



**CITY OF COLLEGE PARK
ADOPTED OPERATING
BUDGET & CIP
FOR FISCAL YEAR 2021**



CITY OF COLLEGE PARK

ADOPTED OPERATING BUDGETS & CIP

FISCAL YEAR 2021

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BUDGET MESSAGE FISCAL YEAR 2021



May 26, 2020

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

In accordance with the City Charter, I am pleased to submit the City of College Park's Fiscal Year 2020-2021 (FY2021) 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 2021-2025.

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 limitations 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 Proposed Budget which is submitted to the Mayor & Council in March.

The Mayor and Council had a day-long budget worksession on Saturday, March 28, 2020 to review and discuss the Proposed 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 - FY2020

Results of Operations

Based on the latest projections, it is anticipated that expenditures will exceed revenues by \$600,000 at the end of FY2020. This is primarily a result of reduced revenue projections for Other Taxes due to the COVID-19 pandemic. This surplus is projected to decrease unassigned fund balance of the General Fund to \$6.2 million as of June 30, 2020. This represents 34% of FY2021 expenditures. As detailed below, the FY2021 budget proposes transferring the excess unassigned fund balance over the 25% retention goal to the Capital Projects Fund to be used for future capital needs.

THE ADOPTED FY2021 BUDGET

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

- Limit budget expenditures to prior year levels or minimal, inflationary increases.
- No new staff unless specifically justified. (The only new positions in the FY2021 adopted budget are a full-time Groundskeeper in DPW – Program 5020, Tree and Landscape Maintenance Program and a half-time Senior Caseworker in Youth, Family & Senior Services – Program 4012, Seniors Program).
- 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

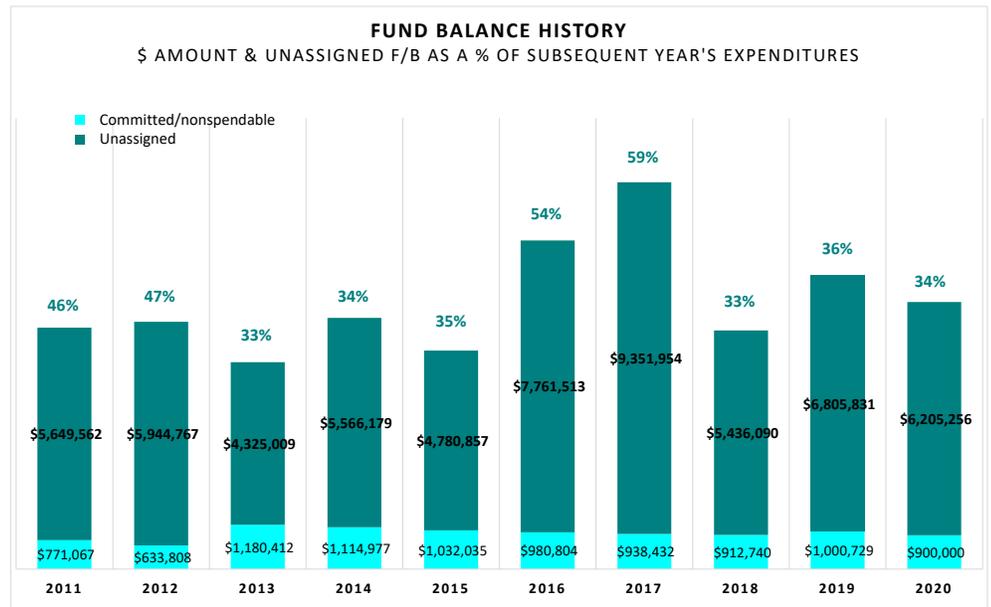
The General Fund is the primary operating fund of the City. It accounts for all tax-related revenue, license and permit fees, charges for services, fines and other miscellaneous revenues. It provides funding for all services and operational expenditures of the City, including debt service and capital 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 unassigned fund

balance of at least two months of operating expenditures, or a 16.67% fund balance. In College Park that equates to a fund balance of \$3.05 million based on FY2021 expenditures. However, as mentioned, College Park has a retention goal of unassigned fund balance of 25% of expenditures, or \$4.57 million. The City's projected June 30, 2020 unassigned fund balance of \$6.2 million exceeds the goal by 9%.



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

FY2021 General Fund Budget Overview

Typical of most municipalities, College Park's largest funding source is tax revenue, accounting for 72% of all revenues (excluding appropriated fund balance). Of that, 52% is from general property taxes and 20% from Other Taxes, such as State income tax and hotel/motel tax). Fines and fees, primarily from speed enforcement camera revenue, account for over 14% 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 FY2021), will result in the City receiving the same revenue in the coming taxable year (FY2021) that was produced in the

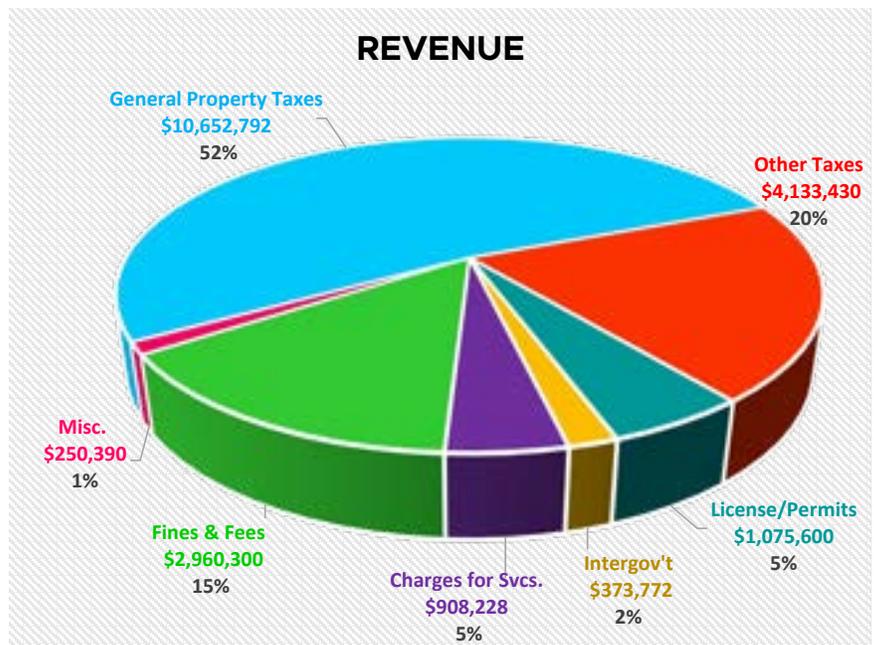
prior taxable year (FY2020).

The current constant yield rate for FY2021 is \$0.3148 (31.48 cents). This budget presents a balanced budget with a tax rate of \$0.325 (32.5 cents), the current property tax rate. Primarily due to the costs associated with several large capital projects, such as City Hall, Duvall Field, Hollywood Streetscape and College Park Woods community meeting space, a decrease to the constant yield rate is not recommended.

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 two RTCs (The Hotel, and 8321 College Park Hotel) impacting the FY2021 budget totaling \$285,688. The RTC for The Hotel, year 3 of a 5-year credit, accounts for 85% (\$244,000) 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 FY2019 actual results and projections for FY2020. These trends are adjusted for known economic factors that may affect FY2021 revenue.

The following economic factors are considered and assumed for FY2021: the economy will remain relatively stable; inflation will be low, providing slight, if any, 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. The effects of the COVID-19 pandemic are unknown at this time, but certain revenue, primarily Other Taxes, has been reduced by \$1,020,000 in FY2021 to provide for lost revenue.



Revenue and Other Financing Sources

The budgeted revenue, excluding appropriated fund balance, reflects a decrease of \$534,000 or 2.6% over last year's budget. This is primarily attributable to the \$626,000 increase in Real Estate Property Tax revenue resulting from increased assessed values; netted with decreases in Other Taxes of \$482,000 and a \$375,000 reduction in Speed Enforcement Camera revenue.

Revenue by Category	FY2020 Adjusted Budget	FY2021 Adopted Budget	Increase (Decrease)	% Change
General Property Taxes	\$10,013,063	\$10,652,792	\$639,729	6.4%
Other Taxes	4,616,057	4,133,430	(482,627)	-10.5%
Licenses & Permits	1,171,200	1,075,600	(95,600)	-8.2%
Intergovernmental Revenue	369,772	373,772	4,000	1.1%
Charges for Services	1,013,403	908,228	(105,175)	-10.4%
Fines & Fees	3,390,600	2,960,300	(430,300)	-12.7%
Miscellaneous	314,340	250,390	(63,950)	-20.3%
Total Revenue Budget	20,888,435	20,354,512	(533,923)	-2.6%
Appropriated Fund Bal. -excess over 25%		1,116,628		
Total Revenue & Other Funding Sources	\$20,888,435	\$21,471,140		

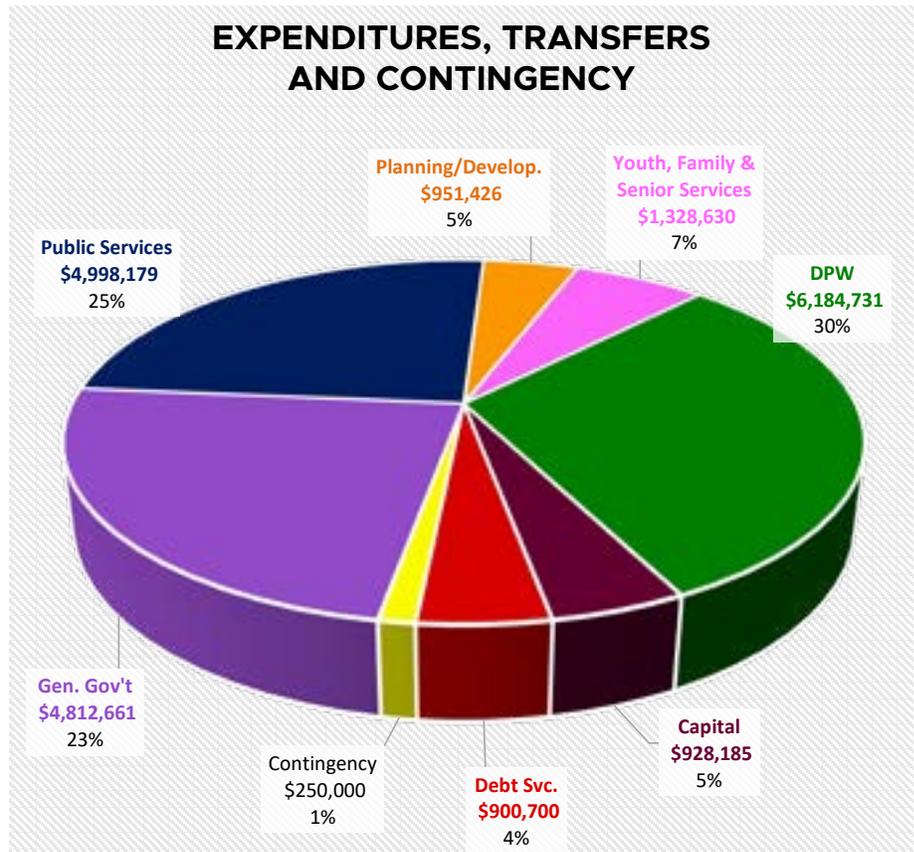
Expenditures, Transfers and Contingency

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 FY2021 expenditures, transfers (excluding transfer of excess fund balance) and contingency total \$20,354,512, a decrease of 2.6% or \$534,000 compared to the FY2020 budget.

The largest increase, \$900,700 is in transfers to the Debt Service Fund to pay the required debt service on the new 2019 GO Capital Improvement Bonds that provides funding for the new City Hall and renovations/improvements of Duvall Field.

That increase was offset by a decrease of \$488,000 in departmental expenditures, attributable to numerous expenditure reductions in FY2021. Many of these reductions were from non-routine costs included in the FY2020 budget (such as a 5-year Strategic Plan; Election costs; Inspection/Permitting Feasibility Study; and Laserfiche costs) which are not required in FY2021 and a reduction in healthcare costs for FY2021. Increases in salaries and wages for FY2021 for the most part were offset by the reduction of Tier 2 sick leave payouts that were completed in FY2020.



	FY2020 Adjusted Budget	FY2021 Adopted Budget	Increase (Decrease)	% Change
Expenditures:				
General Government & Administration	\$4,908,095	\$4,812,661	\$(95,434)	-1.9%
Public Services	5,277,978	4,998,179	(279,799)	-5.3%
Planning, Community & Economic Development	995,299	951,426	(43,873)	-4.4%
Youth, Family & Senior Services	1,311,826	1,328,630	16,804	1.3%
Public Works	6,270,286	6,184,731	(85,555)	-1.4%
Total Departmental Expenditures	18,763,484	18,275,627	(487,857)	-2.6%
Transfers:				
To Capital Projects Fund	2,024,951	928,185	(1,096,766)	-54.2%
To Debt Service Fund	-	900,700	900,700	-
Contingency	100,000	250,000	150,000	150%
Total Expenditures, Transfers & Contingency	\$20,888,435	\$20,354,512	(533,923)	-2.6%
Transfer of Excess Fund Balance to CP Fund		1,116,628		
Total Expend., Transfers & Contingency		\$21,471,140		

Personnel Costs

Personnel costs (salaries, wages and benefits) represent the largest cost for the General Fund - \$11.68 million for FY2021, accounting for 64% of total departmental expenditures. This is a decrease of \$249,000 or 2.1% over the FY2020 budget.

The decrease is the net effect of increases for cost of living adjustments, merit increases, adding 1.5 FTEs and certain position reclassifications combined with decreases in healthcare costs and payouts for Tier 2 sick leave. Tier 2 sick leave was eliminated in FY2019 with payouts budgeted over a two-year period – FY2019 and FY2020 – and are no longer required in the FY2021 budget. The 1.5 FTEs added to the FY2021 budget are for an additional full-time Groundskeeper requested in the DPW-Tree and Landscape Maintenance program and a part-time Senior Program Caseworker in Youth, Family and Senior Services – Seniors Program budget.

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

Capital Outlay

General Fund capital outlay within departments for FY2021 totals \$45,440. This is for minor capital expenditures, with 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 & Special Events, City Attorney, Non-departmental costs (Utilities, insurance), Elections and 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.

The FY2021 budget proposes a transfer of the excess of unassigned fund balance in excess of the 25%

retention requirement. While the retention requirement is for 25% of subsequent year's expenditures, the budget proposal is for a more conservative calculation of 25% of expenditures, operating transfers and contingency. Based on current projections a transfer of \$1.1 million is estimated in the budget. This number will change prior to year-end and therefore the proposal recommends waiting to calculate the actual amount and making the transfer after the completion of the FY2020 audit. The transfer would not exceed the \$1.1 million in the budget but could be less. The transfer is not proposed to be used for capital in FY2021 but to be available in future years when needed.

Contingency is an appropriation for unanticipated or unforeseen expenditures and/or to provide funding for items that might arise under certain circumstances. The FY2021 contingency line was increased to \$250,000 primarily to provide possible funding for unknown costs resulting from the COVID-19 pandemic.

DEBT SERVICE FUND

This Fund is used to account for the City's long-term debt obligations. The long-term debt of the City consists of the 2015 Parking Garage Refunding Bond, 2019 GO Public Improvement Bonds and a Community Legacy Loan.

The Debt Service Fund will still have a significant reserve balance at the end of FY2020 of \$1.13 million. There is no retention goal set for this fund. To continue to maximize City resources, the FY2021 budget proposes to again use this fund balance to provide for the required debt service on the Parking Garage bond and for the Community Legacy Loan.

Debt service on the Parking Garage Bond is due in semi-annual installments, including interest, totaling \$575,000 annually, through October 15, 2031. This bond is secured by the full faith and credit of the City. The current outstanding balance is \$5,557,000. The \$415,000 principal payment due in FY2021 (October 2020) will bring the balance to \$5,142,000.

The Community Legacy loan has an outstanding balance of \$300,000. There is no interest on the loan and a \$150,000 payment is due in FY2021, with the final payment due December 2025 (FY2026).

The 2019 GO Public Improvement Bonds sold in October 2019 have a balance of \$16,370,000. Payments are due in semi-annual installments, including interest on October 1 and April 1. For the first 20 years of this 30 year bond the debt service is \$902,000 annually. For the final ten years the debt service drops to \$594,000 per year. This bond is secured by the full faith and credit of the City. After the first principal payment of \$350,000 is made in October 2020, the balance will be \$16,020,000. The FY2021 debt service is funded by a transfer from the General Fund.

The FY2021 Budget will leave the Debt Service Fund with a remaining fund balance of almost \$625,000.

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 new City Hall, were initially created to accumulate funds for future expenditures on the project.

For individual CIP projects, there are detailed, multi-year financial plans behind the CIP summary. These 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 FY2021 Adopted Budget column in the CIP is the basis for the appropriation request in the Capital Projects Fund FY2021 Adopted 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 FY2021 Capital Projects Fund budget is funded by a \$928,000 operating transfer from the General Fund.

Also, as already detailed, the budget includes a \$1.1 million transfer of excess fund balance in the General Fund to the Capital Projects Fund. This transfer is not appropriated for use in the FY2021 budget.

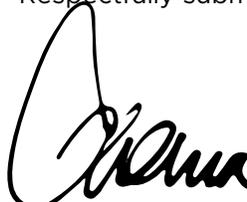
In FY2018 the General Fund transferred \$4.9 million of excess fund balance over the 25% retainage requirement. That amount was to be allocated in equal amount (\$1.225 million) over the subsequent four years – FY2019, 2020, 2021 and 2022. For FY2021, that allocation is not being used and will be deferred to future years.

CLOSING

In closing, I am proud to present a balanced budget that addresses both current and future needs of the City. 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 through the guidance of the Mayor and Council the City’s management team and staff will continue to meet the needs and challenges facing the City.

Preparing and producing this budget is a major task involving all departments, directors and Mayor & Council. Countless hours have gone into preparing this document. I extend my sincere appreciation to all staff for their dedication in developing and producing the FY2021 budget. I would like to give a special thank you to Gary Fields, Finance Director.

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 Purple Line to begin service in 2022.



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.



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 Office of Communications and Special Events, the City and 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.



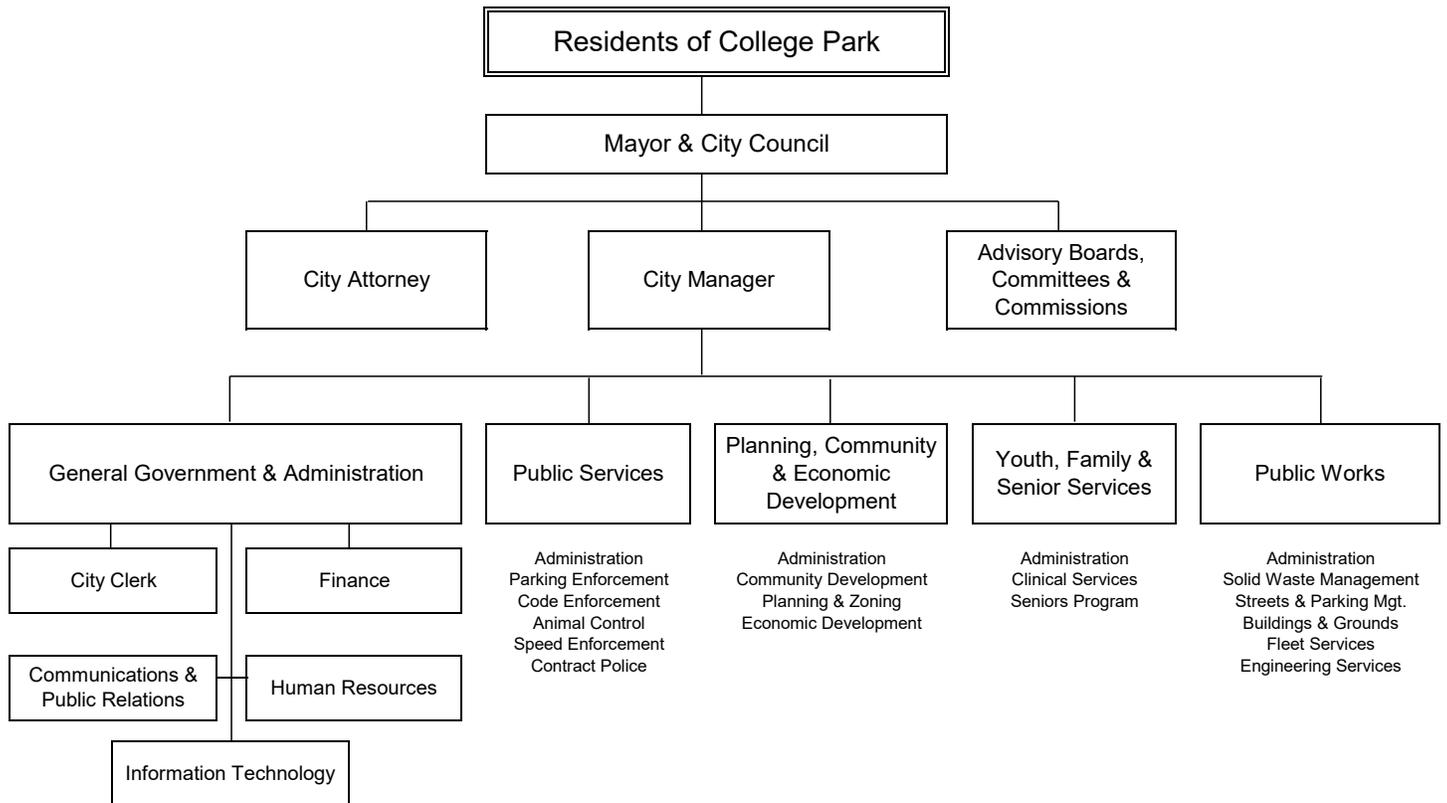
PUBLIC WORKS

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 Maria E. Mackie

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	Kiaisha L. Barber
Public Works Director	Robert L. Marsili, Jr.

CITY VISION, GOALS, MISSION & 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, 2019 and ending June 30, 2020 (fiscal year 2020).

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

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of College Park

Maryland

For the Fiscal Year Beginning

July 1, 2019

Christopher P. Morill

Executive Director



GENERAL FUND SUMMARY



GENERAL FUND - SUMMARY

	FY 2018	FY 2019	FY 2020		FY 2021	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 20 to FY 21	
						\$	%
Revenue:							
General Property Taxes	\$ 9,410,533	\$ 9,924,320	\$ 10,013,063	\$ 9,898,040	\$ 10,652,792	\$ 639,729	6.4%
Other Taxes	4,366,574	4,700,948	4,616,057	4,122,292	4,133,430	(482,627)	-10.5%
Licenses & Permits	1,229,689	1,337,203	1,171,200	1,076,600	1,075,600	(95,600)	-8.2%
Intergovernmental Revenue	326,094	425,292	369,772	374,772	373,772	4,000	1.1%
Charges For Services	1,083,395	977,202	1,013,403	909,369	908,228	(105,175)	-10.4%
Fines & Fees	3,533,307	2,829,086	3,390,600	2,960,300	2,960,300	(430,300)	-12.7%
Miscellaneous Revenue	276,853	344,232	314,340	278,732	250,390	(63,950)	-20.3%
Transfer from Debt Service Fund	-	250,000	-	-	-	-	0.0%
Appropriated FB-Excess over 25% goal	-	-	-	-	1,116,628	1,116,628	-
Total Revenue & Other Funding Sources	20,226,445	20,788,283	20,888,435	19,620,105	21,471,140	582,705	2.8%
Expenditures:							
General Government & Administration							
Mayor & Council	674,834	661,806	794,938	767,674	743,304	(51,634)	-6.5%
City Manager	417,839	491,217	487,089	464,821	520,414	33,325	6.8%
City Clerk	302,997	350,717	369,591	363,961	371,354	1,763	0.5%
City Attorney	238,733	182,152	216,000	204,000	206,000	(10,000)	-4.6%
Finance	925,209	925,143	962,239	957,834	928,333	(33,906)	-3.5%
Human Resources	423,237	466,602	499,593	479,802	489,734	(9,859)	-2.0%
Communications & Special Events	239,134	222,403	468,410	393,903	527,912	59,502	12.7%
Information Technology	693,800	883,472	838,998	709,969	832,956	(6,042)	-0.7%
Non-Departmental Expenses	187,802	184,890	198,705	187,633	178,362	(20,343)	-10.2%
Board of Elections & Ethics Commission	33,920	5,123	72,533	71,566	14,292	(58,241)	-80.3%
Total General Government & Admin.	4,137,505	4,373,525	4,908,096	4,601,163	4,812,661	(95,434)	-1.9%
Public Services	4,395,802	4,709,017	5,277,978	5,189,559	4,998,179	(279,799)	-5.3%
Planning, Community & Economic Development	693,467	788,652	995,299	855,062	951,426	(43,873)	-4.4%
Youth, Family & Senior Services	1,069,630	1,252,421	1,311,826	1,343,334	1,328,630	16,804	1.3%
Public Works	5,303,693	5,514,172	6,270,286	5,826,326	6,184,731	(85,555)	-1.4%
Total Expenditures	15,600,097	16,637,787	18,763,485	17,815,443	18,275,627	(487,857)	-2.6%
Transfer to Capital Proj. Fund - Current	3,108,495	2,692,781	2,024,951	2,050,376	928,185	(1,096,766)	-54.2%
Transfer to CP Fund - Excess f/b over 25%	4,900,000	-	-	-	1,116,628	1,116,628	-
Transfer to Debt Service Fund	559,394	-	-	254,861	900,700	900,700	-
Contingency	-	-	100,000	100,000	250,000	150,000	150.0%
Total Expenditures, Transfers & Contingency	24,167,986	19,330,568	20,888,436	20,220,680	21,471,140	582,705	2.8%
Excess Revenues over Expenditures	\$ (3,941,541)	\$ 1,457,715	\$ (0)	\$ (600,575)	\$ (0)	\$ (0)	
Changes in Nonspendable Fund Balance	25,677	(87,974)					
Unassigned Fund Balance:							
Beginning of year	9,351,954	5,436,090		6,805,831			
End of year	\$ 5,436,090	\$ 6,805,831		\$ 6,205,256	\$ 5,088,628		F/B after excess transfer
As a % of subsequent year's exp.	33%	36%		34%	28%		

GENERAL FUND REVENUE



Acct. Code	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020		FY 2021 ADOPTED BUDGET	Change in Budget FY 20 to FY 21	
			ADJUSTED BUDGET	Estimated FY Total		\$	%
General Property Taxes							
310.10 Real Property Tax	\$ 8,494,732	\$ 9,275,504	\$ 9,324,313	\$ 9,325,000	\$ 9,950,000	\$ 625,687	6.7%
310.15 Homeowners Property Tax Credit	(30,435)	(31,057)	(35,000)	(35,000)	(35,000)	-	0.0%
310.17 Revitalization Tax Credit	(120,000)	(572,118)	(404,149)	(404,149)	(285,688)	118,461	-29.3%
310.20 P.I.L.O.T.- Housing Authority	15,000	15,000	15,000	15,000	15,000	-	0.0%
310.22 P.I.L.O.T.- UMD CASL Property	49,454	49,463	49,600	45,120	45,120	(4,480)	-9.0%
310.23 P.I.L.O.T.- UMD Washington Post Prop.	39,449	40,280	40,000	39,569	40,060	60	0.2%
310.90 Tax Interest & Penalty (Refunds)	(3,875)	17,088	20,000	10,000	20,000	-	0.0%
311.10 Personal Property Tax	962,679	1,127,681	1,000,000	900,000	900,000	(100,000)	-10.0%
311.90 Tax Interest & Penalty	3,529	2,479	3,300	2,500	3,300	-	0.0%
Total General Property Taxes	9,410,533	9,924,320	10,013,063	9,898,040	10,652,792	639,729	6.4%
Other Taxes							
314.10 Income Tax	2,056,670	2,151,038	2,075,000	1,995,000	1,995,000	(80,000)	-3.9%
315.10 Admission & Amusement Tax	683,090	617,488	775,000	585,000	585,000	(190,000)	-24.5%
316.10 Highway User Tax	444,166	488,501	616,057	562,292	573,430	(42,627)	-6.9%
318.10 Hotel & Motel Tax	1,182,648	1,443,921	1,150,000	980,000	980,000	(170,000)	-14.8%
Total Other Taxes	4,366,574	4,700,948	4,616,057	4,122,292	4,133,430	(482,627)	-10.5%
Licenses & Permits							
322.10 City Liquor Licenses	22,083	19,000	18,000	18,000	18,000	-	0.0%
322.20 State Traders Licenses	3,030	52,229	26,000	26,000	26,000	-	0.0%
323.10 City Building Permits	9,650	13,275	10,000	10,000	10,000	-	0.0%
323.40 Occupancy Permits	881,815	952,062	800,000	720,000	720,000	(80,000)	-10.0%
323.45 Driveway Apron & Curbcut	6,998	4,993	4,000	4,500	4,000	-	0.0%
323.50 Other Licenses	100	100	200	100	100	(100)	-50.0%
323.65 Utility Easements	-	-	1,000	-	-	(1,000)	-100.0%
323.70 Bus Shelters	14,624	13,105	12,000	13,000	12,500	500	4.2%
324.10 Comcast Cable	174,743	161,989	180,000	165,000	165,000	(15,000)	-8.3%
324.15 Verizon FIOS	116,646	120,450	120,000	120,000	120,000	-	0.0%
Total Licenses & Permits	1,229,689	1,337,203	1,171,200	1,076,600	1,075,600	(95,600)	-8.2%
Intergovernmental Revenue							
State Grants							
332.20 Police Protection	199,653	250,138	250,000	250,000	250,000	-	0.0%
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	277,708	327,193	327,055	327,055	327,055	-	0.0%
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%
334.31 MNCPPC Grant - Seniors Program	-	50,000	-	-	-	-	-
334.34 Special Appropriations Grant	6,225	6,000	2,000	6,000	6,000	4,000	200.0%
334.37 Animal Control Grant/Misc. Grant	1,444	1,382	-	1,000	-	-	0.0%
Total County Grants	48,386	98,099	42,717	47,717	46,717	4,000	9.4%
Total Intergovernmental Revenue	326,094	425,292	369,772	374,772	373,772	4,000	1.1%
Charges For Services							
General Government Charges							
341.10 Zoning Application Process Fee	3,200	2,450	3,200	2,500	3,000	(200)	-6.3%
341.30 Animal Control Impound/Board. Fees	315	100	300	200	250	(50)	-16.7%
Total Gen. Government Charges	3,515	2,550	3,500	2,700	3,250	(250)	-7.1%
Highways & Streets							
343.20 Parking Meter Revenue	353,903	284,265	325,000	224,000	220,000	(105,000)	-32.3%
343.21 Garage Pay Station Revenue	75,818	71,111	32,000	56,000	56,000	24,000	75.0%
343.25 Parking Permit Revenue	123,036	128,221	125,000	125,000	125,000	-	0.0%
343.26 Garage Permit Revenue	116,733	78,060	125,000	100,000	100,000	(25,000)	-20.0%
343.50 MVA Non-Resident Permits (net)	1,922	1,395	1,200	2,886	1,500	300	25.0%
Total Highways & Streets	671,412	563,052	608,200	507,886	502,500	(105,700)	-17.4%

Acct. Code	001-0000-	FY 2018	FY 2019	FY 2020		FY 2021	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 20 to FY 21 \$	%
Charges For Services (continued)								
Sanitation & Waste Removal								
344.10	County Disposal Rebate	\$ 83,288	\$ 83,288	\$ 83,288	\$ 83,288	\$ 83,288	\$ -	0.0%
344.20	Refuse Contracts Revenue	198,350	206,223	201,000	205,000	205,000	4,000	2.0%
344.30	Recycling-Scrap Metal	1,381	1,783	1,100	1,500	1,200	100	9.1%
344.60	CDMA Litter Rebate	4,290	2,145	4,290	4,290	4,290	-	0.0%
344.90	Compost Sales	41,510	40,626	35,000	36,000	40,000	5,000	14.3%
344.91	Wood Chip Sales	6,525	5,761	6,500	6,000	6,000	(500)	-7.7%
344.92	Tipping Fees Revenue	43,299	42,123	45,000	37,205	37,000	(8,000)	-17.8%
344.93	Leaf Mulch Sales	660	1,202	525	500	1,200	675	128.6%
344.94	Delivery Charges-Compost	10,740	10,658	8,000	8,000	7,500	(500)	-6.3%
344.95	Delivery Charges-Wood Chips	4,000	4,320	3,000	3,000	3,000	-	0.0%
	Total Sanitation & Waste Removal	394,043	398,129	387,703	384,783	388,478	775	0.2%
Health Charges								
345.10	Youth Services Client Fees	14,425	13,471	14,000	14,000	14,000	-	0.0%
	Total Health Charges	14,425	13,471	14,000	14,000	14,000	-	0.0%
	Total Charges For Services	1,083,395	977,202	1,013,403	909,369	908,228	(105,175)	-10.4%
Fines & Fees								
359.10	Election Fines	300		-	-	-	-	-
359.30	Vehicle Booting Fees	245	315	600	300	300	(300)	-50.0%
359.40	Parking Fines	728,203	626,704	750,000	700,000	700,000	(50,000)	-6.7%
359.50	Municipal Infractions	80,305	55,090	65,000	60,000	60,000	(5,000)	-7.7%
359.70	Speed Enforcement Camera	2,724,254	2,146,977	2,575,000	2,200,000	2,200,000	(375,000)	-14.6%
	Total Fines & Fees	3,533,307	2,829,086	3,390,600	2,960,300	2,960,300	(430,300)	-12.7%
Miscellaneous Revenues								
Investment Earnings								
361.10	Investment Earnings	154,164	207,672	165,000	210,000	190,000	25,000	15.2%
361.22	Tenant Improve. Allow.-Garage Retail	36,413	14,781	25,000	10,000	-	(25,000)	-100.0%
361.30	Other Interest	2,980	620	2,000	1,000	500	(1,500)	-75.0%
	Total Investment Earnings	193,557	223,073	192,000	221,000	190,500	(1,500)	-0.8%
Property & Equipment Rental								
362.11	Parking Garage Retail	57,675	43,500	87,000	20,000	25,000	(62,000)	-71.3%
362.14	City Hall Meeting Rooms	600	250	250	400	-	(250)	-100.0%
362.15	Old Parish House		11,250					
362.16	Facility Management Fee-City Bldgs.	1,150	-	-	-	-	-	0.0%
362.18	Davis Hall	7,175	5,150	5,000	5,000	5,000	-	0.0%
362.19	Duvall Field	100	100	-	-	-	-	0.0%
	Total Property & Equipment Rental	66,700	60,250	92,250	25,400	30,000	(62,250)	-67.5%
Other								
364.10	Sale Of Fixed Assets	-	23,708	-	-	-	-	0.0%
366.10	Miscellaneous	364	299	250	1,900	300	50	20.0%
366.22	College Park Day Sponsorships	14,175	15,100	16,000	15,000	15,000	(1,000)	-6.3%
366.23	Sale of City Logo items & apparel	-		-	1,000	500	500	100.0%
366.24	DCPMA Reimbursement - Police		18,000	12,000	12,000	12,000	-	0.0%
366.15	Freedom of Information Act Requests	-	922	25	117	25	-	0.0%
366.50	Animal License Commission	856	1,324	1,000	1,200	1,000	-	0.0%
366.70	CDMA Billing Fees	651	246	315	315	315	-	0.0%
366.80	Notary fees	550	1,310	500	800	750	250	100.0%
	Total Other	16,596	60,909	30,090	32,332	29,890	(200)	-0.7%
	Total Miscellaneous Revenue	276,853	344,232	314,340	278,732	250,390	(63,950)	-20.3%
390.00	Transfer from Debt Service Fund	-	250,000	-	-	-	-	-
399.00	Appropriated FB-Excess over 25% goal	-		-	-	1,116,628	1,116,628	100.0%
	Total Revenue & Other Sources	\$ 20,226,445	\$ 20,788,283	\$ 20,888,435	\$ 19,620,105	\$ 21,471,140	\$ 582,705	2.8%

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 FY2021 are based on trend analysis/ general estimates.

GENERAL PROPERTY TAXES:

310.10 Real Property Taxes **\$9,950,000**

Taxes levied and becoming due during the fiscal year, determined by applying the Proposed 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). FY2021 estimated assessable real property base of \$3,057,731,334 (net of adjustments for: half-year new construction, \$4.7 million; estimated full year new construction, \$11.4 million; and estimated abatements and deletions, including the Homestead Tax Credit, \$224.3 million) @ \$0.325 per \$100 tax rate = \$9,950,000. Net assessable real property base assessment is a 6.6% increase over FY2020.

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. FY2021 budget is based on FY2019 and 2020 actual tax credits.

310.17 Revitalization Tax Credit **(\$285,688)**

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.

FY2021 credits includes: \$41,278 for 8321 College Park Hotel (2nd year of 5 year credit); and \$244,410 for The Hotel (3rd year of a 5 year credit). These 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 **\$ 45,120**

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 **\$40,060**

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

311.10 Personal Property Tax **\$900,000**

Determined by applying the Proposed 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. FY2021 estimate based on \$107,398,568 estimated assessed valuation of personal property @ \$0.838 per \$100 tax rate (same rate as prior year).

OTHER TAXES:

(Significant reductions made for FY2021 to attempt to account for lost revenue due to the COVID-19 Pandemic)

314.10 Income Tax **\$1,995,000**

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 **\$585,000**

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 **\$573,430**

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 **\$980,000**

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 **\$720,000**

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 **\$12,500**

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

324.10 & 324.15 Utility Franchise Fees **\$165,000 & \$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. FY2021 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 75 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 **\$220,000**

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. FY2021 estimate based on 2-year trends.

343.21 Garage Pay Station Revenue **\$56,000**

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 through August).

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 **\$100,000**

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 **\$205,000**

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

344.90 Compost Sales **\$40,000**

Estimate provided by Department of Public Works, based on sale of SMARTLEAF compost @ \$26.42/cubic yard and \$15/cubic 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 **\$6,000**

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

344.92 Tipping Fees Revenue **\$37,000**

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 **\$700,000**

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

359.50 Municipal Infractions **\$60,000**

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

359.70-01 Speed Enforcement Cameras **\$2,200,000**

Revenue from City’s speed enforcement camera program. Tickets are \$40 regardless of timeliness of payment. FY2021 projection based on trend of declining ticket issuance.

MISCELLANEOUS REVENUES

361.10/361.11 Investment Earnings & market value adjustment **\$190,000**

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 **\$25,000**

Lease for rental of 5,800 square feet of retail space in parking garage.

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 **\$15,000**

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

366.24 DCPMA Reimbursement - Police **\$12,000**

Reimbursement from the Downtown College Park Management Association and bar owners for police patrol @ \$6,000 per semester.

366.70 CDMA Billing Fees **\$315**

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

EXPENDITURES BY TYPE



Expenditures by Type

	FY 2018	FY 2019	FY 2020		FY 2021
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET
Salaries, wages & other comp:					
Salaries & wages	\$ 7,587,426	\$ 8,067,556	\$ 8,874,055	\$ 8,671,552	\$ 8,797,376
Elected, Appointed & Stipend pay	78,434	73,596	86,455	80,891	88,375
Overtime and Shift Differentials	191,126	156,862	198,150	132,281	192,100
Total salaries, wages & other comp.	7,856,986	8,298,014	9,158,660	8,884,724	9,077,851
Benefits:					
FICA	574,455	604,739	635,748	592,914	637,018
Health Insurance	916,269	1,120,277	1,096,129	1,028,420	960,045
457 City Match & 401A retirement	153,686	151,233	146,576	161,881	148,159
Workers Compensation	204,651	250,874	345,218	294,665	334,158
MSRP Retirement	289,229	337,063	416,283	373,532	394,912
Other employee insurance & benefits	112,983	117,367	142,604	119,639	128,161
Total benefits	2,251,273	2,581,553	2,782,558	2,571,051	2,602,453
Operating costs:					
Travel & Training & mileage reimb.	138,253	152,762	193,969	166,976	198,710
Grants & Assistance	510,856	593,427	694,450	611,200	700,250
Professional services	209,623	302,377	362,302	356,368	229,570
Legal services	256,054	193,690	241,500	211,000	215,500
Contractual services	2,107,710	2,158,111	2,315,391	2,227,233	2,339,553
Other services	161,522	173,266	391,665	320,441	305,993
Special events	189,181	193,834	247,910	204,380	237,600
Maintenance and repairs	96,858	113,386	156,200	129,199	138,650
Vehicle repairs & maintenance	117,552	82,918	183,000	165,000	183,000
Maintenance Contracts	223,785	304,179	317,307	320,934	384,951
Clothing & Uniforms	49,914	45,527	46,140	43,375	44,900
Rentals (copiers, tools, office)	76,669	74,179	110,647	127,717	119,900
Liability Insurance	148,989	143,592	159,186	160,879	170,842
Bank & credit card fees/armored car	134,481	123,162	122,600	122,100	120,700
General supplies	277,474	289,690	366,770	251,643	354,610
Office supplies & postage	60,233	58,488	86,680	68,975	79,500
Gas and fuel	120,549	123,085	145,500	140,500	142,000
Utilities	313,619	313,321	343,680	317,350	310,700
Telecommunications	120,860	137,010	135,031	125,946	123,493
Other expenses	114,970	128,550	152,639	246,272	149,461
Total operating costs	5,429,152	5,704,554	6,772,567	6,317,488	6,549,883
Capital outlay	62,686	53,666	49,700	42,181	45,440
Total departmental expenditures	15,600,097	16,637,787	18,763,485	17,815,443	18,275,627
Operating transfers & Contingency:					
Transfers to Capital Projects Fund	3,108,495	2,692,781	2,024,951	2,050,376	928,185
Excess Fund Bal. to Cap. Proj. Fund	4,900,000	-	-	-	1,116,628
Transfers to Debt Service Fund	559,394	-	-	254,861	900,700
Contingency	-	-	100,000	100,000	250,000
Total Expenditures, transfers & Cont.	\$ 24,167,986	\$ 19,330,568	\$ 20,888,436	\$ 20,220,680	\$ 21,471,140

EXPENDITURES SUMMARY BY FUNCTION



EXPENDITURES BY FUNCTION

	FY 2018	FY 2019	FY 2020		FY 2021
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET
General Government & Administration:					
Salaries & Wages	\$ 1,808,318	\$ 1,979,225	\$ 2,094,558	\$ 1,953,613	\$ 2,086,605
Benefits	526,428	596,175	609,023	596,962	574,952
Other operating costs	1,800,231	1,786,105	2,186,425	2,034,788	2,132,914
Capital	2,528	12,020	18,090	15,800	18,190
Total	4,137,505	4,373,525	4,908,096	4,601,163	4,812,661
Public Services:					
Salaries & Wages	2,136,008	2,217,227	2,556,288	2,530,209	2,437,381
Benefits	511,666	593,790	657,578	619,050	583,757
Other operating costs	1,748,128	1,898,000	2,064,112	2,040,300	1,969,041
Capital outlay	-	-	-	-	8,000
Total	4,395,802	4,709,017	5,277,978	5,189,559	4,998,179
Planning, Community & Economic Development:					
Salaries & Wages	420,553	478,679	496,422	494,118	534,271
Benefits	109,555	103,920	105,965	106,903	117,588
Other operating costs	163,359	206,053	392,912	254,041	299,567
Total	693,467	788,652	995,299	855,062	951,426
Youth, Family & Senior Services:					
Salaries & Wages	719,524	821,783	858,561	886,681	855,555
Benefits	186,974	224,550	227,710	233,787	220,575
Other operating costs	154,059	175,338	224,955	222,866	250,900
Capital outlay	9,073	30,750	600	-	1,600
Total	1,069,630	1,252,421	1,311,826	1,343,334	1,328,630
Public Works:					
Salaries & Wages	2,772,583	2,801,100	3,152,081	2,981,240	3,164,040
Benefits	916,194	1,062,530	1,170,908	1,052,087	1,105,582
Other operating costs	1,569,417	1,638,446	1,916,287	1,766,618	1,897,460
Capital outlay	45,499	12,096	31,010	26,381	17,650
Total	5,303,693	5,514,172	6,270,286	5,826,326	6,184,731
Total Departmental Expenditures	15,600,097	16,637,787	18,763,485	17,815,443	18,275,627
Transfers to Capital Projects Fund	3,108,495	2,692,781	2,024,951	2,050,376	928,185
Excess Fund Bal. to Cap. Proj. Fund	4,900,000	-	-	-	1,116,628
Transfers to Debt Service Fund	559,394	-	-	254,861	900,700
Contingency	-	-	100,000	100,000	250,000
Total Expenditures, Transfers & Conting.	\$ 24,167,986	\$ 19,330,568	\$ 20,888,436	\$ 20,220,680	\$ 21,471,140

SUMMARY OF PERSONNEL COUNTS



	FY2018	FY2019	FY2020	FY2021 Budget
Administration	20	21	22	22
Public Services	34.84	34.18	36.5	36.5
Planning, Community & Economic Development	5.2	5.8	5.8	5.8
Youth, Family & Senior Services	11.79	12.42	12.42	12.92
Public Works	53	53	53	54
Total	124.83	126.40	129.72	131.22



MAYOR & 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.

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:

- The Mayor and Council budget reflects a \$57,000 decrease, primarily due to the reduction of \$33,000 that was provided for a five-year Strategic Plan in FY2020. Also, translation services have been reduced \$21,000 and will be provided for in the Communications and Special Events budget (Program #1006).

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).
- Any stipends for advisory committee members are covered in this budget.

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries and Wages	\$ 73,214	\$69,456	\$ 77,815	\$ 77,815
Benefits	7,829	7,299	7,955	8,340
Other Operating Costs	593,791	585,051	709,168	657,149
Capital	-	-	-	-
Total Expenditures	\$674,834	\$661,806	\$794,938	\$743,304

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

National League of Cities Congressional Conference – 4 attendees	\$ 4,160
National League of Cities Summer Leadership Conference - 2 attendees	3,400
Maryland Municipal League annual conference – 7 attendees	13,510
MD Municipal League fall legislative conference – 5 attendees	2,875
MD Municipal League Mayor’s Conference	360
International Town Gown Association annual conference - 1	3,000
NLC City Summit – 5 attendees	12,250
US Conference of Mayors annual meeting	3,000
US Conference of Mayors winter meeting	700
	\$43,255

-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**\$20,000**

Discretionary annual grants to non-governmental not-for-profit organizations that provide services to City residents and the community and for sponsoring community events. (Combined for FY2021).

-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

-510.25-38 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
<p>\$25,000 grants to the three local fire departments providing services to the City. Subsequent to the awarding of a grant, the City has no future obligations with respect to the equipment purchased.</p>	
-510.25-41 UMD Program Contributions - IFC Tailgate Program	\$10,000
<p>These funds are used by the IFC to help cover the costs related to safety and security at football game tailgating events held on the football practice field. In 2016 and 2017 significant improvements were made to entrance procedures. Specifically, more secure wristbands and fencing was added to ensure fire capacity was not exceeded and entrance procedures orderly. Those two improvements are very expensive, given the 5,000+ attendees entering in a 30-minute window, and use up the majority of this budget. Any remaining balance is 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.</p>	
-510.25-44 College Park Community Foundation	-
<p>The Foundation is not soliciting funds in FY2021</p>	
-510.25-71 Lakeland Heritage Events	\$2,500
<p>Direct grant to provide support for the annual weekend event.</p>	
-510.25-72 Miss College Park Scholarships	\$2,500
<p>Direct grant to the pageant to provide scholarships to participants.</p>	
-510.30-39 Translation Services	-
<p>Funding will be provided through the Communications and Special Events (1006) budget</p>	
-510.30-34 Lobbying	\$23,000
<p>Provides for a contract with a lobbyist for assistance with State legislation.</p>	
-510.67-10 Dues	
Maryland Municipal League	\$29,946
Metropolitan Washington Council of Gov't and Regional Environmental Fund	35,077
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
ICLEI – Local Governments for Sustainability (moved from CBE)	600
	\$86,198
-510.67-20 Books & Publications	-
<p>Funding for LexisNexis service moved to City Clerk budget (program #1019).</p>	

MAYOR AND CITY COUNCIL

Acct. Code	FY 2018	FY 2019	FY 2020		FY 2021	Change in Budget		
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 20 to FY 21	FY 20 to FY 21	
						\$	%	
-1010								
	<u>Salaries & Wages</u>							
-510.10-05	\$ 66,501	\$ 66,501	\$ 66,500	\$ 66,501	\$ 66,500	\$ -	0.0%	
-510.10-06	5,753	2,475	7,475	6,650	7,475	-	0.0%	
-510.10-06	960	480	3,840	500	3,840	-	0.0%	
	<u>73,214</u>	<u>69,456</u>	<u>77,815</u>	<u>73,651</u>	<u>77,815</u>	<u>-</u>	<u>0.0%</u>	
	<u>Benefits</u>							
-510.11-10	5,335	5,088	5,470	5,634	5,495	25	0.5%	
-510.11-21	219	105	370	125	349	(21)	-5.7%	
-510.11-25	2,275	2,106	2,115	2,115	2,496	381	18.0%	
	<u>7,829</u>	<u>7,299</u>	<u>7,955</u>	<u>7,874</u>	<u>8,340</u>	<u>385</u>	<u>4.8%</u>	
	<u>Other Operating Costs</u>							
-510.12-11	20,240	27,382	40,399	35,000	43,255	2,856	7.1%	
	<u>Grants & Assistance:</u>							
-510.25-10	195,000	205,000	205,000	205,000	205,000	-	0.0%	
-510.25-20	11,500	6,500	10,000	12,500	20,000	10,000	100.0%	
-510.25-25			10,000	6,000	-	(10,000)	-100.0%	
-510.25-30	39,000	39,000	39,000	39,000	39,000	-	0.0%	
-510.25-31	6,500	15,000	15,000	15,000	20,000	5,000	33.3%	
-510.25-35	12,500	12,500	12,500	12,500	12,500	-	0.0%	
-510.25-38	84,105	55,021	72,250	65,500	72,250	-	0.0%	
-510.25-40	60,000	75,000	75,000	75,000	75,000	-	0.0%	
-510.25-41	10,000	10,000	10,000	10,000	10,000	-	0.0%	
-510.25-44	2,000	1,000	1,000	1,000	-	(1,000)	-100.0%	
-510.25-47	5,000		-	-	-	-	0.0%	
-510.25-70	10,000		-	-	-	-	0.0%	
-510.25-71		2,500	2,500	2,500	2,500	-	0.0%	
-510.25-72		2,500	2,500	2,500	2,500	-	0.0%	
-510.30-11		1,875	1,250	1,250	-	(1,250)	100.0%	
-510.30-13	5,236	5,050	4,750	4,750	4,750	-	0.0%	
-510.30-38	3,395	3,150	3,000	3,000	3,000	-	0.0%	
-510.30-39	-		21,000	5,000	-	(21,000)	-100.0%	
-510.30-54	35,000	17,500	23,000	23,000	23,000	-	0.0%	
-510.30-65	140	30	1,000	200	-	(1,000)	-100.0%	
-510.34-48			33,000	42,000	-	(33,000)	100.0%	
-510.36-10	840		1,000	1,000	1,000	-	0.0%	
-510.36-15	1,933	863	2,000	1,000	2,000	-	0.0%	
-510.36-16	2,266	3,622	3,500	3,200	3,500	-	0.0%	
-510.36-18	6,496	3,077	6,500	7,763	3,100	(3,400)	-52.3%	
-510.36-25	8,680	10,400	14,300	14,000	14,300	-	0.0%	
-510.36-60	6,000	6,000	6,000	6,000	6,000	-	0.0%	
-510.36-99	1,250	450	1,250	2,053	1,250	-	0.0%	
-510.38-99	119		1,000	300	1,000	-	0.0%	
-510.47-10	321	307	500	350	500	-	0.0%	
-510.60-10	1,123	430	1,000	500	1,000	-	0.0%	
-510.60-11	980	719	1,000	800	1,000	-	0.0%	
-510.66-12	1,140	1,512	1,200	1,500	1,500	300	25.0%	
-510.67-10	62,017	76,697	84,716	84,716	86,198	1,482	1.7%	
-510.67-20	789	828	1,000	1,225	-	(1,000)	-100.0%	
-510.69-??	75	38	1,053	42	1,046	(7)	-0.7%	
-510.69-10	146	1,100	1,000	1,000	1,000	-	0.0%	
	<u>593,791</u>	<u>585,051</u>	<u>709,168</u>	<u>686,149</u>	<u>657,149</u>	<u>(52,019)</u>	<u>-7.3%</u>	
	<u>Total Mayor & City Council</u>							
	<u>\$ 674,834</u>	<u>\$ 661,806</u>	<u>\$ 794,938</u>	<u>\$ 767,674</u>	<u>\$ 743,304</u>	<u>\$ (51,634)</u>	<u>-6.5%</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:

- Issued RFP and selected consultant for updated strategic plan and performance measures
- Issued RFP for feasibility study on bringing building inspections and permitting in-house
- Relocated City Offices to 8400 Baltimore Ave without disruption in services
- Issued bonds for the City Hall and Duvall Field projects
- Worked extensively with the City Hall project team on all aspects of the development to keep it on budget and on schedule
- Met with Council committees to discuss the Council resolution regarding committee membership and role
- Improved communications with a twice-yearly Resident Guide and a new Municipal Scene format easily translated into 100 languages

BUDGET HIGHLIGHTS:

- There are no significant changes in this budget.
- In addition to the routine step and COLA increases the Salaries and Wages line is increased as a result of a proposed reclassification of the Assistant City Manager position.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 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 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$304,441	\$365,254	\$359,052	\$392,903
Benefits	97,617	113,321	111,137	110,611
Other Operating Costs	15,781	12,642	16,900	16,900
Capital	-	-	-	-
Total Expenditures	\$417,839	\$491,217	\$487,089	\$520,414

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 2018 ACTUAL	FY 2019 ACTUAL	FY 2020		FY 2021	Change in Budget		
			ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 20 to FY 21 \$	%	
-1018								
	<u>Salaries & Wages</u>							
-510.10	\$ 303,125	\$ 364,736	\$ 358,202	\$ 339,531	\$ 392,053	\$ 33,851	9.5%	
-510.10-03	1,316	518	850	750	850	-	0.0%	
	<u>304,441</u>	<u>365,254</u>	<u>359,052</u>	<u>340,281</u>	<u>392,903</u>	<u>33,851</u>	<u>9.4%</u>	
	<u>Benefits</u>							
-510.11-10	20,632	22,992	18,163	18,800	18,847	684	3.8%	
-510.11-12	38,906	46,318	41,338	40,122	39,024	(2,314)	-5.6%	
-510.11-13	1,481	1,605	1,689	1,606	1,612	(77)	-4.6%	
-510.11-14	403	433	462	406	407	(55)	-11.9%	
-510.11-15	440	450	472	450	452	(20)	-4.2%	
-510.11-17	5,650	6,070	6,596	7,029	6,578	(18)	-0.3%	
-510.11-21	8,926	11,892	15,134	14,828	15,940	806	5.3%	
-510.11-22	1,156	1,235	1,471	1,228	1,449	(22)	-1.5%	
-510.11-25	15,223	17,526	20,955	19,595	21,445	490	2.3%	
-510.11-29	4,800	4,800	4,857	4,800	4,857	-	0.0%	
	<u>97,617</u>	<u>113,321</u>	<u>111,137</u>	<u>108,865</u>	<u>110,611</u>	<u>(526)</u>	<u>-0.5%</u>	
	<u>Other Operating Costs</u>							
-510.12-10	77	199	100	200	100	-	0.0%	
-510.12-11	9,054	5,741	10,000	9,000	10,000	-	0.0%	
-510.62-10	44		50	25	50	-	0.0%	
-510.66-12	1,918	1,919	2,400	2,000	2,400	-	0.0%	
-510.67-10	2,764	2,972	2,600	2,750	2,600	-	0.0%	
-510.67-20	127	133	250	200	250	-	0.0%	
-510.69-10	1,797	1,678	1,500	1,500	1,500	-	0.0%	
	<u>15,781</u>	<u>12,642</u>	<u>16,900</u>	<u>15,675</u>	<u>16,900</u>	<u>-</u>	<u>0.0%</u>	
Total City Manager	<u>\$ 417,839</u>	<u>\$ 491,217</u>	<u>\$ 487,089</u>	<u>\$ 464,821</u>	<u>\$ 520,414</u>	<u>\$ 33,325</u>	<u>6.8%</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:

- Supported the Board of Election Supervisors in conducting a successful, challenge-free election for the offices of Mayor and 8 district Councilmembers in November 2019. The 2019 election included many new initiatives, including Early Voting, vote-at-any-location Voting Centers, and two new polling locations.
- Served as a member of the MOVE (Move Out Very Efficiently) Committee that helped plan and coordinate the October move-out from the 4500 Knox Road City Hall to our temporary location at 8400 Baltimore Avenue. It was “all hands on deck” for the entire staff to accomplish this major goal.

BUDGET HIGHLIGHTS:

- There are no significant changes proposed in the City Clerk’s office operations.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Senior City Clerk	1	1	1	1
Assistant City Clerk	1	1	1	1
Office Specialist III	0.5	0.5	0.5	1
Total Personnel	2.5	2.5	2.5	3.0

**Additional .5 FTE in FY2021 is result of a reclassification of 1 FTE in the Finance Department (#1022) moved .5 FTE to this department and .5 FTE to Communications (#1006)*

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$ 214,097	\$ 248,739	\$ 255,366	\$ 260,269
Benefits	58,073	69,323	68,025	72,085
Other Operating Costs	30,827	32,655	46,200	39,000
Capital	-	-	-	-
Total Expenditures	\$302,997	\$350,717	\$369,591	\$371,354

OTHER OPERATING COSTS:

-510.12-11 Travel and Training	
MD Municipal Clerk’s Association quarterly meetings	\$ 250
International Institute of Municipal Clerks (IIMC) Region II Conference (Virginia)	1,950
MD Municipal League annual conference	1,860
The Election Center (Certified Election Administrator training)	3,290
MD Association of Election Officials (MAEO)	900
Other professional training for staff	750
	\$9,000

-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
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.	

KEY PERFORMANCE MEASURES

OFFICE OF THE CITY CLERK:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Promote government transparency					
Mayor and Council meeting minutes are prepared and presented for approval within one month of the meeting.	100%	89%	100%	75%	100%
Mayor and Council meeting minutes are posted on City website within 48 hours of approval.	100%	98%	100%	100%	100%
Mayor and Council meeting Granicus video posted on City website by end of the week of the meeting.	100%	100%	100%	100%	100%

CITY CLERK

Acct. Code	FY 2018	FY 2019	FY 2020		FY 2021	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	\$	%
-1019							
	<u>Salaries & Wages</u>						
-510.10-01	\$ 212,782	\$ 248,221	\$ 255,016	\$ 255,016	\$ 259,919	\$ 4,903	1.9%
-510.10-03	1,315	518	350	350	350	-	0.0%
	<u>214,097</u>	<u>248,739</u>	<u>255,366</u>	<u>255,366</u>	<u>260,269</u>	<u>4,903</u>	<u>1.9%</u>
	<u>Benefits</u>						
-510.11-10	15,497	17,995	16,743	19,509	17,726	983	5.9%
-510.11-12	27,676	32,661	28,422	30,305	32,385	3,963	13.9%
-510.11-13	1,139	1,644	1,906	1,246	1,344	(562)	-29.5%
-510.11-14	403	433	462	406	489	27	5.8%
-510.11-15	350	411	457	356	306	(151)	-33.0%
-510.11-17	1,380	3,090	3,529	4,457	4,171	642	18.2%
-510.11-21	373	399	540	576	486	(54)	-10.0%
-510.11-22	799	838	1,048	826	961	(87)	-8.3%
-510.11-25	10,456	11,852	14,918	13,318	14,217	(701)	-4.7%
	<u>58,073</u>	<u>69,323</u>	<u>68,025</u>	<u>70,999</u>	<u>72,085</u>	<u>4,060</u>	<u>6.0%</u>
	<u>Other Operating Costs</u>						
-510.12-10	15	53	200	55	100	(100)	-50.0%
-510.12-11	5,505	10,197	14,100	11,000	9,000	(5,100)	-36.2%
-510.30-39	-	-	3,000	-	-	(3,000)	-100.0%
-510.30-65	-	-	1,000	-	1,000	-	0.0%
-510.36-10	6,714	6,233	7,000	7,000	7,000	-	0.0%
-510.36-11	2,404	2,527	3,000	2,500	3,000	-	0.0%
-510.36-99	100	815	1,000	800	1,000	-	0.0%
-510.38-99	11,598	9,398	11,000	10,000	11,000	-	0.0%
-510.47-10	-	113	200	125	200	-	0.0%
-510.52-99	578	185	600	450	600	-	0.0%
-510.60-10	2,351	1,673	3,000	4,266	3,000	-	0.0%
-510.61-10	1,062	841	1,000	800	1,000	-	0.0%
-510.67-10	500	620	600	600	1,600	1,000	166.7%
-510.69-10	-	-	500	-	500	-	0.0%
	<u>30,827</u>	<u>32,655</u>	<u>46,200</u>	<u>37,596</u>	<u>39,000</u>	<u>(7,200)</u>	<u>-15.6%</u>
					-		
Total City Clerk	<u>\$ 302,997</u>	<u>\$ 350,717</u>	<u>\$ 369,591</u>	<u>\$ 363,961</u>	<u>\$ 371,354</u>	<u>\$ 1,763</u>	<u>0.5%</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, 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 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-
Other Operating Costs	238,733	182,152	216,000	206,000
Capital	-	-	-	-
Total Expenditures	\$238,733	\$182,152	\$216,000	\$206,000

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 and investments; 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:

- Implementation of Cleargov.com financial transparency website.
- Successful completion of the FY2019 audit - received an unmodified opinion.
- Received GFOA awards for the FY2019 Comprehensive Annual Financial Report and the FY2020 budget.

BUDGET HIGHLIGHTS:

- Effective January 1, 2020 one of the Fiscal Support Specialists has been reassigned to the City Clerk's office.
- No significant changes to the operating budget are anticipated. Decrease in operating costs primarily due to the elimination of request for Files management (Laserfiche) funding.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 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	2
Total Personnel	7	8	8	7

**Reduction in Fiscal Support Specialist in FY2021 budget was a result of reclassification to Office Specialist and split between Clerk (#1019) and Communications Budget (#1006).*

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$603,561	\$656,518	\$674,091	\$667,087
Benefits	152,547	166,736	162,558	151,956
Other Operating Costs	169,101	101,889	125,590	109,290
Capital	4,916	-	-	-
Total Expenditures	\$925,209	\$925,143	\$962,239	\$928,333

OTHER OPERATING COSTS:

-510.12-11 Travel and Training		
AIMS software training for Billing & Collections Supervisor		\$1,800
Maryland GFOA annual conference for 2 attendees		1,900
GFOA Annual Conference for 2 attendees		3,800
		\$7,500
-510.20-25 Administrative Reimbursement (Speed Enforcement Program)		\$(54,900)
Estimated at 2.5% 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		\$117,000
Discount fees for customer usage of credit cards and fees for credit card processing at parking pay stations.		
-510.67-10 Dues		\$750
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.		
-510.69-10 Miscellaneous		\$5,500
Annual fee for ClearGov.com services. Provides for comparative/historical financial information to users to enhance financial transparency.		

KEY PERFORMANCE MEASURES

FINANCE:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Compliance					
Meet all reporting deadlines (financial reports; IRS; State and County; budget related; grant related; other)	100%	98.3%	100%	100%	100%
Meet payment deadlines for vendors and payroll	100%	100%	100%	99%	100%
Maintain minimum 25% fund balance retention per ordinance (Unassigned fund balance as % of subsequent year’s budgeted expenditures)	25%	36.3%	25%	39%	25%
Promote government transparency					
Receive unmodified (“clean”) audit opinion and GFOA Certificate of Achievement award for CAFR	Yes	Yes	Yes	Yes	Yes
Timely annual budget process, with properly advertised calendar; budget-in-brief; and proposed budget prepared for public.	Yes	Yes	Yes	Yes	Yes
Budget document earns GFOA Distinguished Budget Award	Yes	Yes	Yes	Yes	Yes
Update ClearGov.com financial information quarterly	n/a	n/a	100%	100%	100%

FINANCE

Acct. Code	FY 2018	FY 2019	FY 2020		FY 2021	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	\$	%
1022-							
-510.10-01 Salary/Hourly	\$ 601,675	\$ 655,381	\$ 673,091	\$ 673,091	\$ 666,087	\$ (7,004)	-1.0%
-510.10-03 Overtime	1,886	1,137	1,000	1,000	1,000	-	0.0%
Total Salaries & Wages	<u>603,561</u>	<u>656,518</u>	<u>674,091</u>	<u>674,091</u>	<u>667,087</u>	<u>(7,004)</u>	<u>-1.0%</u>
	<u>Benefits</u>						
-510.11-10 FICA	44,108	47,251	44,308	49,655	41,825	(2,483)	-5.6%
-510.11-12 Health Insurance	60,711	66,813	59,355	66,000	55,638	(3,717)	-6.3%
-510.11-13 Dental Insurance	3,863	4,028	4,156	4,014	3,867	(289)	-7.0%
-510.11-14 Life Insurance	1,260	1,384	1,479	1,246	1,141	(338)	-22.9%
-510.11-15 Vision Insurance	1,178	1,135	1,188	1,135	1,138	(50)	-4.2%
-510.11-17 457 City Match Contribution	8,188	8,430	8,496	8,496	8,864	368	4.3%
-510.11-21 Workers Compensation	1,053	1,058	1,434	1,357	1,229	(205)	-14.3%
-510.11-22 Long-term Disability Insurance	2,138	2,351	2,766	2,374	2,421	(345)	-12.5%
-510.11-25 MSRP Retirement	30,048	34,286	39,376	39,376	35,833	(3,543)	-9.0%
Total Benefits	<u>152,547</u>	<u>166,736</u>	<u>162,558</u>	<u>173,653</u>	<u>151,956</u>	<u>(10,602)</u>	<u>-6.5%</u>
	<u>Other Operating Costs</u>						
-510.12-10 Non Training Travel-mileage reimb.	113	60	150	100	100	(50)	-33.3%
-510.12-11 Travel & Training	4,034	5,197	7,200	7,200	7,500	300	4.2%
-510.20-25 Administrative (Speed Enforce.)	-	(54,900)	(54,900)	(54,900)	(54,900)	-	0.0%
-510.30-10 Auditing & Accounting	18,562	15,731	15,420	15,420	15,420	-	0.0%
-510.36-10 Printing	3,623	3,707	5,500	5,500	5,500	-	0.0%
-510.36-13 MVA Services	541	465	1,000	500	750	(250)	-25.0%
-510.36-40 Files Management (Laserfiche)	-	-	20,000	-	-	(20,000)	-100.0%
-510.47-10 Clothing & Uniforms	-	198	300	300	250	(50)	-16.7%
-510.55-10 Bank Service Charges	10,644	233	-	100	100	100	100.0%
-510.55-15 Credit Card Fees	117,693	116,538	116,000	116,000	117,000	1,000	0.9%
-510.55-20 Armored Car Service	6,144	6,391	6,600	6,000	3,600	(3,000)	-45.5%
-510.60-10 General Supplies	553	309	250	225	250	-	0.0%
-510.61-10 Office Supplies	4,568	5,198	5,000	5,000	5,000	-	0.0%
-510.62-10 Postage	746	1,041	750	700	750	-	0.0%
-510.66-12 Cellular Phone	720	720	720	720	720	-	0.0%
-510.67-10 Dues	445	721	600	725	750	150	25.0%
-510.67-20 Publications & Books	715	280	1,000	1,000	1,000	-	0.0%
-510.69-10 Miscellaneous (ClearGov)	-	-	-	5,500	5,500	5,500	100.0%
Total Other Operating Costs	<u>169,101</u>	<u>101,889</u>	<u>125,590</u>	<u>110,090</u>	<u>109,290</u>	<u>(16,300)</u>	<u>-13.0%</u>
Total Finance	<u>\$ 925,209</u>	<u>\$ 925,143</u>	<u>\$ 962,239</u>	<u>\$ 957,834</u>	<u>\$ 928,333</u>	<u>\$ (33,906)</u>	<u>-3.5%</u>

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:

- Co-chaired the MOVE Committee that organized and completed the move of City Hall offices from 4500 Knox Rd to 8400 Baltimore Ave. The three-part move was made with minimal disruption and only 1/2 day closure of City Hall services.
- Coordinated on-site Customer Service training for all employees.
- Added Voluntary Supplemental Retirement Health Insurance after a year of searching for the right product (at no cost to the City).
- Continued an active series of Wellness activities including a variety of Lunch ‘n Learns, and exercise classes for all levels of interest and ability. Won the Silver Award for Maryland’s Healthiest Businesses and the Flu Fighter Award for our high percentage of employees who get a flu shot.
- Assisted IT with starting a Cybersecurity Committee to strengthen our network and email security.
- Attempted to implement iSolved, a replacement software for our current timekeeping software, that would significantly improve the data retrievable. Unfortunately, this has not yet succeeded, and we are still working on finding a solution.
- Finalized the Bargaining Agreement with AFSCME after a year of trying.
- Appointed a Diversity Liaison to the City Manager.
- Revised the Travel Policy to achieve greater accountability for expenses.

BUDGET HIGHLIGHTS:

- No significant changes are expected in the operations of the HR Department.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Human Resources Director	1	1	1	1
Human Resources Generalist	1	1	1	1
Human Resources Assistant II	-	-	-	-
Safety and Risk Specialist	1	1	1	1
Total Personnel	3	3	3	3

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$274,468	\$305,638	\$321,995	\$315,445
Benefits	82,313	94,792	100,038	101,311
Other Operating Costs	66,456	66,172	77,560	72,978
Capital	-	-	-	-
Total Expenditures	\$423,237	\$466,602	\$499,593	\$489,734

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.

-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 annual conference (Baltimore)	\$ 800
IPMA and SHRM Eastern Region conference (CT)	1,400
On-site training for employees (City-wide)	4,000
Online webinar series	700
Safety Officer travel and training	800
COG - G.A.R.E. program (Year 2 team)	8,000
	\$15,700

-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 **\$3,408**

Includes \$1,908 applicant tracking software; and \$1,500 for AED annual maintenance at 5 locations.

-510.52-10 Awards & Gifts **\$8,000**

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 spot 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 Dues **\$1,330**

LGPA survey (\$350); SHRM (2@\$200); IPMA-HR (2@200); Patux River Chapter (2@\$40); PESA (\$100)

-510.67-20 Publications & Books **\$1,600**

Various HR related publications from the Society for Human Resources Management.

KEY PERFORMANCE MEASURES

HUMAN RESOURCES:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Recruit and select best possible candidates					
Number of positions filled	10	14	10	12	12
Average working days for external recruitment, requisition to date of offer	45	42	45	50	45
Hire "good fits" for positions					
Number of new hires still employed 12 mos. from hire date	n/a	10	10	7	10
% of new hires still employed after 12 months	100%	71%	100%	70%	100%
Provide HR services to employees in a timely, responsible and effective manner					
Internal Annual Survey - HR quality of services rated as excellent or good	85%	91%	85%	90%	90%

COMMUNICATIONS & SPECIAL EVENTS

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 the City's special events including College Park Day.

The Communications Office is also responsible for the preparation and publication of the annual Resident 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:

- Digitized the Municipal Scene into a digital magazine that can be translated into over 100 languages.
- Produced and mailed out the Resident Guide twice a year.
- Planned and hosted the 10th annual College Park Day, with approximately 8,000 attendees.
- Brought on the City's first Event Planner.
- Completed the City's second statistically valid Community Survey.
- Worked with a local newspaper to bring a new newspaper to College Park (launching Spring 2020).

BUDGET HIGHLIGHTS:

- Personnel costs are increasing as a result of adding 0.5 FTE for an Office Specialist; and proposed reclassification of the position of Communications Coordinator, in addition to routine increases for COLA.
- Beginning in FY2021, all special events will be accounted for in this department (-510.38-99). Detail of individual events provided in the narrative below.
- Funding for translation services has been added to this budget, previously included in the Mayor and Council budget (#1010)

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Communications & Events Manager	1	1	1	1
Event Planner	-	-	1	1
Office Specialist III	-	-	-	.5
Total Personnel	1	1	2	2.5

*Additional .5 FTE in FY2021 is result of a reclassification of 1 FTE in the Finance Department (#1022) moved .5 FTE to this department and .5 FTE to City Clerk (#1019)

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries and Wages	\$ 58,720	\$62,252	\$ 122,983	\$ 170,137
Benefits	26,751	30,478	44,947	53,395
Other Operating Costs	153,663	129,673	300,480	304,380
Capital	-	-	-	-
Total Expenditures	\$239,134	\$222,403	\$468,410	\$527,912

OTHER OPERATING COSTS:

-510.12-11 Travel and Training	
Annual 3CMA Conference for 1 employee	\$2,000
Correlations Event Planner (CEP) Program for 1 employee	795
Maryland Recreation and Parks Association Special Events Summit	95
Other training – Photoshop, Indesign, HTML	1,600
	\$4,490
-510.34-25 Marketing	
\$65,000	
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 twice a year.	\$19,700
Stationary and signs	5,750
	\$25,450
-510.36-26 Videography and Editing	
\$7,000	
Audio-Visual Services to create short videos	
-510.38-99 Special Events	
College Park Day*	
* This includes the City's participation expenditure and City staff payroll. The cost is expected to be offset by sponsorship revenues estimated at \$15,000.	\$65,000
July 4th Celebration	35,000
Martin Luther King Tribute	10,000
Memorial Day & Veterans Day	3,500
Night at the Movies	4,000
3rd Thursday Concert Series	3,000
City Event Series/Fall Festival	12,000
Breakfast with Santa	2,000
Family Fun Bowling	2,000
Brunch with the Bunny	2,000
Spring Egg Hunt	3,500
Halloween Thing	3,500
Other misc. events including ribbon cuttings, opening ceremonies, etc.	8,000
	\$153,500

-510.60-10 Supplies

T-shirts, promotional items, etc.	\$3,500
Banners, flyers, signs, etc. includes UMD Visitor's Center and streetlight banners and bracket kits	10,500
Design files - stock photos, vectors, Freepik premium account, etc.	250
City logo'd Apparel to Sell	5,000
	\$19,250

-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

KEY PERFORMANCE MEASURES**COMMUNICATIONS & SPECIAL EVENTS:**

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Excellent Service					
Prepare and deliver approximately 45 Weekly Bulletins and 12 Municipal Scenes on time with engaging and informative content	45/12	50/12	45/12	50/12	45/12
Increase College Park Connected's subscriber base by 5% and social media followers by 10%	5%/10%	11%/45%	5%/10%	11%/45%	5%/10%
Attract at least 40 College Park residents at each event including the Lake Artemesia concert series	n/a	n/a	40	n/a	40
Provide four pages of relevant content by monthly deadline for insert in the College Park Here & Now	n/a	n/a	4	n/a	4
Sell at least 70 College Park branded items at College Park Day and throughout the year.	n/a	n/a	70	90	70

COMMUNICATIONS AND SPECIAL EVENTS

Acct. Code	FY 2018	FY 2019	FY 2020		FY 2021	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 20 to FY 21	FY 20 to FY 21
						\$	%
-1006							
	<u>Salaries & Wages</u>						
-510.10-01	\$ 58,720	\$ 62,252	\$ 122,983	\$ 122,983	\$ 170,137	47,154	38.3%
	58,720	62,252	122,983	122,983	170,137	47,154	38.3%
	<u>Benefits</u>						
-510.11-10	3,896	4,089	8,526	8,526	11,826	3,300	38.7%
-510.11-12	17,954	20,959	26,032	26,032	28,741	2,709	10.4%
-510.11-13	700	755	1,191	1,200	1,239	48	4.0%
-510.11-14	167	173	396	400	427	31	7.8%
-510.11-15	196	200	320	320	360	40	12.5%
-510.11-17	530	534	523	900	782	259	49.5%
-510.11-18	11	-	-	-	-	-	0.0%
-510.11-21	120	122	260	520	318	58	22.3%
-510.11-22	225	241	505	250	395	(110)	-21.8%
-510.11-25	2,952	3,405	7,194	7,194	9,307	2,113	29.4%
	26,751	30,478	44,947	45,342	53,395	8,448	18.8%
	<u>Other Operating Costs</u>						
-510.12-10	39	-	50	50	150	100	200.0%
-510.12-11	3,674	1,719	3,630	3,000	4,490	860	23.7%
-510.30-15		108	35,000	25,000	-	(35,000)	-100.0%
-510.30-39					10,000	10,000	100.0%
-510.34-25	1,718	2,223	42,000	30,000	65,000	23,000	54.8%
-510.36-10	6,639	8,086	22,750	18,000	25,450	2,700	11.9%
-510.36-26	117	-	3,200	3,000	7,000	3,800	118.8%
-510.38-99	122,877	114,519	156,110	126,030	153,500	(2,610)	-1.7%
-510.60-10	7,481	540	18,750	8,000	19,250	500	2.7%
-510.60-21	184	-	170	170	-	(170)	-100.0%
-510.62-10	9,724	1,303	17,500	11,000	17,500	-	0.0%
-510.66-12	720	720	720	720	1,440	720	100.0%
-510.67-10	400	455	600	600	600	-	0.0%
-510.67-20	90	-	-	8	-	-	0.0%
	153,663	129,673	300,480	225,578	304,380	3,900	1.3%
Total Communications/Spec. Events	\$ 239,134	\$ 222,403	\$ 468,410	\$ 393,903	\$ 527,912	\$ 59,502	12.7%

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 Council Chambers to Davis Hall with all broadcast capabilities.
- Relocated City Hall employees to 8400 Baltimore Ave
- Relocated the IT infrastructure to a temporary location within the City

BUDGET HIGHLIGHTS:

- Budget reductions in Salary and Benefits result from staffing reduced by one FTE – managed services are in place of the Network Administrator.
- Increase in Computer Software Support reflects additional add-ons from Accela, Asset Management and the required license for staff.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Information Systems Manager	1	1	1	1
Programmer Analyst	1	1	-	-
Information Systems Network Administrator	1	1	1	-
Information Systems Technician	1	1	1	1
Total Personnel	4	4	3	2

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$271,392	\$265,482	\$ 268,336	\$ 195,109
Benefits	97,399	105,864	107,204	70,646
Other Operating Costs	322,481	500,106	445,368	549,012
Capital	2,528	12,020	18,090	18,190
Total Expenditures	\$693,800	\$883,472	\$838,998	\$832,957

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	\$80,000
For consultants on hardware and software issues as needed.	
-510.32-10 Internet Streaming Broadcast	\$10,130
Granicus – live streaming and on-demand internet playback of City Council meetings and worksessions (\$8,630) and cabling, all buildings as needed (\$1,500).	
-510.36-63 PGINCCC (I-Net) Pro-rata expense	\$27,843
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 Maintenance - Computer Software Support	284,151
Maintenance contracts on most software in the City. The largest contracts are for Accela (\$132,946), Superior (\$57,184), CivicPlus (\$17,832), MS Office365 (\$17,880); Social Solutions for YFS (\$12,194); MetaFile (\$9,097); LaserFiche (\$8,445); iSolved time/attendance (\$6,048); and Proofpoint, anti-spam software for email (\$5,050).	
-510.45-11 Maintenance - Computer Hardware Support	\$7,500
Maintenance contracts for IBM System Power 7&8 –AS400, including tape drive and related software (\$4,000); IBM – 2 servers (\$2,200); and RICOH P1 network printer (\$1,300).	
-510.45-10 Maintenance - Office Equipment	\$1,725
For National Mailing Systems postage meter and electronic scale (\$651); Cummins-Allison coin sorter and counter (\$720); and Cummins-Allison JetScan currency counter (\$354).	
-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	\$16,700
B&W printer toner and drums (\$9,000); Color toner and supplies (\$5,200); back-up tape cartridges (\$1,500); PC media, cables & other miscellaneous supplies (\$1,000)	

-510.66-10 Telephone**\$35,100**

Local and long-distance service at all buildings, provided by Avaya VoIP network phone system @ \$2,678.50/mo (\$32,142); Parking Garage, Police alarm system and elevator monitoring lines (5) @ \$122/mo (\$1,464); DPW modular building POTS @ \$92/mo (\$1,104); Xima Chrono.software (\$390)

CAPITAL OUTLAY:**-510.98-10 Computer Hardware****\$12,790**

Replacements: PCs, 12 @ \$750 ea (\$9,000); printers, 3 @ \$250 ea (\$750); monitors, 8 @ \$130 ea (\$1,040); other hardware (\$2,000)

-510.98-20 Computer Software**\$4,400**

Software upgrades not covered under maintenance (\$4,000); Survey Monkey annual lic. (\$400)

**KEY PERFORMANCE MEASURES
INFORMATION TECHNOLOGY:**

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Continuity of workflow , network availability and security					
% of network availability including but not limited to email; fileserver; website; intranet and financial systems software	>90%	97%	>90%	99%	>95%
% of helpdesk tickets completed within 48 hours of receipt	100%	96%	100%	95%	95%
Number of training sessions offered to employees on Office 365, Laserfiche, iSolved and other common software	25	94	15	10	25
Number of DPS, DPW, Finance and Admin staff trained on Accela	20	18	28	30	5

INFORMATION TECHNOLOGY

Acct. Code	FY 2018	FY 2019	FY 2020		FY 2021	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 20 to FY 21 \$	%
-1024							
	<u>Salaries & Wages</u>						
-510.10-01	\$ 267,390	\$ 261,211	\$ 264,336	\$ 150,000	\$ 191,109	\$ (73,227)	-27.7%
-510.10-03	4,002	4,271	4,000	4,000	4,000	-	0.0%
	<u>271,392</u>	<u>265,482</u>	<u>268,336</u>	<u>154,000</u>	<u>195,109</u>	<u>(73,227)</u>	<u>-27.3%</u>
	<u>Benefits</u>						
-510.11-10	19,525	18,852	18,185	11,781	12,575	(5,610)	-30.8%
-510.11-12	53,244	62,208	58,752	46,000	37,428	(21,324)	-36.3%
-510.11-13	2,044	1,936	2,105	1,900	1,507	(598)	-28.4%
-510.11-14	625	491	555	400	326	(229)	-41.3%
-510.11-15	573	639	705	465	398	(307)	-43.5%
-510.11-17	3,140	2,405	2,876	4,000	3,911	1,035	36.0%
-510.11-18	7,147	784	-	-	-	-	0.0%
-510.11-21	2,251	5,255	7,112	4,900	3,340	(3,772)	-53.0%
-510.11-22	945	884	1,086	900	707	(379)	-34.9%
-510.11-25	7,905	12,410	15,828	15,000	10,454	(5,374)	-34.0%
	<u>97,399</u>	<u>105,864</u>	<u>107,204</u>	<u>85,346</u>	<u>70,646</u>	<u>(36,558)</u>	<u>-34.1%</u>
	<u>Other Operating Costs</u>						
-510.12-10	522	684	1,000	1,000	1,000	-	0.0%
-510.12-11	4,545	197	6,200	2,500	6,200	-	0.0%
-510.30-14	37,760	129,045	25,000	55,000	80,000	55,000	220.0%
-510.34-32	1,491		8,451	7,800	10,130	1,679	19.9%
-510.36-63	4,500	21,027	31,721	31,721	27,843	(3,878)	-12.2%
-510.40-15	1,135	83	1,500	1,535	1,500	-	0.0%
	<u>Maintenance Contracts:</u>						
-510.45-10	148,878	230,679	220,531	220,431	284,151	63,620	28.8%
-510.45-11	2,503	3,677	7,235	7,200	7,500	265	3.7%
-510.45-15	961	1,061	1,700	1,300	1,725	25	1.5%
-510.48-10	660	765	1,000	1,000	1,000	-	0.0%
-510.48-20	20,836	17,556	25,000	25,000	25,000	-	0.0%
-510.60-10	115	510	450	2,000	450	-	0.0%
-510.60-11	107	170	360	300	360	-	0.0%
-510.60-20	24,965	11,112	22,000	12,000	16,700	(5,300)	-24.1%
-510.61-10	4,347	2,945	3,500	3,000	3,000	(500)	-14.3%
-510.62-10	21,954	29,500	30,000	30,000	30,000	-	0.0%
-510.66-10	31,918	33,827	31,971	31,000	35,100	3,129	9.8%
-510.66-12	5,233	5,791	13,332	8,000	6,600	(6,732)	-50.5%
-510.66-14	9,729	11,133	13,677	13,636	10,179	(3,498)	-25.6%
-510.66-20	322	344	540	400	374	(166)	-30.7%
-510.67-10	-		200	-	200	-	0.0%
	<u>322,481</u>	<u>500,106</u>	<u>445,368</u>	<u>454,823</u>	<u>549,012</u>	<u>103,644</u>	<u>23.3%</u>
	<u>Capital Outlay</u>						
-510.97-10	-	32	1,000	500	1,000	-	0.0%
-510.98-10	790	11,338	12,790	11,000	12,790	-	0.0%
-510.98-20	1,738	650	4,300	4,300	4,400	100	2.3%
	<u>2,528</u>	<u>12,020</u>	<u>18,090</u>	<u>15,800</u>	<u>18,190</u>	<u>100</u>	<u>0.6%</u>
Total Information Technology	<u>\$ 693,800</u>	<u>\$ 883,472</u>	<u>\$ 838,998</u>	<u>709,969</u>	<u>\$ 832,957</u>	<u>\$ (6,041)</u>	<u>-0.7%</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:

- The decrease in this budget is primarily related to the moving of City Hall offices out of the old building to temporary offices at 8400 Baltimore Ave. There will not be overtime related to the old City Hall building and there will be no utilities expenses at the new location as those costs are included with the rent and being charged to Relocation Costs in the New City Hall CIP (Project #410003).

PERSONNEL:

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

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries and Wages	\$ 6,505	\$ 5,406	\$ 7,000	\$4,000
Benefits	3,749	8,324	6,536	6,306
Other Operating Costs	177,548	171,160	185,169	168,056
Capital	-	-	-	-
Total Expenditures	\$187,802	\$184,890	\$198,705	\$178,362

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 **\$16,000**

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

-510.50-10 Liability Insurance **\$144,456**

Cost of various City liability and property policies including public officials liability (\$45,587); automobile-primary, excess & physical damage (\$38,162); property (\$23,602); primary liability (\$6,615); pollution legal liability (\$9,080); and other 9 other specific policies.

NON-DEPARTMENTAL EXPENDITURES

Acct. Code	FY 2018	FY 2019	FY 2020		FY 2021	Change in Budget		
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 20 to FY 21	%	
	\$		\$	\$	\$	\$	%	
-1025								
	<u>Salaries & Wages</u>							
-510.10-01	-		-	-	-	-	0.0%	
-510.10-03	6,505	5,406	7,000	3,800	4,000	(3,000)	-42.9%	
	Total Salaries & Wages		7,000	3,800	4,000	(3,000)	-42.9%	
	<u>Benefits</u>							
-510.11-10	464	385	536	291	306	(230)	-42.9%	
-510.11-12	5,663	5,226	6,000	5,573	6,000	-	0.0%	
-510.11-13	14	33	-	-	-	-	0.0%	
-510.11-14	1,711	(75)	-	-	-	-	0.0%	
-510.11-15	8	18	-	-	-	-	0.0%	
-510.11-17	74	55	-	-	-	-	0.0%	
-510.11-18	(2,247)	-	-	-	-	-	0.0%	
-510.11-21	(1,886)	2,325	-	-	-	-	0.0%	
-510.11-22	(52)	357	-	-	-	-	0.0%	
	Total Benefits		6,536	5,864	6,306	(230)	-3.5%	
	<u>Other Operating Costs</u>							
-510.30-14	3,322	3,193	3,400	3,300	3,400	-	0.0%	
-510.36-22	17,774	15,989	15,669	15,669	16,000	331	2.1%	
-510.50-10	125,531	118,493	132,800	136,000	144,456	11,656	8.8%	
-510.60-10	3,704	4,341	4,200	4,000	4,200	-	0.0%	
-510.65-10	22,741	24,173	24,000	15,000	-	(24,000)	-100.0%	
-510.65-11	2,582	2,639	3,000	2,000	-	(3,000)	-100.0%	
-510.65-13	1,894	2,332	2,100	2,000	-	(2,100)	-100.0%	
	Total Other Operating Costs		185,169	177,969	168,056	(17,113)	-9.2%	
	<u>Total Insurance, Utilities and Other Costs</u>							
	\$ 187,802	\$ 184,890	\$ 198,705	\$ 187,633	\$ 178,362	\$ (20,343)	-10.2%	

ELECTIONS & 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)	Education Advisory Committee
Animal Welfare Committee	Dr. Martin Luther King, Jr. Tribute Committee
Board of Election Supervisors* (1012)	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.*

BUDGET HIGHLIGHTS:

- For FY2021, the budgets for all boards and committees, except for the Board of Election Supervisors (#1012 and the Ethics Commission (#1014) have been moved to the Department that works with that Board/Committee. The Committee for a Better Environment (CBE) had been moved to DPW – Refuse Management (Program #5011); Education Advisory Committee has been moved to Youth, Family and Senior Services – Administration (Program #4010); and other advisory boards/committee budgets have been moved to the Mayor & Council budget (Program #1010).
- The FY2021 budget for the Board of Election Supervisors is reduced significantly from FY 2020, which was a municipal election year.

PERSONNEL:

- There are no full-time employees associated with these budgets.
- Certain board/committee members receive stipends and those costs are reflected accordingly.

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries and Wages	\$ 1,920	\$ 480	\$ 7,920	\$ 3,840
Benefits	150	38	623	302
Other Operating Costs	31,850	4,605	63,990	10,150
Capital	-	-	-	-
Total Expenditures	\$ 33,920	\$ 5,123	\$72,533	\$14,292

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

ELECTIONS (#1012):

-510.30-13 Administrative Services **\$1,200**

Minimal cost in an off-election year.

-510.36-10 Printing **-**

Not needed in an off-election year

-510.48-25 Voting Machine Rentals **-**

-510.69-10 Other Election Expenses **-**

ETHICS COMMISSION (#1014):

-510.32-10 Legal Services **\$7,500**

Provides for legal consultation as needed.

BOARD OF ELECTION SUPERVISORS AND ETHICS COMMISSION

Acct. Code	FY 2018		FY 2019		FY 2020		FY 2021	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	PROPOSED BUDGET	FY 20 to FY 21	\$	%
-1012	Elections								
	Salaries & Wages								
-510.10-01	\$ -	\$ -	\$ 6,000	\$ 4,000	\$ -		(6,000)	100.0%	
-510.10-03				956	-		-	0.0%	
-510.10-05	1,920	480	1,920	2,740	3,840		1,920	100.0%	
	<u>1,920</u>	<u>480</u>	<u>7,920</u>	<u>7,696</u>	<u>3,840</u>		<u>(4,080)</u>	<u>-51.5%</u>	
	Benefits								
-510.11-10	147	37	606	589	295		(311)	-51.3%	
-510.11-12			-	985	-		-	0.0%	
-510.11-13			-	22	-		-	0.0%	
-510.11-14			-	25	-		-	0.0%	
-510.11-15			-	1	-		-	0.0%	
-510.11-17			-	5	-		-	0.0%	
-510.11-21	3	1	17	22	7		(10)	-58.8%	
-510.11-22			-	14	-		-	0.0%	
-510.11-25			-	197	-		-	0.0%	
	<u>150</u>	<u>38</u>	<u>623</u>	<u>1,860</u>	<u>302</u>		<u>(321)</u>	<u>-51.5%</u>	
	Other Operating Costs								
-510.12-11	82	188	-	-	400		400	100.0%	
-510.30-13	5,006	532	16,400	13,358	1,200		(15,200)	-92.7%	
-510.30-39	220	163	-	-	-		-	0.0%	
-510.36-10	6,289	-	4,000	-	-		(4,000)	-100.0%	
-510.36-15	467	-	675	565	-		(675)	-100.0%	
-510.36-25	200	-	250	-	-		(250)	-100.0%	
-510.48-25	12,847	-	23,200	41,922	-		(23,200)	-100.0%	
-510.60-10	661	-	500	582	-		(500)	-100.0%	
-510.67-20	276	-	300	200	-		(300)	-100.0%	
-510.69-10		540	7,115	183	-		(7,115)	-100.0%	
	<u>26,048</u>	<u>1,423</u>	<u>52,440</u>	<u>56,810</u>	<u>1,600</u>		<u>(50,840)</u>	<u>-96.9%</u>	
	<u>\$ 28,118</u>	<u>\$ 1,941</u>	<u>\$ 60,983</u>	<u>\$ 66,366</u>	<u>\$ 5,742</u>		<u>\$ (55,241)</u>	<u>-90.6%</u>	
-1013	Cable Television Commission								
	Other Operating Costs								
-510.32-11	-	645	3,000	-	-		(3,000)	-100.0%	
	<u>-</u>	<u>645</u>	<u>3,000</u>	<u>-</u>	<u>-</u>		<u>(3,000)</u>	<u>-100.0%</u>	
	<u>\$ -</u>	<u>\$ 645</u>	<u>\$ 3,000</u>	<u>\$ -</u>	<u>\$ -</u>		<u>\$ (3,000)</u>	<u>-100.0%</u>	
-1014	Ethics Commission								
	Other Operating Costs								
-510.12-11	\$ -	\$ -	\$ 200	\$ -	\$ 200		\$ -	0.0%	
-510.30-13	193	195	600	200	600		-	0.0%	
-510.32-20	5,609	2,342	7,500	5,000	7,500		-	0.0%	
-510.36-25			250	250	250		-	0.0%	
	<u>5,802</u>	<u>2,537</u>	<u>8,550</u>	<u>5,200</u>	<u>8,550</u>		<u>-</u>	<u>0.0%</u>	
	<u>\$ 5,802</u>	<u>\$ 2,537</u>	<u>\$ 8,550</u>	<u>\$ 5,200</u>	<u>\$ 8,550</u>		<u>\$ -</u>	<u>0.0%</u>	
	Total Board of Election Supervisors & Ethics Commission								
	<u>\$ 33,920</u>	<u>\$ 5,123</u>	<u>\$ 72,533</u>	<u>\$ 71,566</u>	<u>\$ 14,292</u>		<u>\$ (58,241)</u>	<u>-80.3%</u>	
	TOTAL GENERAL & ADMIN. EXP								
	<u>\$ 4,137,505</u>	<u>\$ 4,373,525</u>	<u>\$ 4,908,095</u>	<u>\$ 4,601,163</u>	<u>\$ 4,796,659</u>		<u>\$ (111,436)</u>	<u>-2.3%</u>	



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 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Public Services Director	1	1	1	1
Administrative Assistant	1	-	-	-
Executive Assistant	-	1	1	1
Senior Administrative Assistant	-	1	1	1
Administrative Assistant	-	2	2	2
Office Specialist III, II, I	3.88	-	-	-
Parking Enforcement Manager	1	1	1	1
Parking Operations Supervisor	1	1	1	1
Parking Enforcement Officer, Senior	-	4	5	5
Parking Enforcement Officer	-	1.5	0.5	0.5
Parking Enforcement Officer II, I	5.5	-	-	-
Code Enforcement Manager	1	-	-	-
Code Enforcement Supervisor	-	1	1	1
Code Enforcement Officer, Senior	-	3	3	3
Code Enforcement Officer	-	4	4	4
Code Enforcement Officer III, II, I	7	-	-	-
Animal Control Officer	1	1	1	1
Police Officer - Supervisor (contract)	0.29	0.29	0.5	0.5
Police Officer - Part Time (contract)	10.17	10.39	12.5	12.5
Police Officer - Full Time (contract)*	2.0	2.0	2.0	2.0
Fiscal Support Specialist II	-	-	-	-
Total Personnel	34.84	34.18	36.5	36.5

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

SUMMARY OF EXPENDITURES:

Function	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Administration	\$ 512,426	\$ 544,600	\$ 476,315	\$ 518,412
Parking Enforcement	618,013	701,508	750,218	656,251
Code Enforcement	845,111	920,246	1,201,999	948,242
Animal Control	78,483	88,068	113,887	107,828
Speed Enforcement	1,135,090	1,225,831	1,265,781	1,265,395
Contract Police	1,206,679	1,228,764	1,469,779	1,502,051
Total Expenditures	\$4,395,802	\$4,709,017	\$5,277,978	\$4,998,179

ADMINISTRATION

PROGRAM #2010



This program provides management, oversight and general administrative services to the entire Public Services Department. This program is responsible for emergency management of the City. The Department Director keeps current on relevant codes; makes recommendations for change; responds to citizen concerns about public safety; and serves as liaison to public safety agencies.

SIGNIFICANT ACCOMPLISHMENTS:

- Ongoing scanning project of all DPS records continues, acceptance of retention policies by the State of Maryland for two of the department's programs.
- Subsequent to GOCCP award received in 12/2018, staff worked with vendor to prioritize locations of new CCTV cameras; worked with City's legal team to review and revise maintenance contract for new and existing equipment.
- Assessment of department to improve operations.
- Supported relocation of City Hall staff to suites at 8400.
- Funded 13 events via micro grant awards.

BUDGET HIGHLIGHTS:

- Funding is required to finish the migration of paper files to electronic (LaserFiche) files. The increase in this operating budget primarily a result of \$55,000 requested for files management that had been included in the Code Enforcement budget (program #2012)
- Budgets for various special events have been consolidated in Communications and Special Events (program #1006 in General Government and Administration).

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Public Services Director	1	1	1	1
Executive Assistant	-	1	1	1
Administrative Assistant	0.2	-	-	-
Office Specialist III	0.05	-	-	-
Total Personnel	1.25	2	2	2

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$241,268	\$257,557	\$226,286	\$217,221
Benefits	61,545	68,302	52,101	43,738
Other Operating Costs	209,613	218,741	197,928	257,453
Capital	-	-	-	-
Total Expenditures	\$512,426	\$544,600	\$476,315	\$518,412

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 **\$153,703**

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

-520.36-10 Printing **\$500**

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 Cellular Phone **\$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 **\$600**

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.

KEY PERFORMANCE MEASURES

PUBLIC SERVICES - ADMINISTRATIONS:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Excellent Services Average response time to requests/questions from residents or elected officials. (in days)	1	0.26	1	.17	1
Effective fiscal management % of department wide budget spent	< 100%	96.3%	< 100%	99%	< 100%

PUBLIC SERVICES ADMINISTRATION

Acct. Code	FY 2018	FY 2019	FY 2020		FY 2021	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 20 to FY 21	\$ %
-2010							
<u>Salaries & Wages</u>							
-520.10-01	\$ 224,959	\$ 242,720	\$ 216,786	\$ 216,786	\$ 207,721	\$ (9,065)	-4.2%
-520.10-03	16,309	14,837	9,500	14,000	9,500	-	0.0%
	Total Salaries & Wages	241,268	257,557	226,286	230,786	217,221	(9,065) -4.0%
<u>Benefits</u>							
-520.11-10	17,856	17,239	11,672	17,655	11,821	149	1.3%
-520.11-12	18,295	23,212	12,443	16,000	5,362	(7,081)	-56.9%
-520.11-13	1,477	1,170	875	1,000	608	(267)	-30.5%
-520.11-14	667	649	728	600	549	(179)	-24.6%
-520.11-15	406	324	237	300	172	(65)	-27.4%
-520.11-17	4,110	4,030	3,608	3,608	4,441	833	23.1%
-520.11-18	8,776	10,639	11,001	11,001	10,224	(777)	-7.1%
-520.11-21	4,456	5,889	7,805	7,805	6,980	(825)	-10.6%
-520.11-22	858	825	891	800	768	(123)	-13.8%
-520.11-25	4,644	4,325	2,841	4,250	2,813	(28)	-1.0%
	Total Benefits	61,545	68,302	52,101	63,019	43,738	(8,363) -16.1%
<u>Other Operating Costs</u>							
-520.12-10	38	122	-	29	-	-	0.0%
-520.12-11	931	1,893	2,250	2,250	2,250	-	0.0%
-520.25-23	2,323	2,938	5,000	5,000	5,000	-	0.0%
-520.30-13	1,847	1,924	3,000	2,000	2,000	(1,000)	-33.3%
-520.30-15	-	26,650	-	-	-	-	0.0%
-520.30-39	200	1,700	200	200	-	(200)	-100.0%
-520.34-33	140,658	144,876	146,058	149,226	153,703	7,645	5.2%
-520.36-10	223	124	1,000	250	500	(500)	-50.0%
-520.36-34	-	-	1,000	-	500	(500)	-50.0%
-520.36-40	22,667	13,440	(a)	25,000	55,000	55,000	100.0%
-520.38-10	Fireworks						
-520.38-40	Martin Luther King Jr Day						
-520.38-42	Fall Festival						
-520.38-56	Senior Events						
-520.38-99	Other Events						
-520.38-62	991	949	1,000	1,000	1,000	-	0.0%
-520.40-10	-	210	300	250	300	-	0.0%
-520.47-10	-	76	100	100	100	-	0.0%
-520.48-20	3,709	5,151	3,840	5,100	5,100	1,260	32.8%
-520.60-10	3,298	1,490	4,050	1,400	2,000	(2,050)	-50.6%
-520.60-11	127	104	500	500	500	-	0.0%
-520.61-10	366	258	1,000	372	1,000	-	0.0%
-520.65-10	10,157	5,543	16,600	7,500	16,600	-	0.0%
-520.66-12	21,487	11,168	11,000	11,000	11,000	-	0.0%
-520.67-10	355	125	730	600	600	(130)	-17.8%
-520.69-10	236	-	300	18,282	300	-	0.0%
	Total Other Operating Costs	209,613	218,741	197,928	230,059	257,453	59,525 30.1%
	Total Public Services Admin.	\$ 512,426	\$ 544,600	\$ 476,315	\$ 523,864	\$ 518,412	\$ 42,097 8.8%

(a) Funds for file management (Laserfiche) budgeted in Code Enforcement (program 2012 for FY2020)

PARKING MANAGEMENT & 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:

- Replacement of coin operated parking meters with single-space smart meters at CP Shopping Center upper lot
- Replacement of Municipal Garage Pay Stations and signage for Pay-by-Plate system
- Pending replacement of coin operated meters along Hartwick Road and the former Applebee's lot
- Successful relocation from City Hall – senior staff to 8400; field staff to Davis Hall (DPW)

BUDGET HIGHLIGHTS:

- No significant changes are anticipated.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Parking Enforcement Manager	1	1	1	1
Parking Operations Supervisor	1	1	1	1
Parking Enforcement Officer, Senior	-	4	4	5
Parking Enforcement Officer	-	1.5	1.5	.5
Parking Enforcement Officer II, I	5.5	-	-	-
Office Specialist III, II, I	1	-	-	-
Fiscal Support Specialist	0	-	-	-
Total Personnel	8.5	7.5	7.5	7.5

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries and Wages	\$419,389	\$466,691	\$505,454	\$442,233
Benefits	118,069	154,124	156,788	117,076
Other Operating Costs	80,555	80,693	87,976	96,942
Capital	-	-	-	-
Total Expenditures	\$618,013	\$701,508	\$750,218	\$656,251

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	1,150
	\$3,650

-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

\$795

For membership in the International Parking Institute (\$595) and Maryland Association of Parking Administrators (\$200).

KEY PERFORMANCE MEASURES

PUBLIC SERVICES - PARKING MANAGEMENT & ENFORCEMENT:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Excellent Services					
% of tickets issued without error	>97%	99%	>97%	99%	>97%
% of parking permits issued within one day of application	>99%	99%	>99%	99%	>99%

PARKING MANAGEMENT AND ENFORCEMENT

Acct. Code	FY 2018	FY 2019	FY 2020		FY 2021	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	Change in Budget FY 20 to FY 21	%
						\$	%
-2011							
	<u>Salaries & Wages</u>						
-520.10-01	\$ 412,288	\$ 458,749	\$ 491,454	\$ 491,454	\$ 428,233	\$ (63,221)	-12.9%
-520.10-03	3,838	4,789	10,000	5,000	10,000	-	0.0%
-520.10-10	3,263	3,153	4,000	3,500	4,000	-	0.0%
	<u>419,389</u>	<u>466,691</u>	<u>505,454</u>	<u>499,954</u>	<u>442,233</u>	<u>(63,221)</u>	<u>-12.5%</u>
	<u>Benefits</u>						
-520.11-10	31,700	34,806	35,026	38,246	31,248	(3,778)	-10.8%
-520.11-12	42,634	67,871	60,334	60,334	34,219	(26,115)	-43.3%
-520.11-13	2,592	3,355	3,211	2,500	1,742	(1,469)	-45.7%
-520.11-14	1,032	1,211	1,295	1,000	978	(317)	-24.5%
-520.11-15	811	991	1,025	800	705	(320)	-31.2%
-520.11-17	3,792	3,850	3,791	3,700	4,303	512	13.5%
-520.11-21	13,468	16,592	22,505	19,000	18,874	(3,631)	-16.1%
-520.11-22	1,483	1,665	1,942	1,800	1,583	(359)	-18.5%
-520.11-25	20,557	23,783	27,659	26,600	23,424	(4,235)	-15.3%
	<u>118,069</u>	<u>154,124</u>	<u>156,788</u>	<u>153,980</u>	<u>117,076</u>	<u>(39,712)</u>	<u>-25.3%</u>
	<u>Other Operating Costs</u>						
-520.12-11	2,817	4,658	3,000	3,000	3,650	650	21.7%
-520.30-40	10,850	10,623	11,000	11,000	11,000	-	0.0%
-520.36-10	23,879	22,637	25,000	24,000	25,000	-	0.0%
-520.36-13	371	336	500	400	500	-	0.0%
-520.40-13	140		1,500	180	1,500	-	0.0%
-520.40-16	11	4,387	1,000	-	1,000	-	0.0%
	<u>Contract Maintenance:</u>						
-520.45-13	5,890		5,610	13,250	14,575	8,965	159.8%
-520.45-14	20,094	23,108	24,321	24,321	26,672	2,351	9.7%
-520.47-10	8,011	5,040	4,500	3,500	3,000	(1,500)	-33.3%
-520.60-10	2,040	1,684	4,000	4,000	2,500	(1,500)	-37.5%
-520.61-10	95	293	500	300	500	-	0.0%
-520.62-10	625	804	1,000	850	1,000	-	0.0%
-520.66-12	5,102	6,493	5,250	5,250	5,250	-	0.0%
-520.67-10	630	630	795	695	795	-	0.0%
	<u>80,555</u>	<u>80,693</u>	<u>87,976</u>	<u>90,746</u>	<u>96,942</u>	<u>8,966</u>	<u>10.2%</u>
Total Parking Enforcement	<u>\$ 618,013</u>	<u>\$ 701,508</u>	<u>\$ 750,218</u>	<u>\$ 744,680</u>	<u>\$ 656,251</u>	<u>\$ (93,967)</u>	<u>-12.5%</u>

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:

- Filled two full-time CEO vacancies.
- Short staffed since June 2018 retirement of CE Supervisor; six months at
- Hosted interagency Noise Certification training
- Successfully purged property files for residential and commercial properties – documents submitted to contracted vendor for electronic conversion

BUDGET HIGHLIGHTS:

- The decrease in personnel costs is primarily a result of one-time Tier 2 sick leave payouts completed in FY2020.
- The decrease in operating costs is primarily due to FY2020 expenditures for a Code feasibility study (\$50,000) not required in FY2021 and (as mentioned previously, moving the budget for completing the Laserfiche transfer (\$110,000 in FY2020) to Public Services Administration (program #2010).

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Code Enforcement Manager	1	-	-	-
Code Enforcement Supervisor	-	1	1	1
Code Enforcement Officer, Senior	-	3	3	3
Code Enforcement Officer	-	4	4	4
Code Enforcement Officer III, II, I	7	-	-	-
Senior Administrative Assistant	-	1	1	1
Administrative Assistant	0.35	2	2	2
Office Specialist III, II, I	2.48	-	-	-
Total Personnel	10.83	11	11	11

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$ 628,987	\$ 656,983	\$ 729,229	\$679,923
Benefits	203,465	233,684	262,208	223,669
Other Operating Costs	12,659	29,579	\$210,562	\$41,650
Capital	-	-	-	3,000
Total Expenditures	\$845,111	\$920,246	\$1,201,999	\$948,242

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-520.12-11 Travel and Training

CEZOA quarterly meetings	\$550
MBOA quarterly meetings	300
CEZOA state conference for 6 attendees	2,700
Administrative support training	800
Code Enforcement officer continuing education courses	700
Noise control certification & recertification	950
	\$6,000

-520.30-15 Consulting

-

FY2020 provided for a study to determine the feasibility of the City assuming responsibility for building construction permits and inspections.

-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

-

Costs to complete the transfer of files is included in Public Services Administration (Program #2010)

-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.

-520.48-60 Building Rental

\$3,000

Rental of storage space for code enforcement archive files, estimated at \$250/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.

KEY PERFORMANCE MEASURES

PUBLIC SERVICES - CODE ENFORCEMENT:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Excellent Services					
License/permit applications for rental and commercial property are processed regularly/without delay (payment processed; inspection scheduled/completed; and permit issued within 30 days ¹)	100%	100%	98%	100%	98%
Code enforcement hotline is answered 24/7/365	100%	99%	100%	99%	100%
Non-urgent hotline requests responded to within one business day	100%	99%	100%	99%	100%
Urgent hotline requests responded to immediately and/or police are dispatched when CEOs are off-duty	100%	100%	100%	100%	100%
<i>¹ - barring extenuating, external circumstances such as absence of lead abatement certification, unpaid taxes, etc.</i>					

CODE ENFORCEMENT

Acct. Code	FY 2018	FY 2019	FY 2020		FY 2021	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 20 to FY 21	FY 20 to FY 21
						\$	%
-2012							
	<u>Salaries & Wages</u>						
-520.10-01	\$ 567,797	\$ 625,736	\$ 692,429	\$ 670,000	\$ 643,123	\$ (49,306)	-7.1%
-520.10-03	60,028	29,748	35,000	35,000	35,000	-	0.0%
-520.10-10	1,162	1,499	1,800	1,200	1,800	-	0.0%
	<u>628,987</u>	<u>656,983</u>	<u>729,229</u>	<u>706,200</u>	<u>679,923</u>	<u>(49,306)</u>	<u>-6.8%</u>
	<u>Benefits</u>						
-520.11-10	45,045	53,297	55,786	50,000	52,014	(3,772)	-6.8%
-520.11-12	88,998	112,258	122,270	100,000	95,239	(27,030)	-22.1%
-520.11-13	6,886	6,134	7,384	6,000	6,242	(1,142)	-15.5%
-520.11-14	1,168	1,278	1,729	1,200	1,361	(368)	-21.3%
-520.11-15	1,776	1,560	1,902	1,900	1,498	(404)	-21.2%
-520.11-17	13,462	10,005	10,470	9,000	12,759	2,289	21.9%
-520.11-18	1,860	1,897	1,644	1,565	1,709	65	4.0%
-520.11-21	15,503	19,339	22,198	16,616	18,838	(3,360)	-15.1%
-520.11-22	1,841	1,443	1,975	1,800	1,565	(410)	-20.8%
-520.11-25	26,926	26,473	36,850	28,000	32,444	(4,406)	-12.0%
	<u>203,465</u>	<u>233,684</u>	<u>262,208</u>	<u>216,081</u>	<u>223,669</u>	<u>(38,538)</u>	<u>-14.7%</u>
	<u>Other Operating Costs</u>						
-520.12-11	4,046	6,387	13,400	7,000	6,000	(7,400)	-55.2%
-520.30-13	2,250		300	-	-	(300)	-100.0%
-520.30-15			50,000	50,000	-	(50,000)	-100.0%
-520.36-10	3,992	3,764	4,500	4,500	4,500	-	0.0%
-520.36-40			110,000	68,440	-	(110,000)	-100.0%
-520.36-36	(11,180)		15,000	10,000	15,000	-	0.0%
-520.40-13		1,405	1,200	1,200	-	(1,200)	-100.0%
-520.47-10	1,061	3,734	2,500	2,000	2,500	-	0.0%
-520.48-60	3,216	3,373	3,012	3,000	3,000	(12)	-0.4%
-520.60-10	1,113	1,546	1,150	1,000	1,150	-	0.0%
-520.60-60	422	177	500	400	500	-	0.0%
-520.61-10	2,709	2,451	3,000	3,000	3,000	-	0.0%
-520.66-12	4,262	5,257	5,000	5,000	5,000	-	0.0%
-520.67-10	445	893	500	500	500	-	0.0%
-520.67-20	323	592	500	775	500	-	0.0%
	<u>12,659</u>	<u>29,579</u>	<u>210,562</u>	<u>156,815</u>	<u>41,650</u>	<u>(168,912)</u>	<u>-80.2%</u>
	<u>Capital Outlay</u>						
-520.92-20			-	-	3,000	3,000	100.0%
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,000</u>	<u>3,000</u>	<u>100.0%</u>
Total Code Enforcement	<u>\$ 845,111</u>	<u>\$ 920,246</u>	<u>\$ 1,201,999</u>	<u>\$ 1,079,096</u>	<u>\$ 948,242</u>	<u>\$ (253,756)</u>	<u>-21.1%</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:

- Ongoing partnership with PETCO – hosting community events, housing cats/kittens eligible for adoption.

BUDGET HIGHLIGHTS:

- No significant changes are anticipated in the operations of this department. Decrease in budget primarily due to maintenance work in FY2020 to animal control shelter not recurring in FY2021.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Animal Control Officer	1	1	1	1
Administrative Assistant	0.05	-	-	-
Total Personnel	1.05	1	1	1

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$ 53,258	\$ 54,710	\$70,719	\$73,161
Benefits	16,931	19,321	21,898	21,397
Other Operating Costs	8,294	14,037	21,270	13,270
Capital	-	-	-	-
Total Expenditures	\$78,483	\$88,068	\$113,887	\$107,828

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 -

FY2020 provided funding to replace the storage shed and insulate the animal control shelter.

KEY PERFORMANCE MEASURES

PUBLIC SERVICES ANIMAL CONTROL:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Maintaining Public Safety and Excellent Services					
Verification of rabies vaccinations by licensing pets (number of licenses issued)	1,300	1,285	1,300	1,325	1,300
% of responding to complaints/calls for service regarding stray, vicious or abused animals in under 30 minutes (when ACO is on-duty)	100%	99%	100%	99%	100%
% of responses to resident calls related to wildlife issues with appropriate information/follow-up within one day (when ACO is on duty)	100%	100%	100%	100%	100%
Animal sheltering/adoption managed according to standards of best practice	Yes	Yes	Yes	Yes	Yes

ANIMAL CARE & CONTROL

Acct. Code	FY 2018	FY 2019	FY 2020		FY 2021	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 20 to FY 21	FY 20 to FY 21
						\$	%
-2013							
	<u>Salaries & Wages</u>						
-520.10-02	\$ 50,969	\$ 53,457	\$ 66,619	\$ 66,619	\$ 69,061	\$ 2,442	3.7%
-520.10-03	2,289	1,253	4,000	2,300	4,000	-	0.0%
-520.10-10			100	-	100	-	0.0%
			100	-	100	-	0.0%
	<u>53,258</u>	<u>54,710</u>	<u>70,719</u>	<u>68,919</u>	<u>73,161</u>	<u>2,442</u>	<u>3.5%</u>
	<u>Benefits</u>						
-520.11-10	3,915	4,028	4,860	5,272	5,597	737	15.2%
-520.11-12	7,490	9,106	9,096	9,000	7,984	(1,112)	-12.2%
-520.11-13	352	379	440	400	399	(41)	-9.3%
-520.11-14	167	173	194	150	171	(23)	-11.9%
-520.11-15	105	107	122	110	113	(9)	-7.4%
-520.11-17	522	520	562	525	631	69	12.3%
-520.11-21	1,673	1,935	2,856	1,800	2,843	(13)	-0.5%
-520.11-22	192	202	247	205	232	(15)	-6.1%
-520.11-25	2,515	2,871	3,521	3,521	3,427	(94)	-2.7%
	<u>16,931</u>	<u>19,321</u>	<u>21,898</u>	<u>20,983</u>	<u>21,397</u>	<u>(501)</u>	<u>-2.3%</u>
	<u>Other Operating Costs</u>						
-520.12-11	1,703	1,963	2,000	2,000	2,000	-	0.0%
-520.30-14	390	234	2,000	400	2,000	-	0.0%
-520.30-30	6,144	6,321	3,000	5,000	5,000	2,000	66.7%
-520.36-10	53		100	175	100	-	0.0%
-520.36-23	(2,360)	(1,520)	-	(1,320)	-	-	0.0%
-520.40-11	307	3,559	10,000	10,000	-	(10,000)	-100.0%
-520.42-10		57	-	54	-	-	0.0%
-520.47-10	310	255	500	500	500	-	0.0%
-520.60-10	1,071	2,335	2,300	2,300	2,300	-	0.0%
-520.60-11	-	-	200	100	200	-	0.0%
-520.61-10	4	107	150	75	150	-	0.0%
-520.66-12	622	626	720	720	720	-	0.0%
-520.67-10	50	100	300	100	300	-	0.0%
	<u>8,294</u>	<u>14,037</u>	<u>21,270</u>	<u>20,104</u>	<u>13,270</u>	<u>(8,000)</u>	<u>-37.6%</u>
	<u>Total Animal Control</u>						
	<u>\$ 78,483</u>	<u>\$ 88,068</u>	<u>\$ 113,887</u>	<u>\$ 110,006</u>	<u>\$ 107,828</u>	<u>\$ (6,059)</u>	<u>-5.3%</u>

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.

BUDGET HIGHLIGHTS:

- No significant changes in the operations for this budget.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Police Officer - Supervisor	0.04	0.04	0.04	0.04
Police Officer - Part-time (contract)	0.6	0.41	0.41	0.41
Total Personnel	0.64	0.45	0.45	0.45

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$ 34,328	\$ 29,157	\$ 47,250	\$ 47,250
Benefits	4,840	4,401	7,631	8,245
Other Operating Costs	1,095,922	1,192,273	1,210,900	1,209,900
Capital	-	-	-	-
Total Expenditures	\$1,135,090	\$1,225,831	\$1,265,781	\$1,265,395

OTHER OPERATING COSTS:

-520.20-25 Administrative support \$54,900

Estimated at 2.5% 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

Processing charge for the speed enforcement camera revenue. In compliance with State law, this charge is based on fixed rentals of the speed cameras, regardless of ticket revenue generated and appropriately accounted for as an expense of this program.

KEY PERFORMANCE MEASURES

PUBLIC SERVICES - SPEED ENFORCEMENT:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Maintaining Public Safety and Excellent Services					
Errors in citations are corrected within 1 business day	100%	99%	100%	99%	100%
Compliance					
Program is conducted in full compliance with State law	Yes	Yes	Yes	Yes	Yes
Annual report to State submitted on time	Yes	Yes	Yes	Yes	Yes

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:

- Added one part time Crime Analyst to provide regular statistical updates/crime maps
- Added 3.25 FTE patrol officers

BUDGET HIGHLIGHTS:

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

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Police Officer Supervisor (contract)	0.25	0.25	0.5	0.5
Police Officer - Part-time (contract)	8.73	9.5	12.5	12.5
Administrative Assistant	0.25	-	-	-
Office Specialist	0.3	-	-	-
Total Personnel*	9.53	9.75	13	13

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

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$ 758,778	\$ 752,129	\$ 977,350	\$ 977,593
Benefits	106,816	113,958	156,953	169,632
Other Operating Costs	341,085	362,677	335,476	349,826
Capital	-	-	-	5,000
Total Expenditures	\$1,206,679	\$1,228,764	\$1,469,779	\$1,502,051

OTHER OPERATING COSTS:

-520.12-10 Non-Training Travel \$40,000

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.

KEY PERFORMANCE MEASURES

PUBLIC SERVICES - CONTRACT POLICE:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Maintaining public safety and reducing crime Number of community meetings/events attended by contract officers <i>Note: Community meetings include National Night Out; Coffee Club; College Park Woods Picnic; Mom’s; and Civic associations meetings</i>	10	14	15	27	20

CONTRACT POLICE

Acct. Code	FY 2018	FY 2019	FY 2020		FY 2021	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 20 to FY 21 \$	%
-2030							
	<u>Salaries & Wages</u>						
-520.10-02	\$ 752,480	\$ 745,159	\$ 971,850	\$ 971,850	\$ 972,093	\$ 243	0.03%
-520.10-03	6,298	6,970	5,500	7,500	5,500	-	0.0%
	<u>758,778</u>	<u>752,129</u>	<u>977,350</u>	<u>979,350</u>	<u>977,593</u>	<u>243</u>	<u>0.0%</u>
	<u>Benefits</u>						
-520.11-10	58,048	57,808	74,346	74,920	74,365	19	0.03%
-520.11-21	48,768	56,150	82,607	82,607	95,267	12,660	15.3%
	<u>106,816</u>	<u>113,958</u>	<u>156,953</u>	<u>157,527</u>	<u>169,632</u>	<u>12,679</u>	<u>8.1%</u>
	<u>Other Operating Costs</u>						
-520.12-10	35,729	39,483	25,000	35,000	40,000	15,000	60.0%
-520.34-34	279,841	296,630	280,000	280,000	280,000	-	0.0%
-520.36-10	1,998	1,869	2,000	2,000	2,000	-	0.0%
-520.40-13			250	-	-	(250)	-100.0%
-520.40-21			1,500	500	1,500	-	0.0%
-520.47-10			400	-	-	(400)	-100.0%
-520.50-10	23,406	24,596	24,826	24,826	24,826	-	0.0%
-520.60-10			1,000	250	1,000	-	0.0%
-520.61-10	111	99	500	100	500	-	0.0%
	<u>341,085</u>	<u>362,677</u>	<u>335,476</u>	<u>342,676</u>	<u>349,826</u>	<u>14,350</u>	<u>4.3%</u>
	<u>Capital Outlay</u>						
-520.92-46			-	-	5,000	5,000	100.0%
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,000</u>	<u>5,000</u>	<u>100.0%</u>
	<u>Total Contract Police</u>						
	<u>\$ 1,206,679</u>	<u>\$ 1,228,764</u>	<u>\$ 1,469,779</u>	<u>\$ 1,479,553</u>	<u>\$ 1,502,051</u>	<u>\$ 32,272</u>	<u>2.2%</u>



PLANNING, COMMUNITY & 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 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 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	0.8	0.8	0.8
Total Personnel	5.2	5.8	5.8	5.8

SUMMARY OF EXPENDITURES:

Function	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Administration	\$ 77,196	\$ 97,904	\$104,174	\$119,071
Community Development	222,122	182,346	300,000	231,147
Planning & Zoning	217,181	264,614	331,947	311,163
Economic Development	176,968	243,788	259,178	290,045
Total Expenditures	\$693,467	\$788,652	\$995,299	\$951,426

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:

- No significant changes in the operating costs are expected.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Planning Director	0.2	0.2	0.2	0.2
Senior Planner	-	-	-	-
Executive Assistant	0.4	0.4	0.4	0.4
Planning Intern (part-time)	-	0.4	0.4	0.4
Total Personnel	0.6	1	1	1

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$56,549	\$73,261	\$ 69,768	\$ 82,849
Benefits	11,766	13,315	10,496	14,962
Other Operating Costs	8,881	11,328	23,910	21,260
Capital	-	-	-	-
Total Expenditures	\$77,196	\$97,904	\$104,174	\$119,071

OTHER OPERATING COSTS:

-530.12-11 Travel and Training

American Planning Association national conference for 2	\$ 5,000
American Planning Assoc. - MD-DE regional conference	300
American Institute of Certified Planners audio & web conferences, 4	860
Sustainability Conference	340
Other	1,500
	\$8,000

-530.36-40 Files Management

\$7,000

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, Congress for New Urbanism and American Pedestrian & Bicycle Association (APBA).

KEY PERFORMANCE MEASURES

PLANNING, COMMUNITY & ECONOMIC DEVELOPMENT - ADMINISTRATION:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Excellent Services					
Number of hours/employee of professional development training	12	15+	12	12	12
Effective fiscal management					
% of department wide budget spent	< 100%	79.8%	< 100%	98%	< 100%

PLANNING ADMINISTRATION

Acct. Code	FY 2018	FY 2019	FY 2020		FY 2021	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 20 to FY 21	%
						\$	%
-3010							
	<u>Salaries & Wages</u>						
-530.10-01	\$ 56,549	\$ 73,261	\$ 69,768	\$ 69,768	\$ 82,849	\$ 13,081	18.7%
	56,549	73,261	69,768	69,768	82,849	13,081	18.7%
	<u>Benefits</u>						
-530.11-10	4,201	4,547	4,132	4,132	5,501	1,369	33.1%
-530.11-12	3,316	4,073	4,494	3,000	4,344	(150)	-3.3%
-530.11-13	138	150	158	158	151	(7)	-4.4%
-530.11-14	96	104	111	111	98	(13)	-11.7%
-530.11-15	39	40	42	42	40	(2)	-4.8%
-530.11-17	832	832	837	837	834	(3)	-0.4%
-530.11-21	99	109	148	150	155	7	4.7%
-530.11-22	216	226	287	250	243	(44)	-15.3%
-530.11-25	2,829	3,234	287	3,000	3,596	3,309	1153.0%
	11,766	13,315	10,496	11,680	14,962	4,466	42.5%
	<u>Other Operating Costs</u>						
-530.12-10	450	549	600	550	500	(100)	-16.7%
-530.12-11	2,431	6,570	8,000	7,000	8,000	-	0.0%
-530.36-10	458	-	300	250	300	-	0.0%
-530.36-40	-	-	10,000	10,000	7,000	(3,000)	100.0%
-530.61-10	1,747	1,226	1,200	1,200	1,200	-	0.0%
-530.62-10	30	35	150	200	200	50	33.3%
-530.66-12	720	720	360	720	360	-	0.0%
-530.67-10	2,358	989	2,500	2,400	2,500	-	0.0%
-530.67-20	687	1,239	800	1,127	1,200	400	50.0%
	8,881	11,328	23,910	23,447	21,260	(2,650)	-11.1%
	<u>Total Planning Administration</u>						
	\$ 77,196	\$ 97,904	\$ 104,174	\$ 104,895	\$ 119,071	\$ 14,897	14.3%

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:

- Implemented a new pilot program for dockless bikeshare including pedal bicycles, electric bicycles and electric scooters.
- Awarded 4 homeownership grants.
- Awarded 3 chain link fence removal grants.
- Completed construction of Hollywood Gateway Park.
- Completed final design for the Hollywood Commercial District Streetscape Project.
- Completed a Planning Assistance to Municipalities and Communities grant from M-NCPPC to assist with the prioritization and implementation of the Complete Streets Program.
- Completed 30% design of the Campus Drive sidepath.
- Issued a Request for Proposals for final design of improvements and facilities at Duvall Field.
- Initiated final design of bike lane improvements along Rhode Island Avenue.
- Initiated final design of Hollywood Road sidewalk and Princeton Avenue improvements under Complete Streets.
- Submitted grant applications for community projects to the following programs/agencies: Prince George’s County Community Development Block Grant, Maryland Bikeways, State Community Parks and Playgrounds program and State Program Open Space.
- Completed activities related to the 2020 Census including City boundary confirmation, new construction counts, hiring a Census Outreach Coordinator, holding a Census Celebration event and providing information to the community through bus shelter ads, postcard mailings, social media and attendance at local events.

BUDGET HIGHLIGHTS:

- Decrease in budget primarily due to elimination of funding for Consulting and costs in conjunction with the 2020 U.S. Census not required in FY2021.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Planning Director	0.2	0.2	0.2	0.2
Community Development Planner	1	1	1	1
Executive Assistant	0.1	0.1	0.1	0.1
Total Personnel	1.3	1.3	1.3	1.3

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$103,683	\$99,144	\$107,878	\$107,561
Benefits	37,794	20,431	24,122	23,586
Other Operating Costs	80,645	62,771	168,000	100,000
Capital	-	-	-	-
Total Expenditures	\$222,122	\$182,346	\$300,000	\$231,147

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-530.25-55 Chain-link Fence Removal Incentive Grant \$25,000

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 -

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.

KEY PERFORMANCE MEASURES

COMMUNITY DEVELOPMENT:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
High quality development and reinvestment					
Number of grant applications submitted	10	8	8	8	8
Amount of grant funds awarded	\$350,000	369893	\$350,000	\$350,000	\$350,000
Number/ \$ amount of homeownership grants awarded	10/\$50,000	9/\$45,000	10/\$50,000	10/\$50,000	10/\$50,000
Number/ \$ value of new construction starts	5/\$65 mil.	3/\$166 mil.	5/\$100 mil.	6/\$300 mil.	3/\$100 mil.
Number of community projects in design/ construction	5	9	5	5	5

COMMUNITY DEVELOPMENT

Acct. Code	FY 2018	FY 2019	FY 2020		FY 2021	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 20 to FY 21	FY 20 to FY 21
						\$	%
-3011							
	<u>Salaries & Wages</u>						
-530.10-01	\$ 103,683	\$ 99,144	\$ 107,878	\$ 107,878	\$ 107,561	\$ (317)	-0.3%
	103,683	99,144	107,878	107,878	107,561	(317)	-0.3%
	<u>Benefits</u>						
-530.11-10	7,426	6,871	7,173	7,173	7,508	335	4.7%
-530.11-12	20,818	4,955	5,508	5,508	5,355	(153)	-2.8%
-530.11-13	613	150	158	300	531	373	236.1%
-530.11-14	207	230	285	285	245	(40)	-14.0%
-530.11-15	308	40	42	150	147	105	250.0%
-530.11-17	676	1,116	1,203	1,200	678	(525)	-43.6%
-530.11-21	2,250	2,017	2,999	2,999	3,092	93	3.1%
-530.11-22	389	256	443	443	146	(297)	-67.0%
-530.11-25	5,107	4,796	6,311	6,311	5,884	(427)	-6.8%
	37,794	20,431	24,122	24,369	23,586	(536)	-2.2%
	<u>Other Operating Costs</u>						
-530.25-55	-	10,465	30,000	20,000	25,000	(5,000)	-16.7%
-530.25-57	35,000	50,000	50,000	40,000	50,000	-	0.0%
-530.30-15	29,457	-	50,000	20,000	-	(50,000)	-100.0%
-530.30-16	4,100	-	10,000	5,000	10,000	-	0.0%
-530.36-10	-	-	13,000	13,000	-	(13,000)	100.0%
-530.36-35	12,088	1,824	15,000	5,000	15,000	-	0.0%
-530.60-11	-	482	-	-	-	-	0.0%
	80,645	62,771	168,000	103,000	100,000	(68,000)	-40.5%
	<u>Total Community Development</u>						
	\$ 222,122	\$ 182,346	\$ 300,000	\$ 235,247	\$ 231,147	\$ (68,853)	-23.0%

PLANNING & 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.
- Reviewed and commented on the Prince George's County Countywide Map Amendment (CMA)
- Reviewed and prepared staff recommendations on 3 Subdivision applications and 8 Detailed Site Plans.
- Participated in Purple Line Community Advisory Team meetings related to construction activities and Purple Line Coalition meetings related to community impacts.
- Held 5 public hearings on variance applications.
- Participated in artist selection and provided a matching grant for a new downtown mural in conjunction with CP-CUP.
- Obtained commitments for public art in 3 new development projects.
- Completed the Lower Midtown Land Use and Transportation Study using a COG TLC grant.

BUDGET HIGHLIGHTS:

- There are no significant changes expected in the operations of this department. The decrease in legal services is a result of a portion of those costs are covered in the general legal services cost of the City in General Government and Administration (program #1011).

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Planning Director	0.4	0.4	0.4	0.4
Senior Planner	1	1	1	1
Executive Assistant	0.4	0.4	0.4	0.4
Total Personnel	1.8	1.8	1.8	1.8

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$169,911	\$187,791	\$200,760	\$194,942
Benefits	33,804	37,805	39,787	38,421
Other Operating Costs	13,466	39,018	91,400	77,800
Capital	-	-	-	-
Total Expenditures	\$217,181	\$264,614	\$331,947	\$311,163

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

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 **\$500**

For APC meetings.

-530.32-24 Legal Services **\$2,000**

Legal advice/consultation to the APC.

KEY PERFORMANCE MEASURES

PLANNING & ZONING:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Recruit and select best possible candidates					
Number of staff reports presented to Mayor & Council for development applications	10	20	10	10	10
Number of public hearings held by the APC	10	16	10	12	10

PLANNING AND ZONING

Acct. Code	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020		FY 2021 ADOPTED BUDGET	Change in Budget FY 20 to FY 21	
			ADJUSTED BUDGET	Estimated FY Total		\$	%
-3012							
	<u>Salaries & Wages</u>						
-530.10-01	\$ 166,611	\$ 184,131	\$ 194,040	\$ 194,040	\$ 188,222	(5,818)	-3.0%
-530.10-06	3,300	3,660	6,720	4,500	6,720	-	0.0%
	<u>169,911</u>	<u>187,791</u>	<u>200,760</u>	<u>198,540</u>	<u>194,942</u>	<u>(5,818)</u>	<u>-2.9%</u>
	<u>Benefits</u>						
-530.11-10	12,567	13,370	13,089	13,089	13,380	291	2.2%
-530.11-12	7,645	9,154	8,090	8,090	7,670	(420)	-5.2%
-530.11-13	277	300	316	316	301	(15)	-4.7%
-530.11-14	287	311	333	333	293	(40)	-12.0%
-530.11-15	77	79	83	83	80	(3)	-3.6%
-530.11-17	1,456	1,456	1,464	1,460	1,460	(4)	-0.3%
-530.11-21	2,712	3,156	4,264	4,264	4,245	(19)	-0.4%
-530.11-22	621	653	797	797	696	(101)	-12.7%
-530.11-25	8,162	9,326	11,351	11,000	10,296	(1,055)	-9.3%
	<u>33,804</u>	<u>37,805</u>	<u>39,787</u>	<u>39,432</u>	<u>38,421</u>	<u>(1,366)</u>	<u>-3.4%</u>
	<u>Other Operating Costs</u>						
-530.25-61	-	30,000	75,000	30,000	75,000	-	0.0%
-530.30-65	1,067	200	800	300	500	(300)	-37.5%
-530.32-24	11,712	8,551	15,000	2,000	2,000	(13,000)	-86.7%
-530.36-10	388	-	300	-	-	(300)	-100.0%
-530.60-10	49	17	50	50	50	-	0.0%
-530.67-10	250	250	250	250	250	-	0.0%
	<u>13,466</u>	<u>39,018</u>	<u>91,400</u>	<u>32,600</u>	<u>77,800</u>	<u>(13,600)</u>	<u>-14.9%</u>
	<u>\$ 217,181</u>	<u>\$ 264,614</u>	<u>\$ 331,947</u>	<u>\$ 270,572</u>	<u>\$ 311,163</u>	<u>\$ (20,784)</u>	<u>-6.3%</u>

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:

- Administered the Business Recognition Program.
- 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.
- Awarded grants through the Business Assistance and Façade Improvement Program.
- Prepared the quarterly Development Update and Business Beat.
- Supported the Discovery District Working Group.

BUDGET HIGHLIGHTS:

- The decrease in this budget is primarily due to the reduction in expenses expected for the Farmers Markets. As a result of the demolition and reconstruction of City Hall, the downtown farmers market will not take place.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Planning Director	0.2	0.2	0.2	0.2
Economic Development Planner	1.0	1.0	1.0	1.0
Executive Assistant	0.1	0.1	0.1	0.1
Planning Intern (part-time)	0.2	0.4	0.4	0.4
Total Personnel	1.5	1.7	1.7	1.7

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$ 90,410	\$ 118,483	\$118,016	\$148,919
Benefits	26,191	32,369	31,560	40,619
Other Operating Costs	60,367	92,936	109,602	100,507
Capital	-	-	-	-
Total Expenditures	\$176,968	\$243,788	\$259,178	\$290,045

OTHER OPERATING COSTS:

-530.12-11 Travel & Training

International Council of Shopping Centers regional conf. & booth	\$1,200
International Economic Development Council certification (1 course)	600
Workshops and BISNOW local events	500
	\$2,300

-530.25-55 Business Assistance and Façade Improvement Grant

\$75,000

Provides assistance to businesses for leasehold and façade improvements.

-530.34-25 Marketing

Joint marketing with PGC's Economic Development Corporation, UMD Visitors Center and DCPMA	\$ 2,000
Marketing collateral and advertising	1,000
CoStar real estate database	6,770
ESRI Business Analyst	1,000
	\$10,770

-530.38-38 Farmers Market

\$10,000

Funds support the Hollywood Farmers Market including the Market Master, music and marketing materials. The Market Master contract was increased by \$1,000 for FY2021. (The Downtown market will not take place due to location being a construction zone).

-530.67-10 Dues

International Economic Development Council	\$ 455
International Council of Shopping Centers	80
Adobe InDesign	252
Maryland Economic Development Association	200
	\$987

KEY PERFORMANCE MEASURES

ECONOMIC DEVELOPMENT:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
High quality development and reinvestment					
Number of residential units added to tax base	10	41	10	10	10
Square footage of commercial space added to tax base	100,000	129,640	100,000	200,000	100,000
Number of new construction starts	5	3	5	4	5
Number of new businesses opened	10	45	10	12	10
Number of jobs created	150	621	150	125	150

ECONOMIC DEVELOPMENT

Acct. Code	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020		FY 2021 ADOPTED BUDGET	Change in Budget FY 20 to FY 21	
			ADJUSTED BUDGET	Estimated FY Total		\$	%
-3014							
	<u>Salaries & Wages</u>						
-530.10-01	\$ 90,410	\$ 118,483	\$ 118,016	\$ 117,932	\$ 148,919	\$ 30,903	26.2%
	90,410	118,483	118,016	117,932	148,919	30,903	26.2%
	<u>Benefits</u>						
-530.11-10	6,697	8,359	7,729	7,729	7,790	61	0.8%
-530.11-12	11,186	13,751	12,201	12,200	21,736	9,535	78.2%
-530.11-13	488	529	558	550	904	346	62.0%
-530.11-14	215	239	240	240	222	(18)	-7.5%
-530.11-15	143	147	154	150	239	85	55.2%
-530.11-17	676	736	680	678	678	(2)	-0.3%
-530.11-21	1,846	2,710	3,414	3,400	3,249	(165)	-4.8%
-530.11-22	342	354	432	375	367	(65)	-15.0%
-530.11-25	4,598	5,544	6,152	6,100	5,434	(718)	-11.7%
	26,191	32,369	31,560	31,422	40,619	9,059	28.7%
	<u>Other Operating Costs</u>						
-530.12-10	57	142	300	150	200	(100)	-33.3%
-530.12-11	1,494	2,625	2,900	2,900	2,300	(600)	-20.7%
-530.25-58							
	32,428	64,503	75,000	65,000	75,000	-	0.0%
-530.30-15	882	882	882	-	-	(882)	-100.0%
-530.34-25	6,416	7,424	10,770	10,000	10,770	-	0.0%
-530.36-15	122	-	1,000	-	1,000	-	0.0%
-530.38-38	18,261	16,638	18,000	16,000	10,000	(8,000)	-44.4%
-530.67-10	470	485	500	697	987	487	97.4%
-530.67-20	237	237	250	247	250	-	0.0%
	60,367	92,936	109,602	94,994	100,507	(9,095)	-8.3%
	<u>Total Economic Development</u>						
	\$ 176,968	\$ 243,788	\$ 259,178	\$ 244,348	\$ 290,045	\$ 30,867	11.9%



YOUTH, FAMILY & 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 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 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	1.5
Seniors Social Coordinator	-	.63	.63	.63
Outreach Coordinator	0.75	0.75	0.75	0.75
Office Assistant	1.03	1.03	1.03	1.03
Group Co-Facilitator	0.22	0.22	0.22	0.22
Child Care Provider	1.9	1.9	1.9	1.9
Bus Driver	11.79	12.42	12.42	12.92
Total Personnel	11.38	11.79	12.42	12.92

SUMMARY OF EXPENDITURES:

Function	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Administration	\$ 292,289	\$ 368,520	\$ 362,870	\$ 376,085
Clinical Services	375,240	392,011	424,334	394,025
Seniors Program	402,101	491,890	524,622	558,520
Total Expenditures	\$1,069,630	\$1,252,421	\$1,311,826	\$1,328,630

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 23rd 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 10 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 200 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. Provided all participants with their individualized certificate.
- Supported parent engagement initiatives at Hollywood Elementary, Paint Branch Elementary and Cherokee Lane Elementary.
- Advisory Committee/Council initiatives – City public education grants to 11 neighborhood public schools and City scholarships to 40 College Park youth K – 12 grade students to UMD summer camps.
- Provide staff support for City’s Education Advisory Committee and Seniors Committee.
- Hosted bi-annual meetings with over 20 local principals and school representatives

BUDGET HIGHLIGHTS:

- The budget for Holiday Events (Halloween Thing and the Spring Egg Hunt) have been moved to Communications and Special Events (Program #1006 – General Government & Administration).

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Director of Youth, Family & Senior Services	0.5	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	0.4	0.4	0.4	0.4
Bus Driver	0.08	0.08	0.08	0.08
Total Personnel	2.48	2.48	2.48	2.48

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$175,643	\$222,036	\$206,578	\$226,805
Benefits	45,990	63,971	62,277	60,490
Other Operating Costs	62,792	58,982	94,015	87,790
Capital	7,864	23,531	-	1,000
Total Expenditures	\$292,289	\$368,520	\$362,870	\$376,085

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.	
-540.38-66 Family Summit	\$4,500
Includes cost of facilitator, printing of material and meeting refreshments.	
-540.42-10 Cleaning Service/Building	\$14,000
Window cleaning; cleaning of ceiling fans and exposed high ceiling duct work; cleaning of mats, 3 times/year; tile and carpet cleaning 6 times/year, 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).	

KEY PERFORMANCE MEASURES

YOUTH, FAMILY & SENIOR SERVICES - ADMINISTRATION:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Excellent Services % of families receiving services categorized as low to moderate income (less than \$68,000 for a family of 4)	>51%	81%	>51%	75%	>51%
Effective fiscal management % of department wide budget spent	< 100%	97.4%	< 100%	99%	< 100%

YOUTH, FAMILY AND SENIOR SERVICES ADMINISTRATION

Acct. Code		FY 2018	FY 2019	FY 2020		FY 2021	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 20 to FY 21	FY 20 to FY 21
							\$	%
-4010								
	<u>Salaries & Wages</u>							
-540.10-01	Salary/Hourly	\$ 171,540	\$ 219,673	\$ 201,578	\$ 227,000	\$ 221,805	\$ 20,227	10.0%
-540.10-03	Overtime	4,103	2,363	5,000	3,200	5,000	-	0.0%
	Total Salaries & Wages	175,643	222,036	206,578	230,200	226,805	20,227	9.8%
	<u>Benefits</u>							
-540.11-10	FICA	12,971	13,762	12,510	15,000	16,005	3,495	27.9%
-540.11-12	Health Insurance	16,835	31,105	27,765	27,765	23,424	(4,341)	-15.6%
-540.11-13	Dental Insurance	650	1,195	1,229	1,220	1,013	(216)	-17.6%
-540.11-14	Life Insurance	250	263	231	275	406	175	75.8%
-540.11-15	Vision Insurance	256	262	273	270	208	(65)	-23.8%
-540.11-17	457 City Match Contribution	3,032	2,698	2,680	2,650	1,108	(1,572)	-58.7%
-540.11-21	Workers Compensation	3,750	4,996	6,210	6,210	6,915	705	11.4%
-540.11-22	Long-term Disability Insurance	445	453	552	450	199	(353)	-63.9%
-540.11-25	MSRP Retirement	7,801	9,237	10,827	10,827	11,212	385	3.6%
	Total Benefits	45,990	63,971	62,277	64,667	60,490	(1,787)	-2.9%
	<u>Other Operating Costs</u>							
-540.12-10	Non Training Travel - mileage reimb.	1,523	2,020	1,600	1,000	1,600	-	0.0%
-540.12-11	Travel & Training	5,116	1,765	2,700	2,000	2,700	-	0.0%
-540.30-13	Administrative - Lakeland STARS	12,132	11,217	9,000	9,000	9,000	-	0.0%
-540.30-15	Consulting (Programs)	1,868	150	13,000	2,000	13,000	-	0.0%
-540.34-37	M-NCPPC Contract-Youth Center	10,000	13,000	13,000	13,000	13,000	-	0.0%
-540.34-72	Building Coverage-after hours mtgs.	1,440	1,440	1,500	1,500	1,500	-	0.0%
	Education Advisory Committee (EAC)	2,595	2,814	2,600	2,050	2,600	-	0.0%
-540.36-10	Printing	280	666	1,200	750	1,200	-	0.0%
-540.38-15	Holiday Events			<i>Moved to 1006-Communications & Special Events</i>				
-540.38-66	Family Summit	-	4,440	3,000	3,000	4,500	1,500	50.0%
-540.40-10	Office equipment repairs & maint.	-	-	300	-	300	-	0.0%
-540.42-10	Building cleaning	8,056	2,639	17,725	6,500	14,000	(3,725)	-21.0%
-540.45-10	Software support - records scan	-	-	10,000	10,000	5,000	(5,000)	-50.0%
-540.47-10	Clothing & Uniforms	985	-	400	250	400	-	0.0%
-540.48-20	Copier lease	2,292	3,334	3,450	3,400	3,450	-	0.0%
-540.52-10	Awards & Gifts-Lakeland STARS	-	552	300	300	800	500	166.7%
-540.60-10	General Supplies	6,737	4,416	5,000	4,500	5,000	-	0.0%
-540.60-11	Meeting Refreshments	1,027	2,208	1,000	1,000	1,500	500	50.0%
-540.61-10	Office Supplies	3,768	2,588	2,400	2,000	2,400	-	0.0%
-540.62-10	Postage	149	253	600	300	600	-	0.0%
-540.66-12	Cellular Phone	1,512	1,308	1,440	1,400	1,440	-	0.0%
-540.67-10	Dues	1,400	1,495	2,000	2,000	2,000	-	0.0%
-540.67-20	Publications & Books	293	(25)	300	250	300	-	0.0%
-540.69-10	Miscellaneous	1,619	2,702	1,500	1,500	1,500	-	0.0%
	Total Other Operating Costs	62,792	58,982	94,015	67,700	87,790	(6,225)	-6.6%
	<u>Capital Outlay</u>							
-540.93-20	Office Furniture & AV equipment	7,864	1,810	-	-	-	-	-
-540.95-20	Buildings	-	21,721	-	-	1,000	1,000	100.0%
	Total Youth & Family Admin	\$ 292,289	\$ 368,520	\$ 362,870	\$ 362,567	\$ 376,085	\$ 13,215	3.6%

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 master's 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.
- 89% 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 services to a friend.
- Led and supported the College Park Hispanic Parent Support Group, now in its 13th year; assisted participant parents in building their sense of community and enhancing their ability and confidence as parents.
- Provided on-site 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 mental health interns. This year interns were from Catholic University Master of Social Work and Johns Hopkins Master of Science in Counseling Programs
- Administered advanced clinical sand therapy certificate program for mental health professionals with agency consultant Dr. Dee Preston-Dillon

BUDGET HIGHLIGHTS:

- No significant changes are expected in the operations of this program.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 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	0.22	0.22	0.22	0.22
Total Personnel	4.66	4.66	4.66	4.66

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$283,501	\$292,925	\$318,936	\$289,972
Benefits	67,584	74,654	73,568	72,223
Other Operating Costs	24,155	24,432	31,830	31,830
Capital	-	-	-	-
Total Expenditures	\$375,240	\$392,011	\$424,334	\$394,025

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

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

Play Therapy conference, 7 attendees (\$2,725); National Institute for Relationship Enhancement (\$1,000); Trauma training rotation (2 clinicians/yr (\$3,975); Other clinical training (Suicide awareness/prevention, LGBTQ issues/awareness, Anxiety, Depression, Grief & Loss)- (\$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, 2 @ \$250 (\$500); Maryland Board of Social Work Examiners, 3 @ \$320 (\$960); Association of Play Therapy (\$300).

KEY PERFORMANCE MEASURES

CLINICAL SERVICES:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Strengthen youth/family functioning through clinical interventions					
Number of youth in groups and families served in clinical interventions	> 75	156	> 75	125	> 75
% of participants rating services as helpful (based on exit surveys)	90%	100%	90%	100%	90%

CLINICAL SERVICES

Acct. Code		FY 2018	FY 2019	FY 2020		FY 2021	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 20 to FY 21	
							\$	%
-4011								
	<u>Salaries & Wages</u>							
-540.10-01	Salary/Hourly	\$ 283,340	\$ 292,873	\$ 318,786	\$ 323,351	\$ 289,822	\$ (28,964)	-9.1%
-540.10-03	Overtime	161	52	150	150	150	-	0.0%
	Total Salaries & Wages	283,501	292,925	318,936	323,501	289,972	(28,964)	-9.1%
	<u>Benefits</u>							
-540.11-10	FICA	20,977	21,353	23,146	23,146	21,518	(1,628)	-7.0%
-540.11-12	Health Insurance	19,095	22,860	12,857	19,956	17,523	4,666	36.3%
-540.11-13	Dental Insurance	946	1,108	871	900	1,041	170	19.5%
-540.11-14	Life Insurance	88	91	102	96	41	(61)	-59.8%
-540.11-15	Vision Insurance	491	475	409	409	452	43	10.5%
-540.11-17	457 City Match Contribution	2,741	3,221	3,229	3,229	3,846	617	19.1%
-540.11-18	401A Retirement	3,749	3,758	3,959	3,959	4,116	157	4.0%
-540.11-21	Workers Compensation	8,479	9,910	14,054	14,054	11,932	(2,122)	-15.1%
-540.11-22	Long-term Disability Insurance	216	215	274	210	66	(208)	-75.9%
-540.11-25	MSRP Retirement	10,802	11,663	14,667	13,000	11,688	(2,979)	-20.3%
	Total Benefits	67,584	74,654	73,568	78,959	72,223	(1,345)	-1.8%
	<u>Other Operating Costs</u>							
-540.12-10	Non Training Travel	21	16	500	50	500	-	0.0%
-540.12-11	Travel & Training	7,246	8,607	9,100	9,000	9,100	-	0.0%
-540.30-15	Consulting	5,370	7,650	9,360	7,250	9,360	-	0.0%
-540.34-60	Child Care Costs	-	-	400	-	400	-	0.0%
-540.38-35	Student Events	450	300	500	350	500	-	0.0%
-540.40-40	Audio-Visual Equipment Service	1,674	-	1,000	-	1,000	-	0.0%
-540.50-10	Liability Insurance	52	503	1,560	53	1,560	-	0.0%
-540.60-10	General Supplies	3,443	3,040	2,500	2,500	2,500	-	0.0%
-540.60-11	Meeting Refreshments	2,712	1,896	4,000	2,800	4,000	-	0.0%
-540.61-10	Office Supplies	124	20	-	53	-	-	0.0%
-540.67-10	Dues	711	428	1,810	500	1,810	-	0.0%
-540.67-20	Publications & Books	2,274	1,582	1,000	1,000	1,000	-	0.0%
-540.69-10	Miscellaneous	78	390	100	100	100	-	0.0%
	Total Other Operating Costs	24,155	24,432	31,830	23,656	31,830	-	0.0%
	Total Clinical Services	\$ 375,240	\$ 392,011	\$ 424,334	\$ 426,116	\$ 394,025	\$ (30,309)	-7.1%

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:

- Case management and issue-specific advocacy to over 60 vulnerable seniors
- Hosted 148 senior social activities attended by more than 100 City seniors.
- Coordinated day excursion trips attended by over 100 seniors
- Maintained safe bus transportation primarily for medical care and shopping with over 2,000 trips provided.

BUDGET HIGHLIGHTS:

- The FY 2021 budget includes funds for an additional 0.5 FTE for a case worker in the Seniors program so that case management services can be expanded to serve more City seniors.
- The FY 2021 budget also includes funding to support a facility where the Seniors Program Staff can be housed in one office location.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 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	1.5
Seniors Social Coordinator	-	.63	.63	.63
Office Assistant	0.63	0.63	0.63	0.63
Bus Driver	1.82	1.82	1.82	1.82
Total Personnel	4.65	5.28	5.28	5.78

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$260,380	\$306,822	\$333,047	\$338,778
Benefits	73,400	85,925	91,865	87,862
Other Operating Costs	67,112	91,924	99,110	131,280
Capital	1,209	7,219	600	600
Total Expenditures	\$402,101	\$491,890	\$524,622	\$558,520

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

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

Certified Senior Advisor training/maintenance – courses, exam, continuing education (\$1,200), additional staff training opportunities on aging adults – recognizing abuse, neglect and exploitation; privacy laws; cultural considerations for senior populations; senior fitness; navigation of government assistance programs for seniors (\$1,300).

-540.25- Grant - Neighbors Helping Neighbors \$11,500

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

-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 \$16,750

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

-540.47-10 Clothing & Uniforms \$1,500

Uniform rental and cleaning for employees.

-540.60-10 General Supplies \$5,000

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 **\$10,000**

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

-540.62-10 Postage **\$5,000**

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

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

Maryland Board of Social Work Examiners and Certified Senior Advisor.

KEY PERFORMANCE MEASURES

SENIORS PROGRAM:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Enhance quality of life for senior citizens					
Number of day excursion participants 1	350	363	350	350	100 ¹
Number of participants at senior social center 1	n/a	1198	1000	1000	100 ¹
% of participants rating services as good or better	90%	100%	100%	100%	90%
Number of trips provided for City seniors (within 8 mile radius)	2200	2001	2200	2200	2200
Number of seniors assisted with transportation 1	3500	3622	3500	3500	110 ¹
Number of seniors receiving case management services	n/a	n/a	n/a	60	50
<i>¹ - FY2021 Target represents the number of unduplicated participants, i.e. the number of individual trip/event participants in each category. Prior year numbers reflect total people across all trips/events, i.e. one person may have taken 10 trips, so was counted as 10. That same person with 10 trips in FY2021 would be counted as 1.</i>					

SENIORS PROGRAM

Acct. Code		FY 2018	FY 2019	FY 2020		FY 2021	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 20 to FY 21	
							\$	%
-4012								
	<u>Salaries & Wages</u>							
-540.10-01	Salary/Hourly	\$ 258,254	\$ 303,676	\$ 330,547	\$ 330,480	\$ 336,278	\$ 5,731	1.7%
-540.10-03	Overtime	2,126	3,146	2,500	2,500	2,500	-	0.0%
	Total Salaries & Wages	260,380	306,822	333,047	332,980	338,778	5,731	1.7%
	<u>Benefits</u>							
-540.11-10	FICA	19,328	22,561	23,505	23,505	24,883	1,378	5.9%
-540.11-12	Health Insurance	28,827	33,024	29,586	29,586	26,482	(3,105)	-10.5%
-540.11-13	Dental Insurance	860	962	1,012	1,000	921	(91)	-9.0%
-540.11-14	Life Insurance	447	470	583	500	489	(94)	-16.1%
-540.11-15	Vision Insurance	173	283	300	250	268	(32)	-10.7%
-540.11-17	457 City Match Contribution	2,393	2,282	2,327	2,320	1,695	(632)	-27.2%
-540.11-18	401A Retirement	3,073	3,225	3,381	3,300	3,514	133	3.9%
-540.11-21	Workers Compensation	7,566	9,937	13,931	13,900	13,600	(331)	-2.4%
-540.11-22	Long-term Disability Insurance	755	744	946	800	573	(373)	-39.4%
-540.11-25	MSRP Retirement	9,978	12,437	16,294	15,000	15,437	(857)	-5.3%
	Total Benefits	73,400	85,925	91,865	90,161	87,862	(4,004)	-4.4%
	<u>Other Operating Costs</u>							
-540.12-10	Non Training Travel	761	1,008	1,000	1,000	1,500	500	50.0%
-540.12-11	Travel & Training	3,488	1,629	2,500	2,000	2,500	-	0.0%
-540.25-12	Grant - Neighbors Helping Neighbors	5,500	11,500	4,700	4,700	11,500	6,800	144.7%
-540.30-13	Administrative	2,994	380	-	-	-	-	0.0%
-540.30-15	Consulting	3,360	1,000	1,600	50,000	1,600	-	0.0%
-540.36-10	Printing	2,576	-	1,000	-	1,000	-	0.0%
-540.38-12	Senior Trips	20,436	15,497	21,000	18,500	21,000	-	0.0%
-540.38-99	Other Activities	150	16,884	18,750	13,500	16,750	(2,000)	-10.7%
-540.42-10	Building cleaning		3,491	-	-	-	-	0.0%
-540.45-23	Pest Control	530	511	1,480	600	1,480	-	0.0%
-540.47-10	Clothing & Uniforms	6,657	4,096	4,000	4,000	1,500	(2,500)	-62.5%
-540.48-20	Copier lease	1,319	2,445	3,150	1,950	3,150	-	0.0%
-540.48-60	Office space rental, phones & internet	3,600	11,300	14,000	13,500	45,000	31,000	221.4%
-540.60-10	General Supplies	3,418	5,246	3,500	4,000	5,000	1,500	42.9%
-540.60-11	Meeting Refreshments	6,215	8,657	7,100	9,000	10,000	2,900	40.8%
-540.61-10	Office Supplies	875	1,842	2,830	2,000	2,500	(330)	-11.7%
-540.62-10	Postage	3,724	4,844	10,700	5,000	5,000	(5,700)	-53.3%
-540.66-12	Cellular Phone	1,137	1,139	1,200	1,200	1,200	-	0.0%
-540.67-10	Dues	186	175	400	400	400	-	0.0%
-540.67-20	Publications & Books	186	102	100	60	100	-	0.0%
-540.69-10	Miscellaneous	-	178	100	100	100	-	0.0%
	Total Other Operating Costs	67,112	91,924	99,110	131,510	131,280	32,170	32.5%
	<u>Capital Outlay</u>							
-540.93-20	Office Furniture & Equipment	1,209	7,219	600	-	600	-	0.0%
	Total Seniors Program	\$ 402,101	\$ 491,890	\$ 524,622	\$ 554,651	\$ 558,520	\$ 33,897	6.5%

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 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Director	1	1	1	1
Assistant Director	2	2	2	2
Administrative Assistant	1	1	1	1
Sustainability Coordinator	1	1	1	1
Dispatch/Administrative Clerk	1	1	1	1
Civil Engineer	1	1	1	1
Engineering Technician	1	1	1	1
Fleet Supervisor	1	1	1	1
Mechanic	2	2	2	2
Inventory Control Clerk	1	1	1	1
Crew Supervisor	2	2	2	2
Motor Equipment Operator	13	13	13	13
Laborer	16	16	16	16
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	2
Public Works/Engineering Intern	2	2	2	2
Laborer Landscape (summer)	2	2	2	2
Total Personnel	53	53	53	54

Public Works

Summary of Expenditures:

Function	FY 2018	FY 2019	FY 2020	FY 2021	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	ADOPTED BUDGET	FY 20 to FY 21 \$	%
Administration (5010)	\$ 758,006	\$ 680,429	\$ 714,478	\$ 721,907	\$ 7,429	1.0%
Solid Waste Management	2,037,069	2,238,279	2,225,162	2,287,946	62,784	2.8%
Refuse Management (5011)	778,915	864,398	837,074	869,376	32,302	3.9%
Leaf & Grass Collection (5012)	233,113	304,314	392,787	340,649	(52,138)	-13.3%
Litter & Graffiti Control (5023)	218,900	254,288	215,231	212,405	(2,826)	-1.3%
Recycling (5025)	695,448	681,883	621,642	700,012	78,370	12.6%
Compost Yard Operations (5050)	110,693	133,396	158,428	165,504	7,076	4.5%
Streets & Parking Lots	654,326	733,961	978,361	995,587	17,226	1.8%
Street Cleaning (5013)	56,495	77,640	65,024	82,302	17,278	26.6%
Signage (5014)	113,390	92,480	130,780	132,164	1,384	1.1%
Street Maintenance (5015)	286,092	323,121	401,863	395,545	(6,318)	-1.6%
Snow & Ice Control (5017)	106,757	143,019	262,773	261,744	(1,029)	-0.4%
Parking Lot Maintenance (5024)	22,441	23,075	36,988	35,788	(1,200)	-3.2%
Parking Garage (5027)	69,151	74,626	80,933	88,044	7,111	8.8%
Buildings & Grounds	1,054,353	1,065,505	1,265,433	1,231,157	(34,276)	-2.7%
Public Works Buildings (5018)	57,407	57,480	124,270	82,526	(41,744)	-33.6%
Recreational Facilities Maint. (5019)	174,944	176,256	182,031	178,638	(3,393)	-1.9%
Building Maintenance (5028)	347,113	328,761	357,914	333,714	(24,200)	-6.8%
Turf & Right of Way Maint. (5016)	60,788	61,858	63,900	69,383	5,483	8.6%
Tree & Landscape Maint. (5020)	414,101	441,150	537,319	566,896	29,578	5.5%
Engineering (5021)	260,645	263,493	344,134	295,118	(49,016)	-14.2%
Fleet Services (5030)	539,294	532,505	742,717	653,016	(89,701)	-12.1%
Total DPW expenditures	\$ 5,303,693	\$ 5,514,172	\$ 6,270,286	\$ 6,184,731	\$ (85,555)	-1.4%

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:

- Performed an in-house evaluation of solid waste bulk trash collections to determine associated costs of collection and disposal of the various types of items.
- Procured a consultant to perform further research of bulk trash collections to develop recommendations to improve the overall program, resulting in a report/presentation to Council.
- Sold 512 cubic yards of wood mulch.
- Sold 1,681 cubic yards of compost.
- Representative on the Good Neighbor Day planning group that meets monthly for about 9 months of the year to plan volunteer projects for this collaborative event between the University of Maryland, the City, MNCPP and other entities for about 900 volunteers in April.
- Assisted with clean out of the Boys & Girls Club space at Davis Hall to prepare for the storage of items from old City Hall building during the scheduled construction of new City Hall (CIP #041003).
- Compiled and submitted the Sustainable Maryland re-certification documents for the previous 3-year period to maintain the City's sustainability status in this organization.
- Compiled/submitted the State of Maryland Green registry re-certification to maintain the City's status.
- Project management for the development and future construction of the Hollywood Dog Park (CIP #181212).

BUDGET HIGHLIGHTS:

- No significant changes are expected in the operations of this program.
- The budget for the Committee for a Better Environment has been moved to this program.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Director	1	1	1	1
Assistant Director	1.65	2	2	2
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 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$552,559	\$453,799	\$481,672	\$501,189
Benefits	118,891	145,939	140,756	132,593
Other Operating Costs	86,556	80,691	92,050	85,475
Capital	-	-	-	2,650
Total Expenditures	\$758,006	\$680,429	\$714,478	\$721,907

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

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

\$8,000

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

-550.47-10 Clothing & Uniforms

Uniform rental & cleaning	\$19,000
Walk-off mats (\$35/week)	1,900
Rental return losses	300
Winter Jackets	4,200
Safety shoes (approximately \$195/pair)	9,800
Hats	500
	\$35,700

-550.66-13 Wireless Radio

\$10,000

Use of the University's Department of Public Safety 2-way radio system and radio system maintenance.

PUBLIC WORKS ADMINISTRATION

Acct. Code		FY 2018	FY 2019	FY 2020		FY 2021	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 20 to FY 21	FY 20 to FY 21
							\$	%
-5010								
	<u>Salaries & Wages</u>							
-550.10-01	Salary/Hourly	\$ 543,504	\$ 445,371	\$ 472,472	\$ 472,472	\$ 491,989	\$ 19,517	4.1%
-550.10-03	Overtime	9,055	8,428	9,200	5,500	9,200	-	0.0%
	Total Salaries & Wages	552,559	453,799	481,672	477,972	501,189	19,517	4.1%
	<u>Benefits</u>							
-550.11-10	FICA	38,138	34,693	34,232	36,565	35,725	1,493	4.4%
-550.11-12	Health Insurance	41,984	64,673	59,834	53,300	49,267	(10,568)	-17.7%
-550.11-13	Dental Insurance	1,158	1,783	1,944	1,300	1,755	(189)	-9.7%
-550.11-14	Life Insurance	1,038	1,023	1,106	750	805	(301)	-27.2%
-550.11-15	Vision Insurance	407	564	606	500	581	(25)	-4.1%
-550.11-17	457 City Match Contribution	2,522	2,849	3,059	2,500	5,110	2,051	67.0%
-550.11-18	401A Retirement	11,404	10,021	3,545	15,000	3,685	140	3.9%
-550.11-21	Workers Compensation	7,261	7,734	10,281	5,600	10,260	(21)	-0.2%
-550.11-22	Long-term Disability Insurance	1,613	1,435	1,926	1,655	1,805	(121)	-6.3%
-550.11-25	MSRP Retirement	13,366	21,164	24,223	24,000	23,600	(623)	-2.6%
	Total Benefits	118,891	145,939	140,756	141,170	132,593	(8,164)	-5.8%
	<u>Other Operating Costs</u>							
-550.12-10	Non Training Travel	71	17	75	17	-	(75)	-100.0%
-550.12-11	Travel & Training	6,605	6,829	6,700	6,400	6,700	-	0.0%
-550.34-17	Temp Manpower-Other	1,337	-	-	-	-	-	0.0%
-550.34-75	Mosquito Control	6,097	7,024	6,600	6,000	8,000	1,400	21.2%
-550.36-10	Printing	1,224	1,188	2,000	1,200	2,000	-	0.0%
-550.36-37	Code Enf. Abatement-Reimburse.	(4,646)	(2,513)	(4,500)	(3,000)	(4,000)	500	-11.1%
-550.38-45	Volunteer Programs	177	245	250	250	250	-	0.0%
-550.38-67	Safety Breakfast	1,364	1,642	1,900	1,650	2,000	100	5.3%
-550.47-10	Clothing & Uniforms	32,569	31,553	32,320	32,000	35,700	3,380	10.5%
-550.48-20	Copier lease	3,828	4,549	4,140	4,140	5,400	1,260	30.4%
-550.52-10	Awards & Gifts	903	274	700	774	750	50	7.1%
-550.53-10	CDL Licensing Fee	-	50	200	50	350	150	75.0%
-550.38-64	Committee for Better Environment	6,159	2,157	8,000	3,150	3,000	(5,000)	-62.5%
-550.60-10	General Supplies	2,937	3,424	3,280	3,200	3,500	220	6.7%
-550.60-60	Safety supplies (from clothing/uniforms)	-	-	2,500	1,500	2,500	-	0.0%
-550.60-11	Meeting Refreshments	64	97	200	100	200	-	0.0%
-550.61-10	Office Supplies	2,762	2,431	2,900	2,200	2,900	-	0.0%
-550.62-10	Postage	113	54	75	75	75	-	0.0%
-550.66-12	Cellular Phone	2,104	3,053	4,000	3,500	4,400	400	10.0%
-550.66-13	Wireless Radio	21,513	17,162	19,000	17,500	10,000	(9,000)	-47.4%
-550.67-10	Dues	1,155	1,408	1,410	1,473	1,500	90	6.4%
-550.67-20	Publications & Books	220	34	300	300	250	(50)	-16.7%
-550.69-10	Miscellaneous	-	13	-	-	-	-	0.0%
	Total Other Operating Costs	86,556	80,691	92,050	82,479	85,475	(6,575)	-7.1%
-550.98-10	Computers (1 laptop & 3 tablets)					2,650	2,650	100.0%
	Total Public Works Administration	\$ 758,006	\$ 680,429	\$ 714,478	\$ 701,621	\$ 721,907	\$ 7,428	1.0%

SOLID WASTE MANAGEMENT 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); and Compost Yard Operations (5050).

Summary of Expenditures	FY 2018	FY 2019	FY 2020	FY 2021	Change in Budget	
	Actual	Actual	Budget	Budget	\$	%
Solid Waste Management	\$2,037,069	\$2,238,279	\$2,225,162	\$2,287,946	\$62,784	2.8%
Refuse Management (5011)	778,915	864,398	837,074	869,376	32,302	3.9%
Leaf & Grass Collection (5012)	233,113	304,314	392,787	340,649	(52,138)	-13.3%
Litter & Graffiti Control (5023)	218,900	254,288	215,231	212,405	(2,826)	-1.3%
Recycling (5025)	695,448	681,883	621,642	700,012	78,370	12.6%
Compost Yard Operations (5050)	110,693	133,396	158,428	165,504	7,076	4.5%

KEY PERFORMANCE MEASURES

PUBLIC WORKS - SOLID WASTE MANAGEMENT:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Excellent Services					
Tons of household refuse collected/disposed	3,000	3,031	4,500	4,285	4,200
Tons of leaves and yard trim collected	1,750	1,858	2,000	2,135	2,150
Tons of bulk trash collected/disposed	800	862	850	885	850
Number of times all refuse/recycling receptacles in downtown business district emptied	250	262	300	350	350
Tons of food waste diverted from solid waste stream	n/a	n/a	10	15	20
Number of graffiti work orders completed	7	7	7	13	12
Tons of curbside recycling collected/disposed	1,000	954	1,250	1,265	1,275
Tons of miscellaneous recycling collected/disposed	25	24	26	40	50
Recycling rate with organics included (grass, leaves, brush)	50%	45%	50%	40%	50%
Cubic yards of compost sold	1,000	902	1,200	2,000	2,000
Cubic yards of wood mulch sold	500	519	500	580	550

SOLID WASTE MANAGEMENT DIVISION
REFUSE MANAGEMENT

PROGRAM #5011



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:

- Began the Food Scrap Drop-off pilot program including advertisement; development; procurement of related compostable bags and buckets to transport materials to drop-off locations; and contracted with a hauler to dispose of material at the composting facility in Upper Marlboro.
- Diverted 4.6 tons of Food Scraps between April 1-August 20, 2019 and gave away 125 food scrap buckets to first come first serve residents

BUDGET HIGHLIGHTS:

- In anticipation of an increase in tipping fees at the landfill, a 10% increase has been projected for FY2021

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Crew Supervisor	0.33	0.33	0.33	0.33
Motor Equipment Operator	2.85	2.85	2.85	2.85
Laborer	3.85	3.85	3.85	3.85
Total Personnel	7.03	7.03	7.03	7.03
Total Personnel	5.9	7.03	7.03	7.03

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$306,933	\$335,147	\$345,292	\$357,555
Benefits	126,450	152,553	147,322	136,371
Other Operating Costs	345,532	376,696	344,460	375,450
Capital	-	-	-	-
Total Expenditures	\$778,915	\$864,398	\$837,074	\$869,376

OTHER OPERATING COSTS:

-550.34-17 Temp Manpower - Other **\$4,000**

For temp labor for solid waste pick-up (200 hours at \$20/hour)

-550.34-20 Tipping Fees

Refuse (4,404 tons at \$65/ton)	\$286,325
Special collection material (756.54 tons at \$65/ton)	49,175
	\$335,500

-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	\$21,300
35 gallon mobile carts – \$35 each	700
	\$22,000

SOLID WASTE MANAGEMENT DIVISION
REFUSE MANAGEMENT

Acct. Code	FY 2018	FY 2019	FY 2020		FY 2021	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 20 to FY 21	%
						\$	%
-5011							
	<u>Salaries & Wages</u>						
-550.10-02	Hourly	\$ 301,603	\$ 331,426	\$ 340,092	\$ 340,000	\$ 352,555	\$ 12,463 3.7%
-550.10-03	Overtime	5,330	3,721	5,200	3,500	5,000	(200) -3.8%
	Total Salaries & Wages	306,933	335,147	345,292	343,500	357,555	12,263 3.6%
	<u>Benefits</u>						
-550.11-10	FICA	22,116	23,979	26,017	26,278	27,353	1,336 5.1%
-550.11-12	Health Insurance	68,017	86,281	72,148	72,148	60,171	(11,977) -16.6%
-550.11-13	Dental Insurance	3,624	4,122	4,387	4,200	3,298	(1,089) -24.8%
-550.11-14	Life Insurance	1,186	1,140	1,246	1,200	1,074	(172) -13.8%
-550.11-15	Vision Insurance	620	652	683	650	493	(190) -27.8%
-550.11-17	457 City Match Contribution	4,114	4,851	5,584	5,584	7,237	1,653 29.6%
-550.11-18	401A Retirement	3,583	3,854	3,952	3,952	4,041	89 2.3%
-550.11-21	Workers Compensation	9,756	11,852	15,569	15,569	15,516	(53) -0.3%
-550.11-22	Long-term Disability Insurance	1,060	1,200	1,397	1,390	1,303	(94) -6.7%
-550.11-25	MSRP Retirement	12,374	14,622	16,339	16,339	15,885	(454) -2.8%
	Total Benefits	126,450	152,553	147,322	147,310	136,371	(10,951) -7.4%
	<u>Other Operating Costs</u>						
-550.12-11	Travel & Training	258	-	500	-	500	- 0.0%
-540.30-15	Consulting - operational assessment		30,698	-	-	-	- 0.0%
-550.34-11	Temp Manpower-Solid Waste	8,414	3,511	5,000	2,800	4,000	(1,000) -20.0%
-550.34-20	Tipping Fees	311,597	306,353	305,000	300,000	335,500	30,500 10.0%
-550.34-99	Tipping Fees- Food waste diversion	-	11,352	12,000	11,000	12,000	- 0.0%
-550.36-10	Printing	314	-	1,200	350	1,200	- 0.0%
-550.60-10	General Supplies	181	-	250	100	250	- 0.0%
-550.60-45	Solid Waste Containers	24,768	24,784	20,510	12,000	22,000	1,490 7.3%
	Total Other Operating Costs	345,532	376,698	344,460	326,250	375,450	30,990 9.0%
	Total Refuse Management	\$ 778,915	\$ 864,398	\$ 837,074	\$ 817,060	\$ 869,376	\$ 32,302 3.9%

SOLID WASTE MANAGEMENT DIVISION

LEAF & 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:

- Collected 1,783 tons of leaves curbside within the City, and accepted 1,678 tons of leaves from other municipalities, for a total of 3,461 tons of leaves.
- Sold 83 (95-gallon) yard waste carts, and 155 (65-gallon) yard waste carts for a total of 238 carts sold

BUDGET HIGHLIGHTS:

- No significant changes are anticipated in the operations of this program.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Crew Supervisor	0.29	0.29	0.29	0.29
Supply Clerk	0	0	0	0
Motor Equipment Operator	3.09	3.09	3.09	3.09
Laborer	0.32	0.32	0.32	0.32
Lead Groundskeeper	0.20	0.20	0.20	0.20
Total Personnel	3.90	3.90	3.90	3.90

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$134,653	\$176,460	\$240,160	\$212,043
Benefits	46,516	74,560	89,052	72,556
Other Operating Costs	51,944	53,294	63,575	56,050
Capital	-	-	-	-
Total Expenditures	\$233,113	\$304,314	\$392,787	\$340,649

OTHER OPERATING COSTS:

-550.34-15 Temporary Manpower Curbside Leaf Collection **\$42,000**

2,100 hours at \$20/hour

-550.34-16 Temporary Manpower Yard Waste Collection **\$5,800**

290 hours at \$20/hour

-550.60-45 Yard Waste Carts **\$5,800**

The \$25 purchase price (subsidy) from residents is included in this line item.

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

Acct. Code	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020		FY 2021 ADOPTED BUDGET	Change in Budget FY 20 to FY 21		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-5012								
	<u>Salaries & Wages</u>							
-550.10-02	Hourly	\$ 134,632	\$ 173,516	\$ 237,160	\$ 237,000	\$ 211,043	\$ (26,117)	-11.0%
-550.10-03	Overtime	21	2,944	3,000	1,500	1,000	(2,000)	-66.7%
	Total Salaries & Wages	134,653	176,460	240,160	238,500	212,043	(28,117)	-11.7%
	<u>Benefits</u>							
-550.11-10	FICA	10,012	12,921	17,563	17,500	15,871	(1,692)	-9.6%
-550.11-12	Health Insurance	20,111	38,600	37,270	37,270	28,969	(8,301)	-22.3%
-550.11-13	Dental Insurance	1,092	1,715	2,098	2,098	1,433	(665)	-31.7%
-550.11-14	Life Insurance	333	433	718	650	652	(66)	-9.2%
-550.11-15	Vision Insurance	250	441	516	516	218	(298)	-57.8%
-550.11-17	457 City Match Contribution	3,164	4,026	4,938	4,900	3,736	(1,202)	-24.3%
-550.11-18	401A Retirement	281	1,588	2,667	2,660	484	(2,183)	-81.9%
-550.11-21	Workers Compensation	4,300	6,182	10,834	10,500	9,277	(1,557)	-14.4%
-550.11-22	Long-term Disability Insurance	481	615	974	970	780	(194)	-19.9%
-550.11-25	MSRP Retirement	6,492	8,039	11,474	11,400	11,136	(338)	-2.9%
	Total Benefits	46,516	74,560	89,052	88,464	72,556	(16,496)	-18.5%
	<u>Other Operating Costs</u>							
-550.34-15	Temp Manpower-Leaf	35,134	40,557	40,500	40,500	42,000	1,500	3.7%
-550.34-16	Temp Manpower-Yard Waste	12,673	1,230	8,500	1,400	5,800	(2,700)	-31.8%
-550.36-10	Printing	1,876	187	500	500	500	-	0.0%
-550.60-10	General Supplies	1,037	403	1,000	550	750	(250)	-25.0%
-550.60-40	Signs	1,224	657	1,200	1,200	1,200	-	0.0%
-550.60-45	Yard waste carts	-	10,260	11,875	10,000	5,800	(6,075)	-51.2%
	Total Other Operating Costs	51,944	53,294	63,575	54,150	56,050	(7,525)	-11.8%
	Total Leaf & Grass Collection	\$ 233,113	\$ 304,314	\$ 392,787	\$ 381,114	\$ 340,649	\$ (52,138)	-13.3%

LITTER & GRAFFITI CONTROL



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:

- Continued planning for the replacement of single trash receptacles throughout the City to combo units to provide for separation of single stream mixed recyclables from trash.

BUDGET HIGHLIGHTS:

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

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Crew Supervisor	0.07	0.07	0.07	0.07
Supply Clerk	0	0	0	0
Motor Equipment Operator	0.02	0.02	0.02	0.02
Laborer	2.82	2.82	2.82	2.82
Total Personnel	2.91	2.91	2.91	2.91

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$160,543	\$173,018	\$151,262	\$151,569
Benefits	49,188	60,847	46,469	43,336
Other Operating Costs	9,169	20,423	17,500	17,500
Capital	-	-	-	-
Total Expenditures	\$218,900	\$254,288	\$215,231	\$212,405

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

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

Acct. Code	FY 2018	FY 2019	FY 2020		FY 2021	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	\$	%
-5023							
	<u>Salaries & Wages</u>						
-550.10-02	\$ 141,070	\$ 152,716	\$ 130,162	\$ 129,969	\$ 129,969	\$ (193)	-0.1%
-550.10-03	16,435	17,283	18,000	18,000	18,500	500	2.8%
-550.10-08	3,038	3,019	3,100	3,100	3,100	-	0.0%
	<u>160,543</u>	<u>173,018</u>	<u>151,262</u>	<u>151,069</u>	<u>151,569</u>	<u>307</u>	<u>0.2%</u>
	<u>Benefits</u>						
-550.11-10	12,070	12,946	9,702	11,557	11,595	1,893	19.5%
-550.11-12	17,101	24,820	16,136	16,000	12,158	(3,978)	-24.7%
-550.11-13	1,797	2,213	1,774	2,000	1,633	(141)	-7.9%
-550.11-14	737	721	462	750	409	(53)	-11.5%
-550.11-15	181	270	190	270	133	(57)	-30.0%
-550.11-17	4,510	4,728	3,992	4,013	4,070	78	2.0%
-550.11-18	425	796	933	935	91	(842)	-90.2%
-550.11-21	5,080	6,092	5,970	5,970	5,734	(236)	-4.0%
-550.11-22	575	601	535	615	480	(55)	-10.3%
-550.11-25	6,712	7,660	6,775	6,900	7,033	258	3.8%
	<u>49,188</u>	<u>60,847</u>	<u>46,469</u>	<u>49,010</u>	<u>43,336</u>	<u>(3,133)</u>	<u>-6.7%</u>
	<u>Other Operating Costs</u>						
-550.34-14	142	840	-	-	-	-	0.0%
-550.60-10	9,027	19,583	17,500	15,000	17,500	-	0.0%
	<u>9,169</u>	<u>20,423</u>	<u>17,500</u>	<u>15,000</u>	<u>17,500</u>	<u>-</u>	<u>0.0%</u>
Total Litter & Graffiti Control	<u>\$ 218,900</u>	<u>\$ 254,288</u>	<u>\$ 215,231</u>	<u>\$ 215,079</u>	<u>\$ 212,405</u>	<u>\$ (2,826)</u>	<u>-1.3%</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:

- Sold 57 compost bins.
- Sold 40 Rain barrels.
- Processed 1,244 cubic yards of wood mulch (April 2019).

BUDGET HIGHLIGHTS:

- In anticipation of an increase in tipping fees at the landfill, a 20% increase has been projected for FY2021

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Crew Supervisor	0.40	0.40	0.40	0.40
Motor Equipment Operator	3.99	3.99	3.99	3.99
Laborer	1.90	1.90	1.90	1.90
Lead Groundskeeper	0.01	0.01	0.01	0.01
Sustainability Coordinator	0.65	0.65	0.65	0.65
Total Personnel	6.95	6.95	6.95	6.95

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$429,146	\$414,353	\$359,780	\$422,858
Benefits	171,929	188,009	170,887	175,104
Other Operating Costs	94,373	79,521	90,975	102,050
Capital	-	-	-	-
Total Expenditures	\$695,448	\$681,883	\$621,642	\$700,012

OTHER OPERATING COSTS:

-550.12-11 Travel & Training	\$500
Maryland Recyclers Network Conference for 4 attendees	
-550.34-20 Tipping Fees	\$57,600
Single stream recyclables (1,277 tons @ \$39/ton) and electronics (16 tons @ \$487/ton).	
-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.	\$19,000
Food composting bins for home use	2,000
The \$25 subsidy for yard waste carts is included in this line.	
	\$21,000
-550.60-55 Rain Barrels	\$2,500
Rain barrels purchased are sold at cost. Over time the net cost should zero out.	

**SOLID WASTE MANAGEMENT DIVISION
RECYCLING**

Acct. Code	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020		FY 2021 ADOPTED BUDGET	Change in Budget FY 20 to FY 21		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-5025								
	<u>Salaries & Wages</u>							
-550.10-02	\$ 428,990	\$ 414,071	\$ 359,380	\$ 359,380	\$ 422,458	\$ 63,078	17.6%	
-550.10-03	156	282	400	400	400	-	0.0%	
	Total Salaries & Wages	429,146	414,353	359,780	359,780	422,858	63,078	17.5%
	<u>Benefits</u>							
-550.11-10	31,042	29,708	25,445	27,523	30,580	5,135	20.2%	
-550.11-12	90,623	106,480	94,928	109,000	88,429	(6,499)	-6.8%	
-550.11-13	4,303	4,723	4,308	5,000	4,441	133	3.1%	
-550.11-14	1,099	966	1,097	900	1,266	169	15.4%	
-550.11-15	771	783	783	860	816	33	4.2%	
-550.11-17	6,855	6,565	5,354	6,400	6,158	804	15.0%	
-550.11-18	5,253	3,423	2,358	4,100	2,422	64	2.7%	
-550.11-21	13,596	14,489	16,374	13,100	18,550	2,176	13.3%	
-550.11-22	1,550	1,396	1,339	1,250	1,372	33	2.5%	
-550.11-25	16,837	19,476	18,901	18,000	21,070	2,169	11.5%	
	Total Benefits	171,929	188,009	170,887	186,133	175,104	4,217	2.5%
	<u>Other Operating Costs</u>							
-550.12-11	496	202	600	400	500	(100)	-16.7%	
-550.34-12	5,265	1,911	2,000	2,000	2,000	-	0.0%	
-550.34-13	3,493	1,164	1,600	1,300	1,600	-	0.0%	
-550.34-20	51,129	41,532	48,000	43,000	57,600	9,600	20.0%	
-550.36-10	314	-	2,000	-	2,000	-	0.0%	
-550.38-38	26	-	200	100	200	-	0.0%	
-550.38-39	700	700	700	700	1,400	700	100.0%	
-550.48-50	9,564	10,198	11,000	11,000	11,000	-	0.0%	
-550.60-10	1,385	940	2,000	1,000	2,000	-	0.0%	
-550.60-45	21,751	20,947	19,125	19,000	21,000	1,875	9.8%	
-550.60-55		1,677	3,500	2,000	2,500	(1,000)	-28.6%	
-550.67-10	250	250	250	250	250	-	0.0%	
	Total Other Operating Costs	94,373	79,521	90,975	80,750	102,050	11,075	12.2%
	Total Recycling	\$ 695,448	\$ 681,883	\$ 621,642	\$ 626,663	\$ 700,012	\$ 78,370	12.6%

COMPOST YARD OPERATIONS



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:

- Screened 2,313 cubic yards of compost in October 2019.
- Submitted the required annual compost report to Maryland Department of the Environment.
- Submitted the annual compost registration and bi-annual compost sales volume reports to the Maryland Department of Agriculture State Chemist.

BUDGET HIGHLIGHTS:

- No significant changes are anticipated in this budget.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Assistant Director	0.01	0.01	0.01	0.01
Sustainability Coordinator	0.10	0.10	0.10	0.10
Motor Equipment Operator	0.64	0.64	0.64	0.64
Lead Groundskeeper	0.54	0.54	0.54	0.54
Total Personnel	1.29	1.29	1.29	1.29

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$ 79,620	\$ 94,473	\$113,269	\$117,415
Benefits	19,804	25,698	32,534	32,814
Other Operating Costs	11,269	13,225	12,625	15,275
Capital	-	-	-	-
Total Expenditures	\$110,693	\$133,396	\$158,428	\$165,504

OTHER OPERATING COSTS:

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

Compost screener

**SOLID WASTE MANAGEMENT DIVISION
COMPOST YARD OPERATIONS**

Acct. Code	FY 2018	FY 2019	FY 2020		FY 2021	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	\$	%
-5050							
	<u>Salaries & Wages</u>						
-550.10-01	\$ 79,219	\$ 94,431	\$ 112,669	\$ 101,000	\$ 116,815	\$ 4,146	3.7%
-550.10-03	401	42	600	600	600	-	0.0%
	<u>79,620</u>	<u>94,473</u>	<u>113,269</u>	<u>101,600</u>	<u>117,415</u>	<u>4,146</u>	<u>3.7%</u>
	<u>Benefits</u>						
-550.11-10	6,020	7,350	8,553	7,000	8,893	340	4.0%
-550.11-12	3,620	5,096	7,137	4,400	7,240	103	1.4%
-550.11-13	226	250	287	250	258	(29)	-10.1%
-550.11-14	167	208	296	250	269	(27)	-9.1%
-550.11-15	70	69	69	75	50	(19)	-27.5%
-550.11-17	2,991	3,692	3,958	3,700	4,119	161	4.1%
-550.11-18	-	-	-	-	-	-	0.0%
-550.11-21	2,525	3,513	5,180	3,100	5,163	(17)	-0.3%
-550.11-22	300	361	463	350	432	(31)	-6.7%
-550.11-25	3,885	5,159	6,591	4,800	6,390	(201)	-3.0%
	<u>19,804</u>	<u>25,698</u>	<u>32,534</u>	<u>23,925</u>	<u>32,814</u>	<u>280</u>	<u>0.9%</u>
	<u>Other Operating Costs</u>						
-550.12-11	-	450	500	500	1,000	500	100.0%
-550.34-20	-	1,528	-	-	2,000	2,000	100.0%
-550.36-10	255	399	275	275	275	-	0.0%
-550.36-43	255	189	325	300	475	150	46.2%
-550.48-55	9,850	9,600	11,000	11,000	11,000	-	0.0%
-550.60-10	889	1,043	500	500	500	-	0.0%
-550.62-10	20	16	25	25	25	-	0.0%
	<u>11,269</u>	<u>13,225</u>	<u>12,625</u>	<u>12,600</u>	<u>15,275</u>	<u>2,650</u>	<u>21.0%</u>
Total Compost Yard Operations	<u>\$ 110,693</u>	<u>\$ 133,396</u>	<u>\$ 158,428</u>	<u>\$ 138,125</u>	<u>\$ 165,504</u>	<u>\$ 7,076</u>	<u>4.5%</u>

STREET MANAGEMENT & PARKING LOT 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).

Summary of Expenditures	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget	Change in \$	Budget %
Street Management & Parking Lots	\$654,326	\$733,961	\$978,361	\$995,587	\$17,226	1.8%
Street Cleaning (5013)	56,495	77,640	65,024	82,302	17,278	26.6%
Signage (5014)	113,390	92,480	130,780	132,164	1,384	1.1%
Street Maintenance (5015)	286,092	323,121	401,863	395,545	(6,318)	-1.6%
Snow & Ice Control (5017)	106,757	143,019	262,773	261,744	(1,029)	-0.4%
Parking Lot Maintenance (5024)	22,441	23,075	36,988	35,788	(1,200)	-3.2%
Parking Garage (5027)	69,151	74,626	80,933	88,044	7,111	8.8%

KEY PERFORMANCE MEASURES

PUBLIC WORKS -STREETS & PARKING LOTS:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Excellent Services					
Number of days sweeping streets (110 lane miles, approximately 11 miles/day)	65	62	87	100	100
Number of sign work orders completed	250	278	250	280	275
Linear feet of pavement markings completed	12,500	12,632	15,000	6,600	11,000
Number of times parking facilities are swept	125	119	160	170	175

STREET MANAGEMENT AND PARKING LOTS DIVISION

STREET CLEANING

PROGRAM #5013



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.

BUDGET HIGHLIGHTS:

- The increase in operating costs are primarily due to the increase in shared maintenance costs of the street sweeper.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Crew Supervisor	0.01	0.01	0.01	0.01
Motor Equipment Operator	0.05	0.05	0.05	0.05
Total Personnel	0.06	0.06	0.06	0.06

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$ 14,772	\$ 20,615	\$15,192	\$17,850
Benefits	3,670	5,998	5,882	6,902
Other Operating Costs	38,053	51,027	43,950	57,550
Capital	-	-	-	-
Total Expenditures	\$56,495	\$77,640	\$65,024	\$82,302

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 **\$40,000**

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

STREET MANAGEMENT AND PARKING LOTS DIVISION
STREET CLEANING

Acct. Code	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020		FY 2021 ADOPTED BUDGET	Change in Budget FY 20 to FY 21		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-5013								
	<u>Salaries & Wages</u>							
-550.10-02	\$ 14,653	\$ 20,613	\$ 15,167	\$ 20,000	\$ 17,825	\$ 2,658	17.5%	
-550.10-03	119	2	25	25	25	-	0.0%	
	<u>14,772</u>	<u>20,615</u>	<u>15,192</u>	<u>20,025</u>	<u>17,850</u>	<u>2,658</u>	<u>17.5%</u>	
	<u>Benefits</u>							
-550.11-10	1,120	1,557	1,124	1,532	1,316	192	17.1%	
-550.11-12	633	1,651	2,447	750	3,012	565	23.1%	
-550.11-13	101	145	134	175	257	123	91.8%	
-550.11-14	3	9	40	11	47	7	17.5%	
-550.11-15	27	39	38	45	54	16	42.1%	
-550.11-17	522	676	439	750	391	(48)	-10.9%	
-550.11-18		25	169		-	(169)	100.0%	
-550.11-21	472	717	694	700	784	90	13.0%	
-550.11-22	56	75	62	100	66	4	6.5%	
-550.11-25	736	1,104	735	1,100	975	240	32.7%	
	<u>3,670</u>	<u>5,998</u>	<u>5,882</u>	<u>5,163</u>	<u>6,902</u>	<u>1,020</u>	<u>17.3%</u>	
	<u>Other Operating Costs</u>							
-550.34-20	10,392	5,635	11,000	6,000	11,000	-	0.0%	
-550.36-50	25,757	38,446	30,000	30,000	40,000	10,000	33.3%	
-550.60-10		78	100	100	100	-	0.0%	
-550.60-40	1,976	6,446	2,400	2,400	6,000	3,600	150.0%	
-550.65-13	(72)	422	450	450	450	-	0.0%	
	<u>38,053</u>	<u>51,027</u>	<u>43,950</u>	<u>38,950</u>	<u>57,550</u>	<u>13,600</u>	<u>30.9%</u>	
Total Street Cleaning	<u>\$ 56,495</u>	<u>\$ 77,640</u>	<u>\$ 65,024</u>	<u>\$ 64,138</u>	<u>\$ 82,302</u>	<u>\$ 17,278</u>	<u>26.6%</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. 278 assorted signs were repaired or replaced.

BUDGET HIGHLIGHTS:

- No significant changes in operations.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Crew Supervisor	0.10	0.10	0.10	0.10
Motor Equipment Operator	1.00	1.00	1.00	1.00
Total Personnel	1.10	1.10	1.10	1.10

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$ 60,380	\$ 46,752	\$ 71,255	\$ 72,959
Benefits	21,862	20,653	27,875	27,855
Other Operating Costs	31,148	25,075	31,650	31,350
Capital	-	-	-	-
Total Expenditures	\$113,390	\$92,480	\$130,780	\$132,164

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	1,200
U-channels	2,000
Replace missing/damaged gateway, historic toppers, ATHA signs & other signs	5,100
	\$30,000

**STREET MANAGEMENT AND PARKING LOTS DIVISION
SIGNAGE**

Acct. Code		FY 2018	FY 2019	FY 2020		FY 2021	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 20 to FY 21	%
							\$	%
-5014								
	<u>Salaries & Wages</u>							
-550.10-02	Hourly	\$ 60,377	\$ 46,631	\$ 71,155	\$ 60,000	\$ 72,859	\$ 1,704	2.4%
-550.10-03	Overtime	3	121	100	100	100	-	0.0%
	Total Salaries & Wages	60,380	46,752	71,255	60,100	72,959	1,704	2.4%
	<u>Benefits</u>							
-550.11-10	FICA	5,185	3,313	5,025	4,598	5,271	246	4.9%
-550.11-12	Health Insurance	8,848	11,255	12,445	12,000	11,772	(673)	-5.4%
-550.11-13	Dental Insurance	873	979	1,551	1,000	1,521	(30)	-1.9%
-550.11-14	Life Insurance	199	106	216	100	191	(25)	-11.6%
-550.11-15	Vision Insurance	225	210	335	200	321	(14)	-4.2%
-550.11-17	457 City Match Contribution	1,270	493	586	505	1,314	728	124.2%
-550.11-21	Workers Compensation	2,248	1,674	3,262	1,600	3,211	(51)	-1.6%
-550.11-22	Long-term Disability Insurance	220	170	292	150	269	(23)	-7.9%
-550.11-25	MSRP Retirement	2,794	2,453	4,163	2,300	3,985	(178)	-4.3%
	Total Benefits	21,862	20,653	27,875	22,453	27,855	(20)	-0.1%
	<u>Other Operating Costs</u>							
-550.12-11	Travel & Training	-	-	150	-	150	-	0.0%
-550.60-10	General Supplies	315	658	700	700	700	-	0.0%
-550.60-15	Small Tools	285	568	400	400	500	100	25.0%
-550.60-40	Signs	30,548	23,849	30,400	26,000	30,000	(400)	-1.3%
	Total Other Operating Costs	31,148	25,075	31,650	27,100	31,350	(300)	-0.9%
	Total Signage	\$ 113,390	\$ 92,480	\$ 130,780	\$ 109,653	\$ 132,164	\$ 1,384	1.1%

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:

- Began the new program for winter holiday decorations on pedestrian light poles in the downtown business district. Appropriate decorations for the existing light poles were purchased and subsequently installed by DPW staff.
- Coordinated with the University of Maryland, Landscaping Services for the maintenance and clearing of debris and brush along the canal swale behind the old Washington Post Building.
- Contracted to extend the Metal Safety Barrier Fence on east side of Baltimore Avenue- Route 1 from RJ Bentley's driveway to Hartwick Avenue. (In CIP Departmental Capital)

BUDGET HIGHLIGHTS:

- Includes electricity for pedestrian and street lights, maintenance and repair of city owned pedestrian and street lights.
- Request for purchase of additional holiday decorations for pedestrian light poles in business districts.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Crew Supervisor	0.10	0.10	0.10	0.10
Motor Equipment Operator	0.35	0.35	0.35	0.35
Laborer	0.75	0.75	0.75	0.75
Total Personnel	1.20	1.20	1.20	1.20

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$ 38,443	\$ 58,687	\$77,963	\$79,679
Benefits	12,943	21,850	32,100	31,366
Other Operating Costs	234,706	242,584	291,800	284,500
Capital	-	-	-	-
Total Expenditures	\$286,092	\$323,121	\$401,863	\$395,545

OTHER OPERATING COSTS:

-550.34-38 Striping

Crosswalks 100 at \$100	\$ 10,000
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 96 at \$75	7,200
Driveway hash-outs & on-street parking spaces	895
Single yellow centerline	825
Other	1,080
	\$35,000

-550.60-10 General Supplies

\$11,000

Traffic paint, pothole patch

-550.65-10 Electricity

\$220,000

Electricity for Citywide street lighting, estimated based on current usage, utilizing Montgomery County aggregation contract rates. Contract includes 50% wind power.

STREET MANAGEMENT AND PARKING LOTS DIVISION
STREET MAINTENANCE

Acct. Code	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020		FY 2021 ADOPTED BUDGET	Change in Budget FY 20 to FY 21		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-5015	<u>STREET MAINTENANCE</u>							
	<u>Salaries & Wages</u>							
-550.10-02	\$ 38,212	\$ 58,449	\$ 77,688	\$ 67,000	\$ 79,404	\$ 1,716	2.2%	
-550.10-03	231	238	275	250	275	-	0.0%	
	38,443	58,687	77,963	67,250	79,679	1,716	2.2%	
	<u>Benefits</u>							
-550.11-10	2,800	4,258	5,590	5,145	5,801	211	3.8%	
-550.11-12	5,901	10,217	15,813	12,000	14,884	(929)	-5.9%	
-550.11-13	425	719	883	700	845	(38)	-4.3%	
-550.11-14	237	261	266	175	235	(31)	-11.7%	
-550.11-15	78	149	179	130	163	(16)	-8.9%	
-550.11-17	266	836	962	900	1,319	357	37.1%	
-550.11-21	1,224	2,101	3,543	2,000	3,482	(61)	-1.7%	
-550.11-22	134	228	319	180	294	(25)	-7.8%	
-550.11-25	1,878	3,081	4,545	3,000	4,343	(202)	-4.4%	
	12,943	21,850	32,100	24,230	31,366	(734)	-2.3%	
	<u>Other Operating Costs</u>							
-550.34-38	18,049	29,516	35,900	30,000	35,000	(900)	-2.5%	
-550.40-11	52	-	4,000	1,500	4,000	-	0.0%	
-550.40-30	(368)	700	7,500	1,000	7,000	(500)	-6.7%	
-550.40-31	-	1,545	1,500	1,000	2,000	500	33.3%	
-550.40-99	-	-	5,900	4,884	5,500	(400)	-6.8%	
-550.60-10	5,729	10,700	10,000	10,000	11,000	1,000	10.0%	
-550.65-10	205,658	201,323	220,000	220,000	220,000	-	0.0%	
-550.96-30	5,586	(1,200)	7,000	-	-	(7,000)	-100.0%	
	234,706	242,584	291,800	268,384	284,500	(7,300)	-2.5%	
	Total Street Maintenance							
	\$ 286,092	\$ 323,121	\$ 401,863	\$ 359,864	\$ 395,545	\$ (6,318)	-1.6%	

STREET MANAGEMENT AND PARKING LOTS DIVISION

SNOW & 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.

BUDGET HIGHLIGHTS:

- No new funding requests for this program.
- Salt dome repairs (\$80,000) were going to be part of the FY2021 budget. As a result of minimal snow and ice events in FY2020, those repairs will take place in the Spring of 2020.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Crew Supervisor	0.10	0.10	0.10	0.10
Fleet Supervisor	0.05	0.05	0.05	0.05
Mechanic	0.10	0.10	0.10	0.10
Inventory Control Clerk	0.05	0.05	0.05	0.05
Motor Equipment Operator	0.65	0.65	0.65	0.65
Laborer	0.40	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	1.64	1.64	1.64	1.64

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$49,496	\$54,668	\$139,314	\$140,959
Benefits	13,728	20,074	40,909	38,435
Other Operating Costs	43,533	68,277	82,550	82,350
Capital	-	-	-	-
Total Expenditures	\$106,757	\$143,019	\$262,773	\$261,744

OTHER OPERATING COSTS:

-550.12-11 Travel & Training \$1,500

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 2018	FY 2019	FY 2020		FY 2021	Change in Budget		
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	\$	%	
-5017								
	<u>Salaries & Wages</u>							
-550.10-02	\$ 18,454	\$ 24,710	\$ 84,314	\$ 5,000	\$ 85,959	\$ 1,645	2.0%	
-550.10-03	31,042	29,958	55,000	7,500	55,000	-	0.0%	
	<u>49,496</u>	<u>54,668</u>	<u>139,314</u>	<u>12,500</u>	<u>140,959</u>	<u>1,645</u>	<u>1.2%</u>	
	<u>Benefits</u>							
-550.11-10	3,657	3,992	10,658	956	10,783	125	1.2%	
-550.11-12	5,994	10,734	18,151	500	15,964	(2,187)	-12.1%	
-550.11-13	340	489	919	100	795	(124)	-13.5%	
-550.11-14	104	413	280	15	261	(19)	-6.8%	
-550.11-15	63	100	199	15	145	(54)	-27.1%	
-550.11-17	890	856	1,525	250	1,637	112	7.3%	
-550.11-18	239	256	539	80	381	(158)	-29.3%	
-550.11-21	1,489	1,661	3,849	500	3,776	(73)	-1.9%	
-550.11-22	59	247	339	10	308	(31)	-9.1%	
-550.11-25	893	1,326	4,450	150	4,385	(65)	-1.5%	
	<u>13,728</u>	<u>20,074</u>	<u>40,909</u>	<u>2,576</u>	<u>38,435</u>	<u>(2,474)</u>	<u>-6.0%</u>	
	<u>Other Operating Costs</u>							
-550.12-11	778	1,020	1,700	1,250	1,500	(200)	-11.8%	
-550.34-17	101	-	-	-	-	-	0.0%	
-550.34-31	-	-	5,250	-	5,250	-	0.0%	
-550.34-70	-	-	5,000	-	5,000	-	0.0%	
-550.60-10	2,439	1,728	2,400	600	2,400	-	0.0%	
-550.60-12	37,885	39,881	68,200	10,000	68,200	-	0.0%	
-550.66-40	-	18,900	-	-	-	-	0.0%	
-550.69-10	2,330	6,748	-	87,650	-	-	0.0%	
	<u>43,533</u>	<u>68,277</u>	<u>82,550</u>	<u>99,500</u>	<u>82,350</u>	<u>(200)</u>	<u>-0.2%</u>	
Total Snow & Ice Control	\$ 106,757	\$ 143,019	\$ 262,773	\$ 114,576	\$ 261,744	\$ (1,029)	-0.4%	

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.

SIGNIFICANT ACCOMPLISHMENTS:

- Parking lots were swept 161 days.

BUDGET HIGHLIGHTS:

- No new funding requests for this program.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Crew Supervisor	0.10	0.10	0.10	0.10
Supply Clerk	-	-	-	-
Motor Equipment Operator	0.36	0.36	0.36	0.36
Laborer	0.04	0.04	0.04	0.04
Total Personnel	0.50	0.50	0.50	0.50

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$15,235	\$17,294	\$23,909	\$23,372
Benefits	3,718	5,648	8,579	8,216
Other Operating Costs	3,488	133	4,500	4,200
Capital	-	-	-	-
Total Expenditures	\$22,441	\$23,075	\$36,988	\$35,788

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-550.34-38 Striping **\$3,500**

Parking lot striping for 10 lots in the City

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:

- In connection with the relocation of City Hall offices, DPW coordinated electrical upgrades for the relocation of IT servers to the Parking Garage and Council Chamber AV room to Davis Hall (CIP #041003)
- DPW coordinated and administered the 4th year concrete deck repairs to the Parking Garage Structure in July 2019.

BUDGET HIGHLIGHTS:

- Budget provides for scheduled on-going maintenance work as identified in the 5-year maintenance plan.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Crew Supervisor	0.11	0.11	0.11	0.11
Facility Maintenance Worker	0.10	0.10	0.10	0.10
Total Personnel	0.21	0.21	0.21	0.21

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$12,475	\$16,249	\$13,241	\$13,647
Benefits	5,369	7,917	7,872	7,747
Other Operating Costs	51,307	50,460	59,820	66,650
Capital	-	-	-	-
Total Expenditures	\$69,151	\$74,626	\$80,933	\$88,044

OTHER OPERATING COSTS:

-550.40-11 Buildings & Grounds Maintenance \$32,200

Various building repairs (\$29,000); elevator repairs not covered under maintenance agreement (\$1,200); and other repairs (\$2,000).

-550.45-16 Building Services Contracts \$5,500

Elevator & emergency phone monitoring (\$4,150); elevator smoke alarm testing (\$1,200); fire extinguisher inspection & service (\$150)

-550.48-11 Tools & Equipment Rental \$3,000

Mobile pressure washer to clean parking decks.

**STREET MANAGEMENT AND PARKING LOTS DIVISION
PARKING GARAGE**

Acct. Code	FY 2018		FY 2019		FY 2020		FY 2021	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	ADOPTED BUDGET	FY 20 to FY 21	\$	%
-5027									
	<u>Salaries & Wages</u>								
-550.10-02	Hourly	\$ 12,443	\$ 16,185	\$ 13,141	\$ 13,140	\$ 13,547	\$ 406	3.1%	
-550.10-03	Overtime	32	64	100	75	100	-	0.0%	
	Total Salaries & Wages	12,475	16,249	13,241	13,215	13,647	406	3.1%	
	<u>Benefits</u>								
-550.11-10	FICA	896	1,168	941	900	1,007	66	7.0%	
-550.11-12	Health Insurance	2,834	4,566	4,899	4,500	4,733	(166)	-3.4%	
-550.11-13	Dental Insurance	232	260	158	200	151	(7)	-4.4%	
-550.11-14	Life Insurance	12	26	37	25	33	(4)	-10.8%	
-550.11-15	Vision Insurance	59	66	50	60	48	(2)	-4.0%	
-550.11-17	457 City Match Contribution	248	320	366	350	391	25	6.8%	
-550.11-21	Workers Compensation	403	595	598	480	593	(5)	-0.8%	
-550.11-22	Long-term Disability Insurance	41	43	54	45	50	(4)	-7.4%	
-550.11-25	MSRP Retirement	644	873	769	780	741	(28)	-3.6%	
	Total Benefits	5,369	7,917	7,872	7,340	7,747	(125)	-1.6%	
	<u>Other Operating Costs</u>								
-550.34-38	Striping	860	-	2,500	1,500	2,500	-	0.0%	
-550.40-11	Buildings & Grounds - maintenance	26,674	27,663	29,000	27,000	32,200	3,200	11.0%	
-550.40-17	Alarm System	-	210	800	800	800	-	0.0%	
-550.40-18	Security Cameras	609	-	800	-	800	-	0.0%	
-550.40-25	HVAC Repairs	-	-	750	1,415	1,500	750	100.0%	
-550.40-50	Electrical Repairs	951	664	1,000	600	1,000	-	0.0%	
-550.42-10	Building Cleaning (Exterior powerwash)	-	-	-	18,000	-	-	0.0%	
-550.45-16	Building Services contracts	3,869	5,005	4,575	5,000	5,500	925	20.2%	
-550.45-21	Backflow Prevention Valve	600	600	600	600	600	-	0.0%	
-550.45-22	Security Alarm Monitoring	792	1,092	830	830	1,000	170	20.5%	
-550.45-99	Pest control - exterior rodents	-	-	385	300	770	385	100.0%	
-550.48-11	Tools & Equipment rental	2,250	2,250	2,700	2,250	3,000	300	11.1%	
-550.60-10	General Supplies	527	413	600	350	600	-	0.0%	
-550.60-40	Signs	544	-	400	200	400	-	0.0%	
-550.65-10	Electricity	13,151	12,083	14,400	13,500	15,500	1,100	7.6%	
-550.66-99	Electric car station monitoring	480	480	480	480	480	-	0.0%	
	Total Other Operating Costs	51,307	50,460	59,820	72,825	66,650	6,830	11.4%	
	Total Parking Garage	\$ 69,151	\$ 74,626	\$ 80,933	\$ 93,380	\$ 88,044	\$ 7,111	8.8%	



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).

Summary of Expenditures	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget	Change \$	in Budget %
Buildings & Grounds	\$1,054,353	\$1,065,505	\$1,265,433	\$1,231,157	\$(34,276)	-2.7%
Public Works Buildings (5018)	57,407	57,480	124,270	82,526	(41,744)	-33.6%
Recreational Fac. Maint. (5019)	174,944	176,256	182,031	178,638	(3,393)	-1.9%
Building Maintenance (5028)	347,113	328,761	357,914	333,714	(24,200)	-6.8%
Turf & Right of Way Maint. (5016)	60,788	61,858	63,900	69,383	5,483	8.6%
Tree & Landscape Maint. (5020)	414,101	441,150	537,319	566,896	29,578	5.5%

KEY PERFORMANCE MEASURES

PUBLIC WORKS - BUILDINGS & GROUNDS:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Maintaining facilities and Excellent Services					
Number of City building repair/maintenance work orders completed	250	252	275	195	160
Number of playground facilities and landscaping repair/maintenance work orders completed	50	43	60	70	75
Number of trees planted in the right-of-way ¹	40	30	50	60	70
Number of trees removed from the right-of-way ¹	40	42	45	45	45

¹ - excluding utility companies

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:

- Procured permits and vendors and provided support for the Memorial Day and Veteran’s Day celebrations.
- Coordinated and administered a new roof installed on the DPW Landscaping Garage (CIP #015002).
- DPW in-house crews installed a new asphalt shingle roof on the City’s Animal Shelter Building.

BUDGET HIGHLIGHTS:

- No significant changes in the operations of this budget. Decrease in budget primarily related to funding in FY2020 for design services and scheduled maintenance that are not needed in FY2021.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 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 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$ 5,548	\$ 9,659	\$ 15,222	\$ 15,805
Benefits	2,445	4,703	6,473	5,671
Other Operating Costs	44,306	41,453	101,575	60,050
Capital	5,108	1,665	1,000	1,000
Total Expenditures	\$57,407	\$57,480	\$124,270	\$82,526

OTHER OPERATING COSTS:

-550.30-11 Design & Engineering -

FY2020 provided for design to reconfigure Davis Hall administration area.

-550.34-50 Scheduled Maintenance - Contractual \$10,000

Berwyn overpass, Veterans Memorial & Calvert Road underpass and other as needed.

-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:

-550.93-20 Office Furniture \$1,000

**BUILDINGS AND GROUNDS DIVISION
PUBLIC WORKS BUILDINGS**

Acct. Code		FY 2018	FY 2019	FY 2020		FY 2021	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 20 to FY 21	
							\$	%
-5018								
	<u>Salaries & Wages</u>							
-550.10-01	Salary/Hourly	\$ 4,377	\$ 8,618	\$ 14,022	\$ 15,000	\$ 14,505	\$ 483	3.4%
-550.10-03	Overtime	1,171	1,041	1,200	1,200	1,300	100	8.3%
	Total Salaries & Wages	5,548	9,659	15,222	16,200	15,805	583	3.8%
	<u>Benefits</u>							
-550.11-10	FICA	402	708	935	600	976	41	4.4%
-550.11-12	Health Insurance	1,389	2,814	3,698	2,300	2,872	(826)	-22.3%
-550.11-13	Dental Insurance	59	96	119	95	94	(25)	-21.0%
-550.11-14	Life Insurance	29	35	50	20	33	(17)	-34.0%
-550.11-15	Vision Insurance	16	26	31	25	31	-	0.0%
-550.11-17	457 City Match Contribution	128	150	105	130	156	51	48.6%
-550.11-18	401A Retirement	-	125	133	120	138	5	3.8%
-550.11-21	Workers Compensation	175	353	640	300	637	(3)	-0.5%
-550.11-22	Long-term Disability Insurance	18	35	58	29	54	(4)	-6.9%
-550.11-25	MSRP Retirement	229	361	704	315	680	(24)	-3.4%
	Total Benefits	2,445	4,703	6,473	3,934	5,671	(802)	-12.4%
	<u>Other Operating Costs</u>							
-550.30-11	Design & engineering		-	25,000	25,000	-	(25,000)	-100.0%
-550.34-38	Striping	250	-	250	250	500	250	100.0%
-550.34-50	Scheduled Maintenance-contract	1,160	2,907	28,150	3,000	10,000	(18,150)	-64.5%
-550.34-99	Other contractual services	2,256	-	-	-	-	-	0.0%
-550.38-55	Veterans Memorial Events							
-550.40-11	Buildings & Grounds maintenance	10,749	15,614	12,000	12,000	12,000	-	0.0%
-550.40-17	Alarm System maintenance	1,953	608	800	820	1,000	200	25.0%
-550.40-18	Security Cameras maintenance	-	-	500	-	500	-	0.0%
-550.40-25	HVAC Repairs	1,020	2,678	1,700	2,178	2,000	300	17.6%
-550.40-42	Generator Maintenance	2,302	800	3,000	3,000	3,000	-	0.0%
-550.45-16	Building Services contracts	590	391	730	400	700	(30)	-4.1%
-550.45-21	Backflow Prevention Valve	320	720	350	600	450	100	28.6%
-550.45-22	Security Alarm Monitoring	1,553	1,524	2,895	3,182	4,500	1,605	55.4%
-550.45-23	Pest Control	1,460	1,362	5,000	4,000	2,500	(2,500)	-50.0%
-550.60-10	General Supplies	4,012	1,226	3,100	2,000	4,300	1,200	38.7%
-550.65-10	Electricity	12,383	9,590	12,000	11,000	12,500	500	4.2%
-550.65-11	Natural Gas	1,636	1,434	2,500	1,700	2,500	-	0.0%
-550.65-13	Water & Sewer	2,662	2,599	3,600	2,700	3,600	-	0.0%
	Total Other Operating Costs	44,306	41,453	101,575	71,830	60,050	(41,525)	-40.9%
	<u>Capital Outlay</u>							
-550.92-42	HVAC Systems/Alarm System	3,937	-	-	1,381	-	-	0.0%
-550.93-20	Office Furniture	1,171	1,665	1,000	1,000	1,000	-	0.0%
	Total Capital Outlay	5,108	1,665	1,000	2,381	1,000	-	0.0%
	Total Public Works Buildings	\$ 57,407	\$ 57,480	\$ 124,270	\$ 94,345	\$ 82,526	\$ (41,744)	-33.6%

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:

- Completed the conversion of the Crystal Springs playground to a Fit Lot to increase usage geared for the neighborhood residents (CIP Departmental Capital).
- Began routine maintenance of the 2 community gardens in the City.

BUDGET HIGHLIGHTS:

- No changes in the operations of this budget.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Assistant Director	0.1	0.1	0.1	0.1
Landscape Supervisor	0.20	0.20	0.20	0.20
Laborer	1.94	1.94	1.94	1.94
Total Personnel	2.24	2.24	2.24	2.24

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$ 92,893	\$ 94,396	\$99,213	\$96,473
Benefits	37,739	41,782	40,993	38,770
Other Operating Costs	27,231	37,080	41,825	43,395
Capital	17,081	2,998	-	-
Total Expenditures	\$174,944	\$176,256	\$182,031	\$178,638

OTHER OPERATING COSTS:

-550.40-11 Building & Grounds Maintenance

Electrical repairs – blockhouse, fields lights, tot lot lights	\$ 5,000
General repairs	3,500
Fence repairs	2,600
Stripe athletic fields at Duvall Field	5,000
Tot lot repair parts & wood replacement materials	7,000
Irrigation system at Duvall field & Calvert Rd. field	1,200
	\$24,300

-550.60-13 Ground & Fields Supplies **\$4,000**

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

**BUILDINGS AND GROUNDS DIVISION
RECREATIONAL FACILITIES MAINTENANCE**

Acct. Code	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020		FY 2021 ADOPTED BUDGET	Change in Budget FY 20 to FY 21	
			ADJUSTED BUDGET	Estimated FY Total		\$	%
-5019							
	<u>Salaries & Wages</u>						
-550.10-01	\$ 92,868	\$ 94,372	\$ 99,113	\$ 99,113	\$ 96,373	\$ (2,740)	-2.8%
-550.10-03	25	24	100	25	100	-	0.0%
	Total Salaries & Wages						
	92,893	94,396	99,213	99,138	96,473	(2,740)	-2.8%
	<u>Benefits</u>						
-550.11-10	6,806	6,782	6,994	7,584	6,728	(266)	-3.8%
-550.11-12	20,841	24,152	21,242	20,000	19,602	(1,640)	-7.7%
-550.11-13	681	644	533	650	531	(2)	-0.4%
-550.11-14	298	239	409	250	360	(49)	-12.0%
-550.11-15	184	194	284	175	170	(114)	-40.1%
-550.11-17	899	1,100	816	900	1,533	717	87.9%
-550.11-21	2,974	3,339	4,510	2,900	4,218	(292)	-6.5%
-550.11-22	316	278	407	300	356	(51)	-12.5%
-550.11-25	4,740	5,054	5,798	4,750	5,272	(526)	-9.1%
	Total Benefits						
	37,739	41,782	40,993	37,509	38,770	(2,223)	-5.4%
	<u>Other Operating Costs</u>						
-550.12-11	170	-	275	275	275	-	0.0%
-550.20-11	-	-	-	-	-	-	0.0%
-550.34-17	-	-	-	-	-	-	0.0%
-550.40-11	17,388	24,177	23,600	20,000	24,300	700	3.0%
-550.40-13	361	213	375	250	350	(25)	-6.7%
-550.45-16	137	1,085	820	400	850	30	3.7%
-550.45-21	320	715	370	370	750	380	102.7%
-550.48-11	-	-	-	-	-	-	0.0%
-550.48-17	-	210	850	800	300	(550)	-64.7%
-550.60-10	1,202	783	1,000	800	1,000	-	0.0%
-550.60-13	1,216	3,574	4,000	3,000	4,000	-	0.0%
-550.65-10	4,965	4,342	5,000	4,000	5,500	500	10.0%
-550.65-13	1,437	1,946	5,500	5,000	6,000	500	9.1%
-550.67-10	35	35	35	35	70	35	100.0%
	Total Other Operating Costs						
	27,231	37,080	41,825	34,930	43,395	1,570	3.8%
	<u>Capital Outlay</u>						
-550.92-10	4,591	-	-	-	-	-	0.0%
-550.92-28	8,270	-	-	-	-	-	0.0%
-550.95-10	4,220	2,998	-	-	-	-	0.0%
	Total Capital Outlay						
	17,081	2,998	-	-	-	-	0.0%
	Total Recreational Facilities Maint.						
	\$ 174,944	\$ 176,256	\$ 182,031	\$ 171,577	\$ 178,638	\$ (3,393)	-1.9%

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:

- Retained a consultant to perform an assessment of the CP Pool Property and subsequently prepared an RFP to award the Design Build & Demolition Services RFP to Broughton Construction for the Property Improvements (CIP #181015).
- Coordinated, contracted and administered the installation of new carpet and new tile floor in the Recreation Room in the Youth and Family Services Building.
- Contractor completed the installation of a new HVAC System in the Youth and Family Services Building (CIP #991013).
- DPW coordinated and managed the contract for the Historical Window Repair project at the Old Parish House (CIP #155001).
- Provided staff for the Old Parish House interior decorating committee working on paint color selection and window treatments in the main meeting room and entry parlor room. Procured contractors to complete these activities (CIP #155001)

BUDGET HIGHLIGHTS:

- The primary reason for the decrease in this budget is the demolition of the old City Hall. As a result of that facility not existing a number of maintenance related costs will not be required in FY2021. The maintenance line (-550.40-11) is down \$5,000; Building service contracts (-550.45-16) is down \$5,100 for the elevator maintenance contract.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Crew Supervisor	0.30	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	0.78	0.78	0.78	0.78
Total Personnel	2.98	2.98	2.98	2.98

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$182,114	\$160,781	\$196,523	\$199,936
Benefits	76,977	78,059	87,136	74,978
Other Operating Costs	76,665	88,021	74,255	53,300
Capital	11,357	1,900	-	5,500
Total Expenditures	\$347,113	\$328,761	\$357,914	\$333,714

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-550.40-11 Building & Grounds Maintenance \$10,000

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

-550.45-16 Building Services Maintenance Contracts

Emergency phone monitoring	\$ 250
HVAC – Y&FS	2,500
Floor cleaning	2,500
Sprinkler system testing – Y&FS	1,250
Fire extinguishers – Old Parish House, Public Services, Y&FS	500
	\$7,000

-550.48-60 Buildings Rental \$3,000

Storage space rental

**BUILDINGS AND GROUNDS DIVISION
BUILDING MAINTENANCE**

Acct. Code	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020		FY 2021 ADOPTED BUDGET	Change in Budget FY 20 to FY 21		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-5028								
	<u>Salaries & Wages</u>							
-550.10-01	\$ 179,654	\$ 158,986	\$ 194,023	\$ 195,000	\$ 198,136	\$ 4,113	2.1%	
-550.10-03	Overtime	2,460	1,795	2,500	2,000	1,800	(700)	-28.0%
	Total Salaries & Wages	182,114	160,781	196,523	197,000	199,936	3,413	1.7%
	<u>Benefits</u>							
-550.11-10	FICA	13,242	11,906	13,681	12,000	14,300	619	4.5%
-550.11-12	Health Insurance	41,763	45,580	46,317	45,200	33,780	(12,537)	-27.1%
-550.11-13	Dental Insurance	1,534	1,576	1,918	1,600	1,497	(421)	-21.9%
-550.11-14	Life Insurance	550	537	641	475	523	(118)	-18.4%
-550.11-15	Vision Insurance	496	429	517	430	509	(8)	-1.5%
-550.11-17	457 City Match Contribution	3,523	2,725	2,750	2,750	3,645	895	32.5%
-550.11-18	401A Retirement	2,436	2,432	2,386	2,300	2,477	91	3.8%
-550.11-21	Workers Compensation	5,707	5,755	8,872	5,400	8,712	(160)	-1.8%
-550.11-22	Long-term Disability Insurance	582	576	797	510	732	(65)	-8.2%
-550.11-25	MSRP Retirement	7,144	6,543	9,257	6,500	8,803	(454)	-4.9%
	Total Benefits	76,977	78,059	87,136	77,165	74,978	(12,158)	-14.0%
	<u>Other Operating Costs</u>							
-550.30-11	Design & Engineering	6,050	-	-	-	-	-	0.0%
-550.34-17	Temp Manpower-Other	-	345	-	345	-	-	0.0%
-550.40-11	Buildings & Grounds maintenance	15,430	16,967	15,000	10,000	10,000	(5,000)	-33.3%
-550.40-13	Tools & Equipment	63	-	-	33	-	-	0.0%
-550.40-17	Alarm System	1,255	1,419	1,200	1,000	1,200	-	0.0%
-550.40-25	HVAC Repairs & generator maint.	5,499	922	2,800	1,000	2,000	(800)	-28.6%
-550.42-10	Building cleaning service	95	-	3,500	-	2,500	(1,000)	-28.6%
-550.45-16	Building Services contracts	8,549	12,275	12,100	12,100	7,000	(5,100)	-42.1%
-550.45-21	Backflow Prevention Valve	200	555	800	600	500	(300)	-37.5%
-550.45-22	Security Alarm Monitoring	3,707	3,416	3,750	3,750	5,000	1,250	33.3%
-550.45-23	Pest Control	3,810	9,554	4,725	4,700	2,700	(2,025)	-42.9%
-550.48-60	Buildings rental	2,698	2,884	2,905	2,905	3,000	95	3.3%
-550.60-10	General Supplies	5,356	3,178	4,000	3,000	3,000	(1,000)	-25.0%
-550.60-15	Small Tools	673	314	600	500	600	-	0.0%
-550.60-30	Cleaning Supplies	6,803	6,989	7,500	7,500	6,000	(1,500)	-20.0%
-550.65-10	Electricity	6,130	7,089	6,300	4,000	3,500	(2,800)	-44.4%
-550.65-11	Natural Gas	5,098	4,217	5,000	3,500	3,000	(2,000)	-40.0%
-550.65-13	Water & Sewer	4,812	5,309	3,200	3,000	3,000	(200)	-6.3%
-550.65-15	CP Woods property operating costs	-	12,387	-	3,000	-	-	0.0%
-550.69-10	Miscellaneous charges	437	201	875	500	300	(575)	-65.7%
	Total Other Operating Costs	76,665	88,021	74,255	61,433	53,300	(20,955)	-28.2%
	<u>Capital Outlay</u>							
-550.92-52	Security cameras	8,404	-	-	-	2,500	-	100.0%
-550.93-20	Office Furniture	660	1,900	-	-	3,000	3,000	100.0%
-550.95-20	Buildings & site improvements	2,293	-	-	-	-	-	0.0%
	Total Capital Outlay	11,357	1,900	-	-	5,500	5,500	100.0%
	Total Building Maintenance	\$ 347,113	\$ 328,761	\$ 357,914	\$ 335,598	\$ 333,714	\$ (24,200)	-6.8%

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:

- Administer the right-of-way grass mowing contract. An RFP was advertised in January 2020 to prepare for a new contract award as this is the final year of the City's current (3-year) mowing contract.

BUDGET HIGHLIGHTS:

- Pest control added to this program to address needs for additional rodent control.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 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 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$ 6,364	\$ 6,605	\$ 7,190	\$ 7,556
Benefits	2,106	2,471	2,848	2,307
Other Operating Costs	52,318	52,782	53,862	59,520
Capital	-	-	-	-
Total Expenditures	\$60,788	\$61,858	\$63,900	\$69,383

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-550.34-71 Contract Mowing **\$57,000**

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 2018 ACTUAL	FY 2019 ACTUAL	FY 2020		FY 2021 ADOPTED BUDGET	Change in Budget FY 20 to FY 21	
			ADJUSTED BUDGET	Estimated FY Total		\$	%
-5016							
	<u>Salaries & Wages</u>						
-550.10-01	\$ 6,364	\$ 6,605	\$ 7,190	\$ 7,190	\$ 7,556	\$ 366	5.1%
	Total Salaries & Wages						
	6,364	6,605	7,190	7,190	7,556	366	5.1%
	<u>Benefits</u>						
-550.11-10	473	489	464	450	474	10	2.2%
-550.11-12	968	1,239	1,424	1,100	812	(612)	-43.0%
-550.11-13	18	25	26	20	18	(8)	-30.8%
-550.11-14	8	11	13	10	11	(2)	-15.4%
-550.11-15	6	8	10	8	9	(1)	-10.0%
-550.11-17	99	98	133	75	211	78	58.6%
-550.11-21	203	233	327	200	331	4	1.2%
-550.11-22	22	23	30	20	28	(2)	-6.7%
-550.11-25	309	345	421	280	413	(8)	-1.9%
	Total Benefits						
	2,106	2,471	2,848	2,163	2,307	(541)	-19.0%
	<u>Other Operating Costs</u>						
-550.34-71	52,318	52,782	53,862	53,862	57,000	3,138	5.8%
-550.45-23					2,520	2,520	100.0%
	Total Other Operating Costs						
	52,318	52,782	53,862	53,862	59,520	5,658	10.5%
	Total Turf & Right of Way Maint.						
	\$ 60,788	\$ 61,858	\$ 63,900	\$ 63,215	\$ 69,383	\$ 5,483	8.6%

TREE & 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:

- Contracted for a Citywide Urban Tree Canopy Assessment that included a final report and presentation to the Council.
- Administered mature tree care contract for maintenance of City trees
- Administered the Tree Canopy Enhancement Program to reimburse residents who plant trees on their property to grow the urban tree canopy. (10 applications submitted, 9 approved and 13 trees planted).
- Planned and coordinated the location and participants for the annual Arbor Day event to maintain the City’s Tree City USA designation. This year a 30-year milestone was achieved.
- Staff liaison to the Tree & Landscape Board; working with the board to develop an ordinance & permitting process for tree removals on private property as a result of the Urban Tree Canopy Assessment with the intent to maintain tree canopy on private property.
- In 2020, PEPCO will begin planning utility line clearance work citywide. Coordination between the City (DPW) and PEPCO is required to review the planned work.

BUDGET HIGHLIGHTS:

- Personnel budget includes a request for an additional Groundskeeper.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Assistant Director	0.2	0.2	0.2	0.2
Landscape Supervisor	0.7	0.7	0.7	0.7
Lead Groundskeeper	0.2	0.2	0.2	0.2
Groundskeeper	0.94	0.94	0.94	1.94
Laborer	3.97	3.97	3.97	3.97
Engineering Intern	0.4	0.4	0.4	0.4
Total Personnel	6.41	6.41	6.41	7.41

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$246,822	\$255,392	\$295,401	\$328,315
Benefits	91,897	100,345	129,613	149,006
Other Operating Costs	75,382	85,413	97,305	89,575
Capital	-	-	15,000	-
Total Expenditures	\$414,101	\$441,150	\$537,319	\$566,896

OTHER OPERATING COSTS:

-550.12-11 Travel & Training **\$900**

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

-550.34-40 Tree Maintenance

Tree pruning & removal	\$45,200
Stump grinding	4,000
Pesticide control applications	2,800
	\$52,000

-550.60-50 Trees, Shrubs & Flowers **\$28,000**

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.

-550.60-51 Tree Canopy Enhancement Program **\$3,500**

Tree replacement on private property

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

Acct. Code	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020		FY 2021 ADOPTED BUDGET	Change in Budget FY 20 to FY 21		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-5020								
	<u>Salaries & Wages</u>							
-550.10-01	\$ 245,112	\$ 254,430	\$ 293,901	\$ 293,901	\$ 326,815	\$ 32,914	11.2%	
-550.10-03	Overtime 1,710	962	1,500	250	1,500	-	0.0%	
	Total Salaries & Wages	246,822	255,392	295,401	294,151	328,315	32,914	11.1%
	<u>Benefits</u>							
-550.11-10	FICA 18,164	18,792	21,118	19,600	23,800	2,682	12.7%	
-550.11-12	Health Insurance 47,411	51,189	69,163	52,000	83,904	14,742	21.3%	
-550.11-13	Dental Insurance 1,242	1,470	1,835	1,200	3,363	1,528	83.3%	
-550.11-14	Life Insurance 776	837	1,106	750	1,123	17	1.5%	
-550.11-15	Vision Insurance 263	414	346	300	626	280	80.9%	
-550.11-17	457 City Match Contribution 3,490	4,431	4,903	3,900	3,350	(1,553)	-31.7%	
-550.11-21	Workers Compensation 7,861	9,053	13,386	8,200	14,354	968	7.2%	
-550.11-22	Long-term Disability Insurance 748	697	1,165	750	1,170	5	0.4%	
-550.11-25	MSRP Retirement 11,942	13,462	16,591	13,000	17,316	725	4.4%	
	Total Benefits	91,897	100,345	129,613	99,700	149,006	19,394	15.0%
	<u>Other Operating Costs</u>							
-550.12-11	Travel & Training 582	390	800	800	900	100	12.5%	
-550.30-15	Consulting -	9,450	-	-	-	-	0.0%	
-550.34-40	Tree Maintenance 43,409	44,319	52,500	45,000	52,000	(500)	-1.0%	
-550.40-13	Tools & Equipment maintenance 425	336	1,000	500	700	(300)	-30.0%	
-550.48-11	Tools & Equipment rental -	564	1,400	750	500	(900)	-64.3%	
-550.60-10	General Supplies 1,272	1,249	1,200	1,200	1,300	100	8.3%	
-550.60-13	Grounds & Field Supplies 1,051	687	800	700	800	-	0.0%	
-550.60-15	Small Tools 778	478	600	500	600	-	0.0%	
-550.60-50	Trees, Shrubs & Flowers 26,943	25,669	36,000	31,000	28,000	(8,000)	-22.2%	
-550.60-51	Tree Canopy Enhancement Program 552	1,263	1,800	1,500	3,500	1,700	94.4%	
-550.65-13	Water & Sewer 195	833	1,030	1,000	1,050	20	1.9%	
-550.67-10	Dues 175	175	175	225	225	50	28.6%	
	Total Other Operating Costs	75,382	85,413	97,305	83,175	89,575	(7,730)	-7.9%
	<u>Capital Outlay</u>							
-550.95-10	Site Improvements -	-	15,000	15,000	-	(15,000)	-100.0%	
	Total Capital Outlay	-	15,000	15,000	-	(15,000)	0.0%	
	Total Tree & Landscape Maint.	\$ 414,101	\$ 441,150	\$ 537,319	\$ 492,026	\$ 566,896	\$ 29,578	5.5%

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:

- DPW and Engineering coordinated efforts on an LED Overhead Street Light conversion pilot on Rhode Island Avenue from Calvert to Campus Drive.

BUDGET HIGHLIGHTS:

- No significant changes anticipated in the operations of this program.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Civil Engineer	1	1	1	1
Engineering Technician	1	1	1	1
Engineering Intern	1	1	1	1
Total Personnel	3	3	3	3

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$192,737	\$204,209	\$247,332	\$219,295
Benefits	53,488	37,330	65,892	42,403
Other Operating Costs	14,420	21,954	24,910	28,418
Capital	-	-	6,000	5,000
Total Expenditures	\$260,645	\$263,493	\$344,134	\$295,118

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 **\$6,500**

Includes \$3,000 for concept maps for future projects

-550.30-15 Consulting **\$2,000**

Map scanning and other services as needed.

-550.67-10 Dues **\$1,000**

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.

CAPITAL OUTLAY:

-550.92-10 Software **\$5,000**

ESRI License upgrade

KEY PERFORMANCE MEASURES

ENGINEERING SERVICES:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Public safety and Excellent Services					
Number of City and Utility permits issued	30	28	55	64	55
Number of streetlights reported to PEPCO for repair	200	195	380	416	380
Number of new street/pedestrian lights requested	5	2	5	10	5
Number of new street/pedestrian lights installed	5	2	5	10	5
Number of traffic control studies completed	1	1	2	10	10
Street & sidewalk repair					
Linear feet of paving	4,000	4,333	6,971	6,971	5,280
Square yards of pavement repairs	n/a	n/a	1,487	450	600
Square feet of sidewalk repairs	10,000	11,262	22,558	7,000	5,000
Linear feet of curb and gutter repairs	5,000	4,767	11,337	6,000	8,000

ENGINEERING SERVICES

Acct. Code	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020		FY 2021 ADOPTED BUDGET	Change in Budget FY 20 to FY 21	
			ADJUSTED BUDGET	Estimated FY Total		\$	%
-5021							
	<u>Salaries & Wages</u>						
-550.10-01	\$ 192,737	\$ 204,209	\$ 247,332	\$ 247,000	\$ 219,295	\$ (28,037)	-11.3%
	192,737	204,209	247,332	247,000	219,295	(28,037)	-11.3%
	<u>Benefits</u>						
-550.11-10	13,993	14,047	14,130	17,600	13,648	(482)	-3.4%
-550.11-12	17,956	1,302	20,190	20,000	1,599	(18,591)	-92.1%
-550.11-13	1,045	751	1,582	1,100	753	(829)	-52.4%
-550.11-14	280	242	370	300	361	(9)	-2.4%
-550.11-15	379	198	416	388	199	(217)	-52.2%
-550.11-17	3,640	3,300	3,137	3,650	3,650	513	16.4%
-550.11-18	3,171	785	-	2,000	-	-	0.0%
-550.11-21	5,988	7,479	11,302	7,500	9,686	(1,616)	-14.3%
-550.11-22	650	515	969	700	792	(177)	-18.3%
-550.11-25	6,386	8,711	13,796	8,000	11,715	(2,081)	-15.1%
	53,488	37,330	65,892	61,238	42,403	(23,489)	-35.6%
	<u>Other Operating Costs</u>						
-550.12-10	10	-	100	-	100	-	0.0%
-550.12-11	688	1,025	4,090	1,500	4,090	-	0.00%
-550.30-11	7,293	2,500	6,500	3,500	6,500	-	0.0%
-550.30-15	-	920	2,000	1,000	2,000	-	0.0%
-550.30-20	4,295	13,066	5,100	10,000	10,000	4,900	96.1%
-550.60-10	282	574	2,100	1,000	1,000	(1,100)	-52.4%
-550.60-53	-	744	800	750	800	-	0.0%
-550.61-10	92	-	1,000	100	500	(500)	-50.0%
-550.66-12	721	2,130	1,920	1,900	2,130	210	10.9%
-550.67-10	1,039	995	1,000	1,000	1,000	-	0.0%
-550.67-20	-	-	300	-	300	-	0.0%
	14,420	21,954	24,910	20,750	28,420	3,510	14.1%
	<u>Capital Outlay</u>						
-550.92-20	-	-	-	-	5,000	5,000	100.0%
-550.96-10	-	-	6,000	-	-	(6,000)	-100.0%
	-	-	6,000	-	5,000	(1,000)	-16.7%
Total Engineering Services	\$ 260,645	\$ 263,493	\$ 344,134	\$ 328,988	\$ 295,118	\$ (49,016)	-14.2%

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:

- Procured the first Electric Sedan and a New Hybrid 21-seat passenger bus, a new refuse packer and 2 new non-CDL snowplow trucks along with a new sidewalk clearing machine (CIP #925061)

BUDGET HIGHLIGHTS:

- Funding request for a scan tool for heavy duty trucks to read the deficiency code.
- Funding request for 2 Automated Vehicle Location (AVL) units for new vehicles.

PERSONNEL:

Authorized Position	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Fleet Supervisor	0.95	0.95	0.95	0.95
Mechanic	1.90	1.90	1.90	1.90
Inventory Control Clerk/Assistant Mechanic	-	-	-	-
Inventory Control Clerk	0.78	0.78	0.78	0.78
Total Personnel	3.63	3.63	3.63	3.63

SUMMARY OF EXPENDITURES:

Type	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Salaries & Wages	\$191,850	\$208,543	\$258,891	\$185,564
Benefits	57,474	68,094	87,716	79,152
Other Operating Costs	278,017	250,335	387,100	384,800
Capital	11,953	5,533	9,010	3,500
Total Expenditures	\$539,294	\$532,505	\$742,717	\$653,016

OTHER OPERATING COSTS:

-550.66-40 Global Positioning System \$22,000

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
	\$3,000

KEY PERFORMANCE MEASURES

PUBLIC WORKS - FLEET SERVICES:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Maintaining City assets					
Number of preventative maintenance workorders completed	n/a	92	130	150	130
% of preventative maintenance workorders performed as scheduled	n/a	n/a	n/a	n/a	95%
Number of non-preventative maintenance workorders complete	n/a	590	800	675	700
% of City vehicles available for use/in service	n/a	n/a	n/a	n/a	95%

FLEET SERVICES

Acct. Code		FY 2018	FY 2019	FY 2020		FY 2021	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 20 to FY 21	
							\$	%
-5030								
	<u>Salaries & Wages</u>							
-550.10-02	Hourly	\$ 186,554	\$ 201,278	\$ 252,891	\$ 249,000	\$ 179,564	\$ (73,327)	-29.0%
-550.10-03	Overtime	5,296	7,265	6,000	3,000	6,000	-	0.0%
	Total Salaries & Wages	191,850	208,543	258,891	252,000	185,564	(73,327)	-28.3%
	<u>Benefits</u>							
-550.11-10	FICA	14,274	15,429	18,705	15,700	12,927	(5,778)	-30.9%
-550.11-12	Health Insurance	23,064	29,168	35,804	30,000	42,304	6,500	18.2%
-550.11-13	Dental Insurance	1,244	1,733	2,497	1,500	3,433	936	37.5%
-550.11-14	Life Insurance	429	598	857	450	407	(450)	-52.5%
-550.11-15	Vision Insurance	324	377	546	350	693	147	26.9%
-550.11-17	457 City Match Contribution	1,302	1,340	1,307	1,200	1,043	(264)	-20.2%
-550.11-18	401A Retirement	5,169	5,455	5,538	4,800	-	(5,538)	-100.0%
-550.11-21	Workers Compensation	6,070	7,310	11,554	6,300	7,859	(3,695)	-32.0%
-550.11-22	Long-term Disability Insurance	654	512	1,039	450	664	(375)	-36.1%
-550.11-25	MSRP Retirement	4,944	6,172	9,869	6,000	9,822	(47)	-0.5%
	Total Benefits	57,474	68,094	87,716	66,750	79,152	(8,564)	-9.8%
	<u>Other Operating Costs</u>							
-550.12-11	Travel & Training	691	418	2,000	500	1,500	(500)	-25.0%
-550.34-20	Tipping Fees	65	130	200	200	200	-	0.0%
-550.36-20	Towing Service	650	375	1,500	1,200	1,500	-	0.0%
-550.40-11	Buildings & Grounds	1,077	2,484	2,000	1,500	2,000	-	0.0%
-550.40-45	Welding Services	-	250	800	500	800	-	0.0%
-550.41-10	In-house repairs	62,073	5,221	88,000	70,000	88,000	-	0.0%
-550.41-11	Outsourced repairs	34,496	60,784	65,000	65,000	65,000	-	0.0%
-550.41-20	Tires	20,983	16,913	30,000	30,000	30,000	-	0.0%
-550.45-16	Building Services	4,638	4,941	5,000	5,000	5,100	100	2.0%
-550.60-15	Small Tools	2,393	3,193	3,500	3,000	3,500	-	0.0%
-550.60-70	Central Garage	3,618	6,028	5,100	5,000	5,100	-	0.0%
-550.62-10	Postage	31	-	100	100	100	-	0.0%
-550.64-10	Gasoline	38,192	32,451	37,500	37,500	36,000	(1,500)	-4.0%
-550.64-11	Diesel	74,385	77,926	93,000	90,000	92,000	(1,000)	-1.1%
-550.64-12	Other Additives	7,972	12,708	15,000	13,000	14,000	(1,000)	-6.7%
-550.65-10	Electricity	12,786	10,855	12,000	12,000	11,500	(500)	-4.2%
-550.65-11	Natural Gas	5,404	4,205	7,000	6,000	6,000	(1,000)	-14.3%
-550.66-40	Global Positioning System	8,189	11,238	18,900	18,000	22,000	3,100	16.4%
-550.69-10	Miscellaneous	374	215	500	500	500	-	0.0%
	Total Other Operating Costs	278,017	250,335	387,100	359,000	384,800	(2,300)	-0.6%
	<u>Capital Outlay</u>							
-550.92-20	Equipment	2,857	5,533	8,000	8,000	3,000	(5,000)	-62.5%
-550.97-40	Global Positioning System	9,096		1,010	1,000	500	(510)	-50.5%
	Total Capital Outlay	11,953	5,533	9,010	9,000	3,500	(5,510)	-61.2%
	Total Fleet Services	\$ 539,294	\$ 532,505	\$ 742,717	\$ 686,750	\$ 653,016	\$ (89,701)	-12.1%

INTERFUND TRANSFERS & 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 Community Legacy loan and the 2019 GO Public Improvement Bonds.

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

BUDGET HIGHLIGHTS:

- **Capital Projects Fund**
 - The detail of projects being funded by the operating transfer to the Capital Projects Fund are included in the CIP.
 - The FY2021 budget proposes transferring unassigned General Fund fund balance, *in excess of the 25% retention requirement*, to the Capital Projects fund to be held for future capital needs. The amount is estimated at \$1.945 million but the actual amount will not be known until the completion of the FY2020 audit. The excess will be calculated on actual FY2020 results and transferred in November 2020.
- **Debt Service Fund**
 - The FY2021 debt service on the 2019 GO Public Improvement Bonds, \$900,700 will be transferred to the Debt Service Fund.
 - No transfer is required to the Debt Service Fund for Parking Garage Bond debt service nor the Community Legacy Loan payment for FY2021. This will continue to draw down the fund balance that had accumulated from excess transfers from the General Fund prior to FY2017.
- **Contingency**
 - The Contingency line has been increased to provide funding, if necessary, for unknown costs that may arise due to the COVID-19 pandemic.

INTERFUND TRANSFERS

Acct. Code	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020		FY 2021 ADOPTED BUDGET	Change in Budget FY 20 to FY 21	
			ADJUSTED BUDGET	Estimated FY Total		\$	%
-9210							
-590.99-10 Transfers to Capital Projects Fund	\$ 3,108,495	\$ 2,692,781	\$ 2,024,951	\$ 2,050,376	\$ 928,185	\$ (1,096,766)	-54.2%
Excess Fund Bal. to Cap. Proj. Fund	4,900,000	-	-	-	1,116,628	1,116,628	100.0%
-590.99-10 Transfers to Debt Service Fund	559,394	-	-	254,861	900,700	900,700	100.0%
Total Transfers to Other Funds	\$ 8,567,889	\$ 2,692,781	\$ 2,024,951	\$ 2,305,237	\$ 2,945,513	\$ 920,562	45.5%

CONTINGENCY

-6510							
-510.85-10 Contingency	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 250,000	\$ 150,000	150.0%
Total Contingency	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 250,000	\$ 150,000	150.0%



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 6/30/20	FY 2020	FY 2021	FY 2022	FY 2023
2015 Parking Garage Bond	\$5,557,000	\$583,544	\$ 574,971	\$ 559,971	\$ 558,589
2019 GO Public Improvement Bond	16,370,000	254,861	900,700	902,700	898,825
Community Legacy Loan ¹	300,000	-	150,000	-	-
Total	\$22,227,000	\$838,405	\$1,625,671	\$1,462,671	\$1,457,414

¹ The next, and final, payment on the Community Legacy loan is not due until December 31, 2025.

DEBT SERVICE FUND

	FY 2018	FY 2019	FY 2020		FY 2021
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET
REVENUE/SOURCES					
Transfer from General Fund	\$ 559,342	\$ -	\$ -	\$ 254,861	\$ 900,700
Parking meters	209,856	177,644	185,000	190,000	175,000
Parking fines	41,972	34,230	45,000	40,000	40,000
Total Revenue/Sources	811,170	211,874	230,000	484,861	1,115,700
EXPENDITURES					
Principal - Garage Bond	382,000	393,000	403,000	403,000	415,000
Interest - Garage Bond	177,342	200,248	156,055	180,544	159,971
Community Legacy Loan			-		150,000
Principal - 2019 GO Bond (City Hall/Duvall Field)				-	350,000
Interest - 2019 GO Bond (City Hall/Duvall Field)				254,861	550,700
Transfer to General Fund		250,000	-	-	-
Transfer to Capital Projects Fund (for Parking Garage improvements)			50,000	50,000	-
Total Debt Service payments	559,342	843,248	609,055	888,405	1,625,671
Excess Revenue over Expenditures	\$ 251,828	\$ (631,374)	\$ (379,055)	\$ (403,544)	\$ (509,971)
Fund Balance - beginning of year	1,917,632	2,169,460		1,538,086	1,134,542
Fund Balance - end of year	\$ 2,169,460	\$ 1,538,086		\$ 1,134,542	\$ 624,570



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 FY2021-2025 CIP starting on page 171.

CAPITAL PROJECTS FUND

Summary of Project Reserves & FY2021 Budgeted Expenditures

CIP#	Project	Estimated Reserves 6/30/2020	Budgeted Expenditures FY2021	Budgeted Reserves 6/30/2021
113003	Bikeshare	\$ -	\$ -	\$ -
92003	CCTV	175,345	141,500	133,845
41003	City Hall	11,340,198	6,690,799	5,304,399
181015	CP Woods Property Acquisition & Redevelopment	574,360	900,000	(150,640)
181212	Dog Park	385,000	385,000	-
53007	Duvall Field Phase 2	5,486,706	5,093,775	693,411
991013	Facilities Capital Reserve	607,511	25,000	582,511
103004	Hollywood Commercial Revitalization	1,045,359	2,276,000	(1,062,141)
103002	Hollywood Gateway Park (completed FY2020)	-	-	-
11004	INET	1,948,233	284,691	1,839,882
155001	Old Parish House Renovations	92,296	35,000	105,796
162002	Parking Enforcement Equipment Replacement	48,083	164,591	-
181014	Property Acquisition	115,225	-	115,225
15002	Public Works Facilities Improvements	(28,039)	100,000	6,961
Combined	All Streets and Sidewalk projects	267,064	1,629,763	327,000
925061	Vehicle Replacement Program	177,322	500,000	-
	Departmental Capital	-	351,000	-
	Capital Proj. Fund -Balance	2,903,205		2,794,833
	Total CIP Reserves	\$25,137,868	\$18,577,119	\$10,691,082

CAPITAL PROJECTS FUND REVENUES & EXPENDITURES



CAPITAL PROJECTS FUND

	FY 2018	FY 2019	FY 2020		FY 2021
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET
REVENUE/SOURCES					
PEG Funds - Comcast	160,250	173,800	176,752	172,882	176,340
Federal Grants			-	-	-
Program Open Spaces		14,489	-	-	-
State Grants/State Bond Bill	424,128	251,046	2,344,077	1,874,197	771,180
County Grants	175,000		-	-	371,500
Other Grants	67,365	100,000	185,000	-	205,000
Charges for Services	14,400	750	5,000	6,963	10,000
Investment earnings	7,278	23,557	4,500	201,077	264,000
Rents	9,620	110,580	57,720	52,860	-
Developer Contributions		625,000		-	
Sale of Fixed Assets	81,882	23,156	25,000	18,277	12,500
Miscellaneous	12,000				
Proceeds from Bonds/loans			13,654,438	17,502,854	-
Interproject transfer			55,000	273,677	275,000
Interfund transfers from:					
General Fund:					
Operating transfer	3,108,495	3,917,781	3,249,951	3,249,951	2,153,185
Excess fund balance transfer - FY2018	4,900,000		(1,225,000)	(1,225,000)	(1,225,000)
Excess fund balance transfer - FY2021					1,116,628
Debt Service Fund			50,000	50,000	-
CIP Reserves - carryforward	7,473,736	12,326,974	11,713,261	12,566,506	25,137,868
Total Revenue/Funding Sources	16,434,154	17,567,133	30,295,699	34,744,244	29,268,201
EXPENDITURES - Capital Outlay					
CIP projects	3,403,246	4,118,956	8,923,029	8,257,226	18,268,119
Debt service (Vehicle replace.-paid off Jan 2020)	420,456	420,457	420,456	891,356	-
Departmental Capital	283,478	461,214	481,100	457,794	309,000
Total Capital Outlay	4,107,180	5,000,627	9,824,585	9,606,376	18,577,119
Reserve for Capital Projects	\$ 12,326,974	\$ 12,566,506	\$ 20,471,114	\$ 25,137,868	\$ 10,691,082



CAPITAL IMPROVEMENT PROGRAM (PROPOSED)

FY2021 - 2025



CIP #041003 New City Hall

City of College Park
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FY2021 – FY2025

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 2021) 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.

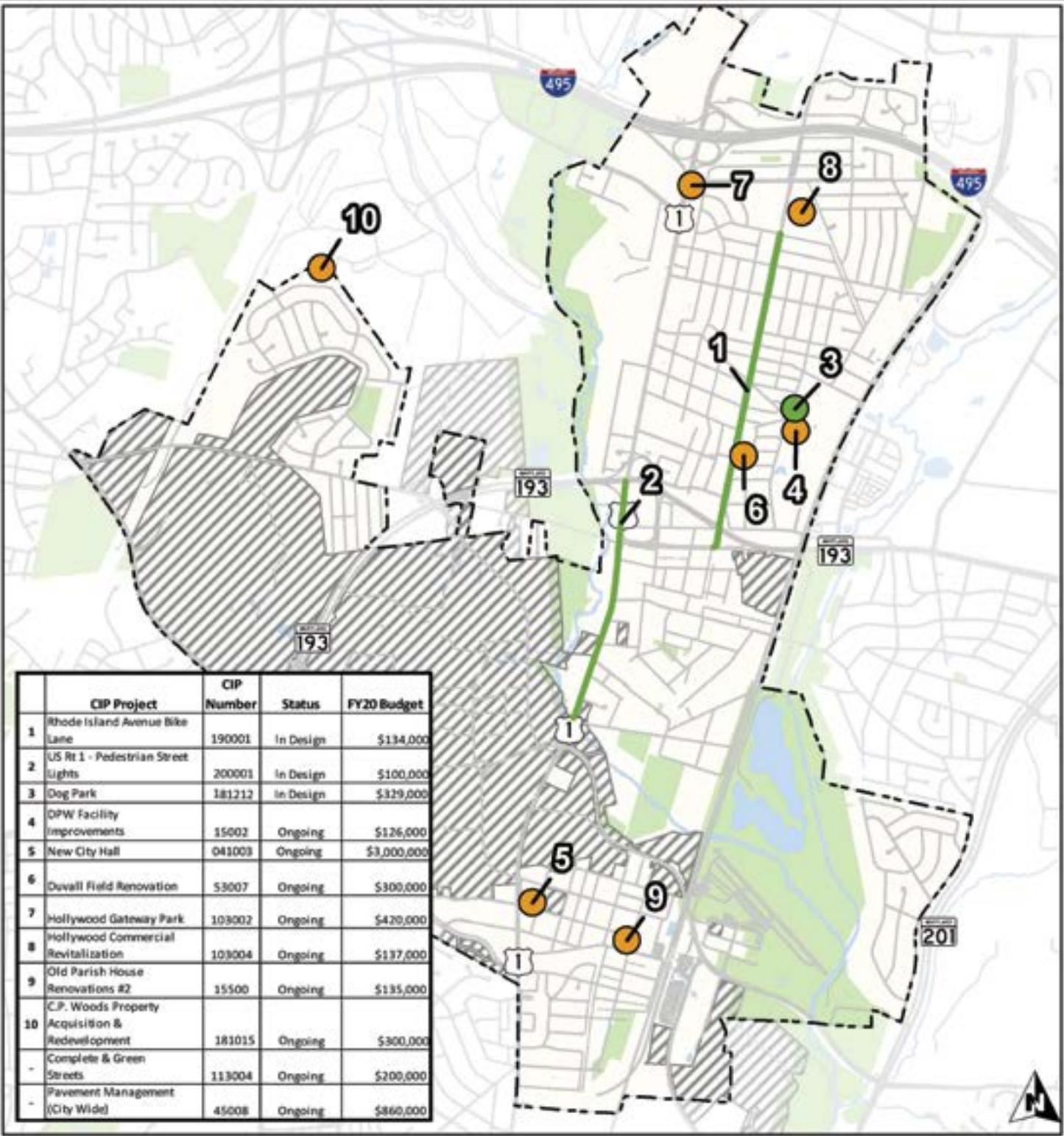
The CIP provides the following benefits:

- 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
- 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	OPW 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

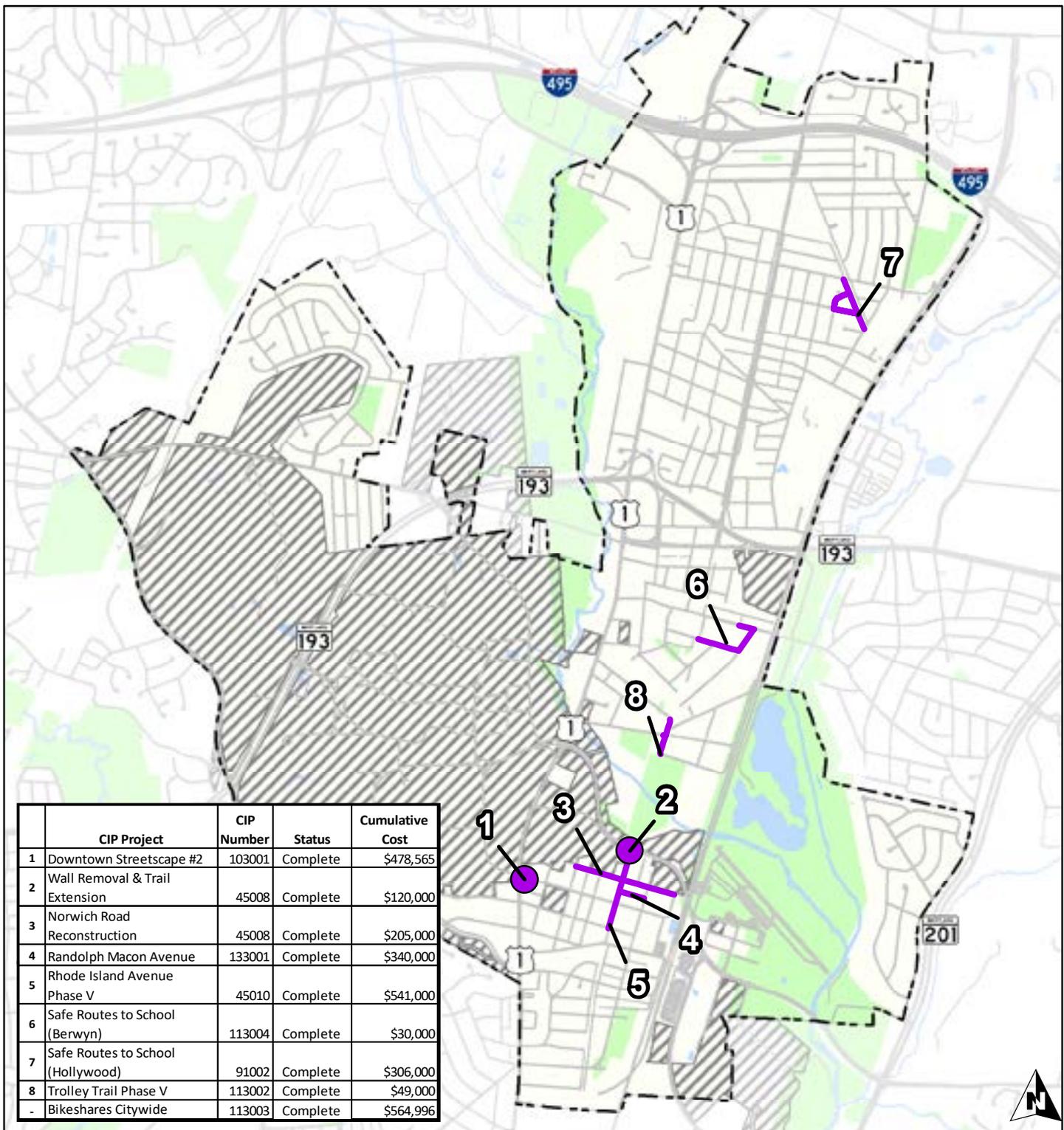
Status

- 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 2021 - FY 2025

	<u>Cumulative</u>		<u>Cumulative</u>		FY 2021 Adopted Budget	FY 2022 Projected	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	<u>Cumulative</u>
	Inception to June 30, 2019 Actual	FY 2020 Estimated Total	Inception to June 30, 2020 Estimated							Inception to End/FY25 Projected
Funding Sources:										
Reserve Balance - July 1		\$ 12,566,506		\$ 25,137,868	\$ 10,691,082	\$ 4,532,619	\$ 4,476,083	\$ 4,608,216		
Utility Franchise Fees	\$ 2,971,236	172,882	\$ 3,144,118	176,340	179,866	183,464	187,133	190,876	\$ 4,061,797	
Federal Grants	1,168,637	-	1,168,637	-	-	-	-	-	1,168,637	
State Grants	841,286	1,874,197	2,715,483	771,180	749,000	-	-	-	4,235,663	
County Grants	250,000	-	250,000	371,500	333,000	333,000	-	-	1,287,500	
Other Grants	183,296	-	183,296	205,000	-	-	-	-	388,296	
General government charges	54,609	6,963	61,572	10,000	-	-	-	-	71,572	
Highways & Streets	1,850	-	1,850	-	-	-	-	-	1,850	
Investment earnings	85,167	201,077	286,244	264,000	42,000	-	-	-	592,244	
Developer Contributions	962,500	-	962,500	-	-	-	-	-	962,500	
Sale of F/A	160,875	18,277	179,152	12,500	12,500	12,500	12,500	12,500	241,652	
Other revenue	320,576	-	320,576	-	-	-	-	-	320,576	
Capital leases/Bond proceeds	4,269,512	17,502,854	21,772,366	-	-	-	-	-	21,772,366	
Rent	120,200	52,860	173,060	-	-	-	-	-	173,060	
Transfers from:										
General Fund:										
Operating	21,419,334	2,768,851	24,188,185	1,802,185	2,795,916	2,965,546	2,458,546	1,508,546	35,718,924	
Dept. capital	1,077,898	481,100	1,558,998	351,000	250,000	200,000	250,000	200,000	2,809,998	
Excess fund bal. - FY2018	3,675,000	(1,225,000)	2,450,000	(1,225,000)	(1,225,000)	-	-	-	-	
Excess fund bal. - FY2021				1,116,628					1,116,628	
Debt Service Fund		50,000	50,000	-	-	-	-	-	50,000	
Inter-project transfer	1,068,045	273,677	1,341,722	275,000	735,411	-	-	-	2,352,133	
Facilities Capital Reserve	34,030	-	34,030	-	-	-	-	-	34,030	
Total Funding Sources	\$ 38,664,051	\$ 34,744,244	\$ 60,841,789	\$ 29,268,201	\$ 14,563,776	\$ 8,227,129	\$ 7,384,262	\$ 6,520,138	\$ 77,359,426	

Proj. # Capital/Project Expenditures

113003 Bikeshare	\$ 495,246	\$ 222,885	\$ 718,131	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 718,131	
092003 CCTV	1,157,003	34,583	1,191,586	141,500	50,000	75,000	50,000	50,000	1,558,086	
041003 City Hall	2,613,278	5,365,884	7,979,162	6,690,799	5,304,399	-	-	-	19,974,360	
181015 CP Woods Property Acquisition & Redevelopment	256,253	23,641	279,894	900,000	150,000	150,000	-	-	1,479,894	
181212 Dog Park	-	9,460	9,460	385,000	-	-	-	-	394,460	
053007 Duvall Field Renovation - Phase 2	42,730	41,595	84,325	5,093,775	735,411	-	-	-	5,913,511	
991013 Facilities Capital Reserve	441,802	(26,192)	415,610	25,000	50,000	50,000	50,000	50,000	640,610	
103004 Hollywood Commercial Revitaliz.	209,164	321,252	530,416	2,276,000	250,000	-	-	-	3,056,416	
103002 Hollywood Gateway Park	529,499	772,706	1,302,205	-	-	-	-	-	1,302,205	
011004 Institutional Network/PEG	1,145,581	50,304	1,195,885	284,691	-	-	-	-	1,480,576	
155001 Old Parish House Renovations	178,439	39,794	218,233	35,000	11,300	5,000	5,000	5,000	279,533	
162002 Parking Enforce. Equip. Replace.	111,821	85,582	197,403	164,591	41,046	41,046	41,046	41,046	526,178	
181014 Property Acquisition	10,000	-	10,000	-	-	-	-	-	10,000	
015002 Public Works Facilities Improve.	1,216,330	135,000	1,351,330	100,000	50,000	50,000	50,000	50,000	1,651,330	
Streets & Sidewalks	8,197,505	860,860	9,058,365	1,629,763	2,589,000	2,680,000	1,780,000	820,000	18,557,128	
925061 Vehicle Replacement Program	8,844,895	1,211,228	10,056,123	500,000	550,000	500,000	550,000	500,000	12,656,123	
Departmental Capital total	647,999	457,794	1,105,793	351,000	250,000	200,000	250,000	200,000	2,356,793	
Total Capital Expenditures	\$ 26,097,545	\$ 9,606,376	\$ 35,703,921	\$ 18,577,119	\$ 10,031,156	\$ 3,751,046	\$ 2,776,046	\$ 1,716,046	\$ 72,555,334	

CIP
Departmental Capital (Paygo)

	FY 2020	FY 2021
	Adopted	Adopted
	Budget	Budget
<u>Departmental Capital (paygo):</u>		
Public Works:		
Playground installation - Odessa		170,000
Wireless radio system		139,000
Basketball court (old Calvert Rd. school)		30,000
Welcome to College Park sign		12,000
Equipment (Playground replacement)	90,000	
Sidewalk snow plow (Kubota Salty Dog)	30,000	
Snow blowers (2)	6,100	
Engineering:		
LED streetlight retro-fit (16 lights)	30,000	
Sidewalk/pedestrian connect.-Mohegan Pl. - Berwyn	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 t	40,000	
 Total Departmental Capital	 \$ 481,100	 \$ 351,000

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 Project Inception to June 30, 2019 Actual	Cumulative Project Inception to June 30, 2020 Estimated	FY2021 Budget	FY 2022 Projected	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	Cumulative Project Inception to End/FY25 Projected
<u>Funding Sources:</u>								
Reserve Balance - beginning of year			\$ -	\$ -	\$ -	\$ -	\$ -	
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	-	-	-	-	-	718,131
<u>Capital/Project expenditures:</u>								
Prof Services	-	20,000						20,000
Land, Property, Equipment & Improve.	495,246	515,246						515,246
Interfund transfer		182,885						182,885
Total Capital/Project Expenditures	495,246	718,131	-	-	-	-	-	718,131
Reserve Balance - end of year	\$ 222,885	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*Remaining funds transferred to
Hollywood Commercial
Revitalization @ 6/30/20 for bike
related improvements*

Impact on operating budget:

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

Estimated total project cost: \$ 718,131
Estimated completion date: 6/30/2020
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		FY2021	FY 2022	FY 2023	FY 2024	FY 2025	Cumulative Project
	Inception to June 30, 2019	FY 2020	Inception to June 30, 2020	FY2021	FY 2022	FY 2023	FY 2024	FY 2025	Inception to End/FY25	
	Actual	Est. Total	Estimated	Budget	Projected	Projected	Projected	Projected	Projected	Projected
<u>Funding Sources:</u>										
Reserve Balance - beginning of year				\$ 175,345	\$ 133,845	\$ 83,845	\$ 8,845	\$ 8,845		
Federal Grants	674,966	\$ -	\$ 674,966							674,966
Other Grants	-	-	-	100,000						100,000
Other revenue	1,857	-	1,857							1,857
General Fund (Speed Cameras)	690,108	-	690,108				50,000	50,000		790,108
Total Funding Sources	1,366,931	-	1,366,931	275,345	133,845	83,845	58,845	58,845	58,845	1,566,931
<u>Capital/Project expenditures:</u>										
Repairs & Maint	3,620	-	3,620							3,620
Maintenance contracts	305,024	-	305,024							305,024
Utilities	19,784	-	19,784							19,784
Land, Property, Equipment & Improve.	828,575	34,583	863,158	141,500	50,000	75,000	50,000	50,000	50,000	1,229,658
Total Capital/Project Expenditures	1,157,003	34,583	1,191,586	141,500	50,000	75,000	50,000	50,000	50,000	1,558,086
Reserve Balance - end of year	\$ 209,928	\$ (34,583)	\$ 175,345	\$ 133,845	\$ 83,845	\$ 8,845	\$ 8,845	\$ 8,845	\$ 8,845	\$ 8,845

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.

<u>Estimated total project cost:</u>	\$ 1,558,086	<u>FY2021</u>
<u>Estimated completion date:</u>	Undetermined - ongoing replacement of aging system equipment	<u>Sources:</u>
<u>Department:</u>	Public Services	\$ 100,000 grant from CPCUP for Trolley Trail cameras
<u>Manager:</u>	Bob Ryan, Director of Public Services	<u>Expenditures:</u>
<u>Initial year appropriated:</u>	FY 2009	\$ 37,500 5 replacement cameras (@ \$7,500)
		104,000 4 new camera locations (@ \$26,000)
		- Utility pole, camera, power line, labor)
		<u>\$ 141,500</u>

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 <u>Project</u>		Cumulative <u>Project</u>					Cumulative <u>Project</u>	
	Inception to June 30, 2019 Actual	FY 2020 FY2020 Est. Total	Inception to June 30, 2020 Estimated	FY2021 Budget	FY 2022 Projected	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	Inception to End/FY25 Projected
<u>Funding Sources:</u>									
Reserve Balance - beginning of year				\$ 11,340,198	\$ 5,304,399	\$ -	\$ -	\$ -	
State Grants	248,020	600,000	848,020	200,000					1,048,020
Investment earnings	-	146,216	146,216	180,000					326,216
GO Bond proceeds & premium	-	12,502,854	12,502,854	-					12,502,854
Rent	120,200	52,860	173,060	-					173,060
General Fund	5,530,410	-	5,530,410	-					5,530,410
Interproject-transfer	118,800	-	118,800	275,000	-				393,800
Total Funding Sources	6,017,430	13,301,930	19,319,360	11,995,198	5,304,399	-	-	-	19,974,360
<u>Capital/Project expenditures:</u>									
Prof Services	902,477	-	902,477	Prof. services after FY2018 are in Project Budget (Land, property, Equipment)					902,477
Legal Services	38,401	16,189	54,590	10,000	10,000				74,590
Relocation Costs (including rent-8400)	54,852	316,738	371,590	80,352	100,176				552,118
Bond issuance costs	-	104,734	104,734						104,734
Land, Property, Equipment & Improve.	1,617,548	4,928,223	6,545,771	6,600,447	5,194,223				18,340,441
Total Capital/Project Expenditures	2,613,278	5,365,884	7,979,162	6,690,799	5,304,399	-	-	-	19,974,360
Reserve Balance - end of year	\$ 3,404,152	\$ 7,936,046	\$ 11,340,198	\$ 5,304,399	\$ -	\$ -	\$ -	\$ -	\$ -

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.

	<u>Property, Equip, Improve.</u>	Budget 2/26/20	From Redgate
<u>Estimated total project cost:</u>	\$ 18,340,441		
<u>Estimated completion date:</u>	FY 2022	Hard costs	16,288,508
<u>Department:</u>	Administration	Construction-othr	450,428
<u>Manager:</u>	Scott Somers, City Manager	FFE	875,672
<u>Initial year appropriated:</u>	FY 2012	A&E	644,839
		Legal	18,193
		Develop. Proj. Mgt. fee	404,696
		Contingency	1,030,557
			Total Costs per Redgate (excludes land)
			FY20 FY21 FY22
		Total project cost excl land	19,712,893 25%/50%/25%
		Land acquisition	1,617,548
		Land proceeds (UMD)	(2,340,000) (net with FY21 costs)
		Parking (UMD)	(650,000) (net with FY21 costs)
		Total Land, Property, E	18,340,441
		Net Costs to be allocated	(Net of reimbursements from UMD)

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. There are plans to construct a building for community use, with a parking lot and landscaping.

	Cumulative Project		Cumulative Project					Cumulative Project	
	Inception to June 30, 2019 Actual	FY 2020 FY2020 Est. Total	Inception to June 30, 2020 Estimated	FY2021 Budget	FY 2022 Projected	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	Inception to End/FY25 Projected
Funding Sources:									
Reserve Balance - beginning of year				\$ 574,360	\$ (150,640)	\$ -	\$ -	\$ -	
State Grants		448,000	448,000	-					448,000
General Fund	\$ 335,000	71,254	406,254	175,000	300,640	150,000			1,031,894
Total Funding Sources	335,000	519,254	854,254	749,360	150,000	150,000	-	-	1,479,894
Capital/Project expenditures:									
Prof Services	6,380	-	6,380	-					6,380
Special Services	412	-	412						412
Repairs & Maint	1,230	-	1,230						1,230
Land, Property, Equipment & Improve.	248,231	23,641	271,872	900,000	150,000	150,000			1,471,872
Total Capital/Project Expenditures	256,253	23,641	279,894	900,000	150,000	150,000	-	-	1,479,894
 Reserve Balance - end of year	 \$ 78,747	 \$ 495,613	 \$ 574,360	 \$ (150,640)	 \$ -	 \$ -	 \$ -	 \$ -	 -

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: \$ 1,479,894
Estimated completion date: FY2021
Department: DPW
Manager: Robert Marsili, Director of Public Works
Initial year appropriated: FY 2018

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, then FY2020. Additional funds were budgeted to cover the design and a total of \$394,000 has been appropriated. Plans have been further delayed pending permits, but those issues have been resolved and completion of the dog park is expected in FY2021.

	Cumulative Project		Cumulative Project					Cumulative Project	
	Inception to June 30, 2019 Actual	FY 2020 FY2020 Est. Total	Inception to June 30, 2020 Estimated	FY2021 Budget	FY 2022 Projected	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	Inception to End/FY25 Projected
Funding Sources:									
Reserve Balance - beginning of year				\$ 385,000	\$ -	\$ -	\$ -	\$ -	
General Fund	-	223,668	223,668						223,668
Inter-project transfer (from Dept. capital)	155,000	15,792	170,792						170,792
Total Funding Sources	155,000	239,460	394,460	385,000	-	-	-	-	394,460
Capital/Project expenditures:									
Prof Services	-	935	935						935
Land, Property, Equipment & Improve.	-	8,525	8,525	385,000					393,525
Total Capital/Project Expenditures	-	9,460	9,460	385,000	-	-	-	-	394,460
Reserve Balance - end of year	\$ 155,000	\$ 230,000	\$ 385,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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: \$ 394,460

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 contributions.

	Cumulative <u>Project</u>		Cumulative <u>Project</u>					Cumulative <u>Project</u>	
	Inception to June 30, 2019	FY 2020 FY2020 Est. Total	Inception to June 30, 2020 Estimated	FY2021 Budget	FY 2022 Projected	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	Inception to End/FY25 Projected
<u>Funding Sources:</u>									
Reserve Balance - beginning of year				\$ 5,486,706	\$ 693,411	\$ -	\$ -	\$ -	
State Grants		-	-	216,480					216,480
Investment earnings	-	44,051	44,051	84,000	42,000				170,051
Developer Contributions		-	-						-
Bond proceeds/premium	-	5,000,000	5,000,000						5,000,000
General Fund	-	150,000	150,000						150,000
Inter-project transfer (from Duvall Field Phase 1)	376,980	-	376,980						376,980
Total Funding Sources	376,980	5,194,051	5,571,031	5,787,186	735,411	-	-	-	5,913,511
<u>Capital/Project expenditures:</u>									
Prof Services	42,730	-	42,730	100,000					142,730
Bonds issuance costs		41,595	41,595						41,595
Land, Property, Equipment & Improve.		-	-	4,993,775					4,993,775
Inter-project transfer	-	-	-		735,411				735,411
Total Capital/Project Expenditures	42,730	41,595	84,325	5,093,775	735,411	-	-	-	5,913,511
Reserve Balance - end of year	\$ 334,250	\$ 5,152,456	\$ 5,486,706	\$ 693,411	\$ -	\$ -	\$ -	\$ -	\$ -

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: \$ 5,913,511

Estimated completion date: FY 2022

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 Project		Cumulative Project					Cumulative Project		
	Inception to	FY 2020	Inception to	FY2021	FY 2022	FY 2023	FY 2024	FY 2025	Inception to	
	June 30, 2019	FY2020	June 30, 2020	Budget	Projected	Projected	Projected	Projected	End/FY25	
	Actual	Est. Total	Estimated						Projected	
<u>Funding Sources:</u>										
Reserve Balance - beginning of year				\$ 607,511	\$ 582,511	\$ 532,511	\$ 482,511	\$ 432,511		
State Grants	\$ 172,600	\$ -	\$ 172,600							172,600
General Fund	527,964	322,557	850,521	-						850,521
Total Funding Sources	700,564	322,557	1,023,121	607,511	582,511	532,511	482,511	432,511		1,023,121
<u>Capital/Project expenditures:</u>										
Prof Services	13,220	-	13,220							13,220
Land, Property, Equipment & Improve.	359,794	(26,192)	333,602	25,000	50,000	50,000	50,000	50,000	50,000	558,602
Inter-project transfer	34,758	-	34,758							34,758
Transfers-Facilities Capital Reserve	34,030	-	34,030							34,030
Total Capital/Project Expenditures	441,802	(26,192)	415,610	25,000	50,000	50,000	50,000	50,000	50,000	640,610
Reserve Balance - end of year	\$ 258,762	\$ 348,749	\$ 607,511	\$ 582,511	\$ 532,511	\$ 482,511	\$ 432,511	\$ 382,511	\$	382,511

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, 2019	FY 2020 FY2020	Inception to June 30, 2020	FY2021	FY 2022	FY 2023	FY 2024	FY 2025	Inception to End/FY25
	Actual	Est. Total	Estimated	Budget	Projected	Projected	Projected	Projected	Projected
Funding Sources:									
Reserve Balance - beginning of year				\$ 1,045,359	\$ (1,062,141)	\$ -	\$ -	\$ -	
State Grants	-	86,500	86,500	63,500					150,000
Developer Contributions	400,000	-	400,000						400,000
General Fund	906,390	-	906,390	105,000	576,730				1,588,120
Inter-project transfer	-	182,885	182,885		735,411				918,296
Total Funding Sources	1,306,390	269,385	1,575,775	1,213,859	250,000	-	-	-	3,056,416
Capital/Project expenditures:									
Prof Services	209,164	302,862	512,026						512,026
Land, Property, Equipment & Improve.		18,390	18,390	2,276,000	250,000				2,544,390
Total Capital/Project Expenditures	209,164	321,252	530,416	2,276,000	250,000	-	-	-	3,056,416
Reserve Balance - end of year	\$ 1,097,226	\$ (51,867)	\$ 1,045,359	\$ (1,062,141)	\$ -	\$ -	\$ -	\$ -	-

Impact on operating budget:

Public works staff will be responsible for ongoing maintenance

Estimated total project cost: \$ 3,056,416

Estimated completion date: FY 2022

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 Spring 2020.

	Cumulative <u>Project</u> Inception to June 30, 2019 Actual		Cumulative <u>Project</u> Inception to June 30, 2020 Estimated					Cumulative <u>Project</u> Inception to End/FY25 Projected	
	FY 2020 FY2020 Est. Total		FY2021 Budget	FY 2022 Projected	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected		
<u>Funding Sources:</u>									
Reserve Balance - beginning of year			\$ -	\$ -	\$ -	\$ -	\$ -		
State Grants	232,588	669,617						902,205	
Developer Contributions	300,000	-						300,000	
General Fund	75,000	-						75,000	
Inter-project transfer	25,000	-						25,000	
Total Funding Sources	632,588	669,617	1,302,205	-	-	-	-	1,302,205	
<u>Capital/Project expenditures:</u>									
Prof Services	180,828	31,955	212,783					212,783	
Legal Services	2,350	-	2,350					2,350	
Special Services	2,902	750	3,652					3,652	
Awards & Gifts	1,700	-	1,700					1,700	
Land, Property, Equipment & Improve.	341,719	740,001	1,081,720					1,081,720	
Total Capital/Project Expenditures	529,499	772,706	1,302,205	-	-	-	-	1,302,205	
Reserve Balance - end of year	\$ 103,089	\$ (103,089)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Impact on operating budget:

Upon completion, public works staff will be responsible for maintenance of the park.

Estimated total project cost: \$ 1,302,205

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, 2019 Actual	FY 2020 FY2020 Est. Total	Inception to June 30, 2020 Estimated	FY2021 Budget	FY 2022 Projected	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	Inception to End/FY25 Projected
<u>Funding Sources:</u>									
Reserve Balance - beginning of year				\$ 1,948,233	\$ 1,839,882	\$ 2,019,748	\$ 2,203,212	\$ 2,390,345	
P.E.G. funds	\$ 2,971,236	\$ 172,882	\$ 3,144,118	176,340	179,866	183,464	187,133	190,876	\$ 4,061,797
Total Funding Sources	2,971,236	172,882	3,144,118	2,124,573	2,019,748	2,203,212	2,390,345	2,581,221	4,061,797
<u>Capital/Project expenditures:</u>									
Prof Services	83,265	-	83,265						83,265
Contractual	31,393	-	31,393						31,393
Special Services	105,450	-	105,450						105,450
Repairs & Maint	21,983	20,093	42,076	9,691					51,767
Maintenance contracts	40,297	1,500	41,797						41,797
Supplies	1,906	-	1,906						1,906
Postage	109	-	109						109
Land, Property, Equipment & Improve.	861,178	28,711	889,889						889,889
Inter-project transfer (New City Hall)	-	-	-	275,000					275,000
Total Capital/Project Expenditures	1,145,581	50,304	1,195,885	284,691	-	-	-	-	1,480,576
Reserve Balance - end of year	\$ 1,825,655	\$ 122,578	\$ 1,948,233	\$ 1,839,882	\$ 2,019,748	\$ 2,203,212	\$ 2,390,345	\$ 2,581,221	\$ 2,581,221

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 June 30, 2019 Actual	FY 2020 FY2020 Est. Total	Inception to June 30, 2020 Estimated	FY2021 Budget	FY 2022 Projected	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	Inception to End/FY25 Projected
Funding Sources:									
Reserve Balance - beginning of year				\$ 92,296	\$ 105,796	\$ 94,496	\$ 89,496	\$ 84,496	
County Grants			-	38,500					38,500
General government charges (OPH Rentals)	25,425	6,963	32,388	10,000					42,388
Developer Contributions	50,000	-	50,000						50,000
General Fund	32,900	170,241	203,141						203,141
Inter-project transfer (FY19 from excess f/b xfer)		25,000	25,000						25,000
Total Funding Sources	108,325	202,204	310,529	140,796	105,796	94,496	89,496	84,496	359,029
Capital/Project expenditures:									
Prof Services	32,063	-	32,063						32,063
Land, Property, Equipment & Improve.	146,376	39,794	186,170	35,000	11,300	5,000	5,000	5,000	247,470
Total Capital/Project Expenditures	178,439	39,794	218,233	35,000	11,300	5,000	5,000	5,000	279,533
Reserve Balance - end of year	\$ (70,114)	\$ 162,410	\$ 92,296	\$ 105,796	\$ 94,496	\$ 89,496	\$ 84,496	\$ 79,496	\$ 79,496

Impact on operating budget:

To be determined

FY 2021 Capital:

- 1) \$ 20,000 Masonry repair
- 2) 15,000 Accoustical panels
- \$ 35,000

Estimated total project cost:

Ongoing project

Estimated completion date:

Ongoing project

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 <u>Project</u>		Cumulative <u>Project</u>		FY2021	FY 2022	FY 2023	FY 2024	FY 2025	Cumulative <u>Project</u>	
	Inception to June 30, 2019 Actual	FY 2020 FY2020 Est. Total	Inception to June 30, 2020 Estimated								Budget
<u>Funding Sources:</u>											
Reserve Balance - beginning of year				\$	48,083	\$	-	\$	-	\$	-
General Fund	50,000	145,486	195,486		116,508		41,046		41,046		41,046
Debt Service Fund		50,000	50,000								50,000
Total Funding Sources	50,000	195,486	245,486		164,591		41,046		41,046		526,178
<u>Capital/Project expenditures:</u>											
Land, Property, Equipment & Improve.	111,821	85,582	197,403		164,591		41,046		41,046		526,178
Total Capital/Project Expenditures	111,821	85,582	197,403		164,591		41,046		41,046		526,178
Reserve Balance - end of year	\$ (61,821)	\$ 109,904	\$ 48,083	\$	-	\$	-	\$	-	\$	-

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.

<u>Estimated total project cost:</u>	Ongoing	<u>FY 2021 Capital:</u>			
<u>Estimated completion date:</u>	Ongoing	Paystation replacements	\$	41,046	(3 paystations - @ \$9,400 plus installation/labor costs)
<u>Department:</u>	Public Services	LPR Technology implement.		123,545	(Software/implementation costs-for 3 PEO vehicles- will allow online registration for parking permits & replaces hang-tag permits/visitor passes with virtual permits)
<u>Manager:</u>	Jim Miller, Parking Manager				
<u>Initial year appropriated:</u>	FY 2016		\$	<u>164,591</u>	

PROPERTY ACQUISITION

Project #181014

Project Description:

This project is for the possible purchase of property for future use or redevelopment. This initial amount could provide for acquisition and bonding costs, with short-term financing costs in out-years until additional funds are set aside.

	Cumulative Project		Cumulative Project					Cumulative Project	
	Inception to	FY 2020	Inception to	FY2021	FY 2022	FY 2023	FY 2024	FY 2025	Inception to
	June 30, 2019	FY2020	June 30, 2020	Budget	Projected	Projected	Projected	Projected	End/FY25
	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	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

Impact on operating budget:

There is no impact on the operating budget as this project has, to date, only been used to set aside funds for possible property acquisition. If/when acquisitions are made a determination will be made to consider the impact on operations.

Estimated total project cost: Unknown

Estimated completion date: Unknown

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.

	Cumulative Project		Cumulative Project		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Cumulative Project
	Inception to June 30, 2019 Actual	FY 2020 Est. Total	Inception to June 30, 2020 Estimated	June 30, 2020 Estimated						
Funding Sources:										
Reserve Balance - beginning of year					\$ (28,039)	\$ 6,961	\$ 6,961	\$ 6,961	\$ 6,961	
Federal Grants	\$ 106,400	\$ -	\$ 106,400							\$ 106,400
General Fund	1,020,000	88,645	1,108,645	135,000	50,000	50,000	50,000	50,000	50,000	1,443,645
Inter-project transfer	74,216	-	74,216							74,216
Facilities Capital Reserve	34,030	-	34,030							34,030
Total Funding Sources	1,234,646	88,645	1,323,291	106,961	56,961	56,961	56,961	56,961	56,961	1,658,291
Capital/Project expenditures:										
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.	1,116,193	135,000	1,251,193	100,000	50,000	50,000	50,000	50,000	50,000	1,551,193
Total Capital/Project Expenditures	1,216,330	135,000	1,351,330	100,000	50,000	50,000	50,000	50,000	50,000	1,651,330
Reserve Balance - end of year	\$ 18,316	\$ (46,355)	\$ (28,039)	\$ 6,961	\$ 6,961	\$ 6,961	\$ 6,961	\$ 6,961	\$ 6,961	\$ 6,961

FY 2021 Expenditures:

- 1) 100,000 Administrative offices renovation at Davis Hall

Impact on operating budget:

Existing Public Works facilities are maintained by DPW staff. Replacement of outdated facilities should result in reduction of ongoing maintenance, repairs and energy costs.

Estimated total project cost: Continuing project

Estimated completion date: Ongoing project

Department: Public Works

Manager: Robert Marsili, Public Works Director

Initial year appropriated: FY 2001

STREETS & SIDEWALKS

All Projects Combined

Project Description:

This sheet includes all CIP projects related to street and sidewalks in the City of College Park. It includes CIP Projects: #113004-Complete & Green Streets; #045008-Pavement Management Plan; #200001-Pedestrian Streetlights on Baltimore Ave; and #190001-Rhode Island Ave. Intersection & Bike Lane Improvements.

	Cumulative Project		Cumulative Project		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Cumulative Project					
	Inception to	FY 2020	Inception to	FY2020							Budget	Projected	Projected	Projected	Projected
	June 30, 2019	FY2020	June 30, 2020	Estimated											
<u>Funding Sources:</u>															
Reserve Balance - beginning of year					\$ 267,064	\$ 327,000	\$ 110,000	\$ -	\$ -						
330 Federal Grants	387,271	-	\$ 387,271	-	-	-	-	-	-	387,271					
332 State Grants	-	70,080	70,080	291,200	749,000	-	-	-	-	1,110,280					
334 County Grants	-	-	-	333,000	333,000	333,000	-	-	-	999,000					
336 Other Grants	181,927	-	181,927	105,000	-	-	-	-	-	286,927					
343 Highways & Streets - Utility reimburse.	1,850	-	1,850	-	-	-	-	-	-	1,850					
390 General Fund	7,364,477	997,000	8,361,477	960,499	1,290,000	2,237,000	1,780,000	880,000		15,508,976					
391 Inter-project transfer	272,824	50,000	322,824	-	-	-	-	-	-	322,824					
Total Funding Sources	8,208,349	1,117,080	9,325,429	1,956,763	2,699,000	2,680,000	1,780,000	880,000		18,617,128					
<u>Capital/Project expenditures:</u>															
30 Prof Services	205,153	(53,219)	151,934	140,000	-	-	-	-	-	291,934					
36 Special Services	10,454	-	10,454	-	-	-	-	-	-	10,454					
90-99 Land, Property, Equipment & Improve.	237,922	77,524	315,446	24,000*	-	-	-	-	-	339,446					
Pavement Management Plan	7,492,018	704,831	8,196,849	784,039	700,000	700,000	700,000	700,000		11,780,888					
Pedestrian streetlights-Balt. Ave.	-	-	-	100,000	749,000	-	-	-	-	849,000					
Rhode Island Bike/Intersect. Improve	-	-	-	-	550,000	550,000	-	-	-	1,100,000					
<u>Sidewalk projects:</u>															
Additional sidewalks				200,000						200,000					
Princeton	-	27,724	27,724	132,724	-	-	-	-	-	160,448					
St. Andrews	-	6,000	6,000	-	-	150,000	800,000	-	-	956,000					
Bowdoin	-	18,000	18,000	-	-	-	80,000	120,000	-	218,000					
Beechwood	-	10,000	10,000	-	-	-	-	-	-	10,000					
47th Place	-	20,000	20,000	-	-	-	-	-	-	20,000					
Hollywood Rd.	-	-	-	99,000	490,000	-	-	-	-	589,000					
Edmondston Rd.	-	-	-	150,000	-	850,000	-	-	-	1,000,000					
Cherokee St.	-	-	-	-	-	80,000	200,000	-	-	280,000					
52nd St.	-	-	-	-	100,000	350,000	-	-	-	450,000					
99.2 Inter-project transfer	251,958	50,000	301,958	-	-	-	-	-	-	301,958					
Total Capital/Project Expenditures	8,197,505	860,860	9,058,365	1,629,763	2,589,000	2,680,000	1,780,000	820,000		18,557,128					
Reserve Balance - end of year	\$ 10,844	\$ 256,220	\$ 267,064	\$ 327,000	\$ 110,000	\$ -	\$ -	\$ 60,000	\$ 60,000						

Impact on operating budget:

* for 2 bus shelters

To be determined

Estimated total project cost:

Ongoing projects

Estimated completion date:

Ongoing projects

Department:

Planning, Community & Economic Development

Manager:

Terry Schum, Director of Planning

Initial year appropriated:

Steve Halpern, City Engineer

FY 2011

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. In January 2020 the lease was paid off with available funds. This will eliminate interest costs going forward and all funds will go directly to the purchase of vehicles.

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.

	<u>Cumulative Project</u>		<u>Cumulative Project</u>					<u>Cumulative Project</u>	
	Inception to	FY 2020	Inception to	FY2021	FY 2022	FY 2023	FY 2024	FY 2025	Inception to
	June 30, 2019	FY2020	June 30, 2020	Budget	Projected	Projected	Projected	Projected	End/FY25
	Actual	Est. Total	Estimated						Projected
Funding Sources:									
Reserve Balance - beginning of year				\$ 177,322	\$ 0	\$ 0	\$ 0	\$ 0	
Investment earnings	85,167	10,810	95,977						95,977
Sale of F/A	160,875	18,277	179,152	12,500	12,500	12,500	12,500	12,500	241,652
Other revenue	306,719	-	306,719						306,719
Capital lease proceeds	4,269,512	-	4,269,512						4,269,512
General Fund	4,782,085	600,000	5,382,085	310,178	537,500	487,500	537,500	487,500	7,742,263
Total Funding Sources	9,604,358	629,087	10,233,445	500,000	550,000	500,000	550,000	500,000	12,656,123
Capital/Project expenditures:									
Legal Services	7,500	1,916	9,416	-	-	-	-	-	9,416
Principal payments	2,981,094	864,037	3,845,131	-	-	-	-	-	3,845,131
Interest exp	285,831	27,320	313,151	-	-	-	-	-	313,151
Land, Property, Equipment & Improve.	5,570,470	317,955	5,888,425	500,000	550,000	500,000	550,000	500,000	8,488,425
Total Capital/Project Expenditures	8,844,895	1,211,228	10,056,123	500,000	550,000	500,000	550,000	500,000	12,656,123
Reserve Balance - end of year	\$ 759,463	\$ (582,141)	\$ 177,322	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

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	\$32,503	\$53,630
102	Laborer Office Assistant	\$34,128	\$56,312
103		\$35,835	\$59,127
104	Custodial Supervisor Parking Enforcement Officer	\$37,626	\$62,083
105	Parking Enforcement Officer, Senior Bus Driver	\$39,507	\$65,188
106	Administrative Assistant Fiscal Support Specialist Dispatcher - Administrative Clerk	\$41,483	\$68,446
107	Groundskeeper Motor Equipment Operator I	\$43,558	\$71,870
108	Administrative Specialist Animal Control Officer Code Enforcement Officer I Inventory Control Clerk	\$45,735	\$75,462
109	Facilities Maintenance Worker Lead Groundskeeper Motor Equipment Operator II	\$48,022	\$79,235
110	Administrative Specialist , Senior Code Enforcement Officer, Senior Accounts Payable Specialist Outreach Specialist Payroll Specialist Seniors Program Caseworker Seniors Social Coordinator	\$50,423	\$83,198
111	Assistant City Clerk Executive Assistant Landscape Supervisor (non-CDL) Mechanic Sustainability Coordinator	\$52,944	\$87,357

Pay Grade	Position Title	Annual Salary Range Minimum	Annual Salary Range Maximum
112	Crew Supervisor Parking Operations Supervisor Event Planner Engineering Tech/GIS Analyst	\$55,591	\$91,725
113	Family Therapist - LGSW Human Resources Generalist Planner Safety and Risk Specialist Technology Specialist	\$58,371	\$96,312
114	Billing and Collections Supervisor Code Enforcement Supervisor Family Therapist - LCSW Fleet Supervisor Seniors Program Manager	\$61,288	\$101,128
115	Communications and Events Manager Economic Development Coordinator Parking Enforcement Manager Senior Planner	\$70,204	\$115,837
116	Clinical Supervisor City Clerk	\$73,715	\$121,628
117		\$77,400	\$127,710
118	Assistant Director of Finance Asst Dir Public Works-Administration Asst Dir Public Works - Operations Information Systems Manager	\$77,400	\$127,710
119	City Engineer	\$87,318	\$144,086
120		\$91,684	\$151,289
121	Director of Human Resources Director of Public Services Director of Planning Director of Youth, Family, and Seniors Services	\$96,268	\$158,855
122		\$101,082	\$166,797
123	Assistant City Manager Director of Finance Director of Public Works	\$106,136	\$175,137

CONSOLIDATED PAY PLAN - FY2021		FY21 PAY PLAN																						
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	\$ 30,955	\$ 31,636	\$ 32,332	\$ 33,045	\$ 33,772	\$ 34,515	\$ 35,275	\$ 36,051	\$ 36,846	\$ 37,656	\$ 38,485	\$ 39,332	\$ 40,198	\$ 41,082	\$ 41,987	\$ 42,911	\$ 43,856	\$ 44,821	\$ 45,808	\$ 46,815	\$ 47,847	\$ 48,899	\$ 49,976	\$ 51,076
101	\$ 32,503	\$ 33,219	\$ 33,949	\$ 34,697	\$ 35,460	\$ 36,241	\$ 37,039	\$ 37,854	\$ 38,687	\$ 39,539	\$ 40,409	\$ 41,299	\$ 42,207	\$ 43,136	\$ 44,086	\$ 45,057	\$ 46,049	\$ 47,062	\$ 48,098	\$ 49,156	\$ 50,239	\$ 51,344	\$ 52,475	\$ 53,630
102	\$ 34,128	\$ 34,879	\$ 35,647	\$ 36,432	\$ 37,234	\$ 38,053	\$ 38,891	\$ 39,747	\$ 40,622	\$ 41,515	\$ 42,429	\$ 43,363	\$ 44,318	\$ 45,294	\$ 46,291	\$ 47,309	\$ 48,351	\$ 49,415	\$ 50,503	\$ 51,614	\$ 52,751	\$ 53,911	\$ 55,098	\$ 56,312
103	\$ 35,835	\$ 36,624	\$ 37,430	\$ 38,253	\$ 39,096	\$ 39,956	\$ 40,835	\$ 41,734	\$ 42,653	\$ 43,592	\$ 44,551	\$ 45,531	\$ 46,534	\$ 47,559	\$ 48,605	\$ 49,674	\$ 50,769	\$ 51,886	\$ 53,028	\$ 54,195	\$ 55,388	\$ 56,607	\$ 57,853	\$ 59,127
104	\$ 37,626	\$ 38,455	\$ 39,300	\$ 40,166	\$ 41,050	\$ 41,954	\$ 42,877	\$ 43,821	\$ 44,785	\$ 45,771	\$ 46,779	\$ 47,808	\$ 48,861	\$ 49,936	\$ 51,035	\$ 52,159	\$ 53,307	\$ 54,480	\$ 55,679	\$ 56,905	\$ 58,158	\$ 59,437	\$ 60,746	\$ 62,083
105	\$ 39,507	\$ 40,377	\$ 41,266	\$ 42,174	\$ 43,102	\$ 44,051	\$ 45,021	\$ 46,012	\$ 47,024	\$ 48,060	\$ 49,118	\$ 50,199	\$ 51,304	\$ 52,433	\$ 53,587	\$ 54,767	\$ 55,973	\$ 57,204	\$ 58,464	\$ 59,750	\$ 61,066	\$ 62,410	\$ 63,783	\$ 65,188
106	\$ 41,483	\$ 42,396	\$ 43,329	\$ 44,283	\$ 45,257	\$ 46,253	\$ 47,272	\$ 48,313	\$ 49,376	\$ 50,463	\$ 51,574	\$ 52,708	\$ 53,869	\$ 55,054	\$ 56,267	\$ 57,505	\$ 58,771	\$ 60,064	\$ 61,387	\$ 62,738	\$ 64,119	\$ 65,530	\$ 66,973	\$ 68,446
107	\$ 43,558	\$ 44,516	\$ 45,495	\$ 46,498	\$ 47,520	\$ 48,566	\$ 49,636	\$ 50,728	\$ 51,845	\$ 52,986	\$ 54,152	\$ 55,345	\$ 56,562	\$ 57,807	\$ 59,080	\$ 60,380	\$ 61,709	\$ 63,067	\$ 64,456	\$ 65,874	\$ 67,325	\$ 68,807	\$ 70,321	\$ 71,870
108	\$ 45,735	\$ 46,742	\$ 47,771	\$ 48,822	\$ 49,896	\$ 50,995	\$ 52,118	\$ 53,265	\$ 54,437	\$ 55,636	\$ 56,860	\$ 58,112	\$ 59,391	\$ 60,698	\$ 62,034	\$ 63,399	\$ 64,795	\$ 66,221	\$ 67,679	\$ 69,168	\$ 70,691	\$ 72,247	\$ 73,837	\$ 75,462
109	\$ 48,022	\$ 49,078	\$ 50,159	\$ 51,263	\$ 52,392	\$ 53,544	\$ 54,723	\$ 55,928	\$ 57,159	\$ 58,417	\$ 59,703	\$ 61,017	\$ 62,360	\$ 63,733	\$ 65,135	\$ 66,570	\$ 68,035	\$ 69,532	\$ 71,062	\$ 72,627	\$ 74,225	\$ 75,859	\$ 77,529	\$ 79,235
110	\$ 50,423	\$ 51,532	\$ 52,667	\$ 53,826	\$ 55,011	\$ 56,222	\$ 57,459	\$ 58,724	\$ 60,016	\$ 61,338	\$ 62,688	\$ 64,068	\$ 65,478	\$ 66,919	\$ 68,392	\$ 69,898	\$ 71,437	\$ 73,009	\$ 74,616	\$ 76,258	\$ 77,936	\$ 79,652	\$ 81,405	\$ 83,198
111	\$ 52,944	\$ 54,110	\$ 55,301	\$ 56,518	\$ 57,762	\$ 59,033	\$ 60,332	\$ 61,661	\$ 63,017	\$ 64,405	\$ 65,822	\$ 67,271	\$ 68,751	\$ 70,266	\$ 71,812	\$ 73,392	\$ 75,008	\$ 76,659	\$ 78,346	\$ 80,071	\$ 81,833	\$ 83,634	\$ 85,476	\$ 87,357
112	\$ 55,591	\$ 56,815	\$ 58,065	\$ 59,344	\$ 60,650	\$ 61,985	\$ 63,349	\$ 64,744	\$ 66,169	\$ 67,625	\$ 69,113	\$ 70,635	\$ 72,190	\$ 73,779	\$ 75,403	\$ 77,062	\$ 78,759	\$ 80,492	\$ 82,264	\$ 84,075	\$ 85,925	\$ 87,817	\$ 89,749	\$ 91,725
113	\$ 58,371	\$ 59,655	\$ 60,969	\$ 62,310	\$ 63,682	\$ 65,084	\$ 66,516	\$ 67,980	\$ 69,477	\$ 71,006	\$ 72,569	\$ 74,167	\$ 75,799	\$ 77,467	\$ 79,172	\$ 80,915	\$ 82,696	\$ 84,516	\$ 86,377	\$ 88,278	\$ 90,221	\$ 92,207	\$ 94,237	\$ 96,312
114	\$ 61,288	\$ 62,639	\$ 64,017	\$ 65,426	\$ 66,866	\$ 68,338	\$ 69,843	\$ 71,379	\$ 72,951	\$ 74,557	\$ 76,197	\$ 77,875	\$ 79,590	\$ 81,341	\$ 83,131	\$ 84,960	\$ 86,831	\$ 88,742	\$ 90,686	\$ 92,662	\$ 94,673	\$ 96,817	\$ 99,049	\$ 101,328
	\$ 29,465	\$ 30,114	\$ 30,774	\$ 31,455	\$ 32,147	\$ 32,854	\$ 33,578	\$ 34,317	\$ 35,075	\$ 35,846	\$ 36,632	\$ 37,440	\$ 38,263	\$ 39,102	\$ 39,968	\$ 40,846	\$ 41,745	\$ 42,664	\$ 43,603	\$ 44,563	\$ 45,546	\$ 46,546	\$ 47,571	\$ 48,619

FY21 PAY GRADES 115 - 124

Consolidated Pay Plan - FY 2021 Grades 115+			
Grade	Min	Market	Max
115	\$ 70,204	\$ 77,224	\$ 115,837
116	\$ 73,715	\$ 81,086	\$ 121,628
117	\$ 77,400	\$ 85,140	\$ 127,710
118	\$ 83,160	\$ 89,397	\$ 137,225
119	\$ 87,318	\$ 93,866	\$ 144,086
120	\$ 91,684	\$ 98,560	\$ 151,289
121	\$ 96,268	\$ 103,488	\$ 158,855
122	\$ 101,082	\$ 108,663	\$ 166,797
123	\$ 106,136	\$ 114,095	\$ 175,137

FISCAL POLICIES



These policies form the basis for financial and budgetary decision-making for the City of College Park, Maryland:

Fund Structure

The City's operations are accounted for in the General Fund, Debt Service Fund, and the Capital Projects Fund ("C.I.P.").

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 Debt Service Fund, established in fiscal year 2008, receives the 50% increase in parking meter revenue resulting from the July 2007 meter rate increase. Beginning in fiscal year 2011, this fund also receives the \$2.50 increase in parking citation payments. The accumulated funds will be used to provide debt service on the parking garage tax-exempt bond. The fund also provides for the debt service on other debt of the City, primarily through transfers from the General Fund. The Capital Projects Fund is used to account for the acquisition and construction of major capital facilities.

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 the College Park City-University Partnership ("CPCUP"); the Housing Authority of the City of College Park; and the 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 late December/early January of each year, with department heads receiving budget and CIP worksheets and preliminary budget guidance from the City Manager. Each department is responsible for submitting the proposed budget for their respective programs to the Finance Director by the end of January, based on each department's individual goals and objectives.

Revenues are projected by the Director of Finance with assistance from the individual departments for their respective revenue items. In budgeting revenues, a conservative approach is taken. For most revenue line items, the City does not have control over the basis for revenue allocation (other than setting the real property, personal property, and admission and amusement tax rates). These revenues are particularly difficult to predict as their source and calculation is handled at the State or County level, and the City is not a party to or privy to these calculations. Real and personal property assessment data is compiled and reported to the City by State Department of Assessments & Taxation ("SDAT").

Income tax is distributed by the State Comptroller as a percentage of the greater of a) 8.5% of the State income tax liability of City residents; b) 17% of Prince George's County income tax liability of City residents; or c) 0.37% of the Maryland taxable income of City residents. Admission & amusement ("A&A") tax gross receipts from entertainment and amusement activities (primarily University of Maryland athletic events for College Park) are reported to the Comptroller of Maryland by the individual taxpayers and the City's A&A tax rates are applied. Highway user tax is allocated to the City based on a State-determined formula using City road miles, vehicle registrations and other factors. Hotel-Motel tax is a 50% allocation of the County's 7% tax. For these intergovernmental revenues, actual data over the past 2 to 5 years is analyzed to identify inherent trends, and adjustments made for known events to project revenues in the coming fiscal year. During the budget process, staff reviews fees and fines set by the City and the City Manager may propose changes for inclusion in the proposed budget.

Review

In early February, the City Manager and Finance Director meet individually with each department head to discuss the department's budget submittal, and changes are made 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 will include them in the proposed budget. If not included, they may be discussed with the Mayor & Council during the budget worksessions for possible inclusion in the final proposed budget.

After cost estimates are made, the Mayor & Council requested items are also considered for inclusion in the proposed budget. Following the individual meetings with the departments, the Director and Assistant Director of Finance prepare the Proposed Operating and CIP which by charter must be submitted to Mayor & Council by March 31. Upon submittal to the Mayor & Council, the proposed budget is posted to the City's website and available in printed form if requested. In March, the Mayor & Council hold budget worksession as necessary, with the City Manager presenting an overview and each department presenting/ justifying its budget request. CIP and related funding are also discussed. The budget worksessions are open to the public, televised and streamed over the internet. No public testimony is allowed. During the budget worksession, any Mayor & Council requested items not already included in the requested budget are reviewed

Approval

Subsequent to the worksessions a budget ordinance, based on the proposed budget, with revisions based on budget worksession discussions, is introduced at a regular Mayor & Council meeting in late April, and a budget public hearing (and Constant Yield Tax Rate public hearing if required) is scheduled at least 14 days following budget introduction and newspaper advertising of the proposed budget and notice of the public hearing. Following the public hearing, the Mayor & Council may make amendments to the budget up to and including the meeting at which the budget is adopted. The budget is required to be adopted by Mayor & Council by May 31 and becomes effective on July 1.

ANNUAL BUDGET CALENDAR

Late December	Operating budget worksheets and CIP project summaries are distributed to department directors for completion/update. Finance department prepares revenue projections.
January	City Manager provides budget guidelines and parameters to department directors. Mayor & Council submit requests to City Manager for inclusion in the upcoming budget for cost estimates. Directors submit new staffing requests to HR and Technology/IT requests to IT for cost estimates and possible inclusion in the budget.
Late January	Operating budget worksheets are returned to Finance. Any proposed increases in fees or fines are submitted for review.
February	Department requests and CIP are reviewed by City Manager and Finance Director. Finance prepares personnel portion of budget (salaries and benefits); adjustments are made to balance citywide budget. Finance prepares Proposed Budget document
March	Proposed Budget is finalized and prepared for distribution to Mayor & Council, posted to the City's website and available to public (by mid-March-timed to allow 2 weekends prior to budget worksession). <i>Note: By Charter the Proposed Budget is required to be submitted by March 31.</i>
Late March	Hold Budget Worksession(s) - Mayor & Council review proposed operating budget and CIP with City Manager and Department heads. Budget worksessions are public meetings, without public testimony.

April	Any budget revisions, as a result of the worksessions, are made and the Budget Ordinance is prepared and introduced at a regular City Council meeting.
April/May	Public hearings on the budget ordinance and constant yield tax rate (if necessary) are advertised on the City’s website and in a newspaper of general circulation in the City.
May	Required Public hearings are held at a regular City Council meeting.
Mid May	Possible worksession discussion of potential budget amendments.
Late May	Budget ordinance is adopted, with or without amendments. <i>Note: By Charter the Budget Ordinance is required to be adopted by May 31.</i>
July 1	Adopted budget is effective for new fiscal year.

Financial Reporting Basis of Accounting

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

Budget Basis of Accounting

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

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

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

Budget Amendment after Adoption

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

Budget Transfers

§C10-5 of the City Charter also enumerates the manner in which budget transfers are made. Upon

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

Budget Monitoring

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

Capital Improvement Program (“C.I.P.”)

Projects Included

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

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

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

Encumbrance Policy

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

Fund Balance Policy

In September 2011, Mayor 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
- City management is committed to:
 - expanding the revenue base whenever possible
 - seeking appropriate grants from public and private sources
 - assessing the economy on a constant basis
 - maintaining and improving service and delivery levels
 - preserving jobs
 - evaluating all City processes/procedures
 - prioritizing capital projects based on available funding
 - maintaining/improving 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
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	8.0%
2014	32,256	577,866,240	17,915	7.3%
2015	32,301	575,248,509	17,809	6.5%
2016	32,275	582,821,950	18,058	5.5%
2017	32,303	709,729,213	21,971	5.5%
2018	32,196	724,603,176	22,506	5.0%

Sources: Calendar years 2010, 2013, 2014, 2015, 2016, 2017, and 2018 data from U. S. Dept of Commerce, Bureau of the Census. Years 2009, 2011, and 2012 population figures were prepared by the Maryland Dept of Planning, Planning Data Services. Years 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 Percentage of Actual Taxable Value
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%
2019	1,861,359	705,844	2,567,203	1,275,937	0.335	2,567,203	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 2019 Taxable Assessed Value				Fiscal Year 2010 Taxable Assessed Value			
	Real (RP)	Personal (PP)	Total	Percentage of Total City Taxable Assessed Value	Real (RP)	Personal (PP)	Total	Percentage of Total City Taxable Assessed Value
UMCPF Property III, LLC (The Hotel)	\$ 176,857	\$ 1,938	\$ 178,795	6.51%	-	-	-	-
University View Partners, LLC	158,699	2,590	161,289	5.87%	\$ 86,465	\$ 1,162	\$ 87,627	4.30%
Gateway Terry LLC (Terrapin Row)	148,378	4,680	153,058	5.57%	-	-	-	-
SH Landmark CP Venture, LLC	129,500	890	130,390	4.75%	-	-	-	-
Student Housing College Park LLLP (The Varsity)	105,400	765	106,165	3.86%	-	-	-	-
NSHE College Park, LLC (Camden)	80,000	-	80,000	2.91%	93,048	-	93,048	4.57%
UDR Domain College Park LLC	60,370	-	60,370	2.20%	-	-	-	-
IKEA Property, Inc. (RP) / IKEA Maryland, LLC (PP)	51,970	8,257	60,227	2.19%	41,529	8,028	49,557	2.43%
Mazza Grand Marc Apartments	50,940	698.00	51,638	1.88%	-	-	-	-
Jefferson at College Park, LP (RP) / Wynfield Park Apartments, LP (PP)	49,253	184	49,437	1.80%	44,428	76	44,504	2.18%
The Washington Post Company	-	-	-	-	23,444	23,155	46,599	2.29%
Richard S. Gatti, et al (Marketplace)	40,461	-	40,461	1.47%	30,896	-	30,896	1.52%
Riverdale FDA, LLC	-	-	-	-	23,366	-	23,366	1.15%
Knox Village Partners LLC/Knox Box Realty LLC/Vievere III	-	-	-	-	21,434	-	21,434	1.05%
Oprock College Park Fee LLC	-	-	-	-	20,095	-	20,095	0.99%
Potomac Electric Power Company	-	33,474	33,474	1.22%	-	17,795	17,795	0.87%
Total	\$ 1,051,828	\$ 53,476	\$ 1,105,304	40.22%	\$ 384,705	\$ 50,216	\$ 434,921	21.35%

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 2019			Fiscal Year 2010		
	Employees	Rank	Percentage of Total City Employment	Employees	Rank	Percentage of Total City Employment
University of Maryland, College Park	14,408	1	43.66%	13,081	1	48.63%
University of Maryland Global College (UMGC)	7,000	2	21.21%	2,790	2	10.36%
U.S. Food and Drug Administration (FDA)	921	3	2.79%	775	4	2.88%
National Oceanic and Atmospheric Administration	842	4	2.55%	-	-	-
National Archives and Records Administration II	765	5	2.32%	900	3	3.34%
IKEA	461	6	1.40%	300	5	1.11%
The Hotel	210	7	0.64%	-	-	-
College Park Hyundai	173	8	0.52%	-	-	-
Home Depot	168	9	0.51%	-	-	-
American Center for Physics	153	10	0.46%	200	6	0.74%
Total	25,101		76.06%	18,046		67.06%

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									
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Parking enforcement										
Number of parking tickets issued	34,186	34,288	28,315	34,027	37,705	36,731	33,582	32,236	28,785	23,358
Recreation										
Attendance at sponsored recreational events (estimated)	25,000	27,600	30,000	31,430	31,430	29,000	29,000	30,000	30,000	30,000
Planning and development										
Variance applications processed	10	15	14	6	15	10	10	15	19	13
Clinical services										
Number of individuals who received clinical services	1,915	1,863	1,968	1,909	1,690	1,204	1,366	1,391	n/a	n/a
Youth and their families served in clinical interventions	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	158	156
Seniors program										
Seniors trips provided	2,250	2,110	2,278	2,210	2,205	2,192	2,272	2,481	2,397	2,001
Seniors assisted with transportation	3,420	3,666	3,585	3,515	3,507	3,486	3,581	3,490	3,707	3,622
Refuse and recycling collection										
Tons of refuse collected and disposed	n/a	n/a	n/a	n/a	n/a	n/a	n/a	4,947	4,967	4,843
Cost per ton of solid waste	\$ 130.63	\$ 155.36	\$ 135.53	\$ 139.89	\$ 147.80	\$ 151.02	\$ 171.00	\$ 185.00	n/a	n/a
Recyclables collected (tons)	1,445	1,458	1,725	1,467	1,453	1,450	1,403	1,252	1,228	1,276
Cost per ton for recycling (paper, commingles, white goods, scrap metal)	\$ 283.00	\$ 255.00	\$ 201.00	\$ 249.00	\$ 263.00	\$ 277.00	\$ 435.00	\$ 600.00	n/a	n/a
Compost yard operations										
Tons of solid waste diverted through composting	1,558	1,521	1,736	1,976	2,872	2,748	2,667	2,057	2,244	2,302
Dollars in tipping fees saved	\$ 38,951	\$ 38,678	\$ 43,411	\$ 49,412	\$ 71,799	\$ 68,704	\$ 66,675	\$ 51,425	n/a	n/a
Cubic yards of brush recycled	3,775	3,692	1,267	1,895	3,056	3,564	3,515	2,970	2,280	2,386
Dollar value of compost-related revenues (compost sales, tipping fees collected and delivery charges)	\$ 71,002	\$ 66,668	\$ 75,191	\$ 63,802	\$ 75,111	\$ 83,317	\$ 71,427	\$ 69,164	n/a	n/a
Other public works										
Street cleaning sweeps in high impact areas	203	202	219	211	193	201	195	200	200	205

Sources: City of College Park departments

Notes:

* - 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 & 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.

Audit An independent and objective evaluation of an organization's financial statements; the primary purpose of which is to determine whether they accurately and completely reflect the organization's financial position.

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.

Bonds A written promise to pay a designated sum of money (principal) at a specific date in the future, along with periodic interest at a specific rate. The payments on bonds are identified as Debt Service. Bonds are generally used for long-term financing of capital improvements.

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.

UMGC (formerly UMUC) University of Maryland Global Campus (formerly 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.