



**CITY OF COLLEGE PARK
PROPOSED OPERATING
BUDGET**

FOR FISCAL YEAR 2019



CITY OF COLLEGE PARK

PROPOSED OPERATING BUDGETS

FISCAL YEAR 2019

The Honorable Patrick L. Wojahn, Mayor

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TABLE OF CONTENTS



INTRODUCTION

Budget Message Fiscal Year 2019.....	1
Overview of the City of College Park.....	10
Organization Chart.....	13
Principal Officials.....	14
City Vision, Goals, Mission and Values.....	15
Strategic Plan - Action Plan.....	17
GFOA Distinguished Budget Presentation Award.....	19

GENERAL FUND

Summary.....	21
General Fund Revenue.....	22
Expenditures by Type.....	24
Expenditures Summary by Function.....	25
Summary of Personnel Counts.....	26
Expenditures by Program:	

GENERAL GOVERNMENT AND ADMINISTRATION

Mayor and Council.....	27
Office of the City Manager.....	31
Office of the City Clerk.....	34
City Attorney.....	37
Finance Department.....	39
Human Resources Department.....	42
Communications and Public Relations.....	46
Information Technology.....	50
Non-Departmental Expenditures.....	53
Elections and Other Boards, Committees and Commissions.....	55

PUBLIC SERVICES

Summary.....	59
Administration.....	61
Parking Management and Enforcement.....	64
Code Enforcement.....	67
Animal Control.....	71
Speed Enforcement.....	74
Contract Police.....	77

PLANNING, COMMUNITY AND ECONOMIC DEVELOPMENT

Summary.....	81
Administration.....	82
Community Development.....	85
Planning and Zoning.....	88
Economic Development.....	91

YOUTH FAMILY AND SENIOR SERVICES

Summary.....	95
Administration.....	96
Clinical Services.....	100
Seniors Program.....	104

TABLE OF CONTENTS



PUBLIC WORKS	
Summary.....	109
Administration.....	111
Solid Waste Management:	
Refuse Management.....	114
Leaf and Grass Collection.....	117
Litter and Graffiti Control.....	120
Recycling.....	123
Compost Yard Operations.....	126
Street Management and Parking Lots:	
Street Cleaning.....	129
Signage.....	132
Street Maintenance.....	135
Snow and Ice Control.....	138
Parking Lot Maintenance.....	141
Parking Garage.....	144
Buildings and Grounds:	
Public Works Buildings.....	147
Recreation Facilities Maintenance.....	150
Building Maintenance.....	153
Turf & R-O-W Maintenance.....	156
Tree and Landscape Maintenance.....	159
Engineering Services.....	162
Fleet Services.....	165
INTERFUND TRANSFERS AND CONTINGENCY	
Interfund Transfers and Contingency.....	169
DEBT SERVICE FUND	
Debt Service Fund.....	171
CAPITAL PROJECTS FUND AND CIP	
Descriptions.....	173
Revenues And Expenditures.....	178
Capital Improvement Program (CIP).....	181
APPENDICES	
Compensation Plan.....	207
Fiscal Policies.....	211
STATISTICAL SECTION	
Demographic And Economic Statistics - Last 10 Years.....	218
Assessed Value & Estimated Actual Value Of All Taxable Property - Last 10 Years.....	219
Principal Property Taxpayers.....	220
Principal Employers.....	221
Operating Indicators By Function/Program.....	222
Glossary And Acronyms.....	223

BUDGET MESSAGE FISCAL YEAR 2019



April 14, 2018

Mayor & City Council and Residents of College Park:

In accordance with the City Charter, I am pleased to submit the City of College Park's Fiscal Year 2018-2019 (FY2019) Proposed Budget. Included are the City's General Fund, Debt Service Fund, Capital Projects Fund and the Five-Year Capital Improvement Program (CIP) for Fiscal Years 2019-2023.

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

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

THE BUDGET PROCESS

The City operates on a fiscal year, running from July 1 to June 30. The budget process begins in 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 two Saturday, day long 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 in late April and a public hearing on that ordinance is held in early May. A budget ordinance is required by Charter to be adopted by May 31.

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

THE CURRENT FISCAL YEAR - FY2018

Results of Operations

Based on the latest projections, it is anticipated that revenues will exceed expenditures by almost \$1.1 million by the end of FY2018. This is primarily a result of conservative budgetary methods and careful spending. This \$1.1 million surplus will increase total fund balance in the General Fund to \$11.3 million as of June 30, 2018.

Reminder of significant formatting and presentation changes in the FY2018 Budget

There were some major changes made to the FY2018 budget that should be mentioned to help readers understand certain significant fluctuations between FY2017 and FY2018. Those changes were made to clarify and improve transparency of City operations and improve the organization of the budget document. These accounting changes did not impact City operations.

- The practice of allocating certain overhead costs within General Fund departments was eliminated. Information technology, fleet services, telephone, utilities and building maintenance (all General Fund expenses) were previously spread to other departments in the General Fund. As an intra-fund allocation, this practice had no bearing on the total budget amounts. For transparency and ease of understanding, those costs now remain within the department where the cost was charged. For example, the total cost of information technology is now identified in one location, rather than throughout various departments/ programs, in the General Fund.
- 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 Communications & Public Relations. This practice increased the complexity of identifying total costs since they were spread throughout multiple departments. The City Manager and other positions are involved in all City business, but rather than allocating that cost in multiple departments, the cost is now completely identified and accounted for in one program.

THE PROPOSED FY2019 BUDGET

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

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

Significant changes in the FY2019 Budget

The following represent some significant changes that should be considered when reviewing the FY2019 budget, especially when reviewing comparisons/changes in amounts between FY2018 and FY2019:

- Revenue is increasing by \$759,000 and Expenditures are increasing by almost \$2 million in FY2019.
 - This is an artificial increase created by properly moving a \$1.1 million expense from a revenue line (a contra-revenue account reducing revenues) to an expense line in Public Services – Speed Enforcement.
 - The City has a speed enforcement camera program. In the past, the cost of reviewing and administering the program was a percentage of the gross speeding ticket revenue generated. Charges were accounted for (Optotraffic processing charges, account-359.70) in the revenue section of the budget directly under the Speed Enforcement Camera revenue as a reduction of the revenue – 39% of the gross revenue.
 - Due to changes in Maryland law, the method of charging costs based on revenue generated is no longer allowed. A new contract was negotiated with the processing company based on a fixed-rental fee for each camera (regardless of ticket revenue generated).
 - Per the new contract, for FY2019 those charges (\$1,144,800) are moved to an expense line in the Speed Enforcement Program (#2025), creating a \$1.1 million-dollar expenditure increase in that program and a corresponding \$1.1 million-dollar increase in revenues.
 - Absent that change, revenues would have decreased \$340,000 and expenditures increased by \$850,000 from FY2018 to FY2019.
- Over the past several years significant reserves have accumulated in the General Fund. By City Code (Section C10-2E) the City has a fund balance retention goal of 25% of the ensuing year's expenditures as unassigned fund balance in the General Fund.
 - Based on projections, the unassigned fund balance will increase to almost 60% as of June 30, 2018.
 - To better utilize these resources, the FY2019 budget proposes moving the General Fund fund balance over and above the 25% goal to the Capital Projects Fund/CIP to be utilized for capital needs over the next four years at a minimum.

- This transfer of \$4,900,000 is based on the FY2017 audited financial statements and the proposed expenditures for FY2019. (Calculations shown on the “General Fund Summary” page of the budget).
 - Using the FY2017 unassigned fund balance divided by FY2019 budgeted expenditures, provides a conservative approach to calculating fund balance.
 - As a result, the projected fund balance for FY2018 remains a very healthy 31% of FY2019 expenditures and exceeds the retention goal of 25%.
- The Debt Service Fund (historically funded 100% by the General Fund), primarily associated with the City garage loan, has also built a significant reserve balance of over \$2.1 million. There is no retention goal set for this fund.
 - To maximize resources, the FY2019 budget proposes using the reserves of the Debt Service Fund to provide for the required debt service (\$559,841) in FY2019.
 - It also re-institutes the policy of transferring parking garage revenue (\$250,000 for FY2019) to the General Fund to offset annual parking garage debt service.
 - This proposal leaves the Debt Service Fund with reserves exceeding \$1.6 million.

GENERAL FUND

Summary

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

Fund Balance

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

The Government Finance Officers Association (GFOA) recommends, at a minimum, that general purpose governments maintain an unrestricted fund balance of no less than two months operating expenditures or 16.7%. In College Park that equates to a fund balance of \$2.99 million based on FY2019 expenditures. However, as mentioned, College Park has a retention goal of unassigned fund balance of 25%, which equates to \$4.45 million based on FY2019 expenditures.

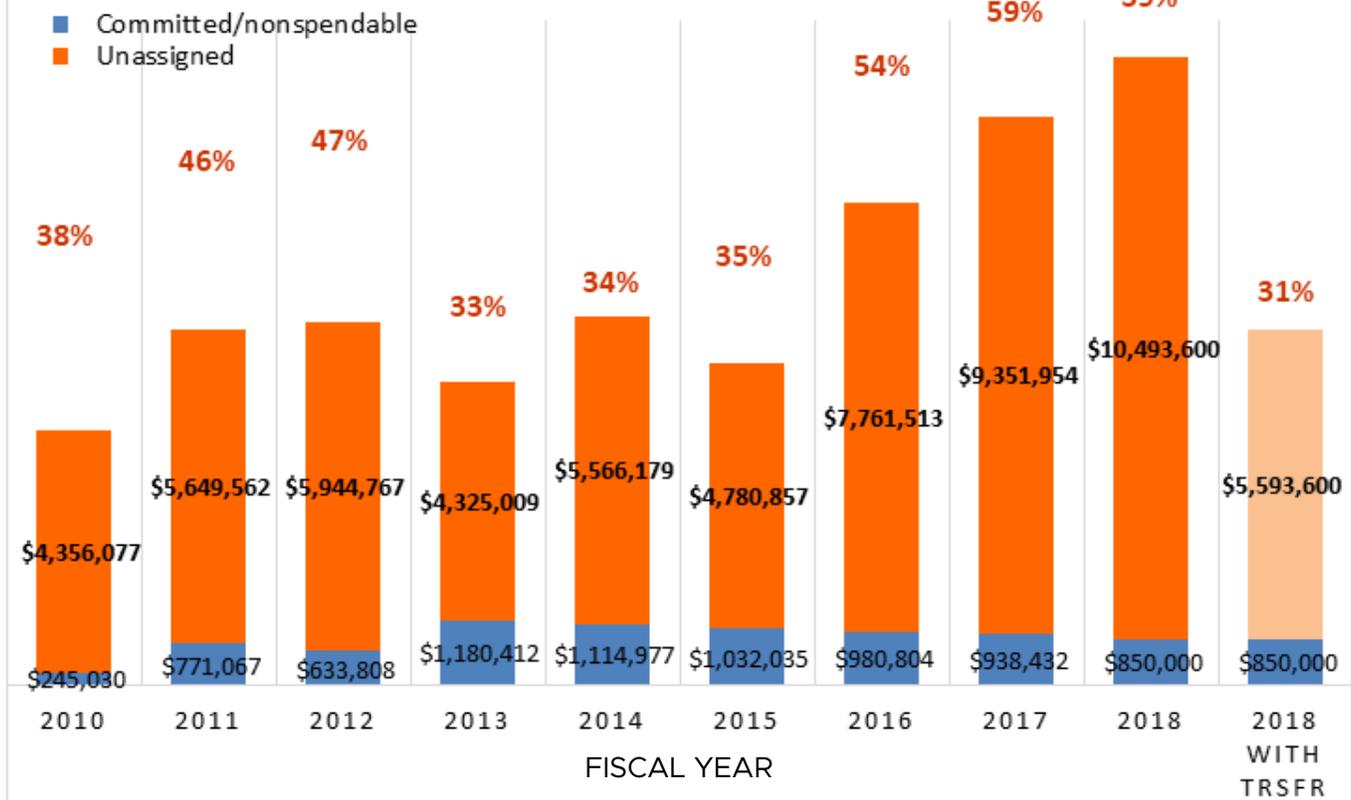
The City’s actual unassigned fund balance exceeds these goals. The City’s audited unassigned fund balance at June 30, 2017 was over \$9.3 million. The FY2018 projected net increase of \$1.1 million will increase total fund balance to \$11.3 million, with unassigned fund balance of almost \$10.5 million, 59% of FY2019 expenditures.

As mentioned in the Budget Message and at the budget worksessions last year, consideration should be given to transferring fund balance in excess of the 25% retention goal to Capital Projects in future years. To best utilize these funds, this budget proposes transferring the excess, \$4.9 million, to the Capital Projects Fund for capital projects. That transfer will spread over the next four years to provide \$1,225,000 in additional funding in each year to fund capital projects. Funds not used in a year will roll over to provide funding for projects in future years. Details for the use of the \$1,225,000 in FY2019 are provided in the Capital Projects Fund section later in this letter. In addition to the \$1,225,000, the FY 19 Proposed Budget transfers \$2,683,000 to the Capital Projects Fund from the General Fund.

The chart below shows a historical perspective of the City’s fund balance both in dollars and as a percentage of the subsequent year’s expenditures. The final column shows the fund balance if the proposed excess transfer is made, with the remaining unassigned portion totaling nearly \$5.6 million or 31%:

FUND BALANCE HISTORY

\$ AMOUNT & UNASSIGNED F/B AS A % OF SUBSEQUENT YEAR'S EXPENDITURES



FY2019 General Fund Budget Overview

The City's largest funding source is tax revenue, accounting for 67% of all revenues (46% from general property taxes and 21% from other taxes, such as State income tax and hotel/motel tax). Fines and fees, primarily from speed enforcement camera revenue, account for almost 17% of total revenue.

Real estate property tax, the largest single source of revenue for the City, is budgeted based on assessed value data received from the State Department of Assessments and Taxation (SDAT). SDAT also provides the City with a constant yield tax rate certification. This certification calculates the "constant yield tax rate." The constant yield tax rate is the property tax rate that, when applied to new assessments (for FY2019), will result in the City receiving the same revenue in the coming taxable year (FY2019) that was produced in the prior taxable year (FY2018).

The intention, prior to receiving the current constant yield certification, was to recommend the constant yield rate for FY2019. However, the constant yield certification reflects a reduction in the net assessable taxable property base (primarily due to estimated abatements, including homestead tax credits). Due to that decrease in taxable property values, in order to maintain a constant yield in FY2019, the City would need to raise the tax rate to \$0.344, an increase of almost one penny for the FY2019 budget.

Rather than increasing the tax rate to \$0.344, the Proposed Budget maintains the tax rate at \$0.335, which decreases the yield by \$235,000 for FY2019. Through the recommendations and changes described in this Budget Message, a balanced budget has been achieved on the current tax rate.

Real estate property tax is reduced by revitalization tax credits that have been granted for certain developments that were deemed to provide a substantial economic benefit for the City. In FY2019 a new credit comes online totaling \$419,000.

Certain other revenues, such as Highway User Tax and State Aid for Police Protection, are also based on projections from State agencies; however, most revenue is budget based on trend analysis considering the past several years, with emphasis on FY2017 actual results and projections for FY2018. These trends are adjusted for known economic factors that may affect FY2019 revenue.

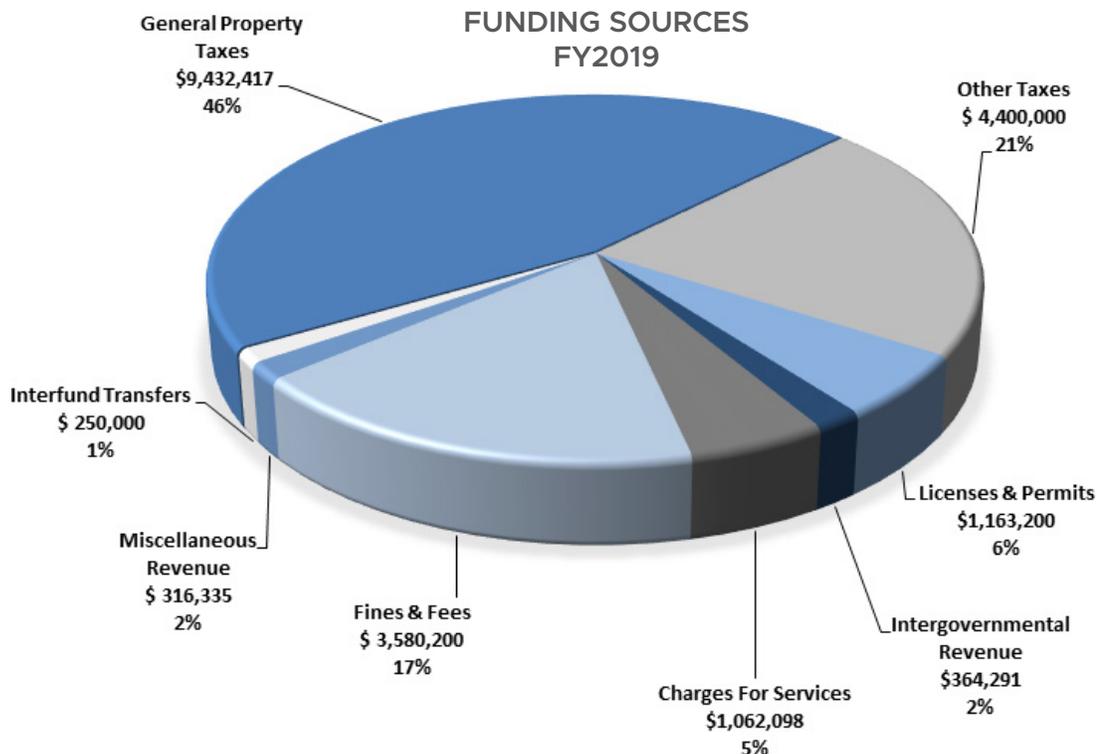
The following economic factors are considered and assumed for FY2019: the economy will remain relatively stable; inflation will be moderate, providing a slight increase in intergovernmental revenues and charges for service; and short-term interest rates will see small increases from their historically low levels and are anticipated to increase further in coming years.

Revenue by Category	FY2018 Adjusted Budget	FY2019 Proposed Budget	Increase (Decrease)	% Change
General Property Taxes	\$ 9,737,861	\$ 9,432,417	(305,444)	-3.1%
Other Taxes	4,520,000	4,400,000	(120,000)	-2.7%
Licenses & Permits	1,269,200	1,163,100	(106,000)	-8.4%
Intergovernmental Revenue	301,772	364,291	62,519	20.7%
Charges for Services	1,047,638	1,062,098	14,460	1.4%
Fines & Fees	2,628,150	3,580,200	952,050	36.2%
Miscellaneous	305,070	316,335	11,265	3.7%
Interfund Transfers	-	250,000	250,000	-
Total Revenue Budget	\$19,809,691	\$20,568,541	\$758,850	3.8%

The budgeted revenue reflects an increase of \$759,000 or 3.8%. This is primarily attributable to the \$1.1 million increase in revenue that resulted from the accounting change noted in the “Significant changes in the FY2019 Budget” section on page 2 and further detailed in the “Expenditure, Transfers and Contingency” section below. Without that change, the FY2019 budgeted revenue would have decreased \$340,000 compared to FY2018.

Revenue fluctuations include General property taxes dropping \$305,000, mostly due to the new revitalization tax credit of \$419,000; and Licenses and Permits are projected to decrease \$106,000 or 8.4% based on a recently approved reduction in the frequency of occupancy permit related inspections.

Also, as previously mentioned, the FY2019 budget proposes a transfer of \$250,000 from the Debt Service Fund to the General Fund to offset the debt service loan on the City-owned public parking garage. This transfer will reduce the large reserve balance that has accumulated in the Debt Service Fund.



Expenditures, Transfers and Contingency

	FY2018 Adjusted Budget	FY2019 Proposed Budget	Increase (Decrease)	% Change
Expenditures:				
General Government & Administration	\$ 4,142,013	\$ 4,465,927	\$ 323,915	7.8%
Public Services	3,775,951	4,953,564	1,177,614	31.2%
Planning, Community & Economic Development	925,735	988,340	62,605	6.8%
Youth, Family & Senior Services	1,090,896	1,281,544	190,648	17.5%
Public Works	5,857,259	6,096,106	238,847	4.1%
Total Departmental Expenditures	\$15,791,853	\$17,785,482	\$1,993,629	4.1%
Transfers:				
To Capital Projects Fund	3,108,495	2,683,059	(425,436)	-13.7%
To Debt Service Fund	559,342	-	(559,342)	-100.0%
Contingency	350,000	100,000	(250,000)	-71.4%
Total Expenditures, Transfers & Contingency	\$19,809,690	\$20,568,541	\$758,851	3.8%

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

The FY2019 budget proposes total expenditures, transfers and contingency of \$20,568,541, an increase of \$758,851 or 3.8% over the FY2018 budget.

Although there are many increases and decreases within departmental expenditures, capital, debt service and contingency, moving the \$1.1 million speed camera processing charges from contra-revenue to an expense line accounts for the greatest increase, as described in detail above in the "Significant changes in the FY2019 Budget" section on page 2.

Without that change, FY2019 expenditures, transfers and contingency would have decreased by \$385,000, about a 2% decline compared with FY2018.

Personnel costs

Personnel costs (salaries, wages and benefits) represent the largest cost for the General Fund - \$11.4 million for FY2019. This accounts for 64% of total departmental expenditures; 56% of total expenditures, transfers and contingency. This is an increase of \$690,000 or 6.4% over the FY2018 budget. The increase results from salary increases associated with merit raises and a 2% cost of living adjustment; health insurance increases, certain sick leave payouts resulting from proposed benefits change; and a new Senior Services Coordinator position added in Youth & Family Services.

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

Other operating costs

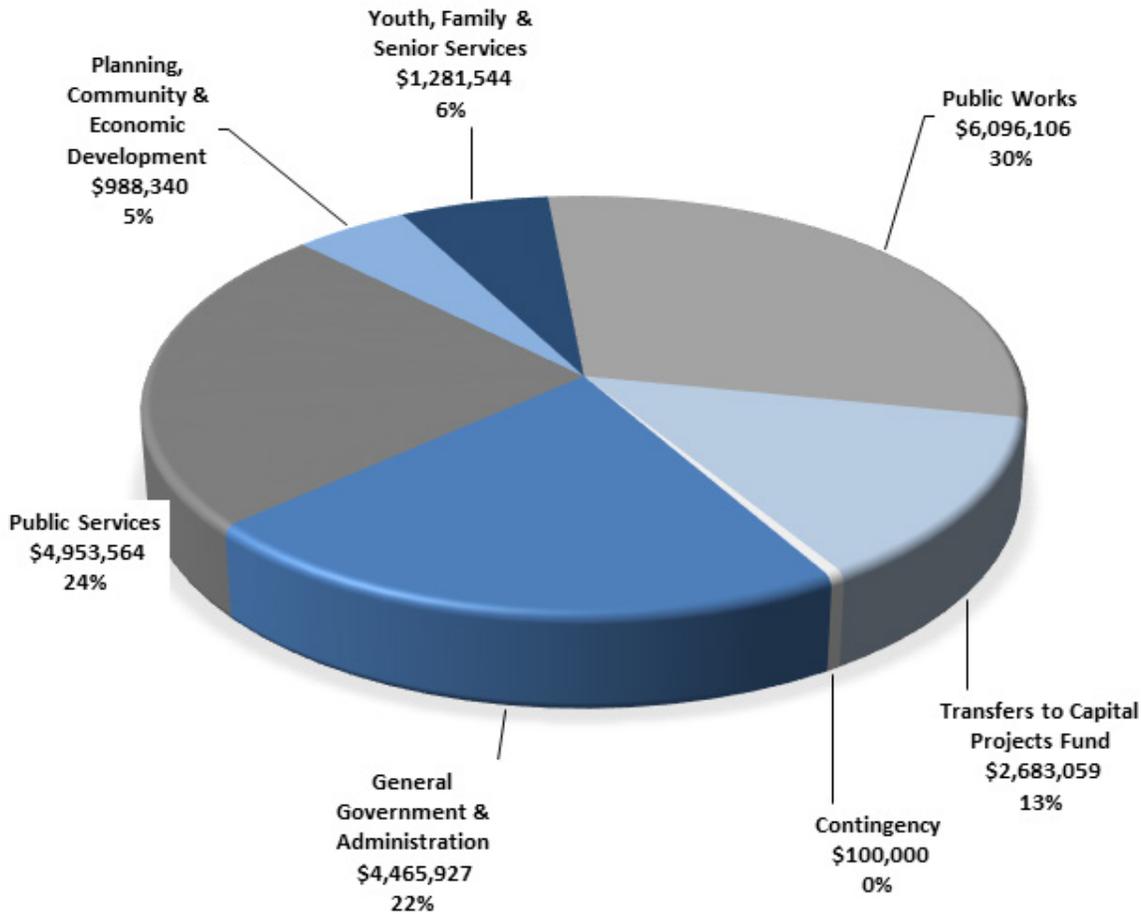
Other operating costs for FY2019 show an increase of \$1.28 million which is mostly attributable to the \$1.1 million change in accounting for the speed camera processing charges. Absent that change, operating costs increased by \$135,000 or 2.5% over the FY2018 budget.

Capital outlay

General Fund capital outlay within departments for FY2019 totals \$47,500. Starting in FY2018, departmental capital items greater than \$10,000 were moved to the Capital Projects Fund. The more

significant capital needs of the City are funded by the General Fund through a transfer to the Capital Projects Fund.

EXPENDITURES, TRANSFERS & CONTINGENCY - FY2019



Expenditures by Functional Area

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

The budget is organized by functional section, with more detailed information about each program budget included within the function, or divisions for Public Works. This includes a description of the program; significant accomplishments and budget highlights; personnel and expenditure summaries; detailed explanations for certain expenses; performance measures; and a detail program budget.

Functional sections and their departments/programs

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

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

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

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

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

Interfund Transfers and Contingency

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

Contingency is an appropriation for unanticipated or unforeseen expenditures and/or to provide funding for items that might arise under certain circumstances. The FY2018 budget included \$250,000 to provide for possible costs of implementing recommendations for a public safety study completed in 2018. The public safety contingency is not budgeted for FY2019. The regular contingency line remains at \$100,000. There are no current plans to spend these funds.

DEBT SERVICE FUND

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

Debt service on the Parking Garage Bond is due in semi-annual installments, including interest, totaling \$560,000 annually, through October 15, 2031. This bond is secured by the full faith and credit of the City. The current outstanding balance is \$6,353,000.

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

As mentioned earlier in this letter, the Debt Service Fund has built a significant reserve balance of over \$2.1 million. Since there is no retention goal set for this fund and to maximize resources, the FY2019 budget proposes using a portion of these reserves to:

- provide for the required debt service - \$559,841.
- transfer parking garage-related revenue -\$250,000 to the General Fund.

This would leave the Debt Service Fund with reserves exceeding \$1.6 million, almost 3 years of debt service.

CAPITAL PROJECTS FUND

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

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

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

The FY2019 Proposed Budget column in the CIP is the basis for the appropriation request in the Capital Projects Fund budget.

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

The FY2019 Capital Project Fund budget totals \$5,730,286. The General Fund will fund \$2,683,000 of that amount through an operating transfer and another \$1,225,000 from the prefunded transfer of excess fund balance described in the "Fund Balance" section earlier in this letter. The specific projects funded by the excess fund balance transfer includes \$1,000,000 for City Hall, \$200,000 for Complete and Green Streets and \$25,000 for Old Parish House renovations.

The Vehicle Replacement Fund CIP accounts for the debt service on the 2016 SunTrust Master Lease, a five-year loan for vehicle replacement and acquisition. Monthly payments are \$35,038 including interest, at a rate of 1.98%. The outstanding balance as of March 31, 2018 is \$1,322,388.

CLOSING

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

Producing the annual budget is a major collective task. This document represents the culmination of hundreds of hours of work by City staff and the Mayor & Council. I extend a sincere thank you to all staff for their hard work and assistance with the myriad tasks involved with developing and producing the FY2019 budget. I would like to give a special thank you to Gary Fields, Finance Director and Ryna Quinones, Communications Coordinator for their hard work and dedication.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Scott Somers". The signature is fluid and cursive, with a large initial "S" and "S".

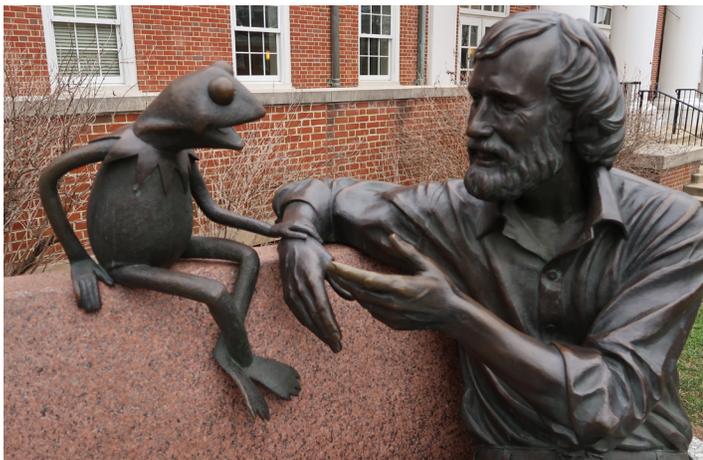
Scott Somers
City Manager

OVERVIEW OF THE CITY OF COLLEGE PARK



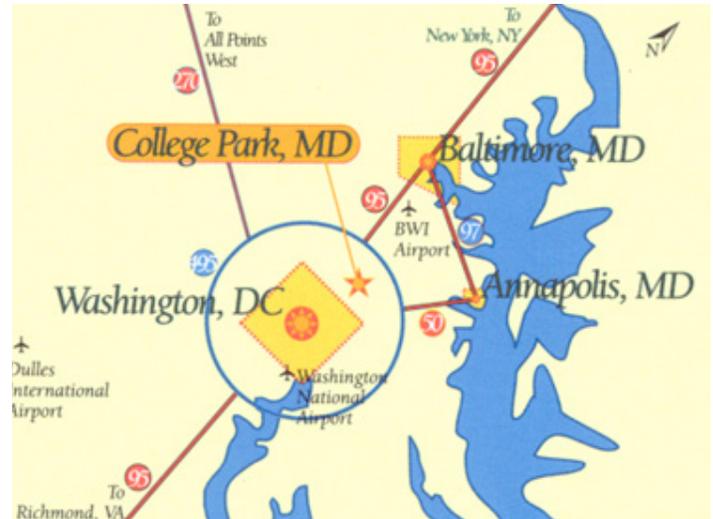
ABOUT THE CITY

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 will be provided in the future on Metro's Purple Line, anticipated to connect College Park to Langley Park, Silver Spring and Bethesda to the west and New Carrollton to the east. The construction schedule, subject to federal, state and county funding, calls for

the Purple Line to begin service in 2022.



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, aesthetic and bicycle-

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

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

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



YOUTH, FAMILY & SENIOR SERVICES

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

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

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



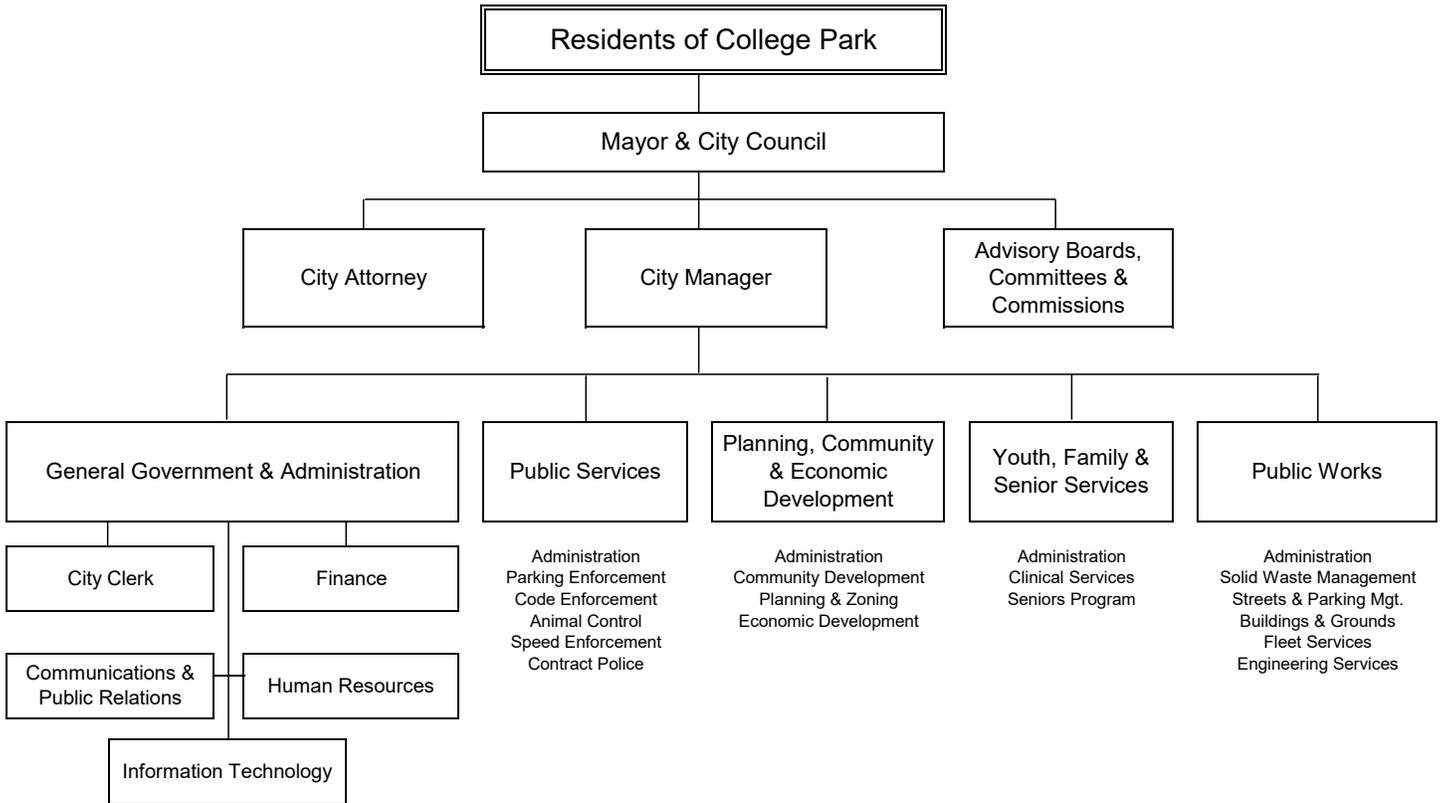
PUBLIC WORKS

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

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

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

ORGANIZATION CHART



PRINCIPAL OFFICIALS



Mayor and City Council

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

Staff

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

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 under Programs and Initiatives, Strategic Plan.

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

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

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

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

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

GFOA DISTINGUISHED BUDGET PRESENTATION AWARD



The Government Finance Officers Association of the United States and Canada (GFOA) presented its Distinguished Budget Presentation Award to City of College Park for its annual budget for the fiscal year beginning July 1, 2017 and ending June 30, 2018 (fiscal year 2018).

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

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of College Park
Maryland**

For the Fiscal Year Beginning

July 1, 2017

Christopher P. Morill

Executive Director

GENERAL FUND SUMMARY



	FY 2016	FY 2017	FY 2018		FY 2019	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19	
						\$	%
Revenue:							
General Property Taxes	\$ 8,157,387	\$ 9,194,940	\$ 9,737,861	\$ 9,655,231	\$ 9,432,417	\$ (305,444)	-3.1%
Other Taxes	3,976,886	4,551,251	4,520,000	4,365,759	4,400,000	(120,000)	-2.7%
Licenses & Permits	1,266,808	1,163,724	1,269,200	1,272,300	1,163,200	(106,000)	-8.4%
Intergovernmental Revenue	415,013	283,901	301,772	321,600	364,291	62,519	20.7%
Charges For Services	1,045,495	1,006,186	1,047,638	1,103,055	1,062,098	14,460	1.4%
Fines & Fees	2,992,651	2,513,161	2,628,150	2,472,628	3,580,200	952,050	36.2%
Miscellaneous Revenue	302,713	137,343	305,070	294,706	316,335	11,265	3.7%
Transfer from Debt Service Fund	-	-	-	-	250,000	250,000	-
Total Revenue & Other Funding Sources	18,156,953	18,850,506	19,809,691	19,485,279	20,568,541	758,850	3.8%
Expenditures:							
General Government & Administration							
Mayor & Council	682,511	694,487	673,930	644,841	660,120	(13,810)	-2.0%
City Manager	352,735	319,836	405,947	413,183	452,983	47,036	11.6%
City Clerk	306,966	226,325	327,114	307,347	361,315	34,201	10.5%
City Attorney	192,431	217,911	196,000	221,826	216,000	20,000	10.2%
Finance	961,835	1,037,052	900,353	874,268	942,997	42,644	4.7%
Human Resources	357,938	315,826	457,555	409,788	498,576	41,021	9.0%
Communications & Public Relations	36,970	262,870	181,771	194,957	209,868	28,097	15.5%
Information Technology	705,731	755,336	723,901	728,205	881,414	157,513	21.8%
Non-Departmental Expenses	178,324	184,274	209,921	202,838	208,099	(1,822)	-0.9%
Elections and Other Boards & Comm.	69,379	42,900	65,521	50,789	34,556	(30,965)	-47.3%
Less allocated costs (IT & Non-Dept)	(910,744)	(985,593)	-	-	-	-	0
Total General Government & Admin.	2,934,076	3,071,224	4,142,013	4,048,041	4,465,927	323,914	7.8%
Public Services	3,996,912	4,125,497	3,775,951	3,466,714	4,953,564	1,177,614	31.2%
Planning, Community & Economic Development	592,082	689,151	925,735	736,303	988,340	62,605	6.8%
Youth, Family & Senior Services	1,082,280	1,172,850	1,090,896	1,054,947	1,281,544	190,648	17.5%
Public Works	5,881,865	6,477,274	5,857,259	5,358,210	6,096,106	238,847	4.1%
Less allocated costs (Building Maintenance & Fleet Services)	(1,110,049)	(1,194,445)	-	-	-	-	-
Total Public Works	4,771,816	5,282,829	5,857,259	5,358,210	6,096,106	238,847	4.1%
Total Expenditures	13,377,166	14,341,551	15,791,853	14,664,214	17,785,482	1,993,629	12.6%
Transfers to Capital Projects Fund	1,658,500	2,435,440	3,108,495	3,208,495	2,683,059	(425,436)	-13.7%
Transfers to Debt Service Fund	191,870	525,453	559,342	559,342	-	(559,342)	-100.0%
Contingency	-	-	350,000	-	100,000	(250,000)	-71.4%
Total Expenditures, Transfers & Contingency	15,227,536	17,302,444	19,809,690	18,432,051	20,568,541	758,850	3.8%
Excess Revenues over Expenditures	2,929,417	1,548,062	\$ 0	\$ 1,053,229	\$ -	\$ 0	
Fund Balance - beginning of year	5,812,892	8,742,309		10,290,371			
Excess Equity Transfer (Fund Balance over the 25% retention goal to Capital Projects Fund)	-	-		(4,900,000)	(b) - rounded		
Fund Balance - end of year	\$ 8,742,309	\$ 10,290,371		\$ 6,443,600			

Calculation of Excess Fund Balance - Transfer to Capital Projects Fund:

Total Expenditures (FY 2019)	\$ 17,785,482 (a)
25% Fund Balance retention goal (of next year's expenditures)	\$ 4,446,371
Unassigned Fund Balance (per 6/30/17 audit)	9,351,954
Excess Fund Balance - equity transfer to Capital Projects Fund	\$ (4,905,583) (b)

GENERAL FUND REVENUE



Acct. Code 001-0000-	FY 2016	FY 2017	FY 2018		FY 2019	Change in Budget FY 18 to FY 19	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	\$	%
General Property Taxes							
310.10 Real Property Tax	\$ 7,083,841	\$ 8,208,505	\$ 8,626,798	\$ 8,650,000	\$ 8,800,000	\$ 173,202	2.0%
310.15 Homeowners Property Tax Credit	(44,971)	(33,700)	(45,000)	(31,972)	(35,000)	10,000	-22.2%
310.17 Revitalization Tax Credit	(80,000)	(100,000)	(120,000)	(120,000)	(559,883)	(439,883)	366.6%
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	49,445	49,445	49,454	49,500	55	0.1%
310.23 Pilot-UMD Washington Post Prop.	37,786	38,618	38,618	39,449	39,500	882	2.3%
310.90 Tax Interest & Penalty (Refunds)	22,482	(21,561)	20,000	(10,000)	20,000	-	0.0%
311.10 Personal Property Tax	1,070,622	1,035,312	1,150,000	1,060,000	1,100,000	(50,000)	-4.3%
311.90 Tax Interest & Penalty	3,191	3,321	3,000	3,300	3,300	300	10.0%
Total General Property Taxes	8,157,387	9,194,940	9,737,861	9,655,231	9,432,417	(305,444)	-3.1%
Other Taxes							
314.10 Income Tax	1,798,243	2,271,510	2,250,000	2,031,045	2,050,000	(200,000)	-8.9%
315.10 Admission & Amusement Tax	720,193	793,210	720,000	795,913	800,000	80,000	11.1%
316.10 Highway User Tax	453,581	425,086	450,000	445,000	450,000	-	0.0%
318.10 Hotel & Motel Tax	1,004,869	1,061,445	1,100,000	1,093,801	1,100,000	-	0.0%
Total Other Taxes	3,976,886	4,551,251	4,520,000	4,365,759	4,400,000	(120,000)	-2.7%
Licenses & Permits							
322.10 City Liquor Licenses	14,731	17,905	14,000	18,000	16,000	2,000	14.3%
322.20 State Traders Licenses	29,093	26,264	29,000	27,500	28,000	(1,000)	-3.4%
323.10 City Building Permits	11,675	14,875	10,000	10,000	10,000	-	0.0%
323.40 Occupancy Permits	880,946	780,614	890,000	900,000	785,000	(105,000)	-11.8%
323.45 Driveway Apron & Curbcut	6,656	2,580	3,500	2,600	3,000	(500)	-14.3%
323.50 Other Licenses	200	100	200	200	200	-	0.0%
323.65 Utility Easements	605	2,000	2,000	1,000	1,000	(1,000)	-50.0%
323.70 Bus Shelters	14,910	15,560	10,000	10,000	10,000	-	0.0%
323.75 Encroachment Permits	500	-	500	-	-	(500)	-100.0%
324.10 Comcast Cable	189,152	191,161	195,000	190,000	195,000	-	0.0%
324.15 Verizon FIOS	118,340	112,665	115,000	113,000	115,000	-	0.0%
Total Licenses & Permits	1,266,808	1,163,724	1,269,200	1,272,300	1,163,200	(106,000)	-8.4%
Intergovernmental Revenue							
Federal Grants							
330.70 FEMA	56,726	-	-	-	-	-	-
State Grants							
332.20 Police Protection	187,034	162,129	180,000	200,828	244,519	64,519	35.8%
332.30 University of Maryland Grant	5,000	5,000	5,000	5,000	5,000	-	0.0%
332.40 State Youth Services Grant	72,055	72,055	72,055	72,055	72,055	-	0.0%
332.47 Community Parks & Playgrounds	44,981	-	-	1,000	-	-	0.0%
Total State Grants	309,070	239,184	257,055	278,883	321,574	64,519	25.1%
County Grants							
334.20 Bank Stock Tax	10,717	10,717	10,717	10,717	10,717	-	0.0%
334.30 County Youth Services Grant	30,000	30,000	30,000	30,000	30,000	-	0.0%
334.34 Special Appropriations Grant	3,500	4,000	4,000	2,000	2,000	(2,000)	-50.0%
334.37 Animal Control Grant	5,000	-	-	-	-	-	0.0%
Total County Grants	49,217	44,717	44,717	42,717	42,717	(2,000)	-4.5%
Total Intergovernmental Revenue	415,013	283,901	301,772	321,600	364,291	62,519	20.7%
Charges For Services							
General Government Charges							
341.10 Zoning Application Process Fee	1,350	7,010	2,500	3,400	3,000	500	20.0%
341.30 Animal Control Impound Fees	285	300	250	250	250	-	0.0%
341.31 Animal Control Boarding Fees	40	60	60	50	50	(10)	-16.7%
Total Gen. Government Charges	1,675	7,370	2,810	3,700	3,300	490	17.4%
Highways & Streets							
343.20 Parking Meter Revenue	334,122	316,058	330,000	344,499	320,000	(10,000)	-3.0%
343.21 Garage Pay Station Revenue	110,642	83,436	105,000	82,000	82,000	(23,000)	-21.9%
343.25 Parking Permit Revenue	100,655	126,098	100,000	136,111	125,000	25,000	25.0%
343.26 Garage Permit Revenue	100,030	98,705	95,000	131,012	125,000	30,000	31.6%
343.40 MVA Registration Fees	22	(115)	300	25	25	(275)	-91.7%
343.50 MVA Non-Resident Permits	1,152	1,727	4,000	2,713	2,500	(1,500)	-37.5%
Total Highways & Streets	646,623	625,909	634,300	696,360	654,525	20,225	3.2%

Acct. Code	FY 2016	FY 2017	FY 2018		FY 2019	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19 \$	%
Charges For Services (continued)							
Sanitation & Waste Removal							
344.10	County Disposal Rebate	\$ 83,288	\$ 83,288	\$ 83,288	\$ 83,288	\$ 83,288	\$ - 0.0%
344.20	Refuse Contracts Revenue	201,683	194,821	205,000	200,875	201,000	(4,000) -2.0%
344.30	Recycling-Scrap Metal	1,661	1,597	1,000	1,200	1,150	150 15.0%
344.60	CDMA Litter Rebate	4,290	1,073	4,290	1,000	1,000	(3,290) -76.7%
344.90	Compost Sales	53,780	39,487	57,200	35,000	35,000	(22,200) -38.8%
344.91	Wood Chip Sales	6,852	7,147	11,000	5,500	7,500	(3,500) -31.8%
344.92	Tipping Fees Revenue	23,270	21,729	19,000	53,300	49,875	30,875 162.5%
344.93	Leaf Mulch Sales	502	59	250	500	460	210 84.0%
344.94	Delivery Charges-Compost	10,278	7,090	12,250	4,500	8,000	(4,250) -34.7%
344.95	Delivery Charges-Wood Chips	2,978	2,905	5,250	3,000	3,000	(2,250) -42.9%
	Total Sanitation & Waste Removal	388,582	359,196	398,528	388,163	390,273	(8,255) -2.1%
Health Charges							
345.10	Youth Services Client Fees	8,615	13,711	12,000	14,832	14,000	2,000 16.7%
	Total Health Charges	8,615	13,711	12,000	14,832	14,000	2,000 16.7%
	Total Charges For Services	1,045,495	1,006,186	1,047,638	1,103,055	1,062,098	14,460 1.4%
Fines & Fees							
359.10	Election Fines	25	250	250	300	-	(250) -100.0%
359.30	Vehicle Booting Fees	630	140	400	420	400	- 0.0%
359.40	Parking Fines	900,692	851,552	900,000	868,763	850,000	(50,000) -5.6%
359.50	Municipal Infractions	74,918	65,065	50,000	72,678	65,000	15,000 30.0%
359.70	Speed Enf Camera	3,305,550	2,616,646	2,750,000	2,610,097	2,664,800	(85,200) -3.1%
359.70	Optotrafic-Processing Charges	(1,289,164)	(1,020,492)	(1,072,500)	(1,079,629)	Moved to Exp.	1,072,500 100.0%
	Total Fines & Fees	2,992,651	2,513,161	2,628,150	2,472,628	3,580,200	952,050 36.2%
Miscellaneous Revenues							
Investment Earnings							
361.10	Investment Earnings	92,054	138,778	95,000	133,667	140,000	45,000 47.4%
361.11	Investments-Market Value Adjust.	71,140	(128,184)	50,000	25,000	25,000	(25,000) -50.0%
361.22	Tenant Improve. Allow.-Garage Retail	33,019	31,520	31,500	31,397	25,000	(6,500) -20.6%
361.30	Other Interest	2,976	2,808	2,500	2,000	2,000	(500) -20.0%
	Total Investment Earnings	199,189	44,922	179,000	192,064	192,000	13,000 7.3%
Property & Equipment Rental							
362.11	Parking Garage Retail	87,000	87,000	87,000	58,000	87,000	- 0.0%
362.14	City Hall Meeting Rooms	475	150	250	400	250	- 0.0%
362.15	Old Parish House	10,442	1,750	2,500	8,363	Moved to CIP	- -
362.16	Facility Management Fee-City Bldgs.	1,200	150	750	1,725	-	(750) -100.0%
362.18	Davis Hall	2,625	550	1,500	4,988	4,500	3,000 200.0%
	Total Property & Equipment Rental	101,742	89,600	92,000	73,475	91,750	(250) -0.3%
Other							
364.10	Sale Of Fixed Assets	-	150	150	-	-	(150) -100.0%
366.10	Miscellaneous	36	1,496	200	302	250	50 25.0%
366.22	College Park Day Sponsorships	-	-	18,500	14,625	18,000	(500) -2.7%
366.23	Sale of City Logo items & apparel	-	-	2,000	500	1,000	(1,000) -50.0%
366.24	DCPMA Reimbursement - Police	-	-	12,000	12,000	12,000	- 0.0%
366.15	Freedom of Information Act Requests	386	20	20	20	20	- 0.0%
366.50	Animal License Commission	1,078	1,155	1,000	1,123	1,000	- 0.0%
366.70	CDMA Billing Fees	282	-	200	618	315	115 57.5%
	Total Other	1,782	2,821	34,070	29,168	32,585	(1,485) -4.4%
	Total Miscellaneous Revenue	302,713	137,343	305,070	294,706	316,335	11,265 3.7%
390.00	Transfer from Debt Service Fund	-	-	-	-	250,000	250,000 -
	Total Revenue & Other Sources	\$ 18,156,953	\$ 18,850,506	\$ 19,809,691	\$ 19,485,279	\$ 20,568,541	\$ 758,850 3.8%

EXPENDITURES BY TYPE



	FY 2016	FY 2017	FY 2018		FY 2019
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET
Salaries, wages & other pay:					
Salaries & wages	\$ 6,858,395	\$ 7,310,791	\$ 8,049,919	\$ 7,630,640	\$ 8,408,428
Overtime	173,853	142,284	180,950	157,531	185,600
Elected, Appointed & Stipend pay	76,431	75,552	84,670	80,760	84,190
Shift differentials	8,413	8,157	9,500	7,962	9,000
Total salaries, wages & other pay	7,117,092	7,536,784	8,325,039	7,876,894	8,687,218
Benefits:					
FICA	523,262	553,044	604,395	582,605	619,182
Health Insurance	835,715	943,393	1,002,604	938,318	1,247,271
Other employee insurance	85,130	87,168	98,920	96,069	117,660
457 City Match Contribution	98,055	99,297	101,128	97,599	96,003
401A Retirement	51,762	52,049	61,565	56,208	47,623
Workers Compensation	159,716	206,146	227,107	206,931	233,294
MSRP Retirement	261,813	279,809	312,032	290,425	370,749
Other benefits	13,494	13,956	14,480	14,729	19,130
Total benefits	2,028,947	2,234,862	2,422,231	2,282,884	2,750,912
Operating costs:					
Mileage reimbursement	34,973	35,094	34,585	30,314	33,285
Travel & Training/tuition reimburse.	81,653	94,571	145,250	104,195	157,145
Allocated Overhead - net	(8,067)	(8,792)	54,900	-	-
Grants & Assistance	338,739	331,854	573,454	492,954	651,000
Professional services	183,360	291,272	342,183	235,224	291,283
Legal services	218,993	237,303	229,200	247,826	243,200
Contractual services	1,034,446	1,044,427	1,034,078	1,012,115	2,205,446
Other services	159,633	175,126	261,867	207,072	227,361
Special events & other programs	137,234	157,657	188,350	183,343	221,680
Repairs & maintenance	110,574	112,015	149,710	113,324	132,765
Vehicle repairs & maintenance	171,775	187,960	183,000	173,000	183,000
Maintenance Contracts	158,794	171,820	175,554	190,900	236,115
Clothing & Uniforms	34,071	45,481	48,457	45,723	51,597
Rentals (copiers, tools, office)	80,533	67,224	83,013	81,287	83,282
Liability Insurance	143,276	146,950	163,183	159,156	163,892
Bank & credit card fees/armored car	116,547	124,395	110,280	118,500	118,380
Supplies	234,261	294,065	386,340	314,084	398,825
Office supplies & postage	39,766	41,649	85,762	59,241	81,181
Fuel	108,488	105,655	166,500	134,488	153,000
Utilities	328,375	319,191	369,676	333,850	385,350
Telecommunications	92,724	96,840	106,121	114,098	119,492
Other expenses	213,617	219,119	127,790	112,334	149,033
Total operating costs	4,013,765	4,290,876	5,019,253	4,463,028	6,286,312
Capital outlay	217,362	279,029	25,330	41,408	61,040
Total departmental expenditures	13,377,166	14,341,551	15,791,853	14,664,214	17,785,482
Operating transfers & Contingency:					
Transfers to Capital Projects Fund	1,658,500	2,435,440	3,108,495	3,208,495	2,683,059
Transfers to Debt Service Fund	191,870	525,453	559,342	559,342	-
Contingency	-	-	350,000	-	100,000
Total Expenditures, transfers & Cont.	\$ 15,227,536	\$ 17,302,444	\$ 19,809,690	\$ 18,432,051	\$ 20,568,541

EXPENDITURES SUMMARY BY FUNCTION



	FY 2016	FY 2017	FY 2018		FY 2019
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET
General Government & Administration:					
Salaries & Wages	\$ 1,558,853	\$ 1,599,093	\$ 1,873,916	\$ 1,821,844	\$ 2,046,267
Benefits	430,924	477,836	516,576	541,767	640,488
Other Operating - net	926,285	964,038	1,750,521	1,663,430	1,765,502
Capital	18,014	30,257	1,000	21,000	13,670
Total	2,934,076	3,071,224	4,142,013	4,048,041	4,465,927
Public Services:					
Salaries & Wages	2,130,714	2,233,763	2,393,340	2,184,876	2,350,707
Benefits	506,324	542,209	570,977	534,916	608,955
Other Operating Costs	1,236,696	1,309,043	808,684	746,922	1,984,452
Capital outlay	123,178	40,482	2,950	-	9,450
Total	3,996,912	4,125,497	3,775,951	3,466,714	4,953,564
Planning, Community & Economic Development:					
Salaries & Wages	371,731	404,665	430,613	425,451	491,999
Benefits	88,172	103,249	109,399	110,023	125,699
Other Operating Costs	132,179	181,237	385,723	200,829	370,642
Total	592,082	689,151	925,735	736,303	988,340
Youth, Family & Senior Services:					
Salaries & Wages	594,478	673,723	736,747	740,884	831,367
Benefits	135,554	176,499	204,459	188,394	237,522
Other Operating Costs	351,305	322,628	149,690	124,981	212,055
Capital outlay	943	-	-	688	600
Total	1,082,280	1,172,850	1,090,896	1,054,947	1,281,544
Public Works:					
Salaries & Wages	2,461,316	2,625,540	2,890,423	2,703,839	2,966,879
Benefits	867,973	935,069	1,020,821	907,784	1,138,248
Other Operating Costs - Net	1,367,300	1,552,668	1,924,635	1,726,866	1,967,160
Capital outlay	75,227	169,552	21,380	19,720	23,820
Total	4,771,816	5,282,829	5,857,259	5,358,210	6,096,106
Total Departmental Expenditures	13,377,166	14,341,551	15,791,853	14,664,214	17,785,482
Transfers to Capital Projects Fund	1,658,500	2,435,440	3,108,495	3,208,495	2,683,059
Transfers to Debt Service Fund	191,870	525,453	559,342	559,342	-
Contingency	-	-	350,000	-	100,000
Total Expenditures	\$ 15,227,536	\$ 17,302,444	\$ 19,809,690	\$ 18,432,051	\$ 20,568,541

SUMMARY OF PERSONNEL COUNTS



	FY2016	FY2017	FY2018	FY2019 Budget
Administration	19	19	20	21
Public Services	35.3	34.3	34.3	33.89
Planning, Community & Economic Development	5.2	5.2	5.2	5.8
Youth, Family & Senior Services	10.43	11.38	11.79	11.79
Public Works	49	49	53	53
Total	118.93	118.88	123.29	125.48

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:

- Overall, the Mayor and Council's budget remains constant with a decrease of \$13,800. The reduction is primarily due to a reduction in Community Services Grants and FY2019 not being an election year. Certain items in the Mayor and Council budget related to elections are not required such as: printing costs for new Council letterhead and business cards, Special Services for a photographer and Special Events for the inauguration event and recognition of outgoing Councilmembers.
- Individual lines fluctuations include 2 grants totaling \$15,000 were one-time grants in FY2018; the Anacostia Trails Heritage line (25-11) has reduced to zero but the amount has been moved to Dues (67-10) as that accurately categorizes this expenditure. The amount for Anacostia Trails has increased from \$3,900 to just over \$8,000. That accounts for most of the \$10,000 increase in the Dues line.

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 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries and Wages	\$ 68,151	\$ 70,392	\$ 73,150	\$ 73,150
Benefits	8,065	7,997	7,854	7,623
Other Operating Costs	606,295	616,098	592,926	579,347
Capital	-	-	-	-
Total Expenditures	\$ 682,511	\$694,487	\$673,930	\$660,120

OTHER OPERATING COSTS:

-510.12-11 Travel and Training	
Nat'l League of Cities Congressional Conference – 3 attendees	\$ 4,250
Nati'l League of Cities Summer Leadership Conference - 2 attendees	3,000
Maryland Municipal League annual conference – 5 attendees	8,500
MD Municipal League fall legislative conference – 4 attendees	2,800
MD Municipal League Mayor's Conference	200
International Town Gown Association annual conference - 2	3,000
NLC City Summit – 3 attendees	7,500
US Conference of Mayors annual meeting	3,500
US Conference of Mayors winter meeting	800
	\$33,550
-510.25-10 City University Partnership (CPCUP)	
Annual development grant to CPCUP matched by UMD	\$125,000
Contribution to CPCUP homeowner's grant program	50,000
Contribution to fund a new CPCUP employee (matched by UMD)	20,000
	\$195,000
-510.25-20 Community Services Grants	
	\$10,000
Discretionary annual grants to non-governmental not-for-profit organizations that provide services to City residents and the community. An organization is not eligible for this grant program if it receives any other City-funded grant during the fiscal year. For FY2019, two previous grant recipients (Lakeland Heritage Events and Miss College Park Scholarships) have been moved to separate line items, and the Community Services Grants have been reduced to \$10,000.	
-510.25-30 College Park Arts Exchange	
	\$39,000
Direct grant for various arts and cultural programs.	
-510.25-31 Meals on Wheels	
	\$6,500
Contribution to the program providing meals to qualified senior citizens	
-510.25-38 College Park Boys and Girls Club	
	\$12,500
Grant to the Club for services provided to students in College Park.	
-510.25-38 Public School Education Grant	
Grants of \$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	12,100

Additional educational initiatives to be developed by the Education Advisory Committee that benefit the public schools and College Park youth	5,900
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\$65,500

-510.25-40 Fire Department Capital Equipment Grants \$60,000

\$20,000 grants to the three local fire departments providing services to the City, to assist them with the purchase of new equipment or pay debt service on new purchases. Subsequent to the awarding of a grant, the City has no future obligations with respect to the equipment purchased.

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

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

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

Annual contribution

-510.30-34 Lobbying \$23,000

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

-510.67-10 Dues

Maryland Municipal League	\$27,423
Metropolitan Washington Council of Gov't and Regional Environmental Fund	28,647
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
Mayors Innovation Project membership	1,000
Anacostia Trails Heritage membership	8,069
	\$75,497

PERFORMANCE MEASURES:

Percent of Board and Commission positions that are filled

FY 2017 Target	FY 2017 Actual	FY 2018 Target
90%	86% (2nd quarter)	90%

MAYOR AND CITY COUNCIL

Acct. Code	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018		FY 2019 PROPOSED BUDGET	Change in Budget FY 18 to FY 19		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-1010								
	<u>Salaries & Wages</u>							
-510.10-05	\$ 66,501	\$ 66,501	\$ 66,500	\$ 66,500	\$ 66,500	\$ -	0.0%	
-510.10-06	1,650	3,891	6,650	6,400	6,650	-	0.0%	
	68,151	70,392	73,150	72,900	73,150	-	0.0%	
	<u>Benefits</u>							
-510.11-10	5,092	5,196	5,102	5,577	5,596	494	9.7%	
-510.11-21	113	176	120	260	102	(18)	-15.0%	
-510.11-25	2,860	2,625	2,632	2,100	1,925	(707)	-26.9%	
	8,065	7,997	7,854	7,937	7,623	(231)	-2.9%	
	<u>Other Operating Costs</u>							
-510.12-10	-	-	300	-	-	(300)	-100.0%	
-510.12-11	15,675	15,545	28,470	18,000	33,550	5,080	17.8%	
	<u>Overhead Allocation:</u>							
-510.20-10	23,613	22,302	-	-	-	-	0.0%	
-510.20-12	1,603	1,159	-	-	-	-	0.0%	
-510.20-13	17,554	16,840	-	-	-	-	0.0%	
-510.20-14	807	810	-	-	-	-	0.0%	
-510.20-15	6,261	7,118	-	-	-	-	0.0%	
-510.20-16	75,215	97,306	-	-	-	-	0.0%	
-510.20-17	4,961	1,060	-	-	-	-	0.0%	
	<u>Grants & Assistance:</u>							
-510.25-10	125,000	175,000	195,000	200,000	195,000	-	0.0%	
-510.25-11	3,954	5,954	3,954	3,954	<i>Moved to Dues</i>	(3,954)	-100.0%	
-510.25-20	17,500	10,000	20,000	6,000	10,000	(10,000)	-50.0%	
-510.25-30	39,000	39,000	39,000	39,000	39,000	-	0.0%	
-510.25-31	6,500	6,500	6,500	6,500	6,500	-	0.0%	
-510.25-35	12,500	12,500	12,500	12,500	12,500	-	0.0%	
-510.25-38	81,979	55,769	65,500	65,500	65,500	-	0.0%	
-510.25-40	-	-	60,000	60,000	60,000	-	0.0%	
-510.25-41	-	20,000	-	-	-	-	0.0%	
-510.25-41	7,000	-	10,000	10,000	10,000	-	0.0%	
-510.25-44	1,000	-	1,000	2,000	1,000	-	0.0%	
-510.25-45	-	-	-	-	-	-	0.0%	
-510.25-46	43,000	-	-	-	-	-	0.0%	
-510.25-47	-	5,000	5,000	5,000	-	(5,000)	-100.0%	
-510.25-70	-	-	10,000	10,000	-	(10,000)	-100.0%	
-510.25-	-	-	-	-	2,500	2,500	-	
-510.25-	-	-	-	-	2,500	2,500	-	
-510.30-11	-	-	2,500	2,500	-	(2,500)	-100.0%	
-510.30-38	1,960	525	2,000	3,500	3,000	1,000	50.0%	
-510.30-39	125	-	500	250	1,000	500	100.0%	
-510.30-54	20,000	30,000	23,000	23,000	23,000	-	0.0%	
-510.30-60	12,583	-	-	-	-	-	0.0%	
-510.30-65	-	273	1,000	300	1,000	-	0.0%	
-510.34-48	161	-	-	-	-	-	0.0%	
-510.36-10	2,056	208	3,200	1,500	2,000	(1,200)	-37.5%	
-510.36-15	1,321	1,585	2,500	2,000	2,500	-	0.0%	
-510.36-16	3,010	2,282	3,650	3,000	3,650	-	0.0%	
-510.36-18	5,148	-	7,500	6,300	5,000	(2,500)	-33.3%	
-510.36-25	6,375	8,800	9,760	8,500	12,200	2,440	25.0%	
-510.36-40	-	10,907	-	-	-	-	0.0%	
-510.36-60	6,000	6,000	6,000	6,000	6,000	-	0.0%	
-510.36-99	500	-	1,750	1,750	-	(1,750)	-100.0%	
-510.38-99	-	296	1,800	350	1,000	(800)	-44.4%	
-510.47-10	(22)	-	600	150	750	150	25.0%	
-510.52-10	1,000	-	-	-	-	-	0.0%	
-510.60-10	1,911	311	1,500	1,500	1,500	-	0.0%	
-510.60-11	1,334	794	1,200	1,200	1,200	-	0.0%	
-510.62-10	8	-	-	-	-	-	0.0%	
-510.66-12	866	720	720	1,250	-	(720)	-100.0%	
-510.67-10	58,262	60,509	64,522	61,000	75,497	10,975	17.0%	
-510.67-20	30	780	1,000	1,000	1,000	-	0.0%	
-510.69-10	545	245	1,000	500	1,000	-	0.0%	
	606,295	616,098	592,926	564,004	579,347	(13,579)	-2.3%	
	<u>Total Mayor & City Council</u>							
	\$ 682,511	\$ 694,487	\$ 673,930	\$ 644,841	\$ 660,120	\$ (13,810)	-2.0%	

OFFICE OF THE CITY MANAGER

PROGRAM #1018



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

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:

- With a consultant, organized the Council Orientation and the Council Retreat
- Per Council direction, facilitated the City contract purchase of the College Park Woods pool property to ensure it will remain a public amenity
- Per Council direction, negotiated proposed terms to enable the redevelopment of the Plato's and Quality Inn site
- Directed staff to identify sites for a community dog park in north College Park
- Add staff resources to landscaping, litter pickup, etc.

BUDGET HIGHLIGHTS:

- There are no significant changes in this budget.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 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
Total Personnel	2.5	2.5	2.5	2.5

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$224,063	\$182,129	\$293,760	\$326,415
Benefits	70,184	72,761	92,537	106,918
Other Operating Costs	58,488	64,946	19,650	19,650
Capital	-	-	-	-
Total Expenditures	\$352,735	\$319,836	\$405,947	\$452,983

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-510.12-11 Travel and Training

International City/County Management Association convention for 2 attendees	\$ 5,000
Maryland Municipal League annual conference for 2 attendees	2,000
MD Municipal League Fall Conference for 1 attendees	1,500
International Town & Gown Assoc. annual conf. for 1 attendee	2,000
Other staff training	1,500
	\$12,000

-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.

CITY MANAGER

Acct. Code	FY 2016	FY 2017	FY 2018		FY 2019	Change in Budget		
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	\$	%	
-1018								
	<u>Salaries & Wages</u>							
-510.10-01	\$ 214,754	\$ 170,516	\$ 269,152	\$ 273,554	\$ 299,912	\$ 30,760	11.4%	
-510.10-02	9,266	11,569	24,608	24,438	25,653	1,045	4.2%	
-510.10-03	43	44	-	850	850	850	-	
	<u>224,063</u>	<u>182,129</u>	<u>293,760</u>	<u>298,842</u>	<u>326,415</u>	<u>32,655</u>	<u>11.1%</u>	
	<u>Benefits</u>							
-510.11-10	16,180	14,589	17,164	17,500	17,646	482	2.8%	
-510.11-12	27,283	29,794	38,305	42,788	47,300	8,995	23.5%	
-510.11-13	1,077	1,087	1,473	1,473	1,688	215	14.6%	
-510.11-14	144	53	618	463	438	(180)	-29.1%	
-510.11-15	291	316	413	413	440	27	6.5%	
-510.11-17	4,178	4,319	5,666	5,650	5,666	-	0.0%	
-510.11-21	5,121	6,080	8,530	8,530	9,880	1,350	15.8%	
-510.11-22	781	828	880	1,152	1,252	372	42.3%	
-510.11-25	11,169	10,855	14,688	14,920	17,808	3,120	21.2%	
-510.11-29	3,960	4,840	4,800	4,800	4,800	-	0.0%	
	<u>70,184</u>	<u>72,761</u>	<u>92,537</u>	<u>97,689</u>	<u>106,918</u>	<u>14,381</u>	<u>15.5%</u>	
	<u>Other Operating Costs</u>							
-510.12-10	19	98	600	25	600	-	0.0%	
-510.12-11	8,326	10,309	12,000	10,000	12,000	-	0.0%	
	<u>Overhead Allocation:</u>							
-510.20-10	5,903	5,576	-	-	-	-	0.0%	
-510.20-11	7,830	7,714	-	-	-	-	0.0%	
-510.20-12	9	7	-	-	-	-	0.0%	
-510.20-13	6,106	5,857	-	-	-	-	0.0%	
-510.20-14	538	540	-	-	-	-	0.0%	
-510.20-15	6,261	7,118	-	-	-	-	0.0%	
-510.20-16	16,351	21,154	-	-	-	-	0.0%	
-510.20-17	253	957	-	-	-	-	0.0%	
-510.36-10	542	-	1,000	500	1,000	-	0.0%	
-510.38-99	-	395	-	-	-	-	0.0%	
-510.62-10	-	35	50	-	50	-	0.0%	
-510.66-12	2,470	1,953	2,400	2,400	2,400	-	0.0%	
-510.67-10	2,283	2,303	2,350	2,350	2,350	-	0.0%	
-510.67-20	580	165	250	250	250	-	0.0%	
-510.69-10	1,017	765	1,000	1,127	1,000	-	0.0%	
	<u>58,488</u>	<u>64,946</u>	<u>19,650</u>	<u>16,652</u>	<u>19,650</u>	<u>-</u>	<u>0.0%</u>	
Total City Manager	<u>\$ 352,735</u>	<u>\$ 319,836</u>	<u>\$ 405,947</u>	<u>\$ 413,183</u>	<u>\$ 452,983</u>	<u>\$ 47,036</u>	<u>11.6%</u>	

OFFICE OF THE CITY CLERK

PROGRAM #1019



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

SIGNIFICANT ACCOMPLISHMENTS:

- Administered the November 2017 election with a record number of candidates and increased voter outreach.
- Undertook the review and destruction of certain records as authorized by the approved Record Retention and Disposition Schedule
- Implemented procedures for continued scanning of department records

BUDGET HIGHLIGHTS:

- There are no significant changes in operations expected.
- The primary reason for the decrease in this budget compared to the FY 2018 budget is eliminating the postage of \$7,500 as they are provided for in other budgets.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Senior City Clerk	1	1	1	1
Assistant City Clerk	1	1	1	1
Office Specialist III	.5	.5	.5	.5
Total Personnel	2.5	2.5	2.5	2.5

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$199,262	\$ 134,641	\$215,107	\$ 247,554
Benefits	51,247	38,064	57,937	68,461
Other Operating Costs	56,457	53,620	54,070	45,300
Capital	-	-	-	-
Total Expenditures	\$306,966	\$226,325	\$327,114	\$361,315

OTHER OPERATING COSTS:

-510.12-11 Travel and Training	
MD Municipal Clerk’s Association quarterly meetings	\$ 200
International Institute of Municipal Clerks (IIMC) annual conference	2,350
IIMC Region 2 Conference	2,000
MD Municipal League annual conference	1,700
Certified Elections/Registration Administer Training	3,600
Other training for staff	750
	\$10,600

-510.36-10 Printing	
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.	
	\$10,000

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

-510.38-99 Special Events	
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.	
	\$10,000

-510.60-10 General Supplies	
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.	
	\$3,000

PERFORMANCE MEASURES:

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

CITY CLERK

Acct. Code		FY 2016	FY 2017	FY 2018		FY 2019	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19	%
							\$	%
-1019								
	<u>Salaries & Wages</u>							
-510.10-01	Salary	\$ 170,106	\$ 98,937	\$ 190,499	\$ 190,499	\$ 221,901	\$ 31,402	16.5%
-510.10-02	Hourly	28,062	35,571	24,608	24,500	25,653	1,045	4.2%
-510.10-03	Overtime	1,094	133	-	661	-	-	0.0%
	Total Salaries & Wages	<u>199,262</u>	<u>134,641</u>	<u>215,107</u>	<u>215,660</u>	<u>247,554</u>	<u>32,447</u>	<u>15.1%</u>
	<u>Benefits</u>							
-510.11-10	FICA	14,484	9,658	15,191	15,191	16,505	1,314	8.6%
-510.11-12	Health Insurance	22,372	19,335	27,732	28,000	33,698	5,966	21.5%
-510.11-13	Dental Insurance	928	700	1,134	1,134	1,294	160	14.1%
-510.11-14	Life Insurance	77	71	459	400	438	(21)	-4.6%
-510.11-15	Vision Insurance	264	232	329	329	351	22	6.7%
-510.11-17	457 City Match Contribution	1,949	731	1,304	1,300	1,304	-	0.0%
-510.11-21	Workers Compensation	693	261	388	390	378	(10)	-2.6%
-510.11-22	Long-term Disability Insurance	722	483	645	750	952	307	47.6%
-510.11-25	MSRP Retirement	9,758	6,593	10,755	10,755	13,541	2,786	25.9%
	Total Benefits	<u>51,247</u>	<u>38,064</u>	<u>57,937</u>	<u>58,249</u>	<u>68,461</u>	<u>10,524</u>	<u>18.2%</u>
	<u>Other Operating Costs</u>							
-510.12-10	Non Training Travel	-	-	300	-	300	-	0.0%
-510.12-11	Travel & Training	2,526	4,924	7,000	5,000	10,600	3,600	51.4%
	Overhead Allocation:							
-510.20-10	Insurance	2,952	2,788	-	-	-	-	0.0%
-510.20-12	Postage	225	184	-	-	-	-	0.0%
-510.20-13	Utilities	3,816	3,661	-	-	-	-	0.0%
-510.20-14	Telephone	807	810	-	-	-	-	0.0%
-510.20-15	Information Technology	6,261	7,118	-	-	-	-	0.0%
-510.20-16	Building Maintenance	16,351	21,154	-	-	-	-	0.0%
-510.20-17	Copier	377	2,444	-	-	-	-	0.0%
-510.30-39	Translation Services	-	-	5,000	-	3,000	(2,000)	-40.0%
-510.30-65	Interpreter Services	-	-	1,000	-	1,000	-	0.0%
-510.36-10	Printing	3,621	5,727	11,945	10,000	10,000	(1,945)	-16.3%
-510.36-11	Classified Advertising	5,339	3,836	4,000	4,500	3,000	(1,000)	-25.0%
-510.36-99	Other special services	662	-	1,500	750	1,500	-	0.0%
-510.38-99	Other special events	9,949	-	9,000	9,000	10,000	1,000	11.1%
-510.47-10	Clothing & Uniforms	-	-	200	-	200	-	0.0%
-510.52-99	Other awards & gifts	557	-	500	538	600	100	20.0%
-510.60-10	General Supplies	1,878	33	3,625	2,500	3,000	(625)	-17.2%
-510.61-10	Office Supplies	746	531	1,500	750	1,000	(500)	-33.3%
-510.62-10	Postage	-	-	7,500	-	-	(7,500)	-100.0%
-510.67-10	Dues	390	410	400	400	600	200	50.0%
-510.67-20	Publications & Books	-	-	100	-	-	(100)	-100.0%
-510.69-10	Miscellaneous	-	-	500	-	500	-	0.0%
	Total Other Operating Costs	<u>56,457</u>	<u>53,620</u>	<u>54,070</u>	<u>33,438</u>	<u>45,300</u>	<u>(8,770)</u>	<u>-16.2%</u>
	Total City Clerk	<u>\$ 306,966</u>	<u>\$ 226,325</u>	<u>\$ 327,114</u>	<u>\$ 307,347</u>	<u>\$ 361,315</u>	<u>\$ 34,201</u>	<u>10.5%</u>

CITY ATTORNEY

PROGRAM #1011



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

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

BUDGET HIGHLIGHTS:

- Based on increased legal fees incurred in FY2017 and projected for FY2018, the FY2019 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 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-
Other Operating Costs	192,431	217,911	196,000	216,000
Capital	-	-	-	-
Total Expenditures	\$192,431	\$217,911	\$196,000	\$216,000

FINANCE DEPARTMENT

PROGRAM #1022



The Finance Department provides for the general financial management of the City. This includes accounting and financial reporting; budgeting; cash management; 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 FY2017 audit - received an unmodified opinion from the audit firm of SB & Co.
- Received GFOA awards for the FY2016 Comprehensive Annual Financial Report and the FY2018 budget.

BUDGET HIGHLIGHTS:

- There are no significant changes in this budget. The main reason for the decrease in the FY2019 operating costs is the inclusion of the administrative reimbursement related to the speed enforcement program. That amount was inadvertently left out of the FY2018 Budget.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Finance Director	1	1	1	1
Assistant 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	3
Total Personnel	7	7	7	8

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$497,262	\$ 512,032	\$594,785	\$661,050
Benefits	134,943	137,208	149,515	173,786
Other Operating Costs	328,990	382,896	156,053	108,161
Capital	640	4,916	-	-
Total Expenditures	\$961,835	\$1,037,052	\$900,353	\$942,997

OTHER OPERATING COSTS:

-510.12-11 Travel and Training	
Maryland GFOA quarterly meetings for 3 attendees	\$ 900
Maryland GFOA annual conference for 3 attendees	3,000
GFOA Annual Conference for 2 attendees	4,900
American Payroll Assoc. Quarterly meetings and other seminars for staff	800
	\$9,600

-510.36-10 Printing	
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.	
	\$6,000

-510.55-15 Credit Card Fees	
Fees for customer usage of credit cards, the largest of which is the VISA, Mastercard, American Express and Discover discounts at \$8,200 monthly. Also includes fees for credit card processing at 16 parking pay stations.	
	\$104,880

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

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

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 2016 ACTUAL	FY 2017 ACTUAL	FY 2018		FY 2019 PROPOSED BUDGET	Change in Budget FY 18 to FY 19		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
1022-								
-510.10-01	\$ 278,770	\$ 297,238	\$ 340,004	\$ 341,000	\$ 366,559	\$ 26,555	7.8%	
-510.10-02	215,854	214,244	252,781	272,000	293,491	40,710	16.1%	
-510.10-03	2,638	550	2,000	1,000	1,000	(1,000)	-50.0%	
Total Salaries & Wages	497,262	512,032	594,785	614,000	661,050	66,265	11.1%	
	<u>Benefits</u>							
-510.11-10	36,495	37,765	40,064	42,500	43,851	3,787	9.5%	
-510.11-12	55,853	57,733	61,855	66,000	74,994	13,139	21.2%	
-510.11-13	3,562	3,354	3,784	3,900	4,329	545	14.4%	
-510.11-14	154	300	1,251	1,210	1,400	149	11.9%	
-510.11-15	1,252	1,261	1,377	1,200	1,214	(163)	-11.8%	
-510.11-17	10,223	8,667	9,125	8,300	8,343	(782)	-8.6%	
-510.11-21	873	1,005	1,075	1,100	1,012	(63)	-5.9%	
-510.11-22	1,853	1,693	1,345	2,000	2,538	1,193	88.7%	
-510.11-25	24,678	25,430	29,639	30,650	36,105	6,466	21.8%	
Total Benefits	134,943	137,208	149,515	156,860	173,786	24,271	16.2%	
	<u>Other Operating Costs</u>							
-510.12-10	191	891	160	100	160	-	0.0%	
-510.12-11	2,328	4,650	9,455	6,000	9,600	145	1.5%	
	<u>Overhead Allocation:</u>							
-510.20-10	5,903	5,576	-	-	-	-	0.0%	
-510.20-12	5,038	5,410	-	-	-	-	0.0%	
-510.20-13	17,554	16,840	-	-	-	-	0.0%	
-510.20-14	3,765	3,780	-	-	-	-	0.0%	
-510.20-15	156,532	177,959	-	-	-	-	0.0%	
-510.20-16	26,162	33,846	-	-	-	-	0.0%	
-510.20-17	1,798	1,971	-	-	-	-	0.0%	
-510.20-25	(40,329)	(54,900)	-	(54,900)	(54,900)	(54,900)	-	
-510.30-10	15,777	18,652	18,652	18,562	17,435	(1,217)	-6.5%	
-510.30-15	-	28,673	-	-	-	-	0.0%	
-510.36-10	6,075	6,046	6,300	6,500	6,000	(300)	-4.8%	
-510.36-11	2,522	810	750	-	750	-	0.0%	
-510.36-13	860	751	1,095	800	1,000	(95)	-8.7%	
-510.36-40	-	-	300	-	300	-	0.0%	
-510.47-10	-	-	-	-	300	300	-	
-510.55-10	3,849	9,292	6,300	7,500	7,500	1,200	19.0%	
-510.55-15	107,214	109,368	98,280	105,000	104,880	6,600	6.7%	
-510.55-20	5,484	5,735	5,700	6,000	6,000	300	5.3%	
-510.60-10	43	52	100	100	100	-	0.0%	
-510.61-10	4,670	5,404	4,900	5,000	5,000	100	2.0%	
-510.62-10	1,100	90	1,025	500	1,000	(25)	-2.4%	
-510.66-12	536	600	720	720	720	-	0.0%	
-510.67-10	1,175	551	776	776	776	-	0.0%	
-510.67-20	715	715	1,440	650	1,440	-	0.0%	
-510.69-10	28	136	100	100	100	-	0.0%	
Total Other Operating Costs	328,990	382,896	156,053	103,408	108,161	(47,892)	-30.7%	
	<u>Capital Outlay</u>							
-510.92-20	640	1,589	-	-	-	-	0.0%	
-510.93-10	-	3,327	-	-	-	-	0.0%	
Total Capital Outlay	640	4,916	-	-	-	-	0.0%	
Total Finance	\$ 961,835	\$ 1,037,052	\$ 900,353	\$ 874,268	\$ 942,997	\$ 42,644	4.7%	

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:

- Implemented the recommendations from prior year's compensation and classification study.
- Conducted mandatory ethics training for all employees.
- Director graduated from the Maryland Equity and Inclusion Leadership Program sponsored by Maryland Commission on Civil Rights and the University of Baltimore.
- All paper records for personnel were scanned and moved into an electronic retrieval system.

BUDGET HIGHLIGHTS:

- The Safety Services program budget moved to HR for FY2018. In FY2019, we recommend the purchase of five Automatic External Defibrillators (AEDs) plus the associated training and maintenance of components. If approved, one will be placed in each building in an accessible location and employees in each building will be trained in their operation.
- The Public Transit Incentive line item was increased by \$1,750 to accommodate a few more employees who use it and to increase the monthly reimbursement available from \$50 to \$75. It has not been increased in over ten years.
- The Wellness Program budget was increased \$2,400 to add a reimbursement program of \$10/month for any employee who goes to the gym at least five times a month.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 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
Total Personnel	2	2	3	3

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$198,079	\$201,566	\$276,908	\$309,339
Benefits	59,898	63,211	82,147	99,177
Other Operating Costs	99,961	51,049	98,500	90,060
Capital	-	-	-	-
Total Expenditures	\$357,938	\$315,826	\$457,555	\$498,576

BENEFITS**-510.11-30 Public Transit Incentive** **\$5,250**

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

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

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

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

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

IPMA or SHRM national conference	\$ 2,000
IPMA and SHRM local conferences and meetings	600
Unlawful practices & supervisory training for employees	3,400
Other seminars and workshops	1,000
Mileage reimbursement for training	500
Safety Officer travel and training (from DPW)	2,500
	\$10,000

-510.30-15 Consulting **\$16,000**

Follow-up to Engagement Study from FY2017 for training, focus groups and implementation.

-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 **\$2,200**

Applicant tracking software

-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.

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

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

PERFORMANCE MEASURES:

Goal	Measure	FY2018 Actual	FY2019 Target
Recruit and select the best possible candidates in a timely manner	Number of position filled (excluding temps and interns)	3	N/A
	Average working days for external recruitment, requisition to date of offer	42.3	70
Hire candidates who are good fits for the positions	Number of new hires still employed 12 months from hire date	4	9
	Percentage of new hires still employed after 12 months	100%	100%
Provide HR services to employees in a timely, responsible and effective manner	Internal Annual Survey: HR quality of services as rated Excellent	70%	
	Internal Annual Survey: HR quality of services rated as Good	27%	
	Internal Annual Survey: HR quality of services rated as Needs Improvement and Poor	3%	

HUMAN RESOURCES

Acct. Code	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018		FY 2019 PROPOSED BUDGET	Change in Budget FY 18 to FY 19		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-1005								
	<u>Salaries & Wages</u>							
-510.10-01	\$ 130,869	\$ 131,605	\$ 202,414	\$ 272,183	\$ 309,089	\$ 106,675	52.7%	
-510.10-02	Hourly 67,092	69,961	74,244	-	-	(74,244)	-100.0%	
-510.10-03	Overtime 118	-	250	-	250	-	0.0%	
	<u>Total Salaries & Wages</u>	<u>201,566</u>	<u>276,908</u>	<u>272,183</u>	<u>309,339</u>	<u>32,431</u>	<u>11.7%</u>	
	<u>Benefits</u>							
-510.11-10	FICA 14,026	14,507	19,011	19,011	20,531	1,520	8.0%	
-510.11-11	Employee Assistance Program 2,038	2,038	-	1,529	-	-	0.0%	
-510.11-12	Health Insurance 19,675	22,022	26,604	27,144	32,607	6,003	22.6%	
-510.11-13	Dental Insurance 1,826	1,928	2,278	2,278	2,645	367	16.1%	
-510.11-14	Life Insurance 25	6	558	500	525	(33)	-5.9%	
-510.11-15	Vision Insurance 190	209	378	378	403	25	6.6%	
-510.11-17	457 City Match Contribution 3,484	3,624	5,996	6,000	6,257	261	4.4%	
-510.11-21	Workers Compensation 822	1,015	2,980	2,996	3,783	803	26.9%	
-510.11-22	Long-term Disability Insurance 728	769	829	829	1,189	360	43.4%	
-510.11-25	MSRP Retirement 9,588	10,015	13,833	13,800	16,907	3,074	22.2%	
-510.11-30	Public Transit Incentive 2,012	2,652	3,000	3,400	5,250	2,250	75.0%	
-510.11-32	Wellness Program Reimbursement 5,484	4,426	6,680	5,000	9,080	2,400	35.9%	
	<u>Total Benefits</u>	<u>63,211</u>	<u>82,147</u>	<u>82,865</u>	<u>99,177</u>	<u>17,030</u>	<u>20.7%</u>	
	<u>Other Operating Costs</u>							
-510.12-10	Mileage reimbursement 1,937	1,721	2,000	1,500	2,000	-	0.0%	
-510.12-11	Travel & Training 4,974	8,013	10,000	9,000	10,000	-	0.0%	
-510.12-15	Tuition Reimbursement 70	1,802	5,000	2,500	5,000	-	0.0%	
	Overhead Allocation:							
-510.20-12	Postage 72	111	-	-	-	-	0.0%	
-510.20-13	Utilities 2,290	2,196	-	-	-	-	0.0%	
-510.20-14	Telephone 1,076	1,080	-	-	-	-	0.0%	
-510.20-17	Copier 1,073	1,233	-	-	-	-	0.0%	
-510.30-15	Consulting 240	240	22,000	240	16,000	(6,000)	-27.3%	
-510.30-55	Compensation Study 43,240	-	-	-	240	240	-	
-510.30-60	Executive Search 11,500	-	-	-	-	-	0.0%	
-510.36-10	Printing 173	-	200	400	400	200	-	
-510.36-11	Classified Advertising 4,235	2,600	4,500	1,250	2,500	(2,000)	-44.4%	
-510.36-15	Catering For Meetings 890	1,361	1,000	1,000	1,900	900	90.0%	
-510.36-38	Employee Background Check 1,146	1,076	1,200	1,200	2,000	800	66.7%	
-510.38-18	Health & Benefits Fairs 3,163	4,133	5,000	5,000	5,000	-	0.0%	
-510.38-20	Employee Events 6,744	9,732	9,500	9,500	9,500	-	0.0%	
-510.45-10	Computer Software Support 1,908	1,908	12,680	2,000	2,200	(10,480)	-82.6%	
-510.47-10	Clothing & Uniforms -	67	420	200	420	-	0.0%	
-510.52-10	Awards & Gifts 7,435	6,903	9,050	7,000	9,050	-	0.0%	
-510.54-10	Physical Exams 4,375	3,507	7,800	7,000	7,900	100	1.3%	
-510.60-10	General Supplies 1,955	553	4,000	3,000	11,800	7,800	195.0%	
-510.61-10	Office Supplies 338	794	750	750	750	-	0.0%	
-510.66-12	Cellular Phone -	646	1,200	1,200	1,200	-	0.0%	
-510.67-10	Dues 970	1,373	1,200	1,200	1,200	-	0.0%	
-510.67-20	Publications & Books 157	-	1,000	800	1,000	-	0.0%	
	<u>Total Other Operating Costs</u>	<u>51,049</u>	<u>98,500</u>	<u>54,740</u>	<u>90,060</u>	<u>(8,440)</u>	<u>-8.6%</u>	
	<u>Total - Human Resources</u>	<u>\$ 357,938</u>	<u>\$ 315,826</u>	<u>\$ 457,555</u>	<u>\$ 409,788</u>	<u>\$ 498,576</u>	<u>\$ 41,021</u>	<u>9.0%</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:

- Redesigned the City’s website and sub-sites.
- Increased the City’s audience and reach via social media, email and other communication mediums.
- Oversaw the 8th annual College Park Day
- Developed and designed a new City Style and Visual Identity Guide.
- Designed and produced City apparel.

BUDGET HIGHLIGHTS:

- Beginning in FY2019, the Resident Guide will be published and mailed every other year.
- The City began rebranding its visual identity in FY2018 and will promote its new visual identity and style across documents, websites, events and more.
- Beginning in FY2019, a welcome letter or packet with the City’s resident guide will be sent out to new City residents.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Communications Coordinator	1	1	1	1
Total Personnel	1	1	1	1

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries and Wages	\$ 6,513	\$ 134,097	\$ 58,742	\$ 61,236
Benefits	849	33,753	9,060	30,843
Other Operating Costs	29,608	95,020	113,969	117,789
Capital	-	-	-	-
Total Expenditures	\$ 36,970	\$262,870	\$181,771	\$209,868

OTHER OPERATING COSTS:

-510.12-11 Travel and Training		
Annual 3CMA Conference for 1 employee		\$1,700
Adweek DC Conference for 1 employee		330
Software training for website		1,600
		\$3,630
-510.34-15 Consulting		\$3,000
As needed for the website redesign of sub-sites (i.e. College Park Day) and student assistant		
-510.34-25 Marketing		\$10,000
Publicize events, City branding, City initiatives, etc.		
-510.36-10 Printing		\$9,000
Cost of printing 5,500 copies of the Resident Guide		
-510.36-26 Videography and Editing		\$1,200
Audio-Visual Services to create short videos		
-510.38 Special Events		
38-60 College Park Day*		\$56,350
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 \$16,500.		
38-99 Other		\$2,000
Ribbon cutting, opening ceremonies, etc.		
-510.60-10 Supplies		
T-shirts, promotional items, etc		\$3,200
Banners, flyers, signs, etc.		10,000
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
		\$18,350
-510.62-10 Postage		
Postage for the monthly Municipal Scene		\$1,000
1 Resident Mailings (if needed)		7,500
Postage to mail the Resident Guide		4,220
		\$12,720

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

PERFORMANCE MEASURES:

- Deliver approximately 45 Weekly Bulletins and 12 Municipal Scenes on time with engaging and informative content
- Increase College Park Connected's subscriber base between 5-10% and social media followers by 15%.
- 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 2016	FY 2017	FY 2018		FY 2019	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19	\$ %
-1006								
	<u>Salaries & Wages</u>							
-510.10-01	Salary	\$ 6,513	\$ 134,043	\$ 58,742	\$ 59,000	\$ 61,236	2,494	4.2%
-510.10-03	Overtime	-	54	-	1,035	-	-	-
	Total Salaries & Wages	6,513	134,097	58,742	60,035	61,236	2,494	4.2%
	<u>Benefits</u>							
-510.11-10	FICA	452	9,473	4,189	4,189	3,952	(237)	-5.7%
-510.11-12	Health Insurance	38	14,220	1,011	19,000	21,527	20,516	2029.3%
-510.11-13	Dental Insurance	-	527	-	600	795	795	-
-510.11-14	Life Insurance	7	98	118	160	175	57	48.3%
-510.11-15	Vision Insurance	-	151	-	195	194	194	-
-510.11-17	457 City Match Contribution	38	1,481	521	521	521	-	0.0%
-510.11-18	401A Retirement	-	-	-	11	-	-	0.0%
-510.11-21	Workers Compensation	12	676	108	108	94	(14)	-13.0%
-510.11-22	Long-term Disability Insurance	-	458	176	220	235	59	33.5%
-510.11-25	MSRP Retirement	302	6,669	2,937	2,937	3,350	413	14.1%
	Total Benefits	849	33,753	9,060	27,941	30,843	21,783	240.4%
	<u>Other Operating Costs</u>							
-510.12-10	Non Training Travel	-	67	50	50	50	-	0.0%
-510.12-11	Travel & Training	-	42	2,430	3,674	3,630	1,200	49.4%
-510.30-13	Administrative	-	2,345	-	-	-	-	0.0%
-510.30-15	Consulting	-	33,718	-	-	3,000	3,000	0.0%
-510.34-25	Marketing	-	7,000	4,700	3,500	10,000	5,300	112.8%
-510.36-10	Printing	139	6,775	8,000	8,000	9,000	1,000	12.5%
-510.36-26	Videography & Editing	2,860	319	1,200	1,200	1,200	-	0.0%
-510.38-60	College Park Day	26,458	30,281	53,650	53,650	56,350	2,700	5.0%
-510.38-99	Other special events	-	10,207	1,400	8,747	2,000	600	42.9%
-510.60-10	General Supplies	151	2,359	25,350	20,000	18,350	(7,000)	-27.6%
-510.60-21	Photographic Supplies	-	105	170	250	170	-	0.0%
-510.60-35	Farmer's Markets signs	-	-	3,000	-	-	(3,000)	-100.0%
-510.62-10	Postage	-	323	12,700	6,500	12,720	20	0.2%
-510.66-12	Cellular Phone	-	780	720	720	720	-	0.0%
-510.67-10	Dues	-	-	599	600	599	-	0.0%
-510.67-20	Publications & Books	-	-	-	90	-	-	0.0%
-510.92-40	Photographic Equipment	-	699	-	-	-	-	0.0%
	Total Other Operating Costs	29,608	95,020	113,969	106,981	117,789	3,820	3.4%
	Total Communications & PR	\$ 36,970	\$ 262,870	\$ 181,771	\$ 194,957	\$ 209,868	\$ 28,097	15.5%

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: Completed virtual environment for disaster recovery, third-party (Volta) review of network and implementation of recommended upgrades, LaserFiche implementation in Human Resources, Planning, and Public Services, implementation of Windows 365 in spring 2018, Davis Hall A/V in spring 2018, and the selection of a vendor for new land management software and CRM. Implementation will start in spring 2018.

BUDGET HIGHLIGHTS:

- Increases in the FY2019 budget are primarily the result of additional maintenance and service related to new software coming online such as Office 365 and CRM software.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 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
Total Personnel	4	4	4	4

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$336,685	\$346,500	\$348,264	\$355,453
Benefits	95,513	114,297	112,307	146,809
Other Operating Costs	256,159	269,198	262,330	365,482
Capital	17,374	25,341	1,000	13,670
Total Expenditures	\$705,731	\$755,336	\$723,901	\$881,414

OTHER OPERATING COSTS:

-510.12-11 Travel and Training	\$8,200
Provides for various IT training (New Horizons training coupons for City staff; and Cisco, ESRI, and iSeries training for IT staff) and related travel costs.	
-510.30-14 Support Services	\$35,000
For outside consulting on hardware and software issues as needed. Increase for FY2019 primarily from new Office 365 and CRM software.	
-510.32-10 Internet Streaming Broadcast	\$7,800
Granicus – live streaming and on-demand internet playback of City Council meetings and worksessions. (Moved from the Mayor & Council budget – Program #1010)	
-510.36-63 PGINCCC (I-Net) Pro-rata expense	\$21,767
This represents the City’s share of the budgeted operating costs of Prince George’s County Intergovernmental Network, referred to as “I-Net”. The I-Net is comprised of the County and its municipalities. The I-Net offers participating governments a communication vehicle to reduce costs for services otherwise provided through commercially leased lines.	
-510.45-10 Computer Software Support	\$144,000
Maintenance contracts on all city software – 18 different programs. Largest contract for all modules of SunGard HTE software - \$48,000. Also CRM software at \$35,000 and Office 365. Other maintenance contracts range from \$500 to \$9,600.	
-510.48-10 Office Equipment Rental	\$1,332
Rental of the postage meter and feeder for all City mail.	
-510.48-20 Copier Rental	\$25,068
Lease of 4 copiers in City Hall (City Clerk/Admin, Finance, Planning, and HR)	
-510.60-20 Computer Supplies	\$25,000
B&W printer toner and drums (\$11,000); Color toner and supplies (\$7,000); back-up tape cartridges (\$3,000); PC media, cables & other miscellaneous supplies (\$4,000)	

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 2016		FY 2017		FY 2018		FY 2019	Change in Budget		
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	PROPOSED BUDGET	FY 18 to FY 19	\$	%	
-1024										
	<u>Salaries & Wages</u>									
-510.10-01	Salary	\$ 204,112	\$ 208,542	\$ 199,308	\$ 199,308	\$ 217,013	\$ 17,705	8.9%		
-510.10-02	Hourly	129,121	133,268	144,956	75,356	134,440	(10,516)	-7.3%		
-510.10-03	Overtime	3,452	4,690	4,000	3,500	4,000	-	0.0%		
	Total Salaries & Wages	<u>336,685</u>	<u>346,500</u>	<u>348,264</u>	<u>278,164</u>	<u>355,453</u>	<u>7,189</u>	<u>2.1%</u>		
	<u>Benefits</u>									
-510.11-10	FICA	24,670	25,170	25,421	21,280	24,631	(790)	-3.1%		
-510.11-12	Health Insurance	41,001	57,256	54,245	55,000	86,856	32,611	60.1%		
-510.11-13	Dental Insurance	2,605	3,173	3,302	3,302	3,834	532	16.1%		
-510.11-14	Life Insurance	239	241	694	615	914	220	31.7%		
-510.11-15	Vision Insurance	662	735	715	600	852	137	19.2%		
-510.11-17	457 City Match Contribution	3,448	3,199	3,259	3,100	3,259	-	0.0%		
-510.11-18	401A Retirement	6,027	6,154	6,344	6,344	7,224	880	13.9%		
-510.11-21	Workers Compensation	3,555	4,917	4,962	2,200	4,742	(220)	-4.4%		
-510.11-22	Long-term Disability Insurance	1,277	1,279	1,032	1,000	1,352	320	31.0%		
-510.11-25	MSRP Retirement	12,029	12,173	12,333	10,437	13,145	812	6.6%		
	Total Benefits	<u>95,513</u>	<u>114,297</u>	<u>112,307</u>	<u>103,878</u>	<u>146,809</u>	<u>34,502</u>	<u>30.7%</u>		
	<u>Other Operating Costs</u>									
-510.12-10	Non Training Travel-mileage reimb.	2,554	797	1,550	750	1,000	(550)	-35.5%		
-510.12-11	Travel & Training	4,693	4,360	8,200	4,000	8,200	-	0.0%		
-510.30-14	Support Services	869	6,708	5,000	40,650	35,000	30,000	600.0%		
-510.34-32	Internet Streaming Broadcast	6,636	7,242	7,668	6,500	7,800	132	1.7%		
-510.34-73	Cabling	-	-	1,500	-	1,500	-	0.0%		
-510.36-28	Disaster Recovery	4,590	2,456	-	-	-	-	0.0%		
-510.36-63	PGINCCC I-Net Prorata Exp	22,520	18,740	25,656	25,000	21,767	(3,889)	-15.2%		
	Repairs & Maintenance:									
-510.40-10	Office Equipment	-	19	-	-	-	-	0.0%		
-510.40-14	Computer Equipment	-	80	1,000	-	-	(1,000)	-100.0%		
-510.40-15	Telephone Equipment	-	1,766	1,500	1,500	1,500	-	0.0%		
	Maintenance Contracts:									
-510.45-10	Computer Software Support	89,286	102,023	95,859	115,000	144,000	48,141	50.2%		
-510.45-11	Computer Hardware Support	6,579	7,827	1,495	3,600	2,000	505	33.8%		
-510.45-15	Office Equipment	1,871	1,644	-	1,800	1,725	1,725	-		
-510.48-10	Office Equipment rental	1,114	1,792	1,500	1,250	1,332	(168)	-11.2%		
-510.48-20	Copier rental	23,125	18,777	20,848	24,000	25,068	4,220	20.2%		
-510.60-10	General Supplies	55	90	-	-	250	250	-		
-510.60-11	Meeting Refreshments	171	300	360	150	360	-	0.0%		
-510.60-20	Computer Supplies	25,322	24,834	16,700	22,000	25,000	8,300	49.7%		
-510.61-10	Office Supplies	3,564	2,917	4,000	3,800	5,000	1,000	25.0%		
-510.62-10	Postage	17,999	17,542	27,000	26,000	30,000	3,000	11.1%		
-510.66-10	Telephone	27,984	30,024	29,070	29,000	31,207	2,137	7.4%		
-510.66-12	Cellular Phone	10,508	10,176	3,148	10,000	13,332	10,184	323.5%		
-510.66-14	Internet access - all facilities	6,524	8,736	9,708	9,700	8,595	(1,113)	-11.5%		
-510.66-20	Cable TV Service	-	100	168	168	446	278	165.5%		
-510.67-10	Dues	195	195	200	195	200	-	0.0%		
-510.67-20	Publications & Books	-	53	200	100	200	-	0.0%		
	Total Other Operating Costs	<u>256,159</u>	<u>269,198</u>	<u>262,330</u>	<u>325,163</u>	<u>365,482</u>	<u>103,152</u>	<u>39.3%</u>		
	<u>Capital Outlay</u>									
-510.97-10	Telephone System	224	780	1,000	1,000	1,000	-	0.0%		
-510.98-10	Computer Hardware	11,702	12,042	In Capital Projects Fund	10,000	8,370	-	-		
-510.98-20	Computer Software	5,448	12,519		10,000	4,300	-	-		
	Total Capital Outlay	<u>17,374</u>	<u>25,341</u>	<u>1,000</u>	<u>21,000</u>	<u>13,670</u>	<u>12,670</u>	<u>1267.0%</u>		
	Total Information Technology	<u>705,731</u>	<u>755,336</u>	<u>\$ 723,901</u>	<u>728,205</u>	<u>\$ 881,414</u>	<u>\$ 157,513</u>	<u>21.8%</u>		
	<u>Overhead Allocated to Other Depts.</u>									
-510.20-12	Postage	(21,813)	(23,070)							
-510.20-14	Telephone	(26,892)	(27,000)							
-510.20-15	Information Technology	(626,127)	(711,835)							
-510.20-17	Copier	(12,006)	(11,083)							
	Total Overhead Allocated	<u>(686,838)</u>	<u>(772,988)</u>							
	Net Information Technology	<u>\$ 18,893</u>	<u>\$ (17,652)</u>							

NON-DEPARTMENTAL EXPENDITURES

PROGRAM #1025



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

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

BUDGET HIGHLIGHTS:

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

PERSONNEL:

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

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries and Wages	\$ 9,571	\$ 1,200	\$ 8,400	\$ 7,000
Benefits	5,554	5,798	4,843	6,536
Other Operating Costs	163,199	177,276	196,678	194,563
Capital	-	-	-	-
Total Expenditures	\$178,324	\$184,274	\$209,921	\$208,099

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

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

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

-510.36-22 MSRP Administrative Fee **\$20,107**

Estimated fees for retirement system administration, 98 employees

-510.50-10 Liability Insurance **\$137,756**

Cost of various City liability and property policies including public officials liability (\$41,000); automobile-primary, excess & physical damage (\$38,700); property (\$21,100); primary liability (\$10,000); pollution legal liability (\$9,337); and other 9 other specific policies.

NON-DEPARTMENTAL EXPENDITURES

Acct. Code		FY 2016	FY 2017	FY 2018		FY 2019	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19	\$ %
-1025								
	<u>Salaries & Wages</u>							
-510.10-01	Salary	4,800	1,200	-			-	0.0%
-510.10-03	Overtime	4,771	-	8,400	7,200	7,000	(1,400)	-16.7%
	Total Salaries & Wages	9,571	1,200	8,400	7,200	7,000	(1,400)	-16.7%
	<u>Benefits</u>							
-510.11-10	FICA	714	92	643	551	536	(107)	-16.7%
-510.11-12	Health Insurance	8,682	7,430	4,200	5,573	6,000	1,800	42.9%
-510.11-13	Dental Insurance	(328)	(3)	-	-	-	-	0.0%
-510.11-14	Life Insurance	927	755	-	-	-	-	0.0%
-510.11-15	Vision Insurance	3	111	-	-	-	-	0.0%
-510.11-17	457 City Match Contribution	59	-	-	-	-	-	0.0%
-510.11-18	401A Retirement	(4,437)	(6,420)	-	-	-	-	0.0%
-510.11-21	Workers Compensation	(86)	3,951	-	-	-	-	0.0%
-510.11-22	Long-term Disability Insurance	20	(118)	-	-	-	-	0.0%
	Total Benefits	5,554	5,798	4,843	6,124	6,536	1,693	35.0%
	<u>Other Operating Costs</u>							
-510.20-14	Telephone - Allocated Overhead	1,614	1,620	-	-	-	-	0.0%
-510.30-14	Support Services	3,134	3,334	3,340	3,340	3,400	60	1.8%
-510.36-22	MSRP Administrative Fees	-	14,580	17,774	17,774	20,107	2,333	13.1%
-510.50-10	Liability Insurance	127,339	126,030	140,238	135,000	137,756	(2,482)	-1.8%
-510.60-10	General Supplies	3,997	4,433	4,000	4,000	4,200	200	5.0%
-510.65-10	Electricity	22,461	22,630	26,276	23,000	24,000	(2,276)	-8.7%
-510.65-11	Natural Gas	2,805	2,621	3,200	2,400	3,000	(200)	-6.3%
-510.65-13	Water & Sewer	1,849	2,028	1,850	4,000	2,100	250	13.5%
	Total Other Operating Costs	163,199	177,276	196,678	189,514	194,563	(2,115)	-1.1%
	Total Insurance, Utilities and Other Costs before Allocation	\$ 178,324	\$ 184,274	\$ 209,921	\$ 202,838	\$ 208,099	\$ (1,822)	-0.9%
	<u>Overhead Allocated to Other Depts.</u>							
-510.20-10	Insurance	(147,584)	(139,389)					
-510.20-13	Utilities	(76,322)	(73,216)					
	Total Overhead Allocated	(223,906)	(212,605)					
	Net Insurance, Utilities & Other	\$ (45,582)	\$ (9,767)					

ELECTIONS AND OTHER BOARDS, COMMITTEES AND COMMISSIONS

PROGRAM #1012, 1009, 1013, 1014



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

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

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

The boards and commissions are as follows:

Advisory Planning Commission	Education Advisory Committee
Aging-in-Place Task Force	Dr. Martin Luther King, Jr. Tribute Committee
Animal Welfare Committee	Ethics Commission* (1014)
Board of Election Supervisors* (1012)	Neighborhood Quality of Life Committee
Cable Television Commission	Neighborhood Watch Steering Committee
Candidates Debate Workgroup	Noise Control Board
Citizens Corps Council	Recreation Board
College Park Airport Authority	Tree and Landscape Board
College Park Seniors Committee	Veterans Memorial Committee
Committee for a Better Environment* (1009)	

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

BUDGET HIGHLIGHTS:

- FY 2018 was an election year, increasing the costs of the Elections budget. For FY2019, most of those costs will not be incurred. There are no other significant changes in the costs associated with these budgets.

PERSONNEL:

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

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries and Wages	\$19,267	\$16,536	\$ 4,800	\$ 5,070
Benefits	4,671	4,747	376	336
Other Operating Costs	45,441	21,617	60,345	29,150
Capital	-	-	-	-
Total Expenditures	\$ 69,379	\$ 42,900	\$ 65,521	\$ 34,556

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

ELECTIONS (#1012):

-510.30-13 Administrative Services -

Not needed in an off-election year.

-510.36-10 Printing -

Not needed in an off-election year.

ADVISORY COMMITTEES (#1013):

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

Provides clerical support to the various boards and commissions.

ETHICS COMMISSION (#1014):

-510.32-10 Legal Services **\$8,500**

Fy2019 reflects lower costs as a result of being a non-election year.

ELECTIONS AND OTHER BOARDS, COMMITTEES AND COMMISSIONS

Acct. Code		FY 2016	FY 2017	FY 2018		FY 2019	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19	%
							\$	%
-1012	Elections							
	Salaries & Wages							
-510.10-01	Salary	\$ 14,420	\$ 15,096	-			-	0.0%
-510.10-05	Elected & Appointed	1,920	480	1,920	1,360	480	(1,440)	-75.0%
	Total Salaries & Wages	16,340	15,576	1,920	1,360	480	(1,440)	-75.0%
	Benefits							
-510.11-10	FICA	1,178	1,105	147	104	37	(110)	-74.8%
-510.11-12	Health Insurance	2,235	2,498	-	-	-	-	0.0%
-510.11-13	Dental Insurance	93	97	-	-	-	-	0.0%
-510.11-15	Vision Insurance	26	27	-	-	-	-	0.0%
-510.11-17	457 City Match Contribution	118	117	-	-	-	-	0.0%
-510.11-21	Workers Compensation	28	30	3	3	1	(2)	-66.7%
-510.11-22	Long-term Disability Insurance	55	57	-	-	-	-	0.0%
-510.11-25	MSRP Retirement	708	741	-	-	-	-	0.0%
	Total Benefits	4,441	4,672	150	107	38	(112)	-74.7%
	Other Operating Costs							
-510.12-10	Non Training Travel	-	-	60	-	-	(60)	-100.0%
-510.12-11	Travel & Training	-	-	200	-	100	(100)	-50.0%
-510.30-13	Administrative	4,808	-	6,340	6,300	-	(6,340)	-100.0%
-510.30-39	Translation Services	-	-	125	350	-	(125)	-100.0%
-510.36-10	Printing	117	-	4,500	4,500	-	(4,500)	-100.0%
-510.36-15	Catering For Meetings	283	-	500	500	-	(500)	-100.0%
-510.36-25	Cable TV Camera Operator	300	-	-	200	-	-	0.0%
-510.48-25	Voting Machines rental	15,433	-	15,000	12,847	-	(15,000)	-100.0%
-510.60-10	General Supplies	224	-	200	661	-	(200)	-100.0%
-510.67-10	Dues	-	-	270	270	-	(270)	-100.0%
-510.67-20	Publications & Books	349	-	-	276	-	-	0.0%
	Total Other Operating Costs	21,514	-	27,195	25,904	100	(27,095)	-99.6%
	Total Elections	\$ 42,295	\$ 20,248	\$ 29,265	\$ 27,371	\$ 618	\$ (28,647)	-97.9%
-1009	Committee for a Better Environment							
	Other Operating Costs							
-510.30-13	Administrative	\$ 796	\$ 1,393	\$ 1,200	\$ 800	\$ 1,200	-	0.0%
-510.30-15	Consulting	300	79	500	250	500	-	0.0%
-510.36-10	Printing	-	-	1,000	100	1,000	-	0.0%
-510.38-64	CBE Events	475	888	2,750	1,250	2,750	-	0.0%
-510.52-10	Awards & Gifts	400	-	650	-	650	-	0.0%
-510.60-10	General Supplies	378	1,290	1,400	750	1,400	-	0.0%
-510.60-11	Meeting Refreshments	75	55	500	100	500	-	0.0%
-510.60-50	Trees, Shrubs & Flowers	3,924	1,067	2,400	1,000	Moved to DPW	(2,400)	-100.0%
-510.67-10	Dues	600	600	600	600	600	-	0.0%
	Total Other Operating Costs	6,948	5,372	11,000	4,850	8,600	(2,400)	-21.8%
	Total Committee for a Better Envir.	\$ 6,948	\$ 5,372	\$ 11,000	\$ 4,850	\$ 8,600	\$ (2,400)	-21.8%
-1013	Advisory Committees							
-1016	Salaries & Wages							
-510.10-02	Hourly	\$ 47	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
-510.10-03	Overtime	-	-	-	-	750	750	-
-510.10-06	Stipend	2,880	960	2,880	1,500	3,840	960	33.3%
	Total Salaries & Wages	2,927	960	2,880	1,500	4,590	1,710	59.4%
	Benefits							
-510.11-10	FICA	223	73	221	115	294	73	32.9%
-510.11-21	Workers Compensation	3	2	5	3	4	(1)	-20.0%
-510.11-25	MSRP Retirement	4	-	-	-	-	-	0.0%
	Total Benefits	230	75	226	118	298	72	31.8%
	Other Operating Costs							
-510.20-12	Overhead Allocation - Postage	420	199	-	-	-	-	0.0%
-510.20-17	Overhead Allocation - Copier	185	106	-	-	-	-	0.0%
-510.30-13	Administrative	4,123	4,245	4,750	4,750	4,750	-	0.0%
-510.32-11	Legal-Cable Television Commission	5,074	2,853	3,700	3,000	3,700	-	0.0%
-510.36-10	Printing-EAC	480	-	100	-	100	-	0.0%
-510.36-11	Classified Advertising	-	-	600	-	-	(600)	-100.0%
-510.38-35	Student Events-EAC	-	771	550	550	1,150	600	109.1%
-510.52-10	Awards & Gifts-EAC	-	-	650	-	700	50	7.7%
-510.60-10	General Supplies	136	424	100	100	-	(100)	-100.0%
-510.60-11	Meeting Refreshments-EAC	122	-	300	150	150	(150)	-50.0%
-510.66-20	Cable TV Service	119	-	-	-	-	-	0.0%
	Total Other Operating Costs	10,659	8,598	10,750	8,550	10,550	(200)	-1.9%
	Total Advisory Committees	\$ 13,816	\$ 9,633	\$ 13,856	\$ 10,168	\$ 15,438	\$ 1,582	11.4%
-1014	Ethics Commission							
	Other Operating Costs							
-510.12-11	Travel & Training	\$ -	\$ -	\$ 1,400	\$ -	\$ 500	\$ (900)	-64.3%
-510.30-13	Administrative	211	260	900	400	900	-	0.0%
-510.32-20	Legal-Ethics Commission	6,109	7,387	9,100	8,000	8,500	(600)	-6.6%
	Total Other Operating Costs	6,320	7,647	11,400	8,400	9,900	(1,500)	-13.2%
	Total Ethics Commission	\$ 6,320	\$ 7,647	\$ 11,400	\$ 8,400	\$ 9,900	\$ (1,500)	-13.2%

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 Management and Enforcement, Code Enforcement, Speed Enforcement, Animal Control, and Contract Police. Further detail on these programs, including their significant accomplishments and budget highlights, are included with their detailed budgets, following this summary.

PERSONNEL:

The following is a summary of the total staffing in Public Services. The allocation of personnel is included with each program's budget. The Fiscal Support Specialist II was reassigned to Finance Department in FY2018. Position titles were changed in FY2018 as the result of the classification study

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Public Services Director	1	1	1	1
Administrative Assistant	1	1	1	-
Executive Assistant	-	-	-	1
Senior Administrative Assistant	-	-	-	1
Administrative Assistant	-	-	-	2
Office Specialist III, II, I	3.88	3.88	3.88	-
Parking Enforcement Manager	1	1	1	1
Parking Operations Supervisor	1	1	1	1
Parking Enforcement Officer, Senior	-	-	-	4
Parking Enforcement Officer	-	-	-	1.5
Parking Enforcement Officer II, I	5.5	5.5	5.5	-
Code Enforcement Manager	1	1	1	1
Code Enforcement Officer, Senior	-	-	-	3
Code Enforcement Officer	-	-	-	4
Code Enforcement Officer III, II, I	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)	9.33	9.33	9.33	10.1
Police Officer - Full Time (contract)	3.0	2.0	2.0	2.0
Fiscal Support Specialist II	0.3	0.3	0.3	-
Total Personnel	35.30	34.30	34.30	33.89

SUMMARY OF EXPENDITURES:

Function	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Administration	\$ 602,655	\$ 612,497	\$ 509,467	\$ 554,732
Parking Enforcement	998,442	963,130	739,246	713,829
Code Enforcement	1,089,952	1,140,036	1,034,537	1,059,079
Animal Control	101,047	110,007	103,241	98,358
Speed Enforcement	81,387	94,314	139,740	1,261,852
Contract Police	1,123,429	1,205,443	1,249,720	1,265,714
Total Expenditures	\$3,996,912	\$4,125,497	\$3,775,951	\$4,953,564

ADMINISTRATION

PROGRAM #2010



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

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

SIGNIFICANT ACCOMPLISHMENTS:

- Awarded the Public Safety and Police Services Study contract and critiqued findings as presented.
- Planned the relocation of Calvert Road Offices.
- Awarded contract to transfer files from paper to electronic (LaserFiche).

BUDGET HIGHLIGHTS:

- 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.
- Funding is provided for answering services for City hotline 24/7/365.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Public Services Director	1	1	1	1
Executive Assistant	-	-	-	1
Administrative Assistant	0.2	0.2	0.2	-
Office Specialist III	0.05	0.05	0.05	-
Total Personnel	1.25	1.25	1.25	2

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$163,887	\$164,847	\$208,151	239,838
Benefits	37,206	38,765	49,788	54,066
Other Operating Costs	376,936	371,164	251,528	260,828
Capital	24,626	37,721	-	-
Total Expenditures	\$602,655	\$612,497	\$509,467	\$554,732

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-510.12-11 Travel and Training	
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
	\$3,775

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

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

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

-520.67-10 Dues	\$630
Dues for a variety of memberships in code enforcement and public safety related organizations including the Code Enforcement & Zoning Officials Association, American Association of Code Enforcement, International Parking Institute, Maryland Building Officials Association, National Fire Protection Association, Maryland Association of Parking Administrators and the International Code Council.	

CAPITAL OUTLAY:

See Capital Projects Fund

PERFORMANCE MEASURES:

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

PUBLIC SERVICES ADMINISTRATION

Acct. Code	FY 2016		FY 2017		FY 2018		FY 2019	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET		\$	%	
-2010									
	<u>Salaries & Wages</u>								
-520.10-01	Salary	\$ 125,877	\$ 128,086	\$ 133,649	\$ 133,649	\$ 162,516	\$ 28,867	21.6%	
-520.10-02	Hourly	28,569	29,873	65,002	65,002	67,822	2,820	4.3%	
-520.10-03	Overtime	9,441	6,888	9,500	10,000	9,500	-	0.0%	
	Total Salaries & Wages	163,887	164,847	208,151	208,651	239,838	31,687	15.2%	
	<u>Benefits</u>								
-520.11-10	FICA	12,098	11,945	15,924	15,962	13,095	(2,829)	-17.8%	
-520.11-12	Health Insurance	7,025	7,537	11,113	18,724	14,332	3,219	29.0%	
-520.11-13	Dental Insurance	795	827	1,295	1,720	1,068	(227)	-17.5%	
-520.11-14	Life Insurance	208	215	399	600	741	342	85.7%	
-520.11-15	Vision Insurance	184	197	309	400	329	20	6.5%	
-520.11-17	457 City Match Contribution	3,529	3,502	3,806	4,000	3,806	-	0.0%	
-520.11-18	401A Retirement	8,289	8,529	8,753	8,800	10,629	1,876	21.4%	
-520.11-21	Workers Compensation	3,088	3,911	4,363	4,400	5,470	1,107	25.4%	
-520.11-22	Long-term Disability Insurance	592	611	594	800	886	292	49.2%	
-520.11-25	MSRP Retirement	1,398	1,491	3,232	3,300	3,710	478	14.8%	
	Total Benefits	37,206	38,765	49,788	58,706	54,066	4,278	8.6%	
	<u>Other Operating Costs</u>								
-520.12-10	Non Training Travel	51	(51)	-	14	-	-	0.0%	
-520.12-11	Travel & Training	654	1,140	3,775	1,500	3,775	-	0.0%	
	<u>Overhead Allocation:</u>								
-520.20-10	Insurance	2,952	2,788	-	-	-	-	0.0%	
-520.20-12	Postage	30	39	-	-	-	-	0.0%	
-520.20-14	Telephone	4,034	4,050	-	-	-	-	0.0%	
-520.20-15	Information Technology	18,784	21,355	-	-	-	-	0.0%	
-520.20-16	Building Maintenance	32,702	42,307	-	-	-	-	0.0%	
-520.25-23	Community Events Micro-Grants	1,281	2,131	5,000	2,500	5,000	-	0.0%	
-520.30-13	Administrative support	743	1,475	2,200	1,500	4,000	1,800	81.8%	
-520.30-15	Consulting	2,520	-	3,000	1,000	3,000	-	0.0%	
-520.30-39	Translation Services	-	-	300	-	300	-	0.0%	
-520.30-70	Public Safety Study	-	67,262	-	-	-	-	0.0%	
-520.34-33	CCTV Camera Monitoring	226,383	136,563	136,563	136,563	136,563	-	0.0%	
-520.36-10	Printing	2,195	2,359	2,770	2,000	2,770	-	0.0%	
-520.36-34	Neighborhood Watch	971	-	1,000	1,000	1,000	-	0.0%	
-520.38-10	Fireworks	28,206	29,855	33,500	30,000	35,000	1,500	4.5%	
-520.38-40	Martin Luther King Jr Day	4,552	9,090	8,000	8,000	10,000	2,000	25.0%	
-520.38-42	Fall Festival	8,973	8,022	8,000	8,396	12,000	4,000	50.0%	
-520.38-48	Mothers Day 5K Run	2,677	2,726	-	-	-	-	0.0%	
-520.38-56	Senior Events	800	650	1,000	1,000	1,000	-	0.0%	
-520.38-62	National Night Out	701	433	1,000	1,000	1,000	-	0.0%	
-520.38-99	Other Events	6,160	5,518	5,230	5,230	5,230	-	0.0%	
-520.40-10	Office Equipment maintenance	-	53	300	150	300	-	0.0%	
-520.47-10	Clothing & Uniforms	197	-	420	400	420	-	0.0%	
-520.48-20	Copier lease	3,700	3,749	3,840	3,840	3,840	-	0.0%	
-520.60-10	General Supplies	5,432	5,650	4,050	4,050	4,050	-	0.0%	
-520.60-11	Meeting Refreshments	303	374	500	500	500	-	0.0%	
-520.60-60	Safety Supplies	103	-	1,000	250	1,000	-	0.0%	
-520.61-10	Office Supplies	338	363	1,200	500	1,200	-	0.0%	
-520.65-10	Electricity	9,665	9,988	16,600	10,000	16,600	-	0.0%	
-520.66-12	Cellular Phone	11,813	13,073	11,000	20,000	11,000	-	0.0%	
-520.67-10	Dues	125	115	630	630	630	-	0.0%	
-520.67-20	Publications & Books	16	-	350	100	350	-	0.0%	
-520.69-10	Miscellaneous	(125)	87	300	300	300	-	0.0%	
	Total Other Operating Costs	376,936	371,164	251,528	240,423	260,828	9,300	3.7%	
	<u>Capital Outlay</u>								
-520.92-53	Crosswalk Signals	24,626	34,720						
-520.93-20	Office furniture	-	3,001		In Cap. Proj. Fund				
	Total Capital Outlay	24,626	37,721	-	-	-	-	-	
	Total Public Services Admin.	\$ 602,655	\$ 612,497	\$ 509,467	\$ 507,780	\$ 554,732	\$ 45,265	8.9%	

PARKING MANAGEMENT AND ENFORCEMENT

PROGRAM #2011



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

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

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

SIGNIFICANT ACCOMPLISHMENTS:

- New residential permit parking zones were established.

BUDGET HIGHLIGHTS:

- Funding for new handheld ticket devices and support software is shown in Capital Improvement Projects.

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 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Budget
Parking Enforcement Manager	1	1	1	1
Parking Operations Supervisor	1	1	1	1
Parking Enforcement Officer, Senior	-	-	-	4
Parking Enforcement Officer	-	-	-	1.5
Parking Enforcement Officer II, I	5.5	5.5	6.0	-
Office Specialist III, II, I	1	1	1	-
Fiscal Support Specialist	0.3	0.3	0	-
Total Personnel	8.8	8.8	9	7.5

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries and Wages	\$492,423	\$516,239	\$528,936	\$483,783
Benefits	117,634	126,685	128,855	143,921
Other Operating Costs	290,104	319,082	81,455	86,125
Capital	98,281	1,124	-	-
Total Expenditures	\$998,442	\$963,130	\$739,246	\$713,829

OTHER OPERATING COSTS:

-510.12-11 Travel and Training

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

-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 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 is 97% or better.
- The percent of permits issued to qualified residents within one day of application is 99% or better.

PARKING MANAGEMENT AND ENFORCEMENT

Acct. Code	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018		FY 2019 PROPOSED BUDGET	Change in Budget FY 18 to FY 19		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-2011								
	<u>Salaries & Wages</u>							
-520.10-01	\$ 88,257	\$ 93,716	\$ 98,433	\$ 99,000	\$ 116,771	\$ 18,338	18.6%	
-520.10-02	Hourly 392,795	409,302	416,003	330,000	353,012	(62,991)	-15.1%	
-520.10-03	Overtime 7,423	9,540	10,000	5,000	10,000	-	0.0%	
-520.10-10	Night Shift Differential 3,948	3,681	4,500	3,500	4,000	(500)	-11.1%	
	Total Salaries & Wages	492,423	516,239	437,500	483,783	(45,153)	-8.5%	
	<u>Benefits</u>							
-520.11-10	FICA 37,376	38,900	40,464	33,469	37,009	(3,454)	-8.5%	
-520.11-12	Health Insurance 36,055	39,268	37,056	41,000	54,855	17,799	48.0%	
-520.11-13	Dental Insurance 1,720	1,676	1,652	2,500	3,241	1,589	96.2%	
-520.11-14	Life Insurance 604	576	1,169	1,000	1,225	56	4.8%	
-520.11-15	Vision Insurance 652	703	659	750	868	209	31.7%	
-520.11-17	457 City Match Contribution 5,300	5,506	5,866	4,000	3,780	(2,086)	-35.6%	
-520.11-21	Workers Compensation 10,493	13,636	14,920	14,000	15,514	594	4.0%	
-520.11-22	Long-term Disability Insurance 1,783	1,794	1,347	1,400	1,732	385	28.6%	
-520.11-25	MSRP Retirement 23,651	24,626	25,722	21,450	25,697	(25)	-0.1%	
	Total Benefits	117,634	126,685	119,569	143,921	15,067	11.7%	
	<u>Other Operating Costs</u>							
-520.12-11	Travel & Training 2,499	3,095	2,700	2,700	3,000	300	11.1%	
	Overhead Allocation:							
-520.20-10	Insurance 4,428	4,182	-	-	-	-	0.0%	
-520.20-11	Fleet Services 39,151	38,569	-	-	-	-	0.0%	
-520.20-12	Postage 1,873	1,946	-	-	-	-	0.0%	
-520.20-13	Utilities 11,448	10,982	-	-	-	-	0.0%	
-520.20-14	Telephone 1,614	1,620	-	-	-	-	0.0%	
-520.20-15	Information Technology 156,532	177,959	-	-	-	-	0.0%	
-520.20-16	Building Maintenance 6,540	8,461	-	-	-	-	0.0%	
-520.20-17	Copier 1,405	1,120	-	-	-	-	0.0%	
-520.30-40	Parking Tickets Hearing Officer 9,065	10,238	9,000	10,000	10,000	1,000	11.1%	
-520.30-65	Interpreter Services -	-	316	150	316	-	0.0%	
-520.36-10	Printing 26,598	24,166	25,000	25,000	25,000	-	0.0%	
-520.36-13	MVA Services 504	504	792	500	792	-	0.0%	
-520.40-13	Tools & Equipment - meter maint. 798	-	1,500	800	1,500	-	0.0%	
-520.40-16	Parking Pay Stations-service 783	793	1,000	800	1,000	-	0.0%	
	Contract Maintenance:							
-520.45-13	Handheld ticket writers 5,355	5,355	5,100	5,100	5,610	510	10.0%	
-520.45-14	Parking pay stations 13,112	18,267	20,100	21,000	22,110	2,010	10.0%	
-520.47-10	Clothing & Uniforms 3,436	6,748	3,650	4,388	4,500	850	23.3%	
-520.60-10	General Supplies 2,016	2,388	4,200	3,500	4,200	-	0.0%	
-520.61-10	Office Supplies 818	544	1,000	600	1,000	-	0.0%	
-520.62-10	Postage 611	588	1,000	900	1,000	-	0.0%	
-520.66-12	Cellular Phone 888	927	5,252	1,500	5,252	-	0.0%	
-520.67-10	Dues 630	630	695	630	695	-	0.0%	
-520.67-20	Publications & Books -	-	150	-	150	-	0.0%	
	Total Other Operating Costs	290,104	319,082	81,455	77,568	4,670	5.7%	
	<u>Capital Outlay</u>							
-520.92-44	Parking Pay Stations 98,281	1,124	In Cap. Proj. Fund					
	Total Parking Enforcement	\$ 998,442	\$ 963,130	\$ 739,246	\$ 634,637	\$ 713,829	\$ (25,416)	-3.4%

CODE ENFORCEMENT

PROGRAM #2012



The Code Enforcement program is responsible for the inspection of all rental and non-residential (commercial) properties in the City, including hotels, apartments, rooming houses, single-family rental dwellings, fraternities, sororities, and commercial establishments as required by the City Code. Code Enforcement Officers perform interior and exterior inspections of all residential rental units and commercial properties. 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:

- Maintained City-wide hotline answering service 24/7/365
- Continued seamless relay of calls to contract police officers enhances response to noise and nuisance complaints.
- Jeannie Ripley, Code Enforcement Manager, was recognized for 30 years of service by the Maryland Municipal League Code Enforcement & Zoning Officials Association.

BUDGET HIGHLIGHTS:

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

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Code Enforcement Manager	1	1	1	-
Code Enforcement Supervisor	-	-	-	1
Code Enforcement Officer, Senior	-	-	-	3
Code Enforcement Officer	-	-	-	4
Code Enforcement Officer III, II, I	7	7	7	-
Senior Administrative Assistant	-	-	-	1
Administrative Assistant	0.35	0.35	0.35	2
Office Specialist III, II, I	2.48	2.48	2.48	-
Total Personnel	10.83	10.83	10.83	11

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$ 660,961	\$ 681,465	\$ 717,653	\$ 706,249
Benefits	224,783	237,445	250,875	267,347
Other Operating Costs	203,937	220,969	65,559	76,033
Capital	271	157	450	9,450
Total Expenditures	\$1,089,952	\$1,140,036	\$1,034,537	\$1,059,079

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-510.12-11 Travel and Training

CEZOA quarterly meetings	\$ 550
MBOA quarterly meetings	300
AACE Conference for 2 attendees	3,500
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
	\$11,650

-520.36-10 Consulting

\$20,000

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. Deferred from FY2018. Added funding for a study to determine the feasibility of the City assuming responsibility for building construction permits and inspections.

-520.36-10 Printing

\$5,000

Resident communications, inspection forms & licenses-\$2,000; and permit forms and other stationery-\$3,000.

-520.36-36 Abatements

\$17,500

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

-520.40-13 Tools & Equipment Maintenance

\$1,800

Calibration of three noise meters.

-520.48-60 Building Rental

\$3,012

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

-520.67-10 Dues**\$725**

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 Association. (\$25)

-520.98.10 Computer Hardware**\$9,000**

Provides for 9 computer tablets to work with the new CRM software.

PERFORMANCE MEASURES:

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

CODE ENFORCEMENT

Acct. Code		FY 2016	FY 2017	FY 2018		FY 2019	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19	%
		\$	\$	\$	\$	\$	\$	%
-2012								
<u>Salaries & Wages</u>								
-520.10-01	Salary	\$ 101,079	\$ 105,411	\$ 108,455	\$ 108,455	\$ 66,000	\$ (42,455)	-39.1%
-520.10-02	Hourly	531,587	541,665	572,398	490,000	603,449	31,051	5.4%
-520.10-03	Overtime	26,745	32,938	35,000	50,000	35,000	-	0.0%
-520.10-10	Night Shift Differential	1,550	1,451	1,800	1,300	1,800	-	0.0%
	Total Salaries & Wages	660,961	681,465	717,653	649,755	706,249	(11,404)	-1.6%
<u>Benefits</u>								
-520.11-10	FICA	47,083	48,366	54,900	49,706	59,077	4,177	7.6%
-520.11-12	Health Insurance	106,719	114,350	116,709	102,000	131,443	14,734	12.6%
-520.11-13	Dental Insurance	7,491	7,704	8,120	8,000	8,405	285	3.5%
-520.11-14	Life Insurance	437	411	1,451	1,200	1,392	(59)	-4.1%
-520.11-15	Vision Insurance	1,796	1,953	1,984	1,900	1,951	(33)	-1.7%
-520.11-17	457 City Match Contribution	14,306	14,632	14,535	14,600	9,972	(4,563)	-31.4%
-520.11-18	401A Retirement	1,659	1,721	1,501	1,600	1,565	64	4.3%
-520.11-21	Workers Compensation	12,408	15,699	17,016	16,500	16,616	(400)	-2.4%
-520.11-22	Long-term Disability Insurance	2,081	2,104	1,771	1,800	1,934	163	9.2%
-520.11-25	MSRP Retirement	30,803	30,505	32,888	28,000	34,992	2,104	6.4%
	Total Benefits	224,783	237,445	250,875	225,306	267,347	16,472	6.6%
<u>Other Operating Costs</u>								
-520.12-11	Travel & Training	6,981	6,261	12,150	6,500	11,650	(500)	-4.1%
	Overhead Allocation:							
-520.20-10	Insurance	4,428	4,182	-	-	-	-	0.0%
-520.20-11	Fleet Services	46,982	46,282	-	-	-	-	0.0%
-520.20-12	Postage	11,190	12,411	-	-	-	-	0.0%
-520.20-15	Information Technology	106,442	121,012	-	-	-	-	0.0%
-520.20-17	Copier	65	27	-	-	-	-	0.0%
-520.30-13	Administrative support	-	-	300	-	300	-	0.0%
-520.30-15	Consulting - code study	2,520	-	5,000	-	20,000	15,000	300.0%
-520.36-10	Printing	7,926	3,929	5,000	4,500	5,000	-	0.0%
-520.36-36	Code Enforcement abatements	364	11,180	20,000	10,000	17,500	(2,500)	-12.5%
-520.40-13	Tools & Equipment - maintenance	1,400	1,110	1,800	1,200	1,800	-	0.0%
-520.47-10	Clothing & Uniforms	2,878	2,567	5,530	3,000	4,030	(1,500)	-27.1%
-520.48-60	Building rental	3,046	3,216	3,012	3,000	3,012	-	0.0%
-520.60-10	General Supplies	911	284	700	700	700	-	0.0%
-520.60-11	Meeting Refreshments	-	30	-	-	-	-	0.0%
-520.60-60	Safety Supplies	153	179	500	400	500	-	0.0%
-520.61-10	Office Supplies	2,465	2,690	3,587	3,300	3,561	(26)	-0.7%
-520.66-12	Cellular Phone	5,138	4,843	6,480	5,000	6,480	-	0.0%
-520.67-10	Dues	480	480	725	500	725	-	0.0%
-520.67-20	Publications & Books	530	286	775	350	775	-	0.0%
-520.69-10	Miscellaneous	38	-	-	-	-	-	0.0%
	Total Other Operating Costs	203,937	220,969	65,559	38,450	76,033	10,474	16.0%
<u>Capital Outlay</u>								
-520.92-40	Photographic Equipment	271	157	450	-	450	-	0.0%
-520.98-10	Computer Hardware (FY 19-Tablets)	-	-	-	-	9,000	9,000	-
	Total Capital Outlay	271	157	450	-	9,450	9,000	2000.0%
Total Code Enforcement		\$ 1,089,952	\$ 1,140,036	\$ 1,034,537	\$ 913,511	\$ 1,059,079	\$ 24,542	2.4%

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

SIGNIFICANT ACCOMPLISHMENTS:

- Partnership with Petco has continued to promote pet adoption and keep City shelter census low.

BUDGET HIGHLIGHTS:

- There are no significant changes to this budget.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2019 Budget	FY 2019 Budget
Animal Control Officer	1	1	1	1
Administrative Assistant	0.05	0.05	0.05	-
Total Personnel	1.05	1.05	1.05	1

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$ 53,202	\$ 56,881	\$ 58,970	\$61,332
Benefits	16,313	17,866	18,456	21,221
Other Operating Costs	31,532	35,330	25,815	15,815
Capital	-	-	-	-
Total Expenditures	\$101,047	\$110,077	\$103,241	\$98,358

OTHER OPERATING COSTS:

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

Cost of the Humane Society or ASPCA annual conference on animal control and welfare (\$1,800) and PAWS conference (\$200).

-520.30-14 Support Services **\$2,000**

Cost for contract animal caretaker to cover the animal shelter when the Animal Control Officer or volunteers are unavailable

-520.36-23 Animal Control Cost Recovery **\$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 2016	FY 2017	FY 2018		FY 2019	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19	
							\$	%
-2013								
	<u>Salaries & Wages</u>							
-520.10-02	Hourly	\$ 50,231	\$ 52,285	\$ 54,870	\$ 54,870	\$ 57,222	\$ 2,352	4.3%
-520.10-03	Overtime	2,971	4,596	4,000	4,000	4,000	-	0.0%
-520.10-10	Night Shift Differential	-	-	100	100	100	-	0.0%
	Total Salaries & Wages	<u>53,202</u>	<u>56,881</u>	<u>58,970</u>	<u>58,970</u>	<u>61,322</u>	<u>2,352</u>	<u>4.0%</u>
	<u>Benefits</u>							
-520.11-10	FICA	3,885	4,161	4,511	4,511	4,691	180	4.0%
-520.11-12	Health Insurance	7,513	8,265	8,227	8,100	10,121	1,894	23.0%
-520.11-13	Dental Insurance	363	385	408	400	441	33	8.1%
-520.11-14	Life Insurance	95	94	111	150	184	73	65.8%
-520.11-15	Vision Insurance	97	107	107	107	114	7	6.5%
-520.11-17	457 City Match Contribution	561	560	561	525	561	-	0.0%
-520.11-21	Workers Compensation	1,160	1,532	1,623	1,700	1,759	136	8.4%
-520.11-22	Long-term Disability Insurance	189	197	164	180	220	56	34.1%
-520.11-25	MSRP Retirement	2,450	2,565	2,744	2,744	3,130	386	14.1%
	Total Benefits	<u>16,313</u>	<u>17,866</u>	<u>18,456</u>	<u>18,417</u>	<u>21,221</u>	<u>2,765</u>	<u>15.0%</u>
	<u>Other Operating Costs</u>							
-520.12-11	Travel & Training	1,473	1,906	2,000	2,000	2,000	-	0.0%
	Overhead Allocation:							
-520.20-10	Insurance	1,476	1,394	-	-	-	-	0.0%
-520.20-11	Fleet Services	15,660	15,427	-	-	-	-	0.0%
-520.20-12	Postage	111	59	-	-	-	-	0.0%
-520.20-17	Copier	48	72	-	-	-	-	0.0%
-520.30-14	Support Services	-	498	2,000	750	2,000	-	0.0%
-520.30-18	Feasibility Study	-	-	-	-	-	-	0.0%
-520.30-30	Veterinary Services	3,303	4,595	3,000	4,500	3,000	-	0.0%
-520.34-69	Rat Control	9,580	9,205	10,000	<i>Moved to DPW - 5028-45-23</i>		(10,000)	-100.0%
-520.36-10	Printing	-	92	100	100	100	-	0.0%
-520.36-23	Animal Control Cost Recovery	(2,975)	(2,715)	3,000	(3,000)	3,000	-	0.0%
-520.40-11	Buildings & Grounds maint.	(8)	634	800	750	800	-	0.0%
-520.42-10	Building cleaning	-	-	500	-	500	-	0.0%
-520.47-10	Clothing & Uniforms	457	519	745	600	745	-	0.0%
-520.60-10	General Supplies	1,861	2,796	2,300	2,300	2,300	-	0.0%
-520.60-11	Meeting refreshments	-	159	200	100	200	-	0.0%
-520.61-10	Office Supplies	9	48	150	100	150	-	0.0%
-520.66-12	Cellular Phone	486	556	720	720	720	-	0.0%
-520.67-10	Dues	50	85	200	100	200	-	0.0%
-520.67-20	Publications & Books	1	-	100	50	100	-	0.0%
	Total Other Operating Costs	<u>31,532</u>	<u>35,330</u>	<u>25,815</u>	<u>9,070</u>	<u>15,815</u>	<u>(10,000)</u>	<u>-38.7%</u>
	Total Animal Control	\$ 101,047	\$ 110,077	\$ 103,241	\$ 86,457	\$ 98,358	\$ (4,883)	-4.7%

SPEED ENFORCEMENT

PROGRAM #2025



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

SIGNIFICANT ACCOMPLISHMENTS:

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

BUDGET HIGHLIGHTS:

- While there are no significant changes in the operations for this budget, there is a significant change in accounting for the costs of this program. Until 2018, the fees charged by Optotraffic for processing were based on a percentage of revenue generated by speed enforcement camera tickets. In order to comply with changes in State law, the City negotiated a new contract with Optotraffic where the charges are based on rentals of the speed cameras. This resulted in accounting for the processing charges, starting with the FY2019 Budget as an expense in this department rather than a direct reduction of revenues. The impact in FY2019 creates an artificial increase in revenue of approximately \$1.1 million with a corresponding increase in expenses in speed enforcement.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Police Officer - Supervisor	0.04	0.04	0.04	0.04
Police Officer	0.3	0.6	0.6	0.6
Total Personnel	0.34	0.64	0.64	0.64

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$31,710	\$34,160	\$ 65,000	\$ 45,002
Benefits	4,427	4,906	9,115	6,425
Other Operating Costs	45,250	55,248	65,625	1,210,425
Capital	-	-	-	-
Total Expenditures	\$81,387	\$94,314	\$139,740	\$1,261,852

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 an independent agency in accordance with State Highway Administration requirements.

-520.34-66 Optotraffic Processing Charges **\$1,144,800**

As noted in the Budget Highlights, this is the processing charge for the speed enforcement camera revenue. In prior years it was accounted for as a contra-revenue account, as it was percentage based. In compliance with State law, this charge is now based on fixed rentals (\$95,400 per month) of the speed cameras, regardless of ticket revenue generated and appropriately accounted for as an expense.

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 2016 ACTUAL	FY 2017 ACTUAL	FY 2018		FY 2019 PROPOSED BUDGET	Change in Budget FY 18 to FY 19	
			ADJUSTED BUDGET	Estimated FY Total		\$	%
-2025							
	<u>Salaries & Wages</u>						
-520.10-02	\$ 31,499	\$ 34,160	\$ 65,000	\$ 35,000	\$ 45,002	\$ (19,998)	-30.8%
-520.10-03	211		-	-	-	-	0.0%
	<u>31,710</u>	<u>34,160</u>	<u>65,000</u>	<u>35,000</u>	<u>45,002</u>	<u>(19,998)</u>	<u>-30.8%</u>
	<u>Benefits</u>						
-520.11-10	2,425	2,613	4,973		3,443	(1,530)	-30.8%
-520.11-12	23		-	-	-	-	0.0%
-520.11-13	1		-	-	-	-	0.0%
-520.11-15	1		-	-	-	-	0.0%
-520.11-17	2		-	-	-	-	0.0%
-520.11-21	1,975	2,293	4,142	2,100	2,982	(1,160)	-28.0%
	<u>4,427</u>	<u>4,906</u>	<u>9,115</u>	<u>2,100</u>	<u>6,425</u>	<u>(2,690)</u>	<u>-29.5%</u>
	<u>Other Operating Costs</u>						
-520.20-25	40,329	54,900	54,900	54,900	54,900	-	0.0%
-520.30-15	4,500		5,000	4,500	5,000	-	0.0%
-520.30-41	403	35	2,100	500	2,100	-	0.0%
-520.34-66			<i>Moved from Revenue (was Contra-revenue)</i>		1,144,800	1,144,800	-
-520.36-10	-	313	2,000	500	2,000	-	0.0%
-520.40-13	-		1,625	-	1,625	-	0.0%
-520.61-10	18		-	-	-	-	0.0%
	<u>45,250</u>	<u>55,248</u>	<u>65,625</u>	<u>60,400</u>	<u>1,210,425</u>	<u>1,144,800</u>	<u>1744.5%</u>
Total Speed Enforcement	<u>\$ 81,387</u>	<u>\$ 94,314</u>	<u>\$ 139,740</u>	<u>\$ 97,500</u>	<u>\$ 1,261,852</u>	<u>\$ 1,122,112</u>	<u>803.0%</u>

CONTRACT POLICE

PROGRAM #2030



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

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

SIGNIFICANT ACCOMPLISHMENTS:

- Enhanced visibility and protection of residents through additional police presence.
- Increased crime prevention through field observation of suspicious people, traffic violation stops, and high visibility neighborhood patrols.

BUDGET HIGHLIGHTS:

- There are no significant changes to this budget.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Police Officer Supervisor	0.25	0.25	0.25	0.25
Police Officer	7.2	8.5	8.73	9.5
Administrative Assistant	0.25	0.25	0.25	-
Office Specialist	0.3	0.3	0.3	-
Total Personnel	8	9.3	9.3	9.75

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$ 728,531	\$ 780,171	\$ 814,630	\$ 814,513
Benefits	105,961	116,542	113,888	115,975
Other Operating Costs	288,937	307,250	318,702	335,226
Capital	-	-	2,500	-
Total Expenditures	\$1,123,429	\$1,205,443	\$1,249,720	\$1,265,714

OTHER OPERATING COSTS:

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

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

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

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

520.50-10 Liability Insurance **\$24,576**

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

PERFORMANCE MEASURES:

- Increase community engagement with business owners and residents.

CONTRACT POLICE

Acct. Code	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018		FY 2019 PROPOSED BUDGET	Change in Budget FY 18 to FY 19		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-2030								
	<u>Salaries & Wages</u>							
-520.10-02	\$ 723,022	\$ 772,252	\$ 809,130	\$ 790,000	\$ 809,013	\$ (117)	0.0%	
-520.10-03	5,509	7,919	5,500	5,000	5,500	-	0.0%	
	<u>728,531</u>	<u>780,171</u>	<u>814,630</u>	<u>795,000</u>	<u>814,513</u>	<u>(117)</u>	<u>0.0%</u>	
	<u>Benefits</u>							
-520.11-10	55,619	59,566	62,319	60,818	62,310	(9)	0.0%	
-520.11-12	3,882	4,273	-	-	-	-	0.0%	
-520.11-13	421	431	-	-	-	-	0.0%	
-520.11-14	29	28	-	-	-	-	0.0%	
-520.11-15	111	120	-	-	-	-	0.0%	
-520.11-17	353	349	-	-	-	-	0.0%	
-520.11-21	43,927	50,123	51,569	50,000	53,665	2,096	4.1%	
-520.11-22	116	118	-	-	-	-	0.0%	
-520.11-25	1,503	1,534	-	-	-	-	0.0%	
	<u>105,961</u>	<u>116,542</u>	<u>113,888</u>	<u>110,818</u>	<u>115,975</u>	<u>2,087</u>	<u>1.8%</u>	
	<u>Other Operating Costs</u>							
-520.12-10	27,319	28,951	25,000	25,000	25,000	-	0.0%	
-520.34-34	256,029	267,856	266,667	270,000	280,000	13,333	5.0%	
-520.36-10	907	855	2,000	855	2,000	-	0.0%	
-520.36-45	(12,000)	(12,000)	-	<i>Included with revenue</i>	-	-	-	
-520.40-13	-	-	250	-	250	-	0.0%	
-520.40-21	259	939	1,500	1,000	1,500	-	0.0%	
-520.47-10	-	-	400	-	400	-	0.0%	
-520.50-10	15,712	20,367	21,385	23,406	24,576	3,191	14.9%	
-520.60-10	585	266	1,000	500	1,000	-	0.0%	
-520.61-10	126	16	500	250	500	-	0.0%	
	<u>288,937</u>	<u>307,250</u>	<u>318,702</u>	<u>321,011</u>	<u>335,226</u>	<u>16,524</u>	<u>5.2%</u>	
	<u>Capital Outlay</u>							
-520.92-46	-	1,480	2,500	-	-	(2,500)	-100.0%	
	<u>-</u>	<u>1,480</u>	<u>2,500</u>	<u>-</u>	<u>-</u>	<u>(2,500)</u>	<u>-100.0%</u>	
Total Contract Police	<u>\$ 1,123,429</u>	<u>\$ 1,205,443</u>	<u>\$ 1,249,720</u>	<u>\$ 1,226,829</u>	<u>\$ 1,265,714</u>	<u>\$ 15,994</u>	<u>1.3%</u>	

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 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 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	0.8
Total Personnel	5.2	5.2	5.2	5.8

SUMMARY OF EXPENDITURES:

Function	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Administration	\$125,621	\$145,615	\$ 84,221	\$105,141
Community Development	140,672	188,485	344,776	310,993
Planning & Zoning	211,134	215,085	228,918	321,027
Economic Development	114,655	139,966	267,820	251,179
Total Expenditures	\$592,082	\$689,151	\$925,735	\$988,340

ADMINISTRATION

PROGRAM #3010



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

SIGNIFICANT ACCOMPLISHMENTS:

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

BUDGET HIGHLIGHTS:

- A part-time Planning intern (.4 FTE's) has been added.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Planning Director	0.2	0.2	0.2	0.2
Senior Planner	0.1	0.1	-	-
Administrative Assistant	0.25	0.25	0.4	0.4
Planning Intern (part-time)	-	-	-	0.4
Total Personnel	0.55	0.55	0.6	1

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$ 51,085	\$ 53,555	\$57,915	\$ 76,858
Benefits	11,093	11,961	12,256	14,273
Other Operating Costs	63,443	80,099	14,050	14,010
Capital	-	-	-	-
Total Expenditures	\$125,621	\$145,615	\$84,221	\$105,141

OTHER OPERATING COSTS:

-510.12-11 Travel and Training

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

-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 2016	FY 2017	FY 2018		FY 2019	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19	\$ %
-3010							
	<u>Salaries & Wages</u>						
-530.10-01	\$ 33,633	\$ 34,675	\$ 27,881	\$ 27,881	\$ 35,337	\$ 7,456	26.7%
-530.10-02	17,452	18,880	30,034	30,034	41,521	11,487	38.2%
	Total Salaries & Wages						
	51,085	53,555	57,915	57,915	76,858	18,943	32.7%
	<u>Benefits</u>						
-530.11-10	3,774	3,779	3,808	3,808	4,771	963	25.3%
-530.11-12	2,768	3,386	3,321	3,321	4,026	705	21.2%
-530.11-13	224	152	137	137	159	22	16.1%
-530.11-14	-	-	117	100	105	(12)	-
-530.11-15	46	38	36	36	39	3	8.3%
-530.11-17	760	757	834	834	834	-	0.0%
-530.11-21	837	1,060	933	350	437	(496)	-53.2%
-530.11-22	191	199	174	200	256	82	47.1%
-530.11-25	2,493	2,590	2,896	2,820	3,646	750	25.9%
	Total Benefits						
	11,093	11,961	12,256	11,606	14,273	2,017	16.5%
	<u>Other Operating Costs</u>						
-530.12-10	403	456	800	450	500	(300)	-37.5%
-530.12-11	3,917	5,692	8,100	5,700	8,000	(100)	-1.2%
	<u>Overhead Allocation:</u>						
-530.20-10	2,952	2,788	-	-	-	-	0.0%
-530.20-12	1,139	1,327	-	-	-	-	0.0%
-530.20-13	17,554	16,840	-	-	-	-	0.0%
-530.20-14	2,151	2,160	-	-	-	-	0.0%
-530.20-15	12,523	14,237	-	-	-	-	0.0%
-530.20-16	16,351	21,154	-	-	-	-	0.0%
-530.20-17	1,582	1,084	-	-	-	-	0.0%
-530.36-10	208	1	-	458	500	500	0.0%
-530.36-40	-	7,750	-	-	-	-	0.0%
-530.61-10	1,152	2,907	1,200	1,200	1,200	-	0.0%
-530.62-10	6	30	150	100	150	-	0.0%
-530.66-12	506	726	500	720	360	(140)	-28.0%
-530.67-10	2,526	2,488	2,500	2,400	2,500	-	0.0%
-530.67-20	473	459	800	500	800	-	0.0%
-530.69-10	-	-	-	23	-	-	0.0%
	Total Other Operating Costs						
	63,443	80,099	14,050	11,551	14,010	(40)	-0.3%
	<u>Total Planning Administration</u>						
	\$ 125,621	\$ 145,615	\$ 84,221	\$ 81,072	\$ 105,141	\$ 20,920	24.8%

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:

- Expanded the mBike bike share system to 23 stations.
- Established a Chain Link Fence Removal Incentive Program.
- Completed 30% design and initiated 100% design of the Hollywood Commercial District Streetscape Project.
- Established the Hollywood Community Garden.
- Completed the Solar Power Project at the Youth and Family Service building with a Maryland Energy Administration grant.
- Awarded five homeownership grants.
- Began construction of the Hollywood Gateway Park Project.
- Initiated design of bike lane improvements along Rhode Island Avenue.
- Participated in ULI Greenbelt Road Corridor Study.

BUDGET HIGHLIGHTS:

- Increased funding for grant programs - Chain-link Fence Removal Incentive Program (\$30,000) and maintained funding for the Homeownership Grant Program (\$50,000).

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Planning Director	0.2	0.2	0.2	0.2
Senior Planner	0.4	0.4	-	-
Community Development Planner	0.45	0.45	1	1
Administrative Assistant	0.15	0.15	0.1	0.1
Total Personnel	1.2	1.2	1.3	1.3

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$ 93,382	\$ 95,981	\$104,307	\$112,766
Benefits	24,130	26,412	35,469	43,227
Other Operating Costs	23,160	66,092	205,000	155,000
Capital	-	-	-	-
Total Expenditures	\$140,672	\$188,485	\$344,776	\$310,993

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

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

Provides funding for homeowners to remove existing chain-link fencing.

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

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

-530.30-15 Consulting \$50,000

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

PERFORMANCE MEASURES:

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

COMMUNITY DEVELOPMENT

Acct. Code		FY 2016	FY 2017	FY 2018		FY 2019	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19	FY 18 to FY 19
							\$	%
-3011								
	<u>Salaries & Wages</u>							
-530.10-01	Salary	\$ 82,825	\$ 85,204	\$ 96,798	\$ 96,798	\$ 104,939	\$ 8,141	8.4%
-530.10-02	Hourly	10,557	10,777	7,509	7,509	7,827	318	4.2%
	Total Salaries & Wages	93,382	95,981	104,307	104,307	112,766	8,459	8.1%
	<u>Benefits</u>							
-530.11-10	FICA	6,794	7,001	6,869	6,869	7,150	281	4.1%
-530.11-12	Health Insurance	9,073	10,441	18,187	22,000	25,276	7,089	39.0%
-530.11-13	Dental Insurance	439	367	641	641	634	(7)	-1.1%
-530.11-14	Life Insurance	43	-	210	200	228	18	8.6%
-530.11-15	Vision Insurance	150	152	290	300	309	19	6.6%
-530.11-17	457 City Match Contribution	707	705	678	678	678	-	0.0%
-530.11-21	Workers Compensation	1,994	2,578	3,066	2,250	2,350	(716)	-23.4%
-530.11-22	Long-term Disability Insurance	351	367	313	390	434	121	38.7%
-530.11-25	MSRP Retirement	4,579	4,801	5,215	5,100	6,168	953	18.3%
	Total Benefits	24,130	26,412	35,469	38,428	43,227	7,758	21.9%
	<u>Other Operating Costs</u>							
-530.25-55	Chain-link Removal Incentive Grant		-	10,000	10,000	30,000	20,000	200.0%
-530.25-56	Homeowners' resource funds		-	20,000	-	-	(20,000)	-100.0%
-530.25-57	City Homeowners Grant Program		-	50,000	30,000	50,000	-	0.0%
-530.30-15	Consulting	13,035	44,126	100,000	50,000	50,000	(50,000)	-50.0%
-530.30-16	Appraisals	-	6,600	10,000	10,000	10,000	-	0.0%
-530.36-35	Matching Funds for grants	10,125	15,268	15,000	15,000	15,000	-	0.0%
-530.60-11	Meeting Refreshments	-	98	-	-	-	-	0.0%
	Total Other Operating Costs	23,160	66,092	205,000	115,000	155,000	(50,000)	-24.4%
	Total Community Development	\$ 140,672	\$ 188,485	\$ 344,776	\$ 257,735	\$ 310,993	\$ (33,783)	-9.8%

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.
- Participated in Purple Line Community Advisory Team meetings related to upcoming construction.
- Proposed revisions to the Fence Ordinance.
- Held 22 public hearings on variance applications.

BUDGET HIGHLIGHTS:

- Increased funding for interpreter services.
- Added \$75,000 for matching grants for public art in new development projects.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Planning Director	0.4	0.4	0.4	0.4
Senior Planner	0.5	0.5	1	1
Planner	0.55	0.55	-	-
Administrative Assistant	0.45	0.45	0.4	0.4
Total Personnel	1.9	1.9	1.8	1.8

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$157,006	\$163,483	\$171,949	\$191,831
Benefits	38,276	41,700	34,969	37,596
Other Operating Costs	15,852	9,902	22,000	91,600
Capital	-	-	-	-
Total Expenditures	\$211,134	\$215,082	\$228,918	\$321,027

OTHER OPERATING COSTS:

-530.25- Grants and Assistance \$75,000

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

-530.30-65 Interpreter Services \$800

For APC meetings.

-530.32-24 Legal Services \$15,000

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

-530.36-10 Printing \$300

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

PERFORMANCE MEASURES:

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

PLANNING AND ZONING

Acct. Code	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018		FY 2019 PROPOSED BUDGET	Change in Budget FY 18 to FY 19		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-3012								
	<u>Salaries & Wages</u>							
-530.10-01	\$ 121,857	\$ 127,429	\$ 135,195	\$ 135,195	\$ 153,801	18,606	13.8%	
-530.10-02	31,669	32,334	30,034	30,034	31,310	1,276	4.2%	
-530.10-06	3,480	3,720	6,720	5,000	6,720	-	0.0%	
	<u>157,006</u>	<u>163,483</u>	<u>171,949</u>	<u>170,229</u>	<u>191,831</u>	<u>19,882</u>	<u>11.6%</u>	
	<u>Benefits</u>							
-530.11-10	11,506	11,775	12,059	12,000	12,597	538	4.5%	
-530.11-12	13,174	15,327	7,652	8,000	9,063	1,411	18.4%	
-530.11-13	711	566	274	274	318	44	16.1%	
-530.11-14	53	-	333	260	315	(18)	-5.4%	
-530.11-15	219	216	73	80	78	5	6.8%	
-530.11-17	1,493	1,488	1,460	1,460	1,460	-	0.0%	
-530.11-21	2,985	3,841	4,361	2,700	2,927	(1,434)	-32.9%	
-530.11-22	592	604	495	600	712	217	43.8%	
-530.11-25	7,543	7,883	8,262	8,200	10,126	1,864	22.6%	
	<u>38,276</u>	<u>41,700</u>	<u>34,969</u>	<u>33,574</u>	<u>37,596</u>	<u>2,627</u>	<u>7.5%</u>	
	<u>Other Operating Costs</u>							
-530.12-11	-	125	600	-	-	(600)	-100.0%	
-530.25-61	-	-	-	-	75,000	75,000	-	
-530.30-65	-	352	200	1,000	800	600	300.0%	
-530.32-24	15,379	9,152	20,400	15,000	15,000	(5,400)	-26.5%	
-530.36-10	61	-	300	289	300	-	0.0%	
-530.36-25	-	-	200	-	200	-	0.0%	
-530.60-10	162	23	50	50	50	-	0.0%	
-530.67-10	250	250	250	250	250	-	0.0%	
	<u>15,852</u>	<u>9,902</u>	<u>22,000</u>	<u>16,589</u>	<u>91,600</u>	<u>69,600</u>	<u>316.4%</u>	
Total Advisory Planning Commiss.	<u>\$ 211,134</u>	<u>\$ 215,085</u>	<u>\$ 228,918</u>	<u>\$ 220,392</u>	<u>\$ 321,027</u>	<u>\$ 92,109</u>	<u>40.2%</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:

- Worked with the Downtown College Park Management Authority and UMD on improved freshman orientation events.
- Made contacts while attending the Mid-Atlantic Conference of the International Council of Shopping Centers.
- Completed matching grants to local businesses under the Business Assistance and Facade Grant Program.
- Provided assistance with establishment of shared office spaces under the HubZone.
- Met with over businesses and property owners.
- Interacted with over real estate brokers about opportunities in College Park.
- Established a Downtown Food Truck Hub to operate on weekends and evenings.

BUDGET HIGHLIGHTS:

- Increased time of Planning Intern from .2 FTE's to .4 FTE's.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 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	0.1	0.1
Planning Intern (part-time)	0.2	0.2	0.2	0.4
Total Personnel	1.55	1.55	1.5	1.7

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$ 70,258	\$ 91,646	\$ 96,442	\$110,544
Benefits	14,673	23,176	26,705	30,603
Other Operating Costs	29,724	25,144	144,673	110,032
Capital	-	-	-	-
Total Expenditures	\$114,655	\$139,966	\$267,820	\$251,179

OTHER OPERATING COSTS:

-530.12-11 Travel & Training

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

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

Provides assistance to businesses for leasehold and façade improvements.

-530.34-25 Marketing

Joint marketing events with Prince George’s County Economic Development Corporation, UMD Visitors Center and DCPMA	\$ 3,500
Marketing collateral and advertising	2,000
CoStar real estate database	4,200
ESRI Business Analyst	500
	\$10,200

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

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

-530.67-10 Dues

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

PERFORMANCE MEASURES:

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

ECONOMIC DEVELOPMENT

Acct. Code	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018		FY 2019 PROPOSED BUDGET	Change in Budget FY 18 to FY 19		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-3014								
	<u>Salaries & Wages</u>							
-530.10-01	\$ 59,355	\$ 75,994	\$ 83,928	\$ 83,000	\$ 92,505	\$ 8,577	10.2%	
-530.10-02	10,903	15,652	12,514	10,000	18,039	5,525	44.2%	
	<u>70,258</u>	<u>91,646</u>	<u>96,442</u>	<u>93,000</u>	<u>110,544</u>	<u>14,102</u>	<u>14.6%</u>	
	<u>Benefits</u>							
-530.11-10	5,259	6,661	6,668	6,115	7,258	590	8.8%	
-530.11-12	3,086	8,423	11,062	12,000	13,584	2,522	22.8%	
-530.11-13	421	356	482	482	560	78	16.2%	
-530.11-14	41	70	184	205	228	44	23.9%	
-530.11-15	141	100	135	135	144	9	6.7%	
-530.11-17	707	705	678	678	678	-	0.0%	
-530.11-21	1,406	2,393	2,818	2,000	2,277	(541)	-19.2%	
-530.11-22	137	191	106	300	386	280	264.2%	
-530.11-25	3,475	4,277	4,572	4,500	5,488	916	20.0%	
	<u>14,673</u>	<u>23,176</u>	<u>26,705</u>	<u>26,415</u>	<u>30,603</u>	<u>3,898</u>	<u>14.6%</u>	
	<u>Other Operating Costs</u>							
-530.12-10	(30)	-	300	50	300	-	0.0%	
-530.12-11	1,643	2,364	2,700	2,300	2,900	200	7.4%	
	<u>Business Assistance & Façade</u>							
-530.25-58	-	-	60,000	30,000	75,000	15,000	25.0%	
-530.30-15	882	882	50,000	882	882	(49,118)	-98.2%	
-530.34-25	10,576	7,325	10,200	7,500	10,200	-	0.0%	
-530.36-15	151	71	2,100	250	2,000	(100)	-4.8%	
-530.38-38	7,609	13,484	18,000	16,000	18,000	-	0.0%	
-530.38-37	7,734	-	-	-	-	-	0.0%	
-530.67-10	455	470	1,123	470	500	(623)	-55.5%	
-530.67-20	704	548	250	237	250	-	0.0%	
	<u>29,724</u>	<u>25,144</u>	<u>144,673</u>	<u>57,689</u>	<u>110,032</u>	<u>(34,641)</u>	<u>-23.9%</u>	
	<u>Total Economic Development</u>							
	<u>\$ 114,655</u>	<u>\$ 139,966</u>	<u>\$ 267,820</u>	<u>\$ 177,104</u>	<u>\$ 251,179</u>	<u>\$ (16,641)</u>	<u>-6.2%</u>	

YOUTH, FAMILY AND SENIOR SERVICES - SUMMARY



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

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

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

PERSONNEL:

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

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 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	2.89	2.89	2.89	2.89
Seniors Program Manager	1	1	1	1
Seniors Program Caseworker	0.5	1	1	1
Outreach Coordinator Assistant	0.63	0.75	0.75	0.75
Office Specialist	0.6	0.93	1.03	1.03
Group Co-Facilitator	0.06	0.06	0.22	0.22
Child Care Provider	0.16	0.16	-	-
Bus Driver	1.59	1.59	1.9	1.9
Total Personnel	10.43	11.38	11.79	11.79

SUMMARY OF EXPENDITURES:

Function	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Administration	\$ 433,784	\$ 416,140	\$ 262,801	\$ 347,299
Clinical Services	324,786	350,272	405,120	424,856
Seniors Program	323,710	406,438	422,975	509,389
Total Expenditures	\$1,082,280	\$1,172,850	\$1,090,896	\$1,281,544

ADMINISTRATION

PROGRAM #4010



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

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

SIGNIFICANT ACCOMPLISHMENTS:

- Concluded 21st year of the Lakeland STARs tutoring/mentoring program and the City’s longstanding partnership with University of Maryland College Park Scholars program and Paint Branch Elementary. 60 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 10 families to be “adopted” for Christmas by local supporters; assisted University of Maryland Terp Toy Drive in distribution of holiday gifts to children; administered the cleaning and distribution of 285 winter coats and clothing through the One Warm Coat drive; coordinated and administered the “If I Were Mayor” essay contest with Mayor presentation and subsequent essays by local school fourth graders. Essays then sent to Maryland Municipal League for state-wide competition. Provide all participants with certificate signed by the Mayor.
- 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.
- Support the strengthening of parent engagement initiatives at Hollywood Elementary, Paint Branch Elementary and Cherokee Lane Elementary.
- Administered Education Advisory Committee/Council initiatives – City public education grants to neighborhood public schools and City scholarships to youth k – 12th grade to UMD summer camps. Applied for and received grant to specifically to provide for UMD summer reading camp for youth.
- Provide staff support for City’s new Senior Committee and the development of it’s priority to support the establishment of a volunteer network resource for City seniors.

BUDGET HIGHLIGHTS:

- This budget includes \$6,450 for six additional tile cleanings of highly trafficked rec room from every other month to every month.
- New budget request for \$10,000 to implement a paperless system of record retention, including one-time cost for scanning of all closed records (in Computer Software Support).

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Director of Youth, Family & Senior Services	0.6	0.5	0.5	0.5
Administrative Assistant	0.75	0.75	0.75	0.75
Outreach Coordinator Assistant	0.63	0.75	0.75	0.75
Office Specialist	0.3	0.3	0.4	0.4
Bus Driver	0.04	0.04	0.08	0.08
Total Personnel	2.32	2.34	2.48	2.48

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$155,451	\$126,568	\$160,556	\$200,612
Benefits	40,861	40,964	41,405	63,372
Other Operating Costs	236,529	218,608	60,840	83,315
Capital	943	-	-	-
Total Expenditures	\$433,784	\$416,140	\$262,801	\$347,299

*EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS***OTHER OPERATING COSTS:****-510.12-11 Travel and Training \$2,500**

Maryland Municipal League convention (\$1,700); other seminars and workshops (\$800).

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

Administrative Services primarily Lakeland STARS coordination.

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

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

-540.38-15 Holiday Events \$3,000

Halloween Thing, Spring Egg Hunt

-540.38-66 Family Summit \$3,000

Includes cost of facilitator (\$1,500); printing of material (\$760); meeting refreshments (\$740); postage (\$100); and office supplies (\$300).

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

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

-540.60-10 General Supplies**\$5,000**

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

-540.67-19 Dues**\$2,000**

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

PERFORMANCE MEASURES:

Goal	Effectiveness Measures	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%

YOUTH, FAMILY AND SENIOR SERVICES ADMINISTRATION

Acct. Code	FY 2016		FY 2017		FY 2018		FY 2019	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	PROPOSED BUDGET	\$	%	
-4010									
	<u>Salaries & Wages</u>								
-540.10-01	Salary	\$ 77,588	\$ 67,683	\$ 70,034	\$ 70,034	\$ 82,891	\$ 12,857	18.4%	
-540.10-02	Hourly	72,736	83,629	85,522	110,000	112,721	27,199	31.8%	
-540.10-03	Overtime	5,127	5,256	5,000	4,200	5,000	-	0.0%	
	Total Salaries & Wages	<u>155,451</u>	<u>156,568</u>	<u>160,556</u>	<u>184,234</u>	<u>200,612</u>	<u>40,056</u>	<u>24.9%</u>	
	<u>Benefits</u>								
-540.11-10	FICA	11,494	11,023	10,560	13,600	14,024	3,464	32.8%	
-540.11-12	Health Insurance	16,065	16,674	16,625	7,500	30,843	14,218	85.5%	
-540.11-13	Dental Insurance	489	453	467	250	1,154	687	147.1%	
-540.11-14	Life Insurance	77	72	219	200	231	12	5.5%	
-540.11-15	Vision Insurance	183	187	186	250	255	69	37.1%	
-540.11-17	457 City Match Contribution	1,914	1,608	1,564	2,500	2,672	1,108	70.8%	
-540.11-18	401A Retirement	2,346	2,462	2,518	850	-	(2,518)	-100.0%	
-540.11-21	Workers Compensation	2,750	3,215	3,509	3,770	4,189	680	19.4%	
-540.11-22	Long-term Disability Insurance	442	405	326	400	508	182	55.8%	
-540.11-25	MSRP Retirement	5,101	4,865	5,431	7,700	9,496	4,065	74.8%	
	Total Benefits	<u>40,861</u>	<u>40,964</u>	<u>41,405</u>	<u>37,020</u>	<u>63,372</u>	<u>21,967</u>	<u>53.1%</u>	
	<u>Other Operating Costs</u>								
-540.12-10	Non Training Travel - mileage reimb.	1,618	1,550	1,600	1,600	1,600	-	0.0%	
-540.12-11	Travel & Training	1,503	2,199	2,500	2,250	2,500	-	0.0%	
	Overhead Allocation:								
-540.20-10	Insurance	5,903	5,576	-	-	-	-	0.0%	
-540.20-12	Postage	2	5	-	-	-	-	0.0%	
-540.20-14	Telephone	4,572	4,590	-	-	-	-	0.0%	
-540.20-15	Information Technology	62,613	71,184	-	-	-	-	0.0%	
-540.20-16	Building Maintenance	65,405	84,614	-	-	-	-	0.0%	
-540.20-17	Copier	15	21	-	-	-	-	0.0%	
-540.25-38	Public School Education Grants	25	-	-	-	-	-	0.0%	
-540.30-13	Administrative - Lakeland STARS	8,840	8,732	9,000	9,000	9,000	-	0.0%	
-540.30-15	Consulting (Programs)	1,170	1,665	-	-	2,000	2,000	-	
-540.34-37	M-NCPPC Contract-Youth Center	10,000	10,000	10,000	10,000	13,000	3,000	30.0%	
-540.34-72	Building Coverage-after hours mtgs.	2,160	1,440	1,500	1,500	1,500	-	0.0%	
-540.36-10	Printing	1,337	793	1,400	1,000	1,200	(200)	-14.3%	
-540.38-15	Holiday Events	3,249	3,076	3,000	3,000	3,000	-	0.0%	
-540.38-66	Family Summit	-	-	3,400	-	3,000	(400)	-11.8%	
-540.40-10	Office equipment repairs & maint.	260	1,239	300	300	300	-	0.0%	
-540.40-11	Buildings & grounds maintenance	19,184	-	-	-	-	-	0.0%	
-540.40-25	HVAC Repairs	2,878	-	-	-	-	-	0.0%	
-540.42-10	Building cleaning	1,442	5,204	11,100	7,500	17,725	6,625	59.7%	
-540.45-10	Computer software support - record scan	-	-	-	-	10,000	10,000	-	
-540.45-16	Building Services	9,627	-	-	-	-	-	0.0%	
-540.45-21	Backflow Prevention Valve	350	-	-	-	-	-	0.0%	
-540.45-22	Security Alarm Monitoring	1,416	-	-	-	-	-	0.0%	
-540.45-23	Pest Control	805	-	-	-	-	-	0.0%	
-540.47-10	Clothing & Uniforms	189	101	300	985	400	100	33.3%	
-540.48-20	Copier lease	2,343	2,317	2,500	2,500	3,450	950	38.0%	
-540.52-10	Awards & Gifts-Lakeland STARS	706	510	300	300	300	-	0.0%	
-540.60-10	General Supplies	6,940	7,548	5,000	5,000	5,000	-	0.0%	
-540.60-11	Meeting Refreshments	1,250	139	1,000	1,000	1,000	-	0.0%	
-540.60-40	Signs	-	-	-	277	400	400	-	
-540.61-10	Office Supplies	1,749	1,373	2,400	2,400	2,400	-	0.0%	
-540.62-10	Postage	652	587	800	750	600	(200)	-25.0%	
-540.65-10	Electricity	8,973	-	-	-	-	-	0.0%	
-540.65-11	Natural Gas	3,188	-	-	-	-	-	0.0%	
-540.65-13	Water & Sewer	1,830	-	-	-	-	-	0.0%	
-540.66-12	Cellular Phone	1,420	1,138	1,440	1,400	1,440	-	0.0%	
-540.67-10	Dues	1,350	1,150	2,000	1,400	2,000	-	0.0%	
-540.67-20	Publications & Books	494	396	300	300	300	-	0.0%	
-540.69-10	Miscellaneous	1,071	1,461	1,000	1,195	1,200	200	20.0%	
	Total Other Operating Costs	<u>236,529</u>	<u>218,608</u>	<u>60,840</u>	<u>53,657</u>	<u>83,315</u>	<u>22,475</u>	<u>36.9%</u>	
	<u>Capital Outlay</u>								
-540.93-20	Office Furniture	943	-	-	688	-	-	0.0%	
	Total Youth & Family Admin	\$ 433,784	\$ 416,140	\$ 262,801	\$ 275,599	\$ 347,299	\$ 84,498	32.2%	

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 in effectively serving families by the community, families who have previously received services, local school staff and community professionals. The program is considered a premier site for second-year masters level mental health interns and is located in a state-of-the-art facility.

SIGNIFICANT ACCOMPLISHMENTS:

- Continuing success in providing over 100 youth and their families (to date) quality counseling services addressing issues such as trauma, behavior, pre-delinquent and delinquent behaviors, grief and loss, child abuse, suicidality, school behavior programs, suspension and expulsion.
- Serving children 0-6 years of age (25%), 7-13 years of age (59%), 14-18 years of age (16%) through family-focused counseling services.
- 67% of formal counseling youth participants ended counseling with an improvement in CAFAS scores of 20 points or greater.
- To date, 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 the College Park Hispanic Parent Support Group, now in its 11th year, and its' participant parents strengthening their sense of community and their ability as parents. Approximately 32 parents and 50 youth participate a month.
- Provided on-site support and skill building to youth groups in local schools to enhance youth social skills, address grief and loss and/or problematic behaviors.
- Provided comprehensive clinical training program to second-year masters level mental health interns, this year from Catholic University School of Social Service.
- Provided clinical training and monthly consultation to mental health professionals in sand therapy.
- Administered advanced clinical sand therapy certificate program for 19 mental health professionals with agency consultant Dr. Dee Preston-Dillon.

BUDGET HIGHLIGHTS:

- There are no significant changes in this budget.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 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	2.89	2.89	2.89	2.89
Group Co-Facilitator	0.06	0.06	0.22	0.22
Child Care Provider	0.16	0.16	-	-
Total Personnel	4.66	4.66	4.66	4.66

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$235,784	\$258,540	\$293,257	\$315,272
Benefits	48,533	66,929	80,833	78,254
Other Operating Costs	40,469	24,803	31,030	31,330
Capital	-	-	-	-
Total Expenditures	\$324,786	\$350,272	\$405,120	\$424,856

*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 2016	FY 2017	FY 2018		FY 2019	Change in Budget		
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19	%	
						\$	%	
-4011								
	<u>Salaries & Wages</u>							
-540.10-01	\$ 213,422	\$ 236,808	\$ 270,025	\$ 250,000	\$ 285,119	\$ 15,094	5.6%	
-540.10-02	22,221	21,592	23,082	30,000	30,003	6,921	30.0%	
-540.10-03	141	140	150	150	150	-	0.0%	
	<u>235,784</u>	<u>258,540</u>	<u>293,257</u>	<u>280,150</u>	<u>315,272</u>	<u>22,015</u>	<u>7.5%</u>	
	<u>Benefits</u>							
-540.11-10	17,560	18,977	20,911	21,431	23,220	2,309	11.0%	
-540.11-12	10,417	22,838	31,276	22,000	23,880	(7,396)	-23.6%	
-540.11-13	791	997	1,146	900	1,109	(37)	-3.2%	
-540.11-14	35	22	111	100	96	(15)	-13.5%	
-540.11-15	351	498	559	550	472	(87)	-15.6%	
-540.11-17	2,419	2,818	2,633	2,633	2,307	(326)	-12.4%	
-540.11-18	3,308	3,730	4,455	4,000	3,769	(686)	-15.4%	
-540.11-21	5,360	7,272	8,857	8,300	9,824	967	10.9%	
-540.11-22	194	197	165	200	254	89	53.9%	
-540.11-25	8,098	9,580	10,720	10,500	13,323	2,603	24.3%	
	<u>48,533</u>	<u>66,929</u>	<u>80,833</u>	<u>70,614</u>	<u>78,254</u>	<u>(2,579)</u>	<u>-3.2%</u>	
	<u>Other Operating Costs</u>							
-540.12-10	147	163	500	200	500	-	0.0%	
-540.12-11	18,494	10,841	9,100	9,100	9,100	-	0.0%	
-540.30-15	6,025	4,770	9,360	5,000	9,360	-	0.0%	
-540.30-17	3,990		-	-	-	-	0.0%	
-540.34-60	-		400	-	400	-	0.0%	
-540.38-35	450		500	-	500	-	0.0%	
-540.40-40	2,382	390	700	1,674	1,000	300	42.9%	
-540.50-10	225	553	1,560	750	1,560	-	0.0%	
-540.60-10	4,044	2,529	2,500	2,500	2,500	-	0.0%	
-540.60-11	3,177	3,949	4,000	4,000	4,000	-	0.0%	
-540.61-10	-	16	-	-	-	-	0.0%	
-540.62-10	-	38	-	-	-	-	0.0%	
-540.67-10	857	948	1,810	1,000	1,810	-	0.0%	
-540.67-20	678	506	500	500	500	-	0.0%	
-540.69-10	-	100	100	100	100	-	0.0%	
	<u>40,469</u>	<u>24,803</u>	<u>31,030</u>	<u>24,824</u>	<u>31,330</u>	<u>300</u>	<u>1.0%</u>	
	<u>Total Clinical Services</u>							
	<u>\$ 324,786</u>	<u>\$ 350,272</u>	<u>\$ 405,120</u>	<u>\$ 375,588</u>	<u>\$ 424,856</u>	<u>\$ 19,736</u>	<u>4.9%</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 program, insurance companies, physicians, and/or collection agencies.

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

SIGNIFICANT ACCOMPLISHMENTS:

- Ongoing case management services to 53 vulnerable seniors and issue-specific advocacy for additional 13 seniors dealing with bureaucratic systems.
- Provide and support self management classes for 15 seniors with focus on individualized programs to regulate diabetes treatment and care.
- Hosted 116 social activities and trips for City seniors.
- Of the 116 activities, 100 were held during twice-a-week Senior Social Center activities, 10 – 12 seniors attending on a regular basis. Programming primarily provided by College Park Arts Exchange and M-NCPPC.
- Implementation of electronic case management system.
- Maintained bus transportation for medical care and shopping during the transition of 17-year senior program bus driver illness and retirement.

BUDGET HIGHLIGHTS:

- The FY2019 budget includes a grant of \$11,500 to Neighbors Helping Neighbors of College Park to establish a volunteer network providing certain services to older adults.
- Request for a 25 hour-a-week Senior Social Coordinator position to consolidate the planning and administering of the approximately 166 annual senior social activities, including the increase of the Seniors Social Center from twice-a-week to three times a week. The establishment of Senior Social Coordinator position eliminates the need for \$3,000 contract trip coordinator currently in FY 18 budget.
- The budget also includes off-site office space for the new Coordinator and the Administrative Assistant. Additional office space addresses crowded staff offices which currently interfere with seniors being able to meet with staff privately.
- Costs budgeted for these requests are: \$50,000 for the salary and benefits of the new Coordinator position; \$7,200 for off-site office space which includes weekly use of community room for Seniors Social Center programming and use of separate space for Neighbors Helping Neighbors (10 hours a week); and \$1,980 for internet fees at new office location.
- \$18,750 is requested to support the approximately 150 senior social events of the Seniors Social Center and 4 of the Seniors Activity Team.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Director of Youth, Family & Senior Services	0.1	0.2	0.2	0.2
Seniors Program Manager	1	1	1	1
Seniors Program Caseworker	0.5	1	1	1
Seniors	-	-	-	1
Office Specialist	0.3	0.63	0.63	0.63
Bus Driver	1.55	1.55	1.82	1.82
Total Personnel	3.45	4.38	4.65	5.65

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$203,243	\$258,615	\$282,934	\$315,483
Benefits	46,160	68,606	82,221	95,896
Other Operating Costs	74,307	79,217	57,820	97,410
Capital	-	-	-	600
Total Expenditures	\$323,710	\$406,438	\$422,975	\$509,389

*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 **\$20,000**

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 **\$6,000**

Uniform rental and cleaning for 6 employees.

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

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

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

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

-540.62-10 Postage **\$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
Enhance quality of life and reduce isolation of seniors through excursion trips and new senior social center.	Number of day excursion participants.	350	350	221	350
	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				
	Number of seniors assisted with transportation	2,272	2,200	1,175	2,200
Support vulnerable seniors aging in community & self-determination through individualized case management & advocacy services.	Number of seniors receiving:				
	• case management services				
	Average number of contacts per month with vulnerable seniors in case management services				

New Performance Measure

SENIORS PROGRAM

Acct. Code		FY 2016	FY 2017	FY 2018		FY 2019	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19	
							\$	%
-4012								
	<u>Salaries & Wages</u>							
-540.10-01	Salary	94,920	110,255	114,934	116,000	130,564	15,630	13.6%
-540.10-02	Hourly	107,732	147,448	166,000	158,000	182,419	16,419	9.9%
-540.10-03	Overtime	591	912	2,000	2,500	2,500	500	25.0%
	Total Salaries & Wages	203,243	258,615	282,934	276,500	315,483	32,549	11.5%
	<u>Benefits</u>							
-540.11-10	FICA	15,125	19,113	20,509	21,152	22,418	1,909	9.3%
-540.11-12	Health Insurance	13,770	25,314	33,294	33,000	41,949	8,655	26.0%
-540.11-13	Dental Insurance	525	826	1,126	900	1,337	211	18.7%
-540.11-14	Life Insurance	91	136	506	450	723	217	42.9%
-540.11-15	Vision Insurance	184	301	398	200	283	(115)	-28.9%
-540.11-17	457 City Match Contribution	1,510	2,810	2,842	2,500	2,320	(522)	-18.4%
-540.11-18	401A Retirement	1,481	2,198	3,087	3,087	3,218	131	4.2%
-540.11-21	Workers Compensation	4,532	6,823	8,117	7,800	8,409	292	3.6%
-540.11-22	Long-term Disability Insurance	566	716	670	670	827	157	23.4%
-540.11-25	MSRP Retirement	8,376	10,369	11,672	11,000	14,412	2,740	23.5%
	Total Benefits	46,160	68,606	82,221	80,759	95,896	13,675	16.6%
	<u>Other Operating Costs</u>							
-540.12-10	Non Training Travel	733	368	1,000	400	1,000	-	0.0%
-540.12-11	Travel & Training	1,163	1,808	2,200	2,000	2,200	-	0.0%
-540.20-11	Allocated Overhead: Fleet Services	31,321	30,855	-	-	-	-	0.0%
-540.25-	Grant - Neighbors Helping Neighbors	-	-	-	-	11,500	11,500	-
-540.30-13	Administrative	-	53	3,500	3,000	-	(3,500)	-100.0%
-540.30-15	Consulting	2,220	2,085	1,200	1,200	1,200	-	0.0%
-540.36-10	Printing	5,962	3,474	1,000	1,000	1,000	-	0.0%
-540.38-12	Senior Trips	15,986	21,977	17,000	17,000	20,000	3,000	17.6%
-540.38-99	Other Activities	-	649	-	-	18,750	18,750	-
-540.40-10	Office Equipment	-	-	200	-	-	(200)	-100.0%
-540.45-23	Pest Control	1,483	420	1,480	750	1,480	-	0.0%
-540.47-10	Clothing & Uniforms	4,867	5,512	6,240	6,000	6,000	(240)	-3.8%
-540.48-20	Copier lease	1,319	1,319	1,350	1,350	1,950	600	44.4%
-540.48-60	Office space rental, phones & internet	-	-	-	-	9,580	9,580	-
-540.60-10	General Supplies	2,860	2,405	3,500	3,100	3,500	-	0.0%
-540.60-11	Meeting Refreshments	3,838	4,558	7,100	5,000	7,100	-	0.0%
-540.61-10	Office Supplies	1,198	1,024	1,200	1,000	1,200	-	0.0%
-540.62-10	Postage	147	1,050	9,300	1,500	9,300	-	0.0%
-540.66-12	Cellular Phone	1,035	1,112	1,100	1,100	1,200	100	9.1%
-540.67-10	Dues	175	275	300	300	300	-	0.0%
-540.67-20	Publications & Books	-	257	-	-	-	-	0.0%
-540.69-10	Miscellaneous	-	16	150	1,800	150	-	0.0%
	Total Other Operating Costs	74,307	79,217	57,820	46,500	97,410	39,590	68.5%
	<u>Capital Outlay</u>							
-540.93-20	Office Furniture	-	-	-	-	600	600	-
	Total Seniors Program	\$ 323,710	\$ 406,438	\$ 422,975	\$ 403,759	\$ 509,389	\$ 86,414	20.4%

PUBLIC WORKS - SUMMARY



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

PERSONNEL:

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

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Director	1	1	1	1
Assistant Director	2	2	2	2
Administrative Assistant/Recycling Coord.	1	1	-	-
Office Specialist	1	1	1	1
Sustainability Coordinator	-	-	1	1
Dispatch/Administrative Clerk	1	1	1	1
Supply Clerk	1	1	-	-
Civil Engineer	1	1	1	1
Engineering Technician	1	1	1	1
Fleet Supervisor	1	1	1	1
Mechanic	1	1	2	2
Garage Supply Clerk	1	1	1	1
Crew Chief	2	2	2	2
Motor Equipment Operator	13	13	13	13
Laborer	13	13	16	16
Laborer/Driver	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	2
Total Personnel	49	49	53	53

SUMMARY OF EXPENDITURES:

Function	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget	Change in Budget FY2018 to FY2019	
					\$	%
Administration (5010)	\$ 876,833	\$ 986,780	\$ 704,979	\$ 665,511	\$ (39,468)	-5.6%
Solid Waste Management	2,267,300	2,460,853	2,121,007	2,221,521	106,514	5.0%
Refuse Management (5011)	838,701	913,876	795,298	852,195	56,897	7.2%
Leaf and Grass Collection (5012)	288,798	316,811	368,644	344,493	(24,151)	-6.6%
Litter & Graffiti Control (5013)	269,577	272,638	214,924	244,337	29,413	13.7%
Recycling (5025)	691,543	781,968	617,291	641,615	24,324	3.9%
Compost Yard Operations (5050)	178,681	175,560	124,850	144,881	20,031	16.0%
Streets & Parking Lots	843,529	897,060	934,930	977,823	42,893	4.6%
Street Cleaning (5013)	70,527	66,473	63,449	45,823	(17,626)	-27.8%
Signage (5014)	165,261	205,434	103,216	126,473	23,257	22.5%
Street Maintenance (5015)	333,064	381,135	372,625	404,618	31,993	8.6%
Snow & Ice Control (5017)	174,109	103,885	274,245	280,250	6,005	2.2%
Parking Lot Maintenance (5024)	47,545	47,675	42,553	40,419	(2,134)	-5.0%
Parking Garage (5027)	53,023	92,458	78,842	80,240	1,398	1.8%
Buildings & Grounds	1,015,801	1,177,702	1,069,982	1,184,511	114,529	10.7%
Public Works Buildings (5018)	84,980	119,777	80,658	83,410	2,752	3.4%
Rec. Facilities Maint. (5019)	230,602	187,842	181,359	173,536	(7,823)	-4.3%
Building Maintenance (5028)	303,129	429,615	318,073	360,209	42,136	13.2%
Turf & Right of Way Maint. (5016)	46,292	58,629	60,908	62,303	1,395	2.3%
Tree & Landscape Maint. (5020)	350,798	381,839	428,984	505,053	76,069	17.7%
Engineering (5021)	228,706	264,580	263,921	322,533	58,612	22.2%
Fleet Services (5030)	649,696	690,299	762,440	718,206	(44,234)	-5.8%
Total Expenditures	\$5,881,865	\$6,477,274	\$5,857,259	\$6,096,106	238,847	4.1%

ADMINISTRATION

PROGRAM #5010



This program 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:

- Staff was trained to use the AS-400, financial accounting program, for sales of compost and mulch materials, bins and yard waste carts, permit parking passes, animal licenses, and payment of parking tickets

BUDGET HIGHLIGHTS:

- No new funding requests for this program.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Director	1	1	1	1
Assistant Director	1.65	1.65	2	2
Administrative Asst./Recycling Coord.	-	-	-	-
Sustainability Coordinator	0.25	0.25	1	1
Office Specialist	1	1	2	2
Dispatch/Administrative Clerk	1	1	1	1
Garage Supply Clerk	0.1	0.1	0.17	0.17
Total Personnel	5	5	7.17	7.17

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$366,440	\$421,571	\$498,207	\$443,275
Benefits	96,359	111,051	129,727	140,254
Other Operating Costs	414,034	454,158	77,045	81,982
Capital	-	-	-	-
Total Expenditures	\$876,833	\$986,780	\$704,979	\$665,511

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
		\$6,300
-550.34-75 Mosquito Control		\$6,600
Participation in the State Mosquito Control services, including larviciding, adult surveillance and possible control.		
-550.47-10 Clothing & Uniforms		
Uniform rental & cleaning (43 employees at approximately \$8/week)		\$17,432
Walk-off mats (\$35/week)		1,820
Rental return losses		300
Winter Jackets		4,050
Safety shoes (approximately \$195/pair)		9,310
Hats		520
		\$33,432
-550.66-13 Wireless Radio		\$19,000
Use of the University's Department of Public Safety 2-way radio system (\$15,500) and radio system maintenance (\$3,500)		

PUBLIC WORKS ADMINISTRATION

Acct. Code	FY 2016	FY 2017	FY 2018		FY 2019	Change in Budget		
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19		
						\$	%	
-5010								
	<u>Salaries & Wages</u>							
-550.10-01	\$ 239,376	\$ 283,685	\$ 299,254	\$ 347,088	\$ 284,041	\$ (15,213)	-5.1%	
-550.10-02	117,825	129,153	189,953	150,000	150,034	(39,919)	-21.0%	
-550.10-03	9,239	8,733	9,000	8,500	9,200	200	2.2%	
	<u>366,440</u>	<u>421,571</u>	<u>498,207</u>	<u>505,588</u>	<u>443,275</u>	<u>(54,932)</u>	<u>-11.0%</u>	
	<u>Benefits</u>							
-550.11-10	27,339	31,725	36,464	38,677	31,294	(5,170)	-14.2%	
-550.11-12	37,863	41,117	49,203	42,662	69,426	20,223	41.1%	
-550.11-13	1,187	972	1,550	1,153	2,706	1,156	74.6%	
-550.11-14	406	438	1,138	914	1,085	(53)	-4.7%	
-550.11-15	386	361	485	409	683	198	40.8%	
-550.11-17	2,524	2,233	1,851	2,385	2,503	652	35.2%	
-550.11-18	10,577	10,849	11,203	11,245	3,375	(7,828)	-69.9%	
-550.11-21	6,302	9,374	10,722	7,102	6,833	(3,889)	-36.3%	
-550.11-22	1,193	1,480	1,452	1,523	1,655	203	14.0%	
-550.11-25	8,582	12,502	15,659	13,134	20,694	5,035	32.2%	
	<u>96,359</u>	<u>111,051</u>	<u>129,727</u>	<u>119,203</u>	<u>140,254</u>	<u>10,527</u>	<u>8.1%</u>	
	<u>Other Operating Costs</u>							
-550.12-10	8	-	75	75	75	-	0.0%	
-550.12-11	1,703	4,948	6,300	6,300	6,300	-	0.0%	
	<u>Overhead Allocation:</u>							
-550.20-10	23,613	22,302	-	-	-	-	0.0%	
-550.20-11	39,151	38,569	-	-	-	-	0.0%	
-550.20-12	97	124	-	-	-	-	0.0%	
-550.20-14	5,378	5,400	-	-	-	-	0.0%	
-550.20-15	93,919	106,775	-	-	-	-	0.0%	
-550.20-16	71,945	93,076	-	-	-	-	0.0%	
-550.20-17	11	1	-	-	-	-	0.0%	
-550.30-11		897	-	-	-	-	0.0%	
-550.30-39	-		300	-	-	(300)	-100.0%	
-550.34-17	3,240	3,490	-	-	-	-	0.0%	
-550.34-75	5,028	4,765	6,000	5,000	6,600	600	10.0%	
-550.36-10	8,885	1,898	2,500	2,000	3,000	500	20.0%	
-550.36-37	(7,726)	(5,767)	(5,500)	(3,735)	(5,000)	500	-9.1%	
-550.38-45	240	170	300	200	250	(50)	-16.7%	
-550.38-67	1,358	1,384	1,700	1,400	1,800	100	5.9%	
-550.47-10	21,976	29,967	29,952	30,000	33,432	3,480	11.6%	
-550.48-20	2,257	2,971	3,763	3,700	3,900	137	3.6%	
-550.52-10	732	383	500	812	950	450	90.0%	
-550.53-10	50	50	250	100	350	100	40.0%	
-550.60-10	3,265	3,322	3,825	3,000	3,500	(325)	-8.5%	
-550.60-11	104		500	150	250	(250)	-50.0%	
-550.61-10	1,914	2,504	3,500	3,000	3,000	(500)	-14.3%	
-550.62-10	24	-	25	66	75	50	200.0%	
-550.66-12	2,607	2,717	2,880	2,800	2,800	(80)	-2.8%	
-550.66-13	19,380	15,393	18,500	18,000	19,000	500	2.7%	
-550.67-10	1,035	1,065	1,075	1,155	1,400	325	30.2%	
-550.67-20	267	525	600	600	300	(300)	-50.0%	
-550.69-10	-	911	-	-	-	-	0.0%	
Safety Program (moved to HR FY2018)	113,573	116,318	-	-	-	-	0.0%	
	<u>414,034</u>	<u>454,158</u>	<u>77,045</u>	<u>74,623</u>	<u>81,982</u>	<u>4,937</u>	<u>6.4%</u>	
Total Public Works Administration	\$ 876,833	\$ 986,780	\$ 704,979	\$ 699,414	\$ 665,511	\$ (39,468)	-5.6%	

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:

- Residents set refuse at the curb for collection, unless they are approved for behind-the-house collections. 5070 tons of residential refuse was disposed of; 63 residents were approved for behind-the-house collections.

BUDGET HIGHLIGHTS:

- Request \$30,000 funding for a consultant to perform a comprehensive study to evaluate the entire solid waste program.
- Request \$8,900 funding for transport and disposal of food waste dropped off at weekly farmers markets.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Crew Chief	0.48	0.48	0.33	0.33
Motor Equipment Operator	3.23	2.82	2.85	2.85
Laborer/Driver	-	0.95	-	-
Laborer	3.27	1.65	3.85	3.85
Total Personnel	6.98	5.9	7.03	7.03

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$265,115	\$312,812	\$304,498	\$332,913
Benefits	118,165	134,444	158,265	148,132
Other Operating Costs	455,421	466,620	332,535	371,150
Capital	-	-	-	-
Total Expenditures	\$838,701	\$913,876	\$795,298	\$852,195

OTHER OPERATING COSTS:

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

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

-550.34-20 Tipping Fees

Refuse (approximately 4,400 tons at \$59/ton)	\$259,150
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
	\$301,000

-550.60-45 Solid Waste Containers

65 gallon mobile carts – \$45 each	\$20,000
35 gallon mobile carts – \$35 each	5,000
	\$25,000

PERFORMANCE MEASURES:

- Tons of Refuse collected and disposed:

**SOLID WASTE MANAGEMENT DIVISION
REFUSE MANAGEMENT**

Acct. Code		FY 2016	FY 2017	FY 2018		FY 2019	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19	
							\$	%
-5011								
	<u>Salaries & Wages</u>							
-550.10-02	Hourly	\$ 254,109	\$ 307,639	\$ 300,498	\$ 298,234	\$ 327,913	\$ 27,415	9.1%
-550.10-03	Overtime	11,006	5,173	4,000	4,000	5,000	1,000	25.0%
	Total Salaries & Wages	265,115	312,812	304,498	302,234	332,913	28,415	9.3%
	<u>Benefits</u>							
-550.11-10	FICA	18,792	22,338	22,662	23,121	25,085	2,423	10.7%
-550.11-12	Health Insurance	70,253	74,842	99,382	67,568	81,173	(18,209)	-18.3%
-550.11-13	Dental Insurance	3,274	3,825	4,436	3,471	4,490	54	1.2%
-550.11-14	Life Insurance	532	589	985	1,077	1,203	218	22.1%
-550.11-15	Vision Insurance	511	684	814	602	659	(155)	-19.0%
-550.11-17	457 City Match Contribution	3,952	5,388	3,783	4,000	4,904	1,121	29.6%
-550.11-18	401A Retirement	3,364	4,246	3,484	3,490	3,762	278	8.0%
-550.11-21	Workers Compensation	6,267	9,166	9,474	9,564	10,824	1,350	14.2%
-550.11-22	Long-term Disability Insurance	849	1,177	900	932	1,261	361	40.1%
-550.11-25	MSRP Retirement	10,371	12,189	12,345	12,276	14,771	2,426	19.7%
	Total Benefits	118,165	134,444	158,265	126,101	148,132	(10,133)	-6.4%
	<u>Other Operating Costs</u>							
-550.12-11	Travel & Training	178		500	500	500	-	0.0%
-550.20-11	Fleet Services - allocated overhead	125,284	123,420	-	-	-	-	0.0%
-540.30-15	Consulting - operational assessment			-	-	30,000	30,000	-
-550.34-11	Temp Manpower-Solid Waste	6,869	11,006	2,500	8,000	5,000	2,500	100.0%
-550.34-20	Tipping Fees	303,344	303,095	298,500	295,000	301,000	2,500	0.8%
-550.34-99	Tipping Fees- Food waste from Farmers Mkt.			-	-	8,900	8,900	-
-550.36-10	Printing	-	233	400	400	500	100	25.0%
-550.60-10	General Supplies	367	50	275	100	250	(25)	-9.1%
-550.60-45	Solid Waste Containers	19,379	28,816	30,360	30,360	25,000	(5,360)	-17.7%
	Total Other Operating Costs	455,421	466,620	332,535	334,360	371,150	38,615	11.6%
	Total Refuse Management	\$ 838,701	\$ 913,876	\$ 795,298	\$ 762,696	\$ 852,195	\$ 56,897	7.2%

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). Soft/vegetative yard waste is collected January – October on regular trash days; this material is also brought back to the Public works Yard for processing into compost.

SIGNIFICANT ACCOMPLISHMENTS:

- 1,670 tons (4,769 cubic yards) of leaves were collected during curbside leaf collection November – January. The planned collection schedule was maintained during the collection period. 354 tons (1107 cubic yards) of vegetative (soft) yard waste was collected January – October.
- The purchase of a limited number of 65-gallon, yard waste carts was approved as a cost-share program that enabled residents to pay a portion of the cost for the beige yard waste cart. Nearly all the carts have been sold in seven months.

BUDGET HIGHLIGHTS:

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

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Crew Chief	0.7	0.14	0.29	0.29
Supply Clerk	0.04	0.04	0	0
Motor Equipment Operator	2.3	2.56	3.09	3.09
Laborer	1.32	1.32	0.32	0.32
Lead Groundskeeper	0.2	0.2	0.20	0.20
Total Personnel	4.56	4.26	3.90	3.90

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$142,320	\$160,660	\$233,970	\$200,965
Benefits	50,407	56,986	81,264	78,138
Other Operating Costs	96,071	99,165	53,410	65,390
Capital	-	-	-	-
Total Expenditures	\$288,798	\$316,811	\$368,644	\$344,493

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-550.34-15 Temporary Manpower Curbside Leaf Collection	\$35,000
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1,750 hours at \$20/hour

-550.34-16 Temporary Manpower Yard Waste Collection	\$17,000
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850 hours at \$20/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 2016	FY 2017	FY 2018		FY 2019	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19	
							\$	%
-5012								
	<u>Salaries & Wages</u>							
-550.10-02	Hourly	\$ 141,971	\$ 160,610	\$ 233,470	\$ 155,877	\$ 200,565	\$ (32,905)	-14.1%
-550.10-03	Overtime	349	50	500	100	400	(100)	-20.0%
	Total Salaries & Wages	142,320	160,660	233,970	155,977	200,965	(33,005)	-14.1%
	<u>Benefits</u>							
-550.11-10	FICA	10,298	11,667	17,119	11,932	14,669	(2,450)	-14.3%
-550.11-12	Health Insurance	23,228	27,031	35,339	21,944	37,206	1,867	5.3%
-550.11-13	Dental Insurance	1,483	1,316	1,924	1,200	1,997	73	3.8%
-550.11-14	Life Insurance	159	176	549	316	576	27	4.9%
-550.11-15	Vision Insurance	327	322	414	271	473	59	14.3%
-550.11-17	457 City Match Contribution	3,945	3,660	6,075	3,605	4,948	(1,127)	-18.6%
-550.11-18	401A Retirement	729	607	409	462	459	50	12.2%
-550.11-21	Workers Compensation	3,246	4,668	7,377	4,947	6,610	(767)	-10.4%
-550.11-22	Long-term Disability Insurance	543	566	699	566	615	(84)	-12.0%
-550.11-25	MSRP Retirement	6,449	6,973	11,359	7,300	10,585	(774)	-6.8%
	Total Benefits	50,407	56,986	81,264	52,544	78,138	(3,126)	-3.8%
	<u>Other Operating Costs</u>							
-550.20-11	Fleet Services - allocated overhead	46,982	46,282	-	-	-	-	0.0%
-550.34-15	Temp Manpower-Leaf	33,530	34,821	33,575	36,000	35,000	1,425	4.2%
-550.34-16	Temp Manpower-Yard Waste	13,352	15,570	16,985	16,985	17,000	15	0.1%
-550.36-10	Printing	435	164	450	1,876	500	50	11.1%
-550.60-10	General Supplies	567	753	1,150	1,000	1,000	(150)	-13.0%
-550.60-40	Signs	1,205	1,575	1,250	1,250	1,300	50	4.0%
-550.60-45	Yard waste carts			-	10,000	10,590	10,590	-
	Total Other Operating Costs	96,071	99,165	53,410	67,111	65,390	11,980	22.4%
	Total Leaf & Grass Collection	\$ 288,798	\$ 316,811	\$ 368,644	\$ 275,632	\$ 344,493	\$ (24,151)	-6.6%

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:

- As a result of the “Keep College Park Clean” campaign a logo contest was initiated; a winning logo was selected and signs were developed. The new “Together we can stop Litter” signs were fabricated and attached to most of the litter receptacles in the City.

BUDGET HIGHLIGHTS:

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

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Crew chief	0.5	0.28	0.07	0.07
Supply Clerk	0.02	0.02	0	0
Motor Equipment Operator	-	-	0.02	0.02
Laborer	2.82	2.82	2.82	2.82
Total Personnel	3.34	3.12	2.91	2.91

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$169,346	\$167,381	\$149,488	\$168,904
Benefits	53,212	54,167	43,436	53,433
Other Operating Costs	47,019	51,090	22,000	22,000
Capital	-	-	-	-
Total Expenditures	\$269,577	\$272,638	\$214,924	\$244,337

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
	\$22,000

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 2016	FY 2017	FY 2018		FY 2019	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19	%
-5023								
	<u>Salaries & Wages</u>							
-550.10-02	Hourly	\$ 152,213	\$ 146,911	\$ 128,388	\$ 140,828	\$ 147,304	\$ 18,916	14.7%
-550.10-03	Overtime	14,347	17,445	18,000	16,276	18,500	500	2.8%
-550.10-08	Saturday Shift Differential	2,786	3,025	3,100	3,062	3,100	-	0.0%
	Total Salaries & Wages	<u>169,346</u>	<u>167,381</u>	<u>149,488</u>	<u>160,166</u>	<u>168,904</u>	<u>19,416</u>	<u>13.0%</u>
	<u>Benefits</u>							
-550.11-10	FICA	12,721	12,480	11,243	12,253	12,684	1,441	12.8%
-550.11-12	Health Insurance	21,081	21,358	15,131	15,233	20,318	5,187	34.3%
-550.11-13	Dental Insurance	1,708	1,801	1,548	1,702	1,959	411	26.6%
-550.11-14	Life Insurance	292	324	384	591	536	152	39.6%
-550.11-15	Vision Insurance	194	232	101	170	131	30	29.7%
-550.11-17	457 City Match Contribution	4,802	4,756	3,655	4,305	3,942	287	7.9%
-550.11-18	401A Retirement	1,279	980	2,120	447	2,380	260	12.3%
-550.11-21	Workers Compensation	4,036	4,869	4,080	4,654	4,866	786	19.3%
-550.11-22	Long-term Disability Insurance	575	612	385	475	563	178	46.2%
-550.11-25	MSRP Retirement	6,524	6,755	4,789	6,110	6,054	1,265	26.4%
	Total Benefits	<u>53,212</u>	<u>54,167</u>	<u>43,436</u>	<u>45,940</u>	<u>53,433</u>	<u>9,997</u>	<u>23.0%</u>
	<u>Other Operating Costs</u>							
-550.20-11	Fleet Services - allocated overhead	31,321	30,855	-	-	-	-	0.0%
-550.34-14	Temp Manpower-Litter Collection	-	-	-	142	-	-	0.0%
-550.60-10	General Supplies	15,698	20,168	22,000	20,000	22,000	-	0.0%
-550.62-10	Postage	-	67	-	-	-	-	0.0%
	Total Other Operating Costs	<u>47,019</u>	<u>51,090</u>	<u>22,000</u>	<u>20,142</u>	<u>22,000</u>	<u>-</u>	<u>0.0%</u>
	Total Litter & Graffiti Control	<u>\$ 269,577</u>	<u>\$ 272,638</u>	<u>\$ 214,924</u>	<u>\$ 226,248</u>	<u>\$ 244,337</u>	<u>\$ 29,413</u>	<u>13.7%</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 now been tracked for an entire year. 7890 pounds of recyclable material has been collected from City buildings, which equates to a 44% recycling rate.
- The City began a cost-share program for backyard composting bins as a mechanism for food waste diversion. An initial quantity of bins were quickly sold, therefore the program was funded for the purchase of more bins. About 80 bins have been sold.

BUDGET HIGHLIGHTS:

- The increase in tipping fees is directly related to electronics recycling. The cost to dispose of televisions and computer monitors has significantly increased due to stringent processing requirements for these items. In addition, the tipping fee for single stream recyclable materials has increased \$2.00/ton.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Crew Chief	0.47	0.47	0.40	0.40
Motor Equipment Operator	3.32	3.8	3.99	3.99
Laborer	1.63	2.15	1.90	1.90
Lead Groundskeeper	0.01	0.01	0.01	0.01
Administrative Assistant/Recycling Coordinator	0.65	-	-	-
Sustainability Coordinator	-	0.65	0.65	0.65
Total Personnel	6.08	7.08	6.95	6.95

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$346,072	\$381,216	\$362,938	\$373,085
Benefits	143,513	162,095	146,863	166,380
Other Operating Costs	201,958	238,657	107,490	102,150
Capital	-	-	-	-
Total Expenditures	\$691,543	\$781,968	\$617,291	\$641,615

OTHER OPERATING COSTS:

-550.12-11 Travel & Training	\$700
Maryland Recyclers Network Conference for 4 attendees	
-550.34-20 Tipping Fees	\$50,000
Single stream recyclables (1,500 tons at \$25/ ton = \$37,000) and TV/computer monitors \$13,000/year	
-550.48-50 Tub Grinder Rental	\$13,000
Used for brush processing	
-550.60-45 Solid Waste Containers	
95 gallon mobile carts at \$48.86 each and home composting bins.	\$27,000
Food composting bins for home use	4,000
	\$31,000

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 2016	FY 2017	FY 2018		FY 2019	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19	
-5025						\$	%
<u>Salaries & Wages</u>							
-550.10-01	\$ 20,777	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
-550.10-02	319,111	380,782	361,438	415,347	372,585	11,147	3.1%
-550.10-03	6,055	434	1,500	100	500	(1,000)	-66.7%
-550.10-07	129	-	-	-	-	-	0.0%
Total Salaries & Wages	<u>346,072</u>	<u>381,216</u>	<u>362,938</u>	<u>415,447</u>	<u>373,085</u>	<u>10,147</u>	<u>2.8%</u>
<u>Benefits</u>							
-550.11-10	24,620	27,244	27,438	31,782	26,961	(477)	-1.7%
-550.11-12	81,454	91,094	77,046	90,495	93,540	16,494	21.4%
-550.11-13	3,805	3,947	3,433	4,109	3,780	347	10.1%
-550.11-14	574	629	970	912	1,251	281	29.0%
-550.11-15	735	724	660	754	619	(41)	-6.2%
-550.11-17	4,342	5,613	5,182	5,880	5,684	502	9.7%
-550.11-18	6,635	6,325	6,634	4,961	3,054	(3,580)	-54.0%
-550.11-21	8,171	11,119	11,448	12,346	12,248	800	7.0%
-550.11-22	1,186	1,375	1,083	1,365	1,433	350	32.3%
-550.11-25	11,991	14,025	12,969	14,607	17,810	4,841	37.3%
Total Benefits	<u>143,513</u>	<u>162,095</u>	<u>146,863</u>	<u>167,212</u>	<u>166,380</u>	<u>19,517</u>	<u>13.3%</u>
<u>Other Operating Costs</u>							
-550.12-10	15	-	40	-	-	(40)	-100.0%
-550.12-11	345	358	800	400	700	(100)	-12.5%
-550.20-11	140,945	138,847	-	-	-	-	0.0%
-550.34-12	2,654	4,022	1,200	5,000	1,200	-	0.0%
-550.34-13	737	2,156	1,200	2,805	1,000	(200)	-16.7%
-550.34-20	30,593	40,514	47,000	47,000	50,000	3,000	6.4%
-550.36-10	9,650	1,905	5,000	2,000	2,000	(3,000)	-60.0%
-550.38-38	-	-	200	100	200	-	0.0%
-550.38-39	-	600	600	700	700	100	16.7%
-550.48-50	11,472	11,993	12,000	12,000	13,000	1,000	8.3%
-550.60-10	1,821	2,097	2,200	2,000	2,100	(100)	-4.5%
-550.60-45	3,476	35,915	37,000	35,000	31,000	(6,000)	-16.2%
-550.67-10	250	250	250	250	250	-	0.0%
Total Other Operating Costs	<u>201,958</u>	<u>238,657</u>	<u>107,490</u>	<u>107,255</u>	<u>102,150</u>	<u>(5,340)</u>	<u>-5.0%</u>
Total Recycling	<u>\$ 691,543</u>	<u>\$ 781,968</u>	<u>\$ 617,291</u>	<u>\$ 689,914</u>	<u>\$ 641,615</u>	<u>\$ 24,324</u>	<u>3.9%</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:

- A second employee in the department obtained his Maryland Compost Facility Operators Certificate.

BUDGET HIGHLIGHTS:

- Leaf tipping fees charged to municipalities were increased to reflect industry standards, which resulted in a significant revenue increase coupled with an increase in leaf volume tipped by these jurisdictions.
- Request funding for training to renew compost facility operator's certificate.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Assistant Director	-	0.01	0.01	0.01
Administrative Asst./Recycling Coord.	0.1	-	-	-
Sustainability Coordinator	-	0.1	0.10	0.10
Motor Equipment Operator	0.58	0.66	0.64	0.64
Lead Groundskeeper	0.44	0.44	0.54	0.54
Total Personnel	1.12	1.21	1.29	1.29

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$ 89,696	\$ 87,780	\$ 86,809	\$102,288
Benefits	29,958	24,077	24,141	28,443
Other Operating Costs	59,027	63,703	13,900	14,150
Capital	-	-	-	-
Total Expenditures	\$178,681	\$175,560	\$124,850	\$144,881

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-550.48-11 Screening Equipment Rental	\$12,000
Compost screener	

PERFORMANCE MEASURES:

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

**SOLID WASTE MANAGEMENT DIVISION
COMPOST YARD OPERATIONS**

Acct. Code	FY 2016	FY 2017	FY 2018		FY 2019	Change in Budget		
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19		
						\$	%	
-5050								
	<u>Salaries & Wages</u>							
-550.10-01	\$ 3,196	\$ -	\$ 1,131	\$ 1,170	\$ 1,218	\$ 87	7.7%	
-550.10-02	85,950	86,846	84,678	66,264	100,070	15,392	18.2%	
-550.10-03	550	934	1,000	800	1,000	-	0.0%	
	<u>89,696</u>	<u>87,780</u>	<u>86,809</u>	<u>68,234</u>	<u>102,288</u>	<u>15,479</u>	<u>17.8%</u>	
	<u>Benefits</u>							
-550.11-10	6,467	6,649	6,468	5,220	7,673	1,205	18.6%	
-550.11-12	12,358	6,856	7,093	3,621	6,998	(95)	-1.3%	
-550.11-13	822	327	287	173	363	76	26.5%	
-550.11-14	31	46	182	156	254	72	39.6%	
-550.11-15	209	106	87	54	92	5	5.7%	
-550.11-17	3,217	2,812	2,751	2,476	3,786	1,035	37.6%	
-550.11-18	62	-	-	-	-	-	0.0%	
-550.11-21	2,218	2,631	2,726	2,190	3,356	630	23.1%	
-550.11-22	282	335	257	232	380	123	47.9%	
-550.11-25	4,292	4,315	4,290	3,319	5,541	1,251	29.2%	
	<u>29,958</u>	<u>24,077</u>	<u>24,141</u>	<u>17,440</u>	<u>28,443</u>	<u>4,302</u>	<u>17.8%</u>	
	<u>Other Operating Costs</u>							
-550.12-11	-	900	-	500	1,000	1,000	-	
-550.20-11	46,982	46,282	-	-	-	-	0.0%	
-550.36-10	-	-	-	255	275	275	-	
-550.36-43	290	246	375	300	350	(25)	-6.7%	
-550.48-11	-	4,230	-	-	-	-	0.0%	
-550.48-55	11,357	11,650	13,000	12,000	12,000	(1,000)	-7.7%	
-550.60-10	391	375	500	450	500	-	0.0%	
-550.62-10	7	20	25	25	25	-	0.0%	
	<u>59,027</u>	<u>63,703</u>	<u>13,900</u>	<u>13,530</u>	<u>14,150</u>	<u>250</u>	<u>1.8%</u>	
Total Compost Yard Operations	<u>\$ 178,681</u>	<u>\$ 175,560</u>	<u>\$ 124,850</u>	<u>\$ 99,204</u>	<u>\$ 144,881</u>	<u>\$ 20,031</u>	<u>16.0%</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 8 to 9 times annually, utilizing the Four Cities Sweeper. Street sweeping signs are posted prior to sweeping to encourage off street parking if possible.

SIGNIFICANT ACCOMPLISHMENTS:

- The Four City sweeping schedule was revised in FY2018 to increase the number of street sweeping occurrences in the City to 9 times per year.

BUDGET HIGHLIGHTS:

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

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Crew Chief	-	-	0.01	0.01
Motor Equipment Operator	0.03	0.03	0.05	0.05
Total Personnel	0.03	0.03	0.06	0.06

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$ 5,009	\$ 3,914	\$ 3,706	\$ 3,851
Benefits	1,638	1,329	943	1,172
Other Operating Costs	63,880	61,230	58,800	40,800
Capital	-	-	-	-
Total Expenditures	\$70,527	\$66,423	\$63,449	\$45,823

OTHER OPERATING COSTS:

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

-550.36-50 Sweeper Shared Maintenance	\$30,000
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City's share of "Four Cities" street sweeper costs: Maintenance and operator labor.

PERFORMANCE MEASURES:

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

STREET MANAGEMENT AND PARKING LOTS DIVISION
STREET CLEANING

Acct. Code		FY 2016	FY 2017	FY 2018		FY 2019	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19	
							\$	%
-5013								
	<u>Salaries & Wages</u>							
-550.10-02	Hourly	\$ 5,008	\$ 3,913	\$ 3,706	\$ 9,637	\$ 3,851	\$ 145	3.9%
-550.10-03	Overtime	1	1	-	-	-	-	0.0%
	Total Salaries & Wages	5,009	3,914	3,706	9,637	3,851	145	3.9%
	<u>Benefits</u>							
-550.11-10	FICA	368	284	275	737	284	9	3.3%
-550.11-12	Health Insurance	653	541	189	171	356	167	88.4%
-550.11-13	Dental Insurance	41	45	52	65	59	7	13.5%
-550.11-14	Life Insurance	5	4	7	2	11	4	57.1%
-550.11-15	Vision Insurance	10	11	12	19	14	2	16.7%
-550.11-17	457 City Match Contribution	151	117	94	370	94	-	0.0%
-550.11-21	Workers Compensation	126	116	118	308	128	10	8.5%
-550.11-22	Long-term Disability Insurance	34	15	11	65	15	4	36.4%
-550.11-25	MSRP Retirement	250	196	185	483	211	26	14.1%
	Total Benefits	1,638	1,329	943	2,219	1,172	229	24.3%
	<u>Other Operating Costs</u>							
-550.20-11	Fleet Services - allocated overhead	31,321	30,855	-	-	-	-	0.0%
-550.34-20	Tipping Fees	8,610	4,980	8,250	8,250	8,250	-	0.0%
-550.36-50	Sweeper Shared Maintenance	22,980	24,198	48,000	30,000	30,000	(18,000)	-37.5%
-550.60-10	General Supplies	-	58	100	100	100	-	0.0%
-550.60-40	Signs	675	560	2,000	2,000	2,000	-	0.0%
-550.65-13	Water	294	579	450	450	450	-	0.0%
	Total Other Operating Costs	63,880	61,230	58,800	40,800	40,800	(18,000)	-30.6%
	Total Street Cleaning	\$ 70,527	\$ 66,473	\$ 63,449	\$ 52,656	\$ 45,823	\$ (17,626)	-27.8%

STREET MANAGEMENT AND PARKING LOTS DIVISION SIGNAGE

PROGRAM #5014



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

SIGNIFICANT ACCOMPLISHMENTS:

- On-going replacement of regulatory and warning signs is scheduled to meet the retro-reflectivity standards. The City received a grant from 3M to reduce the cost of new prismatic, high intensity retro reflectively sheeting used for sign fabrication.

BUDGET HIGHLIGHTS:

- Request funding for staff training.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Crew Chief	0.05	0.1	0.10	0.10
Supply Clerk	0.73	0.72	-	-
Motor Equipment Operator	1.2	1.25	1.00	1.00
Total Personnel	1.98	2.07	1.10	1.10

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$ 88,621	\$105,975	\$ 56,337	\$ 69,949
Benefits	33,916	38,911	18,529	28,024
Other Operating Costs	42,724	60,548	28,350	28,500
Capital		-	-	-
Total Expenditures	\$165,261	\$205,434	\$103,216	\$126,473

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
	\$27,300

PERFORMANCE MEASURES:

- Number of sign work orders completed

**STREET MANAGEMENT AND PARKING LOTS DIVISION
SIGNAGE**

Acct. Code		FY 2016	FY 2017	FY 2018		FY 2019	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19	
							\$	%
-5014								
	<u>Salaries & Wages</u>							
-550.10-02	Hourly	\$ 88,444	\$ 105,574	\$ 56,237	\$ 92,197	\$ 69,849	\$ 13,612	24.2%
-550.10-03	Overtime	177	401	100	-	100	-	0.0%
	Total Salaries & Wages	88,621	105,975	56,337	92,197	69,949	13,612	24.2%
	<u>Benefits</u>							
-550.11-10	FICA	6,496	6,939	4,041	7,053	4,926	885	21.9%
-550.11-12	Health Insurance	16,026	19,972	7,720	8,758	13,891	6,171	79.9%
-550.11-13	Dental Insurance	966	931	1,091	746	1,681	590	54.1%
-550.11-14	Life Insurance	123	73	137	182	214	77	56.2%
-550.11-15	Vision Insurance	271	292	243	214	328	85	35.0%
-550.11-17	457 City Match Contribution	3,161	3,013	521	1,665	584	63	12.1%
-550.11-18	401A Retirement	-	6	-	-	-	-	0.0%
-550.11-21	Workers Compensation	2,138	2,822	1,795	2,710	2,310	515	28.7%
-550.11-22	Long-term Disability Insurance	348	357	169	190	269	100	59.2%
-550.11-25	MSRP Retirement	4,387	4,506	2,812	2,993	3,821	1,009	35.9%
	Total Benefits	33,916	38,911	18,529	24,511	28,024	9,495	51.2%
	<u>Other Operating Costs</u>							
-550.12-11	Travel & Training			-	-	150	150	-
-550.20-11	Fleet Services - allocated overhead	15,660	15,427	-	-	-	-	-
-550.60-10	General Supplies	647	1,081	650	650	650	-	0.0%
-550.60-15	Small Tools	331	42	400	300	400	-	0.0%
-550.60-40	Signs	26,086	43,998	27,300	27,000	27,300	-	0.0%
	Total Other Operating Costs	42,724	60,548	28,350	27,950	28,500	150	0.5%
	Total Signage	\$ 165,261	\$ 205,434	\$ 103,216	\$ 144,659	\$ 126,473	\$ 23,257	22.5%

STREET MANAGEMENT AND PARKING LOTS DIVISION

STREET MAINTENANCE

PROGRAM #5015



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

SIGNIFICANT ACCOMPLISHMENTS:

- Over 28,000 linear feet of lane markings was painted. 29 pedestrian lights in the downtown business district were retrofitted with LED lamps to replace high energy usage metal halide lamps. This energy efficiency project was funded in part by a small business energy grant from PEPCO to help reduce energy usage.

BUDGET HIGHLIGHTS:

- Funding includes electricity for pedestrian and street lights, and maintenance and repair of city owned pedestrian and street lights.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Crew Chief	0.2	0.1	0.10	0.10
Motor Equipment Operator	1.23	1.57	0.35	0.35
Laborer	0.75	-	0.75	0.75
Total Personnel	2.18	1.67	1.20	1.20

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$ 54,486	\$ 45,215	\$ 67,129	\$ 74,760
Benefits	19,707	16,057	23,546	32,358
Other Operating Costs	258,871	319,863	281,950	297,500
Capital	-	-	-	-
Total Expenditures	\$333,064	\$381,135	\$372,625	\$404,618

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

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	925
Other	1,080
	\$35,000

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

-550.65-10 Electricity	
Electricity for Citywide street lighting, estimated based on current usage, utilizing Montgomery County aggregation contract rates. New 2017 contract includes 50% wind power.	\$225,000

PERFORMANCE MEASURES:

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

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

Acct. Code		FY 2016	FY 2017	FY 2018		FY 2019	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19	
							\$	%
-5015	STREET MAINTENANCE							
	<u>Salaries & Wages</u>							
-550.10-02	Hourly	\$ 54,396	\$ 45,174	\$ 66,879	\$ 41,064	\$ 74,510	\$ 7,631	11.4%
-550.10-03	Overtime	90	41	250	100	250	-	0.0%
	Total Salaries & Wages	54,486	45,215	67,129	41,164	74,760	7,631	11.4%
	<u>Benefits</u>							
-550.11-10	FICA	3,879	3,292	4,895	3,149	5,361	466	9.5%
-550.11-12	Health Insurance	10,055	8,098	11,364	6,214	17,906	6,542	57.6%
-550.11-13	Dental Insurance	717	502	509	416	800	291	57.2%
-550.11-14	Life Insurance	96	85	200	232	250	50	25.0%
-550.11-15	Vision Insurance	145	108	86	74	141	55	64.0%
-550.11-17	457 City Match Contribution	717	277	831	295	1,095	264	31.8%
-550.11-18	401A Retirement	56	-	-	-	-	-	0.0%
-550.11-21	Workers Compensation	1,248	1,334	2,116	1,345	2,448	332	15.7%
-550.11-22	Long-term Disability Insurance	209	165	201	132	281	80	39.8%
-550.11-25	MSRP Retirement	2,584	2,196	3,344	2,030	4,076	732	21.9%
	Total Benefits	19,707	16,057	23,546	13,887	32,358	8,812	37.4%
	<u>Other Operating Costs</u>							
-550.20-11	Fleet Services - allocated overhead	15,660	15,427	-	-	-	-	0.0%
-550.34-38	Striping	16,484	38,668	34,950	34,950	35,000	50	0.1%
-550.40-11	Buildings & Grounds maintenance	42	49	2,000	1,000	5,000	3,000	150.0%
-550.40-30	Streetscape lighting maint.	7,534	2,141	7,500	3,500	7,500	-	0.0%
-550.40-31	Streetlight repairs & maintenance	924	1,191	1,500	1,250	1,500	-	0.0%
-550.60-10	General Supplies	4,986	8,307	11,000	9,000	10,000	(1,000)	-9.1%
-550.65-10	Electricity - Street lighting	213,241	216,041	225,000	220,000	225,000	-	0.0%
-550.95-18	Fencing	-	38,039	-	-	-	-	0.0%
-550.96-30	Pedestrian light retrofit (30 @ \$450)	-	-	-	-	13,500	13,500	-
	Total Other Operating Costs	258,871	319,863	281,950	269,700	297,500	15,550	5.5%
	Total Street Maintenance	\$ 333,064	\$ 381,135	\$ 372,625	\$ 324,751	\$ 404,618	\$ 31,993	8.6%

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; the City sells salt to nearby municipalities during snow events.

SIGNIFICANT ACCOMPLISHMENTS:

- The winter weather pattern required preparation for 9 alerts; however crews were only deployed during 8 of the events, which required treatment.
- We deployed our salt brine tank equipment in advance of 4 predicted events, to pre-treat the roads to prevent ice and snow bonding to the pavement.

BUDGET HIGHLIGHTS:

- No new funding requests for this program.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Crew Chief	0.15	0.1	0.10	0.10
Supply Clerk	-	0.01	-	-
Fleet Supervisor	-	-	0.05	0.05
Mechanic	-	-	0.10	0.10
Garage Supply Clerk	-	-	0.05	0.05
Motor Equipment Operator	0.65	0.6	0.65	0.65
Laborer/Driver	-	0.05	-	-
Laborer	0.25	0.35	0.40	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	0.05
Custodial Supervisor	-	0.05	0.05	0.05
Custodial worker	-	0.05	0.05	0.05
Total Personnel	1.19	1.4	1.64	1.64

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$ 81,572	\$ 39,329	\$143,208	\$149,740
Benefits	23,649	9,992	38,412	45,855
Other Operating Costs	68,888	54,564	92,625	84,655
Capital	-	-	-	-
Total Expenditures	\$174,109	\$103,885	\$274,245	\$280,250

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 **\$5,250**

Contract pretreatment of City streets.

-550.60-12 Road Salt **\$70,205**

Road salt (670 tons at approximately \$70/ton = \$46,780); Magnesium chloride solution (4,500 gallons at \$1.05/gal = \$4,725); sidewalk de-icer (\$1,100); Salt Brine (8 events @ \$2,200/event = \$17,600)

STREET MANAGEMENT AND PARKING LOTS DIVISION
SNOW AND ICE CONTROL

Acct. Code		FY 2016	FY 2017	FY 2018		FY 2019	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19	
							\$	%
-5017								
	<u>Salaries & Wages</u>							
-550.10-02	Hourly	\$ 26,247	\$ 8,895	\$ 88,208	\$ 7,500	\$ 94,740	\$ 6,532	7.4%
-550.10-03	Overtime	55,325	30,434	55,000	23,531	55,000	-	0.0%
	Total Salaries & Wages	81,572	39,329	143,208	31,031	149,740	6,532	4.6%
	<u>Benefits</u>							
-550.11-10	FICA	5,995	2,916	10,611	2,677	11,455	844	8.0%
-550.11-12	Health Insurance	11,547	4,085	17,423	6,481	22,596	5,173	29.7%
-550.11-13	Dental Insurance	643	208	837	337	1,057	220	26.3%
-550.11-14	Life Insurance	126	24	229	104	314	85	37.1%
-550.11-15	Vision Insurance	135	47	188	62	192	4	2.1%
-550.11-17	457 City Match Contribution	1,231	680	1,438	658	1,463	25	1.7%
-550.11-18	401A Retirement	712	495	930	151	777	(153)	-16.5%
-550.11-21	Workers Compensation	1,590	1,072	2,792	1,097	3,119	327	11.7%
-550.11-22	Long-term Disability Insurance	334	74	264	56	348	84	31.8%
-550.11-25	MSRP Retirement	1,336	391	3,700	631	4,534	834	22.5%
	Total Benefits	23,649	9,992	38,412	12,254	45,855	7,443	19.4%
	<u>Other Operating Costs</u>							
-550.12-11	Travel & Training	816	789	2,000	1,000	2,000	-	0.0%
-550.20-11	Fleet Services - allocated overhead	23,491	23,141	-	-	-	-	0.0%
-550.34-17	Temp Manpower-Other	142	-	-	-	-	-	0.0%
-550.34-31	Roadway Pre-Treatment	6,600	7,863	9,500	-	5,250	(4,250)	-44.7%
-550.34-70	Contract Plowing	-	-	5,000	-	5,000	-	0.0%
-550.60-10	General Supplies	1,956	1,218	2,300	2,000	2,200	(100)	-4.3%
-550.60-12	Road Salt	33,870	21,553	73,825	22,000	70,205	(3,620)	-4.9%
-550.69-10	Miscellaneous	2,013	-	-	-	-	-	0.0%
	Total Other Operating Costs	68,888	54,564	92,625	25,000	84,655	(7,970)	-8.6%
	Total Snow & Ice Control	\$ 174,109	\$ 103,885	\$ 274,245	\$ 68,285	\$ 280,250	\$ 6,005	2.2%

STREET MANAGEMENT AND PARKING LOTS DIVISION

PARKING LOT MAINTENANCE

PROGRAM #5024



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

BUDGET HIGHLIGHTS:

- Parking lot maintenance of the areas on Leigh Road, Sterling Place and the 7-11 lot on Knox Road, has been assumed by the University of Maryland in mid-January 2018.

BUDGET HIGHLIGHTS:

- Contract maintenance of parking lot line striping has been reduced about 10% to reflect the reduction in parking areas maintained by the City.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Crew Chief	0.05	0.01	0.10	0.10
Supply Clerk	0.05	0.05	-	-
Motor Equipment Operator	0.25	0.25	0.36	0.36
Laborer	0.04	0.04	0.04	0.04
Total Personnel	0.39	0.35	0.50	0.50

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$15,169	\$15,510	\$28,341	\$25,953
Benefits	5,538	5,191	8,862	9,716
Other Operating Costs	26,838	26,974	5,350	4,750
Capital	-	-	-	-
Total Expenditures	\$47,545	\$47,675	\$42,553	\$40,419

OTHER OPERATING COSTS:

-550.34-38 Striping	\$4,000
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 2016	FY 2017	FY 2018		FY 2019	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19	
							\$	%
-5024								
	<u>Salaries & Wages</u>							
-550.10-02	Hourly	\$ 15,071	\$ 15,449	\$ 28,241	\$ 16,480	\$ 25,853	\$ (2,388)	-8.5%
-550.10-03	Overtime	98	61	100	-	100	-	0.0%
	Total Salaries & Wages	15,169	15,510	28,341	16,480	25,953	(2,388)	-8.4%
	<u>Benefits</u>							
-550.11-10	FICA	1,090	1,118	2,066	1,261	1,867	(199)	-9.6%
-550.11-12	Health Insurance	2,689	2,249	3,257	929	4,436	1,179	36.2%
-550.11-13	Dental Insurance	243	253	387	277	452	65	16.8%
-550.11-14	Life Insurance	27	24	67	28	79	12	17.9%
-550.11-15	Vision Insurance	54	61	89	61	95	6	6.7%
-550.11-17	457 City Match Contribution	274	210	600	110	428	(172)	-28.7%
-550.11-18	401A Retirement	2	-	-	-	-	-	0.0%
-550.11-21	Workers Compensation	362	460	899	527	855	(44)	-4.9%
-550.11-22	Long-term Disability Insurance	56	59	85	54	90	5	5.9%
-550.11-25	MSRP Retirement	741	757	1,412	713	1,414	2	0.1%
	Total Benefits	5,538	5,191	8,862	3,959	9,716	854	9.6%
	<u>Other Operating Costs</u>							
-550.20-11	Fleet Services - allocated overhead	23,491	23,141	-	-	-	-	0.0%
-550.34-38	Striping	2,812	3,833	4,600	4,600	4,000	(600)	-13.0%
-550.40-45	Welding Services	-	-	400	-	400	-	0.0%
-550.60-10	General Supplies	535	-	350	-	350	-	0.0%
	Total Other Operating Costs	26,838	26,974	5,350	4,600	4,750	(600)	-11.2%
	Total Parking Lot Maintenance	\$ 47,545	\$ 47,675	\$ 42,553	\$ 25,039	\$ 40,419	\$ (2,134)	-5.0%

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:

- Request funding for the two electric vehicle charging stations annual network access service fee.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Crew Chief	0.1	0.02	0.11	0.11
Facility Maintenance Worker	-	-	0.10	0.10
Motor Equipment Operator	0.17	0.17	-	-
Total Personnel	0.27	0.19	0.21	0.21

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$ 7,012	\$ 8,039	\$14,466	\$12,488
Benefits	2,090	2,707	4,856	7,012
Other Operating Costs	43,921	67,613	59,520	60,740
Capital		-	-	-
Total Expenditures	\$53,023	\$92,458	\$78,842	\$80,240

OTHER OPERATING COSTS:

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

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

-550.45-16 Building Services Contracts **\$5,000**

Elevator & emergency phone monitoring (\$3,900); 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 2016 ACTUAL	FY 2017 ACTUAL	FY 2018		FY 2019 PROPOSED BUDGET	Change in Budget FY 18 to FY 19		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-5027								
	<u>Salaries & Wages</u>							
-550.10-02	\$ 7,001	\$ 8,039	\$ 14,366	\$ 6,745	\$ 12,388	\$ (1,978)	-13.8%	
-550.10-03	11	-	100	-	100	-	0.0%	
	<u>7,012</u>	<u>8,039</u>	<u>14,466</u>	<u>6,745</u>	<u>12,488</u>	<u>(1,978)</u>	<u>-13.7%</u>	
	<u>Benefits</u>							
-550.11-10	520	587	1,070	516	886	(184)	-17.2%	
-550.11-12	715	1,190	1,929	1,638	4,408	2,479	128.5%	
-550.11-13	78	106	144	69	159	15	10.4%	
-550.11-14	-	7	29	7	35	6	20.7%	
-550.11-15	18	28	45	24	27	(18)	-40.0%	
-550.11-17	236	162	422	123	365	(57)	-13.5%	
-550.11-21	170	244	456	212	406	(50)	-11.0%	
-550.11-22	23	27	43	24	48	5	11.6%	
-550.11-25	330	356	718	331	678	(40)	-5.6%	
	<u>2,090</u>	<u>2,707</u>	<u>4,856</u>	<u>2,943</u>	<u>7,012</u>	<u>2,156</u>	<u>44.4%</u>	
	<u>Other Operating Costs</u>							
-550.20-14	538	540	-	-	-	-	0.0%	
-550.34-38	4,032	8,900	4,100	3,000	2,500	(1,600)	-39.0%	
-550.40-11	11,198	32,688	27,000	27,000	29,000	2,000	7.4%	
-550.40-17	1,689	1,949	1,000	1,000	1,000	-	0.0%	
-550.40-18	951	1,739	1,000	1,000	1,000	-	0.0%	
-550.40-25	670	351	800	800	800	-	0.0%	
-550.40-50	3,780	526	1,000	1,000	1,000	-	0.0%	
-550.45-16	3,599	4,047	4,800	4,800	5,000	200	4.2%	
-550.45-21	525	534	600	600	600	-	0.0%	
-550.45-22	768	768	820	820	840	20	2.4%	
-550.48-11	2,856	2,532	3,000	2,000	3,000	-	0.0%	
-550.60-10	72	529	500	500	600	100	20.0%	
-550.60-40	-	299	400	300	400	-	0.0%	
-550.65-10	13,243	12,211	14,500	13,000	14,500	-	0.0%	
-550.66-99	-	-	-	480	500	500	-	
	<u>43,921</u>	<u>67,613</u>	<u>59,520</u>	<u>56,300</u>	<u>60,740</u>	<u>1,220</u>	<u>2.0%</u>	
	<u>Capital Outlay</u>							
-550.92-65	-	14,099	-	-	-	-	0.0%	
	<u>\$ 53,023</u>	<u>\$ 92,458</u>	<u>\$ 78,842</u>	<u>\$ 65,988</u>	<u>\$ 80,240</u>	<u>\$ 1,398</u>	<u>1.8%</u>	

BUILDING AND GROUNDS DIVISION PUBLIC WORKS BUILDINGS

PROGRAM #5018



BUILDINGS AND GROUNDS DIVISION

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

PUBLIC WORKS BUILDINGS

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

SIGNIFICANT ACCOMPLISHMENTS:

- The new modular building for DPW staff was completed and opened. Davis Hall was painted and thoroughly cleaned after staff moved into their new office space. The meeting space again became available for community meetings and use.
- A new high efficiency gas heater was installed in the fleet garage.
- The deteriorating roof on the fleet office building was replaced.
- A 30 KW solar panel system has been installed on the fleet garage roof to reduce electrical usage in the fleet garage.
- The structural assessment was completed by a consultant for the truck garage, supply building and truck wash bay outlining needed repairs.

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 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Facilities Maintenance Worker	0.05	0.05	0.05	0.05
Total Personnel	0.05	0.05	0.05	0.05

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$ 7,212	\$ 4,617	\$ 4,097	\$ 8,387
Benefits	2,969	2,140	1,511	3,713
Other Operating Costs	59,796	59,277	70,050	64,810
Capital	15,003	53,743	5,000	6,500
Total Expenditures	\$84,980	\$119,777	\$80,658	\$83,410

*EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS***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
	\$17,440

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 2016 ACTUAL	FY 2017 ACTUAL	FY 2018		FY 2019 PROPOSED BUDGET	Change in Budget FY 18 to FY 19		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-5018								
	<u>Salaries & Wages</u>							
-550.10-02	\$ 6,471	\$ 3,841	\$ 3,247	\$ 3,543	\$ 7,437	\$ 4,190	129.0%	
-550.10-03	741	776	850	850	950	100	11.8%	
	<u>7,212</u>	<u>4,617</u>	<u>4,097</u>	<u>4,393</u>	<u>8,387</u>	<u>4,290</u>	<u>104.7%</u>	
	<u>Benefits</u>							
-550.11-10	524	334	235	336	535	300	127.7%	
-550.11-12	1,706	1,338	909	857	2,254	1,345	148.0%	
-550.11-13	75	44	34	46	80	46	135.3%	
-550.11-14	10	7	7	4	26	19	271.4%	
-550.11-15	23	16	13	15	10	(3)	-23.1%	
-550.11-17	117	60	39	78	104	65	166.7%	
-550.11-18	16	-	-	-	126	126	0.0%	
-550.11-21	169	135	102	137	246	144	141.2%	
-550.11-22	20	17	10	11	29	19	190.0%	
-550.11-25	309	189	162	173	303	141	87.0%	
	<u>2,969</u>	<u>2,140</u>	<u>1,511</u>	<u>1,658</u>	<u>3,713</u>	<u>2,202</u>	<u>145.7%</u>	
	<u>Other Operating Costs</u>							
-550.20-11	15,660	15,427	-	-	-	-	0.0%	
-550.34-17	621	263	-	-	-	-	0.0%	
-550.34-50	217	8,441	9,000	7,500	9,000	-	0.0%	
-550.34-99		6,200	-	-	-	-	0.0%	
-550.38-55	1,750	3,320	3,270	3,270	3,500	230	7.0%	
-550.40-11	13,368	5,567	21,950	15,000	17,440	(4,510)	-20.5%	
-550.40-17	712	758	700	700	750	50	7.1%	
-550.40-18	-	-	500	-	500	-	0.0%	
-550.40-25	2,285	275	1,760	1,250	1,500	(260)	-14.8%	
-550.40-42	3,241	1,459	4,000	2,500	4,500	500	12.5%	
-550.45-16	282	271	300	300	300	-	0.0%	
-550.45-21	350	180	200	200	200	-	0.0%	
-550.45-22	972	648	1,050	1,500	2,800	1,750	166.7%	
-550.45-23	1,666	1,721	1,320	1,320	1,320	-	0.0%	
-550.60-10	2,910	4,033	3,000	3,000	3,000	-	0.0%	
-550.65-10	11,652	6,848	12,000	11,000	12,000	-	0.0%	
-550.65-11	1,240	979	3,500	2,000	3,000	(500)	-14.3%	
-550.65-13	2,870	2,887	7,500	3,500	5,000	(2,500)	-33.3%	
	<u>59,796</u>	<u>59,277</u>	<u>70,050</u>	<u>53,040</u>	<u>64,810</u>	<u>(5,240)</u>	<u>-7.5%</u>	
	<u>Capital Outlay</u>							
-550.92-42	14,032	27,764	4,000	-	-	(4,000)	-100.0%	
-550.93-20	971	12,219	1,000	1,171	6,500	5,500	550.0%	
-550.95-10	-	13,760		In Cap. Proj. Fund		-	-	
	<u>15,003</u>	<u>53,743</u>	<u>5,000</u>	<u>1,171</u>	<u>6,500</u>	<u>1,500</u>	<u>30.0%</u>	
Total Public Works Buildings	\$ 84,980	\$ 119,777	\$ 80,658	\$ 60,262	\$ 83,410	\$ 2,752	3.4%	

BUILDING AND GROUNDS DIVISION RECREATION FACILITIES MAINTENANCE

PROGRAM #5019



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

SIGNIFICANT ACCOMPLISHMENTS:

- The play structure for 5 – 12 year old children at Davis playground was replaced; the use area was enlarged and the wooden bench was also replaced. This project was funded by the Department of Natural Resources Community Parks & Playgrounds grant. The number of swings at Davis playground was also increased from two to four, which includes two separate bays, one for the toddler bucket swings and another bay for the belt swings.
- Deteriorating wooden timbers surrounding the playground structure use areas were replaced at Davis playground and Hollywood playground.
- Two new moveable soccer goals were purchased for use at Duvall Field.

BUDGET HIGHLIGHTS:

- Request funding for access monitoring at Duvall concession building.
- Request funding for replacement of play structure at Crystal Springs playground with fitness equipment. A grant request to Maryland Department of Natural Resources Community Parks & Playgrounds was submitted for this project.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Assistant Director	0.1	0.1	0.1	0.1
Crew Chief	-	-	-	-
Motor Equipment Operator	0.02	0.02	-	-
Landscape Foreman	0.2	0.2	0.20	0.20
Laborer	1.97	1.97	1.94	1.94
Laborer/Driver	-	-	-	-
Total Personnel	2.29	2.29	2.24	2.24

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$ 84,226	\$ 88,918	\$ 92,312	\$ 95,427
Benefits	38,677	43,908	42,717	40,954
Other Operating Costs	62,750	54,311	46,330	37,155
Capital	44,949	705	-	-
Total Expenditures	\$230,602	\$187,842	\$181,359	\$173,536

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 Duvall fields & Calvert Rd School (8 time)	4,800
Tot lot repair parts & wood replacement materials	7,000
Irrigation system at Duvall field & Calvert Rd. field	1,200
	\$21,000

-550.60-13 Ground & Fields Supplies

\$4,000

Seed/sod and fertilizer for Duvall 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 2016	FY 2017	FY 2018		FY 2019	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19	
							\$	%
-5019								
	<u>Salaries & Wages</u>							
-550.10-01	Salary	\$ 10,539	\$ 10,900	\$ 11,311	\$ 11,521	\$ 12,176	\$ 865	7.6%
-550.10-02	Hourly	73,629	77,925	80,901	78,641	83,151	2,250	2.8%
-550.10-03	Overtime	58	93	100		100	-	0.0%
	Total Salaries & Wages	84,226	88,918	92,312	90,162	95,427	3,115	3.4%
	<u>Benefits</u>							
-550.11-10	FICA	6,139	6,273	6,520	6,897	6,693	173	2.7%
-550.11-12	Health Insurance	24,282	28,464	26,422	22,009	23,403	(3,019)	-11.4%
-550.11-13	Dental Insurance	663	686	709	702	799	90	12.7%
-550.11-14	Life Insurance	197	189	340	238	385	45	13.2%
-550.11-15	Vision Insurance	106	200	200	206	209	9	4.5%
-550.11-17	457 City Match Contribution	724	803	725	765	756	31	4.3%
-550.11-18	401A Retirement	14	-	-	-	-	-	0.0%
-550.11-21	Workers Compensation	2,031	2,579	2,914	2,819	3,128	214	7.3%
-550.11-22	Long-term Disability Insurance	304	313	276	325	367	91	33.0%
-550.11-25	MSRP Retirement	4,217	4,401	4,611	4,530	5,214	603	13.1%
	Total Benefits	38,677	43,908	42,717	38,491	40,954	(1,763)	-4.1%
	<u>Other Operating Costs</u>							
-550.12-11	Travel & Training	270	-	280	280	300	20	7.1%
-550.20-11	Fleet Services - allocated overhead	31,321	30,855	-	-	-	-	0.0%
-550.34-17	Temp Manpower-Other	-	124	-	-	-	-	0.0%
-550.40-11	Buildings & Grounds maintenance	20,331	18,385	31,500	21,000	21,000	(10,500)	-33.3%
-550.40-13	Tools & Equipment maintenance	331	62	350	350	400	50	14.3%
-550.45-16	Building Services-Duvall Concessions	-	-	-	-	820	820	-
-550.45-21	Backflow Prevention Valve	433	-	200	100	200	-	0.0%
-550.48-11	Tools & Equipment rental	-	14	200	100	200	-	0.0%
-550.60-10	General Supplies	545	421	600	966	1,000	400	66.7%
-550.60-13	Grounds & Field Supplies	852	2,219	4,000	2,500	4,000	-	0.0%
-550.65-10	Electricity	3,058	1,299	3,500	3,000	3,500	-	0.0%
-550.65-13	Water & Sewer	5,609	932	5,700	3,300	5,700	-	0.0%
-550.67-10	Dues	-	-	-	35	35	35	-
	Total Other Operating Costs	62,750	54,311	46,330	31,631	37,155	(9,175)	-19.8%
	<u>Capital Outlay</u>							
-550.92-10	Machinery	44,949	-	-	-	-	-	-
-550.95-10	Site Improvements	-	705	-	-	-	-	-
	Total Capital Outlay	44,949	705	-	-	-	-	0.0%
	Total Recreational Facilities Maint.	\$ 230,602	\$ 187,842	\$ 181,359	\$ 160,284	\$ 173,536	\$ (7,823)	-4.3%

BUILDING AND GROUNDS DIVISION BUILDING MAINTENANCE

PROGRAM #5028



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

SIGNIFICANT ACCOMPLISHMENTS:

- Engineering design of the HVAC system at Youth & Family Services building was completed.
- The large meeting room interior was painted after the ceiling project was completed.

BUDGET HIGHLIGHTS:

- Major repairs are included in the CIP

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Supply Clerk	0.06	0.06	-	-
Crew Chief	0.3	0.3	0.30	0.30
Custodial Supervisor	1	0.95	0.95	0.95
Custodial Worker	2	0.95	0.95	0.95
Facilities Maintenance Worker	0.85	0.8	0.78	0.78
Total Personnel	4.21	3.06	2.98	2.98

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$169,895	\$170,700	\$165,355	\$160,775
Benefits	63,369	69,528	64,393	78,404
Other Operating Costs	63,574	109,357	88,325	117,510
Capital	6,291	80,030	-	3,520
Total Expenditures	\$303,129	\$429,615	\$318,073	\$360,209

OTHER OPERATING COSTS:

-550.40-11 Building & Grounds Maintenance \$18,500

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	2,243
Sprinkler system testing – City Hall, Y&FS	1,560
Fire extinguishers – City Hall, Old Parish House, Public Services, Y&FS	725
	\$12,500

-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 2016 ACTUAL	FY 2017 ACTUAL	FY 2018		FY 2019 PROPOSED BUDGET	Change in Budget FY 18 to FY 19		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-5028								
	<u>Salaries & Wages</u>							
-550.10-02	\$ 168,835	\$ 167,928	\$ 163,555	\$ 164,281	\$ 158,775	\$ (4,780)	-2.9%	
-550.10-03	1,060	2,772	1,800	1,478	2,000	200	11.1%	
	<u>169,895</u>	<u>170,700</u>	<u>165,355</u>	<u>165,760</u>	<u>160,775</u>	<u>(4,580)</u>	<u>-2.8%</u>	
	<u>Benefits</u>							
-550.11-10	12,509	12,746	11,999	12,681	11,438	(561)	-4.7%	
-550.11-12	31,836	36,841	32,706	32,196	46,744	14,038	42.9%	
-550.11-13	1,379	1,398	1,390	1,159	1,719	329	23.7%	
-550.11-14	270	277	405	410	522	117	28.9%	
-550.11-15	406	446	425	350	283	(142)	-33.4%	
-550.11-17	3,511	3,190	3,035	2,693	2,753	(282)	-9.3%	
-550.11-18	2,214	2,381	2,262	2,453	2,274	12	0.5%	
-550.11-21	4,047	5,078	5,196	5,328	5,239	43	0.8%	
-550.11-22	613	628	490	473	611	121	24.7%	
-550.11-25	6,584	6,543	6,485	6,305	6,821	336	5.2%	
	<u>63,369</u>	<u>69,528</u>	<u>64,393</u>	<u>64,047</u>	<u>78,404</u>	<u>14,011</u>	<u>21.8%</u>	
	<u>Other Operating Costs</u>							
-550.20-11	15,660	15,427	-	-	-	-	0.0%	
-550.30-11				6,050			0.0%	
-550.34-17	195						0.0%	
-550.40-11	9,929	29,456	24,175	20,000	18,500	(5,675)	-23.5%	
-550.40-13	306						0.0%	
-550.40-17	1,682	2,730	1,000	1,000	1,000		0.0%	
-550.40-25	2,450	3,858	4,800	4,500	4,500	(300)	-6.3%	
-550.42-10		650			3,500	3,500		
-550.45-16	9,400	14,260	16,520	15,000	12,500	(4,020)	-24.3%	
-550.45-21	350	718	850	750	850		0.0%	
-550.45-22	1,452	2,988	3,260	3,260	3,576	316	9.7%	
-550.45-23	2,812	3,841	3,920	9,000	12,984	9,064	231.2%	
-550.48-11	47						0.0%	
-550.48-60	2,464	2,664	2,700	2,700	2,700		0.0%	
-550.60-10	2,584	4,174	3,000	3,170	3,000		0.0%	
-550.60-15	430	508		300	500	500		
-550.60-30	6,250	7,054	7,500	7,500	7,500		0.0%	
-550.65-10	2,899	11,700	12,200	8,000	8,000	(4,200)	-34.4%	
-550.65-11	1,782	5,622	5,200	5,200	5,200		0.0%	
-550.65-13	2,882	3,707	3,200	3,500	3,200		0.0%	
-550.65-15				1,500	30,000			
	<u>63,574</u>	<u>109,357</u>	<u>88,325</u>	<u>91,430</u>	<u>117,510</u>	<u>29,185</u>	<u>33.0%</u>	
	<u>Capital Outlay</u>							
-550.92-42	5,985	10,160	In Cap. Proj. Fund					
-550.92-48		29,275					0.0%	
-550.93-20	306	611		660	3,520	3,520	0.0%	
-550.95-20		39,984		2,293			0.0%	
	<u>6,291</u>	<u>80,030</u>	<u>-</u>	<u>2,953</u>	<u>3,520</u>	<u>3,520</u>	<u>#DIV/0!</u>	
Total Building Maintenance	\$ 303,129	\$ 429,615	\$ 318,073	\$ 324,190	\$ 360,209	\$ 42,136	13.2%	
<u>Allocated Costs:</u>								
-550.20-16		Building Maintenance	(327,023)	(423,071)				
		Net	\$ (23,894)	\$ 6,544				

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

PROGRAM #5016



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

SIGNIFICANT ACCOMPLISHMENTS:

- Contracted mowing is in the second year of the three year contract. The contracted price for the second year is the same as the first year.

BUDGET HIGHLIGHTS:

- FY2019 will span two calendar years of the mowing contract. The third year of the mowing contract includes a 2% price increase, which is reflected in the budget for the period of April – June 2019.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Assistant Director	0.05	0.04	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
Total Personnel	0.08	0.07	0.07	0.07

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$ 6,178	\$ 6,534	\$ 6,544	\$ 6,990
Benefits	1,878	2,173	2,044	2,530
Other Operating Costs	38,236	49,922	52,320	52,783
Capital	-	-	-	-
Total Expenditures	\$46,292	\$58,629	\$60,908	\$62,303

OTHER OPERATING COSTS:

-550.34-71 Contract Mowing \$52,783

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

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

Acct. Code		FY 2016	FY 2017	FY 2018		FY 2019	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19	
							\$	%
-5016								
	<u>Salaries & Wages</u>							
-550.10-01	Salary	\$ 5,269	\$ 5,450	\$ 4,524	\$ 4,527	\$ 4,870	\$ 346	7.6%
-550.10-02	Hourly	909	1,084	2,020	2,020	2,120	100	5.0%
	Total Salaries & Wages	6,178	6,534	6,544	6,547	6,990	446	6.8%
	<u>Benefits</u>							
-550.11-10	FICA	462	486	451	501	457	6	1.3%
-550.11-12	Health Insurance	861	1,041	885	919	1,281	396	44.7%
-550.11-13	Dental Insurance	21	21	24	17	22	(2)	-8.3%
-550.11-14	Life Insurance	1	1	13	7	12	(1)	-7.7%
-550.11-15	Vision Insurance	5	6	8	5	8	-	0.0%
-550.11-17	457 City Match Contribution	55	80	109	106	112	3	2.8%
-550.11-21	Workers Compensation	148	193	207	208	229	22	10.6%
-550.11-22	Long-term Disability Insurance	23	25	20	21	27	7	35.0%
-550.11-25	MSRP Retirement	302	320	327	312	382	55	16.8%
	Total Benefits	1,878	2,173	2,044	2,095	2,530	486	23.8%
	<u>Other Operating Costs</u>							
-550.34-71	Contract Mowing	38,236	49,922	52,320	52,320	52,783	463	0.9%
	Total Turf & Right of Way Maint.	\$ 46,292	\$ 58,629	\$ 60,908	\$ 60,962	\$ 62,303	\$ 1,395	2.3%

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 Tree and Landscape Board and Committee for a Better Environment assure maximum use of allocated resources in the City's beautification efforts.

SIGNIFICANT ACCOMPLISHMENTS:

- The Arbor Day program was held, at the United Methodist Church, to maintain the City's Tree City USA designation.
- Two new expanded metal benches were installed at Davis Field to replace the existing deteriorating wooden benches.
- A new bulletin board, fabricated from recycled plastic, was installed at Perry Plaza to replace the existing deteriorating wooden unit.
- Part time summer staff assisted with various landscape maintenance activities. Two funded FTE positions have been filled.
- A consultant was selected to complete the Citywide Tree Canopy Assessment.

BUDGET HIGHLIGHTS:

- Increase of \$15,000 in trees, shrubs, flowers (550.60-50) for flower pots on utility poles.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Assistant Director	0.2	0.2	0.2	0.2
Landscape Foreman	0.7	0.7	0.7	0.7
Lead Groundskeeper	0.3	0.3	0.2	0.2
Groundskeeper	0.94	0.94	0.94	0.94
Laborer	1.94	1.94	3.97	3.97
Engineering Intern	0.15	0.15	-	-
Part-time summer laborer	-	-	0.4	0.4
Total Personnel	4.23	4.23	6.41	6.41

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$195,245	\$205,688	\$238,658	\$282,474
Benefits	71,137	75,621	86,326	115,704
Other Operating Costs	84,416	97,527	104,000	106,875
Capital	-	3,003	-	-
Total Expenditures	\$350,798	\$381,839	\$428,984	\$505,053

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		-
Tree Canopy Assessment - \$15,000 in FY2018		
-550.34-40 Tree Maintenance		
Tree pruning & removal		\$45,700
Stump grinding		3,500
Pesticide control applications		2,800
		\$52,000
-550.60-50 Trees, Shrubs & Flowers		\$47,400
Provides for seasonal flowers, tree replacement and beautification/landscaping in City property and right-of-way; and Arbor, Earth and other community service days. Includes amount moved from Committee for a Better Environment for trees, shrubs and flowers plus \$15,000 for flower pots on utility poles.		
-550.60-51 Tree Canopy Enhancement Program		\$1,800
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 2016 ACTUAL	FY 2017 ACTUAL	FY 2018		FY 2019 PROPOSED BUDGET	Change in Budget FY 18 to FY 19		
			ADJUSTED BUDGET	Estimated FY Total		\$	%	
-5020								
	<u>Salaries & Wages</u>							
-550.10-01	\$ 21,077	\$ 21,801	\$ 22,622	\$ 22,632	\$ 24,352	\$ 1,730	7.6%	
-550.10-02	172,914	183,275	215,186	217,890	257,222	42,036	19.5%	
-550.10-03	1,254	612	850	700	900	50	5.9%	
	<u>195,245</u>	<u>205,688</u>	<u>238,658</u>	<u>241,222</u>	<u>282,474</u>	<u>43,816</u>	<u>18.4%</u>	
	<u>Benefits</u>							
-550.11-10	14,317	14,978	17,444	18,453	20,417	2,973	17.0%	
-550.11-12	36,804	38,853	43,597	45,838	64,079	20,482	47.0%	
-550.11-13	1,639	1,273	1,772	1,238	1,419	(353)	-19.9%	
-550.11-14	306	342	714	579	988	274	38.4%	
-550.11-15	422	299	390	271	120	(270)	-69.2%	
-550.11-17	2,753	3,240	2,810	3,417	3,671	861	30.6%	
-550.11-21	4,661	6,002	7,526	7,625	9,246	1,720	22.9%	
-550.11-22	662	712	683	651	920	237	34.7%	
-550.11-25	9,574	9,922	11,390	11,405	14,844	3,454	30.3%	
	<u>71,137</u>	<u>75,621</u>	<u>86,326</u>	<u>89,478</u>	<u>115,704</u>	<u>29,378</u>	<u>34.0%</u>	
	<u>Other Operating Costs</u>							
-550.12-10	-	-	50	-	-	(50)	-100.0%	
-550.12-11	870	1,049	800	800	800	-	0.0%	
-550.20-11	23,491	23,141	-	-	-	-	0.0%	
-550.30-15	-	-	15,000	15,000	-	(15,000)	-100.0%	
-550.34-40	35,560	49,033	50,000	50,000	52,000	2,000	4.0%	
-550.40-13	976	300	1,200	800	1,000	(200)	-16.7%	
-550.48-11	-	-	300	-	250	(50)	-16.7%	
-550.60-10	1,178	976	1,200	1,200	1,200	-	0.0%	
-550.60-13	659	677	750	600	750	-	0.0%	
-550.60-15	209	722	400	400	400	-	0.0%	
-550.60-50	20,166	20,247	30,000	25,000	47,400	17,400	58.0%	
-550.60-51	-	-	3,000	2,000	1,800	(1,200)	-40.0%	
-550.65-13	1,132	1,182	1,000	1,000	1,100	100	10.0%	
-550.67-10	175	175	200	175	175	(25)	-12.5%	
-550.67-20	-	25	100	-	-	(100)	-100.0%	
	<u>84,416</u>	<u>97,527</u>	<u>104,000</u>	<u>96,975</u>	<u>106,875</u>	<u>2,875</u>	<u>2.8%</u>	
	<u>Capital Outlay</u>							
-550.95-10	-	3,003	-	-	-	-	0.0%	
	<u>-</u>	<u>3,003</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>	
Total Tree & Landscape Maint.	<u>\$ 350,798</u>	<u>\$ 381,839</u>	<u>\$ 428,984</u>	<u>\$ 427,675</u>	<u>\$ 505,053</u>	<u>\$ 76,069</u>	<u>17.7%</u>	

ENGINEERING SERVICES

PROGRAM #5021



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

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

SIGNIFICANT ACCOMPLISHMENTS:

- Constructed an 8-ft wide pervious sidewalk from Albion Rd to Woodberry Rd across WMATA property
- Oversaw WSSC's restoration of 3.8 miles of City streets in Daniels Park and Lakeland subdivision at the conclusion of the watermain replacement project.

BUDGET HIGHLIGHTS:

- No significant changes in this budget.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Civil Engineer	1	1	1	1
Engineering Technician	1	1	1	1
Engineering Intern	0.2	0.2	1	1
Total Personnel	2.2	2.2	3	3

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$159,374	\$184,715	\$183,317	\$230,316
Benefits	47,100	52,580	53,444	64,057
Other Operating Costs	15,023	20,206	21,160	22,160
Capital	7,209	7,079	6,000	6,000
Total Expenditures	\$228,706	\$264,580	\$263,921	\$322,533

OTHER OPERATING COSTS:

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

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

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

-550.67-10 Dues	
Provides for memberships in various professional organizations including the Institute of Transportation Engineers, American Society of Civil Engineers, National Society of Professional Engineers and County Engineers Association.	
	\$950

CAPITAL OUTLAY:

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

PERFORMANCE MEASURES:

Goal	Measure	FY2018 Actual	FY2019 Target
City and Utility Permits Issued:	Number of Driveway and ROW permits issued to residents and businesses	15	
	Washington Gas	55	
	PEPCO	47	
	WSSC	9	
	Verizon	1	
Street and Pedestrian Lighting:	Number of streetlights reported to PEPCO for repair	380	
	Number of additional streetlights and pedestrian lights requested/Number installed	6/5	
Traffic Safety:	Number of traffic control studies completed	2	
Street Repair:	Linear feet of street paving	6,970.5	
	Square yards of pavement repairs	1,487	
	Square feet of sidewalk repairs	22,558	
	Linear feet of curb and gutter repairs	11,337	

ENGINEERING SERVICES

Acct. Code		FY 2016	FY 2017	FY 2018		FY 2019	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19	\$ %
-5021								
	<u>Salaries & Wages</u>							
-550.10-01	Salary	\$ 116,140	\$ 127,403	\$ 130,060	\$ 129,575	\$ 166,765	\$ 36,705	28.2%
-550.10-02	Hourly	43,234	57,312	53,257	50,786	63,551	10,294	19.3%
	Total Salaries & Wages	159,374	184,715	183,317	180,361	230,316	46,999	25.6%
	<u>Benefits</u>							
-550.11-10	FICA	11,885	13,612	13,498	13,798	15,303	1,805	13.4%
-550.11-12	Health Insurance	16,758	18,681	18,541	18,814	22,538	3,997	21.6%
-550.11-13	Dental Insurance	1,491	1,087	1,077	1,058	1,165	88	8.2%
-550.11-14	Life Insurance	95	94	413	274	312	(101)	-24.5%
-550.11-15	Vision Insurance	259	373	364	386	388	24	6.6%
-550.11-17	457 City Match Contribution	3,668	3,654	3,650	3,640	3,650	-	0.0%
-550.11-18	401A Retirement	2,810	2,872	3,055	3,158	-	(3,055)	-100.0%
-550.11-21	Workers Compensation	3,828	5,460	5,812	5,830	7,591	1,779	30.6%
-550.11-22	Long-term Disability Insurance	608	639	531	664	861	330	62.1%
-550.11-25	MSRP Retirement	5,698	6,108	6,503	6,365	12,249	5,746	88.4%
	Total Benefits	47,100	52,580	53,444	53,986	64,057	10,613	19.9%
	<u>Other Operating Costs</u>							
-550.12-10	Non Training Travel-mileage reimb.	8	83	200	100	200	-	0.0%
-550.12-11	Travel & Training	552	1,438	4,090	1,500	4,090	-	0.0%
-550.20-11	Fleet Services - allocated overhead	7,830	7,714	-	-	-	-	0.0%
-550.30-11	Design & Engineering	1,170	-	6,500	1,500	6,500	-	0.0%
-550.30-15	Consulting	-	-	2,000	-	2,000	-	0.0%
-550.30-20	Surveying	3,308	6,562	5,100	4,500	5,100	-	0.0%
-550.36-10	Printing	196	-	-	-	-	-	0.0%
-550.47-10	Clothing & Uniforms	93	-	-	-	-	-	0.0%
-550.60-10	General Supplies	500	2,489	1,100	600	2,100	1,000	90.9%
-550.61-10	Office Supplies	78	111	200	200	200	-	0.0%
-550.66-12	Cellular Phone	444	859	720	720	720	-	0.0%
-550.67-10	Dues	844	950	950	950	950	-	0.0%
-550.67-20	Publications & Books	-	-	300	-	300	-	0.0%
	Total Other Operating Costs	15,023	20,206	21,160	10,070	22,160	1,000	4.7%
	<u>Capital Outlay</u>							
-550.96-10	Concrete	-	4,334	6,000	4,500	6,000	-	0.0%
-550.96-30	Streetslights	7,209	2,745	Capital Projects	-	-	-	-
	Total Capital Outlay	7,209	7,079	6,000	4,500	6,000	-	0.0%
	Total Engineering Services	\$ 228,706	\$ 264,580	\$ 263,921	\$ 248,918	\$ 322,533	\$ 58,612	22.2%

FLEET SERVICES

PROGRAM #5030



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

SIGNIFICANT ACCOMPLISHMENTS:

- 8 new Ford C-Max hybrid vehicles were purchased for use by the Public Services staff to replace units that had reached the end of their useful life. A new Animal Control vehicle was purchased to replace the unit that had reached the end of its useful life.
- Two new crew cab dump trucks for the landscape crew were purchased to replace units that had reached the end of their useful life.
- Global positioning systems were installed in 20 additional fleet vehicles.

BUDGET HIGHLIGHTS:

- Request funding for cellular communications for the Automated Vehicle Location (AVL) systems in fleet vehicles.
- Request funding for a tire changing machine.

PERSONNEL:

Authorized Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Fleet Supervisor	-	-	0.95	0.95
Mechanic	2	2	1.90	1.90
Garage Supply Clerk/Assistant Mechanic	1	1	-	-
Garage Supply Clerk	-	-	0.78	0.78
Total Personnel	3	3	3.63	3.63

SUMMARY OF EXPENDITURES:

Type	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Salaries & Wages	\$208,328	\$214,966	\$251,043	\$224,338
Benefits	64,691	72,112	91,542	93,968
Other Operating Costs	374,902	392,328	409,475	392,100
Capital	1,775	10,893	10,380	7,800
Total Expenditures	\$649,696	\$690,299	\$762,440	\$718,206

CAPITAL OUTLAY:

-550.66-40 Global Positioning System \$11,400

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

-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
Tire changing machine	5,000
	\$7,800

PERFORMANCE MEASURES:

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

FLEET SERVICES

Acct. Code		FY 2016	FY 2017	FY 2018		FY 2019	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19	%
							\$	%
-5030								
	<u>Salaries & Wages</u>							
-550.10-02	Hourly	\$ 205,111	\$ 214,302	\$ 249,043	\$ 204,494	\$ 218,338	\$ (30,705)	-12.3%
-550.10-03	Overtime	3,217	664	2,000	6,000	6,000	4,000	200.0%
	Total Salaries & Wages	<u>208,328</u>	<u>214,966</u>	<u>251,043</u>	<u>210,494</u>	<u>224,338</u>	<u>(26,705)</u>	<u>-10.6%</u>
	<u>Benefits</u>							
-550.11-10	FICA	15,329	15,868	18,269	16,103	16,552	(1,717)	-9.4%
-550.11-12	Health Insurance	28,837	33,358	45,994	30,819	52,364	6,370	13.8%
-550.11-13	Dental Insurance	1,444	1,539	1,718	1,413	2,279	561	32.7%
-550.11-14	Life Insurance	103	114	550	416	692	142	25.8%
-550.11-15	Vision Insurance	377	429	543	410	512	(31)	-5.7%
-550.11-17	457 City Match Contribution	1,617	1,771	2,229	1,751	743	(1,486)	-66.7%
-550.11-18	401A Retirement	4,619	4,914	4,810	5,148	5,011	201	4.2%
-550.11-21	Workers Compensation	4,909	6,335	7,882	6,520	7,197	(685)	-8.7%
-550.11-22	Long-term Disability Insurance	730	806	746	735	840	94	12.6%
-550.11-25	MSRP Retirement	6,726	6,978	8,801	6,496	7,778	(1,023)	-11.6%
	Total Benefits	<u>64,691</u>	<u>72,112</u>	<u>91,542</u>	<u>69,813</u>	<u>93,968</u>	<u>2,426</u>	<u>2.7%</u>
	<u>Other Operating Costs</u>							
-550.12-11	Travel & Training	-	13	500	691	3,000	2,500	500.0%
-550.20-10	Insurance - allocated overhead	63,461	59,937	-	-	-	-	0.0%
-550.34-20	Tipping Fees	65	130	200	-	200	-	0.0%
-550.36-20	Towing Service	825	1,350	1,500	1,300	1,500	-	0.0%
-550.40-11	Buildings & Grounds	239	1,508	2,100	1,500	2,100	-	0.0%
-550.40-45	Welding Services	-	-	1,000	-	800	(200)	-20.0%
-550.41-10	In-house repairs	79,232	106,369	88,000	88,000	88,000	-	0.0%
-550.41-11	Outsourced repairs	66,184	48,972	65,000	60,000	65,000	-	0.0%
-550.41-20	Tires	26,359	32,619	30,000	25,000	30,000	-	0.0%
-550.45-16	Building Services	4,393	4,400	5,000	4,000	5,000	-	0.0%
-550.60-14	Maintenance Supplies	-	94	500	-	-	(500)	-100.0%
-550.60-15	Small Tools	2,796	5,799	3,500	3,000	3,500	-	0.0%
-550.60-70	Central Garage	4,440	3,861	7,400	6,000	5,000	(2,400)	-32.4%
-550.62-10	Postage	29	37	100	50	100	-	0.0%
-550.64-10	Gasoline	32,941	30,331	50,000	42,000	45,000	(5,000)	-10.0%
-550.64-11	Diesel	63,911	64,759	100,000	80,000	93,000	(7,000)	-7.0%
-550.64-12	Other Additives	13,371	11,805	16,500	12,500	15,000	(1,500)	-9.1%
-550.64-15	Fuel Surcharge Credit	(1,735)	(1,240)	-	(12)	-	-	0.0%
-550.65-10	Electricity	12,139	13,060	18,000	13,000	15,000	(3,000)	-16.7%
-550.65-11	Natural Gas	5,563	4,877	10,000	6,000	8,000	(2,000)	-20.0%
-550.66-40	Global Positioning System	-	1,761	9,675	6,500	11,400	1,725	17.8%
-550.69-10	Miscellaneous	689	1,886	500	500	500	-	0.0%
	Total Other Operating Costs	<u>374,902</u>	<u>392,328</u>	<u>409,475</u>	<u>350,029</u>	<u>392,100</u>	<u>(17,375)</u>	<u>-4.2%</u>
	<u>Capital Outlay</u>							
-550.92-20	Equipment	1,775	8,084	2,800	2,000	7,800	5,000	178.6%
-550.97-40	Global Positioning System	-	2,809	7,580	9,096	-	(7,580)	-100.0%
	Total Capital Outlay	<u>1,775</u>	<u>10,893</u>	<u>10,380</u>	<u>11,096</u>	<u>7,800</u>	<u>(2,580)</u>	<u>-24.9%</u>
	Total Fleet Services	<u>\$ 649,696</u>	<u>\$ 690,299</u>	<u>\$ 762,440</u>	<u>\$ 641,432</u>	<u>\$ 718,206</u>	<u>\$ (44,234)</u>	<u>-5.8%</u>
-550.20-11	Fleet Services Allocated out	<u>(783,026)</u>	<u>(771,374)</u>					
	Net Fleet Services	<u>\$ (133,330)</u>	<u>\$ (81,075)</u>					

INTERFUND TRANSFERS AND CONTINGENCY

PROGRAM #9210 AND #6510



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

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

BUDGET HIGHLIGHTS:

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

PERSONNEL:

- There are no personnel costs associated with this budget.

INTERFUND TRANSFERS

Acct. Code		FY 2016	FY 2017	FY 2018		FY 2019	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 18 to FY 19	\$ %
-9210								
-590.99-10	Transfers to Capital Projects Fund	\$ 1,658,500	\$ 2,435,440	\$ 3,108,495	\$ 3,208,495	\$ 2,683,059	\$ (425,436)	-13.7%
-590.99-10	Transfers to Debt Service Fund	191,870	525,453	559,342	559,342	-	(559,342)	-100.0%
	Total Transfers to Other Funds	<u>\$ 1,850,370</u>	<u>\$ 2,960,893</u>	<u>\$ 3,667,837</u>	<u>\$ 3,767,837</u>	<u>\$ 2,683,059</u>	<u>\$ (984,778)</u>	<u>-26.8%</u>

CONTINGENCY

-6510								
-510.85-10	Contingency	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	0.0%
-510.85-11	Contingency for implementation of Public Safety study recommendations			250,000	-	-	(250,000)	-100.0%
	Total Contingency	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 350,000</u>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ (250,000)</u>	<u>-71.4%</u>

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

	Balance 6/30/17	FY 2018	FY 2019	FY 2020	FY 2021
2015 Parking Garage Bond	\$6,375,000	\$559,342	\$559,342	\$559,055	\$ 559,971
2016 Suntrust Master Lease (1)	1,615,668	420,456	420,456	420,456	420,456
Community Legacy Loan	300,000	-	-	-	150,000
Total	\$8,290,668	\$979,798	\$980,297	\$979,511	\$1,130,427

(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 FY2021.

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

Transfer to General Fund

\$250,000

To cover excess of parking garage debt service over parking garage related revenue (from paystations, parking permits and retail rent).

DEBT SERVICE FUND

PROPOSED BUDGET FY 2019

	FY 2016	FY 2017	FY 2018		FY 2019
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET
<u>REVENUE/SOURCES</u>					
Transfer from General Fund	\$ 191,870	\$ 525,207	\$ 559,342	\$ 559,342	\$ -
Parking meters	221,102	198,344	220,000	209,514	215,000
Parking fines	49,463	46,930	50,000	47,500	47,500
Total Revenue/Sources	<u>462,435</u>	<u>770,481</u>	<u>829,342</u>	<u>816,356</u>	<u>262,500</u>
<u>EXPENDITURES</u>					
Principal	-	340,000	382,000	382,000	393,000
Interest	191,812	185,207	177,342	177,342	166,841
Bond Counsel and other professional services	58	-	-	-	-
Transfer to General Fund	-	-	-	-	250,000
Total Debt Service payments	<u>191,870</u>	<u>525,207</u>	<u>559,342</u>	<u>559,342</u>	<u>809,841</u>
Excess Revenue over Expenditures	<u>\$ 270,565</u>	<u>\$ 245,274</u>	<u>\$ 270,000</u>	<u>\$ 257,014</u>	<u>\$ (547,341)</u>
Fund Balance - beginning of year	<u>1,401,793</u>	<u>1,672,358</u>		<u>1,917,632</u>	<u>2,174,646</u>
Fund Balance - end of year	<u>\$ 1,672,358</u>	<u>\$ 1,917,632</u>		<u>\$ 2,174,646</u>	<u>\$ 1,627,305</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 CIP follows the Capital Projects Fund Budget at the end of this section.

The following is a summary of the Proposed Capital Projects Fund budget request for FY2019:

CIP:

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

\$195,500

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 FY2017, 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

\$58,000

This project will review and propose improvements to the City's Public Works facility. This includes several buildings including Davis Hall, the new modular building, garage and supply buildings.

City Hall Expansion

\$550,000*

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, 2019 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 FY2017 will accomplish that. The FY 2018 amount is for additional accumulation of funds for the project.

Funds have been accumulated in this project with the goal of financing only 50% through debt issuance. In March 2018 the City reached an agreement to acquire the additional land needed for the building for \$1.6 million. Acquisition of the property will allow the project to really start.

* Although the CIP shows \$550,000 for appropriation for this project in FY2019, \$1 million will be transferred from the General Fund to fund the project.

Pavement Management Plan

\$850,000

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 FY2010 - FY2016, alternate sources of funding need to be identified. The CIP reflects all funding to come from the General Fund. 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

\$100,000

This project provides for a comprehensive renovation of the City’s largest multi-use recreational facility to address deferred maintenance and the provision of new amenities. Work will be constructed in phases based on available funds. The first phase, now completed, involved replacement of the concession and restroom building and construction of a new recreation plaza.

The next step will be preparation of a conceptual plan with community input to determine the other types of facilities and work needed. This will be followed by 100% design plans and construction. Funding is provided from a variety of sources including Program Open Space, Community Parks and Playgrounds, State bonds and developer contributions.

Sustainability Initiative

\$ -

This project funded ongoing green initiatives to reduce energy consumption and increase the use of renewable energy in accordance with the City’s Smart Energy Community goals. The City met its goal of reducing energy consumption by 15% in FY2018. All of the projects accounted for in this CIP overlap with specific project CIP where the work is being done (for instance there is a new HVAC project which meets the criteria for sustainability that will be accounted for in the Facilities Capital Reserve).

Based on that this project is being closed out at the end of FY2018. Various new projects related to sustainability will be accounted for in specific CIP project to which they relate. Closure of this CIP project in no way diminished our focus on sustainability.

CCTV

\$350,000

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. The FY2019 budget includes the advance payment of \$200,000 for a 5-year service/maintenance agreement with the vendor on the cameras. It is paid in advance to take advantage of discounts offered. The other \$150,000 is estimated to purchase and install new cameras at locations to be determined.

Hollywood Gateway Park**\$666,000**

This project involves land acquisition, design and construction to create a park area at the southeast corner of Baltimore Ave. and Edgewood Road. The main part of the site is zoned commercial but is recommended for parks and open space in the Central US1 Corridor Sector Plan. The house previously occupying the site has been demolished. Design plans call for a pavilion that will serve as a gateway feature, pathways, extensive landscaping with native plants and micro bio-retention features.

This project is expected to be completed in FY2019.

Hollywood Commercial Revitalization**\$150,000**

This project funds streetscape improvements in the Hollywood Commercial District, located at the intersection of Edgewood Road and Rhode Island Avenue. The project proposes to repurpose segments of the service roads as parklets and to provide pedestrian, bicycle and bus stop enhancements as well as landscaping and pedestrian lighting. The proposed wellness trail along Narragansett Run and Muskogee Street will be postponed until a study to assess the feasibility of daylighting the Narragansett Run is completed. 30% design was completed in FY18 and a \$150,000 State bond bill received for further design and construction. The next step is to complete design and construction drawings and go out for construction bids for the first phase of the project north of Rhode Island Avenue.

BikeShare**\$37,000**

This is a 3-year project with the University of Maryland that established a BikeShare program in College Park. The program will end in spring 2019 unless renewed by the partners. The City/University program now has 23 stations on and off campus. A state grant, county contribution, developer contributions as well as membership and user fees help fund the program. Only the City portion of the budget is reflected below. An MOU has been approved by the Mayor & Council to allow for system expansion beyond the City limits.

Complete and Green Streets**\$447,830**

This is a program established to implement the complete and green streets policy adopted by the City Council. It funds projects to improve facilities for walking and bicycling within City rights-of-way as well as green infrastructure. A priority matrix was developed by City staff to help identify projects for funding and an implementation plan will be developed in FY 19 to enhance connectivity. A half mile of new sidewalk construction is proposed in FY 19. State matching grants will be pursued to assist with funding this project. Note: the FY 2018 activity column includes \$10,000 for a bus shelter that was originally budgeted in Departmental Capital in the Capital Projects Fund but should have been included in this CIP project.

Old Parish House Renovations #2**\$56,000**

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.

Parking Enforcement Equipment Replacement**\$81,000**

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

Property Acquisition**\$ -**

This project is for the possible purchase of property for future use or redevelopment. It may provide for

costs related to acquisition and bonding costs.

Vehicle Replacement Program

\$1,220,456

This project is designed to be replenished annually from the General Fund based on the depreciation of the City's fleet. Vehicle replacement is determined by ratings established using the Department of Public Works' vehicle replacement analysis report. 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 FY2016 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. Annual lease payments due total \$420,456 through FY2021.

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.

Program Open Space Acquisition Projects

\$ -

The City typically receives an annual allocation of Program Open Space (POS) funds from the State of Maryland for the acquisition of property for recreational or open space purposes. Sites to be acquired are determined by Mayor & Council based on needs and available funding. The purchase of 2 lots on 47th Place for Hollywood Gateway Park has been reflected in that project budget and this program shows the current funding allocated to date and the proposed allocation for FY2019.

This project is being closed out at the end of FY2018. The FY2019 projection and future Program Open Spaces funding will be accounted for in the specific CIP project that the funding is intended to benefit.

Facilities Capital Reserve

\$102,500

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.

In FY2018 the Capital Projects Fund budget included \$75,000 in Departmental Capital for HVAC replacement, and \$10,000 for accoustical panels, both at the Youth & Family Services building which should have been included in this CIP. The FY2018 Activity column includes those amount in transfers from the General Fund.

College Park Woods Property Acquisition & Redevelopment

\$335,000

This project was established in FY2018 to provide funding for future expenditures relating to the acquisition, rehabilitation and redevelopment of the former College Park Woods Pool property. As of March 2018, there are no firm plans for the future use of the property but will require demolition/decommissioning of the pool.

Provided for in FY 2018 is the purchase price of the property. FY 2019 includes estimates related to decommissioning the pool for \$300,000. The remaining amounts are estimates for possible redevelopment of the site.

Rhode Island Avenue Bike Lane and Intersection Improvements

\$50,000

The goal of this project is to make bicycle travel safer along Rhode Island Ave. between Muskogee St.

and Greenbelt Rd. A technical assistance grant in FY 2018 reviewed alternatives with the community and prepared 30% design drawings for improvements. Final design and construction will take approximately two years.

DEPARTMENTAL CAPITAL (TOTAL \$481,000):

Information Technology - Computer Software	\$200,000
<ul style="list-style-type: none"> Purchase and implementation of new land management and CRM software to replace existing software and enable online reporting, payments, and related processes for business licenses, rental licenses, and code enforcement complaints. Total initial implementation costs estimated at \$255,000. The FY2018 budget provided \$55,000 and the remaining \$200,000 in the FY2019 budget. 	

PUBLIC WORKS:

Equipment (Playground replacement)	\$50,000
<ul style="list-style-type: none"> Crystal Springs playground renovations 	

Crosswalk signals (Engineering Services)	\$35,000
<ul style="list-style-type: none"> Purchase and installation of rectangular rapid flash beacons/crosswalk signals at locations to be determined. 	

Streetlights	\$11,000
<ul style="list-style-type: none"> Provides for 5 new streetlight installations at locations to be determined. 	

OTHER CAPITAL REQUESTS:

Dog Parks	\$155,000
<ul style="list-style-type: none"> The FY2018 budget included \$75,000 for a dog park. Since the location/logistics have not been determined that amount is being added to another \$80,000 for a dog park for the FY2019 budget. 	

City Signage	\$30,000
<ul style="list-style-type: none"> Purchase of various City Building name signs and for neighborhood entrance signs. A comprehensive plan will be developed to determine a consistent design for signage. 	

CAPITAL PROJECTS FUND REVENUES AND EXPENDITURES



Fund 301/302 Acct. Code		FY 2016	FY 2017	FY 2018		FY 2019
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET
REVENUE/SOURCES						
-324.40	PEG Funds - Comcast	113,491	114,000	114,000	107,170	109,314
-324.45	PEG Funds - Verizon	75,264	75,000	75,000	71,447	72,876
-330	Federal Grants	357,009	453,000	-	-	-
-332.15	Program Open Spaces	-	979,228	746,000	-	-
-332	State Grants/State Bond Bill	260,680	659,657	275,000	1,181,096	1,946,384
-334	County Grants	-	-	-	175,000	-
-336	Other Grants	198,688	206,419	138,600	-	20,000
-341	Charges for Services	570	15,200	15,200	32,000	45,000
-361.52	Investment earnings - Suntrust Master Lease	-	2,954	3,000	5,454	2,500
-363	Developer Contributions	117,500	300,000	57,000	312,000	350,000
-364.10	Sale of Fixed Assets	5,000	-	-	-	-
-372.12	Proceeds from Suntrust Master Lease #3	2,000,000	-	-	-	-
-390	Transfer from General Fund	1,658,500	2,435,440	3,108,495	3,208,495	2,683,059
-391	Inter-project transfer	-	-	-	634,099	1,225,000
	Excess equity transfer from General Fund	-	-	-	4,900,000	-
	Reserve for capital projects	6,405,942	8,041,567	8,461,315	9,391,523	14,627,137
	Total Revenue/Sources	11,192,644	13,282,465	12,993,610	20,018,284	21,081,269

EXPENDITURES - Capital Outlay							<i>Funding Sources</i>
Project #	CIP:						
11004	Institutional Network/PEG	196,688	30,000	100,000	56,716	195,500	PEG/Res.
15002	DPW Facilities Improvements	344,126	350,000	150,000	113,937	58,000	Gen Fund
41003	City Hall Expansion	4,512	600,000	1,000,000	1,607,971	550,000	Gen Fund
45008	Pavement Management Plan	288,601	700,000	851,000	362,395	850,000	Gen Fund
53007	Duvall Field Renovation	124,264	1,466,228	150,000	135,163	100,000	Multiple
92003	CCTV	57,286	1,800	75,000	75,000	350,000	Gen Fund
103002	Hollywood Gateway Park	-	75,000	646,000	579,782	666,000	Multiple
103004	Hollywood Commercial Revitalization	1,316	30,000	1,000,000	192,398	150,000	Multiple
113003	Bikeshare	385,293	150,000	150,000	57,812	37,000	Multiple
163001	Complete & Green Streets	33,460	249,401	160,000	55,257	447,830	Multiple
155001	Old Parish House Renovations #2	17,000	25,000	50,000	4,515	56,000	Gen Fund
162002	Parking Enforcement Equipment Replacement	-	25,000	112,500	-	81,000	Gen Fund
181014	Property Acquisition	-	-	80,000	10,000	-	Gen Fund
925061	Vehicle Replacement Program	619,509	745,456	1,170,456	899,880	1,220,456	Gen Fund
991013	Facilities Capital Reserve	-	50,000	237,964	6,903	102,500	Gen Fund
	C.P. Woods Property Acquisition & Redevelop.	-	-	-	281,000	335,000	POS/GF
	Rhode Island Ave. Bike Lane & Intersection Imp.	-	-	-	-	50,000	Multiple
Completed/Closed CIP:							
91004	Sustainability Initiative	123,938	-	21,326	93,369	-	
963028	Program Open Space Acquisition	-	1,000	150,000	575,571	-	
133001	Randolph Macon Avenue	169,557	-	-	-	-	
143001	Route 1 Underground Utilities	209,476	-	-	-	-	
103001	Downtown Streetscape #2	319,417	-	-	-	-	
133002	Retail Attraction & Expansion	27,882	-	-	-	-	
Non Capital Being moved to General Fund:							
12006	Fire Dept Capital Equip Grant	52,500	60,000				
63002	Homeownership Grant Program	15,000	22,500				General Fund
113001	Business Retention Fund	9,175	28,424				
	Community Legacy Loan Repayment	150,000	-	-	-	-	
133003	Business Recycling Incentive	2,076	-	-	-	-	

CAPITAL PROJECTS FUND

PROPOSED BUDGET FY 2019

Fund 301/302 Acct. Code	FY 2016	FY 2017	FY 2018	FY 2019	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET
Departmental Capital:					
Information Technology:					
Website redesign			35,000	34,500	- <i>Gen Fund</i>
Davis Hall work			24,000	24,000	- <i>Gen Fund</i>
Computer Hardware			13,170	12,000	- <i>Gen Fund</i>
Computer Software (CRM Software)			55,978	55,978	200,000 <i>Gen Fund</i>
Public Services:					
Office furniture & relocation costs			100,000	100,000	- <i>Gen Fund</i>
Public Works:					
Equipment (Playground replacement)			27,750	25,000	50,000 <i>Gen Fund</i>
Crosswalk signals (Engineering Services)			60,000	21,000	35,000 <i>Gen Fund</i>
Streetlights			11,000	11,000	11,000 <i>Gen Fund</i>
Other Capital Requests:					
Dog Park			75,000	-	155,000 <i>Gen Fund</i>
City Signage (neighborhoods & City buildings)			-	-	30,000 <i>Gen Fund</i>
Total Capital Outlay	3,151,077	4,609,809	6,506,144	5,391,147	5,730,286

Detail of General Fund Transfers to Capital Projects Fund

		FY 2019	
		Operating Transfer	Excess Fund Balance Transfer
<u>CIP Project:</u>			
041003	City Hall Expansion	\$ -	\$ 1,000,000
045008	Pavement Management Plan	850,000	-
092003	CCTV	329,933	-
103004	Hollywood Commercial Revitalization	150,000	-
113004	Complete & Green Streets	-	200,000
155001	Old Parish House Renovations #2	8,500	25,000
925061	Vehicle Replacement Program	528,626	-
	C.P. Woods Property Acquisition & Redevelopment	335,000	-
	Total for CIP projects	2,202,059	\$ 1,225,000
<u>Departmental Capital (Paygo)</u>			
Information Technology:			
	Computer Software (CRM)	200,000	
Public Works:			
	Equipment (Playground replacement)	50,000	
	Crosswalk signals (Engineering Services)	35,000	
	Streetlights	11,000	
Other Capital Requests:			
	Dog Park	155,000	
	City Signage	30,000	
	Total departmental capital	481,000	
	Total operating transfer to Capital Projects Fund	\$ 2,683,059	

CAPITAL IMPROVEMENT PROGRAM (CIP)



Capital Improvement Program FY 2019 – 2023



New City Hall – Preliminary Conceptual Design



Bikeshare



*Hollywood Gateway Park
Artist's Rendering*

City of College Park
Five-year Capital Improvement Program
FY2019 – FY2023

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

The City's CIP contains all individual capital expenditures, in conjunction with projected/forecasted construction and completion schedules, and funding sources. The first year of the CIP (FY 2019) is the upcoming year's spending plan for capital items and is included and accounted for in the Capital Projects Fund. The Capital Projects Fund has an annual budget included with the City's Annual Operating Budget.

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

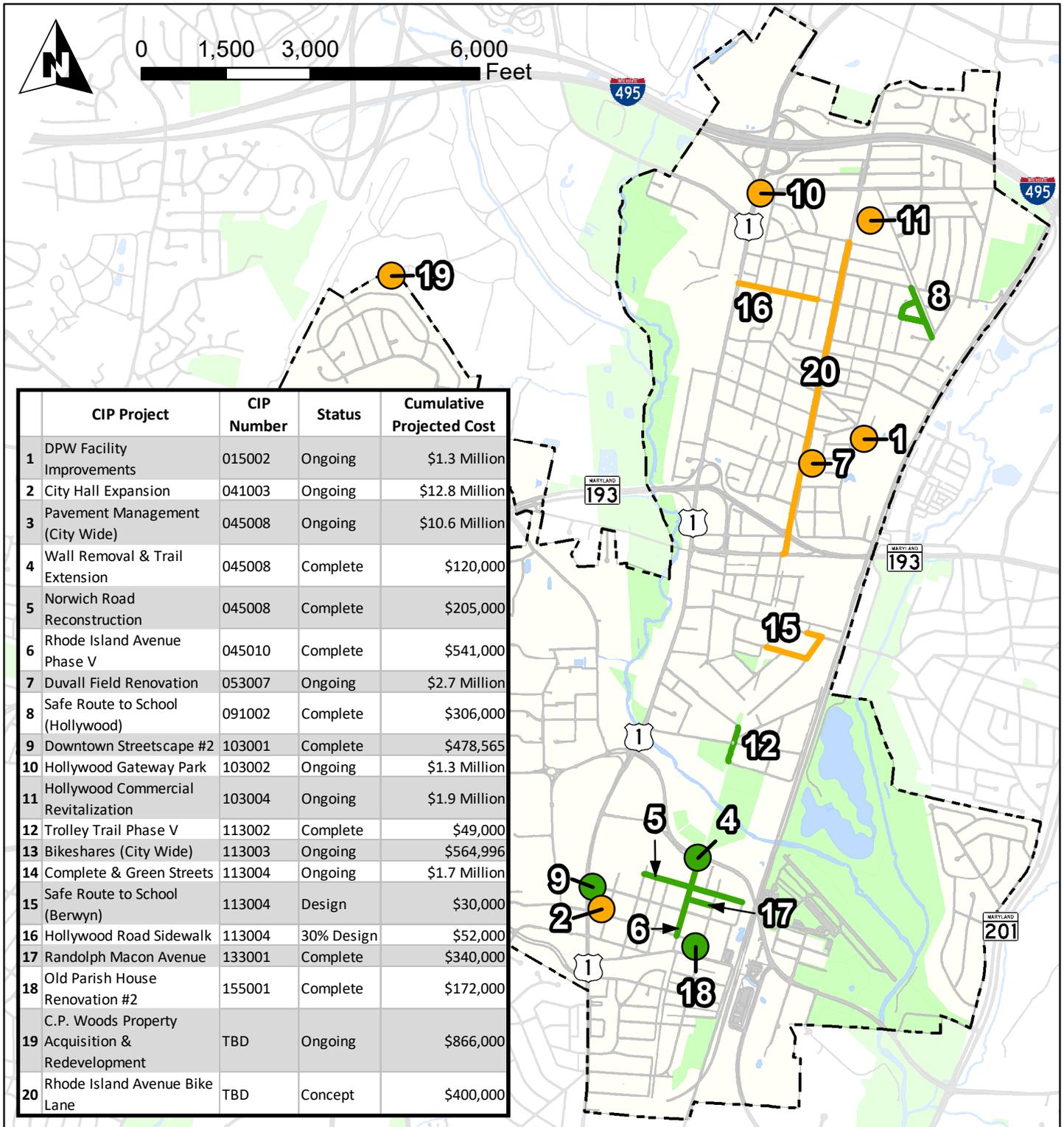
The CIP provides the following benefits:

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

The CIP includes:

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

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



Capital Improvement Program (CIP) Projects Completed in the Last 5 Years and the Next 5 Years

College Park Engineering
Date: 03/28/2018



Projection
NAD 1983 State Plane MD

Prepared by
Max Cushner
Temporary GIS Analyst

● Ongoing/Design
 ● Complete

Sources
College Park Engineering
M-NCPPC GIS

Five-Year Capital Improvement Program
Summary
FY 2019 - FY 2023

Funding Source(s)	Cumulative	FY 2018	Cumulative	FY 2019	FY 2020
	Inception to June 30, 2017 Actual	Estimated Total	Inception to June 30, 2018 Estimated	Proposed Budget	Projected
Funding Sources:					
Reserve Balance - beginning of year		\$ 9,391,523		\$ 14,627,137	\$ 15,350,983
Utility Franchise Fees	\$ 2,637,187	178,617	\$ 2,815,804	182,189	185,833
Federal Grants	1,168,637	-	1,168,637	-	-
State Grants	1,633,223	1,181,096	2,814,319	1,946,384	400,000
County Grants	75,000	175,000	250,000	-	-
Other Grants	246,879	-	246,879	20,000	-
General government charges	16,793	32,000	48,793	45,000	-
Highways & Streets - Utility reimburse.	1,850	-	1,850	-	-
Investment earnings	54,332	5,454	59,786	2,500	500
Developer Contributions	933,500	312,000	1,245,500	350,000	-
Sale of F/A	55,837	-	55,837	-	-
Other revenue	306,719	-	306,719	-	-
Capital leases/Bond proceeds	4,269,512	-	4,269,512	-	5,000,000
General Fund - CIP	16,177,343	2,806,597	18,983,940	2,202,059	2,859,561
General Fund - Departmental Capital		401,898		481,000	
General Fund -Excess fund balance transfer		4,900,000			
Inter-project transfer	218,327	634,099	852,426	1,225,000	-
Facilities Capital Reserve	34,030	-	34,030	-	-
Total Funding Sources	\$ 27,829,169	\$ 20,018,284	\$ 33,154,032	\$ 21,081,269	\$ 23,796,877

Proj. #	Capital/Project Expenditures						
011004	Institutional Network/PEG	PEG Funds	\$ 1,044,782	\$ 56,716	\$ 1,101,498	\$ 195,500	\$ 75,000
015002	DPW Facilities Improvements	Gen. Fund	1,064,729	113,937	1,178,666	58,000	70,000
041003	City Hall Expansion (w debt service FY2020)	GF/Bond	431,080	1,607,971	2,039,051	550,000	9,000,159
045008	Pavement Management Plan	Gen. Fund	6,481,481	362,395	6,843,876	850,000	750,000
053007	Duvall Field Renovation	Multiple	1,419,831	135,163	1,554,994	100,000	670,000
091004	Sustainability Initiative	Multiple	341,785	93,369	435,154	<i>Close out for FY 2018</i>	
092003	CCTV	Gen. Fund	985,074	75,000	1,060,074	350,000	-
103002	Hollywood Gateway Park	Multiple	98,306	579,782	678,088	666,000	-
103004	Hollywood Commercial Revitalization	Multiple	84,894	192,398	277,292	150,000	850,000
113003	Bikeshare	Multiple	470,184	57,812	527,996	37,000	-
113004	Complete & Green Streets	Multiple	357,266	55,257	412,523	447,830	201,473
155001	Old Parish House Renovations #2	Multiple	111,278	4,515	115,793	56,000	-
162002	Parking Enforcement Equip. Replace.	Gen. Fund	-	-	-	81,000	170,000
181014	Property Acquisition	GF/Bond	-	10,000	10,000	-	-
925061	Vehicle Replacement Program	GF/Loan	6,934,708	899,880	7,834,588	1,220,456	1,070,456
963028	Program Open Space Acquisition	Multiple	374,256	575,571	949,827	<i>Close out for FY 2018</i>	
991013	Facilities Capital Reserve	Gen. Fund	253,240	6,903	260,143	102,500	-
	C.P. Woods Property Acquisition & Redevelopment	Multiple	-	281,000	281,000	335,000	250,000
	Rhode Island Ave. Bike Lane & Intersection Imp.	Multiple				50,000	350,000
	Departmental Capital total	Gen. Fund		283,478	283,478	481,000	
Total Capital/Project expenditures			\$ 20,452,894	\$ 5,391,147	\$ 25,844,041	\$ 5,730,286	\$ 13,457,088

FY 2021	FY 2022	FY 2023	Cumulative Inception to End/FY23
Projected	Projected	Projected	Projected
\$ 10,339,789	\$ 9,416,982	\$ 9,535,323	-
189,550	193,341	197,208	\$ 3,763,925
-	-	-	1,168,637
300,000	100,000	100,000	5,660,703
-	-	-	250,000
-	-	-	266,879
-	-	-	93,793
-	-	-	1,850
-	-	-	62,786
-	-	-	1,595,500
-	-	-	55,837
-	-	-	306,719
-	-	-	9,269,512
2,485,525	1,688,333	1,932,500	30,151,918
-	-	-	2,077,426
-	-	-	34,030
<u>\$ 13,314,864</u>	<u>\$ 11,398,656</u>	<u>\$ 11,765,031</u>	<u>\$ 54,759,515</u>

\$ 415,000	\$ 75,000	\$ 75,000	\$ 1,936,998
-	-	-	1,306,666
589,167	338,333	332,500	12,849,210
750,000	750,000	650,000	10,593,876
373,259	-	-	2,698,253
-	-	-	435,154
-	-	-	1,410,074
-	-	-	1,344,088
650,000	-	-	1,927,292
-	-	-	564,996
200,000	200,000	200,000	1,661,826
-	-	-	171,793
-	-	-	251,000
-	-	-	10,000
920,456	500,000	850,000	12,395,956
-	-	-	949,827
-	-	-	362,643
-	-	-	866,000
-	-	-	400,000
-	-	-	764,478
<u>\$ 3,897,882</u>	<u>\$ 1,863,333</u>	<u>\$ 2,107,500</u>	<u>\$ 52,900,130</u>

Departmental Capital (Paygo)

	FY 2018 Budget	FY 2018 Dept. Capital Moved to CIP	FY 2018 Activity Estimated	FY 2019 Proposed Budget
<u>Departmental Capital (paygo):</u>				
Information Technology:				
Website redesign	\$ 35,000		\$ 34,500	\$ -
Davis Hall work	24,000		24,000	-
Computer Hardware	13,170		12,000	-
Computer Software	55,978		55,978	200,000
Public Services:				
Office furniture & relocation costs	100,000		100,000	-
Parking Pay Stations	50,000	Parking Enforce. Equip. Replace.	-	-
Youth & Family Services - Acoustical Panels	10,000	Facilities Capital Reserve	-	-
Public Works:				
Site Improvements (DPW - Buildings)	50,000	DPW Facilities Improvements	-	-
Equipment (Playground replacement)	27,750		25,000	50,000
HVAC Systems (Building Maintenance-YFS)	75,000	Facilities Capital Reserve	-	-
Crosswalk signals (Engineering Services)	60,000		21,000	35,000
Streetlights	11,000		11,000	11,000
Other Capital Requests:				
Bus Shelter	10,000	Complete. & Green Streets	-	-
Dog Park	75,000		-	155,000
City Signage				30,000
Total Departmental Capital	\$ 596,898		\$ 283,478	\$ 481,000

I-NET
Project #: 011004

Project Description:

This project accumulates funds paid to the City as capital equipment support grant payments under the provisions of cable franchise agreements, to cover public, educational and government (P.E.G.) capital costs, including capital for studio facilities, studio and portable production equipment, editing equipment and program playback equipment, institutional network equipment, and dark fiber.

Beginning in FY2008, the City pays up to 1/3 of its 3% capital equipment grant from Comcast and Verizon to the Prince George's I-Net, according to the terms of the I-Net governance agreement adopted by the Mayor & Council and the I-Net's adopted budget. For FY18, 28.1% of that payment is allocable to capital and may be paid from P.E.G. funds; the remaining 71.9% covers I-Net operating costs and is budgeted in the General Fund, Information Technology budget. The accumulated funds from all I-Net members will cover purchases and maintenance of shared equipment at the County's Largo Government Center and Comcast hub sites throughout the County.

	Cumulative Project		Cumulative Project					Cumulative Project	
	Inception to June 30, 2017 Actual	FY 2018 Activity Estimated	Inception to June 30, 2018 Estimated	FY 2019 Proposed Budget	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	Inception to End/FY23 Projected
Funding Sources:									
Reserve Balance - beginning of year				\$ 1,714,306	\$ 1,700,995	\$ 1,811,828	\$ 1,586,378	\$ 1,704,719	
Utility Franchise Fees	\$ 2,637,187	\$ 178,617	\$ 2,815,804	182,189	185,833	189,550	193,341	197,208	\$ 3,763,925
Total Funding Sources	2,637,187	178,617	2,815,804	1,896,495	1,886,828	2,001,378	1,779,719	1,901,927	3,763,925
Capital/Project expenditures:									
Prof Services	83,265		83,265						83,265
Contractual	23,393	8,000	31,393	10,000	10,000	10,000	10,000	10,000	81,393
Special Services	95,594		95,594						95,594
Repairs & Maint	16,452	3,206	19,658	5,000	5,000	5,000	5,000	5,000	44,658
Maintenance contracts	37,775		37,775						37,775
Supplies	1,906		1,906						1,906
Postage	109		109						109
Land, Property, Equipment & Improve.	786,288	45,510	831,798	180,500	60,000	400,000	60,000	60,000	1,592,298
Total Capital/Project Expenditures	1,044,782	56,716	1,101,498	195,500	75,000	415,000	75,000	75,000	1,936,998
Reserve Balance - end of year	\$ 1,592,405	\$ 121,901	\$ 1,714,306	\$ 1,700,995	\$ 1,811,828	\$ 1,586,378	\$ 1,704,719	\$ 1,826,927	\$ 1,826,927

Impact on operating budget:

No impact expected as PEG funds have been accumulated that will more than cover projected costs for the next several years. Ongoing operating costs are absorbed by the City's IT Department. Upgrades and modernization of this equipment should reduce current maintenance costs.

Estimated total project cost:	Continuing project	FY 2019 Capital:	
Estimated completion date:	Ongoing	VoIP Phones	\$ 175,000
Department:	Information Technology	Video camera & accessories	5,500
Manager:	Sarah Price, IT Manager		
Initial year appropriated:	FY 2011	Land, Property, Equip. & Impr.	<u>180,500</u>

PAVEMENT MANAGEMENT PLAN

Project #045008

Project Description:

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

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

	Cumulative <u>Project</u> Inception to June 30, 2017 Actual	FY 2018 Activity Estimated	Cumulative <u>Project</u> Inception to June 30, 2018 Estimated	FY 2019 Proposed Budget	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	Cumulative <u>Project</u> Inception to End/FY23 Projected
<u>Funding Sources:</u>									
Reserve Balance - beginning of year				\$ -	\$ -	\$ -	\$ -	\$ -	
Federal Grants	\$ 387,271		\$ 387,271						387,271
Highways & Streets - Utility reimburse.	1,850		1,850						1,850
General Fund	6,454,755		6,454,755	850,000	750,000	750,000	750,000	650,000	10,204,755
Total Funding Sources	6,843,876	-	6,843,876	850,000	750,000	750,000	750,000	650,000	10,593,876
<u>Capital/Project expenditures:</u>									
Prof Services	15,298		15,298						15,298
Special Services	9,534	920	10,454						10,454
Land, Property, Equipment & Improve.	6,204,691	361,475	6,566,166	850,000	750,000	750,000	750,000	650,000	10,316,166
Inter-project transfer	251,958		251,958						251,958
Total Capital/Project Expenditures	6,481,481	362,395	6,843,876	850,000	750,000	750,000	750,000	650,000	10,593,876
Reserve Balance - end of year	\$ 362,395	\$ (362,395)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Impact on operating budget:

Following a planned program of regular resurfacing has effectively reduced the cost of expensive major street reconstruction. It has also allowed the City to take advantage of WSSC doing repaving of streets related to their projects, significantly reducing the City's cost of repaving.

Estimated total project cost: Continuing project
Estimated completion date: Ongoing
Department: Public Works
Manager: Steve Halpern, City Engineer
Initial year appropriated: FY 2004

PUBLIC WORKS FACILITIES IMPROVEMENTS

Project #015002

Project Description:

This project will review and propose improvements to the City's Public Works buildings and facilities. In FY 2018 the Capital Projects Fund budget included \$50,000 in Departmental Capital for Site Improvements for DPW buildings which should have been included in this CIP. The FY 2018 Activity column below includes that amount in transfers from the General Fund. Projected expenditure of \$25,000 to replace the salt dome roof is also included in FY 2018.

FY 2019 Capital includes roof repairs for 2 buildings - the old truck garage and the supply building. Future needs include replacement of the handheld radio system.

	Cumulative Project		Cumulative Project					Cumulative Project	
	Inception to June 30, 2017	FY 2018 Activity Estimated	Inception to June 30, 2018 Estimated	FY 2019 Proposed Budget	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	Inception to End/FY23 Projected
<u>Funding Sources:</u>									
Reserve Balance - beginning of year				\$ 180,980	\$ 122,980	\$ 52,980	\$ 52,980	\$ 52,980	
Federal Grants	\$ 106,400		\$ 106,400						\$ 106,400
General Fund	1,020,000	125,000	1,145,000						1,145,000
Inter-project transfer	18,098	56,118	74,216						74,216
Facilities Capital Reserve	34,030		34,030						34,030
Total Funding Sources	1,178,528	181,118	1,359,646	180,980	122,980	52,980	52,980	52,980	1,359,646
<u>Capital/Project expenditures:</u>									
Prof Services	81,263		81,263						81,263
Contractual	10,407		10,407						10,407
Special Services	1,149	190	1,339						1,339
Postage	31		31						31
Loans/Leases/Bonds - Admin fees	1,222		1,222						1,222
Land, Property, Equipment & Improve.	970,657	113,747	1,084,404	58,000	70,000				1,212,404
Total Capital/Project Expenditures	1,064,729	113,937	1,178,666	58,000	70,000	-	-	-	1,306,666
Reserve Balance - end of year	\$ 113,799	\$ 67,181	\$ 180,980	\$ 122,980	\$ 52,980	\$ 52,980	\$ 52,980	\$ 52,980	\$ 52,980

Impact on operating budget:

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

Estimated total project cost: Continuing project

Estimated completion date: Ongoing

Department: Public Works

Manager: Bob Stumpff, Public Works Director

Initial year appropriated: FY 2001

CITY HALL EXPANSION

Project #041003

Project Description:

A new City Hall will be built on the existing City Hall site and will accommodate the relocation of the Public Services department from 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 has been extended to June 1, 2019. The City must expend or encumber its share of these funds for design and engineering by that date to avoid forfeiting the grant.

In March 2018 the City reached an agreement to purchase the property to be used for the building site. The purchase price is reflected in the FY 2018 Activity. The FY 2019 amounts are estimates for the design and contract management of the facility.

	Cumulative Project		Cumulative Project		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Cumulative Project
	Inception to	FY 2018	Inception to	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Inception to	
	June 30, 2017	Activity	June 30, 2018	Proposed	Projected	Projected	Projected	Projected	End/FY23	
	Actual	Estimated	Estimated	Budget					Projected	
<u>Funding Sources:</u>										
Reserve Balance - beginning of year				\$ 2,735,159	\$ 3,685,159	\$ 245,000	\$ -	\$ -		
State Grants	125,000		125,000	500,000						625,000
Capital leases/bond proceeds			-		5,000,000					5,000,000
General Fund	3,530,410	1,000,000	4,530,410	-	560,000	344,167	338,333	332,500		6,105,410
Inter-project transfer	118,800		118,800	1,000,000						1,118,800
Total Funding Sources	3,774,210	1,000,000	4,774,210	4,235,159	9,245,159	589,167	338,333	332,500		12,849,210
<u>Capital/Project expenditures:</u>										
Prof Services	422,798		422,798	240,000	240,000	240,000				1,142,798
Legal Services	8,282	7,971	16,253	10,000	10,159	5,000				41,412
Principal payments			-			166,667	166,667	166,667		500,000
Interest exp			-			175,000	169,167	163,333		507,500
Loans/Leases/Bonds - Admin fees			-			2,500	2,500	2,500		7,500
Land, Property, Equipment & Improve.		1,600,000	1,600,000	300,000	8,750,000					10,650,000
Total Capital/Project Expenditures	431,080	1,607,971	2,039,051	550,000	9,000,159	589,167	338,333	332,500		12,849,210
Reserve Balance - end of year	\$ 3,343,130	\$ (607,971)	\$ 2,735,159	\$ 3,685,159	\$ 245,000	\$ -	\$ -	\$ -	\$ -	\$ -

Impact on operating budget:

Approximately 50% of the cost is expected to be financed by bonds, with resulting annual debt service. The comparative costs of maintenance, repairs and utility costs of a new city hall vs. the existing building has not been determined.

Estimated total project cost: \$ 11,841,710 (excludes debt service)

Estimated completion date: FY 2021

Department: Administration

Manager: Scott Somers, City Manager

Initial year appropriated: FY 2012

DUVALL FIELD RENOVATION

Project #053007

Project Description:

This project provides for a comprehensive renovation of the City's largest multi-use recreational facility to address deferred maintenance and the provision of new amenities. Work will be constructed in phases based on available funds. The first phase, now completed, involved replacement of the concession and restroom building and construction of a new recreation plaza. The next step will be preparation of a conceptual plan with community input to determine the other types of facilities and work needed. This will be followed by 100% design plans and construction. Funding is provided from a variety of sources including Program Open Space, Community Parks and

	Cumulative Project		Cumulative Project					Cumulative Project	
	Inception to June 30, 2017 Actual	FY 2018 Activity Estimated	Inception to June 30, 2018 Estimated	FY 2019 Proposed Budget	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	Inception to End/FY23 Projected
<u>Funding Sources:</u>									
Reserve Balance - beginning of year				\$ 343,259	\$ 393,259	\$ 23,259	\$ -	\$ -	
State Grants	702,317	251,525	953,842	150,000	200,000	200,000			1,503,842
Developer Contributions	275,000	300,000	575,000						575,000
General Fund	130,000	185,387	315,387		100,000	150,000			565,387
Inter-project transfer	7,324	46,700	54,024						54,024
Total Funding Sources	1,114,641	783,612	1,898,253	493,259	693,259	373,259	-	-	2,698,253
<u>Capital/Project expenditures:</u>									
Prof Services	227,012		227,012	100,000	20,000	23,259			370,271
Special Services	13,397	785	14,182						14,182
Rentals	2,943	1,130	4,073						4,073
Land, Property, Equipment & Improve.	1,176,479	133,248	1,309,727		650,000	350,000			2,309,727
Total Capital/Project Expenditures	1,419,831	135,163	1,554,994	100,000	670,000	373,259	-	-	2,698,253
Reserve Balance - end of year	\$ (305,190)	\$ 648,449	\$ 343,259	\$ 393,259	\$ 23,259	\$ -	\$ -	\$ -	\$ -

Impact on operating budget:

Ongoing maintenance at Duval Field is currently performed by the City's public works crews. No additional operating budget impacted is expected.

Estimated total project cost: \$ 2,698,253

Estimated completion date: FY 2021

Department: Planning, Community & Economic Development

Manager: Terry Schum, Director of Planning

Initial year appropriated: FY 2006

SUSTAINABILITY INITIATIVE

Project #091004

Project Description:

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. The City has met its goal of reducing energy consumption by 15% in FY 18. The City installed solar panels at the Youth and Family Services Building in FY 17 and has scheduled solar panels to be installed at Public Works in FY 18. In FY 19, the City anticipates approval of a \$25,000 Maryland Energy Administration Grant for a new HVAC system for Youth and Family Services. A long term project is the installation of solar panels on the Downtown Parking Garage.

This project is being closed out at the end of FY 2018. Various new projects, such as the new HVAC for the YFS building will be accounted for in specific CIP project

	Cumulative Project		Cumulative Project					Cumulative Project	
	Inception to June 30, 2017 Actual	FY 2018 Activity Estimated	Inception to June 30, 2018 Estimated	FY 2019 Proposed Budget	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	Inception to End/FY23 Projected
Funding Sources:									
Reserve Balance - beginning of year				\$ -	\$ -	\$ -	\$ -	\$ -	-
State Grants	52,451	73,000	125,451						125,451
Other Grants	130,948		130,948						130,948
General government charges	1,455		1,455						1,455
General Fund	66,000		66,000						66,000
Inter-project transfer		111,300	111,300						111,300
Total Funding Sources	250,854	184,300	435,154	-	-	-	-	-	435,154
Capital/Project expenditures:									
Prof Services	30,038		30,038						30,038
Supplies	4,781	571	5,352						5,352
Utilities	27	88	115						115
Land, Property, Equipment & Improve.	306,939	92,710	399,649						399,649
Total Capital/Project Expenditures	341,785	93,369	435,154	-	-	-	-	-	435,154
Reserve Balance - end of year	\$ (90,931)	\$ 90,931	\$ -	-	-	-	-	-	-
<i>Closing out Proj.</i>									

Impact on operating budget:

Ongoing maintenance of City buildings and grounds is performed by public works crews. It is expected that "green" initiatives would reduce future utility costs.

Estimated total project cost: \$ 435,154
Estimated completion date: Ongoing
Department: Planning, Community & Economic Development
Manager: Steve Beavers, Community Development Coordinator
Initial year appropriated: FY 2009

CCTV
Project #092003

Project Description:

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

	Cumulative Project Inception to June 30, 2017 Actual	FY 2018 Activity Estimated	Cumulative Project Inception to June 30, 2018 Estimated	FY 2019 Proposed Budget	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	Cumulative Project Inception to End/FY23 Projected
<u>Funding Sources:</u>									
Reserve Balance - beginning of year				\$ 20,067	\$ -	\$ -	\$ -	\$ -	
Federal Grants	674,966		\$ 674,966						674,966
General Fund (Speed Cameras)	285,175	75,000	360,175	329,933					690,108
Inter-project transfer	-	45,000	45,000						45,000
Total Funding Sources	960,141	120,000	1,080,141	350,000	-	-	-	-	1,410,074
<u>Capital/Project expenditures:</u>									
Repairs & Maint	3,620		3,620						3,620
Maintenance contracts	171,817		171,817	200,000					371,817
Utilities	19,784		19,784						19,784
Land, Property, Equipment & Improve.	789,853	75,000	864,853	150,000					1,014,853
Total Capital/Project Expenditures	985,074	75,000	1,060,074	350,000	-	-	-	-	1,410,074
Reserve Balance - end of year	\$ (24,933)	\$ 45,000	\$ 20,067	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Impact on operating budget:

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

Estimated total project cost: \$ 1,410,074
Estimated completion date: Undetermined
Department: Public Services
Manager: Bob Ryan, Director of Public Services
Initial year appropriated: FY 2009

HOLLYWOOD GATEWAY PARK

Project #103002

Project Description:

This project involves land acquisition, design and construction to create a park area at the southeast corner of Baltimore Ave. and Edgewood Road. The main part of the site is zoned commercial but is recommended for parks and open space in the Central US1 Corridor Sector Plan. The house previously occupying the site has been demolished. Design plans call for a pavillion that will serve as a gateway feature, pathways, extensive landscaping with native plants and micro bio-retention features.

	Cumulative <u>Project</u> Inception to		Cumulative <u>Project</u> Inception to					Cumulative <u>Project</u> Inception to	
	June 30, 2017	FY 2018 Activity Estimated	June 30, 2018 Estimated	FY 2019 Proposed Budget	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	End/FY23 Projected
<u>Funding Sources:</u>									
Reserve Balance - beginning of year				\$ (7,000)	\$ -	\$ -	\$ -	\$ -	
State Grants	100,000		100,000	673,000					773,000
Developer Contributions	150,000		150,000						150,000
General Fund	25,000	50,000	75,000						75,000
Inter-project transfer	25,000	321,088	346,088						346,088
Total Funding Sources	300,000	371,088	671,088	666,000	-	-	-	-	1,344,088
<u>Capital/Project expenditures:</u>									
Prof Services	73,015	145,324	218,339	44,000					262,339
Special Services	1,137	743	1,880						1,880
Awards & Gifts	1,700		1,700						1,700
Land, Property, Equipment & Improve.	22,454	433,715	456,169	622,000					1,078,169
Total Capital/Project Expenditures	98,306	579,782	678,088	666,000	-	-	-	-	1,344,088
Reserve Balance - end of year	\$ 201,694	\$ (208,694)	\$ (7,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Impact on operating budget:

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

Estimated total project cost: \$ 1,344,088
Estimated completion date: FY 2019
Department: Planning, Community & Economic Development
Manager: Terry Schum, Director of Planning
Initial year appropriated: FY 2010

HOLLYWOOD COMMERCIAL REVITALIZATION

Project #103004

Project Description:

This project funds streetscape improvements in the Hollywood Commercial District, located at the intersection of Edgewood Road and Rhode Island Avenue. The project proposes to repurpose segments of the service roads as parklets and to provide pedestrian, bicycle and bus stop enhancements as well as landscaping and pedestrian lighting. The proposed wellness trail along Narragansett Run and Muskogee Street will be postponed until a study to assess the feasibility of daylighting the Narragansett Run is completed. 30% design was completed in FY18 and a \$150,000 State bond bill received for further design and construction. The next step is to complete design and construction drawings and go out for construction bids for the first phase of the project north of Rhode Island Avenue .

	Cumulative Project Inception to June 30, 2017 Actual		Cumulative Project Inception to June 30, 2018 Estimated		FY 2019 Proposed Budget	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	Cumulative Project Inception to End/FY23 Projected
<u>Funding Sources:</u>										
Reserve Balance - beginning of year					\$ 679,098	\$ 1,079,098	\$ 429,098	\$ -	\$ -	
State Grants				-	150,000					150,000
Developer Contributions	200,000		200,000		250,000					450,000
General Fund	163,000	593,390	756,390		150,000	200,000	220,902			1,327,292
Total Funding Sources	363,000	593,390	956,390		1,229,098	1,279,098	650,000	-	-	1,927,292
<u>Capital/Project expenditures:</u>										
Prof Services	84,894	42,398	127,292		150,000	50,000	50,000			377,292
Land, Property, Equipment & Improve.		150,000	150,000			800,000	600,000			1,550,000
Total Capital/Project Expenditures	84,894	192,398	277,292		150,000	850,000	650,000	-	-	1,927,292
Reserve Balance - end of year	\$ 278,106	\$ 400,992	\$ 679,098		\$ 1,079,098	\$ 429,098	\$ -	\$ -	\$ -	\$ -

Impact on operating budget:

Public works staff will be responsible for ongoing maintenance

Estimated total project cost: \$ 1,927,292

Estimated completion date: FY 2021

Department: Planning, Community & Economic Development

Manager: Terry Schum, Director of Planning

Initial year appropriated: FY 2010

BIKESHARE

Project #113003

Project Description:

This is a 3 year project with the University of Maryland that established a BikeShare program in College Park. The program will end in spring 2019 unless renewed by the partners. The City/University program now has 23 stations on and off campus. A state grant, county contribution, developer contributions as well as membership and user fees help fund the program. Only the City portion of the budget is reflected below. An MOU has been approved by the Mayor & Council to allow for system expansion beyond the City limits.

	Cumulative Project		Cumulative Project		FY 2019 Proposed Budget	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	Cumulative Project
	Inception to	FY 2018	Inception to	FY 2019						Inception to
	June 30, 2017 Actual	Activity Estimated	June 30, 2018 Estimated	Budget						End/FY23 Projected
<u>Funding Sources:</u>										
Reserve Balance - beginning of year				\$ 208,290	\$ 206,290	\$ 206,290	\$ 206,290	\$ 206,290		
State Grants	188,079		188,079							188,079
County Grants	75,000	175,000	250,000							250,000
Other Grants	1,369		1,369							1,369
General government charges	15,338	32,000	47,338	35,000						82,338
Developer Contributions	212,500	12,000	224,500							224,500
General Fund	25,000		25,000							25,000
Total Funding Sources	517,286	219,000	736,286	243,290	206,290	206,290	206,290	206,290	206,290	771,286
<u>Capital/Project expenditures:</u>										
Land, Property, Equipment & Improve.	470,184	57,812	527,996	37,000						564,996
Total Capital/Project Expenditures	470,184	57,812	527,996	37,000	-	-	-	-	-	564,996
Reserve Balance - end of year	\$ 47,102	\$ 161,188	\$ 208,290	\$ 206,290	\$ 206,290	\$ 206,290	\$ 206,290	\$ 206,290	\$ 206,290	\$ 206,290
<i>Use of reserve balance to be determined for future years</i>										

Impact on operating budget:

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

Estimated total project cost: Ongoing

Estimated completion date: Not determined

Department: Planning, Community & Economic Development

Manager: Terry Schum, Director of Planning

Initial year appropriated: FY 2011

COMPLETE & GREEN STREETS

Project #113004

Project Description:

This is a program established to implement the complete and green streets policy adopted by the City Council. It funds projects to improve facilities for walking and bicycling within City rights-of-way as well as green infrastructure. A priority matrix was developed by City staff to help identify projects for funding and an implementation plan will be developed in FY 19 to enhance connectivity. A half mile of new sidewalk construction is proposed in FY 19. State matching grants will be pursued to assist with funding this project.

Note: the FY 2018 activity column includes \$10,000 for a bus shelter that was originally budgeted in Departmental Capital in the Capital Projects Fund but should

	Cumulative <u>Project</u> Inception to June 30, 2017 Actual		Cumulative <u>Project</u> Inception to June 30, 2018 Estimated		FY 2019 Proposed Budget	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	Cumulative <u>Project</u> Inception to End/FY23 Projected
<u>Funding Sources:</u>										
Reserve Balance - beginning of year					\$ 28,039	\$ 1,473	\$ -	\$ -	\$ -	
State Grants	95,000	25,000	120,000	201,264	100,000	100,000	100,000	100,000	100,000	721,264
Other Grants	114,562		114,562	20,000						134,562
Developer Contributions	46,000		46,000							46,000
General Fund	100,000	60,000	160,000	-	100,000	100,000	100,000	100,000	100,000	560,000
Inter-project transfer			-	200,000						200,000
Total Funding Sources	355,562	85,000	440,562	449,303	201,473	200,000	200,000	200,000	200,000	1,661,826
<u>Capital/Project expenditures:</u>										
Prof Services	64,905		64,905	232,000						296,905
Land, Property, Equipment & Improve.	292,361	55,257	347,618	215,830	201,473	200,000	200,000	200,000	200,000	1,364,921
Total Capital/Project Expenditures	357,266	55,257	412,523	447,830	201,473	200,000	200,000	200,000	200,000	1,661,826
Reserve Balance - end of year	\$ (1,704)	\$ 29,743	\$ 28,039	\$ 1,473	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Impact on operating budget:

To be determined

Estimated total project cost:

\$ 1,661,826

Estimated completion date:

Ongoing project

Department:

Planning, Community & Economic Development

Manager:

Terry Schum, Director of Planning
Steve Halpern, City Engineer

Initial year appropriated:

FY 2011

OLD PARISH HOUSE RENOVATIONS #2

Project #155001

Project Description:

This project funds repairs and upgrades to the Old Parish House, a City-owned facility at 4711 Knox Road. Work will be done in phases, dependent on available funding and according to 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.

	Cumulative <u>Project</u>		Cumulative <u>Project</u>							Cumulative <u>Project</u>
	Inception to June 30, 2017	FY 2018 Activity Estimated	Inception to June 30, 2018	FY 2019 Proposed Budget	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected		Inception to End/FY23 Projected
<u>Funding Sources:</u>										
Reserve Balance - beginning of year				\$ 12,500	\$ -	\$ -	\$ -	\$ -		
General government charges (OPH Rentals)			-	10,000						10,000
Developer Contributions	50,000		50,000							50,000
General Fund	20,000	4,400	24,400	8,500						32,900
Inter-project transfer		53,893	53,893	25,000						78,893
Total Funding Sources	70,000	58,293	128,293	56,000	-	-	-	-	-	171,793
<u>Capital/Project expenditures:</u>										
Prof Services	25,579		25,579							25,579
Land, Property, Equipment & Improve.	85,699	4,515	90,214	56,000						146,214
Total Capital/Project Expenditures	111,278	4,515	115,793	56,000	-	-	-	-	-	171,793
Reserve Balance - end of year	\$ (41,278)	\$ 53,778	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Impact on operating budget:

To be determined

FY 2019 Capital:

New windows	\$ 20,000
A/C removal & other impr.	16,000
Accoustical ceiling	20,000
Land, Property, Equip. & Im	<u>\$ 56,000</u>

Estimated total project cost:

Unknown

Estimated completion date:

Unknown

Department:

Public Works

Manager:

Brenda Alexander, Assistant Director of Public Works - Administration
Miriam Bader, Senior Planner

Initial year appropriated:

FY 2015

PARKING ENFORCEMENT EQUIPMENT REPLACEMENT

Project #162002

Project Description:

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

Note: In FY 2018 the Capital Projects Fund budget included \$50,000 in Departmental Capital for parking pay stations which should have been included in this CIP. The FY 2018 Activity column below includes that amount in transfers from the General Fund.

	Cumulative Project Inception to June 30, 2017 Actual	FY 2018 Activity Estimated	Cumulative Project Inception to June 30, 2018 Estimated	FY 2019 Proposed Budget	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	Cumulative Project Inception to End/FY23 Projected
<u>Funding Sources:</u>									
Reserve Balance - beginning of year				\$ 100,000	\$ 19,000	\$ -	\$ -	\$ -	
General Fund	50,000	50,000	100,000	-	151,000				251,000
Total Funding Sources	50,000	50,000	100,000	100,000	170,000	-	-	-	251,000
<u>Capital/Project expenditures:</u>									
Land, Property, Equipment & Improve.				-	81,000	170,000			251,000
Total Capital/Project Expenditures	-	-	-	81,000	170,000	-	-	-	251,000
Reserve Balance - end of year	\$ 50,000	\$ 50,000	\$ 100,000	\$ 19,000	\$ -	\$ -	\$ -	\$ -	\$ -
									<i>Parking meter replacement</i>

Impact on operating budget:

Ongoing maintenance of City buildings and grounds is performed by public works crews. It is expected that "green" initiatives would reduce future

<u>Estimated total project cost:</u>	Ongoing	<u>FY 2019 Capital:</u>	
<u>Estimated completion date:</u>	Ongoing	Handheld devices/software	\$ 70,000
<u>Department:</u>	Public Services	Paystation	11,000
<u>Manager:</u>	Jim Miller, Parking Manager		
<u>Initial year appropriated:</u>	FY 2016	Land, Property, Equip. & Im	<u>\$ 81,000</u>

PROPERTY ACQUISITION

Project #181014

Project Description:

This project is for the possible purchase of property for future use or redevelopment. The initial amount is for acquisition and bonding costs, with short-term financing costs in out-years.

	Cumulative Project		Cumulative Project						Cumulative Project
	Inception to June 30, 2017 Actual	FY 2018 Activity Estimated	Inception to June 30, 2018 Estimated	FY 2019 Proposed Budget	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	Inception to End/FY23 Projected
<u>Funding Sources:</u>									
Reserve Balance - beginning of year				\$ 115,225	\$ 115,225	\$ 115,225	\$ 115,225	\$ 115,225	
General Fund	-	80,000	80,000						80,000
Inter-project transfer	45,225		45,225						45,225
Total Funding Sources	45,225	80,000	125,225	115,225	115,225	115,225	115,225	115,225	125,225
<u>Capital/Project expenditures:</u>									
Land, Property, Equipment & Improve.	-	10,000	10,000						10,000
Total Capital/Project Expenditures	-	10,000	10,000	-	-	-	-	-	10,000
Reserve Balance - end of year	\$ 45,225	\$ 70,000	\$ 115,225	\$ 115,225	\$ 115,225	\$ 115,225	\$ 115,225	\$ 115,225	\$ 115,225

Impact on operating budget:

To be determined

Estimated total project cost: Unknown

Estimated completion date: FY 2020

Department: Finance

Manager: Gary Fields, Finance Director

Initial year appropriated: FY 2018

VEHICLE REPLACEMENT PROGRAM

Project #925061

Project Description:

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

This project is ongoing, subject to annual funding. A \$2,000,000 5-year master lease was initiated in FY16 to fund current and future vehicle purchases. The lease payments due are budgeted and paid for from this line and funded by a transfer from the General Fund. Annual lease payments due \$420,456 and are allocated below between Principal and Interest.

Maintenance of City vehicles and equipment is performed and budgeted by the City's Fleet Services program in the Public Works Department of the General Fund. Scheduled replacement of vehicles should reduce repair costs of aging vehicles and equipment.

	<u>Cumulative Project</u>		<u>Cumulative Project</u>					<u>Cumulative Project</u>	
	Inception to	FY 2018	Inception to	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Inception to
	June 30, 2017	Activity	June 30, 2018	Proposed	Projected	Projected	Projected	Projected	End/FY23
	Actual	Estimated	Estimated	Budget	Projected	Projected	Projected	Projected	Projected
Funding Sources:									
Reserve Balance - beginning of year				\$ 1,110,725	\$ 421,395	\$ -	\$ -	\$ -	
Investment earnings	54,332	5,454	59,786	2,500	500				62,786
Sale of F/A	55,837		55,837						55,837
Other revenue	306,719		306,719						306,719
Capital leases	4,269,512		4,269,512						4,269,512
General Fund	3,833,003	420,456	4,253,459	528,626	648,561	920,456	500,000	850,000	7,701,102
Total Funding Sources	8,519,403	425,910	8,945,313	1,641,851	1,070,456	920,456	500,000	850,000	12,395,956
Capital/Project expenditures:									
Legal Services	7,500		7,500						7,500
Principal payments - FY 2016 Loan	2,189,884	392,011	2,581,895	399,843	407,833	415,981	-	-	3,805,552
Interest exp	236,130	28,445	264,575	20,613	12,623	4,475	-	-	302,286
Principal payments - FY 2020 loan									-
Interest exp									-
Loans/Leases/Bonds - Admin fees			-						-
Land, Property, Equipment & Improve.	4,501,194	479,424	4,980,618	800,000	650,000	500,000	500,000	850,000	8,280,618
Total Capital/Project Expenditures	6,934,708	899,880	7,834,588	1,220,456	1,070,456	920,456	500,000	850,000	12,395,956
Reserve Balance - end of year	\$ 1,584,695	\$ (473,970)	\$ 1,110,725	\$ 421,395	\$ -	\$ -	\$ -	\$ -	-

Impact on operating budget:

Public Works staff is responsible for ongoing maintenance.

Estimated total project cost: Ongoing project
Estimated completion date: Ongoing project
Department: Public Works
Manager: Bob Stumpff, Public Works Director
Initial year appropriated: FY 1992

PROGRAM OPEN SPACES ACQUISITION

Project #963028

Project Description:

The City typically receives an annual allocation of Program Open Space (POS) funds from the State of Maryland for the acquisition of property for recreational or open space purposes. Sites to be acquired are determined by Mayor & Council based on needs and available funding. The purchase of 2 lots on 47th Place for Hollywood Gateway Park has been reflected in that project budget and this program shows the current funding allocated to date and the proposed allocation for FY 2019.

This project is being closed out at the end of FY 2018. The FY 2019 projection and future Program Open Spaces funding will be accounted for in the specific CIP project that it is intended to benefit.

	Cumulative <u>Project</u> Inception to June 30, 2017 Actual		Cumulative <u>Project</u> Inception to June 30, 2018 Estimated		FY 2019 Proposed Budget	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	Cumulative <u>Project</u> Inception to End/FY23 Projected
<u>Funding Sources:</u>										
Reserve Balance - beginning of year					\$ -	\$ 142,120	\$ 142,120	\$ 142,120	\$ 142,120	
State Grants	370,376	575,571	945,947	142,120	for Hollywood Gateway Park					1,088,067
Inter-project transfer	3,880		3,880							3,880
Total Funding Sources	374,256	575,571	949,827	142,120	142,120	142,120	142,120	142,120	142,120	1,091,947
<u>Capital/Project expenditures:</u>										
Prof Services	24,624		24,624							24,624
Land, Property, Equipment & Improve.	349,632	100,000	449,632							449,632
Inter-project transfer		475,571	475,571							475,571
Total Capital/Project Expenditures	374,256	575,571	949,827	-	-	-	-	-	-	949,827
Reserve Balance - end of year	\$ -	\$ -	\$ -	\$ 142,120	\$ 142,120	\$ 142,120	\$ 142,120	\$ 142,120	\$ 142,120	\$ 142,120
				<i>Closing out Proj.</i>		<i>Use of reserve balance to be determined</i>				

Impact on operating budget:

To be determined

Estimated total project cost: Unknown

Estimated completion date: FY 2020

Department: Planning, Community & Economic Development

Manager: Terry Schum, Director of Planning

Initial year appropriated: FY 1996

FACILITIES CAPITAL RESERVE

Project #991013

Project Description:

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

In FY 2018 the Capital Projects Fund budget included \$75,000 in Departmental Capital for HVAC replacement, and \$10,000 for accoustical panels, both at the Youth & Family Services building which should have been included in this CIP. The FY 2018 Activity column below includes those amount in transfers from the General Fund.

	Cumulative Project		Cumulative Project							Cumulative Project
	Inception to	FY 2018	Inception to	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Inception to	
	June 30, 2017	Activity	June 30, 2018	Proposed	Projected	Projected	Projected	Projected	End/FY23	
	Actual	Estimated	Estimated	Budget	Projected	Projected	Projected	Projected	Projected	
<u>Funding Sources:</u>										
Reserve Balance - beginning of year				\$ 352,821	\$ 280,321	\$ 280,321	\$ 280,321	\$ 280,321		
State Grants			-	30,000					30,000	
General Fund	\$ 475,000	137,964	612,964						612,964	
Total Funding Sources	475,000	137,964	612,964	382,821	280,321	280,321	280,321	280,321	642,964	
<u>Capital/Project expenditures:</u>										
Prof Services	9,300		9,300	2,500					11,800	
Land, Property, Equipment & Improve.	175,152	6,903	182,055	100,000					282,055	
Inter-project transfer	34,758		34,758						34,758	
Transfers-Facilities Capital Reserve	34,030		34,030						34,030	
Total Capital/Project Expenditures	253,240	6,903	260,143	102,500	-	-	-	-	362,643	
Reserve Balance - end of year	\$ 221,760	\$ 131,061	\$ 352,821	\$ 280,321						

* \$2500 for YFS HVAC construction mgt

Impact on operating budget:

Since this projects funds major repairs and renovations to City facilities, no operating budget impact is projected.

Estimated total project cost: Ongoing project
Estimated completion date: Ongoing
Department: Finance
Manager: Gary Fields, Finance Director
Initial year appropriated: FY 1999

College Park Woods Property Acquisition & Redevelopment

Project # _____

Project Description:

This project was established in FY2018 to provide funding for future expenditures relating to the acquisition, rehabilitation and redevelopment of the former College Park Woods Pool property. As of March 2018, there are no firm plans for the future use of the property but will require demolition/decommissioning of the pool. Provided for in FY 2018 is the purchase price of the property. FY 2019 includes estimates related to decommissioning the pool for \$300,000. The remaining amounts are estimates for possible redevelopment of the site.

	<u>Cumulative Project</u>		<u>Cumulative Project</u>					<u>Cumulative Project</u>	
	Inception to June 30, 2017 Actual	FY 2018 Activity Estimated	Inception to June 30, 2018 Estimated	FY 2019 Proposed Budget	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	Inception to End/FY23 Projected
<u>Funding Sources:</u>									
Reserve Balance - beginning of year				\$ -	\$ -	\$ -	\$ -	\$ -	
State Grants		256,000	256,000						256,000
General Fund		25,000	25,000	335,000	250,000				610,000
Total Funding Sources	-	281,000	281,000	335,000	250,000	-	-	-	866,000
<u>Capital/Project expenditures:</u>									
Prof Services		25,000	25,000	-					25,000
Contractual			-	-					-
Land, Property, Equipment & Improve.		256,000	256,000	335,000	250,000				841,000
Total Capital/Project Expenditures	-	281,000	281,000	335,000	250,000	-	-	-	866,000
Reserve Balance - end of year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Impact on operating budget:

Until the ultimate use of this property is determined, the final impact on the operating budget can not be determined. In the interim, the City will be paying the operating costs of the property, primarily utilities and routine maintenance. \$30,000 is estimated for FY 2019 and budgeted in DPW - Building Maintenance in the General Fund (001-5028)

Estimated total project cost: \$ 866,000
Estimated completion date: Ongoing
Department: DPW
Manager: Robert Marsili
Initial year appropriated: FY 2018

Rhode Island Ave. Bike Lane & Intersection Improvements

Project #

Project Description:

The goal of this project is to make bicycle travel safer along Rhode Island Ave. between Muskogee St. and Greenbelt Rd. A technical assistance grant in FY 2018 reviewed alternatives with the community and prepared 30% design drawings for improvements. Final design and construction will take approximately two years.

	Cumulative Project		Cumulative Project					Cumulative Project	
	Inception to June 30, 2017	FY 2018 Activity	Inception to June 30, 2018	FY 2019 Proposed	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	Inception to End/FY23 Projected
	Actual	Estimated	Estimated	Budget	Projected	Projected	Projected	Projected	Projected
Funding Sources:									
Reserve Balance - beginning of year				\$ -	\$ 150,000	\$ -	\$ -	\$ -	-
State Grants			-	100,000	100,000				200,000
Other Grants			-						-
Developer Contributions			-	100,000					100,000
General Fund			-	-	100,000				100,000
Inter-project transfer			-						-
Total Funding Sources	-	-	-	200,000	350,000	-	-	-	400,000
Capital/Project expenditures:									
Prof Services			-						-
Land, Property, Equipment & Improve.			-	50,000	350,000				400,000
Total Capital/Project Expenditures	-	-	-	50,000	350,000	-	-	-	400,000
Reserve Balance - end of year	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	-

Impact on operating budget:

To be determined

Estimated total project cost: \$ 400,000

Estimated completion date: Ongoing project

Department: Planning, Community & Economic Development

Manager: Terry Schum, Director of Planning

Initial year appropriated: FY 2019

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 Enforcement Officer	\$35,283	\$58,217
105	Parking Enforcement Officer, Senior Bus Driver	\$37,047	\$61,128
106	Administrative Assistant Fiscal Support Specialist Supply Clerk Dispatcher - Administrative 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

Pay Grade	Position Title	Annual Salary Range Minimum	Annual Salary Range Maximum
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	\$49,426	\$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

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

January	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).
Late January	Operating budget worksheets are distributed to departments. C.I.P. project summaries are distributed to departments for update. Finance and departments prepare revenue budget.
Early February	Departments submit IT requests to Information Technology for pricing and possible inclusion in the requested budget.
Late February	Operating budget worksheets are returned to Finance. Any proposed increases in fees or fines are submitted for review.
Early March	Department requests are reviewed by City Manager and Director of Finance; adjustments are made to balance citywide budget. Departments meet to finalize C.I.P. projects for requested budget.
Mid March	City Manager reviews Mayor and Council “wish list” pricing to decide which requests to include in the proposed budget.

By March 31	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.
Early April	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).
Late April	Budget ordinance is prepared and introduced at a regular Mayor and Council meeting. Public hearing on budget ordinance is advertised in a newspaper of general circulation in the City.
Early May	Public hearing is held, at which public testimony is taken.
Early May	Constant yield tax rate public hearing is held, if required by SDAT calculation.
Mid May	Possible worksession discussion of potential budget amendments.
Late May	Budget ordinance is adopted, with or without amendments.
May 31	Budget ordinance is required to be adopted by this date.
July 1	Adopted budget is effective for new fiscal year.

Financial Reporting Basis of Accounting

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

Budget Basis of Accounting

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

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

The budget is required to present a complete financial plan for the City. For fiscal year 2017, the City's governmental funds consist of the General Fund, Parking Debt Service Fund and the Capital Projects Fund; however, only the General Fund and Parking Debt Service Fund are budgeted on an annual basis. Budgetary control over the Capital Projects Fund is established by annual appropriations from the General Fund to C.I.P. project equity accounts through the adoption of a 5-year capital improvement program by the Mayor 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%
Total	\$ 536,617	\$ 39,990	\$ 576,607	\$ 216,289	\$ 65,856	\$ 282,145	26.59%		20.22%

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%
Total	23,598		71.86%	16,050		64.20%

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
Parking enforcement										
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
Recreation										
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
Planning and development										
Variance applications processed	40	23	6	10	15	14	6	15	10	10
Clinical services										
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
Seniors program										
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
Refuse and recycling collection										
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
Compost yard operations										
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
Other public works										
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.