,660
Benefits:					
FICA	553,044	574,528	619,182	604,661	633,188
Health Insurance	943,393	916,269	1,247,271	1,084,059	1,096,129
Other employee insurance	87,168	99,227	117,660	99,837	119,467
457 City Match & 401A retirement	151,346	153,686	143,626	147,448	146,576
Workers Compensation	206,146	204,653	233,294	218,879	345,226
MSRP Retirement	279,809	289,229	370,749	326,039	412,762
Other benefits	13,956	13,300	19,130	15,307	18,137
Total benefits	2,234,862	2,250,892	2,750,912	2,496,230	2,771,485
Operating costs:					
Mileage reimbursement	35,094	39,666	33,285	29,734	32,175
Travel & Training/tuition reimburse.	94,571	99,043	157,145	123,780	166,794
Allocated Overhead - net	(8,792)	-	-	-	-
Grants & Assistance	331,854	514,810	684,500	573,700	694,750
Professional services	291,272	210,526	291,283	325,492	364,002
Legal services	237,303	256,054	243,200	234,000	241,500
Contractual services	1,044,427	2,105,115	2,208,546	2,172,941	2,312,791
Other services	175,126	162,015	227,361	204,091	388,315
Special events & other programs	157,657	192,582	221,680	194,230	251,810
Repairs & maintenance	112,015	94,293	146,265	113,469	141,975
Vehicle repairs & maintenance	187,960	117,552	183,000	150,000	183,000
Maintenance Contracts	171,820	231,936	257,840	264,099	343,482
Clothing & Uniforms	45,481	49,914	51,597	45,400	46,140
Rentals (copiers, tools, office)	67,224	76,669	88,082	84,490	110,347
Liability Insurance	146,950	148,989	163,892	161,396	159,186
Bank & credit card fees/armored car	124,395	134,481	118,380	124,167	122,600
Supplies	294,065	281,161	399,275	329,879	368,820
Office supplies & postage	41,649	60,420	81,181	69,311	86,680
Fuel	105,655	120,549	153,000	133,000	145,500
Utilities	319,191	313,618	385,350	337,750	343,680
Telecommunications	96,840	120,860	119,492	106,165	135,030
Other expenses	219,119	105,182	128,357	123,008	145,062
Total operating costs	4,290,876	5,435,435	6,342,711	5,900,102	6,783,639
Capital outlay	279,029	57,100	49,590	53,332	49,700
Total departmental expenditures	14,341,551	15,600,413	17,830,432	16,741,024	18,763,484
Operating transfers & Contingency:					
Transfers to Capital Projects Fund	2,435,440	3,108,495	2,692,781	2,754,054	2,024,951
Excess Fund Bal. to Cap. Proj. Fund	-	4,900,000	-	-	-
Transfers to Debt Service Fund	525,453	559,394	-	-	-
Contingency	-	-	100,000	-	100,000
Total Expenditures, transfers & Cont.	\$ 17,302,444	\$ 24,168,302	\$ 20,623,213	\$ 19,495,078	\$ 20,888,435

EXPENDITURES SUMMARY BY FUNCTION



	FY 2017	FY 2018	FY 2019		FY 2020
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET
General Government & Administration:					
Salaries & Wages	\$ 1,599,039	\$ 1,808,318	\$ 2,046,267	\$ 1,984,695	\$ 2,095,308
Benefits	477,836	526,503	640,488	591,698	609,325
Other Operating - net	964,092	1,746,689	1,800,052	1,847,340	2,125,862
Capital	30,257	2,528	13,670	13,170	18,090
Total	3,071,224	4,084,038	4,500,477	4,436,903	4,848,585
Public Services:					
Salaries & Wages	2,233,763	2,136,008	2,350,707	2,270,700	2,556,288
Benefits	542,209	511,666	608,955	541,276	657,578
Other Operating Costs	1,309,200	1,803,022	1,984,902	1,923,402	2,127,342
Capital outlay	40,325	-	9,000	9,000	-
Total	4,125,497	4,450,696	4,953,564	4,744,378	5,341,208
Planning, Community & Economic Development:					
Salaries & Wages	404,665	420,553	491,999	471,450	496,422
Benefits	103,249	109,555	125,699	117,577	105,965
Other Operating Costs	181,237	163,359	370,642	231,745	392,912
Total	689,151	693,467	988,340	820,772	995,299
Youth, Family & Senior Services:					
Salaries & Wages	673,723	719,524	831,367	802,838	858,561
Benefits	176,499	186,974	237,522	222,083	227,710
Other Operating Costs	322,628	155,336	216,855	160,184	225,355
Capital outlay	-	9,073	600	2,162	600
Total	1,172,850	1,070,907	1,286,344	1,187,267	1,312,226
Public Works:					
Salaries & Wages	2,625,540	2,772,583	2,966,879	2,761,677	3,152,082
Benefits	935,069	916,194	1,138,248	1,023,596	1,170,907
Other Operating Costs - Net	1,552,668	1,567,029	1,970,260	1,737,431	1,912,167
Capital outlay	169,552	45,499	26,320	29,000	31,010
Total	5,282,829	5,301,305	6,101,707	5,551,704	6,266,166
Total Departmental Expenditures	14,341,551	15,600,413	17,830,432	16,741,024	18,763,484
Transfers to Capital Projects Fund	2,435,440	3,108,495	2,692,781	2,754,054	2,024,951
Excess Fund Bal. to Cap. Proj. Fund		4,900,000			
Transfers to Debt Service Fund	525,453	559,394	-	-	-
Contingency			100,000	-	100,000
Total Expenditures	\$ 17,302,444	\$ 24,168,302	\$ 20,623,213	\$ 19,495,078	\$ 20,888,435

SUMMARY OF PERSONNEL COUNTS



	FY2017	FY2018	FY2019	FY2020 Budget
Administration	19	20	21	22
Public Services	34.91	34.84	34.18	36.5
Planning, Community & Economic Development	5.2	5.2	5.8	5.8
Youth, Family & Senior Services	11.38	11.79	12.42	12.42
Public Works	49	53	53	53
Total	119.49	124.83	126.40	129.72



MAYOR AND COUNCIL

PROGRAM #1010



The Mayor and Council are responsible for the legislative and policy-making functions of the City. Pursuant to City Code they have final authority and responsibility over all City affairs.

The Mayor is elected by the combined vote of the entire City electorate. The City Council is made up of eight district Council members, two from each district, elected by the voters within their respective districts. The Mayor and all eight Councilmembers are elected for two-year terms. FY2020 is an election year.

The Mayor and Council work directly with the City Manager in assuring that policy and ordinances are implemented. They appoint numerous boards and commissions to assist them in providing for the general welfare, safety and health of the community. Community leadership is provided through interaction with civic associations and constituent services.

The Mayor and Council also represent the City before other political bodies/agencies such as the Maryland General Assembly and Prince George's County Council. All formal meetings and Worksessions of the Mayor and Council are broadcast to the public on Comcast channel 71 and Verizon FiOS channel 25, and are streamed live over the internet.

BUDGET HIGHLIGHTS:

- Overall, the Mayor and Council's budget is increasing \$90,000. The increase is primarily due to the addition of a five-year Strategic Plan study; additional travel and training costs; additional funding for translation services; additional funding for sponsorships; an increase in dues for COG; and FY2020 being an election year. Certain items in the Mayor and Council budget related to elections are required such as: printing costs for new Council letterhead and business cards, Special Services for a photographer and Special Events for the inauguration event and recognition of outgoing Councilmembers.

PERSONNEL

- There are no full-time personnel associated with this budget. The Mayor receives an annual salary of \$10,500 and Council members receive a salary of \$7,000 annually.
- The Stipend is for the University of Maryland's Student Liaison (\$1,650), Deputy Student Liaison (\$825), and the Mayor and Council's intern program (\$5,000).

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 20 Budget
Salaries and Wages	\$ 70,392	\$ 72,254	\$ 73,150	\$ 73,975
Benefits	7,997	7,829	7,623	7,955
Other Operating Costs	616,098	587,880	613,897	702,765
Capital	-	-	-	-
Total Expenditures	\$694,487	\$667,963	\$694,670	\$784,695

OTHER OPERATING COSTS:**-510.12-11 Travel and Training**

National League of Cities Congressional Conference – 3 attendees	\$ 4,160
National League of Cities Summer Leadership Conference - 2 attendees	3,300
Maryland Municipal League annual conference – 6 attendees	11,400
MD Municipal League fall legislative conference – 2 attendees	2,886
MD Municipal League Mayor’s Conference	358
International Town Gown Association annual conference - 2	5,000
NLC City Summit – 3 attendees	9,600
US Conference of Mayors annual meeting	2,995
US Conference of Mayors winter meeting	700
	\$40,399

-510.25-10 City University Partnership (CPCUP) - Matched by UMD

Annual development grant	\$155,000
Contribution to CPCUP homeowner’s grant program	50,000
	\$205,000

-510.25-20 Community Services Grants**\$10,000**

Discretionary annual grants to non-governmental not-for-profit organizations that provide services to City residents and the community.

-510.25-30 College Park Arts Exchange**\$39,000**

Direct grant for various arts and cultural programs.

-510.25-31 Meals on Wheels**\$15,000**

Contribution to the program providing meals to qualified senior citizens

-510.25-35 College Park Boys and Girls Club**\$12,500**

Grant to the Club for services provided to students in College Park.

-510.25-38 Public School Education Grant

Grants of \$8,000 each to: Hollywood Elementary, Paint Branch Elementary, Greenbelt Middle and Parkdale High School, based on an approved application	\$32,000
Grants of \$2,750 each to public schools serving College Park neighborhoods that educate at least 14 College Park resident students, based on an approved application	19,000
Scholarships for UM summer educational camps for elementary, middle and high school College Park students	12,100
Additional educational initiatives to be developed by the Education Advisory Committee that benefit the public schools and College Park youth	6,900
New grant for the College Park Academy to provide assistance to neighborhood schools	2,250
	\$72,250

-510.25-40 Fire Department Capital Equipment Grants **\$75,000**

\$25,000 grants to the three local fire departments providing services to the City, to assist them with the purchase of new equipment or pay debt service on new purchases. Subsequent to the awarding of a grant, the City has no future obligations with respect to the equipment purchased.

-510.25-41 UMD Program Contributions - IFC Tailgate Program **\$10,000**

These funds are used by the IFC to help cover the rising costs related to safety and security that stemmed from the huge increase in attendance at football game tailgating events after being moved to the football practice field. IN talks with UMPD special events and the UMD Fire Marshal it became apparent that significant overhauls needed to be made to entrance procedures. Specifically, more secure wristbands and fencing to ensure fire capacity is not exceeded and entrance procedures are orderly. These two improvements are incredibly expensive given the 5,000+ attendees entering in a 30-minute window, and use up the majority of the \$10,000. Any remaining balance will be used to cover the operating costs of the event, repairs to the generator and speakers, and risk management identification. None of the funds are used to purchase food or alcoholic beverages.

-510.25-44 College Park Community Foundation **\$1,000**

Annual contribution

-510.25-71 Lakeland Heritage Events **\$2,500**

Direct grant to provide support for the annual weekend event.

-510.25-72 Miss College Park Scholarships **\$2,500**

Direct grant to the pageant to provide scholarships to participants.

-510.30-39 Translation Services **\$21,000**

Added \$20,000 in FY2020 to help increase language accessibility.

-510.30-34 Lobbying **\$23,000**

Provides for a contract with a lobbyist for assistance with State legislation.

-510.34-48 Strategic Plan **\$33,000**

New Strategic Plan 2020-2025. Study was originally done in 2015 for 2015-2020.

-510.67-10 Dues

Maryland Municipal League	\$28,794
Metropolitan Washington Council of Gov't and Regional Environmental Fund	34,747
Prince George's County Municipal Association	2,851
National League of Cities	3,356
National League of Cities constituency groups	300
US Conference of Mayors	3,489
Maryland Mayors Association	60
International Town & Gown Association (1/2 of joint membership with UMD)	400
Mayors Innovation Project membership	1,000
Anacostia Trails Heritage membership	8,069
PGC Chamber of Commerce	1,050
	\$84,116

MAYOR AND CITY COUNCIL

Acct. Code	FY 2017		FY 2018		FY 2019		FY 2020	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	\$	%	\$	%
-1010									
	<u>Salaries & Wages</u>								
-510.10-05	\$ 66,501	\$ 66,501	\$ 66,500	\$ 66,501	\$ 66,500	\$ -		0.0%	
-510.10-06	3,891	5,753	6,650	6,650	7,475	825		12.4%	
	<u>70,392</u>	<u>72,254</u>	<u>73,150</u>	<u>73,151</u>	<u>73,975</u>	<u>825</u>		<u>1.1%</u>	
	<u>Benefits</u>								
-510.11-10	5,196	5,335	5,596	5,596	5,470	(126)		-2.3%	
-510.11-21	176	219	102	102	370	268		262.7%	
-510.11-25	2,625	2,275	1,925	2,106	2,115	190		9.9%	
	<u>7,997</u>	<u>7,829</u>	<u>7,623</u>	<u>7,804</u>	<u>7,955</u>	<u>332</u>		<u>4.4%</u>	
	<u>Other Operating Costs</u>								
-510.12-11	15,545	20,240	33,550	33,000	40,399	6,849		20.4%	
	146,595							0.0%	
	<u>Grants & Assistance:</u>								
-510.25-10	175,000	195,000	205,000	205,000	205,000	-		0.0%	
-510.25-11	5,954	3,954	-	-	-	-		0.0%	
-510.25-20	10,000	11,500	10,000	8,000	10,000	-		0.0%	
-510.25-25					10,000				
-510.25-30	39,000	39,000	39,000	39,000	39,000	-		0.0%	
-510.25-31	6,500	6,500	15,000	15,000	15,000	-		0.0%	
-510.25-35	12,500	12,500	12,500	12,500	12,500	-		0.0%	
-510.25-38	55,769	84,105	65,500	65,500	72,250	6,750		10.3%	
-510.25-40	-	60,000	75,000	75,000	75,000	-		0.0%	
-510.25-41	20,000	10,000	10,000	10,000	10,000	-		0.0%	
-510.25-44	-	2,000	1,000	1,000	1,000	-		0.0%	
-510.25-47	5,000	5,000	-	-	-	-		0.0%	
-510.25-70	-	10,000	-	-	-	-		0.0%	
-510.25-71			2,500	2,500	2,500	-		0.0%	
-510.25-72			2,500	2,500	2,500	-		0.0%	
-510.30-11	-		-	2,500	1,250	1,250		100.0%	
-510.30-38	525	3,395	3,000	3,000	3,000	-		0.0%	
-510.30-39	-	-	1,000	300	21,000	20,000		2000.0%	
-510.30-54	30,000	35,000	23,000	23,000	23,000	-		0.0%	
-510.30-65	273	140	1,000	200	1,000	-		0.0%	
-510.34-48					33,000	33,000		100.0%	
-510.36-10	208	840	2,000	1,000	1,000	(1,000)		-50.0%	
-510.36-15	1,585	1,933	2,500	2,000	2,000	(500)		-20.0%	
-510.36-16	2,282	2,266	3,650	3,122	3,500	(150)		-4.1%	
-510.36-18	-	6,496	5,000	3,000	6,500	1,500		30.0%	
-510.36-25	8,800	8,680	12,200	12,000	14,300	2,100		17.2%	
-510.36-40	10,907	-	-	-	-	-		0.0%	
-510.36-60	6,000	6,000	6,000	6,000	6,000	-		0.0%	
-510.36-99	-	1,250	-	87	1,250	1,250		100.0%	
-510.38-99	296	119	1,000	300	1,000	-		0.0%	
-510.47-10	-	321	750	500	500	(250)		-33.3%	
-510.60-10	311	932	1,500	1,000	1,000	(500)		-33.3%	
-510.60-11	794	980	1,200	1,000	1,000	(200)		-16.7%	
-510.62-10	-	191	-	-	-	-		0.0%	
-510.66-12	720	1,140	-	1,140	1,200	1,200		100.0%	
-510.67-10	60,509	57,463	76,547	76,547	84,116	7,569		9.9%	
-510.67-20	780	789	1,000	1,000	1,000	-		0.0%	
-510.69-10	245	146	1,000	1,000	1,000	-		0.0%	
	<u>616,098</u>	<u>587,880</u>	<u>613,897</u>	<u>607,696</u>	<u>702,765</u>	<u>88,868</u>		<u>14.5%</u>	
	<u>Total Mayor & City Council</u>								
	<u>\$ 694,487</u>	<u>\$ 667,963</u>	<u>\$ 694,670</u>	<u>\$ 688,651</u>	<u>\$ 784,695</u>	<u>\$ 90,025</u>		<u>13.0%</u>	

OFFICE OF THE CITY MANAGER

PROGRAM #1018



The City Manager is the chief administrative officer of the City, responsible to the Mayor & Council for the administration of all City affairs placed in the Manager's charge by or under the City Charter. The City Manager is appointed by the Mayor and Council.

The responsibilities of the City Manager encompass the general day-to-day operations of the City. This includes the appointment and removal of all City employees and appointed administrative officers, and the supervision and direction of all departments, offices and agencies of the City (except as otherwise provided by the City Charter or law).

The City Manager supports the City Council in maintaining effective communication in the City and region. This includes keeping residents and the media informed of current municipal services and activities and for assuring that the interests of the City are represented in the intergovernmental arena.

SIGNIFICANT ACCOMPLISHMENTS:

- With a consultant, organized the Council Retreat
- Finalized the City purchase of the College Park Woods pool property to ensure it will remain a public amenity
- Finalized negotiations to enable the redevelopment of the Plato's and Quality Inn site
- Moved forward with developing a community dog park in north College Park
- With the Department of Public Services, increased Code and Police responsiveness, visibility and community involvement
- With the Department of Planning, Community and Economic Development, began visioning process for Duvall Field improvements
- Increased senior social activities
- Helped facilitate the development of a Charter Review Committee to assess and study four-year staggered terms for Mayor and Council

BUDGET HIGHLIGHTS:

- There are no significant changes in this budget.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
City Manager	1	1	1	1
Assistant City Manager	1	1	1	1
Administrative Specialist	0.5	0.5	0.5	0.5
Total Personnel	2.5	2.5	2.5	2.5

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$182,129	\$304,441	\$326,415	\$359,052
Benefits	72,761	97,617	106,918	111,137
Other Operating Costs	64,946	15,781	19,650	16,900
Capital	-	-	-	-
Total Expenditures	\$319,836	\$417,839	\$452,983	\$487,089

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-510.12-11 Travel and Training

International City/County Management Association convention for 2 attendees	\$ 5,000
Maryland Municipal League annual conference for 2 attendees	2,000
MD Municipal League Fall Conference for 1 attendees	1,500
Other staff training	1,500
	\$10,000

-510.67-10 Dues

\$2,600

Provides for memberships for both the City Manager and Assistant City Manager in the International City/County Management Association and the Maryland County-City Manager's Association.

CITY MANAGER

Acct. Code	FY 2017	FY 2018	FY 2019		FY 2020	Change in Budget		
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 19 to FY 20		
						\$	%	
-1018								
	<u>Salaries & Wages</u>							
-510.10-01	\$ 170,516	\$ 278,588	\$ 299,912	\$ 332,983	\$ 331,254	\$ 31,342	10.5%	
-510.10-02	11,569	24,537	25,653	25,474	26,948	1,295	5.0%	
-510.10-03	44	1,316	850	750	850	-	0.0%	
	<u>182,129</u>	<u>304,441</u>	<u>326,415</u>	<u>359,207</u>	<u>359,052</u>	<u>32,637</u>	<u>10.0%</u>	
	<u>Benefits</u>							
-510.11-10	14,589	20,632	17,646	19,998	18,163	517	2.9%	
-510.11-12	29,794	38,906	47,300	46,193	41,338	(5,962)	-12.6%	
-510.11-13	1,087	1,481	1,688	1,604	1,689	1	0.1%	
-510.11-14	53	403	438	436	462	24	5.5%	
-510.11-15	316	440	440	450	472	32	7.3%	
-510.11-17	4,319	5,650	5,666	5,649	6,596	930	16.4%	
-510.11-21	6,080	8,926	9,880	12,070	15,134	5,254	53.2%	
-510.11-22	828	1,156	1,252	1,234	1,471	219	17.5%	
-510.11-25	10,855	15,223	17,808	17,390	20,955	3,147	17.7%	
-510.11-29	4,840	4,800	4,800	4,800	4,857	57	1.2%	
	<u>72,761</u>	<u>97,617</u>	<u>106,918</u>	<u>109,825</u>	<u>111,137</u>	<u>4,219</u>	<u>3.9%</u>	
	<u>Other Operating Costs</u>							
-510.12-10	98	77	600	100	100	(500)	-83.3%	
-510.12-11	10,309	9,054	12,000	10,000	10,000	(2,000)	-16.7%	
	48,923							
-510.36-10	-	-	1,000	-	-	(1,000)	-100.0%	
-510.38-99	395	44	-	-	-	-	0.0%	
-510.62-10	35	-	50	25	50	-	0.0%	
-510.66-12	1,953	1,918	2,400	2,000	2,400	-	0.0%	
-510.67-10	2,303	2,764	2,350	2,542	2,600	250	10.6%	
-510.67-20	165	127	250	200	250	-	0.0%	
-510.69-10	765	1,797	1,000	1,162	1,500	500	50.0%	
	<u>64,946</u>	<u>15,781</u>	<u>19,650</u>	<u>16,029</u>	<u>16,900</u>	<u>(2,750)</u>	<u>-14.0%</u>	
Total City Manager	<u>\$ 319,836</u>	<u>\$ 417,839</u>	<u>\$ 452,983</u>	<u>\$ 485,061</u>	<u>\$ 487,089</u>	<u>\$ 34,106</u>	<u>7.5%</u>	

OFFICE OF THE CITY CLERK

PROGRAM #1019



The City Clerk’s Office maintains the official records of the City, provides administrative support to the Mayor and Council, and serves as the general point of contact for the public. The City Clerk ensures that all City Council activities are in accordance with the laws of the State of Maryland, the City Code and Charter of the City of College Park, and documents those actions accordingly. The City Clerk is the City’s records custodian and the point of contact for Maryland Public Information Act requests. Working with the Board of Election Supervisors, the City Clerk’s office administers the November municipal elections. The City Clerk’s office supports the College Park Ethics Commission, the Board of Election Supervisors, the Charter Review Commission and manages the appointment of all advisory board members. The Office also coordinates the rental of City facilities.

SIGNIFICANT ACCOMPLISHMENTS:

- The City Clerk’s Office continued to scan permanent records into the Laserfiche document repository in accordance with the Records Retention and Disposition Schedule approved by the Maryland State Archives in 2017. Non-permanent records that reached the end of their approved retention period were destroyed.
- The City Clerk assisted the Department of Public Services and the Department of Planning, Community and Economic Development with plans for their back file scanning and record digitization.
- The City Clerk continued participation in The Election Center’s Professional Education Program and the MWCOG Election Technical Committee.
- Department staff implemented new calendar and facility reservation software in conjunction with the City’s new website.

BUDGET HIGHLIGHTS:

- There are no significant changes in operations expected.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Senior City Clerk	1	1	1	1
Assistant City Clerk	1	1	1	1
Office Specialist III	.5	.5	.5	.5
Total Personnel	2.5	2.5	2.5	2.5

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$134,641	\$ 214,097	\$ 247,554	\$ 255,366
Benefits	38,064	58,073	68,461	68,025
Other Operating Costs	53,620	30,827	45,300	46,200
Capital	-	-	-	-
Total Expenditures	\$226,325	\$302,997	\$361,315	\$369,591

OTHER OPERATING COSTS:

-510.12-11 Travel and Training		
MD Municipal Clerk’s Association quarterly meetings		\$ 200
International Institute of Municipal Clerks (IIMC) annual conference		2,350
IIMC Region 2 Conference		2,000
MD Municipal League annual conference - 2 attendees		3,800
Certified Elections/Administrator Training		5,000
Other training for staff		750
		\$14,100

-510.36-10 Printing		\$7,000
This line includes City Code updates and the annual eCode maintenance fee.		

-510.36-11 Classified Advertising		\$3,000
This budget provides classified advertising required by the state for Charter revisions and annexation advertising.		

-510.36-99 Other Special Services		\$1,000
Flowers for condolences, Veterans Memorial and other memorial contributions		

-510.38-99 Other Special Events		\$11,000
This provides funding for the annual reception for the volunteers who serve on the Council’s advisory boards.		

-510.60-10 General Supplies		\$3,000
In addition to general supplies, this line includes all of the flags displayed at City buildings and also includes the appreciation gifts that are distributed at the annual volunteer reception.		

PERFORMANCE MEASURES:

Goal:	FY 2019 Target	FY 2019 Actual (YTD)	FY 2020 Target
To Promote Government Transparency			
Percent Of Mayor And Council Meeting Minutes That Are Prepared And Presented For Approval Within One Month Of Meeting	100%	94%	100%
Percent Of Mayor and Council Meeting Minutes That Are Posted On City Website Within 48 Hours After They Are Approved	100%	100%	100%
Percent Of Mayor and Council Meetings Where The Granicus Video Is Posted To The Website By The End Of The Week Of The Meeting	100%	94%	100%

CITY CLERK

Acct. Code	FY 2017	FY 2018	FY 2019		FY 2020	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 19 to FY 20 \$	%
-1019							
	<u>Salaries & Wages</u>						
-510.10-01	\$ 98,937	\$ 189,114	\$ 221,901	\$ 222,144	\$ 228,068	\$ 6,167	2.8%
-510.10-02	35,571	23,668	25,653	25,473	26,948	1,295	5.0%
-510.10-03	133	1,315	-	350	350	350	100.0%
	<u>134,641</u>	<u>214,097</u>	<u>247,554</u>	<u>247,967</u>	<u>255,366</u>	<u>7,812</u>	<u>3.2%</u>
	<u>Benefits</u>						
-510.11-10	9,658	15,497	16,505	17,807	16,743	238	1.4%
-510.11-12	19,335	27,676	33,698	31,759	28,422	(5,276)	-15.7%
-510.11-13	700	1,139	1,294	1,898	1,906	612	47.3%
-510.11-14	71	403	438	436	462	24	5.5%
-510.11-15	232	350	351	443	457	106	30.2%
-510.11-17	731	1,380	1,304	2,544	3,529	2,225	170.6%
-510.11-21	261	373	378	415	540	162	42.9%
-510.11-22	483	799	952	842	1,048	96	10.1%
-510.11-25	6,593	10,456	13,541	11,847	14,918	1,377	10.2%
	<u>38,064</u>	<u>58,073</u>	<u>68,461</u>	<u>67,992</u>	<u>68,025</u>	<u>(436)</u>	<u>-0.6%</u>
	<u>Other Operating Costs</u>						
-510.12-10	-	15	300	200	200	(100)	-33.3%
-510.12-11	4,924	5,505	10,600	9,500	14,100	3,500	33.0%
	<u>38,159</u>						
-510.30-39		-	3,000	-	3,000	-	0.0%
-510.30-65		-	1,000	-	1,000	-	0.0%
-510.36-10	5,727	6,714	10,000	8,500	7,000	(3,000)	-30.0%
-510.36-11	3,836	2,404	3,000	3,000	3,000	-	0.0%
-510.36-99		100	1,500	1,000	1,000	(500)	-33.3%
-510.38-99		11,598	10,000	10,000	11,000	1,000	10.0%
-510.47-10		-	200	-	200	-	0.0%
-510.52-99		578	600	600	600	-	0.0%
-510.60-10	33	2,351	3,000	2,500	3,000	-	0.0%
-510.61-10	531	1,062	1,000	1,000	1,000	-	0.0%
-510.62-10				41	-	-	0.0%
-510.67-10	410	500	600	600	600	-	0.0%
-510.69-10		-	500	-	500	-	0.0%
	<u>53,620</u>	<u>30,827</u>	<u>45,300</u>	<u>36,941</u>	<u>46,200</u>	<u>900</u>	<u>2.0%</u>
Total City Clerk	<u>\$ 226,325</u>	<u>\$ 302,997</u>	<u>\$ 361,315</u>	<u>\$ 352,899</u>	<u>\$ 369,591</u>	<u>\$ 8,276</u>	<u>2.3%</u>

CITY ATTORNEY

PROGRAM #1011



The City Attorney serves as the legal advisor to the Mayor and City Council. In so doing, the City Attorney advises the Mayor and Council, as required, on rules of procedure relating to the conduct of meetings; prepares ordinances, charter and other legislative resolutions and legal opinions; assists the Council in the analysis of State, County and Federal laws and regulations in so far as they affect City activities; assists staff in the formulation of requests for proposals and contract formulation for a variety of City activities; provides opinions relating to the legality of City Code enforcement, the implementation of personnel regulations and collective bargaining obligations and other City operations; is responsible for representing the City in all litigation matters in which the City is involved; represents the City before a variety of State and County administrative agencies as required; serves as counsel to City boards and commissions including the Advisory Planning Commission (legal fees related to the Advisory Planning Commission are included with Program #3012 - Planning and Zoning), the Noise Control Board, the Supervisors of Elections and the College Park Cable Television Commission; and is responsible for prosecuting municipal infractions resulting from City code violations either directly or in cooperation with the Prince George's County State's Attorney's Office before the District Court of Maryland and for assisting in the prosecution of Prince George's Zoning Code violations.

The City Attorney is an independent contractor of the City. All members of the incumbent's law firm are available for consultation as needed.

BUDGET HIGHLIGHTS:

- No significant changes are expected in this budget.

PERSONNEL:

- As noted above the City Attorney is an independent contractor and there are no personnel costs associated with this budget.

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-
Other Operating Costs	217,911	238,733	216,000	216,000
Capital	-	-	-	-
Total Expenditures	\$217,911	\$238,733	\$216,000	\$216,000

CITY ATTORNEY

Acct. Code	FY 2017	FY 2018	FY 2019		FY 2020	Change in Budget		
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 19 to FY 20	FY 19 to FY 20	
						\$	%	
-1011								
	<u>Other Operating Costs</u>							
-510.32-10	\$ 188,012	\$ 210,824	\$ 190,000	\$ 190,000	\$ 190,000	\$ -	0.0%	
-510.32-15	5,937	2,372	6,000	5,000	6,000	-	0.0%	
-510.32-18	23,962	25,537	20,000	16,000	20,000	-	0.0%	
	217,911	238,733	216,000	211,000	216,000	-	0.0%	
	<hr/>							
	\$ 217,911	\$ 238,733	\$ 216,000	\$ 211,000	\$ 216,000	\$ -	0.0%	
	<hr/>							

FINANCE DEPARTMENT

PROGRAM #1022



The Finance Department provides for the general financial management of the City. This includes accounting and financial reporting; budgeting; cash management; debt management; payroll; purchasing and accounts payable; accounts receivable and collections; and regulatory compliance with Federal, State and local laws and requirements related to finance.

The Finance Department strives to maximize City resources by identifying cost saving measures. The department develops and implements financial policies and procedures and responds to inquiries concerning the City's financial operations.

SIGNIFICANT ACCOMPLISHMENTS:

- Finalized Cost of Fees Study, prepared in-house, for all City charges and fees under Chapter 110 of the City Code.
- Successful completion of the FY2018 audit - received an unmodified opinion.
- Received GFOA awards for the FY2017 Comprehensive Annual Financial Report and the FY2019 budget.

BUDGET HIGHLIGHTS:

- Request funding to transfer paper files to electronic format (Laserfiche).

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Finance Director	1	1	1	1
Assistant Finance Director	1	1	1	1
Billing & Collections Supervisor	1	1	1	1
Accounts Payable Specialist	1	1	1	1
Payroll Specialist	1	1	1	1
Fiscal Support Specialist	2	3	3	3
Total Personnel	7	8	8	8

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$ 512,032	\$603,561	\$661,050	\$674,091
Benefits	137,208	152,547	173,786	162,558
Other Operating Costs	382,896	169,101	108,161	125,590
Capital	4,916	-	-	-
Total Expenditures	\$1,037,052	\$925,209	\$942,997	\$962,239

OTHER OPERATING COSTS:

-510.12-11 Travel and Training	
Maryland GFOA quarterly meetings	\$ 400
Maryland GFOA annual conference for 2 attendees	2,000
GFOA Annual Conference for 2 attendees	4,000
American Payroll Assoc. Quarterly meetings and other seminars for staff	800
	\$7,200

-510.20-25 Administrative Reimbursement (Speed Enforcement Program)	\$54,900
Estimated at 3.5% of net speed enforcement camera revenue to cover costs of payroll, accounting and information technology attributable to the speed enforcement program (offset by an equal expense in that program - #2025).	

-510.36-10 Printing	\$5,500
Costs for printing of: the Comprehensive Annual Financial Report; Budget documents (Proposed and Adopted); parking dunning notices; envelopes; and check stock for disbursements and payroll.	

-510.55-15 Credit Card Fees	\$116,000
Discount fees for customer usage of credit cards and fees for credit card processing at 16 parking pay stations.	

-510.67-10 Dues	\$600
Provide for memberships in the GFOA, Maryland GFOA and CPA license renewal with MD Department of Licensing, American Payroll Association	

-510.67-20 Publications & Books	\$1,000
Fees for: GFOA Budget and CAFR awards programs; and purchase of various finance accounting and payroll publications.	

PERFORMANCE MEASURES:

- Meet budget deadlines/schedule and prepare a budget document that complies with requirements and earns the GFOA Distinguished Budget Award
- Prepare the annual audit in a timely manner, and one that receives an unmodified opinion
- Prepare the CAFR in compliance with requirements and receives the GFOA Certificate of Achievement for Excellence in Financial Reporting Award.
- Meet payment deadlines for payroll and vendor payments
- Meet reporting deadlines (G/L close, quarterly reports to M&C, IRS, State & County)

FINANCE

Acct. Code	FY 2017	FY 2018	FY 2019		FY 2020	Change in Budget		
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 19 to FY 20		
						\$	%	
1022-								
-510.10-01	Salary	\$ 297,238	\$ 338,205	\$ 366,559	\$ 362,000	\$ 378,893	\$ 12,334	3.4%
-510.10-02	Hourly	214,244	263,470	293,491	285,000	294,198	707	0.2%
-510.10-03	Overtime	550	1,886	1,000	1,000	1,000	-	0.0%
	Total Salaries & Wages	512,032	603,561	661,050	648,000	674,091	13,041	2.0%
	<u>Benefits</u>							
-510.11-10	FICA	37,765	44,108	43,851	45,239	44,308	457	1.0%
-510.11-12	Health Insurance	57,733	60,711	74,994	68,000	59,355	(15,639)	-20.9%
-510.11-13	Dental Insurance	3,354	3,863	4,329	4,026	4,156	(173)	-4.0%
-510.11-14	Life Insurance	300	1,260	1,400	1,392	1,479	79	5.6%
-510.11-15	Vision Insurance	1,261	1,178	1,214	1,135	1,188	(26)	-2.1%
-510.11-17	457 City Match Contribution	8,667	8,188	8,343	8,413	8,496	153	1.8%
-510.11-21	Workers Compensation	1,005	1,053	1,012	1,019	1,434	422	41.7%
-510.11-22	Long-term Disability Insurance	1,693	2,138	2,538	2,272	2,766	228	9.0%
-510.11-25	MSRP Retirement	25,430	30,048	36,105	34,093	39,376	3,271	9.1%
	Total Benefits	137,208	152,547	173,786	165,590	162,558	(11,228)	-6.5%
	<u>Other Operating Costs</u>							
-510.12-10	Non Training Travel-mileage reimb.	891	113	160	100	150	(10)	-6.3%
-510.12-11	Travel & Training	4,650	4,034	9,600	6,500	7,200	(2,400)	-25.0%
	Overhead Allocation:	245,380						0.0%
-510.20-25	Administrative (Speed Enforce.)	(54,900)	-	(54,900)	(54,900)	(54,900)	-	0.0%
-510.30-10	Auditing & Accounting	18,652	18,562	17,435	15,000	15,420	(2,015)	-11.6%
-510.30-15	Consulting	28,673	-	-	-	-	-	0.0%
-510.36-10	Printing	6,046	3,623	6,000	5,600	5,500	(500)	-8.3%
-510.36-11	Classified Advertising	810	-	750	-	-	(750)	-100.0%
-510.36-13	MVA Services	751	541	1,000	600	1,000	-	0.0%
-510.36-40	Files Management (Laserfiche)		-	300	-	20,000	19,700	6566.7%
-510.47-10	Clothing & Uniforms		-	300	300	300	-	0.0%
-510.55-10	Bank Service Charges	9,292	10,644	7,500	-	-	(7,500)	-100.0%
-510.55-15	Credit Card Fees	109,368	117,693	104,880	117,766	116,000	11,120	10.6%
-510.55-20	Armored Car Service	5,735	6,144	6,000	6,401	6,600	600	10.0%
-510.60-10	General Supplies	52	553	100	225	250	150	150.0%
-510.61-10	Office Supplies	5,404	4,568	5,000	5,000	5,000	-	0.0%
-510.62-10	Postage	90	746	1,000	300	750	(250)	-25.0%
-510.66-12	Cellular Phone	600	720	720	720	720	-	0.0%
-510.67-10	Dues	551	445	776	600	600	(176)	-22.7%
-510.67-20	Publications & Books	715	715	1,440	1,000	1,000	(440)	-30.6%
-510.69-10	Miscellaneous	136	-	100	-	-	(100)	-100.0%
	Total Other Operating Costs	382,896	169,101	108,161	105,212	125,590	17,429	16.1%
	<u>Capital Outlay</u>							
-510.92-20	Equipment	1,589	-	-	-	-	-	0.0%
-510.93-10	Office Equipment	3,327	-	-	-	-	-	0.0%
	Total Capital Outlay	4,916	-	-	-	-	-	0.0%
	Total Finance	\$ 1,037,052	\$ 925,209	\$ 942,997	\$ 918,802	\$ 962,239	\$ 19,242	2.0%

HUMAN RESOURCES DEPARTMENT

PROGRAM #1005



The Human Resources Department manages and administers the human resources programs and activities for the City. These include: recruitment; employment policies and procedures; position classification; wage and salary administration; benefits evaluation and administration; workers' compensation; employee relations; labor relations; wellness; and the Maryland State Retirement Plan. Staff in this program must be able to monitor, interpret, and implement employment laws, policies, and regulations.

SIGNIFICANT ACCOMPLISHMENTS:

- Records retention plan amendments were approved by the State Archivist.
- Completed 2nd year of quarterly "Communication Meetings" between the City Manager and small employee groups.
- Designed and implemented a revised performance appraisal form and process for field employees. Note, this is underway now and will be completed by end of fiscal year.
- Implemented new "onboarding" procedures to help integrate new employees more smoothly and to learn from their experiences as new employees to continue to improve.
- Updated Personnel Regulations and corrected the sections of City Code that pertain to Personnel and Benefits.
- Facilitating selection of a team of employees to join the Metro Washington Council of Governments' Alliance on Race and Equity. Note, this is a new initiative for COG as of December 2018, and should be in place by end of fiscal year.

BUDGET HIGHLIGHTS:

- The primary reason for the reduction in the operations budget is the elimination of the Engagement Study at a cost of \$16,000.
- The Risk and Safety Specialist is requesting membership in and training from the National Safety Council to improve our safety management program.
- Added \$6,000 for COG's G.A.R.E. (Race & Diversity) program.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Human Resources Director	1	1	1	1
Human Resources Generalist	-	1	1	1
Human Resources Assistant II	1	-	-	-
Safety and Risk Specialist	-	1	1	1
Total Personnel	2	3	3	3

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$201,566	\$274,468	\$309,339	\$321,995
Benefits	63,211	82,313	99,177	100,038
Other Operating Costs	51,049	66,456	90,060	77,560
Capital	-	-	-	-
Total Expenditures	\$315,826	\$423,237	\$498,576	\$499,593

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

BENEFITS

-510.11-30 Public Transit Incentive \$4,200

Provides \$75/month as an incentive for employees to use public transportation to commute to work. Estimate 5 participants.

-510.11-32 Wellness Program Reimbursement \$9,080

The City sponsors a Wellness Program with a goal of improving the overall, long-term health of employees. The program includes the following:

- A reimbursement up to \$75 for employees who join a qualified fitness program, gym or other program (such as smoking cessation or weight loss) - estimated cost \$2,500;
- The cost of HR-sponsored wellness lectures on site (e.g., weight loss, health assessment, on-site exercise program) - estimated cost \$2,000;
- A health incentive program to encourage employees to visit a primary care physician and to participate in various wellness programs. The budgeted amount is net of reimbursement from health insurance carrier - estimated cost \$1,500
- Top Health publication – estimated cost \$680 (moved with Safety Program from DPW)
- A reimbursement of \$10/month for any employee who goes to the gym at least five times a month - estimated cost \$2,400.

OTHER OPERATING COSTS:

-510.12-11 Travel and Training

IPMA or SHRM national conference	\$ 2,000
IPMA and SHRM local conferences and meetings	600
Unlawful practices & supervisory training for employees	3,400
Other seminars and workshops	1,000
Mileage reimbursement for training	500
Safety Officer travel and training (from DPW)	2,500
National Safety Council Training Conference	900
COG - G.A.R.E. program	6,000
	\$16,900

-510.38-18 Health Fair and Benefit Fair **\$5,000**

The City sponsors 2 employee benefit events - a health fair and a benefit fair. The costs include flu shots for employees, health fair vendors, refreshments, and door prizes.

-510.38-20 Employee Events **\$9,500**

The City sponsors a summer event for employees and their families and a holiday party in December for employees.

-510.45-10 Computer Software Support **\$3,500**

Includes \$2,000 applicant tracking software; and \$1,500 for AED annual maintenance at 5 locations.

-510.52-10 Awards & Gifts **\$9,000**

Includes employee service awards and a number of other employee awards including Employee of the Quarter; Employee of the Year; safe driver awards; and City Manager's awards.

-510.54-10 Physical Exams **\$7,900**

Provides for pre-employment physicals, drug & alcohol testing, post-accident testing, and other related tests. Includes \$3,300 moved from DPW for Safety Program for Hearing tests, Hep B vaccines, etc.

-510.67-20 Publications & Books **\$2,000**

Increase for purchased of compensation survey data from the Society for Human Resources Management.

PERFORMANCE MEASURES:

Goal	Measure	FY2019 Actual	FY2020 Target
Recruit and select the best possible candidates in a timely manner	Number of position filled (excluding temps and interns)	14	N/A
	Average working days for external recruitment, requisition to date of offer	42.3	45
Hire candidates who are good fits for the positions	Number of new hires still employed 12 months from hire date	10	10
	Percentage of new hires still employed after 12 months	71%	100%
Provide HR services to employees in a timely, responsible and effective manner	Internal Annual Survey: HR quality of services as rated Excellent or Good	85%	85%

HUMAN RESOURCES

Acct. Code	FY 2017	FY 2018	FY 2019		FY 2020	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 19 to FY 20	
						\$	%
-1005							
	<u>Salaries & Wages</u>						
-510.10-01	\$ 131,605	\$ 274,468	\$ 309,089	\$ 309,000	\$ 321,745	\$ 12,656	4.1%
-510.10-02	69,961		-	-	-	-	0.0%
-510.10-03	-		250	-	250	-	0.0%
	<u>201,566</u>	<u>274,468</u>	<u>309,339</u>	<u>309,000</u>	<u>321,995</u>	<u>12,656</u>	<u>4.1%</u>
	<u>Benefits</u>						
-510.11-10	14,507	19,968	20,531	20,395	21,147	616	3.0%
-510.11-11	2,038	2,038	-	2,038	-	-	0.0%
-510.11-12	22,022	27,033	32,607	32,716	29,196	(3,411)	-10.5%
-510.11-13	1,928	2,302	2,645	2,500	2,589	(56)	-2.1%
-510.11-14	6	479	525	522	555	30	5.7%
-510.11-15	209	407	403	412	432	29	7.2%
-510.11-17	3,624	6,170	6,257	6,825	7,189	932	14.9%
-510.11-21	1,015	2,986	3,783	3,257	5,506	1,723	45.5%
-510.11-22	769	1,027	1,189	1,080	1,322	133	11.2%
-510.11-25	10,015	13,441	16,907	15,227	18,822	1,915	11.3%
-510.11-30	2,652	3,349	5,250	3,969	4,200	(1,050)	-20.0%
-510.11-32	4,426	3,113	9,080	4,500	9,080	-	0.0%
	<u>63,211</u>	<u>82,313</u>	<u>99,177</u>	<u>93,439</u>	<u>100,038</u>	<u>861</u>	<u>0.9%</u>
	<u>Other Operating Costs</u>						
-510.12-10	1,721	240	2,000	800	1,500	(500)	-25.0%
-510.12-11	8,013	11,913	10,000	9,000	16,900	6,900	69.0%
-510.12-15	1,802	456	5,000	2,000	5,000	-	0.0%
	4,620						0.0%
-510.30-15	240	240	16,240	240	240	(16,000)	-98.5%
-510.36-10	-	374	400	-	-	(400)	-100.0%
-510.36-11	2,600	825	2,500	1,250	2,500	-	0.0%
-510.36-15	1,361	353	1,900	1,500	1,900	-	0.0%
-510.36-38	1,076	1,583	2,000	2,000	2,000	-	0.0%
-510.38-18	4,133	4,152	5,000	4,200	5,000	-	0.0%
-510.38-20	9,732	7,880	9,500	9,000	9,500	-	0.0%
-510.45-10	1,908	14,384	2,200	1,908	3,500	1,300	59.1%
-510.47-10	67	-	420	300	420	-	0.0%
-510.52-10	6,903	7,631	9,050	8,000	9,000	(50)	-0.6%
-510.54-10	3,507	8,131	7,900	8,000	7,900	-	0.0%
-510.60-10	553	3,916	11,800	7,000	1,000	(10,800)	-91.5%
-510.60-60	-			3,000	5,800	5,800	100.0%
-510.61-10	794	443	750	600	750	-	0.0%
-510.66-12	646	1,311	1,200	1,200	1,200	-	0.0%
-510.67-10	1,373	868	1,200	1,200	1,450	250	20.8%
-510.67-20	-	1,756	1,000	1,000	2,000	1,000	100.0%
	<u>51,049</u>	<u>66,456</u>	<u>90,060</u>	<u>62,198</u>	<u>77,560</u>	<u>(12,500)</u>	<u>-13.9%</u>
Total - Human Resources	<u>\$ 315,826</u>	<u>\$ 423,237</u>	<u>\$ 498,576</u>	<u>\$ 464,637</u>	<u>\$ 499,593</u>	<u>\$ 1,017</u>	<u>0.2%</u>

COMMUNICATIONS AND PUBLIC RELATIONS

PROGRAM #1006



This Office is responsible for the dissemination of public information and news from the City to residents, visitors, media and other interested parties; promotion and marketing of the City; and overseeing several special events hosted by the City, such as College Park Day.

The Communications Office is also responsible for the preparation and publication of the annual Resident Information Guide, monthly Municipal Scene and the City’s Weekly Bulletin. Communications maintains the City’s communication channels, including email, social media and websites.

SIGNIFICANT ACCOMPLISHMENTS:

- Launched the City’s website and sub-sites.
- Increased the City’s audience and reach via social media, email and other communication mediums.
- Oversaw the 9th annual College Park Day.
- Developed and designed the City’s new branding and stationery.
- Designed and produced City apparel.

BUDGET HIGHLIGHTS:

- Beginning in FY2020, the Resident Guide will be published and mailed twice a year resulting in increases in printing and postage costs.
- Beginning FY2020, events will be under Communications and a new position will be added to reflect the City’s growing event needs and wants.
- The City will once again conduct a statistically significant community survey in Winter of 2020 (Consulting).
- To celebrate the City’s 75th anniversary, a jubilee will be planned (Other Special Events).
- Added \$30,000 to Marketing to increase media outreach.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Communications Coordinator	1	1	1	1
Events & Outreach Coordinator	-	-	-	1
Total Personnel	1	1	1	2

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries and Wages	\$ 134,043	\$ 58,720	\$ 61,236	\$ 122,983
Benefits	33,753	26,751	30,843	44,947
Other Operating Costs	95,074	91,442	117,789	230,370
Capital	-	-	-	-
Total Expenditures	\$262,870	\$176,913	\$209,868	\$398,300

OTHER OPERATING COSTS:

-510.12-11 Travel and Training		
Annual 3CMA Conference for 1 employee		\$1,700
Adweek DC Conference for 1 employee		330
Software training for website		1,600
		\$3,630
-510.34-15 Consulting		\$35,000
Statistically Significant Community Survey to be conducted every three years. The last Community Survey occurred in January 2017.		
-510.34-25 Marketing		\$42,000
Publicize events, City branding, City initiatives, partner with a new potential local newspaper to increase media outreach, etc.		
-510.36-10 Printing		
Cost of printing 5,500 copies of the Resident Guide. Starting in FY2020, this guide will be printed twice a year.		\$17,000
New stationery for the election year and for temporary City Hall location		5,750
		\$22,750
-510.36-26 Videography and Editing		\$3,200
Audio-Visual Services to create short videos		
-510.38-60 College Park Day		\$60,000
College Park Day*		
This includes the City's participation expenditures, the event planner's fee and City staff payroll. This cost is expected to be offset by sponsorship revenues estimated to be \$16,000.		
-510.38-99 Other Special Events		
75th Anniversary Celebration		\$20,000
Ribbon cuttings, opening ceremonies, etc.		6,000
		\$26,000
-510.60-10 Supplies		
T-shirts, promotional items, etc		\$3,500
Banners, flyers, signs, etc. includes UMD Visitor's Center and 60 streetlight banners and bracket kits		10,000
Design files - stock photos, vectors, Freepik premium account, etc.		250
City logo'd Apparel to Sell		5,000
		\$18,750

-510.62-10 Postage

Postage for the monthly Municipal Scene	\$1,000
1 Resident Mailings (if needed)	7,500
Postage to mail the Resident Guide	9,000
	\$17,500

-510.67-10 Dues**\$600**

Dues for communications/marketing associations including 3CMA and the American Advertising Federation DC

PERFORMANCE MEASURES:

- Deliver approximately 45 Weekly Bulletins and 12 Municipal Scenes on time with engaging and informative content
- Increase College Park Connected's subscriber base between by 5% and social media followers by 15%.

COMMUNICATIONS AND PUBLIC RELATIONS

Acct. Code	FY 2017	FY 2018	FY 2019		FY 2020	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 19 to FY 20	FY 19 to FY 20
						\$	%
-1006							
	<u>Salaries & Wages</u>						
-510.10-01	\$ 134,043	\$ 58,720	\$ 61,236	\$ 62,251	\$ 122,983	61,747	100.8%
	Total Salaries & Wages	134,043	58,720	61,236	62,251	122,983	61,747 100.8%
	<u>Benefits</u>						
-510.11-10	9,473	3,896	3,952	4,000	8,526	4,574	115.7%
-510.11-12	14,220	17,954	21,527	21,663	26,032	4,505	20.9%
-510.11-13	527	700	795	759	1,191	396	49.8%
-510.11-14	98	167	175	174	396	221	126.3%
-510.11-15	151	196	194	201	320	126	64.9%
-510.11-17	1,481	530	521	546	523	2	0.4%
-510.11-18	-	11	-	-	-	-	0.0%
-510.11-21	676	120	94	133	260	166	176.6%
-510.11-22	458	225	235	242	505	270	114.9%
-510.11-25	6,669	2,952	3,350	3,406	7,194	3,844	114.7%
	Total Benefits	33,753	26,751	30,843	31,124	44,947	14,104 45.7%
	<u>Other Operating Costs</u>						
-510.12-10	67	39	50	50	50	-	0.0%
-510.12-11	42	3,674	3,630	3,630	3,630	-	0.0%
-510.30-13	2,345		-	-		-	0.0%
-510.30-15	33,718		3,000	1,000	35,000	32,000	1066.7%
-510.34-25	7,000	1,718	10,000	9,000	42,000	32,000	320.0%
-510.36-10	6,775	6,639	9,000	7,500	22,750	13,750	152.8%
-510.36-26	319	117	1,200	1,000	3,200	2,000	166.7%
-510.38-60	30,335	52,311	56,350	53,650	60,000	3,650	6.5%
-510.38-99	10,207	8,345	2,000	1,500	26,000	24,000	1200.0%
-510.60-10	2,359	7,481	18,350	17,500	18,750	400	2.2%
-510.60-21	105	184	170	170	170	-	0.0%
-510.62-10	323	9,724	12,720	11,000	17,500	4,780	37.6%
-510.66-12	780	720	720	720	720	-	0.0%
-510.67-10		400	599	600	600	1	0.2%
-510.67-20	-	90	-	90	-	-	0.0%
-510.92-40	699	-	-	-	-	-	0.0%
	Total Other Operating Costs	95,074	91,442	117,789	107,410	230,370	112,581 95.6%
	Total Communications & PR	\$ 262,870	\$ 176,913	\$ 209,868	\$ 200,785	\$ 398,300	\$ 188,432 89.8%

INFORMATION TECHNOLOGY

PROGRAM #1024



The Information Technology Department (IT) provides leadership and guidance to all City Departments in the introduction and use of new technologies to optimize the efficiency and facilitate continuity day-to-day operations, thereby enhancing City services to our citizens.

IT is responsible for ensuring the City’s technology resources are effectively managed and utilized as key organizational tools for increased productivity. IT is responsible for implementing the City’s information technology plans, policies and standards. IT provides responsive support, training and maintenance for hardware, software and telecommunications. The IT budget also includes funding for City-wide copier, postage and telephone services.

SIGNIFICANT ACCOMPLISHMENTS:

- Relocated the Department of Public Services to 8400 Baltimore Avenue and set up an additional YFS office at 9601 Rhode Island Ave
- Completed implementation of Office 365 and provided staff training.
- Facilitated the implementation of Laserfiche document management software in two additional departments
- Facilitated the implementation of the new AIMS Parking Enforcement software
- Assisted with the new website implementation
- Implementation of Accela land management, asset management, and customer relations management software on track for late summer 2019

BUDGET HIGHLIGHTS:

- Personnel decreased by one position—consultant will be used in place of full-time Programmer Analyst
- Increase in Computer Software Support reflects new Accela software, expanded Laserfiche and Office 365

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Information Systems Manager	1	1	1	1
Programmer Analyst	1	1	1	-
Information Systems Network Administrator	1	1	1	1
Information Systems Technician	1	1	1	1
Total Personnel	4	4	4	3

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$346,500	\$271,392	\$355,453	\$ 268,336
Benefits	114,297	97,399	146,809	107,204
Other Operating Costs	269,198	322,481	365,482	445,368
Capital	25,341	2,528	13,670	18,090
Total Expenditures	\$755,336	\$693,800	\$881,414	\$838,998

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-510.12-11 Travel and Training \$6,200

Provides for various IT training (New Horizons training coupons for City staff; and Cisco, ESRI, and iSeries training for IT staff) and related travel costs.

-510.30-14 Support Services \$25,000

For consultants on hardware and software issues as needed.

-510.32-10 Internet Streaming Broadcast \$8,451

Granicus – live streaming and on-demand internet playback of City Council meetings and worksessions.

-510.36-63 PGINCCC (I-Net) Pro-rata expense \$31,721

This represents the City’s share of the budgeted operating costs of Prince George’s County Intergovernmental Network, referred to as “I-Net”. The I-Net is comprised of the County and its municipalities. The I-Net offers participating governments a communication vehicle to reduce costs for services otherwise provided through commercially leased lines.

-510.45-10 Computer Software Support 220,531

Maintenance contracts on most software in the City. The largest contracts are for Accela (\$89,686), Superion (\$54,461), CivicPlus (\$17,832), and Office365 (\$16,800).

-510.48-10 Office Equipment Rental \$1,000

Rental of the postage meter and feeder for all City mail.

-510.48-20 Copier Rental \$25,000

Lease of 4 copiers in City Hall (City Clerk/Admin, Finance, Planning, and HR)

-510.60-20 Computer Supplies \$22,000

B&W printer toner and drums (\$11,000); Color toner and supplies (\$7,000); back-up tape cartridges (\$3,000); PC media, cables & other miscellaneous supplies (\$1,000)

CAPITAL OUTLAY:

See Capital Projects Fund

PERFORMANCE MEASURES:

Network Systems availability in excess of 90%:

Percentage of network availability including but not limited to email, file server, website, intranet and the Financials Software (Sungard) System

Completion of Helpdesk Tickets in a timely manner

Completion of Helpdesk tickets within 48 hours of receipt.

All staff receive appropriate IT training that improves

Number of meetings or training sessions with City departments overall City operations

INFORMATION TECHNOLOGY

Acct. Code	FY 2017	FY 2018	FY 2019		FY 2020	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 19 to FY 20	\$ %
-1024							
<u>Salaries & Wages</u>							
-510.10-01	\$ 208,542	\$ 210,849	\$ 217,013	\$ 210,853	\$ 200,319	\$ (16,694)	-7.7%
-510.10-02	133,268	56,541	134,440	61,085	64,017	(70,423)	-52.4%
-510.10-03	4,690	4,002	4,000	4,000	4,000	-	0.0%
Total Salaries & Wages	<u>346,500</u>	<u>271,392</u>	<u>355,453</u>	<u>275,938</u>	<u>268,336</u>	<u>(87,117)</u>	<u>-24.5%</u>
<u>Benefits</u>							
-510.11-10	25,170	19,525	24,631	19,128	18,185	(6,446)	-26.2%
-510.11-12	57,256	53,244	86,856	65,649	58,752	(28,104)	-32.4%
-510.11-13	3,173	2,044	3,834	1,998	2,105	(1,729)	-45.1%
-510.11-14	241	625	914	522	555	(359)	-39.3%
-510.11-15	735	573	852	674	705	(147)	-17.3%
-510.11-17	3,199	3,140	3,259	2,015	2,876	(383)	-11.8%
-510.11-18	6,154	7,147	7,224	784	-	(7,224)	-100.0%
-510.11-21	4,917	2,251	4,742	4,887	7,112	2,370	50.0%
-510.11-22	1,279	945	1,352	928	1,086	(266)	-19.7%
-510.11-25	12,173	7,905	13,145	13,059	15,828	2,683	20.4%
Total Benefits	<u>114,297</u>	<u>97,399</u>	<u>146,809</u>	<u>109,644</u>	<u>107,204</u>	<u>(39,605)</u>	<u>-27.0%</u>
<u>Other Operating Costs</u>							
-510.12-10	797	522	1,000	500	1,000	-	0.0%
-510.12-11	4,360	4,545	8,200	4,000	6,200	(2,000)	-24.4%
-510.30-14	6,708	37,760	35,000	150,000	25,000	(10,000)	-28.6%
-510.34-32	7,242	1,491	7,800	7,800	8,451	651	8.3%
-510.34-73	-	-	1,500	-	-	(1,500)	-100.0%
-510.36-28	2,456	-	-	-	-	-	0.0%
-510.36-63	18,740	4,500	21,767	21,767	31,721	9,954	45.7%
<u>Repairs & Maintenance:</u>							
-510.40-10	19	-	-	-	-	-	0.0%
-510.40-14	80	-	-	-	-	-	0.0%
-510.40-15	1,766	1,135	1,500	1,200	1,500	-	0.0%
<u>Maintenance Contracts:</u>							
-510.45-10	102,023	148,878	144,000	175,000	220,531	76,531	53.1%
-510.45-11	7,827	2,503	2,000	2,000	7,235	5,235	261.8%
-510.45-15	1,644	961	1,725	1,725	1,700	(25)	-1.4%
-510.48-10	1,792	660	1,332	1,000	1,000	(332)	-24.9%
-510.48-20	18,777	20,836	25,068	25,000	25,000	(68)	-0.3%
-510.60-10	90	115	250	447	450	200	80.0%
-510.60-11	300	107	360	150	360	-	0.0%
-510.60-20	24,834	24,965	25,000	22,000	22,000	(3,000)	-12.0%
-510.61-10	2,917	4,347	5,000	3,500	3,500	(1,500)	-30.0%
-510.62-10	17,542	21,954	30,000	30,000	30,000	-	0.0%
-510.66-10	30,024	31,918	31,207	31,000	31,971	764	2.4%
-510.66-12	10,176	5,233	13,332	5,500	13,332	-	0.0%
-510.66-14	8,736	9,729	8,595	8,595	13,677	5,082	59.1%
-510.66-20	100	322	446	400	540	94	21.1%
-510.67-10	195	-	200	-	200	-	0.0%
-510.67-20	53	-	200	-	-	(200)	-100.0%
Total Other Operating Costs	<u>269,198</u>	<u>322,481</u>	<u>365,482</u>	<u>491,584</u>	<u>445,368</u>	<u>79,886</u>	<u>21.9%</u>
<u>Capital Outlay</u>							
-510.97-10	780	-	1,000	500	1,000	-	0.0%
-510.98-10	12,042	790	8,370	8,370	12,790	4,420	52.8%
-510.98-20	12,519	1,738	4,300	4,300	4,300	-	0.0%
Total Capital Outlay	<u>25,341</u>	<u>2,528</u>	<u>13,670</u>	<u>13,170</u>	<u>18,090</u>	<u>4,420</u>	<u>32.3%</u>
Total Information Technology	<u>\$ 755,336</u>	<u>\$ 693,800</u>	<u>\$ 881,414</u>	<u>890,336</u>	<u>\$ 838,998</u>	<u>\$ (42,416)</u>	<u>-4.8%</u>

NON-DEPARTMENTAL EXPENDITURES

PROGRAM #1025



This program provides a cost pool for non-departmental expenditures such as insurance, City Hall utilities and payroll benefits. Funding for the cost of opening and closing City Hall for after-hour public meetings is also included in this budget. Most insurance coverage is purchased through the Local Government Insurance Trust (LGIT), of which the City is a charter member.

As noted previously, it had been the practice to allocate the expenditures in this program to other programs through various overhead accounts. As an intrafund allocation, there was no effect on the total costs of the General Fund. In the interest of simplification and ease of understanding, these costs now remain in this department, identified in one location rather than spread throughout various General Fund programs.

BUDGET HIGHLIGHTS:

- There are no significant changes in the costs of this program.

PERSONNEL:

- The personnel expenditures includes overtime for one City employee to open and close City Hall, and another employee for Davis Hall for evening City and community meetings. There are no full-time employees associated with this budget.

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries and Wages	\$ 1,200	\$ 6,505	\$ 7,000	\$7,000
Benefits	5,798	3,749	6,536	6,536
Other Operating Costs	177,276	177,548	194,563	185,169
Capital	-	-	-	-
Total Expenditures	\$184,274	\$187,802	\$208,099	\$198,705

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-510.30-14 Support Services **\$3,400**

Unemployment tax service - \$90 per quarter (\$360) and flex spending account administration, estimating 40 participants (\$3,040).

-510.36-22 MSRP Administrative Fee **\$15,669**

Estimated fees for retirement system administration, provided by the Maryland State Retirement Agency.

-510.50-10 Liability Insurance **\$132,800**

Cost of various City liability and property policies including public officials liability (\$37,700); automobile-primary, excess & physical damage (\$36,500); property (\$21,221); primary liability (\$7,350); pollution legal liability (\$9,080); and other 9 other specific policies.

NON-DEPARTMENTAL EXPENDITURES

Acct. Code		FY 2017	FY 2018	FY 2019		FY 2020	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 19 to FY 20	%
		\$	\$	\$	\$	\$	\$	%
-1025								
	<u>Salaries & Wages</u>							
-510.10-01	Salary	1,200	-	-	-	-	-	0.0%
-510.10-03	Overtime	-	6,505	7,000	7,200	7,000	-	0.0%
	Total Salaries & Wages	1,200	6,505	7,000	7,200	7,000	-	0.0%
	<u>Benefits</u>							
-510.11-10	FICA	92	464	536	551	536	-	0.0%
-510.11-12	Health Insurance	7,430	5,663	6,000	5,573	6,000	-	0.0%
-510.11-13	Dental Insurance	(3)	14	-	-	-	-	0.0%
-510.11-14	Life Insurance	755	1,711	-	-	-	-	0.0%
-510.11-15	Vision Insurance	111	8	-	-	-	-	0.0%
-510.11-17	457 City Match Contribution	-	74	-	-	-	-	0.0%
-510.11-18	401A Retirement	(6,420)	(2,247)	-	-	-	-	0.0%
-510.11-21	Workers Compensation	3,951	(1,886)	-	-	-	-	0.0%
-510.11-22	Long-term Disability Insurance	(118)	(52)	-	-	-	-	0.0%
	Total Benefits	5,798	3,749	6,536	6,124	6,536	-	0.0%
	<u>Other Operating Costs</u>							
-510.20-14	Telephone - Allocated Overhead	1,620	-	-	-	-	-	0.0%
-510.30-14	Support Services	3,334	3,322	3,400	3,340	3,400	-	0.0%
-510.36-22	MSRP Administrative Fees	14,580	17,774	20,107	16,000	15,669	(4,438)	-22.1%
-510.50-10	Liability Insurance	126,030	125,531	137,756	136,000	132,800	(4,956)	-3.6%
-510.60-10	General Supplies	4,433	3,704	4,200	4,000	4,200	-	0.0%
-510.65-10	Electricity	22,630	22,741	24,000	23,000	24,000	-	0.0%
-510.65-11	Natural Gas	2,621	2,582	3,000	2,400	3,000	-	0.0%
-510.65-13	Water & Sewer	2,028	1,894	2,100	4,000	2,100	-	0.0%
	Total Other Operating Costs	177,276	177,548	194,563	188,740	185,169	(9,394)	-4.8%
	Total Insurance, Utilities and Other Costs	\$ 184,274	\$ 187,802	\$ 208,099	\$ 202,064	\$ 198,705	\$ (9,394)	-4.5%

ELECTIONS AND OTHER BOARDS, COMMITTEES AND COMMISSIONS

PROGRAM #1012, 1009, 1013, 1014



The City utilizes boards and commissions to advise the Mayor and Council on a variety of topics in the City. Members of the City's boards and commissions give generously of their time and talents to make valuable contributions to the City.

Some boards and commissions are established in the City Charter or City Code, and some are established by resolution of the Mayor and Council. The City Clerk's office is responsible for maintaining records for the boards and commissions, although most are also assigned a department staff liaison.

Most members who serve on the City's Boards and Commissions are City residents, but in certain cases non-residents are eligible. Some of the boards and commissions offer small stipends to its members, but most are strictly voluntary.

The boards and commissions are as follows:

Advisory Planning Commission* (3012)	Complete Count Committee**
Animal Welfare Committee	Education Advisory Committee
Board of Election Supervisors* (1012)	Dr. Martin Luther King, Jr. Tribute Committee
Cable Television Commission	Ethics Commission* (1014)
Citizens Corps Council	Noise Control Board
College Park Airport Authority	Recreation Board
College Park Seniors Committee	Tree and Landscape Board
Committee for a Better Environment* (1009)	Veterans Memorial Committee

**Advisory Committees noted above with an asterisk have separate budgets established under the program numbers indicated. All others have been aggregated under program #1013. Program descriptions for all boards and committees are included on the City's website.*

*** The Complete Count Committee has been organized to assist with administration of the 2020 U.S. Census. However the costs associated with the Census are included in the Community Development Budget (program #3011).*

BUDGET HIGHLIGHTS:

- FY 2020 is a municipal election year, increasing the costs of the Elections budget. This year, the City will add a third polling location on the University of Maryland campus, and early voting at the College Park Community Center. We estimate an increase in absentee voting due to a change in Maryland law requiring no-excuse absentee voting.

PERSONNEL:

- There are no full-time employees associated with these budgets.
- Certain board/committee members receive stipends and those costs are reflected accordingly.
- Elections Board includes a part-time elections clerk for FY2020.

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries and Wages	\$16,536	\$ 2,880	\$ 5,070	\$ 12,510
Benefits	4,747	225	336	926
Other Operating Costs	21,617	46,440	29,150	79,940
Capital	-	-	-	-
Total Expenditures	\$ 42,900	\$ 49,545	\$ 34,556	\$93,376

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

ELECTIONS (#1012):

-510.30-13 Administrative Services \$16,400

Payments to election workers: 1,025 hours x \$16/hr
 Training - 45 people x 4 hours = 180 hours
 Early Voting - 11 people x 12 hours (+2 hours) = 134 hours
 Election Day - 15 people per poll x 3 polls x 15 hours = 675 hours
 Canvass - 6 people x 6 hours = 36 hours

-510.36-10 Printing \$4,000

Election Fliers and Election Guide mailer

-510.48-25 Voting Machine Rentals

Voting machines and technical support \$20,000
 Ballots & Payment to State Board of Elections - ePoll book data 3,200
\$23,200

-510.69-10 Other Election Expenses

Parking at Stamp Student Union for poll workers and voters \$ 765
 Mailing Voter Notification Cards from the County 3,250
 Translation of printed election material 1,000
 Postage to mail absentee ballots 500
 DPW overtime - delivery/pickup for early voting 500
 Candidate Debates - 2 Broadcasts 500
 Interpreter for 1 debate 600
\$7,115

ADVISORY COMMITTEES (#1013):

-510.30-13 Administrative Services \$4,750

Provides clerical support to the various boards and commissions.

ETHICS COMMISSION (#1014):

-510.32-10 Legal Services \$7,500

FY2020 reflects costs for additional meetings and seminar for candidates as a result of being an election year.

ELECTIONS AND OTHER BOARDS, COMMITTEES AND COMMISSIONS

Acct. Code	FY 2017		FY 2018		FY 2019		FY 2020		Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET			FY 19 to FY 20		
								\$	%	
-1012	<u>Elections</u>									
	<u>Salaries & Wages</u>									
-510.10-01	Salary	\$ 15,096	\$ -	\$ -	\$ -	\$ 6,000		6,000	100.0%	
-510.10-05	Elected & Appointed	480	1,920	480	480	1,920		1,440	300.0%	
	Total Salaries & Wages	15,576	1,920	480	480	7,920		7,440	1550.0%	
	<u>Benefits</u>									
-510.11-10	FICA	1,105	147	37	37	606		569	1537.8%	
-510.11-12	Health Insurance	2,498	-	-	-	-		-	0.0%	
-510.11-13	Dental Insurance	97	-	-	-	-		-	0.0%	
-510.11-15	Vision Insurance	27	-	-	-	-		-	0.0%	
-510.11-17	457 City Match Contribution	117	-	-	-	-		-	0.0%	
-510.11-21	Workers Compensation	30	3	1	1	17		16	1600.0%	
-510.11-22	Long-term Disability Insurance	57	-	-	-	-		-	0.0%	
-510.11-25	MSRP Retirement	741	-	-	-	-		-	100.0%	
	Total Benefits	4,672	150	38	38	623		585	1539.5%	
	<u>Other Operating Costs</u>									
-510.12-11	Travel & Training	-	82	100	-	-		(100)	-100.0%	
-510.30-13	Administrative	-	5,006	-	200	16,400		16,400	100.0%	
-510.30-39	Translation Services	-	220	-	-	-		-	0.0%	
-510.36-10	Printing	-	6,289	-	-	4,000		4,000	100.0%	
-510.36-15	Meals for election workers	-	467	-	-	675		675	100.0%	
-510.36-25	Cable TV Camera Operator	-	200	-	-	250		250	100.0%	
-510.48-25	Voting Machines rental	-	12,847	-	-	23,200		23,200	100.0%	
-510.60-10	Election supplies	-	661	-	-	500		500	100.0%	
-510.67-20	State Board of Elections binder	-	276	-	-	300		300	100.0%	
-510.69-10	Other election expenses	-	-	-	-	7,115		7,115	100.0%	
	Total Other Operating Costs	-	26,048	100	200	52,440		52,340	52340.0%	
	Total Elections	\$ 20,248	\$ 28,118	\$ 618	\$ 718	\$ 60,983		\$ 60,365	9767.8%	
-1009	<u>Committee for a Better Environment</u>									
	<u>Other Operating Costs</u>									
-510.30-13	Administrative	\$ 1,393	\$ 903	\$ 1,200	\$ 750	\$ 1,200		-	0.0%	
-510.30-15	Consulting	79	-	500	200	500		-	0.0%	
-510.36-10	Printing	-	-	1,000	-	1,000		-	0.0%	
-510.38-64	CBE Events	888	1,255	2,750	1,500	2,750		-	0.0%	
-510.52-10	Awards & Gifts	-	400	650	400	650		-	0.0%	
-510.60-10	General Supplies	1,290	18	1,400	700	1,400		-	0.0%	
-510.60-11	Meeting Refreshments	55	67	500	100	500		-	0.0%	
-510.60-50	Trees, Shrubs & Flowers	1,067	3,516	-	-	-		-	0.0%	
-510.67-10	Dues	600	600	600	600	600		-	0.0%	
	Total Other Operating Costs	5,372	6,759	8,600	4,250	8,600		-	0.0%	
	Total Committee for a Better Envir.	\$ 5,372	\$ 6,759	\$ 8,600	\$ 4,250	\$ 8,600		\$ -	0.0%	
-1013	<u>Advisory Committees</u>									
	<u>Salaries & Wages</u>									
-510.10-02	Hourly	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	0.0%	
-510.10-03	Overtime	-	-	750	-	750		-	0.0%	
-510.10-06	Stipend	960	960	3,840	1,500	3,840		-	0.0%	
	Total Salaries & Wages	960	960	4,590	1,500	4,590		-	0.0%	
	<u>Benefits</u>									
-510.11-10	FICA	73	73	294	115	295		1	0.4%	
-510.11-21	Workers Compensation	2	2	4	4	8		4	100.0%	
-510.11-25	MSRP Retirement	-	-	-	-	-		-	0.0%	
	Total Benefits	75	75	298	119	303		5	1.8%	
	<u>Other Operating Costs</u>									
-510.20-12	Overhead Allocation - Postage	199	-	-	-	-		-	0.0%	
-510.20-17	Overhead Allocation - Copier	106	-	-	-	-		-	0.0%	
-510.30-13	Administrative	4,245	5,236	4,750	3,430	4,750		-	0.0%	
-510.32-11	Legal-Cable Television Commission	2,853	-	3,700	3,500	3,000		(700)	-18.9%	
-510.36-10	Printing-EAC	-	493	100	100	600		500	500.0%	
-510.38-35	Student Events-EAC	771	2,102	1,150	1,150	1,150		-	0.0%	
-510.52-10	Awards & Gifts-EAC	-	-	700	-	700		-	0.0%	
-510.60-10	General Supplies	424	-	-	-	-		-	0.0%	
-510.60-11	Meeting Refreshments-EAC	-	-	150	-	150		-	0.0%	
	Total Other Operating Costs	8,598	7,831	10,550	8,180	10,350		(200)	-1.9%	
	Total Advisory Committees	\$ 9,633	\$ 8,866	\$ 15,438	\$ 9,799	\$ 15,243		\$ (195)	-1.3%	
-1014	<u>Ethics Commission</u>									
	<u>Other Operating Costs</u>									
-510.12-11	Travel & Training	\$ -	\$ -	\$ 500	\$ -	\$ 200		\$ (300)	-60.0%	
-510.30-13	Administrative	260	193	900	400	600		(300)	-33.3%	
-510.32-20	Legal-Ethics Commission	7,387	5,609	8,500	7,500	7,500		(1,000)	-11.8%	
-510.36-25	Cable TV Camera Operator	-	-	-	-	250		250	100.0%	
	Total Other Operating Costs	7,647	5,802	9,900	7,900	8,550		(1,350)	-13.6%	
	Total Ethics Commission	\$ 7,647	\$ 5,802	\$ 9,900	\$ 7,900	\$ 8,550		\$ (1,350)	-13.6%	

PUBLIC SERVICES - SUMMARY



Public Services is responsible for the enforcement of all laws, ordinances, rules and regulations of the City and, where jurisdiction lies with the City, of Prince George's County, the State of Maryland and the United States; issuance of licenses and permits, and their enforcement; performing all required inspections; and supervision of City contract police personnel.

The Department is organized into six programs: Administration (including emergency management and recreation), Parking Management and Enforcement, Code Enforcement, Speed Enforcement, Animal Control, and Contract Police. Further detail on these programs, including their significant accomplishments and budget highlights, are included with their detailed budgets, following this summary.

PERSONNEL:

The following is a summary of the total staffing in Public Services. The allocation of personnel is included with each program's budget.

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Public Services Director	1	1	1	1
Administrative Assistant	1	1	-	-
Executive Assistant	-	-	1	1
Senior Administrative Assistant	-	-	1	1
Administrative Assistant	-	-	2	2
Office Specialist III, II, I	3.88	3.88	-	-
Parking Enforcement Manager	1	1	1	1
Parking Operations Supervisor	1	1	1	1
Parking Enforcement Officer, Senior	-	-	4	5
Parking Enforcement Officer	-	-	1.5	0.5
Parking Enforcement Officer II, I	5.5	5.5	-	-
Code Enforcement Manager	1	1	-	-
Code Enforcement Supervisor	-	-	1	1
Code Enforcement Officer, Senior	-	-	3	3
Code Enforcement Officer	-	-	4	4
Code Enforcement Officer III, II, I	7	7	-	-
Animal Control Officer	1	1	1	1
Police Officer - Supervisor (contract)	0.29	0.29	0.29	0.5
Police Officer - Part Time (contract)	9.94	10.17	10.39	12.5
Police Officer - Full Time (contract)*	2.0	2.0	2.0	2.0
Fiscal Support Specialist II	0.3	-	-	-
Total Personnel	34.91	34.84	34.18	36.5

*included in Program 2030 in Other Operating Costs as Police Police Services Contract.

SUMMARY OF EXPENDITURES:

Function	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Administration	\$ 612,497	\$ 567,320	\$ 554,732	\$ 539,545
Parking Enforcement	963,130	618,013	713,829	750,218
Code Enforcement	1,140,036	845,111	1,059,079	1,201,999
Animal Control	110,007	78,483	98,358	113,887
Speed Enforcement	94,314	1,135,090	1,261,852	1,265,781
Contract Police	1,205,443	1,206,67	1,265,714	1,469,779
Total Expenditures	\$4,125,497	\$4,450,696	\$4,953,564	\$5,341,209

ADMINISTRATION

PROGRAM #2010



This program provides management, oversight and general administrative services to the entire Public Services Department. It also coordinates and provides support for a variety of special events including the Fourth of July celebration, Martin Luther King, Jr. Day, Maryland Day and the College Park Blues Festival. Additionally, this program is responsible for emergency management for the City.

The Department Director keeps up to date on relevant codes, makes recommendations for change, responds to citizen concerns about public safety and serves as liaison to public safety agencies.

SIGNIFICANT ACCOMPLISHMENTS:

- Awarded the Public Safety and Police Services Study contract and critiqued findings as presented.
- Relocated from the Calvert Road Offices to 8400 Baltimore Avenue, the UMD Artemesia Building.
- Continued transfer of files from paper to electronic (LaserFiche).

BUDGET HIGHLIGHTS:

- Funding is required to complete the migration of paper files to electronic (LaserFiche) files before moving to new City Hall.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Public Services Director	1	1	1	1
Executive Assistant	-	-	1	1
Administrative Assistant	0.2	0.2	-	-
Office Specialist III	0.05	0.05	-	-
Total Personnel	1.25	1.25	2	2

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$164,847	\$241,268	\$ 239,838	\$ 226,286
Benefits	38,765	61,545	54,066	52,101
Other Operating Costs	371,164	264,507	260,828	261,158
Capital	37,721	-	-	-
Total Expenditures	\$612,497	\$567,320	\$554,732	\$539,545

OTHER OPERATING COSTS:

-520.12-11 Travel and Training

NFPA, AACE, ITGA or International Code Council annual conference	\$2,000
Other training	250
	\$2,250

-520.34-33 CCTV Camera monitoring **\$146,058**

The University of Maryland Department of Public Safety bills the City annually to monitor 21 cameras.

-520.36-10 Printing **\$1,000**

Forms, letterhead and envelopes.

-520.65-10 Electricity **\$16,600**

Includes electricity for 40 CCTV devices (cameras & license plate readers) - \$10,000; and for the Public Services offices - \$6,600

-520.66-12 Communications **\$11,000**

Includes cost for 11 public emergency reporting (“blue light”) telephones; aircard service for 6 CCTV sites; and other regular cell phone service.

-520.67-10 Dues **\$630**

Dues for a variety of memberships in code enforcement and public safety related organizations including the Code Enforcement & Zoning Officials Association, American Association of Code Enforcement, International Parking Institute, Maryland Building Officials Association, National Fire Protection Association, Maryland Association of Parking Administrators and the International Code Council.

CAPITAL OUTLAY:

See Capital Projects Fund

PERFORMANCE MEASURES:

- Expenditures are maintained within budget.
- Response to complaints and requests from residents or elected officials is done within one business day.

PUBLIC SERVICES ADMINISTRATION

Acct. Code	FY 2017	FY 2018	FY 2019		FY 2020	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 19 to FY 20	%
						\$	%
-2010							
<u>Salaries & Wages</u>							
-520.10-01	\$ 128,086	\$ 131,966	\$ 162,516	\$ 155,000	\$ 168,225	\$ 5,709	3.5%
-520.10-02	29,873	92,993	67,822	68,000	48,561	(19,261)	-28.4%
-520.10-03	6,888	16,309	9,500	15,000	9,500	-	0.0%
Total Salaries & Wages	<u>164,847</u>	<u>241,268</u>	<u>239,838</u>	<u>238,000</u>	<u>226,286</u>	<u>(13,552)</u>	<u>-5.7%</u>
<u>Benefits</u>							
-520.11-10	11,945	17,856	13,095	18,207	11,672	(1,423)	-10.9%
-520.11-12	7,537	18,295	14,332	16,000	12,443	(1,889)	-13.2%
-520.11-13	827	1,477	1,068	1,000	875	(193)	-18.1%
-520.11-14	215	667	741	600	728	(13)	-1.8%
-520.11-15	197	406	329	400	237	(92)	-28.0%
-520.11-17	3,502	4,110	3,806	3,806	3,608	(198)	-5.2%
-520.11-18	8,529	8,776	10,629	10,600	11,001	372	3.5%
-520.11-21	3,911	4,456	5,470	5,470	7,805	2,335	42.7%
-520.11-22	611	858	886	800	891	5	0.6%
-520.11-25	1,491	4,644	3,710	3,500	2,841	(869)	-23.4%
Total Benefits	<u>38,765</u>	<u>61,545</u>	<u>54,066</u>	<u>60,383</u>	<u>52,101</u>	<u>(1,965)</u>	<u>-3.6%</u>
<u>Other Operating Costs</u>							
-520.12-10	(51)	38	-	34	-	-	0.0%
-520.12-11	1,140	931	3,775	2,000	2,250	(1,525)	-40.4%
Overhead Allocation:	70,539					-	0.0%
-520.25-23	2,131	2,323	5,000	3,000	5,000	-	0.0%
-520.30-13	1,475	1,847	4,000	2,000	3,000	(1,000)	-25.0%
-520.30-15	-	-	3,000	-	-	(3,000)	-100.0%
-520.30-39	-	200	300	200	200	(100)	-33.3%
-520.30-70	67,262	-	-	-	-	-	0.0%
-520.34-33	136,563	140,658	136,563	140,658	146,058	9,495	7.0%
-520.36-10	2,359	223	2,770	2,000	1,000	(1,770)	-63.9%
-520.36-34	-	-	1,000	1,000	1,000	-	0.0%
-520.36-40	-	22,667	-	-	-	-	0.0%
-520.38-10	29,855	27,250	35,000	30,000	35,000	-	0.0%
-520.38-40	9,090	9,803	10,000	10,000	10,000	-	0.0%
-520.38-42	8,022	8,396	12,000	9,000	12,000	-	0.0%
-520.38-56	650	-	1,000	750	1,000	-	0.0%
-520.38-62	433	991	1,000	1,000	1,000	-	0.0%
-520.38-99	8,244	9,125	5,230	5,230	5,230	-	0.0%
-520.40-10	53	-	300	300	300	-	0.0%
-520.47-10	-	-	420	-	100	(320)	-76.2%
-520.48-20	3,749	3,709	3,840	3,840	3,840	-	0.0%
-520.60-10	5,650	3,298	4,050	4,050	4,050	-	0.0%
-520.60-11	374	127	500	250	500	-	0.0%
-520.60-60	-	-	1,000	-	-	(1,000)	-100.0%
-520.61-10	363	686	1,200	500	1,000	(200)	-16.7%
-520.65-10	9,988	10,157	16,600	12,000	16,600	-	0.0%
-520.66-12	13,073	21,487	11,000	11,000	11,000	-	0.0%
-520.67-10	115	355	630	400	630	-	0.0%
-520.67-20	-	-	350	-	100	(250)	-71.4%
-520.69-10	87	236	300	300	300	-	0.0%
Total Other Operating Costs	<u>371,164</u>	<u>264,507</u>	<u>260,828</u>	<u>239,512</u>	<u>261,158</u>	<u>330</u>	<u>0.1%</u>
<u>Capital Outlay</u>							
-520.92-53	34,720	-	-	-	-	-	0.0%
-520.93-20	3,001	-	-	-	-	-	0.0%
Total Capital Outlay	<u>37,721</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
Total Public Services Admin.	<u>\$ 612,497</u>	<u>\$ 567,320</u>	<u>\$ 554,732</u>	<u>\$ 537,895</u>	<u>\$ 539,545</u>	<u>\$ (15,187)</u>	<u>-2.7%</u>

PARKING MANAGEMENT AND ENFORCEMENT

PROGRAM #2011



This Program is located at City Hall and is responsible for the enforcement of all parking regulations throughout the City, traffic control duties as assigned and resident petition verification.

Parking Enforcement Officers monitor the Downtown area meters and pay stations for function and payments. Officers also patrol residential neighborhoods to ensure compliance with permit parking regulations, etc.

Administrative/office staff issue parking permits, accept payments for parking permits and fines, and sell Prince George's County animal licenses, Non-resident stickers for MVA, and daily visitor parking permits.

SIGNIFICANT ACCOMPLISHMENTS:

- Migrated to new hand-held ticket writing hardware and software.

BUDGET HIGHLIGHTS:

- Funding for new parking garage payment system and on-street smart meters in the CIP.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Parking Enforcement Manager	1	1	1	1
Parking Operations Supervisor	1	1	1	1
Parking Enforcement Officer, Senior	-	-	4	5
Parking Enforcement Officer	-	-	1.5	.5
Parking Enforcement Officer II, I	5.5	5.5	-	-
Office Specialist III, II, I	1	1	-	-
Fiscal Support Specialist	0.3	0	-	-
Total Personnel	8.8	8.5	7.5	7.5

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries and Wages	\$516,239	\$419,389	\$483,783	\$505,454
Benefits	126,685	118,069	143,921	156,788
Other Operating Costs	319,082	80,555	86,125	87,976
Capital	1,124	-	-	-
Total Expenditures	\$963,130	\$618,013	\$713,829	\$750,218

OTHER OPERATING COSTS:

-520.12-11 Travel and Training

International Parking Institute Annual Conference	\$2,300
LGIT – coursework for Academy of Excellence in Local Governance	200
Other local training seminars	500
	\$3,000

-520.36-10 Printing

\$25,000

For parking tickets and permits (\$18,000) and pay station receipt paper (\$7,000).

-520.66-12 Cellular Phone

\$5,250

Includes service for 7 ticket writing devices and service for 2 cell phones

-520.67-10 Dues

\$695

For membership in the International Parking Institute (\$595) and Maryland Association of Parking Administrators (\$100).

CAPITAL OUTLAY:

See Capital Projects Fund

PERFORMANCE MEASURES:

- The percent of tickets issued without error is 97% or better.
- The percent of permits issued to qualified residents within one day of application is 99% or better.

PARKING MANAGEMENT AND ENFORCEMENT

Acct. Code	FY 2017	FY 2018	FY 2019		FY 2020	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 19 to FY 20	%
	\$	\$	\$	\$	\$	\$	%
-2011							
<u>Salaries & Wages</u>							
-520.10-01 Salary	\$ 93,716	\$ 98,116	\$ 116,771	\$ 116,000	\$ 122,968	\$ 6,197	5.3%
-520.10-02 Hourly	409,302	314,172	353,012	328,000	368,486	15,474	4.4%
-520.10-03 Overtime	9,540	3,838	10,000	5,000	10,000	-	0.0%
-520.10-10 Night Shift Differential	3,681	3,263	4,000	3,500	4,000	-	0.0%
Total Salaries & Wages	516,239	419,389	483,783	452,500	505,454	21,671	4.5%
<u>Benefits</u>							
-520.11-10 FICA	38,900	31,700	37,009	34,616	35,026	(1,983)	-5.4%
-520.11-12 Health Insurance	39,268	42,634	54,855	52,000	60,334	5,479	10.0%
-520.11-13 Dental Insurance	1,676	2,592	3,241	2,500	3,211	(30)	-0.9%
-520.11-14 Life Insurance	576	1,032	1,225	1,000	1,295	70	5.7%
-520.11-15 Vision Insurance	703	811	868	800	1,025	157	18.1%
-520.11-17 457 City Match Contribution	5,506	3,792	3,780	3,700	3,791	11	0.3%
-520.11-21 Workers Compensation	13,636	13,468	15,514	13,000	22,505	6,991	45.1%
-520.11-22 Long-term Disability Insurance	1,794	1,483	1,732	1,400	1,942	210	12.1%
-520.11-25 MSRP Retirement	24,626	20,557	25,697	22,200	27,659	1,962	7.6%
Total Benefits	126,685	118,069	143,921	131,216	156,788	12,867	8.9%
<u>Other Operating Costs</u>							
-520.12-11 Travel & Training	3,095	2,817	3,000	3,000	3,000	-	0.0%
Overhead Allocation:	244,839						
-520.30-40 Parking Tickets Hearing Officer	10,238	10,850	10,000	10,000	11,000	1,000	10.0%
-520.30-65 Interpreter Services	-	-	316	-	-	(316)	-100.0%
-520.36-10 Printing	24,166	23,879	25,000	24,000	25,000	-	0.0%
-520.36-13 MVA Services	504	371	792	400	500	(292)	-36.9%
-520.40-13 Tools & Equipment - meter maint.	-	140	1,500	150	1,500	-	0.0%
-520.40-16 Parking Pay Stations-service	793	11	1,000	-	1,000	-	0.0%
Contract Maintenance:							
-520.45-13 Handheld ticket writers	5,355	5,890	5,610	5,600	5,610	-	0.0%
-520.45-14 Parking pay stations	18,267	20,094	22,110	22,000	24,321	2,211	10.0%
-520.47-10 Clothing & Uniforms	6,748	8,011	4,500	4,500	4,500	-	0.0%
-520.60-10 General Supplies	2,388	2,040	4,200	3,500	4,000	(200)	-4.8%
-520.61-10 Office Supplies	544	95	1,000	500	500	(500)	-50.0%
-520.62-10 Postage	588	625	1,000	1,000	1,000	-	0.0%
-520.66-12 Cellular Phone	927	5,102	5,252	5,000	5,250	(2)	0.0%
-520.67-10 Dues	630	630	695	695	695	-	0.0%
-520.67-20 Publications & Books	-	-	150	-	100	(50)	-33.3%
Total Other Operating Costs	319,082	80,555	86,125	80,345	87,976	1,851	2.1%
<u>Capital Outlay</u>							
-520.92-44 Parking Pay Stations	1,124					-	0.0%
Total Parking Enforcement	\$ 963,130	\$ 618,013	\$ 713,829	\$ 664,061	\$ 750,218	\$ 36,389	5.1%

CODE ENFORCEMENT

PROGRAM #2012



The Code Enforcement program is responsible for the inspection of all rental and non-residential (commercial) properties in the City, including hotels, apartments, rooming houses, single-family rental dwellings, fraternities, sororities, and commercial establishments as required by the City Code. Code Enforcement Officers perform interior and exterior inspections of all residential rental units and commercial properties. These inspections are part of the occupancy permitting process. Occupancy Permits are issued by the Public Services Department after all fees are paid, all violations are corrected, and any other mandatory compliance issues are resolved. Additional inspections are performed when exterior conditions indicate that code violations may exist inside the property or if a tenant reports a possible violation of the code and requests an interior inspection.

In addition to the annual inspections of properties requiring an occupancy license, daily exterior property maintenance inspections are performed on all properties in the City. Officers observe properties for potential code violations such as poor yard maintenance; unregistered vehicles; trash and/or recycling bins at the curb on non-collection days; accumulated trash and debris; construction projects without required permits; parking on the grass; or the need for overall exterior maintenance such as painting, gutter repairs, etc. These exterior inspections include both rental and owner-occupied properties. Commercial properties are also monitored for the same types of violations, with emphasis on illegal signs. Code Enforcement officers also cite violations of the County zoning regulations in accordance with an M.O.U. with the County.

SIGNIFICANT ACCOMPLISHMENTS:

- Maintained City-wide hotline answering service 24/7/365 and transitioned to answering service used when CEOs are not on duty.
- Continued seamless relay of calls to contract police officers to enhance response to noise and nuisance complaints.
- Filled CEO vacancies due to retirement and resignations.

BUDGET HIGHLIGHTS:

- The increase in this budget is primarily due to funds being added to consulting for a study to determine the feasibility of the City assuming responsibility for building construction permits and inspections.
- The Code Enforcement Manager position was eliminated and a new position, Code Enforcement Supervisor was added for FY2019 and FY2020.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Code Enforcement Manager	1	1	-	-
Code Enforcement Supervisor	-	-	1	1
Code Enforcement Officer, Senior	-	-	3	3
Code Enforcement Officer	-	-	4	4
Code Enforcement Officer III, II, I	7	7	-	-
Senior Administrative Assistant	-	-	1	1
Administrative Assistant	0.35	0.35	2	2
Office Specialist III, II, I	2.48	2.48	-	-
Total Personnel	10.83	10.83	11	11

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$ 681,465	\$ 628,987	\$ 706,249	\$729,229
Benefits	237,445	203,465	267,347	262,208
Other Operating Costs	221,126	12,659	76,483	\$210,562
Capital	-	-	9,000	-
Total Expenditures	\$1,140,036	\$845,111	\$1,059,079	\$1,201,999

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-520.12-11 Travel and Training

CEZOA quarterly meetings	\$ 550
MBOA quarterly meetings	300
AACE or EDUCODE Conference for 3 attendees	5,250
CEZOA state conference for 6 attendees	2,700
Administrative support training	800
Code Enforcement officer continuing education courses	700
Noise control certification for 2 & recertification for 3	3,100
	\$13,400

-520.30-15 Consulting

\$50,000

Review and update of applicable City code chapters to bring code up to current model code standards and for a study to determine the feasibility of the City assuming responsibility for building construction permits and inspections (deferred from FY2018 and FY2019).

-520.36-10 Printing

\$4,500

Resident communications, inspection forms & licenses-\$2,000; and permit forms and other stationery - \$2,500.

-520.36-40 Files Management

Document imaging project - Transfer all paper files to electronic files and dispose of paper files in compliance with State archives approved records retention regulations.	100,000
Part-time staff to prepare files for document imaging and disposal	10,000
	\$110,000

-520.36-36 Abatements

\$15,000

Estimated property clearance abatements (other than Public Works) that will be billed to owners, subsequently reimbursed through property tax liens.

-520.40-13 Tools & Equipment Maintenance

\$1,200

Calibration of three noise meters.

-520.48-60 Building Rental**\$3,012**

Rental of storage space for code enforcement archive files, estimated at \$251/month.

-520.67-10 Dues**\$500**

Dues for the Code Enforcement & Zoning Officials Association; American Association for Code Enforcement; and membership in the Maryland Building Officers Association.

PERFORMANCE MEASURES:

- Rental and commercial property license/permit applications are processed regularly/without delay; payment processed; inspections scheduled and completed; and permits issued within 30 days without extenuating external circumstances such as absence of lead abatement certification, unpaid taxes, etc.
- The code enforcement hotline is answered 24/7/365. Calls for service are responded to within one business day for non-urgent requests, immediately for urgent requests and police are dispatched when Code Enforcement Officers are off-duty. This duty is proposed for transfer to answering service as an Administrative Program.

CODE ENFORCEMENT

Acct. Code	FY 2017	FY 2018	FY 2019		FY 2020	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 19 to FY 20	\$ %
-2012							
	<u>Salaries & Wages</u>						
-520.10-01	\$ 105,411	\$ 113,145	\$ 66,000	\$ 135,000	\$ 65,545	\$ (455)	-0.7%
-520.10-02	541,665	454,652	603,449	535,000	626,884	23,435	3.9%
-520.10-03	32,938	60,028	35,000	35,000	35,000	-	0.0%
-520.10-10	1,451	1,162	1,800	1,200	1,800	-	0.0%
	<u>681,465</u>	<u>628,987</u>	<u>706,249</u>	<u>706,200</u>	<u>729,229</u>	<u>22,980</u>	<u>3.3%</u>
	<u>Benefits</u>						
-520.11-10	48,366	45,045	59,077	50,000	55,786	(3,291)	-5.6%
-520.11-12	114,350	88,998	131,443	100,000	122,270	(9,173)	-7.0%
-520.11-13	7,704	6,886	8,405	6,000	7,384	(1,021)	-12.1%
-520.11-14	411	1,168	1,392	1,200	1,729	337	24.2%
-520.11-15	1,953	1,776	1,951	1,900	1,902	(49)	-2.5%
-520.11-17	14,632	13,462	9,972	9,000	10,470	498	5.0%
-520.11-18	1,721	1,860	1,565	1,565	1,644	79	5.0%
-520.11-21	15,699	15,503	16,616	16,616	22,198	5,582	33.6%
-520.11-22	2,104	1,841	1,934	1,800	1,975	41	2.1%
-520.11-25	30,505	26,926	34,992	28,000	36,850	1,858	5.3%
	<u>237,445</u>	<u>203,465</u>	<u>267,347</u>	<u>216,081</u>	<u>262,208</u>	<u>(5,139)</u>	<u>-1.9%</u>
	<u>Other Operating Costs</u>						
-520.12-11	6,261	4,046	11,650	6,500	13,400	1,750	15.0%
	183,914						0.0%
-520.30-13		2,250	300	-	300	-	0.0%
-520.30-15			20,000	20,000	50,000	30,000	150.0%
-520.36-10	3,929	3,992	5,000	4,500	4,500	(500)	-10.0%
-520.36-40				13,440	110,000	110,000	0.0%
-520.36-36	11,180	(11,180)	17,500	10,000	15,000	(2,500)	-14.3%
-520.40-13	1,110	-	1,800	1,200	1,200	(600)	-33.3%
-520.47-10	2,567	1,061	4,030	2,000	2,500	(1,530)	-38.0%
-520.48-60	3,216	3,216	3,012	3,000	3,012	-	0.0%
-520.60-10	471	1,113	1,150	1,000	1,150	-	0.0%
-520.60-60	179	422	500	400	500	-	0.0%
-520.61-10	2,690	2,709	3,561	3,000	3,000	(561)	-15.8%
-520.66-12	4,843	4,262	6,480	5,000	5,000	(1,480)	-22.8%
-520.67-10	480	445	725	500	500	(225)	-31.0%
-520.67-20	286	323	775	775	500	(275)	-35.5%
	<u>221,126</u>	<u>12,659</u>	<u>76,483</u>	<u>71,315</u>	<u>210,562</u>	<u>134,079</u>	<u>175.3%</u>
	<u>Capital Outlay</u>						
-520.98-10			9,000	9,000	-	(9,000)	-100.0%
	<u>-</u>	<u>-</u>	<u>9,000</u>	<u>9,000</u>	<u>-</u>	<u>(9,000)</u>	<u>-100.0%</u>
Total Code Enforcement	<u>\$ 1,140,036</u>	<u>\$ 845,111</u>	<u>\$ 1,059,079</u>	<u>\$ 1,002,596</u>	<u>\$ 1,201,999</u>	<u>\$ 142,920</u>	<u>13.5%</u>

ANIMAL CARE & CONTROL

PROGRAM #2013



Animal Care and Control enforces both City and County animal control laws (as adopted by City Code), with a goal of protecting the health, safety and welfare of City residents and animals. This program provides appropriate seasonal response and patrol, on-call response for injured animals, and animal abuse complaint investigations. The Animal Control Officer serves as staff liaison and subject matter expert to the City's Animal Welfare Committee and other County and State animal management agencies.

SIGNIFICANT ACCOMPLISHMENTS:

- Partnership with Petco has continued to promote pet adoption and keep City shelter census low.
- Continuing support of trap-neuter-release programs has resulted in a reduction of the feral cat population.

BUDGET HIGHLIGHTS:

- Replacement of storage shed adjacent to the animal shelter (\$5,000).
- Insulate exterior of animal shelter to maintain interior climate control (\$5,000).

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Animal Control Officer	1	1	1	1
Administrative Assistant	0.05	0.05	-	-
Total Personnel	1.05	1.05	1	1

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$ 56,881	\$ 53,258	\$61,332	\$70,719
Benefits	17,866	16,931	21,221	21,898
Other Operating Costs	35,330	8,294	15,815	21,270
Capital	-	-	-	-
Total Expenditures	\$110,077	\$78,483	\$98,358	\$113,887

OTHER OPERATING COSTS:

-520.12-11 Travel and Training	\$2,000
Cost of the Humane Society or ASPCA annual conference on animal control and welfare (\$1,800) and PAWS conference (\$200).	
-520.30-14 Support Services	\$2,000
Cost for contract animal caretaker to cover the animal shelter when the Animal Control Officer or volunteers are unavailable	
-520.36-23 Animal Control Cost Recovery	-
Net costs of estimated adoption fees and microchip placement to reduce costs of the division. To be determined by use of services.	
-520.40-11 Buildings & Grounds Maintenance	\$10,000
Includes funding to replace the storage shed (\$5,000) and insulate the animal control shelter (\$5,000)	

PERFORMANCE MEASURES:

- Certain City pets (dogs, cats and ferrets) are licensed as required. Licensing is a means of verifying rabies vaccinations for public health.
- Complaints and calls for service regarding stray, vicious or abused animals are responded to within 30 minutes when the Animal Control Officer is on duty.
- Animal sheltering and adoptions are managed according to standards of best practice, using the ACO, volunteer and commercial care and adoption programs.
- Resident calls for service related to wildlife issues are responded to with information within one business day.

ANIMAL CARE & CONTROL

Acct. Code	FY 2017	FY 2018	FY 2019		FY 2020	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 19 to FY 20	FY 19 to FY 20
						\$	%
-2013							
	<u>Salaries & Wages</u>						
-520.10-02	\$ 52,285	\$ 50,969	\$ 57,222	\$ 55,000	\$ 66,619	\$ 9,397	16.4%
-520.10-03	4,596	2,289	4,000	3,000	4,000	-	0.0%
-520.10-10			100	-	100	-	0.0%
	Total Salaries & Wages						
	56,881	53,258	61,322	58,000	70,719	9,397	15.3%
	<u>Benefits</u>						
-520.11-10	4,161	3,915	4,691	4,437	4,860	169	3.6%
-520.11-12	8,265	7,490	10,121	9,000	9,096	(1,025)	-10.1%
-520.11-13	385	352	441	400	440	(1)	-0.2%
-520.11-14	94	167	184	150	194	10	5.4%
-520.11-15	107	105	114	110	122	8	7.0%
-520.11-17	560	522	561	525	562	1	0.2%
-520.11-21	1,532	1,673	1,759	1,725	2,856	1,097	62.4%
-520.11-22	197	192	220	175	247	27	12.3%
-520.11-25	2,565	2,515	3,130	2,650	3,521	391	12.5%
	Total Benefits						
	17,866	16,931	21,221	19,172	21,898	677	3.2%
	<u>Other Operating Costs</u>						
-520.12-11	1,906	1,703	2,000	1,800	2,000	-	0.0%
	Overhead Allocation:						
	16,952					-	0.0%
-520.30-14	498	390	2,000	500	2,000	-	0.0%
-520.30-30	4,595	6,144	3,000	4,500	3,000	-	0.0%
-520.34-69	9,205					-	0.0%
-520.36-10	92	53	100	100	100	-	0.0%
-520.36-23	(2,715)	(2,360)	3,000	-	-	(3,000)	-100.0%
-520.40-11	634	307	800	3,559	10,000	9,200	1150.0%
-520.42-10			500	-	-	(500)	-100.0%
-520.47-10	519	310	745	400	500	(245)	-32.9%
-520.60-10	2,796	1,071	2,300	2,000	2,300	-	0.0%
-520.60-11	159	-	200	100	200	-	0.0%
-520.61-10	48	4	150	75	150	-	0.0%
-520.66-12	556	622	720	600	720	-	0.0%
-520.67-10	85	50	200	50	200	-	0.0%
-520.67-20			100	-	100	-	0.0%
	Total Other Operating Costs						
	35,330	8,294	15,815	13,684	21,270	5,455	34.5%
	Total Animal Control						
	\$ 110,077	\$ 78,483	\$ 98,358	\$ 90,856	\$ 113,887	\$ 15,529	15.8%

SPEED ENFORCEMENT

PROGRAM #2025



Through contracted services, the Automated Speed Enforcement (ASE) program operates the City's speed enforcement systems cameras in designated school zones and institutions of higher education zones (within 1/2 mile of UMD property), in compliance with State law. The City issues \$40 civil citations to vehicles that exceed the posted speed limit by at least 12 mph. Revenue from this program, after deduction of applicable costs, is spent on public safety as required. Any revenue exceeding 10% of the City's total revenue budget is submitted annually to the Comptroller of Maryland.

SIGNIFICANT ACCOMPLISHMENTS:

- Reduction of speed citations within the City's boundaries.

BUDGET HIGHLIGHTS:

- While there are no significant changes in the operations for this budget, there has been a significant change in accounting for the costs of this program. Until 2018, the fees charged by Optotraffic for processing were based on a percentage of revenue generated by speed enforcement camera tickets. In order to comply with changes in State law, the City negotiated a new contract with Optotraffic where the charges are based on rentals of the speed cameras. Accounting for the processing charges are now showing as an expense in this department rather than a direct reduction of revenues.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Police Officer - Supervisor	0.04	0.04	0.04	0.04
Police Officer - Part-time (contract)	0.6	0.6	0.41	0.41
Total Personnel	0.64	0.64	0.45	0.45

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$34,160	\$ 34,328	\$ 45,002	\$ 47,250
Benefits	4,906	4,840	6,425	\$7,631
Other Operating Costs	55,248	1,095,922	1,210,425	1,210,900
Capital	-	-	-	-
Total Expenditures	\$94,314	\$1,135,090	\$1,261,852	\$1,265,781

OTHER OPERATING COSTS:

-520.20-25 Administrative support **\$54,900**

Estimated at 3.5% of net speed enforcement camera revenue to cover costs of administrative support from the Finance and Information Technology Departments associated with this program.

-520.30-15 Consulting **\$5,000**

Annual evaluation of the Automated Speed Enforcement program by an independent agency in accordance with State Highway Administration requirements.

-520.34-66 Optotraffic Processing Charges **\$1,150,000**

As noted in the Budget Highlights, this is the processing charge for the speed enforcement camera revenue. Prior to FY2018 it was accounted for as a contra-revenue account, as it was percentage based. In compliance with State law, this charge is now based on fixed rentals of the speed cameras, regardless of ticket revenue generated and appropriately accounted for as an expense of this program.

PERFORMANCE MEASURES:

- Program is conducted in full compliance with State law and City Council approval.
- Errors in citations are corrected immediately.
- The State mandated annual report is submitted on time.

SPEED ENFORCEMENT

Acct. Code	FY 2017	FY 2018	FY 2019		FY 2020	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 19 to FY 20 \$	%
-2025							
	<u>Salaries & Wages</u>						
-520.10-02	Hourly	\$ 34,160	\$ 34,328	\$ 45,002	\$ 26,000	\$ 47,250	\$ 2,248 5.0%
	Total Salaries & Wages	34,160	34,328	45,002	26,000	47,250	2,248 5.0%
	<u>Benefits</u>						
-520.11-10	FICA	2,613	2,626	3,443	1,989	3,615	172 5.0%
-520.11-21	Workers Compensation	2,293	2,214	2,982	2,000	4,016	1,034 34.7%
	Total Benefits	4,906	4,840	6,425	3,989	7,631	1,206 18.8%
	<u>Other Operating Costs</u>						
-520.20-25	Administrative (to Finance)	54,900		54,900	54,900	54,900	- 0.0%
-520.30-15	Consulting			5,000	-	5,000	- 0.0%
-520.30-41	Speed Cam Hearing Officer	35		2,100	-	500	(1,600) -76.2%
-520.34-66	Optotraffic Processing charges		1,095,922	1,144,800	1,130,000	1,150,000	5,200 0.5%
-520.36-10	Printing	313		2,000	500	500	(1,500) -75.0%
-520.40-13	Tools & Equipment - maintenance			1,625	-	-	(1,625) -100.0%
	Total Other Operating Costs	55,248	1,095,922	1,210,425	1,185,400	1,210,900	475 0.0%
	Total Speed Enforcement	\$ 94,314	\$ 1,135,090	\$ 1,261,852	\$ 1,215,389	\$ 1,265,781	\$ 3,929 0.3%

CONTRACT POLICE

PROGRAM #2030



The Contract Police program is designed to enhance and supplement the five police agencies having primary and concurrent jurisdiction in certain areas of the City. These agencies include the Prince George’s County Police Department which has primary jurisdiction city-wide; the Maryland State Police, which patrols the interstate and state highways; the University of Maryland Department of Public Safety, with primary jurisdiction on University property and concurrent jurisdiction and patrols in Old Town, Calvert Hills, Lord Calvert Manor, Lakeland, Berwyn and Crystal Springs; the WMATA/Metro Transit Police, which patrols the two Metro stations, parking lots, and bus stops; and the M-NCPPC Park Police which patrols M-NCPPC property in the City.

The cost of the City’s administrative staff supporting this program are also included in Program #2010 and #2012 in order to qualify for partial reimbursement under State Aid for Police Protection Grant from the Governor’s Office of Crime Control and Prevention. Two full-time contract police officers are included in the Personnel counts below.

SIGNIFICANT ACCOMPLISHMENTS:

- Enhanced visibility and protection of residents through additional police presence.
- Increased crime prevention through field observation of suspicious people, traffic violation stops, and high visibility neighborhood patrols.
- Implemented action plan in response to the Public Safety Study Recommendations.
- Initiated crime analysis through monthly combined (PGPD and Contract Officers) crime and calls for service maps.

BUDGET HIGHLIGHTS:

- Increased funding requested to provide an average of 3 patrol officers for 24 hours on weekends (Thursday night through Sunday night) and for special events.
- Funding increase requested to provide \$5/hour pay increase for contract officers to maintain quality staffing.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Police Officer Supervisor (contract)	0.25	0.25	0.25	0.5
Police Officer - Part-time (contract)	8.5	8.73	9.5	12.5
Administrative Assistant	0.25	0.25	-	-
Office Specialist	0.3	0.3	-	-
Total Personnel*	9.3	9.53	9.75	13

*Excludes two full-time officers from Prince George’s County included in Operating Costs under Police Services Contract.

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$ 780,171	\$ 758,778	\$ 814,513	\$ 977,350
Benefits	116,542	106,816	115,975	156,953
Other Operating Costs	307,250	341,085	335,226	335,476
Capital	1,480	-	-	-
Total Expenditures	\$1,205,443	\$1,206,679	\$1,265,714	\$1,469,779

*EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS***OTHER OPERATING COSTS:****-520.12-10 Non-Training Travel** **\$25,000**

Mileage reimbursement to Prince George's County Police Department for vehicles used by part time and full time police officers.

-520.34-34 Police Services Contract **\$280,000**

Contract with Prince George's County for two-full-time police officers, including wages, benefits, vehicles, uniforms and liability insurance. The contract is billed semi-annually.

520.50-10 Liability Insurance **\$24,826**

Liability insurance for part-time contractual police officers on City payroll.

PERFORMANCE MEASURES:

- Increase community engagement with business owners and residents.
- Support other patrol officers at incidents.
- Attend community meetings/events.

CONTRACT POLICE

Acct. Code	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019		FY 2020 ADOPTED BUDGET	Change in Budget FY 19 to FY 20	
			ADJUSTED BUDGET	Estimated FY Total		\$	%
-2030							
	<u>Salaries & Wages</u>						
-520.10-02	\$ 772,252	\$ 752,480	\$ 809,013	\$ 785,000	\$ 971,850	\$ 162,837	20.1%
-520.10-03	7,919	6,298	5,500	5,000	5,500	-	0.0%
	Total Salaries & Wages						
	780,171	758,778	814,513	790,000	977,350	162,837	20.0%
	<u>Benefits</u>						
-520.11-10	59,566	58,048	62,310	60,435	74,346	12,036	19.3%
-520.11-12	4,273	-	-	-	-	-	0.0%
-520.11-13	431	-	-	-	-	-	0.0%
-520.11-14	28	-	-	-	-	-	0.0%
-520.11-15	120	-	-	-	-	-	0.0%
-520.11-17	349	-	-	-	-	-	0.0%
-520.11-21	50,123	48,768	53,665	50,000	82,607	28,942	53.9%
-520.11-22	118	-	-	-	-	-	0.0%
-520.11-25	1,534	-	-	-	-	-	0.0%
	Total Benefits						
	116,542	106,816	115,975	110,435	156,953	40,978	35.3%
	<u>Other Operating Costs</u>						
-520.12-10	28,951	35,729	25,000	25,000	25,000	-	0.0%
-520.34-34	267,856	279,841	280,000	280,000	280,000	-	0.0%
-520.36-10	855	1,998	2,000	2,000	2,000	-	0.0%
-520.36-45	(12,000)	-	-	-	-	-	0.0%
-520.40-13	-	-	250	-	250	-	0.0%
-520.40-21	939	-	1,500	1,000	1,500	-	0.0%
-520.47-10	-	-	400	-	400	-	0.0%
-520.50-10	20,367	23,406	24,576	24,596	24,826	250	1.0%
-520.60-10	266	-	1,000	300	1,000	-	0.0%
-520.61-10	16	111	500	250	500	-	0.0%
	Total Other Operating Costs						
	307,250	341,085	335,226	333,146	335,476	250	0.1%
	<u>Capital Outlay</u>						
-520.92-46	1,480	-	-	-	-	-	0.0%
	Total Capital Outlay						
	1,480	-	-	-	-	-	0.0%
	Total Contract Police						
	\$ 1,205,443	\$ 1,206,679	\$ 1,265,714	\$ 1,233,581	\$ 1,469,779	\$ 204,065	16.1%



PLANNING, COMMUNITY AND ECONOMIC DEVELOPMENT - SUMMARY



The Department includes a program (3010) for administration and oversight of the entire department and three programs for operations: Community Development (3011), Planning and Zoning (3012) and Economic Development (3014).

Further detail on those programs, including their significant accomplishments and budget highlights, are included with their detailed budgets, following this summary.

PERSONNEL:

The following is a summary of the total staffing in the Planning, Community & Economic Development Department. The allocation of personnel is included with each division's budget following this summary.

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Full-time:				
Planning Director	1	1	1	1
Senior Planner	1	1	1	1
Community Development Planner	1	1	1	1
Economic Development Planner	1	1	1	1
Executive Assistant	1	1	1	1
Total Full-time staff	5	5	5	5
Part-time:				
Planning Intern	0.2	0.2	0.8	0.8
Total Personnel	5.2	5.2	5.8	5.8

SUMMARY OF EXPENDITURES:

Function	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Administration	\$145,615	\$ 77,196	\$105,141	\$104,174
Community Development	188,485	222,122	310,993	300,000
Planning & Zoning	215,085	217,181	321,027	331,947
Economic Development	139,966	176,968	251,179	259,178
Total Expenditures	\$689,151	\$693,467	\$988,340	\$995,299

ADMINISTRATION

PROGRAM #3010



This program provides management, oversight and general administrative services to the entire Planning, Community & Economic Development Department.

SIGNIFICANT ACCOMPLISHMENTS:

- Continued scanning Department documents to be retained into Laserfiche.
- All Department staff received at least 12 hours of professional development training.

BUDGET HIGHLIGHTS:

- Added \$10,000 for a LaserFiche contract to complete scanning of departmental files and documents.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Planning Director	0.2	0.2	0.2	0.2
Senior Planner	0.1	-	-	-
Executive Assistant	0.25	0.4	0.4	0.4
Planning Intern (part-time)	-	-	0.4	0.4
Total Personnel	0.55	0.6	1	1

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$ 53,555	\$56,549	\$ 76,858	\$ 69,768
Benefits	11,961	11,766	14,273	10,496
Other Operating Costs	80,099	8,881	14,010	23,910
Capital	-	-	-	-
Total Expenditures	\$145,615	\$77,196	\$105,141	\$104,174

OTHER OPERATING COSTS:

-530.12-11 Travel and Training

American Planning Association national conference	\$ 2,500
Congress for New Urbanism annual conference	2,000
American Planning Assoc. - MD-DE regional conference	300
American Institute of Certified Planners audio & web conferences, 4	860
Sustainability Conference	340
Other	2,000
	\$8,000

-530.36-40 Files Management **\$10,000**

Provides for contract to assist with conversion of paper files and documents to LaserFiche.

-530.67-10 Dues **\$2,500**

Dues for a variety of memberships in planning related organizations including the American Planning Association, American Institute of Certified Planners, Urban Land Institute, Planning Advisory Service and Congress for New Urbanism.

PERFORMANCE MEASURES:

- Number of hours of professional development training.
- Amount of paper documents scanned.

PLANNING ADMINISTRATION

Acct. Code		FY 2017	FY 2018	FY 2019		FY 2020	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 19 to FY 20	%
							\$	%
-3010								
	<u>Salaries & Wages</u>							
-530.10-01	Salary	\$ 34,675	\$ 27,512	\$ 35,337	\$ 35,337	\$ 36,880	\$ 1,543	4.4%
-530.10-02	Hourly	18,880	29,037	41,521	35,000	32,888	(8,633)	-20.8%
	Total Salaries & Wages	53,555	56,549	76,858	70,337	69,768	(7,090)	-9.2%
	<u>Benefits</u>							
-530.11-10	FICA	3,779	4,201	4,771	4,600	4,132	(639)	-13.4%
-530.11-12	Health Insurance	3,386	3,316	4,026	4,000	4,494	468	11.6%
-530.11-13	Dental Insurance	152	138	159	159	158	(1)	-0.6%
-530.11-14	Life Insurance	-	96	105	105	111	6	5.7%
-530.11-15	Vision Insurance	38	39	39	39	42	3	7.7%
-530.11-17	457 City Match Contribution	757	832	834	834	837	3	0.4%
-530.11-21	Workers Compensation	1,060	99	437	400	148	(289)	-66.1%
-530.11-22	Long-term Disability Insurance	199	216	256	250	287	31	12.1%
-530.11-25	MSRP Retirement	2,590	2,829	3,646	3,300	287	(3,359)	-92.1%
	Total Benefits	11,961	11,766	14,273	13,687	10,496	(3,777)	-26.5%
	<u>Other Operating Costs</u>							
-530.12-10	Non Training Travel - mileage reimb.	456	450	500	450	600	100	20.0%
-530.12-11	Travel & Training	5,692	2,431	8,000	7,000	8,000	-	0.0%
	Overhead Allocation:	59,590						0.0%
-530.36-10	Printing	1	458	500	450	300	(200)	-40.0%
-530.36-40	Files Management	7,750	-	-	-	10,000	10,000	100.0%
-530.61-10	Office Supplies	2,907	1,747	1,200	1,500	1,200	-	0.0%
-530.62-10	Postage	30	30	150	50	150	-	0.0%
-530.66-12	Cellular Phone	726	720	360	720	360	-	0.0%
-530.67-10	Dues	2,488	2,358	2,500	2,400	2,500	-	0.0%
-530.67-20	Publications & Books	459	645	800	1,111	800	-	0.0%
-530.69-10	Miscellaneous		42	-	-	-	-	0.0%
	Total Other Operating Costs	80,099	8,881	14,010	13,681	23,910	9,900	70.7%
	Total Planning Administration	\$ 145,615	\$ 77,196	\$ 105,141	\$ 97,705	\$ 104,174	\$ (967)	-0.9%

COMMUNITY DEVELOPMENT

PROGRAM #3011



Primary activities in this program include applying for and administering the funding from a number of local, state and federal sources in order to improve the quality of life in the City. The program also initiates special projects to enhance the City as a place to live, work and visit.

Specific tasks of this program include implementation of projects in the City’s capital improvement program; preparation and administration of grant and loan applications for variety of programs such as Community Development Block Grant, Community Legacy, Maryland Heritage Areas Authority and Program Open Space; providing information for county and state programs; and other assistance to residents and community groups.

SIGNIFICANT ACCOMPLISHMENTS:

- Signed a new contract for an expanded dockless bike share program including electric bikes and scooters.
- Implemented a new Chain Link Fence Removal Incentive Program and awarded three grants under the program.
- Initiated work under a 100% design contract for the Hollywood Commercial District Streetscape Project.
- Awarded ten homeownership grants.
- Initiated construction of the Hollywood Gateway Park project.
- Completed the community engagement process and conceptual plan for future improvements at Duvall Field.
- Received a Planning Assistance to Municipalities and Communities grant from M-NCPPC to assist with the prioritization and implementation of the Complete Streets Program.
- Initiated 100% design of bike lane improvements along Rhode Island Avenue.
- Completed the Local Update of Census Addresses as part of preparation for the 2020 Census.
- Submitted grant applications for community projects to the following programs/agencies: Community Development Block Grant Program, Transportation Land Use Connections, Maryland Heritage Areas Authority, Prince George’s Historic Properties Grant Program, Maryland Department of Planning and the Green Streets, Green Jobs, Green Towns Program.

BUDGET HIGHLIGHTS:

- Funding for community outreach and marketing in conjunction with the 2020 U.S. Census (\$13,000).

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Planning Director	0.2	0.2	0.2	0.2
Senior Planner	0.4	-	-	-
Community Development Planner	0.45	1	1	1
Executive Assistant	0.15	0.1	0.1	0.1
Total Personnel	1.2	1.3	1.3	1.3

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$ 95,981	\$103,683	\$112,766	\$107,878
Benefits	26,412	37,794	43,227	24,122
Other Operating Costs	66,092	80,645	155,000	168,000
Capital	-	-	-	-
Total Expenditures	\$188,485	\$222,122	\$310,993	\$300,000

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-530.25-55 Chain-link Fence Removal Incentive Grant \$30,000

Provides funding for homeowners to remove existing chain-link fencing in the front yard and replace it with a different material.

-530.25-57 City Homeownership Grant Program \$50,000

\$5,000 grants for down payments or settlement costs for qualified applicants purchasing a home for occupancy.

-530.30-15 Consulting \$50,000

Provides for a variety of consulting services to further strategic plan activities, projects and grant applications including real estate advisory services for potential acquisition and development projects.

PERFORMANCE MEASURES:

- Number of grant applications submitted
- Amount of grant funds awarded
- Number of homeownership grants awarded
- Amount of homeownership grants awarded
- Number and amount of design contracts awarded
- Number and amount of construction contracts awarded
- Number of construction projects completed

COMMUNITY DEVELOPMENT

Acct. Code	FY 2017	FY 2018	FY 2019		FY 2020	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 19 to FY 20 \$	%
-3011							
	<u>Salaries & Wages</u>						
-530.10-01	\$ 85,204	\$ 96,194	\$ 104,939	\$ 96,798	\$ 99,656	\$ (5,283)	-5.0%
-530.10-02	10,777	7,489	7,827	7,509	8,222	395	5.0%
	Total Salaries & Wages						
	95,981	103,683	112,766	104,307	107,878	(4,888)	-4.3%
	<u>Benefits</u>						
-530.11-10	7,001	7,426	7,150	6,869	7,173	23	0.3%
-530.11-12	10,441	20,818	25,276	22,000	5,508	(19,768)	-78.2%
-530.11-13	367	613	634	641	158	(476)	-75.1%
-530.11-14	-	207	228	200	285	57	25.0%
-530.11-15	152	308	309	300	42	(267)	-86.4%
-530.11-17	705	676	678	678	1,203	525	77.4%
-530.11-21	2,578	2,250	2,350	2,250	2,999	649	27.6%
-530.11-22	367	389	434	390	443	9	2.1%
-530.11-25	4,801	5,107	6,168	5,100	6,311	143	2.3%
	Total Benefits						
	26,412	37,794	43,227	38,428	24,122	(19,105)	-44.2%
	<u>Other Operating Costs</u>						
-530.25-55	-	-	30,000	10,000	30,000	-	0.0%
-530.25-57	-	35,000	50,000	30,000	50,000	-	0.0%
-530.30-15	44,126	29,457	50,000	20,000	50,000	-	0.0%
-530.30-16	6,600	4,100	10,000	10,000	10,000	-	0.0%
-530.36-10					13,000	13,000	100.0%
-530.36-35	15,268	12,088	15,000	15,000	15,000	-	0.0%
-530.60-11	98	-	-	-	-	-	0.0%
	Total Other Operating Costs						
	66,092	80,645	155,000	85,000	168,000	13,000	8.4%
	Total Community Development						
	\$ 188,485	\$ 222,122	\$ 310,993	\$ 227,735	\$ 300,000	\$ (10,993)	-3.5%

PLANNING AND ZONING

PROGRAM #3012



This program includes review of zoning and subdivision applications referred for comment by the M-NCPPC; and zoning appeals, departures and certification of nonconforming use applications filed directly with the City.

Planning & Zoning involves the preparation of local plans authorized by the Mayor and Council and collaboration of planning efforts with Prince George’s County, M-NCPPC, the University of Maryland, the Metropolitan Washington Council of Governments, CP-CUP, MDOT and WMATA.

This program also assists the Advisory Planning Commission (APC) in the execution of its duties. The APC is a 7-member commission tasked with holding public hearings on zoning applications and appeals from various City codes.

SIGNIFICANT ACCOMPLISHMENTS:

- Reviewed and commented on the draft legislation to implement the Prince George’s County Zoning Rewrite.
- Participated in Purple Line Community Advisory Team meetings related to upcoming construction.
- Held 10 public hearings on variance applications.
- Participated in the Section 106 Consulting Parties process for the MDOT Managed Lanes project.
- Attended public meetings on the MDOT Maglev project.
- Provided a matching grant for the Berwyn Road Plaza at Lidl.

BUDGET HIGHLIGHTS:

- There are so significant changes in this program budget.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Planning Director	0.4	0.4	0.4	0.4
Senior Planner	0.5	1	1	1
Planner	0.55	-	-	-
Executive Assistant	0.45	0.4	0.4	0.4
Total Personnel	1.9	1.8	1.8	1.8

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$163,483	\$169,911	\$191,831	\$200,760
Benefits	41,700	33,804	37,596	39,787
Other Operating Costs	9,902	13,466	91,600	91,400
Capital	-	-	-	-
Total Expenditures	\$215,085	\$217,181	\$321,027	\$331,947

OTHER OPERATING COSTS:

-530.25- Grants and Assistance \$75,000

This establishes funding to incentivize public art in new development projects. A 50% matching grant up to \$25,000 may be provided.

-530.30-65 Interpreter Services \$800

For APC meetings.

-530.32-24 Legal Services \$15,000

Provides for legal advice to the APC, estimated at \$1,250/month.

-530.36-10 Printing \$300

Provides for the cost of reducing and duplicating site plans and drawings, printing of local plans and purchasing M-NCPPC documents

PERFORMANCE MEASURES:

- Number of staff recommendations presented to the Mayor and Council for development applications.
- Number of public hearings held by the APC.

PLANNING AND ZONING

Acct. Code	FY 2017	FY 2018	FY 2019		FY 2020	Change in Budget		
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 19 to FY 20	%	
	\$	\$	\$	\$	\$	\$	%	
-3012								
	<u>Salaries & Wages</u>							
-530.10-01	Salary	\$ 127,429	\$ 136,658	\$ 153,801	\$ 153,801	\$ 161,152	7,351	4.8%
-530.10-02	Hourly	32,334	29,953	31,310	31,000	32,888	1,578	5.0%
-530.10-06	Stipend - APC	3,720	3,300	6,720	4,500	6,720	-	0.0%
	Total Salaries & Wages	163,483	169,911	191,831	189,301	200,760	8,929	4.7%
	<u>Benefits</u>							
-530.11-10	FICA	11,775	12,567	12,597	12,500	13,089	492	3.9%
-530.11-12	Health Insurance	15,327	7,645	9,063	9,000	8,090	(973)	-10.7%
-530.11-13	Dental Insurance	566	277	318	300	316	(2)	-0.6%
-530.11-14	Life Insurance	-	287	315	300	333	18	5.7%
-530.11-15	Vision Insurance	216	77	78	78	83	5	6.4%
-530.11-17	457 City Match Contribution	1,488	1,456	1,460	1,460	1,464	4	0.3%
-530.11-21	Workers Compensation	3,841	2,712	2,927	2,800	4,264	1,337	45.7%
-530.11-22	Long-term Disability Insurance	604	621	712	650	797	85	11.9%
-530.11-25	MSRP Retirement	7,883	8,162	10,126	9,500	11,351	1,225	12.1%
	Total Benefits	41,700	33,804	37,596	36,588	39,787	2,191	5.8%
	<u>Other Operating Costs</u>							
-530.12-11	Travel & Training	125	-	-	-	-	-	0.0%
-530.25-61	Public Art Grant	-	-	75,000	40,000	75,000	-	0.0%
-530.30-65	Interpreter Services	352	1,067	800	750	800	-	0.0%
-530.32-24	Legal services - Adv. Planning Comm.	9,152	11,712	15,000	12,000	15,000	-	0.0%
-530.36-10	Printing	-	388	300	300	300	-	0.0%
-530.36-25	Cable Camera Operator	-	-	200	-	-	(200)	-100.0%
-530.60-10	General Supplies	23	49	50	50	50	-	0.0%
-530.67-10	Dues	250	250	250	250	250	-	0.0%
	Total Other Operating Costs	9,902	13,466	91,600	53,350	91,400	(200)	-0.2%
	Total Advisory Planning Commiss.	\$ 215,085	\$ 217,181	\$ 321,027	\$ 279,239	\$ 331,947	\$ 10,920	3.4%

ECONOMIC DEVELOPMENT

PROGRAM #3014



This program was established in 1997 to focus efforts on revitalizing the City’s commercial districts; marketing the strengths and assets of the City; expanding the tax base; and providing assistance for business retention, expansion and recruitment.

SIGNIFICANT ACCOMPLISHMENTS:

- Coordinated the Downtown Food Truck Hub.
- Established a new Business Recognition Program.
- Updated brochures for Living and Investing in College Park.
- Promoted the City at the annual International Conference of Shopping Centers.
- Worked with the Prince George’s Economic Development Corporation to promote Opportunity Zone-eligible properties and projects in the City.
- Provided assistance with establishing the second shared-office project in the Hub Zone.
- Partnered with the University to help businesses advertise to new students on campus through the First Look Fair.
- Attracted over 50 new businesses and 404 new employees to the City.
- Assisted in the leasing of 77,950 square feet of commercial space.
- Awarded \$75,000 in grants through the Business Assistance and Façade Improvement Program.

BUDGET HIGHLIGHTS:

- There are no significant changes in this budget.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Planning Director	0.2	0.2	0.2	0.2
Economic Development Planner	1.0	1.0	1.0	1.0
Executive Assistant	0.15	0.1	0.1	0.1
Planning Intern (part-time)	0.2	0.2	0.4	0.4
Total Personnel	1.55	1.5	1.7	1.7

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$ 91,646	\$ 90,410	\$110,544	\$118,016
Benefits	23,176	26,191	30,603	31,560
Other Operating Costs	25,144	60,367	110,032	109,602
Capital	-	-	-	-
Total Expenditures	\$139,966	\$176,968	\$251,179	\$259,178

OTHER OPERATING COSTS:

-530.12-11 Travel & Training

International Council of Shopping Centers regional conf. & booth	\$1,200
International Economic Development Council certification (2 courses)	1,200
Workshops and BISNOW local events	500
	\$2,900

-530.25-55 Business Assistance and Façade Improvement Grant **\$75,000**

Provides assistance to businesses for leasehold and façade improvements.

-530.34-25 Marketing

Support for Downtown Food Truck Hub and joint marketing with Prince George's County Economic Development Corporation, UMD Visitors Center and DCPMA	\$ 2,500
Marketing collateral and advertising	1,000
CoStar real estate database	6,770
ESRI Business Analyst	500
	\$10,770

-530.38-38 Farmers Market **\$18,000**

Funds support both the Downtown Farmer's Market and the Hollywood Farmers Market including the Market Master, music and marketing materials.

-530.67-10 Dues

International Economic Development Council	\$ 420
International Council of Shopping Centers	80
	\$500

PERFORMANCE MEASURES:

- Number of residential units added to tax base
- Square Feet of commercial space added to tax base
- Number of new construction starts
- Value of new construction starts
- Number of new businesses opened
- Number of jobs created
- Business retention funds spent
- Business improvement funds leveraged
- Number of businesses expanded

ECONOMIC DEVELOPMENT

Acct. Code		FY 2017	FY 2018	FY 2019		FY 2020	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	\$	%
-3014								
	<u>Salaries & Wages</u>							
-530.10-01	Salary	\$ 75,994	\$ 82,372	\$ 92,505	\$ 92,505	\$ 96,932	\$ 4,427	4.8%
-530.10-02	Hourly	15,652	8,038	18,039	15,000	21,084	3,045	16.9%
	Total Salaries & Wages	91,646	90,410	110,544	107,505	118,016	7,472	6.8%
	<u>Benefits</u>							
-530.11-10	FICA	6,661	6,697	7,258	7,224	7,729	471	6.5%
-530.11-12	Health Insurance	8,423	11,186	13,584	12,500	12,201	(1,383)	-10.2%
-530.11-13	Dental Insurance	356	488	560	500	558	(2)	-0.4%
-530.11-14	Life Insurance	70	215	228	228	240	12	5.3%
-530.11-15	Vision Insurance	100	143	144	144	154	10	6.9%
-530.11-17	457 City Match Contribution	705	676	678	678	680	2	0.3%
-530.11-21	Workers Compensation	2,393	1,846	2,277	2,100	3,414	1,137	49.9%
-530.11-22	Long-term Disability Insurance	191	342	386	300	432	46	11.9%
-530.11-25	MSRP Retirement	4,277	4,598	5,488	5,200	6,152	664	12.1%
	Total Benefits	23,176	26,191	30,603	28,874	31,560	957	3.1%
	<u>Other Operating Costs</u>							
-530.12-10	Non Training Travel - mileage	-	57	300	75	300	-	0.0%
-530.12-11	Travel & Training	2,364	1,494	2,900	2,300	2,900	-	0.0%
	Business Assistance & Façade							
-530.25-58	Improvement Grant	-	32,428	75,000	50,000	75,000	-	0.0%
-530.30-15	Consulting	882	882	882	882	882	-	0.0%
-530.34-25	Marketing	7,325	6,416	10,200	7,500	10,770	570	5.6%
-530.36-15	Catering For Meetings	71	122	2,000	250	1,000	(1,000)	-50.0%
-530.38-38	Farmers Markets	13,484	18,261	18,000	18,000	18,000	-	0.0%
-530.67-10	Dues	470	470	500	470	500	-	0.0%
-530.67-20	Publications & Books	548	237	250	237	250	-	0.0%
	Total Other Operating Costs	25,144	60,367	110,032	79,714	109,602	(430)	-0.4%
	Total Economic Development	\$ 139,966	\$ 176,968	\$ 251,179	\$ 216,093	\$ 259,178	\$ 7,999	3.2%



YOUTH, FAMILY AND SENIOR SERVICES - SUMMARY



The Youth, Family and Senior Services Department provides community outreach as well as family counseling to youth and families with the goal of enhancing family functioning (youth and family) and case management for vulnerable seniors as well as advocacy and navigation assistance with government entitlement programs, emotional support, social engagement opportunities and limited transportation services. These City senior services are provided to support seniors' self-determination and autonomy.

The budget for the department is separated into programs for administration, clinical services (for youth and family) and senior services.

Further detail on these programs, including their significant accomplishments and budget highlights, are included within each program's budget, following the summary below.

PERSONNEL:

The following is a summary of the total Department staffing. Individual program personnel allocation is also included with each program's budget.

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Director of Youth, Family & Senior Services	1	1	1	1
Executive Assistant	1	1	1	1
Clinical Supervisor	1	1	1	1
Family Therapist	2.89	2.89	2.89	2.89
Seniors Program Manager	1	1	1	1
Seniors Program Caseworker	1	1	1	1
Seniors Social Coordinator	-	-	.63	.63
Outreach Coordinator	0.75	0.75	0.75	0.75
Office Assistant	0.93	1.03	1.03	1.03
Group Co-Facilitator	0.06	0.22	0.22	0.22
Child Care Provider	0.16	-	-	-
Bus Driver	1.59	1.9	1.9	1.9
Total Personnel	11.38	11.79	12.42	12.42

SUMMARY OF EXPENDITURES:

Function	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Administration	\$ 416,140	\$ 293,566	\$ 347,299	\$ 363,270
Clinical Services	350,272	375,240	424,856	424,334
Seniors Program	406,438	402,101	514,189	524,622
Total Expenditures	\$1,172,850	\$1,070,907	\$1,286,344	\$1,312,226

ADMINISTRATION

PROGRAM #4010



The Administration program provides oversight, management and general administration of the Youth, Family and Senior Services programs.

Specific responsibilities also include: co-administering the Lakeland STARS tutoring/mentoring program; bi-annual meetings with local principals; the annual Halloween Thing and Spring Egg Hunt; MML-sponsored “If I Were Mayor” essay contest; providing staff support for the City’s Education Advisory Committee and the City’s Senior Committee and participating in family-related issues at the county and state level. This program is also charged with advising the Mayor and Council on family and senior-related issues.

SIGNIFICANT ACCOMPLISHMENTS:

- Concluded 22nd year of the Lakeland STARS tutoring/mentoring program and the City’s longstanding partnership with the University of Maryland College Park Scholars program for Paint Branch Elementary students. 60 Paint Branch students, the majority of whom are College Park residents, are participating in this year’s program.
- Successfully organized annual Halloween Thing and Spring Egg Hunt; coordinated 12 families to be “adopted” for Christmas by local supporters; assisted University of Maryland Terp Toy Drive in distribution of holiday gifts to children; administered the cleaning and distribution of 62 winter coats and clothing through the One Warm Coat drive; coordinated and administered the “If I Were Mayor” essay contest with Mayor presentation and subsequent essays by local school fourth graders. Provide all 120 participants with their individualized certificate.
- Outreach Specialist provided first day of school bilingual assistance to Hollywood Elementary.
- Supported parent engagement initiatives at Hollywood Elementary, Paint Branch Elementary and Cherokee Lane Elementary.
- Advisory Committee/Council initiatives – City public education grants to 10 neighborhood public schools and City scholarships to 99 College Park youth K – 12 grade students to UMD summer camps.
- Provide staff support for City’s Education Advisory Committee and Seniors Committee.

BUDGET HIGHLIGHTS:

- \$7,500 for contractual therapist co-leader for Hispanic Parent Support group at College Park; \$3,500 for contractual therapist co-leader for small parent group. These duties had been performed by a currently vacant clinical staff position. The change in these position’s duties is for staff retention and to address increased request for family counseling services from College Park parents, particularly Hollywood Elementary Hispanic parents.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Director of Youth, Family & Senior Services	0.6	0.5	0.5	0.5
Executive Assistant	0.75	0.75	0.75	0.75
Outreach Coordinator	0.75	0.75	0.75	0.75
Office Assistant	0.3	0.4	0.4	0.4
Bus Driver	0.04	0.08	0.08	0.08
Total Personnel	2.34	2.48	2.48	2.48

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$156,568	\$175,643	\$200,612	\$206,578
Benefits	40,964	45,990	63,372	62,277
Other Operating Costs	218,608	64,069	83,315	94,415
Capital	-	7,864	-	-
Total Expenditures	\$416,140	\$293,566	\$347,299	\$363,270

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-540.12-11 Travel and Training \$2,700

Maryland Municipal League convention (\$1,900); other seminars and workshops (\$800).

-540.30-13 Administrative – Lakeland STARS \$9,000

Administrative Services primarily Lakeland STARS coordination.

-540.30-13 Consulting (Programs) \$13,000

Includes \$2,000 for strategic planning; \$3,500 for a bilingual therapist; and \$7,500 for a therapist twice a month for the Hispanic Parent Support Group.

-540.34-37 M-NCPPC Contract \$13,000

Youth Center, payment for additional coverage by M-NCPPC staff.

-540.38-15 Holiday Events \$3,000

Halloween Thing, Spring Egg Hunt

-540.38-66 Family Summit \$3,000

Includes cost of facilitator (\$1,500); printing of material (\$760) and meeting refreshments (\$740).

-540.42-10 Cleaning Service/Building \$17,725

Window cleaning (\$300); recreation side cleaning of ceiling fans and exposed high ceiling duct work (\$1,050); cleaning of 5 mats, 3 times/year (\$300); tile cleaning 6 times/year (\$6,450); and carpet cleaning (\$3,175), plus six additional tile cleanings in rec room.

-540.60-10 General Supplies \$5,000

Special event materials, photo finishing, presentation materials, promotional items, Lakeland STARS supplies.

-540.67-19 Dues \$2,000

MD Assoc. of Youth Services Bureaus (\$1,500); MD Assoc. of Non-Profits (\$350); Non-profit Prince George's (\$150).

PERFORMANCE MEASURES:

Goal	Effectiveness Measures	FY2019 YTD 3 Quarters	FY2020 Target
Ensure that services are accessible to low and moderate income families (in compliance with requirements for use of City-restricted funds for facility construction).	Percent of families receiving services who are low to moderate income (\$68,000 or less for a family of 4)	63%	>= 51%

YOUTH, FAMILY AND SENIOR SERVICES ADMINISTRATION

Acct. Code	FY 2017		FY 2018		FY 2019		FY 2020		Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	\$	%	FY 19 to FY 20		
-4010										
	<u>Salaries & Wages</u>									
-540.10-01	\$ 67,683	\$ 69,821	\$ 82,891	\$ 80,376	\$ 82,417	\$ (474)	-0.6%			
-540.10-02	83,629	101,719	112,721	105,792	119,161	6,440	5.7%			
-540.10-03	5,256	4,103	5,000	1,500	5,000	-	0.0%			
	<u>156,568</u>	<u>175,643</u>	<u>200,612</u>	<u>187,668</u>	<u>206,578</u>	<u>5,966</u>	<u>3.0%</u>			
	<u>Benefits</u>									
-540.11-10	11,023	12,971	14,024	14,000	12,510	(1,514)	-10.8%			
-540.11-12	16,674	16,835	30,843	30,800	27,765	(3,078)	-10.0%			
-540.11-13	453	650	1,154	1,150	1,229	75	6.5%			
-540.11-14	72	250	231	250	231	-	0.0%			
-540.11-15	187	256	255	250	273	18	7.1%			
-540.11-17	1,608	2,600	2,672	2,650	2,680	8	0.3%			
-540.11-18	2,462	432	-	-	-	-	0.0%			
-540.11-21	3,215	3,750	4,189	4,150	6,210	2,021	48.2%			
-540.11-22	405	445	508	500	552	44	8.7%			
-540.11-25	4,865	7,801	9,496	9,400	10,827	1,331	14.0%			
	<u>40,964</u>	<u>45,990</u>	<u>63,372</u>	<u>63,150</u>	<u>62,277</u>	<u>(1,095)</u>	<u>-1.7%</u>			
	<u>Other Operating Costs</u>									
-540.12-10	1,550	1,523	1,600	1,600	1,600	-	0.0%			
-540.12-11	2,199	5,116	2,500	2,000	2,700	200	8.0%			
	165,990									
-540.30-13	8,732	12,132	9,000	8,500	9,000	-	0.0%			
-540.30-15	1,665	1,868	2,000	1,800	13,000	11,000	550.0%			
-540.34-37	10,000	10,000	13,000	13,000	13,000	-	0.0%			
-540.34-72	1,440	1,440	1,500	1,500	1,500	-	0.0%			
-540.36-10	793	280	1,200	500	1,200	-	0.0%			
-540.38-15	3,076	3,872	3,000	3,000	3,000	-	0.0%			
-540.38-66	-	-	3,000	-	3,000	-	0.0%			
-540.40-10	1,239	-	300	-	300	-	0.0%			
-540.42-10	5,204	8,056	17,725	12,500	17,725	-	0.0%			
-540.45-10	-	-	10,000	-	10,000	-	0.0%			
-540.47-10	101	985	400	400	400	-	0.0%			
-540.48-20	2,317	2,292	3,450	3,000	3,450	-	0.0%			
-540.52-10	510	-	300	-	300	-	0.0%			
-540.60-10	7,548	6,737	5,000	4,000	5,000	-	0.0%			
-540.60-11	139	1,027	1,000	1,000	1,000	-	0.0%			
-540.60-40	-	277	400	-	-	(400)	-100.0%			
-540.61-10	1,373	3,491	2,400	1,500	2,400	-	0.0%			
-540.62-10	587	149	600	450	600	-	0.0%			
-540.66-12	1,138	1,512	1,440	1,400	1,440	-	0.0%			
-540.67-10	1,150	1,400	2,000	2,000	2,000	-	0.0%			
-540.67-20	396	293	300	250	300	-	0.0%			
-540.69-10	1,461	1,619	1,200	1,200	1,500	300	25.0%			
	<u>218,608</u>	<u>64,069</u>	<u>83,315</u>	<u>59,600</u>	<u>94,415</u>	<u>11,100</u>	<u>13.3%</u>			
	<u>Capital Outlay</u>									
-540.92-55		7,176					0.0%			
-540.93-20		688	-	-	-	-	0.0%			
	<u>\$ 416,140</u>	<u>\$ 293,566</u>	<u>\$ 347,299</u>	<u>\$ 310,418</u>	<u>\$ 363,270</u>	<u>\$ 15,971</u>	<u>4.6%</u>			

CLINICAL SERVICES

PROGRAM #4011



The clinical services' program mission is to serve families through quality culturally-responsive clinical services and community-based programs that strengthen children's well-being and family relationships.

These early intervention/prevention clinical services are recognized for their expertise by the community, families who have previously received services, local school staff and community-serving professionals. The program is considered a premier site for second-year masters level mental health interns and is located in a state-of-the-art facility.

SIGNIFICANT ACCOMPLISHMENTS:

- Continuing success in providing over 120 youth and their families quality counseling services addressing issues such as trauma, behavior, pre=delinquent and delinquent behaviors, grief and loss, child abuse, suicidality, school behavior programs, suspension and expulsion.
- Serving children 0-5 years of age (24%), 6-10 years of age (44%), 11-13 years of age (13%), 14 – 18 years of age (19%) through family-focused counseling services.
- 85% of youth completing treatment and assessed through the Child Adolescent Functional Assessment Scale showed improvement in functioning. 80% showed “meaningful and reliable improvement” by improving 20 points or more.
- 100% of client families who returned surveys following counseling stated that they would recommend the program's counseling serves to a friend.
- Licensed clinical staff received
- Led and supported the College Park Hispanic Parent Support Group, now in its 12th year, and participant parents in building their sense of community and enhancing their ability and confidence as parents.
- Provided on-sight support and skill building to youth groups in local schools to enhance youth social skills, address grief and loss and/or problematic behaviors.
- Provided comprehensive clinical training program to second-year masters level metal health interns, this year from Catholic University School of Social Service and Chicago School of Professional Psychology/ Washington DC campus
- Administered advanced clinical sand therapy certificate program for mental health 15 professionals with agency consultant Dr. Dee Preston-Dillon.

BUDGET HIGHLIGHTS:

- Hourly wages include increase of \$3,500 for a part-time Assistant Parent Leader for the Hispanic Parent Support Group for six hours/week at Parkdale High School.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Director of Youth, Family & Senior Services	0.3	0.3	0.3	0.3
Executive Assistant	0.25	0.25	0.25	0.25
Clinical Supervisor	1	1	1	1
Family Therapist	2.89	2.89	2.89	2.89
Group Co-Facilitator	0.06	0.22	0.22	0.22
Child Care Provider	0.16	-	-	-
Total Personnel	4.66	4.66	4.66	4.66

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$258,540	\$283,501	\$315,272	\$318,936
Benefits	66,929	67,584	78,254	73,568
Other Operating Costs	24,803	24,155	31,330	31,830
Capital	-	-	-	-
Total Expenditures	\$350,272	\$375,240	\$424,856	\$424,334

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-540.12-11 Travel and Training \$9,100

Play Therapy conference, 2 attendees (\$3,200); National Institute for Relationship Enhancement (\$1,000); Brief Strategic Family Therapy (\$3,500); Clinical training (\$1,400).

-540.30-15 Consulting \$9,360

Clinical consultation, estimated at \$130/hour for 72 hours (2 hours/week for 36 weeks) .

-540.50-10 Liability Insurance \$1,560

Masters of Social Work professional insurance/American Counseling Association professional insurance supplements the City's insurance portfolio.

-540.60-10 General Supplies \$2,500

Supplies for playroom, recreation room and children's waiting area.

-540.67-19 Dues \$1,810

Theraplay Institute (\$50); Maryland Board of Professional Counselors, \$500 (2 @ \$250); Maryland Board of Social Work Examiners, \$960 (3 @ \$320); Association of Play Therapy (\$300).

PERFORMANCE MEASURES:

Goal	Effectiveness Measures	FY2019 YTD	FY2020 Target
Strengthen youth/ family functioning through clinical interventions.	Number of youth in groups and families served in clinical interventions.	69	>= 75
	Percent rating services as helpful, based on exit survey.	100%	90%

CLINICAL SERVICES

Acct. Code	FY 2017	FY 2018	FY 2019		FY 2020	Change in Budget		
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 19 to FY 20	%	
	\$	\$	\$	\$	\$	\$	%	
-4011								
	<u>Salaries & Wages</u>							
-540.10-01	\$ 236,808	\$ 256,724	\$ 285,119	\$ 282,041	\$ 294,351	\$ 9,232	3.2%	
-540.10-02	21,592	26,616	30,003	26,000	24,435	(5,568)	-18.6%	
-540.10-03	140	161	150	150	150	-	0.0%	
	<u>258,540</u>	<u>283,501</u>	<u>315,272</u>	<u>308,191</u>	<u>318,936</u>	<u>3,664</u>	<u>1.2%</u>	
	<u>Benefits</u>							
-540.11-10	18,977	20,977	23,220	23,577	23,146	(74)	-0.3%	
-540.11-12	22,838	19,095	23,880	19,956	12,857	(11,023)	-46.2%	
-540.11-13	997	946	1,109	900	871	(238)	-21.5%	
-540.11-14	22	88	96	96	102	6	6.3%	
-540.11-15	498	491	472	450	409	(63)	-13.3%	
-540.11-17	2,818	2,741	2,307	2,300	3,229	922	40.0%	
-540.11-18	3,730	3,749	3,769	3,750	3,959	190	5.0%	
-540.11-21	7,272	8,479	9,824	8,900	14,054	4,230	43.1%	
-540.11-22	197	216	254	200	274	20	7.9%	
-540.11-25	9,580	10,802	13,323	12,350	14,667	1,344	10.1%	
	<u>66,929</u>	<u>67,584</u>	<u>78,254</u>	<u>72,479</u>	<u>73,568</u>	<u>(4,686)</u>	<u>-6.0%</u>	
	<u>Other Operating Costs</u>							
-540.12-10	163	21	500	50	500	-	0.0%	
-540.12-11	10,841	7,246	9,100	7,500	9,100	-	0.0%	
-540.30-15	4,770	5,370	9,360	5,000	9,360	-	0.0%	
-540.34-60		-	400	-	400	-	0.0%	
-540.38-35		450	500	400	500	-	0.0%	
-540.40-40	390	1,674	1,000	1,000	1,000	-	0.0%	
-540.50-10	553	52	1,560	800	1,560	-	0.0%	
-540.60-10	2,529	3,443	2,500	2,500	2,500	-	0.0%	
-540.60-11	3,949	2,712	4,000	3,000	4,000	-	0.0%	
-540.61-10	16	124	-	-	-	-	0.0%	
-540.62-10	38	-	-	20	-	-	0.0%	
-540.67-10	948	711	1,810	1,000	1,810	-	0.0%	
-540.67-20	506	2,274	500	864	1,000	500	100.0%	
-540.69-10	100	78	100	100	100	-	0.0%	
	<u>24,803</u>	<u>24,155</u>	<u>31,330</u>	<u>22,234</u>	<u>31,830</u>	<u>500</u>	<u>1.6%</u>	
Total Clinical Services	<u>\$ 350,272</u>	<u>\$ 375,240</u>	<u>\$ 424,856</u>	<u>\$ 402,904</u>	<u>\$ 424,334</u>	<u>\$ (522)</u>	<u>-0.1%</u>	

SENIORS PROGRAM

PROGRAM #4012



The Seniors Program’s mission is to support self-determination, reduce isolation and promote a sense of belonging and purpose for City seniors 62 and above. The program collaborates with seniors in providing individualized support, serves as liaison with other community services and connection to resources. Program staff advocates for seniors in negotiating bureaucratic systems such as government entitlement program, insurance companies, physicians, and/or collection agencies.

They also assist in understanding and responding to business correspondence; are a resource in resolving family and interpersonal issues; provide limited bus transportation to medical appointments and shopping; and offer social engagement opportunities such as 8 senior day trips per year, subsidized by City of College Park as well as 4 Social Activity team events and twice-a-week Senior Social Center.

SIGNIFICANT ACCOMPLISHMENTS:

- Ongoing case management to 51 vulnerable seniors and issue-specific advocacy for additional 15 seniors dealing with bureaucratic systems.
- Provide and support self-management classes for 7 seniors with focus on individualized program to regulate diabetes treatment and care.
- Hosted 106 activities and trips for City seniors.
- Of the 106 activities, 90 attended Senior Social activities, averaging 7 to 11 seniors attending on a regular basis.
- Maintained safe bus transportation primarily for medical care and shopping.

BUDGET HIGHLIGHTS:

- There are no significant changes in this program’s budget.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Director of Youth, Family & Senior Services	0.2	0.2	0.2	0.2
Seniors Program Manager	1	1	1	1
Seniors Program Caseworker	1	1	1	1
Seniors Social Coordinator	-	-	.63	.63
Office Assistant	0.63	0.63	0.63	0.63
Bus Driver	1.55	1.82	1.82	1.82
Total Personnel	4.38	4.65	5.28	5.28

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$258,615	\$260,380	\$315,483	\$333,047
Benefits	68,606	73,400	95,896	91,865
Other Operating Costs	79,217	67,112	102,210	99,110
Capital	-	1,209	600	600
Total Expenditures	\$406,438	\$402,101	\$514,189	\$524,622

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-540.12-11 Travel and Training **\$2,500**

Training on seniors issues and \$1,200 for certified senior advisor credential.

-540.25- Grant - Neighbors Helping Neighbors **\$4,700**

To assist the Neighbors Helping Neighbors program to establish a volunteer network to provide services to senior citizens.

	FY2019		FY2020
Grant	\$11,500	Grant Request	\$11,500
Projected Expenditures	(4,700)	Less FY19 Unused Funds	(6,800)
Unused Funds - Carry Forward	\$ 6,800	Grant Funding	\$ 4,700

-540.30-15 Consulting **\$1,600**

Quarterly clinical consultations.

-540.38-12 Senior Trips **\$21,000**

Subsidized senior trips (seniors pay \$15 to \$35 per trip). Trips are scheduled on a calendar year basis. The 2017 scheduled trips are: April: Harrington Raceway & Casino with lunch; May: Patsy Cline Show at the Fulton Dinner Theater; June: Choptank Riverboat with crab feast; July: Pinots Palette, paint party and lunch; August: St. Michaels, MD boat ride tour; September: Dreamgirls Show at Toby's Dinner Theater; October: On Golden Pond Show at Riverside Dinner Theater; November: White Christmas Show at Dutch Apple Dinner Theater.

-540.38-49 Other Activities **\$18,750**

To support the Seniors Activity Team and Seniors Social Center events.

-540.47-10 Clothing & Uniforms **\$4,000**

Uniform rental and cleaning for 6 employees.

-540.60-10 General Supplies **\$3,500**

Includes special event materials, photos, paper goods for weekly coffee gatherings supplies for quarterly Senior Activity Team events, twice-a-week Senior Social Center, etc.

-540.60-22 Meeting Refreshments **\$7,100**

Refreshments for weekly coffee, twice-a-week Senior Social Center, ongoing activities and monthly trips.

-540.62-10 Postage **\$10,700**

Postage for the cost of 3 senior mailings including the cost of printing the materials.

-540.67-19 Dues **\$400**

Maryland Board of Social Work Examiners and Certified Senior Advisor.

PERFORMANCE MEASURES:

Goal	Effectiveness Measures	FY2019 YTD	FY2020 Target
Enhance quality of life and reduce isolation of seniors through excursion trips and new senior social center.	Number of day excursion participants.	228	350
	Number of senior social center participants.	778	1,000
	Percent rating services as good or better	100%	100%
Provide transportation within an 8 mile radius at the request of City seniors.	Number of trips provided	1,469	2,200
	Number of seniors assisted with transportation	2,674	3,500

SENIORS PROGRAM

Acct. Code	FY 2017		FY 2018		FY 2019		FY 2020		Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET			FY 19 to FY 20		
								\$	%	
-4012										
<u>Salaries & Wages</u>										
-540.10-01	Salary	\$ 110,255	\$ 114,611	\$ 130,564	\$ 130,479	\$ 135,287	\$ 4,723	3.6%		
-540.10-02	Hourly	147,448	143,643	182,419	173,000	195,260	12,841	7.0%		
-540.10-03	Overtime	912	2,126	2,500	3,500	2,500	-	0.0%		
	Total Salaries & Wages	258,615	260,380	315,483	306,979	333,047	17,564	5.6%		
<u>Benefits</u>										
-540.11-10	FICA	19,113	19,328	22,418	23,484	23,505	1,087	4.8%		
-540.11-12	Health Insurance	25,314	28,827	41,949	33,500	29,586	(12,363)	-29.5%		
-540.11-13	Dental Insurance	826	860	1,337	1,000	1,012	(325)	-24.3%		
-540.11-14	Life Insurance	136	447	723	500	583	(140)	-19.4%		
-540.11-15	Vision Insurance	301	173	283	250	300	17	6.0%		
-540.11-17	457 City Match Contribution	2,810	2,393	2,320	2,320	2,327	7	0.3%		
-540.11-18	401A Retirement	2,198	3,073	3,218	3,200	3,381	163	5.1%		
-540.11-21	Workers Compensation	6,823	7,566	8,409	8,400	13,931	5,522	65.7%		
-540.11-22	Long-term Disability Insurance	716	755	827	800	946	119	14.4%		
-540.11-25	MSRP Retirement	10,369	9,978	14,412	13,000	16,294	1,882	13.1%		
	Total Benefits	68,606	73,400	95,896	86,454	91,865	(4,031)	-4.2%		
<u>Other Operating Costs</u>										
-540.12-10	Non Training Travel	368	761	1,000	600	1,000	-	0.0%		
-540.12-11	Travel & Training	1,808	3,488	2,200	2,000	2,500	300	13.6%		
-540.20-11	Allocated Overhead: Fleet Services	30,855	-	-	-	-	-	0.0%		
-540.25-12	Grant - Neighbors Helping Neighbors		5,500	11,500	4,700	4,700	(6,800)	-59.1%		
-540.30-13	Administrative	53	2,994	-	300	-	-	0.0%		
-540.30-15	Consulting	2,085	3,360	1,200	1,000	1,600	400	33.3%		
-540.36-10	Printing	3,474	2,576	1,000	1,000	1,000	-	0.0%		
-540.38-12	Senior Trips	21,977	20,436	20,000	20,000	21,000	1,000	5.0%		
-540.38-99	Other Activities	649	150	18,750	10,000	18,750	-	0.0%		
-540.42-10	Building cleaning				1,540	-	-	0.0%		
-540.45-23	Pest Control	420	530	1,480	600	1,480	-	0.0%		
-540.47-10	Clothing & Uniforms	5,512	6,657	6,000	4,000	4,000	(2,000)	-33.3%		
-540.48-20	Copier lease	1,319	1,319	1,950	1,950	3,150	1,200	61.5%		
-540.48-60	Office space rental, phones & internet		3,600	14,380	13,500	14,000	(380)	-2.6%		
-540.60-10	General Supplies	2,405	3,418	3,500	2,500	3,500	-	0.0%		
-540.60-11	Meeting Refreshments	4,558	6,215	7,100	7,100	7,100	-	0.0%		
-540.61-10	Office Supplies	1,024	875	1,200	1,000	2,830	1,630	135.8%		
-540.62-10	Postage	1,050	3,724	9,300	5,000	10,700	1,400	15.1%		
-540.66-12	Cellular Phone	1,112	1,137	1,200	1,200	1,200	-	0.0%		
-540.67-10	Dues	275	186	300	200	400	100	33.3%		
-540.67-20	Publications & Books	257	186		60	100	100	100.0%		
-540.69-10	Miscellaneous	16	-	150	100	100	(50)	-33.3%		
	Total Other Operating Costs	79,217	67,112	102,210	78,350	99,110	(3,100)	-3.0%		
<u>Capital Outlay</u>										
-540.93-20	Office Furniture	-	1,209	600	2,162	600	-	0.0%		
	Total Seniors Program	\$ 406,438	\$ 402,101	\$ 514,189	\$ 473,945	\$ 524,622	\$ 10,433	2.0%		

PUBLIC WORKS - SUMMARY



The Department of Public Works (DPW) is the largest City function, in terms of both staffing and budget. The DPW budget is comprised of six divisions: Administration, Solid Waste Management, Streets and Parking Lots, Buildings and Grounds, Engineering, and Fleet Services. Further detail regarding each division, including their significant accomplishments and budget highlights are incorporated with the program budgets making up each division following this summary.

PERSONNEL:

The following is a summary of the total staffing for Public Works. The allocation of personnel is determined by Public Works management and is included with each program's budget following this summary.

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Director	1	1	1	1
Assistant Director	2	2	2	2
Administrative Assistant/Recycling Coordinator	1	-	-	-
Administrative Assistant	1	1	1	1
Sustainability Coordinator	-	1	1	1
Dispatch/Administrative Clerk	1	1	1	1
Supply Clerk	1	-	-	-
Civil Engineer	1	1	1	1
Engineering Technician	1	1	1	1
Fleet Supervisor	1	1	1	1
Mechanic	1	2	2	2
Inventory Control Clerk	1	1	1	1
Crew Supervisor	2	2	2	2
Motor Equipment Operator	13	13	13	13
Laborer	13	16	16	16
Laborer/Driver	1	-	-	-
Facilities Maintenance Worker	1	1	1	1
Lead Custodian	1	1	1	1
Custodial Worker	1	1	1	1
Landscape Supervisor	1	1	1	1
Lead Groundskeeper	1	1	1	1
Groundskeeper	1	1	1	1
Public Works/Engineering Intern	2	2	2	2
Laborer Landscape (summer)	-	2	2	2
Total Personnel	49	53	53	53

Public Works

Summary of Expenditures:

Function	FY 2017	FY 2018	FY 2019	FY 2020	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	ADOPTED BUDGET	FY 19 to FY 20	
					\$	%
Administration (5010)	\$ 986,780	\$ 751,844	\$ 665,511	\$ 706,478	\$ 40,967	6.2%
Solid Waste Management	2,460,853	2,037,069	2,230,621	2,225,162	(5,459)	-0.2%
Refuse Management (5011)	913,876	778,915	855,295	837,074	(18,221)	-2.1%
Leaf & Grass Collection (5012)	316,811	233,113	344,493	392,787	48,294	14.0%
Litter & Graffiti Control (5023)	272,638	218,900	244,337	215,231	(29,106)	-11.9%
Recycling (5025)	781,968	695,448	641,615	621,642	(19,973)	-3.1%
Compost Yard Operations (5050)	175,560	110,693	144,881	158,428	13,547	9.4%
Streets & Parking Lots	897,060	654,326	977,823	978,361	538	0.1%
Street Cleaning (5013)	66,473	56,495	45,823	65,024	19,201	41.9%
Signage (5014)	205,434	113,390	126,473	130,780	4,307	3.4%
Street Maintenance (5015)	381,135	286,092	404,618	401,863	(2,755)	-0.7%
Snow & Ice Control (5017)	103,885	106,757	280,250	262,772	(17,478)	-6.2%
Parking Lot Maintenance (5024)	47,675	22,441	40,419	36,988	(3,431)	-8.5%
Parking Garage (5027)	92,458	69,151	80,240	80,933	693	0.9%
Buildings & Grounds	1,177,702	1,058,127	1,187,011	1,269,314	82,303	6.9%
Public Works Buildings (5018)	119,777	61,275	83,410	128,150	44,740	53.6%
Recreational Facilities Maint. (5019)	187,842	174,944	176,036	182,031	5,995	3.4%
Building Maintenance (5028)	429,615	347,019	360,209	357,914	(2,295)	-0.6%
Turf & Right of Way Maint. (5016)	58,629	60,788	62,303	63,900	1,597	2.6%
Tree & Landscape Maint. (5020)	381,839	414,101	505,053	537,319	32,266	6.4%
Engineering (5021)	264,580	260,645	322,533	344,134	21,601	6.7%
Fleet Services (5030)	690,299	539,294	718,207	742,717	24,510	3.4%
Less allocated overhead	(1,194,445)					
Total DPW expenditures	\$ 5,282,829	\$ 5,301,305	\$ 6,101,707	\$ 6,266,166	\$ 164,459	2.7%

ADMINISTRATION

PROGRAM #5010



This program is responsible for planning, managing and administering all activities in the department, which includes customer service, maintaining financial records, correspondence, managerial record keeping, and training.

SIGNIFICANT ACCOMPLISHMENTS:

- With the retirement of the previous Department Director, the Assistant Director was promoted and appointed as the new Department Director. The resulting Assistant Director vacancy was filled.

BUDGET HIGHLIGHTS:

- No new funding requests for this program. Safety supplies, including Personal Protective Equipment (PPE) has been identified separately from clothing and uniforms. Continuing staff training to certify operators using specialized equipment.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Director	1	1	1	1
Assistant Director	1.65	2	2	2
Administrative Asst./Recycling Coord.	-	-	-	-
Sustainability Coordinator	0.25	1	1	1
Administrative Assistant	1	1	1	1
Dispatch/Administrative Clerk	1	1	1	1
Garage Supply Clerk	0.1	0.17	0.17	0.17
Total Personnel	5	6.17	6.17	6.17

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$421,571	\$552,59	\$443,275	\$481,672
Benefits	111,051	118,891	140,254	140,756
Other Operating Costs	454,158	80,394	81,982	84,050
Capital	-	-	-	-
Total Expenditures	\$986,780	\$751,844	\$665,511	\$706,478

OTHER OPERATING COSTS:

-550.12-11 Travel and Training

American Public Works Association annual conference, 2 attendees	\$5,700
Other managerial development training for 4 attendees	1,000
	\$6,700

-550.34-75 Mosquito Control

\$6,600

Participation in the State Mosquito Control services, including larviciding, adult surveillance and possible control.

-550.47-10 Clothing & Uniforms

Uniform rental & cleaning	\$17,000
Walk-off mats (\$35/week)	1,820
Rental return losses	300
Winter Jackets	3,700
Safety shoes (approximately \$195/pair)	9,000
Hats	500
	\$32,320

-550.66-13 Wireless Radio

\$19,000

Use of the University's Department of Public Safety 2-way radio system (\$15,500) and radio system maintenance (\$3,500)

PUBLIC WORKS ADMINISTRATION

Acct. Code	FY 2017		FY 2018		FY 2019		FY 2020		Change in Budget				
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	\$	%	\$	%				
-5010													
	<u>Salaries & Wages</u>												
-550.10-01	\$	283,685	\$	401,818	\$	284,041	\$	284,041	\$	311,235	\$	27,194	9.6%
-550.10-02		129,153		141,686		150,034		145,000		161,237		11,203	7.5%
-550.10-03		8,733		9,055		9,200		8,000		9,200		-	0.0%
		<u>421,571</u>		<u>552,559</u>		<u>443,275</u>		<u>437,041</u>		<u>481,672</u>		<u>38,397</u>	<u>8.7%</u>
	<u>Benefits</u>												
-550.11-10		31,725		38,138		31,294		33,434		34,232		2,937	9.4%
-550.11-12		41,117		41,984		69,426		53,300		59,834		(9,592)	-13.8%
-550.11-13		972		1,158		2,706		1,300		1,944		(762)	-28.2%
-550.11-14		438		1,038		1,085		750		1,106		21	1.9%
-550.11-15		361		407		683		500		606		(77)	-11.3%
-550.11-17		2,233		2,522		2,503		2,500		3,059		556	22.2%
-550.11-18		10,849		11,404		3,375		15,000		3,545		170	5.0%
-550.11-21		9,374		7,261		6,833		5,600		10,281		3,448	50.5%
-550.11-22		1,480		1,613		1,655		1,655		1,926		271	16.4%
-550.11-25		12,502		13,366		20,694		17,500		24,223		3,529	17.1%
		<u>111,051</u>		<u>118,891</u>		<u>140,254</u>		<u>131,539</u>		<u>140,756</u>		<u>502</u>	<u>0.4%</u>
	<u>Other Operating Costs</u>												
-550.12-10		-		71		75		75		75		-	0.0%
-550.12-11		4,948		6,605		6,300		6,300		6,700		400	6.3%
		266,247											0.0%
-550.30-11		897		-		-		-		-		-	0.0%
-550.34-17		3,490		1,337		-		-		-		-	0.0%
-550.34-75		4,765		6,097		6,600		6,000		6,600		-	0.0%
-550.36-10		1,898		1,224		3,000		2,500		2,000		(1,000)	-33.3%
-550.36-37		(5,767)		(4,646)		(5,000)		(3,000)		(4,500)		500	-10.0%
-550.38-45		170		177		250		250		250		-	0.0%
-550.38-67		1,384		1,364		1,800		1,500		1,900		100	5.6%
-550.47-10		29,967		32,569		33,432		33,000		32,320		(1,112)	-3.3%
-550.48-20		2,971		3,828		3,900		3,900		4,140		240	6.2%
-550.52-10		383		903		950		700		700		(250)	-26.3%
-550.53-10		50		-		350		50		200		(150)	-42.9%
-550.60-10		3,322		2,937		3,500		2,000		3,280		(220)	-6.3%
-550.60-60										2,500		2,500	100.0%
-550.60-11				64		250		75		200		(50)	-20.0%
-550.61-10		2,504		2,759		3,000		2,750		2,900		(100)	-3.3%
-550.62-10		-		113		75		75		75		-	0.0%
-550.66-12		2,717		2,104		2,800		2,250		4,000		1,200	42.9%
-550.66-13		15,393		21,513		19,000		17,500		19,000		-	0.0%
-550.67-10		1,065		1,155		1,400		1,400		1,410		10	0.7%
-550.67-20		525		220		300		300		300		-	0.0%
-550.69-10		911		-		-		-		-		-	0.0%
		116,318										-	0.0%
		<u>454,158</u>		<u>80,394</u>		<u>81,982</u>		<u>77,625</u>		<u>84,050</u>		<u>2,068</u>	<u>2.5%</u>
Total Public Works Administration	\$	986,780	\$	751,844	\$	665,511	\$	646,205	\$	706,478	\$	40,967	6.2%

SOLID WASTE MANAGEMENT DIVISION REFUSE MANAGEMENT

PROGRAM #5011



SOLID WASTE MANGEMENT DIVISION

The Solid Waste Management Division is comprised of the following programs: Refuse Management (5011); Leaf and Grass Collection (5012); Litter and Graffiti Control (5023); Recycling (5025); Compost Yard Operations (5050).

REFUSE MANAGEMENT

This program is responsible for collection and disposal of the City’s solid waste. Household refuse is collected curbside once per week. Curbside collections are complemented with back-door collection for the elderly and/or disabled residents. Large bulky items are collected by appointment. Refuse and recycling carts are supplied free to residents by the City.

SIGNIFICANT ACCOMPLISHMENTS:

- A solid waste consultant evaluated bulk trash collection processes and provided a report and recommendations for program equity improvements.
- Initiated a pilot food waste drop-off diversion program.
- 4,165 tons of residential household refuse and 807 tons bulk trash were collected and disposed of.
- 67 residents were approved for behind-the-house collections.

BUDGET HIGHLIGHTS:

- There are no significant changes in this budget. Primary reason for decrease is reduction in consulting for FY2019 study to evaluate the solid waste program.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Crew Supervisor	0.48	0.33	0.33	0.33
Motor Equipment Operator	2.82	2.85	2.85	2.85
Laborer/Driver	0.95	-	-	-
Laborer	1.65	3.85	3.85	3.85
Total Personnel	5.9	7.03	7.03	7.03

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$312,812	\$306,933	\$332,913	\$345,292
Benefits	134,444	126,450	148,132	147,322
Other Operating Costs	466,620	345,532	374,250	344,460
Capital	-	-	-	-
Total Expenditures	\$913,876	\$778,915	\$855,295	\$837,074

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-550.34-17 Temp Manpower - Other **\$5,000**

For temp labor for solid waste pick-up (250 hours at \$20/hour)

-550.34-20 Tipping Fees

Refuse (4,275 tons at \$59/ton)	\$252,225
Special collection material (790.17 tons at \$59/ton)	46,620
Tires (2 tons at \$275/ton)	550
Clean-up month (95 tons at \$59/tons)	5,605
	\$305,000

-550.34-99 Tipping Fees - Food Waste at Farmers Markets **\$12,000**

For transport and disposal of food waste dropped off at the Farmers Markets.

-550.60-45 Solid Waste Containers

65 gallon mobile carts – \$45 each	\$20,000
35 gallon mobile carts – \$35 each	510
	\$20,510

PERFORMANCE MEASURES:

Performance Measure	FY2019 YTD	FY2020 Target
Tons of curbside Refuse collected and disposed	3,031	4,500

**SOLID WASTE MANAGEMENT DIVISION
REFUSE MANAGEMENT**

Acct. Code	FY 2017	FY 2018	FY 2019		FY 2020	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 19 to FY 20	%
-5011							
	<u>Salaries & Wages</u>						
-550.10-02	\$ 307,639	\$ 301,603	\$ 327,913	\$ 310,000	\$ 340,092	\$ 12,179	3.7%
-550.10-03	5,173	5,330	5,000	5,000	5,200	200	4.0%
	<u>312,812</u>	<u>306,933</u>	<u>332,913</u>	<u>315,000</u>	<u>345,292</u>	<u>12,379</u>	<u>3.7%</u>
	<u>Benefits</u>						
-550.11-10	22,338	22,116	25,085	24,098	26,017	932	3.7%
-550.11-12	74,842	68,017	81,173	81,000	72,148	(9,025)	-11.1%
-550.11-13	3,825	3,624	4,490	4,000	4,387	(103)	-2.3%
-550.11-14	589	1,186	1,203	1,100	1,246	43	3.6%
-550.11-15	684	620	659	650	683	24	3.6%
-550.11-17	5,388	4,114	4,904	4,350	5,584	680	13.9%
-550.11-18	4,246	3,583	3,762	3,760	3,952	190	5.1%
-550.11-21	9,166	9,756	10,824	10,200	15,569	4,745	43.8%
-550.11-22	1,177	1,060	1,261	1,100	1,397	136	10.8%
-550.11-25	12,189	12,374	14,771	13,125	16,339	1,568	10.6%
	<u>134,444</u>	<u>126,450</u>	<u>148,132</u>	<u>143,383</u>	<u>147,322</u>	<u>(811)</u>	<u>-0.5%</u>
	<u>Other Operating Costs</u>						
-550.12-11		258	500	500	500	-	0.0%
-550.20-11	123,420		-	-	-	-	0.0%
-540.30-15			30,000	28,000	-	(30,000)	-100.0%
-550.34-11	11,006	8,414	5,000	5,000	5,000	-	0.0%
-550.34-20	303,095	311,597	301,000	301,000	305,000	4,000	1.3%
-550.34-99		-	12,000	12,000	12,000	-	0.0%
-550.36-10	233	314	500	350	1,200	700	140.0%
-550.60-10	50	181	250	200	250	-	0.0%
-550.60-45	28,816	24,768	25,000	25,000	20,510	(4,490)	-18.0%
	<u>466,620</u>	<u>345,532</u>	<u>374,250</u>	<u>372,050</u>	<u>344,460</u>	<u>(29,790)</u>	<u>-8.0%</u>
Total Refuse Management	<u>\$ 913,876</u>	<u>\$ 778,915</u>	<u>\$ 855,295</u>	<u>\$ 830,433</u>	<u>\$ 837,074</u>	<u>\$ (18,222)</u>	<u>-2.1%</u>

SOLID WASTE MANAGEMENT DIVISION LEAF AND GRASS COLLECTION

PROGRAM #5012



Curbside leaf collection operates from the first week in November through December/January. Leaf vacuum machines are used to collect leaves raked to the curb by residents. Temporary laborers are utilized to assist with curbside leaf collection. The City is divided into seven service areas, and signs are posted in each area prior to leaf collection. Each service area receives approximately four leaf collection cycles per season. All collected material is brought back to the Public Works Yard for processing into compost (see Program #5050). Soft/vegetative yard waste collection begins in January after curbside leaf collection is complete and continues through October on regular trash days; this material is also brought back to the Public Works yard for processing into compost.

SIGNIFICANT ACCOMPLISHMENTS:

- 1783 tons (5,094 cubic yards) of leaves were collected during curbside leaf collection November – January. The planned collection schedule was maintained during the collection period.
- 430 tons (1344 cubic yards) of vegetative (soft) yard waste was collected January – October.
- The beige yard waste carts have been well received by city residents. A second order of 250 carts was made to replenish the inventory.

BUDGET HIGHLIGHTS:

- Request funding to purchase additional yard waste carts to continue the cost-share program

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Crew Supervisor	0.14	0.29	0.29	0.29
Supply Clerk	0.04	0	0	0
Motor Equipment Operator	2.56	3.09	3.09	3.09
Laborer	1.32	0.32	0.32	0.32
Lead Groundskeeper	0.2	0.20	0.20	0.20
Total Personnel	4.26	3.90	3.90	3.90

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$160,660	\$134,653	\$200,965	\$240,160
Benefits	56,986	46,516	78,138	89,052
Other Operating Costs	99,165	51,944	65,390	63,575
Capital	-	-	-	-
Total Expenditures	\$316,811	\$233,113	\$344,493	\$392,787

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-550.34-15 Temporary Manpower Curbside Leaf Collection **\$40,500**

2,025 hours at \$20/hour

-550.34-16 Temporary Manpower Yard Waste Collection **\$8,500**

425 hours at \$20/hour

-550.60-45 Yard Waste Carts **\$11,875**

The \$25 purchase price (subsidy) from residents is included in the Recycling Program (#5025).

PERFORMANCE MEASURES:

Performance Measure	FY2019 YTD	FY2020 Target
Tons of leaves collected	1,617	1,600
Tons of yard trim (grass, leaves, etc.) collected	241	400

**SOLID WASTE MANAGEMENT DIVISION
LEAF AND GRASS COLLECTION**

Acct. Code	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019		FY 2020 ADOPTED BUDGET	Change in Budget FY 19 to FY 20		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-5012								
	<u>Salaries & Wages</u>							
-550.10-02	\$ 160,610	\$ 134,632	\$ 200,565	\$ 165,000	\$ 237,160	\$ 36,595	18.2%	
-550.10-03	50	21	400	200	3,000	2,600	650.0%	
	<u>160,660</u>	<u>134,653</u>	<u>200,965</u>	<u>165,200</u>	<u>240,160</u>	<u>39,195</u>	<u>19.5%</u>	
	<u>Benefits</u>							
-550.11-10	11,667	10,012	14,669	12,638	17,563	2,894	19.7%	
-550.11-12	27,031	20,111	37,206	27,500	37,270	64	0.2%	
-550.11-13	1,316	1,092	1,997	1,150	2,098	101	5.1%	
-550.11-14	176	333	576	350	718	142	24.7%	
-550.11-15	322	250	473	300	516	43	9.1%	
-550.11-17	3,660	3,164	4,948	3,500	4,938	(10)	-0.2%	
-550.11-18	607	281	459	300	2,667	2,208	481.0%	
-550.11-21	4,668	4,300	6,610	4,500	10,834	4,224	63.9%	
-550.11-22	566	481	615	450	974	359	58.4%	
-550.11-25	6,973	6,492	10,585	7,000	11,474	889	8.4%	
	<u>56,986</u>	<u>46,516</u>	<u>78,138</u>	<u>57,688</u>	<u>89,052</u>	<u>10,914</u>	<u>14.0%</u>	
	<u>Other Operating Costs</u>							
-550.20-11	46,282		-	-	-	-	0.0%	
-550.34-15	34,821	35,134	35,000	35,000	40,500	5,500	15.7%	
-550.34-16	15,570	12,673	17,000	13,000	8,500	(8,500)	-50.0%	
-550.36-10	164	1,876	500	500	500	-	0.0%	
-550.60-10	753	1,037	1,000	1,000	1,000	-	0.0%	
-550.60-40	1,575	1,224	1,300	1,200	1,200	(100)	-7.7%	
-550.60-45		-	10,590	10,000	11,875	1,285	12.1%	
	<u>99,165</u>	<u>51,944</u>	<u>65,390</u>	<u>60,700</u>	<u>63,575</u>	<u>(1,815)</u>	<u>-2.8%</u>	
Total Leaf & Grass Collection	<u>\$ 316,811</u>	<u>\$ 233,113</u>	<u>\$ 344,493</u>	<u>\$ 283,588</u>	<u>\$ 392,787</u>	<u>\$ 48,294</u>	<u>14.0%</u>	

SOLID WASTE MANAGEMENT DIVISION LITTER AND GRAFFITI CONTROL

PROGRAM #5023



This program collects and disposes of public litter and removes graffiti. Litter crews remove litter on a daily basis from the downtown area, including the parking garage. Refuse and recycling containers located throughout the City are checked and emptied on a regular basis. City employees clean downtown parking lots and the parking garage and empty litter containers on weekends. City employees carry graffiti remover with them, and are encouraged to stop and remove graffiti whenever they see it.

SIGNIFICANT ACCOMPLISHMENTS:

- New trash/recycling combo receptacles with lids were purchased and installed as planned.

BUDGET HIGHLIGHTS:

- Request funding to purchase additional combo trash/recycling receptacles to replace existing trash receptacles.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Crew Supervisor	0.28	0.07	0.07	0.07
Supply Clerk	0.02	0	0	0
Motor Equipment Operator	-	0.02	0.02	0.02
Laborer	2.82	2.82	2.82	2.82
Total Personnel	3.12	2.91	2.91	2.91

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$167,381	\$160,543	\$168,904	\$151,262
Benefits	54,167	49,188	53,433	46,469
Other Operating Costs	51,090	9,169	22,000	17,500
Capital	-	-	-	-
Total Expenditures	\$272,638	\$218,900	\$244,337	\$215,231

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-550.60-10 General Supplies

Outdoor litter receptacle	1,000
Combination trash/recycle containers for recreational areas throughout the City	10,500
Graffiti remover, pokers, brooms, trash bags	4,000
Dog waste station supplies	2,000
	\$17,500

PERFORMANCE MEASURES:

Performance Measure	FY2019 YTD	FY2020 Target
Number of times all refuse/recycling receptacles in downtown business district emptied	262	300
Number of graffiti work orders completed	7	

**SOLID WASTE MANAGEMENT DIVISION
LITTER AND GRAFFITI CONTROL**

Acct. Code	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019		FY 2020 ADOPTED BUDGET	Change in Budget FY 19 to FY 20		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-5023								
	<u>Salaries & Wages</u>							
-550.10-02	\$ 146,911	\$ 141,070	\$ 147,304	\$ 125,000	\$ 130,162	\$ (17,142)	-11.6%	
-550.10-03	17,445	16,435	18,500	16,000	18,000	(500)	-2.7%	
-550.10-08	3,025	3,038	3,100	3,000	3,100	-	0.0%	
	<u>167,381</u>	<u>160,543</u>	<u>168,904</u>	<u>144,000</u>	<u>151,262</u>	<u>(17,642)</u>	<u>-10.4%</u>	
	<u>Benefits</u>							
-550.11-10	12,480	12,070	12,684	11,016	9,702	(2,982)	-23.5%	
-550.11-12	21,358	17,101	20,318	18,000	16,136	(4,182)	-20.6%	
-550.11-13	1,801	1,797	1,959	1,425	1,774	(185)	-9.4%	
-550.11-14	324	737	536	478	462	(74)	-13.8%	
-550.11-15	232	181	131	170	190	59	45.0%	
-550.11-17	4,756	4,510	3,942	3,120	3,992	50	1.3%	
-550.11-18	980	425	2,380	621	933	(1,447)	-60.8%	
-550.11-21	4,869	5,080	4,866	4,500	5,970	1,104	22.7%	
-550.11-22	612	575	563	358	535	(28)	-5.0%	
-550.11-25	6,755	6,712	6,054	5,500	6,775	721	11.9%	
	<u>54,167</u>	<u>49,188</u>	<u>53,433</u>	<u>45,187</u>	<u>46,469</u>	<u>(6,964)</u>	<u>-13.0%</u>	
	<u>Other Operating Costs</u>							
-550.20-11	30,855	-	-	-	-	-	0.0%	
-550.34-14	-	142	-	-	-	-	0.0%	
-550.60-10	20,168	9,027	22,000	15,000	17,500	(4,500)	-20.5%	
-550.62-10	67	-	-	-	-	-	0.0%	
	<u>51,090</u>	<u>9,169</u>	<u>22,000</u>	<u>15,000</u>	<u>17,500</u>	<u>(4,500)</u>	<u>-20.5%</u>	
Total Litter & Graffiti Control	<u>\$ 272,638</u>	<u>\$ 218,900</u>	<u>\$ 244,337</u>	<u>\$ 204,187</u>	<u>\$ 215,231</u>	<u>\$ (29,106)</u>	<u>-11.9%</u>	

SOLID WASTE MANAGEMENT DIVISION RECYCLING

PROGRAM #5025



This program coordinates recycling awareness and collection efforts for the City, including paper, cardboard, glass, metal cans, plastic bottles, electronics, brush, and white goods. Single stream recycling collections are performed the same day as refuse collections. Electronics, white goods (appliances, air conditioners, hot water heaters, etc.), and woody brush are collected by appointment on Thursdays and Fridays. The brush is brought back to the Public Works yard for processing into wood mulch. This program also includes the sale and delivery of wood mulch. A container for recycling used motor oil is available at the Public Works facility.

SIGNIFICANT ACCOMPLISHMENTS:

- 1274 tons of single stream recyclables collected and disposed of; 18 tons of electronics packaged and delivered to certified R2 processor; 4634 pounds of recyclable material has been collected from City buildings, which equates to a 42% recycling rate. 696 tons of brush collected and processed into wood mulch
- The backyard compost bin program is on-going, as an on-site mechanism for organics and food waste diversion. An inventory of the cost-share bins is maintained for sale.
- The Committee for a Better Environment (CBE) and Prince George’s County co-sponsored a rain barrel workshop, which was well attended. Due to the high interest for rain barrel use, a supply of them were purchased and are available for sale. Prince George’s County residents can apply to the rain check rebate grant program from the County for reimbursement of the rain barrel cost.

BUDGET HIGHLIGHTS:

- Tipping fees are holding steady for single stream recyclables and electronics. Request funding to purchase additional rain barrels.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Crew Supervisor	0.47	0.40	0.40	0.40
Motor Equipment Operator	3.8	3.99	3.99	3.99
Laborer	2.15	1.90	1.90	1.90
Lead Groundskeeper	0.01	0.01	0.01	0.01
Administrative Assistant/Recycling Coordinator	-	-	-	-
Sustainability Coordinator	0.65	0.65	0.65	0.65
Total Personnel	7.08	6.95	6.95	6.95

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$381,216	\$429,146	\$373,085	\$359,780
Benefits	162,095	171,929	166,380	170,887
Other Operating Costs	238,657	94,373	102,150	90,975
Capital	-	-	-	-
Total Expenditures	\$781,968	\$695,448	\$641,615	\$621,642

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-550.12-11 Travel & Training \$600

Maryland Recyclers Network Conference for 4 attendees

-550.34-20 Tipping Fees \$48,000

Single stream recyclables (1,480 tons at \$25/ ton = \$37,000) and TV/computer monitors \$11,000/year

-550.48-50 Tub Grinder Rental \$11,000

Used for brush processing

-550.60-45 Solid Waste Containers

95 gallon mobile carts at \$48.86 each and home composting bins. \$17,125

Food composting bins for home use 2,000

The \$25 subsidy for yard waste carts is included in this line.

\$19,125

-550.60-55 Rain Barrels \$3,500

Rain barrels purchased are sold at cost. Over time the net cost should zero out.

PERFORMANCE MEASURES:

Performance Measure	FY2019 YTD	FY2020 Target
Tons of curbside recycling collected and disposed	954	1,250
Tons of miscellaneous recycling (electronics, tires, concrete, metal, textile)	24	26
Recycling rate with organics included (grass, leaves, yard trim, brush)	45%	50%

**SOLID WASTE MANAGEMENT DIVISION
RECYCLING**

Acct. Code	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019		FY 2020 ADOPTED BUDGET	Change in Budget FY 19 to FY 20	
			ADJUSTED BUDGET	Estimated FY Total		\$	%
-5025							
	<u>Salaries & Wages</u>						
-550.10-02	\$ 380,782	\$ 428,990	\$ 372,585	\$ 402,000	\$ 359,380	\$ (13,205)	-3.5%
-550.10-03	434	156	500	250	400	(100)	-20.0%
	<u>381,216</u>	<u>429,146</u>	<u>373,085</u>	<u>402,250</u>	<u>359,780</u>	<u>(13,305)</u>	<u>-3.6%</u>
	<u>Benefits</u>						
-550.11-10	27,244	31,042	26,961	30,772	25,445	(1,516)	-5.6%
-550.11-12	91,094	90,623	93,540	109,000	94,928	1,388	1.5%
-550.11-13	3,947	4,303	3,780	5,000	4,308	528	14.0%
-550.11-14	629	1,099	1,251	900	1,097	(154)	-12.3%
-550.11-15	724	771	619	860	783	164	26.5%
-550.11-17	5,613	6,855	5,684	6,400	5,354	(330)	-5.8%
-550.11-18	6,325	5,253	3,054	4,100	2,358	(696)	-22.8%
-550.11-21	11,119	13,596	12,248	13,100	16,374	4,126	33.7%
-550.11-22	1,375	1,550	1,433	1,250	1,339	(94)	-6.6%
-550.11-25	14,025	16,837	17,810	18,000	18,901	1,091	6.1%
	<u>162,095</u>	<u>171,929</u>	<u>166,380</u>	<u>189,382</u>	<u>170,887</u>	<u>4,507</u>	<u>2.7%</u>
	<u>Other Operating Costs</u>						
-550.12-11	358	496	700	450	600	(100)	-14.3%
-550.20-11	138,847	-	-	-	-	-	0.0%
-550.34-12	4,022	5,265	1,200	750	2,000	800	66.7%
-550.34-13	2,156	3,493	1,000	1,000	1,600	600	60.0%
-550.34-20	40,514	51,129	50,000	50,000	48,000	(2,000)	-4.0%
-550.36-10	1,905	314	2,000	2,000	2,000	-	0.0%
-550.38-38		26	200	100	200	-	0.0%
-550.38-39	600	700	700	700	700	-	0.0%
-550.48-50	11,993	9,564	13,000	12,000	11,000	(2,000)	-15.4%
-550.60-10	2,097	1,385	2,100	2,000	2,000	(100)	-4.8%
-550.60-45	35,915	21,751	31,000	23,000	19,125	(11,875)	-38.3%
-550.60-55				1,145	3,500	3,500	100.0%
-550.67-10	250	250	250	250	250	-	0.0%
	<u>238,657</u>	<u>94,373</u>	<u>102,150</u>	<u>93,395</u>	<u>90,975</u>	<u>(11,175)</u>	<u>-10.9%</u>
	<u>\$ 781,968</u>	<u>\$ 695,448</u>	<u>\$ 641,615</u>	<u>\$ 685,027</u>	<u>\$ 621,642</u>	<u>\$ (19,973)</u>	<u>-3.1%</u>

SOLID WASTE MANAGEMENT DIVISION COMPOST YARD OPERATIONS

PROGRAM #5050



This program converts raw materials in the form of leaves and soft vegetative yard waste into a leaf compost material with the registered trademark SMARTLEAF®. Material transport and tipping fees associated with disposal of these raw materials at the County compost facility are avoided by processing the material at Public Works. Tipping fees are charged to participating municipalities who dispose of their leaves here. This program also includes the sale and delivery of SMARTLEAF®.

SIGNIFICANT ACCOMPLISHMENTS:

- 1635 tons of leaves tipped by participating municipalities. 2385 cubic yards of compost screened.

BUDGET HIGHLIGHTS:

- Request funding for training to renew compost facility operator's certificate

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Assistant Director	0.01	0.01	0.01	0.01
Administrative Asst./Recycling Coord.	-	-	-	-
Sustainability Coordinator	0.1	0.10	0.10	0.10
Motor Equipment Operator	0.66	0.64	0.64	0.64
Lead Groundskeeper	0.44	0.54	0.54	0.54
Total Personnel	1.21	1.29	1.29	1.29

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$ 87,780	\$ 79,620	\$102,288	\$113,269
Benefits	24,077	19,804	28,443	32,534
Other Operating Costs	63,703	11,269	14,150	12,625
Capital	-	-	-	-
Total Expenditures	\$175,560	\$110,693	\$144,881	\$158,428

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-550.48-11 Screening Equipment Rental	\$11,000
Compost screener	

PERFORMANCE MEASURES:

Performance Measure	FY2019 YTD	FY2020 Target
Cubic yards of compost sold	902	1,200

**SOLID WASTE MANAGEMENT DIVISION
COMPOST YARD OPERATIONS**

Acct. Code	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019		FY 2020 ADOPTED BUDGET	Change in Budget FY 19 to FY 20		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-5050								
	<u>Salaries & Wages</u>							
-550.10-01	\$ -	\$ 1,152	\$ 1,218	\$ 1,200	\$ 1,247	\$ 29	2.4%	
-550.10-02	86,846	78,067	100,070	95,000	111,422	11,352	11.3%	
-550.10-03	934	401	1,000	400	600	(400)	-40.0%	
	<u>87,780</u>	<u>79,620</u>	<u>102,288</u>	<u>96,600</u>	<u>113,269</u>	<u>10,981</u>	<u>10.7%</u>	
	<u>Benefits</u>							
-550.11-10	6,649	6,020	7,673	7,000	8,553	880	11.5%	
-550.11-12	6,856	3,620	6,998	4,400	7,137	139	2.0%	
-550.11-13	327	226	363	250	287	(76)	-20.9%	
-550.11-14	46	167	254	250	296	42	16.5%	
-550.11-15	106	70	92	75	69	(23)	-25.0%	
-550.11-17	2,812	2,991	3,786	3,700	3,958	172	4.5%	
-550.11-18	-	-	-	-	-	-	0.0%	
-550.11-21	2,631	2,525	3,356	3,100	5,180	1,824	54.4%	
-550.11-22	335	300	380	350	463	83	21.8%	
-550.11-25	4,315	3,885	5,541	4,800	6,591	1,050	18.9%	
	<u>24,077</u>	<u>19,804</u>	<u>28,443</u>	<u>23,925</u>	<u>32,534</u>	<u>4,091</u>	<u>14.4%</u>	
	<u>Other Operating Costs</u>							
-550.12-11	900	-	1,000	500	500	(500)	-50.0%	
-550.20-11	46,282	-	-	-	-	-	0.0%	
-550.36-10		255	275	275	275	-	0.0%	
-550.36-43	246	255	350	300	325	(25)	-7.1%	
-550.48-11	4,230	-	-	-	-	-	0.0%	
-550.48-55	11,650	9,850	12,000	11,000	11,000	(1,000)	-8.3%	
-550.60-10	375	889	500	700	500	-	0.0%	
-550.62-10	20	20	25	25	25	-	0.0%	
	<u>63,703</u>	<u>11,269</u>	<u>14,150</u>	<u>12,800</u>	<u>12,625</u>	<u>(1,525)</u>	<u>-10.8%</u>	
Total Compost Yard Operations	<u>\$ 175,560</u>	<u>\$ 110,693</u>	<u>\$ 144,881</u>	<u>\$ 133,325</u>	<u>\$ 158,428</u>	<u>\$ 13,547</u>	<u>9.4%</u>	

STREET MANAGEMENT AND PARKING LOTS DIVISION

STREET CLEANING

PROGRAM #5013



STREET MANAGEMENT AND PARKING LOTS DIVISION

The Street Management and Parking Lots division includes the following programs: Street Cleaning (5013); Signage (5014); Street Maintenance (5015); Snow and Ice Control (5017); Parking Lot Maintenance (5024); and Parking Garage (5027).

STREET CLEANING

The City has partnered with three neighboring municipalities (Berwyn Heights, Greenbelt, and New Carrollton) to jointly purchase, operate, and maintain the Four Cities Sweeper. The sweeper is garaged in Greenbelt, and operated by a Greenbelt employee. 110 lane miles of City streets are swept 9 to 10 times annually, utilizing the Four Cities Sweeper. Street sweeping signs are posted prior to sweeping to encourage off street parking if possible.

SIGNIFICANT ACCOMPLISHMENTS:

- The Four City sweeping schedule was revised to increase the number of street sweeping occurrences in the City up to 10 times per year. A Memorandum of Understanding has been executed between the City and MDOT – SHA for re-imbusement of street sweeping on State Roads within the City.

BUDGET HIGHLIGHTS:

- A new mechanical street sweeper has been purchased; the City’s portion is funded in the CIP vehicle replacement program. In conjunction with the new street sweeper purchase, the maintenance costs of the shared sweeper should be reduced.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Crew Supervisor	-	0.01	0.01	0.01
Motor Equipment Operator	0.03	0.05	0.05	0.05
Total Personnel	0.03	0.06	0.06	0.06

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$ 3,914	\$ 14,772	\$ 3,851	\$15,192
Benefits	1,329	3,670	1,172	5,882
Other Operating Costs	61,230	38,053	40,800	43,950
Capital	-	-	-	-
Total Expenditures	\$66,473	\$56,495	\$45,823	\$65,024

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-550.34-20 Tipping Fees **\$11,000**

20 containers of street sweeping residue at \$550 each.

-550.36-50 Sweeper Shared Maintenance **\$30,000**

City's share of "Four Cities" street sweeper costs: Maintenance and operator labor.

PERFORMANCE MEASURES:

Performance Measure	FY2019 YTD	FY2020 Target
Number of days sweeping streets (College Park = 110 lane miles; approximately 11 miles a day)	62	87

**STREET MANAGEMENT AND PARKING LOTS DIVISION
STREET CLEANING**

Acct. Code	FY 2017	FY 2018	FY 2019		FY 2020	Change in Budget		
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	\$	%	
-5013								
	<u>Salaries & Wages</u>							
-550.10-02	\$ 3,913	\$ 14,653	\$ 3,851	\$ 23,400	\$ 15,167	\$ 11,316	293.8%	
-550.10-03	1	119	-	100	25	25	0.0%	
	<u>3,914</u>	<u>14,772</u>	<u>3,851</u>	<u>23,500</u>	<u>15,192</u>	<u>11,341</u>	<u>294.5%</u>	
	<u>Benefits</u>							
-550.11-10	284	1,120	284	1,798	1,124	840	295.8%	
-550.11-12	541	633	356	750	2,447	2,091	587.4%	
-550.11-13	45	101	59	175	134	75	127.1%	
-550.11-14	4	3	11	11	40	29	263.6%	
-550.11-15	11	27	14	45	38	24	171.4%	
-550.11-17	117	522	94	750	439	345	367.0%	
-550.11-18					169	169	100.0%	
-550.11-21	116	472	128	700	694	566	442.2%	
-550.11-22	15	56	15	100	62	47	313.3%	
-550.11-25	196	736	211	1,100	735	524	248.3%	
	<u>1,329</u>	<u>3,670</u>	<u>1,172</u>	<u>5,429</u>	<u>5,882</u>	<u>4,710</u>	<u>401.9%</u>	
	<u>Other Operating Costs</u>							
-550.20-11	30,855	-	-	-	-	-	0.0%	
-550.34-20	4,980	10,392	8,250	8,250	11,000	2,750	33.3%	
-550.36-50	24,198	25,757	30,000	27,500	30,000	-	0.0%	
-550.60-10	58		100	100	100	-	0.0%	
-550.60-40	560	1,976	2,000	2,000	2,400	400	20.0%	
-550.65-13	579	(72)	450	450	450	-	0.0%	
	<u>61,230</u>	<u>38,053</u>	<u>40,800</u>	<u>38,300</u>	<u>43,950</u>	<u>3,150</u>	<u>7.7%</u>	
Total Street Cleaning	<u>\$ 66,473</u>	<u>\$ 56,495</u>	<u>\$ 45,823</u>	<u>\$ 67,229</u>	<u>\$ 65,024</u>	<u>\$ 19,201</u>	<u>41.9%</u>	

STREET MANAGEMENT AND PARKING LOTS DIVISION SIGNAGE

PROGRAM #5014



This program is responsible for maintaining traffic and parking control signs, street name signs, decorative banners, and other City signage. An inventory of signs is maintained to facilitate timely replacement of missing and damaged street name, parking, and traffic control signs. A neighborhood sign inspection program is used to monitor and replace signage regularly. Retro-reflectivity requirements were established in 2014 by the federal government for regulatory and warning signs, which require sign maintenance to meet the new standards.

SIGNIFICANT ACCOMPLISHMENTS:

- On-going replacement of regulatory and warning signs is scheduled to meet the retro-reflectivity standards. 377 assorted signs were repaired or replaced.

BUDGET HIGHLIGHTS:

- No significant changes in operations.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Crew Supervisor	0.1	0.10	0.10	0.10
Supply Clerk	0.72	-	-	-
Motor Equipment Operator	1.25	1.00	1.00	1.00
Total Personnel	2.07	1.10	1.10	1.10

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$105,975	\$ 60,380	\$ 69,949	\$ 71,255
Benefits	38,911	21,862	28,024	27,875
Other Operating Costs	60,548	31,148	28,500	31,650
Capital	-	-	-	-
Total Expenditures	\$205,434	\$113,390	\$126,473	\$130,780

OTHER OPERATING COSTS:

-550.60-40 Signs

Square sign poles - 50 at \$48 each	\$ 2,400
Street name signs – 200 at \$35 each	7,000
Regulatory traffic control signs – white on red and black on white	4,500
Warning signs – black on yellow	4,500
Parking control signs	1,800
Specialty signs	1,500
Hardware	1,400
U-channels	2,200
Replace missing/damaged gateway, historic toppers, ATHA signs & other signs	5,100
	\$30,400

STREET MANAGEMENT AND PARKING LOTS DIVISION

SIGNAGE

Acct. Code	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019		FY 2020 ADOPTED BUDGET	Change in Budget FY 19 to FY 20		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-5014								
	<u>Salaries & Wages</u>							
-550.10-02	\$ 105,574	\$ 60,377	\$ 69,849	\$ 50,000	\$ 71,155	\$ 1,306	1.9%	
-550.10-03	401	3	100	100	100	-	0.0%	
	<u>105,975</u>	<u>60,380</u>	<u>69,949</u>	<u>50,100</u>	<u>71,255</u>	<u>1,306</u>	<u>1.9%</u>	
	<u>Benefits</u>							
-550.11-10	6,939	5,185	4,926	3,833	5,025	99	2.0%	
-550.11-12	19,972	8,848	13,891	12,000	12,445	(1,446)	-10.4%	
-550.11-13	931	873	1,681	1,000	1,551	(130)	-7.7%	
-550.11-14	73	199	214	100	216	2	0.9%	
-550.11-15	292	225	328	200	335	7	2.1%	
-550.11-17	3,013	1,270	584	505	586	2	0.3%	
-550.11-18	6			-	-	-	0.0%	
-550.11-21	2,822	2,248	2,310	1,600	3,262	952	41.2%	
-550.11-22	357	220	269	150	292	23	8.6%	
-550.11-25	4,506	2,794	3,821	2,300	4,163	342	9.0%	
	<u>38,911</u>	<u>21,862</u>	<u>28,024</u>	<u>21,688</u>	<u>27,875</u>	<u>(149)</u>	<u>-0.5%</u>	
	<u>Other Operating Costs</u>							
-550.12-11		-	150	-	150	-	0.0%	
-550.20-11	15,427	-	-	-	-	-	0.0%	
-550.60-10	1,081	315	650	650	700	50	7.7%	
-550.60-15	42	285	400	523	400	-	0.0%	
-550.60-40	43,998	30,548	27,300	25,000	30,400	3,100	11.4%	
	<u>60,548</u>	<u>31,148</u>	<u>28,500</u>	<u>26,173</u>	<u>31,650</u>	<u>3,150</u>	<u>11.1%</u>	
Total Signage	<u>\$ 205,434</u>	<u>\$ 113,390</u>	<u>\$ 126,473</u>	<u>\$ 97,961</u>	<u>\$ 130,780</u>	<u>\$ 4,307</u>	<u>3.4%</u>	

STREET MANAGEMENT AND PARKING LOTS DIVISION

STREET MAINTENANCE

PROGRAM #5015



This program is responsible for maintaining pavement markings on City streets. Pothole repairs are also covered under this program. Street lighting is included in this program.

SIGNIFICANT ACCOMPLISHMENTS:

- Implemented a pilot project with PEPCO to convert overhead streetlights with high pressure sodium lamps, on wooden poles to energy efficient LED lamps.
- 73 potholes were filled.

BUDGET HIGHLIGHTS:

- Funding includes electricity for pedestrian and street lights, and maintenance and repair of city owned pedestrian and street lights.
- Request funding for purchase of holiday decorations for pedestrian light poles in Downtown district.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Crew Supervisor	0.1	0.10	0.10	0.10
Motor Equipment Operator	1.57	0.35	0.35	0.35
Laborer	-	0.75	0.75	0.75
Total Personnel	1.67	1.20	1.20	1.20

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$ 45,215	\$ 38,443	\$ 74,760	\$ 77,963
Benefits	16,057	12,943	32,358	32,100
Other Operating Costs	319,863	234,706	297,500	291,800
Capital	-	-	-	-
Total Expenditures	\$381,135	\$286,092	\$404,618	\$401,863

OTHER OPERATING COSTS:

-550.34-38 Striping	
Crosswalks 104 at \$100	\$ 10,400
Stop bars 100 at \$40	4,000
Double yellow centerline 15,000 ft at \$0.45/ft	6,750
White shoulder line 17,000 ft. at \$0.25/ft	4,250
Speed humps 100 at \$75	7,500
Driveway hash-outs & on-street parking spaces	995
Single yellow centerline	925
Other	1,080
	\$35,900

-550.60-10 General Supplies	
Traffic paint, pothole patch	\$10,000

-550.65-10 Electricity	
Electricity for Citywide street lighting, estimated based on current usage, utilizing Montgomery County aggregation contract rates. Contract includes 50% wind power.	\$220,000

PERFORMANCE MEASURES:

Performance Measure	FY2019 YTD	FY2020 Target
Linear feet of pavement markings	12,632	15,000

**STREET MANAGEMENT AND PARKING LOTS DIVISION
STREET MAINTENANCE**

Acct. Code		FY 2017	FY 2018	FY 2019		FY 2020	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	\$	%
-5015	STREET MAINTENANCE							
	<u>Salaries & Wages</u>							
-550.10-02	Hourly	\$ 45,174	\$ 38,212	\$ 74,510	\$ 60,000	\$ 77,688	\$ 3,178	4.3%
-550.10-03	Overtime	41	231	250	250	275	25	10.0%
	Total Salaries & Wages	45,215	38,443	74,760	60,250	77,963	3,203	4.3%
	<u>Benefits</u>							
-550.11-10	FICA	3,292	2,800	5,361	4,609	5,590	229	4.3%
-550.11-12	Health Insurance	8,098	5,901	17,906	12,000	15,813	(2,093)	-11.7%
-550.11-13	Dental Insurance	502	425	800	700	883	83	10.4%
-550.11-14	Life Insurance	85	237	250	175	266	16	6.4%
-550.11-15	Vision Insurance	108	78	141	130	179	38	27.0%
-550.11-17	457 City Match Contribution	277	266	1,095	900	962	(133)	-12.1%
-550.11-21	Workers Compensation	1,334	1,224	2,448	2,000	3,543	1,095	44.7%
-550.11-22	Long-term Disability Insurance	165	134	281	180	319	38	13.5%
-550.11-25	MSRP Retirement	2,196	1,878	4,076	3,000	4,545	469	11.5%
	Total Benefits	16,057	12,943	32,358	23,694	32,100	(258)	-0.8%
	<u>Other Operating Costs</u>							
-550.20-11	Fleet Services - allocated overhead	15,427					-	0.0%
-550.34-38	Striping	38,668	18,049	35,000	35,000	35,900	900	2.6%
-550.40-11	Buildings & Grounds maintenance	49	52	5,000	150	4,000	(1,000)	-20.0%
-550.40-30	Streetscape lighting maint.	2,141	(368)	7,500	2,000	7,500	-	0.0%
-550.40-31	Streetlight repairs & maintenance	1,191	-	1,500	1,000	1,500	-	0.0%
-550.40-99	Holiday decorations-ped.light poles					5,900	5,900	100.0%
-550.60-10	General Supplies	8,307	5,729	10,000	8,000	10,000	-	0.0%
-550.65-10	Electricity - Street lighting	216,041	205,658	225,000	220,000	220,000	(5,000)	-2.2%
-550.95-18	Fencing	38,039	-	-	-	-	-	0.0%
-550.96-30	Pedestrian light retrofit (~ 16 @ \$450)		5,586	13,500	12,000	7,000	(6,500)	-48.1%
	Total Other Operating Costs	319,863	234,706	297,500	278,150	291,800	(5,700)	-1.9%
	Total Street Maintenance	\$ 381,135	\$ 286,092	\$ 404,618	\$ 362,094	\$ 401,863	\$ (2,755)	-0.7%

STREET MANAGEMENT AND PARKING LOTS DIVISION SNOW AND ICE CONTROL

PROGRAM #5017



Public Works employees pre-treat, plow and salt City streets and parking lots to clear snow and ice. A snow removal plan is published annually, with designated priority routes. Contractors may provide supplemental road pre-treatment using salt brine, or plowing operations in the event of a heavy snow. Public Works has a salt dome to store an inventory of salt; the City sells salt to nearby municipalities during snow events.

SIGNIFICANT ACCOMPLISHMENTS:

- The winter weather pattern required preparation for 8 alerts; however, crews were deployed during 7 of the events, which required treatment. 330 tons of rock salt was used during roadway treatments.
- We deployed our salt brine tank equipment in advance of 4 predicted events, to pre-treat the roads to prevent ice and snow bonding to the pavement. A contractor assisted with one pre-treatment application.

BUDGET HIGHLIGHTS:

- No new funding requests for this program.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Crew Supervisor	0.1	0.10	0.10	0.10
Supply Clerk	0.01	-	-	-
Fleet Supervisor	-	0.05	0.05	0.05
Mechanic	-	0.10	0.10	0.10
Inventory Control Clerk	-	0.05	0.05	0.05
Motor Equipment Operator	0.6	0.65	0.65	0.65
Laborer/Driver	0.05	-	-	-
Laborer	0.35	0.40	0.40	0.40
Landscape Supervisor	0.04	0.04	0.04	0.04
Lead Groundskeeper	0.05	0.05	0.05	0.05
Groundskeeper	0.05	0.05	0.05	0.05
Facilities Maintenance Worker	0.05	0.05	0.05	0.05
Lead Custodian	0.05	0.05	0.05	0.05
Custodial worker	0.05	0.05	0.05	0.05
Total Personnel	1.4	1.64	1.64	1.64

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$ 39,329	\$49,496	\$149,740	\$139,314
Benefits	9,992	13,728	45,855	40,908
Other Operating Costs	54,564	43,533	84,655	82,550
Capital	-	-	-	-
Total Expenditures	\$103,885	\$106,757	\$280,250	\$262,772

*EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS***OTHER OPERATING COSTS:****-550.12-11 Travel & Training** **\$1,700**

In-house training - Snow Preparedness Day

-550.34-31 Roadway Pre-treatment **\$5,250**

Contract pretreatment of City streets.

-550.60-12 Road Salt **\$68,200**

Road salt (640 tons at approximately \$70/ton = \$44,775); Magnesium chloride solution (4,500 gallons at \$1.05/gal = \$4,725); sidewalk de-icer (\$1,100); Salt Brine (8 events @ \$2,200/event = \$17,600)

**STREET MANAGEMENT AND PARKING LOTS DIVISION
SNOW AND ICE CONTROL**

Acct. Code	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019		FY 2020 ADOPTED BUDGET	Change in Budget FY 19 to FY 20	
			ADJUSTED BUDGET	Estimated FY Total		\$	%
-5017							
	<u>Salaries & Wages</u>						
-550.10-02	\$ 8,895	\$ 18,454	\$ 94,740	\$ 45,000	\$ 84,314	\$ (10,426)	-11.0%
-550.10-03	30,434	31,042	55,000	30,000	55,000	-	0.0%
	<u>39,329</u>	<u>49,496</u>	<u>149,740</u>	<u>75,000</u>	<u>139,314</u>	<u>(10,426)</u>	<u>-7.0%</u>
	<u>Benefits</u>						
-550.11-10	2,916	3,657	11,455	5,738	10,658	(798)	-7.0%
-550.11-12	4,085	5,994	22,596	8,500	18,151	(4,445)	-19.7%
-550.11-13	208	340	1,057	700	919	(138)	-13.1%
-550.11-14	24	104	314	200	280	(34)	-10.8%
-550.11-15	47	63	192	100	199	7	3.6%
-550.11-17	680	890	1,463	1,200	1,525	62	4.2%
-550.11-18	495	239	777	500	539	(238)	-30.6%
-550.11-21	1,072	1,489	3,119	2,000	3,849	730	23.4%
-550.11-22	74	59	348	200	339	(9)	-2.6%
-550.11-25	391	893	4,534	1,800	4,450	(84)	-1.9%
	<u>9,992</u>	<u>13,728</u>	<u>45,855</u>	<u>20,938</u>	<u>40,908</u>	<u>(4,947)</u>	<u>-10.8%</u>
	<u>Other Operating Costs</u>						
-550.12-11	789	778	2,000	1,000	1,700	(300)	-15.0%
-550.20-11	23,141	-	-	-	-	-	0.0%
-550.34-17	-	101	-	-	-	-	0.0%
-550.34-31	7,863	-	5,250	4,000	5,250	-	0.0%
-550.34-70	-	-	5,000	3,500	5,000	-	0.0%
-550.60-10	1,218	2,439	2,200	1,300	2,400	200	9.1%
-550.60-12	21,553	37,885	70,205	50,000	68,200	(2,005)	-2.9%
-550.69-10	-	2,330	-	-	-	-	0.0%
	<u>54,564</u>	<u>43,533</u>	<u>84,655</u>	<u>59,800</u>	<u>82,550</u>	<u>(2,105)</u>	<u>-2.5%</u>
Total Snow & Ice Control	<u>\$ 103,885</u>	<u>\$ 106,757</u>	<u>\$ 280,250</u>	<u>\$ 155,738</u>	<u>\$ 262,772</u>	<u>\$ (17,478)</u>	<u>-6.2%</u>

STREET MANAGEMENT AND PARKING LOTS DIVISION PARKING LOT MAINTENANCE

PROGRAM #5024



This program maintains City-owned and leased parking lots. Lots are re-striped annually. Parking meter posts and bumper blocks are repaired on a regular basis. The City has its own small sweeper to clean metered parking areas, the downtown parking garage and other areas as assigned on a daily basis. The department cooperates with Parking Enforcement to complete maintenance requests at City parking facilities.

BUDGET HIGHLIGHTS:

- No new funding requests for this program.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Crew Supervisor	0.01	0.10	0.10	0.10
Supply Clerk	0.05	-	-	-
Motor Equipment Operator	0.25	0.36	0.36	0.36
Laborer	0.04	0.04	0.04	0.04
Total Personnel	0.35	0.50	0.50	0.50

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$15,510	\$15,235	\$25,953	\$23,909
Benefits	5,191	3,718	9,716	8,579
Other Operating Costs	26,974	3,488	4,750	4,500
Capital	-	-	-	-
Total Expenditures	\$47,675	\$22,441	\$40,419	\$36,988

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-550.34-38 Striping **\$3,800**

Parking lot striping for 10 lots in the City

PERFORMANCE MEASURES:

Performance Measure	FY2019 YTD	FY2020 Target
Number of times parking facilities are swept	119	160

STREET MANAGEMENT AND PARKING LOTS DIVISION

PARKING LOT MAINTENANCE

Acct. Code		FY 2017	FY 2018	FY 2019		FY 2020	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	\$	%
-5024								
	<u>Salaries & Wages</u>							
-550.10-02	Hourly	\$ 15,449	\$ 15,235	\$ 25,853	\$ 20,000	\$ 23,809	\$ (2,044)	-7.9%
-550.10-03	Overtime	61	-	100	50	100	-	0.0%
	Total Salaries & Wages	15,510	15,235	25,953	20,050	23,909	(2,044)	-7.9%
	<u>Benefits</u>							
-550.11-10	FICA	1,118	1,116	1,867	1,400	1,745	(122)	-6.5%
-550.11-12	Health Insurance	2,249	885	4,436	2,200	3,345	(1,091)	-24.6%
-550.11-13	Dental Insurance	253	278	452	320	354	(98)	-21.7%
-550.11-14	Life Insurance	24	27	79	20	72	(7)	-8.9%
-550.11-15	Vision Insurance	61	61	95	70	82	(13)	-13.7%
-550.11-17	457 City Match Contribution	210	99	428	225	397	(31)	-7.2%
-550.11-18	401A Retirement	-	-	-	-	-	-	0.0%
-550.11-21	Workers Compensation	460	490	855	600	1,093	238	27.8%
-550.11-22	Long-term Disability Insurance	59	57	90	60	98	8	8.9%
-550.11-25	MSRP Retirement	757	705	1,414	960	1,393	(21)	-1.5%
	Total Benefits	5,191	3,718	9,716	5,855	8,579	(1,137)	-11.7%
	<u>Other Operating Costs</u>							
-550.20-11	Fleet Services - allocated overhead	23,141	-	-	-	-	-	0.0%
-550.34-38	Striping	3,833	3,488	4,000	3,500	3,800	(200)	-5.0%
-550.40-45	Welding Services	-	-	400	-	400	-	0.0%
-550.60-10	General Supplies	-	-	350	100	300	(50)	-14.3%
	Total Other Operating Costs	26,974	3,488	4,750	3,600	4,500	(250)	-5.3%
	Total Parking Lot Maintenance	\$ 47,675	\$ 22,441	\$ 40,419	\$ 29,505	\$ 36,988	\$ (3,431)	-8.5%

STREET MANAGEMENT AND PARKING LOTS DIVISION PARKING GARAGE

PROGRAM #5027



This program is responsible for the maintenance, cleaning, striping, elevator maintenance, and utility use at the downtown parking garage at Yale Avenue and Knox Road.

SIGNIFICANT ACCOMPLISHMENTS:

- Scheduled on-going maintenance of concrete expansion joint repairs throughout the garage were completed as well as crack sealing of the concrete decking.
- All levels of the deck were power washed, and the interior stairwell is power washed one to two times per month, weather permitting.
- Exterior lamps in the up-light fixtures were replaced with LED lamps to continue energy reduction measures and reduce maintenance costs.

BUDGET HIGHLIGHTS:

- Funding request for scheduled on-going maintenance work as identified in the 5-year maintenance plan.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Crew Supervisor	0.02	0.11	0.11	0.11
Facility Maintenance Worker	-	0.10	0.10	0.10
Motor Equipment Operator	0.17	-	-	-
Total Personnel	0.19	0.21	0.21	0.21

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$ 8,039	\$12,475	\$12,488	\$13,241
Benefits	2,707	5,369	7,012	7,872
Other Operating Costs	67,613	51,307	60,740	59,820
Capital	14,099	-	-	-
Total Expenditures	\$92,458	\$69,151	\$80,240	\$80,933

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-550.40-11 Buildings & Grounds Maintenance **\$29,000**

Various building repairs (\$26,500); elevator repairs not covered under maintenance agreement (\$1,000); and other repairs (\$1,500).

-550.45-16 Building Services Contracts **\$4,575**

Elevator & emergency phone monitoring (\$3,475); elevator smoke alarm testing (\$1,000); fire extinguisher inspection & service (\$100)

-550.48-11 Tools & Equipment Rental **\$2,700**

Mobile pressure washer to clean parking decks.

STREET MANAGEMENT AND PARKING LOTS DIVISION

PARKING GARAGE

Acct. Code	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019		FY 2020 ADOPTED BUDGET	Change in Budget FY 19 to FY 20		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-5027								
	<u>Salaries & Wages</u>							
-550.10-02	\$ 8,039	\$ 12,443	\$ 12,388	\$ 12,500	\$ 13,141	\$ 753	6.1%	
-550.10-03	-	32	100	100	100	-	0.0%	
	<u>8,039</u>	<u>12,475</u>	<u>12,488</u>	<u>12,600</u>	<u>13,241</u>	<u>753</u>	<u>6.0%</u>	
	<u>Benefits</u>							
-550.11-10	587	896	886	900	941	55	6.2%	
-550.11-12	1,190	2,834	4,408	4,500	4,899	491	11.1%	
-550.11-13	106	232	159	200	158	(1)	-0.6%	
-550.11-14	7	12	35	25	37	2	5.7%	
-550.11-15	28	59	27	60	50	23	85.2%	
-550.11-17	162	248	365	350	366	1	0.3%	
-550.11-21	244	403	406	480	598	192	47.3%	
-550.11-22	27	41	48	45	54	6	12.5%	
-550.11-25	356	644	678	780	769	91	13.4%	
	<u>2,707</u>	<u>5,369</u>	<u>7,012</u>	<u>7,340</u>	<u>7,872</u>	<u>860</u>	<u>12.3%</u>	
	<u>Other Operating Costs</u>							
-550.20-14	540	-	-	-	-	-	0.0%	
-550.34-38	8,900	860	2,500	1,500	2,500	-	0.0%	
-550.40-11	32,688	26,674	29,000	27,000	29,000	-	0.0%	
-550.40-17	1,949	-	1,000	750	800	(200)	-20.0%	
-550.40-18	1,739	609	1,000	750	800	(200)	-20.0%	
-550.40-25	351	-	800	500	750	(50)	-6.3%	
-550.40-50	526	951	1,000	1,000	1,000	-	0.0%	
-550.45-16	4,047	3,869	5,000	4,500	4,575	(425)	-8.5%	
-550.45-21	534	600	600	600	600	-	0.0%	
-550.45-22	768	792	840	840	830	(10)	-1.2%	
-550.45-99					385	385	100.0%	
-550.48-11	2,532	2,250	3,000	2,500	2,700	(300)	-10.0%	
-550.60-10	529	527	600	550	600	-	0.0%	
-550.60-40	299	544	400	400	400	-	0.0%	
-550.65-10	12,211	13,151	14,500	13,500	14,400	(100)	-0.7%	
-550.66-99		480	500	500	480	(20)	-	
	<u>67,613</u>	<u>51,307</u>	<u>60,740</u>	<u>54,890</u>	<u>59,820</u>	<u>(920)</u>	<u>-1.5%</u>	
	<u>Capital Outlay</u>							
-550.92-65				7,500	-	-	0.0%	
	<u>14,099</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>	
	<u>\$ 92,458</u>	<u>\$ 69,151</u>	<u>\$ 80,240</u>	<u>\$ 82,330</u>	<u>\$ 80,933</u>	<u>\$ 693</u>	<u>0.9%</u>	

BUILDING AND GROUNDS DIVISION PUBLIC WORKS BUILDINGS

PROGRAM #5018



BUILDINGS AND GROUNDS DIVISION

The Buildings & Ground Division comprises the programs for: Public Works Buildings (5018); Recreation Facilities Maintenance (5019); Facilities Maintenance (5028); Turf and Right-of-Way Maintenance (5016); Tree and Landscape Maintenance (5020).

PUBLIC WORKS BUILDINGS

The department is responsible for maintaining buildings at the Public Works facility, along with other facilities, including the Calvert Road Metro station underpass, the Veterans Memorial, and financial support for the maintenance of the Berwyn Road pedestrian overpass. Maintenance activities include electrical, plumbing, and roofing repairs along with general facility maintenance.

SIGNIFICANT ACCOMPLISHMENTS:

- Metal interior framing in the truck garage was prepared to remove rust and re-painted to maintain the service life. The asphalt roof on the equipment storage building was replaced, deteriorating fascia boards were replaced, and gutters and downspouts were installed.

BUDGET HIGHLIGHTS:

- Funding request for a consultant to design and engineer re-configuration of Davis Hall administration area.
- Pest control has been increased to include exterior rodent control at the Public Works facility as well as Guilford and Narragansett Run, which was previously funded in program 5028.
- Funding request in the CIP for metal roof repairs identified in the consultant's report, for the truck garage and supply building.
- Request for additional funding for scheduled maintenance - contracted to provide for renovations and repairs to facilities.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Facilities Maintenance Worker	0.05	0.05	0.05	0.05
Total Personnel	0.05	0.05	0.05	0.05

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$ 4,617	\$ 5,548	\$ 8,387	\$ 15,222
Benefits	2,140	2,445	3,713	6,473
Other Operating Costs	59,277	48,174	64,810	105,455
Capital	53,743	5,108	6,500	1,000
Total Expenditures	\$119,777	\$61,275	\$83,410	\$128,150

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-550.30-11 Design & Engineering **\$25,000**

Requested for re-configuration of Davis Hall administration area.

-550.34-50 Scheduled Maintenance - Contractual **\$28,150**

Berwyn overpass, Veterans Memorial & Calvert Road underpass and other as needed. Additional funding requested for upgrades and renovations to facilities.

-550.40-11 Building & Grounds maintenance

Roofing repairs	\$ 2,000
Overhead garage door repairs	5,300
Fuel pump repairs	1,200
General repairs	2,500
Electrical & plumbing repairs	1,000
	\$12,000

CAPITAL OUTLAY:

See Capital Projects Fund

PERFORMANCE MEASURES:

Performance Measure	FY2019 YTD	FY2020 Target
Number of City building repair/maintenance work orders completed	252	275

**BUILDINGS AND GROUNDS DIVISION
PUBLIC WORKS BUILDINGS**

Acct. Code	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019		FY 2020 ADOPTED BUDGET	Change in Budget FY 19 to FY 20		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-5018								
	<u>Salaries & Wages</u>							
-550.10-01	\$ -	\$ -	\$ -	\$ -	\$ 6,303	\$ 6,303	100.0%	
-550.10-02	3,841	4,377	7,437	7,900	7,719	282	3.8%	
-550.10-03	776	1,171	950	950	1,200	250	26.3%	
	<u>4,617</u>	<u>5,548</u>	<u>8,387</u>	<u>8,850</u>	<u>15,222</u>	<u>6,835</u>	<u>81.5%</u>	
	<u>Benefits</u>							
-550.11-10	334	402	535	600	935	400	74.8%	
-550.11-12	1,338	1,389	2,254	2,300	3,698	1,444	64.1%	
-550.11-13	44	59	80	95	119	39	48.8%	
-550.11-14	7	29	26	20	50	24	92.3%	
-550.11-15	16	16	10	25	31	21	210.0%	
-550.11-17	60	128	104	130	105	1	1.0%	
-550.11-18	-	-	126	120	133	7	5.6%	
-550.11-21	135	175	246	300	640	394	160.2%	
-550.11-22	17	18	29	29	58	29	100.0%	
-550.11-25	189	229	303	315	704	401	132.3%	
	<u>2,140</u>	<u>2,445</u>	<u>3,713</u>	<u>3,934</u>	<u>6,473</u>	<u>2,760</u>	<u>74.3%</u>	
	<u>Other Operating Costs</u>							
-550.20-11	15,427	-	-	-	-	-	0.0%	
-550.30-11					25,000	25,000	0.0%	
-550.34-38	263	250	-	-	250	250	100.0%	
-550.34-50	8,441	1,160	9,000	3,000	28,150	19,150	212.8%	
-550.34-99	6,200	2,256	-	-	-	-	0.0%	
-550.38-55	3,320	3,775	3,500	3,000	3,880	380	10.9%	
-550.40-11	5,567	10,749	17,440	12,000	12,000	(5,440)	-31.2%	
-550.40-17	758	1,953	750	750	800	50	6.7%	
-550.40-18	-	-	500	-	500	-	0.0%	
-550.40-25	275	1,020	1,500	2,260	1,700	200	13.3%	
-550.40-42	1,459	2,302	4,500	2,500	3,000	(1,500)	-33.3%	
-550.45-16	271	590	300	300	730	430	143.3%	
-550.45-21	180	320	200	370	350	150	75.0%	
-550.45-22	648	1,553	2,800	2,800	2,895	95	3.4%	
-550.45-23	1,721	1,460	1,320	1,320	5,000	3,680	278.8%	
-550.60-10	4,033	4,012	3,000	3,000	3,100	100	3.3%	
-550.65-10	6,848	12,383	12,000	11,000	12,000	-	0.0%	
-550.65-11	979	1,636	3,000	1,700	2,500	(500)	-16.7%	
-550.65-13	2,887	2,755	5,000	2,500	3,600	(1,400)	-28.0%	
	<u>59,277</u>	<u>48,174</u>	<u>64,810</u>	<u>46,500</u>	<u>105,455</u>	<u>40,645</u>	<u>62.7%</u>	
	<u>Capital Outlay</u>							
-550.92-42	27,764	3,937	-	-	-	-	0.0%	
-550.93-20	12,219	1,171	6,500	6,000	1,000	(5,500)	-84.6%	
-550.95-10	13,760	-	-	-	-	-	0.0%	
	<u>53,743</u>	<u>5,108</u>	<u>6,500</u>	<u>6,000</u>	<u>1,000</u>	<u>(5,500)</u>	<u>-84.6%</u>	
Total Public Works Buildings	\$ 119,777	\$ 61,275	\$ 83,410	\$ 65,284	\$ 128,150	\$ 44,740	53.6%	

BUILDING AND GROUNDS DIVISION RECREATION FACILITIES MAINTENANCE

PROGRAM #5019



This program provides for maintenance of recreation facilities and athletic fields, and maintenance of eight City playgrounds. Maintenance of Duvall Field concession building and field lights, as well as underground sprinkler systems at Calvert Road School and Duvall athletic fields, are included in this program.

SIGNIFICANT ACCOMPLISHMENTS:

- Deteriorating wooden timbers surrounding the playground structure use areas were replaced at Calvert Road playground and Muskogee playground.
- Renovation of Crystal Springs playground was completed, which transformed the function from a children's playground to a fit-lot, geared for youth and adult use with outdoor fitness equipment.

BUDGET HIGHLIGHTS:

- Request funding for the creation of a new playground at the Odessa out lot in the Sunnyside neighborhood. A grant application to Maryland Department of Natural Resources Community Parks & Playgrounds was submitted for this project.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Assistant Director	0.1	0.1	0.1	0.1
Crew Chief	-	-	-	-
Motor Equipment Operator	0.02	-	-	-
Landscape Supervisor	0.2	0.20	0.20	0.20
Laborer	1.97	1.94	1.94	1.94
Laborer/Driver	-	-	-	-
Total Personnel	2.29	2.24	2.24	2.24

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$ 88,918	\$ 92,893	\$ 95,427	\$99,213
Benefits	43,908	37,739	40,954	40,993
Other Operating Costs	54,311	27,231	37,155	41,825
Capital	705	17,081	2,500	-
Total Expenditures	\$187,842	\$174,944	\$176,036	\$182,031

OTHER OPERATING COSTS:

-550.40-11 Building & Grounds Maintenance

Electrical repairs – blockhouse, fields lights, tot lot lights	\$ 5,000
General repairs	3,000
Fence repairs	2,600
Stripe athletic fields at Duvall fields & Calvert Rd School (8 time)	4,800
Tot lot repair parts & wood replacement materials	7,000
Irrigation system at Duvall field & Calvert Rd. field	1,200
	\$23,600

-550.60-13 Ground & Fields Supplies

\$4,000

Seed/sod and fertilizer for Duvall field, Calvert Rd field & tot lots.

PERFORMANCE MEASURES:

Performance Measure	FY2019 YTD	FY2020 Target
Parks, playgrounds, and landscape maintenance work orders completed	43	60

**BUILDINGS AND GROUNDS DIVISION
RECREATIONAL FACILITIES MAINTENANCE**

Acct. Code	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019		FY 2020 ADOPTED BUDGET	Change in Budget FY 19 to FY 20		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-5019								
	<u>Salaries & Wages</u>							
-550.10-01	\$ 10,900	\$ 11,520	\$ 12,176	\$ 12,200	\$ 12,465	\$ 289	2.4%	
-550.10-02	77,925	81,348	83,151	75,000	86,648	3,497	4.2%	
-550.10-03	93	25	100	50	100	-	0.0%	
	<u>88,918</u>	<u>92,893</u>	<u>95,427</u>	<u>87,250</u>	<u>99,213</u>	<u>3,786</u>	<u>4.0%</u>	
	<u>Benefits</u>							
-550.11-10	6,273	6,806	6,693	6,675	6,994	301	4.5%	
-550.11-12	28,464	20,841	23,403	20,000	21,242	(2,161)	-9.2%	
-550.11-13	686	681	799	650	533	(266)	-33.3%	
-550.11-14	189	298	385	250	409	24	6.2%	
-550.11-15	200	184	209	175	284	75	35.9%	
-550.11-17	803	899	756	900	816	60	7.9%	
-550.11-21	2,579	2,974	3,128	2,900	4,510	1,382	44.2%	
-550.11-22	313	316	367	300	407	40	10.9%	
-550.11-25	4,401	4,740	5,214	4,750	5,798	584	11.2%	
	<u>43,908</u>	<u>37,739</u>	<u>40,954</u>	<u>36,600</u>	<u>40,993</u>	<u>39</u>	<u>0.1%</u>	
	<u>Other Operating Costs</u>							
-550.12-11	-	170	300	200	275	(25)	-8.3%	
-550.20-11	30,855	-	-	-	-	-	0.0%	
-550.34-17	124	-	-	-	-	-	0.0%	
-550.40-11	18,385	17,388	21,000	18,000	23,600	2,600	12.4%	
-550.40-13	62	361	400	400	375	(25)	-6.3%	
-550.45-16	-	137	820	200	820	-	0.0%	
-550.45-21	-	320	200	370	370	170	85.0%	
-550.48-11	14	-	200	-	-	(200)	-100.0%	
-550.48-17	-	-	-	-	850	850	100.0%	
-550.60-10	421	1,202	1,000	1,000	1,000	-	0.0%	
-550.60-13	2,219	1,216	4,000	1,500	4,000	-	0.0%	
-550.65-10	1,299	4,965	3,500	3,000	5,000	1,500	42.9%	
-550.65-13	932	1,437	5,700	4,000	5,500	(200)	-3.5%	
-550.67-10	-	35	35	35	35	-	0.0%	
	<u>54,311</u>	<u>27,231</u>	<u>37,155</u>	<u>28,705</u>	<u>41,825</u>	<u>4,670</u>	<u>12.6%</u>	
	<u>Capital Outlay</u>							
-550.92-10	-	4,591	-	-	-	-	0.0%	
-550.92-28	-	8,270	-	-	-	-	0.0%	
-550.95-10	705	4,220	2,500	2,500	-	(2,500)	-100.0%	
	<u>705</u>	<u>17,081</u>	<u>2,500</u>	<u>2,500</u>	<u>-</u>	<u>(2,500)</u>	<u>-100.0%</u>	
Total Recreational Facilities Maint.	<u>\$ 187,842</u>	<u>\$ 174,944</u>	<u>\$ 176,036</u>	<u>\$ 155,055</u>	<u>\$ 182,031</u>	<u>\$ 5,995</u>	<u>3.4%</u>	

BUILDING AND GROUNDS DIVISION BUILDING MAINTENANCE

PROGRAM #5028



This program is responsible for heating, ventilation, and air conditioning systems (HVAC), elevator maintenance, painting and minor repairs, alarm monitoring service, and pest control at City Hall, Public Services, Old Parish House and Youth and Family Services buildings. Custodial and maintenance of City buildings associated with this program include operating and personnel expenditures.

SIGNIFICANT ACCOMPLISHMENTS:

- Replacement of the HVAC system at Youth & Family Services building was completed. Carpet in the building was also replaced after the HVAC work was completed.
- Repairs completed at the Old Parish House include: historical window repair and re-glazing, and painting, exterior wood siding on the north west side of the structure was painted, installation of new gutters and down spouts, interior and exterior doors were painted.
- Exterior rodent control has been contracted to a new vendor for the bait stations placed at locations throughout the City, which are serviced monthly.

BUDGET HIGHLIGHTS:

- Exterior rodent pest control fees have been re-allocated to their respective program accounts. Major repairs are included in the CIP.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Supply Clerk	0.06	-	-	-
Crew Supervisor	0.3	0.30	0.30	0.30
Lead Custodian	0.95	0.95	0.95	0.95
Custodial Worker	0.95	0.95	0.95	0.95
Facilities Maintenance Worker	0.8	0.78	0.78	0.78
Total Personnel	3.06	2.98	2.98	2.98

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$170,700	\$182,114	\$160,775	\$196,523
Benefits	69,528	76,977	78,404	87,136
Other Operating Costs	109,357	76,571	117,510	74,255
Capital	80,030	11,357	3,520	-
Total Expenditures	\$429,615	\$347,019	\$360,209	\$357,914

OTHER OPERATING COSTS:

-550.40-11 Building & Grounds Maintenance \$15,000

Various maintenance and repair work at City Hall, Old Parish House, Public Services, Youth & Family Services and Calvert Road School.

-550.45-16 Building Services Maintenance Contracts

Elevator maintenance & emergency phone monitoring – City hall	\$ 5,472
HVAC – Y&FS	2,100
Floor cleaning	2,243
Sprinkler system testing – City Hall, Y&FS	1,560
Fire extinguishers – City Hall, Old Parish House, Public Services, Y&FS	725
	\$12,100

-550.48-60 Buildings Rental \$2,905

Storage space rental for City Hall building materials

PERFORMANCE MEASURES:

Performance Measure	FY2019 YTD	FY2020 Target
Number of City building repair/maintenance work orders completed	252	250

**BUILDINGS AND GROUNDS DIVISION
BUILDING MAINTENANCE**

Acct. Code	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019		FY 2020 ADOPTED BUDGET	Change in Budget FY 19 to FY 20		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-5028								
	<u>Salaries & Wages</u>							
-550.10-01	Salary	\$ -	\$ -	\$ -	\$ -	\$ 25,212	\$ 25,212	100.0%
-550.10-02	Hourly	167,928	179,654	158,775	160,000	168,811	10,036	6.3%
-550.10-03	Overtime	2,772	2,460	2,000	2,000	2,500	500	25.0%
	Total Salaries & Wages	170,700	182,114	160,775	162,000	196,523	35,748	22.2%
	<u>Benefits</u>							
-550.11-10	FICA	12,746	13,242	11,438	12,000	13,681	2,243	19.6%
-550.11-12	Health Insurance	36,841	41,763	46,744	45,200	46,317	(427)	-0.9%
-550.11-13	Dental Insurance	1,398	1,534	1,719	1,600	1,918	199	11.6%
-550.11-14	Life Insurance	277	550	522	475	641	119	22.8%
-550.11-15	Vision Insurance	446	496	283	430	517	234	82.7%
-550.11-17	457 City Match Contribution	3,190	3,523	2,753	2,750	2,750	(3)	-0.1%
-550.11-18	401A Retirement	2,381	2,436	2,274	2,300	2,386	112	4.9%
-550.11-21	Workers Compensation	5,078	5,707	5,239	5,400	8,872	3,633	69.3%
-550.11-22	Long-term Disability Insurance	628	582	611	510	797	186	30.4%
-550.11-25	MSRP Retirement	6,543	7,144	6,821	6,500	9,257	2,436	35.7%
	Total Benefits	69,528	76,977	78,404	77,165	87,136	8,732	11.1%
	<u>Other Operating Costs</u>							
-550.20-11	Fleet Services - allocated overhead	15,427	-	-	-	-	-	0.0%
-550.30-11	Design & Engineering	-	6,050	-	-	-	-	0.0%
-550.34-17	Temp Manpower-Other	-	-	-	-	-	-	0.0%
-550.40-11	Buildings & Grounds maintenance	29,456	15,430	18,500	16,500	15,000	(3,500)	-18.9%
-550.40-13	Tools & Equipment	-	63	-	-	-	-	0.0%
-550.40-17	Alarm System	2,730	1,255	1,000	1,000	1,200	200	20.0%
-550.40-25	HVAC Repairs & generator maint.	3,858	5,499	4,500	4,000	2,800	(1,700)	-37.8%
-550.42-10	Building cleaning service	650	95	3,500	1,000	3,500	-	0.0%
-550.45-16	Building Services contracts	14,260	8,549	12,500	12,500	12,100	(400)	-3.2%
-550.45-21	Backflow Prevention Valve	718	200	850	850	800	(50)	-5.9%
-550.45-22	Security Alarm Monitoring	2,988	3,707	3,576	3,576	3,750	174	4.9%
-550.45-23	Pest Control (rat control moved from DPS FY19)	3,841	3,810	12,984	7,500	4,725	(8,259)	-63.6%
-550.48-60	Buildings rental	2,664	2,698	2,700	2,700	2,905	205	7.6%
-550.60-10	General Supplies	4,174	5,356	3,000	3,000	4,000	1,000	33.3%
-550.60-15	Small Tools	508	673	500	500	600	100	20.0%
-550.60-30	Cleaning Supplies	7,054	6,803	7,500	7,000	7,500	-	0.0%
-550.65-10	Electricity	11,700	6,130	8,000	6,500	6,300	(1,700)	-21.3%
-550.65-11	Natural Gas	5,622	5,098	5,200	5,200	5,000	(200)	-3.8%
-550.65-13	Water & Sewer	3,707	4,718	3,200	9,000	3,200	-	0.0%
-550.65-15	CP Woods property operating costs	-	-	30,000	-	-	(30,000)	-100.0%
-550.69-10	Miscellaneous charges	-	437	-	500	875	875	100.0%
	Total Other Operating Costs	109,357	76,571	117,510	81,326	74,255	(43,255)	-36.8%
	<u>Capital Outlay</u>							
-550.92-42	HVAC Systems	10,160	-	-	-	-	-	0.0%
-550.92-48	Emergency Generators	29,275	-	-	-	-	-	0.0%
-550.92-52	Security cameras	-	8,404	-	-	-	-	0.0%
-550.93-20	Office Furniture - OPH Chairs	611	660	3,520	3,500	-	(3,520)	-100.0%
-550.95-20	Buildings & site improvements	39,984	2,293	-	-	-	-	0.0%
	Total Capital Outlay	80,030	11,357	3,520	3,500	-	(3,520)	-100.0%
	Total Building Maintenance	\$ 429,615	\$ 347,019	\$ 360,209	\$ 323,991	\$ 357,914	\$ (2,295)	-0.6%

BUILDING AND GROUNDS DIVISION TURF & R-O-W MAINTENANCE

PROGRAM #5016



This program supervises contracted mowing services on City-maintained right-of-ways April through October. Approximately 30 acres of grass is maintained, including weekly athletic field mowing.

SIGNIFICANT ACCOMPLISHMENTS:

- Contracted mowing is in the third year of the three-year contract. The contracted price for the third year has increased 2%.

BUDGET HIGHLIGHTS:

- FY2020 will span two calendar years, only the July – October time frame has a contracted price. The contract will need to be re-advertised during the winter of 2019.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Assistant Director	0.04	0.04	0.04	0.04
Motor Equipment Operator	0.02	0.02	0.02	0.02
Landscape Supervisor	0.01	0.01	0.01	0.01
Total Personnel	0.07	0.07	0.07	0.07

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$ 6,534	\$ 6,364	\$ 6,990	\$ 7,190
Benefits	2,173	2,106	2,530	2,848
Other Operating Costs	49,922	52,318	52,783	53,862
Capital	-	-	-	-
Total Expenditures	\$58,629	\$60,788	\$62,303	\$63,900

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-550.34-71 Contract Mowing **\$53,862**

Contract for 14 bi-weekly mowings City wide from April to October. Mowing maintenance includes edging, trimming and herbicide application. City buildings, and Duvall & Calvert Road School athletic fields are mowed weekly. Contractor provides all labor, materials and equipment.

**BUILDINGS AND GROUNDS DIVISION
TURF AND RIGHT OF WAY MAINTENANCE**

Acct. Code		FY 2017	FY 2018	FY 2019		FY 2020	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	\$	%
-5016								
	<u>Salaries & Wages</u>							
-550.10-01	Salary	\$ 5,450	\$ 4,608	\$ 4,870	\$ 4,870	\$ 4,986	\$ 116	2.4%
-550.10-02	Hourly	1,084	1,756	2,120	1,200	2,204	84	4.0%
	Total Salaries & Wages	6,534	6,364	6,990	6,070	7,190	200	2.9%
	<u>Benefits</u>							
-550.11-10	FICA	486	473	457	450	464	7	1.5%
-550.11-12	Health Insurance	1,041	968	1,281	1,100	1,424	143	11.2%
-550.11-13	Dental Insurance	21	18	22	20	26	4	18.2%
-550.11-14	Life Insurance	1	8	12	10	13	1	8.3%
-550.11-15	Vision Insurance	6	6	8	8	10	2	25.0%
-550.11-17	457 City Match Contribution	80	99	112	75	133	21	18.8%
-550.11-21	Workers Compensation	193	203	229	200	327	98	42.8%
-550.11-22	Long-term Disability Insurance	25	22	27	20	30	3	11.1%
-550.11-25	MSRP Retirement	320	309	382	280	421	39	10.2%
	Total Benefits	2,173	2,106	2,530	2,163	2,848	318	12.6%
	<u>Other Operating Costs</u>							
-550.34-71	Contract Mowing	49,922	52,318	52,783	52,783	53,862	1,079	2.0%
	Total Turf & Right of Way Maint.	\$ 58,629	\$ 60,788	\$ 62,303	\$ 61,016	\$ 63,900	\$ 1,597	2.6%

BUILDING AND GROUNDS DIVISION TREE AND LANDSCAPE MAINTENANCE

PROGRAM #5020



This program provides for maintenance of the city’s street trees, as well as landscaped areas in the right-of-ways throughout the City. College Park has received Tree City USA designation since 1990, and has been designated as a Plant City by the Maryland Community Forestry Council. Participation in Arbor Day and Good Neighbor Day are annual events. Cooperation with the Tree and Landscape Board and Committee for a Better Environment assure maximum use of allocated resources in the City’s beautification efforts.

SIGNIFICANT ACCOMPLISHMENTS:

- The Arbor Day program was held at the Paint Branch Elementary School, to maintain the City’s Tree City USA designation. 60 street trees were planted to replace removed trees.
- Part time summer staff assisted with various landscape maintenance activities.
- A consultant assessed the tree canopy in the City using satellite imagery to evaluate the change in the City’s tree canopy over a ten-year period.

BUDGET HIGHLIGHTS:

- No new funding requests.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Assistant Director	0.2	0.2	0.2	0.2
Landscape Supervisor	0.7	0.7	0.7	0.7
Lead Groundskeeper	0.3	0.2	0.2	0.2
Groundskeeper	0.94	0.94	0.94	0.94
Laborer	1.94	3.97	3.97	3.97
Engineering Intern	0.15	-	-	-
Part-time summer laborer	-	0.4	0.4	0.4
Total Personnel	4.23	6.41	6.41	6.41

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$205,688	\$246,822	\$282,474	\$295,401
Benefits	75,621	91,897	115,704	129,613
Other Operating Costs	97,527	75,382	106,875	97,305
Capital	3,003	-	-	15,000
Total Expenditures	\$381,839	\$414,101	\$505,053	\$537,319

OTHER OPERATING COSTS:

-550.12-11 Travel & Training \$800

For Supervisors training, Foremen & Laborers training, and fertilizer & pesticide recertification for 3 attendees.

-550.34-40 Tree Maintenance

Tree pruning & removal	\$45,700
Stump grinding	4,000
Pesticide control applications	2,800
	\$52,500

-550.60-50 Trees, Shrubs & Flowers \$36,000

Provides for seasonal flowers, tree replacement and beautification/landscaping in City property and right-of-way; and Arbor, Earth and other community service days. Includes amount moved from Committee for a Better Environment for trees, shrubs and flowers plus \$15,000 for flower baskets on utility poles.

-550.60-51 Tree Canopy Enhancement Program \$1,800

Tree replacement on private property

CAPITAL OUTLAY:

-550.95-10 Site Improvements

Electric Work at JP Plaza	\$5,000
Lighting - Sign Entrance to College Park Woods	5,000
Electric Work for Annual Tree Lighting in Calvert Hills	5,000
	\$15,000

PERFORMANCE MEASURES:

Performance Measure	FY2019 YTD	FY2020 Target
Number of trees the City planted in the right-of-way (doesn't include utility companies)		
Number of trees the City planted in the right-of-way (doesn't include utility companies)	30	50
Number of trees the City removed from right-of-way (doesn't include utility companies)		
Number of trees the City removed from right-of-way (doesn't include utility companies)	42	

**BUILDINGS AND GROUNDS DIVISION
TREE AND LANDSCAPE MAINTENANCE**

Acct. Code	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019		FY 2020 ADOPTED BUDGET	Change in Budget FY 19 to FY 20		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-5020								
	<u>Salaries & Wages</u>							
-550.10-01	\$ 21,801	\$ 23,040	\$ 24,352	\$ 24,400	\$ 24,931	\$ 579	2.4%	
-550.10-02	183,275	222,072	257,222	235,000	268,970	11,748	4.6%	
-550.10-03	612	1,710	900	1,200	1,500	600	66.7%	
	<u>205,688</u>	<u>246,822</u>	<u>282,474</u>	<u>260,600</u>	<u>295,401</u>	<u>12,927</u>	<u>4.6%</u>	
	<u>Benefits</u>							
-550.11-10	14,978	18,164	20,417	19,600	21,118	701	3.4%	
-550.11-12	38,853	47,411	64,079	52,000	69,163	5,084	7.9%	
-550.11-13	1,273	1,242	1,419	1,200	1,835	416	29.3%	
-550.11-14	342	776	988	750	1,106	118	11.9%	
-550.11-15	299	263	120	300	346	226	188.3%	
-550.11-17	3,240	3,490	3,671	3,900	4,903	1,232	33.6%	
-550.11-21	6,002	7,861	9,246	8,200	13,386	4,140	44.8%	
-550.11-22	712	748	920	750	1,165	245	26.6%	
-550.11-25	9,922	11,942	14,844	13,000	16,591	1,747	11.8%	
	<u>75,621</u>	<u>91,897</u>	<u>115,704</u>	<u>99,700</u>	<u>129,613</u>	<u>13,909</u>	<u>12.0%</u>	
	<u>Other Operating Costs</u>							
-550.12-10	-	-	-	-	-	-	0.0%	
-550.12-11	1,049	582	800	600	800	-	0.0%	
-550.20-11	23,141	-	-	-	-	-	0.0%	
-550.34-40	49,033	43,409	52,000	48,000	52,500	500	1.0%	
-550.40-13	300	425	1,000	500	1,000	-	0.0%	
-550.48-11	-	-	250	1,100	1,400	1,150	460.0%	
-550.60-10	976	1,272	1,200	1,200	1,200	-	0.0%	
-550.60-13	677	1,051	750	700	800	50	6.7%	
-550.60-15	722	778	400	500	600	200	50.0%	
-550.60-50	20,247	26,943	47,400	40,000	36,000	(11,400)	-24.1%	
-550.60-51	-	552	1,800	750	1,800	-	0.0%	
-550.65-13	1,182	195	1,100	1,000	1,030	(70)	-6.4%	
-550.67-10	175	175	175	175	175	-	0.0%	
-550.67-20	25	-	-	-	-	-	0.0%	
	<u>97,527</u>	<u>75,382</u>	<u>106,875</u>	<u>94,525</u>	<u>97,305</u>	<u>(9,570)</u>	<u>-9.0%</u>	
	<u>Capital Outlay</u>							
-550.95-10	3,003	-	-	-	15,000	15,000	0.0%	
	<u>3,003</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>15,000</u>	<u>15,000</u>	<u>0.0%</u>	
Total Tree & Landscape Maint.	<u>\$ 381,839</u>	<u>\$ 414,101</u>	<u>\$ 505,053</u>	<u>\$ 454,825</u>	<u>\$ 537,319</u>	<u>\$ 32,266</u>	<u>6.4%</u>	

ENGINEERING SERVICES

PROGRAM #5021



The Engineering Division is accounted for in one program that plans, reviews and oversees improvements to the City's infrastructure. It provides administrative and managerial functions for various public improvement projects: planning; budgeting; design assistance; staffing; scheduling; permitting; construction; and operations.

Specifically, this program is responsible for 1) traffic management and engineering; 2) streetlight review and installations; 3) reviewing and solving residential complaints regarding public infrastructure; 4) utilities review, permitting, and coordination; 5) local storm drainage; 6) interacting with County DOE in area wide storm drain issues; 7) interacting with SHA in area maintenance issues; 8) administering consultant engineering contracts; 9) administering construction contracts; 10) compiling and maintaining the City's infrastructure database; 11) assisting other City Departments in related issues; 12) preparing the annual Pavement Maintenance Plan; and, 13) reviewing and addressing various concerns of the City Council.

SIGNIFICANT ACCOMPLISHMENTS:

- Constructed 1,228 LF of new sidewalk in the Berwyn subdivision.

BUDGET HIGHLIGHTS:

- No significant changes in this budget.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Civil Engineer	1	1	1	1
Engineering Technician	1	1	1	1
Engineering Intern	0.2	1	1	1
Total Personnel	2.2	3	3	3

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$184,715	\$192,737	\$230,316	\$247,332
Benefits	52,580	53,488	64,057	65,892
Other Operating Costs	20,206	14,420	22,160	24,910
Capital	7,079	-	6,000	6,000
Total Expenditures	\$264,580	\$260,645	\$322,533	\$344,134

OTHER OPERATING COSTS:

-550.12-11 Travel & Training	
County Engineers Association Conference	\$ 420
Continuing education through ASCE, NSPE, MRMCA	1,900
UMD Technology Transfer Center	700
Towson Univ. Center for ESRI GIS Conference – 2 attendees	500
MD Quality Initiative conference	300
Other training	270
	\$4,090

-550.30-11 Design & Engineering	
Includes \$3,000 for concept maps for future projects	
	\$6,500

-550.30-15 Consulting	
Map scanning and other services as needed.	
	\$2,000

-550.67-10 Dues	
Provides for memberships in various professional organizations including the Institute of Transportation Engineers, American Society of Civil Engineers, National Society of Professional Engineers and County Engineers Association.	
	\$1,000

CAPITAL OUTLAY:

-550.96-10 Concrete	
Brick paver panel replacement along US Route 1.	
	\$6,000

PERFORMANCE MEASURES:

Goal	Measure	FY2019 YTD	FY2020 Target
City and Utility Permits Issued:		28	55
Street and Pedestrian Lighting:	Number of streetlights reported to PEPCO for repair	195	380
	Number of additional streetlights and pedestrian lights requested/Number installed	17	5
Traffic Safety:	Number of traffic control studies completed	1	2
Street Repair:	Linear feet of street paving	4,333	6,970.5
	Square yards of pavement repairs		1,487
	Square feet of sidewalk repairs	11,262	22,558
	Linear feet of curb and gutter repairs	4,767	11,337

ENGINEERING SERVICES

Acct. Code		FY 2017	FY 2018	FY 2019		FY 2020	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 19 to FY 20	%
							\$	%
-5021								
	<u>Salaries & Wages</u>							
-550.10-01	Salary	\$ 127,403	\$ 129,692	\$ 166,765	\$ 166,765	\$ 171,402	\$ 4,637	2.8%
-550.10-02	Hourly	57,312	63,045	63,551	63,551	75,930	12,379	19.5%
	Total Salaries & Wages	184,715	192,737	230,316	230,316	247,332	17,016	7.4%
	<u>Benefits</u>							
-550.11-10	FICA	13,612	13,993	15,303	17,600	14,130	(1,173)	-7.7%
-550.11-12	Health Insurance	18,681	17,956	22,538	20,000	20,190	(2,348)	-10.4%
-550.11-13	Dental Insurance	1,087	1,045	1,165	1,100	1,582	417	35.8%
-550.11-14	Life Insurance	94	280	312	300	370	58	18.6%
-550.11-15	Vision Insurance	373	379	388	388	416	28	7.2%
-550.11-17	457 City Match Contribution	3,654	3,640	3,650	3,650	3,137	(513)	-14.1%
-550.11-18	401A Retirement	2,872	3,171	-	2,000	-	-	0.0%
-550.11-21	Workers Compensation	5,460	5,988	7,591	7,500	11,302	3,711	48.9%
-550.11-22	Long-term Disability Insurance	639	650	861	700	969	108	12.5%
-550.11-25	MSRP Retirement	6,108	6,386	12,249	8,000	13,796	1,547	12.6%
	Total Benefits	52,580	53,488	64,057	61,238	65,892	1,835	2.9%
	<u>Other Operating Costs</u>							
-550.12-10	Non Training Travel-mileage reimb.	83	10	200	100	100	(100)	-50.0%
-550.12-11	Travel & Training	1,438	688	4,090	1,500	4,090	-	0.0%
-550.20-11	Fleet Services - allocated overhead	7,714	-	-	-	-	-	0.0%
-550.30-11	Design & Engineering	-	7,293	6,500	3,500	6,500	-	0.0%
-550.30-15	Consulting	-	-	2,000	-	2,000	-	0.0%
-550.30-20	Surveying	6,562	4,295	5,100	5,000	5,100	-	0.0%
-550.36-10	Printing	-	-	-	-	-	-	0.0%
-550.47-10	Clothing & Uniforms	-	-	-	-	-	-	0.0%
-550.60-10	General Supplies	2,489	282	2,100	1,000	2,100	-	0.0%
-550.60-53	Crosswalk signal supplies	-	-	-	744	800	-	100.0%
-550.61-10	Office Supplies	111	92	200	100	1,000	800	400.0%
-550.66-12	Cellular Phone	859	721	720	720	1,920	1,200	166.7%
-550.67-10	Dues	950	1,039	950	995	1,000	50	5.3%
-550.67-20	Publications & Books	-	-	300	-	300	-	0.0%
	Total Other Operating Costs	20,206	14,420	22,160	13,659	24,910	2,750	12.4%
	<u>Capital Outlay</u>							
-550.96-10	Concrete	4,334	-	6,000	4,500	6,000	-	0.0%
-550.96-30	Streetlights	2,745	-	-	-	-	-	0.0%
	Total Capital Outlay	7,079	-	6,000	4,500	6,000	-	0.0%
	Total Engineering Services	\$ 264,580	\$ 260,645	\$ 322,533	\$ 309,713	\$ 344,134	\$ 21,601	6.7%

FLEET SERVICES

PROGRAM #5030



Fleet Services, the City's central garage, provides fleet maintenance for approximately 106 units, including trash/recycling trucks, pickup trucks, sedans, equipment, and off-road motorized equipment. Regular preventative maintenance of vehicles is performed according to mileage and/or time since last service. Some specialized and major maintenance/repair work is contracted out.

SIGNIFICANT ACCOMPLISHMENTS:

- A Chevy Bolt electric vehicle was purchased, and associated charging station installed in the Public Works yard. Use of diesel and gasoline fuels have decreased from previous year. 36 assorted assets were sold at auction to the highest bidder.
- One new 32-cubic yard rear load refuse truck and two new 4-wheel drive dump trucks with snow packages have been ordered to replace existing vehicles.

BUDGET HIGHLIGHTS:

- Funding request for an external mapping link for the Automated Vehicle Location (AVL) systems in fleet vehicles, which will allow residents to view where snow removal vehicles have performed operations.
- Funding request for a scan tool for heavy duty trucks to read the deficiency code.
- Funding request for 3 AVL units for new vehicles.

PERSONNEL:

Authorized Position	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Fleet Supervisor	-	0.95	0.95	0.95
Mechanic	2	1.90	1.90	1.90
Inventory Control Clerk/Assistant Mechanic	1	-	-	-
Inventory Control Clerk	-	0.78	0.78	0.78
Total Personnel	3	3.63	3.63	3.63

SUMMARY OF EXPENDITURES:

Type	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Salaries & Wages	\$214,966	\$191,850	\$224,339	\$258,891
Benefits	72,112	57,474	93,968	87,716
Other Operating Costs	392,328	278,017	392,100	387,100
Capital	10,893	11,953	7,800	9,010
Total Expenditures	\$690,299	\$539,294	\$718,207	\$742,717

OTHER OPERATING COSTS:

-550.66-40 Global Positioning System \$18,900

Funding for cellular communications for the Automate Vehicle Location (AVL) systems in fleet vehicles.

CAPITAL OUTLAY:

-550.92-20 Equipment

Autel - annual software upgrade to handheld scanner (reads vehicle deficiency codes)	\$ 1,000
Motor-AllData - cars & light trucks renewal	1,000
Motor-AllData - medium & heavy duty trucks renewal	1,000
Tire changing machine	5,000
	\$8,000

PERFORMANCE MEASURES:

Performance Measure	FY2019 YTD	FY2020 Target
Total preventative maintenance work orders completed	92	130
Total non-preventative maintenance vehicle repair work orders completed	590	800

FLEET SERVICES

Acct. Code	FY 2017		FY 2018		FY 2019		FY 2020		Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	\$	%			
-5030										
	<u>Salaries & Wages</u>									
-550.10-02	\$ 214,302	\$ 186,554	\$ 218,339	\$ 200,000	\$ 252,891	\$ 34,552		15.8%		
-550.10-03	664	5,296	6,000	5,000	6,000	-		0.0%		
	<u>214,966</u>	<u>191,850</u>	<u>224,339</u>	<u>205,000</u>	<u>258,891</u>	<u>34,552</u>		<u>15.4%</u>		
	<u>Benefits</u>									
-550.11-10	15,868	14,274	16,552	15,700	18,705	2,153		13.0%		
-550.11-12	33,358	23,064	52,364	30,000	35,804	(16,560)		-31.6%		
-550.11-13	1,539	1,244	2,279	1,500	2,497	218		9.6%		
-550.11-14	114	429	692	450	857	165		23.8%		
-550.11-15	429	324	512	350	546	34		6.6%		
-550.11-17	1,771	1,302	743	1,200	1,307	564		75.9%		
-550.11-18	4,914	5,169	5,011	4,800	5,538	527		10.5%		
-550.11-21	6,335	6,070	7,197	6,300	11,554	4,357		60.5%		
-550.11-22	806	654	840	450	1,039	199		23.7%		
-550.11-25	6,978	4,944	7,778	6,000	9,869	2,091		26.9%		
	<u>72,112</u>	<u>57,474</u>	<u>93,968</u>	<u>66,750</u>	<u>87,716</u>	<u>(6,252)</u>		<u>-6.7%</u>		
	<u>Other Operating Costs</u>									
-550.12-11	13	691	3,000	1,000	2,000	(1,000)		-33.3%		
-550.20-10	59,937	-	-	-	-	-		0.0%		
-550.34-20	130	65	200	200	200	-		0.0%		
-550.36-20	1,350	650	1,500	1,200	1,500	-		0.0%		
-550.40-11	1,508	1,077	2,100	1,500	2,000	(100)		-4.8%		
-550.40-45	-	-	800	500	800	-		0.0%		
-550.41-10	106,369	62,073	88,000	75,000	88,000	-		0.0%		
-550.41-11	48,972	34,496	65,000	45,000	65,000	-		0.0%		
-550.41-20	32,619	20,983	30,000	30,000	30,000	-		0.0%		
-550.45-16	4,400	4,638	5,000	4,500	5,000	-		0.0%		
-550.60-14	94	-	-	-	-	-		0.0%		
-550.60-15	5,799	2,393	3,500	2,500	3,500	-		0.0%		
-550.60-70	3,861	3,618	5,000	5,000	5,100	100		2.0%		
-550.62-10	37	31	100	50	100	-		0.0%		
-550.64-10	30,331	38,192	45,000	40,000	37,500	(7,500)		-16.7%		
-550.64-11	64,759	74,385	93,000	80,000	93,000	-		0.0%		
-550.64-12	11,805	7,984	15,000	13,000	15,000	-		0.0%		
-550.64-15	(1,240)	(12)	-	-	-	-		0.0%		
-550.65-10	13,060	12,786	15,000	12,500	12,000	(3,000)		-20.0%		
-550.65-11	4,877	5,404	8,000	6,000	7,000	(1,000)		-12.5%		
-550.66-40	1,761	8,189	11,400	9,000	18,900	7,500		65.8%		
-550.69-10	1,886	374	500	500	500	-		0.0%		
	<u>392,328</u>	<u>278,017</u>	<u>392,100</u>	<u>327,450</u>	<u>387,100</u>	<u>(5,000)</u>		<u>-1.3%</u>		
	<u>Capital Outlay</u>									
-550.92-20	8,084	2,857	7,800	5,000	8,000	200		2.6%		
-550.97-40	2,809	9,096	-	-	1,010	1,010		100.0%		
	<u>10,893</u>	<u>11,953</u>	<u>7,800</u>	<u>5,000</u>	<u>9,010</u>	<u>1,210</u>		<u>15.5%</u>		
Total Fleet Services	<u>\$ 690,299</u>	<u>\$ 539,294</u>	<u>\$ 718,207</u>	<u>\$ 604,200</u>	<u>\$ 742,717</u>	<u>\$ 24,510</u>		<u>3.4%</u>		



INTERFUND TRANSFERS AND CONTINGENCY

PROGRAM #9210 AND #6510



Interfund transfers represent payments from the General Fund to the Capital Projects Fund for the City's share/cost of capital items and to the Debt Service Fund to provide for the debt service requirements on the Parking Garage Bond. The debt service on the Sun Trust Master Lease is paid from the Capital Projects Fund, included with the Vehicle Replacement Program.

Contingency is an appropriation for unanticipated or unforeseen expenditures and/or to provide funding for items that might arise under certain circumstances.

BUDGET HIGHLIGHTS:

- The detail of projects being funded by the operating transfer to the Capital Projects Fund are included at the end of the Capital Projects Fund budget section (before the CIP).
- As noted in the budget message, no transfer is required to the Debt Service Fund in order to utilize a portion of the fund balance which has accumulated from excess transfers from the General Fund over the past several years.
- Debt service payments are in accordance with the debt service amortization schedules.
- The Contingency line remains at \$100,000. There are no plans to spend these funds.

PERSONNEL:

- There are no personnel costs associated with this budget.

INTERFUND TRANSFERS

Acct. Code	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019		FY 2020 ADOPTED BUDGET	Change in Budget FY 19 to FY 20	
			ADJUSTED BUDGET	Estimated FY Total		\$	%
-9210							
-590.99-10 Transfers to Capital Projects Fund	\$ 2,435,440	\$ 3,108,495	\$ 2,692,781	\$ 2,754,054	\$ 2,024,951	\$ (667,830)	-24.8%
Excess Fund Bal. to Cap. Proj. Fund		4,900,000					0.0%
-590.99-10 Transfers to Debt Service Fund	525,453	559,394	-	-	-	-	0.0%
Total Transfers to Other Funds	\$ 2,960,893	\$ 8,567,889	\$ 2,692,781	\$ 2,754,054	\$ 2,024,951	\$ (667,830)	-24.8%

CONTINGENCY

-6510							
-510.85-10 Contingency	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	0.0%
Total Contingency	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	0.0%



DEBT SERVICE FUND



The Debt Service Fund is used to account for the accumulation of resources and the payment of principal and interest for the City's long-term debt obligations.

The City's long-term debt currently consists of the following:

ANNUAL DEBT SERVICE PAYMENTS

	Principal Balance 6/30/18	FY 2019	FY 2020	FY 2021	FY 2022
2015 Parking Garage Bond	\$6,353,000	\$559,841	\$559,055	\$ 559,971	\$ 558,589
2016 Suntrust Master Lease (1)	1,223,657	420,456	420,456	420,456	-
Community Legacy Loan	300,000	-	-	150,000	-
Total	\$7,876,657	\$980,297	\$979,511	\$1,130,427	\$558,589

(1) The debt service for the SunTrust Lease is budgeted and paid from the Capital Projects Fund budget -(Vehicle Replacement Program in CIP). The SunTrust Master Lease is scheduled to be paid off at the end of FY2021.

The Community Legacy loan does not have a payment due until December 31, 2020.

Transfer to Capital Projects Fund

\$50,000

To fund gate payment system for the parking garage.

DEBT SERVICE FUND

ADOPTED BUDGET FY 2020

	FY 2017	FY 2018	FY 2019		FY 2020
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET
REVENUE/SOURCES					
Transfer from General Fund	\$ 525,207	\$ 559,342	\$ -	\$ -	\$ -
Parking meters	198,344	209,856	215,000	210,000	185,000
Parking fines	46,930	41,972	47,500	47,500	45,000
Total Revenue/Sources	770,481	811,170	262,500	257,500	230,000
EXPENDITURES					
Principal	340,000	382,000	393,000	393,000	403,000
Interest	185,207	177,342	166,841	208,063	156,055
Bond Counsel and other professional services	-	-	-	-	-
Transfer to General Fund	-	-	250,000	250,000	-
Transfer to Capital Projects Fund (for Parking Garage improvements)	-	-	-	-	50,000
Total Debt Service payments	525,207	559,342	809,841	851,063	609,055
Excess Revenue over Expenditures	\$ 245,274	\$ 251,828	\$ (547,341)	\$ (593,563)	\$ (379,055)
Fund Balance - beginning of year	1,672,358	1,917,632		2,169,460	1,575,897
Fund Balance - end of year	\$ 1,917,632	\$ 2,169,460		\$ 1,575,897	\$ 1,196,842



CAPITAL PROJECTS FUND SUMMARY



The Capital Projects Fund accounts for financial resources for the acquisition or construction of major capital facilities, infrastructure, machinery and equipment and other capital assets. The City uses a threshold of \$10,000 for inclusion in this Fund.

This Fund is financed through transfers from the General Fund, earmarked State funds, various other Federal and State grants, sale of general obligation bonds or other loan proceeds, PEG funds and developer contributions.

For capital projects that span multiple years, are funded by sources outside the General Fund, or where funds are being accumulated for a particular purpose, such as the City Hall Expansion project, the City prepares a separate 5-year Capital Improvement Program (CIP). The first year of the CIP is the basis for CIP projects budget request in this Fund. The CIP follows the Capital Projects Fund Budget at the end of this section.

The following is a list of the individual CIP projects, with estimated reserve balances and budgeted expenditure requests. For more details on the projects, see the individual project sheets in the FY2020-2024 CIP starting on page 175.

CAPITAL PROJECTS FUND

Summary of Project Reserves & FY2020 Budgeted Expenditures

CIP#	Project	Estimated Reserves 6/30/2019	Budgeted Expenditures FY2020	Budgeted Reserves 6/30/2020
113003	Bikeshare	\$212,885	\$212,885	\$-
92003	CCTV	240,454	230,000	90,454
41003	City Hall	3,573,137	4,433,432	13,551,863
113004	Complete & Green Streets	113,941	225,000	18,941
181015	CP Woods Property Acquisition & Redevelopment	326,746	500,000	98,000
181212	Dog Park	105,000	328,668	-
53007	Duvall Field Phase 2	285,623	300,000	285,623
991013	Facilities Capital Reserve	159,362	25,000	456,919
103004	Hollywood Commercial Revitalization	1,034,297	137,510	1,046,787
103002	Hollywood Gateway Park	(561,542)	420,534	-
11004	INET	1,848,373	25,000	2,000,125
155001	Old Parish House Renovations	(95,241)	135,000	-
162002	Parking Enforcement Equipment Replacement	(25,486)	170,000	-
45008	Pavement Management Plan	(40,000)	860,000	-
200001	Pedestrian Street Lights - Baltimore Avenue	-	100,000	-
181014	Property Acquisition	115,225	-	115,225
15002	Public Works Facilities Improvements	37,355	126,000	-
190001	Rhode Island Avenue Bike Lane & Improvements	-	134,000	-
925061	Vehicle Replacement Program	569,412	980,456	213,546
	Departmental Capital		481,100	
	Capital Proj. Fund -Balance	3,413,724		2,593,631
	Total CIP Reserves	\$11,713,261	\$9,824,585	\$20,471,114

CAPITAL PROJECTS FUND REVENUES AND EXPENDITURES



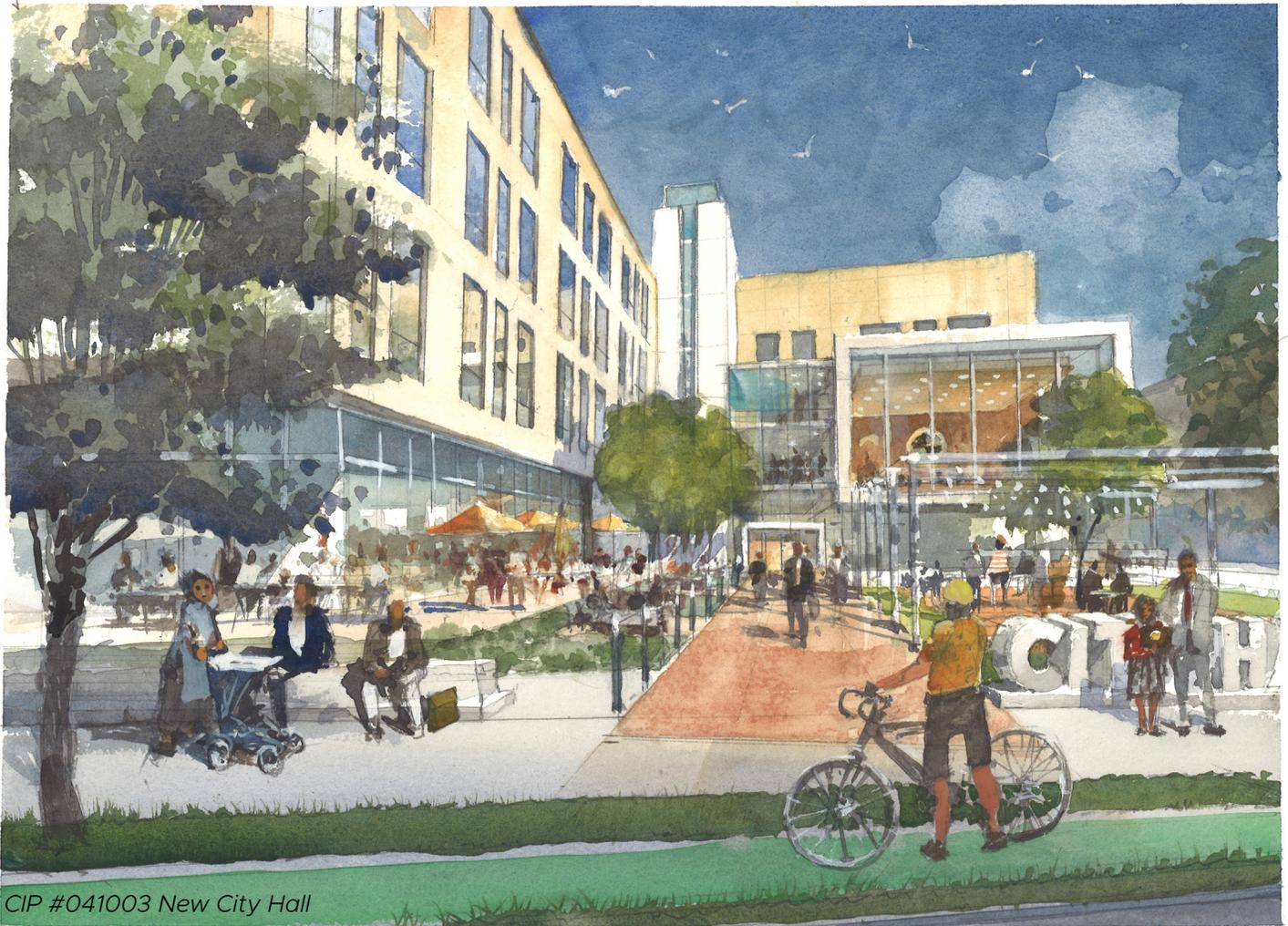
ADOPTED BUDGET FY 2020

	FY 2017	FY 2018	FY 2019			FY 2020
	Audited ACTUAL	Audited ACTUAL	ADJUSTED BUDGET	Y-T-D 2/26/2019	Estimated FY Total	ADOPTED BUDGET
REVENUE/SOURCES						
PEG Funds - Comcast	205,134	160,250	182,190	87,286	173,286	176,752
Federal Grants	825,819		-	-	-	-
Program Open Spaces	12,192		-		-	-
State Grants/State Bond Bill	95,000	424,128	1,946,383	172,600	641,158	2,344,077
County Grants	-	175,000	-		-	-
Other Grants	101,765	67,365	20,000	-	-	185,000
Charges for Services	15,969	14,400	45,000	-	5,400	5,000
Investment earnings	4,600	7,278	2,500	11,769	19,654	4,500
Rents		9,620		72,100	115,440	57,720
Developer Contributions	115,000		350,000	625,000	-	-
Sale of Fixed Assets	1,615	81,882	-	23,156	23,156	25,000
Miscellaneous	1,858	12,000				
Proceeds from Bonds/loans	-		-	-	-	13,654,438
Interproject transfer			1,225,000	1,225,000	1,547,956	55,000
Interfund transfers from:						
General Fund	2,435,440	3,108,495	2,692,781	2,692,781	2,754,054	2,024,951
Debt Service Fund						50,000
General Fund -excess fund balance transfer	-	4,900,000			(1,225,000)	-
CIP Reserves - carryforward	8,041,567	7,473,736	14,627,137		12,326,974	11,713,261
Total Revenue/Funding Sources	11,855,959	16,434,154	21,090,991	4,909,692	16,382,078	30,295,699
EXPENDITURES - Capital Outlay						
CIP projects	3,961,767	3,403,246	4,838,552	3,011,173	3,922,361	8,923,029
Debt Service (Vehicle replacement program)	420,456	420,456	420,456	420,456	420,456	420,456
Departmental Capital		283,478	481,000		326,000	481,100
Total Capital Outlay	4,382,223	4,107,180	5,740,008	3,431,629	4,668,817	9,824,585
Reserve for Capital Projects	\$ 7,473,736	\$ 12,326,974	\$ 15,350,983	\$ 1,478,063	\$ 11,713,261	\$ 20,471,114



CAPITAL IMPROVEMENT PROGRAM

FY2020 - 2024



CIP #041003 New City Hall

City of College Park
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FY2020 – FY2024

The Capital Improvement Program (CIP) provides a working blueprint for planning the City's capital expenditures – land, buildings, infrastructure, machinery and equipment. It coordinates community planning, financial capacity, and physical development. The CIP is a planning and fiscal management tool used to manage the location, timing, and financing of capital improvements over a multi-year period. The CIP is reviewed and updated annually to reflect the City's changing needs, priorities, and funding opportunities to ensure that the infrastructure exists to advance the community's strategic and long-term goals and objectives.

The City's CIP contains all individual capital expenditures, in conjunction with projected/forecasted construction and completion schedules, and funding sources. The first year of the CIP (FY 2020) is the upcoming year's spending plan for capital items and is included and accounted for in the Capital Projects Fund. The Capital Projects Fund has an annual budget included with the City's Annual Operating Budget.

The CIP is a plan for capital expenditures that extends four additional years beyond the Capital Projects Fund budget. It is important to note that those future years are not appropriated, nor is the City obligated to fund the capital expenditures shown in those future years.

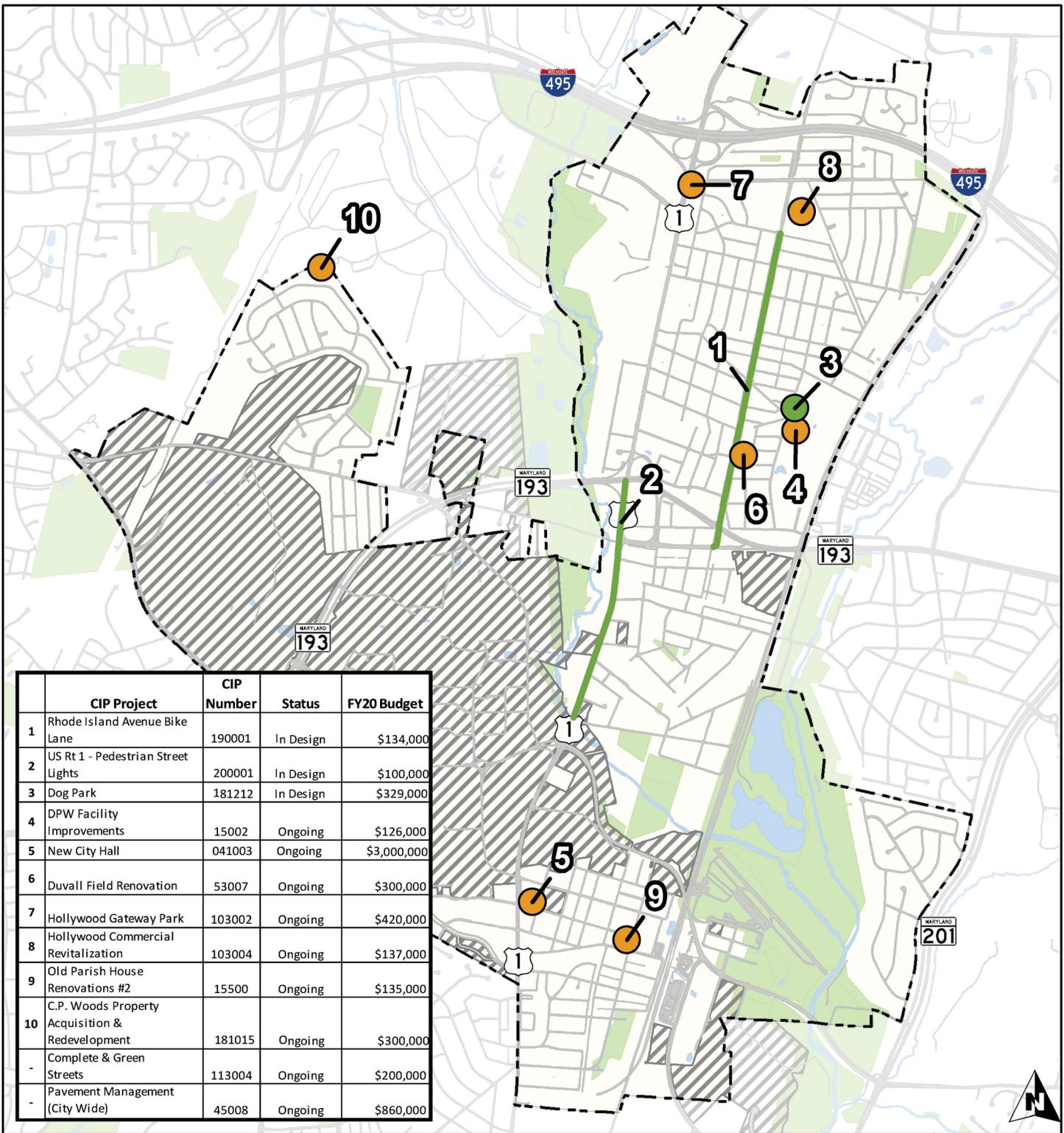
The CIP provides the following benefits:

- Synchronizes the capital and operating budgets
- Helps identify the most economical means to finance capital projects
 - Increases opportunities for obtaining federal and state aid
- Relates the need for public facilities to public and private development plans
- Assists in evaluating competing demands for resources based on prioritization reflecting the City's long-term goals and objectives
- Links strategic and comprehensive plans with community objectives and fiscal capacity
- Informs the public about the government's future needs for investment in infrastructure

The CIP includes:

- A summary of the capital projects and equipment
- Individual capital project spreadsheets
- Ranking of projects based on need/priority (to be determined)
- Sources of funding, if known
- A timetable for the construction or completion of the project
- A description of the major projects
- The effects on operating expenses, if known, upon completion of the project.

In addition to the transfer from the General Fund the CIP is financed through earmarked State funds, other Federal and State grants, sale of general obligation bonds or other loan proceeds, PEG funds and developer contributions.



	CIP Project	CIP Number	Status	FY20 Budget
1	Rhode Island Avenue Bike Lane	190001	In Design	\$134,000
2	US Rt 1 - Pedestrian Street Lights	200001	In Design	\$100,000
3	Dog Park	181212	In Design	\$329,000
4	DPW Facility Improvements	15002	Ongoing	\$126,000
5	New City Hall	041003	Ongoing	\$3,000,000
6	Duvall Field Renovation	53007	Ongoing	\$300,000
7	Hollywood Gateway Park	103002	Ongoing	\$420,000
8	Hollywood Commercial Revitalization	103004	Ongoing	\$137,000
9	Old Parish House Renovations #2	15500	Ongoing	\$135,000
10	C.P. Woods Property Acquisition & Redevelopment	181015	Ongoing	\$300,000
-	Complete & Green Streets	113004	Ongoing	\$200,000
-	Pavement Management (City Wide)	45008	Ongoing	\$860,000

Capital Improvement Program (CIP) FY2020-2024 FY20 Budget

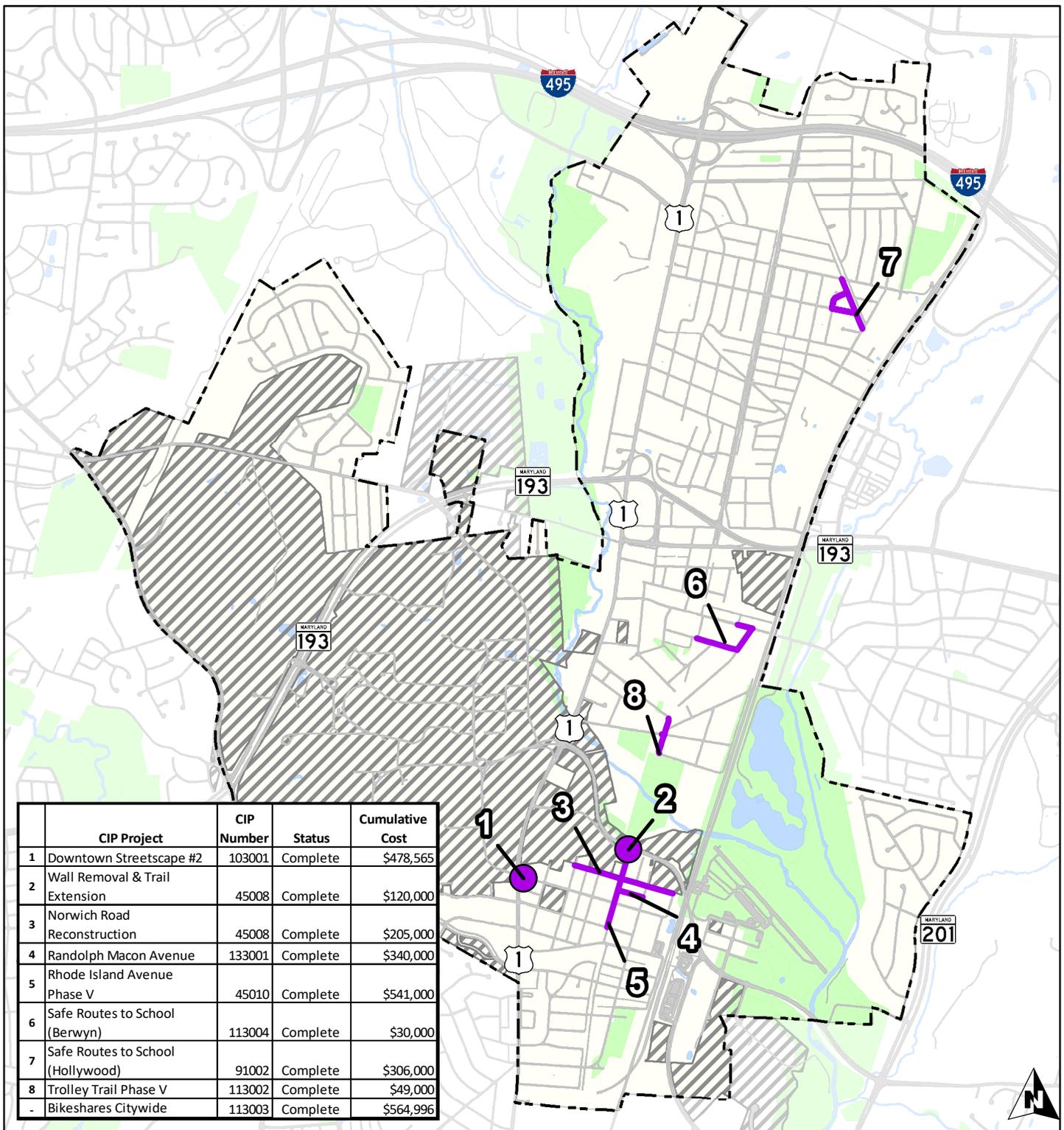
Status

- In Design
- Ongoing



College Park Engineering
Date: 03/04/2019

Sources
College Park Engineering
M-NCPPC GIS



Capital Improvement Program (CIP) Projects Completed Over Last 5 Years

Status

● Complete



College Park Engineering
Date: 03/05/2019

Sources
College Park Engineering
M-NCPPC GIS

Five-Year Capital Improvement Program

Summary

FY 2020 - FY 2024

	<u>Cumulative</u>		<u>Cumulative</u>							<u>Cumulative</u>
	Inception to	FY 2019	Inception to	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Inception to	
	June 30, 2018	Estimated	June 30, 2019	Adopted	Projected	Projected	Projected	Projected	End/FY24	
	Actual	Total	Estimated	Budget					Projected	Projected
Funding Sources:										
Reserve Balance - July 1		\$ 12,326,974		\$ 11,713,261	\$ 20,471,114	\$ 4,084,276	\$ 2,968,169	\$ 3,075,739		
Utility Franchise Fees	\$ 2,797,436	173,286	\$ 2,970,722	176,752	180,287	183,892	187,570	191,322	\$ 3,890,545	
Federal Grants	1,168,637	-	1,168,637	-	-	-	-	-	1,168,637	
State Grants	490,239	641,158	1,131,397	2,344,077	950,000	-	-	-	4,425,474	
County Grants	250,000	-	250,000	-	-	-	-	-	250,000	
Other Grants	183,296	-	183,296	185,000	-	-	-	-	368,296	
General government charges	43,359	5,400	48,759	5,000	5,000	5,000	5,000	5,000	73,759	
Highways & Streets	1,850	-	1,850	-	-	-	-	-	1,850	
Investment earnings	61,610	19,654	81,264	4,500	-	-	-	-	85,764	
Developer Contributions	962,500	-	962,500	-	-	-	-	-	962,500	
Sale of F/A	137,719	23,156	160,875	25,000	20,000	15,000	15,000	15,000	250,875	
Other revenue	320,576	-	320,576	-	-	-	-	-	320,576	
Capital leases/Bond proceeds	4,269,512	-	4,269,512	13,654,438	3,889,377	-	-	-	21,813,327	
Rent	9,620	115,440	125,060	57,720	-	-	-	-	-	
Transfers from:										
General Fund - CIP	18,207,553	2,273,054	20,480,607	2,768,851	3,478,272	2,400,000	2,200,000	2,297,000	33,624,730	
General Fund - Dept. capital	596,898	481,000	1,077,898	481,100	250,000	200,000	250,000	200,000	2,458,998	
General Fund -Excess fund bal.	4,900,000	(1,225,000)	3,675,000	(1,225,000)	(1,225,000)	(1,225,000)	-	-	-	
Debt Service Fund			-	50,000	-	-	-	-	50,000	
Inter-project transfer	339,945	1,547,956	1,887,901	55,000	250,000	-	-	-	2,192,901	
Facilities Capital Reserve	34,030	-	34,030	-	-	-	-	-	34,030	
Total Funding Sources	\$ 34,774,780	\$ 16,382,078	\$ 38,829,884	\$ 30,295,699	\$ 28,269,050	\$ 5,663,169	\$ 5,625,739	\$ 5,784,061	\$ 71,972,262	
Capital/Project Expenditures										
113003 Bikeshare	\$ 490,996	\$ 14,250	\$ 505,246	\$ 212,885	\$ -	\$ -	\$ -	\$ -	\$ 718,131	
092003 CCTV	985,074	191,399	1,176,473	230,000	90,454	50,000	25,000	50,000	1,621,927	
041003 City Hall	2,137,637	288,496	2,426,133	4,433,432	14,001,863	-	-	-	20,861,428	
113004 Complete & Green Streets	229,377	206,433	435,810	225,000	900,000	900,000	700,000	800,000	3,960,810	
181015 CP Woods Property Acquisition & Redevelopment	6,200	250,054	256,254	500,000	142,000	-	-	-	898,254	
181212 Dog Park	-	50,000	50,000	328,668	-	-	-	-	378,668	
053007 Duvall Field Renovation - Phase 2	-	37,333	37,333	300,000	3,900,000	-	-	-	4,237,333	
991013 Facilities Capital Reserve	348,613	192,589	541,202	25,000	50,000	50,000	50,000	50,000	766,202	
103004 Hollywood Commercial Revitaliz.	134,583	137,510	272,093	137,510	1,300,000	-	-	-	1,709,603	
103002 Hollywood Gateway Park	192,030	1,078,509	1,270,539	420,534	-	-	-	-	1,691,073	
011004 Institutional Network/PEG	1,109,843	12,506	1,122,349	25,000	275,000	25,000	25,000	25,000	1,497,349	
155001 Old Parish House Renovations	115,793	106,923	222,716	135,000	5,000	5,000	5,000	5,000	377,716	
162002 Parking Enforce. Equip. Replace.	-	75,486	75,486	170,000	50,000	25,000	50,000	25,000	395,486	
045008 Pavement Management Plan	7,126,764	571,834	7,698,598	860,000	700,000	700,000	700,000	700,000	11,358,598	
200001 Pedestrian Streetlights	-	-	-	100,000	1,500,000	-	-	-	1,600,000	
181014 Property Acquisition	10,000	-	10,000	-	-	-	-	-	10,000	
015002 Public Works Facilities Improve. Rhode Island Ave. Bike Lane & 190001 Intersection Imp.	1,189,788	7,503	1,197,291	126,000	50,000	50,000	50,000	50,000	1,523,291	
925061 Vehicle Replacement Program	7,909,051	1,121,992	9,031,043	980,456	970,456	690,000	695,000	690,000	13,056,955	
Departmental Capital total		326,000	326,000	481,100	250,000	200,000	250,000	200,000	1,707,100	
Total Capital Expenditures	\$ 21,985,749	\$ 4,668,817	\$ 26,654,566	\$ 9,824,585	\$ 24,184,773	\$ 2,695,000	\$ 2,550,000	\$ 2,595,000	\$ 68,503,924	

CIP
Departmental Capital (Paygo)

	FY 2019 Budget	FY 2019 Dept. Capital Moved to CIP	FY 2019 Activity Estimated	FY 2020 Proposed Budget
<u>Departmental Capital (paygo):</u>				
Information Technology:				
Computer Software	200,000		200,000	-
Public Works:				
Equipment (Playground replacement)	50,000		50,000	90,000
Sidewalk snow plow (Kubota Salty Dog)				30,000
Snow blowers (2)				6,100
Engineering:				
Crosswalk signals (Engineering Services)	35,000		35,000	-
Streetlights	11,000		11,000	-
LED streetlight retro-fit (16 lights)				30,000
Sidewalk/pedestrian connect.-Mohegan Pl. - Berwyn Hse. Rd				25,000
Beechwood Rd pedestrian bridge				100,000
Replace concrete sidewalk (SB Baltimore Ave - behind red brick wall, between Lehigh & Knox)				160,000
Railing - Baltimore Ave (RJ Bentley driveway south to Hartwick)				40,000
Other Capital Requests:				
Dog Park	155,000	Move to Dog Park CIP project	-	-
City Signage	30,000		30,000	-
 Total Departmental Capital	 <u>\$ 481,000</u>		 <u>\$ 326,000</u>	 <u>\$ 481,100</u>

BIKESHARE
Project #113003

Project Description:

This was a 3 year project with the University of Maryland that established a BikeShare program in College Park. The program will end in spring 2019 unless renewed by the partners. The City/University program now has 23 stations on and off campus. A potential expansion may include electric bicycles and scooters.

	Cumulative <u>Project</u>		Cumulative <u>Project</u>					Cumulative <u>Project</u>	
	Inception to June 30, 2018	FY 2019 FY2019	Inception to June 30, 2019	FY2020	FY 2021	FY 2022	FY 2023	FY 2024	Inception to End/FY24
	Actual	Est. Total	Estimated	Budget	Projected	Projected	Projected	Projected	Projected
<u>Funding Sources:</u>									
Reserve Balance - beginning of year				\$ 212,885	\$ -	\$ -	\$ -	\$ -	-
State Grants	188,078	-	188,078						188,078
County Grants	250,000	-	250,000						250,000
Other Grants	1,369	-	1,369						1,369
General government charges	29,184	-	29,184						29,184
Developer Contributions	212,500	-	212,500						212,500
Other revenue	12,000	-	12,000						12,000
General Fund	25,000	-	25,000						25,000
Total Funding Sources	718,131	-	718,131	212,885	-	-	-	-	718,131
<u>Capital/Project expenditures:</u>									
Land, Property, Equipment & Improve.	490,996	14,250	505,246	15,000					520,246
Interfund transfer			-	197,885					197,885
Total Capital/Project Expenditures	490,996	14,250	505,246	212,885	-	-	-	-	718,131
Reserve Balance - end of year	\$ 227,135	\$ (14,250)	\$ 212,885	\$ -	\$ -	\$ -	\$ -	\$ -	-

Close out in FY2020 if not renewed

Impact on operating budget:

Operations and maintenance of the Bikeshare program are

Estimated total project cost: Ongoing

Estimated completion date: Not determined

Department: Planning, Community & Economic Development

Manager: Terry Schum, Director of Planning

Initial year appropriated: FY 2011

CCTV
Project #092003

Project Description:

This project consolidates record-keeping for purchase, installation and operation of closed circuit television ("CCTV") cameras and license plate recognition units ("LPR") at various locations, funded through this project and a previous designation of speed enforcement camera revenue.

	Cumulative Project		Cumulative Project					Cumulative Project		
	Inception to	FY 2019	Inception to	FY2020	FY 2021	FY 2022	FY 2023	FY 2024	Inception to	
	June 30, 2018	FY2019	June 30, 2019	Budget	Projected	Projected	Projected	Projected	End/FY24	
	Actual	Est. Total	Estimated						Projected	
<u>Funding Sources:</u>										
Reserve Balance - beginning of year				\$ 240,454	\$ 90,454	\$ -	\$ -	\$ -		
Federal Grants	674,966	\$ -	\$ 674,966							674,966
State Grants	-	49,996	49,996							49,996
Other Grants	-	-	-	80,000						80,000
Other revenue	1,857	-	1,857							1,857
General Fund (Speed Cameras)	360,175	329,933	690,108			50,000	25,000	50,000		815,108
Inter-project transfer		-	-							-
Total Funding Sources	1,036,998	379,929	1,416,927	320,454	90,454	50,000	25,000	50,000		1,621,927
<u>Capital/Project expenditures:</u>										
Repairs & Maint	3,620	-	3,620							3,620
Maintenance contracts	171,817	133,207	305,024							305,024
Utilities	19,784	-	19,784							19,784
Land, Property, Equipment & Improve.	789,853	58,192	848,045	230,000	90,454	50,000	25,000	50,000		1,293,499
Total Capital/Project Expenditures	985,074	191,399	1,176,473	230,000	90,454	50,000	25,000	50,000		1,621,927
Reserve Balance - end of year	\$ 51,924	\$ 188,530	\$ 240,454	\$ 90,454	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Impact on operating budget:

The impact on the operating budget is reflected in the Public Safety program which is incorporated in Public Services Administration - program # 2010.

Estimated total project cost: \$ 1,621,927
Estimated completion date: Undetermined - ongoing replacement of aging system equipment
Department: Public Services
Manager: Bob Ryan, Director of Public Services
Initial year appropriated: FY 2009

FY2020

Sources:

\$ 80,000 grant from CPCUP for Trolley Trail cameras

Expenditures:

\$ 150,000 for CCTV system equipment replacement
(part of system is more than 10 years old)

NEW CITY HALL
Project #041003

Project Description:

A new City Hall will be built on the existing City Hall site and will accommodate the relocation of the Public Services department from their temporary offices at 8400 Baltimore Ave. The site will be expanded to include the U.S. Route 1 frontage and include office space for the University of Maryland and a public plaza. This will be a joint development project of the City and University, totaling approximately 85,000 square feet. There was a \$400,000 FY2006 State Bond that has been extended to June 1, 2019. The City must expend or encumber its share of these funds for design and engineering by that date to avoid forfeiting the grant. The City expects to meet that deadline. In June 2018 the City purchased the property fronting Baltimore Ave. that will be part of the building site. The purchase price is reflected in the FY 2018 Activity.

The City has contracted with a project manager, architects and other consultants in preparation for ground-breaking in January 2020. Existing City Hall staff and services will be temporarily relocated to 8400 Baltimore Ave. adjacent to Public Services staff. FY 2019 amounts are estimates for the design and contract management of the facility. Relocation cost estimates are included in this project.

In addition to the funds set aside for the facility, the City expects to issue a general obligation in the Fall of 2019 to provide the remaining funds necessary to complete this project. Estimated debt service payments are included here beginning in FY2021.

	Cumulative Project		Cumulative Project					Cumulative Project		
	Inception to	FY 2019	Inception to	FY2020	FY 2021	FY 2022	FY 2023	FY 2024	Inception to	
	June 30, 2018	FY2019	June 30, 2019	Budget	Projected	Projected	Projected	Projected	End/FY24	
	Actual	Est. Total	Estimated						Projected	
Funding Sources:										
Reserve Balance - beginning of year				\$ 3,573,137	\$ 13,551,863	\$ -	\$ -	\$ -		
State Grants	125,000	100,000	225,000	700,000	200,000					1,125,000
GO Bond proceeds	-	-	-	13,654,438						13,654,438
Rent	9,620	115,440	125,060	57,720						182,780
General Fund	4,530,410	-	4,530,410							4,530,410
Interproject-transfer	118,800	1,000,000	1,118,800		250,000					1,368,800
Total Funding Sources	4,783,830	1,215,440	5,999,270	17,985,295	14,001,863	-	-	-	-	20,861,428
Capital/Project expenditures:										
Prof Services	511,102	205,092	716,194	Professional services are in Project Budget (Land, property, Equipment)					716,194	
Legal Services	18,213	22,235	40,448	35,000	35,000					110,448
Misc. charges/relocation costs	30	51,913	51,943	150,000	150,000					351,943
Bond issuance costs	-	-	-	250,000						250,000
Land, Property, Equipment & Improve.	1,608,292	9,256	1,617,548	3,998,432	13,816,863					19,432,843
Total Capital/Project Expenditures	2,137,637	288,496	2,426,133	4,433,432	14,001,863	-	-	-	-	20,861,428
Reserve Balance - end of year	\$ 2,646,193	\$ 926,944	\$ 3,573,137	\$ 13,551,863	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Misc. charges includes relocation costs & cost of temporary office space
(8400 Baltimore - 2 yrs @ \$80k)

The comparative costs of maintenance, repairs and utility costs of a new city hall vs. the existing building has not been determined, but are expected to be significantly less than what has been experienced with the old building.

	Property, Equip, Improve.	Budget	
Estimated total project cost:	\$ 19,432,843	Hard costs	17,567,469
Estimated completion date:	FY 2021	FFE	420,315
Department:	Administration	A&E	636,944
Manager:	Scott Somers, City Manager	Legal	20,000
Initial year appropriated:	FY 2012	Develop. Proj. Mgt. fee	292,000
		Contingency	1,788,567
		Total project cost excl land	20,725,295
		Land acquisition	1,617,548
		Land proceeds (UMD)	(2,260,000) (net with FY20 costs)
		Parking (UMD)	(650,000) (net with FY20 costs)
Total Land, Property, Equipment & Improve.			19,432,843
		(Net of reimbursements from UMD)	

COMPLETE & GREEN STREETS

Project #113004

Project Description:

This is a program established to implement the complete and green streets policy adopted by the City Council. It funds projects to improve facilities for walking and bicycling within City rights-of-way as well as green infrastructure. A priority matrix was developed by City staff to help identify projects for funding and an implementation plan has been developed to enhance connectivity. State matching grants will be pursued to assist with funding this project.

	Cumulative Project		Cumulative Project						Cumulative Project
	Inception to June 30, 2018 Actual	FY 2019 FY2019 Est. Total	Inception to June 30, 2019 Estimated	FY2020 Budget	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	FY 2024 Projected	Inception to End/FY24 Projected
<u>Funding Sources:</u>									
Reserve Balance - beginning of year				\$ 113,941	\$ 18,941	\$ -	\$ -	\$ -	-
State Grants		-	-						-
Other Grants	181,927	-	181,927	105,000					286,927
Developer Contributions		-	-						-
General Fund	50,000	45,000	95,000	25,000	881,059	900,000	700,000	800,000	3,401,059
Inter-project transfer (FY19 from excess f/b xfer)	72,824	200,000	272,824						272,824
Total Funding Sources	304,751	245,000	549,751	243,941	900,000	900,000	700,000	800,000	3,960,810
<u>Capital/Project expenditures:</u>									
Prof Services	74,935	120,125	195,060						195,060
Land, Property, Equipment & Improve.	154,442	86,308	240,750						240,750
Bus Shelters & Study				25,000					
<u>Street projects:</u>									
St. Andrews/Bowdoin/DePauw/Beechwood				100,000					100,000
Holly wood Rd.				100,000	800,000				900,000
Edmondston Rd.					100,000	800,000			900,000
51st St.						100,000	600,000		700,000
Fox St.							100,000	800,000	900,000
Total Capital/Project Expenditures	229,377	206,433	435,810	225,000	900,000	900,000	700,000	800,000	3,935,810
Reserve Balance - end of year	\$ 75,374	\$ 38,567	\$ 113,941	\$ 18,941	\$ -	\$ -	\$ -	\$ -	\$ 25,000

Impact on operating budget:

To be determined

Estimated total project cost: \$ 3,935,810

Estimated completion date: Ongoing project

Department: Planning, Community & Economic Development

Manager: Terry Schum, Director of Planning

Steve Halpern, City Engineer

Initial year appropriated: FY 2011

College Park Woods Property Acquisition & Redevelopment

Project #181015

Project Description:

This project was established in FY2018 to provide funding for future expenditures relating to the acquisition, rehabilitation and redevelopment of the former College Park Woods Pool property. The property has been purchased and will require demolition/decommissioning of the pool. Decommissioning the pool is included in FY2020 along with site renovations.

	Cumulative Project		Cumulative Project					Cumulative Project	
	Inception to June 30, 2018	FY 2019 FY2019	Inception to June 30, 2019	FY2020	FY 2021	FY 2022	FY 2023	FY 2024	Inception to End/FY24
	Actual	Est. Total	Estimated	Budget	Projected	Projected	Projected	Projected	Projected
Funding Sources:									
Reserve Balance - beginning of year				\$ 326,746	\$ 98,000	\$ -	\$ -	\$ -	
State Grants		248,000	248,000	200,000					448,000
General Fund		335,000	335,000	71,254	44,000				450,254
Total Funding Sources	-	583,000	583,000	598,000	142,000	-	-	-	898,254
Capital/Project expenditures:									
Prof Services	6,200	180	6,380	-					6,380
Special Services	-	412	412						412
Repairs & Maint	-	1,230	1,230						1,230
Land, Property, Equipment & Improve.	-	248,232	248,232	500,000	142,000				890,232
Total Capital/Project Expenditures	6,200	250,054	256,254	500,000	142,000	-	-	-	898,254
Reserve Balance - end of year	\$ (6,200)	\$ 332,946	\$ 326,746	\$ 98,000	\$ -	\$ -	\$ -	\$ -	-

Impact on operating budget:

Until the ultimate use of this property is determined, the final impact on the operating budget can not be determined. In the interim, the City will be paying the operating costs of the property, primarily utilities and routine maintenance.

Estimated total project cost: \$ 898,254

Estimated completion date: FY2021

Department: DPW

Manager: Robert Marsili, Director of Public Works

Initial year appropriated: FY 2018

FY2020

\$ 500,000 **Pool fill/demo and new building**

Dog Park
Project #181212

Project Description:

This project provides funding for the construction of a dog park. This was originally budgeted as pay-go but since it will span fiscal years this CIP is being set up. Funds were originally budgeted in FY2018, \$75,000. The project was deferred to FY2019, the unexpended funds from FY2018 were rolled into the FY2019 budget for a total of \$155,000 appropriated.

	Cumulative <u>Project</u> Inception to June 30, 2018 Actual		Cumulative <u>Project</u> Inception to June 30, 2019 Estimated		FY2020 Budget	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	FY 2024 Projected	Cumulative <u>Project</u> Inception to End/FY24 Projected
	FY 2019 FY2019	Est. Total								
<u>Funding Sources:</u>										
Reserve Balance - beginning of year					\$ 105,000	\$ -	\$ -	\$ -	\$ -	
General Fund		-	-		223,668					223,668
Inter-project transfer (from Dept. capital)	75,000	80,000	155,000							155,000
Total Funding Sources	75,000	80,000	155,000		328,668	-	-	-	-	378,668
<u>Capital/Project expenditures:</u>										
Land, Property, Equipment & Improve.	-	50,000	50,000		328,668					378,668
Total Capital/Project Expenditures	-	50,000	50,000		328,668	-	-	-	-	378,668
Reserve Balance - end of year	\$ 75,000	\$ 30,000	\$ 105,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Impact on operating budget:

Impact on operations is not known at this time, but not expected to be significant. Public works staff will be responsible for ongoing maintenance.

Estimated total project cost: \$ 378,668

Estimated completion date: FY2020

Department: Public Works

Manager: Brenda Alexander, Assistant Director - DPW

Initial year appropriated: FY 2018

DUVALL FIELD RENOVATION - Phase 2

Project #053007

Project Description:

This project is a continuation of the comprehensive renovation of the City's largest multi-use recreational facility to address deferred maintenance and the provision of new amenities. Work will be constructed in phases based on available funds. Phase 1, now completed, involved replacement of the concession and restroom building and construction of a new recreation plaza.

Phase 2 is in process, with the preparation of a conceptual plan with community input to determine the other types of facilities and work needed. This will be followed by 100% design plans and construction. Funding is provided from a variety of sources including Program Open Space, Community Parks and Playgrounds, State bonds and developer

	Cumulative Project		Cumulative Project					Cumulative Project		
	Inception to	FY 2019	Inception to	FY2020	FY 2021	FY 2022	FY 2023	FY 2024	Inception to	
	June 30, 2018	FY2019	June 30, 2019	Budget	Projected	Projected	Projected	Projected	End/FY24	
	Actual	Est. Total	Estimated						Projected	
<u>Funding Sources:</u>										
Reserve Balance - beginning of year				\$ 285,623	\$ 285,623	\$ 275,000	\$ 275,000	\$ 275,000		
State Grants	-	-	-	150,000						150,000
Developer Contributions	-	-	-							-
Capital leases/ Bond proceeds	-	-	-		3,889,377					3,889,377
General Fund	-	-	-	150,000						150,000
Inter-project transfer (from Duvall Field Phase 1)		322,956	322,956							322,956
Total Funding Sources	-	322,956	322,956	585,623	4,175,000	275,000	275,000	275,000	275,000	4,512,333
<u>Capital/Project expenditures:</u>										
Prof Services		32,922	32,922	300,000						332,922
Special Services		2,063	2,063							2,063
Rentals		-	-							-
Supplies		339	339							339
Land, Property, Equipment & Improve.		2,009	2,009		3,900,000					3,902,009
Total Capital/Project Expenditures	-	37,333	37,333	300,000	3,900,000	-	-	-	-	4,237,333
Reserve Balance - end of year	\$ -	\$ 285,623	\$ 285,623	\$ 285,623	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000

Impact on operating budget:

Ongoing maintenance at Duval Field is currently performed by the City's public works crews. No additional operating budget impacted is expected.

Estimated total project cost: \$ 4,237,333

Estimated completion date: FY 2021

Department: Planning, Community & Economic Development

Manager: Terry Schum, Director of Planning

Initial year appropriated: FY 2006

FACILITIES CAPITAL RESERVE

Project #991013

Project Description:

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

	Cumulative <u>Project</u> Inception to		Cumulative <u>Project</u> Inception to		FY2020	FY 2021	FY 2022	FY 2023	FY 2024	Cumulative <u>Project</u> Inception to
	June 30, 2018	FY 2019 FY2019	June 30, 2019	Proposed	Budget	Projected	Projected	Projected	Projected	End/FY24
	Actual	Est. Total	Estimated	Budget	Projected	Projected	Projected	Projected	Projected	Projected
<u>Funding Sources:</u>										
Reserve Balance - beginning of year				\$ 159,362	\$ 588,762	\$ 538,762	\$ 488,762	\$ 438,762		
State Grants		172,600	172,600							172,600
General Fund	\$ 527,964	-	527,964	454,400						982,364
Total Funding Sources	527,964	172,600	700,564	613,762	588,762	538,762	488,762	438,762	438,762	1,154,964
<u>Capital/Project expenditures:</u>										
Prof Services	9,300	3,320	12,620							12,620
Land, Property, Equipment & Improve.	270,525	189,269	459,794	25,000	50,000	50,000	50,000	50,000	50,000	684,794
Inter-project transfer	34,758	-	34,758							34,758
Transfers-Facilities Capital Reserve	34,030	-	34,030							34,030
Total Capital/Project Expenditures	348,613	192,589	541,202	25,000	50,000	50,000	50,000	50,000	50,000	766,202
Reserve Balance - end of year	\$ 179,351	\$ (19,989)	\$ 159,362	\$ 588,762	\$ 538,762	\$ 488,762	\$ 438,762	\$ 388,762	\$ 388,762	\$ 388,762

Impact on operating budget:

Since this projects funds major repairs and renovations to City facilities, no operating budget impact is projected.

Estimated total project cost: Ongoing project
Estimated completion date: Ongoing
Department: Finance
Manager: Gary Fields, Finance Director
Initial year appropriated: FY 1999

HOLLYWOOD COMMERCIAL REVITALIZATION

Project #103004

Project Description:

This project funds streetscape improvements in the Hollywood Commercial District, located at the intersection of Edgewood Road and Rhode Island Avenue. The project proposes to repurpose segments of the service roads as parklets and to provide pedestrian, bicycle and bus stop enhancements as well as landscaping and pedestrian lighting. A study to assess the feasibility of daylighting the Narragansett Run is part of this project. A contract has been awarded to complete 100% design and construction drawings. Work is expected to be completed in FY2021.

	Cumulative Project		Cumulative Project					Cumulative Project	
	Inception to June 30, 2018 Actual	FY 2019 FY2019 Est. Total	Inception to June 30, 2019 Estimated	FY2020 Budget	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	FY 2024 Projected	Inception to End/FY24 Projected
Funding Sources:									
Reserve Balance - beginning of year				\$ 1,034,297	\$ 1,046,787	\$ -	\$ -	\$ -	
State Grants	-	-	-	150,000					150,000
Developer Contributions	400,000	-	400,000						400,000
General Fund	756,390	150,000	906,390		253,213				1,159,603
Total Funding Sources	1,156,390	150,000	1,306,390	1,184,297	1,300,000	-	-	-	1,709,603
Capital/Project expenditures:									
Prof Services	134,583	137,510	272,093	137,510					409,603
Land, Property, Equipment & Improve.		-	-		1,300,000				1,300,000
Total Capital/Project Expenditures	134,583	137,510	272,093	137,510	1,300,000	-	-	-	1,709,603
Reserve Balance - end of year	\$ 1,021,807	\$ 12,490	\$ 1,034,297	\$ 1,046,787	\$ -	\$ -	\$ -	\$ -	-

Impact on operating budget:

Public works staff will be responsible for ongoing maintenance

Estimated total project cost: \$ 1,709,603

Estimated completion date: FY 2021

Department: Planning, Community & Economic Development

Manager: Terry Schum, Director of Planning

Initial year appropriated: FY 2010

HOLLYWOOD GATEWAY PARK

Project #103002

Project Description:

This project involves land acquisition, design and construction to create a park area at the southeast corner of Baltimore Ave. and Edgewood Road. Design plans include a pavillion that will serve as a gateway feature; pathways; extensive landscaping with native plants; and micro bio-retention features.

Construction is underway and expected to be completed in FY2020.

	Cumulative Project		Cumulative Project					Cumulative Project	
	Inception to June 30, 2018 Actual	FY 2019 FY2019 Est. Total	Inception to June 30, 2019 Estimated	FY2020 Budget	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	FY 2024 Projected	Inception to End/FY24 Projected
<u>Funding Sources:</u>									
Reserve Balance - beginning of year				\$ (561,543)	\$ -	\$ -	\$ -	\$ -	
State Grants	177,161	70,562	247,723	982,077					1,229,800
Developer Contributions	300,000	-	300,000						300,000
General Fund	75,000	61,273	136,273						136,273
Inter-project transfer	25,000	-	25,000						25,000
Total Funding Sources	577,161	131,835	708,996	420,534	-	-	-	-	1,691,073
<u>Capital/Project expenditures:</u>									
Prof Services	165,053	27,080	192,133						192,133
Legal Services	-	2,350	2,350						2,350
Special Services	2,823	79	2,902						2,902
Awards & Gifts	1,700	-	1,700						1,700
Land, Property, Equipment & Improve.	22,454	1,049,000	1,071,454	420,534					1,491,988
Total Capital/Project Expenditures	192,030	1,078,509	1,270,539	420,534	-	-	-	-	1,691,073
Reserve Balance - end of year	\$ 385,131	\$ (946,674)	\$ (561,543)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Impact on operating budget:

Upon completion, public works staff will be responsible for maintenance of the park.

Estimated total project cost: \$ 1,691,073

Estimated completion date: FY 2020

Department: Planning, Community & Economic Development

Manager: Terry Schum, Director of Planning

Initial year appropriated: FY 2010

I-NET

Project #: 011004

Project Description:

This project accumulates funds paid to the City as capital equipment support grant payments under the provisions of cable franchise agreements, to cover public, educational and government (P.E.G.) capital costs, including capital for studio facilities, studio and portable production equipment, editing equipment and program playback equipment, institutional network equipment, and dark fiber.

Beginning in FY2008, the City pays up to 1/3 of its 3% capital equipment grant from Comcast and Verizon to the Prince George's I-Net, according to the terms of the I-Net governance agreement adopted by the Mayor & Council and the I-Net's adopted budget. Currently, 28.1% of that payment is allocable to capital and may be paid from P.E.G. funds; the remaining 71.9% covers I-Net operating costs and is budgeted in the General Fund, Information Technology budget. The accumulated funds from all I-Net members will cover purchases and maintenance of shared equipment at the County's Largo Government Center and Comcast hub sites throughout the County.

	Cumulative <u>Project</u>		Cumulative <u>Project</u>						Cumulative <u>Project</u>
	Inception to June 30, 2018	FY 2019 FY2019	Inception to June 30, 2019	FY2020	FY 2021	FY 2022	FY 2023	FY 2024	Inception to End/FY24
	Actual	Est. Total	Estimated	Budget	Projected	Projected	Projected	Projected	Projected
<u>Funding Sources:</u>									
Reserve Balance - beginning of year				\$ 1,848,373	\$ 2,000,125	\$ 1,905,411	\$ 2,064,304	\$ 2,226,874	
Utility Franchise Fees	\$ 2,797,436	\$ 173,286	\$ 2,970,722	176,752	180,287	183,892	187,570	191,322	\$ 3,890,545
Total Funding Sources	2,797,436	173,286	2,970,722	2,025,125	2,180,411	2,089,304	2,251,874	2,418,196	3,890,545
<u>Capital/Project expenditures:</u>									
Prof Services	83,265	-	83,265	10,000					93,265
Contractual	31,393	-	31,393						31,393
Special Services	95,594	-	95,594						95,594
Repairs & Maint	18,972	3,011	21,983						21,983
Maintenance contracts	37,775	2,523	40,298						40,298
Supplies	1,906	-	1,906						1,906
Postage	109	-	109						109
Land, Property, Equipment & Improve.	840,829	6,972	847,801	15,000	25,000	25,000	25,000	25,000	962,801
Inter-project transfer (New City Hall)	-	-	-		250,000				250,000
Total Capital/Project Expenditures	1,109,843	12,506	1,122,349	25,000	275,000	25,000	25,000	25,000	1,497,349
Reserve Balance - end of year	\$ 1,687,593	\$ 160,780	\$ 1,848,373	\$ 2,000,125	\$ 1,905,411	\$ 2,064,304	\$ 2,226,874	\$ 2,393,196	\$ 2,393,196

Impact on operating budget:

No impact expected as PEG funds have been accumulated that will more than cover projected costs for the next several years. Ongoing operating costs are absorbed by the City's IT Department. Upgrades and modernization of this equipment should reduce current maintenance costs.

Estimated total project cost: Continuing project
Estimated completion date: Ongoing
Department: Information Technology
Manager: Sarah Price, IT Manager
Initial year appropriated: FY 2011

OLD PARISH HOUSE RENOVATIONS #2

Project #155001

Project Description:

This project funds repairs and upgrades to the Old Parish House, a City-owned facility at 4711 Knox Road. Work will be done in phases, dependent on available funding and according to a maintenance plan and program. This plan is part of a Historic Structures Report that evaluates character-defining features, structural integrity and provides work priorities and cost estimates.

	Cumulative Project		Cumulative Project					Cumulative Project	
	Inception to	FY 2019	Inception to	FY2020	FY 2021	FY 2022	FY 2023	FY 2024	Inception to
	June 30, 2018	FY2019	June 30, 2019	Budget	Projected	Projected	Projected	Projected	End/FY24
	Actual	Est. Total	Estimated						Projected
<u>Funding Sources:</u>									
Reserve Balance - beginning of year				\$ (95,241)	\$ -	\$ -	\$ -	\$ -	
General government charges (OPH Rentals)	14,175	5,400	19,575	5,000	5,000	5,000	5,000	5,000	44,575
Developer Contributions	50,000	-	50,000						50,000
General Fund	24,400	8,500	32,900	170,241					203,141
Inter-project transfer (FY19 from excess f/b xfer)		25,000	25,000	55,000					80,000
Total Funding Sources	88,575	38,900	127,475	135,000	5,000	5,000	5,000	5,000	377,716
<u>Capital/Project expenditures:</u>									
Prof Services	25,579	6,484	32,063						32,063
Land, Property, Equipment & Improve.	90,214	100,439	190,653	135,000	5,000	5,000	5,000	5,000	345,653
Total Capital/Project Expenditures	115,793	106,923	222,716	135,000	5,000	5,000	5,000	5,000	377,716
Reserve Balance - end of year	\$ (27,218)	\$ (68,023)	\$ (95,241)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Impact on operating budget:

To be determined

FY 2020 Capital:

- 1) \$ 15,000 Paint interior
- 2) 120,000 Brick masonry repairs
- \$ 135,000

Estimated total project cost:

Unknown

Estimated completion date:

Unknown

Department:

Public Works

Manager:

Brenda Alexander, Assistant Director of Public Works - Administration
Miriam Bader, Senior Planner

Initial year appropriated:

FY 2015

PARKING ENFORCEMENT EQUIPMENT REPLACEMENT

Project #162002

Project Description:

This project provides funding for replacement of parking enforcement equipment, including handheld ticket writers and pay stations.

	Cumulative Project Inception to June 30, 2018 Actual		Cumulative Project Inception to June 30, 2019 Estimated		FY2020 Budget	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	FY 2024 Projected	Cumulative Project Inception to End/FY24 Projected
<u>Funding Sources:</u>										
Reserve Balance - beginning of year					\$ (25,486)	\$ -	\$ -	\$ -	\$ -	
General Fund	50,000	-	50,000		145,486	50,000	25,000	50,000	25,000	345,486
Debt Service Fund		-	-		50,000					50,000
Total Funding Sources	50,000	-	50,000		170,000	50,000	25,000	50,000	25,000	395,486
<u>Capital/Project expenditures:</u>										
Land, Property, Equipment & Improve.	-	75,486	75,486		170,000	50,000	25,000	50,000	25,000	395,486
Total Capital/Project Expenditures	-	75,486	75,486		170,000	50,000	25,000	50,000	25,000	395,486
Reserve Balance - end of year	\$ 50,000	\$ (75,486)	\$ (25,486)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Impact on operating budget:

There is no significant budget impact as a result of this project. It is replacing and upgrading existing equipment. Operating costs associated with this project are in the Public Services department, Program 2011 - Parking Enforcement.

Estimated total project cost: Ongoing

Estimated completion date: Ongoing

Department: Public Services

Manager: Jim Miller, Parking Manager

Initial year appropriated: FY 2016

FY 2020 Capital:

Garage payment system \$ 50,000 Funded from Debt Service Fund reserves
Smart Meter project 120,000

Land, Property, Equip. & Im \$ 170,000

PAVEMENT MANAGEMENT PLAN

Project #045008

Project Description:

This plan maintains the City's street network and appurtenances as outlined in the annual Pavement Management Plan (PMP), prepared by the City Engineer. This plan is based on an on-site visual inspection of every street in the City and is updated annually. Streets are rated on a scale of 1-10, "10" being the worse case. It has been several years since the City has had a street rated "10". Funding for residential and other special requests, including new traffic-calming devices, are also covered under this project. This project is reset to -0- each fiscal year. Adoption of the budget ordinance specifically references approval of the Pavement Management Plan as presented to Mayor & Council.

This project funds the ongoing maintenance of City streets, sidewalks, curb and gutter, and other infrastructure. The program of planned regular resurfacing has allowed the City to avoid doing expensive major street reconstruction.

	Cumulative Project Inception to June 30, 2018 Actual		Cumulative Project Inception to June 30, 2019 Estimated		FY2020 Budget	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	FY 2024 Projected	Cumulative Project Inception to End/FY24 Projected
<u>Funding Sources:</u>										
Reserve Balance - beginning of year					\$ (40,000)	\$ -	\$ -	\$ -	\$ -	
Federal Grants	\$ 387,271	\$ -	\$ 387,271							387,271
Highways & Streets - Utility reimburse.	1,850	-	1,850							1,850
General Fund	6,454,755	814,722	7,269,477		900,000	700,000	700,000	700,000	700,000	10,969,477
Total Funding Sources	6,843,876	814,722	7,658,598		860,000	700,000	700,000	700,000	700,000	11,358,598
<u>Capital/Project expenditures:</u>										
Prof Services	15,298	-	15,298							15,298
Special Services	10,454	-	10,454							10,454
Land, Property, Equipment & Improve.	6,849,054	571,834	7,420,888		860,000	700,000	700,000	700,000	700,000	11,080,888
Inter-project transfer	251,958	-	251,958							251,958
Total Capital/Project Expenditures	7,126,764	571,834	7,698,598		860,000	700,000	700,000	700,000	700,000	11,358,598
Reserve Balance - end of year	\$ (282,888)	\$ 242,888	\$ (40,000)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Impact on operating budget:

Following a planned program of regular resurfacing has effectively reduced the cost of expensive major street reconstruction. It has also allowed the City to take advantage of WSSC doing repaving of streets related to their projects, significantly reducing the City's cost of repaving.

Estimated total project cost: Continuing project
Estimated completion date: Ongoing
Department: Public Works
Manager: Steve Halpern, City Engineer
Initial year appropriated: FY 2004

Pedestrian Streetlights (Baltimore Ave. & Other locations)

Project #200001

Project Description:

For pedestrian safety and the beautification of Baltimore Avenue 134 pedestrian streetlights are proposed along both sides of Baltimore Avenue from Lakeland Road to University Boulevard. The estimated \$1.6 million project will be funded 50% by the State with a required match by the City. Preliminary work will begin in FY2020 and expected to be completed in FY2021.

	Cumulative Project		Cumulative Project					Cumulative Project	
	Inception to June 30, 2018 Actual	FY 2019 FY2019 Est. Total	Inception to June 30, 2019 Estimated	FY2020 Budget	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	FY 2024 Projected	Inception to End/FY24 Projected
<u>Funding Sources:</u>									
Reserve Balance - beginning of year				\$ -	\$ -	\$ -	\$ -	\$ -	
State Grants	-	-	-	50,000	750,000				800,000
Other Grants	-	-	-						-
Developer Contributions	-	-	-						-
General Fund	-	-	-	50,000	750,000				800,000
Inter-project transfer	-	-	-						-
Total Funding Sources	-	-	-	100,000	1,500,000	-	-	-	1,600,000
<u>Capital/Project expenditures:</u>									
Prof Services	-	-	-						-
Land, Property, Equipment & Improve.	-	-	-	100,000	1,500,000				1,600,000
Total Capital/Project Expenditures	-	-	-	100,000	1,500,000	-	-	-	1,600,000
Reserve Balance - end of year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Impact on operating budget:

To be determined

Estimated total project cost: \$ 1,600,000
Estimated completion date: FY2021
Department: Engineering
Manager: Steve Halpern, City Engineer
Initial year appropriated: FY2020

PROPERTY ACQUISITION

Project #181014

Project Description:

This project is for the possible purchase of property for future use or redevelopment. The initial amount is for acquisition and bonding costs, with short-term financing costs in out-years.

	<u>Cumulative Project</u>		<u>Cumulative Project</u>							<u>Cumulative Project</u>
	Inception to	FY 2019	Inception to	FY2020	FY 2021	FY 2022	FY 2023	FY 2024		Inception to
	June 30, 2018	FY2019	June 30, 2019	Budget	Projected	Projected	Projected	Projected		End/FY24
	Actual	Est. Total	Estimated							Projected
<u>Funding Sources:</u>										
Reserve Balance - beginning of year				\$ 115,225	\$ 115,225	\$ 115,225	\$ 115,225	\$ 115,225		
General Fund	80,000	-	80,000							80,000
Inter-project transfer	45,225	-	45,225							45,225
Total Funding Sources	125,225	-	125,225	115,225	115,225	115,225	115,225	115,225	115,225	125,225
<u>Capital/Project expenditures:</u>										
Land, Property, Equipment & Improve.	10,000	-	10,000							10,000
Total Capital/Project Expenditures	10,000	-	10,000	-	-	-	-	-	-	10,000
Reserve Balance - end of year	\$ 115,225	\$ -	\$ 115,225	\$ 115,225	\$ 115,225	\$ 115,225	\$ 115,225	\$ 115,225	\$ 115,225	\$ 115,225

Impact on operating budget:

To be determined

Estimated total project cost: Unknown

Estimated completion date: FY 2020

Department: Finance

Manager: Gary Fields, Finance Director

Initial year appropriated: FY 2018

PUBLIC WORKS FACILITIES IMPROVEMENTS

Project #015002

Project Description:

This project will review and propose improvements to the City's Public Works buildings and facilities. This includes several buildings including Davis Hall, the modular building, the garage and supply buildings. FY2020 Expenditures are detailed below.

	Cumulative <u>Project</u> Inception to June 30, 2018 Actual		Cumulative <u>Project</u> Inception to June 30, 2019 Estimated		FY2020 Budget	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	FY 2024 Projected	Cumulative <u>Project</u> Inception to End/FY24 Projected
	FY 2019 FY2019	Est. Total	FY 2019 FY2019	Est. Total						
<u>Funding Sources:</u>										
Reserve Balance - beginning of year					\$ 37,355	\$ -	\$ -	\$ -	\$ -	
Federal Grants	\$ 106,400	\$ -	\$ 106,400							\$ 106,400
General Fund	1,020,000	-	1,020,000		88,645	50,000	50,000	50,000	50,000	1,308,645
Inter-project transfer	74,216	-	74,216							74,216
Facilities Capital Reserve	34,030	-	34,030							34,030
Total Funding Sources	1,234,646	-	1,234,646		126,000	50,000	50,000	50,000	50,000	1,523,291
<u>Capital/Project expenditures:</u>										
Prof Services	81,263	-	81,263							81,263
Contractual	10,407	-	10,407							10,407
Repairs & Maint		5,875	5,875							5,875
Special Services	1,339	-	1,339							1,339
Postage	31	-	31							31
Loans/Leases/Bonds - Admin fees	1,222	-	1,222							1,222
Land, Property, Equipment & Improve.	1,095,526	1,628	1,097,154		126,000	50,000	50,000	50,000	50,000	1,423,154
Total Capital/Project Expenditures	1,189,788	7,503	1,197,291		126,000	50,000	50,000	50,000	50,000	1,523,291
Reserve Balance - end of year	\$ 44,858	\$ (7,503)	\$ 37,355		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FY 2020 Expenditures:

1)	\$ 60,000	Supply building metal roof
2)	15,000	Davis Hall soffit
3)	21,000	Handheld radios
4)	30,000	Replace diesel and gasoline pumps
	<u>\$ 126,000</u>	

Impact on operating budget:

Existing Public Works facilities are maintained by DPW staff. Replacement of outdated facilities should result in ongoing maintenance, repairs and energy costs.

Estimated total project cost: Continuing project

Estimated completion date: Ongoing

Department: Public Works

Manager: Robert Marsili, Public Works Director

Initial year appropriated: FY 2001

Rhode Island Ave. Bike Lane & Intersection Improvements

Project #190001

Project Description:

The goal of this project is to make bicycle travel safer along Rhode Island Ave. between Muskogee St. and Greenbelt Rd. Final design of buffered bike lanes is funded with a State Bikeways Grant and construction is expected to take approximately two years.

	Cumulative Project		Cumulative Project					Cumulative Project	
	Inception to June 30, 2018	FY 2019 FY2019	Inception to June 30, 2019	FY2020	FY 2021	FY 2022	FY 2023	FY 2024	Inception to End/FY24
	Actual	Est. Total	Estimated	Budget	Projected	Projected	Projected	Projected	Projected
Funding Sources:									
Reserve Balance - beginning of year				\$ -	\$ -	\$ -	\$ -	\$ -	-
State Grants	-		-	112,000					112,000
Other Grants	-		-						-
Developer Contributions	-		-						-
General Fund	-		-	22,000					22,000
Inter-project transfer	-		-						-
Total Funding Sources	-	-	-	134,000	-	-	-	-	134,000
Capital/Project expenditures:									
Prof Services	-		-	134,000					134,000
Land, Property, Equipment & Improve.	-		-						-
Total Capital/Project Expenditures	-	-	-	134,000	-	-	-	-	134,000
Reserve Balance - end of year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-

Impact on operating budget:

To be determined

Estimated total project cost: \$ 134,000

Estimated completion date: Ongoing project

Department: Planning, Community & Economic Development

Manager: Terry Schum, Director of Planning

Initial year appropriated: FY 2019

VEHICLE REPLACEMENT PROGRAM

Project #925061

Project Description:

This project is designed to be replenished annually from the General Fund based on the depreciation of the City's fleet. Vehicle replacement is determined by ratings established using the Department of Public Works' vehicle replacement analysis report. Replacement is calculated based on estimated life of classes of vehicles, taking into account maintenance history records for each vehicle.

This project is ongoing, subject to annual funding. A \$2,000,000 5-year master lease was initiated in FY16 to fund current and future vehicle purchases. The lease payments due are budgeted and paid for from this line and funded by a transfer from the General Fund. Annual lease payments due \$420,456 and are allocated below between Principal and Interest.

Maintenance of City vehicles and equipment is performed and budgeted by the City's Fleet Services program in the Public Works Department of the General Fund. Scheduled replacement of vehicles should reduce repair costs of aging vehicles and equipment.

	Cumulative Project		Cumulative Project					Cumulative Project	
	Inception to June 30, 2018	FY 2019	Inception to June 30, 2019	FY2020	FY 2021	FY 2022	FY 2023	FY 2024	Inception to End/FY24
	Actual	Est. Total	Estimated	Budget	Projected	Projected	Projected	Projected	Projected
Funding Sources:									
Reserve Balance - beginning of year				\$ 569,412	\$ 213,456	\$ 8,000	\$ 8,000	\$ 3,000	
Investment earnings	61,610	19,654	81,264	4,500					85,764
Sale of F/A	137,719	23,156	160,875	20,000	15,000	15,000	15,000	15,000	240,875
Other revenue	306,719	-	306,719						306,719
Capital leases	4,269,512	-	4,269,512						4,269,512
General Fund	4,253,459	528,626	4,782,085	600,000	750,000	675,000	675,000	672,000	8,154,085
Total Funding Sources	9,029,019	571,436	9,600,455	1,193,912	978,456	698,000	698,000	690,000	13,056,955
Capital/Project expenditures:									
Legal Services	7,500	-	7,500						7,500
Principal payments - FY 2016 Loan	2,581,251	399,843	2,981,094	407,833	415,981	-			3,804,908
Interest exp	265,218	20,613	285,831	12,623	4,475	-			302,929
Land, Property, Equipment & Improve.	5,055,082	701,536	5,756,618	560,000	550,000	690,000	695,000	690,000	8,941,618
Total Capital/Project Expenditures	7,909,051	1,121,992	9,031,043	980,456	970,456	690,000	695,000	690,000	13,056,955
Reserve Balance - end of year	\$ 1,119,968	\$ (550,556)	\$ 569,412	\$ 213,456	\$ 8,000	\$ 8,000	\$ 3,000	\$ -	\$ -

Impact on operating budget:

Public Works staff is responsible for ongoing maintenance.

Estimated total project cost: Ongoing project
Estimated completion date: Ongoing project
Department: Public Works
Manager: Robert Marsili, Public Works Director
Initial year appropriated: FY 1992



COMPENSATION PLAN



Pay Grade	Position Title	Annual Salary Range Minimum	Annual Salary Range Maximum
101	Custodial Worker	\$31,710	\$52,322
102	Laborer Office Assistant	\$33,296	\$54,938
103		\$34,961	\$57,685
104	Custodial Supervisor Parking Enforcement Officer	\$36,708	\$60,569
105	Parking Enforcement Officer, Senior Bus Driver	\$38,544	\$63,598
106	Administrative Assistant Fiscal Support Specialist	\$40,472	\$66,777
107	Groundskeeper Motor Equipment Operator I	\$42,495	\$70,117
108	Administrative Specialist Animal Control Officer Code Enforcement Officer I Inventory Control Clerk	\$44,620	\$73,622
109	Facilities Maintenance Worker Lead Groundskeeper Motor Equipment Operator II	\$46,850	\$77,303
110	Administrative Specialist, Senior Code Enforcement Officer II Accounts Payable Specialist Outreach Specialist Payroll Specialist Seniors Program Caseworker Seniors Social Coordinator	\$49,193	\$81,169
111	Assistant City Clerk Executive Assistant Information Systems Tech Landscape Supervisor (non-CDL) Mechanic Sustainability Coordinator	\$51,653	\$85,226

Pay Grade	Position Title	Annual Salary Range Minimum	Annual Salary Range Maximum
112	Crew Supervisor Parking Operations Supervisor Safety and Risk Specialist Event and Outreach Specialist Engineering Tech/GIS Analyst	\$54,235	\$89,488
113	Communications Coordinator Family Therapist - LGSW Human Resources Generalist Planner	\$56,947	\$93,963
114	Billing and Collections Supervisor Family Therapist - LCSW Fleet Supervisor Information Systems Network Administrator Seniors Program Manager	\$59,793	\$98,662
115	Parking Enforcement Manager Programmer Analyst Senior Planner	\$68,492	\$113,011
116	Clinical Supervisor City Clerk	\$71,917	\$118,662
117		\$75,512	\$124,595
118	Assistant Director of Finance Assistant Director Public Works -Administration Assistant Director Public Works - Operations Information Systems Manager	\$81,131	\$133,878
119	City Engineer	\$85,188	\$140,572
120		\$89,447	\$147,599
121	Assistant City Manager Director of Human Resources Director of Public Services Director of Planning Director of Youth, Family, and Seniors Services	\$93,920	\$154,980
122		\$98,616	\$12,729
123	Director of Finance Director of Public Works	\$103,547	\$170,865

Pay Plan: Unified																								
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24
100	\$30,200	\$30,885	\$31,544	\$32,239	\$32,948	\$33,674	\$34,414	\$35,172	\$35,947	\$36,738	\$37,546	\$38,373	\$39,218	\$40,080	\$40,963	\$41,865	\$42,786	\$43,728	\$44,690	\$45,674	\$46,680	\$47,707	\$48,757	\$49,830
101	\$14,519	\$14,839	\$15,165	\$15,499	\$15,841	\$16,189	\$16,545	\$16,910	\$17,282	\$17,662	\$18,051	\$18,449	\$18,855	\$19,269	\$19,694	\$20,127	\$20,570	\$21,023	\$21,486	\$21,958	\$22,442	\$22,936	\$23,441	\$23,957
	\$31,710	\$32,408	\$33,121	\$33,850	\$34,595	\$35,357	\$36,135	\$36,931	\$37,744	\$38,575	\$39,424	\$40,292	\$41,178	\$42,084	\$43,011	\$43,958	\$44,926	\$45,914	\$46,925	\$47,957	\$49,013	\$50,092	\$51,195	\$52,322
	\$15,245	\$15,581	\$15,924	\$16,274	\$16,632	\$16,999	\$17,373	\$17,755	\$18,146	\$18,546	\$18,954	\$19,371	\$19,797	\$20,233	\$20,678	\$21,134	\$21,599	\$22,074	\$22,560	\$23,056	\$23,564	\$24,083	\$24,613	\$25,155
102	\$33,296	\$34,028	\$34,777	\$35,543	\$36,326	\$37,125	\$37,942	\$38,778	\$39,631	\$40,503	\$41,394	\$42,306	\$43,237	\$44,189	\$45,162	\$46,155	\$47,172	\$48,210	\$49,271	\$50,355	\$51,464	\$52,596	\$53,754	\$54,938
	\$16,008	\$16,360	\$16,720	\$17,088	\$17,464	\$17,848	\$18,242	\$18,643	\$19,053	\$19,472	\$19,901	\$20,339	\$20,787	\$21,245	\$21,712	\$22,190	\$22,679	\$23,178	\$23,688	\$24,209	\$24,743	\$25,287	\$25,843	\$26,413
103	\$34,961	\$35,730	\$36,517	\$37,320	\$38,142	\$38,982	\$39,839	\$40,716	\$41,613	\$42,528	\$43,465	\$44,421	\$45,399	\$46,399	\$47,419	\$48,463	\$49,530	\$50,621	\$51,735	\$52,873	\$54,037	\$55,227	\$56,442	\$57,685
	\$16,808	\$17,178	\$17,556	\$17,942	\$18,338	\$18,741	\$19,153	\$19,575	\$20,006	\$20,446	\$20,897	\$21,356	\$21,826	\$22,307	\$22,798	\$23,299	\$23,813	\$24,337	\$24,873	\$25,420	\$25,979	\$26,551	\$27,135	\$27,733
104	\$36,708	\$37,517	\$38,342	\$39,187	\$40,049	\$40,930	\$41,831	\$42,752	\$43,693	\$44,655	\$45,638	\$46,642	\$47,669	\$48,718	\$49,790	\$50,887	\$52,006	\$53,151	\$54,321	\$55,517	\$56,739	\$57,988	\$59,264	\$60,569
	\$17,648	\$18,037	\$18,434	\$18,840	\$19,254	\$19,678	\$20,111	\$20,554	\$21,006	\$21,469	\$21,941	\$22,424	\$22,918	\$23,422	\$23,938	\$24,465	\$25,003	\$25,553	\$26,116	\$26,691	\$27,278	\$27,879	\$28,492	\$29,120
105	\$38,544	\$39,393	\$40,259	\$41,146	\$42,051	\$42,977	\$43,923	\$44,890	\$45,877	\$46,888	\$47,920	\$48,975	\$50,053	\$51,154	\$52,280	\$53,431	\$54,607	\$55,809	\$57,038	\$58,293	\$59,576	\$60,887	\$62,227	\$63,598
	\$18,531	\$18,939	\$19,355	\$19,782	\$20,217	\$20,662	\$21,117	\$21,582	\$22,056	\$22,542	\$23,038	\$23,546	\$24,064	\$24,593	\$25,135	\$25,688	\$26,254	\$26,831	\$27,422	\$28,025	\$28,643	\$29,273	\$29,917	\$30,576
106	\$40,472	\$41,362	\$42,272	\$43,203	\$44,154	\$45,125	\$46,119	\$47,134	\$48,172	\$49,232	\$50,316	\$51,423	\$52,555	\$53,712	\$54,895	\$56,103	\$57,337	\$58,599	\$59,890	\$61,208	\$62,555	\$63,932	\$65,339	\$66,777
	\$19,457	\$19,886	\$20,323	\$20,770	\$21,228	\$21,695	\$22,173	\$22,661	\$23,159	\$23,669	\$24,190	\$24,723	\$25,267	\$25,823	\$26,392	\$26,972	\$27,566	\$28,173	\$28,793	\$29,427	\$30,075	\$30,736	\$31,413	\$32,104
107	\$42,495	\$43,430	\$44,386	\$45,364	\$46,361	\$47,382	\$48,425	\$49,491	\$50,580	\$51,693	\$52,832	\$53,995	\$55,183	\$56,397	\$57,639	\$58,907	\$60,204	\$61,529	\$62,884	\$64,268	\$65,683	\$67,129	\$68,606	\$70,117
	\$20,430	\$20,880	\$21,339	\$21,809	\$22,289	\$22,780	\$23,281	\$23,794	\$24,317	\$24,853	\$25,400	\$25,959	\$26,530	\$27,114	\$27,711	\$28,321	\$28,944	\$29,581	\$30,233	\$30,898	\$31,578	\$32,273	\$32,984	\$33,710
108	\$44,620	\$45,602	\$46,606	\$47,632	\$48,679	\$49,751	\$50,846	\$51,966	\$53,109	\$54,279	\$55,473	\$56,695	\$57,942	\$59,217	\$60,521	\$61,853	\$63,215	\$64,606	\$66,028	\$67,481	\$68,967	\$70,485	\$72,036	\$73,622
	\$21,452	\$21,924	\$22,407	\$22,900	\$23,403	\$23,919	\$24,445	\$24,984	\$25,533	\$26,096	\$26,670	\$27,257	\$27,857	\$28,470	\$29,097	\$29,737	\$30,392	\$31,060	\$31,744	\$32,443	\$33,157	\$33,887	\$34,633	\$35,395
109	\$46,850	\$47,881	\$48,935	\$50,013	\$51,114	\$52,238	\$53,388	\$54,564	\$55,764	\$56,992	\$58,247	\$59,529	\$60,839	\$62,178	\$63,547	\$64,946	\$66,375	\$67,836	\$69,329	\$70,855	\$72,415	\$74,009	\$75,638	\$77,303
	\$22,524	\$23,020	\$23,527	\$24,045	\$24,574	\$25,115	\$25,667	\$26,233	\$26,810	\$27,400	\$28,003	\$28,620	\$29,250	\$29,893	\$30,551	\$31,224	\$31,911	\$32,614	\$33,331	\$34,065	\$34,815	\$35,581	\$36,364	\$37,165
110	\$49,193	\$50,275	\$51,382	\$52,513	\$53,669	\$54,851	\$56,058	\$57,292	\$58,553	\$59,842	\$61,159	\$62,505	\$63,881	\$65,287	\$66,724	\$68,193	\$69,694	\$71,228	\$72,796	\$74,398	\$76,036	\$77,710	\$79,420	\$81,169
	\$23,651	\$24,171	\$24,703	\$25,247	\$25,802	\$26,371	\$26,951	\$27,544	\$28,150	\$28,770	\$29,403	\$30,051	\$30,712	\$31,386	\$32,079	\$32,785	\$33,507	\$34,244	\$34,998	\$35,768	\$36,556	\$37,360	\$38,183	\$39,024
111	\$51,653	\$52,790	\$53,952	\$55,139	\$56,353	\$57,593	\$58,861	\$60,157	\$61,480	\$62,834	\$64,217	\$65,631	\$67,075	\$68,552	\$70,061	\$71,602	\$73,179	\$74,789	\$76,435	\$78,118	\$79,837	\$81,594	\$83,391	\$85,226
	\$24,833	\$25,380	\$25,938	\$26,509	\$27,093	\$27,689	\$28,298	\$28,922	\$29,558	\$30,209	\$30,873	\$31,553	\$32,247	\$32,958	\$33,683	\$34,424	\$35,182	\$35,956	\$36,748	\$37,557	\$38,383	\$39,228	\$40,092	\$40,974
112	\$54,235	\$55,429	\$56,649	\$57,896	\$59,171	\$60,473	\$61,804	\$63,165	\$64,555	\$65,976	\$67,427	\$68,912	\$70,429	\$71,979	\$73,564	\$75,182	\$76,838	\$78,528	\$80,257	\$82,024	\$83,829	\$85,675	\$87,560	\$89,488
	\$26,075	\$26,649	\$27,235	\$27,835	\$28,447	\$29,074	\$29,713	\$30,368	\$31,036	\$31,719	\$32,417	\$33,131	\$33,860	\$34,605	\$35,367	\$36,145	\$36,941	\$37,754	\$38,585	\$39,435	\$40,302	\$41,190	\$42,096	\$43,023
113	\$56,947	\$58,200	\$59,482	\$60,791	\$62,129	\$63,497	\$64,894	\$66,322	\$67,782	\$69,274	\$70,799	\$72,358	\$73,951	\$75,578	\$77,241	\$78,941	\$80,679	\$82,455	\$84,270	\$86,125	\$88,021	\$89,958	\$91,938	\$93,963
	\$27,379	\$27,981	\$28,597	\$29,226	\$29,869	\$30,527	\$31,199	\$31,886	\$32,588	\$33,305	\$34,038	\$34,787	\$35,553	\$36,335	\$37,135	\$37,953	\$38,788	\$39,642	\$40,515	\$41,406	\$42,318	\$43,249	\$44,201	\$45,174
114	\$59,793	\$61,111	\$62,456	\$63,831	\$65,235	\$66,671	\$68,139	\$69,638	\$71,172	\$72,738	\$74,339	\$75,976	\$77,649	\$79,357	\$81,103	\$82,888	\$84,713	\$86,578	\$88,484	\$90,431	\$92,422	\$94,456	\$96,536	\$98,662
	\$28,747	\$29,380	\$30,027	\$30,688	\$31,363	\$32,054	\$32,759	\$33,480	\$34,217	\$34,970	\$35,740	\$36,527	\$37,331	\$38,152	\$38,992	\$39,850	\$40,727	\$41,624	\$42,540	\$43,477	\$44,434	\$45,412	\$46,411	\$47,433

Grade	Min	Market	Max
115	\$68,492	\$75,341	\$113,011
116	\$71,917	\$79,108	\$118,662
117	\$75,512	\$83,063	\$124,595
118	\$81,131	\$87,217	\$133,878
119	\$85,188	\$91,577	\$140,572
120	\$89,447	\$96,156	\$147,599
121	\$93,920	\$100,964	\$154,980
122	\$98,616	\$106,013	\$162,729
123	\$103,547	\$111,312	\$170,865

FISCAL POLICIES



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

Fund Structure

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

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

Fiscal Year

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

Budget Preparation, Review and Adoption

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

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

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

The City Manager and Director of Finance meet individually with each department head to discuss the department’s budget submittal, and changes are made, either increases or decreases, to accommodate the overall budget picture. Proposed new programs contemplated by the departments, in order to meet their short- and long-term goals, are evaluated during these meetings to determine if the City Manager is interested or willing to include them in the requested budget. If not included initially, they may be discussed with the Mayor and Council during the budget worksessions for possible inclusion. The priced Mayor and Council-submitted “wish list” items are also considered for inclusion in the requested budget. Following the individual meetings with the departments, the Director and Deputy Director of Finance prepare the City Manager’s Proposed Operating and Capital Budget which is submitted to Mayor and Council by March 31. The proposed budget is made available to the public, upon submittal to the Mayor and Council, in printed form and posted to the City’s website. In April, Mayor and Council hold budget worksessions, open to the public, televised and streamed over the Internet, at which each department must justify its budget requests. During these budget worksessions, any Mayor and Council-submitted “wish list” items not already included in the requested budget are reviewed. No public testimony is allowed at the worksession meetings. During these worksessions, the funding for capital projects is discussed and preliminary decisions are made. A budget ordinance is introduced at a regular Mayor and Council meeting in late April, and a budget public hearing is scheduled at least 14 days following budget introduction and newspaper advertising of the proposed budget and notice of the public hearing. Following the public hearing, the Mayor and Council may make amendments to the budget up to and including the meeting at which the budget is adopted. The budget is required to be adopted by Mayor and Council by May 31 and becomes effective on July 1.

ANNUAL BUDGET CALENDAR

December - January	Operating budget worksheets are distributed to departments. C.I.P. project summaries are distributed to departments for update. Finance and departments prepare revenue budget.
January	Mayor and Council provide budget guidance to City Manager. City Manager provides budget guidance to departments. Mayor and Council submit specific budget requests to City Manager (for departments to price out). Operating budget worksheets are returned to Finance. Any proposed increases in fees or fines are submitted for review.
Early February	Department requests are reviewed by City Manager and Director of Finance; adjustments are made to balance citywide budget. Departments meet to finalize C.I.P. projects for requested budget. City Manager reviews Mayor and Council specific requests costs to decide which requests to include in the proposed budget.
Early March	City Manager Proposed Operating and Capital Budget is submitted to Mayor and Council, is available to the public and is posted to the City’s website.
Late March	Mayor and Council review operating budget and CIP with City Manager, Director of Finance and department heads at worksessions (open to the public but with no public testimony).

April	Budget ordinance is prepared and introduced at a regular Mayor and Council meeting. Public hearing on budget ordinance is advertised in a newspaper of general circulation in the City.
Early May	Public hearing is held on the budget and constant yield tax rate, if required by SDAT calculation.
May	Possible worksession discussion of potential budget amendments. Budget ordinance is adopted, with or without amendments.
May 31	Budget ordinance is required to be adopted by this date.
July 1	Adopted budget is effective for new fiscal year.

Financial Reporting Basis of Accounting

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

Budget Basis of Accounting

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

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

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

Budget Amendment after Adoption

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

and Council (6 affirmative votes) is required for passage of all budget amendment ordinances.

Budget Transfers

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

Budget Monitoring

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

Capital Improvement Program (“C.I.P.”)

Projects Included

The Capital Improvement Program (“C.I.P.”) process encourages participation by citizens and civic associations. Projects which meet the following criteria shall be included in the C.I.P.: all construction and new infrastructure construction in excess of \$30,000; vehicle acquisitions; and any equipment or furnishings acquisition in excess of \$10,000 or projects to furnish new buildings, acquisition of land and/or buildings. Infrastructure is defined, for purposes of this policy, as street work including asphalt, concrete, sidewalks, curbs, gutters, bridges and storm drainage.

Priority of Projects

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

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

Project Management

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

Project Funding

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

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

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

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

Information Technology Purchases

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

Accounting Policy

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

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

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

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

Balanced Operating Budget Policy

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

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

Cash Management Policy

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

Debt Policy

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

Although the current practice of the City, in financing capital expenditures, is "pay-as-you-go", the City

entered into master lease arrangements for vehicle acquisitions in June 2016 , and issued an \$7.075 million tax exempt refunding bond in June 2015 for permanent financing on the public parking garage.

Encumbrance Policy

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

Fund Balance Policy

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

Fund Balance Retention Policy

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

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

In the event that the General Fund unassigned reserve falls below the 25% goal, the Director of Finance and City Manager will consider budgetary methods to increase the reserve to the desired goal. These may include delaying planned purchases, freezing vacant staff positions or other measures. Falling below the 25% goal has only occurred 4 times in the past 25 years (1991, 2004, 2007, 2015), and none were the result of operating deficits. In FY 2007, the City purchased 2 residential properties adjoining a City-owned surface parking lot for \$1.6 million from the unassigned reserve for the construction of the public parking garage. In FY 2015, our auditors recorded the MSRP purchase of prior service credit in full for financial statement purposes, rather than having it recorded in installments for budgetary purposes. By FY 2015 budget amendment, we used the same methodology for budgetary purposes, thus eliminating the need to budget \$250,000 each year for the repayment to the General Fund.

Investment Policy

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

Risk Management

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

an assessment is made by the Trust.

Auditing

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

Other Policies

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

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

DEMOGRAPHIC & ECONOMIC STATISTICS LAST 10 YEARS



Demographic and Economic Statistics Last Ten Calendar Years

Calendar Year	Population	Personal Income	Per Capita Personal Income	Unemployment Rate
2008	26,925	\$ 575,064,150	\$ 21,358	4.5%
2009	27,286	516,169,262	18,917	6.8%
2010	30,413	628,667,123	20,671	8.0%
2011	30,587	638,586,516	20,878	7.4%
2012	31,208	569,358,752	18,244	7.4%
2013	31,274	556,458,282	17,793	7.3%
2014	32,256	577,866,240	17,915	7.4%
2015	32,301	575,248,509	17,809	6.6%
2016	32,275	582,821,950	18,058	5.4%
2017	32,303	709,729,213	21,971	5.3%

Sources: Calendar years 2010, 2013, 2014, 2015, 2016 and 2017 data from U. S. Dept of Commerce, Bureau of the Census. Years 2008, 2009, 2011, and 2012 population figures were prepared by the Maryland Dept of Planning, Planning Data Services. Years 2008, 2009, and 2011 per capita income were estimated by the City's Finance Department based on Prince George's County's per capita personal capita income. Year 2012 per capita income was provided by BiggestUSCities.com. Unemployment rates were provided by the Maryland Department of Labor, Career and Workforce Information.

ASSESSED VALUE & ESTIMATED ACTUAL VALUE OF ALL TAXABLE PROPERTY LAST 10 YEARS



Assessed Value and Estimated Actual Value of Taxable Real Property Last Ten Fiscal Years (in thousands of dollars)

Fiscal Year	Residential Property (net of Homestead Tax Credit)	Commercial Property	Total Taxable Assessed Value	Tax-Exempt Property	Total Direct Tax Rate	Estimated Actual Taxable Value	Taxable Assessed Value as a % of Actual Taxable Value
2009	\$ 1,283,327	\$ 640,643	\$ 1,923,970	\$ 1,508,767	0.322	\$ 1,923,970	100%
2010	1,158,145	649,774	1,807,919	1,514,365	0.322	1,807,919	100%
2011	1,245,930	701,159	1,947,088	1,532,517	0.322	1,947,088	100%
2012	1,260,161	808,625	2,068,786	1,528,585	0.322	2,068,786	100%
2013	1,165,674	793,568	1,959,242	1,245,220	0.322	1,959,242	100%
2014	1,222,308	799,259	2,021,567	1,249,234	0.335	2,021,567	100%
2015	1,216,738	865,024	2,081,762	1,253,088	0.335	2,081,762	100%
2016	1,627,130	677,232	2,304,362	1,257,299	0.335	2,304,362	100%
2017	1,873,013	723,933	2,596,946	1,274,613	0.335	2,596,946	100%
2018	1,878,709	738,229	2,616,938	1,282,735	0.335	2,616,938	100%

Source: State of Maryland Department of Assessments and Taxation (SDAT)

Note: Property in the State of Maryland is reassessed every 3 years. Tax rates are per \$100 of assessed value.

PRINCIPAL PROPERTY TAXPAYERS



Principal Property Taxpayers
Current Fiscal Year and Nine Fiscal Years Ago
(in thousands of dollars)

Taxpayer	Fiscal Year 2018 Taxable Assessed Value				Fiscal Year 2009 Taxable Assessed Value			
	Real	Personal	Total	% of Total City Taxable Assessed Value	Real	Personal	Total	% of Total City Taxable Assessed Value
UMCPF Property III, LLC (The Hotel)	\$ 168,648	-	\$ 168,648	6.17%	-	-	-	-
University View Partners, LLC	156,604	1,826	158,430	5.79%	\$ 76,092	\$ 1,347	\$ 77,439	4.40%
Gateway Terry LLC (Terrapin Row)	142,730	5,042	147,772	5.40%	-	-	-	-
SH Landmark CP Venture, LLC	115,518	1,260	116,778	4.27%	-	-	-	-
Student Housing College Park LLLP (The Varsity)	102,787	725	103,512	3.79%	-	-	-	-
NSHE College Park, LLC (Camden)	80,000	-	80,000	2.93%	93,124	-	93,124	5.30%
UDR Domain College Park LLC	59,288	-	59,288	2.17%	-	-	-	-
IKEA Property, Inc. (RP) / IKEA Maryland, LLC (PP)	50,796	8,346	59,142	2.16%	41,726	8,641	50,367	2.86%
Mazza Grand Marc Apartments	50,940	-	50,940	1.86%	-	-	-	-
Jefferson at College Park, LP (RP) / Wynfield Park Apartments, LP (PP)	48,627	102	48,729	1.78%	38,864	87	38,951	2.22%
The Washington Post Company	-	-	-	-	29,524	23,491	53,015	3.02%
Richard S. Gatti, et al (Marketplace)	38,333	-	38,333	1.40%	29,289	-	29,289	1.67%
Riverdale FDA, LLC	22,500	-	22,500	0.82%	20,355	-	20,355	1.16%
CPHH LLC (RP) / Imported Cars of Maryland (PP)	5,859	7,544	13,403	0.49%	4,787	13,755	18,542	1.05%
Potomac Electric Power Company	-	31,336	31,336	1.15%	-	18,431	18,431	1.05%
Knox Village Partners LLC/Knox Box Realty LLC/Vievere III	-	-	-	-	17,465	-	17,465	0.99%
Total	\$ 1,042,630	\$ 56,181	\$ 1,098,811	40.19%	\$ 351,226	\$ 65,752	\$ 416,978	23.72%

Sources: City of College Park Finance Department, State of Maryland Department of Assessments and Taxation (SDAT)

PRINCIPAL EMPLOYERS



Principal Employers Current Fiscal Year and Nine Fiscal Years Ago

Employer	Fiscal Year 2018			Fiscal Year 2009		
	Employees	Rank	Percentage of Total City Employment	Employees	Rank	Percentage of Total City Employment
University of Maryland, College Park	16,667	1	50.75%	13,082	1	48.60%
University of Maryland University College (UMUC)	7,000	2	21.32%	2,790	2	10.36%
U.S. Food and Drug Administration (FDA)	900	3	2.74%	775	4	2.88%
National Oceanic and Atmospheric Administration	817	4	2.49%	-	-	-
National Archives and Records Administration II	810	5	2.47%	900	3	3.34%
IKEA	437	6	1.33%	300	5	1.11%
Home Depot	182	7	0.55%	-	-	-
College Park Hyundai	158	8	0.48%	-	-	-
American Center for Physics	152	9	0.46%	200	6	0.74%
The Hotel	150	10	0.46%	-	-	-
Total	27,273		83.05%	18,047		67.03%

Source: City of College Park, Department of Planning

OPERATING INDICATORS BY FUNCTION/PROGRAM



Operating Indicators by Function/Program Last Ten Fiscal Years

Function/Program	Fiscal Year									
	2009	2010	2011	2012	2013	2014	2015	2016	2017	
Parking enforcement										
Number of parking tickets issued	37,353	34,186	34,288	28,315	34,027	37,705	36,731	33,582	32,236	
Recreation										
Attendance at sponsored recreational events (estimated)	25,000	25,000	27,600	30,000	31,430	31,430	29,000	29,000	30,000	
Planning and development										
Variance applications processed	6	10	15	14	6	15	10	10	15	
Clinical services										
Number of individuals who received clinical services	1,839	1,915	1,863	1,968	1,909	1,690	1,204	1,366	1,391	
Youth and their families served in clinical interventions	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Seniors program										
Seniors trips provided	2,200	2,250	2,110	2,278	2,210	2,205	2,192	2,272	2,481	
Seniors assisted with transportation	3,400	3,420	3,666	3,585	3,515	3,507	3,486	3,581	3,490	
Refuse and recycling collection										
Tons of refuse collected and disposed	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	4,947	
Cost per ton of solid waste	\$ 147.00	\$ 130.63	\$ 155.36	\$ 135.53	\$ 139.89	\$ 147.80	\$ 151.02	\$ 171.00	\$ 185.00	
Recyclables collected (tons)	1,470	1,445	1,458	1,725	1,467	1,453	1,450	1,403	1,252	
Cost per ton for recycling (paper, commingles, white goods, scrap metal)	\$ 359.00*	\$ 283.00	\$ 255.00	\$ 201.00	\$ 249.00	\$ 263.00	\$ 277.00	\$ 435.00	\$ 600.00	

Compost yard operations										
	**									
Tons of solid waste diverted through composting	1,593	1,558	1,521	1,736	1,976	2,872	2,748	2,667	2,057	
Dollars in tipping fees saved	\$ 39,825	\$ 38,951	\$ 38,678	\$ 43,411	\$ 49,412	\$ 71,799	\$ 68,704	\$ 66,675	\$ 51,425	
Cubic yards of brush recycled	1,959	3,775	3,692	1,267	1,895	3,056	3,564	3,515	2,970	
Dollar value of compost-related revenues (compost sales, tipping fees collected and delivery charges)	\$ 67,094	\$ 71,002	\$ 66,668	\$ 75,191	\$ 63,802	\$ 75,111	\$ 83,317	\$ 71,427	\$ 69,164	
Other public works										
Street cleaning sweeps in high impact areas	224	203	202	219	211	193	201	195	200	

Sources: City of College Park departments

Notes:

- *- significant increase reflects the purchase of 4,500 single stream recycling carts
- ** - the calculation method for the volume of yard waste collected changed in FY2009
- *** - due to increase in County tipping fee from \$3.00/ton to over \$25.00/ton.
- n/a - operational indicator not reported for fiscal year

GLOSSARY AND ACRONYMS



Accrual The accrual basis of accounting recognizes revenues in the accounting period in which they are earned, while expenses are recognized when the related liability is incurred.

Annual Budget A budget applicable to a single fiscal year

Appropriated Fund Balance The portion of a governmental fund's fund balance that is used to provide resources for budgeted expenditures

Appropriation A legal authorization to make expenditures and to incur obligations for specific purposes

Assessed Value A valuation set upon real estate or other property by the State Department of Assessments and Taxation (SDAT) as a basis for levying taxes

ATHA or Anacostia Trails Heritage Area A non-profit organization whose members include municipalities along the U.S. Route 1 corridor. ATHA coordinates multi-jurisdictional projects to install and standardize signage, promote tourism and fund public art in the area.

Balanced Budget The process whereby budgeted revenues must equal budgeted expenditures. In the City's case, the process allows the use of undesignated reserve to supplement budgeted revenues.

Budget A plan of financial operations embodying an estimate of proposed expenditures for a given period and the proposed means of financing those expenditures. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two situations in practice. Sometimes, it designates the financial plan presented to the appropriating governing body for adoption (i.e., the "proposed" budget); and sometimes, the term refers to the plan approved by that body (i.e., the "adopted" budget).

Capital Assets Fixed assets such as vehicles, machinery, equipment, computers or furniture which have a life expectancy of more than 1 year and a value over \$2,000

Capital Budget A plan of proposed capital outlays and the means of financing them

Capital Expenditures Fixed assets such as vehicles, machinery, equipment, furniture, computer hardware and software which have a life expectancy of more than one year and a value over \$5,000

Capital Outlay Expenditures resulting in the acquisition of, or addition to, the government's general fixed assets

Capital Projects Fund A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary or trust funds

CCTV Closed circuit security cameras, C.I.P. project 092003

CDBG or Community Development Block Grant Grant funds available from the Federal government. In the past, these funds have been passed through Prince George's County via grant application. The City opted out of the County program and into the State of Maryland's program in fiscal year 1992.

C.I.P. or Capital Improvement Program A plan for capital expenditures to be incurred each year over a fixed period of years in order to meet capital needs arising from the long-term work program or other capital needs. The program sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the resources estimated to be available to finance the projected

expenditures.

Charter and City Code The codification of the City's legislation, adopted by the Mayor and Council, for the proper function and government of the City of College Park. The Charter and the various chapters of the Code contain all currently effective legislation (ordinances and certain resolutions) of a general and permanent nature enacted by the Mayor and Council, including revisions or amendments to existing legislation deemed necessary by the Mayor and Council in the course of the codification.

Constant Yield Tax Rate That tax rate which, when applied against the growth in assessed value of real property, will yield the same amount of tax revenue for the City as it received in the previous year. The constant yield tax rate is calculated by the State Department of Assessments and Taxation. If the City's proposed real property tax rate exceeds the constant yield tax rate, the City must advertise and hold a separate public hearing on the constant yield tax rate prior to adopting a budget setting the real property tax rate.

Cost The amount of money or value exchanged for property or services

CPA or College Park Academy A Prince George's County public charter school operated by College Park City-University Partnership (CPCUP).

CPCUP or College Park City-University Partnership A joint development corporation formed by the City of College Park and the University of Maryland to promote economic development.

DCPMA or Downtown College Park Management Authority A commercial district management authority (CDMA), created by the City and funded through assessments of downtown property owners. Their goal is to promote and market the downtown area and to provide security, maintenance and amenities. Membership includes all businesses within a defined geographic area as well as voluntary and professional members from other parts of the City.

Debt An obligation resulting from the borrowing of money

Debt Service The accounting for payments of principal and interest on long-term debt

Department A separate functional and accounting entity within a certain fund type

Depreciation A method of allocating the cost of a tangible asset over its estimated useful life. Depreciation is calculated and reflected in annual financial statements but is not used for budgeting purposes.

Encumbrance A reservation of funds for an anticipated expenditure prior to actual payment for an item. Funds usually are reserved or encumbered once a contracted obligation has been signed for an item, but prior to the cash payment actually being disbursed.

Enterprise Fund A separate fund established by the City for the operation of a business venture

Expenditure A decrease in net financial resources. Expenditures include payment in cash for current operating expenses, debt service and capital outlays.

Expenses Charges incurred, whether paid or unpaid, for operations, maintenance, interest and other charges that are presumed to benefit the current fiscal year

FY or Fiscal Year (followed by 2 or 4 digits) The fiscal year which starts on July 1 and ends on the following June 30 (in the year noted). For example, FY 2017 or FY17 is the fiscal year beginning on July 1, 2016 and ending on June 30, 2017.

Fixed Assets Assets of a long-term character that are intended to continue to be held or used. Examples of fixed assets include land, buildings, vehicles, machinery, furniture and equipment.

FTE or Full Time Equivalent The effect of a one person work year at 2,080 hours per year (40 hours per week for 52 weeks). Positions may be allocated to different programs within a department as partial FTE's.

Fund A fiscal and accounting entity with a self-balancing set of accounts which is segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations

Fund Balance The excess of a governmental fund's assets over its liabilities. The amount is the cumulative result of revenues in excess of expenditures for all years since the fund's inception.

Fund Balance – Assigned Includes the portion of the spendable fund balance intended for spending for a purpose set by the governing body

Fund Balance – Committed Includes the portion of the spendable fund balance that reflects constraints that the City has imposed upon itself by a formal action of the City Council

Fund Balance – Nonspendable The portion of fund balance that is segregated because it is not available for spending, either now or in the future, or there is a legal or contractual requirement for the funds to remain intact

Fund Balance – Unreserved The portion of fund balance in excess of the reserved amount

Fund Balance – Restricted Includes the portion of the spendable fund balance that reflects constraints on spending because of legal restrictions stipulated by outside parties, state statutes or grant requirements

Fund Balance – Unassigned The portion of fund balance representing expendable available financial resources

General Fund The fund used to account for all financial resources, except those required to be accounted for in another fund

GAAP or Generally Accepted Accounting Principles A set of widely accepted accounting standards, set by the Financial Accounting Standards Board, and used to standardize financial accounting of public companies and governmental units. FASB was created in 1973, replacing the Accounting Principles Board and the Committee on Accounting Procedure of the American Institute of Certified Public Accountants (AICPA) before it. The FASB is a private body whose mission is to “establish and improve standards of financial accounting and reporting for the guidance and education of the public, including issuers, auditors and users of financial information”.

GASB Government Accounting Standards Board

GFOA Government Finance Officers Association of the United States and Canada

GIS Geographic Information System

Goal A long range desirable development attained by completing staged objectives within an overall strategy

Governmental Funds The funds through which most governmental functions of the City are financed. The acquisition, use and balances of the City's expendable financial resources and the related liabilities are accounted for through governmental funds.

Homestead Tax Credit A percentage rate limiting the increase in real property assessment from one fiscal year to the next, applicable only for owner-occupied properties. The state, county and city may have different homestead tax credit rates, which is the case for FY 2017 (State of Maryland 10%, Prince George's County 0%, City of College Park 4%).

Investment Policy A policy, adopted by the Mayor & Council, outlining permitted investments for City funds. As required by state law, the investment policy was subsequently approved and filed with the State Treasurer.

Levy To impose taxes, special assessments or service charges for support of the City

LGIT or Local Government Insurance Trust A public entity risk pool, of which the City is a charter member.

LGIT provides the City's property, general, automobile, and public officials' legal liability insurance coverage.

Licenses and Permits Documents issued in order to regulate various kinds of business and other activity within the community. A degree of inspection may accompany the issuing of a license or permit, as in the case of building permits. In most instances, a fee is charged in conjunction with the issuance of a license or permit, generally to cover all or part of the cost of administration.

Line Item A specific expenditure category within a departmental budget, such as travel and training, telephone, postage, office supplies, etc. Defined by an account number.

Major Funds The City's major funds include the General Fund, Capital Projects Fund (C.I.P.) and Parking Debt Service Fund.

MDGFOA Maryland Government Finance Officers Association

MLGIP or Maryland Local Government Investment Pool MLGIP, established under Article 95, Section 220 of the Annotated Code of Maryland and operated under the administrative control of the State Treasurer, is utilized by the City for a portion of its investments. Investments by MLGIP are limited to those permitted by Section 6-222 of the State Finance and Procurement Article.

MML or Maryland Municipal League An organization representing more than 150 municipal governments and 2 special taxing districts in the State of Maryland

M-NCPPC or Maryland-National Capital Park and Planning Commission A bi-county agency handling planning and zoning, parks and recreation, and other issues in Prince George's and Montgomery County, Maryland

Modified Accrual The modified accrual basis of accounting is used to record revenues and related assets when they become measurable and available to finance operations of the fiscal period. Accordingly, real and personal property taxes are recorded when billed and licenses, permits and fines are recorded when received in cash. Expenditures are recorded as they are incurred.

Motion A formal action of the Mayor and Council, enacted at a regular or special meeting

MSRA Maryland State Retirement Agency, which administers the Reformed Contributory Pension Benefit Plan that the City joined effective July 1, 2014.

MSRP The Reformed Contributory Pension Benefit Plan of the State Retirement and Pension System of Maryland, a defined benefit plan that the City joined effective July 1, 2014. Participating employees (approximately 82% of all employees) must contribute 7% of their base pay on a pre-tax basis and the City's match for FY 2017 is 5.0%.

MWCOG or Metropolitan Washington Council of Governments Sometimes referred to as "COG". An organization whose membership includes counties and municipalities in the Washington Metropolitan Area. Membership in MWCOG allows the "riding" of competitively negotiated bids by other members without the necessity of bidding a particular product or service by individual municipalities.

N/A Not applicable

No Survey As the resident survey is only performed every other fiscal year, performance measures in a particular year when no survey is conducted are listed as "No survey".

Objective Something to be accomplished in specific well-defined and measurable terms and that is achievable within a specific time frame

Operating Expenditures Those expenditures related directly to the fund's primary activity except for Personnel Expenditures and Capital Outlay

Operating Expenses Includes the cost of personal services, contractual services, commodities and other charges incurred in performing an activity

Operating Revenues City revenues that have been received and set aside to finance current operating expenses

Ordinance A formal legislative enactment by the Mayor and Council

Performance Measures A series of goals and planned accomplishments, and an effectiveness measure intended to quantify a program's attainment of their prescribed goals. For each goal, where practical, a target is set initially and adjusted as needed over time to develop meaningful data on the program's service delivery or cost/benefit to the City. Data is obtained from a variety of sources, with emphasis on the tallied results of the resident survey.

Personnel Expenditures Those expenditures related to the employment of individuals for the City including wages, the City's portion of payroll taxes and associated fringe benefits

PGCMA or Prince George's County Municipal Association An organization representing municipalities in Prince George's County

POS or Program Open Space A grant program offered by the State of Maryland, administered and allocated to municipalities by Prince George's County, for the acquisition and development of property to park use

Prince George's County The county in which the City of College Park is located. The County provides real property tax billing service to the City (at no cost), and provides services to City residents such as police, fire and emergency medical services, and public education.

Program The basic operation for which costs are defined and measurable activities or functions are performed. Multiple programs comprise a "department".

Public Hearing A scheduled meeting or time specifically set aside to provide an opportunity for citizens to discuss their feelings and opinions about a particular issue. Prior to a public hearing, the scheduled date and time, as well as the subject, must be advertised.

Reserve An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose

Resolution A formal expression of opinion, will or intent voted by the Mayor & Council

Revenue Revenue is an increase in assets or financial resources which: does not increase a liability; does not represent a repayment of an expenditure already made; does not represent a cancellation of certain liabilities; and does not represent an increase in contributed capital.

RFP A Request for Proposals is required under the City's procurement policy for purchases in excess of \$30,000 unless the City is riding a contract procured by another qualifying agency whose purchasing policy meets or exceeds the City's purchasing guidelines.

SDAT or State Department of Assessments and Taxation A State of Maryland agency which provides assessment information to the City and Prince George's County for the purpose of levying real and personal property taxes

SHA State Highway Administration

Tax Base The aggregate value of the items being taxed. The base of the City's property tax is set by the State Department of Assessments & Taxation at 100% of the full market value of all real property and 100% of all business personal property in the City.

Tax Differential A reduction in the Prince George's County real and personal property tax rate to City property owners for services provided by the City that the County is not required to perform. The tax differential is based on County-budgeted expenditures for a select group of services. Each year's tax differential rate is calculated by the County based on a complex formula. For fiscal year 2017, City residents receive a tax differential of 3.10 cents for real property and 7.29 cents for personal property off

the County's tax rates for unincorporated areas.

Tax Rate The amount of tax stated in terms of a unit of the tax base. The City's FY 2017 tax rates are 33.5 cents per \$100 of real property assessed valuation and 83.8 cents per \$100 of personal property assessed valuation.

TBD or To Be Determined This information is not currently available.

Transfers The amount of contribution from one fund to another, or the amount transferred from one C.I.P. project to another. Budgeted transfers are made from the General Fund to the Capital Projects Fund for acquisition of certain assets or to fund certain projects. Includes "Interfund Transfers" and "Interproject Transfers".

UMD or UMCP University of Maryland College Park, the City's largest property owner (albeit tax exempt) and largest employer, is the flagship campus of the University System of Maryland.

UMUC University of Maryland University College provides on-campus and online courses and degree programs.

Unrestricted Fund Balance The excess of the assets of a governmental fund or trust fund over its liabilities and reserved fund balance accounts. *See Fund Balance.*

Unassigned Reserve or Unassigned Reserve Balance Same as Unrestricted Unassigned Fund Balance. *See Fund Balance.*

Unrestricted Unassigned Fund Balance The portion of fund balance representing expendable available financial resources. *See Fund Balance.*

WMATA or Washington Metropolitan Area Transit Authority Sometimes referred to as "Metro". The regional transportation authority serving Washington, D.C., Northern Virginia and the Maryland suburbs of Washington, D.C., providing bus and subway service. College Park is served by 2 stations (College Park and Greenbelt) on Metro's Green Line.

WSSC or Washington Suburban Sanitary Commission This regional utility serving Prince George's and Montgomery counties provides water and sewer service and storm drainage to City residents.