



CITY OF COLLEGE PARK  
**PROPOSED  
OPERATING BUDGET**  
FOR FISCAL YEAR 2018





# CITY OF COLLEGE PARK

## PROPOSED OPERATING BUDGETS

FISCAL YEAR 2018

The Honorable Patrick L. Wojahn, Mayor

### City Council

P. J. Brennan  
Mary C. Cook  
Robert W. Day  
Monroe S. Dennis

Fazlul Kabir  
Dustyn B. Kujawa  
Christine L. Nagle  
Stephanie E. Stulich

### Administration

Scott Somers  
*City Manager*

Gary Fields  
*Finance Director*

Leo L. Thomas, Jr.  
*Deputy Finance Director*



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# BUDGET MESSAGE FISCAL YEAR 2018



April 8, 2017

Mayor & City Council and Citizens of College Park:

In accordance with the City Charter, I am pleased to submit the City of College Park's Fiscal Year 2017-2018 (FY 2018) Proposed Budget. Included are the City's General Fund, Capital Projects Fund and Debt Service Fund.

Balancing the City budget, with an eye on the property tax rate, that sustains vital municipal services and programs with limited resources, is a challenging process. This budget represents the culmination of hundreds of hours of staff time committed to a goal of maintaining and improving the quality of services our citizens expect and depend on. This budget provides for a high level of services, planned growth and necessary improvements to our infrastructure, while staying within the constraints of limited resources.

The City has been actively managed for both results and overall financial sustainability. Departmental performance measures provide data to make informed spending decisions by understanding actual service outcomes of City departments. Our objective is to control the size of City government relative to available resources by utilizing responsible financial management practices.

## THE PROPOSED FY2018 BUDGET

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

- Limit budgets to prior year levels or minimal, inflationary increases.
- No new staff unless specifically justified.
- Seek expenditure reductions wherever possible.
- Pursue revenue sources to the fullest extent possible for all services as well as total cost identification for fee setting purposes.
- Actively seek out enhancements to existing programs and proactively look for new ways to deliver quality, efficient services.

## Overview and Process

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 City operates on a fiscal year, running from July 1 to June 30. The budget process begins in January with guidelines issued to department directors by the City Manager. Departmental requests are prepared and submitted in February. 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 by the end of March.

The Mayor and Council hold work-sessions in April 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 and a public hearing on that ordinance is held in early May. The budget ordinance is required by Charter to be adopted by May 31.

## Significant formatting and presentation changes in the FY 2018 Budget

There are a number of differences in the format and presentation of this budget from previous years' budget

documents intended to clarify, improve transparency of City operations and improve the organization of the document. Most significant is the removal of the City's 5-year Capital Improvement Program (CIP) to a separate document. The first year's capital in the CIP, FY 2018, is the basis for the funding requests in the Capital Projects Fund budget.

While these changes do not impact the proposed total budget amounts, they account for some differences when comparing the program budgets for FY 2017 and FY 2018:

- Eliminating the practice of allocating certain overhead costs in General Fund departments. Information technology, fleet services, telephone, utilities and building maintenance (all General Fund expenses) were spread to other departments in the General Fund. As an intra-fund allocation, this practice had no bearing on the actual budget amounts. In the interest of simplification and ease of understanding, those costs now remain within the department the cost was charged. For example, the total cost of information technology is now identified in one location, rather than throughout various departments/ programs.
- Similarly, the general government and administrative functions previously included partial allocations of personnel between departments for salaries and wages. For example, the City Manager's salary and benefits were allocated 75% to the City Manager's Office; 15% to the Human Resources department; and 10% to Public Relations. This practice increased the complexity of identifying total costs since they were spread through multiple departments. In this case, it is understood that the City Manager is involved in all City business, but rather than allocating that cost in multiple departments, the cost is now completely identified and allocated from one program.

## GENERAL FUND

### Summary

The total proposed General Fund budget is \$19,794,441, an increase of \$1,765,106 or 9.8% over the FY 2017 amended budget of \$18,029,335. The increase is primarily due to additional revenue, which is used primarily to fund capital projects of almost \$1 million and increases in personnel costs of \$556,000, attributable to cost of living adjustments and a newly adopted compensation plan to maintain competitiveness, to take effect July 1, 2017.

### Revenue

#### Sources of City Revenue



Certain revenues, such as real estate property taxes, are based on reliable calculations. Other revenues remain relatively constant from year to year or fluctuate with the economy. Revenue projections for the coming year are based on the assumptions that the economy will remain stable; inflation will be moderate giving only a slight boost to intergovernmental revenues and charges for service; and short-term interest rates will remain at their historically low levels, but are anticipated to increase in coming years.

As shown in the following table, current estimates for FY 2017 indicate that General Fund revenues will be approximately \$1 million more than budgeted, contributing to an estimated increase in fund balance for FY2017 of \$1,890,000.

**General Fund  
Amended FY 2017 Budget vs. Proposed FY 2018 Budget**

<b>Resources</b>	<b>Amended Budget FY 2017</b>	<b>Projected Actual Budget FY 2017</b>	<b>Proposed Budget FY 2018</b>
Beginning Fund Balance (unassigned)	\$7,761,513	\$7,761,513	\$7,761,513
Revenue	18,029,335	19,073,693	19,794,441
<b>Total City Resources Available</b>	<b>\$25,790,848</b>	<b>\$26,835,206</b>	<b>\$27,555,954</b>
<b>Expenditures</b>			
General Government & Administration	\$3,278,414	\$3,125,930	\$4,041,670
Public Services	4,295,936	4,068,273	3,696,779
Planning, Community & Econ. Develop.	795,738	723,272	805,735
Youth, Family & Senior Services	1,172,995	1,093,431	1,083,246
Public Works	5,515,605	5,210,397	5,487,259
Interfund transfer - Debt Service	525,207	527,126	559,352
Interfund transfer – Capital Projects	2,435,440	2,435,440	3,410,410
Contingency	10,000	-	350,000
<b>City Proposed Expenditures</b>	<b>\$18,029,335</b>	<b>\$17,183,869</b>	<b>\$19,794,441</b>

As detailed in the following table, FY2018 revenue is expected to increase by \$1,765,106 as a result of increases in property taxes from increased property values and increases in other taxes from income tax and hotel/motel taxes.

<b>Revenue by Category</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Proposed</b>	<b>Increase (Decrease)</b>	<b>% Change</b>
General Property Taxes	\$8,611,222	\$9,737,861	\$1,126,639	13.1%
Other Taxes	3,437,781	4,520,000	1,082,219	31.5%
Licenses & Permits	1,265,653	1,259,200	(6,453)	(0.5)%
Intergovernmental	341,772	301,772	(40,000)	(11.7)%
Charges for Services	1,006,574	1,047,638	41,064	4.1%
Fines & Fees	2,770,400	2,628,150	(142,250)	(5.1)%
Miscellaneous	234,390	299,820	65,430	27.9%
Interfund Transfers	211,687	-	(211,687)	(100)%
Unassigned Reserve Transfer	149,856	-	(149,856)	(100)%
<b>Total Revenue Budget</b>	<b>\$18,029,335</b>	<b>\$19,794,441</b>	<b>\$1,765,106</b>	<b>9.8%</b>

## Expenditures

### Expenditures by Function



The General Fund budget includes salaries & wages, employee benefits, other operating expenditures, capital outlay (less than \$10,000) and contingency. It also provides for transfers to the Capital Projects Fund (for capital over \$10,000) and Debt Service Fund.

Total expenditures for FY 2018 of \$19,794,441 are increasing by \$1,765,106 or 9.8% over FY 2017.

FY 2018 proposed personnel costs (Salaries, wages and related benefits) of \$10,655,000 increased by \$556,000 or 5.5% over the FY 2017 amended budget. Increases in FY 2018 personnel costs are due to increases in landscaping personnel and include the transition to a new pay plan as a result of a 2017 classification and compensation study, plus a 2% cost of living adjustment.

Personnel costs represents 54% of the total General Fund budget. This is comparable to 56% for last year's budget. Comparative personnel/FTE tables are included with each department/program budget

FY 2018 Other Operating Costs reflect an increase of \$166,000 or 3.6% over the FY 2017 amended budget. The increase is due to a number of items including increases in the Communications and Public Relations budget for College Park Day and marketing apparel; increase in the Elections budget as FY 2018 is an election year for City Council; and shifting some grants that were previously budget in the Capital Projects Fund to the Mayor and Council budget and the Economic Development budget.

General Fund capital outlay proposed for FY2018 totals \$26,830. This is a significant reduction from FY 2017 but is primarily a result of moving high cost capital items that were included in the General Fund to the Capital Projects Fund for FY 2018. It is important to note that this is only for departmental capital; there is a significant transfer from the General Fund to the Capital Projects Fund for other significant capital needs of the City.

## Expenditures by Functional Area

The proposed City budget is 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 of an organization representing similar business goals or functions.

Within the functional sections are the departments/programs that comprise the function. Public Works has five divisions (Solid Waste Management, Streets & Parking Management, Buildings & Grounds, Engineering and Fleet Services) with departments/programs organized under each.

The functional sections for Public Services, Planning, Community and Economic Development, Youth and Family Services and Public Works include a summary of the personnel and proposed budgets that comprise the functional area (or division in Public Works) and greater detailed information about the related individual department/program budgets.

The table below is a comparison of total expenditures by functional area, followed by highlights of each function and explanations for significant fluctuations:

Functional Area	FY 2017 Amended Budget	FY 2018 Proposed	\$ Variance	% Change
General Government & Admin.	\$3,278,414	\$4,041,670	\$763,256	23.3%
Public Services	4,295,936	3,696,779	(599,157)	(13.9)%
Planning, Community & Ec. Develop.	795,738	805,735	9,997	1.3%
Youth, Family & Senior Services	1,172,995	1,083,246	(89,749)	(7.7)%
Public Works	5,515,605	5,847,259	331,654	6%
<b>Total</b>	<b>\$15,058,688</b>	<b>\$15,474,689</b>	<b>\$416,001</b>	<b>2.8%</b>

The functional areas include the divisions (for Public Works) and departments/programs:

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

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

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

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

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

## Interfund Transfers and Contingency

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

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

\$100,000. There are no current plans to spend these funds.

This budget includes a request for a \$250,000 contingency for implementing recommendations from the Public Safety Study, which will be completed in the fall of 2017. Depending on the results of the study, the City Council may wish to implement some or all of the recommendations in FY 2018, rather than waiting until FY 2019.

### **Fund Balance**

As a measure of fiscal health, local governments often look at fund balance levels, which include unassigned fund balance as a percentage of the total expenditures. The Government Finance Officers Association (GFOA) recommends, at a minimum, that general purpose governments maintain an unrestricted fund balance of no less than two months operating expenditures. The City Charter sets a retention goal of unassigned fund balance at 25% of the current year appropriation.

The reasons for maintaining a sufficient reserve include: being better able to plan for contingencies; maintain credit worthiness with banks and rating agencies; ability to fund smaller capital projects without incurring debt; generate investment income, and; ensure cash availability and liquidity. The chart below shows a historical perspective of amount of fund balance as a percentage of appropriations.

The FY 2017 projection of \$1,889,000 excess of revenue over expenditures will add to the Unassigned Fund Balance at July 1, 2016 for an unassigned fund balance of \$9,651,337 at June 30, 2017. That translates to a 49% reserve as a percentage of FY 2018 budgeted expenditures. There are several significant decisions that the City Council may make in the coming months and into FY 18, including funding decisions for a new City Hall and potential property acquisitions, that may draw on the fund balance reserves.

### **CAPITAL PROJECTS FUND**

This fund is used for capital outlay in excess of \$10,000. For capital projects or items that span multiple years for completion, are funded by sources other than the General Fund, and/or where funds are being accumulated for a project, the City prepares a 5-year Capital Improvement Program (CIP) that is bound in a separate document. The first year's capital in the CIP, FY 2018, is the basis for those projects funding requests in the Capital Projects Fund budget.

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

FY 2018 capital requests total \$6,858,000. Of this amount, approximately \$2 million is expected to be set-aside for future capital expenditures. For example, construction of a new City Hall, but will not actually be expended. Further detail and information about specific projects is included in the Capital Projects Fund.

### **DEBT SERVICE FUND**

This Fund is used to collect and accumulate funds for the payment of the City's long-term debt obligations, except for the SunTrust Master Lease for vehicle acquisition, accounted for in the Capital Projects Fund.

Currently, the long-term debt of the City consists of the Parking Garage Bond with a current balance due of \$6,735,000 and a \$300,000 Community Legacy loan. The Parking Garage Bond is due in semi-annual installments, including interest totaling approximately \$560,000, annually, through October 15, 2031. This bond is secured by the full faith and credit of the City.

The Community Legacy loan has no payments due until FY 2021. It is due in equal installments of \$150,000 on December 31, 2020 and 2025, with no interest.

Debt service is funded by a transfer from the General Fund.

## CLOSING

College Park provides vital public services to a growing population of over 32,000 and our lean ratio of 1 staff position for every 280 citizens demonstrates how we strive to make every dollar count. The City continues to look for opportunities to update processes, combine resources, and improve service delivery; while at the same time focusing on providing excellent customer service. This year, as those in the past, has again been challenging to balance and prioritize the needs of the community with the amount of resources available. The Budget will be closely monitored to ensure that revenues are coming in as budgeted and make any necessary expenditure adjustments throughout the year. I am confident that the City's management team and staff will continue to meet this challenge. Due to limited resources and growing demands for services, all of the City's needs and requests are not met in the budget. I recognize the importance of continuing to live within our means, striving for increased productivity and use of innovation in our efforts to operate the City. The budget process is a team effort and reflects many hours of hard work on the part of City staff and Mayor & Council. I would like to extend special thanks for the hard work of City staff and the City management team in developing the FY 2018 budget.

Respectfully submitted,



Scott Somers  
City Manager

# OVERVIEW OF THE CITY OF COLLEGE PARK



## ABOUT THE CITY

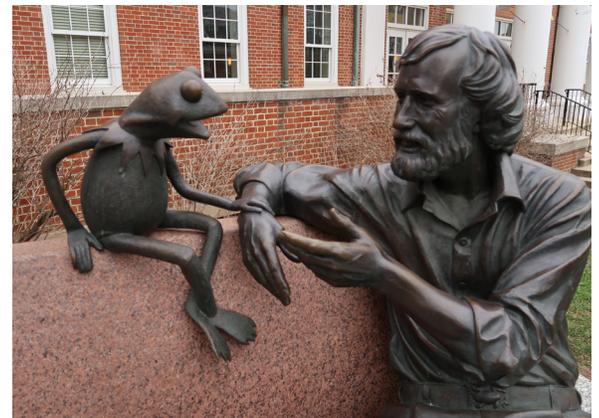
The City of College Park, Maryland, located within Prince George's County, is a northern suburb of Washington, D.C. and is located approximately 7 miles northeast of the District of Columbia. Although the City is primarily located inside I-95/495, the Capital Beltway, annexations have brought the IKEA 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's largest property owner, albeit tax exempt, is the University of Maryland College Park ("UMD"), which is also the largest employer. Other major taxpayers, primarily real estate, hotel and automotive related, are listed on the Principal Taxpayers schedule in the Statistical Section.

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

The 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 on the proposed Purple Line is in design by the MTA, connecting College Park to Langley Park, Silver Spring and Bethesda to the west and New Carrollton to the east. The current schedule, subject to federal, state and county funding, calls for Purple Line construction to begin in 2016 and be completed by 2022.

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



## 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 \$40.00 civil citation. The Contract Police program provides off-duty Prince George’s County police officers as part-time City employees, supplementing the County’s regular police services within the City. 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, esthetic and bicycle-access improvements to the study area within the City. The City currently has limited zoning responsibilities, but collaborates with Prince George's County, M-NCPPC and the University of Maryland in planning efforts involving projects that impact the City. The City continues to pursue obtaining full zoning authority from Prince George's County. The department participates in the U.S. Route 1 sector planning process initiated by M-NCPPC.

The department is responsible for the implementation of certain projects in the City's Capital Improvement Program, and prepares and administers grant and loan applications under such federal and state programs as Community Development Block Grant 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 promotes community outreach and enhanced family functioning through its clinical programs, school assembly events, parent education and support groups, and client advocacy. Quality of service delivery is monitored through weekly supervision, video review, clinical consultation, and related training. Programs of the department are partially funded by state and county grants, client fees and user charges.



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

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

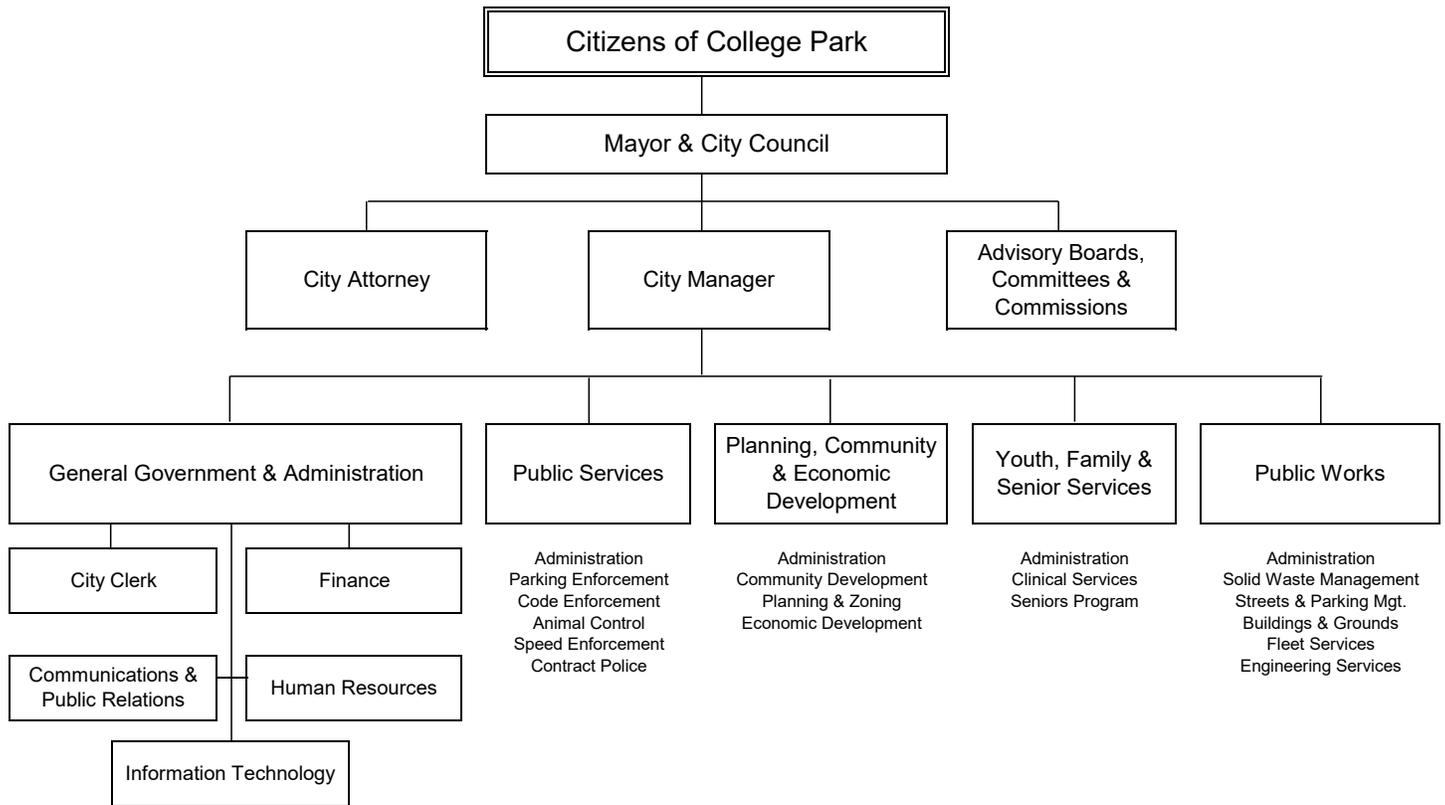
## **PUBLIC WORKS**

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

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

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

# ORGANIZATION CHART



# PRINCIPAL OFFICIALS



## Mayor and City Council

Mayor	Patrick L. Wojahn
City Council, District 1	Fazlul Kabir Christine Nagle
City Council, District 2	P. J. Brennan Monroe S. Dennis
City Council, District 3	Robert W. Day, Sr. Stephanie E. Stullich
City Council, District 4	Mary C. Cook Dustyn Burkart Kujawa

## Staff

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

# CITY VISION, GOALS, MISSION AND VALUES



## CITY VISION

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

## CITY GOALS

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

### **GOAL 1: ONE COLLEGE PARK**

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

### **GOAL 2: ENVIRONMENTAL SUSTAINABILITY**

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

### **GOAL 3: HIGH QUALITY DEVELOPMENT AND REINVESTMENT**

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

### **GOAL 4: QUALITY INFRASTRUCTURE**

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

### **GOAL 5: EFFECTIVE LEADERSHIP**

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

### **GOAL 6: EXCELLENT SERVICES**

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

## **CITY MISSION**

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

## **CITY VALUES**

### **OPEN AND EFFECTIVE GOVERNMENT**

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

### **HIGH-PERFORMING, DEDICATED AND VALUED EMPLOYEES**

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

### **SUSTAINABILITY AND LONG-TERM PLANNING**

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

### **FISCAL RESPONSIBILITY**

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

### **COLLABORATION**

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

### **FINANCE DEPARTMENT MISSION STATEMENT**

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

# STRATEGIC PLAN - ACTION PLAN



This document summarizes, in a shorter format, the Strategic Plan goals and objectives. The full version of the Strategic Plan 2015-2020, with the list of responsible departments and timelines, can be found on the City's website at [www.collegeparkmd.gov](http://www.collegeparkmd.gov) under Programs and Initiatives, Strategic Plan.

<b>1</b>	<b>Goal</b>	<b>One College Park</b>
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
<b>2</b>	<b>Goal</b>	<b>Environmental Sustainability</b>
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
<b>3</b>	<b>Goal</b>	<b>High Quality Development and Reinvestment</b>
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

<b>4</b>	<b>Goal</b>	<b>Quality Infrastructure</b>
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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

<b>5</b>	<b>Goal</b>	<b>Effective Leadership</b>
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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

<b>5</b>	<b>Goal</b>	<b>Effective Leadership</b>
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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, 2016 and ending June 30, 2017 (fiscal year 2017).

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

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



# GENERAL FUND SUMMARY



	FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	
						\$	%
<b>Revenue:</b>							
General Property Taxes	\$ 7,642,614	\$ 8,157,387	\$ 8,611,222	\$ 9,111,063	\$ 9,737,861	\$ 1,126,639	13.1%
Other Taxes	3,200,278	3,976,886	3,437,781	4,470,000	4,520,000	1,082,219	31.5%
Licenses & Permits	1,232,599	1,266,808	1,265,653	1,259,200	1,259,200	(6,453)	-0.5%
Intergovernmental Revenue	256,736	415,013	341,772	301,772	301,772	(40,000)	-11.7%
Charges For Services	988,596	1,045,495	1,006,574	1,024,188	1,047,638	41,064	4.1%
Fines & Fees	3,001,290	2,992,651	2,770,400	2,628,150	2,628,150	(142,250)	-5.1%
Miscellaneous Revenue	258,533	302,713	234,390	279,320	299,820	65,430	27.9%
Interfund Transfers	-	-	211,687	-	-	(211,687)	-100.0%
Unassigned Reserve Transfer	-	-	149,856	-	-	(149,856)	-100.0%
<b>Total Revenue &amp; Other Funding Sources</b>	<b>16,580,646</b>	<b>18,156,953</b>	<b>18,029,335</b>	<b>19,073,693</b>	<b>19,794,441</b>	<b>1,765,106</b>	<b>9.8%</b>
<b>Expenditures:</b>							
<b>General Government &amp; Administration</b>							
Mayor & Council	725,890	682,511	763,046	726,828	575,430	(187,616)	-24.6%
City Manager	558,855	352,735	359,689	354,473	405,947	46,258	12.9%
City Clerk	320,269	306,966	367,838	348,946	327,114	(40,724)	-11.1%
City Attorney	130,787	192,431	176,000	205,758	196,000	20,000	11.4%
Finance	1,013,908	961,835	1,032,228	1,046,629	899,703	(132,525)	-12.8%
Human Resources	289,141	357,938	363,733	344,521	457,305	93,572	25.7%
Communications & Public Relations	34,398	36,970	153,264	128,182	186,271	33,007	21.5%
Information Technology	686,770	705,731	804,751	739,002	718,258	(86,493)	-10.7%
Non-Departmental Expenses	2,824,272	178,324	212,605	199,005	209,921	(2,684)	-1.3%
Elections and Other Boards & Comm.	41,871	69,379	54,948	42,273	65,721	10,773	19.6%
Less allocated costs (IT & Non-Dept)	(884,657)	(910,744)	(1,009,688)	(1,009,688)	-	1,009,688	-100.0%
<b>Total General Government &amp; Admin.</b>	<b>5,741,504</b>	<b>2,934,076</b>	<b>3,278,414</b>	<b>3,125,930</b>	<b>4,041,670</b>	<b>763,256</b>	<b>23.3%</b>
<b>Public Services</b>	<b>3,710,273</b>	<b>3,996,912</b>	<b>4,295,936</b>	<b>4,068,273</b>	<b>3,696,779</b>	<b>(599,157)</b>	<b>-13.9%</b>
<b>Planning, Community &amp; Economic Development</b>	<b>613,974</b>	<b>592,082</b>	<b>795,738</b>	<b>723,272</b>	<b>805,735</b>	<b>9,997</b>	<b>1.3%</b>
<b>Youth, Family &amp; Senior Services</b>	<b>1,027,995</b>	<b>1,082,280</b>	<b>1,172,995</b>	<b>1,093,431</b>	<b>1,083,246</b>	<b>(89,749)</b>	<b>-7.7%</b>
<b>Public Works</b>	<b>5,749,895</b>	<b>5,881,865</b>	<b>6,710,050</b>	<b>6,228,562</b>	<b>5,847,259</b>	<b>(862,791)</b>	<b>-12.9%</b>
Less allocated costs (Building Maintenance & Fleet Services)	(1,069,420)	(1,110,049)	(1,194,445)	(1,018,165)	-	1,194,445	-100.0%
<b>Total Public Works</b>	<b>4,680,475</b>	<b>4,771,816</b>	<b>5,515,605</b>	<b>5,210,397</b>	<b>5,847,259</b>	<b>331,654</b>	<b>6.0%</b>
Total Departmental Expenditures	15,774,221	13,377,166	15,058,688	14,221,303	15,474,689	416,001	2.8%
Transfers to Capital Projects Fund	1,081,225	1,658,500	2,435,440	2,435,440	3,410,410	974,970	40.0%
Transfers to Debt Service Fund	590,826	191,870	525,207	527,126	559,342	34,135	6.5%
Contingency	-	-	10,000	-	350,000	340,000	3400.0%
<b>Total Expenditures</b>	<b>17,446,272</b>	<b>15,227,536</b>	<b>18,029,335</b>	<b>17,183,869</b>	<b>19,794,441</b>	<b>1,765,106</b>	<b>9.8%</b>
<b>Excess Revenues over Expenditures</b>	<b>\$ (865,626)</b>	<b>\$ 2,929,417</b>	<b>\$ -</b>	<b>\$ 1,889,824</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	

# GENERAL FUND REVENUE



Acct. Code	FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	
						\$	%
<b>General Property Taxes</b>							
310.10 Real Property Tax	\$ 6,662,870	\$ 7,083,841	\$ 7,665,659	\$ 8,075,000	\$ 8,626,798	\$ 961,139	12.5%
310.15 Homeowners Property Tax Credit	(30,945)	(44,971)	(35,000)	(45,000)	(45,000)	(10,000)	28.6%
310.17 Revitalization Tax Credit	(60,000)	(80,000)	(100,000)	(100,000)	(100,000)	-	0.0%
310.20 Pilot-Housing Authority	15,000	15,000	15,000	15,000	15,000	-	0.0%
310.22 Pilot-UMD CASL Property	49,436	49,436	49,445	49,445	49,445	-	0.0%
310.23 Pilot-UMD Washington Post Prop.	37,786	37,786	38,618	38,618	38,618	-	0.0%
310.90 Tax Interest & Penalty (Refunds)	(9,714)	22,482	25,000	(25,000)	-	(25,000)	-100.0%
311.10 Personal Property Tax	976,973	1,070,622	950,000	1,100,000	1,150,000	200,000	21.1%
311.90 Tax Interest & Penalty	1,208	3,191	2,500	3,000	3,000	500	20.0%
<b>Total General Property Taxes</b>	<b>7,642,614</b>	<b>8,157,387</b>	<b>8,611,222</b>	<b>9,111,063</b>	<b>9,737,861</b>	<b>1,126,639</b>	<b>13.1%</b>
<b>Other Taxes</b>							
314.10 Income Tax	1,636,074	1,798,243	1,660,000	2,250,000	2,250,000	590,000	35.5%
315.10 Admission & Amusement Tax	673,023	720,193	680,000	720,000	720,000	40,000	5.9%
316.10 Highway User Tax	361,857	453,581	447,781	450,000	450,000	2,219	0.5%
318.10 Hotel & Motel Tax	529,324	1,004,869	650,000	1,050,000	1,100,000	450,000	69.2%
<b>Total Other Taxes</b>	<b>3,200,278</b>	<b>3,976,886</b>	<b>3,437,781</b>	<b>4,470,000</b>	<b>4,520,000</b>	<b>1,082,219</b>	<b>31.5%</b>
<b>Licenses &amp; Permits</b>							
322.10 City Liquor Licenses	13,908	14,731	14,000	14,000	14,000	-	0.0%
322.20 State Traders Licenses	27,857	29,093	29,000	29,000	29,000	-	0.0%
323.10 City Building Permits	13,300	11,675	10,000	10,000	10,000	-	0.0%
323.40 Occupancy Permits	839,739	880,946	884,548	880,000	880,000	(4,548)	-0.5%
323.45 Driveway Apron & Curbcut	13,245	6,656	2,000	3,500	3,500	1,500	75.0%
323.50 Other Licenses	324	200	-	200	200	200	-
323.65 Utility Easements	605	605	605	2,000	2,000	1,395	230.6%
323.70 Bus Shelters	5,905	14,910	10,000	10,000	10,000	-	0.0%
323.75 Encroachment Permits	500	500	500	500	500	-	0.0%
324.10 Comcast Cable	198,629	189,152	200,000	195,000	195,000	(5,000)	-2.5%
324.15 Verizon FIOS	118,587	118,340	115,000	115,000	115,000	-	0.0%
<b>Total Licenses &amp; Permits</b>	<b>1,232,599</b>	<b>1,266,808</b>	<b>1,265,653</b>	<b>1,259,200</b>	<b>1,259,200</b>	<b>(6,453)</b>	<b>-0.5%</b>
<b>Intergovernmental Revenue</b>							
<b>Federal Grants</b>							
330.70 FEMA	-	56,726	40,000	-	-	(40,000)	-100.0%
<b>State Grants</b>							
332.20 Police Protection	132,610	187,034	180,000	180,000	180,000	-	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%
332.44 MD Department Of Environment	2,354	-	-	-	-	-	0.0%
332.47 Community Parks & Playgrounds	-	44,981	-	-	-	-	0.0%
<b>Total State Grants</b>	<b>212,019</b>	<b>309,070</b>	<b>257,055</b>	<b>257,055</b>	<b>257,055</b>	<b>-</b>	<b>0.0%</b>
<b>County Grants</b>							
334.20 Bank Stock Tax	10,717	10,717	10,717	10,717	10,717	-	0.0%
334.30 County Youth Services Grant	30,000	30,000	30,000	30,000	30,000	-	0.0%
334.34 Special Appropriations Grant	4,000	3,500	4,000	4,000	4,000	-	0.0%
334.37 Animal Control Grant	-	5,000	-	-	-	-	0.0%
<b>Total County Grants</b>	<b>44,717</b>	<b>49,217</b>	<b>44,717</b>	<b>44,717</b>	<b>44,717</b>	<b>-</b>	<b>0.0%</b>
<b>Total Intergovernmental Revenue</b>	<b>256,736</b>	<b>415,013</b>	<b>341,772</b>	<b>301,772</b>	<b>301,772</b>	<b>(40,000)</b>	<b>-11.7%</b>
<b>Charges For Services</b>							
<b>General Government Charges</b>							
341.10 Zoning Application Process Fee	4,900	1,350	5,000	2,500	2,500	(2,500)	-50.0%
341.30 Animal Control Impound Fees	175	285	100	250	250	150	150.0%
341.31 Animal Control Boarding Fees	30	40	100	60	60	(40)	-40.0%
<b>Total Gen. Government Charges</b>	<b>5,105</b>	<b>1,675</b>	<b>5,200</b>	<b>2,810</b>	<b>2,810</b>	<b>(2,390)</b>	<b>-46.0%</b>
<b>Highways &amp; Streets</b>							
343.20 Parking Meter Revenue	325,502	334,122	330,000	330,000	330,000	-	0.0%
343.21 Garage Pay Station Revenue	107,890	110,642	105,000	105,000	105,000	-	0.0%
343.25 Parking Permit Revenue	66,172	100,655	68,000	100,000	100,000	32,000	47.1%
343.26 Garage Permit Revenue	82,112	100,030	90,000	95,000	95,000	5,000	5.6%
343.40 MVA Registration Fees	(94)	22	200	300	300	100	50.0%
343.50 MVA Non-Resident Permits	2,383	1,152	1,700	4,000	4,000	2,300	135.3%
<b>Total Highways &amp; Streets</b>	<b>583,965</b>	<b>646,623</b>	<b>594,900</b>	<b>634,300</b>	<b>634,300</b>	<b>39,400</b>	<b>6.6%</b>

Acct. Code	FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	
						\$	%
<b>Charges For Services (continued)</b>							
<b>Sanitation &amp; Waste Removal</b>							
344.10	83,288	83,288	83,288	83,288	83,288	-	0.0%
344.20	205,727	201,683	200,000	205,000	205,000	5,000	2.5%
344.30	1,842	1,661	1,080	1,500	1,000	(80)	-7.4%
344.30	803	-	-	-	-	-	0.0%
344.60	4,290	4,290	4,290	4,290	4,290	-	0.0%
344.90	42,485	53,780	56,010	40,000	57,200	1,190	2.1%
344.91	8,092	6,852	12,000	7,500	11,000	(1,000)	-8.3%
344.92	28,942	23,270	23,750	25,000	19,000	(4,750)	-20.0%
344.93	-	502	1,056	500	250	(806)	-76.3%
344.94	8,630	10,278	9,000	5,000	12,250	3,250	36.1%
344.95	3,363	2,978	4,000	3,000	5,250	1,250	31.3%
	<b>387,462</b>	<b>388,582</b>	<b>394,474</b>	<b>375,078</b>	<b>398,528</b>	<b>4,054</b>	<b>1.0%</b>
<b>Health Charges</b>							
345.10	12,064	8,615	12,000	12,000	12,000	-	0.0%
345.20	-	-	-	-	-	-	0.0%
	<b>12,064</b>	<b>8,615</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>-</b>	<b>0.0%</b>
	<b>988,596</b>	<b>1,045,495</b>	<b>1,006,574</b>	<b>1,024,188</b>	<b>1,047,638</b>	<b>41,064</b>	<b>4.1%</b>
<b>Fines &amp; Fees</b>							
359.10	-	25	-	250	250	250	-
359.30	665	630	400	400	400	-	0.0%
359.40	927,832	900,692	900,000	900,000	900,000	-	0.0%
359.50	67,853	74,918	40,000	50,000	50,000	10,000	25.0%
359.70	3,972,115	3,305,550	3,000,000	2,750,000	2,750,000	(250,000)	-8.3%
359.70	(1,549,125)	(1,289,164)	(1,170,000)	(1,072,500)	(1,072,500)	97,500	-8.3%
359.70	(418,050)	-	-	-	-	-	0.0%
	<b>3,001,290</b>	<b>2,992,651</b>	<b>2,770,400</b>	<b>2,628,150</b>	<b>2,628,150</b>	<b>(142,250)</b>	<b>-5.1%</b>
<b>Miscellaneous Revenues</b>							
<b>Investment Earnings</b>							
361.10	66,868	92,054	101,000	95,000	95,000	(6,000)	-5.9%
361.11	52,985	71,140	-	50,000	50,000	50,000	-
361.22	34,459	33,019	31,520	31,500	31,500	(20)	-0.1%
361.30	2,001	2,976	-	2,500	2,500	2,500	-
	<b>156,313</b>	<b>199,189</b>	<b>132,520</b>	<b>179,000</b>	<b>179,000</b>	<b>46,480</b>	<b>35.1%</b>
<b>Property &amp; Equipment Rental</b>							
362.11	87,000	87,000	87,000	87,000	87,000	-	0.0%
362.14	250	475	250	250	250	-	0.0%
362.15	11,000	10,442	11,000	2,500	2,500	(8,500)	-77.3%
362.16	900	1,200	750	7,500	7,500	6,750	900.0%
362.18	1,400	2,625	1,500	1,500	1,500	-	0.0%
362.19	-	-	-	-	-	-	0.0%
362.20	-	-	-	-	-	-	0.0%
	<b>100,550</b>	<b>101,742</b>	<b>100,500</b>	<b>98,750</b>	<b>98,750</b>	<b>(1,750)</b>	<b>-1.7%</b>
<b>Other</b>							
364.10	-	-	-	150	150	150	-
366.10	31	36	-	200	200	200	-
					18,500		
					2,000		
366.15	60	386	-	20	20	20	-
366.50	1,202	1,078	1,000	1,000	1,000	-	0.0%
366.70	377	282	370	200	200	(170)	-45.9%
	<b>1,670</b>	<b>1,782</b>	<b>1,370</b>	<b>1,570</b>	<b>22,070</b>	<b>20,700</b>	<b>1510.9%</b>
	<b>258,533</b>	<b>302,713</b>	<b>234,390</b>	<b>279,320</b>	<b>299,820</b>	<b>65,430</b>	<b>27.9%</b>
390.00	-	-	211,687	-	-	(211,687)	-100.0%
399.00	-	-	149,856	-	-	(149,856)	-100.0%
	<b>\$ 16,580,646</b>	<b>\$ 18,156,953</b>	<b>\$ 18,029,335</b>	<b>\$ 19,073,693</b>	<b>\$ 19,794,441</b>	<b>\$ 1,765,106</b>	<b>9.8%</b>

# EXPENDITURE SUMMARY BY FUNCTION



	FY 2015	FY 2016	FY 2017		FY 2018
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET
<b>General Government &amp; Administration:</b>					
Salaries & Wages	\$ 1,828,099	\$ 1,558,853	\$ 1,654,773	\$ 1,653,196	\$ 1,868,866
Benefits	3,063,053	430,924	499,879	486,905	516,126
Other Operating - net	833,731	926,285	1,035,619	948,677	1,654,178
Capital	16,621	18,014	88,143	37,152	2,500
Total	5,741,504	2,934,076	3,278,414	3,125,930	4,041,670
<b>Public Services:</b>					
Salaries & Wages	2,088,416	2,130,714	2,342,647	2,223,397	2,322,940
Benefits	493,509	506,324	556,395	532,696	562,205
Other Operating Costs	1,116,432	1,248,696	1,347,644	1,255,179	808,684
Capital outlay	26,565	123,178	61,250	57,001	2,950
Total	3,724,922	4,008,912	4,307,936	4,068,273	3,696,779
<b>Planning, Community &amp; Economic Development:</b>					
Salaries & Wages	385,486	371,731	416,638	403,039	430,613
Benefits	109,192	88,172	114,261	102,243	109,399
Other Operating Costs	119,296	132,179	264,839	217,990	265,723
Capital outlay	-	-	-	-	-
Total	613,974	592,082	795,738	723,272	805,735
<b>Youth, Family &amp; Senior Services:</b>					
Salaries & Wages	566,174	594,478	678,419	641,373	729,597
Benefits	137,788	135,554	174,073	150,347	203,959
Other Operating Costs	314,021	351,305	320,503	301,711	149,690
Capital outlay	10,012	943	-	-	-
Total	1,027,995	1,082,280	1,172,995	1,093,431	1,083,246
<b>Public Works:</b>					
Salaries & Wages	2,407,861	2,461,316	2,663,589	2,613,576	2,890,423
Benefits	849,702	867,973	998,233	916,788	1,020,820
Other Operating Costs - Net	1,403,311	1,355,300	1,658,127	1,537,617	1,914,635
Capital outlay	4,952	75,227	183,656	142,416	21,380
Total	4,665,826	4,759,816	5,503,605	5,210,397	5,847,258
Total Departmental Expenditures					
Transfers to Capital Projects Fund	1,081,225	1,658,500	2,435,440	2,435,440	3,410,410
Transfers to Debt Service Fund	590,826	191,870	525,207	527,126	559,342
Contingency	-	-	10,000	-	350,000
Total Expenditures	\$ 17,446,272	\$ 15,227,536	\$ 18,029,335	\$ 17,183,869	\$ 19,794,441

# MAYOR AND COUNCIL

PROGRAM #1010



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

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

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 boards 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 FY 2018 budget is reduced approximately \$155,000 as a result of eliminating the allocation of overhead costs.
- The Capital Equipment Grants for the local fire departments totaling \$60,000 has been moved to this budget. In previous years it was part of the Capital Improvements program but is not capital outlay rather a grant from the City to Fire Departments for their capital. The amount is not changing.
- Internet Streaming Broadcast (-510.34-32) was moved to the Information Technology budget. The UMD contribution to the Interfraternity Council for \$7,000 has been moved from the Communications/Public Relations budget to this budget (-510.25-41).
- FY 2018 is an Election Year. Certain items in the Mayor and Council budget are projected to increase: printing costs (new Council letterhead and business cards), Special Services (photographer) and Special Events (inauguration event and recognition of outgoing Councilmembers).

## PERSONNEL

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

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries and Wages	\$ 68,151	\$ 68,151	\$ 73,150	\$ 73,150
Benefits	8,893	8,065	7,868	7,854
Other Operating Costs	648,846	606,295	682,028	494,426
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$725,890</b>	<b>\$ 682,511</b>	<b>\$763,046</b>	<b>\$575,430</b>

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

Nat'l League of Cities Congressional Conference – 2 attendees	\$ 1,640
Maryland Municipal League annual conference – 6 attendees	10,200
MD Municipal League fall legislative conference – 2 attendees	1,400
MD Municipal League Mayor's Conference	200
International Town Gown Association annual conference - 1	2,000
NLC City Summit – 1 attendee	2,300
US Conference of Mayors winter meeting	730
Orientation for new City Council members	4,000
	<b>\$22,470</b>

**-510.25-38 Public School Education Grant**

Grants of \$7,500 each to: Hollywood Elementary, Paint Branch Elementary, Greenbelt Middle and Parkdale High School, based on an approved application	\$30,000
Grants of \$2,500 each to public schools serving College Park neighborhoods that educate at least 14 College Park resident students, based on an approved application	17,500
Scholarships for UM summer educational camps for elementary, middle and high school College Park students	6,600
Additional educational initiatives to be developed by the Education Advisory Committee that benefit the public schools and College Park youth	5,900
	<b>\$60,000</b>

**-510.30-11 Design & Engineering****\$2,500**

The FY 2018 budget includes \$2,500 for updated City maps. A new annexation map is needed to reflect the Domain annexation, and a new Council district map is needed to show the roadway and development changes caused by the Terrapin Row development and the addition of Howard Lane.

**-510.30-34 Lobbying****\$20,000**

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

**-510.67-10 Dues**

Maryland Municipal League	\$25,871
Metropolitan Washington Council of Gov't and Regional Environmental Fund	27,293
Prince George's County Municipal Association	2,851
National League of Cities	3,258
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
	<b>\$63,522</b>

**PERFORMANCE MEASURES:**

**Percent of Board and Commission positions that are filled**

FY 2017 Target  
90%

FY 2017 Actual  
86% (2nd quarter)

FY 2018 Target  
90%

## MAYOR AND CITY COUNCIL

Acct. Code	FY 2015		FY 2016		FY 2017		FY 2018	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED	Estimated	PROPOSED		FY 17 to FY 18		
			BUDGET	FY Total	BUDGET		\$	%	
-1010									
	<u>Salaries &amp; Wages</u>								
-510.10-05	Elected & Appointed	\$ 66,501	\$ 66,501	\$ 66,500	\$ 66,500	\$ 66,500	\$ -	0.0%	
-510.10-06	Stipend & Intern	1,650	1,650	6,650	6,500	6,650	-	0.0%	
	Total Salaries & Wages	68,151	68,151	73,150	73,000	73,150	-	0.0%	
	<u>Benefits</u>								
-510.11-10	FICA	5,088	5,092	5,102	5,087	5,102	-	0.0%	
-510.11-21	Workers Compensation	116	113	134	134	120	(14)	-10.4%	
-510.11-25	MSRP Retirement	3,689	2,860	2,632	2,632	2,632	-	0.0%	
	Total Benefits	8,893	8,065	7,868	7,853	7,854	(14)	-0.2%	
	<u>Other Operating Costs</u>								
-510.12-10	Non Training Travel	63	-	300	-	300	-	0.0%	
-510.12-11	Travel & Training	25,468	15,675	31,150	17,500	22,470	(8,680)	-27.9%	
	Overhead Allocation:								
-510.20-10	Insurance	23,392	23,613	22,303	22,303	-	(22,303)	-100.0%	
-510.20-12	Postage	848	1,603	1,500	1,500	-	(1,500)	-100.0%	
-510.20-13	Utilities	15,597	17,554	16,840	16,840	-	(16,840)	-100.0%	
-510.20-14	Telephone	902	807	810	810	-	(810)	-100.0%	
-510.20-15	Information Technology	6,051	6,261	7,118	7,118	-	(7,118)	-100.0%	
-510.20-16	Building Maintenance	72,662	75,215	97,306	97,306	-	(97,306)	-100.0%	
-510.20-17	Copier	4,909	4,961	8,759	8,759	-	(8,759)	-100.0%	
	Grants & Assistance:								
-510.25-10	City-Univ Partnership	125,000	125,000	175,000	175,000	125,000	(50,000)	-28.6%	
-510.25-11	Anacostia Trails Heritage	3,954	3,954	5,954	5,954	3,954	(2,000)	-33.6%	
-510.25-20	Community Services Grants	18,500	17,500	20,000	10,000	20,000	-	0.0%	
-510.25-30	College Park Arts Exchange	37,500	39,000	39,000	39,000	39,000	-	0.0%	
-510.25-31	Meals On Wheels Of Coll. Park	4,000	6,500	6,500	6,500	6,500	-	0.0%	
-510.25-35	College Park Boys & Girls Club	12,500	12,500	12,500	12,500	12,500	-	0.0%	
-510.25-38	Pub. Schools Education Grants	57,699	81,979	60,000	60,000	60,000	-	0.0%	
-510.25-40	Fire Dept. Capital Equip. Grants	-	-	-	-	60,000	60,000	-	
-510.25-41	UMD Program Contributions	-	-	20,000	20,000	-	(20,000)	-100.0%	
-510.25-41	UMD Program Contributions	-	7,000	7,000	7,000	7,000	-	0.0%	
-510.25-44	College Park Comm. Foundation	-	1,000	1,000	1,000	1,000	-	0.0%	
-510.25-45	CPCUP-College Park Academy	80,000	-	-	-	-	-	0.0%	
-510.25-46	Education Improvement Fund	-	43,000	-	-	-	-	0.0%	
-510.25-47	Jr.Tennis Champions Center	-	-	5,000	5,000	5,000	-	0.0%	
-510.30-11	Design & Engineering	-	-	-	-	2,500	2,500	-	
-510.30-15	Consulting	5,000	-	-	-	-	-	0.0%	
-510.30-38	Transcription Services	1,455	1,960	2,000	2,000	2,000	-	0.0%	
-510.30-39	Translation Services	-	125	-	-	500	500	-	
-510.30-54	Lobbying	20,000	20,000	30,000	30,000	20,000	(10,000)	-33.3%	
-510.30-60	Executive Search	25,234	12,583	-	-	-	-	0.0%	
-510.30-65	Interpreter Services	140	-	1,000	200	1,000	-	0.0%	
-510.34-48	Strategic Plan	28,953	161	-	-	-	-	0.0%	
-510.36-10	Printing	751	2,056	1,600	1,600	3,200	1,600	100.0%	
-510.36-15	Catering For Meetings	3,250	1,321	4,550	2,500	2,500	(2,050)	-45.1%	
-510.36-16	Special Dinners	2,192	3,010	3,650	3,650	3,650	-	0.0%	
-510.36-18	Retreat	-	5,148	7,500	-	7,500	-	0.0%	
-510.36-25	Cable TV Camera Operator	6,175	6,375	9,760	8,000	9,760	-	0.0%	
-510.36-40	Files Management	-	-	9,650	10,907	-	(9,650)	-100.0%	
-510.36-60	Shuttle-UM For Residents	6,000	6,000	6,000	6,000	6,000	-	0.0%	
-510.36-99	Other Special Services	-	500	500	500	1,750	1,250	250.0%	
-510.38-99	Other Special Events	-	-	1,000	750	1,800	800	80.0%	
-510.47-10	Clothing & Uniforms	272	(22)	600	600	600	-	0.0%	
-510.52-10	Awards & Gifts	-	1,000	-	-	-	-	0.0%	
-510.60-10	General Supplies	914	1,911	1,500	1,000	1,500	-	0.0%	
-510.60-11	Meeting Refreshments	1,215	1,334	1,200	1,200	1,200	-	0.0%	
-510.62-10	Postage	-	8	-	-	-	-	0.0%	
-510.66-12	Cellular Phone	1,461	866	720	720	720	-	0.0%	
-510.67-10	Dues	56,106	58,262	60,758	60,758	63,522	2,764	4.5%	
-510.67-20	Publications & Books	94	30	1,000	1,000	1,000	-	0.0%	
-510.69-10	Miscellaneous	589	545	1,000	500	1,000	-	0.0%	
	Total Other Operating Costs	648,846	606,295	682,028	645,975	494,426	(187,602)	-27.5%	
	Total Mayor & City Council	\$ 725,890	\$ 682,511	\$ 763,046	\$ 726,828	\$ 575,430	\$ (187,616)	-24.6%	

# OFFICE OF THE CITY MANAGER



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.

In general the responsibilities of the City Manager encompass the general 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:

- Created and filled a new Communications Coordinator position and a new Assistant Director for Public Works position to oversee operations and facilities.
- Hired a new Finance Director.
- Managed Calvert Road facility lease negotiations with the University of Maryland based on parameters established by Council.

## BUDGET HIGHLIGHTS:

- There are no significant changes in this budget other than the elimination of the allocated overhead.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
City Manager	1	1	1	1
Assistant City Manager	1	1	1	1
Office Specialist III	0.5	0.5	0.5	0.5
<b>Total Personnel</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$431,960	\$224,063	\$217,078	\$293,760
Benefits	73,961	70,184	71,037	92,537
Other Operating Costs	52,934	58,488	71,574	19,650
Capital	-	-	-	19,650
<b>Total Expenditures</b>	<b>\$558,855</b>	<b>\$352,735</b>	<b>\$359,689</b>	<b>\$405,947</b>

**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
International Town & Gown Assoc. annual conf. for 1 attendee	2,000
Other staff training	1,500
	<b>\$12,000</b>

**-510.67-10 Dues**

**\$2,350**

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.

**PERFORMANCE MEASURES:**

## CITY MANAGER

Acct. Code		FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	
							\$	%
-1018								
	<u>Salaries &amp; Wages</u>							
-510.10-01	Salary	\$ 421,835	\$ 214,754	\$ 205,892	\$ 205,892	\$ 269,152	\$ 63,260	30.7%
-510.10-02	Hourly	10,103	9,266	11,086	11,551	24,608	13,522	122.0%
-510.10-03	Overtime	22	43	100	50	-	(100)	-100.0%
	Total Salaries & Wages	<u>431,960</u>	<u>224,063</u>	<u>217,078</u>	<u>217,493</u>	<u>293,760</u>	<u>76,682</u>	<u>35.3%</u>
	<u>Benefits</u>							
-510.11-10	FICA	23,981	16,180	13,040	14,879	17,164	4,124	31.6%
-510.11-12	Health Insurance	26,021	27,283	29,508	29,000	38,305	8,797	29.8%
-510.11-13	Dental Insurance	1,015	1,077	1,115	1,100	1,473	358	32.1%
-510.11-14	Life Insurance	291	144	200	200	618	418	209.0%
-510.11-15	Vision Insurance	288	291	309	300	413	104	33.7%
-510.11-17	457 City Match Contribution	2,880	4,178	4,445	4,400	5,666	1,221	27.5%
-510.11-21	Workers Compensation	4,882	5,121	5,937	5,443	8,530	2,593	43.7%
-510.11-22	Long-term Disability Insurance	842	781	834	800	880	46	5.5%
-510.11-25	MSRP Retirement	13,761	11,169	10,849	10,849	14,688	3,839	35.4%
-510.11-29	City Mgr Auto Allowance	-	3,960	4,800	4,800	4,800	-	0.0%
	Total Benefits	<u>73,961</u>	<u>70,184</u>	<u>71,037</u>	<u>71,771</u>	<u>92,537</u>	<u>21,500</u>	<u>30.3%</u>
	<u>Other Operating Costs</u>							
-510.12-10	Non Training Travel - mileage	65	19	550	250	600	50	9.1%
-510.12-11	Travel & Training	6,843	8,326	14,300	10,000	12,000	(2,300)	-16.1%
	Overhead Allocation:							
-510.20-10	Insurance	5,848	5,903	5,576	5,576	-	(5,576)	-100.0%
-510.20-11	Fleet Services	7,535	7,830	7,714	7,714	-	(7,714)	-100.0%
-510.20-12	Postage	15	9	300	300	-	(300)	-100.0%
-510.20-13	Utilities	5,425	6,106	5,857	5,857	-	(5,857)	-100.0%
-510.20-14	Telephone	601	538	540	540	-	(540)	-100.0%
-510.20-15	Information Technology	6,051	6,261	7,118	7,118	-	(7,118)	-100.0%
-510.20-16	Building Maintenance	15,796	16,351	21,154	21,154	-	(21,154)	-100.0%
-510.20-17	Copier	22	253	565	565	-	(565)	-100.0%
-510.36-10	Printing	-	542	1,000	500	1,000	-	0.0%
-510.38-99	Other	-	-	300	-	-	(300)	-100.0%
-510.62-10	Postage	-	-	-	35	50	50	-
-510.66-12	Cellular Phone	1,931	2,470	2,400	2,400	2,400	-	0.0%
-510.67-10	Dues	2,216	2,283	2,350	2,350	2,350	-	0.0%
-510.67-20	Publications & Books	18	580	250	250	250	-	0.0%
-510.69-10	Miscellaneous	568	1,017	1,600	600	1,000	(600)	-37.5%
	Total Other Operating Costs	<u>52,934</u>	<u>58,488</u>	<u>71,574</u>	<u>65,209</u>	<u>19,650</u>	<u>(51,924)</u>	<u>-72.5%</u>
	<b>Total City Manager</b>	<b>\$ 558,855</b>	<b>\$ 352,735</b>	<b>\$ 359,689</b>	<b>\$ 354,473</b>	<b>\$ 405,947</b>	<b>\$ 46,258</b>	<b>12.9%</b>

# 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, manages the appointment of all advisory board members, and coordinates the rental of City facilities.

## SIGNIFICANT ACCOMPLISHMENTS:

- Completed the digitization of Mayor and Council meeting records from 1945 to present.
- Updated and received approval from the Maryland State Archives for the “Records Retention and Disposition Schedule” for Mayor and Council and Administration records.
- Implemented scanning procedures for Mayor and Council and Administration records in accordance with the approved Schedule.

## BUDGET HIGHLIGHTS:

- For FY 2018, this budget brings over some items previously budgeted in the Public Relations program (1017): Translation services (30-39); Interpreter services (30-65); Printing (36-10); Other Special Services (36-99); Special Events (38-99); Other Awards and Gifts (52-99); and General Supplies (60-10). For comparison and consistency all years presented reflect these changes.
- The primary reason for the decrease in this budget compared to the FY 2017 budget is eliminating the overhead cost allocation which removed costs of just over \$37,000.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Senior City Clerk	1	1	1	1
Assistant City Clerk	1	1	1	1
Office Specialist III	.5	.5	.5	.5
<b>Total Personnel</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$ 194,012	\$ 199,262	\$ 209,060	\$ 215,107
Benefits	44,047	51,247	59,465	57,937
Other Operating Costs	82,210	56,457	99,313	54,070
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$320,269</b>	<b>\$306,966</b>	<b>\$367,838</b>	<b>\$327,114</b>

**OTHER OPERATING COSTS:**

<b>-510.12-11 Travel and Training</b>	
MD Municipal Clerk’s Association quarterly meetings	\$ 200
International Institute of Municipal Clerks (IIMC) annual conference	2,350
IIMC Region 2 Conference	2,000
MD Municipal League annual conference	1,700
Other training for staff	750
Safety Officer travel and training (from DPW)	2,500
	<b>\$7,000</b>

<b>-510.36-10 Printing</b>	
This line includes routine City Code updates, the annual eCode maintenance fee, and City letterhead and envelopes. This year we are including funds in anticipation of a major City Charter revision.	
	<b>\$11,945</b>

<b>-510.36-11 Classified Advertising</b>	
This budget provides classified advertising required by the state for Charter revisions and annexation advertising.	
	<b>\$4,000</b>

<b>-510.38-99 Special Events</b>	
This provides funding for the annual reception for the volunteers who serve on the Council’s advisory boards. Please note that the amended FY 2017 budget included \$10,000 for the Old Parish House 200th Celebration but the timing of that event is not certain and may take place in FY 2018.	
	<b>\$9,000</b>

<b>-510.60-10 General Supplies</b>	
The City Clerk’s office purchases all of the flags displayed at City buildings and budgets the expense here. This budget also includes the appreciation gifts that are distributed at the annual volunteer reception.	
	<b>\$3,625</b>

**PERFORMANCE MEASURES:**

<b>Goal:</b>	<b>FY 2017 Target</b>	<b>FY 2017 Actual (YTD)</b>	<b>FY 2018 Target</b>
<b>To Promote Government Transparency</b>			
Percent Of Mayor And Council Meeting Minutes That Are Prepared And Presented For Approval Within One Month Of Meeting	100%	94%	100%
Percent Of Mayor and Council Meeting Minutes That Are Posted On City Website Within 48 Hours After They Are Approved	100%	100%	100%
Percent Of Mayor and Council Meetings Where The Granicus Video Is Posted To The Website By The End Of The Week Of The Meeting	100%	94%	100%

## CITY CLERK

Acct. Code		FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	
							\$	%
-1019								
	<u>Salaries &amp; Wages</u>							
-510.10-01	Salary	\$ 164,120	\$ 170,106	\$ 175,802	\$ 178,952	\$ 190,499	\$ 14,697	8.4%
-510.10-02	Hourly	29,722	28,062	33,258	34,654	24,608	(8,650)	-26.0%
-510.10-03	Overtime	170	1,094	-	-	-	-	0.0%
	Total Salaries & Wages	<u>194,012</u>	<u>199,262</u>	<u>209,060</u>	<u>213,607</u>	<u>215,107</u>	<u>6,047</u>	<u>2.9%</u>
	<u>Benefits</u>							
-510.11-10	FICA	14,049	14,484	14,843	16,341	15,191	348	2.3%
-510.11-12	Health Insurance	14,027	22,372	28,849	28,000	27,732	(1,117)	-3.9%
-510.11-13	Dental Insurance	599	928	1,184	1,100	1,134	(50)	-4.2%
-510.11-14	Life Insurance	165	77	95	90	459	364	383.2%
-510.11-15	Vision Insurance	181	264	338	300	329	(9)	-2.7%
-510.11-17	457 City Match Contribution	1,869	1,949	2,079	2,050	1,304	(775)	-37.3%
-510.11-21	Workers Compensation	654	693	820	763	388	(432)	-52.7%
-510.11-22	Long-term Disability Insurance	734	722	804	800	645	(159)	-19.8%
-510.11-25	MSRP Retirement	11,769	9,758	10,453	10,200	10,755	302	2.9%
	Total Benefits	<u>44,047</u>	<u>51,247</u>	<u>59,465</u>	<u>59,644</u>	<u>57,937</u>	<u>(1,528)</u>	<u>-2.6%</u>
	<u>Other Operating Costs</u>							
-510.12-10	Non Training Travel	23	-	300	100	300	-	0.0%
-510.12-11	Travel & Training	1,107	2,526	6,700	3,000	7,000	300	4.5%
	Overhead Allocation:							
-510.20-10	Insurance	2,924	2,952	2,788	2,788	-	(2,788)	-100.0%
-510.20-12	Postage	60	225	900	600	-	(900)	-100.0%
-510.20-13	Utilities	3,391	3,816	3,661	3,661	-	(3,661)	-100.0%
-510.20-14	Telephone	902	807	810	810	-	(810)	-100.0%
-510.20-15	Information Technology	6,051	6,261	7,118	7,118	-	(7,118)	-100.0%
-510.20-16	Building Maintenance	15,796	16,351	21,154	21,154	-	(21,154)	-100.0%
-510.20-17	Copier	15	377	847	565	-	(847)	-100.0%
-510.30-39	Translation Services	-	-	5,000	3,500	5,000	-	0.0%
-510.30-65	Interpreter Services	-	-	1,000	300	1,000	-	0.0%
-510.36-10	Printing	39,085	3,621	11,945	10,000	11,945	-	0.0%
-510.36-11	Classified Advertising	1,798	5,339	4,000	4,000	4,000	-	0.0%
-510.36-99	Other special services	783	662	1,000	1,000	1,500	500	50.0%
-510.38-99	Other special events	7,650	9,949	18,500	10,000	9,000	(9,500)	-51.4%
-510.47-10	Clothing & Uniforms	-	-	100	100	200	100	100.0%
-510.52-99	Other awards & gifts	115	557	500	500	500	-	0.0%
-510.60-10	General Supplies	1,191	1,878	3,000	2,000	3,625	625	20.8%
-510.61-10	Office Supplies	924	746	1,500	1,000	1,500	-	0.0%
-510.62-10	Postage	-	-	8,000	3,000	7,500	(500)	-6.3%
-510.67-10	Dues	395	390	390	500	400	10	2.6%
-510.67-20	Publications & Books	-	-	100	-	100	-	0.0%
-510.69-10	Miscellaneous	-	-	-	-	500	500	-
	Total Other Operating Costs	<u>82,210</u>	<u>56,457</u>	<u>99,313</u>	<u>75,696</u>	<u>54,070</u>	<u>(45,243)</u>	<u>-45.6%</u>
	Total City Clerk	<u>\$ 320,269</u>	<u>\$ 306,966</u>	<u>\$ 367,838</u>	<u>\$ 348,946</u>	<u>\$ 327,114</u>	<u>\$ (40,724)</u>	<u>-11.1%</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:

- Based on increased legal fees incurred in FY 2016 and continuing in FY 2017, the FY 2018 budget request is being increased accordingly.

## 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 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-
Other Operating Costs	130,787	192,431	176,000	196,000
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$130,787</b>	<b>\$192,431</b>	<b>\$176,000</b>	<b>\$196,000</b>



# FINANCE DEPARTMENT

PROGRAM #1022



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

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

## SIGNIFICANT ACCOMPLISHMENTS:

- Successful completion of the FY 2016 audit - received an unmodified opinion from the audit firm of SB & Co.
- Received GFOA awards for the FY 2015 Comprehensive Annual Financial Report and the FY 2016 budget.

## BUDGET HIGHLIGHTS:

- The primary reason for the reduction in the FY 2018 budget is the elimination of allocated overhead. Also, beginning with the FY 2018 budget the Finance Department is being budgeted and accounted for in one program. In previous years the department was split between four different programs (Administration, Payroll, Accounting & Financial Reporting and Budgeting). This is being done to simplify and consolidate the budget and has no effect on the budget amounts.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Finance Director	1	1	1	1
Deputy Finance Director	1	1	1	1
Billing & Collections Supervisor	1	1	1	1
Accounts Payable Supervisor	1	1	1	1
Payroll Supervisor	1	1	1	1
Fiscal Support Specialist II	2	2	2	2
<b>Total Personnel</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$ 600,455	\$497,262	\$ 524,979	\$592,785
Benefits	133,403	134,943	156,006	149,365
Other Operating Costs	273,386	328,990	350,918	156,053
Capital	6,664	640	325	1,500
<b>Total Expenditures</b>	<b>\$1,013,908</b>	<b>\$961,835</b>	<b>\$1,032,228</b>	<b>\$899,703</b>

**OTHER OPERATING COSTS:**

<b>-510.12-11 Travel and Training</b>		
Maryland GFOA quarterly meetings for 3 attendees		\$ 900
Maryland GFOA annual conference for 3 attendees		2,925
GFOA Annual Conference for 2 attendees		4,850
American Payroll Assoc. Quarterly meetings and other seminars for staff		780
		<b>\$9,455</b>

<b>-510.36-10 Printing</b>		<b>\$6,300</b>
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.		

<b>-510.55-15 Credit Card Fees</b>		<b>\$98,280</b>
Fees for customer usage of credit cards, the largest of which is the VISA, Mastercard and Discover discounts @ \$7,500 monthly. Also includes fees for credit card processing at 11 parking pay stations.		

<b>-510.67-10 Dues</b>		<b>\$776</b>
Provide for memberships in the GFOA, Maryland GFOA and CPA license renewal with MD Department of Licensing, American Payroll Association		

<b>-510.67-20 Publications &amp; Books</b>		<b>\$1,440</b>
Fees for: GFOA Budget and CAFR awards programs; and purchase of various finance accounting and payroll publications.		

**CAPITAL OUTLAY:**

<b>-510.98-20 Computer Software:</b>		<b>\$1,500</b>
Initial start-up costs for payroll services for CP-CUP and Housing Authority		

**PERFORMANCE MEASURES:**

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

## FINANCE

Acct. Code		FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	
							\$	%
1022-								
-510.10-01	Salary	\$ 391,183	\$ 278,770	\$ 293,903	\$ 294,000	\$ 340,004	\$ 46,101	15.7%
-510.10-02	Hourly	206,971	215,854	226,876	224,569	252,781	25,905	11.4%
-510.10-03	Overtime	2,301	2,638	4,200	2,500	-	(4,200)	-100.0%
	Total Salaries & Wages	<u>600,455</u>	<u>497,262</u>	<u>524,979</u>	<u>521,069</u>	<u>592,785</u>	<u>67,806</u>	<u>12.9%</u>
	<u>Benefits</u>							
-510.11-10	FICA	42,571	36,495	37,472	39,862	39,914	2,442	6.5%
-510.11-12	Health Insurance	43,303	55,853	74,781	74,000	61,855	(12,926)	-17.3%
-510.11-13	Dental Insurance	3,460	3,562	4,637	4,500	3,784	(853)	-18.4%
-510.11-14	Life Insurance	386	154	160	160	1,251	1,091	681.9%
-510.11-15	Vision Insurance	1,201	1,252	1,545	1,500	1,377	(168)	-10.9%
-510.11-17	457 City Match Contribution	10,012	10,223	8,316	8,300	9,125	809	9.7%
-510.11-21	Workers Compensation	850	873	1,055	1,050	1,075	20	1.9%
-510.11-22	Long-term Disability Insurance	1,854	1,853	2,001	1,900	1,345	(656)	-32.8%
-510.11-25	MSRP Retirement	29,766	24,678	26,039	26,000	29,639	3,600	13.8%
	Total Benefits	<u>133,403</u>	<u>134,943</u>	<u>156,006</u>	<u>157,272</u>	<u>149,365</u>	<u>(6,641)</u>	<u>-4.3%</u>
	<u>Other Operating Costs</u>							
-510.12-10	Non Training Travel-mileage reimb.	83	191	160	160	160	-	0.0%
-510.12-11	Travel & Training	6,056	2,328	8,955	5,000	9,455	500	5.6%
	Overhead Allocation:							
-510.20-10	Insurance	5,848	5,903	5,576	5,575	-	(5,576)	-100.0%
-510.20-12	Postage	5,338	5,038	7,500	6,200	-	(7,500)	-100.0%
-510.20-13	Utilities	15,597	17,554	16,840	16,839	-	(16,840)	-100.0%
-510.20-14	Telephone	4,210	3,765	3,780	3,780	-	(3,780)	-100.0%
-510.20-15	Information Technology	151,270	156,532	177,958	177,957	-	(177,958)	-100.0%
-510.20-16	Building Maintenance	25,274	26,162	33,846	33,845	-	(33,846)	-100.0%
-510.20-17	Copier	2,248	1,798	6,780	2,250	-	(6,780)	-100.0%
-510.20-25	Administrative	(72,690)	(40,329)	(54,900)	(54,900)	-	54,900	-100.0%
-510.30-10	Auditing & Accounting	15,250	15,777	18,652	18,652	18,652	-	0.0%
-510.30-15	Consulting	-	-	-	24,000	-	-	0.0%
-510.36-10	Printing	4,866	6,075	6,300	6,000	6,300	-	0.0%
-510.36-11	Classified Advertising	-	2,522	750	750	750	-	0.0%
-510.36-13	MVA Services	1,123	860	1,095	1,000	1,095	-	0.0%
-510.36-40	Files Management	150	-	300	-	300	-	0.0%
-510.55-10	Bank Service Charges	3,895	3,849	6,300	6,300	6,300	-	0.0%
-510.55-15	Credit Card Fees	92,520	107,214	96,480	97,000	98,280	1,800	1.9%
-510.55-20	Armored Car Service	5,322	5,484	5,400	5,626	5,700	300	5.6%
-510.60-10	General Supplies	54	43	100	100	100	-	0.0%
-510.61-10	Office Supplies	4,581	4,670	4,900	4,900	4,900	-	0.0%
-510.62-10	Postage	64	1,100	1,025	1,000	1,025	-	0.0%
-510.66-12	Cellular Phone	314	536	720	540	720	-	0.0%
-510.67-10	Dues	872	1,175	761	761	776	15	2.0%
-510.67-20	Publications & Books	1,141	715	1,440	1,200	1,440	-	0.0%
-510.69-10	Miscellaneous	-	28	200	100	100	(100)	-50.0%
	Total Other Operating Costs	<u>273,386</u>	<u>328,990</u>	<u>350,918</u>	<u>364,635</u>	<u>156,053</u>	<u>(194,865)</u>	<u>-55.5%</u>
	<u>Capital Outlay</u>							
-510.92-20	Equipment	6,664	640	-	-	-	-	0.0%
-510.93-10	Office Equipment	-	-	-	3,327	-	-	0.0%
-510.98-20	Computer Software	-	-	325	325	1,500	1,175	361.5%
	Total Capital Outlay	<u>6,664</u>	<u>640</u>	<u>325</u>	<u>3,652</u>	<u>1,500</u>	<u>1,175</u>	<u>361.5%</u>
	<b>Total Finance</b>	<b>\$ 1,013,908</b>	<b>\$ 961,835</b>	<b>\$ 1,032,228</b>	<b>\$ 1,046,629</b>	<b>\$ 899,703</b>	<b>\$ (132,525)</b>	<b>-12.8%</b>

# 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:

- Conducted a complete compensation & classification study which will be implemented on July 1, 2017.
- Successfully hired a Director of Finance after a long and arduous search.
- Arranged harassment and diversity training for all employees.
- Acceptance into Maryland Equity and Inclusion Leadership Program sponsored by MD Commission on Civil Rights and the University of Baltimore.

## BUDGET HIGHLIGHTS:

- The Safety Services program budget moved to HR for FY 2018. This results in a number of increases in various line items of the HR budget, including General Supplies (\$3,000 increase) and other lines as noted in the explanations on the following page.
- New budget request in FY 2018 for \$10,780 to implement a paperless system of record keeping, including one-time cost for scanning all existing records (in Computer Software Support).

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Human Resources Director	1	1	1	1
Human Resources Generalist	-	-	1	1
Human Resources Assistant II	1	1	-	-
Safety Officer (moved from DPW)	-	1	1	1
<b>Total Personnel</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$181,847	\$198,079	\$203,790	\$276,658
Benefits	59,544	59,898	67,269	82,147
Other Operating Costs	47,750	99,961	92,674	98,500
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$289,141</b>	<b>\$357,938</b>	<b>\$363,733</b>	<b>\$457,305</b>

**BENEFITS****-510.11-30 Public Transit Incentive** **\$3,000**

Provides \$50/month as an incentive for employees to use public transportation to commute to work. Estimate 5 participants.

**-510.11-32 Wellness Program Reimbursement** **\$6,680**

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)

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

IPMA or SHRM national conference	\$ 2,000
IPMA and SHRM local conferences and meetings	600
Unlawful practices & supervisory training for employees	3,500
Other seminars and workshops	1,000
Mileage reimbursement for training	500
Safety Officer travel and training (from DPW)	2,500
	<b>\$10,000</b>

**-510.30-15 Consulting** **\$22,000**

Follow-up to Engagement Study from FY 2017 for training, focus groups and implementation (\$20,000); Management Advisory Services Compensation Study appeals and wrap-up (\$1,100); purchase of Regional Public HR compensation study (\$900).

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

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

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

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

**-510.45-10 Computer Software Support**

Applicant tracking software	\$ 1,900
Add LaserFiche paperless record keeping plus training	6,180
One-time scanning fee for all active records	4,600
	<b>\$12,680</b>

**-510.52-10 Awards & Gifts**

**\$9,050**

Includes employee service awards and a number of other employee awards including Employee of the Quarter; Employee of the Year; safe driver awards; and City Manager's awards. (Includes \$800 moved from DPW for the Safety Program).

**-510.54-10 Physical Exams**

**\$7,800**

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.

**PERFORMANCE MEASURES:**

-

## HUMAN RESOURCES

Acct. Code		FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	
							\$	%
-1005								
	<u>Salaries &amp; Wages</u>							
-510.10-01	Salary	\$ 120,552	\$ 130,869	\$ 133,501	\$ 133,780	\$ 202,414	\$ 68,913	51.6%
-510.10-02	Hourly	61,020	67,092	70,039	70,315	74,244	4,205	6.0%
-510.10-03	Overtime	275	118	250	-	-	(250)	-100.0%
	Total Salaries & Wages	<u>181,847</u>	<u>198,079</u>	<u>203,790</u>	<u>204,095</u>	<u>276,658</u>	<u>72,868</u>	<u>35.8%</u>
	<u>Benefits</u>							
-510.11-10	FICA	13,187	14,026	13,453	15,613	19,011	5,558	41.3%
-510.11-11	Employee Assistance Program	2,038	2,038	2,500	2,250	-	(2,500)	-100.0%
-510.11-12	Health Insurance	15,739	19,675	21,815	21,815	26,604	4,789	22.0%
-510.11-13	Dental Insurance	1,724	1,826	1,921	1,921	2,278	357	18.6%
-510.11-14	Life Insurance	178	25	35	35	558	523	1494.3%
-510.11-15	Vision Insurance	189	190	205	200	378	173	84.4%
-510.11-17	457 City Match Contribution	2,783	3,484	3,620	3,600	5,996	2,376	65.6%
-510.11-21	Workers Compensation	799	822	1,010	1,000	2,980	1,970	195.0%
-510.11-22	Long-term Disability Insurance	701	728	783	783	829	46	5.9%
-510.11-25	MSRP Retirement	11,209	9,588	10,177	10,177	13,833	3,656	35.9%
-510.11-30	Public Transit Incentive	4,761	2,012	6,000	2,722	3,000	(3,000)	-50.0%
-510.11-32	Wellness Program Reimbursement	6,236	5,484	5,750	5,500	6,680	930	16.2%
	Total Benefits	<u>59,544</u>	<u>59,898</u>	<u>67,269</u>	<u>65,617</u>	<u>82,147</u>	<u>14,878</u>	<u>22.1%</u>
	<u>Other Operating Costs</u>							
-510.12-10	Mileage reimbursement	353	1,937	500	1,581	2,000	1,500	300.0%
-510.12-11	Travel & Training	5,348	4,974	6,700	5,000	10,000	3,300	49.3%
-510.12-15	Tuition Reimbursement	3,228	70	5,500	3,000	5,000	(500)	-9.1%
	Overhead Allocation:							
-510.20-12	Postage	340	72	900	900	-	(900)	-100.0%
-510.20-13	Utilities	2,034	2,290	2,196	2,196	-	(2,196)	-100.0%
-510.20-14	Telephone	1,203	1,076	1,080	1,080	-	(1,080)	-100.0%
-510.20-17	Copier	1,007	1,073	2,825	2,825	-	(2,825)	-100.0%
-510.30-15	Consulting	240	240	25,250	20,000	22,000	(3,250)	-12.9%
-510.30-55	Compensation Study	-	43,240	-	-	-	-	0.0%
-510.30-60	Executive Search	-	11,500	-	-	-	-	0.0%
-510.36-10	Printing	208	173	-	-	200	200	-
-510.36-11	Classified Advertising	3,794	4,235	11,500	4,000	4,500	(7,000)	-60.9%
-510.36-15	Catering For Meetings	480	890	1,000	1,000	1,000	-	0.0%
-510.36-38	Employee Background Check	699	1,146	1,200	1,200	1,200	-	0.0%
-510.38-18	Health & Benefits Fairs	3,040	3,163	4,255	4,255	5,000	745	17.5%
-510.38-20	Employee Events	9,492	6,744	9,500	9,000	9,500	-	0.0%
-510.45-10	Computer Software Support	1,818	1,908	1,920	1,900	12,680	10,760	560.4%
-510.47-10	Clothing & Uniforms	(14)	-	100	100	420	320	320.0%
-510.52-10	Awards & Gifts	7,911	7,435	9,390	8,600	9,050	(340)	-3.6%
-510.54-10	Physical Exams	3,364	4,375	6,008	5,000	7,800	1,792	29.8%
-510.60-10	General Supplies	1,394	1,955	900	900	4,000	3,100	344.4%
-510.60-11	Meeting Refreshments	-	-	100	-	-	(100)	-100.0%
-510.61-10	Office Supplies	661	338	1,000	550	750	(250)	-25.0%
-510.66-12	Cellular Phone	-	-	-	600	1,200	1,200	(348)
-510.67-10	Dues	1,150	970	850	1,123	1,200	350	41.2%
-510.67-20	Publications & Books	-	157	-	-	1,000	1,000	-
	Total Other Operating Costs	<u>47,750</u>	<u>99,961</u>	<u>92,674</u>	<u>74,810</u>	<u>98,500</u>	<u>5,826</u>	<u>6.3%</u>
	Total - Human Resources	<u>\$ 289,141</u>	<u>\$ 357,938</u>	<u>\$ 363,733</u>	<u>\$ 344,521</u>	<u>\$ 457,305</u>	<u>\$ 93,572</u>	<u>25.7%</u>

# COMMUNICATIONS AND PUBLIC RELATIONS

PROGRAM #1006



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

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

## SIGNIFICANT ACCOMPLISHMENTS:

- Created the City’s social media channels and livecollegepark.org
- Redesigned and redeveloped previously used communication mediums including the Municipal Scene and Weekly Bulletin
- Redesigned, printed and distributed 5,500 Resident Guides
- Managed and executed the City’s first statistically significant Community Survey

## BUDGET HIGHLIGHTS:

- This budget combines two previously separate programs – Communications and Public Relations. Some of the Public Relations program costs have been distributed to the City Clerk’s budget (Program #1019).
- Included in this budget in past years was a \$7,000 contribution to the University of Maryland for its Interfraternity Council program. That has been moved to the Mayor & Council budget (Program #1010).
- For FY 2018, the budget request for College Park Day (-510.38-60) reflects 100% of the cost to the City. In the past the expected revenue from sponsorships was netted against this line. There is a separate revenue line set up for College Park Day Sponsorships for FY 2018 – projected at \$18,500.
- We are also proposing that the City purchase logo items and apparel for resale. The \$5,000 is included in the Supplies line (.60-10) A corresponding revenue account will also be established.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Communications Coordinator	-	1	1	1
<b>Total Personnel</b>	-	<b>1</b>	<b>1</b>	<b>1</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries and Wages	\$ -	\$ 6,513	\$ 51,096	\$ 58,742
Benefits	-	849	24,968	9,060
Other Operating Costs	34,398	29,608	77,200	118,469
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 34,398</b>	<b>\$ 36,970</b>	<b>\$153,264</b>	<b>\$186,271</b>

**OTHER OPERATING COSTS:**

<b>-510.12-11 Travel and Training</b>		
Annual 3CMA Conference for 1 employee		\$2,100
Adweek DC Conference for 1 employee		330
		<b>\$2,430</b>
<b>-510.34-25 Marketing</b>		<b>\$4,700</b>
Publicize events, livecollegepark, City initiatives, etc.		
<b>-510.36-10 Printing</b>		<b>\$8,000</b>
Cost of printing 5,500 copies of the Resident Guide		
<b>-510.36-26 Videography and Editing</b>		<b>\$1,200</b>
Audio-Visual Services to create short videos		
<b>-510.38 Special Events</b>		
38-60 College Park Day*		\$53,650
This includes the City's participation expenditures, the event planner's fee and City staff payroll.		
*NOTE: This cost is expected to be offset by sponsorship revenues estimated to be \$18,500.		
38-99 Other		\$1,400
Ribbon cutting, opening ceremonies, etc.		
<b>-510.60-10 Supplies</b>		
T-shirts, promotional items, etc		\$3,200
Banners, flyers, signs, etc.		17,000
includes UMD Visitor's Center and 60 streetlight banners and bracket kits		
Design files - stock photos, vectors, Freepik premium account, etc.		150
City logo'd Apparel to Sell		5,000
		<b>\$25,350</b>
<b>-510.60-21 Photographic Supplies</b>		<b>\$170</b>
Tripod for Camera		
<b>-510.62-10 Postage</b>		
Postage for the monthly Municipal Scene		\$1,000
2 Resident Mailings (if needed)		15,000
Postage to mail the Resident Guide		4,200
		<b>\$20,200</b>
<b>-510.67-10 Dues</b>		<b>\$599</b>
Dues for communications/marketing associations including 3CMA and the American Advertising Federation DC		

**PERFORMANCE MEASURES:**

- Redesign and update the City's main website
- Deliver approximately 45 Weekly Bulletins and 12 Municipal Scenes on time with engaging and informative content
- Increase College Park Connected's subscriber base between 10-20% and social media followers by 30%.
- Market and brand the City in publications, events, ads, collateral, etc. to promote City initiatives, events.
- Increase presence, media, outreach and image of the City.
- Provide clear and concise information to City residents, visitors and stakeholders.

## COMMUNICATIONS AND PUBLIC RELATIONS

Acct. Code		FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	%
		\$	\$	\$	\$	\$	\$	%
-1006								
	<u>Salaries &amp; Wages</u>							
-510.10-01	Salary	-	6,513	51,096	55,933	58,742	7,646	15.0%
	<u>Benefits</u>							
-510.11-10	FICA	-	452	3,909	4,279	4,189	280	7.2%
-510.11-12	Health Insurance	-	38	16,163	1,008	1,011	(15,152)	-93.7%
-510.11-13	Dental Insurance	-	-	1,178	-	-	(1,178)	-100.0%
-510.11-14	Life Insurance	-	7	94	94	118	24	25.5%
-510.11-15	Vision Insurance	-	-	248	-	-	(248)	-100.0%
-510.11-17	457 City Match Contribution	-	38	521	483	521	-	0.0%
-510.11-21	Workers Compensation	-	12	103	106	108	5	4.9%
-510.11-22	Long-term Disability Insurance	-	-	197	91	176	(21)	-10.7%
-510.11-25	MSRP Retirement	-	302	2,555	2,582	2,937	382	15.0%
	Total Benefits	-	849	24,968	8,643	9,060	(15,908)	-63.7%
	<u>Other Operating Costs</u>							
-510.12-10	Non Training Travel	-	-	-	50	50	50	-
-510.12-11	Travel & Training	-	-	-	100	2,430	2,430	-
-510.30-13	Administrative	-	-	500	-	-	(500)	-100.0%
-510.30-15	Consulting	-	-	30,000	30,000	-	(30,000)	-100.0%
-510.34-25	Marketing	7,245	-	-	-	4,700	-	-
-510.36-10	Printing	-	139	8,000	3,000	8,000	-	0.0%
-510.36-26	Videography & Editing	2,570	2,860	-	1,000	1,200	1,200	-
-510.38-60	College Park Day	24,583	26,458	28,800	26,431	53,650	24,850	86.3%
-510.38-99	Other special events	-	-	1,400	1,000	1,400	-	0.0%
-510.60-10	General Supplies	-	151	500	500	25,350	24,850	4970.0%
-510.60-21	Photographic Supplies	-	-	-	105	170	170	-
-510.62-10	Postage	-	-	8,000	-	20,200	12,200	152.5%
-510.66-12	Cellular Phone	-	-	-	720	720	720	-
-510.67-10	Dues	-	-	-	-	599	-	-
-510.92-40	Photographic Equipment	-	-	-	699	-	-	0.0%
	Total Other Operating Costs	34,398	29,608	77,200	63,605	118,469	35,970	46.6%
	<b>Total Communications &amp; PR</b>	<b>\$ 34,398</b>	<b>\$ 36,970</b>	<b>\$ 153,264</b>	<b>\$ 128,182</b>	<b>\$ 186,271</b>	<b>\$ 27,708</b>	<b>18.1%</b>

# 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:

- Infrastructure Upgrades: Virtual environment for disaster recovery, Secondary Financials software system for disaster recovery, Generator – disaster recovery
- Online Personal Property Tax Payments
- Sungard training resulting from vendor Business Review
- LaserFiche implementation

## BUDGET HIGHLIGHTS:

- In previous years the entire cost of the IT budget has been allocated to other General Fund departments through an informal indirect cost allocation. In order to focus on the total costs of the department, and because this was an intrafund allocation and has no impact on the total General Fund budget, the FY2018 budget will keep all costs within the IT budget.
- Capital outlay for hardware and software has been moved to the Capital Projects Fund for FY 2018.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Information Systems Manager	1	1	1	1
Programmer Analyst	1	1	1	1
Information Systems Technician III	1	1	1	1
Information Systems Technician II	1	1	1	1
<b>Total Personnel</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$326,893	\$336,685	\$346,179	\$344,264
Benefits	93,571	95,513	103,054	112,007
Other Operating Costs	256,349	256,159	267,700	260,987
Capital	9,957	17,374	87,818	1,000
<b>Total Expenditures</b>	<b>\$686,770</b>	<b>\$705,731</b>	<b>\$804,751</b>	<b>\$718,258</b>

**OTHER OPERATING COSTS:**

<b>-510.12-11 Travel and Training</b>	<b>\$8,200</b>
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.	
<b>-510.30-14 Support Services</b>	<b>\$5,000</b>
For outside consulting on hardware and software issues as needed.	
<b>-510.32-10 Internet Streaming Broadcast</b>	<b>\$7,668</b>
Granicus – live streaming and on-demand internet playback of City Council meetings and worksessions. (Moved from the Mayor & Council budget – Program #1010)	
<b>-510.36-63 PGINCCC (I-Net) Pro-rata expense</b>	<b>\$24,313</b>
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.	
<b>-510.45-10 Computer Software Support</b>	<b>\$95,859</b>
Maintenance contracts on all city software – 16 different programs. Largest contract for all modules of SunGard HTE software - \$48,000. Other maintenance contracts range from \$500 to \$9,600.	
<b>-510.48-10 Office Equipment Rental</b>	<b>\$1,500</b>
Rental of the postage meter and feeder for all City mail.	
<b>-510.48-20 Copier Rental</b>	<b>\$20,848</b>
Lease of 4 copiers in City Hall (City Clerk/Admin, Finance, Planning, and Human Resources)	
<b>-510.60-20 Computer Supplies</b>	<b>\$16,700</b>
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)	

**CAPITAL OUTLAY:**

*See Capital Projects Fund*

**PERFORMANCE MEASURES:**

Network Systems availability in excess of 90%:	Percentage of network availability including but not limited to email, file server, website, intranet and the Financials Software (Sungard) System
Completion of Helpdesk Tickets in a timely manner	Completion of Helpdesk tickets within 48 hours of receipt.
All staff receive appropriate IT training that improves	Number of meetings or training sessions with City departments overall City operations

## INFORMATION TECHNOLOGY

Acct. Code	FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget		
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18		
						\$	%	
<b>-1024</b>								
	<u>Salaries &amp; Wages</u>							
-510.10-01	\$ 195,987	\$ 204,112	\$ 208,408	\$ 210,481	\$ 199,308	\$ (9,100)	-4.4%	
-510.10-02	Hourly 126,915	129,121	133,771	133,771	144,956	11,185	8.4%	
-510.10-03	Overtime 3,991	3,452	4,000	4,000	-	(4,000)	-100.0%	
	<b>Total Salaries &amp; Wages</b>	<b>326,893</b>	<b>336,685</b>	<b>346,179</b>	<b>344,264</b>	<b>(1,915)</b>	<b>-0.6%</b>	
	<u>Benefits</u>							
-510.11-10	FICA 23,791	24,670	25,202	26,641	25,121	(81)	-0.3%	
-510.11-12	Health Insurance 38,888	41,001	46,371	46,000	54,245	7,874	17.0%	
-510.11-13	Dental Insurance 2,456	2,605	2,762	2,700	3,302	540	19.6%	
-510.11-14	Life Insurance 402	239	243	240	694	451	185.6%	
-510.11-15	Vision Insurance 660	662	728	720	715	(13)	-1.8%	
-510.11-17	457 City Match Contribution 2,882	3,448	3,096	3,096	3,259	163	5.3%	
-510.11-18	401A Retirement 5,744	6,027	6,148	6,100	6,344	196	3.2%	
-510.11-21	Workers Compensation 3,205	3,555	4,809	4,800	4,962	153	3.2%	
-510.11-22	Long-term Disability Insurance 1,223	1,277	1,316	1,300	1,032	(284)	-21.6%	
-510.11-25	MSRP Retirement 14,320	12,029	12,379	12,300	12,333	(46)	-0.4%	
	<b>Total Benefits</b>	<b>93,571</b>	<b>103,054</b>	<b>103,897</b>	<b>112,007</b>	<b>8,953</b>	<b>8.7%</b>	
	<u>Other Operating Costs</u>							
-510.12-10	Non Training Travel-mileage reimb. 1,070	2,554	1,550	1,250	1,550	-	0.0%	
-510.12-11	Travel & Training 1,776	4,693	6,200	4,750	8,200	2,000	32.3%	
-510.30-14	Support Services 1,830	869	5,000	5,000	5,000	-	0.0%	
-510.34-32	Internet Streaming Broadcast 6,387	6,636	7,668	7,668	7,668	-	0.0%	
-510.34-73	Cabling -	-	1,500	-	1,500	-	0.0%	
-510.36-28	Disaster Recovery 6,390	4,590	4,095	4,000	-	(4,095)	-100.0%	
-510.36-63	PGINCCC I-Net Prorata Exp 21,707	22,520	20,251	20,251	24,313	4,062	20.1%	
	<u>Repairs &amp; Maintenance:</u>							
-510.40-10	Office Equipment -	-	-	19	-	-	0.0%	
-510.40-14	Computer Equipment -	-	1,000	300	1,000	-	0.0%	
-510.40-15	Telephone Equipment -	-	1,500	500	1,500	-	0.0%	
	<u>Maintenance Contracts:</u>							
-510.45-10	Computer Software Support 90,429	89,286	84,390	90,000	95,859	11,469	13.6%	
-510.45-11	Computer Hardware Support 7,575	6,579	8,986	8,986	1,495	(7,491)	-83.4%	
-510.45-15	Office Equipment 2,523	1,871	1,871	1,644	-	(1,871)	-100.0%	
-510.45-16	Building Services -	-	500	-	-	(500)	-100.0%	
-510.48-10	Office Equipment rental 1,420	1,114	1,500	1,500	1,500	-	0.0%	
-510.48-20	Copier rental 22,742	23,125	23,248	22,350	20,848	(2,400)	-10.3%	
-510.60-10	General Supplies -	55	-	90	-	-	0.0%	
-510.60-11	Meeting Refreshments 69	171	360	350	360	-	0.0%	
-510.60-20	Computer Supplies 18,745	25,322	16,300	18,000	16,700	400	2.5%	
-510.61-10	Office Supplies 3,894	3,564	5,000	4,000	4,000	(1,000)	-20.0%	
-510.62-10	Postage 25,024	17,999	30,000	16,000	27,000	(3,000)	-10.0%	
-510.66-10	Telephone 27,231	27,984	27,000	27,000	29,070	2,070	7.7%	
-510.66-12	Cellular Phone 13,689	10,508	10,332	10,300	3,148	(7,184)	-69.5%	
-510.66-14	Internet access - all facilities 3,653	6,524	8,881	8,900	9,708	827	9.3%	
-510.66-20	Cable TV Service -	-	168	100	168	-	0.0%	
-510.67-10	Dues 195	195	200	195	200	-	0.0%	
-510.67-20	Publications & Books -	-	200	200	200	-	0.0%	
	<b>Total Other Operating Costs</b>	<b>256,349</b>	<b>267,700</b>	<b>253,353</b>	<b>260,987</b>	<b>(6,713)</b>	<b>-2.5%</b>	
	<u>Capital Outlay</u>							
-510.97-10	Telephone System 663	224	1,000	1,000	1,000	-	0.0%	
-510.98-10	Computer Hardware 7,305	11,702	20,140	12,500				
-510.98-20	Computer Software 1,989	5,448	66,678	20,000	In Capital Projects Fund			
	<b>Total Capital Outlay</b>	<b>9,957</b>	<b>17,374</b>	<b>87,818</b>	<b>33,500</b>	<b>1,000</b>	<b>(86,818)</b>	<b>-98.9%</b>
	<b>Total Information Technology</b>	<b>686,770</b>	<b>705,731</b>	<b>804,751</b>	<b>739,002</b>	<b>\$ 718,258</b>	<b>\$ (86,493)</b>	<b>-10.7%</b>
	<u>Overhead Allocated to Other Depts.</u>							
-510.20-12	Postage (23,566)	(21,813)	(30,000)	(30,000)	N/A			
-510.20-14	Telephone (30,072)	(26,892)	(27,000)	(27,000)				
-510.20-15	Information Technology (605,077)	(626,127)	(711,835)	(711,835)				
-510.20-17	Copier (11,925)	(12,006)	(28,248)	(28,248)				
	<b>Total Overhead Allocated</b>	<b>(670,640)</b>	<b>(686,838)</b>	<b>(797,083)</b>	<b>(797,083)</b>			
	<b>Net Information Technology</b>	<b>\$ 16,130</b>	<b>\$ 18,893</b>	<b>\$ 7,668</b>	<b>\$ (58,081)</b>			

# NON-DEPARTMENTAL EXPENDITURES

PROGRAM #1025



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

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

## BUDGET HIGHLIGHTS:

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

## PERSONNEL:

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

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries and Wages	\$ 9,204	\$ 9,571	\$ 10,800	\$ 8,400
Benefits	2,646,397	5,554	5,280	4,843
Other Operating Costs	168,671	163,199	196,525	196,678
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$2,824,272</b>	<b>\$178,324</b>	<b>\$212,605</b>	<b>\$209,921</b>

## EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

### OTHER OPERATING COSTS:

**-510.30-14 Support Services** **\$3,340**

Unemployment tax service - \$90 per quarter (\$360) and flex spending account administration, estimating 40 participants (\$2,980).

**-510.36-22 MSRP Administrative Fee** **\$17,774**

Estimated fees for retirement system administration, 98 employees

**-510.50-10 Liability Insurance** **\$140,238**

Cost of various City liability and property policies including public officials liability (\$41,000); automobile-primary, excess & physical damage (\$40,000); property (\$20,000); primary liability (\$10,000); pollution legal liability (\$9,000); and other 9 other specific policies (\$20,238).

## NON-DEPARTMENTAL EXPENDITURES

Acct. Code		FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	\$ %
<b>-1025</b>								
	<u>Salaries &amp; Wages</u>							
-510.10-01	Salary	4,800	4,800	4,800	1,200	-	(4,800)	-100.0%
-510.10-03	Overtime	4,404	4,771	6,000	-	8,400	2,400	40.0%
	Total Salaries & Wages	9,204	9,571	10,800	1,200	8,400	(2,400)	-22.2%
	<u>Benefits</u>							
-510.11-10	FICA	692	714	827	92	643	(184)	-22.3%
-510.11-12	Health Insurance	16,440	8,682	4,200	7,153	4,200	-	0.0%
-510.11-13	Dental Insurance	18	(328)	-	-	-	-	0.0%
-510.11-14	Life Insurance	(3,133)	927	-	-	-	-	0.0%
-510.11-15	Vision Insurance	7	3	-	102	-	-	0.0%
-510.11-17	457 City Match Contribution	47	59	-	-	-	-	0.0%
-510.11-18	401A Retirement	-	(4,437)	-	-	-	-	0.0%
-510.11-21	Workers Compensation	1,205	(86)	253	34	-	(253)	-100.0%
-510.11-22	Long-term Disability Insurance	(7)	20	-	-	-	-	0.0%
-510.11-27	MSRP Prior Service Credit	2,631,128	-	-	-	-	-	0.0%
	Total Benefits	2,646,397	5,554	5,280	7,381	4,843	(437)	-8.3%
	<u>Other Operating Costs</u>							
-510.20-14	Telephone - Allocated Overhead	1,804	1,614	1,620	1,620	-	(1,620)	-100.0%
-510.30-14	Support Services	3,577	3,134	3,160	3,160	3,340	180	5.7%
-510.30-52	Actuarial Services	5,024	-	-	-	-	-	0.0%
-510.36-22	MSRP Administrative Fees	-	-	14,580	14,580	17,774	3,194	21.9%
-510.50-10	Liability Insurance	123,898	127,339	139,389	139,389	140,238	849	0.6%
-510.60-10	General Supplies	4,509	3,997	3,800	3,800	4,000	200	5.3%
-510.65-10	Electricity	24,642	22,461	28,676	23,315	26,276	(2,400)	-8.4%
-510.65-11	Natural Gas	3,694	2,805	3,500	2,639	3,200	(300)	-8.6%
-510.65-13	Water & Sewer	1,523	1,849	1,800	1,922	1,850	50	2.8%
	Total Other Operating Costs	168,671	163,199	196,525	190,424	196,678	153	0.1%
	Total Insurance, Utilities and Other Costs before Allocation	\$ 2,824,272	\$ 178,324	\$ 212,605	\$ 199,005	\$ 209,921	\$ (2,684)	-1.3%
	<u>Overhead Allocated to Other Depts.</u>							
-510.20-10	Insurance	(146,202)	(147,584)	(139,389)	(139,389)			
-510.20-13	Utilities	(67,815)	(76,322)	(73,216)	(73,216)			
	Total Overhead Allocated	(214,017)	(223,906)	(212,605)	(212,605)			
	Net Insurance, Utilities & Other	\$ 2,610,255	\$ (45,582)	\$ -	\$ (13,600)			

# ELECTIONS AND OTHER BOARDS, COMMITTEES AND COMMISSIONS

PROGRAM #1012, 1009, 1013, 1014



There are a number of Boards, Committees and Commissions that are appointed by the City Council to oversee a variety of functions. Appointed Citizens serve in advisory, program review, and quasi judicial capacities to ensure quality services to community residents. The Boards are as follows:

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

*\*Advisory Committees noted above with an asterisk have 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 in the Appendix.*

## BUDGET HIGHLIGHTS:

- FY 2018 is an election year, thereby increasing the costs of the Elections budget. There are no other significant changes in the costs associated with these budgets.

## PERSONNEL:

- There are no employee personnel costs associated with these budgets. (The salaries and benefits in prior years in the Elections budget was for the allocation of Clerk’s personnel. As noted, that practice is discontinued in FY 2018.
- Certain board/committee members receive stipends and those costs are reflected accordingly.

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries and Wages	\$15,577	\$19,267	\$18,641	\$ 6,000
Benefits	3,237	4,671	4,932	376
Other Operating Costs	23,057	45,441	31,375	60,545
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 41,871</b>	<b>\$ 69,379</b>	<b>\$ 54,948</b>	<b>\$ 66,921</b>

**OTHER OPERATING COSTS:**

**ELECTIONS (#1012):**

**-510.30-13 Administrative Services \$6,340**

Payment to 24 election workers at Office Assistant pay rate (\$15.39/hour) on Election Day (\$5,540) and payment to 13 election workers for 1/2 day of training (\$800)

**-510.36-10 Printing \$4,500**

Printing of flyers to increase voter turnout – Public Works fall door-to-door distribution (\$400); Neighborhood yard signs to remind people to vote (\$1,000); and Voter Notification Postcards mailed by Prince George’s County Board of Elections to all active, registered voters, to increase voter turnout (\$3,100).

**ADVISORY COMMITTEES (#1013):**

**-510.30-13 Administrative Services \$4,750**

Provides clerical support to the various boards and commissions.

# ELECTIONS AND OTHER BOARDS, COMMITTEES AND COMMISSIONS

Acct. Code	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017		FY 2018 PROPOSED BUDGET	Change in Budget FY 17 to FY 18		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
<b>-1012</b>								
<b><u>Elections</u></b>								
<b><u>Salaries &amp; Wages</u></b>								
-510.10-01	\$ 13,746	\$ 14,420	\$ 15,081	\$ 15,386	-	(15,081)	-100.0%	
-510.10-05	480	1,920	480	480	1,920	1,440	300.0%	
	<u>14,226</u>	<u>16,340</u>	<u>15,561</u>	<u>15,866</u>	<u>1,920</u>	<u>(13,641)</u>	<u>-87.7%</u>	
<b><u>Benefits</u></b>								
-510.11-10	1,044	1,178	1,115	1,177	147	(968)	-86.8%	
-510.11-12	991	2,235	2,491	2,490	-	(2,491)	-100.0%	
-510.11-13	44	93	97	97	-	(97)	-100.0%	
-510.11-15	18	26	27	27	-	(27)	-100.0%	
-510.11-17	117	118	117	117	-	(117)	-100.0%	
-510.11-21	24	28	31	31	3	(28)	-90.3%	
-510.11-22	52	55	58	58	-	(58)	-100.0%	
-510.11-25	833	708	754	750	-	(754)	-100.0%	
	<u>3,123</u>	<u>4,441</u>	<u>4,690</u>	<u>4,747</u>	<u>150</u>	<u>(4,540)</u>	<u>-96.8%</u>	
<b><u>Other Operating Costs</u></b>								
-510.12-10	-	-	60	-	60	-	0.0%	
-510.12-11	-	-	-	-	200	200	-	
-510.30-13	68	4,808	-	-	6,340	6,340	-	
-510.30-39	-	-	-	-	125	-	-	
-510.36-10	-	117	-	-	4,500	4,500	-	
-510.36-15	-	283	-	-	500	500	-	
-510.36-25	-	300	-	-	200	200	-	
-510.48-25	-	15,433	-	-	15,000	15,000	-	
-510.60-10	-	224	-	-	200	200	-	
-510.67-10	-	-	-	-	270	270	-	
-510.67-20	-	349	-	-	-	-	-	
	<u>68</u>	<u>21,514</u>	<u>60</u>	<u>-</u>	<u>27,395</u>	<u>27,335</u>	<u>45558.3%</u>	
	<u>\$ 17,417</u>	<u>\$ 42,295</u>	<u>\$ 20,311</u>	<u>\$ 20,613</u>	<u>\$ 29,465</u>	<u>\$ 9,154</u>	<u>45.1%</u>	
<b>-1009</b>								
<b><u>Committee for a Better Environment</u></b>								
<b><u>Other Operating Costs</u></b>								
-510.30-13	\$ 777	\$ 796	\$ 1,200	\$ 1,000	\$ 1,200	-	0.0%	
-510.30-15	645	300	500	300	500	-	0.0%	
-510.36-10	438	-	1,000	300	1,000	-	0.0%	
-510.38-64	1,196	475	2,750	1,000	2,750	-	0.0%	
-510.52-10	-	400	650	500	650	-	0.0%	
-510.60-10	741	378	1,400	1,400	1,400	-	0.0%	
-510.60-11	378	75	500	250	500	-	0.0%	
-510.60-50	5,026	3,924	2,400	2,400	2,400	-	0.0%	
-510.67-10	600	600	600	600	600	-	0.0%	
	<u>9,801</u>	<u>6,948</u>	<u>11,000</u>	<u>7,750</u>	<u>11,000</u>	<u>-</u>	<u>0.0%</u>	
	<u>\$ 9,801</u>	<u>\$ 6,948</u>	<u>\$ 11,000</u>	<u>\$ 7,750</u>	<u>\$ 11,000</u>	<u>\$ -</u>	<u>0.0%</u>	
<b>-1013</b>								
<b><u>Advisory Committees</u></b>								
<b><u>Salaries &amp; Wages</u></b>								
-510.10-02	\$ 91	\$ 47	\$ -	\$ -	\$ -	\$ -	0.0%	
-510.10-03	-	-	200	-	-	(200)	-100.0%	
-510.10-06	1,260	2,880	2,880	2,680	2,880	-	0.0%	
	<u>1,351</u>	<u>2,927</u>	<u>3,080</u>	<u>2,680</u>	<u>2,880</u>	<u>(200)</u>	<u>-6.5%</u>	
<b><u>Benefits</u></b>								
-510.11-10	108	223	237	75	221	(16)	-6.8%	
-510.11-21	2	3	3	3	5	2	66.7%	
-510.11-25	4	4	2	2	-	(2)	-100.0%	
	<u>114</u>	<u>230</u>	<u>242</u>	<u>80</u>	<u>226</u>	<u>(16)</u>	<u>-6.6%</u>	
<b><u>Other Operating Costs</u></b>								
-510.20-12	148	420	600	400	-	(600)	-100.0%	
-510.20-17	101	185	565	200	-	(565)	-100.0%	
-510.30-13	3,992	4,123	4,750	300	4,750	-	0.0%	
-510.32-11	6,073	5,074	3,700	3,700	3,700	-	0.0%	
-510.36-10	-	480	100	100	100	-	0.0%	
-510.36-11	1,140	-	300	-	600	300	100.0%	
-510.38-35	220	-	850	-	550	(300)	-35.3%	
-510.40-40	-	-	400	-	-	(400)	-100.0%	
-510.52-10	-	-	650	-	650	-	0.0%	
-510.60-10	155	136	600	100	100	(500)	-83.3%	
-510.60-11	86	122	300	100	300	-	0.0%	
-510.66-20	120	119	-	-	-	-	0.0%	
	<u>12,035</u>	<u>10,659</u>	<u>12,815</u>	<u>4,900</u>	<u>10,750</u>	<u>(2,065)</u>	<u>-16.1%</u>	
	<u>\$ 13,500</u>	<u>\$ 13,816</u>	<u>\$ 16,137</u>	<u>\$ 7,660</u>	<u>\$ 13,856</u>	<u>\$ (2,281)</u>	<u>-14.1%</u>	
<b>-1014</b>								
<b><u>Ethics Commission</u></b>								
<b><u>Other Operating Costs</u></b>								
-510.12-11	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,400	\$ 200	16.7%	
-510.30-13	57	211	300	250	900	600	200.0%	
-510.32-20	1,096	6,109	6,000	6,000	9,100	3,100	51.7%	
	<u>1,153</u>	<u>6,320</u>	<u>7,500</u>	<u>6,250</u>	<u>11,400</u>	<u>3,900</u>	<u>52.0%</u>	
	<u>\$ 1,153</u>	<u>\$ 6,320</u>	<u>\$ 7,500</u>	<u>\$ 6,250</u>	<u>\$ 11,400</u>	<u>\$ 3,900</u>	<u>52.0%</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, Parking 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 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Public Services Director	1	1	1	1
Administrative Assistant	1	1	1	1
Office Specialist III, II, I	3.88	3.88	3.88	3.88
Parking Enforcement Manager	1	1	1	1
Parking Enforcement Fields Operations Manager	1	1	1	1
Parking Enforcement Officer II, I	5.5	5.5	5.5	5.5
Code Enforcement Manager	1	1	1	1
Code Enforcement Officer III, II, I	7	7	7	7
Animal Control Officer	1	1	1	1
Police Officer - Supervisor (contract)	0.29	0.29	0.29	0.29
Police Officer - Part Time (contract)	7.5	9.33	9.33	9.33
Police Officer - Full Time (contract)	3.0	3.0	2.0	2.0
Fiscal Support Specialist II	0.3	0.3	0.3	0.3
<b>Total Personnel</b>	<b>33.47</b>	<b>35.30</b>	<b>34.30</b>	<b>34.30</b>

## SUMMARY OF EXPENDITURES:

Function	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Administration	\$ 352,551	\$ 602,655	\$ 641,962	\$ 496,471
Parking Enforcement	883,133	998,442	971,989	723,224
Code Enforcement	1,142,685	1,089,952	1,155,924	994,922
Animal Control	123,832	101,047	109,560	98,623
Speed Enforcement	143,407	81,387	140,053	139,740
Contract Police	1,064,665	1,123,429	1,276,448	1,243,799
<b>Total Expenditures</b>	<b>\$3,710,273</b>	<b>\$3,996,912</b>	<b>\$4,295,936</b>	<b>\$3,696,779</b>

Note: Eliminating overhead cost allocations accounts for approximately \$520,000 of the decrease in the budgets from FY 2017 to 2018.

# ADMINISTRATION

PROGRAM #2010



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

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

## SIGNIFICANT ACCOMPLISHMENTS:

- Prepared Requests for Proposals then awarded the Public Safety and Public Services Study contract.
- Amended the contract for automated speed enforcement

## BUDGET HIGHLIGHTS:

- Eliminating overhead cost allocation accounts for \$71,000 of the decrease in the FY 2018 budget when compared to FY 2017.
- Although included in the Capital Projects Fund budget, funding will be required to furnish and move Public Services offices from Calvert Road to a new location. Existing furniture is mostly built in. Estimated cost of furniture and relocation costs is \$100,000.00. Additional funds will be required for technology relocation – phones, personal computers, printers, postage machine, security system, time clock, etc.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Public Services Director	1	1	1	1
Administrative Assistant	0.2	0.2	0.2	0.2
Office Specialist III, II, I	0.05	0.05	0.05	0.05
<b>Total Personnel</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$157,562	\$163,887	\$166,993	\$198,651
Benefits	37,477	37,206	36,259	46,292
Other Operating Costs	132,024	376,936	383,710	251,528
Capital	25,488	24,626	55,000	-
<b>Total Expenditures</b>	<b>\$352,551</b>	<b>\$602,655</b>	<b>\$641,962</b>	<b>\$496,471</b>

**OTHER OPERATING COSTS:**

<b>-510.12-11 Travel and Training</b>	
NFPA, AACE or International Code Council annual conference	\$2,000
Maryland Municipal League annual conference	975
Local meetings (CEZOA, MBOA, IPI)	300
Other training	500
	<b>\$3,775</b>

<b>-520.34-33 CCTV Camera monitoring</b>	
The University of Maryland Department of Public Safety bills the City annually to monitor 21 cameras.	
	<b>\$136,563</b>

<b>-520.65-10 Electricity</b>	
Includes electricity for 40 CCTV devices (cameras & license plate readers) - \$10,000; and for the Public Services building - \$6,600	
	<b>\$16,600</b>

<b>-520.66-12 Cellular Phone</b>	
Includes cost for 11 public emergency response (“blue light”) phones; aircard service for 6 CCTV sites; and other regular cell phone service.	
	<b>\$11,000</b>

<b>-520.67-10 Dues</b>	
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.	
	<b>\$630</b>

**CAPITAL OUTLAY:**

*See Capital Projects Fund*

**PERFORMANCE MEASURES:**

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

# PUBLIC SERVICES ADMINISTRATION

Acct. Code	FY 2015		FY 2016		FY 2017		FY 2018	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	Change in Budget FY 17 to FY 18	\$	%	
<b>-2010</b>									
	<u>Salaries &amp; Wages</u>								
-520.10-01	Salary	\$ 122,993	\$ 125,877	\$ 128,797	\$ 131,400	\$ 133,649	\$ 4,852	3.8%	
-520.10-02	Hourly	27,562	28,569	28,696	30,089	65,002	36,306	126.5%	
-520.10-03	Overtime	7,007	9,441	9,500	9,500	-	(9,500)	-100.0%	
	Total Salaries & Wages	157,562	163,887	166,993	170,990	198,651	31,658	19.0%	
	<u>Benefits</u>								
-520.11-10	FICA	11,662	12,098	10,454	13,081	12,428	1,974	18.9%	
-520.11-12	Health Insurance	8,524	7,025	6,769	6,700	11,113	4,344	64.2%	
-520.11-13	Dental Insurance	445	795	785	780	1,295	510	65.0%	
-520.11-14	Life Insurance	283	208	212	212	399	187	88.2%	
-520.11-15	Vision Insurance	139	184	183	183	309	126	68.9%	
-520.11-17	457 City Match Contribution	3,495	3,529	3,454	3,454	3,806	352	10.2%	
-520.11-18	401A Retirement	7,956	8,289	8,437	8,400	8,753	316	3.7%	
-520.11-21	Workers Compensation	2,745	3,088	3,924	3,602	4,363	439	11.2%	
-520.11-22	Long-term Disability Insurance	554	592	606	600	594	(12)	-2.0%	
-520.11-25	MSRP Retirement	1,674	1,398	1,435	1,400	3,232	1,797	125.2%	
	Total Benefits	37,477	37,206	36,259	38,411	46,292	10,033	27.7%	
	<u>Other Operating Costs</u>								
-520.12-10	Non Training Travel	-	51	-	51	-	-	0.0%	
-520.12-11	Travel & Training	4,593	654	3,775	1,000	3,775	-	0.0%	
	Overhead Allocation:								
-520.20-10	Insurance	2,924	2,952	2,788	-	-	(2,788)	-100.0%	
-520.20-12	Postage	-	30	300	-	-	(300)	-100.0%	
-520.20-14	Telephone	4,511	4,034	4,050	-	-	(4,050)	-100.0%	
-520.20-15	Information Technology	18,152	18,784	21,355	-	-	(21,355)	-100.0%	
-520.20-16	Building Maintenance	31,592	32,702	42,307	-	-	(42,307)	-100.0%	
-520.20-17	Copier	-	-	282	-	-	-	-	
-520.25-23	Community Events Micro-Grants	1,550	1,281	5,000	2,000	5,000	-	0.0%	
-520.30-13	Administrative support	755	743	2,200	1,000	2,200	-	0.0%	
-520.30-15	Consulting	-	2,520	3,000	2,500	3,000	-	0.0%	
-520.30-39	Translation Services	-	-	300	-	300	-	0.0%	
-520.30-70	Public Safety Study	-	-	67,500	67,500	-	-	-	
-520.34-33	CCTV Camera Monitoring	-	226,383	136,563	136,563	136,563	-	0.0%	
-520.36-10	Printing	1,667	2,195	2,770	2,770	2,770	-	0.0%	
-520.36-34	Neighborhood Watch	421	971	1,000	1,000	1,000	-	0.0%	
-520.38-10	Fireworks	27,912	28,206	33,500	30,000	33,500	-	0.0%	
-520.38-40	Martin Luther King Jr Day	3,939	4,552	7,700	7,000	8,000	300	3.9%	
-520.38-42	Fall Festival	7,375	8,973	6,000	6,381	8,000	2,000	33.3%	
-520.38-48	Mothers Day 5K Run	-	2,677	-	-	-	-	0.0%	
-520.38-56	Senior Events	775	800	1,000	800	1,000	-	0.0%	
-520.38-57	Police Community Relations	-	-	800	-	-	(800)	-100.0%	
-520.38-62	National Night Out	720	701	1,000	750	1,000	-	0.0%	
-520.38-99	Other Events	6,623	6,160	5,230	5,230	5,230	-	0.0%	
-520.40-10	Office Equipment maintenance	-	-	300	150	300	-	0.0%	
-520.47-10	Clothing & Uniforms	-	197	420	200	420	-	0.0%	
-520.48-20	Copier lease	3,735	3,700	3,840	3,840	3,840	-	0.0%	
-520.60-10	General Supplies	3,964	5,432	4,050	4,050	4,050	-	0.0%	
-520.60-11	Meeting Refreshments	473	303	1,000	700	500	(500)	-50.0%	
-520.60-60	Safety Supplies	820	103	1,000	750	1,000	-	0.0%	
-520.61-10	Office Supplies	675	338	1,200	700	1,200	-	0.0%	
-520.65-10	Electricity	6,998	9,665	16,600	12,000	16,600	-	0.0%	
-520.66-12	Cellular Phone	1,565	11,813	5,600	11,000	11,000	5,400	96.4%	
-520.67-10	Dues	285	125	630	250	630	-	0.0%	
-520.67-20	Publications & Books	-	16	350	-	350	-	0.0%	
-520.69-10	Miscellaneous	-	(125)	300	150	300	-	0.0%	
	Total Other Operating Costs	132,024	376,936	383,710	298,335	251,528	(132,182)	-34.4%	
	<u>Capital Outlay</u>								
-520.92-53	Crosswalk Signals	25,488	24,626	52,000	52,000	In Cap. Proj. Fund	(52,000)	-100.0%	
-520.93-20	Office furniture	-	-	3,000	3,001	-	(3,000)	-100.0%	
	Total Capital Outlay	25,488	24,626	55,000	55,001	-	(55,000)	-100.0%	
	Total Public Services Admin.	\$ 352,551	\$ 602,655	\$ 641,962	\$ 562,737	\$ 496,471	\$ (145,491)	-22.7%	

# PARKING MANAGEMENT AND ENFORCEMENT

PROGRAM #2011



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

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

Administrative/office staff issue permit parking passes, accept payments for parking permits and fines, and sell Prince George's County animal licenses, MVA renewal stickers, nonresident stickers for MVA, and daily visitor parking permits.

## SIGNIFICANT ACCOMPLISHMENTS:

- A pay-to-park zone was implemented near the new Terrapin Row buildings.
- New monthly permit zone fees were established.

## BUDGET HIGHLIGHTS:

- Eliminating overhead cost allocation accounts for \$247,000 of the decrease in the FY 2018 budget when compared to FY 2017. CIP funds were used to purchase new portable ticket devices.

## PERSONNEL:

*An additional 0.5 FTE is being requested as an increase in PEO staffing to efficiently address current and projected development throughout the City.*

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Parking Enforcement Manager	1	1	1	1
Parking Enforcement Fields Operations Manager	1	1	1	1
Parking Enforcement Officer II, I	5.5	5.5	5.5	6.0
Office Specialist III, II, I	1	1	1	1
Fiscal Support Specialist	0.3	0.3	0.3	0.3
<b>Total Personnel</b>	<b>8.8</b>	<b>8.8</b>	<b>8.8</b>	<b>8.8</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries and Wages	\$476,544	\$492,423	\$521,920	\$514,436
Benefits	120,038	117,634	128,460	127,333
Other Operating Costs	286,551	290,104	321,609	81,455
Capital	-	98,281	-	-
<b>Total Expenditures</b>	<b>\$883,133</b>	<b>\$998,442</b>	<b>\$971,989</b>	<b>\$723,224</b>

**OTHER OPERATING COSTS:**

**-510.12-11 Travel and Training**

International Parking Institute conference	\$2,000
LGIT – coursework for Academy of Excellence in Local Governance	200
Other local training seminars	500
	<b>\$2,700</b>

**-510.36-10 Printing**

**\$25,000**

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

**-520.66-12 Cellular Phone**

**\$5,252**

Includes aircard service for 7 devices and service for 2 cell phones

**-510.67-10 Dues**

**\$695**

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

**CAPITAL OUTLAY:**

*See Capital Projects Fund*

**PERFORMANCE MEASURES:**

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

## PARKING MANAGEMENT AND ENFORCEMENT

Acct. Code	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017		FY 2018 PROPOSED BUDGET	Change in Budget FY 17 to FY 18		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
<b>-2011</b>								
	<u>Salaries &amp; Wages</u>							
-520.10-01	\$ 86,422	\$ 88,257	\$ 93,670	\$ 91,851	\$ 98,433	\$ 4,763	5.1%	
-520.10-02	Hourly 374,644	392,795	413,750	414,000	416,003	2,253	0.5%	
-520.10-03	Overtime 11,634	7,423	10,000	10,000	-	(10,000)	-100.0%	
-520.10-10	Night Shift Differential 3,844	3,948	4,500	3,712	-	(4,500)	-100.0%	
	<b>Total Salaries &amp; Wages</b>	<b>476,544</b>	<b>492,423</b>	<b>521,920</b>	<b>514,436</b>	<b>(7,484)</b>	<b>-1.4%</b>	
	<u>Benefits</u>							
-520.11-10	FICA 35,689	37,376	39,508	39,747	38,942	(566)	-1.4%	
-520.11-12	Health Insurance 37,304	36,055	39,281	39,000	37,056	(2,225)	-5.7%	
-520.11-13	Dental Insurance 1,819	1,720	1,669	1,700	1,652	(17)	-1.0%	
-520.11-14	Life Insurance 906	604	593	593	1,169	576	97.1%	
-520.11-15	Vision Insurance 668	652	699	699	659	(40)	-5.7%	
-520.11-17	457 City Match Contribution 4,670	5,300	6,022	6,000	5,866	(156)	-2.6%	
-520.11-18	401A Retirement 6	-	-	-	-	-	0.0%	
-520.11-21	Workers Compensation 9,347	10,493	13,439	12,537	14,920	1,481	11.0%	
-520.11-22	Long-term Disability Insurance 1,694	1,783	1,878	1,800	1,347	(531)	-28.3%	
-520.11-25	MSRP Retirement 27,935	23,651	25,371	24,000	25,722	351	1.4%	
	<b>Total Benefits</b>	<b>120,038</b>	<b>117,634</b>	<b>128,460</b>	<b>127,333</b>	<b>(1,127)</b>	<b>-0.9%</b>	
	<u>Other Operating Costs</u>							
-520.12-11	Travel & Training 2,730	2,499	3,200	2,500	2,700	(500)	-15.6%	
	<u>Overhead Allocation:</u>							
-520.20-10	Insurance 4,386	4,428	4,182	4,182	-	(4,182)	-100.0%	
-520.20-11	Fleet Services 37,675	39,151	38,569	38,569	-	(38,569)	-100.0%	
-520.20-12	Postage 2,179	1,873	2,400	2,400	-	(2,400)	-100.0%	
-520.20-13	Utilities 10,172	11,448	10,982	10,982	-	(10,982)	-100.0%	
-520.20-14	Telephone 1,804	1,614	1,620	1,620	-	(1,620)	-100.0%	
-520.20-15	Information Technology 151,269	156,532	177,959	177,959	-	(177,959)	-100.0%	
-520.20-16	Building Maintenance 6,318	6,540	8,461	8,461	-	(8,461)	-100.0%	
-520.20-17	Copier 1,514	1,405	3,107	3,107	-	(3,107)	-100.0%	
-520.30-40	Parking Tickets Hearing Officer 11,008	9,065	10,000	9,000	9,000	(1,000)	-10.0%	
-520.30-65	Interpreter Services 140	-	316	150	316	-	0.0%	
-520.36-10	Printing 26,830	26,598	25,000	25,000	25,000	-	0.0%	
-520.36-13	MVA Services 504	504	792	600	792	-	0.0%	
-520.40-13	Tools & Equipment - meter maint. 1,322	798	1,500	800	1,500	-	0.0%	
-520.40-16	Parking Pay Stations-service 543	783	1,000	1,000	1,000	-	0.0%	
	<u>Contract Maintenance:</u>							
-520.45-13	Handheld ticket writers 5,100	5,355	5,100	5,100	5,100	-	0.0%	
-520.45-14	Parking pay stations 12,487	13,112	13,736	18,267	20,100	6,364	46.3%	
-520.47-10	Clothing & Uniforms 5,761	3,436	5,200	5,000	3,650	(1,550)	-29.8%	
-520.60-10	General Supplies 1,226	2,016	4,200	2,500	4,200	-	0.0%	
-520.61-10	Office Supplies 979	818	1,000	1,000	1,000	-	0.0%	
-520.62-10	Postage 1,342	611	1,000	1,000	1,000	-	0.0%	
-520.66-12	Cellular Phone 632	888	1,440	900	5,252	3,812	264.7%	
-520.67-10	Dues 630	630	695	630	695	-	0.0%	
-520.67-20	Publications & Books -	-	150	-	150	-	0.0%	
	<b>Total Other Operating Costs</b>	<b>286,551</b>	<b>290,104</b>	<b>321,609</b>	<b>320,727</b>	<b>(81,455)</b>	<b>-74.7%</b>	
	<u>Capital Outlay</u>							
-520.92-44	Parking Pay Stations -	98,281	-	-	In Cap. Proj. Fund	-	-	
	<b>Total Parking Enforcement</b>	<b>\$ 883,133</b>	<b>\$ 998,442</b>	<b>\$ 971,989</b>	<b>\$ 966,365</b>	<b>\$ 723,224</b>	<b>\$ (248,765)</b>	<b>-25.6%</b>

# 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 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. 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. 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.

In addition to the annual inspections of properties requiring a 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 inspections include both rental and owner-occupied properties. Commercial properties are also monitored for the same types of violations, with emphasis on illegal signs.

## SIGNIFICANT ACCOMPLISHMENTS:

- This unit serves as a model program for other municipalities starting or expanding their code enforcement programs.
- Relay of calls to contract police officers enhances response to noise and nuisance complaints.
- Jeannie Ripley, Code Enforcement Manager, was awarded the Code Enforcement Officer of the Year by the MML and the Code Enforcement & Zoning Officials Association.

## BUDGET HIGHLIGHTS:

- There are no significant changes to this budget other than the elimination of the overhead allocation, which accounts for \$184,000 of the reduction in the FY 2018 budget when compared to FY 2017.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Code Enforcement Manager	1	1	1	1
Code Enforcement Officer III, II, I	7	7	7	7
Administrative Assistant	0.35	0.35	0.35	0.35
Office Specialist III, II, I	2.48	2.48	2.48	2.48
<b>Total Personnel</b>	<b>10.83</b>	<b>10.83</b>	<b>10.83</b>	<b>10.83</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$ 727,210	\$ 660,961	\$ 686,373	\$680,853
Benefits	224,298	224,783	239,784	248,060
Other Operating Costs	190,100	203,937	227,517	65,559
Capital	1,077	271	2,250	450
<b>Total Expenditures</b>	<b>\$ 1,142,685</b>	<b>\$ 1,089,952</b>	<b>\$ 1,155,924</b>	<b>\$ 994,922</b>

**OTHER OPERATING COSTS:**

<b>-510.12-11 Travel and Training</b>		<b></b>
CEZOA quarterly meetings		\$ 550
MBOA quarterly meetings		300
AACE Conference for 2 attendees		4,000
CEZOA state conference for 6 attendees		2,700
Administrative support training		800
Code Enforcement officer continuing education courses		700
Noise control certification for 2 & recertification for 3		3,100
		<b>\$12,150</b>
<b>-520.36-10 Consulting</b>		<b>\$5,000</b>
For review of applicable City Code chapters to make current with nationally recognized models such as the International Code Council and National Fire Protection Code.		
<b>-520.36-10 Printing</b>		<b>\$5,000</b>
Resident communications, inspection forms & licenses-\$2,000; and permit forms and other stationery-\$3,000.		
<b>-520.36-36 Abatements</b>		<b>\$20,000</b>
Estimated property clearance abatements (other than Public Works) that will be billed to owners, often paid through property tax liens.		
<b>-520.40-13 Tools &amp; Equipment Maintenance</b>		<b>\$1,800</b>
Calibration of three noise meters.		
<b>-520.48-60 Building Rental</b>		<b>\$3,012</b>
Rental of storage space for code enforcement archive files, estimated at \$251/month.		
<b>-520.67-10 Dues</b>		<b>\$725</b>
Dues for the Code Enforcement & Zoning Officials Association for 7 members (\$175); American Association for Code Enforcement for 7 members (\$525); and 1 membership in the Maryland Building Officers Assoc. (\$25)		

**PERFORMANCE MEASURES:**

- Rental and commercial property license/permit applications are received regularly/without delay; payment processed; inspections scheduled and completed; and permits issued within 30 days without extenuating external circumstances.
- The code enforcement hotline is answered 24/7/365. Calls for service are responded to within one business day for non-urgent requests, and immediately for urgent requests.

## CODE ENFORCEMENT

Acct. Code	FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	
						\$	%
<b>-2012</b>							
	<u>Salaries &amp; Wages</u>						
-520.10-01	\$ 194,120	\$ 101,079	\$ 104,223	\$ 106,329	\$ 108,455	\$ 4,232	4.1%
-520.10-02	511,339	531,587	545,350	545,350	572,398	27,048	5.0%
-520.10-03	19,988	26,745	35,000	31,436	-	(35,000)	-100.0%
-520.10-10	1,763	1,550	1,800	1,650	-	(1,800)	-100.0%
	<u>727,210</u>	<u>660,961</u>	<u>686,373</u>	<u>684,765</u>	<u>680,853</u>	<u>(5,520)</u>	<u>-0.8%</u>
	<u>Benefits</u>						
-520.11-10	51,827	47,083	48,751	52,385	52,085	3,334	6.8%
-520.11-12	102,792	106,719	115,875	111,000	116,709	834	0.7%
-520.11-13	5,244	7,491	7,662	7,662	8,120	458	6.0%
-520.11-14	813	437	433	400	1,451	1,018	235.1%
-520.11-15	1,393	1,796	1,917	1,917	1,984	67	3.5%
-520.11-17	13,166	14,306	14,535	14,500	14,535	-	0.0%
-520.11-18	453	1,659	1,346	1,581	1,501	155	11.5%
-520.11-21	11,148	12,408	15,646	14,493	17,016	1,370	8.8%
-520.11-22	1,979	2,081	2,176	2,100	1,771	(405)	-18.6%
-520.11-25	35,483	30,803	31,443	31,000	32,888	1,445	4.6%
	<u>224,298</u>	<u>224,783</u>	<u>239,784</u>	<u>237,037</u>	<u>248,060</u>	<u>8,276</u>	<u>3.5%</u>
	<u>Other Operating Costs</u>						
-520.12-11	5,577	6,981	12,150	7,500	12,150	-	0.0%
	Overhead Allocation:						
-520.20-10	4,386	4,428	4,182	4,182	-	(4,182)	-100.0%
-520.20-11	45,210	46,982	46,282	46,282	-	(46,282)	-100.0%
-520.20-12	13,371	11,190	12,000	12,000	-	(12,000)	-100.0%
-520.20-15	102,863	106,442	121,012	121,012	-	(121,012)	-100.0%
-520.20-17	15	65	282	282	-	(282)	-100.0%
-520.30-13	-	-	300	-	300	-	0.0%
-520.30-15	-	2,520	5,000	-	5,000	-	0.0%
-520.36-10	5,041	7,926	5,000	5,000	5,000	-	0.0%
-520.36-36	300	364	-	11,180	20,000	20,000	-
-520.40-13	-	1,400	-	-	1,800	1,800	-
-520.47-10	2,351	2,878	5,530	4,000	5,530	-	0.0%
-520.48-60	2,892	3,046	3,012	3,012	3,012	-	0.0%
-520.60-10	816	911	700	700	700	-	0.0%
-520.60-11	-	-	-	30	-	-	0.0%
-520.60-60	365	153	500	200	500	-	0.0%
-520.61-10	2,862	2,465	3,587	3,500	3,587	-	0.0%
-520.66-12	3,201	5,138	6,480	5,000	6,480	-	0.0%
-520.67-10	613	480	725	500	725	-	0.0%
-520.67-20	127	530	775	500	775	-	0.0%
-520.69-10	110	38	-	-	-	-	0.0%
	<u>190,100</u>	<u>203,937</u>	<u>227,517</u>	<u>224,880</u>	<u>65,559</u>	<u>(161,958)</u>	<u>-71.2%</u>
	<u>Capital Outlay</u>						
-520.92-20	-	-	1,800	-	-	(1,800)	-100.0%
-520.92-40	240	271	450	-	450	-	0.0%
-520.93-20	598	-	-	-	-	-	0.0%
-520.98-10	239	-	-	-	-	-	0.0%
	<u>1,077</u>	<u>271</u>	<u>2,250</u>	<u>-</u>	<u>450</u>	<u>(1,800)</u>	<u>-80.0%</u>
<b>Total Code Enforcement</b>	<b>\$ 1,142,685</b>	<b>\$ 1,089,952</b>	<b>\$ 1,155,924</b>	<b>\$ 1,146,681</b>	<b>\$ 994,922</b>	<b>\$ (161,002)</b>	<b>-13.9%</b>

# ANIMAL CONTROL

PROGRAM #2013



Animal 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 to the City's Animal Welfare Committee and other County and State animal management agencies.

## SIGNIFICANT ACCOMPLISHMENTS:

- The Animal Control Officer serves as a subject matter expert for special projects such as the North County Animal Facility Feasibility Study.

## BUDGET HIGHLIGHTS:

- There are no significant changes to this budget other than the elimination of the overhead allocation.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Animal Control Officer	1	1	1	1
Administrative Assistant	0.05	0.05	0.05	0.05
<b>Total Personnel</b>	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$ 50,742	\$ 53,202	\$ 56,389	\$54,870
Benefits	16,065	16,313	17,803	17,938
Other Operating Costs	57,025	31,532	35,368	25,815
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$123,832</b>	<b>\$101,047</b>	<b>\$109,560</b>	<b>\$98,623</b>

**OTHER OPERATING COSTS:**

**-510.12-11 Travel and Training** **\$2,000**

Cost of the Humane Society 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** **\$3,000**

Net costs of estimated adoption fees and microchip placement to reduce costs of the division.

**PERFORMANCE MEASURES:**

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

## ANIMAL CONTROL

Acct. Code		FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	
							\$	%
-2013								
	<u>Salaries &amp; Wages</u>							
-520.10-02	Hourly	\$ 46,983	\$ 50,231	\$ 52,289	\$ 52,851	\$ 54,870	\$ 2,581	4.9%
-520.10-03	Overtime	3,759	2,971	4,000	4,000	-	(4,000)	-100.0%
-520.10-10	Night Shift Differential	-	-	100	-	-	(100)	-100.0%
	Total Salaries & Wages	<u>50,742</u>	<u>53,202</u>	<u>56,389</u>	<u>56,851</u>	<u>54,870</u>	<u>(1,519)</u>	<u>-2.7%</u>
	<u>Benefits</u>							
-520.11-10	FICA	3,726	3,885	4,127	4,349	3,993	(134)	-3.2%
-520.11-12	Health Insurance	7,162	7,513	8,227	8,000	8,227	-	0.0%
-520.11-13	Dental Insurance	305	363	385	385	408	23	6.0%
-520.11-14	Life Insurance	136	95	94	94	111	17	18.1%
-520.11-15	Vision Insurance	92	97	105	105	107	2	1.9%
-520.11-17	457 City Match Contribution	555	561	561	561	561	-	0.0%
-520.11-21	Workers Compensation	1,024	1,160	1,489	1,400	1,623	134	9.0%
-520.11-22	Long-term Disability Insurance	180	189	201	200	164	(37)	-18.4%
-520.11-25	MSRP Retirement	2,885	2,450	2,614	2,600	2,744	130	5.0%
	Total Benefits	<u>16,065</u>	<u>16,313</u>	<u>17,803</u>	<u>17,694</u>	<u>17,938</u>	<u>135</u>	<u>0.8%</u>
	<u>Other Operating Costs</u>							
-520.12-11	Travel & Training	1,319	1,473	2,000	1,500	2,000	-	0.0%
	Overhead Allocation:							
-520.20-10	Insurance	1,462	1,476	1,394	1,394	-	(1,394)	-100.0%
-520.20-11	Fleet Services	15,070	15,660	15,427	15,427	-	(15,427)	-100.0%
-520.20-12	Postage	254	111	300	300	-	(300)	-100.0%
-520.20-17	Copier	45	48	282	282	-	(282)	-100.0%
-520.30-14	Support Services	-	-	2,000	-	2,000	-	0.0%
-520.30-18	Feasibility Study	25,000	-	-	-	-	-	0.0%
-520.30-30	Veterinary Services	4,481	3,303	3,000	3,000	3,000	-	0.0%
-520.34-69	Rat Control	9,936	9,580	10,000	10,000	10,000	-	0.0%
-520.36-10	Printing	222	-	250	100	100	(150)	-60.0%
-520.36-23	Animal Control Cost Recovery	(3,595)	(2,975)	(5,000)	-	3,000	8,000	-160.0%
-520.40-11	Buildings & Grounds maint.	729	(8)	1,000	600	800	(200)	-20.0%
-520.42-10	Building cleaning	-	-	500	-	500	-	0.0%
-520.47-10	Clothing & Uniforms	201	457	745	500	745	-	0.0%
-520.60-10	General Supplies	1,444	1,861	2,300	2,300	2,300	-	0.0%
-520.60-11	Meeting refreshments	-	-	-	-	200	-	-
-520.61-10	Office Supplies	67	9	150	100	150	-	0.0%
-520.66-12	Cellular Phone	320	486	720	600	720	-	0.0%
-520.67-10	Dues	50	50	200	50	200	-	0.0%
-520.67-20	Publications & Books	20	1	100	50	100	-	0.0%
	Total Other Operating Costs	<u>57,025</u>	<u>31,532</u>	<u>35,368</u>	<u>36,203</u>	<u>25,815</u>	<u>(9,553)</u>	<u>-27.0%</u>
	<b>Total Animal Control</b>	<b>\$ 123,832</b>	<b>\$ 101,047</b>	<b>\$ 109,560</b>	<b>\$ 110,748</b>	<b>\$ 98,623</b>	<b>\$ (10,937)</b>	<b>-10.0%</b>

# SPEED ENFORCEMENT

PROGRAM #2025



Through contracted services, the Speed Enforcement program operates the City’s automated speed monitoring systems in designated school zones and institutions of higher learning education zones (within 1/2 mile of UMD property). This is 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, must be spent on public safety. Revenue exceeding 10% of the City’s total revenue budget must be submitted annually to the Comptroller of Maryland.

## SIGNIFICANT ACCOMPLISHMENTS:

- Reduction of speed citations within the City’s boundaries.
- Implemented contract changes to comply with State laws.

## BUDGET HIGHLIGHTS:

- There are no significant changes in this budget.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Police Officer - Supervisor	0.04	0.04	0.04	0.04
Police Officer	0.3	0.6	0.6	0.6
<b>Total Personnel</b>	<b>0.34</b>	<b>0.64</b>	<b>0.64</b>	<b>0.64</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$ 45,781	\$31,710	\$ 65,000	\$ 65,000
Benefits	5,915	4,427	9,428	9,115
Other Operating Costs	91,711	45,250	65,625	65,625
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$143,407</b>	<b>\$81,387</b>	<b>\$140,053</b>	<b>\$139,740</b>

**OTHER OPERATING COSTS:**

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

Estimated at 3% 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 The Traffic Group, Inc. in accordance with State Highway Administration requirements.

**520.40-13 Tools & Equipment Maintenance** **\$1,625**

State required calibration of speed enforcement cameras.

**PERFORMANCE MEASURES:**

- Program is conducted in full compliance with State law and City Council approval.
- Errors in citations are corrected immediately.

## SPEED ENFORCEMENT

Acct. Code		FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	FY 17 to FY 18
							\$	%
-2025								
	<u>Salaries &amp; Wages</u>							
-520.10-02	Hourly	\$ 45,217	\$ 31,499	\$ 65,000	\$ 25,925	\$ 65,000	\$ -	0.0%
-520.10-03	Overtime	564	211	-	-	-	-	0.0%
	Total Salaries & Wages	45,781	31,710	65,000	25,925	65,000	-	0.0%
	<u>Benefits</u>							
-520.11-10	FICA	3,502	2,425	4,972	1,983	4,973	1	0.0%
-520.11-12	Health Insurance	-	23	-	-	-	-	0.0%
-520.11-13	Dental Insurance	-	1	-	-	-	-	0.0%
-520.11-15	Vision Insurance	-	1	-	-	-	-	0.0%
-520.11-17	457 City Match Contribution	-	2	-	-	-	-	0.0%
-520.11-21	Workers Compensation	2,413	1,975	4,456	1,778	4,142	(314)	-7.0%
	Total Benefits	5,915	4,427	9,428	3,762	9,115	(314)	-3.3%
	<u>Other Operating Costs</u>							
-520.20-25	Administrative	72,690	40,329	54,900	54,900	54,900	-	0.0%
-520.30-15	Consulting	4,500	4,500	5,000	4,500	5,000	-	0.0%
-520.30-41	Speed Cam Hearing Officer	140	403	2,100	500	2,100	-	0.0%
-520.32-10	City Attorney	853	-	-	-	-	-	0.0%
-520.36-10	Printing	167	-	2,000	600	2,000	-	0.0%
-520.36-11	Classified Advertising	757	-	-	-	-	-	0.0%
-520.40-13	Tools & Equipment - maintenance	-	-	1,625	-	1,625	-	0.0%
-520.48-15	Message Boards	12,604	-	-	-	-	-	0.0%
-520.61-10	Office Supplies	-	18	-	-	-	-	0.0%
	Total Other Operating Costs	91,711	45,250	65,625	60,500	65,625	-	0.0%
	Total Speed Enforcement	\$ 143,407	\$ 81,387	\$ 140,053	\$ 90,187	\$ 139,740	\$ (314)	-0.2%

# 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 charged to the program in order to qualify for partial reimbursement under State Aid for Police Protection Grant from the Governor’s Office of Crime Control and Prevention.

## SIGNIFICANT ACCOMPLISHMENTS:

- Enhanced visibility and protection of residents through additional police presence.
- Increase crime prevention by field observation of suspicious people and high visibility neighborhood patrols.
- Implemented portable/automated speed enforcement.

## BUDGET HIGHLIGHTS:

- There are no significant changes to this budget.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Police Officer - Supervisor	0.25	0.25	0.25	0.25
Police Officer	7.2	8.5	8.73	8.73
Administrative Assistant	0.25	0.25	0.25	0.25
Office Specialist	0.3	0.3	0.3	0.3
<b>Total Personnel</b>	<b>8</b>	<b>9.3</b>	<b>9.3</b>	<b>9.3</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$ 603,577	\$ 728,531	\$ 845,972	\$ 809,130
Benefits	87,067	105,961	124,661	113,467
Other Operating Costs	347,021	288,937	301,815	318,702
Capital	-	-	4,000	2,500
<b>Total Expenditures</b>	<b>\$1,064,665</b>	<b>\$1,123,429</b>	<b>\$1,276,448</b>	<b>\$1,243,799</b>

**OTHER OPERATING COSTS:**

**-520.12-10 Non-Training Travel** **\$25,000**

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

**-520.34-34 Police Services Contract** **\$266,667**

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** **\$21,385**

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

**CAPITAL OUTLAY:**

**-520.92-46 Bicycle Equipment** **\$2,500**

Two replacement police bikes to enhance bike patrols on the Trolley Trail and neighborhood streets.

**PERFORMANCE MEASURES:**

- Increase interaction with business owners and residents.

## CONTRACT POLICE

Acct. Code		FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	
							\$	%
-2030								
	<u>Salaries &amp; Wages</u>							
-520.10-02	Hourly	\$ 627,024	\$ 723,022	\$ 840,472	\$ 759,793	\$ 809,130	\$ (31,342)	-3.7%
-520.10-03	Overtime	3,553	5,509	5,500	5,510	-	(5,500)	-100.0%
	Total Salaries & Wages	<u>630,577</u>	<u>728,531</u>	<u>845,972</u>	<u>765,303</u>	<u>809,130</u>	<u>(36,842)</u>	<u>-4.4%</u>
	<u>Benefits</u>							
-520.11-10	FICA	45,671	55,619	62,095	58,546	61,898	(197)	-0.3%
-520.11-12	Health Insurance	6,348	3,882	4,344				
-520.11-13	Dental Insurance	142	421	437				
-520.11-14	Life Insurance	47	29	28				
-520.11-15	Vision Insurance	51	111	119				
-520.11-17	457 City Match Contribution	355	353	352				
-520.11-18	401A Retirement	237	-	-				
-520.11-21	Workers Compensation	32,298	43,927	55,595	51,172	51,569	(4,026)	-7.2%
-520.11-22	Long-term Disability Insurance	112	116	121				
-520.11-25	MSRP Retirement	1,806	1,503	1,570				
	Total Benefits	<u>87,067</u>	<u>105,961</u>	<u>124,661</u>	<u>109,717</u>	<u>113,467</u>	<u>(11,194)</u>	<u>-9.0%</u>
	<u>Other Operating Costs</u>							
-520.12-10	Non Training Travel	24,854	27,319	25,000	25,000	25,000	-	0.0%
-520.34-34	Police Services Contract	319,416	256,029	266,667	266,667	266,667	-	0.0%
-520.36-10	Printing	1,208	907	2,000	1,000	2,000	-	0.0%
-520.36-45	DCPMA Reimbursement	(12,000)	(12,000)	(12,000)	-	-	12,000	-100.0%
-520.40-13	Tools & Equipment maintenance	-	-	250	-	250	-	0.0%
-520.40-21	Bicycle Equipment maintenance	142	259	1,500	500	1,500	-	0.0%
-520.47-10	Clothing & Uniforms	-	-	400	200	400	-	0.0%
-520.50-10	Liability Insurance	12,712	15,712	16,498	20,367	21,385	4,887	29.6%
-520.60-10	General Supplies	541	585	1,000	600	1,000	-	0.0%
-520.61-10	Office Supplies	148	126	500	200	500	-	0.0%
	Total Other Operating Costs	<u>347,021</u>	<u>288,937</u>	<u>301,815</u>	<u>314,534</u>	<u>318,702</u>	<u>16,887</u>	<u>5.6%</u>
	<u>Capital Outlay</u>							
-520.92-20	Equipment	-	-	1,500	-	-	(1,500)	-100.0%
-520.92-46	Bicycle Equipment	-	-	2,500	2,000	2,500	-	0.0%
	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>4,000</u>	<u>2,000</u>	<u>2,500</u>	<u>(1,500)</u>	<u>-37.5%</u>
	<b>Total Contract Police</b>	<b>\$ 1,064,665</b>	<b>\$ 1,123,429</b>	<b>\$ 1,276,448</b>	<b>\$ 1,191,555</b>	<b>\$ 1,243,799</b>	<b>\$ (32,649)</b>	<b>-2.6%</b>



# PLANNING, COMMUNITY AND ECONOMIC DEVELOPMENT - SUMMARY



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

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

## PERSONNEL:

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

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 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
Administrative Assistant	1	1	1	1
Total Full-time staff	5	5	5	5
Part-time:				
Planning Intern	0.2	0.2	0.2	0.2
<b>Total Personnel</b>	<b>5.2</b>	<b>5.2</b>	<b>5.2</b>	<b>5.2</b>

## SUMMARY OF EXPENDITURES:

Function	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Administration	\$ 119,519	\$ 125,621	\$ 142,986	\$ 84,221
Community Development	138,373	140,672	250,542	274,776
Planning & Zoning	207,673	211,134	225,224	228,918
Economic Development	148,409	114,655	176,986	217,820
<b>Total Expenditures</b>	<b>\$ 613,974</b>	<b>\$ 592,082</b>	<b>\$ 795,738</b>	<b>\$ 805,735</b>

# ADMINISTRATION

PROGRAM #3010



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

## SIGNIFICANT ACCOMPLISHMENTS:

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

## BUDGET HIGHLIGHTS:

- Attendance by the Senior Planner at the Annual Conference of the International Town Gown Association added to travel and training.
- The elimination of allocating overhead costs reduces this FY 2018 budget by \$62,000 as compared to FY 2017.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Planning Director	0.2	0.2	0.2	0.2
Senior Planner	0.1	0.1	0.1	-
Administrative Assistant	0.25	0.25	0.25	0.4
<b>Total Personnel</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>	<b>0.6</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$ 48,146	\$ 51,085	\$ 51,302	\$57,915
Benefits	12,039	11,093	11,328	12,256
Other Operating Costs	59,334	63,443	80,356	14,050
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$119,519</b>	<b>\$125,621</b>	<b>\$142,986</b>	<b>\$84,221</b>

**OTHER OPERATING COSTS:**

**-510.12-11 Travel and Training**

American Planning Association national conference	\$ 2,500
Congress for New Urbanism annual conference	2,000
State Revitalization & Preservation conference	100
American Planning Assoc. - MD-DE regional conference	300
American Institute of Certified Planners audio & web conferences, 4	860
Sustainability Conference	340
Other	2,000
	<b>\$8,100</b>

**-520.67-10 Dues** **\$2,500**

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

**PERFORMANCE MEASURES:**

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

## PLANNING ADMINISTRATION

Acct. Code	FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	FY 17 to FY 18
						\$	%
<b>-3010</b>							
	<u>Salaries &amp; Wages</u>						
-530.10-01	\$ 31,777	\$ 33,633	\$ 33,355	\$ 35,055	\$ 27,881	\$ (5,474)	-16.4%
-530.10-02	16,369	17,452	17,947	18,310	30,034	12,087	67.3%
	<u>48,146</u>	<u>51,085</u>	<u>51,302</u>	<u>53,365</u>	<u>57,915</u>	<u>6,613</u>	<u>12.9%</u>
	<u>Benefits</u>						
-530.11-10	3,541	3,774	3,453	4,082	3,808	355	10.3%
-530.11-12	3,638	2,768	3,074	3,000	3,321	247	8.0%
-530.11-13	211	224	236	230	137	(99)	-41.9%
-530.11-14	19	-	-	-	117	117	-
-530.11-15	46	46	50	50	36	(14)	-28.0%
-530.11-17	757	760	756	756	834	78	10.3%
-530.11-21	733	837	997	990	933	(64)	-6.4%
-530.11-22	182	191	197	195	174	(23)	-11.7%
-530.11-25	2,912	2,493	2,565	2,550	2,896	331	12.9%
	<u>12,039</u>	<u>11,093</u>	<u>11,328</u>	<u>11,853</u>	<u>12,256</u>	<u>928</u>	<u>8.2%</u>
	<u>Other Operating Costs</u>						
-530.12-10	432	403	800	500	800	-	0.0%
-530.12-11	3,977	3,917	6,100	4,000	8,100	2,000	32.8%
	<u>Overhead Allocation:</u>						
-530.20-10	2,924	2,952	2,788	2,787	-	(2,788)	-100.0%
-530.20-12	527	1,139	1,800	1,291	-	(1,800)	-100.0%
-530.20-13	15,597	17,554	16,840	16,839	-	(16,840)	-100.0%
-530.20-14	2,406	2,151	2,160	2,160	-	(2,160)	-100.0%
-530.20-15	12,102	12,523	14,237	14,237	-	(14,237)	-100.0%
-530.20-16	15,796	16,351	21,154	21,154	-	(21,154)	-100.0%
-530.20-17	1,839	1,582	3,390	1,500	-	(3,390)	-100.0%
-530.30-11	(1,138)	-	-	-	-	-	0.0%
-530.36-10	-	208	-	-	-	-	0.0%
-530.36-40	-	-	6,000	7,750	-	(6,000)	-100.0%
-530.61-10	1,110	1,152	1,200	1,200	1,200	-	0.0%
-530.62-10	117	6	150	100	150	-	0.0%
-530.66-12	484	506	500	500	500	-	0.0%
-530.67-10	2,400	2,526	2,437	2,500	2,500	63	2.6%
-530.67-20	661	473	800	500	800	-	0.0%
-530.69-10	100	-	-	-	-	-	0.0%
	<u>59,334</u>	<u>63,443</u>	<u>80,356</u>	<u>77,019</u>	<u>14,050</u>	<u>(66,306)</u>	<u>-82.5%</u>
	<u>Total Planning Administration</u>						
	<u>\$ 119,519</u>	<u>\$ 125,621</u>	<u>\$ 142,986</u>	<u>\$ 142,238</u>	<u>\$ 84,221</u>	<u>\$ (58,765)</u>	<u>-41.1%</u>

# 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 15 – station bike share system (mBike) on and off campus.
- Installed 2 electric vehicle charging stations in the Parking Garage.
- Completed 2 green streets stormwater retrofit projects using grant funds.
- Removed a portion of the Paint Branch soundwall using grant funds.
- Completed construction of the Duvall Field Concession Building and Recreation Plaza.
- Initiated design of the Hollywood Commercial District Streetscape Project.
- Closed out the Community Development Block Grant project for the construction of Howard Lane.
- Completed installation of the Old Town Community Garden water line.
- Initiated the Solar Power Project at the Youth and Family Service building with a Maryland Energy Administration grant.
- Recertified College Park under the Sustainable Maryland Communities Program.
- Recertified College Park as an EPA Green Power Partner and achieved 23% reduction in municipal electricity use since 2013.
- Awarded seven homeownership grants.
- Razed the property at 4703 Edgewood and restarted the Hollywood Gateway Park Project.

## BUDGET HIGHLIGHTS:

- 100% of the Community Development Planner’s time is now charged to this program.
- Funding for appraisals related to potential acquisition projects has been increased.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Planning Director	0.2	0.2	0.2	0.2
Senior Planner	0.4	0.4	0.4	-
Community Development Planner	0.45	0.45	0.45	1
Administrative Assistant	0.15	0.15	0.15	0.10
<b>Total Personnel</b>	<b>1.2</b>	<b>1.2</b>	<b>1.2</b>	<b>1.3</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$ 88,708	\$ 93,382	\$ 94,976	\$104,307
Benefits	27,183	24,130	25,566	35,469
Other Operating Costs	22,482	23,160	130,000	135,000
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$138,373</b>	<b>\$140,672</b>	<b>\$250,542</b>	<b>\$274,776</b>

### EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

#### OTHER OPERATING COSTS:

**-530.25-55 Chain-link Fence Removal Incentive Grant** **\$10,000**

Provides funding for homeowners to remove existing chain-link fencing. Details of grant to be determined

**-530.30-15 Consulting** **\$100,000**

Provides for a variety of consulting services to further strategic plan activities, projects and grant applications. The full amount for FY 2018 is estimated for real estate related advisory services for potential acquisition and development projects.

#### PERFORMANCE MEASURES:

- Number of grant applications submitted
- Amount of grant funds awarded
- Number of homeownership grants awarded
- Amount of homeownership grants awarded
- Number of active design or construction projects
- Number of construction projects completed

## COMMUNITY DEVELOPMENT

Acct. Code	FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget		
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	FY 17 to FY 18	
						\$	%	
-3011								
	<u>Salaries &amp; Wages</u>							
-530.10-01	\$ 78,882	\$ 82,825	\$ 84,208	\$ 85,321	\$ 96,798	\$ 12,590	15.0%	
-530.10-02	9,826	10,557	10,768	10,985	7,509	(3,259)	-30.3%	
	<u>88,708</u>	<u>93,382</u>	<u>94,976</u>	<u>96,306</u>	<u>104,307</u>	<u>9,331</u>	<u>9.8%</u>	
	<u>Benefits</u>							
-530.11-10	6,451	6,794	6,618	7,367	6,869	251	3.8%	
-530.11-12	11,900	9,073	10,068	10,000	18,187	8,119	80.6%	
-530.11-13	426	439	449	449	641	192	42.8%	
-530.11-14	85	43	-	-	210	210	-	
-530.11-15	149	150	161	160	290	129	80.1%	
-530.11-17	705	707	704	704	678	(26)	-3.7%	
-530.11-21	1,757	1,994	2,452	2,400	3,066	614	25.0%	
-530.11-22	335	351	365	365	313	(52)	-14.2%	
-530.11-25	5,375	4,579	4,749	4,700	5,215	466	9.8%	
	<u>27,183</u>	<u>24,130</u>	<u>25,566</u>	<u>26,145</u>	<u>35,469</u>	<u>9,903</u>	<u>38.7%</u>	
	<u>Other Operating Costs</u>							
-530.25-55					10,000			
-530.30-15	3,000	13,035	110,000	85,000	100,000	(10,000)	-9.1%	
-530.30-16	2,900	-	5,000	5,000	10,000	5,000	100.0%	
-530.36-35	16,190	10,125	15,000	5,000	15,000	-	0.0%	
-530.60-11	392	-	-	-	-	-	0.0%	
	<u>22,482</u>	<u>23,160</u>	<u>130,000</u>	<u>95,000</u>	<u>135,000</u>	<u>5,000</u>	<u>3.8%</u>	
<b>Total Community Development</b>	<b>\$ 138,373</b>	<b>\$ 140,672</b>	<b>\$ 250,542</b>	<b>\$ 217,451</b>	<b>\$ 274,776</b>	<b>\$ 24,234</b>	<b>9.7%</b>	

# PLANNING AND ZONING

PROGRAM #3012



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

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

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

## SIGNIFICANT ACCOMPLISHMENTS:

- Reviewed and commented on the Consultant’s Draft of the Prince George’s County Zoning Rewrite.
- Proposed revisions to the Fence Ordinance.
- Completed a Historic Resource Assessment for repair and maintenance of the Old Parish House and submitted a successful grant application to the Historic District Commission for repair funding.
- The APC held 12 public hearings on applications submitted.

## BUDGET HIGHLIGHTS:

- The Senior Planner’s time has been increased in this program and the Planner’s time reassigned.
- The APC program (#3013) has been combined with this program.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Planning Director	0.4	0.4	0.4	0.4
Senior Planner	0.5	0.5	0.5	1
Planner	0.55	0.55	0.55	-
Administrative Assistant	0.45	0.45	0.45	0.4
<b>Total Personnel</b>	<b>1.9</b>	<b>1.9</b>	<b>1.9</b>	<b>1.8</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$147,960	\$157,006	\$162,825	\$171,949
Benefits	42,707	38,276	40,424	34,969
Other Operating Costs	17,006	15,852	21,975	22,000
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$207,673</b>	<b>\$211,134</b>	<b>\$225,224</b>	<b>\$228,918</b>

**OTHER OPERATING COSTS:**

**-530.12-11 Travel & Training** **\$600**

Cost of 4 APC members to attend the Maryland Citizen Planners Conference.

**-530.32-24 Legal Services** **\$20,400**

Provides for legal advice to the APC, estimated at \$1,700/month.

**-530.36-10 Printing** **\$300**

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

**PERFORMANCE MEASURES:**

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

## PLANNING AND ZONING

Acct. Code	FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget		
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18		
						\$	%	
-3012								
	<u>Salaries &amp; Wages</u>							
-530.10-01	\$ 115,245	\$ 121,857	\$ 123,800	\$ 125,948	\$ 135,195	11,395	9.2%	
-530.10-02	29,475	31,669	32,305	32,957	30,034	(2,271)	-7.0%	
-530.10-06	3,240	3,480	6,720	4,800	6,720	-	0.0%	
	<u>147,960</u>	<u>157,006</u>	<u>162,825</u>	<u>163,704</u>	<u>171,949</u>	<u>9,124</u>	<u>5.6%</u>	
	<u>Benefits</u>							
-530.11-10	10,878	11,506	11,287	12,156	12,059	772	6.8%	
-530.11-12	17,307	13,174	14,629	14,000	7,652	(6,977)	-47.7%	
-530.11-13	685	711	732	730	274	(458)	-62.6%	
-530.11-14	119	53	-	-	333	333	-	
-530.11-15	217	219	236	236	73	(163)	-69.1%	
-530.11-17	1,488	1,493	1,486	1,486	1,460	(26)	-1.7%	
-530.11-21	2,627	2,985	3,649	3,600	4,361	712	19.5%	
-530.11-22	551	592	600	600	495	(105)	-17.5%	
-530.11-25	8,835	7,543	7,805	7,800	8,262	457	5.9%	
	<u>42,707</u>	<u>38,276</u>	<u>40,424</u>	<u>40,608</u>	<u>34,969</u>	<u>(5,455)</u>	<u>-13.5%</u>	
	<u>Other Operating Costs</u>							
-530.12-11	489	-	600	350	600	-	0.0%	
-530.30-65	-	-	-	200	200	200	-	
-530.32-24	15,980	15,379	20,400	15,000	20,400	-	0.0%	
-530.36-10	99	61	300	150	300	-	0.0%	
-530.36-25	-	-	200	-	200	-	0.0%	
-530.60-10	-	162	25	50	50	25	100.0%	
-530.67-10	250	250	250	250	250	-	0.0%	
-530.67-20	188	-	200	-	-	(200)	-100.0%	
	<u>17,006</u>	<u>15,852</u>	<u>21,975</u>	<u>16,000</u>	<u>22,000</u>	<u>25</u>	<u>0.1%</u>	
Total Advisory Planning Commiss.	<u>\$ 207,673</u>	<u>\$ 211,134</u>	<u>\$ 225,224</u>	<u>\$ 220,313</u>	<u>\$ 228,918</u>	<u>\$ 3,694</u>	<u>1.6%</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:

- Assisted the Downtown College Park Management Authority with a new freshman orientation event known as Terps Downtown.
- Made 50 contacts while attending the Mid-Atlantic Conference of the International Council of Shopping Centers.
- Completed 3 matching grants to local businesses under the Business Retention Fund.
- Provided assistance with establishment of shared office spaces under the HubZone.
- Met with over 100 businesses and property owners.
- Interacted with over 25 real estate brokers about opportunities in College Park.

## BUDGET HIGHLIGHTS:

- In previous years the City had a “Business Retention Fund Grant” program that was budgeted in the CIP at \$30,000 per year. This grant has been removed from the CIP (since it was not for capital) and assigned to this program. The Director has re-worked, and re-named the program to “Business Assistance & Façade Improvement Grant.” See additional information under “Explanation/detail for certain line items” below.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Planning Director	0.2	0.2	0.2	0.2
Economic Development Planner	1.0	1.0	1.0	1.0
Administrative Assistant	0.15	0.15	0.15	0.1
Planning Intern (part-time)	0.2	0.2	0.2	0.2
<b>Total Personnel</b>	<b>1.55</b>	<b>1.55</b>	<b>1.55</b>	<b>1.5</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$100,672	\$ 70,258	\$107,535	\$ 96,442
Benefits	27,263	14,673	36,943	26,705
Other Operating Costs	20,474	29,724	32,508	94,673
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$148,409</b>	<b>\$114,655</b>	<b>\$176,986</b>	<b>\$217,820</b>

**OTHER OPERATING COSTS:**

**-530.12-11 Travel & Training**

International Council of Shopping Centers regional conf. & booth	\$1,200
International Economic Development Council certification (2 courses)	1,000
Workshops and BISNOW local events	500
	<b>\$2,700</b>

**-530.25-55 Business Assistance and Façade Improvement Grant** **\$60,000**

Replaces the Business Retention Fund Grant that had been budgeted in the CIP at \$30,000 per year. New program provides assistance of up to \$5,000 per business owner and \$15,000 for façade improvement.

**-530.34-25 Marketing**

Joint marketing events with Prince George’s County Economic Development Corporation	\$ 3,000
Marketing collateral and advertising	2,000
CoStar real estate database	4,000
ESRI Business Analyst	1,200
	<b>\$10,200</b>

**-530.38-36 Farmers Market**

In previous years, funds have been split between the Downtown Farmer’s Market and the Hollywood Farmers Market. The distinction between the two is being eliminated for budget purposes and one line-item used to fund both markets.	\$17,000
Signs	1,000
	<b>\$18,000</b>

**-530.67-10 Dues**

International Economic Development Council	\$ 405
International Council of Shopping Centers	200
Prince George’s Chamber of Commerce	350
BISNOW	168
	<b>\$1,123</b>

**PERFORMANCE MEASURES:**

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

## ECONOMIC DEVELOPMENT

Acct. Code	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017		FY 2018 PROPOSED BUDGET	Change in Budget FY 17 to FY 18		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-3014								
	<u>Salaries &amp; Wages</u>							
-530.10-01	\$ 84,981	\$ 59,355	\$ 90,353	\$ 75,735	\$ 83,928	\$ (6,425)	-7.1%	
-530.10-02	15,691	10,903	17,182	13,929	12,514	(4,668)	-27.2%	
	<u>100,672</u>	<u>70,258</u>	<u>107,535</u>	<u>89,663</u>	<u>96,442</u>	<u>(11,093)</u>	<u>-10.3%</u>	
	<u>Benefits</u>							
-530.11-10	7,380	5,259	7,745	6,859	6,668	(1,077)	-13.9%	
-530.11-12	9,716	3,086	19,136	8,817	11,062	(8,074)	-42.2%	
-530.11-13	401	421	711	450	482	(229)	-32.2%	
-530.11-14	127	41	102	80	184	82	80.4%	
-530.11-15	46	141	298	150	135	(163)	-54.7%	
-530.11-17	1,193	707	704	704	678	(26)	-3.7%	
-530.11-18	3,927	-	-	-	-	-	0.0%	
-530.11-21	2,034	1,406	2,802	2,500	2,818	16	0.6%	
-530.11-22	352	137	389	200	106	(283)	-72.8%	
-530.11-25	2,087	3,475	5,056	3,876	4,572	(484)	-9.6%	
	<u>27,263</u>	<u>14,673</u>	<u>36,943</u>	<u>23,636</u>	<u>26,705</u>	<u>(10,238)</u>	<u>-27.7%</u>	
	<u>Other Operating Costs</u>							
-530.12-10	492	(30)	300	200	300	-	0.0%	
-530.12-11	2,252	1,643	2,700	2,000	2,700	-	0.0%	
-530.25-56					60,000	60,000	-	
-530.30-15	882	882	900	882	-	(900)	-100.0%	
-530.34-25	3,241	10,576	10,200	10,000	10,200	-	0.0%	
-530.36-10	270	-	-	-	-	-	0.0%	
-530.36-15	358	151	2,100	500	2,100	-	0.0%	
-530.38-36	5,465	7,609	6,945	7,000	18,000	11,055	159.2%	
-530.38-37	6,386	7,734	8,000	8,000	-	(8,000)	-100.0%	
-530.67-10	891	455	1,123	1,000	1,123	-	0.0%	
-530.67-20	237	704	240	389	250	10	4.2%	
	<u>20,474</u>	<u>29,724</u>	<u>32,508</u>	<u>29,971</u>	<u>94,673</u>	<u>62,165</u>	<u>191.2%</u>	
Total Economic Development	<u>\$ 148,409</u>	<u>\$ 114,655</u>	<u>\$ 176,986</u>	<u>\$ 143,270</u>	<u>\$ 217,820</u>	<u>\$ 40,834</u>	<u>23.1%</u>	



# YOUTH, FAMILY AND SENIOR SERVICES - SUMMARY



The Youth, Family and Seniors Services Department provides community outreach as well as family counseling to youth and families with the goal of enhancing family functioning and case management for seniors as well as advocacy, emotional support, social engagement opportunities and limited transportation services to support City 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 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Director of Youth, Family & Senior Services	1	1	1	1
Administrative Assistant	1	1	1	1
Clinical Supervisor	1	1	1	1
Family Therapist	3.13	2.89	2.89	2.89
Seniors Program Manager	1	1	1	1
Seniors Program Caseworker	0.5	0.5	1	1
Outreach Coordinator Assistant	-	0.63	0.75	0.75
Office Specialist	0.6	0.6	0.93	1.03
Group Co-Facilitator	-	0.06	0.06	0.22
Child Care Provider	0.08	0.16	0.16	-
Bus Driver	1.44	1.59	1.59	1.9
<b>Total Personnel</b>	<b>9.75</b>	<b>10.43</b>	<b>11.38</b>	<b>11.79</b>

## SUMMARY OF EXPENDITURES:

Function	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Administration	\$ 379,854	\$ 433,784	\$ 413,256	\$ 257,451
Clinical Services	341,604	324,786	358,825	404,970
Seniors Program	306,537	323,710	400,914	420,825
<b>Total Expenditures</b>	<b>\$1,027,995</b>	<b>\$1,082,280</b>	<b>\$1,172,995</b>	<b>\$1,083,246</b>

# ADMINISTRATION

PROGRAM #4010



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

Specific responsibilities also include: the annual Halloween Thing and Spring Egg Hunt; the MML-sponsored “If I Were Mayor” essay contest; bi-annual meetings with local principals; co-administering the Lakeland STARS tutoring/mentoring program; providing staff support and administering the City’s Education Advisory Committee initiatives, the Aging-in-Place Task Force, the new Seniors 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:

- Celebrated 20th anniversary of the Lakeland STARS tutoring/mentoring program and longstanding partnership with University of Maryland College Park Scholars program and Paint Branch Elementary. 61 Paint Branch students, most of whom are College Park residents, are participating in this year’s program.
- Organized highly successful annual Halloween Thing and Spring Egg Hunt; coordinated adopt-a-family over Christmas holidays; assisted University of Maryland in distribution of gifts to children over holiday season; administered the cleaning and distribution of 270 winter coats and clothing through the One Warm Coat drive.
- Coordinated first day of school bilingual assistance to Hollywood Elementary and Paint Branch parents/ staff with bilingual City staff from Public Works and Youth and Family Services.
- Strengthening of parent engagement initiatives at both Hollywood Elementary and Paint Branch Elementary
- Administered Education Advisory Committee/Council initiatives – City scholarships to UMD summer camps, public education grants to neighborhood public schools, and summer camp essay contests.
- Provided staff support for City’s Aging-in-Place Task Force and establishment of new Seniors Committee

## BUDGET HIGHLIGHTS:

- The decrease in the FY 2018 budget for other operating costs is due to the elimination of overhead allocations.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Director of Youth, Family & Senior Services	0.6	0.6	0.5	0.5
Administrative Assistant	0.75	0.75	0.75	0.75
Outreach Coordinator Assistant	-	0.63	0.75	0.75
Office Specialist	0.3	0.3	0.3	0.4
Bus Driver	0.04	0.04	0.04	0.08
<b>Total Personnel</b>	<b>1.69</b>	<b>2.32</b>	<b>2.34</b>	<b>2.48</b>

**SUMMARY OF EXPENDITURES:**

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$127,376	\$155,451	\$149,133	\$155,556
Benefits	33,207	40,861	39,305	41,055
Other Operating Costs	214,126	236,529	224,818	60,840
Capital	5,145	943	-	-
<b>Total Expenditures</b>	<b>\$379,854</b>	<b>\$433,784</b>	<b>\$413,256</b>	<b>\$257,451</b>

*EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS*

**OTHER OPERATING COSTS:**

<b>-510.12-11 Travel and Training</b>	<b>\$2,500</b>
Maryland Municipal League convention (\$1,700); other seminars and workshops (\$800).	
<b>-540.30-13 Administrative – Lakeland STARS</b>	<b>\$9,000</b>
Administrative Services primarily Lakeland STARS coordination.	
<b>-540.34-37 M-NCPPC Contract</b>	<b>\$10,000</b>
Youth Center, payment for additional coverage by M-NCPPC staff.	
<b>-540.38-15 Holiday Events</b>	<b>\$3,000</b>
Halloween Thing, Spring Egg Hunt	
<b>-540.38-66 Family Summit</b>	<b>\$3,400</b>
Includes cost of facilitator (\$1,500); printing of material (\$760); meeting refreshments (\$740); postage (\$100); and office supplies (\$300).	
<b>-540.42-10 Cleaning Service/Building</b>	<b>\$11,100</b>
Window cleaning (\$300); recreation side cleaning of ceiling fans and exposed high ceiling duct work (\$1,050); cleaning of 5 mats, 3 times/year (\$300); tile cleaning 6 times/year (\$6,300); and carpet cleaning (\$3,150).	
<b>-540.60-10 General Supplies</b>	<b>\$5,000</b>
Special event materials, photo finishing, presentation materials, promotional items, Lakeland STARS supplies.	
<b>-540.67-19 Dues</b>	<b>\$2,000</b>
MD Assoc. of Youth Services Bureaus (\$1,500); MD Assoc. of Non-Profits (\$350); Non-profit Prince George's (\$150).	

**PERFORMANCE MEASURES:**

Goal	Effectiveness Measures	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target
Ensure that services are accessible to low and moderate income families (in compliance with requirements for use of City-restricted funds for facility construction).	Percent of families receiving services who are low to moderate income (\$68,000 or less for a family of 4)	87%	>= 51%	54%	>= 51%



# CLINICAL SERVICES

PROGRAM #4011



The Clinical Services program's mission is to prevent family disruption and promote positive youth development. This mission is addressed by providing family-focused counseling and other supportive and mental health interventions in order to improve family functioning and child well-being for youth and their families addressing difficult and often complex issues.

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

## SIGNIFICANT ACCOMPLISHMENTS:

- Continuing success in providing over 100 youth and their families quality counseling services addressing issues such as trauma, behavioral issues, pre-delinquent and delinquent behaviors, child abuse, substance abuse, suicidality, grief and loss, school behavior problems, suspension and expulsion.
- Serving children 0-6 years of age (25%); 7-13 years of age (25%); and 14-18 years of age (30%), through family-focused counseling services.
- 71% of formal counseling youth participants ended counseling with an improvement in Child and Adolescent Functional Assessment (CAFAS) scores of 20 points or greater.
- 100% of client families who returned surveys following counseling stated that they would recommend the program's counseling services to a friend.
- Licensed clinical staff received advanced professional training to consistently provide specialized quality services to children and families.
- Led and supported Hispanic Parent Group, now in its 10th year, and participants strengthening of their sense of community and their ability as effective parents. Approximately 35 parents and 50 youth participate a month.
- Provided support and skills to youth groups in local schools assisting with social skills, grief and loss, and/or behavior management.
- Provided comprehensive clinical training program to second-year masters graduate intern, this year from University of Maryland School of Social Work, Catholic University National School of Social Service and Loyola University in Baltimore.
- Provided clinical trainings for mental health professionals in autism, divorce/separated families and attention deficit hyperactive disorder.
- Initiated and developed an advanced clinical sand therapy certificate program with agency consultant Dr. Dee Preston-Dillon.

## BUDGET HIGHLIGHTS:

- Proposed increase in consultation due to anticipated retirement of consultants, child-centered play and filial therapy experts, Louise and Bernard Guernsey, PhD., Penn State Professors Emeritus, who have volunteered their expertise for many years.

**PERSONNEL:**

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Director of Youth, Family & Senior Services	0.3	0.3	0.3	0.3
Administrative Assistant	0.25	0.25	0.25	0.25
Clinical Supervisor	1	1	1	1
Family Therapist	3.13	2.89	2.89	2.89
Group Co-Facilitator	-	0.06	0.06	0.22
Child Care Provider	0.08	0.16	0.16	-
<b>Total Personnel</b>	<b>4.76</b>	<b>4.66</b>	<b>4.66</b>	<b>4.66</b>

**SUMMARY OF EXPENDITURES:**

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$248,626	\$235,784	\$272,833	\$293,107
Benefits	59,411	48,533	58,222	80,833
Other Operating Costs	33,567	40,469	27,770	31,030
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$341,604</b>	<b>\$324,786</b>	<b>\$358,825</b>	<b>\$404,970</b>

*EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS***OTHER OPERATING COSTS:****-510.12-11 Travel and Training \$9,100**

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

**-540.30-15 Consulting \$9,360**

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

**-540.50-10 Liability Insurance \$1,560**

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

**-540.60-10 General Supplies \$2,500**

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

**-540.67-19 Dues \$1,810**

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

**PERFORMANCE MEASURES:**

Goal	Effectiveness Measures	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target
Strengthen youth/ family functioning through clinical interventions.	Number of youth in groups and families served in clinical interventions.	119	>= 75	138	>= 75
	Percent rating services as helpful, based on exit survey.	100%	90%	100%	90%
Provide outreach services to improve family/community relationships.	Number of individuals served	1,366	1,000	530	1,000
Promote effective parenting & sense of community through the Hispanic Parent Support Group and simultaneous youth group.	Number of parents participating.	<i>New Performance Measure</i>			20
	Number of youth participating.				20

## CLINICAL SERVICES

Acct. Code	FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget		
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	FY 17 to FY 18	
						\$	%	
-4011								
	<u>Salaries &amp; Wages</u>							
-540.10-01	\$ 212,971	\$ 213,422	\$ 250,270	\$ 221,999	\$ 270,025	\$ 19,755	7.9%	
-540.10-02	35,530	22,221	22,413	20,544	23,082	669	3.0%	
-540.10-03	125	141	150	150	-	(150)	-100.0%	
	<u>248,626</u>	<u>235,784</u>	<u>272,833</u>	<u>242,693</u>	<u>293,107</u>	<u>20,274</u>	<u>7.4%</u>	
	<u>Benefits</u>							
-540.11-10	18,245	17,560	19,831	18,566	20,911	1,080	5.4%	
-540.11-12	16,218	10,417	14,210	14,607	31,276	17,066	120.1%	
-540.11-13	1,298	791	840	840	1,146	306	36.4%	
-540.11-14	208	35	24	24	111	87	362.5%	
-540.11-15	443	351	378	378	559	181	47.9%	
-540.11-17	2,790	2,419	2,633	2,600	2,633	-	0.0%	
-540.11-18	7,249	3,308	3,142	2,969	4,455	1,313	41.8%	
-540.11-21	5,283	5,360	7,506	3,100	8,857	1,351	18.0%	
-540.11-22	351	194	204	204	165	(39)	-19.1%	
-540.11-25	7,326	8,098	9,454	8,546	10,720	1,266	13.4%	
	<u>59,411</u>	<u>48,533</u>	<u>58,222</u>	<u>51,834</u>	<u>80,833</u>	<u>22,611</u>	<u>38.8%</u>	
	<u>Other Operating Costs</u>							
-540.12-10	386	147	1,200	250	500	(700)	-58.3%	
-540.12-11	16,579	18,494	7,200	7,200	9,100	1,900	26.4%	
-540.30-15	3,360	6,025	7,800	7,000	9,360	1,560	20.0%	
-540.30-17	-	3,990	-	-	-	-	0.0%	
-540.34-60	-	-	400	-	400	-	0.0%	
-540.38-35	-	450	500	250	500	-	0.0%	
-540.40-40	1,048	2,382	800	800	700	(100)	-12.5%	
-540.47-10	60	-	-	-	-	-	0.0%	
-540.50-10	326	225	1,560	221	1,560	-	0.0%	
-540.60-10	2,997	4,044	2,500	2,500	2,500	-	0.0%	
-540.60-11	3,883	3,177	3,500	3,500	4,000	500	14.3%	
-540.61-10	657	-	-	-	-	-	0.0%	
-540.62-10	-	-	-	38	-	-	0.0%	
-540.67-10	1,622	857	1,810	1,000	1,810	-	0.0%	
-540.67-20	2,649	678	500	500	500	-	0.0%	
-540.69-10	-	-	-	100	100	100	-	
	<u>33,567</u>	<u>40,469</u>	<u>27,770</u>	<u>23,359</u>	<u>31,030</u>	<u>3,260</u>	<u>11.7%</u>	
	<u>Total Clinical Services</u>							
	<u>\$ 341,604</u>	<u>\$ 324,786</u>	<u>\$ 358,825</u>	<u>\$ 317,886</u>	<u>\$ 404,970</u>	<u>\$ 46,145</u>	<u>12.9%</u>	

# SENIORS PROGRAM

PROGRAM #4012



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

They also assist seniors 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 3 – 4 Social Activity Team events and twice-a-week Senior Social Center.

## SIGNIFICANT ACCOMPLISHMENTS:

- Grand opening of twice-a-week College Park Seniors Social Center. 10 – 12 seniors attending on a regular basis. Programming provided by College Park Arts Exchange and M-NCPPC and on occasion, UMD Clarice Center.
- Ongoing case management services to 53 seniors and issue specific advocacy services for 13 additional seniors dealing with bureaucratic systems.
- Development and implementation of electronic case management system.
- Increased publicity of City senior programs including three mailings to City residences resulting in increased number of seniors requesting to be put on seniors mailing list and increased senior interest in City subsidized trips.

## BUDGET HIGHLIGHTS:

- The FY 2018 budget includes additional hours for a bus driver (0.52 FTEs) to provide once a month Saturday transportation for Spellman and Attick Towers residents to Hollywood Farmer’s Market, Thanksgiving Moose luncheon, Martin Luther King event and College Park Day; \$3,000 for a trip coordinator to plan and assist in the administration of City senior trips; \$3,400 additional for meeting refreshments for seniors attending the twice-a-week Senior Social Center.
- Postage has been increased by \$8,900 for the cost of 3 senior mailings and due to an increase in number of seniors on mailing list and number of notifications mailed to seniors. Also, the Travel & Training budget has been increased \$800 to include Seniors Program Caseworker enrollment in Certified Senior Advisor program.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Director of Youth, Family & Senior Services	0.1	0.1	0.2	0.2
Seniors Program Manager	1	1	1	1
Seniors Program Caseworker	0.5	0.5	1	1
Office Specialist	0.3	0.3	0.63	0.63
Bus Driver	1.4	1.55	1.55	1.82
<b>Total Personnel</b>	<b>3.30</b>	<b>3.45</b>	<b>4.38</b>	<b>4.65</b>

**SUMMARY OF EXPENDITURES:**

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$190,172	\$203,243	\$256,453	\$280,934
Benefits	45,170	46,160	76,546	82,071
Other Operating Costs	66,328	74,307	67,915	57,820
Capital	4,867	-	-	-
<b>Total Expenditures</b>	<b>\$306,537</b>	<b>\$323,710</b>	<b>\$400,914</b>	<b>\$420,825</b>

*EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS*

**OTHER OPERATING COSTS:**

- 510.12-11 Travel and Training** **\$2,200**

Training on seniors issues and \$1,200 for certified senior advisor credential.
- 540.30-15 Consulting** **\$1,200**

Quarterly clinical consultations.
- 540.38-12 Senior Trips** **\$17,000**

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.
- 540.47-10 Clothing & Uniforms** **\$6,240**

Uniform rental and cleaning for 6 employees at \$20/week.
- 540.60-10 General Supplies** **\$3,500**

Includes special event materials, photos, paper goods for weekly coffee gatherings supplies for quarterly Senior Activity Team events, twice-a-week Senior Social Center, etc.
- 540.60-22 Meeting Refreshments** **\$7,100**

Refreshments for weekly coffee, twice-a-week Senior Social Center, ongoing activities and monthly trips.
- 540.62-10 Postage** **\$9,300**

Postage has been increased by \$8,900 for the cost of 3 senior mailings and as a result of an increase in number of seniors that are on the mailing list and increased number of notifications mailed to seniors. Please note that the increase includes the cost of printing the materials.
- 540.67-19 Dues** **\$300**

Maryland Board of Social Work Examiners and Certified Senior Advisor.

**PERFORMANCE MEASURES:**

Goal	Effectiveness Measures	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target
	Number of day excursion participants.	350	350	221	350
Enhance the quality of life and reduce isolation of seniors through excursion trips and new senior social center.	Number of senior social center participants.	-	-	190	-
	Percent rating services as good or better	100%	90%	100%	90%
Provide transportation within an 8 mile radius at the request of City seniors.	Number of trips provided	2,272	2,200	1,175	2,200
	Number of seniors assisted with transportation	3,581	3,500	1,823	3,500
Support seniors' aging in community & self-determination through individualized case management & advocacy services.	Number of seniors receiving: <ul style="list-style-type: none"> <li>• case management services</li> <li>• periodic advocacy services</li> </ul>	<div style="border: 1px solid black; padding: 20px; background-color: #cccccc;"> <i>New Performance Measure</i> </div>			
	Average number of contacts per month with seniors in case management services				

## SENIORS PROGRAM

Acct. Code		FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	
							\$	%
-4012								
	<u>Salaries &amp; Wages</u>							
-540.10-01	Salary	88,636	94,920	110,153	109,843	114,934	4,781	4.3%
-540.10-02	Hourly	101,154	107,732	144,300	137,724	166,000	21,700	15.0%
-540.10-03	Overtime	382	591	2,000	1,000	-	(2,000)	-100.0%
	Total Salaries & Wages	<u>190,172</u>	<u>203,243</u>	<u>256,453</u>	<u>248,567</u>	<u>280,934</u>	<u>24,481</u>	<u>9.5%</u>
	<u>Benefits</u>							
-540.11-10	FICA	14,090	15,125	18,805	19,015	20,359	1,554	8.3%
-540.11-12	Health Insurance	14,414	13,770	33,758	17,266	33,294	(464)	-1.4%
-540.11-13	Dental Insurance	470	525	1,233	750	1,126	(107)	-8.7%
-540.11-14	Life Insurance	165	91	188	150	506	318	169.1%
-540.11-15	Vision Insurance	181	184	390	375	398	8	2.1%
-540.11-17	457 City Match Contribution	1,452	1,510	1,799	2,609	2,842	1,043	58.0%
-540.11-18	401A Retirement	340	1,481	2,886	1,490	3,087	201	7.0%
-540.11-21	Workers Compensation	3,946	4,532	6,741	5,887	8,117	1,376	20.4%
-540.11-22	Long-term Disability Insurance	530	566	811	750	670	(141)	-17.4%
-540.11-25	MSRP Retirement	9,582	8,376	9,935	9,557	11,672	1,737	17.5%
	Total Benefits	<u>45,170</u>	<u>46,160</u>	<u>76,546</u>	<u>57,850</u>	<u>82,071</u>	<u>5,525</u>	<u>7.2%</u>
	<u>Other Operating Costs</u>							
-540.12-10	Non Training Travel	916	733	1,200	800	1,000	(200)	-16.7%
-540.12-11	Travel & Training	943	1,163	1,400	1,400	2,200	800	57.1%
-540.20-11	Allocated Overhead: Fleet Services	30,140	31,321	30,855	30,855	-	(30,855)	-100.0%
-540.30-13	Administrative	-	-	500	250	3,500	3,000	600.0%
-540.30-15	Consulting	780	2,220	1,040	1,040	1,200	160	15.4%
-540.36-10	Printing	1,037	5,962	600	1,000	1,000	400	66.7%
-540.38-12	Senior Trips	16,869	15,986	17,000	17,000	17,000	-	0.0%
-540.40-10	Office Equipment	-	-	200	-	200	-	0.0%
-540.45-23	Pest Control	2,056	1,483	1,480	1,400	1,480	-	0.0%
-540.47-10	Clothing & Uniforms	3,576	4,867	3,650	4,200	6,240	2,590	71.0%
-540.48-20	Copier lease	1,347	1,319	1,320	1,320	1,350	30	2.3%
-540.60-10	General Supplies	3,059	2,860	2,000	3,000	3,500	1,500	75.0%
-540.60-11	Meeting Refreshments	3,498	3,838	3,700	3,700	7,100	3,400	91.9%
-540.61-10	Office Supplies	795	1,198	600	1,000	1,200	600	100.0%
-540.62-10	Postage	551	147	400	605	9,300	8,900	2225.0%
-540.66-12	Cellular Phone	681	1,035	1,440	1,100	1,100	(340)	-23.6%
-540.67-10	Dues	80	175	280	300	300	20	7.1%
-540.67-20	Publications & Books	-	-	100	-	-	(100)	-100.0%
-540.69-10	Miscellaneous	-	-	150	-	150	-	0.0%
	Total Other Operating Costs	<u>66,328</u>	<u>74,307</u>	<u>67,915</u>	<u>68,970</u>	<u>57,820</u>	<u>(10,095)</u>	<u>-14.9%</u>
	<u>Capital Outlay</u>							
-540.93-20	Office Furniture	4,867	-	-	-	-	-	0.0%
	<b>Total Seniors Program</b>	<u>\$ 306,537</u>	<u>\$ 323,710</u>	<u>\$ 400,914</u>	<u>\$ 375,386</u>	<u>\$ 420,825</u>	<u>\$ 19,911</u>	<u>5.0%</u>



# 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.

## BUDGET HIGHLIGHTS:

- As noted throughout this budget document, due to the elimination of allocated overhead between General Fund departments in FY 2018, there are a number of significant variances from FY 2017. Public Works has two significant programs (Building Maintenance – 5028 and Fleet Maintenance – 5030) that were previously allocated 100% to various departments.

## 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 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Director	1	1	1	1
Assistant Director	2	2	2	2
Administrative Assistant/Recycling Coord.	1	1	1	-
Office Specialist	1	1	1	2
Sustainability Coordinator	-	-	-	1
Dispatch/Administrative Clerk	1	1	1	1
Supply Clerk	1	1	1	-
Civil Engineer	1	1	1	1
Engineering Technician	1	1	1	1
Fleet Supervisor	1	1	1	1
Mechanic	1	1	1	2
Garage Supply Clerk	1	1	1	1
Crew Chief	2	2	2	2
Motor Equipment Operator	13	13	13	13
Laborer	13	13	13	14
Laborer/Driver	1	1	1	-
Facilities Maintenance Worker	1	1	1	1
Custodial Supervisor	1	1	1	1
Custodial Worker	1	1	1	1
Landscape Foreman	1	1	1	1
Lead Groundskeeper	1	1	1	1
Groundskeeper	1	1	1	1
Public Works/Engineering Intern	2	2	2	2
Laborer Landscape (summer)	-	-	-	2
<b>Total Personnel</b>	<b>49</b>	<b>49</b>	<b>49</b>	<b>53</b>

**SUMMARY OF EXPENDITURES:**

Function	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Administration	\$ 904,455	\$ 876,833	\$ 990,503	\$ 704,979
Solid Waste Management	2,118,626	2,267,300	2,362,378	2,121,007
Streets & Parking Lots	900,734	843,529	1,102,320	934,930
Buildings & Grounds*	907,920	1,015,801	1,214,786	1,059,982
Engineering	217,338	228,706	268,689	263,921
Fleet Services*	700,822	649,696	771,374	762,440
<b>Total Expenditures</b>	<b>\$5,749,895</b>	<b>\$5,881,865</b>	<b>\$6,710,050</b>	<b>\$5,847,259</b>

\* Gross costs, before overhead costs are transferred out

# ADMINISTRATION

PROGRAM #5010



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

## SIGNIFICANT ACCOMPLISHMENTS:

- Senior staffing in the department was reorganized. The former Operations Supervisor position was eliminated and replaced with an Assistant Director for Operations and Facilities and the former Deputy Director title was changed to Assistant Director of Administration.

## BUDGET HIGHLIGHTS:

- Request for an Administrative Assistant position to assist with the Customer Service window, answer telephones, generate work orders and perform data entry.
- The temporary manpower line item used for the assembly and distribution of the resident guide was transferred to the Communications budget, since that office is responsible for that function.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Director	1	1	1	1
Assistant Director	1.65	1.65	1.65	2
Administrative Asst./Recycling Coord.	.25	-	-	-
Sustainability Coordinator	-	0.25	0.25	1
Office Specialist	1	1	1	2
Dispatch/Administrative Clerk	1	1	1	1
Garage Supply Clerk	0.1	0.1	0.1	0.17
<b>Total Personnel</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>7.17</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$370,872	\$366,440	\$406,544	\$498,207
Benefits	125,863	96,359	122,893	129,727
Other Operating Costs	407,720	414,034	461,066	77,045
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$904,455</b>	<b>\$876,833</b>	<b>\$990,503</b>	<b>\$704,979</b>

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

American Public Works Association annual conference, 2 attendees	\$5,500
Other managerial development training for 4 attendees	800
	<b>\$6,300</b>

**-550.34-75 Mosquito Control****\$6,000**

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

**-550.47-10 Clothing & Uniforms**

Uniform rental & cleaning (43 employees at \$7/week)	\$15,652
Walk-off mats (\$35/week)	1,820
Rental return losses	300
Winter Jackets 40 at \$80.00	3,200
Safety shoes (47 employees, \$180/pair)	8,460
Hats	520
	<b>\$29,952</b>

**-550.66-13 Wireless Radio****\$18,500**

Use of the University's Department of Public Safety 2-way radio system (\$15,000) and radio system maintenance (\$3,500)

**PERFORMANCE MEASURES:**

## PUBLIC WORKS ADMINISTRATION

Acct. Code	FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget		
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18		
						\$	%	
-5010								
	<u>Salaries &amp; Wages</u>							
-550.10-01	\$ 255,965	\$ 239,376	\$ 271,405	\$ 280,800	\$ 299,254	\$ 27,849	10.3%	
-550.10-02	108,041	117,825	127,139	137,611	189,953	62,814	49.4%	
-550.10-03	6,866	9,239	8,000	6,650	9,000	1,000	12.5%	
	<u>370,872</u>	<u>366,440</u>	<u>406,544</u>	<u>425,061</u>	<u>498,207</u>	<u>91,663</u>	<u>22.5%</u>	
	<u>Benefits</u>							
-550.11-10	27,347	27,339	28,913	32,517	36,464	7,551	26.1%	
-550.11-12	60,112	37,863	55,942	37,925	49,203	(6,739)	-12.0%	
-550.11-13	1,668	1,187	2,151	1,500	1,550	(601)	-27.9%	
-550.11-14	608	406	301	408	1,138	837	278.1%	
-550.11-15	596	386	603	400	485	(118)	-19.6%	
-550.11-17	5,077	2,524	2,301	2,300	1,851	(450)	-19.6%	
-550.11-18	10,158	10,577	10,581	10,128	11,203	622	5.9%	
-550.11-21	6,139	6,302	8,730	8,614	10,722	1,992	22.8%	
-550.11-22	1,356	1,193	1,533	1,190	1,452	(81)	-5.3%	
-550.11-25	12,802	8,582	11,838	11,745	15,659	3,821	32.3%	
	<u>125,863</u>	<u>96,359</u>	<u>122,893</u>	<u>106,727</u>	<u>129,727</u>	<u>6,834</u>	<u>5.6%</u>	
	<u>Other Operating Costs</u>							
-550.12-10	11	8	75	50	75	-	0.0%	
-550.12-11	2,940	1,703	3,300	3,300	6,300	3,000	90.9%	
	<u>Overhead Allocation:</u>							
-550.20-10	23,392	23,613	22,299	22,299	-	(22,299)	-100.0%	
-550.20-11	37,675	39,151	38,569	38,569	-	(38,569)	-100.0%	
-550.20-12	276	97	1,200	1,200	-	(1,200)	-100.0%	
-550.20-14	6,014	5,378	5,400	5,400	-	(5,400)	-100.0%	
-550.20-15	90,762	93,919	106,776	106,776	-	(106,776)	-100.0%	
-550.20-16	69,503	71,945	93,075	93,075	-	(93,075)	-100.0%	
-550.20-17	1	11	282	282	-	(282)	-100.0%	
-550.30-39	-	-	300	-	300	-	0.0%	
-550.34-17	3,472	3,240	3,570	3,500	-	(3,570)	-100.0%	
-550.34-75	4,930	5,028	5,400	5,400	6,000	600	11.1%	
-550.36-10	7,149	8,885	2,500	2,000	2,500	-	0.0%	
-550.36-37	(5,781)	(7,726)	-	-	(5,500)	(5,500)	-	
-550.38-45	248	240	250	250	300	50	20.0%	
-550.38-67	1,146	1,358	1,500	1,500	1,700	200	13.3%	
-550.40-10	-	-	250	-	-	(250)	-100.0%	
-550.47-10	26,796	21,976	27,782	26,000	29,952	2,170	7.8%	
-550.48-20	2,231	2,257	2,280	2,280	3,763	1,483	65.0%	
-550.52-10	462	732	500	500	500	-	0.0%	
-550.53-10	100	50	340	100	250	(90)	-26.5%	
-550.60-10	3,404	3,265	3,100	3,100	3,825	725	23.4%	
-550.60-11	536	104	700	500	500	(200)	-28.6%	
-550.61-10	2,763	1,914	3,500	3,000	3,500	-	0.0%	
-550.62-10	7	24	40	40	25	(15)	-37.5%	
-550.66-12	2,748	2,607	3,240	2,800	2,880	(360)	-11.1%	
-550.66-13	18,440	19,380	18,500	18,500	18,500	-	0.0%	
-550.67-10	936	1,035	1,035	1,065	1,075	40	3.9%	
-550.67-20	572	267	600	500	600	-	0.0%	
-550.69-10	-	-	-	911	-	-	0.0%	
	106,987	113,573	114,703	-	-	(114,703)	0.0%	
	<u>407,720</u>	<u>414,034</u>	<u>461,066</u>	<u>342,897</u>	<u>77,045</u>	<u>(384,021)</u>	<u>-83.3%</u>	
Total Public Works Administration	\$ 904,455	\$ 876,833	\$ 990,503	\$ 874,685	\$ 704,979	\$ (285,525)	-28.8%	

# SOLID WASTE MANAGEMENT DIVISION REFUSE MANAGEMENT

PROGRAM #5011



## SOLID WASTE MANGEMENT DIVISION

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

## REFUSE MANAGEMENT

This program is responsible for collection and disposal of the City's solid waste. 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:

- Almost all refuse set out at the curb is picked up; 5033 tons of refuse collected and disposed of. Provided behind-the-house collections for 54 approved residents. We pick up more trash than most municipalities our size.

### BUDGET HIGHLIGHTS:

- The automated truck reached the end of its useful life, and was removed from service. It was replaced with a rear load trash truck.

### PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Crew Chief	0.48	0.48	0.48	0.33
Motor Equipment Operator	2.9	3.23	2.82	2.85
Laborer/Driver	-	-	0.95	-
Laborer	4.1	3.27	1.65	3.85
<b>Total Personnel</b>	<b>7.48</b>	<b>6.98</b>	<b>5.9</b>	<b>7.03</b>

### SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$278,318	\$265,115	\$258,090	\$304,498
Benefits	109,733	118,165	126,818	158,265
Other Operating Costs	418,329	455,421	438,275	332,535
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$806,380</b>	<b>\$838,701</b>	<b>\$823,183</b>	<b>\$795,298</b>

**OTHER OPERATING COSTS:**

**-550.34-17 Temp Manpower - Other** **\$2,500**

For temp labor for solid waste pick-up (127 hours at \$19.75/hour)

**-550.34-20 Tipping Fees**

Refuse (4,350 tons at \$59/ton)	\$256,650
Special collection material (695 tons at \$59/ton)	41,005
Tires (2 tons at \$275/ton)	550
Refrigerators, freezers, air conditioners (5 tons at \$59/ton)	295
	<b>\$298,500</b>

**-550.60-45 Solid Waste Containers**

65 gallon mobile carts – 477 at \$43.74 each	\$20,864
35 gallon mobile carts – 261 at \$33.89 each	8,846
Set-up fee	650
	<b>\$30,360</b>

**PERFORMANCE MEASURES:**

- Tons of Refuse collected and disposed:

**SOLID WASTE MANAGEMENT DIVISION  
REFUSE MANAGEMENT**

Acct. Code		FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18 \$	%
-5011								
	<u>Salaries &amp; Wages</u>							
-550.10-02	Hourly	\$ 275,151	\$ 254,109	\$ 254,090	\$ 293,829	\$ 300,498	\$ 46,408	18.3%
-550.10-03	Overtime	3,167	11,006	4,000	4,000	4,000	-	0.0%
	Total Salaries & Wages	278,318	265,115	258,090	297,829	304,498	46,408	18.0%
	<u>Benefits</u>							
-550.11-10	FICA	20,126	18,792	18,314	22,784	22,662	4,348	23.7%
-550.11-12	Health Insurance	57,594	70,253	77,495	70,586	99,382	21,887	28.2%
-550.11-13	Dental Insurance	2,789	3,274	3,921	3,921	4,436	515	13.1%
-550.11-14	Life Insurance	798	532	510	510	985	475	93.1%
-550.11-15	Vision Insurance	559	511	702	702	814	112	16.0%
-550.11-17	457 City Match Contribution	3,775	3,952	4,122	4,120	3,783	(339)	-8.2%
-550.11-18	401A Retirement	5,192	3,364	3,018	4,387	3,484	466	15.4%
-550.11-21	Workers Compensation	6,153	6,267	7,376	8,014	9,474	2,098	28.4%
-550.11-22	Long-term Disability Insurance	925	849	977	977	900	(77)	-7.9%
-550.11-25	MSRP Retirement	11,822	10,371	10,383	10,557	12,345	1,962	18.9%
	Total Benefits	109,733	118,165	126,818	126,557	158,265	31,447	24.8%
	<u>Other Operating Costs</u>							
-550.12-11	Travel & Training	-	178	-	-	500	500	-
-550.20-11	Fleet Services - allocated overhead	120,560	125,284	123,420	123,420	-	(123,420)	-100.0%
-550.34-11	Temp Manpower-Solid Waste	721	6,869	2,160	9,131	2,500	340	15.7%
-550.34-20	Tipping Fees	277,423	303,344	281,685	280,000	298,500	16,815	6.0%
-550.36-10	Printing	-	-	400	400	400	-	0.0%
-550.60-10	General Supplies	246	367	250	250	275	25	10.0%
-550.60-45	Solid Waste Containers	19,379	19,379	30,360	30,360	30,360	-	0.0%
	Total Other Operating Costs	418,329	455,421	438,275	443,561	332,535	(105,740)	-24.1%
	Total Refuse Management	\$ 806,380	\$ 838,701	\$ 823,183	\$ 867,947	\$ 795,298	\$ (27,885)	-3.4%

# SOLID WASTE MANAGEMENT DIVISION LEAF AND GRASS COLLECTION

PROGRAM #5012



Curbside leaf collection operates from the first week in November until December 31. Leaf vacuum machines are pulled behind City trucks to collect leaves raked to the curb by residents. Temporary laborers are utilized to assist with leaf collection. The City is divided into seven service areas, and signs are posted in each area prior to leaf collection. Each 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).

## SIGNIFICANT ACCOMPLISHMENTS:

- 1,690 tons of leaves were collected during curbside leaf collection November – January. The planned collection schedule was maintained during the collection period. About 40 tons of yard waste was collected between July – October.

## BUDGET HIGHLIGHTS:

- Other than the elimination of allocated overhead for Fleet Services there were no significant changes in this budget.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Crew Chief	0.7	0.7	0.14	0.29
Supply Clerk	0.04	0.04	0.04	0
Motor Equipment Operator	2.26	2.3	2.56	3.09
Laborer	1.32	1.32	1.32	0.32
Lead Groundskeeper	0.2	0.2	0.2	0.20
<b>Total Personnel</b>	<b>4.52</b>	<b>4.56</b>	<b>4.26</b>	<b>3.90</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$147,812	\$142,320	\$204,698	\$233,970
Benefits	47,122	50,407	81,007	81,264
Other Operating Costs	91,000	96,071	97,282	53,410
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 285,934</b>	<b>\$ 288,798</b>	<b>\$ 382,987</b>	<b>\$368,644</b>

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

**OTHER OPERATING COSTS:**

<b>-550.34-15 Temporary Manpower Curbside Leaf Collection</b>	<b>\$33,575</b>
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1,700 hours at \$19.75/hour

<b>-550.34-16 Temporary Manpower Yard Waste Collection</b>	<b>\$16,985</b>
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860 hours T \$19.75/hour

**PERFORMANCE MEASURES:**

- Tons of leaves collected
- Tons of yard trim (grass, leaves, etc.) collected

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

Acct. Code		FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	
							\$	%
-5012								
	<u>Salaries &amp; Wages</u>							
-550.10-02	Hourly	\$ 147,726	\$ 141,971	\$ 203,948	\$ 196,105	\$ 233,470	\$ 29,522	14.5%
-550.10-03	Overtime	86	349	750	500	500	(250)	-33.3%
	Total Salaries & Wages	147,812	142,320	204,698	196,605	233,970	29,272	14.3%
	<u>Benefits</u>							
-550.11-10	FICA	10,950	10,298	14,932	15,040	17,119	2,187	14.6%
-550.11-12	Health Insurance	17,840	23,228	42,235	31,193	35,339	(6,896)	-16.3%
-550.11-13	Dental Insurance	1,264	1,483	2,070	1,545	1,924	(146)	-7.1%
-550.11-14	Life Insurance	337	159	309	195	549	240	77.7%
-550.11-15	Vision Insurance	261	327	506	384	414	(92)	-18.2%
-550.11-17	457 City Match Contribution	3,610	3,945	3,937	4,531	6,075	2,138	54.3%
-550.11-18	401A Retirement	622	729	671	497	409	(262)	-39.0%
-550.11-21	Workers Compensation	3,270	3,246	5,881	5,186	7,377	1,496	25.4%
-550.11-22	Long-term Disability Insurance	552	543	784	650	699	(85)	-10.8%
-550.11-25	MSRP Retirement	8,416	6,449	9,682	8,592	11,359	1,677	17.3%
	Total Benefits	47,122	50,407	81,007	67,813	81,264	257	0.3%
	<u>Other Operating Costs</u>							
-550.20-11	Fleet Services - allocated overhead	45,210	46,982	46,282	46,282	-	(46,282)	-100.0%
-550.34-15	Temp Manpower-Leaf	29,061	33,530	32,400	32,065	33,575	1,175	3.6%
-550.34-16	Temp Manpower-Yard Waste	15,561	13,352	16,200	16,000	16,985	785	4.8%
-550.36-10	Printing	-	435	450	450	450	-	0.0%
-550.60-10	General Supplies	708	567	750	753	1,150	400	53.3%
-550.60-40	Signs	460	1,205	1,200	1,200	1,250	50	4.2%
	Total Other Operating Costs	91,000	96,071	97,282	96,750	53,410	(43,872)	-45.1%
	Total Leaf & Grass Collection	\$ 285,934	\$ 288,798	\$ 382,987	\$ 361,168	\$ 368,644	\$ (14,343)	-3.7%

# SOLID WASTE MANAGEMENT DIVISION LITTER AND GRAFFITI CONTROL

PROGRAM #5023



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

## SIGNIFICANT ACCOMPLISHMENTS:

- Ten new combination trash/recycling units were installed in park and recreation areas. Staff assigned to this program has been assigned additional locations to check on a daily basis. Staff are assigned to power wash the sidewalks along Baltimore Avenue in the downtown business district twice a week to improve cleanliness.

## BUDGET HIGHLIGHTS:

- There are no significant changes to this budget other than the elimination of overhead allocation for fleet maintenance.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Crew chief	0.5	0.5	0.28	0.07
Supply Clerk	0.02	0.02	0.02	0
Motor Equipment Operator	-	-	-	0.02
Laborer	2.82	2.82	2.82	2.82
<b>Total Personnel</b>	<b>3.34</b>	<b>3.34</b>	<b>3.12</b>	<b>2.91</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$170,549	\$169,346	\$161,564	\$149,488
Benefits	52,838	53,212	46,801	43,436
Other Operating Costs	37,042	47,019	52,855	22,000
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$260,429</b>	<b>\$269,577</b>	<b>\$261,220</b>	<b>\$214,924</b>

**OTHER OPERATING COSTS:**

**-550.60-10 General Supplies**

Outdoor litter receptacle	1,000
10 Combination trash/recycle containers for recreational areas throughout the City	15,000
Graffiti remover, pokers, brooms, trash bags	4,000
Dog waste station supplies	2,000
	<b>\$22,000</b>

**PERFORMANCE MEASURES:**

- Number of times all refuse/recycling receptacles in downtown business district emptied
- Number of graffiti work orders completed

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

Acct. Code		FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	
							\$	%
-5023								
	<u>Salaries &amp; Wages</u>							
-550.10-02	Hourly	\$ 151,767	\$ 152,213	\$ 140,564	\$ 143,414	\$ 128,388	\$ (12,176)	-8.7%
-550.10-03	Overtime	15,893	14,347	17,000	17,000	18,000	1,000	5.9%
-550.10-08	Saturday Shift Differential	2,889	2,786	4,000	3,500	3,100	(900)	-22.5%
	Total Salaries & Wages	<u>170,549</u>	<u>169,346</u>	<u>161,564</u>	<u>163,914</u>	<u>149,488</u>	<u>(12,076)</u>	<u>-7.5%</u>
	<u>Benefits</u>							
-550.11-10	FICA	12,804	12,721	12,199	12,539	11,243	(956)	-7.8%
-550.11-12	Health Insurance	18,689	21,081	15,414	17,607	15,131	(283)	-1.8%
-550.11-13	Dental Insurance	1,889	1,708	1,636	1,598	1,548	(88)	-5.4%
-550.11-14	Life Insurance	415	292	265	262	384	119	44.9%
-550.11-15	Vision Insurance	181	194	149	197	101	(48)	-32.2%
-550.11-17	457 City Match Contribution	5,320	4,802	4,583	4,442	3,655	(928)	-20.2%
-550.11-18	401A Retirement	1,357	1,279	2,039	569	2,120	81	4.0%
-550.11-21	Workers Compensation	3,667	4,036	4,515	4,327	4,080	(435)	-9.6%
-550.11-22	Long-term Disability Insurance	580	575	541	507	385	(156)	-28.8%
-550.11-25	MSRP Retirement	7,936	6,524	5,460	6,214	4,789	(671)	-12.3%
	Total Benefits	<u>52,838</u>	<u>53,212</u>	<u>46,801</u>	<u>48,263</u>	<u>43,436</u>	<u>(3,365)</u>	<u>-7.2%</u>
	<u>Other Operating Costs</u>							
-550.20-11	Fleet Services - allocated overhead	30,140	31,321	30,855	30,855	-	(30,855)	-100.0%
-550.34-14	Temp Manpower-Litter Collection	888	-	-	-	-	-	0.0%
-550.60-10	General Supplies	6,014	15,698	22,000	22,000	22,000	-	0.0%
-550.62-10	Postage	-	-	-	36	-	-	0.0%
	Total Other Operating Costs	<u>37,042</u>	<u>47,019</u>	<u>52,855</u>	<u>52,891</u>	<u>22,000</u>	<u>(30,855)</u>	<u>-58.4%</u>
	Total Litter & Graffiti Control	<u>\$ 260,429</u>	<u>\$ 269,577</u>	<u>\$ 261,220</u>	<u>\$ 265,069</u>	<u>\$ 214,924</u>	<u>\$ (46,296)</u>	<u>-17.7%</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:

- Recycling volumes at city buildings has been tracked since September 2016; about 2,850 pounds of recyclable material has been collected from City buildings.

## BUDGET HIGHLIGHTS:

- The increase in the tipping fee is directly related to electronic recycling. The cost to dispose of televisions and computer monitors has significantly increased due to stringent processing requirements for these items.
- Also included is a request for funding to initiate a contracted food scrap collection program, which will remove this organic material from the solid waste stream that is disposed of at the landfill. This organic material will be disposed of at a composting facility.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Crew Chief	0.47	0.47	0.47	0.40
Motor Equipment Operator	3.74	3.32	3.8	3.99
Laborer	0.8	1.63	2.15	1.90
Lead Groundskeeper	0.01	0.01	0.01	0.01
Administrative Assistant/Recycling Coordinator	0.65	0.65	-	-
Sustainability Coordinator	-	-	0.65	0.65
<b>Total Personnel</b>	<b>5.67</b>	<b>6.08</b>	<b>7.08</b>	<b>6.95</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$317,542	\$346,072	\$347,004	\$362,938
Benefits	136,819	143,513	160,604	146,863
Other Operating Costs	155,620	201,958	218,495	107,490
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$609,981</b>	<b>\$691,543</b>	<b>\$726,103</b>	<b>\$617,291</b>

**OTHER OPERATING COSTS:**

<b>-550.12-11 Travel &amp; Training</b>	<b>\$800</b>
Maryland Recyclers Network Conference for 4 attendees	
<b>-550.34-20 Tipping Fees</b>	<b>\$47,000</b>
Single stream recyclables (1,400 tons at \$25/ ton = \$35,000) and TV/computer monitors \$12,000/year	
<b>-550.48-50 Tub Grinder Rental</b>	<b>\$12,000</b>
Used for brush processing	
<b>-550.60-45 Solid Waste Containers</b>	
95 gallon mobile carts at \$48.86 each and home composting bins.	\$27,000
Food composting bins for home use	10,000
	<b>\$37,000</b>

**PERFORMANCE MEASURES:**

- Tons of curbside recycling collected and disposed
- Tons of miscellaneous recycling (electronics, tires, concrete, metal, textile)
- Recycling rate with organics included (grass, leaves, yard trim, brush)
- Recycling rate without organics included
- Number of wood mulch deliveries completed
- Cubic yards of wood mulch sold
- Tons of brush

**SOLID WASTE MANAGEMENT DIVISION  
RECYCLING**

Acct. Code	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017		FY 2018 PROPOSED BUDGET	Change in Budget FY 17 to FY 18		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-5025								
	<u>Salaries &amp; Wages</u>							
-550.10-01	\$ 31,194	\$ 20,777	\$ -	\$ -	\$ -	\$ -	0.0%	
-550.10-02	283,824	319,111	344,004	375,096	361,438	17,434	5.1%	
-550.10-03	1,534	6,055	3,000	1,000	1,500	(1,500)	-50.0%	
-550.10-07	990	129	-	-	-	-	0.0%	
	<u>317,542</u>	<u>346,072</u>	<u>347,004</u>	<u>376,096</u>	<u>362,938</u>	<u>15,934</u>	<u>4.6%</u>	
	<u>Benefits</u>							
-550.11-10	22,450	24,620	24,678	28,771	27,438	2,760	11.2%	
-550.11-12	77,624	81,454	97,144	95,127	77,046	(20,098)	-20.7%	
-550.11-13	3,404	3,805	3,796	3,629	3,433	(363)	-9.6%	
-550.11-14	784	574	621	543	970	349	56.2%	
-550.11-15	725	735	714	663	660	(54)	-7.6%	
-550.11-17	4,278	4,342	3,724	4,725	5,182	1,458	39.2%	
-550.11-18	6,517	6,635	6,271	6,151	6,634	363	5.8%	
-550.11-21	6,997	8,171	9,958	9,975	11,448	1,490	15.0%	
-550.11-22	1,088	1,186	1,322	1,135	1,083	(239)	-18.1%	
-550.11-25	12,952	11,991	12,376	12,562	12,969	593	4.8%	
	<u>136,819</u>	<u>143,513</u>	<u>160,604</u>	<u>163,282</u>	<u>146,863</u>	<u>(13,741)</u>	<u>-8.6%</u>	
	<u>Other Operating Costs</u>							
-550.12-10	24	15	50	40	40	(10)	-20.0%	
-550.12-11	390	345	800	400	800	-	0.0%	
-550.20-11	135,630	140,945	138,850	138,850	-	(138,850)	-100.0%	
-550.34-12	1,173	2,654	1,440	2,500	1,200	(240)	-16.7%	
-550.34-13	820	737	1,260	1,500	1,200	(60)	-4.8%	
-550.34-20	2,810	30,593	35,750	35,750	47,000	11,250	31.5%	
-550.36-10	546	9,650	1,250	3,000	5,000	3,750	300.0%	
-550.38-38	982	-	-	-	200	200	-	
-550.38-39	600	-	600	600	600	-	0.0%	
-550.48-50	8,224	11,472	10,000	10,000	12,000	2,000	20.0%	
-550.60-10	383	1,821	2,200	2,200	2,200	-	0.0%	
-550.60-45	3,788	3,476	26,045	26,045	37,000	10,955	42.1%	
-550.67-10	250	250	250	250	250	-	0.0%	
	<u>155,620</u>	<u>201,958</u>	<u>218,495</u>	<u>221,135</u>	<u>107,490</u>	<u>(111,005)</u>	<u>-50.8%</u>	
Total Recycling	<u>\$ 609,981</u>	<u>\$ 691,543</u>	<u>\$ 726,103</u>	<u>\$ 760,514</u>	<u>\$ 617,291</u>	<u>\$ (108,812)</u>	<u>-15.0%</u>	

# SOLID WASTE MANAGEMENT DIVISION COMPOST YARD OPERATIONS

PROGRAM #5050



This program converts raw materials in the form of leaves and soft vegetative yard waste into a leaf compost material with the registered trademark SMARTLEAF®. Potential 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:

- Obtained a 5 year permit, from the Maryland Department of the Environment, to operate a Tier 1 compost facility for yard waste. This new permitting process became effective in 2016, and requires annual reporting to the MDE. The compost facility operator attended required training to renew operator's certificate, which is issued for a 3 year period.

## BUDGET HIGHLIGHTS:

- By composting collected yard waste and leaves in College Park, and not transporting this material to the County facility in Upper Marlboro, about \$137,000 is avoided in transportation and disposal fees.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Assistant Director	-	-	0.01	0.01
Administrative Asst./Recycling Coord.	0.1	0.1	-	-
Sustainability Coordinator	-	-	0.1	0.10
Motor Equipment Operator	0.48	0.58	0.66	0.64
Lead Groundskeeper	0.44	0.44	0.44	0.54
<b>Total Personnel</b>	<b>1.02</b>	<b>1.12</b>	<b>1.21</b>	<b>1.29</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$ 77,292	\$ 89,696	\$ 75,027	\$ 86,809
Benefits	22,138	29,958	27,601	24,141
Other Operating Costs	56,472	59,027	66,257	13,900
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$155,902</b>	<b>\$178,681</b>	<b>\$168,885</b>	<b>\$124,850</b>

*EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS*

**OTHER OPERATING COSTS:**

<b>-550.48-11 Screening Equipment Rental</b>	<b>\$13,000</b>
Compost screener	

**PERFORMANCE MEASURES:**

- Cubic yards of compost sold
- Number of compost deliveries completed

**SOLID WASTE MANAGEMENT DIVISION  
COMPOST YARD OPERATIONS**

Acct. Code	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017		FY 2018 PROPOSED BUDGET	Change in Budget FY 17 to FY 18		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-5050								
	<u>Salaries &amp; Wages</u>							
-550.10-01	\$ 4,799	\$ 3,196	\$ 1,037	\$ 1,000	\$ 1,131	\$ 94	9.1%	
-550.10-02	72,020	85,950	72,690	73,014	84,678	11,988	16.5%	
-550.10-03	473	550	1,300	1,000	1,000	(300)	-23.1%	
	<u>77,292</u>	<u>89,696</u>	<u>75,027</u>	<u>75,014</u>	<u>86,809</u>	<u>11,782</u>	<u>15.7%</u>	
	<u>Benefits</u>							
-550.11-10	5,766	6,467	5,380	5,739	6,468	1,088	20.2%	
-550.11-12	6,850	12,358	12,652	6,000	7,093	(5,559)	-43.9%	
-550.11-13	374	822	908	800	287	(621)	-68.4%	
-550.11-14	106	31	40	40	182	142	355.0%	
-550.11-15	106	209	214	200	87	(127)	-59.3%	
-550.11-17	2,318	3,217	2,290	2,379	2,751	461	20.1%	
-550.11-18	10	62	-	-	-	-	0.0%	
-550.11-21	1,686	2,218	2,148	1,966	2,726	578	26.9%	
-550.11-22	271	282	283	280	257	(26)	-9.2%	
-550.11-25	4,651	4,292	3,686	3,500	4,290	604	16.4%	
	<u>22,138</u>	<u>29,958</u>	<u>27,601</u>	<u>20,904</u>	<u>24,141</u>	<u>(3,460)</u>	<u>-12.5%</u>	
	<u>Other Operating Costs</u>							
-550.12-11	627	-	1,000	1,000	-	(1,000)	-100.0%	
-550.20-11	45,210	46,982	46,282	46,282	-	(46,282)	-100.0%	
-550.36-43	304	290	375	300	375	-	0.0%	
-550.48-11	-	-	5,000	5,000	-	(5,000)	-100.0%	
-550.48-55	9,950	11,357	13,000	13,000	13,000	-	0.0%	
-550.60-10	381	391	600	-	500	(100)	-16.7%	
-550.62-10	-	7	-	20	25	25	-	
	<u>56,472</u>	<u>59,027</u>	<u>66,257</u>	<u>65,602</u>	<u>13,900</u>	<u>(52,357)</u>	<u>-79.0%</u>	
Total Compost Yard Operations	<u>\$ 155,902</u>	<u>\$ 178,681</u>	<u>\$ 168,885</u>	<u>\$ 161,520</u>	<u>\$ 124,850</u>	<u>\$ (44,035)</u>	<u>-26.1%</u>	

# STREET MANAGEMENT AND PARKING LOTS DIVISION

## STREET CLEANING

PROGRAM #5013



### STREET MANAGEMENT AND PARKING LOTS DIVISION

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

### STREET CLEANING

The City has partnered with three neighboring municipalities (Berwyn Heights, Greenbelt, and New Carrollton) to jointly purchase, operate, and maintain the Four Cities Sweeper. The sweeper is garaged in Greenbelt, and operated by a Greenbelt employee. 110 lane miles of City streets are swept 5 to 6 times annually, utilizing the Four Cities Sweeper. Street sweeping signs are posted prior to sweeping to encourage off street parking if possible. 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.

### SIGNIFICANT ACCOMPLISHMENTS:

- At the request of the Director, the Four City sweeping schedule was revised to increase the street sweeping occurrences in the City to 9 times per year instead of 6. The current Four City sweeper unit is a regenerative air sweeper; a mechanical sweeper is being considered with the intent to improve street sweeping results.

### BUDGET HIGHLIGHTS:

- Increase in the sweeper shared maintenance due to increasing number of sweepings as noted above.

### PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Crew Chief	-	-	-	0.01
Motor Equipment Operator	0.18	0.03	0.03	0.05
<b>Total Personnel</b>	<b>0.18</b>	<b>0.03</b>	<b>0.03</b>	<b>0.06</b>

### SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$ 8,327	\$ 5,009	\$ 1,567	\$ 3,706
Benefits	2,399	1,638	314	943
Other Operating Costs	64,682	63,880	74,305	58,800
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$75,408</b>	<b>\$70,527</b>	<b>\$76,186</b>	<b>\$63,449</b>

**OTHER OPERATING COSTS:**

<b>-550.34-20 Tipping Fees</b>	<b>\$8,250</b>
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15 containers of street sweeping residue at \$550 each.

<b>-550.36-50 Sweeper Shared Maintenance</b>	<b>\$48,000</b>
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City's share of "Four Cities" street sweeper costs: Maintenance (\$19,000) and operator labor (\$29,000).

**PERFORMANCE MEASURES:**

- Number of days sweeping streets
- Number of lane miles swept (College Park = 110 lane miles; appx. 11 miles a day)

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

Acct. Code		FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	
							\$	%
-5013								
	<u>Salaries &amp; Wages</u>							
-550.10-02	Hourly	\$ 8,327	\$ 5,008	\$ 1,467	\$ 4,745	\$ 3,706	\$ 2,239	152.6%
-550.10-03	Overtime	-	1	100	1	-	(100)	-100.0%
	Total Salaries & Wages	8,327	5,009	1,567	4,746	3,706	2,139	136.5%
	<u>Benefits</u>							
-550.11-10	FICA	625	368	115	363	275	160	139.1%
-550.11-12	Health Insurance	731	653	30	691	189	159	530.0%
-550.11-13	Dental Insurance	71	41	35	50	52	17	48.6%
-550.11-14	Life Insurance	5	5	3	5	7	4	133.3%
-550.11-15	Vision Insurance	20	10	7	12	12	5	71.4%
-550.11-17	457 City Match Contribution	225	151	-	153	94	94	-
-550.11-21	Workers Compensation	185	126	45	137	118	73	162.2%
-550.11-22	Long-term Disability Insurance	34	34	6	12	11	5	83.3%
-550.11-25	MSRP Retirement	503	250	73	237	185	112	153.4%
	Total Benefits	2,399	1,638	314	1,659	943	629	200.3%
	<u>Other Operating Costs</u>							
-550.20-11	Fleet Services - allocated overhead	30,140	31,321	30,855	30,855	-	(30,855)	-100.0%
-550.34-20	Tipping Fees	7,484	8,610	7,200	8,537	8,250	1,050	14.6%
-550.36-50	Sweeper Shared Maintenance	25,473	22,980	33,500	33,500	48,000	14,500	43.3%
-550.60-10	General Supplies	50	-	200	150	100	(100)	-50.0%
-550.60-40	Signs	1,535	675	2,100	1,000	2,000	(100)	-4.8%
-550.65-13	Water	-	294	450	300	450	-	0.0%
	Total Other Operating Costs	64,682	63,880	74,305	74,342	58,800	(15,505)	-20.9%
	Total Street Cleaning	\$ 75,408	\$ 70,527	\$ 76,186	\$ 80,747	\$ 63,449	\$ (12,737)	-16.7%

# 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. A sign inventory 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. Effective June 2014, new retro-reflectivity requirements were established by the federal government for regulatory and warning signs, which require sign maintenance to meet the new standards.

## SIGNIFICANT ACCOMPLISHMENTS:

- We are continuing to replace current regulatory and warning signs to meet the retro-reflectivity requirements. We are consistently meeting our deadlines for performance due dates on installation and maintenance of signs.

## BUDGET HIGHLIGHTS:

- No major changes other than the elimination of allocated overhead for fleet services.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Crew Chief	0.05	0.05	0.1	0.10
Supply Clerk	0.73	0.73	0.72	-
Motor Equipment Operator	1.15	1.2	1.25	1.00
<b>Total Personnel</b>	<b>1.93</b>	<b>1.98</b>	<b>2.07</b>	<b>1.10</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$ 96,929	\$ 88,621	\$122,509	\$ 56,337
Benefits	36,434	33,916	43,279	18,529
Other Operating Costs	43,899	42,724	43,777	28,350
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$177,262</b>	<b>\$165,261</b>	<b>\$209,565</b>	<b>\$103,216</b>

**OTHER OPERATING COSTS:**

**-550.60-40 Signs**

Square sign poles - 50 at \$48 each	\$ 2,400
Street name signs – 200 at \$35 each	7,000
Regulatory traffic control signs – white on red and black on white	4,500
Warning signs – black on yellow	4,500
Parking control signs	1,800
Specialty signs	1,500
Hardware	1,400
U-channels	2,200
Replace missing/damaged gateway, historic toppers & ATHA signs	2,000
	<b>\$27,300</b>

**PERFORMANCE MEASURES:**

- Number of sign work orders completed

**STREET MANAGEMENT AND PARKING LOTS DIVISION**  
**SIGNAGE**

Acct. Code		FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	
							\$	%
-5014								
	<u>Salaries &amp; Wages</u>							
-550.10-02	Hourly	\$ 96,892	\$ 88,444	\$ 122,409	\$ 94,711	\$ 56,237	\$ (66,172)	-54.1%
-550.10-03	Overtime	37	177	100	178	100	-	0.0%
	Total Salaries & Wages	96,929	88,621	122,509	94,889	56,337	(66,172)	-54.0%
	<u>Benefits</u>							
-550.11-10	FICA	7,106	6,496	8,964	7,259	4,041	(4,923)	-54.9%
-550.11-12	Health Insurance	15,517	16,026	18,151	17,906	7,720	(10,431)	-57.5%
-550.11-13	Dental Insurance	775	966	1,260	826	1,091	(169)	-13.4%
-550.11-14	Life Insurance	164	123	66	63	137	71	107.6%
-550.11-15	Vision Insurance	239	271	369	261	243	(126)	-34.1%
-550.11-17	457 City Match Contribution	4,440	3,161	4,338	3,500	521	(3,817)	-88.0%
-550.11-18	401A Retirement	32	-	-	10	-	-	0.0%
-550.11-21	Workers Compensation	2,149	2,138	3,539	2,549	1,795	(1,744)	-49.3%
-550.11-22	Long-term Disability Insurance	407	348	471	307	169	(302)	-64.1%
-550.11-25	MSRP Retirement	5,605	4,387	6,121	4,202	2,812	(3,309)	-54.1%
	Total Benefits	36,434	33,916	43,279	36,883	18,529	(24,750)	-57.2%
	<u>Other Operating Costs</u>							
-550.20-11	Fleet Services - allocated overhead	15,070	15,660	15,427	15,427	-	(15,427)	-100.0%
-550.60-10	General Supplies	384	647	650	650	650	-	0.0%
-550.60-15	Small Tools	247	331	400	350	400	-	0.0%
-550.60-40	Signs	28,198	26,086	27,300	25,000	27,300	-	0.0%
	Total Other Operating Costs	43,899	42,724	43,777	41,427	28,350	(15,427)	-35.2%
	Total Signage	\$ 177,262	\$ 165,261	\$ 209,565	\$ 173,199	\$ 103,216	\$ (106,349)	-50.7%

# 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.

### SIGNIFICANT ACCOMPLISHMENTS:

- Over 14,000 linear feet of lane markings was painted, 300 stop bars, and 100 speed humps, and 10,000 linear feet of yellow curb were re-painted.

### BUDGET HIGHLIGHTS:

- This program was combined with the street lighting program, and includes funding for the electricity for the street lights and repairs to City owned poles.

### PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Crew Chief	0.2	0.2	0.1	0.10
Motor Equipment Operator	1.23	1.23	1.57	0.35
Laborer	0.75	0.75	-	0.75
<b>Total Personnel</b>	<b>2.18</b>	<b>2.18</b>	<b>1.67</b>	<b>1.20</b>

### SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$ 63,409	\$ 54,486	\$ 81,600	\$ 67,129
Benefits	24,459	19,707	33,739	23,546
Other Operating Costs	273,844	258,871	302,377	281,950
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$361,712</b>	<b>\$333,064</b>	<b>\$417,716</b>	<b>\$372,625</b>

**OTHER OPERATING COSTS:**

**-550.34-38 Striping**

Crosswalks 95 at \$100	\$ 9,500
Stop bars 100 at \$40	4,000
Double yellow centerline 15,000 ft at \$0.45/ft	6,750
White shoulder line 17,000 ft. at \$0.25/ft	4,250
Speed humps 100 at \$75	7,500
Driveway hash-outs & on-street parking spaces	995
Single yellow centerline	875
Other	1,080
	<b>\$34,950</b>

**-550.60-10 General Supplies**

**\$11,000**

Traffic paint, pothole patch

**-550.65-10 Electricity**

**\$225,000**

Electricity for Citywide street lighting, estimated based on current usage, utilizing Montgomery County aggregation contract rates. New 2017 contract includes 50% wind power.

**PERFORMANCE MEASURES:**

- Linear feet of pavement markings
- Number of pothole work orders completed

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

Acct. Code		FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	%
-5015	<b>STREET MAINTENANCE</b>							
	<u>Salaries &amp; Wages</u>							
-550.10-02	Hourly	\$ 63,271	\$ 54,396	\$ 81,341	\$ 46,320	\$ 66,879	\$ (14,462)	-17.8%
-550.10-03	Overtime	138	90	259	200	250	(9)	-3.5%
	Total Salaries & Wages	63,409	54,486	81,600	46,520	67,129	(14,471)	-17.7%
	<u>Benefits</u>							
-550.11-10	FICA	4,608	3,879	5,839	3,559	4,895	(944)	-16.2%
-550.11-12	Health Insurance	10,505	10,055	18,487	11,000	11,364	(7,123)	-38.5%
-550.11-13	Dental Insurance	800	717	1,041	800	509	(532)	-51.1%
-550.11-14	Life Insurance	188	96	139	125	200	61	43.4%
-550.11-15	Vision Insurance	119	145	206	150	86	(120)	-58.3%
-550.11-17	457 City Match Contribution	883	717	1,301	750	831	(470)	-36.1%
-550.11-18	401A Retirement	245	56	-	-	-	-	0.0%
-550.11-21	Workers Compensation	1,388	1,248	2,345	1,276	2,116	(229)	-9.8%
-550.11-22	Long-term Disability Insurance	2,212	209	313	250	201	(112)	-35.7%
-550.11-25	MSRP Retirement	3,511	2,584	4,067	2,500	3,344	(723)	-17.8%
	Total Benefits	24,459	19,707	33,739	20,410	23,546	(10,193)	-30.2%
	<u>Other Operating Costs</u>							
-550.20-11	Fleet Services - allocated overhead	15,070	15,660	15,427	15,427	-	(15,427)	-100.0%
-550.34-38	Striping	14,153	16,484	34,950	34,950	34,950	-	0.0%
-550.40-11	Buildings & Grounds maintenance	-	42	2,000	500	2,000	-	0.0%
-550.40-30	Streetscape Lighting	4,996	7,534	7,500	7,500	7,500	-	0.0%
-550.40-31	Streetlight Repairs	1,395	924	1,500	1,200	1,500	-	0.0%
-550.60-10	General Supplies	13,323	4,986	11,000	5,000	11,000	-	0.0%
-550.60-15	Small Tools	630	-	-	-	-	-	0.0%
-550.65-10	Electricity - Street lighting	224,277	213,241	230,000	216,192	225,000	(5,000)	-2.2%
	Total Other Operating Costs	273,844	258,871	302,377	280,769	281,950	(20,427)	-6.8%
	Total Street Maintenance	\$ 361,712	\$ 333,064	\$ 417,716	\$ 347,699	\$ 372,625	\$ (45,091)	-10.8%

# STREET MANAGEMENT AND PARKING LOTS DIVISION

## SNOW AND ICE CONTROL

PROGRAM #5017



Public Works employees 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 a large amount of salt; and the City sells salt to nearby municipalities during snow events.

### SIGNIFICANT ACCOMPLISHMENTS:

- A less active weather pattern required preparation for 7 alerts; however crews were only deployed during 3 of the events.
- Three rubber tipped snow plow blades were purchased, but we did not have an opportunity to use them to determine their effectiveness.
- An enclosed Ventrac unit was purchased for snow removal from sidewalks and the hiker/biker trail. Attachments purchased to be used with the Ventrac unit include a snow brush, plow, snow blower and drop spreader.
- Environmentally friendly bagged ice melt material was also purchased primarily for use on the hiker/biker trail.

### BUDGET HIGHLIGHTS:

- A tank and spray system was purchased to pre-treat roads with salt brine prior to the beginning of a predicted weather event. This will reduce the amount of contracted pre-treatment, and will utilize staff that is more familiar with City streets.

### PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Crew Chief	0.15	0.15	0.1	0.10
Supply Clerk	-	-	0.01	-
Fleet Supervisor	-	-	-	0.05
Mechanic	-	-	-	0.10
Garage Supply Clerk	-	-	-	0.05
Motor Equipment Operator	0.6	0.65	0.6	0.65
Laborer/Driver	0.01	-	0.05	-
Laborer	0.24	0.25	0.35	0.40
Landscape foreman	0.04	0.04	0.04	0.04
Lead Groundskeeper	0.05	0.05	0.05	0.05
Groundskeeper	0.05	0.05	0.05	0.05
Facilities Maintenance worker	-	-	0.05	0.05
Custodial Supervisor	-	-	0.05	0.05
Custodial worker	-	-	0.05	0.05
<b>Total Personnel</b>	<b>1.14</b>	<b>1.19</b>	<b>1.4</b>	<b>1.64</b>

**SUMMARY OF EXPENDITURES:**

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$ 72,164	\$ 81,572	\$119,388	\$143,208
Benefits	21,771	23,649	33,718	38,412
Other Operating Costs	75,649	68,888	104,366	92,625
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$169,584</b>	<b>\$174,109</b>	<b>\$257,472</b>	<b>\$274,245</b>

*EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS***OTHER OPERATING COSTS:****-550.12-11 Travel & Training** **\$2,000**

In-house training - Snow Preparedness Day

**-550.34-31 Roadway Pre-treatment** **\$9,500**

Contract pretreatment of City streets - 55 lane miles (estimated 1 snow event at \$9,500 per event).

**-550.60-12 Road Salt** **\$73,825**

Road salt (720 tons at \$70/ton = \$50,400); 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)

**PERFORMANCE MEASURES:**

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

Acct. Code		FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	
							\$	%
-5017								
	<u>Salaries &amp; Wages</u>							
-550.10-02	Hourly	\$ 28,028	\$ 26,247	\$ 69,388	\$ 2,500	\$ 88,208	\$ 18,820	27.1%
-550.10-03	Overtime	44,136	55,325	50,000	30,000	55,000	5,000	10.0%
	Total Salaries & Wages	72,164	81,572	119,388	32,500	143,208	23,820	20.0%
	<u>Benefits</u>							
-550.11-10	FICA	5,302	5,995	8,813	2,486	10,611	1,798	20.4%
-550.11-12	Health Insurance	10,720	11,547	15,684	11,000	17,423	1,739	11.1%
-550.11-13	Dental Insurance	554	643	796	700	837	41	5.2%
-550.11-14	Life Insurance	68	126	110	110	229	119	108.2%
-550.11-15	Vision Insurance	126	135	171	125	188	17	9.9%
-550.11-17	457 City Match Contribution	1,136	1,231	1,300	1,200	1,438	138	10.6%
-550.11-18	401A Retirement	404	712	642	642	930	288	44.9%
-550.11-21	Workers Compensation	1,488	1,590	2,957	1,600	2,792	(165)	-5.6%
-550.11-22	Long-term Disability Insurance	249	334	267	267	264	(3)	-1.1%
-550.11-25	MSRP Retirement	1,724	1,336	2,978	1,500	3,700	722	24.2%
	Total Benefits	21,771	23,649	33,718	19,630	38,412	4,694	13.9%
	<u>Other Operating Costs</u>							
-550.12-11	Travel & Training	867	816	2,100	1,000	2,000	(100)	-4.8%
-550.20-11	Fleet Services - allocated overhead	22,605	23,491	23,141	23,141	-	(23,141)	-100.0%
-550.34-17	Temp Manpower-Other	-	142	-	-	-	-	0.0%
-550.34-31	Roadway Pre-Treatment	-	6,600	19,000	5,500	9,500	(9,500)	-50.0%
-550.34-70	Contract Plowing	-	-	5,000	-	5,000	-	0.0%
-550.60-10	General Supplies	2,326	1,956	2,300	2,000	2,300	-	0.0%
-550.60-12	Road Salt	49,851	33,870	52,825	10,000	73,825	21,000	39.8%
-550.69-10	Miscellaneous	-	2,013	-	-	-	-	0.0%
	Total Other Operating Costs	75,649	68,888	104,366	41,641	92,625	(11,741)	-11.2%
	Total Snow & Ice Control	\$ 169,584	\$ 174,109	\$ 257,472	\$ 93,771	\$ 274,245	\$ 16,773	6.5%

# 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 department cooperates with Parking Enforcement to complete maintenance requests at City parking facilities.

### SIGNIFICANT ACCOMPLISHMENTS:

- 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 department cooperates with Parking Enforcement to complete maintenance requests at City parking facilities.

### BUDGET HIGHLIGHTS:

- No significant changes other than the elimination of allocated overhead for fleet services.

### PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Crew Chief	0.05	0.05	0.01	0.10
Supply Clerk	0.05	0.05	0.05	-
Motor Equipment Operator	0.23	0.25	0.25	0.36
Laborer	0.04	0.04	0.04	0.04
<b>Total Personnel</b>	<b>0.37</b>	<b>0.39</b>	<b>0.35</b>	<b>0.50</b>

### SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$15,401	\$15,169	\$17,462	\$28,341
Benefits	4,820	5,538	6,972	8,862
Other Operating Costs	25,311	26,838	27,301	5,350
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$45,532</b>	<b>\$47,545</b>	<b>\$51,735</b>	<b>\$42,553</b>

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

**OTHER OPERATING COSTS:**

<b>-550.34-38 Striping</b>	<b>\$4,600</b>
Parking lot striping for 10 lots in the City	

**PERFORMANCE MEASURES:**

- Number of times parking facilities are cleaned
- Number of times parking facilities are swept

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

Acct. Code		FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	
							\$	%
-5024								
	<u>Salaries &amp; Wages</u>							
-550.10-02	Hourly	\$ 15,399	\$ 15,071	\$ 17,362	\$ 15,656	\$ 28,241	\$ 10,879	62.7%
-550.10-03	Overtime	2	98	100	100	100	-	0.0%
	Total Salaries & Wages	15,401	15,169	17,462	15,756	28,341	10,879	62.3%
	<u>Benefits</u>							
-550.11-10	FICA	1,141	1,090	1,250	1,205	2,066	816	65.3%
-550.11-12	Health Insurance	1,659	2,689	3,579	2,244	3,257	(322)	-9.0%
-550.11-13	Dental Insurance	240	243	267	228	387	120	44.9%
-550.11-14	Life Insurance	41	27	24	21	67	43	179.2%
-550.11-15	Vision Insurance	50	54	64	55	89	25	39.1%
-550.11-17	457 City Match Contribution	353	274	349	285	600	251	71.9%
-550.11-18	401A Retirement	4	2	-	-	-	-	0.0%
-550.11-21	Workers Compensation	344	362	504	420	899	395	78.4%
-550.11-22	Long-term Disability Insurance	61	56	67	50	85	18	26.9%
-550.11-25	MSRP Retirement	927	741	868	750	1,412	544	62.7%
	Total Benefits	4,820	5,538	6,972	5,257	8,862	1,890	27.1%
	<u>Other Operating Costs</u>							
-550.20-11	Fleet Services - allocated overhead	22,605	23,491	23,141	23,141	-	(23,141)	-100.0%
-550.34-38	Striping	2,706	2,812	3,410	3,833	4,600	1,190	34.9%
-550.40-45	Welding Services	-	-	400	-	400	-	0.0%
-550.60-10	General Supplies	-	535	350	350	350	-	0.0%
	Total Other Operating Costs	25,311	26,838	27,301	27,324	5,350	(21,951)	-80.4%
	Total Parking Lot Maintenance	\$ 45,532	\$ 47,545	\$ 51,735	\$ 48,337	\$ 42,553	\$ (9,182)	-17.7%

# STREET MANAGEMENT AND PARKING LOTS DIVISION PARKING GARAGE

PROGRAM #5027



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

## SIGNIFICANT ACCOMPLISHMENTS:

- Scheduled concrete expansion joint repairs were completed as planned.
- All levels of the deck were power washed, and the interior stairwell is power washed two times per month, weather permitting.
- The anticipated reduction in electric use was reflected in utility bills after the conversion of light bulbs to LED fixtures; nearly a 50% reduction in kilowatt use was observed.
- Two electric vehicle charging stations were installed.

## BUDGET HIGHLIGHTS:

- High Concrete's Structure Care Unit will conduct another inspection of the building to develop a 3 year maintenance work plan.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Crew Chief	0.1	0.1	0.02	0.11
Facility Maintenance Worker	-	-	-	0.10
Motor Equipment Operator	0.17	0.17	0.17	-
<b>Total Personnel</b>	<b>0.27</b>	<b>0.27</b>	<b>0.19</b>	<b>0.21</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$13,028	\$7,012	\$12,956	\$14,466
Benefits	4,101	2,090	4,007	4,856
Other Operating Costs	54,107	43,921	72,683	59,520
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$71,236</b>	<b>\$53,023</b>	<b>\$89,646</b>	<b>\$78,842</b>

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

**OTHER OPERATING COSTS:**

**-550.40-11 Buildings & Grounds Maintenance** **\$27,000**

Various building repairs (\$24,500); elevator repairs not covered under maintenance agreement (\$1,000); and other repairs (\$1,500).

**-550.45-16 Building Services Contracts** **\$4,800**

Elevator & emergency phone monitoring (\$3,700); elevator smoke alarm testing (\$1,000); fire extinguisher inspection & service (\$100)

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

Mobile pressure washer to clean parking decks.

**PERFORMANCE MEASURES:**

- Number of times parking facilities are cleaned
- Number of times parking facilities are swept

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

Acct. Code		FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	%
							\$	%
-5027								
	<u>Salaries &amp; Wages</u>							
-550.10-02	Hourly	\$ 13,017	\$ 7,001	\$ 12,856	\$ 7,500	\$ 14,366	\$ 1,510	11.7%
-550.10-03	Overtime	11	11	100	25	100	-	0.0%
	Total Salaries & Wages	13,028	7,012	12,956	7,525	14,466	1,510	11.7%
	<u>Benefits</u>							
-550.11-10	FICA	977	520	964	576	1,070	106	11.0%
-550.11-12	Health Insurance	1,372	715	1,281	564	1,929	648	50.6%
-550.11-13	Dental Insurance	165	78	74	53	144	70	94.6%
-550.11-14	Life Insurance	5	-	-	5	29	29	-
-550.11-15	Vision Insurance	30	18	30	15	45	15	50.0%
-550.11-17	457 City Match Contribution	438	236	594	300	422	(172)	-29.0%
-550.11-21	Workers Compensation	289	170	372	163	456	84	22.6%
-550.11-22	Long-term Disability Insurance	49	23	49	22	43	(6)	-12.2%
-550.11-25	MSRP Retirement	776	330	643	257	718	75	11.7%
	Total Benefits	4,101	2,090	4,007	1,956	4,856	849	21.2%
	<u>Other Operating Costs</u>							
-550.20-14	Telephone - allocated overhead	601	538	540	-	-	(540)	-100.0%
-550.34-38	Striping	3,459	4,032	2,300	2,300	4,100	1,800	78.3%
-550.40-11	Buildings & Grounds - maintenance	10,850	11,198	42,300	40,000	27,000	(15,300)	-36.2%
-550.40-17	Alarm System	924	1,689	1,000	1,759	1,000	-	0.0%
-550.40-18	Security Cameras	1,188	951	1,000	1,000	1,000	-	0.0%
-550.40-25	HVAC Repairs	958	670	800	800	800	-	0.0%
-550.40-50	Electrical Repairs	6,938	3,780	1,000	2,000	1,000	-	0.0%
-550.45-16	Building Services contracts	3,529	3,599	4,675	3,800	4,800	125	2.7%
-550.45-21	Backflow Prevention Valve	975	525	600	600	600	-	0.0%
-550.45-22	Security Alarm Monitoring	720	768	768	768	820	52	6.8%
-550.48-11	Tools & Equipment rental	2,225	2,856	2,300	2,000	3,000	700	30.4%
-550.60-10	General Supplies	210	72	500	500	500	-	0.0%
-550.60-40	Signs	-	-	400	400	400	-	0.0%
-550.65-10	Electricity	21,530	13,243	14,500	14,000	14,500	-	0.0%
	Total Other Operating Costs	54,107	43,921	72,683	69,927	59,520	(13,163)	-18.1%
	<u>Capital Outlay</u>							
-550.92-65	Charging Stations	-	-	-	12,599	-	-	0.0%
	Total Parking Garage	\$ 71,236	\$ 53,023	\$ 89,646	\$ 92,007	\$ 78,842	\$ (10,804)	-12.1%

# BUILDING AND GROUNDS DIVISION PUBLIC WORKS BUILDINGS

PROGRAM #5018



## BUILDINGS AND GROUNDS DIVISION

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

## PUBLIC WORKS BUILDINGS

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

### SIGNIFICANT ACCOMPLISHMENTS:

- The electric line was replaced that provides power to plug in the diesel engine trucks during the winter months.
- Two single pane windows were replaced in the fleet garage office to improve energy efficiency.
- The old modular building was removed and replaced with a new, larger more energy efficient modular building.

### BUDGET HIGHLIGHTS:

- For preventative maintenance, we need to hire a structural roofing consultant to examine the two metal storage buildings and prepare specifications for a scope of action plan to replace roofs and insulation and skin as needed. Then replace the roof on the truck garage.

### PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Facilities Maintenance Worker	0.05	0.05	0.05	0.05
<b>Total Personnel</b>	<b>0.05</b>	<b>0.05</b>	<b>0.05</b>	<b>0.05</b>

### SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$ 3,599	\$ 7,212	\$ 3,791	\$ 4,097
Benefits	1,387	2,969	1,537	1,511
Other Operating Costs	75,013	59,796	74,059	70,050
Capital	-	15,003	17,000	5,000
<b>Total Expenditures</b>	<b>\$79,999</b>	<b>\$84,980</b>	<b>\$96,387</b>	<b>\$80,658</b>

**OTHER OPERATING COSTS:**

**-550.34-50 Scheduled Maintenance - Contractual \$9,000**

Berwyn overpass, Veterans Memorial & Calvert Road underpass (\$7,000) and other as needed (\$2,000).

**-550.40-11 Building & Grounds maintenance**

Roofing repairs	\$ 2,000
Overhead garage door repairs	6,750
Fuel pump repairs	1,200
General repairs	2,500
Electrical & plumbing repairs	1,490
Gas heat unit Fleet garage	3,500
Other repairs	4,510
	<b>\$21,950</b>

**CAPITAL OUTLAY:**

*See Capital Projects Fund*

**PERFORMANCE MEASURES:**

- Number of City building repair/maintenance work orders completed

**BUILDINGS AND GROUNDS DIVISION  
PUBLIC WORKS BUILDINGS**

Acct. Code	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017		FY 2018 PROPOSED BUDGET	Change in Budget FY 17 to FY 18			
			ADJUSTED BUDGET	Estimated FY Total		\$	%		
-5018									
	<u>Salaries &amp; Wages</u>								
-550.10-02	Hourly	\$ 2,983	\$ 6,471	\$ 2,991	\$ 3,547	\$ 3,247	\$ 256	8.6%	
-550.10-03	Overtime	616	741	800	800	850	50	6.3%	
	Total Salaries & Wages	3,599	7,212	3,791	4,347	4,097	306	8.1%	
	<u>Benefits</u>								
-550.11-10	FICA	265	524	277	333	235	(42)	-15.2%	
-550.11-12	Health Insurance	761	1,706	909	1,387	909	-	0.0%	
-550.11-13	Dental Insurance	26	75	32	43	34	2	6.3%	
-550.11-14	Life Insurance	6	10	5	5	7	2	40.0%	
-550.11-15	Vision Insurance	11	23	12	17	13	1	8.3%	
-550.11-17	457 City Match Contribution	47	117	39	48	39	-	0.0%	
-550.11-18	401A Retirement	-	16	-	-	-	-	0.0%	
-550.11-21	Workers Compensation	79	169	101	122	102	1	1.0%	
-550.11-22	Long-term Disability Insurance	12	20	12	10	10	(2)	-16.7%	
-550.11-25	MSRP Retirement	180	309	150	173	162	12	8.0%	
	Total Benefits	1,387	2,969	1,537	2,138	1,511	(26)	-1.7%	
	<u>Other Operating Costs</u>								
-550.20-11	Fleet Services - allocated overhead	15,070	15,660	15,427	15,427	-	(15,427)	-100.0%	
-550.34-17	Temp Manpower-Other	-	621	-	-	-	-	0.0%	
-550.34-50	Scheduled Maintenance-contract	7,354	217	9,000	5,000	9,000	-	0.0%	
-550.38-55	Veterans Memorial Events	3,451	1,750	3,250	2,500	3,270	20	0.6%	
-550.40-11	Buildings & Grounds maintenance	16,581	13,368	13,940	13,000	21,950	8,010	57.5%	
-550.40-17	Alarm System maintenance	704	712	500	540	700	200	40.0%	
-550.40-18	Security Cameras maintenance	85	-	500	100	500	-	0.0%	
-550.40-25	HVAC Repairs	2,790	2,285	1,760	1,000	1,760	-	0.0%	
-550.40-42	Generator Maintenance	-	3,241	3,500	3,250	4,000	500	14.3%	
-550.45-16	Building Services contracts	1,006	282	200	271	300	100	50.0%	
-550.45-21	Backflow Prevention Valve	450	350	200	200	200	-	0.0%	
-550.45-22	Security Alarm Monitoring	900	972	972	972	1,050	78	8.0%	
-550.45-23	Pest Control	2,012	1,666	1,310	1,310	1,320	10	0.8%	
-550.60-10	General Supplies	3,097	2,910	2,000	2,000	3,000	1,000	50.0%	
-550.65-10	Electricity	12,780	11,652	10,500	10,500	12,000	1,500	14.3%	
-550.65-11	Natural Gas	1,783	1,240	3,500	1,500	3,500	-	0.0%	
-550.65-13	Water & Sewer	6,950	2,870	7,500	4,500	7,500	-	0.0%	
	Total Other Operating Costs	75,013	59,796	74,059	62,070	70,050	(4,009)	-5.4%	
	<u>Capital Outlay</u>								
-550.92-42	HVAC Systems	-	14,032	-	-	4,000	4,000	-	
-550.93-20	Office Furniture	-	971	5,000	2,500	1,000	(4,000)	-80.0%	
-550.95-10	Site Improvements	-	-	12,000	12,000	In Cap. Proj. Fund	(12,000)	-100.0%	
	Total Capital Outlay	-	15,003	17,000	14,500	5,000	(12,000)	-70.6%	
	Total Public Works Buildings	\$ 79,999	\$ 84,980	\$ 96,387	\$ 83,055	\$ 80,658	\$ (15,729)	-16.3%	

# BUILDING AND GROUNDS DIVISION RECREATION FACILITIES MAINTENANCE

PROGRAM #5019



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

## SIGNIFICANT ACCOMPLISHMENTS:

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

## BUDGET HIGHLIGHTS:

- There are no significant changes in this budget other than the elimination of allocated overhead for fleet services.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Assistant Director	0.1	0.1	0.1	0.1
Crew Chief	0.01	-	-	-
Motor Equipment Operator	0.04	0.02	0.02	-
Landscape Foreman	0.2	0.2	0.2	0.20
Laborer	0.99	1.97	1.97	1.94
Laborer/Driver	0.98	-	-	-
<b>Total Personnel</b>	<b>2.32</b>	<b>2.29</b>	<b>2.29</b>	<b>2.24</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$ 80,668	\$ 84,226	\$ 91,195	\$ 92,312
Benefits	35,260	38,677	43,085	42,717
Other Operating Costs	56,274	62,750	67,705	36,330
Capital	-	44,949	-	-
<b>Total Expenditures</b>	<b>\$172,202</b>	<b>\$230,602</b>	<b>\$201,985</b>	<b>\$171,359</b>

**OTHER OPERATING COSTS:**

**-550.40-11 Building & Grounds Maintenance**

Electrical repairs – blockhouse, fields lights, tot lot lights	\$ 4,000
General repairs	2,000
Fence repairs	2,000
Stripe athletic fields at Duval fields & Calvert Rd School (8 time)	4,800
Tot lot repair parts & wood replacement materials	7,000
Irrigation system at Duval field & Calvert Rd. field	1,300
Lomax fountain repairs	400
	<b>\$21,500</b>

**-550.60-13 Ground & Fields Supplies**

**\$4,000**

Seed/sod and fertilizer for Duval field, Calvert Rd field & tot lots (\$4,000)

**CAPITAL OUTLAY:**

*See Capital Projects Fund*

**PERFORMANCE MEASURES:**

- City playground inspections completed (twice a month x 10 City playgrounds)
- Parks, playgrounds, and landscape maintenance work orders completed

**BUILDINGS AND GROUNDS DIVISION  
RECREATIONAL FACILITIES MAINTENANCE**

Acct. Code		FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	
							\$	%
-5019								
	<u>Salaries &amp; Wages</u>							
-550.10-01	Salary	\$ 9,935	\$ 10,539	\$ 10,371	\$ 11,109	\$ 11,311	\$ 940	9.1%
-550.10-02	Hourly	70,674	73,629	80,724	77,905	80,901	177	0.2%
-550.10-03	Overtime	59	58	100	100	100	-	0.0%
	Total Salaries & Wages	<u>80,668</u>	<u>84,226</u>	<u>91,195</u>	<u>89,115</u>	<u>92,312</u>	<u>1,117</u>	<u>1.2%</u>
	<u>Benefits</u>							
-550.11-10	FICA	5,826	6,139	6,558	6,817	6,520	(38)	-0.6%
-550.11-12	Health Insurance	20,302	24,282	27,283	25,941	26,422	(861)	-3.2%
-550.11-13	Dental Insurance	686	663	703	658	709	6	0.9%
-550.11-14	Life Insurance	272	197	206	165	340	134	65.0%
-550.11-15	Vision Insurance	151	106	110	189	200	90	81.8%
-550.11-17	457 City Match Contribution	965	724	696	766	725	29	4.2%
-550.11-18	401A Retirement	62	14	-	-	-	-	0.0%
-550.11-21	Workers Compensation	1,795	2,031	2,624	2,359	2,914	290	11.1%
-550.11-22	Long-term Disability Insurance	264	304	350	267	276	(74)	-21.1%
-550.11-25	MSRP Retirement	4,937	4,217	4,555	4,131	4,611	56	1.2%
	Total Benefits	<u>35,260</u>	<u>38,677</u>	<u>43,085</u>	<u>41,293</u>	<u>42,717</u>	<u>(368)</u>	<u>-0.9%</u>
	<u>Other Operating Costs</u>							
-550.12-11	Travel & Training	273	270	200	200	280	80	40.0%
-550.20-11	Fleet Services - allocated overhead	30,140	31,321	30,855	30,855	-	(30,855)	-100.0%
-550.34-17	Temp Manpower-Other	-	-	-	124	-	-	0.0%
-550.40-11	Buildings & Grounds maintenance	16,319	20,331	21,600	17,500	21,500	(100)	-0.5%
-550.40-13	Tools & Equipment maintenance	100	331	500	350	350	(150)	-30.0%
-550.45-21	Backflow Prevention Valve	175	433	200	200	200	-	0.0%
-550.48-11	Tools & Equipment rental	-	-	200	-	200	-	0.0%
-550.60-10	General Supplies	162	545	1,000	800	600	(400)	-40.0%
-550.60-13	Grounds & Field Supplies	809	852	4,400	1,500	4,000	(400)	-9.1%
-550.65-10	Electricity	2,844	3,058	3,750	2,800	3,500	(250)	-6.7%
-550.65-13	Water & Sewer	5,452	5,609	5,000	5,000	5,700	700	14.0%
	Total Other Operating Costs	<u>56,274</u>	<u>62,750</u>	<u>67,705</u>	<u>59,329</u>	<u>36,330</u>	<u>(31,375)</u>	<u>-46.3%</u>
	<u>Capital Outlay</u>							
-550.92-10	Machinery	-	44,949	-	-	In Cap. Proj. Fund	-	0.0%
-550.95-10	Site Improvements	-	-	-	705	-	-	0.0%
	Total Capital Outlay	<u>-</u>	<u>44,949</u>	<u>-</u>	<u>705</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
	<b>Total Recreational Facilities Maint.</b>	<b>\$ 172,202</b>	<b>\$ 230,602</b>	<b>\$ 201,985</b>	<b>\$ 190,442</b>	<b>\$ 171,359</b>	<b>\$ (30,626)</b>	<b>-15.2%</b>

# 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 and Old Parish House. It includes custodial and maintenance operating and personnel expenditures for City building maintenance.

## SIGNIFICANT ACCOMPLISHMENTS:

- A new natural gas powered generator was installed at City Hall to provide power for IT equipment during a power outage.
- A new asphalt shingle roof was installed at Youth & Family Services Building.
- The deteriorated fire sprinkler system was replaced at Youth & Family Services Building.
- The fire alarm monitoring system at City Hall was replaced.

## BUDGET HIGHLIGHTS:

- Additional funding is requested for engineering design of the HVAC system at Youth & Family Services Building due to the complex nature of the system. Funding for maintenance and utilities at Calvert Road School has been included in this program.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Supply Clerk	0.06	0.06	0.06	-
Crew Chief	0.29	0.3	0.3	0.30
Custodial Supervisor	1	1	0.95	0.95
Custodial Worker	2	2	0.95	0.95
Facilities Maintenance Worker	0.85	0.85	0.8	0.78
<b>Total Personnel</b>	<b>4.2</b>	<b>4.21</b>	<b>3.06</b>	<b>2.98</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$171,910	\$169,895	\$161,773	\$165,355
Benefits	61,346	63,369	65,237	64,393
Other Operating Costs	56,653	63,574	102,361	88,325
Capital	-	6,291	140,856	-
<b>Total Expenditures</b>	<b>\$289,909</b>	<b>\$303,129</b>	<b>\$470,227</b>	<b>\$318,073</b>

**OTHER OPERATING COSTS:**

**-550.40-11 Building & Grounds Maintenance \$24,175**

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

**-550.45-16 Building Services Maintenance Contracts**

Elevator maintenance & emergency phone monitoring – City hall	\$ 5,472
HVAC – Y&FS	2,500
Floor cleaning	4,200
Sprinkler system testing – City Hall, Y&FS	1,560
Fire extinguishers – City Hall, Old Parish House, Public Services, Y&FS	725
Other	2,063
	<b>\$16,520</b>

**-550.48-60 Buildings Rental \$2,700**

Storage space rental for City Hall building materials

**Capital Outlay**

*See Capital Projects Fund*

**PERFORMANCE MEASURES:**

- Number of city building repair/maintenance work orders completed

**BUILDINGS AND GROUNDS DIVISION  
BUILDING MAINTENANCE**

Acct. Code		FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	
							\$	%
-5028								
	<u>Salaries &amp; Wages</u>							
-550.10-02	Hourly	\$ 170,140	\$ 168,835	\$ 160,273	\$ 169,641	\$ 163,555	\$ 3,282	2.0%
-550.10-03	Overtime	1,770	1,060	1,500	1,500	1,800	300	20.0%
	Total Salaries & Wages	171,910	169,895	161,773	171,141	165,355	3,582	2.2%
	<u>Benefits</u>							
-550.11-10	FICA	12,760	12,509	11,946	13,092	11,999	53	0.4%
-550.11-12	Health Insurance	27,418	31,836	34,121	33,766	32,706	(1,415)	-4.1%
-550.11-13	Dental Insurance	1,458	1,379	1,347	1,337	1,390	43	3.2%
-550.11-14	Life Insurance	401	270	307	235	405	98	31.9%
-550.11-15	Vision Insurance	423	406	432	420	425	(7)	-1.6%
-550.11-17	457 City Match Contribution	3,943	3,511	3,238	3,182	3,035	(203)	-6.3%
-550.11-18	401A Retirement	2,120	2,214	2,165	2,198	2,262	97	4.5%
-550.11-21	Workers Compensation	3,795	4,047	4,669	4,574	5,196	527	11.3%
-550.11-22	Long-term Disability Insurance	622	613	616	545	490	(126)	-20.5%
-550.11-25	MSRP Retirement	8,406	6,584	6,396	6,129	6,485	89	1.4%
	Total Benefits	61,346	63,369	65,237	65,477	64,393	(844)	-1.3%
	<u>Other Operating Costs</u>							
-550.20-11	Fleet Services - allocated overhead	15,070	15,660	15,427	15,427	-	(15,427)	-100.0%
-550.34-17	Temp Manpower-Other	-	195	-	-	-	-	0.0%
-550.40-11	Buildings & Grounds maintenance	3,009	9,929	24,175	24,000	24,175	-	0.0%
-550.40-13	Tools & Equipment	-	306	-	-	-	-	0.0%
-550.40-17	Alarm System	2,316	1,682	1,000	1,000	1,000	-	0.0%
-550.40-25	HVAC Repairs	1,413	2,450	4,800	4,800	4,800	-	0.0%
-550.45-16	Building Services contracts	10,096	9,400	14,257	14,257	16,520	2,263	15.9%
-550.45-21	Backflow Prevention Valve	365	350	850	850	850	-	0.0%
-550.45-22	Security Alarm Monitoring	1,380	1,452	3,050	3,050	3,260	210	6.9%
-550.45-23	Pest Control	2,833	2,812	3,722	3,500	3,920	198	5.3%
-550.48-11	Tools & Equipment	31	47	-	-	-	-	0.0%
-550.48-60	Buildings rental	2,410	2,464	2,580	2,580	2,700	120	4.7%
-550.60-10	General Supplies	3,560	2,584	3,000	3,000	3,000	-	0.0%
-550.60-15	Small Tools	754	430	1,000	500	-	(1,000)	-100.0%
-550.60-30	Cleaning Supplies	7,482	6,250	7,500	7,000	7,500	-	0.0%
-550.65-10	Electricity	2,485	2,899	12,700	12,500	12,200	(500)	-3.9%
-550.65-11	Natural Gas	1,899	1,782	5,200	5,200	5,200	-	0.0%
-550.65-13	Water & Sewer	1,550	2,882	3,100	3,100	3,200	100	3.2%
	Total Other Operating Costs	56,653	63,574	102,361	100,764	88,325	(14,036)	-13.7%
	<u>Capital Outlay</u>							
-550.92-42	HVAC Systems	-	5,985	63,000	25,000	In Cap. Proj. Fund		
-550.92-48	Emergency Generators	-	-	34,856	26,803	-	(34,856)	-100.0%
-550.93-20	Office Furniture	-	306	-	-	-	-	0.0%
-550.95-20	Buildings	-	-	43,000	40,000	-	(43,000)	-100.0%
	Total Capital Outlay	-	6,291	140,856	91,803	-	(140,856)	-100.0%
	Total Building Maintenance	\$ 289,909	\$ 303,129	\$ 470,227	\$ 429,185	\$ 318,073	\$ (152,154)	-32.4%
<u>Allocated Costs:</u>								
-550.20-16	Building Maintenance	(315,923)	(327,023)	(423,071)	(246,791)	-	423,071	-100.0%
	Net	\$ (26,014)	\$ (23,894)	\$ 47,156	\$ 60,569			

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

PROGRAM #5016



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

## SIGNIFICANT ACCOMPLISHMENTS:

- After the merger of our mowing contractor with another company during the off-season, the new contractor was replaced with a more responsible contractor at the beginning of FY 17.

## BUDGET HIGHLIGHTS:

- The results of an RFP will provide contracted grass mowing at the same price per acre as the previous year.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Assistant Director	0.05	0.05	0.04	0.04
Motor Equipment Operator	0.02	0.02	0.02	0.02
Landscape Foreman	0.01	0.01	0.01	0.01
<b>Total Personnel</b>	<b>0.08</b>	<b>0.08</b>	<b>0.07</b>	<b>0.07</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$ 6,492	\$ 6,178	\$ 6,092	\$ 6,544
Benefits	1,873	1,878	1,950	2,044
Other Operating Costs	46,498	38,236	49,491	52,320
Capital	-	-	-	-
<b>Total Expenditures</b>	<b>\$54,863</b>	<b>\$46,292</b>	<b>\$57,533</b>	<b>\$60,908</b>

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

**OTHER OPERATING COSTS:**

<b>-550.34-71 Contract Mowing</b>	<b>\$52,320</b>
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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.

**PERFORMANCE MEASURES:**

-

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

Acct. Code		FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18 \$	%
-5016								
	<u>Salaries &amp; Wages</u>							
-550.10-01	Salary	\$ 4,969	\$ 5,269	\$ 4,149	\$ 5,555	\$ 4,524	\$ 375	9.0%
-550.10-02	Hourly	1,520	909	1,923	912	2,020	97	5.0%
-550.10-03	Overtime	3	-	20	-	-	(20)	-100.0%
	Total Salaries & Wages	<u>6,492</u>	<u>6,178</u>	<u>6,092</u>	<u>6,467</u>	<u>6,544</u>	<u>452</u>	<u>7.4%</u>
	<u>Benefits</u>							
-550.11-10	FICA	487	462	439	495	451	12	2.7%
-550.11-12	Health Insurance	728	861	885	890	885	-	0.0%
-550.11-13	Dental Insurance	24	21	22	19	24	2	9.1%
-550.11-14	Life Insurance	4	1	1	-	13	12	1200.0%
-550.11-15	Vision Insurance	6	5	7	5	8	1	14.3%
-550.11-17	457 City Match Contribution	62	55	94	65	109	15	16.0%
-550.11-21	Workers Compensation	144	148	175	171	207	32	18.3%
-550.11-22	Long-term Disability Insurance	25	23	23	21	20	(3)	-13.0%
-550.11-25	MSRP Retirement	393	302	304	288	327	23	7.6%
	Total Benefits	<u>1,873</u>	<u>1,878</u>	<u>1,950</u>	<u>1,954</u>	<u>2,044</u>	<u>94</u>	<u>4.8%</u>
	<u>Other Operating Costs</u>							
-550.34-71	Contract Mowing	46,498	38,236	49,491	49,491	52,320	2,829	5.7%
	Total Turf & Right of Way Maint.	<u>\$ 54,863</u>	<u>\$ 46,292</u>	<u>\$ 57,533</u>	<u>\$ 57,911</u>	<u>\$ 60,908</u>	<u>\$ 3,375</u>	<u>5.9%</u>

# BUILDING AND GROUNDS DIVISION TREE AND LANDSCAPE MAINTENANCE

PROGRAM #5020



This program provides for maintaining the city's urban forest, 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 Earth Day are annual events. Cooperation with the Committee for a Better Environment and the Tree and Landscape Board assure maximum use of allocated resources in the City's beautification efforts.

## SIGNIFICANT ACCOMPLISHMENTS:

- The annual Roadside Tree Care blanket permit was renewed by the Maryland Department of Natural Resources.
- The Arbor Day program was held along the hiker/biker trail in Berwyn, as on of the requirements to meet the Tree City USA recertification.
- One new planting bed was created at the entrance to Davis Field and the other existing bed was re-planted with perennials.
- Two new community bulletin boards were purchased; one was installed at the east end of Lackawanna Street, near the walkway to the Greenbelt Metro, and the other will be mounted on the wall at the Duvall Concession building.

## BUDGET HIGHLIGHTS:

- Requested funding for a Citywide Tree Canopy Assessment, and continued funding of the Tree Canopy Enhancement Program to reimburse property owners for tree planting on private property. Request for an additional FTE and funding for part time summer help.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Assistant Director	0.2	0.2	0.2	0.20
Landscape Foreman	0.7	0.7	0.7	0.70
Lead Groundskeeper	0.3	0.3	0.3	0.20
Groundskeeper	0.94	0.94	0.94	0.94
Laborer	1.94	1.94	1.94	2.97
Engineering Intern	0.15	0.15	0.15	-
Part-time summer laborer	-	-	-	0.40
<b>Total Personnel</b>	<b>4.23</b>	<b>4.23</b>	<b>4.23</b>	<b>5.41</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$184,729	\$195,245	\$200,126	\$238,658
Benefits	56,269	71,137	76,162	86,326
Other Operating Costs	69,949	84,416	110,366	104,000
Capital	-	-	2,000	-
<b>Total Expenditures</b>	<b>\$310,947</b>	<b>\$350,798</b>	<b>\$388,654</b>	<b>\$428,984</b>

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

**OTHER OPERATING COSTS:**

**-550.12-11 Travel & Training** **\$800**

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

**-550.30.15 Consulting** **\$15,000**

Tree Canopy Assessment

**-550.34-40 Tree Maintenance**

Tree pruning & removal	\$43,700
Stump grinding	3,500
Pesticide control applications	2,800
	<b>\$50,000</b>

**-550.60-50 Trees, Shrubs & Flowers** **\$30,000**

Provides for seasonal flowers, tree replacement and beautification/landscaping in City property and right-of-way; and Arbor, Earth and other community service days.

**-550.60-51 Tree Canopy Enhancement Program** **\$3,000**

Tree replacement on private property

**PERFORMANCE MEASURES:**

- Number of trees the City planted in the right-of-way (doesn't include utility companies)
- Number of trees the City removed from right-of-way (doesn't include utility companies)

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

Acct. Code	FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget		
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18		
						\$	%	
-5020								
	<u>Salaries &amp; Wages</u>							
-550.10-01	\$ 19,870	\$ 21,077	\$ 20,743	\$ 22,221	\$ 22,622	\$ 1,879	9.1%	
-550.10-02	164,303	172,914	178,592	188,195	215,186	36,594	20.5%	
-550.10-03	556	1,254	791	791	850	59	7.5%	
	<u>184,729</u>	<u>195,245</u>	<u>200,126</u>	<u>211,206</u>	<u>238,658</u>	<u>38,532</u>	<u>19.3%</u>	
	<u>Benefits</u>							
-550.11-10	13,060	14,317	14,549	16,157	17,444	2,895	19.9%	
-550.11-12	23,716	36,804	40,569	30,915	43,597	3,028	7.5%	
-550.11-13	1,099	1,639	1,712	1,137	1,772	60	3.5%	
-550.11-14	435	306	344	286	714	370	107.8%	
-550.11-15	268	422	463	285	390	(73)	-15.7%	
-550.11-17	2,572	2,753	2,290	3,018	2,810	520	22.7%	
-550.11-18	766	-	-	-	-	-	0.0%	
-550.11-21	3,875	4,661	5,762	5,601	7,526	1,764	30.6%	
-550.11-22	599	662	748	610	683	(65)	-8.7%	
-550.11-25	9,879	9,574	9,726	9,306	11,390	1,664	17.1%	
	<u>56,269</u>	<u>71,137</u>	<u>76,162</u>	<u>67,316</u>	<u>86,326</u>	<u>10,164</u>	<u>13.3%</u>	
	<u>Other Operating Costs</u>							
-550.12-10	-	-	75	50	50	(25)	-33.3%	
-550.12-11	780	870	600	600	800	200	33.3%	
-550.20-11	22,605	23,491	23,141	23,141	-	(23,141)	-100.0%	
-550.30-15	-	-	-	-	15,000	15,000	-	
-550.34-40	29,308	35,560	51,300	40,000	50,000	(1,300)	-2.5%	
-550.40-13	676	976	1,300	1,000	1,200	(100)	-7.7%	
-550.48-11	-	-	500	300	300	(200)	-40.0%	
-550.60-10	1,181	1,178	1,000	1,000	1,200	200	20.0%	
-550.60-13	415	659	750	750	750	-	0.0%	
-550.60-15	535	209	300	300	400	100	33.3%	
-550.60-50	13,470	20,166	30,000	30,000	30,000	-	0.0%	
-550.60-51	-	-	-	-	3,000	3,000	-	
-550.65-13	775	1,132	1,000	1,000	1,000	-	0.0%	
-550.67-10	175	175	300	175	200	(100)	-33.3%	
-550.67-20	29	-	100	50	100	-	0.0%	
	<u>69,949</u>	<u>84,416</u>	<u>110,366</u>	<u>98,366</u>	<u>104,000</u>	<u>(6,366)</u>	<u>-5.8%</u>	
	<u>Capital Outlay</u>							
-550.95-10	-	-	2,000	2,000	-	(2,000)	-100.0%	
	<u>-</u>	<u>-</u>	<u>2,000</u>	<u>2,000</u>	<u>-</u>	<u>(2,000)</u>	<u>-100.0%</u>	
Total Tree & Landscape Maint.	<u>\$ 310,947</u>	<u>\$ 350,798</u>	<u>\$ 388,654</u>	<u>\$ 378,888</u>	<u>\$ 428,984</u>	<u>\$ 40,330</u>	<u>10.4%</u>	

# ENGINEERING SERVICES

PROGRAM #5021



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

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

## SIGNIFICANT ACCOMPLISHMENTS:

- Developed a web map for utility work in the City.
- Reformatted all graphics in the City's Pavement Management Plan.

## BUDGET HIGHLIGHTS:

- The decrease in this budget for FY 2018 is due to the elimination of overhead allocations.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Civil Engineer	1	1	1	1
Engineering Technician	1	1	1	1
Engineering Intern	0.2	0.2	0.2	1
<b>Total Personnel</b>	<b>2.2</b>	<b>2.2</b>	<b>2.2</b>	<b>3</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$154,856	\$159,374	\$176,144	\$183,317
Benefits	44,498	47,100	50,371	53,444
Other Operating Costs	15,457	15,023	28,174	21,160
Capital	2,527	7,209	14,000	6,000
<b>Total Expenditures</b>	<b>\$217,338</b>	<b>\$228,706</b>	<b>\$268,689</b>	<b>\$263,921</b>

**OTHER OPERATING COSTS:**

<b>-550.12-11 Travel &amp; Training</b>	
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
	<b>\$4,090</b>

<b>-550.30-11 Design &amp; Engineering</b>	
Includes \$3,000 for concept maps for future projects	
	<b>\$6,500</b>

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

<b>-550.67-10 Dues</b>	
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.	
	<b>\$950</b>

**CAPITAL OUTLAY:**

<b>-550.96-10 Concrete</b>	
Brick paver panel replacement along US Route 1.	
<i>See Capital Projects Fund</i>	
	<b>\$6,000</b>

**PERFORMANCE MEASURES:**

-

## ENGINEERING SERVICES

Acct. Code		FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	
							\$	%
-5021								
	<u>Salaries &amp; Wages</u>							
-550.10-01	Salary	\$ 113,671	\$ 116,140	\$ 124,400	\$ 123,458	\$ 130,060	\$ 5,660	4.5%
-550.10-02	Hourly	41,185	43,234	51,644	51,644	53,257	1,613	3.1%
-550.10-03	Overtime	-	-	100	-	-	(100)	-100.0%
	Total Salaries & Wages	<u>154,856</u>	<u>159,374</u>	<u>176,144</u>	<u>175,102</u>	<u>183,317</u>	<u>7,173</u>	<u>4.1%</u>
	<u>Benefits</u>							
-550.11-10	FICA	11,571	11,885	11,363	13,395	13,498	2,135	18.8%
-550.11-12	Health Insurance	13,815	16,758	18,541	17,309	18,541	-	0.0%
-550.11-13	Dental Insurance	1,427	1,491	1,547	1,065	1,077	(470)	-30.4%
-550.11-14	Life Insurance	179	95	94	82	413	319	339.4%
-550.11-15	Vision Insurance	253	259	275	351	364	89	32.4%
-550.11-17	457 City Match Contribution	3,654	3,668	3,650	3,666	3,650	-	0.0%
-550.11-18	401A Retirement	2,687	2,810	2,940	2,875	3,055	115	3.9%
-550.11-21	Workers Compensation	3,456	3,828	5,088	5,176	5,812	724	14.2%
-550.11-22	Long-term Disability Insurance	588	608	653	556	531	(122)	-18.7%
-550.11-25	MSRP Retirement	6,868	5,698	6,220	6,127	6,503	283	4.5%
	Total Benefits	<u>44,498</u>	<u>47,100</u>	<u>50,371</u>	<u>50,602</u>	<u>53,444</u>	<u>3,073</u>	<u>6.1%</u>
	<u>Other Operating Costs</u>							
-550.12-10	Non Training Travel-mileage reimb.	15	8	200	150	200	-	0.0%
-550.12-11	Travel & Training	1,387	552	4,090	2,000	4,090	-	0.0%
-550.20-11	Fleet Services - allocated overhead	7,535	7,830	7,714	7,714	-	(7,714)	-100.0%
-550.30-11	Design & Engineering	1,565	1,170	6,500	2,500	6,500	-	0.0%
-550.30-15	Consulting	3,000	-	2,000	1,500	2,000	-	0.0%
-550.30-20	Surveying	-	3,308	5,100	3,500	5,100	-	0.0%
-550.36-10	Printing	-	196	-	-	-	-	0.0%
-550.47-10	Clothing & Uniforms	-	93	-	-	-	-	0.0%
-550.60-10	General Supplies	232	500	500	300	1,100	600	120.0%
-550.61-10	Office Supplies	121	78	200	200	200	-	0.0%
-550.62-10	Postage	17	-	-	-	-	-	0.0%
-550.66-12	Cellular Phone	330	444	720	720	720	-	0.0%
-550.67-10	Dues	1,169	844	850	950	950	100	11.8%
-550.67-20	Publications & Books	86	-	300	200	300	-	0.0%
	Total Other Operating Costs	<u>15,457</u>	<u>15,023</u>	<u>28,174</u>	<u>19,734</u>	<u>21,160</u>	<u>(7,014)</u>	<u>-24.9%</u>
	<u>Capital Outlay</u>							
-550.96-10	Concrete	-	-	3,000	2,000	6,000	3,000	100.0%
-550.96-30	Streetlights	2,527	7,209	11,000	8,000	Capital Projects		
	Total Capital Outlay	<u>2,527</u>	<u>7,209</u>	<u>14,000</u>	<u>10,000</u>	<u>6,000</u>	<u>(8,000)</u>	<u>-57.1%</u>
	<b>Total Engineering Services</b>	<u>\$ 217,338</u>	<u>\$ 228,706</u>	<u>\$ 268,689</u>	<u>\$ 255,439</u>	<u>\$ 263,921</u>	<u>\$ (4,768)</u>	<u>-1.8%</u>

# FLEET SERVICES

PROGRAM #5030



Fleet Services, the City's central garage, provides fleet maintenance for approximately 106 units, including trash/recycling trucks, pickup trucks, vehicles, snow plows, and other motorized equipment. Regular preventative maintenance of vehicles is performed according to mileage and/or time since last service. Some preventative maintenance and breakdown maintenance is contracted out.

## SIGNIFICANT ACCOMPLISHMENTS:

- Two new rear load refuse packer trucks were added to the fleet to replace trucks that had reached the end of their useful life.
- Global positioning systems were installed in six fleet vehicles.

## BUDGET HIGHLIGHTS:

- Request funding for an additional twenty global positioning systems for fleet vehicles, as well as monthly monitoring service for all units.

## PERSONNEL:

Authorized Position	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Fleet Supervisor	-	-	-	0.95
Mechanic	2	2	2	1.90
Garage Supply Clerk/Assistant Mechanic	1	1	1	-
Garage Supply Clerk	-	-	-	0.78
<b>Total Personnel</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3.63</b>

## SUMMARY OF EXPENDITURES:

Type	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Salaries & Wages	\$173,964	\$208,328	\$216,059	\$251,043
Benefits	60,572	64,691	72,138	91,542
Other Operating Costs	463,861	374,902	473,377	409,475
Capital	2,425	1,775	9,800	10,380
<b>Total Expenditures</b>	<b>\$700,822</b>	<b>\$649,696</b>	<b>\$771,374</b>	<b>\$762,440</b>

**CAPITAL OUTLAY:**

**-550.92-20 Equipment**

Autel - annual software upgrade to handheld scanner (reads vehicle deficiency codes)	\$ 800
Motor-AllData - cars & light trucks renewal	1,000
Motor-AllData - medium & heavy duty trucks renewal	1,000
	<b>\$2,800</b>

**-550.97-40 Global Positioning System**

**\$7,580**

This fiscal year (FY2017) we installed six GPS/AVL units into six DPW vehicles as a pilot project during snow season. The GPS/AVL system from Webtech Wireless/ AT&T Mobility is on the State of Maryland Agreement # 1871752. Even though we only had three snow events that we responded to, the GPS/AVL units allowed us to track all six vehicles. For FY2018, we want to keep the six units that we piloted and add 20 additional units.. Therefore, we will have all of the snow removal equipment—dump trucks and pickup trucks—and the trash trucks on the GPS/AVL system so that all of these vehicles can be tracked.

**PERFORMANCE MEASURES:**

- Total preventative maintenance work orders completed
- Total non-preventative maintenance vehicle repair work orders completed

## FLEET SERVICES

Acct. Code	FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	%
						\$	%
<b>-5030</b>							
	<u>Salaries &amp; Wages</u>						
-550.10-02	\$ 169,083	\$ 205,111	\$ 210,059	\$ 216,743	\$ 249,043	\$ 38,984	18.6%
-550.10-03	4,881	3,217	6,000	3,000	2,000	(4,000)	-66.7%
	<u>173,964</u>	<u>208,328</u>	<u>216,059</u>	<u>219,743</u>	<u>251,043</u>	<u>34,984</u>	<u>16.2%</u>
	<u>Benefits</u>						
-550.11-10	12,828	15,329	15,911	16,810	18,269	2,358	14.8%
-550.11-12	29,676	28,837	33,778	30,842	45,994	12,216	36.2%
-550.11-13	1,366	1,444	1,547	1,428	1,718	171	11.1%
-550.11-14	169	103	116	98	550	434	374.1%
-550.11-15	373	377	427	396	543	116	27.2%
-550.11-17	1,201	1,617	1,695	1,637	2,229	534	31.5%
-550.11-18	2,577	4,619	4,873	4,606	4,810	(63)	-1.3%
-550.11-21	3,793	4,909	6,178	5,745	7,882	1,704	27.6%
-550.11-22	626	730	808	694	746	(62)	-7.7%
-550.11-25	7,963	6,726	6,805	6,410	8,801	1,996	29.3%
	<u>60,572</u>	<u>64,691</u>	<u>72,138</u>	<u>68,666</u>	<u>91,542</u>	<u>19,404</u>	<u>26.9%</u>
	<u>Other Operating Costs</u>						
-550.12-11	21	-	500	-	500	-	0.0%
-550.20-10	62,867	63,461	59,937	59,937	-	(59,937)	-100.0%
-550.30-15	2,090	-	-	-	-	-	0.0%
-550.34-20	140	65	200	200	200	-	0.0%
-550.36-20	2,550	825	1,000	1,350	1,500	500	50.0%
-550.40-11	-	239	2,100	1,250	2,100	-	0.0%
-550.40-45	-	-	2,000	-	1,000	(1,000)	-50.0%
-550.41-10	85,720	79,232	73,000	75,000	88,000	15,000	20.5%
-550.41-11	88,897	66,184	80,000	80,000	65,000	(15,000)	-18.8%
-550.41-20	30,909	26,359	30,000	30,000	30,000	-	0.0%
-550.45-16	6,051	4,393	5,000	5,000	5,000	-	0.0%
-550.60-14	-	-	500	-	500	-	0.0%
-550.60-15	1,881	2,796	3,500	3,000	3,500	-	0.0%
-550.60-70	3,339	4,440	7,440	5,000	7,400	(40)	-0.5%
-550.62-10	17	29	200	100	100	(100)	-50.0%
-550.64-10	45,890	32,941	56,000	35,000	50,000	(6,000)	-10.7%
-550.64-11	94,138	63,911	105,000	80,000	100,000	(5,000)	-4.8%
-550.64-12	15,892	13,371	16,500	14,000	16,500	-	0.0%
-550.64-15	(1,665)	(1,735)	(2,000)	(2,000)	-	2,000	-100.0%
-550.65-10	16,027	12,139	20,000	12,000	18,000	(2,000)	-10.0%
-550.65-11	8,722	5,563	12,000	7,000	10,000	(2,000)	-16.7%
-550.66-40	-	-	-	425	9,675	9,675	-
-550.69-10	375	689	500	500	500	-	0.0%
	<u>463,861</u>	<u>374,902</u>	<u>473,377</u>	<u>407,762</u>	<u>409,475</u>	<u>(63,902)</u>	<u>-13.5%</u>
	<u>Capital Outlay</u>						
-550.92-20	2,425	1,775	9,800	8,000	2,800	(7,000)	-71.4%
-550.97-40	-	-	-	2,809	7,580	7,580	-
	<u>2,425</u>	<u>1,775</u>	<u>9,800</u>	<u>10,809</u>	<u>10,380</u>	<u>580</u>	<u>5.9%</u>
	<b>Total Fleet Services</b>						
	<u>\$ 700,822</u>	<u>\$ 649,696</u>	<u>\$ 771,374</u>	<u>\$ 706,980</u>	<u>\$ 762,440</u>	<u>\$ (8,934)</u>	<u>-1.2%</u>
-550.20-11	(753,497)	(783,026)	(771,374)	(771,374)	-	771,374	-100.0%
	<b>Net Fleet Services</b>						
	<u>\$ (52,675)</u>	<u>\$ (133,330)</u>	<u>\$ -</u>	<u>\$ (64,394)</u>			



# INTERFUND TRANSFERS AND CONTINGENCY

PROGRAM #9210 AND #6510



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

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

## **BUDGET HIGHLIGHTS:**

- There are no significant changes with respect to Interfund Transfers. No new debt is anticipated to be incurred and payments are in accordance with the debt service amortization schedules.
- The regular Contingency line is being increased to \$100,000. There are no current plans to spend these funds.
- There is a new request for a \$250,000 contingency for implementing recommendations from the recent Public Safety Study. Depending on the results of the study, the City Council may wish to implement some or all of the recommendations and this will provide a source of funds to do that.

## **PERSONNEL:**

- There are no personnel costs associated with this budget.

## INTERFUND TRANSFERS

Acct. Code		FY 2015	FY 2016	FY 2017		FY 2018	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 17 to FY 18	FY 17 to FY 18
							\$	%
-9210								
-590.99-10	Transfers to Capital Projects Fund	\$ 1,081,225	\$ 1,658,500	\$ 2,435,440	\$ 2,435,440	\$ 3,410,410	\$ 974,970	40.0%
-590.99-10	Transfers to Debt Service Fund	590,826	191,870	525,207	527,126	559,342	34,135	6.5%
	Total Transfers to Other Funds	<u>\$ 1,672,051</u>	<u>\$ 1,850,370</u>	<u>\$ 2,960,647</u>	<u>\$ 2,962,566</u>	<u>\$ 3,969,752</u>	<u>\$ 1,009,105</u>	<u>34.1%</u>

## CONTINGENCY

-6510								
-510.85-10	Contingency	\$ -	\$ -	\$ 10,000	\$ -	\$ 100,000	\$ 90,000	900.0%
-510.85-11	Contingency for implementation of Public Safety study recommendations					250,000	250,000	-
	Total Contingency	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ 350,000</u>	<u>\$ 340,000</u>	<u>3400.0%</u>

# CAPITAL PROJECTS FUND



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 following is a summary of the Proposed Capital Projects Fund budget request for FY 2018:

## CIP:

### **Institutional Network (I-Net)/P.E.G.**

**\$150,000**

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 and Council and the I-Net's adopted budget. For FY17, 28.1% of that payment is allocable to capital and may be paid from P.E.G. funds; the remaining 71.9% covers I-Net operating costs and is budgeted in the General Fund, Information Technology 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.

### **Public Works Facility Improvements**

**\$100,000**

This project will review and propose improvements to the City's Public Works facility. HVAC improvements to Davis Hall have been completed and the modular building is scheduled to open in April 2017.

### **City Hall Expansion**

**\$1,000,000**

A new City Hall will be built on the existing City Hall site and will accommodate the relocation of the Public Services department from 4601A Calvert Road. 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..

The \$400,000 FY2006 State Bond was extended to June 1, 2017 and the City must expend or encumber its share of these funds for design and engineering to avoid forfeiting the grant. The \$600,000 expenditure shown for FY 2017 will accomplish that. The FY 2018 amount is for additional accumulation of funds for the project.

**Pavement Management Plan****\$851,000**

This plan maintains the City’s street network and appurtenances as outlined in the annual Pavement Management Plan (PMP), prepared by the City Engineer. This plan is based on an on-site visual inspection of every street in the City and is updated annually. Streets are rated on a scale of 1-10, “10” being the worse case. It has been several years since the City has had a street rated “10”. Funding for residential and other special requests, including new traffic-calming devices, are also covered under this project. This project is reset to -0- each fiscal year. Adoption of the budget ordinance specifically references approval of the Pavement Management Plan as presented to Mayor and Council.

In previous years, the Pavement Management Plan has been funded through State highway user tax revenues. Due to cuts in these funds for FY10 - FY16, alternate sources of funding will need to be identified. This project funds the ongoing maintenance of City streets, sidewalks, curb and gutter, and other infrastructure. The program of planned regular resurfacing has allowed the City to avoid doing expensive major street reconstruction.

**Duvall Field Renovation****\$150,000**

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

The first phase has been completed. The second phase will replace the field lighting. Funding is provided from a variety of sources including Program Open Spaces, State bonds and developer contributions.

**Guardrail Replacement****No request**

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

**Sustainability Initiative****\$16,326**

This project funds ongoing green initiatives to reduce energy consumption and increase the use of renewable energy in accordance with the City’s Smart Energy Community goals. This project also provides support for implementation of the City operations sustainability plan and community garden initiatives. Requested funds are proposed to fund the community garden.

**CCTV****\$75,000**

This project consolidates record-keeping for purchase, installation and operation of closed circuit television (“CCTV”) cameras and license plate recognition units (“LPR”) at various locations, funded through this project and a previous designation of speed enforcement camera revenue. Through FY15, some operating costs (security camera repair and maintenance, electricity costs) have been paid from this project.

**Hollywood Gateway Park****\$646,000**

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

Of the requested funding, all but \$50,000 is expected to be reimbursed through other funding sources.

**Hollywood Commercial Revitalization****\$500,000**

This project funds streetscape improvements in the Hollywood Commercial District, located at the intersection

of Edgewood Road and Rhode Island Avenue. Project scope may include, but is not limited to, tree planting, sidewalk reconstruction, pedestrian lights and signage.

Total design costs are projected at \$1.5 million. The \$500,000 for FY2018 is for the wellness circuit and is expected to be funded by a City share of \$100,000 and the remainder coming from other sources.

**BikeShare**

**\$150,000**

This is a 3 year project with the University of Maryland to initiate a BikeShare program in College Park with 15 stations under a contract with Zagster, Inc. The University-funded portion is not shown below. A state grant, county contribution and developer contributions have been secured to help fund the program. Membership and user fees will help fund operations and maintenance of the program.

The initial contract for 15 City stations has been expanded to 18 during the first year of operations. An MOU has been approved by the Mayor and Council to allow for system expansion beyond the City limits.

**Randolph Macon**

**No request**

This project was just completed. The project funded construction of a 30' right-of-way between Rhode Island Avenue and Dartmouth Avenue in the Old Town neighborhood known as Randolph Macon Avenue.

**Route 1 Underground Utilities**

**No request**

This project would design and construct the undergrounding of utilities as part of the reconstruction of U.S. Route 1 by State Highway Administration (SHA), contingent on funding availability.

**Old Parish House Renovations #2**

**\$50,000**

This project funds repairs and upgrades to the Old Parish House, a City-owned facility at 4711 Knox Road. Work will be done in phases, dependent on available funding and according to the maintenance plan and program completed in FY16. This plan is part of a Historic Structures Report that evaluates character-defining features, structural integrity and provides work priorities and cost estimates.

A repair contract was awarded in FY 2017 and work is currently underway. A grant for over \$40,000 was received from Prince George's County Historic Preservation Commission for additional repairs and requires a \$4,400 match.

**Parking Enforcement Equipment Replacement**

**\$62,500**

This project provides funding for replacement of Parking Enforcement equipment, including handheld ticket writers and pay stations.

**Complete and Green Streets**

**\$150,000**

This is a program established to implement the complete and green streets policy adopted by the City Council. It funds projects to improve facilities for walking and bicycling within City rights-of-way as well as green infrastructures. A priority matrix was developed by City staff to help identify projects for funding. A State bond bill has been requested that requires a City match of \$100,000. Additional State matching grants will be pursued to assist with implementation.

**Vehicle Replacement Program**

**\$1,170,456**

Vehicle replacement is determined by ratings established using the Department of Public Works' vehicle replacement analysis report. This project is designed to be replenished annually from the General Fund based on the depreciation of the City's fleet. Replacement is calculated based on estimated life of classes of vehicles, taking into account maintenance history records for each vehicle. This project is ongoing, subject to annual

funding. A \$2,000,000 5-year master lease was initiated in FY16 to fund current and future vehicle purchases. The lease payments due are budget and paid from this line and funded through the transfer from the General Fund. FY 2018 lease payments due total \$420,456.

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.

<b>Facilities Capital Reserve</b>	<b>\$995,879</b>
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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 and Family Services, Calvert Road School, Old Parish House, Davis Hall and surrounding structures. The Mayor and 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 property as necessary.

<b>Program Open Space Acquisition Projects</b>	<b>\$150,000</b>
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The City typically receives an annual allocation of Program Open Space (POS) funds from the State of Maryland for the acquisition of property for recreational or open space purposes. Sites to be acquired are determined by Mayor and Council based on needs and available funding.

A contract of sale for 2 lots on 47th Place was signed in FY 2017 for the Hollywood Gateway Park and other properties are under review for possible purchase.

## DEPARTMENTAL CAPITAL:

### PUBLIC WORKS:

<b>Site Improvements (DPW - Buildings)</b>	<b>\$50,000</b>
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- Structural inspection of the supply buildings and roof replacement of one building.

<b>Machinery (Recreational Facilities Maintenance)</b>	<b>\$40,000</b>
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- Electronic LED Informational sign at Duvall Field

<b>Equipment (Playground replacement)</b>	<b>\$27,500</b>
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- New play structure at Davis kids playground to replace a deteriorating playground. Applied for DNR grant.

<b>HVAC Systems (Building Maintenance)</b>	<b>\$75,000</b>
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- New state of the art HVAC system for the YFS building.  
*Note: \$63,000 was budgeted in the General Fund in FY 2017 for this project, but only \$25,000 of that is expected to be used for a study to determine HVAC needs. The amount requested in FY 2018 is for the estimated cost to purchase and install the system.*

<b>Crosswalk signals (Engineering Services)</b>	<b>\$60,000</b>
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- Purchase and installation of two pairs (both directions) of rectangular rapid flash beacons/crosswalk signals at locations to be determined.

<b>Streetlights</b>	<b>\$11,000</b>
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- Provides for up to 5 new streetlight installations that may be proposed for various locations.

# CAPITAL PROJECTS FUND REVENUES AND EXPENDITURES



Fund 301 & 302 Acct. Code	FY 2015	FY 2016	FY 2017		FY 2018	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	
<b>REVENUE/SOURCES</b>						
-324.40-00	PEG Funds - Comcast	119,178	113,491	-	114,000	114,000
-324.45-00	PEG Funds - Verizon	75,421	75,264	-	75,000	75,000
-330	Federal Grants	431,641	357,009	-	453,000	
-332.15-00	Program Open Spaces				979,228	746,000
-332	State Grants/State Bond Bill	158,288	260,680	-	659,657	275,000
-336	Other Grants	32,260	198,688	-	206,419	138,600
-340	Charges for Services	255	570	-	15,200	15,200
-361.52-00	Investment earnings - Suntrust Master Lease	-	-	-	2,954	3,000
-363	Developer Contributions	735,000	117,500	-	300,000	57,000
-364.10-00	Sale of Fixed Assets	49,222	5,000	-	-	-
-372.12-00	Proceeds from Suntrust Master Lease #3	-	2,000,000	-	-	-
-390.00-00	Transfer from General Fund	1,081,225	1,658,500	-	2,435,440	3,410,410
	Reserve for Capital Projects (prior year fund balance)	5,219,884	6,405,942	-	8,041,567	8,461,315
	<b>Total Revenue/Sources</b>	<b>7,902,374</b>	<b>11,192,644</b>	<b>-</b>	<b>13,282,465</b>	<b>13,295,525</b>

Project #	EXPENDITURES - Capital Outlay CIP:	Project Reserves			Funding Source		
		6/30/2016					
11004	Institutional Network/PEG	39,615	196,688	1,457,210	30,000	150,000	Reserves
15002	DPW Facilities Improvements	12,768	344,126	922,626	350,000	100,000	Reserves
41003	City Hall Expansion	21,237	4,512	2,443,535	600,000	1,000,000	Gen Fund
45008	Pavement Management Plan	789,390	288,601	798,387	700,000	851,000	Reserves
53007	Duvall Field Renovation	31,515	124,264	213,502	1,466,228	150,000	Multiple
85001	Guardrail Replacement	-	-	59,567	-	-	Reserves
91004	Sustainability Initiative	76,622	123,938	16,326	-	16,326	Reserves
92003	CCTV	183,027	57,286	-	1,800	75,000	Gen Fund
103002	Hollywood Gateway Park	14,742	-	-	75,000	646,000	Multiple
103004	Hollywood Commercial Revitaliz.	29,658	1,316	69,026	30,000	500,000	Multiple
113003	Bikeshare		385,293		150,000	150,000	Multiple
133001	Randolph Macon Avenue (Completed FY 2017)		169,557	(30,129)	211,341	-	Reserves
143001	Route 1 Underground Utilities	64,696	209,476	46,246	-	-	Reserves
155001	Old Parish House Renovations #2		17,000	43,000	25,000	50,000	Multiple
162002	Parking Enforcement Equipment Replacement			25,000	25,000	62,500	Reserves
163001	Complete Streets & Green Streets	9,900	33,460	52,640	249,401	150,000	Multiple
925061	Vehicle Replacement Program	77,448	619,509	1,749,004	745,456	1,170,456	Reserves
991013	Facilities Capital Reserve			300,054	50,000	995,879	Reserves
963028	Program Open Space Acquisition			(15,072)	1,000	150,000	POS
	<b>Completed CIP:</b>			(109,355)	-	-	
999999	Other Completed CIP				-	-	
103001	Downtown Streetscape #2	13,906	319,417		-	-	
133002	Retail Attraction & Expansion	17,118	27,882		-	-	
133004	Strategic Demolition Program	17,603			-	-	
153002	Bikeway Plan & Infrastructure	8,955			-	-	
	<b>Non Capital Being moved to General Fund: (Prior Years in CIP)</b>						
12006	Fire Dept Capital Equip Grant	45,000	52,500		60,000	In General Fund	
63002	Homeownership Grant Program	15,000	15,000		22,500		
113001	Business Retention Fund	27,556	9,175		28,424		
	Community Legacy Loan Repayment		150,000		-	-	
133003	Business Recycling Incentive	676	2,076		-	-	
	<b>Departmental Capital:</b>						
	Information Technology:						
	Website redesign					35,000	Gen Fund
	Davis Hall work					24,000	Gen Fund
	Computer Hardware					13,170	Gen Fund
	Computer Software					55,978	Gen Fund
	Public Services:						
	Office furniture & relocation costs					100,000	Gen Fund
	Parking Pay Stations					50,000	Gen Fund
	Public Works:						
	Site Improvements (DPW - Buildings)					50,000	Gen Fund
	Machinery (Rec. Facilities Maintenance)					40,000	Gen Fund
	Equipment (Playground replacement)					27,750	Gen Fund
	HVAC Systems (Building Maintenance)					75,000	Gen Fund
	Crosswalk signals (Engineering Services)					60,000	Gen Fund
	Streetlights					11,000	Gen Fund
	<b>Other Capital Requests:</b>						
	Dog Park					75,000	Gen Fund
	Community Garden					24,000	Gen Fund
	<b>Total Capital Outlay</b>	<b>1,496,432</b>	<b>3,151,077</b>	<b>\$ 8,041,567</b>	<b>4,821,150</b>	<b>6,858,059</b>	
	Reserve for Capital Projects (funding source in next year)	\$ 6,405,942	\$ 8,041,567		\$ 8,461,315	\$ 6,437,466	

Fund 301 & 302 Acct. Code	FY 2015	FY 2016	FY 2017		FY 2018
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET

### CIP Reserve Balances

Project		Project Reserve Balances		
		Actual	Actual	Estimated
		June 30, 2016	Feb 28, 2017	July 1, 2017
011004	I-Net (Institutional Network-PEG)	\$ 1,457,210	\$ 1,490,669	\$ 1,472,551
015002	DPW Facilities Improvements	922,626	455,011	304,602
041003	City Hall Expansion	2,443,535	3,345,673	3,745,673
045008	Pavement Management Plan	798,387	1,116,330	819,387
302 053007	Duval Field Improvements	213,502	(305,678)	388,650
085001	Guardrail replacement	59,567	59,567	59,567
091004	Sustainability Initiatives	16,326	16,326	-
103002	Hollywood Gateway Park	-	177,052	177,052
103004	Hollywood Commercial Revitalization	69,026	313,207	306,610
133001	Randolph Macon Avenue	(30,129)	211,341	211,341
143001	Rte 1 Underground Utilities	46,246	92,476	92,476
155001	Old Parish house	43,000	45,916	20,000
162002	Parking Enforce. Equipment	25,000	50,000	25,000
163001	Complete & Green Streets	52,640	64,918	64,918
925061	Vehicle replacement program	1,749,004	1,884,699	1,003,548
302 963028	Program Open Space Acquisition Projects	(15,072)	(3,880)	81,559
991013	Facilities Capital Reserve	300,054	320,035	1,160,933
999999	Other older projects	(109,355)	17,707	-
Total		\$ 8,041,567	\$ 9,351,369	\$ 8,461,315

# 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

	<b>Balance 6/30/16</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>
2015 Parking Garage Bond	\$7,075 000	\$525,007	\$559,342	\$559,841	\$559,055
2016 Suntrust Master Lease (1)	2,000,000	420,456	420,456	420,456	420,456
Community Legacy Loan	300,000	-	-	-	-
<b>Total</b>	<b>\$9,375,000</b>	<b>\$945,463</b>	<b>\$979,798</b>	<b>\$980,297</b>	<b>\$979,511</b>

The FY 2018 budget reflects the payments due on the Parking Garage Bond.

1. The debt service for the Suntrust Lease is budgeted and paid from the Capital Projects Fund budget – Vehicle Replacement Program.

The Suntrust Master Lease is scheduled to be paid off at the end of FY 2021. The Community Legacy loan does not have a payment due until December 31, 2020 (\$150,000).

	FY 2015	FY 2016	FY 2017		FY 2018
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET
<b><u>REVENUE/SOURCES</u></b>					
Transfer from General Fund	\$ 590,826	\$ 191,870	\$ 525,207	\$ 525,207	\$ 559,342
<b><u>EXPENDITURES</u></b>					
Principal	294,000	-	340,000	340,000	382,000
Interest	260,746	191,812	185,207	185,207	177,342
Administrative Fees	5,000	-	-	-	-
Bond Counsel and other professional services	31,080	58	-	-	-
Total Debt Service payments	590,826	191,870	525,207	525,207	559,342
Excess Revenue over Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -

# COMPENSATION PLAN



Pay Grade	Position Title	Annual Salary Range Minimum	Annual Salary Range Maximum
101	Custodial Worker	\$30,479	\$50,290
102	Laborer Office Assistant	\$32,003	\$52,805
103		\$33,603	\$55,445
104	Custodial Supervisor Parking Enf Officer	\$35,283	\$58,217
105	Parking Enf Officer, Senior Bus Driver	\$37,047	\$61,128
106	Administrative Assistant Fiscal Support Specialist Supply Clerk	\$38,900	\$64,184
107	Groundskeeper Motor Equipment Operator I	\$40,845	\$67,394
108	Administrative Specialist Animal Control Officer Code Enforcement Officer Engineering Technician Garage Supply Clerk/Asst. Mechanic	\$42,887	\$70,763
109	Facilities Maintenance Worker Lead Groundskeeper Motor Equipment Operator II	\$45,032	\$74,301
110	Administrative Specialist, Senior Code Enforcement Officer, Senior Accounts Payable Specialist Outreach Specialist Payroll Specialist Seniors Program Caseworker	\$47,283	\$78,017
111	Assistant City Clerk Executive Assistant Information Systems Tech Landscape Supervisor (non-CDL) Mechanic Sustainability Coordinator	\$49,647	\$81,917

<b>Pay Grade</b>	<b>Position Title</b>	<b>Annual Salary Range Minimum</b>	<b>Annual Salary Range Maximum</b>
112	Crew Supervisor Parking Operations Supervisor Safety and Risk Specialist	\$52,129	\$86,013
113	Communications Coordinator Family Therapist - LGSW Human Resources Generalist Planner	\$54,736	\$90,314
114	Billing and Collections Supervisor Family Therapist - LCSW Fleet Supervisor Information Systems Network Administrator Seniors Program Manager	\$57,472	\$94,830
115	Code Enforcement Manager Parking Enforcement Manager Programmer Analyst Senior Planner	\$65,832	\$108,623
116	Clinical Supervisor City Clerk	\$69,124	\$114,054
117		\$72,580	\$119,757
118	Assistant Director of Finance Asst Dir Public Works-Administration Asst Dir Public Works - Operations Information Systems Manager	\$77,981	\$128,679
119	City Engineer	\$81,880	\$135,113
120		\$85,974	\$141,868
121	Assistant City Manager Director of Human Resources Director of Public Services Director of Planning Director of Youth, Family, and Seniors Services	\$90,273	\$148,962
122		\$94,787	\$156,410
123	Director of Finance Director of Public Works	\$99,526	\$164,230

# Pay Plan: Unified

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24
100	\$29,027	\$29,666	\$30,319	\$30,987	\$31,669	\$32,366	\$33,078	\$33,806	\$34,551	\$35,311	\$36,088	\$36,883	\$37,695	\$38,524	\$39,372	\$40,239	\$41,125	\$42,030	\$42,955	\$43,900	\$44,867	\$45,854	\$46,864	\$47,895
	\$ 13,955	\$ 14,263	\$ 14,576	\$ 14,898	\$ 15,225	\$ 15,561	\$ 15,903	\$ 16,253	\$ 16,611	\$ 16,976	\$ 17,350	\$ 17,732	\$ 18,123	\$ 18,521	\$ 18,929	\$ 19,346	\$ 19,772	\$ 20,207	\$ 20,651	\$ 21,106	\$ 21,571	\$ 22,045	\$ 22,531	\$ 23,026
101	\$30,479	\$31,150	\$31,835	\$32,536	\$33,252	\$33,984	\$34,732	\$35,497	\$36,278	\$37,077	\$37,893	\$38,727	\$39,579	\$40,450	\$41,341	\$42,251	\$43,181	\$44,131	\$45,103	\$46,095	\$47,110	\$48,147	\$49,207	\$50,290
	\$ 14,653	\$ 14,976	\$ 15,305	\$ 15,642	\$ 15,987	\$ 16,338	\$ 16,698	\$ 17,066	\$ 17,441	\$ 17,825	\$ 18,218	\$ 18,619	\$ 19,028	\$ 19,447	\$ 19,875	\$ 20,313	\$ 20,760	\$ 21,217	\$ 21,684	\$ 22,161	\$ 22,649	\$ 23,148	\$ 23,657	\$ 24,178
102	\$32,003	\$32,707	\$33,427	\$34,163	\$34,915	\$35,683	\$36,469	\$37,272	\$38,092	\$38,930	\$39,787	\$40,663	\$41,558	\$42,473	\$43,408	\$44,363	\$45,340	\$46,338	\$47,358	\$48,400	\$49,466	\$50,554	\$51,667	\$52,805
	\$ 15,386	\$ 15,725	\$ 16,071	\$ 16,425	\$ 16,786	\$ 17,155	\$ 17,533	\$ 17,919	\$ 18,313	\$ 18,716	\$ 19,128	\$ 19,550	\$ 19,980	\$ 20,420	\$ 20,869	\$ 21,328	\$ 21,798	\$ 22,278	\$ 22,768	\$ 23,269	\$ 23,782	\$ 24,305	\$ 24,840	\$ 25,387
103	\$33,603	\$34,343	\$35,099	\$35,871	\$36,661	\$37,468	\$38,292	\$39,135	\$39,997	\$40,877	\$41,777	\$42,696	\$43,636	\$44,597	\$45,578	\$46,581	\$47,607	\$48,655	\$49,726	\$50,820	\$51,939	\$53,082	\$54,250	\$55,445
	\$ 16,155	\$ 16,511	\$ 16,875	\$ 17,246	\$ 17,625	\$ 18,013	\$ 18,410	\$ 18,815	\$ 19,229	\$ 19,652	\$ 20,085	\$ 20,527	\$ 20,979	\$ 21,441	\$ 21,913	\$ 22,395	\$ 22,888	\$ 23,392	\$ 23,907	\$ 24,433	\$ 24,971	\$ 25,520	\$ 26,082	\$ 26,656
104	\$ 35,283	\$36,080	\$36,853	\$37,665	\$38,494	\$39,341	\$40,207	\$41,092	\$41,996	\$42,921	\$43,866	\$44,831	\$45,818	\$46,826	\$47,857	\$48,911	\$49,987	\$51,087	\$52,212	\$53,361	\$54,536	\$55,736	\$56,963	\$58,217
	\$ 16,963	\$ 17,337	\$ 17,718	\$ 18,108	\$ 18,507	\$ 18,914	\$ 19,330	\$ 19,756	\$ 20,190	\$ 20,635	\$ 21,089	\$ 21,553	\$ 22,028	\$ 22,513	\$ 23,008	\$ 23,515	\$ 24,032	\$ 24,561	\$ 25,102	\$ 25,654	\$ 26,219	\$ 26,796	\$ 27,386	\$ 27,989
105	\$37,047	\$37,863	\$38,696	\$39,548	\$40,418	\$41,308	\$42,217	\$43,147	\$44,096	\$45,067	\$46,059	\$47,073	\$48,109	\$49,168	\$50,250	\$51,356	\$52,487	\$53,642	\$54,823	\$56,029	\$57,263	\$58,523	\$59,811	\$61,128
	\$ 17,811	\$ 18,203	\$ 18,604	\$ 19,013	\$ 19,432	\$ 19,860	\$ 20,297	\$ 20,744	\$ 21,200	\$ 21,667	\$ 22,144	\$ 22,631	\$ 23,129	\$ 23,638	\$ 24,159	\$ 24,690	\$ 25,234	\$ 25,789	\$ 26,357	\$ 26,937	\$ 27,530	\$ 28,136	\$ 28,755	\$ 29,388
106	\$38,900	\$39,756	\$40,631	\$41,525	\$42,439	\$43,373	\$44,328	\$45,304	\$46,301	\$47,320	\$48,362	\$49,428	\$50,514	\$51,626	\$52,763	\$53,924	\$55,111	\$56,324	\$57,564	\$58,831	\$60,126	\$61,449	\$62,802	\$64,184
	\$ 18,702	\$ 19,113	\$ 19,534	\$ 19,964	\$ 20,403	\$ 20,852	\$ 21,312	\$ 21,781	\$ 22,260	\$ 22,750	\$ 23,251	\$ 23,763	\$ 24,286	\$ 24,820	\$ 25,367	\$ 25,925	\$ 26,496	\$ 27,079	\$ 27,675	\$ 28,284	\$ 28,907	\$ 29,543	\$ 30,193	\$ 30,858
107	\$40,845	\$41,744	\$42,662	\$43,602	\$44,561	\$45,542	\$46,545	\$47,569	\$48,616	\$49,686	\$50,780	\$51,898	\$53,040	\$54,207	\$55,401	\$56,620	\$57,866	\$59,140	\$60,442	\$61,772	\$63,132	\$64,522	\$65,942	\$67,394
	\$ 19,637	\$ 20,069	\$ 20,511	\$ 20,963	\$ 21,424	\$ 21,895	\$ 22,377	\$ 22,870	\$ 23,373	\$ 23,888	\$ 24,413	\$ 24,951	\$ 25,500	\$ 26,061	\$ 26,635	\$ 27,221	\$ 27,820	\$ 28,433	\$ 29,059	\$ 29,698	\$ 30,352	\$ 31,020	\$ 31,703	\$ 32,401
108	\$42,887	\$43,831	\$44,796	\$45,782	\$46,789	\$47,819	\$48,872	\$49,948	\$51,047	\$52,171	\$53,319	\$54,493	\$55,692	\$56,918	\$58,171	\$59,451	\$60,760	\$62,097	\$63,464	\$64,861	\$66,289	\$67,748	\$69,239	\$70,763
	\$ 20,619	\$ 21,073	\$ 21,537	\$ 22,011	\$ 22,495	\$ 22,990	\$ 23,496	\$ 24,013	\$ 24,542	\$ 25,082	\$ 25,634	\$ 26,199	\$ 26,775	\$ 27,364	\$ 27,967	\$ 28,582	\$ 29,212	\$ 29,854	\$ 30,512	\$ 31,183	\$ 31,870	\$ 32,571	\$ 33,288	\$ 34,021
109	\$45,031	\$46,022	\$47,035	\$48,071	\$49,129	\$50,210	\$51,315	\$52,445	\$53,599	\$54,779	\$55,985	\$57,217	\$58,477	\$59,764	\$61,079	\$62,424	\$63,798	\$65,202	\$66,637	\$68,104	\$69,603	\$71,135	\$72,701	\$74,301
	\$ 21,660	\$ 22,126	\$ 22,613	\$ 23,111	\$ 23,620	\$ 24,139	\$ 24,671	\$ 25,214	\$ 25,769	\$ 26,336	\$ 26,916	\$ 27,508	\$ 28,114	\$ 28,733	\$ 29,365	\$ 30,012	\$ 30,672	\$ 31,347	\$ 32,037	\$ 32,742	\$ 33,463	\$ 34,200	\$ 34,952	\$ 35,722
110	\$47,283	\$48,323	\$49,387	\$50,474	\$51,585	\$52,721	\$53,881	\$55,067	\$56,279	\$57,518	\$58,784	\$60,078	\$61,400	\$62,752	\$64,133	\$65,545	\$66,988	\$68,462	\$69,969	\$71,509	\$73,083	\$74,692	\$76,336	\$78,017
	\$ 22,732	\$ 23,232	\$ 23,744	\$ 24,266	\$ 24,800	\$ 25,347	\$ 25,904	\$ 26,475	\$ 27,057	\$ 27,653	\$ 28,262	\$ 28,884	\$ 29,519	\$ 30,169	\$ 30,833	\$ 31,512	\$ 32,206	\$ 32,914	\$ 33,639	\$ 34,379	\$ 35,136	\$ 35,910	\$ 36,700	\$ 37,508
111	\$49,647	\$50,740	\$51,857	\$52,998	\$54,165	\$55,357	\$56,575	\$57,821	\$59,093	\$60,394	\$61,723	\$63,082	\$64,470	\$65,890	\$67,340	\$68,822	\$70,337	\$71,885	\$73,467	\$75,085	\$76,737	\$78,426	\$80,153	\$81,917
	\$ 23,969	\$ 24,394	\$ 24,931	\$ 25,480	\$ 26,041	\$ 26,614	\$ 27,200	\$ 27,799	\$ 28,410	\$ 29,036	\$ 29,675	\$ 30,328	\$ 30,995	\$ 31,678	\$ 32,375	\$ 33,088	\$ 33,816	\$ 34,560	\$ 35,321	\$ 36,099	\$ 36,893	\$ 37,705	\$ 38,535	\$ 39,383
112	\$52,129	\$53,277	\$54,449	\$55,648	\$56,873	\$58,125	\$59,404	\$60,712	\$62,048	\$63,414	\$64,809	\$66,236	\$67,694	\$69,184	\$70,707	\$72,263	\$73,854	\$75,479	\$77,141	\$78,839	\$80,574	\$82,348	\$84,160	\$86,013
	\$ 25,062	\$ 25,614	\$ 26,177	\$ 26,754	\$ 27,343	\$ 27,945	\$ 28,560	\$ 29,188	\$ 29,831	\$ 30,488	\$ 31,158	\$ 31,844	\$ 32,545	\$ 33,262	\$ 33,994	\$ 34,742	\$ 35,507	\$ 36,288	\$ 37,087	\$ 37,903	\$ 38,738	\$ 39,590	\$ 40,462	\$ 41,352
113	\$54,736	\$55,940	\$57,172	\$58,430	\$59,716	\$61,031	\$62,374	\$63,747	\$65,150	\$66,584	\$68,050	\$69,548	\$71,079	\$72,643	\$74,242	\$75,876	\$77,546	\$79,253	\$80,998	\$82,781	\$84,603	\$86,465	\$88,368	\$90,314
	\$ 26,315	\$ 26,894	\$ 27,487	\$ 28,091	\$ 28,710	\$ 29,342	\$ 29,988	\$ 30,648	\$ 31,322	\$ 32,012	\$ 32,716	\$ 33,437	\$ 34,173	\$ 34,925	\$ 35,693	\$ 36,479	\$ 37,282	\$ 38,102	\$ 38,941	\$ 39,799	\$ 40,675	\$ 41,570	\$ 42,485	\$ 43,420
114	\$57,472	\$58,738	\$60,030	\$61,352	\$62,702	\$64,082	\$65,493	\$66,934	\$68,408	\$69,914	\$71,452	\$73,025	\$74,633	\$76,275	\$77,954	\$79,670	\$81,424	\$83,216	\$85,048	\$86,920	\$88,833	\$90,788	\$92,787	\$94,830
	\$ 27,631	\$ 28,239	\$ 28,861	\$ 29,496	\$ 30,145	\$ 30,809	\$ 31,487	\$ 32,180	\$ 32,888	\$ 33,613	\$ 34,352	\$ 35,108	\$ 35,881	\$ 36,671	\$ 37,478	\$ 38,303	\$ 39,146	\$ 40,008	\$ 40,888	\$ 41,788	\$ 42,708	\$ 43,648	\$ 44,609	\$ 45,591

## Pay Plan: Unified

Grade	Min	Market	Max
115	\$65,832	\$72,415	\$108,623
116	\$69,124	\$76,036	\$114,054
117	\$72,580	\$79,838	\$119,757
118	\$77,981	\$83,830	\$128,679
119	\$81,880	\$88,021	\$135,113
120	\$85,974	\$92,422	\$141,868
121	\$90,273	\$97,043	\$148,962
122	\$94,787	\$101,896	\$156,410
123	\$99,526	\$106,990	\$164,230

# CITY COUNCIL APPOINTED BOARDS, COMMITTEES AND COMMISSIONS



## **Aging-in-Place Task Force**

Identifies City and County resources that support our aging population, needs of the aging population who desire to age-in-place, gaps between current resources and needs, and strategies to address the gaps.

## **Animal Welfare Committee**

Coordinates local animal welfare groups and supports the animal control officer.

## **Board of Elections Supervisors**

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

## **Cable TV Commission**

Manages and oversees the City's cable television system. The system is run by the private sector. The prime responsibilities of this Commission include reviewing cable operations and communicating problems and citizen inquiries to the cable franchisees. The Cable Television Commission regulates basic cable rates as provided under Federal Communications Commission rules and regulations. In addition, the Commission evaluates the performance of the cable franchisees for purposes of maintaining a high level of service and formulating recommendations on granting franchises, franchise renewal and transfers. The Commission reviews and makes recommendations to the Mayor & Council on telecommunications services in general, reviews applications and agreements for the use of the City's rights-of-way by providers of telecommunications services within the City, and develops procedures for approving or denying applications to provide services.

## **Citizens Corps Council**

Advises the Mayor & Council on matters of public safety and emergency management.

## **College Park Airport Authority**

Investigates, reviews and reports on the current and proposed future uses of the College Park Airport and its facilities.

## **Committee for a Better Environment (CBE)**

Established to advise the Mayor & Council on environmental issues affecting the lives of College Park residents and shall initiate and implement beautification efforts. The planned programs include Earth Day, Arbor Day and others to increase environmental awareness, recycling and open space utilization. The CBE will initiate

community outreach through distribution of literature to promote programs and events, information sharing and periodic website updates.

### **Education Advisory Committee**

Advises Mayor & Council on issues relating to education within the City.

### **Ethics Commission**

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

### **Neighborhood Quality of Life Committee**

Seeks to engage with various stakeholders to explore ways to achieve 2 overall goals: (1) to regain a balance in types of housing and population in College Park neighborhoods; and (2) to address quality of life concerns that stem from rental housing.

### **Neighborhood Watch Steering Committee**

Advises Mayor & Council and reviews, enhances and further develops College Park Neighborhood Watch.

### **Noise Control Board**

Advises City in noise control efforts and adjudicates noise complaints.

### **Old Town Local Advisory Commission**

Assists and advises the Prince George's County Historic Preservation Commission (HPC) in the performance of its decisions concerning applications for Historic Area Work Permits for building additions, modifications and other work that alters buildings and environmental settings within the Old Town local historic district.

### **Tree and Landscape Board**

Educates and encourages citizens to use safe and desirable installation, removal and maintenance practices in order to promote healthy trees, shrubs and ground cover on private and public lands within the City limits.

### **Veterans Memorial Improvement Committee**

Advises and assists the City to ensure that the Veterans Memorial is used and maintained in a manner befitting the service and memory of those who served.

# FISCAL POLICIES



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

## FUND STRUCTURE

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

In addition, the City maintains accounting records and performs record-keeping, billing and/or payroll services for other entities not included in the City's financial statements, including Guilford Run Fund, Neighborhood Watch Fund, Veterans Memorial Fund, Housing Authority of the City of College Park, College Park City-University Partnership ("CPCUP") and Downtown College Park Management Authority ("DCPMA" or "CDMA").

## FISCAL YEAR

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

## BUDGET PREPARATION, REVIEW AND ADOPTION

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

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

During the budget process, staff reviews all fees and fines set by the City and may propose increases to the City Manager for inclusion into the requested budget. Occupancy permits are intended to offset a certain

percentage of code enforcement expenditures. Other fees are intended to offset the estimated staff cost of certain processes. As many City parking meters and pay stations are located on private property, increases in parking meter rates and parking ticket fines may require approval from the respective property owners.

The City Manager and Director of Finance meet individually with each department head to discuss the department’s budget submittal, and changes are made, either increases or decreases, to accommodate the overall budget picture. Proposed new programs contemplated by the departments, in order to meet their short- and long-term goals, are evaluated during these meetings to determine if the City Manager is interested or willing to include them in the requested budget. If not included initially, they may be discussed with the Mayor and Council during the budget worksessions for possible inclusion. The priced Mayor and Council-submitted “wish list” items are also considered for inclusion in the requested budget. Following the individual meetings with the departments, the Director and Deputy Director of Finance prepare the City Manager’s Proposed Operating and Capital Budget which is submitted to Mayor and Council by March 31. The proposed budget is made available to the public, upon submittal to the Mayor and Council, in printed form and posted to the City’s website. In April, Mayor and Council hold budget worksessions, open to the public, televised and streamed over the Internet, at which each department must justify its budget requests. During these budget worksessions, any Mayor and Council-submitted “wish list” items not already included in the requested budget are reviewed. No public testimony is allowed at the worksession meetings. During these worksessions, the funding for capital projects is discussed and preliminary decisions are made. A budget ordinance is introduced at a regular Mayor and Council meeting in late April, and a budget public hearing is scheduled at least 14 days following budget introduction and newspaper advertising of the proposed budget and notice of the public hearing. Following the public hearing, the Mayor and Council may make amendments to the budget up to and including the meeting at which the budget is adopted. The budget is required to be adopted by Mayor and Council by May 31 and becomes effective on July 1.

## ANNUAL BUDGET CALENDAR

<b>January</b>	Mayor and Council provide budget guidance to City Manager. City Manager provides budget guidance to departments. Mayor and Council submit “wish list” requests to City Manager (for departments to price out).
<b>Late January</b>	Operating budget worksheets are distributed to departments. C.I.P. project summaries are distributed to departments for update. Finance and departments prepare revenue budget.
<b>Early February</b>	Departments submit IT requests to Information Technology for pricing and possible inclusion in the requested budget.
<b>Late February</b>	Operating budget worksheets are returned to Finance. Any proposed increases in fees or fines are submitted for review.
<b>Early March</b>	Department requests are reviewed by City Manager and Director of Finance; adjustments are made to balance citywide budget. Departments meet to finalize C.I.P. projects for requested budget.
<b>Mid March</b>	City Manager reviews Mayor and Council “wish list” pricing to decide which requests to include in the proposed budget.
<b>By March 31</b>	City Manager Proposed Operating and Capital Budget is submitted to Mayor and Council, is available to the public and is posted to the City’s website.

<b>Early April</b>	Mayor and Council review operating budget with City Manager, Director of Finance and department heads at worksessions (open to the public but with no public testimony). Mayor and Council review C.I.P. with City Manager, Director of Finance and certain department heads at worksessions (open to the public).
<b>Late April</b>	Budget ordinance is prepared and introduced at a regular Mayor and Council meeting. Public hearing on budget ordinance is advertised in a newspaper of general circulation in the City.
<b>Early May</b>	Public hearing is held, at which public testimony is taken.
<b>Early May</b>	Constant yield tax rate public hearing is held, if required by SDAT calculation.
<b>Mid May</b>	Possible worksession discussion of potential budget amendments.
<b>Late May</b>	Budget ordinance is adopted, with or without amendments.
<b>May 31</b>	Budget ordinance is required to be adopted by this date.
<b>July 1</b>	Adopted budget is effective for new fiscal year.

## FINANCIAL REPORTING BASIS OF ACCOUNTING

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

## BUDGET BASIS OF ACCOUNTING

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

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

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

project equity accounts through the adoption of a 5-year capital improvement program by the Mayor and Council.

## **BUDGET AMENDMENT AFTER ADOPTION**

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

## **BUDGET TRANSFERS**

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

## **BUDGET MONITORING**

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

## **CAPITAL IMPROVEMENT PROGRAM (“C.I.P.”)**

### *Projects Included*

The Capital Improvement Program (“C.I.P.”) process encourages participation by citizens and civic associations. Projects which meet the following criteria shall be included in the C.I.P.: all construction and new infrastructure construction in excess of \$30,000; vehicle acquisitions; 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 and Council may borrow money for any proper public purpose and evidence such borrowing by the issue and sale of its general obligation bonds in accordance with state law. The City may borrow up to 5% of the assessed valuation of all real property subject to City taxation in general obligation debt without the need to place such issue to referendum, to mature not more than 30 years from date of issue. The total of all City indebtedness at any one time shall not exceed 10% of the assessed valuation of all real property subject to City taxation. Based on current assessments, the City's general obligation debt limit is approximately \$102 million.

Although the current practice of the City, in financing capital expenditures, is "pay-as-you-go", the City 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
- Always ask ourselves, “Can we do it better?”; “If not us, then who?”; “If not now, then when?”.
- City management made a commitment in the early 1990’s to:
  - expand the revenue base whenever possible
  - seek appropriate grants from public and private sources
  - assess the economy on a constant basis
  - maintain and improve service and delivery levels
  - preserve jobs
  - evaluate everything always
  - prioritize capital projects based on available funding
  - maintain or improve staff morale

# DEMOGRAPHIC AND ECONOMIC STATISTICS - LAST 10 YEARS



## CITY OF COLLEGE PARK, MARYLAND

### Demographic and Economic Statistics Last Ten Calendar Years

Calendar Year	Population	Personal Income	Per Capita Personal Income	Unemployment Rate
2006	27,410	\$ 549,492,699	\$ 20,047	4.1%
2007	26,607	558,693,786	20,998	3.9%
2008	26,925	575,064,150	21,358	4.5%
2009	27,286	516,169,262	18,917	6.8%
2010	30,413	628,667,123	20,671	8.0%
2011	30,587	638,586,516	20,878	7.4%
2012	31,208	569,358,752	18,244	7.4%
2013	31,274	556,458,282	17,793	7.3%
2014	32,256	577,866,240	17,915	7.4%
2015	32,301	575,248,509	17,809	6.6%

**Sources:** Calendar years 2010, 2013, 2014 and 2015 data from U. S. Department of Commerce, Bureau of the Census. Except for years 2010, 2013, 2014, and 2015 population figures were prepared by the Maryland Department of Planning, Planning Data Services. Except for years 2010, 2012, 2013, 2014 and 2015 per capita income was estimated by the City's Finance Department based on Prince George's County's per capita personal income. Calendar 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



## CITY OF COLLEGE PARK, MARYLAND

### 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
2007	1,025,315	396,264	1,421,579	1,255,509	0.299	1,421,579	100%
2008	1,155,118	482,758	1,637,876	1,381,546	0.299	1,637,876	100%
2009	1,283,327	640,643	1,923,970	1,508,767	0.322	1,923,970	100%
2010	1,158,145	649,774	1,807,919	1,514,365	0.322	1,807,919	100%
2011	1,245,930	701,159	1,947,088	1,532,517	0.322	1,947,088	100%
2012	1,260,161	808,625	2,068,786	1,528,585	0.322	2,068,786	100%
2013	1,165,674	793,568	1,959,242	1,245,220	0.322	1,959,242	100%
2014	1,222,308	799,259	2,021,567	1,249,234	0.335	2,021,567	100%
2015	1,216,738	865,024	2,081,762	1,253,088	0.335	2,081,762	100%
2016	1,627,130	677,232	2,304,362	1,257,299	0.335	2,304,362	100%

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



## CITY OF COLLEGE PARK, MARYLAND

### Principal Property Taxpayers Current Fiscal Year and Nine Fiscal Years Ago (in thousands of dollars)

Taxpayer	Fiscal Year 2016 Taxable Assessed Value			Fiscal Year 2007 Taxable Assessed Value					
	Real (RP)	Personal (PP)	Total	Real (RP)	Personal (PP)	Total			
University View Partners, LLC	100,416	565	100,981	60,424	-	60,424	4.66%		4.33%
Student Housing College Park LLLP (The Varsity)	\$ 97,562	\$ 628	\$ 98,190	\$ -	\$ -	\$ -	4.53%		-
NSHE College Park, LLC (Camden)	88,600	-	88,600	-	-	-	4.09%		-
Campus Investors 4500 College Ave LLC	87,553	-	87,553	-	-	-	4.04%		-
Mazza Grand Marc Apartments	57,800	-	57,800	-	-	-	2.67%		-
UDR Domain College Park LLC	57,125	-	57,125	-	-	-	2.63%		-
IKEA Property, Inc. (RP) / IKEA Maryland, LLC (PP)	44,124	8,975	53,099	34,954	6,319	41,273	2.45%		2.96%
8300 Baltimore Avenue, LLC	52,000	222	52,222	-	-	-	2.41%		-
Jefferson at College Park, LP (RP) / Wynfield Park Apartments, LP (PP)	47,226	115	47,341	31,090	-	31,090	2.18%		2.23%
Terrapin Row Property Owner LLC	42,358	-	42,358	-	-	-	1.95%		-
Richard S. Gatti, et al (Marketplace)	33,434	-	33,434	32,515	-	32,515	1.54%		2.33%
Riverdale FDA, LLC	26,397	-	26,397	14,332	-	14,332	1.22%		1.03%
The Washington Post Company	-	-	-	24,139	27,791	51,930	-		3.72%
Potomac Electric Power Company	-	30,678	30,678	-	18,364	18,364	1.41%		1.32%
College Park Shopping Center, LP	-	-	-	11,768	-	11,768	-		0.84%
CPHH LLC (RP) / Imported Cars of Maryland (PP)	-	-	-	3,068	7,705	10,773	-		0.77%
Precision Products Group, Inc.	-	-	-	3,999	5,677	9,676	-		0.69%
<b>Total</b>	<b>\$ 536,617</b>	<b>\$ 39,990</b>	<b>\$ 576,607</b>	<b>\$ 216,289</b>	<b>\$ 65,856</b>	<b>\$ 282,145</b>	<b>26.59%</b>		<b>20.22%</b>

Sources: City of College Park Finance Department, State of Maryland Department of Assessments and Taxation (SDAT)

# PRINCIPAL EMPLOYERS



## CITY OF COLLEGE PARK, MARYLAND

### Principal Employers Current Fiscal Year and Nine Fiscal Years Ago

Employer	Fiscal Year 2016			Fiscal Year 2007		
	Employees	Rank	Percentage of Total City Employment	Employees	Rank	Percentage of Total City Employment
University of Maryland, College Park	17,323	1	52.75%	12,500	1	50.00%
University of Maryland University College (UMUC)	2,000	2	6.09%	750	3	3.00%
National Archives and Records Administration II	1,700	3	5.18%	1,300	2	5.20%
National Oceanic and Atmospheric Administration	825	4	2.51%	-	-	-
U.S. Food and Drug Administration (FDA)	800	5	2.44%	750	4	3.00%
American Center for Physics	500	6	1.52%	230	6	0.92%
IKEA	450	7	1.37%	300	5	1.20%
The Washington Post	-	-	-	220	7	0.88%
<b>Total</b>	<b>23,598</b>		<b>71.86%</b>	<b>16,050</b>		<b>64.20%</b>

Source: City of College Park, Department of Planning

# OPERATING INDICATORS BY FUNCTION/PROGRAM



## CITY OF COLLEGE PARK, MARYLAND

### Operating Indicators by Function/Program Last Ten Fiscal Years

Function/Program	Fiscal Year									
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
<b>Parking enforcement</b>										
Number of parking tickets issued	34,538	36,712	37,353	34,186	34,288	28,315	34,027	37,705	36,731	33,582
<b>Recreation</b>										
Attendance at sponsored recreational events (estimated)	30,000	35,000	25,000	25,000	27,600	30,000	31,430	31,430	29,000	29,000
<b>Planning and development</b>										
Variance applications processed	40	23	6	10	15	14	6	15	10	10
<b>Clinical services</b>										
Number of individuals who received clinical services	2,357	2,237	1,839	1,915	1,863	1,968	1,909	1,690	1,204	1,366
<b>Seniors program</b>										
Seniors trips provided	2,506	2,211	2,200	2,250	2,110	2,278	2,210	2,205	2,192	2,272
Seniors assisted with transportation	3,651	3,420	3,400	3,420	3,666	3,585	3,515	3,507	3,486	3,581
<b>Refuse and recycling collection</b>										
Cost per ton of solid waste	\$ 142.59	\$ 157.27	\$ 147.00	\$ 130.63	\$ 155.36	\$ 135.53	\$ 139.89	\$ 147.80	\$ 151.02	\$ 171.00
Recyclables collected (tons)	1,279	1,246	1,470	1,445	1,458	1,725	1,467	1,453	1,450	1,403
Cost per ton for recycling (paper, commingles, brush, white goods, scrap metal)	\$ 237.58	\$ 255.44	\$ 359.00**	\$ 283.00	\$ 255.00	\$ 201.00	\$ 249.00	\$ 263.00	\$ 277.00	\$ 435.00
<b>Compost yard operations</b>										
Tons of solid waste diverted through composting	2,682	2,306	1,593	1,558	1,521	1,736	1,976	2,872	2,748	2,667
Dollars in tipping fees saved	\$ 67,047	\$ 57,650	\$ 39,825	\$ 38,951	\$ 38,678	\$ 43,411	\$ 49,412	\$ 71,799	\$ 68,704	\$ 66,675
Cubic yards of brush recycled	1,834	1,570	1,959	3,775	3,692	1,267	1,895	3,056	3,564	3,515
Dollar value of compost-related revenues (compost sales, tipping fees collected and delivery charges)	\$ 50,301	\$ 69,230	\$ 67,094	\$ 71,002	\$ 66,668	\$ 75,191	\$ 63,802	\$ 75,111	\$ 83,317	\$ 71,427
<b>Other public works</b>										
Street cleaning sweeps in high impact areas	190	189	224	203	202	219	211	193	201	195

Sources: City of College Park departments

#### Notes:

- \* - significant increase due to tornado brush cleanup
- \*\* - significant increase reflects the purchase of 4,500 single stream recycling carts
- \*\*\* - the calculation method for the volume of yard waste collected changed in FY2009
- \*\*\*\* - due to increase in County tipping fee from \$3.00/ton to over \$25.00/ton.
- n/a - operational indicator not reported for fiscal year

# GLOSSARY AND ACRONYMS



**Accrual** The accrual basis of accounting recognizes revenues in the accounting period in which they are earned, while expenses are recognized when the related liability is incurred.

**Annual Budget** A budget applicable to a single fiscal year

**Appropriated Fund Balance** The portion of a governmental fund's fund balance that is used to provide resources for budgeted expenditures

**Appropriation** A legal authorization to make expenditures and to incur obligations for specific purposes

**Assessed Value** A valuation set upon real estate or other property by the State Department of Assessments and Taxation (SDAT) as a basis for levying taxes

**ATHA or Anacostia Trails Heritage Area** A non-profit organization whose members include municipalities along the U.S. Route 1 corridor. ATHA coordinates multi-jurisdictional projects to install and standardize signage, promote tourism and fund public art in the area.

**Balanced Budget** The process whereby budgeted revenues must equal budgeted expenditures. In the City's case, the process allows the use of undesignated reserve to supplement budgeted revenues.

**Budget** A plan of financial operations embodying an estimate of proposed expenditures for a given period and the proposed means of financing those expenditures. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two situations in practice. Sometimes, it designates the financial plan presented to the appropriating governing body for adoption (i.e., the "proposed" budget); and sometimes, the term refers to the plan approved by that body (i.e., the "adopted" budget).

**Capital Assets** Fixed assets such as vehicles, machinery, equipment, computers or furniture which have a life expectancy of more than 1 year and a value over \$2,000

**Capital Budget** A plan of proposed capital outlays and the means of financing them

**Capital Expenditures** Fixed assets such as vehicles, machinery, equipment, furniture, computer hardware and software which have a life expectancy of more than one year and a value over \$5,000

**Capital Outlay** Expenditures resulting in the acquisition of, or addition to, the government's general fixed assets

**Capital Projects Fund** A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary or trust funds

**CCTV** Closed circuit security cameras, C.I.P. project 092003

**CDBG or Community Development Block Grant** Grant funds available from the Federal government. In the past, these funds have been passed through Prince George's County via grant application. The City opted out of the County program and into the State of Maryland's program in fiscal year 1992.

**C.I.P. or Capital Improvement Program** A plan for capital expenditures to be incurred each year over a fixed period of years in order to meet capital needs arising from the long-term work program or other capital needs. The program sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the resources estimated to be available to finance the projected expenditures.

**Charter and City Code** The codification of the City's legislation, adopted by the Mayor and Council, for the proper function and government of the City of College Park. The Charter and the various chapters of the Code contain all currently effective legislation (ordinances and certain resolutions) of a general and permanent nature enacted by the Mayor and Council, including revisions or amendments to existing legislation deemed necessary by the Mayor and Council in the course of the codification.

**Constant Yield Tax Rate** That tax rate which, when applied against the growth in assessed value of real property, will yield the same amount of tax revenue for the City as it received in the previous year. The constant yield tax rate is calculated by the State Department of Assessments and Taxation. If the City's proposed real property tax rate exceeds the constant yield tax rate, the City must advertise and hold a separate public hearing on the constant yield tax rate prior to adopting a budget setting the real property tax rate.

**Cost** The amount of money or value exchanged for property or services

**CPA or College Park Academy** A Prince George's County public charter school operated by College Park City-University Partnership (CPCUP).

**CPCUP or College Park City-University Partnership** A joint development corporation formed by the City of College Park and the University of Maryland to promote economic development.

**DCPMA or Downtown College Park Management Authority** A commercial district management authority (CDMA), created by the City and funded through assessments of downtown property owners. Their goal is to promote and market the downtown area and to provide security, maintenance and amenities. Membership includes all businesses within a defined geographic area as well as voluntary and professional members from other parts of the City.

**Debt** An obligation resulting from the borrowing of money

**Debt Service** The accounting for payments of principal and interest on long-term debt

**Department** A separate functional and accounting entity within a certain fund type

**Depreciation** A method of allocating the cost of a tangible asset over its estimated useful life. Depreciation is calculated and reflected in annual financial statements but is not used for budgeting purposes.

**Encumbrance** A reservation of funds for an anticipated expenditure prior to actual payment for an item. Funds usually are reserved or encumbered once a contracted obligation has been signed for an item, but prior to the cash payment actually being disbursed.

**Enterprise Fund** A separate fund established by the City for the operation of a business venture

**Expenditure** A decrease in net financial resources. Expenditures include payment in cash for current operating expenses, debt service and capital outlays.

**Expenses** Charges incurred, whether paid or unpaid, for operations, maintenance, interest and other charges that are presumed to benefit the current fiscal year

**FY or Fiscal Year (followed by 2 or 4 digits)** The fiscal year which starts on July 1 and ends on the following June 30 (in the year noted). For example, FY 2017 or FY17 is the fiscal year beginning on July 1, 2016 and ending on June 30, 2017.

**Fixed Assets** Assets of a long-term character that are intended to continue to be held or used. Examples of fixed assets include land, buildings, vehicles, machinery, furniture and equipment.

**FTE or Full Time Equivalent** The effect of a one person work year at 2,080 hours per year (40 hours per week for 52 weeks). Positions may be allocated to different programs within a department as partial FTE's.

**Fund** A fiscal and accounting entity with a self-balancing set of accounts which is segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations

**Fund Balance** The excess of a governmental fund's assets over its liabilities. The amount is the cumulative result of revenues in excess of expenditures for all years since the fund's inception.

**Fund Balance – Assigned** Includes the portion of the spendable fund balance intended for spending for a purpose set by the governing body

**Fund Balance – Committed** Includes the portion of the spendable fund balance that reflects constraints that the City has imposed upon itself by a formal action of the City Council

**Fund Balance – Nonspendable** The portion of fund balance that is segregated because it is not available for spending, either now or in the future, or there is a legal or contractual requirement for the funds to remain intact

**Fund Balance – Unreserved** The portion of fund balance in excess of the reserved amount

**Fund Balance – Restricted** Includes the portion of the spendable fund balance that reflects constraints on spending because of legal restrictions stipulated by outside parties, state statutes or grant requirements

**Fund Balance – Unassigned** The portion of fund balance representing expendable available financial resources

**General Fund** The fund used to account for all financial resources, except those required to be accounted for in another fund

**GAAP or Generally Accepted Accounting Principles** A set of widely accepted accounting standards, set by the Financial Accounting Standards Board, and used to standardize financial accounting of public companies and governmental units. FASB was created in 1973, replacing the Accounting Principles Board and the Committee on Accounting Procedure of the American Institute of Certified Public Accountants (AICPA) before it. The FASB is a private body whose mission is to “establish and improve standards of financial accounting and reporting for the guidance and education of the public, including issuers, auditors and users of financial information”.

**GASB** Government Accounting Standards Board

**GFOA** Government Finance Officers Association of the United States and Canada

**GIS** Geographic Information System

**Goal** A long range desirable development attained by completing staged objectives within an overall strategy

**Governmental Funds** The funds through which most governmental functions of the City are financed. The acquisition, use and balances of the City's expendable financial resources and the related liabilities are accounted for through governmental funds.

**Homestead Tax Credit** A percentage rate limiting the increase in real property assessment from one fiscal year to the next, applicable only for owner-occupied properties. The state, county and city may have different homestead tax credit rates, which is the case for FY 2017 (State of Maryland 10%, Prince George's County 0%, City of College Park 4%).

**Investment Policy** A policy, adopted by the Mayor & Council, outlining permitted investments for City funds. As required by state law, the investment policy was subsequently approved and filed with the State Treasurer.

**Levy** To impose taxes, special assessments or service charges for support of the City

**LGIT or Local Government Insurance Trust** A public entity risk pool, of which the City is a charter member. LGIT provides the City's property, general, automobile, and public officials' legal liability insurance coverage.

**Licenses and Permits** Documents issued in order to regulate various kinds of business and other activity within the community. A degree of inspection may accompany the issuing of a license or permit, as in the case of building permits. In most instances, a fee is charged in conjunction with the issuance of a license or permit, generally to cover all or part of the cost of administration.

**Line Item** A specific expenditure category within a departmental budget, such as travel and training, telephone,

postage, office supplies, etc. Defined by an account number.

**Major Funds** The City's major funds include the General Fund, Capital Projects Fund (C.I.P.) and Parking Debt Service Fund.

**MDGFOA** Maryland Government Finance Officers Association

**MLGIP or Maryland Local Government Investment Pool** MLGIP, established under Article 95, Section 220 of the Annotated Code of Maryland and operated under the administrative control of the State Treasurer, is utilized by the City for a portion of its investments. Investments by MLGIP are limited to those permitted by Section 6-222 of the State Finance and Procurement Article.

**MML or Maryland Municipal League** An organization representing more than 150 municipal governments and 2 special taxing districts in the State of Maryland

**M-NCPPC or Maryland-National Capital Park and Planning Commission** A bi-county agency handling planning and zoning, parks and recreation, and other issues in Prince George's and Montgomery County, Maryland

**Modified Accrual** The modified accrual basis of accounting is used to record revenues and related assets when they become measurable and available to finance operations of the fiscal period. Accordingly, real and personal property taxes are recorded when billed and licenses, permits and fines are recorded when received in cash. Expenditures are recorded as they are incurred.

**Motion** A formal action of the Mayor and Council, enacted at a regular or special meeting

**MSRA** Maryland State Retirement Agency, which administers the Reformed Contributory Pension Benefit Plan that the City joined effective July 1, 2014.

**MSRP** The Reformed Contributory Pension Benefit Plan of the State Retirement and Pension System of Maryland, a defined benefit plan that the City joined effective July 1, 2014. Participating employees (approximately 82% of all employees) must contribute 7% of their base pay on a pre-tax basis and the City's match for FY 2017 is 5.0%.

**MWCOG or Metropolitan Washington Council of Governments** Sometimes referred to as "COG". An organization whose membership includes counties and municipalities in the Washington Metropolitan Area. Membership in MWCOG allows the "riding" of competitively negotiated bids by other members without the necessity of bidding a particular product or service by individual municipalities.

**N/A** Not applicable

**No Survey** As the resident survey is only performed every other fiscal year, performance measures in a particular year when no survey is conducted are listed as "No survey".

**Objective** Something to be accomplished in specific well-defined and measurable terms and that is achievable within a specific time frame

**Operating Expenditures** Those expenditures related directly to the fund's primary activity except for Personnel Expenditures and Capital Outlay

**Operating Expenses** Includes the cost of personal services, contractual services, commodities and other charges incurred in performing an activity

**Operating Revenues** City revenues that have been received and set aside to finance current operating expenses

**Ordinance** A formal legislative enactment by the Mayor and Council

**Performance Measures** A series of goals and planned accomplishments, and an effectiveness measure intended to quantify a program's attainment of their prescribed goals. For each goal, where practical, a target is set initially and adjusted as needed over time to develop meaningful data on the program's service delivery

or cost/benefit to the City. Data is obtained from a variety of sources, with emphasis on the tallied results of the resident survey.

**Personnel Expenditures** Those expenditures related to the employment of individuals for the City including wages, the City's portion of payroll taxes and associated fringe benefits

**PGCMA or Prince George's County Municipal Association** An organization representing municipalities in Prince George's County

**POS or Program Open Space** A grant program offered by the State of Maryland, administered and allocated to municipalities by Prince George's County, for the acquisition and development of property to park use

**Prince George's County** The county in which the City of College Park is located. The County provides real property tax billing service to the City (at no cost), and provides services to City residents such as police, fire and emergency medical services, and public education.

**Program** The basic operation for which costs are defined and measurable activities or functions are performed. Multiple programs comprise a "department".

**Public Hearing** A scheduled meeting or time specifically set aside to provide an opportunity for citizens to discuss their feelings and opinions about a particular issue. Prior to a public hearing, the scheduled date and time, as well as the subject, must be advertised.

**Reserve** An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose

**Resolution** A formal expression of opinion, will or intent voted by the Mayor & Council

**Revenue** Revenue is an increase in assets or financial resources which: does not increase a liability; does not represent a repayment of an expenditure already made; does not represent a cancellation of certain liabilities; and does not represent an increase in contributed capital.

**RFP** A Request for Proposals is required under the City's procurement policy for purchases in excess of \$30,000 unless the City is riding a contract procured by another qualifying agency whose purchasing policy meets or exceeds the City's purchasing guidelines.

**SDAT or State Department of Assessments and Taxation** A State of Maryland agency which provides assessment information to the City and Prince George's County for the purpose of levying real and personal property taxes

**SHA** State Highway Administration

**Tax Base** The aggregate value of the items being taxed. The base of the City's property tax is set by the State Department of Assessments & Taxation at 100% of the full market value of all real property and 100% of all business personal property in the City.

**Tax Differential** A reduction in the Prince George's County real and personal property tax rate to City property owners for services provided by the City that the County is not required to perform. The tax differential is based on County-budgeted expenditures for a select group of services. Each year's tax differential rate is calculated by the County based on a complex formula. For fiscal year 2017, City residents receive a tax differential of 3.10 cents for real property and 7.29 cents for personal property off the County's tax rates for unincorporated areas.

**Tax Rate** The amount of tax stated in terms of a unit of the tax base. The City's FY 2017 tax rates are 33.5 cents per \$100 of real property assessed valuation and 83.8 cents per \$100 of personal property assessed valuation.

**TBD or To Be Determined** This information is not currently available.

**Transfers** The amount of contribution from one fund to another, or the amount transferred from one C.I.P. project to another. Budgeted transfers are made from the General Fund to the Capital Projects Fund for

acquisition of certain assets or to fund certain projects. Includes “Interfund Transfers” and “Interproject Transfers”.

**UMD or UMCP** University of Maryland College Park, the City’s largest property owner (albeit tax exempt) and largest employer, is the flagship campus of the University System of Maryland.

**UMUC** University of Maryland University College provides on-campus and online courses and degree programs.

**Unrestricted Fund Balance** The excess of the assets of a governmental fund or trust fund over its liabilities and reserved fund balance accounts. *See Fund Balance.*

**Unassigned Reserve or Unassigned Reserve Balance** Same as Unrestricted Unassigned Fund Balance. *See Fund Balance.*

**Unrestricted Unassigned Fund Balance** The portion of fund balance representing expendable available financial resources. *See Fund Balance.*

**WMATA or Washington Metropolitan Area Transit Authority** Sometimes referred to as “Metro”. The regional transportation authority serving Washington, D.C., Northern Virginia and the Maryland suburbs of Washington, D.C., providing bus and subway service. College Park is served by 2 stations (College Park and Greenbelt) on Metro’s Green Line.

**WSSC or Washington Suburban Sanitary Commission** This regional utility serving Prince George’s and Montgomery counties provides water and sewer service and storm drainage to City residents.